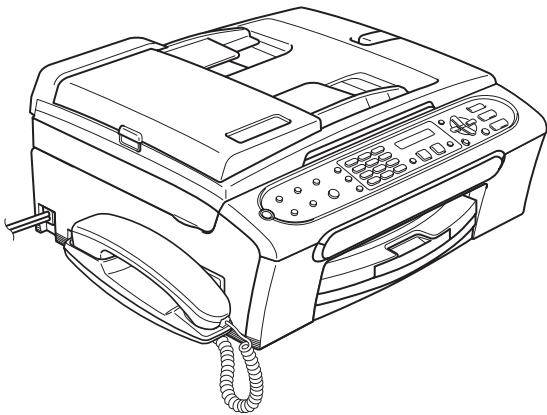


USER'S GUIDE

FAX-2480C



Approval Information and Compilation and Publication Notice

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

APPROVAL INFORMATION

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

Compilation and Publication Notice

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

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

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

Use only GENUINE brother supplies

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

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C Menu and Features

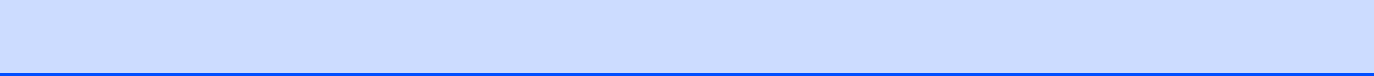
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General

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Using the documentation

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

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

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

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

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



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



Electrical Hazard icons alert you to possible electrical shock.



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

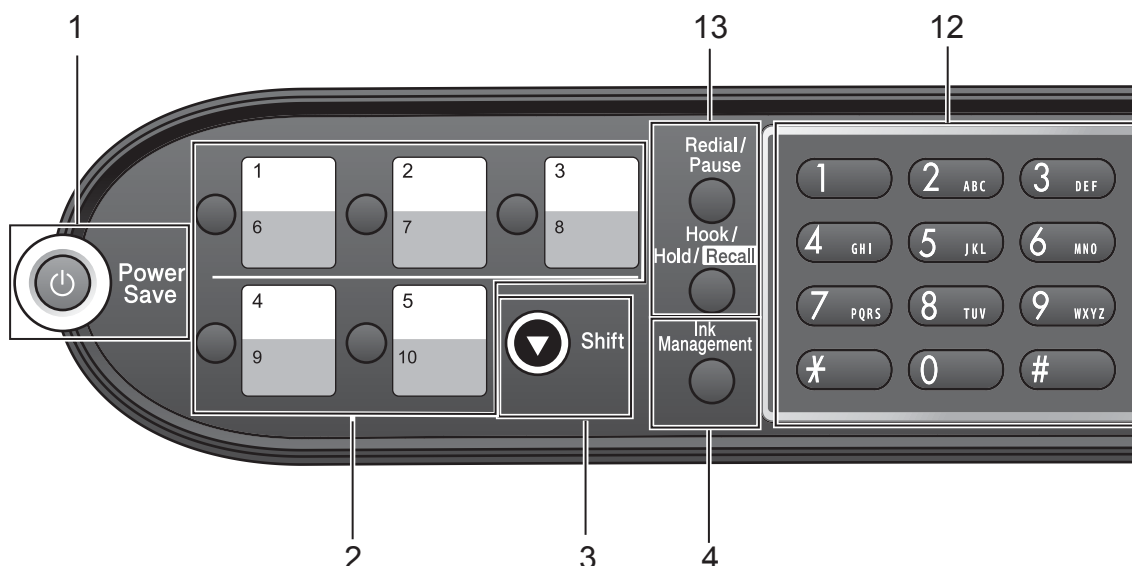


Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.



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

Control panel overview



1 Power Save

Lets you put the machine into Power Save mode.

2 One-Touch keys

Instantly accesses your stored Quick-Dial numbers.

3 Shift

When held down, lets you access One-Touch numbers 6 to 10.

4 Ink Management

Lets you clean the print head, print a test page to check the print quality, and check the available ink volume.

5 Fax Resolution

Lets you temporarily change the resolution when sending a fax.

6 Mode keys:



Fax

Lets you access Fax mode.



Copy

Lets you access Copy mode.

7 Copy Options

Lets you temporarily change multiple copy settings.

8 Menu keys:

■ Menu

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

■ ▲ 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 ▼

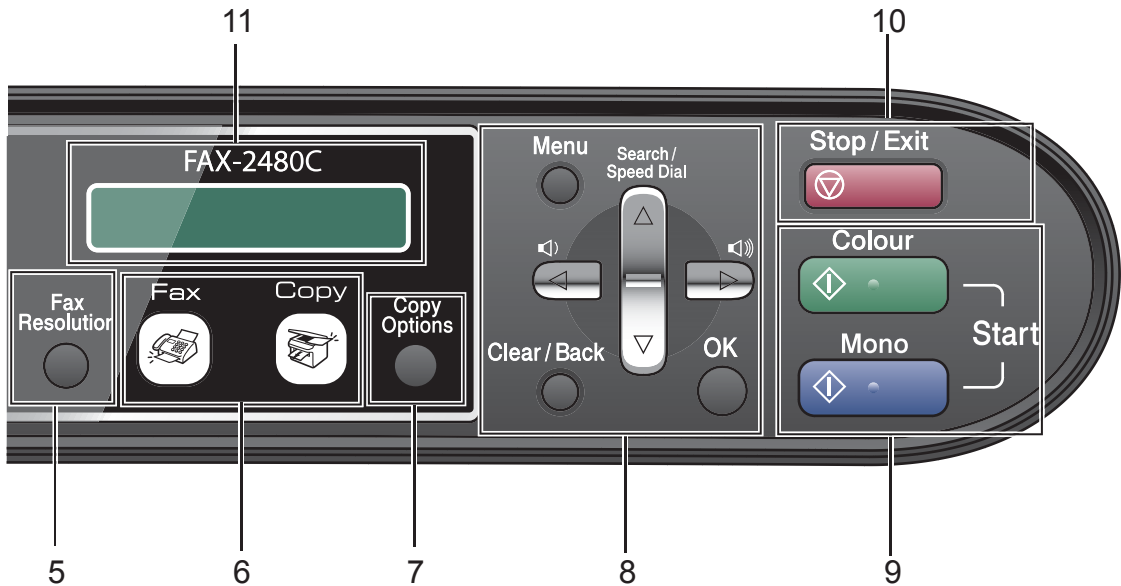
Press to scroll through the menus and options.

■ Clear/Back


Press to cancel the current setting and go back to the previous menu.

■ OK

Lets you store your settings in the machine, or choose an item.



9 Start keys:

-  **Colour Start**
Lets you start sending faxes or making copies in full colour.
-  **Mono Start**
Lets you start sending faxes or making copies in monochrome.

10 Stop/Exit

Stops an operation or exits from a menu.

11 LCD (liquid crystal display)

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

12 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.

13 Fax keys

- **Redial/Pause**
Redials the last number called. It also inserts a pause when programming quick dial numbers.
- **Hook/Hold**
Press before dialling if you want to make sure a fax machine will answer, and then press **Mono Start** or **Colour Start**.
Also, lets you place telephone calls on hold.

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 (Flatbed).

Using the ADF

The ADF can hold up to 10 pages and feeds each sheet individually. Use standard 80 gsm (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 gsm A4 (20 lb LTR)

Document Size & Weight 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 gsm (17 to 24 lb)

How to load documents

! CAUTION

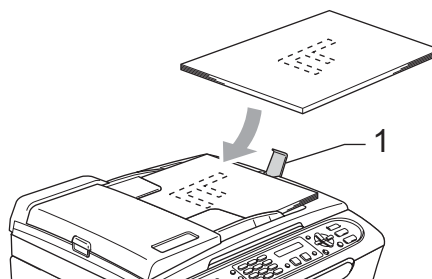
DO NOT pull on the document while it is feeding.

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

DO NOT use cardboard, newspaper or fabric with ADF. Instead use the scanner glass (Flatbed).

- 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 Size & Weight 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

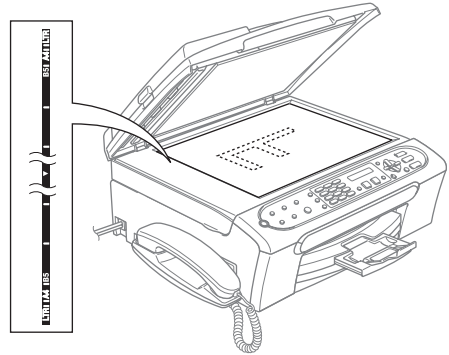


Note

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

- 1 Lift the document cover.

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



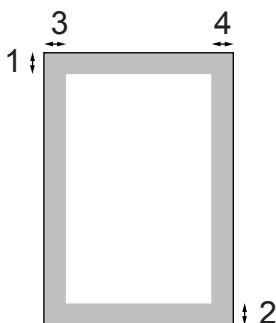
- 3 Close the document cover.

! CAUTION

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

Scanning area

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



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

Acceptable paper and other media

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

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

You can use plain paper, inkjet paper (coated paper), 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 proper media in the Paper Type setting of the menu (see *Paper Type* on page 19).
- 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 top of 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× 15 cm Glossy Photo	BP61GLP

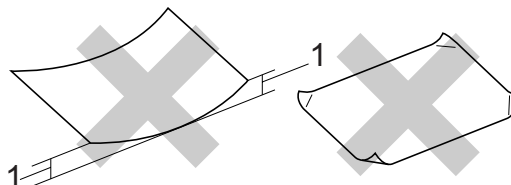
Handling and using media

- 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 20 lb Letter or 80 gsm A4 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 for paper tray

Paper Type	Paper Size		Usage		
			Fax	Copy	Printer
Cut Sheet	Letter	216 × 279 mm (8 1/2 × 11 in.)	Yes	Yes	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	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
	Photo 2L	13 × 18 cm (5 × 7 in.)	–	–	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	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	–	Yes	Yes

Paper weight, thickness and capacity

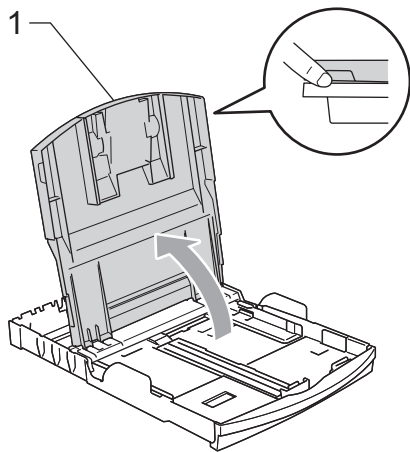
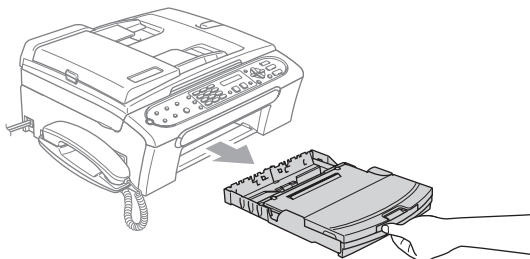
Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	64 to 120 gsm (17 to 32 lb)	0.08 to 0.15 mm (0.003 to 0.006 in.)	100 ¹
	Inkjet Paper	64 to 200 gsm (17 to 53 lb)	0.08 to 0.25 mm (0.003 to 0.01 in.)	20
	Glossy Paper	Up to 220 gsm (Up to 58 lb)	Up to 0.25 mm (Up to 0.01 in.)	20
Cards	Photo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

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

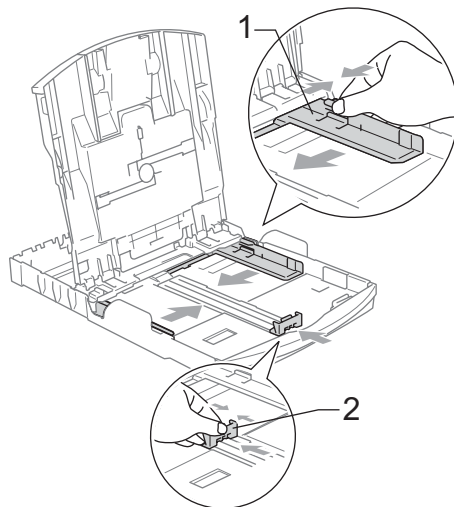
Loading paper, envelopes and other media

Loading paper and other media

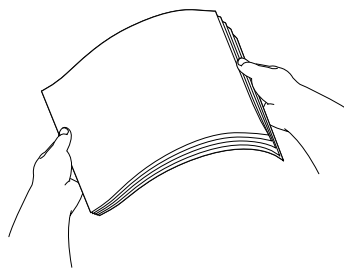
- 1 If the paper support flap is open, close it, and then pull the paper tray completely out of the machine. Lift the output paper tray cover (1).



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



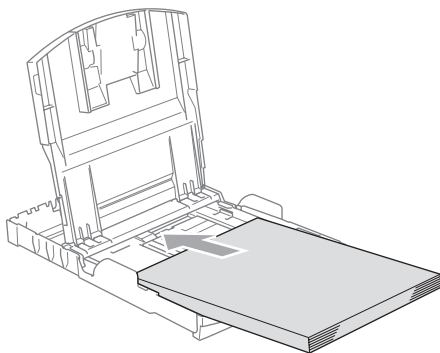
- 3 Fan the stack of paper well to avoid paper jams and misfeeds.



Note

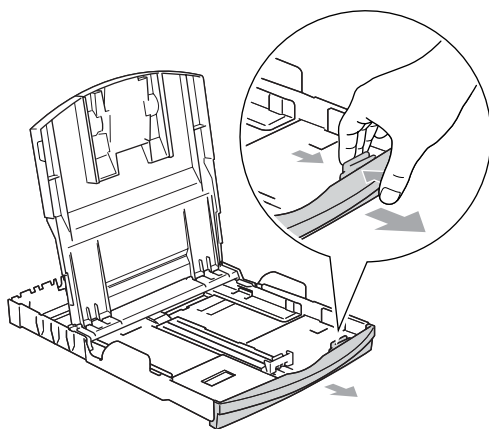
Always make sure that the paper is not curled.

- 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.

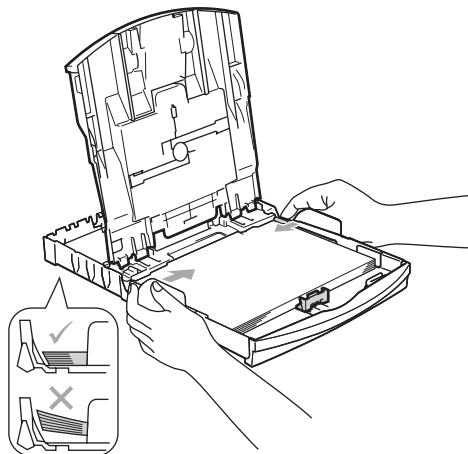


Note

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



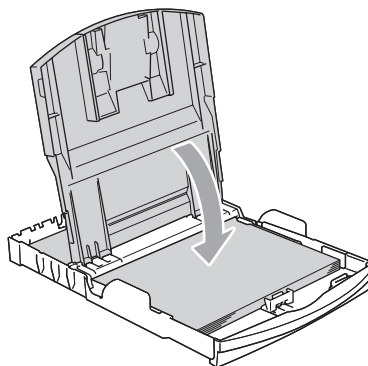
- 5 Gently adjust the paper side guides with both hands to the paper. Make sure the paper side guides touch the sides of the paper.



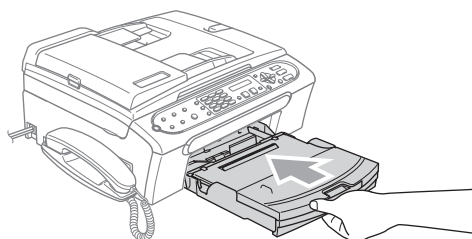
Note

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.

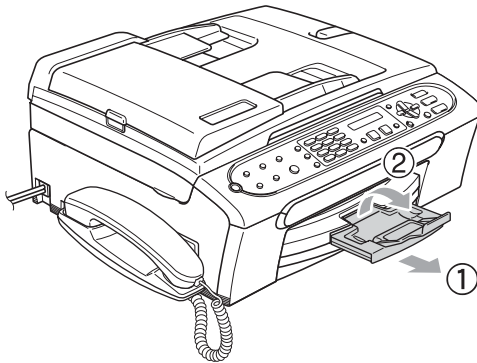
- 6 Close the output paper tray cover.



- 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 gsm (20 to 25 lb).
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first.

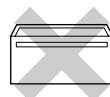


CAUTION

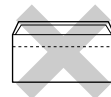
Do not use any of the following types of envelopes, as they will cause paper feed problems:

- 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.

Glue



Double flap



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

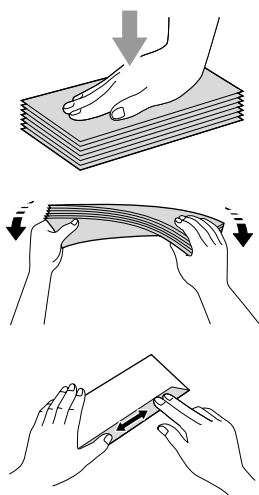
How to load envelopes and post cards

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

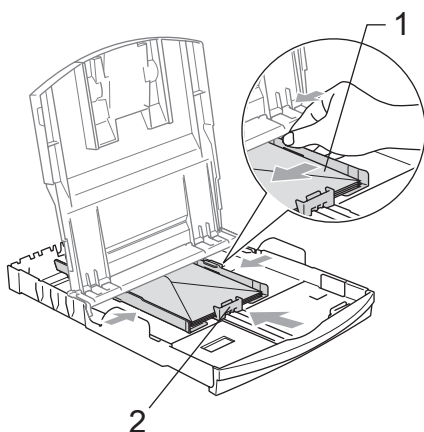


Note

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

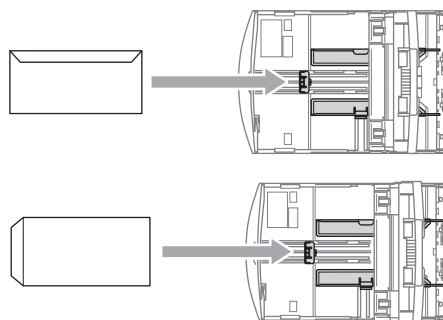


- 2 Put the envelopes or post cards into the paper tray with the address side down and the leading edge in first as shown in the illustration. Slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards.



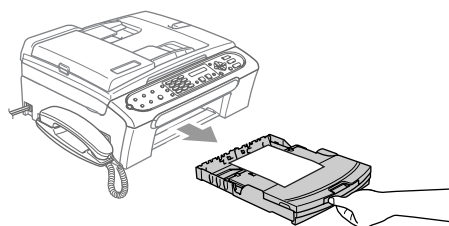
If you have problems when printing on envelopes, try the following suggestions:

- 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

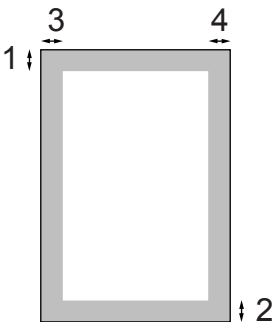
When the machine ejects small paper onto the output paper tray, you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



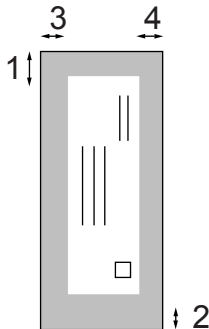
Printable Area

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.

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 *On/Off setting* on page 18. The delayed faxes that have been set up will be sent. You can even retrieve faxes using Remote Retrieval (see page 49.) if you are away from your machine. If you want to do other operations, you must take the machine out of Power Save mode.



Note

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

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 the **Power Save** key.



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.

Power Save setting

You can customize the machine's **Power Save** key. The factory setting 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*.

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

On/Off setting	Receive mode	Available operations
Fax Receive: On ^{2 3} (default)	Fax Only	Fax Receive
	External TAD	Fax Detect
	Fax/Tel	Delayed Fax ¹
		Fax Forward ¹
		Fax Storage ¹
		Remote Retrieval ¹
	Manual	Fax Detect
		Delayed Fax ¹
Fax Receive: Off	—	No machine operations will be available.

- ¹ Set before you switch off the machine.
- ² You cannot receive a fax with **Mono Start** or **Colour Start**.
- ³ You can receive telephone calls by lifting the handset.

Mode Timer

The machine has two temporary mode keys on the control panel: **Fax** and **Copy**. You can change the amount of time the machine takes after the last Copy operation before it returns to Fax mode (default). 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 × 15 cm. Press **OK**.
- 3 Press **Stop/Exit**.

Volume Settings

Ring Volume

You can choose 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 choose 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 choose 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**.

You can also adjust the speaker volume by pressing **Hook/Hold**.

- 1 Press **Hook/Hold**.
- 2 Press **🔊** **◀** or **▶** **🔊**.
This setting will stay until you change it again.

LCD display

LCD Contrast

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. You will not be able to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on TX Lock, so they will not be lost.

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

- Receiving faxes
- Fax Forwarding (If Fax Forwarding was already On)
- Remote retrieval (If Fax Storage was already On)

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

- Sending faxes
- Copying
- PC printing



Note

If you forget the TX Lock password, please call Brother dealer for service.

Setting and changing the TX Lock password



Note

If you have already set the password, you will not need to set it again.

Setting up the password

- 1 Press **Menu**, **2**, **0**, **1**.
- 2 Enter a 4-digit number for the password. Press **OK**.
- 3 When the LCD shows `Verify:`, re-enter the password. Press **OK**.
- 4 Press **Stop/Exit**.

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


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.



Fax


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Entering Fax mode

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

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

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.
- 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**.
- 4 Press **Stop/Exit**.

Colour fax transmission

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

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


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 (see page 45.), One-Touch, 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 One-Touch, 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, or access codes, or credit card numbers, you can 'broadcast' faxes to as many as 140 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. (See page 28.)
- Enter the long dialling sequence numbers as you would normally, but remember that each Speed-Dial number counts as one number, so the number of locations you can store becomes limited.
- If the 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.

Cancelling a Broadcast in progress

- 1 Press **Menu**, **2**, **6**.
The LCD will show the fax number being dialled.
- 2 Press **OK**.
The LCD will show the job number:


XXXXXXXX

1.Clear 2.Exit
- 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 Do one of the following:
 - Press **1** to change another setting.
 - Press **2** when you have finished choosing your settings.

Next

1.Yes 2.No


- 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.

- The time to send will increase when selecting **S.Fine** or **Photo**.

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.

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 pages scanned so far.

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 or you are sending a colour fax, 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.



Note

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


Sending in real time for all faxes

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

5.Real Time TX


Realtime TX:On
- 3 Press **▲** or **▼** to choose **On** or **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**, **5**.
- 3 Press **▲** or **▼** to choose **Next Fax Only**. Press **OK**.
- 4 Press **▲** or **▼** to choose **On** (or **Off**). Press **OK**.


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**, **7**.
- 4 Press **▲** or **▼** to choose **On** (or **Off**). Press **OK**.

Delayed Faxing (Monochrome only)

During the day you can store up to 50 faxes in the memory to be sent within 24-hours. These faxes will be sent at the time of day you enter in step 4.

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Menu**, **2**, **2**, **3**.
- 4 Do one of the following:
 - Press **OK** to accept the displayed time.
 - Enter the time you want the fax to be sent (in 24-hour format). (For example, enter 19:45 for 7:45 PM.) Press **OK**.




Note

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

Delayed Batch Transmission (Monochrome only)

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

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


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**, **6**. 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 **▲** or **▼** to scroll through the waiting jobs, press **OK** to choose a job, and then 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 the machine. You can also press **Hook/Hold** 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 If you picked up the handset replace it.

Sending a fax at the end of a conversation

When you dial the number to have a conversation, you can send a fax to the other party before you both hang up.

- 1 Ask the other party to wait for fax tones (beeps) and then to press the Start or Start key before hanging up.
- 2 Make sure you are in Fax mode .
- 3 Load your document.
- 4 Press **Mono Start** or **Colour Start**.
- 5 Replace the handset.

Out of Memory message

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

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



Note

If you get an **Out of Memory** message while faxing and you do not want to delete your stored faxes to clear the memory, you can send the fax in real time. (See *Real time transmission* on page 28.)

Receive modes

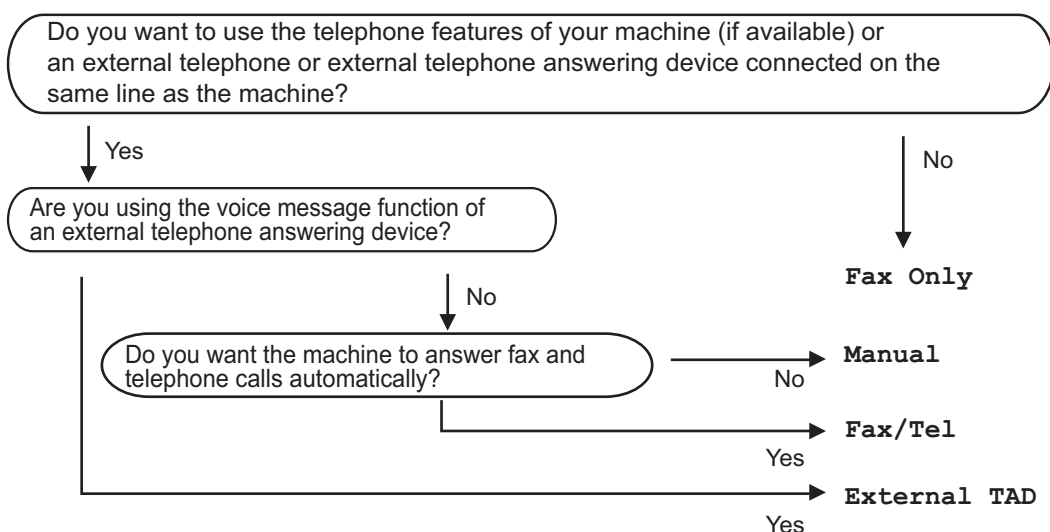
You must choose a receive mode depending on the external devices and telephone services you have on your line.

Choosing the Receive Mode

The diagram below will help you choose the correct mode.

By default, your machine will automatically receive any faxes that are sent to it.

For more detailed information on the receive modes, see page 32.



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.

12/10 11:53 Fax

1

1 Current receive mode

Fax: Fax Only

Using receive modes

Some receive modes answer faxes automatically (**Fax Only** and **Fax/Tel**). You may want to change the ring delay before using these modes. See *Ring Delay* on page 32.

Fax only

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

Fax/Tel

Fax/Tel mode helps you automatically manage incoming calls, by recognizing 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.
- Use this mode if you receive few voice calls.

Also see *F/T Ring Time (Fax/Tel mode only)* on page 33 and *Ring Delay* on page 32.

Manual

Manual mode turns off all automatic answering functions.

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 33.

If you use a computer modem on the same line, Faxing will not operate correctly.

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 38.

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, choose the maximum number of rings.

(See *Connecting an external or extension telephone* on page 40 and *Fax Detect* on page 33.)

- 1 Press **Menu**, **2**, **1**, **1**.
- 2 Press **▲** or **▼** to choose how many times the line rings before the machine answers (00–10). Press **OK**.
For some countries, if choose 00, the line will not ring at all.
- 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

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: (default setting)

The machine receives fax calls automatically, even if you lift the machine's handset, or 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 Semi:

The machine will only receive the fax call if you answered it using the machine's handset or speaker phone.

If Fax Detect is Off:


When you hear a fax tone through the handset on the machine, 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 40.)



Note

- If this feature is set to **On**, but your machine does not connect a fax call when you lift an extension or external phone handset, press the fax receive code ***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**. We do not recommend having a PC plus fax on the same line.



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

Additional receiving operations

Printing a reduced incoming fax

The machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter, Legal size paper, with Auto Reduction On.

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

This feature is only available for monochrome faxes.


As soon as the paper tray becomes empty during fax reception, the LCD shows No Paper Fed, put paper in the paper tray. (See *Loading paper, envelopes 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 current fax, with the remaining pages being stored in memory, if enough memory is available. Further incoming faxes will not be stored in memory. The machine will then stop automatically answering calls until fresh paper is put in the paper tray. To print the last fax you received, put fresh paper in the tray.

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

Receiving a fax at the end of a conversation

When you answer the other party's call to have a conversation, you can ask the other party to send you a fax before you both hang up.

- 1 Ask the other party to place the document in their machine and to press Start or Start key.
- 2 When you hear the CNG tones (slowly repeating beeps), press **Mono Start** or **Colour Start**.
- 3 Replace the handset.

Printing a fax from the memory

If you have chosen fax storage, you can still print a fax from the memory when you are at your machine. (See *Turning off Remote Fax Options* on page 48.)

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

Voice operations

Voice calls can be made either with the handset, an extension or external telephone, by dialling manually, or by using One-Touch or Quick-Dial numbers.

Making a telephone call

- 1 Pick up the handset.
- 2 When you hear the dial tone, enter a number using the dial pad, One-Touch, Speed-Dial and Search.
- 3 Replace the handset.

Hold

If you want to put a call on hold, press **Hook/Hold**. To release the call from hold pick up the machine's handset.

Picking up an extension handset will not release the call from hold.

Tone or Pulse

If you have a Pulse dialling service, but need to send Tone signals (for example, for telephone banking), follow the instructions below:

- 1 Lift the handset of the machine or press **Hook/Hold**.
- 2 Press **#** on the machine's control panel. Any digits dialled after this will send tone signals.

When you hang up, the machine will return to the Pulse dialling service.

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 the machine, you can lift the handset.

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

Fax/Tel mode in Power Save condition

Fax/Tel mode does not work in 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**.

Phone line services

Your machine supports the Caller ID subscriber telephone service that some telephone companies offer.

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

Do you have Voice Mail?

If you have Voice Mail on the phone line that you will install your new machine on, *there is a strong possibility that Voice Mail and the machine will conflict with each other while receiving incoming calls. However, the Distinctive Ring feature allows you to use more than one number on your line, so both Voice Mail and the machine can work together without any problems.* If each one has a separate phone number, neither will interfere with the other's operations.

If you decide to get the Distinctive Ring service from the telephone company, you will need to follow the directions. (See page 37.)

Telephone Service

The caller ID feature of this machine lets you use the caller ID subscriber service offered by certain telephone companies.

Caller ID (Caller Identification) (not available in certain area)

The Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because caller IDs are received and stored in your fax machine memory. Besides the standard Caller ID feature, you can also select a single caller's phone number and call back.



Note

- To get the Caller ID service, you have to apply for it at your local telephone company.
- FSK and DTMF are the two modes for displaying your calls.
The default mode of this machine is FSK.
Please ask your local telephone company for whether your mode is FSK or DTMF.
If your local telephone company uses DTMF mode, please switch your mode as follows. Contact your local telephone company or Brother dealer in the case that the feature does not work normally.
Caller ID feature is not available in the following situation:
 - 1 You have not applied for it at your local telephone company.
 - 2 The fax machine is connected to an internal switchboard or other switch device.

- 3 Due to the switchboard problems or line problems of local telephone companies, the feature may not work in some areas.

Advantages of Caller ID

For Business

All businesses profit from a quicker response to customer calls.

For Home

Residential customers can protect themselves from unwanted calls.

Setup Method

- 1 Press **Menu**, **2**, **0**, **3**.
- 2 Press **▲** or **▼** to choose **FSK** or **DTMF**. Press **OK**.
- 3 Press **Stop/Exit**.

Caller ID feature

The Caller ID feature of this machine lets you use the Caller ID subscriber service offered by many local phone companies. This service provides you, by means of the screen display, the telephone number (or name) of your caller as the line rings. (See *Printing Caller ID List* on page 38.)

After a few rings, the screen displays the telephone number of your caller (or name, if available). Once you answer the call, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory.

- You will see the first 16 characters of the number or name.
- # **Unavailable** display means call originates outside your Caller ID service area.
- # **Withheld** display means the caller has intentionally blocked transmission of information.



Note

You can print a list of Caller ID information received by your machine.

Caller ID service varies with different carriers. Call your local phone company to determine the kind of service available in your area.

Viewing Caller ID List

Your machine stores information for the last thirty calls in the Caller ID list. You can view or print this list. When the thirty-first call comes in to the machine, it replaces information about the first call.

- 1 Press **Menu, 2, 0, 4**.

0.Miscellaneous

4.Caller ID
- 2 Press **▲** or **▼** to select `Display#`. Press **OK**.
- 3 Press **▲** or **▼** to scroll through the Caller ID memory to select the Caller ID you want to view. Press **OK**. The LCD shows the caller's name or number, the date, and time of the call.
- 4 Do one of the following:
 - To return to the Caller ID listing, press **▲** or **▼**.
 - To finish viewing, press **Stop/Exit**.

Printing Caller ID List

- 1 Press **Menu, 2, 0, 4**.
- 2 Press **▲** or **▼** to select `Print Report`. Press **OK**. If no ID is stored, the beeper will sound and `No caller ID` will appear on the LCD.
- 3 Press **Mono Start** or **Colour Start**.
- 4 When the printing has finished, press **Stop/Exit**.

Connecting an external TAD (telephone answering device)

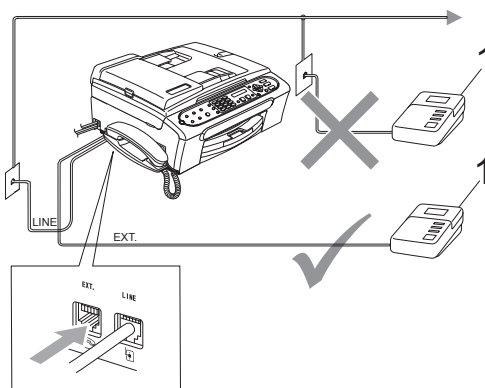
You may choose to connect an external answering device. However, when you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls and the machine 'listens' for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it 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 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.



1 TAD

When the TAD answers a call, the LCD shows `Ext. Tel in Use`.

Improper Setup

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

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 *Manual*. (See *Choosing the Receive Mode* on page 31.)

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 faxes, then you must re-record the OGM to include it.

Multi-Line connections (PABX)

Most offices use a central telephone system.

Brother recommends that all our machines be connected to a discreet (dedicated) line. Although a particular PABX may appear to work with a particular model of fax machine, we cannot guarantee that the unit will operate correctly.

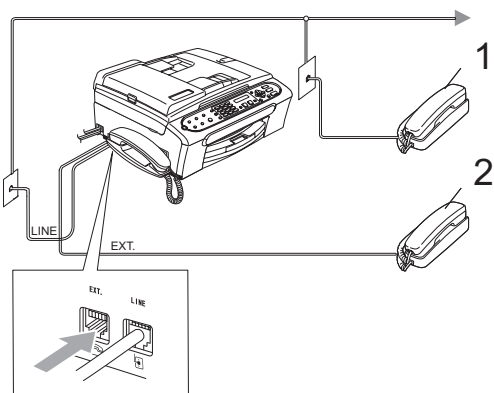
While it is often relatively simple to connect a fax machine to a PABX, (Private Automatic Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you.

Brother does not recommend the use of a PABX line. PABX limitations in general can cause some functions of the fax machine not to work correctly.

External and extension phones

Connecting an external or extension telephone

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



1 Extension telephone

2 External telephone

When you are using an external or extension phone, the LCD shows *Ext. Tel in Use*.

Operation from extension telephones

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

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code **# 5 1** to take the call at an extension phone. (See *F/T Ring Time (Fax/Tel mode only)* on page 33.)

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 33.)

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 *** 5 1**. Wait for the chirping sounds then replace the handset. See *Fax Detect* on page 33. 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 **# 5 1** (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 factory setting is On.) The preset Fax Receive Code is **✕ 5 1**. The preset Telephone Answer Code is **# 5 1**. If you want to, you can replace them with your own codes.

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

1.Setup Receive

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



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

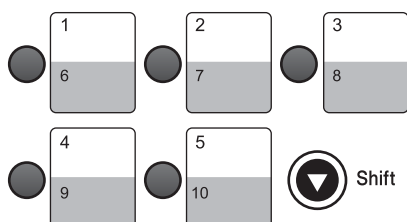
Manual dialling

Press all of the digits of the fax number.



One-Touch dialling

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

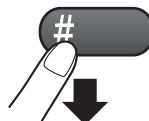


To dial One-Touch numbers 6 to 10, hold down **Shift** as you press the One-Touch key.

Speed-Dialling

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

Search / Speed Dial



Two-digit number



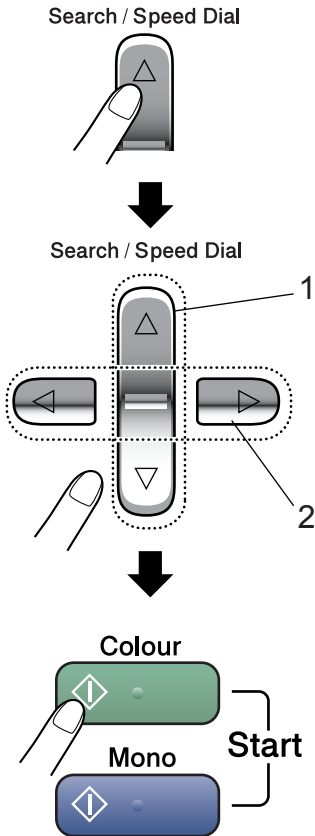
Note

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

Search

You can search for names you have stored in the One-touch and 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 minutes interval.



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: One-Touch, 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

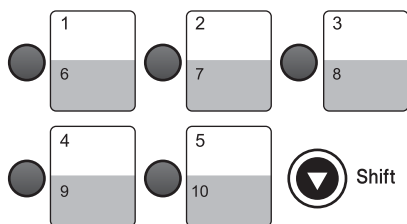
If you lose electrical power, the Quick-Dial numbers that are in the memory will not be lost, because they are stored permanently.

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 One-Touch dial numbers

Your machine has 5 One-Touch keys where you can store 10 fax or phone numbers for automatic dialling. To access numbers 6 to 10, hold down **Shift** as you press the One-Touch key.



- 1 Press **Menu**, **2**, **3**, **1**.
- 2 Press the One-Touch key where you want to store a number.
- 3 Enter the number (up to 20 digits). Press **OK**.

- 4 Do one of the following:
 - Enter the name using the dial pad (up to 16 characters). Use the chart on *Entering Text* on page 104 to help you enter letters. Press **OK**.
 - Press **OK** to store the number without a name.
- 5 Do one of the following:
 - To store another One-Touch number, go to step 2.
 - To finish storing One-Touch numbers press **Stop/Exit**.

Storing Speed-Dial numbers

You can store up to 80 Speed-Dial numbers 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**, **2**.
- 2 Use the dial pad to enter a 2-digit Speed-Dial location number. 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 16 characters) using the dial pad. Press **OK**. (To help you enter letters, see *Entering Text* on page 104.)
 - 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 One-Touch and Speed-Dial numbers

If you try to store a One-Touch or 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.
- 3 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 One-Touch key or Speed-Dial number. Each group uses up a One-Touch or Speed-Dial location. You can then send the fax message to all the numbers stored in a group just by entering a One-Touch or Speed-Dial number, and then pressing **Mono Start**.

Before you can add numbers to a Group, you need to store them as One-Touch or Speed-Dial numbers. You can have up to six small Groups, or you can assign up to 79 numbers to one large Group.

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

3.Set Quick-Dial

3.Setup Groups

- 2 Choose an empty location where you want to store the Group in one of the following ways:
 - Press a One-Touch key.
 - Press **Search/Speed Dial** and enter a two-digit location. Press **OK**.



Note

Please select a One-Touch key or a Speed-Dial number that has not already been used to store a number.

- 3 Use the dial pad to enter a Group number (1 to 6). Press **OK**.

Setup Group:G01

- 4 To add One-Touch or Speed-Dial numbers follow the instructions below:
 - For One-Touch numbers, press the One-Touch keys one after the other.
 - For Speed-Dial numbers, press Search/Speed Dial then the Speed-Dial number.

G01:#05#09

The LCD will display your chosen One-Touch numbers with a ✱, or Speed-Dial numbers with a # (for example #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 One-Touch and 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 53.)

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 One-Touch key **1** and '7000' on One-Touch key **2**. You can use them both to dial '555-7000' if you press One-Touch key **1** and One-Touch key **2** and **Colour Start** or **Mono Start**.

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

One-Touch key **1, 7, 0, 0, 1** (on the dial pad), and **Colour Start** or **Mono Start**.

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

Remote fax options (Monochrome only)

You can *only* use one remote fax option at a time:

- Fax Forwarding
- Fax Storage
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the remote fax options, a question will appear on the LCD. (See *Changing Remote Fax Options* on page 48.)

Fax Forwarding

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

- 1 Press **Menu**, **2**, **5**, **1**.
- 2 Press **▲** or **▼** to choose **Fax Forward**. Press **OK**.
- 3 Enter the forwarding number (up to 20 digits). Press **OK**.
- 4 Press **▲** or **▼** to choose **Backup Print:On** or **Backup Print:Off**. Press **OK**.



Note

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

- 5 Press **Stop/Exit**.

Fax Storage

If you choose Fax Storage, your machine stores the received fax in the memory. You will be able to retrieve fax messages from another location using the remote retrieval commands. (See page 49.)

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

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



Note

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

Turning off Remote Fax Options

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

1.Forward/Store
- 2 Press **▲** or **▼** to choose **Off**. Press **OK**.



Note

The LCD will give you options if there are received faxes still in your machine's memory. (See *Changing Remote Fax Options* on page 48.)

- 3 Press **Stop/Exit**.

Changing Remote Fax Options

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

Erase All Doc?

1.Yes 2.No

Print All Fax?

1.Yes 2.No

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

Remote Retrieval

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

Setting a Remote Access Code

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

- 1 Press **Menu**, **2**, **5**, **2**.
- 2 Enter a three-digit code using numbers **0-9**, **✱**, or **#**. Press **OK**. (The preset '✱' cannot be changed.)



Note

Do not use the same code as your fax receive code (**✱ 5 1**) or telephone answer code (**# 5 1**).
(See *Connecting an external or extension telephone* on page 40.)

- 3 Press **Stop/Exit**.



Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press **Clear/Back** in step 2 to restore the inactive setting (---✱) and press **OK**.

Using your Remote Access Code

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



Note

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

Remote Fax commands

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

Remote commands		Operation details
95	Change the Fax Forwarding or Fax Storage settings	
	1 OFF	You can choose <i>Off</i> after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, you cannot change because something has not been set up (for example, a Fax Forwarding has not been registered). You can register your Fax Forwarding number by entering 4. (See <i>Changing your Fax Forwarding number</i> on page 51.) Once you have registered the number, Fax Forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	Retrieve a fax	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See <i>Retrieving fax messages</i> on page 51.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	Check the receiving status	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	Change the Receive Mode	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	Exit	Pressing 9 0 allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

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

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



Note

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

- 5 Press **9 0** to reset the machine when you've finished.
- 6 Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing your Fax Forwarding number

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

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



Note

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

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

Fax reports

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

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 by following the steps on the *Reports* on page 53. 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 One-Touch and 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**, **4**.
- 2 Do one of the following:
 - Press **▲** or **▼** to choose 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**.


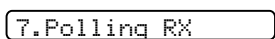
Polling overview

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

Polling receive

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



Setup to receive polling

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

- 3 Press **▲** or **▼** to choose **Standard**. Press **OK**.
- 4 Enter the fax number you are polling.
- 5 Press **Mono Start** or **Colour Start**.

Setup to receive polling with a secure code

Secure Polling restricts who can retrieve the documents you set up to be polled.


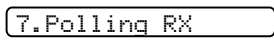
Secure Polling only works with Brother fax machines. If you want to retrieve a fax from a secured Brother machine you have to enter the secure code.

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


- 3 Press **▲** or **▼** to choose **Secure**. Press **OK**.
- 4 Enter a four-digit secure code. Press **OK**.
This is the security code of the fax machine you are polling.
- 5 Enter the fax number you are polling.
- 6 Press **Mono Start** or **Colour Start**.

Setup to receive delayed polling

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

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

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




Note

If the other fax machine that you are calling has not been set up for polling, you will receive the message "Connection Fail".

Sequential polling

The machine can request documents from several fax machines in one operation.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu**, **2**, **1**, **7**.
- 3 Press **▲** or **▼** to choose *Standard*, *Secure* or *Timer*. Press **OK**.
- 4 Do one of the following:
 - If you chose *Standard*, go to step 5.
 - If you chose *Secure*, enter a four-digit number, press **OK**, go to step 5.



Note

If you did not enter the correct Secure Code, you will receive the message "Disconnected".

- If you chose *Timer*, enter the time (24-hour format) you want to begin polling and press **OK**, go to step 5.
- 5 Specify the destination fax machines, which you wish to poll by using Speed-Dial, Search, a Group or the dial pad. You must press **OK** between each location.
 - 6 Press **Mono Start** or **Colour Start**. The machine polls each number or group in turn for a document.

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


To cancel all sequential polling receive jobs, see *Checking and cancelling waiting jobs* on page 29.

Polled transmit (Monochrome only)

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

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See *Checking and cancelling waiting jobs* on page 29.)

Setup for polled transmit

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Menu**, **2**, **2**, **6**.
- 4 Press **▲** or **▼** to choose *Standard*. Press **OK**.
- 5 The LCD shows:
- 6 Press **2** and press **Mono Start**.




Note

Once a document has been stored in memory for polling transmit, it can be sent and received more than once.

Setup for polled transmit with secure code

Secure Polling restricts who can retrieve the documents you set up to be polled.

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

1 Make sure you are in Fax mode .

2 Load your document.

3 Press **Menu**, **2**, **2**, **6**

6.Polled TX

4 Press **▲** or **▼** to choose *Secure*.
Press **OK**.

5 Enter a four-digit number.
Press **OK**.

6 The LCD shows:

Next

1.Yes 2.No

7 Press **2** and press **Mono Start**.



Copy

Making copies


58

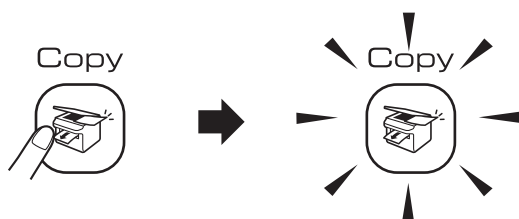
12

Making copies

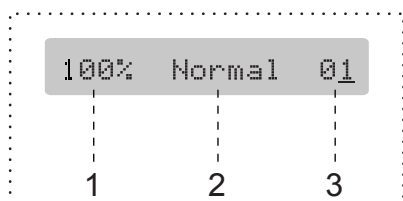
How to copy

Entering Copy mode

Press  (**Copy**) to enter Copy mode. (The default setting is Fax mode.) You can change the number of seconds or minutes that the machine stays in Copy mode. (*Mode Timer* on page 18.)




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 **Copy Options** key. (See *Sorting copies using the ADF (Monochrome only)* on page 62.)

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 18.

Press	Menu selection	Options	Page
Press 	Quality	Normal Fast Best	60
	Enlarge/ Reduce	50%/69%/78%/ 83%/93%/97%/ 100%/104%/142%/ 186%/198%/200%/ Custom (25- 400%)	60
	Paper Type	Plain Paper Inkjet Paper Brother Photo Other Photo Transparency	64
	Paper Size	Letter Legal A4 A5 10 (W) × 15 (H) cm	64
	Brightness	-□□■□□+	63
	Stack/ Sort	Stack Sort	62
	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)	61
	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 choose from a range of quality settings. The default setting is *Normal*.

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

<div>Press</div> <div></div> <div>and then ▲ or ▼ to choose Quality</div>	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*. Press **OK**.
- 6 Press **Mono Start** or **Colour Start**.

To change the default setting, follow the instruction below:


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

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


Enlarging or reducing the image copied

You can choose the following enlargement or reduction ratios:

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

<div>Press</div> <div></div> <div>and then ▲ or ▼ to choose Enlarge/Reduce</div>	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

The N in 1 copy feature can help you save paper by letting you copy two or four pages onto one printed page.

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 make a poster, use the scanner glass.

Important

- Please make sure paper size is set to **Letter** or **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.
If you are making a poster or placed the document in the ADF, the machine scans the pages and starts printing.
If you are using the scanner glass, go to step 7.

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

Next Page?

1.Yes 2.No

- 8 Place the next document on the scanner glass. Press **OK**.
Repeat steps 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 in step 7 to finish.



Note

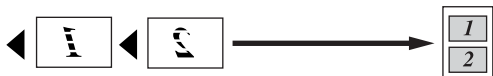
If photo paper is chosen as the paper type setting for N in 1 copies, the images will be printed as if plain paper had been chosen.

Place your document face down in the direction shown below:

■ 2 in 1 (P)



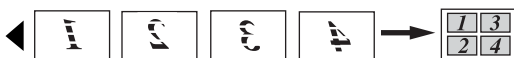
■ 2 in 1 (L)



■ 4 in 1 (P)

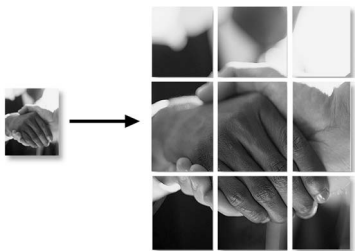


■ 4 in 1 (L)




■ 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**.

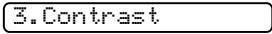
To change the default setting follow the instructions below:

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

Contrast

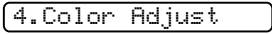
Adjust the contrast to help an image look sharper and more vivid.

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 step 2 to choose the next colour.
 - Press **Stop/Exit**.

Paper options

Paper type

If you are copying on special paper, be sure to choose 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 19.

Paper size

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

To change the default paper type setting see *Paper Size* on page 19.



Appendixes

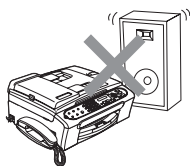
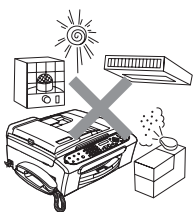
Safety and Legal	66
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Choosing a location

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 non-Brother cordless phones.



To use the machine safely

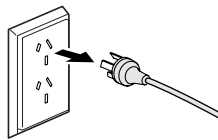
Please keep these instructions for later reference and read them before attempting any maintenance.



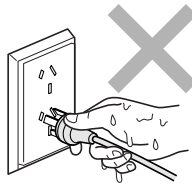
WARNING



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.



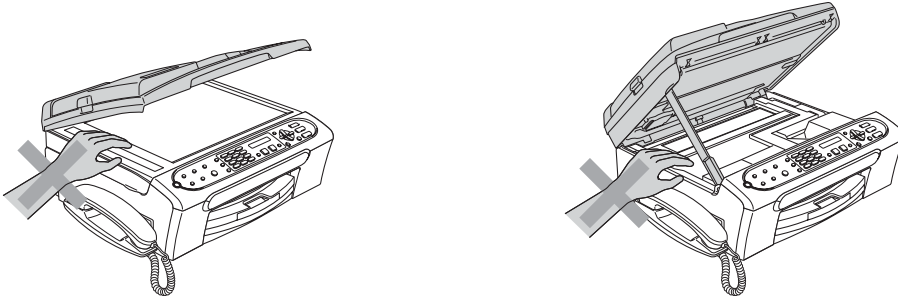
DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.



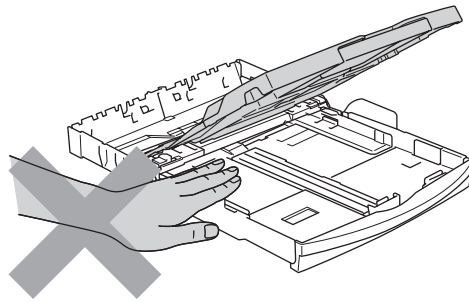
DO NOT pull in the middle of the AC power cord. Doing this might cause an electrical shock.



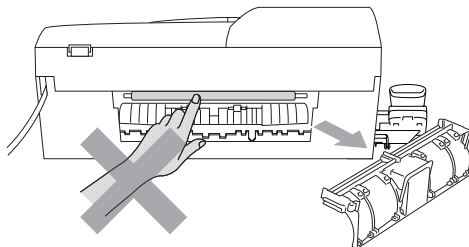
DO NOT put your hands on the edge of the machine under the document cover or the scanner cover. Doing this may cause injury.



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

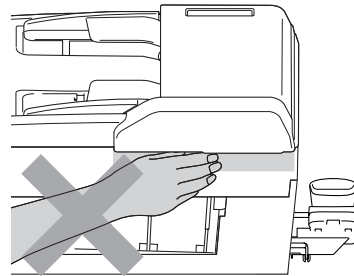
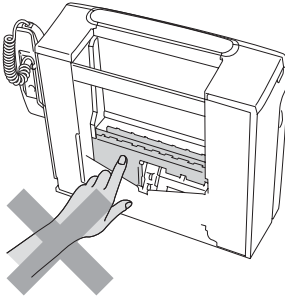


DO NOT touch the paper feed roller. Doing this may cause injury.

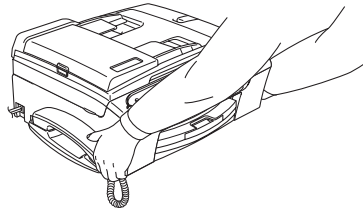




DO NOT touch the area shaded in the illustration. Doing this may cause injury.



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 unplug the machine from the electrical socket. Call Brother dealer for service.

If metal objects, water or other liquids get inside the machine, immediately unplug the machine from the electrical socket. Call Brother dealer for 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-For Your Safety

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

Extension cords used with the equipment must be two-conductor or three-conductor and be correctly wired to provide connection to ground. Incorrectly wired extension cords are a major cause of fatalities.

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

Disconnect device

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

Important Information

Important Safety Instructions

- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall outlet before cleaning the outside of the machine and the scanner glass. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 Do not place this product near water.
- 6 Do not place this product on an unstable cart, stand, or table. The product may drop, causing serious damage to the product.
- 7 Slots and openings in the casing at the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or on 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 connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.
- 9 This product is equipped with a 3-wire grounding type plug, a plug having two or three pins. This plug will only fit into only a grounding-type power socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
- 10 Do not place anything on top of the power cord including this machine. Do not allow the power cord to be stepped on.
- 11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating.
- 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 Do not touch a document during printing.
- 14 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.

- 15 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Please refer all servicing to our Authorized Service Personnel. A list of Authorized Service Centres has been included for your convenience, or you may contact the Brother Dealer for Service.
- 16 Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:
- If the power cord is damaged or frayed.
 - If the product has been spilled by liquid.
 - 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.
- 17 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).



WARNING

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

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

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

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

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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 that 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 84.)
	Check to see if the LCD is showing an error message. (See <i>Error messages</i> on page 78.)
	Check that the correct printer driver has been installed and chosen.
Poor print quality	Check the print quality. (See <i>Checking the print quality</i> on page 89.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: <ul style="list-style-type: none"> ■ The expiration date written on the cartridge package has passed. (Cartridges stay usable for up to two years if kept in their original packaging.) ■ The ink cartridge was in your machine over six months. ■ The ink cartridge may not have been stored properly before use.
	Try using the recommended types of paper. (See <i>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 89.)
	Try using the recommended types of paper. (See <i>Acceptable paper and other media</i> on page 8.)
The machine prints blank pages.	Clean the print head. (See <i>Cleaning the print head</i> on page 89.)
Characters and lines are stacked.	Check the printing alignment. (See <i>Checking the printing alignment</i> on page 90.)
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 center 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 proper types of paper. (See <i>Acceptable paper and other media</i> on page 8.) Don't handle the paper until the ink is dry.

Printing (Continued)

Difficulty	Suggestions
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 88.)
	Make sure you are using the paper support flap. (See <i>Loading paper and other media</i> on page 12.)
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.

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 84.)
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 34.)


Phone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Make sure the machine is plugged in and not in Power Save mode.
	Check all line cord connections.
	Change Tone/Pulse setting. (See <i>Quick Setup Guide</i> .)
	Lift the external phone's handset, (or the machine's handset or cordless handset if available), and then dial the number to send a manual fax.
The machine does not answer when called.	Check all line cord connections.
	Make sure the machine is in the correct receiving mode for your setup. (See <i>Receive modes</i> on page 31.) 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	Check all line cord connections.
	Make sure the machine is in the correct receiving mode for your setup. (See <i>Receive modes</i> on page 31.)
	If you often have interference on the phone line, try changing the menu setting of Compatibility to <i>Basic</i> . (See <i>Compatibility</i> on page 84.)


Sending Faxes

Difficulty	Suggestions
Cannot send a fax	Check all line cord connections.
	Make sure that the Fax  key is illuminated. (See <i>Entering Fax mode</i> on page 24.)
	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 53.)
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>Compatibility</i> on page 84.)
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 87.)
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 87.)


Handling Incoming Calls

Difficulty	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to on, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing Stop/Exit . Try avoiding this problem by turning Fax Detect to off. (See <i>Fax Detect</i> on page 33.)
Sending a fax call to the machine.	If you answered at the machine, press Mono Start 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.	<p>If you have Call Waiting, Call Waiting/Caller ID, an alarm system EFTPOS, PC/FAX modem or other custom feature on a single phone line with your machine, it may create a problem sending or receiving faxes.</p> <p>For example: If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate phone line with no custom features is recommended.</p>

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 58.)
Vertical streaks appear in copies	If you see vertical streaks on copies, clean the scanner. (See <i>Cleaning the scanner</i> on page 87.)
Poor copy results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 7.)

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
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 81 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 81 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.
	The ink cartridge cover is not completely closed.	Firmly close the ink cartridge cover until it clicks.
Data Remaining	Print data is left in the machine's memory.	Re-start printing from your computer.
	Print data is left in the machine's memory. The USB cable was unplugged while the computer was sending the data to the machine.	Press Stop/Exit . The machine will cancel the job and clear it from the memory. Try printing again.
Disconnected	The other person or other person's fax machine stopped the call.	Try sending or receiving 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 81.
High Temperature	The print head is too warm.	Allow the machine to cool down.

Error Message	Cause	Action
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 81 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 XX	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 84.)
Low Temperature	The print head is too cold.	Allow the machine to warm up.
Near Empty XX	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 monochrome fax.	Order a new ink cartridge.
No Caller ID	There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.	If you want to use the Caller ID feature call your telephone company. (See <i>Caller ID feature</i> on page 37.)
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 84.)
No Paper Fed	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> ■ Refill the paper in the paper tray, and then press Mono Start or Colour Start. ■ Remove the paper and load it again and then press Mono Start or Colour Start.
	The paper is jammed in the machine.	See <i>Printer jam or paper jam</i> on page 82.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.

Error Message	Cause	Action
Not Registered	You tried to access a One-Touch or Speed Dial number that is not programmed.	Set up the One-Touch or Speed Dial number. (See <i>Storing Speed-Dial numbers</i> on page 44.)
Out of Memory	The machine's memory is full.	Do one of the following: <ul style="list-style-type: none"> ■ Press Stop/Exit and wait until the other operations in progress finish and then try again. ■ Clear the data in the memory. To gain extra memory, you can turn off Remote Fax Option. (See <i>Turning off Remote Fax Options</i> on page 48.) ■ Print the faxes that are in the memory. (See <i>Printing a fax from the memory</i> on page 34.)
Paper Jam	Paper is jammed in the machine.	See <i>Printer jam or paper jam</i> on page 82.
Print 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 81 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	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 81 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 Mono Start or Colour Start .

Transferring your faxes or Fax Journal report

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 81.)

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 81.)



Note

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

Transferring faxes to another fax machine

If you have not set up your Station ID (see Quick Setup Guide), 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**.

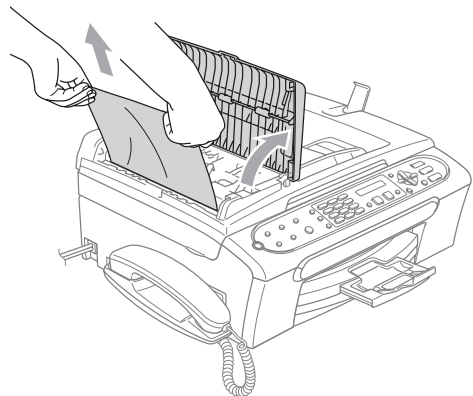
- 2 Enter the fax number to which Fax Journal report will be forwarded.
- 3 Press **Mono Start**.

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**.

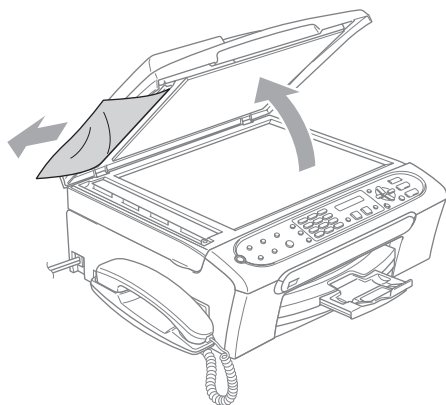


Note

To avoid document jams, close the ADF cover properly by pressing it down in the center.

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.

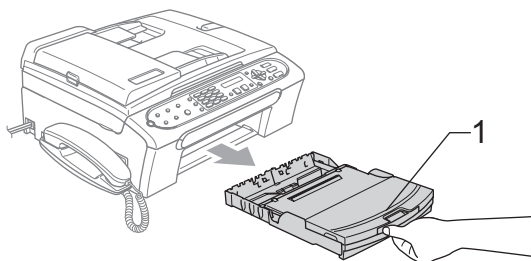


- 4 Close the document cover.
- 5 Press **Stop/Exit**.

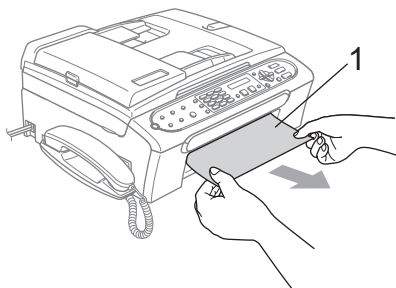
Printer jam or paper jam

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

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

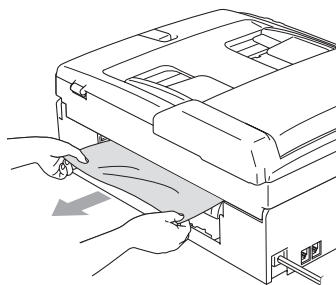
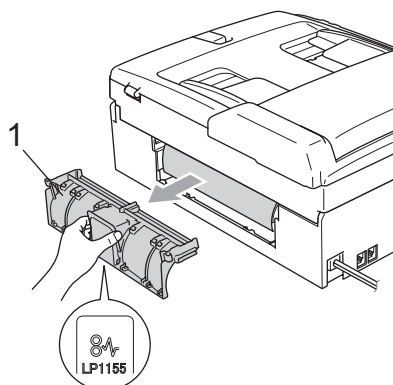


- 2 Pull out the jammed paper (1).

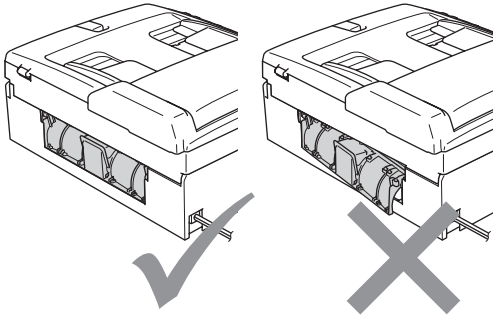


■ If you cannot remove the jammed paper from the front of the machine, or the error message still appears on the LCD after you have removed the jammed paper, please go to the next step.

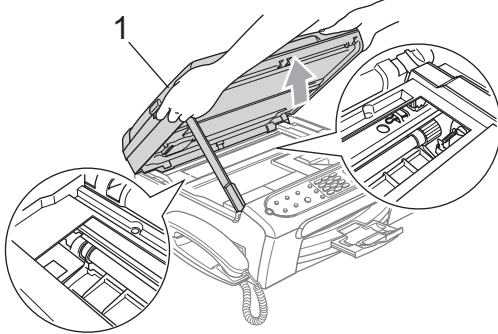
- 3 Remove the Jam Clear Cover (1) from the back of the machine. Pull the jammed paper out of the machine.



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



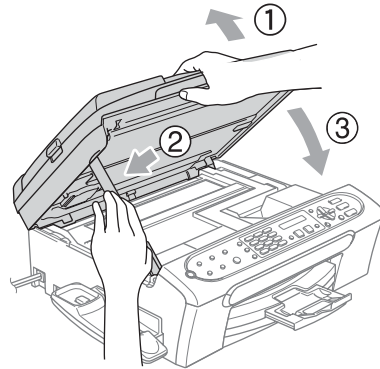
- 5 Lift the scanner cover (1) from the front side of the machine until it locks securely into the open position. Make sure that there is no jammed paper left inside the machine. Check both ends of the print carriage.



Note

If the paper is jammed under the print head, unplug the machine from the power source, and 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).

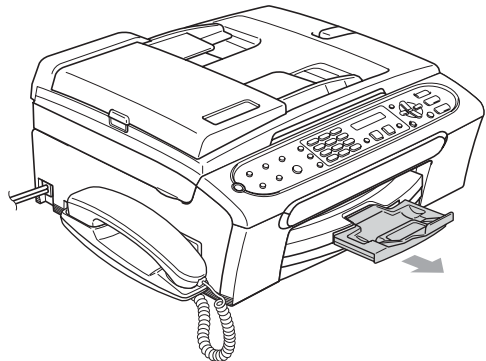


- 7 Push the paper tray firmly back into the machine.



Note

Make sure you pull out the paper support until it clicks.



Dial Tone detection

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

- 1 Press **Menu**, **0**, **5**.
- 2 Press **▲** or **▼** to choose **Detection** or **No Detection**. Press **OK**.
- 3 Press **Stop/Exit**.

Compatibility

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**.
 - **Basic** reduces 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

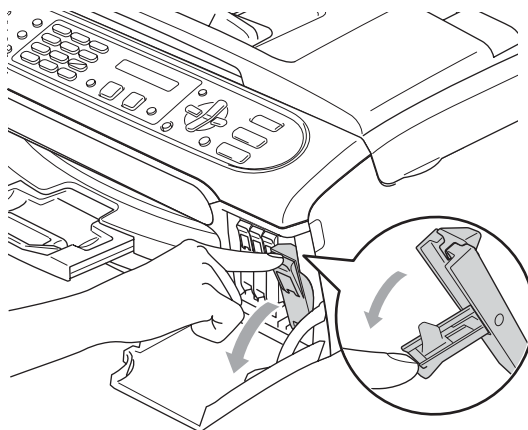
Replacing the ink cartridges

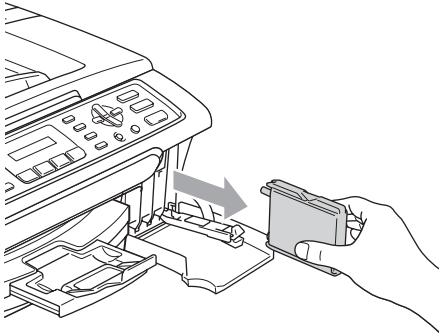
Your machine is equipped with an ink sensor. The ink sensor automatically monitors the level of ink in each of the 4 cartridges. When the machine detects an ink cartridge is running out of ink, the machine will tell you with a **Near Empty** message on the LCD.

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 entering the print head assembly.

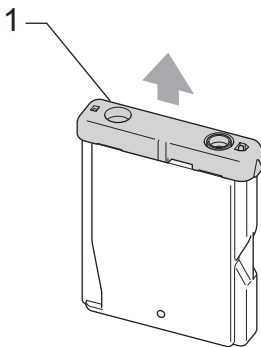
- 1 Open the ink cartridge cover. If one or more ink cartridges are empty, for example **Black**, the LCD shows **Ink Empty Black** and **Replace Ink**.
- 2 Pull the lock release lever down and take out the ink cartridge for the colour shown on the LCD.





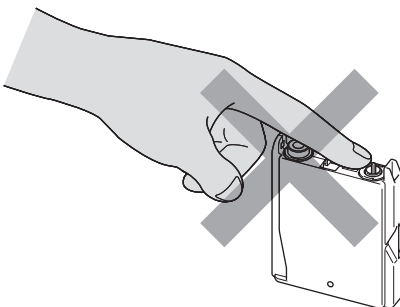
- 3 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

- 4 Remove the protective yellow cap (1).



Improper Setup

DO NOT touch the area shown in the illustration below.

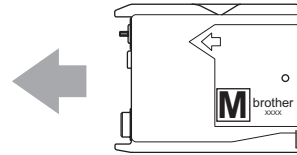


Note

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

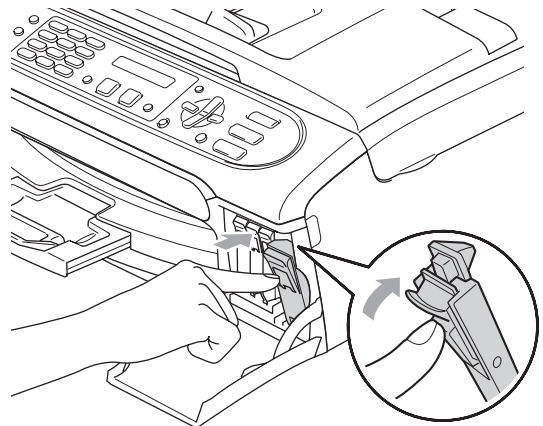
5

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



6

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



7

The machine will automatically reset the ink dot counter.



Note

- If you replaced an ink cartridge before the LCD shows `Near Empty` or `Ink Empty`, the LCD will 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 the LCD shows **No cartridge** 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. (See *Cleaning the print head* on page 89.)

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

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

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

Cleaning the outside of the machine



CAUTION

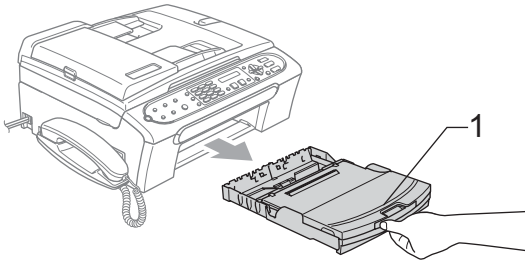
Use neutral detergents. Cleaning with volatile liquids such as thinner or benzene will damage the outside surface of the machine.

DO NOT use cleaning materials that contain ammonia.

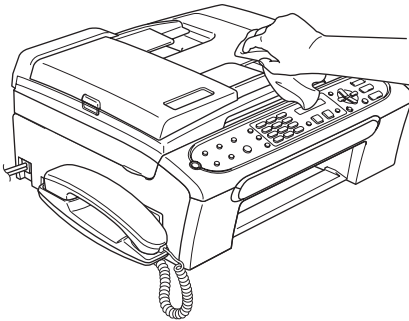
DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

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

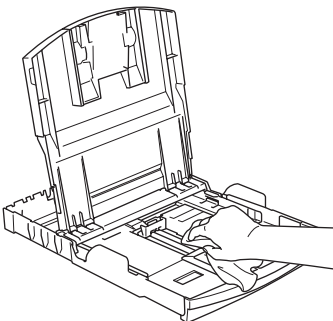


- 2 Wipe the outside of the machine with a soft cloth to remove dust.



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

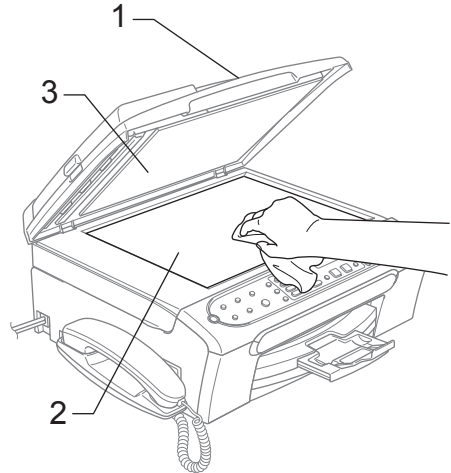
- 4 Lift the output paper tray cover and wipe the inside and outside of the paper tray with a soft cloth to remove dust.



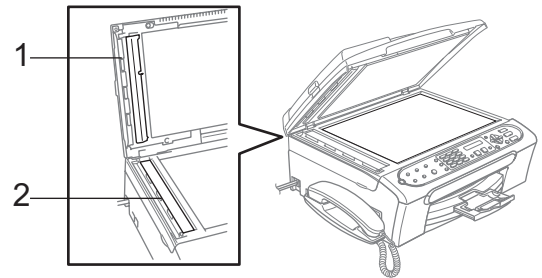
- 5 Close the output paper tray cover and put the paper tray firmly back in the machine.

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.

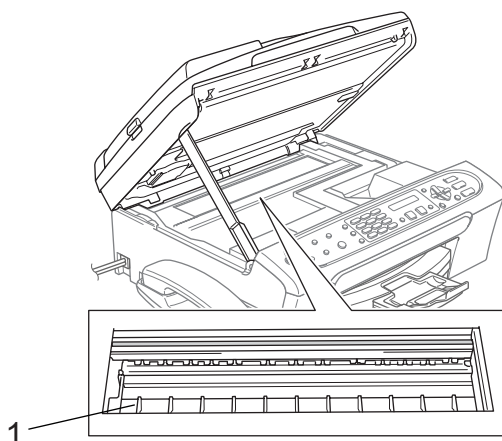


Cleaning the machine printer platen

WARNING

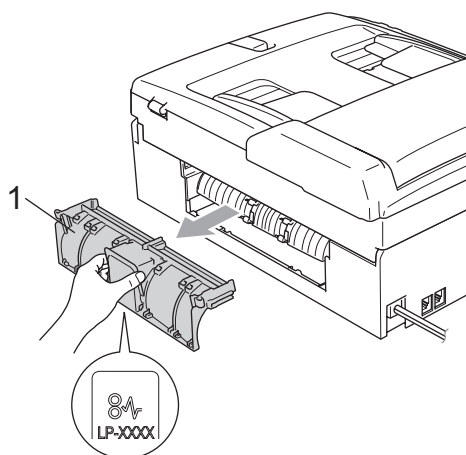
Unplug the machine from the electrical socket before cleaning the printer platen (1).

- 1 Clean the machine printer platen (1) and the area around it, wiping off with soft, *dry*, lint-free cloth.

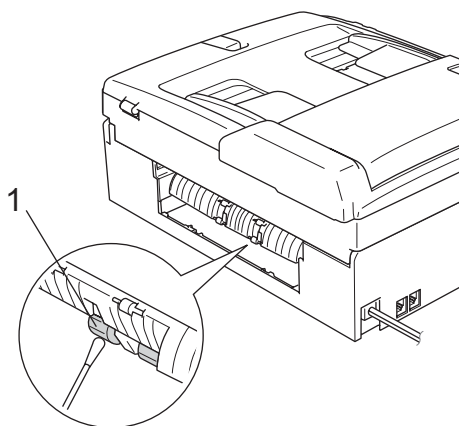


Cleaning the paper pick-up roller

- 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.
- 5 Put the paper tray firmly back in 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 (Yellow,Cyan,Magenta and Black).

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.
- 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.

Ink Volume

BK: -□□□■□□□+

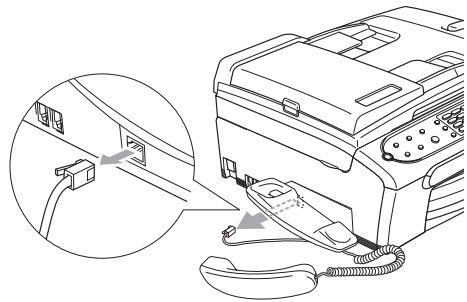
- 3 Press **▲** or **▼** to choose the colour you want to check.
- 4 Press **Stop/Exit**.

Uninstalling or installing the handset and handset cradle

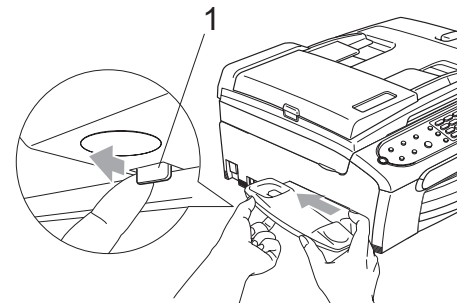
If you do not use the handset and the handset cradle, you can remove them.

Uninstalling the handset and handset cradle

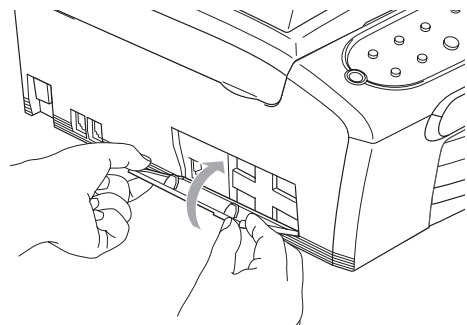
- 1 Unplug the curled handset cord from the machine.



- 2 Pull the tab (1) outwards and hold it in position as you push the cradle to the back of the machine.

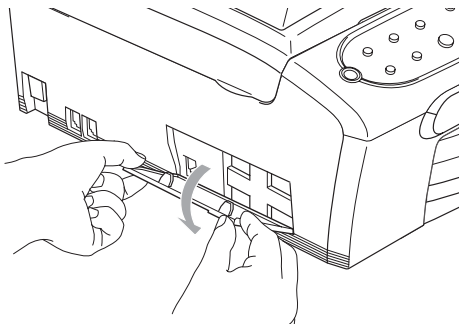


- 3 Attach the side cover.



Installing the handset and handset cradle

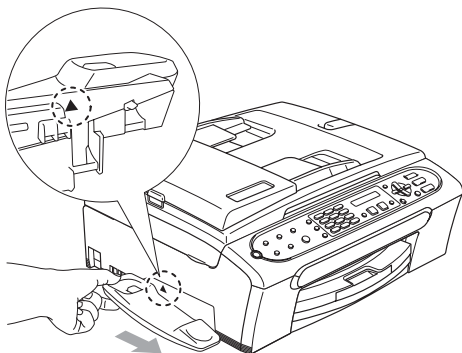
- 1 Remove the side cover.



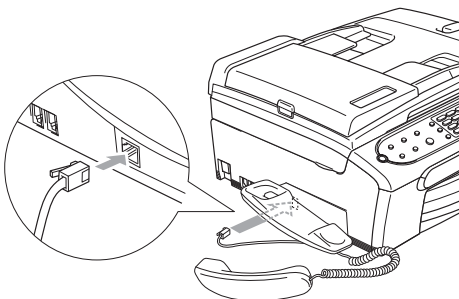
Note

If you cannot open the cover with your hand, use a coin to open.

- 2 Align the recessed arrows on the cradle with those on the machine, and then slide the cradle toward the front of the machine until it clicks into place.



- 3 Connect the curled handset cord to the machine.



Machine Information

Checking the serial number

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

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

1.Serial No.

- 2 Press **OK**.

XXXXXXXX

- 3 Press **Stop/Exit**.

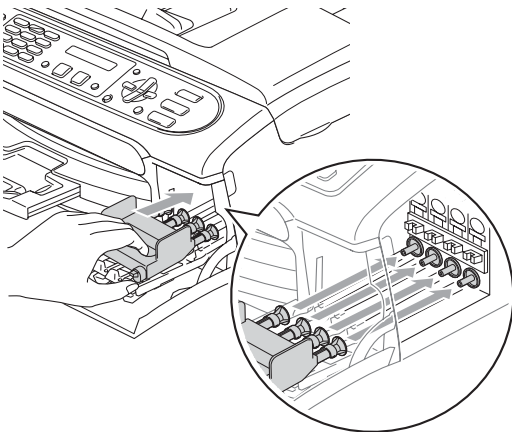
Packing and shipping the machine

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. Please keep machine upright.

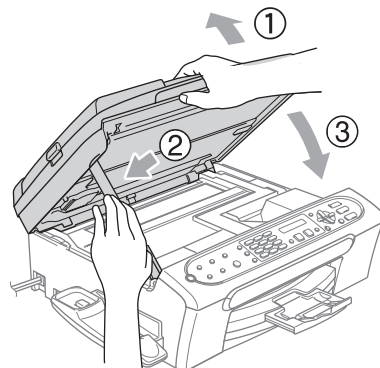
- 1 Open the ink cartridge cover.
- 2 Pull the lock release levers down and take out all the ink cartridges. (See *Replacing the ink cartridges* on page 84.)
- 3 Install the yellow protective part, lift each lock release lever and push it until it clicks, and then close the ink cartridge cover.



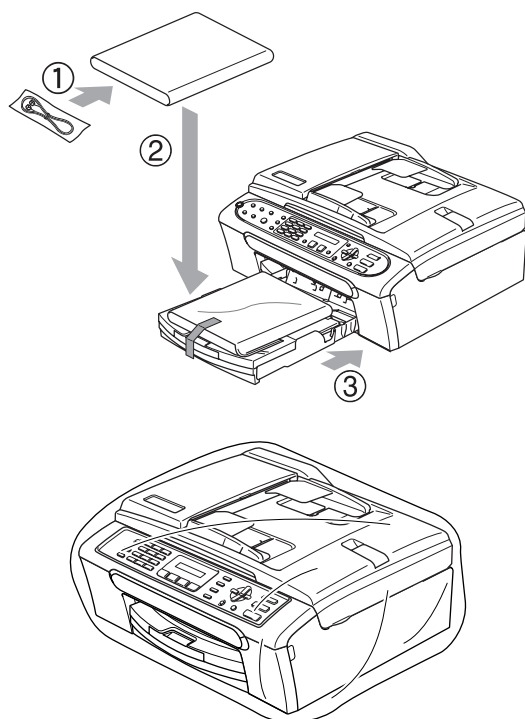
! CAUTION

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.

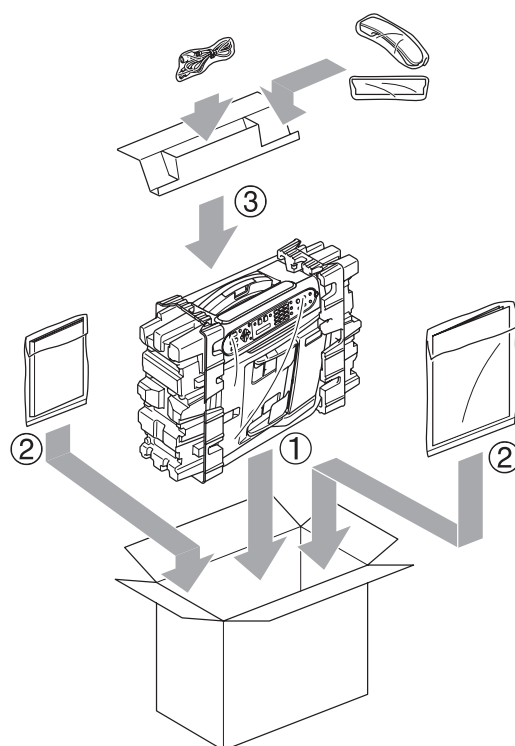
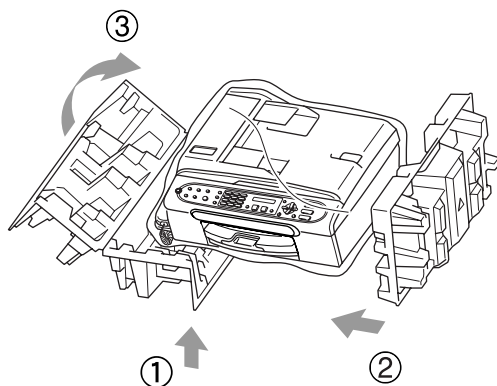
- 4 Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
- 5 Unplug the machine from the electrical socket and from the machine.
- 6 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely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



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



- 10 Pack the printed materials and additional parts (handset and cords) in the original carton as shown below. Do not pack the used ink cartridges in the carton.



- 11 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 without the User's Guide by using the Menu table that begins on page 97. These pages list the menu selections and options.

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

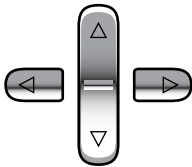






For example, to set beeper volume to **Low**.

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

Memory storage

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

	
Menu 	Access the menu
OK 	Go to the next menu level Accept an option
Clear / Back 	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.
Stop / Exit 	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.

•
•
•

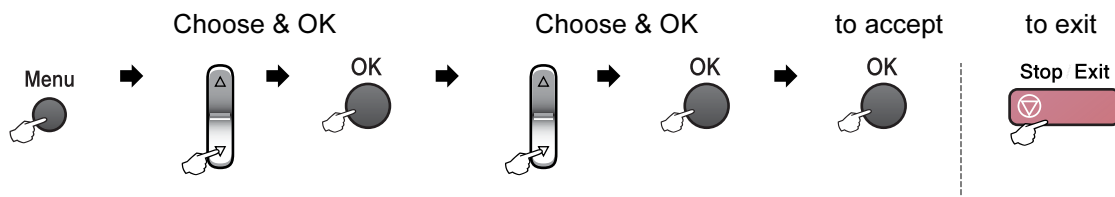
- Press **0** for Initial Setup.


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
1.General Setup	1.Mode Timer	—	0 Sec 30 Secs 1 Min 2 Mins* 5 Mins Off	Sets the time to return to Fax mode.	18
	2.Paper Type	—	Plain Paper* Inkjet Paper Brother Photo Other Photo Transparency	Sets the type of paper in the paper tray.	19
	3.Paper Size	—	Letter Legal A4* A5 10x15 cm	Sets the size of the paper in the paper tray.	19
 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 Med* High	Adjusts the ring volume.	19
		2.Beeper	Off Low* Med High	Adjusts the volume level of the beeper.	19
		3.Speaker	Off Low Med* High	Adjusts the speaker volume.	20
	5.P. Save Setting	—	On* Off	Customizes the Power Save key to receive faxes even in off mode.	17
	6.LCD Contrast	—	Light Dark*	Adjusts the contrast of the LCD.	20
 The factory settings are shown in Bold with an asterisk.					

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax	1.Setup Receive (In Fax mode only)	1.Ring Delay	00-10 (02*)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	32
		2.F/T Ring Time	20 Secs 30 Secs* 40 Secs 70 Secs	Sets the pseudo/double-ring time in Fax/Tel mode.	33
		3.Fax Detect	On* Semi Off	Receives fax messages without pressing Mono Start or Colour Start .	33
		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.	40
		5.Auto Reduction	On* Off	Cuts the size of incoming faxes.	34
		6.Memory Receive	On* Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	34
		7.Polling RX	Standard Secure Timer	Sets up your machine to poll another fax machine.	54
	2.Setup Send (In Fax mode only)	1.Contrast	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	27
		2.Fax Resolution	Standard* Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	27
		3.Delayed Fax	—	Sets the time of day in 24-hour format that the delayed faxes will be sent.	29
		4.Batch TX	On Off*	Combines delayed faxes to the same fax number at the same time of day into one transmission.	29
 The factory settings are shown in Bold with an asterisk.					

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	2.Setup Send (In Fax mode only) (Continued)	5.Real Time TX	Next Fax Only On Off*	Sends a fax without using the memory.	28
		6.Polled TX	Standard Secure	Sets up your machine with an document to be retrieved by another fax machine.	55
		7.Overseas Mode	On Off*	If you are having problems sending faxes overseas, set this to on.	29
		0.Scan Size	A4* Letter	Adjusts the scan area of the scanner glass to the size of the document.	25
	3.Set Quick-Dial	1.One-Touch Dial	—	Stores One-Touch numbers, so you can dial by pressing one key (and Start).	44
		2.Speed-Dial	—	Stores Speed-Dial numbers, so you can dial by pressing only a few keys (and Start).	44
		3.Setup Groups	—	Sets up a Group number for Broadcasting.	45
	4.Report Setting	1.Transmission	On On+Image Off* Off+Image	Sets initial setup for Transmission Verification Report and Fax Journal.	52
		2.Journal Period	Off Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		52
	<div> The factory settings are shown in Bold with an asterisk.</div>				

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	5.Remote Fax Opt	1.Forward/Store	Off* Fax Forward Fax Storage	Sets the machine to forward fax messages, to call your pager, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine).	47
		2.Remote Access	Access Code:* ---*	Set your own code for Remote Retrieval.	49
		3.Print Document (Backup Print)	—	Prints incoming faxes stored in the memory.	34
	6.Remaining Jobs	—	—	Checks which jobs are in the memory and lets you cancel chosen jobs.	29
	0.Miscellaneous	1.TX Lock	Off*	Stops unauthorized users from changing the machine's current settings.	21
		2.Compatibility	Normal* Basic	Adjusts the equalization for transmission problems.	84
		3.Caller ID Type	FSK* DTMF	You can switch the mode if Caller ID cannot be displayed normally.	37
		4.Caller ID	Display# Print Report	View or print a list of the last 30 Caller IDs stored in memory.	37
 The factory settings are shown in Bold with an asterisk.					

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
3.Copy	1.Quality	—	Best Fast Normal*	Chooses the Copy resolution for your type of document.	60
	2.Brightness	—	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the brightness for copies.	63
	3.Contrast	—	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the contrast for copies.	63
	4.Color Adjust	1.Red	R:-□□□□■+ R:-□□□■□+ R:-□□■□□+* R:-□■□□□+ R:-■□□□□+	Adjusts the amount of Red in copies.	63
		2.Green	G:-□□□□■+ G:-□□□■□+ G:-□□■□□+* G:-□■□□□+ G:-■□□□□+	Adjusts the amount of Green in copies.	
		3.Blue	B:-□□□□■+ B:-□□□■□+ B:-□□■□□+* B:-□■□□□+ B:-■□□□□+	Adjusts the amount of Blue in copies.	
	<div> The factory settings are shown in Bold with an asterisk.</div>				

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
4. Print Reports	1. XMIT Verify	—	—	Prints a Transmission Verification Report for your last transmission.	53
	2. Help List	—	—	Prints the Help List so you can see at-a-glance how to quickly program your machine.	53
	3. Quick-Dial	—	—	Lists name and numbers stored in the One-Touch and Speed-Dial memory, in numerical order.	53
	4. Fax Journal	—	—	Lists information about the last incoming and outgoing faxes. (TX means Transmit.) (RX means Receive.)	53
	5. User Settings	—	—	Lists your settings.	53
5. Machine Info.	1. Serial No.	—	—	Lets you check the serial number of your machine.	92
0. Initial Setup	1. Receive Mode	—	Fax Only* Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	31
	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	—	Tone* Pulse	Choose the dialling mode.	See Quick Setup Guide
	5. Dial Tone	—	Detection No Detection*	You can shorten the dial tone detect pause.	84
	0. Local Language	—	English Chinese*	Allows you to change the LCD language.	20
 The factory settings are shown in Bold with an asterisk.					

Entering Text

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

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

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

Putting spaces

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

Making corrections

If you entered an incorrect letter and want to change it, press ◀ to move the cursor under the incorrect character. Then press **Clear/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 # and then press ◀ or ► to move the cursor under the special character or symbol you want. Then press **OK** to choose it.

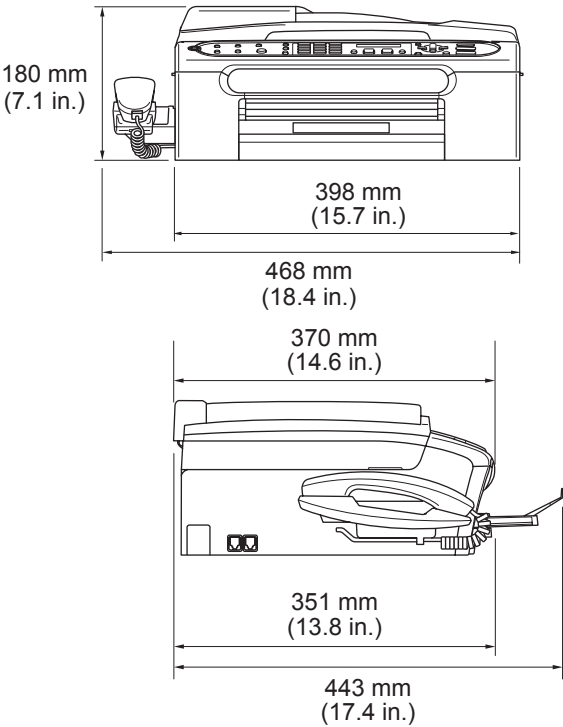
Press * for (space) ! " # \$ % & ' () * + , - . /

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

General

Memory Capacity	16 MB
ADF (automatic document feeder)	Up to 10 pages Temperature: 20° C - 30° C (68° F - 86° F) Humidity: 50% - 70% (for using the ADF) Paper: [80 gsm (20 lb)] A4 size
Paper Tray	100 Sheets [80 gsm (20 lb)]
Printer Type	Ink Jet
Print Method	Mono: Piezo with 94 × 1 nozzles Colour: Piezo with 94 × 3 nozzles
LCD (liquid crystal display)	10 Chinese Characters (20 Alphabet characters) × 1 line
Power Source	AC 220V to 240V
Power Consumption	Power Save Mode: Average 6.5 W Standby: Average 8 W Operating: Average 32 W

Dimensions



Weight	8.2 kg (18.1 lb)	
Noise	Operating:	50 dB or less ¹
Temperature	Operating:	10 to 35° C (50° F to 95° F)
	Best Print Quality:	20 to 33° C (68° F to 91° F)
Humidity	Operating:	20 to 80% (without condensation)
	Best Print Quality:	20 to 80% (without condensation)

¹ This depends on printing conditions.

Print media

Paper Input

Paper Tray

■ Paper type:

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

■ Paper size:

Letter, Legal, Executive, A4, A5, A6, JIS B5, envelopes (commercial No.10, DL, C5, Monarch, JE4),

Photo 10 × 15 cm, Index card and Post card ³.

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

■ Maximum paper tray capacity: Approx. 100 sheets of 80 gsm (20 lb) plain paper

Paper Output

Up to 50 sheets of 80 gsm (20 lb) plain paper (face up print delivery to the output paper tray) ²

¹ Use only transparencies recommended for inkjet printing.

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

³ See *Paper type and size for each operation for paper tray* on page 10.

Fax

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR/JPEG
Modem Speed	Automatic Fallback 14400 bps
Document Size	ADF Width: 148 mm to 215.9 mm (5.8 in. to 8.5 in.) ADF Height: 148 mm to 355.6 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.)
Scanning Width	208 mm (8.2 in.)
Printing Width	204 mm (8.03 in.)
Grey Scale	256 levels
Polling Types	Standard, Secure, Timer Sequential: (Monochrome only)
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	■ 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)
One-Touch Dial	10 stations (5 × 2)
Speed-Dial	80 stations

Broadcasting	140 stations
Automatic Redial	3 times after 5 minutes
Auto Answer	0, 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 rings
Communication Source	Public switched telephone network.
Memory Transmission	Up to 300 ¹ /250 ² pages
Out of Paper Reception	Up to 300 ¹ /250 ² pages

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

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

Copy

Colour/Mono	Yes/Yes
Document Size	ADF Width: 148 mm to 215.9 mm (5.8 in. to 8.5 in.) ADF Height: 148 mm to 355.6 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.) Copy Width: Max. 210 mm (8.26 in.)
Copy Speed	Mono: Up to 18 pages/minute (A4 paper) ¹ Colour: Up to 16 pages/minute (A4 paper) ¹
Multiple Copies	Stacks up to 99 pages Sorts up to 99 pages (Mono only)
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	(Monochrome) <ul style="list-style-type: none">■ Scans up to 600×1200 dpi■ Prints up to 1200×1200 dpi (Colour) <ul style="list-style-type: none">■ Scans up to 600×1200 dpi■ Prints up to 600×1200 dpi

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

Printer



Note

You can download the free Brother printer driver from the Brother Solutions Center. Visit us at:

<http://solutions.brother.com>

Printer Driver	Windows® 98/98SE/Me/2000 Professional/XP/Windows® XP Professional x64 Edition driver supporting Brother Native Compression mode and bi-directional capability Brother Ink Driver For Mac OS® X 10.2.4 or greater
Resolution	Up to 1200 × 6000 dpi ¹ 1200 × 2400 dpi 1200 × 1200 dpi 600 × 600 dpi 600 × 300 dpi 600 × 150 dpi
Print Speed	Up to 25 pages/minute (Mono) ² Up to 20 pages/minute (Colour) ²
Printing Width	204mm (210 mm) ³ (A4 size)
Disk-Based Fonts	35 TrueType Fonts bundled with the CD-ROM.
Borderless	Letter, A4, A6, Photo 10 × 15 cm, Index Card, Photo 2L 13 × 18 cm, Post Card ⁴

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

² Based on Brother standard pattern.
A4 size in draft mode.

³ When you set the Borderless feature to On.

⁴ See *Paper type and size for each operation for paper tray* on page 10.

Interface

USB

A USB 2.0 interface cable that is no longer than 2.0 m (6 feet).^{1 2}

- ¹ Your machine has a USB 2.0 Full-speed interface. This interface is compatible with USB 2.0 Hi-Speed; 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.
- ² Third party USB ports are not supported for Macintosh®.

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 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



Note

Brother does not recommend the use of consumables other than genuine Brother consumables.

Your machine warranty may not cover any damage arising from the use of non genuine Brother consumables.

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)

Documents 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 or pressing **Hook/Hold**.

Automatic Redial

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

Backup Print

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

Batch Transmission

(Monochrome faxes only) As a cost saving feature, all delayed faxes to the same fax number can be sent as one transmission.

Beeper Volume

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

Brightness

Changing the Brightness makes the whole image lighter or darker.

Broadcasting

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

Caller ID

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

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.

Delayed Fax

Sends your fax at a specified time later.

Distinctive Ring

A subscriber service purchased from the telephone company that gives you another phone number on an existing phone line. The Brother machine uses the new number to simulate a dedicated fax line.

Dual Access

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

ECM (Error Correction Mode)

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

Extension phone

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

External phone

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

F/T Ring Time

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

Fax Detect

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

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax 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 Storage

You can store received faxes in memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Grey scale

The shades of grey available for copying, scanning and faxing photographs.

Group number

A combination of One-Touch and Speed-Dial numbers that are stored on a One-Touch key or in a Speed-Dial location for Broadcasting.

Help list

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

Fax Journal

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

Journal Period

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

LCD (liquid crystal display)

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

Manual fax

On some models you can dial a fax number and listen to the receiving fax machine answer your call before you press **Mono Start** or **Colour Start** to begin sending the fax.

Menu mode

Programming mode for changing your machine's settings.

One-Touch

Keys on the machine's control panel where you can store numbers for easy dialling. You can store a second number on each key if you press Shift and the One-Touch Key together.

Out of Paper Reception

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

Overseas Mode

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

Pause

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

Photo resolution

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

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

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

Real Time Transmission

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

Remaining jobs

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

Remote Access Code

Your own four-digit code (---*) that allows you to call and access your machine from a remote location.

Remote Retrieval Access

The ability to access your machine remotely from a touch tone phone.

Resolution

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

Ring Delay

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

Ring Volume

Volume setting for the machine's ring.

Search

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

Speed-Dial

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

Standard resolution

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

Station ID

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

Super Fine resolution

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

TAD (telephone answering device)

You can connect an external TAD to your machine.

**Telephone Answer Code
(For Fax/Tel mode only)**

When the machine answers a voice call, it pseudo/double-rings. You can pick up at an extension phone by pressing this code (# 5 1).

Temporary settings

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

Tone

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

Transmission

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

Transmission Verification Report

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

User Settings

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

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