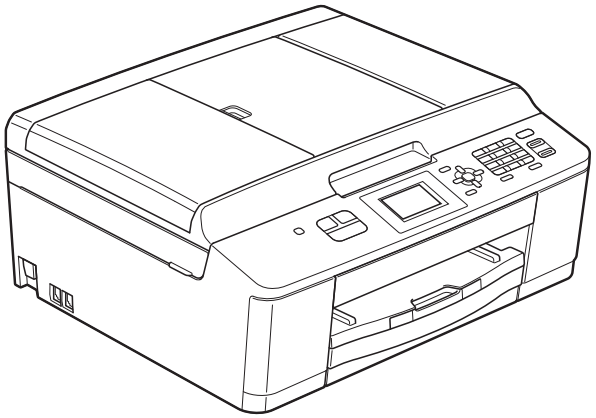
ADVANCED USER'S GUIDE

MFC-J430W



Version 0

CHN-ENG

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 and Scan 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, PC-Fax Send, 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 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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1 General setup

Memory storage

Even if there is a power failure, you will not lose the settings you have changed through the **Menu** , as they are stored permanently. Also, you will not lose your settings in the **FAX** and **COPY** mode key menus if you have chosen `Set New Default`. However you may have to reset the date and time.

Sleep Mode

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

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Sleep Mode`.
   Press **OK**.
4. Press ▲ or ▼ to choose `1Min`, `2Mins`, `3Mins`, `5Mins`, `10Mins`, `30Mins` or `60Mins` to choose which is the length of time the machine is idle before entering sleep mode.
   Press **OK**.
5. Press **Stop/Exit**.

LCD display

LCD Contrast

You can adjust the LCD contrast. If you are having difficulty reading the LCD, try changing the contrast setting.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `LCD Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `LCD Contrast`.
   Press **OK**.
5. Press ◀ to increase the contrast or press ▶ to decrease the contrast.
   Press **OK**.
6. Press **Stop/Exit**.

Setting the Dim Timer for the backlight

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

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

Mode Timer

The machine has three temporary mode keys on the control panel: **FAX**, **SCAN** and **COPY**. You can change the amount of time the machine takes after the last Scan or Copy operation before it returns to FAX mode. If you choose `Off`, the machine stays in the mode you used last by default.

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

2 Security features

TX Lock

TX Lock lets you prevent unauthorized access to the machine.

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

- Receiving faxes

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

- Sending faxes
- Copying
- PC printing
- Scanning
- Operation from the control panel

Note

If you forget the TX Lock password, please call Brother customer service for support.

Setting and changing the TX Lock password

Note

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

Setting the password

Make a careful note of your password.

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

Changing the password

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

Turning TX Lock on/off

Turning TX Lock on

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

Turning TX Lock off

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

Note

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

3 Sending a fax

Additional sending options

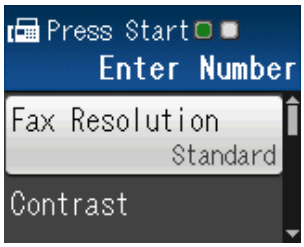
Sending faxes using multiple settings

When you send a fax you can choose a combination of settings, such as `Fax Resolution`, `Contrast`, `Glass ScanSize`, and `Real Time TX`.

You can also choose: `Outgoing Call`, `Caller ID hist.`, `Overseas Mode`, `Speed Dial`, `Broadcasting`, `Set New Default`, and `Factory Reset`.

Some settings are only available when sending mono faxes.

1. Press (**FAX**).
   The LCD shows:



2. Press ▲ or ▼ to choose the setting you want to change.
   Press **OK**.
3. Press ▲ or ▼ to choose an option.
   Press **OK**.
4. Go back to ❷ to change more settings.

Note

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as the default. These settings will remain until you change them again. (See *Setting your changes as a new default* ➤➤ page 6.)

Stop faxing

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

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents the factory setting `Auto` can be used. It automatically chooses the suitable contrast for your document.
Choose `Light` when sending a light document. Choose `Dark` when sending a dark document.

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

Note

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

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

Changing fax resolution

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

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

Note

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

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

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

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

Setting your changes as a new default

You can save the settings for the fax options you use most often by setting them as default, such as `Fax Resolution`, `Contrast`, `Glass ScanSize` and `Real Time TX`. These settings will remain until you change them again.

1. Press (**FAX**).
2. Press ▲ or ▼ to choose the menu option that you want to change and press **OK**. Then press ▲ or ▼ to choose the new option.
   Press **OK**.

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

Restoring fax settings to the factory default

You can restore the fax settings `Fax Resolution`, `Contrast`, `Glass ScanSize` and `Real Time TX`, that you have changed, to the factory default. These settings will remain until you change them again.

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

Additional sending operations

Sending a fax manually

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

Note

To send a multiple page fax, use the ADF.

1. Press (**FAX**).
2. Load your document.
3. To listen for a dial tone, press **Hook**.
4. Dial the fax number.
5. When you hear the fax tone, press **Mono Start** or **Color Start**.
   Press **1** when you select the `Fax Mode` to `Advanced Mode` and send the fax from the scanner glass.
   (➤➤Basic User's Guide : *Setting the Fax Logic (sending and receiving sequence)*)

Sending a fax at the end of a conversation

At the end of a conversation, you can send a fax to the other party before you both hang up.

1. Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.
2. Press (**FAX**).
3. Load your document.
4. Press **Mono Start** or **Color Start**.
   - If you are using the scanner glass, press **1** to send a fax (when you select the `Fax Mode` to `Advanced Mode`).
5. Replace the handset of the external phone.

Dual Access (Monochrome only)

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

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

Note

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

Broadcasting (Monochrome only)

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

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

Before you begin the broadcast

Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (➤➤Basic User's Guide: *Storing Speed Dial numbers*)

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored Speed Dial numbers for easier dialling. (See *Setting up Groups for Broadcasting* ➤➤ page 14.)

How to broadcast a fax

1. Press (**FAX**).
2. Load your document.
3. Press ▲ or ▼ to choose `Advanced Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Broadcasting`.
   Press **OK**.
5. You can add numbers to the broadcast in the following ways:
   - Press ▲ or ▼ to choose `Add Number` and press **OK**. Enter a number using the dial pad.

     Press **OK**.
   - Press ▲ or ▼ to choose `Speed Dial` and press **OK**.
     Press ▲ or ▼ to choose `Alphabetical Order` or `Numerical Order` and press **OK**.
     Press ▲ or ▼ to select a number and press **OK**.
6. After you have entered all the fax numbers by repeating step ❺, press ▲ or ▼ to choose `Complete`.
   Press **OK**.
7. Press **Mono Start**.

   Faxing from the ADF

   - The machine starts scanning the document.

   Faxing from the scanner glass

   When the LCD shows you `Next Page?`, do one of the following:

   - To send a single page, press **2** (or press **Mono Start** again).

     The machine starts sending the document.
   - To send more than one page, press **1** and place the next page on the scanner glass.

     Press **OK**.

     The machine starts scanning the page. (Repeat this step for each additional page.)

Note

- If you did not use up any of the numbers for Groups, you can "broadcast" faxes to as many as 90 different numbers.
- The machine's available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access.
- If the `Out of Memory` message appears, press **Stop/Exit** to cancel or **Mono Start** to send the pages scanned so far.

Cancelling a broadcast in progress

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Remaining Jobs`.
   Press **OK**.
   The LCD will show the fax number being dialled and the Broadcasting job number.
4. Press **OK**.
   The LCD will ask you the following question:
   `Cancel Job?`
   `Yes → Press 1`
   `No → Press 2`
5. Press **1** to cancel the fax number being dialled.
   The LCD will then show the Broadcasting job number.
6. Press **OK**.
   The LCD will ask you the following question:
   `Cancel Job?`
   `Yes → Press 1`
   `No → Press 2`
7. To cancel the broadcast, press **1**.
8. Press **Stop/Exit**.

Real Time Transmission

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

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can do this by turning on `Real Time TX`.

1. Press (**FAX**).
2. Load your document.
3. Press ▲ or ▼ to choose `Advanced Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Real Time TX`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
6. Press **Clear** so you can continue sending your fax.

Note

- If you are sending a color fax or if the memory is full and you are sending a mono fax from the ADF, the machine will send the document in real time (even if `Real Time TX` is set to `Off`).
- In Real Time Transmission, the automatic redial feature does not work when you are using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on Overseas Mode. After you send a fax using this feature, the feature will automatically turn itself off.

1. Press (**FAX**).
2. Load your document.
3. Press ▲ or ▼ to choose `Advanced Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Overseas Mode`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
6. Press **Clear** so you can continue sending your fax.

Checking and cancelling waiting jobs

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

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

4 Receiving a fax

Additional receiving operations

Printing a reduced incoming fax

If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of A4 or Letter size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (➤➤Basic User's Guide: *Paper Size*)

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

Out of Paper Reception

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

If you don't put paper in the paper tray, the machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Further incoming faxes will also be stored in memory until the memory is full. To print the faxes, put fresh paper in the tray. When the memory is full, the machine will stop automatically answering calls.

5 Dialling and storing numbers

Additional dialling operations

Combining Quick Dial numbers

Sometimes, you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as Speed Dial numbers. You can store these long dialling sequences by dividing them and setting them up as separate Speed Dial numbers in any combination. You can even include manual dialling using the dial pad. (➤➤Basic User's Guide: *Storing Speed Dial numbers*)

For example, you might have stored "01632" on Speed Dial: 03 and "960555" on Speed Dial: 02. You can use them both to dial "01632-960555" if you press the following keys:

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose `Search`.
   Press **OK**.
3. Enter **03**.
4. Press ▲ or ▼ to choose `Speed Dial`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Search`.
   Press **OK**.
6. Enter **02**.
7. Press **Mono Start** or **Color Start**.
   You will dial "01632-960555".

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to 01632-960556 you could press (**Speed Dial**), choose `Search`, press **03** and then press **960556** using the dial pad.

Note

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

Additional ways to store numbers

Storing Speed Dial numbers from Outgoing Calls

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

1. Press **Redial/Pause**.
   You can also choose `Outgoing Call` by pressing (**FAX**).
2. Press ▲ or ▼ to choose the name or number you want to store.
   Press **OK**.
3. Press ▲ or ▼ to choose `Add to Speed Dial`.
   Press **OK**.
4. Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number.
   Press **OK**.
5. Do one of the following:
   - Enter the name (up to 16 characters) using the dial pad.
     Press **OK**.
     (➤➤Basic User's Guide: *Entering Text*)
   - To store the number without a name, press **OK**.
6. Press **OK** to confirm the fax or telephone number.
7. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.
8. Press **Stop/Exit**.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company, you can also store Speed Dial numbers from incoming calls in the Caller ID History.
(➤➤Basic User's Guide: *Caller ID*)

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

Setting up Groups for Broadcasting

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

First, you'll need to store each fax number in a Speed Dial location.
(➤➤Basic User's Guide: *Storing Speed Dial numbers*)
Then you can include them as numbers in the Group. Each Group uses up a Speed Dial location. You can have up to six Groups, or you can assign up to 39 numbers to a large Group.

(See *Broadcasting (Monochrome only)* ➤➤ page 8.)

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose `Setup Groups`.
   Press **OK**.
3. Press ▲ or ▼ to choose `GROUP1`, `GROUP2`, `GROUP3`, `GROUP4`, `GROUP5` or `GROUP6` for the Group name where you will store the fax numbers.
   Press **OK**.
4. Press ▲ or ▼ to choose the two-digit Speed Dial location you want to add to the Group.
   Press **OK**.
5. Press ▲ or ▼ to choose `Add Number`.
   Press **OK**.
6. To add numbers to the Group, press ▲ or ▼ to choose `Alphabetical Order` or `Numerical Order` and press **OK**.
   Press ▲ or ▼ to select a number and press **OK**.
7. Do one of the following:
   - To add another number to the Group, repeat steps ❺ to ❻.
   - If you are finished adding numbers to the Group, press ▲ or ▼ to choose `Complete`.

     Press **OK**.
8. Do one of the following:
   - To store another Group for broadcasting, repeat steps ❸ to ❼.
   - To finish storing Groups for broadcasting, press **Stop/Exit**.

Note

You can print a list of all the Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* ➤➤ page 17.)

Changing a Group name

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

Note

How to change the stored name or number:

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

5 Enter the new name (up to 16 characters) using the dial pad.
(➤➤Basic User's Guide: *Entering Text*)
Press **OK**.
(For example, type NEW CLIENTS.)

6 Press ▲ or ▼ to choose `Complete`.
Press **OK**.

7 Press **Stop/Exit**.

Deleting a Group

1 Press (**Speed Dial**).

2 Press ▲ or ▼ to choose `Setup Groups`.
Press **OK**.

3 Press ▲ or ▼ to choose the Group you want to delete.
Press **OK**.

4 Press ▲ or ▼ to choose `Delete`.
Press **OK**.
Press **1** to confirm.

5 Press **Stop/Exit**.

Deleting a number from a Group

1 Press (**Speed Dial**).

2 Press ▲ or ▼ to choose `Setup Groups`.
Press **OK**.

3 Press ▲ or ▼ to choose the Group you want to change.
Press **OK**.

4 Press ▲ or ▼ to choose the number you want to delete.
Press **OK**.
Press **1** to confirm.

5 Press ▲ or ▼ to choose `Complete`.
Press **OK**.

6 Press **Stop/Exit**.

6 Printing reports

Fax reports

Use the **Menu** keys to set up the Transmission Verification Report and the Journal Period.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. (➤➤Basic User's Guide: *Transmission Verification Report*)

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to `Off`, you can still print the report by following the steps in *How to print a report* ➤➤ page 17. The factory setting is `Every 50 Faxes`.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Report Setting`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Journal Period`.
   Press **OK**.
5. Press ▲ or ▼ to choose an interval.
   Press **OK**.
   If you choose `Every 50 Faxes`, go to step ❽.
   - 6, 12, 24 hours, 2 or 7 days

     The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory is filled with the maximum 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.
   - Every 50 Faxes

     The machine will print the Journal when the machine has stored 50 jobs.
6. Enter the time to start printing in 24-hour format.
   Press **OK**.
   (For example: enter 19:45 for 7:45 PM.)
7. If you chose `Every 7 Days` in step ❺, press ▲ or ▼ to display the days of the week. Then choose the day you want to be the first day of the 7-day countdown.
   Press **OK**.
8. Press **Stop/Exit**.

Reports

The following reports are available:

- `XMIT Verify`

  Prints a Transmission Verification Report for your last transmission.

- `Quick Dial`

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

- `Fax Journal`

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

- `User Settings`

  Lists your settings.

- `Network Config`

  Lists your Network settings.

- `WLAN Report`

  Prints a WLAN connection report.

- `Caller ID hist.`

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

How to print a report

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

7 Making copies

Copy settings

You can change the copy settings temporarily for multiple copies.

The machine returns to its default settings after being idle for 1 minute, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* ➤➤ page 2.)

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

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

Note

You can save some of the settings that you use most often by setting them as default. These settings will remain until you change them again. (See *Setting your changes as a new default* ➤➤ page 22.)

Stop copying

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

Changing copy speed and quality

You can choose from a range of speed and quality. The factory setting is Normal.

- Fast

  Fast copy speed and lowest amount of ink used. Use to save time printing documents to be proof-read, large documents or many copies.

- Normal

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

- Best

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

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

Enlarging or reducing the copied image

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

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

198% 10x15cm→A4
186% 10x15cm→LTR
141% A5→A4
100%
97% LTR→A4
93% A4→LTR
83% LGL→A4
69% A4→A5
47% A4→10x15cm
Fit to Page
Custom(25-400%)

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

Note

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

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

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

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

IMPORTANT

- Make sure the paper size is set to A4 or Letter.
- If you are producing multiple color copies, N in 1 copy is not available.
- `(P)` means Portrait and `(L)` means Landscape.
- Poster copy is not available when using transparencies.

Note

`Sort` and `Enlarge/Reduce` are not available with `Page Layout`.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose `Page Layout`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Off(1in1)`, `2in1(P)`, `2in1(L)`, `4in1(P)`, `4in1(L)`, `Poster (2x1)`, `Poster (2x2)`, `Poster (3x3)` or `2in1(ID)` [1].
   Press **OK**.

   [1] For details about 2 in 1 (ID), see *2 in 1 ID Copy* ➤➤ page 21.

6. If you do not want to change additional settings, press **Mono Start** or **Color Start** to scan the page.
   If you placed the document in the ADF or are making a poster, the machine scans the document and starts printing.

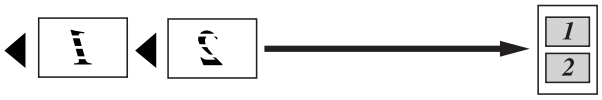
   If you are using the scanner glass, go to step ❼.

7. After the machine scans the page, press **1** to scan the next page.
8. Place the next page on the scanner glass.
   Press **OK**.
9. Repeat steps ❼ and ❽ for each page of the layout.
10. After all the pages have been scanned, press **2** to finish.

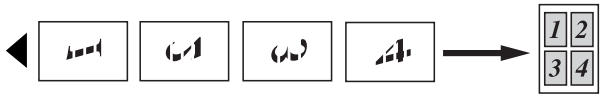
Place the document face down in the direction shown below:

■ 2in1(P)

■ 2in1(L)

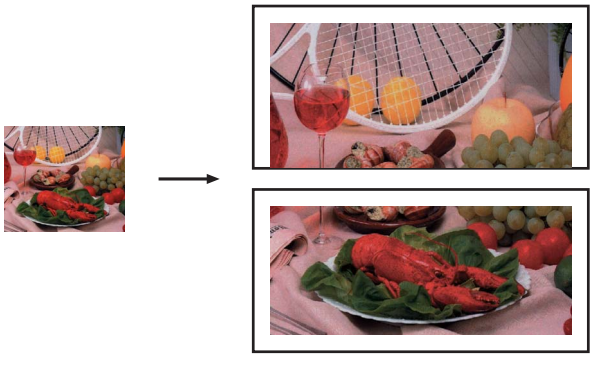


■ 4in1(P)

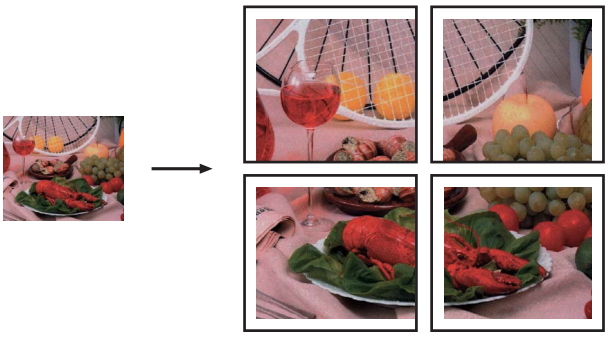


■ 4in1(L)

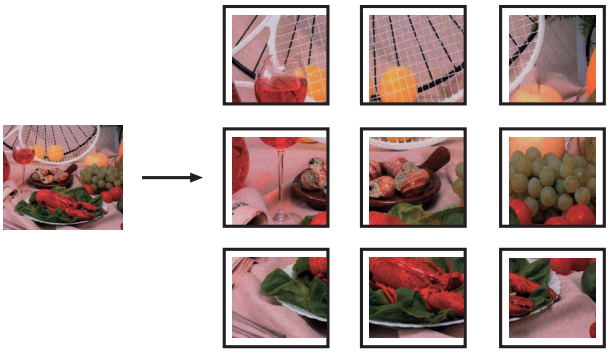
■ Poster (2x1)



■ Poster (2x2)



■ Poster (3x3)



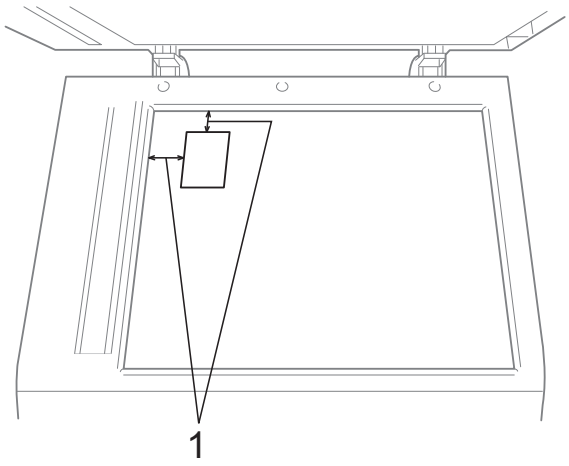
2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size. Make sure the paper size is set to A4 or Letter.

Note

You can copy an identification card to the extent permitted under applicable laws. (➤➤Product Safety Guide: *Unlawful use of copying equipment*)

1. Press (**COPY**).
2. Place your identification card face down at the left corner of the scanner glass.



1 3 mm or greater (top, left)

3. Enter the number of copies you want.

4. Press ▲ or ▼ to choose `Page Layout`.
Press **OK**.

5. Press ▲ or ▼ to choose `2in1(ID)`.
Press **OK**.

6. Press **Mono Start** or **Color Start**.
The machine starts scanning the first page.

7. After the machine has scanned one side, press **1**. Turn over the identification card and press **OK** to scan the other side.

Note

- `Sort` and `Enlarge/Reduce` are not available with `2in1(ID)`.
- If you are producing multiple color copies, 2 in 1 (ID) copy is not available.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 321, 321, 321, and so on.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose `Stack/Sort`.
Press **OK**.
5. Press ▲ or ▼ to choose `Sort`.
Press **OK**.
6. If you do not want to change additional settings, press **Mono Start** or **Color Start**.

Note

`Fit to Page` and `Page Layout` are not available with `Sort`.

Adjusting Density

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

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

Setting your changes as a new default

You can save the settings for the copy options you use most often by setting them as default, such as `Quality`, `Enlarge/Reduce`, `Density` and `Page Layout`.

These settings will remain until you change them again.

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

Restoring all settings to the factory default

You can restore the copy settings `Quality`, `Enlarge/Reduce`, `Density`, and `Page Layout` that you have changed to the factory default.

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

A Routine maintenance

Cleaning and checking the machine

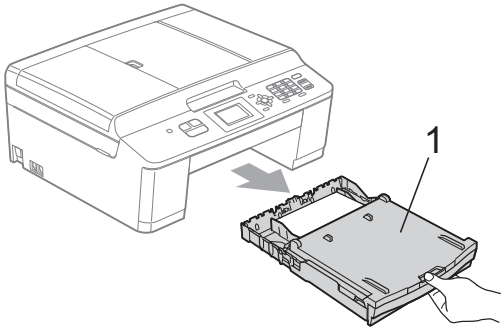
Cleaning the outside of the machine

Clean the outside of the machine as follows:

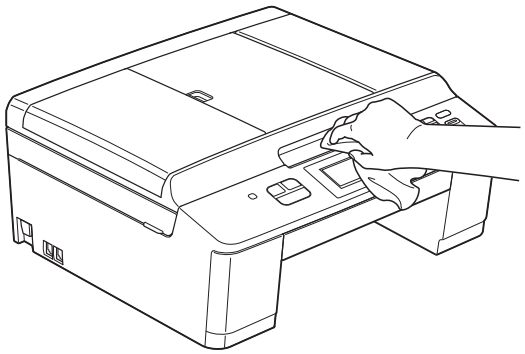
IMPORTANT

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

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

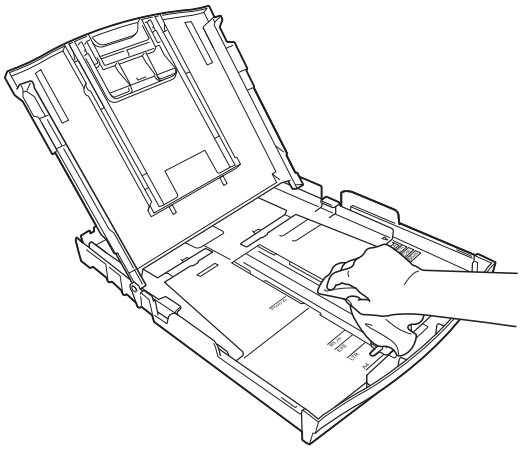


2. Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.



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

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



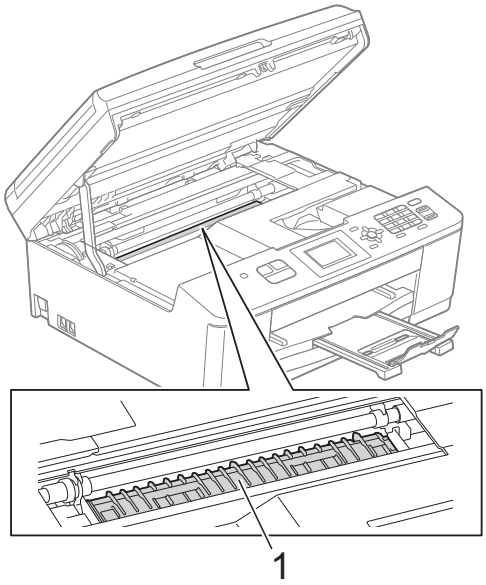
5. Close the output paper tray cover and put the paper tray firmly back in the machine.

Cleaning the machine's printer platen

WARNING

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

1. Using both hands, grasp the plastic tabs on both side of the machine to lift the scanner cover into the open position.
2. Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a *dry*, soft lint-free cloth.



3. Using both hands, grasp the plastic tabs on both sides of the machine and gently close the scanner cover.
4. Re-connect the power cord.

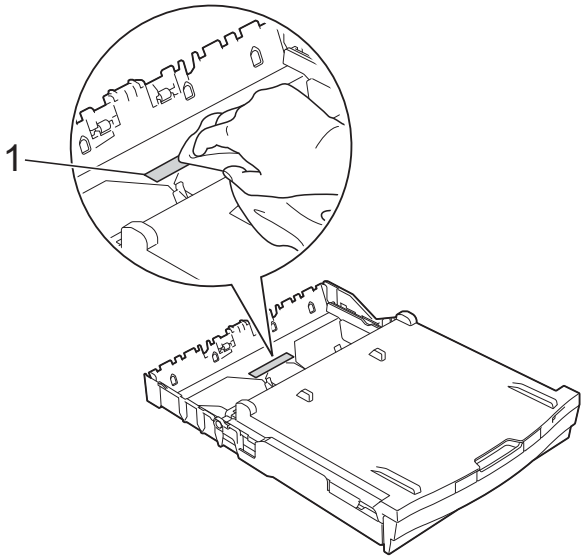
Cleaning the paper pick-up rollers

1. Unplug the machine from the electrical socket.
2. Pull the paper tray completely out of the machine.

Note

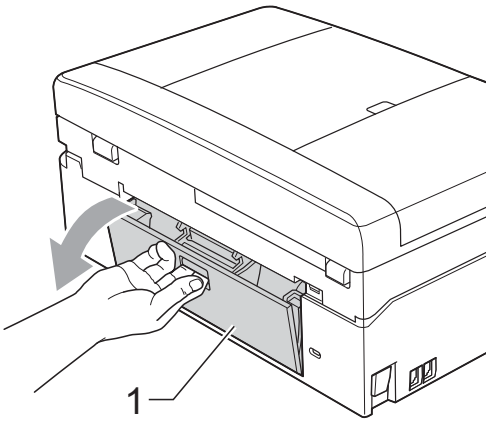
If the machine starts to multi-feed the last few sheets of paper in the tray, clean the Base Pad (1) with a soft lint-free cloth moistened with water.

After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.

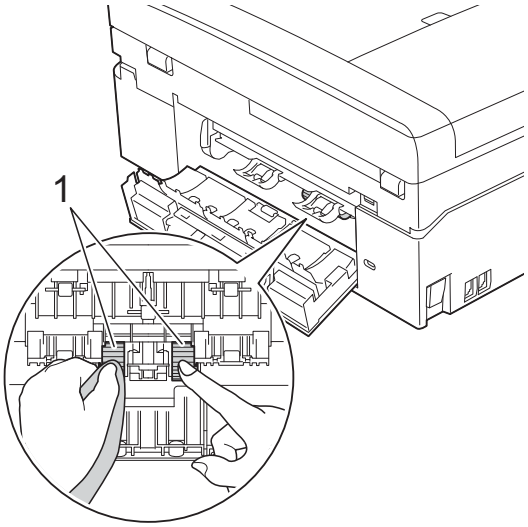


A

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



4 Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth moistened with water.
Slowly turn the rollers so that the whole surface is cleaned.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



5 Close the Jam Clear Cover.
Make sure the cover is closed completely.

6 Put the paper tray firmly back in the machine.

7 Re-connect the power cord.

Checking the ink volume

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

1 Press **Menu**.

2 Press ▲ or ▼ to choose `Ink`.
Press **OK**.

3 Press ▲ or ▼ to choose `Ink Volume`.
Press **OK**.
The LCD shows the ink volume.

4 Press **Stop/Exit**.

Note

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

B Glossary

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

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

Auto Reduction
Reduces the size of incoming faxes.

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

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

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

Brightness
Changing the Brightness makes the whole image lighter or darker.

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

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

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

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

Communication error (Comm. Error)
An error during fax sending or receiving, usually caused by line noise or static.

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

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

Density
Changing the Density makes the whole image lighter or darker.

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

ECM (Error Correction Mode)
Detects errors during fax transmission and resends the pages of the fax that had an error.

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

External telephone

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

F/T Ring Time

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

Fax Detect

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

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Greyscale

The shades of grey available for copying, scanning and faxing photographs.

Group number

A combination of Speed Dial numbers that are stored in a Speed Dial location for Broadcasting.

Innobella™

Innobella™ is a range of genuine consumables offered by Brother. For best quality results Brother recommends Innobella™ Ink and Paper.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (Liquid Crystal Display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

You can press **Hook** to hear the receiving fax machine answer before you press **Mono Start** or **Color Start** to begin sending the fax.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

Presto! PageManager software application converts an image of text to text you can edit.

Overseas Mode

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

Pause

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

Photo resolution (Mono only)

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

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

A listing of names and numbers stored in Speed Dial memory, in numerical order.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Remote Activation Code

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

Remote Deactivation Code (For Fax/Tel mode only)

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

Resolution

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

Ring Delay

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

Ring Volume

Volume setting for the machine's ring.

Scanning

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

Search

A numerical or alphabetical electronic listing of stored Speed Dial and Group numbers.

Speed Dial

A pre-programmed number for easy dialling.

Standard resolution

203 × 98 dpi (monochrome). 203 × 196 dpi (color). It is used for regular sized text and the quickest transmission.

Station ID

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

Super Fine resolution (Mono only)

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

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

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

Tone

A form of dialling on the telephone line used for touch-tone telephones.

Transmission

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

Transmission Verification Report

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

User Settings

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

WLAN Report

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

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Wireless Network
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C

Visit us on the World Wide Web
http://www.brother.com/

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