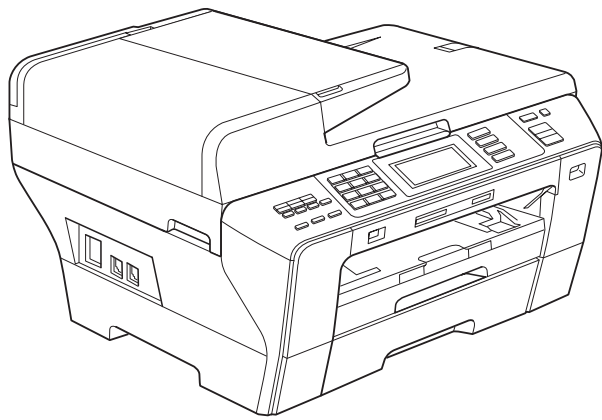


# USER'S GUIDE



MFC-6890CDW

## **If you need to call Customer Service**

**Please complete the following information for future reference:**

**Model Number:** MFC-6890CDW

**Serial Number:** <sup>1</sup> \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

**Place of Purchase:** \_\_\_\_\_

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

**Register your product on-line at**

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

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

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

# Approval Information and Compilation and Publication Notice

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

## APPROVAL INFORMATION

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

## Compilation and Publication Notice

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

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

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

# EC Declaration of Conformity under the R & TTE Directive



## EC Declaration of Conformity

### Manufacturer

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

### Plant

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

Herewith declare that:

Products description : Facsimile Machine  
Model Name : MFC-6890CDW

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

Standards applied :

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

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

Radio EN301 489-1 V1.6.1  
EN301 489-17 V1.2.1  
EN300 328 V1.7.1

Year in which CE marking was first affixed : 2009

Issued by : Brother Industries, Ltd.

Date : 30 th September, 2008

Place : Nagoya, Japan

Signature :

Junji Shiota  
General Manager  
Quality Management Dept.

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# General

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## Using the documentation

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

## Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

<b>Bold</b>	Bold typeface identifies specific buttons on the machine's control panel, or on the computer screen.
<i>Italics</i>	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.



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



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



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

# Accessing the 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*

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

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

## How to find Network setup instructions

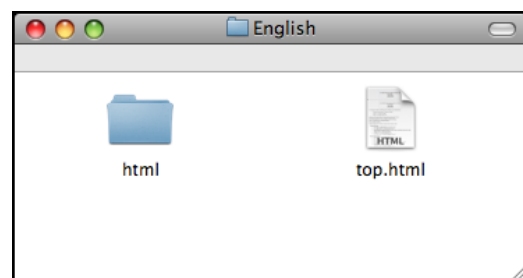
Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point supports SecureEasySetup™, Wi-Fi Protected Setup™ or AOSS™, follow the steps in the Quick Setup Guide. For more information about network setup please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

## Viewing Documentation (For Macintosh®)

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



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



- 5 Click the documentation you want to read:
  - **Software User's Guide**
  - **Network User's Guide**



## How to find Scanning instructions

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

### Software User's Guide

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

### Presto! PageManager User's Guide

- 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.

### ■ Tel/R

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

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

### ■ Redial/Pause

Redials 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.

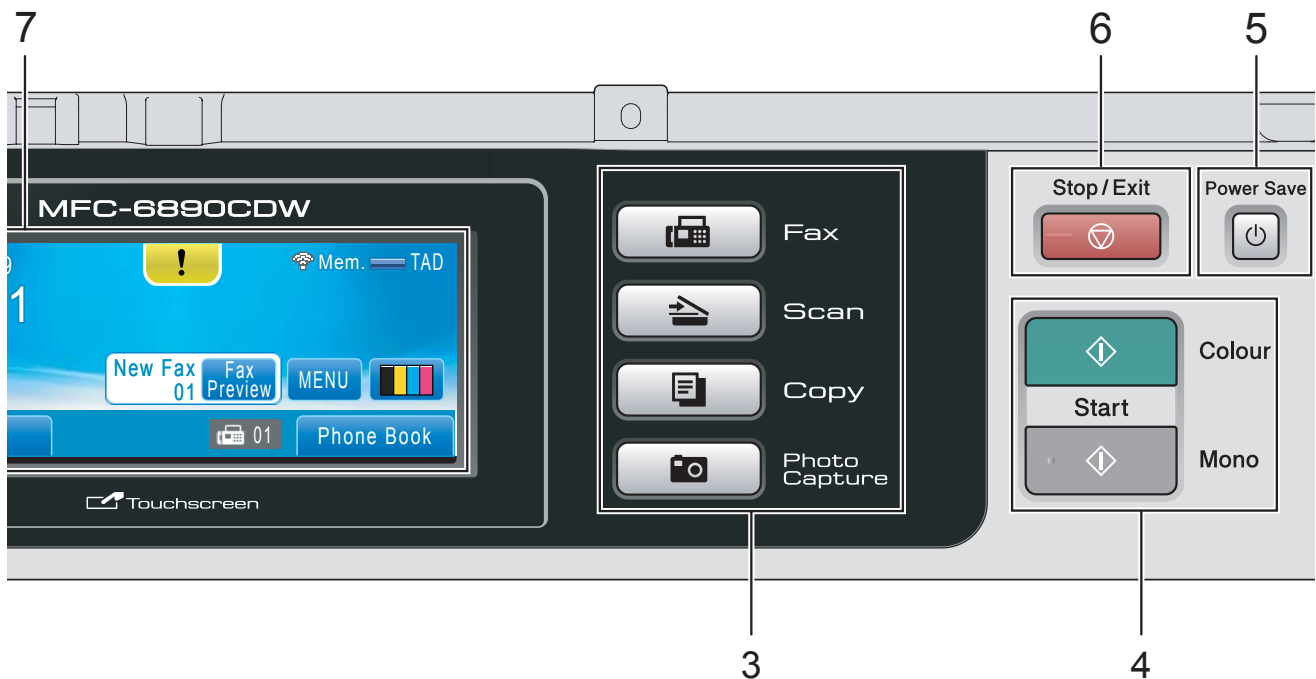
## 4 Start keys:

### ■ Colour Start

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

### ■ Mono Start

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



## 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

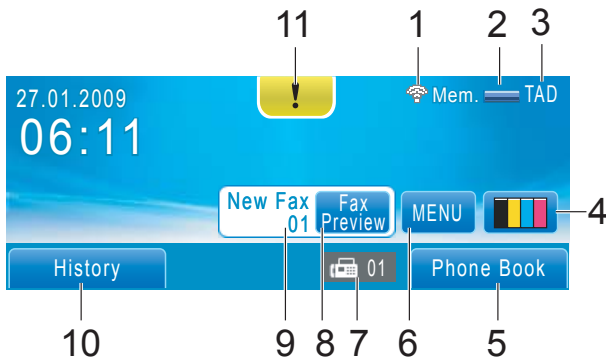
These 3 keys give you instant access to 6 previously stored numbers.

### 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.



### 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

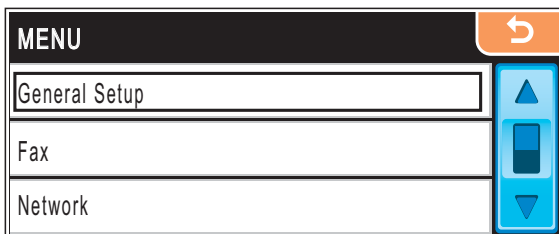
If you receive a fax containing multiple paper sizes (for example, a page of A4 data and a page of A3 data), the machine may create and store a file for each paper size. The LCD may show that more than one fax job has been received.

## Basic Operations

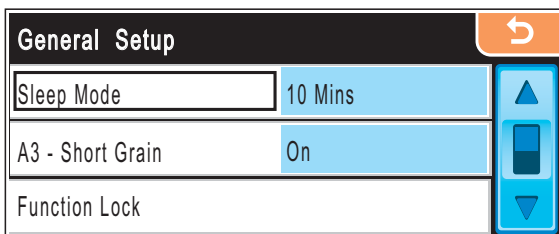
To operate the Touchscreen use your finger to press the **MENU** or option button directly on the LCD screen. To access more menus or options in a setting, press ◀▶ or ▲▼ to scroll through them.

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.

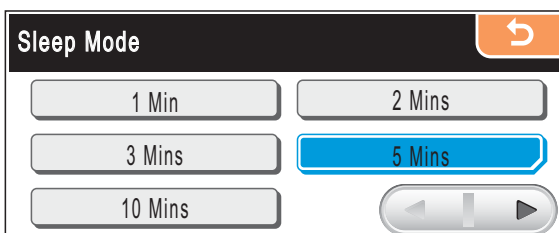
- 1 Press **MENU**.
- 2 Press ▲ or ▼ to display General Setup.



- 3 Press General Setup.
- 4 Press ▲ or ▼ to display Sleep Mode.



- 5 Press Sleep Mode.
- 6 Press 5 Mins.



- 7 Press **Stop/Exit**.

# 2

## Loading paper and documents

### Loading paper and other print media



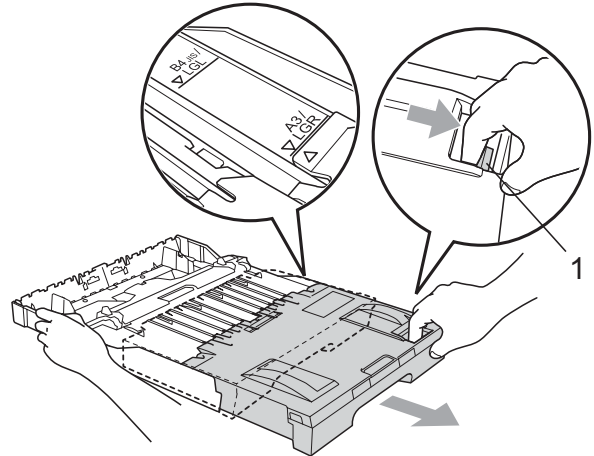
#### Note

- 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.)



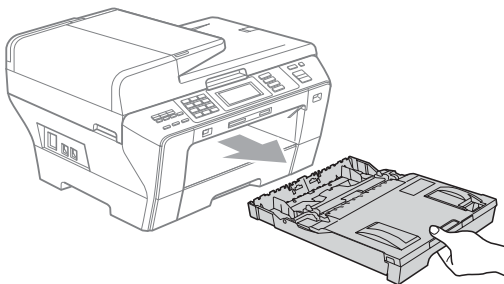
#### Note

- 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.

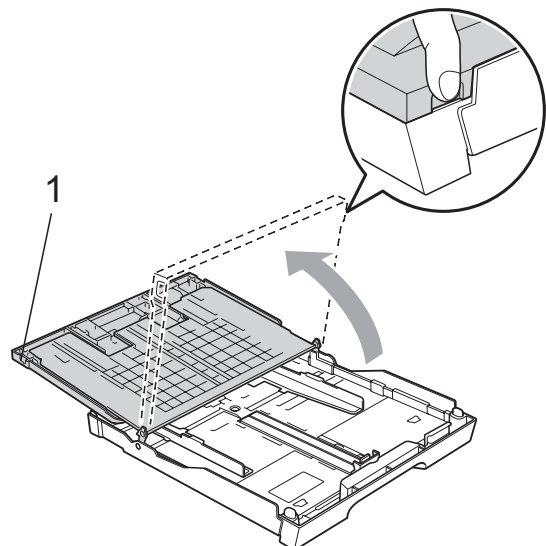


### Loading paper in paper tray #1

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

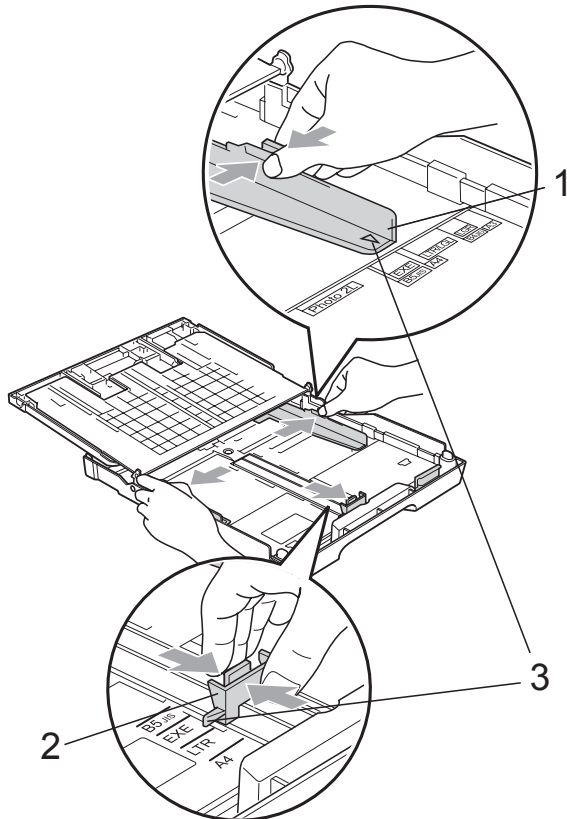


- 2 Open the paper tray cover (1).

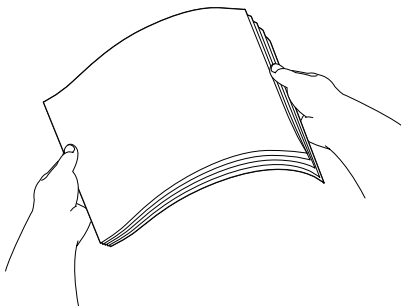


- 3 With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size.

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.



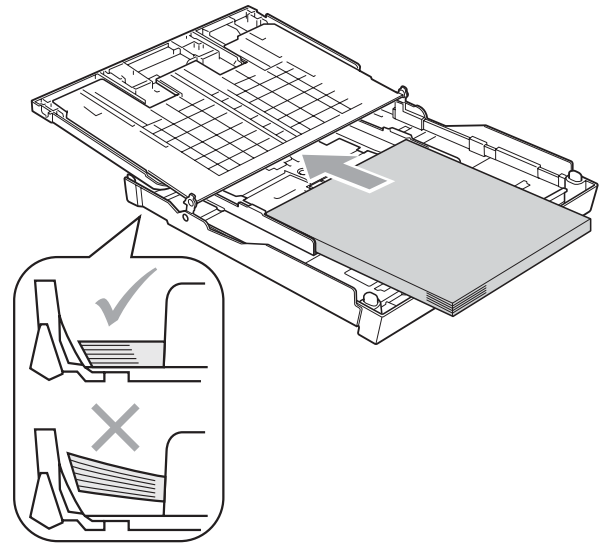
- 4 Fan the stack of paper well to avoid paper jams and misfeeds.



### ! IMPORTANT

Always make sure that the paper is not curled.

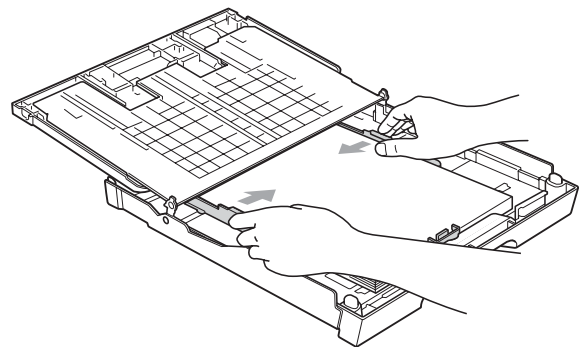
- 5 Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.



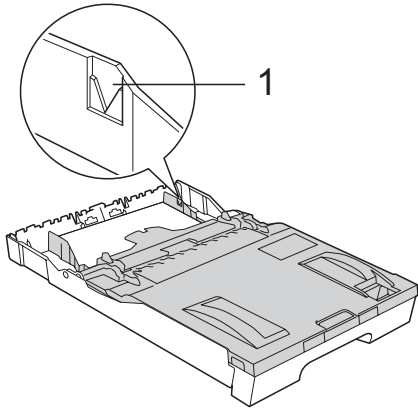
### ! IMPORTANT

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.

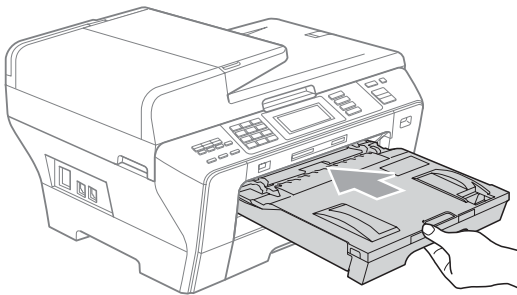
- 6 Gently adjust the paper side guides to the paper with both hands. Make sure the paper side guides touch the sides of the paper.



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



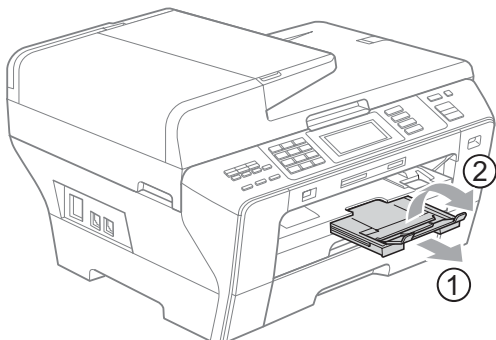
- 8** Slowly push the paper tray completely into the machine.



**⚠ CAUTION**

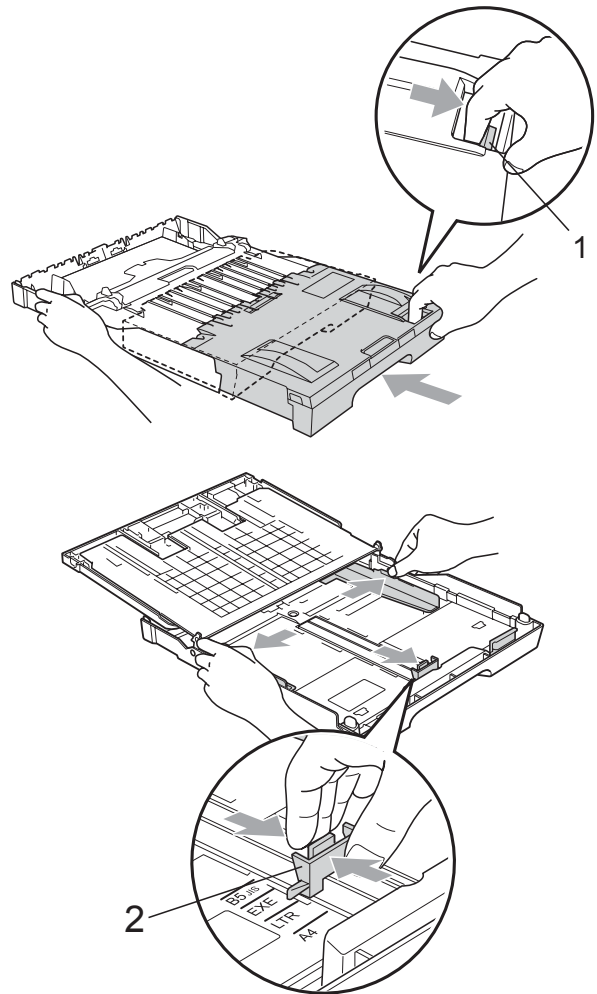
DO NOT push Tray #1 into the machine too quickly. Doing this may cause injury to your hand by trapping it between Tray #1 and Tray #2. Please push Tray #1 slowly.

- 9** 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.





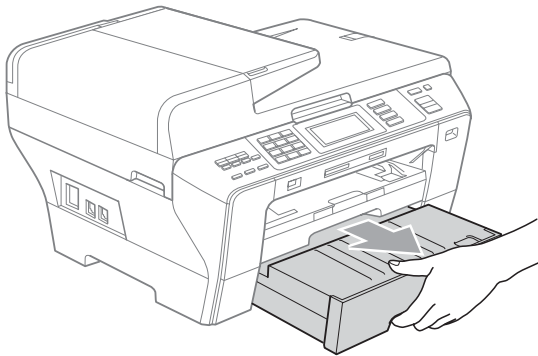
## Loading paper in paper tray #2



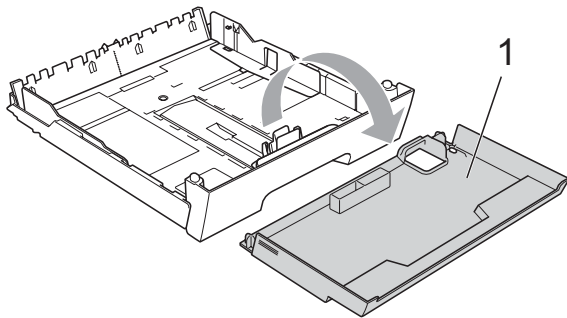
### Note

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

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

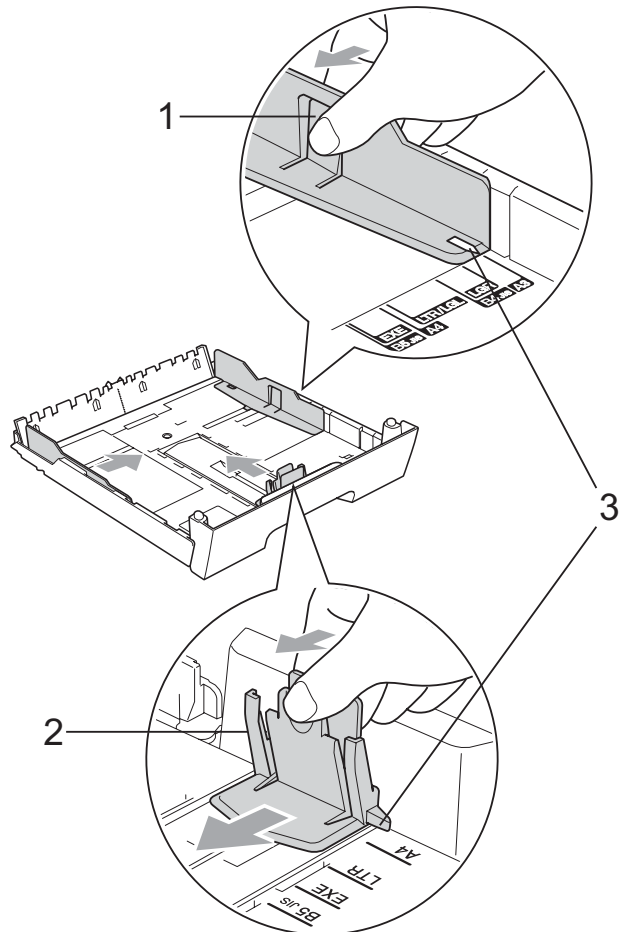


- 2 Take off the paper tray cover (1).



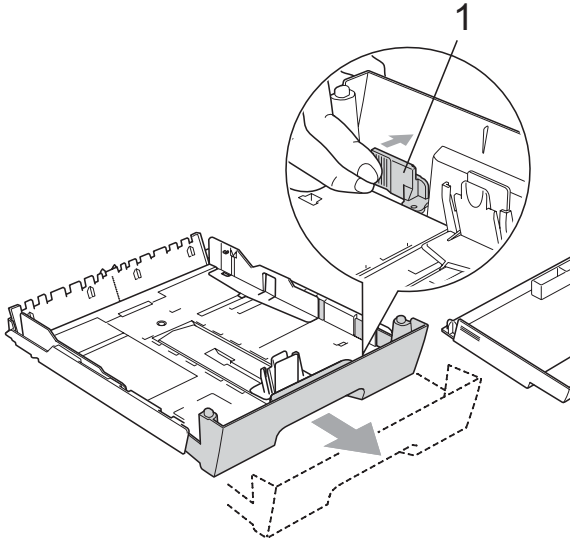
- 3 With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size.

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.



 **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.

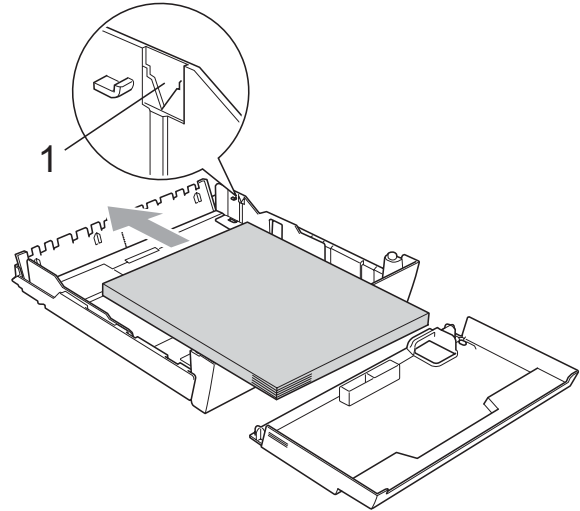


- 4 Fan the stack of paper well to avoid paper jams and misfeeds.

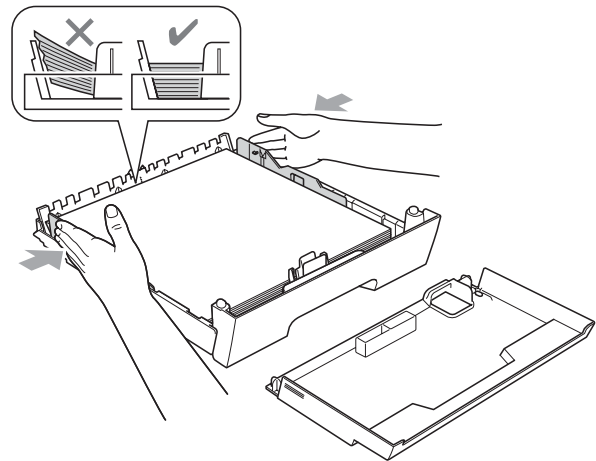
**! IMPORTANT**

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 and below the maximum paper mark (1).



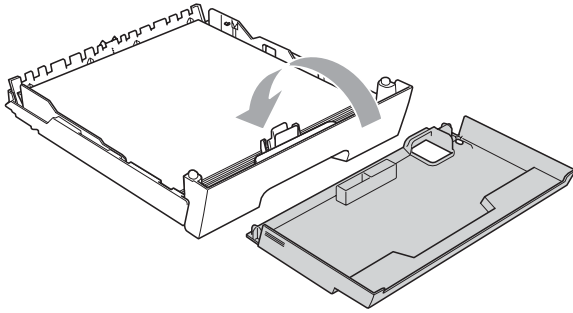
- 6 Gently adjust the paper side guides with both hands to fit the paper stack. Make sure the paper side guides touch the sides of the paper.



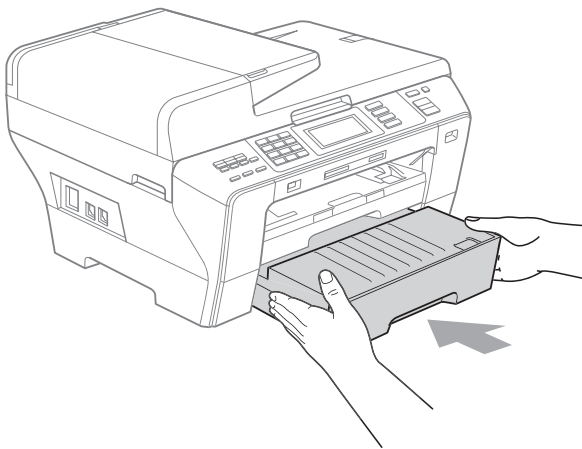
**! IMPORTANT**

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.

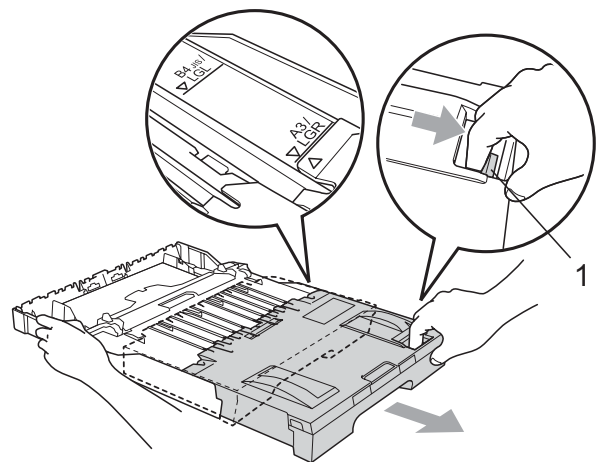
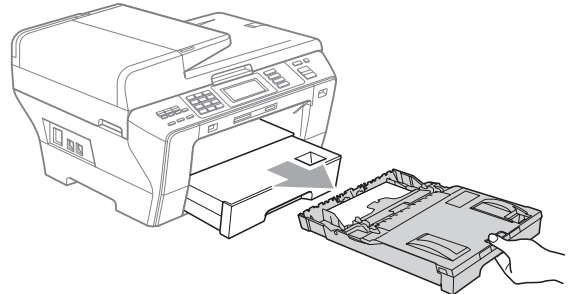


- 8** *Slowly* push the paper tray back into the machine.

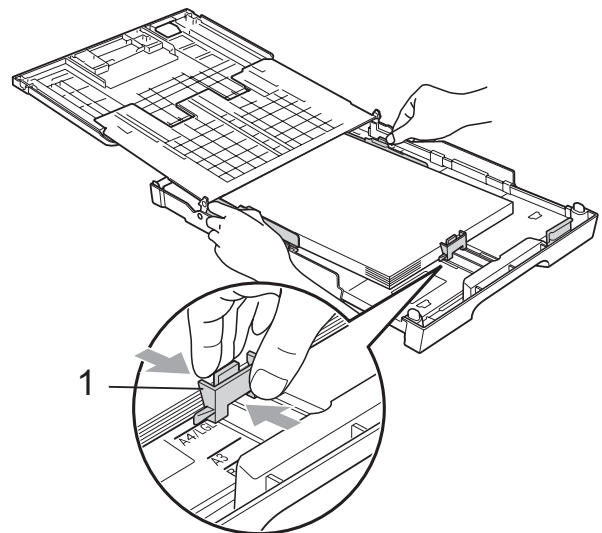


- 9** Do one of the following:
- If you are using Ledger, Legal or A3 size paper, go to step **10**.
  - If you are using Letter size paper, go to step **12**.

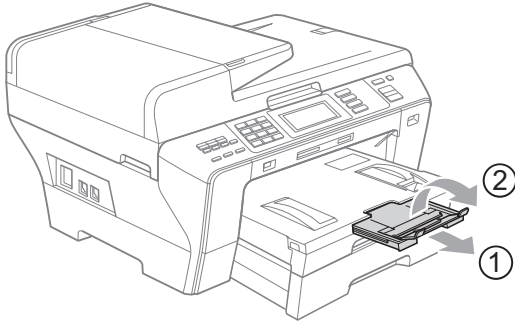
- 10** Pull tray #1 out of the machine. Press and hold the universal guide release button (1) as you slide out the front of the paper tray.



- 11** Open the paper tray cover and adjust the paper length guide (1) for the paper.

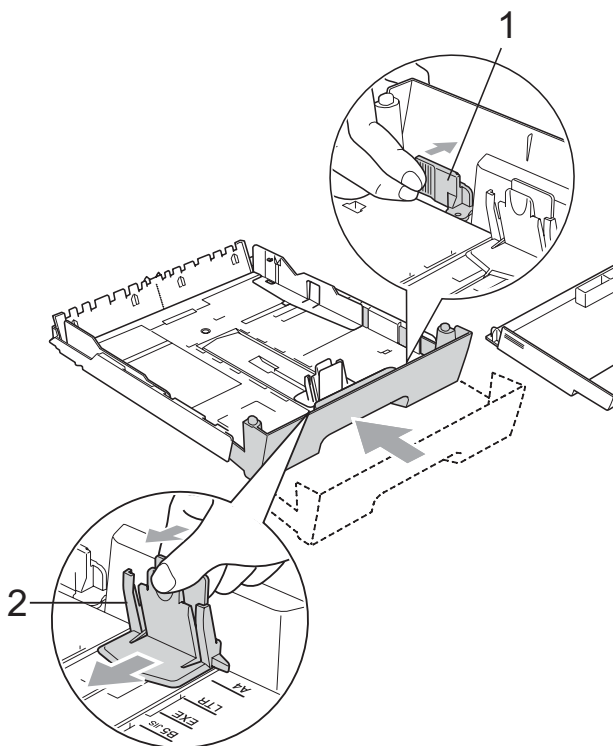


- 12 Close the paper tray cover and *slowly* push the paper tray into the machine. Pull out the paper support (1) until it clicks and unfold the paper support flap (2).



### 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<sup>2</sup>.
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing many envelopes.

### ! 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

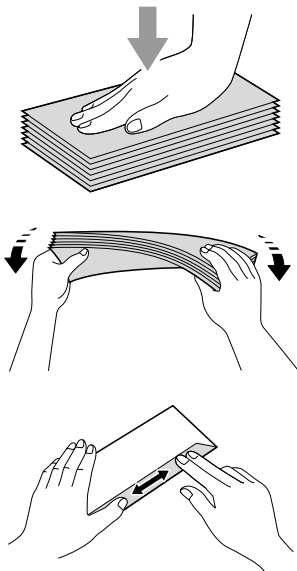
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

## Loading envelopes and postcards in tray #1

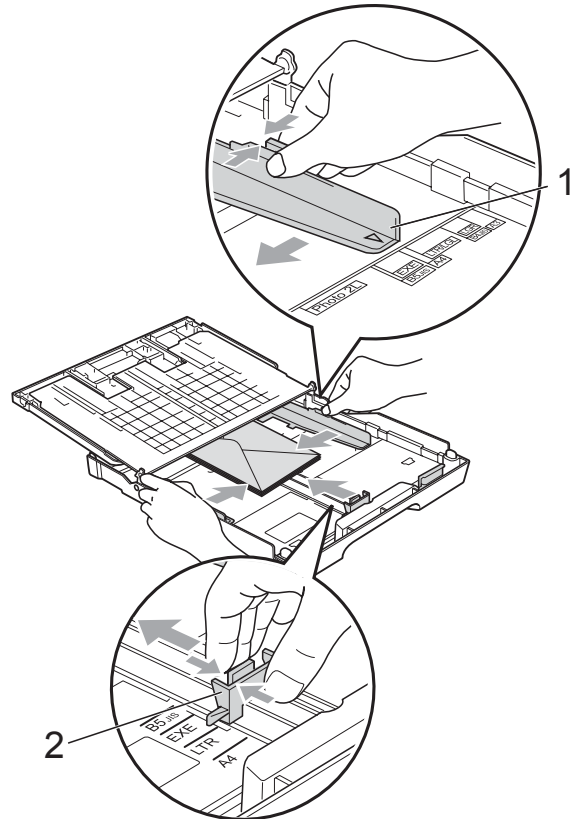
- 1 Before loading, press the corners and sides of envelopes or postcards to make them as flat as possible.

### ! IMPORTANT

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

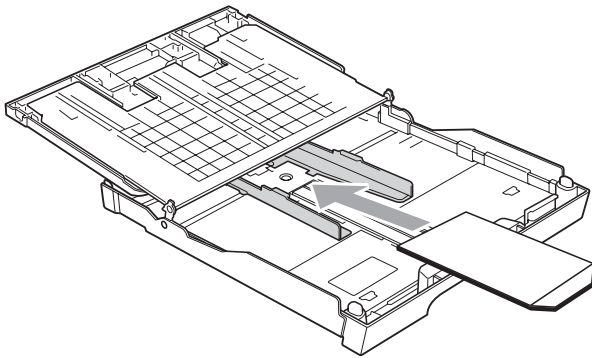


- 2 Put envelopes or postcards in the paper tray with the address side down and the leading edge (top of the envelopes) in first. We recommend you load one extra envelope or postcard. With both hands, gently press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes 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.

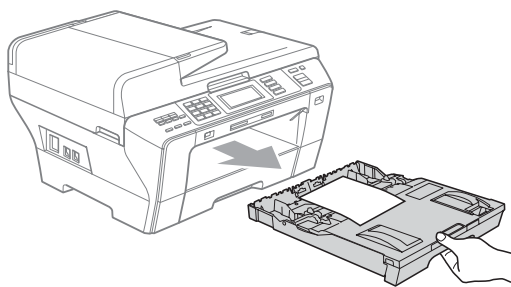


- 3 Adjust the size and margin in your application.

## Removing small printouts from the machine

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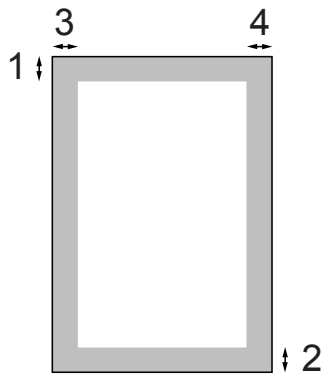
When the machine ejects small paper onto the output paper tray you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



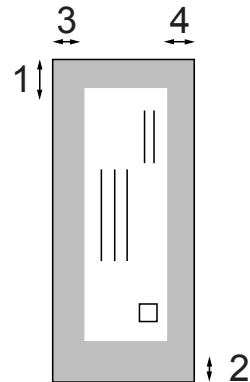
## Printable area

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*<sup>®</sup> or *Printing and Faxing for Macintosh*<sup>®</sup> in the Software User's Guide on the CD-ROM.)

### Cut Sheet Paper



### Envelopes



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



### Note

The Borderless feature is not available for envelopes.

## Acceptable paper and other print media

The print quality can be affected by the type of paper you 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



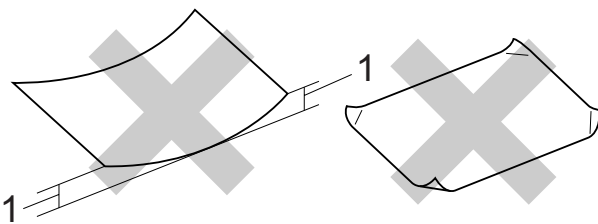
## Handling and using print media

- 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.)

### ! 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<sup>2</sup> A4 paper.

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

## Choosing the right print media

### Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Sheet	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	–
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 <sup>2</sup>	0.08 to 0.15 mm	100 <sup>1</sup>
	(Tray #2) Plain Paper	64 to 105 g/m <sup>2</sup>	0.08 to 0.15 mm	250 <sup>2</sup>
	Inkjet Paper	64 to 200 g/m <sup>2</sup>	0.08 to 0.25 mm	20
	Glossy Paper	Up to 220 g/m <sup>2</sup>	Up to 0.25 mm	20 <sup>3</sup>
Cards	Photo Card	Up to 220 g/m <sup>2</sup>	Up to 0.25 mm	20 <sup>3</sup>
	Index Card	Up to 120 g/m <sup>2</sup>	Up to 0.15 mm	30
	PostCard	Up to 200 g/m <sup>2</sup>	Up to 0.25 mm	30
Envelopes		75 to 95 g/m <sup>2</sup>	Up to 0.52 mm	10
Transparencies		–	–	10

<sup>1</sup> Up to 100 sheets of 80 g/m<sup>2</sup> paper.

<sup>2</sup> Up to 250 sheets of 80 g/m<sup>2</sup> paper.

<sup>3</sup> BP71 260 g/m<sup>2</sup> 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<sup>2</sup> 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 <sup>2</sup>

### Document Sizes Supported

Length:	148 to 431.8 mm
Width:	148 to 297 mm
Weight:	64 to 90 g/m <sup>2</sup>

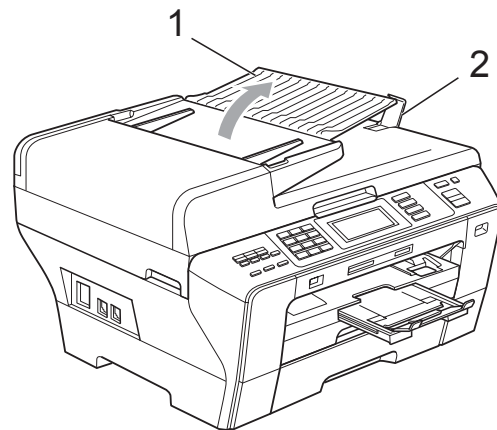
## How to load documents

### ! IMPORTANT

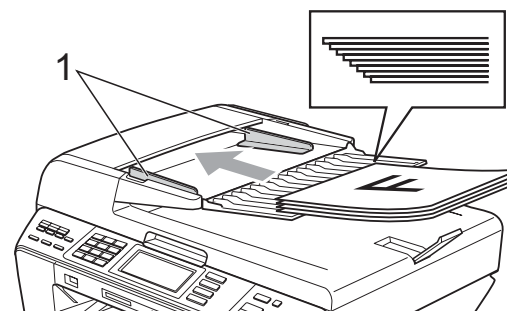
- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.

Make sure documents written with ink are completely dry.

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



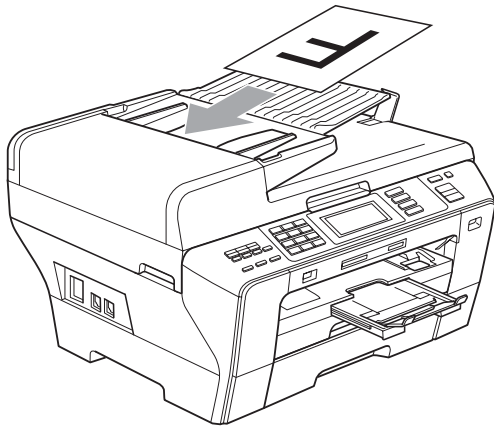
- 2 Fan the pages well.
- 3 Adjust the paper guides (1) to fit the width of your documents.



- 4 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 or one page at a time.

### Document Sizes Supported

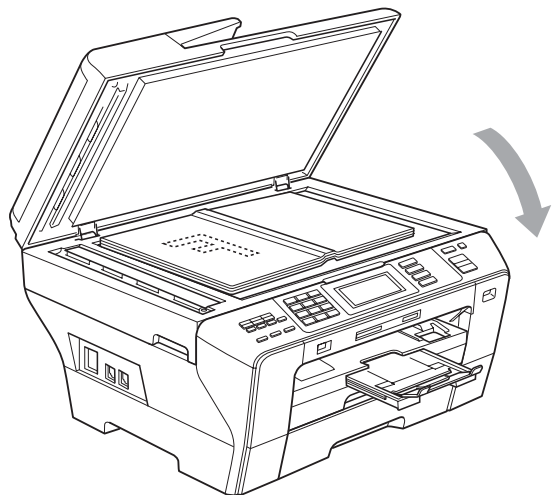
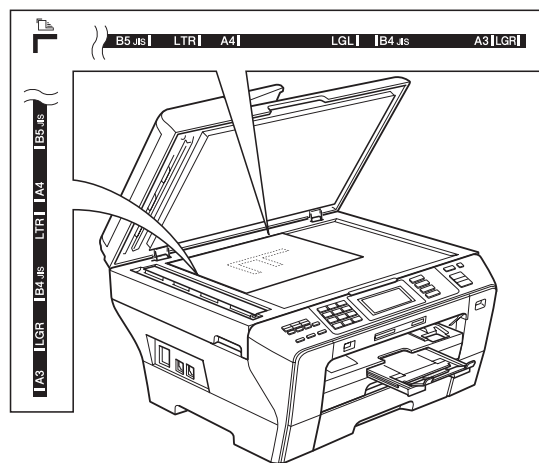
Length:	Up to 431.8 mm
Width:	Up to 297 mm
Weight:	Up to 2 kg

## How to load documents

#### Note

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

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



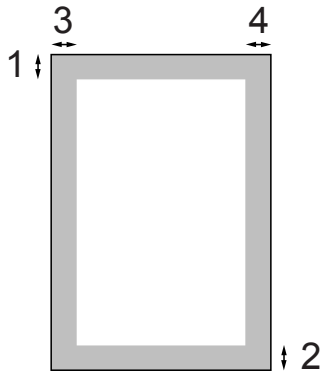
- 3 Close the document cover.

### ! 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

## 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

- 1 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

- 1 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`.

- 1 Press `MENU`.
- 2 Press `▲` or `▼` to display `General Setup`.
- 3 Press `General Setup`.
- 4 Press `▲` or `▼` to display `P.Save Setting`.
- 5 Press `P.Save Setting`.
- 6 Press `Fax Receive:Off` (or `Fax Receive:On`).

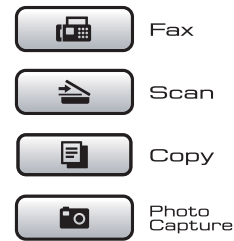
## 7 Press **Stop/Exit**.

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

- <sup>1</sup> You cannot receive a fax with **Mono Start** or **Colour Start**.
- <sup>2</sup> You cannot receive a fax automatically if you have set the receive mode to **Fax/Tel**.
- <sup>3</sup> Set before you switch off the machine.

## Mode Timer

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



- 1** Press **MENU**.
- 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.

## ! 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.

3

## 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 95.)

## 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 prints have horizontal lines when using A3 paper, your paper may be long grain paper. Set `A3 - Short Grain` to `Off` 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 `Off`.
- 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 `On`.
-

# 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**.

## Automatic Daylight Savings Time

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

- 1 Press `MENU`.
- 2 Press `▲` or `▼` to display `General Setup`.
- 3 Press `General Setup`.
- 4 Press `▲` or `▼` to display `Auto Daylight`.
- 5 Press `Auto Daylight`.
- 6 Press `Off` (or `On`).
- 7 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.

- 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 Dim Timer.
- 7 Press 10 Secs, 20 Secs, 30 Secs or Off.
- 8 Press **Stop/Exit**.

## Secure Function Lock

Secure Function Lock lets you restrict public access to certain machine functions (Fax, Copy, Scan, Print<sup>1</sup> 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.

<sup>1</sup> 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**.

## 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 196.)  
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 196.)  
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**.




- 13 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**.
- 14 Press  and repeat 8 to 13 if you want to change more users and settings.
- 15 Press **Stop/Exit**.

### Reset existing restricted users

You can reset restricted users one by one.

- 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 reset.
- 9 Press the user you want to reset.
- 10 Press **Reset**.
- 11 Press **Yes**.
- 12 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.

- 13 Press  and repeat 8 to 12 if you want to reset more users.

- 14 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.

4

### Turning Secure Function Lock on

- 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 **Lock Off→On**.
- 7 Enter the administrator password using the buttons on the LCD.  
Press **OK**.

### Turning Secure Function Lock off

- 1 Press **User: Public**.
- 2 Press **Lock On→Off**.
- 3 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**.




# Fax

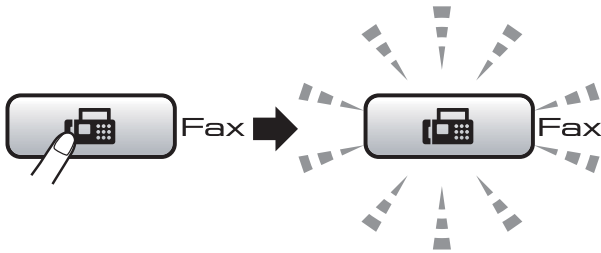
---

<b>Sending a Fax</b>	40
<b>Receiving a Fax</b>	49
<b>Telephone and External devices</b>	64
<b>Dialling and storing numbers</b>	72
<b>Printing Reports</b>	82
<b>Polling</b>	84

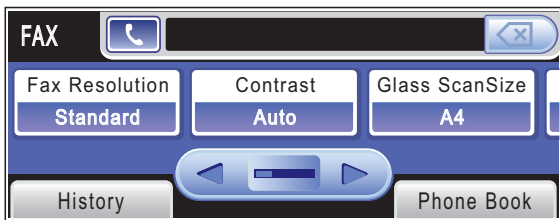
## Entering Fax mode

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 86.)
- Polling RX (See page 84.)
- 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

- 1 Press  (**Fax**).
- 2 Place the document face up in the ADF. (See *Using the ADF* on page 24.)
- 3 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 72.)



### 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.)
- If your network supports the LDAP protocol you can search for fax numbers and E-mail addresses on your server. (See *LDAP operation* in the Network User's Guide on the CD-ROM.)

- 4 Press **Mono Start** or **Colour 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 colour 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 colour faxes with multiple pages.



### Note

- Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple page document.
- You can send colour faxes up to A4 in size.

- 1 Press  (**Fax**).
- 2 Load your document face down on the scanner glass. (See *Using the scanner glass* on page 25.)
- 3 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.)

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

- 5 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 6.
- 6 Place the next page on the scanner glass.  
Press **Mono Start** or **Colour Start**.  
The machine starts scanning the page. (Repeat steps 5 and 6 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.

- 1 Press  (**Fax**).
- 2 Press **◀** or **▶** to display **Glass ScanSize**.
- 3 Press **Glass ScanSize**.
- 4 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.)


## Colour fax transmission



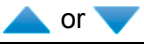





Your machine can send a colour fax to machines that support this feature.

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

## 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.

- 1 Press  (**Fax**).
- 2 Press ◀ or ▶ to display **Preview**.
- 3 Press **Preview**.
- 4 Press **On**.
- 5 Load the document.
- 6 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 72.)
- 7 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.
	Scroll vertically.
	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 colour fax do not use **Fax Preview**.

8

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.

- 1 Press  (**Fax**).
- 2 Load your document.
- 3 Press ◀ or ▶ to display *Broadcasting*.
- 4 Press *Broadcasting*.
- 5 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 #.

- 6 After you have entered all the fax numbers by repeating step 5, press *OK*.
- 7 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.

## Cancelling a Broadcast in progress

- 1 Press **Stop/Exit**.
- 2 Do one of the following:
  - To cancel the entire broadcast, press **Entire Broadcast**. Go to step 3.
  - To cancel the current job, press the button that displays the number being dialled. Go to step 4.
  - To exit without cancelling, press **Stop/Exit**.
- 3 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**.
- 4 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.

- 1 Press  (**Fax**).  
The LCD shows:



- 2 Press **◀** or **▶** to display a setting you want to change and press the setting, then press the option you want.
- 3 Go back to 2 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 colour fax.
- When you choose `Photo` as the Fax Resolution.

## Changing fax resolution

The quality of a fax can be improved by changing the fax resolution.

- 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 colour.

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

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

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

## Dual access (Monochrome only)

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

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



### Note


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

## Real time transmission

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

If the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if `Real Time TX` is set to `Off`).

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can 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.

- 1 Press  (Fax).
- 2 Press ◀ or ▶ to display `Batch TX`.
- 3 Press `Batch TX`.
- 4 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`.)

- 1 Press `MENU`.
- 2 Press ▲ or ▼ to display `Fax`.
- 3 Press `Fax`.
- 4 Press ▲ or ▼ to display `Remaining Jobs`.
- 5 Press `Remaining Jobs`. Any waiting jobs appear on the LCD.
- 6 Press ▲ or ▼ to scroll through the jobs and press the job you want to cancel. Press `OK`.

- 7 Do one of the following:
  - To cancel, press `Yes`.  
If you want to cancel another job go to step 6.
  - To exit without cancelling, press `No`.
- 8 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.

- 1 Press  (Fax).
- 2 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.
- 3 After changing the last setting, press ◀ or ▶ to display `Set New Default`.
- 4 Press `Set New Default`.
- 5 Press `Yes`.
- 6 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.

- 1 Press  (**Fax**).
- 2 Press ◀ or ▶ to display **Factory Reset**.
- 3 Press **Factory Reset**.
- 4 Press **Yes**.
- 5 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.

- 1 Press  (**Fax**).
- 2 Load your document.
- 3 To listen for a dial tone pick up the handset of an external telephone.
- 4 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.



### Note

If your network supports the LDAP protocol you can search for fax numbers and E-mail addresses on your server. (See *LDAP operation* in the Network User's Guide on the CD-ROM.)

- 5 When you hear the fax tone, press **Mono Start** or **Colour Start**. Then press **Send** on the LCD.
- 6 Replace the handset.

## Out of Memory message

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

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



### Note

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

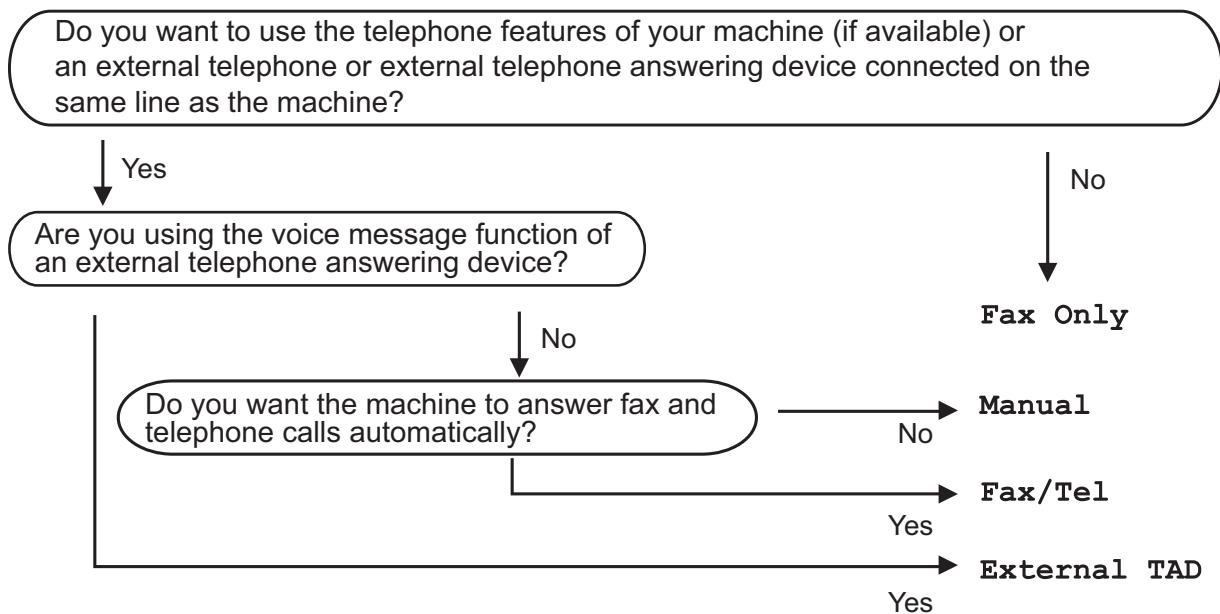
### Receive modes

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.



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.

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

### Manual

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

To receive a fax in manual mode lift the handset of an external telephone. When you hear fax tones (short repeating beeps), press **Mono Start** or **Colour Start** and choose **Receive**. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

(Also see *Fax Detect* on page 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. If you have external or extension telephones on the same line as the machine choose the maximum number of rings.

(See *Operation from extension telephones* on page 69 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 70.)

- 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 (20, 30, 40 or 70 seconds).
- 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

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### If Fax Detect is On:

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

### If Fax Detect is Off:

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

If you answered at an extension telephone, press \* **5 1**. (See *Operation from extension telephones* on page 69.)



### Note

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- If this feature is set to *On*, but your machine does not connect a fax call when you lift an extension or external 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*.

- 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 *Fax Detect*.
- 7 Press *Fax Detect*.
- 8 Press *On* (or *Off*).
- 9 Press **Stop/Exit**.

## Additional receiving operations

### Printing a reduced incoming fax

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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.)

- 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 *Auto Reduction*.
- 7 Press *Auto Reduction*.
- 8 Press *On* (or *Off*).
- 9 Press **Stop/Exit**.



## Setting Receiving Priority

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

### Note

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

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

<sup>1</sup> These results may vary depending on the sending machine's ability.

<sup>2</sup> 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/Colour**.
- 7 Press **Mono/Colour**.
- 8 Press **Mono (Max. A3)** or **Colour (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 colour fax, the machine will treat the data as a colour 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**.

## 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 147.)

## ! 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

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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.)

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## Changing Memory Receive Operations

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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

- 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 **Fax Preview**.
- 7 Press **Fax Preview**.
- 8 Press **On** (or **Off**).
- 9 The LCD will tell you that any future faxes will not be printed as you receive them.  
Press **Yes**.
- 10 Press **Stop/Exit**.



### Note

---

- When you receive a colour fax, the machine will treat the data as a colour 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.
-

## Using Fax Preview

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

New Fax: 02)

- 1 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.



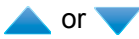
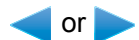







- 2 Press **▲** or **▼** to display the fax number of the fax you want to see.

- 3 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.
	Scroll vertically.
	Scroll horizontally.
	Rotate the fax clockwise.
	Delete the fax. Press <b>Yes</b> 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: <ul style="list-style-type: none"> <li>■ Press <b>Print All Pages</b> to print the whole message.</li> <li>■ Press <b>Print Current Only</b> to print only the displayed page.</li> <li>■ Press <b>Print From Current</b> to print from the displayed page.</li> </ul>
	Close the preview table.

- 4 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 5.
  - If the fax is a single page it will start printing. Go to step 6.
- 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 69.)

- 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.

## 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	<b>Change the Fax Forwarding or Fax Storage settings</b>	
	1 OFF	You can choose OFF after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, the change was not accepted because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See <i>Changing your Fax Forwarding number</i> on page 63.) Once you have registered the number, Fax Forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	<b>Retrieve a fax</b>	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See <i>Retrieving fax messages</i> on page 63.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	<b>Check the receiving status</b>	
	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	<b>Change the Receive Mode</b>	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	<b>Exit</b>	Pressing 9 0 allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

## Retrieving fax messages

---

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

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

- 5 Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

## Changing your Fax Forwarding number

---

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

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



### Note

---

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

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

## 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:

- 1 Pick up the handset of the external telephone.
- 2 Press **#** on the machine's control panel. Any digits dialled after this will send tone signals.

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

### Fax/Tel mode

---

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

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

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

### Fax/Tel mode in Power Save condition

---

When the machine is in Power Save 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 services

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

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



### Note

Caller ID is available for U.K. and Ireland only.

## Caller ID (U.K. and Ireland only)

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

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

- You can see the first 18 characters of the number (or name).
- The ID `Unknown` message means the call originated outside your Caller ID service area.
- The ID `Withheld` message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* on page 83.)



### Note

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

## Setting the Caller ID to On

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

- 1 Press `MENU`.
- 2 Press `▲` or `▼` to display `Fax`.
- 3 Press `Fax`.
- 4 Press `▲` or `▼` to display `Miscellaneous`.
- 5 Press `Miscellaneous`.
- 6 Press `Caller ID`.
- 7 Press `On` (or `Off`).
- 8 Press **Stop/Exit**.

## Setting the Telephone Line Type

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

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Initial Setup**.
- 3 Press **Initial Setup**.
- 4 Press **▲** or **▼** to display **Phone Line Set**.
- 5 Press **Phone Line Set**.
- 6 Press **PBX, ISDN (or Normal)**.
- 7 Press **Stop/Exit**.

### PBX and TRANSFER

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



### Note

You can program a press of the **R** button as part of a number stored in a One Touch dial or Speed Dial location. When programming the One Touch dial or Speed Dial number, press **R** first (the LCD shows '!'), then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a One Touch dial or Speed Dial location. (See *Storing numbers* on page 74.) However, if PBX is not chosen in the Telephone Line Type setting, you cannot use the One Touch dial or Speed Dial number that the **R** press is programmed into.

## BT Call Sign (U.K. only)

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

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



### Note

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

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

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Miscellaneous**.
- 5 Press **Miscellaneous**.
- 6 Press **▲** or **▼** to display **BT Call Sign**.
- 7 Press **BT Call Sign**.
- 8 Press **On** (or **Off**).
- 9 Press **Stop/Exit**.



### Note

If you turn off **BT Call Sign**, the receive mode stays in **Manual**. You will need to set the receive mode again. (See *Choose the Receive Mode* on page 49.)

## Connecting an external TAD (telephone answering device)

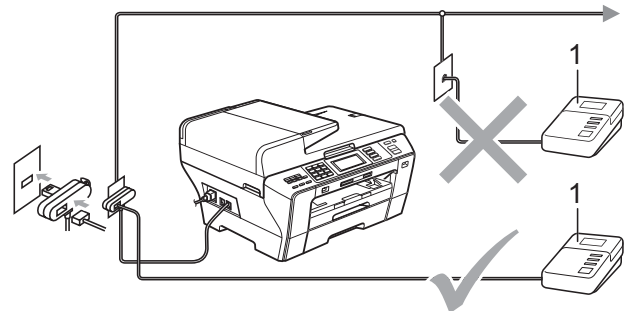
You may choose to connect an external answering device. However, when you have an **external TAD** on the same telephone line as the machine, the TAD answers all calls and the machine 'listens' for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it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

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



### Note

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



### 1 TAD

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



**! IMPORTANT**

DO NOT connect a TAD elsewhere on the same telephone line.

## Connections

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

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

**Note**

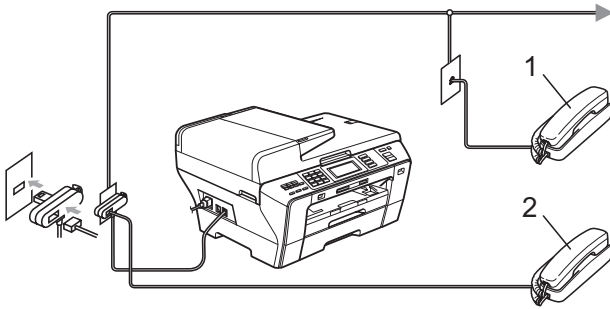
Make sure the Telephone Line Type is set to PBX. (See *Setting the Telephone Line Type* on page 66.)



## External and extension telephones

### 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 telephone, the LCD shows *Telephone*.

#### Note

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

### Operation from extension telephones

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

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

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

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

If you answered at an extension telephone, 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 extension telephones (U.K. only)

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

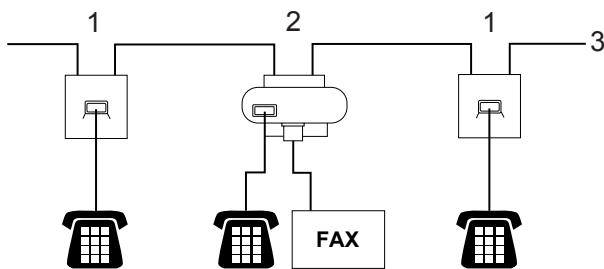
This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

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

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

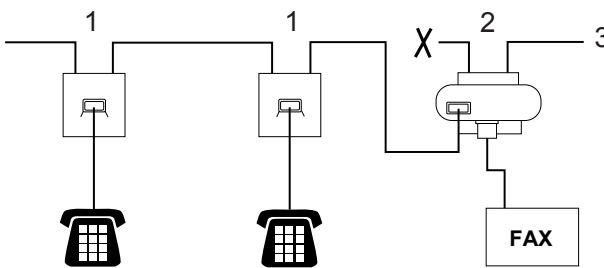
This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style),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

### Inadvisable connection of extension sockets (Fig. 1.)



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

### Recommended connection of extension sockets (Fig. 2.)



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

The fax machine must be plugged into the master socket.

#### Note

These telephones are now connected as external devices (see *Connecting an external or extension telephone* on page 69), because they are connected to the fax machine via the T-connector.

## Using a cordless external telephone

If your cordless telephone is connected to the telephone line cord (See *External and extension telephones* on page 69) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

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

## Using remote codes

### Remote Activation code

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

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

### Remote Deactivation code

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

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

## Changing the remote codes

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

- 1 Press MENU.
- 2 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 Do one of the following.
  - If you want to change the Remote Activation Code, enter the new code.  
Press OK, go to step 10.
  - If you do not want to change the Remote Activation Code, press OK, go to step 10.
- 10 Do one of the following.
  - If you want to change the Remote Deactivation Code, enter the new code.  
Press OK, go to step 11.
  - If you do not want to change the Remote Deactivation Code, press OK, go to step 11.
- 11 Press **Stop/Exit**.



### Note

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

# 8

## Dialling and storing numbers

### How to Dial

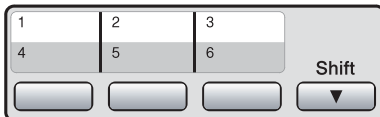
#### Manual dialling

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 **Colour 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 **Colour 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 **Colour 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 75 or *Storing Speed Dial numbers from Outgoing Calls* on page 77.)
  - 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 (U.K. and Ireland only)* 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 **Colour 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 75 and *Storing Speed Dial numbers from the Caller ID history* on page 77.)
  - 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 83.)

## 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  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 196.)
  - 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  and enter the E-mail address and press **OK**. (See *Entering Text* on page 196.)

- 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 196.)
  - 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 (U.K. and Ireland only)* 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 196.)
  - To store the number without a name, press **OK**.
- 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 196.)
  - 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 196.)

- 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.

- 1 Press **Redial/Pause**.  
You can also choose the number by pressing **History**.
- 2 Press the **Outgoing Call** tab.
- 3 Press **▲** or **▼** to display the name or number you want to store.
- 4 Press the name or number you want to store.
- 5 Press **More**.
- 6 Press **Add to Speed Dial**.
- 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 196.)
  - To store the number without a name, press **OK**.
- 8 Press **OK** to confirm the fax or telephone number you want to store.
- 9 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**.

- 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**.

## 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 (U.K. and Ireland only)* 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 Speed Dial**.

- 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 196.)
  - To store the number without a name, 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:**.

- 7** 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 196.)  
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.


- 8** Do one of the following:
- Press **OK** to finish.  
To change another One Touch or Speed Dial location, repeat steps **2** to **7**.
  - To change more details, go to **7**.
- The LCD will display your settings.
- 9** 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 76 and *Broadcasting (Monochrome only)* on page 43.)

- 1** Press **Phone Book**.
- 2** Press **More**.
- 3** Press **Setup Groups**.
- 4** Press **Set Speed Dial** or **Set One Touch Dial**.  
If you choose **Set Speed Dial**, go to step **6**.
- 5** To accept the next available One Touch key number, press **OK**.
- 6** Enter the group name (up to 16 characters) using the buttons on the LCD.  
Press **OK**.
- 7** 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.

- 8 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 .

**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 83.)

### 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 196. 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 76.)

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 **Colour 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.

# 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.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Report Setting.

- 5 Press Report Setting.
- 6 Press XMIT Report.
- 7 Press On, On+Image, Off, Off+Image, Off2 or Off2+Image.
- 8 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 83. The factory setting is *Every 50 Faxes*.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Report Setting.
- 5 Press Report Setting.
- 6 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**.

## Polling overview


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

## Polling receive

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

### Setup to receive polling

---


- 1 Press  (**Fax**).
- 2 Press ◀ or ▶ to display **Polling RX**.
- 3 Press **Polling RX**.
- 4 Press **Standard**.
- 5 Enter the fax number you are polling using **One Touch**, **Phone Book** or the dial pad on the control panel.
- 6 Press **Mono Start** or **Colour Start**.

### Setup to receive polling with secure code

---

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


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

- 1 Press  (**Fax**).
- 2 Press ◀ or ▶ to display **Polling RX**.
- 3 Press **Polling RX**.
- 4 Press **Secure**.
- 5 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**.
- 6 Enter the fax number you are polling using **One Touch**, **Phone Book** or the dial pad on the control panel.
- 7 Press **Mono Start** or **Colour Start**.





## Setup to receive delayed polling

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

- 1 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**, **Phone Book** or the dial pad on the control panel.
- 7 Press **Mono Start** or **Colour Start**.  
The machine makes the polling call at the time you entered.

## Sequential polling (Monochrome only)

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

- 1 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 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


- 1 Press **Stop/Exit**.
- 2 Do one of the following:
  - To cancel the entire sequential polling job, press `Entire Seq. Poll.` Go to step 3.
  - To cancel the current job, press the button that displays the number being dialled. Go to step 4.
  - To exit without cancelling, press **Stop/Exit**.
- 3 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**.
- 4 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


- 1 Press  (**Fax**).
- 2 Load your document.
- 3 Press ◀ or ▶ to display `Polled TX`.
- 4 Press `Polled TX`.
- 5 Press `Standard`.
- 6 Press **Mono Start**.
- 7 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 8.
  - Press `No` or **Mono Start** to send the document.
- 8 Place the next page on the scanner glass and press **Mono Start**. Repeat 7 and 8 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.

- 1 Press  (**Fax**).
- 2 Load your document.
- 3 Press ◀ or ▶ to display `Polled TX`.
- 4 Press `Polled TX`.
- 5 Press `Secure`.
- 6 Enter a four-digit number.  
Press `OK`.
- 7 Press **Mono Start**.
- 8 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 9.
  - Press `No` or **Mono Start** to send the document.
- 9 Place the next page on the scanner glass and press **Mono Start**. Repeat 8 and 9 for each additional page.  
Your machine will automatically send the fax.





# Copy

---

**Making copies**

90


# 11

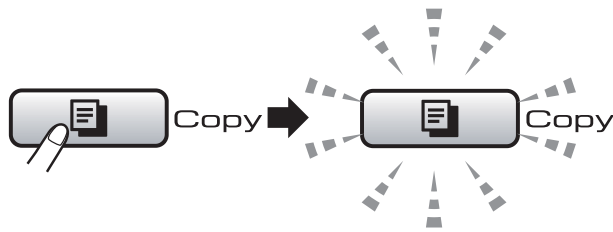
## Making copies

### How to copy

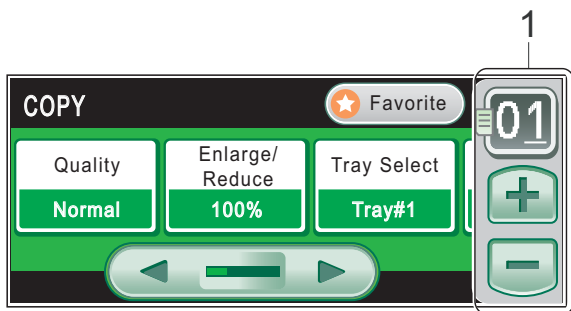
#### Entering Copy mode

When you want to make a copy, press

 (**Copy**) to illuminate it in blue.







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 91.)
- Enlarge/Reduce (See page 92.)
- Tray Select (See page 96.)
- Paper Type (See page 95.)
- Paper Size (See page 95.)
- Brightness (See page 95.)
- Contrast (See page 95.)
- Stack/Sort (See page 94.)
- Page Layout (See page 93.)

- Skew Adjustment (See page 96.)
- Book Copy (See page 97.)
- Watermark Copy (See page 97.)
- Duplex Copy (See page 98.)
- Favorite Settings (See page 100.)

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.




### Making a single copy

- 1 Press  (**Copy**).
- 2 Load your document.  
(See *Loading documents* on page 24.)
- 3 Press **Mono Start** or **Colour Start**.

## Making multiple copies

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

- 1 Press  (**Copy**).
- 2 Load your document.  
(See *Loading documents* on page 24.)
- 3 Enter the number of copies you want.
- 4 Press **Mono Start** or **Colour Start**.



### Note

To sort the copies, press ◀ or ▶ to choose *Stack/Sort*. (See *Sorting copies using the ADF* on page 94.)

## 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 **Colour 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 100.)

## 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.

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.

- 4 Press ◀ or ▶ to display **Quality**.
- 5 Press **Quality**.
- 6 Press **Fast**, **Normal** or **Best**.
- 7 If you do not want to change additional settings, press **Mono Start** or **Colour 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.

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display **Enlarge/Reduce**.
- 5 Press **Enlarge/Reduce**.
- 6 Press **100%**, **Enlarge**, **Reduce**, **Fit to Page** or **Custom(25-400%)**.
- 7 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 8.

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%)

- 8 If you do not want to change additional settings, press **Mono Start** or **Colour 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.

### ! 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 colour 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.

- 1 Press (Copy).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display Page Layout.
- 5 Press Page Layout.

- 6 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 7 to choose the paper size of your document.

If you choose another setting, go to step 8.

- 7 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.

- 8 Press **Mono Start** or **Colour 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 9.**

- 9 After the machine scans the page, press Yes to scan the next page.
- 10 Place the next page on the scanner glass. Press **Mono Start** or **Colour Start** to scan the document if you do not want to adjust any settings. Repeat steps 9 and 10 for each page of the layout.
- 11 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:

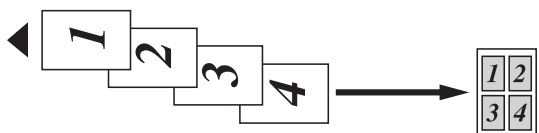
■ 2 in 1 (P)



■ 2 in 1 (L)



■ 4 in 1 (P)



■ 4 in 1 (L)

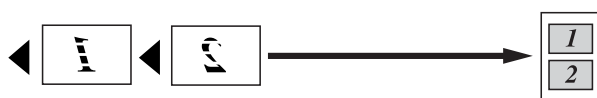


If you are copying from the scanner glass, place the document face down in the direction shown below:

■ 2 in 1 (P)



■ 2 in 1 (L)



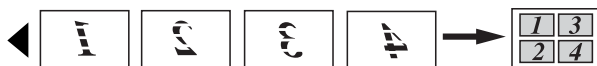
■ 1 to 2



■ 4 in 1 (P)

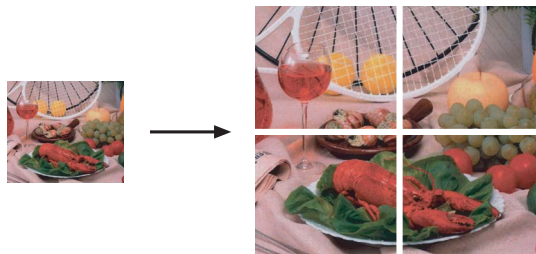


■ 4 in 1 (L)



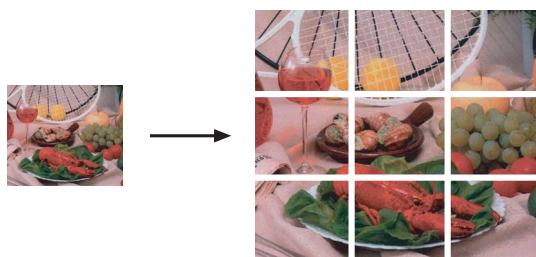
■ Poster (2 x 2)

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 **Colour 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 **Colour 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 **Colour 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 **Colour 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.

- 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 **Colour 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 Press  (**Copy**).
- 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 **Colour 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 **Colour 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.

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display **Book Copy**.
- 5 Press **Book Copy**.
- 6 Do one of the following:
  - If you want to correct the data yourself, press **On (Preview)**. Press **Mono Start** or **Colour Start** and go to step 7.
  - If you want the machine to correct the data automatically, press **On** and go to step 8.
- 7 Adjust the skewed data using  or . Remove the shadows by using ◀ or ▶.
- 8 If you have finished making corrections, press **Mono Start** or **Colour 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.

- 1 Press  (**Copy**).
- 2 Press ◀ or ▶ to display **Watermark Copy**.
- 3 Press **Watermark Copy**.
- 4 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 5.
  - If you want to use your own data as a watermark, press **Use Image** and go to step 6.
- 5 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 7.

- 6 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 **Colour 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 7.

- 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 7.

## ! 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.

- 7 Press **OK** to confirm to use watermark. Load your document.

- 8 Enter the number of copies you want.

- 9 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

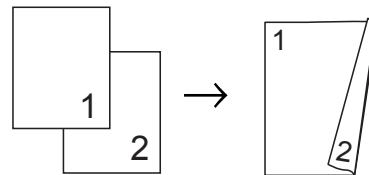
## Duplex (2-sided) copying (Tray #1 only)

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

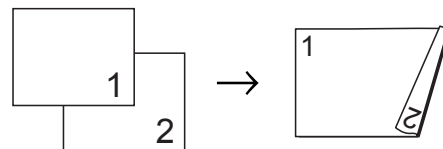
We recommend you load your document in the ADF for duplex copying. For 2-sided documents and books use the scanner glass.

### (long edge flip)

Portrait

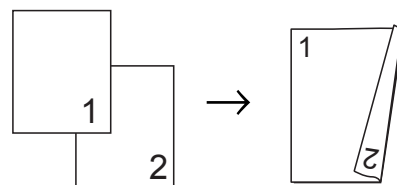


Landscape

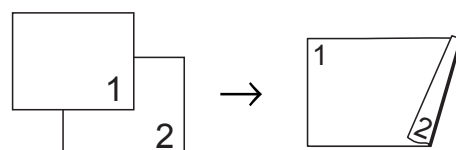


### (short edge flip)

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.)

- 1 Press **Duplex Copy** on the machine's panel.
- 2 Press **On** to turn on the duplex setting.
- 3 Press **Portrait Long edge flip**, **Portrait Short edge flip**, **Landscape Long edge flip** or **Landscape Short edge flip**.
- 4 Read  
How to place the document, and then press .
- 5 Enter the number of copies you want.
- 6 Load your document.
- 7 Press **Mono Start** or **Colour 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 8.
- 8 Do one of the following:
  - Place the next page on the scanner glass.  
Press **Scan**. Go to step 9.
  - After all the pages have been scanned, press **Complete**.
- 9 Press **Mono Start** or **Colour 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 2.

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.

- 1 Press  (**Copy**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **◀** or **▶** to display **Duplex Copy**.
- 5 Press **Duplex Copy**.
- 6 Press **On** to turn on the duplex setting.
- 7 Press **Portrait Long edge flip**, **Portrait Short edge flip**, **Landscape Long edge flip** or **Landscape Short edge flip**.
- 8 Read  
How to place the document, and then press .
- 9 Press **Mono Start** or **Colour 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 10.



- 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 **Colour 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 196.)
  - 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.

- 1 Press  (**Copy**).
- 2 Press **Favorite**.
- 3 Press the favourite setting you want to retrieve.

## Rename your favourite setting

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

- 1 Press  (**Copy**).
- 2 Press ◀ or ▶ to display **Favorite Settings**.
- 3 Press **Favorite Settings**.
- 4 Press **Rename**.
- 5 Press the favourite setting you want to rename.
- 6 Enter the new name (up to 12 characters). (See *Entering Text* on page 196.)
- 7 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 **Colour 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%.





# Direct Photo Printing

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<b>Printing photos from a memory card or USB Flash memory drive</b>	<b>104</b>
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# Printing photos from a memory card or USB Flash memory drive

## PhotoCapture Center™ Operations

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

Even if your machine is not connected to your computer, you can print photos directly from digital camera media or a USB Flash memory drive. (See *Print Images* on page 107.)

### 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 117.)

### 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®



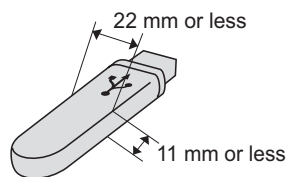
Memory Stick™  
Memory Stick PRO™



SD, SDHC



xD-Picture Card™



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 111.)

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.

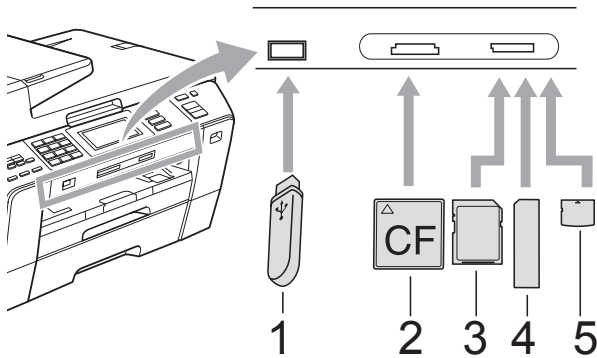
When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image 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®.

## Getting started

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

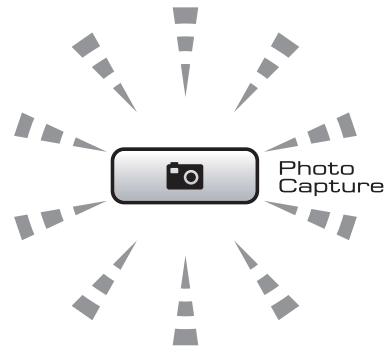


- 1 USB Flash memory drive
- 2 CompactFlash®
- 3 SD, SDHC
- 4 Memory Stick™, Memory Stick PRO™
- 5 xD-Picture Card™

### ! 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.**

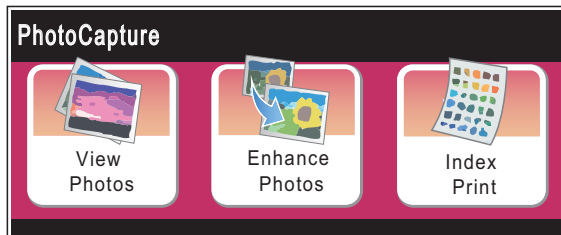
The machine can only read one device at a time.

## 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:



- Press **View Photos** if you want to quickly view and print your photos. See *View Photos* on page 107.
- Press **Enhance Photos** if you want to add special effects to your photos. See *Enhance Photos* on page 109.
- 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 108.



### Note



If your digital camera supports DPOF printing, see *DPOF printing* on page 111.

Press the option you want to set.

## Print Images


### 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.
- 4 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**.
- 5 Repeat step 3 and 4 until you have chosen all the photos that you want to print.

- 6 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 . (See page 109.)
  - If you want to change the print settings, press **Print Setting**. (See page 112.)
  - If you do not want to change any settings, go to step 7.

- 7 Press **Colour 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.

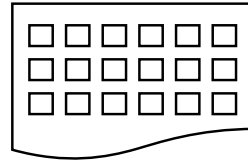


### Note

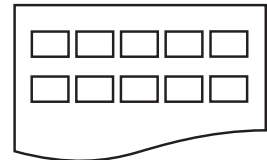
Only file names that are 8 characters or less will be printed correctly on the index sheet.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**Photo Capture**).
- 2 Press **Index Print**.

- 3 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.

- 4 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 7.
- 5 Press **Paper Type**.  
Choose the paper type you are using, **Plain Paper**, **Inkjet Paper**, **Brother BP71** or **Other Glossy**.
- 6 Press **Paper Size**.  
Choose the paper size you are using, **Letter** or **A4**.
- 7 Press **Colour Start** to print.



## Printing Photos

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

- 1 Make sure you have put a memory card or USB Flash memory drive in the correct slot.  
Press  (**Photo Capture**).
- 2 Print the Index. (See *Print Index (Thumbnails)* on page 108.)
- 3 Press `Index Print`.
- 4 Press `Print Photos`.
- 5 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.

- 6 Enter the number of copies you want either by pressing the number box directly and enter the number you want or pressing `+` or `-`.
- 7 Do one of the following:
  - Press `Print Setting` to change the print settings. (See page 112.)
  - If you do not want to change any settings, press **Colour 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.



- 1 Make sure you have put a memory card or USB Flash memory drive in the correct slot.  
Press  (**Photo Capture**).
- 2 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.

- 3 Press a photo from the thumbnails.
- 4 Press `Enhance` or `Trim`. You can also choose both together. Press `OK`.
- 5 Do one of the following:
  - If you chose `Enhance`, go to step 6.
  - If you chose `Trim`, go to step 7.
- 6 Press the effect you wish to add. Press `OK`.  
Go to step 8.

 **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 colour. 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 colour 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.

- 7** 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 has irregular proportions you may not be able to trim the photo. The LCD will display  
Image Too Small. or  
Image Too Long.

- 8** 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**.

- 9** Do one of the following.
- Press **Print Setting** and change the print settings. (See page 112.)
  - If you do not want to change any settings, press **Colour Start** to print.

## DPOF printing

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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<sup>®</sup>, Memory Stick<sup>™</sup>, Memory Stick PRO<sup>™</sup>, SD, SDHC or xD-Picture Card<sup>™</sup>) 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.
- 2 Press **Yes**.
- 3 Do one of the following:
  - Press **Print Setting** to change the print settings. (See page 112.)
  - If you do not want to change any settings, press **Colour Start** to print.



### Note

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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.

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# PhotoCapture Center™ print settings

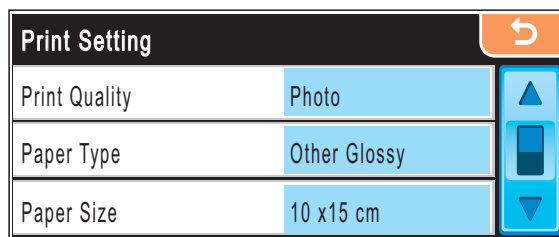
You can change the print settings temporarily for the next print.

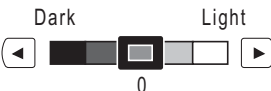
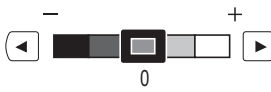
The machine returns to its default settings after 3 minutes, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 28.)






## 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 117.)



Menu Selections	Options 1	Options 2	Page
Print Quality (Does not appear for DPOF printing)	Normal/Photo	—	113
Paper Type	Plain Paper/Inkjet Paper/ Brother BP71/Other Glossy	—	113
Paper Size	10x15cm/13x18cm/ A4/A3/Letter/Ledger	(When A4 or Letter is chosen)  8x10cm/ 9x13cm/ 10x15cm/13x18cm/ 15x20cm/Max. Size	114
Brightness (Does not appear when Enhance Photos is chosen.)	Dark Light 	—	114
Contrast (Does not appear when Enhance Photos is chosen.)	- + 	—	114


Menu Selections	Options 1	Options 2	Page
Color Enhance (Does not appear when Enhance Photos is chosen.)	On/Off White Balance  Sharpness  Color Density 	—	115
Cropping	On/Off	—	116
Borderless	On/Off	—	116
Date Print (Does not appear when DPOF print is chosen)	On/Off	—	116
Set New Default	Yes No	—	117
Factory Reset	Yes No	—	117

## Print Speed and Quality

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Print Quality.
- 3 Press Print Quality.
- 4 Press Normal or Photo.
- 5 If you do not want to change additional settings, press . Press **Colour Start** to print.

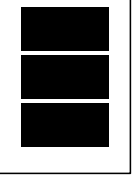
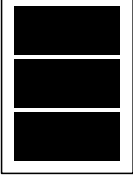
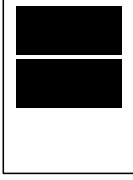
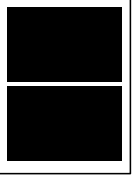
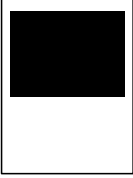

## Paper options


### Paper Type

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Paper Type.
- 3 Press Paper Type.
- 4 Press the paper type you are using, Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy.
- 5 If you do not want to change additional settings, press . Press **Colour Start** to print.

## 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 **Colour Start** to print.


## Adjusting Brightness, Contrast and Colour

### 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 **Colour 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 **Colour Start** to print.

## Colour Enhancement

You can turn on the colour 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 `Colour 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 colour 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 112.)
- 8 If you do not want to change additional settings, press `↵`.  
Press **Colour 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 colour. By using this setting, you can correct that effect and bring the white areas back to pure white.

- **Sharpness**

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

- **Colour Density**

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

## Cropping

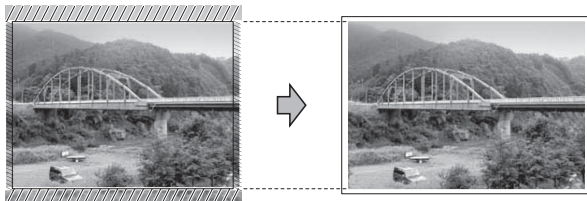
If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped.

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

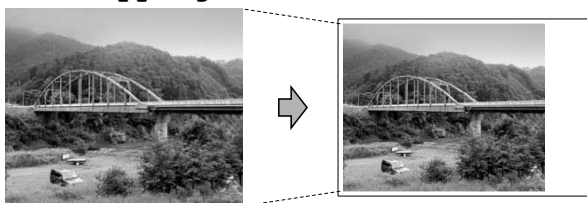
If you are also using the *Borderless* setting, turn the *Borderless* to *Off*. (See *Borderless printing* on page 116.)

- 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 **Colour 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 **Colour 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 **Colour 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.

- 1 Press your new setting.  
Repeat this step for each setting you want to change.
- 2 After changing the last setting, press ▲ or ▼ to choose `Set New Default`.
- 3 Press `Set New Default`.
- 4 Press `Yes` to confirm.
- 5 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.

- 1 Press `Print Setting`.
- 2 Press ▲ or ▼ to display `Factory Reset`.
- 3 Press `Factory Reset`.
- 4 Press `Yes` to confirm.
- 5 Press **Stop/Exit**.

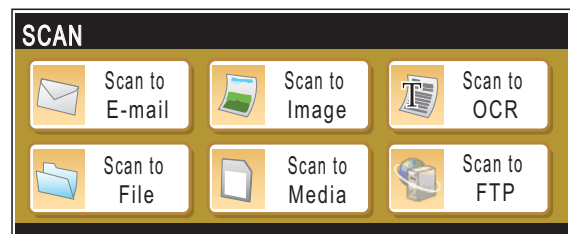
## Scan to a memory card or USB Flash memory drive

### Entering Scan mode

When you want to scan to a memory card or USB Flash memory drive, press



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*<sup>®</sup> or *Macintosh*<sup>®</sup> in the Software User's Guide on the CD-ROM for details about the other menu options.)

## How to scan to a memory card or USB Flash memory drive


You can scan monochrome and colour documents onto a memory card or USB Flash memory drive. Monochrome documents will be stored in PDF (\*.PDF) or TIFF (\*.TIF) file formats. Colour documents may be stored in PDF (\*.PDF) or JPEG (\*.JPG) file formats. The 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 colour and quality.

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

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

### ! 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 **Colour Start** to start scanning without changing additional settings.




### Note

- If you chose colour 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 **Colour 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.

- 1 Press  (**Scan**).
- 2 Press Scan to Media.
- 3 Press ◀ or ▶ to display Glass Scan Size.
- 4 Press Glass Scan Size.
- 5 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 117.)
- This setting is only available for scanning documents from the scanner glass.


## How to change the file name

You can change the file name.

- 1 Press  (**Scan**).
- 2 Press Scan to Media.
- 3 Press ◀ or ▶ to display File Name.
- 4 Press File Name.  
Press  to delete characters. Then enter the new file name (up to 6 characters). (See *Entering Text* on page 196.)
- 5 Press OK.

## How to set a new default

You can save the Scan to Media settings (Quality, File Type, and Glass Scan Size) you use most often by setting them as the default settings. These settings will stay until you change them again.

- 1 Press  (**Scan**).
- 2 Press Scan to Media.
- 3 Press ◀ or ▶ to display Set New Default.
- 4 Press Set New Default.
- 5 Press Yes to confirm.
- 6 Press **Stop/Exit**.

## How to reset to factory settings

You can restore the machine to factory settings.

- 1 Press  (**Scan**).
- 2 Press Scan to Media.
- 3 Press ◀ or ▶ to choose Factory Reset.
- 4 Press Factory Reset.
- 5 Press Yes to confirm.
- 6 Press **Stop/Exit**.

# Understanding the Error Messages

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

■ `Hub is Unusable.`

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

■ `Media Error`

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

■ `No File`

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

■ `Out of Memory`

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

## Printing photos directly from a PictBridge camera



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

If your camera is using the USB Mass Storage standard, you can also print photos from a digital camera without PictBridge. (See *Printing photos directly from a digital camera (without PictBridge)* on page 123.)

### PictBridge requirements

To avoid errors, remember the following points:

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

### Setting your digital camera

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

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

Camera Menu Selections	Options
Paper Size	Ledger, A3, Letter, A4, 10×15cm, Printer Settings (Default setting) <sup>2</sup>
Paper Type	Plain Paper, Glossy Paper, Inkjet Paper, Printer Settings (Default setting) <sup>2</sup>
Layout	Borderless: On, Borderless: Off, Printer Settings (Default setting) <sup>2</sup>
DPOF setting <sup>1</sup>	-
Print Quality	Normal, Fine, Printer Settings (Default setting) <sup>2</sup>
Color Enhancement	On, Off, Printer Settings (Default setting) <sup>2</sup>
Date Print	On, Off, Printer Settings (Default setting) <sup>2</sup>

<sup>1</sup> See *DPOF printing* on page 122 for more details.

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

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

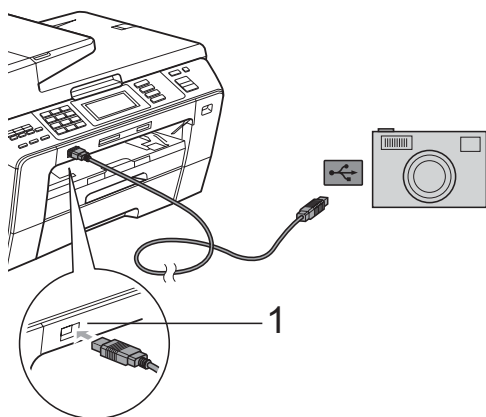
## Printing Images



### 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, 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 121.)

### Note

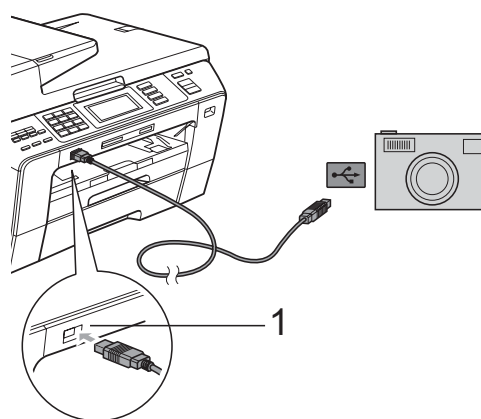
The name, availability and operation differ among digital cameras. Please refer to the documentation supplied with your camera for detailed information, such as how to switch from PictBridge mode to USB mass storage mode.

## 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 107.

### ! 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.

## 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 147.)





# Software

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Software and Network features

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# 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®



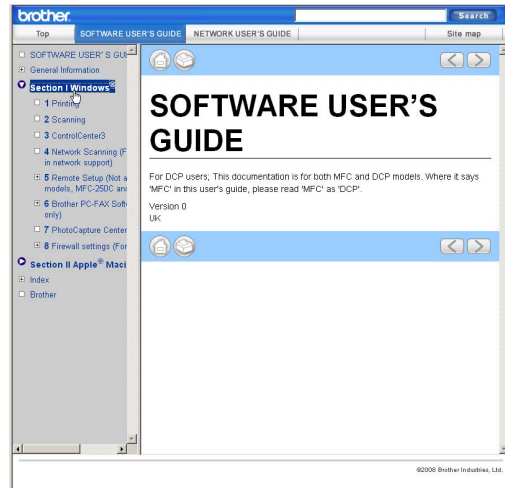
#### Note

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

- 1 From the **Start** menu, point to **Brother**, **MFC-XXXX** (where XXXX is your model number) from the programs group, then click **User's Guides in HTML format**.
- 2 Click **SOFTWARE USER'S GUIDE** (or **NETWORK USER'S GUIDE**) from the top menu.

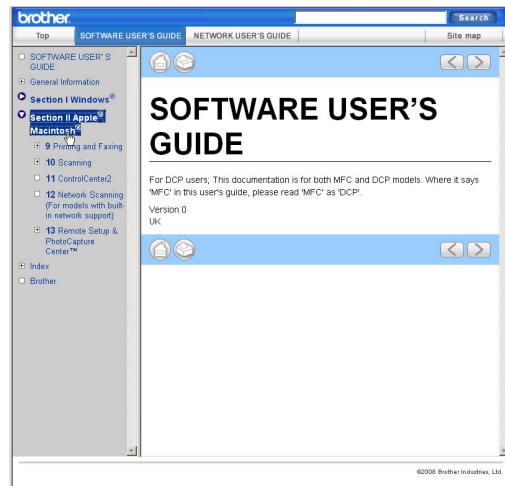


- 3 Click the heading you would like to view from the list at the left of the window.



#### For Macintosh®

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





# Appendixes

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# 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.

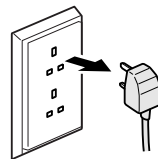
### Note

If there are faxes in the machine's memory, you need to print them or save them before you unplug the machine from the AC power outlet 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 152 or *Transferring faxes to your PC* on page 152.)

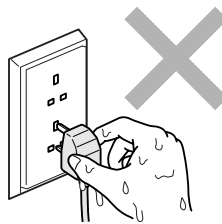
### WARNING



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



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



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



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



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



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



Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall socket. Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.



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



This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.



Always make sure the plug is fully inserted.



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

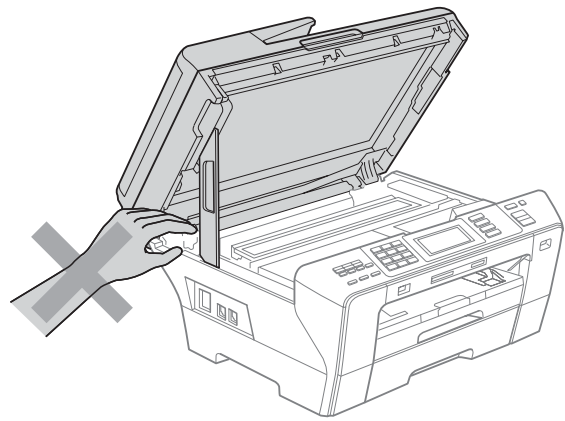
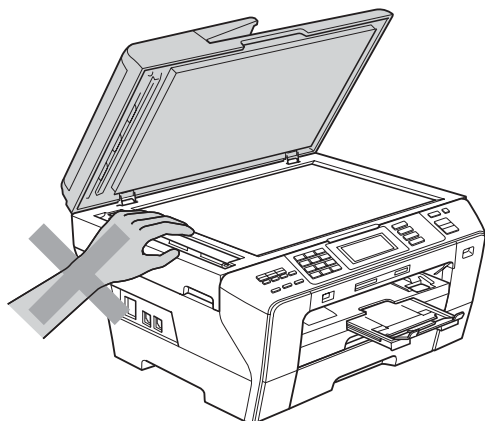


When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to people, including the following:

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

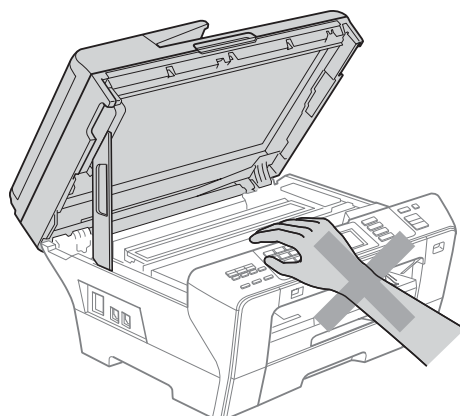
## CAUTION

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



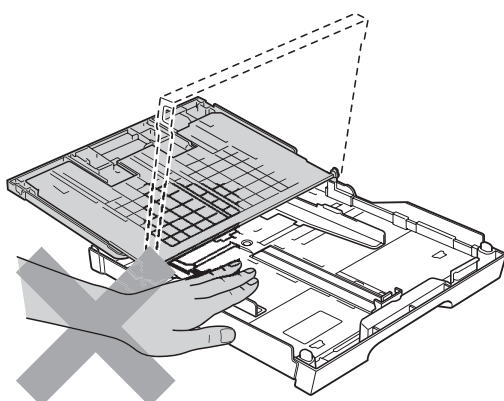
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DO NOT put your hands in front of the machine under the scanner cover. Doing this may cause injury.



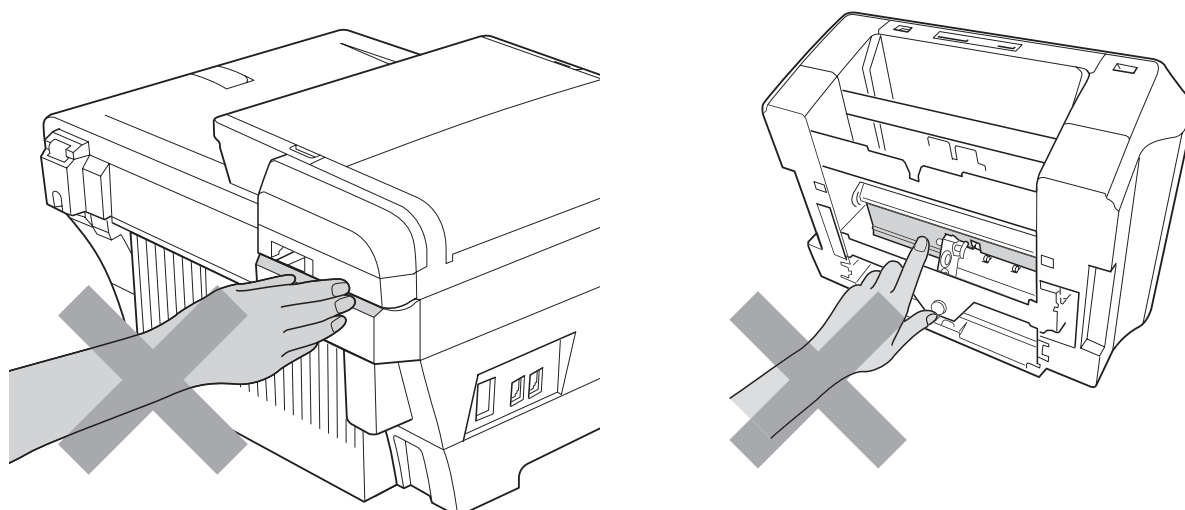
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DO NOT put your hands on the edge of the paper tray under the paper tray cover. Doing this may cause injury.



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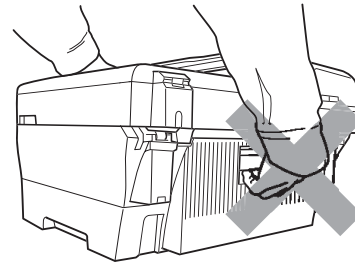
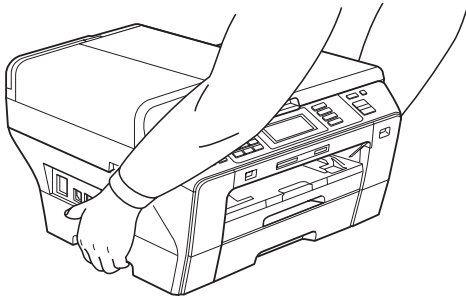
DO NOT touch the area shaded in the illustration. Doing this may cause injury.





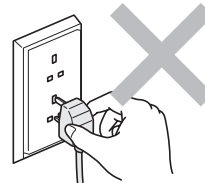
---

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.



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DO NOT touch the Touchscreen immediately after plugging in the power cord or turning the machine on. Doing this may cause an error.



## Important safety instructions

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

## IMPORTANT - For your safety

---

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

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

### Important - Wiring information (U.K. only)

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

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

### Warning - This machine must be earthed.

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

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

If in any doubt, call a qualified electrician.

## LAN connection

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### CAUTION

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

---

## Radio interference

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This product complies with EN55022 (CISPR Publication 22) /Class B. When connecting the machine to a computer, ensure that you use a USB cable which does not exceed 2 m in length.

## EU Directive 2002/96/EC and EN50419

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European  
Union Only

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

## EU Directive 2006/66/EC - Removing or Replacing the Battery

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This product incorporates a battery that is designed to last for the lifetime of the product. It is not to be replaced by the user. It should be removed as part of the machine recycling process at end of life and appropriate precautions taken by the recycler.

## International ENERGY STAR® Compliance Statement

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

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



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- Immigration Papers
- Welfare documents
- Cheques or Drafts drawn by Governmental Agencies
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## Troubleshooting

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

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

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

## If you are having difficulty with your machine

### Printing

Difficulty	Suggestions
No printout	Check the interface cable or wireless connection on both the machine and your computer. (See the <i>Quick Setup Guide</i> .)
	Make sure the machine is plugged in and not in Power Save mode.
	Check to see if the LCD is showing an error message. (See <i>Error and Maintenance messages</i> on page 147.)
	If the LCD says <b>Cannot Print and Replace Ink</b> , see <i>Replacing the ink cartridges</i> on page 157.
	Check that the correct printer driver has been installed and chosen.
	Make sure that the machine is online. Click <b>Start</b> and then <b>Printers and Faxes</b> . Choose <b>Brother MFC-XXXX</b> (where XXXX is your model name), and make sure that <b>Use Printer Offline</b> is unchecked.
	When you choose the <b>Print Odd Pages</b> and <b>Print Even Pages</b> 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 <i>Checking the print quality</i> on page 164.)
	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 <i>Printing for Windows</i> <sup>®</sup> or <i>Printing and Faxing for Macintosh</i> <sup>®</sup> in the Software User's Guide on the CD-ROM and <i>Paper Size and Type</i> on page 29.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: <ul style="list-style-type: none"> <li>■ The expiration date written on the cartridge package has passed. (Brother Original cartridges stay usable for up to two years if kept in their original packaging.)</li> <li>■ The ink cartridge was in your machine over six months.</li> <li>■ The ink cartridge may not have been stored correctly before use.</li> </ul>
	Make sure that you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 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 <i>Cleaning the print head</i> on page 163.)
	Make sure that you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 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 <i>Secure Paper Feed mode for A3 size Short Grain Paper</i> on page 30.) If you are printing from a computer, change the paper size to <b>A3 (Long Grain)</b> in the driver. (See <i>Printing for Windows®</i> or <i>Printing and Faxing for Macintosh®</i> in the Software User's Guide on the CD-ROM.)
The machine prints blank pages.	Clean the print head. (See <i>Cleaning the print head</i> on page 163.)
	Make sure that you are using Brother Original Innobella™ ink.
Characters and lines are stacked.	Check the printing alignment. (See <i>Checking the print alignment</i> on page 165.)
Printed text or images are skewed.	Make sure the paper is loaded correctly in the paper tray and the paper side guides are adjusted correctly. (See <i>Loading paper and other print media</i> on page 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 <i>Acceptable paper and other print media</i> 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 <b>Print Odd Pages</b> and <b>Print Even Pages</b> settings.
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 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 <b>Media Type</b> in the <b>Basic</b> tab of the printer driver.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See <i>Cleaning the machine's printer platen</i> on page 161.)
	Make sure that you are using Brother Original Innobella™ ink.
	Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> on page 10.)
Wide black lines appear on the pages.	Clean the paper pick-up roller. (See <i>Cleaning the paper pick-up roller</i> on page 163.)
The machine prints dense lines on the page.	Check <b>Reverse Order</b> in the <b>Basic</b> tab of the printer driver.
The printouts are wrinkled.	In the printer driver <b>Advanced</b> tab, click <b>Colour Settings</b> , and uncheck <b>Bi-Directional Printing</b> for Windows® or <b>Bi-Directional Printing</b> 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 <b>Advanced</b> tab. Also, click <b>Colour Settings</b> , and make sure you uncheck <b>Colour Enhancement</b> .
	Turn the borderless feature off. Borderless printing is slower than normal printing. (See <i>Printing for Windows</i> <sup>®</sup> or <i>Printing and Faxing for Macintosh</i> <sup>®</sup> in the Software User's Guide on the CD-ROM.)
Colour Enhancement is not working correctly.	If the image data is not full colour in your application (such as 256 colour), Colour Enhancement will not work. Use at least 24 bit colour data with the Colour 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 <i>Cleaning the paper pick-up roller</i> on page 163.)
Machine feeds multiple pages.	Make sure the paper is loaded correctly in the paper tray. (See <i>Loading paper and other print media</i> on page 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, <b>DX1</b> or <b>DX2</b> . For copying, see <i>Duplex (2-sided) copying (Tray #1 only)</i> on page 98; for printing see <i>Automatic Duplex Printing (MFC-6890CDW only)</i> in the Software User's Guide.
	If paper jams often when using duplex copy or duplex print, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See <i>Cleaning the paper feed roller</i> on page 162.)
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> on page 10.)
Machine does not print from Adobe <sup>®</sup> Illustrator <sup>®</sup> .	Try to reduce the print resolution. (See <i>Printing for Windows</i> <sup>®</sup> or <i>Printing and Faxing for Macintosh</i> <sup>®</sup> in the Software User's Guide on the CD-ROM.)

## Printing Received Faxes

Difficulty	Suggestions
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Received colour fax prints only in black and white.	Replace the colour ink cartridges that have reached the end of their life, and then ask the other person to send the colour fax again. (See <i>Replacing the ink cartridges</i> on page 157.)
	Check that the Receiving priority is set to Colour(Max.A4). (See <i>Setting Receiving Priority</i> on page 53.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See <i>Printing a reduced incoming fax</i> on page 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 <i>Quick Setup Guide</i> .)
	Lift the external telephone's handset, (or the machine's handset or cordless handset if available), and then dial the number to send a manual fax. Wait to hear fax receiving tones before pressing <b>Mono Start</b> or <b>Colour Start</b> .
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See <i>Choose the Receive Mode</i> 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 <i>Receive mode settings</i> on page 51.)
	If you often have interference on the telephone line, try changing the menu setting of Compatibility to <i>Basic (for VoIP)</i> . (See <i>Telephone line interference</i> on page 146.)
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See <i>Setting the Telephone Line Type</i> on page 66.)

## Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	Check all line cord connections.
	Make sure that the Fax  key is illuminated. (See <i>Entering Fax mode</i> on page 40.)
	Ask the other party to check that the receiving machine has paper.
	Print the Transmission Verification Report and check for an error. (See <i>Reports</i> on page 83.)
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 <i>Turning off Memory Receive Operations</i> on page 57), print fax messages in memory (see <i>Memory Receive (Monochrome only)</i> on page 54) or cancel a Delayed Fax or Polling Job (see <i>Cancelling a fax in progress</i> on page 42 or <i>Checking and cancelling waiting jobs</i> 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 <i>Basic (for VoIP)</i> . (See <i>Telephone line interference</i> on page 146.)
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See <i>Setting the Telephone Line Type</i> on page 66.)


## Sending Faxes (continued)

Difficulty	Suggestions
Poor fax send quality.	Try changing your resolution to <i>Fine</i> or <i>S. Fine</i> . Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 161.)
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 <i>Cleaning the scanner glass</i> on page 161.)

## Handling Incoming Calls

Difficulty	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to on, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing <b>Stop/Exit</b> . Try avoiding this problem by turning Fax Detect to off. (See <i>Fax Detect</i> on page 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.  <b>For example:</b> If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (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 <i>Entering Copy mode</i> on page 90.)
Poor copy results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> 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 <i>Cleaning the scanner glass</i> on page 161.)
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 PaperPort™ 11SE with OCR, click <b>File, Scan or Get Photo</b> and click <b>Select</b> to choose the Brother TWAIN/WIA driver.
Poor scanning results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 25.)
OCR does not work.	Try increasing the scanner resolution.

## Software Difficulties

Difficulty	Suggestions
Cannot install software or print.	Run the <b>Repair MFL-Pro Suite</b> program on the CD-ROM. This program will repair and reinstall the software.
'Device Busy'	Make sure the machine is not showing an error message on the LCD.
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 <i>Quick Setup Guide</i> .  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.	<ol style="list-style-type: none"> <li>Have you installed the Windows® 2000 update? If not, do the following: <ol style="list-style-type: none"> <li>Unplug the USB cable.</li> <li>Install the Windows® 2000 update using one of the following methods. <ul style="list-style-type: none"> <li>Install MFL-Pro Suite from the CD-ROM. (See the <i>Quick Setup Guide</i>.)</li> <li>Download the latest service pack from the Microsoft Web site.</li> </ul> </li> <li>Wait about 1 minute after you restart the PC, and then connect the USB cable.</li> </ol> </li> <li>Take out the memory card or USB Flash memory drive and put it back in again.</li> <li>If you have tried 'Eject' from within Windows®, take out the memory card or USB Flash memory drive before you continue.</li> <li>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.</li> <li>If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)</li> </ol>
Cannot access Removable Disk from Desktop icon.	Make sure that you have correctly inserted the memory card or USB Flash memory drive.
Part of my photo is missing when printed.	Make sure that Borderless Printing and Cropping are turned off. (See <i>Borderless printing</i> on page 116 and <i>Cropping</i> on page 116.)

## Network Difficulties

Difficulty	Suggestions
Cannot print over the Network.	<p>Make sure that your machine is powered on, is online and in Ready mode. Print a Network Configuration list (see <i>Reports</i> on page 83.) and check the current Network settings printed in this list. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows LAN Active for 2 seconds.</p> <p>(If you are using wireless connection having Network problems, see the Network User's Guide for more information.)</p>
The network scanning feature does not work.	<p>(For Windows® users only) Firewall settings on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the Firewall. If you are using personal Firewall software, see the User's Guide for your software or contact the software manufacturer.</p> <p>For Windows® XP SP2 and Windows Vista® users, see <i>Firewall settings</i> in the Software User's Guide on the CD-ROM.</p> <p>For Windows® XP SP1 users, please visit the Brother Solutions Center. (<a href="http://solutions.brother.com">http://solutions.brother.com</a>)</p>
The network PC-Fax Receive feature does not work.	
Your computer cannot find your machine.	<p>&lt;Windows® users&gt;</p> <p>Firewall settings on you PC may be rejecting the necessary network connection. For detail, see the instruction above.</p> <p>&lt;Macintosh® users&gt;</p> <p>Re-select your machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the model list in ControlCenter2.</p>

## 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

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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

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

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## 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
<p>B&amp;W Print Only</p>	<p>One or more of the colour ink cartridges have reached the end of their life.</p> <p>While this message appears on the LCD, each operation works in the following way:</p> <ul style="list-style-type: none"> <li>■ <b>Printing</b> If you click <b>Greyscale</b> 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.</li> <li>■ <b>Copying</b> 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.</li> <li>■ <b>Faxing</b> 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 colour fax, the machine's 'handshake' will ask that the fax be sent as monochrome.</li> </ul> <p>If the paper type is set to Other Glossy or Brother BP71, the machine will stop all print operations. If you unplug the machine, or take out the empty ink cartridge, you cannot use the machine until you change to a new ink cartridge.</p>	<p>Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 157.)</p>

Error Message	Cause	Action
BT Call Sign On (For U.K. only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (See <i>BT Call Sign (U.K. only)</i> on page 66.)
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 <i>Replacing the ink cartridges</i> on page 157.)
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 colour fax, the machine's 'handshake' will ask that the fax be sent as monochrome.	Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 157.)
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 <b>Stop/Exit</b> . The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	See <i>Using the ADF</i> on page 24. See <i>Document jam</i> on page 153.
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.



Error Message	Cause	Action
Image Too Long.	The proportions of your photo are irregular so effects could not be added.	Choose a regularly proportioned image.
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 colour 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 colour 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 <i>Cannot Print</i> . (See <i>Replacing the ink cartridges</i> on page 157.)
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 <i>Caller ID (U.K. and Ireland only)</i> 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 <i>Replacing the ink cartridges</i> on page 157.)
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: <ul style="list-style-type: none"> <li>■ Refill the paper in the paper tray, and then press <b>Mono Start</b> or <b>Colour Start</b>.</li> <li>■ Remove the paper and load it again and then press <b>Mono Start</b> or <b>Colour Start</b>.</li> </ul>
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 154.  If you see this error often when making a duplex copy or duplex print, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See <i>Cleaning the paper feed roller</i> on page 162.)
	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 <i>Storing One Touch Dial numbers</i> on page 74 and <i>Storing Speed Dial numbers</i> on page 76.)
Out of Memory	The machine's memory is full.	<b>Fax sending or copy operation in progress</b> Do one of the following: <ul style="list-style-type: none"> <li>■ Press <b>Stop/Exit</b> and wait until the other operations in progress finish and then try again.</li> <li>■ Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. (See <i>Turning off Memory Receive Operations</i> on page 57.)</li> <li>■ Print the faxes that are in the memory. (See <i>Printing a fax from the memory</i> on page 54.)</li> </ul>
	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.

Error Message	Cause	Action
Paper Jam	Paper is jammed in the machine.	<p>Open the Outer Rear Cover and Inner Rear Cover (at the back of the machine) and remove the jammed paper. (See <i>Printer jam or paper jam</i> on page 154.)</p> <p>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.</p>
Touchscreen initialization 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 <i>Transferring your faxes or Fax Journal report</i> on page 152.)
Unusable Device  Disconnect device from front connector & 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 <b>Power Save</b> 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 <a href="http://solutions.brother.com">http://solutions.brother.com</a> .)	Unplug the device from the USB direct interface.
Wrong Paper Size	Paper is not the correct size.	<ol style="list-style-type: none"> <li>1 Make sure the machine's Paper Size setting matches the size of paper in the tray. (See <i>Paper Size and Type</i> on page 29.)</li> <li>2 Also, check that the machine is set to use the tray with the paper size you want. (See <i>Tray use in Copy mode</i> on page 29 and <i>Tray use in Fax mode</i> on page 30.)</li> <li>3 Make sure you loaded the paper in a Portrait position, as shown in the label on the tray.</li> <li>4 (Duplex copy) After you have checked the above settings and the paper position, press <b>Mono Start</b> or <b>Colour Start</b> to continue printing.</li> </ol>

## Error animations Display

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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

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You can press **◀** or **▶** to pause the auto-animation and go back to step-by-step mode.

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## Transferring your faxes or Fax Journal report

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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 152 or *Transferring faxes to your PC* on page 152.)

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 153.)



### Note

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

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## Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (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*<sup>®</sup> in the Software User's Guide on the CD-ROM.)

- 3 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.
- 4 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**.
- 5 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.)

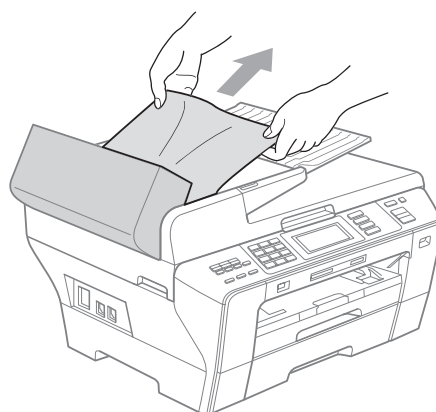
- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Press **MENU**.
- 3 Press **▲** or **▼** to display **Service**.
- 4 Press **Service**.
- 5 Press **Data Transfer**.
- 6 Press **Report Trans.**
- 7 Enter the fax number to which the Fax Journal report will be forwarded.
- 8 Press **Mono 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

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



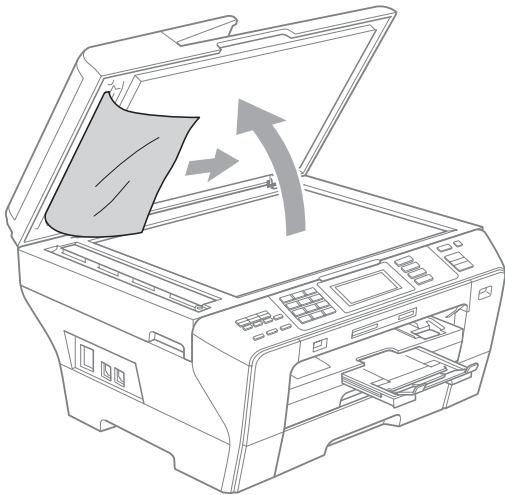
- 4 Close the ADF cover.
- 5 Press **Stop/Exit**.

### **!** IMPORTANT

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

## Document is jammed inside the ADF unit

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

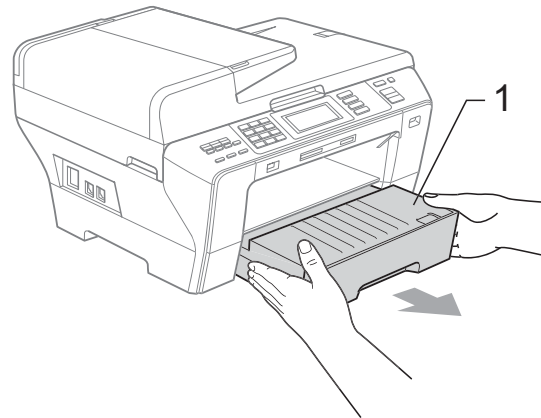
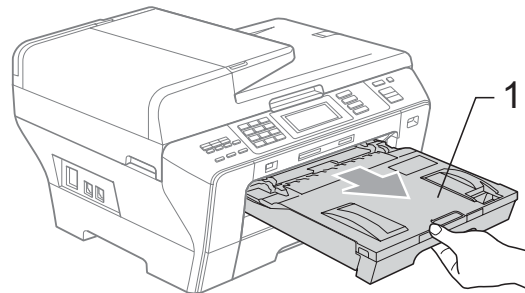


- 4 Close the document cover.
- 5 Press **Stop/Exit**.

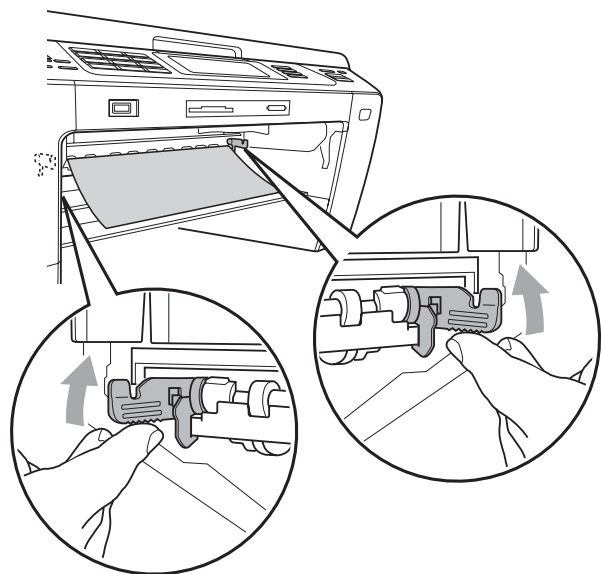
## Printer jam or paper jam

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

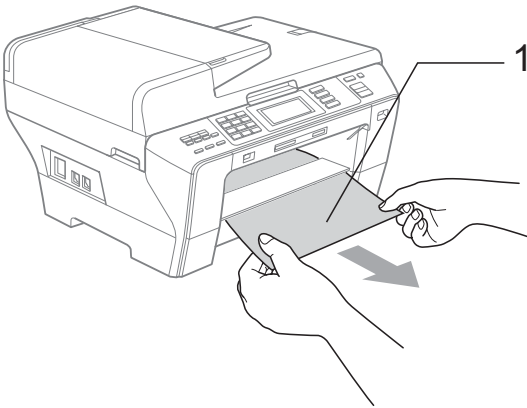
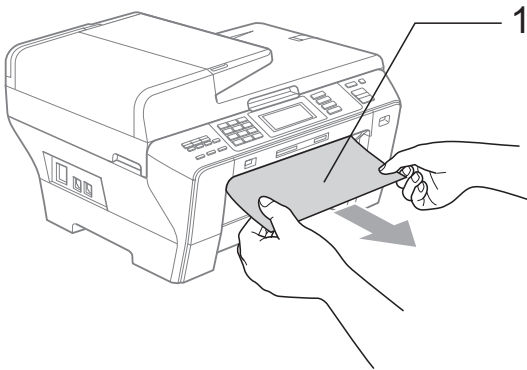
- 1 Pull the paper trays (1) out of the machine.



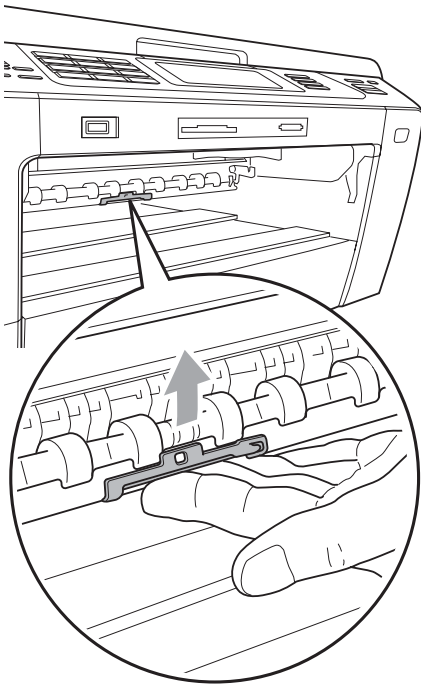
- 2 Push the two green levers up on both sides.



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



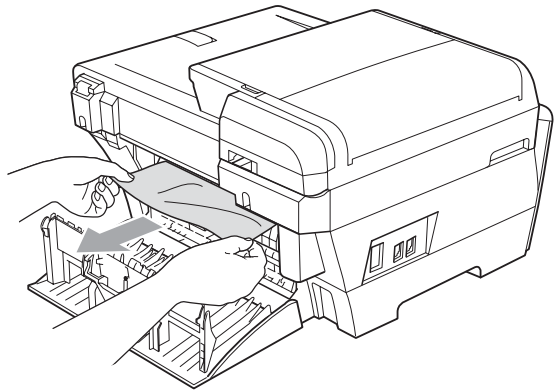
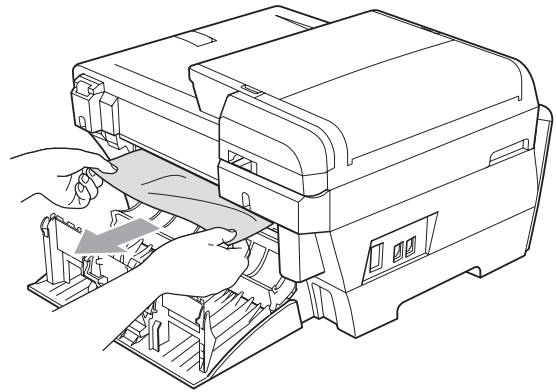
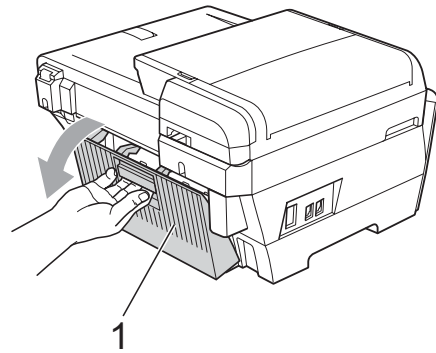
- 4 Push the green duplex unit up.



- 5 Reset the machine by lifting the scanner cover from the front of the machine and then close it.

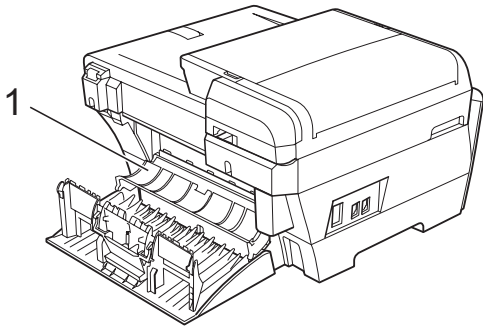
- If you cannot remove the jammed paper from the front side, or the error message still appears on the LCD after you remove the jammed paper, please go to the next step.

- 6 Open the Outer Rear Cover (1) from the back of the machine. Pull the jammed paper out of the machine.

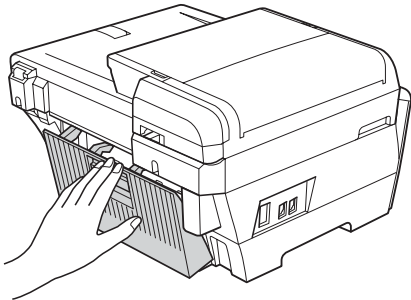




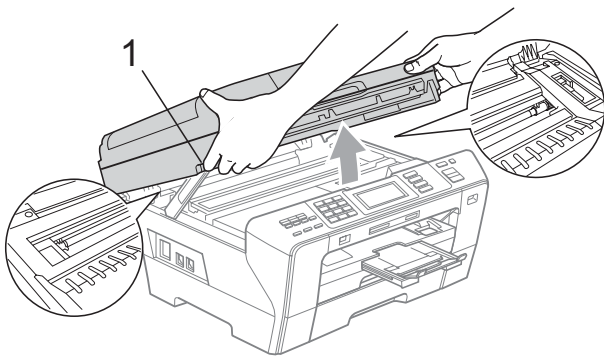
- 7 Close the Inner Rear Cover (1) if it is open as shown in the illustration.



- 8 Close the Outer Rear Cover. Make sure the cover is closed correctly.

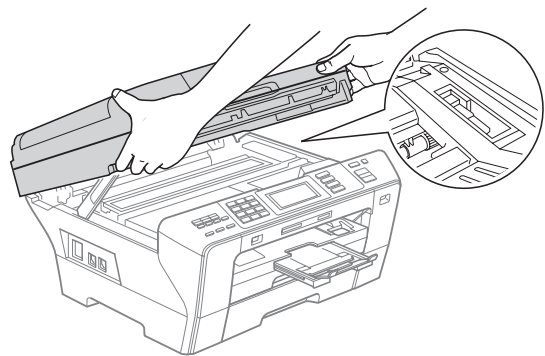


- 9 Using both hands, use the finger holds on both sides of the machine to lift the scanner cover (1) into the open position. Make sure that there is no jammed paper left in the corners of the machine.



## ! IMPORTANT

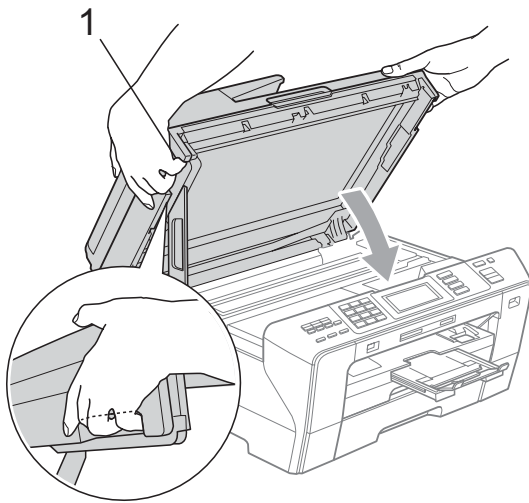
- If the paper is jammed under the print head, unplug the machine from the power source, and then move the print head to take out the paper.
- If the print head is at the right corner as shown in the illustration, you cannot move the print head. Hold down **Stop/Exit** until the print head moves to the 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.



- 10 Gently close the scanner cover (1) using the finger holds on both sides of it.



### ⚠ CAUTION

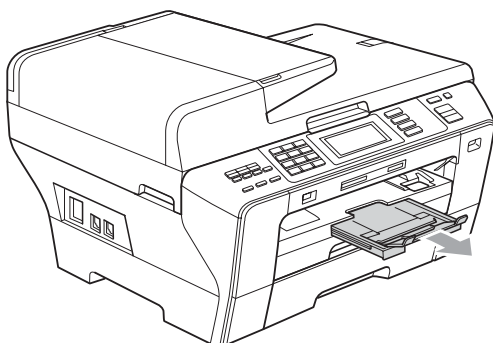
Be careful not to trap your fingers under the scanner cover.

Always use the finger holds provided on both sides of the scanner cover when opening and closing it.

- 11 Push paper tray #1 and paper tray #2 firmly back into the machine.

### ! 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.

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.

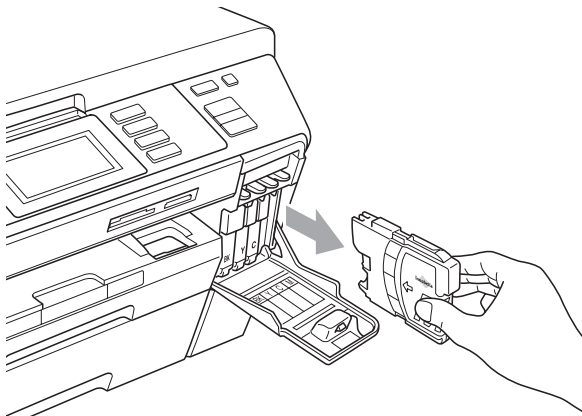
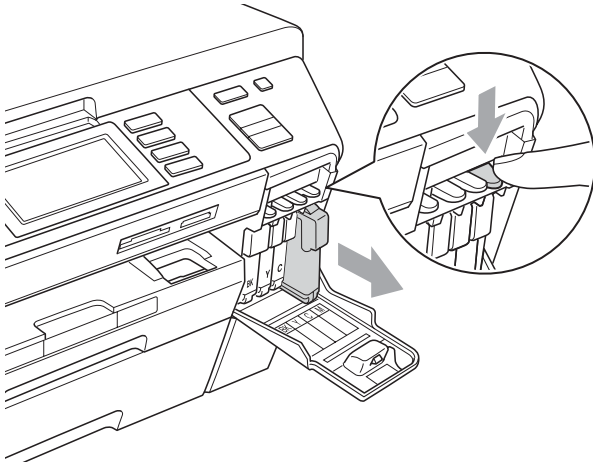
Even though the machine tells you to replace ink cartridge, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.

### ! 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.

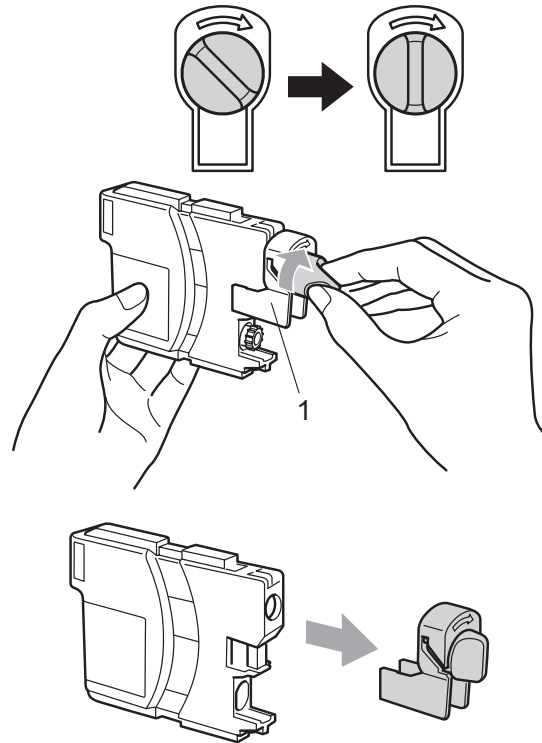
**1** Open the ink cartridge cover.  
If one or more ink cartridges that have reached the end of their life, for example Black, the LCD shows `Cannot Print`.

**2** Press the lock release lever as shown to release the ink cartridge indicated on the LCD. Remove the cartridge from the machine.

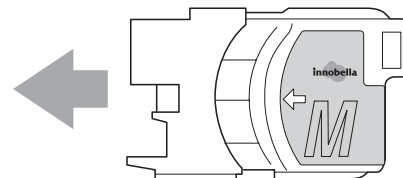


**3** Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

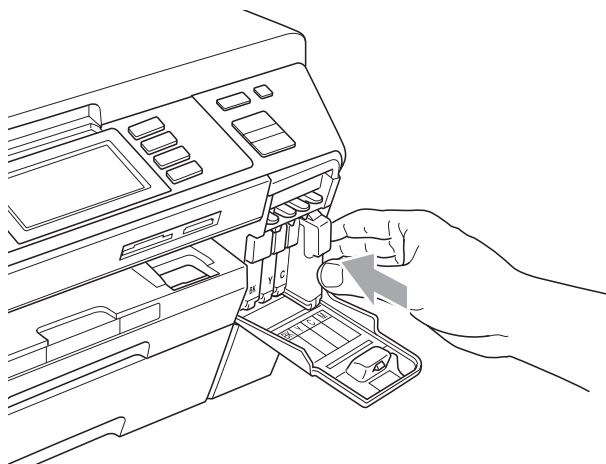
**4** Turn the green knob on the protective yellow cap clockwise until it clicks to release the vacuum seal, then remove the cap (1).



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



- 6 Gently push the ink cartridge until it clicks, and then close the ink cartridge cover.



- 7 The machine will automatically reset the ink dot counter.



### Note

- If you replaced an ink cartridge, for example Black, the LCD may ask you to verify that it was a brand new one (for example, `Did You Change BK Black`). For each new cartridge you installed, press `Yes` to automatically reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, be sure to press `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.

### ! IMPORTANT

- 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 colours by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation.
- Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.

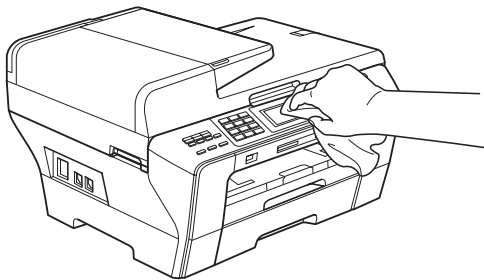
## Cleaning the outside of the machine

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.

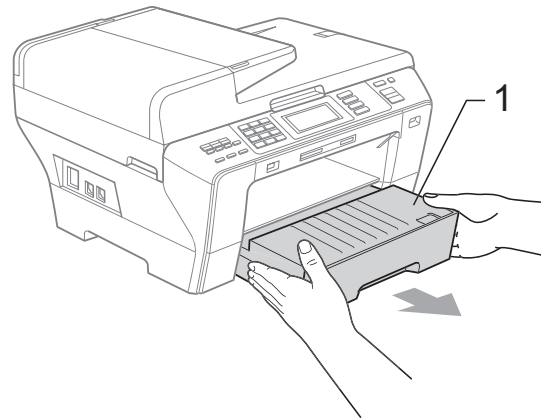
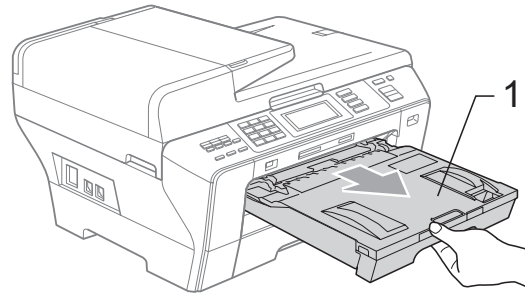


Clean the outside of the machine as follows:

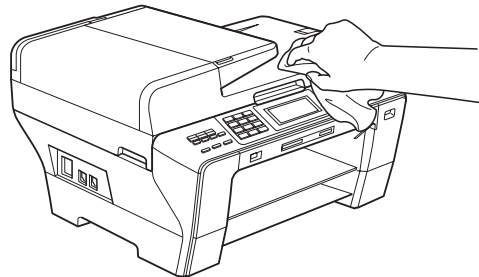
### ! IMPORTANT

- 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.

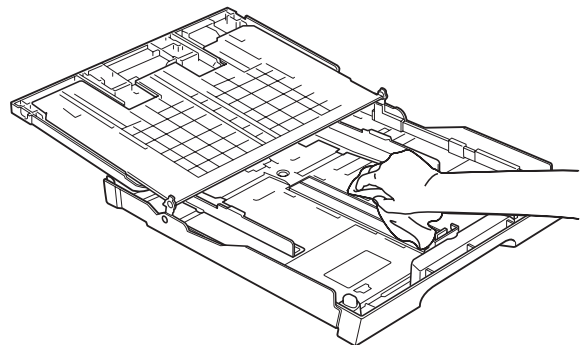


- 2 Wipe the outside of the machine with a soft cloth to remove dust.



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

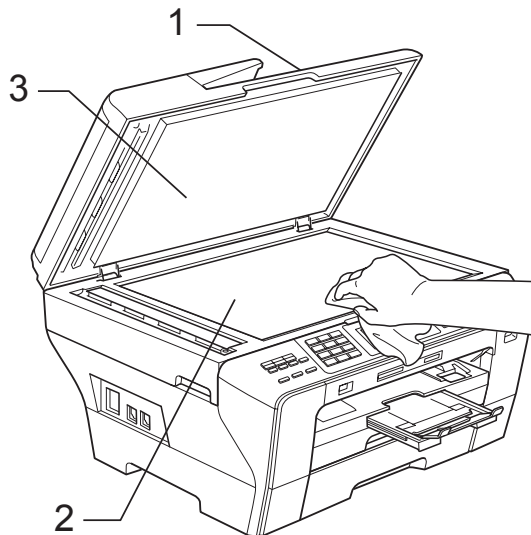
- 4 Wipe the paper trays with a soft cloth to remove dust.



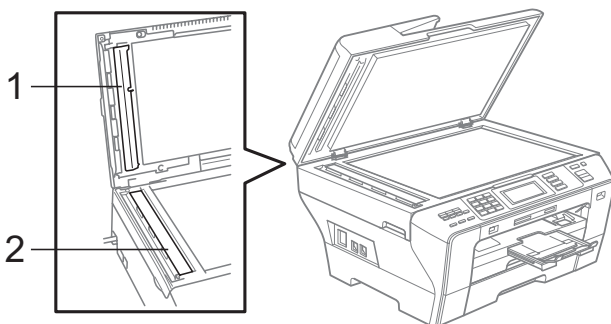
- 5 Put the paper trays firmly back in the machine.

## 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

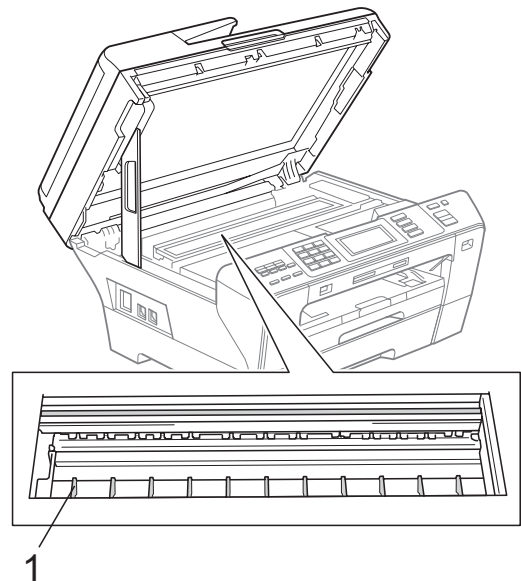
In addition to cleaning the glass strip with a non-flammable glass cleaner, run your finger tip over the glass strip to see if you can feel anything on it. If you feel dirt or debris, clean the glass strip again concentrating on that area. You may need to repeat the cleaning process three or four times.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

## Cleaning the machine's printer platen

### ⚠ CAUTION

Be sure to unplug the machine from the electrical socket before cleaning the printer platen.

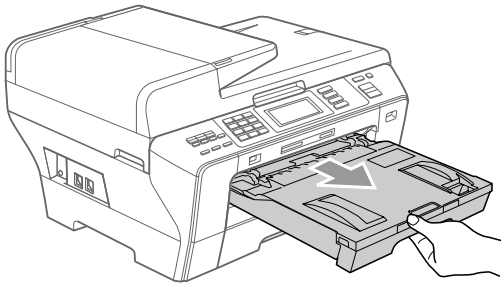
- 1 Using both hands, use the finger holds on both sides of the machine to lift the scanner cover until it locks securely into the open position.
- 2 Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a soft, dry, lint-free cloth.



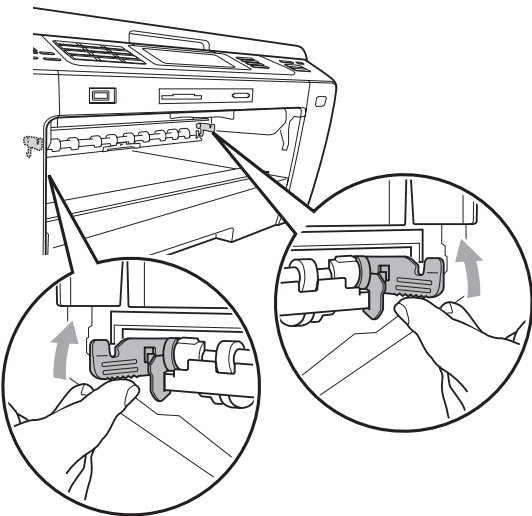
## Cleaning the paper feed roller

If the paper feed rollers are stained with ink, it may cause paper feed or duplex copy problems.

- 1 Unplug the machine from the electrical socket and if the paper support flap is open, close it, and then close the paper support. Pull the paper trays completely out of the machine.

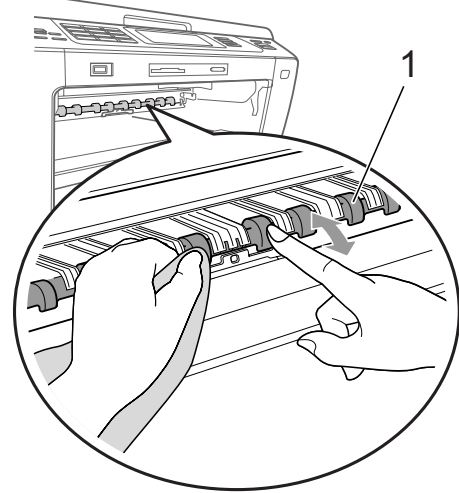


- 2 Push the two green levers up on both sides.

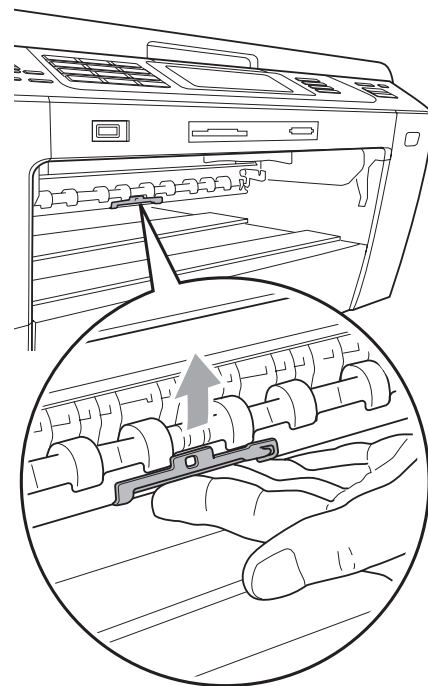


- 3 Slightly moisten a soft, lint-free cloth with water. Thoroughly wring the cloth before using.

- 4 Clean the paper feed rollers (1) with the cloth, using a side-to-side motion. Slowly turn the rollers so that the whole surface is cleaned.



- 5 Push the green duplex unit up.



- 6 Put the paper trays firmly back in the machine.
- 7 Re-connect the power cord.



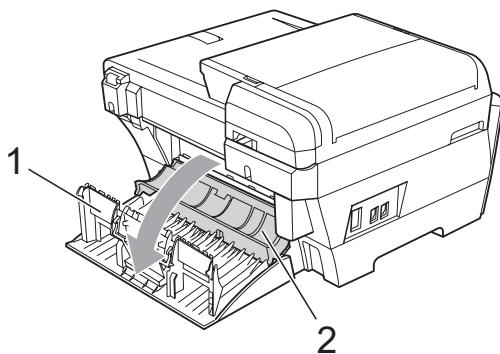
### Note

Do not use the machine again until the rollers are dry. Using the machine before the rollers are dry may cause paper feed or duplex copy problems.

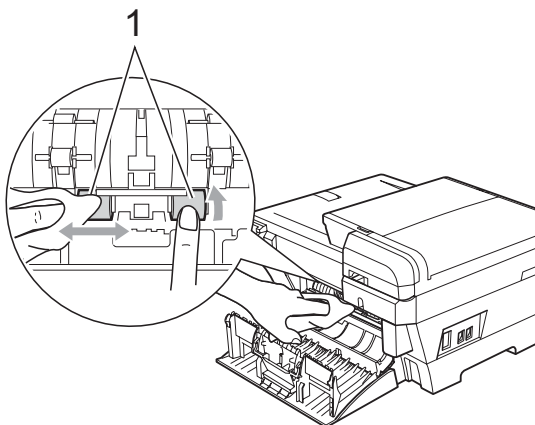


## Cleaning the paper pick-up roller

- 1 Pull the paper trays completely out of the machine.
- 2 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.



- 3 Slightly moisten a soft, lint-free cloth with water. Thoroughly wring the cloth before using.
- 4 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.



- 5 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.
- 6 Close the Inner Rear Cover and the Outer Rear Cover. Make sure the cover is closed correctly.

- 7 Put the paper trays firmly back in the machine.
- 8 Re-connect the power cord.
- 9 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 colours at a time (Cyan/Yellow/Magenta), or all four colours 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.

- 1 Press .
- 2 Press **Cleaning**.
- 3 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 colour. Try cleaning the print head again up to five more times. If the print has not improved call your Brother dealer.

## Checking the print quality

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

- 1 Press .
- 2 Press **Test Print**.
- 3 Press **Print Quality**.
- 4 Press **Colour Start**.  
The machine begins printing the Print Quality Check Sheet.
- 5 Check the quality of the four colour blocks on the sheet.
- 6 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 10.
  - If you can see missing short lines as shown below, press **No**.

<Black>

OK



Poor



<Colour>

OK



Poor



- 7 The LCD asks you if the print quality is OK for black and three colours.  
Press **Yes** or **No**.

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

Press **Colour Start**.

The machine starts cleaning the print head.

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

The machine starts printing the Print Quality Check Sheet again and then return to step 6.

- 10 Press **Stop/Exit**.

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

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

### ! IMPORTANT

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

### Note



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




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




## Checking the print alignment

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

- 1 Press .
- 2 Press `Test Print`.
- 3 Press `Alignment`.
- 4 Press **Mono Start** or **Colour Start**.  
The machine starts printing the Alignment Check Sheet.
- 5 Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.
- 6 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 9.
  - If another test print number is a better match for either 600 dpi or 1200 dpi, press `No` to choose it.
- 7 For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).
- 8 For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).
- 9 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*<sup>®</sup> or *Printing and Faxing for Macintosh*<sup>®</sup> in the Software User's Guide on the CD-ROM.)

## Machine Information

### Checking the serial number

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

- 1 Press `MENU`.
- 2 Press `▲` or `▼` to display `Machine Info`.
- 3 Press `Machine Info`.
- 4 Press **Stop/Exit**.

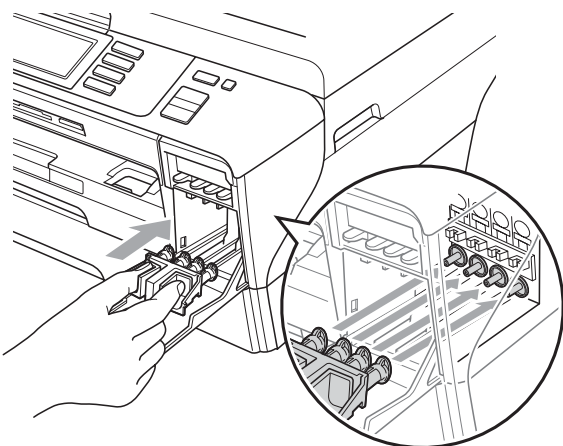
# Packing and shipping the machine

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

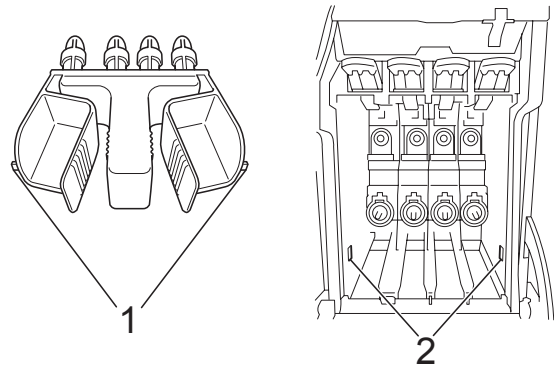
It is important to allow the machine to 'park' the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print 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 157.)
- 3 Install the green protective part and then close the ink cartridge cover.



## ! IMPORTANT

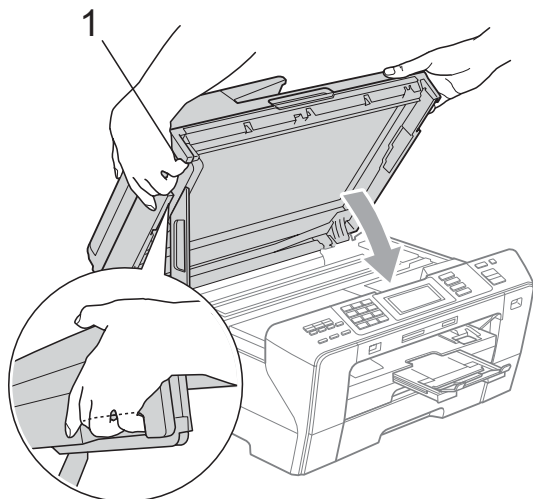
- Make sure that the plastic tabs on both sides of the green protective part (1) have securely clicked into place (2).



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

- 4 Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
- 5 Unplug the machine from the electrical socket 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.

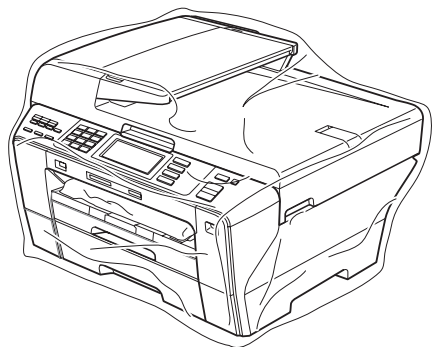
- 7 Gently close the scanner cover using the finger holds on both sides of it as you push down on the Scanner Cover Support (1).



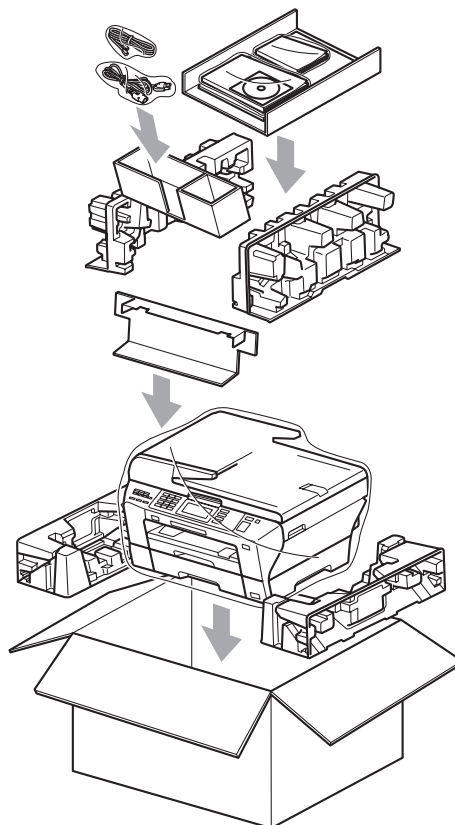
**⚠ CAUTION**

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.

## 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 169. 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

	Access the main menu.
 Fax  Scan  Copy  Photo Capture	Access each mode and its menu of temporary settings.
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	Sets the time to return to Fax mode.	28
			0 Sec		
	30 Secs	2 Mins*			
	1 Min				
Tray Setting	Tray#1		<b>Paper Size</b> (Options)	Sets the size and type of paper in paper tray #1.	29
			<b>A4*</b> A5 A3 10x15cm Letter Legal Ledger		
			<b>Paper Type</b> (Options)		29
			<b>Plain Paper*</b> Inkjet Paper Brother BP71 Other Glossy Transparency		
		Tray#2	<b>Paper Size</b> (Options)	Sets the size of the paper in the paper tray #2.	29
			<b>A4*</b> A3 Letter Legal Ledger		





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 <b>Auto Select*</b>	Choose the tray that will be used for Fax mode.	30
	Volume	Ring	Off Low <b>Med*</b> High	Adjusts the ring volume.	31
		Beeper	Off <b>Low*</b> Med High	Adjusts the volume level of the beeper.	31
		Speaker	Off Low <b>Med*</b> High	Adjusts the volume level of the speaker.	31
	Auto Daylight	—	<b>On*</b> Off	Changes for Daylight Savings Time automatically.	32
	P.Save Setting	—	<b>Fax Receive:On*</b> Fax Receive:Off	Customizes the <b>Power Save</b> key not to receive faxes in power save mode.	27
	LCD Settings	LCD Contrast	Light <b>Med*</b> Dark	Adjusts the contrast of the LCD.	33
		Backlight	<b>Light*</b> Med Dark	You can adjust the brightness of the LCD backlight.	33
		Dim Timer	Off 10 Secs 20 Secs <b>30 Secs*</b>	You can set how long the LCD backlight stays on for after you go back to the Ready screen.	33




The factory settings are shown in Bold with an asterisk.


Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	Sleep Mode	—	1 Min 2 Mins 3 Mins 5 Mins <b>10 Mins*</b> 30 Mins 60 Mins	You can choose how long the machine will remain idle before it goes into sleep mode.	32
	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 1 <b>2*</b> 3 4 5 6 7 8  (Example for the UK)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	51
		F/T Ring Time	20 Secs <b>30 Secs*</b> 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.	70
 The factory settings are shown in Bold with an asterisk.					


Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	Setup Receive (Continued)	Mono/Colour	<b>Mono (Max . A3) *</b> Colour (Max . A4)	Choose the receive options for incoming faxes.	53
		Auto Reduction	<b>On*</b> Off	Cuts the size of incoming faxes.	52
		Memory Receive	<b>Off*</b> 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 <b>Off*</b>	You can preview faxes.	58
	Report Setting	XMIT Report	On On+Image <b>Off*</b> Off+Image Off2 Off2+Image	Initial setup for Transmission Verification Report and Fax Journal Report.	82
		Journal Period	Off <b>Every 50 Faxes*</b> Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		82
	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
	 The factory settings are shown in Bold with an asterisk.				



Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	Miscellaneous	Compatibility	<b>High*</b> Normal Basic (for VoIP)	Adjusts the modem speed to help resolve transmission problems.	146
		<b>BT Call Sign</b> (U.K. Only)	On <b>off*</b>	Uses with BT Call Sign.	66
		<b>Caller ID</b> (U.K. and Ireland only)	<b>On*</b> Off	View or print a list of the last 30 Caller IDs stored in the memory.	65
 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	<b>Auto*</b> 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	BRNXXXXXXXXXXXXX	Enter the Node name.
			WINS Config	<b>Auto*</b> 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	<b>On*</b> Off	Automatically allocates the IP address from the link-local address range.
See <i>Network User's Guide</i> 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 <b>Off*</b>	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit <a href="http://solutions.brother.com">http://solutions.brother.com</a> for more information.
		Ethernet	—	<b>Auto*</b> 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.
	WLAN	TCP/IP	BOOT Method	<b>Auto*</b> 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	<b>Auto*</b> 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.

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)	Enter the SMTP server address.
				IP Address [000-255]. [000-255]. [000-255]. [000-255]	
				SMTP Port	
			Auth. for SMTP	None* SMTP-AUTH POP bef. SMTP	Selects the Security method for E-mail notification
			POP3 Server	Name (Up to 30 characters)	Enter the POP3 server address.
				IP Address [000-255]. [000-255]. [000-255]. [000-255]	
			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 <i>Network User's Guide</i> on the CD-ROM					
 The factory settings are shown in Bold with an asterisk.					

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 <b>10 Mins*</b> 30 Mins 60 Mins	Sets the interval for checking for new messages on the POP3 server.		
			Header	All Subject+From+To <b>None*</b>	Selects the contents of the mail header to be printed.		
			Del Error Mail	On* Off	Deletes error mails automatically.		
			Notification	On MDN <b>Off*</b>	Receives notification messages.		
		Setup Mail TX	Sender Subject	—	Displays the subject that is attached to the Internet Fax data.		
			Size Limit	On <b>Off*</b>	Limits the size of E-mail documents.		
			Notification	On <b>Off*</b>	Sends notification messages.		
		Setup Relay	Rly Broadcast	On <b>Off*</b>	Relays a document to another fax machine over the internet.		
			Relay Domain	—	Registers the Domain name.		
			Relay Report	On <b>Off*</b>	Prints the Relay Broadcast Report.		
		<i>See Network User's Guide on the CD-ROM</i>					
		 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.
	LDAP	—	On Off*	—	Allows you to search for information such as fax numbers and E-mail addresses on your server.
	Factory Reset	—	Yes No	—	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.	82
	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.	165
Initial Setup	Receive Mode	—	<b>Fax Only*</b> 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 <i>Quick Setup Guide</i>
	Station ID	—	Fax: Name:	Set your name and fax number to appear on each page you fax.	
	Tone/Pulse	—	<b>Tone*</b> Pulse	Choose the dialling mode.	
	Dial Tone	—	Detection <b>No Detection*</b>	Turns Dial Tone Detection on or off.	146
	Phone Line Set	—	<b>Normal*</b> PBX ISDN	Choose the telephone line type.	66
 The factory settings are shown in Bold with an asterisk.					




Fax (  )

Level1	Level2	Level3	Options	Descriptions	Page
Fax Resolution	—	—	<b>Standard*</b> Fine S.Fine Photo	Sets the resolution for outgoing faxes.	45
Contrast	—	—	<b>Auto*</b> Light Dark	Changes the lightness or darkness of faxes you send.	45
Glass ScanSize	—	—	<b>A4*</b> 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 <b>Off*</b>	You can preview a fax message before send it.	42
Delayed Fax	—	—	On (00:00) <b>Off*</b>	Sets the time of day in 24-hour format that the delayed faxes will be sent.	46
Batch TX	—	—	On <b>Off*</b>	Combines delayed faxes to the same fax number at the same time of day into one transmission.	47
Real Time TX	—	—	On <b>Off*</b>	You can send a fax without using the memory.	46
Polled TX	—	—	Standard Secure <b>Off*</b>	Sets up the document on your machine to be retrieved by another fax machine.	86
Polling RX	—	—	Standard Secure Timer <b>Off*</b>	Sets up your machine to poll another fax machine.	84
Overseas Mode	—	—	On <b>Off*</b>	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



The factory settings are shown in Bold with an asterisk.


Level1	Level2	Level3	Options	Descriptions	Page		
<b>Factory Reset</b>	—	—	Yes No	You can restore all settings to the factory settings.	48		
<b>History</b>	<b>Outgoing Call</b>	Send a fax	—	You can choose a number from the Outgoing Call history and then send a fax to it, add it to Speed Dial, add it to One Touch Dial, or delete it.	73		
		More	Add to Speed Dial				
			Add to One Touch Dial				
	<b>Caller ID hist.</b>	Send a fax	—			You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, add it to One Touch Dial, or delete it.	73
		More	Add to Speed Dial				
			Add to One Touch Dial				
<b>Phone Book</b>	<b>Send a fax</b>	—	—	You can dial by pressing only a few keys (and <b>Start</b> ).	40		
	<b>More</b>	Set Speed Dial	—	You can set up dial by pressing only a few keys.	76		
		Set One Touch Dial	—	You can set up One Touch numbers.	74		
		Setup Groups	—	You can set up Group numbers for Broadcasting.	79		
		Change	—	You can change One Touch and Speed Dial numbers.	76		
		Delete	—	You can delete One Touch and Speed Dial numbers.	79		
 The factory settings are shown in Bold with an asterisk.							


Scan (  )


Level1	Option1	Option2	Option3	Descriptions	Page
Scan to E-mail	PC	—	—	You can scan a monochrome or a colour document into your E-mail application.	See <i>Software User's Guide on the CD-ROM</i>
	E-mail server	Quality	Color 150 dpi*	Chooses the file format to send the scanned data via E-mail server.	
			Color 300 dpi		
			Color 600 dpi		
		File Type	(If you chose colour option in Quality setting)		
			(If you chose Mono option in Quality setting)		
		Glass Scan Size	A4*		
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.

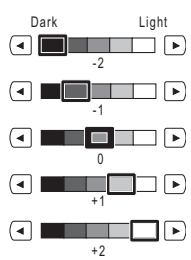
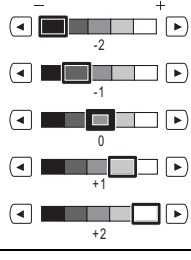

Level1	Option1	Option2	Option3	Descriptions	Page
Scan to Image	—	—	—	You can scan a colour picture into your graphics application.	See <i>Software User's Guide on the CD-ROM</i>
Scan to OCR	—	—	—	You can have your text document converted to an editable text file.	
Scan to File	—	—	—	You can scan a monochrome or a colour 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.	118
	File Type	—	(If you chose colour option in Quality setting) <b>PDF*</b> JPEG		
			(If you chose Mono option in Quality setting) TIFF <b>PDF*</b>		
	Glass Scan Size	—	<b>A4*</b> A3 Letter Legal Ledger	Sets the glass scan size for scans.	119
	File Name	—	—	You can rename the file.	119
	Set New Default	—	Yes No	You can save your scan settings.	119
	Factory Reset	—	Yes No	You can restore all settings to the factory settings.	119
 The factory settings are shown in Bold with an asterisk.					

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 colour option in Quality setting) <b>PDF*</b> JPEG		
			(If you chose Mono option in Quality setting) TIFF <b>PDF*</b>		
		Glass Scan Size	<b>A4*</b> 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 colour option in Quality setting) <b>PDF*</b> JPEG		
			(If you chose Mono option in Quality setting) TIFF <b>PDF*</b>		
		Glass Scan Size	<b>A4*</b> 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.					

Copy (  )

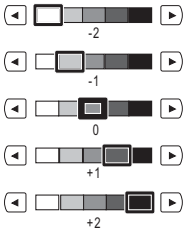

Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast <b>Normal*</b> Best	Choose the Copy resolution for the next copy.	91
Enlarge/Reduce	100%*	—	—	—	92
	Enlarge	—	198% 10x15cm → A4 186% 10x15cm → LTR 142% A4→A3, A5→A4	You can choose the enlargement ratio for the next copy.	92
	Reduce	—	97% 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.	92
	Fit to Page	—	—	Your machine will adjust the size automatically to the paper size you set.	92
	Custom (25-400%)	—	—	You can choose the enlargement or reduction ratio for the next copy.	92
Tray Select	—	—	<b>Tray#1*</b> Tray#2	Choose the tray that will be used for Copy mode.	96
Paper Type (Tray #1 only)	—	—	<b>Plain Paper*</b> Inkjet Paper Brother BP71 Other Glossy Transparency	Choose the paper type that matches the paper in the tray.	95
Paper Size (Tray #1 only)	—	—	<b>A4*</b> A5 A3 10x15cm Letter Legal Ledger	Choose the paper size that matches the paper in the tray.	95
 The factory settings are shown in Bold with an asterisk.					

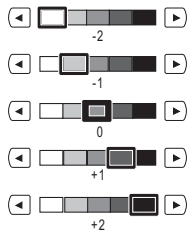
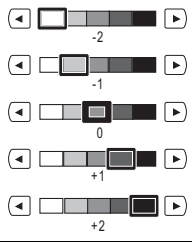

Level1	Level2	Level3	Options	Descriptions	Page
<b>Brightness</b>	—	—		Adjusts the brightness of copies.	95
<b>Contrast</b>	—	—		Adjusts the contrast of copies.	95
<b>Stack/Sort</b>	—	—	<b>Stack*</b> Sort	You can choose to stack or sort multiple copies.	94
<b>Page Layout</b>	—	<b>Off (1in1) *</b> 2in1 (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.	93
<b>Skew Adjustment</b>	—	—	<b>Auto*</b> Off	If your scanned copy is skewed, your machine can correct the data automatically.	96
<b>Book Copy</b>	On	—	—	Corrects dark borders and skew when copying from the scanner glass.	97
	On (Preview)	(Skew Adjustment) Shadow Revise	—		
	<b>Off*</b>	—	—		
<b>Watermark Copy</b>	<b>Use Watermark</b>	—	See the watermark copy settings in the following table.	You can place a logo or text into your document as a Watermark.	97
	Edit Template				
	Use Image				
 The factory settings are shown in Bold with an asterisk.					



Level1	Level2	Level3	Options	Descriptions	Page
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.	98
	<b>Off*</b>	—	—		
Favorite Settings	Store	—	Favorite:1	You can save your Favourite settings.	101
	Rename		Favorite:2 Favorite:3		
 The factory settings are shown in Bold with an asterisk.					












## Watermark Copy Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Edit Template	—	<b>Text</b>	<b>CONFIDENTIAL*</b> DRAFT COPY	Places a text into your document as a Watermark using a template.	97
	—	<b>Position</b>	A B C D <b>E*</b> F G H I Pattern		
	—	<b>Size</b>	Small <b>Medium*</b> Large		
	—	<b>Angle</b>	-90° <b>-45°*</b> 0° +45° +90°		
	—	<b>Transparency</b>			
	—	<b>Colour</b>	Yellow Green Orange <b>Black*</b> Blue Red Purple		
 The factory settings are shown in Bold with an asterisk.					

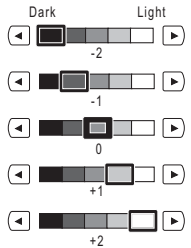
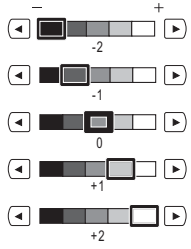

Option1	Option2	Option3	Option4	Descriptions	Page
Use Image	Scan (Set page and press start)	Transparency		Places a logo or text into your document as a Watermark using a scanned image.	97
	Media	Position	A B C D <b>E*</b> F G H I Pattern	Places a logo or text into your document as a Watermark using an image from removable media.	
		Size	Small <b>Medium*</b> Large		
		Angle	-90° <b>-45°*</b> 0° +45° +90°		
		Transparency			
 The factory settings are shown in Bold with an asterisk.					


C

## 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.	107
	 (Slide Show)			The machine starts a Slide Show of your photos.	
				The machine decides the suitable effect for your photo.	109
Enhance Photos	Enhance	 (Auto Correct)	See the print settings in the following table.	You can adjust your photos with these settings.	109
		 (Enhance Skin)			
	 (Enhance Scenery)				
		 (Remove Red-Eye)			
		 (Monochrome)			
		 (Sepia)			
		 (Auto Correct Remove Red-Eye)			
	Trim	—		You can trim your photo and print a part of the image.	109
Index Print	Index Sheet	6 Images/Line* 5 Images/Line	See the print settings in the following table.	You can print a thumbnail page.	108
	Print Photos	—		You can print an individual image.	109
 The factory settings are shown in Bold with an asterisk.					

## Print Settings


Option1	Option2	Option3	Option4	Descriptions	Page
<b>Print Quality</b> (Does not appear for DPOF printing)	Normal <b>Photo*</b>	—	—	Choose the print quality.	113
<b>Paper Type</b>	Plain Paper Inkjet Paper Brother BP71 <b>Other Glossy*</b>	—	—	Choose the paper type.	113
<b>Paper Size</b>	<b>10x15cm*</b> 13x18cm A4 A3 Letter Ledger	(When A4 or Letter is chosen)  8x10cm 9x13cm 10x15cm 13x18cm 15x20cm <b>Max. Size*</b>	—	Choose the paper and print size.	113
<b>Brightness</b> (Does not appear when Enhance Photos is chosen.)		—	—	Adjusts the brightness.	114
<b>Contrast</b> (Does not appear when Enhance Photos is chosen.)		—	—	Adjusts the contrast.	114
 The factory settings are shown in Bold with an asterisk.					

Option1	Option2	Option3	Option4	Descriptions	Page
<b>Color Enhance</b> (Does not appear when Enhance Photos is chosen.)	On  <b>Off*</b>	White Balance		Adjusts the hue of the white areas.	114
		Sharpness		Enhances the detail of the image.	
		Color Density		Adjusts the total amount of colour in the image.	
<b>Cropping</b>	<b>On*</b>  Off	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	116
<b>Borderless</b>	<b>On*</b>  Off	—	—	Expands the printable area to fit the edges of the paper.	116
<b>Date Print</b> (Does not appear when DPOF Print is chosen.)	On  <b>Off*</b>	—	—	Prints the date on your photo.	116
<b>Set New Default</b>	Yes  No	—	—	You can save your print settings.	117
<b>Factory Reset</b>	Yes  No	—	—	You can restore all the settings to factory settings.	119
 The factory settings are shown in Bold with an asterisk.					

## Phone Book ( Phone Book )

Level1	Level2	Level3	Options	Descriptions	Page
Phone Book	<b>Send a fax</b>	—	—	You can dial by pressing only a few keys (and <b>Start</b> ).	40
	<b>More</b>	Set Speed Dial	—	You can set up dial entry by pressing only a few keys.	76
		Set One Touch Dial	—	You can store your most frequently called numbers on the One Touch keys.	74
		Setup Groups	—	You can set up Group numbers for Broadcasting.	79
		Change	—	You can change One Touch Dial and Speed Dial numbers.	78
		Delete	—	You can delete One Touch Dial and Speed Dial numbers.	78
 The factory settings are shown in Bold with an asterisk.					


## History ( History )

Level1	Level2	Level3	Options	Descriptions	Page	
History	<b>Outgoing Call</b>	Send a fax	—	You can choose a number from the Outgoing Call history and then send a fax to it, add it to Speed Dial, add it to One Touch Dial, or delete it.	73	
		More	Add to Speed Dial			
			Add to One Touch Dial			
			Delete			
	<b>Caller ID hist.</b>	Send a fax	—	You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, add it to One Touch Dial, or delete it.	73	
		More	Add to Speed Dial			
			Add to One Touch Dial			
			Delete			
 The factory settings are shown in Bold with an asterisk.						

## Entering Text

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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.

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### 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.



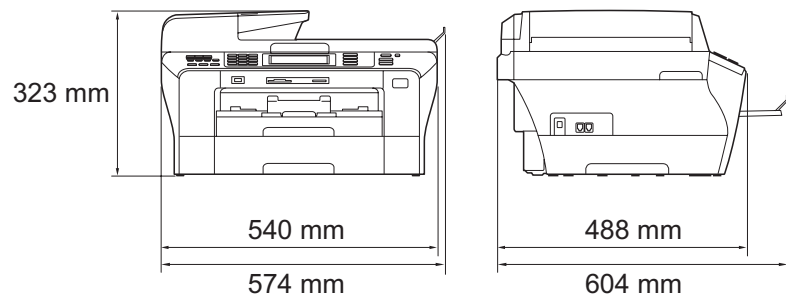
# D

# Specifications

## General

<b>Printer Type</b>	Inkjet
<b>Print Method</b>	Mono: Piezo with 94 × 2 nozzles Colour: Piezo with 94 × 3 nozzles
<b>Memory Capacity</b>	64 MB
<b>LCD (liquid crystal display)</b>	Touchscreen 4.2 in. (106.7 mm) Colour LCD Touchscreen active area 4.0 in. (100.3 mm)
<b>Power Source</b>	AC 220 to 240V 50/60Hz
<b>Power Consumption</b>	Power Save Mode: Average 0.9 W Sleep Mode: Average 4.5 W Standby: Average 6.5 W Operating: Average 29 W

## Dimension



<b>Weight</b>	16.5 kg
<b>Noise</b>	Operating: LPAm = 50 dB or less <sup>1</sup>
<b>Noise per ISO 9296</b>	Operating: LWAd = 63.6 dB (A) (Mono) LWAd = 55.4 dB (A) (Colour)
	Office equipment with LWAd > 63.0 dB (A) is not suitable for use in rooms where people do primarily intellectual work. Such equipment should be placed in separate rooms because of the noise emission.
<b>Temperature</b>	Operating: 10 - 35°C Best Print Quality: 20 - 33°C
<b>Humidity</b>	Operating: 20 - 80% (without condensation) Best Print Quality: 20 - 80% (without condensation)
<b>ADF (automatic document feeder)</b>	Recommended environment for best results: Up to 50 pages Temperature: 20°C - 30°C Humidity: 50% - 70% Paper: 80 g/m <sup>2</sup>
<b>Paper Tray #1</b>	100 Sheets 80 g/m <sup>2</sup>
<b>Paper Tray #2</b>	250 Sheets 80 g/m <sup>2</sup>

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

# Print media

## Paper Input

### Paper Tray #1

- Paper type:

Plain paper, inkjet paper (coated paper), glossy paper <sup>2</sup>, transparencies <sup>1 2</sup> 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 <sup>3</sup>.

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<sup>2</sup> 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<sup>2</sup> plain paper

## Paper Output

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

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

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

<sup>3</sup> See *Paper type and size for each operation* on page 22.

# Fax

<b>Compatibility</b>	ITU-T Super Group 3
<b>Coding System</b>	MH/MR/MMR/JPEG
<b>Modem Speed</b>	Automatic Fallback 33600 bps
<b>Document Size</b>	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
<b>Scanning Width</b>	288 mm
<b>Printing Width</b>	291 mm
<b>Greyscale</b>	256 levels
<b>Polling Types</b>	Standard, Secure, Timer, Sequential: (Monochrome only)
<b>Contrast Control</b>	Automatic/Light/Dark (manual setting)
<b>Resolution</b>	■ Horizontal 8 dot/mm ■ Vertical Standard 3.85 line/mm (Mono) 7.7 line/mm (Colour) Fine 7.7 line/mm (Mono/Colour) Photo 7.7 line/mm (Mono) Superfine 15.4 line/mm (Mono)
<b>One Touch Dial</b>	6 (3 × 2)
<b>Speed Dial</b>	100 stations × 2 numbers
<b>Groups</b>	Up to 6
<b>Broadcasting<sup>1</sup></b>	256 stations
<b>Automatic Redial</b>	3 times at 5 minute intervals
<b>Ring Delay</b>	0, 1, 2, 3, 4, 5, 6, 7 or 8 rings (2, 3, 4, 5, 6, 7 or 8 rings - South Africa only) (0, 1, 2, 3, 4, or 5 rings - Nordic countries only)

**Communication Source** Public switched telephone network.

**Memory Transmission** Up to 480<sup>2</sup>/400<sup>3</sup> pages

**Out of Paper Reception** Up to 480<sup>2</sup>/400<sup>3</sup> pages

<sup>1</sup> Monochrome only

<sup>2</sup> 'Pages' refers to the 'Brother Standard Chart No. 1' (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

<sup>3</sup> 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

# Copy

## Colour/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

## 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

# PhotoCapture Center™

<b>Compatible Media</b> <sup>1</sup>	<p>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.)</p> <p>Memory Stick™</p> <p>Memory Stick PRO™</p> <p>Memory Stick Duo™ with adapter</p> <p>Memory Stick Micro™ (M2™) with adapter</p> <p>SD <sup>2</sup></p> <p>SDHC <sup>3</sup></p> <p>microSD with adapter</p> <p>miniSD™ with adapter</p> <p>xD-Picture Card™ <sup>4</sup></p> <p>USB Flash memory drive <sup>5</sup></p>
<b>Resolution</b>	Up to 1200 × 2400 dpi
<b>File Extension</b>	DPOF, EXIF, DCF
(Media Format)	Photo Print: JPEG <sup>6</sup>
(Image Format)	Scan to Media: JPEG, PDF (Colour) TIFF, PDF (Mono)
<b>Number of Files</b>	Up to 999 files (The folder inside memory cards or USB Flash memory drive is also counted)
<b>Folder</b>	File must be stored in the 4th folder level of the memory card or USB Flash memory drive.
<b>Borderless</b>	Ledger, A3, Letter, A4, Photo (10×15 cm), Photo 2L (13×18 cm) <sup>7</sup>

<sup>1</sup> Memory cards, adapters and USB Flash memory drive are not included.

<sup>2</sup> 16MB to 2GB

<sup>3</sup> 4GB to 8GB

<sup>4</sup> 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

<sup>5</sup> USB 2.0 Standard

USB Mass Storage standard from 16 MB to 8 GB

Support format: FAT12/FAT16/FAT32

<sup>6</sup> Progressive JPEG format is not supported.

<sup>7</sup> 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



# Scanner

<b>Colour/Monochrome</b>	Yes/Yes
<b>TWAIN Compliant</b>	Yes (Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®) Mac OS® X 10.2.4 or greater
<b>WIA Compliant</b>	Yes (Windows® XP <sup>1</sup> /Windows Vista®)
<b>Colour Depth</b>	48 bit colour Processing (Input) 24 bit colour Processing (Output)
<b>Resolution</b>	Up to 19200 × 19200 dpi (interpolated) <sup>2</sup> Up to 1200 × 2400 dpi (optical) (Scanner Glass) Up to 1200 × 600 dpi (optical) (ADF)
<b>Scanning Speed</b>	Monochrome: up to 3.39 sec. Colour: up to 4.49 sec. (A4 size at 100 × 100 dpi)
<b>Document Size</b>	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
<b>Scanning Width</b>	Up to 291 mm
<b>Greyscale</b>	256 levels

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

<sup>2</sup> 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

<b>Printer Driver</b>	Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/ Windows Vista® driver supporting Brother Native Compression mode  Mac OS® X 10.2.4 or greater: Brother Ink Driver
<b>Resolution</b>	Up to 1200 × 6000 dpi <sup>1</sup>  1200 × 2400 dpi <sup>1</sup> 1200 × 1200 dpi 600 × 600 dpi 600 × 300 dpi 600 × 150 dpi (Colour) 450 × 300 dpi (Mono) <sup>1</sup>
<b>Print Speed</b>	Up to 35 pages/minute (Mono) <sup>2</sup>  Up to 28 pages/minute (Colour) <sup>2</sup>
<b>Printing Width</b>	291 mm (297 mm) <sup>3</sup> (A3 size)
<b>Borderless</b>	Ledger, A3, Letter, A4, A6, B4, Photo (10×15 cm), Photo L (89×127 mm), Photo 2L (13×18 cm), Index Card, Postcard <sup>4</sup>
<b>Duplex</b>	■ Paper type: Plain paper ■ Paper size: A4, A5, A6, Letter, Executive, JIS B5 ■ Paper Tray: Paper Tray #1

<sup>1</sup> Duplex print is not supported.

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

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

<sup>4</sup> See *Paper type and size for each operation* on page 22.

# Interfaces

<b>USB</b> <sup>1 2</sup>	A USB 2.0 interface cable that is no longer than 2 m.
<b>LAN cable</b> <sup>3</sup>	Ethernet UTP cable category 5 or greater.
<b>Wireless LAN</b>	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.

<sup>1</sup> 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.

<sup>2</sup> Third party USB ports are not supported for Macintosh®.

<sup>3</sup> 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 <sup>1</sup>	Windows® 2000 Professional <sup>5</sup>	Printing, PC Fax <sup>4</sup> , 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	
	Windows® XP Home <sup>2 5</sup>				128 MB		110 MB	340 MB	
	Windows® XP Professional <sup>2 5</sup>			64-bit (Intel® 64 or AMD64) supported CPU	256 MB	512 MB	110 MB	340 MB	
	Windows® XP Professional x64 Edition <sup>2</sup>				Intel® Pentium® 4 or equivalent	512 MB	1 GB	600 MB	530 MB
	Windows Vista® <sup>2</sup>					64-bit (Intel® 64 or AMD64) supported CPU			
Macintosh® Operating System <sup>6</sup>	Mac OS® X 10.2.4 - 10.4.3	Printing, PC FaxSend <sup>4</sup> , Scanning, Removable Disk	USB <sup>3</sup> , 10/100 BaseTx (Ethernet), Wireless 802.11b/g	PowerPC G4/G5	128 MB	256 MB	80 MB	400 MB	
	Mac OS® X 10.4.4 or greater			PowerPC G3 350MHz	512 MB				1 GB
				PowerPC G4/G5					
				Intel® Core™ Processor					

**Conditions:**

- <sup>1</sup> Microsoft® Internet Explorer® 5.5 or greater.
- <sup>2</sup> For WIA, 1200 x 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 x 19200 dpi.
- <sup>3</sup> Third party USB ports are not supported.
- <sup>4</sup> PC Fax supports black and white only, and does not support Ledger/A3 size paper.
- <sup>5</sup> PaperPort™ 11SE supports Microsoft® SP4 or higher for Windows® 2000 and SP2 or higher for Windows® XP.
- <sup>6</sup> Presto! PageManager on the CD-ROM supports Mac OS® X 10.3.9 or higher. For Mac OS® X 10.2.4-10.3.8 Presto! PageManager is available as a download from the Brother Solutions Center.

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

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

## Consumable items

<b>Ink</b>	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
<b>Service Life of Ink Cartridge</b>	<p><b>Replacement Ink Cartridges</b></p> <p>The first time you install a set of ink cartridges the machine will use an amount of ink to fill the ink delivery tubes for high quality printouts. This process will only happen once. With all following ink cartridges you can print the specified number of pages.</p> <p>For more information about the replacement consumables, visit us at <a href="http://www.brother.com/pageyield">www.brother.com/pageyield</a>.</p>
<b>Replacement Consumables</b>	<p>&lt;Standard Black&gt; LC1100BK, &lt;High Yield Black&gt; LC1100HY-BK          &lt;Standard Cyan&gt; LC1100C, &lt;High Yield Cyan&gt; LC1100HY-C          &lt;Standard Magenta&gt;LC1100M, &lt;High Yield Magenta&gt; LC1100HY-M          &lt;Standard Yellow&gt; LC1100Y, &lt;High Yield Yellow&gt; LC1100HY-Y</p>

### 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)

<b>LAN</b>	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax Send, PC Fax Receive (Windows® only) and Remote Setup <sup>1</sup> . Also included is Brother BRAdmin Light <sup>2</sup> Network Management software.	
<b>Support for</b>	Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®  Mac OS® X 10.2.4 or greater  Ethernet 10/100 BASE-TX Auto Negotiation (Wired LAN) IEEE 802.11 b/g (Wireless LAN)	
<b>Protocols</b>	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, LDAP
	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, LDAP
<b>Network Security</b>	SSID/ESSID, 128 (104) / 64 (40) bit WEP, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
<b>Setup Support Utility</b>	<b>SecureEasySetup™</b>	Yes (simple setup with your SecureEasySetup™-capable access point/router)
	<b>AOSS™</b>	Yes (simple setup with your AOSS™-capable access point/router)
	<b>WPS</b>	Yes (simple setup with your Wi-Fi Protected Setup™-capable access point/router)

<sup>1</sup> See the Computer Requirements chart on page 208.

<sup>2</sup> 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>.

## Wireless one-push configuration

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If your wireless access point supports either SecureEasySetup™, Wi-Fi Protected Setup™ (PBC<sup>1</sup>) 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.

<sup>1</sup> Push Button Configuration



### Note

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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.

### **Colour Enhancement**

Adjusts the colour in the image for better print quality by improving sharpness, white balance and colour 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 × 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 **Colour Start** to begin sending the fax.

**Menu mode**

Programming mode for changing your machine's settings.

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

The bundled ScanSoft™ PaperPort™ 11SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

### **One Touch**

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

### **Out of Paper Reception**

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

### **Overseas Mode**

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

### **Pause**

Allows you to place a 3.5 second delay in the dialling sequence while you are dialling using the dial pad or 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.

**Scan to Media**

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

**Scanning**

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

**Search**

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

**Speed Dial**

A pre-programmed number for easy dialling. You must press **Phone Book**, the two digit code, and **Mono Start** or **Colour Start** to start the dialling process.

**Standard resolution**

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

**Station ID**

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

**Super Fine resolution (Mono only)**

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

**TAD (telephone answering device)**

You can connect an external TAD to your machine.

**Temporary settings**

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

**Tone**

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

**Transmission**

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

**User Settings**

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

**Xmit Report (Transmission Verification Report)**

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

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# brother®

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This machine is approved for use in the country of purchase only. Local Brother companies or their dealers will only support machines purchased in their own countries.