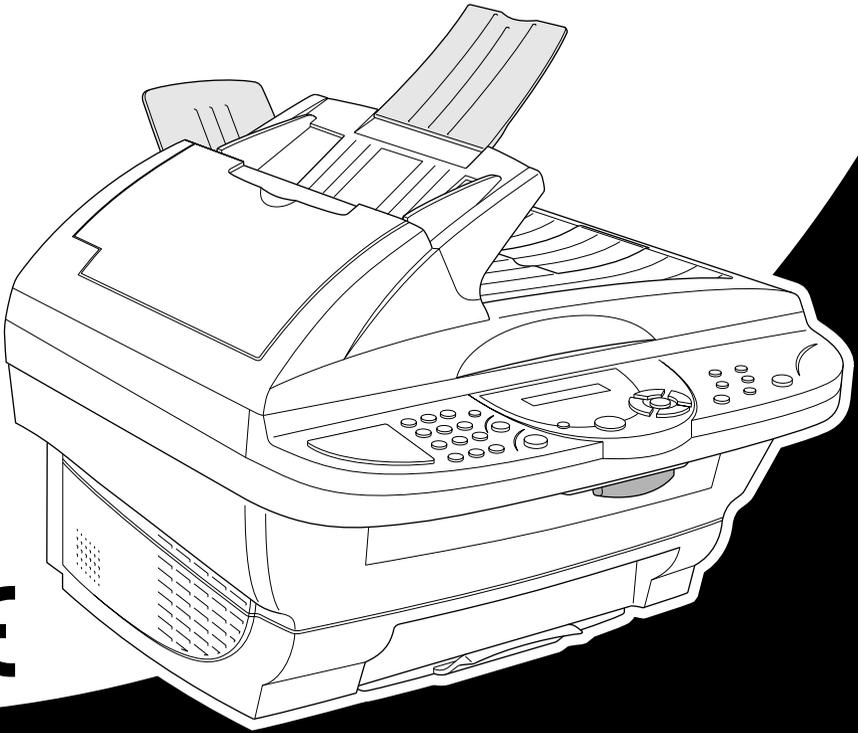


MFC-9160

OWNER'S MANUAL



CE

At your side.
brother®



“EC” Declaration of Conformity

Manufacturer

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

Plant

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

Herewith declare that:

Products description : Laser Printer
Product Name : MFC-9160

are in conformity with provisions of the Directives applied : Low Voltage Directive 73/23/EEC (as amended by 93/68/EEC) and the Electromagnetic Compatibility Directive 89/336/EEC (as amended by 91/263/EEC and 92/31/EEC and 93/68/EEC).

Standards applied :

Harmonized : Safety : EN60950:2000

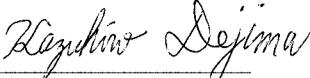
EMC : EN55022:1998 Class B
EN55024:1998
EN61000-3-2:1995 + A1:1998 + A2:1998
EN61000-3-3:1995

Year in which CE marking was First affixed : 2001

Issued by : Brother Industries, Ltd.

Date : 4 September 2001

Place : Nagoya, Japan

Signature : 

Kazuhiro Dejima
Manager
Quality Audit Group
Customer Satisfaction Dept.
Information & Document Company

Using This Manual

Thank you for purchasing a Brother machine.

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

Finding Information

All chapter headings and subheadings are listed in the Table of Contents. You will also be able to find information about a specific feature or function by checking the Index at the back of this manual. Also, throughout this manual, you will see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

Symbols Used In This Manual



Note or additional information.



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



Warnings detail precautions you must take to avoid possible personal injury.

User-Friendly Programming

We have designed the machine with on-screen programming. User-friendly programming helps you take full advantage of all the functions the machine has to offer.

Since your programming is done on the LCD, we have created step-by-step on-screen prompts to help you program the machine. All you need to do is follow the prompts as they guide you through the function menu selections, programming options and settings. Additionally, you can program settings more quickly by pressing **Menu/Set** and the menu number using the numeric keys.

A complete list of the function selections, options, and settings that are available is provided in the appendix of this manual. (See *Menu Mode & Menu Selection Table*, page 8.)

Table of Contents

Using This Manual

User-Friendly Programming

Table of Contents	iii
-------------------------	-----

PREPARATION AND SIMPLE USE

Preparation and Simple Use Guide

Advice for Preparation and Simple Use Guide	4
Control Panel Overview	6
Menu Mode & Menu Selection Table	8

CUSTOM SETUP

Chapter 1 Custom Settings

Custom Settings	10
Using the Reports Key	11

COPIER

Chapter 2 Making Copies

Basic Copy Operations	12
Temporary Copy Setting	14
Changing Default Settings	19

PRINTER/SCANNER

Chapter 3 Using the machine as a Printer

Special Printing Features	21
Printing From Your PC	21
Simultaneous Printing	23
Printer Menu Functions	23
Acceptable Paper	24

Chapter 4 Printer Driver Settings (For Windows® Only)

Using the Brother MFC-9160 Printer Driver	25
Basic Tab	25
Advanced Tab	27
Support	34

Chapter 5 Using the Windows®-Based Brother Control Centre (For Windows® Only)

Brother Control Centre	35
Using the Scan Key with Windows PC	36
Using the Control Panel Keys.....	37
Brother Control Centre Features.....	38
Scan to File	41
Scan to E-mail.....	42
Scan to Word Processor	44
User Defined Button	45
Copy.....	46

Chapter 6 Using ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge®

Chapter 7 Using the Brother MFC with a New Power Macintosh® G3, G4 or iMac™ / iBook™

Set up Your USB Equipped Apple® Macintosh® G3,G4 or iMac™ with Mac OS 8.5/8.5.1/8.6/9.0/9.0.4/9.1	53
Using Brother Printer Driver with your Apple® Macintosh®	53
Using Brother TWAIN Scanner Driver with Your Apple® Macintosh®	55

Chapter 8 For DOS User

MAINTENANCE

Chapter 9 Troubleshooting and Maintenance

Error Messages.....	62
Document Jams and Paper Jams.....	64
Packing and Shipping the Machine.....	69
Regular Maintenance	71

IMPORTANT INFORMATION

Chapter 10 Important Safety Information

Important Safety Instructions.....	81
------------------------------------	----

APPENDIX

Chapter 11 Specifications

General Specifications	84
Printer Specifications.....	84
Computer Requirement	85
Electrical and Environment	86
Compilation and Publication Notice	86
Trademarks	87
Index	88

Preparation and Simple Use Guide

Steps to prepare and use the machine simply

Follow the steps below to prepare and use the machine simply.

However, before you perform these steps, see Important Safety Information (page 81), and Advice for Preparation and Simple Use Guide (page 4).

1 Read the Quick Setup Guide

Follow the instructions on the Brother Quick Setup Guide to set up the machine.

2 Setting the Document

You can scan the document for copying from either the ADF (Automatic Document Feeder) or from the glass platen.

Using the ADF (Automatic Document Feeder)

The automatic document feeder (ADF) can hold up to 30 pages, feeding each one individually through the machine. Use standard (75 g/m²) paper when using the ADF. Always fan the pages well before placing them in the ADF.

Recommended Environment

Temperature: 20-30°C (68-86°F)

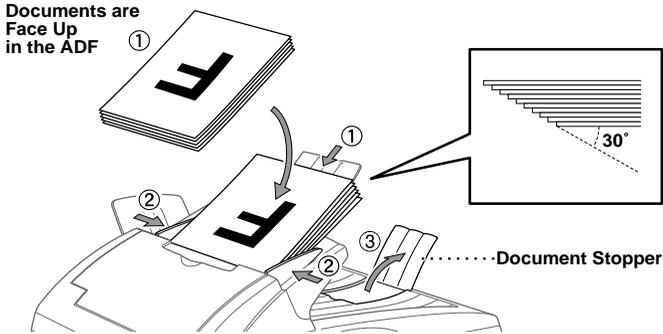
Humidity: 50%-70%



DO NOT use curled, wrinkled, folded, or ripped paper, or paper with staples, paper clips, paste or tape attached. DO NOT use cardboard, newspaper, or fabric. (To copy or scan this kind of document, see *Using the Glass Platen*, page 3.)

- Make sure documents written with ink are completely dry.
- Documents must be from 14.8 to 21.6 cm wide, and from 14.8 to 35.6 cm long.
- ① Fan the pages and stagger them at a 30 degree angle. Insert the pages *face up, top edge first* in the ADF until you feel them touch the feed roller.
- ② Adjust the paper guides to fit the width of your pages.
- ③ Pull up the document stopper.

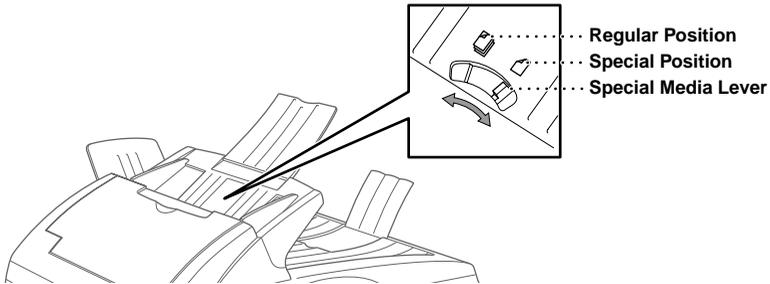
④ Multiple pages should be fanned first as shown in the diagram below.



Setting the Special Media Lever

You can use the special media lever to select the Regular Position () or Special Position (). To feed regular types of originals, move the special media lever to the Regular Position (). You can feed multiple pages.

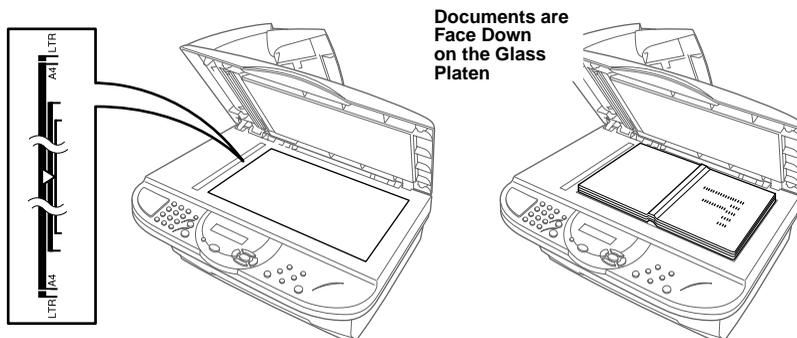
To feed special types of originals (such as coated paper or glossy paper), move the special media lever to the Special Position (). Feed the original one by one. It will allow the original to feed through the ADF without slipping or jamming.



If the original “double-feeds” try again by inserting a simple sheet of original in the ADF or use glass platen.

Using the Glass Platen

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



- ① Lift the document cover.
- ② Using the document guidelines on the left, centre the document **FACE DOWN** on the glass platen.
- ③ Close the document cover.



If the document is a book or is thick, do not slam the cover or press on it, as damage to the glass platen may result.

3 Making a Single copy

- ① Insert the document *face up* in the ADF, or *face down* on the glass platen.
- ② Press **Copy**.



To stop the copy process and release the original, press **Stop/Exit**. (See *Making Copies*, page 12.)

4 Multiple Copies (Using the ADF)

- ① Insert the document *face up* in the ADF.
- ② Using the numeric keys, enter the number of copies you want (up to 99).
For example, press **3, 8** for 38 copies.
- ③ Press **Copy**.

Advice for Preparation and Simple Use Guide

Choosing a Location

Place the machine on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the machine near a standard earthed electrical socket.



Avoid placing the machine where it may be knocked. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the machine to direct sunlight, excessive heat, moisture or dust. Do not connect the machine to electrical outlets controlled by wall switches or automatic timers as disruption of power can wipe out information in the unit's memory. Do not connect the machine to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones. Ensure the airflow from the fan on the right hand side of the machine is not impeded.



We recommend that this product be used with a surge protection device to protect the product against damage caused by a lightning strike.

Connecting the Power Cord



This machine must be fitted with an earthed plug.



IMPORTANT:

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

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

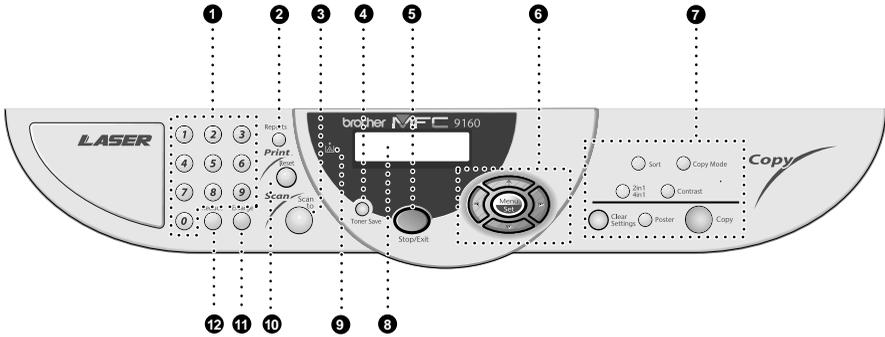
As the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

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

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

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

Control Panel Overview



1 Numeric Keys

Use the numeric keys to enter the number of multiple copies (99 maximum).

2 Reports

Accesses the Reports menu so you can select a report to print: Help and System Setup List.

3 Scan to

Lets you scan the next original into your computer and select the type of destination: word processing, graphics or E-mail application.

4 Toner Save

You can conserve toner using this key.

5 Stop/Exit

Press this key to cancel a copy operation. The original will be ejected.

6 Navigation Keys:

Menu/Set

Lets you access the menu and programming mode and stores your settings in the machine.



Press to scroll forward or backward to set a menu selection.



Press to scroll through the menus and options.

7 Copy Keys:

(For the Next Copy Only)

Sort

Press this key to sort multiple copies.

Copy Mode

Press this key to temporarily change the copy resolution for your type of original document.

2in1/4in1

Press this key to copy four pages onto one page or create a booklet by copying two pages onto one page.

Contrast

Press this key to temporarily change the contrast.

Clear Settings

Resets your temporary copy settings back to the user default settings. Use this key when you do not want to wait 45 seconds for the temporary settings to clear automatically.

Poster

Press this key to get a copy that is nine times the size of the original.

Copy

Makes a copy.

8 Liquid Crystal Display

Displays messages to help you set up and operate the machine.

9 Toner Empty LED

The Toner Indicator flashes on and off when toner is low, so you will know to order another toner cartridge. You will still be able to print until the Indicator stays on.

10 Reset

Clears data from the printer memory.

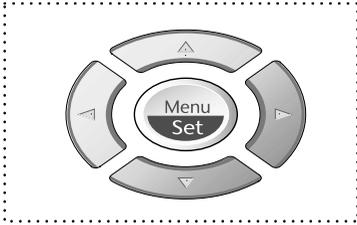
11 Enlarge (Temporary Setting)

Each key press shows the next pre-stored enlargement ratios: **100%**, **141%**, **150%**, **200%**, **400%**, **MANUAL**. For more choices, select **MANUAL** and use the numeric keys to type any percentage between 101% and 400%.

12 Reduce (Temporary Setting)

Each key press shows the next pre-stored reduction ratios: **100%**, **71%**, **50%**, **25%**, **AUTO**, **MANUAL**. For more choices, select **MANUAL** and use the numeric keys to type any percentage between 25% and 99%. Select **AUTO** to automatically fit the original on the selected paper size.

Menu Mode & Menu Selection Table



- Access the Menu
- Go to next menu level
- Accept an option
- Scroll through the current menu level
- Back to previous menu level
- Forward to next menu level
- Exit the Menu

You can access the menu mode by pressing **Menu/Set**.

When you enter the Menu, the LCD scrolls:

SELECT ↑ ↓ & SET

Press **1** for General Setup Menu

—OR—

1. GENERAL SETUP

Press **2** for Copy Menu

—OR—

2. COPY

Press **3** for Printer Menu

3. PRINTER

—OR—

You can scroll more quickly through each menu level by pressing  or  keys, and then set an option by pressing **Menu/Set** when that option appears on the LCD. Then the LCD shows next menu level. Press  or  key to scroll to your next menu selection, and then press **Menu/Set**.

When you finish setting an option, the LCD shows **ACCEPTED**.



Use  to scroll backward if you passed your choices or to save keystrokes.

You can program the machine by pressing **Menu/Set** followed by the menu numbers. For example: to set **COPY MODE** to **PHOTO**, press **Menu/Set, 2, 1** and  or  to select **PHOTO**, and then press **Menu/Set**.

To access the menu, press  **Menu/Set**.

To exit, press  **Stop/Exit**.

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
			to accept		
1. GENERAL SETUP	1. BEEPER	—	HIGH LOW OFF	Adjusts beeper volume.	10
	2. POWER SAVE	—	ON OFF	Power save mode.	10
	3. SLEEP MODE	—	—	Set the time before the machine drops into sleep mode.	10
	4. PRINT DENSITY	—	-■■■□□+	Adjusts printing to be lighter or darker.	11
2. COPY	1. COPY MODE	—	AUTO TEXT PHOTO	Selects the Copy resolution for your type of document.	19
	2. CONTRAST	—	-■■■□□+	Adjust the contrast.	20
	3. PAPER TYPE	—	THIN PLAIN THICK THICKER TRNSPRNCY	Identify the type of paper in the multi-purpose sheet feeder.	20
	4. PAPER SIZE	—	LETTER A4 EXECUTIVE A5 A6 B5 B6	Adjust the paper size.	20
3. PRINTER	1. PRINT OPTIONS	1. INTERNAL FONT	—	You can print resident fonts to check and confirm font types.	23
		2. CONFIGURATION	—	Printer settings and status are listed here.	23
	2. RESET PRINTER	—	—	You can restore factory default settings and temporary settings for the printer back to factory default settings.	23

* The factory setting (option) is shown in bold.

1 Custom Settings

Custom Settings

The **Menu/Set** key enables you to customize settings. You can program settings by pressing **Menu/Set** and menu number using the numeric keys.

Beeper Volume

You can set the beeper to **LOW**, **HIGH** or **OFF**. The machine comes with this volume set to **LOW**. When the beeper is set to **LOW** or **HIGH**, the machine beeps every time you press a key or make an error.

- 1 Press **Menu/Set**, **1**, **1**.
- 2 Press  or  to select your setting.
- 3 When the screen displays the setting you want, press **Menu/Set**.
- 4 Press **Stop/Exit**.

Power Save

Setting Power Save Mode more reduces power consumption by turning off the CPU inside the machine. If Power Save Mode is switched **ON**, when the machine is idle, it drops into power save mode automatically.

- 1 Press **Menu/Set**, **1**, **2**.
- 2 Press  or  to select **ON** (or **OFF**).
- 3 Press **Menu/Set** when the screen displays your selection.
- 4 Press **Stop/Exit**.

Sleep Mode

Setting the Sleep Mode reduces power consumption by turning off the fuser inside the machine, while the machine is idle. You can choose how long the machine is idle (from 00 to 99 minutes) before it drops into sleep mode. The timer automatically resets when the machine receives a PC data, or makes a copy. The factory setting is 05 minutes. While the machine is in sleep mode, you will see **SLEEP** in the LCD. When you try to print or copy in sleep mode, there will be a short delay whilst the fuser warms up to working temperature.

- 1 Press **Menu/Set**, **1**, **3**.
- 2 Use the numeric keys to enter the amount of time the machine is idle before it drops into sleep mode (00 to 99).
- 3 Press **Menu/Set**.
- 4 Press **Stop/Exit**.

Setting the Print Density

If the machine is printing too light or too dark, you can adjust the print density level. The new setting will remain until you change it again. This setting also adjusts that of copy function.

- 1 Press **Menu/Set**, **1**, **4**.
- 2 Press  or  to select your setting. Each key press changes the print density to the next setting.
- 3 When the screen shows the setting you want, press **Menu/Set**.
- 4 Press **Stop/Exit**.

Toner Save

You can conserve toner using this feature. When you set Toner Save to **ON**, print appears somewhat lighter. The default setting is **OFF**.

- 1 Press **Toner Save**.
- 2 Press  or  to select **ON** (or **OFF**).
- 3 Press **Menu/Set**.

Using the Reports Key

Two lists are available.

1 .HELP

Lists basic operational steps and functions.

2 .SYSTEM SETUP

Lists your latest default settings for **GENERAL SETUP**.

To Print a Report

- 1 Press **Reports**.
- 2 Press  or  to select the report you want, and then press **Menu/Set**.
—OR—
Enter the number of the report you want to print. For example, press **1** to print the Help List.

2 Making Copies

Basic Copy Operations

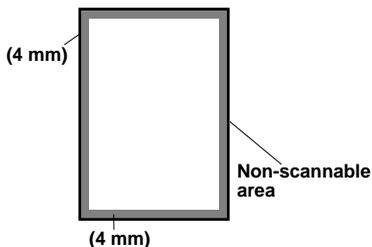
Using the Machine as a Copier

You can use the machine as a copy machine, making up to 99 copies at a time.



Do NOT pull on the paper while copying is in progress.

The scannable area of the machine begins at approximately 4 mm from the edge of the paper.



Making a Single Copy

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Press **Copy**.



To stop the copy process and release the original, press **Stop/Exit**.

Making Multiple Copies (Using the ADF)

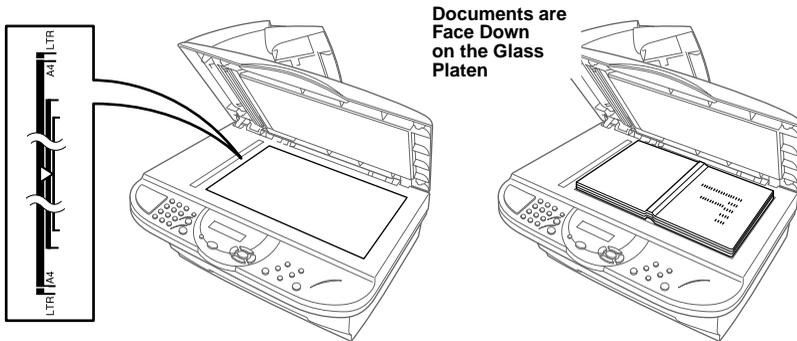
- 1 Insert the document face up in the ADF.
- 2 Using the numeric keys, enter the number of copies you want (up to 99).
For example, press **3, 8** for 38 copies.
- 3 Press **Copy**.



To stack or sort the copies, use the **Sort** key. (See *Sorting Multiple Copies (Using the ADF)*, page 16.)

Making Multiple Copies (Using the Glass Platen)

- 1 Lift the Document Cover.



- 2 Using the document guidelines on the left, centre the document face down on the glass platen.
- 3 Close the Document Cover.
- 4 Using the numeric keys, enter the number of copies you want (up to 99). *For example*, press **3, 8** for 38 copies.
- 5 Press **Copy**.

Out of Memory Message

If the memory becomes full while you're making copies, the screen displays

OUT OF MEMORY

If you were scanning the first page to be copied, press **Stop/Exit** to cancel the operation and restart to make a single copy. If you were scanning a subsequent page, you will have the option to press **Copy** to copy the pages scanned so far—**OR**—Press **Stop/Exit** to cancel.

Temporary Copy Setting

You can improve your copies by using the Copy keys: **Reduce**, **Enlarge**, **Sort**, **Copy Mode**, **2in1/4in1**, **Contrast**, and **Poster**. These settings are *temporary*, and the machine returns to its default settings 45 seconds after it finishes copying. If you want to use these temporary settings again, place the next original in the ADF or glass platen before the 45 seconds expire.

Copying Using Multiple Settings

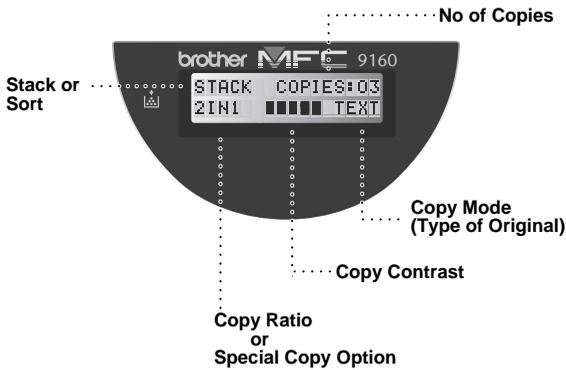
You can try different combinations of settings for the best results.



To clear your settings and start over, press **Clear Settings**.



The LCD shows current copy setting status, you can set multiple settings.



Making Reduced Copies

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Using the numeric keys, enter the number of copies you want (up to 99).
- 3 Press **Reduce**.
- 4 Press  or  to choose a reduction ratio.
You can reduce to **71%**, **50%** or **25%** of the original size.
—OR—
Select **AUTO** to automatically fit the original on the selected paper size.
—OR—
You can press  or  to select **MANUAL** and press **Menu/Set**, then use the numeric keys to enter a reduction ratio between 99% and 25%. For example, press **5, 3** to enter 53%.
- 5 Press **Menu/Set**.
- 6 Press **Copy**.

Selecting Recommended Ratio

A4	→	A5	71%
A5	→	A6	
B5	→	B6	



- When you selected **AUTO** in your copying by scanning from ADF, the machine will detect the document size automatically, calculate how much to reduce it and print it to fit on the output paper size selected in “Paper Size” feature (page 20).
- 2in1, 4in1 copy or Poster are not available with **Reduce**.

Making Enlarged Copies

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Using the numeric keys, enter the number of copies you want (up to 99).
- 3 Press **Enlarge**.
- 4 Press  or  to choose an enlargement ratio.
You can enlarge to **141%**, **150%**, **200%** or **400%**.
—OR—
You can press  or  to select **MANUAL**, and then use the numeric keys to enter an enlargement ratio between 101% and 400%. For example, press **1, 5, 3** to enter 153%.
- 5 Press **Menu/Set**.
- 6 Press **Copy**.

Selecting Recommended Ratio

A5	→	A4	141%
A6	→	A5	
B6	→	B5	



2in1, 4in1 copy or Poster are not available with **Enlarge**.

Sorting Multiple Copies (Using the ADF)

- 1 Insert the document face up in the ADF.
- 2 Using the numeric keys, enter the number of copies you want (up to 99).
- 3 Press **Sort**.
- 4 Press **Copy**.

Copy Mode

You can select the Copy resolution for your type of the original document (**TEXT**, **AUTO** or **PHOT**). Select the right kind of image you're copying.

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Using the numeric keys, enter the number of copies you want (up to 99).
- 3 Press **Copy Mode** continuously to select the right kind of image you're copying.
TEXT (text only)
AUTO (line art, graphs, or any combination including photograph)
PHOT (photograph only)
- 4 Press **Copy**.

Copy Contrast

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

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Using the numeric keys, enter the number of copies you want (up to 99).
- 3 Press **Contrast**.
- 4 Press  to make a copy lighter, or  to make a copy darker.
- 5 Press **Copy**.

Special Copy Options (2 in 1, 4 in 1)

You can save paper by copying either two or four pages onto one page.

Using the ADF

- 1 Insert the document face up in the ADF.
- 2 Using the numeric keys, enter the number of copies you want (up to 99).
- 3 Press **2in1/4in1** continuously to select **2 IN 1** or **4 IN 1**.
- 4 Press **Copy**.

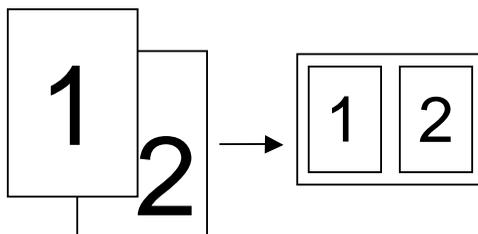
Using the glass platen

- 1 Place the document face down on the glass platen.
- 2 Using the numeric keys, enter the number of copies you want (up to 99).
- 3 Press **2in1/4in1** continuously to select **2 IN 1** or **4 IN 1**.
- 4 Press **Copy**. The LCD shows:

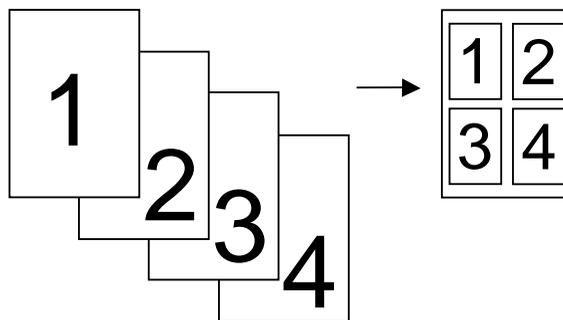
NEXT: PRESS SET
END: PRESS COPY

- 5 Place the next document on the glass platen, and then press **Menu/Set**.
After all document have been scanned, press **Copy**.

2 in 1



4 in 1

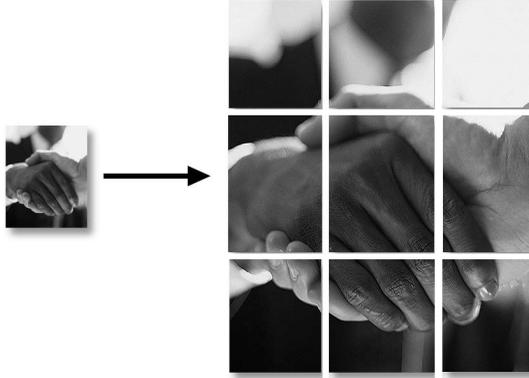


2in1 or 4in1 copy are not available with **Enlarge** or **Reduce**.

Poster

You can create a poster size copy of a photograph.

- 1 Insert the document face down on the glass platen.
- 2 Press **Poster**.
- 3 Press **Copy**.



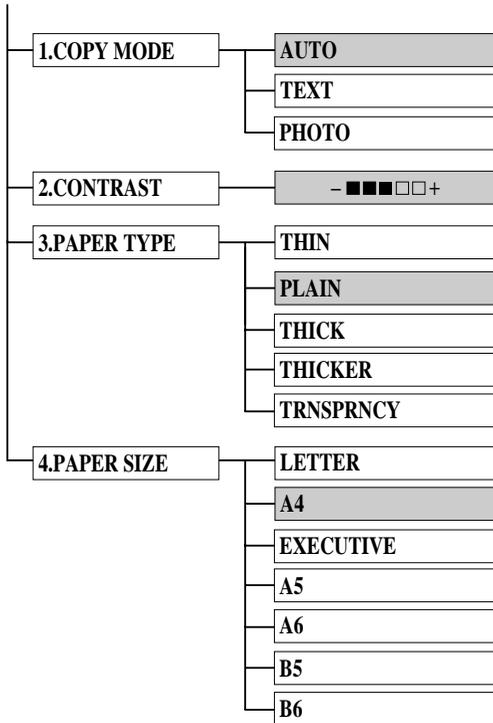
- Poster size copy can be made only by using glass platen.
- Poster is not available with **Enlarge** or **Reduce**.
- Poster is not available for multiple copies.

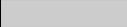
Changing Default Settings

Press **Menu/Set, 2** to change default settings for Copy Mode. These settings will remain until you change them again by pressing **Menu/Set**. Adjust the Copy Mode and Contrast settings.

By pressing a number, you can adjust copy settings as shown in the following chart. Press  or  to move through the selections for each setting. Press **Menu/Set** to save your selection. Press **Stop/Exit**—OR—Press  to select the next setting you want to change.

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



 is default

Copy Mode (Type of Original)

You can select the Copy resolution for your type of original. The default setting is **AUTO**, which is used for originals that contain both text and photographs. **TEXT** is used for originals containing only text. **PHOTO** is used for copying photographs.

- 1 Press **Menu/Set, 2, 1**.
- 2 Press  or  to choose the type of original (**AUTO**, **TEXT** or **PHOTO**), and then press **Menu/Set**.
- 3 Press **Stop/Exit**.

Copy Contrast

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

- 1 Press **Menu/Set, 2, 2**.
- 2 Press  to make a copy lighter—**OR**—Press  to make a copy darker, and then press **Menu/Set**.
- 3 Press **Stop/Exit**.

Paper Type

You can use the following types of paper for copying. For the best print quality, select the type of media that you use most often.

THIN (64-69 g/m ²)	For thin paper
PLAIN (70-95 g/m ²)	For ordinary plain paper
THICK (96-120 g/m ²)	For heavy weight paper or rough paper
THICKER (121-158 g/m ²)	For heavier weight paper, rough paper or bond paper
TRANSPARENCY	For transparency (OHP)

- 1 Press **Menu/Set, 2, 3**.
- 2 Press  or  to select your type of paper, and then press **Menu/Set**.
- 3 Press **Stop/Exit**.

Paper Size

You can use seven sizes of paper for copying.

- 1 Press **Menu/Set, 2, 4**.
- 2 Press  to choose the size (**LETTER, A4, EXECUTIVE, A5, A6, B5 or B6**), and then press **Menu/Set**.
- 3 Press **Stop/Exit**.



When you selected **AUTO** in the Reduction ratio (page 15) in your copying by scanning from ADF, the machine will detect the document size automatically, calculate how much to reduce it and print it to fit on the output paper size selected in this “Paper Size” feature.

Special Printing Features

Windows® Printing

The dedicated printer driver for Microsoft® Windows® 95, 98, 98SE, Me, 2000 Professional and Windows NT® Workstation Version 4.0 are available on the CD-ROM supplied with the MFC. You can easily install them into your Windows® system using our installer program (See Quick Setup Guide). The driver supports our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings including economy printing mode and custom paper size.

Brother Resource Manager

The Brother Resource Manager application must be running for you to use the machine with your Windows® computer. MFC Software Suite and the Printer Driver automatically load the Resource Manager, as needed. The Resource Manager allows the single bi-directional Parallel port on the machine to simulate a Communications port for scanning and to simulate a Parallel port for Windows® GDI printing.

Enhanced Memory Management

The machine has its own Data Compression Technology, which automatically compresses graphic data and downloads font data efficiently into the MFC's memory. You can avoid memory errors and print most full-page, 600 dpi graphic and text data, including larger fonts, with the machine's standard memory.

Printing From Your PC

Multi-Purpose Sheet Feeder

The machine's multi-purpose sheet feeder can feed plain paper, envelopes, transparencies, post card, label and organizer paper. When the machine receives data from your computer, it begins the print process by loading paper from the multi-purpose sheet feeder.

- Select the print command from your PC.

Your PC sends a print command and data to the machine. If there are more pages, the machine begins to print the next page automatically.



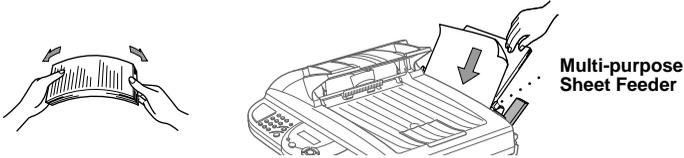
You may select the proper paper source, paper size, and orientation in your application software.

If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the right and left margins in your application software.

Two-Sided Printing (Manual Duplex)

The supplied printer drivers for Windows® 95/98/98SE/Me and Windows NT® Workstation Version 4.0 support manual duplex printing. (For more information, see the Help screen for the printer driver.)

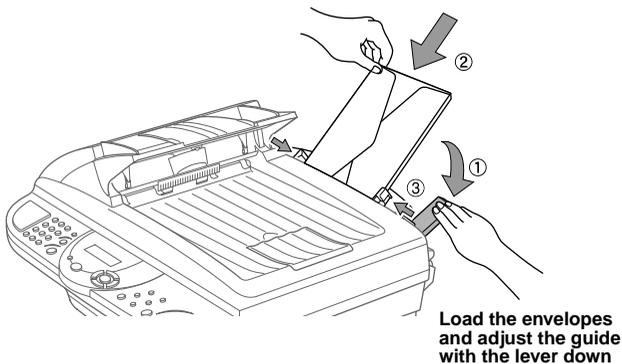
The machine prints all the even-numbered pages on one side of the paper first. Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well or you may get a paper jam. Very thin or very thick paper is not recommended. If the paper “double-feeds” (sends two sheets at once), hold the stack of paper except for the front sheet while the paper is feeding.



When you use manual duplexing, it is possible that a paper jam may occur or the printer quality might not be satisfactory.

Loading Envelopes

You can load up to 10 envelopes into the Multi-purpose sheet feeder. Press down and hold the blue lever on the right as you load the envelopes and slide the paper guides to fit. Make sure envelopes are inserted in the direction shown below.



Load the envelopes and adjust the guide with the lever down

Paper Tray

The machine ejects paper with printed surfaces face down into the paper tray at the front of the machine. When you use transparencies, remove each sheet immediately after printing, to prevent a paper jam or curled sheets.

Reset Key

Press this key to clear data from the memory.

Simultaneous Printing

The machine can print data from your computer while scanning information into the computer. However, when the machine is copying, it pauses the PC printing operation, and resumes when copying is complete.

Printer Menu Functions

Printing the Internal Font List

You can print a list of the machine's internal (or resident) fonts to see how each font looks before you select it.

- 1 Press **Menu/Set, 3, 1, 1**.
- 2 Press **Copy**. The machine prints the list.
- 3 Press **Stop/Exit**.

Printing the Print Configuration List

You can print a list of current setting for the printer.

- 1 Press **Menu/Set, 3, 1, 2**.
- 2 Press **Copy**. The machine prints the list.
- 3 Press **Stop/Exit**.

Restoring Factory Default Settings

You can return the machine to original factory settings. Permanent fonts are restored, but macros are cleared. You can change user settings using the Remote Printer Console program.

- 1 Press **Menu/Set 3, 2**. The screen displays

1 . RESET 2 . QUIT

- 2 Please choose **1** to restore the factory setting—**OR**—Press **2** to exit without making a change.
- 3 Press **Stop/Exit**.

Acceptable Paper

To achieve high quality printing using the machine, it's very important to select the right kind of paper.

Paper Type	Paper Size
Cut sheet	A4, Letter, Legal, B5, A5, Executive, A6, B6, Custom size 70-216 x 127-356 mm (2.75-8.5 x 5-14 inches)
Envelopes	DL, C5, COM-10, Monarch
Post Card	70-216 x 127-279 mm (2.75-8.5 x 5-11 inches)
Organizer	Day-Timer® J, K, L, M 70-216 x 127-279 mm (2.75-8.5 x 5-11 inches)
Labels and Transparencies	70-216 x 127-356 mm (2.75-8.5 x 5-14 inches)

Paper Capacity in Feeder

Multi-purpose Sheet Feeder: Up to 22 mm (0.87 inches) in height (up to the mark) Approx. 200 sheets of 75 g/m² (20 lb) or 50 sheets of 158 g/m² (42 lb) A4/Letter paper, or 10 envelopes

Output Tray: Approx. 50 sheets of 75 g/m² (20 lb) A4/Letter paper

	Cut Sheet	Envelope
Basis Weight	64 to 158 g/m ² (17 to 42 lb)	75 to 90 g/m ² (20 to 24 lb) single thickness
Caliper	0.08 to 0.2 mm (±0.003 to ±0.008 inches)	0.084 to 0.14 mm (0.0033 to 0.0058 inches) single thickness
Moisture Content	4% to 6% by weight	4% to 6% by weight
Smoothness	100 to 250 (Sheffield)	100 to 250 (Sheffield)

Recommended paper types:

Plain Paper: Xerox Premire 80

Transparency: 3M CG3300

Label: Avery laser label L7163

Using the Brother MFC-9160 Printer Driver

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language. The printer drivers are on the supplied CD-ROM. The latest printer driver can also be downloaded from the Brother Solutions Centre at <http://solutions.brother.com>

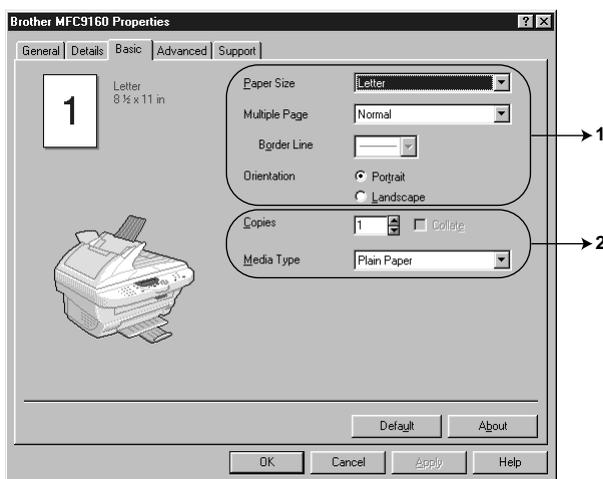
Features in the Printer Driver (For Windows® Users Only)



The screens shown in this section are from Windows® 98. The screens on your PC may vary depending on your Windows® Operating System.

For more detailed information, please see the on-line Help in the printer driver.

Basic Tab



1. Select the **Paper size**, **Multiple Page** and **Orientation**.
2. Select number of **Copies** and **Media Type**.

Paper Size

From the drop-down box select the **Paper Size** you are using.

Multiple Page

The **Multiple Page** selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing one page on multiple sheets of paper.



Ex. 4 in 1



Ex. 1 in 2x2 pages

Border Line

When printing multiple pages on one sheet with the Multiple Page feature you can select to have a solid border, dash border or no border around each page on the sheet.

Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).



Portrait



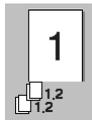
Landscape

Copies

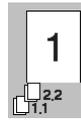
The **Copies** selection sets the number of copies that will be printed.

Collate

The collate selection is active if more than one copy is selected. With the collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the collate check box is not selected then each page will be printed for all the copies selected before the next page in the document is printed.



Collate box checked



Collate box not checked

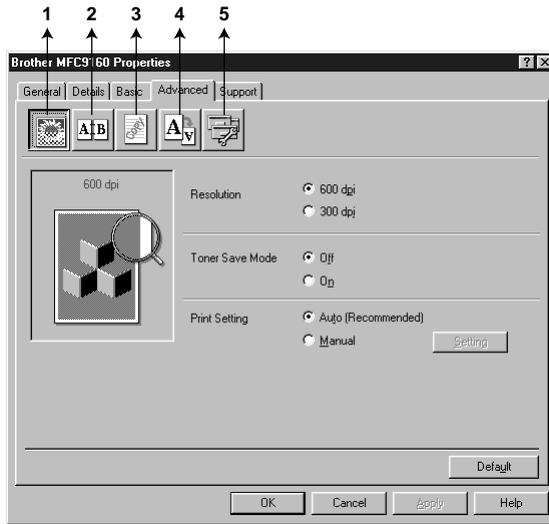
Media Type

You can use the following types of media in your printer. For the best print quality, select the type of media that you wish to use.

- Plain Paper*
- Thin Paper*
- Thick Paper*
- Thicker Paper*
- Bond Paper*
- Transparencies*

When using ordinary plain paper, select *Plain Paper*. When using heavier weight paper, envelopes or rough paper select *Thick Paper* or *Thicker Paper*. For bond paper, select *Bond Paper* and for OHP transparencies, select *Transparencies*.

Advanced Tab



Change the tab settings by selecting one of the following icons:

- 1. Print Quality**
- 2. Duplex Printing**
- 3. Watermark**
- 4. Page Setting**
- 5. Device Option**

Print Quality

Resolution

You can change the resolution as follows:

- ◆ 300 dpi
- ◆ 600 dpi

Toner Save

You can save running costs by turning on the **Toner Save Mode**, which reduces the print density.

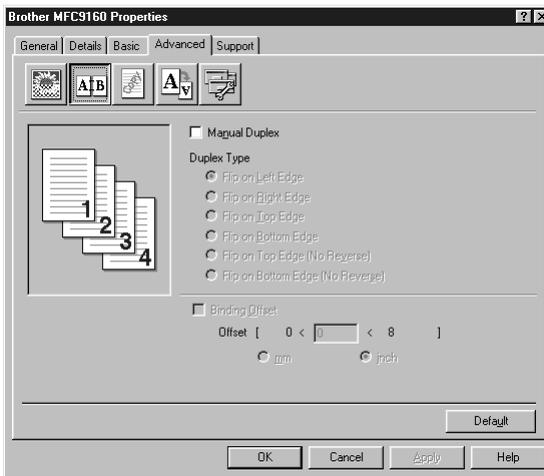
Print Setting (For Windows® 95/98/98SE/Me Users Only)

Print Setting is used for optimizing your print quality for the type of document being printed (Photos, Graphics or Scanned Images). When you choose **Auto (Recommended)**, the printer automatically prints with the most suitable print settings.

With the Print Setting set to **Manual**, you can change the **Brightness**, **Contrast** and **Graphics Quality** options manually.

Duplex Printing

Choosing the **Duplex Printing** icon displays the **Manual Duplex** features available.



Manual Duplex

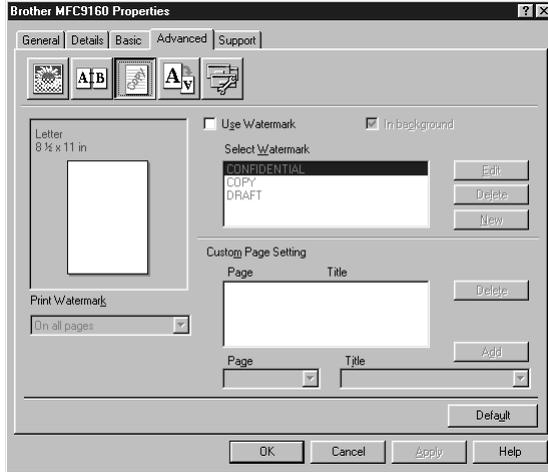
Check the **Manual Duplex** box and there are six types of duplex directions available for each orientation. In this mode, the machine prints all the even numbered pages first. Then the printer driver stops and shows the instructions required to re-install the paper. When you click **OK** the odd numbered pages are printed.

Binding Offset

Check the **Binding Offset** option, you can specify the offset value of the binding side in inches or millimetres (0 – 8 inches) [0 – 203.2 mm].

Watermark

You can place a logo or text into your document as a Watermark by using a bitmap file as your source file or select one of the preset Watermarks.



Print Watermark

The **Print Watermark** feature offers printing choices of:

- On all pages*
- On first page only*
- From second page*
- Custom*

In background

With the **In background** feature checked the Watermark will print behind your document on the page. If this feature is not checked then the Watermark will print on top of your document.

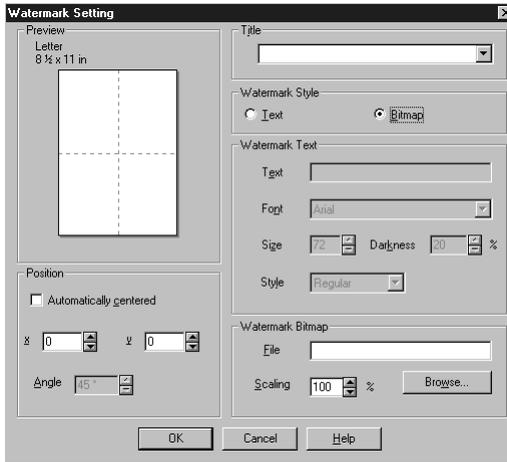
You can change the size and the **position** of the Watermark on the page by selecting the Watermark and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button and select **Text** or **Bitmap** from the **Watermark Style**.

Watermark Text

Enter your **Watermark Text** into the Text Box and select the **Font**, **Size**, **Darkness** and **Style**.

Watermark Bitmap

Enter the file name and location of your bitmap image in the **File** box or **Browse** for the file location. You can also set the scaling size of the image.

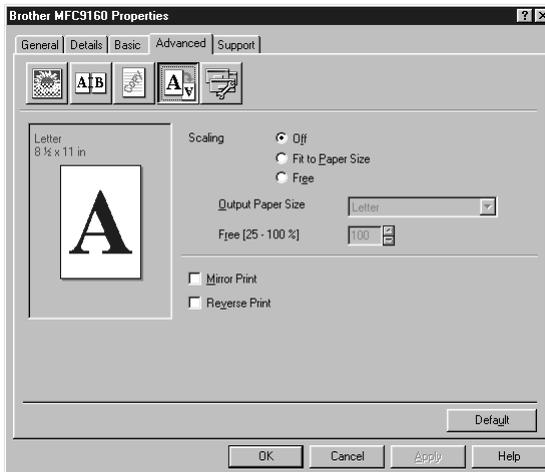


Position

The position settings offer controls on where the Watermark can be positioned on the page.

Page Setting

You can change the print size of your document with the **Scaling** feature.



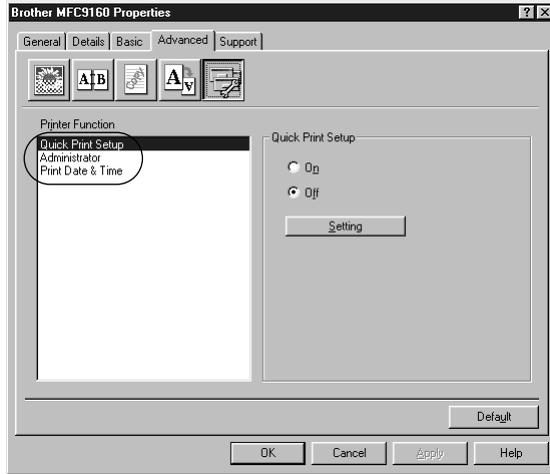
1. Check **Off** if you want to print the document as it appears on your screen.
2. Check **Fit to Paper Size**, if your document has an unusual size, or if you have only the standard size paper.
3. Check the **Free** box if you want to reduce or enlarge the output.

You can also use the **Mirror Print** or **Reverse Print** feature for your page setting.

Device Options

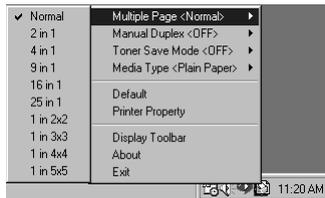
Set one of the following Printer Functions:

- **Quick Print Setup**
- **Administrator** (For Windows® 95/98/98SE/Me Users Only)
- **Print Date & Time**



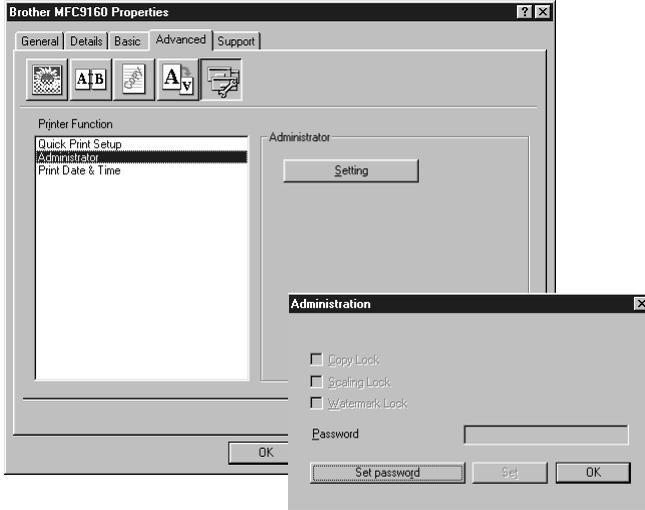
Quick Print Setup

The **Quick Print Setup** feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray icon. This feature can be set to **ON** or **OFF** from the Device Options section.



Administrator (For Windows® 95/98/98SE/Me Users Only)

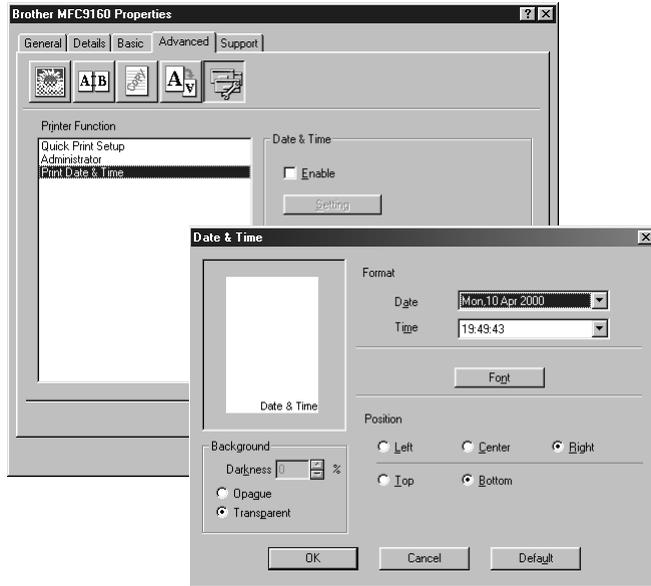
The administrator selection permits the **Copy**, **Scaling** and **Watermark** features to be locked and **Password** protected.



Record your password and keep it in a safe place for future reference. If you forget your password these settings can not be accessed.

Print Date & Time

When enabled the **Print Date and Time** feature will automatically print the date and time on your document from your computers system clock.



Click the **Setting** button to change the **Date and Time Format, Position and Font**. To include a background with the Date and Time select **Opaque**. When **Opaque** is selected you can set the **Darkness** of the Date and Time background by changing the percentage.



The Date and Time indicated in the selection box represents the format that will be printed. The actual Date and Time printed on your document is automatically retrieved from the settings of your computer.

Support

The Support Tab provides driver version information and setting information. In addition there are links to the Brother Solution Center and Driver Update Web sites.

Brother Solutions Center

The **Brother Solutions Center** is a Web site offering information about your Brother product including FAQ's, User Guides, Driver updates and Tips for using the machine.

Web Update

Web Update checks the brother web site for updated drivers and automatically downloads and updates the driver on your computer.

Check Setting

The **Check Setting** selection displays a list of your current drivers settings.

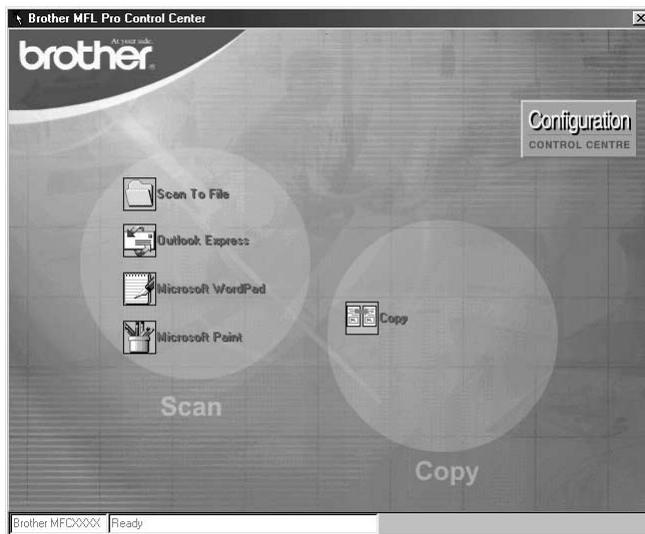


Brother Control Centre

The Brother Control Centre is a software utility that pops up on the PC screen whenever paper is placed in the ADF. This allows you to access the most frequently used scanning applications only with a few mouse clicks. Using the Control Centre eliminates the need to manually launch the specific applications.

The Brother Control Centre provides two categories of functions:

1. Scan directly to a file, E-mail, word processor or graphic application of choice
2. Copy functions.



AutoLoad the Brother Control Centre

The Control Centre is initially configured to automatically load each time Windows® is started.

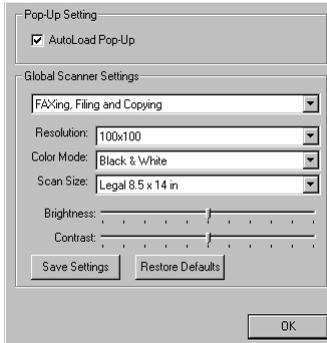
When the Control Centre is loaded, the Control Centre  icon will appear in the task bar. If you don't want the Control Centre to load automatically, you can turn off AutoLoad.



If the Control Centre  icon does not appear in your taskbar, you will have to launch this software. From the **Start** menu, select **Programs**, **PaperPort**, and then double-click **Brother SmartUI PopUp**.

How to Turn Off AutoLoad

- 1 Left click the Control Centre  icon and click **Show**.
- 2 When the Control Centre main screen appears, left click on the **Configuration**  **Control Centre** button. A dialog box with a check box labelled “**AutoLoad Pop-up**” will appear:



- 3 Uncheck the **AutoLoad Pop-Up** option.

Using the Scan Key with Windows PC



If you have connected a Macintosh, the **Scan to** key will not work with your computer. (See *Using the Brother MFC with a New Power Macintosh® G3, G4 or iMac™ / iBook™*, page 53.)

You can use the **Scan to** key on the control panel to scan documents from the glass platen or ADF into your word processing, graphics or E-mail applications. The advantage of using the **Scan to** key is that you avoid the mouse clicks required to scan from your PC.



Using the Control Panel Keys

Before you can use the **Scan to** key on the control panel, you must have connected the machine to your Windows[®] based PC and loaded the appropriate Brother Drivers for your version of Windows[®]. When you are ready to use the **Scan to** key, make sure the Brother Control Centre application is running on your PC.

Scan to Image

You can scan a colour picture into your graphics application for viewing and editing.

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Press **Scan to**.
- 3 Press  or  to select **SCAN TO IMAGE**, and then press **Menu/Set**.
The machine will scan the original and send a colour image to your graphics application.

Scan to OCR

If your document is text, you can have it automatically converted by ScanSoft[™] TextBridge[®] to an editable text file and then displayed in your word processing application for further editing.

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Press **Scan to**.
- 3 Press  or  to select **SCAN TO OCR**, and then press **Menu/Set**.
The machine will scan the original perform OCR in ScanSoft[™] TextBridge[®], and then display the result in your word processing application for viewing and editing.

Scan to E-mail

You can scan either black and white or colour documents into your E-mail application as a file attachment. Although the Brother Control Centre can be configured to send only black and white file attachments at one time, you can easily change this setting. (See *Scan to E-mail*, page 42.)

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Press **Scan to**.
- 3 Press  or  to select **SCAN TO E-MAIL**, and then press **Menu/Set**.
The machine will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

Brother Control Centre Features

Auto Configuration

During the installation process the Control Centre checks your system to determine the default applications for E-mail, word processing and graphics viewer/editor. For example, if you are using Outlook as your default E-mail application, the Control Centre automatically will create a link and a scanning application button for Outlook.

You can change a default application by right clicking on any of the scan buttons in the Control Centre and selecting a different application. For example, you can change a scan button from *MS Word*  to *MS Word Pad*  by changing the application that is listed for the **Word Processor**.



Scanning Operations

Scan to File—allows you to scan directly to a disk file with two mouse clicks. You can change the file type, destination directory and file name, as needed.

Scan to E-mail—enables you, with just two mouse clicks, to scan a picture or text document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.

Scan to Word Processor—enables you to scan a text document, run ScanSoft TextBridge OCR and insert the text original (not graphic image) into a word processing file with just two mouse clicks. You have the option of selecting the destination word processing program, such as Word Pad, MS Word, Word Perfect, etc.

Scan to Graphic Application—allows you to scan an image directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint or Corel PhotoPaint.

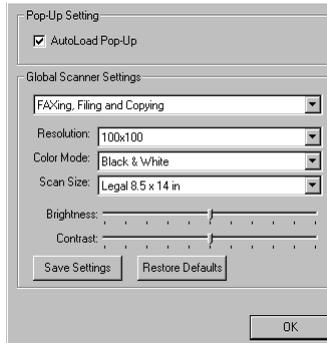
Copy Operations

Copy—allows you to use the PC and any Windows® printer driver for enhanced copy functions. You can scan the page on the Brother MFC and print the copies using any of the features of the Brother MFC printer driver—**OR**—You can direct the copy output to any standard Windows® printer driver installed on the PC.

Scanner Settings

When the Pop-Up screen is displayed, you can access the **Scanner Settings** window.

Click the **Configuration**  icon at the top right of the Brother Control Centre screen—**OR**—Click the **Modify Settings...** button on any of the Configuration screens.



Global Settings

AutoLoad Pop-Up—Click this checkbox if you want Brother Control Centre to load when you boot your computer.

Setting Up the Scanner Configurations

The Pop-Up application stores eight different scanning modes. Each time you scan an original, you will choose the most appropriate scanning mode from the following:

Faxing, Filing and Copying
Text for OCR
Photos
Photos (High Quality)
Photos (Quick Scan)
Custom
Draft Copy
Fine Copy

Each mode has its own set of stored settings. You can keep the factory default settings or change them at any time:

Resolution—Select the scanning resolution you most frequently use.

Colour Mode—From the pull-down list.

Scan Size—From the pull-down list.

Brightness—Slide the adjuster from 0% to 100%

Contrast—Slide the adjuster from 0% to 100%

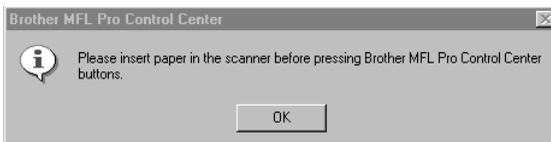
Click **OK** to save your changes. If you make a mistake or later decide to return to the original default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

To access the Scanner Configurations screen:

- 1 Insert the document face down in the ADF.
- 2 Right-click the appropriate **Control Centre** button to display **Configurations**, then click it. The configuration screen for that **Control Centre** button will appear.
- 3 To save your settings, press the **OK** button—**OR**—To return to the factory default settings, press the **Restore Defaults** button.

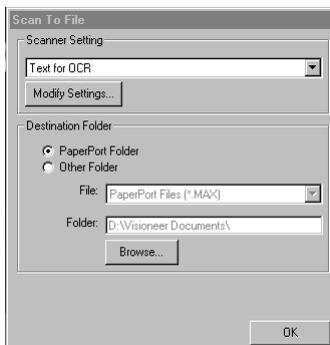
Perform an Operation from the Brother Control Centre Screen

If you see this screen it means you left-clicked a button in the **Brother Control Centre** window without first placing an document in the ADF.



Place the document in the Brother machine's ADF, then click **OK** to return to the **Brother Control Centre** screen.

Scan to File



Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing*, *Filing and Copying*; *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)*; *Custom*; *Draft Copy* or *Fine Copy*.

To change any of the settings for that mode, click the **Modify Settings...** button.

Destination Folder

PaperPort Folder—Select this checkbox to scan the document into your PaperPort folder.

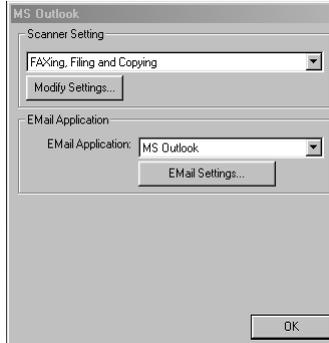
Other Folder—Select this checkbox, to scan the document as another file type and/or into another directory/folder.

File—If you selected **Other Folder**, from the pull-down list select the type of file:

- PaperPort Files (*.MAX)*
- Self Viewing Files (*.EXE)*
- PaperPort 5.0 Files (*.MAX)*
- PaperPort 4.0 Files (*.MAX)*
- PaperPort 3.0 Files (*.MAX)*
- Windows Bitmap (*.BMP)*
- PC Paintbrush (*.PCX)*
- Multi-page PCX (*.DCX)*
- JPEG Image Files (*.JPG)*
- TIFF-Uncompressed (*.TIF)*
- TIFF Group 4 (*.TIF)*
- TIFF Class F (*.TIF)*
- Multi-Page TIFF-Uncompressed (*.TIF)*
- Multi-Page TIFF Group 4 (*.TIF)*
- Multi-Page TIFF Class F (*.TIF)*
- PDF Files (*.PDF)*
- Portable Network Graphics (*.PNG)*
- FlashPix (*.FPX)*
- HFX Fax Files (*.HFX)*

To Search your system for the directory and folder you want, click the **Browse...** button. Click **OK** to save your settings.

Scan to E-mail



Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying*; *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)*; *Custom*; *Draft Copy* or *Fine Copy*.

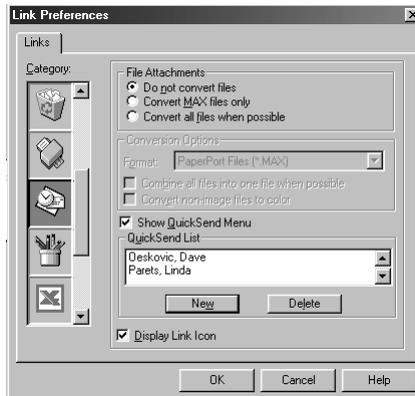
To change any of the settings for that mode, click the **Modify Settings...** button.

E-mail Application

E-mail Application—From the pull-down list, select your E-mail application.

E-mail Settings—Click the **E-Mail Settings...** button to set up links.

The **Link Preferences** window will appear:



File Attachments

Do not convert files—Click this checkbox if you do not want to change the file type of attachments. The Conversion Options will not be available (greyed).

Convert MAX files only—Click this checkbox if you want to convert only attachments that are PaperPort files.

Convert all files when possible—Click this checkbox if you want to change the file type of all attachments.

Conversion Options

Format

Combine all files into one file when possible—Click this checkbox to combine all files of the same type into one file.

Convert non-image files to colour—Click this checkbox to convert all files that have been processed through OCR to colour.

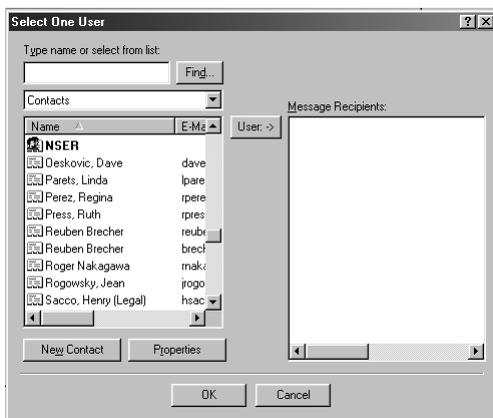
Show QuickSend Menu

Click this checkbox if you want the **Select QuickSend Recipient** window to be displayed when you choose Scan to E-mail. This feature works only with MAPI type E-mail applications, such as Microsoft Exchange, Microsoft Outlook and Eudora.

QuickSend List

You can create a list of E-mail names and addresses for quick selection.

Click the **New** button to add a name(s) to your **QuickSend list**. Your E-mail phone book listing is displayed, so you can select stored names or create new ones:



Highlight the name(s) you want to add to your list, click the **User** button, then click **OK** to return to the Link Preferences window.

From the **Link Preferences** window, you can remove a name from the QuickSend list, by highlighting the name and clicking the **Delete** button.

Scan to Word Processor



Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.*

To change any of the settings for that mode, click the **Modify Settings...** button.

Word Processor

Word Processor—From the pull-down list, select the word processor you want to use.

Click the **Link Settings...** button to display a screen to set up a link to the version of OCR and document format that you want to use:



OCR Package—From the pull-down list, select *TextBridge Classic OCR* if you want to use the OCR package that was installed with the Brother MFC Software Suite.

Click the **OCR Settings...** button to choose how the OCR application will read the pages you scan into your word processor application.

The Preferences window will appear:

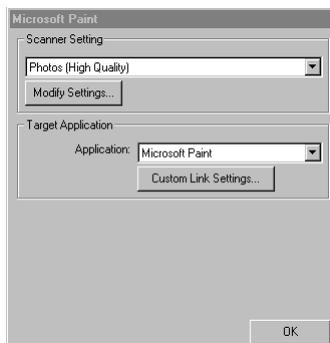


Select your setting and click **OK**.

- ◆ **Auto Orientation**—Check this checkbox if you want your word processor application to read the page as it is set up.
- ◆ **Decolumnized Output**—Check this checkbox if you want your word processor application to read across the entire page from left to right.

Document Format—From the pull-down list, select the file format you want to use for your word processor or text documents.

User Defined Button



Scanner Settings

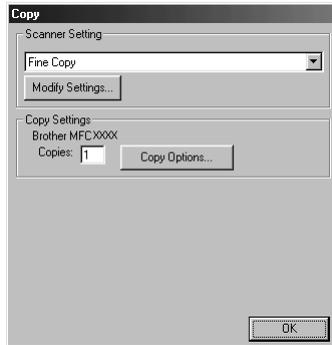
From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy* or *Fine Copy*.

To change any of the settings for that mode, click the **Modify Settings...** button.

Target Application

Application—From the pull-down list, select the application you want to add to this Pop-Up screen. Click the **Custom Link Settings...** button to set up links for your user-defined application.

Copy



Scanner Settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing*, *Filing and Copying*; *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)*; *Custom*; *Draft Copy* or *Fine Copy*.

To change any of the settings for that mode, click the **Modify Settings...** button.

Copy Settings

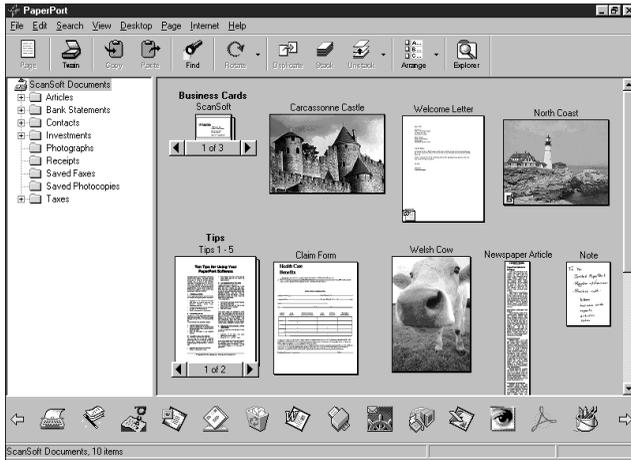
Brother MFC9160

Copies—Enter the number of copies you want to print.

To change the copy options, click the **Copy Options...** button.

Click the **OK** button to save your **Copy** settings.

ScanSoft™ PaperPort® for Brother is a document management application. You will use PaperPort® to view scanned documents. PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your documents. It allows you to combine or “stack” documents of different formats for printing or filing. PaperPort® can be accessed through the PaperPort® program group.



The complete ScanSoft™ PaperPort® User Guide, including ScanSoft™ TextBridge® OCR, is in the Manuals section on the CD-ROM. This chapter is only an introduction to the basic operations.

When you install MFC Software Suite, ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge® OCR are installed with it automatically.



To Uninstall PaperPort® and ScanSoft™ TextBridge®

Select **Start, Settings, Control Panel, Add/Remove Programs** and the **Install/Uninstall** tab. Select PaperPort® from the list and click the **Add/Remove** button.

Viewing Items in ScanSoft™ PaperPort® for Brother

PaperPort® provides several ways to view items: **Desktop View** displays a **thumbnail**, a small graphic that represents each item in a Desktop or folder. Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications).

Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.

Page View displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it. As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.

Using ScanSoft™ TextBridge® OCR (Converting Image Text to Text You Can Edit)



ScanSoft™ TextBridge® OCR is automatically installed when you install PaperPort® on your computer.

PaperPort® can quickly convert the text on a PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application. PaperPort® uses the optical character recognition application ScanSoft™ TextBridge®, which comes with PaperPort®—**OR**—PaperPort® uses your application if it is already on your computer. You can convert the entire item, or by using the **Copy As Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®'s built-in OCR application, or you can use your own OCR application.



Importing Items from Other Applications

In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

- Print to the **Desktop View** from another application, such as Microsoft Excel.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

Exporting Items in Other Formats

You can export or save PaperPort® items in several popular file formats. You can export formats BMP, PCX, DCX, JPG, TIF, PDF, PNG, FPX, HFX, or self-viewing. For example, you could create a file for an Internet Web site and export it as a JPEG file. Web pages often use JPEG files for displaying images.

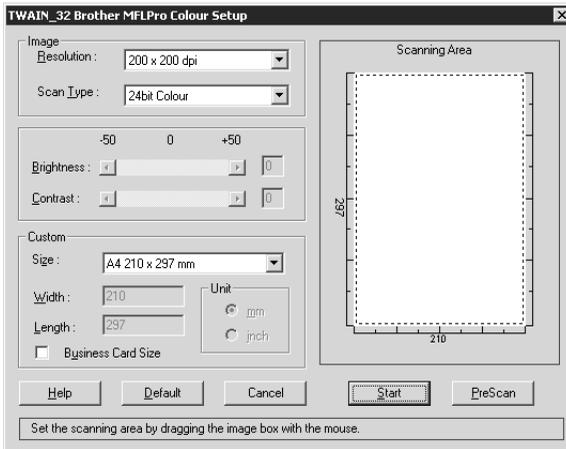
Exporting an Image File

- 1 Select the **Export** command from the **File** pull-down menu in the PaperPort® window. The Export 'XXXXX' As dialog box will be displayed.
- 2 Select the **drive and directory** where you want to store the file.
- 3 Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)
- 4 Select the **OK** button to save your file, or **Cancel** to return to the PaperPort® without saving it.

Accessing the Scanner

To choose **TWAIN_32 Brother MFL Pro Colour** as your scanner driver, select it under the “**Select scanner**”—**OR**—“**Select source**” option in your software.

From the PaperPort® window, select **Acquire** from the File drop-down menu or select the **TWAIN** or **Scan** button. The Colour Setup dialog box will appear:



Scanning a Document into your PC

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Adjust the following settings, if needed, in the Scanner Setup window:
 - ◆ **Resolution**
 - ◆ **Scan Type** (*Black & White, Grey [Error Diffusion], True Grey, 256 Colour, 24 bit colour, 24 bit colour (fast)*)
 - ◆ **Brightness**
 - ◆ **Contrast**
 - ◆ **Size**
- 3 Select the **Start** button from the Scanner window.

When scanning is completed, close the scanner window. The PaperPort® screen will appear showing the image you scanned highlighted in red.

Settings in the Scanner Window

Image

Resolution

Select the scanning resolution from the Resolution drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image.

Scan Type

Black & White: Set the **Scan Type** to *Black & White* for text or line art.

Grey Scale: For photographic images, set the **Scan Type** to *Grey (Error Diffusion)* or *True Grey*.

Colours: Choose either *256 Colour*, which scans up to 256 colours, *24 Bit colour* which scans up to 16.8 million colours. Although using *24 Bit colour* creates an image with the most accurate colours, the image file will be approximately three times larger than a file created with *256 Colour*.

Brightness

Adjusting the brightness settings to obtain the best image. The Brother MFC Software Suite offers 100 brightness settings (-50 to 50). The default value is 0, representing an “average” setting.

You can set the brightness level by dragging the sliderbar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the settings.

If the scanned image is too light, set a lower brightness value and scan the document again.

If the image is too dark, set a higher brightness value and scan the document again.

Contrast

The contrast setting is adjustable only when you have selected one of the **Colour Type** settings, but it is not available when *Black & White* is selected as the **Colour Type**.

Increasing the contrast level (by dragging the sliderbar to the right) emphasizes dark and light areas of the **Image**, while decreasing the contrast level (by dragging the sliderbar to the left) reveals more detail in grey areas. Instead of using the sliderbar, you can type a value in the box to set the contrast.

Custom

Size

Set the **Size** to one of the following:

- ◆ *Letter (8 1/2 x 11 inches)*
- ◆ *A4 (210 x 297 mm)*
- ◆ *Legal (8 1/2 x 14 inches)*
- ◆ *A5 (148 x 210 mm)*
- ◆ *B5 (182 x 257 mm)*
- ◆ *Executive (7 1/4 x 10 1/2 inches)*
- ◆ *Business Card (60 x 90 mm)*
- ◆ *Custom (User adjustable from 0.35 x 0.35 inches to 8.5 x 14 inches)*

After you select a custom size, you can adjust the scanning area further by using the left mouse button to drag the dotted outline of the scanning area. This is required when you want to crop an image when scanning.

Business Card Size

To scan business cards, select the **Business Card (60 x 90 mm)** size setting and place the business card at the centre of the scanner glass.

When scanning photographs or other images for use in a word processor or other graphics application, you should try different settings for the contrast, mode and resolution to see which settings best suit your needs.

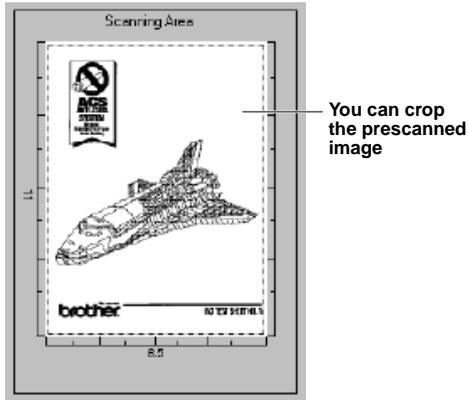
PreScanning an Image

PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version of the image will appear in the **Scanning Area**. This is only a preview of the image so you can see how it will look. The **PreScan** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, select the **Start** button to scan the image.

1 Insert the document face up in the ADF, or face down on the glass platen.

2 Select the **PreScan** button:

The entire document will be scanned into the PC and will appear in the **Scanning Area** of the Scanner window.



3 To crop a portion of the document to be scanned, drag any side or corner of the dotted outline in the **Scanning Area** with the left mouse button. Adjust the dotted outline until it surrounds only the portion of the document you wish to scan.

4 Insert the document face up in the ADF, again, if you use the ADF in Step 1.

5 Adjust the settings for **Resolution**, **Scan Type**, **Brightness**, **Contrast**, and **Size** in the Scanner Setup window, as needed.

6 Select the **Start** button.

This time only the selected area of the document will appear in the PaperPort[®] window.

7 In the PaperPort[®] window, use the options available in the Markups pull-down menu and the Crop option in the Options pull-down menu to refine the image.

Set up Your USB Equipped Apple® Macintosh® G3, G4 or iMac™ with Mac OS 8.5/8.5.1/8.6/9.0/9.0.4/9.1



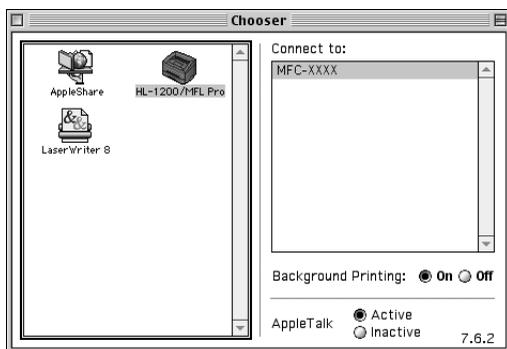
Before you can connect the machine to your Macintosh®, you must purchase a USB cable that is no longer than 6 feet (1.8 meters).

To work with the machine, your USB-Equipped Apple® Macintosh® must be set up with Mac OS 8.5/8.5.1/8.6/9.0/9.0.4/9.1. (The Brother Scanner Driver works only with Mac OS 8.6/9.0/9.0.4/9.1.)

Using Brother Printer Driver with your Apple® Macintosh®

To select the Printer:

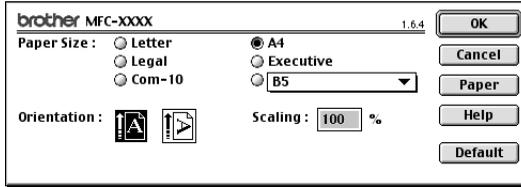
- 1 From the Apple menu, open the **Chooser**.



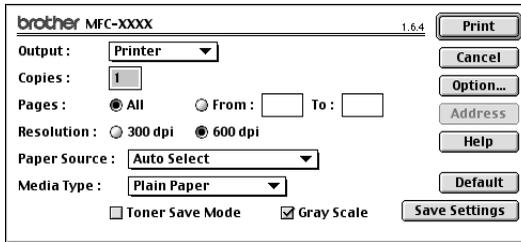
- 2 Click the **HL-1200/MFL Pro** icon. On the right side of the **Chooser**, click the printer to which you want to print. Close the **Chooser**.

To print the document:

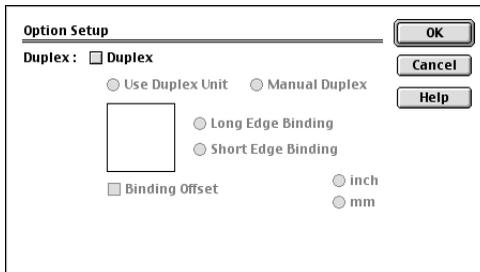
- From your Macintosh scanning application software such as Simple Text, click **File** menu and select **Page Setup**. You can change the settings for **Paper Size**, **Orientation** and **Scaling**, then click **OK**.



- From your Macintosh scanning application software such as Simple Text, click **File** menu and select **Print**. Click **Print** to start printing.



If you want to change **Copies**, **Pages**, **Resolution**, **Paper Source** and **Media Type**, select your settings before clicking **Print**. **Option Setup** allows you to change **Duplex**.

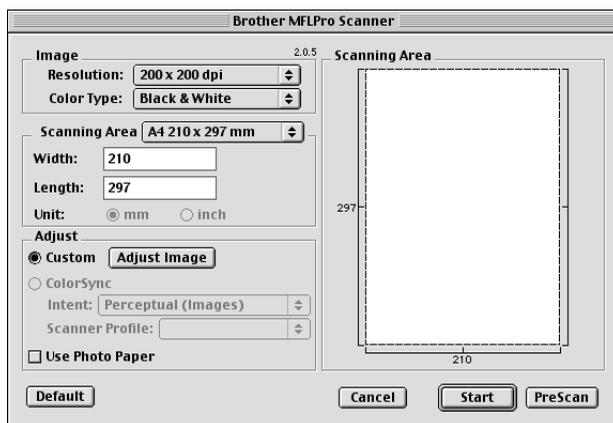


Using Brother TWAIN Scanner Driver with Your Apple® Macintosh®

The Brother MFC software suite includes a TWAIN Scanner driver for Macintosh®. This Macintosh® TWAIN Scanner driver can be used with application that supports the TWAIN specification.

Accessing the Scanner

Run your Macintosh TWAIN-compliant application software. The first time you use the Brother Twain driver, set it as default by choosing the **Select Source**. Afterwards, for each document you scan choose **Acquire Image** or select **Scan**. The scanner setup dialog box will appear.



Scanning a Document into Your Macintosh G3, G4 or iMac

- 1 Insert the document face up in the ADF, or face down on the glass platen.
- 2 Adjust the following settings, if needed, in the scanner setup dialog box:
 - Resolution**
 - Color Type**
 - Brightness**
 - Contrast**
 - Scanning Area**
- 3 Click **Start**.

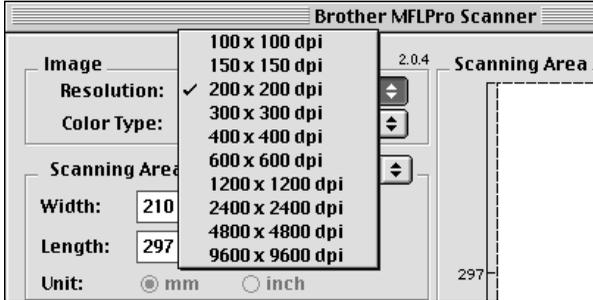
When scanning is finished, the image will appear in your graphics application.

Settings in the Scanner Window

Image

Resolution

Choose the scanning resolution from the **Resolution** pop-up menu. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image.



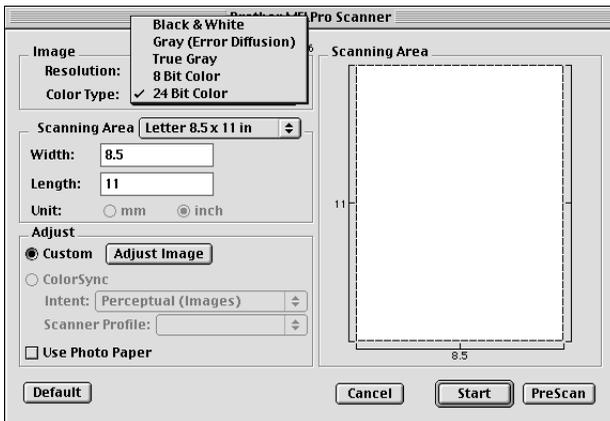
Color Type

Black & White—Set the image Type to *Black & White* for text or line art. For photographic images, set the image type to *Grey (Error diffusion)* or *True Grey*.

Grey (Error Diffusion)—is used for documents that contain photographic images or graphics. (*Error Diffusion* is a method for creating simulated grey images by placing black dots in a specific matrix instead of true grey dots.)

True Grey—also is used for documents containing photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey. It requires the most memory and longest transfer time.

Colours: Choose either *8 Bit Color*, which scans up to 256 colours or *24 Bit colour* which scans up to 16.8 million colours. Although using *24 Bit Colour* creates an image with the most accurate colours, the image file will be approximately three times larger than a file created with 8 Bit Colour.



Scanning Area

Set the **Size** to one of the following:

- ◆ *Letter (8.5 x 11 inches)*
- ◆ *A4 (210 x 297 mm)*
- ◆ *Legal (8.5 x 14 inches)*
- ◆ *A5 (148 x 210 mm)*
- ◆ *B5 (182 x 257 mm)*
- ◆ *Executive (7.25 x 10.5 inches)*
- ◆ *Business Card (90 x 60 mm)*
- ◆ *Custom (User adjustable from 0.35 x 0.35 inches to 8.5 x 14 inches)*

After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

Width: Enter the width of the custom size.

Length: Enter the length of the custom size.

Business Card Size

To scan business cards, select the **Business Card (60 x 90 mm)** size setting and place the business card at the centre of the scanner glass.

When scanning photographs or other images for use in a word processor or other graphics application, it is a good idea to try different settings for the Contrast, Mode and Resolution to determine which settings look best.

Adjust Image

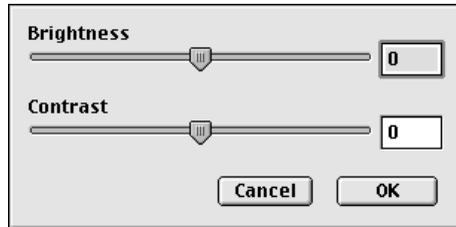
Brightness

Adjust the brightness settings to obtain the best image. The Brother TWAIN Scanner driver offers 100 brightness settings (-50 to 50). The default value is 0, representing an “average” setting.

You can set the brightness level by dragging the slider to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the setting. Click **OK**.

If the scanned image is too light, set a lower brightness value and scan the document again.

If the image is too dark, set a higher brightness value and scan the document again.



Contrast

The contrast setting is adjustable only when you have selected one of the grey scale settings, but it is not available when Black & White is selected as the grey scale.

Increasing the contrast level (by dragging the slider to the right) emphasizes dark and light areas of the Image, while decreasing the contrast level (by dragging the slider to the left) reveals more detail in grey areas. Instead of using the slider, you can type a value in the box to set the contrast. Click **OK**.

PreScanning an Image

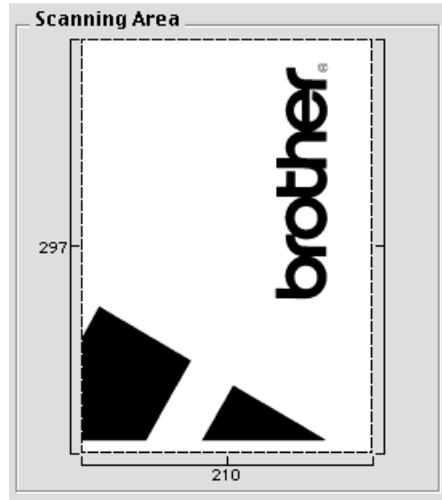
PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the **Scanning Area**. This is only a preview of the image, so you can see how it will look. The **PreScan** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click **Start** to scan the image.

1 Insert the document face up in the ADF, or face down on the glass platen.

2 Click **PreScan**.

The entire document will be scanned into your Macintosh G3 or iMac and will appear in the **Scanning Area** of the Scanner dialog box:

3 To scan a portion of the prescanned image, click and drag the mouse to crop it.



4 Insert document face up in the ADF again, if you use the ADF in Step 1.

5 Adjust the settings for **Resolution**, **Color Type** (Grey Scale), **Brightness**, **Contrast**, and **Size** in the Scanner Setup dialog box, as needed.

6 Click **Start**.

This time only the selected area of the document will appear in the **Scanning Area**.

7 Use your application, software for editing and refining the image as usual.

How to Use the machine with Your DOS Application Software

Before working with your application software that runs on DOS, check that the machine's name appears in the printer selection of your application software. If the machine is not listed, you must install the printer driver that corresponds to HP LaserJet emulations.

The following table shows the combination of printer driver and emulation mode. To get the most out of this machine, you should install an HP printer driver in your application software.

Printer driver supported in your application software	Emulation mode to be selected with the remote printer console program
HP LaserJet	HP LaserJet emulation mode

- Be sure to choose the proper printer driver in your application software.
- Be sure the printing resolution is set to 600 dpi in your DOS application software.

What Does the Remote Printer Console Do?

The Remote Printer Console (RPC) is a utility program that can run in the DOS environment:

This program allows you to change various printer settings such as emulation, print quality, fonts, page setup etc., from your computer screen. Since most DOS applications have a Printer Settings menu that overrides the settings made by the RPC, you may not have to use this utility program. This utility program is useful for application software that does not control the printer's settings and features.

Installing the Remote Printer Console

Before you install the program, make sure you have the following hardware and software to install the program:

DOS	Version 3.3 or later
Monitor	EGA/VGA or compatible
Option	Mouse; the mouse driver must be installed. (You can also operate the program with the keyboard.)

Follow these steps to install the remote printer console program:

- 1 Make sure the machine is connected to your computer.
- 2 Start your computer and go to the DOS prompt. If you are in Windows[®], exit and return to the DOS prompt.
- 3 Insert the Brother CD-ROM into your CD-ROM drive (substitute your appropriate drive letter for "X").
- 4 At the DOS prompt (C:\>) type X: (X is the letter of your CD-ROM drive) and press Enter.

```
C:\>X:
```

- 5 Type CD DOS and press Enter.

```
X:\>CD DOS
```

- 6 Type RPCSETUP and press Enter.

```
X:\DOS>RPCSETUP
```

- 7 Follow the instructions from the installer.

Running the Remote Printer Console Main Program

Type C:\RPCX>RPCX and press the Enter key to start the Remote Printer Console main program.

The Main Screen will appear on your computer screen.

- Do not use this program from a DOS window running under Windows.

9 Troubleshooting and Maintenance

Error Messages

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

ERROR MESSAGE	CAUSE	ACTION
CHANGE DRUM SOON	The drum unit is near the end of its life.	If you have a print quality problem, replace the drum unit with a new one.
CHANGE TONER	If the display shows CHANGE TONER , you can still print. But the toner is depleted and the machine is telling you that the toner will soon run out.	Order a new toner cartridge now.
CHECK DOCUMENT	Documents were not inserted or fed properly or document was too long.	Do not pull paper out until you see <i>Document Jams and Paper Jams</i> , page 64.
CHECK DRUM UNIT	Drum unit is not installed.	Reinstall the drum unit.
CHECK PAPER	The machine is out of paper or paper is not properly loaded in the Multi-purpose Sheet Feeder.	Refill the paper or remove the paper and load it again and then press Copy .
CHECK PAPER SIZE	Paper Size is improper for printing HELP or SYSTEM SETUP .	Load A4 paper in multi-purpose sheet feeder, and then press Copy .
COOLING DOWN WAIT FOR A WHILE	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the machine shows COOLING DOWN and WAIT FOR A WHILE .	You must wait and allow the machine to resume printing when it is ready.
COVER OPEN	The top cover was not completely closed.	Open, then close the cover.
DOC. COVER OPEN	The document cover is open.	Remove any paper from the ADF and close the document cover.
MACHINE ERROR XX	Machine has a mechanical problem.	Turn off the power. Then contact your Brother dealer for service.

ERROR MESSAGE	CAUSE	ACTION
OUT OF MEMORY (When the machine is used as a printer.)	The machine memory capacity has been exceeded.	<ul style="list-style-type: none"> - If you have installed the Windows® driver, try again after setting the True Type mode to “Print as Graphics” in the PRINT menu of your application software. - Reduce the print resolution or reduce the complexity of your document.
OUT OF MEMORY (When the machine is used as a copier.)	The machine memory capacity has been exceeded.	See <i>Out of Memory Message</i> , page 13.
PAPER JAM	The recording paper is jammed in the machine.	See <i>Printer Jam or Paper Jam</i> , page 64.
PLS CLOSE COVER	Top cover is not closed completely.	Open the top cover, then close it.
PLS OPEN COVER	A page, piece of paper or paper clip, etc. may be jammed inside the machine.	Open the top cover and remove the drum unit. If you see any jammed paper or other item, gently pull it out. Reinstall the drum unit, then close the top cover. If the error message remains, open and close the top cover again. If the machine cannot reset itself and return to the date and time prompt, it will display MACHINE ERROR XX . Then contact your Brother dealer for service.
TONER EMPTY	Toner is used up and printing is not possible, or toner cartridge is not installed into the drum unit.	Replace the toner cartridge with a new one, or install the toner cartridge into the drum unit. (See <i>Replacing the Toner Cartridge</i> , page 74.)

Document Jams and Paper Jams

Based upon where the original document or printed sheet is jammed, follow the appropriate set of instructions to remove it.

Document Jam in the Top of the ADF Unit

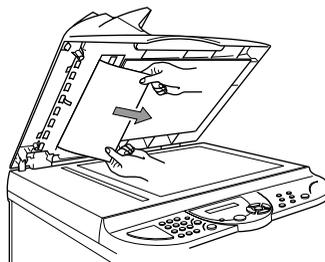
- 1 Remove any paper from the document feeder that is not jammed.
- 2 Lift the ADF cover.
- 3 Pull the jammed document out to the right.
- 4 Close the ADF cover.
- 5 Press **Stop/Exit**.



ADF Cover

Document Jam inside the ADF Unit

- 1 Remove any paper from the document feeder that is not jammed.
- 2 Open the document cover.
- 3 Pull the jammed document out to the right.
- 4 Close the document cover.
- 5 Press **Stop/Exit**.

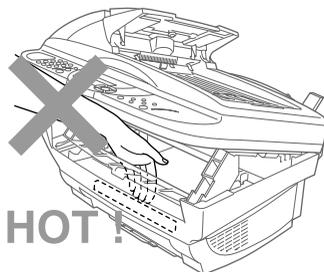


Printer Jam or Paper Jam

Before you can clear a paper jam error, you must find out where the paper is stuck. Review the following two types of printer jams and follow the instructions.

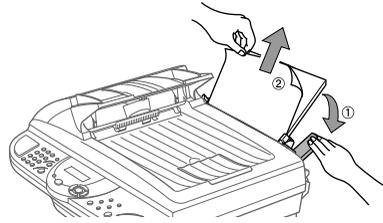


- Do not force the jammed paper from the paper tray because you may damage the machine and cause toner to scatter on the next printed pages.
- After you have used the machine, some internal parts of the machine are extremely **HOT!** When you open the top cover of the machine, never touch the internal parts shown in the following picture.



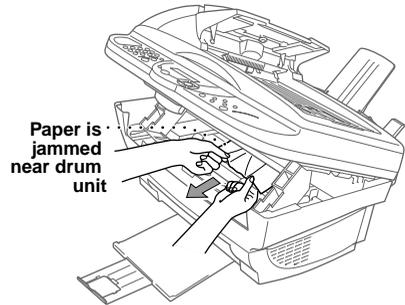
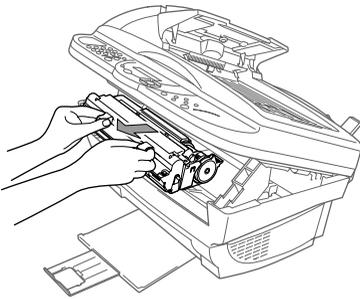
Paper is Jammed in the Multi-purpose Sheet Feeder

- 1 Push down the paper lever to pull the jammed paper upward and out of the feeder.
- 2 Open the top cover and check that a torn piece of paper does not remain inside the machine.
- 3 Close the top cover.



Paper is Jammed near the Drum Unit or in the Fuser Unit

- 1 Open the top cover by pulling the lever toward you.
- 2 Remove the drum unit.
- 3 Gently pull out the jammed paper.
- 4 Reinstall the drum unit.
- 5 Close the top cover.

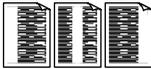


Difficulty with Operation

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

DIFFICULTY	SUGGESTIONS
General Printing Difficulties	
The machine does not print.	Make sure the machine is turned on. The toner cartridge and drum unit are installed properly. The interface cable is securely connected between the machine and computer. Check to see if LCD is showing an error message.
The machine prints unexpectedly or it prints garbage.	Switch off. Make sure your application software is correctly set up to use the machine by checking the primary settings in your application software.
The machine prints the first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the printer's "input buffer full" signal. Please make sure you connect the printer cable correctly.
The machine cannot print full pages of a document. A OUT OF MEMORY error message occurs.	Reduce the printer resolution. Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software.
My headers or footers appear when I view my document on the screen but do not show up when I print them.	Most laser printers have a restricted area that will not accept print. Usually these are the first two lines and last two lines, leaves 62 printable lines. Adjust the top and bottom margins in your document to allow for this.
Windows® Setup Printing Difficulties	
I cannot print from my application software.	Make sure the Windows® printer driver is installed and you select it in your application software.
Software Difficulties	
"MFC Connect Failure"	If the machine is not connected to your PC and you have loaded the Brother software, the PC will show "MFC Connect Failure" each time you restart Window®. You can ignore this message or you can turn it off by deselect the AutoLoadPopUp check box in the Brother Control Center chapter. (See <i>How to Turn Off AutoLoad</i> , page 36.)
Paper Handling Difficulties	
The machine does not load paper. The LCD shows CHECK PAPER or PAPER JAM .	Check to see if the CHECK PAPER or PAPER JAM message appears on the LCD. If so, the Multi-purpose Sheet Feeder may be out of paper. If it is empty, load a new stack of paper into the feeder and then press Copy . If there is paper in the Multi-purpose Sheet Feeder, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the Multi-purpose Sheet Feeder. Reduce the amount of paper in the Multi-purpose Sheet Feeder, then try again.
How can I clear paper jams?	See <i>Document Jams and Paper Jams</i> , page 64.

DIFFICULTY	SUGGESTIONS
Copy Quality Difficulties	
Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire for printing is dirty. Clean them both.
Print Quality Difficulties	
Printed pages are curled.	Thin Paper (64-69 g/m ²) can cause this problem. Make sure you select the Paper Type that suits the paper in your multi-purpose sheet feeder. (See <i>Paper Type</i> , page 20 and <i>Media Type</i> , page 27.)
Printed pages are smeared.	Rough surfaces or thick media can cause “smeared pages”— OR —“the toner to smear”. Make sure you select the correct Paper Type that suits the paper in your multi-purpose sheet feeder. (See <i>Paper Type</i> , page 20 and <i>Media Type</i> , page 27.)
Printouts are too dark or light.	Adjust the print conditions by setting the Print Density function, it has been factory set to the middle position. (See <i>Setting the Print Density</i> , page 11.)
Printed pages contain white stripes. 	You may fix this by wiping the scanner windows with a clean soft cloth. (See <i>Regular Maintenance</i> , page 71 and <i>Cleaning the Drum Unit</i> , page 73.) If you still see white stripes or faint images and the display shows CHANGE DRUM SOON , replace the drum unit with a new one.
White Stripes or Faint Images	
Printed pages are stained with toner or have vertical stripes. 	Clean the machine’s interior and the primary corona wire of drum unit. (See <i>Regular Maintenance</i> , page 71 and <i>Cleaning the Drum Unit</i> , page 73.) Make sure that the tab of the corona wire is at the home position. If after cleaning, you still see dark stripes or toner stains and the display shows CHANGE DRUM SOON , replace the drum unit with a new one.
Dark Stripes or Toner Stains	
Printed pages have white spots in black text and graphic areas. 	Make sure that you use paper that meets the specifications. (See <i>Acceptable Paper</i> , page 24.) Rough surface or thick media can cause the problem. If you still see white spots and the display shows CHANGE DRUM SOON , replace the drum unit with a new one.
White Spots	
Toner scatters and stains the printed page. 	Adjust the print conditions by setting the Print Density function. (See <i>Setting the Print Density</i> , page 11.) Clean the machine’s interior. (See <i>Regular Maintenance</i> , page 71 and <i>Cleaning the Drum Unit</i> , page 73.) Make sure that you use paper that meets specifications. (See <i>Acceptable Paper</i> , page 24.) If you still have scattered toner and the display shows CHANGE DRUM SOON , replace the drum unit with a new one.
Scattering Toner	

DIFFICULTY	SUGGESTIONS
<p>The whole page is printed black.</p>  <p>Black Page</p>	<p>Wipe the electric terminals. Also, do not use heat-sensitive paper as it will cause this problem. After cleaning, if the printed pages are still black and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.</p>
<p>Nothing is printed on the page.</p>  <p>White page</p>	<p>Make sure that the toner cartridge is not empty. If the toner cartridge is empty, replace the toner cartridge. (See <i>Replacing the Toner Cartridge</i>, page 74.)</p>
<p>Printed pages are marked regular intervals.</p>  <p>Example of Regular Marking</p>	<p>Markings may disappear by themselves. Try copying at multiple pages to clear this problem. Markings may occur if the machine has not been used for a long time. A possible cause is that the surface of the drum is marked or damaged by excessive exposure to light. In this case, replace the drum unit with a new one.</p>
<p>Printed pages are blurred at the centre or at either edge.</p>  <p>Blurred Page</p>	<p>Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. Make sure the machine is placed on a flat, horizontal surface. Remove the drum unit with the toner cartridge installed. Try rocking them from side to side. You may clear a blurred page by wiping the scanner windows with a clean soft cloth. (See <i>Regular Maintenance</i>, page 71.) If a blurred page occurs after cleaning and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.</p>
<p>Ghost images appear on printed pages.</p>  <p>Ghost Images</p>	<p>Adjust the print conditions by changing the Print Density setting. (See <i>Setting the Print Density</i>, page 11.)—OR—Rough surfaces or thick media can cause a ghost image. Make sure you select the Paper Type that suits the paper in your multi-purpose sheet feeder. (See <i>Paper Type</i>, page 20 and <i>Media Type</i>, page 27.)</p>



The drum unit is a consumable and it is necessary to replace it periodically.

Packing and Shipping the Machine

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

- 1 Switch off and unplug the machine from the AC outlet.
- 2 Unplug the Parallel cable or USB cable from the machine.

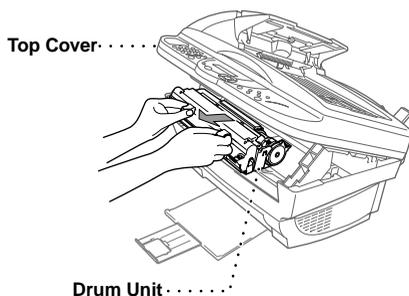


Do not unplug the machine until a print job is finished.

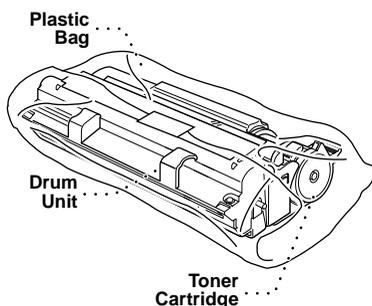
- 3 Open the top cover.
- 4 Remove the drum unit assembly.



Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.

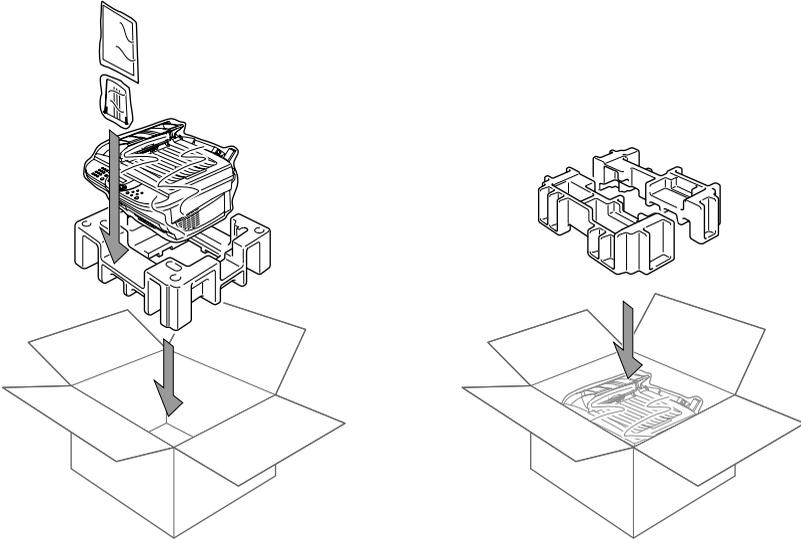


- 5 Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag completely.

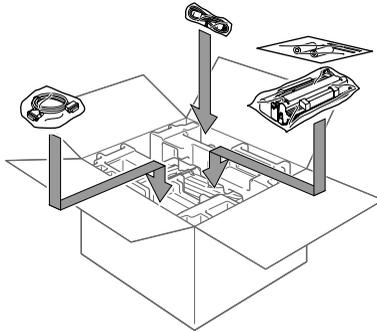


- 6 Close the top cover. Remove the paper support and close the paper tray and extension.

- 7** Wrap the machine in the plastic bag and place it in the original carton with the original packing material. Place documents (manual, printed material and CD-ROM) and a paper support into the carton.



- 8** Place the drum unit and toner cartridge assembly, filter cores, cable ties, power cord and printer cable into the carton as shown below.



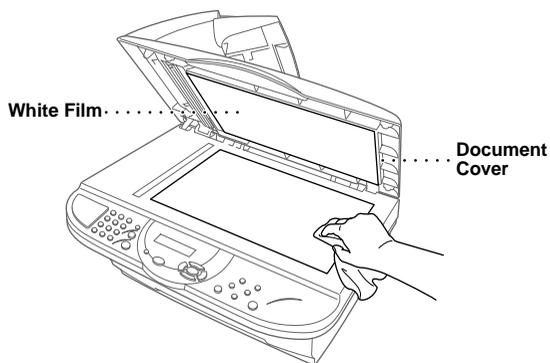
- 9** Close the carton and tape it shut.

Regular Maintenance

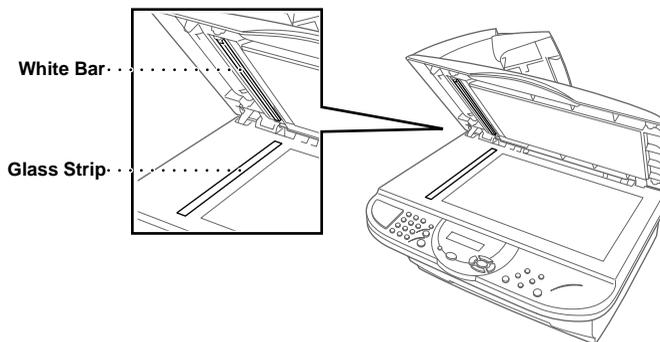
You can keep the machine in optimum condition by cleaning it on a regular basis. It is a good idea to clean the drum unit during this routine. Avoid using thinners or other organic solvents to clean the machine and do not use water.

Cleaning the Scanner

Turn the machine power switch OFF and lift the document cover. Clean the glass platen and the white film with isopropyl alcohol on a lint free cloth.



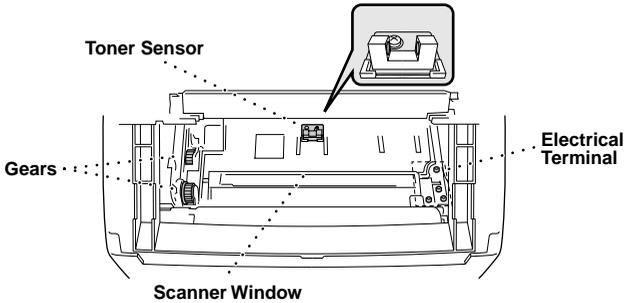
Open the document cover. Clean the white bar and the glass strip under the bar with isopropyl alcohol on a lint-free cloth.



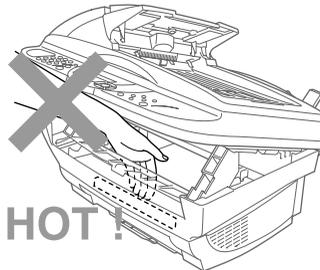
Cleaning the Printer



- Do not use isopropyl alcohol to remove dirt from the control panel. It may cause a crack on the panel.
- Do not use isopropyl alcohol to clean the scanner window or the toner sensor.
- Do not touch the scanner window with your finger.
- Handle the drum unit carefully as it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.



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

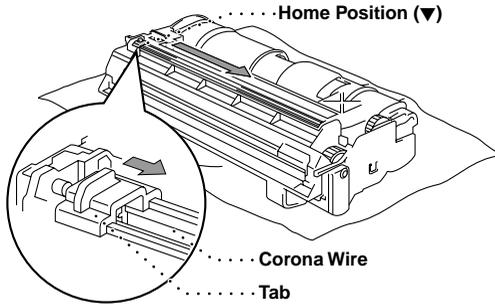


- 1 Open the top cover.
- 2 Remove the drum unit assembly.
- 3 Wipe the electric terminals with isopropyl alcohol on a cotton swab.
- 4 Wipe the gears with a clean dry cloth.
- 5 Gently wipe the scanner window and the toner sensor with a clean soft dry cloth. Do not use isopropyl alcohol to clean the scanner window or the toner sensor.

Cleaning the Drum Unit

We recommend you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering toner.

- 1 Turn the drum unit upside down carefully.
- 2 Clean the primary corona wire inside the drum unit by gently sliding the tab from right to left several times.
- 3 Return the tab to the home position (▼ mark position) before reinstalling the drum unit.



If you do not position the tab at the home position, printed pages may have vertical stripes.

- 4 Install the drum unit into the machine. (See *Replacing the Drum Unit*, page 77.)
- 5 Close the top cover.

Replacing the Toner Cartridge

The machine can print approximately 2,200 pages with one toner cartridge (TN-8000). When the toner cartridge is running low, the display shows **CHANGE TONER**. The machine is supplied with a starter toner cartridge that must be replaced after approximately 2,200 pages. Actual page count will vary depending on your average document type (i.e. standard letter, detailed graphics). The above specifications relate to a 5% black coverage A4 size document.

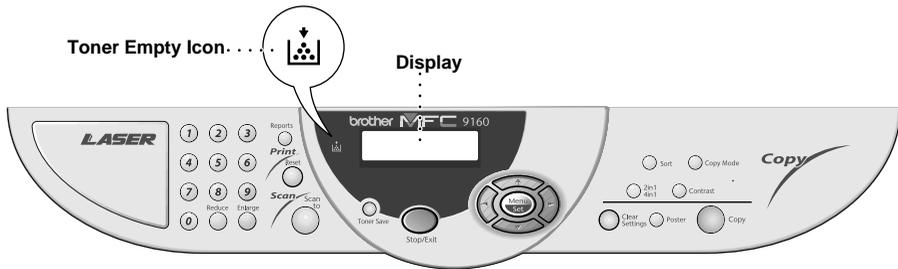
It is a good idea to keep a new toner cartridge ready for use when you see the toner low warning.

Discard the used toner cartridge according to local regulations. If you are not sure of them, consult with Brother dealer for service. Be sure to seal the toner cartridge tightly so toner powder does not spill out of the cartridge. When discarding used toner cartridges, keep them separate from domestic waste.

It is recommended that you clean the machine when you replace the toner.

Toner Empty Indicator

When the toner cartridge is running low, the display shows **CHANGE TONER** and the Toner Empty LED on the control panel flashes on and off to indicate the toner is low.

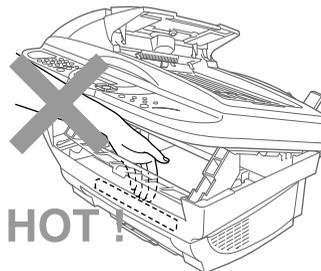


The Toner Empty LED light stays on and the display shows **TONER EMPTY** to indicate that the toner is empty. Once this indication appears, the machine will not resume printing until you have installed a new toner cartridge.

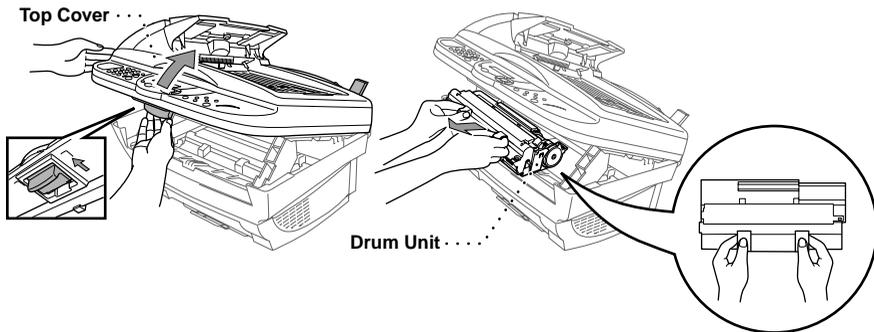
Steps for Replacing Toner Cartridge



After you have just used the machine, some internal parts of the machine will be extremely **HOT!** So, never touch the shaded parts shown in the illustration below.

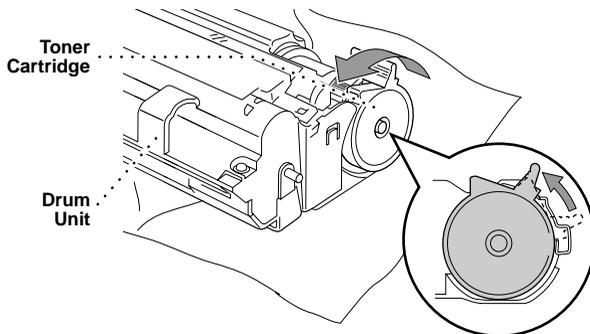


- 1 Turn the machine switch off.
- 2 Open the top cover by pulling the lever toward you and lifting the cover. Make sure the top cover is completely open. To remove the drum unit, hold each side of the drum by its handles and gently lift the drum forward toward you.



Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

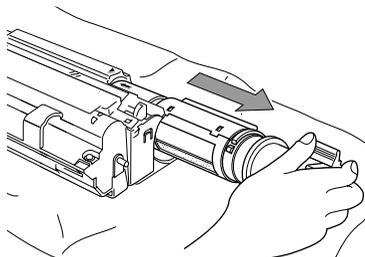
- 3 Gently turn the lever on the toner cartridge forward until it stops. The toner cartridge cannot be removed unless the shutter is completely closed, by turning the lever fully to the front.



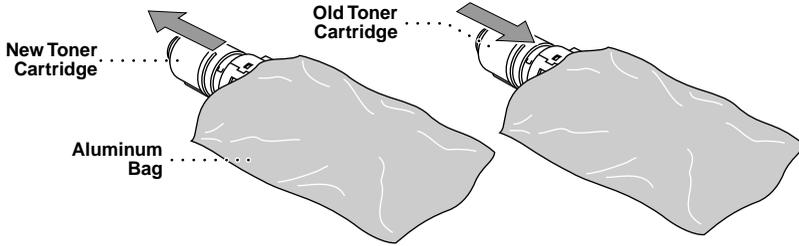
- 4 Remove the old toner cartridge from the drum unit by gently pulling it out.



Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash them with cold water.

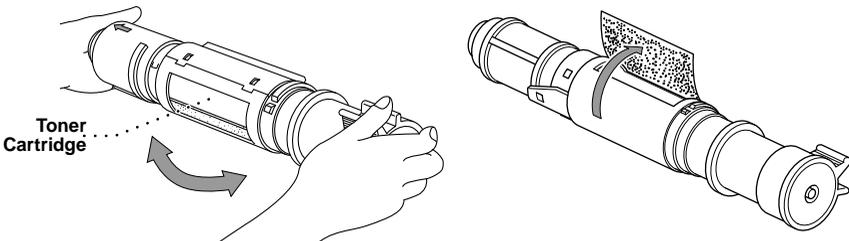


- 5** Unpack the new toner cartridge. Place the used toner cartridge into the aluminium bag and discard it according to local regulations.

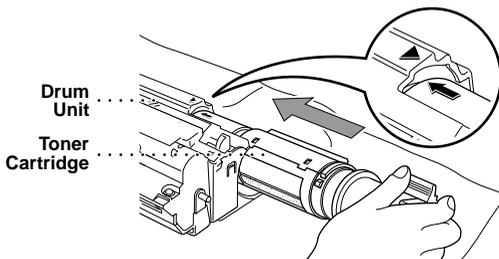


- Wait to unpack the toner cartridge until immediately before you install it into the machine. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.
- You can use only a genuine Brother toner cartridge (TN-8000 series), which is specially formulated to ensure top print quality. Using another brand of toner cartridge may void the machine's warranty.

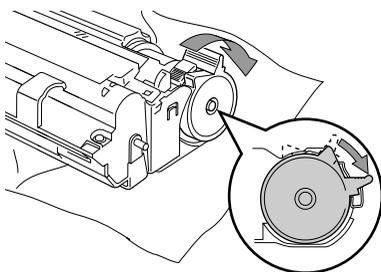
- 6** Gently rock the toner cartridge from side to side five or six times, and then remove the protective seal.



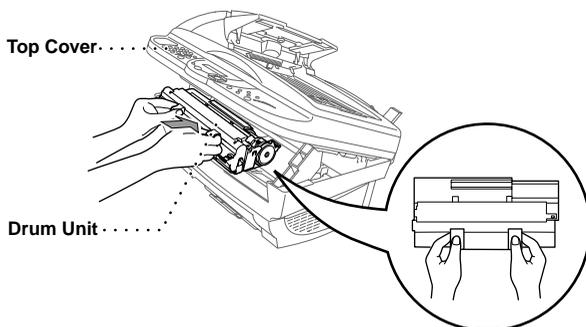
- 7** Slide the new toner cartridge into the opening on the right side of the drum unit. To ensure that the toner cartridge and the drum unit fit together correctly, make sure that the toner cartridge guide bar is exactly aligned with the guide slot in the drum unit.



- 8 Gently turn the lever on the toner cartridge backward until it stops.



- 9 Reinstall the drum unit into the machine and close the top cover.



Replacing the Drum Unit

The machine uses a drum unit to create the print images on paper. If the screen displays **CHANGE DRUM SOON**, the drum unit is nearly at the end of its life. Prepare a new drum unit to replace the current one. You may need to order one from your Brother dealer.

Even if the display shows **CHANGE DRUM SOON**, you may be able to continue to print without replacing the drum unit for a while. However, if there is a noticeable deterioration in the output print quality even before **CHANGE DRUM SOON** is shown, then the drum unit should be replaced. You should clean the machine when you replace the drum unit.



When removing the drum unit, handle carefully because it contains toner. When you replace the drum unit, you should clean the machine.

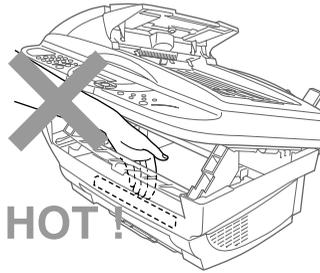


The drum unit is a consumable, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and toner that you use and the number of pages per print job, etc. The drum life is estimated at approximately 8,000 pages at 1 page per job. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

For best performance, use only genuine Brother toner, and the product should be used only in a clean, dust-free environment with adequate ventilation.

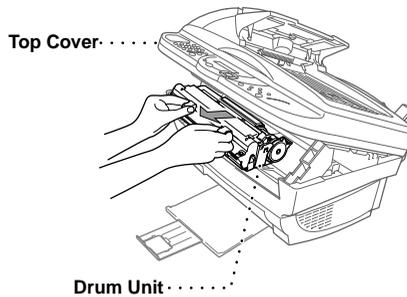


After you have just used the machine, some internal parts of the machine will be extremely HOT! So please be careful.

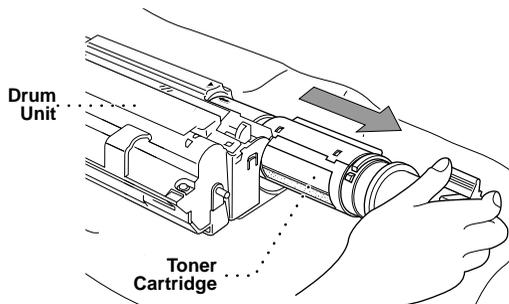


Follow these steps to replace the drum unit:

- 1 Open the top cover.
- 2 Remove the old drum unit. Place the drum unit on an old cloth or large piece of disposable paper to avoid spilling and scattering the toner.



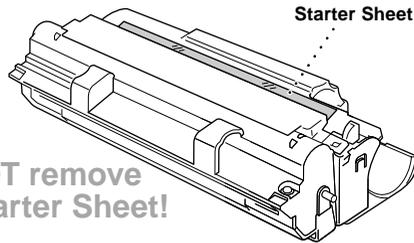
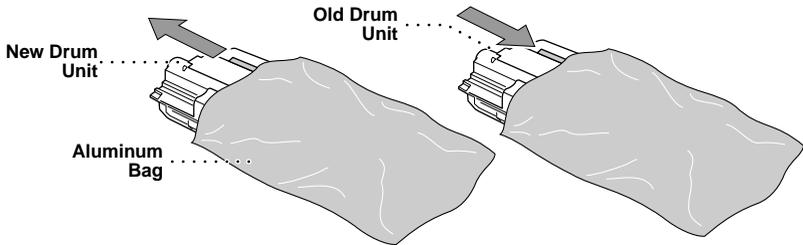
- 3 Remove the toner cartridge from the drum unit and keep it in a safe place. (See *Replacing the Toner Cartridge*, page 74.)





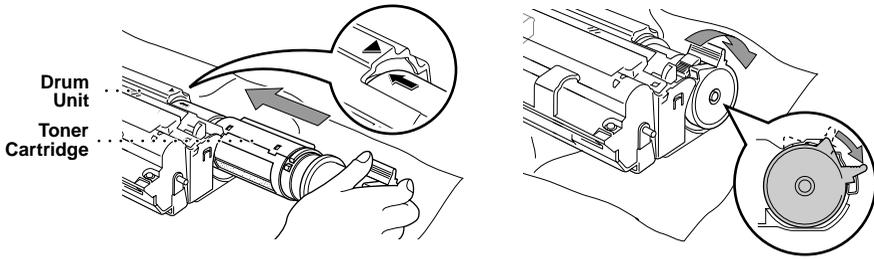
Discard the used drum unit according to local regulations. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. When discarding used drum units, keep them separate from domestic rubbish.

- 4 Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the aluminium bag and discard it according to local regulations.

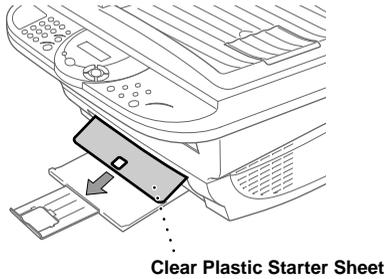


- Do not pull or force the starter sheet from the machine. It will be ejected automatically.
- Wait to unpack the drum unit immediately before installing it into the machine.
- If an unpacked drum unit is subjected to excessive direct sunlight or room light, the unit may be damaged.
- Handle the toner cartridge and the drum unit carefully because they contain toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash with cold water.
- Do not touch the scanner window with your finger.

- 5** Reinstall the toner cartridge into the new drum unit. (See *Replacing the Toner Cartridge*, page 74.)



- 6** Holding the new drum unit by the handles, install it. Close the top cover.
- 7** The machine will automatically eject the starter sheet. Do not pull or force the starter sheet from the machine.

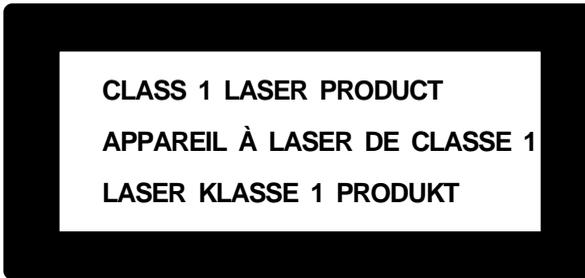


Important Safety Instructions

- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** Switch off and unplug this product from the AC sockets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5** Do not place this product on an unstable surface.
- 6** Slots and openings in the case and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar soft surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 7** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.
- 8** This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed plug.
- 9** Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.
- 10** Do not touch a document during printing.
- 11** Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 12** Do not attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.
- 13** Unplug this product from the mains power and refer servicing to qualified service personnel under the following conditions:
 - ◆ When the power cord is damaged or frayed.
 - ◆ If liquid has been spilled into the product.
 - ◆ If the product has been exposed to rain or water.
 - ◆ If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - ◆ If the product has been dropped or the cabinet has been damaged.
 - ◆ If the product exhibits a distinct change in performance, indicating a need for service.
- 14** We do not advise the use of an extension lead.

IEC 60825 Specification

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



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

Laser Diode

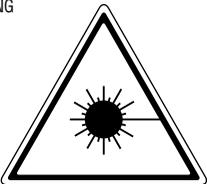
Wave length: 760 - 810 nm
Output: 5 mW max.
Laser Class: Class 3B

Caution

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

The following caution label is attached near the scanner unit.

CAUTION	INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCK DEFEATED. AVOID DIRECT EXPOSURE TO BEAM. CLASS 3B LASER PRODUCT.
ADVARSEL	USYNLIG LASER STRÅLING NÅR KABINETLÅGET STÅR ÅBENT. UNGDÅ DIREKTE UDSÆTTELSE FOR STRÅLING. KLASSE 3B LASER.
VARNING	OSYNLIG LASERSTRÅLNING HÄR DENNA DEL ÄR ÖPPNAD OCH SPÄRRAR ÄR URKOPPLADE. STRÅLEN ÄR FARLIG. KLASSE 3B LASER APPARAT.
VARO!	AVATTAESSA JA SUOJALUKITUS OHITETTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN. LUOKAN 3B LASERLAITE.
ADVARSEL	USYNLIG LASERSTRÅLING, UNNGÅ DIREKTE KONTAKT MED LASERENHETEN NÅR TOPPDEKSELET ER ÅPENT. KLASSE 3B LASERPRODUKT.
ATTENTION	RADIATIONS LASER INVISIBLES OUAND OUVERT ET VERROUILLAGE ENLEVE. EVITER EXPOSITIONS DIRECTES AU FAISCEAU. PRODUIT LASER CLASSE 3B.
VORSICHT	UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNG ÜBERBRÜCKT. NICHT DEM STRAHL AUSSETZEN. SICHERHEITSKLASSE 3B.
ATENCIÓN	RADIACIÓN LASER INVISIBLE CUANDO SE ABRE LA TAPA Y EL INTERRUPTOR INTERNO ESTÁ ATASCADO. EVITE LA EXPOSICIÓN DIRECTA DE LOS OJOS. PRODUCTO LASER CLASE 3B.



For Your Safety

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

Disconnect device

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

11 Specifications

General Specifications

Document input width	148 mm to 216 mm(ADF) Max. 216(Scanner)
Document input length	148 mm to 356 mm(ADF) Max. 297(Scanner)
Scanning/Printing width	208 mm
Automatic Document Feeder (ADF)	Up to 30 sheets (75 g/m ²) Acceptable Paper Size: Letter, Legal, A4, Executive, A5, B5, A6, B6 Weight: 64 g/m ² - 90 g/m ² Thickness: 0.08-0.12 mm
Multi-purpose Sheet Feeder	200 sheets (75 g/m ²) Acceptable Paper Size: A4 Weight: 64 g/m ² - 158 g/m ² Thickness: 0.08-0.2 mm
Display	LCD, 16 characters x 2, Backlit
Dimensions <WxDxH>	459 x 458 x 354 mm
Weight	11 kg

Printer Specifications

Emulation	Brother Printing System for Windows [®] , emulation mode of HP LaserJet (PCL level 5e)
Printer Driver	Windows [®] 95, 98, 98SE, Me, 2000 professional and Windows NT [®] Workstation Version 4.0 driver supporting Brother Native Compression mode and bi-directional capability Apple [®] Macintosh [®] QuickDraw [®] Driver for OS 8.5/8.5.1/8.6/9.0/9.0.4/9.1
Interface	Bi-directional parallel cable (IEEE-1284) USB (Universal Serial Bus) Interface
Memory	8 MB
Printer Method	Electrophotography by semiconductor laser beam scanning
Resolution	600 dots/inch
Print Quality	Normal printing mode Economy printing mode
Print Speed	Up to 10 pages/minute (when loading A4 paper from the multi-purpose sheet feeder)

Consumable Items



Toner cartridge:

Life Expectancy: up to 2,200 pages/new toner cartridge
(when printing A4 paper at 5% print coverage)

Toner life expectancy will vary depending on the type of average print job.



Drum Unit:

Life Expectancy: 8,000 pages at 1 page per job

There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and toner that you use, the number of pages per print job, etc.

Computer Requirement

For Windows [®]			
Operating System	CPU (Pentium)	RAM	Hard Disk Space
95, 98, 98SE	75 MHz	24 MB (32 MB recommended)	50 MB
NT Workstation4.0	75 MHz	32 MB (64 MB recommended)	
2000 Professional	133 MHz	64 MB (128 MB recommended)	
Me	150 MHz	32 MB (64 MB recommended)	

For Macintosh [®]			
Operating System	CPU Pentium	RAM	Hard Disk Space
Apple [®] Macintosh [®] QuickDraw [®] G3, G4, iMac or iBook with OS8.5, 8.5.1 (Only Printer) OS8.6/9.0/9.0.4/9.1 (Printer & Scanner)		All base models meet minimum requirements.	50 MB

Electrical and Environment

Temperature	(Allowable) 10 - 32.5°C (Storage) 0 - 40°C
Warm-up	Approx. 12 seconds at 25°C
Power source	220 ~ 240V AC 50/60Hz
Power consumption	Operating (Copying); 260 W or less (25°C) Peak: 940 W Sleep Mode: 15 W or less Stand by: 75 W or less (25°C)
Noise	Operating: 52 dB A or less Stand by: 39 dB A or less
Humidity	Operating: 35 to 80% (without condensation) Storage: 20 to 80% (without condensation)

Specifications are subject to change for improvement without prior notice.

Compilation and Publication Notice

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

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

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

Trademarks

Multi-Function Link Pro Suite is registered trademark of Brother Industries, Ltd.

Brother is a registered trademark of Brother Industries, Ltd.

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

Windows, Windows NT, Microsoft, MS-DOS, Excel and Word are registered trademark of Microsoft in the U.S. and other countries.

NT is a trademark of Northern Telecom Limited.

Macintosh is a registered trademark, and iMac is a trademark of Apple Computer, Inc.

PaperPort and TextBridge are registered trademarks of ScanSoft, Inc.

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

IBM and IBM PC are registered trademarks of International Business Machines Corporation.

All other brand and product names mentioned in this User's Guide are registered trademarks of their respective companies.

Ordering Accessories and Supplies

For the best quality results use only genuine Brother accessories. These are available from most Brother dealers or alternatively you can contact our mail order department on telephone number 0161 931 2258 or fax number 0161 931 2218. (For UK only)

Model Name	Description
Laser Fax Toner	TN-8000
Laser Fax Drum	DR-8000

Index

A

Accessories	87
Administrator	32

B

Brother Control Centre	35-36
------------------------------	-------

C

CHANGE DRUM SOON	62, 77
CHANGE TONER	62, 74
CHECK DRUM UNIT	62
CHECK PAPER	62
CHECK PAPER SIZE	62
Cleaning (Drum Unit)	73
Cleaning (Printer)	72
Cleaning (Scanner)	71
Control Panel Overview	6
COOLING DOWN	62
Copy (2in1, 4in1, Poster)	18
Copy (2in1/4in1)	17
Copy (Enlarging/Reducing)	15
Copy (Sort)	16
Copy Contrast	16
Copy Mode	19
Copy Operations	12
COVER OPEN	62

D

Device Options	31
Difficulty	66
Document Jam	64
DOS	60
Drum Unit (Replacing)	77
Duplex Printing	28

E

Error Messages	62
----------------------	----

F

Function Selection Table	8
--------------------------------	---

H

HELP	11
------------	----

I

iMac	53
Important Safety Instructions	81
Importing	49

M

Macintosh® G3, G4 or iMac™	53
Maintenance	62
Menu Mode	8
Menu Selection Table	8
Multi-Purpose Sheet Feeder	21

N

Navigation Keys	6
-----------------------	---

O

On-Screen Programming	ii
OUT OF MEMORY	13

P

Packing and Shipping	69
Page Setting	30
Paper	24
PAPER JAM	63
Paper Jam	64
Paper Type	24

PaperPort®	47	Troubleshooting	62
PLS OPEN COVER	63		
Power Cord	5		
Power Save	10		
Print a Report	11		
Print Date & Time	33		
Print Density	11		
Printer Driver Settings	25		
Product Description	84		

W

Watermark	29
Word Processor	44

Q

Quick Print Setup	31
-------------------------	----

R

Reports	6
Reset Key	23

S

Safety Instructions	81
Scan Image	37
Scan Keys	36
Scan to E-mail	37
Scan to File	41
Scan to Word Processor	44
Scan/OCR	37
Scanning into PC	50
ScanSoft™ PaperPort®	47
Simultaneous Printing	23
Sleep Mode	10
Specifications	84
SYSTEM SETUP	11

T

Toner Cartridge (Replacing)	74
TONER EMPTY	63
Toner Save	11
Trademarks	87

At your side.
brother®