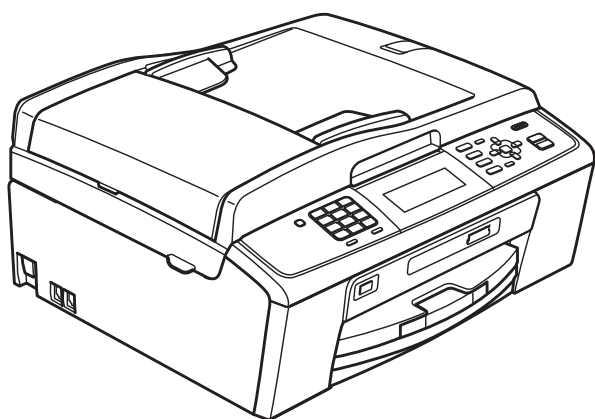


# ADVANCED USER'S GUIDE

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**MFC-J615W**

# User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
<b>Safety and Legal</b>	Please read the Safety Instructions before you set up your machine.	Printed / In the box
<b>Quick Setup Guide</b>	Read this Guide first. Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
<b>Basic User's Guide</b>	Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips.	Printed / In the box
<b>Advanced User's Guide</b>	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM
<b>Software User's Guide</b>	Follow these instructions for Printing, Scanning, Network Scanning, PhotoCapture Center™, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM
<b>Network User's Guide</b>	This Guide provides more advanced information for configuring the Ethernet and Wireless network connections. In addition, find information about network utilities, network printing, troubleshooting tips and supported network specifications.	PDF file / Documentation CD-ROM

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## 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 **FAX**, **COPY** and **PHOTO CAPTURE** mode key menus if you have chosen `Set New Default`. You may have to reset the date and time.

## 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 choose `General Setup`. Press **OK**.
- 3 Press ▲ or ▼ to choose `Auto Daylight`.
- 4 Press ◀ or ▶ to choose `Off` (or `On`). Press **OK**.
- 5 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 choose General Setup.  
Press **OK**.
- 3 Press ▲ or ▼ to choose Sleep Mode.
- 4 Press ◀ or ▶ to choose 1Min, 2Mins, 3Mins, 5Mins, 10Mins, 30Mins or 60Mins.  
Press **OK**.
- 5 Press **Stop/Exit**.

## LCD display

### Setting the Dim Timer for the backlight

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You can set how long the LCD backlight stays on after the last key press.

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose General Setup.  
Press **OK**.
- 3 Press ▲ or ▼ to choose LCD Settings.  
Press **OK**.
- 4 Press ▲ or ▼ to choose Dim Timer.
- 5 Press ◀ or ▶ to choose 10Secs, 20Secs, 30Secs or Off.  
Press **OK**.
- 6 Press **Stop/Exit**.

### Setting the Wallpaper

---

You can change the wallpaper.

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose General Setup.  
Press **OK**.
- 3 Press ▲ or ▼ to choose LCD Settings.  
Press **OK**.
- 4 Press ▲ or ▼ to choose Wallpaper.  
Press **OK**.
- 5 Press ▲ or ▼ to choose your wallpaper from the four available designs.  
Press **OK**.
- 6 Press **Stop/Exit**.



## 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 choose General Setup.  
Press **OK**.
- 3 Press **▲** or **▼** to choose Mode Timer.
- 4 Press **◀** or **▶** to choose 0Sec, 30Secs, 1Min, 2Mins, 5Mins or Off.  
Press **OK**.
- 5 Press **Stop/Exit**.

## TX Lock

TX Lock 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 TX Lock, so they will not be lost.

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

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

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

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



### Note

If you forget the TX Lock password, please call your Brother dealer for service.

## Setting and changing the TX Lock password



### Note

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

## Setting the password

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **TX Lock**. Press **OK**.
- 5 Enter a 4-digit number for the password. Press **OK**.
- 6 When the LCD shows **Verify:**, re-enter the password. Press **OK**.
- 7 Press **Stop/Exit**.

## Changing the password

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **TX Lock**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Set Password**. Press **OK**.
- 6 Enter a 4-digit number for the current password. Press **OK**.
- 7 Enter a 4-digit number for a new password. Press **OK**.

- 8 When the LCD shows `Verify:`, re-enter the password.  
Press **OK**.
- 9 Press **Stop/Exit**.

## Turning TX Lock on/off

---

### Turning TX Lock on

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Fax`.  
Press **OK**.
- 3 Press **▲** or **▼** to choose `Miscellaneous`.  
Press **OK**.
- 4 Press **▲** or **▼** to choose `TX Lock`.  
Press **OK**.
- 5 Press **▲** or **▼** to choose `Set TX Lock`.  
Press **OK**.
- 6 Enter the registered 4-digit password.  
Press **OK**.  
The machine goes offline and the LCD shows `TX Lock Mode`.

### Turning TX Lock off

- 1 Press **Menu**.
- 2 Enter the registered 4-digit password.  
Press **OK**.  
TX Lock is automatically turned off.



#### Note

---

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

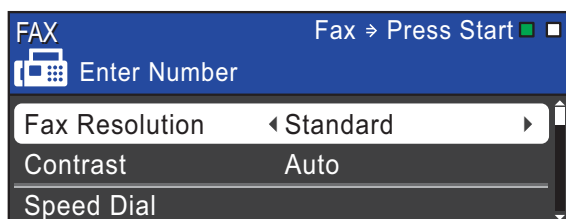
---

## Additional sending options

### Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, scan size, etc.

- 1 Press  (FAX).  
The LCD shows:



- 2 Press ▲ or ▼ to choose a setting you want to change.
- 3 Press ◀ or ▶ to choose an option.  
Press **OK**.
- 4 Go back to ② to change more settings.


#### Note

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 7.)

## 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.

Choose **Light** when sending a light document. Choose **Dark** when sending a dark document.

- 1 Press  (FAX).
- 2 Press ▲ or ▼ to choose **Contrast**.
- 3 Press ◀ or ▶ to choose **Auto**, **Light** or **Dark**.  
Press **OK**.




#### Note

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

- When you send a colour fax.
- When you choose **Photo** as the Fax Resolution.

## Changing fax resolution

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

- 1 Press  (**FAX**).
- 2 Press ▲ or ▼ to choose Fax Resolution.
- 3 Press ◀ or ▶ to choose the resolution you want.  
Press **OK**.



### Note

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


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


## Setting your changes as a new default

You can save the fax settings for Fax Resolution, Contrast, 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 menu option that you want to change. Press ◀ or ▶ to choose your new option.  
  
Repeat this step for each setting you want to change.
- 3 After changing the last setting, press ▲ or ▼ to choose Set New Default. Press **OK**.
- 4 Press **1** to choose Yes.
- 5 Press **Stop/Exit**.

## Restoring fax settings to the factory settings

You can restore the fax settings Fax Resolution, Contrast, Real Time TX, and Glass ScanSize, that you have changed, to the factory settings.

- 1 Press  (**FAX**).
- 2 Press ▲ or ▼ to choose Factory Reset. Press **OK**.
- 3 Press **1** to choose Yes.
- 4 Press **Stop/Exit**.

## Additional sending operations


### Sending a fax manually

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



#### Note

To send a multiple page fax, use the ADF.

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 To listen for a dial tone pick up the handset of the external telephone.
- 4 Dial the fax number.
- 5 When you hear the fax tone, press **Mono Start** or **Colour Start**.  
If you are using the scanner glass press **1** on the machine to send a fax.
- 6 Replace the handset.

### 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 pages scanned so far.

### Broadcasting (Monochrome only)

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

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

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press **▲** or **▼** to choose **Broadcasting**. Press **OK**.
- 4 You can add numbers to the broadcast in the following ways:
  - Press **▲** or **▼** to choose **Add Number** and enter a number using the dial pad.  
Press **OK**.
  - Press **▲** or **▼** to choose **Speed Dial** and **OK**. Press **▲** or **▼** to choose **Alphabetic Order** or **Numeric Order** and **OK**. Press **▲** or **▼** to select a number and **OK**.
- 5 After you have entered all the fax numbers by repeating step 4, press **▲** or **▼** to choose **Complete**. Press **OK**.
- 6 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**

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Remaining Jobs**. Press **OK**.  
The LCD will show the fax number being dialled and the Broadcast job number.
- 4 Press **OK**.  
The LCD will ask you the following question:  
Cancel Job?  
Yes → Press 1  
No → Press 2
- 5 Press **1** to cancel the fax number being dialled.  
The LCD will then show the Broadcast job number.

6

Press **OK**.

The LCD will ask you the following question:

Cancel Job?

Yes → Press 1

No → Press 2

7

To cancel the Broadcast, press **1**.

8

Press **Stop/Exit**.

**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 do this by turning on **Real Time TX**.

1

Press  (**FAX**).

2

Press **▲** or **▼** to choose **Real Time TX**.

3


Press **◀** or **▶** to choose **On** (or **Off**). Press **OK**.

**Note**

- If the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if **Real Time TX** is set to **Off**). 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 choose Overseas Mode.
- 4 Press ◀ or ▶ to choose On (or Off). Press **OK**.

## Delayed Faxing (Monochrome only)

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 5.

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose Delayed Fax.
- 4 Press ◀ or ▶ to choose On. Press **OK**.
- 5 Enter the time you want the fax to be sent (in 24-hour format). (For example, enter 19:45 for 7:45 PM.) Press **OK**.




### Note

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

## Delayed Batch Transmission (Monochrome only)

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

- 1 Press  (**FAX**).
- 2 Press ▲ or ▼ to choose Batch TX.
- 3 Press ◀ or ▶ to choose On. Press **OK**.
- 4 Press **Stop/Exit**.

## Checking and cancelling waiting jobs

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

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose Fax. Press **OK**.
- 3 Press ▲ or ▼ to choose Remaining Jobs. Press **OK**. Any waiting jobs appear on the LCD.
- 4 Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel. Press **OK**.
- 5 Do one of the following:
  - To cancel, press 1 to choose Yes. If you want to cancel another job go to step 4.
  - To exit without cancelling, press 2 to choose No.
- 6 When you have finished, press **Stop/Exit**.



## Polling overview


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

### 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 10.)

#### Setup for polled transmit


- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose **Polled TX**.
- 4 Press ◀ or ▶ to choose **Standard**. Press **OK**.
- 5 Press ▲ or ▼ to choose any settings you want to change. Press ◀ or ▶ to choose the settings. After each setting is accepted, you can continue to change more settings.

- 6 Press **Mono Start**.
- 7 If you are using the scanner glass, the LCD will prompt you to choose one of the options.
  - Press **1** to send another page. Go to step 8.
  - Press **2** or **Mono Start** to send the document.
- 8 Place the next page on the scanner glass. Press **OK**. Repeat steps 7 and 8 for each additional page. Your machine will automatically send the fax.

#### Setup for polled transmit with secure code

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

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

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose **Polled TX**.
- 4 Press ◀ or ▶ to choose **Secure**. Press **OK**.
- 5 Enter a four-digit number. Press **OK**.
- 6 Press ▲ or ▼ to choose any settings you want to change. Press ◀ or ▶ to choose the settings. After each setting is accepted, you can continue to change more settings.

- 7 Press **Mono Start**.
- 8 If you are using the scanner glass, the LCD will prompt you to choose one of the options.
  - Press **1** to send another page.  
Go to 9.
  - Press **2** or **Mono Start** to send the document.
- 9 Place the next page on the scanner glass, press **OK**. Repeat steps 8 and 9 for each additional page.  
Your machine will automatically send the fax.

## 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 16.)

## Out of Paper Reception

As soon as the paper tray becomes empty during fax reception, the LCD shows `No Paper Fed`. Put some paper in the paper tray. (See *Loading paper and other print media* in chapter 2 in the *Basic User's Guide*.)

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 in 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.

## Fax Forwarding

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Setup Receive`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Memory Receive`. Press **OK**.
- 5 Press **▲** or **▼** to choose `Fax Forward`. Press **OK**.
- 6 Enter the forwarding number (up to 20 digits). Press **OK**.
- 7 Press **▲** or **▼** to choose `Backup Print:On` or `Backup Print:Off`. Press **OK**.

### ! IMPORTANT

- If you choose `Backup Print:On`, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.
- When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to the fax forwarding number you programmed.

- 8 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 choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Memory Receive**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Fax Storage**. Press **OK**.
- 6 Press **Stop/Exit**.



### Note

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

## 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.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Print Document**. Press **OK**.

- 4 Press **Mono Start**.

- 5 Press **Stop/Exit**.



### Note

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

## 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 at the bottom left side of 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*.)

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Memory Receive**. Press **OK**.

- 5 Press ▲ or ▼ to choose  
PC Fax Receive.  
Press **OK**.
- 6 The LCD shows the message  
Run PC-Fax on your computer.  
Press **OK**.
- 7 Press ▲ or ▼ to choose <USB> or the PC  
you want to receive.  
Press **OK**.
- 8 Press ▲ or ▼ to choose  
Backup Print:On or  
Backup Print:Off.  
Press **OK**.
- 9 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*.)
- 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 *Transferring your faxes or Fax Journal report* in *appendix B* in the *Basic User's Guide*.)
- When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to your PC.

**Changing the destination PC**

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose Fax.  
Press **OK**.
- 3 Press ▲ or ▼ to choose  
Setup Receive.  
Press **OK**.
- 4 Press ▲ or ▼ to choose  
Memory Receive.  
Press **OK**.
- 5 Press ▲ or ▼ to choose  
PC Fax Receive.  
Press **OK**.
- 6 The LCD shows the message  
Run PC-Fax on your computer.  
Press **OK**.
- 7 Press ▲ or ▼ to choose Change.  
Press **OK**.
- 8 Press ▲ or ▼ to choose <USB>, or the PC  
you want to receive faxes.  
Press **OK**.
- 9 Press ▲ or ▼ to choose  
Backup Print:On or  
Backup Print:Off.  
Press **OK**.
- 10 Press **Stop/Exit**.

## Turning off Memory Receive operations

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Memory Receive**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Off**. Press **OK**.
- 6 Press **Stop/Exit**.



### Note

The LCD will give you more options if there are received faxes still in the machine's memory. (See *Changing Memory Receive operations* on page 16.)

## 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?

Yes → Press 1

No → Press 2

### ■ Print All Fax?

Yes → Press 1

No → Press 2

- If you press **1**, 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 **2**, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to

PC Fax Receive from another option

[Fax Forward or Fax Storage], press **▲** or **▼** to choose the PC.

The LCD will ask you the following question:

### ■ Send Fax to PC?

Yes → Press 1

No → Press 2

- If you press **1**, 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 details, see *PC-Fax Receive (Windows® only)* on page 14.)
- If you press **2**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

## Remote Retrieval

You can call your machine from any touch-tone telephone or fax machine and 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 choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Remote Access**.
- 4 Enter a three-digit code using numbers **0-9**, **\***, or **#**. Press **OK**. (The preset “\*” cannot be changed.)



#### Note

Do not use the same code as your Remote Activation Code (\* **5 1**) or Remote Deactivation Code (**# 5 1**). (See *Operation from external and extension telephones* in chapter 6 in the *Basic User's Guide*.)

- 5 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 4 to restore the inactive setting (---\*) and press **OK**.

### Using your Remote Access Code

- 1 Dial your fax number from a touch-tone telephone or another fax machine.
- 2 When your machine answers, enter your remote access code (3 digits followed by \*) at once.
- 3 The machine signals if it has received messages:
  - **1 long beep — Fax messages**
  - **No beeps — No messages**
- 4 When the machine gives two short beeps, enter a command. The machine will hang up if you wait longer than 30 seconds to enter a command. The machine will beep three times if you enter an invalid command.
- 5 Press **9 0** to stop Remote Access when you have finished.
- 6 Hang up.



#### Note

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

## Remote Fax commands

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

Remote commands		Operation details
95	<b>Change the Fax Forwarding or Fax Storage settings</b>	
	1 OFF	You can choose <b>Off</b> after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, the change was not accepted because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See <i>Changing your Fax Forwarding number</i> on page 19.) Once you have registered the number, Fax Forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	<b>Retrieve a fax</b>	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See <i>Retrieving fax messages</i> on page 19.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	<b>Check the receiving status</b>	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	<b>Change the Receive Mode</b>	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	<b>Exit</b>	Pressing <b>9 0</b> allows you to exit remote retrieval. Wait for the long beep, then replace the handset.



## Retrieving fax messages

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

- 1 Dial your fax number.
- 2 When your machine answers, enter your remote access code (3 digits followed by \*) at once. If you hear one long beep, you have messages.
- 3 When you hear two short beeps, press **9 6 2**.
- 4 Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by **# #** (up to 20 digits).



### Note

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

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

## Changing your Fax Forwarding number

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

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



### Note

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

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

## 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* in *chapter 2* in the *Basic User's Guide*.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Auto Reduction**.
- 5 Press **◀** or **▶** to choose **On** (or **Off**). Press **OK**.
- 6 Press **Stop/Exit**.


## Polling overview

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

### Polling receive

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


#### Setup to receive polling

- 1 Press  (**FAX**).
- 2 Press **▲** or **▼** to choose **Polling RX**.
- 3 Press **◀** or **▶** to choose **Standard**. Press **OK**.
- 4 Enter the fax number you are polling.
- 5 Press **Mono Start** or **Colour Start**.

#### Setup to receive polling with secure code

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


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

- 1 Press  (**FAX**).
- 2 Press **▲** or **▼** to choose **Polling RX**.
- 3 Press **◀** or **▶** to choose **Secure**. Press **OK**.

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


### Setup to receive delayed polling

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

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

### Sequential polling (Monochrome only)

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

- 1 Press  (**FAX**).
- 2 Press **▲** or **▼** to choose **Polling RX**.
- 3 Press **◀** or **▶** to choose **Standard**, **Secure** or **Timer**.  
Press **OK**.

- 4 Do one of the following:
  - If you chose **Standard**, press **OK** and then go to step 5.
  - If you chose **Secure**, press **OK** and then enter a four-digit number.  
Press **OK**, go to step 5.
  - If you chose **Timer**, press **OK** and then enter the time (24-hour format) you want to begin polling.  
Press **OK**, go to step 5.
- 5 Press **▲** or **▼** to choose **Broadcasting**.  
Press **OK**.
- 6 Do one of the following:
  - Press **▲** or **▼** to choose **Add Number** and enter the number using a dial pad.  
Press **OK**.
  - Press **▲** or **▼** to choose **Speed Dial** and **OK**. Press **▲** or **▼** to choose **Alphabetic Order** or **Numeric Order** and **OK**. Press **▲** or **▼** to select a number and **OK**.
- 7 After you have entered all the fax numbers by repeating step 6, press **▲** or **▼** to choose **Complete**.  
Press **OK**.
- 8 Press **Mono Start**.  
The machine polls each number or group in turn for a document.

Press **Stop/Exit** while the machine is dialling to cancel the polling process.

To cancel all sequential polling receive jobs, see *Checking and cancelling waiting jobs* on page 10.

## Voice operations

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

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

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

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



#### Note

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

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **BT Call Sign**.
- 5 Press **◀** or **▶** to choose **On** (or **Off**). Press **OK**.
- 6 Press **Stop/Exit**.



#### Note








If you turn off **BT Call Sign**, the receive mode stays in **Manual**. You will need to set receive mode again. (See *Choose the Receive Mode* in chapter 5 in the *Basic User's Guide*.)


# Additional dialling operations

## Combining Quick Dial numbers

Sometimes, you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as 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* in chapter 7 in the *Basic User's Guide*.)

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  or  to choose **Search**. Press **OK**.
- 3 Enter **03**.
- 4 Press  or  to choose **Speed Dial**. Press **OK**.
- 5 Press  or  to choose **Search**. Press **OK**.
- 6 Enter **02**.
- 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 **Search**, press **03** and then press **7001** using the dial pad.




### Note

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

## Additional ways to store numbers

### Storing Speed Dial numbers from Outgoing Calls

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


- 1 Press **Redial/Pause**.  
You can also choose *Outgoing Call* by pressing  (**FAX**).
- 2 Press ▲ or ▼ to choose the name or number you want to store.  
Press **OK**.
- 3 Press ▲ or ▼ to choose *Add SpeedDial*.  
Press **OK**.
- 4 Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number.  
Press **OK**.
- 5 Do one of the following:
  - Enter the name (up to 16 characters) using the dial pad.  
Press **OK**.  
(To help you enter letters, see *Entering Text* in *appendix C* in the *Basic User's Guide*.)
  - To store the number without a name, press **OK**.
- 6 Press **OK** to confirm the fax or telephone number.
- 7 Do one of the following:
  - Enter a second fax or telephone number (up to 20 digits).  
Press **OK**.
  - If you do not want to store a second number, press **OK**.

- 8 Press ▲ or ▼ to choose *Complete*.  
Press **OK**.

- 9 Press **Stop/Exit**.


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

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See *Caller ID (U.K. and Ireland only)* in *chapter 6* in the *Basic User's Guide*.)

- 1 Press **Redial/Pause** and press \*.  
You can also choose *Caller ID hist.* by pressing  (**FAX**).
- 2 Press ▲ or ▼ to choose the number you want to store.  
Press **OK**.
- 3 Press ▲ or ▼ to choose *Add SpeedDial*.  
Press **OK**.
- 4 Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number.  
Press **OK**.
- 5 Do one of the following:
  - Enter the name (up to 16 characters) using the dial pad.  
Press **OK**.  
(To help you enter letters, see *Entering Text* in *appendix C* in the *Basic User's Guide*.)
  - To store the number without a name, press **OK**.
- 6 Press **OK** to confirm the fax or telephone number.


- 7 Do one of the following:
  - Enter a second fax or telephone number (up to 20 digits).  
Press **OK**.
  - If you do not want to store a second number, press **OK**.
- 8 Press **▲** or **▼** to choose *Complete*. Press **OK**.
- 9 Press **Stop/Exit**.

## Setting up groups for broadcasting

Groups, which can be stored in a Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only  (**Speed Dial**), *Search*, **OK**, the two-digit location 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.

(See *Broadcasting (Monochrome only)* on page 8 and *Storing Speed Dial numbers in chapter 7* in the *Basic User's Guide*.)

- 1 Press  (**Speed Dial**).
- 2 Press **▲** or **▼** to choose *Setup Groups*. Press **OK**.
- 3 Press **▲** or **▼** to choose *GROUP1*, *GROUP2*, *GROUP3*, *GROUP4*, *GROUP5* or *GROUP6* for the Group name where you will store the fax numbers. Press **OK**.
- 4 Press **▲** or **▼** to choose the two-digit Speed Dial location you want to add to the Group. Press **OK**.


- 5 Press **▲** or **▼** to choose *Add Number*. Press **OK**.
- 6 To add numbers to the group, press **▲** or **▼** to choose *Alphabetic Order* or *Numeric Order* and **OK**. Press **▲** or **▼** to select a number and **OK**.
- 7 Do one of the following:
  - To add another number to the group, repeat steps 5 to 6.
  - If you are finished adding numbers to the group, press **▲** or **▼** to choose *Complete*. Press **OK**.
- 8 Do one of the following:
  - To store another Group for broadcasting, repeat steps 3 to 7.
  - To finish storing Groups for broadcasting, 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 28.)

## Changing a Group name

- 1 Press  (**Speed Dial**).
- 2 Press **▲** or **▼** to choose *Setup Groups*. Press **OK**.
- 3 Press **▲** or **▼** to choose the Group name you want to change. Press **OK**.
- 4 Press **▲** or **▼** to choose *Change Group Name*. 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 **Clear**. Re-enter the character.

- 5 Enter the new name (up to 16 characters) using the dial pad. Press **OK**.  
(See *Entering Text* in *appendix C* in the *Basic User's Guide*. For example, type NEW CLIENTS.)
- 6 Press ▲ or ▼ to choose *Complete*. Press **OK**.
- 7 Press **Stop/Exit**.

**Deleting a Group**

- 1 Press  (**Speed Dial**).
- 2 Press ▲ or ▼ to choose *Setup Groups*. Press **OK**.
- 3 Press ▲ or ▼ to choose the Group you want to delete. Press **OK**.
- 4 Press ▲ or ▼ to choose *Delete*. Press **OK**. Press **1** to confirm.
- 5 Press **Stop/Exit**.

**Deleting a number from a Group**

- 1 Press  (**Speed Dial**).
- 2 Press ▲ or ▼ to choose *Setup Groups*. Press **OK**.
- 3 Press ▲ or ▼ to choose the Group you want to change. Press **OK**.

- 4 Press ▲ or ▼ to choose the number you want to delete. Press **OK**. Press **1** to confirm.
- 5 Press ▲ or ▼ to choose *Complete*. Press **OK**.
- 6 Press **Stop/Exit**.



## Fax reports

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

### Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in chapter 4 in the *Basic User's Guide*.)

### Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to **Off**, you can still print the report by following the steps in *How to print a report* on page 28. The factory setting is **Every 50 Faxes**.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Report Setting**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Journal Period**.

- 5 Press **◀** or **▶** to choose an interval. Press **OK**.  
If you choose **Every 50 Faxes**, go to step 8.

#### ■ 6, 12, 24 hours, 2 or 7 days

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

#### ■ Every 50 Faxes

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

- 6 Enter the time to start printing in 24-hour format. Press **OK**.  
(For example: enter 19:45 for 7:45 PM.)
- 7 If you choose **Every 7 Days**, the LCD will ask you to choose the first day for the 7-day countdown.
- 8 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.

■ **WLAN Report**

Prints a WLAN connection report.

■ **Caller ID hist.**

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

## How to print a report

---

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Print Reports**. Press **OK**.
- 3 Press **▲** or **▼** to choose the report you want. Press **OK**.
- 4 (Quick Dial only) Press **▲** or **▼** to choose **Alphabetic Order** or **Numeric Order**. Press **OK**.
- 5 Press **Mono Start**.
- 6 Press **Stop/Exit**.

## Copy settings

You can change the copy settings temporarily for 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 3.)

To change a setting, press **COPY** and then press ▲ or ▼ to scroll through the copy settings. When the setting you want is highlighted, press **OK**.

When you are finished choosing settings, press **Mono Start** or **Colour Start**.



### Note

You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 35.)

## Stop copying

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

## 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.

### ■ Normal

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


### ■ Best

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

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose **Quality**.
- 5 Press ◀ or ▶ to choose **Fast**, **Normal** or **Best**.  
Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

## Enlarging or reducing the copied image

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

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **▲** or **▼** to choose **Enlarge/Reduce**.
- 5 Press **◀** or **▶** to choose **100%**, **Enlarge**, **Reduce**, **Fit to Page** or **Custom (25-400%)**.
- 6 Do one of the following:
  - If you chose **Enlarge** or **Reduce**, press **OK** and press **◀** or **▶** to choose the enlargement or reduction ratio you want. Press **OK**.
  - If you chose **Custom (25-400%)**, press **OK** and then enter an enlargement or reduction ratio from 25% to 400%. Press **OK**.
  - If you chose **100%** or **Fit to Page**, go to step 7.

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

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

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

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

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




### IMPORTANT

- Make sure paper size is set to **A4** or **Letter**.
- You cannot use the **Enlarge/Reduce** setting with the **N in 1** and **Poster** features.
- If you are producing multiple colour copies, **N in 1 copy** is not available.
- (P) means **Portrait** and (L) means **Landscape**.
- You can only make one poster copy at a time.

**Note**

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

- 1 Press  (**COPY**).
  - 2 Load your document.
  - 3 Enter the number of copies you want.
  - 4 Press **▲** or **▼** to choose Page Layout.
  - 5 Press **◀** or **▶** to choose Off (1 in 1), 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L) or Poster (3 x 3). Press **OK**.
  - 6 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 7.**
- 7 After the machine scans the page, press **1** to scan the next page.
  - 8 Place the next page on the scanner glass. Press **OK**.
  - 9 Repeat steps 7 and 8 for each page of the layout.
  - 10 After all the pages have been scanned, press **2** to finish.

**Note**

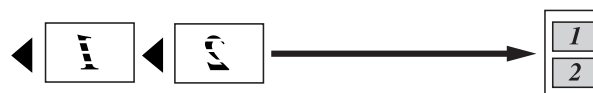
If you have chosen photo paper as the Paper Type for N in 1 copies, the machine will print the images as if plain paper had been chosen.

Place the document face down in the direction shown below:

## ■ 2 in 1 (P)



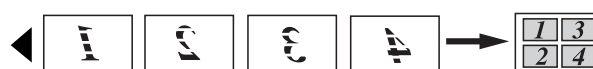
## ■ 2 in 1 (L)



## ■ 4 in 1 (P)

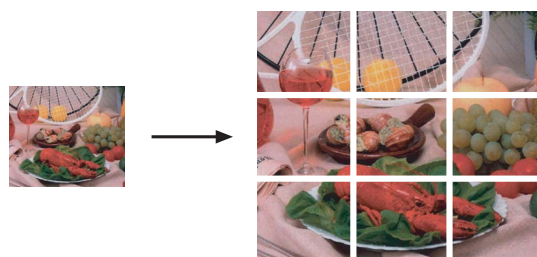


## ■ 4 in 1 (L)




## ■ 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 choose **Stack/Sort**.
- 5 Press ◀ or ▶ to choose **Sort**. Press **OK**.
- 6 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 Density

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

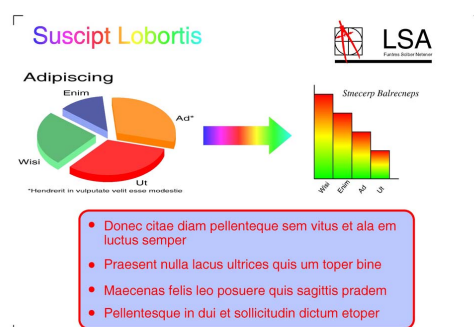
- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose **Density**.
- 5 Press ◀ or ▶ to make a lighter or darker copy. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

## Ink Save Mode

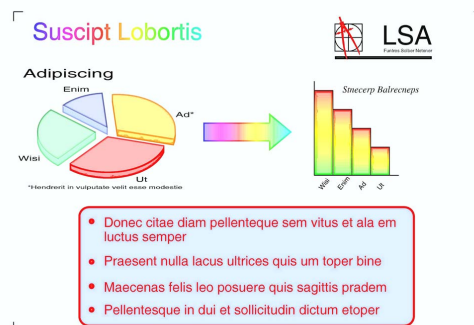
Ink Save Mode can help you save ink. The machine prints the colours lighter and emphasises the outlines of the images as shown below:


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 choose **Ink Save Mode**.
- 5 Press ◀ or ▶ to choose **On** (or **Off**). Press **OK**.

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

### Note

- Watermark Copy, Book Copy and Page Layout are not available with Ink Save Mode.
- Ink Save Mode may make your printouts look different from your original document.
- The Ink Save Mode feature is supported by technology from Reallusion, Inc.



## 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 choose **Book Copy**.
- 5 Do one of the following:
  - If you want to correct the data yourself, press ◀ or ▶ to choose **On (Preview)**.  
Press **Mono Start** or **Colour Start** and go to step 6.
  - If you want the machine to correct the data automatically, press ◀ or ▶ to choose **On** and go to step 7.
- 6 Adjust the skewed data by using # or \*. Remove the shadows by using ▲ or ▼.
- 7 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.
- The Book Copy feature is supported by technology from Reallusion, Inc.



## 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.
- The Watermark Copy feature is supported by technology from Reallusion, Inc.




## Using a template

- 1 Press (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose **Watermark Copy**. Press **OK**.
- 5 Press ◀ or ▶ to choose **On**.
- 6 Press ▲ or ▼ to choose **Current Setting**. Press **OK**.
- 7 Press ▲ or ▼ to choose **Template**. Press **OK**.



- 8 Change the settings from the options displayed on the LCD if required.
- 9 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.


### Using media cards or a USB Flash memory drive data

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Watermark Copy*. Press **OK**.
- 5 Press ◀ or ▶ to choose *On*.
- 6 Press ▲ or ▼ to choose *Current Setting*. Press **OK**.
- 7 Insert a media card or USB Flash memory drive. Press ▲ or ▼ to choose *Media*.
- 8 Press **OK** and then press ◀ or ▶ to choose the data you want to use for the watermark.
- 9 Press **OK** and change any additional settings from the options shown on the LCD.
- 10 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

### ! 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.

### Using a scanned paper document as your watermark

- 1 Press  (**COPY**).
- 2 Enter the number of copies you want.
- 3 Press ▲ or ▼ to choose *Watermark Copy*. Press **OK**.
- 4 Press ◀ or ▶ to choose *On*.
- 5 Press ▲ or ▼ to choose *Current Setting*. Press **OK**.
- 6 Press ▲ or ▼ to choose *Scan*. Press **OK**, and place the page that you want to use as a watermark on the scanner glass.
- 7 Press **Mono Start** or **Colour Start**.
- 8 Take out the watermark document you scanned and load the document you want to copy.
- 9 Press ◀ or ▶ to change the *Transparency* of the watermark. Press **OK**.
- 10 If you do not want to change any additional settings, press **Mono Start** or **Colour Start**.




#### Note

You cannot enlarge or reduce the scanned watermark.



## Setting your changes as a new default


You can save the copy settings for `Quality`, `Enlarge/Reduce`, `Density`, `Ink Save Mode` and `Page Layout` that you use most often by setting them as the default settings. These settings will stay until you change them again.

- 1 Press  (**COPY**).
- 2 Press **▲** or **▼** and **◀** or **▶** to choose your new setting.  
Press **OK**.  
Repeat this step for each setting you want to change.
- 3 After changing the last setting, press **▲** or **▼** to choose `Set New Default`.  
Press **OK**.
- 4 Press **1** to choose `Yes`.
- 5 Press **Stop/Exit**.

## Restoring all settings to the factory settings

You can restore the copy settings

`Quality`, `Enlarge/Reduce`, `Density`, `Ink Save Mode`, and `Page Layout`, that you have changed, to the factory settings.

- 1 Press  (**COPY**).
- 2 Press **▲** or **▼** to choose `Factory Reset`.  
Press **OK**.
- 3 Press **1** to choose `Yes`.
- 4 Press **Stop/Exit**.

# Printing photos from a memory card or USB Flash memory drive

## PhotoCapture Center™ operations

### Memory cards, USB Flash memory drive and folder structures

Your machine is designed to be compatible with modern digital camera image files, memory cards and USB Flash memory drives; 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 42.)

Please be aware of the following:

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

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

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

#### ■ (USB Flash memory drive users)

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

## Movie printing

You can print images from movie files that are stored on a memory card or USB Flash memory drive.

Movie files are automatically split by duration into 9 parts, and placed in 3 rows so you can see and print the scenes.



### Note

- You cannot choose a particular movie scene.
- You can use AVI or MOV movie file formats. However, if an AVI file size is 1 GB or more (the shooting time is about 30 minutes) or a MOV file size is 2 GB or more (the shooting time is about 60 minutes), these files cannot be printed.

# Print Images

## Print Index (Thumbnails)

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



→ NO.1  
DEI.JPG 01.01.2009  
100KB

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

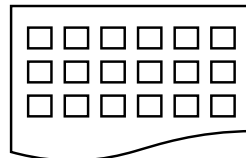


### Note

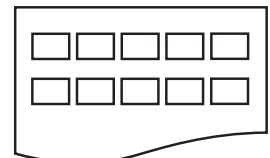
Only file names that are 8 characters or less will be printed correctly on the index sheet.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose **Print Index**. Press **OK**.

- 3 Press ▲ or ▼ to choose **Layout Format**. Press ◀ or ▶ to choose **6 Images/Line** or **5 Images/Line**. Press **OK**.



6 Images/Line




5 Images/Line

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

- 4 Do one of the following:
  - Press ▲ or ▼ to choose **Paper Type**, and press ◀ or ▶ to choose the type of paper you are using, **Plain Paper**, **Inkjet Paper**, **Brother BP71**, **Brother BP61** or **Other Glossy**. Press **OK**.
  - Press ▲ or ▼ to choose **Paper Size** and press ◀ or ▶ to choose the paper size you are using, **A4** or **Letter**. Press **OK**.
  - If you do not want to change the paper settings, go to step 5.
- 5 Press **Colour Start** to print.

## Printing Photos

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

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Print the Index. (See *Print Index (Thumbnails)* on page 37.)

- 3 Press ▲ or ▼ to choose **Print Photos**. Press **OK**.
- 4 Enter the image number that you want to print, from the thumbnails printed on the Index page. Press **OK**.
- 5 Repeat step 4 until you have entered the image numbers that you want to print.




### Note

- You can enter the numbers at one time by using the \* key for a comma or the # key for a hyphen. For example, Enter **1, \*, 3, \*, 6** to print images No.1, No.3 and No.6. Enter **1, #, 5** to print images No.1 to No.5.
- You can enter up to 12 characters (including commas) for the image numbers you want to print.

- 6 After you have chosen the image numbers, press **OK** again.
- 7 Enter the number of copies you want using the dial pad.
- 8 Do one of the following:
  - Change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
  - If you do not want to change any settings, press **Colour Start** to print.

## Print All Photos

You can print all the photos on your memory card or USB Flash memory drive.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose **Print All Photos**. Press **OK**.

- 3 Enter the number of copies you want using the dial pad.
- 4 Do one of the following:
  - Change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
  - 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

- After adding each effect, you can enlarge the view of the image by pressing \*. To go back to the original size, press \* again.
- The **Enhance Photos** feature is supported by technology from Reallusion, Inc.



## Auto Correct

Auto Correct is available for most photos. The machine decides the suitable effect for your photo.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose **Enhance Photos**. Press **OK**.
- 3 Press ◀ or ▶ to choose your photo. Press **OK**.
- 4 Press ▲ or ▼ to choose **Auto Correct**. Press **OK**.



## Note

- If **Remove Red-Eye** appears on the LCD, press **#** to attempt to remove red-eye from your photo.
- Press **Clear** to undo the effect.


5 Press **OK** and enter the number of copies you want using the dial pad.

6 Do one of the following:

- Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
- If you do not want to change any settings, press **Colour Start** to print.

## Enhance Skin-Tone

Enhance Skin-Tone is best used for adjusting portrait photographs. It detects human skin colour in your photos and adjusts the image.


- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press **▲** or **▼** to choose **Enhance Photos**.  
Press **OK**.
- 3 Press **◀** or **▶** to choose your photo.  
Press **OK**.
- 4 Press **▲** or **▼** to choose **Enhance Skin**.  
Press **OK**.
- 5 Do one of the following:
  - Press **OK** if you do not want to change any settings.
  - Press **▲** or **▼** to adjust the effect level manually.  
Press **OK** when you have finished.
- 6 Enter the number of copies you want using the dial pad.

7 Do one of the following:

- Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
- If you do not want to change any settings, press **Colour Start** to print.

## Enhance Scenery

Enhance Scenery is best used for adjusting landscape photographs. It highlights green and blue areas in your photo, so that the landscape looks more sharp and vivid.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press **▲** or **▼** to choose **Enhance Photos**.  
Press **OK**.
- 3 Press **◀** or **▶** to choose your photo.  
Press **OK**.
- 4 Press **▲** or **▼** to choose **Enhance Scenery**.  
Press **OK**.
- 5 Do one of the following:
  - Press **OK** if you do not want to change any settings.
  - Press **▲** or **▼** to adjust the effect level manually.  
Press **OK** when you have finished.
- 6 Enter the number of copies you want using the dial pad.
- 7 Do one of the following:
  - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
  - If you do not want to change any settings, press **Colour Start** to print.

## Remove Red-Eye


The machine detects eyes in your photos and will attempt to remove red-eye from your photo.



### Note

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.

**1** Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).

**2** Press **▲** or **▼** to choose *Enhance Photos*.  
Press **OK**.

**3** Press **◀** or **▶** to choose your photo.  
Press **OK**.

**4** Press **▲** or **▼** to choose *Remove Red-Eye*.  
Press **OK**.

- When *Remove Red-Eye* is successful, the photo with the effect is shown. The adjusted part is shown in a red frame.
- When *Remove Red-Eye* is unsuccessful, *Unable to Detect.* is shown.  
Press **OK**.



### Note

Press **#** to try *Remove Red-Eye* once again.

**5** Press **OK** and enter the number of copies you want using the dial pad.

**6** Do one of the following:

- Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
- If you do not want to change any settings, press **Colour Start** to print.

## Monochrome

You can convert your photo to monochrome.

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

Press  (**PHOTO CAPTURE**).

**2** Press **▲** or **▼** to choose *Enhance Photos*.  
Press **OK**.

**3** Press **◀** or **▶** to choose your photo.  
Press **OK**.

**4** Press **▲** or **▼** to choose *Monochrome*.  
Press **OK**.

**5** Press **OK** and enter the number of copies you want using the dial pad.

**6** Do one of the following:

- Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
- If you do not want to change any settings, press **Colour Start** to print.

## Sepia

You can convert the colour of your photo to sepia.

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


Press  (**PHOTO CAPTURE**).

**2** Press **▲** or **▼** to choose *Enhance Photos*.  
Press **OK**.

- 3 Press ◀ or ▶ to choose your photo.  
Press **OK**.
- 4 Press ▲ or ▼ to choose *Sepia*.  
Press **OK**.
- 5 Press **OK**. Then enter the number of copies you want using the dial pad.
- 6 Do one of the following:
  - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
  - If you do not want to change any settings, press **Colour Start** to print.

## Search by Date

You can find your photos based on date.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose *Search by Date*.  
Press **OK**.
- 3 Press ▲ or ▼ to choose the date that you want to search from.  
Press **OK**.
- 4 Press ◀ or ▶ to choose your photo.



### Note

You can view photos with other dates by pressing ◀ or ▶ continuously. Press ◀ to view an older photo and ▶ to view a more recent photo.

- 5 Enter the number of copies you want using the dial pad.
- 6 Repeat steps 4 and 5 until you have chosen all your photos.


- 7 After you have chosen all your photos, do one of the following:
  - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
  - If you do not want to change any settings, press **Colour Start** to print.

## Slide Show

You can view all your photos on the LCD using *Slide Show*. You can also choose a photo during the operation.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose *Slide Show*.  
Press **OK**.
- 3 Press **Stop/Exit** to finish Slide Show.

## Printing a photo during a Slide Show

- 1 Make sure you have put a memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose *Slide Show*.  
Press **OK**.
- 3 Press **OK** to stop at one image while Slide Show is operating.
- 4 Enter the number of copies you want using the dial pad.
- 5 Do one of the following:
  - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
  - If you do not want to change any settings, press **Colour Start** to print.



## Trimming

You can trim your photo and print a part of the image.




### Note

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

Image Too Small. or

Image Too Long.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.  
Press  (**PHOTO CAPTURE**).
- 2 Press **▲** or **▼** to choose **Trimming**. Press **OK**.
- 3 Press **◀** or **▶** to choose your photo. Press **OK**.
- 4 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 each arrow key to move the position of the frame.
  - Press **0** to rotate the frame.
  - Press **OK** when you have finished adjusting the frame setting.
- 5 Enter the number of copies you want using the dial pad.
- 6 Do one of the following:
  - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
  - 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 containing DPOF information is put into your machine, you can print the chosen image easily.

- 1 Make sure you have put the memory card in the correct slot.  
Press  (**PHOTO CAPTURE**). The machine will ask you if you want to use DPOF settings.
- 2 Press **1** to choose **Yes**.
- 3 Do one of the following:
  - Change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
  - 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.
- You cannot print movie files using DPOF.



# PhotoCapture Center™ print settings

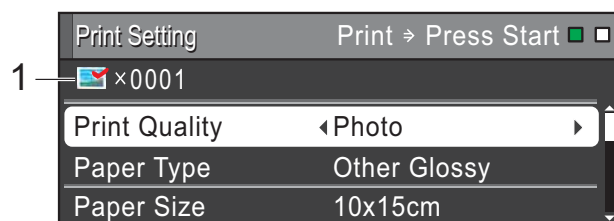
You can change the print settings temporarily.

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 3.)



## 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 46.)



## 1 No. of prints

(For View Photo(s), Search by Date, Slide Show)

You can see the total number of photos that will be printed.

(For Print All Photos, Print Photos, Enhance Photos, Trimming)

You can see the number of copies of each photo that will be printed.

(For DPOF printing)

This does not appear.

## Print Quality

- 1 Press ▲ or ▼ to choose Print Quality.
- 2 Press ◀ or ▶ to choose Normal or Photo. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

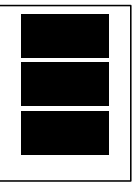
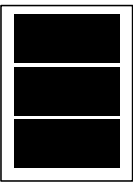
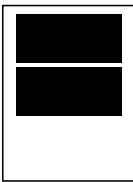
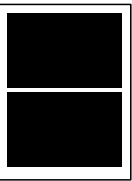
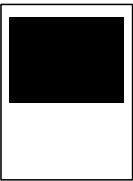

## Paper options

### Paper Type

- 1 Press ▲ or ▼ to choose Paper Type.
- 2 Press ◀ or ▶ to choose the paper type you are using, Plain Paper, Inkjet Paper, Brother BP71, Brother BP61 or Other Glossy. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

## Paper and print size

- 1 Press ▲ or ▼ to choose `Paper Size`.
- 2 Press ◀ or ▶ to choose the paper size you are using, 10x15cm, 13x18cm, A4 or Letter. Press **OK**.
- 3 If you chose A4 or Letter, press ▼. Then press ◀ or ▶ to choose the Print Size. Press **OK**.

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

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

## Adjusting Brightness, Contrast and Colour

### Brightness

- 1 Press ▲ or ▼ to choose `Brightness`.
- 2 Press ◀ or ▶ to make a darker or lighter print. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

### Contrast

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

- 1 Press ▲ or ▼ to choose `Contrast`.
- 2 Press ◀ or ▶ to change the contrast. Press **OK**.
- 3 If you do not want to change additional settings, 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 ▲ or ▼ to choose `Color Enhance`. Press **OK**.
- 2 Do one of the following:
  - If you want to customize the `White Balance`, `Sharpness` or `Color Density`, press ◀ or ▶ to choose `On`, and then go to step ③.
  - If you do not want to customize, press ◀ or ▶ to choose `Off`. Press **OK** and then go to step ⑥.

- 3 Press ▲ or ▼ to choose White Balance, Sharpness or Color Density.
- 4 Press ◀ or ▶ to adjust the degree of the setting.  
Press **OK**.
- 5 Do one of the following:
  - If you want to customize another colour enhancement, press ▲ or ▼ to choose another option.
  - If you want to change other settings, press ▲ or ▼ to choose **Exit**, and then press **OK**.
- 6 If you do not want to change additional settings, 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.

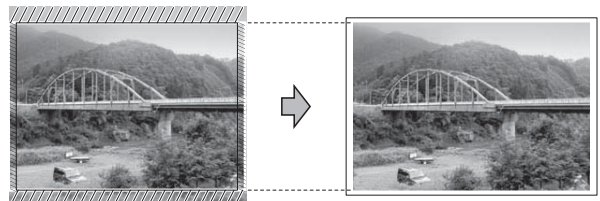
## Cropping

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.

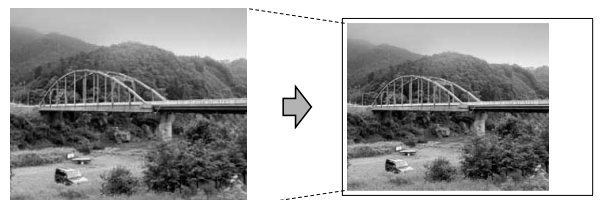
The factory setting is **On**. If you want to print the whole image, turn this setting to **Off**. When you set **Cropping** to **Off**, also set **Borderless** to **Off**. (See *Borderless printing* on page 46.)

- 1 Press ▲ or ▼ to choose **Cropping**.
- 2 Press ◀ or ▶ to choose **Off** (or **On**).  
Press **OK**.
- 3 If you do not want to change additional settings, 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 ▲ or ▼ to choose `Borderless`.
- 2 Press ◀ or ▶ to choose `Off` (or `On`). Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

## Date Print

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

- 1 Press ▲ or ▼ to choose `Date Print`.
- 2 Press ◀ or ▶ to choose `On` (or `Off`). Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.



### Note

- The DPOF setting on your camera must be turned off to use the Date Print feature.
- This function is not available for AVI or MOV movie file formats.

## Setting your changes as a new default

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

- 1 Press ▲ or ▼ and ◀ or ▶ to choose your new setting. Press **OK**. Repeat this step for each setting you want to change.
- 2 After changing the last setting, press ▲ or ▼ to choose `Set New Default`. Press **OK**.
- 3 Press **1** to choose `Yes`.
- 4 Press **Stop/Exit**.

## Restoring all settings to the factory settings

You can restore the PhotoCapture settings

`Print Quality`, `Paper Type`, `Paper Size`, `Brightness`, `Contrast`, `Color Enhance`, `Cropping`, `Borderless`, and `Date Print`, that you have changed, to the factory settings.

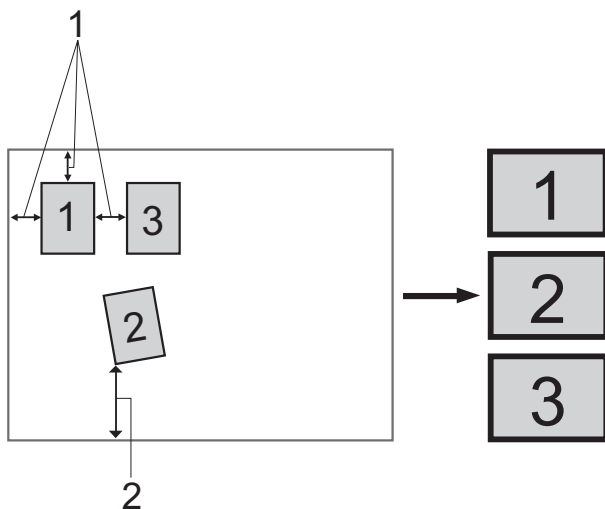
- 1 Press ▲ or ▼ to choose `Factory Reset`. Press **OK**.
- 2 Press **1** to choose `Yes`.
- 3 Press **Stop/Exit**.

# Scan to a memory card or USB Flash memory drive

## 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 choose **JPEG**, each document is created as three separate files.)



1 10 mm or greater (top, left, right)

2 20 mm or greater (bottom)




### Note

Auto Crop is supported by technology from Reallusion, Inc.



- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
- 2 Load your document.

- 3 Press  (**SCAN**).
- 4 Press **▲** or **▼** to choose **Scan to Media**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Auto Crop**.
- 6 Press **◀** or **▶** to choose **On**. Press **OK**.
- 7 If you do not want to change additional settings, press **Mono Start** or **Colour Start** to start scanning.
- 8 The number of the scanned documents appears on the LCD. Press **OK**.
- 9 Press **◀** or **▶** to preview each document data.
- 10 Press **OK** to save the data.



### Note


- Auto Crop is available for documents that have 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 correctly.
- 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 Auto Crop.
- The Auto Crop feature is available for up to a maximum of 16 documents depending on the 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 the 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 ▲ or ▼ to choose Scan to Media.  
Press **OK**.
- 3 Press ▲ or ▼ to choose Set New Default. Press **OK** and 1 to choose Yes.
- 4 Press **Stop/Exit**.

## How to reset to factory settings

You can restore all the Scan to Media settings (Quality, File Type and Auto Crop), that you have changed, to the factory settings.

- 1 Press  (**SCAN**).
- 2 Press ▲ or ▼ to choose Scan to Media.  
Press **OK**.
- 3 Press ▲ or ▼ to choose Factory Reset. Press **OK** and 1 to choose Yes.
- 4 Press **Stop/Exit**.

## Printing photos directly from a PictBridge camera



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

If your camera is using the USB Mass Storage standard, you can also print photos from a digital camera without PictBridge. (See *Printing photos directly from a digital camera (without PictBridge)* on page 51.)

### 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.
- The movie printing function is not supported by PictBridge.

### 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	A4, Letter, 10 × 15 cm, Printer Settings (Default setting) <sup>2</sup>
Paper Type	Plain Paper, Glossy Paper, Inkjet Paper, Printer Settings (Default setting) <sup>2</sup>
Layout	Borderless: On, Borderless: Off, Printer Settings (Default setting) <sup>2</sup>
DPOF setting <sup>1</sup>	-
Print Quality	Normal, Fine, Printer Settings (Default setting) <sup>2</sup>
Colour Enhancement	On, Off, Printer Settings (Default setting) <sup>2</sup>
Date Print	On, Off, Printer Settings (Default setting) <sup>2</sup>

<sup>1</sup> See *DPOF printing* on page 50 for more details.

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

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

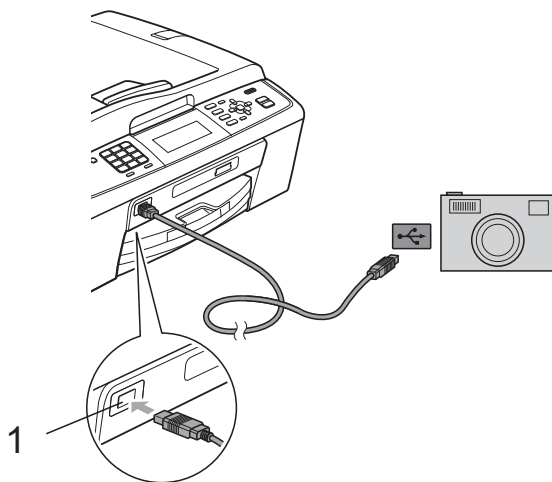
## Printing Images



### Note

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

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



### 1 USB direct interface

- 2 Turn on the camera.  
When the machine has recognized the camera, the LCD shows `Camera Connected`.
- 3 Choose the photo you want to print following the instructions from your camera.  
When the machine starts printing a photo, the LCD will show `Printing`.

## ! IMPORTANT

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

## DPOF printing

DPOF stands for Digital Print Order Format.

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

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



### Note

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 49.)



### Note

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

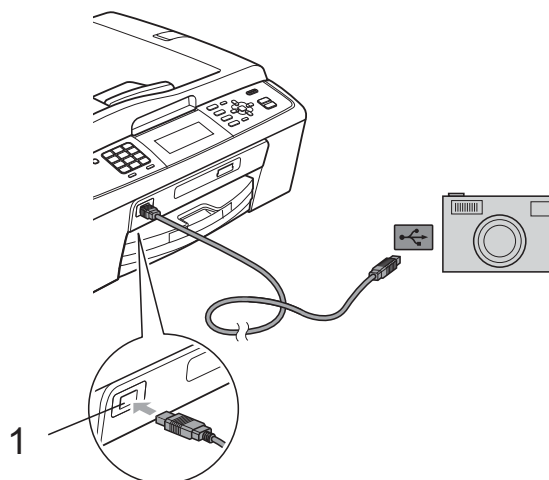
## Printing Images



### Note

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

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



### 1 USB direct interface

- 2 Turn on the camera.
- 3 Follow the steps in *Print Images* on page 37.



## 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.

# A

## Routine maintenance

### Cleaning and checking the machine

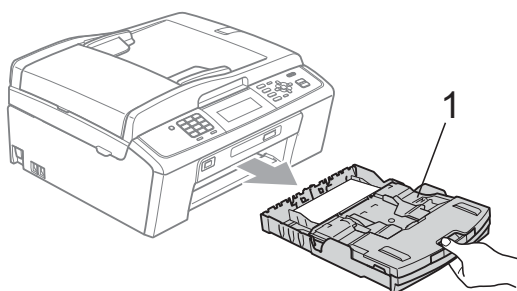
#### Cleaning the outside of the machine

##### ! IMPORTANT

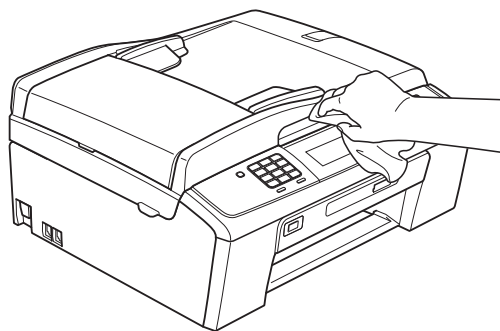
- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.
- DO NOT use cleaning materials that contain ammonia.
- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

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

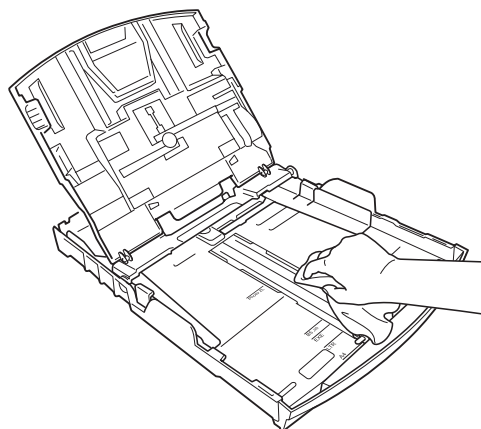


- 2 Wipe the outside of the machine with a *dry*, lint-free soft cloth to remove dust.



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

- 4 Wipe the paper tray with a *dry*, lint-free soft cloth to remove dust.



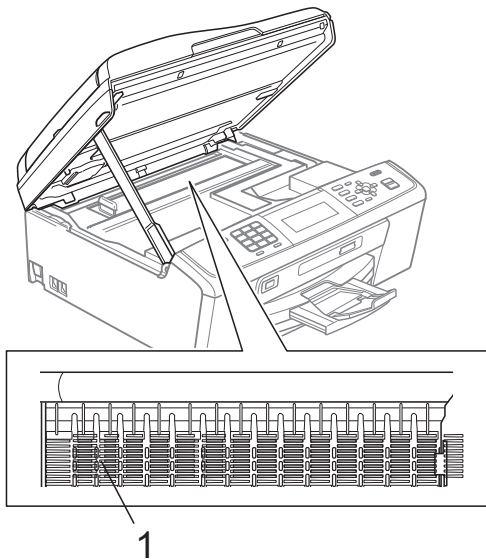
- 5 Close the output paper tray cover and put the output paper tray firmly back in the machine.

## Cleaning the machine's printer platen

### ⚠ CAUTION

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

- 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 *dry*, soft lint-free cloth.



## Checking the ink volume

Although an ink volume icon appears on the LCD, you can use the **Menu** key to see a large graph showing the ink that is left in each cartridge.

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



### Note

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

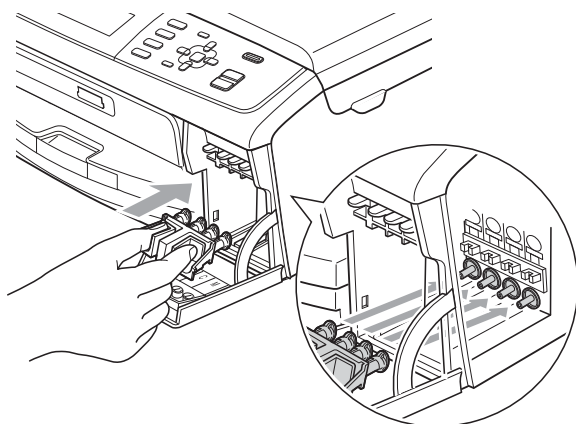
# Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. Follow the instructions below to correctly pack your machine. Damage caused to your machine during transit is not covered by your warranty.

## ! IMPORTANT

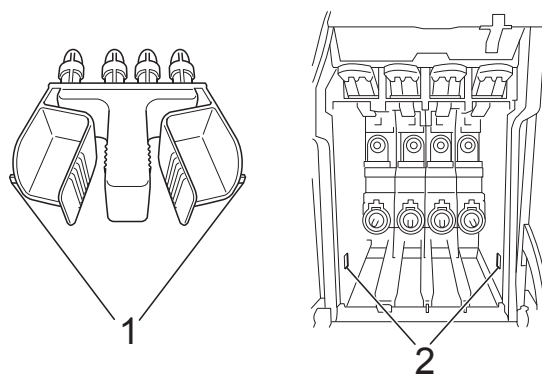
It is important to allow the machine to “park” the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print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

- 1 Open the ink cartridge cover.
- 2 Remove all four ink cartridges. Press the ink release lever above each cartridge to release it. (See *Replacing the ink cartridges* in appendix A in the *Basic User's Guide*.)
- 3 Install the green protective part and then close the ink cartridge cover.



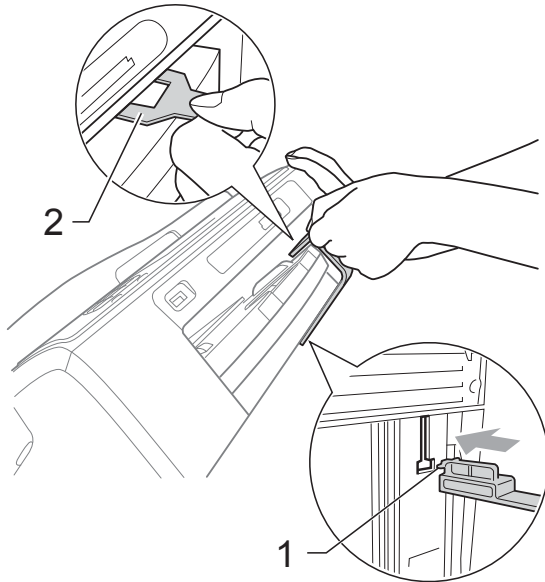
## ! IMPORTANT

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



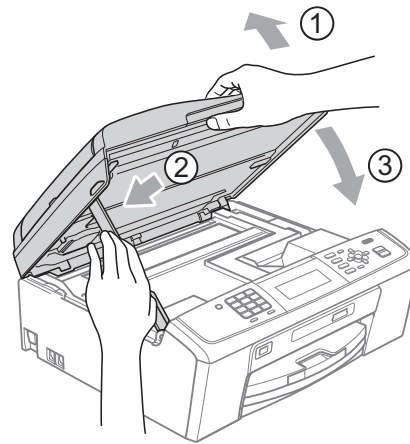
- If you are not able to find the green protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the green protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

- 4 Lift the machine from the front and hook the tab of the green protective part into the keyed opening (1) on the bottom of the paper tray. Then latch the protective part over the raised portion of the paper tray (2).

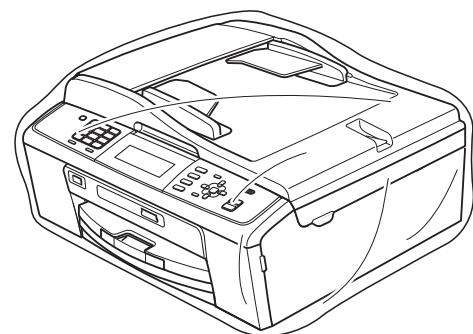
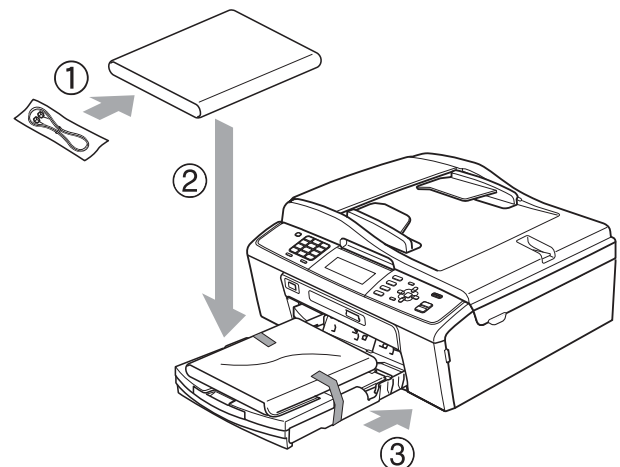


- 5 Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
- 6 Unplug the machine from the electrical socket.
- 7 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position.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

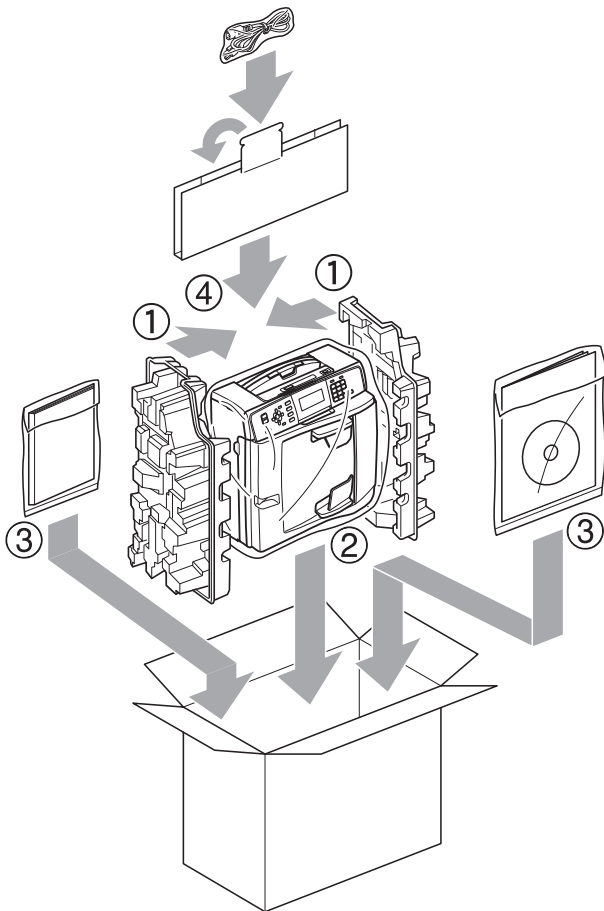
- 8 Lift the scanner cover (1) to release the lock. Gently push the scanner cover support down (2) and close the scanner cover (3) using both hands.



- 9 Wrap the machine in the bag.



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



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

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

**ADF (automatic document feeder)**

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

**Auto Reduction**

Reduces the size of incoming faxes.

**Automatic fax transmission**

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

**Automatic Redial**

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

**Backup Print**

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

**Batch Transmission**

(Black and white faxes only) As a cost saving feature, all delayed faxes to the same fax number can be sent as one transmission.

**Beeper Volume**

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

**Brightness**

Changing the Brightness makes the whole image lighter or darker.

**Broadcasting**

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

**Caller ID**

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

**CNG tones**

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

**Coding method**

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability.

**Colour Enhancement**

Adjusts the colour in the image for better print quality by improving sharpness, white balance and colour density.

**Communication error (Comm. Error)**

An error during fax sending or receiving, usually caused by line noise or static.

**Compatibility group**

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

**Contrast**

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

**Delayed Fax**

Sends your fax at a specified time later.

**Density**

Changing the Density makes the whole image lighter or darker.



### **Dual Access**

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory or receiving or printing an incoming fax.

### **ECM (Error Correction Mode)**

Detects errors during fax transmission and resends the pages of the fax that had an error.

### **Extension telephone**

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

### **External telephone**

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

### **F/T Ring Time**

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

### **Fax Detect**

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

### **Fax 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 Basic 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.

### **Memory Receive**

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

### **Menu mode**

Programming mode for changing your machine's settings.



**OCR (optical character recognition)**

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

**Overseas Mode**

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

**Pause**

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

**PhotoCapture Center™**

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

**Photo resolution (Mono only)**

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

**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 four-digit code (---\*) that allows you to call and access your machine from a remote location.

**Remote Activation Code**

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

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

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

**Remote Retrieval Access**

The ability to access your machine remotely from a touch-tone telephone.

**Resolution**

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

**Ring Delay**

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

**Ring Volume**

Volume setting for the machine's ring.

**Scanning**

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


**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.

**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.

## **WLAN Report**

A printed report that shows the result of the WLAN Connection.

## **Xmit Report (Transmission Verification Report)**

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

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