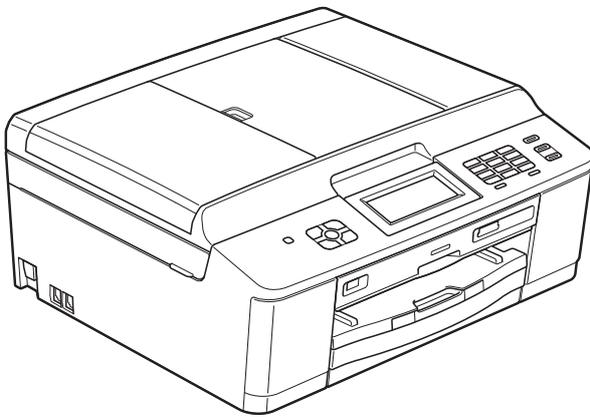


brother®

BASIC USER'S GUIDE

MFC-J825DW



If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-J825DW

Serial Number: ¹ _____

Date of Purchase: _____

Place of Purchase: _____

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

Register your product on-line at

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

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
Quick Setup Guide	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
Basic User's Guide	Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips.	Printed / In the box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / CD-ROM
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, PhotoCapture Center™, Remote Setup, PC-Fax, Disc Print, Web Services (Scan), and using the Brother ControlCenter utility.	PDF file / CD-ROM
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms.	PDF file / CD-ROM
Network User's Guide	This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file / CD-ROM
Mobile Print/Scan Guide	This Guide provides useful information about printing data from your mobile phone and transmitting scanned data from the Brother machine to your mobile phone.	PDF file / Brother Solutions Center ¹

¹ Visit us at <http://solutions.brother.com/>.

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(ADVANCED USER'S GUIDE)

The Advanced User's Guide explains the following features and operations.

You can view the Advanced User's Guide on the CD-ROM.

1 General setup

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Memory storage
Automatic Daylight Saving Time
(MFC-J825DW only)
Sleep Mode
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(DCP-J925DW only)
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3 Sending a fax **(MFC-J825DW only)**

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4 Receiving a fax **(MFC-J825DW only)**

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6 Printing reports

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7 Making copies

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8 Printing photos from a **memory card or USB Flash** **memory drive**

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Print Images
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9 Printing photos from a **camera**

Printing photos directly from a
PictBridge camera
Printing photos directly from a digital
camera (without PictBridge)

A Routine maintenance

Cleaning and checking the machine
Packing and shipping the machine

B Glossary

C Index

Using the documentation

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

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

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

WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



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



Electrical Hazard icons alert you to possible electrical shocks.

Accessing the Advanced User's Guide, Software User's Guide, Network User's Guide, and Network Glossary

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

Viewing Documentation

Viewing Documentation (Windows®)

To view the documentation, from the **Start** menu, select **Brother, MFC-XXXX** (where XXXX is your model name) from the programs list, and then choose **User's Guides**.

If you have not installed the software, you can find the documentation on the CD-ROM by following the instructions below:

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

**Note**

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

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



- 4 Click **Documentation**.
- 5 Click **PDF documents**. If the country screen appears, choose your country. After the list of User's Guides appears, choose the guide you want to read.

Viewing Documentation (Macintosh)

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



- 2 Double-click the **Documentation** icon.
- 3 Double-click your language folder.

- 4 Double-click **top.pdf**. If the country screen appears, choose your country.
- 5 After the list of User's Guides appears, choose the guide you want to read.

How to find Scanning instructions

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

Software User's Guide

- *Scanning*
- *ControlCenter*
- *Network Scanning*

ScanSoft™ PaperPort™ 12SE with OCR How-to-Guides (Windows® users)

- The complete ScanSoft™ PaperPort™ 12SE with OCR How-to-Guides can be viewed from the Help section in the ScanSoft™ PaperPort™ 12SE application.

Presto! PageManager User's Guide (Macintosh users)

**Note**

Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* >> page 3 for further instructions.

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

How to find Network setup instructions

Your machine can be connected to a wireless or wired network.

Basic setup instructions
>> Quick Setup Guide

If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™
>> Quick Setup Guide

Network setup >> Network User's Guide

Accessing Brother Support (Windows®)

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

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

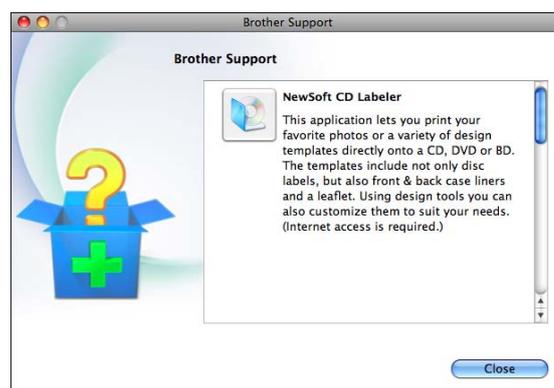


- To access our website (<http://www.brother.com/>), click **Brother Home Page**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our website for original Brother Supplies (<http://www.brother.com/original/>), click **Supplies Information**.
- To access the Brother CreativeCenter (<http://www.brother.com/creativecenter/>) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.
- To return to the top menu, click **Back** or if you have finished, click **Exit**.

Accessing Brother Support (Macintosh)

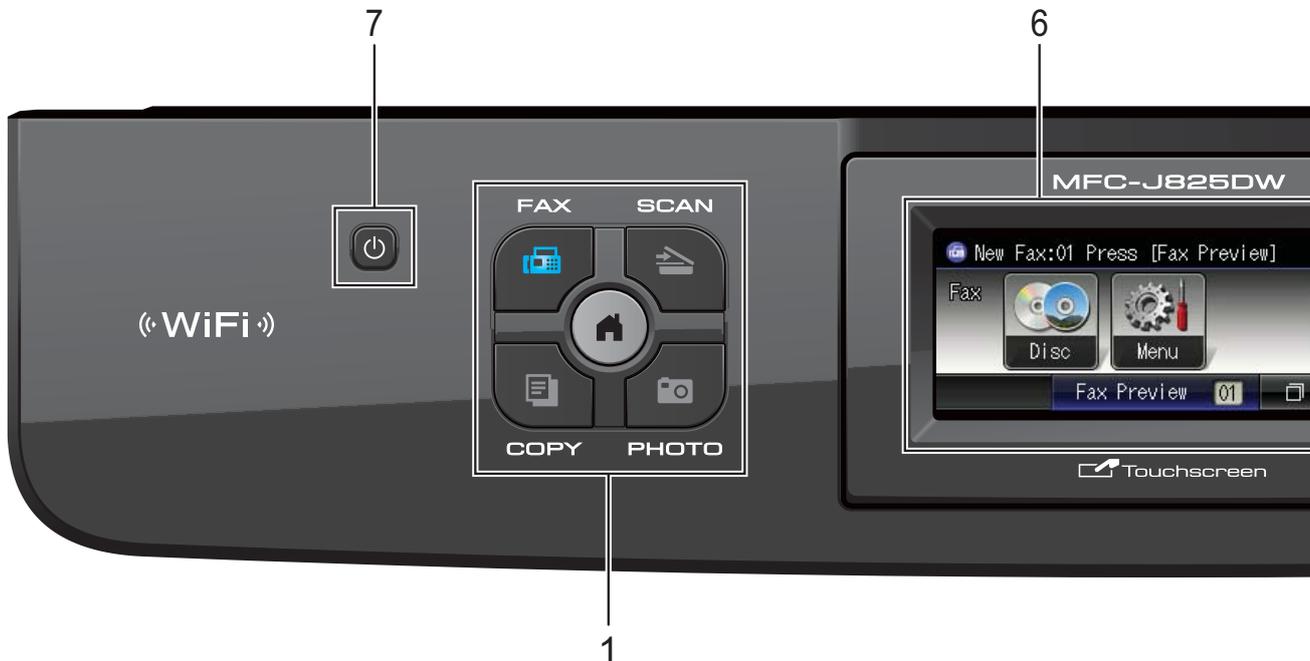
You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the CD-ROM.

- Double-click the **Brother Support** icon. The following screen will appear:



- To download and install NewSoft CD Labeler, click **NewSoft CD Labeler**.
- To download and install Presto! PageManager, click **Presto! PageManager**.
- To register your machine from the Brother Product Registration Page (<http://www.brother.com/registration/>), click **On-Line Registration**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our website for original Brother Supplies (<http://www.brother.com/original/>), click **Supplies Information**.

Control panel overview



1 Mode keys:

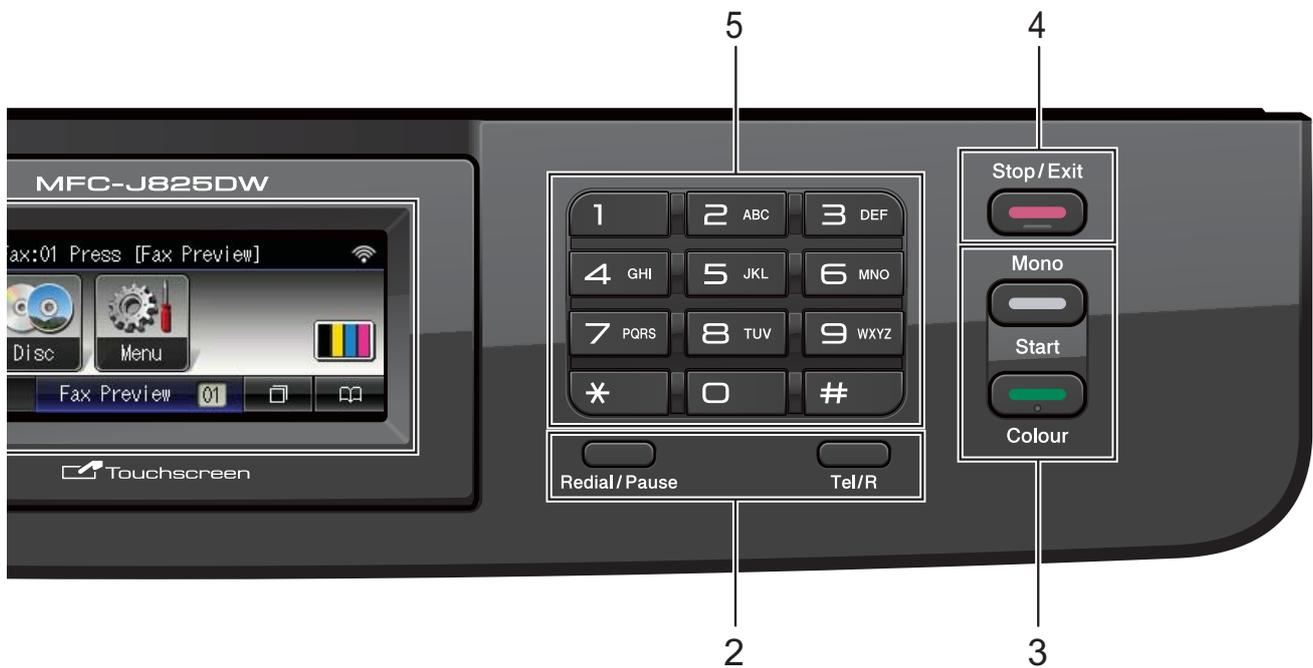
-  **FAX**
Lets you access the FAX mode.
-  **SCAN**
Lets you access the SCAN mode.
-  **COPY**
Lets you access the COPY mode.
-  **PHOTO**
Lets you access the PHOTO mode.
-  **Home**
Lets you return to the Ready mode.

2 Telephone keys:

- **Redial/Pause**
Redials the last 30 numbers called. It also inserts a pause when dialling.
- **Tel/R**
This key is used to have a telephone conversation after picking up the external handset during the F/T Ring (fast double-ring).
Also, when connected to a PBX, you can use this key to gain access to an outside line or to transfer a call to another extension.

3 Start keys:

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



4 Stop/Exit

Stops an operation or exits the menu.

5 **Dial Pad**

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

6 **LCD (Liquid Crystal Display)**

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

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

7

You can turn the machine on and off.

Press  to turn the machine on.

Press and hold down  to turn the machine off. The LCD will show *Shutting Down* and will stay on for a few seconds before going off. If you have connected an external telephone or TAD, it is always available.

If you turn the machine off using the  button, it will still periodically clean the print head to maintain print quality. To prolong print head life, provide the best ink cartridge economy, and maintain print quality, you should keep your machine connected to the power at all times.

LCD screen indications

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



1 Current Receive Mode

Lets you see the current receive mode.

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

2 Fax Preview

Lets you preview received faxes.

3 Faxes in memory

Shows how many received faxes are in the memory.

4 Call History



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

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

5 Speed Dial



Lets you set up Speed Dial and Group numbers.

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

6 Ink indicator

Lets you see the available ink volume.

Also, lets you access the Ink menu.

7 Wireless Status

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



8 Menu

Lets you access the main menu.

9 Disc

Lets you print on printable media, including CD-R/RW, DVD-R/RW and Blu-ray Disc™. (▶▶Software User's Guide: *Printing on a Disc*)

10 New Fax(es)

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

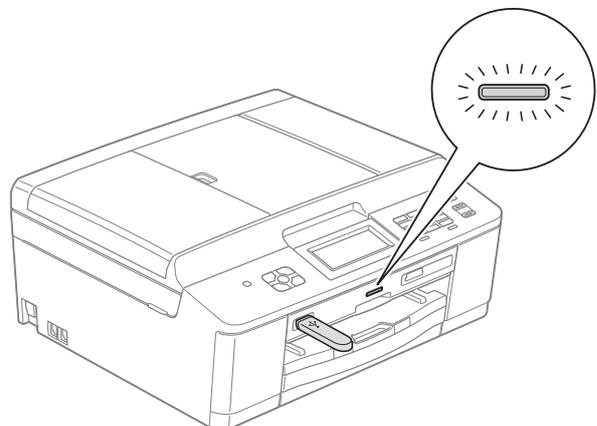
The warning icon  appears when there is an error or maintenance message. For details, see *Error and Maintenance messages* ▶▶ page 67.

Status LED

When you turn the machine on, the status LED lights up.

When the memory card or USB Flash memory drive is being read or written to, the status LED blinks.

When the machine is in Sleep Mode, the status LED will be off.

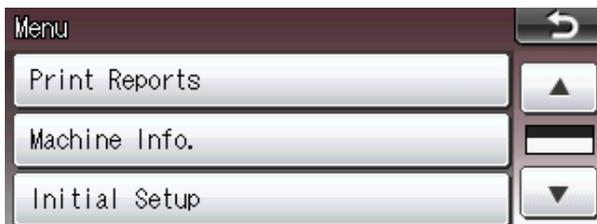


Basic Operations

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

The following steps show how to change a setting in the machine. In this example the Receive mode setting is changed from **Fax Only** to **Fax/Tel**.

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to display **Initial Setup**.



- 3 Press **Initial Setup**.
- 4 Press ▲ or ▼ to display **Receive Mode**.



- 5 Press **Receive Mode**.
- 6 Press **Fax/Tel**.



Note

Press  to go back to the previous level if necessary.

- 7 Press **Stop/Exit**.

Volume Settings

Ring Volume

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

Setting the Ring Volume from the menu

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **General Setup**.
- 3 Press **General Setup**.
- 4 Press **▲** or **▼** to display **Volume**.
- 5 Press **Volume**.
- 6 Press **Ring**.
- 7 Press **Low**, **Med**, **High** or **Off**.
- 8 Press **Stop/Exit**.

Beeper Volume

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

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **General Setup**.
- 3 Press **General Setup**.
- 4 Press **▲** or **▼** to display **Volume**.
- 5 Press **Volume**.
- 6 Press **Beeper**.
- 7 Press **Low**, **Med**, **High** or **Off**.
- 8 Press **Stop/Exit**.

Speaker Volume

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

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

LCD display

Setting the backlight brightness

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **General Setup**.
- 3 Press **General Setup**.
- 4 Press **▲** or **▼** to display **LCD Settings**.
- 5 Press **LCD Settings**.
- 6 Press **Backlight**.
- 7 Press **Light**, **Med** or **Dark**.
- 8 Press **Stop/Exit**.

2

Loading paper

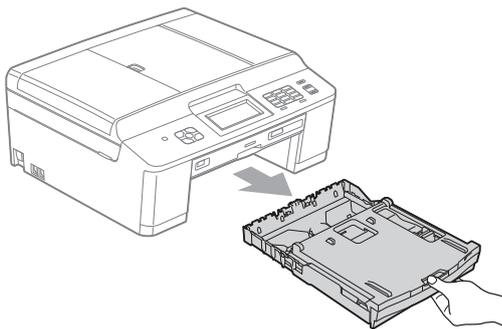
Loading paper and other print media

Note

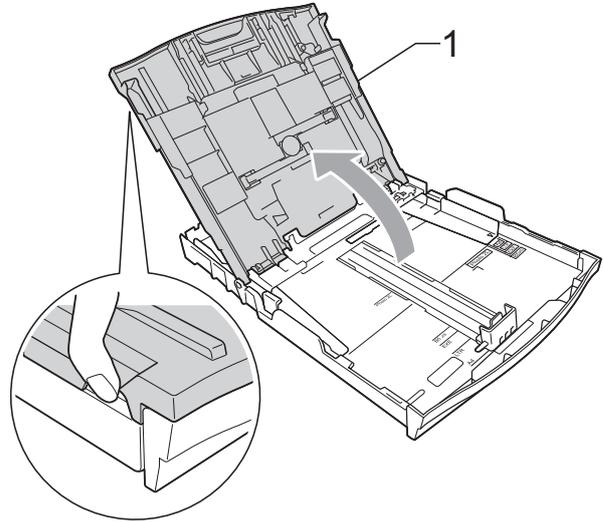
To print on Photo (10 × 15 cm) or Photo L (89 × 127 mm) paper, you must use the photo paper tray. (See *Loading photo paper* >> page 14.)

Load only one size of paper and one type of paper in the paper tray at any one time.

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



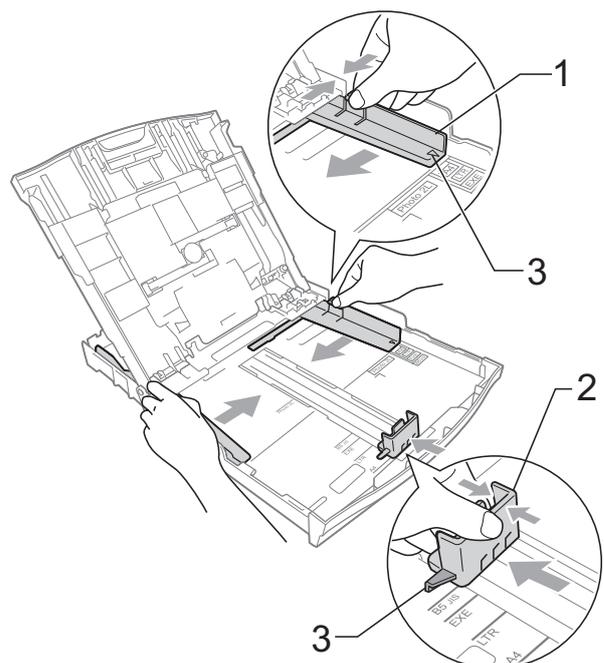
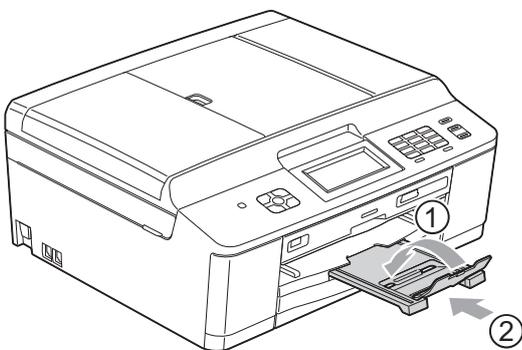
- 2 Lift the output paper tray cover (1).



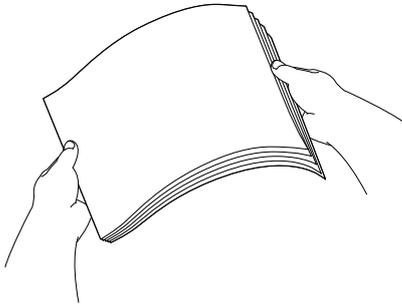
- 3 With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size. Make sure that the triangular marks (3) on the paper side guides (1) and paper length guide (2) line up with the marks for the paper size you are using.

Note

If the paper support flap (1) is open, close it, and then close the paper support (2).



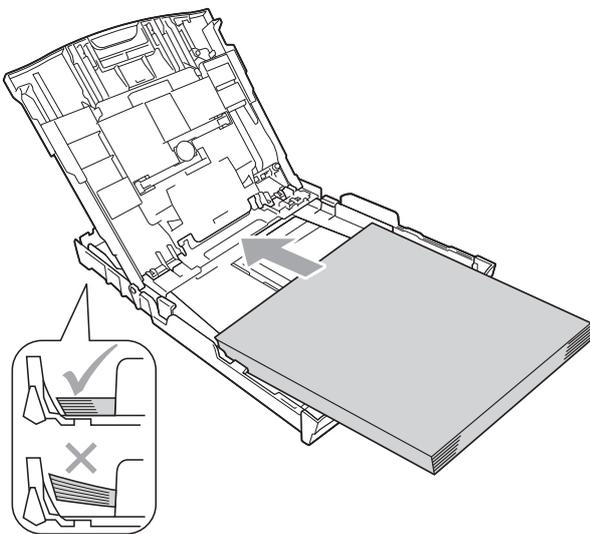
- 4 Fan the stack of paper well to avoid paper jams and misfeeds.



Note

Always make sure that the paper is not curled or wrinkled.

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



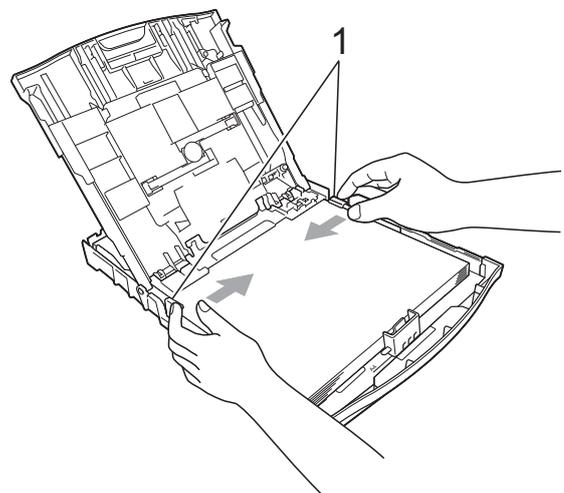
! IMPORTANT

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

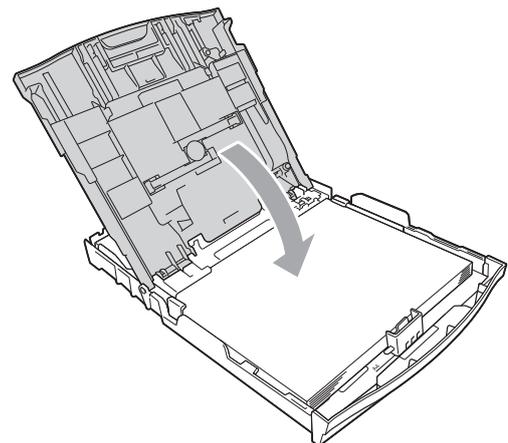
Note

When there are only a few sheets of paper left in the paper tray, the machine may start to misfeed. Load at least 10 sheets of paper in the paper tray.

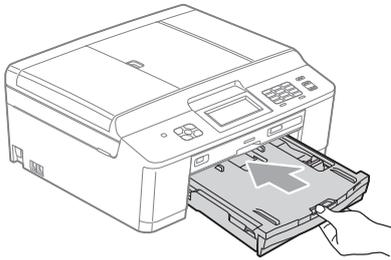
- 6 Gently adjust the paper side guides (1) to fit the paper using both hands. Make sure the paper side guides touch the sides of the paper.



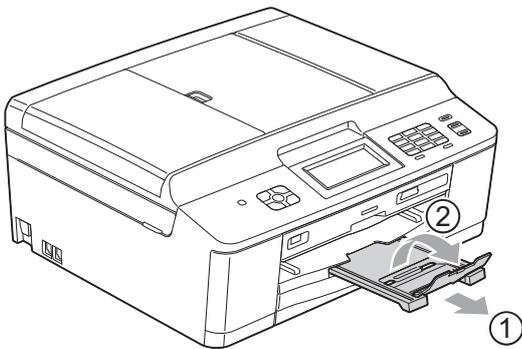
- 7 Close the output paper tray cover.



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



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



Loading envelopes and postcards

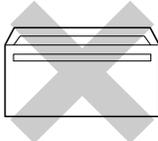
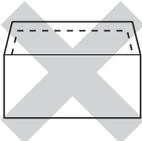
About envelopes

- Use envelopes that weigh between 80 to 95 g/m².
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing many envelopes.

! IMPORTANT

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

- That are of a baggy construction.
- That have windows.
- That are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.

Glue	Double flaps
	

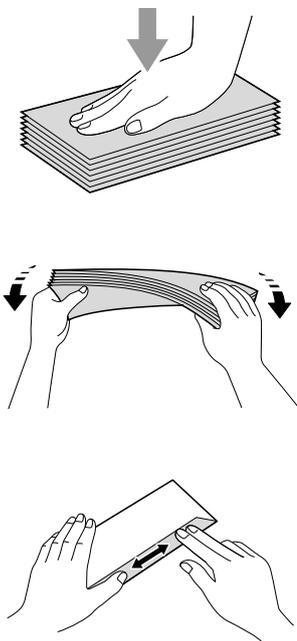
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

Loading envelopes and postcards

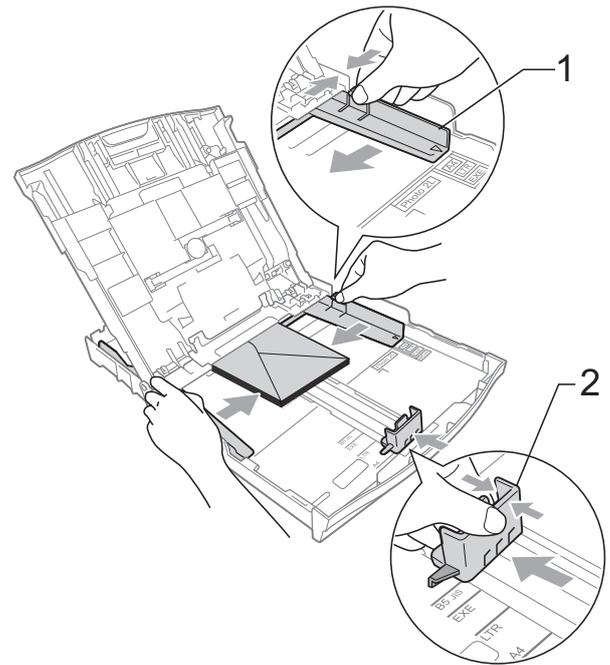
- 1 Before loading, press the corners and sides of envelopes or postcards to make them as flat as possible.

! IMPORTANT

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

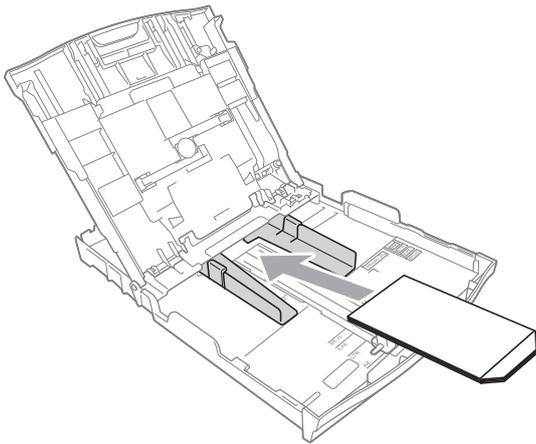


- 2 Put envelopes or postcards in the paper tray with the address side down and the leading edge (top of the envelopes) in first as shown in the illustration. Using both hands, gently press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or postcards.



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

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

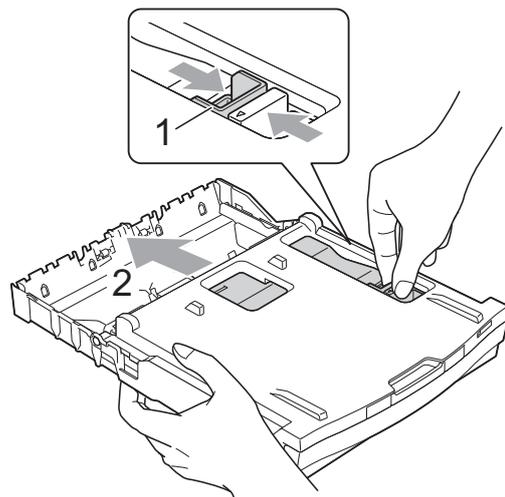


- 3 Select **Reverse Print** in the printer driver's dialogue box and then adjust the size and margin in your application.
 - Software User's Guide: *Printing* (Windows®)
 - Software User's Guide: *Printing and Faxing* (Macintosh)

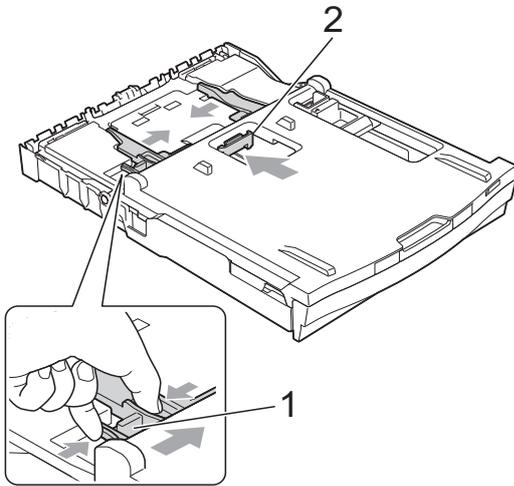
Loading photo paper

Use the photo paper tray which has been assembled on the top of the output paper tray cover, to print on Photo (10 × 15 cm) and Photo L (89 × 127 mm) size paper. When you use the photo paper tray, you do not have to take out the paper that is in the tray beneath it. (For the maximum number of photo cards you can load, see *Paper weight, thickness and capacity* ➤➤ page 22.)

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



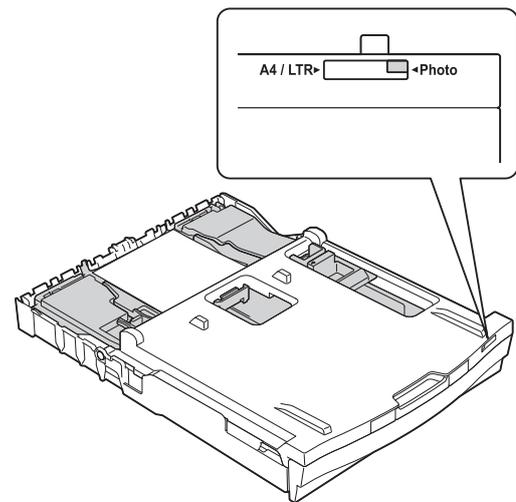
- 2 Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.



- 3 Put the photo paper into the photo paper tray and gently adjust the paper side guides to the paper. Make sure the paper side guides touch the sides of the paper. Check that the paper is flat in the tray.

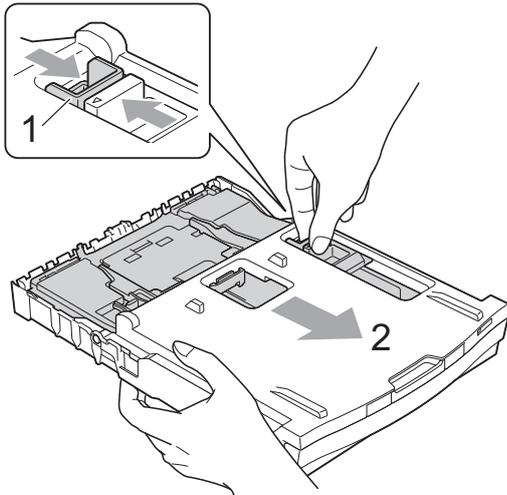
 **Note**

- Always make sure that the paper is not curled or wrinkled.
- The Photo indicator confirms that the photo paper tray is in the *Photo* printing position. The A4/LTR indicator confirms that the photo paper tray is in the *Normal* printing position.



- 4 When you have finished printing photos return the photo paper tray to the *Normal* printing position. If you do not, you will get a *No Paper Fed* error when using A4 sized paper.

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



! IMPORTANT

If you do not return the photo paper tray to the *Normal* printing position after printing photos, you will get a *No Paper Fed* error when you use cut sheet paper.

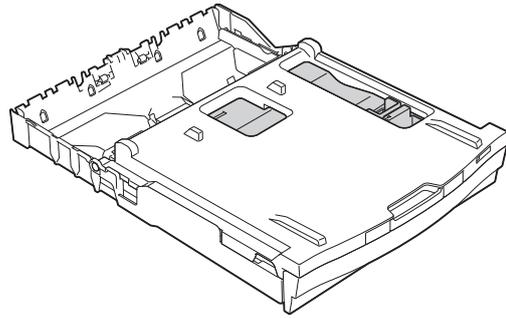


Photo paper tray in the normal printing position

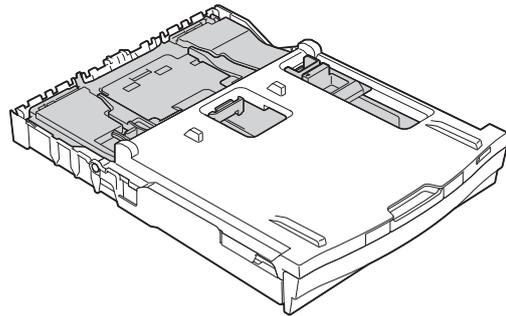


Photo paper tray in the photo printing position

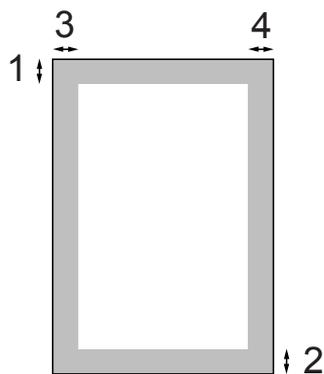
Printable area

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

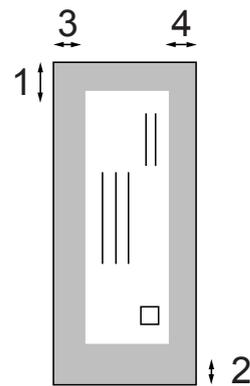
➤➤ Software User's Guide: *Printing* (Windows®)

➤➤ Software User's Guide: *Printing and Faxing* (Macintosh)

Cut Sheet Paper



Envelopes



	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	3 mm	3 mm	3 mm	3 mm
Envelopes	22 mm	22 mm	3 mm	3 mm



Note

The Borderless feature is not available for envelopes and duplex printing.

Paper settings

Paper Type

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **General Setup**.
- 3 Press **General Setup**.
- 4 Press **▲** or **▼** to display **Paper Type**.
- 5 Press **Paper Type**.
- 6 Press **Plain Paper**, **Inkjet Paper**, **Brother BP71**, **Brother BP61**, **Other Glossy** or **Transparency**.
- 7 Press **Stop/Exit**.



Note

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

Paper Size

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

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

Acceptable paper and other print media

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

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper that is loaded in the tray.

You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes.

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to choose the correct print media in the “**Basic**” tab of the printer driver or in the Paper Type setting of the menu. (See *Paper Type* >> page 18.)
- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
- When printing on to transparencies, load one extra sheet in the paper tray.
- When you use transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended print media

To get the best print quality, we suggest using Brother paper. (See the table below.)

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

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

Brother paper

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

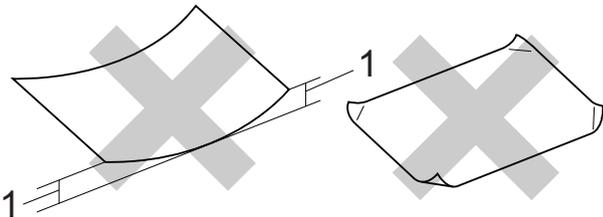
Handling and using print media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of photo paper. Load photo paper with the shiny side facing down.
- Avoid touching either side of transparencies because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

! IMPORTANT

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



1 2 mm or greater curl may cause jams to occur.

- Extremely shiny or highly textured paper
- Paper that cannot be arranged uniformly when stacked
- Short grain paper

Paper capacity of the output paper tray cover

Up to 50 sheets of 80 g/m² A4 paper.

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

Choosing the right print media

Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Sheet	A4	210 × 297 mm (8.3 × 11.7 in.)	Yes	Yes	Yes	Yes
	Letter	215.9 × 279.4 mm (8 1/2 × 11 in.)	Yes	Yes	Yes	Yes
	Executive	184 × 267 mm (7 1/4 × 10 1/2 in.)	–	–	–	Yes
	JIS B5	182 × 257 mm (7.2 × 10.1 in.)	–	–	–	User Defined
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes
	A6	105 × 148 mm (4.1 × 5.8 in.)	–	–	–	Yes
Cards		10 × 15 cm (4 × 6 in.)	–	Yes	Yes	Yes
		89 × 127 mm (3 1/2 × 5 in.)	–	–	–	Yes
		13 × 18 cm (5 × 7 in.)	–	–	Yes	Yes
		127 × 203 mm (5 × 8 in.)	–	–	–	Yes
	Postcard 1	100 × 148 mm (3.9 × 5.8 in.)	–	–	–	User Defined
	Postcard 2 (Double)	148 × 200 mm (5.8 × 7.9 in.)	–	–	–	User Defined
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	–	–	–	Yes
	DL Envelope	110 × 220 mm (4.3 × 8.7 in.)	–	–	–	Yes
	COM-10	105 × 241 mm (4 1/8 × 9 1/2 in.)	–	–	–	Yes
	Monarch	98 × 191 mm (3 7/8 × 7 1/2 in.)	–	–	–	Yes
	Y4 Envelope	105 × 235 mm (4.1 × 9.3 in.)	–	–	–	User Defined
Transparencies	A4	210 × 297 mm (8.3 × 11.7 in.)	–	Yes	–	Yes
	Letter	215.9 × 279.4 mm (8 1/2 × 11 in.)	–	Yes	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes

Paper weight, thickness and capacity

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

¹ Up to 100 sheets of 80 g/m² paper.

² For Photo 10 × 15 cm paper and Photo L 89 × 127 mm paper, use the photo paper tray. (See *Loading photo paper* ►► page 14.)

³ BP71 (260 g/m²) paper is especially designed for Brother inkjet machines.

3

Loading documents

How to load documents

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

Using the ADF

The ADF can hold up to 15 pages ¹ and feeds each sheet individually. Use 90 g/m² paper and always fan the edges of the pages before placing them in the ADF.

- ¹ The ADF can hold up to 20 pages, if you stagger the pages and meet the following conditions:
Temperature: 20 - 26 °C
Humidity: 40 - 50% without condensation
Paper: XEROX4200 75 g/m²

Document Sizes and Weights

Length:	148 to 355.6 mm
Width:	148 to 215.9 mm
Weight:	64 to 90 g/m ²

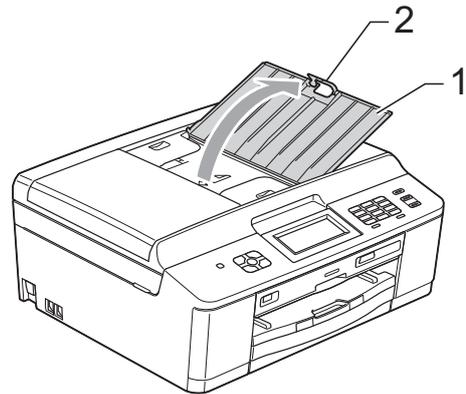
How to load documents

! IMPORTANT

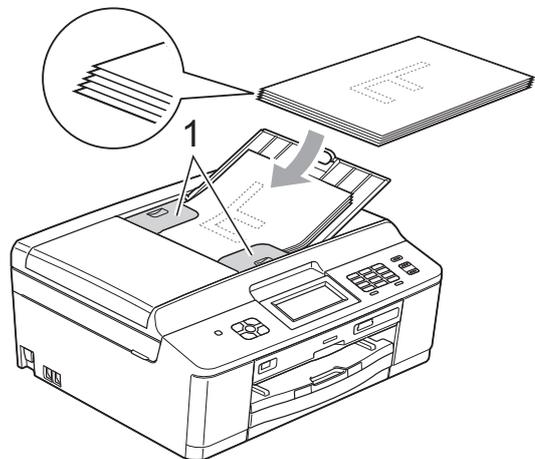
- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.

Make sure documents written with ink or modified with correction fluid are completely dry.

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



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

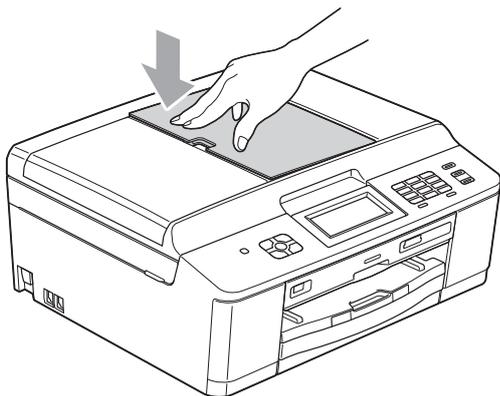


- 4 Place your documents, **face down, top edge first** in the ADF underneath the guides until you feel them touch the feed rollers.
The screen will display *ADF Ready*.

! IMPORTANT

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

- 5 After using the ADF, fold down the ADF Document Support Flap and then close the ADF Document Support. Then push down on the upper-left portion of the ADF Document Support to close it completely.



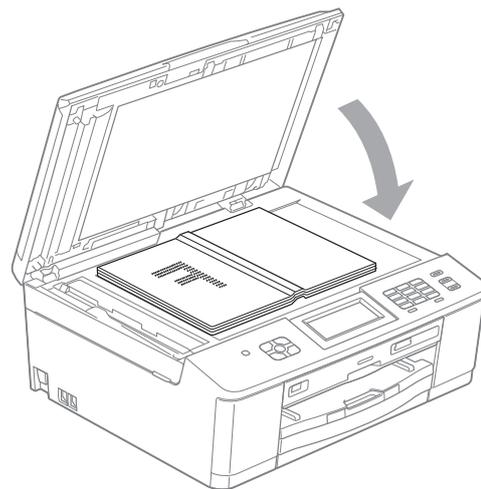
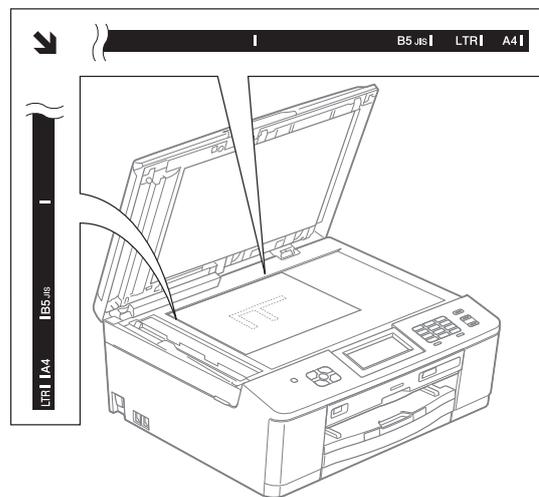
How to load documents



Note

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

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



- 3 Close the document cover.

Using the scanner glass

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

Document Sizes Supported

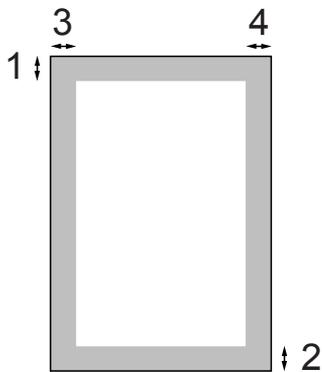
Length:	Up to 297 mm
Width:	Up to 215.9 mm
Weight:	Up to 2 kg

! IMPORTANT

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

Unscannable area

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



Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	A4	3 mm	3 mm ¹
	Letter		4 mm
	Legal		
Copy	All paper sizes		3 mm
Scan			

¹ The unscannable area is 1 mm when you use the ADF.

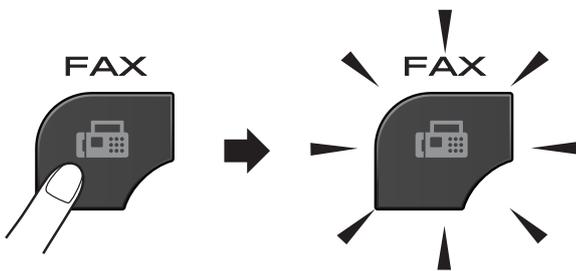
4

Sending a fax

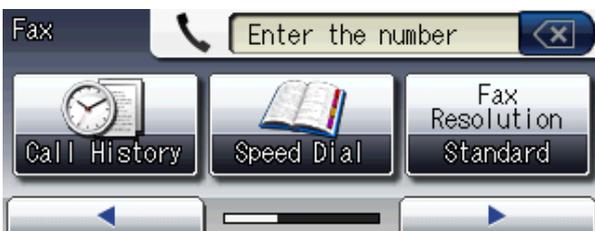
How to send a fax

The following steps show how to send a fax.

- 1 When you want to send a fax or change the settings for sending or receiving faxes, press the  (FAX) key to illuminate it in blue.



- The LCD shows:



- 2 Do one of the following to load your document:
 - Place the document *face down* in the ADF. (See *Using the ADF* >> page 23.)
 - Load your document *face down* on the scanner glass. (See *Using the scanner glass* >> page 24.)

Note

- To send colour faxes with multiple pages use the ADF.
- If you send a mono fax from the ADF when the memory is full, it will be sent in real time.
- You can use the scanner glass to fax pages of a book one at a time. The documents can be up to A4 or Letter size.
- Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple-page document.

- 3 You can change the following fax sending settings. Press **FAX** and then press ◀ or ▶ to scroll through the fax settings. When the setting you want is displayed, press it and choose your option.

(Basic User's Guide)

For details about changing the following fax sending settings, see pages 28 to 29.

- Glass ScanSize
- Colour Fax Transmission
- Preview Outgoing Fax
- Transmission Verification Report (Setup)

(Advanced User's Guide)

For more advanced fax sending operations and settings

➤➤Advanced User's Guide: *Sending a fax (MFC-J825DW only)*

- Contrast
- Fax Resolution
- Set New Defaults
- Factory Reset
- Faxing at End of Call
- Broadcasting
- Real Time Transmission
- Overseas Mode
- Delayed Fax
- Batch Transmission
- Cancelling Waiting Jobs
- Polled Transmit

- 4 Enter the fax number.

Using the dial pad

Using Speed Dial

- Speed Dial

Using call history

- Outgoing Call
- Caller ID hist.



Note

You can preview a fax message before sending it by setting *Preview* to *On*. (See *How to preview an outgoing fax* ➤➤ page 28.)

4

- 5 Press **Mono Start** or **Colour Start**.

Faxing from the ADF

- The machine starts scanning the document to be sent.

Faxing from the scanner glass

- If you pressed **Mono Start**, the machine starts scanning the first page. Go to step 6.
- If you pressed **Colour Start**, the LCD asks if you want to send a colour fax. Press *Yes* to confirm. The machine starts scanning and sending the document.

- 6 When the LCD asks you *Next Page?*, do one of the following:

- To send a single page, press *No* (or press **Mono Start** again).
The machine starts sending the document.
- To send more than one page, press *Yes* and go to step 7.

- 7 Place the next page on the scanner glass. Press **Mono Start** or **Colour Start**. The machine starts scanning the page. (Repeat steps 6 and 7 for each additional page.)

Stop faxing

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

Setting scanner glass size for faxing

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

- 1 Press  (**FAX**).
- 2 Press ◀ or ▶ to display Advanced Settings.
- 3 Press Advanced Settings.
- 4 Press ▲ or ▼ to display Glass ScanSize.
- 5 Press Glass ScanSize.
- 6 Press A4 or Letter.
- 7 Press .

Note

- You can save the setting you use most often by setting it as the default. (▶▶Advanced User's Guide: *Setting your changes as a new default*)
- This setting is only available for sending documents from the scanner glass.

Colour fax transmission

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

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

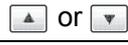
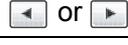
Cancelling a fax in progress

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

How to preview an outgoing fax

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

- 1 Press  (**FAX**).
- 2 Press ◀ or ▶ to display Advanced Settings.
- 3 Press Advanced Settings.
- 4 Press ▲ or ▼ to display Preview.
- 5 Press Preview.
- 6 Press On.
- 7 Load the document.
- 8 Press .
- 9 Enter the fax number using the dial pad or Speed Dial.
- 10 Press **Mono Start**.
The machine starts scanning the document and the outgoing fax appears on the LCD. When the fax is displayed, press Menu. The buttons will appear on the LCD and perform the operations shown below.

Button	Description
	Enlarge the fax.
	Reduce the fax.
	Scroll vertically.
	Scroll horizontally.
	Rotate the fax clockwise.
	Go back to the previous page.
	Go to the next page.
	Close the preview table.

**Note**

To send a colour fax do not use Fax Preview.

- 11 Press **Mono Start**.

**Note**

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

Transmission Verification Report

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

There are several settings available for the Transmission Verification Report:

- **On:** Prints a report after every fax you send.
- **On+Image:** Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- **Off:** Prints a report if your fax is unsuccessful due to a transmission error. **Off** is the default setting.
- **Off+Image:** Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

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

- 6 Press **XMIT Report**.

- 7 Press **On**, **On+Image**, **Off** or **Off+Image**.

- 8 Press **Stop/Exit**.

**Note**

- If you choose **On+Image** or **Off+Image** the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. (►►Advanced User's Guide: *Real Time Transmission*)
- If your transmission is successful, "OK" will appear next to "RESULT" on the Transmission Verification Report. If transmission is not successful, "ERROR" will appear next to "RESULT".

5

Receiving a fax

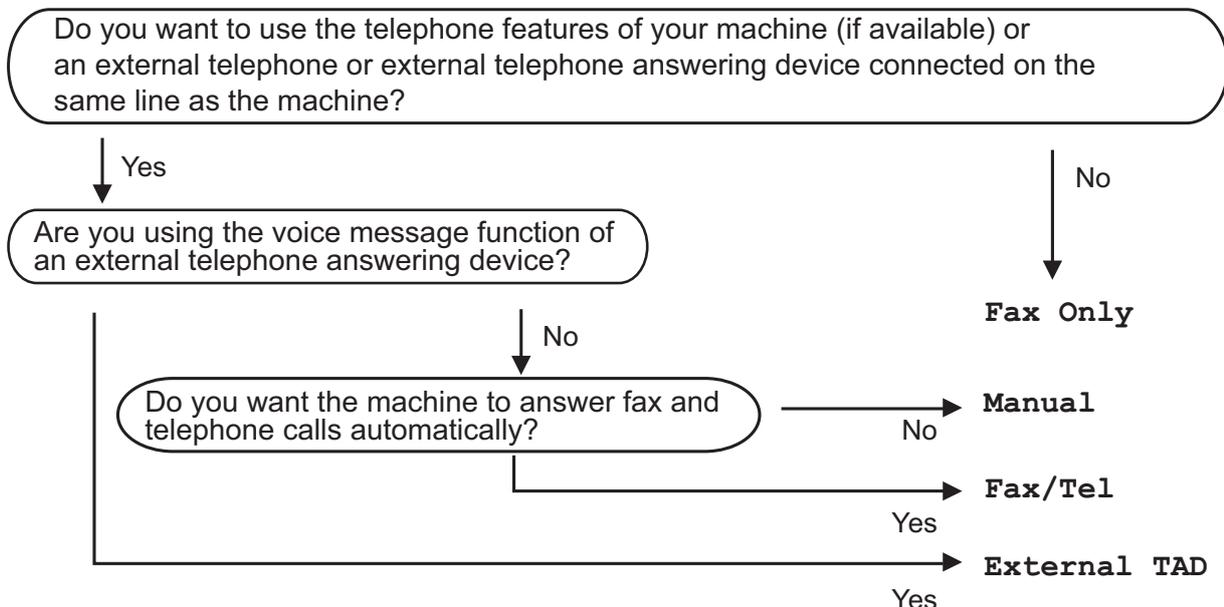
Receive Modes

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

Choose the Receive Mode

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

For more detailed information on the receive modes, see *Using Receive Modes* >> page 31.



To set a receive mode follow the instructions below:

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **Initial Setup**.
- 3 Press **Initial Setup**.
- 4 Press **▲** or **▼** to display **Receive Mode**.
- 5 Press **Receive Mode**.
- 6 Press **Fax Only**, **Fax/Tel**, **External TAD** or **Manual**.
- 7 Press **Stop/Exit**.
The LCD will display the current receive mode.

Using Receive Modes

Some receive modes answer automatically (**Fax Only** and **Fax/Tel**). You may want to change the ring delay before using these modes. (See *Ring Delay* >> page 32.)

Fax Only

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

Fax/Tel

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

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

(Also see *F/T Ring Time (Fax/Tel mode only)* >> page 32 and *Ring Delay* >> page 32.)

Manual

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

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

(Also see *Fax Detect* >> page 33.)

External TAD

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in one of the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

(For more information see *Connecting an external TAD (telephone answering device)* >> page 38.)

Receive Mode settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in **Fax Only** or **Fax/Tel** mode. If you have external or extension telephones on the same line as the machine choose the maximum number of rings.

(See *Operation from external and extension telephones* >> page 40 and *Fax Detect* >> page 33.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Setup Receive**.
- 5 Press **Setup Receive**.
- 6 Press **▲** or **▼** to display **Ring Delay**.
- 7 Press **Ring Delay**.
- 8 Press to choose the number of times you want the machine to ring before it answers.
If you choose 0, the machine will answer immediately and the line will not ring at all.
- 9 Press **Stop/Exit**.

F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring. The number of rings is set by the ring delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T Ring (a fast double-ring) for the time you have set in the F/T Ring Time setting. If you hear the F/T Ring it means that you have a voice caller on the line.

Because the F/T Ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone by using a remote code. (For more information see *Using remote codes* >> page 41.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Setup Receive**.
- 5 Press **Setup Receive**.
- 6 Press **▲** or **▼** to display **F/T Ring Time**.
- 7 Press **F/T Ring Time**.
- 8 Press to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).
- 9 Press **Stop/Exit**.



Note

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

Fax Detect

If Fax Detect is On:

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

If Fax Detect is Off:

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

If you answered at an extension or external telephone, press * **5 1**. (See *Operation from external and extension telephones*

➤➤ page 40.)



Note

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

- 1 Press *Menu*.
- 2 Press **▲** or **▼** to display *Fax*.
- 3 Press *Fax*.
- 4 Press **▲** or **▼** to display *Setup Receive*.
- 5 Press *Setup Receive*.
- 6 Press **▲** or **▼** to display *Fax Detect*.
- 7 Press *Fax Detect*.
- 8 Press *On* (or *Off*).
- 9 Press **Stop/Exit**.

Fax Preview (Monochrome only)

How to preview a received fax

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

Setting Fax Preview

- 1 Press *Menu*.
- 2 Press **▲** or **▼** to display *Fax*.
- 3 Press *Fax*.
- 4 Press **▲** or **▼** to display *Setup Receive*.
- 5 Press *Setup Receive*.
- 6 Press **▲** or **▼** to display *Fax Preview*.
- 7 Press *Fax Preview*.
- 8 Press *On* (or *Off*).
- 9 Press *Yes*.
- 10 The LCD will tell you that any future faxes will not be printed as you receive them. Press *Yes*.
- 11 Press **Stop/Exit**.



Note

When Fax Preview is turned on, a backup copy of received faxes will not be printed when using the Fax Forwarding and PC-Fax Receiving operations, even if you have set Backup Print to *On*.

Using Fax Preview

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

New Fax:01 Press [Fax Preview])

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

Note

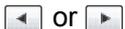
You can also see your old fax list by pressing the **Old Fax** tab on the LCD. Press the **New Fax** tab to go back to your new fax list.

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

Note

- If your fax is large there may be a delay before it is displayed on the LCD.
- The LCD will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as "XX".

The buttons will appear on the LCD and you can perform the operations shown below.

Button	Description
	Enlarge the fax.
	Reduce the fax.
	Scroll vertically.
	Scroll horizontally.
	Rotate the fax clockwise.
	Delete the fax. Press Yes to confirm.
	Go back to the previous page.
	Go to the next page.
	Go back to the fax list.
	Print the fax. Do one of the following: <ul style="list-style-type: none"> ■ Press Print All Pages to print the whole fax message. ■ Press Print Displayed Only to print only the displayed page. ■ Press Print From Displayed to print from the displayed page to the last page.
	Close the preview table. To access the buttons on the LCD again, press More .

- 4 Press **Stop/Exit**.

How to print a fax

- 1 Press `Fax Preview`.
- 2 Press the fax you want to view.
- 3 Press  (`Print`).
 - If the fax is multiple pages, go to step 4.
 - If the fax is a single page it will start printing. Go to step 5.
- 4 Do one of the following:
 - Press `Print All Pages` to print all pages of the fax. Go to step 5.
 - Press `Print Displayed Only` to print the displayed page. Go to step 6.
 - Press `Print From Displayed` to print from the displayed page to the last page. Go to step 6.
- 5 Do one of the following:
 - To delete the fax, press `Yes`.
 - To keep the fax in the memory, press `No`.
- 6 Press **Stop/Exit**.

How to print all faxes in the list

- 1 Press `Fax Preview`.
- 2 Press `More`.
- 3 Press `Print All`.
- 4 Press **Stop/Exit**.

How to delete all faxes in the list

- 1 Press `Fax Preview`.
- 2 Press `More`.
- 3 Press `Delete All`. Press `Yes` to confirm.
- 4 Press **Stop/Exit**.

Turning off Fax Preview

- 1 Press `Fax Preview`.
- 2 Press `More`.
- 3 Press `Turn Off Fax Preview`.
- 4 Press `Yes` to confirm.
- 5 If there are faxes stored in the memory, do one of the following:
 - If you do not want to print the stored faxes, press `Continue`. The machine asks you to confirm the deletion of the stored faxes. Press `Yes` to confirm. Your faxes will be deleted.
 - If you want to print all the stored faxes, press `Print all faxes`.
 - If you do not wish to turn off Fax Preview, press `Cancel`. Press **Stop/Exit**.

Voice operations

Fax/Tel mode

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

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

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

Caller ID (U.K. and Ireland only)

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

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

You can view the list or choose one of these numbers to fax to, add to Speed Dial, or delete from the history. (See *Caller ID history* >> page 44.)

- The **ID Unknown** message means the call originated outside your Caller ID service area.
- The **ID Withheld** message means the caller has intentionally blocked transmission of information.

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

(>> *Advanced User's Guide: How to print a report*)



Note

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

Setting the Caller ID to On

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

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

Telephone services

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

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



Note

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

Setting the Telephone Line Type

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

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

PBX and TRANSFER

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



Note

You can program a press of the **R** button as part of a number stored in a Speed Dial location. When programming the Speed Dial number, press **R** first (the LCD shows "!"), then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a Speed Dial location. (See *Storing numbers* >> page 45.) However, if your Telephone Line Type is not set to PBX on the machine, you cannot use the Speed Dial location that the **R** is programmed into.

Connecting an external TAD (telephone answering device)

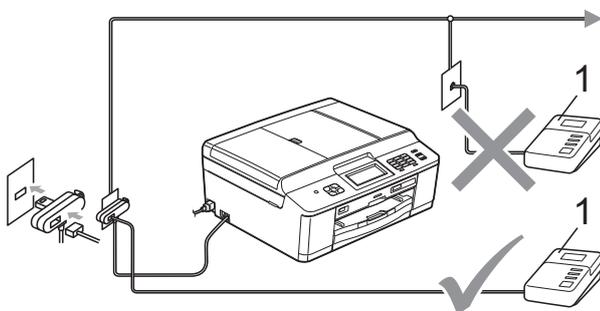
You may choose to connect an external answering device. However, when you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls and the machine “listens” for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it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

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



Note

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



1 TAD

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

! IMPORTANT

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

Connections settings

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

- 1 Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
- 2 Record the outgoing message on your external TAD.
- 3 Set the TAD to answer calls.
- 4 Set the Receive Mode to *External TAD*. (See *Choose the Receive Mode* >> page 30.)

Recording an outgoing message (OGM) on an external TAD

Timing is important in recording this message.

- 1 Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Limit your speaking to 20 seconds.



Note

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

Multi-line connections (PBX)

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

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



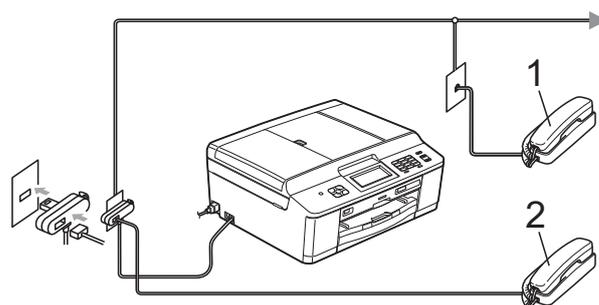
Note

Make sure the Telephone Line Type is set to PBX. (See *Setting the Telephone Line Type* >> page 37.)

External and extension telephones

Connecting an external or extension telephone

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



- 1 Extension telephone
- 2 External telephone

When you are using a telephone on the same phone line, the LCD shows `Telephone`.



Note

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

Operation from external and extension telephones

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

If the machine answers a voice call and fast double-rings for you to take over, use the Remote Deactivation Code # 5 1 to take the call at an extension telephone. (See *F/T Ring Time (Fax/Tel mode only)* >> page 32.)

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

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

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



Note

You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* >> page 33.)

Using extension telephones (U.K. only)

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

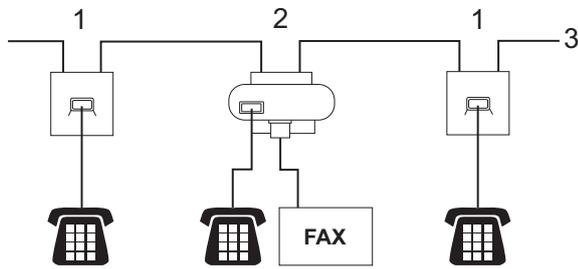
This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

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

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

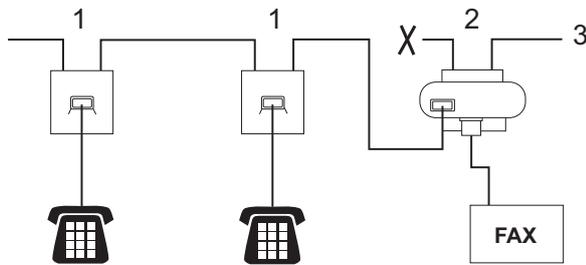
This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be put into the modular socket of the white “T”-shaped connector provided as part of the line cord assembly.

Inadvisable connection of extension sockets (Fig. 1.)



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

Recommended connection of extension sockets (Fig. 2.)



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

The fax machine must be plugged into the master socket.



Note

These telephones are now connected as external devices (see *Connecting an external or extension telephone* >> page 39), because they are connected to the fax machine via the T-connector.

Using a cordless external telephone

Once the base unit of the cordless telephone has been connected to the same telephone line as the machine (see *External and extension telephones* >> page 39), it is easier to answer calls during the Ring Delay if you carry the cordless handset around with you.

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

Using remote codes

Remote Activation code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialling the Remote Activation Code * **5 1**. Wait for the chirping sounds then replace the handset. (See *Fax Detect* >> page 33.)

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

Remote Deactivation Code

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

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

Changing the remote codes

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Setup Receive**.
- 5 Press **Setup Receive**.
- 6 Press **▲** or **▼** to display **Remote Codes**.
- 7 Press **Remote Codes**.
- 8 Press **On** (or **Off**).
- 9 Do one of the following.
 - If you want to change the Remote Activation Code, enter the new code.
Press **OK**, go to step 10.
 - If you do not want to change the Remote Activation Code, press **OK**, go to step 10.
- 10 Do one of the following.
 - If you want to change the Remote Deactivation Code, enter the new code.
Press **OK**, go to step 11.
 - If you do not want to change the Remote Deactivation Code, press **OK**, go to step 11.
- 11 Press **Stop/Exit**.



Note

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

How to dial

Manual dialling

Press all of the digits of the fax or telephone number.



Speed Dialling

- 1 Press . You can also choose Speed Dial by pressing  (FAX).
- 2 Press the two-digit number you want to call. You can also display the numbers in alphabetical order by pressing  on LCD.



Note

If the LCD shows `Not Registered` when you enter or search a Speed Dial number that has not been stored at this location.

- 3 To send a fax, press `Send a fax` and go to step 4. The machine dials the telephone number.
- 4 Press **Mono Start** or **Colour Start**. The machine scans and sends the fax.

Fax Redial

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

- 1 Press **Redial/Pause**.
- 2 Press the number you want to redial.
- 3 Press `Send a fax`.
- 4 Press **Mono Start** or **Colour Start**.



Note

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

Additional Dialling Operations

Outgoing Call history

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

- 1 Press **Redial/Pause**.
You can also press .
- 2 Press the **Outgoing Call** tab.
- 3 Press the number you want.
- 4 Do one of the following:
 - To send a fax, press **Send a fax**. Press **Mono Start** or **Colour Start**.
 - If you want to store the number, press **More** and then press **Add to Speed Dial**.
(▶▶Advanced User's Guide: *Storing Speed Dial numbers from Outgoing Calls*)
 - If you want to delete the number from the Outgoing Call history list, press **More** and then press **Delete**.
Press **Yes** to confirm.
Press **Stop/Exit**.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID (U.K. and Ireland only)* ▶▶ page 36.)

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



Note

If you are not a Caller ID subscriber, you can still view call dates from the Caller ID history, and delete entries from the list.

- 1 Press **Redial/Pause**.
You can also press .
- 2 Press **Caller ID hist.**
- 3 Press **▲** or **▼** to display the number or the name you want to call.
- 4 Press the number or the name you want to call.
- 5 Do one of the following:
 - To send a fax, press **Send a fax**. Press **Mono Start** or **Colour Start**.
 - If you want to store the number, press **More** and then press **Add to Speed Dial**.
(▶▶Advanced User's Guide: *Storing Speed Dial numbers from the Caller ID history*)
 - If you want to delete the number from the Caller ID history list, press **More** and then press **Delete**.
Press **Yes** to confirm.
Press **Stop/Exit**.



Note

You can print the Caller ID list.
(▶▶Advanced User's Guide: *How to print a report*)

Storing numbers

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



Note

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

Storing a pause

When you are storing Speed Dial numbers, you can insert one or more 3.5 second pauses by pressing the **Pause** button on the Touchscreen.

Storing Speed Dial numbers

You can store up to 100 names and numbers in two-digit Speed Dial locations. You can store two numbers to each name. When you dial you will only have to press a few buttons on the Touchscreen (for example: press , the number you want to call and Send a fax).

- 1 Press .
- 2 Press **More**.
- 3 Press **Set Speed Dial**.
- 4 Do one of the following:
 - Enter the name (up to 16 characters) by pressing the buttons on the Touchscreen.
Press **OK**.
(To help you enter letters, see *Entering Text* >> page 120.)
 - To store the number without a name, press **OK**.

- 5 Enter the first fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.
Press **OK**.
- 6 Do one of the following:
 - Enter the second fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.
Press **OK**.
 - If you do not want to store a second number, press **OK**.
- 7 To choose where the number will be stored, do one of the following:
 - To accept the displayed next available Speed Dial location, press **OK**.
 - To enter a different Speed Dial location, press  and a 2-digit number using the buttons on the Touchscreen.
Press **OK**.



Note

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

- 8 When the LCD displays your settings, press **OK** to confirm.
- 9 Do one of the following:
 - To store another Speed Dial number, repeat steps 2 to 8.
 - To finish storing numbers, press **Stop/Exit**.

Changing Speed Dial names or numbers

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

- 1 Press .
- 2 Press **More**.
- 3 Do one of the following:
 - Press **Change** to edit the names or numbers.
 - Press **Delete** to delete all information in a Speed Dial location.
 - Press the number you want to delete.
 - Press **OK**.
 - Press **Yes** to confirm.
 - Go to step 8.
- 4 Press **▲** or **▼** to display the number you want to change.
- 5 Press the number you want to change.
- 6 Do one of the following:
 - If you want to change the name, press **Name : .**
Enter the new name (up to 16 characters) by pressing the buttons on the Touchscreen. (See *Entering Text* >> page 120.)
Press **OK**.
 - If you want to change the first Fax/Tel number, press **Fax/Tel1 : .**
Enter the new fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.
Press **OK**.
 - If you want to change the second Fax/Tel number, press **Fax/Tel2 : .**
Enter the new fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.
Press **OK**.



Note

How to change the stored name or number:

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

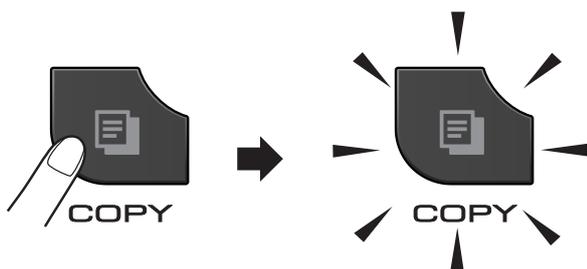
- 7 The LCD will display your settings. Do one of the following:
 - Press **OK** to finish.
To change another Speed Dial location, repeat steps 2 to 6.
 - To change more details, go to 6.
- 8 Press **Stop/Exit**.

How to copy

The following steps show the basic copy operation.

- 1 Make sure you are in copy mode, press

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



- The LCD shows:



1 No. of Copies

Press the number box (1) and enter the number of copies you want.

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



Note

The default setting is FAX mode. You can change the amount of time that the machine stays in COPY mode after the last copy operation.

(▶▶Advanced User's Guide: *Mode Timer (MFC-J825DW only)*)

- 2 Do one of the following to load your document:

- Place the document *face down* in the ADF.

(See *Using the ADF* ▶▶ page 23.)

- Place the document *face down* on the scanner glass.

(See *Using the scanner glass* ▶▶ page 24.)

- 3 If you want more than one copy, enter the number (up to 99).

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

Stop copying

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

Copy settings

You can change the following copy settings. Press **COPY** and then press ◀ or ▶ to scroll through the copy settings. When the setting you want is displayed, press it and choose your option.

(Basic User's Guide)

For details about changing the following copy settings >> page 48.

- Paper Type
- Paper Size

(Advanced User's Guide)

For details about changing the following copy settings

>>>Advanced User's Guide: *Copy settings*

- Quality
- Enlarge/Reduce
- Page Layout
- 2in1 (ID)
- Stack/Sort
- Density
- Ink Save Mode
- Thin Paper Copy
- Book Copy
- Watermark Copy
- Duplex Copy
- Favorite Settings



Note

If you want to sort copies, use the ADF.

Paper Options

Paper Type

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

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display Paper Type.
- 5 Press Paper Type.
- 6 Press Plain Paper, Inkjet Paper, Brother BP71, Brother BP61, Other Glossy or Transparency.
- 7 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Paper Size

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

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display Paper Size.
- 5 Press Paper Size.
- 6 Press A4, A5, 10x15cm or Letter.
- 7 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

PhotoCapture Center™ operations (PHOTO mode)

Even if your machine is *not* connected to your computer, you can print photos directly from digital camera media or a USB Flash memory drive. (See *Print Images* >> page 52.)

You can scan documents and save them directly to a memory card or USB Flash memory drive. (See *How to scan to a memory card or USB Flash memory drive* >> page 53.)

If your machine is connected to a computer, you can access a memory card or USB Flash memory drive that is inserted in the front of the machine from your computer.

>>Software User's Guide: *PhotoCapture Center™* (Windows®)

>>Software User's Guide: *Remote Setup & PhotoCapture Center™* (Macintosh)

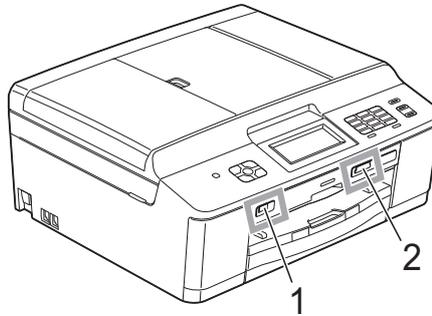
Using a memory card or USB Flash memory drive

Your Brother machine has media drives (slots) for use with the following popular digital camera media: Memory Stick™, Memory Stick PRO™, Memory Stick Duo™, Memory Stick PRO Duo™, SD Memory Card, SDHC Memory Card, SDXC Memory Card, MultiMedia Card, MultiMedia Card plus and USB Flash memory drives.

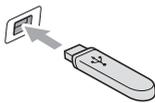
The PhotoCapture Center™ feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

Getting started

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



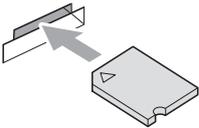
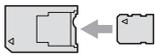
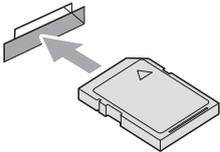
1 USB Flash memory drive



! IMPORTANT

The USB direct interface supports only a USB Flash memory drive, a PictBridge-compatible camera, or a digital camera that uses the USB mass storage as standard. Any other USB devices are not supported.

2 Memory card slot

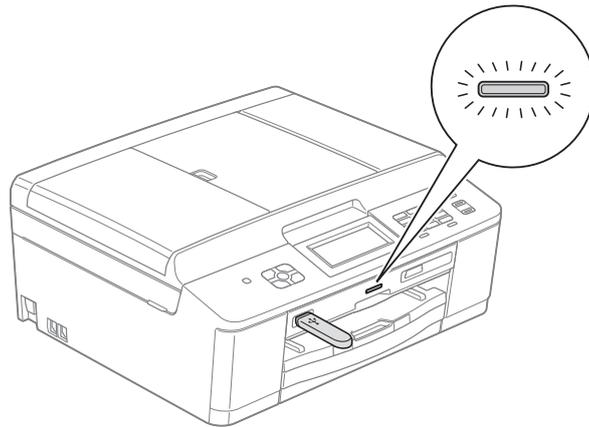
Slot	Compatible memory cards	
Upper slot 		Memory Stick™ Memory Stick PRO™
		Memory Stick Duo™ Memory Stick PRO Duo™
		Memory Stick Micro™ (Adapter required)
Lower slot 		SD Memory Card SDHC Memory Card SDXC Memory Card MultiMedia Card MultiMedia Card plus
		mini SD (Adapter required) mini SDHC (Adapter required) micro SD (Adapter required) micro SDHC (Adapter required) MultiMedia Card mobile (Adapter required)

! IMPORTANT

DO NOT insert a Memory Stick Duo™ into the lower SD slot, this may cause damage to the machine.

Status LED

When the memory card or USB Flash memory drive is being read or written to, the status LED blinks.



! IMPORTANT

DO NOT unplug the power cord or remove the memory card or USB Flash memory drive from the media drive (slot) or USB direct interface while the machine is reading or writing to the memory card or USB Flash memory drive (the status LED is blinking). **You will lose your data or damage the card.**

The machine can only read one device at a time.

Print Images

View Photos

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

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

Press  (PHOTO).

- 2 Press `View Photo(s)`.
Do one of the following:
 - If you want to choose photos to print or print multiple copies of one image, go to step 3.
 - If you want to print all photos, press .
Press `Yes` to confirm.
Go to step 6.

Note

- Four thumbnails are displayed at a time with the current page number and total number of pages listed under the thumbnails.
- Press `◀` or `▶` repeatedly to select each page of photos, or hold down to scroll through all pages of photos.
- Press  to start Slide Show.

- 3 Press a photo from the thumbnail.
- 4 Enter the number of copies you want either by pressing the number box and entering the number of copies or by pressing `+` or `-`.
Press `OK`.
- 5 Repeat step 3 and 4 until you have chosen all the photos that you want to print.

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

- To add the `Auto Correct` effect to your chosen photos, press .
(▶▶Advanced User's Guide: *Enhance Photos*)
- If you want to change the print settings, press `Print Settings`. (See page 53.)
- If you do not want to change any settings, go to step 7.

- 7 Press **Colour Start** to print.

PhotoCapture Center™ print settings

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

The machine returns to its default settings after 3 minutes, or if the Mode Timer returns the machine to Fax mode.

(▶▶Advanced User's Guide: *Mode Timer (MFC-J825DW only)*)

Note

You can save the print settings you use most often by setting them as the default.

(▶▶Advanced User's Guide: *Setting your changes as a new default*)



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

You can scan monochrome and colour documents onto a memory card or USB Flash memory drive. Monochrome documents will be stored in PDF (*.PDF) or TIFF (*.TIF) file formats. Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. The factory setting is `Color 200 dpi` and the default file format is PDF. The machine automatically creates file names based on the current date. (▶▶Quick Setup Guide) For example, the fifth image scanned on July 1, 2011 would be named 01071105.PDF. You can change the colour and quality.

Quality	Selectable File Format
Color 100 dpi	JPEG / PDF
Color 200 dpi	JPEG / PDF
Color 300 dpi	JPEG / PDF
Color 600 dpi	JPEG / PDF
B/W 100 dpi	TIFF / PDF
B/W 200 dpi	TIFF / PDF
B/W 300 dpi	TIFF / PDF

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

IMPORTANT

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

- 2 Load your document.
- 3 Press  (**SCAN**).
- 4 Press ◀ or ▶ to display `to Media`.

- 5 Press **to Media**.
- 6 Do one of the following:
 - To change the quality, press ◀ or ▶ to display **Quality**. Press **Quality** and choose
Color 100 dpi,
Color 200 dpi,
Color 300 dpi,
Color 600 dpi, B/W 100 dpi,
B/W 200 dpi or B/W 300 dpi.
 - To change the file type, press ◀ or ▶ to display **File Type**. Press **File Type** and choose **PDF**, **JPEG** or **TIFF**.
 - If you want to change the file name, press ◀ or ▶ to display **File Name**. Press **File Name** and enter the file name.

You can only change the first 6 characters.

Press **OK**.
 - To start scanning without changing additional settings, go to step 7.



Note

- If you chose colour in the resolution setting, you cannot choose the file type **TIFF**.
- If you chose monochrome in the resolution setting, you cannot choose the file type **JPEG**.

- 7 Press **Mono Start** or **Colour Start**.



Note

You can place multiple documents on the scanner glass and scan them as separate files. (▶▶Advanced User's Guide: *Auto Crop*)

Printing a document

The machine can receive data from your computer and print it. To print from a computer, you must install the printer driver.

➤➤Software User's Guide: *Printing*

(Windows®)

➤➤Software User's Guide: *Printing and Faxing* (Macintosh)

- 1 Install the Brother printer driver from the CD-ROM. (➤➤Quick Setup Guide)
- 2 From your application, choose the Print command.
- 3 Choose the name of your machine in the **Print** dialog box and click **Preferences**.
- 4 Choose the settings you want to change in the Properties dialog box.
 - **Media Type**
 - **Print Quality**
 - **Paper Size**
 - **Orientation**
 - **Colour/Greyscale**
 - **Ink Save Mode**
 - **Scaling**
- 5 Click **OK**.
- 6 Click **Print** to begin printing.

Scanning a document

There are several ways to scan documents. You can use the **SCAN** key on the machine or the scanner drivers on your computer.

- 1 To use the machine as a scanner, you must install a scanner driver. If the machine is on a Network, configure it with a TCP/IP address.
 - Install the scanner drivers from the CD-ROM. (➤➤Quick Setup Guide)
 - Configure the machine with a TCP/IP address if network scanning does not work.
 - Software User's Guide: *Configuring Network Scanning for Windows®*
 - Software User's Guide: *Configuring network scanning for Macintosh*
- 2 Load your document. (See *How to load documents* ➤➤ page 23.)
 - Use the ADF to scan multiple pages of documents. It feeds each sheet automatically.
 - Use the scanner glass to scan a page of a book or one sheet at a time.
- 3 Do one of the following:
 - To scan using the **SCAN** key, go to *Scanning using the SCAN key*.
 - To scan using a scanner driver at your computer, go to *Scanning using a scanner driver*.

Scanning using the SCAN key

For more information

➤➤Software User's Guide: *Using the Scan key*

- 1 Press  (**SCAN**).
 - 2 Choose the scan mode you want.
 - to File
 - to Media
 - to Email
 - to OCR¹
 - to Image
 - Web Service²
(Web Services Scan)
- ¹ (Macintosh users)
Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* ➤➤ page 3 for further instructions.
- ² Windows® users only.
(➤➤Software User's Guide: *Using Web Services for scanning on your network (Windows Vista® SP2 or later and Windows® 7)*)
- 3 (For network users)
Choose the computer you want to send the data to.
 - 4 Press **Start** to begin scanning.

Scanning using a scanner driver

- Software User's Guide: *Scanning a document using the TWAIN driver* (Windows®)
- Software User's Guide: *Scanning a document using the WIA driver* (Windows®)
- Software User's Guide: *Scanning a document using the TWAIN driver* (Macintosh)
- Software User's Guide: *Scanning a document using the ICA driver (Mac OS X 10.6.x)*

- 1 Start a scanning application and click the **Scan** button.
- 2 Adjust the settings such as **Resolution**, **Brightness** and **Scan Type** in the **Scanner Setup** dialog box.
- 3 Click **Start** or **Scan** to begin scanning.

Scanning using the ControlCenter

- Software User's Guide: *ControlCenter4* (Windows®)
- Software User's Guide: *ControlCenter2* (Macintosh)

12

How to print on a Disc (CD/DVD/BD)

Overview

Your Brother machine can print on to printable media, including CD-R/RW, DVD-R/RW and Blu-ray Disc™.

There are three ways to print on to printable media:

■ Printing by copying

You can copy the image of an existing disc label or a square document, such as a photo, and print the image on to a printable disc.

■ Printing from media

You can select an image stored in a memory card or USB Flash memory drive and print the image on to a printable disc.

■ Printing from a computer (Windows®/Macintosh)

You can create a label image using NewSoft CD Labeler and print the image on to a printable disc.

How to load a Disc (CD/DVD/BD)

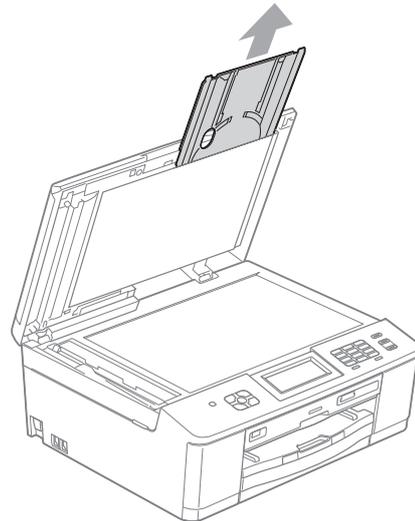
The Disc Tray accommodates 12 cm discs only.



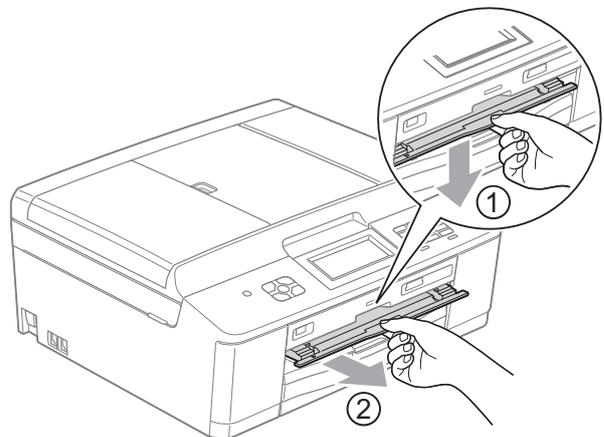
Note

If you want to do a test print on paper, DO NOT load a CD/DVD/BD.

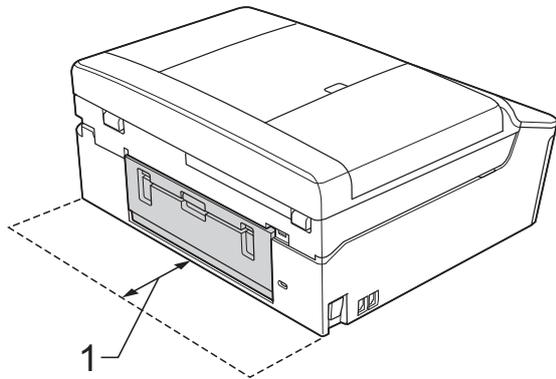
- 1 Open the scanner cover and remove the Disc Tray.



- 2 Push down and then pull the Disc Guide. The guide will open.

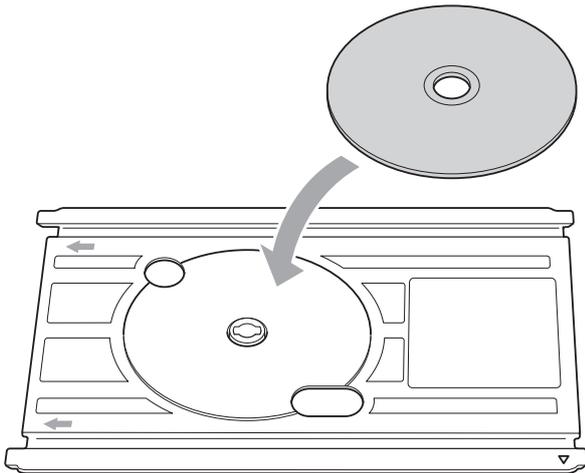


- 3 Make sure that there is over 10 cm of free space behind the machine.



1 10 cm

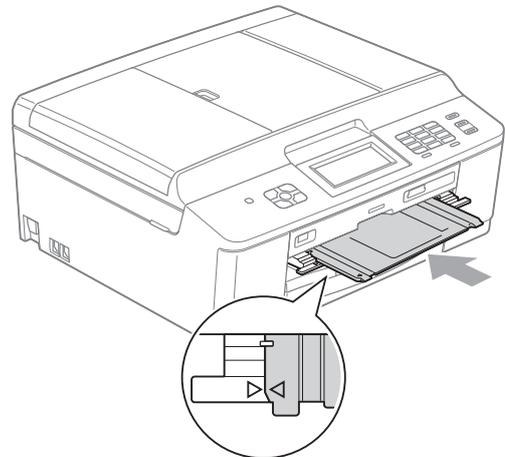
- 4 Firmly place a printable disc on to the Disc Tray.



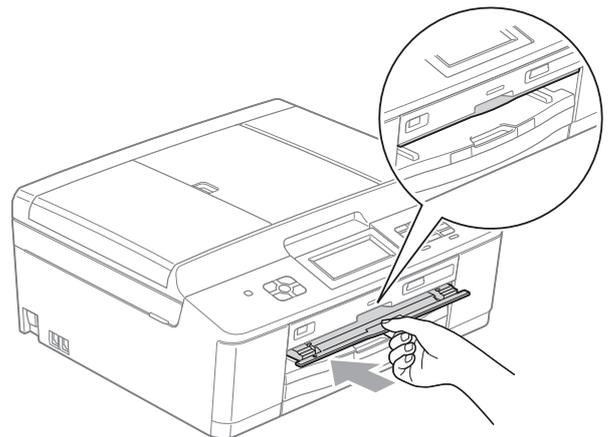
 **Note**

- Make sure the disc is placed with the printable surface face up onto the Disc Tray.
- Make sure there is no dirt on the Disc Tray.

- 5 Insert the Disc Tray into the Disc Guide and line up the triangular marks.



- 6 After the disc has finished printing, close the Disc Guide and store the Disc Tray back in the scanner cover.



 **Note**

For How to print on a Disc (CD/DVD/BD) from your computer.
➤➤Software User's Guide: *Printing on a Disc*

! IMPORTANT

- If the printing area shifts and the Disc Tray or the transparent area near the centre of the disc gets printed on, immediately wipe off the ink from those areas.
- Always close the Disc Guide and store the Disc Tray in the scanner cover after printing. If you do not, the Disc Tray may become warped or bent and may cause the machine to malfunction when used.

Replacing the ink cartridges

Your machine is equipped with an ink dot counter. The ink dot counter automatically monitors the level of ink in each of the four cartridges. When the machine detects an ink cartridge is running out of ink, the machine will tell you with a message on the LCD.

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

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

CAUTION

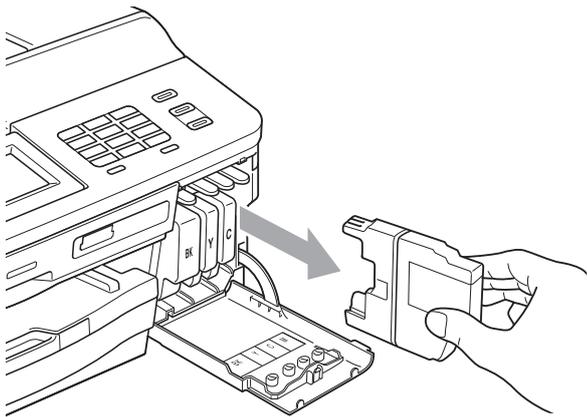
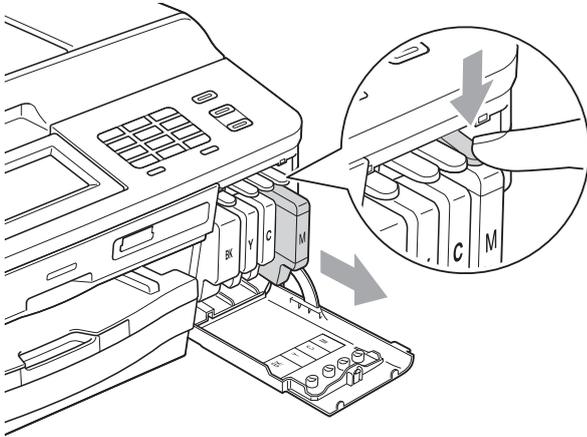
If ink gets in your eyes, wash it out with water at once and call a doctor if you are concerned.

IMPORTANT

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

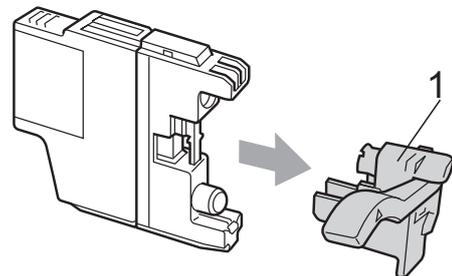
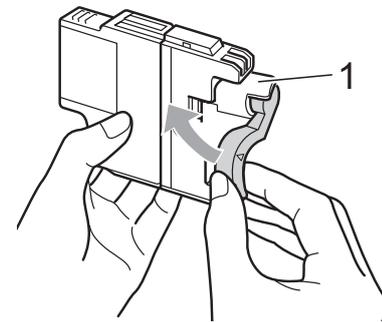
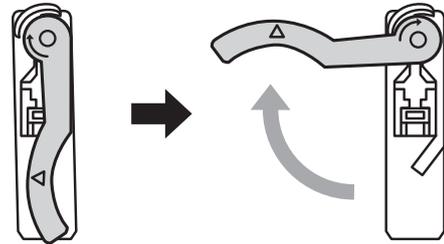
- 1 Open the ink cartridge cover. If one or more of the ink cartridges have reached the end of their life, the LCD shows **B&W Print Only** or **Cannot Print**.

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

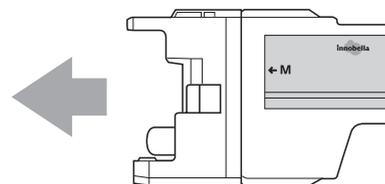


- 3 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

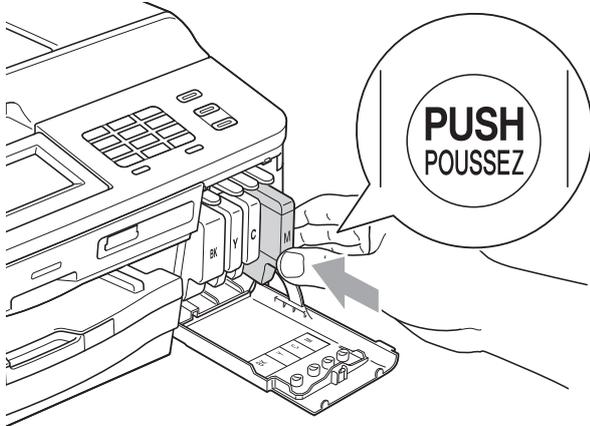
- 4 Turn the green release lever on the orange protective packing (1) clockwise until it clicks to release the vacuum seal. Then remove the orange protective packing as shown.



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



- 6 Gently push the back of the ink cartridge marked “PUSH” until it clicks, and then close the ink cartridge cover.



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



Note

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

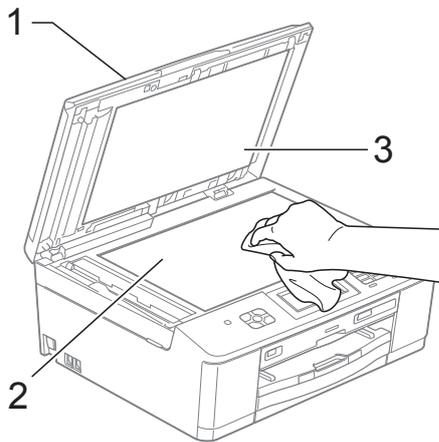
! IMPORTANT

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

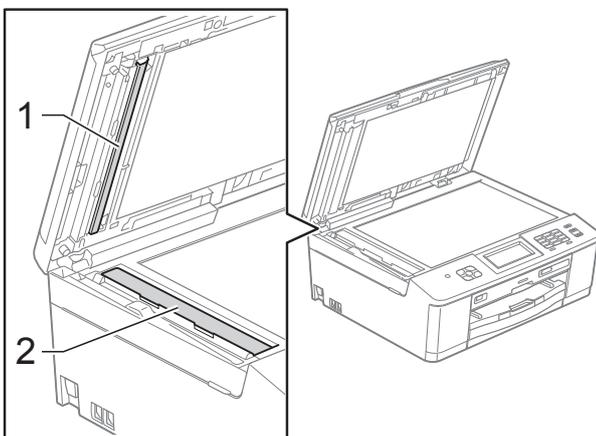
Cleaning and checking the machine

Cleaning the scanner glass

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



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



Note

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



When there is a spot of dirt or correction fluid on the glass strip the printed sample shows a vertical line.



After the glass strip is cleaned the vertical line is gone.

Cleaning the print head

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

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

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

! IMPORTANT

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

- 1 Press .
- 2 Press **Cleaning**.
- 3 Press **Black**, **Color** or **All**.
The machine cleans the print head. When cleaning is finished, the machine will go back to the Ready mode automatically.

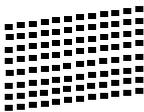


Note

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

Checking the print quality

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

- 1 Press .
 - 2 Press **Test Print**.
 - 3 Press **Print Quality**.
 - 4 Press **Colour Start**.
The machine begins printing the Print Quality Check Sheet.
 - 5 Check the quality of the four colour blocks on the sheet.
 - 6 The LCD asks you if the print quality is OK.
Do one of the following:
 - If all lines are clear and visible, press **Yes** to finish the Print Quality check and go to step 10.
 - If you can see missing short lines as shown below, press **No**.
- | | |
|--|---|
| OK | Poor |
|  |  |
- 7 The LCD asks you if the print quality is OK for black and then the three colours. Press **Yes** or **No**.
 - 8 The LCD asks you if you want to start cleaning.
Press **Colour Start**.
The machine starts cleaning the print head.

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

The machine starts printing the Print Quality Check Sheet again and repeat the procedure from step 5.

- 10 Press **Stop/Exit**.

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

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

! IMPORTANT

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

Note



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

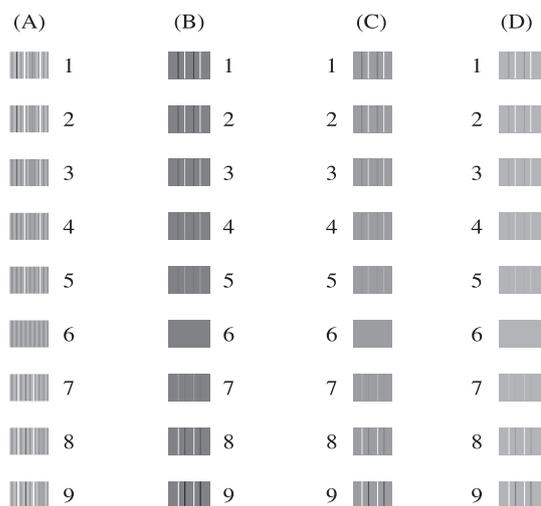


After the print head nozzle is cleaned, the horizontal lines are gone.

Checking the print alignment

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

- 1 Press .
- 2 Press **Test Print**.
- 3 Press **Alignment**.
- 4 Press **Mono Start** or **Colour Start**. The machine starts printing the Alignment Check Sheet.



- 5 For the "A" pattern, press the number of the test print that has the least visible vertical stripes (1-9).
- 6 For the "B" pattern, press the number of the test print that has the least visible vertical stripes (1-9).
- 7 For the "C" pattern, press the number of the test print that has the least visible vertical stripes (1-9).
- 8 For the "D" pattern, press the number of the test print that has the least visible vertical stripes (1-9).
- 9 Press **Stop/Exit**.

Error and Maintenance messages

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

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

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

Error Message	Cause	Action
B&W Print Only Replace Ink	<p>One or more of the colour ink cartridges have reached the end of their life.</p> <p>You can use the machine in monochrome mode for approximately four weeks depending on the number of pages you print.</p> <p>While this message appears on the LCD, each operation works in the following way:</p> <ul style="list-style-type: none"> ■ Printing <p>If you choose Greyscale in the Advanced tab of the printer driver you can use the machine as a monochrome printer.</p> ■ Copying <p>If the paper type is set to Plain Paper you can make copies in monochrome.</p> <p>Duplex copy is not available when this message appears.</p> ■ Faxing <p>If the paper type is set to Plain Paper or Inkjet Paper, the machine will receive and print the faxes in monochrome.</p> <p>If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome.</p> <p>If the paper type is set to Other Glossy, Brother BP71 or Brother BP61 the machine will stop all print operations.</p>	<p>Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> >> page 61.)</p> <p><i>If you unplug the machine or take out the ink cartridge, you cannot use the machine until you change to a new ink cartridge.</i></p>

Error Message	Cause	Action
BT Call Sign On (U.K. only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (>>Advanced User's Guide: <i>BT Call Sign (U.K. only)</i>)
Cannot Detect	You installed a new ink cartridge too quickly and the machine did not detect it.	Take out the new ink cartridge and re-install it slowly until it clicks.
	If you are using non Brother Original ink the machine may not detect the ink cartridge.	Replace the cartridge with a Brother Original ink cartridge. If the error message remains, contact your Brother dealer.
	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See <i>Replacing the ink cartridges</i> >> page 61.)
Cannot Print Replace Ink	One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, monochrome faxes will be stored in the memory. If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome.	Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> >> page 61.)
Check for a Printable Disc	The disc cannot be printed on.	Remove the disc and place a printable disc on the Disc Tray. Insert the Disc Tray into the Disc Guide and line up the triangular marks. Press Start .
	There is no disc in the Disc Tray.	Make sure a disc is correctly placed in the Disc Tray.
Comm.Error	Poor telephone line quality caused a communication error.	If the problem continues, call the telephone company and ask them to check your telephone line.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cover is Open.	The scanner cover is not completely closed.	Lift the scanner cover and then close it again.
	The ink cartridge cover is not completely closed.	Firmly close the ink cartridge cover until it clicks.
Data Remaining	Print data is left in the machine's memory.	Press Stop/Exit . The machine will cancel the job and clear it from the memory. Try to print again.
Disc Jam [Front]	The disc jammed while printing. The Disc Tray was automatically ejected from the front of the machine.	Remove the Disc Tray from the Disc Guide. (See <i>Disc Tray is jammed at the front of the machine</i> >> page 83.)

Error Message	Cause	Action
Disc Jam [Rear]	The disc jammed while printing.	Make sure there is enough space behind the machine. Lift the scanner cover. Gently push the Disc Tray toward the back of the machine and remove the Disc Tray. (See <i>Disc Tray is jammed at the back of the machine</i> >> page 84.)
Disc Tray did not Feed	The Disc Tray is not inserted into the Disc Guide.	After placing a disc on the Disc Tray, insert the Disc Tray into the Disc Guide and line up the triangular marks. Press Start .
Disc Tray hit at back of machine	There is not enough space behind the machine for the Disc Tray to feed. The Disc Tray was automatically ejected from the front of the machine.	Remove the Disc Tray from the Disc Guide. (See <i>Disc Tray is jammed at the front of the machine</i> >> page 83.)
	The Disc Tray has remained inside the machine, at the back.	Make sure there is enough space behind the machine. Lift the scanner cover. Gently push the Disc Tray toward the back of the machine and remove the Disc Tray. (See <i>Disc Tray is jammed at the back of the machine</i> >> page 84.)
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again. If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system, try changing the Compatibility to Basic (for VoIP). (See <i>Telephone line interference / VoIP</i> >> page 94.)
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	(See <i>Using the ADF</i> >> page 23.) (See <i>Document jam</i> >> page 76.)
Failed to detect the original	The machine failed to detect the original (disc or photo) when scanning.	Do one of the following: <ul style="list-style-type: none"> ■ Remove any dirt from the scanner glass. ■ Before scanning, choose what type the document is (disc or paper). ■ While scanning, close the scanner cover. ■ Place only one sheet on the scanner glass. ■ Make sure the document is placed correctly on the scanner glass.
High Temperature	The print head is too warm.	Allow the machine to cool down.

Error Message	Cause	Action
Hub is Unusable.	A Hub or USB Flash memory drive with Hub has been connected to the USB direct interface.	A Hub or USB Flash memory drive with Hub are not supported. Unplug the device from the USB direct interface.
Image Too Long.	The proportions of your photo are irregular so effects could not be added.	Choose a regularly proportioned image.
Image Too Small.	The size of your photo is too small to trim or enhance.	Choose a larger image.
Ink Absorber Full	<p>The ink absorber box or flushing box is full. These components are periodic maintenance items that may require replacement after a period of time to ensure optimum performance from your Brother machine. Because these components are periodic maintenance items, the replacement is not covered under the warranty. The need to replace these items and the time period before replacement is dependent on the number of purges and flushes required to clean the ink system. These boxes acquire amounts of ink during the different purging and flushing operations. The number of times a machine purges and flushes for cleaning varies depending on different situations. For example, frequently powering the machine on and off will cause numerous cleaning cycles since the machine automatically cleans upon power up. The use of non-Brother ink may cause frequent cleanings because non-Brother ink could cause poor print quality which is resolved by cleaning. The more cleaning the machine requires the faster these boxes will fill up.</p> <p> Note</p> <p><i>Repairs resulting from the use of non-Brother supplies may not be covered under the stated product warranty.</i></p>	<p>The ink absorber box or flushing box will need to be replaced. Contact Brother Customer Service or your local Brother Authorised Service Centre to have your machine serviced.</p> <p>Other reasons for cleaning are:</p> <ol style="list-style-type: none"> 1 After a paper jam has been cleared, the machine automatically cleans itself before the next received fax is printed. 2 The machine automatically cleans itself after sitting idle for more than 30 days (infrequent use). 3 The machine automatically cleans itself after the ink cartridges have been replaced 12 times.
Ink Absorber NearFull	The ink absorber box or flushing box is near full.	Call Brother Customer Service / your Brother dealer.

Error Message	Cause	Action
Ink low	One or more of the ink cartridges are near the end of their life. If a sending machine has a colour fax to send, your machine's "handshake" will ask that the fax be sent as monochrome. If the sending machine has the ability to convert it, the colour fax will be printed at your machine as a monochrome fax.	Order a new ink cartridge. You can continue printing until the LCD shows <i>Cannot Print</i> . (See <i>Replacing the ink cartridges</i> >> page 61.)
Low Temperature	The print head is too cold.	Allow the machine to warm up.
Media Error	The memory card is either corrupted, incorrectly formatted, or there is a problem with the memory card.	Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive (slot) of the machine by putting in another memory card that you know is working.
Media is Full.	The memory card or USB Flash memory drive you are using has no available space or already contains 999 files.	Your machine can only save to your memory card or USB Flash memory drive if it contains less than 999 files. Delete unused files to free some space and try again.
No Caller ID	There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.	If you want to use the Caller ID feature call your telephone company. (See <i>Caller ID (U.K. and Ireland only)</i> >> page 36.)
No File	The memory card or USB Flash memory drive in the media drive does not contain a .JPG file.	Put the correct memory card or USB Flash memory drive into the slot again.
No Ink Cartridge	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See <i>Replacing the ink cartridges</i> >> page 61.)

Error Message	Cause	Action
No Paper Fed	The Photo Paper Tray is in the <i>Photo</i> printing position.	Verify that the Photo Paper Tray is in the <i>Normal</i> printing position. (See step 4 and the Important note in <i>Loading photo paper</i> >> page 14.)
	The machine is out of paper or paper is not correctly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> ■ Refill the paper in the paper tray, and then press Mono Start or Colour Start. ■ Remove the paper and load it again, and then press Mono Start or Colour Start. (See <i>Loading paper and other print media</i> >> page 10.)
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> >> page 77.
		If this error occurs often during duplex copying or duplex printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (>>Advanced User's Guide: <i>Cleaning the paper feed rollers</i>)
	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. (>>Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i>)
The Jam Clear Cover is not closed correctly.	Check the Jam Clear Cover is closed evenly at both ends. (See <i>Printer jam or paper jam</i> >> page 77.)	
No Response/Busy	The number you dialled has not answered or is busy.	Verify the number and try again.
Not Registered	You tried to access a Speed Dial number that is not programmed.	Set up the Speed Dial number. (See <i>Storing Speed Dial numbers</i> >> page 45.)
Out of Fax Memory	The fax memory is full.	Do one of the following: <ul style="list-style-type: none"> ■ Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. (>>Advanced User's Guide: <i>Turning off Memory Receive operations</i>) ■ Print the faxes that are in the memory. (>>Advanced User's Guide: <i>Printing a fax from the memory</i>)

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	<p>If a copy operation is in process</p> <p>Press Stop/Exit and wait until the other operations that are in progress finish, and then try again.</p>
	The memory card or USB Flash memory drive you are using does not have enough free space to scan the documents.	<p>Press Stop/Exit.</p> <p>Delete unused files from your memory card or USB Flash memory drive to make some free space and then try again.</p>
Paper Jam [Front]	Paper is jammed in the machine.	<p>Remove the jammed paper by following the steps in <i>Paper is jammed at the front of the machine</i> >> page 77.</p> <p>Make sure the paper length guide is set to the correct paper size.</p>
Paper Jam [Front,Rear]	Paper is jammed in the machine.	<p>Remove the jammed paper by following the steps in <i>Paper is jammed at the front and back of the machine</i> >> page 79.</p> <p>Make sure the paper length guide is set to the correct paper size.</p>
Paper Jam [Rear]	Paper is jammed in the machine.	<p>Remove the jammed paper by following the steps in <i>Paper is jammed at the back of the machine</i> >> page 78.</p> <p>Make sure the paper length guide is set to the correct paper size.</p>
	Paper dust has accumulated on the surface of the paper pick-up rollers.	<p>Clean the paper pick-up rollers. (>>Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i>)</p>
Touchscreen initialization failed	The Touchscreen was pressed before the power on initialization was completed.	<p>Make sure that nothing is touching or resting on the Touchscreen.</p>
	Debris may be stuck between the lower part of the touchscreen and its frame.	<p>Insert a piece of stiff paper between the lower part of the touchscreen and its frame and slide it back and forth to push out the debris.</p>

Error Message	Cause	Action
Unable to Clean XX Unable to Init. XX Unable to Print XX Unable to Scan XX	The machine has a mechanical problem. —OR— A foreign object such as a paper clip or ripped paper is in the machine.	Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, disconnect the machine from the power for several minutes and reconnect it. (The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. See <i>Transferring your faxes or Fax Journal report</i> >> page 75.)
Unusable Device Disconnect device from front connector & turn machine off & then on	A broken device has been connected to the USB direct interface.	Unplug the device from the USB direct interface, then press  to turn the machine off and then on again.
Unusable Device Please Disconnect USB Device.	A USB device or USB Flash memory drive that is not supported has been connected to the USB direct interface. For more information, visit us at http://solutions.brother.com/ .	Unplug the device from the USB direct interface. Turn the machine off and then on again.
Wrong Ink Color	A colour ink cartridge has been installed in the Black ink cartridge position.	Check which ink cartridges are not matched by colour to their ink cartridge positions and move them to their correct positions.
Wrong Paper Size	The Paper Size setting does not match the size of paper in the tray. Or, you did not set the paper guides in the tray to the indicators for the paper size you are using.	<ol style="list-style-type: none"> 1 Check that the paper size you choose matches the size of paper in the tray. 2 Make sure you loaded the paper in a Portrait position, by setting the paper guides at the indicators for your paper size. 3 After you have checked the paper size and the paper position, press Mono Start or Colour Start.

Error animations display

Error animations display step-by-step instructions when paper gets jammed. You can read the steps at your own pace by pressing **▶** to see the next step and **◀** to go back a step.

Transferring your faxes or Fax Journal report

If the LCD shows:

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

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* >> page 75 or *Transferring faxes to your PC* >> page 75.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* >> page 76.)

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode.

(>>Quick Setup Guide: *Enter personal information (Station ID)*)

- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Press **Menu**.
- 3 Press **▲** or **▼** to display **Service**.
- 4 Press **Service**.
- 5 Press **Data Transfer**.
- 6 Press **Fax Transfer**.

- 7 Do one of the following:
 - If the LCD shows **No Data**, there are no faxes left in the machine's memory.
Press **Stop/Exit**.
 - Enter the fax number to which faxes will be forwarded.
- 8 Press **Mono Start**.

Transferring faxes to your PC

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

- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Make sure you have installed **MFL-Pro Suite** on your PC, and then turn on **PC-FAX Receiving** on the PC. (>>Software User's Guide: *PC-FAX receiving*)
- 3 Make sure you have selected **PC-Fax Receive** on the machine. (>>Advanced User's Guide: *PC-Fax Receive (Windows® only)*)
If faxes are in the machine's memory when you set up **PC-Fax Receive**, the LCD will ask if you want to transfer the faxes to your PC.
- 4 Do one of the following:
 - To transfer all faxes to your PC, press **Yes**. You will be asked if you want to also turn on the backup print option.
 - To exit and leave the faxes in the memory, press **No**.
- 5 Press **Stop/Exit**.

Transferring the Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode.

(▶▶ Quick Setup Guide: *Enter personal information (Station ID)*)

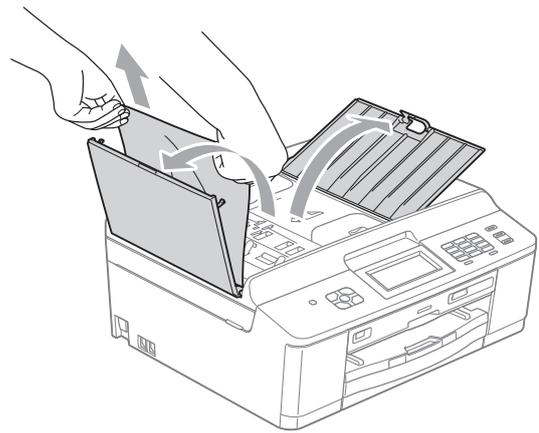
- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Press **Menu**.
- 3 Press **▲** or **▼** to display **Service**.
- 4 Press **Service**.
- 5 Press **Data Transfer**.
- 6 Press **Report Trans.**
- 7 Enter the fax number to which the Fax Journal report will be forwarded.
- 8 Press **Mono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

Document jam

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

Document is jammed in the top of the ADF unit

- 1 Take out any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- 3 Remove the jammed document by pulling it upward.



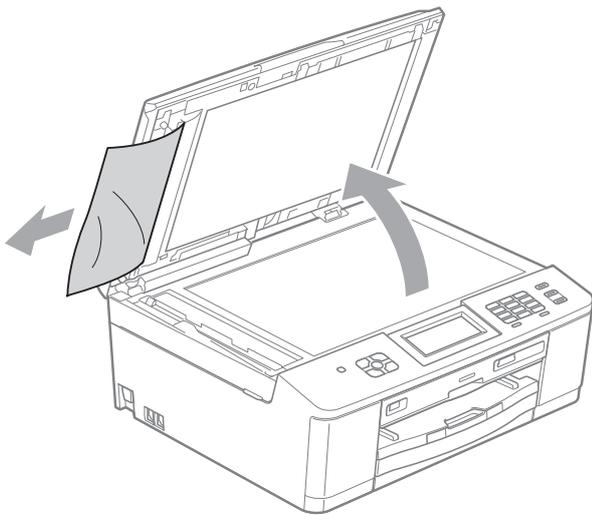
- 4 Close the ADF cover.
- 5 Press **Stop/Exit**.

! IMPORTANT

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

Document is jammed inside the ADF unit

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



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

Printer jam or paper jam

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

Paper is jammed at the front of the machine

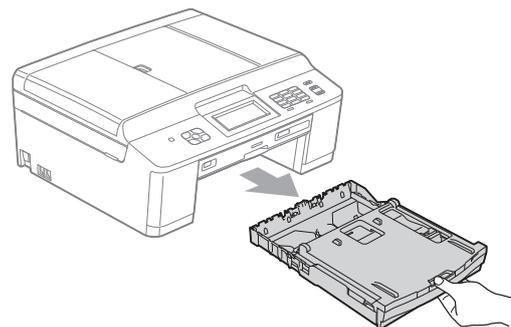
If the LCD shows *Paper Jam [Front]*, follow these steps:

- 1 Unplug the machine from the electrical socket.

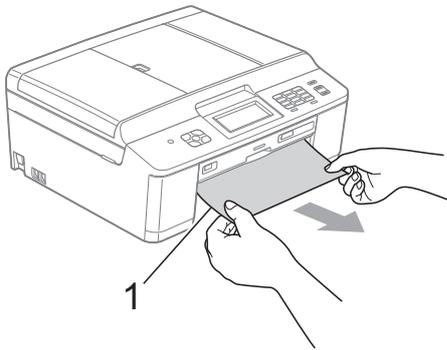
! IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the memory to your PC or another fax machine so you will not lose any important messages. (See *Transferring your faxes or Fax Journal report* >> page 75.)

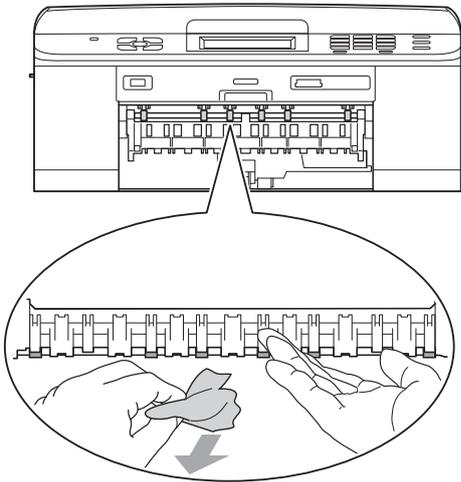
- 2 If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.



- 3 Pull out the jammed paper (1).



- 4 Lift the Jam Clear flap, and remove the jammed paper.



- 5 Push the paper tray firmly back into the machine.
- 6 While holding the paper tray in place, pull out the paper support until it clicks, and then unfold the paper support flap. Make sure you pull out the paper support until it clicks.
- 7 Re-connect the power cord.

Paper is jammed at the back of the machine

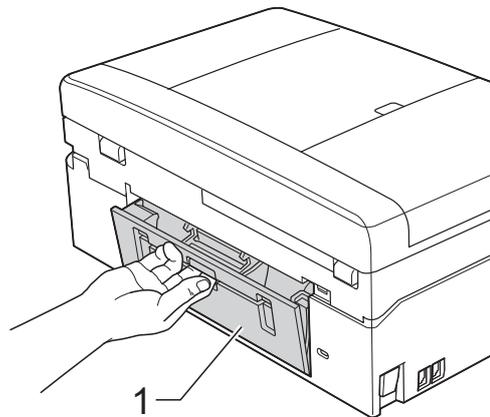
If the LCD shows *Paper Jam [Rear]*, follow these steps:

- 1 Unplug the machine from the electrical socket.

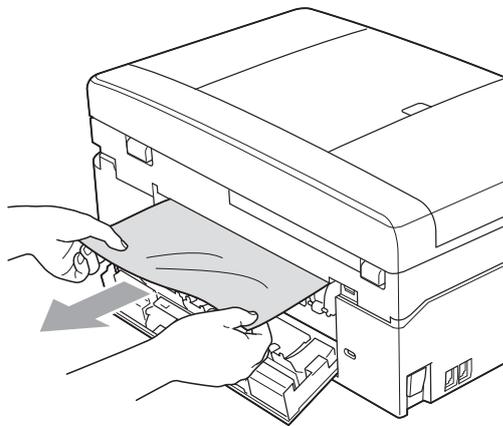
! IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the memory to your PC or another fax machine so you will not lose any important messages. (See *Transferring your faxes or Fax Journal report* >> page 75.)

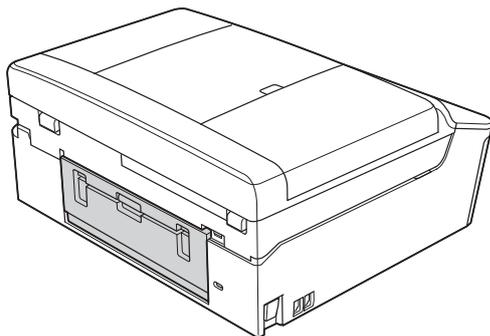
- 2 Open the Jam Clear Cover (1) at the back of the machine.



- 3 Pull the jammed paper out of the machine.



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



- 5 Re-connect the power cord.

Paper is jammed at the front and back of the machine

If the LCD shows

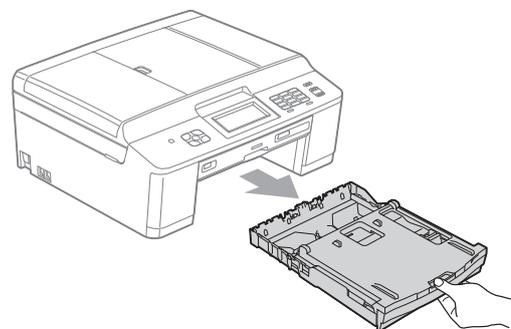
Paper Jam [Front, Rear], follow these steps:

- 1 Unplug the machine from the electrical socket.

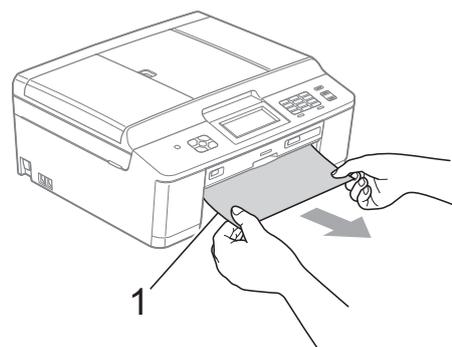
! IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the memory to your PC or another fax machine so you will not lose any important messages. (See *Transferring your faxes or Fax Journal report* >> page 75.)

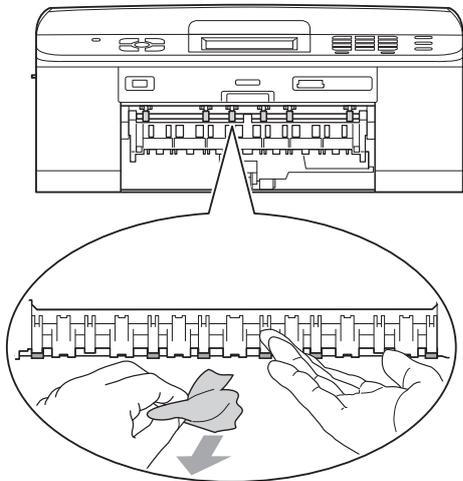
- 2 If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.



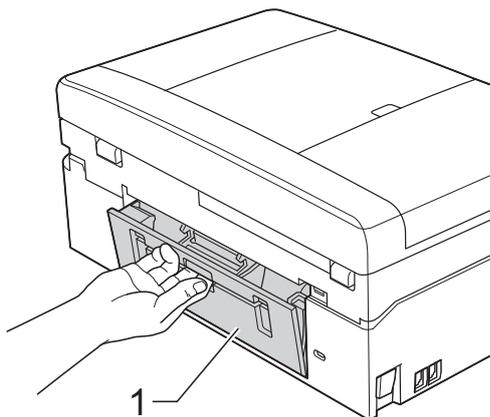
- 3 Pull out the jammed paper (1).



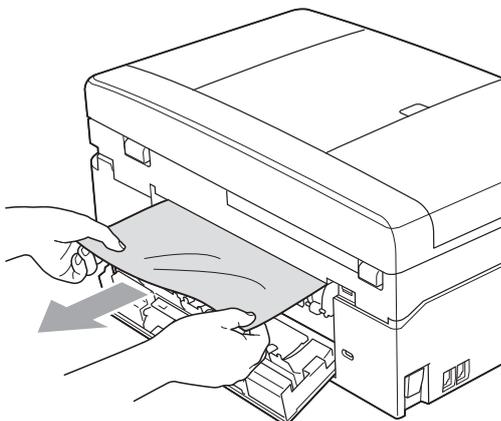
- 4 Lift the Jam Clear flap, and remove the jammed paper.



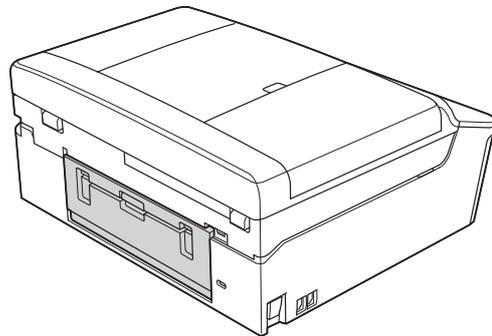
- 5 Open the Jam Clear Cover (1) at the back of the machine.



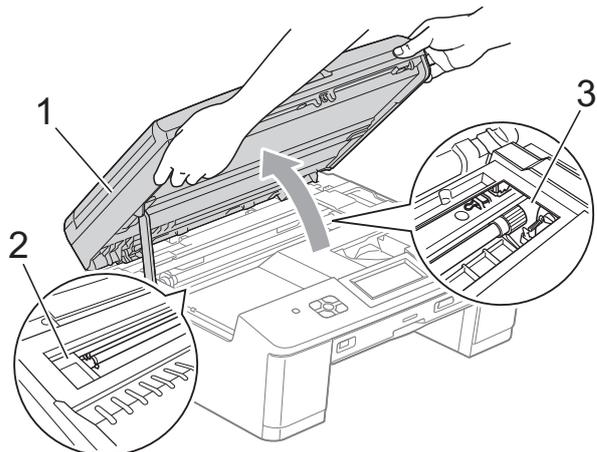
- 6 Pull the jammed paper out of the machine.



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



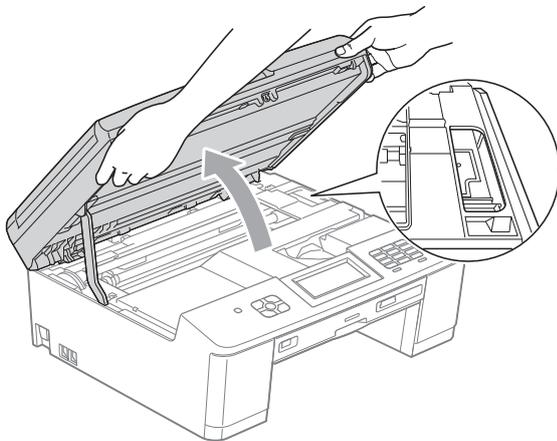
- 8 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover (1) to the open position.



Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine (2) and (3).

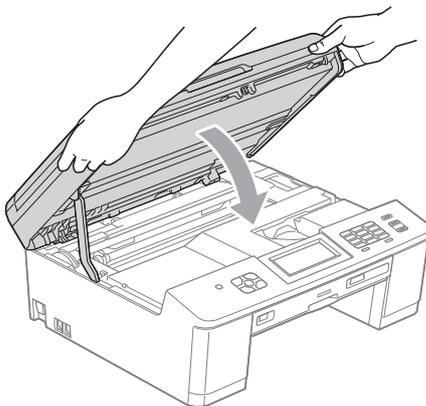
! IMPORTANT

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



- If ink gets onto your skin, immediately wash with soap and plenty of water.

- 9 Using both hands, grasp the plastic tabs on both sides of the machine and gently close the scanner cover.



- 10 Push the paper tray firmly back into the machine.

- 11 While holding the paper tray in place, pull out the paper support until it clicks, and then unfold the paper support flap. Make sure you pull out the paper support until it clicks.
- 12 Re-connect the power cord.

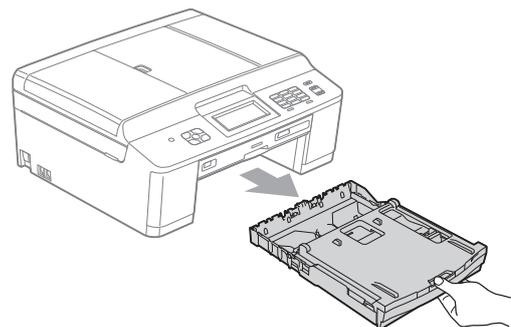
Additional paper jam clear operations

- 1 Unplug the machine from the electrical socket.

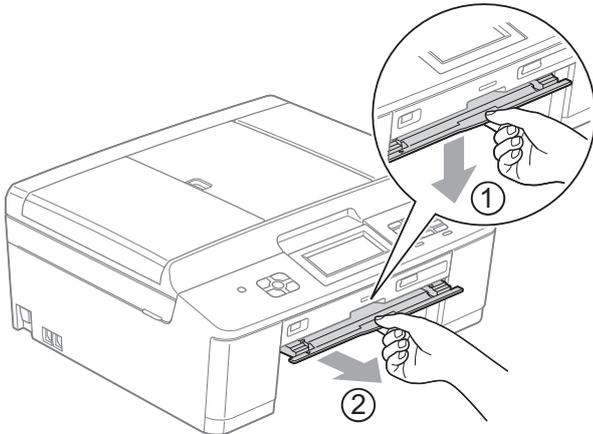
! IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the memory to your PC or another fax machine so you will not lose any important messages. (See *Transferring your faxes or Fax Journal report* >> page 75.)

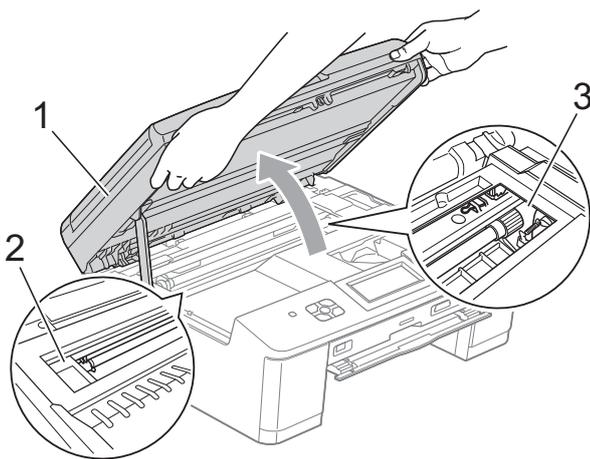
- 2 If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.



- 3 Open the Disc Guide.



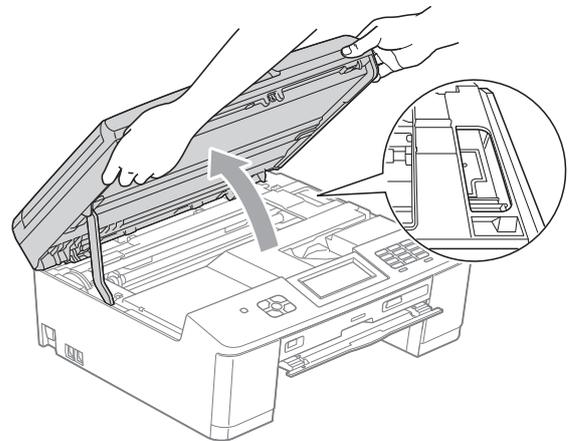
- 4 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover (1) to the open position.



Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine (2) and (3).

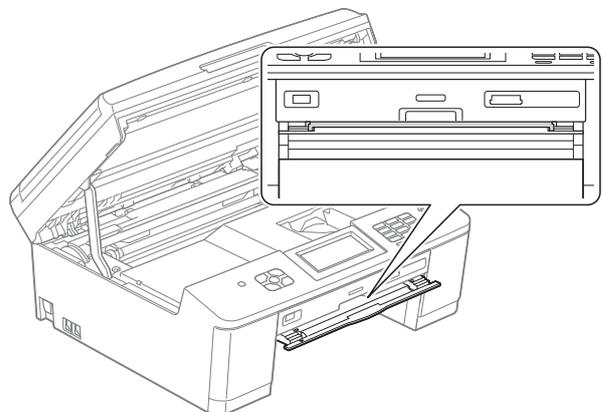
! IMPORTANT

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

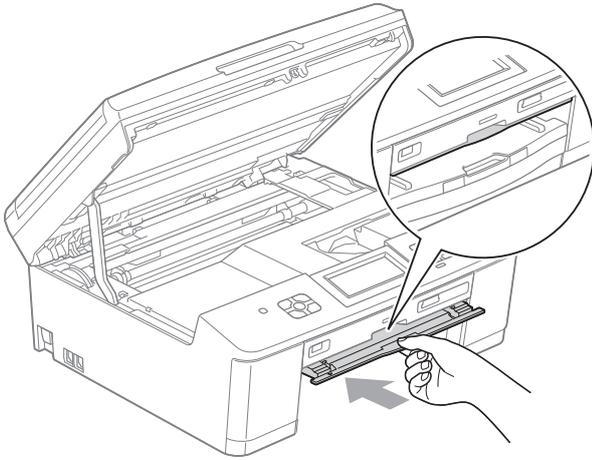


- If ink gets onto your skin, immediately wash with soap and plenty of water.

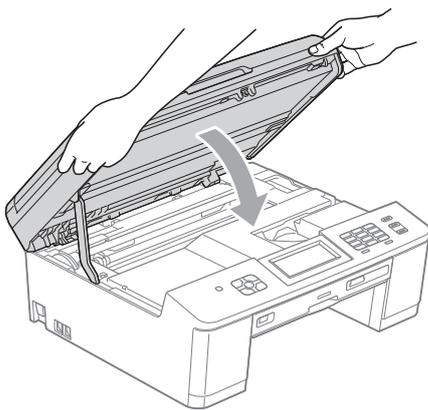
- 5 Make sure that all the jammed paper has been removed from the Disc Guide.



- 6 Close the Disc Guide.



- 7 Using both hands, grasp the plastic tabs on both sides of the machine and gently close the scanner cover.



- 8 Push the paper tray firmly back into the machine.
- 9 While holding the paper tray in place, pull out the paper support until it clicks, and then unfold the paper support flap. Make sure you pull out the paper support until it clicks.
- 10 Re-connect the power cord.

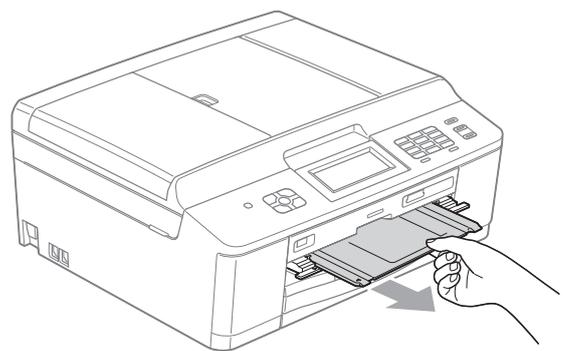
Disc Jam

Take out the Disc Tray depending on where the disc is jammed in the machine.

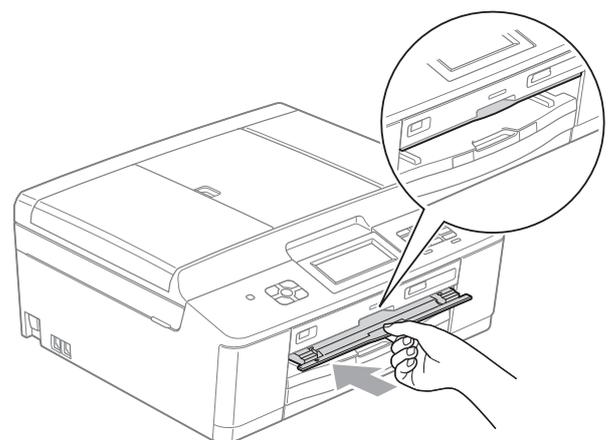
Disc Tray is jammed at the front of the machine

If the LCD shows Disc Jam [Front], follow these steps:

- 1 Unplug the machine from the electrical socket.
- 2 Remove the Disc Tray from the Disc Guide.



- 3 Close the Disc Guide.

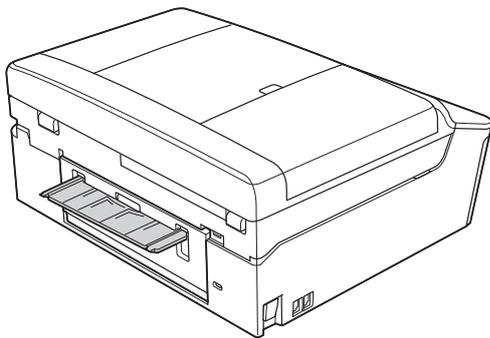


- 4 Re-connect the power cord.

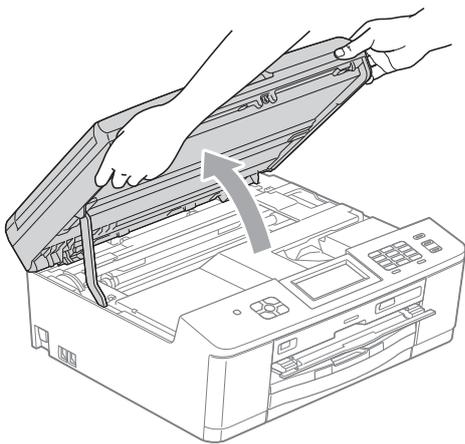
Disc Tray is jammed at the back of the machine

If the LCD shows `Disc Jam [Rear]`, follow these steps:

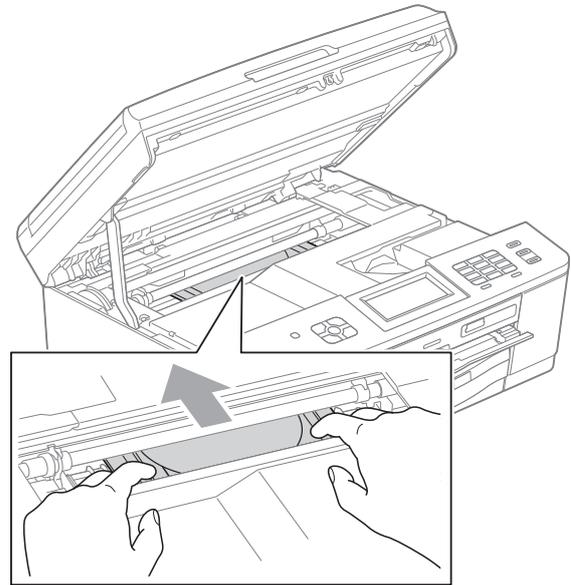
- 1 Unplug the machine from the electrical socket.
- 2 Make sure there is enough space behind the machine for removing the Disc Tray.



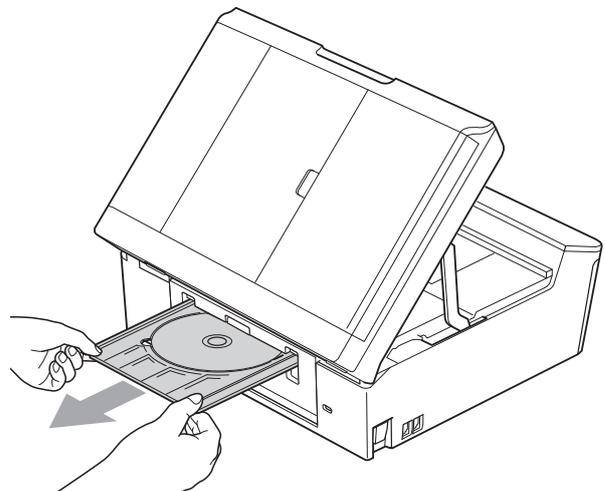
- 3 Using both hands, grasp the plastic tabs on both sides of the machine and lift the scanner cover to the open position.



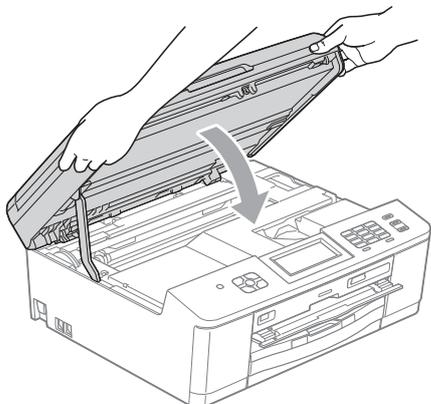
- 4 Gently push the Disc Tray toward the back of the machine.



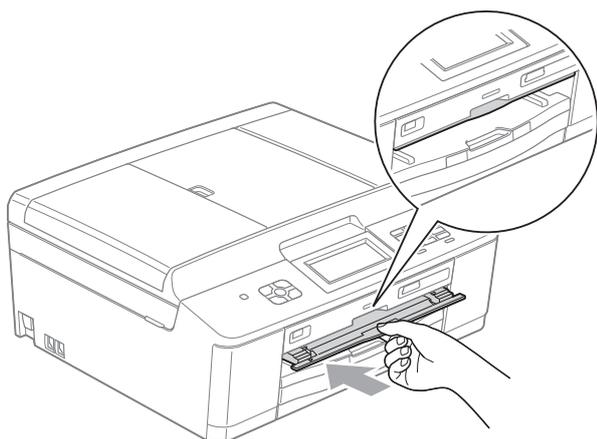
- 5 Remove the Disc Tray from the rear of the machine.



- 6 Using both hands, grasp the plastic tabs on both sides of the machine and gently close the scanner cover.



- 7 Close the Disc Guide.



- 8 Re-connect the power cord.

Troubleshooting

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

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

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

If you are having difficulty with your machine

Printing

Difficulty	Suggestions
No printout.	Check the interface cable or wireless connection on both the machine and your computer. (▶▶ Quick Setup Guide)
	Check that the machine is plugged in and that the power key () is on.
	One or more ink cartridges have reached the end of their life. (See <i>Replacing the ink cartridges</i> ▶▶ page 61.)
	Check to see if the LCD is showing an error message. (See <i>Error and Maintenance messages</i> ▶▶ page 67.)
	If the LCD shows <i>Cannot Print and Replace Ink</i> , see <i>Replacing the ink cartridges</i> ▶▶ page 61.
	Check that the correct printer driver has been installed and chosen.
	(Windows® users only) Make sure that the machine is online. Click Start and then Printers and Faxes . Right-click and choose Brother MFC-XXXXX (where XXXXX is your model name), and make sure that Use Printer Offline is unchecked.
Poor print quality.	Check the print quality. (See <i>Checking the print quality</i> ▶▶ page 65.)
	Make sure that the Media Type setting in the printer driver or the <i>Paper Type</i> setting in the machine's menu matches the type of paper you are using. See <i>Paper Type</i> ▶▶ page 18. ▶▶ Software User's Guide: <i>Printing</i> (Windows®) ▶▶ Software User's Guide: <i>Printing and Faxing</i> (Macintosh)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: <ul style="list-style-type: none"> ■ The expiration date written on the cartridge package has passed. (Brother Original cartridges stay usable for up to two years if kept in their original packaging.) ■ The ink cartridge has been in your machine for over six months. ■ The ink cartridge may not have been stored correctly before use.
	Make sure you are using Brother Original Innobella™ ink. Brother does not recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with ink from other sources.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> ▶▶ page 19.)
	The recommended environment for your machine is between 20 °C to 33 °C.

Printing (continued)

Difficulty	Suggestions
White horizontal lines appear in text or graphics.	Clean the print head. (See <i>Cleaning the print head</i> >> page 65.)
	Make sure you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> >> page 19.)
The machine prints blank pages.	Clean the print head. (See <i>Cleaning the print head</i> >> page 65.)
	Make sure you are using Brother Original Innobella™ ink.
Characters and lines are blurred.	Check the printing alignment. (See <i>Checking the print alignment</i> >> page 66.)
Printed text or images are skewed.	Make sure the paper is loaded correctly in the paper tray and the paper side guides are adjusted correctly. (See <i>Loading paper and other print media</i> >> page 10.)
	Make sure the Jam Clear Cover is closed correctly.
Smudge or stain at the top centre of the printed page.	Make sure the paper is not too thick or curled. (See <i>Acceptable paper and other print media</i> >> page 19.)
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See <i>Acceptable paper and other print media</i> >> page 19.) Don't handle the paper until the ink is dry.
	Make sure you are using Brother Original Innobella™ ink.
	If you are using photo paper, make sure that you have set the correct paper type. If you are printing a photo from your PC, set the Media Type of the printer driver.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (>>Advanced User's Guide: <i>Cleaning the machine's printer platen</i>)
	Make sure you are using Brother Original Innobella™ ink.
	Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> >> page 10.)
	Make sure the paper feed roller is not dirty with ink. (>>Advanced User's Guide: <i>Cleaning the paper feed rollers</i>)
The machine prints dense lines on the page.	Check Reverse Order in the Basic tab of the printer driver.
The printouts are wrinkled.	(Windows® users) In the printer driver Advanced tab, click Colour Settings , and uncheck Bi-Directional Printing .
	(Macintosh users) In the printer driver, choose Print Settings , click Advanced , choose Other Print Options , and uncheck Bi-Directional Printing .
	Make sure you are using Brother Original Innobella™ ink.
Cannot perform "Page Layout" printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver Advanced tab (Windows®) or Print Settings (Macintosh). Also, click Colour Settings , and make sure you uncheck Colour Enhancement .
	Turn the borderless feature off. Borderless printing is slower than normal printing. >>>Software User's Guide: <i>Printing</i> (Windows®) >>>Software User's Guide: <i>Printing and Faxing</i> (Macintosh)



Printing (continued)

Difficulty	Suggestions
Colour Enhancement is not working correctly.	If the image data is not full colour in your application (such as 256 colour), Colour Enhancement will not work. Use at least 24 bit colour data with the Colour Enhancement feature.
Photo paper does not feed correctly.	When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
	Clean the paper pick-up rollers. (▶▶Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i>)
Machine feeds multiple pages.	Make sure the paper is loaded correctly in the paper tray. (See <i>Loading paper and other print media</i> ▶▶ page 10.)
There is a paper jam.	Make sure the paper length guide is set to the correct paper size. (See <i>Printer jam or paper jam</i> ▶▶ page 77.)
The paper jams when you use duplex copy or duplex print.	Use one of the jam prevention settings, Duplex1 or Duplex2.
	For copying ▶▶Advanced User's Guide: <i>Duplex (2-sided) copying</i>
	For printing ▶▶Software User's Guide: <i>Duplex / Booklet</i> (Windows®) ▶▶Software User's Guide: <i>Duplex Printing</i> (Macintosh)
	If paper jams often when using duplex copy or duplex print, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (▶▶Advanced User's Guide: <i>Cleaning the paper feed rollers</i>)
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> ▶▶ page 10.)
Machine does not print from Adobe® Illustrator®.	Try to reduce the print resolution. ▶▶Software User's Guide: <i>Printing</i> (Windows®) ▶▶Software User's Guide: <i>Printing and Faxing</i> (Macintosh)
Ink is smudged or running when using glossy photo paper.	Make sure to check the front and back of the paper. Place the glossy surface (printing surface) face down. (See <i>Paper Type</i> ▶▶ page 18.)
	If you use glossy photo paper, make sure that the paper type setting is correct.
When printing a disc, the Disc Tray becomes dirty with ink.	Use the application for label printing when you print the disc.
	Adjust the print position. ▶▶Software User's Guide: <i>Adjust the print position</i>

Printing Received Faxes

Difficulty	Suggestions
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Received colour fax prints only in black and white.	Replace the colour ink cartridges that have reached the end of their life, and then ask the other person to send the colour fax again. (See <i>Replacing the ink cartridges</i> >> page 61.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (>>>Advanced User's Guide: <i>Printing a reduced incoming fax</i>)

Telephone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Make sure the machine is plugged in and turned on.
	Check the line cord connections.
	Change the Tone/Pulse setting. (>>>Quick Setup Guide)
	Lift the external telephone's handset and listen for a dial tone. If there is no dial tone, ask your telephone company to check the line and/or socket.
The machine does not answer when called.	Make sure the machine is in the correct Receive Mode for your setup. (See <i>Choose the Receive Mode</i> >> page 30.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulty	Suggestions
Cannot receive a fax.	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See <i>Setting the Telephone Line Type</i> >> page 37.)

Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine.
	Make sure that the FAX  key is illuminated.
	Ask the other party to check that the receiving machine has paper.
	Print the Transmission Verification Report and check for an error. (>>>Advanced User's Guide: <i>Reports</i>)

B

Sending Faxes (continued)

Difficulty	Suggestions
Transmission Verification Report says "RESULT:ERROR".	<p>There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get "RESULT:ERROR" on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Memory Receive (➤➤Advanced User's Guide: <i>Turning off Memory Receive operations</i>), print fax messages from the machine's memory (➤➤Advanced User's Guide: <i>Printing a fax from the memory</i>) or cancel a Delayed Fax or Polling Job.</p> <p>(See <i>Cancelling a fax in progress</i> ➤➤ page 28.) (➤➤Advanced User's Guide: <i>Checking and cancelling waiting jobs</i>) If the problem continues, ask the telephone company to check your telephone line.</p>
	<p>If you often get transmission errors due to possible interference on the telephone line, try changing the menu setting of Compatibility to <i>Basic (for VoIP)</i>. (See <i>Telephone line interference / VoIP</i> ➤➤ page 94.)</p>
	<p>If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See <i>Setting the Telephone Line Type</i> ➤➤ page 37.)</p>
Poor fax send quality.	<p>Try changing your resolution to <i>Fine</i> or <i>S.Fine</i>. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See <i>Cleaning the scanner glass</i> ➤➤ page 64.)</p>
Vertical black lines when sending.	<p>Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See <i>Cleaning the scanner glass</i> ➤➤ page 64.)</p>

Handling Incoming Calls

Difficulty	Suggestions
The machine "hears" a voice as a CNG Tone.	<p>If Fax Detect is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing Stop/Exit. Try avoiding this problem by turning Fax Detect to Off. (See <i>Fax Detect</i> ➤➤ page 33.)</p>
Sending a fax call to the machine.	<p>If you answered on an extension or external telephone, press your Remote Activation Code (the factory default is * 5 1). If you answered on an external telephone, press Start to receive the fax. When your machine answers, hang up.</p>
Custom features on a single line.	<p>If you have Call Waiting, Call Waiting/Caller ID, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.</p> <p>For example: If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (Error Correction Mode) feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate telephone line with no custom features is recommended.</p>

Copying Difficulties

Difficulty	Suggestions
Cannot make a copy.	Make sure that the COPY  key is illuminated.
Poor copy results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> >> page 24.)
Vertical black lines or streaks appear in copies.	Vertical black lines or streaks on copies are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See <i>Cleaning the scanner glass</i> >> page 64.)
Fit to Page does not work correctly.	Make sure your source document is not skewed. Reposition the document and try again.

Scanning Difficulties

Difficulty	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	Make sure the Brother TWAIN or WIA driver is chosen as the primary source in your scanning application. For example, in PaperPort™ 12SE with OCR, click Scan Settings, Select to choose the Brother TWAIN/WIA driver.
TWAIN or ICA errors appear when starting to scan. (Macintosh)	Make sure the Brother TWAIN driver is chosen as the primary source. In PageManager, click File, Select Source and choose the Brother TWAIN driver. Mac OS X 10.6.x users can also scan documents using the ICA Scanner Driver. >>>Software User's Guide: <i>Scanning a document using the ICA driver (Mac OS X 10.6.x)</i>
Poor scanning results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> >> page 24.)
OCR does not work.	Try increasing the scanner resolution. (Macintosh users) Presto! PageManager must be downloaded and installed before use. See <i>Accessing Brother Support (Macintosh)</i> >> page 3 for further instructions.

Software Difficulties

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

PhotoCapture Center™ Difficulties

Difficulty	Suggestions
Removable Disk does not work correctly.	<ol style="list-style-type: none"> 1 Take out the memory card or USB Flash memory drive and put it back in again. 2 If you have tried "Eject" from within Windows®, take out the memory card or USB Flash memory drive before you continue. 3 If an error message appears when you try to eject the memory card or USB Flash memory drive, it means the card is being accessed. Wait a while and then try again. 4 If all of the above do not work, turn off your PC and machine, and then turn them on again.
Cannot access Removable Disk from Desktop icon.	Make sure that you have correctly inserted the memory card or USB Flash memory drive.
Part of my photo is missing when printed.	Make sure that Borderless printing and Cropping are turned off. (▶▶Advanced User's Guide: <i>Borderless printing</i> and <i>Cropping</i>)

Network Difficulties

Difficulty	Suggestions
Cannot print over the network.	<p>Make sure that your machine is powered on and is online and in the Ready mode. Print a Network Configuration Report (▶▶Advanced User's Guide: <i>Reports</i>) and check the current Network settings printed in this list. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows LAN Active for 2 seconds.</p> <p>If you are using a wireless connection or are having Network problems ▶▶Network User's Guide: <i>Troubleshooting</i></p>
The network scanning feature does not work.	<p>(Windows® users)</p> <p>It is necessary to configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below:</p> <p>In Name: Enter any description, for example Brother NetScan.</p> <p>In Port number: Enter 54925.</p> <p>In Protocol: UDP is selected.</p> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p> <p>(Macintosh users)</p> <p>Re-select your machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the model list in ControlCenter2.</p>

Network Difficulties (continued)

Difficulty	Suggestions
The network PC-Fax Receive feature does not work.	<p>(Windows® users only)</p> <p>It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below:</p> <p>In Name: Enter any description, for example Brother PC-FAX Rx.</p> <p>In Port number: Enter 54926.</p> <p>In Protocol: UDP is selected.</p> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p>
The Brother software cannot be installed.	<p>(Windows® users)</p> <p>Allow network access to the following programs if your security software displays an alert message during MFL-Pro Suite installation.</p> <p>(Macintosh users)</p> <p>If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it and then install the Brother software.</p>
Cannot connect to wireless network.	<p>Investigate the problem using the WLAN Report.</p> <p>Press Menu, and then press ▲ or ▼ to display Print Reports. Press Print Reports. Press ▲ or ▼ to display WLAN Report, and then press WLAN Report.</p> <p>(>>Network User's Guide)</p>
Reset the network settings.	<p>Press Menu, and then press ▲ or ▼ to display Network. Press Network. Press ▲ or ▼ to display Network Reset, and then press Network Reset.</p> <p>(>>Network User's Guide)</p>

Touchscreen Difficulties

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

Dial Tone detection

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

- 1 Press `Menu`.
- 2 Press `▲` or `▼` to display `Initial Setup`.
- 3 Press `Initial Setup`.
- 4 Press `▲` or `▼` to display `Dial Tone`.
- 5 Press `Dial Tone`.
- 6 Press `Detection` or `No Detection`.
- 7 Press **Stop/Exit**.

Telephone line interference / VoIP

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

- 1 Press `Menu`.
- 2 Press `▲` or `▼` to display `Initial Setup`.
- 3 Press `Initial Setup`.
- 4 Press `▲` or `▼` to display `Compatibility`.
- 5 Press `Compatibility`.
- 6 Press `High`, `Normal` or `Basic (for VoIP)`.
 - `Basic (for VoIP)` cuts the modem speed to 9,600 bps and turns off colour fax receiving and ECM, except for colour fax sending. Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.

To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to `Basic (for VoIP)`.
 - `Normal` sets the modem speed at 14,400 bps.
 - `High` increases the modem speed to 33,600 bps. (factory default).
- 7 Press **Stop/Exit**.



Note

VoIP (Voice over IP) is a type of phone system that uses an internet connection, rather than a traditional phone line.

Machine Information

Checking the serial number

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

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

Reset functions

The following reset functions are available:

1 Network

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

2 Speed Dial&Fax

Speed Dial & Fax resets the following settings:

- Speed Dial
(Speed-Dial and Setup Groups)
- Programmed fax jobs in the memory
(Polled Transmit, Delayed Fax and Delayed Batch Transmission)
- Station ID
(Name and Number)
- Remote Fax Options
(Fax Forwarding)
- Report settings
(Transmission Verification Report, Quick Dial List and Fax Journal)
- History
(Caller ID history and Outgoing Call)
- Faxes in memory

3 All Settings

You can restore all settings to their factory defaults.

Brother strongly recommends performing this procedure before handing over or disposing of the machine.



Note

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

How to reset the machine

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to display **Initial Setup**.
- 3 Press **Initial Setup**.
- 4 Press **▲** or **▼** to display **Reset**.
- 5 Press **Reset**.
- 6 Press to choose which function you would like to reset.
- 7 Press **Yes** to confirm.
- 8 Press **Yes** for 2 seconds to reboot the machine.

C

Menu and features

On-screen programming

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

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

Menu table

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

Menu

Level1	Level2	Level3	Options	Descriptions	Page	
General Setup	Mode Timer	—	Off 0 Sec 30 Secs 1 Min 2 Mins* 5 Mins	Sets the amount of time before the machine returns to FAX mode.	See  .	
	Paper Type	—	Plain Paper* Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency	Sets the type of paper in the paper tray.	18	
	Paper Size	—	A4* A5 10x15cm Letter	Sets the size of paper in the paper tray.	18	
	Volume	Ring		Off Low Med* High	Adjusts the ring volume.	8
		Beeper		Off Low* Med High	Adjusts the beeper volume.	8
		Speaker		Off Low Med* High	Adjusts the speaker volume.	9
	Auto Daylight	—	On* Off	Automatically changes for Daylight Savings Time.	See  .	
◆ Advanced User's Guide						
 The factory settings are shown in Bold with an asterisk.						

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	LCD Settings	Backlight	Light* Med Dark	You can adjust the brightness of the LCD backlight.	9
		Dim Timer	Off 10 Secs 20 Secs 30 Secs*	You can set how long the LCD backlight stays on for after the last key press.	See ♦ .
	Sleep Mode	—	1 Min 2 Mins 3 Mins 5 Mins* 10 Mins 30 Mins 60 Mins	You can choose how long the machine will remain idle before it goes into Sleep mode.	
Fax	Setup Receive	Ring Delay	0 1 2* 3 4 5 6 7 8 (Example for the U.K.)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	32
		F/T Ring Time	20 Secs 30 Secs* 40 Secs 70 Secs	Sets the length of the fast double-ring time in Fax/Tel mode.	32
		Fax Preview	On Off*	You can preview received faxes.	33
		Fax Detect	On* Off	Receives fax messages automatically when you answer a call and hear fax tones.	33
♦ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page	
Fax (Continued)	Setup Receive (Continued)	Remote Codes	On* (*51, #51) Off	Allows you to answer all calls at an extension or external telephone and use codes to turn the machine on or off. You can personalize these codes.	41	
		Auto Reduction	On* Off	Cuts the size of incoming faxes to fit the paper size.	See ♦.	
		Memory Receive	Off* Fax Forward Fax Storage PC Fax Receive	You can set the machine to either forward fax messages, store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or send faxes to your PC. If you choose Fax Forward or PC-Fax Receive, you can turn on the safety feature Backup Print.		
	Report Setting	XMIT Report	On On+Image Off* Off+Image	Choose the initial setup for Transmission Verification Report.	29	
		Journal Period	Off Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days	Sets the interval for the automatic printing of the Fax Journal. If you have chosen other than Off and Every 50 Faxes, you can set the time for the chosen option. If you have chosen Every 7 Days, you can set the day of the week.	See ♦.	
	Print Document	—	—	Prints incoming faxes stored in the memory.		
	Remote Access	—	---*	Set your own code for Remote Retrieval.		
	Remaining Jobs	—	—	Check which jobs are in the memory and cancel chosen jobs.		
	♦ Advanced User's Guide					
	 The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	Miscellaneous	Mem Security	—	Prohibits most functions except receiving faxes into memory.	See ◆.
		BT Call Sign (U.K. Only)	On Off*	Uses with BT Call Sign.	
		Caller ID (U.K. and Ireland only)	On* Off	View or print a list of the last 30 Caller IDs stored in the memory.	36

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The factory settings are shown in Bold with an asterisk.

Network menu

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

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

+ Network User's Guide



The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions	Page	
Network (Continued)	WLAN (Continued)	TCP/IP (Continued)	APIPA	On* Off	Automatically allocates the IP address from the link-local address range.	See +.	
		Setup Wizard	—	—	You can manually configure your print server for a wireless network.		
		WPS/AOSS	—	—	You can easily configure your wireless network settings using the one-button push method.		
		WPS w/PIN Code	—	—	You can easily configure your wireless network settings using WPS with a PIN code.		
		WLAN Status	Status	—	You can see the current wireless network status.		
			Signal	—	You can see the current wireless network signal strength.		
			SSID	—	You can see the current SSID.		
			Comm. Mode	—	You can see the current Communication Mode.		
		MAC Address	—	—	You can see your machine's MAC address.		
		Network I/F	—	Wired LAN* WLAN	—		You can choose the network connection type.
		Network Reset	—	—	—		Restore all network settings to factory default.
		+ Network User's Guide					
	The factory settings are shown in Bold with an asterisk.						

Menu (continued)

Level1	Level2	Level3	Options	Descriptions	Page
Print Reports	XMIT Verify	—	—	Prints these lists and reports.	See ◆ .
	Quick Dial	—	Alphabetical Order Numerical Order		
	Fax Journal	—	—		
	User Settings	—	—		
	Network Config	—	—		
	WLAN Report	—	—		
	Caller ID hist.	—	—		
Machine Info.	Serial No.	—	—	Lets you check the serial number of your machine.	95
Initial Setup	Receive Mode	—	Fax Only* Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	30
	Date&Time	—	—	Sets the date and time on the LCD and in headings of faxes you send.	See ‡ .
	Station ID	—	Fax: Name:	Enter your name and fax number to appear on each page you fax.	
	Tone/Pulse	—	Tone* Pulse	Choose the dialling mode.	
	Dial Tone	—	Detection No Detection*	Turns Dial Tone Detection on or off.	94
	Phone Line Set	—	Normal* PBX ISDN	Choose the telephone line type.	37
	Compatibility	—	High* Normal Basic(for VoIP)	Adjusts the modem speed to help resolve transmission problems.	94
<p>◆ Advanced User's Guide</p> <p>‡ Quick Setup Guide</p> <p>□ Software User's Guide</p>					
<p> The factory settings are shown in Bold with an asterisk.</p>					

Level1	Level2	Level3	Options	Descriptions	Page
Initial Setup (Continued)	Reset	Network	—	Resets the print server back to its factory default settings, such as the password and IP address information.	95
		Speed Dial&Fax	—	Deletes all stored Speed Dial numbers and faxes, restores the Station ID, Quick Dial List, Transmission Verification Report and Fax Journal back to the factory default settings.	
		All Settings	—	Resets all the machine's settings back to the factory default.	
	Disc Print Alignment	—	—	You can align the print position.	See <input type="checkbox"/> .
<p>◆ Advanced User's Guide</p> <p>‡ Quick Setup Guide</p> <p><input type="checkbox"/> Software User's Guide</p>					
<p> The factory settings are shown in Bold with an asterisk.</p>					

FAX ()

Level1	Level2	Level3	Options	Descriptions	Page
Call History	Outgoing Call	Send a fax	—	You can choose a number from the Outgoing Call history and then send a fax to it, add it to Speed Dial, or delete it.	44
		More	Add to Speed Dial		
		Delete			
	Caller ID hist.	Send a fax	—	You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, or delete it.	44
More		Add to Speed Dial			
		Delete			
Speed Dial	—	Send a fax	—	You can dial by pressing only a few keys (and Start).	43
		More	Set Speed Dial	Stores Speed Dial numbers, so you can dial by pressing only a few buttons on the Touchscreen (and Start).	45
			Setup Groups	You can set up Group numbers for Broadcasting.	See  .
			Change	You can change Speed Dial numbers.	46
			Delete	You can delete Speed Dial numbers.	
Fax Resolution	—	—	Standard* Fine S.Fine Photo	Sets the resolution for outgoing faxes.	See  .
Contrast	—	—	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	
◆ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

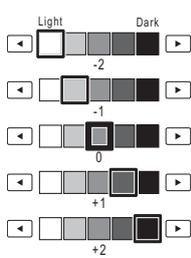
Level1	Level2	Level3	Options	Descriptions	Page
Advanced Settings	Broadcasting	Add Number	—	You can send the same fax message to more than one fax number.	See ◆.
		Speed Dial	—		
	Preview	—	On Off*	You can preview a fax message before send it.	28
	Delayed Fax	—	On Off*	Sets the time of day in 24-hour format that the delayed faxes will be sent.	See ◆.
	Batch TX	—	On Off*	Combines delayed faxes to the same fax number at the same time of day into one transmission.	
	Real Time TX	—	On Off*	You can send a fax without using the memory.	
	Polled TX	—	Standard Secure Off*	Sets up the document on your machine to be retrieved by another fax machine.	
	Polling RX	—	Standard Secure Timer Off*	Sets up your machine to poll another fax machine.	
	Overseas Mode	—	On Off*	If you are having difficulty sending faxes overseas, set this to On.	
Glass ScanSize	—	A4* Letter	Sets the glass scan size for faxes.	28	
Set New Default	—	—	Fax Resolution Contrast Preview Real Time TX Glass ScanSize	You can save your fax settings.	See ◆.
Factory Reset	—	—	—	You can restore all settings back to the factory default.	
◆ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

SCAN ()

Level1	Option1	Option2	Option3	Descriptions	Page
to File	—	—	—	You can scan a monochrome or a colour document into your computer.	See □.
to Media (when a memory card or USB Flash memory drive is inserted)	Quality	—	Color 100 dpi Color 200 dpi* Color 300 dpi Color 600 dpi B/W 100 dpi B/W 200 dpi B/W 300 dpi	You can choose the scan resolution and file format for your document.	53
	File Type	—	(If you choose Colour option in Quality setting) PDF* JPEG		
			(If you choose Mono option in Quality setting) TIFF PDF*		
	File Name	—	—	You can rename the file.	
	Auto Crop	—	On Off*	Scan multiple documents placed on the scanner glass to a memory card or USB Flash memory drive one at a time.	See ◆.
	Set New Default	—	Quality File Type Auto Crop	You can save your scan settings as the default settings.	
Factory Reset	—	—	You can restore all settings back to the original factory default settings.		
<p>□ Software User's Guide</p> <p>◆ Advanced User's Guide</p>					
<p> The factory settings are shown in Bold with an asterisk.</p>					

Level1	Option1	Option2	Option3	Descriptions	Page
to Email	—	—	—	You can scan a monochrome or a colour document into your E-mail application.	See <input type="checkbox"/> .
to OCR (Available after Presto! PageManager is downloaded for Macintosh users. See <i>Accessing Brother Support (Macintosh)</i> >> page 3.)	—	—	—	You can have your text document converted to an editable text file.	
to Image	—	—	—	You can scan a colour picture into your graphics application.	
Web Service (Appears when you install a Web Services Scan, which is displayed in your computer's Windows® Explorer.)	Scan	—	—	You can scan data by using the Web Services protocol.	
	Scan for E-mail	—	—		
	Scan for OCR	—	—		
	Scan for Fax	—	—		
	Scan for Print	—	—		
<input type="checkbox"/> Software User's Guide <input checked="" type="checkbox"/> Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

COPY ()

Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast Normal* Best	Choose the Copy resolution for the next copy.	See  .
Paper Type	—	—	Plain Paper* Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency	Choose the paper type that matches the paper in the tray.	48
Paper Size	—	—	A4* A5 10x15cm Letter	Choose the paper size that matches the paper in the tray.	48
Enlarge/Reduce	100%*	—	—	—	See  .
	Enlarge	—	198% 10x15cm→A4 186% 10x15cm→LTR 141% A5→A4	You can choose the enlargement ratio for the next copy.	
	Reduce	—	97% LTR→A4 93% A4→LTR 83% LGL→A4 69% A4→A5 47% A4→10x15cm	You can choose the reduction ratio for the next copy.	
	Fit to Page	—	—	Your machine will adjust the size automatically to the paper size you set.	
	Custom (25-400%)	—	—	You can choose the enlargement or reduction ratio for your type of document.	
Density	—	—		Adjusts the density of copies.	

 Advanced User's Guide



The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Stack/Sort	—	—	Stack* Sort	You can choose to stack or sort multiple copies.	See ◆.
Page Layout	—	—	Off (1in1)* 2in1 (P) 2in1 (L) 2in1 (ID) 4in1 (P) 4in1 (L) Poster (2x1) Poster (2x2) Poster (3x3)	You can make N in 1, 2 in 1 ID, or Poster copies.	
Duplex Copy	On	Advanced	Normal* Duplex1 Duplex2	You can choose the duplex print settings.	
		Portrait LongEdgeFlip	—		
		Landscape LongEdgeFlip	—		
		Portrait ShortEdgeFlip	—		
	Landscape ShortEdgeFlip	—			
Off*	—	—	—		
Advanced Settings	—	—	Off* Ink Save Mode Thin Paper Copy Book Copy Watermark Copy	You can choose various settings for copy such as Book Copy and Watermark Copy.	
Favorite Settings	Store	—	Favorite:1	You can save your Favourite settings.	
	Rename		Favorite:2 Favorite:3		
◆ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Watermark Copy Settings

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

◆ Advanced User's Guide



The factory settings are shown in Bold with an asterisk.

Option1	Option2	Option3	Option4	Descriptions	Page
Use Image	Scan (Set watermark document and press Start .)	Transparency	-2 -1 0* +1 +2	You can place a logo or text into your document as a Watermark by scanning a paper document. Places a logo or text into your document as a Watermark using an image from removable media.	See ◆ .
	Media (Select image from media)	Position	A B C D E* F G H I Pattern		
		Size	Small Medium* Large		
		Angle	-90° -45°* 0° +45° +90°		
		Transparency	-2 -1 0* +1 +2		
◆ Advanced User's Guide					
	The factory settings are shown in Bold with an asterisk.				

PHOTO ()

Level1	Level2	Level3	Options	Descriptions	Page
View Photo(s)	 (Print All Photos)	 (Auto Correct)	See the print settings in the following table.	You can print all photos in your memory card or USB Flash memory drive.	52
	 (Slide Show)			The machine starts a Slide Show of your photos.	
				The machine decides the most suitable effect for your photo.	See  .
Enhance Photo	Enhance	 (Auto Correct)	See the print settings in the following table.	You can adjust your photos with these settings.	
		 (Enhance Skin)			
		 (Enhance Scenery)			
		 (Remove Red-Eye)			
		 (Night Scene)			
		 (Fill Light)			
		 (Whiteboard)			
		 (Monochrome)			
		 (Sepia)			
		 (Auto Correct & Remove Red-Eye)			
	Trim	—		You can trim your photo and print a part of the image.	

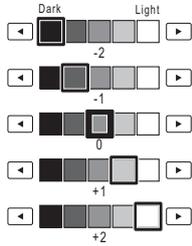
◆ Advanced User's Guide

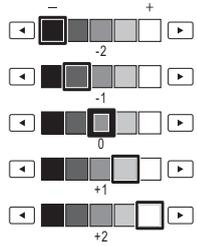
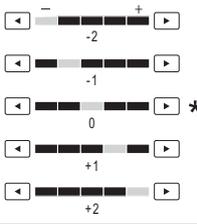
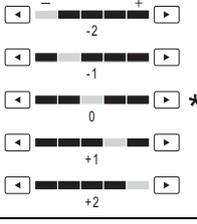
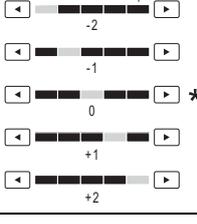


The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Index Print	Index Sheet	6 Images/Line 5 Images/Line	See <i>Print Settings for Index Sheet</i> ➤➤ page 117.	You can print a thumbnail page.	See ◆.
	Print Photos	—	See the print settings in the following table.	You can print an individual image.	
◆ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Print Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Print Quality (Not available for DPOF printing.)	Normal	—	—	Choose the print quality.	See ◆.
	Photo*	—	—		
Paper Type	Plain Paper	—	—	Choose the paper type.	
	Inkjet Paper Brother BP71 Brother BP61 Other Glossy*				
Paper Size	10x15cm*	(When A4 or Letter is chosen)	—	Choose the paper and print size.	
	13x18cm A4 Letter Max. Size*				
Brightness (Not available when Enhance is chosen.)		—	—	Adjusts the brightness.	
◆ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Option1	Option2	Option3	Option4	Descriptions	Page
Contrast (Not available when Enhance is chosen.)		—	—	Adjusts the contrast.	See ◆ .
Color Enhance (Not available when Enhance is chosen.)	On Off*	White Balance		Adjusts the hue of the white areas.	
		Sharpness		Enhances the detail of the image.	
		Color Density		Adjusts the total amount of colour in the image.	
Cropping	On* Off	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	
Borderless	On* Off	—	—	Expands the printable area to fit the edges of the paper.	
Date Print (Not available for DPOF printing.)	On Off*	—	—	Prints the date on your photo.	
◆ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Option1	Option2	Option3	Option4	Descriptions	Page
Set New Default	Print Quality Paper Type Paper Size Brightness Contrast Color Enhance Cropping Borderless Date Print	—	—	You can save your print settings as the default settings.	See ◆ .
Factory Reset	—	—	—	You can restore all the settings to the factory default.	
◆ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Print Settings for Index Sheet

Option1	Option2	Option3	Option4	Descriptions	Page
Paper Type	Plain Paper* Inkjet Paper Brother BP71 Brother BP61 Other Glossy	—	—	Choose the paper type.	See ◆ .
Paper Size	A4* Letter	—	—	Choose the paper size.	
◆ Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Speed Dial ()

Level1	Level2	Level3	Options	Descriptions	Page
Speed Dial	Send a fax	—	—	You can dial by pressing only a few keys (and Start).	43
	More	Set Speed Dial	—	Stores Speed Dial numbers, so you can dial by pressing only a few buttons on the Touchscreen (and Start).	45
		Setup Groups	—	Sets up Group numbers for Broadcasting.	See  .
		Change	—	You can change Speed Dial numbers.	46
		Delete	—	You can delete Speed Dial numbers.	
 Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Call History ()

Level1	Level2	Level3	Options	Descriptions	Page	
Call History	Outgoing Call	Send a fax	—	You can choose a number from the Outgoing Call history and then send a fax to it, add it to Speed Dial, or delete it.	44	
		More	Add to Speed Dial			
			Delete			
	Caller ID hist.	Send a fax	—	You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, or delete it.	44	
		More	Add to Speed Dial			
			Delete			
 The factory settings are shown in Bold with an asterisk.						

Fax Preview

Level1	Level2	Level3	Options	Descriptions	Page
Fax Preview	—	—	Yes No*	You can view faxes you receive on the LCD screen.	33
 The factory settings are shown in Bold with an asterisk.					

Ink

Level1	Level2	Level3	Options	Descriptions	Page
Ink	Test Print	—	Print Quality Alignment	Lets you check the print quality or alignment.	65
	Cleaning	—	Black Color All	Lets you clean the print head.	65
	Ink Volume	—	—	Lets you check the available ink volume.	See  .
 Advanced User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Disc

Level1	Level2	Level3	Options	Descriptions	Page
Disc	Copy from disc	—	—	You can print on printable media, including CD-R/RW, DVD-R/RW and Blu-ray Disc™.	See  .
	Copy from photo	—	—		
	Print from card	—	—		
<input type="checkbox"/> Software User's Guide					
 The factory settings are shown in Bold with an asterisk.					

Entering Text

When you are setting certain menu selections, you may need to enter text into the machine. Press **A1@** to cycle between letters, numbers and special characters. Up to four letters are assigned to each letter button on the LCD. By pressing the correct button repeatedly, you can access the character you want.



Inserting spaces

To enter a space, press **A1@** to choose special characters, then press the space button  or .



Note

The characters available may differ depending on your country.

Making corrections

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

Repeating letters

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

General



Note

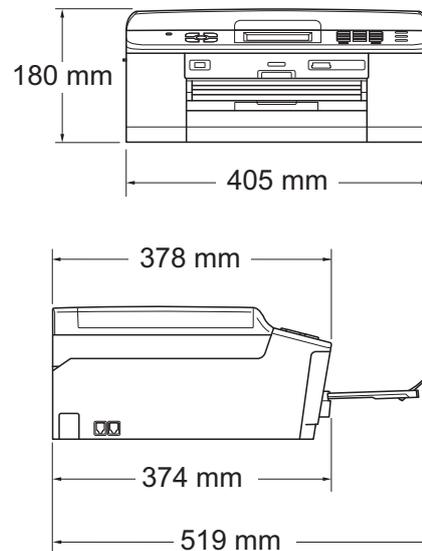
This chapter provides a summary of the machines' specifications. For additional specifications visit <http://www.brother.com/> for details.

Printer Type	Inkjet	
Print Head	Mono:	Piezo with 210 × 1 nozzle
	Colour:	Piezo with 210 × 3 nozzles
Memory Capacity	64 MB	
LCD (Liquid Crystal Display)	Touchscreen 3.3 in. (82.8 mm) TFT Colour LCD	
Power Source	AC 220 to 240V 50/60Hz	
Power Consumption ¹	Copying Mode:	Approx. 24 W ²
	Ready Mode:	Approx. 6.5 W
	Sleep Mode:	Approx. 2.5 W
	Off:	Approx. 0.15 W

¹ Measured when the machine is connected to the USB interface.

² When using ADF, single-side printing, resolution: standard / document: ISO/IEC 24712 printed pattern.

Dimension



Weight	9.3 kg
Noise	Operating: LPAm = 50 dB or less ¹
Noise per ISO9296	Copying: LWAd = 6.27 B(A) ² (Mono) LWAd = 5.83 B(A) (Colour)
	Ready: LWAd = 3.1 B(A) (Mono/Colour)
Temperature	Operating: 10 to 35 °C Best Print Quality: 20 to 33 °C
Humidity	Operating: 20 to 80% (without condensation) Best Print Quality: 20 to 80% (without condensation)
ADF (automatic document feeder)	Up to 15 pages ³ (Paper: 90 g/m ² A4 or Letter size) Up to 20 pages with conditions ⁴
Document Size	ADF Width: 148 mm to 215.9 mm ADF Length: 148 mm to 355.6 mm Scanner Glass Width: Max. 215.9 mm Scanner Glass Length: Max. 297 mm

¹ Noise depends on printing conditions.

² Office equipment with LWAd>6.30 B(A) is not suitable for use in room where people do primarily intellectual work. Such equipment should be placed in separate rooms because of the noise emission.

³ Using standard 64 to 90 g/m² paper.

⁴ Using XEROX4200 75 g/m² paper, temperature 20 - 26 °C, humidity 40 - 50% without condensation.

Print media

Paper Input

Paper Tray

- Paper type:

Plain paper, inkjet paper (coated paper),
glossy paper¹ and transparency^{1 2}

- Paper size:

A4, Executive, Letter, A5, A6, Envelopes (commercial No.10, DL, C5,
Monarch), Photo 10 × 15 cm, Photo 2L 13 × 18 cm,
Index Card 127 × 203 mm³

Width: 98 mm - 215.9 mm

Length: 148 mm - 297 mm

For more details, see *Paper weight, thickness and capacity*
➤➤ page 22.

- Maximum paper tray capacity:

Approx. 100 sheets of 80 g/m² plain paper

Photo Paper Tray

- Paper type:

Plain Paper, Inkjet Paper (coated paper) and Glossy Paper¹

- Paper size:

Photo 10 × 15 cm and Photo L 89 × 127 mm

Width: 89 mm - 102 mm

Length: 127 mm - 152 mm

- Maximum paper tray capacity:

Approx. 20 sheets

Paper Output

Up to 50 sheets of A4 plain paper (face up print delivery to the output
paper tray)¹

¹ For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

² Use only transparencies recommended for inkjet printing.

³ See *Paper type and size for each operation* ➤➤ page 21.

Fax

Compatibility	ITU-T Super Group 3
Modem Speed	Automatic Fallback 33,600 bps
Scanning Width	ADF: 208 mm (A4) Scanner Glass: 204 mm (A4)
Printing Width	210 mm
Greyscale	Levels: 64 (B&W) / 256 (Colour)
Resolution	Standard 203 × 98 dpi (Mono) 203 × 196 dpi (Colour) Fine 203 × 196 dpi (Mono/Colour) Superfine 203 × 392 dpi (Mono) Photo 203 × 196 dpi (Mono)
Speed Dial	100 stations × 2 numbers
Groups	Up to 6
Broadcasting	250 (200 Speed Dial / 50 Manual Dial)
Automatic Redial	3 times at 5 minute intervals
Memory Transmission	Up to 400 ¹ pages
Out of Paper Reception	Up to 400 ¹ pages

¹ "Pages" refers to the "ITU-T Test Chart #1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

Copy

Colour/Monochrome	Yes/Yes
Copy Width	Max. 210 mm
Multiple Copies	Stacks/Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	Prints up to 1200 × 1200 dpi
Duplex (2-sided)	<ul style="list-style-type: none">■ Paper type: Plain paper■ Paper size: A4, Letter, A5

PhotoCapture Center™

Compatible Media ¹

Memory Stick™ (16 MB - 128 MB)
Memory Stick PRO™ (256 MB - 32 GB)
Memory Stick Duo™ (16 MB - 128 MB)
Memory Stick PRO Duo™ (256 MB - 32 GB)
Memory Stick Micro™ (M2™) with Adapter
MultiMedia Card (32 MB - 2 GB)
MultiMedia Card plus (128 MB - 4 GB)
MultiMedia Card mobile with Adapter (64 MB - 1 GB)
SD Memory Card (16 MB to 2 GB)
miniSD with Adapter
microSD with Adapter
SDHC Memory Card (4 GB to 32 GB)
miniSDHC with Adapter
microSDHC with Adapter
USB Flash memory drive ²
SDXC Memory Card (48 GB - 64 GB)

Resolution

Up to 1200 × 2400 dpi

File Extension

(Media Format)

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

(Image Format)

Photo Print: JPEG ³, AVI ⁴, MOV ⁴

Scan to Media: JPEG, PDF (Colour)

TIFF, PDF (Monochrome)

Number of Files

Up to 999 files

(The folder inside memory cards or USB Flash memory drive is also counted.)

Folder

File must be stored in the 4th folder level of the memory card or USB Flash memory drive.

Borderless

A4, Letter, Photo 10 × 15 cm, Photo 2L 13 × 18 cm ⁵

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

² USB 2.0 Standard
USB Mass Storage standard from 16 MB to 32 GB
Support format: FAT12/FAT16/FAT32/exFAT

³ Progressive JPEG format is not supported.

⁴ Motion JPEG only

⁵ See *Paper type and size for each operation* >> page 21.

PictBridge

D

Compatibility

Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001.

Visit <http://www.cipa.jp/pictbridge/> for more information.

Interface

USB direct interface

Scanner

Colour/Monochrome	Yes/Yes
TWAIN Compliant	Yes (Windows® XP ¹ /Windows Vista®/Windows® 7) Mac OS X 10.4.11, 10.5.x, 10.6.x ²
WIA Compliant	Yes (Windows® XP ¹ /Windows Vista®/Windows® 7)
ICA Compliant	Yes (Mac OS X 10.6.x)
Colour Depth	48 bit colour Processing (Input) 24 bit colour Processing (Output)
Resolution	Up to 19200 × 19200 dpi (interpolated) ³ Up to 2400 × 2400 dpi (optical) (Scanner Glass) Up to 2400 × 1200 dpi (optical) (ADF)
Scanning Width and Length	(Scanner Glass) Width: Up to 210 mm Length: Up to 291 mm (ADF) Width: Up to 210 mm Length: Up to 349.6 mm
Greyscale	256 levels

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

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

³ Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP, Windows Vista® and Windows® 7 (resolution up to 19200 × 19200 dpi can be selected by using the Brother scanner utility).

Printer

Resolution	Up to 1200 × 6000 dpi
Printing Width ³	204 mm [210 mm (borderless) ¹]
Borderless ²	A4, Letter, A6, Photo 10 × 15 cm, Index Card 127 × 203 mm, Photo L 89 × 127 mm, Photo 2L 13 × 18 cm
Duplex (2-sided)	■ Paper type: Plain paper ■ Paper size: A4, Letter, A5, A6, Executive
Print Speed ⁴	

¹ When the Borderless feature is set to On.

² See *Paper type and size for each operation* >> page 21.

³ When printing on A4 size paper.

⁴ For detailed specifications visit <http://www.brother.com/>.

Interfaces

USB ^{1 2}	A USB 2.0 interface cable that is no longer than 2 m.
LAN cable ³	Ethernet UTP cable category 5 or greater.
Wireless LAN	IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode)

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

² Third party USB ports are not supported.

³ See *Network (LAN)* >> page 133.

>>Network User's Guide: *Supported protocols and security features*

Computer requirements

SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS								
Computer Platform & Operating System Version		Supported PC Software Functions	PC Interface	Processor Minimum Speed	Minimum RAM	Recommended RAM	Hard Disk Space to install	
							For Drivers	For Applications
Windows® Operating System	Windows® XP Home ^{1 4} Windows® XP Professional ^{1 4}	Printing, PC Fax ³ , Scanning, Removable Disk ⁵	USB, 10/100 Base-TX (Ethernet), Wireless 802.11b/g/n	Intel® Pentium® II or equivalent	128 MB	256 MB	150 MB	1 GB
	Windows® XP Professional x64 Edition ^{1 4}			64-bit (Intel® 64 or AMD64) supported CPU	256 MB	512 MB	150 MB	1 GB
	Windows Vista® ^{1 4}			Intel® Pentium® 4 or equivalent	512 MB	1 GB	500 MB	1.3 GB
	Windows® 7 ^{1 4}			64-bit (Intel® 64 or AMD64) supported CPU	1 GB (32 bit) 2 GB (64 bit)	1 GB (32 bit) 2 GB (64 bit)	650 MB	1.3 GB
	Windows Server® 2003 (print only via network)	Printing	10/100 Base-TX (Ethernet), Wireless 802.11b/g/n	Intel® Pentium® III or equivalent	256 MB	512 MB	50 MB	N/A
	Windows Server® 2003 x64 Edition (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU				
	Windows Server® 2003 R2 (print only via network)			Intel® Pentium® III or equivalent				
	Windows Server® 2003 R2 x64 Edition (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU	512 MB	1 GB		
	Windows Server® 2008 (print only via network)			Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU		2 GB		
	Windows Server® 2008 R2 (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU				
Macintosh Operating System	Mac OS X 10.4.11, 10.5.x	Printing, PC Fax Send ³ , Scanning, Removable Disk ⁵	USB ² , 10/100 Base-TX (Ethernet), Wireless 802.11b/g/n	PowerPC G4/G5 Intel® Processor	512 MB	1 GB	80 MB	550 MB
	Mac OS X 10.6.x			Intel® Processor	1 GB	2 GB		

Conditions:

- ¹ For WIA, 1200 × 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 × 19200 dpi.
- ² Third party USB ports are not supported.
- ³ PC Fax supports black and white only.
- ⁴ PaperPort™ 12SE supports Windows® XP Home (SP3 or greater), XP Professional (SP3 or greater), XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or greater) and Windows® 7.
- ⁵ Removable disk is a function of PhotoCapture Center™.

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

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Consumable items

Ink The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.

Service Life of Ink Cartridge The first time you install a set of ink cartridges the machine will use an amount of ink to fill the ink delivery tubes for high quality printouts. This process will only happen once. After this process is complete the cartridges provided with your machine will have a lower yield than standard cartridges (80%). With all following ink cartridges you can print the specified number of pages.

Replacement Consumables

- <Standard Yield Black> LC1220BK
- <Standard Yield Yellow> LC1220Y
- <Standard Yield Cyan> LC1220C
- <Standard Yield Magenta> LC1220M

Black, Yellow, Cyan and Magenta - Approximately 300 pages ¹

- <High Yield Black> LC1240BK
- <High Yield Yellow> LC1240Y
- <High Yield Cyan> LC1240C
- <High Yield Magenta> LC1240M

Black, Yellow, Cyan and Magenta - Approximately 600 pages ¹

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

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

What is Innobella™?

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

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



Network (LAN)

D



Note

For more information about the Network specifications >>Network User's Guide

LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax Send, PC Fax Receive (Windows® only), Remote Setup, and access photos from PhotoCapture Center™ ¹ . Also included is Brother BRAdmin Light ² Network Management software.	
Wireless Network Security	SSID (32 chr), WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
Setup Support Utility	AOSS™	Yes
	WPS	Yes

¹ See the Computer Requirements chart on page 131.

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

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