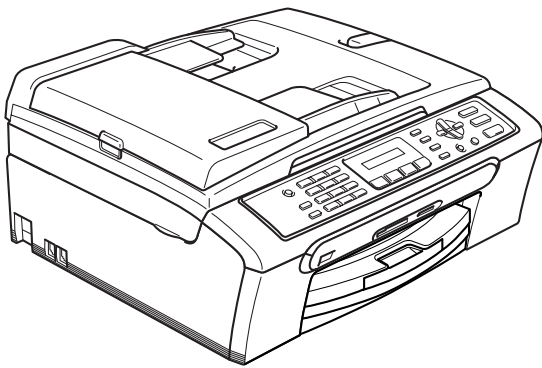


brother®

# USER'S GUIDE

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MFC-240C



Version C

# 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

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

## Compilation and Publication Notice

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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.

### **Use only GENUINE brother supplies**

Brother multifunction machines are designed to work ink of a particular specification and work to a level of optimum performance when used with genuine Brother ink cartridges. Brother cannot guarantee this optimum performance if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother cartridges with this machine or the refilling of empty cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of the use of ink or ink cartridges other than genuine Brother products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result will not be covered by the warranty.

# 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 .....	2
Viewing Documentation .....	2
Control panel overview .....	4

### 2 Loading documents and paper

---

Loading documents .....	6
Using the ADF .....	6
Using the scanner glass .....	7
Scanning area .....	8
Acceptable paper and other media .....	8
Recommended media .....	9
Handling and using media .....	9
Choosing the right media .....	10
Loading paper, envelopes and other media .....	12
Loading paper and other media .....	12
Loading envelopes and post cards .....	13
Printable Area .....	15

### 3 General setup

---

Power Save mode .....	16
Putting your machine in Power Save mode .....	16
Bringing your machine out of Power Save mode .....	16
Power Save setting .....	16
Mode Timer .....	17
Paper settings .....	17
Paper Type .....	17
Paper Size .....	17
Volume Settings .....	18
Ring Volume .....	18
Beeper Volume .....	18
Speaker Volume .....	18
LCD display .....	18
LCD Contrast .....	18
LCD Language .....	18

### 4 Security features

---

TX Lock .....	19
Setting and changing the TX lock password .....	19
Turning the TX Lock on/off .....	20

# Section II Fax

## 5 Sending a fax

---

Entering Fax mode .....	22
Faxing from the ADF .....	22
Faxing from the scanner glass .....	22
Faxing Letter size documents from the scanner glass .....	23
Colour fax transmission .....	23
Cancelling a fax in progress .....	23
Broadcasting (Monochrome only).....	23
Canceling a Broadcast in progress.....	24
Additional sending operations.....	24
Sending faxes using multiple settings .....	24
Contrast .....	25
Changing fax resolution.....	25
Dual access (Monochrome only).....	26
Real time transmission .....	26
Overseas Mode .....	26
Checking and cancelling waiting jobs.....	27
Sending a fax manually .....	27
Out of Memory message .....	27

## 6 Receiving a Fax

---

Receive modes.....	28
Choosing the Receive Mode .....	28
Using receive modes .....	29
Fax only .....	29
Fax/Tel.....	29
Manual.....	29
External TAD .....	29
Receive mode settings .....	29
Ring Delay .....	29
F/T Ring Time (Fax/Tel mode only).....	30
Fax Detect .....	30
Additional receiving operations.....	31
Printing a reduced incoming fax .....	31
Receiving faxes into memory .....	31

## 7 Telephone and External devices

---

Voice Operations .....	32
Tone or pulse.....	32
Fax/Tel mode .....	32
Fax/Tel mode in Power Save mode .....	32
Telephone services.....	32
Connecting an external TAD (telephone answering device) .....	33
Connections.....	33
Recording outgoing message (OGM) on an external TAD.....	34
Multi-line connections (PBX) .....	34

External and extension phones .....	34
Connecting an external or extension telephone .....	34
Operation from extension telephones.....	34
Using a cordless external telephone .....	35
Using remote codes.....	35

## **8 Dialling and storing numbers**

---

How to Dial .....	36
Manual dialling.....	36
Speed-Dialling .....	36
Search .....	36
Fax Redial .....	37
Storing numbers .....	37
Storing a pause .....	37
Storing Speed-Dial numbers .....	37
Changing Speed-Dial numbers .....	37
Setting up groups for broadcasting.....	38
Combining Quick-Dial numbers.....	38

## **9 Printing Reports**

---

Fax reports.....	39
Transmission Verification Report.....	39
Fax Journal (activity report) .....	39
Reports .....	40
How to print a report .....	40

# **Section III Copy**

## **10 Making copies**

---

How to copy .....	42
Entering Copy mode.....	42
Making a single copy .....	42
Making multiple copies .....	42
Stop copying .....	42
Copy options.....	43
Changing copy speed and quality .....	44
Enlarging or reducing the image copied .....	44
Making N in 1 copies or a poster .....	45
Sorting copies using the ADF (Monochrome only) .....	46
Adjusting Brightness, Contrast and Colour.....	46
Paper options .....	47

# **Section IV Direct Photo Printing**

## **11 Printing photos from a memory card**

---

PhotoCapture Center™ Operations.....	50
Printing from a memory card without a PC.....	50
Using PhotoCapture Center™ from your computer.....	50
Using memory cards.....	50
Memory card folder structure.....	51
How to print from a memory card .....	52
Printing the thumbnail index .....	52
Printing Images.....	53
DPOF printing.....	54
PhotoCapture Center™ print settings.....	55
Print speed and quality .....	55
Paper Options.....	55
Adjusting Brightness and Contrast .....	55
Cropping .....	56
Borderless printing.....	56
Understanding the Error Messages .....	56

## **12 Printing photos from a camera with PictBridge**

---

Before Using PictBridge.....	57
PictBridge requirements .....	57
Using PictBridge .....	57
Setting your digital camera .....	57
Printing Images.....	58
DPOF printing.....	58
Understanding the Error Messages .....	58

# **Section V Software**

## **13 Software features**

---

# **Section VI Appendixes**

## **A Safety and Legal**

---

Choosing a location .....	62
To use the machine safely.....	63
Important safety instructions.....	67
IMPORTANT - For your safety .....	68
Legal limitations for copying .....	68
Trademarks .....	69

## **B Troubleshooting and Routine Maintenance**

---

Troubleshooting .....	70
If you are having difficulty with your machine .....	70
Error messages .....	75
Transferring your faxes or Fax Journal report .....	78

Document jam .....	79
Printer jam or paper jam .....	79
Dial Tone detection.....	81
Phone line interference.....	81
Routine maintenance.....	82
Replacing the ink cartridges .....	82
Cleaning the outside of the machine .....	84
Cleaning the scanner.....	85
Cleaning the machine printer platen .....	85
Cleaning the Paper Pick-up Roller .....	86
Cleaning the print head .....	86
Checking the print quality .....	87
Checking the printing alignment .....	88
Checking the ink volume .....	88
Machine Information .....	88
Checking the serial number .....	88
Packing and shipping the machine .....	89

## **C Menu and Features**

---

On-screen programming.....	91
Menu table.....	91
Memory storage.....	91
Menu keys .....	91
Menu Table.....	93
Entering Text .....	100

## **D Specifications**

---

General .....	101
Print media.....	103
Fax.....	104
Copy .....	106
PhotoCapture Center™ .....	107
PictBridge .....	107
Scanner .....	108
Printer .....	109
Interfaces .....	110
Computer requirements .....	111
Consumable items .....	112

## **E Glossary**

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## **F Index**

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# General

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<b>General Information</b>	<b>2</b>
<b>Loading documents and paper</b>	<b>6</b>
<b>General setup</b>	<b>16</b>
<b>Security features</b>	<b>19</b>









## 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.

<b>Bold</b>	Bold typeface identifies specific keys on the machine control panel.
<i>Italics</i>	Italicized typeface emphasizes an important point or refers you to a related topic.
Courier New	Text in the Courier New font identifies messages on the LCD of the machine.

-  Warnings tell you what to do to prevent possible personal injury.
-  Electrical Hazard icons alert you to possible electrical shock.
-  Hot Surface icons warn you not to touch machine parts that are hot.
-  Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.
-  Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.
-  Improper Setup icons alert you to devices and operations that are not compatible with the machine.

## Accessing the complete User's Guide

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

### Viewing Documentation

#### Viewing Documentation (For Windows®)

To view the documentation, from the **Start** menu, point to **Brother, MFC-XXXX** (where XXXX is your model name) from the programs group, and then select **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 into your CD-ROM drive.
- 2 If the model name screen appears, click your model name.
- 3 If the language screen appears, click your language. The CD-ROM main menu will appear.



**Note**

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

- 4 Click **User's Guide** to view the Software User's Guide in HTML format.

**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*  
(For Windows® 98/98SE/Me/2000 Professional and Windows® XP)
- *ControlCenter3*  
(For Windows® 98/98SE/Me/2000 Professional and Windows® XP)

**Viewing Documentation  
(For Macintosh®)**

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



- 2 Double-click the **Documentation** icon.
- 3 Double-click your language folder.
- 4 Double-click the top page file to view the Software User's Guide in HTML format.

- 5 Click the documentation you want to read.
  - **Software User's Guide:** Software User's Guide in HTML format

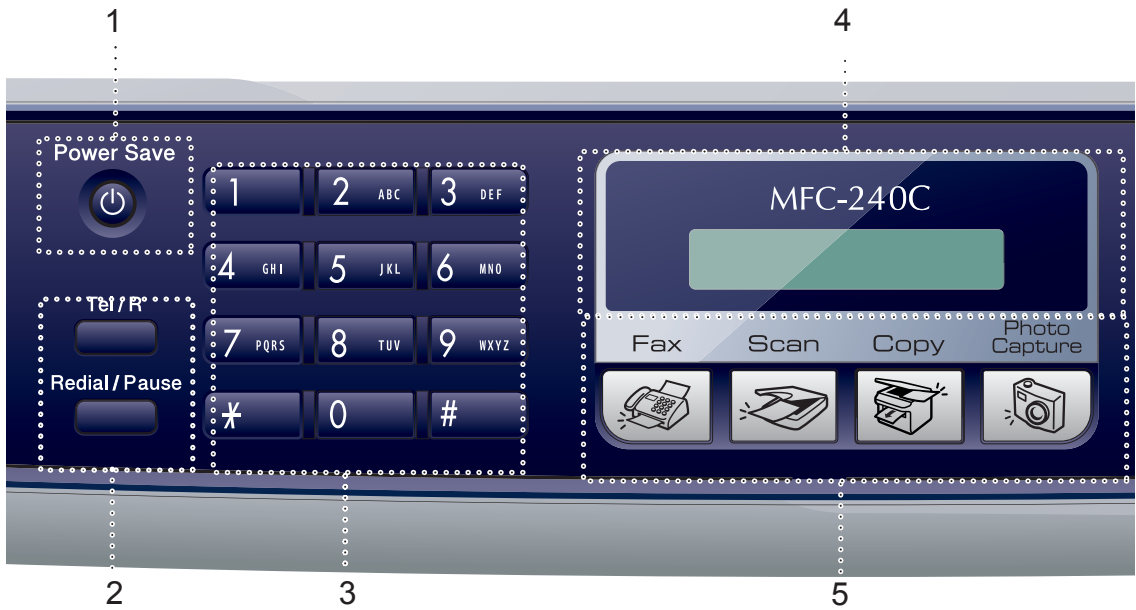
**How to find Scanning instructions**

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

**Software User's Guide**

- *Scanning*  
(For Mac OS® X 10.2.4 or greater)
- *ControlCenter2*  
(For Mac OS® X 10.2.4 or greater)

# Control panel overview



## 1 Power Save

Lets you put the machine into Power Save mode.

## 2 Fax keys

### ■ Redial/Pause

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

### ■ Tel/R

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

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

## 3 Dial Pad

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

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

## 4 LCD (liquid crystal display)

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

## 5 Mode keys:

### ■ Fax

Lets you access Fax mode.

### ■ Scan

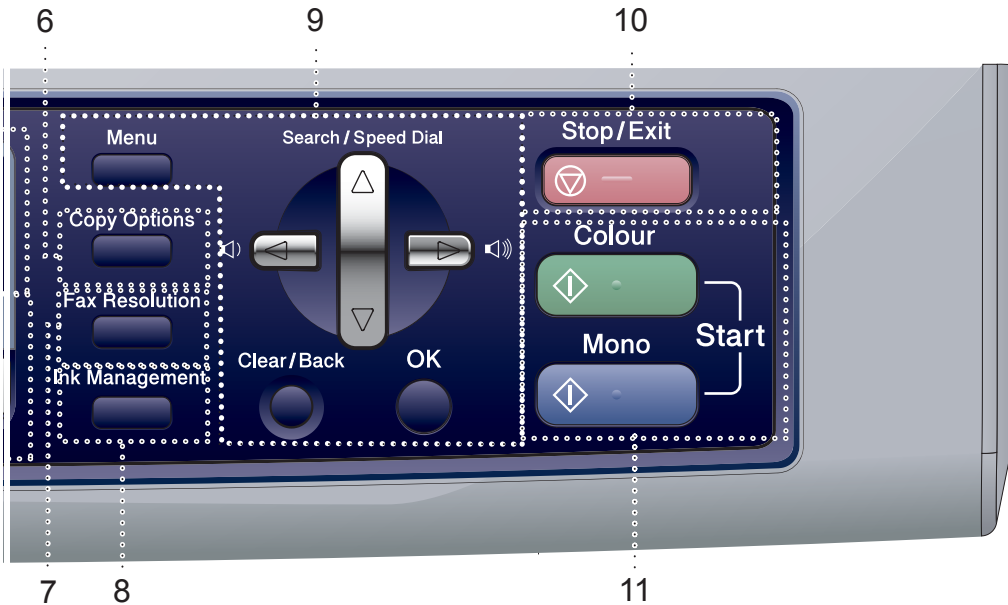
Lets you access Scan mode.

### ■ Copy

Lets you access Copy mode.

### ■ PhotoCapture

Lets you access PhotoCapture Center™ mode.



**6 Copy Options**

Lets you temporarily change the copy settings when in copy mode.


**7 Fax Resolution**

Lets you temporarily change the resolution when sending a fax.

**8 Ink Management**

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

**9 Menu keys:**

- **Menu**  
Accesses the main menu.
- **▲ Search/Speed Dial**  
Lets you look up and dial numbers that are stored in the memory.
- **Volume keys**  
  
 In Fax mode, you can press these keys to adjust the ring volume.
- **◀**  
Press to scroll backward to a menu selection.

- **▲ or ▼**

Press to scroll through the menus and options.

- **Clear/Back**

Press to cancel the current setting.

- **OK**

Selects a setting.

**10  Stop/Exit**

Stops an operation or exits from a menu.

**11 Start keys:**

-  **Colour Start**

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

-  **Mono Start**

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

# 2

## Loading documents and paper

### Loading documents

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

### Using the ADF

The ADF can hold up to 10 pages and feeds each sheet individually. Use standard 80 g/m<sup>2</sup> (20 lb) paper and always fan the pages before putting them in the ADF.

### Recommended environment

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

### Document Sizes Supported

Length:	148 to 355.6 mm (5.8 to 14 in.)
Width:	148 to 215.9 mm (5.8 to 8.5 in.)
Weight:	64 to 90 g/m <sup>2</sup> (17 to 24 lb)

### How to load documents

#### ! CAUTION

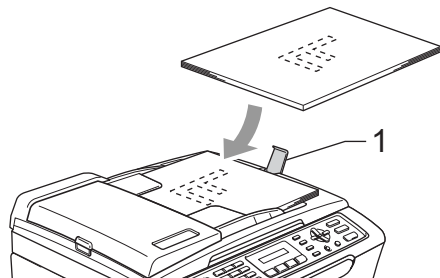
DO NOT pull on the document while it is feeding.

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

DO NOT use cardboard, newspaper or fabric.

■ Make sure documents written with ink are completely dry.

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



**! CAUTION**

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

## Using the scanner glass

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

### Document Sizes Supported

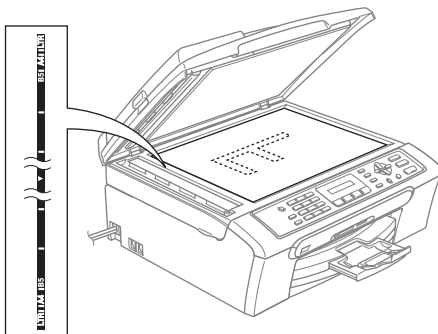
Length:	Up to 297 mm (11.7 in.)
Width:	Up to 215.9 mm (8.5 in.)
Weight:	Up to 2 kg (4.4 lb)

### How to load documents

**Note**

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

- 1 Lift the document cover.



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



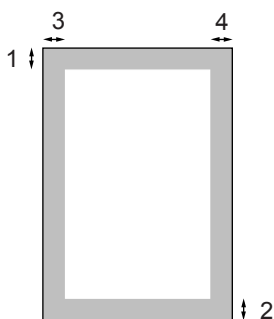
- 3 Close the document cover.

**! CAUTION**

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

## Scanning area

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



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

## Acceptable paper and other media

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

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

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

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper), transparencies and photo paper, be sure to choose the correct media in the 'Basic' tab of the printer driver or in the Paper Type setting of the menu (See *Paper Type* on page 17).
- When you print on Brother photo paper, load the instruction sheet included with the photo paper in the paper tray first, and then put the photo paper on the instruction sheet.
- When you use transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

## Recommended media

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

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

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

### Brother paper

Paper Type	Item
A4 Plain	BP60PA
A4 Glossy Photo	BP61GLA
A4 Inkjet (Matte)	BP60MA
10 x 15 cm Glossy	BP61GLP

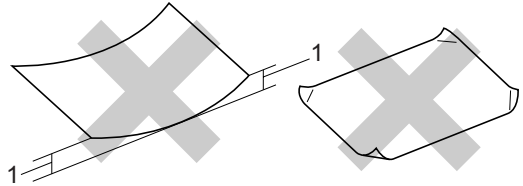
## Handling and using media

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

### Improper Setup

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



- 1 2 mm (0.08 in.) or longer
- Extremely shiny or highly textured paper
- Paper already printed on by a printer
- Paper that cannot be arranged uniformly when stacked
- Paper made with a short grain

### Paper capacity of the output paper tray

Up to 50 sheets of 80 g/m<sup>2</sup> A4 or 20 lb Letter paper.

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



## Choosing the right media

### Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Sheet	Letter	216 × 279 mm (8 1/2 × 11 in.)	Yes	Yes	Yes	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	Yes	Yes	Yes	Yes
	Legal	216 × 356 mm (8 1/2 × 14 in.)	Yes	Yes	–	Yes
	Executive	184 × 267 mm (7 1/4 × 10 1/2 in.)	–	–	–	Yes
	JIS B5	182 × 257 mm (7.2 × 10.1 in.)	–	–	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes
	A6	105 × 148 mm (4.1 × 5.8 in.)	–	–	–	Yes
Cards	Photo	10 × 15 cm (4 × 6 in.)	–	Yes	Yes	Yes
	Photo 2L	13 × 18 cm (5 × 7 in.)	–	–	Yes	Yes
	Index Card	127 × 203 mm (5 × 8 in.)	–	–	–	Yes
	Post Card 1	100 × 148 mm (3.9 × 5.8 in.)	–	–	–	Yes
	Post Card 2 (Double)	148 × 200 mm (5.8 × 7.9 in.)	–	–	–	Yes
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	–	–	–	Yes
	DL Envelope	110 × 220 mm (4.3 × 8.7 in.)	–	–	–	Yes
	COM-10	105 × 241 mm (4 1/8 × 9 1/2 in.)	–	–	–	Yes
	Monarch	98 × 191 mm (3 7/8 × 7 1/2 in.)	–	–	–	Yes
	JE4 Envelope	105 × 235 mm (4.1 × 9.3 in.)	–	–	–	Yes
	Transparencies	Letter	216 × 279 mm (8 1/2 × 11 in.)	–	Yes	–
A4		210 × 297 mm (8.3 × 11.7 in.)	–	Yes	–	Yes

## Paper weight, thickness and capacity

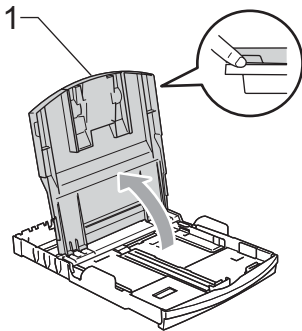
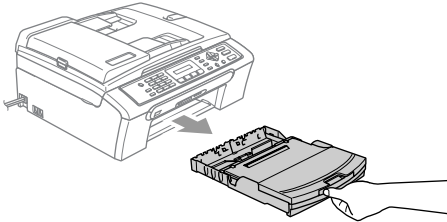
Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	64 to 120 g/m <sup>2</sup> (17 to 32 lb)	0.08 to 0.15 mm (0.003 to 0.006 in.)	100 <sup>1</sup>
	Inkjet Paper	64 to 200 g/m <sup>2</sup> (17 to 53 lb)	0.08 to 0.25 mm (0.003 to 0.01 in.)	20
	Glossy Paper	Up to 220 g/m <sup>2</sup> (Up to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

<sup>1</sup> Up to 50 sheets for Legal size paper 80 g/m<sup>2</sup> (20 lb).  
Up to 100 sheets of 80 g/m<sup>2</sup> (20 lb) paper.

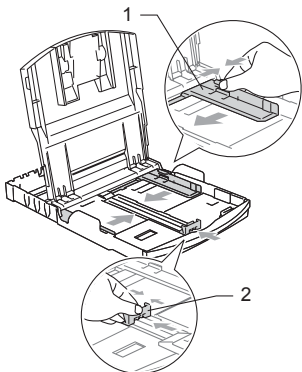
# Loading paper, envelopes and other media

## Loading paper and other media

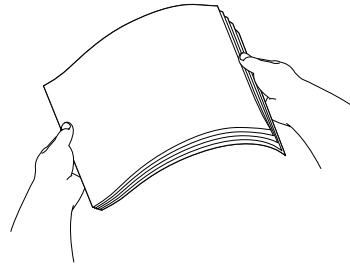
- 1 Pull the paper tray completely out of the machine.  
If the paper support flap is open, close it and lift the output paper tray cover (1).



- 2 Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.

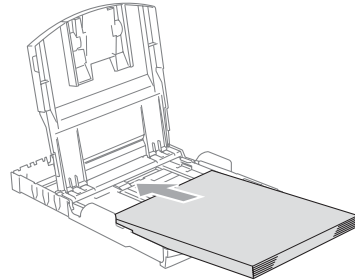


- 3 Fan the stack of paper well to avoid paper jams and misfeeds.

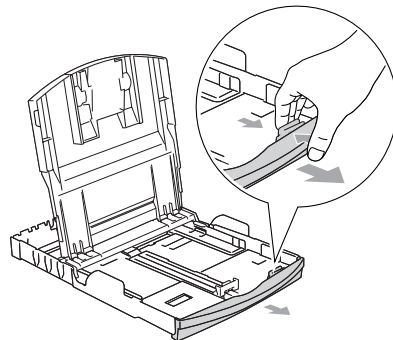


**Note**  
Always make sure the paper is not curled.

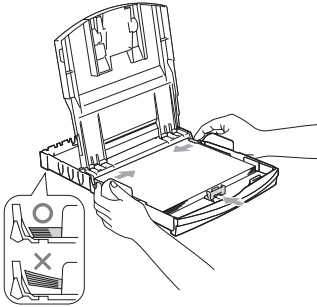
- 4 Gently put the paper into the paper tray print side down and top edge first. Check that the paper is flat in the tray.



**Note**  
When you use Legal size paper, press and hold the universal guide release button as you slide out the front of the paper tray.



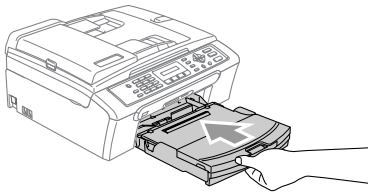
- 5 Gently adjust the paper side guides with both hands and the paper length guide to fit the paper. Make sure the paper side guides touch the sides of the paper.



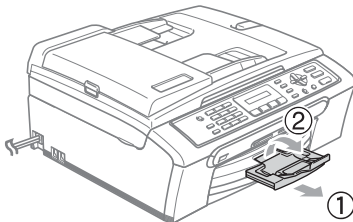
### Note

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

- 6 Put the paper tray cover back.
- 7 Slowly push the paper tray completely into the machine.



- 8 While holding the paper tray in place, pull out the paper support (1) until it clicks and unfold the paper support flap (2).



### Note

Do not use the paper support flap for Legal paper.

## Loading envelopes and post cards

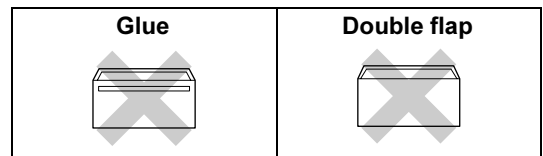
### Loading envelopes

- Use envelopes that weigh from 75 to 95 g/m<sup>2</sup> (20 to 25 lb).
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first.

### ! CAUTION

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

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



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

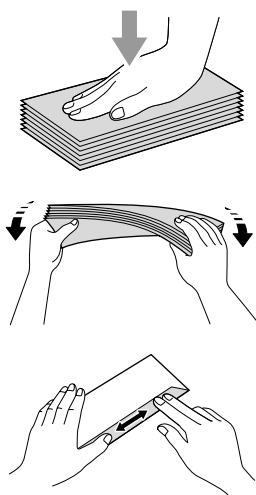
## How to load envelopes and post cards

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

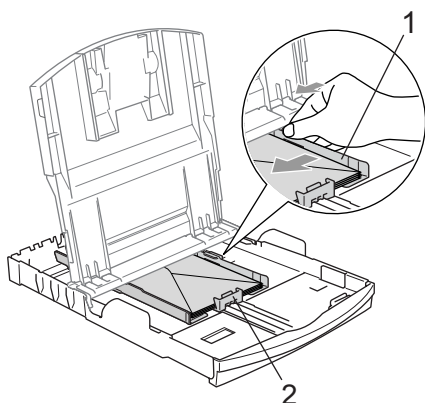


### Note

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

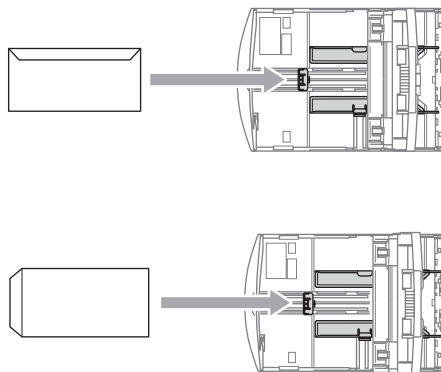


- 2 Put the envelopes or post cards into the paper tray with the address side down and the leading edge (top of the envelopes) in first. Slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards.



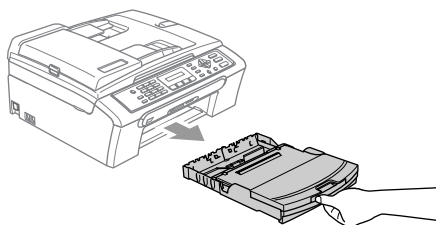
## If you have problems when printing on envelopes, try the following suggestions:

- 1 Open the envelope flap.
- 2 Make sure the open flap is either to the side of the envelope or to the back edge of the envelope when printing.
- 3 Adjust the size and margin in your application.



## Removing small printouts from the machine

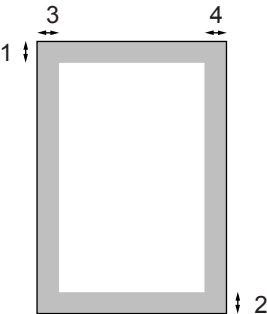
When the machine ejects small paper onto the output paper tray you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



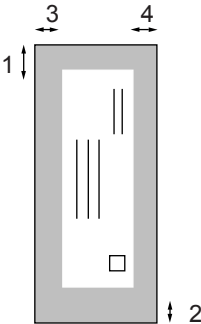
# Printable Area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes. The machine can only print in the shaded areas when the Borderless print feature is available and turned on.

Cut Sheet Paper



Envelopes



	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	3 mm (0.12 in.)	3 mm (0.12 in.)	3 mm (0.12 in.)	3 mm (0.12 in.)
Envelopes	12 mm (0.47 in.)	24 mm (0.95 in.)	3 mm (0.12 in.)	3 mm (0.12 in.)



**Note**

The Borderless feature is not available for envelopes.

# 3

## General setup

### Power Save mode

When the machine is idle, you can put the machine into Power Save mode by pressing the **Power Save** key. You can still receive telephone calls in Power Save mode. For further information on receiving faxes in the power save condition, please see the table on page 16. If you want to do other operations, you must take the machine out of Power Save mode.



#### Note

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

### Putting your machine in Power Save mode

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

### Bringing your machine out of Power Save mode

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



#### Note

- Even if you have put the machine into Power Save mode, it will periodically clean the print head to preserve print quality.
- If you unplug the AC power cord, no machine operations will be available.
- You can customize Power Save mode so that, apart from automatic head cleaning, no machine operations are available. (See *Power Save setting* on page 16.)

### Power Save setting

You can customize the machine's **Power Save** key. The default mode is *Fax Receive:On*. Your machine can receive faxes or calls even when the machine is in Power Save mode. If you do not want your machine to receive faxes or calls, turn this setting to *Fax Receive:Off*. (See *Power Save mode* on page 16.)

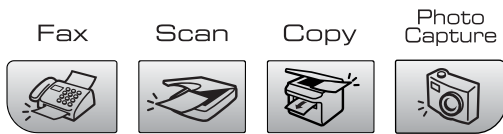
- 1 Press **Menu**, **1**, **5**.
- 2 Press **▲** or **▼** to choose *Fax Receive:On*, or *Fax Receive:Off*. Press **OK**.
- 3 Press **Stop/Exit**.

On/Off setting	Receive mode	Available operations
Fax Receive: On (default)	Fax Only External TAD	Fax Receive, Fax Detect  ■ You cannot receive a fax with <b>Mono Start</b> or <b>Colour Start</b> .
	Manual Fax/Tel <sup>1</sup>	Fax Detect  ■ You cannot receive a fax with <b>Mono Start</b> or <b>Colour Start</b> .
Fax Receive: Off	—	No machine operations will be available other than cleaning the print head.

<sup>1</sup> You cannot receive a fax automatically even if you have set the receive mode to *Fax/Tel*.

## Mode Timer

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



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

## Paper settings

### Paper Type

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

- 1 Press **Menu**, **1**, **2**.
- 2 Press **▲** or **▼** to choose Plain Paper, Inkjet Paper, Brother Photo, Other Photo or Transparency.  
Press **OK**.
- 3 Press **Stop/Exit**.



#### Note

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

### Paper Size

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

- 1 Press **Menu**, **1**, **3**.
- 2 Press **▲** or **▼** to choose Letter, Legal, A4, A5 or 10×15cm.  
Press **OK**.
- 3 Press **Stop/Exit**.





## Volume Settings

### Ring Volume



You can select a range of ring volume levels, 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 level. 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:



#### Setting the Ring Volume from the menu

- 1 Press **Menu, 1, 4, 1**.
- 2 Press  or  to choose *Low*, *Med*, *High* or *Off*. 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**.
- 2 Press  or  to choose *Low*, *Med*, *High* or *Off*. Press **OK**.
- 3 Press **Stop/Exit**.

### Speaker Volume



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

- 1 Press **Menu, 1, 4, 3**.
- 2 Press  or  to choose *Low*, *Med*, *High* or *Off*. Press **OK**.
- 3 Press **Stop/Exit**.

## LCD display



### LCD Contrast

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

- 1 Press **Menu, 1, 6**.
- 2 Press  or  to choose *Light* or *Dark*. Press **OK**.
- 3 Press **Stop/Exit**.

### LCD Language

You can change the LCD language.

- 1 Press **Menu, 0, 0**.
- 2 Press  or  to choose *English* or *Chinese*. Press **OK**.
- 3 Press **Stop/Exit**.

## TX Lock

TX Lock lets you prevent unauthorized access to the machine.

While TX Lock is **On**, the following operations are available:

- Receiving faxes

While TX Lock is **On**, the following operations are NOT available:

- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture

## Setting and changing the TX lock password

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### Setting up the password



#### Note

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

### Changing the TX Lock password

- 1 Press **Menu**, **2**, **0**, **1**.
- 2 Press **▲** or **▼** to choose **Set Password**. Press **OK**.
- 3 Enter a 4-digit number for the current password. Press **OK**.
- 4 Enter a 4-digit number for a new password. Press **OK**.
- 5 When the LCD shows **Verify:**, re-enter the password. Press **OK**.
- 6 Press **Stop/Exit**.

## Turning the TX Lock on/off

---

### Turning TX Lock on

- 1 Press **Menu**, **2**, **0**, **1**.
- 2 Press **▲** or **▼** to choose `Set TX Lock`. Press **OK**.
- 3 Enter the registered 4-digit password. Press **OK**.  
The machine goes offline and the LCD shows `TX Lock Mode`.

### Turning TX Lock off

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



#### Note

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

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# Fax


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<b>Sending a fax</b>	22
<b>Receiving a Fax</b>	28
<b>Telephone and External devices</b>	32
<b>Dialling and storing numbers</b>	36
<b>Printing Reports</b>	39


# 5

## Sending a fax

### Entering Fax mode

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

### Faxing from the ADF

- 1 Make sure you are in Fax mode .
- 2 Put the document face down in the ADF.
- 3 Dial the fax number using the dial pad.
- 4 Press **Mono Start** or **Colour Start**.  
The machine starts scanning the document.

#### Note

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


### Faxing from the scanner glass

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

You cannot send multiple pages for colour faxes.

#### Note

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

- 1 Make sure you are in Fax mode .
- 2 Load your document on the scanner glass.
- 3 Dial the fax number.

- 4 Press **Mono Start** or **Colour Start**.
  - If you press **Mono Start**, the machine starts scanning the first page. Go to step 5.
  - If you press **Colour Start**, the machine starts sending the document.

- 5 Do one of the following:
  - To send a single page, press **2** to choose **No.** (or press **Mono Start** again).  
The machine starts sending the document.
  - To send more than one page, press **1** to choose **Yes** and go to step 6.

- 6 Put the next page on the scanner glass. Press **OK**.  
The machine starts scanning the page. (Repeat step 5 and step 6 for each additional page.)




#### Note

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

## Faxing Letter size documents from the scanner glass

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

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 0**.
- 3 Press **▲** or **▼** to choose **Letter**. Press **OK**.

## Colour fax transmission

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

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


## Cancelling a fax in progress

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

## Broadcasting (Monochrome only)

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

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

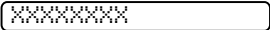
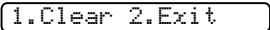
- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Enter a number. Press **OK**. You can use either a Speed-Dial, a Group or a manually entered number using the dial pad.
- 4 Repeat 3 until you have entered all the fax numbers you wish to broadcast to.
- 5 Press **Mono Start**.



### Note

- If you did not use up any of the numbers for Groups, access codes or credit card numbers, you can 'broadcast' faxes to as many as 90 different numbers.
- The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access.
- Enter the long dialling sequence numbers as you would normally, but remember that each and Speed-Dial number counts as one number, so the number of locations you can store becomes limited.
- If the memory is full, press **Stop/Exit** to stop the job. If more than one page has been scanned, press **Mono Start** to send the portion that is in the memory.




## Canceling a Broadcast in progress

- 1 Press **Menu**, **2**, **5**.  
The LCD will show the fax number being dialed.  

- 2 Press **OK**.  
The LCD will show:  

- 3 Press **1** to clear.  
The LCD will then show the Broadcast job number and 1.Clear 2.Exit.
- 4 To cancel the Broadcast, press **1**.
- 5 Press **Stop/Exit**.

## Additional sending operations

### Sending faxes using multiple settings

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


- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Choose a setting you want to change. Press **OK**.
- 4 Choose one of the options below:  
  

  - Press **1** to change another setting.
  - Press **2** when you have finished choosing your settings.
- 5 Send the fax as normal.

## Contrast

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

Use *Light* when sending a light document.

Use *Dark* when sending a dark document.

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Menu, 2, 2, 1**.
- 4 Press **▲** or **▼** to choose *Auto*, *Light* or *Dark*. Press **OK**.



### Note


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

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


## 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 **Fax Resolution** then **▲** or **▼** to choose the resolution. Press **OK**.

### To change the default fax resolution

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 2**.
- 3 Press **▲** or **▼** to choose the resolution you want. Press **OK**.



### Note

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

#### Monochrome

Standard	Suitable for most typed documents.
Fine	Good for small print and transmits a little slower than Standard resolution.
S.Fine	Good for small print or artwork and transmits slower than Fine resolution.
Photo	Use when the document has varying shades of grey or is a photograph. This has the slowest transmission.

#### Colour

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

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



## Dual access (Monochrome only)

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

To send a colour fax, the machine will send the document in real time (even if Real Time TX is Off).

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



### Note

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

## Real time transmission


When you are sending a fax, the machine will scan the 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 Only 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, 3.**

3.Real Time TX


Realtime TX:On

3

Press **▲** or **▼** to choose Realtime TX:On or Realtime TX:Off. Press **OK.**

### Sending in real time for the next fax only

1

Make sure you are in Fax mode .

2

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

3

Press **▲** or **▼** to choose Next Fax Only. Press **OK.**

4

Press **▲** or **▼** to choose on (or 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 possible interference on the phone line, we recommend that you turn on the Overseas mode. After you send a fax using this feature, the feature will turn itself off.

1

Make sure you are in Fax mode .

2

Load your document.

3

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

4

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


## Checking and cancelling waiting jobs

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

- 1 Press **Menu**, **2**, **5**.  
Any waiting jobs appear on the LCD.
- 2 Press **▲** or **▼** to scroll through the jobs and choose the job you want to cancel. Press **OK**.
- 3 Do one of the following:
  - Press **1** to cancel it.
  - Press **2** to exit without cancelling.
- 4 When you have finished, press **Stop/Exit**.

## Sending a fax manually

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 an external phone and listen for a dial tone.
- 4 Dial the fax number you want to call.
- 5 When you hear the fax tone, press **Mono Start** or **Colour Start**.
- 6 Replace the handset.

## Out of Memory message

If you get an **Out of Memory** message while scanning the first page of a fax, press **Stop/Exit** to cancel the fax.

If you get an **Out of Memory** message while scanning a subsequent page, you will have the option to press **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 26.)

# 6

## Receiving a Fax

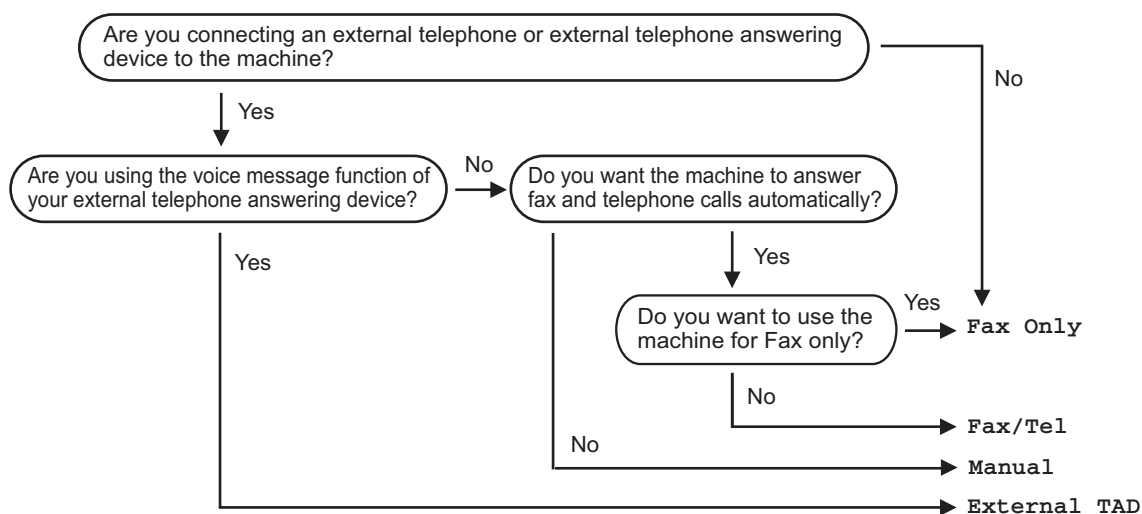
### Receive modes

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

### Choosing the Receive Mode

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

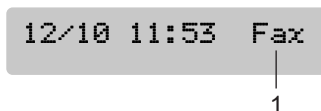
For more detailed information on the receive modes see page 29.



To set a receive mode follow the instructions below.

- 1 Press **Menu**, **0**, **1**.
- 2 Press **▲** or **▼** to choose **Fax Only**, **Fax/Tel**, **External TAD** or **Manual**. Press **OK**.
- 3 Press **Stop/Exit**.

The LCD will display the current receive mode.



#### 1 Current receive mode

Fax: Fax Only

## Using receive modes

Some receive modes answer automatically (**Fax Only** and **Fax/Tel**). You may want to change the ring delay before using these modes see *Ring Delay* on page 29.

### Fax only

Fax only mode will automatically answer every call. If the call is a fax your machine will receive it.

### 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 (Fax/Tel mode only)* on page 30 and *Ring Delay* on page 29.

### Manual

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

To receive a fax in manual mode press **Mono Start** or **Colour 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 30.

## 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 (telephone answering device)* on page 33.

## Receive mode settings

### Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in **Fax Only** or **Fax/Tel** mode. If you have external or extension phones on the same line as the machine or subscribe to the telephone company's BT Call Sign service, choose the maximum number of rings.

(See *Operation from extension telephones* on page 34 and *Fax Detect* on page 30.)

- 1 Press **Menu**, **2**, **1**, **1**.
- 2 Press **▲** or **▼** to choose how many times the line rings before the machine answers.  
Press **OK**.  
If you choose **00**, the line will not ring at all.



#### Note

The **00** setting is not available in Ireland.

- 3 Press **Stop/Exit**.

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

---

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

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

- 1 Press **Menu, 2, 1, 2**.
- 2 Press **▲** or **▼** to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).  
Press **OK**.
- 3 Press **Stop/Exit**.



### Note

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

## Fax Detect

---

### If Fax Detect is On:

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

### If Fax Detect is Off:

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

If you are not at your machine, press **\*51** on the extension phone. (See *Operation from extension telephones* on page 34.)



### Note

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- If this feature is set to **On**, but your machine does not connect a fax call when you lift an extension or external phone handset, press the fax receive code **\*51**. At the machine, press **Mono Start** or **Colour Start**.
- If you send faxes from a computer on the same phone line and the machine intercepts them, set Fax Detect to **Off**.


- 1 Press **Menu, 2, 1, 3**.
- 2 Press **▲** or **▼** to choose **On** (or **Off**).  
Press **OK**.
- 3 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 or Legal 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 Use **▲** or **▼** to choose **On** or **Off**. Press **OK**.
- 4 Press **Stop/Exit**.

### Receiving faxes into memory


As soon as the paper tray becomes empty during fax reception, the screen will display **No Paper Fed**, asking you to put paper in the paper tray. (See *Loading paper and other media* on page 12.) 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 choose **On** or **Off**. Press **OK**.
- 4 Press **Stop/Exit**.

## Voice Operations

### Tone or pulse

---

If you are using an external phone and have a pulse dialling service, but need to send tone signals (for example, for telephone banking), follow the instructions below. If you have Touch Tone service, you will not need this feature to send tone signals.

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

### Fax/Tel mode

---

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

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

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

### Fax/Tel mode in Power Save mode

---

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

## Telephone services

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

## Connecting an external TAD (telephone answering device)

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

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

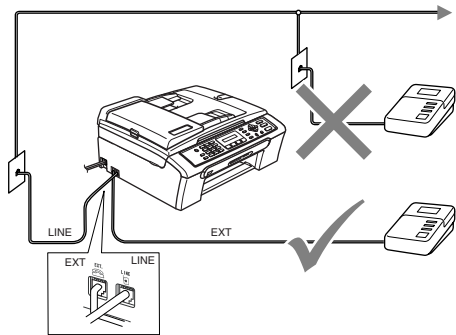


### Note

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

### ⊘ Improper Setup

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



#### 1 TAD

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

## Connections

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

- 1 Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
- 2 Record the outgoing message on your external TAD.
- 3 Set the TAD to answer calls.
- 4 Set the Receive Mode to *External TAD*. (See *Choosing the Receive Mode* on page 28.)



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

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

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

- 2 Limit your speaking to 20 seconds.



### Note

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

## Multi-line connections (PBX)

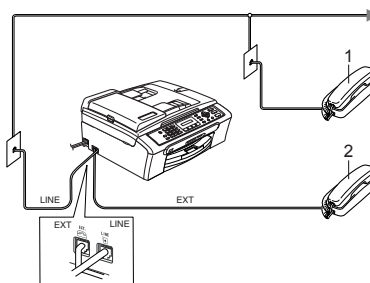
We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming 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

### Connecting an external or extension telephone

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



#### 1 Extension telephone

#### 2 External telephone

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

## Operation from extension telephones

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

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code **#51** to take the call at an extension phone. (See *F/T Ring Time (Fax/Tel mode only)* on page 30.)

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

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

Press **\* 5 1** and wait for the chirp or until the LCD shows *Receiving*, and then hang up.

**Note**

You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* on page 30.)

## Using a cordless external telephone

If your cordless telephone is connected to the telephone line cord (See *External and extension phones* on page 34) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

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

## 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 30. Your caller will have to press **Start** to send the fax.

### 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).

### Changing the remote codes

If you want to use Remote Activation, you have to turn on the remote codes. The preset Fax Receive Code is **\*51**. The preset Telephone Answer Code is **#51**. If you want to, you can replace them with your own codes.

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

1.Setup Receive

4.Remote Codes

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

- 3 Enter the new Fax Receive Code. Press **OK**.

- 4 Enter the new Telephone Answer Code. Press **OK**.

- 5 Press **Stop/Exit**.

**Note**

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

# 8

## Dialling and storing numbers

### How to Dial

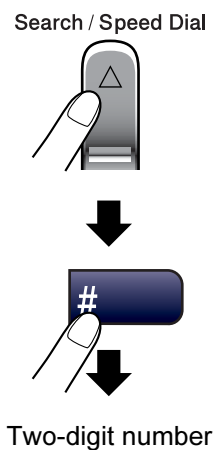
#### Manual dialling

Press all of the digits of the fax number.



#### Speed-Dialling

- 1 Press **Search/Speed Dial**, the **# (hash)** key, and then the two digit Speed-Dial number.



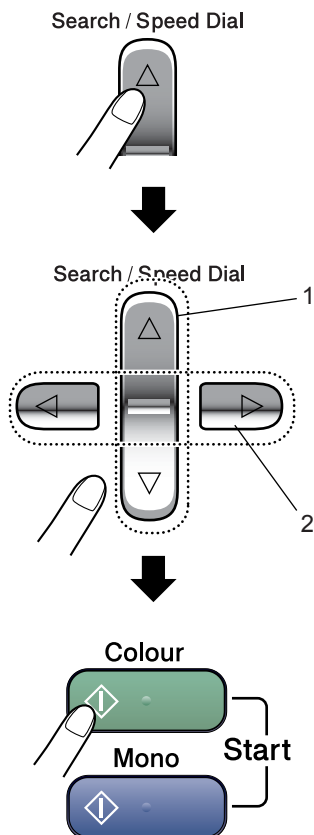
#### Note

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

#### Search

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

Press **Search/Speed Dial** and the navigation keys to search, or use the dial pad to search alphabetically.



- 1 To search numerically.
- 2 To search alphabetically, you can use the dial pad to enter the first letter of the name you are looking for.

## Fax Redial

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

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

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



### Note

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

## Storing numbers

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



### Note

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

## Storing a pause

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

## Storing Speed-Dial numbers

You can store up to 40 2-digit Speed-Dial locations with a name. When you dial you will only have to press a few keys (For example: **Search/Speed Dial**, **#**, the two-digit number, and **Mono Start** or **Colour Start**).

- 1 Press **Menu**, **2**, **3**, **1**.
- 2 Use the dial pad to enter a 2-digit Speed-Dial location number (01-40). Press **OK**.
- 3 Enter the fax or telephone number (up to 20 digits). Press **OK**.
- 4 Do one of the following:
  - Enter the name (up to 6 characters) using the dial pad. Press **OK**. (To help you enter letters, see *Entering Text* on page 100.)
  - To store the number without a name, press **OK**.
- 5 Do one of the following:
  - To store another Speed-Dial number, go to step 2.
  - To finish the setting, press **Stop/Exit**.

## Changing Speed-Dial numbers

If you try to store a Speed-Dial number where a number has already been stored, the LCD will show the name or number that has been stored there, and will ask you to do one of the following:

- Press **1** to change the stored number.

#05:Mike

1.Change 2.Exit

- Press **2** to exit without making a change.

If you chose **1**, you will be able to change the stored number and name, or enter a new one. Follow the instructions below:

- 1 Enter a new number. Press **OK**.
- 2 Enter a new name. Press **OK**.
  - To change a character, use ◀ or ▶ to position the cursor under the character you want to change, then press **Clear/Back**. Re-enter the character.
  - To finish the setting, press **Stop/Exit**.

## Setting up groups for broadcasting

If you regularly want to send the same fax message to many fax numbers you can set up a Group. Groups are stored on a Speed-Dial number. Each group uses up a Speed-Dial location. You can then send the fax message to all the numbers stored in a group just by entering a Speed-Dial number, and then pressing **Mono Start**.

Before you can add numbers to a Group, you need to store them as Speed-Dial numbers. You can have up to six small Groups, or you can assign up to 39 numbers to one large Group.

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

3.Set Quick-Dial

2.Setup Groups
- 2 Use the dial pad to enter the two-digit speed-dial number where you want to store Group. Press **OK**.
- 3 Use the dial pad to enter a Group number (1 to 6). Press **OK**.

Setup Group:G01

- 4 To add Speed-Dial numbers follow the instructions below:  
For example, for Speed-Dial numbers 05 and 09. Press **Search/Speed Dial, 05, Search/Speed Dial, 09**.  
The LCD shows: #05#09

G01:#05#09

- 5 Press **OK** when you have finished adding numbers.
- 6 Use the dial pad to enter a name for the Group. Press **OK**.
- 7 Press **Stop/Exit**.



### Note

You can easily print a list of all your Speed-Dial numbers. Numbers that are part of a group will be marked in the GROUP column. (See *How to print a report* on page 40.)

## 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 #03 and '7000' on Speed-Dial #02. You can use them both to dial '555-7000' if you press the following keys:

**Search/Speed Dial, #03, Search/Speed Dial, #02, and Start.**

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

**Search/Speed Dial, #03, 7, 0, 0, 1** (on the dial pad), and **Start**.

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

## Fax reports

You need to set up the Transmission Verification Report and Journal Period using the **Menu** key.

### Transmission Verification Report

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

If you send a lot of faxes to the same place, you may need more than the job numbers to know which faxes you must send again. Choosing **On+Image** or **Off+Image** will print a section of the fax's first page on the report to help you remember.

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

- 1 Press **Menu**, **2**, **4**, **1**.
- 2 Press **▲** or **▼** to choose **Off+Image**, **On**, **On+Image** or **Off**. Press **OK**.
- 3 Press **Stop/Exit**.

### Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to **Off**, you can still print the report *How to print a report* on page 40. The default setting is **Every 50 Faxes**.

- 1 Press **Menu**, **2**, **4**, **2**.
- 2 Press **▲** or **▼** to choose an interval. Press **OK**.  
(If you choose 7 days, the LCD will ask you to choose the first day for the 7-day countdown.)
  - 6, 12, 24 hours, 2 or 7 days  
The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.
  - Every 50 Faxes  
The machine will print the Journal when the machine has stored 50 jobs.
- 3 Enter the time to start printing in 24-hour format. Press **OK**.  
(For example: enter 19:45 for 7:45 PM.)
- 4 Press **Stop/Exit**.

# Reports

The following reports are available:

1. `XMIT Verify`

Prints a Transmission Verification Report for your last transmission.

2. `Help List`

A help list about how to quickly program your machine.

3. `Quick-Dial`

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

4. `Fax Journal`

Lists information about the last incoming and outgoing faxes. (TX: Transmit.) (RX: Receive.)

5. `User Settings`

Lists your settings.

## How to print a report

---

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



# Copy

---

**Making copies**

42




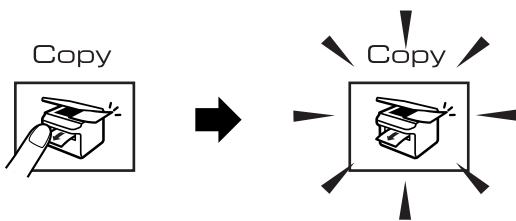
# 10

## Making copies

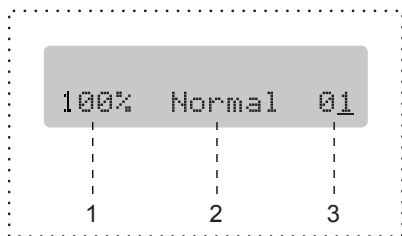
### How to copy

#### Entering Copy mode

Press  (**Copy**) to enter Copy mode. The default setting is Fax. You can change the number of seconds or minutes that the machine stays in Copy mode. (See *Mode Timer* on page 17.)




The LCD shows the default copy setting:




- 1 Copy Ratio
- 2 Quality
- 3 No of Copies

#### Making a single copy

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



#### Note

To sort your copies, press the **Copy Options** key. (See *Sorting copies using the ADF (Monochrome only)* on page 46.)

#### 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 Options** key.



The machine returns to its default settings 60 seconds after it finishes copying, or if the mode timer returns the machine to Fax mode. For more information see *Mode Timer* on page 17.

Press	Menu selection/	Options	Page
Copy Options 	Quality	Normal Fast Best	44
	Enlarge/ Reduce	50%/69%/78%/83% 93%/97%/100% 104%/142%/186% 198%/200% Custom (25-400%)	44
	Paper Type	Plain Paper Inkjet Paper Brother Photo Other Photo Transparency	47
	Paper Size	Letter Legal A4 A5 10 (W) × 15 (H) cm	48
	Brightness	- □ □ ■ □ □ +	46
	Stack/ Sort	Stack Sort	46
	Page Layout	Off (1 in 1) 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L) Poster (3 × 3)	45
	No. of copies	No. of copies: 01 (01 - 99)	




### Note


You can save the copy settings you use most often by setting them as default. You can find instructions on how to do this in the section for each feature.

## Changing copy speed and quality

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

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

Press <b>Copy Options</b>  	Normal	Normal is the recommended mode for ordinary printouts. This produces good copy quality with good copy speed.
	Fast	Fast copy speed and lowest ink consumption. Use to save time printing documents to be proof-read, large documents or many copies.
	Best	Use best mode to copy precise images such as photographs. This provides the highest resolution and the slowest speed.

- 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 **Copy Options** and ▲ or ▼ to choose *Quality*. Press **OK**.
- 5 Press ▲ or ▼ to choose *Normal*, *Best* or *Fast* quality. Press **OK**.
- 6 Press **Mono Start** or **Colour Start**.

To change the *default* setting, follow the instruction below:


- 1 Press **Menu**, **3**, **1**.
- 2 Press ▲ or ▼ to choose *Normal*, *Best* or *Fast* quality. Press **OK**.
- 3 Press **Stop/Exit**.

## Enlarging or reducing the image copied


You can select the following enlargement or reduction ratios:

*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.

Press <b>Copy Options</b>    and then ▲ or ▼ to choose <i>Enlarge/Reduce</i>	Custom (25–400%)
	200%
	198% 10×15cm→A4
	186% 10×15cm→LTR
	142% A5→A4
	104% EXE→LTR
	100%
	97% LTR→A4
	93% A4→LTR
	83% LGL→A4
	78% LGL→LTR
	69% A4→A5
50%	

To enlarge or reduce the next copy 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 Press **Copy Options** and ▲ or ▼ to choose *Enlarge/Reduce*. Press **OK**.
- 5 Choose one of the options below:
  - Use ▲ or ▼ to choose the enlargement or reduction ratio you want. Press **OK**.
  - Use ▲ or ▼ to choose *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**.
- 6 Press **Mono Start** or **Colour Start**.



#### Note

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*.


## Making N in 1 copies or a poster

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

You can also produce 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 paper size is set to A4.
- You can not use the *Enlarge/Reduce* setting with the *N in 1* and *Poster* features.
- *N in 1* colour copies are not available.
- (P) means *Portrait* and (L) means *Landscape*.
- 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 **Copy Options** and ▲ or ▼ to choose *Page Layout*. Press **OK**.
- 5 Press ▲ or ▼ to choose *Off* (1 in 1), *2 in 1 (P)*, *2 in 1 (L)*, *4 in 1 (P)*, *4 in 1 (L)* or *Poster* (3 × 3). Press **OK**.
- 6 Press **Mono Start** to scan the document. You can also press **Colour Start** if you are using *Poster* layout. 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.

Next Page?

1. Yes 2. No

- 8 Put the next document on the scanner glass. Press **OK**. Repeat 7 and 8 for each page of the layout.

Set Next Page

Then Press OK

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

### Note

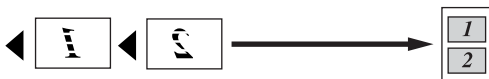
If photo paper is selected as the paper type setting for N in 1 copies, the images will be printed as if plain paper had been selected.

Place your document face down in the direction shown below:

#### ■ 2 in 1 (P)



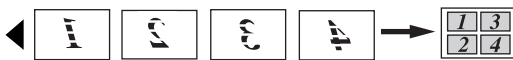
#### ■ 2 in 1 (L)



#### ■ 4 in 1 (P)

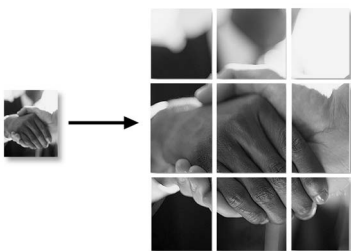


#### ■ 4 in 1 (L)




#### ■ Poster (3x3)

You can make a poster size copy of a photograph.



## Sorting copies using the ADF (Monochrome only)


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 **Copy Options** and **▲** or **▼** to choose *Stack/Sort*. Press **OK**.
- 5 Press **▲** or **▼** to choose *Sort*. Press **OK**.
- 6 Press **Mono Start**.

## Adjusting Brightness, Contrast and Colour

### Brightness

To temporarily change the brightness 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 Press **Copy Options** and **▲** or **▼** to choose *Brightness*. Press **OK**.
- 5 Press **▲** or **▼** to make the copy lighter or darker. Press **OK**.
- 6 Press **Mono Start** or **Colour Start**.

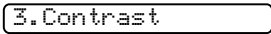
To change the default setting follow the instructions below:

- 1 Press **Menu**, **3**, **2**.
- 2 Press **▲** or **▼** to make the copy lighter or darker. Press **OK**.
- 3 Press **Stop/Exit**.

### Contrast

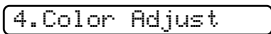
Adjust the contrast to help an image look sharper and more vivid.

The contrast can only be changed through the default setting.

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

- 2 Press **▲** or **▼** to change the contrast. Press **OK**.
- 3 Press **Stop/Exit**.

### Colour saturation


The colour saturation can only be changed through the default setting.

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

- 2 Press **▲** or **▼** to choose 1.Red, 2.Green or 3.Blue. Press **OK**.
- 3 Press **▲** or **▼** to change the colour saturation. Press **OK**.
- 4 Choose one of the options below:
  - Return to ② to select the next colour.
  - Press **Stop/Exit**.

## Paper options

### Paper type

If you are copying on special paper, be sure to select the type of paper you are using so you will get the best print quality.

- 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 **Copy Options** and **▲** or **▼** to choose Paper Type. Press **OK**.
- 5 Press **▲** or **▼** to choose the type of paper you are using (Plain Paper, Inkjet Paper, Brother Photo, Other Photo or Transparency). Press **OK**.
- 6 Press **Mono Start** or **Colour Start**.




### Note

To change the default paper type setting see *Paper Type* on page 17.

## Paper size

If copying on paper other than A4 size, you will need to change the paper size setting. You can copy on Letter, A4, A5 or Photo Card 10(W) × 15(H)cm paper.

- 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 **Copy Options** and ▲ or ▼ to choose Paper Size.  
Press **OK**.
- 5 Press ▲ or ▼ to choose the size of paper you are using Letter, Legal, A4, A5 or 10 (W) × 15 (H) cm.  
Press **OK**.
- 6 Press **Mono Start** or **Colour Start**.



### Note

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To change the default paper type setting see *Paper Size* on page 17.

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# Direct Photo Printing

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<b>Printing photos from a memory card</b>	<b>50</b>
<b>Printing photos from a camera with PictBridge</b>	<b>57</b>



# 11

## Printing photos from a memory card

### PhotoCapture Center™ Operations

#### Printing from a memory card without a PC

Even if your machine is not connected to your computer, you can print photos directly from digital camera media. (See *How to print from a memory card* on page 52.)

#### Using PhotoCapture Center™ from your computer

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

(See *PhotoCapture Center™* for Windows® or *Remote Setup & Photo Capture Center™* for Macintosh® in the Software User's Guide on the CD-ROM.)

### Using memory cards

Your Brother machine includes four media drives (slots) for use with popular digital camera media: CompactFlash®, Memory Stick®, Memory Stick Pro™, SecureDigital™, MultiMediaCard™ and xD-Picture Card™.



CompactFlash®



Memory Stick®

Memory Stick Pro™



SecureDigital™



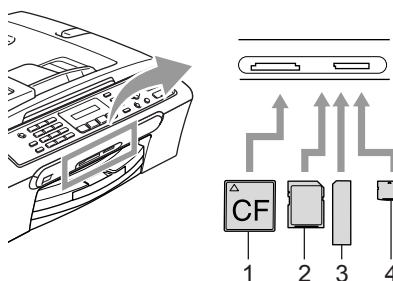
xD-Picture Card™

MultiMediaCard™

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

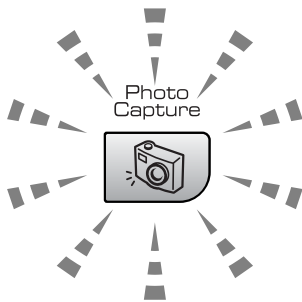
The PhotoCapture Center™ feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

Firmly put the card into the correct slot.



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

The **PhotoCapture** key will light to show the memory card status. It can be on, off or blinking. See the table below for what the light means.



- **On**  
A memory card is inserted correctly.
- **Off**  
No memory card is present, or it is incorrectly inserted.
- **Blinking**  
The inserted memory card is being read, or is being written to.

### ! CAUTION

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

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

## Memory card folder structure

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

- The DPOF file on the memory card must be in a valid format. (See *DPOF printing* on page 54.)
- The image file extension must be .JPG (Other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- Walk-up PhotoCapture Center™ printing must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)
- IBM Microdrive™ is not compatible with the machine.
- The machine can read up to 999 files on a memory card.
- CompactFlash® Type II is not supported.
- This product supports xD-Picture Card™ Type M / Type H (Large Capacity).

Please be aware of the following:

- When printing the INDEX or IMAGE, the PhotoCapture Center™ will print all the valid images, even if one or more images have been corrupted. A portion of the corrupted image may be printed.
- Your machine is designed to read memory cards that have been formatted by a digital camera.

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

## How to print from a memory card

Before printing a photo you must first print a thumbnail index to choose the number of the photo you want to print. Follow the instructions below to start printing directly from your memory card:

- 1 Make sure you have put the memory card in the proper slot. The LCD will show the following message:
 

C.Flash Active

Press PhotoCapt.
- 2 Press **PhotoCapture**. For DPOF printing, see *DPOF printing* on page 54.
- 3 Press **▲** or **▼** to choose `Print Index` and then press **OK**.
- 4 Press **Colour Start** to start printing the index sheet. Make a note of the image number you want to print. See *Printing the thumbnail index* on page 52.
- 5 Press **▲** or **▼** to choose `Print Images` and then press **OK**. See *Printing Images* on page 53.
- 6 Enter the image number and press **OK**.
- 7 Press **Colour Start** to start printing.

## Printing the thumbnail index

The PhotoCapture Center™ assigns each of your images a number. It does not recognize any other numbers or file names that your digital camera or PC may have assigned to the images.

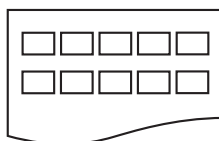
When you print a thumbnail page, it will show all of the pictures on your memory card and the number assigned to it. Even corrupted images may have part of the image printed.



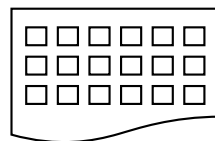
→ No. 1  
DEI.JPG      01.01.2008  
100KB

- 1 Make sure you have put the memory card in the correct slot.
 

Press  (**PhotoCapture**).
- 2 Press **▲** or **▼** to choose `Print Index`. Press **OK**.
- 3 Press **▲** or **▼** to choose `6 Images/Line` or `5 Images/Line`. Press **OK**.



5 Images/Line



6 Images/Line

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

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

## Printing Images

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

1 Make sure you have put the memory card in the correct slot.

2 Print the index first. (See *Printing the thumbnail index* on page 52.)

Press  (**PhotoCapture**).

3 Press **▲** or **▼** to choose **Print Images**. Press **OK**.



### Note

If your memory card contains valid DPOF information, the LCD will show **DPOF Print:Yes**. See *DPOF printing* on page 54.

4 Enter the image number that you want to print from the thumbnail index. Press **OK**.

No.:1,3,6

Multiple numbers can be entered by using the **OK** key to separate numbers. For example **1, OK, 3, OK, 6** would print images 1,3 and 6.

The **#** key can be used to print a range of numbers, for example **1, #, 5** would print all images from 1 to 5.

5 After you have selected all the images you want to print, press **OK** to select your settings.

If you have already chosen your settings, press **Colour Start**.

6 Press **▲** or **▼** to choose the type of paper you are using, **Plain Paper**, **Inkjet Paper**, **Brother Photo** or **Other Photo**. Press **OK**.

7 Press **▲** or **▼** to choose the paper size you are using, **Letter**, **A4**, **10×15cm** or **13×18cm**.

- If you selected **Letter** or **A4**, go to 8.
- If you selected another size, go to 9.
- If you have finished choosing settings, press **Colour Start**.

8 Press **▲** or **▼** to choose the print size (**10×8cm**, **13×9cm**, **15×10cm**, **18×13cm** or **20×15cm**). Press **OK**.

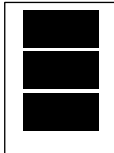
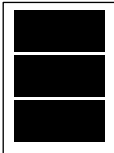
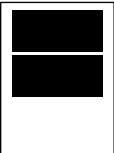
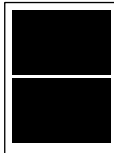
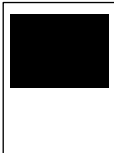
9 Choose one of the options below:
 

- To choose the number of copies go to 10.
- If you have finished choosing settings, press **Colour Start**.

10 Enter the number of copies you want. Press **OK**.

11 Press **Colour Start** to print.

The printing positions when using **A4** are shown below.

1 10×8cm	2 13×9cm	3 15×10cm
		
4 18×13cm	5 20×15cm	
		

## DPOF printing

DPOF stands for Digital Print Order Format.

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


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

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

To print directly from a memory card with DPOF information on it follow the instructions below:

- 1 Firmly insert the memory card into the card slot.

C.Flash Active

Press  (**PhotoCapture**).

- 2 Press ▲ or ▼ to choose **Print Images**. Press **OK**.

- 3 If there is a DPOF file on the card, the LCD will show:

DPOF Print:Yes

- 4 Press ▲ or ▼ to choose **DPOF Print:Yes**. Press **OK**.

- 5 Press ▲ or ▼ to choose the type of paper you are using, **Plain Paper**, **Inkjet Paper**, **Brother Photo** or **Other Photo**. Press **OK**.

- 6 Press ▲ or ▼ to choose the paper size you are using, **Letter**, **A4**, **10×15cm** or **13×18cm**.

- If you selected **Letter** or **A4**, go to 7.
- If you selected another size, go to 8.

- 7 Press ▲ or ▼ to choose the print size (**10×8cm**, **13×9cm**, **15×10cm**, **18×13cm** or **20×15cm**). Press **OK**.

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

# PhotoCapture Center™ print settings

These settings will remain until you change them again.

## Print speed and quality

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- 1 Press **Menu**, **4**, **1**.
- 2 Press **▲** or **▼** to choose **Normal** or **Photo**. Press **OK**.
- 3 Press **Stop/Exit**.

## Paper Options

---

### Paper Type

- 1 Press **Menu**, **4**, **2**.
- 2 Press **▲** or **▼** to choose **Plain Paper**, **Inkjet Paper**, **Brother Photo** or **Other Photo**. Press **OK**.
- 3 Press **Stop/Exit**.

### Paper Size

- 1 Press **Menu**, **4**, **3**.
- 2 Press **▲** or **▼** to choose the paper size you are using, **Letter**, **A4**, **10×15cm** or **13×18cm**. Press **OK**.
- 3 Press **Stop/Exit**.

### Print Size

This setting is available only when you select **Letter** or **A4** in the paper size setting.

- 1 Press **Menu**, **4**, **4**.
- 2 Press **▲** or **▼** to choose the print size you are using, **10×8cm**, **13×9cm**, **15×10cm**, **18×13cm** or **20×15cm**. Press **OK**.
- 3 Press **Stop/Exit**.

## Adjusting Brightness and Contrast

---

### Brightness

- 1 Press **Menu**, **4**, **5**.
- 2 Press **▲** or **▼** to make a lighter or darker Print. Press **OK**.
- 3 Press **Stop/Exit**.

### Contrast

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

- 1 Press **Menu**, **4**, **6**.
- 2 Press **▲** or **▼** to increase or decrease the contrast. Press **OK**.
- 3 Press **Stop/Exit**.

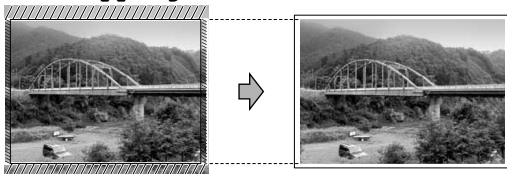
## Cropping

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

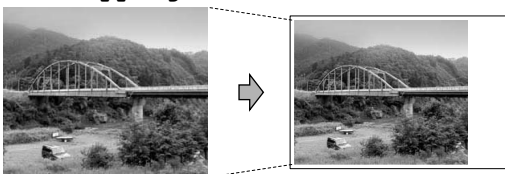
The default setting is *On*. If you want to print the whole image, turn this setting to *Off*.

- 1 Press **Menu**, **4**, **7**.
- 2 Press **▲** or **▼** to choose *Off* (or *On*). Press **OK**.
- 3 Press **Stop/Exit**.

**Cropping: On**



**Cropping: Off**



## Borderless printing

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

- 1 Press **Menu**, **4**, **8**.
- 2 Press **▲** or **▼** to choose *Off* (or *On*). Press **OK**.
- 3 Press **Stop/Exit**.

## Understanding the Error Messages

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

### ■ Media Error

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

### ■ No File

This message will appear if you try to access a memory card in the drive (slot) that does not contain a .JPG file.

### ■ Out of Memory

This message will appear if you are working with images that are too large for the machine's memory.



Your Brother machine supports the PictBridge standard, allowing you to connect to and print photos directly from any PictBridge compatible digital camera.

## Before Using PictBridge

### PictBridge requirements

To avoid errors, remember the following points:

- The machine and the digital camera must be connected using a suitable USB cable.
- The image file extension must be .JPG (Other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- PhotoCapture Center™ operations are not available when using the PictBridge feature.

## Using PictBridge

### Setting your digital camera

Make sure your camera is in PictBridge mode. Some of the settings listed below may not be available for your PictBridge compatible digital camera.

Depending on your camera some of these settings may not be available.

Camera Menu Selections	Options
Paper Size	Letter, A4, 10×15cm, Printer Settings (Default setting) <sup>2</sup>
Paper Type	Plain Paper, Glossy Paper, Inkjet Paper, Printer Settings (Default setting) <sup>2</sup>
Layout	Borderless: On, Borderless: Off, Printer Settings (Default setting) <sup>2</sup>
DPOF setting <sup>1</sup>	-
Print Quality	Normal, Fine, Printer Settings (Default setting) <sup>2</sup>

<sup>1</sup> See *DPOF printing* for more details.

<sup>2</sup> If your camera is set to use the Printer Settings (Default setting), the machine will print your photo using the settings below.

Settings	Options
Paper Size	10×15cm
Paper Type	Glossy Paper
Layout	Borderless: On
Print Quality	Fine
Color Enhancement	Off

- The names and availability of each setting depends on the specification of your camera.



Please refer to the documentation supplied with your camera for more detailed information on changing PictBridge settings.

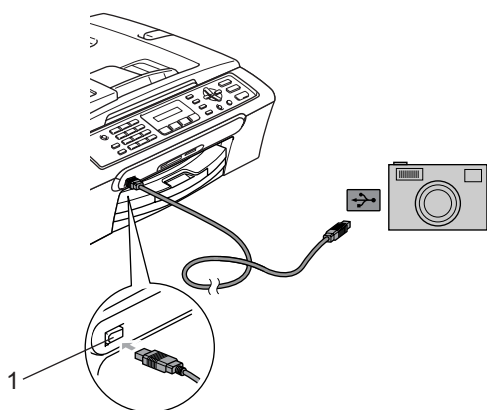
## Printing Images



### Note

Remove any memory cards from the machine before connecting the digital camera.

- 1 Make sure that your camera is turned off. Connect your camera to the PictBridge port (1) on the machine using the USB cable.



#### 1 PictBridge port

- 2 Turn on the camera. When the machine has recognized the camera, the LCD shows the following message:

Camera Connected

When the machine starts printing a photo, the LCD will show *Printing*.



### WARNING

To prevent damage to your machine, do not connect any device other than a PictBridge compatible camera to the PictBridge port.

## DPOF printing

DPOF stands for Digital Print Order Format.

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

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

## Understanding the Error Messages

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

#### ■ Out of Memory

This message will appear if you are working with images that are too large for the machine's memory.

#### ■ Wrong USB device

This message will appear if you connect a non-PictBridge compatible or broken device to the PictBridge port. To clear the error, unplug the device from the PictBridge port, then press **On/Off** to turn the machine off and then on again.

For more detailed solutions see *Error messages* on page 75.



# Software

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Software features

60

# 13

## Software features

The CD-ROM includes the Software User's Guide for features available when connected to a computer (for example, printing and scanning). The guide has easy to use links that, when clicked, will take you directly to a particular section.

You can find information on these features:

- Printing
- Scanning
- ControlCenter3 (for Windows®)
- ControlCenter2 (for Macintosh®)
- Faxing from your computer
- PhotoCapture Center™

### How to read the HTML User's Guide

This is a quick reference to use the HTML User's Guide.

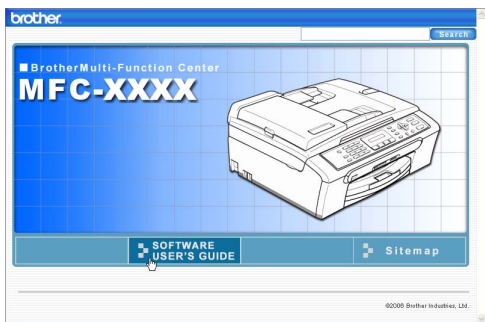
(For Windows®)



#### Note

If you have not installed the software, see *Viewing Documentation* on page 2.

- 1 From the **Start** menu, point to **Brother**, **MFC-XXXX** (where **XXXX** is your model number) from the programs group, then click **User's Guide**.
- 2 Click **Software User's Guide** from the top menu.

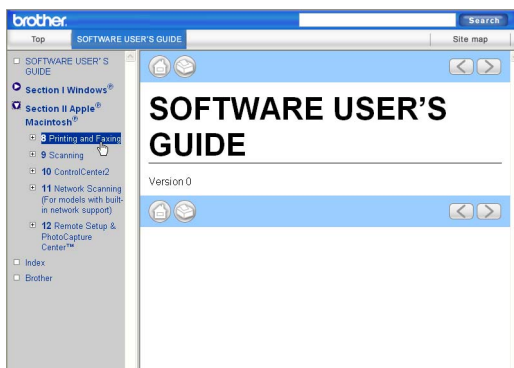


- 3 Click the heading you would like to read from the list at the left of the window.



(For Macintosh®)

- 1 Make sure your Macintosh® is turned on. Insert the Brother CD-ROM into your CD-ROM drive. The following window will appear.
- 2 Double-click the **Documentation** icon.
- 3 Double-click your language folder, and then double-click the top page file.
- 4 Click **Software User's Guide** in the top menu, and then click the heading you would like to read from the list at the left of the window.





# Appendixes

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<b>Safety and Legal</b>	62
<b>Troubleshooting and Routine Maintenance</b>	70
<b>Menu and Features</b>	91
<b>Specifications</b>	101
<b>Glossary</b>	113

# A

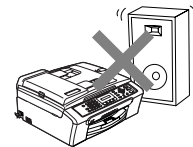
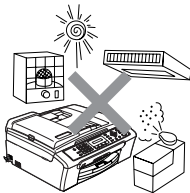
## Safety and Legal

### Choosing a location

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

#### ! CAUTION

- Avoid placing your machine in a high-traffic area.
- Avoid placing your machine on a carpet.
- DO NOT put the machine near heaters, air conditioners, refrigerators, medical equipment, chemicals or water.
- DO NOT expose the machine to direct sunlight, excessive heat, moisture, or dust.
- DO NOT connect your machine to electrical sockets controlled by wall switches or automatic timers.
- Disruption of power can wipe out information in the machine's memory.
- Do not connect your machine to electrical sockets on the same circuit as large appliances or other equipment that might disrupt the power supply.
- Avoid interference sources, such as speakers or the base units of cordless phones.



## To use the machine safely

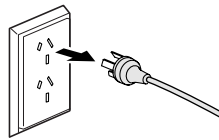
Please keep these instructions for later reference and read them before attempting any maintenance.



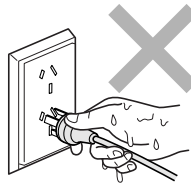
### WARNING



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



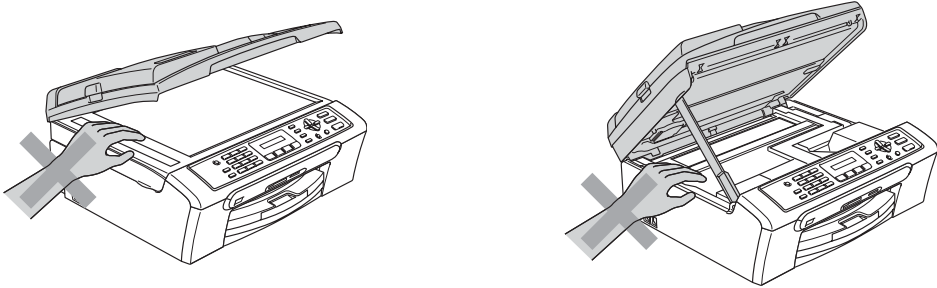
DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.



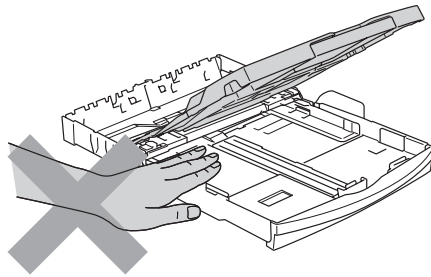
DO NOT pull in the middle of the power cord. Doing this might cause an electrical shock.



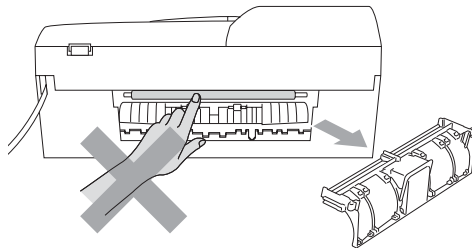
DO NOT put your hands on the edge of the machine under the document cover or the scanner cover. Doing this may cause injury.



DO NOT put your hands on the edge of the paper tray under the output paper tray cover. Doing this may cause injury.

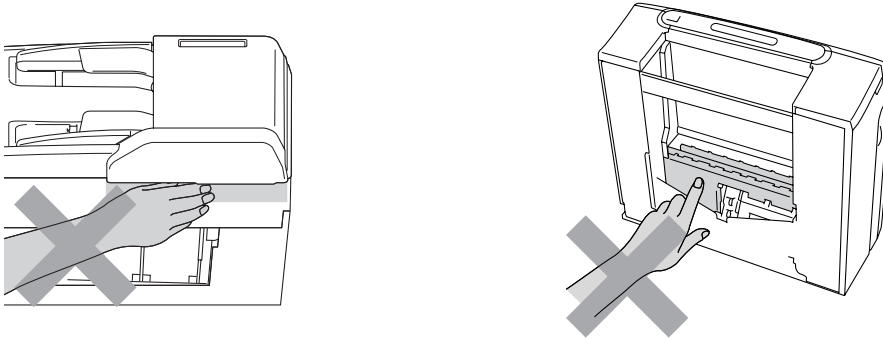


DO NOT touch the paper feed roller. Doing this may cause injury.

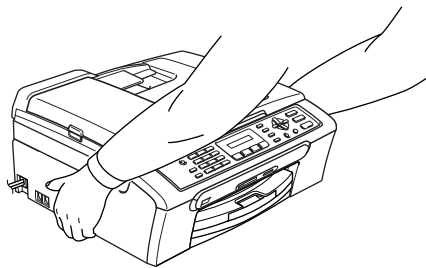




DO NOT touch the area shaded in the illustration. Doing this may cause injury.



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



If the machine becomes hot, releases smoke, or generates any strong smells, immediately turn off the power switch and unplug the machine from the electrical socket. Call your Brother dealer or Brother Customer Service.

If metal objects, water or other liquids get inside the machine, immediately turn off the power switch and unplug the machine from the electrical socket. Call your Brother dealer or Brother Customer Service.





## WARNING

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



## WARNING

### IMPORTANT SAFETY INSTRUCTIONS

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

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

## Important safety instructions

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- 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 the inside of the machine. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 Do not use this product near water.
- 6 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7 Slots and openings in the cabinet and the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.
- 8 This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, call your dealer or local power company.
- 9 Use only the power cord supplied with this machine.
- 10 This product is equipped with a 3-wire grounded plug, a plug having a third (grounded) pin. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounded plug.
- 11 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 12 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13 Wait until pages have exited the machine before picking them up.
- 14 Unplug this product from the power socket and refer all servicing to Brother Authorized Service Personnel under the following conditions:
  - When the power cord is damaged or frayed.
  - If liquid has been spilled into the product.
  - If the product has been exposed to rain or water.
  - If the product does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. 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.
- 15 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

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

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

## **IMPORTANT - For your safety**

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

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

## **Legal limitations for copying**

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It is an offence to make reproductions of certain items or documents with the intent to commit fraud. This memorandum is intended to be a guide rather than a complete list.

We suggest you check with relevant legal authorities if in doubt about a particular item or document.

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- Certificates of Deposit
- Armed Forces Service or Draft papers.
- Passports
- Postage Stamps (cancelled or uncanceled)
- Immigration Papers
- Welfare documents
- Cheques or Drafts drawn by Governmental Agencies
- Identification Documents, badges or insignias
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# B

# Troubleshooting and Routine Maintenance

## 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>.

### If you are having difficulty with your machine

#### Printing

Difficulty	Suggestions
No printout	Check the interface cable or connection on both the machine and your computer. (See the <i>Quick Setup Guide</i> .)
	Make sure the machine is plugged in and not in Power Save mode.
	One or more ink cartridges are empty. (See <i>Replacing the ink cartridges</i> on page 82.)
	Check to see if the LCD is showing an error message. (See <i>Error messages</i> on page 75.)
	Check that the correct printer driver has been installed and chosen.
	Make sure the machine is online. Click <b>Start</b> and then <b>Printers and Faxes</b> . Right-click and choose 'Brother MFC-XXXX' (where XXXX is your model name), and make sure that 'Use Printer Offline' is unchecked.
Poor print quality	Check the print quality. (See <i>Checking the print quality</i> on page 87.)
	Make sure that the Printer Driver or Paper Type setting in the menu matches the type of paper you are using. (See <i>Printing for Windows®</i> or <i>Printing and Faxing for Macintosh®</i> in the Software User's Guide on the CD-ROM and <i>Paper Type</i> on page 17.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: <ul style="list-style-type: none"> <li>■ The expiration date written on the cartridge package has passed. (Cartridges stay usable for up to two years if kept in their original packaging.)</li> <li>■ The ink cartridge was in your machine over six months.</li> <li>■ The ink cartridge may not have been stored properly before use.</li> </ul>
	Try using the recommended types of paper. (See <i>Acceptable paper and other media</i> on page 8.)
	The recommended environment for your machine is between 20° C to 33° C (68° F to 91° F).
White horizontal lines appear in text or graphics.	Clean the print head. (See <i>Cleaning the print head</i> on page 86.)
	Try using the recommended types of paper. (See <i>Acceptable paper and other media</i> on page 8.) If you want to print on Photo 10×15cm or Photo L paper, make sure you use the Photo paper tray.
The machine prints blank pages.	Clean the print head. (See <i>Cleaning the print head</i> on page 86.)

## Printing (Continued)

Difficulty	Suggestions
Characters and lines are stacked.	Check the printing alignment. (See <i>Checking the printing alignment</i> on page 88.)
Printed text or images are skewed.	Make sure the paper is loaded properly in the paper tray and the paper side guide is adjusted correctly. (See <i>Loading paper and other media</i> on page 12.)
	Make sure the Jam Clear Cover is set properly.
Smudged stain at the top centre of the printed page.	Make sure the paper is not too thick or curled. (See <i>Acceptable paper and other media</i> on page 8.)
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See <i>Acceptable paper and other media</i> on page 8.) Don't handle the paper until the ink is dry.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See <i>Cleaning the machine printer platen</i> on page 85.)
	Make sure you are using the paper support flap. (See <i>Loading paper and other media</i> on page 12.)
The machine prints dense lines on the page.	Check <b>Reverse Order</b> in the <b>Basic</b> tab of the printer driver.
The printouts are wrinkled.	In the printer driver <b>Basic</b> tab, click the <b>Settings</b> , and uncheck the <b>Bi-Directional Printing</b> .
Cannot perform '2 in 1 or 4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver <b>Basic</b> tab. Also, click the <b>Settings</b> tab, and make sure you uncheck <b>Colour Enhancement</b> .
	Turn the borderless feature off. Borderless printing is slower than normal printing. (See <i>Printing for Windows</i> <sup>®</sup> or <i>Printing and Faxing for Macintosh</i> <sup>®</sup> in the Software User's Guide on the CD-ROM.)
Machine feeds multiple pages	Make sure the paper is loaded properly in the paper tray. (See <i>Loading paper and other media</i> on page 12.)
	Check that more than two types of paper are not loaded in the paper tray at any one time.
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See <i>Loading paper and other media</i> on page 12.)
Printed pages double-feed and cause a paper jam.	Make sure you pull out the paper support until it clicks and unfold the paper support flap.
Machine does not print from Paint Brush.	Try setting the Display setting to '256 colours.'
Machine does not print from Adobe Illustrator.	Try to reduce the print resolution. (See <i>Printing for Windows</i> <sup>®</sup> or <i>Printing and Faxing for Macintosh</i> <sup>®</sup> in the Software User's Guide on the CD-ROM.)
The machine cannot print full pages of a document.  Out of memory message occurs.	Reduce the printing resolution. (See <i>Printing for Windows</i> <sup>®</sup> or <i>Printing and Faxing for Macintosh</i> <sup>®</sup> in the Software User's Guide on the CD-ROM.)
	Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software.

## Printing Received Faxes

Difficulty	Suggestions
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Received colour fax prints only in black and white.	Replace the colour ink cartridges that are empty or nearly empty, and then ask the other person to send the colour fax again. (See <i>Replacing the ink cartridges</i> on page 82.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See <i>Printing a reduced incoming fax</i> on page 31.)


## Phone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Check that the machine is plugged in and switched on.
	Check all line cord connection.
	Change Tone/Pulse setting. (See <i>Quick Setup Guide</i> .)
	If an external phone is connected to the machine, send a manual fax by lifting the handset of the external phone and dialling the number. Wait to hear fax receiving tone before pressing <b>Mono Start</b> or <b>Colour Start</b> .
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See <i>Receive modes</i> on page 28.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

## Receiving Faxes

Difficulty	Suggestions
Cannot receive a fax	Make sure the machine is in the correct receiving mode for your setup. (See <i>Receive modes</i> on page 28.)
	If you often have interference on the phone line, try changing the menu setting of Compatibility to <b>Basic</b> . (See <i>Phone line interference</i> on page 81.)
	If you connect your machine to PBX or ISDN, set the menu setting of Phone Line Type to your phone type.

## Sending Faxes

Difficulty	Suggestions
Cannot send a fax	Make sure that the Fax  key is illuminated. (See <i>Entering Fax mode</i> on page 22.)
	Ask the other party to check that the receiving machine has paper.
	Print the Transmission Verification Report and check for an error. (See <i>Reports</i> on page 40.)


## Sending Faxes (Continued)

Difficulty	Suggestions
Transmission Verification Report says 'Result:NG' or 'Result:ERROR'.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get 'Result:NG' on the Transmission Verification Report, your machine may be out of memory. If the problem continues, ask the telephone company to check your phone line.
	If you often get transmission errors due to possible interference on the phone line, try changing the menu setting of Compatibility to <i>Basic</i> . (See <i>Phone line interference</i> on page 81.)
	If you connect your machine to PBX or ISDN, set the menu setting of Phone Line Type to your phone type.
Poor fax send 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</i> on page 85.)
Vertical black lines when sending.	If the copy you made shows the same problem, clean the scanner. (See <i>Cleaning the scanner</i> on page 85.)


## Handling Incoming Calls

Difficulty	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to on, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing <b>Stop/Exit</b> . Try avoiding this problem by turning Fax Detect to off. (See <i>Fax Detect</i> on page 30. )
Sending a Fax Call to the machine.	If you answered at the machine, press <b>Mono Start</b> and hang up at once. 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, an alarm system or any other custom feature on a single phone line with your machine, it may create a problem sending or receiving faxes.  <b>For example:</b> 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 phone line with no custom features is recommended.

## Menu Setting Difficulties

Difficulty	Suggestions
The machine beeps when you try to access the Setup Receive menu.	If the Fax  key is not illuminated, press it to turn on Fax mode. The Setup Receive setting is available only when the machine is in Fax mode.

## Copying Difficulties

Difficulty	Suggestions
Cannot make a copy	Make sure that the Copy  key is illuminated. (See <i>Entering Copy mode</i> on page 42.)



## Copying Difficulties (Continued)

Difficulty	Suggestions
Vertical streaks appear on copies	If you see vertical streaks on copies, clean the scanner. (See <i>Cleaning the scanner</i> on page 85.)
Poor copy results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 7.)

## Scanning Difficulties

Difficulty	Suggestions
TWAIN/WIA errors appear while scanning.	Make sure the Brother TWAIN/WIA driver is chosen as the primary source. In PaperPort® SE with OCR, click <b>File</b> , <b>Scan</b> and choose the Brother TWAIN/WIA driver.
Poor scanning results when using the ADF	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 7.)

## Software Difficulties

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

## PhotoCapture Center™ Difficulties

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

## Error messages

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

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

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

Error Message	Cause	Action
BT Call Sign On (For UK only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF.
Change Unable XX	The machine has a mechanical problem.  —OR— A foreign objects such as a clip or ripped paper is in the machine.	Open the scanner cover and remove any foreign objects inside the machine. If the error message continues, see <i>Transferring your faxes or Fax Journal report</i> on page 78 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it.
Clean Unable XX	The machine has a mechanical problem.  —OR— A foreign objects such as a clip or ripped paper is in the machine.	Open the scanner cover and remove any foreign objects inside the machine. If the error message continues, see <i>Transferring your faxes or Fax Journal report</i> on page 78 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it.
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.
Cover is Open	The scanner cover is not closed completely.	Lift the scanner cover and then close it again.
Data Remaining	Print data is left in the machine's memory. The USB cable was unplugged while the computer was sending the data to the machine.	Press <b>Stop/Exit</b> . The machine will cancel the job and clear it from the memory. Try to print again.
	Print data is left in the machine's memory.	Re-start printing from your computer.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See <i>Using the ADF</i> on page 6. See <i>Document jam</i> on page 79.

<b>Error Message</b>	<b>Cause</b>	<b>Action</b>
High Temperature	The print head is too warm.	Allow the machine to cool down.
Init. Unable XX	The machine has a mechanical problem.  —OR— A foreign objects such as a clip or ripped paper is in the machine.	Open the scanner cover and remove any foreign objects inside the machine. If the error message continues, see <i>Transferring your faxes or Fax Journal report</i> on page 78 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it.
Ink Empty	One or more of the ink cartridges is empty. The machine will stop all print operations. While memory is available, black and white faxes will be stored in the memory. If a sending machine has a colour fax, the machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be stored in the memory as a black and white fax.	Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 82.)
Low Temperature	The print head is too cold.	Allow the machine to warm up.
Media Error	The memory card is either corrupted, improperly formatted, or there is a problem with the memory card.	Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive by putting in another memory card that you know is working.
Near Empty	One or more of the ink cartridges are running out of ink. If a sending machine has a colour fax, the machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be received into memory as a black and white fax.	Order a new ink cartridge.
No Cartridge	An ink cartridge is not installed properly.	Take out the ink cartridge and put it in again seating it properly. (See <i>Replacing the ink cartridges</i> on page 82.)
No File	The memory card in the media drive does not contain a .JPG file.	Put the correct memory card into the slot again.

Error Message	Cause	Action
No Paper Fed	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> <li>■ Refill the paper in the paper tray, and then press <b>Mono Start</b> or <b>Colour Start</b>.</li> <li>■ Remove the paper and load it again and then press <b>Mono Start</b> or <b>Colour Start</b>.</li> </ul>
	The paper is jammed in the machine.	See <i>Printer jam or paper jam</i> on page 79.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
Not Registered	You tried to access a Speed Dial number that is not programmed.	Set up the Speed Dial number. (See <i>Storing Speed-Dial numbers</i> on page 37.)
Out of Memory	The machine's memory is full.	<p><b>Fax sending or copy operation in progress</b></p> <p>Press <b>Stop/Exit</b> and wait until the other operations in progress finish and then try again.</p> <p><b>Printing operation in progress</b></p> <p>Reduce print resolution. (For details, see <i>Printing for Windows®</i> or <i>Printing and Faxing for Macintosh®</i> in the Software User's Guide on the CD-ROM.)</p>
Paper Jam	Paper is jammed in the machine.	See <i>Printer jam or paper jam</i> on page 79.
Print Unable XX	<p>The machine has a mechanical problem.</p> <p>—OR—</p> <p>A foreign objects such as a clip or ripped paper is in the machine.</p>	Open the scanner cover and remove any foreign objects inside the machine. If the error message continues, see <i>Transferring your faxes or Fax Journal report</i> on page 78 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it.
Scan Unable XX	<p>The machine has a mechanical problem.</p> <p>—OR—</p> <p>A foreign objects such as a clip or ripped paper is in the machine.</p>	Open the scanner cover and remove any foreign objects inside the machine. If the error message continues, see <i>Transferring your faxes or Fax Journal report</i> on page 78 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it.
Wrong Paper Size	Paper is not the correct size.	Load the correct size of paper (Letter, Legal or A4), and then press <b>Mono Start</b> or <b>Colour Start</b> .
Wrong USB device	A non-PictBridge compatible or broken device has been connected to the PictBridge port.	Unplug the device from the PictBridge port, then press <b>On/Off</b> to turn the machine off and then on again.

## Transferring your faxes or Fax Journal report

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If the LCD shows:

Change Unable XX, Clean Unable XX,  
Init. Unable XX, Print Unable XX or  
Scan Unable XX

we recommend transferring your faxes to another fax machine. (See *Transferring faxes to another fax machine* on page 78.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring Fax Journal report to another fax machine* on page 78.)



### Note

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

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## Transferring faxes to another fax machine

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

- 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.  
Press **Stop/Exit**.
  - If the LCD shows `Enter Fax No.`, enter the fax number to which faxes will be forwarded.
- 3 Press **Mono Start**.

## Transferring Fax Journal report to another fax machine

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

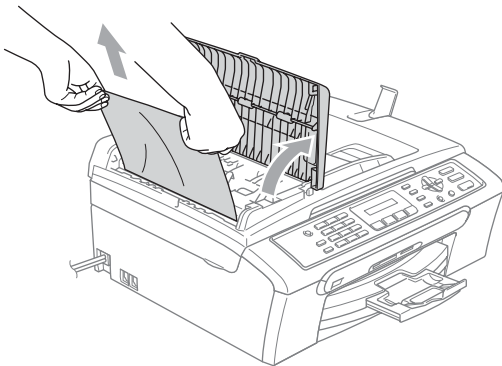
- 1 Press **Menu 9, 0, 2**.
- 2 Enter the fax number to which Fax Journal report will be forwarded.
- 3 Press **Mono Start**.

## Document jam

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

### Document is jammed in the top of the ADF unit

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



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



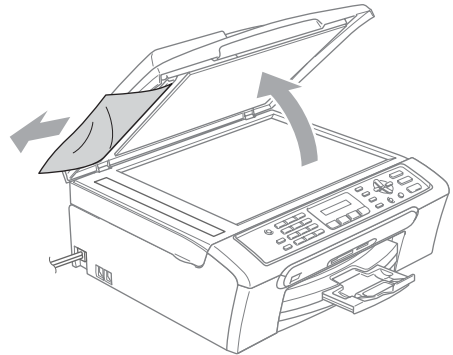
#### Note

To avoid future document jams close the ADF cover properly by pushing it gently in the middle.

### Document is jammed inside the ADF unit

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

- 3 Pull the jammed document out to the left.

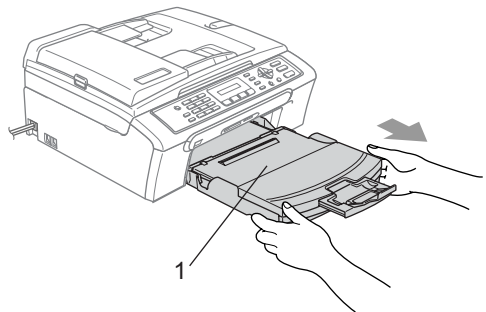


- 4 Close the document cover.
- 5 Press **Stop/Exit**.

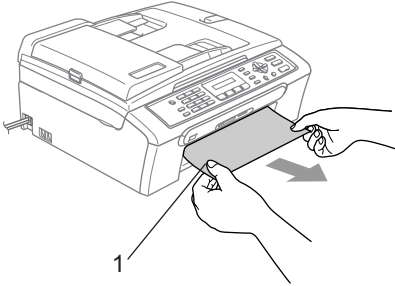
## Printer jam or paper jam

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

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

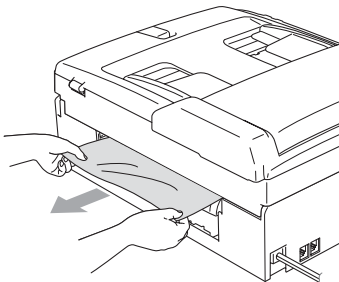
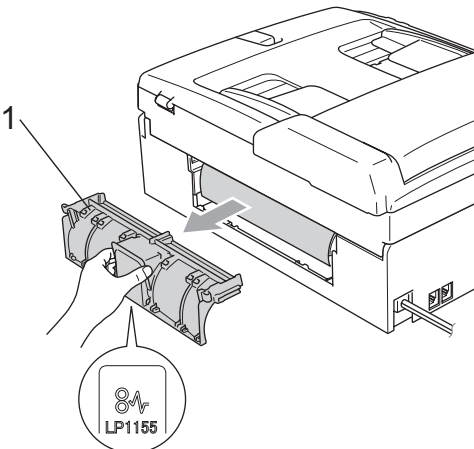


- 2 Pull out the jammed paper (1).

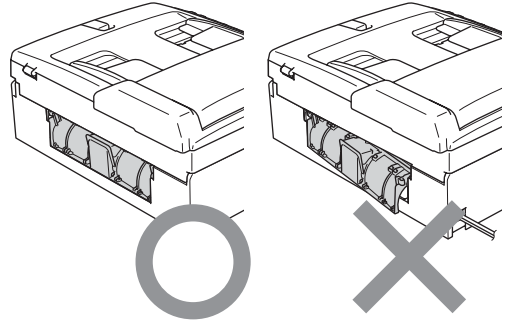


- If you cannot remove the jammed paper from the front, or the error message still appears on the LCD after you have removed the jammed paper, please go to the next step.

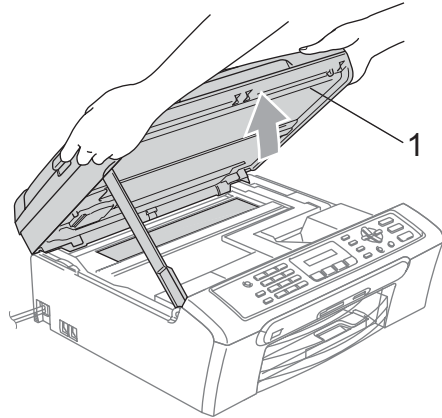
- 3 Remove the Jam Clear Cover (1). Pull the jammed paper out of the machine.



- 4 Put the Jam Clear Cover back on. Make sure the cover is set properly.



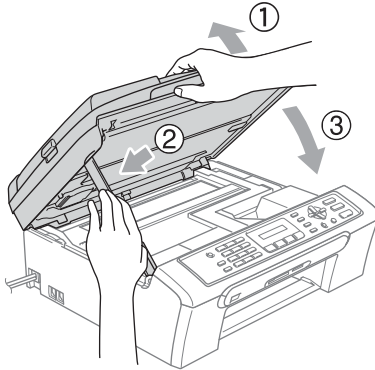
- 5 Lift the scanner cover (1) from the front of the machine until it locks securely into the open position. Make sure that there is no jammed paper left in the corners of the machine.



#### Note

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

- 6 Lift the scanner cover to release the lock (1). Gently push the scanner cover support down (2) and close the scanner cover (3).



- 7 Push the paper tray firmly back into the machine. While holding the paper tray in place, pull out the paper support until it clicks and unfold the paper support flap.

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

## Phone line interference

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

- 1 Press **Menu, 2, 0, 2**.
- 2 Press **▲** or **▼** to choose *Normal* (or *Basic*).
  - *Basic* cuts the modem speed to 9600 bps. Unless interference is a recurring problem on your phone line, you may prefer to use it only when needed.
  - *Normal* sets the modem speed at 14400 bps. (Default)
 Press **OK**.
- 3 Press **Stop/Exit**.



### Note

When you change the compatibility to *Basic*, the ECM feature is only available for colour fax sending.



# Routine maintenance

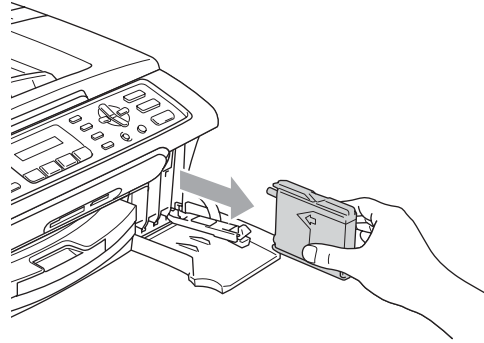
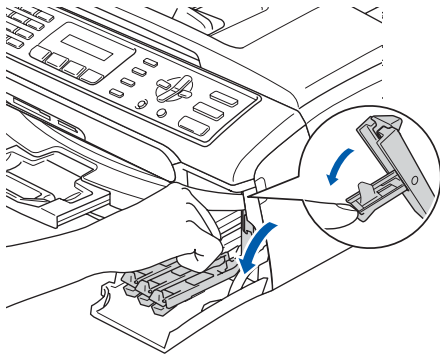
## Replacing the ink cartridges

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

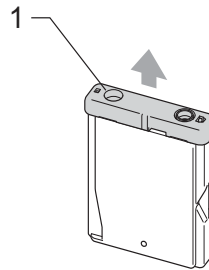
The LCD will tell you which ink cartridge is low or needs replacing. Be sure to follow the LCD prompts to replace the ink cartridges in the correct order.

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

- 1 Open the ink cartridge cover.  
If one or more ink cartridges are empty, for example Black, the LCD shows  
Ink Empty Black and  
Replace Ink.
- 2 Pull the lock release lever down and take out the ink cartridge for the colour shown on the LCD.

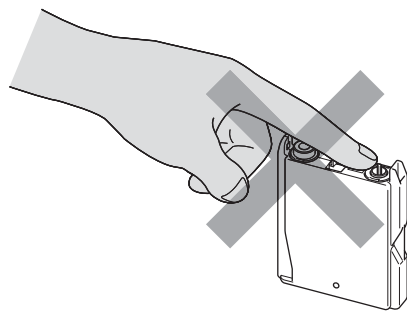


- 3 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.
- 4 Remove the protective yellow cap (1).



### Improper Setup

DO NOT touch the area shown in the illustration below.

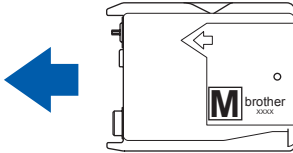




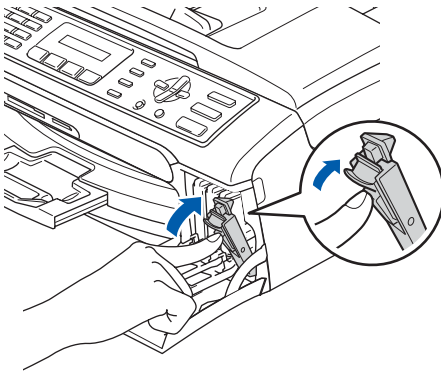
**Note**

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

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



- Lift each lock release lever and push it until it clicks, and then close the ink cartridge cover.



- If you replaced an ink cartridge the LCD may ask you to verify that it was a brand new one. (For example, Did You Change Blck?) For each new cartridge you installed, press **1** (Yes) to automatically reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, be sure to press **2** (No). If you wait until the LCD shows *Near Empty* or *Ink Empty*, the machine will automatically reset the ink dot counter.



**Note**

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



**WARNING**

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



**CAUTION**

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

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

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

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

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

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

Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance when used with genuine Brother Branded ink cartridges. Brother cannot guarantee this optimum performance if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother Branded cartridges or the refilling of empty cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of using incompatible products with this machine, any repairs required as a result may not be covered by the warranty.

## Cleaning the outside of the machine

### ! CAUTION

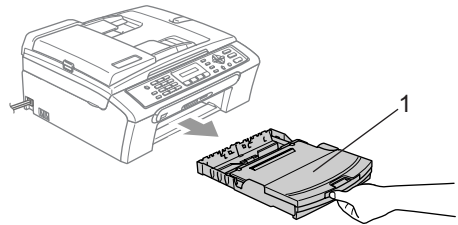
Use neutral detergents. Cleaning with volatile liquids such as thinner or benzene will damage the outside surface of the machine.

DO NOT use cleaning materials that contain ammonia.

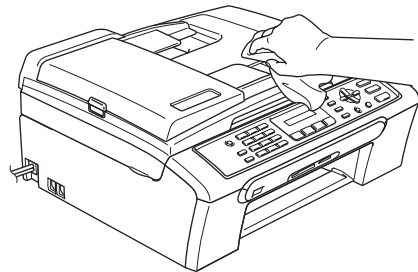
DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

### Clean the outside of the machine as follows:

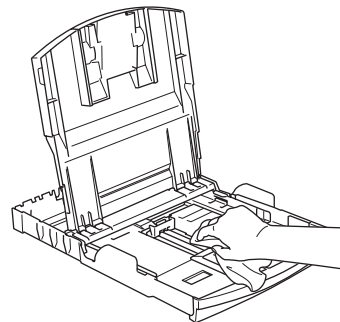
- 1 Pull the paper tray (1) completely out of the machine.



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



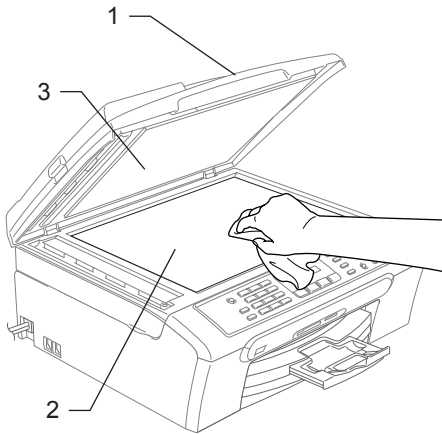
- 3 Lift the output paper tray cover and remove anything that is stuck inside the paper tray.
- 4 Wipe the inside and outside of the paper tray with a soft cloth to remove dust.



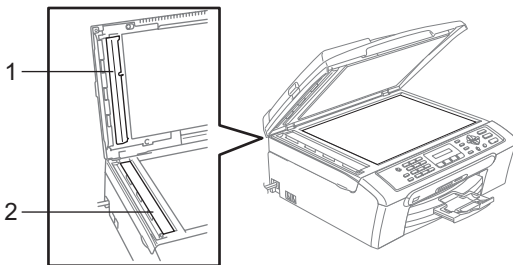
- 5 Close the output paper tray cover and slowly push the paper tray completely back into the machine.

## Cleaning the scanner

- 1 Lift the document cover (1). Clean the scanner glass (2) and white plastic (3) with isopropyl alcohol on a soft lint-free cloth.



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

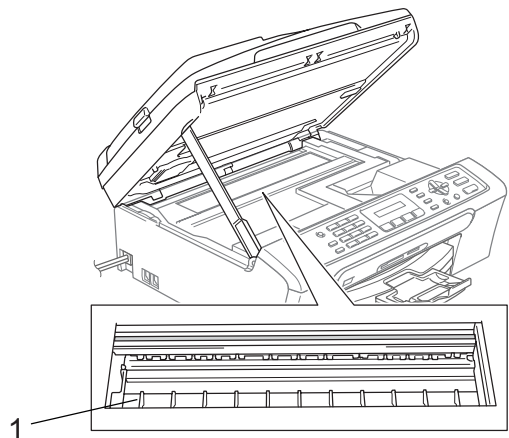


## Cleaning the machine printer platen

### WARNING

Unplug the machine from the electrical socket before cleaning the printer platen (1).

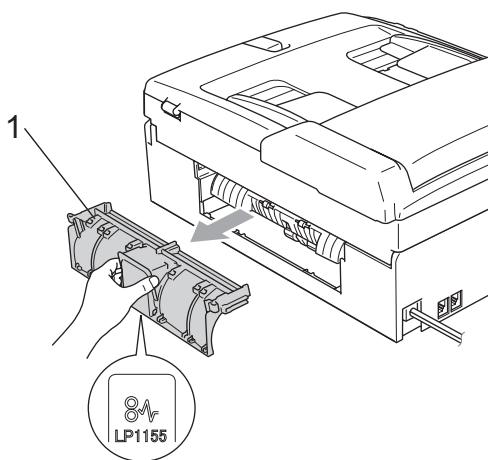
If ink is scattered on or around the printer platen, wipe it off with a soft, dry, lint-free cloth.



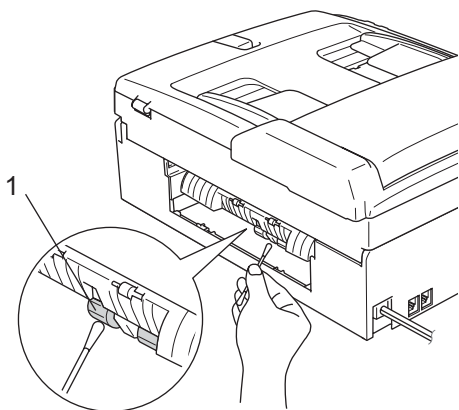
- 1 Clean the machine printer platen (1).

## Cleaning the Paper Pick-up Roller

- 1 Pull the paper tray completely out of the machine.
- 2 Unplug the machine from the electrical socket and remove the Jam Clear Cover (1).



- 3 Clean the Paper Pick-up Roller (1) with isopropyl alcohol on a cotton swab.



- 4 Put the Jam Clear Cover back on. Make sure the cover is set properly.
- 5 Slowly push the paper tray completely back into the machine.
- 6 Re-connect the power cord.

## Cleaning the print head

To ensure the good print quality, the machine will regularly clean the print head. You can start the cleaning process manually if needed.

Clean the print head and ink cartridges if you get a horizontal line in the text or graphics on your printed pages. You can clean Black only, three colours at a time (Yellow/Cyan/Magenta), or all four colours at once.

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

### ! CAUTION

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

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



### Note

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

## Checking the print quality

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

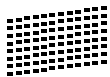
- 1 Press **Ink Management**.
- 2 Press ▲ or ▼ to choose **Test Print**. Press **OK**.
- 3 Press ▲ or ▼ to choose **Print Quality**. Press **OK**.
- 4 Press **Colour Start**. The machine begins printing the Print Quality Check Sheet.
- 5 Check the quality of the four colour blocks on the sheet.

Is Quality OK?

1.Yes 2.No

- 6 Do one of the following:
  - If all lines are clear and visible, press **1** to choose **Yes**, and go to step 10.
  - If you can see missing short lines as shown below, press **2** to choose **No**.

OK



Poor



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

Black OK?

1.Yes 2.No

Press **1** (Yes) or **2** (No).

- 8 The LCD asks you if you want to start cleaning.

Start Cleaning?

1.Yes 2.No

Press **1** (Yes).

The machine starts cleaning the print head.

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

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

- 10 Press **Stop/Exit**.

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

After replacing the ink cartridge, check the print quality. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call your Brother dealer.

### ! CAUTION

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

### Note



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



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

## Checking the printing alignment

You may need to adjust the printing alignment after transporting the machine if your printed text becomes blurred or images become faded.

- 1 Press **Ink Management**.
- 2 Press **▲** or **▼** to choose `Test Print`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Alignment`. Press **OK**.
- 4 Press **Mono Start** or **Colour Start**. The machine starts printing the Alignment Check Sheet.

`Is Alignment OK?`

`1.Yes 2.No`

- 5 Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.
  - If the number 5 sample of both the 600 dpi and 1200 dpi are the best matches, press **1 (Yes)** to finish Alignment Check, and go to step **8**.
  - If another test print number is a better match for either 600 dpi or 1200 dpi, press **2 (No)** to choose it.
- 6 For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

`600dpi Adjust`

`Select Best #5`

- 7 For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

`1200dpi Adjust`

`Select Best #5`

- 8 Press **Stop/Exit**.

## Checking the ink volume

You can check the ink that is left in the cartridge.

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



### Note

You can check the ink volume from your computer. (See *Printing for Windows*<sup>®</sup> or *Printing and Faxing for Macintosh*<sup>®</sup> in the Software User's Guide on the CD-ROM.)

## Machine Information

### Checking the serial number

You can see the machine's serial number on the LCD.

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

`1.Serial No.`

- 2 Press **OK**.

`XXXXXX`

- 3 Press **Stop/Exit**.

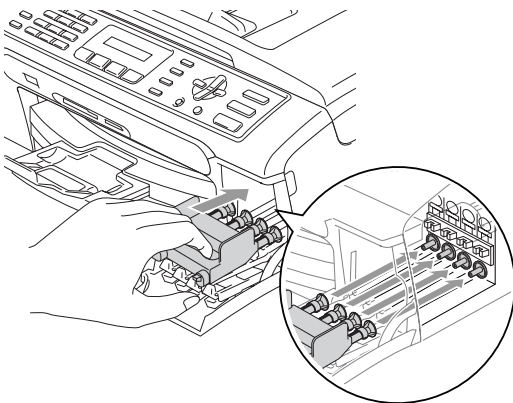
## Packing and shipping the machine

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

### ! CAUTION

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

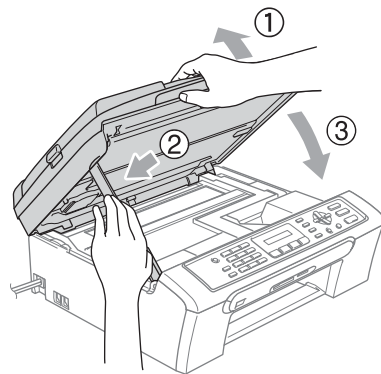
- 1 Open the ink cartridge cover.
- 2 Pull the lock release levers down and take out all the ink cartridges. (See *Replacing the ink cartridges* on page 82.)
- 3 Install the yellow protective part, lift each lock release lever and push it until it clicks, and then close the ink cartridge cover.



### ! CAUTION

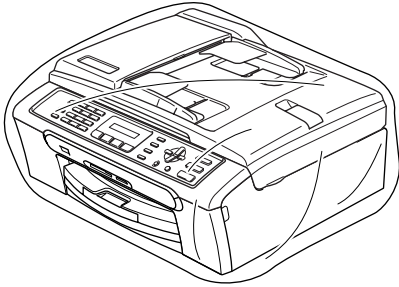
If you are not able to find the yellow protective parts, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the yellow protective parts or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

- 4 Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
- 5 Unplug the machine from the electrical socket.
- 6 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position. Then unplug the interface cable from the machine, if it is connected.
- 7 Lift the scanner cover (1) to release the lock. Gently push the scanner cover support down (2) and close the scanner cover(3).

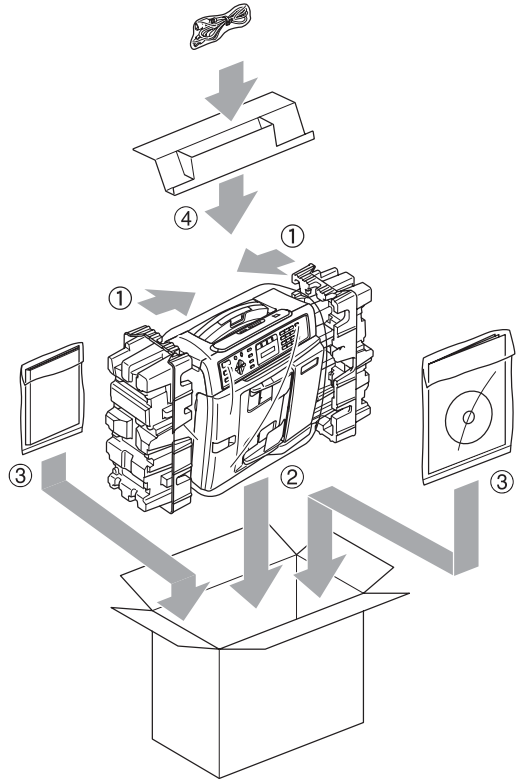
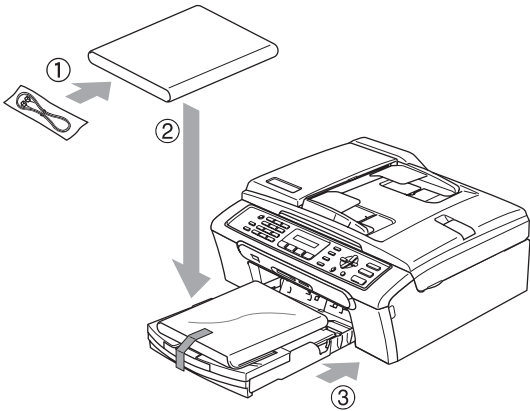




- 8 Wrap the machine in the bag and put it in the original carton with the original packing material.



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



- 10 Close the carton and tape it shut.

## On-screen programming

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

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

### Menu table

You can program your machine by using the Menu table that begins on page 93. These pages list the menu selections and options.

Press **Menu** followed by the menu numbers to program your machine.

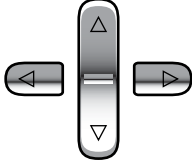






For example, to set beeper volume to **Low**.

- 1 Press **Menu**, **1**, **4**, **2**.
- 2 Press **▲** or **▼** to choose **Low**.
- 3 Press **OK**.

### Memory storage

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

## Menu keys

	
<b>Menu</b> 	Access the menu.
<b>OK</b> 	Go to the next menu level. Accept an option.
<b>Clear Back</b> 	Go back to the previous menu level. Delete an incorrect letter when you need to enter text into the machine.
	Scroll through the current menu level.
	Go back to the previous menu level.
<b>Stop Exit</b> 	Exit the menu.

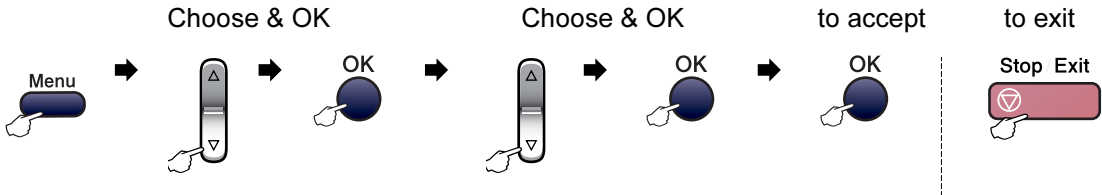
To access the menu mode:


- 1 Press **Menu**.
- 2 Choose an option.
  - Press **1** for General Setup menu.
  - Press **2** for Fax menu.
  - Press **3** for Copy menu.
  - •  
•
  - Press **0** for Initial Setup.


You can scroll more quickly through each menu level by pressing **▲** or **▼** for the direction you want.
- 3 Press **OK** when that option appears 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 finish setting an option, the LCD shows *Accepted*.


# Menu Table

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



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
<b>1. General Setup</b>	<b>1. Mode Timer</b>	—	0 Sec 30 Secs 1 Min <b>2 Mins*</b> 5 Mins Off	Sets the time to return to Fax mode.	17
	<b>2. Paper Type</b>	—	<b>Plain Paper*</b> Inkjet Paper Brother Photo Other Photo Transparency	Sets the type of paper in the paper tray.	17
	<b>3. Paper Size</b>	—	Letter Legal <b>A4*</b> A5 10cmx15cm	Sets the size of the paper in the paper tray.	17
 The factory settings are shown in Bold with an asterisk.					


Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1. General Setup (Continued)	4. Volume	1. Ring	Off Low <b>Med*</b> High	Adjusts the ring volume.	18
		2. Beeper	Off <b>Low*</b> Med High	Adjusts the volume level of the beeper.	18
		3. Speaker	Off Low <b>Med*</b> High	Adjusts the speaker volume.	18
	5. P. Save Setting	—	<b>Fax Receive:On*</b> Fax Receive:Off	Customizes the <b>Power Save</b> key not to receive faxes in power save mode.	16
	6. LCD Contrast	—	Light <b>Dark*</b>	Adjusts the contrast of the LCD.	18
2. Fax	1. Setup Receive (In Fax mode only)	1. Ring Delay	00 01 <b>02*</b> 03 04 05 06 07 08 09 10	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	29
		2. F/T Ring Time	20 Secs <b>30 Secs*</b> 40 Secs 70 Secs	Sets the pseudo/double-ring time in Fax/Tel mode.	30
		3. Fax Detect	<b>On*</b> Off	Receives fax messages without pressing <b>Start</b> .	30
 The factory settings are shown in Bold with an asterisk.					

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2. Fax (Continued)	1. Setup Receive (Continued) (In Fax mode only)	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.	35
		5. Auto Reduction	On* Off	Cuts the size of incoming faxes.	31
		6. Memory Receive	On* Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	31
	2. Setup Send (In Fax mode only)	1. Contrast	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	25
		2. Fax Resolution	Standard* Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	25
		3. Real Time TX	Next Fax Only Off* On	Sends a fax without using the memory.	26
		4. Overseas Mode	On Off*	If you are having problems sending faxes overseas, set this to on.	26
		0. Scan Size	A4* Letter	Adjusts the scan area of the scanner glass to the size of the document.	23
	3. Set Quick-Dial	1. Speed-Dial	—	Stores Speed-Dial numbers, so you can dial by pressing only a few keys (and <b>Start</b> ).	37
		2. Setup Groups	—	Sets up a Group number for Broadcasting.	38
	 The factory settings are shown in Bold with an asterisk.				

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2. Fax (Continued)	4. Report Setting	1. XMIT Report	On On+Image <b>Off*</b> Off+Image	Sets initial setup for Transmission Verification Report and Fax Journal.	39
		2. Journal Period	Off <b>Every 50 Faxes*</b> Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		39
	5. Remaining Jobs	—	—	Checks which jobs are in the memory and lets you cancel chosen jobs.	27
	0. Miscellaneous	1. TX Lock	<b>Off*</b>	Stops unauthorized users from changing the machine's current settings.	19
		2. Compatibility	<b>Normal*</b> Basic	Adjusts the equalization for transmission problems.	81



The factory settings are shown in Bold with an asterisk.


Main Menu	Submenu	Menu Selections	Options	Descriptions	Page	
3.Copy	1.Quality	—	Best Fast <b>Normal*</b>	Chooses the Copy resolution for your type of document.	44	
	2.Brightness	—	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the brightness for copies.	46	
	3.Contrast	—	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the contrast for copies.	47	
	4.Color Adjust	1.Red		R:- □□□□■+ R:- □□□■□+ <b>R:- □□■□□+*</b> R:- □■□□□+ R:- ■□□□□+	Adjusts the amount of Red in copies.	47
		2.Green		G:- □□□□■+ G:- □□□■□+ <b>G:- □□■□□+*</b> G:- □■□□□+ G:- ■□□□□+	Adjusts the amount of Green in copies.	
		3.Blue		B:- □□□□■+ B:- □□□■□+ <b>B:- □□■□□+*</b> B:- □■□□□+ B:- ■□□□□+	Adjusts the amount of Blue in copies.	
	 The factory settings are shown in Bold with an asterisk.					



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
4. PhotoCapture	1. Print Quality	—	Normal <b>Photo*</b>	Choose the print quality.	55
	2. Paper Type	—	Plain Paper Inkjet Paper Brother Photo <b>Other Photo*</b>	Choose the paper and print size.	55
	3. Paper Size	—	Letter A4 <b>10x15cm*</b> 13x18cm	Choose the paper size.	55
	4. Print Size	—	10x8cm 13x9cm <b>15x10cm*</b> 18x13cm 20x15cm	Choose the print size. (Appears when A4 or Letter is selected in the Paper Size menu.)	55
	5. Brightness	—	- □□□□■ + - □□□■□ + - □□■□□ +* - □■□□□ + - ■□□□□ +	Adjusts the brightness.	55
	6. Contrast	—	- □□□□■ + - □□□■□ + - □□■□□ +* - □■□□□ + - ■□□□□ +	Adjusts the contrast.	55
	7. Cropping	—	<b>On*</b> Off	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	56
	8. Borderless	—	<b>On*</b> Off	Expands the printable area to fit the edges of the paper.	56



The factory settings are shown in Bold with an asterisk.

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
5. Print Reports	1. Xmit Verify	—	—	Prints a Transmission Verification Report for your last transmission.	40
	2. Help List	—	—	Prints the Help List so you can see at-a-glance how to quickly program your machine.	40
	3. Quick-Dial	—	—	Lists name and numbers stored in the Speed-Dial memory, in numerical order.	40
	4. Fax Journal	—	—	Lists information about the last incoming and outgoing faxes. (TX means Transmit.) (RX means Receive.)	40
	5. User Settings	—	—	Lists your settings.	40
6. Machine Info.	1. Serial No.	—	—	Lets you check the serial number of your machine.	88
0. Initial Setup	1. Receive Mode	—	<b>Fax Only*</b> Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	28
	2. Date/Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See Quick Setup Guide
	3. Station ID	—	Fax: Name:	Set your name and fax number to appear on each page you fax.	
	4. Tone/Pulse	—	<b>Tone*</b> Pulse	Choose the dialling mode.	See Quick Setup Guide
	5. Dial Tone	—	Detection <b>No Detection*</b>	Turns Dial Tone Detection on or off.	81
	0. Local Language	—	English <b>Chinese*</b>	Allows you to change the LCD language.	18
 The factory settings are shown in Bold with an asterisk.					

## Entering Text

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

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

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

### Putting spaces

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

### Making corrections

If you entered an incorrect letter and want to change it, press ◀ to move the cursor under the incorrect character. Then press **Clear/Back**. Re-enter the correct character. You can also back up and insert letters.

### Repeating letters

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

## Special characters and symbols

Press **\***, **#** or **0**, and then press ◀ or ► to move the cursor under the special character or symbol you want. Then press **OK** to choose it.

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

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

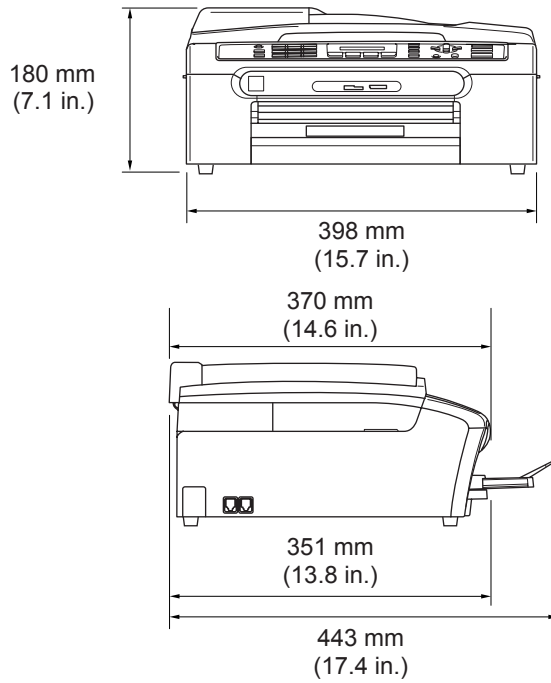
# D

# Specifications

## General

<b>Memory Capacity</b>	16 MB
<b>ADF (automatic document feeder)</b>	Up to 10 pages Temperature: 20° C - 30° C (68° F - 86° F) Humidity: 50% - 70% Paper: [80 g/m <sup>2</sup> (20 lb)] A4 size
<b>Paper Tray</b>	100 Sheets [80 g/m <sup>2</sup> (20 lb)]
<b>Printer Type</b>	Ink Jet
<b>Print Method</b>	Mono: Piezo with 94 × 1 nozzles Colour: Piezo with 94 × 3 nozzles
<b>LCD (liquid crystal display)</b>	10 Chinese Characters (20 Alphabet characters) × 1 line
<b>Power Source</b>	AC 220 to 240V 50/60Hz
<b>Power Consumption</b>	Power Save Mode: Average 5 W Standby: Average 8 W Operating: Average 32 W

## Dimensions



**Weight**

8.0 kg (17.6 lb)

**Noise**

Operating: 50 dB or less <sup>1</sup>

**Temperature**

Operating: 10 to 35° C (50° F to 95° F)

Best Print Quality: 20 to 33° C (68° F to 91° F)

Quality:

**Humidity**

Operating: 20 to 80% (without condensation)

Best Print Quality: 20 to 80% (without condensation)

Quality:

<sup>1</sup> This depends on printing conditions.

# Print media

## Paper Input

## Paper Tray

### ■ Paper type:

Plain paper, inkjet paper (coated paper), glossy paper<sup>2</sup>, transparencies<sup>1 2</sup> and envelopes

### ■ Paper size:

Letter, Legal, Executive, A4, A5, A6, JIS B5, envelopes (commercial No.10, DL, C5, Monarch, JE4), Photo 2L, Index card and Post card<sup>3</sup>.

For more details, see *Paper weight, thickness and capacity* on page 11.

### ■ Maximum paper tray capacity: Approx. 100 sheets of 80 g/m<sup>2</sup> (20 lb) plain paper

## Paper Output

Up to 50 sheets of 80 g/m<sup>2</sup> (20 lb) plain paper (Face up print delivery to the output paper tray)<sup>2</sup>

<sup>1</sup> Use only transparencies recommended for inkjet printing.

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

<sup>3</sup> See *Paper type and size for each operation* on page 10.

# Fax

<b>Compatibility</b>	ITU-T Group 3
<b>Coding System</b>	MH/MR/MMR/JPEG
<b>Modem Speed</b>	Automatic Fallback 14400 bps
<b>Document Size</b>	ADF Width: 148 mm to 215.9 mm (5.8 in. to 8.5 in.) ADF Height: 148 mm to 356 mm (5.8 in. to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 297 mm (11.7 in.)
<b>Scanning Width</b>	208 mm (8.2 in.)
<b>Printing Width</b>	204 mm (8.03 in.)
<b>Grey Scale</b>	256 levels
<b>Polling Types</b>	Standard, Secure, Timer Sequential: (Monochrome only)
<b>Contrast Control</b>	Automatic/Light/Dark (manual setting)
<b>Resolution</b>	■ Horizontal 8 dot/mm (203 dot/in.) ■ Vertical Standard 3.85 line/mm (98 line/in.) (Mono) 7.7 line/mm (196 line/in.) (Colour) Fine 7.7 line/mm (196 line/in.) (Mono/Colour) Photo 7.7 line/mm (196 line/in.) (Mono) Superfine 15.4 line/mm (392 line/in.) (Mono)
<b>Speed-Dial</b>	40 stations

<b>Broadcasting</b>	90 stations
<b>Automatic Redial</b>	3 times at 5 minute intervals
<b>Auto Answer</b>	0, 1, 2, 3, 4, 5, 6, 7 or 8 rings (1, 2, 3 or 4 rings - Ireland only)
<b>Communication Source</b>	Public switched telephone network.
<b>Memory Transmission</b>	Up to 200 <sup>1</sup> / <sub>170</sub> <sup>2</sup> pages
<b>Out of Paper Reception</b>	Up to 200 <sup>1</sup> / <sub>170</sub> <sup>2</sup> pages

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

<sup>2</sup> 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.



# Copy

<b>Colour/Monochrome</b>	Yes/Yes
<b>Document Size</b>	ADF Width: 148 mm to 215.9 mm (5.8 in. to 8.5 in.) ADF Height: 148 mm to 356 mm (5.8 in. to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 297 mm (11.7 in.)
<b>Copy Speed</b>	Mono: Up to 18 pages/minute (A4 paper) <sup>1</sup> Colour: Up to 16 pages/minute (A4 paper) <sup>1</sup>
<b>Multiple Copies</b>	Stacks up to 99 pages Sorts up to 99 pages (Monochrome only)
<b>Enlarge/Reduce</b>	25% to 400% (in increments of 1%)
<b>Resolution</b>	(Monochrome) ■ Scans up to 600×1200 dpi ■ Prints up to 1200×1200 dpi (Colour) ■ Scans up to 600×1200 dpi ■ Prints up to 600×1200 dpi

<sup>1</sup> Based on Brother standard pattern. (Fast mode/Stack Copy) Copy speeds vary with the complexity of the document.

# PhotoCapture Center™

<b>Available Media</b>	CompactFlash® Version 1.0 (Type I only) (Microdrive™ is not compatible) (Compact I/O card such as Compact LAN card and Compact Modem card are not supported.) Memory Stick® Memory Stick Pro™ (Not available for music data with MagicGate™) MultiMediaCard™ Secure Digital™ xD-Picture Card™ <sup>1</sup>
<b>File Extension</b> (Media Format) (Image Format)	DPOF, EXIF, DCF Photo Print: JPEG <sup>2</sup>
<b>Number of Files</b>	Up to 999 files in the memory card
<b>Folder</b>	File must be in the 3rd folder level of the memory card.
<b>Borderless</b>	Letter, A4, Photo 10×15cm <sup>3</sup> , Photo 13×18cm

<sup>1</sup> xD-Picture Card™ Conventional Card from 16MB to 512MB  
xD-Picture Card™ Type M from 256MB to 1GB  
xD-Picture Card™ Type H from 256MB to 1GB

<sup>2</sup> Progressive JPEG format is not supported.

<sup>3</sup> See *Paper type and size for each operation* on page 10.

## PictBridge

<b>Compatibility</b>	Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001 Visit <a href="http://www.cipa.jp/pictbridge">http://www.cipa.jp/pictbridge</a> for more information
<b>Interface</b>	PictBridge (USB) Port

# Scanner

<b>Colour/Monochrome</b>	Yes/Yes
<b>TWAIN Compliant</b>	Yes (Windows® 98/98SE/Me/2000 Professional/XP) Mac OS® X 10.2.4 or greater
<b>WIA Compliant</b>	Yes (Windows® XP)
<b>Colour Depth</b>	36 bit colour Processing (Input) 24 bit colour Processing (Output) (Actual Input: 30 bit colour/Actual Output: 24 bit colour)
<b>Resolution</b>	Up to 19200 × 19200 dpi (interpolated) <sup>1</sup> Up to 600 × 2400 dpi (optical)
<b>Scanning Speed</b>	Colour: up to 6.02 sec. Mono: up to 3.82 sec. (A4 size in 100 × 100 dpi)
<b>Document Size</b>	ADF Width: 148 mm to 215.9 mm (5.8 in. to 8.5 in.) ADF Height: 148 mm to 356 mm (5.8 in. to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 297 mm (11.7 in.)
<b>Scanning Width</b>	210 mm (8.26 in.)
<b>Grey Scale</b>	256 levels

<sup>1</sup> Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP (resolution up to 19200 × 19200 dpi can be selected by using the Brother scanner utility)

# Printer

<b>Printer Driver</b>	Windows® 98/98SE/Me/2000 Professional/XP driver supporting Brother Native Compression mode and bi-directional capability Brother Ink Driver For Mac OS® X 10.2.4 or greater
<b>Resolution</b>	Up to 1200 × 6000 dpi <sup>1</sup> 1200 × 2400 dpi 1200 × 1200 dpi 600 × 600 dpi 600 × 300 dpi 600 × 150 dpi
<b>Print Speed</b>	Up to 25 pages/minute (Mono) <sup>2</sup> Up to 20 pages/minute (Colour) <sup>2</sup>
<b>Printing Width</b>	204 mm (210 mm) <sup>3</sup>
<b>Disk-Based Fonts</b>	35 TrueType
<b>Borderless</b>	Letter, A4, A6, Photo Card, Index Card, Post Card <sup>4</sup>

<sup>1</sup> Output image quality varies based on many factors including, but not limited to input image resolution and quality and print media.

<sup>2</sup> Based on Brother standard pattern.  
A4 size in draft mode.

<sup>3</sup> When you set the Borderless feature to On.

<sup>4</sup> See *Paper type and size for each operation* on page 10.

# Interfaces

## USB

A USB 2.0 interface cable that is no longer than 6 feet (2.0 m).<sup>1</sup>

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

# Computer requirements

Minimum System Requirements and Supported PC Software Functions										
Computer Platform & Operating System Version		Supported PC Software Functions	Interface	Minimum Processor Speed	Minimum RAM	Recommended RAM	Available Hard Disk Space			
							for Drivers	for Applications		
Windows® Operating Systems	98, 98SE	Printing, PC Fax Send <sup>3</sup> , Scanning, Removable Disk <sup>2</sup>	USB	Intel® Pentium® II or equivalent	32MB	128MB	120MB	130MB		
	Me				64MB	256MB				
	2000 Professional				128MB	256MB			170MB	220MB
	XP Home									
	XP Professional									
	XP Professional x64 Edition			AMD Opteron™ AMD Athlon™64 Intel® Xeon™ with Intel® EM64T Intel® Pentium® 4 with Intel® EM64T	256MB	512MB	170MB	220MB		
Apple® Macintosh® Operating Systems	OS X 10.2.4 or greater	Printing, PC Fax Send <sup>3</sup> , Scanning, Removable Disk <sup>2</sup>	USB <sup>1</sup>	PowerPC G3 350MHz <sup>4</sup>	128MB	256MB	80MB	200MB		
<sup>1</sup> Third party USB ports are not supported. <sup>2</sup> Removable disk is a function of PhotoCapture Center™. <sup>3</sup> PC Fax supports black and white faxing only. <sup>4</sup> Power PC G3/G4/G5, Intel Core Solo/Duo.				For the latest driver updates, access the Brother Solutions Center at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>						

# Consumable items

## Ink

The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.

## Service Life of Ink Cartridge

### Replacement Ink Cartridges

Black - Approximately 500 pages at 5% coverage

Yellow, Cyan and Magenta - Approximately 400 pages at 5% coverage

- The first time you install a set of ink cartridges the machine will use an amount of ink to fill the ink delivery tubes for high quality print outs. This process will only happen once. With all following ink cartridges you can print the specified number of pages.
- The above figures assume continuous printing at a resolution of 600 x 600 dpi in normal mode after installing a new ink cartridge.
- The number of pages a cartridge will print may change depending on how often you use the machine and how many pages you print with each use.
- The machine will automatically and periodically clean the print head assembly, a process that uses a small amount of ink.
- When the machine identifies a cartridge as empty there may be a small amount of ink left in it. This is necessary to prevent air from drying out and damaging the print head assembly.

## Replacement Consumables

<Black> LC960BK, <Cyan> LC960C, <Magenta>LC960M, <Yellow> LC960Y

# E

## Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

### **ADF (automatic document feeder)**

The document can be placed in the ADF and scanned one page at a time automatically.

### **Auto Reduction**

Reduces the size of incoming faxes.

### **Automatic fax transmission**

Sending a fax without picking up the handset of an external phone.

### **Automatic Redial**

A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

### **Backup Print**

Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

### **Beeper Volume**

Volume setting for the beep when you press a key or make an error.

### **Brightness**

Changing the Brightness makes the whole image lighter or darker.

### **Broadcasting**

The ability to send the same fax message to more than one location.

### **Cancel Job**

Cancels a programmed job, like Delayed Fax or Polling.

### **CNG tones**

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

### **Coding method**

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability.

### **Communication error (Comm. Error)**

An error during fax sending or receiving, usually caused by line noise or static.

### **Compatibility group**

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

### **Contrast**

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

### **Dual Access**

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory or receiving or printing an incoming fax.

### **ECM (Error Correction Mode)**

Detects errors during fax transmission and resends the pages of the fax that had an error.

### **Extension phone**

A telephone using the same line as your fax but plugged into a separate wall socket.

### **External phone**

A TAD (telephone answering device) or telephone that is connected to your machine.



### **F/T Ring Time**

The length of time that the Brother machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

### **Fax Detect**

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

### **Fax Journal**

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

### **Fax Receive Code**

Press this code (✕ 5 1) when you answer a fax call on an extension or external phone.

### **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, scanning and faxing photographs.

### **Group number**

A combination of Speed-Dial numbers that are stored in a Speed-Dial location for Broadcasting.

### **Help list**

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guide with you.

### **Journal Period**

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

### **LCD (liquid crystal display)**

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

### **Manual fax**

When you lift the handset of your external telephone you can hear the receiving fax machine answer before you press **Mono Start** or **Colour Start** to begin sending.

### **Menu mode**

Programming mode for changing your machine's settings.

### **OCR (optical character recognition)**

The bundled ScanSoft® Paperport® SE with OCR or Presto!® PageManager® software application converts an image of text to text you can edit.

### **Out of Paper Reception**

Receives faxes into the machine's memory when the machine is out of paper.

### **Overseas Mode**

Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

### **Pause**

Allows you to place a 3.5 second delay in the dialing sequence stored on Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

### **PhotoCapture Center™**

Allows you to print digital photos from your digital camera at high resolution for photo quality printing.

### **Photo resolution**

A resolution setting that uses varying shades of grey for the best representation of photographs.

**PictBridge**

Allows you to print photos directly from your digital camera at high resolution for photo quality printing.

**Pulse**

A form of rotary dialing on a telephone line.

**Quick Dial List**

A listing of names and numbers stored in Speed-Dial memory, in numerical order.

**Real Time Transmission**

When memory is full, you can send faxes in real time.

**Remaining jobs**

You can check which jobs are waiting in memory and cancel jobs individually.

**Resolution**

The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

**Ring Delay**

The number of rings before the machine answers in *Fax Only* and *Fax/Tel* mode.

**Ring Volume**

Volume setting for the machine's ring.

**Scanning**

The process of sending an electronic image of a paper document into your computer.

**Search**

An electronic, alphabetical listing of stored Speed-Dial and Group numbers.

**Speed-Dial**

A pre-programmed number for easy dialing. You must press the **Search/Speed Dial**, **#**, and the two digit code, and **Mono Start** or **Colour Start** to start the dialing process.

**Standard resolution**

203 × 97 dpi. It is used for regular size text and quickest transmission.

**Station ID**

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

**Super Fine resolution**

392 × 203 dpi. Best for very small print and line art.

**TAD (telephone answering device)**

You can connect an external TAD to your machine.

**Temporary settings**

You can choose certain options for each fax transmission and copy without changing the default settings.

**Tone**

A form of dialing on the telephone line used for Touch Tone telephones.

**Transmission**

The process of sending faxes over the phone lines from your machine to the receiving fax machine.

**User Settings**

A printed report that shows the current settings of the machine.

**Xmit Report (Transmission Verification Report)**

A listing for each fax sent, that shows its date, time and number.

# F

# Index

- A**
- ADF (automatic document feeder) ..... 6, 22
  - ADF cover ..... 79
  - Answering machine (TAD) ..... 33
    - connecting ..... 33
  - Apple® Macintosh®
    - See Software User's Guide on the CD-ROM. ....
  - Automatic
    - fax receive ..... 28
    - Fax Detect ..... 30
- B**
- Broadcasting ..... 23
    - setting up Groups for ..... 38
- C**
- Canceling
    - jobs awaiting redial ..... 27
  - Cleaning
    - paper pick-up roller ..... 86
    - print head ..... 86
    - printer platen ..... 85
    - scanner ..... 85
  - Connecting
    - external TAD ..... 33
    - external telephone ..... 34
  - Consumable items ..... 112
  - Control panel overview ..... 4
  - ControlCenter
    - See Software User's Guide on the CD-ROM. ....
  - Copy
    - colour adjustment ..... 47
    - Enlarge/Reduce ..... 44
    - enter Copy mode ..... 42
    - keys ..... 43
    - multiple ..... 42
    - paper ..... 47
    - quality key ..... 44
    - single ..... 42
    - sort ..... 46
    - temporary settings ..... 43
    - using ADF ..... 42
  - Copy Options key (copying)
    - paper size ..... 48
    - paper type ..... 47
  - Cordless phone ..... 35
  - Custom telephone features on a single line ..... 73
- D**
- Dialing
    - a pause ..... 37
    - Groups ..... 23
    - manual ..... 36
  - Dual Access ..... 26
- E**
- Envelopes ..... 10, 13, 14
  - Error messages on LCD ..... 75
    - Change Unable ..... 75
    - Comm. Error ..... 75
    - Init. Unable ..... 76
    - Ink Empty ..... 76
    - Near Empty ..... 76
    - No Paper Fed ..... 77
    - Not Registered ..... 36
    - Out of Memory ..... 77
    - Print Unable ..... 77
    - Scan Unable ..... 77
  - Extension telephone, using ..... 35
  - External telephone, connecting ..... 34
- F**
- Fax codes
    - changing ..... 35
    - Fax Receive Code ..... 34, 35
    - Telephone Answer Code ..... 34, 35
  - Fax Detect ..... 30
  - Fax, from PC
    - See Software User's Guide on the CD-ROM. ....
  - Fax, stand-alone
    - receiving ..... 28
      - difficulties ..... 70, 72
      - F/T Ring Time, setting ..... 30
      - from extension phone ..... 34, 35

phone line interference .....	81
Receive Mode, choosing .....	28
reducing to fit on paper .....	31
Ring Delay, setting .....	29
sending .....	22
Broadcasting .....	23
canceling from memory .....	27
contrast .....	25
enter Fax mode .....	22
from memory (Dual Access) .....	26
from scanner glass .....	22
manual .....	27
overseas .....	26
phone line interference .....	81
Real Time Transmission .....	26
Resolution .....	25
Fax/Tel mode	
answering at extension phones .....	34, 35
double-ringing (voice calls) .....	30
F/T Ring Time .....	30
Fax Receive Code .....	34, 35
Ring Delay .....	29
Telephone Answer Code .....	34, 35

## G

Gray scale .....	104, 108
Groups for Broadcasting .....	38

## H

HELP	
LCD messages .....	91
using menu keys .....	91
Menu Table .....	91

## I

Ink cartridges	
checking ink volume .....	88
ink dot counter .....	82, 83
replacing .....	82

## J

Jacks	
EXT	
external telephone .....	33
TAD (answering machine) .....	33
Jams	

document .....	79
paper .....	79

## L

LCD (liquid crystal display) .....	91
Contrast .....	18
Help List .....	40
Language .....	18

## M

Macintosh®	
See Software User's Guide on the CD-ROM. ....	
Maintenance, routine .....	82
Manual	
dialing .....	36
receive .....	28
transmission .....	27
Memory Storage .....	91
Menu Table .....	91
Mode, entering	
Copy .....	42
Fax .....	22
PhotoCapture .....	4
Scan .....	4
Multi-line connections (PBX) .....	34

## O

Out of Memory message .....	27
-----------------------------	----

## P

Packing the machine .....	89
Paper .....	8, 103
capacity .....	11
document size .....	22
loading .....	12
size .....	10, 17
size of document .....	6
type .....	10, 17
Phone line	
connections .....	33
difficulties .....	72
interference .....	81
multi-line (PBX) .....	34
PhotoCapture Center™	
Borderless .....	56

CompactFlash® .....	50
Cropping .....	56
DPOF printing .....	54
from PC	
See Software User's Guide on the CD-ROM. ....	
Memory Stick Pro™ .....	50
Memory Stick® .....	50
MultiMediaCard™ .....	50
Print settings	
Brightness .....	55
Contrast .....	55
Paper type & size .....	55
Print speed & quality .....	55
Quality .....	55
Printing images .....	53
Printing Index .....	52
SecureDigital™ .....	50
specifications .....	107
xD-Picture Card™ .....	50
PictBridge	
DPOF Printing .....	58
Power failure .....	91
Print	
area .....	15
difficulties .....	70, 72
drivers .....	109
improving quality .....	86, 87
paper jams .....	79
reports .....	40
resolution .....	109
specifications .....	109
Printing	
images .....	53
index .....	52
See Software User's Guide on the CD-ROM. ....	
Programming your machine .....	91

## Q

Quick-Dial	
Broadcasting .....	23
using Groups .....	23
Group dial	
changing .....	37
setting up Groups for Broadcasting ...	38
Search .....	36
Speed-Dial	
changing .....	37

setting up by location .....	37
using .....	36

## R

Receive Mode .....	28
External TAD .....	28
Fax Only .....	28
Fax/Tel .....	28
Manual .....	28
Redial/Pause .....	37
Reducing	
copies .....	44
incoming faxes .....	31
Remote Setup	
See Software User's Guide on the CD-ROM. ....	
Reports .....	39
Fax Journal .....	40
Journal Period .....	39
Help List .....	40
how to print .....	40
Quick-Dial List .....	40
Transmission Verification .....	39, 40
User Settings .....	40
Resolution	
copy .....	106
fax .....	104
print .....	109
scan .....	108
setting for next fax .....	25
Ring Delay, setting .....	29

## S

Safety Instructions .....	67
Scanning	
See Software User's Guide on the CD-ROM. ....	
Shipping the machine .....	89
Speed-Dial	
changing .....	37
storing .....	37

## T

TAD (telephone answering device),	
external .....	28, 33
connecting .....	33
receive mode .....	28

recording OGM .....	34
Temporary copy settings .....	43
Text, entering .....	100
special characters .....	100
Transferring your faxes or Fax Journal report .....	78
Transparencies .....	8, 9, 11
Troubleshooting .....	70
checking ink volume .....	88
document jam .....	79
error messages on LCD .....	75
if you are having difficulty	
copying .....	73
document jam .....	79
incoming calls .....	73
phone line or connections .....	72
PhotoCapture Center™ .....	74
printing .....	70
printing received faxes .....	72
receiving faxes .....	72
scanning .....	74
sending faxes .....	72
software .....	74
paper jam .....	79
print quality .....	86, 87
TX Lock	
off .....	20
on .....	20

## V

---

Volume, setting	
beeper .....	18
ring .....	18
speaker .....	18

## W

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Windows®	
See Software User's Guide on the CD-ROM. ....	

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