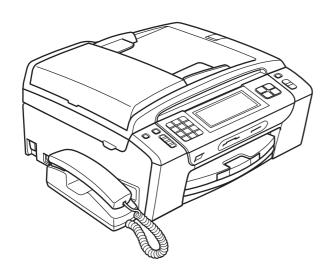


# USER'S GUIDE



# MFC-795CW

## To create a better environment

Please cooperate

Firstly, thank you very much indeed for using our Brother products!

Brother focuses on the earth environment concerned. And make a basic policy which is to concern about the earth environment, including any workflow from product development to discard. The local citizen should be responsible for local society and its environment during these environment protection activities.

Therefore, we hope you'll take part in this environment plan, and pay attention to environment protection points as below while discarding used consumables.

- 1 Please deliver the used package materials to relevant waste disposaloffice for recycle.
- 2 When you discard used consumables, please follow and carry on relevant local regulations properly. If you have questions, call your local sales dealer.
- 3 When the machine need replacing parts for the maintenance and repair, please discard used circuit boards, used electrical parts and products as disposed electrical materials.

# Approval Information and Compilation and Publication Notice

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

## APPROVAL INFORMATION

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

## **Compilation and Publication Notice**

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

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

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

## **Use only GENUINE Brother supplies**

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

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# G

# General

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General Information

# Using the documentation

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

# Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

**Bold** Bold typeface identifies specific

buttons on the machine's control panel, or on the

computer screen.

Italics Italicized typeface emphasizes

an important point or refers you

to a related topic.

Courier New Text in Courier New font identifies messages on the

LCD of the machine.



## **WARNING**

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



## **CAUTION**

Cautions specify procedures you must follow or avoid to prevent possible minor injuries.



#### **IMPORTANT**

IMPORTANT describes procedures you must follow or avoid to prevent possible machine problems or damage to other objects.



Electrical Hazard icons alert you to a possible electrical shock.



Hot Surface icons warn you not to touch machine parts that are hot.



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

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

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

## **Viewing Documentation**

# Viewing Documentation (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:

Turn on your PC. Insert the Brother CD-ROM into your CD-ROM drive.

Note

If the Brother screen does not appear automatically, go to **My Computer** (**Computer**), double-click the CD-ROM icon, and then double-click **start.exe**.

If the model name screen appears, click your model name. If the language screen appears, click your language. The CD-ROM Top Menu will appear.



- 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
  (Windows<sup>®</sup> 2000 Professional/
  Windows<sup>®</sup> XP and Windows Vista<sup>®</sup>)
- ControlCenter3
  (Windows® 2000 Professional/
  Windows® XP and Windows Vista®)
- Network Scanning
  (Windows<sup>®</sup> 2000 Professional/
  Windows<sup>®</sup> XP and Windows Vista<sup>®</sup>)

## Presto! PageManager User's Guide

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

## How to find Network setup instructions

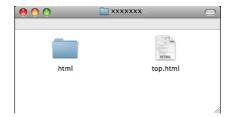
Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point or router supports SecureEasySetup $^{TM}$ , Wi-Fi Protected Setup or AOSS $^{TM}$ , follow the steps in the Quick Setup Guide. For more information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

# Viewing Documentation (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.
- 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 (Mac OS X 10.3.9 - 10.5.x)
- ControlCenter2 (Mac OS X 10.3.9 - 10.5.x)
- Network Scanning (Mac OS X 10.3.9 - 10.5.x)

### 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 or router 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 (Windows®)

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

■ Click **Brother Support** on the Top Menu. The following screen will appear:



- To access our website, click Brother Home Page.
- For the latest news and product support information, click

**Brother Solutions Center.** 

- To visit our website for original Brother Supplies, click **Supplies Information**.
- To access the Brother CreativeCenter for FREE photo projects and printable downloads, click

**Brother CreativeCenter.** 

■ To return to the Top Menu, click **Back** or if you have finished, click **Exit**.

## **Control panel overview**



#### 1 On/Off

You can turn the machine on or off.

If you turn the machine off, it will still periodically clean the print head. 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.

#### 2 Digital TAD

Turns the Telephone Answering Device (TAD) on or off. It will flash when you have new voice messages.

## 3 Fax and telephone keys:

#### ■ Redial

Redials one of the last 30 numbers called.

#### ■ Pause

Inserts a pause when dialling numbers. This function transfers to the touchscreen during some operations.

#### ■ Mute

Puts the current phone call on hold.

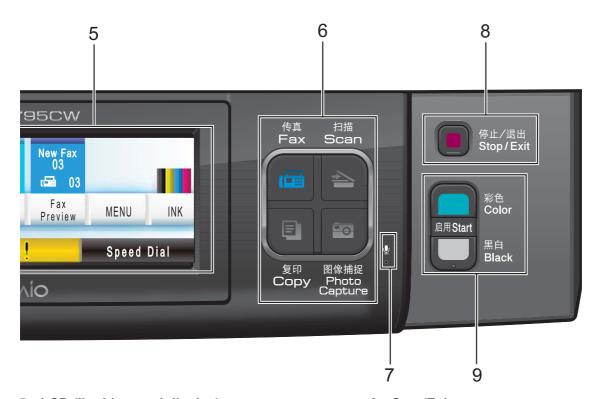
#### ■ Speaker Phone

Lets you speak to another party without lifting the handset.

#### 4 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.



## 5 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.

#### 6 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.

## 7 Microphone 9

Picks up your voice when you speak to another party using **Speaker Phone**.

#### 8 Stop/Exit

Stops an operation or exits from a menu.

## 9 Start keys:

#### **■** Color Start

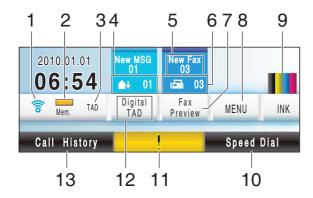
Lets you start sending faxes or making copies in full color. Also lets you start a scanning operation (in color or mono, depending on the scanning setting in the ControlCenter software).

#### **■** Mono Start

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

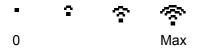
## LCD screen indications

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)
- Mnl (Manual)
- TAD (Digital TAD)

#### 4 Voice messages in the machine's memory

Shows how many received voice messages are in the memory.

#### 5 New Fax(es)

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

#### 6 Faxes in memory

Shows how many received faxes are in the memory.

#### 7 Fax Preview

Lets you preview received faxes.

#### 8 MENU

Lets you access the main menu.

#### 9 INK indicator

Lets you see the available ink volume. Also, lets you access the Ink menu.

#### 10 Speed Dial

Lets you search the number you want to fax/dial.

#### 11 Warning icon !

Appears when there is an error or maintenance message. Press the Warning icon to view the message, and then press **Stop/Exit** to return to the Ready screen.

#### 12 Digital TAD

Lets you listen to and manage voice messages and recorded conversations.

#### 13 Call 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.

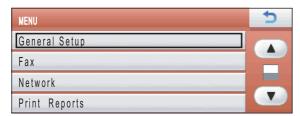
## **Basic Operations**

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

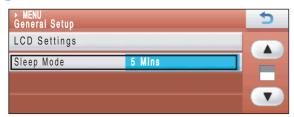
Press **to** return to the previous menu.

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

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



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



- 5 Press Sleep Mode.
- 6 Press 10 Mins.



Press Stop/Exit.

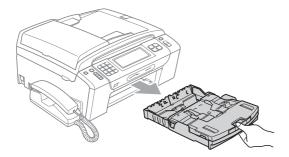
# Loading paper and documents

# Loading paper and other print media

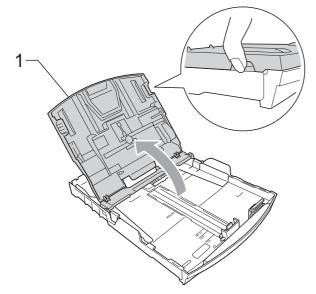


To print on Photo ( $10 \times 15$  cm) or Photo L ( $89 \times 127$  mm) paper, you must use the photo paper tray. (See *Loading photo paper* on page 14.)

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

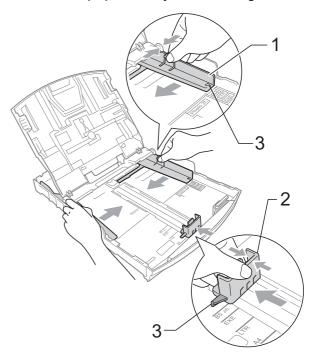


2 Lift the output paper tray cover (1).



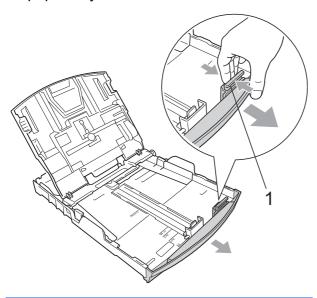
With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size.

Make sure that the triangular marks (3) on the paper side guides (1) and paper length guide (2) line up with the marks for the paper size you are using.

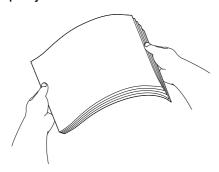




When you are using Legal size paper, press and hold the universal guide release button (1) as you slide out the front of the paper tray.



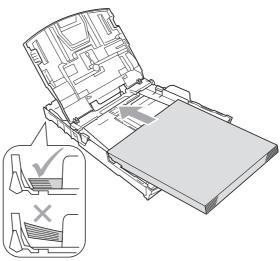
4 Fan the stack of paper well to avoid paper jams and misfeeds.



## ! IMPORTANT

Always make sure that the paper is not curled.

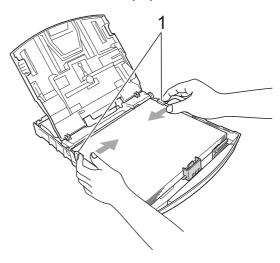
Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.



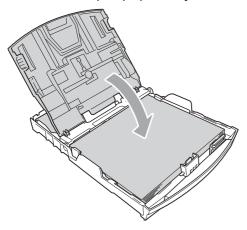
## IMPORTANT

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.

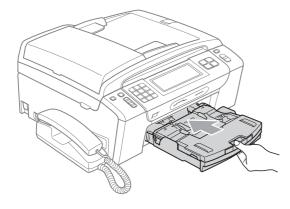
6 Gently adjust the paper side guides (1) to fit the paper using both hands. Make sure the paper side guides touch the sides of the paper.



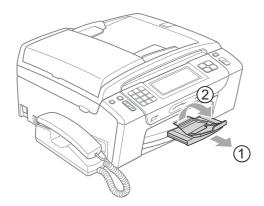
Close the output paper tray cover.



8 Slowly push the paper tray completely into the machine.



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



## ! IMPORTANT

DO NOT use the paper support flap for Legal size paper.

# Loading envelopes and postcards

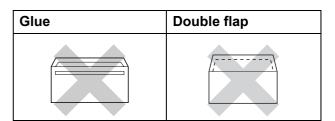
## **About envelopes**

- 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.



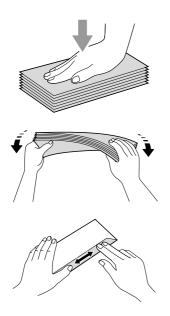
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

## Loading envelopes and postcards

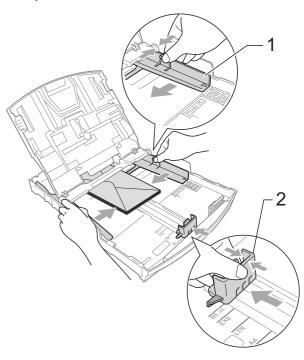
1 Before loading, press the corners and sides of envelopes or postcards to make them as flat as possible.

## ! IMPORTANT

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

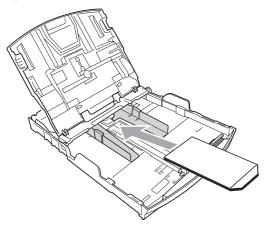


Put envelopes or postcards into the paper tray with the side to be printed on face down, and the shortest edge in first as shown in the illustration. We recommend you load one extra envelope or postcard. With both hands, gently press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or postcards.



If you have problems when printing on envelopes with the flap on the short edge, try the following:

- 1 Open the envelope flap.
- 2 Put the envelope into the paper tray with the address side down and the flap positioned as shown in the illustration.

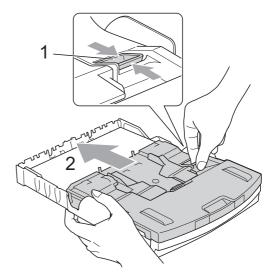


3 Adjust the size and margin in your application.

## Loading photo paper

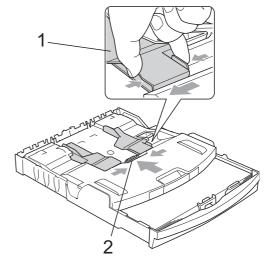
Use the photo paper tray which is located on the top of the output paper tray to print on Photo ( $10 \times 15$  cm) and Photo L ( $89 \times 127$  mm) size paper. When you use the photo paper tray, you do not have to take out the paper that is in the tray beneath it. You can load maximum of 20 sheets of photo paper in the tray.

Squeeze the blue photo tray release button (1) using your right index finger and thumb and push the photo tray forward until it clicks into the photo printing position (2).



**Photo Paper Tray** 

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



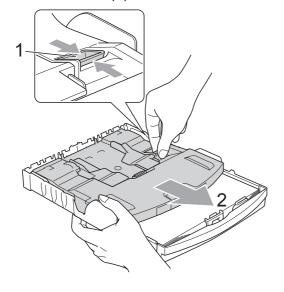
3 Put the photo paper into the photo paper tray and gently adjust the paper side guides to the paper.

Make sure the paper side guides touch the sides of the paper. Check that the paper is flat in the tray.



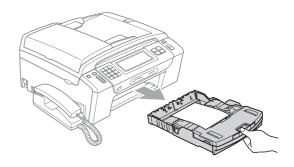
- Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems.
- Always make sure that the paper is not curled or wrinkled.
- When you have finished printing photos return the photo paper tray to the normal printing position.

Squeeze the blue photo tray release button (1) using your right index finger and thumb and pull the photo tray back until it clicks (2).



# Removing small printouts from the machine

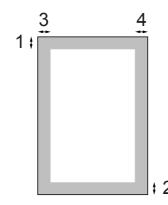
When the machine ejects small paper onto the output paper tray cover you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



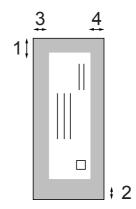
## Printable area

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 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      |



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 Type on page 24.)
- 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 the table below.)

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

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

### **Brother paper**

| Paper Type              | Item    |
|-------------------------|---------|
| A4 Plain                | BP60PA  |
| A4 Glossy Photo         | BP71GA4 |
| A4 Inkjet (Matte)       | BP60MA  |
| 10 × 15 cm Glossy Photo | BP71GP  |

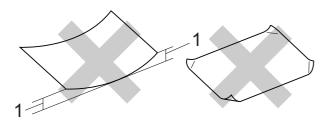
# Handling and using print media

- 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.

## ! IMPORTANT

DO NOT use the following kinds of paper:

 Damaged, curled, wrinkled, or irregularly shaped paper



- 1 2 mm or greater curl may cause jams to occur.
- Extremely shiny or highly textured paper
- Paper that cannot be arranged uniformly when stacked
- · Paper made with a short grain

# Paper capacity of the output paper tray cover

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

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

## 2

## **Choosing the right print media**

## Paper type and size for each operation

| Paper Type     | Paper Size             |   | Usage |      |                  |         |
|----------------|------------------------|---|-------|------|------------------|---------|
|                |                        |   | Fax   | Сору | Photo<br>Capture | Printer |
| Cut Sheet      | Letter                 | 215.9×279.4 mm (8 1/2×11 in.)   | Yes   | Yes  | Yes              | Yes     |
|                | A4                     | 210 $\times$ 297 mm (8.3 $\times$ 11.7 in.)                           | Yes   | Yes  | Yes              | Yes     |
|                | Legal                  | 215.9 $\times$ 355.6 mm (8 1/2 $\times$ 14 in.)                       | Yes   | Yes  | _                | Yes     |
|                | Executive              | 184 $\times$ 267 mm (7 1/4 $\times$ 10 1/2 in.)                       | _     | _    | _                | Yes     |
|                | JIS B5                 | 182 $\times$ 257 mm (7.2 $\times$ 10.1 in.)                           | _     | _    | _                | Yes     |
|                | A5                     | 148 $\times$ 210 mm (5.8 $\times$ 8.3 in.)                            | _     | Yes  | _                | Yes     |
|                | A6                     | $105 \times 148$ mm (4.1 $\times$ 5.8 in.)                            | _     | _    | _                | Yes     |
| Cards          | Photo                  | 10 × 15 cm (4 × 6 in.)  | _     | Yes  | Yes              | Yes     |
|                | Photo L                | $89 \times$ 127 mm (3 1/2 $\times$ 5 in.)                             | _     | _    | _                | Yes     |
|                | Photo 2L               | $13 \times 18$ cm (5 × 7 in.)   | _     | _    | Yes              | Yes     |
|                | Index Card             | 127 $\times$ 203 mm (5 $\times$ 8 in.)                                | _     | _    | _                | Yes     |
|                | Postcard 1             | 100 $\times$ 148 mm (3.9 $\times$ 5.8 in.)                            | _     | _    | _                | Yes     |
|                | Postcard 2<br>(Double) | 148 $\times$ 200 mm (5.8 $\times$ 7.9 in.)                            | _     | _    | _                | Yes     |
| Envelopes      | C5<br>Envelope         | 162 × 229 mm (6.4 × 9 in.)  | _     | _    | _                | Yes     |
|                | DL<br>Envelope         | 110 $\times$ 220 mm (4.3 $\times$ 8.7 in.)                            | _     | _    | _                | Yes     |
|                | COM-10                 | $105 \times 241 \text{ mm } (4 \text{ 1/8} \times 9 \text{ 1/2 in.})$ | _     | _    | _                | Yes     |
|                | Monarch                | $98 \times 191$ mm (3 $7/8 \times 7$ $1/2$ in.)                       | _     | _    | _                | Yes     |
|                | JE4<br>Envelope        | 105 $\times$ 235 mm (4.1 $\times$ 9.3 in.)                            | _     | _    | _                | Yes     |
| Transparencies | Letter                 | $215.9 \times 279.4 \text{ mm} (8 \text{ 1/2} \times 11 \text{ in.})$ | _     | Yes  | _                | Yes     |
|                | A4                     | 210 $\times$ 297 mm (8.3 $\times$ 11.7 in.)                           | _     | Yes  | _                | Yes     |
|                | A5                     | 148 $\times$ 210 mm (5.8 $\times$ 8.3 in.)                            | _     | Yes  | _                | Yes     |
|                | Legal                  | $215.9 \times 355.6 \text{ mm} (8 \text{ 1/2} \times 14 \text{ in.})$ | _     | Yes  | _                | Yes     |

## Chapter 2

## Paper weight, thickness and capacity

| Paper Type     |              | Weight                     | Thickness       | No. of sheets     |
|----------------|--------------|----------------------------|-----------------|-------------------|
| Cut<br>Sheet   | Plain Paper  | 64 to 120 g/m <sup>2</sup> | 0.08 to 0.15 mm | 100 <sup>1</sup>  |
| Sileet         | 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>2 3</sup> |
| Cards          | Photo Card   | Up to 220 g/m <sup>2</sup> | Up to 0.25 mm   | 20 <sup>2 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                |

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

For Photo  $10 \times 15$  cm paper and Photo L paper, use the photo paper tray. (See *Loading photo paper* on page 14.)

<sup>&</sup>lt;sup>3</sup> BP71 (260 g/m<sup>2</sup>) paper is especially designed for Brother inkjet machines.

## 2

## **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 15 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:  $20 \,^{\circ}\text{C}$  to  $30 \,^{\circ}\text{C}$ Humidity: 50% to 70%Paper:  $80 \, \text{g/m}^2$ 

## **Document Sizes Supported**

Length: 148 to 355.6 mm

Width: 148 to 215.9 mm

Weight: 64 to 90 g/m²

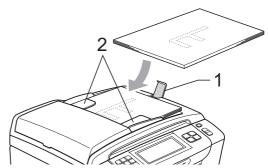
#### How to load documents

## **!** 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. Instead use the scanner glass.

Make sure documents written with ink are completely dry.

- 1 Unfold the ADF Document Output Support Flap (1).
- 2 Fan the pages well.
- 3 Adjust the paper guides to fit the width of your documents.
- 4 Make sure you place your document, face down, top edge first in the ADF underneath the guides (2) until you feel it touch the feed rollers and the LCD screen shows ADF Ready.



## IMPORTANT

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

## Using the scanner glass

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

## **Document Sizes Supported**

Length: Up to 297 mm

Width: Up to 215.9 mm

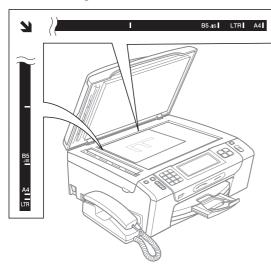
Weight: Up to 2 kg

### How to load documents



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.



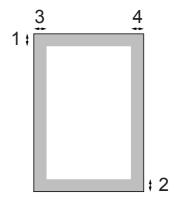


- 3 Close the document cover.
  - IMPORTANT

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 unscannable areas.



| Usage | Document<br>Size | Top (1)    | Left (3)  |
|-------|------------------|------------|-----------|
|       |                  | Bottom (2) | Right (4) |
| Fax   | Letter           | 3 mm       | 4 mm      |
|       | A4               | 3 mm       | 1 mm      |
| Сору  | Letter           | 3 mm       | 3 mm      |
|       | A4               | 3 mm       | 3 mm      |
| Scan  | Letter           | 3 mm       | 3 mm      |
|       | A4               | 3 mm       | 3 mm      |

# 3

## **General setup**

## On/Off key

You can turn the machine on and off by pressing the **On/Off** key.



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

## Turning the machine off

1 Press and hold down the On/Off key until the LCD shows Shutting Down. The LCD will stay on for a few seconds before going off. You cannot use the handset when the machine is off.

## Turning the machine on

1 Press the On/Off key.

## **Mode Timer**

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



- 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 Type**

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

- 1 Press MENU.
- Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- 4 Press ▲ or ▼ to display Paper Type.
- 5 Press Paper Type.
- 6 Press Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency.
- Press Stop/Exit.



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

## **Paper Size**

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

- 1 Press MENU.
- Press ▲ or ▼ to display
  General Setup.
- 3 Press General Setup.
- 4 Press ▲ or ▼ to display Paper Size.
- 5 Press Paper Size.
- 6 Press A4, A5, 10x15cm, Letter or Legal.
- 7 Press Stop/Exit.

#### 3

## **Volume Settings**

## **Ring Volume**

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

The machine will keep the new setting until you change it.

# Setting the Ring Volume from the menu

- 1 Press MENU.
- 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.
- Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- Press ▲ or ▼ to display Volume.
- 6 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.
- Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- Press ▲ or ▼ to display Volume.
- 5 Press Volume.
- 6 Press Speaker.
- 7 Press Low, Med, High or Off.
- 8 Press Stop/Exit.

You can also adjust the speaker volume by pressing **Speaker Phone**.

- 1 Press Speaker Phone.
- Press ◀ or ▶ to display Volume.
- 3 Press Volume.
- 4 Press or .

  This setting will stay until you change it again.
- 6 Press Speaker Phone.



- You can adjust the speaker volume while you are listening to your outgoing message (OGM) and incoming messages (ICM's) by pressing or
- If you turn the Incoming Recording Monitor to OFF, the Speaker for screening calls will be disabled and you won't hear callers leaving messages. The volume for other operations can still be controlled using () or ().

## 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.
- 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.
- 7 Press Stop/Exit.

#### 3

### LCD screen

# Setting the backlight brightness

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

- 1 Press MENU.
- 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 for after you go back to the Ready screen.

- 1 Press MENU.
- Press ▲ or ▼ to display
  General Setup.
- 3 Press General Setup.
- 4 Press A or ▼ to display LCD Settings.
- 5 Press LCD Settings.
- 6 Press Dim Timer.
- Press 10 Secs, 20 Secs, 30 Secs or Off.
- 8 Press Stop/Exit.

### LCD Language

You can change the LCD Language.

- 1 Press MENU.
- Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup.
- 4 Press ▲ or ▼ to display Local Language.
- 5 Press Local Language.
- 6 Press English or Chinese.
- 7 Press Stop/Exit.

# Setting the Fax Logic (sending and receiving sequence)

You can change the process of manual fax send or receive.

If you often send or receive a fax manually to/from the other party at the end of a conversation, set the Fax Mode to Easy Mode.

If you set to Easy Mode:

You can send or receive a fax manually just simply press **Start**.

If you are a caller, press **Start** to send a fax. If you are a receiver, press **Start** to receive a fax.

If you set to Advanced Mode:

No matter you are a caller or receiver, you can choose you will send or receive a fax manually. When you press **Start**, the machine will ask you:

Send/Receive?

If you want to send a fax, press Send.

If you want to receive a fax, press Receive.



Even if you set either Easy Mode or Advanced Mode and if there is a document in the ADF, the document in the ADF will be sent by pressing **Start**.

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Miscellaneous.
- 5 Press Miscellaneous.
- 6 Press **▲** or **▼** to display Fax Mode.
- 7 Press Fax Mode.

- 8 Press Easy Mode or Advanced Mode.
- 9 Press Stop/Exit.

### **Security features**

### **Memory Security**

Memory Security lets you prevent unauthorized access to the machine. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on Memory Security, so they will not be lost.

While Memory Security is On, the following operations are available:

- Receiving faxes into memory (limited by memory capacity)
- Fax Forwarding (if Fax Forwarding was already On)
- Remote Retrieval (if Fax Storage was already On)

While Memory Security is On, the following operations are NOT available:

- Printing received faxes
- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture
- PC Fax Receive
- Operation from control panel



- · To print the faxes in memory, turn off Memory Security.
- · You must turn off PC Fax Receive before you can turn on Memory Security.
- · If you forget the Memory Security password, please call your Brother dealer for service.

### Setting and changing the memory security password



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

#### Setting a password for the first time

- Press MENU.
- Press ▲ or ▼ to display Fax.
- Press Fax.
- Press ▲ or ▼ to display Miscellaneous.
- 5 Press Miscellaneous.
- 6 Press Mem Security.
- Enter a 4-digit number for the password using the buttons on the LCD. Press OK.
- 8 When the LCD shows Verify:, re-enter the password using the buttons on the LCD. Press OK.
- Press Stop/Exit.

### Changing your memory security password

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Miscellaneous.
- 5 Press Miscellaneous.
- 6 Press Mem Security.
- Press Set Password.
- 8 Enter the registered 4-digit number for the current password using the buttons on the LCD.

  Press OK.
- 9 Enter a 4-digit number for a new password using the buttons on the LCD.

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

  Press OK.
- 11 Press Stop/Exit.

## Turning the memory security on/off

#### Turning on the memory security lock

- 1 Press MENU.
- Press ▲ or ▼ to choose Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Miscellaneous.
- 5 Press Miscellaneous.
- 6 Press Mem Security.
- 7 Press Set Security.
- 8 Enter the registered 4-digit password using the buttons on the LCD.

  Press OK.

  The machine goes offline and the LCD shows Memory Security.



If there is a power failure the data will stay in memory for approximately 24 hours.

### Turning off the memory security

- 1 Press Unlock.
- Enter the registered 4-digit password using the buttons on the LCD. Press OK. Memory Security is automatically turned off.



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

### **Section II**

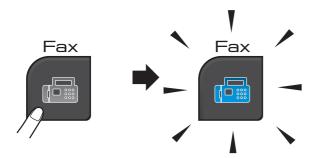
# Fax

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| Telephone and External devices | 56 |
| Dialling and storing numbers   | 64 |
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| Printing Reports               | 79 |
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### Sending a Fax

### **Entering Fax mode**

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



The LCD shows:



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

- Fax Resolution (See page 37.)
- Contrast (See page 36.)
- Broadcasting (See page 35.)
- Preview (See page 34.)
- Delayed Fax (See page 38.)
- Batch TX (See page 38.)
- Real Time TX (See page 37.)
- Polled TX (See page 83.)
- Polling RX (See page 81.)
- Overseas Mode (See page 38.)
- Glass ScanSize (See page 33.)
- Set New Default (See page 39.)
- Factory Reset (See page 39.)

Press the option you want.

### Faxing from the ADF

- 1 Press 📠 (Fax).
- 2 Place the document **face down** in the ADF. (See *Using the ADF* on page 21.)
- 3 Enter the fax number using the dial pad. You can also enter the fax number by pressing Speed Dial. Press the number or name you want and then press Send a fax. (For details, see How to Dial on page 64.)



You can preview a fax message before sending it by setting Preview to On. For details, see *How to preview an outgoing fax (Monochrome only)* on page 34.

Press Mono Start or Color Start.



- To cancel, press Stop/Exit.
- If you send a mono fax when the memory is full it will be sent in real time.

# Faxing from the scanner glass

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

You cannot send color faxes with multiple pages.



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

- 1 Press 📠 (Fax).
- 2 Place your document face down on the scanner glass. (See *Using the scanner glass* on page 21.)
- 3 Enter the fax number using the dial pad or Speed Dial.



You can preview a fax message before sending it by pressing Preview. For details, see *How to preview an outgoing fax (Monochrome only)* on page 34.

- Press Mono Start or Color Start.
  - If you press Mono Start, the machine starts scanning the first page. Go to step 6.
  - If you press Color Start, the machine starts sending the document.
- 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 Color Start.
The machine starts scanning the page.
(Repeat steps 6 and 6 for each additional page.)

# Faxing Letter size documents from the scanner glass

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

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



You can save the setting you use most often by setting it as default. (See Setting your changes as a new default on page 39.)

### **Color fax transmission**

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

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

# How to preview an outgoing fax (Monochrome only)

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.



To send a color fax do not use Preview.

- 1 Press (Fax).
- 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 by pressing Speed Dial. Then, press ▲ or ▼ to display the number you want, press the number to choose it, and then press Send a fax.

### 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                   |
|--------|-------------------------------|
| 0      | Enlarge the fax.              |
| 0      | Reduce the fax.               |
| or v   | Scroll vertically.            |
| or •   | Scroll horizontally.          |
| ٥      | Rotate the fax clockwise.     |
|        | Go back to the previous page. |
|        | Go to the next page.          |
| ×      | Close the preview table.      |

8 Press Mono Start.



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, 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 Speed Dial. Press to search by Alphabetical Order or Numerical Order. Press the entries that you want to add to the broadcast.

Press OK.

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





- If you did not use up any of the numbers for Groups, you can 'broadcast' faxes to as many as 250 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 Out of Memory message appears, press Stop/Exit to cancel or Mono Start to send the pages scanned so far.

# 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**.
- 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, scan size, overseas mode, delayed fax timer, polling transmission and real time transmission.

- 1 Press (Fax).
- Press ◀ or ▶ to display a setting you want to change and press the setting, then press the option you want.
- 3 Repeat step 2 to change more settings.



- 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 39.)

#### **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).
- Press ◀ or ▶ to display Contrast.
- 3 Press Contrast.
- 4 Press Auto, Light or Dark.



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

- · When you send a color fax.
- When you choose Photo as the Fax Resolution.

### **Changing fax resolution**

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

- 1 Press 📠 (Fax).
- Press ◀ or ▶ to display
  Fax Resolution.
- 3 Press Fax Resolution.
- Press the resolution you want.



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

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

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

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

# 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.



If the Out of Memory message appears, press **Stop/Exit** to cancel or **Mono Start** to send the scanned pages so far

#### **Real Time Transmission**

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

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).
- Press ◀ or ▶ to display Real Time TX.
- 3 Press Real Time TX.

4 Press on.



- If the memory is full and you are sending a black and white fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory.
- 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.



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).
- 3 Press Batch TX.
- 4 Press On.
- 5 Press Stop/Exit.

# Checking and cancelling waiting jobs

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

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 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 choose 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,
Real Time TX and Glass ScanSize you
use most often by setting them as default.
These settings will stay until you change
them again.

- 1 Press (Fax).
- Press ◀ or ▶ to choose the setting you want to change, and then press the new option.
  Repeat this step for each setting you
- 4 Press Set New Default.

want to change.

- 6 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).
- 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.



If you are sending a multiple page fax, use the ADF.

- 1 Press 🝙 (Fax).
- 2 Load your document.
- To listen for a dial tone, press

  Speaker Phone on the machine or pick
  up the handset.
- 4 Dial the fax number using the dial pad. You can also enter the fax number on the LCD by pressing Speed Dial and Send a fax. (For details, see How to Dial on page 64.)
- When you hear the fax tone, press
  Mono Start or Color Start.

  Press Send when you select the

  Fax Mode to Advanced Mode and
  send the fax from the scanner glass.

  (See Setting the Fax Logic (sending
  and receiving sequence) on page 28.)
- 6 If you have picked up the handset, replace it.

#### **Out of Memory message**

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

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



To free up space, wait until any jobs stored in the memory have been sent, cancel any waiting jobs (see *Checking and cancelling waiting jobs* on page 39), or send the fax in real time. (See *Real Time Transmission* on page 37.)

# 6

### Receiving a Fax

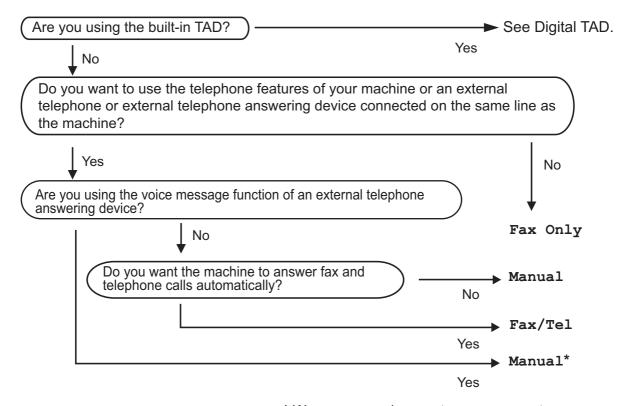
### Receive modes

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 43.



\* We recommend you set Fax Detect to On.

#### Chapter 6

To set a receive mode follow the instructions below:

- 1 Press MENU.
- 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 or Manual.
- 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 44.)

### **Fax Only**

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

#### Fax/Tel

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

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

(See F/T Ring Time (Fax/Tel mode only) on page 44 and Ring Delay on page 44.)

You can provide useful information or advise callers to hold until their call is answered by recording a voice message. They will hear this message when the F/T Ring sounds. The caller will not be able to leave a message. See *Outgoing message (OGM)* on page 72.

#### Manual

To receive a fax in manual mode, press **Speaker Phone** or lift the handset of the machine or an external telephone. When you hear fax tones (short repeating beeps), press **Mono Start** or **Color Start**. Press Receive when you select the Fax Mode to Advanced Mode. (See Setting the Fax Logic (sending and receiving sequence) on page 28.) You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

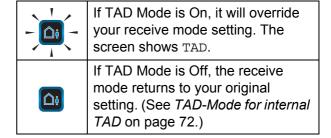
See Fax Detect on page 45.

#### **TAD**

TAD 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 callers can record a message.

To set up the TAD mode, see page 72.



### Receive mode settings

### **Ring Delay**

The Ring Delay sets the number of times the machine rings before it answers in Fax Only, Fax/Tel or TAD 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 62 and Fax Detect on page 45.)

If toll saver is On, then the ring delay setting has no effect. See *Setting toll saver* on page 77.

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press A or ▼ to display Ring Delay.
- 7 Press Ring Delay.
- 8 Press Ring Delay again.
- Press the number of times the machine will ring before it answers. If you choose 0, the line will not ring at all.
- 10 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 (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 62.)

- 1 Press MENU.
- 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.
- 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.



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

#### **Fax Detect**

#### If Fax Detect is On:

Fax Detect is turned On as default.

The machine receives a fax call automatically, even if you answer the call.

When you see Receiving on the LCD or when you hear "chirps" through the handset you are using, just replace the handset. Your machine will do the rest.

#### If Fax Detect is Semi:

The machine will only receive a fax call automatically if you answered it using the machine's handset or **Speaker Phone**. If you answered at an extension telephone, press \* **5 1**. (See *Operation from extension telephones* on page 62.)

#### If Fax Detect is Off:

If you are at the machine and answer a fax call by pressing **Speaker Phone** or lifting the handset, press **Mono Start** or **Color Start**. Press Receive when you select the Fax Mode to Advanced Mode. (See Setting the Fax Logic (sending and receiving sequence) on page 28.)

If you answered at an extension telephone, press \* **5 1**. (See *Operation from extension telephones* on page 62.)

### **Note**

- If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external telephone handset, press the remote activation code \* 5 1.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off.
- 1 Press MENU.
- Press ▲ or ▼ to display Fax.

- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press A or ▼ to display Fax Detect.
- 7 Press Fax Detect.
- 8 Press On, Semi (or Off).
- 9 Press Stop/Exit.

# 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 operation, a message will appear on the LCD. (See *Changing Memory Receive Operations* on page 49.)

#### **Fax Forward**

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.
- 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) 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 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 feature does not work if Fax Preview is on.
- The machine can store faxes for 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.
- 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.



Color faxes cannot be stored in the memory. When you receive a color fax your machine prints the color fax automatically.

# PC Fax Receive (Windows<sup>®</sup> only)

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.
- 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.
- Press Backup Print:On or Backup Print:Off.
- 12 Press Stop/Exit.



- 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 139.)
- When you receive a color fax, your machine prints the color fax but does not send the fax to your PC.

### ! 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 before it is sent to the PC, so you will have a copy if there is a power failure.

#### Changing the destination PC

- 1 Press MENU.
- 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.
- Press <USB> or the PC you want to receive faxes.
  Press OK.
- 10 Press Backup Print:On or Backup Print:Off.
- Press Stop/Exit.

# Turning off Memory Receive Operations

- 1 Press MENU.
- 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.



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 49.)

# **Changing Memory Receive Operations**

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

- Erase All Doc?
- Print All Fax?
  - If you press Yes, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
  - If you press No, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to PC Fax Receive from another option [Fax Forward or Fax Storage], press A or V to choose <USB> or 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 (Windows<sup>®</sup> only) on page 47.)
  - 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.
- 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 Press Yes.
- The LCD will tell you that any future faxes will not be printed as you receive them.

  Press Yes.
- Press Stop/Exit.



- When Fax Preview is turned on your machine can only print the color faxes it receives. It cannot store them in memory.
- When Fax Preview is turned on a backup copy of received faxes will not be printed, even if you have set Backup Print On.
- Fax Preview is not available when PC Fax Receive is turned on.

#### **Using Fax Preview**

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

New Fax 02)

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



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

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



- 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                   |  |
|--------|-------------------------------|--|
| 0.     | Enlarge the fax.              |  |
| 0.     | Reduce the fax.               |  |
| or v   | Scroll vertically.            |  |
| or •   | Scroll horizontally.          |  |
| ٥      | Rotate the fax clockwise.     |  |
| W      | Delete the fax.               |  |
| 3111   | Press Yes to confirm.         |  |
|        | Go back to the previous page. |  |
|        | Go to the next page.          |  |
| 5      | Go back to the fax list.      |  |
|        | Print the fax.                |  |
| ×      | 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 6.
  - 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 Displayed Only to print the displayed page.
  - Press Print From Displayed 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.

#### 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.
- 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.

# Additional receiving operations

# Printing a reduced incoming fax

If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter or Legal size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See *Paper Size* on page 24.)

- 1 Press MENU.
- 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.
- Press Auto Reduction.
- 8 Press on (or off).
- 9 Press Stop/Exit.

### **Out of Paper Reception**

As soon as the paper tray becomes empty during fax reception, the LCD shows

No Paper Fed and begins receiving faxes into the machine's memory. Put some 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.

# 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. When a fax is displayed, press More, if you have chosen Fax Preview. (See Fax Preview (Monochrome only) on page 49 and Memory Receive (Monochrome only) on page 46.)

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- Press ▲ or ▼ to display Print Document.
- 5 Press Print Document.
- 6 Press Mono Start.
- 7 Press Stop/Exit.



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

### **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.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display
  Remote Access.
- 5 Press Remote Access.
- 6 Enter a 3-digit code using numbers 0-9, \*, or # by pressing the buttons on the LCD.

Press OK.

(The preset '\*' cannot be changed.)



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 62.)

7 Press Stop/Exit.



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.
- When your machine answers, enter your remote access code (3 digits followed by \*) at once.
- The machine signals if it has received messages:
  - 1 long beep Fax messages
  - 2 long beeps Voice messages
  - 3 long beeps Fax & Voice messages
  - No beeps No messages
- 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.



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 |  | S                  | Operation details  |  |
|-----------------|--|--------------------|--|--|
| 91              | Playing Voic   | e messages         | After one long beep, the machine plays the ICM.  |  |
|                 | 1 Repeat or Skip Backward                                |                    | Press 1 while listening to an ICM to repeat it. If you press 1 before a message, you will hear the previous message.   |  |
|                 | 2 Skip Forward 9 STOP Playing                            |                    | Press <b>2</b> while playing the ICM, you can skip to the next message.  |  |
|                 |  |                    | Press 9 to stop playing the ICM.   |  |
| 93              | Erase all ICM  |                    | If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase because all voice messages have not been played, or there are no voice messages to erase.  |  |
|                 |  |                    | *This code erases all recorded messages, not one at a time.  |  |
| 94              | Play and Re  | cord OGM in Memory |  |  |
|                 | 1 Play   | 1 TAD Message      | The machine plays the selected OGM. You can stop playing   |  |
|                 |  | 2 F/T Message      | OGMs by pressing 9.  |  |
|                 | 2 Record   | 1 TAD Message      | After one long beep, you can record the selected OGM. You  |  |
|                 |  | 2 F/T Message      | will hear the message played once. You can stop recording the message by pressing <b>9</b> .   |  |
| 95              | Change the Fax Forwarding or Fax Storage settings  1 OFF |                    |  |  |
|                 |  |                    | You can choose Off after you have retrieved or erased all your messages.   |  |
|                 | 2 Fax Forwar   | ding               | One long beep means the change is accepted. If you hear three short beeps, you cannot change because something   |  |
|                 | 4 Fax Forwar   | ding number        |  |  |
|                 | 6 Fax Storag   | e                  | has not been set up (for example, a Fax Forwarding num has not been registered). You can register your Fax Forwarding number by entering 4. (See <i>Changing your Forwarding number</i> on page 55.) Once you have registe the number, Fax Forwarding will work. |  |
| 96              | Retrieve a fa  | ıx                 |  |  |
|                 | 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 55.)  |  |
|                 | 3 Erase faxes from the memory                            |                    | If you hear one long beep, fax messages have been erased from the memory.  |  |
| 97              | Check the re   | eceiving status    |  |  |
|                 | 1 Fax  |                    | You can check whether your machine has received any  |  |
|                 | 2 Voice  |                    | faxes or voice messages. If yes, you will hear one long beep. If no, you will hear three short beeps.  |  |

| Rem | ote commands            | Operation details  |
|-----|-------------------------|--|
| 98  | Change the Receive Mode |  |
|     | 1 TAD                   | If you hear one long beep, your change has been accepted.  |
|     | 2 Fax/Tel               |  |
|     | 3 Fax Only              |  |
| 90  | Exit                    | Pressing <b>9 0</b> 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.
- When your machine answers, enter your remote access code (3 digits followed by \*) at once. If you hear one long beep, you have messages.
- When you hear two short beeps, press 9 6 2.
- Wait for the long beep, enter the number (up to 20 digits) of the remote fax machine you want your fax messages sent to using the dial pad, then enter ##.

### Note

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

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



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.

### **Telephone and External devices**

### **Voice operations**

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

### Making a telephone call

- 1 To start a voice call, do one of the following:
  - Pick up the handset.
  - Press Speaker Phone.
- When you hear the dial tone, enter a number using the dial pad or pressing Speed Dial.
- 4 To hang up, do one of the following:
  - Replace the handset.
  - Press **Speaker Phone**.

# Answering calls with the Speaker Phone

When the machine rings, instead of lifting the handset, press **Speaker Phone** on the machine. Speak clearly toward the microphone . To end the call, press **Speaker Phone**.



If you have a bad connection, your caller might hear your voice echoed during the call. If you experience this problem, pick up the handset, or hang up and try the call again.

#### Mute

- 1 Press **Mute** to put a call on Hold. You can replace the handset without disconnecting the call.
- Pick up the machine's handset or press Speaker Phone to release the call from Hold.



You can pick up an extension telephone and continue speaking without releasing the call from Hold on the machine.

#### 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 Press Speaker Phone on the machine.
- 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 (fast double-ring) to alert you to pick up a voice call.

If you are at the machine, you can lift the handset or press **Speaker Phone** 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 fast 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  $\times$  5 1.

### Phone line services

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

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

### Do you have Voice Mail?

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

If you decide to get the Distinctive Ring service from the telephone company, you will need to follow the directions on next page to 'register' the new Distinctive Ring pattern they give you. This is so your machine can recognise its incoming calls.

### **Telephone Service**

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

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

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



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

### **Advantages of Caller ID**

#### **For Business**

All businesses profit from a quicker response to customer calls.

#### **For Home**

Residential customers can protect themselves from unwanted calls.

### **Setup Method**

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- Press ▲ or ▼ to display Miscellaneous.
- 5 Press Miscellaneous.
- 6 Press ▲ or ▼ to display Caller ID Type.
- Press Caller ID Type.
- 8 Press FSK or DTMF.
- 9 Press Mono Start.

#### Caller ID feature

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

You can view the list or choose one of these numbers to fax to, add to Speed Dial or delete from the history. (See *Caller ID history* on page 65.)

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

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

You can print a list of the Caller ID information received by your machine. (See *How to print a report* on page 80.)



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

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

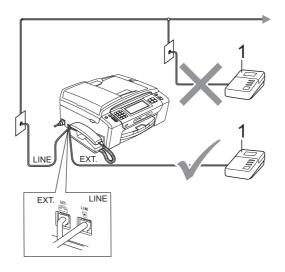
# Connecting an external TAD (telephone answering device)

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

The TAD must answer within two rings (the 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.



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 Ext. Tel in Use.

#### 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.)
- Record the outgoing message on your external TAD.
- 3 Set the TAD to answer calls.
- 4 Set the Receive Mode to Manual and turn Fax Detect on. (See *Choose the Receive Mode* on page 41.)

# Recording outgoing message (OGM) on an external TAD

Timing is important in recording this message.

- 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.



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 (PABX)

Most offices use a central telephone system.

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

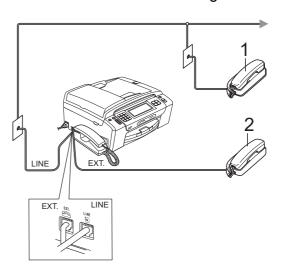
While it is often relatively simple to connect a fax machine to a PABX, (Private Automatic Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you.

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

# External and extension 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

Ext. Tel in Use.

# Operation from extension telephones

#### Using extension telephones

If you answer a fax call on an extension 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 fast 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 44.)

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

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

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



You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* on page 45.)

# Using a cordless external telephone

Once the base unit of the cordless telephone has been connected to the same telephone line as the machine. (See *External and extension telephones* on page 61.) It is easier to answer calls during the Ring Delay if you carry the cordless handset around with you.

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

#### Using remote codes

#### **Remote Activation code**

If you answer a fax call on an extension or external 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 45.)

#### **Remote Deactivation Code**

If you receive a voice call and the machine is in Fax/Tel mode, it will start to sound the F/T Ring (a fast 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 fast double-rings for you to take over, you can take the call at the machine's handset by pressing **Speaker Phone**.

#### 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  $\star$  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.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press A or ▼ to display Remote Codes.
- 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 ...
- Do one of the following:
  - If you want to change the Remote Deactivation Code, enter the new code.
    - Press OK, go to step 1.
  - If you do not want to change the Remote Deactivation Code, press OK, go to step ①.
- Press Stop/Exit.



- If you are always disconnected when accessing your external TAD remotely, try changing the Remote Activation Code and Remote Deactivation Code to another 3-digit code using the numbers 0-9, \*, #.
- Remote Codes might not work with some telephone systems.

### Dialling and storing numbers

### **How to Dial**

### Manual dialling

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



### **Speed Dialling**

- 1 Press Speed Dial.
- 2 Press the number you want to call. You can also choose the number by alphabetical order by pressing A on LCD.
- Oo one of the following:
  - Press Send a fax and go to step 4.
  - Press Make a phone call. The machine will start dialling.
- Press Mono Start or Color Start.



If the LCD shows Not Registered when you enter or search a 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**, and then press **Mono Start** or **Color Start** to try again. If you want to make a second call to a number you recently dialled, you can press **Redial** and choose one of the last 30 numbers from the Outgoing Call List.

**Redial** 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.
- 2 Press the number you want to redial.
- 3 Press Send a fax.
- 4 Press Mono Start or Color Start.



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

### **Outgoing Call history**

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

- 1 Press Redial.
  You can also press Call History.
- 2 Press Outgoing Call tab.
- 3 Press the number you want.
- 4 Do one of the following:
  - To make a telephone call, press Make a phone call.
  - To send a fax, press Send a fax.

    Press Mono Start or Color Start.
  - If you want to store the number, press More and then press Add to Speed Dial.

(See Storing Speed Dial numbers from Outgoing Calls on page 67.)

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

Press Yes to confirm.

5 Press Stop/Exit.

### **Caller ID history**

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See Caller ID (Caller IDentification) (not available in certain area) on page 58.)

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 telephone, to fax to, add to 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 Call History.
- 2 Press Caller ID hist..
- 3 Press the number or the name you want to call.
- Do one of the following:
  - To make a telephone call, press Make a phone call.
  - To send a fax, press Send a fax.

    Press Mono Start or Color Start.
  - If you want to store the number, press More and then press Add to Speed Dial.

(See Storing Speed Dial numbers from the Caller ID history on page 67.)

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

Press Yes to confirm.

5 Press Stop/Exit.



You can print the Caller ID list. (See *How to print a report* on page 80.)

### Storing numbers

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



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

### Storing a pause

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

### **Storing Speed Dial numbers**

You can store up to 100 2-digit Speed Dial locations with a name. Each name can have two numbers (Fax/Tel1: and Fax/Tel2:). When you dial you will only have to press a few keys. (For example: Press Speed Dial, the number you want to make a call and Make a phone call.)

- Press Speed Dial.
- Press More.
- **Press** Set Speed Dial.
- 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 182.)

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

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

Press OK.

- 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.
- 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.



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.
- Do one of the following:
  - To store another Speed Dial number, go to step 2.
  - 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.
  You can also choose the number by pressing Call History.
- Press Outgoing Call.
- 3 Press the name or number you want to store.
- 4 Press More.
- 5 Press Add to Speed Dial.
- 6 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 182.)

- To store the number without a name, press OK.
- Press OK to confirm the fax or telephone number you want to store.
- 8 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.

- 9 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.



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.

- When the LCD displays your settings, press OK to confirm.
- 11 Press Stop/Exit.

### **Storing Speed Dial numbers** from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See Caller ID (Caller IDentification) (not available in certain area) on page 58.)

- 1 Press Call History.
- Press Caller ID hist..
- 3 Press the name or number you want to store.
- 4 Press More.
- 5 Press Add to Speed Dial.

- 6 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 182.)

- To store the number without a name, press OK.
- Press OK to confirm the fax or telephone number you want to store.
- 8 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.
- 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.



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.

- When the LCD displays your settings, press OK to confirm.
- 11 Press Stop/Exit.

### **Changing Speed Dial names** or numbers

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

- 1 Press Speed Dial.
- 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 location.

Press the number you want to delete.

Press OK. Press Yes to confirm.

- 4 Press the number you want to change.
- 5 Press Name:, Fax/Tel1: or Fax/Tel2:.
- 6 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 182.)

Press OK.

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

Press OK.



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.

- 7 Do one of the following:
  - To change more details, go to step **6**.
  - Press OK to complete.

The LCD will display your settings.

- 8 To change another Speed Dial location, repeat steps 2 to 7.
- 9 Press Stop/Exit.

### Setting up groups for broadcasting

Groups, which can be stored in a Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only a Speed Dial, the 2-digit location, Send a fax and **Mono Start**. First, you'll need to store each fax number in a Speed-Dial location. Then you can include them as numbers in the Group. Each Group uses up a Speed Dial location. You can have up to six Groups, or you can assign up to 198 numbers in a large Group if you have 2 numbers in each location.

(See Storing Speed Dial numbers on page 66 and Broadcasting (Monochrome only) on page 35.)

- 1 Press Speed Dial.
- 2 Press More.
- 3 Press Setup Groups.
- 4 Enter the Group name (up to 16 characters) using the buttons on the LCD.

Press OK.

- When the LCD displays the next available Group number, press OK to confirm.
  - This Group number and name will automatically be assigned to the next available Speed Dial location.
- 6 Add 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
- When you have finished choosing the numbers, press OK to confirm.
- 8 Press Stop/Exit.



You can print a list of all the Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 80.)

#### Changing a Group name

- 1 Press Speed Dial.
- 2 Press More.
- 3 Press Change.
- 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 the LCD.

Press ok.

(See *Entering Text* on page 182. For example, type NEW CLIENTS.)



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 Speed Dial.
- 2 Press More.
- 3 Press Delete.
- Press ▲ or ▼ to display the Group you want to delete.
- 5 Press the Group.
- 6 Press OK.
- Press Yes to confirm.
- 8 Press Stop/Exit.

#### Deleting a number from a Group

- 1 Press Speed Dial.
- 2 Press More.
- 3 Press Change.
- 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.
- Press OK.
- 10 Press Stop/Exit.

### Combining Quick Dial numbers

Sometimes you may want to choose from several long distance carriers when you make a call. 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 Speed Dial numbers. You can store these long dialling sequences by dividing them and setting them up as separate Speed Dial numbers in any combination. You can even include manual dialling using the dial pad. (See Storing Speed Dial numbers on page 66.)

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

- 1 Press Speed Dial.
- 2 Press #03.
- 3 Press Send a fax.
- 4 Press Speed Dial.
- 5 Press #02.
- 6 Do one of the following:
  - To make a telephone call, press Make a phone call.
  - To send a fax, press Send a fax. Go to step ⑦.
- 7 Press Mono Start or Color Start. You will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to 555-7001 you could press Speed Dial, choose #03, press Send a fax Or Make a phone call, and then press 7001 using the dial pad.



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 **Pause**. Each key press adds a 3.5-second delay.

# TAD-Mode for internal TAD

The TAD feature will store up to 99 incoming messages. Messages are stored in the order in which they are received.

Voice messages can be up to 3 minutes in length, and can also be picked up remotely. (see *Using your Remote Access Code* on page 53.) The number of messages you can store will depend on how much memory is being used by other features (for example, delayed and stored faxes).

In the event of a power failure your machine will retain messages that are in the memory for approximately 24 hours.

### Setting up the TAD

Recording the TAD outgoing message (TAD Message) is the first step you need to follow before you can use the TAD feature.

To enter TAD mode, follow the steps below:

- 1 Record your TAD OGM (TAD Message). (See Outgoing message (OGM) on page 72.)
- 2 Press 🔯 to activate the TAD.

### **Outgoing message (OGM)**

#### **Recording your OGM**

You can record the following two different types of OGM:

■ TAD Message

This message will be played when a call is received. The caller will be able to leave a voice or fax message.

■ F/T Message

This message is played when a call is received and your machine is set to Fax/Tel mode. The caller will not be able to leave a message. See Fax/Tel OGM (Announcement) on page 73.

Your OGM must be less than 20 seconds long.

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup TAD.
- 5 Press Setup TAD.
- 6 Press OGM.
  The LCD prompts you to choose an OGM.
- 7 Press either TAD Message or F/T Message.
- 8 Press Record MSG.
- 9 Pick up the handset, record your message, and replace the handset when finished.
- 10 Press Stop/Exit.

#### C

#### Listening to your OGM

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup TAD.
- 5 Press Setup TAD.
- 6 Press ogm.
- 7 Press TAD Message or F/T Message.
- 8 Press Playing OGM.
  Adjust the volume by pressing

  or
- 9 Press Stop/Exit.

#### **Erasing your OGM**

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- Press ▲ or ▼ to display Setup TAD.
- 5 Press Setup TAD.
- 6 Press ogm.
- 7 Press TAD Message or F/T Message.
- 8 Press Erase MSG.
- 9 Do one of the following:
  - Press Yes to erase the OGM.
  - Press No to exit without erasing.
- 10 Press Stop/Exit.

### Fax/Tel OGM (Announcement)

If your machine is in Fax/Tel Receive mode, your Brother machine will play this message to callers. Unlike the TAD OGM, the caller *will not* be able to leave a message.

To record your Fax/Tel OGM follow the instructions on *Outgoing message (OGM)* on page 72.

If you need to review the steps for setting up the Fax/Tel receive mode, see *Receive modes* on page 41.

### **Activating TAD mode**

When the ight glows, TAD mode is active. Press to enter TAD mode.

# Managing your messages

### Message indicator

The highest on the control panel blinks if there are any new messages or unplayed recorded conversations stored in the TAD. Press the button to play the messages automatically.

The LCD displays the total number of voice and fax messages stored in the TAD memory.

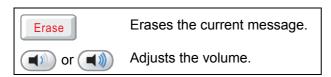
Fax messages are only stored when Fax Storage or Fax Preview is turned on. See *Memory Receive (Monochrome only)* on page 46.

### Playing incoming messages individually

Incoming messages can be played individually. The LCD shows the list of incoming messages with the phone number of the caller, and the time and date the message was recorded.

Follow the steps below to listen to your voice messages:

- 1 Press Digital on the LCD.
- 2 Press ICM.
- 3 Press ▲ or ▼ to display the message you want to listen to.
- Press the message you want to listen to. The following commands are available when playing messages:



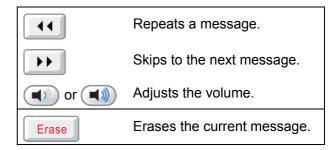
Open Stop Press Sto

### Playing all incoming messages

All messages are played in the order they were recorded. The LCD shows the number of the current message, the total number of messages, and the time and date the message was recorded.

Follow the steps below to listen to your voice messages:

- 1 Press Digital on the LCD.
- 2 Press ICM.
- 3 Press Play All.
  The following commands are available when playing messages:



4 Press Stop/Exit.

#### 9

### **Erasing incoming messages**

### To erase incoming messages individually

- 1 Press Digital on the LCD.
- Press ICM.
- 3 Press ▲ or ▼ to display the message you want to delete.
- 4 Press the message you want to delete.
- 5 Press Erase while playing the message.
- 6 Press Yes to confirm.
- 7 Press Stop/Exit.

#### To erase all of your messages

- 1 Press Digital on the LCD.
- 2 Press ICM.
- 3 Press Erase All.
- The LCD will ask you if you want to delete all messages.

  Press Yes.
- 5 Press Stop/Exit.

### Recording a conversation

You can record a telephone conversation during the conversation. Your recording can be as long as the incoming message maximum time (up to 3 minutes). (See Setting the maximum time for incoming messages on page 77.) The other party will hear an intermittent beeping while recording.

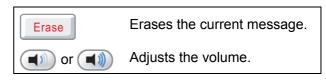
- 1 Press Record during the conversation.
- Press Stop/Exit to stop recording.

### Playing recorded conversations individually

Recorded conversations can be played individually. The LCD shows the list of recorded conversations with the phone number of the caller, and the time and date the message was recorded.

Follow the steps below to listen to your voice messages:

- 1 Press Digital on the LCD.
- 2 Press Recorded Calls.
- 3 Press ▲ or ▼ to display the conversation you want to listen to.
- Press the conversation you want to listen to.
  The following commands are available when playing messages:



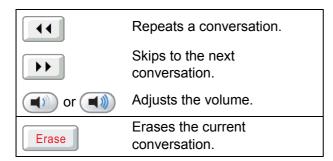
5 Press Stop/Exit.

### Playing all recorded conversations

All recorded conversations are played in the order they were recorded. The LCD displays the total number of recorded calls and the time and date each call was recorded.

Follow the steps below to listen to all the recorded calls:

- 1 Press Digital on the LCD.
- Press Recorded Calls.
- 3 Press Play All.
  The following commands are available when playing messages:



4 Press Stop/Exit.

### Erasing recorded conversations

### To erase recorded conversations individually

- 1 Press Digital on the LCD.
- Press Recorded Calls.
- 3 Press ▲ or ▼ to display the recorded conversations you want to delete.
- 4 Press the conversation you want to delete.
- 6 Press Erase while playing the recorded conversations.
- 6 Press Yes to confirm.
- 7 Press Stop/Exit.

### To erase all of your recorded conversations

- 1 Press Digital on the LCD.
- 2 Press Recorded Calls.
- 3 Press Erase All.
- The LCD will ask you if you want to delete all recorded conversations.

  Press Yes.
- 5 Press Stop/Exit.

#### 9

# Additional TAD operations

### Setting the maximum time for incoming messages

Your machine's default setting will save incoming messages up to 30 seconds long. To change this setting follow the steps below:

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup TAD.
- 5 Press Setup TAD.
- 6 Press ICM Max.Time.
- Press the maximum time setting for incoming messages (30, 60, 120 or 180 seconds).
- 8 Press Stop/Exit.

### **Setting toll saver**

When the toll saver feature is on, the machine will answer after two rings if you do have voice or fax messages, and after four rings if you do not have any messages.

This way, when you call your machine for remote retrieval, if it rings three times, you have no messages and can hang up to avoid a toll charge.

The toll saver feature is only available when TAD mode is on. When toll saver is On, it overrides your ring delay setting.

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press A or V to display Ring Delay.
- Press Ring Delay.
- 8 Press Toll Saver.
- 9 Press On (or Off).
- Press Stop/Exit.

### **ICM Recording Monitor**

This feature lets you turn the speaker volume for voice messages On or Off. When you turn the monitor Off, you will not hear messages as they come in.

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup TAD.
- 5 Press Setup TAD.
- 6 Press ICM Rec.Monitr.
- 7 Press Off or On.
- 8 Press Stop/Exit.

## 10

### Printing Reports

### Fax reports

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

### Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. The report lists the receiving party's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

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 you send a color fax that the receiving machine prints in black and white. 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 you sent a color fax that the receiving machine printed in black and white.

A portion of the fax's first page appears on the report.

- 1 Press MENU.
- Press ▲ or ▼ to display Fax.
- 3 Press Fax.

- 4 Press ▲ or ▼ to display Report Setting.
- 5 Press Report Setting.
- 6 Press Transmission.
- Press On, On+Image, Off or Off+Image.
- 8 Press Stop/Exit.



- If you choose On+Image or Off+Image the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. (See Real Time Transmission on page 37.)
- If your transmission is successful, OK will appear next to RESULT on the Transmission Verification Report. If transmission is not successful, ERROR will appear next to RESULT.

### Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to Off, you can still print the report by following the steps on *How to print a report* on page 80. 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 Every 50 Faxes, go to step ⑤.
  - 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.) (If you choose 7 days, the LCD will ask you to choose the first day for the 7-day countdown.)

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.

■ Ouick Dial

Lists names and numbers stored in the 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.
- Press ▲ or ▼ to display
  Print Reports.
- 3 Press Print Reports.
- Press the report you want.
- (Quick Dial only) Press
  Alphabetical Order or
  Numerical Order.
- 6 Press Mono Start.
- Press Stop/Exit.

## 11 Polling

### **Polling overview**

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

### Polling receive

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

### Setup to receive polling

- 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 Speed Dial or the dial pad on the control panel.
- 6 Press Mono Start or Color Start.

### Setup to receive polling with secure code

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

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

- 1 Press 🕞 (Fax).
- Press ◀ or ▶ to display Polling RX.
- 3 Press Polling RX.
- 4 Press Secure.
- Enter a 4-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 Speed Dial or the dial pad on the control panel.
- Press Mono Start or Color Start.

### Setup to receive delayed polling

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

- 1 Press (Fax).
- 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 Speed Dial or the dial pad on the control panel.
- 7 Press Mono Start or Color Start. The machine makes the polling call at the time you entered.

### Sequential polling (Monochrome only)

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

- 1 Press 📠 (Fax).
- Press ◀ or ▶ to display Polling RX.
- 3 Press Polling RX.
- 4 Press Standard, Secure or Timer.
- Do one of the following:
  - If you chose Standard, go to step ⑥.
  - If you chose Secure, enter a fourdigit number, press OK and go to step 6.
  - If you chose Timer, enter the time (24-hour format) you want to begin polling, press OK and 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 Speed Dial. Press A or V to select a number.

Press ok.

- 9 After you have entered all the fax numbers by repeating step (3), press OK.
- 10 Press Mono Start.

  The machine polls each number or group in turn for a document.

### 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**.
- 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 39.)

### 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.
- 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 steps **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 4-digit number using the buttons on the LCD.
  Press OK.
- 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 ②.
  - Press No or **Mono Start** to send the document.
- Place the next page on the scanner glass, press Mono Start. Repeat steps
   and for each additional page.
   Your machine will automatically send the fax when it is polled.

### **Section III**



# Copy

**Making copies** 

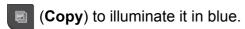
86

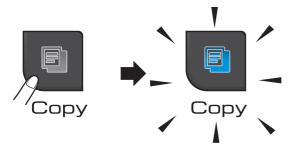
### 12 Making copies

### How to copy

### **Entering Copy mode**

When you want to make a copy, press





The LCD shows:



#### 1 No. of Copies

Press the number box directly and enter the number you want. Then press OK.

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

Press ◀ or ▶ to scroll through the copy options. Press the option that you want to set.

- Quality (See page 87.)
- Enlarge/ Reduce (See page 88.)
- Paper Type (See page 91.)
- Paper Size (See page 91.)
- Brightness (See page 90.)
- Contrast (See page 90.)
- Ink Save Mode (See page 91.)
- Stack/Sort (See page 90.)

- Page Layout (See page 88.)
- Book Copy (See page 92.)
- Watermark Copy (See page 92.)
- Favorite Settings (See page 93.)

Press the option you want.



- 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 23.)
- Book Copy, Watermark Copy and Ink Save Mode features are supported by technology from Reallusion, Inc.



### Making a single copy

- 1 Press (Copy).
- 2 Load your document. (See *Loading documents* on page 21.)
- Press Mono Start for B&W copy or Color Start for color copy.

### 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 21.)
- 3 Enter the number of copies you want.
- Press Mono Start for B&W copy or Color Start for color copy.



To sort the copies, press ◀ or ▶ to choose Stack/Sort. (See Sorting copies using the ADF on page 90.)

### Stop copying

To stop copying, press Stop/Exit.

### Copy settings

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

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 23.)

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

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



You can save some of the settings that you use most often by setting them as a favourite (up to three favourites can be saved). These settings will stay until you change them again. (See Setting your favourites on page 93.)

### Changing copy speed and quality

You can choose from a range of speed and 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.

Even if you set this option the copy speed will be slower with Ink Save Mode, Book Copy or Watermark Copy turned on.

■ 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.
- 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 Color Start.

### Enlarging or reducing the image copied

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

- 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 Of 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% A5 → A4       |
| 97% LTR → A4       |
| 93% A4 → LTR       |
| 83% LGL → A4       |
| 69% 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 **Color Start**.



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

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

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

You can also produce a poster. When you use the poster feature your machine divides your document into sections, then enlarges the sections so you can assemble them into a poster. If you want to print a poster, use the scanner glass.



Watermark Copy, Book Copy, Sort, Ink Save Mode and Enlarge/ Reduce are not available with Page Layout.

#### IMPORTANT

- Make sure the paper size is set to Letter or A4.
- You cannot use the Enlarge/ Reduce setting with the N in 1 and Poster features.
- If you are producing multiple color copies,
   N in 1 copy is not available.
- You can only make one poster copy at a time.
- (P) means Portrait and (L) means Landscape.
- 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) or Poster (3 x 3).
- Press the setting of your choice.
- 8 If you do not want to change additional settings, press Mono Start or Color Start to scan the page.
  If you placed the document in the ADF or are making a poster, the machine scans the document 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 Color Start.
Repeat steps (a) and (b) for each page of the layout.

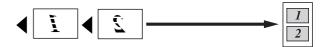
11) After all the pages have been scanned, press No to finish.

Place the document face down in the direction shown below:

■ 2 in 1 (P)



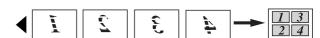
■ 2 in 1 (L)



■ 4 in 1 (P)

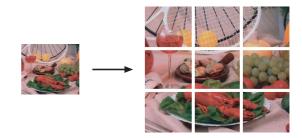


■ 4 in 1 (L)



■ Poster (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 stacked 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.
- If you do not want to change additional settings, press Mono Start or Color Start.



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

### Adjusting Brightness and Contrast

#### **Brightness**

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

- 1 Press (Copy).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ∢or ▶ to display Brightness.
- 5 Press Brightness.
- 6 Press ◀ or ▶ to make a darker or lighter copy. Press OK.

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

#### Contrast

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

- 1 Press (Copy).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display Contrast.
- 5 Press Contrast.
- 6 Press ◀ or ▶ to change the contrast. Press ⊙K.
- If you do not want to change additional settings, press **Mono Start** or **Color Start**.

#### 12

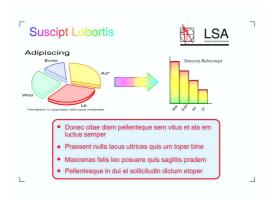
#### **Ink Save Mode**

Ink Save Mode can help you save ink. The machine prints the colors lighter and emphasises the outlines of the images as shown below. The amount of ink saved will vary depending on the document.

Ink Save Mode: Off



Ink Save Mode: On



- 1 Press (Copy).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display
  Ink Save Mode.
- 5 **Press** Ink Save Mode.
- 6 Press on (or off).

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



- Watermark Copy, Book Copy or Page Layout are not available with Ink Save Mode.
- Ink Save Mode may make your printouts look different from your original document.

### **Paper Options**

#### **Paper Type**

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

- 1 Press (Copy).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display Paper Type.
- 5 Press Paper Type.
- 6 Press Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency.
- 7 If you do not want to change additional settings, press Mono Start or Color Start.

#### **Paper Size**

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

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

### **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 Color Start and go to step 7.
  - If you want the machine to correct the data automatically, press on and go to step ③.
- Adjust the skewed data using
  - **?** or **?**.

Remove the shadows by using ◀ or ▶.

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



Page Layout, Sort, Ink Save Mode, Fit to Page and 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.



Fit to Page, Page Layout, Ink Save Mode and Book Copy are not available with Watermark Copy.

- 1 Press (Copy).
- 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 6.
  - If you want to use your own data as a watermark, press Use Image and go to step 6.
- Fress 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 **Color Start**.

The scanned data will be shown on the LCD.

If you want to adjust the degree of Transparency for your scanned data, press Transparency.

Press ◀ or ▶ to adjust the degree, and then press OK.

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 and then press Media.

The image will be shown on the LCD. Press the image you want to use for the watermark.



You can use your own image of up to  $1280 \times 1280$  pixels as a watermark.

You can adjust the Position, Size, Angle and Transparency of the watermark. 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 the data stored on them.

- Press OK to confirm to use watermark. Load the document you want to copy.
- 8 Enter the number of copies you want.
- 9 If you do not want to change additional settings, press Mono Start or Color Start.

### **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.



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

- 6 Press the location where you want to store your settings for Favorite:1, Favorite:2 or Favorite:3.
- 7 Do one of the following:
  - If you want to rename your favourite setting, press ☑ to delete characters. Then enter the new name (up to 12 characters).

Press OK. (See *Entering Text* on page 182.)

If you do not want to rename your favourite 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).
- 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).
- Press ◀ or ▶ to display
  Favorite Settings.
- Openion of the second of th
- 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 182.)
- 7 Press OK.

# 'Out of Memory' message

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

You will need to clear some jobs from the memory before you can continue.

To free up extra memory, do the following:

- Turn off Memory Receive. (See *Memory Receive* (*Monochrome only*) on page 46.)
- Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 52.)

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%.

### **Section IV**



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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 99.)

# 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 108.)

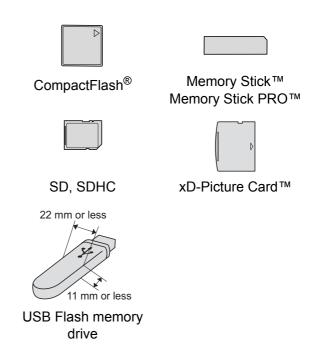
### Using PhotoCapture Center™ from your computer

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<sup>™</sup> for Windows<sup>®</sup> or Remote Setup & PhotoCapture Center<sup>™</sup> 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<sup>®</sup>, Memory Stick™, Memory Stick PRO™, SD, SDHC, xD-Picture Card™ and USB Flash memory drives.



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

- This product supports xD-Picture Card<sup>™</sup> Type M / Type M<sup>+</sup> / Type H (Large Capacity).
- IBM Microdrive<sup>™</sup> is not compatible with the machine.
- CompactFlash<sup>®</sup> Type II is not supported.

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

# Memory cards, USB Flash memory drive and folder structure

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

- The image file extension must be .JPG (other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- Direct PhotoCapture Center<sup>™</sup> printing must be performed separately from PhotoCapture Center<sup>™</sup> operations using the PC. (Simultaneous operation is not available.)
- The machine can read up to 999 files on a memory card or USB Flash memory drive.
- The DPOF file on the memory cards must be in a valid DPOF format. (See *DPOF printing* on page 103.)

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.

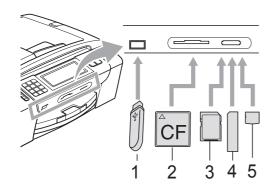
When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image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

### **Getting started**

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

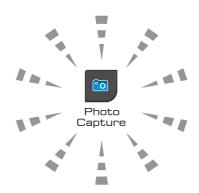


- 1 USB Flash memory drive
- 2 CompactFlash®
- 3 SD, SDHC
- 4 Memory Stick™, Memory Stick PRO™
- 5 xD-Picture Card™

#### 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, 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 99.
- Press Enhance Photos if you want to add special effects to your photos. See *Enhance Photos* on page 101.
- 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 100.



If your digital camera supports DPOF printing, see *DPOF printing* on page 103.

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).

- 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.



- Eight thumbnails are displayed at a time with the current page number and total number of pages listed under the thumbnails.
- 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.
- 6 Repeat steps 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 101.)

- If you want to change the print settings, press Print Setting. (See page 104.)
- If you do not want to change any settings, press Color Start to print.

#### **Print Index (Thumbnails)**

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



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.



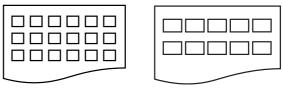
Only file names that are 8 characters or less will be printed correctly on the index sheet.

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 step 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.
- Press Color Start to print.

#### 13

### **Printing Photos**

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

- Make sure you have put a memory card or USB Flash memory drive in the correct slot.
  - Press (Photo Capture).
- Print the Index. (See Print Index (Thumbnails) on page 100.)
- Open 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.



- 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 104.)
  - If you do not want to change any settings, press Color Start to print.

#### **Enhance Photos**

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



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



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

Press (Photo Capture).

2 Press Enhance Photos.



- Eight thumbnails are displayed at a time with the current page number and total number of pages listed under the thumbnails.
- 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**.

Press the effect you wish to add. Press OK. Go to step 8.



You have 7 ways to add effects to your photo.



Auto Correct

The machine decides the suitable effect for your photo.



Enhance Skin

Best used for adjusting portrait photographs. It adjusts human skin color. Press ◀or ▶ to adjust the level of contrast.



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.



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.



Monochrome

You can convert the color of your photo to monochrome.



Sepia

Adds a sepia tone (shades of brown) effect to your photo.



Auto Correct & Remove Red-Ey

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.
- 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 A, V, I or b 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.



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

Image Too Small. or Image Too Long..

- 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.
- Do one of the following:
  - Press Print Setting and change the print settings. (See page 104.)
  - If you do not want to change any settings, press Color Start to print.

#### **DPOF** printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

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

When a memory card (CompactFlash<sup>®</sup>, Memory Stick™, Memory Stick PRO™, SD, SDHC or xD-Picture Card™) containing DPOF information is put into your machine, you can print the chosen image easily.

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

  The machine will ask you if you want to use DPOF setting.

  The DPOF file on the memory card must be in a valid DPOF format.
- 2 Press Yes.
- 3 Do one of the following:
  - Press Print Setting to change the print settings. (See page 104.)
  - If you do not want to change any settings, press Color Start to print.



A DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support website or accompanying documentation.

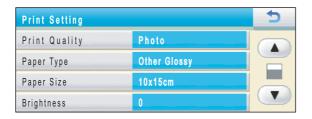
## PhotoCapture Center™ print settings

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 23.)



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 107.)



#### **Print Speed and Quality**

- 1 Press Print Setting.
- 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 Color 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.
- If you do not want to change additional settings, press \_\_\_\_.
  Press Color Start to print.

#### Paper and print size

- 1 Press Print Setting.
- Press ▲ or ▼ to display Paper Size.
- 3 Press Paper Size.
- Press the paper size you are using, 10x15cm, 13x18cm, A4 or Letter.

  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 you want to choose.

| Example: Printed Position for A4 paper |         |           |
|--|---------|-----------|
| 1                                      | 2       | 3         |
| 8x10cm                                 | 9x13cm  | 10x15cm   |
|  |         |           |
| 4                                      | 5       | 6         |
| 13x18cm                                | 15x20cm | Max. Size |
|  |         |           |

6 If you do not want to change additional settings, press \_\_\_\_.
Press Color Start to print.

# Adjusting Brightness, Contrast and Color

#### **Brightness**

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Brightness.
- 3 Press Brightness.
- Press ◀ or ▶ to make a darker or lighter print.
  Press ○K.
- 5 If you do not want to change additional settings, press ... Press Color Start to print.

#### **Contrast**

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

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Contrast.
- 3 Press Contrast.
- 4 Press ◀ or ▶ to change the contrast. Press ⊙к.
- 5 If you do not want to change additional settings, press .
  Press Color Start to print.

#### **Color Enhancement**

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

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Color Enhance.

- 3 Press Color Enhance.
- 4 Do one of the following:
  - If you want to customize the White Balance, Sharpness or Color Density, press On, and then go to step 6.
  - 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 ○K.
- 7 Do one of the following:
  - If you want to customize another color enhancement, repeat steps 5 to 6.
  - If you want to change other settings, press \_\_\_\_\_ to display the print setting menu and press the setting you want to change. (See page 104.)
- 8 If you do not want to change additional settings, press \_\_\_\_.
  Press Color Start to print.



#### White Balance

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

#### Sharpness

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

#### Color Density

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

#### **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 107.)

- 1 Press Print Setting.
- Press ▲ or ▼ to display Cropping.
- 3 Press Cropping.
- 4 Press Off (or On).
- If you do not want to change additional settings, press .

  Press Color Start to print.

Cropping: On



Cropping: Off



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#### **Borderless printing**

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

- 1 Press Print Setting.
- Press ▲ or ▼ to display Borderless.
- 3 Press Borderless.
- 4 Press Off (or On).
- 5 If you do not want to change additional settings, press 5.
  Press Color Start to print.

#### **Date Print**

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

- 1 Press Print Setting.
- Press ▲ or ▼ to display Date Print.
- 3 Press Date Print.
- 4 Press on (or off).
- 5 If you do not want to change additional settings, press ... Press Color Start to print.



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 Choose the print settings and options you want to store.
- 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.
- 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 (Scan).

The LCD shows:



Press Scan to Media.

If you are not connected to your computer only the Scan to Media selection is available on the LCD.

(See *Using the Scan key* for Windows<sup>®</sup> or Macintosh 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 color documents onto a memory card or USB Flash memory drive. Monochrome documents will be stored in PDF (\*.PDF) or TIFF (\*.TIF) file formats. Color documents may be stored in PDF (\*.PDF) or JPEG (\*.JPG) file formats. The factory setting is Color 150 dpi and the default file format is PDF. The machine automatically creates file names based on the current date. (For details, see the *Quick Setup Guide*.) For example, the fifth image scanned on July 1, 2009 would be named 01070905.PDF. You can change the color and quality.

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

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

#### 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 them.

- 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.
- If you want to change the file name, press or to display File Name. Press File Name and enter the file name.

You can only change the first 6 characters.

Press OK.

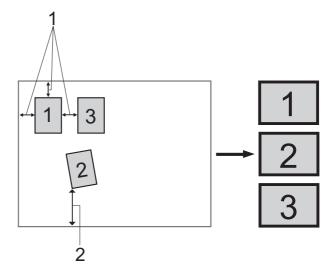
Press Mono Start or Color Start to start scanning without changing additional settings.



- If you chose color in the resolution setting, you cannot choose TIFF.
- If you chose monochrome in the resolution setting, you cannot choose JPEG.
- 6 Press Mono Start or Color Start.

#### **Auto Crop**

You can scan multiple documents placed on the scanner glass. An individual document can be previewed on the LCD before you save it. When you choose Auto Crop, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three page file, choose PDF or TIFF for File Type. If you use this setting, use the scanner glass.



- 1 10 mm or greater (top, left, right)
- 2 20 mm or greater (bottom)



Auto Crop 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.
- 2 Load your document.
- 3 Press (Scan).
- 4 Press Scan to Media.
- 5 Press ◀ or ▶ to choose Auto Crop.

- 6 Press Auto Crop.
- 7 Press on.
- 8 If you do not want to change additional settings, press Mono Start or Color Start to start scanning.
- 9 The number of the scanned documents appears on the LCD.

  Press OK.
- Press ◀ or ▶ to preview each document data.

Press Save All to save the data.



- Auto Crop is available for paper that has all four corners with right angles of 90 degrees. If one of the angles is not square, Auto Crop cannot detect the document.
- If your document is too long or wide, this setting does not work properly.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 10 mm apart from each other.
- Auto Crop adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- The ADF must be empty to use the Auto Crop.
- The Auto Crop feature is available for up to a maximum of 16 documents depending on size of your documents.

#### !MPORTANT

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 them.

#### How to set a new default

You can save the Scan to Media settings (Quality, File Type, and Auto Crop) 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 reset the factory settings which you set.

- 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.

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# **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 <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>. This message will also appear if you connect a broken device to the USB direct interface.

# Printing photos from a camera

# **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 114.)

#### 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<sup>™</sup> 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<br>Selections | Options   |
|---------------------------|---|
| Paper Size                | Letter, A4, 10 × 15 cm,                         |
|                           | Printer Settings                                |
|                           | (Default setting) <sup>2</sup>                  |
| Paper Type                | Plain Paper,                                    |
|                           | Glossy Paper, Inkjet Paper,<br>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                     | On, Off, Printer Settings                       |
| Enhancement               | (Default setting) <sup>2</sup>                  |
| Date Print                | On, Off, Printer Settings                       |
|                           | (Default setting) <sup>2</sup>                  |

- See DPOF printing on page 114 for more details.
- 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 × 15 cm     |
| Paper Type        | Other Glossy   |
| Layout            | Borderless: On |
| Print Quality     | Photo          |
| Color Enhancement | Off            |
| Date Print        | Off            |

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

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

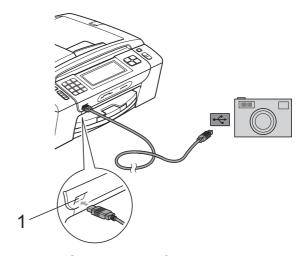
#### **Printing Images**



### Note

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

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

- 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.

#### !MPORTANT

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.



A 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 112.)



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.

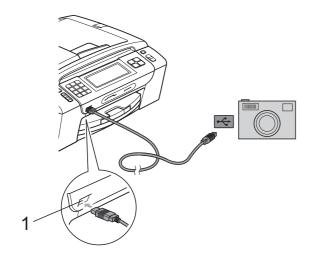
#### 4

#### **Printing Images**



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 99.

#### 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 139.)

# **Section V**



# **Software**

**Software and Network features** 

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# 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 (Windows®)
- ControlCenter2 (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.

#### **Windows**®



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

- 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.
- Click SOFTWARE USER'S GUIDE (or NETWORK USER'S GUIDE) from the Top Menu.



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



#### **Macintosh**

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



# **Section VI**

# **Appendixes**

| Safety and Legal                        | 120 |
|---|-----|
| Troubleshooting and Routine Maintenance | 130 |
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| Specifications                          | 183 |
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# 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  $^{\circ}$ C and 35  $^{\circ}$ C.

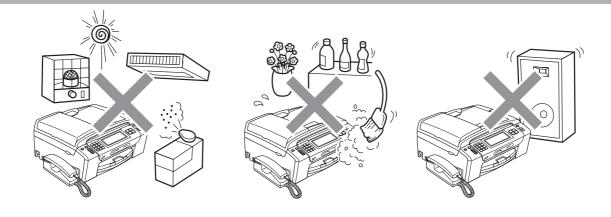
#### WARNING

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.

#### **A** 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.



#### A

# To use the machine safely

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

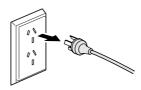


If there are faxes in the machine's memory, you need to print them or save them before you unplug the machine from the AC power outlet for more than 24 hours. (To print the faxes in memory, see *Printing a fax from the memory* on page 52. To save the faxes in memory, see *Transferring faxes to another fax machine* on page 144 or *Transferring faxes to your PC* on page 144.)

#### 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.

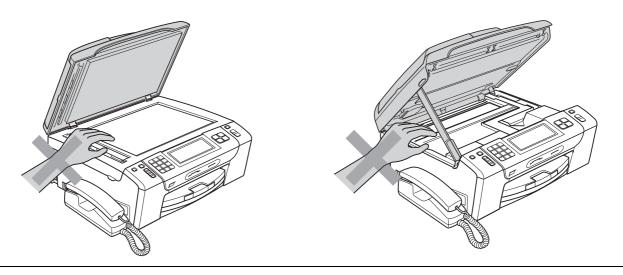


When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to people, including the following:

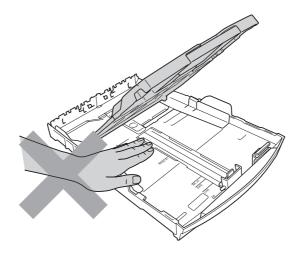
- 1 DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.
- 2 Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3 DO NOT use this product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

#### **A** CAUTION

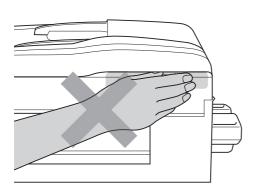
DO NOT put your hands on the edge of the machine under the document cover or the scanner cover. Doing this may cause injury.

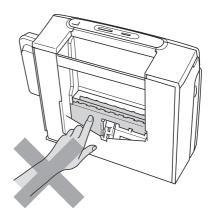


DO NOT put your hands on the edge of the paper tray under the paper tray cover. Doing this may cause injury.

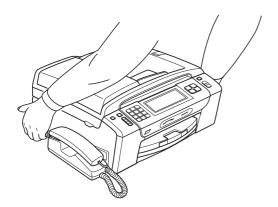


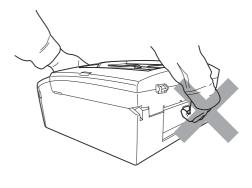
DO NOT touch the area shaded in the illustration. Doing this may cause injury.





When moving the machine you must lift it from the base, by placing a hand at each side of the unit as shown in the illustration. DO NOT carry the machine by holding the scanner cover or Jam Clear Cover.





Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line and on the telephone line, or unplug the cords during a lightning storm.

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

- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall outlet before cleaning the outside of the machine and the scanner glass. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 Do not place this product near water.
- 6 Do not place this product on an unstable cart, stand, or table. The product may drop, causing serious damage to the product.
- 7 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or on a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.
- 8 This product should be connected to an AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.
- 9 This product is equipped with a 3-wire grounding type plug, a plug having three pins. This plug will only fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
- 10 Do not place anything on top of the power cord including this machine. Do not allow the power cord to be stepped on.
- 11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating.
- 12 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13 Do not touch a document during printing.
- 14 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.
- 15 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Please refer all servicing to our Authorized Service Personnel. A list of Authorized Service Centres has been included for your convenience, or you may contact the Brother Dealer for Service.
- 16 Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:
  - If the power cord is damaged or frayed.
  - If the product has been spilled by liquid.
  - If the product has been exposed to rain or water.

- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the cabinet has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.
- 17 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

#### **▲ WARNING**

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

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

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#### A

#### **IMPORTANT - For Your Safety**

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

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

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

#### Disconnect device

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

#### LAN connection

### **A** CAUTION

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

#### Radio interference

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

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- Immigration Papers
- Welfare documents
- Cheques or Drafts drawn by Governmental Agencies
- Identification Documents, badges or insignias

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B

# **Troubleshooting and Routine Maintenance**

# **Troubleshooting**

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

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

#### If you are having difficulty with your machine

#### **Printing**

| Difficulty          | Suggestions   |
|---------------------|---|
| No printout.        | Check the interface cable or wireless connection on both the machine and your computer. (See the <i>Quick Setup Guide</i> .)  |
|                     | Check that the machine is plugged in and that the On/Off key is on.   |
|                     | One or more ink cartridges have reached the end of their life. (See <i>Replacing the ink cartridges</i> on page 148.)   |
|                     | If the LCD says Cannot Print and Replace Ink, see Replacing the ink cartridges on page 148.   |
|                     | Check to see if the LCD is showing an error message. (See <i>Error and Maintenance messages</i> on page 139.)   |
|                     | 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> . Right-click and 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 printing error message on your computer, as the machine pauses during the printing process. The error message will disappear after the machine re-starts printing. |
| Poor print quality. | Check the print quality. (See Checking the print quality on page 154.)  |
|                     | Make sure that the Media Type setting in the printer driver or the Paper Type setting in the machine's menu matches the type of paper you are using. (See   |
|                     | Printing for Windows <sup>®</sup> or Printing and Faxing for Macintosh in the Software User's Guide on the CD-ROM and Paper Type on page 24.)   |
|                     | Make sure that your ink cartridges are fresh. The following may cause ink to clog:  |
|                     | ■ The expiration date written on the cartridge package has passed. (Genuine<br>Brother Innobella™ Ink cartridges stay usable for up to two years if kept in<br>their original packaging.)   |
|                     | ■ The ink cartridge has been in your machine for over six months.   |
|                     | ■ The ink cartridge may not have been stored correctly before use.  |
|                     | Try using the recommended types of paper. (See Acceptable paper and other print media on page 17.)  |
|                     | The recommended environment for your machine is between 20 °C to 33 °C.   |

### **Printing (continued)**

| Difficulty  | Suggestions  |
|---|--|
| White horizontal lines appear in text                           | Clean the print head. (See Cleaning the print head on page 154.)   |
| or graphics.  | Make sure you are using Brother Original Innobella™ Ink.   |
|   | Try using the recommended types of paper. (See Acceptable paper and other print media on page 17.)   |
| The machine prints blank pages.                                 | Clean the print head. (See Cleaning the print head on page 154.)   |
|   | Make sure you are using Brother Original Innobella™ Ink.   |
| Characters and lines are stacked.                               | Check the printing alignment. (See Checking the print alignment on page 155.)  |
| 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 Jam Clear Cover is closed correctly.   |
| Smudged stain at the top centre of the printed page.            | Make sure the paper is not too thick or curled. (See Acceptable paper and other print media on page 17.)   |
| 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 17.) Don't handle the paper until the ink is dry.   |
|   | Make sure you are using Brother Original Innobella™ Ink.   |
|   | If you are using photo paper, make sure that you have set the correct paper type. If you are printing a photo from your PC, set the <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 Cleaning the machine's printer platen on page 153.)   |
|   | Make sure you are using the paper support flap. (See Loading paper and other print media on page 10.)  |
|   | Make sure you are using Brother Original Innobella™ Ink.   |
| The machine prints dense lines on the page.                     | Check Reverse Order in the Basic tab of the printer driver.  |
| The printouts are wrinkled.                                     | In the printer driver Advanced tab, click Color Settings, and uncheck  |
|   | <b>Bi-Directional Printing</b> for Windows <sup>®</sup> or <b>Bi-Directional Printing</b> for Macintosh.   |
|   | Make sure you are using Brother Original Innobella™ Ink.   |
| Cannot perform 'Page Layout' printing.                          | Check that the paper size setting in the application and in the printer driver are the same.   |
| Print speed is too slow.  | Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver <b>Basic</b> tab. Also, click <b>Color Settings</b> , and make sure you uncheck <b>Color Enhancement</b> . |
|   | Turn the borderless feature off. Borderless printing is slower than normal printing.   |
|   | (See <i>Printing</i> for Windows <sup>®</sup> or <i>Printing and Faxing</i> for Macintosh in the <i>Software User's Guide</i> on the CD-ROM.)  |
| Color Enhancement is not working correctly.                     | If the image data is not full color in your application (such as 256 color), Color Enhancement will not work. Use at least 24 bit color data with the Color Enhancement feature.   |

## Printing (continued)

| Difficulty  | Suggestions  |
|---|--|
| Photo paper does not feed properly.                                       | When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.           |
|   | Clean the paper pick-up roller. (See Cleaning the paper pick-up rollers on page 153.)  |
| Machine feeds multiple pages.   | Make sure the paper is loaded correctly in the paper tray. (See Loading paper and other print media on page 10.)   |
|   | Check that more than two types of paper are not loaded in the paper tray at any one time.  |
| There is a paper jam.   | Make sure the paper length guide is set to the paper size. Do not extend the paper tray when you load A5 or smaller size paper. (See <i>Printer jam or paper jam</i> on page 146.)       |
| Printed pages are not stacked neatly.                                     | Make sure you are using the paper support flap. (See Loading paper and other print media on page 10.)  |
| Machine does not print from Adobe <sup>®</sup> Illustrator <sup>®</sup> . | Try to reduce the print resolution. (See <i>Printing</i> for Windows <sup>®</sup> or <i>Printing</i> and <i>Faxing</i> for Macintosh in the <i>Software User's Guide</i> on the CD-ROM.) |

### **Printing Received Faxes**

| Difficulty  | Suggestions   |
|---|---|
| Condensed print and white streaks across the page or the top and bottom of sentences are cut off. | You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.  |
| Vertical black lines when receiving.  | The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.                                 |
| Received color fax prints only in black and white.  | Replace the color ink cartridges that have reached the end of their life, and then ask the other person to send the color fax again. (See <i>Replacing the ink cartridges</i> on page 148.) |
| 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.                  | Make sure the machine is plugged in and turned on.   |
| (No dial tone)                           | Check the line cord connections.   |
|  | Change the Tone/Pulse setting. (See the Quick Setup Guide.)  |
|  | Lift the external telephone's handset (or the machine's handset) and listen for a dial tone. If there is no dial tone, ask your telephone company to check the line and/or socket.   |
|  | Lift the external telephone's handset, (or the machine's handset), and then dial the number to send a manual fax. Wait to hear fax receiving tones before pressing <b>Mono Start</b> or <b>Color 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 41.) 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 44.)  |
|                       | If you often have interference on the telephone line, try changing the menu setting of Compatibility to Basic(for VoIP). (See <i>Telephone line interference</i> on page 138.)     |
|                       | Make sure your machine has a dial tone by pressing the <b>Speaker Phone</b> key. If you hear static or interference on your fax line, please contact your local telephone company. |

### **Sending Faxes**

| Difficulty            | Suggestions   |
|-----------------------|---|
| Cannot send a fax.    | Check all line cord connections.  |
|                       | Make sure that the Fax key is illuminated. (See Entering Fax mode on page 32.)                      |
|                       | 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 80.) |
| Sent faxes are blank. | Make sure you are loading the document properly. (See Loading documents on page 21.)                |

### **Sending Faxes (continued)**

| Difficulty  | Suggestions   |
|---|---|
| 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 48), print fax messages in memory (see <i>Printing a fax from the memory</i> on page 52) or cancel a Delayed Fax or Polling Job (see <i>Cancelling a fax in progress</i> on page 34 or <i>Checking and cancelling waiting jobs</i> on page 39). If the problem continues, ask the telephone company to check your telephone line. |
|   | If you often get transmission errors due to possible interference on the telephone line, try changing the menu setting of Compatibility to Basic (for VoIP). (See Telephone line interference on page 138.)   |
| Poor fax send quality.                                | Try changing your resolution to Fine or S. Fine. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See Cleaning the scanner glass on page 152.)   |
| 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 152.)   |

### **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 45.)   |
| 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 * <b>5 1</b> ). When your machine answers, hang up.   |
| Custom features on a single line.          | If you have Call Waiting, Call Waiting/Caller ID, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.  |
|  | For example: If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (Error Correction Mode) feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate telephone line with no custom features is recommended. |

## **Copying Difficulties**

| Difficulty  | Suggestions  |
|---|--|
| Cannot make a copy.   | Make sure that the Copy key is illuminated. (See Entering Copy mode on page 86.)   |
| Copies are blank.   | Make sure you are loading the document properly. (See <i>Loading documents</i> on page 21.)  |
| Poor copy results when using the ADF.                                 | Try using the scanner glass. (See <i>Using the scanner glass</i> on page 21.)  |
| 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 152.) |
| Fit to Page does not work properly.                                   | Make sure the document is not skewed. Reposition the document and try again.   |
| Paper feeding and copying speed are slower when copying from the ADF. | Paper feeding and copying speed become slower to prevent overheating of the machine when you make many copies using the ADF. Let the machine cool, and then try again later.               |

# **Scanning Difficulties**

| Difficulty                                     | Suggestions  |
|--|--|
| TWAIN/WIA errors appear when starting to scan. | Make sure the Brother TWAIN/WIA driver is chosen as the primary source. In Presto! PageManager with OCR, click <b>File</b> , <b>Select Source</b> and choose the Brother TWAIN/WIA driver. |
| Poor scanning results when using the ADF.      | Try using the scanner glass. (See <i>Using the scanner glass</i> on page 21.)  |
| 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                    | 1 Have you installed the Windows® 2000 update? If not, do the following:  |  |  |
| correctly.                                      | 1) Unplug the USB cable.  |  |  |
|   | 2) Install the Windows <sup>®</sup> 2000 update using one of the following methods.   |  |  |
|   | Install MFL-Pro Suite from the CD-ROM. (See the Quick Setup Guide.)   |  |  |
|   | Download the latest service pack from the Microsoft Web site.   |  |  |
|   | <ol><li>Wait about 1 minute after you restart the PC, and then connect the USB<br/>cable.</li></ol>   |  |  |
|   | Take out the memory card or USB Flash memory drive and put it back in again.  |  |  |
|   | 3 If you have tried 'Eject' from within Windows <sup>®</sup> , take out the memory card or<br>USB Flash memory drive before you continue.                             |  |  |
|   | 4 If an error message appears when you try to eject the memory card or USB Flash memory drive, it means the card is being accessed. Wait a while and then try again.  |  |  |
|   | 5 If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.) |  |  |
| Cannot access Removable Disk from Desktop icon. | Make sure that you have correctly inserted the memory card or USB Flash memory drive.   |  |  |
| Part of my photo is missing.                    | Make sure that Borderless printing and Cropping are turned off. (See <i>Borderless printing</i> on page 107 and <i>Cropping</i> on page 106.)                         |  |  |

#### **Network Difficulties**

| Difficulty                        | Suggestions  |  |
|-----------------------------------|--|--|
| Cannot print over the network.    | Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see <i>Reports</i> on page 80) and check the current Network settings printed in this list. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows LAN Active for 2 seconds. |  |
|                                   | (If you are having Network problems, see <i>Network User's Guide</i> on the CD-ROM for more information.)  |  |
| The network scanning feature does | <windows® users=""></windows®>   |  |
| not work.                         | Firewall settings on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the Firewall. If you are using personal Firewall software, see the User's Guide for your software or contact the software manufacturer.   |  |
|                                   | For Windows <sup>®</sup> XP SP2 and Windows Vista <sup>®</sup> users, see <i>Firewall settings</i> in the <i>Software User's Guide</i> on the CD-ROM.  |  |
|                                   | For Windows <sup>®</sup> XP SP1 user's, please visit the Brother Solutions Center: ( <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> )   |  |
|                                   | <macintosh users=""></macintosh>   |  |
|                                   | Re-select your machine in the <b>Device Selector</b> application located in <b>Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector</b> or from the model list in ControlCenter2.  |  |
| The network PC-Fax Receive        | <windows® users=""></windows®>   |  |
| feature does not work.            | Firewall settings on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the Firewall. If you are using personal Firewall software, see the User's Guide for your software or contact the software manufacturer.   |  |
|                                   | For Windows <sup>®</sup> XP SP2 and Windows Vista <sup>®</sup> users, see <i>Firewall settings</i> in the <i>Software User's Guide</i> on the CD-ROM.  |  |
|                                   | For Windows® XP SP1 user's, please visit the Brother Solutions Center: ( <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> )   |  |
| Your computer cannot find your    | <windows® users=""></windows®>   |  |
| machine.                          | Firewall settings on your PC may be rejecting the necessary network connection. For detail, see the instruction above.   |  |
|                                   | <macintosh users=""></macintosh>   |  |
|                                   | Re-select your machine in the <b>Device Selector</b> application located in <b>Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector</b> or from the model list in ControlCenter2.  |  |

#### **Touchscreen Difficulties**

| Difficulty  | Suggestions                                       |
|---|---|
| The dial pad does not work when entering numbers or characters. | Use the touchscreen buttons to enter information. |

#### **Dial Tone detection**

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

- 1 Press MENU.
- Press ▲ or ▼ to display Initial Setup.
- Openion of the set of the set
- 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.
- Press ▲ or ▼ to display
  Initial Setup.
- 3 Press Initial Setup.
- 4 Press ▲ or ▼ to display Compatibility.
- 5 Press Compatibility.
- 6 Press High, Normal or Basic (for VoIP).
  - Basic(for VoIP) cuts the modem speed to 9,600 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 14,400 bps.
  - High increases the modem speed to 33,600 bps. (factory setting)
- 7 Press Stop/Exit.



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

# **Error and Maintenance messages**

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

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

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

| Error Message  | Cause  | Action  |
|----------------|--|---|
| B&W Print Only | One or more of the color ink cartridges have reached the end of their life.  You can use the machine in monochrome mode for approximately four weeks depending on the number of pages you print.  While this message appears on the LCD, each operation works in the following way:  Printing  If you click Greyscale in the Advanced tab of the printer driver you can use the machine as a monochrome printer.  Copying  If the paper type is set to Plain Paper or Inkjet Paper you can make copies in monochrome.  Faxing  If the paper type is set to Plain Paper or Inkjet Paper the machine will receive and print the faxes in monochrome. If a sending machine has a color fax, the machine's handshake will ask that the fax be sent as monochrome.  If the paper type is set to Other Glossy or Brother BP71, the machine will stop all print operations. If you unplug the machine, or take out the ink cartridge, you cannot use the machine until you change to a new ink cartridge. | Replace the ink cartridges. (See Replacing the ink cartridges on page 148.) |

| Error Message    | Cause   | Action  |  |
|------------------|---|---|--|
| Cannot Detect    | You installed a new ink cartridge too quickly and the machine did not detect it.  | Take out the new ink cartridge and re-install it slowly until it clicks.  |  |
|                  | If you are using non Brother Original ink the machine may not detect the ink cartridge.   | Replace the cartridge with a Brother Original ink cartridge. If the error message remains, contact your Brother dealer. |  |
|                  | An ink cartridge is not installed properly.   | Take out the new ink cartridge and reinstall it slowly until it clicks.   |  |
| Cannot Print     | One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, black and white faxes will be stored in the memory. If a sending machine has a color fax, the machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the color fax will be stored in the memory as a black and white fax. | Replace the ink cartridges. (See Replacing the ink cartridges on page 148.)   |  |
| 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 21. See <i>Document jam</i> on page 145.   |  |
| 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 near the end of their life. If a sending machine has a color fax to send, your machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the color fax will be printed at your machine as a black and white fax.  Order a new ink cartridge. You car continue printing until the LCD sho Cannot Print. (See Replacing to cartridges on page 148.) |   |
| Low Temperature  | The print head is too cold.   | Allow the machine to warm up.   |
| Media Error      | The memory card is either corrupted, incorrectly formatted, or there is a problem with the memory card.   | Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive (slot) of the machine by putting in another memory card that you know is working. |
| Media is Full.   | The memory card or USB Flash memory drive you are using already contains 999 files.   | Your machine can only save to your memory card or USB Flash memory drive if it contains less than 999 files. Try deleting unused files to free some space and try again.  |
| No Caller ID     | There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.   | If you want to use the Caller ID feature call your telephone company. (See Caller ID (Caller IDentification) (not available in certain area) on page 58.)   |
| No Cartridge     | An ink cartridge is not installed correctly.  | Take out the new ink cartridge and reinstall it slowly until it clicks. (See Replacing the ink cartridges on page 148.)   |
| No File          | The memory card or USB Flash memory drive in the media drive does not contain a .JPG file.  | Put the correct memory card or USB Flash memory drive into the slot again.  |

| Error Message    | Cause  | Action  |  |
|------------------|--|---|--|
| No Paper Fed     | The machine is out of paper or paper is not properly loaded in the paper tray.                                 | Do one of the following:  |  |
|                  |  | Refill the paper in the paper tray, and<br>then press Mono Start or Color Start.  |  |
|                  |  | Remove the paper and load it again<br>and then press Mono Start or<br>Color Start.  |  |
|                  | The paper is jammed in the machine.  | See <i>Printer jam or paper jam</i> on page 146.  |  |
|                  | The Jam Clear Cover is not closed properly.  | Check that the Jam Clear Cover is closed evenly at both ends. (See <i>Printer jam or paper jam</i> on page 146.)                                      |  |
| No Response/Busy | The number you dialled does not answer or is busy.   | Verify the number and try again.  |  |
| Not Registered   | You tried to access a Speed Dial number that is not programmed.  | Set up the Speed Dial number. (See Storing Speed Dial numbers on page 66.)  |  |
| Out of Memory    | The machine's memory is full.  | Fax sending or copy operation in progress   |  |
|                  |  | Do one of the following:  |  |
|                  |  | Press Stop/Exit and wait until the other<br>operations in progress finish and then<br>try again.  |  |
|                  |  | ■ 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 48.) |  |
|                  |  | Print the faxes that are in the memory.<br>(See Printing a fax from the memory<br>on page 52.)  |  |
|                  | 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.   | Open the Jam Clear Cover (at the back of the machine) and pull out the jammed paper by following steps in <i>Printer jam or paper jam</i> on page 146.  |  |
|   |   | Make sure the paper length guide is fit to the paper size. Do not extend the paper tray when you load A5 or smaller size paper.   |  |
| Touchscreen initia<br>lization failed   | The Touchscreen was pressed before the power on initialization was completed.                                 | Make sure that there is nothing resting on or touching the Touchscreen.   |  |
| Unable to Clean XX  | The machine has a mechanical problem.   | Open the scanner cover and remove any   |  |
| Unable to Init. XX  | •   | foreign objects and paper scraps inside the machine. If the error message continues,  |  |
| Unable to Print XX  | —OR—  | disconnect the machine from the power for   |  |
| Unable to Scan XX   | A foreign object such as a paper clip or ripped paper is in the machine.                                      | several minutes, then reconnect it. (The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. See  Transferring your faxes or Fax Journal report on page 144.)       |  |
| Unusable Device   | A broken device has been  | Unplug the device from the USB direct   |  |
| Disconnect device<br>from front connect<br>or & turn machine<br>off & then on | connected to the USB direct interface.  | interface, then press <b>On/Off</b> to turn the machine off and then on again.  |  |
| Unusable Device   | A USB device or USB Flash   | Unplug the device from the USB direct   |  |
| Please Disconnect<br>USB Device.  | memory drive that is not supported has been connected to the USB direct interface.                            | interface.  |  |
|   | For more information, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> . |   |  |
| Wrong Paper Size  | Paper is not the correct size.  | Check that the machine's Paper Size setting matches the size of paper in the tray. Load the correct size of paper, and then press <b>Mono Start</b> or <b>Color Start</b> . (See <i>Paper Size</i> on page 24.) |  |

#### **Error animations**

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 backward. If you do not press a key after 1 minute the animation starts running automatically.



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

# Transferring your faxes or Fax Journal report

If the LCD shows:

- Unable to Clean XX
- Unable to Init.XX
- Unable to Print XX
- Unable to Scan XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 144 or *Transferring faxes to your PC* on page 144.)

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 145.)

# 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.
- Make sure you have installed MFL-Pro Suite on your PC, and then turn on PC FAX Receiving on the PC. (For details see PC- FAX receiving for Windows® in the Software User's Guide on the CD-ROM.)

- Make sure you have set PC Fax Receive on the machine. (See PC Fax Receive (Windows® only) on page 47.) 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*.)

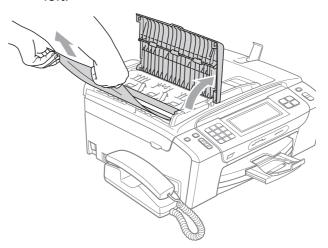
- Press Stop/Exit to interrupt the error temporarily.
- 2 Press MENU.
- 3 Press **▲** or **▼** to display Service.
- 4 Press Service.
- 5 Press Data Transfer.
- 6 Press Report Trans..
- 7 Enter the fax number to which the Fax Journal report will be forwarded.
- 8 Press Mono Start.

#### **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

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



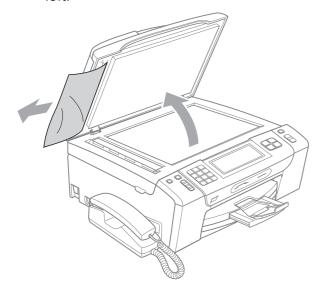
- 4 Close the ADF cover.
- 5 Press Stop/Exit.

## IMPORTANT

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

# Document is jammed inside the ADF unit

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

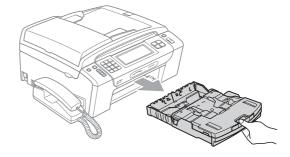


- Close the document cover.
- 5 Press Stop/Exit.

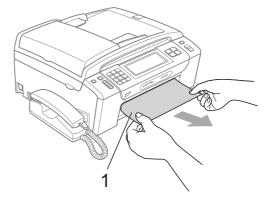
### Printer jam or paper jam

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

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

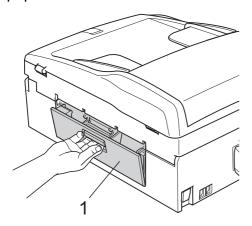


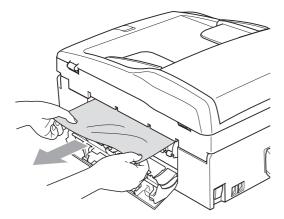
Pull out the jammed paper (1) and press Stop/Exit.



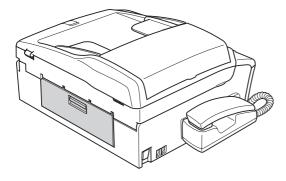
- 3 Clear the error message by lifting the scanner cover from the front of the machine and then closing it.
  - If the error message is still displayed, or if you cannot remove the jammed paper from the front of the machine, please go to the next step.

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

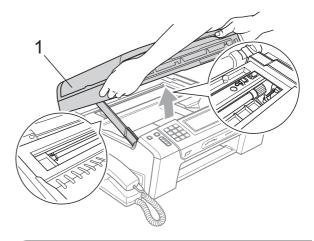




Close the Jam Clear Cover.
Make sure the cover is closed properly.

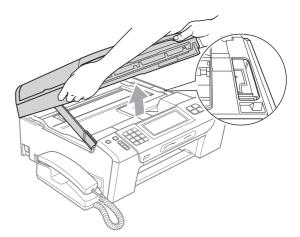


6 Lift the scanner cover (1) from the front side of the machine until it locks securely in the open position. Make sure that there is no jammed paper left inside the machine.



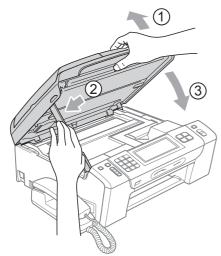
## IMPORTANT

- 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.

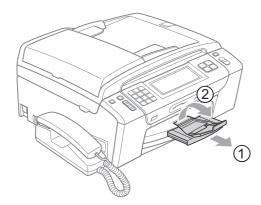


• If ink gets on your skin, immediately wash it off with soap or detergent.

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



- 8 Push the paper tray firmly back into the machine.
- 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).



# 1 IMPORTANT

DO NOT use the paper support flap for Legal size paper.

### **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.



For example, when one of the ink cartridge is nearly empty, the LCD will display Ink low (name of color).

You should purchase a replacement cartridge in preparation for when the machine indicates the color is completely empty.

When one of the ink cartridge is empty, the LCD will display Cannot Print or B&W Print Only.

You should only replace the actual ink cartridge when this message Cannot Print or B&W Print Only appears on the LCD.

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

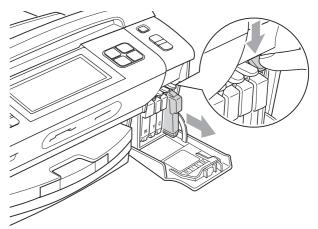
Even though the machine tells you to replace an ink cartridge, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.

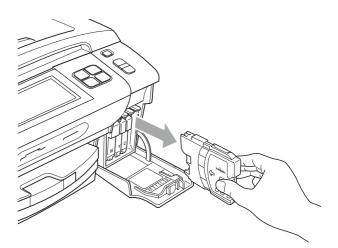
## IMPORTANT

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 Original 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 Original 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.

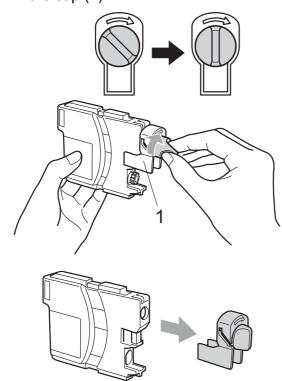
  If one or more ink cartridges have reached the end of their life, the LCD shows B&W Print Only or Cannot Print.
- Press the lock release lever as shown to release the cartridge indicated on the LCD. Remove the cartridge from the machine.



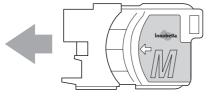


Open the new ink cartridge bag for the color shown on the LCD, and then take out the ink cartridge.

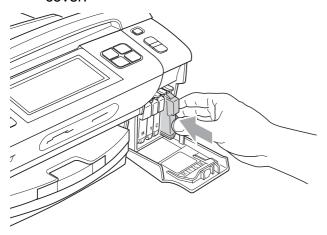
4 Turn the green knob on the protective yellow cap clockwise until it clicks to release the vacuum seal, then remove the cap (1).



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



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.



- If you replaced an ink cartridge, the LCD may ask you to verify that it was a brand new one (for example, Did You Change BK Black). For each new cartridge you installed, press Yes to automatically reset the ink dot counter for that color. If the ink cartridge you installed is not a brand new one, be sure to press No.
- If the LCD shows No Cartridge or Cannot Detect after you install the ink cartridges, check that the ink cartridges are installed correctly.

#### **A** CAUTION

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

## ! IMPORTANT

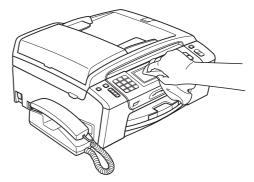
- DO NOT take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.
- DO NOT touch the cartridge insertion slots. If you do so, the ink may stain your skin.
- If ink gets on your skin or clothing immediately wash it off with soap or detergent.
- If you mix the colors by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation.
- Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.

# Cleaning the outside of the machine

#### Clean the Touchscreen as follows:

#### IMPORTANT

- Disconnect the power when you clean the Touchscreen.
- DO NOT use any type of liquid cleaners (including ethanol).
- Clean the Touchscreen with a dry lint-free soft cloth.

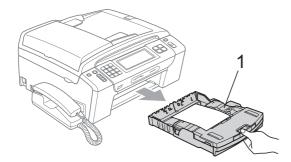


Clean the outside of the machine as follows:

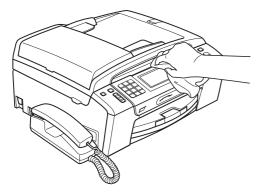
### IMPORTANT

- 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.

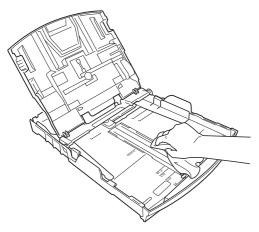
1 Pull the paper tray (1) completely out of the machine.



Wipe the outside of the machine with a dry lint-free soft cloth to remove dust.



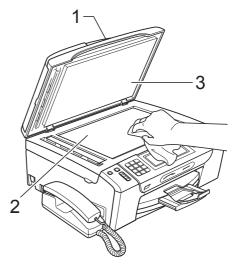
- 3 Lift the output paper tray cover and remove anything that is stuck inside the paper tray.
- Wipe the paper tray with a dry lint-free soft cloth to remove dust.



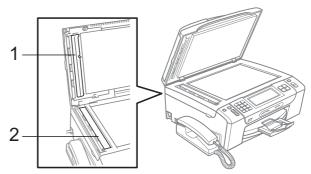
Close the output paper tray cover and put the paper tray firmly back in the machine.

#### Cleaning the scanner glass

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



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



**Note** 

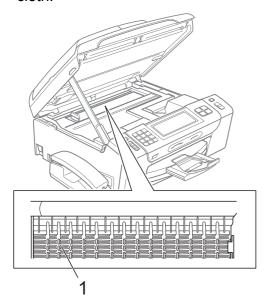
In addition to cleaning the glass strip with a non-flammable glass cleaner, run your finger tip over the glass strip to see if you can feel anything on it. If you feel dirt or debris, clean the glass strip again concentrating on that area. You may need to repeat the cleaning process three or four times.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

# Cleaning the machine's printer platen

#### **A** CAUTION

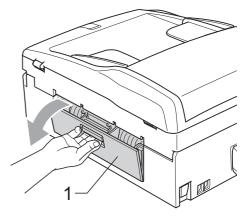
Be sure to unplug the machine from the electrical socket before cleaning the printer platen (1) to avoid electrical shock.

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

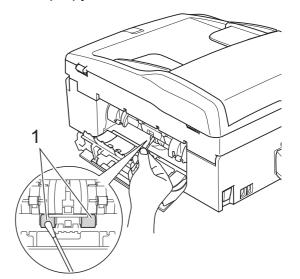


# Cleaning the paper pick-up rollers

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



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



- Close the Jam Clear Cover. Make sure the cover is closed correctly.
- Put the paper tray firmly back in the machine.
- 6 Re-connect the power cord.

#### Cleaning the print head

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

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

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

#### !MPORTANT

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

- 1 Press INK
- 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 Standby mode automatically.



If you clean the print head at least five times and the print has not improved, try installing a new Brother original Innobella™ replacement cartridge for each problem color. Try cleaning the print head again up to five more times. If the print has not improved call your Brother dealer.

#### Checking the print quality

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

- 1 Press INK
- 2 Press Test Print.
- Open Print Quality.
- Press Color Start.
  The machine begins printing the Print Quality Check Sheet.
- 5 Check the quality of the four color 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 .
- If you can see missing short lines as shown below, press No.

OK Poor





- 7 The LCD asks you if the print quality is OK for black and three colors.
  Press Yes or No.
- 8 The LCD asks you if you want to start cleaning.

Press Color Start.

The machine starts cleaning the print head.

9 After cleaning is finished, press Color Start.

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

10 Press Stop/Exit.

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

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

### **!** IMPORTANT

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





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, or if your printed text becomes blurred or images become faded.

- 1 Press INK
- 2 Press Test Print.
- 3 Press Alignment.
- 4 Press Mono Start or Color 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 ⑤.
  - 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 INK .
- Press Ink Volume.
  The LCD shows the ink volume.
- 3 Press Stop/Exit.



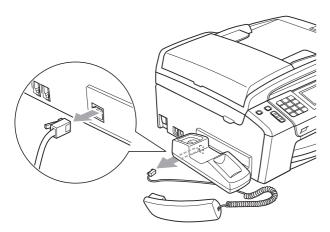
You can check the ink volume from your computer. (See *Printing* for Windows<sup>®</sup> or *Printing and Faxing* for Macintosh in the *Software User's Guide* on the CD-ROM.)

# Uninstalling and installing the handset and handset cradle

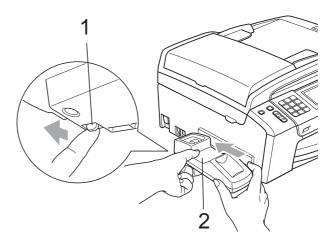
If you do not use the handset you can remove the handset and handset cradle.

# Uninstalling the handset and handset cradle

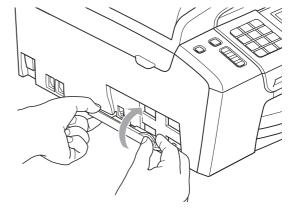
1 Unplug the curled handset cord from the machine.



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

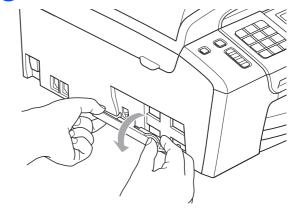


3 Attach the side cover.



# Installing the handset and handset cradle

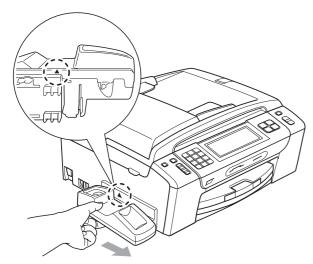
1 Remove the side cover.



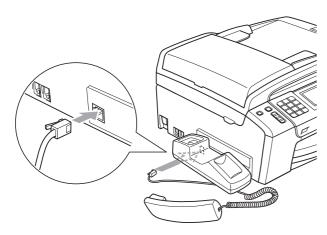


If you cannot open the cover with your hand, use a coin to open it.

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



Connect the curled handset cord to the machine.



### **Machine Information**

#### Checking the serial number

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

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

#### **Reset functions**

The following reset functions are available:

1 Network

You can reset the print server back to its default factory settings such as the IP address information.

2 Speed Dial&Fax

Speed Dial & Fax resets the following settings:

- Speed Dial (Speed-Dial and Groups)
- Programmed fax jobs in the memory (Polled Transmit, Delayed Polling, Delayed Fax and Delayed Batch Transmission)
- Station ID (Name and Number)
- Remote Fax Options (Fax Forwarding)
- Report settings
   (Transmission Verification Report, Quick Dial List and Fax Journal)
- Digital TAD

  (OGM, ICM and Recorded Calls)

- Call History
   (Caller ID history and Outgoing Call history)
- Faxes in the memory
- 3 All Settings

You can reset all the machine settings back to the settings that were set at the factory.

Brother strongly recommends you use this operation when you dispose of the machine.



Unplug the interface cable before you choose Network or All Settings.

#### How to reset the machine

- 1 Press MENU.
- Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup.
- 4 Press **▲** or **▼** to display Reset.
- 5 Press Reset.
- 6 Press the reset function you want to use.
- 7 Press Yes.
- 8 Press Yes for 2 seconds to confirm to reset.

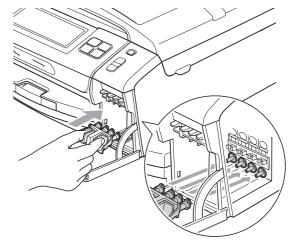
# Packing and shipping the machine

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

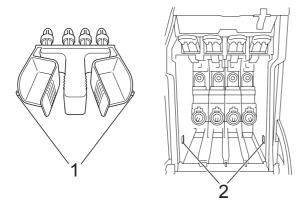
It is important to allow the machine to 'park' the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print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

- Open the ink cartridge cover.
- 2 Press the ink release lever to release the ink cartridge and take out the ink cartridges. (See *Replacing the ink cartridges* on page 148.)
- Install the green protective part and then close the ink cartridge cover.

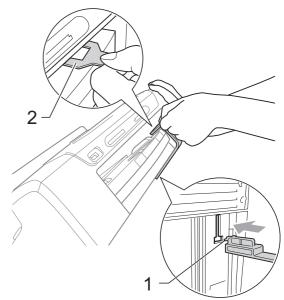


## ! IMPORTANT

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

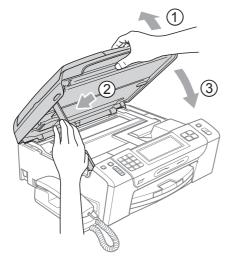


 If you are not able to find the green protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the green protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty. When travelling with the ink cartridges still in the machine please keep the machine upright as this will protect the machine from leakage. 4 Lift the front of the machine and hook the long end (1) of the green protective part into the T-shaped hole underneath the machine. Push the forked end (2) onto the top of the paper tray.

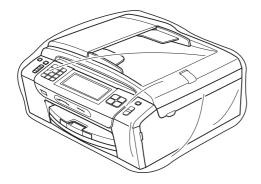


- Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
- 6 Unplug the machine from the electrical socket and from the machine.
- Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position. Then unplug the interface cable from the machine, if it is connected.

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

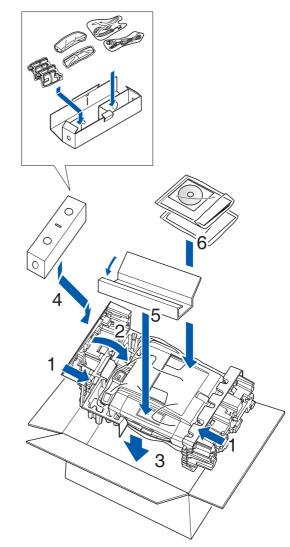


Wrap the machine in the bag.



10 Pack the machine and the printed materials in the original carton with the original packing material as shown in the illustration.

Do not pack the used ink cartridges in the carton.



11 Close the carton and tape it shut.

# C

# **Menu and Features**

# On-screen programming

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

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

#### Menu table

You can program your machine by using the Menu table that begins on page 162. These pages list the menu selections and options.

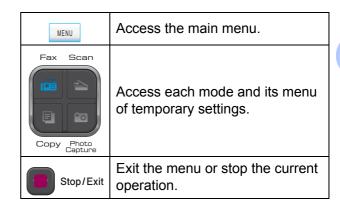
### Memory storage

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.

## **1** IMPORTANT

During a power failure the machine will retain messages that are in the memory for approximately 24 hours.

# Mode and menu keys



#### 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              | 23   |
|  |            |         | 0 Sec        | Fax mode.                               |      |
|  |            |         | 30 Secs      |   |      |
|  |            |         | 1 Min        |   |      |
|  |            |         | 2 Mins*      |   |      |
|  |            |         | 5 Mins       |   |      |
|  | Paper Type | _       | Plain Paper* | Sets the type of paper in               | 24   |
|  |            |         | Inkjet Paper | the paper tray.                         |      |
|  |            |         | Brother BP71 |   |      |
|  |            |         | Other Glossy |   |      |
|  |            |         | Transparency |   |      |
|  | Paper Size | _       | A4*          | Sets the size of the paper              | 24   |
|  |            |         | A5           | in the paper tray.                      |      |
|  |            |         | 10x15cm      |   |      |
|  |            |         | Letter       |   |      |
|  |            |         | Legal        |   |      |
|  | Volume     | Ring    | Off          | Adjusts the ring volume.                | 25   |
|  |            |         | Low          |   |      |
|  |            |         | Med*         |   |      |
|  |            |         | High         |   |      |
|  |            | Beeper  | Off          | Adjusts the volume level of the beeper. | 25   |
|  |            |         | Low*         |   |      |
|  |            |         | Med          |   |      |
|  |            |         | High         |   |      |
|  |            | Speaker | Off          | Adjusts the volume level                | 26   |
|  |            |         | Low          | of the speaker.                         |      |
|  |            |         | Med*         |   |      |
|  | _          |         | High         |   |      |
| The factory settings are shown in Bold with an asterisk. |            |         |              |   |      |

| Level1        | Level2              | Level3              | Options             | Descriptions   | Page |
|---------------|---------------------|---------------------|---------------------|--|------|
| General Setup | LCD Settings        | Backlight           | Light*              | You can adjust the   | 27   |
| (continued)   |                     |                     | Med                 | brightness of the LCD backlight.   |      |
|               |                     |                     | Dark                | 223g   |      |
|               |                     | Dim Timer           | Off                 | You can set how long the   | 27   |
|               |                     |                     | 10 Secs             | LCD backlight stays on for after you go back to the  |      |
|               |                     |                     | 20 Secs             | Ready screen.  |      |
|               |                     |                     | 30 Secs*            |  |      |
|               | Sleep Mode          | _                   | 1 Min               | You can choose how long  | 26   |
|               |                     |                     | 2 Mins              | the machine will remain idle before it goes into   |      |
|               |                     |                     | 3 Mins              | sleep mode.  |      |
|               |                     |                     | 5 Mins*             |  |      |
|               |                     |                     | 10 Mins             |  |      |
|               |                     |                     | 30 Mins             |  |      |
|               |                     |                     | 60 Mins             |  |      |
| Fax           | Setup Receive       | Ring Delay          | Ring Delay          | Sets the number of rings<br>before the machine<br>answers in Fax Only or                         | 44   |
|               |                     |                     | 0                   |  |      |
|               |                     |                     | 1                   | Fax/Tel mode.  |      |
|               |                     |                     | 2*                  |  |      |
|               |                     |                     | 3                   |  |      |
|               |                     |                     | 4                   |  |      |
|               |                     |                     | 5                   |  |      |
|               |                     |                     | 6                   |  |      |
|               |                     |                     | 7                   |  |      |
|               |                     |                     | 8                   |  |      |
|               |                     |                     | 9                   |  |      |
|               |                     |                     | 10                  | Cost saving feature: the machine rings 2 times if there are messages and 4 times if there are no |      |
|               |                     |                     | Toll Saver          |  | 77   |
|               |                     |                     | On                  |  |      |
|               |                     |                     | Off*                |  |      |
|               |                     |                     |                     | messages, so you can   |      |
|               |                     |                     |                     | hang up and not pay for the call.  |      |
|               | The factory setting | s are shown in Bold | d with an asterisk. |  |      |

| Level1             | Level2                    | Level3         | Options                                     | Descriptions   | Page |
|--------------------|---------------------------|----------------|---|--|------|
| Fax<br>(continued) | Setup Receive (continued) | F/T Ring Time  | 20 Secs 30 Secs* 40 Secs 70 Secs            | Sets the fast double-ring time in Fax/Tel mode.  | 44   |
|                    |                           | Fax Detect     | On* Semi Off                                | Receives fax messages automatically when you answer a call and hear the fax tone.  | 45   |
|                    |                           | Remote Codes   | On*<br>(*51, #51)<br>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.   | 62   |
|                    |                           | Auto Reduction | On*<br>Off                                  | Cuts the size of incoming faxes.   | 52   |
|                    |                           | Memory Receive | Off* Fax Forward Fax Storage PC Fax Receive | You can set the machine to either forward fax messages, store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or send faxes to your PC.  If you choose Fax Forward or PC Fax Receive, you can turn on the Backup Print safety feature. | 46   |
|                    |                           | Fax Preview    | On<br>Off*                                  | You can preview faxes.   | 49   |
|                    | Report Setting            | Transmission   | On On+Image Off* Off+Image                  | Initial setup for<br>Transmission Verification<br>Report and Fax Journal<br>Report.  | 79   |
|                    |                           | Journal Period |   |  | 79   |

| Level1             | Level2               | Level3              | Options                    | Descriptions  | Page |
|--------------------|----------------------|---------------------|----------------------------|---|------|
| Fax<br>(continued) | Print Document       | _                   | _                          | Prints incoming faxes stored in the memory.   | 52   |
|                    | Remote Access        | _                   | <del>*</del>               | Set your own code for Remote Retrieval.   | 53   |
|                    | Remaining Jobs       | _                   | _                          | Check which jobs are in the memory and lets you cancel chosen jobs.                 | 39   |
|                    | Setup TAD            | OGM                 | TAD Message<br>F/T Message | Play/Record or erase the outgoing message.  | 72   |
|                    |                      | ICM Max.Time        | 30 Secs*                   | Choose the maximum  | 77   |
|                    |                      |                     | 60 Secs                    | length of incoming messages.  |      |
|                    |                      |                     | 120 Secs                   |   |      |
|                    |                      |                     | 180 Secs                   |   |      |
|                    |                      | ICM Rec.Monitr      | On*                        | Allows you to turn the speaker volume On or Off for voice messages as they come in. | 78   |
|                    | Miscellaneous        | Mem Security        | _                          | Prohibits most functions except receiving faxes into memory.                        | 30   |
|                    |                      | Caller ID Type      | FSK*                       | You can switch the mode if Caller ID cannot be displayed normally.                  | 59   |
|                    |                      | Fax Mode            | Easy Mode* Advanced Mode   | Selects the transmission process when sending/receiving the faxes manually.         | 28   |
|                    | The factory settings | s are shown in Bold | l with an asterisk.        |   |      |

#### **Network menu**

| Level1  | Level2         | Level3            | Level4             | Options                        | Descriptions  |
|---------|----------------|-------------------|--------------------|--------------------------------|---|
| Network | Wired LAN      | TCP/IP            | BOOT Method        | Auto*                          | Chooses the   |
|         |                |                   |                    | Static                         | BOOT method that best suits   |
|         |                |                   |                    | RARP                           | your needs.   |
|         |                |                   |                    | BOOTP                          |   |
|         |                |                   |                    | DHCP                           |   |
|         |                |                   | IP Address         | [000-255].                     | Enter the IP address.   |
|         |                |                   |                    | [000-255].                     |   |
|         |                |                   |                    | [000-255].                     |   |
|         |                |                   |                    | [000-255]                      |   |
|         |                |                   | Subnet Mask        | [000-255].                     | Enter the Subnet  |
|         |                |                   |                    | [000-255].                     | mask.   |
|         |                |                   |                    | [000-255].                     |   |
|         |                |                   |                    | [000-255]                      |   |
|         |                |                   | Gateway [000-255]. | [000-255].                     | Enter the   |
|         |                |                   |                    | [000-255].                     | Gateway address.  |
|         |                |                   |                    | [000-255].                     |   |
|         |                |                   |                    | [000-255]                      |   |
|         |                |                   | Node Name          | BRNXXXXXXXXXX                  | Enter the Node name.  |
|         |                |                   | WINS Config        | Auto*                          | Chooses the WINS  |
|         |                |                   | Static             | configuration mode.            |   |
|         |                |                   | WINS Server        | (Primary)<br>000.000.000.000   | Specifies the IP address of the   |
|         |                |                   |                    | (Secondary)<br>000.000.000.000 | primary or secondary server.  |
|         |                |                   | DNS Server         | (Primary)<br>000.000.000.000   | Specifies the IP address of the   |
|         |                |                   |                    | (Secondary)                    | primary or secondary server.  |
|         |                |                   | АРІРА              | On*<br>Off                     | Automatically allocates the IP address from the link-local address range. |
|         | See Network Us | er's Guide on the | CD-ROM.            |                                | •   |



The factory settings are shown in Bold with an asterisk.

| Level1      | Level2      | Level3      | Level4      | Options                        | Descriptions   |
|-------------|-------------|-------------|-------------|--------------------------------|--|
| Network     | Wired LAN   | Ethernet    | _           | Auto*                          | Chooses the Ethernet link mode.                      |
| (continued) | (continued) |             |             | 100B-FD                        |  |
|             |             |             |             | 100B-HD                        |  |
|             |             |             |             | 10B-FD                         |  |
|             |             |             |             | 10B-HD                         |  |
|             |             | MAC Address | _           | _                              | You can see your machine's MAC address from the LCD. |
|             | WLAN        | TCP/IP      | BOOT Method | Auto*                          | Chooses the  |
|             |             |             |             | Static                         | BOOT method that best suits                          |
|             |             |             |             | RARP                           | your needs.  |
|             |             |             |             | BOOTP                          |  |
|             |             |             |             | DHCP                           |  |
|             |             |             | IP Address  | [000-255].                     | Enter the IP   |
|             |             |             |             | [000-255].                     | address.   |
|             |             |             |             | [000-255].                     |  |
|             |             |             |             | [000-255]                      |  |
|             |             |             | Subnet Mask | [000-255].                     | Enter the Subne mask.                                |
|             |             |             |             | [000-255].                     |  |
|             |             |             |             | [000-255].                     |  |
|             |             |             |             | [000-255]                      |  |
|             |             |             | Gateway     | [000-255].                     | Enter the  |
|             |             |             |             | [000-255].                     | Gateway address.                                     |
|             |             |             |             | [000-255].                     |  |
|             |             |             |             | [000-255]                      |  |
|             |             |             | Node Name   | BRWXXXXXXXXXXX                 | Enter the Node name.                                 |
|             |             |             | WINS Config | Auto*                          | Chooses the  |
|             |             |             |             | Static                         | WINS configuration mode.                             |
|             |             |             | WINS Server | (Primary)<br>000.000.000.000   | Specifies the IP address of the primary or           |
|             |             |             |             | (Secondary)                    | secondary<br>server.                                 |
|             |             |             | DNS Server  | (Primary)<br>000.000.000.000   | Specifies the IP address of the primary or           |
|             |             |             |             | (Secondary)<br>000.000.000.000 | secondary<br>server.                                 |

The factory settings are shown in Bold with an asterisk.

| Level1                 | Level2              | Level3                         | Level4     | Options    | Descriptions  |
|------------------------|---------------------|--------------------------------|------------|------------|---|
| Network<br>(continued) | WLAN<br>(continued) | TCP/IP (continued)             | APIPA      | On*<br>Off | Automatically allocates the IP address from the link-local address range.                 |
|                        |                     | 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.   |
|                        |                     | MAC Address                    | _          | _          | You can see your machine's MAC address from the LCD.                                      |
|                        | Network I/F         | _                              | Wired LAN* | _          | You can choose the network connection type.   |
|                        | Network Reset       | _                              | _          | _          | Restores all wired and wireless network settings to the factory default.                  |
|                        | See Network User    | s Guide on the $\overline{CD}$ | ROM.       |            |   |



The factory settings are shown in Bold with an asterisk.

## MENU (MENU) (continued)

| Level1        | Level2          | Level3 | Options               | Descriptions   | Page                            |
|---------------|-----------------|--------|-----------------------|--|---------------------------------|
| Print Reports | XMIT Verify     | _      | _                     | Prints these lists and reports.  | 80                              |
|               | Help List       | _      | _                     |  |                                 |
|               | Quick Dial      | _      | Alphabetical<br>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.                          | 157                             |
| Initial Setup | Receive Mode    | _      | Fax Only*             | Choose the receive mode that best suits your needs.                        | 41                              |
|               |                 |        | Fax/Tel               |  |                                 |
|               |                 |        | Manual                |  |                                 |
|               | Date&Time       | _      | _                     | Puts the date and time on<br>the LCD and in headings<br>of faxes you send. | See<br>Quick<br>Setup<br>Guide. |
|               | Station ID      | _      | Fax:                  | Set your name and fax  |                                 |
|               |                 |        | Name:                 | number to appear on each page you fax.                                     |                                 |
|               | Tone/Pulse      | _      | Tone*                 | Choose the dialling mode.  |                                 |
|               |                 |        | Pulse                 |  |                                 |
|               | Dial Tone       | _      | Detection             | Turns Dial Tone Detection  | 138                             |
|               |                 |        | No Detection*         | on or off.   |                                 |
|               | Compatibility   | _      | High*                 | Adjusts the modem speed to help resolve transmission problems.             | 138                             |
|               |                 |        | Normal                |  |                                 |
|               |                 |        | Basic(for VoIP)       |  |                                 |

| Level1                    | Level2            | Level3         | Options          | Descriptions   | Page |
|---------------------------|-------------------|----------------|------------------|--|------|
| Initial Setup (continued) | Reset             | Network        | _                | Resets the print server back to its factory default settings, such as the password and IP address information.   | 157  |
|                           |                   | Speed Dial&Fax | _                | Deletes all stored Speed Dial numbers and restores the Station ID, Quick Dial List, Transmission Verification Report and Fax Journal back to the factory default settings. |      |
|                           |                   | All Settings   | _                | Resets all the machine's settings back to the factory settings.  |      |
|                           | Local<br>Language | _              | English Chinese* | Always you to change the LCD language.   | 27   |





| Level1   | Level2              | Level3               | Options           | Descriptions   | Page |
|--|---------------------|----------------------|-------------------|--|------|
| Record (Appears only when the handset is up or Speaker Phone                         | _                   | _                    | _                 | You can record your conversation.                                  | 75   |
| is pressed.)   |                     |                      |                   |  |      |
| Volume   | Speaker             | _                    | Off               | Adjusts the volume level of  | 26   |
| (Appears only when the handset   |                     |                      | Low               | the speaker.   |      |
| is up or   |                     |                      | Med*              |  |      |
| Speaker Phone is pressed.)   |                     |                      | High              |  |      |
| Fax Resolution   | _                   | _                    | Standard*         | Sets the resolution for  | 37   |
|  |                     |                      | Fine              | outgoing faxes.  |      |
|  |                     |                      | S.Fine            |  |      |
|  |                     |                      | Photo             |  |      |
| Contrast   | _                   | _                    | Auto*             | Changes the lightness or   | 36   |
|  |                     |                      | Light             | darkness of faxes you send.  |      |
|  |                     |                      | Dark              |  |      |
| Broadcasting   | Add Number          | _                    | _                 | You can send the same fax  | 35   |
| (Does not appear<br>when handset is<br>up or<br><b>Speaker Phone</b><br>is pressed.) | Speed Dial          |                      |                   | message to more than one fax number.                               |      |
| Preview  | _                   | _                    | On Off*           | You can preview a fax message before send it.                      | 34   |
| Delayed Fax  | _                   | _                    | On (00:00)        | Sets the time of day in  | 38   |
|  |                     |                      | Off*              | 24-hour format that the delayed faxes will be sent.                |      |
| Batch TX   | _                   | _                    | On                | Combines delayed faxes to  | 38   |
|  |                     |                      | Off*              | the same fax number at the same time of day into one transmission. |      |
| Real Time TX   | _                   | _                    | On                | You can send a fax without   | 37   |
|  |                     |                      | Off*              | using the memory.  |      |
| Polled TX  | _                   | _                    | Standard          | Sets up the document on  | 83   |
|  |                     |                      | Secure            | your machine to be retrieved by another fax machine.               |      |
|  |                     |                      | Off*              | .,   |      |
|  | The factory setting | gs are shown in Bold | with an asterisk. |  |      |

| Level1          | Level2                         | Level3            | Options                     | Descriptions   | Page |
|-----------------|--------------------------------|-------------------|-----------------------------|--|------|
| Polling RX      | _                              | _                 | Standard<br>Secure<br>Timer | Sets up your machine to poll another fax machine.  | 81   |
|                 |                                |                   | Off*                        |  |      |
| Overseas Mode   | _                              | _                 | On<br>Off*                  | If you are having difficulty sending faxes overseas, set this to On.   | 38   |
| Glass ScanSize  | _                              | _                 | Letter A4*                  | Adjust the scan area of the scanner glass to the size of the document.   | 33   |
| Set New Default | _                              | _                 | _                           | You can save your fax settings.  | 39   |
| Factory Reset   | _                              | _                 | _                           | You can restore all settings to the factory settings.  | 39   |
| Call History    | Outgoing Call                  | Send a fax        | _                           | You can choose a number from the Outgoing Call history and then make a telephone call to it, send a fax to it, add it to Speed Dial, or delete it. | 65   |
| Caller ID hist  |                                | Make a phone call | _                           |  |      |
|                 |                                | More              | Add to Speed<br>Dial        |  |      |
|                 |                                |                   | Delete                      |  |      |
|                 | Caller ID hist.                | Send a fax        | _                           | You can choose a number from the Caller ID history and then make a telephone call to it, send a fax to it, add it to Speed Dial, or delete it.     | 65   |
|                 |                                | Make a phone call | _                           |  |      |
|                 |                                | More              | Add to Speed<br>Dial        |  |      |
|                 |                                |                   | Delete                      |  |      |
| Speed Dial      | More                           | Set Speed Dial    | _                           | You can set up dial by pressing only a few keys.   | 66   |
|                 |                                | Setup Groups      | _                           | You can set up Groups for Broadcasting.  | 69   |
|                 |                                | Change            | _                           | You can change Speed Dial numbers.   | 68   |
|                 |                                | Delete            |                             | You can delete Speed Dial numbers.   | 68   |
|                 | (Press a Speed<br>Dial number) | Send a fax        | _                           | You can send a fax after pressing Mono Start or Color Start.   | 64   |
|                 |                                | Make a phone      | _                           | You can make a telephone   | 64   |

# Scan ( )

| Level1                           | Option1              | Option2                 | Option3   | Descriptions  | Page                       |
|----------------------------------|----------------------|-------------------------|---|---|----------------------------|
| Scan to E-mail                   | _                    | _                       | _   | You can scan a monochrome or a color document into your E-mail application.             | See<br>Software<br>User's  |
| Scan to Image                    | _                    | _                       | _   | You can scan a color picture into your graphics application.                            | Guide<br>on the<br>CD-ROM. |
| Scan to OCR                      | _                    | _                       | _   | You can have your text document converted to an editable text file.                     |                            |
| Scan to File                     | _                    | _                       | _   | You can scan a monochrome or a color document into your computer.                       |                            |
| Scan to Media                    | Quality              | _                       | Color 150 dpi*                                      | You can choose the scan   | 108                        |
| (when a memory card or USB Flash | •                    |                         | Color 300 dpi                                       | resolution, file format for your document.  |                            |
| memory drive is                  |                      |                         | Color 600 dpi                                       |   |                            |
| inserted)                        |                      |                         | B/W 200x100 dpi                                     |   |                            |
|                                  |                      |                         | B/W 200 dpi   |   |                            |
|                                  | File Type            | _                       | (If you chose color option in Quality setting)      |   |                            |
|                                  |                      |                         | PDF*  |   |                            |
|                                  |                      |                         | JPEG  |   |                            |
|                                  |                      |                         | (If you chose<br>Mono option in<br>Quality setting) |   |                            |
|                                  |                      |                         | TIFF  |   |                            |
|                                  |                      |                         | PDF*  |   |                            |
|                                  | File Name            | _                       | _   | You can rename the file.  |                            |
|                                  | Auto Crop            |                         | On  | Scan multiple documents   | 109                        |
|                                  |                      |                         | Off*  | placed on the scanner glass to<br>a memory card or USB Flash<br>memory drive at a time. |                            |
|                                  | Set New Default      | _                       | _   | You can save your scan settings.  | 110                        |
|                                  | Factory Reset        |                         | _   | You can restore all settings to the factory settings.                                   | 110                        |
|                                  | The factory settings | <br>are shown in Bold \ | <br>with an asterisk.                               | une ractory settings.   |                            |

# Copy ( )

| Level1          | Level2              | Level3              | Options           | Descriptions  | Page |
|-----------------|---------------------|---------------------|-------------------|---|------|
| Quality         | _                   | _                   | Fast              | Choose the Copy resolution                          | 87   |
|                 |                     |                     | Normal*           | for the next copy.                                  |      |
|                 |                     |                     | Best              |   |      |
| Enlarge/ Reduce | 100%*               | _                   | _                 | _   | 88   |
|                 | Enlarge             | _                   | 198%10x15cm → A4  | You can choose the                                  | 88   |
|                 |                     |                     | 186%10x15cm → LTR | enlargement ratio for the next copy.                |      |
|                 |                     |                     | 142% A5 → A4      | nom copy.   |      |
|                 | Reduce              | _                   | 97% LTR → A4      | You can choose the                                  | 88   |
|                 |                     |                     | 93% A4 → LTR      | reduction ratio for the next copy.                  |      |
|                 |                     |                     | 83% LGL → A4      | сору.   |      |
|                 |                     |                     | 69% A4 → A5       |   |      |
|                 |                     |                     | 47% A4 → 10x15cm  |   |      |
|                 | Fit to Page         | _                   | _                 | Your machine will adjust                            | 88   |
|                 |                     |                     |                   | the size automatically to the                       |      |
|                 | Custom              |                     |                   | paper size you set.  You can choose the             | 88   |
|                 | (25-400%)           |                     |                   | enlargement or reduction                            | 00   |
|                 |                     |                     |                   | ratio for the next copy.                            |      |
| Paper Type      | _                   | _                   | Plain Paper*      | Choose the paper type that matches the paper in the | 91   |
|                 |                     |                     | Inkjet Paper      | tray.   |      |
|                 |                     |                     | Brother BP71      |   |      |
|                 |                     |                     | Other Glossy      |   |      |
|                 |                     |                     | Transparency      |   |      |
| Paper Size      | _                   | _                   | A4*               | Choose the paper size that                          | 91   |
|                 |                     |                     | A5                | matches the paper in the tray.                      |      |
|                 |                     |                     | 10x15cm           | ,   |      |
|                 |                     |                     | Letter            |   |      |
|                 |                     |                     | Legal             |   |      |
| Brightness      | _                   | _                   | Dark Light        | Adjusts the brightness of                           | 90   |
|                 |                     |                     | -2                | copies.   |      |
|                 |                     |                     | •                 |   |      |
|                 |                     |                     | • • • • •         |   |      |
|                 |                     |                     |                   |   |      |
|                 |                     |                     | +1                |   |      |
|                 |                     |                     | +2                |   |      |
|                 | The factory setting | s are shown in Bold | with an asterisk. |   |      |

|             | Off(lin1)* 2in1(P) 2in1(L) 4in1(P) | On Off*  Stack* Sort   | Adjusts the contrast of copies.  Uses less ink.  You can choose to stack or sort multiple copies.  You can make N in 1 or Poster copies.  | 90<br>91<br>90<br>88   |
|-------------|------------------------------------|--|---|--|
|             | 2in1(P)<br>2in1(L)                 | On Off* Stack* Sort  | You can choose to stack or sort multiple copies.  You can make N in 1 or  | 90   |
|             | 2in1(P)<br>2in1(L)                 | Off* Stack* Sort   | You can choose to stack or sort multiple copies.  You can make N in 1 or  | 90   |
|             | 2in1(P)<br>2in1(L)                 | Sort   | sort multiple copies.  You can make N in 1 or   |  |
|             | 2in1(P)<br>2in1(L)                 | _  |   | 88   |
|             | 4in1(L) Poster (3 x 3)             |  |   |  |
| (Preview)   | (Skew Adjustment) (Shadow Revise)  | _<br>_<br>_<br>_   | Corrects dark borders and skew when copying from the scanner glass.   | 92   |
| e Watermark |                                    | See the watermark copy settings in the following table.                          | You can place a logo or text into your document as a Watermark.   | 92   |
| e ımage     | Scan<br>Media                      |  |   |  |
| ore<br>name | _                                  | Favorite:1 Favorite:2 Favorite:3   | You can save your Favourite settings.   | 93   |
| e<br>e      | e Watermark  t Template e Image    | (Shadow Revise)  * —  * Watermark —  t Template  * Image Scan Media  ore —  tame | (Shadow Revise) —  ** — — See the watermark copy settings in the following table.  ** Image Scan Media — Favorite:1 Favorite:2 Favorite:3 | (Shadow Revise) —  ** — — See the watermark copy settings in the following table.  ** Image Scan Media  Favorite:1 Favorite:2  ** Favorite:2  ** The scanner glass.  ** You can place a logo or text into your document as a Watermark.  ** Watermark Copy settings in the following table.  ** Template |

### **Watermark Copy Settings**

| Option1       | Option2             | Option3             | Option4           | Descriptions                              | Page |
|---------------|---------------------|---------------------|-------------------|---|------|
| Edit Template | _                   | Text                | CONFIDENTIAL*     | Places text into your                     | 92   |
|               |                     |                     | DRAFT             | document as a Watermark using a template. |      |
|               |                     |                     | COPY              | a tompiator                               |      |
|               | _                   | Position            | A                 |   |      |
|               |                     |                     | В                 |   |      |
|               |                     |                     | С                 |   |      |
|               |                     |                     | D                 |   |      |
|               |                     |                     | E*                |   |      |
|               |                     |                     | F                 |   |      |
|               |                     |                     | G                 |   |      |
|               |                     |                     | Н                 |   |      |
|               |                     |                     | I                 |   |      |
|               |                     |                     | Pattern           |   |      |
|               | _                   | Size                | Small             |   |      |
|               |                     |                     | Medium*           |   |      |
|               |                     |                     | Large             |   |      |
|               | _                   | Angle               | -90°              |   |      |
|               |                     |                     | -45°*             |   |      |
|               |                     |                     | 0°                |   |      |
|               |                     |                     | +45°              |   |      |
|               |                     |                     | +90°              |   |      |
|               | _                   | Transparency        |                   |   |      |
|               |                     |                     | -2<br>            |   |      |
|               |                     |                     | -1<br>-1          |   |      |
|               |                     |                     |                   |   |      |
|               |                     |                     | +1                |   |      |
|               |                     |                     | +2                |   |      |
|               | _                   | Color               | Yellow            |   |      |
|               |                     |                     | Green             |   |      |
|               |                     |                     | Orange            |   |      |
|               |                     |                     | Black*            |   |      |
|               |                     |                     | Blue              |   |      |
|               |                     |                     | Red               |   |      |
|               |                     |                     | Purple            |   |      |
|               | The factory setting | s are shown in Bold | with an asterisk. |   |      |

| Scan (Set page and press start) | Transparency        | -2 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 | Places a logo or text into your document as a Watermark using a scanned image.   | 92   |
|---------------------------------|---------------------|---|--|--|
|                                 |                     | +1<br>-1<br>-1<br>-2                      |  |  |
| Media                           | Position            | A B C D E* F G H I Pattern                | Places a logo or text into your document as a Watermark using an image from removable media.   |  |
|                                 | Size                | Small Medium* Large                       |  |  |
|                                 | Angle               | -90° -45°* 0° +45° +90°                   |  |  |
|                                 | Transparency        | -2 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 |  |  |
|                                 | The factory setting | Angle  Transparency                       | E* F G H I Pattern Size Small Medium* Large Angle -90° -45°* 0° +45° +90°  Transparency  Transparency  -2 -4 -A -A -1 -1 -1 -1 -A -A -A -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 | F  G  H  I  Pattern  Size Small  Medium*  Large  Angle -90°  -45°*  0°  +45°  +90°  Transparency  -2  -2  -AAAA  -2  -1  -AAAA  -1  -1  -1  -1  -1  -1  -1 |

## Photo Capture ( )

| Level1         | Level2               | Level3                                  | Options   | Descriptions  | Page |
|----------------|----------------------|---|---|---|------|
| View Photos    | (Clide Chev)         | See the print settings in the           | The machine starts a Slide Show of your photos. | 99  |      |
|                | (Slide Show)         | Auto Correct                            | following table.                                | The machine decides the suitable effect for your photo.                 | 101  |
|                | (Print All)          |   |   | You can print all photos in your memory card or USB Flash memory drive. | 99   |
| Enhance Photos | Enhance              | Auto Correct                            | See the print settings in the following table.  | You can adjust your photos with these settings.                         | 101  |
|                |                      | Enhance Skin                            |   |   |      |
|                |                      | Remove Red-Eye                          |   |   |      |
|                |                      | Enhance Scenery                         |   |   |      |
|                |                      | Monochrome                              |   |   |      |
|                |                      | Sepia                                   |   |   |      |
|                |                      | Auto Correct & Remove Red-Eye           |   |   |      |
|                | Trim                 | _                                       |   | You can trim your photo and print a part of the image.                  | 101  |
| Index Print    | Index Sheet          | <pre>6 Images/Line* 5 Images/Line</pre> | See the print settings in the following table.  | You can print a thumbnail page.   | 100  |
|                | Print Photos         | _                                       |   | You can print an individual image.                                      | 101  |
|                | The factory settings | s are shown in Bold                     | with an asterisk.                               |   |      |

### **Print Settings**

| Option1  | Option2  | Option3   | Option4 | Descriptions                     | Page |  |  |  |
|--|--|---|---------|----------------------------------|------|--|--|--|
| Print Quality  | Normal   | _   | _       | Choose the print quality.        | 104  |  |  |  |
| (Does not appear<br>for DPOF<br>printing.)                   | Photo*   |   |         |                                  |      |  |  |  |
| Paper Type   | Plain Paper  | _   | _       | Choose the paper type.           | 104  |  |  |  |
|  | Inkjet Paper   |   |         |                                  |      |  |  |  |
|  | Brother BP71   |   |         |                                  |      |  |  |  |
|  | Other Glossy*  |   |         |                                  |      |  |  |  |
| Paper Size   | 10x15cm* 13x18cm A4 Letter                               | (When A4 or<br>Letter is chosen)<br>8x10cm<br>9x13cm<br>10x15cm<br>13x18cm<br>15x20cm |         | Choose the paper and print size. | 104  |  |  |  |
| Brightness (Does not appear when Enhance Photo s is chosen.) | Dark Light  -2  -2  -1  -1  -1  -1  -1  -1  -1  -1       | _   | _       | Adjusts the brightness.          | 105  |  |  |  |
| Contrast (Does not appear when Enhance Photos is chosen.)    | -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -                 | _   | _       | Adjusts the contrast.            | 105  |  |  |  |
|  | The factory cottings are shown in Bold with an actorials |   |         |                                  |      |  |  |  |

| Option1  | Option2    | Option3       | Option4                                 | Descriptions   | Page |
|--|------------|---------------|---|--|------|
| Color Enhance (Does not appear when Enhance Photos is chosen.) | On<br>Off* | White Balance | - +                                     | Adjusts the hue of the white areas.  | 105  |
|  |            | Sharpness     | - + • • • • • • • • • • • • • • • • • • | Enhances the detail of the image.  |      |
|  |            | Color Density | - + • • • • • • • • • • • • • • • • • • | Adjusts the total amount of color in the image.  |      |
| Cropping   | On*        | _             | _                                       | 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. | 106  |
| Borderless   | On*        | _             | _                                       | Expands the printable area to fit the edges of the paper.  | 107  |
| Date Print (Does not appear when DPOF Print is chosen.)        | On<br>Off* | _             | _                                       | Prints the date on your photo.   | 107  |
| Set New Default  | _          | _             | _                                       | You can save your print settings.  | 107  |
| Factory Reset  | _          | _             | _                                       | You can restore all the settings to factory settings.  | 110  |

### Speed Dial ( Speed Dial )

| Level1                                       | Level2              | Level3              | Options  | Descriptions  | Page |
|--|---------------------|---------------------|--|---|------|
| Speed Dial More  (Press a Speed Dial number) | More                | Set Speed Dial      | _  | You can set up dial by pressing only a few keys.                            | 66   |
|  | Setup Groups        | _                   | You can set up a Group numbers for Broadcasting. | 69  |      |
|  | Change              | _                   | You can change Speed Dial numbers.               | 68  |      |
|  |                     | Delete              | _  | You can delete Speed Dial numbers.  | 68   |
|  | ,                   | Send a fax          | _  | You can send a fax after pressing <b>Mono Start</b> or <b>Color Start</b> . | 64   |
|  |                     | Make a phone call   | _  | You can make a telephone call.  | 64   |
|  | The factory setting | s are shown in Bold | with an asterisk.                                |   | •    |

### Call History ( Call History )

| Level1       | Level2                   | Level3              | Options                 | Descriptions   | Page |
|--------------|--------------------------|---------------------|-------------------------|--|------|
| Call History | Outgoing Call Send a fax | _                   | You can choose a number | 65   |      |
|              |                          | Make a phone call   | _                       | from the Outgoing Call history and then make a telephone call to it, send a fax to it, add it to Speed Dial, or delete it.  You can choose a number from the Caller ID history and then make a telephone call to it, send a fax to it, add it to Speed Dial, or delete it. |      |
|              |                          | More                | Add to Speed<br>Dial    |  |      |
|              |                          |                     | Delete                  |  |      |
|              | Caller ID hist.          | Send a fax          | _                       |  | 65   |
|              |                          | Make a phone call   | _                       |  |      |
|              |                          | More                | Add to Speed<br>Dial    |  |      |
|              |                          | Delete              |                         |  |      |
|              | The factory settings     | s are shown in Bold | with an asterisk.       |  |      |

### **Entering Text**

When you are setting certain menu selections, you may need to enter text into the machine. Press to choose numbers, letters or special characters. Up to four letters are assigned to each button on the LCD.

By pressing the correct button repeatedly, you can access the character you want.



#### **Inserting spaces**

To enter a space, press to choose special characters, then press the space button \_ or \_.



The characters available may differ depending on your country.

#### **Making corrections**

If you entered an incorrect letter and want to change it, use the arrow buttons to move the cursor under the incorrect character. Then press . Re-enter the correct character. You can also insert letters by moving the cursor and entering a character.

#### **Repeating letters**

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

# D

# **Specifications**

### **General**

Printer Type Inkjet

**Print Method** Mono: Piezo with  $94 \times 1$  nozzle

Color: Piezo with  $94 \times 3$  nozzles

Memory Capacity 48 MB

LCD (liquid crystal display) Touchscreen 5 in. (127 mm) Color LCD

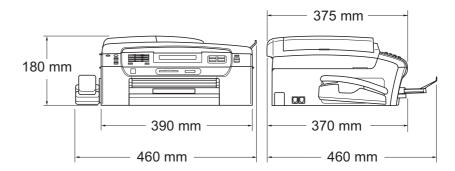
Touchscreen active area: 4.95 in. (125.96 mm)

**Power Source** AC 220 to 240 V 50/60 Hz

**Power Consumption** Off Mode: Average 0.6 W

Sleep Mode: Average 4.5 W Standby: Average 7.5 W Operating: Average 30 W

#### **Dimension**



Weight 8.7 kg

**Noise** Operating: 50 dB (A) or less <sup>1</sup>

**Temperature** Operating: 10 - 35 ° C

Best Print Quality: 20 - 33 ° C

**Humidity** Operating: 20 - 80% (without condensation)

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

ADF (automatic document feeder)

Recommended environment for best results:

Up to 15 pages

Temperature: 20  $^{\circ}$  C - 30  $^{\circ}$  C

Humidity: 50% - 70%

Paper: 80 g/m<sup>2</sup> A4 or Letter size

<sup>&</sup>lt;sup>1</sup> This depends on printing conditions.

### D

### Print media

#### **Paper Input**

#### **Paper Tray**

■ Paper type:

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

■ Paper size:

Letter, Legal, Executive, A4, A5, A6, JIS B5, envelopes (commercial No.10, DL, C5, Monarch, JE4), Photo 10  $\times$  15 cm, Photo 2L 13  $\times$  18 cm, Index Card and Postcard <sup>3</sup>

Width: 98 mm - 215.9 mm Length: 148 mm - 355.6 mm

For more details, see *Paper weight, thickness and capacity* on page 20.

Maximum paper tray capacity:
 Approx. 100 sheets of 80 g/m<sup>2</sup> plain paper

#### **Photo Paper Tray**

■ Paper type:

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

■ Paper size:

Photo  $10 \times 15$  cm and Photo L  $89 \times 127$  mm

Width: 89 mm - 101.6 mm

Length: 127 mm - 152.4 mm

Maximum paper tray capacity:

Approx. 20 sheets

#### **Paper Output**

Up to 50 sheets of A4 plain paper (face up print delivery to the output paper tray cover) <sup>1</sup>

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

Use only transparencies recommended for inkjet printing.

See Paper type and size for each operation on page 19.

### **Fax**

CompatibilityITU-T Super Group 3Coding SystemMH/MR/MMR/JPEGModem SpeedAutomatic Fallback

33,600 bps

**Document Size** ADF Width: 148 mm to 215.9 mm

ADF Length: 148 mm to 355.6 mm

Scanner Glass Width: Max. 215.9 mm Scanner Glass Length: Max. 297 mm

155 200 (1.1 m)

ADF: 208 mm (A4 paper)

Scanner Glass: 204 mm (A4 paper)

Printing Width 208 mm

**Scanning Width** 

Greyscale Levels: 64 (Monochrome) / 256 (Color)

Polling Types Standard, Secure, Timer, Sequential: (Monochrome only)

Contrast Control Automatic/Light/Dark

(manual setting)

**Resolution** ■ Horizontal 8 dot/mm

■ Vertical

Standard

3.85 line/mm (Mono) 7.7 line/mm (Color)

Fine

7.7 line/mm (Mono/Color)

Photo

7.7 line/mm (Mono)

Superfine

15.4 line/mm (Mono)

**Speed Dial** 100 stations  $\times$  2 numbers

**Groups** Up to 6

**Broadcasting** <sup>1</sup> 250 stations

**Automatic Redial** 3 times at 5 minute intervals

**Ring Delay** 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 rings

Ī

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 2/400 3 pages

# **Digital TAD**

TAD Yes

ICM Recording Time Max. 29 minutes / Max. 99 messages

(Max.180 secs / 1 message)

Toll SaverYesRecording ConversationYesOGMYes

OGM Recording Time 20 secs

<sup>&</sup>lt;sup>1</sup> Monochrome only.

<sup>&</sup>lt;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>&</sup>lt;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

Color/Monochrome Yes/Yes

**Document Size** ADF Width: 148 mm to 215.9 mm

ADF Length: 148 mm to 355.6 mm Scanner Glass Width: Max. 215.9 mm

Scanner Glass Length: Max. 297 mm

Copy Width: Max. 210 mm **Multiple Copies**Stacks/Sorts up to 99 pages

**Enlarge/Reduce** 25% to 400% (in increments of 1%)

Copy Speed Monochrome: Up to 23 pages/minute (A4 paper) <sup>1</sup>

Color: Up to 20 pages/minute (A4 paper) 1

**Resolution** (Monochrome)

Scans up to 1200 x 1200 dpiPrints up to 1200 x 1200 dpi

(Color)

Scans up to 600 x 1200 dpiPrints up to 600 x 1200 dpi

Ink Save Mode Yes

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

### PhotoCapture Center™

Compatible Media <sup>1</sup> CompactFlash<sup>®</sup> (4 MB - 16 GB)

(Type I only)

(Microdrive™ is not compatible)

(Compact I/O cards such as Compact LAN card and Compact

Modem card are not supported)

Memory Stick™ (16 MB - 128 MB) Memory Stick PRO™ (256 MB - 16 GB)

Memory Stick Duo™ with adapter (16 MB - 128 MB)

Memory Stick Micro™ (M2™) with adapter

SD<sup>2</sup> SDHC<sup>3</sup>

microSD with adapter miniSD with adapter xD-Picture Card™ <sup>4</sup>

USB Flash memory drive <sup>5</sup>

**Resolution** Up to  $1200 \times 2400$  dpi

**File Extension** 

(Media Format) DPOF (ver.1.0, ver.1.1), Exif DCF (up to ver.2.1)

(Image Format) Photo Print: JPEG <sup>6</sup>

Scan to Media: JPEG, PDF (Color)

TIFF, PDF (Mono)

Number of Files Up to 999 files

(The folder inside memory cards or USB Flash memory drive is

also counted)

**Folder** File must be stored in the 4th folder level of the memory card or

USB Flash memory drive.

Borderless Letter, A4, Photo  $(10 \times 15 \text{ cm})$ , Photo 2L  $(13 \times 18 \text{ cm})^7$ 

- <sup>2</sup> 16 MB to 2 GB
- <sup>3</sup> 4 GB to 16 GB
- <sup>4</sup> xD-Picture Card™ Conventional Card from 16 MB to 512 MB

xD-Picture Card  $^{™}$  Type M from 256 MB to 2 GB xD-Picture Card  $^{™}$  Type M  $^+$  1 GB and 2 GB

xD-Picture Card™ Type H from 256 MB to 2 GB

<sup>5</sup> USB 2.0 Standard

USB Mass Storage standard from 16 MB to 32 GB

Support format: FAT12/FAT16/FAT32

- 6 Progressive JPEG format is not supported.
- See Paper type and size for each operation on page 19.

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

# **PictBridge**

**Compatibility** Supports the Camera & Imaging Products Association

PictBridge standard CIPA DC-001.

Visit <a href="http://www.cipa.jp/pictbridge/">http://www.cipa.jp/pictbridge/</a> for more information.

Interface USB direct interface

### Scanner

Color/Monochrome Yes/Yes

**TWAIN Compliant** Yes (Windows® 2000 Professional/Windows® XP/

Windows® XP Professional x64 Edition/Windows Vista®)

Mac OS X 10.3.9 - 10.4.x - 10.5.x 1

WIA Compliant

Yes (Windows® XP <sup>2</sup>/Windows Vista®)

**Color Depth** 36 bit color Processing (Input)

24 bit color Processing (Output)

(Actual Input: 30 bit color/Actual Output: 24 bit color)

**Resolution** Up to  $19200 \times 19200$  dpi (interpolated) <sup>3</sup>

Up to 1200 × 2400 dpi (optical) (Scanner Glass)

Up to  $1200 \times 600$  dpi (optical) (ADF)

**Scanning Speed** Monochrome: up to 3.44 sec.

Color: up to 4.83 sec.

(A4 size at  $100 \times 100$  dpi)

**Document Size** ADF Width: 148 mm to 215.9 mm

ADF Length: 148 mm to 355.6 mm

Scanner Glass Width: Max. 215.9 mm

Scanner Glass Length: Max. 297 mm

Scanning Width Up to 210 mm

**Greyscale** 256 levels

Auto Crop Yes

For the latest driver updates for the Mac OS X you are using, visit us at http://solutions.brother.com/.

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

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

### **Printer**

Printer Driver Windows® 2000 Professional/Windows® XP/

Windows<sup>®</sup> XP Professional x64 Edition/ Windows Vista<sup>®</sup>/Windows Server<sup>®</sup> 2003 <sup>1</sup>/ Windows Server<sup>®</sup> 2003 x64 Edition <sup>1</sup>/

Windows Server<sup>®</sup> 2008 <sup>1</sup> driver supporting Brother

Native Compression mode

Mac OS X 10.3.9 - 10.4.x - 10.5.x 2: Brother Ink Driver

**Resolution** Up to  $1200 \times 6000 \text{ dpi}$ 

 $1200 \times 2400 \text{ dpi}$   $1200 \times 1200 \text{ dpi}$   $600 \times 1200 \text{ dpi}$   $600 \times 600 \text{ dpi}$  $600 \times 300 \text{ dpi}$ 

 $600 \times 150$  dpi (Color)  $450 \times 150$  dpi (Mono)

Print Speed Up to 35 pages/minute (Mono) <sup>3</sup>

Up to 28 pages/minute (Color)<sup>3</sup>

**Printing Width** 204 mm (210 mm) <sup>4 6</sup>

**Borderless** A4, A6, Letter, Photo ( $10 \times 15$  cm), Index Card,

Photo L (89  $\times$  127 mm), Photo 2L (13  $\times$  18 cm),

Postcard <sup>5</sup>

Print only via network.

<sup>&</sup>lt;sup>2</sup> For the latest driver updates for the Mac OS X you are using, visit us at http://solutions.brother.com/.

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

<sup>&</sup>lt;sup>4</sup> When Borderless feature is set to On.

<sup>&</sup>lt;sup>5</sup> See *Paper type and size for each operation* on page 19.

When printing on A4 size paper.

### **Interfaces**

USB A USB 2.0 interface cable that is no longer than 2 m. <sup>12</sup>

**LAN cable** <sup>3</sup> Ethernet UTP cable category 5 or greater.

Wireless LAN Your machine supports IEEE 802.11b/g wireless communication

with your wireless LAN using Infrastructure mode or a wireless

Peer-to-Peer connection in Ad-hoc Mode.

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.
- <sup>3</sup> See *Network (LAN)* on page 196 and the *Network User's Guide* for detailed network specifications.

# **Computer requirements**

| SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS |  |   |   |  |             |                            |                |                     |
|--|--|---|---|--|-------------|----------------------------|----------------|---------------------|
| Computer Platform &<br>Operating System<br>Version |  | Supported PC PC Software Functions                                    | Processor   | Minimum  | Recommended | Hard Disk Space to install |                |                     |
|  |  |   |   | Minimum<br>Speed   | RAM         | RAM                        | For<br>Drivers | For<br>Applications |
| Windows®<br>Operating<br>System <sup>1</sup>       | Windows <sup>®</sup> 2000<br>Professional  | Printing, PC Fax <sup>4</sup> , Scanning, Removable Disk <sup>5</sup> | USB,<br>10/100<br>Base-TX<br>(Ethernet),<br>Wireless<br>802.11b/g | Intel <sup>®</sup> Pentium <sup>®</sup> II<br>or equivalent  | 64 MB       | 256 MB                     | 110 MB         | 340 MB              |
|  | Windows <sup>®</sup> XP<br>Home <sup>2</sup><br>Windows <sup>®</sup> XP<br>Professional <sup>2</sup> |   |   |  | 128 MB      |                            | 110 MB         | 340 MB              |
|  | Windows <sup>®</sup> XP<br>Professional x64<br>Edition <sup>2</sup>                                  |   |   | 64-bit (Intel <sup>®</sup> 64 or<br>AMD64) supported<br>CPU  | 256 MB      | 512 MB                     | 110 MB         | 340 MB              |
|  | Windows<br>Vista <sup>® 2</sup>  |   |   | Intel <sup>®</sup> Pentium <sup>®</sup> 4<br>or equivalent   | 512 MB      | 1 GB                       | 600 MB         | 530 MB              |
|  |  |   | 64-bit (Intel <sup>®</sup> 64 or<br>AMD64) supported CPU          |  |             |                            |                |                     |
|  | Windows Server <sup>®</sup> 2003 (print only via network)  | Printing  | 10/100<br>Base-TX<br>(Ethernet),<br>Wireless<br>802.11b/g         | Intel <sup>®</sup> Pentium <sup>®</sup> III or equivalent  | 256 MB      | 512 MB                     | 50 MB          | N/A                 |
|  | Windows Server® 2003 x64 Edition (print only via network)  |   |   | 64-bit (Intel <sup>®</sup> 64 or<br>AMD64) supported CPU   |             |                            |                |                     |
|  | Windows Server <sup>®</sup> 2008 (print only via network)  |   |   | Intel <sup>®</sup> Pentium <sup>®</sup> 4 or<br>equivalent 64-bit<br>(Intel <sup>®</sup> 64 or AMD64)<br>supported CPU | 512 MB      |                            |                |                     |
| Macintosh<br>Operating<br>System                   | Mac OS X<br>10.3.9 - 10.4.3  | Printing,<br>PC Fax<br>Send <sup>4</sup> ,                            | 10/100<br>Base-TX<br>(Ethernet),                                  | PowerPC G4/G5<br>PowerPC G3<br>350MHz  | 128 MB      | 256 MB                     | 80 MB          | 400 MB              |
|  | Mac OS X<br>10.4.4 -10.5.x   | Scanning,<br>Removable<br>Disk <sup>5</sup>                           |   | PowerPC G4/G5 Intel <sup>®</sup> Core™ Processor   | 512 MB      | 1 GB                       |                |                     |

#### Conditions:

- <sup>1</sup> Microsoft<sup>®</sup> Internet Explorer<sup>®</sup> 5.5 or greater.
- For WIA,  $1200 \times 1200$  resolution. Brother Scanner Utility enables to enhance up to  $19200 \times 19200$  dpi.
- Third party USB ports are not supported.
- <sup>4</sup> PC Fax supports black and white only.
- 5 Removable disk is a function of PhotoCapture Center™.

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

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

### Consumable items

Ink The machine uses individual Black, Yellow, Cyan and Magenta ink

cartridges that are separate from the print head assembly.

Service Life of Ink

Cartridge

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. After this process is complete the cartridges provided with your machine will have a lower yield than standard cartridges (65%). With all following ink

cartridges you can print the specified number of pages.

**Replacement** <Black> LC990BK, <Cyan> LC990C, <br/> <Magenta> LC990M, <Yellow> LC990Y

Black - Approximately 450 pages <sup>1</sup>

Cyan, Magenta and Yellow - Approximately 550 pages <sup>1</sup>

<sup>1</sup> Approx. cartridge yield is declared in accordance with ISO/IEC 24711.

For more information about the replacement consumables, visit us at <a href="http://www.brother.com/pageyield/">http://www.brother.com/pageyield/</a>.

#### What is Innobella™?

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



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

## **Network (LAN)**

**LAN** You can connect your machine to a network for Network Printing,

Network Scanning, PC Fax Send, PC Fax Receive (Windows® only),

Remote Setup and Removable Disk <sup>1</sup>. Also included is Brother

BRAdmin Light <sup>2</sup> Network Management software.

**Support for** Windows<sup>®</sup> 2000 Professional/Windows<sup>®</sup> XP/

Windows® XP Professional x64 Edition/Windows Vista®/

Windows Server® 2003 <sup>3</sup>/Windows Server® 2003 x64 Edition <sup>3</sup>/

Windows Server® 2008 3

Mac OS X 10.3.9 - 10.4.x - 10.5.x 4

Ethernet 10/100 BASE-TX Auto Negotiation (Wired LAN)

IEEE 802.11 b/g (Wireless LAN)

**Protocols** TCP/IP: ARP, RARP, BOOTP, DHCP,

APIPA (Auto IP), NetBIOS/WINS, LPR/LPD, Custom Raw Port/Port9100, DNS Resolver, mDNS, LLMNR responder, FTP Server, TELNET, SNMPv1, TFTP, Scanner Port, LLTD responder, Web Services (Printing)

Network Security SSID/ESSID, 128 (104) / 64 (40) bit WEP, WPA2-PSK (AES),

WPA-PSK (TKIP/AES)

Setup Support Utility Secure Easy Setup™ Yes (simple setup with your

SecureEasySetup™-capable access

point/router)

**AOSS™** Yes (simple setup with your AOSS™-capable

access point/router)

**WPS** Yes (simple setup with your Wi-Fi Protected

Setup-capable access point/router)

See the Computer Requirements chart on page 194.

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/.

<sup>&</sup>lt;sup>3</sup> Print only via network.

<sup>&</sup>lt;sup>4</sup> For the latest driver updates for the Mac OS X you are using, visit us at http://solutions.brother.com/.

### Wireless one-push configuration

If your wireless access point supports either SecureEasySetup™, Wi-Fi Protected Setup (PBC ¹) or AOSS™, you can configure the machine easily without a computer. By pushing a button on the wireless LAN router / access point and the machine, you can set up the wireless network and security settings. See the user's guide for your wireless LAN router / access point for instructions on how to access one-push mode.

Push Button Configuration



Routers or access points that support SecureEasySetup™, Wi-Fi Protected Setup or AOSS™ have the symbols shown below.







# 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.

#### 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.

#### **Color Enhancement**

Adjusts the color in the image for better print quality by improving sharpness, white balance and color density.

#### **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 Storage**

You can store received faxes in memory.

#### Fax tones

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

#### Fax/Tel

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

#### Fine resolution

Resolution is  $203 \times 196$  dpi. It is used for small print and graphs.

#### Greyscale

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

#### **Group number**

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

#### **Help list**

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

#### Innobella™

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

#### **Journal Period**

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

#### LCD (liquid crystal display)

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

#### Manual fax

When you lift the handset of your external telephone you can hear the receiving fax machine answer before you press

Mono Start or Color Start to begin sending the fax.

#### Menu mode

Programming mode for changing your machine's settings.

#### OCR (optical character recognition)

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

#### **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 Speed Dial numbers. Press the **Redial** 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 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 4-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 fast 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, Fax/Tel and TAD.

#### Ring Volume

Volume setting for the machine's ring.

#### Scan to Media

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

#### Scanning

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

#### Search

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

#### **Speed Dial**

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

#### Standard resolution

 $203 \times 97$  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)**

 $392 \times 203$  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.

#### **Transmission Verification Report**

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

#### **User Settings**

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

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