brother®
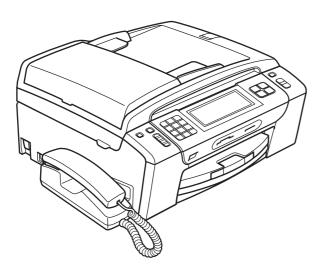
USER'S GUIDE

MFC-795CW

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-795CW

Serial Number: [1] _____

Date of Purchase: _____

Place of Purchase: _____

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

Register your product on-line at

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

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

- may serve as confirmation of the purchase date of your product should you lose your receipt; and

- may support an insurance claim by you in the event of product loss covered by insurance.

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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.

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Section I

General

1 General Information

Using the documentation

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

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific buttons on the machine's control panel, or on the computer screen.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier New`	Text in Courier New font identifies messages on the LCD of the machine.

⚠ **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:

1. 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**.

2. If the model name screen appears, click your model name.

3. 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® 2000 Professional/
  Windows® XP and Windows Vista®)

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

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

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

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

How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point 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*.

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.

4. Double-click **top.html** to view the **Software User's Guide** and **Network User's Guide** in HTML format.

5. Click the documentation you want to read:

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

How to find Scanning instructions

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

Software User's Guide

■ *Scanning*
  (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 (http://www.brother.com), click **Brother Home Page**.

■ For the latest news and product support information (http://solutions.brother.com), click **Brother Solutions Center**.

■ To visit our website for original Brother Supplies (http://www.brother.com/original/), click **Supplies Information**.

■ To access the Brother CreativeCenter (http://www.brother.com/creativecenter/) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.

■ To return to the 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/Pause**

Redials the last 30 numbers called. It also inserts a pause when dialling numbers. This function transfers to the touchscreen during some operations.

■ **R**

Use this key to gain access to an outside line, or transfer a call to another extension when it is connected to a PBX.

■ **Mute**

Puts the current phone call on hold.
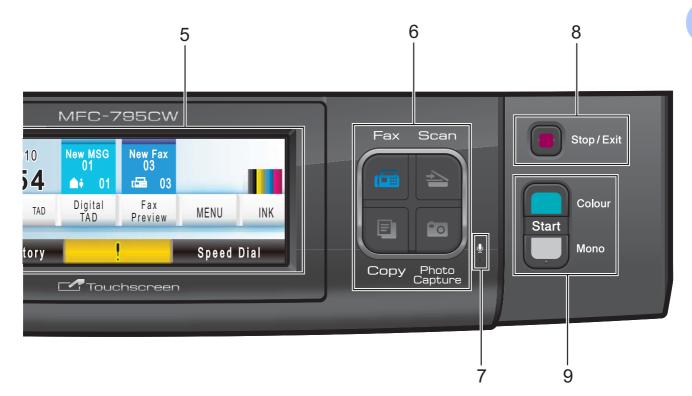
■ **Speaker Phone**

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.

1

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

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:

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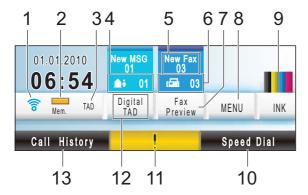
Lets you start sending faxes or making copies in full colour. Also lets you start a scanning operation (in colour or mono, depending on the scanning setting in the ControlCenter software).

■ **Mono Start**

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

LCD screen indications

The LCD shows the current machine status when the machine is idle.

1 Wireless Status

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

0   Max

2 Memory Status

Lets you see the available memory in the machine.

3 Current Receive Mode

Lets you see the current receive mode.

■ `Fax` (Fax only)
■ `F/T` (Fax/Tel)
■ `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.

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.

2 Press ▲ or ▼ to display General Setup.

MENU	⤺
General Setup	
Fax	▲
Network	▢
Print Reports	▼

3 Press General Setup.

4 Press ▲ or ▼ to display Sleep Mode.

▸ MENU General Setup	⤺
Auto Daylight	On
LCD Settings	▲
Sleep Mode	5 Mins
	▢ ▼

5 Press Sleep Mode.

6 Press 10 Mins.

▸ MENU ▸ General Setup Sleep Mode		⤺
1 Min	2 Mins	
3 Mins	5 Mins	
10 Mins	◀ ▶	

7 Press Stop/Exit.
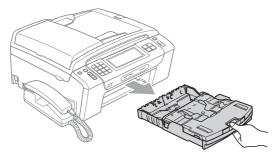
2 Loading paper and documents

Loading paper and other print media

> **Note**
>
> To print on Photo (10 × 15 cm) or Photo L (89 × 127 mm) paper, you must use the photo paper tray. (See *Loading photo paper* on page 14.)
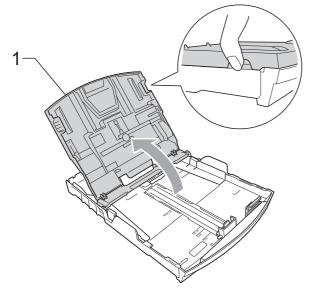
a If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.
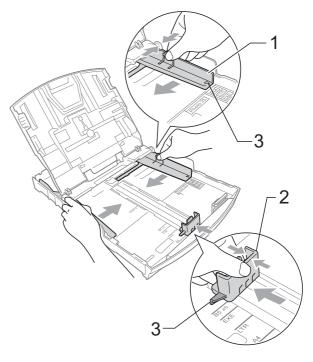
b Lift the output paper tray cover (1).
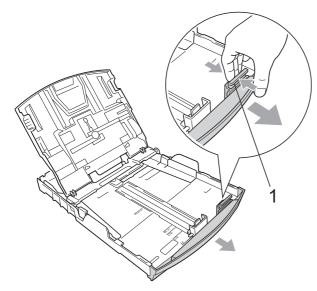
c With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size.

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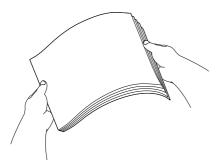
✎ Note

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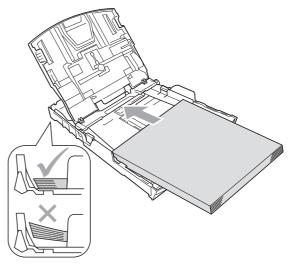
d Fan the stack of paper well to avoid paper jams and misfeeds.

❶ IMPORTANT

Always make sure that the paper is not curled.
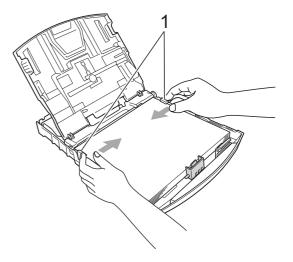
e Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.
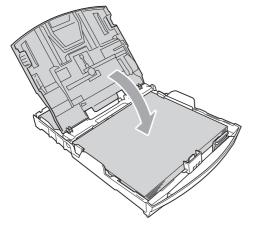
❶ IMPORTANT

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.

f 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.

2

g Close the output paper tray cover.
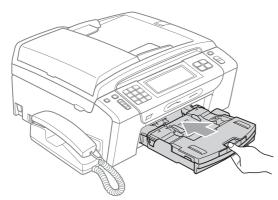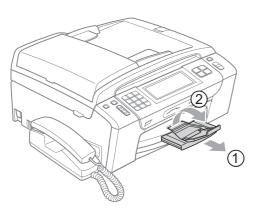
h *Slowly* push the paper tray completely into the machine.

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

① IMPORTANT

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

Loading envelopes and postcards
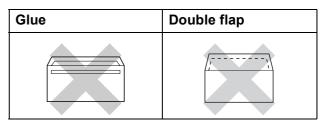
About envelopes

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

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

① IMPORTANT

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

• That are of a baggy construction.

• That are embossed (have raised writing on them).

• That have clasps or staples.

• That are pre-printed on the inside.

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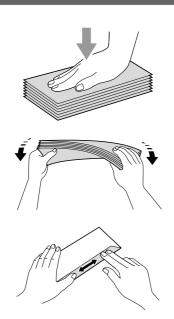
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

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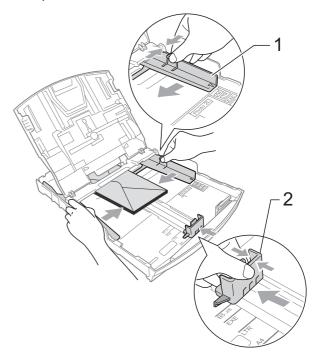
1. Before loading, press the corners and sides of envelopes or postcards to make them as flat as possible.

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

2. Put envelopes or postcards 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.

2
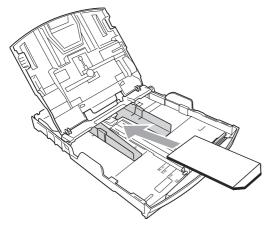
If you have problems when printing on envelopes with the flap on the short edge, try the following:

1️⃣ Open the envelope flap.

2️⃣ Put the envelope into the paper tray with the address side down and the flap positioned as shown in the illustration.
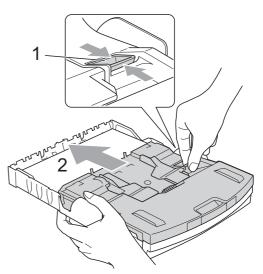
3️⃣ Adjust the size and margin in your application.

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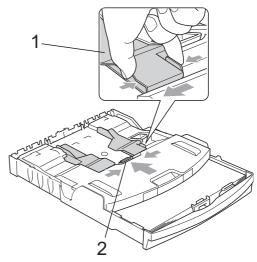
Use the photo paper tray which is located on the top of the output paper tray to print on Photo (10 × 15 cm) and Photo L (89 × 127 mm) size paper. When you use the photo paper tray, you do not have to take out the paper that is in the tray beneath it. You can load maximum of 20 sheets of photo paper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

1️⃣ 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

2️⃣ Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.
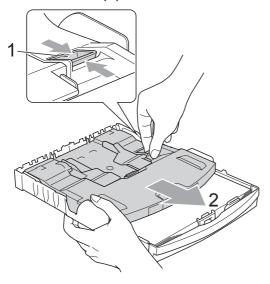
c Put the photo paper into the photo paper tray and gently adjust the paper side guides to the paper.
Make sure the paper side guides touch the sides of the paper. Check that the paper is flat in the tray.

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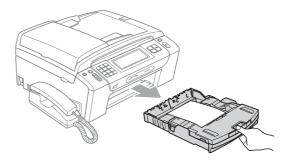
d When you have finished printing photos return the photo paper tray to the normal printing position.

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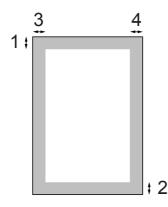
When the machine ejects small paper onto the output paper tray cover you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.

2

15
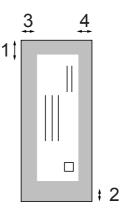
Printable area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes. The machine can print in the shaded areas of cut sheet paper when the Borderless print feature is available and turned on.

(See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide* on the CD-ROM.)

Cut Sheet Paper   **Envelopes**

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

Note

The Borderless feature is not available for envelopes.

Acceptable paper and other print media

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

2
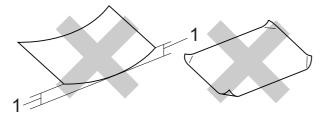
Handling and using print media

■ 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.

❶ 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^2 A4 paper.

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

Choosing the right print media

Paper type and size for each operation

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

2

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	64 to 120 g/m^2	0.08 to 0.15 mm	100 [1]
	Inkjet Paper	64 to 200 g/m^2	0.08 to 0.25 mm	20
	Glossy Paper	Up to 220 g/m^2	Up to 0.25 mm	20 [2] [3]
Cards	Photo Card	Up to 220 g/m^2	Up to 0.25 mm	20 [2] [3]
	Index Card	Up to 120 g/m^2	Up to 0.15 mm	30
	Postcard	Up to 200 g/m^2	Up to 0.25 mm	30
Envelopes		75 to 95 g/m^2	Up to 0.52 mm	10
Transparencies		–	–	10

[1] Up to 100 sheets of 80 g/m^2 paper.

[2] For Photo 10 × 15 cm paper and Photo L paper, use the photo paper tray. (See *Loading photo paper* on page 14.)

[3] BP71 (260 g/m^2) paper is especially designed for Brother inkjet machines.

Loading documents

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

Using the ADF

The ADF can hold up to 15 pages and feeds each sheet individually. Use standard 80 g/m^2 paper and always fan the pages before putting them in the ADF.

Recommended environment

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

Document Sizes Supported

Length:	148 to 355.6 mm
Width:	148 to 215.9 mm
Weight:	64 to 90 g/m^2
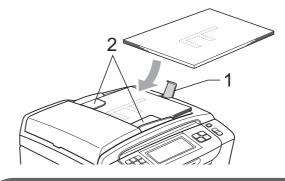
How to load documents

IMPORTANT

- DO NOT pull on the document while it is feeding.

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

- DO NOT use cardboard, newspaper or fabric.

Make sure documents written with ink are completely dry.

a Unfold the ADF Document Output Support Flap (1).

b Fan the pages well.

c Adjust the paper guides to fit the width of your documents.

d 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 or one page at a time.

Document Sizes Supported

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

2

How to load documents
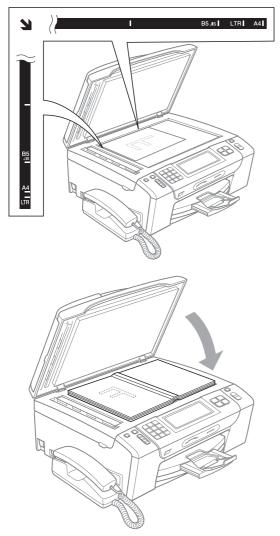
✎ Note
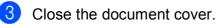
To use the scanner glass, the ADF must be empty.

a Lift the document cover.

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

c Close the document cover.
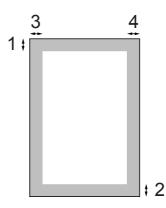
⚠ IMPORTANT

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

Scannable area

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

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

Note

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.

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.

1️⃣ Press MENU.

2️⃣ Press ▲ or ▼ to display General Setup.

3️⃣ Press General Setup.

4️⃣ Press ▲ or ▼ to display Paper Type.

5️⃣ Press Paper Type.

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

7️⃣ Press **Stop/Exit**.

✎ Note

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

Paper Size

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

1️⃣ Press MENU.

2️⃣ Press ▲ or ▼ to display General Setup.

3️⃣ Press General Setup.

4️⃣ Press ▲ or ▼ to display Paper Size.

5️⃣ Press Paper Size.

6️⃣ Press A4, A5, 10x15cm, Letter or Legal.

7️⃣ Press **Stop/Exit**.

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.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display Volume.

5. Press Volume.

6. Press Ring.

7. Press Low, Med, High or Off.

8. Press **Stop/Exit**.

Beeper Volume
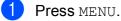
When the beeper is on, the machine will beep when you press a key, make a mistake or after you send or receive a fax.

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

1. Press MENU.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display Volume.

5. Press Volume.

6. Press Beeper.

7. Press Low, Med, High or Off.

8. Press **Stop/Exit**.

3

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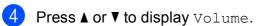
You can choose a range of speaker volume levels, from `High` to `Off`.

1 Press MENU.

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

3 Press `General Setup`.

4 Press ▲ or ▼ to display `Volume`.

5 Press `Volume`.

6 Press `Speaker`.

7 Press `Low`, `Med`, `High` or `Off`.

8 Press **Stop/Exit**.

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

1 Press **Speaker Phone**.

2 Press ◄ or ► to display `Volume`.

3 Press `Volume`.

4 Press ◀ or ◀ .
This setting will stay until you change it again.

5 Press **Speaker Phone**.

Note

• 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 ◀ .
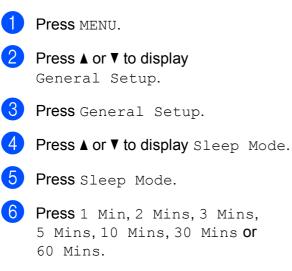
Automatic Daylight Saving Time

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

1 Press MENU.

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

3 Press `General Setup`.

4 Press ▲ or ▼ to display `Auto Daylight`.

5 Press `Auto Daylight`.

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

7 Press **Stop/Exit**.

Sleep Mode

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

1. Press MENU.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display Sleep Mode.

5. Press Sleep Mode.

6. Press 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or 60 Mins.

7. Press **Stop/Exit**.

LCD screen

Setting the backlight brightness

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

1. Press MENU.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display LCD Settings.

5. Press LCD Settings.

6. Press Backlight.

7. Press Light, Med or Dark.

8. Press **Stop/Exit**.

Setting the Dim Timer for the backlight

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

1. Press MENU.

2. Press ▲ or ▼ to display General Setup.

3. Press General Setup.

4. Press ▲ or ▼ to display LCD Settings.

5. Press LCD Settings.

6. Press Dim Timer.

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

8. Press **Stop/Exit**.

3

4 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

Note

• 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

Note

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

Setting a password for the first time
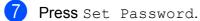
1 Press `MENU`.

2 Press ▲ or ▼ to display `Fax`.

3 Press `Fax`.

4 Press ▲ or ▼ to display `Miscellaneous`.

5 Press `Miscellaneous`.

6 Press `Mem Security`.

7 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`.

9 Press **Stop/Exit**.

Changing your memory security password

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Miscellaneous.

5. Press Miscellaneous.

6. Press Mem Security.

7. 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.

10. 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.

2. 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.

Note

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

Turning off the memory security

1. Press Unlock.

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

Note

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.
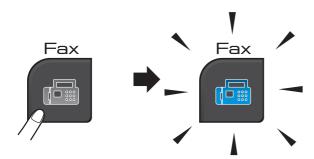
4

Section II

▶

Fax
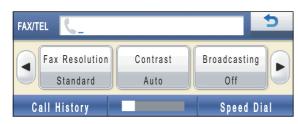
5 Sending a Fax

Entering Fax mode

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

The LCD shows:

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

- `Fax Resolution` (See page 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 78.)
- `Polling RX` (See page 76.)
- `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 62.)

Note

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.

4. Press **Mono Start** or **Colour Start**.

Note

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

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

Faxing from the scanner glass

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

You cannot send colour faxes with multiple pages.

Note

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

a Press (**Fax**).

b Place your document *face down* on the scanner glass. (See *Using the scanner glass* on page 21.)

c Enter the fax number using the dial pad or Speed Dial.

Note

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.

d Press **Mono Start** or **Colour Start**.

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

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

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

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

The machine starts sending the document.

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

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

a Press (**Fax**).

b Press ◀ or ▶ to display Glass ScanSize.

c Press Glass ScanSize.

d Press Letter.

Note

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

Colour fax transmission

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

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

5

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.

Note

To send a colour fax do not use Preview.

a Press ▣ (**Fax**).

b Press ◀ or ▶ to display Preview.

c Press Preview.

d Press On.

e Load the document.

f Enter the fax number using the dial pad. You can also enter the fax number 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.

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

Button	Description
🔍+	Enlarge the fax.
🔍-	Reduce the fax.
▲ or ▼	Scroll vertically.
◀ or ▶	Scroll horizontally.
	Rotate the fax clockwise.
	Go back to the previous page.
	Go to the next page.
✖	Close the preview table.

h Press **Mono Start**.

Note

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

Cancelling a fax in progress

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

Broadcasting (Monochrome only)

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

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

a Press (**Fax**).

b Load your document.

c Press ◀ or ▶ to display Broadcasting.

d Press Broadcasting.

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

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

Press OK.

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

Press OK.

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

g Press **Mono Start**.

Note

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

a Press **Stop/Exit**.

b Do one of the following:

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

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

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

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

■ Press Yes to confirm.

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

d Do one of the following:

■ To cancel the current job, press Yes.

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

5

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**).

2 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.

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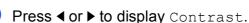
• Most settings are temporary and the machine returns to its default settings after you send a fax.

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

2 Press ◀ or ▶ to display `Contrast`.

3 Press `Contrast`.

4 Press `Auto`, `Light` or `Dark`.

Note

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

• When you send a colour fax.

• When you choose `Photo` as the Fax Resolution.

Changing fax resolution

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

a Press ▥ (**Fax**).

b Press ◀ or ▶ to display
Fax Resolution.

c Press Fax Resolution.

d Press the resolution you want.

Note

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

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

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

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

Dual Access (Monochrome only)

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

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

Note

If the Out of Memory message appears, 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.

a Press ▥ (**Fax**).

b Press ◀ or ▶ to display Real Time TX.

c Press Real Time TX.

5

④ Press On.

✎ Note

- 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.

✎ Note

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

Delayed Batch Transmission (Monochrome only)

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

① Press 📠 (**Fax**).

② Press ◀ or ▶ to display Batch TX.

③ Press Batch TX.

④ Press On.

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`.

2. Press ▲ or ▼ to display `Fax`.

3. Press `Fax`.

4. Press ▲ or ▼ to display `Remaining Jobs`.

5. Press `Remaining Jobs`.
   Any waiting jobs appear on the LCD.

6. Press ▲ or ▼ to scroll through the jobs and 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**).

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

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

4. Press `Set New Default`.

5. Press `Yes`.

6. Press **Stop/Exit**.

Restoring all fax settings to the factory settings

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

1. Press (**Fax**).

2. Press ◀ or ▶ to display `Factory Reset`.

3. Press `Factory Reset`.

4. Press `Yes`.

5. Press **Stop/Exit**.

5

Sending a fax manually

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

📝 Note

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

a Press ▣ (**Fax**).

b Load your document.

c To listen for a dial tone, press **Speaker Phone** on the machine or pick up the handset.

d 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 62.)

e When you hear the fax tone, press **Mono Start** or **Colour Start**. If you are sending from the scanner glass, press Send on the LCD to send the fax.

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

📝 Note

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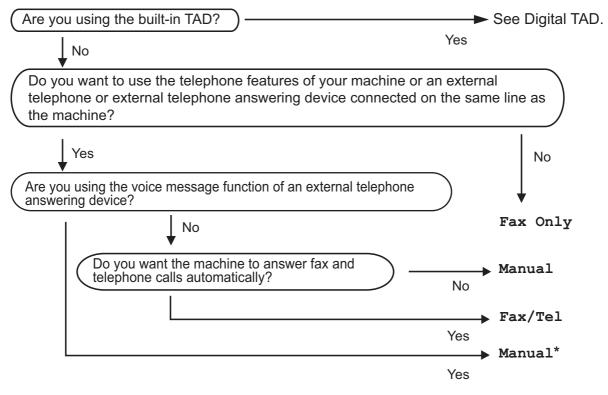
You must choose a receive mode depending on the external devices and telephone services you have on your line.

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.

Are you using the built-in TAD? ─────────────────────────► See Digital TAD.

No ↓   Yes

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

Yes ↓   No ↓

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

No ↓

Do you want the machine to answer fax and telephone calls automatically?

Fax Only

Manual   No

Fax/Tel   Yes

Manual*   Yes

* We recommend you set `Fax Detect` to `On.`

To set a receive mode follow the instructions below:

1 Press MENU.

2 Press ▲ or ▼ to display Initial Setup.

3 Press Initial Setup.

4 Press ▲ or ▼ to display Receive Mode.

5 Press Receive Mode.

6 Press Fax Only, Fax/Tel or Manual.

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

Using Receive Modes

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

(Also 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 68.

Manual

Manual mode turns off all automatic answering functions unless you are using an external telephone answering device (TAD).

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 **Colour Start** and then `Receive`. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

Also see *Fax Detect* on page 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 68.

	If TAD Mode is On, it will override your receive mode setting. The screen shows `TAD`.
	If TAD Mode is Off, the receive mode returns to your original setting. (See *TAD-Mode for internal TAD* on page 68.)

6

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 60 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 73.

1. Press `MENU`.

2. Press ▲ or ▼ to display `Fax`.

3. Press `Fax`.

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

5. Press `Setup Receive`.

6. Press ▲ or ▼ to display `Ring Delay`.

7. Press `Ring Delay`.

8. Press `Ring Delay` again.

9. Press the number of times the machine will ring before it answers.

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 61.)

1. Press `MENU`.

2. Press ▲ or ▼ to display `Fax`.

3. Press `Fax`.

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

5. Press `Setup Receive`.

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

7. Press `F/T Ring Time`.

8. Press how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).

9. Press **Stop/Exit**.

Note

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

Fax Detect

If Fax Detect is `On`:

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

If Fax Detect is `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 60.)

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 **Colour Start**, then press `Receive` to receive the fax.

If you answered at an extension telephone, press * **5 1**. (See *Operation from extension telephones* on page 60.)

> 📝 **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`.

a Press `MENU`.

b Press ▲ or ▼ to display `Fax`.

c Press `Fax`.

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

e Press `Setup Receive`.

f Press ▲ or ▼ to display `Fax Detect`.

g Press `Fax Detect`.

h Press `On`, `Semi` (or `Off`).

i Press **Stop/Exit**.
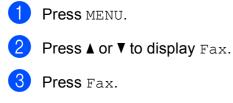
6

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.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Setup Receive.

5. Press Setup Receive.

6. Press ▲ or ▼ to display Memory Receive.

7. Press Memory Receive.

8. Press Fax Forward.

9. Enter the forwarding number (up to 20 digits) 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.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Setup Receive.

5. Press Setup Receive.

6. Press ▲ or ▼ to display Memory Receive.

7. Press Memory Receive.

8. Press Fax Storage.

9 Press **Stop/Exit**.

Note

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

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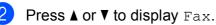
Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear on the LCD.

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.

2 Press ▲ or ▼ to display Fax.

3 Press Fax.

4 Press ▲ or ▼ to display Setup Receive.

5 Press Setup Receive.

6 Press ▲ or ▼ to display Memory Receive.

7 Press Memory Receive.

8 Press PC Fax Receive.

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

10 Press OK.

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

12 Press **Stop/Exit**.

Note

- PC Fax Receive is not supported in the Mac OS.

- Before you can set up PC Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see *PC-FAX Receiving* in the *Software User's Guide* on the CD-ROM.)

- If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Error and Maintenance messages* on page 134.)

- When you receive a colour fax, your machine prints the colour 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.

6

Changing the destination PC

a Press MENU.

b Press ▲ or ▼ to display Fax.

c Press Fax.

d Press ▲ or ▼ to display
Setup Receive.

e Press Setup Receive.

f Press ▲ or ▼ to display
Memory Receive.

g Press Memory Receive.

h Press PC Fax Receive.

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

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

k Press **Stop/Exit**.

Turning off Memory Receive Operations

a Press MENU.

b Press ▲ or ▼ to display Fax.

c Press Fax.

d Press ▲ or ▼ to display
Setup Receive.

e Press Setup Receive.

f Press ▲ or ▼ to display
Memory Receive.

g Press Memory Receive.

h Press Off.

i Press **Stop/Exit**.

Note

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

2 Press ▲ or ▼ to display `Fax`.

3 Press `Fax`.

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

5 Press `Setup Receive`.

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

7 Press `Fax Preview`.

8 Press `On` (or `Off`).

9 Press `Yes`.

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

11 Press **Stop/Exit**.

Note

- When Fax Preview is turned on your machine can only print the colour 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.

6

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.

Note

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

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

3. Press the fax you want to see.

Note

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

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

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

Button	Description
🔍+	Enlarge the fax.
🔍-	Reduce the fax.
▲ or ▼	Scroll vertically.
◄ or ►	Scroll horizontally.
↻	Rotate the fax clockwise.
🗑	Delete the fax. Press `Yes` to confirm.
◄▣	Go back to the previous page.
▣►	Go to the next page.
↩	Go back to the fax list.
🖨	Print the fax.
✖	Close the preview table.

4. Press **Stop/Exit**.

How to print a fax

1. Press Fax Preview.

2. Press the fax you want to view.

3. Press More.

4. Press (Print).

   ■ If the fax is multiple pages, go to step **5**.

   ■ If the fax is a single page it will start printing. Go to step **6**.

5. Do one of the following:

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

   ■ Press Print 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.

2. Press More.

3. Press Delete All.
   Press Yes to confirm.

4. Press **Stop/Exit**.

Turning off Fax Preview

1. Press Fax Preview.

2. Press More.

3. Press Turn Off Fax Preview.

4. Press Yes to confirm.

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

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

   Press Yes to confirm.

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

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

   Press **Stop/Exit**.

6

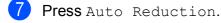# Additional receiving operations

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`.

2. Press ▲ or ▼ to display `Fax`.

3. Press `Fax`.

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

5. Press `Setup Receive`.

6. Press ▲ or ▼ to display `Auto Reduction`.

7. Press `Auto Reduction`.

8. Press `On` (or `Off`).

9. Press **Stop/Exit**.

Out of Paper Reception
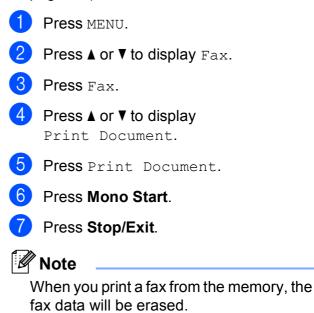
As soon as the paper tray becomes empty during fax reception, the LCD shows `No Paper Fed` and begins receiving faxes into the machine's memory. Put some paper in the paper tray. (See *Loading paper and other print media* on page 10.)

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`.

2. Press ▲ or ▼ to display `Fax`.

3. Press `Fax`.

4. Press ▲ or ▼ to display `Print Document`.

5. Press `Print Document`.

6. Press **Mono Start**.

7. Press **Stop/Exit**.

Note

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

Remote Retrieval

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

Setting a Remote Access Code

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

1. Press MENU.

2. Press ▲ or ▼ to display Fax.

3. Press Fax.

4. Press ▲ or ▼ to display Remote Access.

5. Press Remote Access.

6. Enter a 3-digit code using numbers 0-9, *, or # by pressing the buttons on the LCD.
Press OK.
(The preset '*' cannot be changed.)

Note

Do not use the same code as your Remote Activation Code (* **5 1**) or Remote Deactivation Code (**# 5 1**). (See *Operation from extension telephones* on page 60.)

7. Press **Stop/Exit**.

Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press Clear in step 6 to restore the inactive setting (---*) and press OK.

Using your Remote Access Code

1. Dial your fax number from a touch tone telephone or another fax machine.

2. When your machine answers, enter your remote access code (3 digits followed by *) at once.

3. The machine signals if it has received messages:

   ■ **1 long beep — Fax messages**

   ■ **2 long beeps — Voice messages**

   ■ **3 long beeps — Fax & Voice messages**

   ■ **No beeps — No messages**

4. When the machine gives two short beeps, enter a command.
The machine will hang up if you wait longer than 30 seconds to enter a command.
The machine will beep three times if you enter an invalid command.

5. Press **9 0** to stop Remote Access when you have finished.

6. Hang up.

Note

If your machine is set to Manual mode and you want to use the remote retrieval features, wait for about 100 seconds after it starts ringing, and then enter the remote access code within 30 seconds.

6

Remote Fax commands

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

Remote commands			Operation details
91	**Playing Voice 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		Press **2** while playing the ICM, you can skip to the next message.
	9 STOP Playing		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 Record OGM in Memory**		
	1 Play	1 TAD Message	The machine plays the selected OGM. You can stop playing OGMs by pressing **9**.
		2 F/T Message	
	2 Record	1 TAD Message	After one long beep, you can record the selected OGM. You will hear the message played once. You can stop recording the message by pressing **9**.
		2 F/T Message	
95	**Change the Fax Forwarding or Fax Storage settings**		
	1 OFF		You can choose `Off` after you have retrieved or erased all your messages.
	2 Fax Forwarding		One long beep means the change is accepted. If you hear three short beeps, you cannot change because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See *Changing your Fax Forwarding number* on page 55.) Once you have registered the number, Fax Forwarding will work.
	4 Fax Forwarding number		
	6 Fax Storage		
96	**Retrieve a fax**		
	2 Retrieve all faxes		Enter the number of a remote fax machine to receive stored fax messages. (See *Retrieving fax messages* on page 55.)
	3 Erase faxes from the memory		If you hear one long beep, fax messages have been erased from the memory.
97	**Check the receiving status**		
	1 Fax		You can check whether your machine has received any faxes or voice messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	2 Voice		

Remote 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 **9 0** allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

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

a Dial your fax number.

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

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

d Wait for 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.

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

Changing your Fax Forwarding number

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

a Dial your fax number.

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

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

d Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter **# #**.

Note

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

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

f Hang up after you hear your machine beep.

6

7 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

a To start a voice call, do one of the following:
- Pick up the handset.
- Press **Speaker Phone**.

b When you hear the dial tone, enter a number using the dial pad or pressing `Speed Dial`.

c If you pressed **Speaker Phone**, speak clearly toward the microphone 🎙.

d 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**.

Note

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

a Press **Mute** to put a call on Hold. You can replace the handset without disconnecting the call.

b Pick up the machine's handset or press **Speaker Phone** to release the call from Hold.

Note

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.

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

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

Fax/Tel mode

When the machine is in Fax/Tel mode, it will use the F/T Ring (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 ＊ **5 1**.

Telephone services

Setting the Telephone Line Type

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

1 Press MENU.

2 Press ▲ or ▼ to display Initial Setup.

3 Press Initial Setup.

4 Press ▲ or ▼ to display Phone Line Set.

5 Press Phone Line Set.

6 Press PBX, ISDN (or Normal).

7 Press **Stop/Exit**.

7

PBX and TRANSFER

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

Note

You can program a press of the `R` LCD button key as part of a number stored in a Speed Dial location. When programming the Speed Dial number, press `R` first (the LCD shows '!'), then enter the telephone number. If you do this, you do not need to press **R** each time before you dial using a Speed Dial location. (See *Storing numbers* on page 63.) However, if PBX is not chosen in the Telephone Line Type setting, you cannot use the Speed Dial number that the `R` press is programmed into.
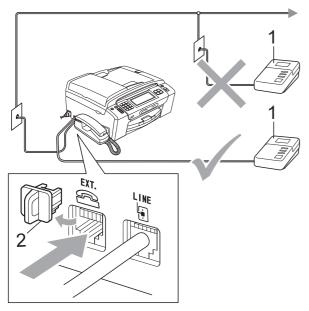
Connecting an external TAD (telephone answering device)

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

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

Note

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

1 TAD

2 Protective Cap

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

❶ 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.

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

b Record the outgoing message on your external TAD.

c Set the TAD to answer calls.

d 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.

a 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.)

b Limit your speaking to 20 seconds.

Note

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

Multi-line connections (PBX)

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

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

Note
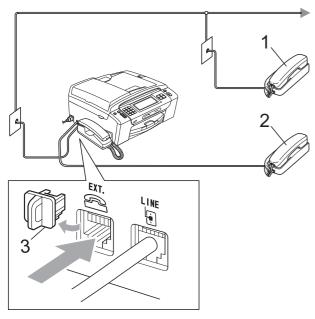
Make sure the Telephone Line Type is set to PBX. (See *Setting the Telephone Line Type* on page 57.)

7

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

3   Protective Cap

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

Note

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

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.

Note

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 60.) 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.)
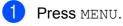
Remote Deactivation Code

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 ✱ **5 1**. The preset Remote Deactivation Code is **# 5 1**. If you want to, you can replace them with your own codes.

a Press MENU.

b Press ▲ or ▼ to display Fax.

c Press Fax.

d Press ▲ or ▼ to display Setup Receive.

e Press Setup Receive.

f Press ▲ or ▼ to display Remote Codes.

g Press Remote Codes.

h Press On (or Off).

i Do one of the following:

■ If you want to change the Remote Activation Code, enter the new code.

Press OK, go to step j.

■ If you do not want to change the Remote Activation Code, press OK, go to step j.

j Do one of the following:

■ If you want to change the Remote Deactivation Code, enter the new code.

Press OK, go to step k.

■ If you do not want to change the Remote Deactivation Code, press OK, go to step k.

k Press **Stop/Exit**.

Note

• If you are always disconnected when accessing your external TAD remotely, try changing the Remote Activation Code and Remote Deactivation Code to another 3-digit code using the numbers **0**-**9**, ✱, **#**.

• Remote Codes might not work with some telephone systems.

7

8 Dialling and storing numbers

How to Dial

Manual dialling

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

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 [#01 A] on LCD.

3. Do one of the following:

   ■ Press Send a fax and go to step 4.

   ■ Press Make a phone call. The machine will start dialling.

4. Press **Mono Start** or **Colour Start**.

Note

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

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

1. Press **Redial/Pause**.

2. Press the number you want to redial.

3. Press Send a fax.

4. Press **Mono Start** or **Colour Start**.

Note

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

Outgoing Call history

The last 30 numbers you 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.

a Press **Redial/Pause**.
You can also press Call History.

b Press Outgoing Call tab.

c Press the number you want.

d 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 **Colour 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 64.)

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

Press Yes to confirm.

e Press **Stop/Exit**.

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.

Note

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 2.8-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.)

a Press Speed Dial.

b Press More.

c Press Set Speed Dial.

d 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 176.)

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

8
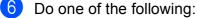
e Enter the first fax or telephone number (up to 20 digits) using the buttons on the LCD.
Press OK.

f 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.

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

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

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

Note

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

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

i Do one of the following:

■ To store another Speed Dial number, go to step ❷.

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

Storing Speed Dial numbers from Outgoing Calls

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

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

b Press Outgoing Call.

c Press the name or number you want to store.

d Press More.

e Press Add to Speed Dial.

f Do one of the following:

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

Press OK.

(To help you enter letters, see *Entering Text* on page 176.)

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

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

h Do one of the following:

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

Press OK.

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

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.

Note

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

⑩ When the LCD displays your settings, press OK to confirm.
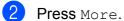
⑪ Press **Stop/Exit**.

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.

Go to step ⑨.

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 176.)

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.

Note

How to change the stored name or number:

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

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**.

8

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 63 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`.

5. 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 🔲.

7. When you have finished choosing the numbers, press `OK` to confirm.

8. Press **Stop/Exit**.

Note

You can print a list of all the Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 75.)

Changing a Group name

1. Press `Speed Dial`.

2. Press `More`.

3. Press `Change`.

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

5. Press the Group.

6. Press `Name:`.

7. Enter the new name (up to 16 characters) using the buttons on the LCD.
   Press `OK`.
   (See *Entering Text* on page 176. For example, type NEW CLIENTS.)

Note

How to change the stored name or number:

If you want to change a character, press ◄ or ► to position the cursor under the character you want to change, and then press 🔲. Re-enter the character.

8. Press `OK`.

9. Press **Stop/Exit**.

Deleting a Group

1. Press `Speed Dial`.

2. Press `More`.

3. Press `Delete`.

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

5. Press the Group.

6. Press `OK`.

7. Press `Yes` to confirm.

8. Press **Stop/Exit**.

Deleting a number from a Group

1. Press `Speed Dial`.

2. Press `More`.

3. Press `Change`.

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

5. Press the Group.

6. Press `Add/Delete`.

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

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

9. Press `OK`.

10. Press **Stop/Exit**.

Combining Quick Dial numbers

Sometimes you may want to choose from several long distance carriers when you 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 63.)

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 **Colour Start**. You will dial '555-7000'.

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

Note

If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 2.8-second delay.

8

9 Digital TAD

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 68.)

2. Press [icon] 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 69.

Your OGM must be less than 20 seconds long.

1. Press MENU.

2. 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**.

Listening to your OGM

1. Press MENU.

2. 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.

2. 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 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 68.

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 light glows, TAD mode is active. Press to enter TAD mode.

Managing your messages

Message indicator

The ![icon] light 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.
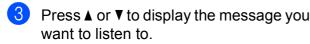
Playing incoming messages individually

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 TAD] on the LCD.

2 Press ICM.

3 Press ▲ or ▼ to display the message you want to listen to.

4 Press the message you want to listen to. The following commands are available when playing messages:

Erase	Erases the current message.
![speaker] or ![speaker]	Adjusts the volume.

5 Press **Stop/Exit**.
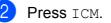
Playing all incoming messages
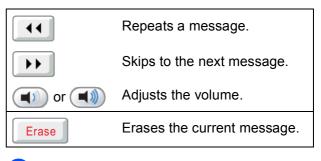
All messages are played in the order they were recorded. The LCD shows the number of the current message, the total number of messages, and the time and date the message was recorded.

Follow the steps below to listen to your voice messages:

1 Press ![Digital TAD] on the LCD.

2 Press ICM.

3 Press Play All.
The following commands are available when playing messages:

◀◀	Repeats a message.
▶▶	Skips to the next message.
![speaker] or ![speaker]	Adjusts the volume.
Erase	Erases the current message.

4 Press **Stop/Exit**.

Erasing incoming messages

To erase incoming messages individually

1. Press `Digital TAD` on the LCD.

2. 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 TAD` on the LCD.

2. Press ICM.

3. Press Erase All.

4. 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 73.) The other party will hear an intermittent beeping while recording.

1. Press Record during the conversation.

2. 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.
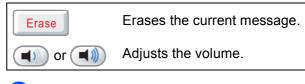
Follow the steps below to listen to your voice messages:

1. Press `Digital TAD` on the LCD.

2. Press Recorded Calls.

3. Press ▲ or ▼ to display the conversation you want to listen to.

4. Press the conversation you want to listen to.
   The following commands are available when playing messages:

Erase	Erases the current message.
(◀)) or (◀))	Adjusts the volume.

5. Press **Stop/Exit**.

9

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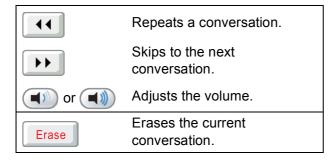
All recorded conversations are played in the order they were recorded. The LCD displays the total number of recorded calls and the time and date each call was recorded.

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

1. Press ⏥ Digital TAD on the LCD.

2. Press Recorded Calls.

3. Press Play All.
The following commands are available when playing messages:

◀◀	Repeats a conversation.
▶▶	Skips to the next conversation.
🔊 or 🔊	Adjusts the volume.
Erase	Erases the current conversation.

4. Press **Stop/Exit**.

Erasing recorded conversations

To erase recorded conversations individually

1. Press ⏥ Digital TAD on the LCD.

2. Press Recorded Calls.

3. Press ▲ or ▼ to display the recorded conversations you want to delete.

4. Press the conversation you want to delete.

5. 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 TAD on the LCD.

2. Press Recorded Calls.

3. Press Erase All.

4. The LCD will ask you if you want to delete all recorded conversations. Press Yes.

5. Press **Stop/Exit**.

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.

2 Press ▲ or ▼ to display Fax.

3 Press Fax.

4 Press ▲ or ▼ to display Setup TAD.

5 Press Setup TAD.

6 Press ICM Max.Time.

7 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.

2 Press ▲ or ▼ to display Fax.

3 Press Fax.

4 Press ▲ or ▼ to display Setup Receive.

5 Press Setup Receive.

6 Press ▲ or ▼ to display Ring Delay.

7 Press Ring Delay.

8 Press Toll Saver.

9 Press On (or Off).

10 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.

2 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**.

9

Printing Reports

Fax reports

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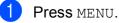
Transmission Verification Report

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 colour 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 colour fax that the receiving machine printed in black and white.
A portion of the fax's first page appears on the report.

a Press `MENU`.

b Press ▲ or ▼ to display `Fax`.

c Press `Fax`.

d Press ▲ or ▼ to display `Report Setting`.

e Press `Report Setting`.

f Press `XMIT Report`.

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

h Press **Stop/Exit**.

Note

- If you choose `On+Image` or `Off+Image` the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. (See *Real Time Transmission* on page 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 75. The factory setting is `Every 50 Faxes`.

a Press `MENU`.

b Press ▲ or ▼ to display `Fax`.

c Press `Fax`.

d Press ▲ or ▼ to display `Report Setting`.

e Press `Report Setting`.

f Press `Journal Period`.

g Press ◀ or ▶ to choose an interval.
If you choose `Every 50 Faxes`, go to step i.

■ 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.

h 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.)

i Press **Stop/Exit**.

Reports

The following reports are available:

■ `XMIT Verify`

Prints a Transmission Verification Report for your last transmission.

■ `Help List`

A help list showing how to program your machine.

■ `Quick Dial`

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

■ `Fax Journal`

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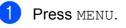
■ `User Settings`

Lists your settings.
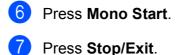
■ `Network Config`

Lists your Network settings.

How to print a report

a Press `MENU`.

b Press ▲ or ▼ to display `Print Reports`.

c Press `Print Reports`.

d Press the report you want.

e (Quick Dial only) Press `Alphabetical Order` or `Numerical Order`.

f Press **Mono Start**.

g Press **Stop/Exit**.

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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.
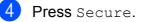
3. Press Polling RX.

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 **Colour Start**.

Setup to receive polling with secure code

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

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

1. Press ⬚ (**Fax**).

2. Press ◀ or ▶ to display Polling RX.

3. Press Polling RX.

4. Press Secure.

5. Enter a 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.

f Enter the fax number you are polling using `Speed Dial` or the dial pad on the control panel.

g Press **Mono Start** or **Colour Start**.

Setup to receive delayed polling

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

a Press 📠 (**Fax**).

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

c Press `Polling RX`.

d Press `Timer`.

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

f Enter the fax number you are polling using `Speed Dial` or the dial pad on the control panel.

g Press **Mono Start** or **Colour Start**.
The machine makes the polling call at the time you entered.

Sequential polling (Monochrome only)

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

a Press 📠 (**Fax**).

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

c Press `Polling RX`.

d Press `Standard`, `Secure` or `Timer`.

e Do one of the following:

■ If you chose `Standard`, go to step f.

■ If you chose `Secure`, enter a four-digit number, press `OK` and go to step f.

■ If you chose `Timer`, enter the time (24-hour format) you want to begin polling, press `OK` and go to step f.

f Press ◀ or ▶ to display `Broadcasting`.

g Press `Broadcasting`.

h Do one of the following:

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

Press `OK`.

■ Press `Speed Dial`. Press ▲ or ▼ to select a number.

Press `OK`.

i After you have entered all the fax numbers by repeating step h, press `OK`.

j Press **Mono Start**.
The machine polls each number or group in turn for a document.

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Cancelling a Sequential Polling Job

a Press **Stop/Exit**.

b Do one of the following:

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

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

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

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

■ Press `Yes` to confirm.

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

d Do one of the following:

■ To cancel the current job, press `Yes`.

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

Polled transmit (Monochrome only)

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

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See *Checking and cancelling waiting jobs* on page 39.)

Setup for polled transmit

a Press (**Fax**).

b Load your document.

c Press ◀ or ▶ to display `Polled TX`.

d Press `Polled TX`.

e Press `Standard`.

f Press **Mono Start**.

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

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

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

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

Setup for polled transmit with secure code

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

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

a Press (**Fax**).

b Load your document.

c Press ◄ or ► to display `Polled TX`.

d Press `Polled TX`.

e Press `Secure`.

f Enter a 4-digit number using the buttons on the LCD.
Press `OK`.

g Press **Mono Start**.

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

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

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

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

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Section III

Copy

12 Making copies

How to copy

Entering Copy mode

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

The LCD shows:

1 No. of Copies

Press the number box directly and enter the number you want. 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 83.)
- Enlarge/Reduce (See page 84.)
- Paper Type (See page 87.)
- Paper Size (See page 87.)
- Brightness (See page 86.)
- Contrast (See page 86.)
- Ink Save Mode (See page 87.)
- Stack/Sort (See page 86.)

- Page Layout (See page 84.)
- Book Copy (See page 88.)
- Watermark Copy (See page 88.)
- Favorite Settings (See page 89.)

Press the option you want.

> **Note**
> • The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Mode Timer* on page 23.)
> • Book Copy, Watermark Copy and Ink Save Mode features are supported by technology from Reallusion, Inc.
>
> REALLUSION

Making a single copy

1. Press 📄 (**Copy**).

2. Load your document. (See *Loading documents* on page 21.)

3. Press **Mono Start** or **Colour Start**.

Making multiple copies

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

1 Press 🖼 (**Copy**).

2 Load your document.
(See *Loading documents* on page 21.)

3 Enter the number of copies you want.

4 Press **Mono Start** or **Colour Start**.

Note

To sort the copies, press ◀ or ▶ to choose Stack/Sort. (See *Sorting copies using the ADF* on page 86.)

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 **Colour Start**.

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

Note

You can save some of the settings that you use most often by setting them as a favourite (up to three favourites can be saved). These settings will stay until you change them again. (See *Setting your favourites* on page 89.)

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.

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1. Press 🖼 (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display `Quality`.

5. Press `Quality`.

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

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

Enlarging or reducing the image copied

You can choose an enlargement or reduction ratio. If you choose `Fit to Page`, your machine will adjust the size automatically to the paper size you set. 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` or `Custom(25-400%)`.

7. Do one of the following:

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

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

   Press `OK`.

   ■ If you chose `100%` or `Fit to Page`, go to step 8.

`100%`
`198% 10x15cm → A4`
`186% 10x15cm → LTR`
`142% 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 **Colour Start**.

📝 Note

- `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.

Note

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

❶ 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 colour 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.

a Press ▣ (**Copy**).

b Load your document.

c Enter the number of copies you want.

d Press ◀ or ▶ to display Page Layout.

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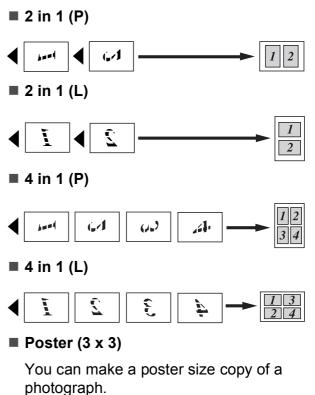
f Press ◀ or ▶ to display Off(1in1), 2in1(P), 2in1(L), 4in1(P), 4in1(L) or Poster (3 x 3).

g Press the setting of your choice.

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

i After the machine scans the page, press Yes to scan the next page.
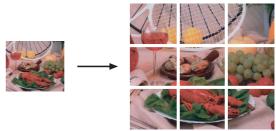
j Place the next page on the scanner glass.
Press **Mono Start** or **Colour Start**.
Repeat steps ❾ and ❿ for each page of the layout.

k 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.

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

Note

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

Adjusting Brightness and Contrast

Brightness

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

1. Press 📋 (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display Brightness.

5. Press Brightness.

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

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

Contrast

You can adjust the copy contrast to help an image look sharper and more vivid.
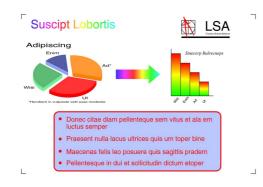
1. Press 📋 (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display Contrast.

5. Press Contrast.

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

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

Ink Save Mode

Ink Save Mode can help you save ink. The machine prints the colours 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 **Colour Start**.

Note

- `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 **Colour Start**.

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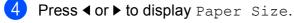
If you are copying on paper other than A4 size, you will need to change the paper size setting. You can copy only on A4, A5, 10 × 15 cm, Letter or Legal paper.

1. Press 📋 (**Copy**).

2. Load your document.

3. Enter the number of copies you want.

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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 **Colour 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 **Colour Start** and go to step **7**.

■ If you want the machine to correct the data automatically, press `On` and go to step **8**.

7 Adjust the skewed data using 🔄 or 🔃.

Remove the shadows by using ◀ or ▶.

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

Note

`Page Layout`, `Sort`, `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.

Note

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

1 Press (**Copy**).

2 Press ◀ or ▶ to display `Watermark Copy`.

3 Press `Watermark Copy`.

4 Press `Use Watermark`. Do one of the following:

■ If you want to use a template from the machine, press `Edit Template` and go to step **5**.

■ If you want to use your own data as a watermark, press `Use Image` and go to step **6**.

5 Press `Text` and choose the data you want to use, `CONFIDENTIAL`, `DRAFT` or `COPY`. Press `OK`. Change other watermark settings from the available options as needed. Press `OK`. Go to step **7**.

f **Do one of the following:**

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

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

The scanned data will be shown on the LCD.

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

Go to step g.

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

The image will be shown on the LCD.

Press the image you want to use for the watermark.

Note

You can use your own image of up to 1280 × 1280 pixels as a watermark.

You can adjust the Position, Size, Angle and Transparency of the watermark. Press OK.

Go to step g.

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.

g **Press OK to confirm to use watermark.** Load the document you want to copy.

h **Enter the number of copies you want.**

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

a **Press** 📑 **(Copy).**

b **Choose the copy option and settings you want to store.**

c **Press ◀ or ▶ to display** Favorite Settings.

d **Press** Favorite Settings.

e **Press** Store.

Note

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

f **Press the location where you want to store your settings for** Favorite:1, Favorite:2 **or** Favorite:3.

g **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 176.)

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

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Retrieving your favourite setting

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

1. Press 📋 (**Copy**).

2. Press Favorite.

3. Press the favourite setting you want to retrieve.

Rename your favourite setting

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

1. Press 📋 (**Copy**).

2. Press ◀ or ▶ to display Favorite Settings.

3. Press Favorite Settings.

4. Press Rename.

5. Press the favourite setting you want to rename.

6. Enter the new name (up to 12 characters). (See *Entering Text* on page 176.)

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 **Colour 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

Direct Printing

13 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 95.)

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 104.)

Using PhotoCapture Center™ from your computer

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

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

Using a memory card or USB Flash memory drive

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

CompactFlash®

Memory Stick™
Memory Stick PRO™

SD, SDHC

xD-Picture Card™

22 mm or less

11 mm or less

USB Flash memory drive

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

■ This product supports xD-Picture Card™
Type M / Type M⁺ / Type H (Large
Capacity).

■ IBM Microdrive™ is not compatible with
the machine.

■ CompactFlash® 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™ printing
must be performed separately from
PhotoCapture Center™ 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 99.)

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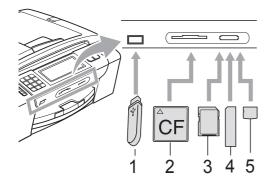
When a digital camera formats a memory
card it creates a special folder into which it
copies image data. If you need to modify
the image data stored on a memory card
with your PC, we recommend that you do
not modify the folder structure created by
the digital camera. When saving new or
modified image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

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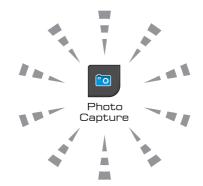
Firmly put a memory card or USB Flash memory drive into the correct slot.

1   USB Flash memory drive

2   CompactFlash®

3   SD, SDHC

4   Memory Stick™, Memory Stick PRO™

5   xD-Picture Card™

❶ 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.

❶ 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 95.

- Press Enhance Photos if you want to add special effects to your photos. See *Enhance Photos* on page 97.

- 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 96.

Note

If your digital camera supports DPOF printing, see *DPOF printing* on page 99.

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.

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

Press (**Photo Capture**).

b 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 c.

- If you want to print all photos, press .

Press Yes to confirm.

Go to step f.

Note

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

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

• Press to start Slide Show.

c Press a photo from the thumbnail.

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

e Repeat steps c and d until you have chosen all the photos that you want to print.

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

- To add the Auto Correct effect to your chosen photos,

  press 🌻. (See page 97.)

- If you want to change the print settings, press Print Setting. (See page 100.)

- If you do not want to change any settings, press **Colour Start** to print.

Print Index (Thumbnails)

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

NO.1   01. 01. 2009
DEI.JPG   100KB
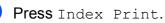
The PhotoCapture Center™ uses these numbers to identify each picture. You can print a thumbnail page to show all the pictures on the memory card or USB Flash memory drive.

Note

Only file names that are 8 characters or less will be printed correctly on the index sheet.
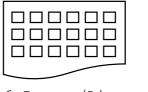
a Make sure you have put the memory card or USB Flash memory drive in the correct slot.

Press 📷 (**Photo Capture**).

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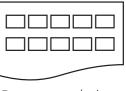
c Press Index Sheet and choose 6 Images/Line or 5 Images/Line.
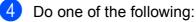
6 Images/Line   5 Images/Line

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

d Do one of the following:

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

- If you do not want to change the paper settings, go to step **g**.

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

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

g Press **Colour Start** to print.

Printing Photos

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

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

Press (**Photo Capture**).

b Print the Index. (See *Print Index (Thumbnails)* on page 96.)

c Press Index Print.
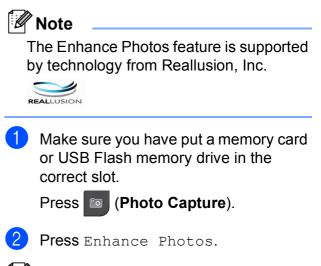
d Press Print Photos.

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

Note

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

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

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

g Do one of the following:

■ Press Print Setting to change the print settings. (See page 100.)

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

Enhance Photos

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

Note

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

REALLUSION

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

Press (**Photo Capture**).

b Press Enhance Photos.

Note

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

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

• Press to start Slide Show.

c Press a photo from the thumbnails.

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

e Do one of the following:

■ If you chose Enhance, go to step f.

■ If you chose Trim, go to step g.

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

✎ Note

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

	Auto Correct The machine decides the suitable effect for your photo.
	Enhance Skin Best used for adjusting portrait photographs. It adjusts human skin colour. Press ◀ or ▶ to adjust the level of contrast.
	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 colour of your photo to monochrome.
	Sepia Adds a sepia tone (shades of brown) effect to your photo.
	Auto Correct & Remove Red-Eye The machine decides the suitable effects for your photo. Also, it will attempt to remove red-eye from your photo.

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

   • When the face is too small in the image.

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

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

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

• Press Cancel to return to the list of effects.

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

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

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

■ Press 🔄 to rotate the frame.

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

✎ Note

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

h 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.

i Do one of the following:

■ Press Print Setting and change the print settings. (See page 100.)

■ If you do not want to change any settings, press **Colour 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®, 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.

a Make sure you have put a memory card in the correct slot.
The machine will ask you if you want to use DPOF setting.

b Press Yes.

c Do one of the following:

■ Press Print Setting to change the print settings. (See page 100.)

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

Note

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.

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PhotoCapture Center™ print settings

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

The machine returns to its default settings after 3 minutes, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 23.)

Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as a new default* on page 103.)

Print Setting		↰
Print Quality	Photo	▲
Paper Type	Other Glossy	▬
Paper Size	10x15cm	▼
Brightness	0	

Print Speed and Quality

1. Press `Print Setting`.

2. Press ▲ or ▼ to display `Print Quality`.

3. Press `Print Quality`.

4. Press `Normal` or `Photo`.

5. If you do not want to change additional settings, press ↰ .
   Press **Colour Start** to print.

Paper options

Paper Type

1. Press `Print Setting`.

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

3. Press `Paper Type`.

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

5. If you do not want to change additional settings, press ↰ .
   Press **Colour Start** to print.

Paper and print size

1. Press Print Setting.

2. Press ▲ or ▼ to display Paper Size.

3. Press Paper Size.

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

    - If you chose Letter or A4, go to step ❺.

    - If you chose another size of paper, go to step ❻.

5. Press the Print Size you want to choose.

Example: Printed Position for A4 paper		
1 8x10cm	2 9x13cm	3 10x15cm
�\[image\]	▪\[image\]	▪\[image\]
4 13x18cm	5 15x20cm	6 Max. Size
▪\[image\]	▪\[image\]	▪\[image\]

6. If you do not want to change additional settings, press 🔙. Press **Colour Start** to print.

Adjusting Brightness, Contrast and Colour

Brightness

1. Press Print Setting.

2. Press ▲ or ▼ to display Brightness.

3. Press Brightness.

4. Press ◀ or ▶ to make a darker or lighter print. Press OK.

5. If you do not want to change additional settings, press 🔙. Press **Colour Start** to print.

Contrast

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

1. Press Print Setting.

2. Press ▲ or ▼ to display Contrast.

3. Press Contrast.

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

5. If you do not want to change additional settings, press 🔙. Press **Colour Start** to print.

Colour Enhancement

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

1. Press Print Setting.

2. Press ▲ or ▼ to display Color Enhance.

3. Press Color Enhance.

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d **Do one of the following:**

■ If you want to customize the White Balance, Sharpness or Colour Density, press `On`, and then go to step e.

■ If you do not want to customize, press `Off`.

Go to step h.

e Press `White Balance`, `Sharpness` or `Color Density`.

f Press ◀ or ▶ to adjust the degree of the setting.
Press `OK`.

g **Do one of the following:**

■ If you want to customize another colour enhancement, repeat steps e to f.

■ If you want to change other settings, press ⟲ to display the print setting menu and press the setting you want to change. (See page 100.)

h If you do not want to change additional settings, press ⟲.
Press **Colour Start** to print.

Note

• **White Balance**

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

• **Sharpness**

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

• **Colour Density**

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

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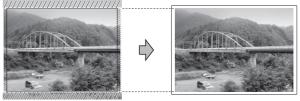
If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped.

The factory setting is `On`. If you want to print the whole image, turn this setting to `Off`.
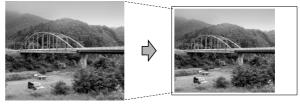
If you are also using the Borderless setting, turn the Borderless to `Off`. (See *Borderless printing* on page 103.)

a Press `Print Setting`.

b Press ▲ or ▼ to display `Cropping`.

c Press `Cropping`.

d Press `Off` (or `On`).

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

Cropping: On

Cropping: Off

Borderless printing

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

1. Press Print Setting.

2. Press ▲ or ▼ to display Borderless.

3. Press Borderless.

4. Press Off (or On).

5. If you do not want to change additional settings, press 🔙.
   Press **Colour Start** to print.

Date Print

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

1. Press Print Setting.

2. Press ▲ or ▼ to display Date Print.

3. Press Date Print.

4. Press On (or Off).

5. If you do not want to change additional settings, press 🔙.
   Press **Colour Start** to print.

Note

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

Setting your changes as a new default

You can save the print settings you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Choose the print settings and options you want to store.

2. After changing the last setting, press ▲ or ▼ to choose Set New Default.

3. Press Set New Default.

4. Press Yes to confirm.

5. Press **Stop/Exit**.

Restoring all settings to the factory settings

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

1. Press Print Setting.

2. Press ▲ or ▼ to display Factory Reset.

3. Press Factory Reset.

4. Press Yes to confirm.

5. Press **Stop/Exit**.

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

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

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

❶ IMPORTANT

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

❷ Load your document.

❸ Press (**Scan**).

❹ Press Scan to Media.

e 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 **Colour Start** to start scanning without changing additional settings.
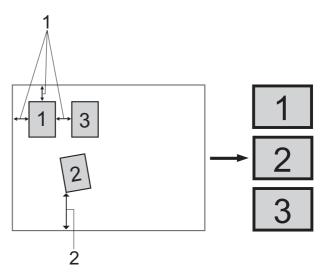
Note

• If you chose colour in the resolution setting, you cannot choose `TIFF`.

• If you chose monochrome in the resolution setting, you cannot choose `JPEG`.

f Press **Mono Start** or **Colour 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.
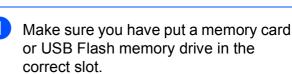
1 10 mm or greater (top, left, right)

2 20 mm or greater (bottom)

Note

`Auto Crop` feature is supported by technology from Reallusion, Inc.

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

b Load your document.

c Press (**Scan**).

d Press `Scan to Media`.

e 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 **Colour Start** to start scanning.

⁹ The number of the scanned documents appears on the LCD.
Press OK.

¹⁰ Press ◀ or ▶ to preview each document data.
Press Save All to save the data.

Note

• 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.

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.

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**.

Understanding the Error Messages

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

■ `Hub is Unusable.`

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

■ `Media Error`

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

■ `No File`

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

■ `Out of Memory`

This message will appear if you are working with images that are too large for the machine's memory. This message will also appear when a memory card or USB Flash memory drive you are using does not have enough space available for the scanned document.

■ `Media is Full.`

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

■ `Unusable Device`

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

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Printing photos from a camera

Printing photos directly from a PictBridge camera

PictBridge

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

If your camera is using the USB Mass Storage standard, you can also print photos from a digital camera without PictBridge. (See *Printing photos directly from a digital camera (without PictBridge)* on page 110.)

PictBridge requirements

To avoid errors, remember the following points:

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

Setting your digital camera

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

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

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

[1] See *DPOF printing* on page 110 for more details.

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

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

■ When your camera does not have any menu selections, these settings are also used.

■ The names and availability of each setting depends on the specification of your camera.
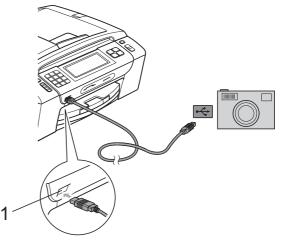
Please refer to the documentation supplied with your camera for more detailed information on changing PictBridge settings.

Printing Images

Note

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

a 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

b Turn on the camera.
When the machine has recognized the camera, the LCD shows Camera Connected.

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

IMPORTANT

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

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DPOF printing

DPOF stands for Digital Print Order Format.

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

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

Note

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 108.)

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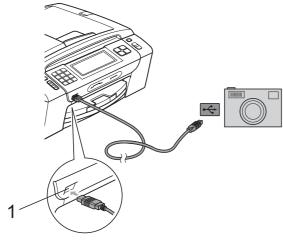
The name, availability and operation differ among digital cameras. Please refer to the documentation supplied with your camera for detailed information, such as how to switch from PictBridge mode to USB mass storage mode.

Printing Images

Note

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

a 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

b Turn on the camera.

c Follow the steps in *Print Images* on page 95.

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 134.)

14

Section V

Software

15 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®

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

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

2. Click **SOFTWARE USER'S GUIDE** (or **NETWORK USER'S GUIDE**) from the Top Menu.
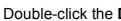
3. Click the heading you would like to view from the list at the left of the window.

Macintosh

1. Make sure your Macintosh is turned on. Insert the Brother CD-ROM into your CD-ROM drive.

2. Double-click the **Documentation** icon.

3. Double-click your language folder, and then double-click **top.html**.

4. Click **SOFTWARE USER'S GUIDE** (or **NETWORK USER'S GUIDE**) in the Top Menu, and then click the heading you would like to read from the list at the left of the window.

Section VI

▶ # Appendixes

A Safety and Legal

Choosing a location

Put your machine on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the machine near a telephone socket and a standard grounded electrical socket. Choose a location where the temperature remains between 10 °C and 35 °C.
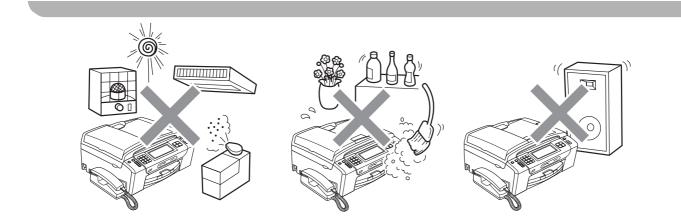
⚠ WARNING

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

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

⚠ CAUTION

- Avoid placing your machine in a high-traffic area.
- Avoid placing your machine on a carpet.
- DO NOT expose the machine to direct sunlight, excessive heat, moisture, or dust.
- DO NOT connect your machine to electrical sockets controlled by wall switches or automatic timers.
- Disruption of power can wipe out information in the machine's memory.
- Avoid interference sources, such as other cordless telephone systems or speakers.
- DO NOT tip the machine, or place it on any tilted surface. Doing this may cause ink spillage and internal damage to your machine.

To use the machine safely

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

Note

If there are faxes in the machine's memory, you need to print them or save them before you unplug the machine from the 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 139 or *Transferring faxes to your PC* on page 139.)

⚠ 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.

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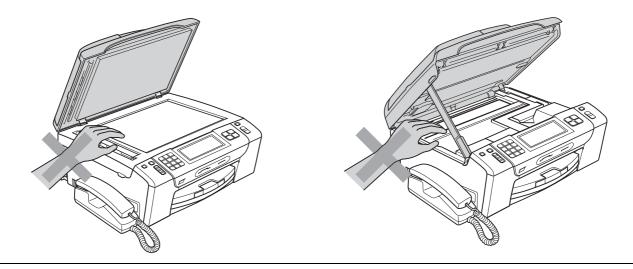
DO NOT use the machine if the power cord is frayed or damaged, doing so may cause a fire.

A

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:
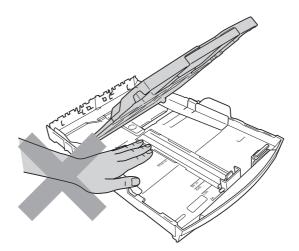
1 DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.

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.

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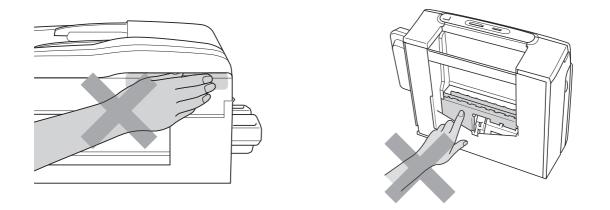
DO NOT put your hands on the edge of the machine under the document cover or the scanner cover. Doing this may cause injury.
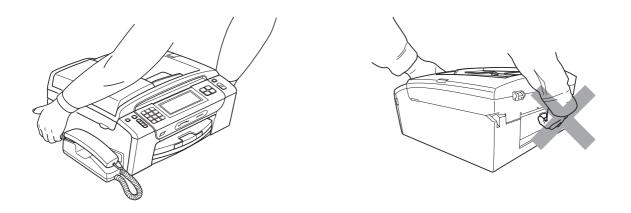
DO NOT put your hands on the edge of the paper tray under the paper tray cover. Doing this may cause injury.

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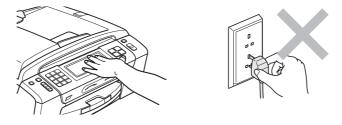
When moving the machine you must lift it from the base, by placing a hand at each side of the unit as shown in the illustration. DO NOT carry the machine by holding the scanner cover or Jam Clear Cover.

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 DO NOT use this product near water.

5 DO NOT place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

6 Slots and openings in the cabinet and the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.

7 Use only the power cord supplied with this machine.

8 This product is equipped with a 3-wire grounded plug, a plug having a third (grounded) pin. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.

9 DO NOT allow anything to rest on the power cord. DO NOT place this product where people can walk on the cord.

10 DO NOT place anything in front of the machine that will block received faxes. DO NOT place anything in the path of received faxes.

11 Wait until pages have exited the machine before picking them up.

12 Unplug this product from the power socket and refer all servicing to Brother Authorized Service Personnel under the following conditions:

   ■ If liquid has been spilled into the product.

   ■ If the product has been exposed to rain or water.

   ■ If the product does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions.
   Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

   ■ If the product has been dropped or the casing has been damaged.

   ■ If the product exhibits a distinct change in performance, indicating a need for service.

13 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

14 To reduce the risk of fire, electric shock and injury to people, note the following:

   ■ DO NOT use this product near appliances that use water, a swimming pool, or in a wet basement.

   ■ DO NOT attempt to operate the machine during an electrical storm or gas leak.

IMPORTANT - For your safety

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

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

LAN connection

⚠ CAUTION

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

Radio interference

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

International ENERGY STAR® Qualification Statement

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

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

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- Certificates of Deposit
- Armed Forces Service or Draft papers
- Passports
- Postage Stamps (cancelled or uncancelled)
- 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 *Quick Setup Guide*.)
	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 *Replacing the ink cartridges* on page 143.)
	If the LCD says `Cannot Print` and `Replace Ink`, see *Replacing the ink cartridges* on page 143.
	Check to see if the LCD is showing an error message. (See *Error and Maintenance messages* on page 134.)
	Check that the correct printer driver has been installed and chosen.
	Make sure that the machine is online. Click **Start** and then **Printers and Faxes**. Right-click and choose **Brother MFC-XXXX** (where XXXX is your model name), and make sure that **Use Printer Offline** is unchecked.
	When you choose the **Print Odd Pages** and **Print Even Pages** settings, you may see a printing error message on your computer, as the machine pauses during the printing process. The error message will disappear after the machine re-starts printing.
Poor print quality.	Check the print quality. (See *Checking the print quality* on page 149.)
	Make sure that the Media Type setting in the printer driver or the Paper Type setting in the machine's menu matches the type of paper you are using. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide* on the CD-ROM and *Paper 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 Brother Innobella™ Ink cartridges stay usable for up to two years if kept in 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 or graphics.	Clean the print head. (See *Cleaning the print head* on page 148.)
	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 148.)
	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 150.)
Printed text or images are skewed.	Make sure the paper is loaded correctly in the paper tray and the paper side guides are adjusted correctly. (See *Loading paper and other print media* on page 10.)
	Make sure the 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 **Print Odd Pages** and **Print Even Pages** settings.
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See *Acceptable paper and other print media* on page 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 **Media Type** in the **Basic** tab of the printer driver.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See *Cleaning the machine's printer platen* on page 147.)
	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 **Colour Settings**, and uncheck **Bi-Directional Printing** for Windows® or **Bi-Directional Printing** for Macintosh.
	Make sure you are using Brother Original Innobella™ Ink.
Cannot perform 'Page Layout' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver **Basic** tab. Also, click **Colour Settings**, and make sure you uncheck **Colour Enhancement**.
	Turn the borderless feature off. Borderless printing is slower than normal printing. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide* on the CD-ROM.)
Colour Enhancement is not working correctly.	If the image data is not full colour in your application (such as 256 colour), Colour Enhancement will not work. Use at least 24 bit colour data with the Colour Enhancement feature.

Printing (continued)

Difficulty	Suggestions
Photo paper does not feed properly.	When you print on Brother photo paper, make sure you always load one additional sheet of photo paper first before loading the paper you want to print on.
	Clean the paper pick-up roller. (See *Cleaning the paper pick-up rollers* on page 148.)
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 148.)
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 *Printer jam or paper jam* on page 141.)
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See *Loading paper and other print media* on page 10.)
Machine does not print from Adobe® Illustrator®.	Try to reduce the print resolution. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide* on the CD-ROM.)

Printing Received Faxes

Difficulty	Suggestions
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Received colour fax prints only in black and white.	Replace the colour ink cartridges that have reached the end of their life, and then ask the other person to send the colour fax again. (See *Replacing the ink cartridges* on page 143.)
Left and right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See *Printing a reduced incoming fax* on page 52.)

B

Telephone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Make sure the machine is plugged in and turned on.
	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 **Mono Start** or **Colour Start**.
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See *Choose the Receive Mode* 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 *Receive mode settings* on page 44.)
	If you often have interference on the telephone line, try changing the menu setting of Compatibility to `Basic(for VoIP)`. (See *Telephone line interference* on page 133.)
	Make sure your machine has a dial tone by pressing the **Speaker Phone** 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 *Reports* on page 75.)
Sent faxes are blank.	Make sure you are loading the document properly. (See *Loading documents* on page 21.)
Transmission Verification Report says 'RESULT:ERROR'.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get 'RESULT:ERROR' on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Memory Receive (see *Turning off Memory Receive Operations* on page 48), print fax messages in memory (see *Printing a fax from the memory* on page 52) or cancel a Delayed Fax or Polling Job (see *Cancelling a fax in progress* on page 34 or *Checking and cancelling waiting jobs* on page 39). If the problem continues, ask the telephone company to check your telephone line.

Sending Faxes (continued)

Difficulty	Suggestions
Transmission Verification Report says 'RESULT:ERROR'. (continued)	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 133.)
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See *Setting the Telephone Line Type* on page 57.)
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 147.)
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See *Cleaning the scanner glass* on page 147.)

Handling Incoming Calls

Difficulty	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing **Stop/Exit**. Try avoiding this problem by turning Fax Detect to Off. (See *Fax Detect* on page 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 * **5 1**). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, 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.

B

Copying Difficulties

Difficulty	Suggestions
Cannot make a copy.	Make sure that the Copy ⬛ key is illuminated. (See *Entering Copy mode* on page 82.)
Copies are blank.	Make sure you are loading the document properly. (See *Loading documents* on page 21.)
Poor copy results when using the ADF.	Try using the scanner glass. (See *Using the scanner glass* 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 *Cleaning the scanner glass* on page 147.)
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 PaperPort™ 11SE with OCR, click **File**, **Scan or Get Photo** and click **Select** to choose the Brother TWAIN/WIA driver.
Poor scanning results when using the ADF.	Try using the scanner glass. (See *Using the scanner glass* on page 21.)
OCR does not work.	Try increasing the scanner resolution.

Software Difficulties

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

PhotoCapture Center™ Difficulties

Difficulty	Suggestions

Removable Disk does not work correctly.	1 Have you installed the Windows® 2000 update? If not, do the following:
	
	   1) Unplug the USB cable.
	
	   2) Install the Windows® 2000 update using one of the following methods.
	   ■ Install MFL-Pro Suite from the CD-ROM. (See the *Quick Setup Guide*.)
	   ■ Download the latest service pack from the Microsoft Web site.
	
	   3) Wait about 1 minute after you restart the PC, and then connect the USB cable.
	
	2 Take out the memory card or USB Flash memory drive and put it back in again.
	
	3 If you have tried 'Eject' from within Windows®, take out the memory card or USB Flash memory drive before you continue.
	
	4 If an error message appears when you try to eject the memory card or USB Flash memory drive, it means the card is being accessed. Wait a while and then try again.
	
	5 If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)

Cannot access Removable Disk from Desktop icon.	Make sure that you have correctly inserted the memory card or USB Flash memory drive.
Part of my photo is missing.	Make sure that Borderless printing and Cropping are turned off. (See *Borderless printing* on page 103 and *Cropping* on page 102.)

B

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 *Reports* on page 75) 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 *Network User's Guide* on the CD-ROM for more information.)
The network scanning feature does not work.	<Windows® users> Firewall settings on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the Firewall. If you are using personal Firewall software, see the User's Guide for your software or contact the software manufacturer. For Windows® XP SP2 and Windows Vista® users, see *Firewall settings* in the *Software User's Guide* on the CD-ROM. For Windows® XP SP1 user's, please visit the Brother Solutions Center: (http://solutions.brother.com) <Macintosh users> Re-select your machine in the **Device Selector** application located in **Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector** or from the model list in ControlCenter2.
The network PC-Fax Receive feature does not work.	<Windows® users> Firewall settings on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the Firewall. If you are using personal Firewall software, see the User's Guide for your software or contact the software manufacturer. For Windows® XP SP2 and Windows Vista® users, see *Firewall settings* in the *Software User's Guide* on the CD-ROM. For Windows® XP SP1 user's, please visit the Brother Solutions Center: (http://solutions.brother.com)
Your computer cannot find your machine.	<Windows® users> Firewall settings on your PC may be rejecting the necessary network connection. For detail, see the instruction above. <Macintosh users> Re-select your machine in the **Device Selector** application located in **Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector** or from the model list in ControlCenter2.

Touchscreen Difficulties

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

Dial Tone detection

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

1. Press MENU.

2. Press ▲ or ▼ to display Initial Setup.

3. Press Initial Setup.

4. Press ▲ or ▼ to display Dial Tone.

5. Press Dial Tone.

6. Press Detection or No Detection.

7. Press **Stop/Exit**.

Telephone line interference

If you are having problems sending or receiving a fax due to possible interference on the telephone line, you can change the compatibility setting, which reduces the modem speed to minimise errors.

1. Press MENU.

2. Press ▲ or ▼ to display 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**.

Note

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

Error and Maintenance messages

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

You can correct most errors and routine maintenance 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 colour 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 colour 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 143.)

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 re-install 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 colour fax, the machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be stored in the memory as a black and white fax.	Replace the ink cartridges. (See *Replacing the ink cartridges* on page 143.)
Comm.Error	Poor telephone line quality caused a communication error.	If the problem continues, call the telephone company and ask them to check your telephone line.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cover is Open.	The scanner cover is not closed completely.	Lift the scanner cover and then close it again.
	The ink cartridge cover is not completely closed.	Firmly close the ink cartridge cover until it clicks.
Data Remaining	Print data is left in the machine's memory.	Press **Stop/Exit**. The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	See *Using the ADF* on page 21. See *Document jam* on page 140.
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.

B

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 colour fax to send, your machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be printed at your machine as a black and white fax.	Order a new ink cartridge. You can continue printing until the LCD shows Cannot Print. (See *Replacing the ink cartridges* on page 143.)
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 Cartridge	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See *Replacing the ink cartridges* on page 143.)
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.
No Paper Fed	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray, and then press **Mono Start** or **Colour Start**. ■ Remove the paper and load it again and then press **Mono Start** or **Colour Start**.
	The paper is jammed in the machine.	See *Printer jam or paper jam* on page 141.
	The Jam Clear Cover is not closed properly.	Check that the Jam Clear Cover is closed evenly at both ends. (See *Printer jam or paper jam* on page 141.)
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.

Error Message	Cause	Action
Not Registered	You tried to access a Speed Dial number that is not programmed.	Set up the Speed Dial number. (See *Storing Speed Dial numbers* on page 63.)
Out of Memory	The machine's memory is full.	**Fax sending or copy operation in progress** Do one of the following: ■ Press **Stop/Exit** and wait until the other operations in progress finish and then try again. ■ Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. (See *Turning off Memory Receive Operations* on page 48.) ■ Print the faxes that are in the memory. (See *Printing a fax from the memory* 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.
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 *Printer jam or paper jam* on page 141.
		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 initialization 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 Unable to Init. XX Unable to Print XX Unable to Scan XX	The machine has a mechanical problem. —**OR**— A foreign object such as a paper clip or ripped paper is in the machine.	Open the scanner cover and remove any foreign objects and paper scraps inside the machine. If the error message continues, disconnect the machine from the power for several minutes, then reconnect it. (The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. See *Transferring your faxes or Fax Journal report* on page 139.)
Unusable Device Disconnect device from front connector & turn machine off & then on	A broken device has been connected to the USB direct interface.	Unplug the device from the USB direct interface, then press **On/Off** to turn the machine off and then on again.

B

Error Message	Cause	Action
Unusable Device Please Disconnect USB Device.	A USB device or USB Flash memory drive that is not supported has been connected to the USB direct interface. For more information, visit us at http://solutions.brother.com.	Unplug the device from the USB direct interface.
Wrong Paper Size	Paper is not the correct size.	Check that the machine's Paper Size setting matches the size of paper in the tray. Load the correct size of paper, and then press **Mono Start** or **Colour Start**. (See *Paper Size* 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.

Note

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

Transferring your faxes or Fax Journal report

If the LCD shows:
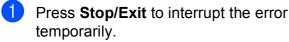
- Unable to Clean XX
- Unable to Init. XX
- Unable to Print XX
- Unable to Scan XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 139 or *Transferring faxes to your PC* on page 139.)

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 140.)

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*.)

1️⃣ Press **Stop/Exit** to interrupt the error temporarily.

2️⃣ Press MENU.

3️⃣ Press ▲ or ▼ to display Service.

4️⃣ Press Service.

5️⃣ Press Data Transfer.

6️⃣ Press Fax Transfer.

7️⃣ 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.

8️⃣ Press **Mono Start**.

Transferring faxes to your PC

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

1️⃣ Press **Stop/Exit** to interrupt the error temporarily.

2️⃣ 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.)

3️⃣ 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.

4️⃣ 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.

5️⃣ Press **Stop/Exit**.

Transferring Fax Journal report to another fax machine

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

a. Press **Stop/Exit** to interrupt the error temporarily.

b. Press MENU.

c. Press ▲ or ▼ to display Service.

d. Press Service.

e. Press Data Transfer.

f. Press Report Trans.

g. Enter the fax number to which the Fax Journal report will be forwarded.

h. Press **Mono Start**.

Document jam

Documents can jam in the ADF unit if they are not inserted or fed properly, or if they are too long. Follow the steps below to clear a document jam.

Document is jammed in the top of the ADF unit
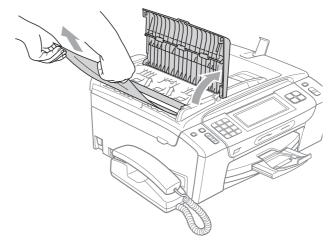
a. Take out any paper from the ADF that is not jammed.

b. Open the ADF cover.

c. Pull the jammed document up and to the left.

d. Close the ADF cover.

e. Press **Stop/Exit**.
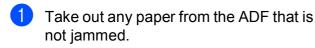
❶ IMPORTANT

To avoid future document jams close the ADF cover correctly by pushing it gently in the middle.
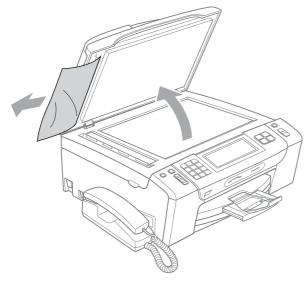
Document is jammed inside the ADF unit

a Take out any paper from the ADF that is not jammed.

b Lift the document cover.

c Pull the jammed document out to the left.

d Close the document cover.

e Press **Stop/Exit**.
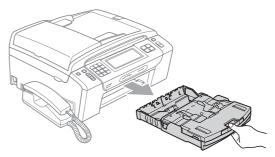
Printer jam or paper jam

Take out the jammed paper depending on where it is jammed in the machine.
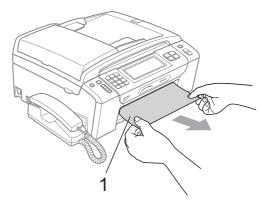
a If the paper support flap is open, close it, and then pull the paper tray completely out of the machine.
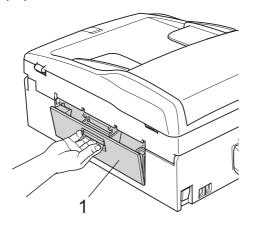
b Pull out the jammed paper (1) and press **Stop/Exit**.
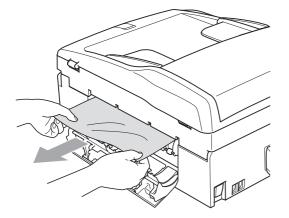
c Clear the error message by lifting the scanner cover from the front of the machine and then closing it.
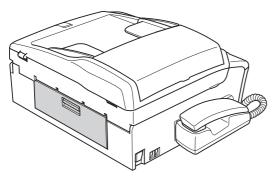
- If the error message is still displayed, or if you cannot remove the jammed paper from the front of the machine, please go to the next step.

B

d Open the Jam Clear Cover (1) at the back of the machine. Pull the jammed paper out of the machine.
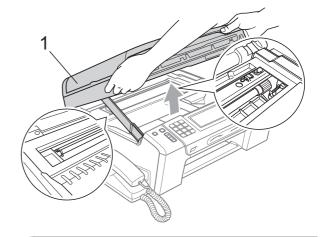
e Close the Jam Clear Cover.
Make sure the cover is closed properly.
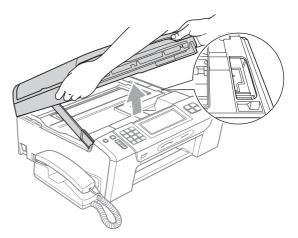
f Lift the scanner cover (1) from the front side of the machine until it locks securely in the open position. Make sure that there is no jammed paper left inside the machine.
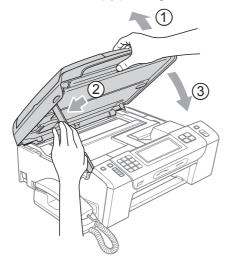
❶ IMPORTANT

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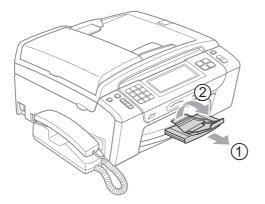
• If ink gets on your skin, immediately wash it off with soap or detergent.

g 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.

h Push the paper tray firmly back into the machine.

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

❶ 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.

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.
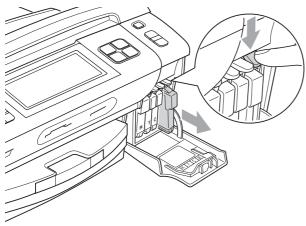
❶ IMPORTANT
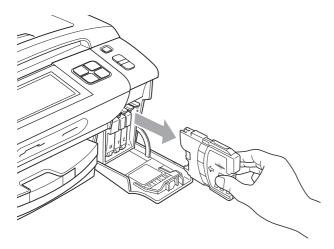
Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance and reliability when used with genuine Brother Original ink cartridges. Brother cannot guarantee this optimum performance and reliability if ink or ink cartridges 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.

B

a 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.
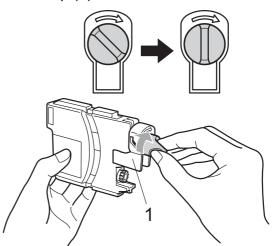
b Press the lock release lever as shown to release the cartridge indicated on the LCD. Remove the cartridge from the machine.
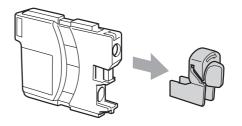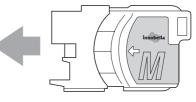
c Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

d Turn the green knob on the protective yellow cap clockwise until it clicks to release the vacuum seal, then remove the cap (1).
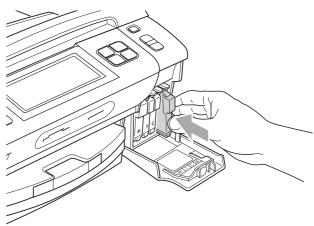
e Each colour has its own correct position. Insert the ink cartridge in the direction of the arrow on the label.

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

7 The machine will automatically reset the ink dot counter.

Note

- 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 colour. If the ink cartridge you installed is not a brand new one, be sure to press No.

- If the LCD shows No Cartridge or Cannot Detect after you install the ink cartridges, check that the ink cartridges are installed correctly.

⚠ CAUTION

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

❶ IMPORTANT

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

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

- If ink gets on your skin or clothing immediately wash it off with soap or detergent.

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

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

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

B
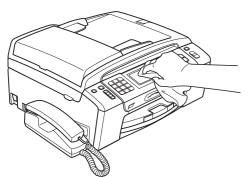
Cleaning the outside of the machine

Clean the Touchscreen as follows:

❶ IMPORTANT

- Disconnect the power when you clean the Touchscreen.

- DO NOT use any type of liquid cleaners (including ethanol).

a Clean the Touchscreen with a dry lint-free soft cloth.
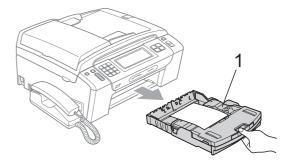
Clean the outside of the machine as follows:

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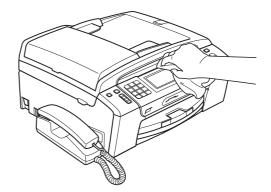
- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.

- 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.

a Pull the paper tray (1) completely out of the machine.
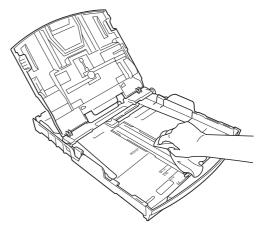
b Wipe the outside of the machine with a dry lint-free soft cloth to remove dust.
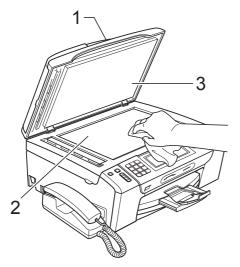
c Lift the output paper tray cover and remove anything that is stuck inside the paper tray.

d Wipe the paper tray with a dry lint-free soft cloth to remove dust.
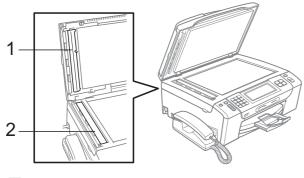
e Close the output paper tray cover and put the paper tray firmly back in the machine.

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
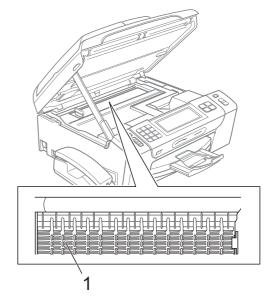
⚠ CAUTION

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.
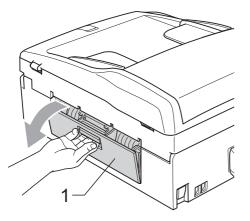
2 Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a soft, dry lint-free cloth.
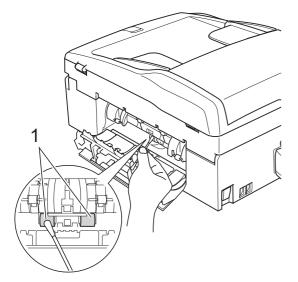
B

Cleaning the paper pick-up rollers

a Pull the paper tray completely out of the machine.

b Unplug the machine from the electrical socket and open the Jam Clear Cover (1) at the back of the machine.

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

d Close the Jam Clear Cover.
Make sure the cover is closed correctly.

e Put the paper tray firmly back in the machine.

f 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 colours at a time (Cyan/Yellow/Magenta), or all four colours at once.

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

❶ IMPORTANT

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

a Press INK .

b Press Cleaning.

c Press Black, Color or All.
The machine cleans the print head. When cleaning is finished, the machine will go back to the Standby mode automatically.

Note

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 colour. Try cleaning the print head again up to five more times. If the print has not improved call your Brother dealer.

Checking the print quality

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

1. Press INK .

2. Press Test Print.

3. Press Print Quality.

4. Press **Colour Start**.
   The machine begins printing the Print Quality Check Sheet.

5. Check the quality of the four colour blocks on the sheet.

6. The LCD asks you if the print quality is OK.
   Do one of the following:

   ■ If all lines are clear and visible, press Yes to finish the Print Quality check and go to step 10.

   ■ If you can see missing short lines as shown below, press No.

   OK   Poor

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

8. The LCD asks you if you want to start cleaning.
   Press **Colour Start**.
   The machine starts cleaning the print head.

9. After cleaning is finished, press **Colour Start**.
   The machine starts printing the Print Quality Check Sheet again and then return to step 5.

10. Press **Stop/Exit**.
   If you repeat this procedure at least five times and the print quality is still poor, replace the ink cartridge for the clogged colour.
   After replacing the ink cartridge, check the print quality. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call your Brother dealer.

❶ IMPORTANT

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

📝 Note

→

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

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

B

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.

1️⃣ Press ⬛ INK ⬛.

2️⃣ Press Test Print.

3️⃣ Press Alignment.

4️⃣ Press **Mono Start** or **Colour Start**. The machine starts printing the Alignment Check Sheet.

5️⃣ Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.

6️⃣ 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 9️⃣.
   - If another test print number is a better match for either 600 dpi or 1200 dpi, press No to choose it.

7️⃣ For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

8️⃣ For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

9️⃣ 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.

1️⃣ Press ⬛ INK ⬛.

2️⃣ Press Ink Volume. The LCD shows the ink volume.

3️⃣ Press **Stop/Exit**.

Note

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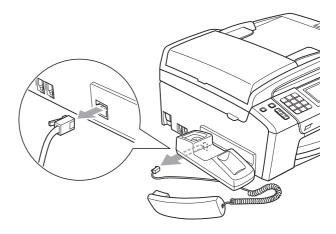
Uninstalling and installing the handset and handset cradle

If you do not use the handset you can remove the handset and handset cradle.
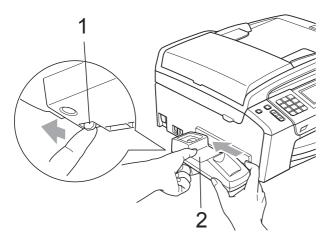
Uninstalling the handset and handset cradle
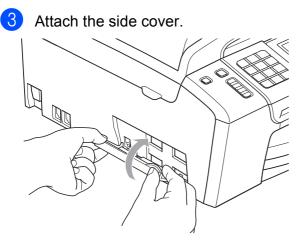
1️⃣ Unplug the curled handset cord from the machine.

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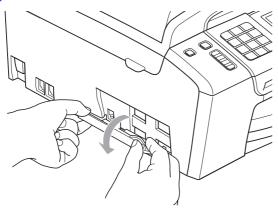
b Pull the tab (1) back and hold it in position as you push the cradle (2) to the back of the machine.

c Attach the side cover.

Installing the handset and handset cradle
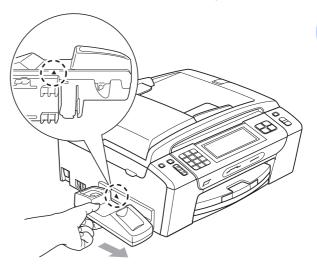
a Remove the side cover.

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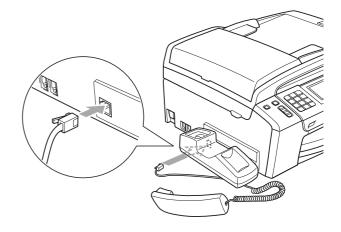
If you cannot open the cover with your hand, use a coin to open it.

b 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.
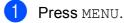
c Connect the curled handset cord to the machine.

Machine Information

Checking the serial number

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

1. Press MENU.

2. 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

     (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.

Note

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

How to reset the machine

1. Press MENU.

2. 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.
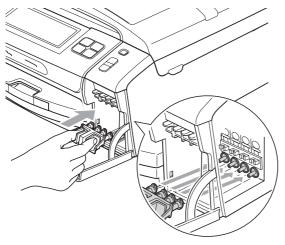
Packing and shipping the machine

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.
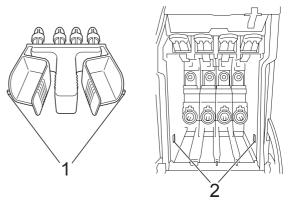
1. Open the ink cartridge cover.

2. Press the ink release lever to release the ink cartridge and take out the ink cartridges. (See *Replacing the ink cartridges* on page 143.)

3. Install the green protective part and then close the ink cartridge cover.
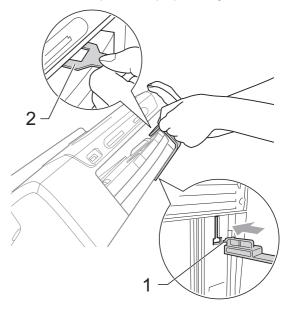
> **⚠ IMPORTANT**
>
> • Make sure that the plastic tabs on both sides of the green protective part (1) have securely clicked into place (2).
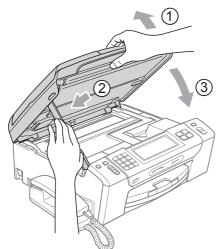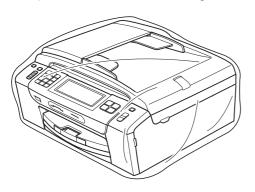
> • If you are not able to find the green protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the green protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

4. 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.

B

e Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.

f Unplug the machine from the electrical socket and from the machine.

g 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.

h 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.
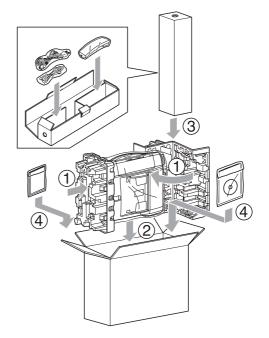
i Wrap the machine in the bag.

j 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.

k 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 156. 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.

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

Mode and menu keys

MENU	Access the main menu.
Fax Scan — Copy Photo Capture	Access each mode and its menu of temporary settings.
Stop/Exit	Exit the menu or stop the current operation.

Menu table

The menu table will help you understand the menu selections and options that are found in the machine's programs. The factory settings are shown in Bold with an asterisk.

MENU (MENU)

Level1	Level2	Level3	Options	Descriptions	Page
General Setup	Mode Timer	—	Off 0 Sec 30 Secs 1 Min **2 Mins*** 5 Mins	Sets the time to return to Fax mode.	23
	Paper Type	—	**Plain Paper*** Inkjet Paper Brother BP71 Other Glossy Transparency	Sets the type of paper in the paper tray.	24
	Paper Size	—	**A4*** A5 10x15cm Letter Legal	Sets the size of the paper in the paper tray.	24
	Volume	Ring	Off Low **Med*** High	Adjusts the ring volume.	25
		Beeper	Off **Low*** Med High	Adjusts the volume level of the beeper.	25
		Speaker	Off Low **Med*** High	Adjusts the volume level of the speaker.	26
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (continued)	**Auto Daylight**	—	**On*** Off	Changes for Daylight Savings Time automatically.	26
	LCD Settings	**Backlight**	**Light*** Med Dark	You can adjust the brightness of the LCD backlight.	27
		Dim Timer	Off 10 Secs 20 Secs **30 Secs***	You can set how long the LCD backlight stays on for after you go back to the Ready screen.	27
	Sleep Mode	—	1 Min 2 Mins 3 Mins **5 Mins*** 10 Mins 30 Mins 60 Mins	You can choose how long the machine will remain idle before it goes into sleep mode.	27
Fax	**Setup Receive**	**Ring Delay**	**Ring Delay** **2*** 3 4 5 6 7 8	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	44
			Toll Saver On **Off***	Cost saving feature: the machine rings 2 times if there are messages and 4 times if there are no messages, so you can hang up and not pay for the call.	73
	The factory settings are shown in Bold with an asterisk.				

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Level1	Level2	Level3	Options	Descriptions	Page
Fax (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*** (∗51, #51) Off	Allows you to answer all calls at an extension or external telephone and use codes to turn the machine on or off. You can personalize these codes.	61
		Auto Reduction	**On*** Off	Cuts the size of incoming faxes.	52
		Memory Receive	**Off*** Fax Forward Fax Storage PC Fax Receive	You can set the machine to either forward fax messages, store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or send faxes to your PC. If you choose Fax Forward or PC Fax Receive, you can turn on the Backup Print safety feature.	46
		Fax Preview	On **Off***	You can preview faxes.	49
	Report Setting	**XMIT Report**	On On+Image **Off*** Off+Image	Initial setup for Transmission Verification Report and Fax Journal Report.	74
		Journal Period	Off **Every 50 Faxes*** Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		74

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Fax (continued)	**Print Document**	—	—	Prints incoming faxes stored in the memory.	52
	Remote Access	—	---∗	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 F/T Message	Play/Record or erase the outgoing message.	68
		ICM Max.Time	**30 Secs∗** 60 Secs 120 Secs 180 Secs	Choose the maximum length of incoming messages.	73
		ICM Rec.Monitr	**On∗** Off	Allows you to turn the speaker volume On or Off for voice messages as they come in.	73
	Miscellaneous	**Mem Security**	—	Prohibits most functions except receiving faxes into memory.	29
The factory settings are shown in Bold with an asterisk.					

C

Network menu

Level1	Level2	Level3	Level4	Options	Descriptions
Network	**Wired LAN**	**TCP/IP**	**BOOT Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	BRNXXXXXXXXXXXX	Enter the Node name.
			WINS Config	**Auto*** Static	Chooses the WINS configuration mode.
			WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.
	See *Network User's Guide on the CD-ROM*.				
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Level4	Options	Descriptions
Network (continued)	**Wired LAN** (continued)	**Ethernet**	—	**Auto*** 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.
		MAC Address	—	—	You can see your machine's MAC address from the LCD.
	WLAN	**TCP/IP**	**BOOT Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	BRWXXXXXXXXXXXX	Enter the Node name.
			WINS Config	**Auto*** Static	Chooses the WINS configuration mode.
			WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
	See *Network User's Guide on the CD-ROM*.				
	✎	The factory settings are shown in Bold with an asterisk.			

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Level1	Level2	Level3	Level4	Options	Descriptions
Network (continued)	**WLAN** (continued)	**TCP/IP** (continued)	**APIPA**	**On*** 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*** WLAN	—	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 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.	75
	Help List	—	—		
	Quick Dial	—	Alphabetical Order Numerical Order		
	Fax Journal	—	—		
	User Settings	—	—		
	Network Config	—	—		
Machine Info.	**Serial No.**	—	—	Lets you check the serial number of your machine.	152
Initial Setup	**Receive Mode**	—	**Fax Only*** Fax/Tel Manual	Choose the receive mode that best suits your needs.	41
	Date&Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See *Quick Setup Guide*.
	Station ID	—	Fax: Name:	Set your name and fax number to appear on each page you fax.	
	Tone/Pulse	—	**Tone*** Pulse	Choose the dialling mode.	
	Dial Tone	—	Detection **No Detection***	Turns Dial Tone Detection on or off.	133
	Phone Line Set	—	**Normal*** PBX ISDN	Choose the telephone line type.	57
	Compatibility	—	**High*** Normal Basic(for VoIP)	Adjusts the modem speed to help resolve transmission problems.	133
	The factory settings are shown in Bold with an asterisk.				

C

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.	152
		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.	
✏️	The factory settings are shown in Bold with an asterisk.				

Fax ( )

Level1	Level2	Level3	Options	Descriptions	Page
Record (Appears only when the handset is up or **Speaker Phone** is pressed.)	—	—	—	You can record your conversation.	71
Volume (Appears only when the handset is up or **Speaker Phone** is pressed.)	**Speaker**	—	Off Low **Med*** High	Adjusts the volume level of the speaker.	26
Fax Resolution	—	—	**Standard*** Fine S.Fine Photo	Sets the resolution for outgoing faxes.	37
Contrast	—	—	**Auto*** Light Dark	Changes the lightness or darkness of faxes you send.	36
Broadcasting (Does not appear when handset is up or **Speaker Phone** is pressed.)	**Add Number** **Speed Dial**	—	—	You can send the same fax message to more than one fax number.	35
Preview	—	—	On **Off***	You can preview a fax message before send it.	34
Delayed Fax	—	—	On (00:00) **Off***	Sets the time of day in 24-hour format that the delayed faxes will be sent.	38
Batch TX	—	—	On **Off***	Combines delayed faxes to the same fax number at the same time of day into one transmission.	38
Real Time TX	—	—	On **Off***	You can send a fax without using the memory.	37
Polled TX	—	—	Standard Secure **Off***	Sets up the document on your machine to be retrieved by another fax machine.	78
	The factory settings are shown in Bold with an asterisk.				

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Level1	Level2	Level3	Options	Descriptions	Page
Polling RX	—	—	Standard Secure Timer **Off***	Sets up your machine to poll another fax machine.	76
Overseas Mode	—	—	On **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.	63
		Make a phone call	—		
		More	Add to Speed Dial		
			Delete		
Speed Dial	More	Set Speed Dial	—	You can set up dial by pressing only a few keys.	63
		Setup Groups	—	You can set up Groups for Broadcasting.	66
		Change	—	You can change Speed Dial numbers.	65
		Delete	—	You can delete Speed Dial numbers.	65
	(Press a Speed Dial number)	Send a fax	—	You can send a fax after pressing **Mono Start** or **Colour Start**.	62
		Make a phone call	—	You can make a telephone call.	62
✎	The factory settings are shown in Bold with an asterisk.				

Scan ( )

Level1	Option1	Option2	Option3	Descriptions	Page
Scan to E-mail	—	—	—	You can scan a monochrome or a colour document into your E-mail application.	See *Software User's Guide on the CD-ROM.*
Scan to Image	—	—	—	You can scan a colour picture into your graphics application.	
Scan to OCR	—	—	—	You can have your text document converted to an editable text file.	
Scan to File	—	—	—	You can scan a monochrome or a colour document into your computer.	
Scan to Media (when a memory card or USB Flash memory drive is inserted)	**Quality**	—	**Color 150 dpi*** Color 300 dpi Color 600 dpi B/W 200x100 dpi B/W 200 dpi	You can choose the scan resolution, file format for your document.	104
	File Type	—	(If you chose colour option in Quality setting) **PDF*** JPEG (If you chose Mono option in Quality setting) TIFF **PDF***		
	File Name	—	—	You can rename the file.	
	Auto Crop	—	On **Off***	Scan multiple documents placed on the scanner glass to a memory card or USB Flash memory drive at a time.	105
	Set New Default	—	—	You can save your scan settings.	106
	Factory Reset	—	—	You can restore all settings to the factory settings.	106
The factory settings are shown in Bold with an asterisk.					

C

Copy ( )

Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast **Normal*** Best	Choose the Copy resolution for the next copy.	83
Enlarge/Reduce	**100%***	—	—	—	84
	Enlarge	—	198% 10x15cm → A4 186% 10x15cm → LTR 142% A5 → A4	You can choose the enlargement ratio for the next copy.	84
	Reduce	—	97% LTR → A4 93% A4 → LTR 83% LGL → A4 69% A4 → A5 47% A4 → 10x15cm	You can choose the reduction ratio for the next copy.	84
	Fit to Page	—	—	Your machine will adjust the size automatically to the paper size you set.	84
	Custom (25-400%)	—	—	You can choose the enlargement or reduction ratio for the next copy.	84
Paper Type	—	—	**Plain Paper*** Inkjet Paper Brother BP71 Other Glossy Transparency	Choose the paper type that matches the paper in the tray.	87
Paper Size	—	—	**A4*** A5 10x15cm Letter Legal	Choose the paper size that matches the paper in the tray.	87
Brightness	—	—	Dark Light ◄ ▶ -2 ◄ ▶ -1 ◄ ▶ 0 ◄ ▶ +1 ◄ ▶ +2	Adjusts the brightness of copies.	86
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
Contrast	—	—		Adjusts the contrast of copies.	86
Ink Save Mode	—	—	On **Off***	Uses less ink.	87
Stack/Sort	—	—	**Stack*** Sort	You can choose to stack or sort multiple copies.	86
Page Layout	—	Off(1in1)* 2in1(P) 2in1(L) 4in1(P) 4in1(L) Poster (3 x 3)	—	You can make N in 1 or Poster copies.	84
Book Copy	On	—	—	Corrects dark borders and skew when copying from the scanner glass.	88
	On(Preview)	(Skew Adjustment)	—		
		(Shadow Revise)	—		
	Off*	—	—		
Watermark Copy	Use Watermark	—	See the watermark copy settings in the following table.	You can place a logo or text into your document as a Watermark.	88
	Edit Template				
	Use Image	Scan			
		Media			
Favorite Settings	Store	—	Favorite:1 Favorite:2 Favorite:3	You can save your Favourite settings.	89
	Rename				
	The factory settings are shown in Bold with an asterisk.				

Watermark Copy Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Edit Template	—	**Text**	**CONFIDENTIAL*** DRAFT COPY	Places text into your document as a Watermark using a template.	88
	—	**Position**	A B C D **E*** F G H I Pattern		
	—	**Size**	Small **Medium*** Large		
	—	**Angle**	-90° **-45°*** 0° +45° +90°		
	—	**Transparency**	-2 -1 0 +1 +2		
	—	**Colour**	Yellow Green Orange **Black*** Blue Red Purple		

The factory settings are shown in Bold with an asterisk.

Option1	Option2	Option3	Option4	Descriptions	Page
Use Image	**Scan** (Set page and press start)	**Transparency**		Places a logo or text into your document as a Watermark using a scanned image.	88
	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			
	The factory settings are shown in Bold with an asterisk.				

C

Photo Capture (📷)

Level1	Level2	Level3	Options	Descriptions	Page
View Photos	(Slide Show)	Auto Correct	See the print settings in the following table.	The machine starts a Slide Show of your photos.	95
				The machine decides the suitable effect for your photo.	97
	(Print All)			You can print all photos in your memory card or USB Flash memory drive.	95
Enhance Photos	**Enhance**	Auto Correct Enhance Skin Remove Red-Eye Enhance Scenery Monochrome Sepia Auto Correct & Remove Red-Eye	See the print settings in the following table.	You can adjust your photos with these settings.	97
	Trim	—		You can trim your photo and print a part of the image.	97
Index Print	**Index Sheet**	**6 Images/Line*** 5 Images/Line	See the print settings in the following table.	You can print a thumbnail page.	96
	Print Photos	—		You can print an individual image.	97
📝	The factory settings are shown in Bold with an asterisk.				

Print Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Print Quality (Does not appear for DPOF printing.)	Normal **Photo***	—	—	Choose the print quality.	100
Paper Type	Plain Paper Inkjet Paper Brother BP71 **Other Glossy***	—	—	Choose the paper type.	100
Paper Size	**10x15cm*** 13x18cm A4 Letter	(When A4 or Letter is chosen) 8x10cm 9x13cm 10x15cm 13x18cm 15x20cm **Max. Size***	—	Choose the paper and print size.	100
Brightness (Does not appear when Enhance Photos is chosen.)	Dark Light ◀ ▢ ▶ -2 ◀ ▢ ▶ -1 ◀ ▢ ▶ 0 ◀ ▢ ▶ +1 ◀ ▢ ▶ +2	—	—	Adjusts the brightness.	101
Contrast (Does not appear when Enhance Photos is chosen.)	− + ◀ ▢ ▶ -2 ◀ ▢ ▶ -1 ◀ ▢ ▶ 0 ◀ ▢ ▶ +1 ◀ ▢ ▶ +2	—	—	Adjusts the contrast.	101
📝	The factory settings are shown in Bold with an asterisk.				

C

Option1	Option2	Option3	Option4	Descriptions	Page
Color Enhance (Does not appear when Enhance Photos is chosen.)	On **Off***	White Balance	_ + -2 -1 0 +1 +2	Adjusts the hue of the white areas.	101
		Sharpness	_ + -2 -1 0 +1 +2	Enhances the detail of the image.	
		Color Density	_ + -2 -1 0 +1 +2	Adjusts the total amount of colour in the image.	
Cropping	**On*** Off	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	102
Borderless	**On*** Off	—	—	Expands the printable area to fit the edges of the paper.	103
Date Print (Does not appear when DPOF Print is chosen.)	On **Off***	—	—	Prints the date on your photo.	103
Set New Default	—	—	—	You can save your print settings.	103
Factory Reset	—	—	—	You can restore all the settings to factory settings.	106
✎	The factory settings are shown in Bold with an asterisk.				

Enhance Photos

Speed Dial (Speed Dial)

Level1	Level2	Level3	Options	Descriptions	Page
Speed Dial	**More**	Set Speed Dial	—	You can set up dial by pressing only a few keys.	63
		Setup Groups	—	You can set up a Group numbers for Broadcasting.	66
		Change	—	You can change Speed Dial numbers.	65
		Delete	—	You can delete Speed Dial numbers.	65
	(Press a Speed Dial number)	Send a fax	—	You can send a fax after pressing **Mono Start** or **Colour Start**.	62
		Make a phone call	—	You can make a telephone call.	62
The factory settings 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 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.	63
		Make a phone call	—		
		More	Add to Speed Dial		
			Delete		
The factory settings are shown in Bold with an asterisk.					

Entering Text

When you are setting certain menu selections, you may need to enter text into the machine. Press A1@ 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 A1@ to choose special characters, then press the space button ⌄ or ＿.

✎ Note

The characters available may differ depending on your country.

Making corrections

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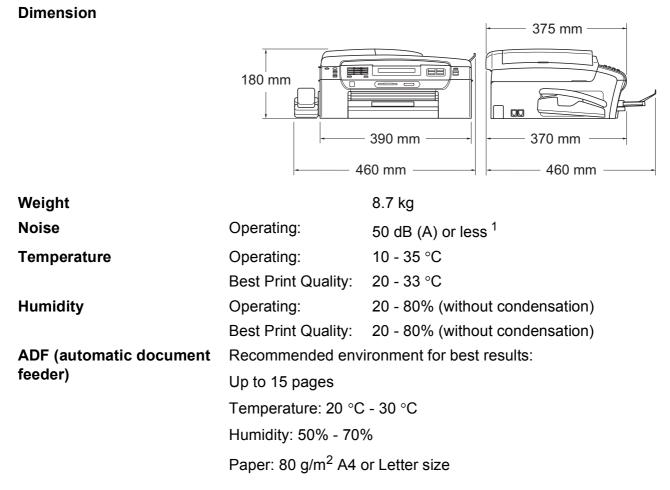
Repeating letters

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

D Specifications

General

Printer Type	Inkjet	
Print Method	Mono:	Piezo with 94 × 1 nozzle
	Colour:	Piezo with 94 × 3 nozzles
Memory Capacity	48 MB	
LCD (liquid crystal display)	Touchscreen 5 in. (120.7 mm) Colour LCD	
	Touchscreen active area: 4.95 in. (125.96 mm)	
Power Source	AC 220 to 240V 50/60Hz	
Power Consumption	Off Mode:	Average 0.6 W
	Sleep Mode:	Average 4.5 W
	Standby:	Average 7.5 W
	Operating:	Average 30 W

Dimension

375 mm
180 mm
390 mm 370 mm
460 mm 460 mm

Weight	8.7 kg	
Noise	Operating:	50 dB (A) or less [1]
Temperature	Operating:	10 - 35 °C
	Best Print Quality:	20 - 33 °C
Humidity	Operating:	20 - 80% (without condensation)
	Best Print Quality:	20 - 80% (without condensation)
ADF (automatic document feeder)	Recommended environment for best results:	
	Up to 15 pages	
	Temperature: 20 °C - 30 °C	
	Humidity: 50% - 70%	
	Paper: 80 g/m^2 A4 or Letter size	

[1] This depends on printing conditions.

Print media

Paper Input	**Paper Tray**

■ Paper type:

Plain paper, inkjet paper (coated paper), glossy photo paper [1], transparency [1] [2] and envelopes

■ Paper size:

Letter, Legal, Executive, A4, A5, A6, JIS B5, envelopes (commercial No.10, DL, C5, Monarch, JE4), Photo 10 × 15 cm, Photo 2L 13 × 18 cm, Index Card and Postcard [3]

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^2 plain paper

Photo Paper Tray

■ Paper type:

Plain paper, inkjet paper (coated paper) and glossy paper [1]

■ Paper size:

Photo 10 × 15 cm and Photo L 89 × 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) [1]

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[1] 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.

[2] Use only transparencies recommended for inkjet printing.

[3] See *Paper type and size for each operation* on page 19.

Fax

Compatibility	ITU-T Super Group 3
Coding System	MH/MR/MMR/JPEG
Modem Speed	Automatic Fallback
	33,600 bps
Document Size	ADF Width: 148 mm to 215.9 mm
	ADF Length: 148 mm to 355.6 mm
	Scanner Glass Width: Max. 215.9 mm
	Scanner Glass Length: Max. 297 mm
Scanning Width	ADF: 208 mm (A4 paper)
	Scanner Glass: 204 mm (A4 paper)
Printing Width	208 mm
Greyscale	Levels : 64 (Monochrome) / 256 (Colour)
Polling Types	Standard, Secure, Timer, Sequential: (Monochrome only)
Contrast Control	Automatic/Light/Dark
	(manual setting)
Resolution	■ Horizontal 8 dot/mm
	■ Vertical
	Standard
	3.85 line/mm (Mono)
	7.7 line/mm (Colour)
	Fine
	7.7 line/mm (Mono/Colour)
	Photo
	7.7 line/mm (Mono)
	Superfine
	15.4 line/mm (Mono)
Speed Dial	100 stations × 2 numbers
Groups	Up to 6
Broadcasting [1]	250 stations
Automatic Redial	3 times at 5 minute intervals
Ring Delay	2, 3, 4, 5, 6, 7 or 8 rings
Communication Source	Public switched telephone network

Memory Transmission   Up to 480 [2]/400 [3] pages

Out of Paper Reception   Up to 480 [2]/400 [3] pages

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[1]   Monochrome only.

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

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

Digital TAD

TAD	Yes
ICM Recording Time	Max. 29 minutes / Max. 99 messages (Max.180 secs / 1 message)
Toll Saver	Yes
Recording Conversation	Yes
OGM	Yes
OGM Recording Time	20 secs

D

Copy

Colour/Monochrome	Yes/Yes
Document Size	ADF Width: 148 mm to 215.9 mm
	ADF Length: 148 mm to 355.6 mm
	Scanner Glass Width: Max. 215.9 mm
	Scanner Glass Length: Max. 297 mm
	Copy Width: Max. 210 mm
Multiple Copies	Stacks/Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	(Monochrome)
	■ Scans up to 1200 × 1200 dpi
	■ Prints up to 1200 × 1200 dpi
	(Colour)
	■ Scans up to 600 × 1200 dpi
	■ Prints up to 600 × 1200 dpi
Ink Save Mode	Yes

PhotoCapture Center™

Compatible Media [1]	CompactFlash® (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 [2] SDHC [3] microSD with adapter miniSD with adapter xD-Picture Card™ [4] USB Flash memory drive [5]
Resolution	Up to 1200 × 2400 dpi
File Extension	
(Media Format)	DPOF (ver.1.0, ver.1.1), Exif DCF (up to ver.2.1)
(Image Format)	Photo Print: JPEG [6]
	Scan to Media: JPEG, PDF (Colour)
	TIFF, PDF (Mono)
Number of Files	Up to 999 files (The folder inside 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 × 15 cm), Photo 2L (13 × 18 cm) [7]

[1] Memory cards, adapters and USB Flash memory drive are not included.

[2] 16 MB to 2 GB

[3] 4 GB to 16 GB

[4] 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

[5] 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.

[7] See *Paper type and size for each operation* on page 19.

D

PictBridge

Compatibility	Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001.
	Visit http://www.cipa.jp/pictbridge for more information.
Interface	USB direct interface

Scanner

Colour/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 [2]/Windows Vista®)
Colour Depth	36 bit colour Processing (Input)
	24 bit colour Processing (Output)
	(Actual Input: 30 bit colour/Actual Output: 24 bit colour)
Resolution	Up to 19200×19200 dpi (interpolated) [3]
	Up to 1200×2400 dpi (optical) (Scanner Glass)
	Up to 1200×600 dpi (optical) (ADF)
Scanning Speed	Monochrome: up to 3.44 sec.
	Colour: up to 4.83 sec.
	(A4 size at 100×100 dpi)
Document Size	ADF Width: 148 mm to 215.9 mm
	ADF Length: 148 mm to 355.6 mm
	Scanner Glass Width: Max. 215.9 mm
	Scanner Glass Length: Max. 297 mm
Scanning Width	Up to 210 mm
Greyscale	256 levels
Auto Crop	Yes

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

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

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

D

Printer

Printer Driver
Windows® 2000 Professional/Windows® XP/

Windows® XP Professional x64 Edition/

Windows Vista®/Windows Server® 2003 [1]/

Windows Server® 2003 x64 Edition [1]/

Windows Server® 2008 [1] 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 × 6000 dpi

1200 × 2400 dpi

1200 × 1200 dpi

600 × 1200 dpi

600 × 600 dpi

600 × 300 dpi

600 × 150 dpi (Colour)

450 × 150 dpi (Mono)

Print Speed
Up to 35 pages/minute (Mono) [3]

Up to 28 pages/minute (Colour) [3]

Printing Width
204 mm (210 mm) [4] [6]

Borderless
Letter, A4, A6, Photo (10 × 15 cm), Index Card, Photo L (89 × 127 mm), Photo 2L (13 × 18 cm), Postcard [5]

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[1]   Print only via network.

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

[3]   Based on Brother standard pattern.
      A4 size in draft mode.

[4]   When Borderless feature is set to On.

[5]   See *Paper type and size for each operation* on page 19.

[6]   When printing on A4 size paper.

Interfaces

USB	A USB 2.0 interface cable that is no longer than 2 m. [1] [2]
LAN cable [3]	Ethernet UTP cable category 5 or greater.
Wireless LAN	Your machine supports IEEE 802.11b/g wireless communication with your wireless LAN using Infrastructure mode or a wireless Peer-to-Peer connection in Ad-hoc Mode.

[1] Your machine has a Hi-speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

[2] Third party USB ports are not supported.

[3] See *Network (LAN)* on page 190 and the *Network User's Guide* for detailed network specifications.

D

Computer requirements

SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS								
Computer Platform & Operating System Version		Supported PC Software Functions	PC Interface	Processor Minimum Speed	Minimum RAM	Recommended RAM	Hard Disk Space to install	
							For Drivers	For Applications
Windows® Operating System [1]	Windows® 2000 Professional [5]	Printing, PC Fax [4], Scanning, Removable Disk [6]	USB, 10/100 Base-TX (Ethernet), Wireless 802.11b/g	Intel® Pentium® II or equivalent	64 MB	256 MB	110 MB	340 MB
	Windows® XP Home [2][5] Windows® XP Professional [2][5]				128 MB		110 MB	340 MB
	Windows® XP Professional x64 Edition [2]			64-bit (Intel®64 or AMD64) supported CPU	256 MB	512 MB	110 MB	340 MB
	Windows Vista® [2]			Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	512 MB	1 GB	600 MB	530 MB
	Windows Server® 2003 (print only via network)	Printing	10/100 Base-TX (Ethernet), Wireless 802.11b/g	Intel® Pentium®III or equivalent	256 MB	512 MB	50 MB	N/A
	Windows Server® 2003 x64 Edition (print only via network)			64-bit (Intel®64 or AMD64) supported CPU				
	Windows Server® 2008 (print only via network)			Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	512 MB	2 GB		
Macintosh Operating System	Mac OS X 10.3.9 - 10.4.3	Printing, PC Fax Send [4], Scanning, Removable Disk [6]	USB [3], 10/100 Base-TX (Ethernet), Wireless 802.11b/g	PowerPC G4/G5 PowerPC G3 350MHz	128 MB	256 MB	80 MB	400 MB
	Mac OS X 10.4.4 -10.5.x			PowerPC G4/G5 Intel® Core™ Processor	512 MB	1 GB		

Conditions:

[1] Microsoft® Internet Explorer® 5.5 or greater.

[2] For WIA, 1200 × 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 × 19200 dpi.

[3] Third party USB ports are not supported.

[4] PC Fax supports black and white only.

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

[6] 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 Consumables	<Black> LC67BK, <Cyan> LC67C, <Magenta> LC67M, <Yellow> LC67Y

Black - Approximately 450 pages [1]

Cyan, Magenta and Yellow - Approximately 325 pages [1]

[1]   Approx. cartridge yield is declared in accordance with ISO/IEC 24711.

For more information about the replacement consumables, visit us at http://www.brother.com/pageyield.

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.

D

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 [1]. Also included is Brother BRAdmin Light [2] Network Management software.
Support for	Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®/ Windows Server® 2003 [3]/Windows Server® 2003 x64 Edition [3]/ 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 **SecureEasySetup™**	Yes (simple setup with your SecureEasySetup™-capable access point/router)
AOSS™	Yes (simple setup with your AOSS™-capable access point/router)
WPS	Yes (simple setup with your Wi-Fi Protected Setup-capable access point/router)

[1] See the Computer Requirements chart on page 188.

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

[3] Print only via network.

[4] 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.

[1]   Push Button Configuration

📝 Note

Routers or access points that support SecureEasySetup™, Wi-Fi Protected Setup or AOSS™ have the symbols shown below.

E Glossary

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

ADF (automatic document feeder)

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

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

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

Automatic Redial

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

Backup Print

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

Batch Transmission

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

Beeper Volume

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

Brightness

Changing the Brightness makes the whole image lighter or darker.

Broadcasting

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

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.

Colour Enhancement

Adjusts the colour in the image for better print quality by improving sharpness, white balance and colour 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 × 196 dpi. It is used for small print and graphs.

Greyscale

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

Group number

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

Help list

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

Innobella™

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

Journal Period

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

LCD (liquid crystal display)

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

Manual fax

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

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

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

Out of Paper Reception

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

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Overseas Mode

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

Pause

Allows you to place a 2.8 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/Pause** key on the control panel or the Pause button on the LCD as many times as needed for longer pauses.

Photo resolution (Mono only)

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

PhotoCapture Center™

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

PictBridge

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

Polling

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

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

A listing of names and numbers stored in 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 colour document into a memory card or USB Flash memory drive. Monochrome images will be in TIFF or PDF file format and colour images may be in PDF or JPEG file format.

Scanning

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

Search

An electronic, numerical or alphabetical listing of stored 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 **Colour Start** to start the dialling process.

Standard resolution

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

Station ID

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

Super Fine resolution (Mono only)

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

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

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

Tone

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

Transmission

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

User Settings

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

Xmit Report (Transmission Verification Report)

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

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