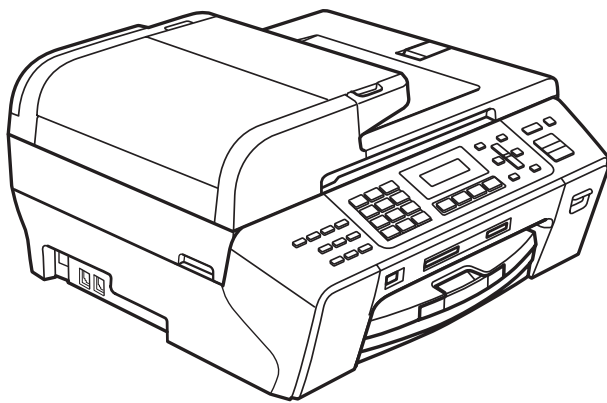


USER'S GUIDE



MFC-5490CN

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-5490CN

Serial Number: ¹ _____

Date of Purchase: _____

Place of Purchase: _____

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

Register your product on-line at

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

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

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

Approval Information and Compilation and Publication Notice

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

APPROVAL INFORMATION

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

Compilation and Publication Notice

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

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

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

EC Declaration of Conformity under the R & TTE Directive



EC Declaration of Conformity

Manufacturer

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

Plant

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

Herewith declare that:

Products description : Facsimile Machine
Model Name : MFC-5490CN

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

Standards applied :

Harmonized : Safety EN60950-1:2001+A11:2004

EMC EN55022: 2006 Class B
EN55024: 1998 +A1: 2001 +A2: 2003
EN61000-3-2: 2006
EN61000-3-3: 1995 +A1: 2001 +A2:2005

Year in which CE marking was first affixed : 2008

Issued by : Brother Industries, Ltd.

Date : 21st April , 2008

Place : Nagoya, Japan

Signature :

A handwritten signature in black ink, appearing to read "J. Shiota", written over a horizontal line.

Junji Shiota
General Manager
Quality Management Dept.
Printing & Solutions Company

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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 buttons on the machine's control panel or on the screen.

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

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



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



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



Electrical Hazard icons alert you to possible electrical shock.



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



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

Accessing the Software and Network User's Guide

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

Viewing Documentation

Viewing Documentation (For Windows®)

To view the documentation, from the **Start** menu, point to **Brother, MFC-XXXX** (where XXXX is your model name) from the programs group, and then choose **User's Guides in HTML format**.

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

- 1 Turn on your PC. Insert the Brother CD-ROM into your CD-ROM drive.
- 2 If the model name screen appears, click your model name.
- 3 If the language screen appears, click your language. The CD-ROM Main Menu will appear.



Note

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

- 4 Click **Documentation**.

- 5 Click the documentation you want to read.

- **HTML documents: Software User's Guide and Network User's Guide** in HTML format.

This format is recommended for viewing on your computer.

- **PDF documents: User's Guide** for stand-alone operations, **Software User's Guide** and **Network User's Guide** in PDF format.

This format is recommended for printing the manuals. Click to go to the Brother Solution Center, where you can view or download the PDF documents. (Internet access and PDF Reader software are required.)

How to find Scanning instructions

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

Software User's Guide

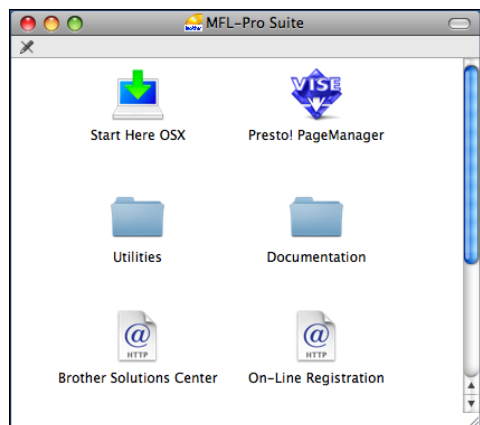
- *Scanning* (For Windows® 2000 Professional/Windows® XP and Windows Vista®)
- *Control/Center3* (For Windows® 2000 Professional/Windows® XP and Windows Vista®)
- *Network Scanning*

ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides

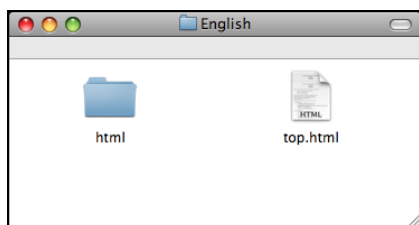
- The complete ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™ 11SE application.

Viewing Documentation (For Macintosh®)

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



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



- 5 Click the documentation you want to read.

- **Software User's Guide**
- **Network User's Guide**

How to find Scanning instructions

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

Software User's Guide

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

Presto!® PageManager® User's Guide

- Instructions for scanning directly from Presto!® PageManager®. The complete Presto!® PageManager® User's Guide can be viewed from the Help selection in the Presto!® PageManager® application.

Accessing Brother Support (For Windows®)

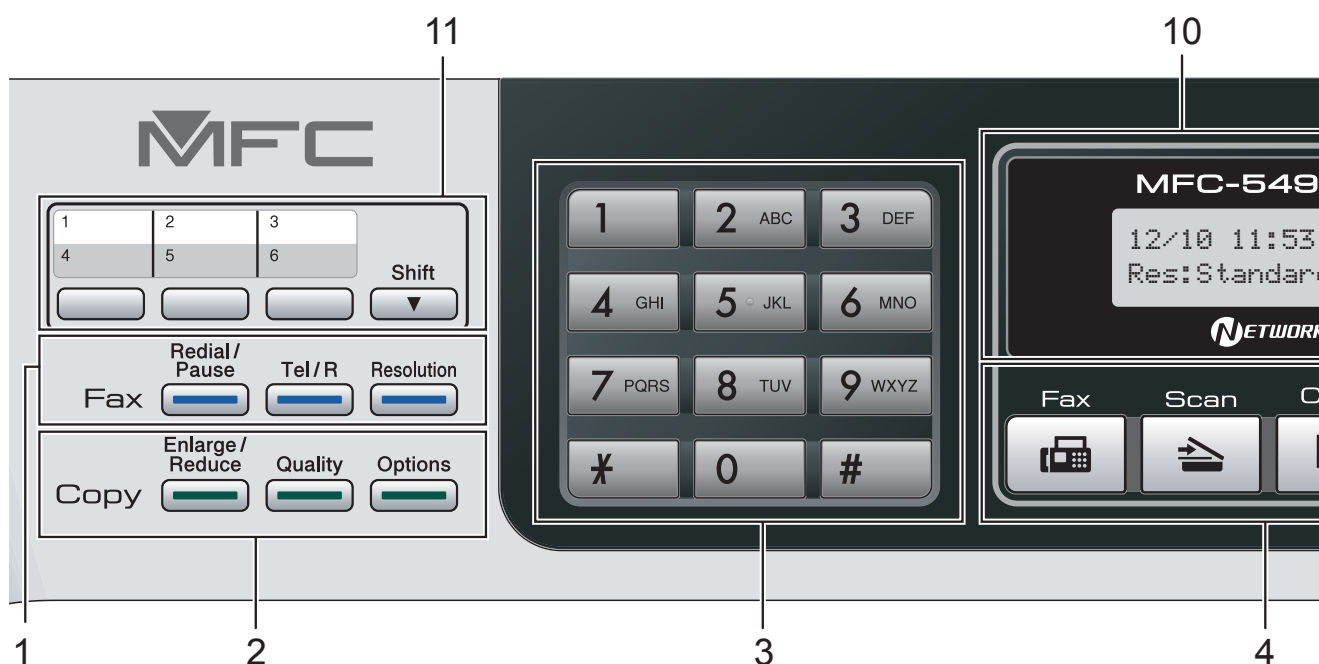
You can find all the contacts you will need, such as Web support (Brother Solutions Center).

- Click **Brother Support** on the main menu.
The following screen will appear:



- To access our web site (www.brother.com), click **Brother Home Page**.
- For the latest news and product support information (<http://solutions.brother.com>), click **Brother Solutions Center**.
- To visit our web site for original Brother supplies (<http://www.brother.com/original/>), click **Supplies Information**.
- To access the Brother CreativeCenter (<http://www.brother.com/creativecenter/>) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.
- To return to the main page, click **Back** or if you have finished, click **Exit**.

Control panel overview



1 Fax and telephone keys:

■ Redial/Pause

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

■ Tel/R

This key is used to have a telephone conversation after picking up the external handset during the F/T pseudo/double-ring. Also, when connected to a PBX, you can use this key to gain access to an outside line or transfer a call to another extension.

■ Resolution

Lets you temporarily change the resolution when sending a fax.

2 Copy keys (temporary settings):

■ Enlarge/Reduce

Lets you temporarily enlarge or reduce copies depending on the ratio you choose.

■ Quality

Lets you temporarily change the quality setting.

■ Options

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

3 Dial Pad

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

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

4 Mode keys:

■ Fax

Lets you access Fax mode.

■ Scan

Lets you access Scan mode.

■ Copy

Lets you access Copy mode.

■ Photo Capture

Lets you access PhotoCapture Center™ mode.

5 Menu keys:

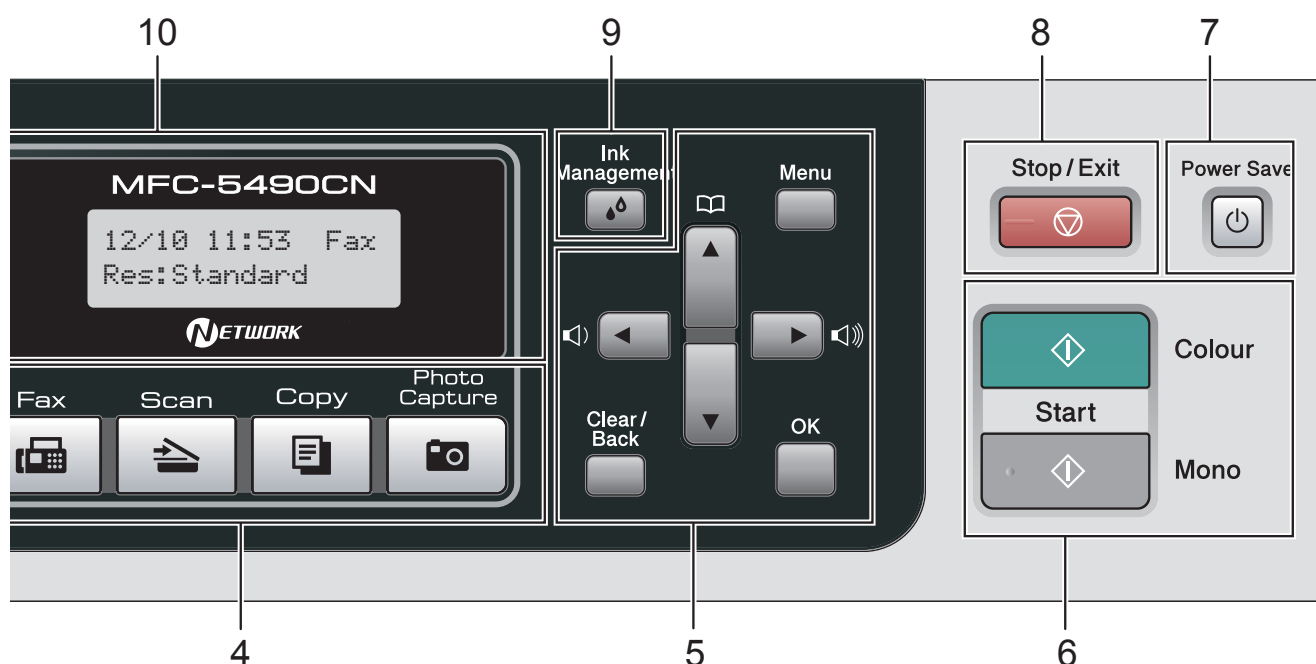
■ Menu

Lets you access the main menu to program the machine.

■ Phone Book key



Lets you store, look up, and dial numbers in the memory.



■ Volume keys



When the machine is idle, you can press these keys to adjust the ring volume.



Press to scroll backward to a menu selection.



Press to scroll through the menus and options.

■ Clear/Back

Press to delete characters or to go back to the previous menu level.

■ OK

Lets you choose a setting.

6 Start keys:

■ Colour Start

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

■ Mono Start

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

7 Power Save

Lets you put the machine into Power Save mode.

8 Stop/Exit

Stops an operation or exits from a menu.

9 Ink Management

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

10 LCD (liquid crystal display)

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

11 One Touch keys

These three keys give you instant access to six previously stored numbers.

Shift

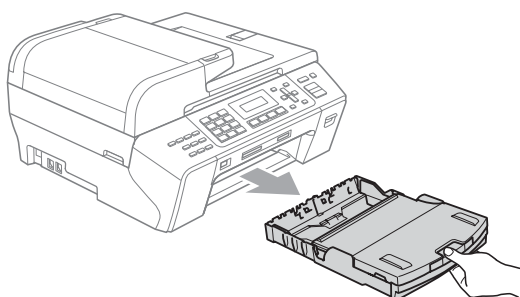
Lets you access One Touch numbers 4 to 6 when held down.

2

Loading paper and documents

Loading paper and other print media

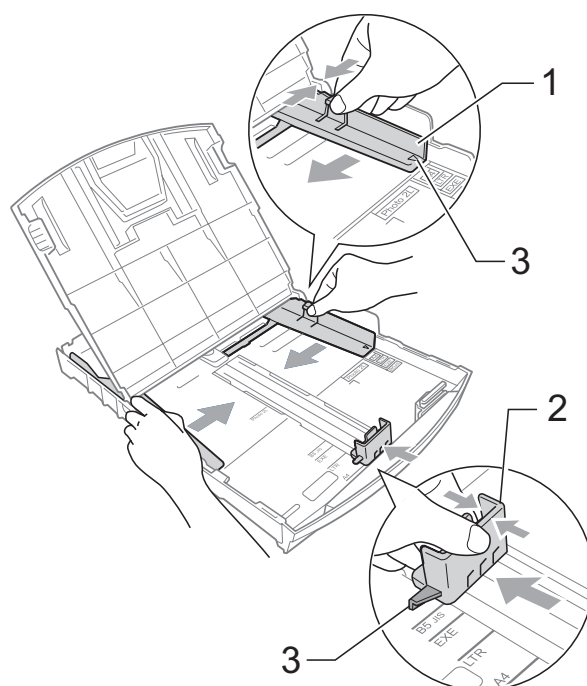
- 1 If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.



- 2 Lift the output paper tray (1).

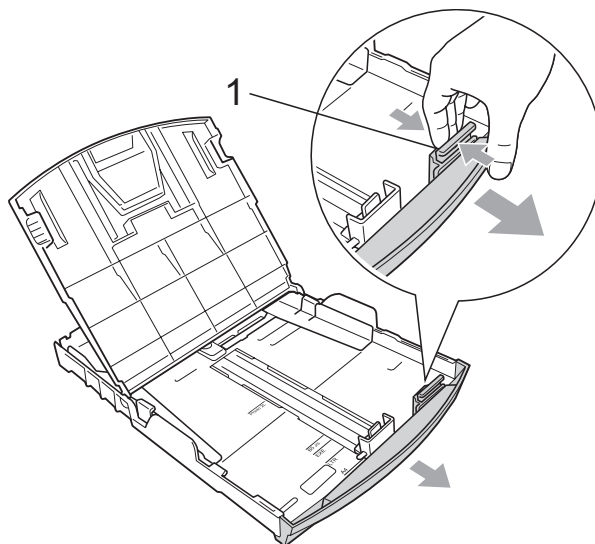


- 3 With both hands, gently press and slide the paper side guides (1) and the paper length guide (2) to fit the paper size. Make sure that the triangular marks (3) on the paper side guides (1) and paper length guide (2) line up with the mark for the paper size you are using.

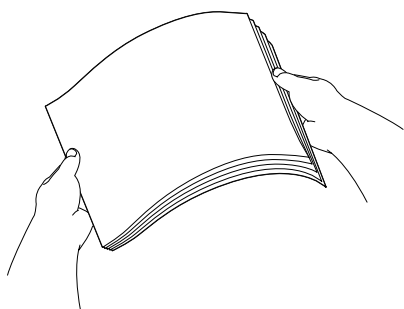


Note

When you use Legal size paper, press and hold the universal guide release button (1) as you slide out the front of the paper tray.

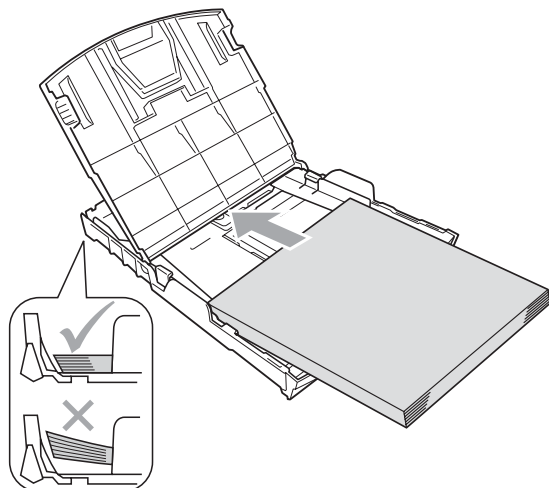


- 4 Fan the stack of paper well to avoid paper jams and misfeeds.

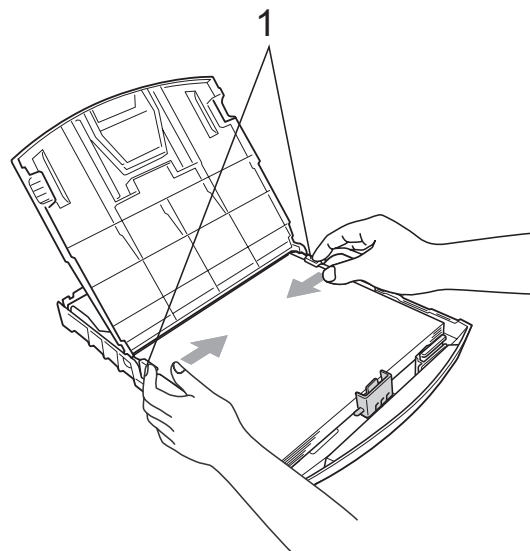
**Note**

Always make sure the paper is not curled.

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

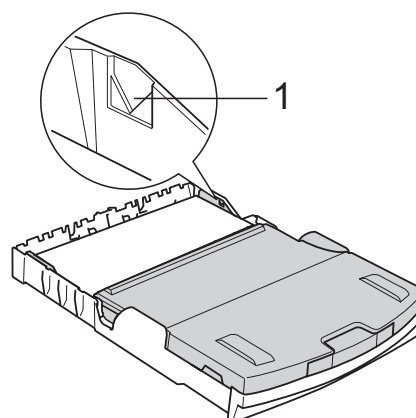


- 6 Gently adjust the paper side guides (1) to the paper with both hands. Make sure the paper side guides touch the sides of the paper.

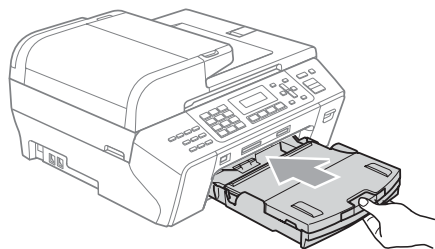
**Note**

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.

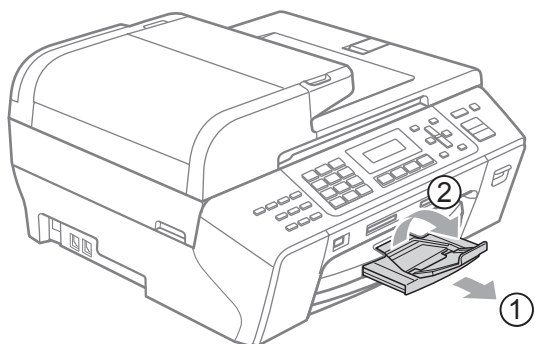
- 7 Close the output paper tray. Check that the paper is flat in the tray and below the maximum paper mark (1).



- 8 *Slowly* push the paper tray completely into the machine.



- 9 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

About envelopes

- Use envelopes that weigh from 80 to 95 g/m².
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing many envelopes.

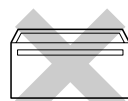


CAUTION

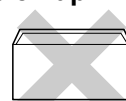
DO NOT use any of the following types of envelopes, as they will cause paper feed problems:

- That 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.

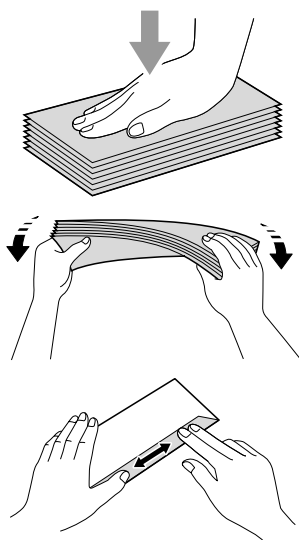
How to load envelopes and post cards

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

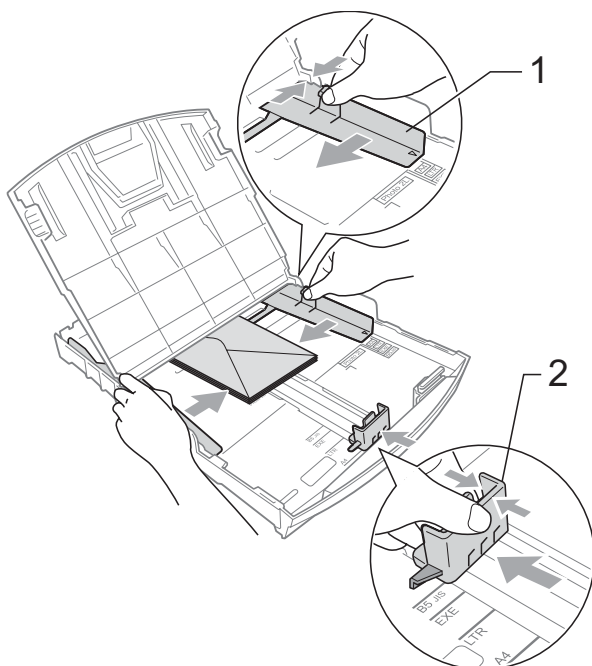


Note

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

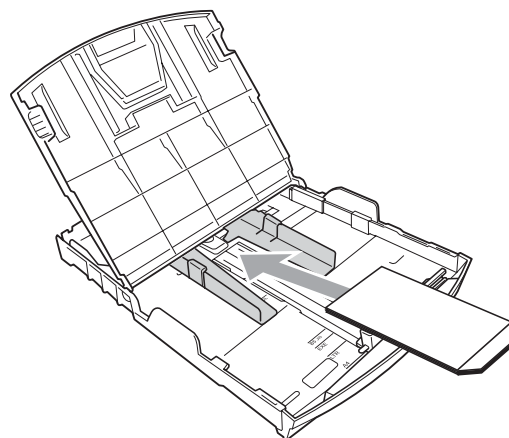
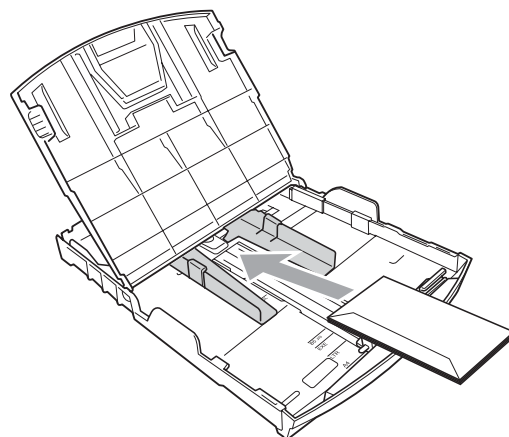


- 2 Put envelopes or post cards into the paper tray with the address side down and the leading edge in first as shown in the illustration. Press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards.



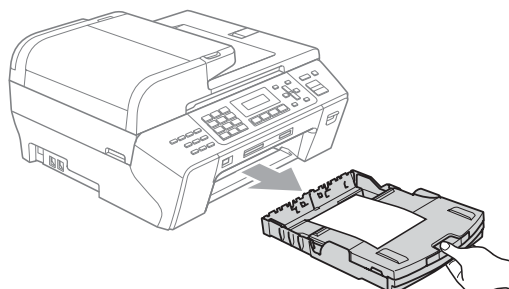
If you have problems when printing on envelopes, try the following suggestions:

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



Removing small printouts from the machine

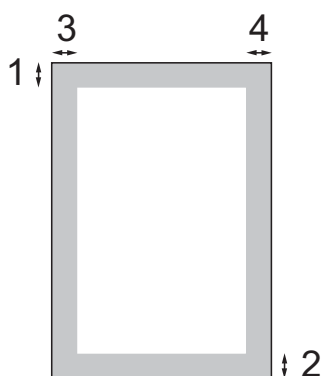
When the machine ejects small paper onto the output paper tray you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



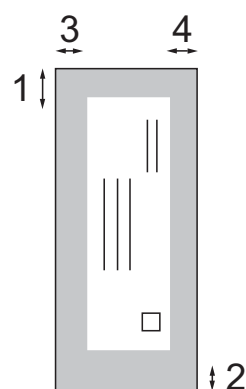
Printable area

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 print in the shaded areas of cut sheet paper when the Borderless print feature is available and turned on. (See *Printing for Windows*® or *Printing and Faxing for Macintosh*® in the Software User's Guide on the CD-ROM.)

Cut Sheet Paper



Envelopes



	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	3 mm	3 mm	3 mm	3 mm
Envelopes	12 mm	24 mm	3 mm	3 mm



Note

The Borderless feature is not available for envelopes.

Acceptable paper and other print media

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

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

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

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper), transparencies and photo paper, be sure to choose the correct print media in the '**Basic**' tab of the printer driver or in the Paper Type setting of the menu. (See *Paper Type* on page 21.)
- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
- 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 print 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	BP71GA4
A4 Inkjet (Matte)	BP60MA
10 x 15 cm Glossy Photo	BP71GP

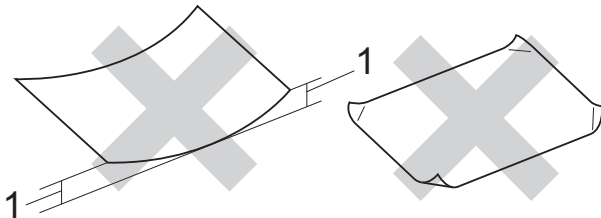
Handling and using print media

- Store paper in its original packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of photo paper. 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.
- You can only print on both sides of the paper with PC printing. (See *Printing* for Windows® in the Software User's Guide on the CD-ROM.)

Improper Setup

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



1 2 mm or greater

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

Paper capacity of the output paper tray

Up to 50 sheets of 80 g/m² A4 or 20 lb Letter paper.

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

Choosing the right print media

Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Sheet	Letter	215.9 × 279.4 mm (8 1/2 × 11 in.)	Yes	Yes	Yes	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	Yes	Yes	Yes	Yes
	Legal	215.9 × 355.6 mm (8 1/2 × 14 in.)	Yes	Yes	–	Yes
	Executive	184 × 267 mm (7 1/4 × 10 1/2 in.)	–	–	–	Yes
	JIS B5	182 × 257 mm (7.2 × 10.1 in.)	–	–	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes
	A6	105 × 148 mm (4.1 × 5.8 in.)	–	–	–	Yes
Cards	Photo	10 × 15 cm (4 × 6 in.)	–	Yes	Yes	Yes
	Photo 2L	13 × 18 cm (5 × 7 in.)	–	–	Yes	Yes
	Index Card	127 × 203 mm (5 × 8 in.)	–	–	–	Yes
	Post Card 1	100 × 148 mm (3.9 × 5.8 in.)	–	–	–	Yes
	Post Card 2 (Double)	148 × 200 mm (5.8 × 7.9 in.)	–	–	–	Yes
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	–	–	–	Yes
	DL Envelope	110 × 220 mm (4.3 × 8.7 in.)	–	–	–	Yes
	COM-10	105 × 241 mm (4 1/8 × 9 1/2 in.)	–	–	–	Yes
	Monarch	98 × 191 mm (3 7/8 × 7 1/2 in.)	–	–	–	Yes
	JE4 Envelope	105 × 235 mm (4.1 × 9.3 in.)	–	–	–	Yes
Transparencies	Letter	216 × 279 mm (8 1/2 × 11 in.)	–	Yes	–	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	–	Yes	–	Yes

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	64 to 120 g/m ²	0.08 to 0.15 mm	150 ¹
	Inkjet Paper	64 to 200 g/m ²	0.08 to 0.25 mm	20
	Glossy Paper	Up to 220 g/m ²	Up to 0.25 mm	20 ²
Cards	Photo Card	Up to 220 g/m ²	Up to 0.25 mm	20 ²
	Index Card	Up to 120 g/m ²	Up to 0.15 mm	30
	Post Card	Up to 200 g/m ²	Up to 0.25 mm	30
Envelopes		75 to 95 g/m ²	Up to 0.52 mm	10
Transparencies		—	—	10

¹ Up to 150 sheets of 80 g/m² paper.

² BP71 (260 g/m²) paper is especially designed for Brother inkjet machines.

Loading documents

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

Using the ADF

The ADF can hold up to 50 pages and feeds each sheet individually. Use standard 80 g/m² paper and always fan the pages before putting them in the ADF.

Recommended environment

Temperature:	20 to 30° C
Humidity:	50% to 70%
Paper:	80 g/m ²

Document Sizes Supported

Length:	148 to 355.6 mm
Width:	148 to 215.9 mm
Weight:	64 to 90 g/m ²

How to load documents

! CAUTION

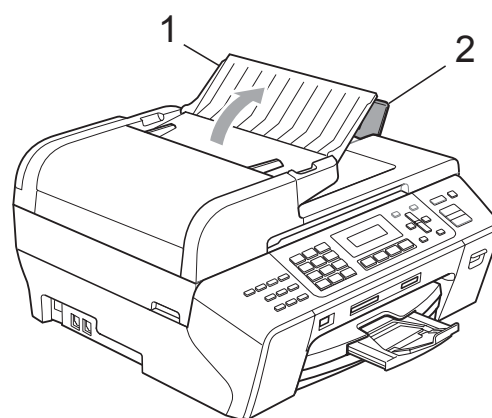
DO NOT pull on the document while it is feeding.

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

DO NOT use cardboard, newspaper or fabric.

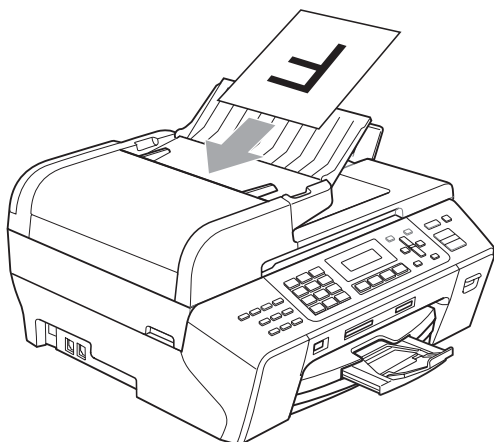
- Make sure documents written with ink are completely dry.

- 1 Unfold the ADF Document Support (1) and the ADF Document Output Support Flap (2).

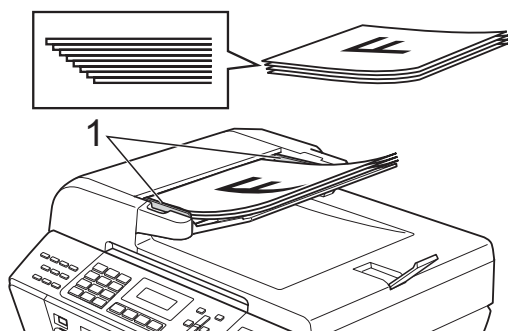


- 2 Fan the pages well.

- 3 Make sure you place the documents **face up, top edge first** in the ADF until you feel them touch the feed roller.



- 4 Adjust the paper guides (1) to fit the width of your documents.



! CAUTION

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

Using the scanner glass

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

Document Sizes Supported

Length:	Up to 297 mm
Width:	Up to 215.9 mm
Weight:	Up to 2 kg

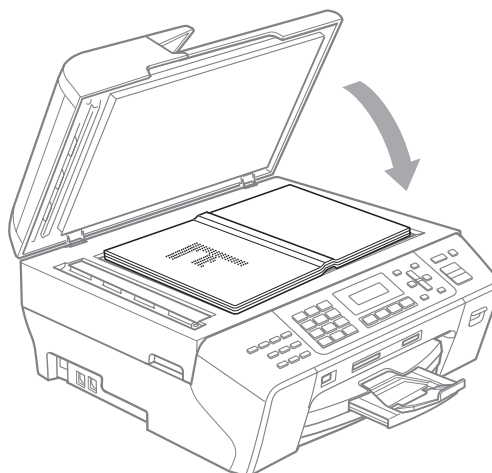
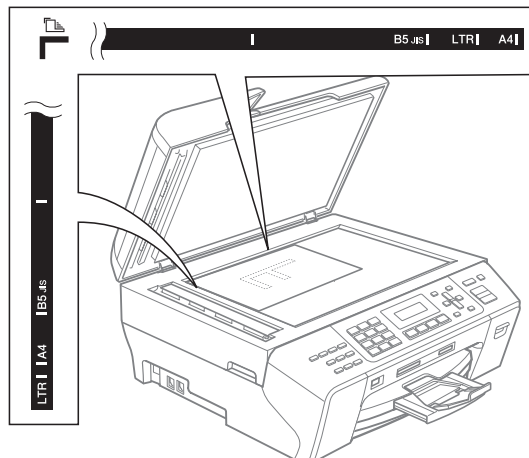
How to load documents



Note

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

- 1 Lift the document cover.
- 2 Using the document guidelines on the left and top, place the document face down in the upper left corner of the scanner glass.



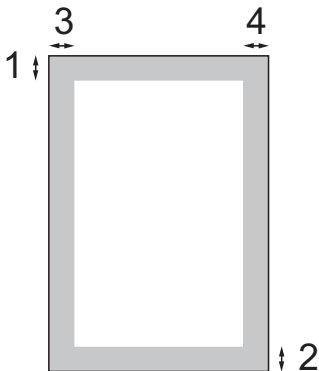
- 3 Close the document cover.

! CAUTION

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

Scannable area

The scannable area depends on the settings in the application you are using. The figures below show the unscannable area.



Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	Letter	3 mm	4 mm
	A4	3 mm	(Scanner Glass) 3 mm (ADF) 1 mm
Copy	Any size of paper	3 mm	3 mm
Scan	Any size of paper	3 mm	3 mm

Power Save mode

To maintain print quality, prolong print head life, and provide the best ink cartridge economy, you should keep your machine connected to the power at all times.

You can put the machine into Power Save mode by pressing the **Power Save** key. You can still receive telephone calls in Power Save mode. For further information on receiving faxes in the Power Save condition, please see the table on page 20. 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. The LCD will show *Shutting Down*. The LCD will stay on for a few seconds before going 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.
- You can customize Power Save mode so that, apart from automatic head cleaning, no machine operations are available. (See *Power Save setting* on page 20.)

Power Save setting

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

- 1 Press **Menu**, **1**, **6**.
- 2 Press **▲** or **▼** to choose *Fax Receive:On*, or *Fax Receive:Off*. Press **OK**.
- 3 Press **Stop/Exit**.

On/Off setting	Receive mode	Available operations
Fax Receive: On ¹ (factory setting)	Fax Only External TAD	Fax Receive Fax Detect Delayed Fax ³ Fax Forward ³ Fax Storage ³ PC Fax Receive ³ Remote Retrieval ³
	Manual Fax/Tel ²	Fax Detect Delayed Fax ³
Fax Receive: Off	—	No machine operations will be available other than cleaning the print head.

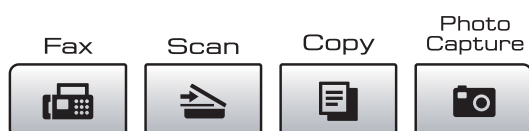
¹ You cannot receive a fax with **Mono Start** or **Colour Start**.

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

³ Set before you switch off the machine.

Mode Timer

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



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

Paper settings

Paper Type

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

- 1 Press **Menu**, 1, 2.
- 2 Press **▲** or **▼** to choose Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency. Press **OK**.
- 3 Press **Stop/Exit**.



Note

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

Paper Size



You can use five sizes of paper for copying: Letter, Legal, A4, A5, and 10 × 15 cm 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 10x15cm. Press **OK**.
- 3 Press **Stop/Exit**.

Volume Settings

Ring Volume

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

While the machine is idle, 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**.

Automatic Daylight Savings Time

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

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

LCD screen

LCD Contrast

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

- 1 Press **Menu**, **1**, **7**.
- 2 Press **▲** or **▼** to choose **Light** or **Dark**. Press **OK**.
- 3 Press **Stop/Exit**.

Sleep Mode

You can choose how long the machine must be idle (from 1 to 60 minutes) before it goes into sleep mode. The timer will restart if any operation is carried out on the machine.

- 1 Press **Menu**, **1**, **8**.
- 2 Press **▲** or **▼** to choose 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or 60 Mins which is the length of time the machine is idle before entering sleep mode. Press **OK**.
- 3 Press **Stop/Exit**.

TX Lock

TX Lock lets you prevent unauthorized access to the machine.

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

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

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

- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture
- Operation from the Control panel



Note

If you forget the TX Lock password, please call your 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 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 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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5

Sending a Fax

Entering Fax mode

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

Faxing from the ADF

- 1 Make sure you are in Fax mode .
- 2 Place the document face up in the ADF. (See *Using the ADF* on page 17.)
- 3 Enter the fax number using the dial pad, One Touch, Speed Dial or Search.
- 4 Press **Mono Start** or **Colour Start**. The machine starts scanning the document.



Note

- To cancel, press **Stop/Exit**.
- If you send a mono fax when the memory is full it 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 colour faxes with multiple pages.




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 Enter the fax number using the dial pad, One Touch, Speed Dial or Search.
- 4 Press **Mono Start** or **Colour Start**.
 - If you press **Mono Start**, the machine starts scanning the first page. Go to step 5.
 - If you press **Colour Start**, the machine starts sending the document.
- 5 Do one of the following:
 - To send a single page, press **2** to choose **No** (or press **Mono Start** again).
The machine starts sending the document.
 - To send more than one page, press **1** to choose **Yes** and go to step 6.
- 6 Place 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.)

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.

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


Cancelling a fax in progress

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

Broadcasting (Monochrome only)

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

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

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Enter a number.
Press **OK**.
You can use either 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 to be included in the broadcast.
- 5 Press **Mono Start**.



Note

- If you did not use up any of the numbers for Groups, you can 'broadcast' faxes to as many as 156 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.
- 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**, **5**.
- 2 Press **▲** or **▼** to choose the Broadcast job number (for example, `Broadcast#001`). Press **OK**.
The LCD will show:

Broadcast#001
 1.Clear 2.Exit
- 3 Press **1** to cancel the Broadcast (or **2** to exit without cancelling).
- 4 Press **Stop/Exit**.

Additional sending operations

Sending faxes using multiple settings

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

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Choose a setting you want to change in the Setup Send menu (**Menu**, **2**, **2**). Press **OK**.
- 4 Choose the option you want for the setting. Press **OK**.
- 5 Do one of the following:

Next
 1.Yes 2.No


 - Press **1** to change another setting.
 - Press **2** when you have finished choosing your settings.
- 6 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 **Resolution** then **▲** or **▼** to choose the resolution.
Press **OK**.

To change the default fax resolution

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



Note

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

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

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

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

Dual access (Monochrome only)

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

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



Note

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

Real time transmission

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

If the memory is full and you are sending a black & white fax from the ADF, 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**.


Setup Send
5.Real Time TX
- 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 telephone 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**.

Setup Send
3.Delayed Fax

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.
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**, **5**.
Any waiting jobs appear on the LCD.

② Do one of the following:

- Press **▲** or **▼** to scroll through the jobs and choose the job you want to cancel.


Press **OK** to choose a job, and then press **1** to cancel it.

- Press **2** to exit without cancelling.

③ When you have finished, press **Stop/Exit**.

Sending a fax manually

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

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Pick up the handset of an external telephone 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**.
 - If you load the document on the scanner glass, press **1** to send the fax.

1.Send 2.Receive

- 6 Replace the handset.

Out of Memory message

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

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



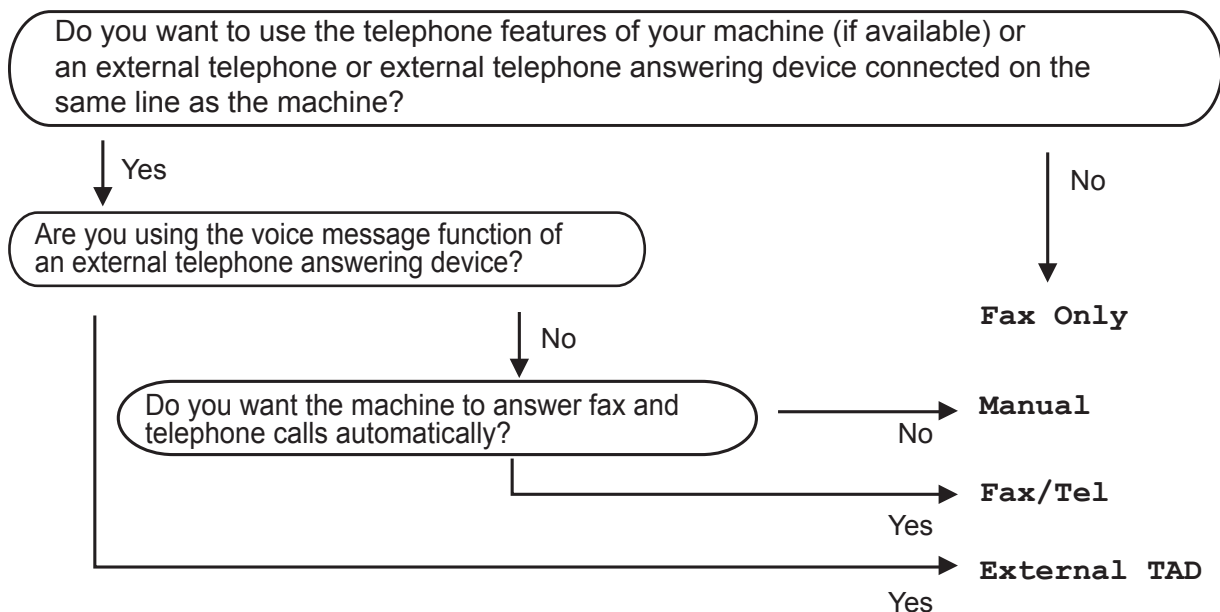
Note

If you do not want to delete your stored faxes to clear the memory, you can change the setting to send the fax in real time. (See *Real time transmission* on page 32.)

Receive modes

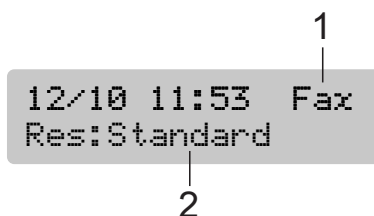
Choosing the correct Receive Mode

By default, your machine will automatically receive any faxes that are sent to it. The diagram below will help you choose the correct mode. For more detailed information on the receive modes see *Using receive modes* on page 36 and *Receive mode settings* on page 37.



To set a receive mode follow the instructions below:

- 1 Press **Menu**, **0**, **1**.
- 2 Press **▲** or **▼** to choose **Fax Only**, **Fax/Tel**, **External TAD** or **Manual**. Press **OK**.
- 3 Press **Stop/Exit**.
The LCD will display the current receive mode.



- 1 **Current receive mode**
Fax: Fax Only
- 2 **Fax resolution**

Using receive modes

Some receive modes answer automatically (**Fax Only** and **Fax/Tel**). You may want to change the ring delay before using these modes. (See *Ring Delay* on page 37.)

Fax only

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

Fax/Tel

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

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

(Also see *F/T Ring Time (Fax/Tel mode only)* on page 37 and *Ring Delay* on page 37.)

Manual

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

To receive a fax in manual mode lift the handset of an external telephone. When you hear fax tones (short repeating beeps), press **Mono Start** or **Colour Start**, and choose **2.Receive**. 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 38.)

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 43.)

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 telephones on the same line as the machine or subscribe to the telephone company's BT Call Sign service, choose the maximum number of rings.

(See *Operation from extension telephones* on page 45 and *Fax Detect* on page 38.)

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

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

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

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

Because the F/T ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone. (For more information see *Using remote codes* on page 46.)

- 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:

The machine receives a fax call automatically, even if you answer the call. When you see *Receiving* on the LCD or when you hear 'chirps' through the handset you are using, just replace the handset. Your machine will do the rest.

If Fax Detect is Off:

If you are at the machine and answer a fax call by lifting the handset, press **Mono Start** or **Colour Start**, then press **2** to receive the fax.

If you answered at an extension telephone, press * **5 1**. (See *Operation from extension telephones* on page 45.)



Note

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


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

Additional receiving operations

Printing a reduced incoming fax

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

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

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

Setup Receive
 5.Auto Reduction
- 3 Press **▲** or **▼** to choose *On* or *Off*. Press **OK**.
- 4 Press **Stop/Exit**.

Out of Paper Reception

As soon as the paper tray becomes empty during fax reception, the screen will display *No Paper Fed*, asking you to put paper in the paper tray. (See *Loading paper and other print media* on page 8.)

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.

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 *Remote fax options (Monochrome only)* on page 53.)

- 1 Press **Menu**, **2**, **4**, **3**.

Remote Fax Opt
3.Print Document

- 2 Press **Mono Start**.

- 3 Press **Stop/Exit**.



Note

When you print a fax from the memory, the fax data will be erased.

Voice Operations

Tone or pulse

If you are using an external telephone and 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 external telephone.
- 2 Press **#** on the control panel of your machine. Any digits dialled after this will send tone signals.
When you hang up, the machine will return to the pulse dialling service.

Fax/Tel mode

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

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

If you are at an extension telephone, 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

When the machine is in Power Save condition you can receive faxes if the Power Save setting is **Fax Receive:On**. (See *Power Save setting* on page 20.)

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

Telephone services

Setting the telephone Line Type

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

- 1 Press **Menu**, **0**, **6**.

```
Initial Setup
6.Phone Line Set
```

- 2 Press **▲** or **▼** to choose **PBX**, **ISDN** (or **Normal**). Press **OK**.

- 3 Press **Stop/Exit**.

PBX and TRANSFER

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



Note

You can program a **Tel/R** key press as part of a number stored in a One Touch or Speed Dial location. When programming the One Touch or Speed Dial number press **Tel/R** first (the screen displays "!"), then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a One Touch or Speed Dial location. (See *Storing Speed Dial numbers* on page 50.) However, if PBX is not chosen in the Telephone Line Type setting, you cannot use the One Touch or Speed Dial number that **Tel/R** press is programmed into.

BT Call Sign (U.K. only)

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

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



Note

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

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

- 1 Press **Menu**, **2**, **0**, **3**.

```
Miscellaneous
3.BT Call Sign
```

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

- 3 Press **Stop/Exit**.



Note

If you turn off **BT Call Sign**, the receive mode stays in **Manual**. You will need to set receive mode again. (See *Choosing the correct Receive Mode* on page 35.)

Caller ID (U.K. and Ireland only)

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

- You will see the number (or name) on the LCD.
- The **ID Unknown** message means the call originated outside your Caller ID service area.
- The **ID Withheld** message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *Printing the Caller ID List* on page 43.)



Note

The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

Setting the Caller ID to On

If you have Caller ID on your line, then this function should be set to **On** to display the caller's phone number on the LCD as the telephone rings.

- 1 Press **Menu**, **2**, **0**, **4**.
- 2 Press **▲** or **▼** to choose **On** (or **Off**). Press **OK**.
- 3 Press **Stop/Exit**.

Viewing the 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**.
- 2 Press **▲** or **▼** to choose **Display ID**. Press **OK**.
The Caller ID of the last call will appear on the LCD display. If no ID is stored, the beeper will sound and **No Caller ID** will appear on the LCD display.
- 3 Press **▲** or **▼** to scroll through the Caller ID memory to choose the Caller ID you want to view, and then press **OK**.
The LCD shows the caller's number and the date and time of the call.
- 4 To finish viewing, press **Stop/Exit**.

Printing the Caller ID List

- 1 Press **Menu**, **2**, **0**, **4**.
- 2 Press **▲** or **▼** to choose **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 After printing has finished, press **Stop/Exit**.

Connecting an external TAD (telephone answering device)

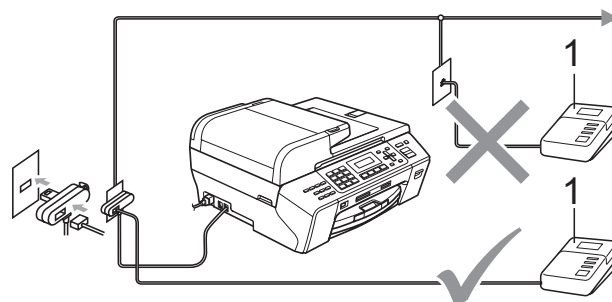
You may choose to connect an external answering device. However, when you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls and the machine 'listens' for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it 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 four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax 'handshake'. Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.



Note

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



1 TAD

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



Improper Setup

DO NOT connect a TAD elsewhere on the same telephone 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 `External TAD`. (See *Choosing the correct Receive Mode* on page 35.)

Recording an outgoing message (OGM) on an external TAD

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

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



Note

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

Multi-line connections (PBX)

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

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



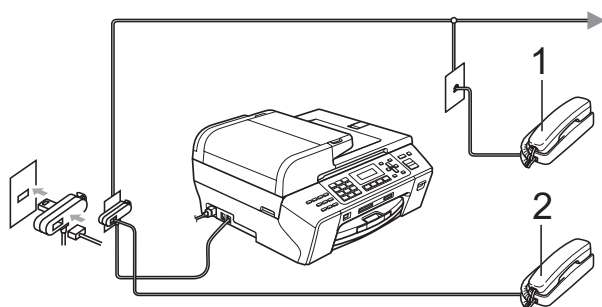
Note

Make sure the Telephone Line Type is set to PBX. (See *Setting the telephone Line Type* on page 41.)

External and extension telephones

Connecting an external or extension telephone

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



1 Extension telephone

2 External telephone

The LCD shows *Telephone*.

Note

Please make sure you use an external telephone with a cable no more than 3 metres long.

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 Remote Activation Code. When you press the Remote Activation 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 Remote Deactivation Code # 5 1 to take the call at an extension telephone. (See *F/T Ring Time (Fax/Tel mode only)* on page 37.)

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 38.)

Using extension telephones (U.K. only)

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

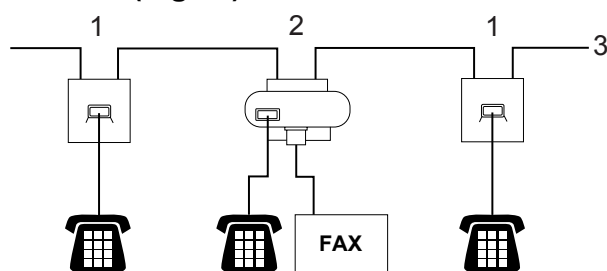
This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

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

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

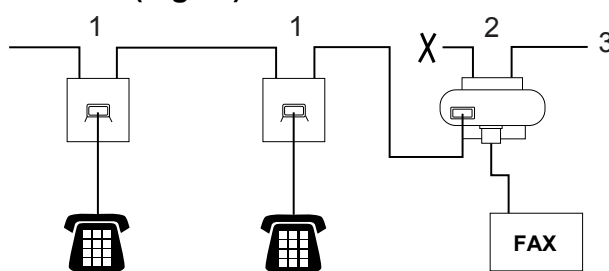
This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style),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

Inadvisable connection of extension sockets (Fig. 1.)



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

Recommended connection of extension sockets (Fig. 2.)



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

The fax machine must be plugged into master socket.



Note

These telephones are now connected as external devices (see *Connecting an external or extension telephone* on page 45), because they are connected to the fax machine via the T-connector.

Using a cordless external telephone

Once the base unit of the cordless telephone has been connected to the same telephone line as the machine (see *External and extension telephones* on page 45), it is easier to answer calls during the Ring Delay if you carry the cordless handset around with you.

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

Using remote codes

Remote Activation Code

If you answer a fax call on an extension telephone, you can tell your machine to receive it by dialling the Remote Activation Code * **5 1**. Wait for the chirping sounds then replace the handset. (See *Fax Detect* on page 38.)

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing **Mono Start** and choosing **2.Receive**.

Remote Deactivation 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 telephone you can turn the F/T ring off by pressing **# 5 1** (make sure you press this *between* the rings).

If the machine answers a voice call and pseudo/double rings for you to take over, you can take the call at the external telephone by pressing **Tel/R**.

Changing the remote codes

If you want to use Remote Activation, you have to turn on the remote codes. The preset Remote Activation Code is * 5 1. The preset Remote Deactivation Code is # 5 1. If you want to, you can replace them with your own codes.

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

Setup Receive
4.Remote Codes

- 2 Press **▲** or **▼** to choose **On** (or **Off**). Press **OK**.
- 3 Enter the new Remote Activation Code. Press **OK**.
- 4 Enter the new Remote Deactivation Code. Press **OK**.
- 5 Press **Stop/Exit**.



Note

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

How to Dial

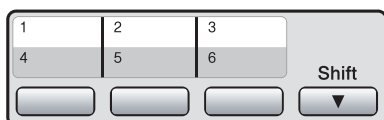
Manual dialling

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



One Touch Dialling

Your machine has 3 One Touch keys where you can store 6 fax or telephone numbers for automatic dialling.





Press the One Touch key that stores the number you want to call. (See *Storing One Touch Dial numbers* on page 49.) To access numbers 4 to 6, hold down **Shift** as you press the One Touch key.

Speed Dialling

- 1 Press  (**Phone Book**).



- 2 Press  or  to choose *Search*. Press **OK**.

- 3 Press the **#** (hash) key, and then the two digit Speed Dial number using the dial pad.






Note

If the LCD shows *Not Registered* when you enter or search a One Touch or Speed Dial 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 memory.

- 1 Press  (**Phone Book**).

- 2 Press  or  to choose *Search*. Press **OK**.

- 3 Do one of the following:

- To search numerically, press  or  to choose the number, and then press **OK**.
- To search alphabetically, enter the first letter of the name using the dial pad, then press  or  to choose the name, and then press **OK**.

Fax Redial

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

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

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



Note

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

Storing numbers

You can set up your machine to do the following types of easy dialling: 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.

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 3 One Touch keys where you can store 6 fax or telephone numbers for automatic dialling. To access numbers 4 to 6 hold down **Shift** as you press the One Touch key.

- 1 Press  (**Phone Book**).
- 2 Press **▲** or **▼** to choose Set One Touch.
Press **OK**.
- 3 Press the One Touch key where you want to store the number.
- 4 Enter the fax or telephone number (up to 20 digits).
Press **OK**.

- 5 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 140.)
 - To store the number without a name, press **OK**.
- 6 Press **Stop/Exit**.

Storing Speed Dial numbers

You can store up to 100 2-digit Speed Dial locations with a name. When you dial you will only have to press a few keys (For example:

📖 (**Phone Book**), **OK**, **#**, the two-digit number, and **Mono Start** or **Colour Start**).

- 1 Press 📖 (**Phone Book**).
- 2 Press ▲ or ▼ to choose
Set Speed Dial.
Press **OK**.
- 3 Use the dial pad to enter a 2-digit Speed Dial location number (00-99).
Press **OK**.
- 4 Enter the fax or telephone number (up to 20 digits).
Press **OK**.
- 5 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 140.)
 - To store the number without a name, press **OK**.
- 6 Do one of the following:
 - To store another Speed Dial number, go to step 3.
 - To finish the setting, press **Stop/Exit**.

Changing One Touch or Speed Dial names or numbers

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

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:

#05:MIKE
 1.Change 2.Exit

- Press **1** to change the stored number.
- Press **2** to exit without making a change.

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





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

Setting up groups for broadcasting



Groups, which can be stored in a One Touch key or a Speed Dial location, allow you to send the same fax message to many fax numbers by entering a One Touch or Speed Dial number and **Mono Start**.

First, you will need to store each fax number in a One Touch key or Speed Dial location. Then you can include them as numbers in the Group. Each Group uses up a One Touch key or Speed Dial location. You can have up to six Groups, or you can assign up to 105 numbers in a large Group.

(See *Storing Speed Dial numbers* on page 50 and *Broadcasting (Monochrome only)* on page 29.)

- 1 Press  (**Phone Book**).
- 2 Press  or  to choose **Setup Groups**. Press **OK**.
- 3 Choose an empty location where you want to store the group in one of the following ways:
 - Press a One-Touch key.
 - Press  (**Phone Book**) and then enter the 2-digit Speed Dial location. Press **OK**.
- 4 Use the dial pad to enter a Group number (1 to 6). Press **OK**.

Setup Groups
 Setup Group: G0_

- 5 To add One Touch or Speed Dial numbers to the group, follow the instructions below:
 For example, for One Touch key **2**, press One Touch key **2**. For Speed Dial location 05 and 09, press
 (**Phone Book**), **05**,
 (**Phone Book**), **09**.
 The LCD shows: *02#05#09.
- 6 Press **OK** when you have finished adding numbers.
- 7 Do one of the following:
 - Use the dial pad to enter a name for the Group.
Press **OK**.
 - To store the Group without name, press **OK**.



Note


You can print a list of all the One Touch and Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 61.)

Combining Quick Dial numbers

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

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

 **(Phone Book), OK, #03,**

 **(Phone Book), #02, and Mono Start or Colour Start.**

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

 **(Phone Book), OK, #03, 7, 0, 0, 1** (on the dial pad), and **Mono Start** or **Colour 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
- PC Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the Remote Fax Options, a question will appear on the LCD. (See *Changing Remote Fax Options* on page 56.)

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**, **4**, **1**.

Remote Fax Opt
1.Forward/Store

- 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 you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to the fax forwarding number you programmed.

- 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.

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

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

Remote Fax Opt
1.Forward/Store

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

- 3 Press **Stop/Exit**.



Note

Colour faxes cannot be stored in the memory. When you receive a colour fax your machine prints the colour fax at your machine.

PC Fax Receive

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

Even if you have turned off your PC (at night or at the weekend, for example), your machine will receive and store your faxes in its memory. The LCD will show the number of received faxes that are stored in the memory, for example: PC Fax Msg:001.

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

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

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

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

Remote Fax Opt
1.Forward/Store

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

- 3 Press **▲** or **▼** to choose <USB>, or the PC you want to receive. Press **OK**.

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

- 5 Press **Stop/Exit**.

**Note**

- PC Fax Receive is not supported in the Mac OS®.
- Before you can set up PC Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see *PC-FAX Receiving* in the Software User's Guide on the CD-ROM.)
- If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Error and maintenance messages* on page 110.)
- When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to your PC.

Changing the destination PC

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

```
Remote Fax Opt
1.Forward/Store
```

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

Turning off Remote Fax Options

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

```
Remote Fax Opt
1.Forward/Store
```

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

- 3 Press **Stop/Exit.**

**Note**

The LCD will give you more options if there are received faxes still in your machine's memory. (See *Changing Remote Fax Options* on page 56.)

Changing Remote Fax Options

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

Erase All Doc?
1.Yes 2.No

Print All Fax?
1.Yes 2.No

If received faxes are left in the machine's memory when you change to PC Fax Receive from another option [Fax Forward or Fax Storage], press **▲** or **▼** to choose the PC.

The LCD will ask you the following message:

Send Fax to PC?
1.Yes 2.No

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

Remote Retrieval

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

Setting a Remote Access Code

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

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

Remote Fax Opt
2.Remote Access

- 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 Remote Activation Code (***5 1**) or Remote Deactivation Code (**# 5 1**). (See *Operation from extension telephones* on page 45.)

- 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 *) at once.
- 3 The machine signals if it has received messages:
 - **1 long beep — Fax messages**
 - **No beeps — No messages**
- 4 When the machine gives two short beeps, enter a command.
The machine will hang up if you wait longer than 30 seconds to enter a command.
The machine will beep three times if you enter an invalid command.
- 5 Press **9 0** to stop Remote Access when you have finished.
- 6 Hang up.



Note

If your machine is set to `Manual` mode and you want to use the remote retrieval features, 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 OFF after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, the change was not accepted because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See <i>Changing your Fax Forwarding number</i> on page 59.) 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 59.)
	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 or voice messages. 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 telephone and have your fax messages sent to a machine. Before you use this feature, you have to turn on Fax Storage.

- 1 Dial your fax number.
- 2 When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.
- 3 When you hear two short beeps, press **9 6 2**.
- 4 Wait for the long beep, enter the number (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 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** 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** key.

Transmission Verification Report

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

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

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

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



Note

If you choose **On+Image** or **Off+Image** the image will only appear on the Transmission Verification Report if Real Time Transmission is set to **Off**. (See *Real time transmission* on page 32.)

- 1 Press **Menu**, **2**, **3**, **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 in *How to print a report* on page 61. The default setting is **Every 50 Faxes**.

- 1 Press **Menu**, **2**, **3**, **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 is filled with the maximum 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 showing how to 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.

6.Network Config

Lists your Network settings.

How to print a report

- 1 Press **Menu**, **6**.
- 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**.
- 4 Press **Stop/Exit**.



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.


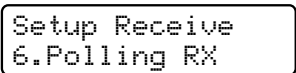
Setup to receive polling

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 6**.

- 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 secure code


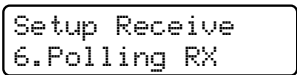
Secure Polling lets you restrict who can get the documents you set up to be polled.

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

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 6**.

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



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**, **6**.

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

Sequential polling (Monochrome only)

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

- 1 Make sure you are in Fax mode .
- 2 Press **Menu**, **2**, **1**, **6**.

- 3 Press **▲** or **▼** to choose *Standard*, *Secure* or *Timer*. Press **OK**.
- 4 Do one of the following:
 - If you chose *Standard*, go to step 5.
 - If you chose *Secure*, enter a four-digit number, press **OK**, go to step 5.
 - If you chose *Timer*, enter the time (24-hour format) you want to begin polling and press **OK**, go to step 5.
- 5 Specify the destination fax machines, which you wish to poll by using Speed Dial, One Touch, Search, a Group or the dial pad. You must press **OK** between each location.
- 6 Press **Mono 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 33.

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 33.)

Setup for polled transmit

- 1 Make sure you are in Fax mode .

- 2 Load your document.

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

```
Setup Send
6.Polled TX
```

- 4 Press **▲** or **▼** to choose *Standard*. Press **OK**.

- 5 The LCD shows:

```
Next
1.Yes 2.No
```

- 6 Press **2** and press **Mono Start**.

- 7 If you are using the scanner glass, the LCD will prompt you to choose one of the following options.

- Press **1** to send another page.

Go to 8.


- Press **2** or **Mono Start** to store the document for sending.

- 8 Place the next page on the scanner glass, press **OK**. Repeat 7 and 8 for each additional page. Your machine will automatically send the fax.

Setup for polled transmit with secure code

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

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

- 1 Make sure you are in Fax mode .

- 2 Load your document.

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

```
Setup Send
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

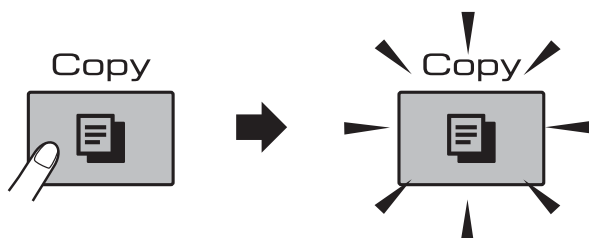
Making copies

66

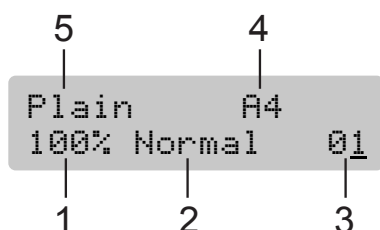
How to copy

Entering Copy mode

Press  (**Copy**) to enter Copy mode. The default setting is Fax. You can change the number of seconds or minutes that the machine stays in Copy mode. (See *Mode Timer* on page 21.)




The LCD shows the default copy setting:




- 1 Copy Ratio
- 2 Quality
- 3 No. of Copies
- 4 Paper Size
- 5 Paper Type

Making a single copy

- 1 Make sure you are in Copy mode .
- 2 Load your document.
(See *Loading documents* on page 17.)
- 3 Press **Mono Start** or **Colour Start**.

Making multiple copies

You can make up to 99 copies in one print run.

- 1 Make sure you are in Copy mode .
- 2 Load your document.
(See *Loading documents* on page 17.)
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Mono Start** or **Colour Start**.



Note

To sort your copies, press the **Options** key. (See *Sorting copies using the ADF* on page 70.)

Stop copying

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

Copy keys

When you want to quickly change the copy settings *temporarily* for the next copy, use the Copy keys.



The machine returns to its default settings 1 minute after it finishes copying, or if the mode timer returns the machine to Fax mode. For more information see *Mode Timer* on page 21.


Note


You can save some of 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**.

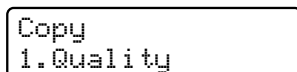
To *temporarily* change the quality setting, follow the instructions below:

Press Quality  and ▲ or ▼	Normal	Normal is the recommended mode for ordinary print outs. 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 **Quality**.
- 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 instructions below:


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




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

Enlarging or reducing the image copied

You can choose an enlargement or reduction ratio. If you choose **Fit to Page**, your machine will adjust the size automatically to the paper size you set. If you use **Fit to Page**, use the scanner glass.

Press	Fit to Page
 and ▲ or ▼	Custom (25-400%)
	198% 10x15cm→A4
	186% 10x15cm→LTR
	142% A5→A4
	100%
	97% LTR→A4
	93% A4→LTR
	83% LGL→A4
	69% A4→A5
	47% A4→10x15cm

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


- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Enlarge/Reduce**.
- 5 Do one of the following:
 - Press **▲** or **▼** to choose the enlargement or reduction ratio you want. Press **OK**.
 - Press **▲** or **▼** to choose **Custom (25-400%)**. 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

- **Enlarge/Reduce** is not available with **Page Layout**.
- **Fit to Page** does not work properly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper left hand corner, with the document face down on the scanner glass.
- **Fit to Page** is not available for a Legal size document.

Copy options

Press	Menu selection	Options	Page
Press  and ▲ or ▼	Paper Type	Plain Paper Inkjet Paper Brother BP71 Other Glossy Transparency	72
	Paper Size	A4 A5 10 (W) x 15 (H) cm Letter Legal	72
	Brightness	- □□■□□ +	71
	Contrast	- □□■□□ +	71
	Stack/Sort	Stack Sort	70
	Page Layout	Off (1 in 1) 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L) Poster (3 x 3)	69
	No. of Copies	No. of Copies: 01 (01 - 99)	


Making N in 1 copies or a poster (Page Layout)

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 print a poster, use the scanner glass.

Important

- Make sure paper size is set to Letter or A4.
- You cannot use the Enlarge/Reduce and Stack/Sort settings with the N in 1 and Poster features.
- If you are producing multiple colour copies, N in 1 copy is 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 **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 x 3). Press **OK**.
- 6 Press **Mono Start** or **Colour Start** to scan the document. If you placed the document in the ADF or are making a poster, 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 Put the next page on the scanner glass. Press **OK**. Repeat 7 and 8 for each page of the layout.

Set Next Page
Then Press OK

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

If you are copying from the ADF, insert the document *face up* in the direction shown below:

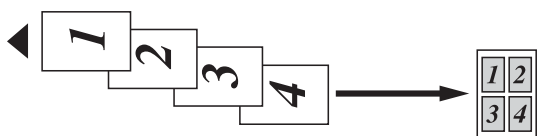
■ 2 in 1 (P)



■ 2 in 1 (L)



■ 4 in 1 (P)



■ 4 in 1 (L)

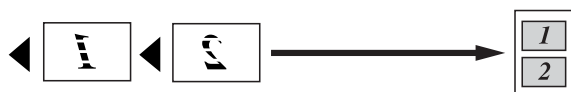


If you are copying from the scanner glass, place your document *face down* in the direction shown below:

■ 2 in 1 (P)



■ 2 in 1 (L)



■ 4 in 1 (P)

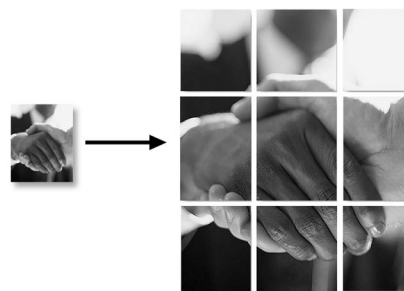


■ 4 in 1 (L)




■ Poster (3x3)

You can make a poster size copy of a photograph.



Sorting copies using the ADF

You can sort multiple copies. Pages will be sorted in the order 321, 321, 321, 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 **Options** and **▲** or **▼** to choose *Stack/Sort*. Press **OK**.
- 5 Press **▲** or **▼** to choose *Sort*. Press **OK**.
- 6 Press **Mono Start** or **Colour Start**.




Note

- Sort is not available with *Page Layout Options*.
- Sort is not available with *Fit to Page*.

Adjusting Brightness

To temporarily change the brightness setting, follow the instructions below:

- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Options** and ▲ or ▼ to choose Brightness.
Press **OK**.
- 5 Press ▲ or ▼ to make a lighter or darker copy. 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 a lighter or darker copy. Press **OK**.
- 3 Press **Stop/Exit**.

Adjusting Contrast

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

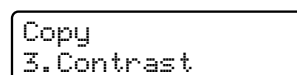
To temporarily change the contrast setting, follow the instructions below:

- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Options** and ▲ or ▼ to choose Contrast.
Press **OK**.
- 5 Press ▲ or ▼ to change the contrast. Press **OK**.
- 6 Press **Mono Start** or **Colour Start**.



To change the default setting follow the instructions below:


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



Paper Options

Paper Type

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

- 1 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 **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 BP71, Other Glossy or Transparency).
Press **OK**.
- 6 Press **Mono Start** or **Colour Start**.




Note

To change the default paper type setting see *Paper Type* on page 21.

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 10cm × 15cm 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 **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 size setting see *Paper Size* on page 21.



Direct Photo Printing

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Printing photos from a memory card or USB Flash memory drive

PhotoCapture Center™ Operations

Printing from a memory card or USB Flash memory drive without a PC

Even if your machine is not connected to your computer, you can print photos directly from digital camera media or USB Flash Memory drive. (See *How to print from a memory card or USB Flash memory drive* on page 77.)

Scanning to a memory card or USB Flash memory drive without a PC

You can scan documents and save them directly to a memory card or USB Flash memory drive. (See *Scan to a memory card or USB Flash memory drive* on page 83.)

Using PhotoCapture Center™ from your computer

You can access a memory card or USB Flash memory drive that is inserted in the front of the machine from your computer.

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

Using a memory card or USB Flash memory drive

Your Brother machine has media drives (slots) for use with the following, popular digital camera media: CompactFlash®, Memory Stick®, Memory Stick Pro™, SD, SDHC, xD-Picture Card™ and a USB Flash memory drive.



CompactFlash®



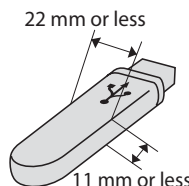
Memory Stick®
Memory Stick Pro™



SD, SDHC



xD-Picture Card™



USB Flash memory
drive

- miniSD™ can be used with a miniSD™ adapter.
- microSD™ can be used with a microSD™ adapter.
- Memory Stick Duo™ can be used with a Memory Stick Duo™ adapter.
- Memory Stick Pro Duo™ can be used with a Memory Stick Pro Duo™ adapter.
- Memory Stick Micro(M2) can be used with a Memory Stick Micro(M2) adapter.
- Adapters are not included with the machine. Contact a third party supplier for adapters.

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

Memory cards or a USB Flash memory drive folder structure

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

- The image file extension must be .JPG (Other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- PhotoCapture Center™ printing must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)
- IBM Microdrive™ is not compatible with the machine.
- The machine can read up to 999 files on a memory card or USB Flash memory drive.
- CompactFlash® Type II is not supported.
- This product supports xD-Picture Card™ Type M / Type M+ / Type H (Large Capacity).
- This product supports SDHC.
- The DPOF file on the memory cards must be in a valid DPOF format. (See *DPOF printing* on page 79.)

Please be aware of the following:

- When printing Print Index or Print Images, the PhotoCapture Center™ will print all the valid images, even if one or more images have been corrupted. Corrupted images will not be printed.
- (memory card users)

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

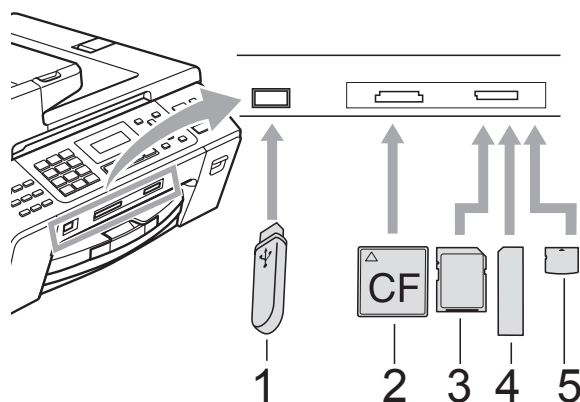
When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image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

- (USB Flash memory drive users)

This machine supports USB Flash memory drives that have been formatted by Windows®.

Getting started

Firmly put a memory card or USB Flash memory drive into the correct slot.

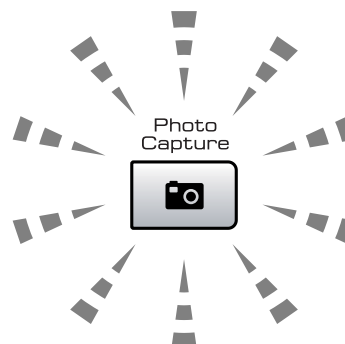


- 1 USB Flash memory drive
- 2 CompactFlash®
- 3 SD, SDHC
- 4 Memory Stick®, Memory Stick Pro™
- 5 xD-Picture Card™

! CAUTION

The USB direct interface supports only a USB Flash memory drive, a PictBridge compatible camera, or a digital camera that uses the USB mass storage standard. Any other USB devices are not supported.

The **Photo Capture** key indications



- **Photo Capture** light is on, the memory card or USB Flash memory drive is correctly inserted.
- **Photo Capture** light is off, the memory card or USB Flash memory drive is not correctly inserted.
- **Photo Capture** light is blinking, the memory card or USB Flash memory drive is being read or written to.

! CAUTION

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

The machine can only read one device at a time so do not put more than one device in the slots.

How to print from a memory card or USB Flash memory drive

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

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot. For example, the LCD will show the following message:
- SD Card Active
Press PhotoCa...
- 2 Press **Photo Capture**. For DPOF printing, see *DPOF printing* on page 79.
 - 3 Press **▲** or **▼** to choose *Print Index*. Press **OK**.
 - 4 Press **Colour Start** to start printing the index sheet. Make a note of the image number you want to print. See *Print Index (Thumbnails)* on page 77.
 - 5 To print images press **▲** or **▼** to choose *Print Images* in ③ and then press **OK**. (See *Printing Images* on page 78.)
 - 6 Enter the image number and press **OK**.
 - 7 Press **Colour Start** to start printing.

Print Index (Thumbnails)

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




→ NO. 1
DEI.JPG 01. 01. 2009
100KB

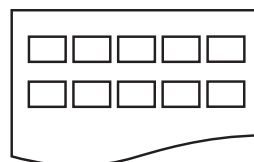
The PhotoCapture Center™ uses these numbers to identify each picture. You can print a thumbnail page to show all the pictures on the memory card or USB Flash memory drive.



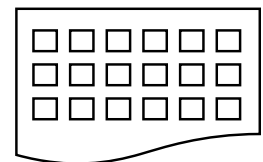
Note

Only file names that are 8 characters or less will be printed correctly on the index sheet.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
Press  (**Photo Capture**).
- 2 Press **▲** or **▼** to choose *Print Index*. Press **OK**.
- 3 Press **▲** or **▼** to choose 6 Images/Line or 5 Images/Line. Press **OK**.



5 Images/Line




6 Images/Line

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

- 4 Press ▲ or ▼ to choose the type of paper you are using, Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy.
Press **OK**.
- 5 Press ▲ or ▼ to choose the paper size you are using, Letter or A4.
Press **OK**.
- 6 Press **Colour Start** to print.

Printing Images

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

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
- 2 Print the index first. (See *Print Index (Thumbnails)* on page 77.)
Press  (**Photo Capture**).
- 3 Press ▲ or ▼ to choose **Print Images**.
Press **OK**.



Note

If your memory card contains valid DPOF information, the LCD will show DPOF Print:Yes. See *DPOF printing* on page 79.

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

Enter & OK Key
No.:



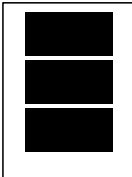
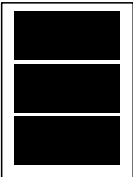
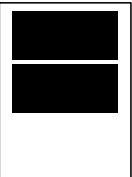
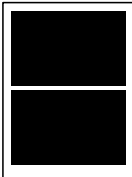
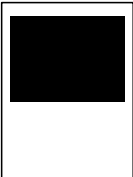

Note

- Multiple numbers can be entered by using the **OK** key to separate numbers. For example **1, OK, 3, OK, 6** would print images 1, 3 and 6.
The **#** key can be used to print a range of numbers, for example **1, #, 5** would print all images from 1 to 5.
- You can enter up to 12 characters (including commas) for the image numbers you want to print.

- 5 Do one of the following:
 - After you have chosen the images you want to print, press **OK** to choose your settings. Go to 6.
 - If you have already chosen your settings, press **Colour Start**.
- 6 Press ▲ or ▼ to choose the type of paper you are using, Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy.
Press **OK**.
- 7 Press ▲ or ▼ to choose the paper size you are using, Letter, A4, 10x15cm or 13x18cm.
Press **OK**.
 - If you choose Letter or A4, go to 8.
 - If you choose another size, go to 9.
 - If you have finished choosing settings, press **Colour Start**.

- 8 Press ▲ or ▼ to choose the print size
(8 x 10cm, 9 x 13cm, 10 x 15cm,
13 x 18cm, 15 x 20cm or
Max. Size).
Press **OK**.
- 9 Do one of the following:
 - To choose the number of copies go to 10.
 - If you have finished choosing settings, press **Colour Start**.
- 10 Enter the number of copies you want.
Press **OK**.
- 11 Press **Colour Start** to print.

The printing positions when using A4 are shown below.

1 8 x 10cm 	2 9 x 13cm 	3 10 x 15cm 
4 13 x 18cm 	5 15 x 20cm 	6 Max. Size 

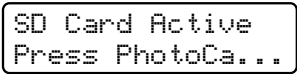


DPOF printing

DPOF stands for Digital Print Order Format.

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

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

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

- 1 Firmly insert the memory cards into the correct slot.

Press  (**Photo Capture**).
- 2 Press ▲ or ▼ to choose Print Images.
Press **OK**.
- 3 If there is a DPOF file on the card, the LCD will show:

- 4 Press ▲ or ▼ to choose
DPOF Print:Yes. Press **OK**.
- 5 Press ▲ or ▼ to choose the type of paper you are using, Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy.
Press **OK**.

- 6 Press ▲ or ▼ to choose the paper size you are using, Letter, A4, 10x15cm or 13x18cm.
Press **OK**.

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

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

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



Note

An invalid DPOF file error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem.

For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support website or accompanying documentation.

PhotoCapture Center™ print settings

These settings will remain until you change them again.

Print speed and quality

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

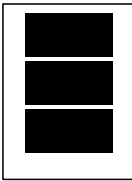
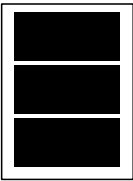
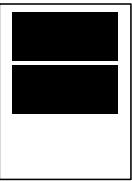
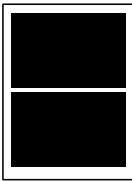
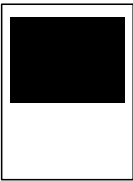
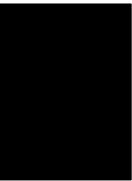
Paper Options

Paper Type

- 1 Press **Menu**, 4, 2.
- 2 Press ▲ or ▼ to choose Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy.
Press **OK**.
- 3 Press **Stop/Exit**.

Paper and print size

- 1 Press **Menu**, **4**, **3**.
- 2 Press **▲** or **▼** to choose the paper size you are using, **Letter**, **A4**, **10x15cm** or **13x18cm**. Press **OK**.
- 3 If you chose **Letter** or **A4**, press **▲** or **▼** to choose the print size you are using, **8 x 10cm**, **9 x 13cm**, **10 x 15cm**, **13 x 18cm**, **15 x 20cm** or **Max. Size**. Press **OK**.

Example: Printed Position for A4 paper		
1 8 x 10cm	2 9 x 13cm	3 10 x 15cm
		
4 13 x 18cm	5 15 x 20cm	6 Max. Size
		

- 4 Press **Stop/Exit**.

Adjusting Colour Enhancement

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

- 1 Press **Menu**, **4**, **4**.
- 2 Press **▲** or **▼** to choose **On** or **Off**. Press **OK**.
If you chose **Off**, then go to step 5.
- 3 Press **▲** or **▼** to choose 1. **Brightness**, 2. **Contrast**, 3. **White Balance**, 4. **Sharpness** or 5. **Color Density**. Press **OK**.
- 4 Press **▲** or **▼** to adjust the degree of the setting. Press **OK**.
- 5 Press **Stop/Exit**.



Note

- **White Balance**

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

- **Sharpness**

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

- **Colour Density**

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

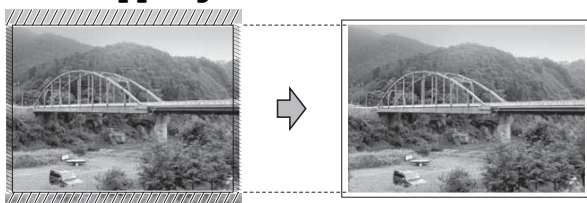
Cropping

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

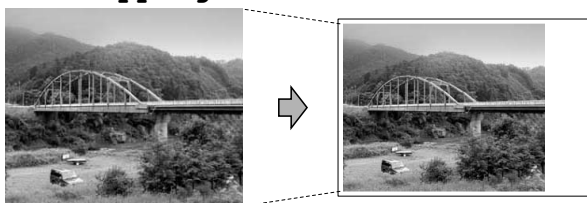
The default setting is **On**. If you want to print the whole image, turn this setting to **Off**. If you are also using the Borderless setting, turn Borderless to **Off**. (See *Borderless printing* on page 82.)

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

Cropping: On



Cropping: Off



Borderless printing

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

- 1 Press **Menu**, **4**, **6**.
- 2 Press **▲** or **▼** to choose **Off** (or **On**). Press **OK**.
- 3 Press **Stop/Exit**.

Date Print

You can print the date if it is already in the data on your photo. The date will be printed on the lower right corner. If the data doesn't have the date information, you cannot use this function.

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



Note

The DPOF setting on your camera must be turned off to use **Date Print** feature.

Scan to a memory card or USB Flash memory drive

You can scan monochrome and colour documents onto a memory card or USB Flash memory drive. Monochrome documents will be stored in PDF (*.PDF) or TIFF (*.TIF) file formats. Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. The default setting is **Color 150 dpi** and the default file format is **PDF**. The machine automatically creates file names based on the current date. For example, the fifth image scanned on July 1, 2009 would be named 01070905.PDF. You can change the colour and quality.

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

- 1 Insert a CompactFlash®, Memory Stick®, Memory Stick Pro™, SD, SDHC, xD-Picture Card™ or USB Flash memory drive into your machine.

! CAUTION

DO NOT take out the memory card or USB Flash memory drive while **Photo Capture** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

- 2 Load your document.

- 3 Press  (**Scan**).

- 4 Press **▲** or **▼** to choose **Scan to Media**.
Do one of the following:
 - To change the quality press **OK** and go to step 5.
 - To start scanning press **Mono Start** or **Colour Start**.
- 5 Press **▲** or **▼** to choose the quality, and then press **OK**.
Do one of the following.
 - To change the file type, go to step 6.
 - To start scanning press **Mono Start** or **Colour Start**.
- 6 Press **▲** or **▼** to choose the file type, choose one of the options below:
 - To change the file name press **OK** and go to step 7.
 - To start scanning press **Mono Start** or **Colour Start**.
- 7 The file name is set automatically. However, you can set a name of your choice using the dial pad. You can only change the first 6 digits. Press **Mono Start** or **Colour Start**.

Changing the image quality

- 1 Press **Menu**, **4**, **0**, **1**.
- 2 Press **▲** or **▼** to choose
B/W 200x100 dpi, B/W 200 dpi,
Color 150 dpi, Color 300 dpi or
Color 600 dpi.
Press **OK**.
- 3 Press **Stop/Exit**.

Changing the monochrome file format

- 1 Press **Menu**, **4**, **0**, **2**.
- 2 Press **▲** or **▼** to choose **TIFF** or **PDF**.
Press **OK**.
- 3 Press **Stop/Exit**.

Changing the colour file format

- 1 Press **Menu**, **4**, **0**, **3**.
- 2 Press **▲** or **▼** to choose **PDF** or **JPEG**.
Press **OK**.
- 3 Press **Stop/Exit**.

Understanding the Error Messages

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

■ Hub is Unusable.

This message will appear if a Hub or USB Flash memory drive with a Hub has been put into the USB direct interface.

■ Media Error

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

■ No File

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

■ Out of Memory

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

■ Media is Full.

This message will appear if you are trying to save more than 999 files in a memory card or USB Flash memory drive.

■ Unusable Device

This message will appear if a USB device or USB Flash memory drive that is not supported has been connected to the USB direct interface. (For more information, visit us at <http://solutions.brother.com>.) This message will also appear if you connect a broken device to the USB direct interface.

Printing photos directly from a PictBridge camera



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

If your camera is using the USB Mass Storage standard, you can also print photos from a digital camera without PictBridge. (See *Printing photos directly from a digital camera (without PictBridge)* on page 87.)

PictBridge requirements

To avoid errors, remember the following points:

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

Setting your digital camera

Make sure your camera is in PictBridge mode. The following PictBridge settings may be available from the LCD of your PictBridge compatible camera.

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

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

¹ See *DPOF printing* on page 86 for more details.

² If your camera is set to use the Printer Settings (Default setting), the machine will print your photo using the following settings.

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

- When your camera does not have any menu selections, these settings are also used.
- The names and availability of each setting depends on the specification of your camera.

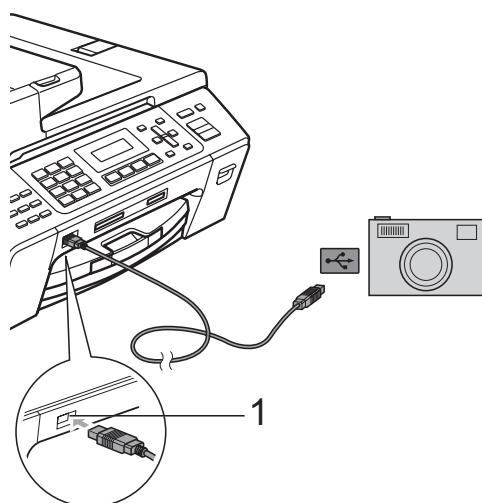
Please refer to the documentation supplied with your camera for more detailed information on changing PictBridge settings.

Printing Images

Note

Remove any memory cards or USB Flash memory drive from the machine before connecting a digital camera.

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



1 USB direct interface

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

Camera Connected

- 3 Choose the photo you want to print following the instructions from your camera.
When the machine starts printing a photo, the LCD will show *Printing*.

CAUTION

To prevent damage to your machine, do not connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.

DPOF printing

DPOF stands for Digital Print Order Format.

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

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

Note

An invalid DPOF file error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem.

For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support website or accompanying documentation.

Printing photos directly from a digital camera (without PictBridge)

If your camera supports the USB Mass Storage standard, you can connect your camera in storage mode. This enables you to print photos from your camera.

(If you would like to print photos in PictBridge mode, see *Printing photos directly from a PictBridge camera* on page 85.)

Note

The name, availability and operation differ among digital cameras. Please refer to the documentation supplied with your camera for detailed information, such as how to switch from PictBridge mode to USB mass storage mode.

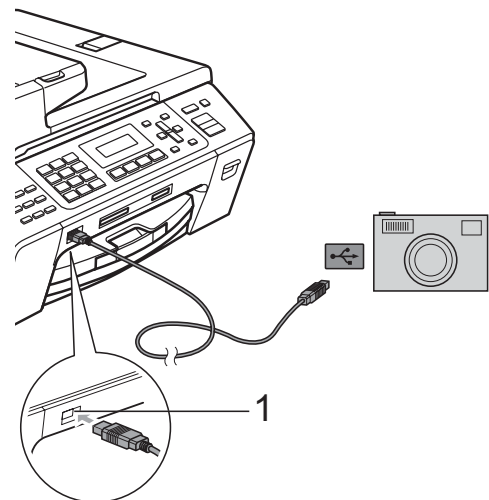
Printing Images



Note

Remove any memory cards or USB Flash memory drive from the machine before connecting a digital camera.

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



1 USB direct interface

- 2 Turn on the camera.
- 3 Follow the steps in *Printing Images* on page 78.



CAUTION

To prevent damage to your machine, do not connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.

Understanding the Error Messages

Once you are familiar with the types of errors that can occur while you are printing from a camera, you can easily identify and troubleshoot any problems.

■ Out of Memory

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

■ Unusable Device

This message will appear if you connect a camera which is not using the USB Mass Storage standard. This message will also appear if you connect a broken device to the USB direct interface.

(For more detailed solutions see *Error and maintenance messages* on page 110.)



Software

Software and Network features

90

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

You can find information on these features:

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

How to read the HTML User's Guide

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

(For Windows®)



Note

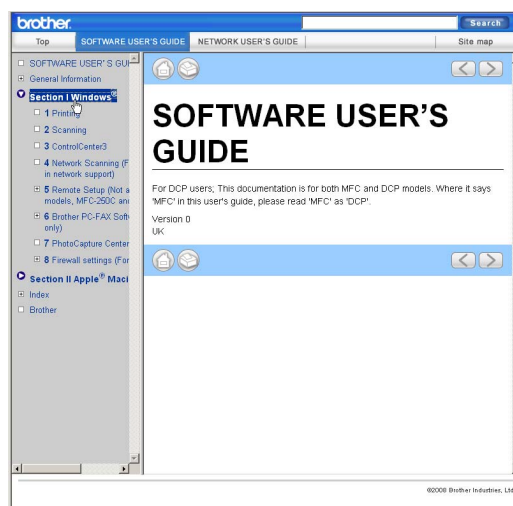
If you have not installed the software, see *Viewing Documentation* on page 3.

- 1 From the **Start** menu, point to **Brother**, **MFC-XXXX** (where **XXXX** is your model number) from the programs group, then click **User's Guides in HTML format**.

- 2 Click **SOFTWARE USER'S GUIDE** (or **NETWORK USER'S GUIDE**) from the top menu.



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



(For Macintosh®)

- 1 Make sure your Macintosh® is turned on. Insert the Brother CD-ROM into your CD-ROM drive.
- 2 Double-click the **Documentation** icon.
- 3 Double-click your language folder, and then double-click **top.html**.
- 4 Click **SOFTWARE USER'S GUIDE** (or **NETWORK USER'S GUIDE**) in the top menu, and then click the heading you would like to read from the list at the left of the window.





Appendixes

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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° C and 35° C.



WARNING

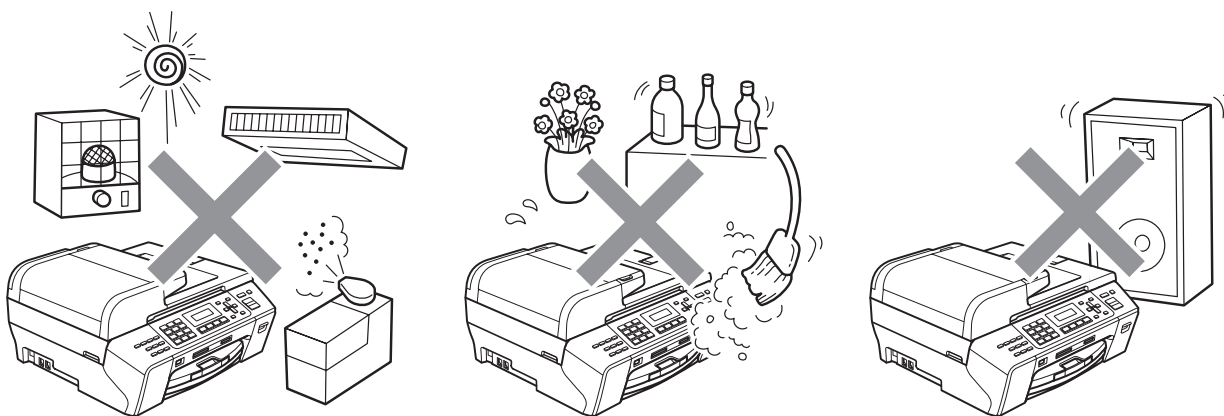
DO NOT put the machine near heaters, air conditioners, refrigerators, medical equipment, chemicals or water.

DO NOT connect your machine to electrical sockets on the same circuit as large appliances or other equipment that might disrupt the power supply.



CAUTION

- Avoid placing your machine in a high-traffic area.
- Avoid placing your machine on a carpet.
- 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.
- Avoid interference sources, such as other cordless telephone systems or speakers.
- DO NOT tip the machine, or place it on any tilted surface. Doing this may cause ink spillage and internal damage to your machine.



To use the machine safely

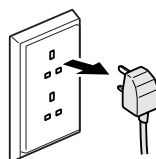
Please keep these instructions for later reference and read them before attempting any maintenance.



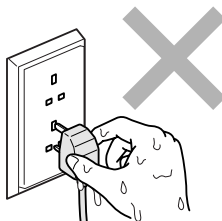
WARNING



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.



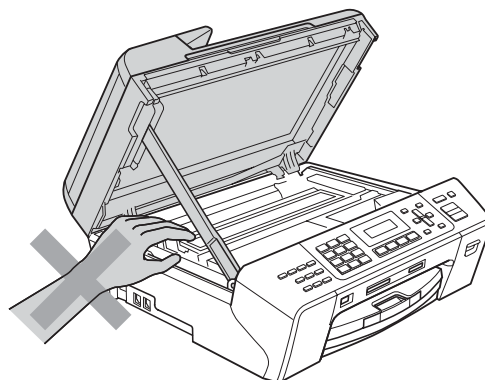
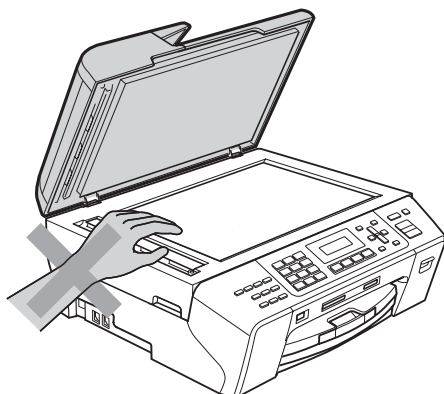
DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.



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

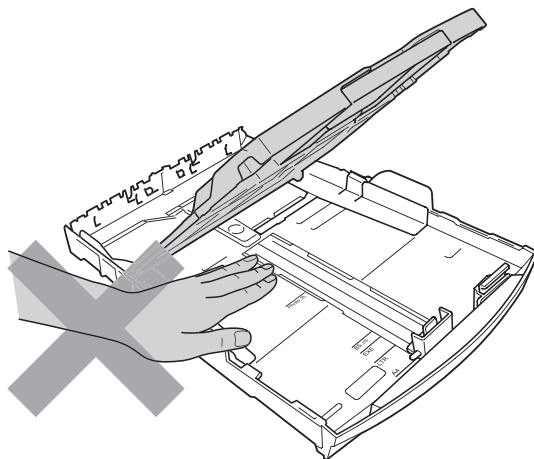


DO NOT put your hands on the edge of the machine under the document cover or the scanner cover. Doing this may cause injury.

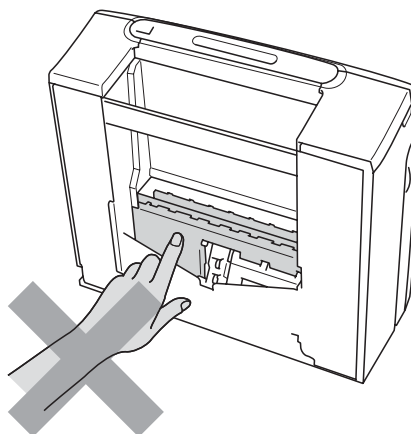
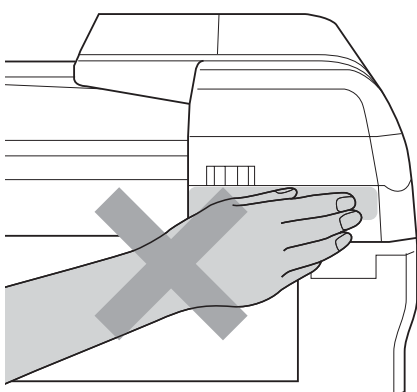




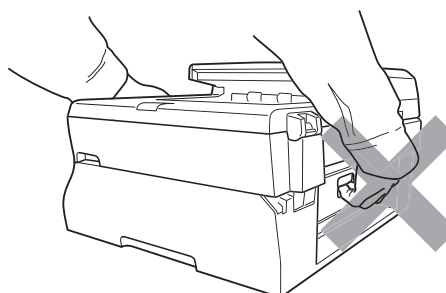
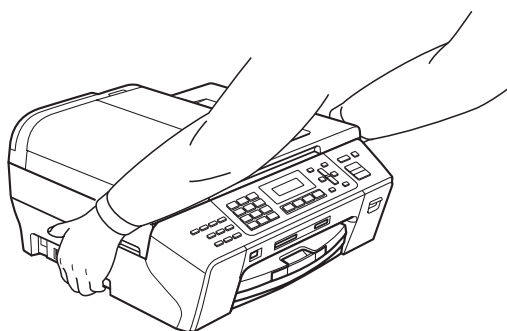
DO NOT put your hands on the edge of the paper tray under the paper tray cover. Doing this may cause injury.



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 or the Jam Clear Cover.





DO NOT use flammable substances, any type of spray, liquid or aerosol cleaners to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock.



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



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



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.



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 or inverter. If you are not sure, contact a qualified electrician.



Always make sure the plug is fully inserted.



DO NOT use the machine if the power cord is frayed or damaged, doing so may cause a fire.



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 attempt to operate the machine during an electrical storm or gas leak.
 - 4 DO NOT dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.
-

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 DO NOT use this product near water.
- 5 DO NOT place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6 Slots and openings in the cabinet and the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.
- 7 Use only the power cord supplied with this machine.
- 8 This product is equipped with a 3-wire grounded plug, a plug having a third (grounded) pin. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.
- 9 DO NOT allow anything to rest on the power cord. DO NOT place this product where people can walk on the cord.
- 10 DO NOT place anything in front of the machine that will block received faxes. DO NOT place anything in the path of received faxes.
- 11 Wait until pages have exited the machine before picking them up.
- 12 Unplug this product from the power socket and refer all servicing to Brother Authorized Service Personnel under the following conditions:
 - If liquid has been spilled into the product.
 - If the product has been exposed to rain or water.
 - If the product does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - If the product has been dropped or the casing has been damaged.
 - If the product exhibits a distinct change in performance, indicating a need for service.
- 13 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).
- 14 To reduce the risk of fire, electric shock and injury to people, note the following:
 - DO NOT use this product near appliances that use water, a swimming pool, or in a wet basement.

IMPORTANT - For your safety

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

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

Important - Wiring information (U.K. only)

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

Always replace the fuse cover. Never use a plug that does not have a cover.

Warning - This machine must be earthed.

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

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

If in any doubt, call a qualified electrician.

LAN connection

CAUTION

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

Radio interference

This product complies with EN55022 (CISPR Publication 22) /Class B. When connecting the machine to a computer, ensure that you use a USB cable which does not exceed 2.0 m in length.

EU Directive 2002/96/EC and EN50419



European
Union Only

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

International ENERGY STAR® Compliance Statement

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

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



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- Certificates of Deposit
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- Postage Stamps (cancelled or uncanceled)
- Immigration Papers
- Welfare documents
- Cheques or Drafts drawn by Governmental Agencies
- Identification Documents, badges or insignias

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Troubleshooting

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

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips. Visit us at <http://solutions.brother.com>.

If you are having difficulty with your machine

Printing

Difficulty	Suggestions
No printout	Check the interface cable connection on both the machine and your computer. (See the <i>Quick Setup Guide</i> .)
	Make sure the machine is plugged in and not in Power Save mode.
	Check to see if the LCD is showing an error message. (See <i>Error and maintenance messages</i> on page 110.)
	If the LCD says <i>Cannot Print and Replace XX Ink</i> (where XX is an abbreviation of the empty colour), see <i>Replacing the ink cartridges</i> on page 118.
	Check that the correct printer driver has been installed and chosen.
	Make sure the machine is online. Click Start and then Printers and Faxes . Choose ' Brother MFC-XXXX (where XXXX is your model name)', and make sure that 'Use Printer Offline' is unchecked.
	When you choose the Print Odd Pages and Print Even Pages settings, you may see a printing error message on your computer, as the machine pauses during the printing process. The error message will disappear after the machine re-starts printing.
Poor print quality	Check the print quality. (See <i>Checking the print quality</i> on page 124.)
	Make sure that the Printer Driver or Paper Type setting in the menu matches the type of paper you are using. (See <i>Printing in the Software User's Guide</i> on the CD-ROM and <i>Paper Type</i> on page 21.)
	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 correctly before use.
	Make sure you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 13.)
	The recommended environment for your machine is between 20° C to 33° C.

Printing (continued)

Difficulty	Suggestions
White horizontal lines appear in text or graphics.	Clean the print head. (See <i>Cleaning the print head</i> on page 123.)
	Make sure you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 13.)
The machine prints blank pages.	Clean the print head. (See <i>Cleaning the print head</i> on page 123.)
	Make sure you are using Brother Original Innobella™ ink.
Characters and lines are stacked.	Check the printing alignment. (See <i>Checking the print alignment</i> on page 125.)
Printed text or images are skewed.	Make sure the paper is loaded correctly in the paper tray and the paper side guides are adjusted correctly. (See <i>Loading paper and other print media</i> on page 8.)
	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 print media</i> on page 13.)
	Make sure the paper is not curled when you print on the back side of the paper with the Print Odd Pages and Print Even Pages settings.
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 13.) Don't handle the paper until the ink is dry.
	Make sure you are using Brother Original Innobella™ ink.
	If you are using photo paper, make sure that you have set the correct paper type. If you are printing a photo from your PC, set the Media Type in the Basic tab of the printer driver.
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 122.)
	Make sure you are using Brother Original Innobella™ ink.
	Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> on page 8.)
The machine prints dense lines on the page.	Check Reverse Order in the Basic tab of the printer driver.
The printouts are wrinkled.	In the printer driver Advanced tab, click Colour Settings , and uncheck Bi-Directional Printing for Windows® or Bi-Directional Printing for Macintosh®.
	Make sure you are using Brother Original Innobella™ ink.
Cannot perform 'Page Layout' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver Advanced tab. Also, click Colour Settings , and make sure you uncheck Colour Enhancement .
	Turn the borderless feature off. Borderless printing is slower than normal printing. (See <i>Printing for Windows®</i> or <i>Printing and Faxing for Macintosh®</i> in the Software User's Guide on the CD-ROM.)

Printing (continued)

Difficulty	Suggestions
Photo paper does not feed properly.	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.
	Clean the paper pick-up roller. (See <i>Cleaning the paper pick-up roller</i> on page 123.)
Machine feeds multiple pages	Make sure the paper is loaded correctly in the paper tray. (See <i>Loading paper and other print media</i> on page 8.)
	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 print media</i> on page 8.)
Machine does not print from Adobe Illustrator.	Try to reduce the print resolution. (See <i>Printing for Windows®</i> or <i>Printing and Faxing for Macintosh®</i> in the Software User's Guide on the CD-ROM.)

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 & white.	Replace any 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 118.)
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 38.)


Telephone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Check that the machine is plugged in and switched on.
	Check the line cord connection.
	Change the Tone/Pulse setting. (See <i>Quick Setup Guide</i> .)
	Lift the external telephone's handset, (or the machine's handset or cordless handset if available), and then dial the number to send a manual fax. Wait to hear fax receiving tones before pressing Mono Start or Colour Start .
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See <i>Receive modes</i> on page 35.) 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 the line cord connection.
	Make sure the machine is in the correct receiving mode for your setup. (See <i>Receive modes</i> on page 35.)
	If you often have interference on the telephone line, try changing the menu setting of Compatibility to <i>Basic (for VoIP)</i> . (See <i>Telephone line interference</i> on page 109.)
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See <i>Setting the telephone Line Type</i> on page 41.)

Sending Faxes

Difficulty	Suggestions
Cannot send a fax	Check the line cord connection.
	Make sure that the Fax  key is illuminated. (See <i>Entering Fax mode</i> on page 28.)
	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 61.)
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:ERROR' on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Fax Storage (see <i>Turning off Remote Fax Options</i> on page 55), print fax messages in memory (see <i>Printing a fax from the memory</i> on page 39) or cancel a Delayed Fax or Polling Job (see <i>Checking and cancelling waiting jobs</i> on page 33). If the problem continues, ask the telephone company to check your telephone line.
	If you often get transmission errors due to possible interference on the telephone line, try changing the menu setting of Compatibility to <i>Basic (for VoIP)</i> . (See <i>Telephone line interference</i> on page 109.)
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See <i>Setting the telephone Line Type</i> on page 41.)
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 glass</i> on page 122.)
Vertical black lines when sending.	If the copy you made shows the same problem, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 122.)


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 38.)


Handling Incoming Calls (continued)

Difficulty	Suggestions
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 extension telephone, press your Remote Activation Code (default setting is *51). If you answer on an external telephone (connected to the EXT jack), press Start to receive the fax. 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 or any other custom feature on a single telephone 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 (Error Correction Mode) 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 telephone line with no custom features is recommended.</p>

Menu Setting Difficulties

Difficulty	Suggestions
The machine beeps when you try to access the Setup Send or Setup Receive menu.	If the Fax  key is not illuminated, press it to turn on Fax mode. The Setup Send or 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 66.)
Vertical streaks appear on copies	If you see vertical streaks on copies, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 122.)
Poor copy results when using the ADF	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 18.)
Vertical black line appears in copies	Vertical black lines or streaks on copies are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip and scanner glass and the white bar and white plastic above them. (See <i>Cleaning the scanner glass</i> on page 122.)
Fit to Page does not work properly.	Make sure that the document is not skewed on the scanner glass.

Scanning Difficulties

Difficulty	Suggestions
TWAIN/WIA errors appear when starting to scan.	Make sure the Brother TWAIN/WIA driver is chosen as the primary source. In PaperPort™ 11SE with OCR, click File , Scan or Get Photo and click Select to choose the Brother TWAIN/WIA driver.
OCR does not work.	Try increasing the scanner resolution.
Poor scanning results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 18.)

Software Difficulties

Difficulty	Suggestions
Cannot install software or print	Run the Repair MFL-Pro Suite program on the CD-ROM. This program will repair and reinstall the software.
'Device Busy'	Make sure the machine is not showing an error message on the LCD.
Cannot print images from FaceFilter Studio.	<p>To use FaceFilter Studio, you must install the FaceFilter Studio application from the CD-ROM supplied with your machine. To install FaceFilter Studio see the <i>Quick Setup Guide</i>.</p> <p>Also, before you start FaceFilter Studio for the first time, you must make sure your Brother machine is turned on and connected to your computer. This will allow you to access all the functions of FaceFilter Studio.</p>

PhotoCapture Center™ Difficulties

Difficulty	Suggestions
Removable Disk does not work correctly.	<ol style="list-style-type: none"> Have you installed the Windows® 2000 update? If not, do the following: <ol style="list-style-type: none"> Unplug the USB cable. Install the Windows® 2000 update using one of the following methods. <ul style="list-style-type: none"> Install MFL-Pro Suite from the CD-ROM. (See the <i>Quick Setup Guide</i>.) Download the latest service pack from the Microsoft Web site. Wait about 1 minute after you restart the PC, and then connect the USB cable. Take out the memory card or USB Flash memory drive and put it back in again. If you have tried 'Eject' from within Windows®, take out the memory card or USB Flash memory drive before you continue. If an error message appears when you try to eject the memory card or USB Flash memory drive, it means the card is being accessed. Wait a while and then try again. If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)
Cannot access Removable Disk from Desktop icon.	Make sure that you have correctly inserted the memory card or USB Flash memory drive.
Part of my photo is missing when printed.	Make sure that Borderless printing and Cropping are turned off. (See <i>Borderless printing</i> on page 82 and <i>Cropping</i> on page 82.)

Network Difficulties

Difficulty	Suggestions
Cannot print over the Network.	<p>Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see <i>Reports</i> on page 61.) and check the current Network settings printed in this list. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows LAN Active for 2 seconds.</p> <p>(If you are having Network problems, see the Network User's Guide for more information.)</p>
The network scanning feature does not work.	<p>(For Windows® users only) Firewall settings on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the Firewall. If you are using personal Firewall software, see the User's Guide for your software or contact the software manufacturer.</p> <p>For Windows® XP SP2 and Windows Vista® users, see <i>Firewall settings</i> in the Software User's Guide on the CD-ROM.</p> <p>For Windows® XP SP1 user's, please visit the Brother Solutions Center. (http://solutions.brother.com)</p>
The network PC-Fax Receive feature does not work.	
Your computer cannot find your machine.	<p><Windows® users></p> <p>Firewall settings on you PC may be rejecting the necessary network connection. For detail, see the instruction above.</p> <p><Macintosh® users></p> <p>Re-select your machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the model list in ControlCenter2.</p>

Dial Tone detection

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

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

Telephone line interference

If you are having problems sending or receiving a fax due to possible interference on the telephone 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 `High`, `Normal` or `Basic(for VoIP)`.
 - `Basic(for VoIP)` cuts the modem speed to 9600 bps. Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.
 - `Normal` sets the modem speed at 14400 bps.
 - `High` increases the modem speed to 33600 bps. (default)
 Press **OK**.
- 3 Press **Stop/Exit**.



Note

When you change the compatibility to `Basic(for VoIP)`, the ECM feature is only available for colour fax sending.

Error and maintenance messages

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

You can correct most errors and routine maintenance messages 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
B&W Print Only	<p>One or more of the colour ink cartridges is empty.</p> <p>While this message appears on the LCD, each operation works in the following way:</p> <ul style="list-style-type: none">■ Printing If you click Greyscale in the Advanced tab of the printer driver you can use the machine as a monochrome printer for approximately four weeks depending on the number of pages you print.■ Copying If the paper type is set to Plain Paper or Inkjet Paper you can make copies in monochrome.■ Faxing If the paper type is set to Plain Paper, Inkjet Paper or Transparency the machine will receive and print faxes in monochrome. <p>If a sending machine has a colour fax, the machine's 'handshake' will ask that the fax be sent as monochrome.</p> <p>If the paper type is set to Other Glossy or Brother BP71, the machine will stop all print operations. If you unplug the machine, or take out the empty ink cartridge, you cannot use the machine until you change to a new ink cartridge.</p>	<p>Replace the empty ink cartridges. (See <i>Replacing the ink cartridges</i> on page 118.)</p>

Error Message	Cause	Action
BT Call Sign On (U.K. only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (See <i>BT Call Sign (U.K. only)</i> on page 41.)
Cannot Detect	You installed a new ink too quickly and the machine did not detect it.	Take out the new ink cartridge and re-install it slowly until it clicks.
	If you are using non Brother ink the machine may not detect the ink cartridge.	Replace the cartridge with a Brother original Innobella™ ink cartridge. If the error message remains, contact your Brother dealer.
	An ink cartridge is not installed properly.	Take out the new ink cartridge and re-install it slowly until it clicks.
Cannot Print	One or more of the ink cartridges are empty. The machine will stop all print operations. While memory is available, black & 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 & white. If the sending machine has the ability to convert it, the colour fax will be stored in the memory as a black & white fax.	Replace the empty ink cartridges. (See <i>Replacing the ink cartridges</i> on page 118.)
Clean Unable XX	The machine has a mechanical problem. —OR— A foreign object 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 114 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes, then reconnect it.
Close Ink Cover	The ink cartridge cover is not completely closed.	Firmly close the ink cartridge cover until it clicks.
Comm.Error	Poor telephone 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 telephone line.
Cover is Open	The scanner cover is not closed completely.	Lift the scanner cover and then close it again.
Data Remaining	Print data is left in the machine's memory.	Press Stop/Exit . The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	See <i>Using the ADF</i> on page 17. See <i>Document jam</i> on page 115.
High Temperature	The print head is too warm.	Allow the machine to cool down.

Error Message	Cause	Action
Hub is Unusable.	A Hub or USB Flash memory drive with Hub has been connected to the USB direct interface.	A Hub or USB Flash memory drive with Hub are not supported. Unplug the device from the USB direct interface.
Init Unable XX	The machine has a mechanical problem. —OR— A foreign object 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 114 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes, then reconnect it.
Ink Low Black Ink Low Yellow Ink Low Cyan Ink Low Magenta	One or more ink cartridges are running out of ink. If a sending machine has a colour fax to send, your machine's 'handshake' will ask that the fax is sent as black & white. If the sending machine has the ability to convert it, the colour fax will be printed at your machine as a black & white fax.	Order a new ink cartridge. You can continue printing until the LCD shows <i>Cannot Print</i> . (See <i>Replacing the ink cartridges</i> on page 118.)
Low Temperature	The print head is too cold.	Allow the machine to warm up.
Media Error	The memory card is either corrupted, incorrectly formatted, or there is a problem with the memory card.	Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive (slot) of the machine by putting in another memory card that you know is working.
Media is Full.	The memory card or USB flash memory drive you are using already contains 999 files.	Your machine can only save to your memory card or USB flash memory drive if it contains less than 999 files. Try deleting unused files to free some space and try again.
No Caller ID (U.K. and Ireland only)	There is no incoming call history. You have not received any calls, you have not activated the Caller ID feature on your machine, 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 (U.K. and Ireland only)</i> on page 42.)
No Cartridge	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See <i>Replacing the ink cartridges</i> on page 118.)
No File	The memory card or USB Flash memory drive in the media drive does not contain a .JPG file.	Put the correct memory card or USB Flash memory drive into the slot again.

Error Message	Cause	Action
No Paper Fed	The machine is out of paper, paper is not correctly 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 (See <i>Loading paper and other print media</i> on page 8.)
	The Jam Clear Cover is not closed correctly.	Check that the Jam Clear Cover is closed evenly at both ends. (See <i>Printer jam or paper jam</i> on page 116.)
	The paper is jammed in the machine.	See <i>Printer jam or paper jam</i> on page 116.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
Not Registered	You tried to access a One Touch or Speed Dial number that is not programmed.	Set up the One Touch or Speed Dial number. (See <i>Storing One Touch Dial numbers</i> on page 49 or <i>Storing Speed Dial numbers</i> on page 50.)
Out of Memory	The machine's memory is full.	Fax sending or copy operation in progress Press Stop/Exit and wait until the other operations in progress finish and then try again.
	The memory card or USB Flash memory drive you are using does not have enough free space to scan the documents.	Delete unused files from your memory card or USB Flash memory drive to make some free space and then try again.
Paper Jam	Paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 116.
		Make sure the paper length guide fits to the paper size.
Print Unable XX	The machine has a mechanical problem. —OR— A foreign object 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 114 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes, then reconnect it.
Scan Unable XX	The machine has a mechanical problem. —OR— A foreign object 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 114 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes, then reconnect it.

Error Message	Cause	Action
Unusable Device	A broken device has been connected to the USB direct interface.	Unplug the device from the USB direct interface, then press Power Save to turn the machine off and then on again.
Unusable Device Please Disconnect USB Device.	A USB device or USB Flash memory drive that is not supported has been connected to the USB direct interface. (For more information, visit us at http://solutions.brother.com .)	Unplug the device from the USB direct interface.
Wrong Paper Size	Paper is not the correct size.	Check that the machine's Paper Size setting matches the size of paper in the tray. (See <i>Paper Size</i> on page 21.)

Transferring your faxes or Fax Journal report

If the LCD shows:

Clean Unable XX

Init Unable XX

Print Unable XX

Scan Unable XX

We recommend transferring your faxes to another fax machine. (See *Transferring faxes to another fax machine* on page 114.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* on page 114.)



Note

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

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (station ID)* in the Quick Setup Guide.)

- 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 the Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (station ID)* in the Quick Setup Guide.)

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

Transferring faxes to your PC

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

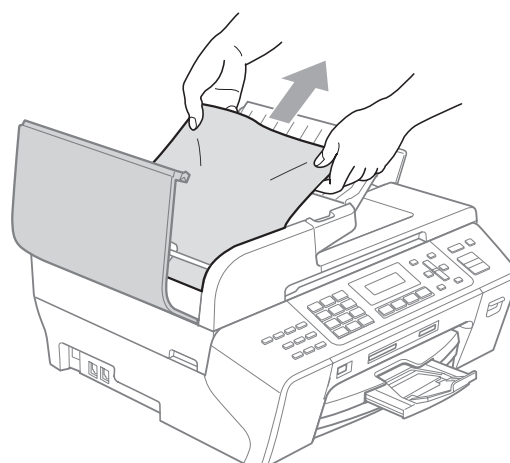
- 1 Make sure you have installed **MFL-Pro Suite** on your PC, and then turn on **PC FAX Receiving** on the PC. (For details see *PC- FAX receiving* for Windows® in the Software User's Guide on the CD-ROM.)
- 2 Make sure you have set PC Fax Receive on the machine. (See *PC Fax Receive* on page 54.)
If faxes are in the machine's memory when you set up PC Fax Receive, the LCD will ask if you want to transfer the faxes to your PC.
- 3 Do one of the following:
 - To transfer all faxes to your PC, press **1**. You will be asked if you want a backup print.
 - To exit and leave the faxes in the memory, press **2**.
- 4 Press **Stop/Exit**.

Document jam

Documents can jam in the ADF unit 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 right.



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

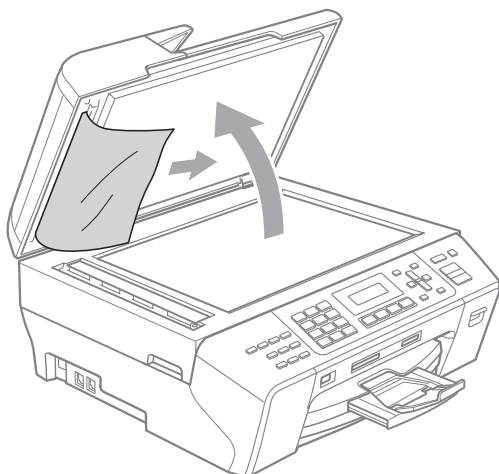


Note

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

Document is jammed inside the ADF unit

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

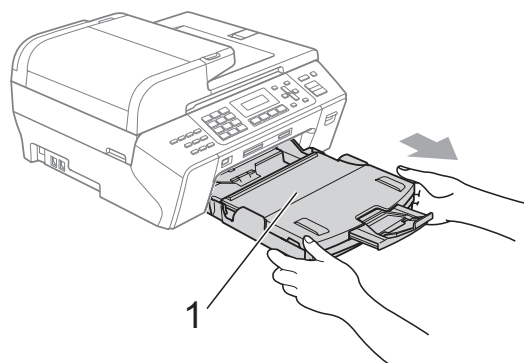


- 4 Close the document cover.
- 5 Press **Stop/Exit**.

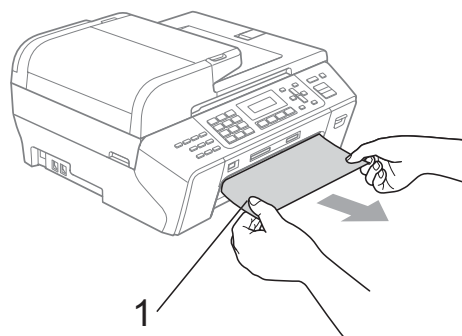
Printer jam or paper jam

Take out the jammed paper depending on where it is jammed in the machine.

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

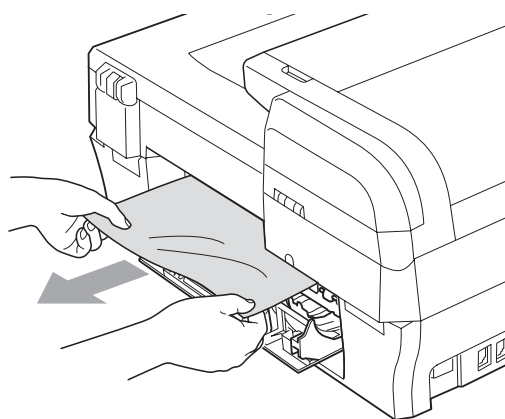
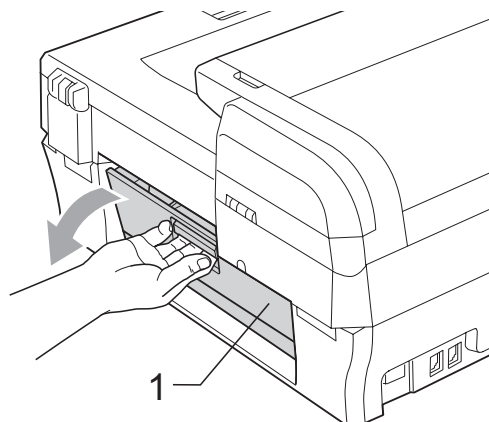


- 2 Pull out the jammed paper (1) and press **Stop/Exit**.

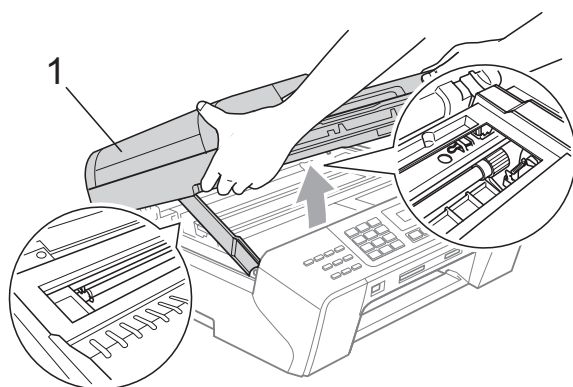


- 3 Reset the machine by lifting the scanner cover from the front of the machine and then close it.
 - If you cannot remove the jammed paper from the front of the machine, or the error message still appears on the LCD after you have removed the jammed paper, please go to the next step.

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



- 5 Close the Jam Clear Cover. Make sure the cover is closed properly.
- 6 Lift the scanner cover (1) until it locks securely into the open position. Make sure that there is no jammed paper left in the corners of the machine.

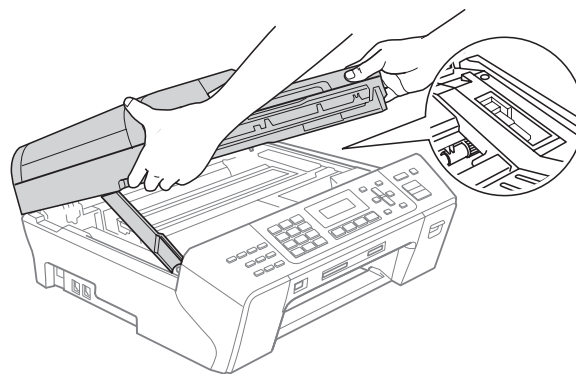


! CAUTION

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the memory to your PC or another fax machine so you will not lose any important messages. (See *Transferring your faxes or Fax Journal report* on page 114.)

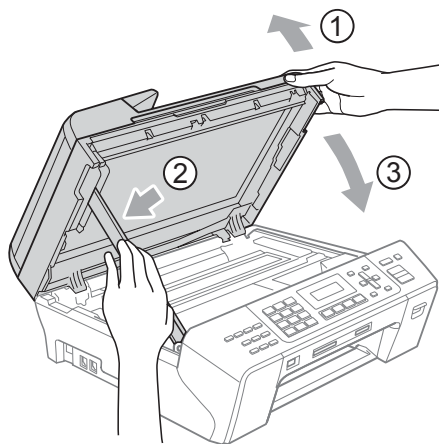
Note

- 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.
- If the print head has stopped in the right corner as shown in the illustration, you cannot move the print head. Press **Stop/Exit** until the print head moves to the middle. Then unplug the machine from the power source, and take out the paper.



- If ink gets onto your skin, immediately wash with soap and plenty of water.

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

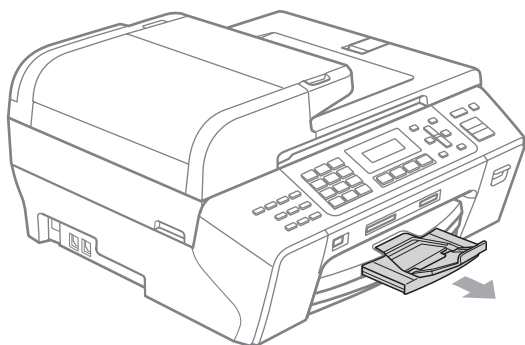


- 8 Push the paper tray firmly back into the machine. While holding the paper tray in place, pull out the paper support until it clicks and unfold the paper support flap.



Note

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



Routine maintenance

Replacing the ink cartridges

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

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

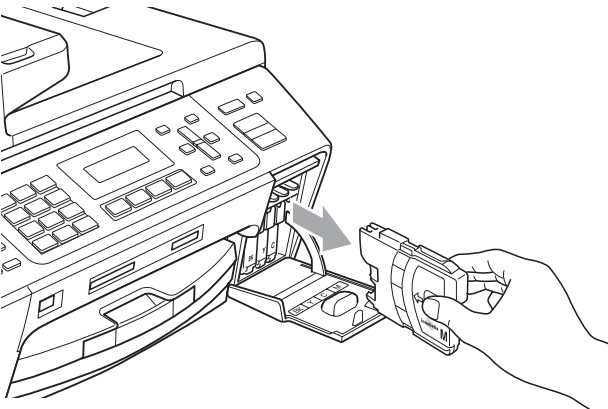
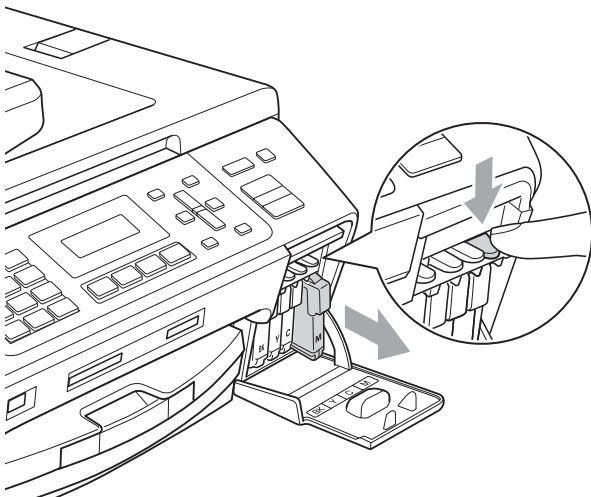
Even though the machine tells you that an ink cartridge is empty, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.



CAUTION

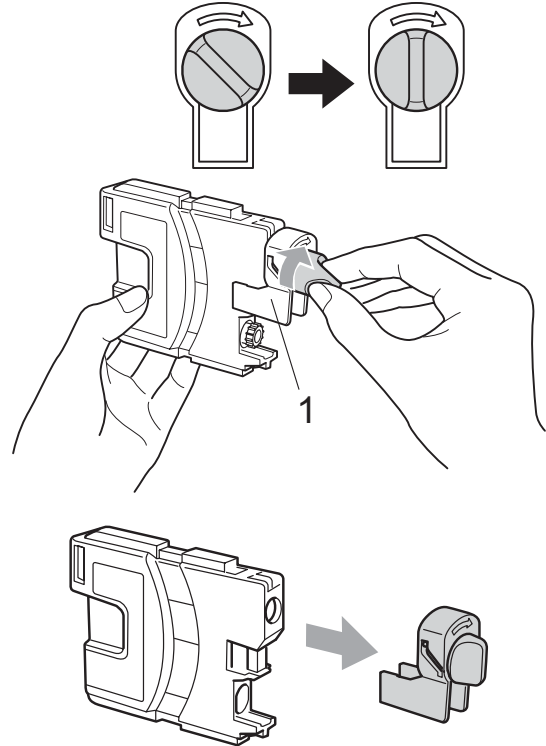
Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance and reliability when used with genuine Brother Branded ink cartridges. Brother cannot guarantee this optimum performance and reliability if ink or ink cartridges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

- 1 Open the ink cartridge cover.
If one or more ink cartridges are empty, for example Black, the LCD shows `Cannot Print`.
- 2 Press the lock release lever as shown to release the ink cartridge indicated on the LCD. Remove the cartridge from the machine.

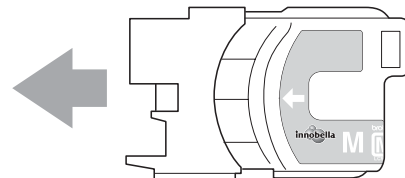


- 3 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

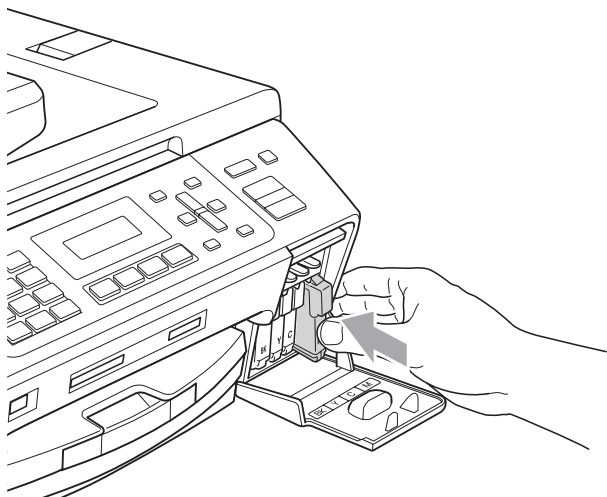
- 4 Turn the green knob on the protective yellow cap clockwise until it clicks to release the vacuum seal, then remove the cap (1).



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



- 6 Gently push the ink cartridge 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, for example Black, the LCD may ask you to verify that it was a brand new one (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 or Cannot Detect after you install the ink cartridges, check that the ink cartridges are installed correctly.



WARNING

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



CAUTION

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

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

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

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

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

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

Cleaning the outside of the machine

! CAUTION

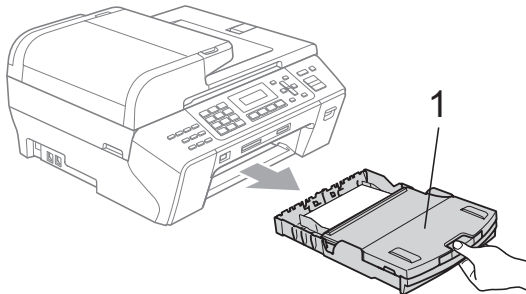
Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.

DO NOT use cleaning materials that contain ammonia.

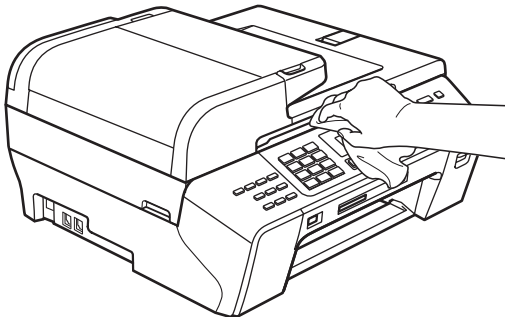
DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

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

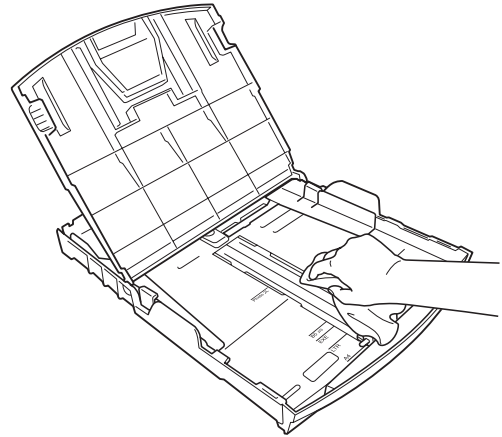


- 2 Wipe the outside of the machine with a soft cloth to remove dust.



- 3 Lift the output paper tray and remove anything that is stuck inside the paper tray.

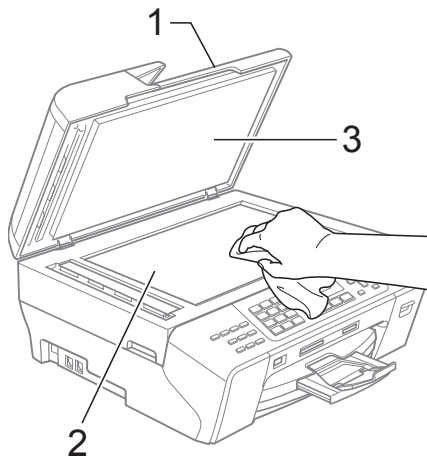
- 4 Wipe the inside and outside of the paper tray with a soft cloth to remove dust.



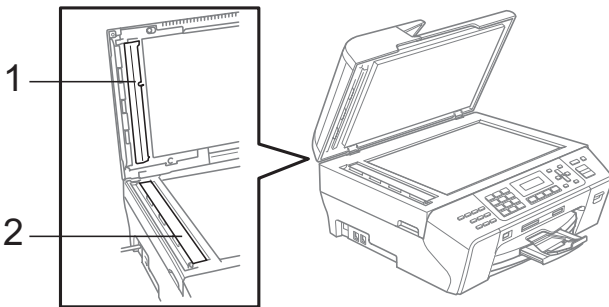
- 5 Close the output paper tray and put the paper tray firmly back in the machine.

Cleaning the scanner glass

- 1 Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



- 2 In the ADF unit, clean the white bar (1) and the glass strip (2) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



Note

In addition to cleaning the glass strip with a non-flammable glass cleaner, run your finger tip over the glass strip to see if you can feel anything on it. If you feel dirt or debris, clean the glass strip again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning.

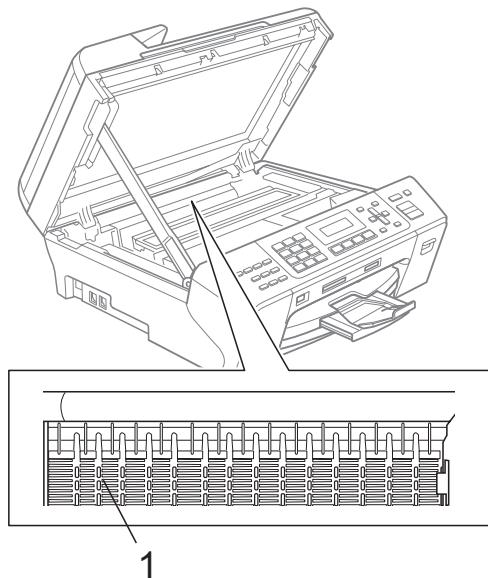
Cleaning the machine printer platen



WARNING

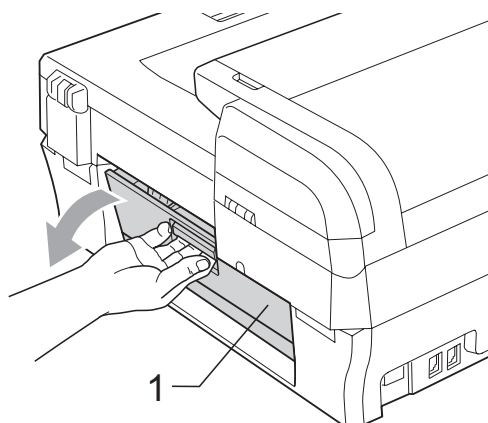
Unplug the machine from the electrical socket before cleaning the printer platen.

- 1 Lift the scanner cover until it locks securely into the open position.
- 2 Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a soft, dry lint-free cloth.

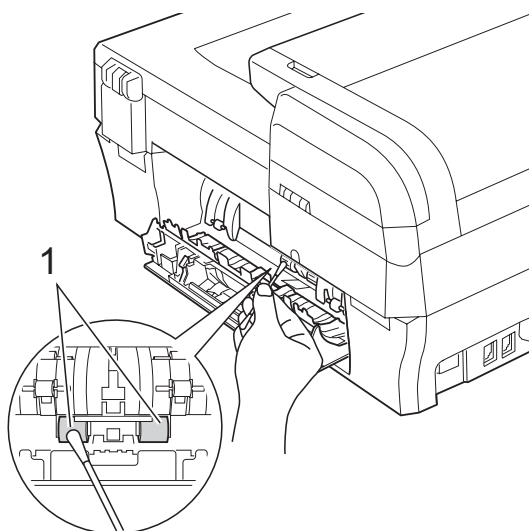


Cleaning the paper pick-up roller

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



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



- 4 Close the Jam Clear Cover.
- 5 Put the paper tray firmly back in the machine.
- 6 Re-connect the power cord.

Cleaning the print head

To maintain good print quality, the machine will automatically clean the print head. You can start the cleaning process manually if there is a print quality problem.

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

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

CAUTION

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

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



Note

If you clean the print head at least five times and the print has not improved, try installing a new genuine Brother Branded replacement cartridge for each problem colour. Try cleaning the print head again up to five more times. If 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 returns 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 print alignment

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

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

```
Is Alignment OK?
1.Yes 2.No
```

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

600dpi Adjust
Select Best #5
- 7 For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

1200dpi Adjust
Select Best #5
- 8 Press **Stop/Exit**.

Checking the ink volume

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

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



Note

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

Machine Information

Checking the serial number

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

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

Serial No.
XXXXXXXXXX
- 2 Press **Stop/Exit**.

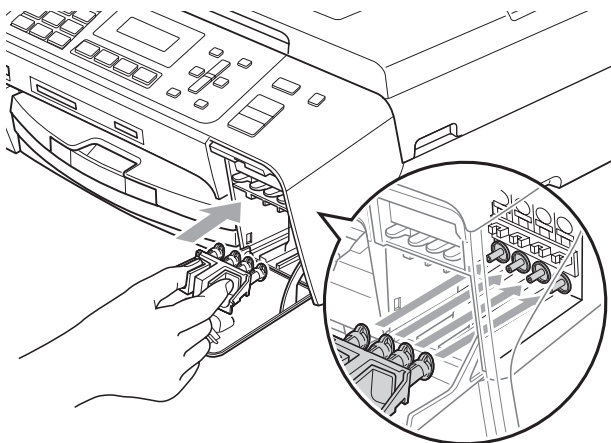
Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, damage caused to your machine during transit is not covered by your warranty.

! CAUTION

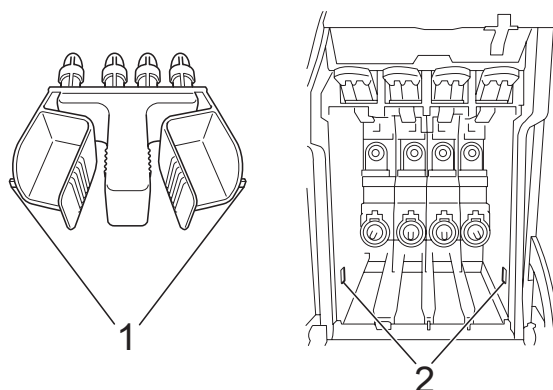
It is important to allow the machine to 'park' the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print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

- 1 Open the ink cartridge cover.
- 2 Press the lock release lever to release the ink cartridge and take out all the ink cartridges. (See *Replacing the ink cartridges* on page 118.)
- 3 Install the green protective part, and then close the ink cartridge cover.



! CAUTION

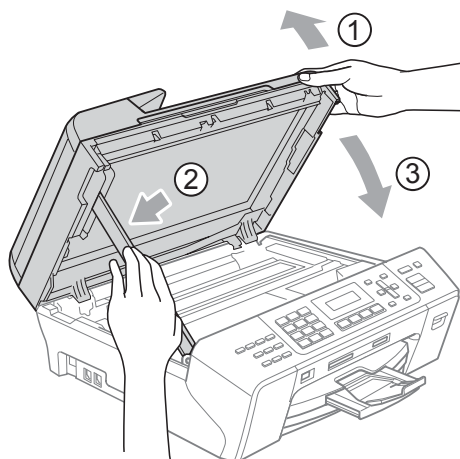
Make sure that the plastic tabs on both sides of the green protective part (1) have securely clicked into place (2).



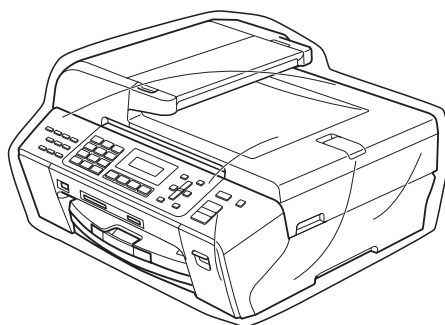
If you are not able to find the green protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the green protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

- 4 Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
- 5 Unplug the machine from the electrical socket.
- 6 Lift the scanner cover until it locks securely into the open position. Then unplug the interface cable from the machine, if it is connected.

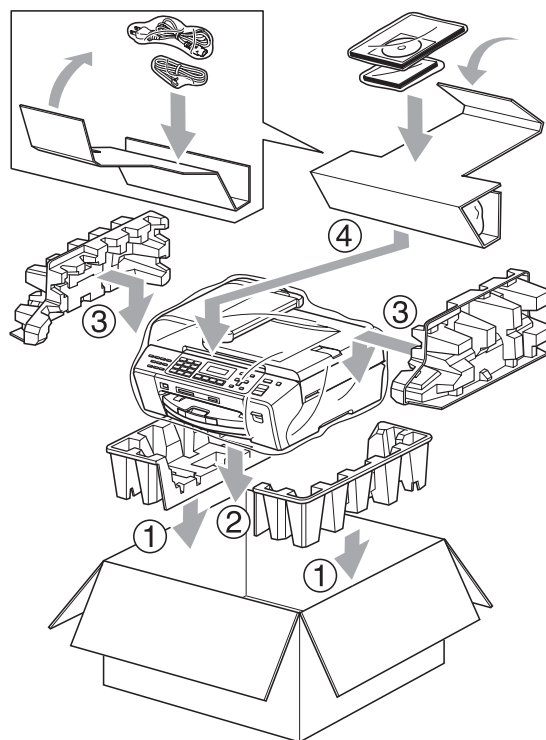
- 7** Lift the scanner cover (1) to release the lock. Gently push the scanner cover support down (2) and close the scanner cover (3) using both hands.



- 8** Wrap the machine in the bag.



- 9** Pack the machine and the printed materials in the original carton with the original packing material as shown below. Do not pack the used ink cartridges in the carton.



- 10** Close the carton and tape it shut.

On-screen programming

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

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

Menu table

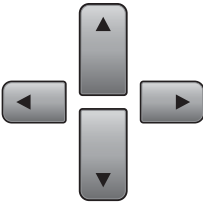






You can program your machine by using the Menu table that begins on page 128. These pages list the menu selections and options.

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

Memory storage

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

Menu keys

	
	Access the menu.
	Go to the next menu level. Accept an option.
	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.
	Exit the menu.

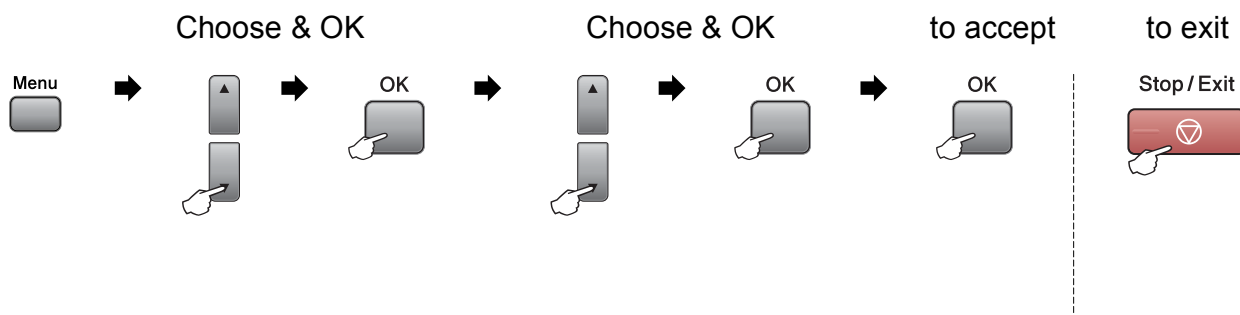
To access the menu mode:


- 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 menu.


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*.
- 6 Press **Stop/Exit**.

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.	21
	2.Paper Type	—	Plain Paper* Inkjet Paper Brother BP71 Other Glossy Transparency	Sets the type of paper in the paper tray.	21
	3.Paper Size	—	A4* A5 10x15cm Letter Legal	Sets the size of the paper in the paper tray.	21
 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.	22
		2.Beeper	Off Low* Med High	Adjusts the volume level of the beeper.	22
		3.Speaker	Off Low Med* High	Adjusts the speaker volume.	22
	5.Auto Daylight	—	On* Off	Changes for Daylight Savings Time automatically.	23
	6.P.Save Setting	—	Fax Receive:On* Fax Receive:Off	Customizes the Power Save key not to receive faxes in power save mode.	20
	7.LCD Contrast	—	Light* Dark	Adjusts the contrast of the LCD.	23
	8.Sleep Mode	—	1 Min 2 Mins 3 Mins 5 Mins 10 Mins* 30 Mins 60 Mins	You can choose how long the machine will remain idle before it goes into sleep mode.	23
2.Fax	1.Setup Receive (In Fax mode only)	1.Ring Delay	00 01 02* 03 04 05 06 07 08 (Example for the U.K.)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	37
 The factory settings are shown in Bold with an asterisk.					


Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2. Fax (Continued)	1. Setup Receive (In Fax mode only) (Continued)	2. F/T Ring Time	20 Secs 30 Secs* 40 Secs 70 Secs	Sets the F/T pseudo/double-ring time in Fax/Tel mode.	37
		3. Fax Detect	On* Off	Receives fax messages without pressing Start .	38
		4. Remote Codes	On* (*51, #51) Off	Allows you to answer all calls at an extension or external telephone and use codes to turn the machine on or off. You can personalize these codes.	46
		5. Auto Reduction	On* Off	Cuts the size of incoming faxes.	38
		6. Polling RX	Standard Secure Timer	Sets up your machine to poll another fax machine.	62
	2. Setup Send (In Fax mode only)	1. Contrast	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	31
		2. Fax Resolution	Standard* Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	31
		3. Delayed Fax	—	Sets the time of day in 24-hour format that the delayed faxes will be sent.	33
		4. Batch TX	On Off*	Combines delayed faxes to the same fax number at the same time of day into one transmission.	33
		5. Real Time TX	Next Fax Only On Off*	Sends a fax without using the memory.	32
		6. Polled TX	Standard Secure	Sets up the document on your machine to be retrieved by another fax machine.	64
		7. Overseas Mode	On Off*	If you are having problems sending faxes overseas, set this to on.	32





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)	0.Glass ScanSize	A4* Letter	Adjusts the scan area of the scanner glass to the size of the document.	29	
	3.Report Setting	1.XMIT Report	On On+Image Off* Off+Image	Sets initial setup for Transmission Verification Report and Fax Journal.	60	
		2.Journal Period	Off Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		60	
	4.Remote Fax Opt	1.Forward/Store	Off* Fax Forward Fax Storage PC Fax Receive	Sets the machine to forward fax messages, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your PC. If you choose Fax Forward or PC Fax Receive, you can turn on the safety feature Backup Print.	53	
		2.Remote Access	---*		You must set your own code for Remote Retrieval.	56
		3.Print Document	—		Prints incoming faxes stored in the memory.	39
	5.Remaining Jobs	—	—	Checks which jobs are in the memory and lets you cancel chosen jobs.	30	
	0.Miscellaneous	1.TX Lock	—	Stops unauthorized users from changing the machine's current settings.	24	
		2.Compatibility	High* Normal Basic (for VoIP)	Adjusts the equalization for transmission problems.	109	
	 The factory settings are shown in Bold with an asterisk.					


Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2. Fax (Continued)	0. Miscellaneous (Continued)	3. BT Call Sign (U.K. Only)	On Off*	Uses with BT Call Sign.	41
		4. Caller ID	On* Off Display ID Print Report	View or print a list of the last 30 Caller IDs stored in the memory.	42
3. Copy	1. Quality	—	Fast Normal* Best	Chooses the Copy resolution for your type of document.	67
	2. Brightness	—	-□□□■+ -□□■□+ -□■□□+* -□■□□+ -■□□□+	Adjusts the brightness for copies.	71
	3. Contrast	—	-□□□■+ -□□■□+ -□■□□+* -□■□□+ -■□□□+	Adjusts the contrast for copies.	71
4. PhotoCapture	1. Print Quality	—	Normal Photo*	Choose the print quality.	80
	2. Paper Type	—	Plain Paper Inkjet Paper Brother BP71 Other Glossy*	Choose the paper type.	80
	3. Paper Size	—	10x15cm* 13x18cm Letter A4 (When A4 or Letter is chosen) 8 x 10cm 9 x 13cm 10 x 15cm 13 x 18cm 15 x 20cm Max. Size*	Choose the paper size and the print size. The print size appears when A4 or Letter is chosen in the Paper Size menu.	81
 The factory settings are shown in Bold with an asterisk.					

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
4.PhotoCapture (Continued)	4.Color Enhance	On Off*	1.Brightness -□□□□■+ -□□□□■+ -□□□□■+* -□□□□■+ -■□□□■+	Adjusts the brightness.	81
			2.Contrast -□□□□■+ -□□□□■+ -□□□□■+* -□□□□■+ -■□□□■+	Adjusts the contrast.	81
			3.White Balance -□□□□■+ -□□□□■+ -□□□□■+* -□□□□■+ -■□□□■+	Adjusts the hue of the white areas.	81
			4.Sharpness -□□□□■+ -□□□□■+ -□□□□■+* -□□□□■+ -■□□□■+	Enhances the detail of the image.	
			5.Color Density -□□□□■+ -□□□□■+ -□□□□■+* -□□□□■+ -■□□□■+	Adjusts the total amount of colour in the image.	
<div> The factory settings are shown in Bold with an asterisk.</div>					

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
4.PhotoCapture (Continued)	5.Cropping	—	On* Off	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	82
	6.Borderless	—	On* Off	Expands the printable area to fit the edges of the paper.	82
	7.Date Print (Does not appear when DPOF Print is chosen.)	—	On Off*	Prints the date on your photo.	82
	0.Scan to Media (When a memory card or USB Flash memory drive is inserted)	1.Quality	B/W 200x100 dpi B/W 200 dpi Color 150 dpi* Color 300 dpi Color 600 dpi	Selects the Scan resolution for your type of document.	84
		2.B/W File Type	TIFF* PDF	Selects the default file format for black and white scanning.	84
		3.ColorFile Type	PDF* JPEG	Selects the default file format for colour scanning.	84
	 The factory settings are shown in Bold with an asterisk.				

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
5.Network	1.Setup TCP/IP	1.BOOT Method	Auto* Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	See Network User's Guide
		2.IP Address	[000-255] . [000-255] . [000-255] . [000-255]	Enter the IP address.	
		3.Subnet Mask	[000-255] . [000-255] . [000-255] . [000-255]	Enter the subnet mask.	
		4.Gateway	[000-255] . [000-255] . [000-255] . [000-255]	Enter the Gateway address.	
		5.Node Name	BRNXXXXXXXXXXXX	Enter the Node name.	
		6.WINS Config	Auto* Static	You can choose the WINS configuration mode.	
		7.WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		8.DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		9.APIPA	On* Off	Automatically allocates the IP address from the link-local address range.	
<div> The factory settings are shown in Bold with an asterisk.</div>					

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
5.Network (Continued)	1.Setup TCP/IP (Continued)	0.IPv6	On Off*	Enable or disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com for more information.	See Network User's Guide
	2.Setup Misc.	1.Ethernet	Auto* 100B-FD 100B-HD 10B-FD 10B-HD	Chooses Ethernet link mode.	
	0.Factory Reset	1.Reset 2.Exit	—	Restore all network settings to factory default.	
6.Print Reports	1.XMIT Verify	—	—	Prints a Transmission Verification Report for your last transmission.	61
	2.Help List	—	—	Prints the Help List so you can see at-a-glance how to quickly program your machine.	
	3.Quick Dial	—	—	Lists name 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 means Transmit.) (RX means Receive.)	
	5.User Settings	—	—	Lists your settings.	
	6.Network Config	—	—	Lists your network settings.	
7.Machine Info.	1.Serial No.	—	—	Lets you check the serial number of your machine.	125
0.Initial Setup	1.Receive Mode	—	Fax Only* Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	35
	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.	
<div> The factory settings are shown in Bold with an asterisk.</div>					

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
0.Initial Setup (Continued)	4.Tone/Pulse	—	Tone* Pulse	Choose the dialling mode.	See Quick Setup Guide
	5.Dial Tone	—	Detection No Detection*	Turns Dial Tone Detection on or off.	109
	6.Phone Line Set	—	Normal* PBX ISDN	Choose the telephone line type.	41
 The factory settings are shown in Bold with an asterisk.					

Entering Text

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

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

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

Inserting spaces

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

Making corrections

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

Repeating letters

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

Special characters and symbols

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

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

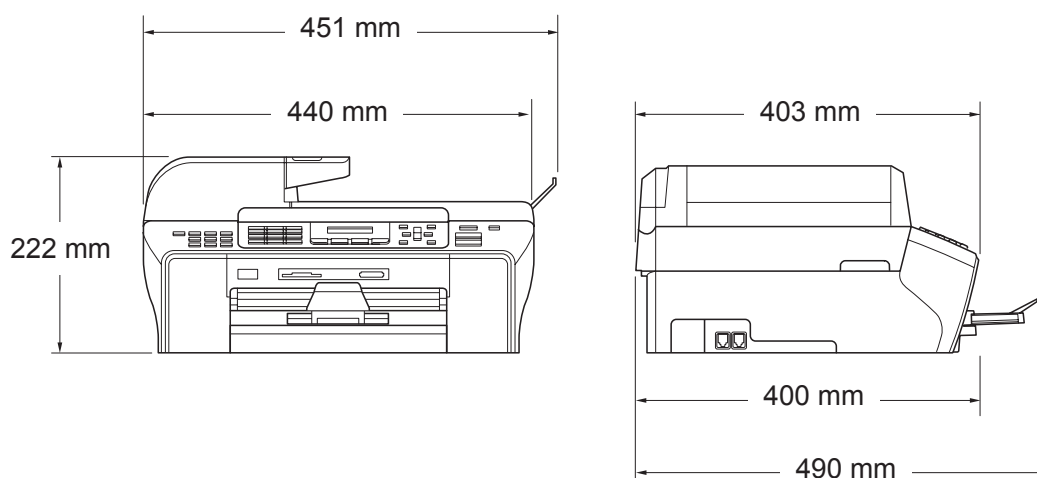
Press **#** for : ; < = > ? @ [] ^ _

Press **0** for Ä Ë Ö Ü À Ç È É 0

General

Printer Type	Inkjet	
Print Method	Mono:	Piezo with 94 × 1 nozzle
	Colour:	Piezo with 94 × 3 nozzles
Memory Capacity	40 MB	
LCD (liquid crystal display)	16 characters × 2lines	
Power Source	AC 220 to 240V 50/60Hz	
Power Consumption	Power Save Mode:	Average 0.7 W
	Sleep Mode:	Average 4 W
	Standby:	Average 5.5 W
	Operating:	Average 27 W

Dimensions



Weight 9.6 kg

Noise Operating: LPAm = 50 dB or less ¹

Noise per ISO 9296 Operating: LWAd = 64.3 dB (A) ¹ (Mono)
LWAd = 61.6 dB (A) ¹ (Colour)

Office equipment with LWAd > 63.0 dB (A) is not suitable for use in rooms where people do primarily intellectual work. Such equipment should be placed in separate rooms because of the noise emission.

Temperature Operating: 10 to 35° C

Best Print Quality: 20 to 33° C

Humidity Operating: 20 to 80% (without condensation)

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

ADF (automatic document feeder) Up to 50 pages

Recommended Environment for Best Results:

Temperature: 20° C - 30° C

Humidity: 50% - 70%

Paper: [80 g/m²] A4 or Letter size

Paper Tray 150 Sheets [80 g/m²]

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 card, Index card and Post card ³.

Width: 98 mm - 215.9 mm

Length: 148 mm - 355.6 mm

For more details, see *Paper weight, thickness and capacity* on page 16.

■ Maximum paper tray capacity: Approx. 150 sheets of 80 g/m² plain paper

Paper Output

Up to 50 sheets of A4 plain paper (face up print delivery to the output paper tray) ²

¹ Use only transparencies recommended for inkjet printing.

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

³ See *Paper type and size for each operation* on page 15.

Fax

Compatibility	ITU-T Super Group 3
Coding System	MH/MR/MMR/JPEG
Modem Speed	Automatic Fallback 33,600 bps
Document Size	ADF Width: 148 mm to 215.9 mm ADF Length: 148 mm to 355.6 mm Scanner Glass Width: Max. 215.9 mm Scanner Glass Height: Max. 297 mm
Scanning Width	ADF: 208 mm Scanner Glass: 208 mm (Letter, Legal) Scanner Glass: 204 mm (A4)
Printing Width	204 mm
Greyscale	256 levels
Polling Types	Standard, Secure, Timer, Sequential: (Monochrome only)
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	■ Horizontal 8 dot/mm ■ Vertical Standard 3.85 line/mm (Mono) 7.7 line/mm (Colour) Fine 7.7 line/mm (Mono/Colour) Photo 7.7 line/mm (Mono) Superfine 15.4 line/mm (Mono)
One Touch Dial	6 (3 × 2)
Speed Dial	100 stations
Groups	Up to 6

Broadcasting ¹	156 stations
Automatic Redial	3 times at 5 minute intervals
Ring Delay	0, 1, 2, 3, 4, 5, 6, 7 or 8 rings (2, 3, 4, 5, 6, 7 or 8 rings - South Africa only)
Communication Source	Public switched telephone network.
Memory Transmission	Up to 480 ² /400 ³ pages
Out of Paper Reception	Up to 480 ² /400 ³ pages

¹ Monochrome only

² '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.

³ '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/Monochrome	Yes/Yes
Document Size	ADF Width: 148 mm to 215.9 mm ADF Length: 148 mm to 355.6 mm Scanner Glass Width: Max. 215.9 mm Scanner Glass Length: Max. 297 mm
Multiple Copies	Stacks/Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	■ Scans up to 1200×1200 dpi ■ Prints up to 1200×1200 dpi

PhotoCapture Center™

Available Media ¹

CompactFlash®
(Type I only)
(Microdrive™ is not compatible)
(Compact I/O cards such as Compact LAN card and Compact Modem card are not supported.)

Memory Stick®
Memory Stick Pro™
(Not available for music data with MagicGate™)
Memory Stick Duo™ with adapter
Memory Stick Micro (M2) with adapter

SD ²
SDHC ³
miniSD™ with adapter
microSD with adapter

xD-Picture Card™ ⁴

USB flash memory drive ⁵

Resolution

Up to 1200×2400 dpi

File Extension

(Media Format)

DPOF, EXIF, DCF

(Image Format)

Photo Print: JPEG ⁶

Scan to Media: JPEG, PDF (Colour)

TIFF, PDF (Mono)

Number of Files

Up to 999 files

(The folder inside a memory card or USB Flash memory drive is also counted.)

Folder

File must be in the 4th folder level of the memory card or USB Flash memory drive.

Borderless

Letter, A4, Photo 10×15 cm, Photo 13×18 cm ⁷

¹ Memory cards, Adapters and USB Flash memory drive are not included.

² 16MB to 2GB

³ 4GB to 8GB

⁴ xD-Picture Card™ Conventional Card from 16MB to 512MB
xD-Picture Card™ Type M from 256MB to 2GB
xD-Picture Card™ Type M+ 1GB and 2GB
xD-Picture Card™ Type H from 256MB to 2GB

⁵ USB 2.0 standard
USB Mass Storage Class from 16 MB to 8 GB
Support format: FAT 12/FAT16/FAT32

⁶ Progressive JPEG format is not supported.

⁷ See *Paper type and size for each operation* on page 15.

PictBridge

Compatibility

Supports the Camera & Imaging Products Association
PictBridge standard CIPA DC-001

Visit <http://www.cipa.jp/pictbridge> for more information

Interface

PictBridge (USB) Port

Scanner

Colour/Monochrome	Yes/Yes
TWAIN Compliant	Yes (Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista®) Mac OS® X 10.2.4 or greater
WIA Compliant	Yes (Windows® XP ¹ /Windows Vista®)
Colour Depth	48 bit colour Processing (Input) 24 bit colour Processing (Output) (Actual Input: 30 bit colour/Actual Output: 24 bit colour)
Resolution	Up to 19200 × 19200 dpi (interpolated) ² Up to 1200 × 2400 dpi (optical) (Scanner Glass) Up to 1200 × 600 dpi (optical) (ADF)
Scanning Speed	Colour: up to 4.83 sec. Mono: up to 3.44 sec. (A4 size in 100 × 100 dpi)
Document Size	ADF Width: 148 mm to 215.9 mm ADF Length: 148 mm to 355.6 mm Scanner Glass Width: Max. 215.9 mm Scanner Glass Length: Max. 297 mm
Scanning Width	Up to 210 mm
Greyscale	256 levels

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

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

Printer

Printer Driver	Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista® driver supporting Brother Native Compression mode Mac OS® X 10.2.4 or greater: Brother Ink Driver
Resolution	Up to 1200 × 6000 dpi 1200 × 2400 dpi 1200 × 1200 dpi 600 × 1200 dpi 600 × 600 dpi 600 × 300 dpi 600 × 150 dpi (Colour) 450 × 150 dpi (Black & White)
Print Speed	Mono: Up to 35 pages/minute ¹ Colour: Up to 28 pages/minute ¹
Printing Width	204 mm (210 mm) ² (A4 size)
Borderless	Letter, A4, A6, Photo Card, Index Card, Post Card ³

¹ Based on Brother standard pattern.
A4 size in draft mode.

² When you set the Borderless feature to On.

³ See *Paper type and size for each operation* on page 15.

Interfaces

USB^{1 2}

A USB 2.0 interface cable that is no longer than 2.0 m.

LAN cable³

Ethernet UTP cable category 5 or greater.

¹ Your machine has a high-speed USB 2.0 interface. 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®.

³ See the *Network User's Guide* for detailed network specifications.

Computer requirements

SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS								
Computer Platform & Operating System Version		Supported PC Software Functions	PC Interface	Processor Minimum Speed	Minimum RAM	Recommended RAM	Required Hard Disk Space	
							For Drivers	For Applications
Windows® Operating System ¹	2000 Professional ⁵	Printing, PC FAX ⁴	USB Ethernet	Intel® Pentium® II or equivalent	64 MB	256 MB	110 MB	340 MB
	XP Home ^{2 5} XP Professional ^{2 5}	Scanning, Removable Disk			128 MB			
	XP Professional x64 Edition ²			64-bit (Intel® 64 or AMD64) supported CPU	256 MB	512 MB		
	Windows Vista® ²			Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU	512 MB	1 GB		
Macintosh® Operating System ⁶	Mac OS® X 10.2.4 - 10.4.3	Printing, PC FAX Send ⁴ Scanning, Removable Disk	USB ³ Ethernet	PowerPC G4/G5 PowerPC G3 350MHz	128 MB	256 MB	80 MB	400 MB
	Mac OS® X 10.4.4 or greater	Printing, PC FAX Send ⁴ Scanning, Removable Disk		PowerPC G4/G5, Intel® Core™ Processor	512 MB	1 GB		

Conditions:

¹ Microsoft® Internet Explorer 5.5 or greater.

² For WIA, 1200 x 1200 resolution. Brother Scanner Utility enables scanning up to 19200 x 19200 dpi.

³ Third party USB ports are not supported.

⁴ PC Fax supports black and white faxing only.

⁵ PaperPort™ 11SE supports Microsoft® SP4 or higher for Windows® 2000 and SP2 or higher for XP.

⁶ Presto!® PageManager® on the CD-ROM supports Mac OS X 10.3.9 or higher. For Mac OS X 10.2.4-10.3.8 Presto!® PageManager® is available as a download from the Brother Solutions Center.

For the latest driver updates, visit <http://solutions.brother.com/>.

All trademarks, brand and product names are property of their respective companies.

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	<p>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.</p> <p>The cartridges provided with your machine have a lower yield than standard cartridges (65%).</p>
Replacement Consumables	<p><Black> LC1100BK, <Cyan> LC1100C, <Magenta> LC1100M, <Yellow> LC1100Y</p> <p>Black - Approximately 450 pages ¹</p> <p>Yellow, Cyan and Magenta - Approximately 325 pages ¹</p> <p>¹ Approx. cartridge yield is declared in accordance with ISO/IEC 24711.</p> <p>For more information about the replacement consumables, visit us at http://www.brother.com/pageyield.</p>

D

What is Innobella™?

Innobella™ is a range of genuine consumables offered by Brother. The name "Innobella™" derives from the words "Innovation" and "Bella" (meaning "Beautiful" in Italian) and is a representation of the "innovative" technology providing you with "beautiful" and "long lasting" print results.



When you print photo images, Brother recommends Innobella™ glossy photo paper (BP71 series) for high quality. Brilliant prints are made easier with Innobella™ Ink and paper.

Network (LAN)

LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax Send, PC Fax Receive (Windows® only) and Remote Setup ¹ . Also included is Brother BRAdmin Light ² Network Management software.	
Support for	Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista® Mac OS® X 10.2.4 or greater Ethernet 10/100 BASE-TX Auto Negotiation	
Protocols	TCP/IP for IPv4	ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), NetBIOS/WINS, LPR/LPD, Custom Raw Port/Port9100, DNS Resolver, mDNS, FTP Server, TELNET, SNMPv1, TFTP, Scanner Port, LLTD responder, Web Services
	TCP/IP for IPv6	(Turned off as default) NDP, RA, LPR/LPD, Custom Raw Port/Port9100, mDNS, FTP Server, TELNET, SNMPv1, TFTP, Scanner Port, LLTD responder, Web Services

¹ See the Computer Requirements chart on page 152.

² If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from <http://solutions.brother.com>.

E

Glossary

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

ADF (automatic document feeder)

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

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

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

Automatic Redial

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

Backup Print

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

Beeper Volume

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

Brightness

Changing the Brightness makes the whole image lighter or darker.

Broadcasting

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

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.

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 telephone

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

External telephone

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

F/T Ring Time

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

Fax Detect

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

Fax Journal

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

Fax 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.

Greyscale

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

Group number

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

Help list

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

Innobella™

Innobella™ is a range of genuine consumables offered by Brother. For best quality results Brother recommends Innobella™ Ink and Paper.

Journal Period

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

LCD (liquid crystal display)

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

Manual fax

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

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

The bundled ScanSoft™ PaperPort™ 11SE with OCR or

Presto!® PageManager® software application converts an image of text to text you can edit.

One Touch

Keys on the machine's control panel where you can store numbers for easy dialling. You can store a second number on each key if you hold down **Shift** as you press the One Touch key.

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 telephone lines.

Pause

Allows you to place a 3.5 second delay in the dialling sequence while you are dialling using the dial pad or you are storing One Touch and Speed Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

Photo resolution (Mono only)

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

PhotoCapture Center™

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

PictBridge

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

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

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

Real Time Transmission

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

Remaining jobs

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

Remote Activation Code

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

**Remote Deactivation Code
(For Fax/Tel mode only)**

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

Resolution

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

Ring Delay

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

Ring Volume

Volume setting for the machine's ring.

Scan to Media

You can scan a monochrome or colour document into a memory card or USB Flash memory drive. Monochrome images will be in TIFF or PDF file format and colour images may be in PDF or JPEG file format.


Scanning

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

Search

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

Speed Dial

A pre-programmed number for easy dialling. You must press  (**Phone Book**), #, and 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 (Mono only)

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

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

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

Tone

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

Transmission

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

User Settings

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

Xmit Report (Transmission Verification Report)

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

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



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