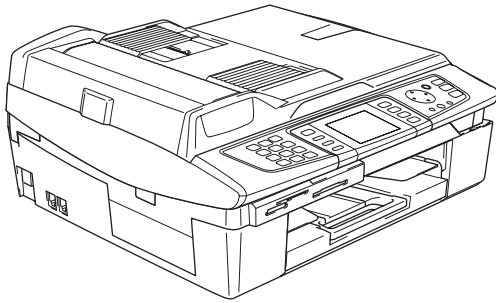


brother®

USER'S GUIDE



MFC-820CW

CE

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-820CW

Serial Number: ¹ _____

Date of Purchase: _____

Place of Purchase: _____

¹ The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

<http://www.brother.com/registration/>

By registering your product with Brother, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as confirmation of the purchase date of your product should you lose your receipt; and
- may support an insurance claim by you in the event of product loss covered by insurance.

Approval Information and Compilation and Publication Notice

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.

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

EC Declaration of Conformity under the R & TTE Directive



EC Declaration of Conformity

Manufacturer

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

Plant

Brother Industries (Shen Zhen) Ltd
G02414-1, Bao Chang Li Bonded Transportation Industrial Park,
Bao Long Industrial Estate, Longgang, Shenzhen, China

Herewith declare that:

Products description : Facsimile Machine
Type : Group 3
Model Name : MFC-820CW

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

Standards applied :

Harmonized :

Safety	EN60950-1:2001
EMC	EN55022: 1998 +A1: 2000 +A2: 2003 Class B EN55024: 1998 +A1: 2001 +A2: 2003 EN61000-3-2: 2000 EN61000-3-3: 1995 +A1: 2001
Radio	EN301 489-1 V1.4.1 EN301 489-17 V1.2.1 EN300 328 V1.6.1

Year in which CE marking was First affixed : 2005

Issued by : Brother Industries, Ltd.

Date : 7th October, 2005

Place : Nagoya, Japan

Signature :

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Quality Management Group
Quality Management Dept.
Information & Document Company

Table of Contents

Section I General

1 General Information

Using this guide	2
Finding information	2
Symbols used in this guide	2
How to access the complete User's Guide	3
To view Documentation (For Windows®)	3
To view Documentation (For Macintosh®)	4
Control panel overview	6
LCD display indications	8
Basic Operations	8
About fax machines	9
Custom features	9
Fax tones and handshake	9
ECM (Error Correction Mode).....	10

2 Loading documents and paper

Loading documents	11
Using the ADF	11
Using the scanner glass	11
Scanning area	12
About paper	13
Recommended paper	13
Handling and using special paper	13
Loading paper, envelopes and post cards.....	17

3 General setup

Power Save mode	20
How to put the machine into Power Save mode.....	20
How to take the machine out of Power Save mode.....	20
Receiving faxes in Power Save mode	21
Mode Timer.....	22
Setting the Mode Timer	22
Paper settings.....	22
Setting the Paper Type.....	22
Setting the Paper Size.....	23
Volume Settings.....	23
Setting the Ring Volume.....	23
Setting the Beeper Volume.....	24
Setting the Speaker Volume.....	24
Automatic Daylight Savings Time	24
LCD display	25
Setting the LCD Contrast.....	25
Setting the backlight brightness.....	25

Setting the Dim Timer for the backlight	25
Setting the Off Timer	26

4 Security features

Memory Security	27
Setting up the password	27
Changing the Memory Security password	28
Turning Memory Security on	28
Turning Memory Security off	28

Section II Fax

5 Sending a fax

Entering Fax mode	30
Faxing from the ADF	30
Faxing from the scanner glass	31
Faxing Letter size documents from the scanner glass	31
Cancelling a fax in progress	31
Colour fax transmission	31
Broadcasting (Monochrome only)	32
To stop a Broadcast in progress	32
Additional sending operations	33
Sending faxes using multiple settings	33
Contrast	33
Fax Resolution	33
Dual access (Monochrome only)	34
Real Time Transmission	34
Overseas Mode	35
Delayed Fax (Monochrome only)	35
Delayed Batch Transmission (Monochrome only)	35
Setting your changes as a new default	35
Restoring all settings to the factory settings	36
Checking job status or cancelling a scheduled job	36
Sending a fax manually	36
Out of Memory message	36

6 Receiving a Fax

Basic Receiving Operations	37
Choosing the Receive Mode	37
Setting the Ring Delay	38
Setting the F/T Ring Time (Fax/Tel mode only)	38
Fax Detect	39
Printing a reduced incoming fax (Auto Reduction)	39
Printing a fax from the memory	40
Reception into memory (Monochrome only)	40

7 Phone Services and External devices

Voice operations	41
Tone or pulse.....	41
Operation from extension telephones.....	41
Fax/Tel mode	41
Fax/Tel mode in Power Save condition	41
Telephone services.....	42
Setting the Phone Line Type	42
BT Call Sign (For U.K. Only)	42
Connecting an external device to your machine.....	43
Connecting an external or extension telephone	43
Connecting an external telephone answering device (TAD)	43
Using extension telephones (For U.K. only)	45
Multi-line connections (PBX)	45
Custom features on your phone line.....	46
Using a cordless phone	46
Changing the remote codes	46

8 Quick-Dial Numbers and Dialling Options

Dialling Options.....	47
Manual dialling.....	47
Speed-Dialling	47
Search by Alphabetical Order.....	47
Search by Numerical Order	48
Fax Redial	48
Outgoing Call.....	48
Pause	48
Storing numbers for easy dialling	49
Storing Speed-Dial numbers	49
Storing Speed-Dial numbers from Outgoing Calls.....	49
Changing Speed-Dial names numbers.....	50
Setting up Groups for Broadcasting	50
Access codes and credit card numbers.....	52

9 Advanced Fax Operation (Monochrome only)

Fax Operations	53
Fax Forwarding.....	53
Fax Storage	53
Fax Preview.....	54
PC Fax Receive.....	55
Turning off Advanced Fax Operation.....	56
Changing Advanced Fax Operation	57
Remote Retrieval	57
Setting a Remote Access Code.....	57
Using your Remote Access Code.....	58
Remote Fax commands	59
Retrieving fax messages	60
Changing your Fax Forwarding number	60

10 Printing Reports

Fax reports.....	61
Transmission Verification Report.....	61
Fax Journal (activity report).....	61
Reports.....	62

11 Polling

Polling receive.....	63
Secure polling.....	63
Delayed polling.....	63
Sequential polling.....	63
Polled transmit (Monochrome only).....	64
Setup for polled transmit.....	64
Setup for polled transmit with secure code.....	64

Section III Copy

12 Making copies

How to copy.....	66
Entering Copy mode.....	66
Making a single copy.....	66
Making multiple copies.....	66
Stop copying.....	66
Changing copy settings.....	67
Increasing copy speed or quality.....	67
Enlarging or reducing the image copied.....	67
Setting Paper Type.....	68
Setting Paper Size.....	68
Adjusting Brightness.....	68
Adjusting Contrast.....	69
Adjusting Colour Saturation.....	69
Sorting copies using the ADF.....	69
Making N in 1 copies or a poster (page layout).....	70
Setting your changes as a new default.....	71
Restoring all settings to the factory settings.....	71
'Out of Memory' message.....	71
Legal limitations.....	72

Section IV PhotoCapture Center™

13 Walk-Up PhotoCapture Center™

Introduction.....	74
PhotoCapture Center™ needs.....	74
Getting started.....	75
Entering PhotoCapture mode.....	76

Print Images.....	76
View Photo(s)	76
Print Index (Thumbnails)	77
Print All Photos	77
Print Photos	78
DPOF printing.....	78
Changing print settings.....	79
Increasing Print Speed or Quality.....	80
Setting Paper Type and Size.....	80
Adjusting Brightness.....	80
Adjusting Contrast	80
Colour Enhancement.....	80
Cropping.....	81
Borderless	81
Setting your changes as a new default.....	82
Restoring all settings to the factory settings	82
Scan to Card	82
Entering Scan mode	82
How to scan to card.....	83
Understanding the Error Messages	84
Using PhotoCapture Center™ from your computer	84

Section V Software

14 Software and Network features

Section VI Appendices

A Safety and Legal

Safety precautions	88
To use the machine safely.....	88
Choosing a location	91
Important information.....	92
Important safety instructions.....	92
For your safety.....	93
LAN connection	93
International ENERGY STAR® Compliance Statement	93
EU Directive 2002/96/EC and EN50419.....	93
Trademarks	94

B Troubleshooting and Routine Maintenance

Troubleshooting	95
Error messages	95
Transferring your faxes or Fax Journal report	98
Document jam	99
Printer jam or paper jam	100

If you are having difficulty with your machine	102
Dial Tone detection.....	107
Phone line interference.....	107
Improving print quality.....	108
Cleaning the print head	108
Checking the print quality	108
Checking the printing alignment	109
Checking the ink volume.....	110
Packing and shipping the machine	110
Routine maintenance.....	112
Cleaning the outside of the machine	112
Cleaning the scanner.....	112
Cleaning the printer platen	113
Cleaning the Paper Pick-up Roller	113
Replacing the ink cartridges	113

C Menu and Features

On-screen programming.....	116
Memory storage.....	116
Menu keys	116
Menu table.....	117
Entering Text	129

D Specifications

Product description	130
General.....	130
Print media	132
Copy	133
PhotoCapture Center™	134
Fax.....	135
Scanner	136
Printer	137
Interfaces	137
Computer requirements.....	138
Consumable items	139
Network (LAN)	140

E Glossary

F Index



General

General Information	2
Loading documents and paper	11
General setup	20
Security features	27

Using this guide

Thank you for buying a Brother machine! Your machine is simple to use, with LCD screen instructions to guide you through programming it. You can make the most of your machine by reading through 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 will 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 included some of the messages that will appear in the LCD.

Bold Bold typeface identifies specific keys on the machine control panel.

Italics Italicized typeface emphasizes an important point or refers you to a related topic.

`Courier New` Text in the Courier New font identifies messages on the LCD of the machine.



Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.



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



Improper Setup icons alert you to devices and operations that are not compatible with the machine.



Warnings tell you what to do to prevent possible personal injury.



Electrical Hazard icons alert you to possible electrical shock.



Hot Surface icons warn you not to touch machine parts that are hot.

How to access the complete User's Guide

This User's Guide does not contain all the information about the machine such as how to use the advanced features of the Fax, Printer, Scanner, PC Fax and Network. When you are ready to learn detailed information about these operations, read the complete User's Guide that is on the CD-ROM.

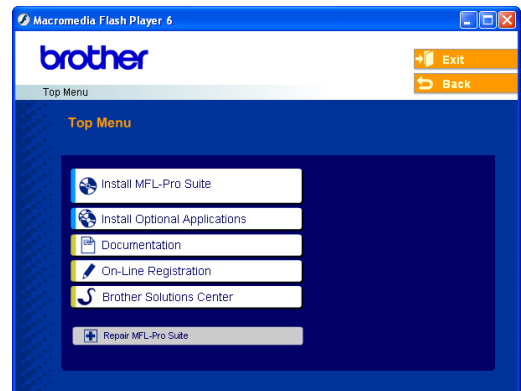
To view Documentation (For Windows®)

From the **Start** menu, select **Brother, MFL Pro Suite MFC-820CW** from the Programs Group, and then select **User's Guide**.

How to view Documentation from the CD-ROM main menu

- 1 Turn on your PC. Insert the Brother CD-ROM labelled Windows® into your CD-ROM drive.
- 2 If the model name screen appears, click your model name.

- 3 If the language screen appears, click your language. The CD-ROM main menu will appear.



Note

If this window does not appear, use Windows® Explorer to run the setup.exe program from the root directory of the Brother CD-ROM.

- 4 Click **Documentation**.
- 5 Click the documentation you want to read.
 - **Quick Setup Guide:** Setup and Software Installation Instructions
 - **User's Guide (3 manuals):** User's Guide for stand-alone operations, Software User's Guide and Network User's Guide
 - **PaperPort® User's Guide:** Document Management Software

How to find Scanning instructions

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

Software User's Guide

- *Scanning in Chapter 2* (For Windows® 98/98SE/Me/2000 Professional and Windows® XP)
- *ControlCenter2 in Chapter 3* (For Windows® 98/98SE/Me/2000 Professional and Windows® XP)
- *Network Scanning in Chapter 4*

PaperPort® User's Guide

- Instructions for scanning directly from ScanSoft® PaperPort®

How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. For more information, or if your access point supports SecureEasySetup™, please see the Network User's Guide.

To view Documentation (For Macintosh®)

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



- 2 Double-click the **Documentation** icon.
- 3 The select Language screen appears, double-click your language.
- 4 Click the documentation you want to read.
 - **Quick Setup Guide:** Setup and Software Installation Instructions
 - **User's Guide (3 manuals):** User's Guide for stand-alone operations, Software User's Guide and Network User's Guide

How to find Scanning instructions

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

Software User's Guide

- *Scanning in Chapter 9* (For Mac OS® 9.1-9.2/Mac OS® X 10.2.4 or greater)
- *ControlCenter2 in Chapter 10* (For Mac OS® X 10.2.4 or greater)
- *Network Scanning in Chapter 11* (For Mac OS® X 10.2.4 or greater)

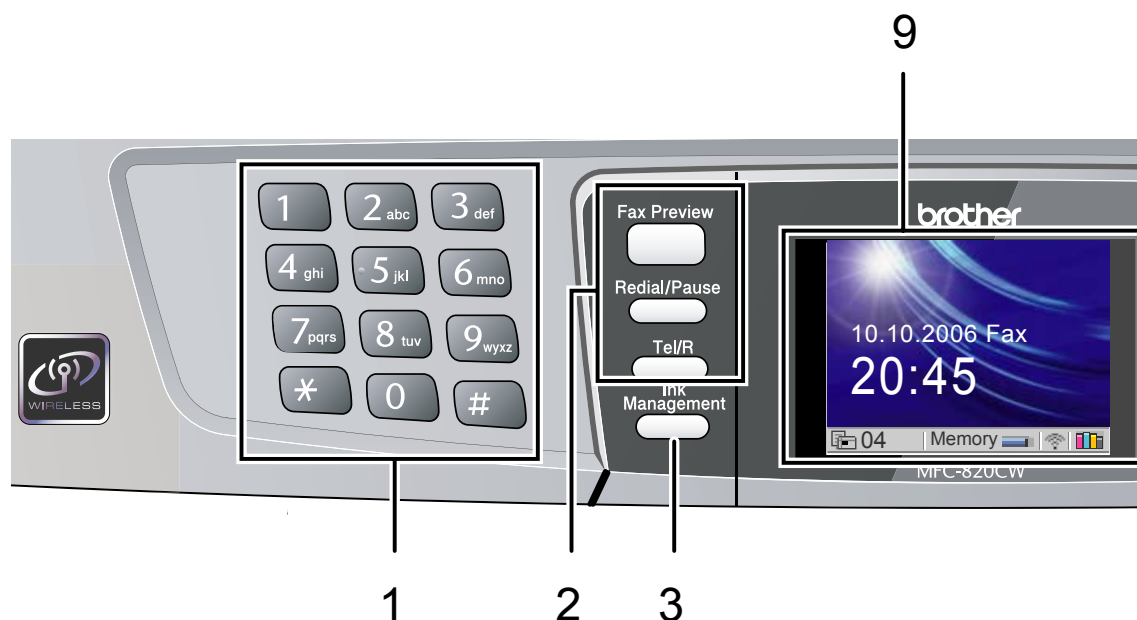
Presto!® PageManager® User's Guide

- Instructions for scanning directly from Presto!® PageManager®

How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. For more information, or if your access point supports SecureEasySetup™, please see the Network User's Guide.

Control panel overview



1 Dial Pad

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

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

2 Fax keys

■ Fax Preview

Lets you preview incoming faxes on the LCD.

■ Redial/Pause

Redials any of the last 30 numbers you called. It also lets you put a pause in Quick-Dial numbers.

■ Tel/R

This key is used to have a telephone conversation after picking up the external handset in F/T pseudo-ringing.

Also, use this key to gain access to an outside line, or transfer a call to another extension when it is connected to a PBX.

3 Ink Management

Lets you clean the print head, check the print quality, and check the available ink volume.

4 Mode keys:

■ PhotoCapture

Lets you access PhotoCapture Center™ mode.

■ Copy

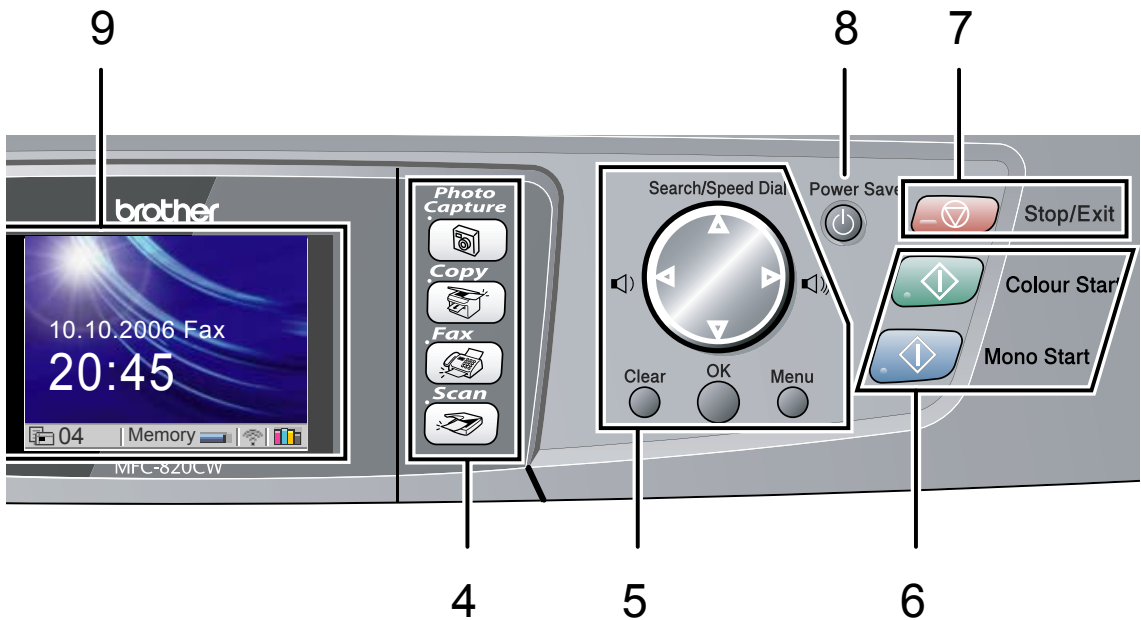
Lets you access Copy mode.

■ Fax

Lets you access Fax mode.

■ Scan

Lets you access Scan mode.



5 Menu keys:

■ Volume keys



In Fax mode, you can press these keys to adjust the ring volume.

■ ▲ Search/Speed Dial

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

■ ◀ or ▶

Press to scroll backward or forward to a menu selection.

■ ▲ or ▼

Press to scroll through the menus and options.

■ Menu

Lets you access the Menu to program your settings in the machine.

■ OK

Lets you store your settings in the machine.

■ Clear

Press to cancel the current setting.

6 Start keys:

■ Colour Start

Lets you start sending faxes or making copies in full color. Also lets you start a scanning operation (in colour or mono, depending on the scanning setting in the ControlCenter2 software).

■ Mono Start

Lets you start sending faxes or making copies in monochrome. Also lets you start a scanning operation (in colour or mono, depending on the scanning setting in the ControlCenter2 software).

7 Stop/Exit

Stops an operation or exits from a menu.

8 Power Save

Lets you put the machine into Power Save mode.

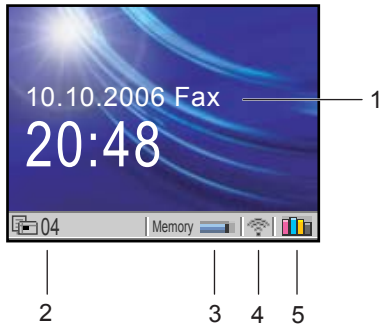
9 LCD (liquid crystal display)

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

Also, you can adjust the angle of the LCD display by lifting it.

LCD display indications

The LCD shows the current machine status when the machine is idle.



1 Current Receive Mode

Lets you see the current receive mode.

- Fax (Fax only)
- F/T (Fax/Tel)
- TAD (External TAD)
- Mn1 (Manual)

2 Faxes in memory

Shows how many received faxes are in the memory.

3 Memory Status

Lets you see the available memory in the machine.

4 Wireless Status

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



5 Ink indicator

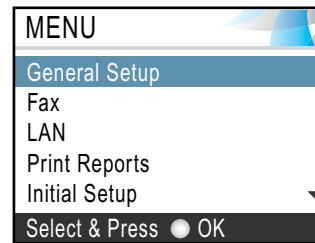
Lets you see the available ink volume.

Basic Operations

For example, to set Mode Timer to 30 Secs.

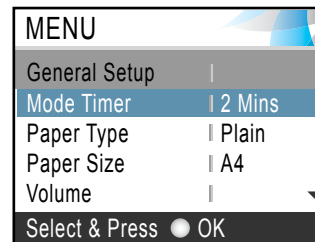
1 Press **Menu**.

2 Press **▲** or **▼** to choose **General Setup**.



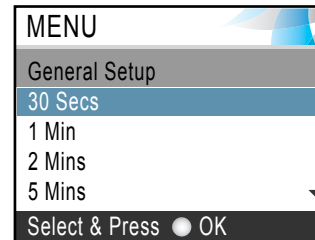
Press **OK**.

3 Press **▲** or **▼** to choose **Mode Timer**.



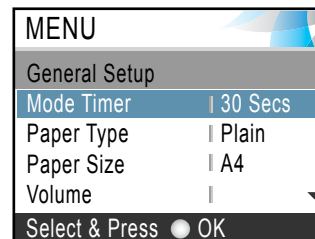
Press **OK**.

4 Press **▲** or **▼** to choose **30 Secs**.



Press **OK**.

You can see the current setting on the LCD:



5 Press **Stop/Exit**.

About fax machines

Custom features

Do you have BT's Call minder on the phone line?

If you have Call minder on the phone line where you will install your new machine, *there is a strong possibility that Call minder and the machine may conflict with each other while receiving incoming calls.*

Why should there be problems?

Since both the machine and Call minder will pick up the call after the number of rings you have set, each of them has the ability to keep the other from receiving calls.

For example, if Call minder is set to answer after two rings and your machine is set to answer after four, Call minder will stop your machine from receiving faxes.

If you set Call minder and the Brother machine to answer after the same number of rings, there is no way of knowing which one will answer first. It is important to remember that neither Call minder nor the machine can pass the call back to the other after the call has been answered.

How can you avoid possible problems?

A very good way to avoid problems like the one mentioned, *is to get a second phone number on your present phone line.*

Many people with Call minder choose another service, which is called 'BT Call Sign', and they are very satisfied with it. (See *BT Call Sign (For U.K. Only)* on page 42.)

Another way to avoid possible problems is to replace your Call minder with an answering machine. Your Brother machine is designed to work with an answering machine or TAD (telephone answering device).

(See *Connecting an external telephone answering device (TAD)* on page 43.)

Fax tones and handshake

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

Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You will 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 machine is set to the Fax Only mode, it will answer every call automatically with fax receiving tones. If the other person hangs up, your machine 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 machine's 'chirps' overlap. This must be for at least 2 to 4 seconds, so both 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.



Note

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.

ECM (Error Correction Mode)

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

2

Loading documents and paper

Loading documents

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

Using the ADF

The ADF can hold up to 10 pages and feeds each sheet individually. Use standard 80 g/m² (20 lb) paper and always fan the pages before putting them in the ADF.

Recommended environment

Temperature:	20 to 30° C (68 to 86° F)
Humidity:	50% to 70%
Paper:	80 g/m ² A4 (20 lb LTR)

Document Sizes Supported

Length:	147 to 356 mm (5.8 to 14 in.)
Width:	147 to 216 mm (5.8 to 8.5 in.)
Weight:	64 to 90 g/m ² (17 to 24 lb)

How to load documents

! CAUTION

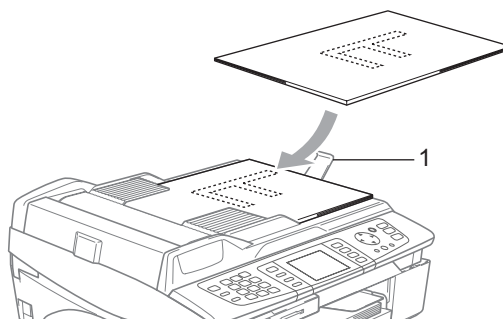
DO NOT pull on the document while it is feeding.

DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.

DO NOT use cardboard, newspaper or fabric.

- Make sure documents written with ink are completely dry.

- 1 Fan the pages well. Make sure you put the documents **face down, top edge first** in the ADF until you feel them touch the feed roller.
- 2 Adjust the paper guides to fit the width of your documents.
- 3 Unfold the ADF Document Output Support Flap (1).



! CAUTION

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

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book or one page at a time.

Document Sizes Supported

Length:	Up to 297 mm (11 in.)
Width:	Up to 216 mm (8.5 in.)
Weight:	Up to 2 kg (4.4 lb)

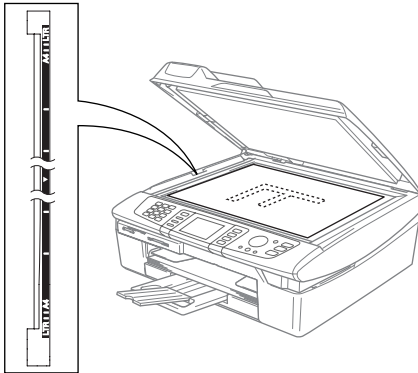
How to load documents



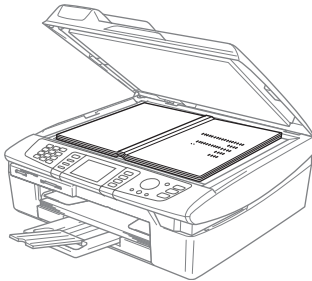
Note

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

- 1 Lift the document cover.



- 2 Using the document guidelines on the left, center the document face down on the scanner glass.



- 3 Close the document cover.

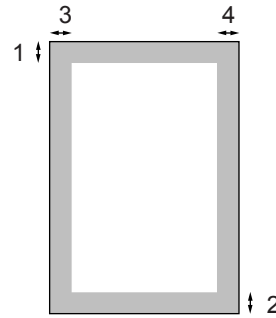


CAUTION

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

Scanning area

The scanning area depends on the settings in the application you are using. The figures below show the areas you cannot scan on paper.



Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	Letter	3 mm (0.12 in.)	4 mm (0.16 in.)
	A4	3 mm (0.12 in.)	1 mm (0.04 in.)
Copy	Letter	3 mm (0.12 in.)	3 mm (0.12 in.)
	A4	3 mm (0.12 in.)	3 mm (0.12 in.)
Scan	Letter	3 mm (0.12 in.)	3 mm (0.12 in.)
	A4	3 mm (0.12 in.)	0 mm (0 in.)

About paper

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

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper you load.

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

We recommend testing various paper types before buying large quantities.

For best results, use the recommended paper.

- When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to choose the proper media in the **'Basic'** tab of the printer driver or in the Paper Type setting of the menu (See *Setting the Paper Type* on page 22).
- When you print on Brother glossy paper, load the instruction sheet included with the glossy paper in the paper tray first, and then put the glossy paper on the instruction sheet.
- When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended paper

To get the best print quality, we suggest using Brother paper. (See table below.)

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

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

Brother paper

Paper Type	Item
A4 Plain	BP60PA
A4 Glossy	BP60GLA
A4 Inkjet (Photo Matte)	BP60MA
10 x 15 cm Glossy	BP60GLP

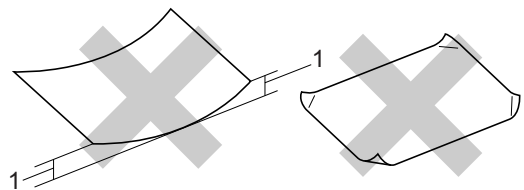
Handling and using special paper

- 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 down.
- 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 transparencies recommended for inkjet printing.

Improper Setup

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



1 2 mm (0.08 in.) or longer

- Extremely shiny or highly textured paper
- Paper already printed on by a printer
- Paper that cannot be arranged uniformly when stacked
- Paper made with a short grain

Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Paper	Letter	216 × 279 mm (8 1/2 × 11 in.)	Yes	Yes	Yes	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	Yes	Yes	Yes	Yes
	Legal	216 × 356 mm (8 1/2 × 14 in.)	Yes	Yes	–	Yes
	Executive	184 × 267 mm (7 1/4 × 10 1/2 in.)	–	–	–	Yes
	JIS B5	182 × 257 mm (7.2 × 10.1 in.)	–	–	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes
	A6	105 × 148 mm (4.1 × 5.8 in.)	–	–	–	Yes
Cards	Photo	102 × 152 mm (4 × 6 in.)	–	Yes	Yes	Yes
	Photo L	89 × 127 mm (3 1/2 × 5 in.)	–	–	–	Yes
	Photo 2L	127 × 178 mm (5 × 7 in.)	–	–	Yes	Yes
	Index Card	127 × 203 mm (5 × 8 in.)	–	–	–	Yes
	Post Card 1	100 × 148 mm (3.9 × 5.8 in.)	–	–	–	Yes
	Post Card 2 (Double)	148 × 200 mm (5.8 × 7.9 in.)	–	–	–	Yes
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	–	–	–	Yes
	DL Envelope	110 × 220 mm (4.3 × 8.7 in.)	–	–	–	Yes
	COM-10	105 × 241 mm (4 1/8 × 9 1/2 in.)	–	–	–	Yes
	Monarch	98 × 191 mm (3 7/8 × 7 1/2 in.)	–	–	–	Yes
	JE4 Envelope	105 × 235 mm (4.1 × 9.3 in.)	–	–	–	Yes
	Transparencies	Letter	216 × 279 mm (8 1/2 × 11 in.)	–	Yes	–
A4		210 × 297 mm (8.3 × 11.7 in.)	–	Yes	–	Yes

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Paper	Plain Paper	64 to 120 g/m ² (17 to 32 lb)	0.08 to 0.15 mm (0.003 to 0.006 in.)	100 ¹
	Inkjet Paper	64 to 200 g/m ² (17 to 53 lb)	0.08 to 0.25 mm (0.003 to 0.01 in.)	20
	Glossy Paper	Up to 220 g/m ² (Up to 58 lb)	Up to 0.25 mm (Up to 0.01 in.)	20
Cards	Photo Card	Up to 240 g/m ² (Up to 64 lb)	Up to 0.28 mm (Up to 0.01 in.)	20
	Index Card	Up to 120 g/m ² (Up to 32 lb)	Up to 0.15 mm (Up to 0.006 in.)	30
	Post Card	Up to 200 g/m ² (Up to 53 lb)	Up to 0.23 mm (Up to 0.01 in.)	30
Envelopes		75 to 95 g/m ² (20 to 25 lb)	Up to 0.52 mm (Up to 0.02 in.)	10
Transparencies		–	–	10

¹ Up to 50 sheets for Legal size paper 80 g/m² (20 lb).
Up to 100 sheets of 80 g/m² (20 lb) paper.

Paper capacity of the output paper tray

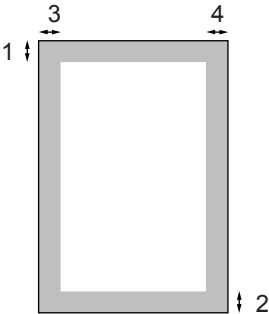
Up to 25 sheets of 20 lb Letter or 80 g/m² A4 paper.

- Transparencies or glossy paper must be picked up from the output paper tray one page at a time to avoid smudging.
- Legal paper cannot be stacked on the output paper tray.

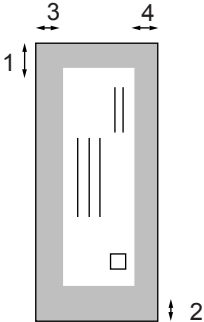
Printable area

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. If you set the Borderless feature to on, no unprintable areas will be shown for cut sheet paper only.

Cut Sheet Paper



Envelopes

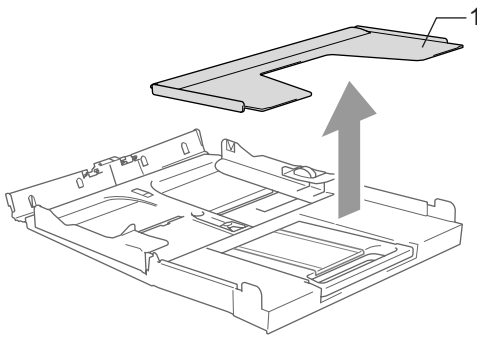
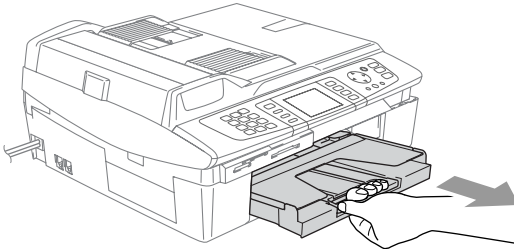


	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	3 mm (0.12 in.)	3 mm (0.12 in.)	3 mm (0.12 in.)	3 mm (0.12 in.)
Envelopes	12 mm (0.47 in.)	24 mm (0.94 in.)	3 mm (0.12 in.)	3 mm (0.12 in.)

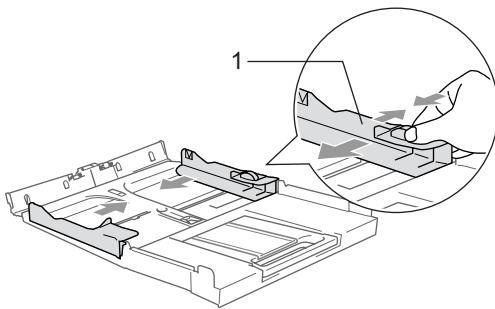
Loading paper, envelopes and post cards

Loading paper or other media

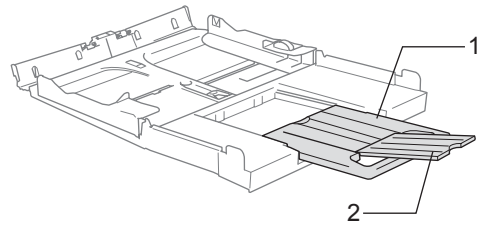
- 1 Pull the paper tray completely out of the machine and remove the output paper tray (1).



- 2 Press and slide the paper side guide (1) to fit the paper width.



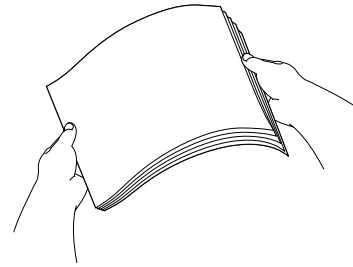
- 3 Pull out the paper support (1) and unfold the paper support flap (2).



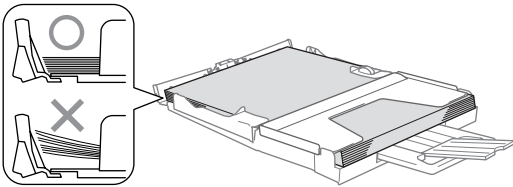
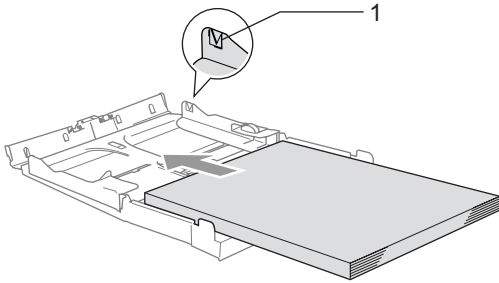
Note

Use the paper support flap for Letter, Legal and A4 paper.

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



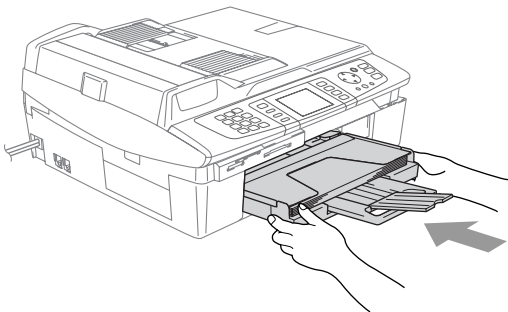
- 5 Gently put the paper into the paper tray print side down and top edge first. Check that the paper is flat in the tray and below the maximum paper mark (1). Make sure the paper side guides touch the sides of the paper.



Note

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

- 6 Put the output paper tray back on and push the paper tray firmly back into the machine.



Loading envelopes

- Use envelopes that weigh from 75 to 95 g/m² (20 to 25 lb).
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first.

! CAUTION

To prevent possible damage to the feeding mechanism, do not use the types of envelopes shown below.

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

Glue	Rounded flap	Double flap	Triangular flap

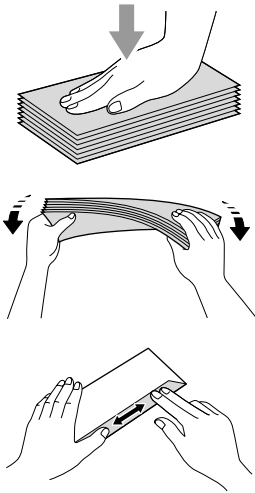
How to load envelopes

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

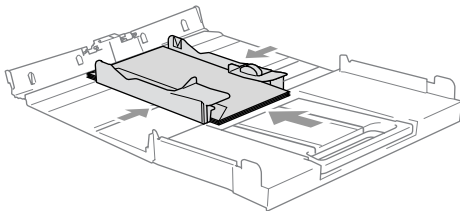


Note

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



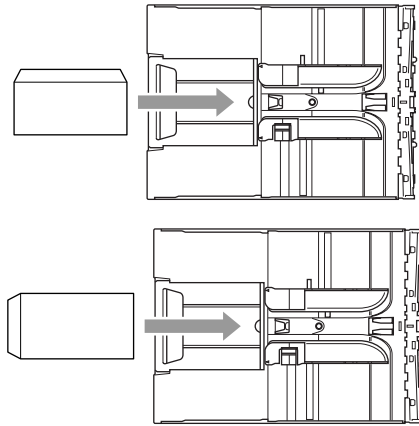
- 2 Put the envelopes into the paper tray with the address side down and the leading edge (top of the envelopes) in first. Slide the paper side guide to fit the width of the envelopes.



If you have problems when printing on envelopes, try the following suggestions:

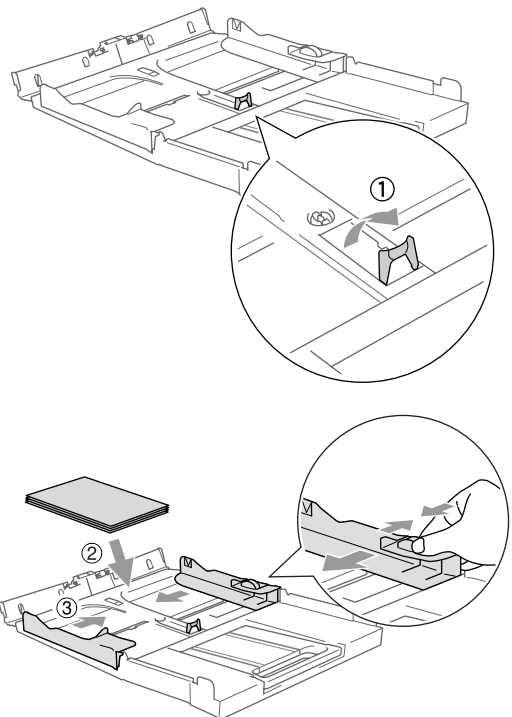
- 1 Open the envelope flap.
- 2 Make sure the open flap is either to the side of the envelope or to the back edge of the envelope when printing.

- 3 Adjust the size and margin in your application.



How to load post cards

- 1 Raise the paper stop (1) and put the post cards (2) into the paper tray. Slide the paper side guide (3) to fit the width of the post cards.



3

General setup

Power Save mode

When the machine is idle, you can put the machine into Power Save mode by pressing the **Power Save** key. You can still receive telephone calls in Power Save mode. For further information on receiving faxes in the power save condition, please see the table on page 21. The delayed faxes that have been set up will be sent. You can even retrieve faxes using Remote Retrieval if you are away from your machine. If you want to do other operations, you must take the machine out of Power Save mode.



Note

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

How to put the machine into Power Save mode

- 1 Press and hold down the **Power Save** key until the LCD shows *Shutting Down*. The LCD light goes off.

How to take the machine out of Power Save mode

- 1 Press and hold down the **Power Save** key until the LCD shows *Please Wait*. The LCD shows the date and time.



Note

- Even if you have put the machine into Power Save mode, it will periodically clean the print head to preserve print quality.
- If you unplug the AC power cord, no machine operations will be available.
- You can customize Power Save mode so that, apart from automatic head cleaning, no machine operations are available. (See *Receiving faxes in Power Save mode* on page 21.)

Receiving faxes in Power Save mode

You can customize the machine's **Power Save** key. The factory setting mode is `Fax Receive:On`. Your machine can receive faxes or calls even when the machine is in Power Save mode. If you do not want your machine to receive faxes or calls, turn this setting to `Fax Receive:Off`. (See *Power Save mode* on page 20.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `General Setup`. Press **OK**.
- 3 Press **▲** or **▼** to choose `P.Save Setting`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Fax Receive:Off` (or `Fax Receive:On`). Press **OK**.
- 5 Press **Stop/Exit**.

On/Off setting	Receive mode	Available operations
Fax Receive: On (factory setting)	Fax Only External TAD	Fax Receive, Fax Detect, Delayed Fax ¹ , Fax Forward ¹ , Fax Storage ¹ , Fax Preview ¹ , PC Fax Receive ¹ , Remote Retrieval ¹ ■ You cannot receive a fax with Mono Start or Colour Start .
	Manual Fax/Tel ²	Fax Detect, Delayed Fax ¹ ■ You cannot receive a fax with Mono Start or Colour Start .
Fax Receive: Off	—	No machine operations will be available other than cleaning the print head.

¹ Should be set before you switch off the machine.

² You cannot receive a fax automatically even if you have set the receive mode to `Fax/Tel`.

Mode Timer

Setting the Mode Timer

The machine has four temporary mode keys on the control panel: PhotoCapture, Copy, Fax and Scan. You can change the amount of time the machine takes after the last Copy, Scan or PhotoCapture operation before it returns to Fax mode. If you choose *Off*, the machine stays in the mode you used last.



- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose *General Setup*. Press **OK**.
- 3 Press **▲** or **▼** to choose *Mode Timer*. Press **OK**.
- 4 Press **▲** or **▼** to choose *0 Sec*, *30 Secs*, *1 Min*, *2 Mins*, *5 Mins* or *Off*. Press **OK**.
- 5 Press **Stop/Exit**.

Paper settings

Setting the Paper Type

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose *General Setup*. Press **OK**.
- 3 Press **▲** or **▼** to choose *Paper Type*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Plain*, *Inkjet*, *Glossy* or *Transparency*. Press **OK**.
- 5 Press **Stop/Exit**.



Note

The machine ejects paper with printed surfaces face up onto the paper tray in front of the machine. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

Setting the Paper Size

You can use five sizes of paper for printing copies: Letter, Legal, A4, A5, and 10 × 15 cm (4 × 6 in.) and three sizes for printing faxes: Letter, Legal and A4. When you change the size of paper you load in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose **General Setup**. Press **OK**.
- 3 Press ▲ or ▼ to choose **Paper Size**. Press **OK**.
- 4 Press ▲ or ▼ to choose **Letter**, **Legal**, **A4**, **A5** or **10x15cm**. Press **OK**.
- 5 Press **Stop/Exit**.

Volume Settings

Setting the Ring Volume

You can turn the ring to **Off** or you can choose the ring volume level. This setting will stay until you change it again.

- 1 Press **⏪** or **⏩**.

Setting the Ring Volume from the menu

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose **General Setup**. Press **OK**.
- 3 Press ▲ or ▼ to choose **Volume**. Press **OK**.
- 4 Press ▲ or ▼ to choose **Ring**. Press **OK**.
- 5 Press ▲ or ▼ to choose **Low**, **Med**, **High** or **Off**. Press **OK**.
- 6 Press **Stop/Exit**.

Setting the Beeper Volume

You can change the beeper volume. The factory setting is **Low**. When the beeper is on, the machine will beep when you press a key, make a mistake or after you send or receive a fax.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **General Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Volume**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Beeper**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Low, Med, High or Off**. Press **OK**.
- 6 Press **Stop/Exit**.

Setting the Speaker Volume

You can adjust the machine's one-way speaker volume.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **General Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Volume**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Speaker**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Low, Med, High or Off**. Press **OK**.
- 6 Press **Stop/Exit**.

Automatic Daylight Savings Time

You can set the machine to change automatically for daylight savings time. It will reset itself forward one hour in the Spring and backward one hour in the Autumn. Make sure you have set the correct date and time in the **Date/Time** setting.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **General Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Auto Daylight**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Off (or On)**. Press **OK**.
- 5 Press **Stop/Exit**.

LCD display

Setting the LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD, try changing the contrast setting.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **General Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **LCD Settings**. Press **OK**.
- 4 Press **▲** or **▼** to choose **LCD Contrast**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Light, Med or Dark**. Press **OK**.
- 6 Press **Stop/Exit**.

Setting the backlight brightness

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **General Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **LCD Settings**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Backlight**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Light, Med or Dark**. Press **OK**.
- 6 Press **Stop/Exit**.

Setting the Dim Timer for the backlight

You can set how long the LCD backlight stays on for after the last key press.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **General Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **LCD Settings**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Dim Timer**. Press **OK**.
- 5 Press **▲** or **▼** to choose **10 Secs, 20 Secs, 30 Secs or Off**. Press **OK**.
- 6 Press **Stop/Exit**.

Setting the Off Timer

You can set how long the LCD stays on for after the last key press. This is a power saving feature. The machine can print, scan and receive faxes and voice calls when the LCD is off.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose General Setup.
Press **OK**.
- 3 Press **▲** or **▼** to choose LCD Settings.
Press **OK**.
- 4 Press **▲** or **▼** to choose Off Timer.
Press **OK**.
- 5 Press **▲** or **▼** to choose 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or Off.
Press **OK**.
- 6 Press **Stop/Exit**.



Note

When the display is off you can press any key to turn it back on.

Memory Security

Memory Security lets you prevent unauthorized access to the machine. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on Memory Security, so they won't be lost.

While Memory Security is on, the following operations are available:

- Receiving faxes into memory (limited by memory capacity)
- Fax forwarding (If Fax Forwarding was already On)
- Remote retrieval (If Fax Storage was already On)

While Memory Security is on, the following operations are NOT available:

- Printing received faxes
- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture
- PC Fax Receive



Note

- To print the faxes in memory, turn off Memory Security.
- You must turn off PC Fax Receive before you can turn on Memory Security. (See *Turning off Advanced Fax Operation* on page 56.)

Setting up the password



Note

- If you forget the Memory Security password, please call your Brother dealer for service.
- If you have already set the password, you will not need to set it again.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Mem Security**. Press **OK**.
- 5 Enter a 4-digit number for the password. Press **OK**.
- 6 If the LCD shows **Verify:**, re-enter the password. Press **OK**.
- 7 Press **Stop/Exit**.

Changing the Memory Security password

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Mem Security**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Set Password**. Press **OK**.
- 6 Enter the registered 4-digit number for the current password. Press **OK**.
- 7 Enter a 4-digit number for a new password. Press **OK**.
- 8 If the LCD shows **Verify:**, re-enter the new password. Press **OK**.
- 9 Press **Stop/Exit**.

Turning Memory Security on

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Mem Security**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Set Security**. Press **OK**.
- 6 Enter the registered 4-digit password. Press **OK**.
The machine goes offline and the LCD shows **Secure Mode**.



Note

If there is a power failure the data will stay in memory for up to 24 hours.

Turning Memory Security off

- 1 Press **Menu**.
- 2 Enter the registered 4-digit password. Press **OK**.
Memory Security is automatically turned off.



Note

If you enter the wrong password, the LCD shows **Wrong Password** and stays offline. The machine will stay in **Secure mode** until the registered password is entered.



Fax


Sending a fax	30
Receiving a Fax	37
Phone Services and External devices	41
Quick-Dial Numbers and Dialling Options	47
Advanced Fax Operation (Monochrome only)	53
Printing Reports	61
Polling	63

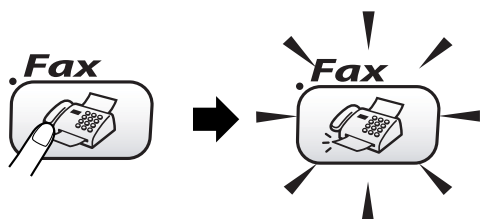
5

Sending a fax

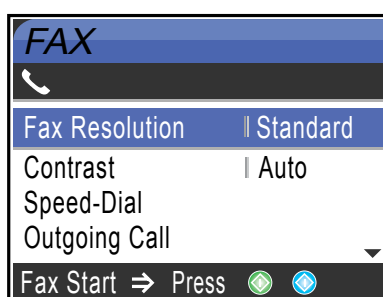
Entering Fax mode

When you want to send a fax, or change fax send or receive settings, press the

 (**Fax**) key to illuminate it in green.



The LCD shows:




Press **▲** or **▼** to scroll through the **Fax** key options. Some functions are only available when sending monochrome faxes.

- Fax Resolution (See page 33.)
- Contrast (See page 33.)
- Speed-Dial (See page 47.)
- Outgoing Call (See page 48.)
- Broadcasting (See page 32.)
- Delayed Fax (See page 35.)
- Batch TX (See page 35.)
- Real Time TX (See page 34.)
- Polled TX (See page 64.)
- Polling RX (See page 63.)
- Overseas Mode (See page 35.)
- Scan Size (See page 31.)
- Set New Default (See page 35.)

- Factory Reset (See page 36.)

When the option you want is highlighted, press **OK**.

Faxing from the ADF

- 1 Press  (**Fax**).
- 2 Put the document face down in the ADF.
- 3 Enter the fax number using the dial pad, Speed-Dial or Search.
- 4 Press **Mono Start** or **Colour Start**.
The machine starts scanning the document.



Note

- To cancel, press **Stop/Exit**.
- If the memory is full, the document will be sent in real time.

Faxing from the scanner glass


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

You cannot send multiple pages for colour faxes.



Note

Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple page document.

- 1 Press  (**Fax**).
- 2 Load your document face down on the scanner glass.
- 3 Enter the fax number using the dial pad, Speed-Dial or Search.
- 4 Press **Mono Start** or **Colour Start**.
 - If you press **Mono Start**, the machine starts scanning the first page. Go to step 5.
 - If you press **Colour Start**, the machine starts sending the document.
- 5 Do one of the following:
 - To send a single page, press **2** to choose **No** (or press **Mono Start** again). The machine starts sending the document.
 - To send more than one page, press **1** to choose **Yes** and go to step 6.
- 6 Put the next page on the scanner glass. Press **OK**. The machine starts scanning the page. (Repeat steps 5 and 6 for each additional page.)




Note

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

Faxing Letter size documents from the scanner glass

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

- 1 Press  (**Fax**).
- 2 Press **▲** or **▼** to choose **Scan Size**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Letter** (or **A4**). Press **OK**.



Note

You can save the setting you use most often by setting it as default. (See page 35.)

Cancelling a fax in progress

If you want to cancel a fax while the machine is scanning, dialling or sending, press **Stop/Exit**.

Colour fax transmission


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

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

Broadcasting (Monochrome only)

Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, Speed-Dial numbers and up to 50 manually dialled numbers in the same broadcast.

After the broadcast is finished, a Broadcast Report will be printed.

- 1 Press  (Fax).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose *Broadcasting*. Press **OK**.
- 4 Press ▲ or ▼ to choose *Add Number*. Press **OK**.
- 5 Enter a number using Speed-Dial, a Group, or the dial pad. Press **OK**.
- 6 Repeat steps 4 and 5 to enter more fax numbers, and then press ▲ or ▼ to choose *Complete*. Press **OK**.
- 7 Press **Mono Start**.



Note

- 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 210 different numbers.
- 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 the maximum numbers available, you will not be able to use dual access and delayed fax.

- Enter the long dialling sequence numbers as you would normally, but remember that each and Speed-Dial number counts as one number, so the number of locations you can store becomes limited. (See *Access codes and credit card numbers* on page 52.)
- If the memory is full, press **Stop/Exit** to stop the job. If more than one page has been scanned, press **Mono Start** to send the portion that is in the memory.

To stop a Broadcast in progress

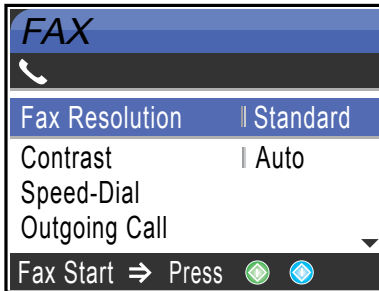
- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose *Fax*. Press **OK**.
- 3 Press ▲ or ▼ to choose *Remaining Jobs*. Press **OK**.
The LCD will show the fax number being dialled and the Broadcast job number.
- 4 Press **OK**.
The LCD will ask you the following message:
Cancel Job?
Yes→Press **1**
No→Press **2**
- 5 Press **1** to clear the number being dialled.
The LCD will then show the Broadcast job number.
- 6 Press **OK**.
The LCD will ask you the following message:
Cancel Job?
Yes→Press **1**
No→Press **2**
- 7 Press **1** to cancel the Broadcast.
- 8 Press **Stop/Exit**.

Additional sending operations

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, overseas mode, delayed fax timer, polling transmission and real time transmission.

- 1 Press  (**Fax**).
The LCD shows:



- 2 Press **▲** or **▼** to choose any settings you want to change.
Press **OK**.
- 3 After each setting is accepted, you can continue to change more settings.



Note


- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 35.)

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents the factory setting **Auto** can be used. It automatically chooses the suitable contrast for your document.

Use **Light** to send a light document.

Use **Dark** to send a dark document.

- 1 Press  (**Fax**).
- 2 Press **▲** or **▼** to choose **Contrast**.
Press **OK**.
- 3 Press **▲** or **▼** to choose **Auto**, **Light** or **Dark**.
Press **OK**.




Note

Even if you choose **Light** or **Dark**, the machine will send the fax using the **Auto** setting in any of the following conditions:

- When you send a colour fax.
- When you choose **Photo** as the Fax Resolution.

Fax Resolution

The quality of a fax can be improved by changing the fax resolution.

- 1 Press  (**Fax**).
- 2 Press **▲** or **▼** to choose **Fax Resolution**.
Press **OK**.
- 3 Press **▲** or **▼** to choose the resolution you want.
Press **OK**.

**Note**

You can choose four different resolution settings for monochrome faxes and two for colour.

Monochrome	
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.
Photo	Use when the document has varying shades of grey or is a photograph. This has the slowest transmission.

Colour	
Standard	Suitable for most typed documents.
Fine	Use when the document is a photograph. The transmission time is slower than Standard resolution.

If you choose **S.Fine** or **Photo** and then use the **Colour Start** key to send a fax, the machine will send the fax using the **Fine** setting.

Dual access (Monochrome only)

You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD shows the new job number and available memory.

To send a colour fax, the machine will send the document 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.

**Note**

If the **Out of Memory** message appears while scanning documents, press **Stop/Exit** to cancel or **Mono Start** to send the scanned pages.


Real Time Transmission

When you are sending a fax, the machine will scan the document into the memory before sending them. Then, as soon as the phone line is free, the machine will start dialling and sending.

If the memory is full, the machine will send the document in real time (even if **Real Time TX** is set to **Off**).

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can turn on **Real Time TX**.

To send a document at once without waiting for memory transmission, set **Real Time TX** to **On**.


- 1 Press  (**Fax**).
- 2 Press **▲** or **▼** to choose **Real Time TX**. Press **OK**.
- 3 Press **▲** or **▼** to choose **On**. Press **OK**.

**Note**

- In real time transmission, the automatic redial feature does not work when using the scanner glass.
- If you are sending a colour fax, the machine will send it in real time (even if **Real Time TX** is set to **Off**).


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 Press  (Fax).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose Overseas Mode.
Press **OK**.
- 4 Press ▲ or ▼ to choose On (or Off).
Press **OK**.

Delayed Fax (Monochrome only)

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 5.

- 1 Press  (Fax).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose Delayed Fax.
Press **OK**.
- 4 Press ▲ or ▼ to choose On.
Press **OK**.
- 5 Enter the time you want the fax to be sent (in 24-hour format).
(For example, enter 19:45 for 7:45 PM.)
Press **OK**.




Note

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

Delayed Batch Transmission (Monochrome only)

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes 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 to save transmission time.

- 1 Press  (Fax).
- 2 Press ▲ or ▼ to choose Batch TX.
Press **OK**.
- 3 Press ▲ or ▼ to choose On.
Press **OK**.
- 4 Press **Stop/Exit**.


Setting your changes as a new default

You can save the fax settings for Fax Resolution, Contrast, Real Time TX and Scan Size you use most often by setting them the default setting. These settings will stay until you change them again.

- 1 Press  (Fax).
- 2 Press ▲ or ▼ to choose your new setting.
Press **OK**.
Repeat this step for each setting you want to change.
- 3 After changing the last setting, press ▲ or ▼ to choose Set New Default.
Press **OK**.
- 4 Press **1** to choose Yes.
- 5 Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore all the settings you have changed to the factory settings. These settings will stay until you change them again.

- 1 Press  (**Fax**).
- 2 Press **▲** or **▼** to choose **Factory Reset**. Press **OK**.
- 3 Press **1** to choose **Yes**.
- 4 Press **Stop/Exit**.


Checking job status or cancelling a scheduled job

You can check which jobs are still waiting in the memory to be sent and cancel a job. (If there are no jobs, the LCD shows *No Jobs Waiting*.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Remaining Jobs**. Press **OK**. Any waiting jobs appear on the LCD.
- 4 Press **▲** or **▼** to scroll through the jobs and choose the job you want to cancel. Press **OK**.
- 5 Do one of the following:
 - To cancel, press **1** to choose **Yes**. If you want to cancel another job go to step 4.
 - To exit without cancelling, press **2** to choose **No**.
- 6 Press **Stop/Exit**.

Sending a fax manually

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

- 1 Press  (**Fax**).
- 2 Load your document.
- 3 Pick up the handset of an external phone and listen for a dial tone.
- 4 Dial the fax number you want to call.
- 5 When you hear the fax tone, press **Mono Start** or **Colour Start**.
- 6 Replace the handset.

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 fax.

If you get an *Out of Memory* message while scanning a subsequent page, you will have the option to press **Mono Start** to send the pages scanned so far, or to press **Stop/Exit** to cancel the operation.



Note

If you get an *Out of Memory* message while faxing and you do not want to delete your stored faxes to clear the memory, you can send the fax in real time. (See *Real Time Transmission* on page 34.)

6

Receiving a Fax

Basic Receiving Operations

Choosing the Receive Mode

There are four different receive modes for your machine. You can choose the mode that best suits your needs.

LCD	How it works	When to use it
Fax Only (automatic receive)	The machine automatically answers every call as a fax.	For dedicated fax lines.
Fax/Tel (fax and telephone) (with an external or extension telephone only)	The machine 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 use an answering machine on the same line, even if it is on a separate socket/phone socket on the same line. You cannot use the telephone company's Voice Mail in this mode.
External TAD (with an external answering machine only)	The external answering machine (TAD) automatically answers every call. Voice messages are stored on the external TAD. If it is a fax call, the machine receives the fax.	Use this mode if you want to use an answering machine connected to your machine. The External TAD setting works only with an external answering machine. Ring Delay does not work in this setting.
Manual (manual receive) (with an external or extension telephone only)	You control the phone line and must answer every call yourself.	Use this mode if you do not receive many fax messages, use BT Call Sign, or if you are using a computer on the same line. If you answer and hear fax tones, wait until the machine takes over the call, then hang up. (See <i>Fax Detect</i> on page 39.)

Choosing or changing your Receive Mode

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Initial Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Receive Mode**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Fax Only**, **Fax/Tel**, **External TAD** or **Manual**. Press **OK**.
- 5 Press **Stop/Exit**.

Setting the Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in **Fax Only** or **Fax/Tel** mode. If you have external or extension phones on the same line as the machine choose the maximum number of rings.

(See *Operation from extension telephones* on page 41 and *Fax Detect* on page 39.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Ring Delay**. Press **OK**.
- 5 Press **▲** or **▼** to choose how many times the line rings before the machine answers (0-8 UK only) (1-4 Ireland only). Press **OK**.
If you choose 0, the line will not ring at all.
- 6 Press **Stop/Exit**.

Setting the F/T Ring Time (Fax/Tel mode only)

If you set the Receive Mode to **Fax/Tel**, you need to decide how long the machine will signal you with its special pseudo/double-ring when you have a *voice* call. (If it's a fax call, the machine receives the fax.)

This pseudo/double-ring happens after the initial ringing from the phone company. Only the machine rings and no other phones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any telephone.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **F/T Ring Time**. Press **OK**.
- 5 Press **▲** or **▼** to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds). Press **OK**.
- 6 Press **Stop/Exit**.



Note

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

Fax Detect

If Fax Detect is On:

The machine receives fax calls automatically, even if you lift the handset of an extension or external phone. When you see *Receiving* on the LCD or when you hear 'chirps' through the handset of an extension phone connected to another wall socket/phone socket, just replace the handset and your machine will do the rest.

If Fax Detect is Off:

When you hear a fax tone through the handset, you have to press **Mono Start** or **Colour Start** on the machine.

If you are not at your machine, press * 5 1 on the extension phone. (See *Operation from extension telephones* on page 41.)



Note

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

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose *Fax*. Press **OK**.
- 3 Press ▲ or ▼ to choose *Setup Receive*. Press **OK**.
- 4 Press ▲ or ▼ to choose *Fax Detect*. Press **OK**.
- 5 Press ▲ or ▼ to choose *On (or Off)*. Press **OK**.
- 6 Press **Stop/Exit**.

Printing a reduced incoming fax (Auto Reduction)

The setting will automatically reduce an incoming fax to fit on one page of Letter, Legal or A4 size paper. The machine works out the reduction ratio by using the page size of the document and your paper size setting (See *Setting the Paper Size* on page 23).

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose *Fax*. Press **OK**.
- 3 Press ▲ or ▼ to choose *Setup Receive*. Press **OK**.
- 4 Press ▲ or ▼ to choose *Auto Reduction*. Press **OK**.
- 5 Press ▲ or ▼ to choose *On (or Off)*. Press **OK**.
- 6 Press **Stop/Exit**.



Note

- Turn on this setting if you receive faxes that are split onto two pages. However, if the document is too long the machine may still print on two pages.
- If left and right margins are cut off, turn on this setting.
- When this feature is set to *On*, the A4 faxes people send to you may appear slightly shrunk even though your machine prints them on A4 paper. This is because the machine has to print the Station ID of the sending machine at the top of the page.

Printing a fax from the memory

If you have chosen fax storage, you can still print a fax from the memory when you are at your machine. (See *Turning off Advanced Fax Operation* on page 56.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Advanced Fax Operation**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Print Document**. Press **OK**.
- 5 Press **Mono Start**.

Reception into memory (Monochrome only)

As soon as the paper tray becomes empty during fax reception, the LCD shows **No Paper Fed**; put some paper in the paper tray. (See *Loading paper, envelopes and post cards* on page 17.)

If Memory Receive is On at this time...

The current fax reception will continue, with the remaining page(s) being stored in the available memory. Subsequent incoming faxes will also be stored into memory until the memory is full. Following this, no further incoming fax calls will be automatically answered. To print all data, put fresh paper in the paper tray and press **Mono Start** or **Colour Start**.

If Memory Receive is Off at this time...

The current fax reception will continue, with the remaining page(s) being stored in the available memory. Subsequent incoming fax calls will not be automatically answered until fresh paper is put in the paper tray. To print the last fax received, put paper in the paper tray and press **Mono Start** or **Colour Start**.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Memory Receive**. Press **OK**.
- 5 Press **▲** or **▼** to choose **On** (or **Off**). Press **OK**.
- 6 Press **Stop/Exit**.

Voice operations

Voice calls can be made either with an extension or external telephone.

Tone or pulse

If you are using an external phone and have a pulse dialling 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.

- 1 Lift the handset of the external phone.
- 2 Press # on the control panel of your machine. Any digits dialled after this will send tone signals.
When you hang up, the machine will return to the pulse dialling service.

Operation from extension telephones

If you answer a fax call on an extension or an external telephone into the correct socket on the machine, you can make your machine take the call by using the Fax Receive Code. When you press the Fax Receive Code ✕ 5 1, the machine starts to receive the fax.

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code # 5 1 to take the call at an extension phone. (See *Setting the F/T Ring Time (Fax/Tel mode only)* on page 38.)

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

You should assume that you're receiving a manual fax.

If you want to use Remote Activation, you have to turn on the remote codes. (See *Changing the remote codes* on page 46.) Press ✕ 5 1 and wait for the chirp or until the LCD shows *Receiving*, and then hang up.



Note

You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* on page 39.)

Fax/Tel mode

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

If you are at an external telephone, lift the handset of the external telephone, and then press **Tel/R** to answer.

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

Fax/Tel mode in Power Save condition

Fax/Tel mode does not work in the power save condition. The machine will not answer telephone or fax calls and will keep ringing. If you are at an external or extension phone, lift the handset and talk. If you hear fax tones, hold the handset until Fax Detect activates your machine. If the other party says they want to send you a fax, activate the machine by pressing ✕ 5 1.

Telephone services

Setting the Phone Line Type

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose *Initial Setup*. Press **OK**.
- 3 Press **▲** or **▼** to choose *Phone Line Set*. Press **OK**.
- 4 Press **▲** or **▼** to choose *PBX, ISDN (or Normal)*. Press **OK**.
- 5 Press **Stop/Exit**.

PBX and TRANSFER

The machine is initially set to *Normal*, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Automatic Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line or transfer calls to another extension. The feature works when the **Tel/R** key is pressed.



Note

You can program a **Tel/R** key press as part of a number stored in a Speed-Dial location. When programming the Speed-Dial number, press **Tel/R** first (the LCD shows '!'), then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a Speed-Dial location. (See *Storing numbers for easy dialling* on page 49.)

However, if PBX is not chosen in the Phone Line Type setting, you cannot use the Speed-Dial number that the **Tel/R** press is programmed into.

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 your machine.

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



Note

- You can switch BT Call Sign off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. This machine will automatically answer incoming calls that use your new fax number.
- When you set the BT Call Sign feature to ON, the receive mode is set to *Manual* automatically. *Manual* mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern.

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**.
Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**.
Press **OK**.
- 4 Press **▲** or **▼** to choose **BT Call Sign**.
Press **OK**.
The LCD shows the current setting of this feature.
- 5 Press **▲** or **▼** to choose **On (or Off)**.
Press **OK**.
- 6 Press **Stop/Exit**.



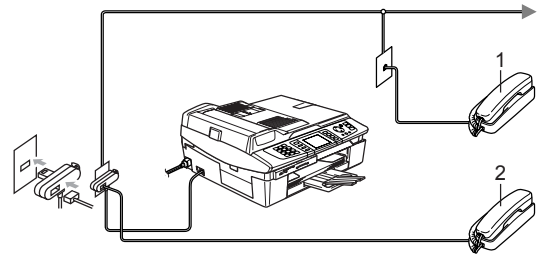
Note

If you turn off **BT Call Sign**, the receive mode stays in **Manual**. You will need to set receive mode again. (See *Choosing the Receive Mode* on page 37.)

Connecting an external device to your machine

Connecting an external or extension telephone

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



- 1 Extension telephone
- 2 External telephone

When you are using an external phone, the LCD shows **Telephone**.

Connecting an external telephone answering device (TAD)

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

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



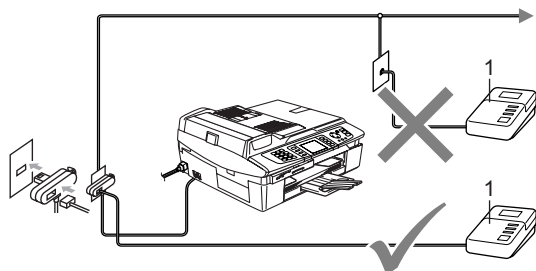
Note

If you do not receive all your faxes, cut the Ring Delay setting on your external TAD.



Improper Setup

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



1 TAD

When the TAD answers a call, the LCD shows *Telephone*.

Connections

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

- 1 Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
- 2 Record the outgoing message on your external TAD.
- 3 Set the TAD to answer calls.
- 4 Set the Receive Mode to *External TAD*. (See *Choosing the Receive Mode* on page 37.)

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.

- 1 Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Limit your speaking to 20 seconds.



Note

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

Using extension telephones (For U.K. only)

Your premises may already be wired with parallel extension telephones, or you may plan to add extension telephones to your line, as well as your machine. While the simplest arrangement is a straightforward parallel connection, there are some problems with this arrangement, the most obvious of which is inadvertent interruption of a facsimile transmission caused by someone picking up an extension telephone to make an outgoing call. Also, fax receive code may not operate reliably in such a simple configuration.

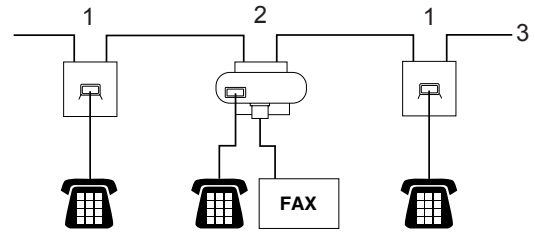
This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

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

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

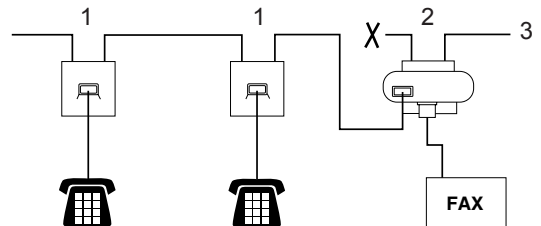
This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be put into the modular socket of the white 'T'-shaped connector provided as part of the line cord assembly.

Inadvisable connection of extension sockets (Fig. 1.)



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

Recommended connection of extension sockets (Fig. 2.)



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

The fax machine must be plugged into master socket.

Note

These phones are now connected as external devices (see *Connecting an external or extension telephone* on page 43), 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 machine for you. It is advisable to have a separate line for the machine.

If the machine 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 machine to work with a PBX

- 1 It is not guaranteed that the unit will work properly under all circumstances with a PBX. Report any cases of problems first to the company that handles your PBX.
- 2 If all incoming calls will be answered by a switchboard operator, we recommend setting the Receive Mode to **Manual**. All incoming calls should at first be regarded as telephone calls.
- 3 Make sure the Phone Line Type is set to PBX. (See *Setting the Phone Line Type* on page 42.)

Custom features on your phone line

If you have Voice Mail, Call Waiting, Call Waiting/Caller ID, RingMaster, an answering service, an alarm system or any other custom feature on one phone line it may create a problem with the operation of your machine. (See *If you are having difficulty with your machine* on page 102.)

Using a cordless phone

If your cordless telephone is connected to the telephone line cord (See *Connecting an external device to your machine* on page 43.) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press **Tel/R** to send the call to the cordless handset.

Changing the remote codes

Remote activation lets you send commands to your machine from an extension or external phone. To use Remote Activation, you must turn on the remote codes. The preset Fax Receive Code is *** 5 1**. The preset Telephone Answer Code is **# 5 1**. If you want to, you can replace them with your own codes.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Remote Codes**. Press **OK**.
- 5 Press **▲** or **▼** to choose **On** (or **Off**). Press **OK**.
- 6 Enter the new Fax Receive Code. Press **OK**.
- 7 Enter the new Telephone Answer Code. Press **OK**.
- 8 Press **Stop/Exit**.



Note

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

Dialling Options

You can dial in any of the following ways.

Manual dialling

Press all of the digits of the fax number.




Speed-Dialling

- 1 Press **Search/Speed Dial**.

Search/Speed Dial



You can also choose Speed-Dial by pressing  (**Fax**).

- 2 Press the two-digit Speed-Dial number. (See *Storing Speed-Dial numbers* on page 49.)
- 3 If you have two numbers in the location, press **▲** or **▼** to choose the number you want to call. Press **OK**.




Note

If the LCD shows **Not Registered** when you enter a Speed-Dial number, a number has not been stored at this location.

Search by Alphabetical Order

You can search for names you have stored in the Speed-Dial memory.

- 1 Press **Search/Speed Dial**. You can also choose Speed-Dial by pressing  (**Fax**).
- 2 Press **▲** or **▼** to choose Alphabetical Order. Press **OK**.




Note

- Press ***** to make the LCD font size larger.
- Press **#** to make the LCD font size smaller.

- 3 Use the dial pad to enter the first letter of the name, and then press **▲** or **▼** to choose the name and number you want to call. Press **OK**.

Search by Numerical Order

You can use the Speed-Dial location to search for names and numbers you have stored in Speed-Dial memories.

- 1 Press **Search/Speed Dial**.
You can also choose *Speed-Dial* by pressing  (**Fax**).

- 2 Press **▲** or **▼** to choose *Numerical Order*.
Press **OK**.



Note

- Press **✕** to make the LCD font size larger.
- Press **#** to make the LCD font size smaller.

- 3 Enter the first digit (**1** to **8**) of a 2-digit Speed-Dial location, and then press **▲** or **▼** to choose the name and number you want to call.
(For example, enter **3** to start your search at Speed-Dial location 30.)
Press **OK**.

Fax Redial

If you are sending a fax manually and the line is busy, press **Redial/Pause**, and then press **Mono Start** or **Colour Start** to try again. If you want to make a second call to a number you recently dialled, you can press **Redial/Pause** and choose one of the last 30 numbers from the *Outgoing Call List*.

Redial/Pause only works if you dialled from the control panel. *If you are sending a fax automatically* and the line is busy, the machine will automatically redial up to three times at five minute intervals.

- 1 Press **Redial/Pause**.
- 2 Press **▲** or **▼** to choose the number you want to redial.
Press **OK**.

- 3 Press **▲** or **▼** to choose *Send a fax*.
Press **OK**.

- 4 Press **Mono Start** or **Colour Start**.




Note

In Real Time Transmission the automatic redial feature does not work when using the scanner glass.

Outgoing Call

The last 30 numbers you faxed to will be stored in the outgoing call history. You can choose one of these numbers. You can choose one of these numbers to send a fax, add it to Speed-Dial, or delete it from the history.

- 1 Press **Redial/Pause**.
You can also choose *Outgoing Call* by pressing  (**Fax**).
- 2 Press **▲** or **▼** to choose the number you want to call.
Press **OK**.
- 3 Do one of the following:
 - To send a fax, press **▲** or **▼** to choose *Send a fax*.
Press **OK**.
 - If you want to store the number, press **▲** or **▼** to choose *Add to Speed-Dial*.
Press **OK**.
(See *Storing Speed-Dial numbers from Outgoing Calls* on page 49.)
 - Press **▲** or **▼** to choose *Delete*.
Press **OK**.
Press **1** to confirm.

Pause

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

Storing numbers for easy dialling

You can set up your machine to do the following types of easy dialling: Speed-Dial and Groups for broadcasting faxes. When you dial a Quick-Dial number, the LCD shows the name, if you stored it, or the number.



Note

If you lose electrical power, the Quick-Dial numbers that are in the memory will not be lost.

Storing Speed-Dial numbers


You can store up to 80 2-digit Speed-Dial locations with a name, and each name can have two numbers. When you dial you will only have to press a few keys (For example: **Search/Speed Dial**, the two-digit number, and **Mono Start** or **Colour Start**).

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Set Quick-Dial**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Speed-Dial**. Press **OK**.
- 5 Press **▲** or **▼** to choose the Speed-Dial location you want to store the number in. Press **OK**.
- 6 Do one of the following:
 - Enter the name (up to 15 characters) using the dial pad. Press **OK**.
(To help you enter letters, see *Entering Text* on page 129.)
 - To store the number without a name, press **OK**.

- 7 Enter the fax or telephone number (up to 20 digits). Press **OK**.
- 8 Do one of the following:
 - Enter the second fax or telephone number (up to 20 digits). Press **OK**.
 - If you do not want to store a second number, press **OK**.
- 9 Do one of the following:
 - To store another Speed-Dial number, go to step 5.
 - To finish the setting, press **Stop/Exit**.

Storing Speed-Dial numbers from Outgoing Calls

You can also store Speed-Dial numbers from the Outgoing Call history.

- 1 Press **Redial/Pause**.
You can also choose **Outgoing Call** by pressing  (**Fax**).
- 2 Press **▲** or **▼** to choose the name or number you want to store. Press **OK**.
- 3 Press **▲** or **▼** to choose **Add to Speed-Dial**. Press **OK**.
- 4 Press **▲** or **▼** to choose the Speed-Dial location you want to store the number in. Press **OK**.
- 5 Do one of the following:
 - Enter the name (up to 15 characters) using the dial pad. Press **OK**.
(To help you enter letters, see *Entering Text* on page 129.)
 - To store the number without a name, press **OK**.

- 6 Press **OK** to confirm the fax or telephone number.
- 7 Do one of the following:
 - Enter the second fax or telephone number (up to 20 digits). Press **OK**.
 - If you do not want to store a second number, press **OK**.
- 8 Press **Stop/Exit**.

Changing Speed-Dial names or numbers

You can change a Speed-Dial name or number that has already been stored.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose *Fax*. Press **OK**.
- 3 Press **▲** or **▼** to choose Set *Quick-Dial*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Speed-Dial*. Press **OK**.
- 5 Press **▲** or **▼** to choose the 2-digit Speed-Dial location you want to change. Press **OK**.
- 6 Do one of the following:
 - Press **▲** or **▼** to choose *Change*. Press **OK** and go to step 7.
 - Press **▲** or **▼** to choose *Delete*. Press **OK**. Press **1** to confirm and press **Stop/Exit**.



Note

How to change the stored name or number:

- If you want to change a character, press **◀** or **▶** to position the cursor under the character you want to change, and then type over it.

- If you want to erase the whole name or whole number, press **Clear** when the cursor is under the first character. The characters above and to the right of the cursor will be deleted.

- 7 Do one of the following:
 - Enter the name (up to 15 characters) using the dial pad. Press **OK**. (See *Entering Text* on page 129.)
 - If you do not want to change the name, press **OK**.
- 8 Do one of the following:
 - Enter the new fax or telephone number. Press **OK**.
 - If you do not want to change the number, press **OK**.
- 9 Do one of the following:
 - Enter the second new fax or telephone number (up to 20 digits). Press **OK**.
 - If you do not want to change the number, press **OK**.
- 10 Press **Stop/Exit**.

Setting up Groups for Broadcasting

Groups, which can be stored in a Speed-Dial location, allow you to send the same fax message to many fax numbers by pressing only **Search/Speed Dial**, the two-digit location and **Mono Start**. First, you'll need to store each fax number in a Speed-Dial location. Then you can include them as numbers in the Group. Each Group uses up a Speed-Dial location. 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 49 and *Broadcasting (Monochrome only)* on page 32.)

- 1 Press **Menu**.

- 2 Press ▲ or ▼ to choose **Fax**. Press **OK**.
- 3 Press ▲ or ▼ to choose **Set Quick-Dial**. Press **OK**.
- 4 Press ▲ or ▼ to choose **Setup Groups**. Press **OK**.
- 5 Press ▲ or ▼ to choose **Group 1, Group 2, Group 3, Group 4, Group 5 or Group 6** for the Group name where you will store the fax numbers. Press **OK**.
- 6 Press ▲ or ▼ to choose the 2-digit location where you want to add to the Group. Press **OK**.
- 7 Press ▲ or ▼ to choose **Add Number**. Press **OK**.
- 8 Press ▲ or ▼ to choose the number you want to add. Press **OK**.
(See *Search by Alphabetical Order* on page 47 or *Search by Numerical Order* on page 48.)
- 9 After you have finished adding numbers by repeating steps 7 and 8, press ▲ or ▼ to choose **Complete**. Press **OK**.
- 10 Press **Stop/Exit**.



Note

You can print a list of all the Speed-Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 62.)

Changing Group name

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose **Fax**. Press **OK**.
- 3 Press ▲ or ▼ to choose **Set Quick-Dial**. Press **OK**.
- 4 Press ▲ or ▼ to choose **Setup Groups**. Press **OK**.
- 5 Press ▲ or ▼ to choose the Group name you want to change. Press **OK**.
- 6 Press ▲ or ▼ to choose **Change Group Name**. Press **OK**.



Note

How to change the stored name or number:

- If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then type over it.
- If you want to erase the whole name or whole number, press **Clear** when the cursor is under the first character. The characters above and to the right of the cursor will be deleted.

- 7 Enter the new name (up to 15 characters) using the dial pad. Press **OK**.
(See *Entering Text* on page 129. For example, type NEW CLIENTS).
- 8 Press ▲ or ▼ to choose **Complete**. Press **OK**.
- 9 Press **Stop/Exit**.

Deleting a Group

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose **Fax**. Press **OK**.

- 3 Press ▲ or ▼ to choose Set Quick-Dial.
Press **OK**.
- 4 Press ▲ or ▼ to choose Setup Groups.
Press **OK**.
- 5 Press ▲ or ▼ to choose the Group you want to delete.
Press **OK**.
- 6 Press ▲ or ▼ to choose Delete.
Press **OK**.
Press **1** to confirm.
- 7 Press ▲ or ▼ to choose Complete.
Press **OK**.
- 8 Press **Stop/Exit**.

Deleting a number from a Group

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose Fax.
Press **OK**.
- 3 Press ▲ or ▼ to choose Set Quick-Dial.
Press **OK**.
- 4 Press ▲ or ▼ to choose Setup Groups.
Press **OK**.
- 5 Press ▲ or ▼ to choose the Group you want to change.
Press **OK**.
- 6 Press ▲ or ▼ to choose the number you want to delete.
Press **OK**.
Press **1** to confirm.
- 7 Press ▲ or ▼ to choose Complete.
Press **OK**.
- 8 Press **Stop/Exit**.

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 dialling sequences by dividing them and setting them up as separate Speed-Dial numbers in any combination. You can even include manual dialling using the dial pad. (See *Storing Speed-Dial numbers* on page 49.)

For example, you have stored '555' on Speed-Dial: 03 and '7000' on Speed-Dial: 02.

- 1 Press **Search/Speed Dial**.
- 2 Enter **03**.



Note

If you stored 2 numbers in one Speed-Dial location, you will be asked which number you want to send to.

- 3 Press ▲ or ▼ to choose Speed-Dial.
Press **OK**.
- 4 Enter **02**.
- 5 Press **Mono Start** or **Colour Start**.
You will dial '555-7000'.

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



Note

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

Advanced Fax Operation (Monochrome only)

You can only use one advanced fax operation at a time:

- Fax Forwarding
- Fax Storage
- Fax Preview
- PC Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the advanced fax operation, a question will appear on the LCD. (See *Changing Advanced Fax Operation* on page 57.)

Fax Operations

Fax Forwarding

When you choose Fax Forward, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Advanced Fax Operation**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Forward/Store**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Fax Forward**. Press **OK**.
- 6 Enter the forwarding number (up to 20 digits). Press **OK**.

- 7 Press **▲** or **▼** to choose **Backup Print:On** or **Backup Print:Off**. Press **OK**.



Note

- If you choose **Backup Print:On**, the machine will also print the fax at your machine so you will have a copy. This is the safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine. The machine can store faxes up to 24 hours if there is a power failure.
- When Fax Forwarding is turned on your machine will only receive monochrome faxes into memory. Colour faxes will not be received, unless the sending machine converts them to monochrome before sending.

- 8 Press **Stop/Exit**.

Fax Storage

If you choose Fax Storage, your machine stores the received fax in the memory. You will be able to retrieve fax messages from another location using the remote retrieval commands.

If you have set Fax Storage, a backup copy will automatically be printed at the machine.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Advanced Fax Operation**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Forward/Store**. Press **OK**.

- 5 Press ▲ or ▼ to choose **Fax Storage**. Press **OK**.
- 6 Press **Stop/Exit**.

**Note**

If Fax Storage is turned on your machine cannot receive a colour fax unless the sending machine converts it to monochrome.

Fax Preview

If you choose Fax Preview you can view received faxes on the LCD by pressing the Fax Preview key. When the machine is in Ready mode, a popup message will appear on the LCD to alert you of new faxes. You can continue all operations.

Setting Fax Preview

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose **Fax**. Press **OK**.
- 3 Press ▲ or ▼ to choose **Advanced Fax Operation**. Press **OK**.
- 4 Press ▲ or ▼ to choose **Forward/Store**. Press **OK**.
- 5 Press ▲ or ▼ to choose **Fax Preview**. Press **OK**.
- 6 Press **Stop/Exit**.

**Note**

When Fax Preview is turned on your machine can only print the colour faxes it receives. Fax Preview operations are only available for monochrome faxes.

How to preview a fax

When you receive the fax, you will see the pop-up message on the LCD. (For example: New Fax(es) : 02)

- 1 Press **Fax Preview**. You can see the new fax list.

**Note**

You can also see your old fax list by pressing *****. Press **#** to go back to your new fax list.










- 2 Press ▲ or ▼ to choose the fax you want to see. Press **OK**.

**Note**

If your fax is large there may be a delay before it is displayed on the LCD.

- 3 Press **Stop/Exit**.

When a fax is open the control panel keys will perform the operations shown below.

Key	Description
	Enlarge the fax.
	Reduce the fax.
▲ or ▼	Scroll vertically.
◀ or ▶	Scroll horizontally.
	Rotate the fax clockwise.
	Delete the fax. Press 1 to confirm.
	Go back to the previous page.
	Go to the next page.
	Go to the next step. (Print, Back and Exit are available.)
	Go back to the fax list.
	Print the fax.
Mono Start	

How to delete all faxes in the list

- 1 Press **Fax Preview**.
- 2 Press **▲** or **▼** to choose `Delete All`. Press **OK**. Press **1** to confirm.

How to print all faxes in the list

- 1 Press **Fax Preview**.
- 2 Press **▲** or **▼** to choose `Print All`. Press **OK**.

PC Fax Receive

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

Even if you have turned off your PC (at night or at the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear at the bottom left side of the LCD.

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

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see *Chapter 6 in the Software User's Guide on the CD-ROM*.)

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Advanced Fax Operation`. Press **OK**.

- 4 Press **▲** or **▼** to choose `Forward/Store`. Press **OK**.
- 5 Press **▲** or **▼** to choose `PC Fax Receive`. Press **OK**.
- 6 Press **▲** or **▼** to choose `<USB>` or the PC you want to receive. Press **OK**.
- 7 Press **▲** or **▼** to choose `Backup Print:On` or `Backup Print:Off`. Press **OK**.
- 8 Press **Stop/Exit**.



Note

- PC Fax Receive is not supported in the Mac OS®.
- Before you can set up PC Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see *Chapter 6 in the Software User's Guide on the CD-ROM*.)
- In the event of a power failure, the machine will store your faxes in the memory for up to 24 hours. However, if you choose `Backup Print:On` the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC.
- If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Error messages* on page 95.)
- When PC Fax Receive is turned on only monochrome faxes can be received into the memory and sent to the PC. Colour faxes will be received in real time and printed in colour.

Changing the destination PC

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**.
Press **OK**.
- 3 Press **▲** or **▼** to choose
Advanced Fax Operation.
Press **OK**.
- 4 Press **▲** or **▼** to choose
Forward/Store.
Press **OK**.
- 5 Press **▲** or **▼** to choose
PC Fax Receive.
Press **OK**.
- 6 Press **▲** or **▼** to choose **Change**.
Press **OK**.
- 7 Press **▲** or **▼** to choose **<USB>** or the
PC you want to receive.
Press **OK**.
- 8 Press **▲** or **▼** to choose
Backup Print:On or
Backup Print:Off.
Press **OK**.
- 9 Press **Stop/Exit**.

Turning off Advanced Fax Operation

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**.
Press **OK**.
- 3 Press **▲** or **▼** to choose
Advanced Fax Operation.
Press **OK**.
- 4 Press **▲** or **▼** to choose
Forward/Store.
Press **OK**.
- 5 Press **▲** or **▼** to choose **Off**.
Press **OK**.
- 6 Press **Stop/Exit**.



Note

The LCD will give you more options if there are received faxes still in your machine's memory. (See *Changing Advanced Fax Operation* on page 57.)

Changing Advanced Fax Operation

If received faxes are left in your machine's memory when you change the Advanced Fax Operation, the LCD will ask you one of the following questions:

■ Erase All Doc?

Yes→Press **1**

No→Press **2**

■ Print All Fax?

Yes→Press **1**

No→Press **2**

- If you press **1**, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
- If you press **2**, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to PC Fax Receive from another option (Fax Forward, Fax Storage or Fax Preview), the LCD will ask you the following message:

■ Send Fax to PC?

Yes→Press **1**

No→Press **2**

- If you press **1**, faxes in the memory will be sent to your PC before the setting changes.
- If you press **2**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Remote Retrieval

You can call your machine from any touch tone telephone or fax machine, then use the remote access code and remote commands to retrieve fax messages.

Setting a Remote Access Code

The remote access code lets you access the remote retrieval features when you are away from your machine. Before you can use the remote access and retrieval features, you have to set up your own code. The factory default code is inactive code (---✳).

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Advanced Fax Operation**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Remote Access**. Press **OK**.
- 5 Enter a three-digit code using numbers **0-9**, **✳**, or **#**. Press **OK**. (The preset '✳' cannot be changed.)



Note

Do not use the same code as your fax receive code (**✳ 5 1**) or telephone answer code (**# 5 1**). (See *Operation from extension telephones* on page 41.)

- 6 Press **Stop/Exit**.



Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press **Clear** in step 5 to restore the inactive setting (---✳) and press **OK**.

Using your Remote Access Code

- 1 Dial your fax number from a touch tone telephone or another fax machine.
- 2 When your machine answers, enter your remote access code (3 digits followed by ✕) at once.
- 3 The machine signals if it has received messages:
 - **1 long beep— Fax messages**
 - **No beeps — No messages**
- 4 When the machine gives two short beeps, enter a command.
The machine will hang up if you wait longer than 30 seconds to enter a command.
The machine will beep three times if you enter an invalid command.
- 5 Press **9 0** to stop Remote Access when you have finished.
- 6 Hang up.



Note

If your machine is set to `Manual` mode and you want to use the remote retrieval features, access your machine by waiting about 2 minutes after it starts ringing, and then entering the remote access code within 30 seconds.

Remote Fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine 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
95	Change the Fax Forwarding or Fax Storage settings	
	1 OFF	You can choose <i>Off</i> after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, you cannot change because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See <i>Changing your Fax Forwarding number</i> on page 60.) Once you have registered the number, Fax Forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	Retrieve a fax	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax message(s). (See <i>Retrieving fax messages</i> on page 60.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	Check the receiving status	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	Change the Receive Mode	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	Exit	Pressing 9 0 allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

You can call your machine from any touch tone phone and have your fax messages sent to a machine.

- 1 Dial your fax number.
- 2 When your machine answers, enter your remote access code (3 digits followed by ✕) at once. If you hear one long beep, you have messages.
- 3 When you hear two short beeps, press **9 6 2**.
- 4 Wait for the long beep, enter the number of the remote fax machine you want your fax messages sent to using the dial pad, then enter **# #** (up to 20 digits).



Note

You cannot use ✕ and # as dial numbers. However, press # if you want to create a pause.

- 5 Press **9 0** to reset the machine when you've finished.
- 6 Hang up after you hear your machine beep. Your machine will call the other fax 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 touch tone telephone or fax machine.

- 1 Dial your fax number.
- 2 When your machine answers, enter your remote access code (3 digits followed by ✕) at once. If you hear one long beep, you have messages.
- 3 When you hear two short beeps, press **9 5 4**.
- 4 Wait for the long beep, enter the new number of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter **# #** (up to 20 digits).



Note

You cannot use ✕ and # as dial numbers. However, press # if you want to create a pause.

- 5 Press **9 0** when you have finished.
- 6 Hang up after you hear your machine beep.

Fax reports

Use the **Menu** key to set up the Transmission Verification Report and Journal Period.

Transmission Verification Report

You can use the Transmission Verification 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 choose **On** or **On+Image**, the report will print for every fax you send.

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. Choosing **On+Image** or **Off+Image** will print a section of the fax's first page on the report to help you remember.

When the Transmission Verification Report is turned **Off** or **Off+Image**, the Report will only print if there is a transmission error, with **NG** in the **RESULT** column.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Report Setting**. Press **OK**.
- 4 Press **▲** or **▼** to choose **XMIT Verify**. Press **OK**.
- 5 Press **▲** or **▼** to choose, **On**, **On+Image**, **Off** or **Off+Image**. Press **OK**.
- 6 Press **Stop/Exit**.

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to **Off**, you can still print the report by following the steps in *Reports* on page 62. The factory setting is **Every 50 Faxes**.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Report Setting**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Journal Period**. Press **OK**.
- 5 Press **▲** or **▼** to choose an interval. Press **OK**.
(If you choose 7 days, the LCD will ask you to choose the first day for the 7-day countdown.)
 - 6, 12, 24 hours, 2 or 7 days
The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.
 - Every 50 Faxes
The machine will print the Journal when the machine has stored 50 jobs.

- 6 Enter the time to start printing in 24-hour format.
Press **OK**.
(For example: enter 19:45 for 7:45 PM.)
- 7 Press **Stop/Exit**.

Reports

The following reports are available:

- `XMIT Verify`
Prints a Transmission Verification Report for your last transmission.
- `Help List`
A help list about how to quickly program your machine.
- `Quick-Dial`
Lists names and numbers stored in the Speed-Dial memory, in numerical order.
- `Fax Journal`
Lists information about the last incoming and outgoing faxes. (TX means Transmit.) (RX means Receive.)
- `User Settings`
Lists your settings.
- `Network Config`
Lists your Network settings.

How to print a report

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Print Reports`.
Press **OK**.
- 3 Press **▲** or **▼** to choose the report you want.
Press **OK**.
- 4 Press **Mono Start**.


11

Polling

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polling receive


Polling receive you call another fax machine to receive a fax.

- 1 Press  (Fax).
- 2 Press ▲ or ▼ to choose `Polling RX`. Press **OK**.
- 3 Press ▲ or ▼ to choose `Standard`. Press **OK**.
- 4 Enter the fax number you are polling.
- 5 Press **Mono Start** or **Colour Start**.

Secure polling

Secure Polling lets you restrict who can get the documents you set up to be polled.


Secure Polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine you have to enter the secure code.

- 1 Press  (Fax).
- 2 Press ▲ or ▼ to choose `Polling RX`. Press **OK**.
- 3 Press ▲ or ▼ to choose `Secure`. Press **OK**.

- 4 Enter a four-digit secure code. This is the same as the security code of the fax machine you are polling. Press **OK**.
- 5 Enter the fax number you are polling.
- 6 Press **Mono Start** or **Colour Start**.


Delayed polling

Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up *one* delayed polling operation.

- 1 Press  (Fax).
- 2 Press ▲ or ▼ to choose `Polling RX`. Press **OK**.
- 3 Press ▲ or ▼ to choose `Timer`. Press **OK**.
- 4 Enter the time (in 24-hour format) you want to start polling. For example, enter 21:45 for 9:45 PM. Press **OK**.
- 5 Enter the fax number you are polling.
- 6 Press **Mono Start** or **Colour Start**. The machine makes the polling call at the time you entered.

Sequential polling

Sequential polling lets you request documents from several fax machines in one operation.

- 1 Press  (Fax).
- 2 Press ▲ or ▼ to choose `Polling RX`. Press **OK**.

- 3 Press ▲ or ▼ to choose **Standard**, **Secure** or **Timer**. Press **OK**.
- 4 Do one of the following:
 - If you chose **Standard**, go to step 5.
 - If you chose **Secure**, enter a four-digit number, press **OK**, go to step 5.
 - If you chose **Timer**, enter the time (24-hour format) you want to begin polling and press **OK**, go to step 5.
- 5 Press ▲ or ▼ to choose **Broadcasting**. Press **OK**.
- 6 Press ▲ or ▼ to choose **Add Number**. Press **OK**.
- 7 Enter a number using **Speed-Dial**, a **Group**, or the dial pad. Press **OK**.
- 8 Repeat steps 6 and 7 for all the fax numbers you want to poll, and then press ▲ or ▼ to choose **Complete**. Press **OK**.
- 9 Press **Mono Start** or **Colour Start**. The machine polls each number or group in turn for a document.

Press **Stop/Exit** while the machine is dialling to cancel the polling process.


To cancel all sequential polling receive jobs, see *Checking job status or cancelling a scheduled job* on page 36.

Polled transmit (Monochrome only)

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See *Checking job status or cancelling a scheduled job* on page 36.)


Setup for polled transmit

- 1 Press  (**Fax**).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose **Polled TX**. Press **OK**.
- 4 Press ▲ or ▼ to choose **Standard**. Press **OK**.
- 5 Press ▲ or ▼ to choose any settings you want to change. Press **OK**. After each setting is accepted, you can continue to change more settings.
- 6 Press **Mono Start**.

Setup for polled transmit with secure code

Secure Polling lets you restrict who can get the documents you set up to be polled.

Secure Polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine they will have to enter the secure code.

- 1 Press  (**Fax**).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose **Polled TX**. Press **OK**.
- 4 Press ▲ or ▼ to choose **Secure**. Press **OK**.
- 5 Enter a four-digit number. Press **OK**.
- 6 Press ▲ or ▼ to choose any settings you want to change. Press **OK**. After each setting is accepted, you can continue to change more settings.
- 7 Press **Mono Start**.



Copy

Making copies

66


12

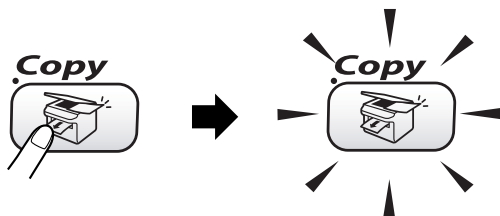
Making copies

How to copy

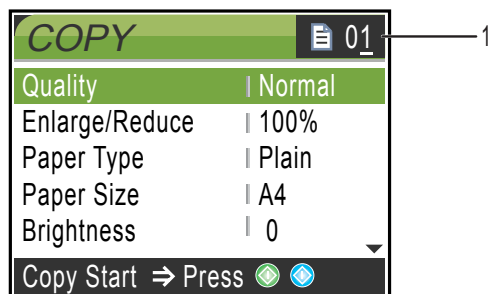
Entering Copy mode

When you want to make a copy, press

 (**Copy**) to illuminate it in green.



The LCD shows:



1 No of Copies

You can enter the number of copies you want by using the dial pad.

Press **▲** or **▼** to scroll through the **Copy** key options.

- Quality (See page 67.)
- Enlarge/Reduce (See page 67.)
- Paper Type (See page 68.)
- Paper Size (See page 68.)
- Brightness (See page 68.)
- Contrast (See page 69.)
- Color Adjust (See page 69.)
- Stack/Sort (See page 69.)
- Page Layout (See page 70.)
- Set New Default (See page 71.)


- Factory Reset (See page 71.)

When the option you want is highlighted, press **OK**.

Note


The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Setting the Mode Timer* on page 22.)

Making a single copy

- 1 Press  (**Copy**).
- 2 Load your document.
(See *Loading documents* on page 11.)
- 3 Press **Mono Start** or **Colour Start**.

Making multiple copies

You can make up to 99 copies.

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **Mono Start** or **Colour Start**.

Note

To sort the copies, press **▲** or **▼** to choose *Stack/Sort*. (See *Sorting copies using the ADF* on page 69.)

Stop copying

To stop copying, press **Stop/Exit**.

Changing copy settings

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

The machine returns to its default settings after 60 seconds, or if the Mode Timer returns the machine to Fax mode. (See *Setting the Mode Timer* on page 22.)

If you have finished choosing settings, press **Mono Start** or **Colour Start**.

If you want to choose more settings, press ▲ or ▼.



Note

You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 71.)

Increasing copy speed or quality

You can choose the copy quality. The factory setting is *Normal*.

■ Fast

Fast copy speed and lowest amount of ink used. Use this setting to save time (documents to be proof read, large documents or many copies).

■ Normal

Recommended setting for ordinary printouts. Good copy quality with adequate copy speed.

■ Best

Use this setting to copy precise images such as photographs. The highest resolution and slowest speed.

- 1 Press (**Copy**).
- 2 Load your document.

- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Quality*. Press **OK**.
- 5 Press ▲ or ▼ to choose *Fast*, *Normal* or *Best*. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Enlarging or reducing the image copied

You can choose an enlargement or reduction ratio.

- 1 Press (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Enlarge/Reduce*. Press **OK**.
- 5 Do one of the following:
 - Press ▲ or ▼ to choose the enlargement or reduction ratio you want. Press **OK**.
 - Press ▲ or ▼ to choose *Custom (25–400%)* and then enter an enlargement or reduction ratio from 25% to 400%. Press **OK**. (For example, press **5 3** to enter 53%.)

50%
69% A4→A5
78% LGL→LTR
83% LGL→A4
93% A4→LTR
97% LTR→A4
100%*
104% EXE→LTR

142% A5→A4
186% 10x15cm→LTR
198% 10x15cm→A4
200%
Custom (25-400%)

- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.




Note

Page Layout Options are not available with *Enlarge/Reduce*.

Setting Paper Type


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

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Paper Type*. Press **OK**.
- 5 Press ▲ or ▼ to choose *Plain*, *Inkjet*, *Glossy* or *Transparency*. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Setting Paper Size


If copying on paper other than A4 size, you will need to change the paper size setting.

You can copy only on Letter, Legal, A4, A5 or Photo Card [10 cm (W) × 15 cm (H)] paper.

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Paper Size*. Press **OK**.
- 5 Press ▲ or ▼ to choose *Letter*, *Legal*, *A4*, *A5* or *10x15cm*. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.


Adjusting Brightness

You can adjust the copy brightness to make copies darker or lighter.


- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Brightness*. Press **OK**.
- 5 Press ◀ to make a darker copy or press ▶ to make a lighter copy. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Adjusting Contrast

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

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose **Contrast**. Press **OK**.
- 5 Press ► to increase the contrast or press ◀ to decrease the contrast. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.


Adjusting Colour Saturation

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose **Color Adjust**. Press **OK**.
- 5 Press ▲ or ▼ to choose **Red, Green or Blue**. Press **OK**.
- 6 Press ► to increase the colour saturation, or press ◀ to decrease the colour saturation. Press **OK**.
- 7 Do one of the following:
 - If you want to change saturation for another colour, go to step 5.

- If you want to change additional settings, press ▲ or ▼ to choose **Exit**. Press **OK**.
- If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Sorting copies using the ADF

You can sort multiple copies. Pages will be sorted in reverse order.

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose **Stack/Sort**. Press **OK**.
- 5 Press ▲ or ▼ to choose **Sort**. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.


Making N in 1 copies or a poster (page layout)

You can reduce the number of pages for copies by using the N in 1 copy feature. This allows you to copy two or four pages onto one page, which lets you save paper.

You can also make a poster. When you use the poster feature your machine divides your document into sections, then enlarges the sections so you can assemble them into a poster. If you want to print a poster, use the scanner glass.

Note

- Make sure paper size is set to **Letter** or **A4**.
- (P) means Portrait and (L) means Landscape.
- You can only make one poster copy at a time.

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **▲** or **▼** to choose **Page Layout**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Off (1 in 1)**, **2 in 1 (P)**, **2 in 1 (L)**, **4 in 1 (P)**, **4 in 1 (L)** or **Poster (3x3)**. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start** to scan the page. If you are making a poster or placed the document in the ADF, the machine scans the pages and starts printing. **If you are using the scanner glass, go to step 7.**
- 7 After the machine scans the page, press **1** to scan the next page.

- 8 Put the next page on the scanner glass. Press **OK**. Repeat steps 7 and 8 for each page of the layout.
- 9 After all the pages have been scanned, press **2** to finish.

Note

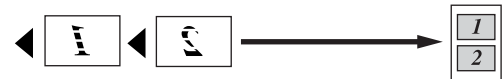
- If **Glossy** has been chosen in the **Paper Type** setting for N in 1 copies, the machine will print the images as if **Plain paper** had been chosen.
- If you are producing multiple colour copies, N in 1 copy is not available.

Place your document face down in the direction shown below.

■ 2 in 1 (P)



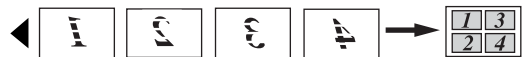
■ 2 in 1 (L)



■ 4 in 1 (P)

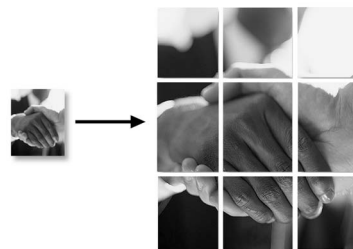


■ 4 in 1 (L)




Poster (3 x 3)

You can make a poster size copy of a photograph.




Setting your changes as a new default

You can save the copy settings for *Quality*, *Paper Type*, *Brightness*, *Contrast* and *Color Adjust* that you use most often by setting them the default setting. These settings will stay until you change them again.

- 1 Press  (**Copy**).
- 2 Press ▲ or ▼ to choose your new setting.
Press **OK**.
Repeat this step for each setting you want to change.
- 3 After changing the last setting, press ▲ or ▼ to choose *Set New Default*.
Press **OK**.
- 4 Press **1** to choose *Yes*.
- 5 Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore all the settings you have changed to the factory settings. These settings will stay until you change them again.

- 1 Press  (**Copy**).
- 2 Press ▲ or ▼ to choose *Factory Reset*.
Press **OK**.
- 3 Press **1** to choose *Yes*.
- 4 Press **Stop/Exit**.

'Out of Memory' message

If the *Out of Memory* message appears while scanning documents, press **Stop/Exit** to cancel or **Mono Start** or **Colour Start** to copy the scanned pages.

You will need to clear some jobs from the memory before you can continue.

To free up extra memory, do the following:

- Turn off *Advanced Fax Operation*. (See *Turning off Advanced Fax Operation* on page 56.)
- Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 40.)

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%.

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 relevant authorities as to any particular questionable documents.

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

- Money
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Armed Forces Service or Draft papers.
- Passports
- Postage Stamps (cancelled or uncanceled)
- 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.

Licenses and Certificates of Title to motor vehicles may not be copied under certain state/provincial laws.



PhotoCapture Center™

Walk-Up PhotoCapture Center™

74

Introduction

Even if your machine is not connected to your computer, you can print photos directly from digital camera media. Your Brother machine includes media drives (slots) for use with popular digital camera media:

CompactFlash®, SmartMedia®, Memory Stick®, Memory Stick Pro™, SecureDigital™, MultiMediaCard™ and xD-Picture Card™.



CompactFlash®



SmartMedia®



Memory Stick®



SecureDigital™

Memory Stick Pro™

MultiMediaCard™



xD-Picture Card™

- miniSD™ can be used with a miniSD™ adapter.
- Memory Stick Duo™ can be used with a Memory Stick Duo™ adapter.
- Memory Stick Pro Duo™ can be used with a Memory Stick Pro Duo™ adapter.
- Adapters are not included with the machine. Contact a third party supplier for adapters.

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

PhotoCapture Center™ needs

Your machine is designed to be compatible with modern digital camera image files and media cards; however, please read the points below to avoid errors:

- The DPOF file on the media card must be in a valid format. (See *DPOF printing* on page 78.)
- The image file extension must be .JPG (Other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- Walk-up PhotoCapture 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 machine.
- The machine can read up to 999 files on a media card.
- Use only Smart media cards with a 3.3v voltage rating.
- CompactFlash® Type II is not supported.
- xD-Picture Card™ Type M (Large Capacity) is supported.

Please be aware of the following:

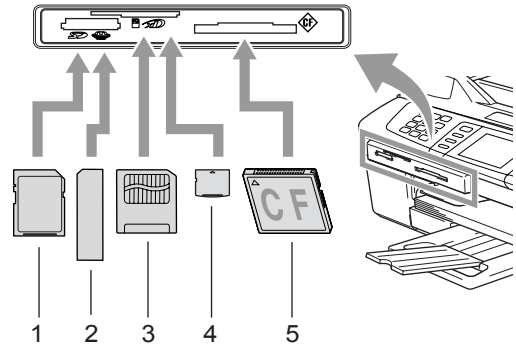
- When printing the INDEX or IMAGE, the PhotoCapture Center™ will print all the valid images, even if one or more images have been corrupted. A portion of the corrupted image may be printed.

- Your machine is designed to read media cards that have been formatted by a digital camera.

When a digital camera formats a media card it creates a special folder into which it copies image data. If you need to modify the image data stored on a media card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image files to the media card we also recommend you use the same folder your digital camera uses. If the data is not saved to the same folder, the machine may not be able to read the file or print the image.

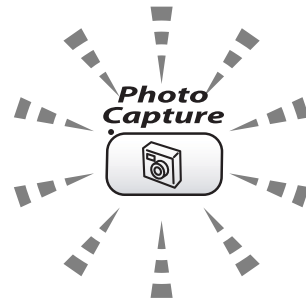
Getting started

Firmly put the card into the proper slot.



- 1 SecureDigital™, MultiMediaCard™
- 2 Memory Stick®, Memory Stick Pro™
- 3 SmartMedia®
- 4 xD-Picture Card™
- 5 CompactFlash®

PhotoCapture key indications:




- **PhotoCapture** light is on, the media card is properly inserted.
- **PhotoCapture** light is off, the media card is not properly inserted.
- **PhotoCapture** light is blinking, the media card is being read or written to.

! CAUTION

DO NOT unplug the power cord or remove the media card from the media drive (slot) while the machine is reading or writing to the card (the **PhotoCapture** key is blinking). **You will lose your data or damage the card.**

The machine can only read one media card at a time so do not put more than one card in the slot.

Entering PhotoCapture mode

After you insert the media card, press the  (**PhotoCapture**) key to illuminate it in green and display the PhotoCapture options on the LCD.

The LCD shows:



Press **▲** or **▼** to scroll through the PhotoCapture key options.

- View Photo(s) (See page 76.)
- Print Index (See page 77.)
- Print All Photos (See page 77.)
- Print Photos (See page 78.)

Note


If your digital camera supports DPOF printing, see *DPOF printing* on page 78.

When the option you want is highlighted, press **OK**.

Print Images

View Photo(s)

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

- 1 Make sure you have put the media card in the proper slot.
Press  (**PhotoCapture**).
- 2 Press **▲** or **▼** to choose View Photo(s).
Press **OK**.
- 3 Press **◀** or **▶** to choose your photo.

**Note**

Instead of scrolling through your photos, you can use the dial pad to enter the 3-digit number of the image from the index page. (See *Print Index (Thumbnails)* on page 77.)

- 4 Press **▲** to **▼** to increase or decrease the number of copies.
- 5 Repeat step 3 and step 4 until you have chosen all the photos.

**Note**

Press **Clear** to go back to the previous level.

- 6 After you have chosen all the photos, do one of the following:
 - Press **OK** and change the print setting. (See page 79.)
 - If you do not want to change any settings, press **Colour Start** to print.

Print Index (Thumbnails)

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



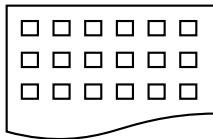
→ No. 1
DEI.JPG 01.01.2003
100KB

The PhotoCapture Center™ does not recognize any other numbers or file names that your digital camera or PC has used to identify the pictures. You can print a thumbnail page (Index page with 6 or 5 images per line). This will show all the pictures on the media card.

- 1 Make sure you have put the media card in the proper slot.
Press  (**PhotoCapture**).
- 2 Press ▲ or ▼ to choose `Print Index`.
Press **OK**.
- 3 Press ▲ or ▼ to choose
6 Images/Line Fast or
5 Images/Line Photo.
Press **OK**.



5 Images/Line
Photo




6 Images/Line
Fast

Print time for 5 Images/Line will be slower than 6 Images/Line, but the quality is better.

- 4 Press **Colour Start** to print.


Print All Photos

You can print all the photos on your media card.

- 1 Make sure you have put the media card in the proper slot.
Press  (**PhotoCapture**).
- 2 Press ▲ or ▼ to choose `Print All Photos`.
Press **OK**.
- 3 Enter the number of copies you want using the dial pad.
- 4 Do one of the following:
 - Change the print setting. (See page 79.)
 - If you do not want to change any settings, press **Colour Start** to print.

Print Photos

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

- 1 Make sure you have put the media card in the proper slot.
Press  (**PhotoCapture**).
- 2 Print the Index. (See *Print Index (Thumbnails)* on page 77.)
- 3 Press **▲** or **▼** to choose *Print Photos*.
Press **OK**.
- 4 Enter the image number that you want to print from the Index page (Thumbnails).
Press **OK**.
- 5 Repeat step 4 until you have entered all the image numbers that you want to print.



Note

You can enter all the numbers at one time by using the **✕** key for a comma or the **#** key for a 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).

- 6 After you have chosen all the image numbers, press **OK** again.
- 7 Enter the number of copies you want using the dial pad.
- 8 Do one of the following:
 - Change the print setting. (See page 79.)
 - If you do not want to change any settings, press **Colour Start** to print.


DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, Fuji Photo Film Co. Ltd., 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 choose on the digital camera display the images and number of copies you want to print.

When the memory card (CompactFlash®, SmartMedia®, Memory Stick®, Memory Stick Pro™, SecureDigital™ MultiMediaCard™ and xD-Picture Card™) with DPOF information is put into your machine, you can print the chosen image easily.

- 1 Make sure you have put the media card into the proper slot.
Press  (**PhotoCapture**). The machine will ask you if you want to use DPOF setting.
- 2 Press **1** to choose *Yes*.
- 3 Do one of the following:
 - Change the print settings. (See page 79.)
 - If you do not want to change any settings, press **Colour Start** to print.

Changing print settings

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

The machine returns to its default settings after 180 seconds, or if the Mode Timer returns the machine to Fax mode. (See *Setting the Mode Timer* on page 22.)



Note

You can save the print settings you use most often by setting them as default. (See *Setting your changes as a new default* on page 82.)



1 No of prints

(For View Photo(s))

You can see the total number of photos that will be printed.

(For Print All Photos, Print Photos)

You can see the number of copies of each photo that will be printed.


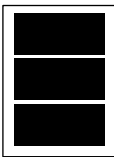
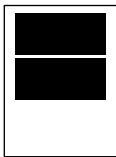
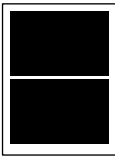


Menu Selections	Options	Page
Print Quality	Normal/ Photo*	80
Paper&Size	Letter Glossy/ 10x15cm Glossy/ 13x18cm Glossy/ A4 Glossy* / Letter Plain/ A4 Plain/ Letter Inkjet/ A4 Inkjet/ 10x15cm Inkjet	80
Brightness	0	80
Contrast	0	80
Color Enhance	On/ Off* White Balance 0 / Sharpness 0 / Color Density 0	80
Cropping	On*/Off	81
Borderless	On*/Off	81
Set New Default	Yes/No	82
Factory Reset	Yes/No	82

Increasing Print Speed or Quality

- 1 Press ▲ or ▼ to choose **Print Quality**. Press **OK**.
- 2 Press ▲ or ▼ to choose **Normal** or **Photo**. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

Setting Paper Type and Size

- 1 Press ▲ or ▼ to choose **Paper&Size**. Press **OK**.
- 2 Press ▲ or ▼ to choose the type of paper you are using, **Letter Glossy**, **10x15cm Glossy**, **13x18cm Glossy**, **A4 Glossy**, **Letter Plain**, **A4 Plain**, **Letter Inkjet**, **A4 Inkjet** or **10x15cm Inkjet**. Press **OK**.
- 3 If you chose **Letter** or **A4**, press ▲ or ▼ to choose the print size. Press **OK**.

Example: Printed Position for A4 paper		
1 10x8cm	2 13x9cm	3 15x10cm
		
4 18x13cm	5 20x15cm	6 Max. Size
		

- 4 If you do not want to change additional settings, press **Colour Start** to print.

Adjusting Brightness

- 1 Press ▲ or ▼ to choose **Brightness**. Press **OK**.
- 2 Press ◀ to make a darker copy or press ▶ to make a lighter copy. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

Adjusting Contrast

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

- 1 Press ▲ or ▼ to choose **Contrast**. Press **OK**.
- 2 Press ▶ to increase the contrast or press ◀ to decrease the contrast. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

Colour Enhancement

You can turn on the colour enhancement feature to print more vivid images. Printing time will be slower.

- 1 Press ▲ or ▼ to choose **Color Enhance**. Press **OK**.
- 2 Do one of the following:
 - If you want to customize the **White Balance**, **Sharpness** or **Colour Density**, press ◀ or ▶ to choose **On** and then go to step 3.
 - If you do not want to customize, press ◀ or ▶ to choose **Off**. Press **OK** and then go to step 6.

- 3 Press ▲ or ▼ to choose **White Balance**, **Sharpness** or **Color Density**. Press **OK**.
- 4 Press ◀ or ▶ to adjust the degree of the setting. Press **OK**.
- 5 Do one of the following:
 - If you want to customize other colour enhancement, press ▲ or ▼ to choose other option.
 - If you want to change other settings, press ▲ or ▼ to choose **Exit**, and then press **OK**.
- 6 If you do not want to change additional settings, press **Colour Start** to print.



Note

• 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 setting, you can correct that effect and bring the white areas back to pure white.

• Sharpness

This setting enhances the detail of an image, 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.

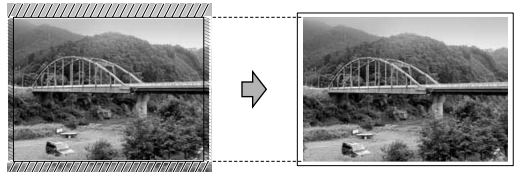
Cropping

If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped.

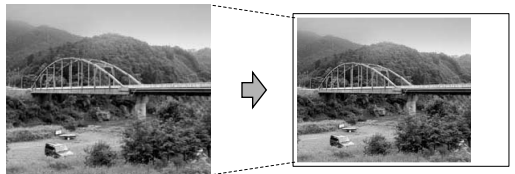
The factory setting is **On**. If you want to print the whole image, turn this setting to **Off**.

- 1 Press ▲ or ▼ to choose **Cropping**. Press **OK**.
- 2 Press ▲ or ▼ to choose **Off** (or **On**). Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

Cropping: On



Cropping: Off



Borderless

This feature expands the printable area to the edges of the paper. Printing time will be slightly slower.

- 1 Press ▲ or ▼ to choose **Borderless**. Press **OK**.
- 2 Press ▲ or ▼ to choose **Off** (or **On**). Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

Setting your changes as a new default

You can save the print settings you use most often by setting them the default settings. These settings will stay until you change them again.

- 1 Press ▲ or ▼ to choose your new setting.
Press **OK**.
Repeat this step for each setting you want to change.
- 2 After changing the last setting, press ▲ or ▼ to choose *Set New Default*.
Press **OK**.
- 3 Press **1** to choose *Yes*.
- 4 Press **Stop/Exit**.

Restoring all settings to the factory settings


You can restore all the settings you have changed to the factory settings. These settings will stay until you change them again.

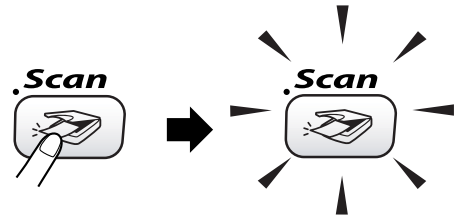
- 1 Press ▲ or ▼ to choose *Factory Reset*.
Press **OK**.
- 2 Press **1** to choose *Yes*.
- 3 Press **Stop/Exit**.

Scan to Card

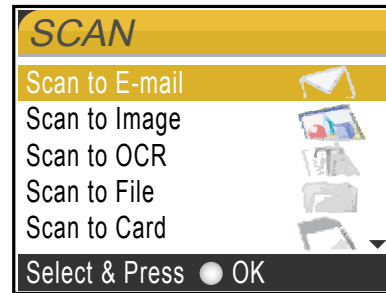
Entering Scan mode

When you want to scan to card, press

 (**Scan**) to illuminate it in green.



The LCD shows:



Press ▲ or ▼ to choose *Scan to Card*.
press **OK**.

If you are not connected to your computer only the *Scan to Card* selection will appear on the LCD. (See *Software User's Guide* for details about the other menu options.)

How to scan to card

You can scan monochrome and colour documents into a media card. Monochrome documents will be stored in PDF (*.PDF) or TIFF file formats (*.TIF). Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. For colour documents the factory setting is 150 dpi Color and the default file format is PDF. For monochrome documents, the factory setting is 200x100 dpi B/W and the default file format is TIFF.

The machine automatically creates file names based on the current date. (For details, see Quick Setup Guide.) For example, the fifth image scanned on July 1, 2006 would be named 01070605.PDF. You can change the colour, quality and file name.


Quality	Selectable File Format
150 dpi Color	JPEG / PDF
300 dpi Color	JPEG / PDF
600 dpi Color	JPEG / PDF
200x100 dpi B/W	TIFF / PDF
200 dpi B/W	TIFF / PDF

- 1 Insert a SmartMedia®, CompactFlash®, Memory Stick®, Memory Stick Pro™, SecureDigital™, MultiMediaCard™ or xD-Picture Card™ into your machine.



WARNING

Do not take out the media card while **PhotoCapture** is blinking to avoid damaging the card or data stored on the card.

- 2 Load your document.
- 3 Press  (Scan).

- 4 Press ▲ or ▼ to choose Scan to Card.
Press **OK**.
- 5 Do one of the following.
 - To change the quality, go to step 6.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.
- 6 Press ▲ or ▼ to choose 150 dpi Color, 300 dpi Color, 600 dpi Color, 200x100 dpi B/W or 200 dpi B/W.
Press **OK**.
- 7 Do one of the following.
 - To change the file type, go to step 8.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.
- 8 Press ▲ or ▼ to choose JPEG, PDF or TIFF.
Press **OK**.



Note

- If you chose colour in the resolution setting, you cannot choose TIFF.
- If you chose monochrome in the resolution setting, you cannot choose JPEG.

- 9 Do one of the following.
 - To change the file name, go to step 10.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.
- 10 The file name is set automatically however, you can set a name of your choice using the dial pad. You can only change the first 6 digits.
Press **OK**.



Note

Press **Clear** to delete the current name.

- 11 Press **Mono Start** or **Colour Start**.

Understanding the Error Messages

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

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

■ Media Error

This message will appear if you put in 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 try to access a media card in the drive (slot) that 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 machine's memory.

Using PhotoCapture Center™ from your computer

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

(See *Chapter 7* or *Chapter 12 in the Software User's Guide on the CD-ROM.*)



Software

Software and Network features

86

The User's Guide on the CD-ROM includes the Software User's Guide and Network User's Guide for features available when connected to a computer (for example, Printing and Scanning).

■ Printing

(For Windows[®], see *Chapter 1 in the Software User's Guide on the CD-ROM.*)

(For Macintosh[®], see *Chapter 8 in the Software User's Guide on the CD-ROM.*)

■ Scanning

(For Windows[®], see *Chapter 2 in the Software User's Guide on the CD-ROM.*)

(For Macintosh[®], see *Chapter 9 in the Software User's Guide on the CD-ROM.*)

■ ControlCenter2

(For Windows[®], see *Chapter 3 in the Software User's Guide on the CD-ROM.*)

(For Macintosh[®], see *Chapter 10 in the Software User's Guide on the CD-ROM.*)

■ Remote Setup

(For Windows[®], see *Chapter 5 in the Software User's Guide on the CD-ROM.*)

(For Macintosh[®], see *Chapter 12 in the Software User's Guide on the CD-ROM.*)

■ Faxing from your computer

(For Windows[®], see *Chapter 6 in the Software User's Guide on the CD-ROM.*)

(For Macintosh[®], see *Chapter 8 in the Software User's Guide on the CD-ROM.*)

■ PhotoCapture Center™

(For Windows[®], see *Chapter 7 in the Software User's Guide on the CD-ROM.*)

(For Macintosh[®], see *Chapter 12 in the Software User's Guide on the CD-ROM.*)

■ Network Printing

(See *the Network User's Guide on the CD-ROM.*)

■ Network Scanning

(For Windows[®], see *Chapter 4 in the Software User's Guide on the CD-ROM.*)

(For Macintosh[®], see *Chapter 11 in the Software User's Guide on the CD-ROM.*)



Note

See *How to access the complete User's Guide* on page 3.



Appendices

Safety and Legal	88
Troubleshooting and Routine Maintenance	95
Menu and Features	116
Specifications	130
Glossary	141

Safety precautions

To use the machine safely

Please keep these instructions for later reference and read them before attempting any maintenance.

 **Note**

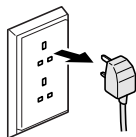
If there are faxes in the machine's memory you need to print them or save them before you turn off the power and unplug the machine for more than 24 hours. (To print the faxes in memory, see *Printing a fax from the memory* on page 40. To save the faxes in memory, see *Transferring faxes to another fax machine* on page 98 or *Transferring faxes to your PC* on page 98.)



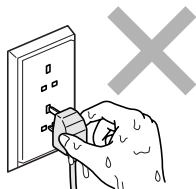
WARNING



There are high voltage electrodes inside the machine. Before you clean the inside of the machine, make sure you have unplugged the telephone line cord first and then the power cord from the electrical socket.

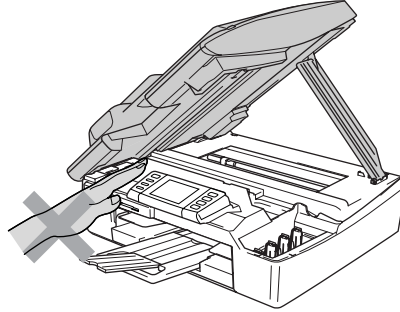


DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.

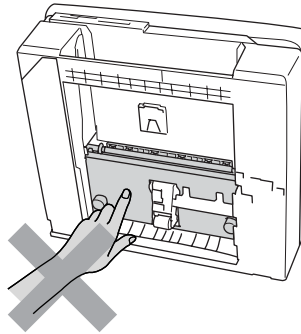




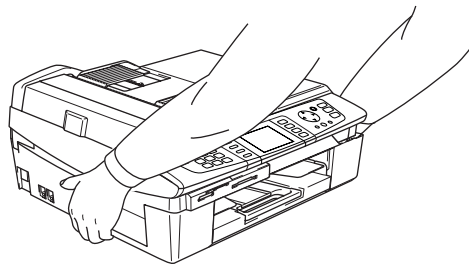
DO NOT put your hands on the edge of the machine under the scanner cover to prevent injuries.



DO NOT touch the area shaded in the illustration. Doing this may cause injury.



When moving the machine you must lift it from the base, by placing a hand at each side of the unit as shown in the illustration. Do not carry the machine by holding the scanner cover.



 **WARNING**

- Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall socket. Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.
- This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must unplug the power cord from the electrical socket to shut off the power completely.

 **WARNING****IMPORTANT SAFETY INSTRUCTIONS**

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to people, including the following:

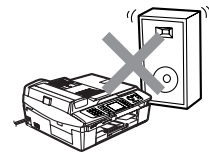
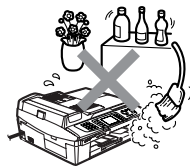
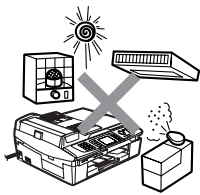
- 1 DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.
- 2 Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3 DO NOT use this product to report a gas leak in the vicinity of the leak.

Choosing a location

Put your machine on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the machine near a telephone socket and a standard, grounded electrical socket. Choose a location where the temperature remains between 10° and 35° C (50° F and 95° F).

! CAUTION

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



Important information

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 socket before cleaning inside of the machine. 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.
- 8 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 Use only the power cord supplied with this machine.
- 10 This product is equipped with a 3-wire grounded plug, a plug having a third (grounded) pin. This plug will only fit into a grounded 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 grounded plug.
- 11 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 12 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13 Wait until pages have exited the machine before picking them up.
- 14 Unplug this product from the power socket and refer all servicing to Brother Authorized Service Personnel under the following conditions:
 - When the power cord is damaged or frayed.
 - If liquid has been spilled into the product.
 - If the product has been exposed to rain or water.
 - If the product does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - If the product has been dropped or the cabinet has been damaged.
 - If the product exhibits a distinct change in performance, indicating a need for service.
- 15 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

16 To reduce the risk of fire, electric shock and injury to people, note the following:

- Do not use this product near appliances that use water, a swimming pool or in a wet basement.
- Do not use the machine during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak in the vicinity of the leak.

For your safety

To ensure safe operation, the supplied three-pin plug must be inserted only into a standard three-pin electrical socket that is effectively grounded through the normal household wiring.

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

LAN connection

CAUTION

DO NOT connect this product to a LAN connection that is subject to over-voltages.

International ENERGY STAR® Compliance Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



EU Directive 2002/96/EC and EN50419



This equipment is marked with the above recycling symbol. It means that at the end of the life of the equipment you must dispose of it separately at an appropriate collection point and not place it in the normal domestic unsorted waste stream. This will benefit the environment for all. (European Union only)

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Troubleshooting

Error messages

As with any sophisticated office product, errors may occur. If this happens, your machine identifies the problem and shows an error message. The most common error messages are shown below.

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

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

Error Message	Cause	Action
BT Call Sign On (For UK only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (See <i>BT Call Sign (For U.K. Only)</i> on page 42.)
Comm.Error	Poor phone line quality caused a communication error.	Try sending the fax again or try connecting the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your phone line.
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 is Open	The scanner cover is not closed completely.	Lift the scanner cover and then close it again.
Data Remaining	Print data is left in the machine's memory.	Re-start printing from your computer.
	Print data is left in the machine's memory. The USB cable was unplugged while the computer was sending the data to the machine.	Press Stop/Exit . The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See <i>Using the ADF</i> on page 11. See <i>Document jam</i> on page 99.
High Temperature	The print head is too warm.	Allow the machine to cool down.

Error Message	Cause	Action
Ink Empty	One or more of the ink cartridges is empty. The machine will stop all print operations. While memory is available, black and white faxes will be stored in the memory. If a sending machine has a colour fax, the machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be stored in the memory as a black and white fax.	Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 113.)
Low Temperature	The print head is too cold.	Allow the machine to warm up.
Media Error	The media card is either corrupted, improperly formatted, or there is a problem with the media card.	Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive by putting in another media card that you know is working.
Near Empty	One or more of the ink cartridges are running out of ink. If a sending machine has a colour fax, the machine's 'handshake' will ask 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 Cartridge	An ink cartridge is not installed properly.	Reinstall the ink cartridge. (See <i>Replacing the ink cartridges</i> on page 113.)
No File	The media card in the media drive does not contain a .JPG file.	Put the correct media card into the slot again.
No Paper Fed	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> ■ Refill the paper in the paper tray, and then press Mono Start or Colour Start. ■ Remove the paper and load it again and then press Mono Start or Colour Start.
	The paper is jammed in the machine.	See <i>Printer jam or paper jam</i> on page 100.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
Not Registered	You tried to access a Speed Dial number that is not programmed.	Set up the Speed Dial number. (See <i>Storing Speed-Dial numbers</i> on page 49.)

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	<p>Fax sending or copy operation in process</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> ■ Press Stop/Exit and wait until the other operations in progress finish and then try again. ■ Clear the data in the memory. To gain extra memory, you can turn off Advanced Fax Operation. (See <i>Turning off Advanced Fax Operation</i> on page 56.) ■ Print the faxes that are in the memory. (See <i>Printing a fax from the memory</i> on page 40.) <p>Printing operation in process</p> <p>Reduce print resolution. (For details, <i>Chapter 1 or Chapter 8 in the Software User's Guide on the CD-ROM.</i>)</p>
Paper Jam	Paper is jammed in the machine.	(See <i>Printer jam or paper jam</i> on page 100.)
Wrong Paper Size	Paper is not the correct size.	Load the correct size of paper (Letter, Legal or A4), and then press Mono Start or Colour Start .
Unable to Change Unable to Clean Unable to Initialize Unable to Print Unable to Scan Machine Error: XX	The machine has a mechanical problem.	Disconnect the machine from the power for several minutes, then reconnect it. (The machine can be turned off for up to 24 hours without losing faxes stored in the memory. If the machine will be off longer than 24 hours, you can transfer faxes to another fax machine or you can save the faxes in your PC. See <i>Transferring your faxes or Fax Journal report</i> on page 98.)

Transferring your faxes or Fax Journal report

If the LCD shows any of the following messages after you disconnect and reconnect your machine, we recommend transferring your faxes to another fax machine or to your PC.

(See *Transferring faxes to another fax machine* on page 98 or *Transferring faxes to your PC* on page 98.)

- Unable to Change
- Unable to Clean
- Unable to Initialize
- Unable to Print
- Unable to Scan
- Machine Error: XX

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring Fax Journal report to another fax machine* on page 99.)



Note

If there is an error message on the machine's LCD, after the faxes have been transferred, disconnect the machine from the power source for several minutes, and then reconnect it.

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode.

- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Press **Menu**.
- 3 Press **▲** or **▼** to choose *Service*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Data Transfer*. Press **OK**.

- 5 Press **▲** or **▼** to choose *Fax Transfer*. Press **OK**.
- 6 Do one of the following:
 - If the LCD shows *No Data*, there are no faxes left in the machine's memory. Press **Stop/Exit**.
 - Enter the fax number to which faxes will be forwarded.
- 7 Press **Mono Start**.

Transferring faxes to your PC

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

- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Make sure you have installed **MFL-Pro Suite** on your PC, and then turn on **PC Fax Receiving** on the PC. (For details see *Chapter 6 in Software User's Guide on the CD-ROM*.)
- 3 Make sure you have set **PC Fax Receive** on the machine. (See *PC Fax Receive* on page 55.) During setup the LCD will ask if you want to transfer the faxes to your PC.
- 4 Do one of the following:
 - To transfer all faxes to your PC, press **1**.
 - To exit and leave the faxes in the memory, press **2**.(They will be deleted if you disconnect the machine.)
- 5 Press **Stop/Exit**.

Transferring Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode.

- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Press **Menu**.
- 3 Press **▲** or **▼** to choose *Service*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Data Transfer*. Press **OK**.
- 5 Press **▲** or **▼** to choose *Report Trans..* Press **OK**.
- 6 Enter the fax number to which Fax Journal report will be forwarded.
- 7 Press **Mono Start**.

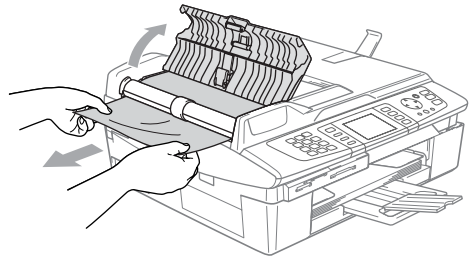
Document jam

If a document is jammed, follow the steps below.

Document can jam if they are not inserted or fed properly, or if they are too long. Follow the steps below to clear a document jam.

Document is jammed in the top of the ADF unit

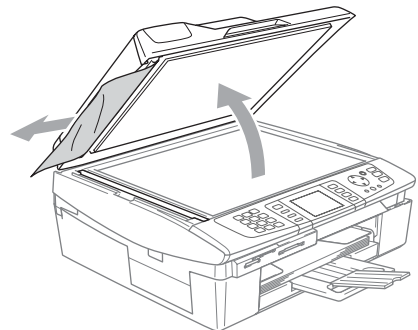
- 1 Take out any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- 3 Pull the jammed document out to the right or left.



- 4 Close the ADF cover.
- 5 Press **Stop/Exit**.

Document is jammed inside the ADF unit

- 1 Take out any paper from the ADF that is not jammed.
- 2 Lift the document cover.
- 3 Pull the jammed document out to the left.



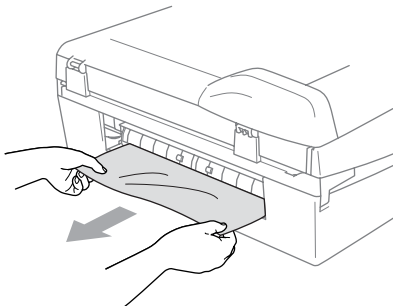
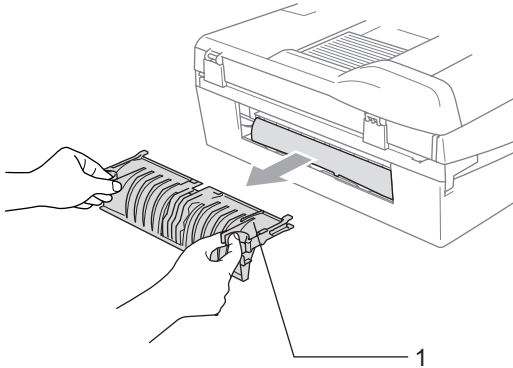
- 4 Close the document cover.
- 5 Press **Stop/Exit**.

Printer jam or paper jam

Take out the jammed paper depending on where it is jammed in the machine. Open and close the scanner cover to clear the error.

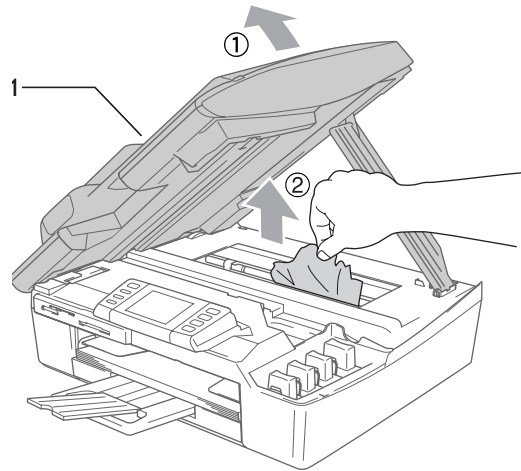
Paper is jammed inside the machine

- 1 Open the Jam Clear Cover (1). Pull the jammed paper out of the machine.



- 2 Close the Jam Clear Cover.

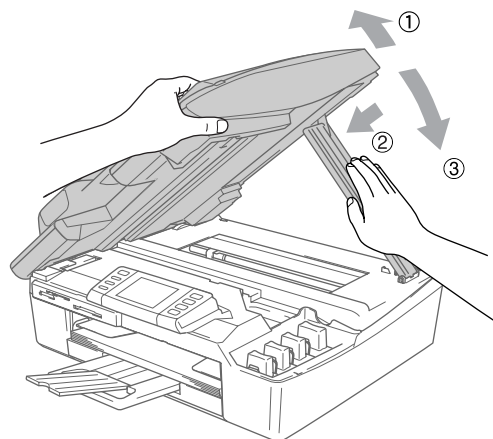
- 3 If you cannot pull out the jammed paper, lift the scanner cover (1) from the right-hand side of the machine until it locks securely into the open position. Remove any jammed paper from inside the machine.



Note

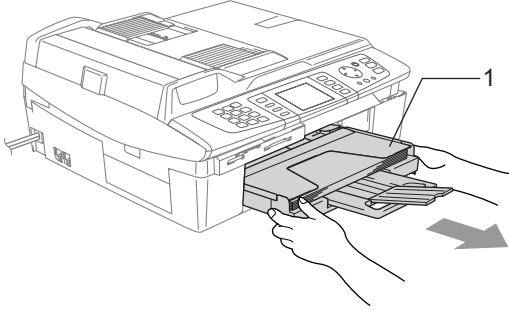
If the paper is jammed under the print head, unplug the machine from the power source, then move the print head to take out the paper.

- 4 Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover.

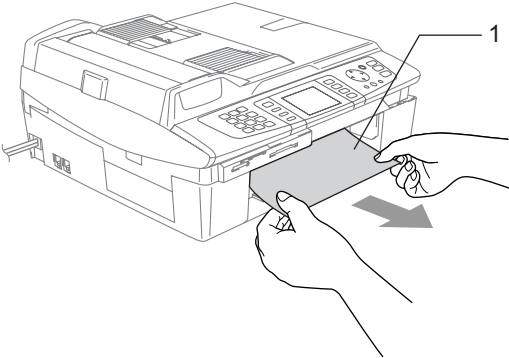


Paper is jammed inside the paper tray

- 1 Pull the paper tray (1) out of the machine.



- 2 Pull out the jammed paper (1) to remove it.



If you are having difficulty with your machine

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 machine. Check the chart below and follow the troubleshooting tips.

The Brother Solutions Center offers the latest FAQs and troubleshooting tips.

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

Printing

Difficulty	Suggestions
No printout	Check the interface cable or wireless connection on both the machine and your computer. (See <i>Quick Setup Guide</i> .)
	Make sure the machine is plugged in and not in Power Save mode.
	One or more ink cartridges are empty. (See <i>Replacing the ink cartridges</i> on page 113.)
	Check to see if the LCD is showing an error message. (See <i>Error messages</i> on page 95.)
	Check that the correct printer driver has been installed and chosen.
	Make sure that the machine is online. Click Start and then Printers and Faxes . Right-click and choose Brother MFC-820CW , and make sure that Use Printer Offline is unchecked.
Poor printing quality	Check the print quality. (See <i>Checking the print quality</i> on page 108.)
	Make sure that the Media Type setting in the printer driver or the Paper Type setting in the machine's menu matches the type of paper you are using. (See <i>Chapter 1 or Chapter 8 in the Software User's Guide on the CD-ROM</i> and <i>Setting the Paper Type</i> on page 22.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: <ul style="list-style-type: none"> ■ The expiration date written on the cartridge package has passed. (Cartridges stay for up to two years if kept in their original packaging.) ■ The ink cartridge was in your machine over six months. ■ The ink cartridge may not have been stored properly before use.
	Try using the recommended types of paper. (See <i>About paper</i> on page 13.)
	The recommended environment for your machine is between 20° C to 33° C (68° F to 91° F).
White horizontal lines appear in text or graphics.	Clean the print head. (See <i>Cleaning the print head</i> on page 108.)
	Try using the recommended types of paper. (See <i>About paper</i> on page 13.)
	If horizontal bands appear when using plain paper, use the 'Enhanced Normal Printing' mode to help avoid banding on some types of plain paper. In the printer driver Basic tab, click Settings , and check Enhanced Normal Printing . If you continue to have horizontal bands, change the Media Type selection to Slow Drying Paper in the printer driver Basic tab to help enhance the print quality.
The machine prints blank pages.	Clean the print head. (See <i>Cleaning the print head</i> on page 108.)
Characters and lines are stacked.	Check the printing alignment. (See <i>Checking the printing alignment</i> on page 109.)
Printed text or images are skewed.	Make sure the paper is loaded properly in the paper tray and the paper side guide is adjusted correctly. (See <i>Loading paper, envelopes and post cards</i> on page 17.)

Printing (Continued)

Difficulty	Suggestions
Smudged stain at the top center of the printed page.	Make sure the paper is not too thick or curled. (See <i>About paper</i> on page 13.)
Printing appears dirty or ink seems to run.	Make sure you are using the proper types of paper. (See <i>About paper</i> on page 13.) Don't handle the paper until the ink is dry.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See <i>Cleaning the printer platen</i> on page 113.) Make sure you are using the paper support flap. (See <i>Loading paper, envelopes and post cards</i> on page 17.)
There are some dense lines.	Check Reverse Order in the Basic tab of the printer driver.
The printouts are wrinkled.	In the printer driver Basic tab, click Settings , and uncheck Bi-Directional Printing .
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.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver Basic tab. Also, click the Settings tab, and make sure you uncheck the Colour Enhancement . Set the borderless feature off. Borderless printing is slower than normal printing. (See <i>Chapter 1 or Chapter 8 in the Software User's Guide on the CD-ROM</i> .)
Colour Enhancement is not working properly.	If the image data is not full colour in your application (such as 256 colour), Colour Enhancement will not work. Use at least 24 bit colour data with the Colour Enhancement feature.
Machine feeds multiple pages.	Make sure the paper is loaded properly in the paper tray. (See <i>Loading paper, envelopes and post cards</i> on page 17.) Check that more than two types of paper are not loaded in the paper tray at any one time.
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See <i>Loading paper, envelopes and post cards</i> on page 17.)
Machine does not print from Paint Brush.	Try setting the Display setting to '256 colours.'
Machine does not print from Adobe Illustrator.	Try to reduce the print resolution. (See <i>Chapter 1 or Chapter 8 in the Software User's Guide on the CD-ROM</i> .)

Printing Received Faxes

Difficulty	Suggestions
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
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 113.) Check that Advanced Fax Operation is set to off. (See <i>Turning off Advanced Fax Operation</i> on page 56.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See <i>Printing a reduced incoming fax (Auto Reduction)</i> on page 39.)


Phone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Make sure the machine is plugged in and not in Power Save mode.
	Check all line cord connection.
	Change Tone/Pulse setting. (See <i>Quick Setup Guide</i> .)
	If an external phone is connected to the machine, send a manual fax by lifting the handset of the external phone and dialling the number. Wait to hear fax receiving tone before pressing Mono Start or Colour Start .
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See <i>Choosing the Receive Mode</i> on page 37.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulty	Suggestions
Cannot receive a fax.	Make sure the machine is in the correct receiving mode for your setup. (See <i>Basic Receiving Operations</i> on page 37.)
	If you often have interference on the phone line, try changing the menu setting of Compatibility to Basic . (See <i>Phone line interference</i> on page 107.)
	If you connect your machine to PBX or ISDN, set the menu setting of Phone Line Type to your phone type. (See <i>Setting the Phone Line Type</i> on page 42.)


Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	Make sure that the Fax  key is illuminated. (See <i>Entering Fax mode</i> on page 30.)
	Ask the other party to check that the receiving machine has paper.
	Print the Transmission Verification Report and check for an error. (See <i>Reports</i> on page 62.)
Transmission Verification Report says 'Result:ERROR'.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get 'Result:NG' on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Advanced Fax Operation (see <i>Turning off Advanced Fax Operation</i> on page 56), print fax messages in memory (see <i>Printing a fax from the memory</i> on page 40) or cancel a Delayed Fax or Polling Job (see <i>Cancelling a fax in progress</i> on page 31 or <i>Checking job status or cancelling a scheduled job</i> on page 36). If the problem continues, ask the telephone company to check your phone line.
	If you often get transmission errors due to possible interference on the phone line, try changing the menu setting of Compatibility to Basic . (See <i>Phone line interference</i> on page 107.)
	If you connect your machine to PBX or ISDN, set the menu setting of Phone Line Type to your phone type. (See <i>Setting the Phone Line Type</i> on page 42.)
Poor fax send quality.	Try changing your resolution to Fine or S.Fine . Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See <i>Cleaning the scanner</i> on page 112.)
Vertical black lines when sending.	If the copy you made shows the same problem, clean the scanner. (See <i>Cleaning the scanner</i> on page 112.)

Handling Incoming Calls

Difficulty	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to on, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing Stop/Exit . Try avoiding this problem by turning Fax Detect to off. (See <i>Fax Detect</i> on page 39.)
Sending a Fax Call to the machine.	If you answered on an external or extension phone, press your Fax Receive Code (the factory setting is (X)51) . When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID , , an alarm system or other custom feature on a single phone line with your machine, it may create a problem sending or receiving faxes. For example: If you subscribe to Call Waiting or some other custom service and it signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. 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 information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate phone line with no custom features is recommended.

Copying Difficulties

Difficulty	Suggestions
Cannot make a copy.	Make sure that the Copy  key is illuminated. (See <i>Entering Copy mode</i> on page 66.)
Vertical streaks appear in copies.	If you see vertical streaks on copies, clean the scanner. (See <i>Cleaning the scanner</i> on page 112.)
Poor copy results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 11.)

Scanning Difficulties

Difficulty	Suggestions
TWAIN/WIA errors appear while scanning.	Make sure the Brother TWAIN/WIA driver is chosen as the primary source. In PaperPort®, click File, Scan and choose the Brother TWAIN/WIA driver.
Poor scanning results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 11.)

Software Difficulties

Difficulty	Suggestions
Cannot install software or print.	Run the Repair MFL-Pro Suite program on the CD-ROM. This program will repair and reinstall the software.
'Device Busy'	Make sure the machine is not showing an error message on the LCD.

PhotoCapture Center™ Difficulties

Difficulty	Suggestions
Removable Disk does not work properly.	<ol style="list-style-type: none"> 1 Have you installed the Windows® 2000 update? If not, do the following: <ol style="list-style-type: none"> 1) Unplug the USB cable. 2) Install the Windows® 2000 update, and see the Quick Setup Guide. After the installation the PC will be automatically restarted. 3) Wait about 1 minute after you restart the PC, and then connect the USB cable. 2 Take out the media card and put it back in again. 3 If you have tried 'Eject' from within Windows®, take out the media card before you continue. 4 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. 5 If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)
Cannot access Removable Disk from Desktop icon.	Make sure you have put the media card into the media slot.

Network Difficulties

Difficulty	Suggestions
Cannot print over the Network.	<p>Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see <i>Reports</i> on page 62.) and check the current Network settings printed in this list. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows LAN Active for 2 seconds.</p> <p>(If you are using a wireless connection or are having Network problems, see the Network User's Guide on the CD-ROM for more information.)</p>
The network scanning feature does not work.	<p>(For Windows® users only) Firewall setting on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the Firewall. If you are using a personal Firewall software, see the User's Guide for your software or contact the software manufacturer.</p> <p><Windows® XP SP2 users></p> <ol style="list-style-type: none"> 1 Click the Start button, Settings, Control Panel and then Windows Firewall. Make sure that Windows Firewall on the Basic tab is set to On. 2 Click the Exceptions tab and Add port button. 3 Enter any name, port number (54295 for network scanning and 54926 for Network PC-Fax receiving), choose UDP and click OK. 4 Make sure if the new setting is added and is checked, and then click OK. <p>For Windows® XP SP1 user's, please visit the Brother Solutions Center.</p>
The network PC-Fax Receive feature does not work.	

Network Difficulties (Continued)

Difficulty	Suggestions
Your computer cannot find your machine.	<p><Windows® users></p> <p>Firewall setting on you PC may be rejecting the necessary network connection. For detail, see the instruction above.</p> <p><Macintosh® users></p> <p>Re-select your machine in the DeviceSelector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the model of ControlCenter2.</p>

Dial Tone detection

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose *Initial Setup*.
- 3 Press **▲** or **▼** to choose *Dial Tone*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Detection* or *No Detection*. Press **OK**.
- 5 Press **Stop/Exit**.

Phone line interference

If you are having problems sending or receiving a fax due to possible interference on the phone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose *Fax*.
- 3 Press **▲** or **▼** to choose *Miscellaneous*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Compatibility*. Press **OK**.
- 5 Press **▲** or **▼** to choose *Normal* (or *Basic*).
 - *Basic* cuts the modem speed to 9600 bps. Unless interference is a recurring problem on your phone line, you may prefer to use it only when needed.
 - *Normal* sets the modem speed at 14400 bps. (factory setting)
 Press **OK**.
- 6 Press **Stop/Exit**.



Note

When you change the compatibility to *Basic*, the ECM feature is not available.

Improving print quality

Cleaning the print head

To ensure the good print quality, the machine will regularly clean the print head. You can start the cleaning process manually if 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 Black only, three colours at a time (Cyan/Yellow/Magenta), or all four colours at once.

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

CAUTION

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

- 1 Press **Ink Management**.
- 2 Press ▲ or ▼ to choose **Cleaning**. Press **OK**.
- 3 Press ▲ or ▼ to choose **Black, Color** or **All**. Press **OK**.
The machine cleans the print head. When cleaning is finished, the machine will go back to standby mode automatically.



Note

If you clean the print head at least five times and the print has not improved, call your Brother dealer for service.

Checking the print quality

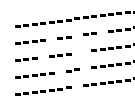
If faded or streaked colours and text appear on your output, some of the nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

- 1 Press **Ink Management**.
- 2 Press ▲ or ▼ to choose **Test Print**. Press **OK**.
- 3 Press ▲ or ▼ to choose **Print Quality**. Press **OK**.
- 4 Press **Colour Start**.
The machine begins printing the Print Quality Check Sheet.
- 5 Check the quality of the four colour blocks on the sheet.
- 6 The LCD asks you if the print quality is OK.
Do one of the following:
 - If all lines are clear and visible, press **1 (Yes)** to finish the Print Quality check.
 - If you can see missing short lines as shown below, press **2** to choose **No**.

OK



Poor



- 7 The LCD asks you if the print quality is OK for black and three colours. Press **1 (Yes)** or **2 (No)**.
- 8 The LCD asks you if you want to start cleaning. Press **1 (Yes)**.
The machine starts cleaning the print head.

- 9 After cleaning is finished, press **Colour Start**.

The machine starts printing the Print Quality Check Sheet again and then return to step 5.

If you repeat this procedure at least five times and the print quality is still poor, replace the ink cartridge for the clogged colour.

After replacing the ink cartridge, check the print quality. 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.

CAUTION

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

Note



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



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

Checking the printing alignment

You may need to adjust the printing alignment; however if after transporting the machine your printed text becomes blurred or images become faded then adjustments may need to be made.

- 1 Press **Ink Management**.
- 2 Press **▲** or **▼** to choose **Test Print**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Alignment**. Press **OK**.
- 4 Press **Mono Start** or **Colour Start**. The machine starts printing the Alignment Check Sheet.
- 5 Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.
- 6 Do one of the following:
 - If the number 5 sample of both the 600 dpi and 1200 dpi are the best matches, press **1 (Yes)** to finish the Alignment Check.
 - If another test print number is a better match for either 600 dpi or 1200 dpi, press **2 (No)** to choose it.
- 7 For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).
- 8 For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).
- 9 Press **Stop/Exit**.

Checking the ink volume

Although an ink volume icon appears on the LCD, you can use the **Ink Management** key to see a large graph showing the ink that is left in each cartridge.

- 1 Press **Ink Management**.
- 2 Press **▲** or **▼** to choose **Ink Volume**. Press **OK**.
The LCD shows the ink volume.
- 3 Press **Stop/Exit**.



Note

You can check the ink volume from your computer. (See *Chapter 1* or *Chapter 8* in the *Software User's Guide on the CD-ROM*.)

Packing and shipping the machine

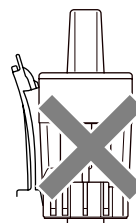
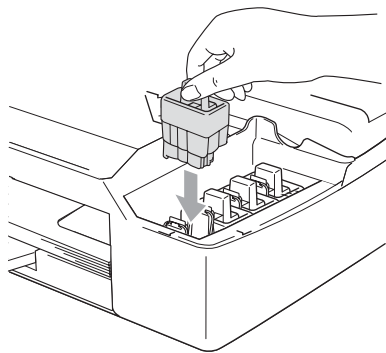
When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, you could void your warranty.



CAUTION

It is important to allow the machine to 'park' the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print head.

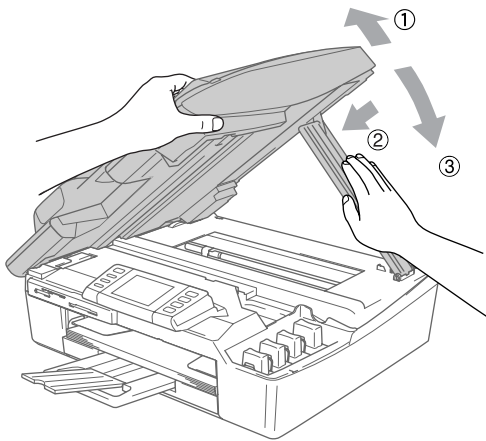
- 1 Lift the scanner cover from the right-hand side of the machine until it locks securely into the open position.
- 2 Take out all the ink cartridges and install the yellow protective parts. (See *Replacing the ink cartridges* on page 113.) When installing the yellow protective parts, make sure they clip into place as shown in the diagram.



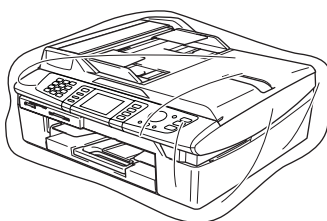
! CAUTION

If you are not able to find the yellow protective parts, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the yellow protective parts or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

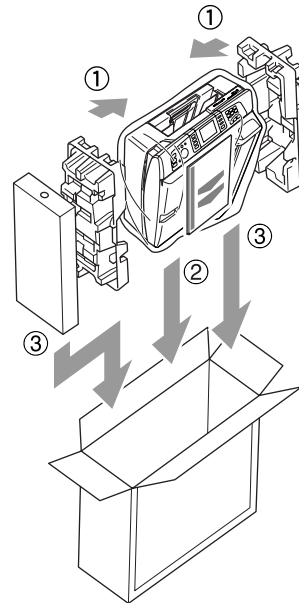
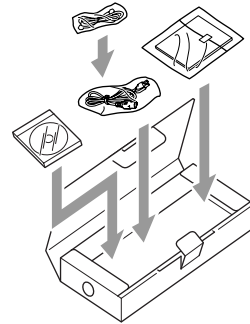
- 3 Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover.



- 4 Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
- 5 Unplug the machine from the electrical socket and from the machine.
- 6 Unplug the interface cable from the machine, if it is connected.
- 7 Wrap the machine in the bag and put it in the original carton with the original packing material.



- 8 Pack the printed materials in the original carton as shown below. Do not pack the used ink cartridges in the carton.



- 9 Close the carton and tape it shut.

Routine maintenance

Cleaning the outside of the machine

! CAUTION

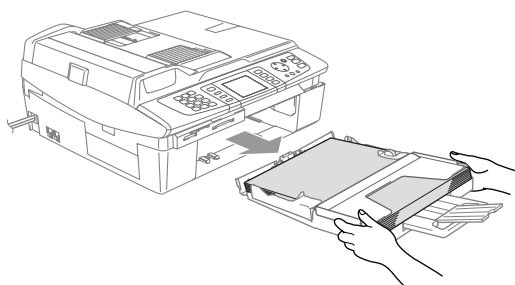
Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.

DO NOT use cleaning materials that contain ammonia.

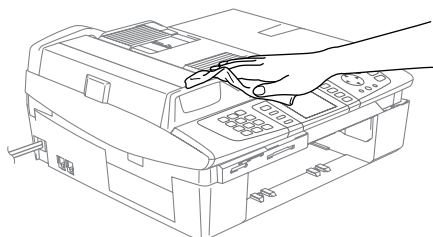
DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

- 1 Pull the paper tray completely out of the machine.

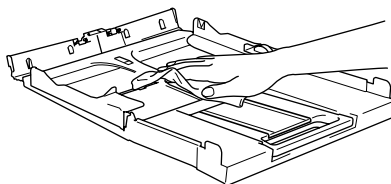


- 2 Wipe the outside of the machine with a soft cloth to remove dust.



- 3 Remove anything that is stuck inside the paper tray.

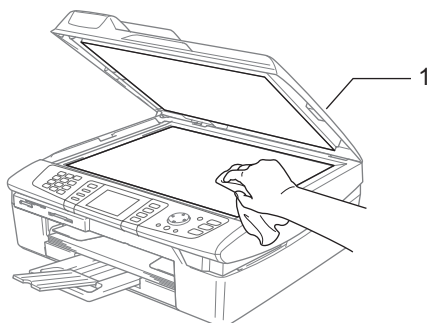
- 4 Wipe the paper tray with a soft cloth to remove dust.



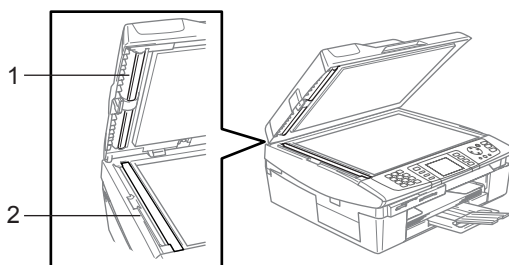
- 5 Put the paper tray firmly back in the machine.

Cleaning the scanner

- 1 Lift the document cover (1). Clean the scanner glass with isopropyl alcohol on a soft lint-free cloth.



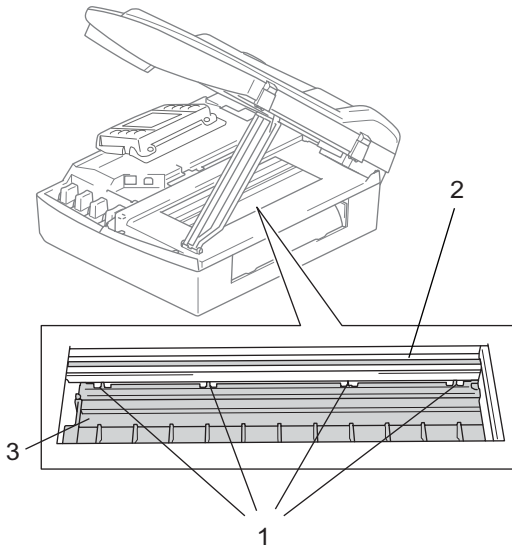
- 2 In the ADF unit, clean the white bar (1) and the glass strip (2) under it with isopropyl alcohol on a lint-free cloth.



Cleaning the printer platen

WARNING

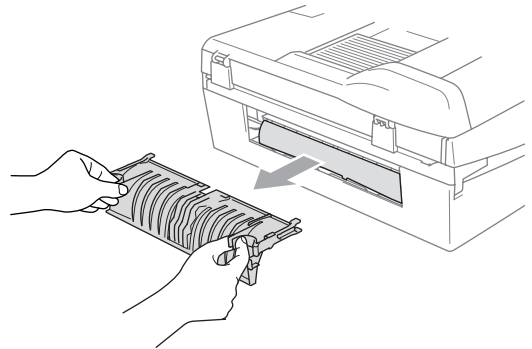
DO NOT touch the paper feed star wheels (1) or encoder film (2).



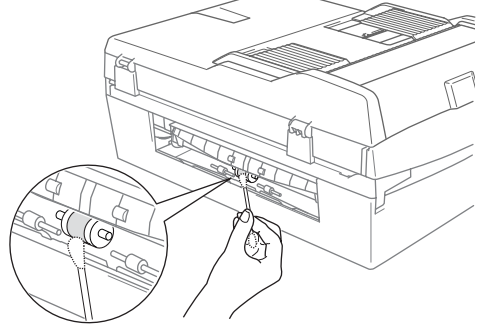
- 1 Be sure to unplug the machine from the AC power outlet before cleaning the printer platen (3).
- 2 If ink is scattered on or around the printer platen wipe it off with a soft, *dry*, lint-free cloth.

Cleaning the Paper Pick-up Roller

- 1 Unplug the machine from the electrical socket and remove the Jam Clear Cover.



- 2 Clean the Paper Pick-up Roller with isopropyl alcohol on a cotton swab.



- 3 Re-insert the Jam Clear Cover.
- 4 Re-connect the power cord.

Replacing the ink cartridges

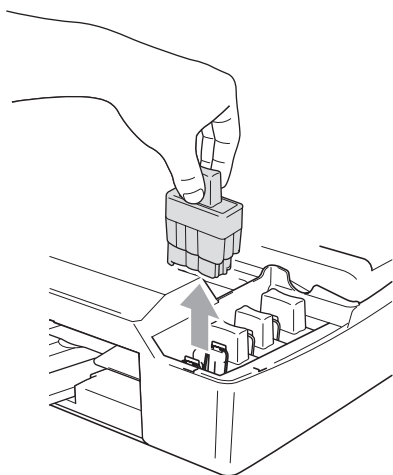
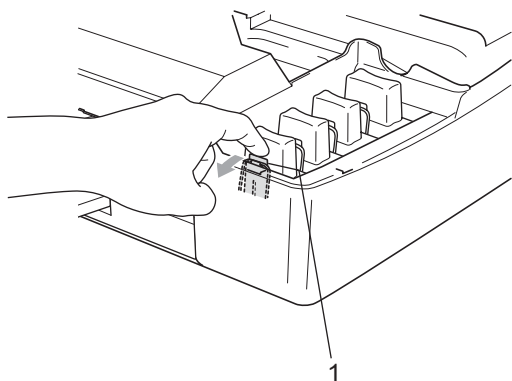
Your machine is equipped with an ink dot counter. The ink dot counter automatically monitors the level of ink in each of the 4 cartridges. When the machine detects an ink cartridge is running out of ink, the machine will tell you with a message on the LCD.

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

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

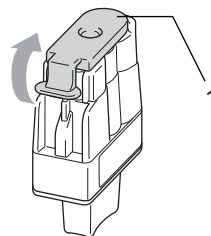
- 1 Lift the scanner cover from the right-hand side of the machine until it locks securely into the open position. If one or more ink cartridges are empty, for example Black, the LCD shows Ink Empty Black and Replace Ink.

- 2 Pull the ink cartridge hook (1) toward you and take out the ink cartridge for the color shown on the LCD.



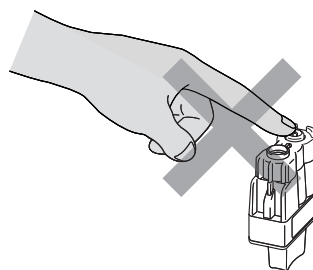
- 3 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

- 4 Take out the protective yellow cap (1).



Improper Setup

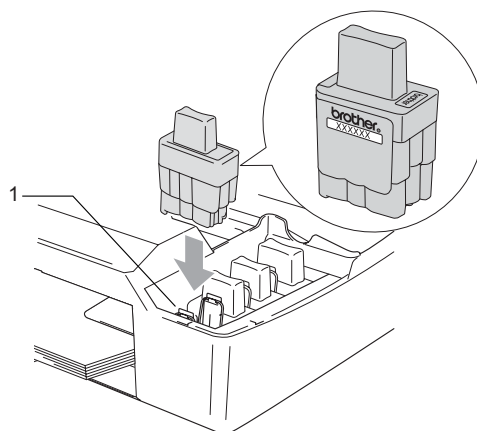
DO NOT touch the area shown in the illustration below.



Note

If the protective yellow caps come off when you open the bag, the cartridge will not be damaged.

- 5 Each colour has its own correct position. Keep the ink cartridge in an upright position when you put it into the slot. Press down on the ink cartridge until the hook (1) snaps over it.



- 6 Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover.
- 7 If you replaced an ink cartridge `Near Empty` was displayed on the LCD, the LCD may ask you to verify that it was a brand new one. (For example, `Did You Change Black?`) For each new cartridge you installed, press **1** (`Yes`) to automatically reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, be sure to press **2** (`No`). If you wait until the LCD shows `Ink Empty`, the machine will automatically reset the ink dot counter.



Note

If the LCD shows `Install` after you install the ink cartridges, check that the ink cartridges are installed properly.



WARNING

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



CAUTION

DO NOT take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.

DO NOT touch the cartridge insertion slots. If you do so, the ink may stain your skin.

If ink stains your skin or clothing, wash with soap or detergent at once.

If you mix the colours by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation.

Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.

DO NOT dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.

Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance when used with genuine Brother Branded 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 Branded cartridges or the refilling of empty 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 using incompatible products with this machine, any repairs required as a result may not be covered by the warranty.

On-screen programming









Your machine is designed to be easy to use with LCD on-screen programming using the menu keys. User-friendly programming helps you take full advantage of all the menu selections your machine 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 machine. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

Memory storage

Even if there is a power failure, you will not lose the settings you have chosen using the Menu key because they are stored permanently. Also, you will not lose your settings in the PhotoCapture, Fax and Copy mode key menus if you have chosen *Set New Default*. You may have to reset the date and time.


Menu keys

Menu 	Access the main menu.
Photo Capture  Copy  Fax  Scan 	Access the mode and its menu of temporary settings.
▲ ▼	Scroll through the current menu level.
◀ ▶	Go back to the previous menu level. Go to the next menu level.
OK 	<ul style="list-style-type: none"> ■ Go to the next menu level. ■ Accept an option.
Clear 	<ul style="list-style-type: none"> ■ Cancel the current operation. ■ Go back to the previous menu level.
Stop/Exit 	<ul style="list-style-type: none"> ■ Stop the current operation.

Menu table

The menu table will help you understand the menu selections and options that are found in the machine's programs. The factory settings are shown in Bold with an asterisk.

Menu ()

Level1	Level2	Level3	Options	Descriptions	Page	
General Setup	Mode Timer	—	Off 0 Sec 30 Secs 1 Min 2 Mins* 5 Mins	Sets the time to return to Fax mode.	22	
	Paper Type	—	Plain* Inkjet Glossy Transparency	Sets the type of paper in the paper tray.	22	
	Paper Size	—	Letter Legal A4* A5 10x15cm	Sets the size of the paper in the paper tray.	23	
	Volume	Ring		Off Low Med* High	Adjusts the ring volume.	23
		Beeper		Off Low* Med High	Adjusts the volume level of the beeper.	24
		Speaker		Off Low Med* High	Adjusts the speaker volume.	24
	Auto Daylight	—	On* Off	Changes for Daylight Savings Time automatically.	24	
 The factory settings are shown in Bold with an asterisk.						

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	P.Save Setting	—	Fax Receive:On* Fax Receive:Off	Customizes the Power Save key not to receive faxes in power save mode.	21
		LCD Settings	LCD Contrast	Light Med* Dark	Adjusts the contrast of the LCD.
	Backlight		Light* Med Dark	You can adjust the brightness of the LCD backlight.	25
	Dim Timer		Off 10 Secs 20 Secs 30 Secs*	You can set how long the LCD backlight stays on for after the last key press.	25
	Off Timer	Off* 1 Min 2 Mins 3 Mins 5 Mins 10 Mins 30 Mins	You can set how long the LCD stays on for after the last key press.	26	
Fax	Setup Receive	Ring Delay	00 (Excluding Ireland) 1 2* 3 4 5 (UK only) 6 (UK only) 7 (UK only) 8 (UK only)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	38
		F/T Ring Time	20 Secs 30 Secs* 40 Secs 70 Secs	Sets the pseudo/double-ring time in Fax/Tel mode.	38
		Fax Detect	On* Off	Receives fax messages without pressing the Mono Start or Colour Start key.	39



The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	Setup Receive (In Fax mode only) (Continued)	Remote Codes	On* (✕51, #51) Off	Allows you to answer all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes.	46
		Auto Reduction	On* Off	Cuts the size of incoming faxes.	39
		Memory Receive	On* Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	40
	Set Quick-Dial	Speed-Dial	—	Stores Speed-Dial numbers, so you can dial by pressing only a few keys (and Start).	49
		Setup Groups	—	Sets up a Group number for Broadcasting.	50
	Report Setting	XMIT Report	On On+Image Off* Off+Image	Initial setup for Transmission Verification Report and Fax Journal Report.	61
		Journal Period	Off Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		61
	Advanced Fax Operation	Forward/Store	Off* Fax Forward Fax Storage Fax Preview PC Fax Receive	Sets the machine to forward fax messages or to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), preview faxes or send faxes to your PC.	53
			Remote Access	Access Code: ---✕	Set your own code for Remote Retrieval.
		Print Document	—	Prints incoming faxes stored in the memory.	40
	Remaining Jobs	—	—	Check which jobs are in the memory and lets you cancel chosen jobs.	36




The factory settings are shown in Bold with an asterisk.


Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	Miscellaneous	Mem Security	—	Prohibits most functions except receiving faxes into memory.	27
		Compatibility	Normal* Basic	Adjusts the Equalization for transmission problems.	107
		BT Call Sign (U.K. Only)	On Off*	Uses with BT Call Sign.	42
LAN	TCP/IP (Wired)	BOOT Method	Auto* Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	See <i>Network User's Guide on the CD-ROM</i>
		IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
		Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
		Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
		Node Name	BRN_XXXXXX	Enter the Node name.	
		WINS Config	Auto* Static	Chooses the WINS configuration mode.	
		WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		APIPA	On* Off	Automatically allocates the IP address from the link-local address range.	




The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
LAN (Continued)	TCP/IP (WLAN)	BOOT Method	Auto* Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	See <i>Network User's Guide on the CD-ROM</i>
		IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
		Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
		Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
		Node Name	BRW_XXXXXX	Enter the Node name.	
		WINS Config	Auto* Static	Chooses the WINS configuration mode.	
		WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		APIPA	On* Off	Automatically allocates the IP address from the link-local address range.	
	Setup WLAN	Setup Wizard	—	You can configure your print server.	
	SecureEasySetup	—	You can configure the wireless network easily.		

 The factory settings are shown in Bold with an asterisk.


Level1	Level2	Level3	Options	Descriptions	Page	
LAN (Continued)	WLAN Status	Status	—	You can see the current wireless network status.	See <i>Network User's Guide on the CD-ROM</i>	
		Signal	—	You can see the current wireless network signal strength.		
		SSID	—	You can see the current SSID.		
		Comm. Mode	—	You can see the current Communication Mode.		
		Security Mode	—	You can see the current wireless network security settings.		
	Setup Misc.	Wired LAN	Auto* 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.		
		Time Zone	GMT+00:00	Sets the time zone for your country.		
	Network I/F	—	Wired LAN WLAN	You can choose the network connection type.		
Factory Reset	—	Yes No	Restores all wired and wireless network settings to the factory default.			
Print Reports	XMIT Verify	—	—	Prints these lists and reports.	62	
	Help List	—	—			
	Quick-Dial	—	—			
	Fax Journal	—	—			
	User Settings	—	—			
	Network Config	—	—			
Initial Setup	Receive Mode	—	Fax Only* Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	37	
	Date/Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.		See <i>Quick Setup Guide</i>
	Station ID	—	Fax: Name:	Set your name and fax number to appear on each page you fax.		
	Tone/Pulse	—	Tone* Pulse	Choose the dialling mode.		
 The factory settings are shown in Bold with an asterisk.						


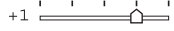
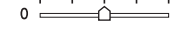
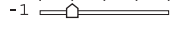


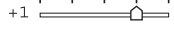
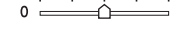


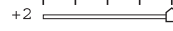
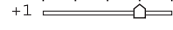
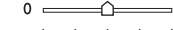


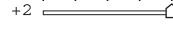





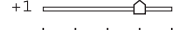
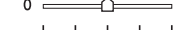
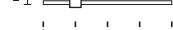
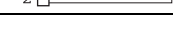

Level1	Level2	Level3	Options	Descriptions	Page
Initial Setup (Continued)	Phone Line Set	—	Normal* PBX ISDN	Choose the phone line type.	42
	Dial Tone	—	Detection No Detection*	Turns Dial Tone Detection on or off.	107
 The factory settings are shown in Bold with an asterisk.					

PhotoCapture ()

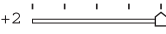
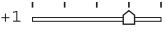
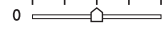
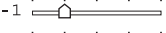
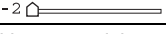

Level1	Level2	Level3	Options	Descriptions	Page
View Photo(s)	—	—	See the print settings table below.	You can preview your photos on the LCD.	76
Print Index	—	—	6 Images/Line Fast 5 Images/Line Photo	You can print a thumbnail page.	77
Print All Photos	—	—	See the print settings table below.	You can print all photos in your media card.	77
Print Photos	—	—	See the print settings table below.	You can print an individual image.	78





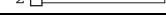



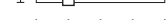





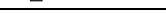




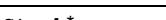

Print Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Print Quality	Normal Photo*	—	—	Choose the print quality.	80
Paper&Size	Letter Glossy 10x15cm Glossy 13x18cm Glossy A4 Glossy* Letter Plain A4 Plain Letter Inkjet A4 Inkjet 10x15cm Inkjet	10x8cm 13x9cm 15x10cm 18x13cm 20x15cm Max. Size	—	Choose the paper and print size.	80
 The factory settings are shown in Bold with an asterisk.					

Option1	Option2	Option3	Option4	Descriptions	Page
Brightness	+2  +1  0  -1  -2 	—	—	Adjusts the brightness.	80
Contrast	+2  +1  0  -1  -2 	—	—	Adjusts the contrast.	80
Color Enhance	On Off*	White Balance	+2  +1  0  -1  -2 	Adjusts the hue of the white areas.	80
		Sharpness	+2  +1  0  -1  -2 	Enhances the detail of the image.	
		Color Density	+2  +1  0  -1  -2 	Adjusts the total amount of color in the image.	
Cropping	On* Off	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	81
Borderless	On* Off	—	—	Expands the printable area to fit the edges of the paper.	81
Set New Default	Yes No	—	—	You can save your print settings.	82
Factory Reset	Yes No	—	—	You can restore all the settings to factory settings.	82
 The factory settings are shown in Bold with an asterisk.					

Copy ()

Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast Normal* Best	Choose the Copy resolution for your type of document.	67
Enlarge/Reduce	—	—	50% 69% A4→A5 78% LGL→LTR 83% LGL→A4 93% A4→LTR 97% LTR→A4 100%* 104% EXE→LTR 142% A5→A4 186% 10x15cm→LTR 198% 10x15cm→A4 200% Custom (25-400%)	You can choose the enlargement or reduction ratio for your type of document.	67
Paper Type	—	—	Plain* Inkjet Glossy Transparency	Choose the paper type that matches the paper in the tray.	68
Paper Size	—	—	Letter Legal A4* A5 10x15cm	Choose the paper size that matches the paper in the tray.	68
Brightness	—	—	+2  +1  0  -1  -2 	Adjusts the brightness of copies.	68
 The factory settings are shown in Bold with an asterisk.					


Level1	Level2	Level3	Options	Descriptions	Page
Contrast	—	—	+2  +1  0  -1  -2 	Adjusts the contrast of copies.	69
Color Adjust	Red	—	+2  +1  0  -1  -2 	Adjusts the amount of Red in copies.	69
	Green	—	+2  +1  0  -1  -2 	Adjusts the amount of Green in copies.	
	Blue	—	+2  +1  0  -1  -2 	Adjusts the amount of Blue in copies.	
Stack/Sort	—	—	Stack* Sort	You can choose to stack or sort multiple copies.	69
Page Layout	—	—	Off (1 in 1)* 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L) Poster (3 x 3)	You can make N in 1 or Poster copies.	70
Set New Default	—	—	Yes No	You can save your copy settings.	71
Factory Reset	—	—	Yes No	You can restore all the settings to factory settings.	71
 The factory settings are shown in Bold with an asterisk.					

Fax ()


Level1	Level2	Level3	Options	Descriptions	Page
Fax Resolution	—	—	Standard* Fine S.Fine Photo	Sets the resolution for outgoing faxes.	33
Contrast	—	—	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	33
Speed-Dial	—	—	Alphabetical Order Numerical Order	You can dial by pressing only a few keys (and Start).	47
Outgoing Call	Send a fax Add to Speed-Dial Delete	—	—	You can choose a number from the Outgoing Call history and then send a fax to it, add it to Speed-Dial, or delete it.	48
Broadcasting	Add Number Complete	—	—	You can send the same fax message to more than one fax number.	32
Delayed Fax	—	—	—	Sets the time of day in 24-hour format that the delayed faxes will be sent.	35
Batch TX	—	—	On Off*	Combines delayed faxes to the same fax number at the same time of day into one transmission.	35
Real Time TX	—	—	On Off*	You can send a fax without using the memory.	34
Polled TX	—	—	Standard Secure Off*	Sets up the document on your machine to be retrieved by another fax machine.	64
Polling RX	—	—	Standard Secure Timer Off*	Sets up your machine to poll another fax machine.	63
Overseas Mode	—	—	On Off*	If you are having difficulty sending faxes overseas, set this to On.	35
Scan Size	—	—	A4* Letter	Adjust the scan area of the scanner glass to the size of the document.	31



The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Set New Default	—	—	Yes No	You can save your fax settings.	35
Factory Reset	—	—	Yes No	You can restore all the settings to factory settings.	36
 The factory settings are shown in Bold with an asterisk.					

Scan ()

Level1	Option1	Option2	Option3	Descriptions	Page
Scan to E-mail	—	—	—	You can scan a monochrome or a colour document into your E-mail application.	See <i>Software User's Guide on the CD-ROM</i>
Scan to Image	—	—	—	You can scan a colour picture into your graphics application.	
Scan to OCR	—	—	—	You can have your text document converted to an editable text file.	
Scan to File	—	—	—	You can scan a monochrome or a colour document into your computer.	
Scan to Card	150 dpi Color* 300 dpi Color 600 dpi Color 200x100 dpi B/W 200 dpi B/W	PDF*/JPEG PDF*/JPEG PDF*/JPEG TIFF*/PDF TIFF*/PDF	(File Name) XXXXXXXX	You can choose the Scan resolution, file format and enter a file name for your document.	82
 The factory settings are shown in Bold with an asterisk.					

Entering Text

When you are setting certain menu selections, such as the Station ID, you may need to enter text into the machine. Most number keys have three or four letters printed on keys. The keys for **0**, **#** and ***** do not have printed letters because they are used for special characters.

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

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

Putting spaces

To enter a space in a fax number, press ► once between numbers. To enter a space in a name, press ► twice between characters.

Making corrections

If you entered an incorrect letter and want to change it, press ◀ to move the cursor under the incorrect character. Then press **Clear**. All the letters to the right of the cursor will be deleted. Re-enter the correct character. You can also back up and type over incorrect letters.

Repeating letters

If you need to enter a letter that is on the same key as the letter before, press ► to move the cursor to the right before you press the key again.

Special characters and symbols

Press *****, **#** or **0** repeatedly until you see the special character or symbol you want.

Press ***** for (space)!"# \$ % & ' () *
+ , - . / €

Press **#** for ; ; < = > ? @ [] ^ _

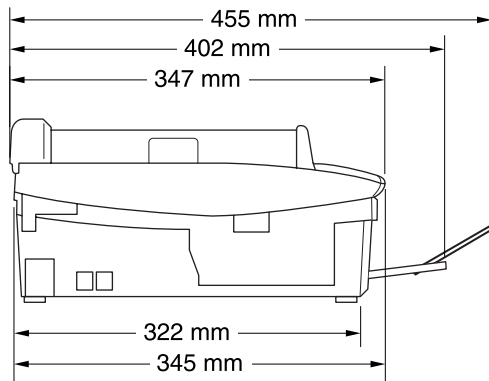
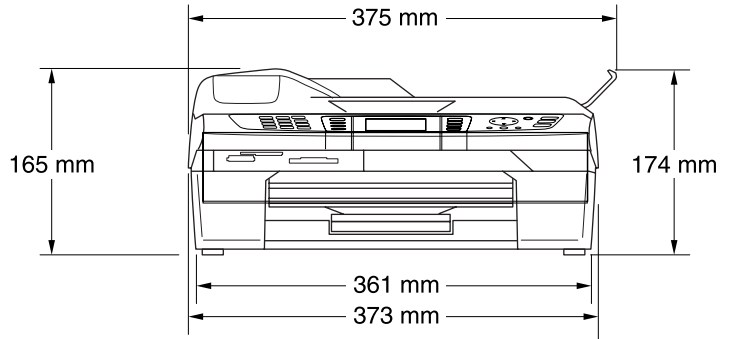
Press **0** for Ä Ë Ö Ü À Ç È É 0

Product description

General

Memory Capacity	16 MB
ADF (automatic document feeder)	Up to 10 pages Temperature: 20° C - 30° C (68° F - 86° F) Humidity: 50% - 70%
Paper Tray	Paper: [80 g/m ² (20 lb)] A4Letter size 100 Sheets [80 g/m ² (20 lb)]
Printer Type	Ink Jet
Print Method	Piezo with 74 × 5 nozzles
LCD (liquid crystal display)	63.5 mm (2.5 in) Colour LCD
Power Source	AC 220 to 240V 50/60Hz
Power Consumption	Power Save Average 4 W Mode: Standby: Average 10 W Operating: Average 24 W

Dimensions



Weight	6 kg (13.2 lb)
Noise	Operating: 42.5 to 51 dB ¹
Temperature	Operating: 10 to 35° C (50° F to 95° F)
	Best Print Quality: 20 to 33° C (68° F to 91° F)
Humidity	Operating: 20 to 80% (without condensation)
	Best Print Quality: 20 to 80% (without condensation)

¹ This depends on printing conditions.

Print media

Paper Input

Paper Tray

- Paper type:

Plain paper, inkjet paper (coated paper), glossy paper², transparencies^{1 2} and envelopes

- Paper size:

Letter, Legal³, Executive, A4, A5, A6, JIS_B5, envelopes (commercial No.10, DL, C5, Monarch, JE4), Photo card, Index card and Post card⁴.

For more details, see *Paper weight, thickness and capacity* on page 15.

- Maximum paper tray capacity: Approx. 100 sheets of 80 g/m² (20 lb) plain paper

Paper Output

Up to 25 sheets of A4 plain paper (Face up print delivery to the output paper tray)²

¹ Use only transparencies recommended for inkjet printing.

² For glossy paper or transparencies, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

³ Legal paper cannot be stacked on the output paper tray.

⁴ See *Paper type and size for each operation* on page 14.

Copy

Colour/Monochrome	Yes/Yes
Document Size	ADF Width: 147 mm to 216 mm (5.8 in. to 8.5 in.) ADF Height: 147 mm to 356 mm (5.8 in. to 14 in.) Scanner Glass Width: Max. 216 mm (8.5 in.) Scanner Glass Height: Max. 297 mm (11.7 in.) Copy Width: Max. 210 mm (8.26 in.)
Copy Speed	Monochrome: Up to 17 pages/minute (A4 paper) ¹ Colour: Up to 11 pages/minute (A4 paper) ¹
Multiple Copies	Stacks/Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	Plain, inkjet or glossy paper: (Monochrome) <ul style="list-style-type: none"> ■ Scans up to 1200×1200 dpi ■ Prints up to 1200×1200 dpi (Colour) <ul style="list-style-type: none"> ■ Scans up to 600×1200 dpi ■ Prints up to 600×1200 dpi OHP/Transparency: <ul style="list-style-type: none"> ■ Scans up to 600×600 dpi ■ Prints up to 1200×1200 dpi

¹ Does not include the time it takes to feed the paper. Based on Brother standard pattern. (Fast mode/Stack Copy) Copy speeds vary with the complexity of the document.

PhotoCapture Center™

Available Media	CompactFlash® (Type I only) (Microdrive™ is not compatible) (Compact I/O card such as Compact LAN card and Compact Modem card are not supported.) SmartMedia® (3.3V) (Not available for use with ID) Memory Stick® Memory Stick Pro™ (Not available for music data with MagicGate™) MultiMediaCard™ Secure Digital™ xD-Picture Card™ ¹
File Extension (Media Format) (Image Format)	DPOF, EXIF, DCF Photo Print:JPEG ² Scan to Card:JPEG, PDF (Colour) TIFF, PDF (Black)
Number of Files	Up to 999 files in the media card
Folder	File must be in the 3rd folder level of the Media Card.
Borderless	Letter, A4, Photo Card (10×15 cm) ³

¹ xD-Picture Card™ Conventional Card 16MB-512MB
xD-Picture Card™ Type M 512MB-1GB

² Progressive JPEG format is not supported.

³ See *Paper type and size for each operation* on page 14.

Fax

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR/JPEG
Modem Speed	Automatic Fallback 14400 bps
Document Size	ADF Width: 147 mm to 216 mm (5.8 in. to 8.5 in.) ADF Height: 147 mm to 356 mm (5.8 in. to 14 in.) Scanner Glass Width: Max. 216 mm (8.5 in.) Scanner Glass Height: Max. 297 mm (11.7 in.)
Scanning Width	208 mm (8.2 in.)
Printing Width	204 mm (8.03 in.)
Gray Scale	256 levels
Polling Types	Standard, Secure, Timer Sequential: (Monochrome only)
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	<ul style="list-style-type: none"> ■ Horizontal 8 dot/mm (203 dot/in.) ■ Vertical <ul style="list-style-type: none"> Standard <ul style="list-style-type: none"> 3.85 line/mm (98 line/in.) (Mono) 7.7 line/mm (196 line/in.) (Colour) Fine <ul style="list-style-type: none"> 7.7 line/mm (196 line/in.) (Mono/Colour) Photo <ul style="list-style-type: none"> 7.7 line/mm (196 line/in.) (Mono) Superfine <ul style="list-style-type: none"> 15.4 line/mm (392 line/in.) (Mono)
Speed-Dial	80 stations
Broadcasting	130 stations
Automatic Redial	3 times at 5 minute intervals
Auto Answer	0, 1, 2, 3, 4, 5, 6, 7 or 8 rings (1, 2, 3 or 4 rings - Ireland only) (0, 1, 2, 3, 4, or 5 rings - Nordic countries only)
Communication Source	Public switched telephone network.
Memory Transmission	Up to 200 ¹ /170 ² pages
Out of Paper Reception	Up to 480 ¹ /400 ² pages

¹ 'Pages' refers to the 'Brother Standard Chart No. 1' (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

² '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/Monochrome	Yes/Yes
TWAIN Compliant	Yes (Windows® 98/98SE/Me/2000 Professional/XP ¹ /XP Professional x64 Edition ^{1 3}) Mac OS® 9.1-9.2/Mac OS® X 10.2.4 or greater
WIA Compliant	Yes (Windows® XP ¹)
Colour Depth	36 bit colour Processing (Input) 24 bit colour Processing (Output)
Resolution	Up to 19200 × 19200 dpi (interpolated) ² Up to 600 × 2400 dpi (optical)
Scanning Speed	Colour: up to 5.93 sec. Monochrome: up to 3.76 sec. (A4 size at 100 × 100 dpi)
Document Size	ADF Width: 147 mm to 216 mm (5.8 in. to 8.5 in.) ADF Height: 147 mm to 356 mm (5.8 in. to 14 in.) Scanner Glass Width: Max. 216 mm (8.5 in.) Scanner Glass Height: Max. 297 mm (11.7 in.)
Scanning Width	210 mm (8.26 in.)
Gray Scale	256 levels

¹ Windows® XP in this User's Guide includes Windows® XP Home Edition, Windows® XP Professional, and Windows® XP Professional x64 Edition.

² Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP (resolution up to 19200 × 19200 dpi can be selected by using the Brother scanner utility)

³ XP Professional x64 Edition drivers are available for download from <http://solutions.brother.com>.



Note

Mac OS® X scanning is supported in Mac OS® X 10.2.4 or greater.

Printer

Printer Driver	Windows® 98/98SE/Me/2000 Professional / XP ¹ and XP Professional x64 Edition ^{1 6} driver supporting Brother Native Compression mode and bi-directional capability Brother Ink Driver For Mac OS® 9.1-9.2/Mac OS® X 10.2.4 or greater
Resolution	Up to 1200 × 6000 dpi ² 1200 × 1200 dpi 600 × 600 dpi 600 × 150 dpi
Print Speed	Up to 20 pages/minute (Monochrome) ³ Up to 15 pages/minute (Colour) ³
Printing Width	204 mm (216 mm) ⁴
Disk-Based Fonts	35 TrueType
Borderless	Letter, A4, A6, Photo Card, Index Card, Post Card ⁵

¹ Windows® XP in this User's Guide includes Windows® XP Home Edition, Windows® XP Professional, and Windows® XP Professional x64 Edition.

² Output image quality varies based on many factors including, but not limited to input image resolution and quality and print media.

³ Based on Brother standard pattern.
A4 size in draft mode.
Does not include the time it takes to feed the paper.

⁴ When you set the Borderless feature to On.

⁵ See *Paper type and size for each operation* on page 14.

⁶ XP Professional x64 Edition drivers are available for download from <http://solutions.brother.com>.

Interfaces

USB	A USB 2.0 interface cable that is not longer than 6 feet (2.0 m). ¹
LAN cable	Ethernet UTP cable category 5 or greater.
Wireless LAN	Your machine supports IEEE 802.11b/g wireless communication with your wireless LAN using Infrastructure mode or a wireless Peer-to-Peer connection in Ad-Hoc Mode.

¹ Your machine has a full-speed USB 2.0 interface. This interface is compatible with Hi-Speed USB 2.0; however, the maximum data transfer rate will be 12 Mbits/s. The machine can also be connected to a computer that has a USB 1.1 interface.

Computer requirements

Minimum System Requirements and Supported PC Software Functions						
Computer Platform & Operating System Version	Supported PC Software Functions	PC Interface	Minimum Processor	Minimum RAM	Recommended RAM	Available Hard Disk Space for Drivers for Applications
Windows® Operating Systems	98, 98SE		Intel® Pentium® II or equivalent	32MB	64MB	90MB
	Me			64MB	128MB	130MB
	2000 Professional	Printing, PC Fax ² , Scanning, Removable Disk	USB 10/100 BASE-TX	128MB	256MB	150MB
	XP Home XP Professional XP Professional x64 Edition Download from http://solutions.brother.com/					
Macintosh® Operating Systems	OS 9.1-9.2	Printing, PC Fax ^{2,4} , Scanning, Removable Disk	All base models meet minimum requirements			
	OS X 10.2.4 or greater	Printing, PC Fax ^{2,4} , Scanning, Removable Disk		128MB	64MB	80MB

¹ Wireless 802.11 b/g is not available for Mac OS® 9.1-9.2.

² PC Fax supports black and white faxing only.

³ Dedicated Scan to key and network scanning not available for Mac OS® 9.1-9.2.

⁴ PC Fax send only for Mac® users.

For the latest driver updates, access the Brother Solutions Center at <http://solutions.brother.com>

Consumable items

Ink

The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.

Service Life of Ink Cartridge

Black - Approximately 500 pages at 5% coverage
Yellow, Cyan and Magenta - Approximately 400 pages at 5% coverage

- The above figures assume continuous printing at a resolution of 600 x 600 dpi in normal mode after installing new ink cartridge.
- The number of pages a cartridge will print may change depending on how often you use the machine and how many pages you print with each use.
- The machine will automatically and periodically clean the print head assembly, a process that uses a small amount of ink.
- The first time you install a set of ink cartridges the machine will use a small amount of ink to fill and prime the ink delivery tubes. This process will only happen once.
- When the machine identifies a cartridge as empty there may be a small amount of ink left in it. This is necessary to prevent air from drying out and damaging the print head assembly.

Replacement Consumables

<Black> LC900BK <Cyan> LC900C

<Magenta> LC900M <Yellow> LC900Y

Network (LAN)

LAN	You can connect your machine to a network for Network Printing, Network Scanning and PC Fax Send and PC Fax Receive (Windows [®] only). Also included is Brother BRAdmin Professional Network Management software.
Support for	Windows [®] 98/98SE/Me/2000/XP Mac OS [®] 9.1 - 9.2, Mac OS [®] X 10.2.4 or greater Ethernet 10/100 BASE-TX Auto Negotiation (Wired LAN) IEEE 802.11 b/g (Wireless LAN)
Protocols	TCP/IP ARP, RARP, BOOTP, DHCP, APIPA, NetBIOS, WINS, LPR/LPD, Port9100, mDNS, FTP, TELNET, SNMP, TFTP, Scanner port
Network Security	SSID/ESSID, 128 (104) / 64 (40) bit WEP, WPA-Personal (TKIP)
SecureEasySetup™	Yes (simple setup with your SecureEasySetup™-capable router)



Note

- BRAdmin Professional is not supported in Mac OS[®].
 - Wireless LAN is not available for Mac OS[®] 9.1-9.2.
 - BRAdmin Light is available for Mac OS[®] X 10.2.4 or greater users. For more information, please visit the Brother Solutions Center (<http://solutions.brother.com>).
 - Network Scanning and Remote Setup are available for Mac[®] OS 10.2.4 or greater.
-

E

Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

ADF (automatic document feeder)

The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

Sending a fax without picking up the handset of an external phone.

Automatic Redial

A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Backup Print

Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

Batch Transmission

(Black and white faxes only) As a cost saving feature, all delayed faxes to the same fax number can be sent as one transmission.

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 a fax machine is calling.

Coding method

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability.

Communication error (Comm. Error)

An error during fax sending or receiving, usually caused by line noise or static.

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 making faxes or copies of dark documents lighter and light documents darker.

Colour Enhancement

Adjusts the color in the image for better print quality by improving sharpness, white balance and colour density.

Delayed Fax

Sends your fax at a specified time later.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory or receiving or printing an incoming fax.

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension phone

A telephone using the same line as your fax but plugged into a separate wall socket.

External phone

A TAD (telephone answering device) or telephone that is connected to your machine.

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 Detect

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Receive Code

Press this code (✕ 5 1) when you answer a fax call on an extension or external phone.

Fax Storage

You can store received faxes in memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Gray scale

The shades of gray available for copying and faxing photographs.

Group number

A combination of Speed-Dial numbers that are stored in a Speed-Dial location for Broadcasting.

Help list

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guide with you.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (liquid crystal display)

The display screen on the machine 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 handset of your external telephone you can hear the receiving fax machine answer before you press **Mono Start** or **Colour Start** to begin sending.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

The bundled ScanSoft® OmniPage® software application converts an image of text to text you can edit.

Out of Paper Reception

Receives faxes into the machine'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.

Pause

Allows you to place a 3.5 second delay in the dialing sequence stored on Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

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 gray for the best representation of photographs.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialing on a telephone line.

Quick Dial List

A listing of names and numbers stored in Speed-Dial memory, in numerical order.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Remote Access Code

Your own four-digit code (---*) that allows you to call and access your machine from a remote location.

Remote Retrieval Access

The ability to access your machine remotely from a touch tone phone.

Resolution

The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

Ring Delay

The number of rings before the machine answers in **Fax Only** and **Fax/Tel** mode.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document into your computer.

Scan to Card

You can scan a monochrome or colour document into a Media Card. Monochrome images will be in TIFF or PDF file format and colorcolour images may be in PDF or JPEG file format.

Search

An electronic, alphabetical listing of stored Speed-Dial and Group numbers.

Speed-Dial

A pre-programmed number for easy dialing. You must press the **Search/Speed Dial**, and the two digit code, and **Mono Start** or **Colour Start** to start the dialing process.

Standard resolution

203 × 97 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 × 203 dpi. Best for very small print and line art.

TAD (telephone answering device)

You can connect an external TAD to your machine.

Telephone Answer Code (For Fax/Tel mode only)

When the machine answers a voice call, it pseudo/double-rings. You can pick up at an extension phone by pressing this code (**# 5 1**).

Temporary settings

You can choose certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialing on the telephone line used for Touch Tone telephones.

Transmission

The process of sending faxes over the phone lines from your machine to the receiving fax machine.

User Settings

A printed report that shows the current settings of the machine.

Xmit Report (Transmission Verification Report)

A listing for each fax sent, that shows its date, time and number.

F

Index

A

- Access codes, storing and dialing 52
- ADF (automatic document feeder) 11, 30
- ADF cover 99
- Answering machine (TAD) 43
 - connecting 44
- Apple® Macintosh®
 - See Software User's Guide on the CD-ROM.
- Automatic
 - fax receive 37
 - Fax Detect 39

B

- Broadcasting 32
 - setting up Groups for 50

C

- Canceling
 - Fax Forwarding 59
 - jobs awaiting redial 36
 - Paging 59
- Cleaning
 - paper pick-up roller 113
 - print head 108
 - printer platen 113
 - scanner 112
- Connecting
 - external TAD 43
 - external telephone 43
- Consumable items 139
- Control panel overview 6
- ControlCenter2
 - See Software User's Guide on the CD-ROM.
- Copy
 - brightness 68
 - colour saturation 69
 - contrast 69
 - enlarge/reduce 67
 - enter Copy mode 66
 - multiple 66
 - out of memory 71
 - page layout 70

- paper size 68
- paper type 68
- quality 67
- Return to default 71
- set new default 71
- single 66
- sort (ADF only) 69
 - using ADF 66
- Cordless phone 46
- Credit card numbers 52
- Custom telephone features on a single line 46, 105

D

- Dialing
 - a pause 48
 - access codes and credit card numbers 52
 - Groups 32
 - manual 47
 - Outgoing Call 48
- Dual Access 34

E

- ECM (Error Correction Mode) 10
- Envelopes 14, 17
- Error messages on LCD 95
 - Comm. Error 95
 - Ink Empty 96
 - Near Empty 96
 - No Paper Fed 96
 - Not Registered 47
 - Out of Memory 97
 - while scanning a document 71
 - Unable to Change 97
 - Unable to Clean 97
 - Unable to Init. 97
 - Unable to Print 97
 - Unable to Scan 97
- Extension telephone, using 45
- External telephone, connecting 43

F

- Fax codes
 - changing 46, 57

Fax Receive Code	41
Remote Access Code	57
Telephone Answer Code	41
Fax Detect	39
Fax Forwarding	
changing remotely	59, 60
programming a number	53
Fax Preview	54
Fax Storage	53
printing from memory	40
turning on	53
Fax, from PC	
See Software User's Guide on the CD-ROM.	
Fax, stand-alone	
receiving	37
difficulties	102, 103
F/T Ring Time, setting	38
Fax Forwarding	59
from extension phone	41
into the memory	40
phone line interference	107
printing from memory	40
Receive Mode, choosing	37
reducing to fit on paper	39
retrieving from a remote site	60
Ring Delay, setting	38
sending	30, 63
Broadcasting	32
canceling from memory	36
contrast	33
delayed batch transmission	35
delayed fax	35
enter Fax mode	30
from memory (Dual Access)	34
from scanner glass	31
manual	36
overseas	35
phone line interference	107
Real Time Transmission	34
Resolution	33
return to factory setting	36
set new default	35
Fax/Tel mode	
answering at extension phones	41
double-ringing (voice calls)	38
F/T Ring Time	38
Fax Receive Code	41
Ring Delay	38
Telephone Answer Code	41

G

Gray scale	135, 136
Groups for Broadcasting	50

H

HELP	
LCD messages	116
using Menu keys	116
Menu Table	117

I

Ink cartridges	
checking ink volume	110
replacing	113
Ink Dot Counter	113

J

Jams	
document	99
paper	99

L

LCD (liquid crystal display)	116
Brightness	25
Contrast	25
Dim Timer	25
Help List	62
Off Timer	26

M

Macintosh®	
See Software User's Guide on the CD-ROM.	
Maintenance, routine	112
Manual	
dialing	47
receive	37
transmission	36
Memory Security	28, 64
Memory Storage	116
Mode, entering	
Copy	66
Fax	30
Scan	6

Multi-line connections (PBX)45

N

Network

Printing

See Network User's Guide on the CD-ROM.

Scanning

See Software User's Guide on the CD-ROM.

P

Paper 13, 132

Size23

size of document11

Type22

PaperPort®

See Software User's Guide and PaperPort® User's Guide on the CD-ROM.

Phone line

connections44

difficulties 104

multi-line (PBX)45

type42

Phone line interference 107

PhotoCapture Center™

Borderless81

CompactFlash®74

Cropping81

DPOF printing78

from PC

See Software User's Guide on the CD-ROM.

Memory Stick Pro™74

Memory Stick®74

MultiMediaCard™74

Preview photos76

Print settings

Brightness80

Colour enhancement80

Contrast80

Paper type & size80

Quality80

Return to factory setting82

Set new default82

Printing Index77

Printing photos78

Printng all photos77

Scan to Card 82

SecureDigital™ 74

SmartMedia® 74

specifications 134

xD-Picture Card™ 74

Power failure 116

Presto! PageManager®

See Help in Presto! PageManager® to access the User's Guide.

Print

area 16

difficulties 102, 103

drivers 137

fax from memory 40

improving quality 108

paper jams 100

report 62

resolution 137

specifications 137

Programming your machine 116

Q

Quick-Dial

Access codes and credit card numbers

setting up 52

Broadcasting 32

using Groups 32

Group dial

changing 49, 50

setting up Groups for Broadcasting ... 50

Search 47, 48

Speed-Dial

changing 49, 50

setting up by 2-digit location 49

setting up from outgoing calls 49

using 47

R

Receive Mode 37

External TAD 37

Fax Only 37

Fax/Tel 37

Manual 37

Redial/Pause 48

Reducing

copies 67

incoming faxes 39

Remote Retrieval	57
access code	57, 58
commands	59
getting your faxes	60
Remote Setup	
See Software User's Guide on the CD-ROM.	
Reports	61
Fax Journal	62
Journal Period	61
Help List	62
how to print	62
Network Configuration	62
Quick-Dial List	62
Transmission Verification	61, 62
User Settings	62
Resolution	
copy	133
fax	135
print	137
scan	136
setting for next fax	33
Ring Delay, setting	38

S

Safety Instructions	88, 92
Scanning	
See Software User's Guide on the CD-ROM.	
Shipping the machine	110
Speed-Dial	
changing	49, 50
storing	49

T

TAD (telephone answering device), external	37, 43
connecting	43, 44
receive mode	37
recording OGM	44
Text, entering	129
special characters	129
Troubleshooting	95
checking ink volume	110
document jam	99
error messages on LCD	95
if you are having difficulty copying	105

incoming calls	105
Network	106
phone line or connections	104
PhotoCapture Center™	106
printing	102
printing received faxes	103
receiving faxes	104
scanning	105
sending faxes	104
software	105
paper jam	100
print quality	108

V

Volume, setting	
beeper	24
ring	23
speaker	24

W

Wireless Network	
See Quick Setup Guide and Network User's Guide on the CD-ROM.	

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