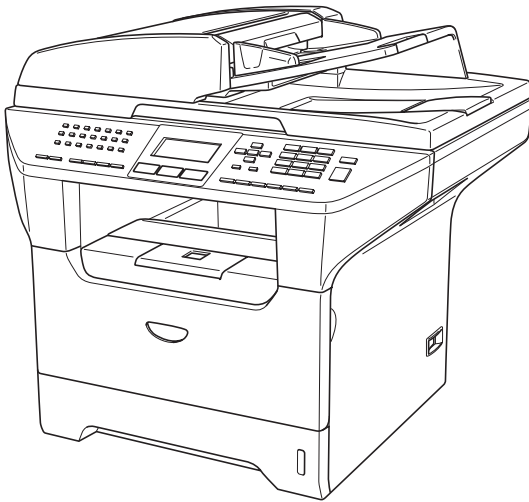


USER'S GUIDE



MFC-8460N
MFC-8860DN
MFC-8870DW



If you need to call Customer Service

Please complete the following information for future reference:

**Model Number: MFC-8460N, MFC-8860DN and
MFC-8870DW
(Circle your model number)**

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 other countries.

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 Corporation (Asia) Ltd. Brother Buji Nan Ling Factory

Gold Garden Ind., Nan Ling Village, Buji, Rong Gang, Shenzhen, China

Herewith declare that:

Products description : Facsimile Machine

Type : Group 3

Model Name : MFC-8460N, MFC-8860DN, MFC-8870DW

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

※ Radio applies to MFC-8870DW only.

Year in which CE marking was first affixed : 2005

Issued by : Brother Industries, Ltd.

Date : 4th October, 2005

Place : Nagoya, Japan

Signature :

Takashi Maeda
Manager
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Quality Management Dept.
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Table of Contents

Section I General

1 General information

Using the documentation	2
Symbols and conventions used in the documentation	2
Accessing the complete User's Guide	3
Viewing documentation	3
Control panel overview	6
Status LED indications	9

2 Loading documents and paper

Loading documents	11
Using the ADF	11
Using the scanner glass	12
Acceptable paper and other media	12
Recommended media	12
Handling and using media	13
Loading paper and other media	15
Loading paper	15
Loading envelopes and other media	16
Printable Area	17

3 General setup

Mode timer	18
Paper settings	18
Paper Type	18
Paper Size	19
Tray use in Copy mode	19
Tray use in Fax mode	20
Tray use in Print mode	20
Volume Settings	21
Ring volume	21
Beeper volume	21
Speaker volume	21
Automatic daylight savings time	22
Ecology features	22
Toner save	22
Sleep time	23
Turning off the scanner lamp	23
LCD Contrast	23

4 Security features

Security	24
Setting Lock	24
Secure Function Lock	25

Section II Fax

5 Sending a fax

How to fax	30
Entering fax mode	30
Sending a single-sided fax from the ADF	30
Sending a 2-sided fax from the ADF (MFC-8860DN and MFC-8870DW only)	30
Sending a fax from the scanner glass	31
Faxing legal size documents from the scanner glass	31
Cancelling a fax in progress	31
Broadcasting	32
Cancelling a Broadcast in progress	32
Additional sending operations	33
Sending faxes using multiple settings	33
Electronic cover page	33
Contrast	35
Changing fax resolution	35
Dual access	36
Real time transmission	36
Overseas mode	37
Delayed faxing	37
Delayed batch transmission	37
Checking and cancelling waiting jobs	38
Sending a fax manually	38
Out of Memory message	38

6 Receiving a fax

Receive modes	39
Choosing the receive mode	39
Using Receive Modes	40
Fax only	40
Fax/Tel	40
Manual	40
External TAD	40
Receive Mode settings	41
Ring Delay	41
F/T Ring Time	41
Fax Detect	42
Setting the Print Density	42
Additional receiving operations	43
Printing a reduced incoming fax	43
Duplex printing for Fax mode (MFC-8860DN and MFC-8870DW only)	43

Setting the Fax Receive Stamp	44
Receiving faxes into memory	44
Printing a fax from the memory	45

7 Phone and external devices

Phone line services.....	46
Setting the Phone Line Type	46
BT Call Sign (U.K. only).....	47
Connecting an external TAD	47
Connections.....	48
Recording an outgoing message.....	48
Multi-line connections (PBX)	48
External and extension phones	49
Operation from extension telephones.....	49
For Fax/Tel mode only.....	49
Connecting an external or extension phone	49
Using a cordless external handset	51
Using remote codes.....	51

8 Dialling and storing numbers

How to Dial	53
Manual dialling.....	53
One-Touch dialling	53
Speed-Dialling	53
Search	54
LDAP (Lightweight Directory Access Protocol) Search (MFC-8860DN and MFC-8870DW only)	54
Fax redial.....	54
Storing numbers	55
Storing a pause	55
Storing One-Touch dial numbers.....	55
Storing Speed-Dial numbers	57
Changing One-Touch and Speed-Dial numbers	58
Setting up Groups for broadcasting.....	59
Combining Quick-Dial numbers	60
Tone or Pulse	60

9 Remote fax options

Fax forwarding.....	61
Fax storage.....	62
PC fax receive	62
Changing remote fax options.....	63
Turning off remote fax options	63
Remote retrieval	64
Setting a remote access code	64
Using your remote access code	64
Retrieving fax messages	65
Changing the fax forwarding number	65
Remote fax commands.....	66

10 Printing reports

Fax reports.....	67
Transmission verification report.....	67
Fax journal.....	67
Reports	68
How to print a report	68

11 Polling

Polling receive	69
Secure polling.....	69
Delayed polling	69
Sequential polling	70
Polled transmit	70
Setup for polled transmit.....	70
Setup for polled transmit with a secure code.....	70

Section III Copy

12 Making copies

How to copy	72
Entering copy mode.....	72
Making a single copy	72
Making multiple copies	72
Stop copying.....	72
Copy options.....	73
Changing copy quality	73
Changing text copy resolution	74
Enlarging or reducing the image copied	74
Making N in 1 copies or a poster	75
Duplex (2-sided) copying (MFC-8860DN and MFC-8870DW only).....	77
Sorting copies using the ADF	79
Adjusting contrast	79
Tray Select	80
Out of Memory message	80

Section IV Software

13 Software and Network features

Software and Network features	82
-------------------------------------	----

Section V Appendices

A Safety and Legal

Choosing a location	84
Important Information.....	85
Safety precautions	85
IEC 60825-1 Specification	88
Disconnect device	88
Wiring information.....	88
LAN connection	89
Radio interference	89
EU Directive 2002/96/EC and EN50419.....	89
Important safety instructions.....	90
Trademarks	91

B Options

Optional Paper Tray (LT-5300).....	92
Memory Board	92
DIMM types	92
Installing extra memory	93

C Troubleshooting and routine maintenance

Troubleshooting	94
Solutions to common problems	94
Improving the print quality	100
Setting Dial Tone detection	105
Compatibility	105
Error messages	106
Checking if the machine has faxes in its memory	110
Sending faxes to another fax machine	110
Sending faxes to your PC	110
Document jams.....	111
Paper jams	112
Routine maintenance.....	116
Cleaning the outside of the machine	116
Cleaning the scanner glass	118
Cleaning the laser scanner window.....	118
Cleaning the corona wire.....	120
Cleaning the drum unit	120
Replacing the toner cartridge (TN-3130/TN-3170).....	121
Replacing the toner cartridge	122
Replacing the drum unit (DR-3100).....	124
Replacing periodic maintenance parts.....	126
Packing and shipping the machine	127
Machine Information	128
Checking the serial number.....	128
Checking the page counters.....	128
Checking the remaining life of parts	128

D Menu and Features

On screen programming	129
Menu table	129
Memory storage	129
Menu keys	129
Menu Table	131
Entering Text	146

E Specifications

General	148
Print media	149
Fax	150
Copy	151
Scan	152
Print	153
Interfaces	153
Computer requirements	154
Consumable items	155
Ethernet wired network (MFC-8460N and MFC-8860DN only)	156
Ethernet wireless network (MFC-8870DW only)	157
Authentication and encryption for wireless users only	158

F Glossary

Glossary	160
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G Index

Index	164
-------------	-----



General

General information	2
Loading documents and paper	11
General setup	18
Security features	24

Using the documentation

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

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold style identifies keys on the machine control panel or computer screen.
<i>Italics</i>	Italicized style emphasises an important point or refers you to a related topic.
<code>Courier New</code>	Courier New font identifies the messages shown on the LCD of the machine.



Warning icons tell you what to do to avoid the risk of injury.



Electrical Hazard icons alert you to a possible electrical shock.



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



Caution icons tell you about procedures you must follow to prevent damaging the machine.



Incorrect setup icons alert you to devices and operations that are not compatible with the machine.



Note icons give useful tips.

Accessing the complete User's Guide

The printed User's Guide does not contain all the information about your machine. The advanced features of the Printer, Network, Scanner, and PC Fax are explained in the complete User's Guide that you can find on the CD-ROM.

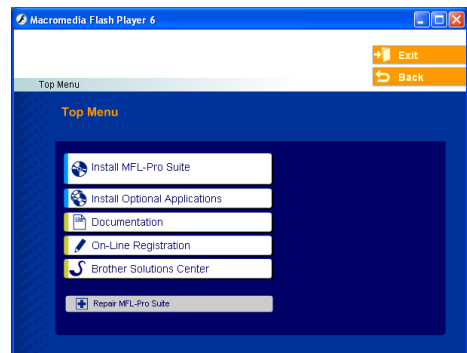
Viewing documentation

Viewing documentation (Windows®)

To view the documentation, from the **Start** menu, point to **Brother, MFL Pro Suite** from the program group, and then click **User's Guide**.

If you have not installed the software, you can find the documentation by following the instructions below:

- 1 Turn on your PC. Insert the Brother CD-ROM labelled Windows® into your CD-ROM drive.
- 2 If the language selection screen appears, click your language.
- 3 If the model name screen appears, click your model name. The CD-ROM main menu will appear.



If this window does not appear, use Windows® Explorer to find and 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:
 - **Setup Guide:** Setup and software installation instructions.
 - **User's Guide:** User's Guide for stand-alone operations, Network User's Guide, and Software 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 a document using the TWAIN driver in Chapter 2
- Scanning a document using the WIA driver
(For Windows® XP only) in Chapter 2
- Using ControlCenter2 in Chapter 3
- Network Scanning
(For models with built-in network support) in Chapter 4

PaperPort® User's Guide:

- Instructions for scanning directly from ScanSoft® PaperPort®

How to find Internet FAX instructions (MFC-8860DN and MFC-8870DW only)

You can find the instructions in the Network User's Guide on the CD-ROM.

Viewing Documentation (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 If the language selection screen appears, double-click your language.
- 4 Double-click the documentation you want to read:
 - *Setup Guide*: Setup and Software installation instructions.
 - *User's Guides*: User's Guide for stand-alone operations, Network User's Guide, and Software 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 from a Macintosh® in Chapter 8
(For Mac OS® 9.1-9.2/Mac OS® X 10.2.4 or greater)
- Using ControlCenter2 in Chapter 9
(For Mac OS® X 10.2.4 or greater)
- Network Scanning in Chapter 10
(For Mac OS® X 10.2.4 or greater)

Presto!® PageManager® User's Guide:

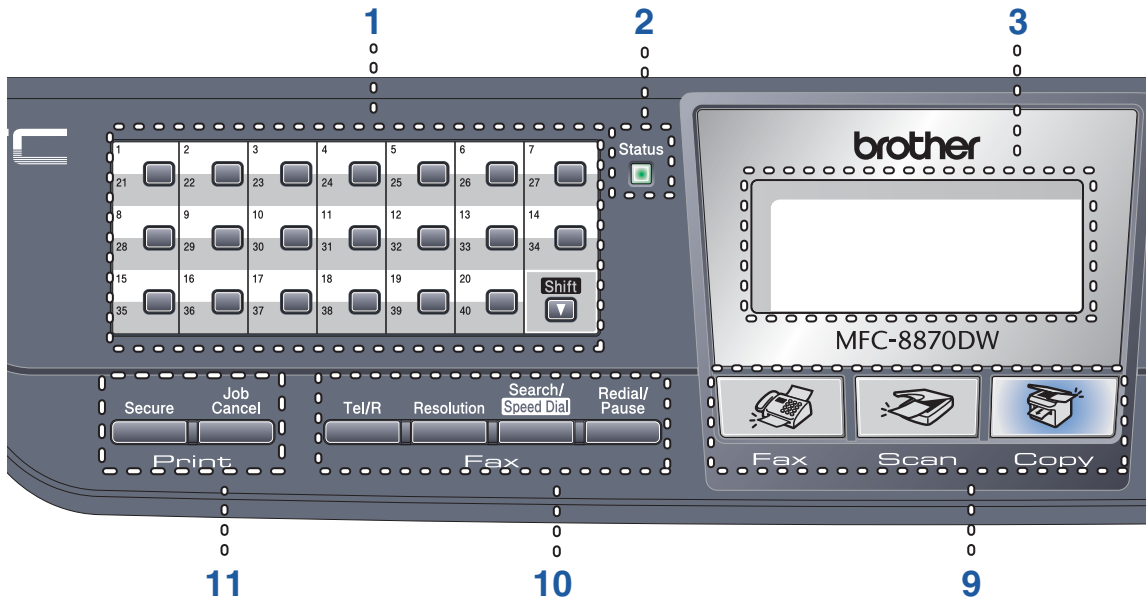
- Instructions for scanning directly from Presto!® PageManager®

How to find Internet FAX instructions (MFC-8860DN and MFC-8870DW only)

You can find the instructions in the Network User's Guide on the CD-ROM.

Control panel overview

MFC-8460N, MFC-8860DN and MFC-8870DW have similar control keys.



1 One-Touch keys

These 20 keys give you instant access to 40 previously stored numbers.

Shift

Lets you access One-Touch numbers 21 to 40 when held down.

2 Status LED (light emitting diode)

The LED will flash and change colour depending on the machine's status.

3 LCD (liquid crystal display)

Displays messages to help you use your machine.

4 Menu keys:

Menu

Accesses the main menu.

Clear/Back

Deletes entered data or lets you exit the menu.

OK

Selects a setting.

◀ or ▶

Scrolls backwards or forwards through menu selections. Changes the volume when in fax or standby mode.

▲ or ▼

Scrolls through the menus and options.

5 Dial pad

Used to enter telephone and fax numbers or to enter text.

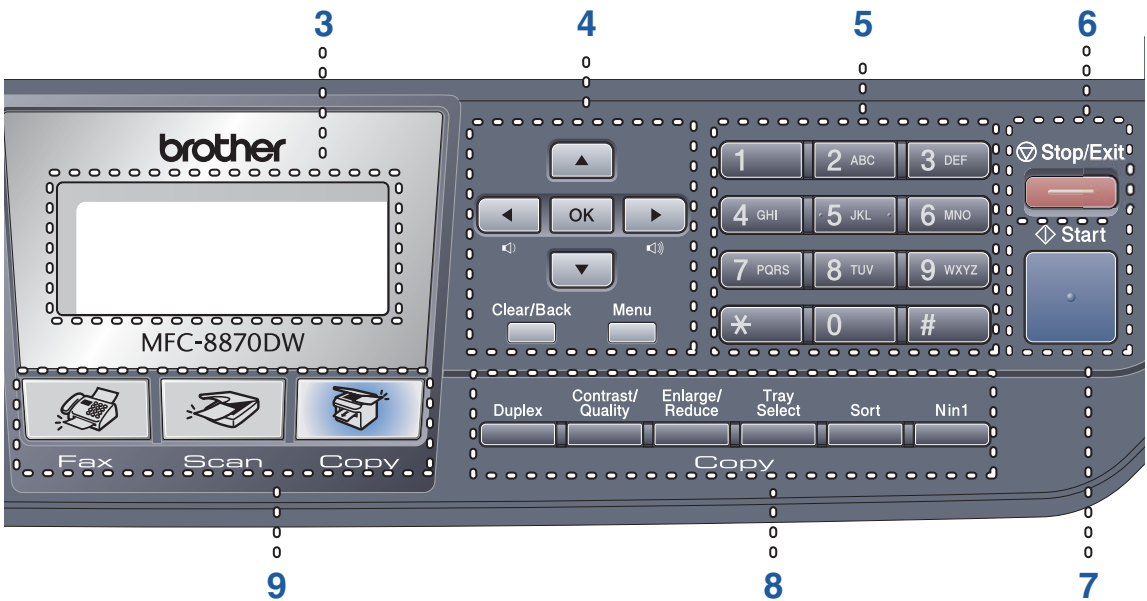
The # key temporarily switches the dialling mode from Pulse to Tone during a telephone call.

6 Stop/Exit

Stops an operation or exits from a menu.

7 Start

Starts sending a fax, copying or scanning.



8 Copy keys

Duplex (MFC-8860DN and MFC-8870DW only)

Lets you print copies on both sides of the paper.

Contrast/Quality (MFC-8860DN and MFC-8870DW only)

Lets you change the quality or contrast for the next copy.

Contrast (MFC-8460N only)

Lets you change the contrast for the next copy.

Quality (MFC-8460N only)

Lets you change the quality for the next copy.

Enlarge/Reduce

Reduces or enlarges copies.

Tray Select

Lets you change which tray will be used for the next copy.

Sort

Sorts multiple copies using the ADF.

N in 1

You can choose N in 1 to copy 2 or 4 pages onto one page.

9 Mode keys



FAX

Puts the machine in Fax mode.



Scan

Puts the machine in Scan mode.

(For details about scanning, see *Software User's Guide on the CD-ROM*.)



Copy

Puts the machine in Copy mode.

10 Fax and telephone keys

Tel/R

Lets you answer an incoming call on an external phone.

When connected to a PBX, you can use this key to gain access to an outside line, to recall an operator, or to transfer a call to another extension.

Resolution

Sets the resolution when sending a fax.

Search/Speed Dial

Lets you look up numbers stored in the dialling memory and LDAP server* (*MFC-8860DN and MFC-8870DW only).

You can search the stored number alphabetically.

It also lets you look up the stored number in Speed-Dial numbers by pressing **Shift** and **Search/Speed-Dial** simultaneously and then the three-digit number.

Redial/Pause

Redials the last number called. It also inserts a pause when programming quick dial numbers.

11 Print keys

Secure

When using Secure Function Lock, you can switch restricted users by holding down **Shift** as you press **Secure**.

(see *Secure Function Lock* on page 25.)

You can print data saved in memory by entering your four-digit password.

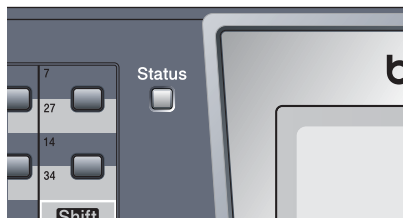
(For details about using the **Secure** key, see the *Software User's Guide on the CD-ROM*.)

Job Cancel







Press this key to cancel a print job and clear the machine's memory.






Status LED indications



The **Status** LED (light emitting diode) will flash and change color depending on the machine's status.



The LED indications shown in the table below are used in the illustrations in this chapter.

LED				LED Status
				LED is off.
	Green		Yellow	LED is on.
	Green		Yellow	LED is blinking.
			Red	

LED	Machine Status	Description
	Sleep Mode	The power switch is off or the machine is in Sleep mode.
 Green	Warming Up	The machine is warming up for printing.
 Green	Ready	The machine is ready to print.
 Yellow	Receiving Data	The machine is either receiving data from the computer, processing data in memory or printing data.
 Yellow	Data Remaining in Memory	Print data remains in the machine memory.

 Red	Service error	<p>Follow the steps below.</p> <ol style="list-style-type: none"> 1. Turn off the power switch. 2. Wait a few seconds, and then turn it back on and try to print again. <p>If you cannot clear the error and see the same service call indication after turning the machine back on, please call your Brother dealer for service.</p>
 Red	Cover open	The front cover or fuser cover is open. Close the cover.
	Toner Life End	Replace the toner cartridge with a new one.
	Paper error	Put paper in the tray or clear the paper jam. Check the LCD message.
	Scan lock	Check that the scanner lock lever is released.
	Others	Check the LCD message.
	Out of memory	Memory is full.

**Note**

When the power switch is off or the machine is in Sleep mode, the LED is off.

Loading documents

All fax, scan and copy operations can be performed from the ADF or the scanner glass.

Using the ADF

You can use the ADF (automatic document feeder) to fax, scan or copy sheets of paper. The ADF feeds each sheet one at a time.

When loading the ADF, make sure that documents written with ink are completely dry.

Single-Sided Document

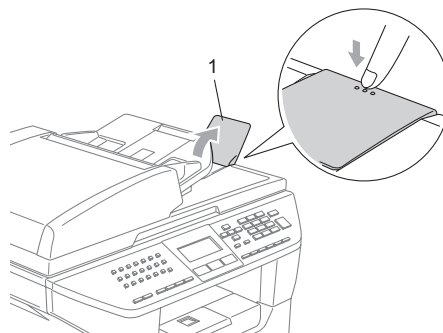
Documents must be from 148.0 to 215.9 mm wide (5.8 to 8.5 inches) wide and from 148.0 to 355.6 mm (5.8 to 14 inches) long, and of a standard weight (80 g/m² (20 lb)).

2-Sided Document (MFC-8860DN and MFC-8870DW only)

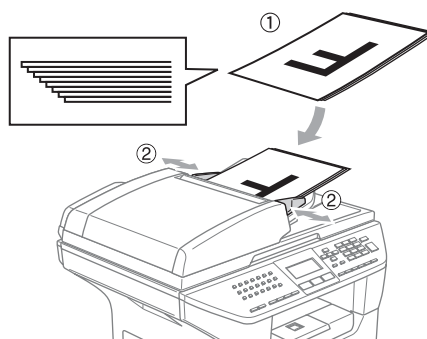
When you load a 2-sided document, the document must be from 148.0 to 215.9 mm (5.8 to 8.5 inches) wide and from 148.0 to 297.0 mm (5.8 to 11.7 inches) long.

For information on the capacity of the ADF see *Specifications* on page 148.

- 1 Unfold the ADF document output support flap (1).



- 2 Fan the pages well.
- 3 Place your documents face up, top edge first in the ADF until you feel them touch the feed roller.
- 4 Adjust the paper guides to fit the width of your documents.



! CAUTION

To avoid damaging your machine while using the ADF, do not pull on the document while it is feeding.

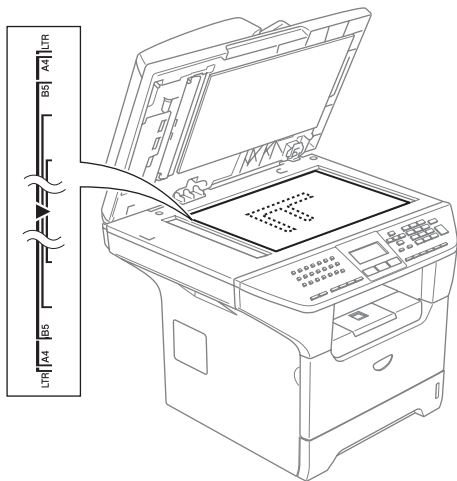
To scan non-standard documents, see *Using the scanner glass* on page 12.

Using the scanner glass

You can use the scanner glass to fax, scan, or copy the pages of a book or single sheets of paper. Documents can be up to 215.9 mm wide and up to 355.6 mm long (8.5 inches wide to 14 inches long).

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

- 1 Lift the document cover.



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

- 3 Close the document cover.

! CAUTION

If the document is a book or is thick, do not slam the cover or press on it.

Acceptable paper and other media

Print quality may vary according to the type of paper you use.

You can use the following types of media: plain paper, transparencies, labels or envelopes.

For best results, follow the instructions below:

- Use paper made for plain paper copying.
- Use paper that is 75 to 90 g/m² (20 to 24 lb).
- Use labels or transparencies which are designed for use in laser printers.
- When using transparencies remove each sheet immediately to prevent smudging or paper jams.
- Let printed paper cool down before removing it from the output tray.
- Use long grain paper with a neutral Ph value, and a moisture content around 5%.

Recommended media

To get the best print quality, we suggest using the following paper.

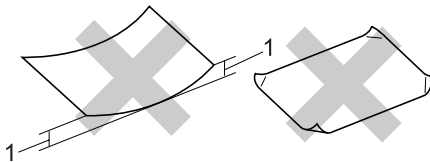
Paper Type	Item
Plain paper	Xerox Premier 80 g/m ²
	Xerox Business 80 g/m ²
	M-real DATACOPY 80 g/m ²
Recycled paper	Xerox Recycled Supreme
Transparency	3M CG 3300
Labels	Avery laser label L7163

Handling and using media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching either side of transparencies, as this can decrease the print quality.
- Only use transparencies recommended for laser printing.
- Only use sharply creased envelopes.

Improper Setup

Do not use any of the following paper, as they will cause paper feed problems:
damaged, coated, curled, wrinkled, highly textured, irregularly shaped, or paper that has previously been printed on by a printer.



1 4 mm (0.08 in.) or longer

Paper capacity of the paper tray

	Paper size	Paper types	No. of sheets
Paper Tray (Tray #1)	A4, Letter, Executive, A5, A6, B5 and B6	Plain paper, Recycled paper and Bond paper	up to 250 [80 g/m ² (20 lb)]
		Transparency	up to 10
Multi-purpose tray (MP tray)	Width: 69.9 to 215.9 mm (2.75 to 8.5 in.) Length: 116.0 to 406.4 mm (4.57 to 16.0 in.)	Plain paper, Recycled paper, Bond paper, Envelope and Labels	up to 50 [80 g/m ² (20 lb)]
		Transparency	up to 10
Paper Tray (Tray #2)	A4, Letter, Executive, A5, B5 and B6	Plain paper, Recycled paper and Bond paper	up to 250 [80 g/m ²]

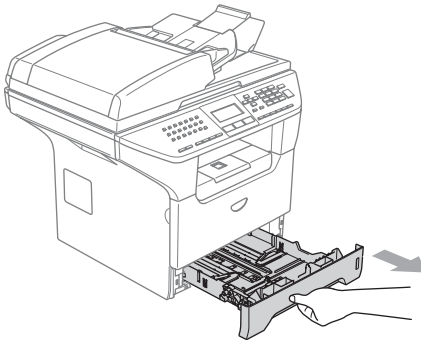
Loading paper and other media

When printing on plain paper 60 to 105 g/m² (16 to 28 lb) or laser transparencies use the paper tray.

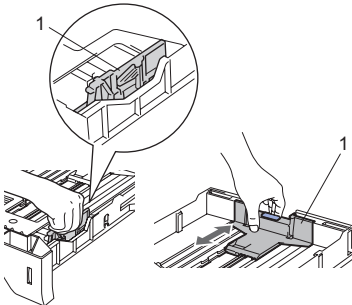
For printing on other types of media use the MP tray (Multi-purpose tray).

Loading paper

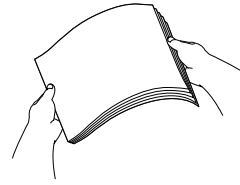
- 1 Unfold the output paper tray support flap.
- 2 Pull the paper tray completely out of the machine.



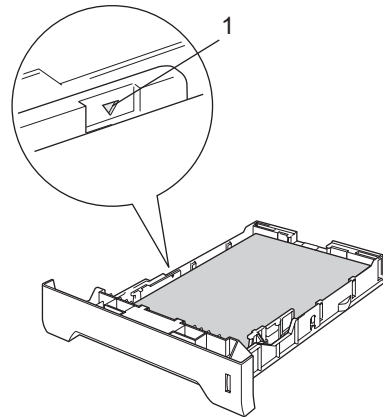
- 3 While pressing the blue paper-guide release lever (1), slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots.



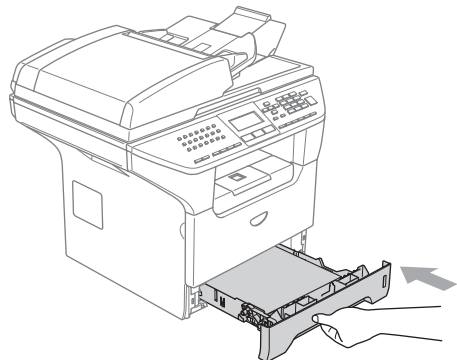
- 4 Fan the stack of paper well to avoid paper feeding problems.



- 5 Insert the paper into the paper tray with the top edge of the paper first and the print side down. Make sure that the paper is flat in the tray and below the maximum paper mark (1).



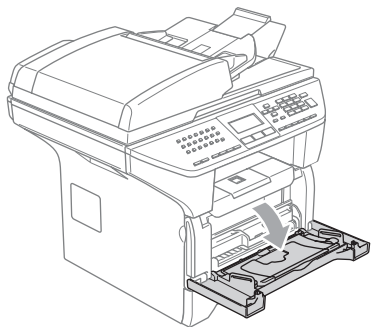
- 6 Push the paper tray firmly back into the machine.



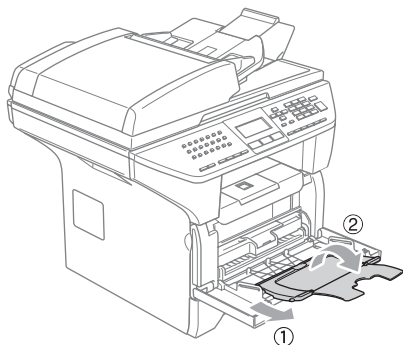
Loading envelopes and other media

Use the MP tray when printing envelopes, labels, and thick paper.

- 1 Open the MP tray and lower it gently.



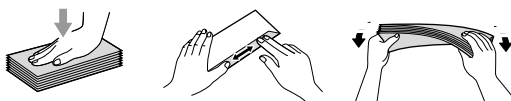
- 2 Pull out the MP tray support.



- 3 Insert the media into the MP tray with the top edge first and the printing side face up.

Loading Envelopes

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



! CAUTION

Do not use the following types of envelopes, as they will cause paper feed problems:

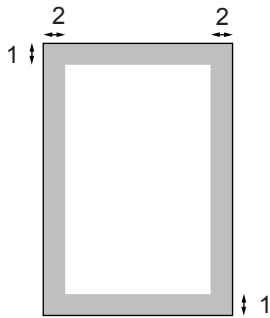
- 1 Envelopes with a baggy construction.
- 2 Embossed envelopes (those with a raised surface).
- 3 Envelopes with clasps or staples.
- 4 Envelopes that are pre-printed on the inside.

Glue	Rounded flap	Double flap	Triangular flap

Printable Area

Printable Area for copies

The printable area of your machine begins at approximately 3 mm (0.12 in.) from the top and bottom and 2.05 mm (0.08 in.) from both sides of the paper.



- 1 3 mm (0.12 in.)
- 2 2.05 mm (0.08 in.)



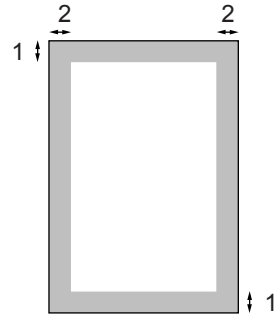
Note

This printable area shown above is for a single copy or a 1 in 1 copy using A4 size paper. The printable area changes with the paper size.

Printable Area when printing from a computer

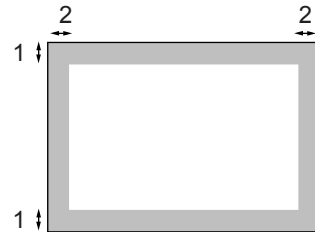
When using the default driver the printable area is smaller than the paper size, as shown below.

Portrait



- 1 4.23 mm (0.16 in.)
- 2 6.01 mm (0.24 in.)

Landscape



- 1 4.23 mm (0.16 in.)
- 2 5 mm (0.19 in.)



Note

The printable area shown above is for A4 size paper. The printable area changes with the paper size.

3

General setup

Mode timer

The machine has three mode keys on the control panel: **Fax**, **Scan**, and **Copy**.

You can set how much time the machine takes after the last Copy or Scan operation to return to Fax mode. If you select **Off**, the machine will stay in the mode you used last. This setting also sets the time the machine will change from individual user to public user when using Secure Function Lock. See *Switching Users* on page 28.



- 1 Press **Menu**, 1, 1



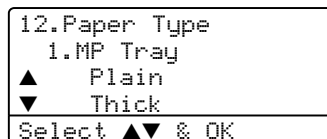
- 2 Press **▲** or **▼** to select 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off. Press **OK**.
- 3 Press **Stop/Exit**.

Paper settings

Paper Type

Set up the machine for the type of paper you are using. This will give you the best print quality.

- 1 Choose one of the options below:
 - To set the paper type for the MP Tray press **Menu**, 1, 2, 1.
 - To set the paper type for Tray#1 press **Menu**, 1, 2, 2.
 - To set the paper type for Tray#2 press **Menu**, 1, 2, 3 if you installed the optional tray.



- 2 Press **▲** or **▼** to select Thin, Plain, Thick, Thicker, Transparency or Recycled Paper. Press **OK**.
- 3 Press **Stop/Exit**.



Note

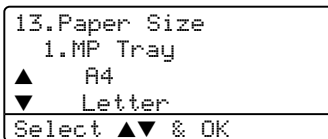
- Transparency is not available for the optional Tray #2.
- You can choose **Transparency** only if **A4, Letter, Legal or Folio** size was chosen as the paper size.

Paper Size

You can use nine sizes of paper for printing copies: A4, Letter, Legal, Executive, A5, A6, B5, B6 and Folio, and four sizes for printing faxes: A4, Letter, Legal or Folio.

So that the auto tray select and auto reduction features of your machine can work properly, when you change the size of paper in the tray, you will also need to change the paper size setting at the same time.

- 1 Choose one of the options below:
 - To set the paper size for the MP Tray press **Menu, 1, 3, 1**.
 - To set the paper size for Tray#1 press **Menu, 1, 3, 2**.
 - To set the paper size for Tray#2 press **Menu, 1, 3, 3** if you installed the optional tray.



- 2 Press **▲** or **▼** to select A4, Letter, Legal, Executive, A5, A6, B5, B6, Folio or Any. Press **OK**.
- 3 Press **Stop/Exit**.



Note

- Legal, Folio and Any appear only when you select the MP tray (**Menu, 1, 3, 1**).
- A6 size is not available for the optional Tray #2.
- If you select Any for the MP Tray Paper Size: You must choose MP Only for the Tray Use setting. You cannot use the Any Paper Size selection for the MP tray when making N in 1 copies. You must choose one of the other available Paper Size selections for the MP tray.

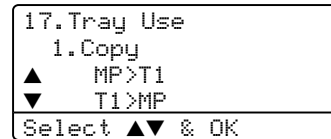
Tray use in Copy mode

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

When you select Tray#1 Only, MP Only or Tray#2 Only¹, the machine takes paper only from that tray. If the selected tray is out of paper, No Paper will appear on the LCD. Insert the paper in the empty tray.

To change the tray settings follow the instructions below:

- 1 Press **Menu, 1, 7, 1**.



- 2 Press **▲** or **▼** to select Tray#1 Only, Tray#2 Only¹, MP Only, MP>T1>T2¹ or T1>T2¹>MP. Press **OK**.

¹ Tray#2 Only and T2 appear only if the optional tray is installed.

- 3 Press **Stop/Exit**.



Note

- When loading the documents from the ADF and MP>T1>T2 or T1>T2>MP is selected, the machine looks for the tray with the most suitable paper and takes paper from that tray. If no tray has suitable paper, the machine takes paper from the tray with the highest priority.
- When using the scanner glass, your document is copied from the tray with the highest priority even if more suitable paper is in another paper tray.

Tray use in Fax mode

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

When you select **Tray#1 Only**, **MP Only** or **Tray#2 Only**¹, the machine takes paper only from that tray. If the selected tray is out of paper, **No Paper** will appear on the LCD. Insert the paper in the empty tray.

When you select **T1>T2>MP**, the machine takes paper from **Tray #1** until it is empty, then from **Tray #2**, then from the **MP** tray. When you select **MP>T1>T2**, the machine takes paper from the **MP** tray until it is empty, then from **Tray #1**, then from **Tray #2**.



Note

- You can use four sizes of paper for printing faxes: A4, Letter, Legal or Folio. When a suitable size is not in any of the trays received faxes will be stored in the machine's memory and **Check Paper Size** will appear on the LCD. For details, see *Check Paper Size* on page 106.
- If the tray is out of paper and received faxes are in the machine's memory, **No Paper** will appear on the LCD. Insert paper in the empty tray.

- 1 Press **Menu, 1, 7, 2**.

```
17.Tray Use
 2.Fax
▲   MP>T1
▼   T1>MP
Select ▲▼ & OK
```

- 2 Press **▲** or **▼** to select **Tray#1 Only**, **Tray#2 Only**, **MP Only**, **MP>T1>T2**¹ or **T1>T2**¹>**MP**. Press **OK**.

¹ **Tray#2 Only** and **T2** appear only if the optional tray is installed.

Tray use in Print mode

You can change the default tray the machine will use for printing from your computer.

- 1 Press **Menu, 1, 7, 3**.

```
17.Tray Use
 3.Print
▲   MP>T1
▼   T1>MP
Select ▲▼ & OK
```

- 2 Press **▲** or **▼** to select **Tray#1 Only**, **Tray#2 Only**¹, **MP Only**, **MP>T1>T2**¹ or **T1>T2**¹>**MP**. Press **OK**.

¹ **Tray#2 Only** and **T2** appear only if the optional tray is installed.



Note

- The setting in the printer driver will take priority over the setting made on the control panel.
- If the control panel is set to **Tray#1 Only**, **Tray#2 Only**, **MP Only** or **MP>T1>T2** and you choose 'Auto Select' in the printer driver, the tray use will be **MP>T1>T2**. If the control panel is set to **T1>T2>MP** and you choose 'Auto Select' in the printer driver, the tray use will remain **T1>T2>MP**.

Volume Settings

Ring volume

You can select a ring volume level from a range of settings, from **High** to **Off**.

While in Fax mode press **⏏** **◀** or **▶** **⏏** to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next. The machine will keep the new setting until you change it.

You can also change the volume through the menu, by following the instructions below:

- 1 Press **Menu**, **1**, **4**, **1**.

```

14.Volume
 1.Ring
▲ Med
▼ High
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **Off**, **Low**, **Med** or **High**. Press **OK**.
- 3 Press **Stop/Exit**.

Beeper volume

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. You can select a range of volume levels, from **High** to **Off**.

- 1 Press **Menu**, **1**, **4**, **2**.

```

14.Volume
 2.Beeper
▲ Med
▼ High
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **Off**, **Low**, **Med** or **High**. Press **OK**.
- 3 Press **Stop/Exit**.

Speaker volume

You can select a range of speaker volume levels, from **High** to **Off**.

You can change the volume through the menu, by following the instructions below:

- 1 Press **Menu**, **1**, **4**, **3**.

```

14.Volume
 3.Speaker
▲ Med
▼ High
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **Off**, **Low**, **Med** or **High**. Press **OK**.
- 3 Press **Stop/Exit**.

Automatic daylight savings time

You can set the machine to change automatically for Daylight Savings Time. It will set itself forward one hour in the Spring, and back one hour in the Autumn.

- 1 Press **Menu 1, 5**.

```

15.Auto Daylight
▲      On
▼      Off
Select ▲▼ & OK
  
```

- 2 Press ▲ or ▼ to select *On*, or *Off*. Press **OK**.
- 3 Press **Stop/Exit**.



Note

For some countries, the factory setting is off.

Ecology features

Toner save

You can save toner using this feature. When you set toner save to *On*, print appears lighter. The default setting is *Off*.

- 1 Press **Menu, 1, 6, 1**.

```

16.Ecology
  1.Toner Save
▲      On
▼      Off
Select ▲▼ & OK
  
```

- 2 Press ▲ or ▼ to choose *On* (or *Off*). Press **OK**.
- 3 Press **Stop/Exit**.

Sleep time

Setting the sleep time reduces power consumption by turning off the fuser while the machine is idle.

You can choose how long the machine must be idle (from 00 to 99 minutes) before it goes into sleep mode. When the machine receives a fax, computer data or makes a copy, the timer will be reset. The default setting is 05 minutes.

While the machine is in sleep mode the LCD will display *Sleep*. When printing or copying in sleep mode, there will be a short delay while the fuser warms up.

- 1 Press **Menu 1, 6, 2**.

```
16.Ecology
 2.Sleep Time
Sleep Time:05Min
Enter & OK Key
```

- 2 Enter the length of time the machine is idle before entering sleep mode (00 to 99). Press **OK**.

- 3 Press **Stop/Exit**.

To turn off sleep mode, press **Secure** and **Job Cancel** at the same time in ②. Press ▲ or ▼ to select *Off* (or *On*). Press **OK**.



Note

When you turn off sleep mode, the setting will take effect the next time the machine copies, prints or is turned off and on.

Turning off the scanner lamp

The scanner lamp stays on for 16 hours before automatically switching off to preserve the life of the lamp and reduce power consumption.

To turn the scanner lamp off manually press the ◀ and ▶ keys simultaneously. The scanner lamp will remain turned off until the next time you use the scanning feature.



Note

Turning the lamp off regularly will reduce the lamp's life.

LCD Contrast

You can change the contrast to make the LCD look lighter or darker.

- 1 Press **Menu, 1, 8**.

```
18.LCD Contrast
-□□■□□+
Select ◀ ▶ & OK
```

- 2 Press ▶ to make the LCD darker. Or, press ◀ to make the LCD lighter. Press **OK**.
- 3 Press **Stop/Exit**.

Security

Setting Lock

Setting Lock lets you set a password to stop other people from accidentally changing your machine settings.

Make a careful note of your password. If you forget it, please call your Brother dealer or Brother Customer Service.

While setting lock is **On**, it is not possible to change the following settings without a password:

- Date/Time
- Station ID
- Quick-Dial settings
- Mode Timer
- Paper Type
- Paper Size
- Volume
- Auto Daylight
- Ecology
- Tray Use
- LCD Contrast
- Security settings

Setting up the password

- 1 Press **Menu**, **1**, **9**, **1**.

```
19.Security
 1.Setting Lock

New Passwd:XXXX
Enter & OK Key
```

- 2 Enter a four-digit number for the password. Press **OK**.
- 3 Re-enter your password when the LCD shows **Verify:.** Press **OK**.
- 4 Press **Stop/Exit**.

Changing your password

- 1 Press **Menu**, **1**, **9**, **1**.

```
19.Security
1.Setting Lock
▲ On
▼ Set Password
Select ▲▼ & OK
```

- 2 Press **▲** or **▼** to select **Set Password**. Press **OK**.
- 3 Enter your four-digit password. Press **OK**.
- 4 Enter a four-digit number for the new password. Press **OK**.
- 5 Re-enter your password when the LCD shows **Verify:.** Press **OK**.
- 6 Press **Stop/Exit**.

Turning Setting Lock on/off

If you enter the wrong password when following the instructions below, the LCD will show **Wrong Password**. Re-enter the correct password.

Turning Setting Lock on

- 1 Press **Menu, 1, 9, 1**.

```

19.Security
 1.Setting Lock
▲   On
▼   Set Password
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **On**. Press **OK**.
- 3 Enter your four-digit password. Press **OK**.
- 4 Press **Stop/Exit**.

Turning Setting Lock off

- 1 Press **Menu, 1, 9, 1**.

```

19.Security
 1.Setting Lock

Password:XXXX
Enter & OK Key
  
```

- 2 Enter your four-digit password. Press **OK** twice.
- 3 Press **Stop/Exit**.

Secure Function Lock

Secure Function Lock lets you restrict Public access to certain machine functions (Fax Tx, Fax Rx, Copy, Scan and PCprint¹).

¹ PCprint includes PC Fax Send as well as all print jobs.

This feature also prevents users from changing the default settings of the machine by limiting access to the Menu settings.

Disabling at least one function is required to turn on Secure Function Lock for the Public user.

Access to restricted operations can be enabled by creating a restricted user. Restricted users must select the stored name and enter a password to use the machine.

Make a careful note of your password. If you forget it, please call your Brother dealer or Brother Customer Service.



Note

- You can set up to 25 individual users and one Public user.
 - When you set up a Public user, you can restrict one or more of the machine's functions to all users who do not have a password.
 - Only administrators can set limitations and make changes for each user.
 - When PCprint is disabled, computer print jobs will be lost without notification.
 - When Secure Function Lock is on, you can only use **21.Contrast**, **26.Polled TX** or **27.Coverpg Setup** in the Fax menu.
- If Fax Tx is disabled, you cannot use any function in the Fax menu.
- Polling Receive is enabled only when the both Fax Tx and Fax Rx are enabled.

Setting the password for the administrator

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. See *Setting up restricted users* on page 27 and *Turning Secure Function Lock on* on page 27.

- 1 Press **Menu, 1, 9, 2**.

```
19.Security
 2.Function Lock
New Passwd:
Enter & OK Key
```

- 2 Enter a four-digit number for the password. Press **OK**.
- 3 Re-enter the password when the LCD shows *Verify:*. Press **OK**.
- 4 Press **Stop/Exit**.

Setting up the Public user

You can set up the Public user. Public users do not need to enter a password.



Note

You must disable at least one function.

- 1 Press **Menu, 1, 9, 2**.

```
19.Security
 2.Function Lock
  Lock Off→On
  Set Password
Select ▲▼ & OK
```

- 2 Press **▲** or **▼** to select *Setup User*. Press **OK**.
- 3 Enter the administrator password. Press **OK**.

```
19.Security
  Setup User
  Public
  User01
Select ▲▼ & OK
```

- 4 Press **▲** or **▼** to select *Public*. Press **OK**.
- 5 Press **▲** or **▼** to select *Enable* or *Disable* for Fax Tx. Press **OK**. After you have set Fax Tx, repeat this step for Fax Rx, Copy, Scan and PCprint¹. Press **OK**.

¹ You can set PCprint for only the Public user.

- 6 Press **Stop/Exit**.

Setting up restricted users

You can set up users with restrictions and a password.

- 1 Press **Menu**, **1**, **9**, **2**.

```

19.Security
 2.Function Lock
▲ Lock Off→On
▼ Set Password
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **Setup User**. Press **OK**.

- 3 Enter the administrator password. Press **OK**.

```

19.Security
  Setup User
▲ Public
▼ User01
Select ▲▼ & OK
  
```

- 4 Press **▲** or **▼** to select **User01**. Press **OK**.
- 5 Use the dial pad to enter the user name. (See *Entering Text* on page 146.) Press **OK**.
- 6 Enter a four-digit password for the user. Press **OK**.
- 7 Press **▲** or **▼** to select **Enable** or **Disable** for Fax Tx. Press **OK**. After you have set Fax Tx, repeat this step for Fax Rx, Copy and Scan. Press **OK**.
- 8 Repeat 4 to 7 for entering each additional user and password.
- 9 Press **Stop/Exit**.

Turning Secure Function Lock on/off

If you enter the wrong password when following the instructions below, the LCD will show **Wrong password**. Re-enter the correct password.

Turning Secure Function Lock on

- 1 Press **Menu**, **1**, **9**, **2**.

```

19.Security
 2.Function Lock
▲ Lock Off→On
▼ Set Password
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **Lock Off→On**. Press **OK**.
- 3 Enter your four-digit administrator password. Press **OK**.

Turning Secure Function Lock off

- 1 Press **Menu**, **1**, **9**, **2**.

```

19.Security
 2.Function Lock
▲ Lock On→Off
▼ Change User
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **Lock On→Off**. Press **OK**.
- 3 Enter your four-digit administrator password. Press **OK**.

Switching Users

This setting allows a restricted user to log on the machine when Secure Function Lock is turned on.



Note

After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode timer setting (**Menu, 1, 1**). See *Mode timer* on page 18. Also, you can exit from an individual user by pressing the illuminated Mode key.

- 1 Hold down **Shift** as you press **Secure**.

Function Lock	
Change User	
▲	John
▼	Mary
Select ▲▼ & OK	

- 2 Press ▲ or ▼ to select the registered name of the user to be logged on.
Press **OK**.
- 3 Enter your four-digit password.
Press **OK**.




Fax

Sending a fax	30
Receiving a fax	39
Phone and external devices	46
Dialling and storing numbers	53
Remote fax options	61
Printing reports	67
Polling	69


How to fax

Entering fax mode

To enter fax mode press  (**Fax**), and the key will glow blue.

Sending a single-sided fax from the ADF


Using the ADF to send your faxes is the easiest way. To cancel a fax in progress press **Stop/Exit**.

- 1 Make sure you are in Fax mode .
- 2 Put your document *face up* in the ADF.
- 3 Dial the fax number. See *How to Dial* on page 53.
- 4 Press **Start**.

The machine will now scan and send your document.

Sending a 2-sided fax from the ADF (MFC-8860DN and MFC-8870DW only)

You can send a 2-sided document from the ADF. To cancel a fax in progress press **Stop/Exit**.

- 1 Make sure you are in Fax mode .
- 2 Put your document in the ADF.
- 3 Press **Duplex**.
- 4 Dial the fax number. See *How to Dial* on page 53.
- 5 Press **Start**.

The machine will now scan and send your document.




Note

Legal size 2-sided documents cannot be faxed from the ADF.

Sending a fax from the scanner glass

You can use the scanner glass to fax the pages of a book, or a single page at a time. The documents can be up to Letter, A4 or Legal size. Press **Stop/Exit** to cancel a fax in progress.

- 1 Make sure you are in Fax mode .
- 2 Put your document on the scanner glass.
- 3 Dial the fax number. See *How to Dial* on page 53.
- 4 Press **Start**.
- 5 After the machine scans the page, the LCD will prompt you to choose one of the options below:

```
Flatbed Fax:
Next Page?
▲ 1.Yes
▼ 2.No (Send)
Select ▲▼ & OK
```

- Press **1** to send another page. Go to 6.
- Press **2** or **Start** to send the document. Go to 7.

- 6 Place the next page on the scanner glass, press **OK**. Repeat 5 and 6 for each additional page.

```
Flatbed Fax:

Set Next Page
Then Press OK
```

- 7 Your machine will automatically send the fax.




Note

When faxing multiple pages from the scanner glass, real time transmission should be set to **Off**.

Faxing legal size documents from the scanner glass

When faxing legal size documents, you need to set the scan glass size to **Legal/Folio**, otherwise a portion of your faxes will be missing.

- 1 Make sure you are in Fax mode .
 - 2 Press **Menu, 2, 2, 0**.
- ```
22.Setup Send
0.Glass Fax Size
▲ A4/Letter
▼ Legal/Folio
Select ▲▼ & OK
```
- 3 Press **▲** or **▼** to choose **Legal/Folio**. Press **OK**.
  - 4 Press **Stop/Exit**.

## Cancelling a fax in progress

Press **Stop/Exit** to cancel a fax in progress. If the machine is already dialing or sending the fax you will also need to press **1** to confirm.

## Broadcasting


Broadcasting lets you send the same fax message to more than one fax number. You can include Groups, One-Touch, Speed-Dial numbers and up to 50 manually dialled numbers in the same broadcast. For information see *How to Dial* on page 53.

You can broadcast up to 390 different numbers. This will depend on how many groups, access codes or credit card numbers you have stored, and on how many delayed or stored faxes in memory.



### Note

Use the **Search/Speed Dial** to help you choose numbers easily.

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Enter a number. Press **OK**.  
You can use either a One-Touch, Speed-Dial, a Group number, or a number manually entered using the dial pad. See *How to Dial* on page 53.
- 4 Repeat 3 until you have entered all the fax numbers you want to broadcast to.
- 5 Press **Start**.

After the broadcast is finished the machine will print a broadcast report to let you know the results.



### Note

- The scan profile of the One-Touch, Speed-Dial or Group number you chose first will be applied to the broadcast.
- If the fax resolution of the fax number you chose first is *S.Fine* and you want to do a broadcast that includes *IFAX*, press **Resolution**, and then press **▲** or **▼** to select *Std* or *Fine* resolution. Press **OK**. Then follow the steps above.
- When you create a group or broadcast using Scan to E-mail only B/W200x100 and B/W200dpi are available. The file format can be TIFF or PDF.

## Cancelling a Broadcast in progress

While broadcasting you can cancel the fax currently being sent or the whole broadcast job.

- 1 Press **Menu, 2, 6**.  
The LCD will display the fax job currently being sent (e.g. #001:FRIENDS) and the broadcast job (e.g. Broadcast#001):

```

26.Remaining Jobs
▲ #001 FRIENDS
▼ Broadcast#001

Select ▲▼ & OK


```

- 2 Press **▲▼** to choose the job you want to cancel.  
Press **OK**.
- 3 Press **1** to clear or **2** to exit.  
If you chose to only cancel the fax currently being sent in 1, the machine will ask you if you want to cancel the broadcast. Press **1** to clear or **2** to exit.
- 4 Press **Stop/Exit**.

## Additional sending operations

### Sending faxes using multiple settings

Before you send a fax, you can change any combination of these settings: contrast, resolution, overseas mode, delayed fax timer, polling transmission, real time, transmission or cover page settings.

- 1 Make sure you are in Fax mode . After each setting is accepted, the LCD asks if you want to enter more settings:

```

22.Setup Send
Next?
▲ 1.Yes
▼ 2.No
Select ▲▼ & OK

```

- 2 Do one of the following:
  - To choose more settings, press **1**. The LCD returns to the **Setup Send** menu.
  - If you have finished choosing settings, press **2** and go to the next step.

### Electronic cover page

This feature will not work unless you have already programmed your Station ID. (See *the Quick Setup Guide*.)

You can automatically send a cover page with every fax. Your cover page includes your Station ID, a comment, and the name stored in the One-Touch or Speed-Dial memory.


By choosing **Next Fax: On** you can also display the number of pages on the cover page.

You can choose one of the following preset comments, or you can store two personal comments, up to 27 characters long:

- Comment Off
- Please Call
- Urgent
- Confidential

### Composing your own comments

You can set up two comments of your own.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 8**.

```

22.Setup Send
8.Coverpage Note
▲ 5.
▼ 6.
Select ▲▼ & OK


```

- 3 Press **▲** or **▼** to choose **5** or **6** to store your own comment. Press **OK**.
- 4 Enter your own comment using the dial pad. Press **OK**.

Use the chart on page 146 for help entering characters.

## Send a cover page for the next fax

If you want to send a cover page only for the next fax, your machine will ask you to enter the number of pages you are sending so it can be printed on the cover page.

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Menu, 2, 2, 7**.


```
22.Setup Send
 7.Coverpg Setup
▲ Next Fax:On
▼ Next Fax:Off
Select ▲▼ & OK
```

- 4 Press **▲** or **▼** to choose Next Fax:On (or Next Fax:Off). Press **OK**.
- 5 Press **▲** or **▼** to choose a comment. Press **OK**.
- 6 Enter two digits to show the number of pages you are sending. Press **OK**.

For example, enter **0, 2** for 2 pages or **0**, **0** to leave the number of pages blank. If you make a mistake, press **◀** or **Clear/Back** to back up and re-enter the number of pages.

## Send a cover page for all faxes

You can set the machine to send a cover page whenever you send a fax.


- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 7**.

```
22.Setup Send
 7.Coverpg Setup
▲ Next Fax:On
▼ Next Fax:Off
Select ▲▼ & OK
```

- 3 Press **▲** or **▼** to choose On (or Off). Press **OK**.
- 4 Press **▲** or **▼** to choose a comment. Press **OK**.

## Using a printed cover page

If you want to use a printed cover page that you can write on, you can print the sample page and attach it to your fax.

- 1 Make sure you are in Fax mode .
  - 2 Press **Menu, 2, 2, 7**.
- ```
22.Setup Send
 7.Coverpg Setup
▲ Next Fax:On
▼ Next Fax:Off
Select ▲▼ & OK
```
- 3 Press **▲** or **▼** to choose Print Sample. Press **OK**.
 - 4 Press **Start**. Your machine will print a copy of your cover page.


Contrast

For most documents the default setting of **Auto** will give the best results. It automatically chooses the suitable contrast for your document.

If your document is very light or dark, changing the contrast may improve the quality of the fax.

Use **Dark** to increase the contrast of a light document.

Use **Light** to decrease the contrast of a dark document.

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Menu, 2, 2, 1**.

```
22.Setup Send
 1.Contrast
▲ Auto
▼ Light
Select ▲▼ & OK
```

- 4 Press **▲** or **▼** to select **Auto**, **Light** or **Dark**. Press **OK**.




Note

Even if you choose **Light** or **Dark**, the machine will send the fax using the **Auto** setting if you choose **Photo** as the Fax Resolution.


Changing fax resolution

The quality of a fax can be improved by changing the fax resolution. Resolution can be changed for the next fax or for all faxes.

To change the fax resolution for the next fax

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Resolution** then **▲** or **▼** to select the resolution. Press **OK**.

To change the default fax resolution

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 2**.

```
22.Setup Send
 2.Fax Resolution
▲ Standard
▼ Fine
Select ▲▼ & OK
```

- 3 Press **▲** or **▼** to select the resolution you want. Press **OK**.
Below is a list of the available fax resolution settings. The finer the resolution, the longer the fax will take to transmit.
 - **Standard**
Suitable for most typed documents.
 - **Fine**
Good for small print.
 - **S.Fine**
Good for small print or artwork.
 - **Photo**
Use when the document has varying shades of grey or is a photograph.

Dual access

Your machine supports dual access, which lets you dial a number and begin scanning a fax into memory while you are already sending or receiving a fax.

The LCD will show the new job number. The number of pages you can scan into the memory will vary depending on what is printed on them.



Note

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


Real time transmission

When you are sending a fax, the machine will scan the documents into the memory before sending. 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 set **Real Time TX** to **On** for all documents or **Next Fax:On** for the next fax only.

Sending in real time for all faxes


- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 5**.

```

22.Setup Send
 5.Real Time TX
▲      On
▼      Off
Select ▲▼ & OK
  
```

- 3 Press **▲** or **▼** to select **On**. Press **OK**.

Sending in real time for the next fax only

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 5**.

```

22.Setup Send
 5.Real Time TX
▲      On
▼      Off
Select ▲▼ & OK
  
```


- 3 Press **▲** or **▼** to select **Next Fax:On**. Press **OK**.



Note

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

Not sending in real time for the next fax only

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 5**.

```

22.Setup Send
 5.Real Time TX
▲      On
▼      Off
Select ▲▼ & OK
  
```

- 3 Press **▲** or **▼** to select **Next Fax:Off**. Press **OK**.



Note

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

Overseas mode

If you are having difficulty sending a fax overseas due to a bad connection, then turning on the overseas mode may help.

This is a temporary setting, and will only be active for your next fax.

- 1 Make sure you are in Fax mode .

- 2 Load your document.

- 3 Press **Menu, 2, 2, 9**.

```
22.Setup Send
 9.Overseas Mode
▲   On
▼   Off
Select ▲▼ & OK
```

- 4 Press ▲ or ▼ to select On or Off.
Press **OK**.

Delayed faxing

You can store up to 50 faxes in the memory to be sent within a twenty four hour period.

- 1 Make sure you are in Fax mode .

- 2 Load your document.

- 3 Press **Menu, 2, 2, 3**.

```
22.Setup Send
 3.Delayed Fax
Set Time=00:00
Enter & OK Key
```

- 4 Enter the time you want the fax to be sent (in 24-hour format). Press **OK**.
(For example, enter 19:45 for 7:45 PM)


```
22.Setup Send
 3.Delayed Fax
Set Time=19:45
Enter & OK Key
```

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

Delayed batch transmission

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 Make sure you are in Fax mode .

- 2 Press **Menu, 2, 2, 4**.

```
22.Setup Send
 4.Batch TX
▲   On
▼   Off
Select ▲▼ & OK
```

- 3 Press ▲ or ▼ to choose On (or Off).
Press **OK**.

- 4 Press **Stop/Exit**.

Checking and cancelling waiting jobs

Check which jobs are still waiting in the memory to be sent. If there are no jobs, the LCD will show `No Jobs Waiting`. You can cancel a fax job that is stored and waiting in the memory.

- 1 Press **Menu**, **2**, **6**.

```

26.Remaining Jobs
▲ #001 12:34 BROTHER
  #002 15:00 BIC
▼ #003 17:30 ABCDEFG
Select ▲▼ & OK
  
```


The number of jobs still to be sent will be displayed.

- 2 Choose one of the options below:
 - Press **▲** or **▼** to scroll though the waiting jobs, press **OK** to select a job, and then press **1** to cancel it.
 - Press **2** to exit without cancelling.
- 3 When you have finished, press **Stop/Exit**.

Sending a fax manually

Manual transmission

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

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Pick up the handset of the 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 **Start**.

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 **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 36.)

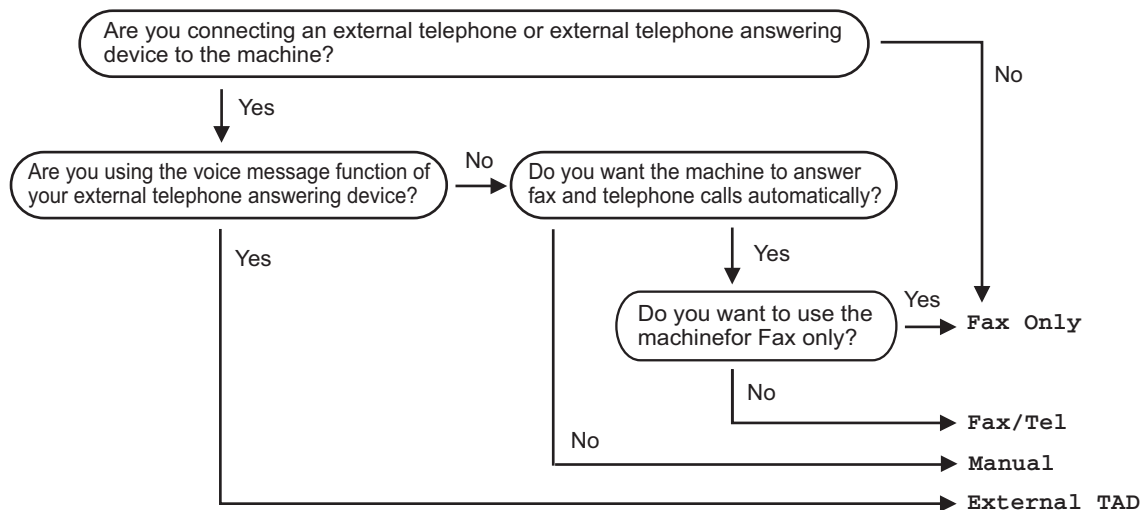
Receive modes

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

Choosing the receive mode

The diagram below will help you choose the correct mode.

For more detailed information on the receive modes see page 40.



To set a receive mode follow the instructions below.

- 1 Press **Menu**, **0**, **1**.
- 2 Press **▲** or **▼** to select a receive mode. Press **OK**.
- 3 Press **Stop/Exit**.

The LCD will display the current receive mode.

```

01.Receive Mode
▲  Fax Only
  Fax/Tel
▼  External TAD
Select ▲▼ & OK
  
```

Using Receive Modes

Some receive modes answer automatically (*Fax Only* and *Fax/Tel*). You may want to change the ring delay before using these modes see page 41.

Fax only

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

Fax/Tel

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

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

Also see *F/T Ring Time* on page 41 and *Ring Delay* on page 41.

Manual

Manual mode turns off all automatic answering functions unless you are using the BT Call Sign ¹ feature.

¹ BT Call Sign is for U.K. only.

To receive a fax in manual mode press **Start** when you hear fax tones (short repeating beeps). You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

Also see *Fax Detect* on page 42.

External TAD

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

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

For more information see *Connecting an external TAD* on page 47.


Receive Mode settings

Ring Delay

The ring delay sets the number of times the machine rings before it answers in **Fax Only** and **Fax/Tel** modes.

If you have external or extension phones on the same line as the machine or subscribe to the BT Call Sign¹ service, keep the Ring Delay setting of 4. (See *Operation from extension telephones* on page 49 and *Fax Detect* on page 42.)

¹ BT Call Sign is for U.K. only.

1 Make sure you are in Fax mode .

2 Press **Menu, 2, 1, 1**.

```
21.Setup Receive
 1.Ring Delay
▲      03
▼      04
Select ▲▼ & OK
```

3 Press ▲ or ▼ to select how many times the line rings before the machine answers. Press **OK**.


4 Press **Stop/Exit**.

F/T Ring Time

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

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

Because the F/T ring is made by the machine, extension and external telephones will not ring; however, you can still answer the call on any telephone. For more information see *Using remote codes* on page 51.

1 Make sure you are in Fax mode .

2 Press **Menu, 2, 1, 2**.

```
21.Setup Receive
 2.F/T Ring Time
▲      20 Secs
▼      30 Secs
Select ▲▼ & OK
```

3 Press ▲ or ▼ to select how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds). Press **OK**.

4 Press **Stop/Exit**.

Fax Detect

Turning fax detect **On** allows the machine to receive fax calls automatically if you lift any handset on the same line as the machine.

When you see **Receiving** on the LCD or when you hear 'chirps' through the handset of an extension phone connected to another telephone wall socket, just replace the handset and your machine will receive the fax.

If this feature is set to on, but your machine does not connect a fax call when you lift the handset of an external or extension phone, press ***51** on the external or extension phone. (See *Operation from extension telephones* on page 49.)



Note

- You need to turn the Remote Codes setting to on to use the Fax Receive Code ***51**.
see *Using remote codes* on page 51.
- If you use a modem, or send faxes from a computer, on the same line and your machine intercepts them, set fax detect to **Off**.

1 Make sure you are in Fax mode .

2 Press **Menu, 2, 1, 3**.

```

21.Setup Receive
 3.Fax Detect
▲   On
▼   Off
Select ▲▼ & OK
  
```

3 Press **▲** or **▼** to select **On**, or **Off**.
Press **OK**.

4 Press **Stop/Exit**.

Setting the Print Density

You can adjust print density to make your printed pages darker or lighter.

1 Make sure you are in Fax mode .

2 Press **Menu, 2, 1, 7**.

```

21.Setup Receive
 7.Print Density
-□□■□□+
Select ◀▶ & OK
  
```

3 Press **▶** to make the print darker.
Or press **◀** to make the print lighter.
Press **OK**.


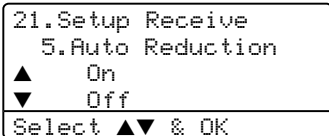
4 Press **Stop/Exit**.

Additional receiving operations

Printing a reduced incoming fax

If you choose **On**, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter, Legal or Folio size paper.


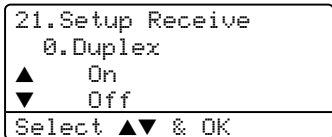
The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (**Menu, 1, 3**).

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 5**.

- 3 Press **▲** or **▼** to select **On** or **Off**. Press **OK**.
- 4 Press **Stop/Exit**.

Duplex printing for Fax mode (MFC-8860DN and MFC-8870DW only)

If you set Duplex to **On** for fax receive the machine will print received faxes on both sides of the paper.

You can use A4, Letter, Legal or Folio size of paper for this function.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 0**.

- 3 Press **▲** or **▼** to choose **On** or **Off**. Press **OK**.
- 4 Press **Stop/Exit**.




Note

When you turn Duplex on the auto reduction feature is also turned on.

Setting the Fax Receive Stamp

You can set the machine to print the received date and time in the top centre of each received fax page.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu**, **2**, **1**, **9**.



- 3 Press ▲ or ▼ to choose **On** or **Off**. Press **OK**.
- 4 Press **Stop/Exit**.



Note

- The received time and date will not appear when using Internet Fax* (*MFC-8860DN and MFC-8870DW only).
- Make sure you have set the current date and time in the machine.

Receiving faxes into memory


As soon as the paper tray becomes empty during fax reception, the screen will display **No Paper**, asking you to put paper in the paper tray. (See *Loading paper and other media* on page 15.) If you are unable to put paper in the paper tray the following will happen:

If Memory Receive is On:

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available. Further incoming faxes will also be stored into memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

If Memory Receive is Off:

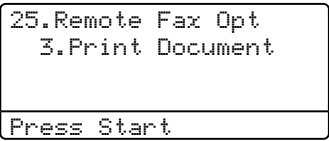
The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available. The machine will then stop automatically answering calls until fresh paper is put in the paper tray. To print the last fax you received, put fresh paper in the tray.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu**, **2**, **1**, **6**.
- 3 Use ▲ or ▼ to select **On** or **Off**. Press **OK**.
- 4 Press **Stop/Exit**.

Printing a fax from the memory

If you are using the Fax Storage feature (**Menu, 2, 5, 1**), you can still print a fax from the memory when you are at your machine. See *Fax storage* on page 62.

- 1 Press **Menu, 2, 5, 3**.



25.Remote Fax Opt
3.Print Document

Press Start

- 2 Press **Start**.

Phone line services

Setting the Phone Line Type

If you are connecting the machine to a line that features a 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**, **0**, **6**.

06.Phone Line Set	
▲	Normal
	ISDN
▼	PBX
Select ▲▼ & OK	

- 2 Press **▲** or **▼** to select **PBX**, **ISDN** (or **Normal**). Press **OK**.
- 3 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 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 **Tel/R** is pressed.



Note

You can program a **Tel/R** key press as part of a number stored in a One-Touch or Speed-Dial location. When programming the One-Touch or Speed-Dial number (**Menu**, **2**, **3**, **1** or **2**, **3**, **2**) press **Tel/R** first (the screen displays "!") then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a One-Touch or Speed-Dial location. (*Storing One-Touch dial numbers on page 55 or Storing Speed-Dial numbers on page 57.*) However, if PBX is not selected in the Phone Line Type setting, you cannot use the One-Touch or Speed-Dial number that **Tel/R** press is programmed into.

BT Call Sign (U.K. only)

The BT Call Sign subscriber service is a way to have a separate number for your machine, it allows you to have at least two separate telephone numbers on one phone line. Each phone number has its own distinctive ringing pattern.

You can set up your machine so that it only responds to the second 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. If you turn the feature off, your receive mode will remain on **Manual**.

To enable the machine to work with BT Call Sign

This feature will only work with your external phone.

- 1 Press **Menu, 2, 0, 2**.
The screen displays the current setting.

```

20.Miscellaneous
 2.BT Call Sign
▲      On
▼      Off
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **On** (or **Off**).
Press **OK**.
- 3 Press **Stop/Exit**.

Connecting an external TAD

You can connect an external Telephone Answering Device (TAD) to the same line as your machine. When the TAD answers a call, your machine will "listen" for the CNG (fax calling) tones sent by a sending fax machine. If it hears them it will take over the call and receive the fax. If it does not hear them, it will let your TAD take a voice message and the display will show **Telephone**.

The external TAD must answer within four rings (we recommend you set it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll saver feature on your external TAD if it needs more than four rings to activate it.

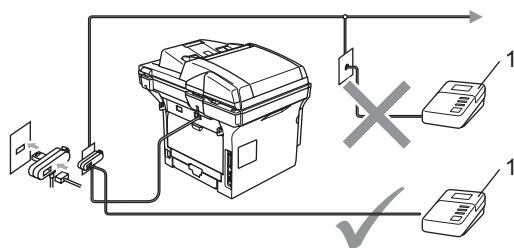


Note

If you have problems receiving faxes, reduce the ring delay setting on your external TAD.

Connections

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



1 TAD

- 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 39.)

Recording an outgoing message

- 1 Record 5 seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.
- 2 Limit your speaking to 20 seconds.
- 3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or send a fax by pressing **✕51** and Start."



Note

- You need to turn the Remote Codes setting to on to use the Fax Receive Code **✕51**.
see *Using remote codes* on page 51.
- We recommend beginning your OGM with an initial 5 second silence because the machine cannot hear fax tones over a loud voice. You may try leaving out this pause, but if your machine has trouble receiving, then you should re-record the OGM to include it.

Multi-line connections (PBX)

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

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

External and extension phones



Note

You need to turn the Remote Codes setting to on to use the Fax Receive Code **✕51**, and Telephone Answer Code **#51**. see *Using remote codes* on page 51.

Operation from extension telephones

If you answer a fax call on an extension telephone, or an external telephone that is correctly connected to the machine 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 **✕51**, the machine starts to receive the fax. (See *Fax Detect* on page 42.)

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

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

- 1 Press **✕51** and wait for the chirp or until the machine's LCD shows *Receiving*, and then hang up.



Note

You can also use the Fax Detect feature to make your machine tactically take the call. (See *Fax Detect* on page 42.)

For Fax/Tel mode only

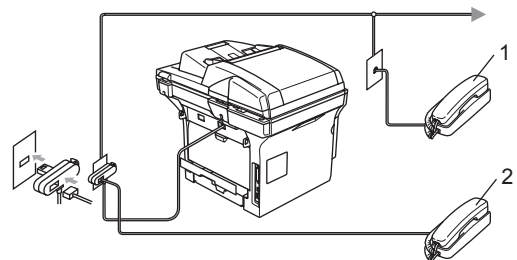
When the machine is in Fax/Tel mode, it will use the F/T Ring Time (pseudo/double-ringing) to alert you to pick up a voice call.

Lift the external telephone's handset, and then press **Tel/R** to answer.

If you're at an extension phone, you will need to lift the handset during the F/T Ring Time and then press **#51** 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 **✕51**.

Connecting an external or extension phone

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



1 Extension telephone

2 External telephone

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

Using extension telephones (U.K. only)

Your premises may already be wired with parallel extension telephones (those connected to sockets in other rooms in the building), or perhaps you intend to add extension telephones to your line. While the simplest arrangement is a parallel connection, there are some reasons why this arrangement may cause problems.

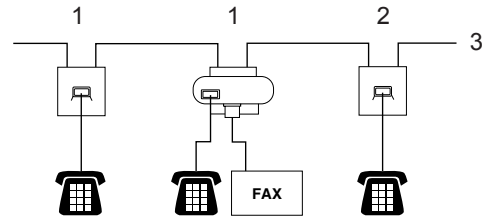
The most common problem, is someone picking up an extension telephone while the machine is trying to send a fax.

Such 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 *figure 2*). In such a configuration, this machine can always detect whether a telephone is in use, so it will not attempt to seize the line during that time. This is known as “telephone off-hook detection”.

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

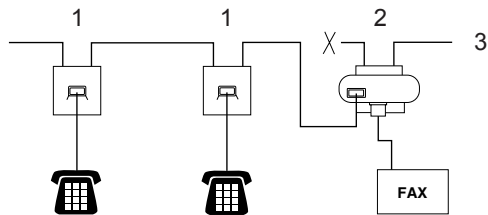
This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style),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

Figure 1:



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

Figure 2:
Recommended connection of extension sockets



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

These phones are now connected as *external devices* as shown on page 49, because they are connected to the fax machine via the T-connector.

Using a cordless external handset

If your cordless telephone is connected to the telephone line cord (see page 49) 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 transfer the call to the cordless handset.

Using remote codes

Fax Receive Code


If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialling the fax receive code **✕51**. Wait for the chirping sounds then replace the handset. See *Fax Detect* on page 42.

Telephone Answer Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double) ring after the initial ring delay. If you pick up the call on an extension phone you can turn the F/T ring off by pressing **#51** (make sure you press this *between* the rings).

Turning on the remote codes

You need to turn the Remote Codes setting on to use the Fax Receive Code and Telephone Answer Code.


- 1 Make sure you are in Fax mode .
- 2 Press **Menu 2, 1, 4**.



- 3 Press **▲** or **▼** to select **On**.
- 4 If you don't want to change the Fax Receive Code, Press **OK**.
- 5 If you don't want to change the Telephone Answer Code, Press **OK**.
- 6 Press **Stop/Exit**.

Changing the remote codes

The preset fax receive code is **✕51**. The preset telephone answer code is **#51**. If you are always disconnected when accessing your external TAD, try changing the three-digit remote codes, for example **###** and **555**.

- 1 Make sure you are in Fax mode .

- 2 Press **Menu 2, 1, 4**.

```

21.Setup Receive
 4.Remote Codes
▲      On
▼      Off
-----
Select ▲▼ & OK
  
```

- 3 Press **▲** or **▼** to select **On** or **Off**.
Press **OK**.
- 4 If you selected **On** in 3, enter the new fax receive code.
Press **OK**.
- 5 Enter the new telephone answer code.
Press **OK**.
- 6 Press **Stop/Exit**.

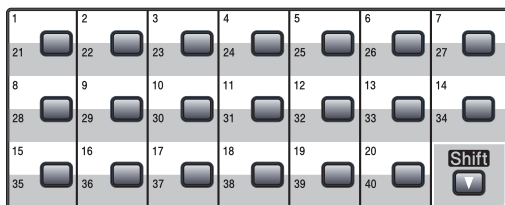
How to Dial

Manual dialling

Use the dial pad to enter all the digits of the telephone number.

One-Touch dialling

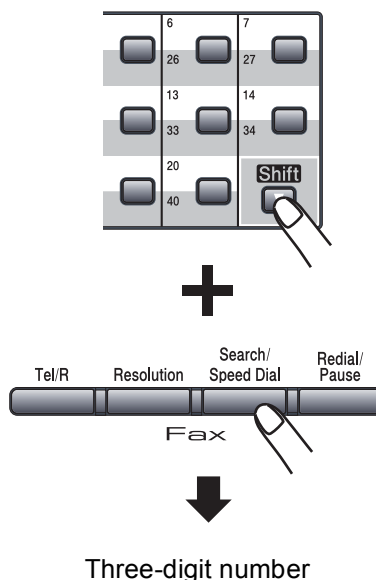
Press the One-Touch key that stores the number you want to call.



To dial One-Touch numbers 21 to 40, hold down **Shift** as you press the One-Touch key.

Speed-Dialling

Hold down **Shift** as you press **Search/Speed Dial** and then enter the three-digit Speed-Dial number.



Note

If the LCD shows **Not Registered** when you enter a One-Touch or a Speed-Dial number, it means that a number is not stored there.

Search

You can search alphabetically for names you have stored in the One-Touch and Speed-Dial memories.

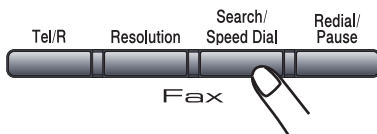
- 1 Press **Search/Speed Dial**.
- 2 Press the dial pad key for the first letter of the name.
(Use the chart *Entering Text* on page 146 to help you enter letters.)
Press **OK**.
- 3 Press **▲** or **▼** to scroll until you find the name you are looking for.
Press **OK**.



Note

You can press **Resolution** to change the displayed resolution.

- 4 Press **Start**.



LDAP (Lightweight Directory Access Protocol) Search (MFC-8860DN and MFC-8870DW only)

If the machine is connected to your LDAP server, you can search for information such as fax numbers and E-mail addresses from your server. (For details about how to set up LDAP see *the Network User's Guide on the CD-ROM*.)

Fax redial

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.

If you are sending a fax manually and the line is busy, press **Redial/Pause**, wait for the other fax machine to answer, and then press **Start** to try again. If you want to make a second call to the last number dialled, you can save time by pressing **Redial/Pause** and **Start**.

Redial/Pause only works if you dialled from the control panel.

Storing numbers

You can set up your machine to do the following types of easy dialling: One-Touch, Speed-Dial and Groups for Broadcasting faxes. You can also specify the default resolution for each One-Touch and Speed-Dial number. When you dial a quick-dial number, the LCD shows the name you stored or the number. A scan profile can also be stored along with the fax number or E-mail address.

If you lose electrical power, the quick-dial numbers stored in the memory will not be lost.

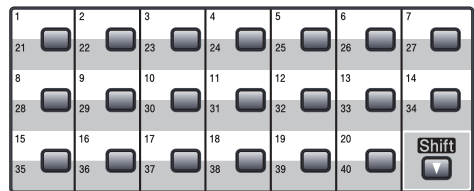
A scan profile is the resolution and other scan settings that you choose when you store a number. For example, you will be asked to select Standard, Fine, S.Fine or Photo if you have selected the Fax/Tel option. Or, you will be asked to select B/W 200 dpi, B/W 200x100 dpi, Color 150 dpi, Color 300 dpi or Color 600 dpi if you selected the E-Mail option.

Storing a pause

Press **Redial/Pause** to insert a 2.8-second pause between numbers. You can press **Redial/Pause** as many times as needed to increase the length of the pause.

Storing One-Touch dial numbers

Your machine has 20 One-Touch keys where you can store 40 fax or phone numbers, E-mail addresses for automatic dialling. To access numbers 21 to 40, hold down **Shift** as you press the One-Touch key.



MFC-8460N:

- 1 Press **Menu**, **2**, **3**, **1**.

```

23.Set Quick-Dial
1.One-Touch Dial

One-Touch:
Select One-Touch
  
```

- 2 Press the One-Touch key where you want to store a number.
- 3 Enter the phone or fax number (up to 20 characters). Press **OK**.
- 4 Choose one of the options below:
 - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering Text* on page 146 to help you enter letters. Press **OK**.
 - Press **OK** to store the number without a name.

- 5 Choose one of the options below:
 - If you want to change the fax resolution, press ▲ or ▼ to select Std, Fine, S.Fine or Photo. Press **OK**.
 - Press **OK** if you don't want to change the resolution.
- 6 Choose one of the options below:
 - To store another One-Touch number go to 2.
 - To finish storing One-Touch numbers press **Stop/Exit**.

MFC-8860DN and MFC-8870DW only:

- 1 Press **Menu**, 2, 3, 1.
- 23.Set Quick-Dial
1.One-Touch Dial

One-Touch:
Select One-Touch
- 2 Press the One-Touch key where you want to store a number.
 - 3 Press ▲ or ▼ to select Fax/Tel, E-Mail or IFAX. Press **OK**.
 - 4 Choose one of the options below:
 - Enter the number (up to 20 characters) if you selected Fax/Tel. Press **OK**.
 - Enter the E-mail address (up to 60 characters) if you selected E-Mail or IFAX. Use the chart *Entering Text* on page 146 to help you enter letters. Press **OK**.



Note

If you selected E-Mail and save the E-mail address, you can only use the E-mail address when you are in Scan mode. If you selected IFAX and save the E-mail address, you can only use the E-mail address when you are in Fax mode.

- 5 Choose one of the options below:
 - Enter the name using the dial pad (up to 15 characters). Press **OK**.
 - Press **OK** to store the number or E-mail address without a name.
- 6 Choose one of the options below:
 - If you selected Fax/Tel in 3, press ▲ or ▼ to select Std, Fine, S.Fine or Photo. Press **OK** and then go to 8.
 - If you selected E-Mail in 3, press ▲ or ▼ to select B/W 200dpi, B/W 200x100dpi, Color 150dpi, Color 300dpi, or Color 600dpi. Press **OK** and then go to 7.
 - If you selected IFAX in 3, press ▲ or ▼ to select Std, Fine or Photo. Press **OK** and then go to 8.
 - Press **OK** if you don't want to change the default resolution. Go to 8.
- 7 Choose one of the options below:

If you selected Black & White in 6, select the file format (TIFF or PDF) that will be used to send to your PC.

If you selected Colour in 6, select the file format (PDF or JPEG) that will be used to send to your PC.
- 8 Choose one of the options below:
 - To store another One-Touch number go to 2.
 - To finish storing One-Touch numbers press **Stop/Exit**.



Note

- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One-Touch, Speed-Dial or Group number you chose first will be applied to the broadcast.
- When you create a group or broadcast using Scan to E-mail only B/W200x100 and B/W200dpi are available. The file format can be TIFF or PDF.

Storing Speed-Dial numbers

You can store your frequently used numbers as Speed-Dial numbers. The machine can store 300 Speed-Dial numbers.

MFC-8460N:

- 1 Press **Menu**, **2**, **3**, **2**.

```
23.Set Quick-Dial
2.Speed-Dial

Speed-Dial? #
Enter & OK Key
```

- 2 Use the dial pad to enter a three-digit Speed-Dial location number (001-300). Press **OK**.
- 3 Enter the phone or fax number (up to 20 characters). Press **OK**.
- 4 Choose one of the options below:
 - Enter the name using the dial pad (up to 15 characters). Use the chart *Entering Text* on page 146 to help you enter letters. Press **OK**.
 - Press **OK** to store the number without a name.
- 5 Choose one of the options below:
 - To store the fax resolution, press **▲** or **▼** to select *Std*, *Fine*, *S.Fine* or *Photo*. Press **OK**.
 - Press **OK** if you don't want to change the default resolution.
- 6 Choose one of the options below:
 - To store another Speed-Dial number go to 2.
 - To finish storing Speed-Dial numbers press **Stop/Exit**.

MFC-8860DN and MFC-8870DW only:

- 1 Press **Menu**, **2**, **3**, **2**.

```
23.Set Quick-Dial
2.Speed-Dial

Speed-Dial? #
Enter & OK Key
```

- 2 Use the dial pad to enter a three-digit Speed-Dial location number (001-300). Press **OK**.
- 3 Press **▲** or **▼** to select *Fax/Tel*, *E-Mail* or *IFAX*. Press **OK**.
- 4 Choose one of the options below:
 - Enter the number (up to 20 characters) when you select *Fax/Tel*.
 - Enter the E-mail address (up to 60 characters) when you select *E-Mail* or *IFAX*. Use the chart *Entering Text* on page 146 to help you enter letters. Press **OK**.



Note

If you selected *E-Mail* and save the E-mail address, you can only use the E-mail address when you are in Scan mode. If you selected *IFAX* and save the E-mail address, you can only use the E-mail address when you are in Fax mode.

- 5 Choose one of the options below:
 - Enter the name using the dial pad (up to 15 characters). Press **OK**.
 - Press **OK** to store the number or E-mail address without a name.

- 6 Choose one of the options below:
- If you selected **Fax/Tel** in ③, press ▲ or ▼ to select **Std**, **Fine**, **S. Fine** or **Photo**. Press **OK** and then go to ⑧.
 - If you selected **E-Mail** in ③, press ▲ or ▼ to select **B/W200x100**, **B/W200dpi**, **Color150dpi**, **Color300dpi** or **Color600dpi**. Press **OK** and then go to ⑦.
 - If you selected **IFAX** in ③, press ▲ or ▼ to select **Std**, **Fine** or **Photo**. Press **OK** and then go to ⑧.
 - Press **OK** if you don't want to change the default resolution. Go to ⑧.
- 7 If you selected **Black & White** in ⑥, select the file format (TIFF or PDF) that will be used to send to your PC. If you selected **Colour** in ⑥, select the file format (PDF or JPEG) that will be used to send to your PC.
- 8 Choose one of the options below:
- To store another Speed-Dial number go to ②.
 - To finish storing Speed-Dial numbers press **Stop/Exit**.



Note

- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One-Touch, Speed-Dial or Group number you chose first will be applied to the broadcast.
- When you create a group or broadcast using Scan to E-mail only **B/W200x100** and **B/W200dpi** are available. The file format can be TIFF or PDF.

Changing One-Touch and Speed-Dial numbers

If you try to store a One-Touch or Speed-Dial number over an existing number, the LCD will show the name or number already stored there.

- 1 Do one of the following:
- To change the stored number, press 1.
 - To exit without making a change, press 2.

23. Set Quick-Dial
#005: MIKE
▲ 1. Change
▼ 2. Exit
Select ▲▼ & OK

(MFC-8460N) Go to ③.

(MFC-8860DN and MFC-8870DW)

Go to ②.

- 2 (MFC-8860DN and MFC-8870DW only)
Press ▲ or ▼ to select **Fax/Tel**, **E-Mail** or **IFAX**.
Press **OK**.
- 3 Press ◀ or ▶ to position the cursor under the character you want to change, and then press **Clear/Back** to delete it. Repeat for each character you want to delete.
- 4 Enter a new number or character.
Press **OK**.
- 5 Follow the directions for Storing One-Touch Dial numbers and Storing Speed-Dial numbers. (See *Storing One-Touch dial numbers* on page 55 and *Storing Speed-Dial numbers* on page 57.)

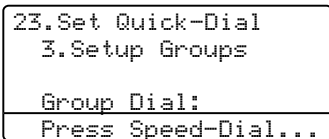
Setting up Groups for broadcasting

If you often want to send the same fax message to many fax numbers you can set up a group.

Groups are stored on a One-Touch key or a Speed-Dial number. Each group uses up a One-Touch key or a Speed-Dial location. You can then send the fax message to all the numbers stored in a group just by pressing a One-Touch key or entering a Speed-Dial number, and then pressing **Start**.

Before you can add numbers to a group, you need to store them as One-Touch or Speed-Dial numbers. You can have up to 20 small groups, or you can assign up to 339 numbers to one large group.

- 1 Press **Menu**, **2**, **3**, **3**.



```

23.Set Quick-Dial
 3.Setup Groups

Group Dial:
Press Speed-Dial...
  
```

- 2 Choose an empty location where you want to store the group in one of the following ways:
 - Press a One-Touch key.
 - Hold down **Shift** as you press **Search/Speed Dial**, and then enter the three-digit Speed-Dial location. Press **OK**.
- 3 Use the dial pad to enter a group number (1 to 20). Press **OK**.
(MFC-8460N) Go to 5.
(MFC-8860DN and MFC-8870DW) Go to 4.
- 4 (MFC-8860DN and MFC-8870DW only)
Press **▲** or **▼** to select **Fax/IFAX** or **E-Mail**. Press **OK**.

- 5 To add One-Touch or Speed-Dial numbers follow the instructions below:
 - For One-Touch numbers, press the One-Touch keys one after the other.
 - For Speed-Dial numbers, hold down **Shift** as you press **Search/Speed Dial**, and then enter the three-digit Speed-Dial location.

The LCD will display your chosen One-Touch numbers with a **✳** and Speed-Dial numbers with a **#** (for example **✳006**, **#09**).

- 6 Press **OK** when you have finished adding numbers.
- 7 Do one of the following:
 - Enter the name using the dial pad (up to 15 characters). Use the chart Entering Text on page 146 to help you enter letters. Press **OK**.
 - Press **OK** to store the group without a name.
- 8 Choose one of the options below:
(MFC-8460N)
 - To store the fax resolution, press **▲** or **▼** to select **Std**, **Fine**, **S.Fine** or **Photo**. Press **OK**.
 - Press **OK** if you don't want to change the default resolution.
 (MFC-8860DN and MFC-8870DW)
 - If you selected **Fax/IFAX** in 4, press **▲** or **▼** to select **Std**, **Fine**, **S.Fine** or **Photo**. Press **OK** and then go to 10.
 - If you selected **E-Mail** in 4, press **▲** or **▼** to select **B/W200x100** or **B/W200dpi**. Press **OK** and then go to 9.
 - Press **OK** if you don't want to change the default resolution. Go to 10.

**Note**

- If you have selected **Fax/IFAX** in ④ and added One-Touch or Speed-Dial numbers that are stored as 'IFAX', you cannot select **S.Fine**.
- When you create a group or broadcast using Scan to E-mail only **B/W200x100** and **B/W200dpi** are available. The file format can be TIFF or PDF.

- 9 Select the file format (TIFF or PDF) that will be used to send to your computer.
- 10 Do one of the following:
 - To store another group for broadcasting, go to ②.
 - To finish storing groups for broadcasting, press **Stop/Exit**.

Combining Quick-Dial numbers

You can combine more than one Quick-Dial number when you dial. This feature may be useful if you need to dial an access code for a cheaper rate long distance carrier.

For example, you might have stored '555' on Speed-Dial 003 and '7000' on Speed-Dial 002. You can use them both to dial '555-7000' if you press the following keys:

Hold down **Shift** as you press **Search/Speed Dial, 003**.

Hold down **Shift** as you press **Search/Speed Dial, 002** and **Start**.

Numbers can be added manually by entering them on the dial pad:

Hold down **Shift** as you press **Search/Speed Dial, 003, 7001** (on the dial pad), and **Start**.

This would dial '555-7001'. You can also add a pause by pressing the **Redial/Pause** key.

Tone or Pulse

If you 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 machine's control panel. Any digits dialled after this will send tone signals.
When you hang up, the machine will return to the Pulse dialling service.

Remote fax options let you receive faxes while you are away from the machine.

You can only use one fax option at a time.

Fax forwarding

The fax forwarding feature lets you automatically forward your received faxes to another machine. If you select Backup Print On, the machine will also print the fax.

- 1 Press **Menu**, **2**, **5**, **1**.

```

25.Remote Fax Opt
 1.Forward/Store
▲      Off
▼      Fax Forward
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **Fax Forward**. Press **OK**.

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

- 3 Enter the forwarding number using dial pad (up to 20 digits), using a One-Touch Key or using **Search/Speed Dial** and the three-digit location.



Note

- If you store a group on a One-Touch Key or a Speed Dial location, the faxes will be forwarded to several fax numbers.
- (MFC-8860DN and MFC-8870DW only)
You can also enter an E-mail address if your machine has been configured for the Internet Fax feature. (For details about Internet Fax, see *the Network User's Guide on the CD-ROM*. For information about Fax Forward to E-mail, see the Brother Solutions Center at <http://solutions.brother.com>)

- 4 Press **OK**.

- 5 Press **▲** or **▼** to select **On** or **Off**.

```

25.Remote Fax Opt
 Backup Print
▲      Off
▼      On
Select ▲▼ & OK
  
```

Press **OK**.

- 6 Press **Stop/Exit**.



Note

If you select Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a 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 for up to 4 days if there is a power failure. After 4 days, the faxes in the machine's memory will be deleted.

Fax storage

The fax storage feature lets you store your received faxes in the machine's memory. You can retrieve stored fax messages from a fax machine at another location using the remote retrieval commands, see *Retrieving fax messages* on page 65. Your machine will automatically print a copy of the stored fax.

- 1 Press **Menu, 2, 5, 1**.

```

25.Remote Fax Opt
 1.Forward/Store
▲      Off
▼      Fax Forward
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **Fax Storage**. Press **OK**.

- 3 Press **Stop/Exit**.

PC fax receive

The PC fax receive feature lets you automatically send your received faxes to your PC. You can then use your PC to view and store these faxes. If your PC is off when faxes are received, your machine will store them in memory until your PC is turned on again. If you select Backup Print On, the machine will also print the fax. (See *Fax forwarding* on page 61.)

For PC fax receive to work you must be connected to a PC that has the MFL-Pro Suite software installed. (See *PC-FAX receive in the Software User's Guide on the CD-ROM*.)

- 1 Press **Menu, 2, 5, 1**.

```

25.Remote Fax Opt
 1.Forward/Store
▲      Off
▼      Fax Forward
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **PC Fax Receive**. Press **OK**.

- 3 Press **▲** or **▼** to select the interface to which the PC is connected (<USB> or <Parallel>), or your computer name if the machine is connected to a network.

```

25.Remote Fax Opt
 1.Forward/Store
▲      <USB>
▼      <Parallel>
Select ▲▼ & OK
  
```

- 4 Press **▲** or **▼** to select **On** or **Off**. Press **OK**.

```

25.Remote Fax Opt
 Backup Print
▲      Off
▼      On
Select ▲▼ & OK
  
```

- 5 Press **Stop/Exit**.



Note

- If your machine has a problem and is unable to print faxes in memory, you can use this setting to transfer your faxes to a PC. (For details, see *Error messages* on page 106.)
- PC fax receive is not supported in Windows NT® Workstation Version 4.0 when the machine is connected on a network or in Mac OS®. (See *PC FAX receiving in the Software User's Guide on the CD-ROM*.)

Changing remote fax options

If received faxes are left in your machine's memory when you change to another remote fax option, the LCD will ask you the following message:

```

25.Remote Fax Opt
  Erase All Doc?
▲    1.Yes
▼    2.No
Select ▲▼ & OK
  
```

or

```

25.Remote Fax Opt
  Print All Fax?
▲    1.Yes
▼    2.No
Select ▲▼ & OK
  
```

- 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 remote fax option (**Fax Forward** or **Fax Storage**), the LCD will ask you the following message:

```

25.Remote Fax Opt
  Send Fax to PC?
▲    1.Yes
▼    2.No
Select ▲▼ & OK
  
```

- If you press **1**, faxes in the memory will be sent to your PC before the setting changes. Faxes in the memory will be sent to your PC when the PC-Fax Receive icon is active on your PC. *See the Software User's Guide.*
- If you press **2**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Turning off remote fax options

If you set the remote fax options to **Off** and there are faxes in your machine's memory, the LCD will give you two options:

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

Remote retrieval

The remote retrieval feature lets you retrieve your stored fax messages when you are not at the machine. You can call your machine from any touch tone phone or fax machine, then use the Remote Access Code to retrieve your 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 use the remote access and retrieval features, you have to set up your own code. The default code is an inactive code: -- --*.

- 1 Press **Menu**, **2**, **5**, **2**.

```

25.Remote Fax Opt
 2.Remote Access

Access Code:---*
Enter & OK Key
  
```

- 2 Enter a three-digit code using numbers **0 – 9**, ***** or **#**. Press **OK**.
- 3 Press **Stop/Exit**.



Note

Do not use the same code used for your Fax Receive Code (***51**) or Telephone Answer Code (**#51**). See *Changing the remote codes* on page 52.

You can change your code at any time. If you want to make your code inactive, press **Clear/Back** and then **OK** in 2 to restore the default setting -- --*.

Using your remote access code

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- 2 When your machine answers, immediately enter your remote access code (3 digits followed by *).
- 3 The machine signals if it has received messages:
 - *No beeps*
No messages received.
 - *1 long beep*
Fax message received.
- 4 The machine gives two short beeps to tell you to enter a command. The machine will hang up if you wait longer than 30 seconds before entering a command. If you enter an invalid command the machine will beep three times.
- 5 Press **90** to reset the machine 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, you can access your machine by waiting about 2 minutes after it starts ringing, and then entering the remote access code within 30 seconds.

Retrieving fax messages

- 1 Dial your fax number.
- 2 When your machine answers, immediately enter your remote access code (3 digits followed by ✱). If you hear one long beep, you have messages.
- 3 When you hear two short beeps, use the dial pad to press **9 6 2**.
- 4 Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent to, followed by **##** (up to 20 digits).
- 5 Hang up after you hear your machine beep. Your machine will call the other machine, which will then print your fax messages.



Note

You can insert a pause in a fax number by using the **#** key.

Changing the fax forwarding number

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

- 1 Dial your fax number.
- 2 When your machine answers, enter your remote access code (3 digits followed by ✱). If you hear one long beep, you have messages.
- 3 When you hear two short beeps, use the dial pad to press **9 5 4**.
- 4 Wait for a long beep, and then use the dial pad to enter the new number of the remote fax machine where you want your fax messages forwarded followed by **##** (up to 20 digits).
- 5 Press **9 0** to reset the machine when you have finished.
- 6 Hang up after you hear your machine beep.



Note

You can insert a pause in a fax number by using the **#** key.

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 OFF 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 the conditions have not been met (for example, registering a fax forwarding number). You can register your fax forwarding number by entering 4. (See <i>Changing the fax forwarding number</i> on page 65.) 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 65.)
	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	Press 9, 0 to exit remote retrieval. Wait for the long beep, then replace the handset.

Fax reports

Some fax reports (transmission verification and fax journal) can be printed automatically or manually.

Transmission verification report

You can use the transmission report as proof that you sent a fax. This report lists the time and date of transmission and whether the transmission was successful (shown as "OK"). If you select **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. Selecting **On+Image** or **Off+Image** will print a section of the fax's first page on the report to help you remember.

When the verification report is turned **Off** or to **Off+Image**, the report will only print if there is a transmission error.

- 1 Press **Menu, 2, 4, 1**.

```

24.Report Setting
 1.XMIT Report
▲      Off
▼      Off+Image
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select **On**, **On+Image**, **Off** or **Off+Image**. Press **OK**.
- 3 Press **Stop/Exit**.

Fax journal

You can set the machine to print a fax journal (activity report) at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). The default setting is **Every 50 Faxes**, this means that your machine will print the journal when the machine has stored 50 jobs.

If you set the interval to **Off**, you can still print the report by following the steps on the next page.

- 1 Press **Menu, 2, 4, 2**.

```

24.Report Setting
 2.Journal Period
▲      Every 50 Faxes
▼      Every 6 Hours
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to choose an interval. Press **OK**. If you choose 7 days, you will be asked to choose a day when you want the 7 day countdown to begin.
- 3 Enter the time to begin printing, in 24 hour format. Press **OK**.
For example: enter 19:45 for 7:45 PM.

- 4 Press **Stop/Exit**.

If you select 6, 12, 24 hours, 2 or 7 days, the machine will print the report at the selected time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you selected has passed, the machine will print the journal early and then erase all jobs from memory.

If you want an extra report before it is due to print, you can print it manually without erasing the jobs from memory.

Reports

The following reports are available:

1 XMIT Verify

Displays the Transmission Verification Report for your last 200 outgoing faxes at most and prints the last report.

2 Help List

Prints a list of commonly used functions to help you program your machine.

3 Tel Index List

Prints a list of names and numbers stored in the One-Touch and Speed-Dial memory in numerical or alphabetical order.

4 Fax Journal

Prints a list of information about your last 200 incoming and outgoing faxes. (TX: transmit.) (RX: receive.)

5 User Settings

Print a list of your current settings.

6 Network Config

Lists your network settings.

7 Order Form

You can print an accessories order form to fill out and send to your Brother dealer.

How to print a report

1 Press **Menu**, **5**.

```
5.Print Reports
 1.XMIT Verify
 2.Help List
 3.Tel Index List
Select ▲▼ & OK
```

2 Choose one of the options below:


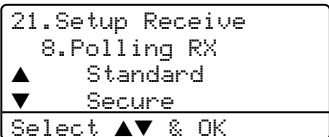
- Press **▲** or **▼** to select the report you want. Press **OK**.
- Enter the number of the report you want to print. For example, press **2** to print the help list.

3 Press **Start**.

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 lets you call another fax machine to receive a fax.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 8**.

- 3 Press **▲** or **▼** to select *Standard*. Press **OK**.
- 4 Enter the fax number you are polling. Press **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 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 8**.
- 3 Press **▲** or **▼** to select *Secure*. Press **OK**.
- 4 Enter a four-digit secure code. Press **OK**. This is the security code of the fax machine you are polling.
- 5 Enter the fax number you are polling.
- 6 Press **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 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 8**.
- 3 Press **▲** or **▼** to select *Timer*. Press **OK**.
- 4 Enter the time (in 24-hour format) you want to begin polling. Press **OK**.
For example, enter 21:45 for 9:45 PM.
- 5 Enter the fax number you are polling. Press **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 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 8**.

```
21.Setup Receive
  8.Polling RX
  ▲ Standard
  ▼ Secure
Select ▲▼ & OK
```

- 3 Press **▲** or **▼** to choose *Standard*, *Secure* or *Timer*. Press **OK**.
- 4 Choose one of the options below.
 - If you selected *Standard* go to 5.
 - If you selected *Secure*, enter a four-digit number, press **OK**, go to 5.
 - If you selected *Timer*, enter the time (in 24-hour format) you want to begin polling and press **OK**, go to 5.
- 5 Specify the destination fax machines you want to poll by using One-Touch, Speed-Dial, Search, a Group and or the dial pad. You must press **OK** between each location.
- 6 Press **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, press **Menu, 2, 6**.

Polled transmit


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

Setup for polled transmit

- 1 Make sure you are in Fax mode .
 - 2 Load your document.
 - 3 Press **Menu, 2, 2, 6**.
- ```
22.Setup Send
 6.Polled TX
 ▲ Standard
 ▼ Secure
Select ▲▼ & OK
```
- 4 Press **▲** or **▼** to select *Standard*. Press **OK**.

### Setup for polled transmit with a 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 Make sure you are in Fax mode .
  - 2 Load your document.
  - 3 Press **Menu, 2, 2, 6**.
- ```
22.Setup Send
  6.Polled TX
  ▲ Standard
  ▼ Secure
Select ▲▼ & OK
```
- 4 Press **▲** or **▼** to select *Secure*. Press **OK**.
 - 5 Enter a four-digit number. Press **OK**.



Copy

Making copies


72

12

Making copies

How to copy


Entering copy mode

Press  (**Copy**) to enter Copy mode.


```
1 — Contrast:-□□■□□+
2 — Quality :Auto
3 — Enlg/Red:100%
4 — Tray    :MP>T1
Press ▲▼ or Start 01—5
```

- 1 **Contrast**
- 2 **Quality**
- 3 **Copy Ratio**
- 4 **Tray Use**
- 5 **Number of Copies**

Making a single copy

- 1 Make sure you are in Copy mode
.
- 2 Load your document.
- 3 Press **Start**.

Making multiple copies

- 1 Make sure you are in Copy mode
.
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Start**.



Note

To sort your copies, press **Sort**. (See *Sorting copies using the ADF* on page 79.)

Stop copying

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

Copy options

When you want to quickly change the copy settings temporarily for the next copy, use the Copy keys. You can use different combinations.

(MFC-8460N)



(MFC-8860DN and MFC-8870DW)



The machine returns to its default settings after 60 seconds or if the Mode Timer returns the machine to Fax mode. (See *Mode timer* on page 18.)

Changing copy quality

You can select from a range of quality settings. The default setting is *Auto*.

■ Auto

Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.


■ Text

Suitable for documents containing only text.

■ Photo

Suitable for copying photographs.

To temporarily change the quality setting, follow the instruction below:

- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 (MFC-8460N)
Press **Quality**.
(MFC-8860DN and MFC-8870DW only)
Press **Contrast/Quality**.
Press **▲** or **▼** to choose *Quality*.
Press **OK**.
- 5 Press **◀** or **▶** to choose *Auto*, *Text* or *Photo*.
Press **OK**.
- 6 Press **Start**.

To change the default setting, follow the instructions below:


- 1 Press **Menu, 3, 1**.



- 2 Press **▲** or **▼** to choose the copy quality. Press **OK**.
- 3 Press **Stop/Exit**.

Changing text copy resolution

You can change the text copy resolution to 1200x600dpi if you have selected **Text** from the **Quality** or **Contrast/Quality** options, and make a copy with 100% ratio using the scanner glass. To change the text copy resolution, follow the instructions below:

- 1 Make sure you are in Copy mode .
- 2 Put your document on the scanner glass.
- 3 Press **Menu**, **3**, **2**.

32.FB Txt Quality


▲ 1200x600dpi

▼ 600dpi

Select ▲▼ & OK
- 4 Press ▲ or ▼ to choose the text copy resolution. Press **OK**.
- 5 Press **Stop/Exit**.

Enlarging or reducing the image copied


You can select the following enlargement or reduction ratios:

<div>Press</div> <div>Enlarge/Reduce</div> <div></div>	100%*
	104% EXE→LTR
	141% A5→A4
	200%
	Auto
	Custom (25-400%)
	50%
	70% A4→A5
	78% LGL→LTR
	83% LGL→A4
	85% LTR→EXE
	91% Full Page
	94% A4→LTR
	97% LTR→A4

Custom (25-400%) allows you to enter a ratio from 25% to 400%.

Auto sets the machine to calculate the reduction ratio that best fits the size of paper.

To enlarge or reduce the next copy follow the instructions below:

- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Enlarge/Reduce**.
- 5 Press **Enlarge/Reduce** or ►.

- 6 Choose one of the options below:
- Press ▲ or ▼ to select the enlargement or reduction ratio you want. Press **OK**.
 - Press ▲ or ▼ to select *Custom* (25–400%). Press **OK**. Use the dial pad to enter an enlargement or reduction ratio from 25% to 400%. (For example, press **5 3** to enter 53%.) Press **OK**.

- 7 Press **Start**.



Note

- The Auto setting is available only when loading from the ADF.
- Page Layout Options 2 in 1(P), 2 in 1(L), 4 in 1(P), 4 in 1(L) or Poster are not available with Enlarge/Reduce. (P) means Portrait and (L) means Landscape.

Making N in 1 copies or a poster

You can reduce the amount of paper used when copying 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.

Important

- Please make sure the paper size is set to Letter, A4, Legal or Folio.
- (P) means Portrait and (L) means Landscape.
- You can only use the N in 1 copy and poster feature with 100% copy size.
- You can only make one poster copy at a time.

- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **N in 1**.
- 5 Press ▲ or ▼ to select 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L), Poster (3 x 3) or Off (1 in 1). Press **OK**.
- 6 Press **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 7.

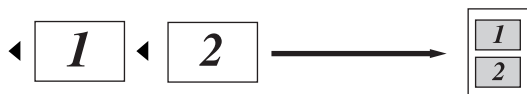
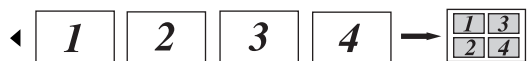
- 7 After the machine scans the page, press **1** to scan the next page.

Flatbed Copy:	
Next Page?	
▲	1.Yes
▼	2.No
Select ▲▼ & OK	

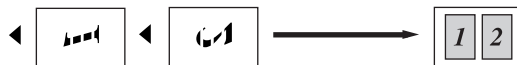
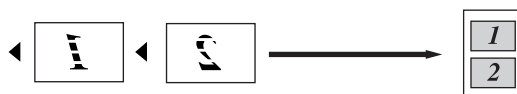
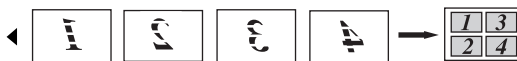
- 8 Put the next page on the scanner glass. Press **OK**. Repeat 7 and 8 for each page of the layout.
- 9 After all the pages have been scanned, press **2** to finish.

If you are copying from the ADF:

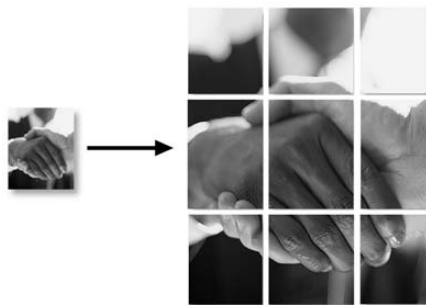
Insert your document face up in the direction shown below:

■ **2 in 1 (P)**■ **2 in 1 (L)**■ **4 in 1 (P)**■ **4 in 1 (L)****If you are copying from the scanner glass:**

Insert 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 (3x3)**

You can make a poster size copy of a photograph.



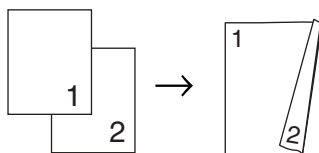
Duplex (2-sided) copying (MFC-8860DN and MFC-8870DW only)

If you want to automatically copy 2-sided document using the duplex copy feature, load your document in the ADF.

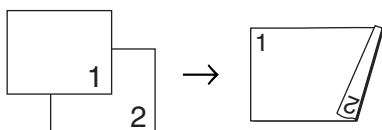
Duplex Copy

■ 1 sided → 2 sided

Portrait

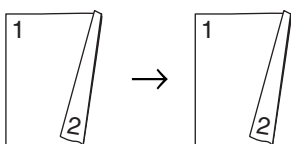


Landscape

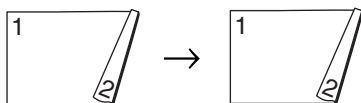


■ 2 sided → 2 sided

Portrait

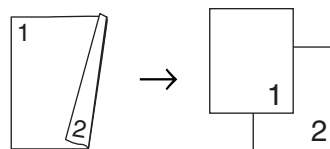


Landscape

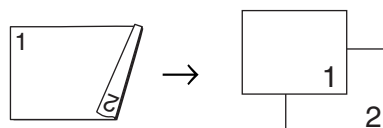


■ 2 sided → 1 sided

Portrait



Landscape



- 1 Make sure you are in Copy mode
 - 2 Load your document.
 - 3 Use the dial pad to enter the number of copies (up to 99).
 - 4 Press **Duplex** and **▲** or **▼** to select
1sided → 2sided,
2sided → 2sided or
2sided → 1sided.
- Duplex
 ▲1sided → 2sided
 2sided → 2sided
 ▼2sided → 1sided
 Select ▲▼ & OK
- Press **OK**.
- 5 Press **Start** to scan the document.



Note

Duplex copy using a 2-sided legal size document is not available from the ADF.

If you are using the scanner glass, go to 6.

- 6 After the machine scans the page, press **1** to scan the next page.

```
Flatbed Copy:
Next Page?
▲ 1.Yes
▼ 2.No
Select ▲▼ & OK
```

- 7 Put the next page on the scanner glass. Press **OK**.

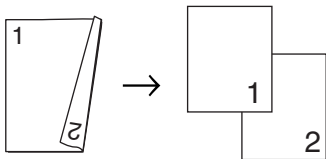
Repeat 6 and 7 for each page of the layout.

- 8 After all the pages have been scanned, press **2** in 6 to finish.

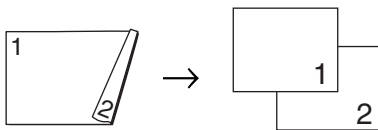
Advanced Duplex Copy

■ Advanced 2 sided → 1 sided

Portrait

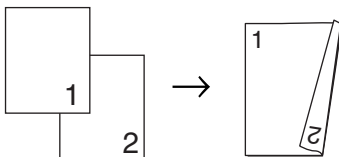


Landscape

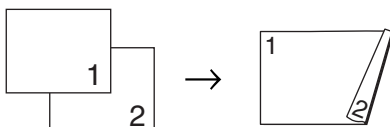



■ Advanced 1 sided → 2 sided

Portrait



Landscape



- 1 Make sure you are in Copy mode 

- 2 Load your document.

- 3 Use the dial pad to enter the number of copies (up to 99).

- 4 Press **Duplex** and **▲** or **▼** to select **Advanced**.

```
Duplex
▲1sided → 2sided
2sided → 2sided
▼2sided → 1sided
Select ▲▼ & OK
```

Press **OK**.

- 5 Press **▲** or **▼** to select **2sided → 1sided** or **1sided → 2sided**. Press **OK**.

```
Duplex Advanced
▲2sided → 1sided
▼1sided → 2sided
Select ▲▼ & OK
```

- 6 Press **Start** to scan the document.



Note

Duplex copy using a 2-sided legal size document is not available from the ADF.

If you are using the scanner glass, go to 7.

- 7 After the machine scans the page, press **1** to scan the next page.

```
Flatbed Copy:
Next Page?
▲ 1.Yes
▼ 2.No
Select ▲▼ & OK
```


- 8 Put the next page on the scanner glass. Press **OK**.

Repeat 7 and 8 for each page of the layout.

- 9 After all the pages have been scanned, press **2** in 7 to finish.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 1 2 3, 1 2 3, 1 2 3, and so on.


- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Sort**.
- 5 Press **Start**.

Adjusting contrast

Contrast

Adjust the contrast to help an image look sharper and more vivid.

To temporarily change the contrast setting, follow the instruction below:

- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 (MFC-8460N)
Press **Contrast**.
(MFC-8860DN and MFC-8870DW only)
Press **Contrast/Quality**.
Press **▲** or **▼** to choose **Contrast**.
Press **OK**.

```
Contrast:-□□■□□+▶
Quality :Auto
Enlg/Red:100%
Tray    :MP>T1
Select ◀▶ & OK
```

- 5 Press **◀** or **▶** to increase or decrease the contrast. Press **OK**.
- 6 Press **Start**.

To change the default setting follow the instructions below:


- 1 Press **Menu, 3, 3**.

```
33.Contrast
      -□□■□□+
Select ◀▶ & OK
```

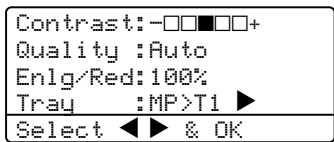
- 2 Press **◀** or **▶** to change the contrast. Press **OK**.
- 3 Press **Stop/Exit**.

Tray Select

You can change the tray use only for the next copy.

- 1 Make sure you are in Copy mode  .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).

- 4 Press **Tray Select**.



- 5 Press ◀ or ▶ to select the tray usage. Press **OK**.
- 6 Press **Start**.

Press Tray Select	MP>T1 or M>T1>T2
	T1>MP or T1>T2>M
	#1 (XXX) *
	#2 (XXX) *
	MP (XXX) *

* XXX is the paper size you set in **Menu, 1, 3**.

Note

- T2 and #2 appear only if the optional paper tray is installed.
- To change the Tray Select setting, see *Tray use in Copy mode* on page 19.

Out of Memory message

If the memory becomes full while you are making copies, the LCD message will guide you through the next step.

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

To gain extra memory, choose one of the solutions below:

- Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 45.)
- You can turn off remote fax options. (See *Turning off remote fax options* on page 63.)
- Add optional memory (See *Memory Board* on page 92.)

Note

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%.



Software

Software and Network features

82

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 7 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 8 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 9 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 11 in the Software User's Guide on the CD-ROM.*)

■ Brother PC-FAX

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

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

■ LDAP

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

■ Network Faxing

(See *the Network 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 10 in the Software User's Guide on the CD-ROM.*)

■ Wireless Network Users (MFC-8870DW only)

(For details on connecting your machine to a wireless Network, see *the Quick Setup Guide and Network User's Guide on the CD-ROM.*)



Note

See *Accessing the complete User's Guide* on page 3.



Appendices

Safety and Legal	84
Options	92
Troubleshooting and routine maintenance	94
Menu and Features	129
Specifications	148
Glossary	160

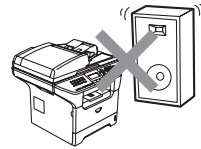
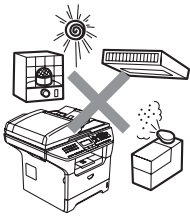
A

Safety and Legal

Choosing a location

Place your machine on a flat, stable surface that is free of vibration. Put the machine near a telephone socket and a standard, grounded electrical socket. Choose a location where the temperature remains between 10° and 32.5° C.

- Make sure cables leading to the machine do not constitute a trip hazard.
- Avoid placing your machine on the carpet.
- Do not place near heaters, air conditioners, water, chemicals, or refrigerators.
- Do not expose the machine to direct sunlight, excessive heat, moisture, or dust.
- Do not connect your machine to electrical sockets controlled by wall switches or automatic timers, or to the same circuit as large appliances that might disrupt the power supply.
- Avoid sources of interference, such as speakers, or the base units of cordless phones.



Important Information

Safety precautions

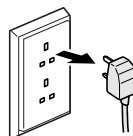
Please read these instructions before attempting any maintenance, and keep them for later reference. When using your telephone equipment, follow basic safety precautions to reduce the risk of fire, electric shock or personal injury.

- Do not use this product near water, or in a damp environment.
- Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- We do not advise using an extension lead.
- Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.
- If any cables become damaged, disconnect your machine, and contact your Brother dealer.
- Do not place any objects on the machine, or obstruct the air vents.
- Do not use flammable substances near the machine.
Doing this might cause a fire or electrical shock.
- This product should be connected to an adjacent grounded AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.
- Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

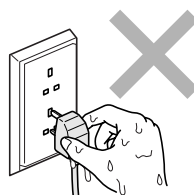
WARNING



Before cleaning the inside of the machine, first unplug the telephone line cord, and then the power cord from the electrical socket.



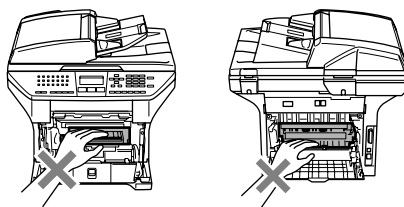
Do not handle the plug with wet hands. Doing this might cause an electrical shock.



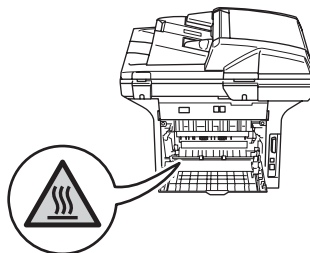
Always make sure the plug is fully inserted.



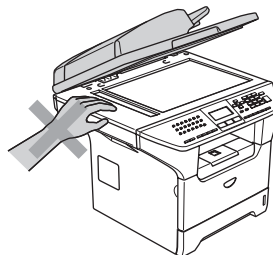
After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, DO NOT touch the shaded parts shown in the illustration.



The fuser unit is marked with a caution label. DO NOT remove or damage the label.

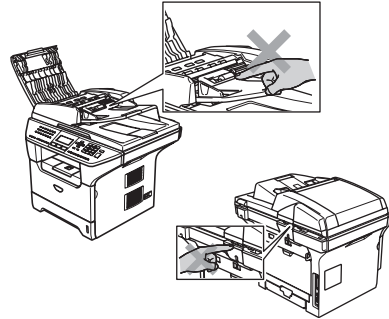


To prevent injuries, be careful not to put your hands on the edge of the machine under the document cover as shown in the illustration.



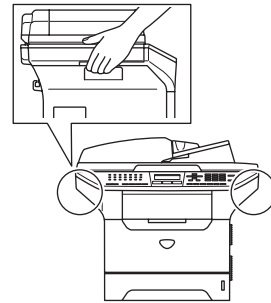


To prevent injuries, DO NOT put your fingers in the area shown in the illustrations.



DO NOT use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free cloth and dispose of it according to local regulations.

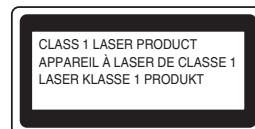
If moving your machine, use the handholds provided. First making sure to disconnect any cables.



IEC 60825-1 Specification

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

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



Laser Diode

Wave length: 770 - 810 nm

Output: 5 mW max.

Laser Class: Class 3B



WARNING

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

Disconnect device

This product must be installed near an electrical socket that is easily accessible. In case of emergency, you must disconnect the power cord from the electrical socket to shut off power completely.

Wiring information

If you need to replace the plug fuse, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse.

Always replace the fuse cover. Never use a plug that does not have a cover. If in any doubt, call a qualified electrician. **Warning - This printer must be earthed.**

The wires in the mains lead are coloured in line with the following code:

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

LAN connection

CAUTION

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

Radio interference

This product complies with EN55022 (CISPR Publication 22)/Class B. When connecting the machine to a computer, ensure that you use the following interface cables.

- 1 A shielded parallel interface cable with twisted-pair conductors and that is marked IEEE 1284 compliant. The cable must not exceed 2.0 metres in length.
- 2 A USB cable which must not exceed 2.0 metres in length.

EU Directive 2002/96/EC and EN50419




European
Union only

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)

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 place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6 Slots and openings in the casing at 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 adequate ventilation is provided.
- 7 This product should be connected to an AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.
- 8 This product is equipped with a 3-wire grounded plug. 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.
- 9 Use only the power cord supplied with this machine.
- 10 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 11 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 12 Wait until pages have exited the machine before picking them up.
- 13 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. Incorrect 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 casing has been damaged.
 - If the product exhibits a distinct change in performance, indicating a need for service.

14 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

15 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.

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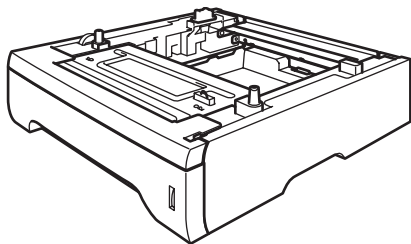
Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.

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

Optional Paper Tray (LT-5300)

An optional lower tray can be installed, and it can hold up to 250 sheets of 80 g/m² (20 lb) paper.

When an optional tray is installed, the machine can hold up to 550 sheets of plain paper. If you want to buy an optional lower tray unit, contact your Brother dealer.



For setup, see the User's Guide that we have supplied with the lower tray unit.

Memory Board

This machine has 32 MB of standard memory and one slot for optional memory expansion. You can expand the memory up to 544 MB by installing dual in-line memory modules (DIMMs). When you add the optional memory, it increases the performance for both copier and printer operations.

DIMM types

You can install the following DIMM:

- 128 MB Buffalo Technology
VN133-D128 / VN133-X128
- 256 MB Buffalo Technology
VN133-D256
- 512 MB Buffalo Technology
VN133-D512
- 64 MB TechWorks 12165-0004
- 128 MB TechWorks 12462-0001
- 256 MB TechWorks 12485-0001
- 512 MB TechWorks 12475-0001



Note

- For more information, visit the Buffalo Technology site at <http://www.buffalotech.com>.
- For more information, visit the Techworks web site at <http://www.techworks.com>.

In general, the DIMM must have the following specifications:

Type: 144 pin and 64 bit output

CAS latency: 2

Clock frequency: 100 MHz or more

Capacity: 64, 128, 256 or 512 MB

Height: 31.75 mm (1.25 in.)

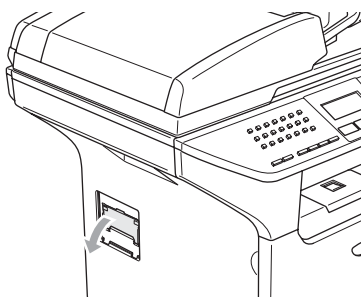
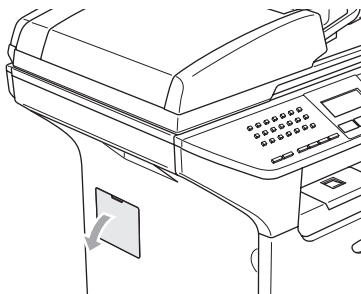
Dram Type: SDRAM 2 Bank

**Note**

- There might be some DIMMs that will not work with the machine.
- For more information, contact your Brother dealer.

Installing extra memory

- 1 Turn off the machine's power switch. Unplug the telephone line cord.
- 2 Disconnect the interface cable from the machine, and then unplug the power cord from the electrical socket.
- 3 Remove the DIMM cover and interface access cover.

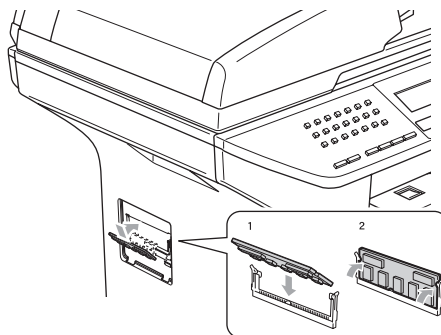


- 4 Unpack the DIMM and hold it by its edges.

**CAUTION**

To prevent damage to the machine from static electricity, DO NOT touch the memory chips or the board surface.

- 5 Hold the DIMM by the edges and align the notches in the DIMM with the protrusions in the slot. Insert the DIMM diagonally (1), then tilt it toward the interface board until it clicks into place (2).



- 6 Put the interface access cover and the DIMM cover back on.
- 7 Plug the machine's power cord back into the electrical socket first, and then connect the interface cable.
- 8 Plug in the telephone line cord. Turn on the machine's power switch.

Troubleshooting

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips. Visit us at

<http://solutions.brother.com>.

Solutions to common problems

If you think there is a problem with the way your faxes look, make a copy first. If the copy looks good, the problem may not be your machine. Check the chart below and follow the troubleshooting tips.

Printing or Receiving Faxes

Difficulties	Suggestions
<ul style="list-style-type: none"> ■ Condensed print ■ Horizontal streaks ■ Top and bottom sentences are cut off ■ Missing lines 	Usually this is caused by a poor telephone connection. If your copy looks good, you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Poor print quality	See <i>Improving the print quality</i> on page 100.
Vertical black lines when receiving	The primary corona wire may be dirty. Clean the primary corona wire. (See <i>Cleaning the corona wire</i> on page 120.)
	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.
	If the problem continues, call Brother or your dealer for service.
Received faxes appear as split or blank pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, your paper size setting may not be correct for the paper you are using. (See <i>Paper Size</i> on page 19.)
	Turn on auto reduction. (See <i>Printing a reduced incoming fax</i> on page 43.)

Phone Line or Connections

Difficulties	Suggestions
Dialling does not work.	Check for a dial tone.
	Change Tone/Pulse setting. (See <i>the Quick Setup Guide</i> .)
	Check all line cord connections.
	Check that the machine is plugged in and switched on.
	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 tones before pressing Start .

Phone Line or Connections (Continued)

Difficulties	Suggestions
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See <i>Receiving a fax</i> on page 39.) 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.

Sending Faxes

Difficulties	Suggestions
Poor sending quality.	Try changing your resolution to <i>Fine</i> or <i>S.Fine</i> . 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 glass</i> on page 118.)
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 free up extra memory, you can turn off fax storage (see <i>Turning off remote fax options</i> on page 63), print fax messages in memory (see <i>Printing a fax from the memory</i> on page 45) or cancel a delayed fax or polling job (see <i>Checking and cancelling waiting jobs</i> on page 38). 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 Compatibility setting to <i>Basic</i> . (See <i>Compatibility</i> on page 105.)
Vertical black lines when sending.	If the copy you made shows the same problem, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 118.)

Handling Incoming Calls

Difficulties	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 42.)
Sending a Fax Call to the machine.	If you answered on an external or extension phone, press your Fax Receive Code (default setting is (* 51)). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Voice Mail, an answering machine, 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 its 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 line with no custom features is recommended.

Menu Setting Difficulties

Difficulties	Suggestions
Key operations do not work.	Check that the control panel is fitted correctly on the machine. Reinstall the control panel.

Menu Setting Difficulties (Continued)

Difficulties	Suggestions
The machine beeps when you try to access the Setup Receive and Setup Send menus.	If the Fax key is not illuminated, press it to turn on Fax mode. The Setup Receive setting (Menu, 2, 1) and Setup Send setting (Menu, 2, 2) are available only when the machine is in Fax mode.

Copy Quality Difficulties

Difficulties	Suggestions
Vertical streaks appear in copies.	Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See <i>Cleaning the scanner glass</i> on page 118 and <i>Cleaning the corona wire</i> on page 120.)

Printing Difficulties

Difficulties	Suggestions
No printout.	<ul style="list-style-type: none"> ■ Check that the machine is plugged in and the power switch is turned on. ■ Check that the toner cartridge and drum unit are installed properly. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.) ■ Check the interface cable connection on both the machine and your computer. (See <i>the Quick Setup Guide</i>.) ■ Check that the correct printer driver has been installed and chosen. ■ Check to see if the LCD is showing an error message. (See <i>Error messages</i> on page 106.) ■ The machine is online. On your PC, click Start and then Printers and Faxes. Right-click 'Brother MFC-XXXX (where XXXX is your model name)'. Make sure that 'Use Printer Offline' is unchecked.
The machine prints unexpectedly or it prints garbage.	<ul style="list-style-type: none"> ■ Pull out the paper tray and wait until the machine stops printing, then switch off the machine and disconnect from the power for several minutes. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.) ■ Check the settings in your application to make sure it is set up to work with your machine. ■ If you are using the parallel port connection, check that the port is set to BRMFC and not LPT1.
The machine prints the first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the machine's input buffer's full signal. Make sure that you connected the interface cable correctly. (See <i>the Quick Setup Guide</i> .)
The machine cannot print full pages of a document. Out of Memory message appears.	<ul style="list-style-type: none"> ■ Reduce the printing resolution. (See <i>Advanced tab in the Software User's Guide on the CD-ROM</i>.) ■ Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application. ■ Add more memory. See <i>Installing extra memory</i> on page 93.
The headers or footers in the document are displayed on the screen but they do not show up when it is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this.

Printing Difficulties (Continued)

Difficulties	Suggestions
The machine does not print on both sides of the paper even though the printer driver setting is Duplex. (MFC-8860DN and MFC-8870 DW only)	Check the paper size setting in the printer driver. You need to select A4, Letter, Legal or Folio.
The machine is not printing or has stopped printing and the machine's status LED is yellow.	Press Job Cancel . As the machine cancels the job and clears it from the memory it may produce an incomplete printout. Try to print again.

Scanning Difficulties

Difficulties	Suggestions
TWAIN errors appear while scanning.	Make sure that the Brother TWAIN driver is chosen as the primary source. In PaperPort®, click File, Scan and choose the Brother TWAIN driver .

Software Difficulties

Difficulties	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.
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.
The machine does not print from Adobe Illustrator.	Try to reduce the print resolution. (See <i>Advanced tab in the Software User's Guide on the CD-ROM</i> .)
When using ATM fonts, some characters are missing or wrong characters are printed in their place.	If you are using Windows® 98/98SE/Me, click Start, Settings , and then Printers . Right-click Brother MFC-XXXX (where XXXX is your model name) and click Properties . Click Spool Setting on the Details tab. Choose RAW from Spool Data Format .
'Unable to write to LPT1', 'LPT1 already in use' or 'MFC is Busy' error message appears.	Make sure that the machine is on (plugged into the electrical socket and the power switch turned on) and that it is connected directly to the computer using the IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box).
	Make sure that the LCD does not show an error message.
	Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you turn on the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc.) Suggested areas to check: (Load=, Run=command lines in the win.ini file or the Setup Group)
	Check with your computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine; i.e. (Parallel Port Mode – ECP)

Paper Handling Difficulties

Difficulties	Suggestions
The machine does not load paper. The LCD shows <i>No Paper</i> or a Paper Jam message.	<ul style="list-style-type: none"> ■ If there is no paper, load a new stack of paper into the paper tray. ■ If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray. ■ Reduce the amount of paper in the paper tray, and then try again. ■ Check that the MP tray mode is not selected in the printer driver. ■ If the LCD shows a Paper Jam message and you still have a problem, see <i>Paper jams</i> on page 112.
The machine does not feed paper from the MP tray.	<ul style="list-style-type: none"> ■ Fan the paper well and put it back in the tray firmly. ■ Make sure that MP tray mode is chosen in the printer driver.
I need to know how to load envelopes.	You can load envelopes from the MP tray. Your application must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application. See your application's manual for more information.
I need to know which paper is good to use.	You can use plain paper, recycled paper, envelopes, transparencies and labels that are made for laser machines. (For details, see <i>Acceptable paper and other media</i> on page 12.)
There is a paper jam.	See <i>Paper jams</i> on page 112.



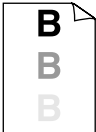

Print Quality Difficulties



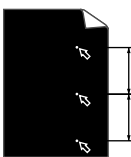
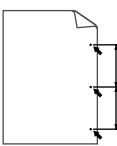

Difficulties	Suggestions
Printed pages are curled.	<p>Low quality thin or thick paper or not printing on the recommended side of the paper could cause this problem. Try turning over the stack of paper in the paper tray.</p> <p>Make sure that you choose the Paper Type that suits the media type you are using. (See <i>Acceptable paper and other media</i> on page 12.)</p>
Printed pages are smeared.	The Paper Type setting may be incorrect for the type of print media you are using, or the print media may be too thick or have a rough surface. (See <i>Acceptable paper and other media</i> on page 12 and <i>Basic tab in the Software User's Guide on the CD-ROM</i> .)
Printouts are too light.	<ul style="list-style-type: none"> ■ If this problem occurs when making copies or printing received faxes, turn Toner Save mode to off in the machine menu settings. (See <i>Toner save</i> on page 22.) ■ Set Toner Save mode to off in the Advanced tab in the printer driver. (See <i>Advanced tab in the Software User's Guide on the CD-ROM</i>.)



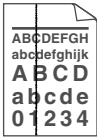


Network Difficulties



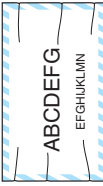
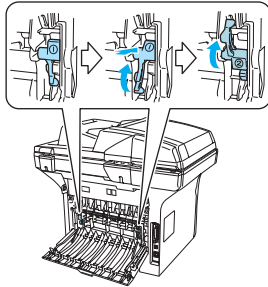
Difficulties	Suggestions
Cannot print over a wired Network.	<ul style="list-style-type: none"> ■ Make sure your machine is powered on and is on-line and in Ready mode. Print the Network Configuration list to see your current Network settings. (See <i>How to print a report</i> on page 68.) Reconnect the 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 upper LED of the back panel of the machine will be green. ■ If you are using a wireless connection or are having Network problems see <i>the Network User's Guide on the CD-ROM</i> for more information.
The network scanning feature does not work.	<p>(For Windows® only) The 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 third party firewall (anything other than the built-in Windows firewall), see <i>the instructions for that software</i> or <i>contact the software manufacturer</i>.</p> <p><Windows® XP SP2></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), select 'UPD' and click 'OK'. 4. Make sure that the new setting is added and is checked, and then click 'OK'. <p>For Windows® XP SP1, please visit the Brother Solutions Center.</p>
The network PC-Fax Receive feature does not work.	
Your computer cannot find your machine.	<p><For Windows® users></p> <p>The firewall setting on your PC may be rejecting the necessary network connection. For details, see the instruction above.</p> <p><For 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>


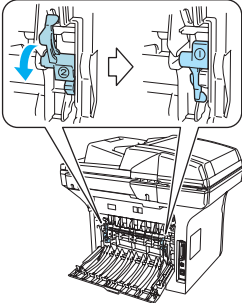
Improving the print quality

Examples of poor print quality	Recommendation
 <p>Faint</p>	<ul style="list-style-type: none"> ■ Check the machine's environment. Conditions such as humidity, high temperatures, and so on, may cause this print fault. (See <i>Choosing a location</i> on page 84.) ■ If the whole page is too light, Toner Save mode may be on. Turn off Toner Save mode in the machine's menu settings or in the printer Properties of the driver. (See <i>Toner save</i> on page 22 or <i>Advanced tab in the Software User's Guide on the CD-ROM</i>.) ■ If this problem occurs when making copies or printing received faxes, turn off Toner Save mode in the machine's menu setting. (See <i>Toner save</i> on page 22.) ■ Clean the scanner window and the primary corona wire of the drum unit. (See <i>Cleaning the laser scanner window</i> on page 118 and <i>Cleaning the corona wire</i> on page 120.) If the print quality has not improved, put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.) ■ Put in a new toner cartridge. (See <i>Replacing the toner cartridge (TN-3130/TN-3170)</i> on page 121.)
 <p>Grey background</p>	<ul style="list-style-type: none"> ■ Make sure that you use paper that meets our specifications. (See <i>Acceptable paper and other media</i> on page 12.) ■ Check the machine's environment. Conditions such as high temperatures and high humidity can increase the amount of background shading. (See <i>Choosing a location</i> on page 84.) <p>Install a new toner cartridge. (See <i>Replacing the toner cartridge (TN-3130/TN-3170)</i> on page 121.)</p> <ul style="list-style-type: none"> ■ Clean the primary corona wire and the drum unit. (See <i>Cleaning the corona wire</i> on page 120 and <i>Cleaning the drum unit</i> on page 120.) If the print quality has not improved, put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)
 <p>Ghost</p>	<ul style="list-style-type: none"> ■ Make sure that you use paper that meets our specifications. Rough-surfaced paper or thick paper may cause this problem. ■ Make sure that you choose the correct media type in the printer driver or in the machine's Paper Type menu setting. (See <i>Acceptable paper and other media</i> on page 12 and <i>Basic tab in the Software User's Guide on the CD-ROM</i>.) ■ Put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)
 <p>Toner specks</p>	<ul style="list-style-type: none"> ■ Make sure that you use paper that meets our specifications. Rough-surfaced paper may cause the problem. (See <i>Acceptable paper and other media</i> on page 12.) ■ Clean the primary corona wire and the drum unit. (See <i>Cleaning the corona wire</i> on page 120 and <i>Cleaning the drum unit</i> on page 120.) If the print quality has not improved, put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)

Examples of poor print quality	Recommendation
 <p>Hollow print</p>	<ul style="list-style-type: none"> ■ Make sure that you use paper that meets our specifications. (See <i>Acceptable paper and other media</i> on page 12.) ■ Choose Thick paper mode in the printer driver or in the machine's Paper Type menu setting, or use thinner paper than you are currently using. (See <i>Paper Type</i> on page 18 and <i>Basic tab in the Software User's Guide on the CD-ROM</i>.) ■ Check the machine's environment. Conditions such as high humidity can cause hollow print. (See <i>Choosing a location</i> on page 84.) ■ Clean the primary corona wire on the drum unit. (See <i>Cleaning the corona wire</i> on page 120.) If the print quality has not improved, put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)
 <p>All black</p>	<ul style="list-style-type: none"> ■ Clean the primary corona wire on the drum unit. (See <i>Cleaning the corona wire</i> on page 120.) ■ The drum unit may be damaged. Put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)
 <p>White Spots on black text and graphics at 94 mm (3.7 in.) intervals</p>  <p>Black Spots at 94 mm (3.7 in.) intervals</p>	<p>Dust, paper powder, glue, or other substances may stick to the surface of the photosensitive drum (OPC) and cause black or white spots to appear on printed documents.</p> <p>Make a few copies of a blank, white sheet of paper. (See <i>Making multiple copies</i> on page 72.)</p> <p>If you still see the spots on printed documents after making multiple copies, clean the drum unit (see <i>Cleaning the drum unit</i> on page 120).</p> <p>If the print quality still has not improved you need to install a new drum. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)</p>
 <p>Black toner marks across the page</p>	<ul style="list-style-type: none"> ■ Make sure that you use paper that meets our specifications. (See <i>Acceptable paper and other media</i> on page 12.) ■ If you use label sheets for laser printers, the glue from the sheets may sometimes stick to the OPC drum surface. Clean the drum unit. (See <i>Cleaning the drum unit</i> on page 120.) ■ Do not use paper that has clips or staples because they will scratch the surface of the drum. ■ If the unpacked drum unit is in direct sunlight or room light, the unit may be damaged. ■ The drum unit may be damaged. Put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)

Examples of poor print quality	Recommendation
 <p>White lines across the page</p>	<ul style="list-style-type: none"> ■ Make sure that you use paper that meets our specifications. A rough surfaced paper or thick print media can cause the problem. (See <i>Acceptable paper and other media</i> on page 12.) ■ Make sure that you choose the correct media type in the printer driver or in the machine's Paper Type menu setting. (See <i>Acceptable paper and other media</i> on page 12 and <i>Basic tab in the Software User's Guide on the CD-ROM</i>.) ■ The problem may disappear by itself. Print multiple pages to clear this problem, especially if the machine has not been used for a long time. ■ Clean the scanner window with a soft cloth. (See <i>Cleaning the laser scanner window</i> on page 118.) ■ The drum unit may be damaged. Put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)
 <p>Lines across the page</p>	<ul style="list-style-type: none"> ■ Clean the primary corona wire in the drum unit. (See <i>Cleaning the corona wire</i> on page 120.) ■ Clean the scanner window with a soft cloth. (See <i>Cleaning the laser scanner window</i> on page 118.) ■ The drum unit may be damaged. Put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.)
 <p>Black lines down the page</p> <p>Printed pages have toner stains or stripes down the page.</p>	<ul style="list-style-type: none"> ■ Clean the primary corona wire of the drum unit. (See <i>Cleaning the corona wire</i> on page 120.) ■ Make sure the primary corona wire's blue tab is at the home position (▲). ■ The drum unit may be damaged. Put in a new drum unit. (See <i>Replacing the drum unit (DR-3100)</i> on page 124.) ■ The toner cartridge may be damaged. Put in a new toner cartridge. (See <i>Replacing the toner cartridge (TN-3130/TN-3170)</i> on page 121.) ■ The fuser unit may be smudged. Call Brother or your dealer for service.
 <p>White lines down the page</p>	<ul style="list-style-type: none"> ■ Clean the laser scanner window with a soft cloth. (See <i>Cleaning the laser scanner window</i> on page 118.) ■ The toner cartridge may be damaged. Put in a new toner cartridge. (See <i>Replacing the toner cartridge (TN-3130/TN-3170)</i> on page 121.)
 <p>Page skewed</p>	<ul style="list-style-type: none"> ■ Make sure the paper or other print media is loaded properly in the paper tray and that the guides are not too tight or too loose against the paper stack. ■ Set the paper guides correctly. ■ If you are using the MP tray, see <i>Loading paper and other media</i> on page 15. ■ The paper tray may be too full. ■ Check the paper type and quality. (See <i>Acceptable paper and other media</i> on page 12.)

Examples of poor print quality	Recommendation
 <p>Curled or wave</p>	<ul style="list-style-type: none"> ■ Check the paper type and quality. High temperatures and high humidity will cause paper to curl. ■ If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate the paper 180° in the paper tray.
 <p>Wrinkles or creases</p>	<ul style="list-style-type: none"> ■ Make sure that paper is loaded properly. ■ Check the paper type and quality. (See <i>Acceptable paper and other media</i> on page 12.) ■ Turn over the stack of paper in the tray or rotate the paper 180° in the input tray.
 <p>Envelope creases</p>	<ol style="list-style-type: none"> 1 Open the back cover. 2 Press against the "1" on the blue levers on either side of the machine as shown below. 3 As the top of the lever rotates backward, lift the bottom portion of the lever from below until it stops. 4 Close the back cover and resend the print job.  <p>Note</p> <p>When you have finished printing, open the back cover and reset the two blue levers back to their original position.</p>

Examples of poor print quality	Recommendation
 <p>Poor fixing</p>	<p>Open the back cover and make sure that the two blue levers on the left and right hand sides are in the down position.</p> 

Setting 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 default **No Detection** setting.

- 1 Press **Menu, 0, 5**.

```

05.Dial Tone
▲      Detection
▼      No Detection
Select ▲▼ & OK
    
```

- 2 Press **▲** or **▼** to select **Detection** or **No Detection**. Press **OK**.
- 3 Press **Stop/Exit**.

Compatibility

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

- 1 Press **Menu, 2, 0, 1**.

```

20.Miscellaneous
 1.Compatibility
▲      High
▼      Normal
Select ▲▼ & OK
    
```

- 2 Press **▲** or **▼** to choose **Basic** or **Normal** (or **High**).
 - **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.
 - **High** sets the modem speed at 33600 bps.
 Press **OK**.

- 3 Press **Stop/Exit**.



Note

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

Error messages

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

Error Message	Cause	Action
BT Call Sign On (U.K. only)	BT Call Sign is set to On. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to Off. See <i>BT Call Sign (U.K. only)</i> on page 47.
Check Paper Size	Paper is not the correct size.	Load the correct size of paper (A4, Letter, Legal or Folio) and then set the Paper Size (Menu, 1, 3) and Tray Use in Fax Mode (Menu, 1, 7, 2). See <i>Paper Size</i> on page 19 and <i>Tray use in Fax mode</i> on page 20.
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.
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD shows <i>Cooling Down</i> , and <i>Wait for a while</i> .	<p>Make sure that you can hear the fan in the machine spinning and that the exhaust outlet isn't blocked by something.</p> <p>If the fan is spinning, remove any obstacles that surround the exhaust outlet, and then leave the machine turned on but do not use it for several minutes.</p> <p>If the fan is not spinning follow the suggestions below.</p> <p>Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes and then try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.)</p>
Cover is Open	The front cover is not closed completely.	Close the front cover of the machine.
	The fuser cover is not closed completely or the paper is jammed at the fuser unit.	Open the back cover, and then open the fuser cover. Remove the jammed paper if there is any, and then close the fuser cover and the back cover.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.

Error Message	Cause	Action
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See <i>Document jams</i> on page 111 or <i>Using the ADF</i> on page 11.
Drum Near End	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem; then replace the drum unit with a new one. See <i>Replacing the drum unit (DR-3100)</i> on page 124.
	The drum counter was not reset when a new drum was installed.	1. Open the front cover, and then press Clear/Back . 2. Press 1 to reset.
Duplex Disabled	The duplex tray is not installed properly.	Remove the duplex tray and install it again.
Dust on Drum	The primary corona wire on the drum unit needs to be cleaned.	Clean the primary corona wire on the drum unit. (See <i>Cleaning the corona wire</i> on page 120.)
Fuser Error	The temperature of the fuser unit does not rise at a specified temperature within specified time.	Turn the power switch off, wait a few seconds, and then turn it on again. Leave the machine for 15 minutes with the power on. (The machine can be turned off for up to 4 days without losing faxes stored in the memory. See <i>Checking if the machine has faxes in its memory</i> on page 110).
	The fuser unit is too hot.	
No Paper	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray or MP tray. ■ Remove the paper and load it again.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
No Tray	The paper tray is not completely closed.	Close the paper tray properly.
Not Registered	You tried to access a One-Touch or Speed Dial number that is not programmed.	Set up the One-Touch or Speed Dial number. (See <i>Storing One-Touch dial numbers</i> on page 55 and <i>Storing Speed-Dial numbers</i> on page 57.)

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	<p>Fax sending or copy operation in progress</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> ■ Press Start to send or copy the scanned pages. ■ Press Stop/Exit and wait until the other operations in progress finish, and then try again. ■ Clear the data from the memory. (See <i>Out of Memory message</i> on page 38 or page 80.) <p>Printing operation in process</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> ■ Reduce print resolution. (See <i>Advanced tab in the Software User's Guide on the CD-ROM.</i>) ■ Clear the faxes from the memory. (See <i>Out of Memory message</i> on page 38 or page 80.)
Paper Jam Back	The paper is jammed in the back of the machine.	(See <i>Paper jams</i> on page 112.)
Paper Jam Duplex	The paper is jammed in the duplex tray.	(See <i>Paper jams</i> on page 112.)
Paper Jam Inside	The paper is jammed inside the machine.	(See <i>Paper jams</i> on page 112.)
Paper Jam MPTray	The paper is jammed in the MP tray of the machine.	(See <i>Paper jams</i> on page 112.)
Paper Jam Tray1 Paper Jam Tray2	The paper is jammed in the paper tray of the machine.	(See <i>Paper jams</i> on page 112.)
Replace Fuser	It is time to replace the fuser unit.	Call Brother Customer Service to replace the fuser unit.
Replace Laser	It is time to replace the laser unit.	Call Brother Customer Service to replace the fuser unit.
Replace PF Kit1	It is time to replace the paper feeding kit for Tray 1.	Call Brother Customer Service to replace the PF Kit 1.
Replace PF Kit2	It is time to replace the paper feeding kit for Tray 2.	Call Brother Customer Service to replace the PF Kit 2.
Replace PF KitMP	It is time to replace the paper feeding kit for the MP tray.	Call Brother Customer Service to replace the PF Kit MP.
Scanner Locked	The scanner lock is locked.	<p>Open the document cover, and then release the scanner lock lever.</p> <p>Press Stop/Exit.</p>
Toner Error	The toner cartridge and drum unit assembly is not installed properly.	Reinstall the toner cartridge.

Error Message	Cause	Action
Toner Life End	The toner cartridge and drum unit assembly is not installed properly, or the toner cartridge is used up and printing is not possible.	Do one of the following: <ul style="list-style-type: none"> ■ Re-install the toner cartridge and drum unit assembly. ■ Replace the toner cartridge with a new one. (See <i>Replacing the toner cartridge (TN-3130/TN-3170)</i> on page 121.)
Toner Low	If the LCD shows Toner Low , you can still print; however, the machine is telling you that the toner cartridge is near the end of its life and the toner will soon run out.	Order a new toner cartridge now.
Too Many Trays	More than one optional tray is installed.	The maximum number of optional trays is one. Remove any additional trays.
Unable to Init. (Initialize) Unable to Print	The machine has a mechanical problem.	Turn off the machine's power switch and then on again. If the error message continues leave the machine for several minutes and then try to print, copy or scan again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory. See <i>Checking if the machine has faxes in its memory</i> on page 110.)
Unable to Scan	The machine has a mechanical problem.	Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes before you try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory. See <i>Checking if the machine has faxes in its memory</i> on page 110.)
	Document is too long for duplex scanning.	Press Stop/Exit . Use a suitable size of paper for duplex scanning. See <i>Scan</i> on page 152.

Checking if the machine has faxes in its memory

If the LCD shows an error message then you can check to see if there are faxes in the machine's memory.

- 1 Press **Menu**, **9**, **0**, **1**.
- 2 Do one of the following:
 - If the LCD shows **No Data**, there are no faxes left in the machine's memory.
 - If the LCD shows **Dial & Start**, there are faxes in the machine's memory.
 - You can send the faxes to another fax machine. See *Sending faxes to another fax machine* on page 110.
 - You can send the faxes from the machine's memory to your PC. See *Sending faxes to your PC* on page 110.



Note

You can send the Fax Journal report to another fax machine by pressing **Menu**, **9**, **0**, **2** in 1.

Sending faxes to another fax machine

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

- 1 Follow 1 and 2 in *Checking if the machine has faxes in its memory*.
- 2 Enter the fax number to which faxes will be sent.
- 3 Press **Start**.

Sending faxes to your PC

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

- 1 Press **Stop/Exit**.
- 2 Make sure that you have installed **MFL-Pro Suite** on your PC, and then turn on **PC Fax Receiving** on the PC. (For details about PC Fax Receive, see *Using Brother PC-FAX software (For Windows®) in the Software User's Guide on the CD-ROM*.)
- 3 Make sure that you have set **PC Fax Receive** on the machine. (See *PC fax receive* on page 62.) During setup the LCD will ask if you want to send the faxes to your PC.
- 4 Do one of the following:
 - To send all faxes to your PC, press **1**.
 - To exit and leave the faxes in the memory, press **2**.



Note

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

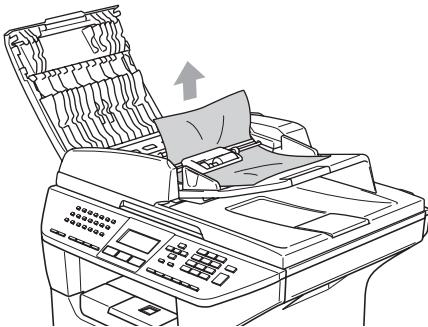
Document jams

If the document is jammed, follow the steps below.

Document is jammed in the top of the ADF unit

The document may get jammed if it is not inserted or fed properly, or if it is too long. Follow the steps below to clear a document jam.

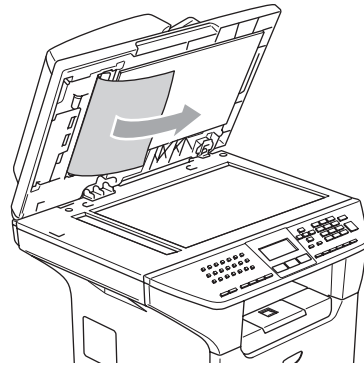
- 1 Take out any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- 3 Pull the jammed document out to the left.



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

Document is jammed inside the ADF unit

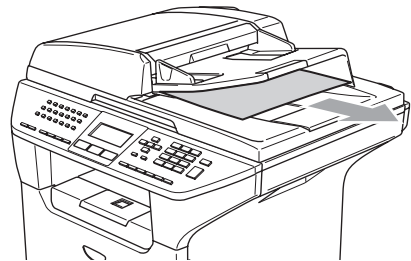
- 1 Take out any paper from the ADF that is not jammed.
- 2 Lift the document cover.
- 3 Pull the jammed document out to the right.



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

Document is jammed at the output tray

- 1 Take out any paper from the ADF that is not jammed.
- 2 Pull the jammed document out to the right.



- 3 Press **Stop/Exit**.

Document is jammed in the duplex slot (MFC-8860DN and MFC-8870DW only)

- 1 Take out any paper from the ADF that is not jammed.
- 2 Pull the jammed document out to the right.



- 3 Press **Stop/Exit**.

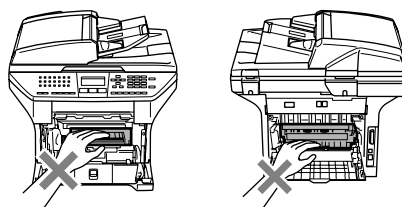
Paper jams

To clear paper jams, please follow the steps in this section.



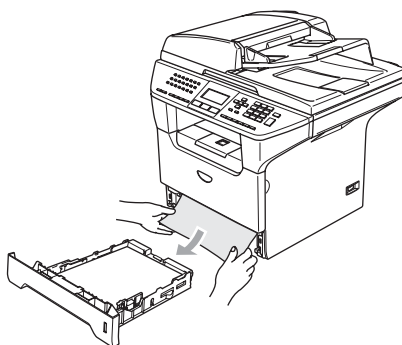
HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, **DO NOT** touch the shaded parts shown in the illustration.

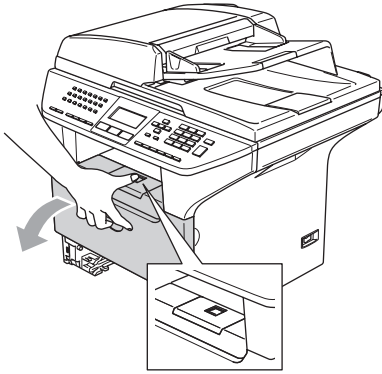


Paper is jammed inside the machine

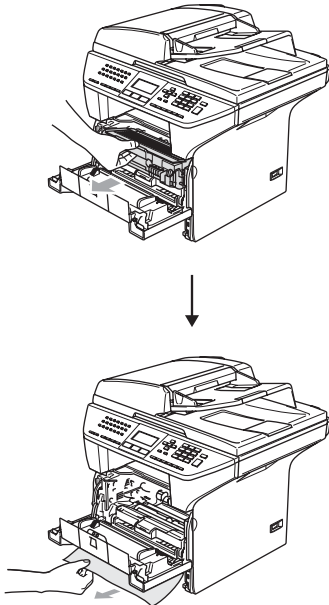
- 1 Pull the paper tray completely out of the machine.
- 2 Use both hands to slowly pull out the jammed paper.



- 3 Press the cover release lever to open the front cover.

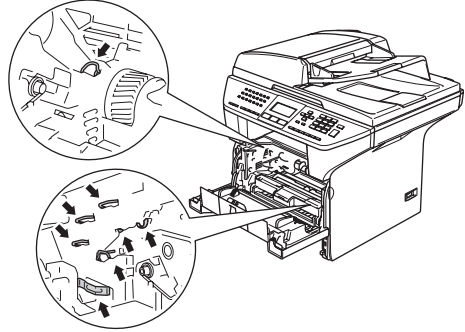


- 4 Slowly take out the drum unit and toner cartridge assembly. The jammed paper may be pulled out with the toner cartridge and drum unit assembly, or this may release the paper so you can pull it out of the paper tray opening.

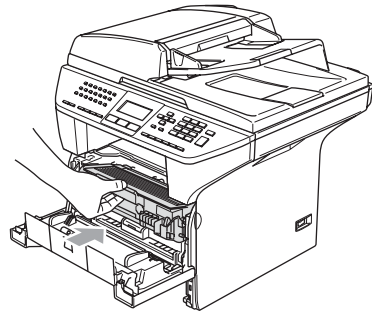


! CAUTION

To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



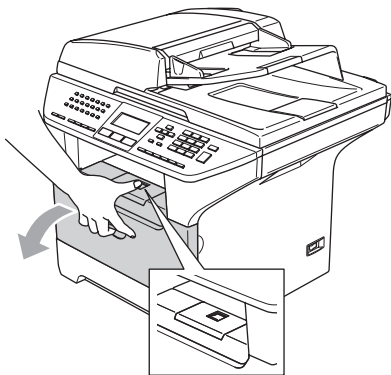
- 5 Put the drum unit and toner cartridge assembly back in the machine.



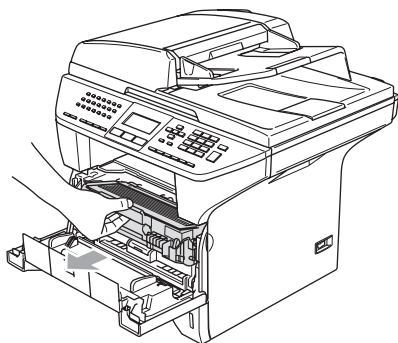
- 6 Close the front cover.
- 7 Put the paper tray firmly back in the machine.

Paper is jammed at the back of the machine

- 1 Press the cover release lever to open the front cover.



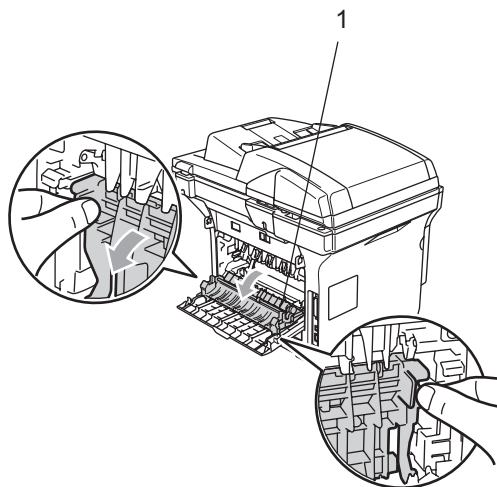
- 2 Take out the drum unit and toner cartridge assembly.



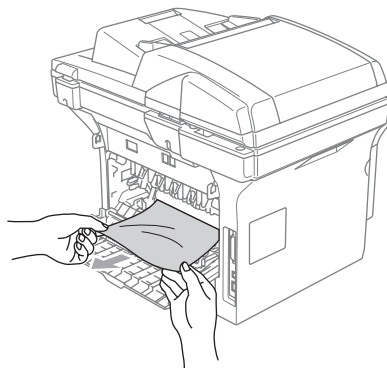
- 3 Open the back cover.



- 4 Pull the tabs at the left and right hand sides toward you to open the fuser cover (1).

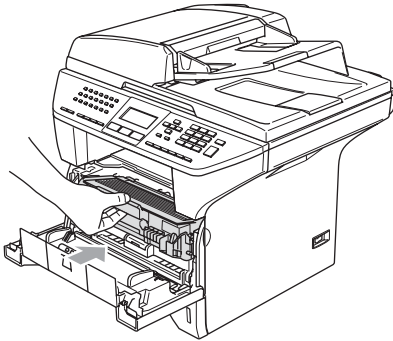


- 5 Using both hands, gently pull the jammed paper out of the fuser unit.

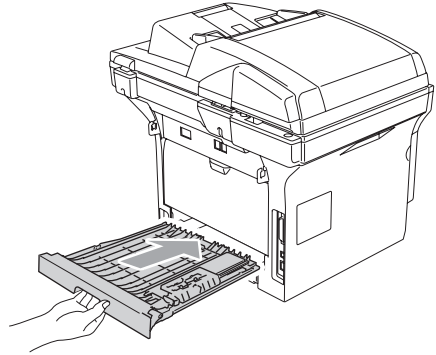


- 6 Close the back cover.

- 7 Put the drum unit and toner cartridge assembly back in the machine.



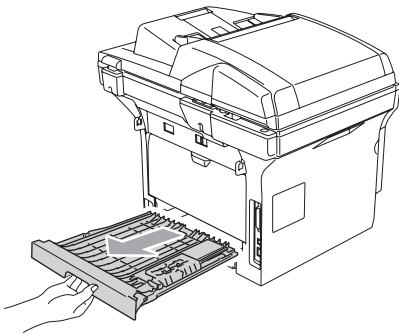
- 3 Put the duplex tray back in the machine.



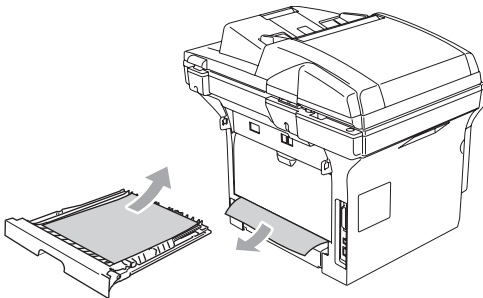
- 8 Close the front cover.

Paper is jammed in the duplex tray (MFC-8860DN and MFC-8870DW only)

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

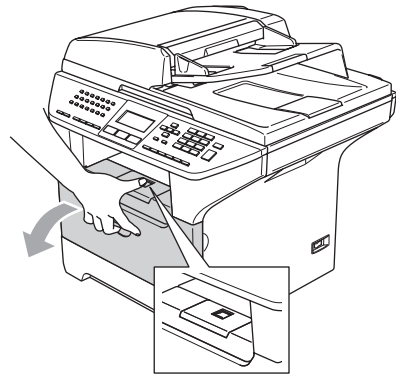


- 2 Pull the jammed paper out of the machine or the duplex tray.

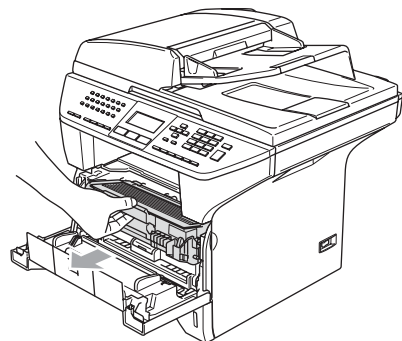


Paper is jammed inside the drum unit and toner cartridge assembly

- 1 Press the cover release lever to open the front cover.

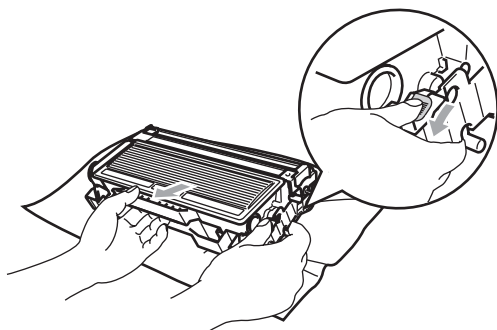


- 2 Take out the drum unit and toner cartridge assembly.

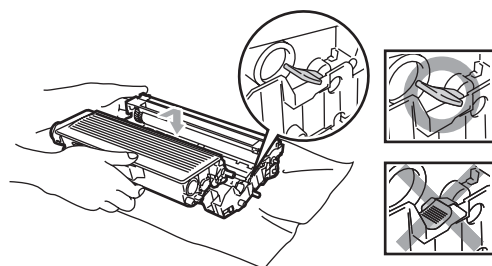


- 3 Hold down the lock lever on the right and take the toner cartridge out of the drum unit.

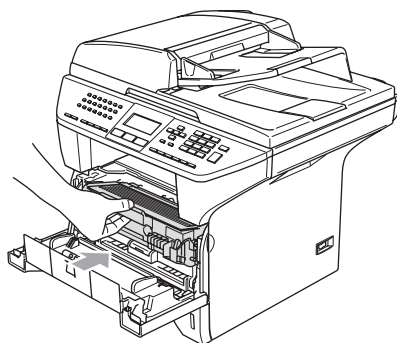
Take out the jammed paper if there is any inside the drum unit.



- 4 Put the toner cartridge back into the drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



- 5 Put the drum unit and toner cartridge assembly back in the machine.



- 6 Close the front cover.

Routine maintenance

! CAUTION

The drum unit contains toner, so handle it carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

Cleaning the outside of the machine

! CAUTION

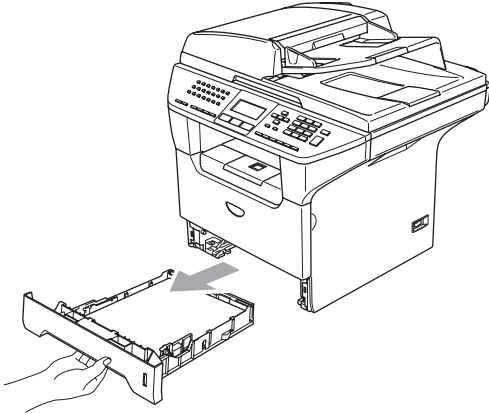
Use neutral detergents. Cleaning with volatile liquids such as thinner or benzene will damage the outside surface of the machine.

DO NOT use cleaning materials that contain ammonia.

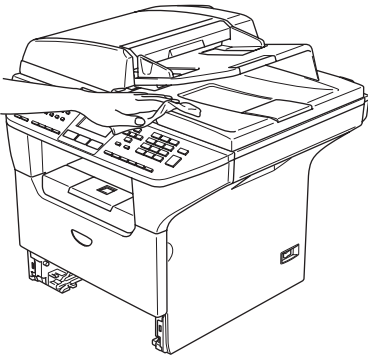
DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

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

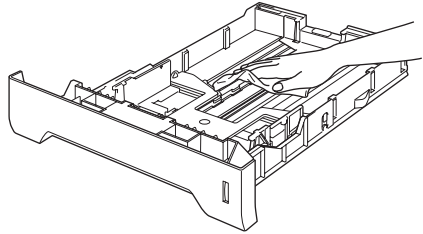


- 2 Wipe the outside of the machine with a soft cloth to remove dust.



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

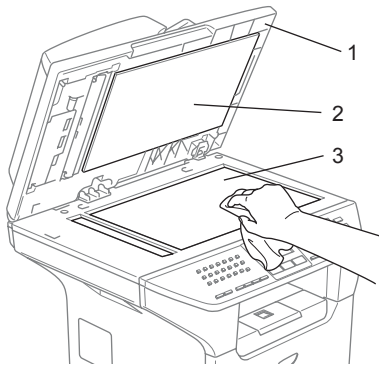
- 4 Wipe the inside of the paper tray with a soft cloth to remove dust.



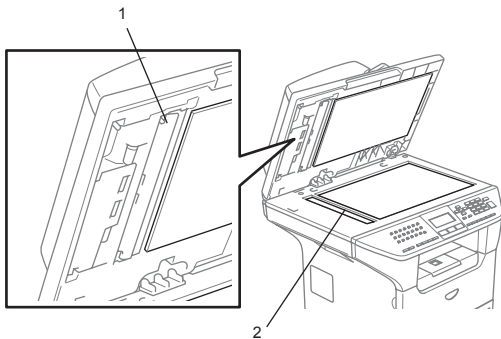
- 5 Re-load the paper and put the paper tray firmly back in the machine.

Cleaning the scanner glass

- 1 Turn off the machine's power switch.
- 2 Lift the document cover (1). Clean the white plastic surface (2) and scanner glass (3) underneath it with isopropyl alcohol on a soft lint-free cloth.



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



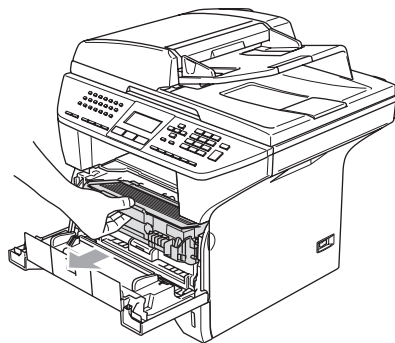
Cleaning the laser scanner window

! CAUTION

DO NOT use isopropyl alcohol to clean the laser scanner window.

DO NOT touch the laser scanner window with your fingers.

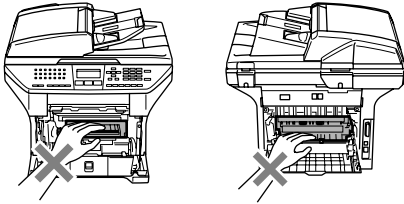
- 1 Turn off the machine's power switch. Unplug the telephone line cord first, and then unplug the power cord from the electrical socket.
- 2 Open the front cover and take out the drum unit and toner cartridge assembly.





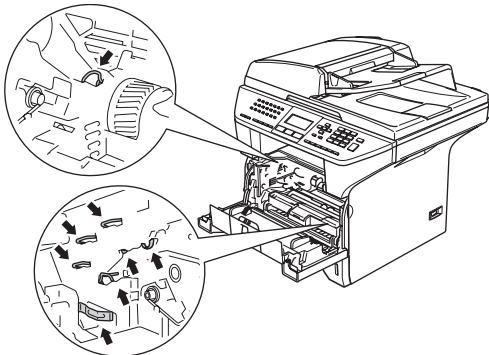
HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front cover of the machine, DO NOT touch the shaded parts shown in the illustration.

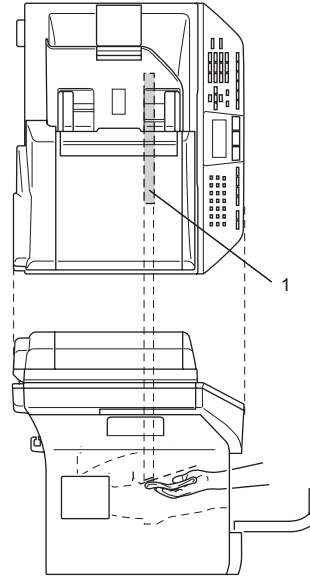


CAUTION

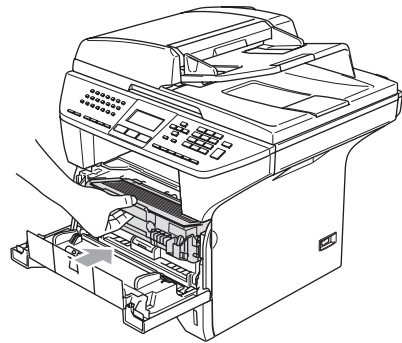
To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



- 3 Gently clean the laser scanner window (1) by wiping it with a clean soft, dry lint-free cloth. Do not use isopropyl alcohol.



- 4 Put the drum unit and toner cartridge assembly back into the machine.

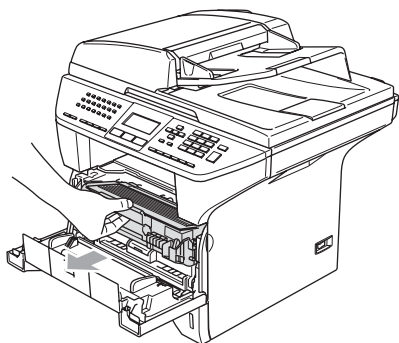


- 5 Close the front cover.
- 6 Plug the machine's power cord back into the electrical socket first, and then plug in the telephone line cord. Turn on the machine's power switch.

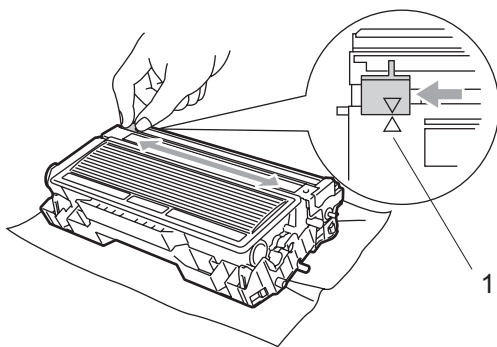
Cleaning the corona wire

We recommend that you put the drum unit and toner cartridge assembly on a piece of disposable paper or cloth in case you accidentally spill or scatter toner.

- 1 Open the front cover and take out the drum unit and toner cartridge assembly.



- 2 Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left and left to right several times.



- 3 Return the blue tab and snap it into the home position (▼).

! CAUTION

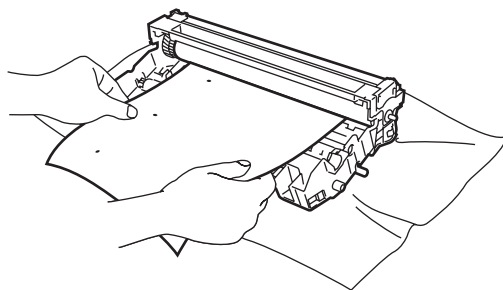
If you do not return the blue tab to the home position (▼), your printed pages may have vertical black stripes on them.

- 4 Put the drum unit and toner cartridge assembly back in the machine.

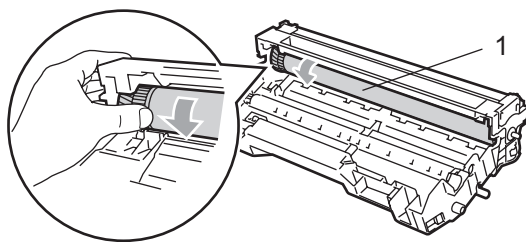
- 5 Close the front cover.

Cleaning the drum unit

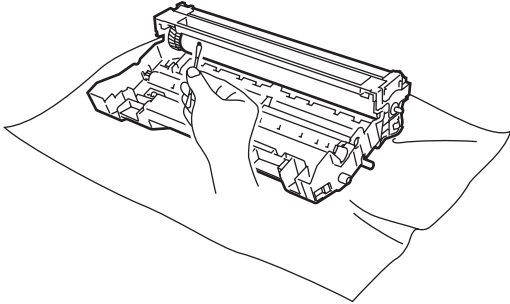
- 1 Take out the drum unit and toner cartridge assembly, and then take out the toner cartridge from the drum unit.
- 2 Put the print sample in front of the drum unit, and find the exact position of the poor print.



- 3 Turn the white gear on the drum as you check the surface of the OPC drum (1).



- 4 When you find the substance on the drum surface that matches the print sample, gently dab the surface of the OPC drum with a cotton swab that is lightly dampened with isopropyl alcohol.



! CAUTION

The OPC drum is photosensitive so do not touch it with your fingers.

Do not use a scrubbing or wiping motion because this might damage the drum.

DO NOT clean the surface of the OPC drum with a sharp object, such as a ball-point pen, because this might cause permanent damage to the drum unit.

Replacing the toner cartridge (TN-3130/TN-3170)

The TN-3170 toner cartridge can print approximately 7,000 pages using a high yield toner cartridge. When the toner cartridge is running low, the LCD shows **Toner Low**. The machine is supplied with a standard TN-3130 toner cartridge that must be replaced after approximately 3,500 pages. Actual page count will vary depending on your average type of document (i.e., standard letter, detailed graphics).



Note

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

Discard the used toner cartridge according to local regulations, keeping it separate from domestic waste. You can also check our ecology website www.brothergreen.co.uk for recycling information. Be sure to seal up the toner cartridge tightly so that toner powder does not spill out of the cartridge. If you have questions, call your local waste disposal office.

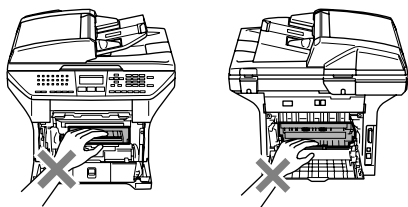
We recommend that you clean the machine and corona wire of the drum unit when you replace the toner cartridge. (See *Cleaning the laser scanner window* on page 118 and *Cleaning the corona wire* on page 120.)

Replacing the toner cartridge

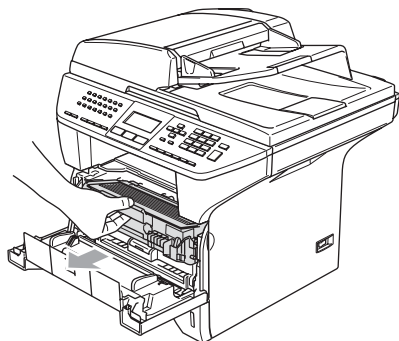


HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, DO NOT touch the shaded parts shown in the illustration.

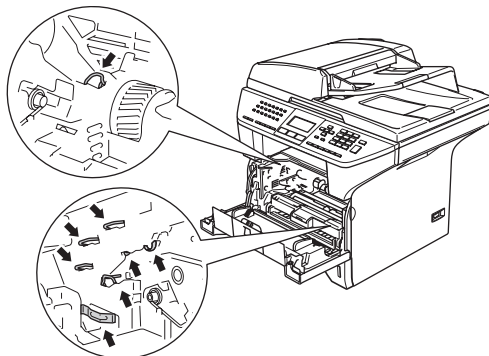


- 1 Open the front cover and take out the drum unit and toner cartridge assembly.



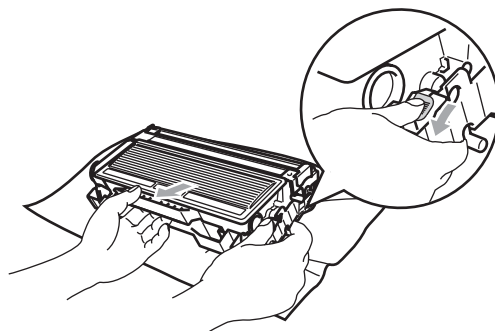
CAUTION

To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



2

- Hold down the lock lever on the right and take the toner cartridge out of the drum unit.



WARNING

DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

! CAUTION

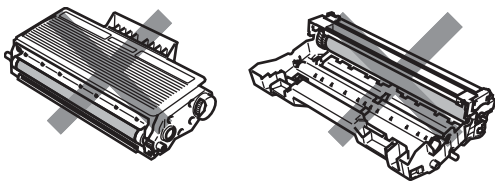
Put the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

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

! CAUTION

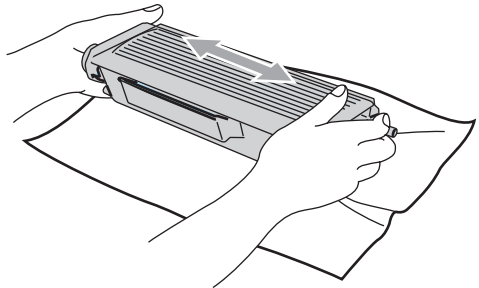
Brother printers are designed to work with toner of a particular specification and work to a level of optimum performance when used with genuine Brother toner cartridges (TN-3130/TN-3170). Brother cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than Brother cartridges with this printer, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other part of this machine as a result of the use of toner or toner cartridges other than genuine Brother products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result may not be covered by the warranty.

Unpack the toner cartridge just before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.

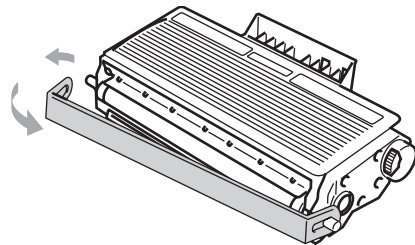


DO NOT touch the shaded parts shown in the illustrations to prevent any degradation to the print quality.

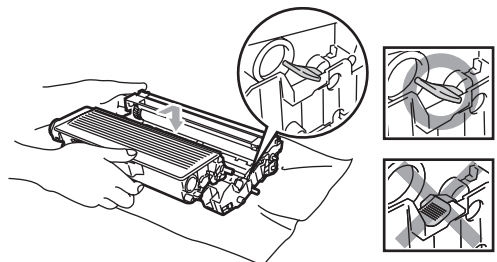
3. Unpack the new toner cartridge. Put the used toner cartridge into the aluminium bag and discard it according to local regulations.
4. Gently rock the toner cartridge from side to side five or six times to spread the toner evenly inside the cartridge.



5. Pull off the protective cover.



6. Put the new toner cartridge firmly into the drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



- 7 Clean the primary corona wire inside the drum unit by gently sliding the blue tab from left to right and right to left several times. Be sure to return the blue tab to the home position (▼).
- 8 Put the drum unit and toner cartridge assembly back in the machine.
- 9 Close the front cover.

Replacing the drum unit (DR-3100)

The machine uses a drum unit to create print images on paper. If the LCD shows `Drum Near End`, the drum unit is near the end of its life and it is time to buy a new one.

Even if the LCD shows `Drum Near End`, you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before `Drum Near End` appears), then the drum unit should be replaced. You should clean the machine when you replace the drum unit. (See *Cleaning the laser scanner window* on page 118.)



CAUTION

While removing the drum unit, handle it carefully because it may contain toner. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.



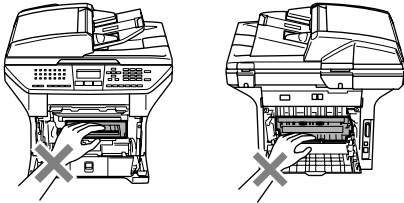
Note

The drum unit is a consumable item, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job. The estimated drum life is approximately 25,000 pages. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

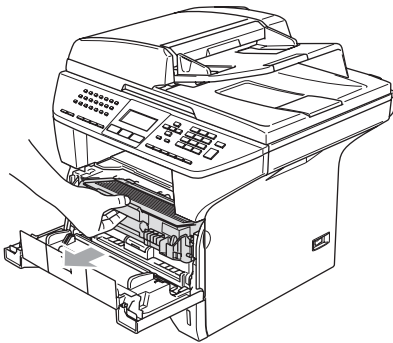


HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, DO NOT touch the shaded parts shown in the illustration.

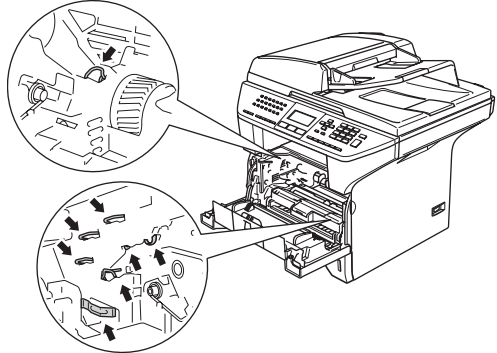


- 1 Open the front cover and take out the drum unit and toner cartridge assembly.

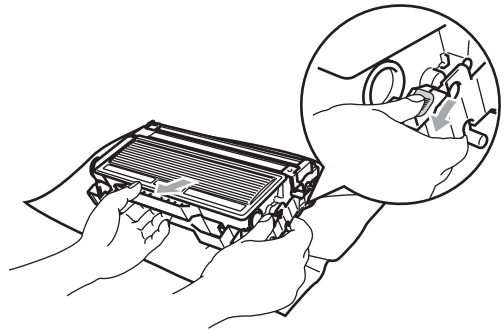


CAUTION

To prevent damage to the printer from static electricity, DO NOT touch the electrodes shown in the illustration.



- 2 Hold down the lock lever on the right and take the toner cartridge out of the drum unit.



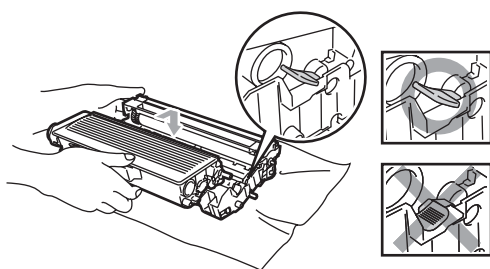
Note

Discard the used drum unit according to local regulations, keeping it separate from domestic waste. Be sure to seal up the drum unit tightly so that toner powder does not spill out of the unit. If you have questions, call your local waste disposal office.

! CAUTION

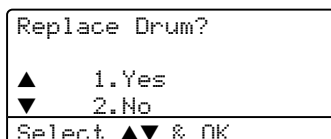
Unpack the drum unit just before you put it in the machine. Put the old drum unit into the plastic bag.

- 3 Unpack the new drum unit.
- 4 Put the toner cartridge firmly into the new drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



- 5 Put the drum unit and toner cartridge assembly back in the machine. Do not close the front cover.

- 6 Press **Clear/Back**.



To confirm you are installing a new drum, press 1.

- 7 When the LCD shows **Accepted**, close the front cover.

! CAUTION

If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

Replacing periodic maintenance parts

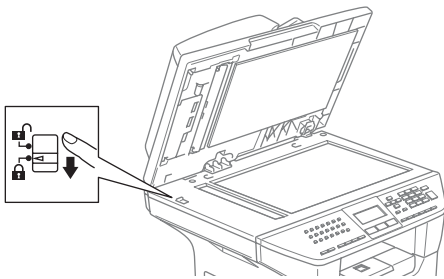
The periodic maintenance parts will need to be replaced regularly to maintain the print quality. The parts listed below will have to be replaced after printing approximately 100,000 pages. Please call your Brother dealer for service when the following messages appear on the LCD.

LCD message	Description
Replace PF KitMP	Replace paper feeding kit for MP tray.
Replace PF Kit1	Replace paper feeding kit for Tray 1.
Replace PF Kit2	Replace paper feeding kit for Tray 2.
Replace Fuser	Replace fuser unit.
Replace Laser	Replace laser unit.

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. The machine should be adequately insured with the carrier.

- 1 Turn off the machine's power switch.
- 2 Unplug the machine from the telephone wall socket.
- 3 Unplug all the cables and AC power cord from the machine.
- 4 Push the Scanner Lock Lever down to lock the scanner. This lever is located on the left of the scanner glass.

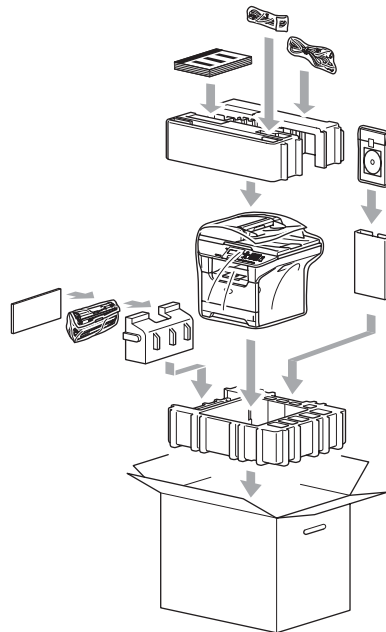


! CAUTION

Damage caused to your machine by failure to lock the scanner before packing and shipping may void your warranty.

- 5 Open the front cover.
- 6 Take out the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
- 7 Put the drum unit and toner cartridge assembly into the plastic bag and seal the bag.

- 8 Close the front cover.
- 9 Wrap the machine in the plastic bag and put it in the original carton with the original packing material.
- 10 Pack the drum unit and toner cartridge assembly, AC power cord and printed materials in the original carton as shown below.



- 11 Close the carton and tape it shut.

Machine Information

Checking the serial number

You can see the machine's serial number on the LCD.

- 1 Press **Menu**, 7, 1.

```

71.Serial No.

XXXXXXXXXX
  
```

- 2 Press **Stop/Exit**.

Checking the page counters

You can see the machine's page counters for copies, printed pages, reports and lists, faxes or a summary total.

- 1 Press **Menu**, 7, 2.
The LCD shows number of pages for **Total** and **Copy**.

```

72.Page Counter

▲   Total   :XXXXXX
▼   Copy    :XXXXXX
  
```

- 2 Press **▲** or **▼** to see **Print** or **List/Fax**.

```

72.Page Counter

▲   Print   :XXXXXX
▼   List/Fax :XXXXXX
  
```

- 3 Press **Stop/Exit**.

Checking the remaining life of parts

You can view the remaining life of maintenance parts on the LCD.

- 1 Press **Menu**, 7, 3.

```

73.Parts Life
 1.Drum
 2.Fuser
 3.Laser
Select ▲▼ & OK
  
```

- 2 Press **▲** or **▼** to select 1.Drum, 2.Fuser, 3.Laser, 4.PF Kit MP, 5.PF Kit 1 or 6.PF Kit 2.
Press **OK**.

```

73.Parts Life
 1.Drum

Remaining:100%
  
```



Note

The life check of a part will be accurate only if that part's life counter was reset when the new part was installed. It will not be accurate if that part's life counter was reset during the life of the used part.

D

Menu and Features

On screen programming

Your machine has been designed to be easy to use. The LCD provides on screen programming using the menu keys.

We have created step by step on screen instructions to help you program your machine. Simply follow the instructions as they guide you through the menu selections and programming options.

Menu table

You can program your machine by using the *Menu Table* on page 131. These pages list the menu selections and options.

Press **Menu** followed by the menu numbers to program your machine.

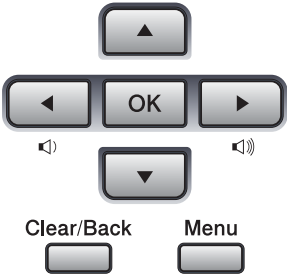





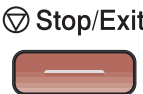
For example, to set **Beeper** volume to **Low**.

- 1 Press **Menu**, **1**, **4**, **2**.
- 2 Press **▲** or **▼** to choose **Low**.
- 3 Press **OK**.

Memory storage

Your menu settings are stored permanently, and in the event of a power failure will not be lost. Temporary settings (for example, Contrast, Overseas Mode) will be lost. Your machine can store the date and time for up to 4 days.

Menu keys

	
Menu 	Access the menu.
	Go to the next menu level. Accept an option.
Clear/Back 	Exit the menu by pressing repeatedly. Go back to the previous menu level.
	Scroll through the current menu level.
	Go back to the previous menu level or forward to the next menu level.
	Exit the menu.

To access the menu mode:

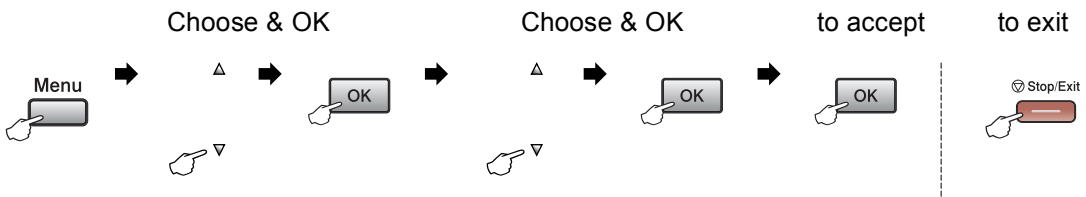
- 1 Press **Menu**.
- 2 Choose an option.
 - Press **1** for General Setup menu.
 - Press **2** for Fax menu.
 - Press **3** for Copy menu.
 - Press **4** for Printer menu.
 - Press **5** for Print Reports menu.
 - Press **6** for LAN menu.
 - Press **7** for Machine Info. menu.
 - Press **0** for Initial Setup.

You can also scroll through each menu level by pressing ▲ or ▼ for the direction you want.

- 3 Press **OK** when the option you want is highlighted on the LCD.
The LCD will then show the next menu level.
- 4 Press ▲ or ▼ to scroll to your next menu selection.
- 5 Press **OK**.
When you have finished setting an option, the LCD shows *Accepted*.

Menu Table

The factory settings are shown in Bold with an asterisk.



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup	1.Mode Timer	—	0 Sec	Sets the time to return to Fax mode and the time the machine will change from individual user to public user when using Secure Function Lock.	18
			30 Secs		25
			1 Min		
			2 Mins*		
			5 Mins		
			Off		
	2.Paper Type	1.MP Tray	Thin	Sets the type of paper in the MP tray.	18
			Plain*		
			Thick		
			Thicker		
			Transparency		
			Recycled Paper		
		2.Tray#1	Thin	Sets the type of paper in the paper tray.	18
			Plain*		
			Thick		
			Thicker		
			Transparency		
			Recycled Paper		
		3.Tray#2 (This menu only appears if you have the optional tray #2)	Thin	Sets the type of paper in the optional paper tray #2.	18
			Plain*		
			Thick		
			Thicker		
			Recycled Paper		

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	3.Paper Size	1.MP Tray	A4* Letter Legal Executive A5 A6 B5 B6 Folio Any	Sets the size of the paper in the MP tray.	19
		2.Tray#1	A4* Letter Executive A5 A6 B5 B6	Sets the size of the paper in the paper tray.	19
		3.Tray#2 (This menu only appears if you have the optional tray #2)	A4* Letter Executive A5 B5 B6	Sets the size of the paper in the optional paper tray #2.	19
	4.Volume	1.Ring	Off Low Med* High	Adjusts the ring volume.	21
		2.Beeper	Off Low Med* High	Adjusts the volume level of the beeper.	21
		3.Speaker	Off Low Med* High	Adjusts the speaker volume.	21

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1. General Setup (Continued)	5. Auto Daylight	—	On* Off (For some countries, the factory setting is Off.)	Changes for Daylight Savings Time automatically.	22
	6. Ecology	1. Toner Save	On Off*	Increases the page yield of the toner cartridge.	22
		2. Sleep Time	(0-99) 05 Min*	Conserves power.	23
	7. Tray Use	1. Copy	Tray#1 Only Tray#2 Only MP Only MP>T1>T2* T1>T2>MP (Tray#2 Only or T2 appears only if the optional tray is installed.)	Selects the tray that will be used for Copy mode.	19
		2. Fax	Tray#1 Only Tray#2 Only MP Only MP>T1>T2 T1>T2>MP* (Tray#2 Only or T2 appears only if the optional tray is installed.)	Selects the tray that will be used for Fax mode.	20
		3. Print	Tray#1 Only Tray#2 Only MP Only MP>T1>T2* T1>T2>MP (Tray#2 Only or T2 appears only if the optional tray is installed.)	Selects the tray that will be used for PCprint.	20
	8. LCD Contrast	—	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the contrast of the LCD.	23

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	9.Security	1.Setting Lock	—	Stops unauthorized users from changing the machine's current settings.	24
		2.Function Lock	—	Can restrict selected machine operation for up to 25 individual users and all other non-authorized Public users.	25
2.Fax	1.Setup Receive (In Fax mode only)	1.Ring Delay	(00 - 08) 02* (Example for the UK)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	41
		2.F/T Ring Time	20 Secs 30 Secs* 40 Secs 70 Secs	Sets the pseudo/double-ring time in Fax/Tel mode.	41
		3.Fax Detect	On* Off	Receives fax messages without pressing Start .	42
		4.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.	51
		5.Auto Reduction	On* Off	Cuts the size of incoming faxes.	43
		6.Memory Receive	On* Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	44
		7.Print Density	-□□□■+ -□□□□+ -□□■□□+* -□■□□□+ -■□□□□+	Makes printouts darker or lighter.	42
		8.Polling RX	Standard* Secure Timer	Sets up your machine to poll another fax machine.	69
		9.Fax Rx Stamp	On Off*	Prints the received time and date on the top of the received faxes.	44
		0.Duplex (For MFC-8860DN and MFC-8870DW)	On Off*	Prints received faxes on both sides of the paper.	43

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	2.Setup Send (In Fax mode only)	1.Contrast	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	35
		2.Fax Resolution	Standard* Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	35
		3.Delayed Fax	—	Sets the time of day in 24 hour format that the delayed faxes will be sent.	37
		4.Batch TX	On Off*	Combines delayed faxes going to the same fax number at the same time of day into one.	37
		5.Real Time TX	Next Fax:On Next Fax:Off On Off*	Sends a fax without using the memory.	36
		6.Polled TX	Standard* Secure	Sets up your machine with a document to be retrieved by another fax machine.	70
		7.Coverpg Setup	Next Fax:On Next Fax:Off On Off* Print Sample	Automatically sends a cover page you have programmed.	33
		8.Coverpage Note	—	Sets up your own comments for the fax cover page.	33
		9.Overseas Mode	On Off*	If you are having difficulty sending faxes overseas, set this to on.	37
		0.Glass Fax Size	A4/Letter* Legal/Folio	Adjusts the scan area of the scanner glass to the size of the document.	31

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	3.Set Quick-Dial	1.One-Touch Dial	—	Stores up to 40 One-Touch Dial numbers, so you can dial by pressing one key (and Start).	55
		2.Speed-Dial	—	Stores up to 300 Speed-Dial numbers, so you can dial by pressing only a few keys (and Start).	57
		3.Setup Groups	—	Sets up a Group number for Broadcasting.	59
	4.Report Setting	1.XMIT Report	On On+Image Off* Off+Image	Sets initial setup for Transmission Verification Report and Fax Journal.	67
		2.Journal Period	Off Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		67
	5.Remote Fax Opt	1.Forward/Store (Backup Print)	Off* Fax Forward Fax Storage PC Fax Receive	Sets the machine to forward fax messages, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your PC. If you chose Fax Forward or PC Fax Receive, you can turn on the safety feature backup print.	62
		2.Remote Access	---*	Sets your own code for Remote Retrieval.	64
		3.Print Document	—	Prints incoming faxes stored in the memory.	45
	6.Remaining Jobs	—	—	You can check which jobs are in the memory and lets you cancel chosen jobs.	38
	0. Miscellaneous	1.Compatibility	High* Normal Basic	Adjusts the equalization for transmission difficulties.	105
		2.BT Call Sign (U.K. only)	On Off*	Uses with BT Call Sign.	47

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
3.Copy	1.Quality	—	Photo Text Auto*	You can choose the Copy resolution for your type of document.	73
	2.FB Txt Quality	—	1200×600dpi 600dpi*	You can change to the higher Copy resolution when you make a text copy with 100% ratio using the scanner glass.	74
	3.Contrast	—	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the contrast for copies.	79
4.Printer	1.Emulation	—	Auto (EPSON)* Auto (IBM) HP LaserJet BR-Script 3 Epson FX-850 IBM Proprinter	Chooses the emulation mode.	See <i>Software User's Guide on the CD-ROM.</i>
	2.Print Options	1.Internal Font	—	Prints a list of the machine's internal fonts.	
		2.Configuration	—	Prints a list of the machine's printer settings.	
	3.Reset Printer	—	1.Reset 2.Exit	Returns the PCL setting to the default settings.	
5.Print Reports	1.XMIT Verify	1.View on LCD 2.Print Report	—	You can view the Transmission Verification Report for your last 200 outgoing faxes at most and print the last report.	68
	2.Help List	—	—	Prints the Help List so you can see at-a-glance how to quickly program your machine.	68
	3.Tel Index List	1.Numeric 2.Alphabetic	—	Lists name and numbers stored in the One-Touch and Speed-Dial memory, in numerical or alphabetical order.	68
	4.Fax Journal	—	—	Lists information about your last 200 incoming and outgoing faxes. (TX means Transmit.) (RX means Receive.)	68
	5.User Settings	—	—	Lists your settings.	68

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
5. Print Reports (Continued)	6. Network Config	—	—	Lists your Network settings.	68
	7. Order Form	—	—	You can print an accessories order form to fill out and send to you Brother dealer.	68
6. LAN (For MFC-8460N and MFC-8860DN)	1. TCP/IP	1. BOOT Method	Auto* Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	See Network User's Guide on the CD-ROM.
		2. IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
		3. Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
		4. Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
		5. Node Name	BRN_XXXXXX	Enter the Node name.	
		6. WINS Config	Auto* Static	Chooses the WINS configuration mode.	
		7. WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	
		8. DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	
		9. APIPA	On* Off	Automatically allocates the IP address from the link-local address range.	
		0. IPv6	On Off*		
	2. Ethernet	—	Auto* 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.	

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
6. LAN (For MFC-8460N and MFC-8860DN) (Continued)	3. Setup IFAX (MFC-8860DN)	1. Setup Internet	1. Mail address	—	Enter the mail address.	See Network User's Guide on the CD-ROM.
			2. SMTP Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the SMTP server address.	
			3. POP3 Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the POP3 server address.	
			4. Mailbox Name	—	Enter the mail box name.	
			5. Mailbox Pwd	—	Enter the password to login to the POP3 server.	
		2. Setup Mail RX	1. Auto Polling	On* Off	Automatically checks the POP3 server for new messages.	
			2. Poll Frequency	10 MIN	Sets the interval for checking for new messages on the POP3 server.	
			3. Header	All Subject+From+To None*	Selects the contents of the mail header to be printed.	
			4. Del Error Mail	On* Off	Deletes error mails automatically.	
			5. Notification	On MDN Off*	Receives notification messages.	
		3. Setup Mail TX	1. Sender Subject	—	Displays the subject that is attached to the Internet Fax data.	
			2. Size Limit	On Off*	Limits the size of E-mail documents.	
			3. Notification	On Off*	Sends notification messages.	
		4. Setup Relay	1. Rly Broadcast	On Off*	Relays a document to another fax machine.	
			2. Relay Domain	RelayXX:	Registers the Domain name.	
			3. Relay Report	On Off*	Prints the Relay Broadcast Report.	

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
6. LAN (For MFC-8460N and MFC-8860DN) (Continued)	4. Scan to Email (MFC-8860DN)	1. Color	—	PDF* JPEG	Chooses the file format to send the scanned data.	
		2. B/W	—	PDF* TIFF		
	3. Scan to FTP (MFC-8460N)	1. Color	—	PDF* JPEG		
		5. Scan to FTP (MFC-8860DN)	2. B/W	—		
	6. Fax to Server (MFC-8860DN)		—	—	On Off*	
	7. Time Zone (MFC-8860DN)	—	—	UTC-XX:XX	Sets the time zone for your country.	
	0. Factory Reset	1. Reset	—	1. Yes 2. No	Restores all network settings to factory default.	
		2. Exit	—	—		
6. LAN (MFC-8870DW)	1. Wired	1. TCP/IP	1. BOOT Method	Auto* Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	
			2. IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
			3. Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
			4. Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
			5. Node Name	BRN_XXXXXX	Enter the Node name.	
			6. WINS Config	Auto* Static	Chooses the WINS configuration mode.	
			7. WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	

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

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
6. LAN (MFC-8870DW) (Continued)	1.Wired (Continued)	1.TCP/IP (Continued)	8.DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	See Network User's Guide on the CD-ROM.
			9.APIPA	On* Off	Automatically allocates the IP address from the link-local address range.	
			0.IPv6	On Off*	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com for more information.	
		2.Ethernet	—	Auto* 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.	
		3.Set to Default	1.Reset	1.Yes 2.No	Restore the wired network setting to factory default.	
			2.Exit	—		
		4.Wired Enable	—	On* Off		
		2.WLAN	1.TCP/IP	1.BOOT Method	Auto* Static RARP BOOTP DHCP	
	2.IP Address			[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
	3.Subnet Mask			[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
	4.Gateway			[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
	5.Node Name			BRN_XXXXXX	Enter the Node name.	
	6.WINS Config			Auto* Static	Chooses the WINS configuration mode.	

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
6. LAN (MFC-8870DW) (Continued)	2. WLAN (Continued)	1. TCP/IP (Continued)	7. WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	See Network User's Guide on the CD-ROM.
			8. DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	
			9. APIPA	On*	Automatically allocates the IP address from the link-local address range.	
			0. IPv6	On Off*	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com for more information.	
		2. Setup WLAN	1. Setup Wizard	—	You can configure your print server.	
			2. SecurEasySetup	—	You can configure the wireless network easily.	
		3. WLAN Status	1. Status	Active(11b) Active(11g) Wired LAN Active WLAN OFF Connection error	You can see the current wireless network status.	
			2. Signal	Strong Medium Weak None	You can see the current wireless network signal strength.	
			3. SSID	—	You can see the current SSID.	
			4. Comm. Mode	Ad-hoc Infrastructure	You can see the current Communication Mode.	
		4. Set to Default	1. Reset	1. Yes 2. No	Restore the wireless network setting to factory default.	
			2. Exit	—		
		5. WLAN Enable	—	On Off*	Enable or Disable the wireless LAN manually.	

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
6. LAN (MFC-8870DW) (Continued)	3. Setup IFAX	1. Setup Internet	1. Mail address	—	Enter the mail address.	See Network User's Guide on the CD-ROM.
			2. SMTP Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the SMTP server address.	
			3. POP3 Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the POP3 server address.	
			4. Mailbox Name	—	Enter the mail box name.	
			5. Mailbox Pwd	—	Enter the password to login to the POP3 server.	
		2. Setup Mail RX	1. Auto Polling	On* Off	Automatically checks the POP3 server for new messages.	
			2. Poll Frequency	10 MIN	Sets the interval for checking for new messages on the POP3 server.	
			3. Header	All Subject+From+To None*	Selects the contents of the mail header to be printed.	
			4. Del Error Mail	On* Off	Deletes error mails automatically.	
			5. Notification	On MDN Off*	Receives notification messages.	
		3. Setup Mail TX	1. Sender Subject	—	Displays the subject that is attached to the Internet Fax data.	
			2. Size Limit	On Off*	Limits the size of E-mail documents.	
			3. Notification	On Off*	Sends notification messages.	
		4. Setup Relay	1. Rly Broadcast	On Off*	Relays a document to another fax machine.	
			2. Relay Domain	RelayXX:	Registers the Domain name.	
			3. Relay Report	On Off*	Prints the Relay Broadcast Report.	

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
6. LAN (MFC-8870DW) (Continued)	4.Scan to Email	1.Color	—	PDF* JPEG	Chooses the file format to send the scanned data.	See Network User's Guide on the CD-ROM.
		2.B/W	—	PDF* TIFF		
	5.Scan to FTP	1.Color	—	PDF* JPEG		
		2.B/W	—	PDF* TIFF		
	6.Fax to Server	—	—	On Off*	You can store a prefix/suffix address in the machine and can send a document from a fax server system.	
	7.Time Zone	—	—	UTC-XX:XX	Sets the time zone for your country.	
	0.Factory Reset	1.Reset	—	1.Yes 2.No	Restores all network settings to factory default.	
		2.Exit	—	—		

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
7.Machine Info.	1.Serial No.	—	—	You can check the serial number of your machine.	128
	2.Page Counter	—	Total Copy Print List/Fax	You can check the number of total pages the machine has printed during its life.	128
	3.Parts Life	1.Drum 2.Fuser 3.Laser 4.PF Kit MP 5.PF Kit 1 6.PF Kit 2	—	You can check the percentage of a machine part's life that remains available. PF Kit 2 appears only when the optional LT-5300 tray is installed.	128
0.Initial Setup	1.Receive Mode	—	Fax Only* Fax/Tel External TAD Manual	Chooses the receive mode that best suits your needs.	39
	2.Date/Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See <i>Quick Setup Guide</i>
	3.Station ID	—	Fax: Tel: Name:	Sets your name and fax number to appear on each page you fax.	
	4.Tone/Pulse	—	Tone* Pulse	Chooses the dialling mode.	60
	5.Dial Tone	—	Detection No Detection*	You can shorten the dial tone detect pause.	105
	6.Phone Line Set	—	Normal* PBX ISDN	Select the phone line type.	46

Entering Text

When setting certain menu selections, such as the Station ID, you will need to type text characters. The number keys have letters printed on keys. The keys: 0, # and * do *not* have printed letters because they are used for special characters.

Press the appropriate number key the required number of times to access the characters below:

(For setting an e-mail address and a Node Name)

Press Key	one time	two times	three times	four times	five times	six times	seven times	eight times
2	a	b	c	A	B	C	2	a
3	d	e	f	D	E	F	3	d
4	g	h	i	G	H	I	4	g
5	j	k	l	J	K	L	5	j
6	m	n	o	M	N	O	6	m
7	p	q	r	s	P	Q	R	S
8	t	u	v	T	U	V	8	t
9	w	x	y	z	W	X	Y	Z

(For setting other menu selections)

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

Inserting 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 a letter incorrectly and want to change it, press ◀ to move the cursor under the incorrect character, and then press **Clear/Back**.

Repeating letters

To enter a character on the same key as the previous character, press ► to move the cursor right before pressing the key again.

Special characters and symbols

Press **✕**, **#** or **0**, then press **◀** or **▶** to move the cursor under the symbol or character you want. Press **OK** to select it.

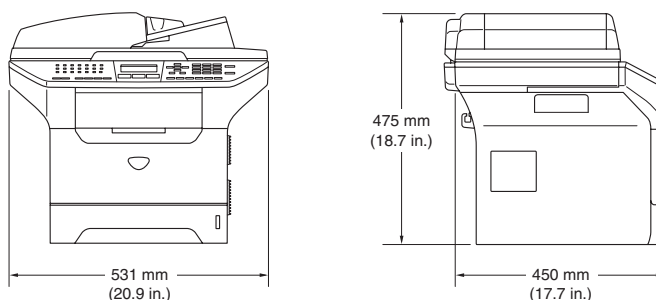
Press ✕	for	(space) ! " # \$ % & ' () ✕ + , - . / € ¹
Press #	for	: ; < = > ? @ [] ^ _
Press 0	for	Ä Ë Ö Ü À Ç È É 0

¹ € is not available for I-Fax settings.

General

Memory Capacity	32 MB
ADF (automatic document feeder)	Up to 50 pages (Staggered) Recommended Environment: Temperature: 20 to 30°C (68°F to 86°F) Humidity: 50% - 70%
	Paper: Xerox Premier 80 g/m ² or Xerox Business 80 g/m ²
Paper Tray	250 Sheets [80 g/m ² (20 lb)]
Printer Type	Laser
Print Method	Electrophotography by semiconductor laser beam scanning
LCD (liquid crystal display)	22 characters × 5 lines
Power Source	220 - 240V 50/60Hz
Power Consumption	Copying: Average 660 W Sleep: Average 17 W (MFC-8460N and MFC-8860DN) Average 18 W (MFC-8870DW) Standby: Average 85 W

Dimensions



Weight	Without Drum/Toner Unit: 16.5 kg (36.4 lb) (MFC-8460N) 16.7 kg (36.9 lb) (MFC-8860DN and MFC-8870DW)
Noise level	Sound power Operating (Copying): LWAd = 7.0 Bell Standby: LWAd = 4.6 Bell Sound pressure Operating (Copying): LpAm = 55 dBA Standby: LpAm = 30 dBA
Temperature	Operating: 10 to 32.5°C (50°F to 90.5°F) Storage: 0 to 40°C (32°F to 104°F)
Humidity	Operating: 20 to 80% (without condensation) Storage: 10 to 90% (without condensation)

Print media

Paper Input

Paper Tray

- Paper type:
Plain paper, Bond Paper, Recycled paper or Transparencies
- Paper size:
A4, Letter, Executive, A5, A6, B5 and B6
- Paper Weight:
60 to 105 g/m² (16 to 28 lb)
- Maximum paper tray capacity: Up to 250 sheets of 80 g/m² (20 lb) plain paper or up to 10 transparencies

Multi-purpose tray (MP tray)

- Paper type:
Plain paper, Recycled paper, Transparencies, Envelopes, Bond paper or Labels
- Paper size:
Width: 69.9 to 215.9 mm (2.75 to 8.5 in.)
Length: 116 to 406.4 mm (4.57 to 16 in.)
- Paper Weight:
60 to 161 g/m² (16 to 43 lb)
- Maximum paper tray capacity: Up to 50 sheets of 80 g/m² (20 lb) plain paper

Paper Output

Up to 150 sheets (Face down print delivery to the output paper tray)

Fax

Compatibility	ITU-T Group 3
Duplex Fax (Receive)	Yes (MFC-8860DN and MFC-8870DW only)
Coding System	MH/MR/MMR/JBIG
Modem Speed	Automatic Fallback: 33600 bps
Single-Sided Document Size	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 355.6 mm (5.8 to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 355.6 mm (14 in.)
2-Sided Document Size (MFC-8860DN and MFC-8870DW only)	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 297.0 mm (5.8 to 11.7 in.)
Scanning Width	Max. 208 mm (8.2 in.)
Printing Width	Max. 208 mm (8.2 in.)
Greyscale	256 levels
Polling Types	Standard, Secure, Timer, Sequential
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	<ul style="list-style-type: none"> ■ Horizontal 203 dot/inch (8 dot/mm) ■ Vertical Standard: 3.85 line/mm (98 line/in.) Fine: 7.7 line/mm (196 line/in.) Photo: 7.7 line/mm (196 line/in.) Superfine: 15.4 line/mm (392 line/in.)
One-Touch Dial	40 (20 × 2)
Speed-Dial	300 stations
Broadcasting	390 stations
Automatic Redial	3 times at 5 minute intervals
Auto Answer	0, 1, 2, 3, 4, 5, 6, 7 or 8 rings (for UK)
Communication Source	Public switched telephone network.
Memory Transmission	Up to 600 ¹ / 500 ² pages
Out of Paper Reception	Up to 600 ¹ / 500 ² pages

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

Copy

Colour/Monochrome	Monochrome
Duplex Copying	Yes (MFC-8860DN and MFC-8870DW only)
Single-Sided Document Size	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 355.6 mm (5.8 to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 355.6 mm (14 in.) Copy Width: Max. 211.3 mm (8.32 in.)
2-Sided Document Size (MFC-8860DN and MFC-8870DW only)	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 297.0 mm (5.8 to 11.7 in.)
Multiple Copies	Stacks or Sorts up to 99 pages
Reduce/Enlarge	25% to 400% (in increments of 1%)
Resolution	Up to 1200 × 600 dpi ¹
First Copy Out Time	Approx. 10.5 seconds

¹ When making a copy from the scanner glass in text quality mode at the 100% ratio.

Scan

Colour/Monochrome	Yes
Duplex Scanning	Yes (MFC-8860DN and MFC-8870DW only)
TWAIN Compliant	Yes (Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0) Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater
WIA Compliant	Yes (Windows® XP)
Colour Depth	24 bit colour
Resolution	Up to 19200 × 19200 dpi (interpolated) ¹ Up to 600 × 2400 dpi (optical) ²
Single-Sided Document Size	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 355.6 mm (5.8 to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 355.6 mm (14 in.)
2-Sided Document Size (MFC-8860DN and MFC-8870DW only)	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 297.0 mm (5.8 to 11.7 in.)
Scanning Width	Max. 212 mm (8.35 in.)
Grey Scale	256 levels

¹ Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows® XP (resolution up to 19200 × 19200 dpi can be chosen by using the Brother scanner utility)

² When using the scanner glass

Print

Emulation	PCL6 BR-Script (PostScript) Level 3 IBM® Proprinter XL Epson® FX-850™
Printer Driver	Brother GDI (Graphic Device Interface) printer driver support for Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0 Brother Laser Driver for Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater
Resolution	1200 dpi ¹ , HQ1200 (2400 × 600 dpi), 600 dpi, 300 dpi
Print Speed	Up to 28 pages/minute (A4 size) ²
Duplex Printing	Up to 13 pages/minute (MFC-8860DN and MFC-8870DW only)
First Print	Less than 8.5 seconds

¹ If you use the high quality 1200 dpi setting (1200 × 1200 dpi) the print speed will be slower.

² From standard paper tray and optional paper tray.

Interfaces

Parallel	A bi-directional shielded parallel cable that is IEEE 1284 compliant and no longer than 2.0 m (6 feet).
USB	A USB 2.0 interface cable that is no longer than 2.0 m (6 feet). ¹
LAN cable	Ethernet UTP cable category 5 or greater.
Wireless LAN (MFC-8870DW only)	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 Hi-Speed USB 2.0 interface. 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	Processor Minimum Speed	Minimum RAM	Recommended RAM	Available Hard Disk Space	
							For Drivers	For Applications
Windows® Operating System	98, 98SE	Printing, PC Fax ³ , Scanning ⁴	Parallel, USB, Ethernet, Wireless 802.11 b/g	Intel® Pentium® II or equivalent	32 MB	128 MB	90 MB	130 MB
	Me		Parallel, USB, Ethernet, Wireless 802.11 b/g					
	NT® Workstation 4.0		Parallel, Ethernet, Wireless 802.11 b/g ⁵		64 MB	256 MB		
	2000 Professional		Parallel, USB, Ethernet, Wireless 802.11 b/g					
	XP Home ¹ XP Professional ¹		Parallel, USB, Ethernet, Wireless 802.11 b/g		128 MB	256 MB	150 MB	220 MB
	XP Professional x64 bit Edition ¹		Parallel, USB, Ethernet, Wireless 802.11 b/g ⁵	AMD Opteron™ AMD Athlon™ 64 Intel® Xeon™ with Intel® EM64T Intel® Pentium® 4 with Intel® EM64T	256 MB	512 MB	150 MB	220 MB
Apple® Macintosh® Operating System	OS 9.1 - 9.2	Printing, PC Fax Send, Scanning ²	USB ⁶ , Ethernet	All base models meet minimum Requirements		64 MB	80 MB	200 MB
	OS X 10.2.4 or greater	Printing, PC Fax Send, Scanning ²	USB ⁶ , Ethernet, Wireless 802.11 b/g			128 MB	160 MB	

¹ For WIA, 1200x1200 resolution. Brother Scanner Utility enables to enhance up to 19200 x 19200 dpi

² Dedicated "Scan to" key functions only in the Mac OS® X 10.2.4 or greater.

³ Network PC Fax Receive not supported in Windows NT® Workstation 4.0.

⁴ Network Scanning not supported in Windows NT® Workstation 4.0 and Mac OS® 9.1-9.2 (Scan to Email Server <MFC-8860DN/8870DW only> and Scan to FTP are supported).

⁵ For wireless support on Windows Professional x64 bit Edition and NT Workstation 4.0, please visit <http://solutions.brother.com>

⁶ Third party USB ports are not supported.

Consumable items

Toner Cartridge Life	TN-3130: Standard Toner Cartridge: Approx. 3,500 pages ¹
	TN-3170: High-Yield Toner Cartridge: Approx. 7,000 pages ¹
Drum Unit Life Expectancy	DR-3100: Approx. 25,000 pages

¹ When printing Letter or A4 size paper at 5% print coverage

Ethernet wired network

Model name	NC-6400h
LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax and Remote Setup. ¹
Support for	Windows® 98/98SE/Me/2000/XP/Windows NT® Workstation Version 4.0 Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater ²
Protocols	IPv4: TCP/IP ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), ICMP, WINS/NetBIOS, DNS, mDNS, LPR/LPD, Port/Port9100, NetBIOS Print, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client POP3, LDAP (MFC-8860DN only) IPv6: TCP/IP ICMPv6, NDP, DNS, mDNS, LPR/LPD, Port/Port9100, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client POP3, LDAP (MFC-8860DN only)
Network type	Ethernet 10/100 BASE-TX Auto Negotiation (Wired LAN)
Management utilities	BRAdmin Professional for Windows® 98/98SE/Me/2000/XP/Windows NT® Workstation Version 4.0 BRAdmin Light for Mac OS® X 10.2.4 or greater Web BRAdmin for Windows® 2000 Professional / Server / Advanced Server, XP Professional (IIS) ³ Client computers with a web browser supporting Java™ ³

¹ PC Fax Send for Mac®

² Mac OS® 9.1 - 9.2 (Brother Laser Driver over TCP/IP)

Mac OS® X 10.2.4 or greater (mDNS)

Dedicated 'Scan' key and direct Network Scanning supported in Mac OS® X 10.2.4 or greater.

³ Web BRAdmin is available as a download from <http://solutions.brother.com>

Ethernet wireless network (MFC-8870DW only)

Model name	NC-7200W
LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax and Remote Setup. ¹
Support for	Windows® 98/98SE/Me/2000/XP/Windows NT® Workstation Version 4.0
	Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater ²
Protocols	IPv4: TCP/IP ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), ICMP, WINS/NetBIOS, DNS, mDNS, LPR/LPD, Port/Port9100, NetBIOS Print, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client, POP3, LDAP IPv6: TCP/IP ICMPv6, NDP, DNS, mDNS, LPR/LPD, Port/Port9100, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client, POP3, LDAP
Network type	IEEE 802.11 b/g (Wireless LAN) ³
Management utilities	BRAdmin Professional for Windows® 98/98SE/Me/2000/XP BRAdmin Light for Mac OS® X 10.2.4 or greater Web BRAdmin for Windows® 2000 Professional / Server / Advanced Server, XP Professional (IIS) ⁴ Client computers with a web browser supporting Java™ ⁴

¹ PC Fax Send for Mac®

² Mac OS® 9.1 - 9.2 (Brother Laser Driver over TCP/IP)
Mac OS® X 10.2.4 or greater (mDNS)

Dedicated 'Scan' key and direct Network Scanning supported in Mac OS® X 10.2.4 or greater.

³ Wireless LAN is not available for Mac OS® 9.1 - 9.2.

⁴ Web BRAdmin is available as a download from <http://solutions.brother.com>

Authentication and encryption for wireless users only

Authentication method

The Brother machine supports the following methods:

- Open system

Wireless devices are allowed to access the network without any authentication.

- Shared key

A secret pre-determined key is shared by all devices that will access the wireless network. The Brother machine uses the WEP keys as the pre-determined key.

- WPA-PSK

Enables a Wi-Fi Protected Access Pre-Shared key (WPA-PSK), which enables the Brother wireless machine to associate with access points using TKIP encryption (WPA-Personal).

- LEAP

Cisco LEAP (Light Extensible Authentication Protocol) has been developed by Cisco Systems, Inc. and enables the Brother wireless product to associate with access points using CKIP and CMIC encryptions.

Encryption methods

Encryption is used to secure the data that is sent over the wireless network. The Brother machine supports the following encryption methods:

- WEP

By using WEP (Wired Equivalent Privacy), the data is transmitted and received with a secure key.

- TKIP

TKIP (Temporal Key Integrity Protocol) provides per-packet key mixing, a message integrity check and re-keying mechanism.

- AES

AES (Advanced Encryption Standard) is Wi-Fi® authorized strong encryption standard.

- CKIP

The original Key Integrity Protocol for LEAP by Cisco Systems, Inc.

Network key

There are some rules for each security method:

■ Open system/Shared key with WEP

This key is a 64-bit or 128-bit value that must be entered in an ASCII or hexadecimal format.

- 64 (40) bit ASCII:
Uses 5 text characters.
e.g. "WSLAN" (this is case sensitive).
- 64 (40) bit hexadecimal:
Uses 10 digits of hexadecimal data.
e.g. "71f2234aba"
- 128 (104) bit ASCII:
Uses 13 text characters.
e.g. "Wirelesscomms" (this is case sensitive)
- 128 (104) bit hexadecimal:
Uses 26 digits of hexadecimal data.
e.g. "71f2234ab56cd709e5412aa2ba"

■ WPA-PSK and TKIP/AES

Uses a Pre-Shared Key (PSK) that is more than 7 and less than 64 characters in length.

F

Glossary

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 the external phone or pressing **Tel/R**.

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

As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

Beeper Volume

Volume setting for the beep when you press a key or make an error.

Broadcasting

The ability to send the same fax message to more than one location.

BT Call Sign

A subscriber service purchased from the telephone company in U.K. that gives you another phone number on an existing phone line. The Brother machine uses the new number to simulate a dedicated fax line.

Caller ID

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

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 JBIG, if the receiving machine has the same capability.

Communication error (or 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.

Delayed Fax

Sends your fax at a specified later time that day.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension phone

A telephone on the fax number that is plugged into a separate wall socket.

External phone

A TAD (telephone answering device) or telephone that is 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 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.

Grey scale

The shades of grey available for copying and faxing photographs.

Group number

A combination of One-Touch and Speed-Dial numbers that are stored on a One-Touch key or 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 or press **Tel/R** so you can hear the receiving fax machine answer before you press **Start** to begin transmission.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

The bundled ScanSoft® Paper Port® or Presto!® Page Manager® software application converts an image of text to text you can edit.

One-Touch

Keys on the machine's control panel where you can store numbers for easy dialling. You can store a second number on each key if you press **Shift** and the One-Touch Key together.

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 2.8 second delay in the dialling sequence stored on One-Touch keys and Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

A listing of names and numbers stored in One-Touch and 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.

Ring Delay

The number of rings before the machine answers in **Fax Only**, **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.

Search

An electronic, alphabetical listing of stored One-Touch, Speed-Dial and Group numbers.

Speed-Dial

A pre-programmed number for easy dialing. You must hold down **Shift** as you press **Search/Speed Dial**, then enter the three-digit Speed-Dial location and press **Start** to begin the dialing process.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

You can select certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialling 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 List

A printed report that shows the current settings of the machine.

Xmit Report
(Transmission Verification Report)

A listing for each transmission, that shows its date, time and number.

A

ADF (automatic document feeder)	11, 30
Answering machine (TAD)	
connecting	48
Automatic	
fax receive	40
Fax Detect	42
fax redial	54

B

Broadcasting	
setting up Groups for	59

C

Cancelling	
fax jobs in memory	38
jobs awaiting redial	38
Paging	66
Cleaning	
corona wire	120
drum unit	120
laser scanner window	118
scanner glass	118
Connecting	
external telephone	49
Control panel overview	2
Copy	
duplex	77
Enlarge/Reduce	74
enter Copy mode	72
keys	73
multiple	72
Quality key	73
single	72
Sort (ADF only)	79
temporary settings	73
using ADF	72
Cordless phone	51
Cover page	
custom comments	33
for all faxes	34
for next fax only	34
printed form	34

D

Delayed Batch Transmission	37
Dialling	
a pause	55
access codes and credit card	
numbers	60
automatic fax redial	54
Groups (Broadcasting)	32
manual	53
One-Touch	53
Speed-Dial	53
Drum unit	
checking (remaining life)	128
cleaning	120
replacing	124
Dual Access	36

E

Equalization	105
Error messages on LCD	
Comm. Error	106
No Paper Fed	107
Not Registered	53
Out of Memory	108
Unable to Init.	109
Unable to Print	109
Unable to Scan	109
Extension telephone, using	49, 50, 51
External telephone, connecting	49

F

Fax codes	
changing	51, 52, 64
Fax Receive Code	49, 51
Remote Access Code	64
Telephone Answer Code	49, 51
Fax Forwarding	
changing remotely	65, 66
programming a number	61
Fax Storage	62
printing from memory	45
turning off	63
Fax, stand-alone	

receiving	39
at end of conversation	40
compatibility	105
duplex print	43
Fax Detect	42
Fax Forwarding	66
Fax Receive Stamp	44
from extension phone	49, 51
polling receive	69
reducing to fit on paper	43
retrieving from a remote site	65
Ring Delay, setting	41
sending	18, 30
Broadcasting	32
cancelling from memory	38
compatibility	105
contrast	35
delayed batch	37
delayed Fax	37
enter Fax mode	36
from memory (Dual Access)	36
from scanner glass	31
manual	38
overseas	37
polled transmit	70
Real Time Transmission	36
resolution	35
Fax/Tel mode	
answering at extension phones	49, 51
Fax Detect	42
Fax Receive Code	49, 51
receiving faxes	49
Ring Delay	41
Telephone Answer Code	49, 51

G

Gray scale	150, 152
Groups for Broadcasting	59

H

HELP	
LCD messages	129
using menu keys	129
Menu Table	129

J

Jams	
document	111
paper	111

L

LCD (liquid crystal display)	129
contrast	23
Help List	68

M

Maintenance, routine	116
checking the remaining life of parts	128
Manual	
dialling	53
receive	39
transmission	38
Memory Storage	129
Menu Table	129
Mode, entering	
Copy	72
Fax	30, 36
Scan	7
Multi-line connections (PBX)	48

O

One-Touch	
changing	58
setting up	55
using	53

P

Paging	
programming your pager number	61
Paper	12, 149
size of document	11
type	18
Phone line	
connections	48
difficulties	94
multi-line (PBX)	48
Power failure	129
Print	
difficulties	94

drivers	153
fax from memory	45
paper jams	112
quality	100
reports	68
resolution	153
specifications	153
Programming your machine	129

Q

Quality key (copying)	73
Quick-Dial	55
Group dial	
changing	58
setting up Groups for Broadcasting ..	59
One-Touch dial	
Custom Scan Profile	55
setting up	55
using	53
Search	54
Speed-Dial	
changing	58
Custom Scan Profile	57
setting up	57
using	53

R

Redial/Pause	54
Reducing	
copies	74
incoming faxes	43
Remote Retrieval	64
access code	64
commands	66
getting your faxes	65
Reports	67, 69
Fax Journal	68
Journal Period	67
Help List	68
how to print	68
Network Configuration	68
Quick-Dial List	68
Transmission Verification	67
User Settings	68
Resolution	
copy	151
fax (Standard, Fine, SuperFine, Photo)	150

print	153
scan	152
setting for next fax	35
Restricted users	27
Ring Delay, setting	41

S

Safety Instructions	90
Secure Function Lock	25
Security	
Secure Function Lock	25
Setting Lock	24
Setting Lock	24
Shipping the machine	127
Sleep Time	23
Speed-Dial	
changing	58
setting up	57
using	53

T

TAD (telephone answering device), external	39
connecting	48
recording OGM	48
Temporary copy settings	73
Text, entering	146
Toner cartridge	
replacing	121, 122
Tray use, setting	
copy	19
fax	20
print	20
Troubleshooting	94
document jam	111
if you are having difficulty	
incoming calls	95
paper handling	98
phone line	105
printing	94, 96
paper jam	112

V

Volume, setting	
beeper	21
ring	21
speaker	21



This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support machines purchased in their own countries.