

USER'S GUIDE

MFC-4820C







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

APPROVAL INFORMATION

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

Compilation and Publication Notice

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

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

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EC Declaration of Conformity under the R & TTE Directive

Manufacturer

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Plant

Brother Industries (Johor) Sdn. Bhd., PT Factory PTD57028,Jalan Lambak, Taman Johor, Johor Bahru, Malaysia

Herewith declare that:

Products description: Facsimile Machine
Type : Group 3
Model Name : MFC-4820C

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

Safety: EN60950:2000

EMC : EN55022:1998 Class B

EN55024:1998

EN61000-3-2:1995 + A1:1998 + A2:1998

EN61000-3-3:1995

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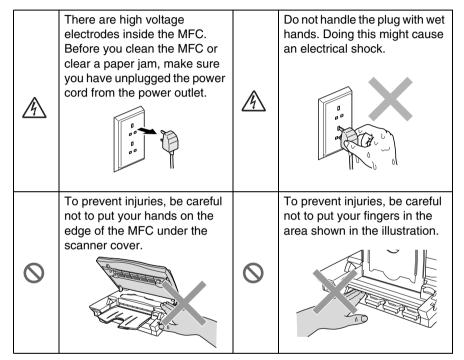
Information & Document Company

Safety Precautions

To Use the MFC Safely

Save these instructions for later reference.





MARNING

- Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the wall socket. Never install telephone wiring during a lightning storm. Never install a telephone socket in a wet location.
- Install equipment with a power cord near a socket-outlet that is easily accessible.
- Do not use a telephone in the vicinity of gas leak to report leak.

Caution

- Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line and on the telephone line, or unplug the lines during a lightning storm.
- Do not use this product near appliances that use water, in a wet basement or near a swimming pool.
- Avoid using a telephone other than a cordless type during an electrical storm. There may be a remote risk of electric shock from lightning.

Choosing a Location

Place your MFC on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the MFC near a telephone socket and a standard, grounded power outlet. Choose a location where the temperature remains between 10° and 35°C.

Caution

- Avoid placing your MFC in a high-traffic area.
- Do not place near heaters, air conditioners, water, chemicals, or refrigerators.
- Do not expose the MFC to direct sunlight, excessive heat, moisture, or dust.
- Do not connect your MFC to electrical outlets controlled by wall switches or automatic timers.
- Disruption of power can wipe out information in the MFC's memory.
- Do not connect your MFC 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.



Quick Reference Guide

Sending Black & White Faxes

Automatic Transmission Sending a fax

- 1 Place the original face down on the scanner glass.
- 2 Enter the fax number using the dial pad, Speed Dial or Search.
- 3 Press Fax Start.

The MFC starts scanning the first page.

NEXT PAGE? 1.YES 2.NO(DIAL)

- 4 Press 2 to begin dialing.
- 5 Press Stop/Exit to cancel.

Sending more than one page

- 1 Place the original face down on the scanner glass.
- **2** Enter the fax number using the dial pad, Speed Dial or Search.
- 3 Press Fax Start.

The MFC starts scanning the first page.

NEXT PAGE? 1.YES 2.NO(DIAL)

4 Press 1.

- **5** Place the next page on the scanner glass.
 - Press Menu/Set.

The MFC starts scanning. (Repeat step 4 and 5 for each additional page.)

- 6 Press 2 to begin dialing.
- 7 Press Stop/Exit to cancel.

Real Time Transmission

You can send faxes in real time.

- 1 Place the original face down on the scanner glass.
- 2 Press Menu/Set, 2, 2, 5.
- **3** Press to select ON, and then press **Menu/Set**.

-OR-

For the next fax only, press
to select NEXT FAX
ONLY, and then press
Menu/Set.

- 4 For the next fax only, press to select ON, and then press **Menu/Set**.
- **5** Press **1** to select additional settings.

OR

Press 2 to fax.

- 6 Enter the fax number.
- 7 Press Fax Start.

Receiving Faxes

Select Receive Mode

- 1 Press Menu/Set, 2, 1, 1.
- Press to select FAX
 ONLY, FAX/TEL, or
 MANUAL, and then press
 Menu/Set. If you select
 FAX/TEL, make sure you
 set Ring Delay and F/T Ring
 Time. (See Setting the Ring
 Delay on page 5-3 and
 Setting the F/T Ring Time
 (FAX/TEL mode only) on
 page 5-5.)
- 3 Press Stop/Exit.

Storing Speed Dial Numbers

- 1 Press Menu/Set, 2, 3, 1.
- 2 Enter a two-digit Speed Dial location number, and then press Menu/Set.
- 3 Enter a fax or telephone number (up to 20 digits), and then press Menu/Set.
- 4 Enter a name (or leave it blank), and then press
 Menu/Set.
- 5 Press Stop/Exit.

Dialing Operations

Speed Dialing

- Place the original face down on the scanner glass.
- Press Search/Speed Dial, press #, and then press the two-digit Speed Dial number.
- 3 Press Fax Start.

Search/Speed Dial

- 1 Place the original face down on the scanner glass.
- Press Search/Speed Dial and use the dial pad to enter the first letter of the name you are looking for.
- **3** Press to search the memory.
- 4 Press Fax Start, when the LCD shows the name you want to call.

Making Copies

Making Copies

- 1 Place the original face down on the scanner glass.
- 2 Using the dial pad, enter the number of copies you want.
- 3 Press Mono Copy or Colour Copy.

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Introduction

Using this Guide

Thank you for buying a Brother multi-function center (MFC). This MFC is simple to use, with LCD screen instructions to guide you through programming it. You can make the most of your MFC by taking a few minutes to read this Guide.

Finding information

All the chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or operation by checking the Index at the back of this Guide.

Symbols used in this Guide

Throughout this Guide you'll see special symbols alerting you to important warnings, notes and actions. To make things clearer and to help you press the correct keys, we used special fonts and added some of the messages that will appear in the LCD.

Bold Bold typeface identifies specific keys on the MFC

control panel.

Italics Italicized typeface emphasizes an important point

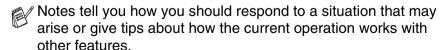
or refers you to a related topic.

COURIER NEW Courier New type face identifies the messages on

the LCD of the MFC.



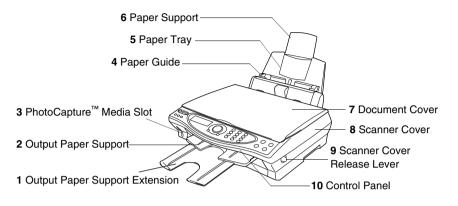
Warnings inform you what to do to avoid possible personal injury or damage to the machine.



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

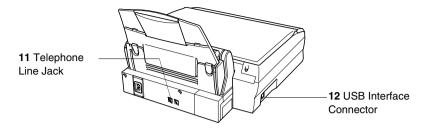
MFC Part Names and Functions

■ Front view



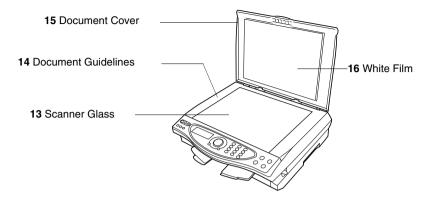
No.	Name	Description
1	Output Paper Support Extension	Pull the paper support extension towards you, doing so prevents the paper from falling off the output paper support.
2	Output Paper Support	The printed paper exits the machine and stacks onto the Output Paper Support.
3	PhotoCapture [™] Media Slot	Insert your Media Card into the appropriate slot to print a digital photo.
4	Paper Guide	Press and slide it to fit the paper width.
5	Paper Tray	Load paper here.
6	Paper Support	Unfold to support paper.
7	Document Cover	Open to place the original on the scanner glass.
8	Scanner Cover	This cover opens to enable you to install an ink cartridge or to remove jammed paper.
9	Scanner Cover Release Lever	Pull to open the Scanner Cover.
10	Control Panel	Use the keys and display to control the MFC.

■ Rear View



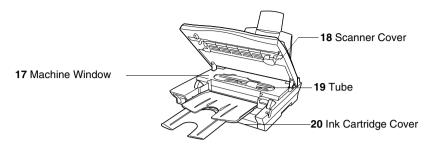
No.	Name	Description
11	Telephone Line Jack	Connect the telephone line cord into this jack/socket.
12	USB Interface Connector	Connect the USB Cable here.

■ Internal View (Document Cover Open)



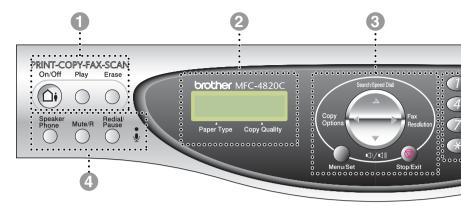
No.	Name	Description
13	Scanner Glass	Put the original to be scanned here.
14	Document Guidelines	Use to center the original on the scanner glass.
15	Document Cover	Open to place the original on the scanner glass.
16	White Film	Clean it for good quality copying and scanning.

■ Internal View (Scanner Cover Open)



No.	Name	Description
17	Machine Window	Use to remove small paper jammed inside the MFC without pulling the tube.
18	Scanner Cover	Open to install ink cartridges or remove jammed paper.
19	Tube	These tubes transfer the ink to the print heads.
		Pulling the tube can cause damage to the MFC.
20	Ink Cartridge Cover	Open to install the ink cartridges.

MFC-4820C control panel overview



♠ TAD Keys

On/Off

Activates the TAD (Telephone Answering Device) and blinks if you have received any voice messages.

Play

Lets you listen to voice messages stored in memory.

Erase

Lets you delete voice messages, all fax messages or all messages.

Liquid Crystal Display (LCD)

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

Navigation Key:

Copy Options Copy Options

You can quickly and easily select temporary settings for copying.

Photo Capture

Let's you access PhotoCapture™ Center mode by inserting your media card. After inserting your digital camera's card, press the **Copy Options** to print the thumbnails or digital photos or to temporarily change the setting for digital direct printing.

Fax Resolution

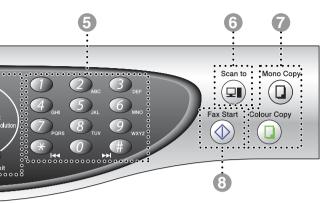
You can temporarily change the resolution when you send a fax.

Search/Speed Dial

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

【□)/【□))) Volume

When using the speaker or listening to the ring, you can press this key to adjust the volume.



Menu/Set

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



Press to scroll forward or backward to a menu selection.



Press to scroll through the menus and options.

Stop/Exit

Stops a fax, cancels an operation or exits from the menu.

Telephone keys:

Speaker Phone

Lets you dial telephone and fax numbers and speak to another party without picking up the handset of the external phone.

Mute/R

Lets you place calls on hold. Also, use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

Redial/Pause

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

Microphone

Picks up your voice when you speak to another party using speakerphone.

Dial Pad

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

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

Scan key:

Scan to

Lets you scan the next original and select the destination in your computer (such as a word processing, graphics or E-mail application, a Media card or a folder on your computer.)

Copy keys:

Mono Copy

Makes a black-and-white copy.

Colour Copy

Makes a full-colour copy.

Fax Start

Starts an operation, such as sending a fax.

About fax machines

If you've never used an MFC before, it might seem a little mysterious. But you'll soon recognize the unusual fax tones on your phone line, and be able to send and receive faxes easily.

Fax tones and handshake

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

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

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

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

The fax 'handshake' is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so the machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 60 seconds after the number is dialed. So it is important for the receiving machine to answer the call in as few rings as possible.



When you have an external Telephone Answering Device (TAD) on your fax line, your TAD will decide the number of rings before the call is answered.

Pay special attention to the directions for connecting a TAD in this chapter. (See Connecting an External Telephone Answering Device (TAD) on page 1-11.)

ECM (Error Correction Mode)

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

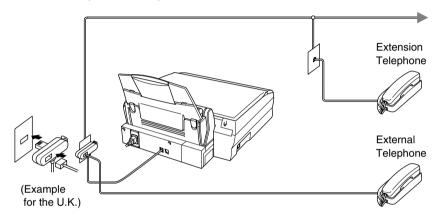
Your MFC must have enough memory for this feature to work.

Connecting the MFC

Connecting an External Telephone

Although your MFC does not have a handset, you can connect a separate telephone (or telephone answering device) on the same line.

Connect a separate telephone to the machine, as shown below.



Whenever this phone (or TAD) is in use, the LCD shows TELEPHONE. To disconnect the call on the external phone and switch to the MFC, press **Speaker Phone**.

Connecting an External Telephone Answering Device (TAD)

Sequence

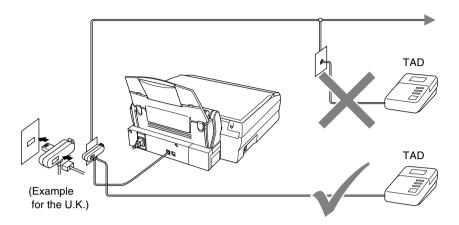
You may choose to connect an answering device. However, when you have an external TAD on the same telephone line as the MFC, the TAD answers all calls and the MFC "listens" for fax calling (CNG) tones. If it hears them, the MFC takes over the call and receives the fax. If it doesn't hear CNG tones, the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

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



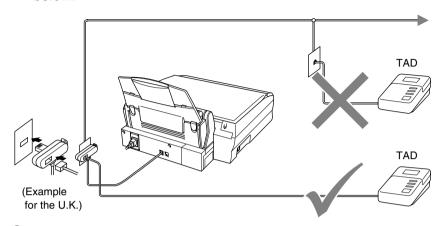
If you do not receive all your faxes, you must reset the setting on your external TAD to four rings or less.

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



Connections

1 You may connect an external TAD to your machine, as shown below.



- 2 Set your external TAD to two rings or less.
- 3 Record the outgoing message (next page).
- 4 Set the TAD to answer calls.

Recording Outgoing Message (OGM) on an External TAD

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

- Record 5 seconds of silence at the beginning of your message. (This allows your MFC time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Limit your speaking to 20 seconds.
- End your 20-second message by giving your Remote Activation Code for people sending manual faxes. For example: "After the beep, leave a message or send a fax by pressing * 51 and Start."



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

Using Extension Telephones (For U.K. Only)

It may be that your premises are already wired with parallel extension telephones, or you intend to add extension telephones to your line, in addition to your machine. While the simplest arrangement is straightforward parallel connection, there are some reasons as to why this arrangement will cause unsatisfactory service, the most obvious of which is inadvertent interruption of a facsimile transmission by someone picking up an extension telephone in order to make an outgoing call. Additionally, remote activation may not operate reliably in such a simple configuration.

This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

Such problems can easily be eliminated however, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration (see fig.2 on next page). In such a configuration, this machine can always detect whether a telephone is in use, thus it will not attempt to seize the line during that time. This is known as "telephone off-hook detection."

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

This new connection configuration can be arranged by your contacting BT, Kingston upon Hull Telecommunications, your PABX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be inserted into the modular socket of the white "T"-shaped connector provided as part of the line cord assembly.

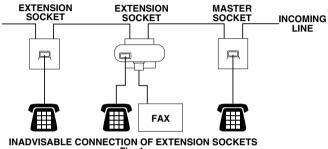
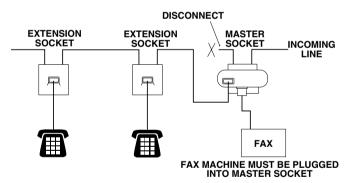


Fig. 1.



RECOMMENDED CONNECTION OF EXTENSION SOCKETS

These phones are now connected as external devices as per page 1-10, because they are connected to the fax machine via the T-connector.

Multi-Line Connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the MFC for you. It is advisable to have a separate line for the MFC. You can then leave the MFC in FAX mode to receive faxes any time of day or night.

If the MFC is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received.

If you are Installing the MFC to Work with a PBX

- 1 It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.
- 2 If all incoming calls will be answered by a switchboard operator, it is recommended that the Receive Mode be set to MANUAL. All incoming calls should initially be regarded as telephone calls.
- 3 The MFC may be used with either pulse or tone dialing telephone service.

Custom Features on Your Phone Line

If you have Voice Mail, Call Waiting, Caller ID, Call Waiting/Caller ID an answering service, an alarm system or other custom feature on one phone line it may create a problem with the operation of your MFC. (See *Custom features on a single line.* on page 23-9.)

Paper

About paper

The print quality of your document can be affected by the kind of paper you use in the MFC.

To ensure the best print quality for the settings you've chosen. always set the Paper Type to match the type of paper you load.

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

We recommend testing various paper types before purchasing large quantities.

For best results, use the recommended paper.



When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to select the proper media in the "Basic" tab in the printer driver.

Also avoid stacking by removing each page after it exits the machine to avoid smudging.

Handling and using special paper

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

Recommended paper



The output quality depends on the paper type and paper brand. Visit us at http://solutions.brother.com and check the latest recommendations for paper that can be used with the MFC-4820C.

Paper capacity of the Paper Tray

Paper Type	Paper Size	Number of sheets
Plain Paper	A4, A5, Letter,	100 of 80 g/m ²
(Cut Sheet)	Executive	up to 10 mm
	Legal	50 of 80 g/m ²
Inkjet Paper	A4	20
Glossy Paper	A4	20
Transparencies	A4	10
Envelopes	DL, COM-10, C5,	10
	Monarch	
Postcard	101.6 x 152.4 (mm)	30
Index Card	127 x 203.2 (mm)	30

Paper specifications for the Paper Tray

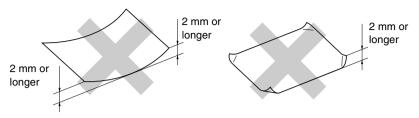
Cut Sheet Paper	Plain Paper / Inkjet Paper: 64 to 120 g/m ²		
Weight	Glossy Paper: Up to 150 g/m ²		
	Post card: Up to 170 g/m ²		
	Index card: Up to 120 g/m ²		
Thickness	Plain Paper / Inkjet Paper: 0.08 to 0.15 mm		
	Glossy Paper: Up to 0.18 mm		
	Envelopes: Up to 0.52 mm		
	Post card: Up to 0.23 mm		
	Index card: Up to 0.15 mm		

Paper capacity of the Output Paper Support

Output Paper	Up to 30 sheets of 80 g/m ²
Support	(Transparencies and glossy paper must be
	picked up from the output paper support one
	page at a time to avoid smudging.)

O Do not use paper or envelopes:

■ that are damaged, curled, wrinkled, or irregularly shaped



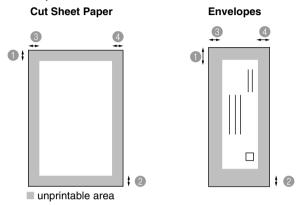
- that are extremely shiny or highly textured
- that were previously printed by a printer
- that cannot be arranged uniformly when stacked
- that are made with a short grain

O Do not use envelopes:

- that are of a baggy construction
- that are embossed (have raised writing on them)
- that have clasps on them
- that are not sharply creased
- that are preprinted on the inside

Printable area

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



Paper	Paper Size		1 Тор	2 Bottom	3Left	4 Right
Cut Sheet	A4	Fax	3 mm	3 mm	3 mm	3 mm
		Сору	3 mm	3 mm	3 mm	3 mm
	A4, Letter	Printer	3 mm	3 mm	3 mm	3 mm
			(0.5 mm)*1	(0.5 mm)*1	(0.5 mm)*1	(0.5 mm)*1
	Executive, Legal	Printer	3 mm	3 mm	3 mm	3 mm
	A5	Сору	3 mm	3 mm	3 mm	3 mm
		Printer	3 mm	3 mm	3 mm	3 mm
Post Card	101.6 x 152.4 mm	Printer	3 mm (0.5 mm)*1	3 mm (0.5 mm)*1	3 mm (0.5 mm)*1	3 mm (0.5 mm)*1
Index Card	127 x 203.2 mm					
Envelopes	DL,C5, COM10, Monarch	Printer	3 mm	3 mm	3 mm	3 mm

^{*1} When you set the Near Edge feature to ON in the printer driver.



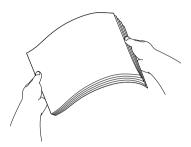
Printable area depends on the Printer driver setting.

The figures above are approximate and the printable area may vary depending on the type of cut sheet paper you are using.

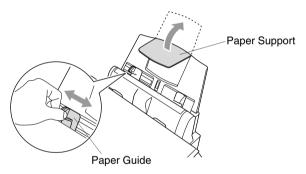
How to load paper and envelopes

To load paper or other media

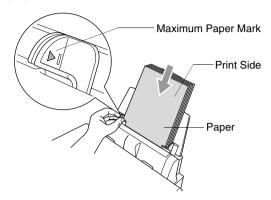
1 Fan the stack of paper well to avoid paper jams and mis-feeds.



2 Unfold the paper support, and press and slide the paper guide to fit the paper width.



3 Gently insert the paper.
Make sure the print side is towards you and the paper is below the maximum paper mark.



To load glossy paper

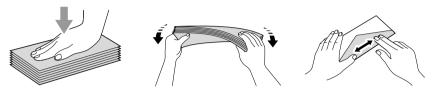
- 1 Fan the stack of glossy paper well.
- 2 Put a sheet of plain paper in the paper tray first, and then put the stack of glossy paper on top of it.
- If the glossy sheets are 'double-feeding', put one sheet in the paper tray at a time.

To load envelopes

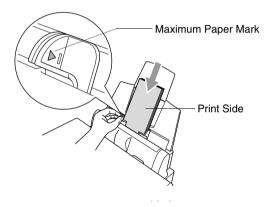
1 Before loading, press the corners and sides of the envelopes to make them as flat as possible.



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



2 Press and slide the paper guide to fit the width of the envelopes. Insert them into the paper tray with the address side toward you and pointed in the direction below.



On-Screen Programming

User-friendly programming

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

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

Menu table

You can probably program your machine without the User's Guide. But to help you understand the menu selections and options that are found in the MFC programs, use the Menu table on page 3-4.



You can program your MFC by pressing Menu/Set followed by the menu numbers.

For example to set FAX RESOLUTION to FINE:

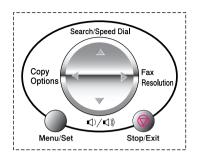
Press Menu/Set, 2, 2, 2 and (*) to select FINE.

Press Menu/Set.

Memory Storage

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

Navigation key





- * Access the menu
- *Go to the next menu level
- * Accept an option



- *Scroll through the current menu level
- *Go back to the previous menu level



*Go forward to the next menu level



*Exit the menu

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

Press 1 for General Setup menu

-OR-

Press 2 for Fax/Tel menu

-OR-

Press 3 for Copy menu

-OR-

Press 4 for PhotoCapture menu

-OR-

Press 5 for Maintenance menu

-OR-

Press 6 for Print Reports menu

-OR-

SELECT ↑↓ & SET 1.GENERAL SETUP

SELECT ↑ ↓ & SET 2.FAX/TEL

SELECT ↑ ↓ & SET 3.COPY

SELECT ↑ ↓ & SET 4.PHOTOCAPTURE

SELECT ↑ ↓ & SET 5.MAINTENANCE

SELECT ↑ ↓ & SET 6.PRINT REPORTS

Then the LCD shows the next menu level.

Press to scroll to your next menu selection.

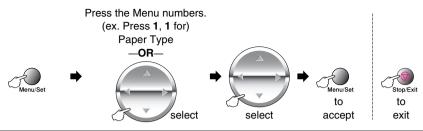
Press Menu/Set.

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



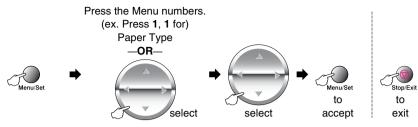
Use to scroll backward if you passed your choices or want to save keystrokes.

The current setting is always the option without a "?".



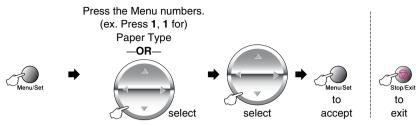
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.GENERAL SETUP	1.PAPER TYPE	_	PLAIN INKJET GLOSSY (4-COLOUR OF 3-COLOUR) TRANSPARENCY	Sets the type of paper in the paper tray.	4-1
	2.DATE/TIME	_	_	Puts the date and time on the LCD and in headings of faxes you send.	4-2
	3.STATION ID	_	_	Program your name and fax number to appear on each page sent.	4-3
	4.VOLUME	1.RING	HIGH MED LOW OFF	Adjusts the ring volume.	4-6
		2.BEEPER	HIGH MED LOW OFF	Adjusts the volume level of the beeper.	4-6
		3.SPEAKER	HIGH MED LOW OFF	Adjusts the speaker volume.	4-7





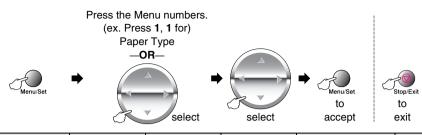
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.GENERAL SETUP (Continued)	5.PBX	_	ON OFF	Turn on this function if the machine is connected to PABX (private automatic Branch Exchange.)	4-8
	6.CLOCK CHANGE	_	TO SUMMER TIME TO WINTER TIME	1.1	4-9
	7.LCD CONTRAST	_	- # # # # + - # # # # 0 0 0 + - # # 0 0 0 0 +	Adjusts the contrast of LCD.	4-10
	8.POWER SAVE	_	ON OFF	Power save mode.	4-11
	9.TONE/PULSE (Except for the Nordic countries)	_	TONE PULSE	Selects the dialing mode.	4-11
	O.LOCAL LANGUAGE (Not available for UK machines) (For Czech, Hungarian and Polish)	_	CZECH HUNGARIAN POLISH ENGLISH	Allows you to change the LCD language.	See Quick Setup Guide
	O.LOCAL LANGUAGE (Not available for UK machines) (For Norwegian, Swedish and Finnish)	_	NORWEGIAN SWEDISH DANISH FINNISH ENGLISH	Allows you to change the LCD language.	See Quick Setup Guide





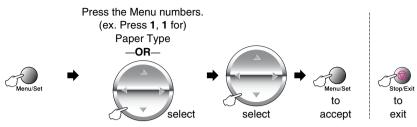
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX/TEL	1.SETUP RECEIVE	1.RECEIVE MODE	FAX ONLY FAX/TEL MANUAL	You can choose the receive mode that best suits your needs.	5-2
			RING DELAY 01-04 (02) (UK only) 00-05 (02) (Nordic countries only)	Sets the number of rings before the MFC answers in FAX or FAX/TEL mode.	5-3
			TOLL SAVER ON OFF	MFC rings two extra times if there are no messages to get, so you can hang up and not pay for the call.	5-4
		3.F/T RING TIME	70 SEC 40 SEC 30 SEC 20 SEC	Sets the pseudo/double-ring time in FAX/TEL mode.	5-5
		4.FAX DETECT	ON OFF	Receives fax messages without pressing the Fax Start key.	5-6
		5.REMOTE CODE	ON (*51, #51) OFF	You can answer all calls at an extension or external phone and use codes to turn the MFC on or off. You can personalize these codes.	5-9





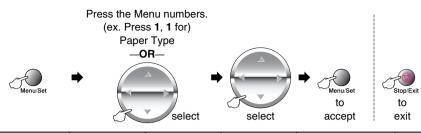
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page												
2.FAX/TEL (Continued)	1.SETUP RECEIVE	6.AUTO REDUCTION	ON OFF	Reduces the size of the incoming faxes.	5-7												
	(Continued)	7.POLLING RX	STANDARD SECURE TIMER	Sets up your MFC to poll another fax machine.	5-11												
	2.SETUP SEND	1.CONTRAST	AUTO LIGHT DARK	Changes the lightness or darkness of faxes you send.	6-7												
		2.FAX RESOLUTION	FINE S.FINE PHOTO COLOUR STD COLOUR FINE	Sets the default resolution for outgoing faxes.	6-8												
		3.TIMER	_	Sets the time of day that the delayed faxes will be sent.	6-16												
															4.BATCH TX	ON OFF	Combines delayed faxes to the same fax number at the same time of day in one transmission.
		5.REAL TIME TX	OFF ON NEXT FAX ONLY	You can send a fax without using the memory.	6-11												





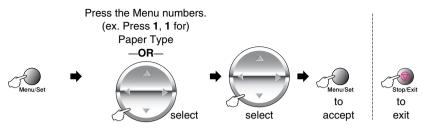
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX/TEL (Continued)	2.SETUP SEND (Continued)	6.POLLED TX	STANDARD SECURE	Sets up your MFC with a document to be retrieved by another fax machine.	6-18
		7.OVERSEAS MODE	ON OFF	Adjusts for overseas transmissions, which can sometimes cause problems.	6-15
	3.SET QUICK-DIAL	1.SPEED-DIAL	_	Stores Speed Dial numbers, so you can dial by pressing only a few keys.	7-1
		2.SETUP GROUPS	_	Sets up a Group number for Broadcasting.	7-3
	4.REPORT SETTING	1.XMIT REPORT	ON ON+IMAGE OFF OFF+IMAGE	Initial setup for Transmission Verification Report and Activity Report.	10-1
		2.JOURNAL PERIOD	EVERY 7 DAYS EVERY 2 DAYS EVERY 24 HOURS EVERY 12 HOURS EVERY 6 HOURS EVERY 50 FAXES OFF		10-1





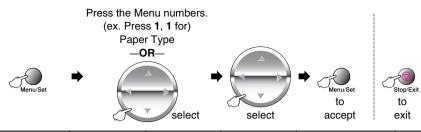
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX/TEL (Continued)	5.REMOTE FAX OPT	1.FAX FORWARD	ON OFF	Sets the MFC to forward fax messages.	8-2
		2.FAX STORAGE	ON OFF	Stores incoming faxes in the memory so you can retrieve them while you are away from your machine.	8-1
		3.REMOTE ACCESS	X	You can set your own code for remote retrieval.	8-3
		4.PRINT DOCUMENT (Backup Print)	_	Prints incoming faxes stored in the memory.	5-10
	6.REMAINING JOBS	_	_	Checks which jobs are in the memory or cancels a delayed fax or polling job.	6-12
	7.SETUP TAD	1.0GM	TAD MESSAGE F/T MESSAGE	Play/Record the outgoing message.	9-2, 9-3
		2.ICM MAX. TIME	30 SEC 60 SEC 120 SEC 180 SEC	Select the maximum length of incoming messages.	9-7





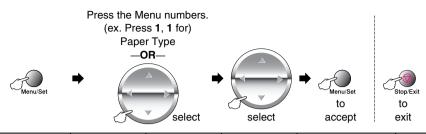
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX/TEL (Continued)	7.SETUP TAD (Continued)	3.ICM REC.MONITR	ON OFF	Allows you to turn the speaker volume for voice message as they come in On or OFF.	9-7
	0.MISCELLANEOUS	1.MEM SECURITY	_	Prohibits most functions except receiving faxes into memory.	6-21
		2.BT CALL SIGN (For U.K. only)	ON OFF	Use with BT Call Sign.	5-14
3.COPY	1.QUALITY	_	NORMAL BEST FAST	Selects the copy quality.	11-13
	2.BRIGHTNESS	_	- * * * * * + - * * * * * * + - * * * * * * * + - * * * * * * * * * * * * * * * * * * *	Adjusts the brightness	11-13
	3.CONTRAST	_	- * * * * + - * * * * * + - * * * * * * - * * * * * * - * * * * * * *	Adjusts the contrast.	11-13





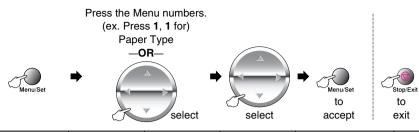
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
3.COPY (Continued)		1.RED	R:+ R:+ R:+ R:+ R:+	Adjusts the amount of Red in copies.	11-14
		2.GREEN	G:	Adjusts the amount of Green in copies.	
		3.BLUE	B:+ B:+ B:+ B:+ B:+	Adjusts the amount of Blue in copies.	
4.PHOTOCAPTURE	1.PRINT QUALITY	_	NORMAL FINE PHOTO	Selects the print quality.	12-17
	2.PRINT SIZE	_	(13 X 9 CM) (15 X 10 CM) (18 X 13 CM) (20 X 25 CM)	Selects the print size	12-17
	3.BRIGHTNESS			Adjusts the brightness.	12-17





Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
4.PHOTOCAPTURE (Continued)	4.CONTRAST	_	+ + + + +	Adjusts the contrast.	12-18
	5.COLOUR ENHANCE	ON OFF	1.WHITE BALANCE	Adjusts the hue of the white areas. Enhances the detail of the image.	12-18
			DENSITY + + + + + +	amount of colour in the image.	
	6.SCAN TO CARD	_	PDF JPEG	Selects the default file format for colour scanning.	15-19





Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
5.MAINTENANCE	1.TEST PRINT		_	You can print a test sample page to check the print quality and adjust the Vertical Alignment.	23-11
	2.CLEANING	_	BLACK/CYAN YELLOW/MAGENTA ALL	You can select to clean two colours or all 4 colours.	23-11
	3.INK VOLUME	_	BLACK CYAN YELLOW MAGENTA	You can check the ink volume that is left in the cartridge.	23-15
6.PRINT	1.HELP	_	_	You can print lists &	10-3
REPORTS	2.QUICK-DIAL	_	_	reports.	
	3.JOURNAL	_	_		
	4.XMIT VERIFY	_	_		
	5.SYSTEM SETUP	_	_		



4 Initial setup

Getting started

Setting the Paper Type

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

GENERAL SETUP 1.PAPER TYPE

- **1** Press **Menu/Set**, **1**, **1**.
- **2** Press to select PLAIN, INK JET, GLOSSY or TRANSPARENCY.

Press Menu/Set

3 If you selected GLOSSY, press to select GLOSSY: 4-COLOUR or GLOSSY: 3-COLOUR. Press Menu/Set



The print quality of black ink varies depending on the kind of glossy paper you are using. Black ink is used when you select GLOSSY: 4-COLOUR. If the glossy paper you are using repels the black ink, select GLOSSY: 3-COLOUR, which simulates black ink by combining the three ink colours.

- 4 Press Stop/Exit.
- The MFC ejects paper with printed surfaces face up onto the paper tray in the front of the machine. When you use transparencies or glossy paper, remove each sheet immediately to prevent smudging or paper jams.

Setting the Date and Time

Your MFC displays the date and time, and if you set up the Station ID it prints on every fax you send. If there is a power failure, you may have to reset the date and time. All other settings will not be affected.

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

GENERAL SETUP 2.DATE/TIME

2 Enter the last two digits of the year. Press Menu/Set.

DATE/TIME YEAR:20XX

3 Enter two digits for the month. Press Menu/Set. (For example, enter 09 for September, or 10 for October.)

DATE/TIME MONTH:XX

4 Enter two digits for the day. Press Menu/Set. (For example, enter 06).

DATE/TIME DAY:XX

5 Enter the time in 24-Hour format. Press Menu/Set. (For example, enter 15:25 for 3:25 P.M.)

DATE/TIME TIME:XX:XX

6 Press Stop/Exit. The LCD now shows the date and time whenever the MFC is in Standby mode.

Setting the Station ID

You should store your name or company name and fax number to be printed on all fax pages that you send.

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

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

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

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

2 Enter your fax number.
Press Menu/Set.
You must enter a fax number to continue (up to 20 digits).

GENERAL SETUP 3.STATION ID

STATION ID FAX:



If you do not enter a fax number, you cannot enter any more information.



You cannot enter a hyphen.

3 Use the dial pad to enter your name (up to 20 characters).

STATION ID NAME:

Press Menu/Set

(See Entering text on page 4-4.)

4 Press Stop/Exit. The LCD will show the date and time.



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

Entering text

When you are setting certain functions, such as the Station ID, you may need to type text into the MFC. Most number keys have three or four letters printed below them. The keys for 0, # and \star do not have printed letters because they are used for special characters.

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

Press Key	one time	two times	three times	four times
2	Α	В	С	2
3	D	E	F	3
4	G	Н	I	4
5	J	K	L	5
6	M	N	Ο	6
7	Р	Q	R	S
8	Т	U	V	8
9	W	Χ	Υ	Z

Inserting spaces

To enter a space, press once between numbers and twice between characters.

Making corrections

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

Repeating letters

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

Special characters and symbols

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

Press \bigstar for (space)!"#\$%&'() \bigstar +,-./€ Press # for :;<=>?@[]^_

Press **0** for Ä Ë Ö Ü À Ç È É 0

Setting the Ring Volume

- 1 Press Menu/Set, 1, 4, 1.
- 2 Press to select (OFF, LOW, MED, or HIGH).

Press Menu/Set.

3 Press Stop/Exit.

-OR-

You can adjust the ring volume when your MFC is idle (not being used). You can turn the ring OFF or you can select the ring volume level.

Setting the Beeper Volume

You can change the beeper volume. When the beeper is on, the MFC beeps every time you press a key or make a mistake and at the end of sending or receiving a fax.

Press Menu/Set, 1, 4, 2. (LOW, MED, HIGH or OFF) VOLUME 2.BEEPER

VOLUME 1.RING

- **2** Press to select your option.
- 3 Press Menu/Set.
- 4 Press Stop/Exit.

Setting the Speaker Volume

You can adjust the speaker volume.

- 1 Press Menu/Set, 1, 4, 3.
- Press to select (OFF, LOW, MED, or HIGH).
 Press Menu/Set
- 3 Press Stop/Exit.

-OR-

You can adjust the speaker volume by pressing **Speaker Phone** and <a>□/<a><a>□) to select a speaker volume level.

VOLUME 3.SPEAKER



- You can adjust the speaker volume while you are listening to your OGM (Outgoing Message) and ICMs (Incoming Messages).
- If you turn Incoming Recording Monitor to OFF (Menu/Set, 2, 7, 3) the Speaker for screening calls will be disabled and you won't hear callers leaving messages. The volume for other operations can still be controlled using

PABX and TRANSFER

The machine is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However, many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your fax can be connected to most types of PABX. The recall facility on the machine supports timed break recall only (TBR), PBXS normally can work with this for gaining access to an outside line, or for transferring a call to another extension: The feature works when the **Mute/R** key is pressed.

Setting PABX

If the machine is connected to a PABX system, set PBX to ON. If not, set OFF.

- **1** Press **Menu/Set**, **1**, **5**.
- Press to select ON (or OFF).
 Press Menu/Set.
- 3 Press Stop/Exit.

You can program a **Mute/R** keypress as part of a number stored in a Speed Dial location. When programming the Speed dial number (Function menu 2-3-1) press **Mute/R** first (the screen displays "!"), then enter the telephone number. If you do this, you do not need to press **Mute/R** each time before you dial using a Speed Dial location. (See *Storing numbers for easy dialing* on page 7-1.)

However, if PBX is set to OFF, you cannot use the Speed Dial number that a **Mute/R** keypress is programmed into.

GENERAL SETUP

5.PBX

Setting the Clock Change

You can easily let the machine's clock gain or lose one hour by using this feature.

1 Press Menu/Set, 1, 6.

Press to select
TO SUMMER TIME
(or TO WINTER TIME).

Press Menu/Set.

3 Press 1 to change to Winter Time or Summer Time.

-OR-

Press 2 to exit without changing.

GENERAL SETUP 6.CLOCK CHANGE

TO SUMMER TIME ? 1.CHANGE 2.QUIT

Setting the LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty seeing the LCD from your position, we recommend the following contrast settings for improved viewing.

GENERAL SETUP

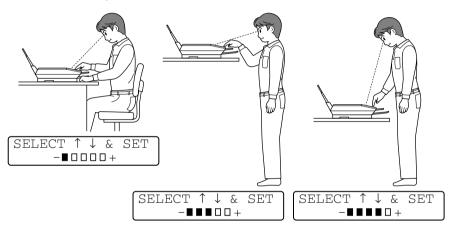
7.LCD CONTRAST

- **1** Press **Menu/Set**, **1**, **7**.
- Press to increase the contrast.
 —OR—

Press to decrease the contrast.

Press Menu/Set.

3 Press Stop/Exit.



Power Save

Setting Power Save Mode reduces power consumption by turning off the CPU etc. inside the machine. If Power Save Mode is switched ON, when the machine is idle for approximately 10 minutes, it drops into power save mode automatically. In the Power Save Mode, you cannot use fax detect function or remote activation.

The machine will display SLEEP instead of the date and time and receive mode.

- 1 Press Menu/Set, 1, 8.
- Press to select ON (or OFF).
 Press Menu/Set.
- 3 Press Stop/Exit.

GENERAL SETUP 8.POWER SAVE

Setting Tone and Pulse dialing mode (Except for the Nordic Countries)

- **1** Press **Menu/Set**, **1**, **9**.
- Press to select PULSE (or TONE).

Press Menu/Set.

3 Press Stop/Exit.

GENERAL SETUP 9.TONE/PULSE

5 Setup Receive

Basic receiving operations

Choosing the Receive Mode

There are four different Receive Modes for your MFC. You can choose the mode that best suits your needs. (See *TAD (Telephone Answering Device)* on page 9-1 to set up the TAD: MSG MGR mode.)

LCD	How it works	When to use it
FAX ONLY (automatic receive)	The MFC automatically answers every call as a fax.	For dedicated fax lines.
FAX/TEL* (fax and telephone)	The MFC controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (pseudo/double ring) for you to pick up the call.	Use this mode if you expect to receive lots of fax messages and few telephone calls. You cannot have an answering machine on the same line, even if it is on a separate wall socket (phone socket) on the same line. You cannot use the telephone company's Voice Mail in this mode.
MANUAL (manual receive)	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you don't receive many fax messages. If you hear fax tones, wait until the machine takes over the call, then hang up the external phone or press Speaker Phone. (See Fax Detect on page 5-6.) —OR— Use this mode if an external TAD is connected on the same line and you want to store voice messages on the external answering machine.
TAD:MSG CTR ON	The built-in digital TAD answers voice calls. It will record up to 99 voice messages that are a maximum of 3 minutes each.	Use this mode to record voice messages in the MFC's memory. (See <i>TAD mode</i> on page 9-1.)

^{*} In FAX/TEL mode you must set the Ring Delay and F/T Ring Time. If you have extension phones on the line, keep the Ring Delay set to 4 rings.

To select or change your Receive Mode

Press Menu/Set, 2, 1, 1.

Press (*) to select FAX ONLY. FAX/TEL. Or MANUAL.

Press Menu/Set.

SETUP RECEIVE 1.RECEIVE MODE



FAX: FAX ONLY F/T:FAX/TEL

MAN: MANUAL TAD: MSG CTR



If the TAD Mode is ON, it overrides your Receive Mode setting. The screen shows TAD: MSG MGR.



light.

If the TAD Mode is OFF, the Receive Mode returns to your own setting. (See TAD (Telephone Answering Device) on page 9-1.)



 $^{
m f}$ If you are sharing one phone line with an external answering machine, the answering machine will control the line and record incoming messages. (See TAD (Telephone Answering Device) on page 9-1.)

Setting the Ring Delay

The Ring Delay sets the number of times the MFC rings before it answers in FAX, FAX/TEL and TAD: MSG MGR mode. If you have extension phones or external answering machine on the same line as the MFC or subscribe to the telephone company's Distinctive Ring service, keep the Ring Delay setting of 4.

(See Fax Detect on page 5-6 and Operation from extension telephones on page 5-8.)

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

- SETUP RECEIVE 2.RING DELAY
- **2** Press to select RING DELAY. Press Menu/Set.
- 3 Press (*) to select how many times the line rings before the MFC answers (00-04).
 - Press Menu/Set.
 - (If you select 00, the line won't ring at all.)
- 4 Press Stop/Exit.

Setting Toll Saver

When you set the toll saver feature, the MFC answers after four rings if you don't have voice or fax messages, and after two rings if you do have voice or fax messages. This way, when you call the MFC for remote retrieval and let it ring three times, you know you have no messages, and can hang up, to avoid a toll charge.



When Toll Saver is ON, it overrides your Ring Delay setting. Toll Saver must be off for the fax machine to operate using your Ring Delay setting.

(See Setting the Ring Delay on page 5-3.)



The Toll Saver feature is available only when the TAD is set to ON.

- Press Menu/Set, 2, 1, 2.
- **2** Press (*) to select TOLL SAVER. Press Menu/Set.
- **3** Press to select ON. Press Menu/Set
- 4 Press Stop/Exit.

SETUP RECEIVE 2.RING DELAY

Setting the F/T Ring Time (FAX/TEL mode only)

If you set the Receive Mode to FAX/TEL, you'll need to decide how long the MFC will signal you with its special pseudo/double-ring when you have a voice call. (If it's a fax call, the MFC prints the fax.) This ringing happens after the initial ringing from the phone company. Only the fax machine rings (for 20, 30, 40 or 70 seconds) and no other phones on the same line will ring with the special pseudo/double-ring. However, you can answer the call on the same line as the MFC. (See *Operation from extension telephones* on page 5-8.)

- 1 Press Menu/Set, 2, 1, 3.
- Press to select how long the MFC will ring to alert you that you have a voice call.

Press Menu/Set.

3 Press Stop/Exit.

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

Setting the FAX/TEL Announcement

For the FAX/TEL receive mode, you can set up the MFC to play an outgoing announcement for callers when no one is there to answer calls. (See *Record FAX/TEL Outgoing Announcement (F/T MESSAGE)* on page 9-8.)

SETUP RECEIVE

3.F/T RING TIME

Fax Detect

When you use this feature, you don't have to press **Fax Start** or the Remote Activation Code * 51 when you answer a fax call and hear calling beeps. When you see RECEIVING on the LCD or when you hear "chirps" through the handset of an extension phone connected to another wall socket, just replace the handset. Your MFC does the rest. Selecting ON allows the MFC to receive fax calls automatically. even if you lift the handset of an extension or external phone. Selecting OFF means you'll have to activate the MFC yourself, by pressing **Fax Start** or by pressing * **5 1** if you are not at your MFC. (See Operation from extension telephones on page 5-8 and For FAX/TEL mode only on page 5-8.)



If you've set the feature to ON, but your MFC doesn't automatically connect a fax call when you lift an external or extension phone handset, press the Remote Activation Code **×** 51.



If you send faxes from a computer on the same phone line and the MFC intercepts them, set Fax Detect to OFF.

- Press Menu/Set, 2, 1, 4.
- **2** Use (*) to select ON or OFF. Press Menu/Set
- 3 Press Stop/Exit.

SETUP RECEIVE 4.FAX DETECT

Printing a reduced incoming fax (Auto Reduction)

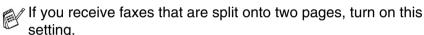
If you choose ON, the MFC reduces an incoming fax automatically, so that it fits on to one page of A4 size paper. If the sending document is too long, the MFC may print onto 2 pages.

If the sending document is too long, the MFC may not be able to reduce onto one page and may print onto 2 pages.

- 1 Press Menu/Set, 2, 1, 6.
- 2 Use to select ON (or OFF).
 Press Menu/Set.

SETUP RECEIVE 6.AUTO REDUCTION

3 Press Stop/Exit.



Receiving a fax at the end of a conversation

At the end of a conversation you can ask the other party to fax you information before you both hang up.

- Ask the other party to place the original in their machine and to press **Start**. Tell the other party to wait until your MFC sends receiving tones (chirps) before hanging up.
- When you hear the other machine's CNG tones (beeps), press Fax Start.

The LCD shows:

1.SEND 2.RECEIVE

- **3** Press **2** to receive the fax.
- 4 If you picked up the handset of the external phone, replace the handset.

Advanced receiving operations

Operation from extension telephones

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

(See Fax Detect on page 5-6.)

If the MFC answers a voice call and pseudo/double-rings for you to take over, use the Remote Deactivation Code # 5 1 to take the call at an extension phone. (See Setting the F/T Ring Time (FAX/TEL mode only) on page 5-5.)

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

■ Press ★ 5 1 wait for the chirps then hang up, if you are near to the machine the LCD will display RECEIVING.

Your caller will have to press Start to send the fax.

For FAX/TEL mode only

When the machine is in F/T mode, it will use the F/T Ring Time (pseudo/double-ringing) to alert you to pick up a voice call. Lift the external telephone's handset, and then press **Speaker Phone** twice to answer.

If you're at an extension or external phone, you'll need to lift the handset during the F/T Ring Time and then press # 5 1 between the double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing # 5 1.

Using a cordless external handset

If your cordless telephone is connected and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay. If you let the MFC answer first, you will have to answer using the cordless and then go to the MFC so you can press **Speaker Phone** to transfer the call to the cordless handset.

Changing the remote codes

Remote Codes might not work with some telephone systems. The preset Remote Activation Code is * 51. The preset Remote Deactivation Code is # 5 1.



If you are always disconnected when accessing your external TAD remotely, try changing the Remote Activation Code and Remote Deactivation Code to other three-digit codes (such as # # # and 9 9 8).

- 1 Press Menu/Set, 2, 1, 5.
- SETUP RECEIVE 5.REMOTE CODE
- **2** Press (to select ON (or OFF). Press Menu/Set.
- 3 If you want to, enter a new Remote Activation Code. Press **Menu/Set**
- 4 If you want to, enter a new Remote Deactivation Code. Press Menu/Set.
- 5 Press Stop/Exit.

Printing a fax from the memory

If you set Fax Storage to ON for Remote Retrieval, you can still print a fax from the memory when you are at your MFC. (See *Setting Fax Storage* on page 8-1.)

1 Press Menu/Set, 2, 5, 4.

Press Fax Start.

REMOTE FAX OPT 4.PRINT DOCUMENT

3 After printing has finished, press Stop/Exit.

Polling

Polling is the process of retrieving faxes from another fax machine. You can use your MFC to 'poll' other machines, or you can have someone poll your MFC.

Everyone who is involved in Polling needs to set up their fax machines for Polling. When someone polls your MFC to receive a fax, they pay for the call. If you poll a fax machine to receive a fax, you pay for the call.



Some fax machines do not respond to the Polling feature.

Setup for Polling Receive (Standard)

1 Press Menu/Set, 2, 1, 7.

SETUP RECEIVE 7.POLLING RX

- 2 Press to choose STANDARD, and press Menu/Set.
- **3** Enter the fax number you are polling, and press **Fax Start**. The LCD shows DIALING.

Setup for Polling Receive with Secure Code

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

1 Press Menu/Set, 2, 1, 7.

- SETUP RECEIVE 7.POLLING RX
- 2 Press to select SECURE. Press Menu/Set.
- 3 Enter a four-digit secure code.
 This is the same as the security code of the fax machine you are polling.
- 4 Press Menu/Set.
- **5** Enter the fax number you are polling.
- 6 Press Fax Start.

Setup Delayed Polling Receive

You can set your MFC to begin Polling Receive at a later time.

- 1 Press Menu/Set, 2, 1, 7.
- 2 Press to select TIMER.
 Press Menu/Set.

SETUP RECEIVE 7.POLLING RX

- 3 The screen prompts you to enter the time you want to begin polling.
- **4** Enter the time (in 24-hour format) you want to begin polling. For example, enter 21:45 for 9:45 PM.
- 5 Press Menu/Set.
- 6 The screen prompts you to enter the fax number you are polling and then to press Fax Start.
 - Your MFC makes the polling call at the time you entered.



You can set up only one Delayed Polling.

Sequential Polling

Your MFC can request documents from several fax units in a single operation. You just specify several destinations in Step 4. Afterward, a Sequential Polling Report will be printed.

- 1 Press Menu/Set, 2, 1, 7.
- 2 Press to select STANDARD, SECURE or TIMER.
 Press Menu/Set when the screen displays the setting you want.
- 3 If you selected STANDARD, go to Step 4.
 - If you selected SECURE, enter a four-digit number and press Menu/Set, and then go to Step 4.
 - If you selected TIMER, enter the time (in 24-hour format) you want to begin polling and press **Menu/Set**, and then go to Step 4.
- 4 Specify the destination fax machines (up to 150), which you wish to poll by using Speed Dial, Search, a Group (See Setting up Groups for Broadcasting on page 7-3) or the dial pad. You must press Menu/Set between each location.
- 5 Press Fax Start.
 Your MFC polls each number or group in turn for a document.

Cancelling a job

Press **Stop/Exit** while the machine is dialling to cancel the current polling process. To cancel all sequential polling receive jobs, press **Menu/Set**, **2**, **6**. (See *Cancelling a scheduled job* on page 6-12.)

Telephone services

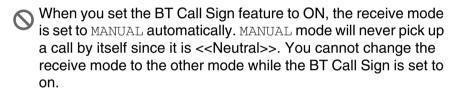
BT Call Sign (For U.K. Only)

This machine feature lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one phone line. Each phone number has its own distinctive ringing pattern, so you know which phone number is ringing. This is one way you can have a separate phone number for vour machine.

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second phone number (on the same phone line) just for receiving faxes.



You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.



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

- Press Menu/Set, 2, 0, 2. The screen displays the current setting of this feature.
- **2** Press (to select ON (or OFF).
- 3 Press Menu/Set.
- 4 Press Stop/Exit.

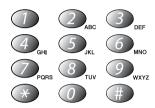
6 Setup Send

How to Dial

There are three ways to dial.

Manual Dialing

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



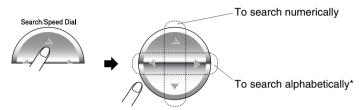
Speed Dialing

Press **Search/Speed Dial**, #, and then the two digit Speed Dial number. (See *Storing Speed Dial numbers* on page 7-1.)



Search

You can search for names you have stored in the Speed Dial memory. Press **Search/Speed Dial** and navigation key to search. (See *Storing Speed Dial numbers* on page 7-1.)



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

Chain Dialing

You can store very long dialing sequences by dividing them and setting them up as Speed Dial numbers. Then while dialing, you can combine two or more Speed Dial numbers and even include manual dialing using the dial pad. You can use these numbers in any combination. The combined number will be dialed, in the order you entered it, as soon as you press **Fax Start**.

For example:

You store "555" on Speed Dial #01 and "7000" on Speed Dial #02. If you press **Search/Speed Dial**, #, **0**, **1**, **Search/Speed Dial**, #, **0**, **2** and **Fax Start**, you can dial "555-7000". To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. So, if you press **Search/Speed Dial**, #, **0**, **1** and press **7001** using the dial pad, you can dial "555-7001".

Using access codes is easy. Sometimes you may want to choose between several different long distance carriers when you make a call; rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers as Speed Dial numbers.

How to Fax

Automatic Transmission

You can use the scanner glass to fax pages of a book or one page at a time. Originals can be up to A4 or letter.

1 Lift the document cover.



- 2 Using the document guidelines on the left, center the original face down on the scanner glass.
- 3 Close the document cover.
- A If the original is a book or is thick lift the cover up. Do not slam the cover or press on it.
- 4 Dial the fax number. Press Fax Start. The MFC starts scanning the first page.
- 5 To send a single page, press 2 (or press Fax Start again). The MFC starts sending the original.

-OR-

To send more than one page, press **1** and go to Step 6.

MEMORY #001 97% PLAIN NORMAL

NEXT PAGE? 1.YES 2.NO(DIAL) 6 Place the next page on the scanner glass.

SET NEXT PAGE THEN PRESS SET

Press Menu/Set.

The MFC starts scanning. (Repeat Steps 5 and 6 for each additional page.) Press **Stop/Exit** to cancel.

Out of Memory message

If you get an OUT OF MEMORY message while scanning the first page of a fax, press **Stop/Exit** to cancel the scan. If you get an OUT OF MEMORY message while scanning a subsequent page, you will have the option to press **Fax Start** to send the pages scanned so far, or to press **Stop/Exit** to cancel the operation.



If the memory is full and you are faxing a single page, it will be sent in real time.

Manual Transmission

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

- 1 Place the original face down on the scanner glass. Press **Speaker Phone** and listen for a dial tone.
- 2 Dial the fax number you want to call.
- When you hear the fax tone, press Fax Start.

1.SEND 2.RECEIVE

4 Press 1 to send a fax.



You cannot send multiple pages.

Sending a fax at the end of a conversation

At the end of a conversation you can send a fax to the other party before you both hang up.

- 1 Ask the other party to wait for fax tones (beeps) and then press Start before hanging up.
- Place the original on the scanner glass.

Press Fax Start.

The LCD shows:

1.SEND 2.RECEIVE

3 Press 1 to send the fax.

Basic sending operations

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: contrast, resolution, overseas mode, delayed fax timer, polling transmission or real time transmission. After each setting is accepted, the LCD will ask if you want to enter more settings:

Press 1 to select more settings. The LCD will return to the SETUP SEND menu.

NEXT 1.YES 2.NO

--OR---

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

Contrast

If your original is very light or very dark, you may want to set the contrast.

Use LIGHT to make the document darker.

Use DARK to make the document lighter.

Place the original face down on the scanner glass.

SETUP SEND 1.CONTRAST

Press Menu/Set, 2, 2, 1.

- 2 Press to select AUTO, LIGHT or DARK.
 Press Menu/Set.
- **3** Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

NEXT 1.YES 2.NO

-OR-

Press **2** if you have finished choosing settings for this page, and then go to Step 4.

- **4** Enter a fax number.
- 5 Press Fax Start to send the fax.
 The MFC starts scanning the first page.
- 6 To send a single page, press 2 (or press Fax Start again). The MFC starts sending the original.

NEXT PAGE? 1.YES 2.NO(DIAL)

-OR-

To send more than one page, press 1 and go to Step 7.

7 Place the next page on the scanner glass.

SET NEXT PAGE THEN PRESS SET

Press Menu/Set.

The MFC starts scanning and returns to Step 6. (Repeat Step 6 and 7 for each additional page).

Fax resolution

When you have an original on the scanner glass you can use the Fax Resolution key to change the setting temporarily (for this fax only). Press Fax Resolution repeatedly until the LCD shows the setting you want.

-OR-

You can change the default setting.

- Press Menu/Set, 2, 2, 2.
- Press (*) to select the resolution you want.

Press Menu/Set.

3 Press Stop/Exit.

2.FAX RESOLUTION

SETUP SEND

STANDARD —	Suitable for most typed documents.
FINE	Good for small print and transmits a little slower than Standard resolution.
S.FINE —	Good for small print or artwork and transmits slower than Fine resolution.
РНОТО	Use when the original has varying shades of grey. This has the slowest transmission time.
COLOUR STD —	Use to send the original in colour.
COLOUR FINE	Better quality than COLOUR STD. Use to send the original as Art-work or photographs

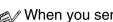
in colour.

Colour fax transmission

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

However, colour files cannot be stored in the memory, so Delayed fax and Polling Transmission features are not available.

- Place the original face down on the scanner glass.
- Press Fax Resolution to select COLOUR STD or COLOUR FINE.
- 3 Enter the fax number using the dial pad, Speed Dial or Search.
- Press Fax Start.



When you send a colour fax, the MFC will send it in real time.



You cannot send multiple pages.

Manual and automatic fax redial

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

Redial/Pause only works if you dialed from the control panel. If you are sending a fax automatically and the line is busy, the MFC will automatically redial three times after five minutes.

Dual Access (Not available for colour faxes)

You can dial a number, and begin scanning the fax into memory even when the MFC is receiving, sending or printing a fax from memory. The LCD shows the new job number and available memory.



If you get a OUT OF MEMORY message while scanning the first page of a fax, press Stop/Exit to cancel scanning. If you get a OUT OF MEMORY message while scanning a subsequent page, you can press Fax Start to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

- Place the original face down on the scanner glass.
- Enter the fax number.
- Press Fax Start to send the fax.

The MFC starts scanning the first page and the LCD shows the job number (#XXX) of the fax and how much memory is available.

4 To send a single page, press 2 (or press Fax Start again).

NEXT PAGE? 1.YES 2.NO(DIAL)

The MFC starts sending the original. -OR-

To send more than one page, press 1 and go to Step 5.

5 Place the next page on the scanner glass.

SET NEXT PAGE THEN PRESS SET

Press Menu/Set

The MFC starts scanning, and then returns to Step 4. (Repeat Steps 4 and 5 for each additional page). You can repeat Steps 1 to 5 for the next fax.



Your MFC normally uses Dual Access. However, to send a colour fax, the MFC will send the original in real time (even if REAL TIME TX is OFF).

The number of pages you can scan into the memory will vary depending on the data that is printed on them.

Real Time Transmission

When you are sending a fax, the MFC will scan the originals into the memory before sending. Then, as soon as the phone line is free, the MFC will start dialing and sending.

If the memory becomes full, the MFC will send the original in real time (even if REAL TIME TX is set to OFF).

Sometimes, you may want to send an important original immediately, without waiting for memory transmission.

If you want to fax multiple pages, use Dual Access. (See *Dual Access (Not available for colour faxes)* on page 6-10.)

You can set REAL TIME TX to ON for all documents or for the next fax only.

- 1 Place the original face down on the scanner glass.
- Press Menu/Set, 2, 2, 5.

SETUP SEND 5.REAL TIME TX

To change the default setting, press
to select ON (or OFF).

Press Menu/Set.

Go to Step 5.

-OR-

For the next fax transmission only, press to select NEXT FAX ONLY.

Press Menu/Set.

- 4 Press to select ON (or OFF).

 Press Menu/Set
- **5** Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

NEXT 1.YES 2.NO

-OR-

Press **2** if you have finished choosing settings for this page, and then go to Step 6.

- 6 Enter the fax number.
- 7 Press Fax Start to send the fax.
- If you are sending a colour Fax, the MFC will send it in real time (even if REAL TIME TX is set to OFF).

Checking job status

Check which jobs are still waiting in the memory to be sent. (If there are no jobs, the LCD shows NO JOB WAITING.)

- Press Menu/Set. 2. 6.
- FAX/TEL 2 If you have more than one job 6.REMAINING JOBS waiting, press (1) to scroll through the list.
- 3 Press Stop/Exit.

Cancelling a job while scanning, dialing and sending the original

You can cancel a job while you are scanning it into memory by pressing Stop/Exit. You can also cansel a job while the MFC are dialing or sending the original by pressing Stop/Exit.

Cancelling a scheduled job

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

Press Menu/Set, 2, 6. Any jobs that are waiting will appear on the LCD.

FAX/TEL 6.REMAINING JOBS

2 If you have more than two jobs waiting, press 🗘 to select the iob vou want to cancel.

Press Menu/Set.

-OR-

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

3 Press 1 to cancel.

-OR-

Press 2 to exit without cancelling.

To cancel another job go to Step 2.

4 Press Stop/Exit.

Advanced sending operations

Broadcasting (Not available for colour faxes)

Broadcasting is when the same fax message is automatically sent to more than one fax number. Using the **Menu/Set** key, you can include Groups, Speed Dial numbers and up to 50 manually dialed numbers. If you did not use up any of the numbers for Groups, access codes or credit card numbers, you can 'broadcast' faxes to as many as 130 different numbers. However, the available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to more than the maximum numbers available, you will not be able to use Dual Access and the Timer.

To include Speed Dial numbers and manually dialed numbers in the same broadcast, you must press **Menu/Set** between each of the numbers. Use **Search/Speed Dial** to help you choose the numbers easily.

(See Setting up Groups for Broadcasting on page 7-3.)

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

- Enter the long dialing sequence numbers as you would normally, but remember that each Speed Dial number counts as one number, so the number of locations you can store becomes limited.
- If the line is busy a connection cannot be made so the MFC will redial the number.
- If the memory is full, press **Stop/Exit** to stop the job or if more than one page has been scanned, press **Fax Start** to send the portion that is in the memory.

- 1 Place the original face down on the scanner glass.
- 2 Enter a number using Speed Dial, a Group number, Search or the dial pad.

(Example: Group number)

- 3 Press Menu/Set. You will be asked to press the next number.
- 4 Enter the next number.(Example: Speed Dial number)
- 5 Press Menu/Set.
- 6 Enter another fax number.(Example: Manual dialing using the dial pad.)
- 7 Press Fax Start.
- 8 To send a single page, press 2 (or press Fax Start again).—OR—

NEXT PAGE? 1.YES 2.NO(DIAL)

To send more than one page, press 1 and go to Step 9.

9 Place the next page on the scanner glass.

SET NEXT PAGE THEN PRESS SET

Press Menu/Set.

The MFC starts scanning and returns to Step 8. (Repeat Step 8 and 9 for each additional page).

Overseas Mode

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

1 Place the original face down on the scanner glass.

SETUP SEND 7.OVERSEAS MODE

- 2 Press Menu/Set, 2, 2, 7.
- **3** Press to select ON (or OFF). Press **Menu/Set**.
- **4** Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

-OR-

Press **2** if you have finished choosing settings, and then go to Step 5.

- **5** Enter the fax number you're calling.
- 6 Press Fax Start.
- 7 To send a single page, press 2 (or press Fax Start again).

NEXT PAGE? 1.YES 2.NO(DIAL)

The MFC starts sending the original.

-OR-

To send more than one page, press 1 and go to Step 8.

Place the next page on the scanner glass.

SET NEXT PAGE THEN PRESS SET

Press Menu/Set.

The MFC starts scanning and returns to Step 7. (Repeat Step 7 and 8 for each additional page).

Delayed Fax (Not available for colour faxes)

During the day you can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in Step 3. Press **Menu/Set** to accept it, or enter another time for the faxes to be sent.

1 Place the original face down on the scanner glass.

SETUP SEND 3.TIMER

- Press Menu/Set, 2, 2, 3.
- 3 Enter the time you want the fax to be sent (in 24-hour format). Press Menu/Set.
 (For example, enter 19:45 for 7:45 PM.)
- **4** Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.
 - -OR-

Press 2 if you have finished choosing settings, and then go to Step 5.

- **5** Enter the fax number.
- 6 Press Fax Start.
- 7 To send a single page, press 2 (or press Fax Start again).

NEXT PAGE? 1.YES 2.NO(DIAL)

-OR-

To send more than one page, press 1 and go to Step 8.

8 Place the next page on the scanner glass.

SET NEXT PAGE THEN PRESS SET

Press Menu/Set.

The MFC starts scanning and returns to Step 7. (Repeat Step 7 and 8 for each additional page).



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

Setting up Polled Transmission (Not available for colour faxes)

Polled Transmission is when you set up your MFC to wait with an original so another fax machine can retrieve it.



The document will be stored and can be retrieved from any other fax machine until you delete the fax in memory by using the Cancelling a Job function. (See Cancelling a scheduled job on page 6-12.)

Setup for Polled Transmit (Standard)

Place the original that is going to be retrieved face down on the scanner glass.

SETUP SEND 6.POLLED TX

- 2 Press Menu/Set, 2, 2, 6.
- **3** Press to choose STANDARD, and press Menu/Set.
- 4 Press 1 if you want to choose more settings and the LCD will return to the SETUP SEND menu.

-OR-

Press 2 if you have finished choosing settings, and go to step 5.

- 5 Press Fax Start.
- 6 To send a single page, press 2 (or press Fax Start again). The MFC starts scanning the original.

NEXT PAGE? 1.YES 2.NO(DIAL)

-OR-

To send more than one page, press 1 and go to Step 7.

7 Place the next page on the scanner glass.

SET NEXT PAGE THEN PRESS SET

Press Menu/Set.

The MFC starts scanning and returns to Step 6. (Repeat Step 6 and 7 for each additional page).



If Real Time Transmission is set to OFF, your original will be waiting in memory until polled. This information is available for retrieval by any other fax machine unless it is deleted from the memory. (See Cancelling a scheduled job on page 6-12.)

Setup for Polled Transmit with Secure Code

When you choose POLLED TX: SECURE, anyone who polls the machine must enter the polling ID number.

Place the original that is going to be retrieved face down on the scanner glass.

SETUP SEND 6.POLLED TX

- 2 Press Menu/Set, 2, 2, 6.
- 3 Press (*) to choose SECURE, and press Menu/Set.
- 4 Enter a four-digit number, and press Menu/Set.
- **5** Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

-OR-

Press 2 if you have finished choosing settings, and go to step 6.

- 6 Press Fax Start.
- 7 To send a single page, press 2 (or press Fax Start again).

NEXT PAGE? 1.YES 2.NO(DIAL)

-OR-

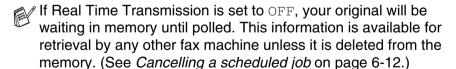
To send more than one page, press 1 and go to Step 8.

8 Place the next page on the scanner glass.

SET NEXT PAGE THEN PRESS SET

Press Menu/Set.

9 The MFC starts scanning and returns to Step 7. (Repeat Step 6 and 7 for each additional page).



You can use Secure Polling only with another Brother fax machine.

Memory Security

This feature allows you to prevent unauthorised access to the machine. When switched ON, Memory Security prohibits most functions. The following functions listed are available while Memory Security is switched ON.

- Receiving faxes into memory [limited by Memory Capacity].
- Scheduled Delayed Transmission*
- Polling*
- Fax Forwarding*
- Remote Retrieval
- * Provided it was set before Memory Security was switched ON.

Using Memory Security

You must use a password to switch Memory Security ON and OFF.

Setting Up Memory Security for the First Time

Press Menu/Set. 2. 0. 1.

MISCELLANEOUS 1.MEM SECURITY

Enter a 4-digit number as a new password.

MEM SECURITY NEW PASSWD:XXXX

3 Press Menu/Set.

MEM SECURITY VERIFY: XXXX

The screen prompts you to re-enter the password.

- 4 Re-enter the password and press Menu/Set.
- **5** Press (*) to choose SET SECURITY.
- Press **Menu/Set**

MEM SECURITY PASSWORD: XXXX

The screen prompts you to enter the password.

7 Enter a 4-digit password, followed by **Menu/Set**. This is the same as the security password of the machine already stored.

The screen displays ACCEPTED for 2 seconds, followed by SECURE MODE - Memory Security is now switched ON.



If the password you enter at Step 7 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to normal (displaying the date & time). You must then start from Step 5 to set Memory Security.

Changing the Memory Security Password

Press Menu/Set, 2, 0, 1.

Press (*) to choose SET PASSWORD.

MISCELLANEOUS 1.MEM SECURITY

3 Press Menu/Set.

The screen prompts you to enter the old password.

SECURITY OLD PASSWD:XXXX

4 Enter the current password.

5 Press Menu/Set.

6 Enter a 4-digit number as a new password.

SECURTTY NEW PASSWD:XXXX

7 Press Menu/Set.

The screen prompts you to re-enter the new password.

MEM SECURITY VERIFY: XXXX

- 8 Enter the new password again and press Menu/Set.
- 9 Press Stop/Exit.

Switching Memory Security ON

Press Menu/Set, 2, 0, 1.

Press to choose SET SECURITY.

MISCELLANEOUS 1.MEM SECURITY

3 Press Menu/Set.

The screen prompts you to enter the password.

MEM SECURITY PASSWORD: XXXX

4 Enter a 4-digit password, followed by Menu/Set. This is the same as the security password of the machine already stored.

The screen displays ACCEPTED for 2 seconds, followed by SECURE MODE - Memory Security is now switched ON.

If the password you enter at Step 4 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to normal (displaying the date & time). You must then start from Step 1 to set Memory Security.

Switching OFF Memory Security

1 When Memory Security is switched ON, press Menu/Set.

MEM SECURITY PASSWORD: XXXX

2 Enter a 4-digit password and press Menu/Set

> The screen displays ACCEPTED, then after 2 seconds the display reverts to normal. Memory Security is now switched OFF.



If the password you enter at Step 2 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to displaying SECURE MODE. You must then start from Step 1 to switch OFF Memory Security.

If you forget the Memory Security password, please contact your Brother dealer for service or the help number given with the warranty documentation.

Delayed Batch Transmission (Not available for colour faxes)

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

Press Menu/Set, 2, 2, 4.

SETUP SEND 4.BATCH TX

2 Press (to select ON (or OFF). Press Menu/Set.

3 Press Stop/Exit.

Auto Dial numbers and Dialing options

Storing numbers for easy dialing

You can set up your MFC to do two types of easy dialing: Speed Dial and Groups for Broadcasting faxes.



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

Storing Speed Dial numbers

You can store Speed Dial numbers, so that when you dial you will only have to press a few keys (Search/Speed Dial, # and the two-digit number). The MFC can store 80 Speed Dial numbers.

Press Menu/Set. 2. 3. 1.

SET OUICK-DIAL 1.SPEED-DIAL

2 Use the dial pad to enter a two-digit Speed Dial location number (01-80). (For example, press **0 5**.)

SPEED-DIAL SPEED-DIAL? #

Press Menu/Set.

3 Enter a fax or telephone number (up to 20 digits).

SPEED-DIAL #05:

Press Menu/Set.

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

SPEED-DIAL NAME:

Press Menu/Set.

(You can use the chart on page 4-4 to help you enter letters.)

-OR-

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

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

-OR-

Press Stop/Exit.

Changing Speed Dial numbers

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

Press 1 to change the stored number.

#05:XXXXXXXX 1.CHANGE 2.QUIT

-OR-

Press 2 to exit without making a change.

2 Enter a new number.

Press Menu/Set.

- If you want to erase the whole number or whole name, press Stop/Exit when the cursor is under the first the digits or letters. The characters above and to the right of the cursor will be deleted.
- If you want to change a character, use () to position the cursor under the character you want to change, and then type over it.
- 3 Follow the directions beginning at Step 4 in Storing Speed Dial numbers on the previous page.

Setting up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only a few keys (**Search/Speed Dial**, #, the two-digit number, and **Fax Start**). First, you'll need to store each fax number as a Speed Dial number.

Then, you can combine them into a Group. Each Group uses up a Speed Dial number. You can have up to six Groups, or you can assign up to 79 numbers to one large Group.

(See Storing Speed Dial numbers on page 7-1 and Broadcasting (Not available for colour faxes) on page 6-13.)

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

SET QUICK-DIAL 2.SETUP GROUPS

2 Use the dial pad to enter the two-digit Speed Dial number where you want to store the Group. Press Menu/Set. (For example, press 07 and Menu/Set.)

SETUP GROUPS SPEED-DIAL? #

SETUP GROUPS SPEED-DIAL? #07

3 Use the dial pad to enter the Group number.
Press Manu/Set

SETUP GROUPS
SETUP GROUP:G01

Press **Menu/Set**.

(For example, press 1 for Group 1.)



The Group number must be between 1 and 6.

4 To include Speed Dial numbers in the Group, press them as follows: For example, for Speed Dial

SETUP GROUPS G01:#05#09

numbers 05 and 09. Press **Search/Speed Dial**, **05**, **Search/Speed Dial**, **09**. The LCD shows: #05#09.

- 5 Press Menu/Set to accept the Speed Dial numbers for this Group.
- 6 Use the dial pad and the chart on page 4-3 to enter a name for the Group.

SETUP GROUPS NAME:

Press Menu/Set.

(For example, type NEW CLIENTS).

7 Press Stop/Exit.



You can print a list of all the Speed Dial numbers. Group numbers will be marked in the column of "GROUP". (See *Printing reports* on page 10-1.)

Dialing options

Access codes and credit card numbers

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

The combined number will be dialed in the order that you entered it as soon as you press Fax Start.

(See Storing Speed Dial numbers on page 7-1.)

For example, you can store '555' on Speed Dial #03 and '7000' on Speed Dial #02. If you press Search/Speed Dial, #03, Search/Speed Dial, #02, and Fax Start, you will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad.

For example, to change the number to 555-7001 you could press Search/Speed Dial, #03 and then press 7001 using the dialing pad.



If you must wait for another dial tone or signal at any point in the dialing sequence, store a pause there in the number by pressing **Redial/Pause**. Each key press adds a 3.5-second delay.

Pause

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

Fax Redial

If you're sending a fax manually and the line is busy, press Redial/Pause to try again. Any time you want to make a second call to the last number dialed, press **Redial/Pause** to save time.

If you're sending a fax automatically and the line is busy, the MFC will automatically redial three times after five minutes.

Tone or Pulse (Except for the Nordic Countries)

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

- Press Speaker Phone.
- Press # on the control panel of your MFC. Any digits dialed after this will send tone signals.
- 3 When you hang up, the MFC will return to the Pulse dialing service.

Telephone (Voice) Operation

You can use MFC to make voice telephone calls by dialing manually or by using Search or Speed Dial memory. You can use the external telephone's handset or speakerphone to make and receive calls.

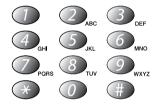
When you dial an auto dial number, the LCD shows the name you've stored, or if you haven't stored a name, the fax number you've stored.

How to Dial

There are three ways to dial.

Manual Dialing

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



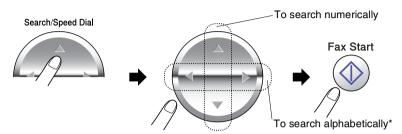
Speed Dialing

Press **Search/Speed Dial**, #, and then the two digit Speed Dial number. (See *Storing Speed Dial numbers* on page 7-1.)



Search

You can search for names you have stored in the Speed Dial memory. Press Search/Speed Dial and navigation key to search, and press Fax Start to dial. (See Storing Speed Dial numbers on page 7-1.)



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



Search is not available if you picked up the external telephone's handset.

Dialing Telephone Call

- Press Speaker Phone.
- When you hear a dial tone, dial the call using the dial pad or Speed Dial and Search.
- Speak clearly toward the microphone 🐧.
- To hang up, press Speaker Phone.

Answering Calls with the Speaker Phone

When the MFC rings, instead of lifting the external telephone's handset, press **Speaker Phone**. Speak clearly, toward the microphone . To end the call, press **Speaker Phone**. If you have a bad telephone line connection, the other party might hear your voice echoed during the call. Hang up and try the call again—**OR**—Pick up the handset of the external telephone.

Hold

- 1 Press Mute/R to put a call on Hold when you are using Speaker Phone.
- **2** Press **Speaker Phone** to release the call from Hold.

Setting Fax Storage

If you set Fax Storage to ON, you can use Fax Forwarding to forward fax messages to another location. Use the Remote Retrieval commands to get voice and fax messages from your MFC. (See Remote commands on page 8-5.) The LCD will show when you have a fax stored in memory.

- 1 Press Menu/Set, 2, 5, 2. Press (1) to select ON (or OFF). Press Menu/Set.
- REMOTE FAX OPT 2.FAX STORAGE

- 2 Press Stop/Exit.
- If there are faxes in the memory when you turn Fax Storage OFF, the LCD will ask if you want to erase the faxes from the memory.

ERASE ALL DOC? 1.YES 2.NO

If you press 1, all fax data is erased and Fax Storage is turned off. If you press **2**, faxes are not erased and Fax Storage stays on. (See *Printing a fax from the memory* on page 5-10.)

Backup Print

If you've set FAX STORAGE to ON, your MFC automatically prints faxes as they are received into the memory.

This is a safety feature in case the power goes off so you won't lose your messages.

Fax Forwarding



You cannot use Fax Forwarding when Fax Storage is set to

Programming a Fax Forwarding number

When Fax Forwarding is set to ON, your MFC stores received faxes in the memory. Then it dials the fax number you've programmed and forwards the fax message.



Make sure the Fax Storage is set to ON.

- Press Menu/Set, 2, 5, 1.
- **2** Press (*) to select ON (or OFF). Press Menu/Set.

The LCD will ask you to enter the fax number to which faxes will be forwarded.

3 Enter the forwarding number (up to 20 digits).

Press Menu/Set.

4 Press Stop/Exit.

FAX FORWARD

REMOTE FAX OPT

1.FAX FORWARD

Setting your remote access code

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

- Press Menu/Set, 2, 5, 3.
- 2 Enter a three-digit number from 000 to 998.

REMOTE FAX OPT 3.REMOTE ACCESS

Press **Menu/Set**. (The "* " cannot be changed.)

- Do not use the same digits that appear in your Remote Activation Code(* 51) or Remote Deactivation Code (#51).(See Operation from extension telephones on page 5-8.)
- 3 Press Stop/Exit.
- You can change your code at any time by entering a new one. If you want to make your code inactive, press Stop/Exit in Step 2 to restore the inactive setting (--- \times).

Remote retrieval

You can call your MFC from any touch tone telephone or fax machine, then use the Remote Access Code and remote commands to retrieve fax or voice messages. Cut out the Remote Access Card on the last page and keep it in your wallet to help you.

Using your remote access code

- Dial your fax number from a telephone or another fax machine using touch tone.
- 2 When your MFC answers, immediately enter your Remote Access Code (3 digits followed by \times).
- 3 The MFC signals the kinds of messages it has received:
 - 1 long beep Fax message(s)
 - 2 long beep Voice message(s)
 - 3 long beeps Fax & Voice message(s)
 - No beeps No messages
- 4 The MFC gives two short beeps, which tells you to enter a command. The MFC will hang up if you wait longer than 30 seconds to enter a command. The MFC will beep three times, if you enter an invalid command.
- **5** Press **90** to reset the MFC when you've finished.
- 6 Hang up.



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

Remote commands

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

Remote commands			Operation details		
91	Playing Voice Messages		After one long beep, the MFC plays the ICM.		
	1 Skip to back		Press 1 while listening to an ICM to repeat it. If you press 1 before a message, you will hear the previous message.		
	2 Skip next		While playing the ICM, you can skip to the next message.		
	9 STOP Playing		Stop playing the ICM.		
93	B Erase all ICM		If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase because all voice messages have not been played, or there is no voice message to erase. *This code erases all recorded messages, not one at a time.		
94	Play and Record OGM in Memory				
	1 Play	1 TAD MESSAGE	The MFC plays the selected OGM. You can		
		2 F/T MESSAGE	stop playing OGMs by pressing 9 .		
	2 Record	1 TAD MESSAGE	After one long beep, you can record the		
		2 F/T MESSAGE	selected OGM. You will hear the message played once. You can stop recording the message by pressing 9 .		

Remote commands		Operation details		
95	Change the Fax Forwarding settings			
	1 OFF	If you hear one long beep, the change has		
	2 Fax Forwarding	been accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (for example, registering a fax forwarding number). You can register your Fax Forwarding number by entering 4. Fax Forwarding number (see page 8-7). Once you have registered the number, the MFC will change to FAX FORWARD: ON mode.		
	4 Fax Forwarding number			
	6 Fax Storage ON	You can turn FAX STORAGE to ON (or OFF after you have retrieved or erased all your messages).		
	7 Fax Storage OFF			
96	Retrieve a fax			
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See page 8-7.)		
	3 Erase faxes from the memory	If you hear one long beep, you can erase fax messages from the memory.		
97	Check the Receiving Status	You can check whether your MFC has received any FAX or VOICE messages. If yes, you will hear one long beep. If no, you will hear three short beeps.		
	1 Fax			
	2 VOICE			
98	Change Receive Mode	If you hear one long beep, you can change		
	1 TAD	the Receive Mode.		
	2 FAX/TEL			
	3 FAX ONLY			
90	Exit	After a long beep, you can exit Remote Retrieval.		

Retrieving fax messages

- Dial your fax number.
- **2** When your MFC answers, immediately enter your Remote Access Code (3 digits followed by \star). If you hear one long beep, you have fax messages.
- $oldsymbol{3}$ As soon as you hear two short beeps, use the dial pad to press 962
- 4 Wait for the long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent to followed by ## (up to 20 digits).
- You cannot use 🛨 and # as dial numbers. However, press # if you want to store a pause.
- 5 Hang up after you hear your MFC beep. Your MFC will call the other machine, which will then print your fax messages.

Changing your Fax Forwarding number

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

- Dial your fax number.
- **2** When your MFC answers, immediately enter your Remote Access Code (3 digits followed by \times). If you hear one long beep, you have messages.
- **3** When you hear two short beeps, use the dial pad to press **954**.
- Wait for the long beep, and then use the dial pad to enter the new number of the remote fax machine where you want your fax messages forwarded followed by ## (up to 20 digits).
- You cannot use 🛨 and # as dial numbers. However, press # if you want to store a pause.
- 5 Hang up after you hear your MFC beep.

9 TAD (Telephone Answering Device)

TAD mode

TAD mode allows you to store up to 99 incoming voice messages that are a maximum of 3 minutes each in a memory. Voice messages are stored on a "first-come, first-served" basis. You can retrieve voice messages remotely. (See *Remote retrieval* on page 8-4.)

You must record an outgoing message in order to use the TAD mode.

(See Recording TAD Outgoing Message on page 9-2.)

Setting up the TAD

You must set up the TAD in the following order:

- 1 Record TAD Outgoing Message (TAD MESSAGE). (See Recording TAD Outgoing Message on page 9-2.)
- **2** Press and hold a until it lights to activate the TAD mode. (See *Activating TAD mode* on page 9-4 and *Message indicator* on page 9-4.)

Recording TAD Outgoing Message

Recording the TAD Outgoing Message (TAD MESSAGE) is the first step you need to follow before you can turn on the TAD. Make sure your OGM is less than 20 seconds long.

Press Menu/Set. 2. 7. 1. The LCD prompts you to choose an OGM.

SETUP TAD 1.0GM

2 Press 🗘 to select TAD MESSAGE (not F/T MESSAGE). Press Menu/Set.

OGM TAD MESSAGE



This is the only setting you can select if you want to turn on the TAD.

- 3 Press (*) to select RECORD MSG.
- 4 Press Menu/Set to record a message.

For example: Hello. We are unable to take your call at this time. Please leave a message after the signal. If you wish to send a fax, please press * 51, wait for fax tones, then press the Start button.

5 Press Stop/Exit. The TAD will play your OGM.

Listening to Outgoing Message (OGM)

- 1 Press Menu/Set, 2, 7, 1.
- SETUP TAD 1.OGM

Press to select TAD MESSAGE (or F/T MESSAGE).

Press Menu/Set.

- 3 Press to select PLAY OGM. Press Menu/Set. Adjust the volume by pressing Volume √√√)».
- 4 Press Stop/Exit.

Erasing Outgoing Message (OGM)

- 1 Press Menu/Set, 2, 7, 1.
- Press to select TAD MESSAGE (or F/T MESSAGE).
 Press Menu/Set.
- 3 Press to select ERASE MSG.
 Press Menu/Set.
- 4 Press 1 to erase the OGM.—OR—Press 2 to exit without erasing.
- 5 Press Stop/Exit.

SETUP TAD 1.OGM

Activating TAD mode

Press and hold (a) until it lights and the LCD shows:

TAD: MSG MGR

When (a) light is out, the TAD is OFF. (See Setting up the TAD on page 9-1.)

Message indicator

The (i) light flashes when you have new messages waiting for your review.

The LCD displays the total number of voice and fax messages and fax messages stored in the TAD memory.

VOICE:03 FAX:00 PLAIN NORMAL

Playing voice messages

Follow the steps below to listen to voice messages:

- 1 Press Play.
 - Adjust the Volume by pressing
 √
 √
 0)/
 √
 0).
 - All messages are played in the order they were recorded. The LCD shows the number of the current message, and the total number of messages.
- Press * (RWD) at the end of the message to repeat a message. Press # (FWD) to skip to the next message. You can press * and # repeatedly until you reach the message you want to play.
- 3 Press Stop/Exit.

Printing a Fax Message

Once you print a new fax message stored in memory, it is erased from the memory automatically.

- 1 Press **Play**. After two seconds, the fax machine begins to play voice messages.
- 2 If the Fax Storage is set to ON and there are fax messages in memory, the LCD shows:

PRINT FAX? 1.YES 2.NO

- 3 To print the faxes, press 1.
 - -OR-

Press 2 to exit without printing.

Erasing messages

You can erase voice messages individually, or all at once.

To Erase Voice Messages Individually

- 1 Press Play.
 - The MFC sounds a two-second beep and begins message playback. Each message is preceded by one long beep, and followed by two short beeps.
- 2 To erase a specific message, press Erase immediately after the two short beeps, or while the message is playing.

ERASE THIS MSG.? 1.YES 2.NO

- 3 Press 1 to erase the message.
 - -OR-

Press 2 to cancel.

4 Press Stop/Exit.

To erase messages all at once

- Press **Erase**.
- 2 Press (*) to select erasing all voice messages (VOICE), all document messages (DOC), or all voice and fax messages (MSG.).

Press Menu/Set

- 3 Press 1 to erase.
 - -OR-

Press 2 to cancel.

4 Press Stop/Exit.

ERASE ALL VOICE? SELECT ↑ ↓ & SET

Setting Maximum Time for incoming messages

Your MFC comes set to receive voice messages up to 30 seconds long. You can change this setting to 60, 120 or 180 seconds.

- 1 Press Menu/Set, 2, 7, 2.
- **2** Press to select the maximum time setting for incoming messages (30, 60, 120 or 180 seconds). Press **Menu/Set**.

3 Press Stop/Exit.

SETUP TAD 2.ICM MAX.TIME

ICM Recording Monitor

This feature lets you turn the speaker volume for voice messages \mbox{ON} or \mbox{OFF} . When you turn the monitor \mbox{OFF} , you will not hear messages as they come in.

- 1 Press Menu/Set, 2, 7, 3.
- 2 Use to select OFF (or ON). Press Menu/Set.
- 3 Press Stop/Exit.

SETUP TAD
3.ICM REC.MONITR

Record FAX/TEL Outgoing Announcement (F/T MESSAGE)

This is the announcement played by your MFC (not an external TAD) when someone calls and your MFC is set to FAX/TEL receive mode. Although callers hear your announcement, they cannot leave a message. By choosing F/T MESSAGE (not TAD MESSAGE) you can record the announcement using the same steps as for the TAD outgoing message. (See Recording TAD Outgoing Message on page 9-2.) You can also listen to and erase the F/T MESSAGE the same way. (See Listening to Outgoing Message (OGM) on page 9-3 and Erasing Outgoing Message (OGM) on page 9-3.)

If you need to review the steps for setting up the FAX/TEL receive mode, see Chapter 5.

Printing reports

MFC settings and activity

You need to set up the Transmission Verification Report and Activity Report Interval in the menu table.

Press Menu/Set, 2, 4, 1.

-OR-

Press Menu/Set, 2, 4, 2.

REPORT SETTING 1.XMIT REPORT

REPORT SETTING 2.JOURNAL PERIOD

Customizing the Transmission Verification Report

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



When the Verification Report is turned OFF, the report will only print if there is a transmission error, and in the RESULT column it will show NG.

If you send a lot of faxes to the same place, you may need more than the job numbers to know which faxes you must send again.

Selecting ON+IMAGE or OFF+IMAGE will print a section of the fax's first page on the report to help you remember.

- Press Menu/Set, 2, 4, 1.
- Press to select OFF, OFF+IMAGE, ON or ON+IMAGE. Press Menu/Set.

3 Press Stop/Exit.

REPORT SETTING 1.XMIT REPORT

Setting the Fax Activity Report Interval

You can set the MFC to print activity reports at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to OFF, you can print the report by following the Steps on the next page. The default setting is OFF.

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

REPORT SETTING 2.JOURNAL PERIOD

Press to choose an interval.

Press Menu/Set.

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

3 Enter the time to begin printing in 24-hour format. Press Menu/Set. (For example: enter 19:45 for 7:45 PM.)

4 Press Stop/Exit.

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

Printing reports

Five reports are available:

PRINT REPORTS

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

PRINT REPORTS 2.QUICK-DIAL

Lists names and numbers stored in the Speed Dial memory, in numerical order.

PRINT REPORTS
3.JOURNAL

Lists information about the last incoming and outgoing faxes.

(TX means Transmit.) (RX means Receive.)

PRINT REPORTS
4.XMIT VERIFY

Prints a Transmission Verification Report for your last transmission.

PRINT REPORTS
5.SYSTEM SETUP

Lists settings for GENERAL SETUP, SETUP RECEIVE, SETUP SEND, REPORT SETTING, SETUP TAD, MISCELLANEOUS and REMOTE FAX OPT.

To print a report

1 Press Menu/Set, 6.

Press to select the report you want.

SELECT ↑ ↓ & SET 6.PRINT REPORTS

Press Menu/Set.

-OR-

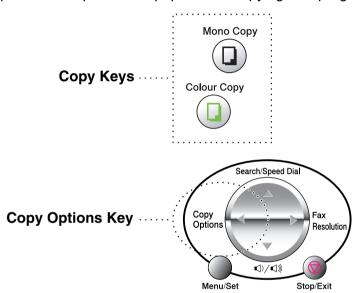
Enter the number of the report you want to print.

For example, press 1 to print the Help List.

3 Press Fax Start.

Using the MFC as a copier

Your MFC allows you to make high-quality photocopies and transparencies. Copies can be in black and white or full colour. Always make sure you have paper in the paper tray before making copies. Do not pull on the paper while copying is in progress.



Incoming faxes cannot be received on paper or into the memory while the MFC is copying.

Single or multiple copies

You can make multiple copies using the scanner glass. Multiple copies will be stacked (all copies of page 1, then all copies of page 2, and so on). Use the **Copy Options** key to choose more settings. (See *Using Copy Options key (Temporary Settings)* on page 11-4.)

1 Lift the Document Cover.



- 2 Using the document guidelines on the left, center the original face down on the scanner glass and close the document cover.
- **3** Using the dial pad, enter the number of copies you want (up to 99).

For example, press 3 8 for 38 copies.

4 Press Mono Copy or Colour Copy.

The MFC will start scanning the original.

Out of memory message

If the memory becomes full before you are making copies, the LCD will show this message:

OUT OF MEMORY PLAIN NORMAL

If the OUT OF MEMORY message appears, press Stop/Exit to cancel. You will need to clear some jobs from the memory before you can continue.



To gain extra memory, you can erase fax and voice messages. (See To erase messages all at once on page 9-6.)

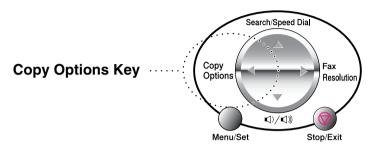
-OR-

Print the faxes that are in the memory. (See Printing a fax from the memory on page 5-10.)

When you get an OUT OF MEMORY message, you may be able to make copies if you first print incoming faxes in the memory to restore the memory to 100%.

Using Copy Options key (Temporary Settings)

When you want to change the settings only for the next copy, use the **Copy Options** key.



You can use different combinations. For example, if you want to copy a photograph on glossy paper with best print quality, press **Copy Options** to select BEST in the Quality setting and GLOSSY in the Paper Type setting.

Press Copy Options	Menu Selections	Options	Factory Setting	Page
	QUALITY	FAST/NORMAL/BEST	NORMAL	11-6
Copy Options	ENLARGE/REDUCE	25%/50%/78%/94%/ 100%/104%/150%/ 200%/400%/MANUAL	100%	11-7
	PAPER TYPE	PLAIN/INK JET/ GLOSSY (4-COLOUR Or 3-COLOUR)/ TRANSPARENCY	PLAIN	11-8
	PAPER SIZE	A4/10(W)×15(H)CM	A4	11-9
	BRIGHTNESS	+	+	11-9
	PAGE LAYOUT	OFF(1 IN 1)/ 2 IN 1/4 IN 1/ POSTER	OFF (1 IN 1)	11-10
	NO. OF COPIES:01	NO. OF COPIES:01 (01-99)	01	

After you finish choosing settings using the Copy Options key, the LCD shows:

PRESS COPY OR ↓ FOR NEXT OPT.

Press (*) to select more settings.

-OR-

Press Mono Copy or Colour Copy if you're finished choosing settings.



These settings are temporary, and the MFC returns to its default settings 60 seconds after it finishes copying. If you want to reuse these temporary settings, you must start copying the next original on the scanner glass before the 60 seconds expire.

No. of Copies

- Place the original face down on the scanner glass.
- **2** Press **Copy Options** and to select NO. OF COPIES: 01.

SELECT ↑ ↓ & SET NO. OF COPIES:01

3 Press the number of copies using the dial pad.

Press Menu/Set.

To start copying now, press Mono Copy or Colour Copy.

-OR-

Press for more settings.

Quality

- 1 Place the original face down on the scanner glass.
- **2** Press **Copy Options** and to select QUALITY.

QUALITY NORMAL

Press Menu/Set

- 3 Press to select NORMAL, FAST or BEST.
 Press Menu/Set
- 4 To start copying now, press Mono Copy or Colour Copy.
 —OR—

Press for more settings.

NORMAL	Recommended mode for ordinary printouts. Good copy quality with adequate copy speed.
FAST	Fast copy speed and lowest ink consumption. Use FAST to save time (documents to be proof-read, large documents or many copies).
BEST	Use this mode to copy precise images such as photographs. BEST uses the highest resolution and slowest speed.

Enlarge/Reduce

You can select the following enlargement or reduction ratios. MANUAL allows you to enter a ratio from 25% to 400%.

Press Copy Options	25%
Сору	50%
Options	78%
	94%
and	100%
	104%
to select	150%
ENLARGE/REDUCE	200%
	400%
	MANUAL

- 1 Place the original face down on the scanner glass.
- **2** Press Copy Options and to select ENLARGE/REDUCE.

ENLARGE/REDUCE 100%

Press Menu/Set.

3 Press to select the enlargement or reduction ratio you want. Press Menu/Set.

-OR-

You can select MANUAL and press Menu/Set.

Use the dial pad to enter an enlargement or reduction ratio from 25% to 400%.

Press Menu/Set.

(For example, press 5 3 to enter 53%.)

4 Press Mono Copy or Colour Copy.

-OR-

Press for more settings.

Special Copy Options (2in1, 4in1 or Poster) are not available with Enlarge/Reduce.

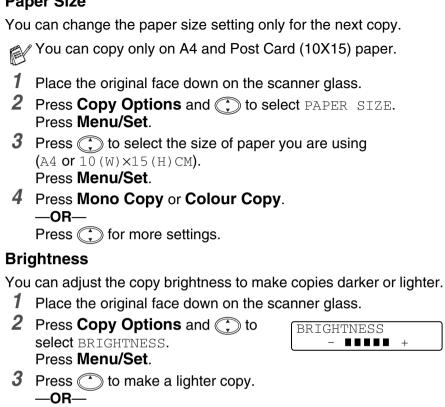
Paper Type

You can change the paper type only for the next copy. Select the type of media that you are using to get the best print quality.

- 1 Place the original face down on the scanner glass.
- 2 Press Copy Options and to select PAPER TYPE. Press Menu/Set.
- **3** Press to select the type of paper you are using (PLAIN, INKJET, GLOSSY or TRANSPARENCY).

 Press Menu/Set
- 4 If you selected GLOSSY, press to select GLOSSY: 4-COLOUR or GLOSSY: 3-COLOUR. Press Menu/Set
- The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select GLOSSY: 4-COLOUR. If the glossy paper you are using repels the black ink, select GLOSSY: 3-COLOUR, which simulates black ink by combining the three ink colours.
- Fress Colour Copy (or Mono Copy).—OR—Press (*) for more settings.
- You can change the default Paper Type setting at any time. (See Setting the Paper Type on page 4-1.)

Paper Size



Press to make a darker copy.

4 Press Mono Copy or Colour Copy.

Press (*) for more settings.

Press Menu/Set.

-OR-

Page Layout

You can save paper by copying either two or four pages onto one page, or you can make a poster size copy.

- Place the original face down on the scanner glass.
- **2** Press **Copy Options** and to select PAGE LAYOUT. Press **Menu/Set**.
- 3 Press to select 2 IN 1, 4 IN 1, POSTER
 (or OFF (1 IN 1)).

Press Menu/Set

4 Press Mono Copy or Colour Copy.

The MFC starts scanning the first page.

5 If you selected 2 IN 1 or 4 IN 1 in Step 4, insert the next page onto the scanner glass.

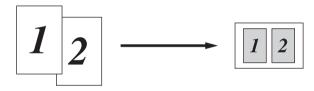
NEXT: PRESS SET END: PRESS COPY

Press Menu/Set

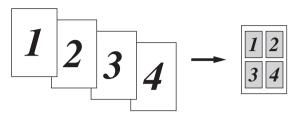
Repeat Step 5 for each page of the layout.

6 After all the pages of the original have been scanned, press Mono Copy or Colour Copy to end.

2 in 1

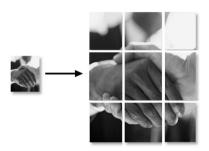


4 in 1



Poster

You can make a poster size copy of a photograph.





For 2 in 1 or 4 in 1 copies, you cannot change the enlargement or reduction ratio or print on glossy paper.

For colour 2 in 1 or 4 in 1 copies, you can use A4 size paper. You cannot make more than one copy.

For POSTER copies, you cannot make more than one copy or use the Enlarge/Reduce setting.

Changing the default copy settings

You can adjust the copy settings that are shown in the chart. These settings will stay until you change them again.

Submenu	Menu Selections	Options	Factory Settings
1.QUALITY	_	NORMAL	NORMAL
		BEST	
		FAST	
2.BRIGHTNESS	_	+	+
		+	
		+	
		+	
		- • • • • • +	
3.CONTRAST	_	+	+
		+	
		+	
		+	
		- • • • • • +	
4.COLOUR ADJUST	1.RED	R: +	R: +
		R: - •••• +	
		R: - ••• +	
		R: - •••• +	
		R: - • • • • • +	
	2.GREEN	G: +	G: +
		G: +	
		G: - •••• +	
		G: - ••••• +	
		G: - • • • • • +	
	3.BLUE	B: +	B: +
		B: +	
		B: - •••• +	
		B: +	
		B: - ∎0000 +	

Copy Quality

- 1 Press Menu/Set, 3, 1.
- Press to select NORMAL, BEST or FAST.

COPY 1.QUALITY

Press Menu/Set.

3 Press Stop/Exit.

Brightness

- 1 Press Menu/Set, 3, 2.
- Press to make a lighter copy.OR—

COPY 2.BRIGHTNESS

Press to make a darker copy.

Press Menu/Set.

3 Press Stop/Exit.

Contrast

You can change the contrast to help an image look sharper and more vivid.

- 1 Press Menu/Set, 3, 3.
- Press to increase the contrast.
 —OR—

COPY 3.CONTRAST

Press to decrease the contrast. Press **Menu/Set**.

3 Press Stop/Exit.

Colour Adjustment

1	Dress Manu/Cat 2 /			
	Press Menu/Set, 3, 4.	COPY		
2	Press (to select RED, GREEN or	4.COLOUR ADJUST		
	BLUE.			
	Press Menu/Set.			
3	Press to increase the colour saturation.			
	—OR—			
	Press to decrease the colour satu	ration.		
	Press Menu/Set.			
4	Return to Step 2 to select the next colour.			
	—OR—			
	Press Stop/Exit.			

Legal limitations

Colour reproductions of certain documents are illegal and may result in either criminal or civil liability. This memorandum is intended to be a guide rather than a complete listing of every possible prohibition. In case of doubt, we suggest that you check with counsel as to any particular questionable documents.

The following are examples of documents which should not be copied:

- Paper money
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Armed Forces Service or Draft papers.
- Passports
- Postage Stamps (cancelled or uncancelled)
- Immigration Papers
- Welfare documents.
- Cheques or Drafts drawn by Governmental Agencies.
- Identification Documents, badges or insignias.
- Licences and Certificates of Title to motor vehicles.

Copyrighted works cannot be copied. Sections of a copyrighted work can be copied for 'fair use.' Multiple copies would indicate improper use.

Works of art should be considered the equivalent of copyrighted works.



Introduction

Your Brother MFC includes three media drives (slots) to use with popular digital camera media: CompactFlash®, SmartMedia® and Memory Stick®.



The PhotoCapture Center[™] feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

PhotoCapture Center[™] requirements

To avoid error conditions, please remember:

- The DPOF file on the media card must be in a valid format.
- The image file extension must be .JPG (Other image file extensions .JPEG, .TIF, .GIF and so on will not be recognized).
- Walk-up PhotoCaputure Center[™] printing must be performed separately from PhotoCapture Center[™] operations using the PC. (Simultaneous operation is not available.)
- IBM Microdrive[™] is not compatible with the MFC.
- The MFC can read up to 999 files in a media card.
- Use only Smart media cards with a 3.3 voltage.
- When printing the INDEX or IMAGE, the PhotoCapture Center[™] will print all the valid images, even if one or more images have been corrupted. A portion of the corrupted image may be printed.

Basic flow

- Insert the media card firmly into the media drive (slot). (See Getting started on page 12-3.)
- 2 Print the index (Thumbnails) of all the images on your media card by selecting PRINT INDEX. The images will be numbered. (See Printing the Index (Thumbnails) on page 12-6.)
- **3** To print the images, select PRINT IMAGES. (See *Printing images* on page 12-7.)

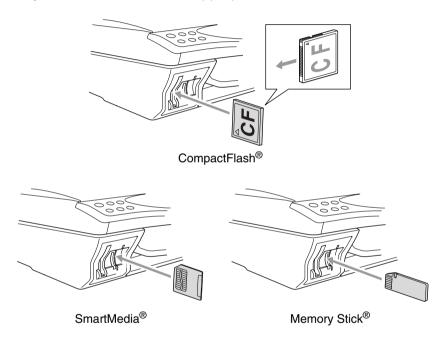
You can change the settings for printing images, such as the number of Copies, Paper Type, Paper & Print Size, Print Quality, Brightness and Colour Enhancement by selecting CHANGE SETTINGS. (See Changing the settings for printing images on page 12-8.)

Getting started



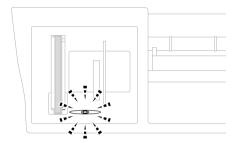
There are separate slots on your MFC, for a CompactFlash® card, a SmartMedia® card and a Memory Stick®. Use only Smart media cards with a 3.3 voltage.

The left slot is for a CompactFlash® Card, the middle slot is for a Memory Stick® and the right is for a SmartMedia® Card. Firmly insert the card into the appropriate slot.



Media Card Indicator Lights:

- **LED** light is ON, the media card is inserted properly.
- **LED** is OFF, the media card is not properly inserted.
- **LED** is BLINKING, the media card is being read or written to.



Do NOT unplug the power cord or remove the media card from the media drive (slot) while the MFC is reading or writing to the card (LED is blinking). You will loose your data or damage the card.

The MFC can only read one Media card at a time so do not insert more than one card. The settings that you want to use with the card will be kept until you take out the media card from the drive (slot), print images or press **Stop/Exit**.

- 1 Insert the media card firmly into the media drive (slot).
- **2** When you insert your media card into the proper slot, the LCD shows.

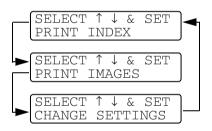




The media active message will be shown for 60 seconds and then the display will return to standby mode (date and time). Even in that case, you can enter the PhotoCapture mode by pressing **Copy Options**.

3 Press Copy Options.

The LCD scrolls:



(See *Printing the Index* (*Thumbnails*) on page 12-6.)

(See *Printing images* on page 12-7.)

(See Changing the settings for printing images on page 12-8.)

Printing the Index (Thumbnails)

The PhotoCapture Center[™] assigns numbers for images (such as No.1, No.2, No.3, and so on).



It does not recognize any other numbers or file names that your digital camera or PC have used to identify the pictures. You can print a thumbnail page (Index page with 6 or 4 images per line). This will show all the pictures on the media card.

- 1 Make sure you inserted the media card. Press **Copy Options**. (See page 12-3.)
- **2** Press to select PRINT INDEX.

Press Menu/Set.

7 Press to select
6 IMAGES/LINE or
4 IMAGES/LINE.

Press Menu/Set.



PRINT INDEX 6 IMAGES/LINE

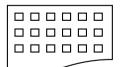






4 Images/line





6 Images/line

- 4 Press Colour Copy to start printing.
- Print time for 4 Images/line will be slower than 6 Images/line, but the quality is better. To print an image, see the next page.

Printing images

Before you can print an individual image, you have to know the image number.



Print the Index first.

(See Printing the Index (Thumbnails) on page 12-6.)

- Make sure you inserted the media card. Press Copy Options. (See page 12-3.)
- Press to choose PRINT IMAGES.

SELECT ↑ ↓ & SET PRINT IMAGES

Press Menu/Set

3 Use the dial pad to enter the image number that you want to be printed from the Index page (Thumbnails).

ENTER & SET KEY IMG:1,3,6

Press Menu/Set

Repeat this step until you have entered all the image numbers that you want to print.



 g You can enter all the numbers at one time by using the $\, imes \,$ key for a comma or the # key for hyphen.

(For example, Enter 1 × 3 × 6 - to print images No.1, No.3 and No.6. Enter **1#5** to print images No.1 to No.5).

4 After you have selected all the image numbers.

Press **Menu/Set** twice.

The LCD shows:

PRESS COLOUR CPY OR ↑ ↓ FOR OPTION

5 To print, press Colour Copy.

-OR-

To change settings, press (*) the LCD scrolls through the settings again. You can select these options by pressing (*) and Menu/Set.

(See Changing the settings for printing images on page 12-8.)

Changing the settings for printing images

You can change the settings for the number of Copies, Paper Type, Paper & Print Size, Print Quality, Brightness and Colour Enhancement only for the next printed image.

Menu Selections	Options (1)	Options (2)	Factory Setting	Page
NO. OF COPIES:	_	01-99	01	12-9
PAPER TYPE	PLAIN	_	PLAIN	12-9
	INK JET			
	GLOSSY	GLOSSY:4-COLOUR GLOSSY:3-COLOUR		
	TRANSPARENCY	_		
PAPER&PRINT SIZE	A4	PRINT SIZE 13X9CM 15X10CM 18X13CM 20X25CM	A4	12-10
	10 (W) X15 (H) CM	ORIENTATION PORTRAIT LANDSCAPE	LANDSCAPE	
PRINT QUALITY	NORMAL	_	FINE	12-13
	FINE			
	PHOTO			
BRIGHTNESS	+	_	+	12-13
	+			
	+			
	+			
	- • • • • • +			
COLOUR ENHANCE	ON	_	OFF	12-14
	OFF			

Menu selections



Make sure you have entered the image number that you want to be printed. (See page 12-7.)

Number of Copies

- 6 Press (*) to select NO. OF COPIES:01. Press Menu/Set
- 7 Use the dial pad to enter the number of copies you want. Press Menu/Set.
- 8 Press Colour Copy to print.
 - -OR-

Press (*) for more settings.

Paper Type

- 6 Press (*) to select PAPER TYPE. Press Menu/Set
- 7 Press (*) to select the type of paper you are using, (PLAIN, INK JET, GLOSSY Or TRANSPARENCY). Press Menu/Set.
- 8 If you selected GLOSSY, press (*) to select GLOSSY: 4-COLOUR or GLOSSY: 3-COLOUR. Press Menu/Set



The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select 4-COLOUR.

If the glossy paper you are using repels the black ink, select 3-COLOUR, which simulates black ink by combining the three ink colours.

- 9 Press Colour Copy to print.
 - -OR-

Press (*) for more settings.

Paper and Print Size

/ Make sure you have done Steps 1 to 5 on page 12-7.

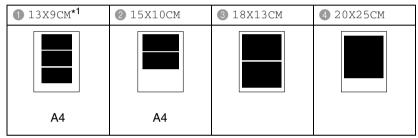
6 Press 🗘 to select PAPER&PRINT SIZE. Press Menu/Set.

7 Press (*) to select the size of the paper you are using (A4 or 10 (W) X15 (H) CM).

Press Menu/Set.

8 If you select A4, press 🗘 to select the print size. Press Menu/Set, and go to Step 12.

Printed Position

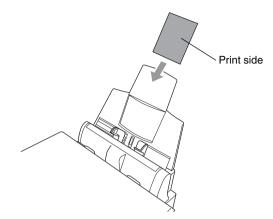


^{*1} The printed position for 13X9CM are different depending on the paper size you are using.

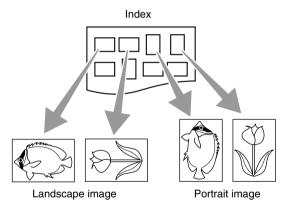
-OR-

If you selected 10 (W) X15 (H) CM, for PAPER SIZE go to Step 9.

9 Load the post card with the top edge down and print side is towards you.



10 Check the printed thumbnail image on the index sheet.



Some image taken by some cameras have the orientation information.

11 Press to select Landscape or Portrait. Press Menu/Set.

The result of the output (10 (W) x 15 (H) cm)

	LANDSCAPE	PORTRAIT
Portrait Image		
Landscape Image		

12 Press Colour Copy to print.

-OR-

Press (for more settings.

Print Quality

6 Press to select PRINT QUALITY.
Press Menu/Set

7 Press to select NORMAL, FINE or PHOTO. Press Menu/Set.

NORMAL	Recommended mode for ordinary printouts. Good print quality with adequate print speed.
FINE	Better print quality than normal and faster copy speed than PHOTO.
РНОТО	Use this mode to print precise images such as photographs. PHOTO uses the highest resolution and slowest speed.

8 Press Colour Copy to print.

-OR-

Press for more settings.

Brightness

Make sure you have done Steps 1 to 5 on page 12-7.

6 Press to select BRIGHTNESS.
Press Menu/Set.

7 Press 📤 to make a lighter print.

—OR—

Press to make a darker print.

Press Menu/Set.

8 Press Colour Copy to print.

-OR-

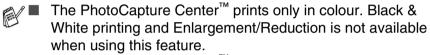
Press for more settings.

Colour Enhancement

You can turn on the colour enhancement feature to print more vivid images.

If you want to customize the White Balance, Sharpness or Colour Density, press **Menu/Set**, **4**, **5**. (See *Colour Enhancement* on page 12-18.)

- 6 Press to select COLOUR ENHANCE.
 Press Menu/Set.
- 7 Press to select ON (or OFF).
 Press Menu/Set
- 8 Press Colour Copy to print.
 —OR—
 - Press (*) for more settings.



The PhotoCapture Center[™] returns to its default setting when you take out the media card, print images or press Stop/Exit.

DPOF printing

DPOF stands for Digital Print Order Format.

Major Digital Camera manufacturers (Canon Inc., Eastman Kodak Company, Fuji Photo Film Co. Ltd. and Matsushita Electric Industrial Co., Ltd. and Sony Corporation.) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to select on the Digital Camera display the images and number of copies you want to print.

When the memory card (CompactFlash®, SmartMedia® or Memory Stick®) with DPOF information is put into your MFC, you can print the selected image easily.

Insert your media card into the proper drive (slot).

C.FLASH ACTIVE Press Copy Option key -----



The media active message will be shown for 60 seconds and then the display will return to standby mode (date and time). Even in that case, you can enter the PhotoCapture mode by pressing **Copy Options**.

- 2 Press Copy Options.
- **3** Press to select PRINT IMAGES to select individual images. Press **Menu/Set**.
- **4** If there is a DPOF file on the card, the LCD shows:

5 Press **1** to select 1.YES.

DPOF PRINT 1.YES 2.NO

PRESS COLOUR CPY OR ↑↓ FOR OPTION



If you want to print an Index (thumbnails) or choose the images and their print options now, select 2.NO.

6 Press Colour Copy to print.

-OR-

Press to change the settings for the number of Copies, Paper Type, Paper & Print Size, Print Quality, Brightness or Colour Enhancement.

(See Changing the settings for printing images on page 12-8.)

Changing the default settings

You can adjust the Print Quality, Print Size, Brightness, Contrast, Colour Enhancement and Scan to Card settings, that are shown in the chart. These settings will remain set until you change them again. Press **Menu/Set**, **4**, followed by the number of the setting you want to change. (See details on the following pages.)

Submenu	Menu Selections	Options (1)	Options (2)	Factory Settings
1.PRINT QUALITY	_	NORMAL	_	FINE
		FINE		
		PHOTO		
2.PRINT SIZE	_	13×9CM	_	15×10CM
		15×10CM		
		18×13CM 20×25CM		
3.BRIGHTNESS	_	+		+
J.B.(101111,1200				
		+		
4.CONTRAST		- = 0 0 0 0 +		+
4.CONTRAST	_		_	
		+		
F cor our	017			()
5.COLOUR ENHANCE	ON	1.WHITE BALANCE		(- • • • • • • +)
244112402			+	
			+	
			+	
			+	
		2.SHARPNESS	+	(- ••• - +)
			+	
			+	
			+	
			+	
		3.COLOUR	+	(- • • • • • • +)
		DENSITY	+	
			+	
			+	
			- • 0 0 0 0 +	
	OFF	_		OFF
6.SCAN TO CARD	_	PDF	_	PDF
(See How to scan using Windows® on page 15-1.)		JPEG		

Print Quality

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

Press to select NORMAL, FINE or PHOTO.

PHOTOCAPTURE 1.PRINT QUALITY

Press Menu/Set.

3 Press Stop/Exit.

Print Size

1 Press Menu/Set, 4, 2.

2 Press to select 13×9CM, 15×10CM, 18×13CM or 20×25CM. Press Menu/Set.

3 Press Stop/Exit.

PHOTOCAPTURE 2.PRINT SIZE

Brightness

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

2 Press to select BRIGHTNESS.
Press Menu/Set.

3 Press to make a lighter print.—OR—

Press to make a darker print. Press **Menu/Set**.

4 Press Stop/Exit.

PHOTOCAPTURE 3.BRIGHTNESS

Contrast

You can choose the contrast setting. More Contrast will make an image look sharper and more vivid.

- 1 Press Menu/Set, 4, 4.
- 2 Press to select CONTRAST.
 Press Menu/Set

PHOTOCAPTURE 4.CONTRAST

PHOTOCAPTURE 5.COLOUR ENHANCE

- 3 Press to increase the contrast.
 - -OR-
 - Press to decrease the contrast.
 - Press Menu/Set.
- 4 Press Stop/Exit.

Colour Enhancement

- 1 Press Menu/Set, 4, 5.
- **2** Press to select COLOUR ENHANCE.

Press Menu/Set.

- **3** Press to select ON (or OFF). Press **Menu/Set**.
- If you select ON, you can customize the White Balance, Sharpness or Colour Density.
- 4 If you selected ON,
 - Press (*) to select WHITE BALANCE.

Press Menu/Set.

-OR-

To skip the White Balance.

Press 🗘 to select Sharpness or Colour Density.

- **5** Press to adjust the degree of White Balance. Press **Menu/Set**.
- 6 Repeat Step 4 and Step 5 to adjust the degree of Sharpness and Colour Density.

-OR-

Press Stop/Exit.

■ White Balance

This setting adjusts the hue of the white areas of an image. Lighting, Camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. By using this adjustment you can correct this effect and bring the white areas back to pure white.

■ Sharpness

This setting enhances the detail of an image. It is similar to adjusting the fine focus on a camera. If the image is not in true focus and you cannot see the fine details of the picture, then adjust the sharpness.

■ Colour Density

This setting adjusts the total amount of colour in the image. You can increase or decrease the amount of colour in an image to improve a washed out or weak picture.

Understanding the Error Messages

Once you are familiar with the types of errors that can occur while you're using the PhotoCapture Center[™], you can easily identify and troubleshoot any difficulties.

When an error message appears on the LCD, the MFC will beep to get your attention.

MEDIA ERROR—This message will appear if you insert a media card that is either bad or not formatted, or when there is a problem with the media drive. To clear this error, take out the media card.

NO FILE—This message will appear if you select PHOTOCAPTURE and the media card in the drive (slot) does not contain a .JPG file.

OUT OF MEMORY—This message will appear if you are working with images that are too large for the MFC's memory.

Using PhotoCapture Center[™] from your PC

You can access the media card that is in the media drive (slot) of the MFC from your PC.

See Using PhotoCapture CenterTM from your PC. (See *Using the PhotoCapture Center*TM from your PC on page 20-1 and *Using the PhotoCapture Center*TM from a Macintosh[®] on page 21-23.)

Using PhotoCapture Center[™] for scanning originals

You can scan the originals into a media card. (See *Scan to Card* on page 15-19.)

Using the Brother MFC-4820C 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 CD-ROM we have supplied. Install the drivers first by following the Quick Setup Guide. Also, the latest printer driver can be downloaded from the Brother Solutions Center at:

http://solutions.brother.com

http://www.brother-uk.com

Features

This MFC offers many features you'll find in a high quality ink jet printer.

Fast Printing Speed—Using Fast mode, you can print up to 11 pages per minute in full colour, and up to 13 pages per minute in black.

Brilliant High Quality Output—Printing at 2400 x 1200 dpi resolution on glossy paper gives you highest resolution output.

Beautiful Elaborate Output—You can use 2 in 1, Watermark printing, Colour Enhancement technology and other features to get high quality printouts.

Low Running Cost—Whenever you run out of a particular colour ink, you will only have to replace the cartridge that's empty.

USB—Universal Serial Bus Interface provides fast communication with your computer.

Straight Paper Path—The MFC can print on many types of paper. Plain paper, inkjet paper, glossy paper, transparencies and envelopes. Use the appropriate type of paper to avoid paper jams.

For complete information about what kinds of paper to use with the MFC, please see *Paper* on page 2-1.

Choosing the right type of paper

To get high quality printing using your MFC, it's very important to select the right type of paper. Be sure to read Chapter 2 Paper in this Guide before you select and purchase paper for the MFC.

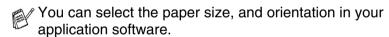
How to print your document

When the MFC receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes.

- 1 From your computer select the Print command.

 If your computer is also connected to any other printers, select

 Brother MFC-4820C USB Printer as your printer driver from
 the Print or Print Settings menu in your software application, and
 then click on OK to begin printing.
- **2** Your computer sends a print command and data to the MFC. The LCD shows RECEIVING DATA.
- When the MFC finishes printing all the data, the LCD shows the date and time.



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.

Simultaneous printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during PC printing.

However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.

Clearing data from the memory

If the LCD shows DATA REMAINS, you can clear the data that is left in the printer memory by pressing **Stop/Exit**.

Checking the Print Quality

If you want to check the print quality and find out how to improve it, see How to improve print quality on page 23-11.



Printer driver settings

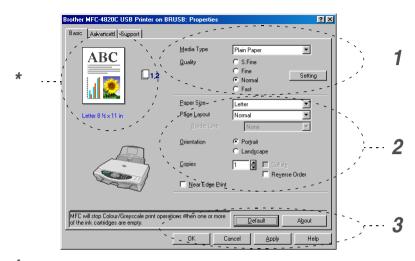
You can change the following printer settings when you print from your computer:

- Media Type/Quality (Speed)
- Page Layout
- Near Edge Print
- Colour Matching/Halftone
- Colour Enhancement
- Scaling
- Watermark
- Print Date & Time
- Quick Print Setup

How to access the printer driver settings

- 1 Select **Print** from the **File** menu in your application software.
- 2 Select Brother MFC-4820C USB Printer as your printer and click Properties. The Brother MFC-4820C USB Printer dialog box will appear.
- The way you access the printer driver settings depends on your operating system and software applications.
- The screens shown in this section are from Windows® 98 Second Edition. The screens on your Computer may vary depending on your Windows Operating System.

Basic tab



- Select the Media Type and Quality.
- Select the Paper Size, Page Layout, Border Line (if any), Orientation, number of Copies, the page order and Near Edge Print.
- 3 Click the Apply button to apply your selected settings. To return to the default settings, click the **Default** button, then click the **Apply** button.
- * This area shows the current settings of **Quality**, **Paper Size**, Page Layout, Orientation, Collate/Reverse Order and Near **Edge Print.**

Media Type

To achieve the best print results, the media being printed on should be selected in the driver. The MFC changes the way it prints, depending on the selected media type.

Plain Paper

Inkiet Paper

Glossy Paper (4 colour)

Glossy Paper (3 colour)

Transparencies



The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select Glossv Paper (4 colour). If the glossy paper you are using repels the black ink, select Glossy Paper (3 colour), which simulates black ink by combining the three ink colours.

Quality

The quality selection allows you to choose the print resolution you want for your document. Print quality and speed are related. The higher the quality the longer it will take to print the document. The quality selections that are available will vary depending on the media type you select.

- Photo: 2400 x 1200 dpi. Use this mode to print precise images such as photographs. This is the highest resolution and slowest speed.
- S.Fine (Super Fine): 1200 x 1200 dpi. Use this mode to print precise text and photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.
- Fine: 600 x 600 dpi. Better print quality than Normal mode and faster print speed than Super Fine.
- **Normal:** 600 x 300 dpi. Good print quality with typical print speed.
- Fast: 600 x 150 dpi. The fastest print mode and the lowest ink consumption. Use this mode to print large volume documents or a document for proofing.

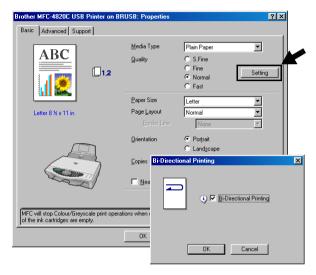
Media Type	Colour/ Greyscale	Print Quality Selection
Plain Paper	Colour/ Greyscale	Fast, Normal, Fine, S.Fine
Inkjet Paper	Colour	Fine, S.Fine, Photo
	Greyscale	Fine, S.Fine , Photo
Glossy Paper (4 or 3 colour)	Colour	S.Fine, Photo
	Greyscale	S.Fine, Photo
Transparencies	Colour/ Greyscale	Fine, S.Fine



The factory settings are shown in bold.

Bi-Directional Printing

When **Bi-Directional Printing** is selected, the print heads print in both directions and offer faster print speeds. When not selected, the print heads will only print in one direction to provide higher quality printouts.



Paper Size

The Paper Size selection provides a large selection of standard paper sizes. If you wish, you can create a custom size ranging from 89 x 127 mm to 216 x 355.6 mm. From the drop-down box, select the Paper Size you are using.



You can enter custom size by selecting User Defined. Select the proper paper thickness to improve the quality of your output.



Page Layout

The **Page Layout** 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. If you are using Windows® 98/98SE/Me, the 4 in 1 layout is not available.

Border Line

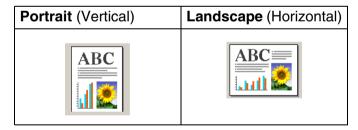
When printing multiple pages on one sheet with the **Page Layout** feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.



Orientation

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





Copies

The **Copies** selection sets the number of copies that will be printed (1 to 999).

Collate

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 of the document is printed.

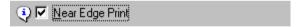
Reverse Order

Reverse Order prints the pages of your document in the opposite order.

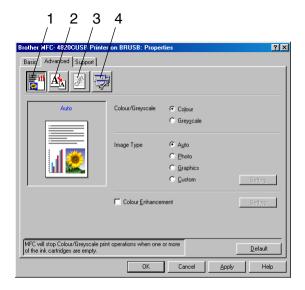


Near Edge Print

Near Edge Print feature expands the printable area at the bottom edge of the paper up to 0.5 mm. Print time will be slightly slower. Available for Letter, A4, Postcard and Index Card paper. Not available for transparencies.



Advanced tab





To return to the default settings, click the **Default** button.

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

- 1.Colour
- 2.Scaling
- 3.Watermark
- 4. Device Options

Colour

Colour/Greyscale

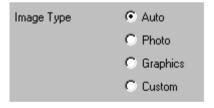
This selection allows a colour document to be printed in black and white using grey scale.



Image Type

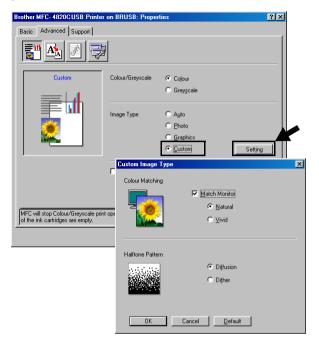
The printer driver will select the most suitable colour matching and half tone method, depending on your image type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

- Auto: The printer driver automatically selects the image type.
- Photo: Select this mode for photographic images.
- **Graphics:** Select this mode for documents that contain text or business graphics (charts or clip art).
- **Custom:** If you want to select the colour matching and halftone method, manually select this mode.



Custom Image Type

You can select the colour matching method manually. Select the best one for your document.



Match Monitor

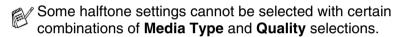
Colour is adjusted to get the closest colour match to the PC monitor.

- **Natural:** Suitable for photographic images. The colour is adjusted to print a more natural colour.
- **Vivid:** Suitable for business graphics such as charts, graphics and text. The colour is adjusted to give more vivid colour.

Halftone Pattern

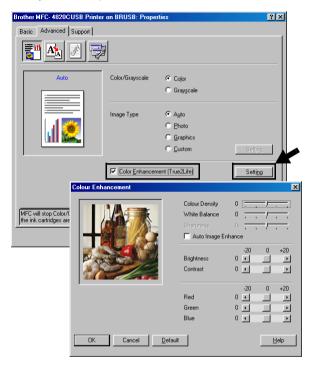
The MFC can use two methods (**Diffusion** or **Dither**) to arrange where to place dots to express halftones. There are some predefined patterns set for this and you can select which one to use for your document. Select the appropriate method.

- **Diffusion:** Dots are placed at random to create the halftones. This method of printing is more suitable for printing photographs that have delicate shades and graphics.
- **Dither:** Dots are arranged in a pre-defined pattern to make halftones. This type of printing is more suitable to printing graphics that have definite colour boundaries or for printing charts such as business charts.



Colour Enhancement

Selecting **Colour Enhancement** enables the **Colour Enhancement** feature. This feature analyzes your image to improve quality sharpness, white balance and colour density. This process may take several minutes depending on the size of the image and the specifications of your computer.



Colour Density

This setting adjusts the total amount of colour in the image. You can increase or decrease the amount of colour in an image to improve a washed out or weak picture.

White Balance

This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. By using this adjustment you can correct this effect and bring the white areas back to pure white.

■ Sharpness

This setting enhances the detail of an image. It is similar to adjusting the fine focus on a camera. If the image is not in true focus and you cannot see the fine details of the picture, then adjust the sharpness.

■ Auto Image Enhance

Auto Image Enhance allows individual adjustment of picture settings to improve the printed image and analyzes data from surrounding or neighboring pixels in the original.

Brightness

This setting adjusts the brightness of the whole image. To lighten or darken the image move the scroll bar to the left or right.

■ Contrast

This setting adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

Red

Increases the intensity of the **Red** colour to make the image redder.

Green

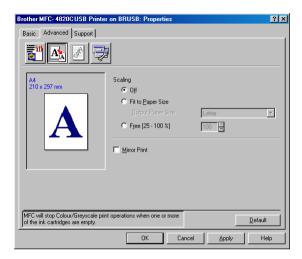
Increase the intensity of the **Green** colour to make the image greener.

Blue

Increase the intensity of the **Blue** colour to make the image bluer.

Scaling

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

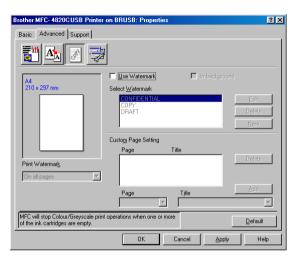


- Check Off if you want to print the document as it appears on your screen.
- Check Fit to Paper Size, if your document has an unusual size, or if you have only the standard size paper.
- Check **Free** if you want to reduce the size.
- Check Mirror Print to reverse the data from left to right.

Watermark

You can place a logo or text into your document as a Watermark. You can select one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.



In background

Check **In background** with the Watermark to print the watermark image in the background of your document. If this feature is not checked then the Watermark will be printed on top of your document.

In Outline Text (Window® 2000 Professional/XP Only)

Check In Outline Text if you only want to print an outline of the watermark.

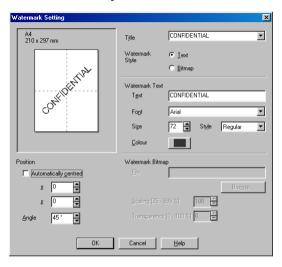
Print Watermark

The **Print Watermark** feature offers the following print choices:

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

Watermark Style

You can change the Watermark's size and position 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 then select **Text** or **Bitmap** in the **Watermark Style**.



■ Watermark Text

Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Colour** and **Style**.

■ Watermark Bitmap

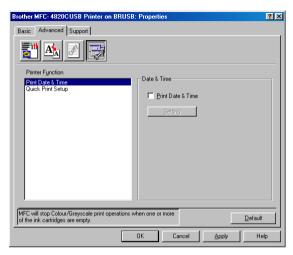
Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

Position

This setting offers you the control for where the Watermark is to be positioned on the page.

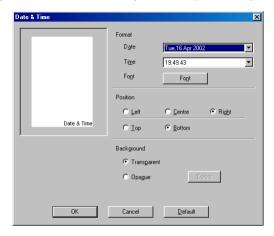
Device Options

Lets you set the following Printer Functions:



Print Date & Time

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

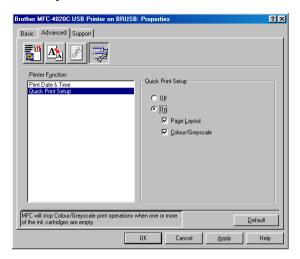


Click the **Setting** button to change the **Date** and **Time** format, and the **Position** and **Font**. To include a background with the **Date** and **Time**, select **Opaque**. When **Opaque** is selected, you can click on the **Colour** button to change the colour of the **Date** and **Time** background.

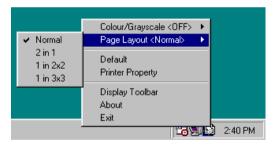


The **Date** and **Time** in the selection box shows the format that will be printed. The actual **Date** and **Time** printed on your document is automatically retrieved from the settings of your computer.

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**.



Support tab

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

Click the **Support** tab to display the following screen:



Brother Solutions Center

The **Brother Solutions Center** is a Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User Guides, Driver Updates and Tips for using your machine.

Web Update

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

Check Setting

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

How to scan using Windows®



The scanning operations and drivers will be different depending on your operating system.

For Windows® 98/98SE/Me and 2000 Professional

The MFC uses a TWAIN Compliant driver for scanning documents from your applications. (See Scanning a document (For Windows® 98/98SE/Me and 2000 Professional) on page 15-2 and TWAIN compliant on page 15-2.)

For Windows® XP

Use Windows® Imaging Acquisition (WIA) for scanning documents. (See Scanning a document (For Windows® XP only) on page 15-11.)



For ScanSoft®, PaperPort® and TextBridge® OCR (See Using ScanSoft® PaperPort® and TextBridge® OCR on page 15-21.)

Scanning a document (For Windows® 98/98SE/Me and 2000 Professional)

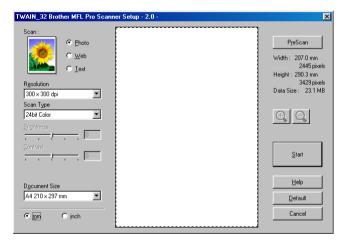
TWAIN compliant

The Brother MFL-Pro Suite includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort® viewer that Brother included with your MFC, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, Adobe® PageMaker®, CorelDraw® and many more.

How to access the Scanner

- Open the software application (ScanSoft® PaperPort®) to scan a document.
- The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0 SE.
- Select Scan from the File drop-down menu or select the Scan button. The Scan pane appears in the left panel.
- Select TWAIN 32 Brother MFL Pro Scanner from the Scanner drop-down list box.
- Click the Scan button.

The TWAIN_32 Brother MFL Pro Scanner Setup dialog box will appear:



Scanning a document into the PC

You can scan a whole page

-OR-

scan a portion of the page after pre-scanning the document.

Scanning a whole page

- Place the original face down on the scanner glass.
- Adjust the following settings, if required, in the Scanner window:
 - Scan (Image Type)
 - Resolution
 - Scan Type
 - Brightness
 - Contrast
 - **Document Size**



After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning.

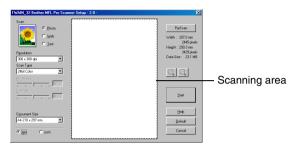
(See Settings in the Scanner window on page 15-7.)

3 Click the **Start** button in the scanner window. When scanning is completed, click Cancel to return to the PaperPort® window.

PreScanning to crop a portion you want to scan

The Pre-Scan button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the Start button in the scanner window to scan the image.

Place the original face down on the scanner glass.



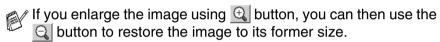
- 2 Select the settings for Image Type, Resolution, Scan Type, Brightness, Contrast and Document Size, as needed.
- 3 In the TWAIN_32 Brother MFL Pro Scanner Setup dialog box, click the PreScan button.

The entire original will be scanned into the PC and will appear in the Scanning Area.

4 Select the portion you want to scan by clicking the left mouse button and dragging it.



Scanning area



- Click Start.
 This time only the selected area of the original will appear in the PaperPort[®] window (or your software application window).
- 6 In the PaperPort® window, use the options available to refine the image.

Settings in the Scanner window

Scan (Image Type)

Select the image type of output from Photo, Web or Text. **Resolution** and **Scan Type** will be altered for each default setting. The default settings are:

Image Type		Resolution	Scan Type
Photo	Select for scanning photo images.	300 x 300 dpi	24-bit colour
Web	Select for attaching the scanned image to web pages.	100 x 100 dpi	24-bit colour
Text	Select for scanning text documents.	200 x 200 dpi	Black & White

Resolution

You can change the scanning resolution from the **Resolution** drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. The following table shows the resolution you can choose and the available colours.

Resolution	Black & White / Grey (Error Diffusion)	256 colour	True Grey / 24 bit colour
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes

Scan Type

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

art.

Grey Scale: Set the Scan Type to Grey or True Grey for

photographic images.

Colours: Set either:

256 Colour, 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 256 Colour.

Brightness

Adjust this settings (-50 to 50) to obtain the best image. The default value is 0, representing an 'average'.

You can set the level by dragging the slide bar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

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.



 $^{
m f}$ It is only available when Black & White or Grey is selected.

Contrast

This setting is adjustable only when you have selected one of the grey scale settings. It is not available when *Black & White* and Colour settings are selected as the *Scan Type*.

You can increase or decrease the contrast level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the Image, while a decrease reveals more detail in grey areas. You can also type a value in the box for the setting.

Document Size

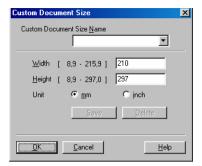
Set the Size to one of the following:

- Letter (8 1/2 x 11 in.)
- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- B5 (182 x 257 mm)
- Executive (7 1/4 x 10 1/2 in.)
- Business Card (90 x 60 mm)
- Photo (9 x 13 cm)
- Photo (13 x 18 cm)
- APS C (10 x 15 cm)
- Custom (User adjustable from 90 x 90 mm to 22 x 30 cm)

To scan photographs or business cards, select the document size. and then place the document face down at the center of 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 and resolution modes to see which best suits your needs.

If you selected *Custom* as the size, The **Custom Document Size** dialog box will appear.



Type the Name, Width and Height for the document.

You can choose 'mm' or 'inch' as the unit for Width and Height.



You can see the actual paper size you selected on the screen.



- Width: shows the width of scanning area
- Height: shows the height of scanning area
- **Data Size:** shows the approximate data size calculated in a Bitmap format. The size will be different for other file formats such as JPEG.

Scanning a document (For Windows® XP only)

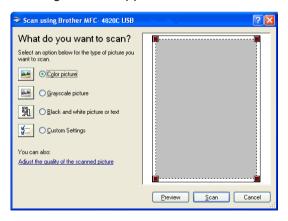
WIA compliant

Windows® XP uses Windows Image Acquisition (WIA) for scanning images from the MFC. You can scan images directly into the PaperPort® viewer that Brother included with your MFC or you can scan images directly into any other software application that supports WIA or TWAIN scanning.

How to access the scanner

- 1 Open your software application to scan a document.
- The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0. The steps for scanning from another application may vary.
- 2 Select Scan from the File drop-down menu or select the Scan button.
 - The **Scan** panel appears in the left panel.
- Select the scanner you are using from the **Scanner** drop-down list box.

The Scan dialog box will appear:



Scanning a document

1 Place the original face down on the scanner glass.



- 2 Select the picture type (A).
- 3 If you require advanced settings, click Adjust the quality of the scanned picture (B). You can select Brightness, Contrast, Resolution and Picture Type from the Advanced Properties. Click the OK button after you choose your settings.

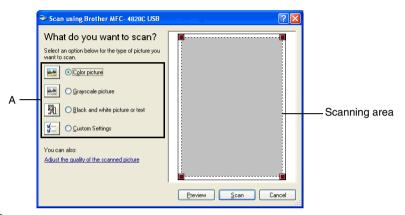


- The scanner resolution you can select is up to 1200 x 1200 dpi. To select higher scan resolutions you can use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 15-15.)
- **4** To start scanning your document, click the **Scan** button in the Scan dialog box.

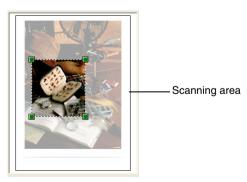
PreScanning to crop a portion you want to scan

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the Scan button from the scanner window to scan the image.

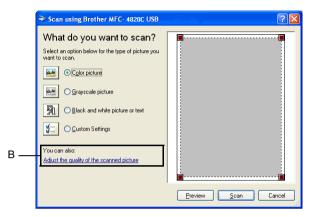
Place the original face down on the scanner glass.



- **2** Select the picture type (A).
- In the Scan dialog box, click the **Preview** button. The entire original will be scanned into the PC and will appear in the scanning area.
- 4 Select the portion you want to scan by clicking the left mouse on the boxes in the corner and dragging it over the area.



5 If you require advanced settings, click Adjust the quality of the scanned picture (B). You can select Brightness, Contrast, Resolution and Picture Type from the Advanced Properties tab. Click the OK button after you choose your settings.





- **6** To start scanning your document, click the **Scan** button in the Scan dialog box.
 - This time only the selected area of the original will appear in the PaperPort® window (or your software application window).

Brother Scanner Utility

The Brother Scanner Utility is used for configuring the scanner driver for resolutions higher than 1200dpi.

To run the utility:

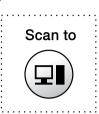
You can run the utility by selecting the Scanner Utility located in the Start/Programs/Brother/Brother MFL-Pro Suite menu.



If you scan the original at resolution of greater than 1200dpi, the file size maybe very large. Please make sure that you have sufficient memory and hard disk space for the size of the file you are trying to scan. If the memory & hard disk is not sufficient then your computer may freeze and you could lose your file.

Using the scan key

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



If you are using a Macintosh® computer the **Scan to** key will work only for Scan to Card.



For Scan to E-mail, Scan to Image, Scan to OCR and Scan to File only

Before you can use the **Scan to** key on the control panel, you must have connected the MFC to your Windows[®] based computer 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 Center application is running on your computer. For details about how to configure the Brother Control Center buttons to launch the application of your choice using the **Scan to** key, go to the appropriate chapter:

- For Windows® 98/98SE/Me and 2000 Professional, see Using the Brother Control Center for Windows® 98/98SE/Me/2000 Professional on page 16-1.
- For Windows® XP, see *Using the Windows®-Based Brother SmartUI Control Center* on page 17-1.

Scan to E-mail

You can either scan a black and white or colour original into your E-mail application as a file attachment. You can change the **Scan to** key configuration.(See *Scan to E-mail* on page 16-7 to 16-9.) (For Windows[®] XP: See *Hardware Section: Changing the Scan to Button Configuration* on page 17-6 to 17-14.)

- 1 Place the original face down on the scanner glass.
- Press the Scan to key.
- 3 Press to select SCAN TO E-MAIL. Press Menu/Set.

The MFC will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

Scan Image

You can scan a colour picture into your graphics application for viewing and editing. You can change the **Scan to** key configuration. (See *Scan to E-mail* on page 16-7 to 16-9.)(For Windows® XP: See *Hardware Section: Changing the Scan to Button Configuration* on page 17-6 to 17-14.)

- 1 Place the original face down on the scanner glass.
- 2 Press the Scan to key.
- 3 Press to select SCAN TO IMAGE.
 Press Menu/Set

The MFC will start the scanning process.

Scan/OCR

If your original is text, you can have it converted by ScanSoft[®] TextBridge[®] to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the **Scan to** key configuration. (See *Scan to E-mail* on page 16-7 to 16-9.)(For Windows[®] XP: See *Hardware Section: Changing the Scan to Button Configuration* on page 17-6 to 17-14.)

- Place the original face down on the scanner glass.
- 2 Press the Scan to key.
- Press to select SCAN TO OCR.
 Press Menu/Set.
 The MFC will start the scanning process.

Scan to File

You can scan a black and white or a colour original into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of the Brother MFL-Pro Control Center. (See *Scan to File* on page 16-5.)(For Windows® XP: See *Hardware Section: Changing the Scan to Button Configuration* on page 17-6 to 17-14.)

- 1 Place the original face down on the scanner glass.
- 2 Press the Scan to key.
- **3** Press to select SCAN TO FILE. Press Menu/Set.

The MFC will start the scanning process.

Scan to Card

You can scan black and white and colour originals into a media card. Black and white originals will be stored in TIFF file format (*.TIF). Colour originals may be stored in PDF (*.PDF) or JPEG (*.JPG) file format. The default setting is COLOUR STD and the default file format is PDF. File names default to the current date. For example, the fifth image scanned on July 1, 2002 would be named 07010205.PDF. You can change the colour, quality and file name as you want.

Quality	Selectable File Format	Default File Format
B/W STD (STANDARD)	TIFF	TIFF
B/W FINE	TIFF	TIFF
COLOUR STD (STANDARD)	JPEG / PDF	PDF*
COLOUR FINE	JPEG / PDF	PDF*
COLOUR S.FINE	JPEG / PDF	PDF*



You can choose the default file format in the **Menu/Set**, **4**, **6** for colour files. (See *Changing the default colour file format* on page 15-20.)

- Insert a SmartMedia[®], CompactFlash[®] or Memory Stick[®] card into your MFC.
- O Do not take out the media card while the LED on the MFC is blinking to keep from damaging it.
- Place the original face down on the scanner glass.
- 3 Press Scan to.
- 4 Press 🕽 to select SCAN TO CARD.

Press Menu/Set.

Fress to select START SCANNING.
Press Menu/Set. The MFC will start scanning.

-OR-

Press to select CHANGE QUALITY to change the quality.

Press **Menu/Set**. Go to Step 6.

—OR—

Select CHANGE FILE NAME to change the file name.

Press Menu/Set. Go to Step 7.

6 Press (*) to select the quality you want. Press Menu/Set. If you selected COLOUR STD, COLOUR FINE or COLOUR S.FINE, press (*) to select the file format (PDF or JPEG). Press Menu/Set -OR-To start scanning, press (to select START SCANNING. Press Menu/Set. -OR-To change the file name, go to Step 7. 7 If you selected CHANGE FILE NAME, press 1 to select 1. CHANGE. Use the dial pad to enter the file name. Press Menu/Set. (You can only change the first 6 digits.) Press (*) to select START SCANNING. Press Menu/Set. When the MFC has finished NEXT PAGE? scanning the page, the LCD shows: 1.YES 2.NO To scan more than one page, press 1 and place the next page to be scanned. Then press Menu/Set, SET NEXT PAGE THEN PRESS SET the LCD shows: -OR-Press 2 to exit. Changing the default colour file format Press Menu/Set, 4, 6. PHOTOCAPTURE

- **2** Press (1) to select PDF or JPEG. Press Menu/Set.
- 3 Press Stop/Exit.

6.SCAN TO CARD

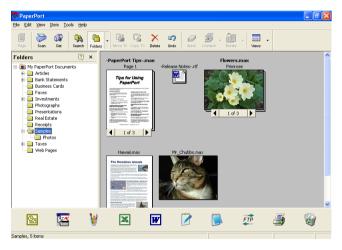
Using ScanSoft® PaperPort® and TextBridge® OCR

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 graphics and text documents. It allows you to combine or "stack" documents of different formats for printing, faxing or filing.

ScanSoft® PaperPort® can be accessed through the ScanSoft® PaperPort® program group.

See Documentation for MFL-Pro Suite on the CD-ROM.



The complete ScanSoft® PaperPort® Users Guide, including ScanSoft® TextBridge® OCR, is in the Documentation on the CD-ROM.

This chapter is only an introduction to the basic operations.

When you install MFL-Pro Suite, ScanSoft® PaperPort® for Brother and ScanSoft® TextBridge® OCR are installed with it automatically.

flf you are using Windows® XP or Windows® 2000 Professional, we recommend that you are logged on as an administrator.

Viewing items

ScanSoft® 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.



Desktop View displays items as thumbnails

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.



Page View displays each item as a full page

Organizing your items in folders

PaperPort[®] has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in **Desktop** View. An item can be a PaperPort[®] item or a non-PaperPort[®] item:

- Folders are arranged in a "tree" structure in the Folder View. You use this section to select folders and view their items in Desktop View.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be "nested"—that is, stored in other folders.
- When you double-click a folder, its items (both PaperPort® MAX files and non PaperPort® files) appear on the Desktop.
- You can also use Windows® Explorer to manage the folders and items shown in Desktop View.

Quick links to other applications

ScanSoft® PaperPort® automatically recognizes many other applications on your computer and creates a "working link" to them.

The Send To Bar at the bottom of the Desktop view shows icons of those linked applications.

To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Send To Bar is to select an item and then fax it.

This sample Send To Bar shows several applications with links to PaperPort[®].



If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Add to Send To Bar...** command.

(See PaperPort® in the Documentation on the CD-ROM for more information about creating new links.)

ScanSoft® TextBridge® OCR lets you convert image text in to text you can edit

Software by:



ScanSoft® TextBridge® OCR is installed automatically with PaperPort® when you install MFL-Pro Suite on your computer.

ScanSoft® PaperPort® can quickly convert the text on a ScanSoft® 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 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.



You can Import 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).

You can Export items in other formats

You can export or save PaperPort® items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing.

For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

Exporting an image file

- Select the Save As command from the File pull-down menu in the PaperPort[®] window. The Save '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.



To Uninstall PaperPort® and ScanSoft® TextBridge

For Windows® 98/98SE, and Windows® Me:

Select Start, Settings, Control Panel, Add/Remove Programs and the Install/Uninstall tab

Select Brother Extensions for PaperPort® and click the Add/Remove button.

Select PaperPort® 8.0 SE from the list and click the Add/Remove button.

For Windows® 2000 Professional:

Select Start, Settings, Control Panel and Add/Remove Programs.

Select Brother Extensions for PaperPort® and click the Change/Remove button.

Select PaperPort® 8.0 SE from the list and click the Change button.

For Windows® XP:

Select Start, Control Panel, Add or Remove Programs and the Change or Remove Programs icon.

Select PaperPort® 8.0 SE from the list and click the Change button.

Using the Brother Control Center for Windows® 98/ 98SE/Me/2000 Professional

If you are using Windows[®] 2000 Professional, we recommend that you are logged on as an administrator.

Brother MFL-Pro Control Center

The Brother Control Center is a software utility that pops up on the PC screen whenever you click the Control Center 🐧 icon in the Task Tray and select **Show**. This lets you configure the **Scan to** key on your MFC. For example, you can change the default scanning settings, such as resolution, colour mode and application.

■ For information about the **Scan to** key. See *Using the scan key* on page 15-16.



AutoLoad the Brother Control Center

The Control Center is loaded every time Windows® is started.

When the Control Center is loaded, the Control Center 15 icon will appear on the task bar.

If you don't want the Control Center to load automatically, you can turn off AutoLoad.

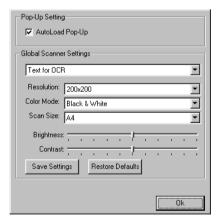


🌠 If the Control Center 🤾 icon does not appear on your task bar, you will have to launch it.

Double-click the SmartUI icon on the desktop or from the Start menu, select Programs, ScanSoft® PaperPort® 8.0. and then click Brother SmartUI POPUP.

How to turn off AutoLoad

- 1 Click the Control Center \(\bigs_1\) icon and click Show.
- When the Control Center window appears, left-click the Configuration Control Center button. A dialogue box will appear:



3 Uncheck the 'AutoLoad' Pop-Up check box.

Brother Control Center features

Auto Configuration

During installation the Control Center will check your system to set up the default applications for E-mail, word processing and the graphics viewer/editor.

For example, if you are using Outlook as your default E-mail application, the Control Center will create a link and a scanning application button for Outlook.

You can change the default application. Right-click the appropriate Control Center button to display Configuration and then click on it. Select a different application.

For example, you can change a scan button from MS Word Pad to MS Word by changing the application that is listed for the Word Processor.



Scan to key operations

Scan to File—Lets you to scan directly to a file on your computer. You can change the file type and directory for the document you are scanning.

Scan to E-mail—Lets you scan a picture or text document directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

Scan/OCR (Word Processor)—Lets you to scan a text document, run ScanSoft® TextBridge® OCR, and insert the text original (not a graphic image) into a word processing file. You can choose the word processing application, such as Word Pad, MS Word, Word Perfect, and so on.

Scan Image—Lets you to scan an image directly into any graphic viewer/editor application. You can choose the graphics application, such as Microsoft Paint or Corel PhotoPaint.

Scan to File



To access Scan to File Configuration screen

- In the Task Tray right-click the Control Center icon and select **Show** to access the Brother Control Center window.
- 2 Right-click Scan to File button and then click on Configuration. Click the Modify Settings button to view the configuration screen of the Control Center.
- 3 To save your settings, click **OK**.
 - -OR-

To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

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

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

Destination folder

PaperPort® Folder—Select this check box to scan the original into your PaperPort® folder.

Other Folder—Select this check box, to scan the original as another file type or to store it in another directory/folder.

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

```
PaperPort® Image Item (*.max)
PaperPort® Self-Viewing (*.exe)
PaperPort® Browser-Viewable (*.htm)
PaperPort® 5.0 Image Item (*.max)
PaperPort® 4.0 Image Item (*.max)
PaperPort® 3.0 Image Item (*.max)
Windows Bitmap (*bmp)
PC Paintbrush (*.pcx)
PCX Multi-page (*.dcx)
JPEG (*.jpg)
TIFF-Uncompressed (*.tif)
TIFF-Group 4 (*.tif)
TIFF-Class F (*.tif)
TIFF Multi-page - Uncompressed (*.tif)
TIFF Multi-page - Group 4 (*.tif)
TIFF Multi-page - Class F (*.tif)
Portable Network Graphics (*.png)
FlashPix (*.fpx)
```

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



To access Scan to E-mail Configuration screen

- In the Task Tray right-click the Control Center 🐧 icon and select Show to access the Brother Control Center window.
- Right-click the E-mail application button and click on Configuration. Click the Modify Settings button to view the configuration screen of the Control Center.
- To save your settings, click the **OK** button.
 - -OR-

To go back to the factory default settings, click the Restore Defaults button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan) or Custom.

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

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 **Send To Options** window will appear:



Send to Options

Convert attachments to specified file type—Converts items to the type in the File Type box. Clear this check box to keep files in their source format; for example, to keep Word documents in the .doc format and JPEG images in the .jpg format.

All documents and image items—Converts all items regardless of the program in which the item was created; for example, converts all Word (doc) files and JPEG (.jpg) flies to the file type.

PaperPort® image items (max) only—Converts only PaperPort® image items (.max) files. PaperPort® does not convert other file types, such as JPEG images and Word documents.

File type—Identifies the format in which to convert items; for example, JPEG or TIFF.

Combine items into a single file, if possible—Not available for your MFC.

Scan to OCR (Word Processor)



To access Scan to OCR Configuration screen

- In the Task Tray right-click the Control Center 🐧 icon and select **Show** to access the Brother Control Center window.
- 2 Right-click the word processor application button and click on Configuration. Click the Modify Settings button to view the configuration screen of the Control Center.
- **3** To save your settings, click the **OK** button.
 - -OR-

To go back to the factory default settings, click the Restore Defaults button.

Scanner settings

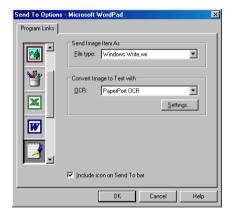
From the pull-down list, select the scanning mode that is appropriate for the type of file: *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)* or *Custom*.

To change any of the settings for this mode, click Modify Settings.

Word Processor

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

Click the **Link Settings** button to display the screen to set up the document format you want to use and identify the OCR program:

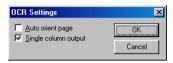


File Type—From the pull-down list, select the file type you want to use for your word processor or text documents.

OCR—Identify the OCR program to use to convert scanned document images to editable documents. This option is available only when you have an OCR program other than the one provided with PaperPort®. (PaperPort® 8.0 uses the same OCR engine that is in ScanSoft®s TextBridge® Pro Millennium product.)

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

The **OCR Settings** window will appear:



Select your setting and click **OK**.

- Auto orient page—Click this check box to automatically rotate pages so that the text is upright.
- Single column output—Click this check box if you want to remove columns from multi-column documents so that converted text appears in a one-column format.

Scan Image



To access Scan to Image Configuration screen

- 1 In the Task Tray right-click the Control Center [™] icon and select **Show** to access the Brother Control Center window.
- 2 Right-click the graphic application button and click on Configuration. Click the Modify Settings button to view the configuration screen of the Control Center.
- 3 To save your settings, click the OK button
 - -OR-

To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

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

To change any of the settings for this mode, click Modify Settings.

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.

Brother SmartUI Control Center

The Brother Control Center is a software utility that allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the Control Center eliminates the need to manually launch the specific applications and allows you to scan a document directly to a folder on your computer. The Brother Control Center provides four categories of operations:

- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 2 Enhanced copy functions.
- 3 PC Faxing using the Brother PC-Fax software.
- For information about the Scan to key, see *Using the scan key* on page 15-16.

4 Custom buttons allow you to configure a button to meet you own application requirements.



In the Task Tray right-click on the Control Center | icon and select **Show** to have access to the Brother SmartUI Control Center window.

AutoLoad the Brother Control Center

The Control Center is initially configured to automatically load each time Windows® is started. When the Control Center is loaded the Control Center Kalicon will appear in the task bar. If you don't want the Control Center to load automatically, you can turn AutoLoad off.

How to turn off Auto Load

- 1 right-click the Control Center tion in the Task Tray and select **Show**.
- The main SmartUI Control Center window appears. Please look at the bottom of the window for a check box labeled "AutoLoad Pop-up".



3 Uncheck the AutoLoad Pop-Up option to prevent the SmartUI from automatically loading every time Windows is started.

Brother Control Center features

The SmartUI control center gives you the ability to configure the hardware **Scan to** key on your MFC such as "Scan to File". The "Scan to File" feature allows you to scan a document directly to your hard disk and choose the file format and destination folder without having to run any other applications. Select which section you want by clicking on the appropriate tab.

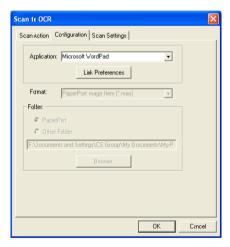


Auto Configuration

During the installation process the Control Center 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 Center automatically will create a link and a scanning application button for Outlook.

You can change the default application by right-clicking on any of the scan buttons in the Control Center and then clicking *Configuration*. Select the Configuration tab and from the Application pull down menu select a different application. For example, you can change the E-mail scan button from Outlook Express to Outlook by changing the application that is listed.



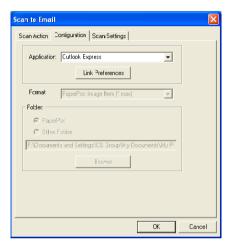
Hardware Section: Changing the Scan to Button Configuration

When the SmartUI Control Center is displayed, you can access the Hardware Section window to reconfigure the Scan to key on your MFC. Click the Hardware Section tab at the top left of the SmartUI Control Center screen. (See *Using the scan key* on page 15-16.)



Scan To E-mail

To configure the Scan to E-mail feature left-click on the **Scan to E-mail** button and the following screen will appear. You have the ability to change the configuration that includes the destination E-mail application, attachment file and the scanner settings.



To change the destination E-mail application you use the Application pull down list to select the compatible E-mail application, which is installed on your system.

If you wish to change the attachment file type click on the **Link Preferences** button to display a list of file types.

Scan To File



To configure the Scan to File feature, left click on the Scan to File button and the following screen will appear.

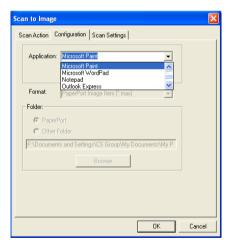


Select the file type for the saved image by selecting from the Format pull douwn list. You can save the file to the default PaperPort® folder so the file appears in PaperPort® or you can select another folder/directory by clicking the Browse button.

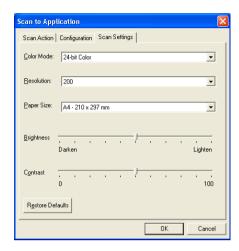
Scan To Image



To configure the Scan to Image feature left-click on the **Scan to Image** button and the following screen will appear. You have the ability to change the configuration, which includes the destination image format or document application.



To change the default setting of the scan, click on the **Scan Settings** tab.



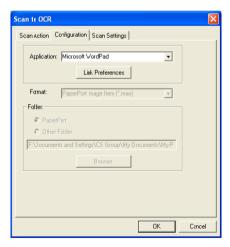
You can set the Colour Mode to Black & White, 8-bit Grey or 24-bit Colour.

The resolution can be changed from 100 to 1200 dpi. You can define the size of the paper you're using, and you can adjust the brightness and contrast of the image before scanning.

Scan To OCR



To configure the Scan to OCR feature left-click on the **Scan to OCR** button and the following screen will appear. You have the ability to change the configuration, which includes the destination applications.



If you wish to send your scan as a different file type, click on Link preferences button. You can select the File Type according to your needs.

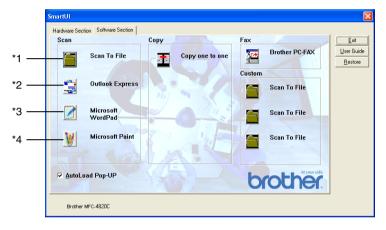


You have the option to choose your OCR setting from **Single column output** to **Auto orient page**.



Software Section

The Software Section contains four groups of scan to buttons. Each section has a number of different buttons which are predefined for the most frequently used applications. The **Scan** section contains four buttons for Scan to File, Scan to E-mail, Scan to Word Processor and Scan to Image applications. The **Copy** section contains one button for one to one copying. The **Fax** section button is for sending faxes using the Brother PC-FAX application and the **Custom** section contains three buttons with which you can assign your own function.



Scan

- *1 Scan to File —enables you to scan directly to a disk file. You can change the file type and destination directory, as needed.
- *2 Scan to E-mail (Default: Outlook Express) —enables you to scan a page or 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.
- *3 Scan to Word Processor (Default: MS WordPad) —enables you to scan a page or document, automatically run ScanSoft® TextBridge® OCR and insert the text (not graphic image) into a word processing program. You have the option of selecting the destination word processing program, such as WordPad, MS Word, Word Perfect or whichever word processing program is installed on your computer.
- *4 Scan to Graphic Application (Default: MS Paint) —enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editor application you already have installed on your computer.

Copy

Copy (Copy one to one)—allows you to use the PC and any Windows[®] printer driver for enhanced copy operations. You can scan the page on the MFC and print the copies using any of the features of the MFC printer driver—**OR**—you can direct the copy output to any standard Windows[®] printer driver installed on the PC including network printers.

Fax

Send a Fax (Brother PC-FAX)—enables you to scan a page or document and automatically send the image as a fax from the PC using the Brother PC-FAX software.

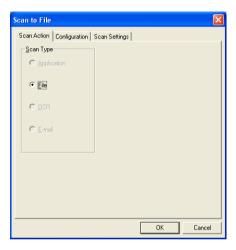
Custom

Scan to File—These buttons have been pre-programmed for the Scan to File feature. You can change the configuration of each of these buttons to meet your specific requirements by right-clicking on a button and following the configuration menus.

Scan to File

The Scan to File button allows you to scan an image and save it in a specific file type to any directory on you hard disk. This allows you to easily archive your paper documents. To configure the file type and save to directory right-click on the Scan to File button and click Configuration.

The Scan Action tab is set to File and should not be changed.



To change the configuration click on the Configuration tab.

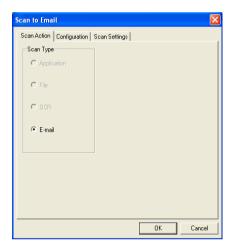


Select the file type for the saved image by selecting from the Format pull down list. You can save the file to the default PaperPort® folder so the file appears in PaperPort® or you can select another folder/directory by click the Browse button.

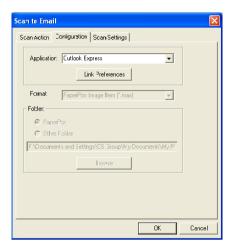
You can default setting by selecting the Other Folder button and then clicking Browse and selecting the folder in which you wish to save your files.

Scan to E-mail

The Scan To E-mail is automatically configured to your default E-mail application. To change the default E-mail application or attachment file type right-click on the E-mail button and select "Configuration". The Scan Action tab is set to E-mail and should not be changed.



To change the E-mail application click on the Configuration tab. From Application pull down list select your preferred E-mail application.



To change the file type of the attachment click the **Link Preferences** button to set up links. Check the **Convert attachments to specified file type** box and then select the appropriate file type from the pull down list.



File attachments

Items are mailed as file attachments using the file type you have selected.

Convert attachments to specified file type—Click this check box if you want to change the file type of attachments.

All documents and image items—Click this check box if you want to convert all scanned images to the same file type.

PaperPort® image items (MAX) only—Click this check box if you want to convert only attachments that are PaperPort® MAX files.

Combine items into single file, if possible—Click this check box if you want to combine all the attachments into one file. With this box unchecked each scanned page will be saved in its own individual file.

File Type—Select from the pull-down list the type of file you want the scanned images to be saved in.

PaperPort® Image Item (*.max)

PaperPort® Browser-Viewable (*.htm)

PaperPort® Self Viewing (*.exe)

PaperPort® 5.0 Image Item (*.max)

PaperPort® 4.0 Image Item (*.max)

PaperPort® 3.0 Image Item (*.max)

Windows Bitmap (*.bmp)

PC Paintbrush (*.pcx)

PCX Multi-page (*.dcx)

JPEG (*.jpg)

TIFF-Uncompressed (*.tif)

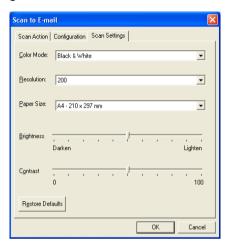
TIFF Group 4 (*.tif)

Multi-Page -Uncompressed (*.tif)

Multi-Page - Group 4 (*.tif)

Scanner settings

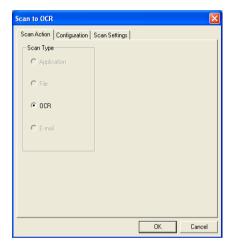
You have the ability to change the scanner settings used to create the file attachments. Click on the Scan Settings tab and select the appropriate settings.



Scan to OCR (Word Processing program)

Scan to OCR converts the graphic page image data to text which can be edited by any word processor program. You can change the default word processor program (example: Word instead of Word Pad) and file type. You can also choose other OCR software package besides the TextBridge® OCR which is built in PaperPort®.

To configure Scan to OCR right-click on the WordPad button and select Configuration. The Scan Action tab is set to OCR and should not be changed.



To change the word processing application click on the Configuration Tab. You can select the destination word processing application from the Application pull down list.



To change the program link preferences click the Link Preferences button.



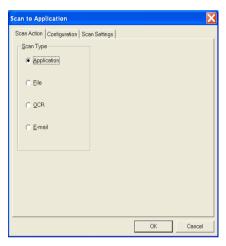
File Type—From the pull-down list, select the file format you want to use for documents.

OCR—Select the OCR application from the OCR pull down list.

Scan to Graphics application (example: Microsoft Paint)

The Scan to Graphics Application allows you to scan an image so you can edit the image. To change the default graphics application right-click on the button and select Configuration.

The Scan Action tab is set to Application and should not be changed.



To change the configuration of the destination application click on the Configuration Tab.



To change the destination application select the appropriate application from the Application pull down list.

To change the other configuration options click the Link Preferences button.



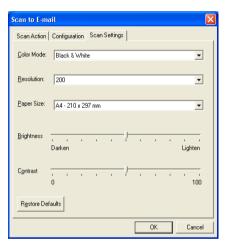
This option enables you to reduce image to screen resolution (96dpi), show warning if item has annotations, update original item if sent item is modified. if needed.

- Reduce image to screen resolution (96dpi)—Sets the resolution of your images to 96 dots per inch (dpi). This produces a smaller file with a resolution that is adequate for screen display.
- Show warning if item has annotations—Displays a message to alert you that annotations will become a permanent part of an image that contains annotation.
- Update original item if item sent is modified—If you save changes to the image in the image editing program, the modified image replaces the original image on the Paper Port desktop.

Copy

The copy button can be customized to allow you to take advantage of the features built into the Brother printer drivers to do advanced copy functions.

The Copy button is automatically linked to the default Windows printer driver. You can set any printer as the default printer including non-Brother printers. Before you can use the Copy button you must first configure the printer driver by right-clicking on a Copy button and selecting Configuration.



In the Scan Settings window you can select the colour mode, resolution, paper size, brightness and contrast settings to be used.

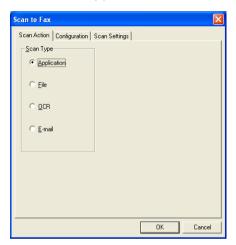
To finish the Copy button configuration you must set the printer driver. Click the Copy options button to display the printer driver settings.



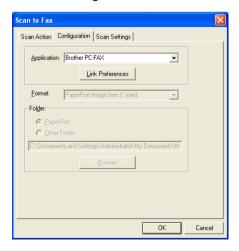
Fax setting (PC-Fax using the Brother Fax Driver)

The MFC includes a PC-Fax driver, which allows any Windows Application to send a Fax as simply as printing a document. The Brother SmartUI automatically configures the Fax button to use the Brother PC-FAX driver no user configuration is required.

The Scan Action tab is set to Application and should not be changed.

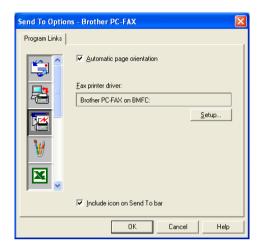


To change the PC-FAX settings click the Link Preferences button.



FAX settings

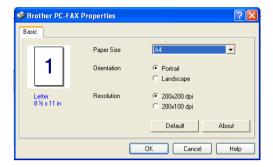
Brother PC-FAX



To change the driver settings, click on the Setup button and then the Options button.



Select the *Paper Size*, *Paper Source*. If you need more customized setup, click on the Options button.



Select the *Paper Size*, Orientation (Portrait or Landscape) and Resolution (200x200 dpi or 200x100 dpi), and click **OK**.

To return to the factory default settings, click the **Defaults** button.

Custom: User-defined buttons

There are up to three Custom buttons on the Brother SmartUI Control Center. You can set your own preferences and configuration to fit your required application.

To configure a Custom Button right click on the button and then click Configuration. The configuration window will appear. You have four function choices Application, File, OCR and Email.

Application: This setting will link the Control Panel button to any button which appears on the PaperPort® Send to Bar. Please see the PaperPort® help file for more information regarding PaperPort® compatible applications.

File: This setting allows you to save a scanned image to any directory on local or network hard disk. You can also select the file format to be used.

OCR: Scanned documents will be converted to editable text files. If you have a third party OCR software package installed on your PC you can select it. The default OCR software is TextBridge[®] which is built into PaperPort[®] 8.0. You can also select the destination word processor and file format for the editable text.

E-mail: Scanned images will be attached to an email message. You can choose which E-mail package to use if you have more than one installed on your system. You can also select the file type for the attachment.

Customizing a user-defined button

To configure a Custom button right-click on the button and then click Configuration. Please follow the following guide lines for Custom Button configuration.

1. Select the Scan Action

Select the type of scan by clicking the appropriate button.



2. Select Configuration for the Scan Type.

To configure the scan operation click on the Configuration Tab. Depending upon which Scan Type button you selected you will see a different Configuration Tab list of settings.

Application:

Select the destination application program from the pull down list.



Click on Link Preferences to set the Send to options. You can select the application from the scroll menu on the left.



File:

Select the file format from the Format pull down list. You can either send the file to the default PaperPort® directory or select your own destination directory by selecting Other Folder. Use the Browse button to select the destination directory.



OCR:

Select the destination word processing application program from the pull down list.

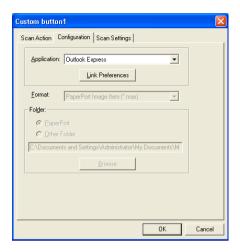


Click on Link Preferences and select the destination Application from the scroll menu on the left. Select the File Type from the File Type pull down list. You can also choose another OCR application from the OCR pull down list if another is installed on you system. ScanSoft® TextBridge® is installed as port of the PaperPort® 8.0 application.



E-mail:

Select the destination E-mail application program from the pull down list.

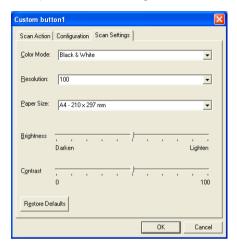


Click on the **Link Preferences** button to configure the Send To E-mail options. You can select the File type.



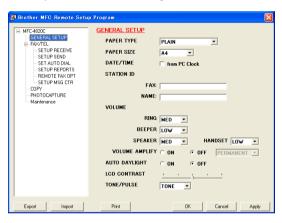
3. Select Scan Settings.

You can select the scanner settings from each of the Scan Type options for the Custom buttons. You have the option to select Colour Mode, Resolution, Paper Size and Brightness and Contrast settings.



MFC Remote Setup

The MFC Remote Setup application lets you to set up your MFC by using the ease and speed of programming on your PC. When you access this application, the settings on your MFC will be downloaded to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the MFC.



OK button

When you click **OK**, the process of uploading the data to the MFC begins. The MFC Remote Setup program is closed if an error message is displayed, enter the correct data again and then click **OK**.

Cancel button

The **Cancel** button clears your changes and exits the MFC Remote Setup application without uploading any data to the MFC.

Apply button

The **Apply** button uploads the data to the MFC, but stays in the Remote Setup application so you can make more changes.

Print button

The **Print** button prints the selected items on the MFC. You cannot print the MFC Remote Setup changes until you click the Apply button to upload the new data to the MFC. Then you can click the **Print** button to get an up-to-date printout.

Export button

Click the **Export** button to save your current settings to a file.

Import button

Click the **Import** button to read the settings from your saved file into the MFC Remote Setup screen.



You can use the **Export** and **Import** buttons to save and use several sets of settings for your MFC.



PC-FAX sending

The Brother PC-FAX feature lets you send a file from your PC.

You can create a file in any application on your PC, and then send it as a PC FAX. You can even attach a cover page note.

All you have to do is set up the receiving parties as Members or Groups in your PC FAX Address Book. Then you can use the Address Book Search feature to quickly find them to address your fax.



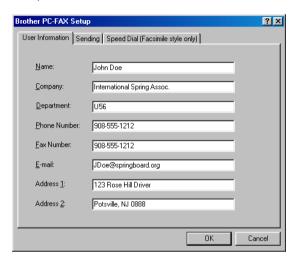
- PC FAX is available in Black & White only.
- If you are using Windows® XP or Windows® 2000 Professional, we recommend that you are logged on as an administrator.

Setting up user information



You can access the User Information from the FAX Sending dialog box by clicking .

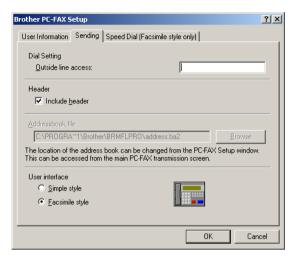
(See Sending a file as a PC-FAX using the Facsimile style on page 19-14.)



- 1 From the Start menu, select Programs, Brother, Brother MFL-Pro Suite, and then select PC-FAX Setup. The Brother PC-FAX Setup dialog box will appear:
- You must enter this information create the Fax Header and Cover Page.
- **3** Click **OK** to save the **User Information**.

Sending setup

From the **Brother PC-FAX Setup** dialog box, click the **Sending** tab to display the screen below.



Outside line access

If you need to enter a number to access an outside line, enter it here. This is sometimes required by a local PBX telephone system (for example, if you must dial 9, to get an outside line in your office).

Include header

To add header information to the top of the fax pages you send, check the Include header box.

Address Book file

You can select more than one database file to use with the Address Book. To select you must enter the path and file name of the database file.

-OR-

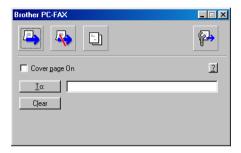
Use the **Browse** button to find the database to select.

User interface

In the **Sending** tab select user interface.

You can choose the Simple Style or the Facsimile Style.

Simple style

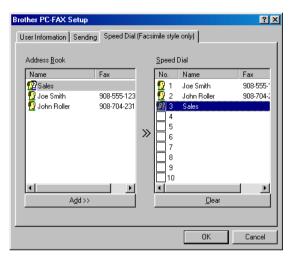


Facsimile style



Speed Dial setup

From the **Brother PC-FAX Setup** dialog box, click the **Speed Dial** tab. (To use this feature you must select the **Facsimile Style** user interface.)



You can register a Member or Group on each of the ten Speed Dial buttons.

To register an address in a Speed Dial button:

- 1 Click the Speed Dial button you want to program.
- 2 Click the Member or Group you want to store on the Speed Dial button.
- 3 Click Add >> to save it.

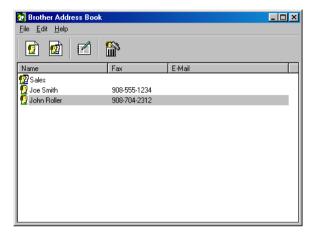
To clear a Speed Dial button:

- 1 Click the Speed Dial button you want to clear.
- 2 Click Clear to erase it.

The Address Book

From the Start menu, select Programs, Brother, Brother MFL-Pro Suite, and then click Address Book.

The Brother Address Book dialog box will appear:

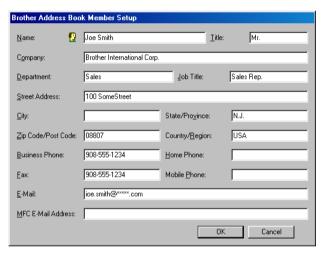


Setting up a Member in the Address Book

In the **Brother Address Book** dialog box you can add, edit and delete stored information of Members and Groups.

1 In the Address Book dialog box, click the 🔯 icon to add a Member.

The **Brother Address Book Member Setup** dialog box will appear:



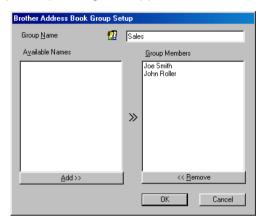
In the Member Setup dialog box, type the Member's information.
Name is a required field. Click OK to save the information.

Setting up a Group for Broadcasting

If you often send the same PC-FAX to several Members, you can combine them in a Group.

1 In the **Brother Address Book** dialog box, click the icon to create a Group.

The Group Setup dialog box appears:



- **2** Type the name of the new Group in the **Group Name** field.
- In the Available Names box, select each Member to be included in the Group, and then click Add >>. Members you add to the Group will be added to the Group Members box.
- 4 After all the members you want have been added, click **OK**.

Editing Member information

- 1 Select the Member or Group you want to edit.
- 2 Click the edit icon.
- 3 Change the Member or Group information.
- 4 Click **OK** to save your changes.

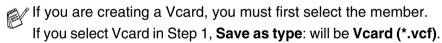
Deleting a Member or Group

- 1 Select the Member or Group you want to delete.
- 2 Click the delete iicon.
- **3** When the **Confirm Item Delete** dialog box appears, click **OK**.

Exporting the Address Book

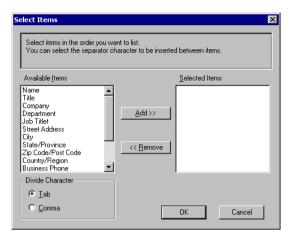
You can export the whole Address Book to an ASCII text file (*.csv). Or if you wish, you can select and create a Vcard that will be attached to that Member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

To export the whole current Address book:

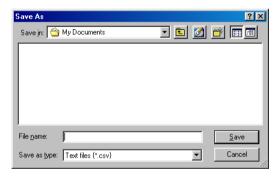


- 1 From the Address Book select File, point to Export, and then click Text.
 - -OR-
 - Click Vcard and go to Step 5.
- 2 From the Available Items column, select the data fields you wish to Export and then click Add >>.
- Select the items in the order you want them listed.
- If you are exporting to an ASCII file, select the Divide Character Tab or Comma. This selects between a Tab or Comma to separate the data fields.

4 Select **OK** to save the data.



5 Type the name of the file, and then select **Save**.



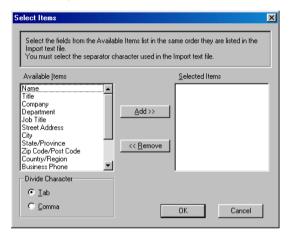
Importing to the Address Book

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

To import an ASCII text file:

- 1 From the Address Book select File, point to Import, and then click Text.
 - -OR-

Click **Vcard** and go to Step 5.



- 2 From the Available Items column select the data fields you want to Import, and click Add >>.
- From the Available Items list select the fields in the same order they are listed in the Import text file.
- 3 Select the Divide Character Tab or Comma based on the file format you are importing.
- 4 To import the data click OK.

5 Type the name of the file, and then select Open.

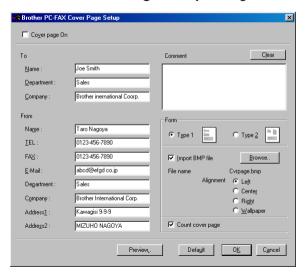


If you selected a text file in Step 1, the Files of type: will be Text file (*.csv).

Setting up a Cover Page

From the PC-FAX dialog box click . To access the PC-Fax Cover page setup screen. (See *Sending a file as a PC-FAX using the Facsimile style* on page 19-14.)

The Brother PC-FAX Cover Page Setup dialog box will appear:



You can enter information in each field



If you are sending a fax to more than one recipient, the recipient information will not be printed on the Cover Page.

To

From

Comment

Type the comment you want to add to the cover page.

Select Cover Page Form

Select the cover page format you want to use.

Import BMP file

You can insert a bitmap file, such as your company logo, in the cover page.

Use the browse button to select the BMP file, and then select the alignment style.

Count Cover Page

When the Count Cover Page box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

Sending a file as a PC-FAX using the Facsimile style

- 1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.
- 2 From the File menu, select Print. The Print dialog box will appear:



3 Select Brother PC-FAX as your printer, and then click OK. The Fax Sending dialog box will appear.



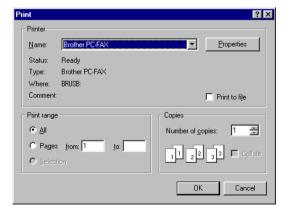
- 4 Enter the fax number using any of the following methods:
 - Using the dial pad enter the number.
 - Click any of the 10 Speed Dial buttons.
 - Click the Address Book button, and then select a Member or Group from the Address Book.
- If you make a mistake you can click **Clear** to delete all the entries.
- **5** To include a Cover Page, click Cover Page On, and then click the Cover Page icon to enter or edit the Cover Page information.
- 6 Click Start to send the fax.
- If you want to cancel the fax, click Stop.

Redial

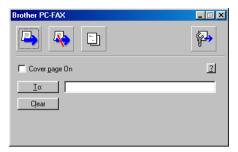
If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

Sending a file as a PC-FAX using the Simple style

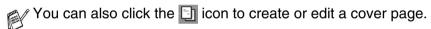
- 1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.
- 2 From the File menu, select Print. The Print dialog box will appear:



3 Select Brother PC-FAX as your printer, and then click OK. The FAX Sending dialog box will appear:



- In the To: field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the To: button. If you made a mistake entering a number, click the Clear button to delete all the entries.
- 5 To send a Cover Page and note, click the Cover Page On check box.



- 6 When you are ready to send your fax, click the Send 🛶 icon.
- 7 If you wish to cancel the fax, click the Cancel & icon.

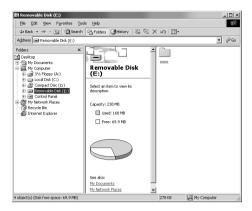
20 Using the PhotoCapture CenterTM from your PC

(For Windows®)

Introduction

- For Windows[®] 2000 users, to access the PhotoCapture Center[™] features from your PC you must first install a Windows[®] 2000 update. Please see the Quick Setup Guide for installation instructions.
- Insert a SmartMedia[®], CompactFlash[®] or Memory Stick[®] card into your MFC.
- If two or three media cards are inserted at the same time, the PhotoCapture Center[™] will read only the card that was put in first. To have access to another card, you must first take out all the cards, and then put in the media card you wish to access.
- In Windows® Explorer on your PC, double-click the Removable Disk icon. The files and folders that are on the media card will appear on your PC screen.
- If you are using Windows® XP and you create a name for the volume label of the media card, the name will appear instead of 'Removable Disk'.

3 You can edit the file and save it to another drive on your PC.



When you take out a media card, do the following to keep from damaging it:

- In the My Computer window, right-click the removable disk icon and select "Eject" from the Context menu.
- Wait until the LED on the MFC stops blinking before taking out the media card.



Do **NOT** unplug the power cord, USB cable or remove a SmartMedia[®], CompactFlash[®] or Memory Stick[®] card from the MFC while it is reading the card (LED is flashing). You will loose your data or damage the card.

If you took out the media card while the LED was flashing, you must immediately restart your PC before putting the media card back in. If you put in another media card before the PC is rebooted, the data on it may be destroyed.



While the MFC is printing from the PhotoCapture Center[™], the PC cannot access the PhotoCapture Center[™] for any other operation.



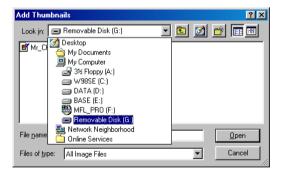
Magic Gate Memory Stick can be used, but the music data that is stored on the stick cannot be read.

Using ArcSoft® PhotoPrinter® 4

Arcsoft PhotoPrinter® 4 software is for editing and printing your images including templates that aid you in printing multiple images on one page and the ability to crop, rotate and add special effects to your picture.

Overview of basic steps

- 1 Insert the memory card (CompactFlash[®], SmartMedia[®] or Memory Stick[®] Card) into the appropriate slot on your MFC.
- 2 To start the PhotoPrinter® 4 software, double-click on the PhotoPrinter® icon on your desktop.
- 3 Click on the **Get Photo** button.
- 4 Click on the Add Photo button.
- Add Photo enables the user to create an album using the contents of the drive. You can copy photos from the PhotoCapture Center[™] to your computer.
- 5 Select the Removable Disk from the pull down list.



- **6** Click on the individual images that you want to create thumbnails for.
- 7 Click **Open** to generate thumbnails.



8 Select the thumbnail of the image you want to use, and then click Okay.

Using your MFC with a **Macintosh®**

Setting up your USB-equipped Apple[®] Macintosh[®] G3, G4 or iMac[™] or iBook[™] with Mac OS 8.6-9.2 or Mac OS X 10.1/10.2.1 or greater



Before you can connect the MFC to your Macintosh®, you must buy a USB cable that is not longer 1.8 metres.

Do not connect the MFC to a USB port on a key board or a non-powered USB hub.

The features supported by the MFC will depend on the operating system you are using. The chart below shows which features are supported.

Feature	MAC OS		MAC OS X	
	8.6	9.X	10.1	10.2.1 or greater*2
Printing	Yes	Yes	Yes	Yes
Scanning (TWAIN)	Yes	Yes	No	Yes
PC-FAX sending	Yes	Yes	Yes	Yes
Remote Setup	No	No	Yes	Yes
PhotoCapture Center	*1	Yes	Yes	Yes

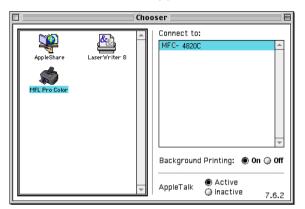
^{*1} You need to download USB Mass Storage Support 1.3.5 from Apple® Web site (www.apple.com).

^{*2} For Mac OS X 10.2 user, please upgrade to Mac OS X 10.2.1 or greater. (The latest information for Mac OS X, please visit at: http://solutions.brother.com)

Using the Brother printer driver with your Apple® Macintosh® (OS 8.6-9.2)

To select a Printer:

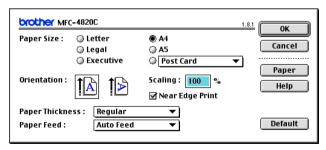
1 Open the **Chooser** from the Apple menu.



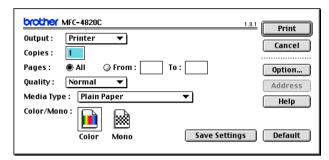
Click the MFL-Pro Color icon. On the right side of the Chooser window, click the printer you want to print to. Close the Chooser.

To print a document:

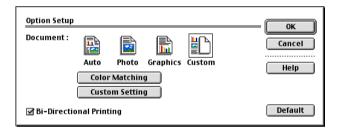
3 From the application software such as PaperPort[®], click File menu and select Page Setup. You can change the settings for Paper Size, Paper Thickness, Paper Source, Orientation, and Scaling and then click OK.



4 From application software such as PaperPort®, click **File** menu and select **Print**. Click **Print** to start printing.



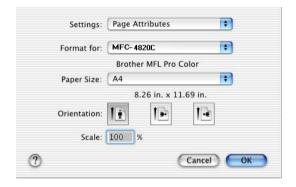
If you want to change Copies, Pages, Quality, Media Type and Color/Mono, select your settings before clicking Print.
Click the Option button to change Document and Printing Options.



Using the Brother Printer Driver with Your Apple® Macintosh® (OS X 10.1/10.2.1 or greater)

Choosing page setup options

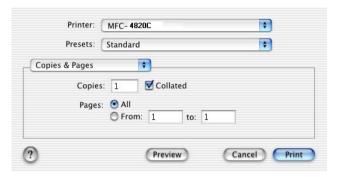
From application software such as TextEdit, click the **File** menu and select **Page Setup**. Make sure *MFC-4820C* is selected in the **Format for** pop-up menu. You can change the settings for **Paper Size, Orientation** and **Scaling**, then click **OK**.



Printing a document

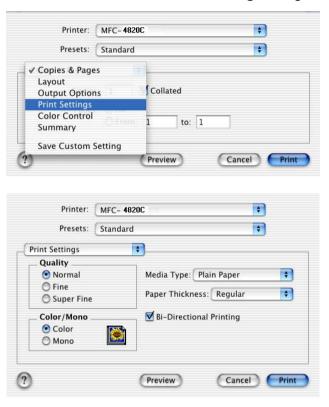
From application software such as TextEdit, click the File menu and select Print. The print dialog box appears, click Print.

Make sure MFC-4820C is selected in the Printer pop-up menu. You can select the number of copies or a range of pages to print.



Choosing printing options

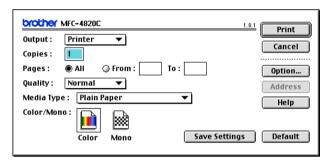
To control special printing features of the printer, choose **Print Settings** in the Print dialog box. You can change **Quality**, **Media Type**, **Color/Mono** and **Bi-Directional Printing** settings.



Sending a fax from your Macintosh® application

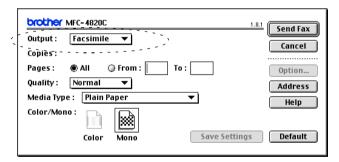
You can send a fax directly from a Macintosh® application by doing the following:

- 1 Create a document in a Macintosh® application.
- 2 To send a fax, select **Print** from the **File** menu. The Printer dialog box will appear:



When *Printer* is selected, the top button shows **Print** and the **Address** button is grayed.

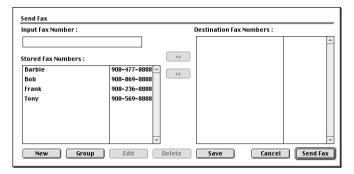
3 From the Output pull-down menu, select Facsimile.



When *Facsimile* is selected, the top button changes to **Send Fax** and the **Address** button will be available.

4 Click Send Fax.

The Send Fax dialog box appears:



The **Send Fax** dialog box has two list boxes. The left box shows all the previously **Stored Fax Numbers** and the right box shows the **Destination Fax Numbers** as you select them.

5 To address the fax, type a fax number in the Input Fax Number box.

-OR-

Select a name or number from the **Stored Fax Numbers** box, and then click . The name or number of the person you are sending the fax to will appear in the **Destination Fax Numbers** box.



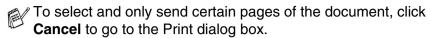
You can select several stored numbers at once by using the Shift and Ctrl keys.

6 If you want, you can add your new members to the Stored Fax Number at this time by clicking New to open the address book. (See Setting up your Address Book on page 21-9.)

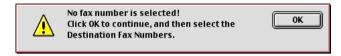
-OR-

You can add a new Group by clicking **Group** to open the address book. (See *Adding a new Group* on page 21-10.)

7 When you are finished addressing your fax, click **Send Fax**.



If you click **Send Fax** without addressing your fax, the following error message will appear:



Click **OK** to go to the **Send Fax** dialog box.

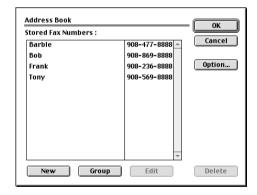
Setting up your Address Book

You can add new Members and Groups to your Address Book, while you are addressing a fax.

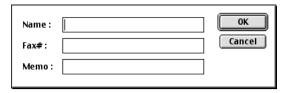
Adding a new Member

To add a new Member to the Address Book, in the Facsimile dialog box click Address.

The Address Book dialog box will appear:



2 Click **New**. The following dialog box will appear:



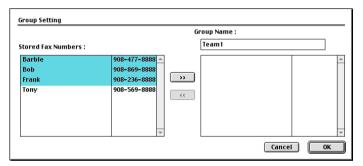
- 3 Type the name and fax number.
- **4** You can store a comment in the Memo field (up to 15 characters).
- 5 Click OK to go back to the Address Book dialog box.

Adding a new Group

You can set up a Group of people that you send the same fax to.

1 Click Group.

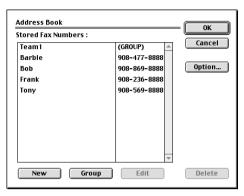
The Group Setting dialog box will appear.



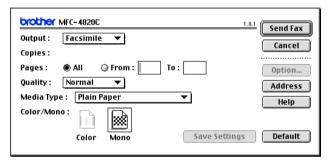
- 2 In the Group Name field, type a name for your Group.
- 3 In the Stored Fax Numbers box select the people for your Group Click.

The selected people will appear in the box under the **Group Name** field.

4 Click **OK** to go back to the **Address Book** dialog box.



5 Click **OK** to go back to the Print/Facsimile dialog box.



6 Then if you are ready to send your fax, click Send Fax.

Using the Brother TWAIN scanner driver with your Macintosh® (For Mac OS 8.6-9.2 and OS X 10.2.1 or greater)

The Brother MFL-Pro Suite includes a TWAIN Scanner driver for Macintosh®. You can use this Macintosh® TWAIN Scanner driver with any applications that support the TWAIN specifications.

Accessing the scanner

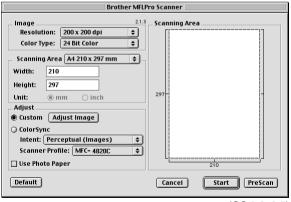
Run your Macintosh® TWAIN-compliant application software. The first time you use the Brother TWAIN driver (MFL-Pro/P2500), set it as the default by choosing Select Source (or the other menu name to select the device). Afterwards, for each document you scan choose Acquire Image or Scan. The scanner setup dialog box will appear.



The screen shown in this section are from Mac OS 9. The screen on your Macintosh® may vary depending on your Operating System.



The method of selecting the source or choosing to scan may vary depending on the application software you are using.



(OS 8.6-9.2)

Scanning an image into your Macintosh®

You can scan a whole page

-OR-

scan a portion after prescanning the document.

Scanning a whole page

- 1 Place the original face down on the scanner glass.
- 2 Adjust the following settings, if needed, in the Scanner Setup dialog box:

Resolution

Color Type

Scanning Area

Brightness

Contrast

Color Sync

3 Click Start.

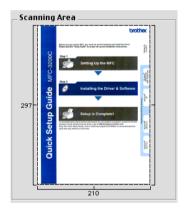
When scanning has finished, the image will appear in your graphics application.

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 will allow you to crop unwanted areas from the images. When you are satisfied with the preview, click **Start** to scan the image.

- 1 Insert the original face down on the scanner glass.
- 2 Click **PreScan**.

 The whole image will be scanned into your Macintosh® 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.



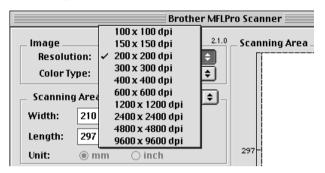
- 4 Make your adjustments to the settings for Resolution, Color Type (Gray Scale), Brightness, Contrast, and Size in the Scanner Setup dialog box.
- Click Start.
 This time only the cropped area of the original will appear in the Scanning Area.
- 6 In your editing software, you can refine the image.

Settings in the Scanner window

Image

Resolution

From the **Resolution** pop-up menu choose the scanning resolution. Higher resolutions use more memory and transfer time, but produce a finer scanned image.



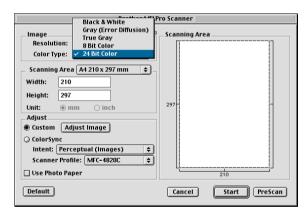
Color Type

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

Gray (Error Diffusion)—is used for documents with photographic images or graphics. (Error Diffusion is a method for creating simulated gray images by placing black dots instead of the true gray dots in a specific matrix instead of true gray dots.)

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

Colors—Choose either 256 Colour, 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 about three times larger than a file created with 256 Colour.



Scanning Area

Set the Size to one of the following:

- Letter $(8.5 \times 11 \text{ inches})$
- A4 (210 × 297 mm)
- *A5 (148 × 210 mm)*
- *B5* (182 × 257 mm)
- **Executive** $(7.25 \times 10.5 \text{ inches})$
- Business Card (90 × 60 mm)
- Custom (adjusts it from 8.9 x 8.9 mm to 215.9 x297 mm)

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 size (90×60 mm) and place the business card at the center of scanner glass.

When you are scanning photographs or other images to 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 the best.

Adjusting the Image

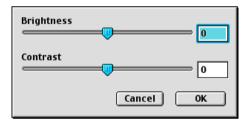
Brightness

Adjust the **Brightness** setting to get the best image. The Brother TWAIN Scanner driver offers 100 Brightness levels (-50 to 50). The default value is 0, representing an 'average' setting.

You can set the **Brightness** level by dragging the slide bar 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 level. Click **OK**.

If the scanned image is too light, set a lower Brightness level and scan the image again.

If the image is too dark, set a higher Brightness level and scan the image again.

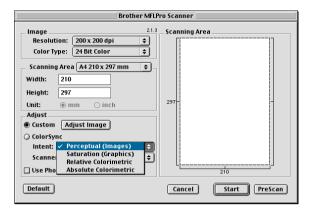


Contrast

You can only adjust the **Contrast** level when you have selected one of the Gray Scale settings, it is not available when you have selected Black & White is selected as the Colour Type.

Increasing the **Contrast** level (by dragging the slide bar to the right) emphasizes dark and light areas of the image, while reducing the **Contrast** level (by dragging the slide bar to the left) reveals more detail in the gray areas. Instead of using the slide bar, you can type a value in the box to set the Contrast. Click **OK**.

Colour Sync Dialog



Perceptual Matching—All the colours of a given gamut (range of colours) are scaled proportionally to fit within another gamut (printable range of colours). The purpose is to maintain the balance between the colours of the image. This is the best way to get realistic viewable or printable images, for photographs and photo realistic graphics.

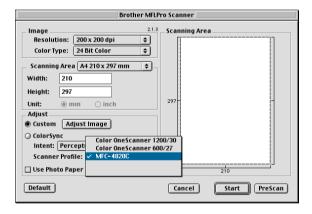
Saturation Matching—The relative saturation of colours is maintained from gamut to gamut. So basically the colours are shifted towards deeper colours to get the most saturated colour possible. Rendering the image using this intent gives the strongest colours and is the best choice for bar graph's and pie charts, in which the actual colour displayed is less important than it's vividness.

Relative Colorimetric Matching—The colours that fall within the gamuts of both devices are left unchanged. Some colours in both images will be exactly the same, a useful outcome when colours must match quantitatively. What that means is that if the colour is inside the gamut, it will stay the same colour. However, if the colour is outside the gamut, it will be mapped to the edge of the gamut. This intent is best suited for logos or "spot colours" where colour must match.

Absolute Colorimetric Matching—A close appearance match may be achieved over most of the tonal range, but if the minimum density of the idealized image is different from that of the output image, the areas of the image that are left blank will be different. Colours that fall within the gamuts of both devices are left unchanged.

Scanner Profile

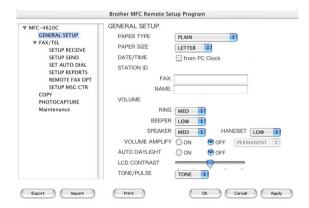
Select your Brother MFC.



MFC Remote Setup (Mac OS 10.1/10.2.1 or greater)

The MFC Remote Setup application allows you to quickly set up your MFC by taking advantage of the ease and speed of programming on your Macintosh®. When you access this application, the settings on your MFC will be downloaded automatically to your Macintosh® and displayed on your computer screen. If you change the settings, you can upload them directly to the MFC.

The 'MFC Remote Setup' application icon is in Macintosh® HD/Library/Printers/Brother/Utility.



OK

This starts the process of uploading the data to the MFC and exiting the remote setup program. If an error message is displayed enter the correct data again. Click **OK**.

Cancel

This exits the remote setup application without uploading the data to the MFC.

Apply

This uploads the data to the MFC, but does not exit the remote setup application.

Print

This command prints the selected items on the MFC. You cannot print the data until it is uploaded to the MFC. Click **Apply** to upload the new data to the MFC and click **Print**.

Export

This command saves the current configuration settings to a file.

Import

This command reads the settings from a file.

Using the PhotoCapture Center[™] from a Macintosh®

You can access the Media Card inserted into the MFC from a Macintosh®.



For Mac OS 8.6 only

You have to download "USB Mass Storage Support 1.3.5" software from the web site of Apple® Macintosh®.

- Insert a SmartMedia®, CompactFlash® or Memory Stick® card into your MFC. The removal disk icon will appear on the Desktop.
- If you create a name for the volume label of the media card, the name will appear instead of Removable Disk.
- 2 Double-click the Removable Disk icon. The files and folders that are on the media card will be displayed on your screen.
- 3 You can edit the file and save it to another drive on your Macintosh®.



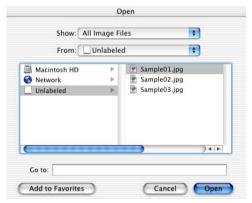
- **4** Quit all applications which are running stored data on the media card and drag the removal disk icon onto Trash before you remove the media card from the MFC.
- The PhotoCapture Center[™] will only read one card at a time so do not insert more than one media card at a time.
- Do NOT unplug the power cord, USB cable or remove a SmartMedia[®], CompactFlash[®] or Memory Stick[®] card from the MFC while it is reading the card (LED is flashing). You will loose your data or damage the card.
- While the MFC is printing from the PhotoCapture Center[™], the Macintosh[®] cannot access the PhotoCapture Center[™] for another operation.
- Magic Gate Memory Stick can be used, but the music data that is stored on the stick cannot be read.

Using ArcSoft® PhotoPrinter® 4

Arcsoft PhotoPrinter® 4 software is for editing and printing your images including templates that aid you in printing multiple images on one page and the ability to crop, rotate and add special effects to your picture.

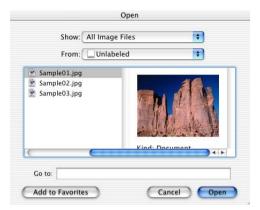
Overview of basic steps

- Insert the memory card (CompactFlash®, SmartMedia® or Memory Stick® Card) into the appropriate slot on your MFC.
- 2 To start the PhotoPrinter® 4 software, double-click on the PhotoPrinter® icon on your desktop.
- 3 Click on the **Get Photo** button.
- 4 Click on the Add Photo button.
- Add Photo enables the user to create an album using the contents of the drive. You can copy photos from the PhotoCapture Center[™] to your computer.
- 5 Select the Volume name from the Open dialog.



(from Mac OS 10.2.1)

Select the image file and click Open.



(from Mac OS 10.2.1)

International Energy Star® Compliance Statement

As an Energy Star® Partner, Brother Industries, Ltd. has determined that product meets the Energy Star® guidelines for energy efficiency.



Important safety instructions

- 1 Read all of these instructions.
- 2 Save them for later reference.
- **3** Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 Do not use this product near water.
- **6** Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.

- This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, call your dealer or local power company.
- **9** This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
- 10 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 11 Do not place anything in front of the MFC that will block received faxes. Do not place anything in the path of received faxes.
- 12 Wait until pages have exited the MFC before picking them up.
- 13 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 the risk of fire or electric shock. Never spill liquid of any kind on the product.
- 14 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to Authorized Service Personnel.

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IMPORTANT-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.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Use of extension cords is not recommended.

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.

IT Power System (For Norway Only)

This product is also designed for IT power distribution system with phase-to-phase voltage 230V.

Troubleshooting and routine maintenance

Troubleshooting

Error Messages

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

ERROR MESSAGES				
ERROR MESSAGE	CAUSE	ACTION		
BT CALL SIGN ON	The machine is set BT Call Sign to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (See BT Call Sign (For U.K. Only) on page 5-14.)		
CHECK CARTRIDGE	An ink cartridge is not properly installed.	Take out the ink cartridge and put it in again seating it properly. (See <i>Replacing the ink cartridges</i> on page 23-20.)		
CHECK PAPER SIZE	Paper is not the correct size.	Reload the correct size of paper (A4), and then press Fax Start .		
CHECK PAPER	The MFC is out of paper.	Add paper, and then press Fax Start.		
COMM.ERROR	Poor phone line quality caused a communication error.	Try the call again. If the problem continues, call the telephone company and ask them to check your phone line.		

ERROR MESSAGES				
ERROR MESSAGE	CAUSE	ACTION		
CONNECTION FAIL	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.		
COVER OPEN	The scanner cover is not closed completely.	Pull the Scanner Cover Release Lever and lift the scanner cover and then close it again.		
DISCONNECTED	The other person or other person's fax machine stopped the call.	Try to send or receive again.		
DATA REMAINS	Print data remains in the MFC's memory because the computer is hung up.	Re-start printing from your computer.		
	Print data remains in the MFC's memory. The USB cable was unplugged while the computer was sending the data to the MFC.	Press Stop/Exit . The MFC will cancel the job and eject the page that is being printed.		
HIGH TEMPERATURE	The print heads are too warm.	Allow the MFC to cool down.		
INK EMPTY	One or more of the ink cartridges is empty. The MFC will stop all print operations. While memory is available, black and white faxes will be received into memory. If a sending machine has a colour fax, the MFC's 'handshake' will request that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be received into memory as a black and white fax.	Replace the ink cartridges. (See Replacing the ink cartridges on page 23-20.)		

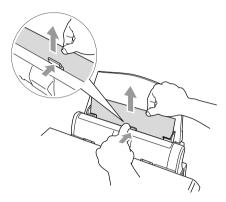
ERROR MESSAGES				
ERROR MESSAGE	CAUSE	ACTION		
LOW TEMPERATURE	The print heads are too cold.	Allow the MFC to warm up.		
MACHINE ERROR	The MFC has a mechanical problem.	Unplug the machine, and then call Brother or your dealer for service.		
MEDIA ERROR	The media card is either bad or not formatted.	Reinsert the correct media card.		
NEAR EMPTY	One or more of the ink cartridges are running out of ink. If a sending machine has a colour fax, the MFC's 'handshake' will request that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be received into memory as a black and white fax.	Order a new ink cartridge.		
NO FILE	The media card in the media drive does not contain a .JPG file.	Reinsert the correct media card.		
NO RESPONSE/ BUSY	The number you dialed does not answer or is busy.	Verify the number and try again.		
NOT ASSIGNED	You tried to access a Speed Dial number that is not programmed.	Set up the Speed Dial number. (See Storing Speed Dial numbers on page 7-1.)		
OUT OF MEMORY	The data is too large for the MFC's memory.	(See Out of memory message on page 11-3.)		
PAPER JAM	The paper is jammed in the MFC.	(See Printer Jam or Paper Jam on page 23-4.)		
UNSUPPORTED CARD	You inserted a media card that cannot be used.	Reinsert the correct media card.		

Printer Jam or Paper Jam

Remove the jammed paper depending on where it is jammed in the MFC.

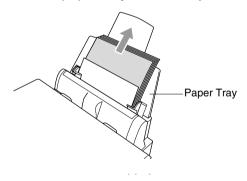
Paper is jammed in the paper tray.

1 Push the lever as shown below, and remove the jammed paper.

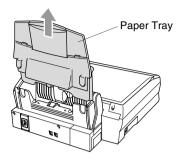


Paper is jammed inside the paper tray.

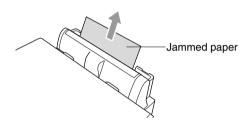
1 Remove any paper from the paper tray that is not jammed.



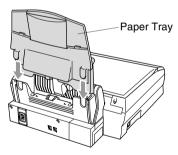
2 Pull the paper tray out of the MFC.



3 Pull up the jammed paper to remove it.

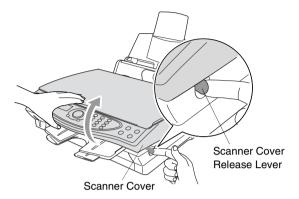


4 Reinstall the paper tray.

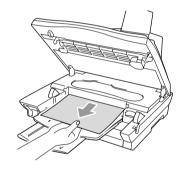


Paper is jammed inside the MFC.

1 Open the scanner cover by releasing the scanner cover release lever and lifting the scanner cover.



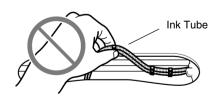
2 Remove the jammed paper.



3 Close the scanner cover.



Do not touch the ink tube because it can cause damage to the machine itself.



If you are having difficulty with your MFC

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

DIFFICULTY	SUGGESTIONS
Printing or Receiving Faxes	
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	This can be caused by static or interference on the telephone line. You can make a copy using the Mono Copy key function and see if the same problem occurs. If the copy is also bad, call your Brother dealer for service.
Poor quality print.	Make sure the Printer Driver or Paper Type setting in the menu matches the type of paper you are using. (See <i>Media Type</i> on page 14-3 See <i>Setting the Paper Type</i> on page 4-1.) If you are using plain paper, try using the types of recommended paper. (See <i>Paper</i> on page 2-1.) Don't handle the paper until the ink is dry. Adjust the Vertical Alignment. (See <i>Print Quality Check</i> on page 23-11.)
Smudged stain at the top center of the printed page.	Make sure the paper is not too thick. (See <i>Paper</i> on page 2-1.)
Printing is too dark or too light.	Make sure your ink cartridges are fresh. Cartridges are good for up to two years, after that the ink may become clogged. Cartridge expiration dates are printed on the package. Make sure the Printer Driver matches the type of paper you are using. (See <i>Media Type</i> on page 14-3.) Try using the recommended types of paper. (See <i>Paper</i> on page 2-1.) The recommended environment for your MFC is between 20°C to 33°C.
Printing appears dirty or ink seems to run.	Make sure you are using the proper types of paper. (See <i>Paper</i> on page 2-1.) Don't handle the paper until the ink is dry. The recommended environment for your MFC is between 20°C to 33°C.
White lines appear in text or graphics.	Clean the print heads. (See Cleaning the print head on page 23-11.)
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is on with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother or your dealer for service.

DIFFICULTY	SUGGESTIONS
Received colour fax prints only in black and white.	Replace the colour ink cartridges that are empty or nearly empty, and then ask the other person to send the colour fax again. (See <i>Replacing the ink cartridges</i> on page 23-20.) Check that Fax Storage is set to OFF. (See <i>Setting Fax Storage</i> on page 8-1.)
Left and Right margins are cut off.	Turn on Auto Reduction. (See <i>Printing a reduced incoming fax (Auto Reduction)</i> on page 5-7.)
Phone Line or Connections	
The MFC does not answer when called.	Make sure the MFC is in the correct receiving mode for your setup. (See <i>Basic receiving operations</i> on page 5-1.) Check for a dial tone. If possible, call your MFC to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your MFC, ask your telephone company to check the line.
Sending Faxes	
Poor sending quality.	Try changing your resolution to ${\tt FINE}$ or ${\tt S.FINE}.$ Make a copy to check your MFC's scanner operation.
Transmission Verification Report says 'Result:NG' or 'Result:ERROR'.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get 'Result:NG' or, on the Transmission Verification Report, your MFC may be out of memory. To gain extra memory, you can turn off Fax Storage (See Setting Fax Storage on page 8-1), print fax messages in memory (See Printing a fax from the memory on page 5-10) or cancel a Delayed Fax or Polling Job (See Cancelling a scheduled job on page 6-12). If the problem continues, ask the telephone company to check your phone line.
Vertical black lines when sending.	If the copy you made shows the same problem, your scanner is dirty. (See <i>Cleaning the scanner</i> on page 23-19.)
Handling Incoming Calls	
MFC 'Hears' Voice as CNG Tone.	If your MFC is set to Fax Detect ON, it is more sensitive to sounds. Your MFC may mistakenly interpret certain voices or music on the line as a calling fax machine and respond with fax receiving tones. Deactivate the fax by pressing Stop/Exit . Try avoiding this problem by turning Fax Detect to OFF. (See <i>Fax Detect</i> on page 5-6.)
Sending a Fax Call to the MFC.	If you answered at the MFC, press Fax Start and hang up immediately. If you answered on an extension phone, press your Remote Activation Code (default setting is (*\frac{1}{2}\$51). When your MFC answers, hang up.

DIFFICULTY	SUGGESTIONS
Custom features on a single line.	If you have Caller ID, Call Wating/Caller ID, Voice Mail, an alarm system or any other custom feature on a single phone line with your MFC, it may create a problem sending or receiving fax data. For example: If you are sending or receiving a fax message while a custom feature signal comes through on the line, the signal can temporarily interrupt or disrupt the fax data. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive data on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, we recommend a separate phone line with no custom features.
Printer Difficulties	
Horizontal lines appear in text or graphics.	Clean the print head. (See <i>Cleaning the print head</i> on page 23-11.) If you clean the print heads five times and the print has not improved, call Brother or your dealer for service.
Scanning Difficulties	
TWAIN errors appear while scanning.	Make sure the Brother TWAIN driver is selected as the primary source. In PaperPort [®] , click Scan in the File menu and select the Brother TWAIN driver.
Software Difficulties	
Cannot perform '2 in 1 or 4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Cannot print when using Paint Brush.	Try setting the Display setting to '256 colours.'
Cannot print when using Adobe Illustrator.	Try to reduce the print resolution.
Thick lines and thin lines appear alternately. (banding)	Open the 'Basic' tab in the printer driver. Click 'Setting' in the Basic tab of the printer driver. Turn OFF 'Bi-Directional Printing' by un-checking it. (See <i>Bi-Directional Printing</i> on page 14-5.)
There are some dense lines.	Check 'Reverse Order' in the Basic tab of the printer driver.

DIFFICULTY	SUGGESTIONS
Printing is slow.	In the 'Colour' tab from the 'Advanced' tab in the printer driver, uncheck the Colour Enhancement.
Colour Enhancement is not working correctly.	If the image data is not full colour in your application (Such as 256 colour), Colour Enhancement will not work. Please use at least 24 bit colour data with the Colour Enhancement feature.
'MFC is Busy' or 'MFC Connect Failure' Error Message appears.	Make sure the MFC is not showing an error message on the LCD.
'MFC Connect Failure'	If the MFC is not connected to your PC and you have loaded the Brother software, the PC will show 'MFC Connect Failure' each time you restart Windows®. You can ignore this message or you can turn it off by deselecting the AutoLoad PopUp check box in the Brother Control Center chapter. (See <i>How to turn off AutoLoad</i> on page 16-2.)
PhotoCapture Center™ Difficu	ılties
Removable Disk does not work properly.	a) Have you installed the Windows® 2000 update? If not, do the following: 1. Disconnect the USB cable. 2. Install the Windows 2000® update. Please see the Quick Setup Guide. After the installation the PC will be automatically restarted. 3. Wait about 1 minute after you reboot the PC, and then connect the USB cable. b) Take out the media card and put it back in again. c) If you have tried "Eject", you must take out the media card before you continue. d) If an error message appears when you try to eject the media card, it means the card is being accessed. Wait a while and then try again. e) If all of the above do not work, please turn off your PC and MFC, and then turn them on again. (You will have to unplug the power cord of the MFC to turn it off.)

How to improve print quality

Cleaning the print head

To ensure good print quality, the MFC will regularly clean the print head. You can start the cleaning process when needed.

Clean the print head and ink cartridges if you get a horizontal line in the text or graphics on your printed pages. You can clean two colours at a time (BLACK/CYAN/YELLOW/MAGENTA), or all four colours at once.

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



WARNING

Do NOT clean the print head by touching it with your hand or a cloth.

- 1 Press Menu/Set, 5, 2.
- 2 Press 🗘 to select the colour you want to clean. Press Menu/Set.

The MFC will clean the print head. When cleaning is finished, the MFC will go back standby mode automatically.



If you clean the print head at least five times and the print has not improved, call Brother your dealer for service.

Print Quality Check

If the print quality is not good, you can print a Print Quality Check Sheet to help you find the settings you may need to change.

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

MAINTENANCE 1.TEST PRINT

2 Press Fax Start. The MFC begins printing the Print Quality Check Sheet.

TEST PRINT PRESS FAX START

3 Check the sheet to see if the quality and alignment are OK by following STEPs A and B.

STEP A: Colour block quality check

The LCD shows:

IS STEP "A" OK? 1.YES 2.NO

- 4 Check the quality of the four colour blocks on the sheet. (BLACK/CYAN/YELLOW/MAGENTA).
- 5 If all lines are clear and visible, press 1 (YES) to go to STEP B.
 —OR—

If you can see missing short lines as shown below, press 2 (NO).

OK	Poor
_=====	

The LCD will ask you if the print quality is OK for each colour.

BLACK OK? 1.YES 2.NO

6 Press **2** (NO) for any colour with a problem.

The LCD shows:

Press **1** (YES). The MFC will start cleaning the colours.

START CLEANING? 1.YES 2.NO

- 7 After cleaning is finished, press Fax Start. The MFC will start printing the Print Quality Check Sheet again and then return to STEP A.
- 8 If STEP A is OK, press 1 to proceed to STEP B.

STEP B: Alignment Check

The LCD shows:

TS STEP "B" 1.YES 2.NO

9 Check the 600 DPI and 1200 DPI test prints to see if number 5 most closely matches number 0. If the number 5 sample of both the 600 DPI and 1200 DPI are the best matches, press 1 (YES) to finish STEP B.

-OR-

If another test print number is a better match for either 600 DPI or 1200 DPI, press 2 (NO) to select it.

10 For 600 DPI, press the number of the test print that most closely matches the number 0 sample (1-8).

600DPI ADJUST SELECT BEST #

11 For 1200 DPI, press the number of the test print that most closely matches the number 0 sample (1-8).

1200DPI ADJUST SELECT BEST #

- 12 Repeat Steps 1 and 2 (in Print Quality Check) to print another sample Print Quality Check Sheet and then check it.
- 13 Press Stop/Exit.





When an ink head nozzle is clogged the printed sample looks like this.





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

If you still see missing ink in this Print Quality Check Sheet, repeat the cleaning and test print procedures at least five times. If ink is still missing after the fifth cleaning and test print, replace the ink cartridge for the clogged colour. (Perhaps the ink cartridge was in your MFC over six months or the expiration date written on the cartridge package has passed. Or, the ink may not have been stored properly before use.)

After replacing the ink cartridge, check it by printing another Print Quality Check Sheet. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call your Brother dealer or Brother for service.

Caution

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

Checking the ink volume

You can check the ink that is left in the cartridge.

- 1 Press Menu/Set, 5, 3.
- **2** Press to select the colour you want to check.

Press Menu/Set.

The LCD shows the ink volume.

INK VOLUME BLACK

BLACK -------

3 Press Stop/Exit.

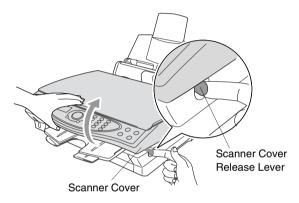
Packing and shipping the MFC

Whenever you transport the MFC, use the packaging that came with it. If you do not pack the MFC properly, you may void your warranty.

MARNING

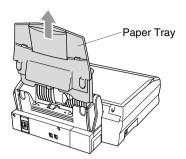
Do NOT unplug the MFC after a print job until you hear the final click.

Pull the scanner cover release lever and lift the scanner cover.



- 2 Remove the output paper support from the MFC.
- Remove all the ink cartridges and attach the protective cartridge covers. (See Replacing the ink cartridges on page 23-20.)
- If you are not able to find the protective cartridges, do NOT remove the ink cartridges before shipping. It is essential that the MFC be shipped with either the shipping cover or the ink cartridges in position. Shipping without them will cause damage to your MFC and may void your warranty.

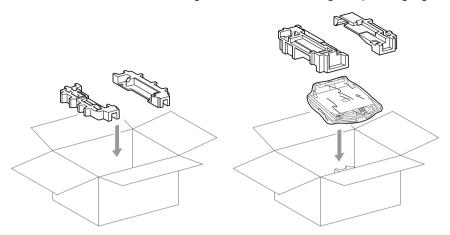
4 Remove the paper tray from the MFC.



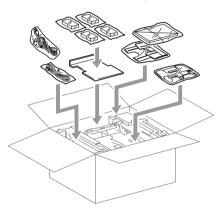
- Unplug the MFC from the telephone wall socket (phone socket).
- Unplug the MFC from the AC power outlet.
- Unplug the USB cable from the MFC.
- Remove the telephone line cord, and put all the parts in their original packaging or protective wrapping.
- 9 Wrap the MFC in the plastic bag.



10 Place the MFC in the original box with the original packaging.



11 Pack the attachable parts and printed materials in the box. DO NOT pack the used ink cartridges.

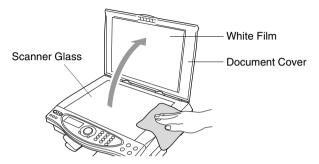


12 Close the box.

Routine maintenance

Cleaning the scanner

Lift the document cover. Clean the scanner glass and the white film with isopropyl alcohol on a soft lint-free cloth.

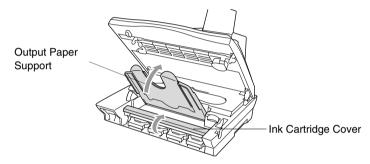


Replacing the ink cartridges

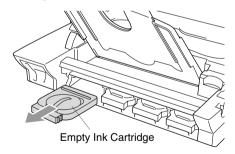
Your MFC is equipped with an ink dot counter that automatically monitors the ink level in each colour cartridge. When the counter detects an ink cartridge is out of ink, the MFC will notify you with a message INK EMPTY on the LCD.

The LCD shows you which colour cartridges are empty. Be sure to follow the LCD prompts so you replace the colour cartridges in the appropriate order.

- 1 Pull the scanner cover release lever and lift the scanner cover.
- 2 Lift the output paper support and open the ink cartridge cover.



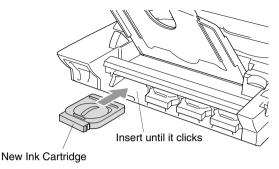
3 Remove the ink cartridges that are shown on the LCD.



If one or more ink cartridges are empty, for example Black, the LCD shows TNK EMPTY BLACK and PLS OPEN COVER.

4 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

5 Each colour has its own correct position. Insert the new ink cartridge into its carriage by pressing until it clicks.



- 6 After installing the ink cartridges, close the ink cartridge cover, output paper support and scanner cover.
- 7 If you replaced an ink cartridge while NEAR EMPTY XXXX was displayed on the LCD, the LCD will ask you to verify that it was a brand new one. Example: DID YOU CHANGE BLCK? 1.YES 2. No. For each *new* cartridge you installed, press 1 on the dial pad to automatically reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, please be sure to select 2.



If you wait until INK EMPTY XXXX messages is displayed on the LCD, the MFC will automatically reset the ink dot counter.

MARNING

If ink gets in your eyes, irrigate them with water immediately and call a doctor if you are concerned.

Caution

- DO NOT remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the printer will not know the quantity of ink left in the cartridge.
- DO NOT shake the ink cartridges, because the ink may spill.
- If ink stains your body or clothing, wash with soap or detergent immediately.
- If you install an ink cartridge in the wrong colour position, you must clean the print head several times before you start printing (after correcting the cartridge installation) because the colours were mixed.
- Once you open an ink cartridge, install it in the MFC and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- Brother multifunction machines are designed to work with ink of a particular specification and work to a level of optimum performance when used with genuine Brother ink cartridges. Brother cannot guarantee this optimum performance if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother cartridges with this machine or the refilling of empty cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of the use of ink or ink cartridges other than genuine Brother products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result will not be covered by the warranty.



If the INK EMPTY message is on the display after you have installed ink cartridges, check that the ink cartridges are installed correctly.

If you still cannot solve a problem with your MFC, call Brother Customer Service.

When you dispose of the machine

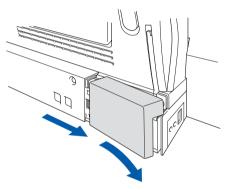
This machine contains an Ni-MH battery for memory back-up purposes.

If local legislation requires you to remove the battery when you dispose of the machine, please remove it from the machine.

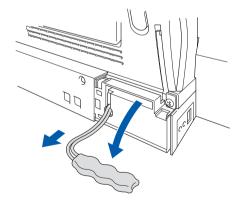
Dispose of the battery separately following local battery disposal legislation.

How to remove the battery

Remove the battery cover.



2 Remove the battery.





- **Auto Dial List** A listing of names and numbers stored in Speed Dial memory, in numerical order.
- **Automatic fax transmission** Sending a fax without picking up the external telephone's handset or pressing **Speaker Phone**.
- **Automatic Redial** A feature that enables your MFC to redial the last fax number if the original fax did not go through because the line was busy.
- Auto Reduction Reduces size of incoming faxes.
- **Batch Transmission** As a cost savings feature, all delayed faxes to the same fax number will be sent as one transmission.
- **Backup Print** Sets your MFC to print a copy of every fax that is received and stored in memory.
 - This is a safety feature so you will not lose message during a power failure.
- **Beeper** The sound the keys make when they are pressed, an error occurs or a document has been received or transmitted.
- **Beeper volume** Volume setting for the beep when you press a key or make an error.
- **Brightness** Changing the Brightness makes the whole image lighter or darker.
- **Broadcasting** The ability to send the same fax message to more than one location.
- **Cancel Job** Cancels a programmed job, like Delayed Fax or Polling.
- **CNG tones** The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are a from fax machine.
- **Communication error (or Comm. Error)** An error during fax sending or receiving, usually caused by line noise or static.

- Coding Method Method of coding the information contained in a document. All fax machines must use a minimum standard of Modified Huffman (MH). Your fax machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and Joint Photographic Experts Group (JPEG), if the receiving machine has the same capability.
- **Colour Enhancement** Adjusts the colour in the image for better print quality by improving sharpness, white balance and colour density.
- **Compatibility Group** The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.
- **Contrast** Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.
- **Delayed Fax** Sends your fax at a later time that day.
- **Dual Access** Your MFC can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.
- **ECM (Error Correction Mode)** Detects errors during fax transmission and resends the page(s) of the document that had an error.
- **Extension phone** A telephone on the fax number that is plugged into a separate wall socket.
- **External phone** A TAD (telephone answering device) or telephone that is plugged into socket.
- **F/T Ring Time** The length of time that the Brother machine rings (when the receive mode setting is FAX/TEL) to notify you to pick up a voice call that it answered.
- **Fax Activity Report** Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.
- **Fax Detect** Enables your MFC to respond to CNG tones if you interrupt a fax call by answering it.
- **Fax Forwarding** Sends a fax received in memory to another preprogrammed fax number.

- **Fax Storage** You can print stored faxes later, or retrieve them from another location using Fax Forwarding, Paging, or Remote Retrieval functions.
- **FAX/TEL** You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).
- **Fax tones** The signals sent by sending and receiving fax machines while communicating information.
- **Fine resolution** Resolution is 196×203 dpi. It is used for small print and graphs.
- **Grey scale** The shades of grey available for copying and faxing photographs.
- **Group number** A combination of Speed Dial numbers that are stored as a Speed Dial number for Broadcasting.
- **Help list** A printout of the complete Menu that you can use to program your machine when you do not have the User's Guide with you.
- **Interval** The preprogrammed time period between automatically printed Activity Reports. You can print Activity Reports on demand without interrupting this cycle.
- **LCD (liquid crystal display)** The display screen on the MFC that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.
- Manual fax When you lift the external telephone's handset or press **Speaker Phone** so you can hear the receiving fax machine answer before you press Start to begin transmission.
- **Menu mode** Programming mode for changing your machine's settings.
- **MFL-Pro Suite** Turns your MFC into a printer and a scanner and enables PC-FAXing using the MFC.
- **Near Edge** Allows you to reduce unprintable areas.
- **Next Fax Reservation** Dual Access accepts the next original on the scanner glass for transmission while the Memory is full.
- **OCR (optical character recognition)** The bundled ScanSoft[®] TextBridge[®] software application converts an image of text to text you can edit.

- **Out of Paper Reception** Receives faxes into the MFC's memory when the machine is out of paper.
- **Overseas Mode** Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.
- **Paging** Feature enables your fax unit to call your pager when a fax is received into its memory.
- **Pause** Allows you to place a 3.5 second delay in the dialing sequence stored on Speed Dial numbers.
- PhotoCapture Center[™] Allows you to print digital photos from your digital camera at high resolution for photo quality printing.
- **Photo resolution** A resolution setting that uses varying shades of grey for the best representation of photographs.
- **Polling** The process of a fax machine calling another fax machine to retrieve waiting fax messages.
- **Printer alarm** Audible alarm when the printer is not able to print.
- **Pulse** A form of rotary dialing on a telephone line.
- **Real Time Transmission** When memory is full, you can send documents in real time.
- **Remaining jobs** You can check which jobs are waiting in memory and cancel jobs individually.
- **Remote Activation** Allows you to transfer a fax call, answered at an external or extension phone, to the MFC.
- Remote Activation Code Press this code (* 5 1) when you answer a fax call from an extension or external phone.
- Remote Deactivation Code (FAX/TEL mode only) When the machine answers a voice call, it pseudo/double-ring. You can pick up at an extension phone by pressing this code (# 5 1).
- **Remote Retrieval Access** The ability to access your MFC remotely from a touch tone phone.
- **Remote Access Code** Your own four-digit code (--- ★) that allows you to call and access your MFC from a remote location.
- **Resolution** The number of vertical and horizontal lines per inch. See: Standard, Super Fine and Photo.

- **Ring Delay** The number of rings before the MFC answers in FAX mode.
- Ring Volume Volume setting for the MFC's ring.
- **Scanning** The process of sending an electronic image of an original paper document into your computer.
- **Scan to Card** You can scan a black and white or colour original into a Media Card. Black and white images will be in TIFF file format and colour images may be in PDF or JPEG file format.
- **Search** An electronic, alphabetical listing of stored Speed Dial and Group numbers.
- **Speed Dial** A preprogrammed number for easy dialing. You must press the **Search/Speed Dial** key and then #, two digit code to start the dialing process.
- **Standard resolution** 97 x 203 dpi. It is used for regular size text and quickest transmission.
- **Station ID** The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.
- **Super fine resolution** 392 x 203 dpi. Best for very small print and line art
- **TAD** (telephone answering device) You can connect an external TAD to the EXT. jack of the MFC or on the line jack unit.
- **Temporary Settings** You can select certain options for each fax transmission without changing the default settings.
- **Tone** A form of dialing on the telephone line used for Touch Tone telephones.
- **Transmission** The process of sending documents over the phone lines from your MFC to the receiving fax machine.
- **Transmission Verification Report** A listing of each transmission, that shows its date, time and number.
- **User Settings** A printed report that shows the current settings of your MFC.

S Specifications

Product description

The MFC-4820C is a **7in1** Multi-Function Center: Colour Printer, Colour Copier, Colour Scanner, TAD, Plain Paper Colour Fax, PhotoCapture Center[™] and PC-FAX Sending (via your PC).

General

Memory Capacity 16MB

Paper Tray Up to 100 Sheets (80 g/m²)

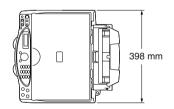
Printer Type Ink Jet

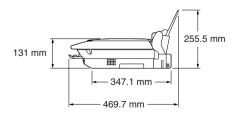
Print Method Piezo with 75 x 4 nozzles
LCD (Liquid Crystal Display) 16 characters x 2 Lines

Power Source 220-240V AC 50/60Hz
Power Consumption Minimum: under 5.8 watts
Standby: under 9.2 watts

Operating: under 21 watts

Dimensions





Weight 8.0 kg

(with components)

Print media

Paper Input Paper Tray

■ Paper type:

Plain paper, inkjet paper (coated paper), glossy paper,

transparencies and envelopes

■ Paper size:

A4, A5, Executive, envelopes (commercial No. 10, DL, C5),

Post card, Index card. Width: 89-216 mm Height: 127-356 mm

For more details, see Paper Specifications for Paper Tray, on

page 2-2.

■ Maximum paper tray capacity: Approx. 100 sheets of 80 g/m²

plain paper.

Paper Output Up to 30 sheets of plain paper (Face up print delivery to the output

paper support)

To prevent smearing the ink, we recommend removing printed pages from the output paper support immediately after they exit

the MFC.

Copy

Colour/Mono Colour/Mono

Copy Speed Mono

Up to 10 pages/minute (A4 paper)*

Colour

Up to 6 pages/minute (A4 paper)*

* Does not include the time it takes to feed the paper.

Enlarge/Reduce 25% to 400% (in increments of 1%)

Resolution Print: Max. 1200 x 1200 dpi Scan: Max. 600 x 600 dpi

Photo Capture Center

Available Media CompactFlash®

(Microdrive™ is not compatible)

(Compact I/O card such as Compact LAN card and

Compact Modem card are not available.)

SmartMedia® (3.3V)

(Not available for use with ID)

Memory Stick®

(Not available for music data with MagicGate)

File Extension JPEG (Progressive JPEG format is not available)

Number of Files Up to 999 files in the media card

Folder File must be in the 3rd stratum of the folder of Media Card

Fax

Compatibility ITU-T Group 3

Coding System Mono: MH/MR/MMR Colour: JPEG

Modem Speed 14400 bps

Automatic Fallback

Original Size Scanner Width: Max. 216 mm

Scanner Height: Max. 297 mm

Scanning Width 208 mm
Printing Width 204 mm

Grey Scale Mono: 64 Colour: 256 levels (Error Diffusion)

Polling Types Standard, Secure, Delayed Sequential: B&W only

Contrast Control Automatic/Super Light/Super Dark

(manual setting)

Resolution • Horizontal 8 dot/mm

Vertical Standard - 3.85 line/mm (Black)

7.7 line/mm (Colour) Fine - 7.7 line/mm (Black/Colour)

Photo - 7.7 line/mm (Black) Superfine - 15.4 line/mm (Black)

Speed Dial 80 stations

Broadcasting Up to 130 locations; Up to 6 Groups

Automatic Redial 3 times at 5 minite internals

Auto Answer 0, 1, 2, 3 or 4 rings

(0, 1, 2, 3, 4 or 5 rings — Nordic countries only)

Speaker Type Full Duplex, Digital

Communication Source Public switched telephone network

Memory Transmission Up to 400 pages *

Out of Paper Reception Up to 400 pages *

^{* &}quot;Pages" refers to the "ITU-T Test Chart #1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

Scanner

Colour/Mono Colour/Mono

TWAIN Compliant Yes

Resolution Up to 9,600 x 9,600 dpi (interpolated)

Up to 600 x 2,400 dpi (optical)

Scanning Speed Colour: up to 11 sec.

Mono: up to 3 sec.

* A4 size in 100 x 100 dpi

Document Size Scanner Width: Max. 216 mm

Scanner Height: Max. 297 mm

Scanning Width 208 mm
Grey Scale 256 levels

Printer

Printer Driver Windows® 98/98SE/Me/2000 Professional and XP driver

supporting Brother Native Compression mode and bi-directional

capability

Apple® Macintosh® QuickDraw® Driver For OS 8.6-9.2/OS X 10.1/10.2.1 or greater

Resolution 2400 x 1200 dots per inch (DPI)

1200 x 1200 dots per inch (DPI) 600 x 600 dots per inch (DPI) 600 x 300 dots per inch (DPI) 600 x 150 dots per inch (DPI)

Print Speed up to 13 pages/minute (Greyscale)

up to 11 pages/minute (Colour)

Printing Width 204 mm

Near Edge approximately 0.5 mm margins

(A4/LTR/10x15 cm Post card/13x20 cm Index card)

(Not available for transparencies)

Disk-Based Fonts 35 True Type

Specifications and printed materials are subject to change without prior notice.

Interface

USB A Standard Universal Serial Bus cable that is not longer than 1.8m.

(USB cable not included)

Computer Requirements

Minimum System Requirements						
Computer Platform & Operating System Version		Processor Minimum	Minimum RAM	Recommended RAM	Available Hard Disk Space	
		Speed			Drivers	PhotoPrinter® 4
Windows® Operating	98, 98SE	Pentium 75MHz	24 MB	32 MB	150 MB	150 MB
System	Ме	Pentium 150MHz	32 MB	64 MB		
	2000 Professional	Pentium 133MHz	64 MB	128 MB		
	XP	Pentium 233MHz			280 MB	
Apple [®] Macintosh [®] Operating System	OS 8.6 - 9.2 (Printing, Scanning and PC-FAX sending only)	All base models meet minimum Requirements	32 MB	64 MB	50 MB	200 MB
	OS X 10.1 (Printing, PC-FAX sending and Remote Setup only)					
	Mac OS X 10.2.1 or greater (Printing, Scanning, PC-FAX sending and Remote Setup only)		128 MB	160 MB		

NOTE: All registered trademarks referenced herein are the property of their respective companies.

For the latest drivers, access the Brother Solutions Center at http://solutions.brother.com

Consumable Items

Ink

Service Life of Ink Cartridge

Black and 3 individual colour ink cartridges separate from the print heads.

Approximately 480 page/Black cartridge at 5% coverage with 600 x 150 dpi resolution (Fast).

Approximately 400 page/Colour cartridge at 5% coverage with 600 x 150 dpi resolution (Fast).



These numbers are based on consecutive printing; the numbers will vary based on print frequency and number of pages.

The MFC periodically cleans the print head to maintain print quality. This process consumes a small amount of ink.

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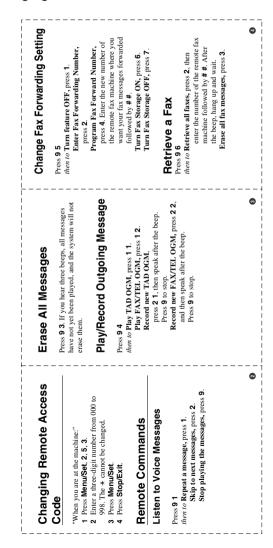
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Remote Retrieval Access Card

If you plan to retrieve voice or fax messages while away from your MFC, carrying the Remote Retrieval Access Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit in your wallet or organizer. Keeping it handy will help you derive the full benefit of your MFC's Forwarding, Paging and Remote Retrieval features.



Press 9 0. then for TAD:MSG MGR, press 1. FAX/TEL, press 2. FAX ONLY, press 3. **Change Receive Mode** then for Fax messages, press 1. Press 9 7 **Check Receiving Status Exit Remote Retrieval** Voice messages, press 2. 1 long beep — Received message 3 short beeps — No messages 0 No beeps — No messages 4 After 2 short beeps, enter a command. 5 Press 9 0 to reset the machine when 3 Your machine signals the kinds of **Using Remote Access Code** 6 Hang up. 2 When your machine answers, 1 Dial your fax number from a telephone or fax machine using touch tone. REMOTE RETRIEVAL ACCESS CARD MESSAGE MANAGER you finish. messages it received: immediately enter your Remote Access Code (3 digits followed by *). 1 long beep — Fax messages 2 long beeps — Voice messages 3 long beeps — Voice & Fax messages



This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support machines purchased in their own countries.