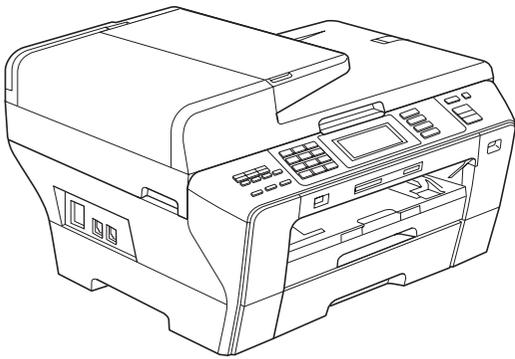# USER'S GUIDE

MFC-6890CDW

Approval Information and Compilation and Publication Notice

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

APPROVAL INFORMATION

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

Compilation and Publication Notice

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

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

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

Use only GENUINE brother supplies

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

Table of Contents

Section I   General

Section II Fax

Section III Copy

11 Making copies 88

Section IV Direct Photo Printing

12 Printing photos from a memory card or USB Flash memory drive 102

13 Printing photos from a camera 119

Section V Software

14 Software and Network features 124

Section VI Appendixes

A Safety and Legal 126

B Troubleshooting and Routine Maintenance 137

Section I

General

1 **General Information**

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 computer 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 minor or severe injuries.

Electrical Hazard icons alert you to possible electrical shock.

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

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

Accessing the Software User's Guide and Network User's Guide

This User's Guide does not contain all the information about the machine such as how to use the advanced features of the Printer, Scanner, 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 Solutions 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®)

■ *ControlCenter3*
(For Windows® 2000 Professional/ Windows® XP and Windows Vista®)

■ *Network Scanning*

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.

How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point supports SecureEasySetup™, Wi-Fi Protected Setup™ or AOSS™, follow the steps in the Quick Setup Guide. For more information about network setup please see the Network User's Guide.

Viewing Documentation (For Macintosh®)

1️⃣ Turn on your Macintosh®. Insert the Brother CD-ROM into your CD-ROM drive. The following window will appear.
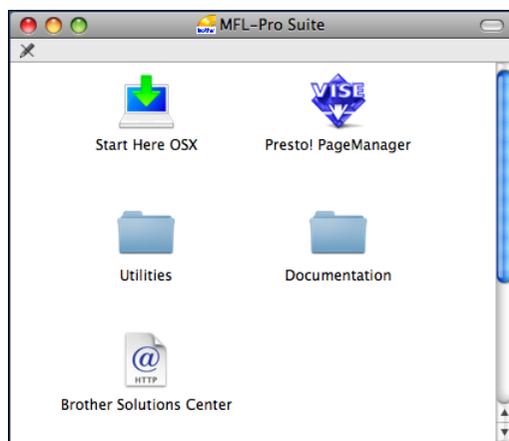
2️⃣ Double-click the **Documentation** icon.

3️⃣ Double-click your language folder.

4️⃣ Double-click **top.html** to view the **Software User's Guide** and **Network User's Guide** in HTML format.
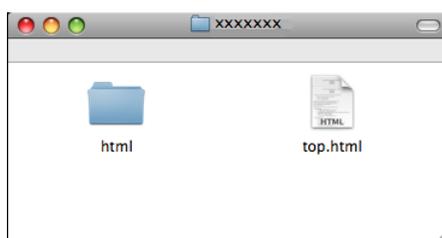
5️⃣ Click the documentation you want to read:

■ **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

■ The complete Presto! PageManager User's Guide can be viewed from the Help selection in the Presto! PageManager application.

How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point supports SecureEasySetup™, Wi-Fi Protected Setup™ or AOSS™, follow the steps in the Quick Setup Guide. For more information about network setup please see the Network User's Guide.

Accessing Brother Support (For Windows®)

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

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

■ To access our website (http://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 website 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
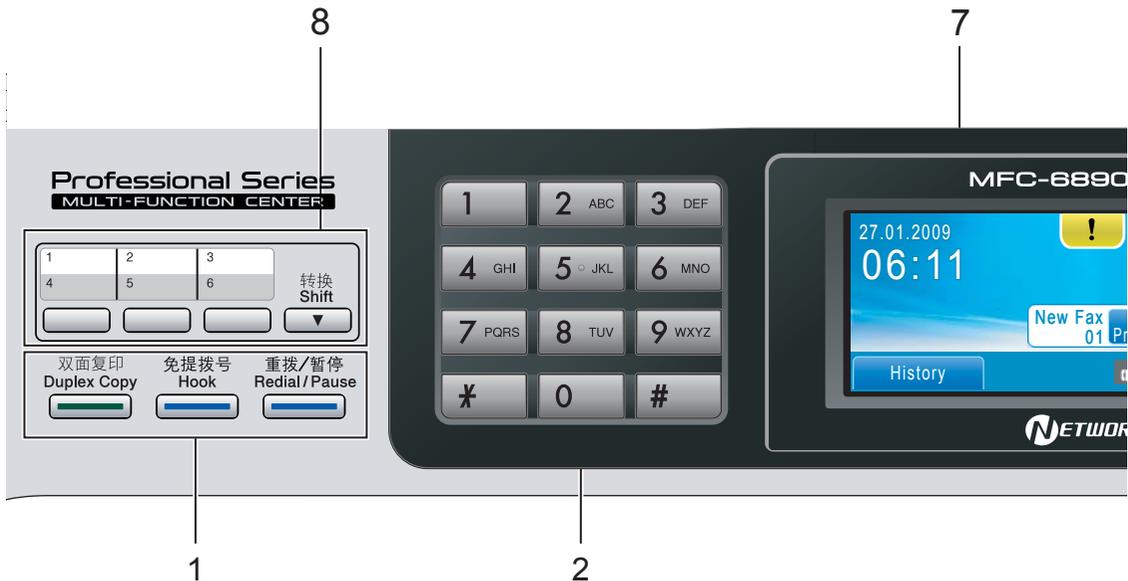
1 Fax and telephone keys:

- **Duplex Copy**

  Press this key to copy on both sides of the paper.

- **Hook**

  Press before dialing if you want to make sure a fax machine will answer, and then press **Black Start** or **Color Start**.

  Also, press this key after picking up the handset of an external telephone during the F/T pseudo/double-ring.

- **Redial/Pause**

  Redials one of the last 30 numbers called. It also inserts a pause when dialling.

2 Dial Pad

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

This function transfers to the touchscreen during some operations.

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

3 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.

4 Start keys:

- **Color Start**

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

1

5 Power Save

Lets you put the machine into Power Save mode.

6 ⊘ Stop/Exit

Stops an operation or exits from a menu.

7 LCD (liquid crystal display)

This is a Touchscreen LCD. You can access the menus and options by pressing buttons displayed on the screen.

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

8 One Touch keys

These 3 keys give you instant access to 6 previously stored numbers.

Shift

To access One Touch numbers 4 to 6, hold down **Shift** as you press the One Touch key.

Also, if no number is assigned to the key, you can directly store a number by pressing the empty key.

LCD screen indications

The LCD shows the current machine status when the machine is idle.
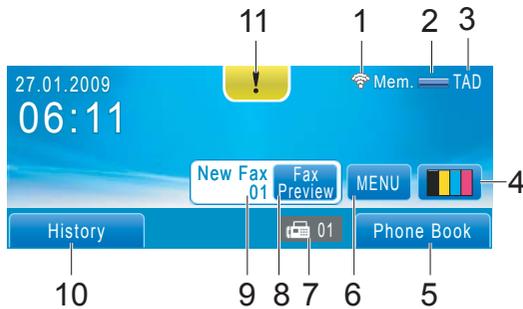
1   Wireless Status

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

0   Max
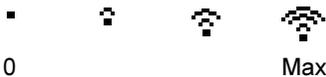
2   Memory Status

Lets you see the available memory in the machine.

3   Current Receive Mode

Lets you see the current receive mode.

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

4   Ink indicator

Lets you see the available ink volume.

Also, lets you access the Ink menu.

5   Phone Book

Lets you set up your phone book of One Touch Dial, Speed Dial and Group numbers.

Also, you can search the phone book for the number you want to dial.

6   MENU

Lets you access the main menu.

7   Faxes in memory

Shows how many received faxes are in the memory.

8   Fax Preview

Lets you preview received fax.

9   New Fax(es)

When Fax Preview is set to On, you can see how many new faxes you have received.

10   History

Lets you view a list of outgoing calls and the caller ID history.

Also, lets you fax or call the number you have chosen from the lists.

11   Warning icon

Appears when there is an error or maintenance message; press the Warning icon to view it, and then press to return to the Ready screen.

Note

If you receive a fax containing multiple paper sizes (for example, a page of A4 data and a page of A3 data), the machine may create and store a file for each paper size. The LCD may show that more than one fax job has been received.

Basic Operations

To operate the Touchscreen use your finger to press the MENU or option button directly on the LCD screen. To access more menus or options in a setting, press ◀ ▶ or ▲ ▼ to scroll through them.

The following steps show how to change a setting in the machine. In this example the Sleep mode setting is changed from 10 Mins to 5 Mins.
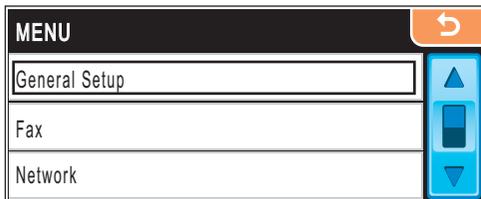
a Press MENU.

b Press ▲ or ▼ to display General Setup.

MENU	↰
General Setup	▲
Fax	
Network	▼

c Press General Setup.

d Press ▲ or ▼ to display Sleep Mode.

General Setup		↰
P.Save Setting	Fax Receive:On	▲
LCD Settings		
Sleep Mode	10 Mins	▼

e Press Sleep Mode.

f Press 5 Mins.
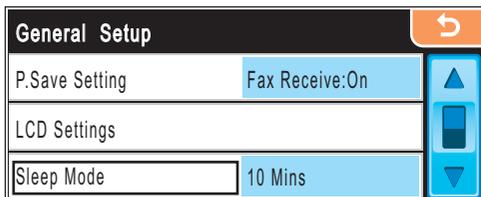
Sleep Mode	↰
1 Min	2 Mins
3 Mins	5 Mins
10 Mins	◀ ▮ ▶
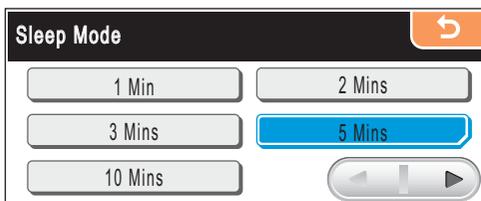
g Press **Stop/Exit**.

2 Loading paper and documents

Loading paper and other print media

📝 **Note**

- For Tray #2, see *Loading paper in paper tray #2* on page 13.

- If the tray used for Fax mode is set to Auto Select you should open and close the scanner cover to reset the machine after refilling paper tray #1.

- When you load a different size of paper in Tray #1 or Tray #2, you will need to change the paper size setting in the machine at the same time. (See *Paper Size and Type* on page 29.)

Loading paper in paper tray #1

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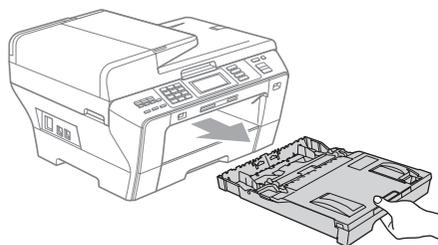
📝 **Note**

- When you are using A3, Legal or Ledger size paper, press and hold the universal guide release button (1) as you slide out the front of the paper tray.
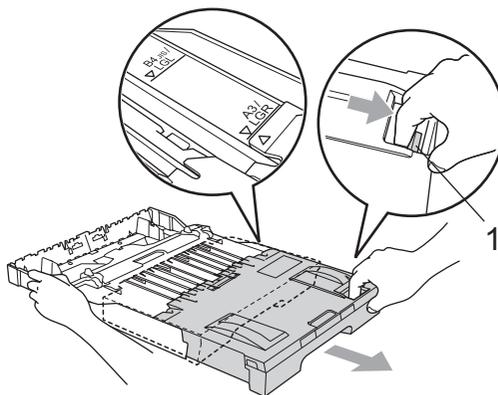
- If you are using A5 or smaller size paper, make sure that the paper tray is not extended.

2️⃣ Open the paper tray cover (1).
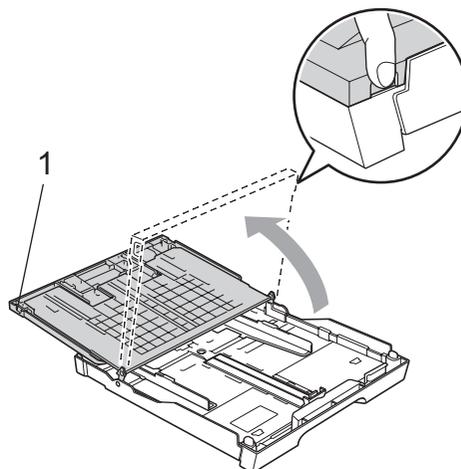
3 With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size.

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.
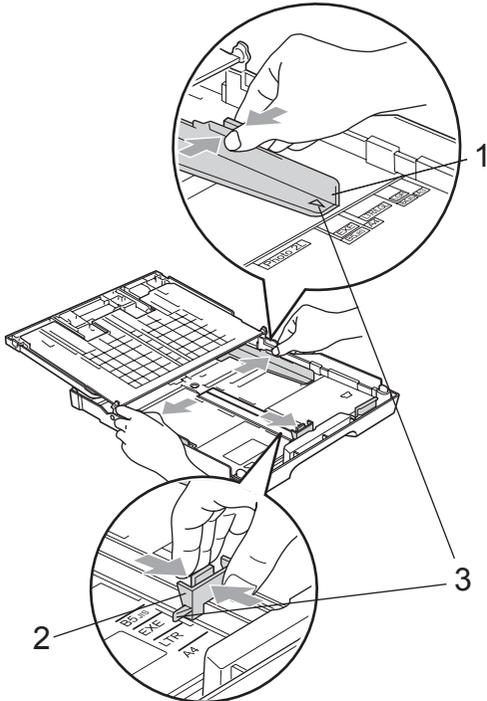
4 Fan the stack of paper well to avoid paper jams and misfeeds.
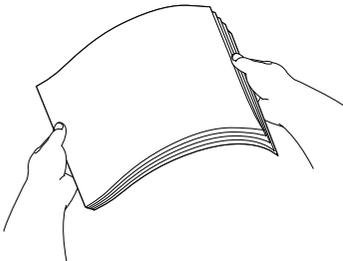
① IMPORTANT

Always make sure that the paper is not curled.

5 Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.
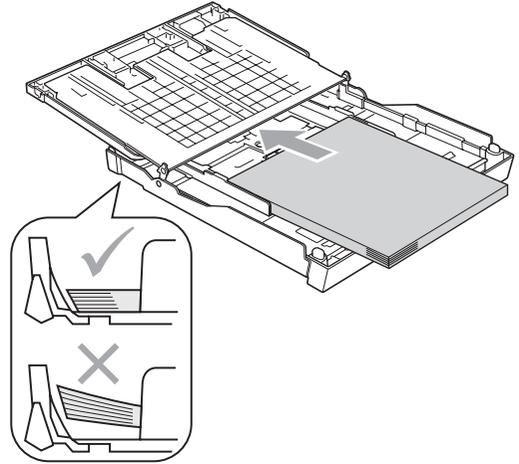
① IMPORTANT

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

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

11
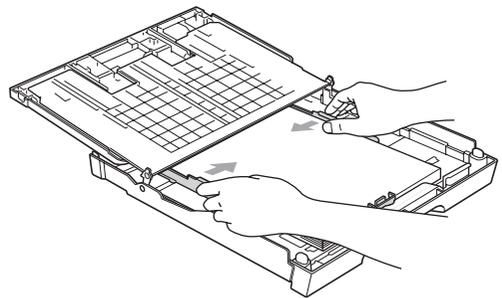
g Close the paper tray cover.
Check that the paper is flat in the tray and below the maximum paper mark (1).
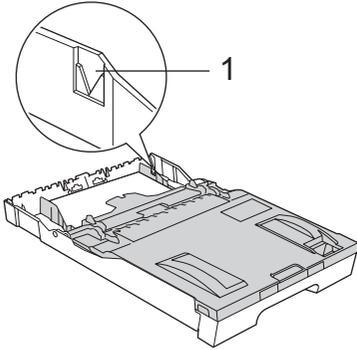
h Slowly push the paper tray completely into the machine.
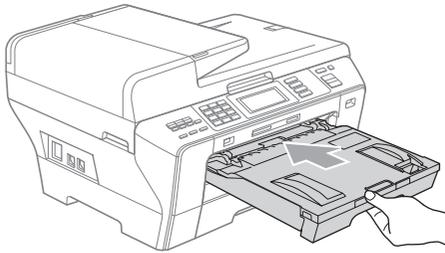
⚠ CAUTION

DO NOT push Tray #1 into the machine too quickly. Doing this may cause injury to your hand by trapping it between Tray #1 and Tray #2. Please push Tray #1 slowly.

i While holding the paper tray in place, pull out the paper support (1) until it clicks, and then unfold the paper support flap (2).
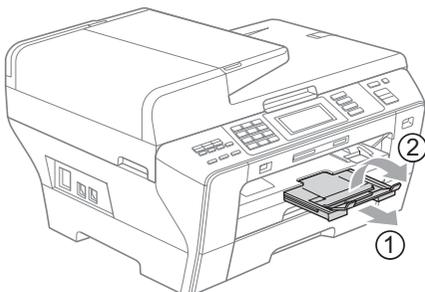
✎ Note

If you are finished using A3, Ledger or Legal size paper and want to use a smaller paper size, take the paper out of the tray. Then shorten the tray by pressing the universal guide release button (1). Adjust the paper length guide (2) to fit the paper size you are going to use. Then put the paper into the tray.
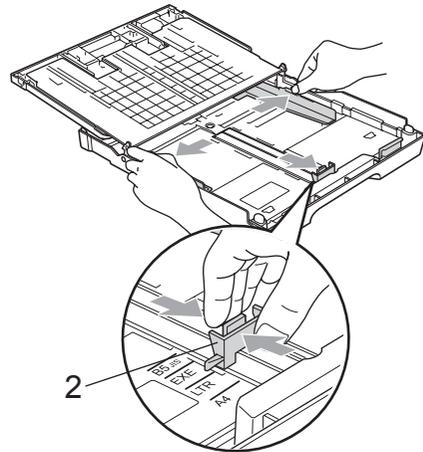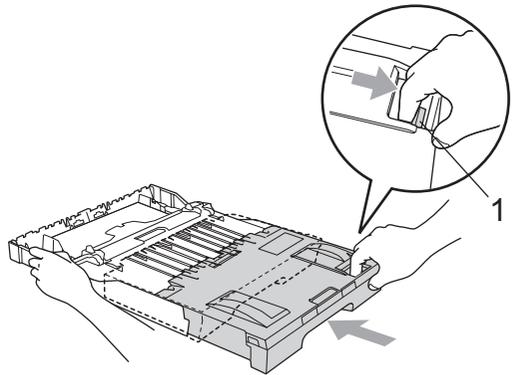
Loading paper in paper tray #2

Note

You can only use plain paper sizes A3, A4, Ledger, Letter, Legal or Executive in Tray #2.

a Pull the paper tray completely out of the machine.
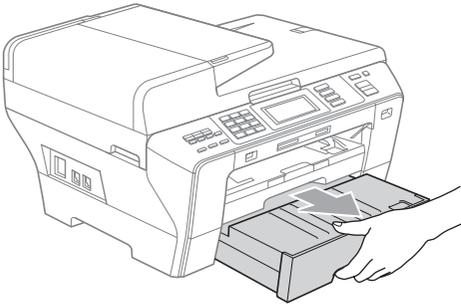
b Take off the paper tray cover (1).
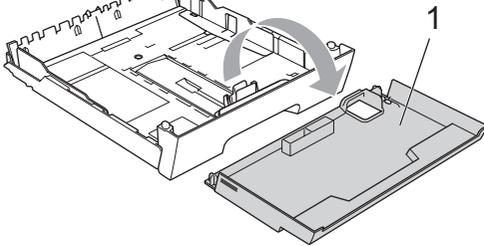
1

c With both hands, gently press and slide the paper side guides (1) and then 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.

1

3

2

2

Note

If you are using A3, Ledger or Legal size paper, press and hold the universal guide release button (1) as you slide out the front of the paper tray.

1
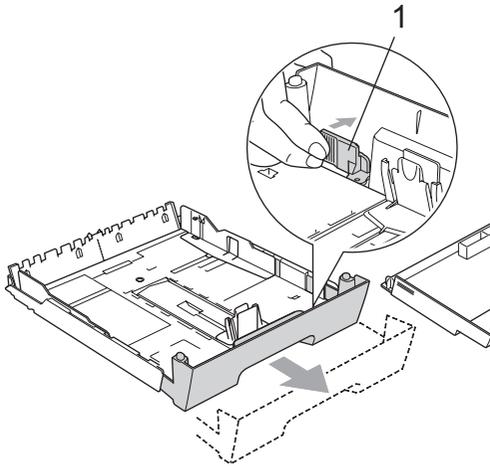
d Fan the stack of paper well to avoid paper jams and misfeeds.

IMPORTANT

Always make sure that the paper is not curled.

e Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray and below the maximum paper mark (1).

1
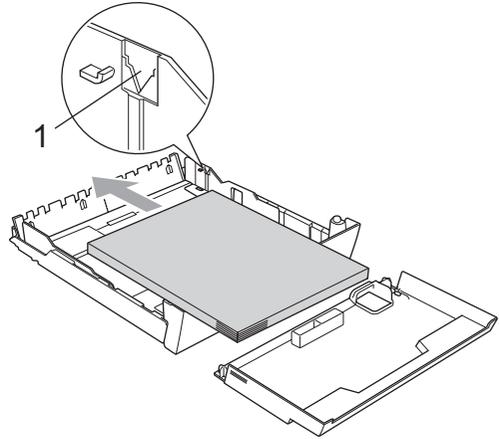
f Gently adjust the paper side guides with both hands to fit the paper stack. Make sure the paper side guides touch the sides of the paper.
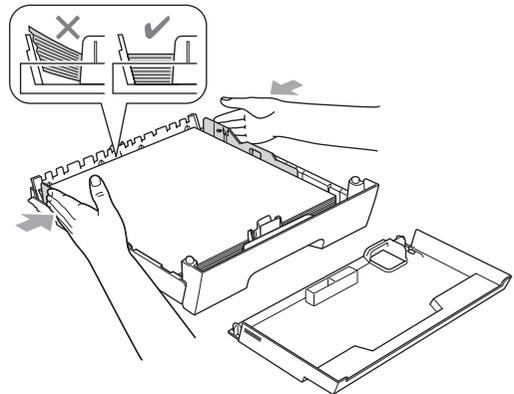
IMPORTANT

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 Put on the paper tray cover.
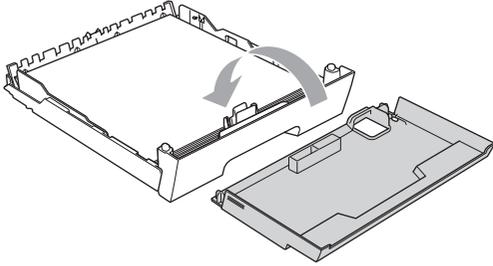
8 *Slowly* push the paper tray back into the machine.
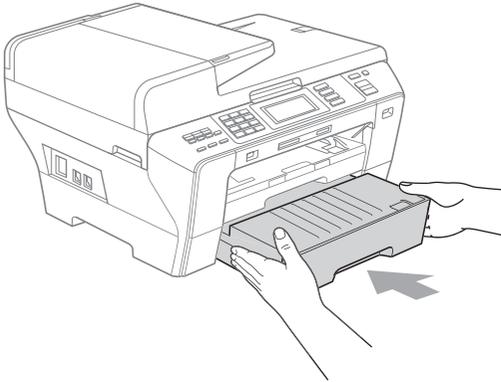
9 Do one of the following:

■ If you are using Ledger, Legal or A3 size paper, go to step ⑩.

■ If you are using Letter size paper, go to step ⑫.

⑩ Pull tray #1 out of the machine. Press and hold the universal guide release button (1) as you slide out the front of the paper tray.
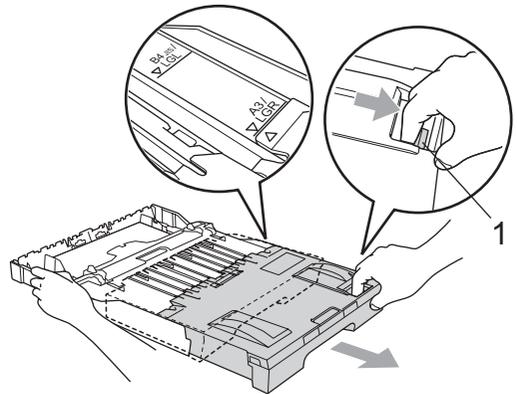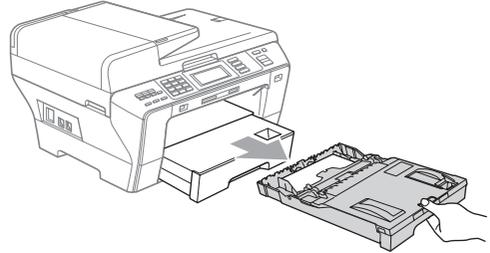
⑪ Open the paper tray cover and adjust the paper length guide (1) for the paper.

2
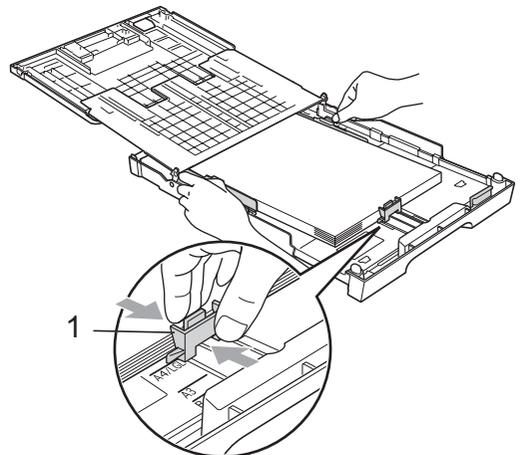
l Close the paper tray cover and *slowly* push the paper tray into the machine. Pull out the paper support (1) until it clicks and unfold the paper support flap (2).
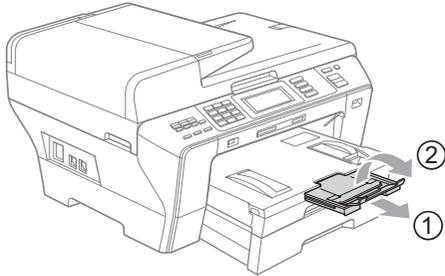
Note

If you are finished using A3, Ledger or Legal size paper and want to use a smaller paper size, take the paper out of the tray. Then shorten the tray by pressing the universal guide release button (1). Adjust the paper length guide (2) to fit the paper size you are going to use. Then put the smaller paper into the tray.
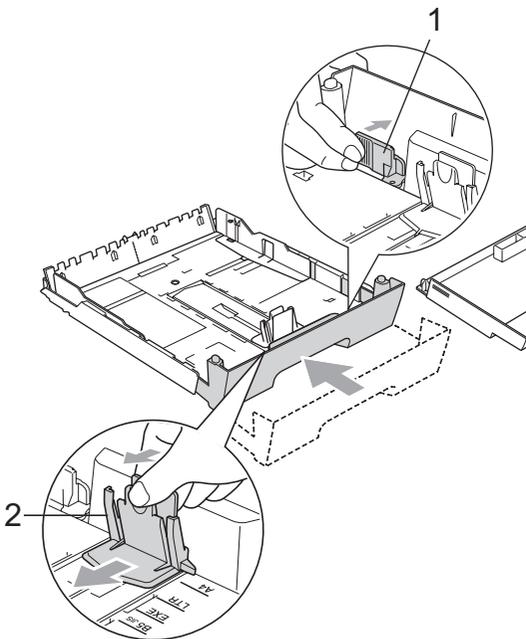
Loading envelopes and postcards

About envelopes

■ Use envelopes that weigh between 80 to 95 g/m^2.

■ Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing many envelopes.

❶ IMPORTANT

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.

Loading envelopes and postcards in tray #1

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

> **!** **IMPORTANT**
>
> If envelopes or postcards are 'double-feeding', put one envelope or postcard in the paper tray at a time.
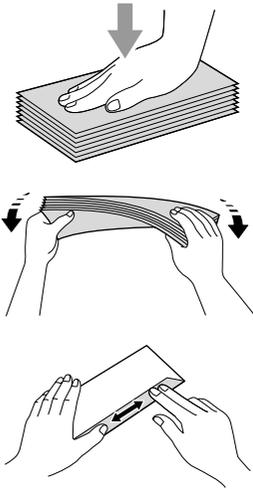
2 Put envelopes or postcards in the paper tray with the address side down and the leading edge (top of the envelopes) in first. We recommend you load one extra envelope or postcard. With both hands, gently press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or postcards.
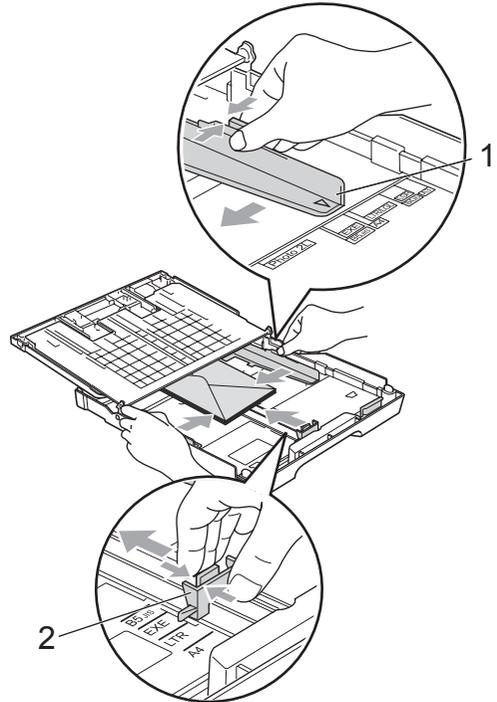
If you have problems printing on envelopes with the flap on the short edge, try the following:

1. Open the envelope flap.

2. Make sure the flap is to the back edge of the envelope when printing.
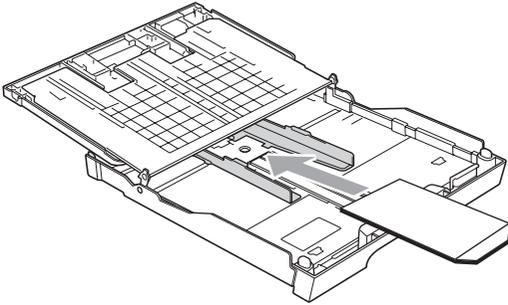
3. Adjust the size and margin in your application.

Removing small printouts from the machine

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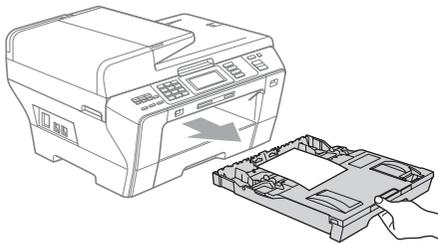
Printable area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes. The machine can 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.)
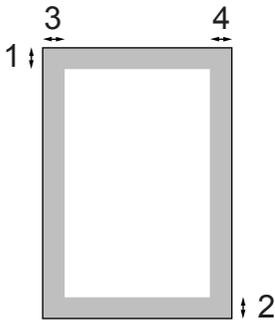
Cut Sheet Paper   **Envelopes**
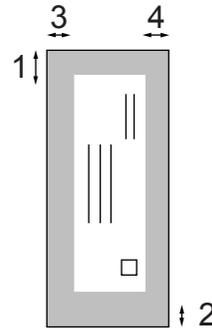
	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	3 mm	3 mm	3 mm	3 mm
Envelopes	12 mm	24 mm	3 mm	3 mm

Note

The Borderless feature is not available for envelopes.

19

Acceptable paper and other print media

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

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

You can use plain paper, inkjet paper (coated paper), 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 Size and Type* on page 29.)

■ 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
A3 Plain	BP60PA3
A3 Glossy Photo	BP71GA3
A3 Inkjet (Matte)	BP60MA3
A4 Plain	BP60PA
A4 Glossy Photo	BP71GA4
A4 Inkjet (Matte)	BP60MA
10 × 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.)

❶ IMPORTANT

DO NOT use the following kinds of paper:

• Damaged, curled, wrinkled, or irregularly shaped paper
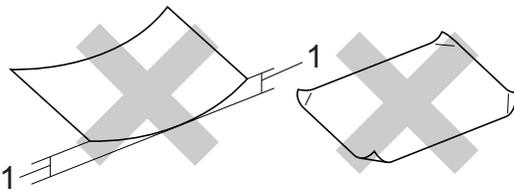
1 2 mm or greater

• Extremely shiny or highly textured paper

• Paper that cannot be arranged uniformly when stacked

Paper capacity of the output paper tray

Up to 50 sheets of 80 g/m^2 A4 paper.

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

2

Choosing the right print media

Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Sheet	Ledger	279.4 × 431.8 mm (11 × 17 in.)	Yes	Yes	Yes	Yes
	A3	297 × 420 mm (11.7 × 16.5 in.)	Yes	Yes	Yes	Yes
	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 B4	257 × 364 mm (10.1 × 14.3 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 L	89 × 127 mm (3 1/2 × 5 in.)	–	–	–	Yes
	Photo 2L	13 × 18 cm (5 × 7 in.)	–	–	Yes	Yes
	Index Card	127 × 203 mm (5 × 8 in.)	–	–	–	Yes
	PostCard 1	100 × 148 mm (3.9 × 5.8 in.)	–	–	–	Yes
	PostCard 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	215.9 × 279.4 mm (8 1/2 × 11 in.)	–	Yes	–	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	–	Yes	–	Yes
	Legal	215.9 × 355.6 mm (8 1/2 × 14 in.)	–	Yes	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 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	100 [1]
	(Tray #2) Plain Paper	64 to 105 g/m^2	0.08 to 0.15 mm	250 [2]
	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 [3]
Cards	Photo Card	Up to 220 g/m^2	Up to 0.25 mm	20 [3]
	Index Card	Up to 120 g/m^2	Up to 0.15 mm	30
	PostCard	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 100 sheets of 80 g/m^2 paper.

[2] Up to 250 sheets of 80 g/m^2 paper.

[3] BP71 260 g/m^2 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/m^2 paper and always fan the pages before putting them in the ADF.

Recommended environment

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

Document Sizes Supported

Length:	148 to 431.8 mm
Width:	148 to 297 mm
Weight:	64 to 90 g/m^2

How to load documents

❶ IMPORTANT

- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric with the ADF. Instead use the scanner glass.

■ Make sure documents written with ink are completely dry.

1 Unfold the ADF Document Support (1) and the ADF Document Output Support Flap (2).
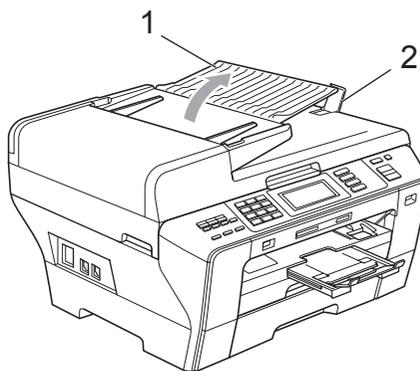
2 Fan the pages well.

3 Adjust the paper guides (1) to fit the width of your documents.
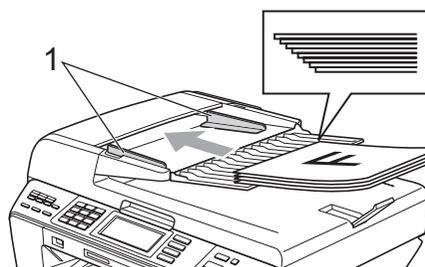
d Place your documents, **face up, top edge first** in the ADF until you feel them touch the feed roller.

Note

Insert A4/Letter documents short-edge first.
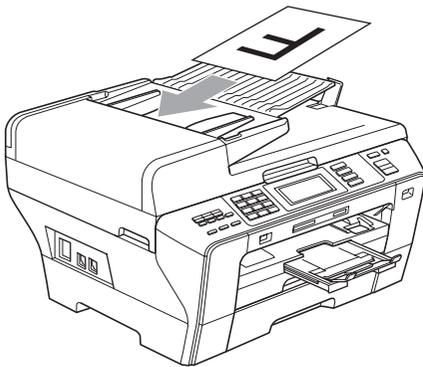
⚠ **IMPORTANT**

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 one page at a time.

Document Sizes Supported

Length:	Up to 431.8 mm
Width:	Up to 297 mm
Weight:	Up to 2 kg

How to load documents

Note

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

a Lift the document cover.

b Using the document guidelines on the left and top, place the document face down in the upper left corner of the scanner glass.
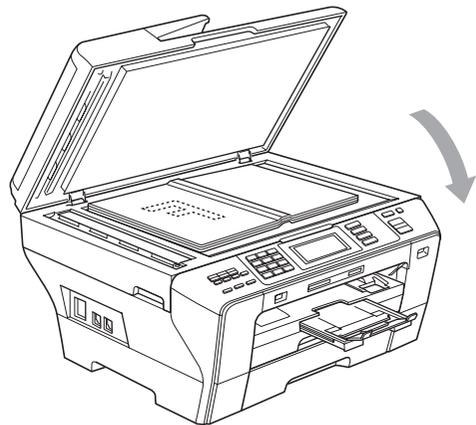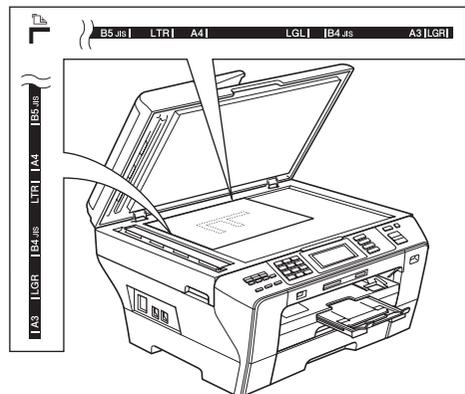
c Close the document cover.

⚠ **IMPORTANT**

If you are scanning a book or thick document, DO NOT slam the cover down 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.
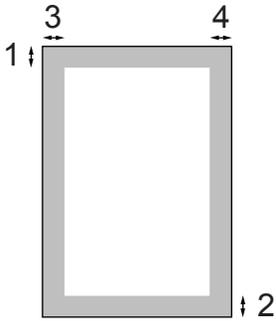
Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	Ledger	3 mm	3.7 mm
	A3	3 mm	4.5 mm
	Letter	3 mm	4 mm
	A4	3 mm	(Scanner Glass) 3 mm (ADF) 1 mm
	Legal	3 mm	4 mm
Copy	All paper sizes	3 mm	3 mm
Scan	All paper sizes	3 mm	3 mm

3 General setup

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 28. The delayed faxes that have been set up will be sent. You can even retrieve faxes using Remote Retrieval if you are away from your machine. If you want to do other operations, you must take the machine out of Power Save mode.

Note

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

Putting your machine in Power Save mode

a Press and hold down the **Power Save** key until the LCD shows Shutting Down.
The LCD will stay on for a few seconds before going off.

Bringing your machine out of Power Save mode

a Press the **Power Save** key.
The LCD shows the date and time.

Note

• Even if you have put the machine into Power Save mode, it will periodically clean the print head to preserve print quality.

• You can customize Power Save mode so that, apart from automatic head cleaning, no machine operations are available. (See *Power Save setting* on page 27.)

Power Save setting

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

a Press MENU.

b Press ▲ or ▼ to display General Setup.

c Press General Setup.

d Press ▲ or ▼ to display P.Save Setting.

e Press P.Save Setting.

f Press Fax Receive:Off (or Fax Receive:On).

7 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] Fax Preview [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 **Color Start**.

[2] You cannot receive a fax automatically 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 by default.

传真 Fax	
扫描 Scan	
复印 Copy	
图像捕捉 Photo Capture	

1 Press MENU.

2 Press ▲ or ▼ to display General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display Mode Timer.

5 Press Mode Timer.

6 Press 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off.

7 Press **Stop/Exit**.

Paper settings

Paper Size and Type

When you load a different size of paper in Tray #1 or Tray #2, you will need to change the paper size setting in the machine at the same time.

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

You can use seven sizes of paper for printing copies: A3, A4, A5, 10 × 15 cm (4 × 6 in.), Ledger, Letter and Legal and five sizes for printing faxes: A3, A4, Ledger, Letter and Legal.

1. Press MENU.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display Tray Setting.

5. Press Tray Setting.

6. Press Tray#1 or Tray#2.

7. Do one of the following:

   ■ If you chose Tray#1, press ◀ or ▶ to display the paper size options, and press A4, A5, A3, 10x15cm, Letter, Legal or Ledger.

   Press the paper type:
   Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency.

   ■ If you chose Tray#2, press A4, A3, Letter, Legal or Ledger.

8. Press **Stop/Exit**.

Note

You can only use plain paper and paper sizes A3, A4, Ledger, Letter or Legal in Tray #2.

① IMPORTANT

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.

Tray use in Copy mode

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

To change the default setting follow the instructions below:

1. Press MENU.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display Tray Setting.

5. Press Tray Setting.

6. Press ▲ or ▼ to display Tray Use:Copy.

7. Press Tray Use:Copy.

8. Press Tray#1 or Tray#2.

9. Press **Stop/Exit**.

Note

You can change the paper size and tray selection temporarily for the next copy. (See *Paper Options* on page 93.)

Tray use in Fax mode

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

`Auto Select` will allow your machine to take paper from Tray #1 first, or from Tray #2 if:

- Tray #1 is out of paper.

- Tray #2 is set to a different paper size that is more suitable for the received faxes.

- Both trays are using the same size paper and Tray #1 is not set to use plain paper.

1. Press `MENU`.

2. Press ▲ or ▼ to display `General Setup`.

3. Press `General Setup`.

4. Press ▲ or ▼ to display `Tray Setting`.

5. Press `Tray Setting`.

6. Press ▲ or ▼ to display `Tray Use:Fax`.

7. Press `Tray Use:Fax`.

8. Press `Tray#1`, `Tray#2` or `Auto Select`.

9. Press **Stop/Exit**.

Secure Paper Feed mode for A3 size Short Grain Paper

If your printed pages have smudge problems when using A3 paper, your paper may be short grain paper. Choose `A3 - Short Grain` and set it to `On` to avoid this problem.

1. Press `MENU`.

2. Press ▲ or ▼ to display `General Setup`.

3. Press `General Setup`.

4. Press ▲ or ▼ to display `A3 - Short Grain`.

5. Press `A3 - Short Grain`.

6. Press `On`.

7. Press **Stop/Exit**.

Note

- If you are not sure about the type of paper you are using, consult the paper packaging or manufacturer for paper specifications.

- Printing will be slower when using the `A3 - Short Grain` setting.

Volume Settings

Ring Volume

You can choose a range of ring volume levels, from High to Off. The machine will keep your new default setting until you change it.

Setting the Ring Volume from the menu

1 Press MENU.

2 Press ▲ or ▼ to display General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display Volume.

5 Press Volume.

6 Press Ring.

7 Press Low, Med, High or Off.

8 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.

2 Press ▲ or ▼ to display General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display Volume.

5 Press Volume.

6 Press Beeper.

7 Press Low, Med, High or Off.

8 Press **Stop/Exit**.

Speaker Volume

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

1 Press MENU.

2 Press ▲ or ▼ to display General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display Volume.

5 Press Volume.

6 Press Speaker.

7 Press Low, Med, High or Off.

8 Press **Stop/Exit**.

Sleep Mode

You can choose how long the machine will remain 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.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display Sleep Mode.

5. Press Sleep Mode.

6. Press 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.

7. 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.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display LCD Settings.

5. Press LCD Settings.

6. Press LCD Contrast.

7. Press Light, Med or Dark.

8. Press **Stop/Exit**.

Setting the backlight brightness

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

1. Press MENU.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display LCD Settings.

5. Press LCD Settings.

6. Press Backlight.

7. Press Light, Med or Dark.

8. Press **Stop/Exit**.

Setting the Dim Timer for the backlight

You can set how long the LCD backlight stays on after you go back to the Ready screen.

1️⃣ Press MENU.

2️⃣ Press ▲ or ▼ to display General Setup.

3️⃣ Press General Setup.

4️⃣ Press ▲ or ▼ to display LCD Settings.

5️⃣ Press LCD Settings.

6️⃣ Press Dim Timer.

7️⃣ Press 10 Secs, 20 Secs, 30 Secs or Off.

8️⃣ Press **Stop/Exit**.

LCD Language

You can change the LCD Language.

1️⃣ Press MENU.

2️⃣ Press ▲ or ▼ to display Initial Setup.

3️⃣ Press Initial Setup.

4️⃣ Press ▲ or ▼ to display Local Language.

5️⃣ Press Local Language.

6️⃣ Press English or Chinese.

7️⃣ Press **Stop/Exit**.

Setting the Fax Logic

You can change the transmission process when you send or receive the fax manually with an external telephone.

Easy mode:

	Call Out	Receives Call
Documents in the ADF	Send the faxes by pressing **Start**	—
No documents in the ADF of Documents on the scanner glass	Send the faxes by pressing **Start**.	Receive the faxes by pressing **Start**.

Advanced mode:

	Call Out	Receives Call
Documents in the ADF	Send the faxes by pressing **Start**	—
No documents in the ADF of Documents on the scanner glass	Press **Start**, and then you can select: Send/Receive? Send Receive	Press **Start**, and then you can select: Send/Receive? Send Receive

1️⃣ Press MENU.

2️⃣ Press ▲ or ▼ to display Fax.

3️⃣ Press Fax.

4️⃣ Press ▲ or ▼ to display Miscellaneous.

5️⃣ Press Miscellaneous.

6️⃣ Press ▲ or ▼ to display Fax Mode.

7️⃣ Press Fax Mode.

8️⃣ Press Easy Mode or Advanced Mode.

9️⃣ Press **Stop/Exit**.

4 Security features

Secure Function Lock

Secure Function Lock lets you restrict public access to certain machine functions (Fax, Copy, Scan, Print [1] and PCC).
This feature also prevents users from changing the default settings of the machine by limiting access to the menu settings.

Before using the security features you must first enter an administrator password.

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

Make a careful note of your restricted user password. If you forget it, please call your Brother dealer for service.

[1] Print includes PC-Fax Send as well as all print jobs.

✍ Note
- Only administrators can set limitations and make changes for each user.
- When Print is disabled, PC print jobs will be lost without notification.
- If Fax Tx is disabled, you cannot use any functions in the Fax menu.
  (Fax Tx: Fax Transmit; Fax Rx: Fax Receive)
- Polling Receive is enabled only when both Fax Tx and Fax Rx are enabled.

Setting and changing the Administrator Password

Setting the password

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. (See *Setting up and changing restricted users* on page 36 and *Turning Secure Function Lock on/off* on page 37.)

✍ Note
Make a careful note of the administrator password. If you enter the wrong password, the LCD will show Wrong Password. Re-enter the correct password. If you forget it, please call your Brother dealer for service.

1 Press MENU.

2 Press ▲ or ▼ to display General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display Function Lock.

5 Press Function Lock.

6 Enter a four-digit number for the password using the buttons on the LCD. Press OK.

7 Re-enter the password when the LCD shows Verify:. Press OK.

8 Press **Stop/Exit**.

Changing the password

1 Press MENU.

2 Press ▲ or ▼ to display
General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display
Function Lock.

5 Press Function Lock.

6 Press Set Password.

7 Enter the registered four-digit password
using the buttons on the LCD.
Press OK.

8 Enter a four-digit number for the new
password using the buttons on the LCD.
Press OK.

9 When the LCD shows Verify:,
re-enter the new password using the
buttons on the LCD.
Press OK.

10 Press **Stop/Exit**.

Setting up and changing the Public user

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

1 Press MENU.

2 Press ▲ or ▼ to display
General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display
Function Lock.

5 Press Function Lock.

6 Press Setup User.

7 Enter the four-digit administrator
password using the buttons on the LCD.
Press OK.

8 Press ▲ or ▼ to display Public.

9 Press Public.

10 Do one of the following:

■ To set up the Public user, press
Enable or Disable for each
operation, as follows:
Press Fax Tx. Then press Enable
or Disable. After you have set
Fax Tx, repeat these steps for
Fax Rx, Copy(Color),
Copy(B&W), Scan, Print and PCC.

■ To change the Public user setting,
press ▲ or ▼ to display the setting you
want to change.
Press the setting and press Enable
or Disable.
Repeat this step until you finish
changing settings.

Note

If you disable PC Print and PhotoCapture
printing (PCC) for Public users it will also
disable those functions for all restricted
users.

11 Press **Stop/Exit**.

4

Setting up and changing restricted users

Setting up restricted users

You can set up users with restrictions and a password. You can set up to 20 restricted users.

1 Press MENU.

2 Press ▲ or ▼ to display General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display Function Lock.

5 Press Function Lock.

6 Press Setup User.

7 Enter the administrator password using the buttons on the LCD. Press OK.

8 Press ▲ or ▼ to display User01.

9 Press User01.

10 Enter the user name using the buttons on the LCD. (See *Entering Text* on page 193.) Press OK.

11 Enter a four-digit PIN using the buttons on the LCD for the user. Press OK.

12 To set up a restricted user, press Enable or Disable for each operation, as follows: Press Fax Tx. Then press Enable or Disable. After you have set Fax Tx, repeat these steps for Fax Rx, Copy(Color), Copy(B&W) and Scan.

13 Press 🔙 and repeat 8 to 12 for entering each additional user and password.

14 Press **Stop/Exit**.

Note

You cannot use the same password as another user's password.

Changing user name, password or settings for restricted users

1 Press MENU.

2 Press ▲ or ▼ to display General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display Function Lock.

5 Press Function Lock.

6 Press Setup User.

7 Enter the administrator password using the buttons on the LCD. Press OK.

8 Press ▲ or ▼ to display the existing restricted user you want to change.

9 Press the user name.

10 Press Change.

11 Do one of the following:

■ If you want to change the name press 🔙, and then enter the new name using the buttons on the LCD. (See *Entering Text* on page 193.) Press OK.

■ To leave the name unchanged Press OK.

12 Enter a new four-digit PIN using the buttons on the LCD for this user. Press OK.

m To change the restrictions for this user,
press Enable or Disable for each
operation, as follows:
Press Fax Tx. Then press Enable or
Disable. After you have set Fax Tx,
repeat these steps for Fax Rx,
Copy(Color), Copy(B&W) and Scan.

n Press 🔙 and repeat ⑧ to ⑩ if you
want to change more users and
settings.

o Press **Stop/Exit**.

Reset existing restricted users

You can reset restricted users one by one.

a Press MENU.

b Press ▲ or ▼ to display
General Setup.

c Press General Setup.

d Press ▲ or ▼ to display
Function Lock.

e Press Function Lock.

f Press Setup User.

g Enter the administrator password using
the buttons on the LCD.
Press OK.

h Press ▲ or ▼ to display the existing
restricted user you want to reset.

i Press the user you want to reset.

j Press Reset.

k Press Yes.

l Do one of the following:

■ Set a new restricted user. (See
Setting up restricted users
on page 36.)

■ If you do not want to set a new
restricted user, go to step ⑭.

m Press 🔙 and repeat ⑧ to ⑫ if you
want to reset more users.

n Press **Stop/Exit**.

Turning Secure Function Lock on/off

Note

If you enter the wrong password, the LCD
will show Wrong Password. Re-enter
the correct password.

Turning Secure Function Lock on

a Press MENU.

b Press ▲ or ▼ to display
General Setup.

c Press General Setup.

d Press ▲ or ▼ to display
Function Lock.

e Press Function Lock.

f Press Lock Off→On.

g Enter the administrator password using
the buttons on the LCD.
Press OK.

Turning Secure Function Lock off

a Press User: Public.

b Press Lock On→Off.

c Enter the administrator password using
the buttons on the LCD.
Press OK.

Switching users

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

1 On the machine's control panel, hold down **Shift** as you press ⋆.
Or, on the LCD, press User: Public or User: xxxxx (where xxxxx is the user's name).
Then press Change User.

2 Press ▲ or ▼ to display your user name.

3 Press your user name.

4 Enter your four-digit PIN using the buttons on the LCD.
Press OK.

Changing to the Public mode

1 Press User: xxxxx (where xxxxx is the user's name).

2 Press Go to Public.

Note

After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode Timer setting. (See *Mode Timer* on page 28.)

Reset all users

You can reset all settings and passwords for the Public user and all restricted users.

1 Press MENU.

2 Press ▲ or ▼ to display General Setup.

3 Press General Setup.

4 Press ▲ or ▼ to display Function Lock.

5 Press Function Lock.

6 Press Reset All Users.

7 Enter the administrator password using the buttons on the LCD.
Press OK.

8 Press Yes for 2 seconds to confirm to delete all restricted users.

9 Press **Stop/Exit**.

Section II

Fax

5 Sending a Fax

Entering Fax mode

When you want to send a fax, or change fax send or receive settings, press the
(**Fax**) key to illuminate it in blue.
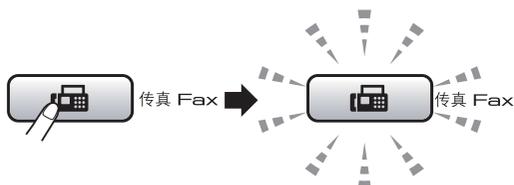
The LCD shows:

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

- `Fax Resolution` (See page 45.)
- `Contrast` (See page 45.)
- `Glass ScanSize` (See page 41.)
- `Broadcasting` (See page 43.)
- `Preview` (See page 42.)
- `Delayed Fax` (See page 46.)
- `Batch TX` (See page 47.)
- `Real Time TX` (See page 46.)
- `Polled TX` (See page 84.)
- `Polling RX` (See page 82.)
- `Overseas Mode` (See page 46.)
- `Set New Default` (See page 47.)
- `Factory Reset` (See page 48.)

Press the option you want.

Faxing from the ADF

a️ Press ▢ (**Fax**).

b️ Place the document face up in the ADF. (See *Using the ADF* on page 24.)

c️ Enter the fax number using the dial pad. You can also enter the fax number on the LCD by pressing `Phone Book` and `Send a fax`, or you can press a One Touch key on the machine's control panel.
(For details, see *How to Dial* on page 70.)

Note

You can preview a fax message before sending it by setting `Preview` to `On`. (See *How to preview an outgoing fax* on page 42.)

d️ Press **Mono Start** or **Color Start**.

Note

- To cancel, press **Stop/Exit**.

- If you send a mono fax when the memory is full it will be sent in real time.

- You can send a color fax that is A4 size or a mono fax that is A3 size.

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 A3 size.

You cannot send color 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.

• You can send color faxes up to A4 in size.

a Press [📠] (**Fax**).

b Load your document face down on the scanner glass. (See *Using the scanner glass* on page 25.)

c Enter the fax number using the dial pad. You can also enter the fax number on the LCD by pressing Phone Book and Send a fax, or you can press a One Touch key on the machine's control panel.

Note

You can preview a fax message before sending it by setting Preview. (See *How to preview an outgoing fax* on page 42.)

d Press **Mono Start** or **Color Start**.

■ If you press **Mono Start**, the machine starts scanning the first page. Go to step e.

■ If you press **Color Start**, the machine starts sending the document.

e When the LCD asks you Next Page?, do one of the following:

■ To send a single page, press No (or press **Mono Start** again).

The machine starts sending the document.

■ To send more than one page, press Yes and go to step f.

f Place the next page on the scanner glass.
Press **Mono Start** or **Color Start**.
The machine starts scanning the page. (Repeat steps e and f for each additional page.)

Setting the scanner glass size for faxing

To fax a A3, Letter, Legal or Ledger size document from the scanner glass, you need to change the glass scan size setting.

a Press [📠] (**Fax**).

b Press ◀ or ▶ to display Glass ScanSize.

c Press Glass ScanSize.

d Press A4, A3, Letter, Legal or Ledger.

Note

You can save the setting you use most often by setting it as default. (See *Setting your changes as a new default* on page 47.)

5

41

Color fax transmission

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

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

How to preview an outgoing fax

You can preview a fax message before you send it. You must set the Real Time Transmission and Polling RX to off before you use this feature.

a Press 🔲 (**Fax**).

b Press ◀ or ▶ to display Preview.

c Press Preview.

d Press On.

e Load the document.

f Enter the fax number using the dial pad. You can also enter the fax number on the LCD by pressing Phone Book and Send a fax, or you can press a One Touch key on the machine's control panel. (For details, see *How to Dial* on page 70.)

g Press **Mono Start**.
The machine starts scanning the document and the outgoing fax appears on the LCD.
When the fax is displayed, press MENU. The buttons will appear on the LCD and perform the operations shown below.

Button	Description
🔍⊕	Enlarge the fax.
🔍⊖	Reduce the fax.
▲ or ▼	Scroll vertically.
◀ or ▶	Scroll horizontally.
🔲↻	Rotate the fax clockwise.
◀	Go back to the previous page.
▶	Go to the next page.
❎	Close the preview table.

Note

To send a color fax do not use Fax Preview.

h Press **Mono Start**.

Note

The fax message in the memory will be sent and then erased when you press **Mono Start**.

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, One Touch, Speed Dial numbers and up to 50 manually dialled numbers in the same broadcast.

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

a Press 🖼 (**Fax**).

b Load your document.

c Press ◄ or ► to display Broadcasting.

d Press Broadcasting.

e You can add numbers to the broadcast in the following ways:

■ Press Add Number and enter a number using the buttons on the LCD.

Press OK.

■ Press Phone Book.
Press 🔢 to search by Alphabetical Order or Numerical Order. Press the entries that you want to add to the broadcast.

Press OK.

Note

One Touch Dial locations begin with ✶. Speed Dial locations begin with **#**.

f After you have entered all the fax numbers by repeating step e, press OK.

g Press **Mono Start**.

Note

• If you did not use up any of the numbers for Groups, you can 'broadcast' faxes to as many as 256 different numbers.

• The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access and delayed fax.

• 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.

5

Cancelling a Broadcast in progress

a Press **Stop/Exit**.

b Do one of the following:

■ To cancel the entire broadcast, press Entire Broadcast. Go to step **c**.

■ To cancel the current job, press the button that displays the number being dialled. Go to step **d**.

■ To exit without cancelling, press **Stop/Exit**.

c When the LCD asks if you want to cancel the entire broadcast, do one of the following:

■ Press Yes to confirm.

■ To exit without cancelling, press No or **Stop/Exit**.

d Do one of the following:

■ To cancel the current job, press Yes.

■ To exit without cancelling, press No or **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, glass scan size, overseas mode, delayed fax timer, polling transmission and real time transmission.

a Press ![fax icon] (**Fax**).
The LCD shows:

FAX	📞		⊗
Fax Resolution	Contrast	Glass ScanSize	
Standard	**Auto**	**A4**	
	◀ ▭ ▶		
History		Phone Book	

b Press ◀ or ▶ to display a setting you want to change and press the setting, then press the option you want.

c Go back to **b** to change more settings.

Note

• Most settings are temporary and the machine returns to its default settings after you send a fax.

• You can save some of the settings you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 47.)

Contrast

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

1. Press ⬛ (**Fax**).

2. Press ◀ or ▶ to display Contrast.

3. Press Contrast.

4. Press Auto, Light or Dark.

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 color 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.

1. Press ⬛ (**Fax**).

2. Press ◀ or ▶ to display Fax Resolution.

3. Press Fax Resolution.

4. Press the resolution you want.

Note

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

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.

Color	
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 **Color Start** key to send a fax, the machine will send the fax using the Fine setting.

5

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 turn on Real Time TX.

1 Press [📠] (**Fax**).

2 Load your document.

3 Press ◄ or ► to display Real Time TX.

4 Press Real Time TX.

5 Press On.

Note

In real time transmission, the automatic redial feature does not work when using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the 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 Press [📠] (**Fax**).

2 Load your document.

3 Press ◄ or ► to display Overseas Mode.

4 Press Overseas Mode.

5 Press On (or Off).

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 6.

1 Press [📠] (**Fax**).

2 Load your document.

3 Press ◄ or ► to display Delayed Fax.

4 Press Delayed Fax.

5 Press On.

6 Enter the time you want the fax to be sent (in 24-hour format) using the buttons on the LCD.
(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.

a Press ⬛ (**Fax**).

b Press ◀ or ▶ to display Batch TX.

c Press Batch TX.

d Press On.

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.)

a Press MENU.

b Press ▲ or ▼ to display Fax.

c Press Fax.

d Press ▲ or ▼ to display Remaining Jobs.

e Press Remaining Jobs.
Any waiting jobs appear on the LCD.

f Press ▲ or ▼ to scroll through the jobs and press the job you want to cancel.
Press OK.

g Do one of the following:

■ To cancel, press Yes.

   If you want to cancel another job go to step f.

■ To exit without cancelling, press No.

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

Setting your changes as a new default

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

a Press ⬛ (**Fax**).

b Press ◀ or ▶ to choose the setting you want to change, and then press the new option.
Repeat this step for each setting you want to change.

c After changing the last setting, press ◀ or ▶ to display Set New Default.

d Press Set New Default.

e Press Yes.

f Press **Stop/Exit**.

Restoring all fax settings to the factory settings

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

a Press [📠] (**Fax**).

b Press ◀ or ▶ to display
Factory Reset.

c Press Factory Reset.

d Press Yes.

e Press **Stop/Exit**.

Sending a fax manually

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

Note

To send a multiple page fax, use the ADF.

a Press [📠] (**Fax**).

b Load your document.

c To listen for a dial tone pick up the handset of an external telephone.

d Dial the fax number using the dial pad. You can also enter the fax number on the LCD by pressing Phone Book and Send a fax, or you can press a One Touch key on the machine's control panel.

e When you hear the fax tone, press **Mono Start** or **Color Start**. Press Send when you select the Fax Mode to Advanced Mode and send the fax from the scanner glass. (See *Setting the Fax Logic* on page 33.)

f 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 **Color Start** to send the pages scanned so far, or to press **Stop/Exit** to cancel the operation.

Note

To free up extra memory, turn off Memory Receive or print the faxes that are in the memory. (See *Memory Receive (Monochrome only)* on page 54 or *Printing a fax from the memory* on page 54.)

6 Receiving a Fax

Receive modes

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

Choose the Receive Mode

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

For more detailed information on the receive modes, see *Using receive modes* on page 50.

Do you want to use the telephone features of your machine (if available) or an external telephone or external telephone answering device connected on the same line as the machine?

Yes → Are you using the voice message function of an external telephone answering device?

No → **Fax Only**

No → Do you want the machine to answer fax and telephone calls automatically?

No → **Manual**

Yes → **Fax/Tel**

Yes → **External TAD**

To set a receive mode follow the instructions below.

1. Press MENU.

2. Press ▲ or ▼ to display Initial Setup.

3. Press Initial Setup.

4. Press ▲ or ▼ to display Receive Mode.

5. Press Receive Mode.

6. Press Fax Only, Fax/Tel, External TAD or Manual.

7. Press **Stop/Exit**.
The LCD will display the current receive mode.

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 51.)

Fax only

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

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.

(See *F/T Ring Time (Fax/Tel mode only)* on page 51 and *Ring Delay* on page 51.)

Manual

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 **Color Start** and press `Receive`. Press `Receive` when you select the `Fax Mode` to `Advanced Mode` (See *Setting the Fax Logic* on page 33.). You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

(See *Fax Detect* on page 52.)

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 67.)

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.

(See *Operation from extension telephones* on page 68 and *Fax Detect* on page 52.)

1 Press MENU.

2 Press ▲ or ▼ to display Fax.

3 Press Fax.

4 Press ▲ or ▼ to display Setup Receive.

5 Press Setup Receive.

6 Press ▲ or ▼ to display Ring Delay.

7 Press Ring Delay.

8 Press the number of times the machine will ring before it answers.
If you choose 0, the line will not ring at all.

9 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 69.)

1 Press MENU.

2 Press ▲ or ▼ to display Fax.

3 Press Fax.

4 Press ▲ or ▼ to display Setup Receive.

5 Press Setup Receive.

6 Press ▲ or ▼ to display F/T Ring Time.

7 Press F/T Ring Time.

8 Press how long the machine will ring to alert you that you have a voice call.

9 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:

Fax Detect is turned On as default.

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 **Color Start**. Press Receive when you select the Fax Mode to Advanced Mode. (See *Setting the Fax Logic* on page 33.)

If you answered at an extension telephone, press * **5 1**. (See *Operation from extension telephones* on page 68.)

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**.

- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off.

1️⃣ Press MENU.

2️⃣ Press ▲ or ▼ to display Fax.

3️⃣ Press Fax.

4️⃣ Press ▲ or ▼ to display Setup Receive.

5️⃣ Press Setup Receive.

6️⃣ Press ▲ or ▼ to display Fax Detect.

7️⃣ Press Fax Detect.

8️⃣ Press On (or Off).

9️⃣ 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. (See *Paper Size and Type* on page 29.)

1️⃣ Press MENU.

2️⃣ Press ▲ or ▼ to display Fax.

3️⃣ Press Fax.

4️⃣ Press ▲ or ▼ to display Setup Receive.

5️⃣ Press Setup Receive.

6️⃣ Press ▲ or ▼ to display Auto Reduction.

7️⃣ Press Auto Reduction.

8️⃣ Press On (or Off).

9️⃣ Press **Stop/Exit**.

Setting Receiving Priority

If a A3 Color fax is sent to your machine, your machine will receive either a A3 Mono fax or a A4 Color fax depending on the Receiving Priority setting. If you choose Mono(Max.A3), you will receive a A3 Mono fax. If you choose Color(Max.A4), you will receive a A4 Color fax.

Note

The default setting is Mono(Max.A3), so the machine cannot receive A4 color faxes by default.

Receiving Priority	Document Sent		Document Received	Fax Preview	Storage OFF	Memory Receive (On)	
						Fax Storage Fax Forward	PC-FAX
Color (Max. A4)	Color	A4	Color A4	N/A (Color Printout)	(Color Printout)	N/A (Color Printout)	N/A (Color Printout)
		A3	Color A4 [1] (Reduced)				
	Mono	A4	Mono A4	Available	(Mono Printout)	Available	Available (Up to A4 size) [2]
		A3	Mono A4 [1] (Reduced)				
Mono (Max. A3)	Color	A4	Mono A4 [1]				
		A3	Mono A3 [1]				
	Mono	A4	Mono A4				
		A3	Mono A3				

[1]   These results may vary depending on the sending machine's ability.

[2]   A3 size faxes will be reduced to A4 size.

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Setup Receive.

5. Press Setup Receive.

6. Press ▲ or ▼ to display Mono/Color.

7. Press Mono/Color.

8. Press Mono(Max.A3) or Color(Max.A4).

9. Press **Stop/Exit**.

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. If you have chosen Fax Preview, see *Fax Preview (Monochrome only)* on page 58 and *Memory Receive (Monochrome only)* on page 54.

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Print Document.

5. Press Print Document.

6. Press **Mono Start**.

7. Press **Stop/Exit**.

Note

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

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 10.)

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.

Memory Receive (Monochrome only)

You can only use one Memory Receive operation 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 Memory Receive operations, a message will appear on the LCD. (See *Changing Memory Receive Operations* on page 58.)

Note

When you receive a color fax, the machine will treat the data as a color or monochrome fax depending on the Receive Priority setting. (See *Setting Receiving Priority* on page 53.)

Fax Forwarding

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

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Setup Receive.

5. Press Setup Receive.

6. Press ▲ or ▼ to display Memory Receive.

7. Press Memory Receive.

8. Press Fax Forward.

9. Enter the forwarding number (up to 20 digits) by using the buttons on the LCD.
   Press OK.

10. Press Backup Print:On or Backup Print:Off.

ⓘ IMPORTANT

- If you choose Backup Print:On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine. Backup Print:On does not work when Fax Preview is set to On.

- The machine can store faxes approximately 24 hours if there is a power failure.

11. Press **Stop/Exit**.

Fax Storage

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

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

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Setup Receive.

5. Press Setup Receive.

6. Press ▲ or ▼ to display Memory Receive.

7. Press Memory Receive.

8. Press Fax Storage.

9. Press **Stop/Exit**.

6

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 on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear on the LCD.

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

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see *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. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Setup Receive.

5. Press Setup Receive.

6. Press ▲ or ▼ to display Memory Receive.

7. Press Memory Receive.

8. Press PC Fax Receive.

9. Press <USB> or the PC you want to receive faxes.

10. Press OK.

11. Press Backup Print:On or Backup Print:Off.

12. 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 145.)

IMPORTANT

In the event of a power failure, the machine will store your faxes in the memory for approximately 24 hours. However, if you choose Backup Print:On the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC.

Changing the destination PC

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Setup Receive.

5. Press Setup Receive.

6. Press ▲ or ▼ to display Memory Receive.

7. Press Memory Receive.

8. Press PC Fax Receive.

9. Press <USB>, or the PC you want to receive faxes.

10. Press OK.

11. Press Backup Print:On or Backup Print:Off.

12. Press **Stop/Exit**.

Turning off Memory Receive Operations

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Setup Receive.

5. Press Setup Receive.

6. Press ▲ or ▼ to display Memory Receive.

7. Press Memory Receive.

8. Press Off.

9. Press **Stop/Exit**.

Note

The LCD will give you more options if there are received faxes still in your machine's memory. (See *Changing Memory Receive Operations* on page 58.)

Changing Memory Receive Operations

If received faxes remain in your machine's memory when you change the Memory Receive Operations, the LCD will ask you one of the following questions:

■ `Erase All Doc?`

■ `Print All Fax?`

> • If you press `Yes`, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
>
> • If you press `No`, faxes in the memory will not be erased or printed and the setting will be unchanged.

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

The LCD will ask you the following question:

■ `Send Fax to PC?`

> • If you press `Yes`, faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (For detail, see *PC Fax Receive* on page 56.)
>
> • If you press `No`, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Fax Preview (Monochrome only)

How to preview a received fax

You can view received faxes on the LCD by pressing the `Fax Preview` button on the LCD. When the machine is in Ready mode, a popup message will appear on the LCD to alert you of new faxes.

Setting Fax Preview

1️⃣ Press `MENU`.

2️⃣ Press ▲ or ▼ to display `Fax`.

3️⃣ Press `Fax`.

4️⃣ Press ▲ or ▼ to display `Setup Receive`.

5️⃣ Press `Setup Receive`.

6️⃣ Press ▲ or ▼ to display `Fax Preview`.

7️⃣ Press `Fax Preview`.

8️⃣ Press `On` (or `Off`).

9️⃣ The LCD will tell you that any future faxes will not be printed as you receive them.
Press `Yes`.

🔟 Press **Stop/Exit**.

✎ Note

• When you receive a color fax, the machine will treat the data as a color fax or a monochrome fax depend on your setting for Receiving Priority. (See *Setting Receiving Priority* on page 53.)

• When Fax Preview is turned On, a backup copy of received faxes will not be printed, even if you have set Backup Print `On`.

• Fax Preview is not available when Fax Forwarding is turned on.

Using Fax Preview

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

1️⃣ Press Fax Preview.
The LCD will display the new fax list.

Note

• If you receive a fax containing multiple paper sizes (for example, a page of A4 data and a page of A3 data), the machine may create and store a file for each paper size. The LCD may show that more than one fax job has been received.

• You can also see your old fax list by pressing the Old Fax tab on the LCD. Press the New Fax tab to go back to your new fax list.

2️⃣ Press ▲ or ▼ to display the fax number of the fax you want to see.

3️⃣ Press the fax you want to see.

Note

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

• The LCD will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as "XX".

When the fax is displayed, press More. The buttons will appear on the LCD and perform the operations shown below.

Button	Description
🔍+	Enlarge the fax.
🔍-	Reduce the fax.
▲ or ▼	Scroll vertically.
◀ or ▶	Scroll horizontally.
↻	Rotate the fax clockwise.
🗑	Delete the fax. Press Yes to confirm.
◀	Go back to the previous page.
▶	Go to the next page.
↩	Go back to the fax list.
🖨	Print the fax. Do one of the following: ■ Press Print All Pages to print the whole message. ■ Press Print Current Only to print only the displayed page. ■ Press Print From Current to print from the displayed page.
✕	Close the preview table.

4️⃣ Press **Stop/Exit**.

How to print a fax

1 Press Fax Preview.

2 Press the fax you want to view.

3 Press More.

4 Press 🖨 (Print).

■ If the fax is multiple pages, go to step ❺.

■ If the fax is a single page it will start printing. Go to step ❻.

5 Do one of the following:

■ Press Print All Pages to print all pages of the fax.

■ Press Print Current Only to print the displayed page.

■ Press Print From Current to print the displayed page to the last page.

6 Do one of the following:

■ To delete the fax, press Yes.

■ To keep the fax in the memory, press No.

7 Press **Stop/Exit**.

How to print all faxes in the list

1 Press Fax Preview.

2 Press More.

3 Press Print All.

4 Press **Stop/Exit**.

How to delete all faxes in the list

1 Press Fax Preview.

2 Press More.

3 Press Delete All.
Press Yes to confirm.

4 Press **Stop/Exit**.

Turning off Fax Preview

1 Press Fax Preview.

2 Press More.

3 Press Turn Off Fax Preview.

4 Press Yes to confirm.

5 If there are faxes stored in the memory, do one of the following:

■ If you do not want to print the stored faxes, press Continue.
The machine asks you to confirm the deletion of the stored faxes.

Press Yes to confirm.

■ If you want to print all the stored faxes, press Print all faxes.

■ If you do not wish to turn off Fax Preview, press Cancel.

Press **Stop/Exit**.

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 the inactive code (---∗).

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Remote Access.

5. Press Remote Access.

6. Enter a three-digit code using numbers 0-9, ∗, or # by pressing the buttons on the LCD.
   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 68.)

7. Press **Stop/Exit**.

Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press Clear in step 6 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 for about 100 seconds after it starts ringing, and then enter the remote access code within 30 seconds.

6

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 *Changing your Fax Forwarding number* on page 63.) 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 *Retrieving fax messages* on page 63.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	**Check the receiving status**	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change the Receive Mode**	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	Pressing **9 0** allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

You can call your machine from any touch tone telephone and have your fax messages sent to a machine. Before you use this feature, you have to turn on Fax Storage.

a Dial your fax number.

b When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.

c When you hear two short beeps, press **9 6 2**.

d Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by **# #** (up to 20 digits).

Note

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

e 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.

a Dial your fax number.

b When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.

c When you hear two short beeps, press **9 5 4**.

d 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.

e Press **9 0** when you have finished.

f Hang up after you hear your machine beep.

7

Telephone and External devices

Voice operations

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

Tone or Pulse

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

a Pick up the handset of the external telephone.

b Press **#** on the machine's control panel. Any digits dialled after this will send tone signals.

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

Fax/Tel mode

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

If you are at an external telephone, lift the handset of the external telephone, and then press **Hook** 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 mode you can receive faxes if the Power Save setting is `Fax Receive:On`. (See *Power Save setting* on page 27.)

Fax/Tel mode does not work in the Power Save condition. The machine will not answer telephone or fax calls and will keep ringing. If you are at an external or extension 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 Service

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

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

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

Note

■ To get the Caller ID service, you have to apply for it at your local telephone company.

■ FSK and DTMF are the two modes for displaying your calls.
The default mode of this machine is FSK.
Please ask your local telephone company for whether your mode is FSK or DTMF.
If your local telephone company uses DTMF mode, please switch your mode as follows. Contact your local telephone company or Brother dealer in the case that the feature does not work normally.
Caller ID feature is not available in the following situation:

1 You have not applied for it at your local telephone company.

2 The fax machine is connected to an internal switchboard or other switch device.

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

7

Advantages of Caller ID

For Business

All businesses profit from a quicker response to customer calls.

For Home

Residential customers can protect themselves from unwanted calls.

Setup Method

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Miscellaneous.

5. Press Miscellaneous.

6. Press ▲ or ▼ to display Caller ID Type.

7. Press Caller ID Type.

8. Press FSK or DTMF.

9. Press **Stop/Exit**.

Caller ID feature

The Caller ID feature of this machine lets you use the Caller ID subscriber service offered by many local phone companies.

You can view the list or choose one of these numbers to fax to, add to Speed Dial or delete from the history. (See *Caller ID history* on page 71.)

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

- You will see the first 16 characters of the number or name.

- # Unavailable display means call originates outside your Caller ID service area.

- ID Withheld display means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* on page 81.)

Note

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

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

Connecting an external TAD (telephone answering device)

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

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

Note

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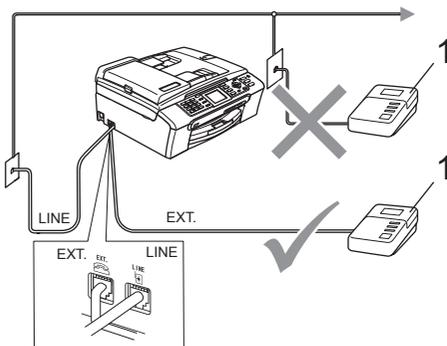
1 TAD

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

⚠ CAUTION

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

Connections

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

1. Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)

2. Record the outgoing message on your external TAD.

3. Set the TAD to answer calls.

4. Set the Receive Mode to External TAD. (See *Choose the Receive Mode* on page 49.)

Recording outgoing message (OGM) on an external TAD

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

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

2. Limit your speaking to 20 seconds.

Note

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

Multi-line connections (PBX)

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

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

If you are installing the machine to work with a PBX

1 It is not guaranteed that the unit will work properly under all circumstances with a PBX. Report any cases of problems first to the company that handles your PBX.

2 If all incoming calls will be answered by a switchboard operator, we recommend setting the Receive Mode to Manual. All incoming calls should at first be regarded as telephone calls.

External and extension phones

Connecting an external or extension telephone

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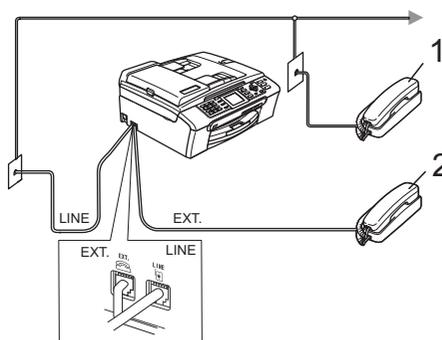
1 **Extension telephone**

2 **External telephone**

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

Operation from extension telephones

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

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code **# 5 1** to take the call at an extension phone. (See *F/T Ring Time (Fax/Tel mode only)* on page 51.)

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 52)

Using a cordless external telephone

If your cordless telephone is connected to the telephone line cord (See *External and extension phones* on page 68.) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

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

Using remote codes

Fax receive code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialling the fax receive code ✱ **5 1**. Wait for the chirping sounds then replace the handset. See *Fax Detect* on page 52. Your caller will have to press Start to send the fax.

Telephone answer code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double) ring after the initial ring delay. If you pick up the call on an extension phone you can turn the F/T ring off by pressing **# 5 1** (make sure you press this *between* the rings).

Changing the remote codes

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

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

Note

• If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another three-digit code using the numbers **0**-**9**, ✱, **#**.

• Remote Codes might not work with some telephone systems.

8

Dialling and storing numbers

How to Dial

Manual dialling

Press all of the digits of the fax or telephone number using the dial pad.

One Touch Dialling

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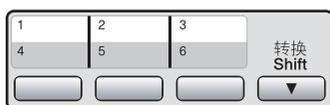
Speed Dialling

1. Press Phone Book.

2. Press the two-digit number you want to call. You can also display the numbers in alphabetical order by pressing on LCD.

Note

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

Fax Redial

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

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

1. Press **Redial/Pause**.

2. Press the number you want to redial.

3. Press Send a fax.

4. Press **Mono Start** or **Color Start**.

Note

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

Outgoing Call history

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

1 Press **Redial/Pause**.
You can also press History.

2 Press the Outgoing Call tab.

3 Press the number you want.

4 Do one of the following:

- To send a fax, press Send a fax.

    Press **Mono Start** or **Color Start**.

- If you want to store the number, press More and then press Add to Speed Dial or Add to One Touch Dial.

    (See *Storing One Touch numbers from Outgoing Calls* on page 73 or *Storing Speed Dial numbers from Outgoing Calls* on page 75.)

- If you want to delete the number from the Outgoing Call history list, press More and then press Delete.

    Press Yes to confirm.

5 Press **Stop/Exit**.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID (Caller IDentification) (not available in certain area)* on page 65.)

The number, or name if available, from the last 30 faxes and telephone calls you received will be stored in the Caller ID history. You can view the list or choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history. When the thirty-first call comes in to the machine, it replaces information about the first call.

1 Press History.

2 Press Caller ID hist.

3 Press ▲ or ▼ to display the number or the name you want to call.

4 Press the number or the name you want to call.

5 Do one of the following:

- To send a fax, press Send a fax.

    Press **Mono Start** or **Color Start**.

- If you want to store the number, press More and then press Add to Speed Dial or Add to One Touch Dial.

    (See *Storing One Touch numbers from the Caller ID history* on page 73 and *Storing Speed Dial numbers from the Caller ID history* on page 75.)

- If you want to delete the number from the Caller ID history list, press More and then press Delete.

    Press Yes to confirm.

6 Press **Stop/Exit**.

Note

You can print the Caller ID list. (See *How to print a report* on page 81.)

8

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

When you are storing One Touch or
Speed Dial numbers in the Phone Book, you
can insert one or more 3.5-second pauses by
pressing the Pause button on the LCD.

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 the One Touch key where you
want to store the number.
Press Yes.

Note

You can also store One Touch Dial
numbers pressing Phone Book.
Press More.
Press Set One Touch Dial.
Press a number using the buttons on the
LCD.

2 Do one of the following:

■ Enter the name (up to 16 characters)
using the buttons on the LCD.

Press OK.

(To help you enter letters, see
Entering Text on page 193.)

■ To store the number without a name,
press OK.

3 Enter the fax or telephone number (up to
20 digits) using the buttons on the LCD.
Press OK.

Note

If you want to store an E-mail address to
use with Internet fax or Scan to E-mail

server, press ![icon] and enter the E-mail
address and press OK. (See *Entering Text*
on page 193.)

4 When the LCD displays your settings,
press OK to confirm.

5 Press **Stop/Exit**.

Storing One Touch numbers from Outgoing Calls

You can store One Touch numbers from the Outgoing Call history.

1 Press **Redial/Pause**.
You can also choose by pressing History.

2 Press Outgoing Call tab.

3 Press ▲ or ▼ to display the number you want to store.

4 Press the number you want to store.

5 Press More.

6 Press Add to One Touch Dial.

7 To choose where the number will be stored, do one of the following:

■ To accept the displayed next available One Touch location, press OK.

■ To enter a different One Touch location, press a number using the buttons on the LCD.
Press OK.

Note

If the One Touch location you choose is already taken, the OK button on the LCD will not work. Choose a different location.

8 Do one of the following:

■ Enter the name using the buttons on the LCD (up to 16 characters).
Press OK.

(To help you enter letters, see *Entering Text* on page 193.)

■ To store the number without a name, press OK.

9 Press OK to accept the displayed telephone or fax number.

10 When the LCD displays your settings, press OK to confirm.

11 Press **Stop/Exit**.

Storing One Touch numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store One Touch numbers from incoming calls in the Caller ID History. (See *Caller ID (Caller IDentification) (not available in certain area)* on page 65.)

1 Press History.

2 Press the Caller ID hist. tab.

3 Press ▲ or ▼ to display the number you want to store.

4 Press the number you want to store.

5 Press More.

6 Press Add to One Touch Dial.

7 To choose where the number will be stored, do one of the following:

■ To accept the displayed next available One Touch location, press OK.

■ To enter a different One Touch location, press a number using the buttons on the LCD.

Press OK.

Note

If the One Touch location you choose is already taken, the OK button on the LCD will not work. Choose a different location.

8 Do one of the following:

■ Enter the name (up to 16 characters) using the buttons on the LCD.

Press OK.

(To help you enter letters, see *Entering Text* on page 193.)

■ To store the number without a name, press OK.

8

⑨ Press OK to confirm the fax or telephone number.

⑩ When the LCD displays your settings, press OK to confirm.

⑪ Press **Stop/Exit**.

Storing Speed Dial numbers

You can store up to 100 2-digit Speed Dial locations with a name, and each name can have two numbers. When you dial you will only have to press a few keys (for example: press Phone Book, the number you want to call and Send a fax).

① Press Phone Book.

② Press More.

③ Press Set Speed Dial.

④ Do one of the following:

- Enter the name (up to 16 characters) using the buttons on the LCD.

  Press OK.

  (To help you enter letters, see *Entering Text* on page 193.)

- To store the number without a name, press OK.

⑤ Enter the first fax or telephone number (up to 20 digits) using the buttons on the LCD.
Press OK.

Note

If you want to store an E-mail address to use with Internet fax or Scan to E-mail server, press ☏✉ and enter the E-mail address and press OK. (See *Entering Text* on page 193.)

⑥ Do one of the following:

- Enter the second fax or telephone number (up to 20 digits) using the buttons on the LCD.

  Press OK.

- If you do not want to store a second number, press OK.

⑦ To choose where the number will be stored, do one of the following:

- To accept the displayed next available Speed Dial location, press OK.

- To enter a different Speed Dial location, press a 2-digit number using the buttons on the LCD.

  Press OK.

Note

If the 2-digit Speed Dial location you choose is already taken, the OK button on the LCD will not work. Choose a different location.

⑧ When the LCD displays your settings, press OK to confirm.

⑨ Do one of the following:

- To store another Speed Dial number, repeat steps ② to ⑧.

- To finish storing numbers, press **Stop/Exit**.

Storing Speed Dial numbers from Outgoing Calls

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

a **Press Redial/Pause.**
You can also choose the number by pressing History.

b Press the Outgoing Call tab.

c Press the name or number you want to store.

d Press More.

e Press Add to Speed Dial.

f Do one of the following:

■ Enter the name (up to 16 characters) using the buttons on the LCD.

Press OK.

(To help you enter letters, see *Entering Text* on page 193.)

■ To store the number without a name, press OK or use ⌫ to delete the name, and then press OK.

g Press OK to confirm the fax or telephone number you want to store.

h Do one of the following:

■ Enter the second fax or telephone number (up to 20 digits) using the buttons on the LCD.

Press OK.

■ If you do not want to store a second number, press OK.

i To choose where the number will be stored, do one of the following:

■ To accept the displayed next available Speed Dial location, press OK.

■ To enter a different Speed Dial location, press a 2-digit number using the buttons on the LCD.

Press OK.

Note

• Speed Dial numbers begin with **#** (for example, **# 0 2**).

• If the 2-digit Speed Dial location you choose is already taken, the OK button on the LCD will not work. Choose a different location.

j When the LCD displays your settings, press OK to confirm.

k Press **Stop/Exit**.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See *Caller ID (Caller IDentification) (not available in certain area)* on page 65.)

a Press History.

b Press the Caller ID hist. tab.

c Press ▲ or ▼ to display the number you want to store.

d Press the number you want to store.

e Press More.

f Press Add to Speed Dial.

8

7 Do one of the following:

- Enter the name (up to 16 characters) using the buttons on the LCD.

  Press OK.

  (To help you enter letters, see *Entering Text* on page 193.)

- To store the number without a name, press OK or use ⌫ to delete the name, and then press OK.

8 Press OK to confirm the fax or telephone number you want to store.

9 Do one of the following:

- Enter a second fax or telephone number (up to 20 digits) using the buttons on the LCD.

  Press OK.

- If you do not want to store a second number, press OK.

10 To choose where the number will be stored, do one of the following:

- To accept the displayed next available Speed Dial location, press OK.

- To enter a different Speed Dial location, press a 2-digit number using the buttons on the LCD.

  Press OK.

Note

- Speed Dial numbers begin with **#** (for example, **# 0 2**).

- If the 2-digit Speed Dial location you choose is already taken, the OK button on the LCD will not work. Choose a different location.

11 When the LCD displays your settings, press OK to confirm.

12 Press **Stop/Exit**.

Changing or Deleting 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.

1 Press Phone Book.

2 Press More.

3 Do one of the following:

- Press Change to edit the names or numbers.

- Press Delete to delete all information in a Speed Dial or One Touch location.

  Press the number you want to delete.

  Press OK.

  Go to step **9**.

4 Press ▲ or ▼ to display the number you want to change.

5 Press the number you want to change.

Note

One Touch Dial locations begin with ✳. Speed Dial locations begin with #.

6 Press Name:, Fax/Tel1: or Fax/Tel2:.

Note

For Speed Dial locations you can change Fax/Tel1: and Fax/Tel2:.

g Do one of the following:

■ If you chose `Name:`, enter the name (up to 16 characters) using the buttons on the LCD. (See *Entering Text* on page 193.)
The LCD will display your settings.

Press `OK`.

■ If you chose `Fax/Tel1:` or `Fax/Tel2:`, enter the new number (up to 20 digits) using the buttons on the LCD.
The LCD will display your settings.

Press `OK`.

Note

How to change the stored name or number:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press ⌫. Re-enter the character.

h Do one of the following:

■ Press `OK` to finish.
To change another One Touch or Speed Dial location, repeat steps ❷ to ❼.

■ To change more details, go to ❼.

The LCD will display your settings.

i 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 pressing only a One Touch key or `Phone Book`, the two-digit location, `Send a fax` and **Mono Start**. First, you'll 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 205 numbers in a large Group.

(See *Storing Speed Dial numbers* on page 74 and *Broadcasting (Monochrome only)* on page 43.)

a Press `Phone Book`.

b Press `More`.

c Press `Setup Groups`.

d Press `Set Speed Dial` or `Set One Touch Dial`.
If you choose `Set Speed Dial`, go to step ❻.

e To accept the next available One Touch key number, press `OK`.

f Enter the group name (up to 16 characters) using the buttons on the LCD.
Press `OK`.

g When the LCD displays the next available Group number, press `OK`. This Group number and name will automatically be assigned to the next available Speed Dial location.

h Add One Touch or Speed Dial numbers to the Group by pressing them to display a red checkmark. Press `OK`.
If you want to list the numbers by alphabetical order, press ⌗₀₁ A.

8

Note

One Touch Dial locations begin with *.
Speed Dial locations begin with #.

⑨ When the LCD displays the Group
Name and numbers, press OK to
confirm.

⑩ Press **Stop/Exit**.

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 81.)

Changing a Group name

① Press Phone Book.

② Press More.

③ Press Change.

④ Press ▲ or ▼ to display the Group you
want to change.

⑤ Press the Group.

⑥ Press Name:.

⑦ Enter the new name (up to
16 characters) using the buttons on
LCD.
Press OK.
(See *Entering Text* on page 193. For
example, type NEW CLIENTS.)

Note

*How to change the stored name or
number:*

If you want to change a character, press
◀ or ▶ to position the cursor under the
character you want to change, and then
press ⌫. Re-enter the character.

⑧ Press OK.

⑨ Press **Stop/Exit**.

Deleting a Group

① Press Phone Book.

② Press More.

③ Press Delete.

④ Press ▲ or ▼ to display the Group you
want to delete.

⑤ Press the Group Name.

⑥ Press OK.

⑦ Press **Stop/Exit**.

Deleting a number from a Group

① Press Phone Book.

② Press More.

③ Press Change.

④ Press ▲ or ▼ to display the Group you
want to change.

⑤ Press the Group.

⑥ Press Add/Delete.

⑦ Press ▲ or ▼ to display the number you
want to delete from the Group.

⑧ Press the check box of the number you
want to delete to uncheck it.
Press OK to confirm.

⑨ Press OK.

⑩ Press **Stop/Exit**.

Combining Quick Dial numbers

Sometimes you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as One Touch and Speed Dial numbers. You can store these long dialling sequences by dividing them and setting them up as separate One Touch and Speed Dial numbers in any combination. You can even include manual dialling using the dial pad. (See *Storing Speed Dial numbers* on page 74.)

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

1. Press Phone Book.

2. Press #03.

Note

Speed Dial numbers start with #. One Touch numbers start with ∗.

3. Press Send a fax.

4. Press Phone Book.

5. Press ∗02.

6. Press Send a fax.

7. Press **Mono Start** or **Color Start**. You will dial '555-7000 '.

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to 555-7001 you could press Phone Book, press #03, press Send a fax, and then press 7001 using the dial pad.

Note

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

8

9 Printing Reports

Fax reports

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

Transmission Verification Report

There are several settings available for the Transmission Verification Report:

- **On:** Prints a report after every fax you send.

- **On+Image:** Prints a report after every fax you send. A portion of the fax's first page appears on the report.

- **Off:** Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if the receiving machine modifies the size of the document you fax. Off is the default setting.

- **Off+Image:** Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if your fax is successful, but the receiving machine modifies the size of the document you fax. A portion of the fax's first page appears on the report.

- **Off2:** Prints a report *only* if your fax is unsuccessful due to a transmission error.

- **Off2+Image:** Prints a report *only* if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

a Press MENU.

b Press ▲ or ▼ to display Fax.

c Press Fax.

d Press ▲ or ▼ to display Report Setting.

e Press Report Setting.

f Press Transmission.

g Press On, On+Image, Off, Off+Image, Off2 or Off2+Image.

h 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 81. The factory setting is Every 50 Faxes.

a Press MENU.

b Press ▲ or ▼ to display Fax.

c Press Fax.

d Press ▲ or ▼ to display Report Setting.

e Press Report Setting.

f Press Journal Period.

7. Press ◀ or ▶ to choose an interval.
(If you choose 7 days, the LCD will ask you to choose the first day for the 7-day countdown.)

■ 6, 12, 24 hours, 2 or 7 days

The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.

■ Every 50 Faxes

The machine will print the Journal when the machine has stored 50 jobs.

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

9. Press **Stop/Exit**.

Reports

The following reports are available:

■ XMIT Verify

Prints a Transmission Verification Report for your last transmission.

■ Help List

A help list showing how to program your machine.

■ Quick Dial

Lists names and numbers stored in the One Touch and Speed Dial memory, in alphabetical or numerical order.

■ Fax Journal

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

■ User Settings

Lists your settings.

■ Network Config

Lists your Network settings.

■ Caller ID hist.

Lists the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

1. Press MENU.

2. Press ▲ or ▼ to display Print Reports.

3. Press Print Reports.

4. Press the report you want.

5. (Quick Dial Only) Press Alphabetical Order or Numerical Order.

6. Press **Mono Start**.

7. Press **Stop/Exit**.

10

Polling

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

a Press ▢ (**Fax**).

b Press ◀ or ▶ to display `Polling RX`.

c Press `Polling RX`.

d Press `Standard`.

e Enter the fax number you are polling using One Touch, Speed Dial or the dial pad on the control panel.

f Press **Mono Start** or **Color 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.

a Press ▢ (**Fax**).

b Press ◀ or ▶ to display `Polling RX`.

c Press `Polling RX`.

d Press `Secure`.

e Enter a four-digit secure code using the buttons on the LCD.
This is the same as the security code of the fax machine you are polling.
Press `OK`.

f Enter the fax number you are polling using One Touch, `Phone Book` or the dial pad on the control panel.

g Press **Mono Start** or **Color 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. Press [📠] (**Fax**).

2. Press ◀ or ▶ to display Polling RX.

3. Press Polling RX.

4. Press Timer.

5. Enter the time (in 24-hour format) you want to start polling.
   For example, enter 21:45 for 9:45 PM.
   Press OK.

6. Enter the fax number you are polling using One Touch, Speed Dial or the dial pad on the control panel.

7. Press **Mono Start** or **Color 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. Press [📠] (**Fax**).

2. Press ◀ or ▶ to display Polling RX.

3. Press Polling RX.

4. Press Standard, Secure or Timer.

5. Do one of the following:
   - If you chose Standard, go to step 6.
   - If you chose Secure, enter a four-digit number, press OK, go to step 6.
   - If you chose Timer, enter the time (24-hour format) you want to begin polling and press OK, go to step 6.

6. Press ◀ or ▶ to display Broadcasting.

7. Press Broadcasting.

8. Do one of the following:
   - Press Add Number and enter a number using the buttons on the LCD.

     Press OK.

   - Press Phone Book. Press 🔢 to choose Alphabetical Order or Numerical Order. Press ▲ or ▼ to select a number.

     Press OK.

✎ Note

One Touch Dial locations begin with ∗.
Speed Dial locations begin with **#**.

9. After you have entered all the fax numbers by repeating steps 8, press OK.

10

j 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.

Cancelling a Sequential Polling Job

a Press **Stop/Exit**.

b Do one of the following:

■ To cancel the entire sequential polling job, press
Entire Seq. Poll. Go to step **c**.

■ To cancel the current job, press the button that displays the number being dialled. Go to step **d**.

■ To exit without cancelling, press **Stop/Exit**.

c When the LCD asks if you want to cancel the entire sequential polling job, do one of the following:

■ Press Yes to confirm.

■ To exit without cancelling, press No or **Stop/Exit**.

d Do one of the following:

■ To cancel the current job, press Yes.

■ To exit without cancelling, press No or **Stop/Exit**.

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 47.)

Setup for polled transmit

a Press ▢ (**Fax**).

b Load your document.

c Press ◀ or ▶ to display Polled TX.

d Press Polled TX.

e Press Standard.

f Press **Mono Start**.

g If you are using the scanner glass, the LCD will prompt you to choose one of the following options:

■ Press Yes to scan another page. Go to step **h**.

■ Press No or **Mono Start** to send the document.

h Place the next page on the scanner glass and press **Mono Start**. Repeat **g** and **h** for each additional page. Your machine will automatically send the fax when it is polled.

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.

a Press ▭ (**Fax**).

b Load your document.

c Press ◀ or ▶ to display Polled TX.

d Press Polled TX.

e Press Secure.

f Enter a four-digit number.
   Press OK.

g Press **Mono Start**.

h If you are using the scanner glass, the LCD will prompt you to choose one of the following options:

   ■ Press Yes to scan another page.
     Go to step i.

   ■ Press No or **Mono Start** to send the document.

i Place the next page on the scanner glass and press **Mono Start**. Repeat h and i for each additional page.
   Your machine will automatically send the fax.

10

Section III

Copy

11 Making copies

How to copy

Entering Copy mode

When you want to make a copy, press
[icon] (**Copy**) to illuminate it in blue.

[icon] 复印 Copy ➡ [icon] 复印 Copy
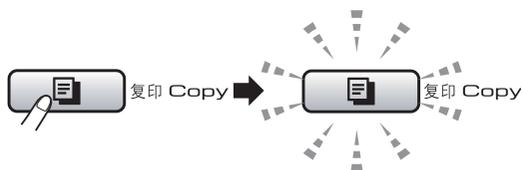
The LCD shows:
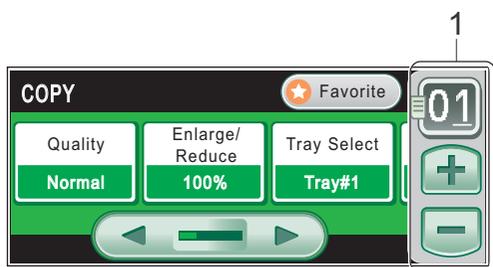
1 No. of Copies

Press the number box directly and enter the number you want.

Also you can enter the number of copies by pressing [+] or [−] on the screen (as shown above).

Press ◀ or ▶ to scroll through the **Copy** key options.

- Quality (See page 89.)
- Enlarge/Reduce (See page 90.)
- Tray Select (See page 94.)
- Paper Type (See page 93.)
- Paper Size (See page 93.)
- Brightness (See page 93.)
- Contrast (See page 93.)
- Stack/Sort (See page 92.)
- Page Layout (See page 91.)

- Skew Adjustment (See page 94.)
- Book Copy (See page 95.)
- Watermark Copy (See page 95.)
- Duplex Copy (See page 96.)
- Favorite Settings (See page 98.)

Press the option you want.

Note

- The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Mode Timer* on page 28.)

- Book Copy and Watermark Copy features are supported by technology from Reallusion, Inc. [REALLUSION logo]

Making a single copy

a Press [icon] (**Copy**).

b Load your document.
(See *Loading documents* on page 24.)

c Press **Mono Start** for B&W copy or **Color Start** for color copy.

88

Making multiple copies

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

a Press ☐ (**Copy**).

b Load your document.
(See *Loading documents* on page 24.)

c Enter the number of copies you want.

d Press **Mono Start** for B&W copy or **Color Start** for color copy.

Note

To sort the copies, press ◀ or ▶ to choose Stack/Sort. (See *Sorting copies using the ADF* on page 92.)

Stop copying

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

Copy settings

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

The machine returns to its default settings after 1 minute, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 28.)

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

If you want to choose more settings, press ◀ or ▶.

Note

You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your favourites* on page 98.)

Changing copy speed and quality

You can choose from a range of quality. The factory setting is Normal.

■ Fast

Fast copy speed and lowest amount of ink used. Use to save time printing documents to be proof-read, large documents or many copies.

■ Normal

Normal is the recommended mode for ordinary print outs. This produces good copy quality with good copy speed.

■ Best

Use best mode to copy precise images such as photographs. This provides the highest resolution and slowest speed.

a Press ☐ (**Copy**).

b Load your document.

c Enter the number of copies you want.

11

89

d Press ◀ or ▶ to display `Quality`.

e Press `Quality`.

f Press `Fast`, `Normal` or `Best`.

g If you do not want to change additional settings, press **Mono Start** or **Color Start**.

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.

a Press 📑 (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to display `Enlarge/Reduce`.

e Press `Enlarge/Reduce`.

f Press `100%`, `Enlarge`, `Reduce`, `Fit to Page` or `Custom(25-400%)`.

g Do one of the following:

- ■ If you chose `Enlarge` or `Reduce`, press the enlargement or reduction ratio you want.

- ■ If you chose `Custom(25-400%)`, enter an enlargement or reduction ratio from `25%` to `400%`.

  Press `OK`.

- ■ If you chose `100%` or `Fit to Page`, go to step h.

100%
198% 10x15cm → A4
186% 10x15cm → LTR
142% A4→A3, A5→A4
97% LTR → A4
93% A4 → LTR
83% LGL → A4
69% A3→A4, A4→A5
47% A4 → 10x15cm
Fit to Page
Custom(25-400%)

h If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Note

- • `Page Layout` and `Skew Adjustment` are not available with `Enlarge/Reduce`.

- • `Book Copy`, `Sort`, `Duplex Copy` and `Watermark Copy` are not available with `Fit to Page`.

- • `Fit to Page` does not work properly if the document on the scanner glass is skewed by 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.

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.

The 1 to 2 feature copies one A3 or Ledger size page onto two A4 or Letter size pages. If you use this setting, use the scanner glass.

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.

❶ IMPORTANT

- Make sure paper size is set to Letter, Ledger, A4 or A3.

- You cannot use the Enlarge/Reduce setting with the N in 1 and Poster features.

- If you are producing multiple color copies, N in 1 copy is not available.

- (P) means Portrait and (L) means Landscape.

- You can only make one poster copy and 1 to 2 copy at a time.

📝 Note

Watermark Copy, Book Copy, Sort, Enlarge/Reduce, Duplex Copy and Skew Adjustment are not available with Page Layout.

a Press ▣ (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to display Page Layout.

e Press Page Layout.

f Press ◀ or ▶ to display Off(1in1), 2in1(P), 2in1(L), 4in1(P), 4in1(L), 1 to 2, Poster (2 x 2) or Poster (3 x 3).

If you chose 2in1 or Poster (2 x 2) with A3 or Ledger, go to step g to choose the paper size of your document.
If you choose another setting, go to step h.

g Do one of the following:

- If you chose 2in1(P) or 2in1(L), press LGRx2 → LGRx1, LTRx2 → LGRx1, A3x2 → A3x1 or A4x2 → A3x1.

- If you chose Poster (2 x 2), press LGRx1 → LGRx4, LTRx1 → LGRx4, A3x1 → A3x4 or A4x1 → A3x4.

h Press **Mono Start** or **Color Start** to scan the document if you do not want to adjust any settings.
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 i.

i After the machine scans the page, press Yes to scan the next page.

j Place the next page on the scanner glass. Press **Mono Start** or **Color Start** to scan the document if you do not want to adjust any settings.
Repeat steps i and j for each page of the layout.

k After all the pages have been scanned, press No 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)**
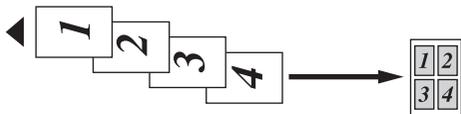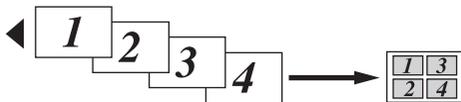
■ **4 in 1 (L)**

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

■ **2 in 1 (P)**

■ **2 in 1 (L)**
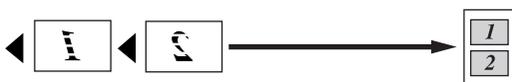
■ **1 to 2**

■ **4 in 1 (P)**

■ **4 in 1 (L)**
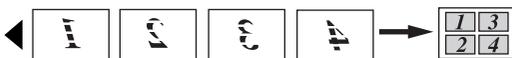
■ **Poster (2 x 2)**

You can make a poster size copy of a photograph.
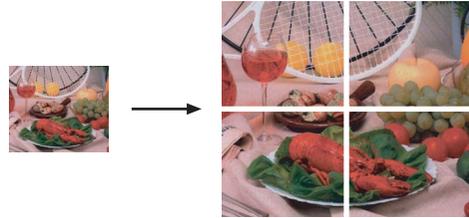
■ **Poster (3 x 3)**

You can make a poster size copy of a photograph.
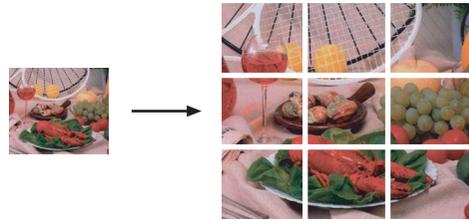
Sorting copies using the ADF

You can sort multiple copies. Pages will be sorted in the order 321, 321, 321, and so on.

1. Press ▣ (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display Stack/Sort.

5. Press Stack/Sort.

6. Press Sort.

7. If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Note

Fit to Page, Page Layout and Book Copy are not available with Sort.

Adjusting Brightness and Contrast

Brightness

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

1. Press ⬛ (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display Brightness.

5. Press Brightness.

6. Press ◀ or ▶ to make a darker or lighter copy.
   Press OK.

7. If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Contrast

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

1. Press ⬛ (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display Contrast.

5. Press Contrast.

6. Press ◀ or ▶ to change the contrast.
   Press OK.

7. If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Paper Options

Paper Type (Tray #1)

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

Note

If you want to change the Paper Type for Tray #2, see *Paper Size and Type* on page 29.

1. Press ⬛ (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display Paper Type.

5. Press Paper Type.

6. Press Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency.

7. If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Paper Size (Tray #1)

If you are copying on paper other than A4 size, you will need to change the paper size setting. You can copy only on Ledger, A3, Letter, Legal, A4, A5 or Photo 10 cm × 15 cm paper.

Note

If you want to change the Paper Size for Tray #2, see *Paper Size and Type* on page 29.

1. Press ⬛ (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

11

93

4. Press ◀ or ▶ to display `Paper Size`.

5. Press `Paper Size`.

6. Press `A4`, `A5`, `10x15cm`, `Letter`, `Legal`, `A3` or `Ledger`.

7. If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Tray Select

You can change the tray that will be used for the next copy. To change the default tray see *Tray use in Copy mode* on page 29.

1. Make sure you are in Copy mode.

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display `Tray Select`.

5. Press `Tray Select`.

6. Press `Tray#1` or `Tray#2`.

7. If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Skew Adjustment

If your copy is scanned skewed, your machine can correct the data automatically. This setting is only available when using the scanner glass and Enlarge/Reduce is set to 100% copy.

1. Press 🔲 (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display `Skew Adjustment`.

5. Press `Skew Adjustment`.

6. Press `Auto` (or `Off`).

7. If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Note

- `Page Layout`, `Enlarge/Reduce`, `Book Copy` and `Watermark Copy` are not available with `Skew Adjustment`.

- You cannot use this setting with Ledger, A3 or paper smaller than 64 mm × 91 mm.

- This setting is only available for paper that is rectangular or square.

- `Skew Adjustment` is only available if the document is skewed by less than 3 degrees.

- `Skew Adjustment` may not work correctly if your document is too thick.

Book Copy

Book copy corrects dark borders and skew when copying from the scanner glass. Your machine can correct the data automatically or you can make specific corrections.

a Press ▢ (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to display Book Copy.

e Press Book Copy.

f Do one of the following:

- If you want to correct the data yourself, press On(Preview).

  Press **Mono Start** or **Color Start** and go to step g.

- If you want the machine to correct the data automatically, press On and go to step h.

g Adjust the skewed data using ↺ or ↻. Remove the shadows by using ◀ or ▶.

h If you have finished making corrections, press **Mono Start** or **Color Start**.

✎ Note

Page Layout, Sort, Fit to Page, Skew Adjustment, Duplex Copy or Watermark Copy are not available with Book Copy.

Watermark Copy

You can place a logo or text into your document as a Watermark. You can select one of the template watermarks, data from your media cards or USB Flash memory drive, or scanned data.

✎ Note

Fit to Page, Page Layout, Skew Adjustment, Duplex Copy and Book Copy are not available with Watermark Copy.

a Press ▢ (**Copy**).

b Press ◀ or ▶ to display Watermark Copy.

c Press Watermark Copy.

d Press Use Watermark. Do one of the following:

- If you want to use a template from the machine, press Edit Template and go to step e.

- If you want to use your own data as a watermark, press Use Image and go to step f.

e Press Text and choose the data you want to use, CONFIDENTIAL, DRAFT or COPY. Press OK. Change other watermark settings from the available options as needed. Press OK. Go to step g.

11

f Do one of the following:

■ If you want to use a document as the watermark, press Scan.

Place the document that you want to use for the watermark on the scanner glass and press **Mono Start** or **Color Start**.

The scanned data will be shown on the LCD.

If you want to adjust the degree of Transparency for your scanned data, press Transparency. Press ◄ or ► to adjust the degree, and then press OK.

If you do not want to adjust the transparency or have finished adjusting it, press OK and remove the watermark document that you scanned.

Go to step g.

■ If you want to use data from a media card or USB Flash memory drive as the watermark, insert the media card or USB flash memory drive.

After **Photo Capture** stops blinking, press Media.

The image will be shown on the LCD.

Press the image you want to use for the watermark.

Change other watermark settings from the available options as needed.

Press OK.

Go to step g.

① IMPORTANT

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.

g Press OK to confirm to use watermark. Load your document.

h Enter the number of copies you want.

i If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Duplex (2-sided) copying (Tray #1 only)

You can reduce the amount of paper used for copies by copying on both sides of the paper.

We recommend you load your document in the ADF for duplex copying (single-sided document only). For 2-sided documents and books use the scanner glass.

(long edge flip)

Portrait
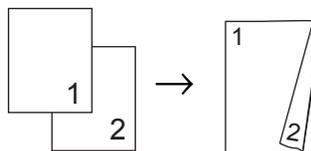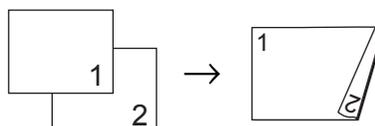
Landscape

(short edge flip)

Portrait
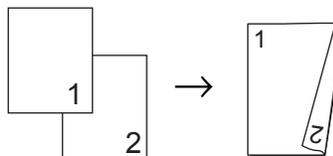
Landscape
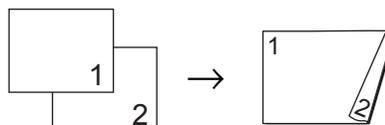
Note

- Fit to Page, Page Layout,
  Book Copy and Watermark Copy are
  not available with Duplex Copy.

- You can only use plain paper sizes A4, A5
  and Letter.

- Make sure to use Tray#1 to make Duplex
  Copy. (See *Tray use in Copy mode*
  on page 29.)

---

a Press **Duplex Copy** on the machine's
  panel.

b Press On to turn on the duplex setting.

c Press Portrait Long edge flip,
  Portrait Short edge flip,
  Landscape Long edge flip or
  Landscape Short edge flip.

d Read
  How to place the document, and
  then press [×].

e Enter the number of copies you want.

f Load your document.

g Press **Mono Start** or **Color Start**.
  If you placed the document in the ADF,
  the machine scans the pages and starts
  printing.
  If you are using the scanner glass, go to
  step h.

h Do one of the following:

  ■ Place the next page on the scanner
    glass.
    Press Scan. Go to step i.

  ■ After all the pages have been
    scanned, press Complete.

i Press **Mono Start** or **Color Start**.
  The machine starts scanning and
  printing the document.

DO NOT touch printed pages until they are
ejected the second time. The machine will
print and eject the first side, and then pull the
paper back in to print the second side.

Note

If your document causes paper jams try
using one of the special duplex copy
settings.
Press Advanced after step b.
Press DX1 or DX2.
DX1 helps avoid paper jams when copying
by allowing more time for the ink to dry.
DX2 allows more time for the ink to dry
while also using less ink.

You can also make Duplex copy from the
LCD.

a Press [📋] (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to display Duplex Copy.

e Press Duplex Copy.

f Press On to turn on the duplex setting.

g Press Portrait Long edge flip,
  Portrait Short edge flip,
  Landscape Long edge flip or
  Landscape Short edge flip.

h Read
  How to place the document, and
  then press [×].

i Press **Mono Start** or **Color Start**.
  If you placed the document in the ADF,
  the machine scans the pages and starts
  printing.
  If you are using the scanner glass, go to
  step j.

11

10 Do one of the following:

- Place the next page on the scanner glass.
  Press Scan. Go to step **11**.

- After all the pages have been scanned, press Complete.

11 Press **Mono Start** or **Color Start**.
The machine starts scanning and printing the document.

DO NOT touch printed pages until they are ejected the second time. The machine will print and eject the first side, and then pull the paper back in to print the second side.

Note

If your document causes paper jams try using one of the special duplex copy settings.
Press Advanced after step **6**.
Press DX1 or DX2.
DX1 helps avoid paper jams when copying by allowing more time for the ink to dry.
DX2 allows more time for the ink to dry while also using less ink.

Setting your favourites

You can store the copy settings that you use most often by setting them as a favourite. You can set up to three favourites.

1 Press ▭ ▤ ▭ (**Copy**).

2 Choose the copy option and settings you want to store.

3 Press ◀ or ▶ to display Favorite Settings.

4 Press Favorite Settings.

5 Press Store.

Note

Set Watermark Copy to Off or Template when storing Favorite Settings.

6 Press the location where you want to store your setting for Favorite:1, Favorite:2 or Favorite:3.

7 Do one of the following:

- If you want to rename your setting, press ⌫ to delete characters. Then enter the new name (up to 12 characters).

  Press OK. (See *Entering Text* on page 193.)

- If you do not want to rename your setting, press OK.

Retrieving your favourite setting

When you are ready to use one of your favourite set of settings, you can recall it.

a Press ▣ (**Copy**).

b Press Favorite.

c Press the favourite setting you want to retrieve.

Rename your favourite setting

After you stored your favourite setting, you can rename it.

a Press ▣ (**Copy**).

b Press ◀ or ▶ to display Favorite Settings.

c Press Favorite Settings.

d Press Rename.

e Press the favourite setting you want to rename.

f Enter the new name (up to 12 characters). (See *Entering Text* on page 193.)

g Press OK.

'Out of Memory' message

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

To free up extra memory, do the following:

■ Turn off Memory Receive. (See *Memory Receive (Monochrome only)* on page 54.)

■ Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 54.)

When you get an Out of Memory message, you may be able to make copies if you first print incoming faxes in the memory to restore the memory to 100%.

11

Section IV

Direct Photo Printing

12 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 a USB Flash memory drive. (See *Print Images* on page 105.)

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 115.)

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 USB Flash memory drives.

CompactFlash®

Memory Stick™
Memory Stick PRO™

SD, SDHC

xD-Picture Card™

22 mm or less

11 mm or less
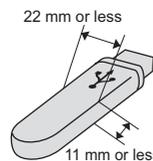
USB Flash memory drive

■ 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 USB Flash memory drive folder structure

Your machine is designed to be compatible with modern digital camera image files and memory cards or 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).

■ The DPOF file on the memory cards must be in a valid DPOF format. (See *DPOF printing* on page 109.)

Please be aware of the following:

■ When printing an index or image, PhotoCapture Center™ will print all 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®.

12

Getting started

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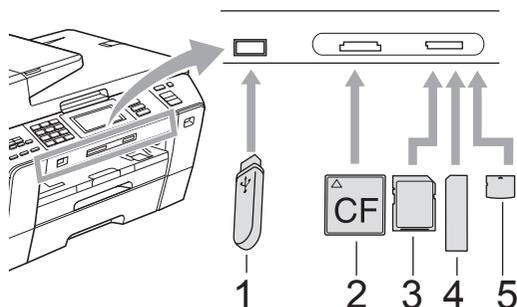
1 USB Flash memory drive

2 CompactFlash®

3 SD, SDHC

4 Memory Stick™, Memory Stick PRO™

5 xD-Picture Card™

IMPORTANT

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.

Photo Capture key indications:
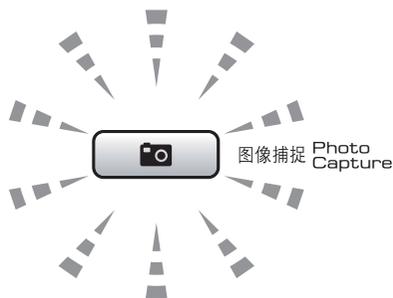
- ■ **Photo Capture** light is on, the memory card or USB Flash memory drive is correctly inserted.

- ■ **Photo Capture** light is off, the memory card or USB Flash memory drive is not correctly inserted.

- ■ **Photo Capture** light is blinking, memory card or USB Flash memory drive is being read or written to.

IMPORTANT

DO NOT unplug the power cord or remove the media from the media drive (slot) or USB direct interface while the machine is reading or writing to the media (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.

Entering PhotoCapture mode

After you insert the memory card or USB Flash memory drive, press the

(**Photo Capture**) key to illuminate it in blue and the LCD displays the PhotoCapture options.

The LCD shows:

PhotoCapture

View Photos | Enhance Photos | Index Print

- Press View Photos if you want to quickly view and print your photos. See *View Photos* on page 105.
- Press Enhance Photos if you want to add special effects to your photos. See *Enhance Photos* on page 107.
- Press Index Print if you want to print an Index page (Thumbnails). You can also print photos using the image numbers of the Index page (Thumbnails). See *Print Index (Thumbnails)* on page 106.

Note

If your digital camera supports DPOF printing, see *DPOF printing* on page 109.

Press the option you want to set.

Print Images

CAUTION

Picture files cannot be previewed, printed, and searched when the folder is named in Chinese. Use alphabet and/or numbers for the folder name.

View Photos

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

1. Make sure you have put a memory card or USB Flash memory drive in the correct slot.

   Press (**Photo Capture**).

2. Press View Photos.
   Do one of the following:

   - If you want to choose photos to print or print more than one for an image, go to step 3.

   - If you want to print all photos, press .

     Press Yes to confirm.

     Go to step 6.

Note

- Six thumbnails are displayed at a time with the current page number and total number of pages listed above the thumbnails.

- Press ◀ or ▶ repeatedly to select each page of photos, or hold down to scroll through all pages of photos.

- Press to start Slide Show.

3. Press a photo from the thumbnail.

12

d Enter the number of copies you want either by pressing the number box directly and enter the number you want or pressing **+** or **-**. Press OK.

e Repeat step ❸ and ❹ until you have chosen all the photos that you want to print.

f After you have chosen all the photos, press OK. You now have the following options:

■ To add the Auto Correct effect to your chosen photos, press ![img]. (See page 107.)

■ If you want to change the print settings, press Print Setting. (See page 110.)

■ If you do not want to change any settings, go to step ❼.

g Press **Color Start** to print.

Print Index (Thumbnails)

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

NO.1
DEI.JPG

01. 01. 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.

• File names cannot be printed correctly if they are Chinese. However it does not affect any functions.

a Make sure you have put the memory card or USB Flash memory drive in the correct slot.

Press ![img] (**Photo Capture**).

b Press Index Print.

c Press Index Sheet and choose 6 Images/Line or 5 Images/Line.
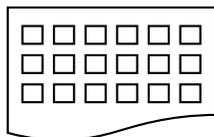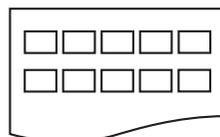
6 Images/Line   5 Images/Line

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

d Do one of the following:

■ Press Print Setting to change the paper type or the paper size you are using.

■ If you do not want to change the paper settings, go to ❼.

e Press Paper Type. Choose the paper type you are using, Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy.

f Press Paper Size. Choose the paper size you are using, Letter or A4.

g Press **Color Start** to print.

Printing Photos

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

a Make sure you have put a memory card or USB Flash memory drive in the correct slot.

Press 📷 (**Photo Capture**).

b Print the Index. (See *Print Index (Thumbnails)* on page 106.)

c Press Index Print.

d Press Print Photos.

e Enter the image number that you want to print from the Index page (Thumbnails). After you have chosen the image numbers, press OK.

Note
• You can enter multiple numbers at one time by using a comma or a hyphen. For example, Enter 1,3,6 to print images No.1, No.3 and No.6. Enter 1-5 to print images No.1 to No.5.

• You can enter up to 12 characters (including commas) for the image numbers you want to print.

f Enter the number of copies you want either by pressing the number box directly and enter the number you want or pressing **+** or **-**.

g Do one of the following:
  ■ Press Print Setting to change the print settings. (See page 110.)
  ■ If you do not want to change any settings, press **Color Start** to print.

Enhance Photos

You can edit and add effects to your photos and view them on the LCD before printing.

Note
The Enhance Photos feature is supported by technology from Reallusion, Inc.

a Make sure you have put a memory card or USB Flash memory drive in the correct slot.

Press 📷 (**Photo Capture**).

b Press Enhance Photos.

Note
• Six thumbnails are displayed at a time with the current page number and total number of pages listed above the thumbnails.

• Press ◀ or ▶ repeatedly to select each page of photos, or hold down to scroll through all pages of photos.

• Press 🎞 to start Slide Show.

c Press a photo from the thumbnails.

d Press Enhance or Trim. You can also choose both together. Press OK.

e Do one of the following:
  ■ If you chose Enhance, go to step **f**.
  ■ If you chose Trim, go to step **g**.

f Press the effect you wish to add.
Press OK.
Go to step **h**.

12

Note

• You have 7 ways to add effects to your photo.

	(Auto Correct)
	The machine decides the suitable effect for your photo.
	(Enhance Skin)
	Best used for adjusting portrait photographs. It adjusts human skin color. Press ◀ or ▶ to adjust the level of contrast.
	(Enhance Scenery)
	Best used for adjusting landscape photographs. It highlights green and blue areas in your photo. Press ◀ or ▶ to adjust the level of contrast.
	(Remove Red-Eye)
	The machine will attempt to remove red-eye from your photo. If red-eye detection fails, you can press the Try Again button to re-detect.
	(Monochrome)
	You can convert the color of your photo to monochrome.
	(Sepia)
	Adds a sepia tone (shades of brown) effect to your photo.
	(Auto Correct Remove Red-Eye)
	The machine decides the suitable effects for your photo. Also, it will attempt to remove red-eye from your photo.

• There are some cases when red-eye may not be removed.

• When the face is too small in the image.

• When the face is turning too far up, down, left or right.

• After adding each effect, you can enlarge the view of the image by pressing 🔍. To go back to the original size, press 🔍.

• While the image is enlarged, you can move around the image with **up** (▲), **down** (▼), **left** (◀)and **right** (▶).

• Press Cancel to return to the list of effects.

7️⃣ Adjust the red frame around your photo. The part inside of the red frame will be printed.

■ Press **+** or **-** to enlarge or reduce the frame size.

■ Press ▲, ▼, ◀ or ▶ to move the position of the frame.

■ Press 🔲 to rotate the frame.

Press OK when you have finished adjusting the frame setting.
Press OK to confirm.

Note

If your photo is very small or of irregular proportions you may not be able to trim the photo. The LCD will display Image Too Small. or Image Too Long.

8️⃣ Enter the number of copies you want either by pressing the number box directly and enter the number you want or pressing **+** or **-**.
Press OK.

9️⃣ Do one of the following.

■ Press Print Setting and change the print settings. (See page 110.)

■ If you do not want to change any settings, press **Color Start** to print.

DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation 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 Make sure you have put a memory card in the correct slot.
The machine will ask you if you want to use DPOF setting.
The DPOF file on the memory card must be in a valid DPOF format.

2 Press Yes.

3 Do one of the following:

■ Press Print Setting to change the print settings. (See page 110.)

■ If you do not want to change any settings, press **Color Start** to print.

Note

An 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.

12

PhotoCapture Center™ print settings

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

The machine returns to its default settings after 3 minutes, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 28.)

Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as a new default* on page 115.)

Print Setting		
Print Quality	Photo	
Paper Type	Other Glossy	
Paper Size	10 x15 cm	
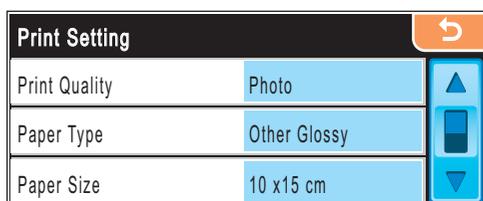
Menu Selections	Options 1	Options 2	Page
Print Quality (Does not appear for DPOF printing)	Normal/Photo	—	111
Paper Type	Plain Paper/Inkjet Paper/ Brother BP71/Other Glossy	—	111
Paper Size	10x15cm/13x18cm/ A4/A3/Letter/Ledger	(When A4 or Letter is chosen) 8x10cm/ 9x13cm/ 10x15cm/13x18cm/ 15x20cm/Max. Size	112
Brightness (Does not appear when Enhance Photos is chosen.)	Dark Light ◀ ▮▮▮ ▢ ▶ 0	—	112
Contrast (Does not appear when Enhance Photos is chosen.)	− + ◀ ▮▮▮ ▢ ▶ 0	—	112

Menu Selections	Options 1	Options 2	Page
Color Enhance (Does not appear when Enhance Photos is chosen.)	On/Off White Balance ◄ – ▭▭▬▬ + ► 0 Sharpness ◄ – ▭▭▬▬ + ► 0 Color Density ◄ – ▭▭▬▬ + ► 0	—	113
Cropping	On/Off	—	114
Borderless	On/Off	—	114
Date Print (Does not appear when DPOF print is chosen)	On/Off	—	114
Set New Default	Yes No	—	115
Factory Reset	Yes No	—	115
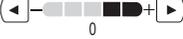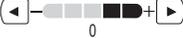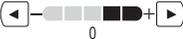
Print Speed and Quality

a Press Print Setting.

b Press ▲ or ▼ to display Print Quality.

c Press Print Quality.

d Press Normal or Photo.

e If you do not want to change additional settings, press ↩.
Press **Color Start** to print.

Paper options

Paper Type

a Press Print Setting.

b Press ▲ or ▼ to display Paper Type.

c Press Paper Type.

d Press the paper type you are using, Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy.

e If you do not want to change additional settings, press ↩.
Press **Color Start** to print.

12

Paper and print size

1 Press `Print Setting`.

2 Press ▲ or ▼ to display `Paper Size`.

3 Press `Paper Size`.

4 Press the paper size you are using, `10x15cm`, `13x18cm`, `A4`, `A3`, `Letter` or `Ledger`.
Do one of the following:

■ If you chose Letter or A4, go to step **5**.

■ If you chose another size of paper, go to step **6**.

5 Press the Print Size.

Example: Printed Position for A4 paper		
1 8x10cm	2 9x13cm	3 10x15cm
4 13x18cm	5 15x20cm	6 Max. Size
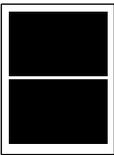
6 If you do not want to change additional settings, press ⟲.
Press **Color Start** to print.

Adjusting Brightness, Contrast and Color

Brightness

1 Press `Print Setting`.

2 Press ▲ or ▼ to display `Brightness`.

3 Press `Brightness`.

4 Press ◀ or ▶ to make a darker or lighter print.
Press `OK`.

5 If you do not want to change additional settings, press ⟲.
Press **Color Start** to print.

Contrast

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

1 Press `Print Setting`.

2 Press ▲ or ▼ to display `Contrast`.

3 Press `Contrast`.

4 Press ◀ or ▶ to change the contrast.
Press `OK`.

5 If you do not want to change additional settings, press ⟲.
Press **Color Start** to print.

Color Enhancement

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

1. Press Print Setting.

2. Press ▲ or ▼ to display Color Enhance.

3. Press Color Enhance.

4. Do one of the following:

   ■ If you want to customize the White Balance, Sharpness or Color Density, press On, and then go to step ⑤.

   ■ If you do not want to customize, press Off.

   Go to step ⑧.

5. Press White Balance, Sharpness or Color Density.

6. Press ◀ or ▶ to adjust the degree of the setting.
   Press OK.

7. Do one of the following:

   ■ If you want to customize another color enhancement, repeat steps ⑤ to ⑥.

   ■ If you want to change other settings, press 🔙 to display the print setting menu and press the setting you want to change. (See page 110.)

8. If you do not want to change additional settings, press 🔙.
   Press **Color Start** to print.

Note

• **White Balance**

   This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will affect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other color. 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.

• **Color Density**

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

12

113

Cropping

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

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

If you are also using the Borderless setting, turn the Borderless to Off. (See *Borderless printing* on page 114.)

1. Press Print Setting.

2. Press ▲ or ▼ to display Cropping.

3. Press Cropping.

4. Press Off (or On).

5. If you do not want to change additional settings, press ⟲.
   Press **Color Start** to print.

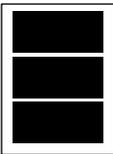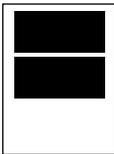**Cropping: On**
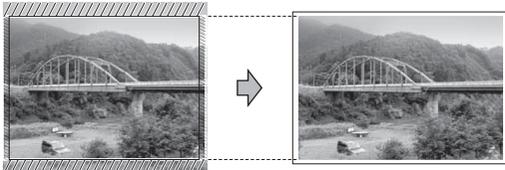
Cropping: Off
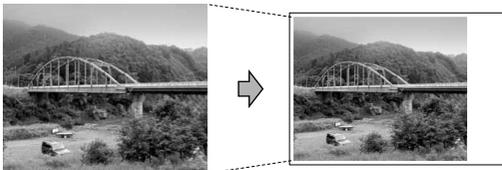
Borderless printing

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

1. Press Print Setting.

2. Press ▲ or ▼ to display Borderless.

3. Press Borderless.

4. Press Off (or On).

5. If you do not want to change additional settings, press ⟲.
   Press **Color Start** to print.

Date Print

You can print the date which 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 Print Setting.

2. Press ▲ or ▼ to display Date Print.

3. Press Date Print.

4. Press On (or Off).

5. If you do not want to change additional settings, press ⟲.
   Press **Color Start** to print.

Note

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

Setting your changes as a new default

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

a Press your new setting.
Repeat this step for each setting you want to change.

b After changing the last setting, press ▲ or ▼ to choose Set New Default.

c Press Set New Default.

d Press Yes to confirm.

e Press **Stop/Exit**.

Restoring all settings to the factory settings

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

a Press Print Setting.

b Press ▲ or ▼ to display Factory Reset.

c Press Factory Reset.

d Press Yes to confirm.

e Press **Stop/Exit**.

Scan to a memory card or USB Flash memory drive

Entering Scan mode

When you want to scan to a memory card or USB Flash memory drive, press

⬒ (**Scan**).

The LCD shows:
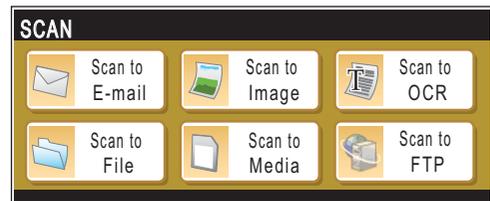
Press Scan to Media.

If you are not connected to your computer only the Scan to Media selection is available on the LCD.

(See *Scanning* for Windows® or Macintosh® in the Software User's Guide on the CD-ROM for details about the other menu options.)

12

How to scan to a memory card or USB Flash memory drive

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

❶ IMPORTANT

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 Scan to Media.

5 Do one of the following:

- ■ To change the quality, press ◀ or ▶ to display Quality.
  Press Quality and choose
  Color 150 dpi,
  Color 300 dpi,
  Color 600 dpi,
  B/W 200x100 dpi or
  B/W 200 dpi.

- ■ To change the file type, press ◀ or ▶ to display File Type.
  Press File Type and choose PDF, JPEG or TIFF.

Note

If you are using the scanner glass of the machine you can change the glass scan size.
Press ◀ or ▶ to display
Glass Scan Size and choose A4, A3, Letter, Legal or Ledger.

- ■ If you want to change the file name, press ◀ or ▶ to display File Name. Press File Name and enter the file name.

  You can only change the first 6 characters.

  Press OK.

- ■ Press **Mono Start** or **Color Start** to start scanning without changing additional settings.

Note

- If you chose color in the resolution setting, you cannot choose TIFF.

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

6 Press **Mono Start** or **Color Start**.

Glass Scan Size

To scan a Letter, Legal, Ledger, or A3 size document, you need to change the Glass Scan Size setting. The default setting is A4.

a Press [⏚] (**Scan**).

b Press Scan to Media.

c Press ◀ or ▶ to display Glass Scan Size.

d Press Glass Scan Size.

e Press A4, A3, Letter, Legal or Ledger.

Note

- You can save the setting you use most often by setting it as the default. (See *Setting your changes as a new default* on page 115.)

- This setting is only available for scanning documents from the scanner glass.

How to change the file name

You can change the file name.

a Press [⏚] (**Scan**).

b Press Scan to Media.

c Press ◀ or ▶ to display File Name.

d Press File Name.
Press ⌫ to delete characters. Then enter the new file name (up to 6 characters). (See *Entering Text* on page 193.)

e Press OK.

How to set a new default

You can save the Scan to Media settings (Quality, File Type, and Glass ScanSize) you use most often by setting them as the default settings. These settings will stay until you change them again.

a Press [⏚] (**Scan**).

b Press Scan to Media.

c Press ◀ or ▶ to display Set New Default.

d Press Set New Default.

e Press Yes to confirm.

f Press **Stop/Exit**.

How to reset to factory settings

You can restore the machine to factory settings.

a Press [⏚] (**Scan**).

b Press Scan to Media.

c Press ◀ or ▶ to choose Factory Reset.

d Press Factory Reset.

e Press Yes to confirm.

f Press **Stop/Exit**.

12

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. This message will also appear when a memory card or USB Flash memory drive you are using does not have enough space available for the scanned document.

■ `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.

13 Printing photos from a camera

Printing photos directly from a PictBridge camera

PictBridge

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 121.)

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. Some of the settings listed below may not be available for your PictBridge compatible digital camera.

Camera Menu Selections	Options
Paper Size	Ledger, A3, 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]
Color Enhancement	On, Off, Printer Settings (Default setting) [2]
Date Print	On, Off, Printer Settings (Default setting) [2]

[1] See *DPOF printing* on page 120 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.

13

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

■ When your camera does not have any menu selections, this setting is 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 a USB cable.
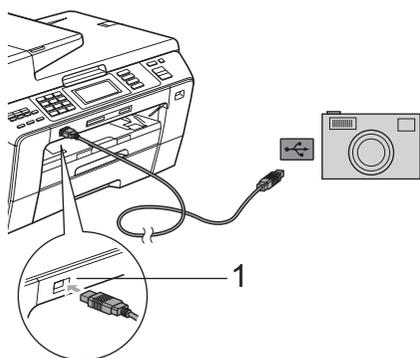
1 USB direct interface

2 Turn on the camera. When the machine has recognized the camera, the LCD shows 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.

IMPORTANT

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, FUJIFILM Corporation and Panasonic Corporation 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 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 119.)

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.
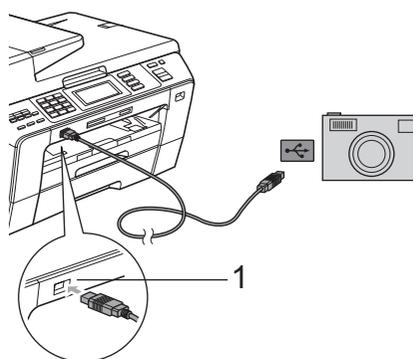
1 USB direct interface

2 Turn on the camera.

3 Follow the steps in *Print Images* on page 105.

IMPORTANT

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.

13

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 145.)

Section V

Software

14 Software and Network features

The CD-ROM includes the Software User's Guide and Network User's Guide for features available when connected to a computer (for example, printing and scanning). These guides have 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
■ Wired and Wireless Network

How to read HTML User's Guide

This is a quick reference for using the HTML User's Guide.

For Windows®

Note

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

a 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**.

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

c Click the heading you would like to view from the list at the left of the window.

For Macintosh®

a Make sure your Macintosh® is turned on. Insert the Brother CD-ROM into your CD-ROM drive.

b Double-click the **Documentation** icon.

c Double-click your language folder, and then double-click top.html.

d 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.

Section VI

▶

Appendixes

A Safety and Legal

Choosing a location

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

Note

If there are faxes in the machine's memory, you need to print them or save them before you unplug the machine from the electrical socket for more than 24 hours. (To print the faxes in memory, see *Printing a fax from the memory* on page 54. To save the faxes in memory, see *Transferring faxes to another fax machine* on page 150 or *Transferring faxes to your PC* on page 150.)

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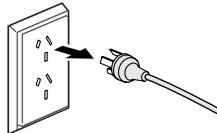
DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.

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

A

⚠️

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.

![Warning triangle icon]

Always make sure the plug is fully inserted.

![Warning triangle icon]

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

![Warning triangle icon]

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

1 DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.

2 Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.

3 DO NOT use this product to report a gas leak in the vicinity of the leak.

4 DO NOT dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

⚠ CAUTION

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

A
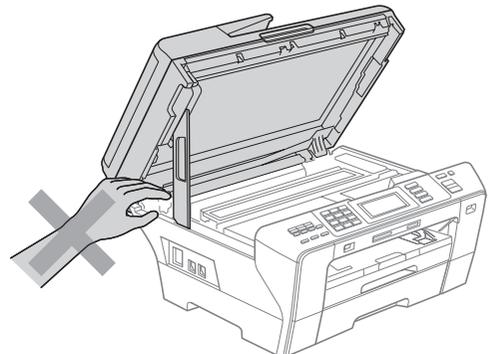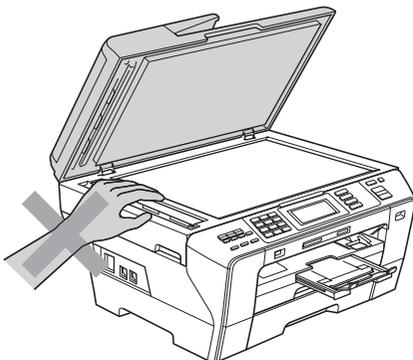
DO NOT put your hands in front of the machine under the scanner cover. Doing this may cause injury.
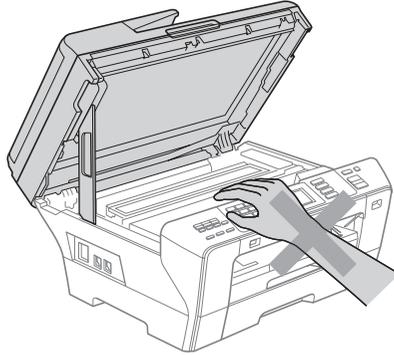
DO NOT put your hands on the edge of the paper tray under the paper tray cover. Doing this may cause injury.
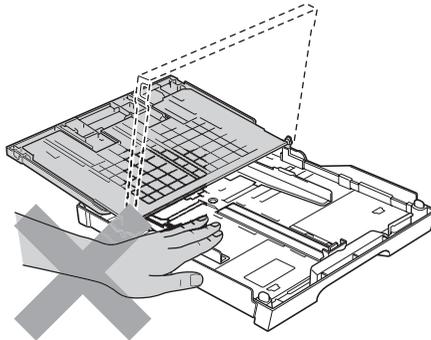
DO NOT touch the area shaded in the illustration. Doing this may cause injury.
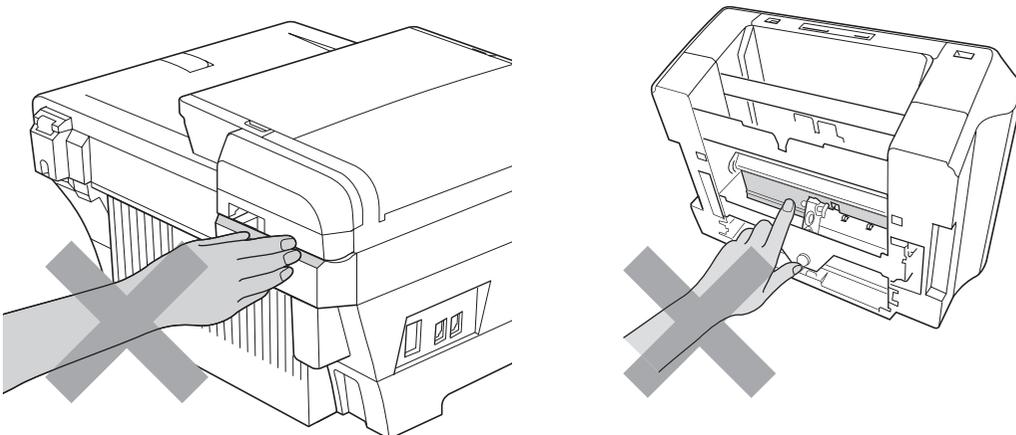
When moving the machine you must lift it from the base, by placing a hand at each side of the unit as shown in the illustration. DO NOT carry the machine by holding the scanner cover or the Outer Rear Cover.
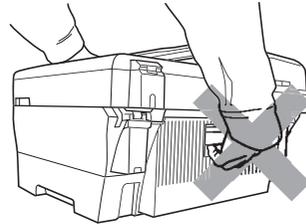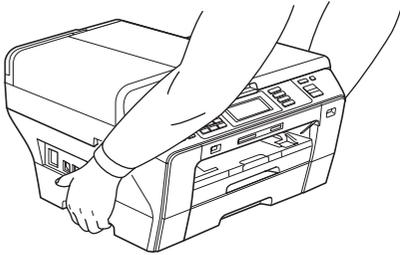
DO NOT touch the Touchscreen immediately after plugging in the power cord or turning the machine on. Doing this may cause an error.
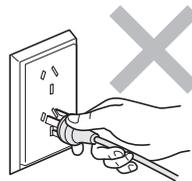
Important Information

Important Safety Instructions

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall outlet before cleaning the outside of the machine and the scanner glass. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 Do not place this product near water.

6 Do not place this product on an unstable cart, stand, or table. The product may drop, causing serious damage to the product.

7 Slots and openings in the 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 on a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.

8 This product should be connected to an AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.

9 This product is equipped with a 3-wire grounding type plug, a plug having three pins. This plug will only fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.

10 Do not place anything on top of the power cord including this machine. Do not allow the power cord to be stepped on.

11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating.

12 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

13 Do not touch a document during printing.

14 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.

15 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Please refer all servicing to our Authorized Service Personnel. A list of Authorized Service Centres has been included for your convenience, or you may contact the Brother Dealer for Service.

16 Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:

- If the power cord is damaged or frayed.

- If the product has been spilled by liquid.

- If the product has been exposed to rain or water.

- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

- If the product has been dropped or the cabinet has been damaged.

- If the product exhibits a distinct change in performance, indicating a need for service.

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

⚠ WARNING

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

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

Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

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IMPORTANT-For Your Safety

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

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

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

Disconnect device

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

LAN connection

⚠ CAUTION

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

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- Welfare documents
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- Identification Documents, badges or insignias

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B Troubleshooting and Routine Maintenance

Troubleshooting

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

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

If you are having difficulty with your machine

Printing

Difficulty	Suggestions
No printout	Check the interface cable or wireless connection on both the machine and your computer. (See the *Quick Setup Guide*.)
	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 *Error and Maintenance messages* on page 145.)
	If the LCD says Cannot Print and Replace Ink, see *Replacing the ink cartridges* on page 155.
	Check that the correct printer driver has been installed and chosen.
	Make sure that the machine is online. Click **Start** and then **Printers and Faxes**. 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 print 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 *Checking the print quality* on page 161.)
	Make sure that the Media Type setting in the printer driver or the Paper Type setting in the machine's menu matches the type of paper you are using. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM and *Paper Size and Type* on page 29.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: ■ The expiration date written on the cartridge package has passed. (Brother Original 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 that you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See *Acceptable paper and other print media* on page 20.)
	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 *Cleaning the print head* on page 161.)
	Make sure that you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See *Acceptable paper and other print media* on page 20.)
	If you are using A3 long grain paper, you may get horizontal lines appearing on your prints. Try turning off A3 Secure Feed. (See *Secure Paper Feed mode for A3 size Short Grain Paper* on page 30.) If you are printing from a computer, change the paper size to **A3 (Long Grain)** in the driver. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM.)
The machine prints blank pages.	Clean the print head. (See *Cleaning the print head* on page 161.)
	Make sure that you are using Brother Original Innobella™ ink.
Characters and lines are stacked.	Check the printing alignment. (See *Checking the print alignment* on page 162.)
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 *Loading paper and other print media* on page 10.)
	Make sure the Outer Rear Cover and Inner Rear Cover are closed correctly.
Smudged stain at the top centre of the printed page.	Make sure the paper is not too thick or curled. (See *Acceptable paper and other print media* on page 20.)
Smudged stain at the right or left corner of the printed page.	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 *Acceptable paper and other print media* on page 20.) Don't handle the paper until the ink is dry.
	Make sure that 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 *Cleaning the machine's printer platen* on page 160.)
	Make sure that you are using Brother Original Innobella™ ink.
	Make sure you are using the paper support flap. (See *Loading paper and other print media* on page 10.)
Wide black lines appear on the pages.	Clean the paper pick-up roller. (See *Cleaning the paper pick-up roller* on page 160.)
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 **Color Settings**, and uncheck **Bi-Directional Printing** for Windows® or **Bi-Directional Printing** for Macintosh®.
	Make sure that 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.

Printing (continued)

Difficulty	Suggestions
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 **Color Settings**, and make sure you uncheck **Color Enhancement**.
	Turn the borderless feature off. Borderless printing is slower than normal printing. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM.)
Color Enhancement is not working correctly.	If the image data is not full color in your application (such as 256 color), Color Enhancement will not work. Use at least 24 bit color data with the Color Enhancement feature.
Photo paper does not feed properly.	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.
	Clean the paper pick-up roller. (See *Cleaning the paper pick-up roller* on page 160.)
Machine feeds multiple pages.	Make sure the paper is loaded correctly in the paper tray. (See *Loading paper and other print media* on page 10.)
	Check that more than two types of paper are not loaded in the paper tray at any one time.
The paper jams when you use duplex copy or duplex print.	Use one of the jam prevention settings, DX1 or DX2. For copying, see *Duplex (2-sided) copying (Tray #1 only)* on page 96; for printing see *Automatic Duplex Printing (MFC-6890CDW only)* in the Software User's Guide.
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See *Loading paper and other print media* on page 10.)
Machine does not print from Adobe® Illustrator®.	Try to reduce the print resolution. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® 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 color fax prints only in black and white.	Replace the color ink cartridges that have reached the end of their life, and then ask the other person to send the color fax again. (See *Replacing the ink cartridges* on page 155.)
	Check that the Receiving priority is set to Color(Max.A4). (See *Setting Receiving Priority* on page 53.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See *Printing a reduced incoming fax* on page 52.)

Telephone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Make sure the machine is plugged in and not in Power Save mode.
	Check the line cord connections.
	Change the Tone/Pulse setting. (See the *Quick Setup Guide*.)
	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 **Color Start**.
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See *Choose the Receive Mode* on page 49.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulty	Suggestions
Cannot receive a fax.	Check all line cord connections.
	Make sure the machine is in the correct receiving mode for your setup. (See *Receive mode settings* on page 51.)
	If you often have interference on the telephone line, try changing the menu setting of Compatibility to `Basic(for VoIP)`. (See *Telephone line interference* on page 144.)

Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	Check all line cord connections.
	Make sure that the Fax [📠] key is illuminated. (See *Entering Fax mode* on page 40.)
	Ask the other party to check that the receiving machine has paper.
	Print the Transmission Verification Report and check for an error. (See *Reports* on page 81.)
Transmission Verification Report says 'Result:ERROR'.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get 'Result:ERROR' on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Memory Receive (see *Turning off Memory Receive Operations* on page 57), print fax messages in memory (see *Memory Receive (Monochrome only)* on page 54) or cancel a Delayed Fax or Polling Job (see *Cancelling a fax in progress* on page 42 or *Checking and cancelling waiting jobs* on page 47). 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 `Basic(for VoIP)`. (See *Telephone line interference* on page 144.)
Poor fax send quality.	Try changing your resolution to `Fine` or `S.Fine`. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See *Cleaning the scanner glass* on page 159.)
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See *Cleaning the scanner glass* on page 159.)

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 *Fax Detect* on page 52.)
Sending a fax call to the machine.	If you answered on an external or extension telephone, press your Remote Activation Code (the factory setting is ✱ **5 1**). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.
	For example: If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (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.

Copying Difficulties

Difficulty	Suggestions
Cannot make a copy.	Make sure that the Copy [🗐] key is illuminated. (See *Entering Copy mode* on page 88.)
Poor copy results when using the ADF.	Try using the scanner glass. (See *Using the scanner glass* on page 25.)
Vertical black lines or streaks appear 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. (See *Cleaning the scanner glass* on page 159.)
Fit to Page does not work properly.	Make sure your source document is not skewed. Reposition the document and try again.

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 Presto! PageManager with OCR, click **File**, **Select Source** and choose the Brother TWAIN/WIA driver.
Poor scanning results when using the ADF.	Try using the scanner glass. (See *Using the scanner glass* on page 25.)
OCR does not work.	Try increasing the scanner resolution.

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.	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 *Quick Setup Guide*.
	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.

PhotoCapture Center™ Difficulties

Difficulty	Suggestions
Removable Disk does not work correctly.	1 Have you installed the Windows® 2000 update? If not, do the following: 1) Unplug the USB cable. 2) Install the Windows® 2000 update using one of the following methods. ■ Install MFL-Pro Suite from the CD-ROM. (See the *Quick Setup Guide*.) ■ Download the latest service pack from the Microsoft Web site. 3) Wait about 1 minute after you restart the PC, and then connect the USB cable. 2 Take out the memory card or USB Flash memory drive and put it back in again. 3 If you have tried 'Eject' from within Windows®, take out the memory card or USB Flash memory drive before you continue. 4 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. 5 If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)
Cannot access Removable Disk from Desktop icon.	Make sure 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 *Borderless printing* on page 114 and *Cropping* on page 114.)

Network Difficulties

Difficulty	Suggestions
Cannot print over the Network.	Make sure that your machine is powered on, is online and in Ready mode. Print a Network Configuration list (see *Reports* on page 81.) 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. (If you are using wireless connection having Network problems, see the Network User's Guide for more information.)
The network scanning feature does not work. The network PC-Fax Receive feature does not work.	(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. For Windows® XP SP2 and Windows Vista® users, see *Firewall settings* in the Software User's Guide on the CD-ROM. For Windows® XP SP1 users, please visit the Brother Solutions Center. (http://solutions.brother.com)
Your computer cannot find your machine.	<Windows® users> Firewall settings on you PC may be rejecting the necessary network connection. For detail, see the instruction above. <Macintosh® users> 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.

Touchscreen Difficulties

Difficulty	Suggestions
The dial pad does not work when entering numbers or characters.	Use the touchscreen buttons to enter information.

Dial Tone detection

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

1 Press MENU.

2 Press ▲ or ▼ to display Initial Setup.

3 Press Initial Setup.

4 Press ▲ or ▼ to display Dial Tone.

5 Press Dial Tone.

6 Press Detection or No Detection.

7 Press **Stop/Exit**.

Telephone line interference

If you are having problems sending or receiving a fax due to possible interference on the telephone line, you can change the compatibility setting, which reduces the modem speed to minimise errors.

1 Press MENU.

2 Press ▲ or ▼ to display Fax.

3 Press Fax.

4 Press ▲ or ▼ to display Miscellaneous.

5 Press Miscellaneous.

6 Press Compatibility.

7 Press 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. (factory setting)

8 Press **Stop/Exit**.

Note

When you change the compatibility to Basic(for VoIP), the ECM feature is only available for color 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 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	One or more of the color ink cartridges have reached the end of their life.	Replace the ink cartridges. (See *Replacing the ink cartridges* on page 155.)
	While this message appears on the LCD, each operation works in the following way:	
	■ 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.	
	Duplex copy is not available when this message appears.	
	■ Faxing	
	If the paper type is set to Plain Paper or Inkjet Paper the machine will receive and print the faxes in monochrome.	
	If a sending machine has a color fax, the machine's 'handshake' will ask that the fax be sent as monochrome.	
	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.	

Error Message	Cause	Action
Cannot Detect	You installed a new ink cartridge 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 Original ink the machine may not detect the ink cartridge.	Replace the cartridge with a Brother Original ink cartridge. If the error message remains, contact your Brother dealer.
	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See *Replacing the ink cartridges* on page 155.)
Cannot Print	One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, black and white faxes will be stored in the memory. If a sending machine has a color fax, the machine's 'handshake' will ask that the fax be sent as monochrome.	Replace the ink cartridges. (See *Replacing the ink cartridges* on page 155.)
Comm.Error	Poor telephone line quality caused a communication error.	If the problem continues, call the telephone company and ask them to check your telephone line.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cover is Open.	The scanner cover is not closed completely.	Lift the scanner cover and then close it again.
	The ink cartridge cover is not completely closed.	Firmly close the ink cartridge cover until it clicks.
Data Remaining	Print data is left in the machine's memory.	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 *Using the ADF* on page 24. See *Document jam* on page 151.
High Temperature	The print head is too warm.	Allow the machine to cool down.
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.
Image Too Long.	The proportions of your photo are irregular so effects could not be added.	Choose a regularly proportioned image.

Error Message	Cause	Action
Image Too Small.	The size of your photo is too small to trim.	Choose a larger image.
Ink low	One or more of the ink cartridges are running out of ink. If a sending machine has a color fax to send, your machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the color fax will be printed at your machine as a black and white fax.	Order a new ink cartridge. You can continue printing until the LCD shows Cannot Print. (See *Replacing the ink cartridges* on page 155.)
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	There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.	If you want to use the Caller ID feature call your telephone company. (See *Caller ID (Caller IDentification) (not available in certain area)* on page 65.)
No Cartridge	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See *Replacing the ink cartridges* on page 155.)
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 or paper is not properly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray, and then press **Mono Start** or **Color Start**. ■ Remove the paper and load it again and then press **Mono Start** or **Color Start**.
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in *Printer jam or paper jam* on page 152.
	The outer rear cover or inner rear cover may not be closed properly.	Open the outer rear cover and inner rear cover. Then close the inner rear cover and outer rear cover. Make sure they are closed properly.
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 *Storing One Touch Dial numbers* on page 72 and *Storing Speed Dial numbers* on page 74.)
Out of Memory	The machine's memory is full.	**Fax sending or copy operation in progress** Do one of the following: ■ Press **Stop/Exit** and wait until the other operations in progress finish and then try again. ■ Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. (See *Turning off Memory Receive Operations* on page 57.) ■ Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 54.)
	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.	Open the Outer Rear Cover and Inner Rear Cover (at the back of the machine) and remove the jammed paper. (See *Printer jam or paper jam* on page 152.)
		Make sure the paper length guide is adjusted to the correct paper size. Do not extend the paper tray when you load A5 or smaller size paper.

Error Message	Cause	Action
Touchscreen initia lization failed	The Touchscreen was pressed before the power on initialization was completed.	Make sure that nothing is touching or resting on the Touchscreen.
Unable to Clean XX Unable to Init. XX Unable to Print XX Unable to Scan 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, disconnect the machine from the power for several minutes, then reconnect it. (The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. See *Transferring your faxes or Fax Journal report* on page 150.)
Unusable Device Disconnect device from front connect or & turn machine off & then on	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.	1 Make sure the machine's Paper Size setting matches the size of paper in the tray. (See *Paper Size and Type* on page 29.) 2 Also, check that the machine is set to use the tray with the paper size you want. (See *Tray use in Copy mode* on page 29 and *Tray use in Fax mode* on page 30.) 3 Make sure you loaded the paper in a Portrait position, as shown in the label on the tray. 4 (Duplex copy) After you have checked the above settings and the paper position, press **Mono Start** or **Color Start** to continue printing.

Error animations Display

Error animations display step-by-step instructions when paper gets jammed. You can read the steps at your own pace by pressing ▶ to see the next step and ◀ to go back. If you do not press a key after 1 minute the animation starts running automatically again.

Note

You can press ◀ or ▶ to pause the auto-animation and go back to step-by-step mode.

Transferring your faxes or Fax Journal report

If the LCD shows:

- Unable to Clean XX
- Unable to Init. XX
- Unable to Print XX
- Unable to Scan XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 150 or *Transferring faxes to your PC* on page 150.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring Fax Journal report to another fax machine* on page 151.)

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 **Stop/Exit** to interrupt the error temporarily.

2 Press MENU.

3 Press ▲ or ▼ to display Service.

4 Press Service.

5 Press Data Transfer.

6 Press Fax Transfer.

7 Do one of the following:

- If the LCD shows No Data, there are no faxes left in the machine's memory.

  Press **Stop/Exit**.

- Enter the fax number to which faxes will be forwarded.

8 Press **Mono Start**.

Transferring faxes to your PC

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

1 Press **Stop/Exit** to interrupt the error temporarily.

2 Make sure you have installed **MFL-Pro Suite** on your PC, and then turn on **PC FAX Receiving** on the PC. (For details see *PC- FAX receiving* for Windows® in the Software User's Guide on the CD-ROM.)

c Make sure you have set PC Fax
Receive on the machine. (See *PC Fax
Receive* on page 56.)
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.

d Do one of the following:

■ To transfer all faxes to your PC,
press Yes. You will be asked if you
want a backup print.

■ To exit and leave the faxes in the
memory, press No.

e Press **Stop/Exit**.

Transferring Fax Journal report to another fax machine

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

a Press **Stop/Exit** to interrupt the error
temporarily.

b Press MENU.

c Press ▲ or ▼ to display Service.

d Press Service.

e Press Data Transfer.

f Press Report Trans.

g Enter the fax number to which the Fax
Journal report will be forwarded.

h Press **Mono Start**.

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

a Take out any paper from the ADF that is
not jammed.

b Open the ADF cover.

c Pull the jammed document out to the
right.

d Close the ADF cover.

e Press **Stop/Exit**.

IMPORTANT

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

151

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.
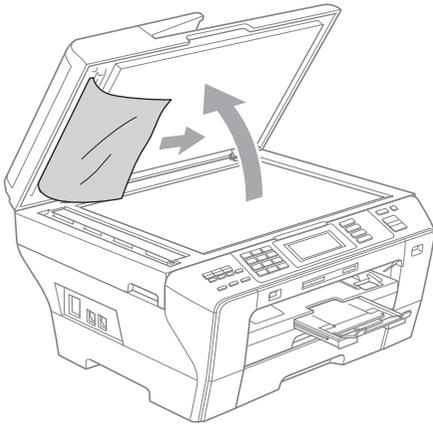
4. Close the document cover.

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 trays (1) out of the machine.
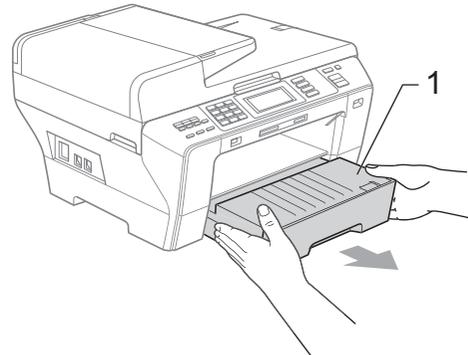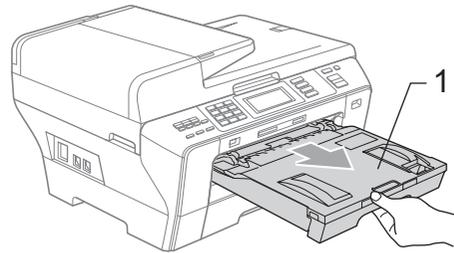
2. Push the two green levers up on both sides.
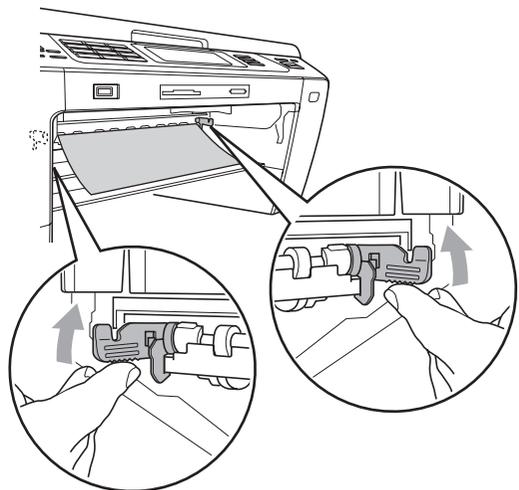
c Pull out the jammed paper (1) and press **Stop/Exit**.

1

1
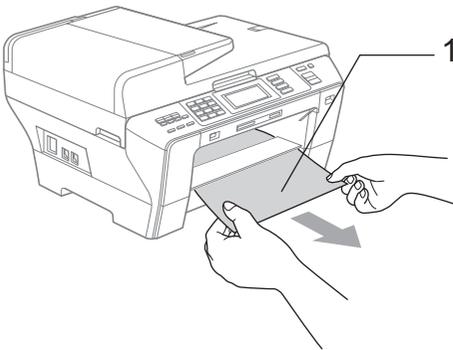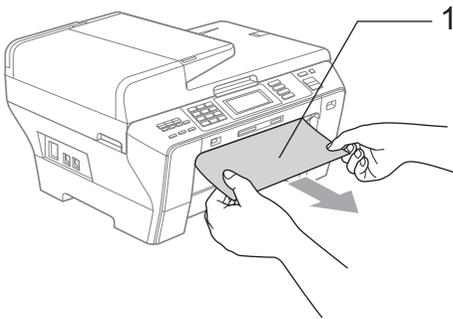
d Push the green duplex unit up.
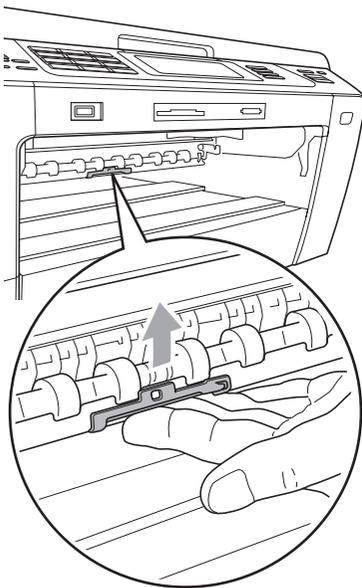
e Reset the machine by lifting the scanner cover from the front of the machine and then close it.

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

f Open the Outer Rear Cover (1) from the back of the machine. Pull the jammed paper out of the machine.

1

B
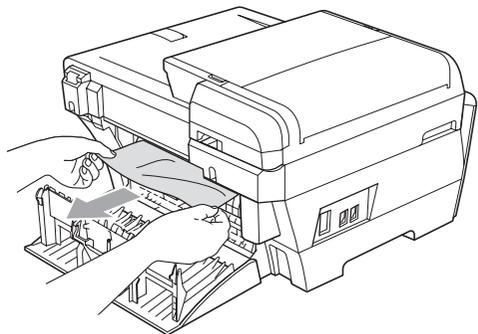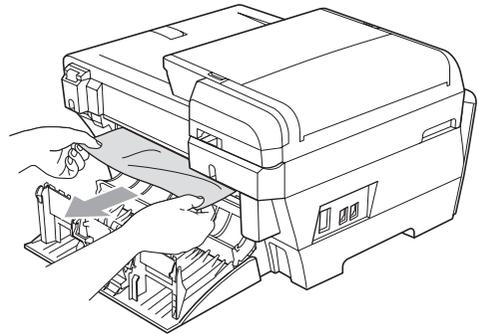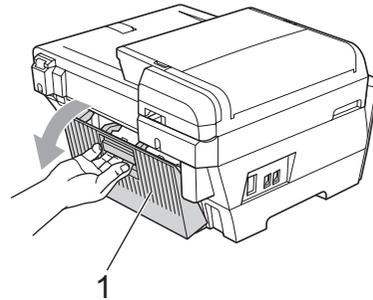
g Close the Inner Rear Cover (1) if it is open as shown in the illustration.
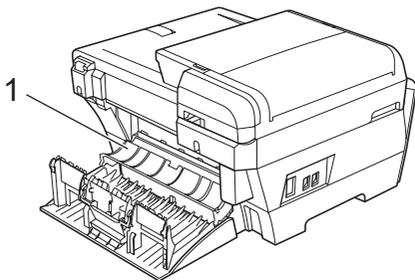
h Close the Outer Rear Cover. Make sure the cover is closed correctly.
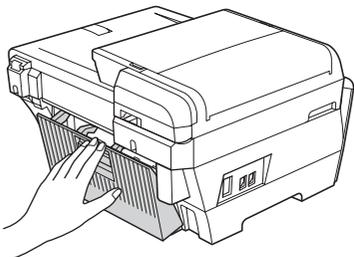
i Using both hands, use the finger holds on both sides of the machine to lift the scanner cover (1) into the open position. Make sure that there is no jammed paper left in the corners of the machine.
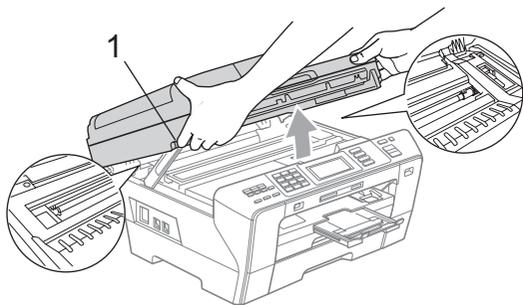
IMPORTANT

- 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 is at the right corner as shown in the illustration, you cannot move the print head. Hold down **Stop/Exit** until the print head moves to the middle. Then unplug the machine from the power source, and take out the paper.
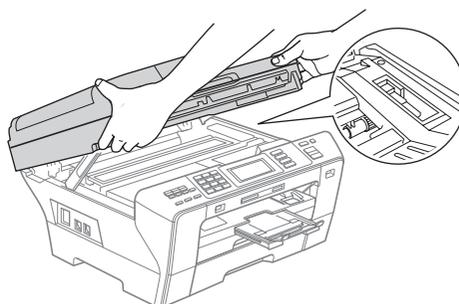
- If ink gets onto your skin, immediately wash with soap and plenty of water.

j Gently close the scanner cover (1) using the finger holds on both sides of it.
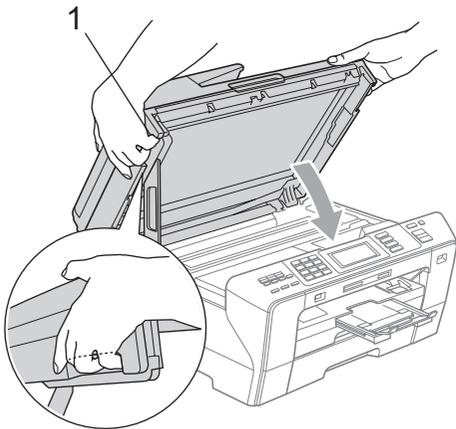
▲ CAUTION

Be careful not to trap your fingers under the scanner cover.
Always use the finger holds provided on both sides of the scanner cover when opening and closing it.

k Push paper tray #1 and paper tray #2 firmly back into the machine.

❶ IMPORTANT

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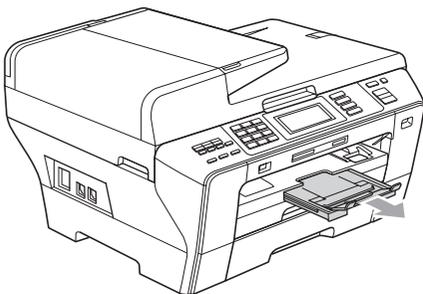
Routine maintenance

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.

📝 Note

For example, when one of the ink cartridge is nearly empty, the LCD will display Ink low (name of color).

You should purchase a replacement cartridge in preparation for when the machine indicates the color is completely empty.

When one of the ink cartridge is empty, the LCD will display Cannot Print or B&W Print Only.

You should only replace the actual ink cartridge when this message Cannot Print or B&W Print Only appears 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 to replace ink cartridge, 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.

❶ IMPORTANT

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 used 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.

a Open the ink cartridge cover. If one or more ink cartridges that have reached the end of their life, for example Black, the LCD shows Cannot Print.

b Press the lock release lever as shown to release the ink cartridge indicated on the LCD. Remove the cartridge from the machine.
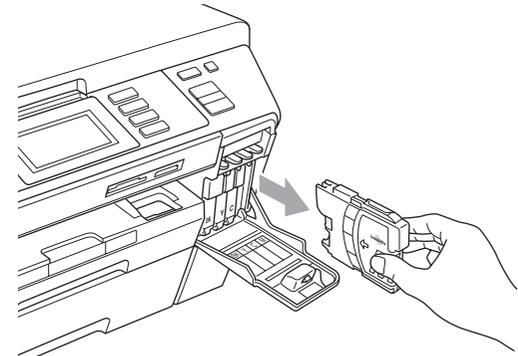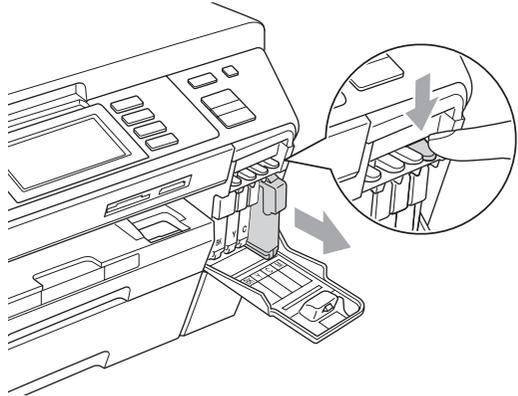
c Open the new ink cartridge bag for the color shown on the LCD, and then take out the ink cartridge.

d Turn the green knob on the protective yellow cap clockwise until it clicks to release the vacuum seal, then remove the cap (1).
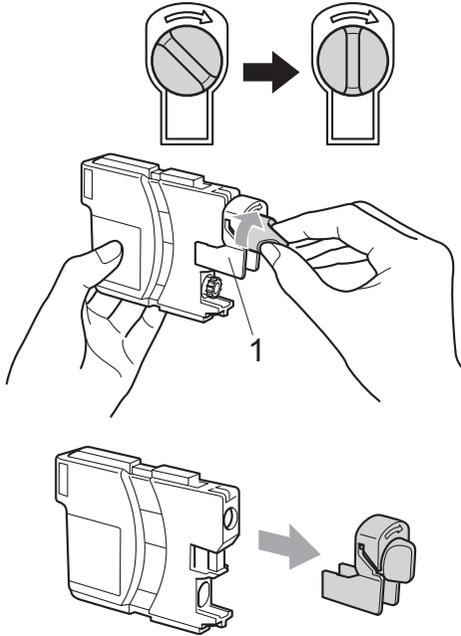
e Each color has its own correct position. Insert the ink cartridge in the direction of the arrow on the label.
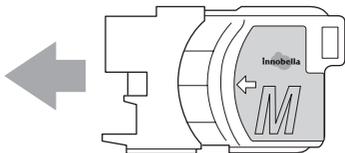
f Gently push the ink cartridge until it clicks, and then close the ink cartridge cover.
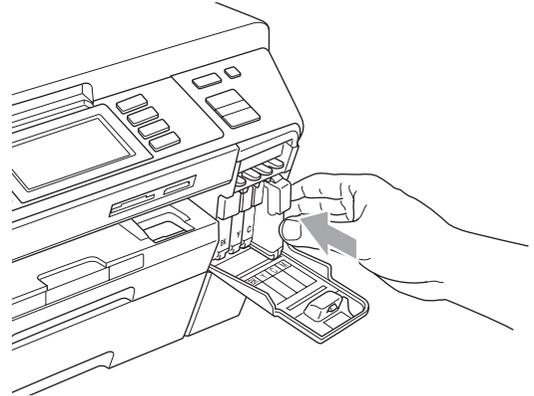
g The machine will automatically reset the ink dot counter.

Note

- If you replaced an ink cartridge, for example Black, the LCD may ask you to verify that it was a brand new one (for example, Did You Change BK Black). For each new cartridge you installed, press Yes to automatically reset the ink dot counter for that color. If the ink cartridge you installed is not a brand new one, be sure to press No.

- If the LCD shows No Cartridge or Cannot Detect after you install the ink cartridges, check that the ink cartridges are installed correctly.

⚠ CAUTION

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

157

- 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 gets on your skin or clothing immediately wash it off with soap or detergent.

- If you mix the colors 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

Clean the Touchscreen as follows:

IMPORTANT

- To prevent activating the Touchscreen while cleaning, put the machine into Power Save mode first by pressing the **Power Save** key.

- DO NOT use any type of liquid cleaners (including ethanol).

1 Clean the Touchscreen with a dry soft cloth.
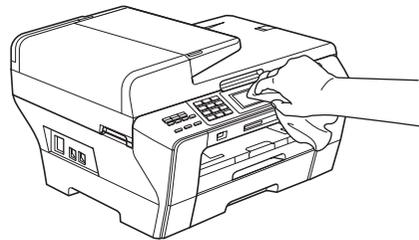
Clean the outside of the machine as follows:

IMPORTANT

- 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.

1 Pull the paper trays (1) completely out of the machine.
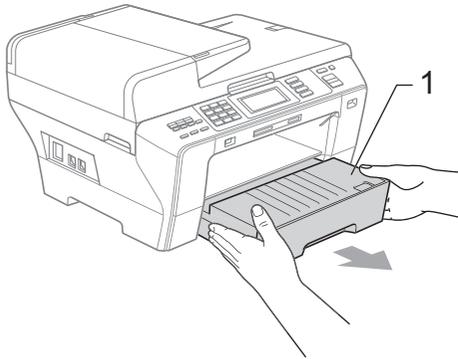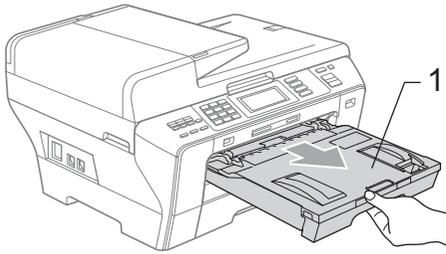
2 Wipe the outside of the machine with a soft cloth to remove dust.
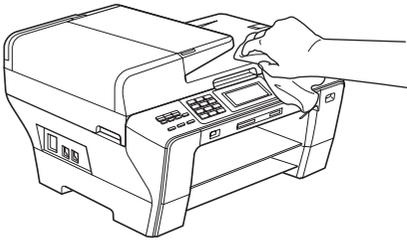
3 Remove anything that is stuck inside the paper tray.

4 Wipe the paper trays with a soft cloth to remove dust.
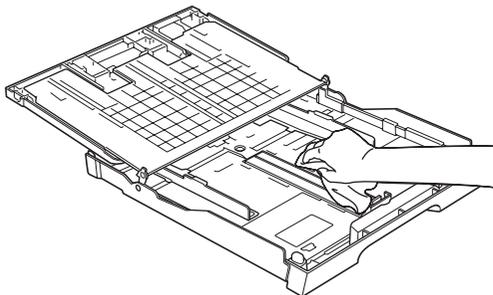
5 Put the paper trays firmly back in the machine.

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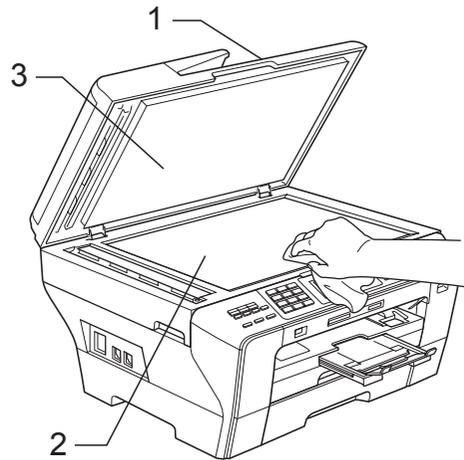
2 In the ADF unit, clean the white bar (1) and the glass strip (2) with a lint-free cloth moistened with a non-flammable glass cleaner.
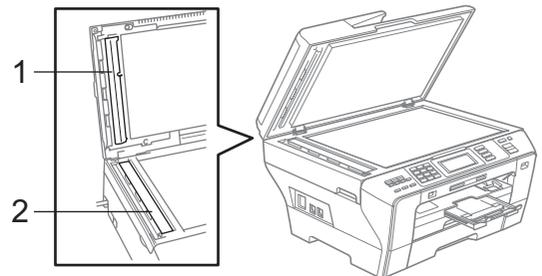
Note

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 attempt.

Cleaning the machine's printer platen

1️⃣ Using both hands, use the finger holds on both sides of the machine to lift the scanner cover until it locks securely into the open position.

2️⃣ Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a soft, dry, lint-free cloth.
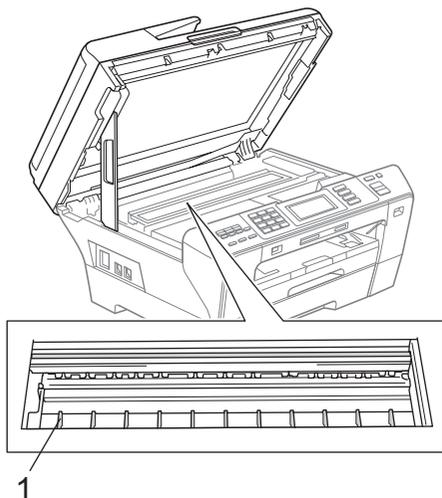
Cleaning the paper pick-up roller

1️⃣ Pull the paper trays completely out of the machine.

2️⃣ Unplug the machine from the electrical socket and open the Outer Rear Cover (1) and Inner Rear Cover (2) from the back of the machine.
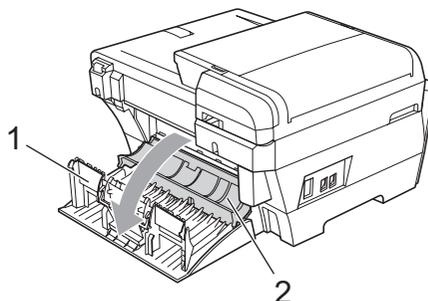
3️⃣ Slightly moisten a soft, lint-free cloth with water. Thoroughly wring the cloth before using.

4️⃣ Clean the paper pick up rollers (1) with the cloth, using a side-to-side motion. Slowly turn the rollers so that the whole surface is cleaned.
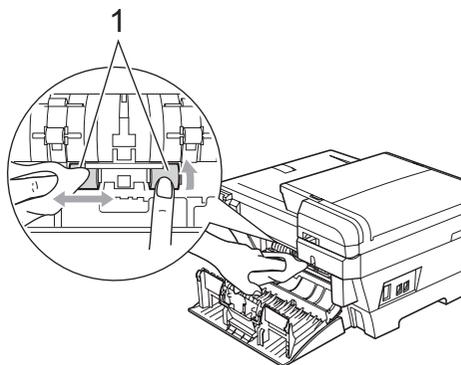
5️⃣ Use a dry, soft, lint free cloth to dry the rollers, using a side-to-side motion. Slowly turn the rollers so that the whole surface is dried.

6️⃣ Close the Inner Rear Cover and the Outer Rear Cover.
Make sure the cover is closed correctly.

g Put the paper trays firmly back in the machine.

h Re-connect the power cord.

i Do not use the machine again until the rollers are dry.

Cleaning the print head

To maintain 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 or blank text in the text or graphics on your printed pages. You can clean Black only, three colors at a time (Cyan/Yellow/Magenta), or all four colors at once.

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

IMPORTANT

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

a Press 🖶.

b Press Cleaning.

c Press Black, Color or All.
The machine cleans the print head. When cleaning is finished, the machine will go back to the Ready screen 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 color. 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 colors 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.

a Press 🖶.

b Press Test Print.

c Press Print Quality.

d Press **Color Start**.
The machine begins printing the Print Quality Check Sheet.

e Check the quality of the four color blocks on the sheet.

f The LCD asks you if the print quality is OK.
Do one of the following:

■ If all lines are clear and visible, press Yes to finish the Print Quality check and go to step j.

■ If you can see missing short lines as shown below, press No.

\<Black\>

OK   Poor

\<Color\>

OK   Poor

g The LCD asks you if the print quality is OK for black and three colors.
Press Yes or No.

h The LCD asks you if you want to start cleaning.
Press **Color Start**.
The machine starts cleaning the print head.

i After cleaning is finished, press **Color Start**.
The machine starts printing the Print Quality Check Sheet again and then return to step e.

j 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 color.
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.

IMPORTANT

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

Note

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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.

a Press [icon].

b Press Test Print.

c Press Alignment.

d Press **Mono Start** or **Color Start**.
The machine starts printing the Alignment Check Sheet.

e Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.

f Do one of the following:
  ■ If the number 5 samples of both the 600 dpi and 1200 dpi test prints are the best matches, press Yes to finish the Alignment Check and go to step i.
  ■ If another test print number is a better match for either 600 dpi or 1200 dpi, press No to choose it.

g For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

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

i Press **Stop/Exit**.

Checking the ink volume

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

1. Press 🖸.

2. Press Ink Volume.
   The LCD shows the ink volume.

3. 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.

2. Press ▲ or ▼ to display Machine Info.

3. Press Machine Info.

4. Press **Stop/Exit**.

Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. Follow the instructions below to properly pack your machine. Damage caused to your machine during transit is not covered by your warranty.

IMPORTANT

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 155.)

3. Install the green protective part and then close the ink cartridge cover.

B

163
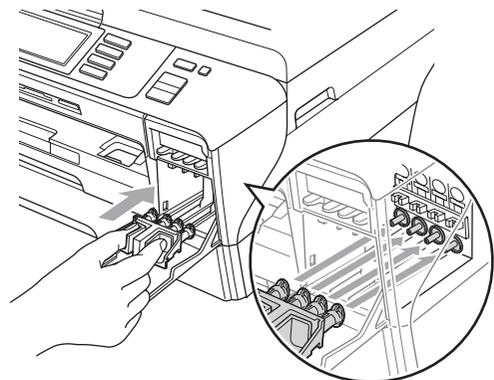
◐ IMPORTANT

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

1
2
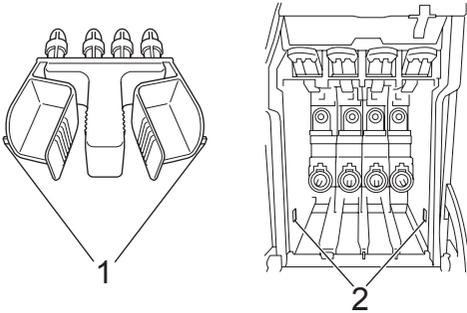
• If you are not able to find the green protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the green protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty. When travelling with the ink cartridges still in the machine please keep the machine upright as this will protect the machine from leakage.

④ Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.

⑤ Unplug the machine from the electrical socket and from the machine.

⑥ Using both hands, use the finger holds on both sides of the machine to lift the scanner cover into the open position. Then unplug the interface cable from the machine, if it is connected.

⑦ Gently close the scanner cover using the finger holds on both sides of it as you push down on the Scanner Cover Support (1).
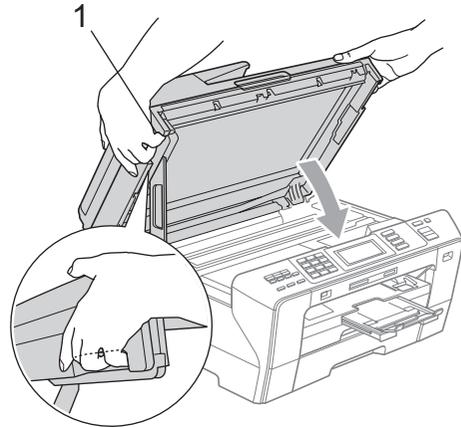
1

⚠ CAUTION

Be careful not to trap your fingers under the scanner cover.
Always use the finger holds provided on both sides of the scanner cover when opening and closing it.

⑧ Wrap the machine in the bag.
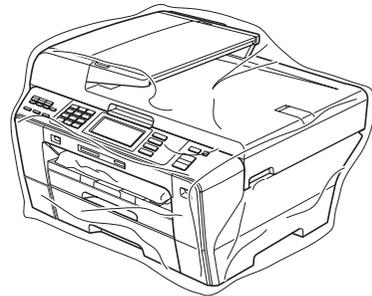
9 Pack the machine and the printed materials in the original carton with the original packing material as shown below.
Do not pack the used ink cartridges in the carton.
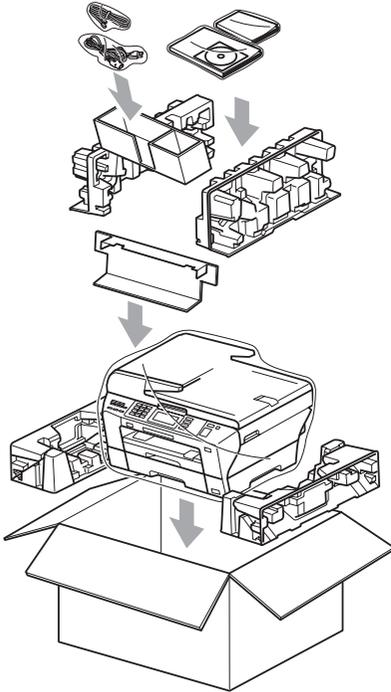
10 Close the carton and tape it shut.

C Menu and Features

On-screen programming

Your machine is designed to be easy to operate with LCD on-screen programming using the menu buttons on the Touchscreen. 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 167. These pages list the menu selections and options.

Memory storage

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

IMPORTANT

During a power failure the machine will retain messages that are in the memory for approximately 24 hours.

Mode and menu keys

MENU	Access the main menu.
传真 Fax 扫描 Scan 复印 Copy 图像捕捉 Photo Capture	Access each mode and its menu of temporary settings.
停止/退出 Stop/Exit	Stop the current operation.

Menu table

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

MENU (MENU)

Level1	Level2	Level3	Options	Descriptions	Page
General Setup	**Mode Timer**	—	Off 0 Sec 30 Secs 1 Min **2 Mins*** 5 Mins	Sets the time to return to Fax mode.	28
	Tray Setting	**Tray#1**	**Paper Size** (Options) **A4*** A5 A3 10x15cm Letter Legal Ledger	Sets the size and type of paper in paper tray #1.	29
			Paper Type (Options) **Plain Paper*** Inkjet Paper Brother BP71 Other Glossy Transparency		29
		Tray#2	**Paper Size** (Options) **A4*** A3 Letter Legal Ledger	Sets the size of the paper in the paper tray #2.	29
📝	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	**Tray Setting** (Continued)	**Tray Use:Copy**	**Tray#1*** Tray#2	Choose the tray that will be used for Copy mode.	29
		Tray Use:Fax	Tray#1 Tray#2 **Auto Select***	Choose the tray that will be used for Fax mode.	30
	Volume	**Ring**	Off Low **Med*** High	Adjusts the ring volume.	31
		Beeper	Off **Low*** Med High	Adjusts the volume level of the beeper.	31
		Speaker	Off Low **Med*** High	Adjusts the volume level of the speaker.	31
	P.Save Setting	—	**Fax Receive:On*** Fax Receive:Off	Customizes the **Power Save** key not to receive faxes in power save mode.	27
	LCD Settings	**LCD Contrast**	Light **Med*** Dark	Adjusts the contrast of the LCD.	32
		Backlight	**Light*** Med Dark	You can adjust the brightness of the LCD backlight.	32
		Dim Timer	Off 10 Secs 20 Secs **30 Secs***	You can set how long the LCD backlight stays on for after you go back to the Ready screen.	33
	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.	32
	The factory settings are shown in Bold with an asterisk.				

C

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	**A3 - Short Grain**	—	On **Off***	Turn on this setting when you use A3 short grain paper.	30
	Function Lock	**Set Password** **Lock Off→On** **Setup User** Reset All Users	—	You can restrict selected machine operation for up to 20 restricted users and all other non-authorized Public users.	34
Fax	**Setup Receive**	**Ring Delay**	0 - 10 (**2***)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	51
		F/T Ring Time	20 Secs **30 Secs*** 40 Secs 70 Secs	Sets the pseudo/double-ring time in Fax/Tel mode.	51
		Fax Detect	**On*** Off	Receives fax messages automatically when you answer a call and hear the fax tone.	52
		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.	69
		Mono/Color	**Mono(Max.A3)*** Color(Max.A4)	Choose the receive options for incoming faxes.	53
		Auto Reduction	**On*** Off	Cuts the size of incoming faxes.	52
		Memory Receive	**Off*** Fax Forward Fax Storage PC Fax Receive	You can set the machine to either forward fax messages, store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or send faxes to your PC. If you choose Fax Forward or PC Fax Receive, you can turn on the Backup Print safety feature.	54
		Fax Preview	On **Off***	You can preview faxes.	58
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	**Report Setting**	**Transmission**	On On+Image **Off*** Off+Image Off2 Off2+Image	Initial setup for Transmission Verification Report and Fax Journal Report.	80
		Journal Period	Off **Every 50 Faxes*** Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		80
	Print Document	—	—	Prints incoming faxes store from the memory.	54
	Remote Access	—	---*	Set your own code for Remote Retrieval.	61
	Remaining Jobs	—	—	Check which jobs are in the memory and lets you cancel chosen jobs.	47
	Miscellaneous	**Compatibility**	**High*** Normal Basic(for VoIP)	Adjusts the modem speed to help resolve transmission problems.	144
		Caller ID Type	**FSK*** DTMF	You can switch the mode if Caller ID cannot be displayed normally.	66
		Fax Mode	**Easy Mode*** Advanced Mode	Selects the transmission process when sending/receiving the faxes manually.	33
📝	The factory settings are shown in Bold with an asterisk.				

Network menu

Level1	Level2	Level3	Level4	Options	Descriptions
Network	Wired LAN	TCP/IP	BOOT Method	Auto* Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	BRNXXXXXXXXXXXX	Enter the Node name.
			WINS Config	Auto* Static	Chooses the WINS configuration mode.
			WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			APIPA	On* Off	Automatically allocates the IP address from the link-local address range.
	See *Network User's Guide on the CD-ROM*				
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	**Wired LAN** (Continued)	**TCP/IP** (Continued)	**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.
		Ethernet	—	**Auto*** 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.
	WLAN	**TCP/IP**	**BOOT Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	BRWXXXXXXXXXXXX	Enter the Node name.
			WINS Config	**Auto*** Static	Chooses the WINS configuration mode.
			WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
	See *Network User's Guide* on the CD-ROM				
	📝 The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	**WLAN** (Continued)	**TCP/IP** (Continued)	**DNS Server**	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.
			IPv6	On **Off***	Sets the IPv6 protocol On.
		Setup Wizard	—	—	You can configure your print server.
		SES/WPS/AOSS	—	—	You can easily configure your wireless network settings using the one-button push method.
		WPS w/PIN Code	—	—	You can easily configure your wireless network settings using WPS with a PIN code.
		WLAN Status	**Status**	—	You can see the current wireless network status.
			Signal	—	You can see the current wireless network signal strength.
			SSID	—	You can see the current SSID.
			Comm. Mode	—	You can see the current Communication Mode.
	See Network User's Guide on the CD-ROM				
	✎ The factory settings are shown in Bold with an asterisk.				

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Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	E-mail/IFAX	Mail Address	Mail Address	—	Enter the mail address. (Up to 60 characters)
		Setup Server	SMTP Server	Name (Up to 30 characters) IP Address [000-255].[000-255].[000-255].[000-255]	Enter the SMTP server address.
			SMTP Port	[00001-65535]	Enter the SMTP port number.
			Auth. for SMTP	None* SMTP-AUTH POP bef. SMTP	Selects the Security method for E-mail notification
			POP3 Server	Name (Up to 30 characters) IP Address [000-255].[000-255].[000-255].[000-255]	Enter the POP3 server address.
			POP3 Port	[00001-65535]	Enter the POP3 port number.
			Mailbox Name	—	Enter the mail box name. (Up to 20 characters)
			Mailbox Pwd	—	Enter the password to login to the POP3 server. (Up to 20 characters)
			APOP	On Off*	Enables or disables APOP.
See *Network User's Guide* on the CD-ROM					
✎	The factory settings are shown in Bold with an asterisk.				

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Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	E-mail/IFAX (Continued)	Setup Mail RX	Auto Polling	On* Off	Automatically checks the POP3 server for new messages.
			Poll Frequency (When Auto Polling is set to On.)	1 Min 3 Mins 5 Mins 10 Mins* 30 Mins 60 Mins	Sets the interval for checking for new messages on the POP3 server.
			Header	All Subject+From+To None*	Selects the contents of the mail header to be printed.
			Del Error Mail	On* Off	Deletes error mails automatically.
			Notification	On MDN Off*	Receives notification messages.
		Setup Mail TX	Sender Subject	—	Displays the subject that is attached to the Internet Fax data.
			Size Limit	On Off*	Limits the size of E-mail documents.
			Notification	On Off*	Sends notification messages.
		Setup Relay	Rly Broadcast	On Off*	Relays a document to another fax machine over the internet.
			Relay Domain	—	Registers the Domain name.
			Relay Report	On Off*	Prints the Relay Broadcast Report.
See *Network User's Guide on the CD-ROM*					
✎	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	**Scan to FTP**	**Passive Mode**	**On**[*] Off	—	You can set Passive Mode to OFF or ON depending on your FTP server and network firewall configuration.
		Port Number	—	—	You can change the port number used to access the FTP server.
		File Name1	—	—	In addition to the seven preset file names, you can store two user defined file names that can be used for creating an FTP Server Profile.
		File Name2	—	—	
		Setup Profile	**Not Registered**	—	You can setup your FTP Profile.
	Time Zone	—	UTC-XX:XX	—	Sets the time zone for your country.
	Network I/F	—	**Wired LAN**[*] WLAN	—	You can choose the network connection type.
	Factory Reset	—	—	—	Restores all wired and wireless network settings to the factory default.
	See *Network User's Guide on the CD-ROM*				
	The factory settings are shown in Bold with an asterisk.				

MENU (MENU) (continued)

Level1	Level2	Level3	Options	Descriptions	Page
Print Reports	XMIT Verify	—	—	Prints these lists and reports.	80
	Help List	—	—		
	Quick Dial	—	Alphabetical Order Numerical Order		
	Fax Journal	—	—		
	User Settings	—	—		
	Network Config	—	—		
	Caller ID hist.	—	—		
Machine Info.	Serial No.	—	—	Lets you check the serial number of your machine.	163
Initial Setup	Receive Mode	—	**Fax Only*** Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	49
	Date&Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See *Quick Setup Guide*
	Station ID	—	Fax: Name:	Set your name and fax number to appear on each page you fax.	
	Tone/Pulse	—	**Tone*** Pulse	Choose the dialling mode.	
	Dial Tone	—	Detection **No Detection***	Turns Dial Tone Detection on or off.	144
	Local Language	—	**Chinese*** English	Allows you to change the LCD language for your country.	33
✎	The factory settings are shown in Bold with an asterisk.				

Fax (![fax icon])

Level1	Level2	Level3	Options	Descriptions	Page
Fax Resolution	—	—	**Standard*** Fine S.Fine Photo	Sets the resolution for outgoing faxes.	45
Contrast	—	—	**Auto*** Light Dark	Changes the lightness or darkness of faxes you send.	45
Glass ScanSize	—	—	**A4*** A3 Letter Legal Ledger	Sets the glass scan size for faxes.	41
Broadcasting	**Add Number** **Phone Book**	—	—	You can send the same fax message to more than one fax number.	43
Preview	—	—	On **Off***	You can preview a fax message before send it.	42
Delayed Fax	—	—	On (00:00) **Off***	Sets the time of day in 24-hour format that the delayed faxes will be sent.	46
Batch TX	—	—	On **Off***	Combines delayed faxes to the same fax number at the same time of day into one transmission.	47
Real Time TX	—	—	On **Off***	You can send a fax without using the memory.	46
Polled TX	—	—	Standard Secure **Off***	Sets up the document on your machine to be retrieved by another fax machine.	84
Polling RX	—	—	Standard Secure Timer **Off***	Sets up your machine to poll another fax machine.	82
Overseas Mode	—	—	On **Off***	If you are having difficulty sending faxes overseas, set this to On.	46
Set New Default	—	—	Yes No	You can save your fax settings.	47
![note icon]	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
Factory Reset	—	—	Yes No	You can restore all settings to the factory settings.	48
History	**Outgoing Call**	Send a fax	—	You can choose a number from the Outgoing Call history and then send a fax to it, add it to One Touch Dial, add it to Speed Dial, or delete it.	71
		More	Add to Speed Dial		
			Add to One Touch Dial		
			Delete		
	Caller ID hist.	Send a fax	—	You can choose a number from the Caller ID history and then send a fax to it, add it to One Touch Dial, add it to Speed Dial, or delete it.	71
		More	Add to Speed Dial		
			Add to One Touch Dial		
			Delete		
Phone Book	**Send a fax**	—	—	You can dial by pressing only a few keys (and **Start**).	40
	More	Set Speed Dial	—	You can set up dial by pressing only a few keys.	74
		Set One Touch Dial	—	You can set up One Touch numbers.	72
		Setup Groups	—	You can set up Group numbers for Broadcasting.	77
		Change	—	You can change One Touch and Speed Dial numbers.	74
		Delete	—	You can delete One Touch and Speed Dial numbers.	77
	The factory settings are shown in Bold with an asterisk.				

C

Scan (⇗)

Level1	Option1	Option2	Option3	Descriptions	Page
Scan to E-mail	PC	—	—	You can scan a monochrome or a color document into your E-mail application.	See *Software User's Guide on the CD-ROM*
	E-mail server	Quality	Color 150 dpi* Color 300 dpi Color 600 dpi B/W 200x100 dpi B/W 200 dpi	Chooses the file format to send the scanned data via E-mail server.	
		File Type	(If you chose color option in Quality setting) PDF* JPEG		
			(If you chose Mono option in Quality setting) TIFF PDF*		
		Glass Scan Size	A4* A3 Letter Legal Ledger	Sets the glass scan size for scans.	
		Set New Default	—	You can save your scan settings.	
		Factory Reset	—	You can restore all settings to the factory settings.	
	The factory settings are shown in Bold with an asterisk.				

Level1	Option1	Option2	Option3	Descriptions	Page
Scan to Image	—	—	—	You can scan a color picture into your graphics application.	See *Software User's Guide on the CD-ROM*
Scan to OCR	—	—	—	You can have your text document converted to an editable text file.	
Scan to File	—	—	—	You can scan a monochrome or a color document into your computer.	
Scan to Media (when a memory card or USB Flash memory drive is inserted)	Quality	—	Color 150 dpi* Color 300 dpi Color 600 dpi B/W 200x100 dpi B/W 200 dpi	You can choose the scan resolution and file format for your document.	116
	File Type	—	(If you chose color option in Quality setting) **PDF*** JPEG (If you chose Mono option in Quality setting) TIFF **PDF***		
	Glass Scan Size	—	**A4*** A3 Letter Legal Ledger	Sets the glass scan size for scans.	117
	File Name	—	—	You can rename the file.	117
	Set New Default	—	—	You can save your scan settings.	117
	Factory Reset	—	—	You can restore all settings to the factory settings.	117
✎	The factory settings are shown in Bold with an asterisk.				

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Level1	Option1	Option2	Option3	Descriptions	Page
Scan to FTP	Name (Choose or enter the name that you want to use for the profile of the FTP server. This name will be displayed on the LCD screen.)	Quality	Color 150 dpi* Color 300 dpi Color 600 dpi B/W 200x100 dpi B/W 200 dpi	Chooses the file format to send the scanned data via FTP.	See *Software User's Guide on the CD-ROM*
		File Type	(If you chose color option in Quality setting) **PDF*** JPEG		
			(If you chose Mono option in Quality setting) TIFF **PDF***		
		Glass Scan Size	**A4*** A3 Letter Legal Ledger	Sets the glass scan size for scans.	
		File Name	—	You can rename the file.	
		Set New Default	Yes No	You can save your scan settings.	
		Factory Reset	Yes No	You can restore all settings to the factory settings.	
	The factory settings are shown in Bold with an asterisk.				

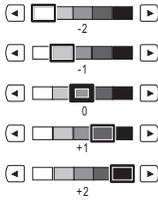| Level1	Option1	Option2	Option3	Descriptions	Page
Scan to FTP (Continued)	IP Address (Enter the IP address of the FTP server.)	Quality	Color 150 dpi* Color 300 dpi Color 600 dpi B/W 200x100 dpi B/W 200 dpi	Chooses the file format to send the scanned data via FTP.	See *Software User's Guide on the CD-ROM*
		File Type	(If you chose color option in Quality setting) **PDF*** JPEG (If you chose Mono option in Quality setting) TIFF **PDF***		
		Glass Scan Size	**A4*** A3 Letter Legal Ledger	Sets the glass scan size for scans.	
		File Name	—	You can rename the file.	
		Set New Default	Yes No	You can save your scan settings.	
		Factory Reset	Yes No	You can restore all settings to the factory settings.	
	The factory settings are shown in Bold with an asterisk.				

C

Copy (📄)

Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast **Normal*** Best	Choose the Copy resolution for the next copy.	89
Enlarge/Reduce	**100%***	—	—	—	90
	Enlarge	—	198% 10x15cm → A4 186% 10x15cm → LTR 142% A4→A3, A5→A4	You can choose the enlargement ratio for the next copy.	90
	Reduce	—	97% LTR → A4 93% A4 → LTR 83% LGL → A4 69% A3→A4, A4→A5 47% A4 → 10x15cm	You can choose the reduction ratio for the next copy.	90
	Fit to Page	—	—	Your machine will adjust the size automatically to the paper size you set.	90
	Custom (25-400%)	—	—	You can choose the enlargement or reduction ratio for the next copy.	90
Tray Select	—	—	**Tray#1*** Tray#2	Choose the tray that will be used for Copy mode.	94
Paper Type (Tray #1 only)	—	—	**Plain Paper*** Inkjet Paper Brother BP71 Other Glossy Transparency	Choose the paper type that matches the paper in the tray.	93
Paper Size (Tray #1 only)	—	—	**A4*** A5 A3 10x15cm Letter Legal Ledger	Choose the paper size that matches the paper in the tray.	93
📝	The factory settings are shown in Bold with an asterisk.				

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Level1	Level2	Level3	Options	Descriptions	Page
Brightness	—	—	Dark / Light scale: -2, -1, 0, +1, +2	Adjusts the brightness of copies.	93
Contrast	—	—	– / + scale: -2, -1, 0, +1, +2	Adjusts the contrast of copies.	93
Stack/Sort	—	—	**Stack*** Sort	You can choose to stack or sort multiple copies.	92
Page Layout	—	**Off(1in1)*** 2in1(P) 2in1(L) 4in1(P) 4in1(L) 1 to 2 Poster (2 x 2) Poster (3 x 3)	If you choose A3 or Ledger. (When 2 in 1 is chosen) LGRx2 → LGRx1 LTRx2 → LGRx1 A3x2 → A3x1 A4x2 → A3x1 (When poster 2x2 is chosen) LGRx1 → LGRx4 LTRx1 → LGRx4 A3x1 → A3x4 A4x1 → A3x4	You can make N in 1, 1 to 2 or Poster copies.	91
Skew Adjustment	—	—	**Auto*** Off	If your scanned copy is skewed, your machine can correct the data automatically.	94
Book Copy	On	—	—	Corrects dark borders and skew when copying from the scanner glass.	95
	On(Preview)	(Skew Adjustment) (Shadow Revise)	—		
	Off*	—	—		
	The factory settings are shown in Bold with an asterisk.				

185

Level1	Level2	Level3	Options	Descriptions	Page
Watermark Copy	**Use Watermark**	—	See the watermark copy settings in the following table.	You can place a logo or text into your document as a Watermark.	95
	Edit Template				
	Use Image				
Duplex Copy	On	—	Portrait Long edge flip Portrait Short edge flip Landscape Long edge flip Landscape Short edge flip	Enables or disables duplex printing. You can also choose long edge or short edge duplex printing.	96
	Off*	—	—		
Favorite Settings	Store	—	Favorite:1 Favorite:2 Favorite:3	You can save your Favourite settings.	99
	Rename				
✎	The factory settings are shown in Bold with an asterisk.				

Watermark Copy Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Edit Template	—	Text	CONFIDENTIAL* DRAFT COPY	Places a text into your document as a Watermark using a template.	95
	—	Position	A B C D **E*** F G H I Pattern		
	—	Size	Small **Medium*** Large		
	—	Angle	-90° **-45°*** 0° +45° +90°		
	—	Transparency	-2 -1 0 +1 +2		
	—	Color	Yellow Green Orange **Black*** Blue Red Purple		
	The factory settings are shown in Bold with an asterisk.				

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Option1	Option2	Option3	Option4	Descriptions	Page
Use Image	**Scan** (Set page and press start)	**Transparency**	-2 -1 0 +1 +2	Places a logo or text into your document as a Watermark using a scanned image.	95
	Media	**Position**	A B C D **E*** F G H I Pattern	Places a logo or text into your document as a Watermark using an image from removable media.	
		Size	Small **Medium*** Large		
		Angle	-90° **-45°*** 0° +45° +90°		
		Transparency	-2 -1 0 +1 +2		
	The factory settings are shown in Bold with an asterisk.				
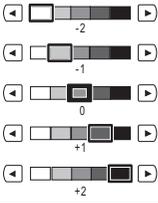
Photo Capture ()

Level1	Level2	Level3	Options	Descriptions	Page
View Photos	(Print All Photos)	(Auto Correct)	See the print settings in the following table.	You can print all photos in your memory card or USB Flash memory drive.	105
	(Slide Show)			The machine starts a Slide Show of your photos.	
				The machine decides the suitable effect for your photo.	107
Enhance Photos	Enhance	(Auto Correct) (Enhance Skin) (Enhance Scenery) (Remove Red-Eye) (Monochrome) (Sepia) (Auto Correct Remove Red-Eye)	See the print settings in the following table.	You can adjust your photos with these settings.	107
	Trim	—		You can trim your photo and print a part of the image.	107
Index Print	Index Sheet	6 Images/Line 5 Images/Line	See the print settings in the following table.	You can print a thumbnail page.	106
	Print Photos	—		You can print an individual image.	107
	The factory settings are shown in Bold with an asterisk.				

189

Print Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Print Quality (Does not appear for DPOF printing)	Normal **Photo***	—	—	Choose the print quality.	111
Paper Type	Plain Paper Inkjet Paper Brother BP71 **Other Glossy***	—	—	Choose the paper type.	111
Paper Size	**10x15cm*** 13x18cm A4 A3 Letter Ledger	(When A4 or Letter is chosen) 8x10cm 9x13cm 10x15cm 13x18cm 15x20cm **Max. Size***	—	Choose the paper and print size.	111
Brightness (Does not appear when Enhance Photos is chosen.)	Dark Light ◀ ▣ ▢ ▶ -2 ◀ ▣ ▢ ▶ -1 ◀ ▢ ▢ ▶ 0 ◀ ▢ ▣ ▶ +1 ◀ ▢ ▣ ▶ +2	—	—	Adjusts the brightness.	112
Contrast (Does not appear when Enhance Photos is chosen.)	− + ◀ ▣ ▢ ▶ -2 ◀ ▣ ▢ ▶ -1 ◀ ▢ ▢ ▶ 0 ◀ ▢ ▣ ▶ +1 ◀ ▢ ▣ ▶ +2	—	—	Adjusts the contrast.	112
	The factory settings are shown in Bold with an asterisk.				

Option1	Option2	Option3	Option4	Descriptions	Page
Color Enhance (Does not appear when Enhance Photos is chosen.)	On **Off***	White Balance	− ◀ ▬▬ ▶ -2 ◀ ▬▬ ▶ -1 ◀ ▬▬ ▶ 0 ◀ ▬▬ ▶ +1 ◀ ▬▬ ▶ +2 +	Adjusts the hue of the white areas.	113
		Sharpness	− ◀ ▬▬ ▶ -2 ◀ ▬▬ ▶ -1 ◀ ▬▬ ▶ 0 ◀ ▬▬ ▶ +1 ◀ ▬▬ ▶ +2 +	Enhances the detail of the image.	
		Color Density	− ◀ ▬▬ ▶ -2 ◀ ▬▬ ▶ -1 ◀ ▬▬ ▶ 0 ◀ ▬▬ ▶ +1 ◀ ▬▬ ▶ +2 +	Adjusts the total amount of color in the image.	
Cropping	**On*** Off	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	114
Borderless	**On*** Off	—	—	Expands the printable area to fit the edges of the paper.	114
Date Print (Does not appear when DPOF Print is chosen.)	On **Off***	—	—	Prints the date on your photo.	114
Set New Default	—	—	—	You can save your print settings.	115
Factory Reset	—	—	—	You can restore all the settings to factory settings.	117
📝	The factory settings are shown in Bold with an asterisk.				

C

191

Phone Book (Phone Book **)**

Level1	Level2	Level3	Options	Descriptions	Page
Phone Book	**Send a fax**	—	—	You can dial by pressing only a few keys (and **Start**).	40
	More	Set Speed Dial	—	You can set up dial entry by pressing only a few keys.	74
		Set One Touch Dial	—	You can store your most frequently called numbers on the One Touch keys.	72
		Setup Groups	—	You can set up Group numbers for Broadcasting.	77
		Change	—	You can change One Touch Dial and Speed Dial numbers.	76
		Delete	—	You can delete One Touch Dial and Speed Dial numbers.	76
	The factory settings are shown in Bold with an asterisk.				

History (History **)**

Level1	Level2	Level3	Options	Descriptions	Page
History	**Outgoing Call**	Send a fax	—	You can choose a number from the Outgoing Call history and then send a fax to it, add it to One Touch Dial, add it to Speed Dial, or delete it.	71
		More	Add to Speed Dial		
			Add to One Touch Dial		
			Delete		
	Caller ID hist.	Send a fax	—	You can choose a number from the Caller ID history and then send a fax to it, add it to One Touch Dial, add it to Speed Dial, or delete it.	71
		More	Add to Speed Dial		
			Add to One Touch Dial		
			Delete		
	The factory settings are shown in Bold with an asterisk.				

Entering Text

When you are setting certain menu selections, you may need to enter text into the machine.
Press ⒶⒷ to choose numbers, letters or special characters. Up to four letters are assigned to each button on the LCD.

By pressing the correct button repeatedly, you can access the character you want.

Inserting spaces

To enter a space, press ⒶⒷ to choose special characters, then press the space button `⌃` or `_`.

Note

The characters available may differ depending on your country.

Making corrections

If you entered an incorrect letter and want to change it, use the arrow buttons to move the cursor under the incorrect character. Then press ⌫. Re-enter the correct character. You can also insert letters by moving the cursor and entering a character.

Repeating letters

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

D Specifications

General

Printer Type	Inkjet	
Print Method	Mono:	Piezo with 94 × 2 nozzles
	Color:	Piezo with 94 × 3 nozzles
Memory Capacity	64 MB	
LCD (liquid crystal display)	Touchscreen 4.2 in. (106.7 mm) Color LCD	
	Touchscreen active area 4.0 in. (100.3 mm)	
Power Source	AC 220 to 240V 50/60Hz	
Power Consumption	Power Save Mode:	Average 0.9 W
	Sleep Mode:	Average 4.5 W
	Standby:	Average 6.5 W
	Operating:	Average 29 W

Dimension

323 mm
540 mm
574 mm
488 mm
604 mm
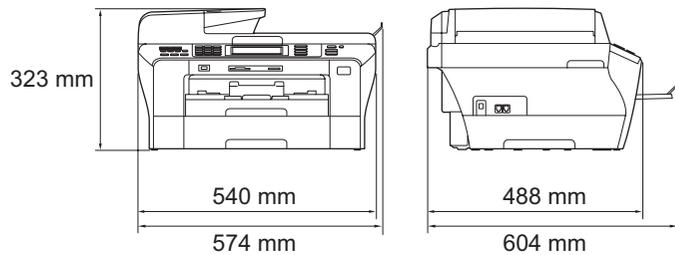
Weight	16.6 kg	
Noise	Operating:	50 dB or less [1]
Temperature	Operating:	10 - 35°C
	Best Print Quality:	20 - 33°C
Humidity	Operating:	20 - 80% (without condensation)
	Best Print Quality:	20 - 80% (without condensation)
ADF (automatic document feeder)	Recommended environment for best results:	
	Up to 50 pages	
	Temperature: 20°C - 30°C	
	Humidity: 50% - 70%	
	Paper: 80 g/m^2	
Paper Tray #1	100 Sheets 80 g/m^2	
Paper Tray #2	250 Sheets 80 g/m^2	

[1] This depends on printing conditions.

D

Print media

Paper Input	**Paper Tray #1**

■ Paper type:

Plain paper, inkjet paper (coated paper), glossy paper [2], transparencies [1] [2] and C5, Com-10, DL, Monarch and JE4 envelopes

■ Paper size:

Ledger, A3, Letter, Legal, Executive, A4, A5, A6, JIS B4, JIS B5, envelopes (commercial No.10, DL, C5, Monarch, JE4), Photo 10×15cm, Photo L (89×127mm),

Photo 2L (13×18cm), Index card and Postcard [3].

Width: 89 mm - 297 mm

Length: 127 mm - 431.8 mm

For more details, see *Paper weight, thickness and capacity* on page 23.

■ Maximum paper tray capacity:

Approx. 100 sheets of 80 g/m^2 plain paper

Paper Tray #2

■ Paper type:

Plain paper

■ Paper size:

Ledger, A3, Letter, Legal, A4, JIS B5, JIS B4, EXE

Width: 182 mm - 297 mm

Length: 257 mm - 431.8 mm

For more details, see *Paper weight, thickness and capacity* on page 23.

■ Maximum paper tray capacity:

Approx. 250 sheets of 80 g/m^2 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 22.

Fax

Compatibility	ITU-T Super Group 3
Coding System	MH/MR/MMR/JPEG
Modem Speed	Automatic Fallback
	33600 bps
Document Size	ADF Width: 148 mm to 297 mm
	ADF Length: 148 mm to 431.8 mm
	Scanner Glass Width: Max. 297 mm
	Scanner Glass Length: Max. 431.8 mm
Scanning Width	288 mm
Printing Width	291 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 (Color)
	Fine
	7.7 line/mm (Mono/Color)
	Photo
	7.7 line/mm (Mono)
	Superfine
	15.4 line/mm (Mono)
One Touch Dial	6 (3 × 2)
Speed Dial	100 stations × 2 numbers
Groups	Up to 6

Broadcasting [1]	256 stations
Automatic Redial	3 times at 5 minute intervals
Ring Delay	0, 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 rings
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

Color/Monochrome	Yes/Yes
Document Size	ADF Width: 148 mm to 297 mm
	ADF Length: 148 mm to 431.8 mm
	Scanner Glass Width: Max. 297 mm
	Scanner Glass Length: Max. 431.8 mm
	Copy Width: Max. 291 mm
Copy Speed	Monochrome: Up to 23 pages/minute (A4 paper) [1]
	Color: Up to 20 pages/minute (A4 paper) [1]
Multiple Copies	Stacks/Sorts up to 99 pages
Resolution	■ Scans up to 1200×1200 dpi
	■ Prints up to 1200×1200 dpi
Duplex	■ Paper type:
	Plain paper
	■ Paper size:
	A4, A5, Letter
	■ Paper Tray:
	Paper Tray #1

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

PhotoCapture Center™

Compatible Media [1]	CompactFlash® (4MB - 8GB) (Type I only, Type 2 and Microdrive™ are not compatible) (Compact I/O cards such as Compact LAN card and Compact Modem card are not supported.)
	Memory Stick™
	Memory Stick PRO™
	Memory Stick Duo™ with adapter Memory Stick Micro™ (M2™) with adapter SD [2] SDHC [3] microSD with adapter miniSD™ 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 (Color)
	TIFF, PDF (Mono)
Number of Files	Up to 999 files (The folder inside memory cards or USB Flash memory drive is also counted)
Folder	File must be stored in the 4th folder level of the memory card or USB Flash memory drive.
Borderless	Ledger, A3, Letter, A4, Photo (10×15 cm), Photo 2L (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 standard from 16 MB to 8 GB
Support format: FAT12/FAT16/FAT32

[6] Progressive JPEG format is not supported.

[7] See *Paper type and size for each operation* on page 22.

PictBridge

Compatibility	Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001.
	VIsit http://www.cipa.jp/pictbridge for more information.
Interface	USB direct interface

D

Scanner

Color/Monochrome	Yes/Yes
TWAIN Compliant	Yes (Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista®)
	Mac OS® X 10.2.4 or greater [1]
WIA Compliant	Yes (Windows® XP [2]/Windows Vista®)
Color Depth	48 bit color Processing (Input)
	24 bit color Processing (Output)
Resolution	Up to 19200 × 19200 dpi (interpolated) [3]
	Up to 1200 × 2400 dpi (optical) (Scanner Glass)
	Up to 1200 × 600 dpi (optical) (ADF)
Scanning Speed	Monochrome: up to 3.39 sec.
	Color: up to 4.49 sec.
	(A4 size at 100 × 100 dpi)
Document Size	ADF Width: 148 mm to 297 mm
	ADF Length: 148 mm to 431.8 mm
	Scanner Glass Width: Max. 297 mm
	Scanner Glass Length: Max. 431.8 mm
Scanning Width	Up to 291 mm
Greyscale	256 levels

[1] For the latest driver updates, visit http://solutions.brother.com.

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

[3] Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP and Windows Vista® (resolution up to 19200 × 19200 dpi can be selected 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 [1]: Brother Ink Driver
Resolution	Up to 1200 × 6000 dpi [2]
	1200 × 2400 dpi [2]
	1200 × 1200 dpi
	600 × 600 dpi
	600 × 300 dpi
	600 × 150 dpi (Color)
	450 × 300 dpi (Mono) [2]
Print Speed	Up to 35 pages/minute (Mono) [3]
	Up to 28 pages/minute (Color) [3]
Printing Width	291 mm (297 mm) [4] (A3 size)
Borderless	Ledger, A3, Letter, A4, A6, B4, Photo (10×15 cm), Photo L (89×127 mm), Photo 2L (13×18 cm), Index Card, Postcard [5]
Duplex	■ Paper type:
	Plain paper
	■ Paper size:
	A4, A5, A6, Letter, Executive, JIS B5
	■ Paper Tray:
	Paper Tray #1

[1] For the latest driver updates, visit http://solutions.brother.com.

[2] Duplex print is not supported.

[3] Based on Brother standard pattern.
A4 size in draft mode.

[4] When you set the Borderless feature to On.

[5] See *Paper type and size for each operation* on page 22.

Interfaces

USB [1] [2]	A USB 2.0 interface cable that is no longer than 2 m.
LAN cable [3]	Ethernet UTP cable category 5 or greater.
Wireless LAN	Your machine supports IEEE 802.11b/g wireless communication with your wireless LAN using Infrastructure mode or a wireless Peer-to-Peer connection in Ad-hoc Mode.

[1]   Your machine has a Hi-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	Hard Disk Space to install	
							For Drivers	For Applications
Windows® Operating System [1]	2000 Professional	Printing, PC Fax [4], Scanning, Removable Disk	USB, 10/100 BaseTx (Ethernet), Wireless 802.11b/g	Intel® Pentium® II or equivalent	64 MB	256 MB	110 MB	340 MB
	XP Home [2] XP Professional [2]				128 MB		110 MB	340 MB
	XP Professional x64 Edition [2]			64-bit (Intel®64 or AMD64) supported CPU	256 MB	512 MB	110 MB	340 MB
	Windows Vista® [2]			Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	512 MB	1 GB	600 MB	530 MB
Macintosh® Operating System [5]	Mac OS® X 10.2.4 - 10.4.3	Printing, PC Fax Send [4], Scanning, Removable Disk	USB [3], 10/100 BaseTx (Ethernet), Wireless 802.11b/g	PowerPC G4/G5 PowerPC G3 350MHz	128 MB	256 MB	80 MB	400 MB
	Mac OS® X 10.4.4 or greater			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 to enhance up to 19200 x 19200 dpi.

[3] Third party USB ports are not supported.

[4] PC Fax supports black and white only, and does not support Ledger/A3 size paper.

[5] 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/.

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Consumable items

Ink	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
Service Life of Ink Cartridge	**Replacement Ink Cartridges** 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 printouts. This process will only happen once. With all following ink cartridges you can print the specified number of pages. For more information about the replacement consumables, visit us at www.brother.com/pageyield. The yield of ink cartridges supplied with your machine are less than those of the same type cartridges sold in market.
Replacement Consumables	<Standard Black> LC990BK, <High Yield Black> LC990HY-BK <Standard Cyan> LC990C, <High Yield Cyan> LC990HY-C <Standard Magenta>LC990M, <High Yield Magenta> LC990HY-M <Standard Yellow> LC990Y, <High Yield Yellow> LC990HY-Y

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 [3]
	Ethernet 10/100 BASE-TX Auto Negotiation (Wired LAN)
	IEEE 802.11 b/g (Wireless LAN)

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, SMTP Client, POP before SMTP, SMTP-AUTH, POP3, APOP, FTP Client
	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, SMTP Client, POP before SMTP, SMTP-AUTH, POP3, APOP, FTP Client
Network Security	SSID/ESSID, 128 (104) / 64 (40) bit WEP, WPA-PSK (TKIP/AES), WPA-PSK (AES)	
Setup Support Utility	**SecureEasySetup™**	Yes (simple setup with your SecureEasySetup™-capable access point/router)
	AOSS™	Yes (simple setup with your AOSS™-capable access point/router)
	WPS	Yes (simple setup with your Wi-Fi Protected Setup™-capable access point/router)

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[1] See the Computer Requirements chart on page 205.

[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.

[3] For the latest driver updates, visit http://solutions.brother.com.

Wireless one-push configuration

If your wireless access point supports either SecureEasySetup™, Wi-Fi Protected Setup™ (PBC [1]) or AOSS™, you can configure the machine easily without a computer. By pushing a button on the wireless LAN router / access point and the machine, you can set up the wireless network and security settings. See the users guide for your wireless LAN router / access point for instructions on how to access one-push mode.

[1] Push Button Configuration

Note

Routers or access points that support SecureEasySetup™, Wi-Fi Protected Setup™ or AOSS™ have the symbols shown below.

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.

Batch Transmission

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

Beeper Volume

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

Brightness

Changing the Brightness makes the whole image lighter or darker.

Broadcasting

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

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.

Color Enhancement

Adjusts the color in the image for better print quality by improving sharpness, white balance and color density.

Communication error (Comm. Error)

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

Compatibility group

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

Contrast

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

Delayed Fax

Sends your fax at a specified time later.

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 Forwarding

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

Fax Journal

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

Fax Preview

If you choose Fax Preview you will be able to view received faxes on the LCD by pressing the Fax Preview button on the LCD.

Fax Storage

You can store received faxes in memory.

Fax tones

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

Fax/Tel

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

Fine resolution

Resolution is 203 $\times$ 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 One Touch and Speed Dial numbers that are stored on a One Touch key or in a Speed Dial location for Broadcasting.

Help list

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

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 **Color Start** to begin sending the fax.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

The bundled 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 while you are storing One Touch and Speed Dial numbers. Press the **Redial/Pause** key on the control panel or the Pause button on the LCD 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.

Polling

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

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

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

Real Time Transmission

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

Remaining jobs

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

Remote Access Code

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

Remote 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**).

Remote Retrieval Access

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

Resolution

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

Ring Delay

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

Ring Volume

Volume setting for the machine's ring.

E

Scan to Media

You can scan a monochrome or color document into a memory card or USB Flash memory drive. Monochrome images will be in TIFF or PDF file format and color 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, the two digit code, and **Mono Start** or **Color 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

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 phone lines from your machine to the receiving fax machine.

Transmission Verification Report

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

User Settings

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

F   Index

F

215

F

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