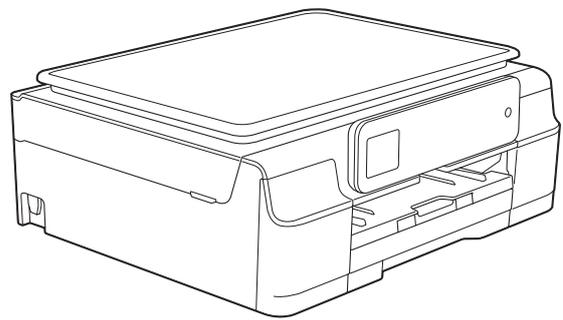


brother®

# Advanced User's Guide

MFC-J285DW



Version 0

USA/CAN

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

Which Guide?	What's in it?	Where is it?
<b>Product Safety Guide</b>	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
<b>Quick Setup Guide</b>	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
<b>Basic User's Guide</b>	Learn the basic Fax, Copy and Scan operations, and how to replace consumables. See troubleshooting tips.	Printed / In the box
<b>Advanced User's Guide</b>	Learn more advanced operations: Fax, Copy, security features; printing reports; and performing routine maintenance.	PDF file / CD-ROM
<b>Software and Network User's Guide</b>	This Guide provides instructions for Scanning, Printing, PC-Fax and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms.	HTML file/CD-ROM
<b>Web Connect Guide</b>	This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services.	PDF file / Brother Solutions Center <sup>1</sup>
<b>AirPrint Guide</b>	This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.	PDF file / Brother Solutions Center <sup>1</sup>
<b>Google Cloud Print Guide</b>	This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet.	PDF file / Brother Solutions Center <sup>1</sup>
<b>Mobile Print/Scan Guide for Brother iPrint&amp;Scan</b>	This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi network.	PDF file / Brother Solutions Center <sup>1</sup>

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

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## Memory Storage

Your menu settings are stored permanently, and, in the event of a power failure, will not be lost. Temporary settings (for example, `Overseas Mode`) will be lost. If you have chosen `Set New Default` for your preferred `Fax` and `Copy` settings, those settings will not be lost. However, you may have to reprogram the date and time.

## Volume Settings

### Ring Volume

---

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

- 1 Press  (Settings).
- 2 Press `^` or `v` on the Touchpanel to display `General Setup`.
- 3 Press `General Setup`.
- 4 Press `^` or `v` to display `Volume`.
- 5 Press `Volume`.
- 6 Press `^` or `v` to display `Ring`.
- 7 Press `Ring`.
- 8 Press `^` or `v` to display `Low`, `Med`, `High` or `Off`, and then press the option you want.
- 9 Press .

## Beep Volume

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

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

- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display *General Setup*.
- 3 Press *General Setup*.
- 4 Press **^** or **v** to display *Volume*.
- 5 Press *Volume*.
- 6 Press **^** or **v** to display *Beep*.
- 7 Press *Beep*.
- 8 Press **^** or **v** to display *Low*, *Med*, *High* or *Off*, and then press the option you want.
- 9 Press .

## Speaker Volume

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

- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display *General Setup*.
- 3 Press *General Setup*.
- 4 Press **^** or **v** to display *Volume*.
- 5 Press *Volume*.
- 6 Press **^** or **v** to display *Speaker*.
- 7 Press *Speaker*.
- 8 Press **^** or **v** to display *Low*, *Med*, *High* or *Off*, and then press the option you want.
- 9 Press .

You can also adjust the speaker volume by pressing *Hook*.

- 1 Press  (*Fax*).
- 2 Press *Hook*.
- 3 Press  or  on the Touchpanel.
- 4 Press .
- 5 Press  to decrease or  to increase the speaker volume level. Each press changes the volume to the next setting.
- 6 Press .
- 7 Press *Hook*.

## Automatic Daylight Saving Time

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

The factory setting is `Off`, so you will have to turn on Automatic Daylight Saving Time as follows.

- 1 Press  (Settings).
- 2 Press **▲** or **▼** on the Touchpanel to display `Initial Setup`.
- 3 Press `Initial Setup`.
- 4 Press **▲** or **▼** to display `Date & Time`.
- 5 Press `Date & Time`.
- 6 Press `Auto Daylight`.
- 7 Press `On` (or `Off`).
- 8 Press .

## Sleep Mode

You can choose how long the machine must be 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  (Settings).
- 2 Press **▲** or **▼** on the Touchpanel to display `General Setup`.
- 3 Press `General Setup`.
- 4 Press **▲** or **▼** to display `Sleep Mode`.
- 5 Press `Sleep Mode`.
- 6 Press **▲** or **▼** to display `1Min`, `2Mins`, `3Mins`, `5Mins`, `10Mins`, `30Mins` or `60Mins` to choose the length of time the machine must be idle before entering Sleep Mode. Press the option you want to set.
- 7 Press .

## Touchscreen LCD

### Setting the backlight brightness

You can adjust the brightness of the Touchscreen LCD backlight. If you are having difficulty reading the LCD, try changing the brightness setting.

- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display `General Setup`.
- 3 Press `General Setup`.
- 4 Press **^** or **v** to display `LCD Settings`.
- 5 Press `LCD Settings`.
- 6 Press `Backlight`.
- 7 Press **^** or **v** to display `Light`, `Med` or `Dark`, and then press the option you want to set.
- 8 Press .

### Setting the Dim Timer for the backlight

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

- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display `General Setup`.
- 3 Press `General Setup`.
- 4 Press **^** or **v** to display `LCD Settings`.
- 5 Press `LCD Settings`.
- 6 Press `Dim Timer`.
- 7 Press **^** or **v** to display `10Secs`, `20Secs`, `30Secs` or `Off`, and then press the option you want.
- 8 Press .

## TX Lock

TX Lock lets you prevent unauthorized access to the machine.

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

- Receiving faxes
- PC-Fax Receive <sup>1</sup>  
(If PC-Fax Receive was already On)

<sup>1</sup> While the TX Lock feature is turned on, your machine will receive faxes and store them in its memory. Then, when TX Lock is turned off, the faxes will be sent to your chosen PC.

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

- Operation from the control panel
- PC printing

### NOTE

If you forget the TX Lock password, call Brother Customer Service. (See Basic User's Guide: *Brother numbers*.)

## 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  (Settings).
- 2 Press **▲** or **▼** on the Touchpanel to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Miscellaneous**.
- 5 Press **Miscellaneous**.
- 6 Press **▲** or **▼** to display **TX Lock**.
- 7 Press **TX Lock**.
- 8 Enter a four-digit number for the password using the keyboard on the Touchscreen.  
Press **OK**.
- 9 When the Touchscreen shows **Verify**, re-enter the password using the keyboard on the Touchscreen.  
Press **OK**.
- 10 Press .

## Changing the password

- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display `Fax`.
- 3 Press `Fax`.
- 4 Press **^** or **v** to display `Miscellaneous`.
- 5 Press `Miscellaneous`.
- 6 Press **^** or **v** to display `TX Lock`.
- 7 Press `TX Lock`.
- 8 Press `Set Password`.
- 9 Enter the four-digit number of the old password using the keyboard on the Touchscreen.  
Press `OK`.
- 10 Enter a four-digit number for the new password using the keyboard on the Touchscreen.  
Press `OK`.
- 11 When the Touchscreen shows `Verify`, re-enter the new password using the keyboard on the Touchscreen.  
Press `OK`.
- 12 Press .

## Turning TX Lock on/off

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### Turning TX Lock on

- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display `Fax`.
- 3 Press `Fax`.
- 4 Press **^** or **v** to display `Miscellaneous`.
- 5 Press `Miscellaneous`.
- 6 Press **^** or **v** to display `TX Lock`.
- 7 Press `TX Lock`.
- 8 Press `Set TX Lock`.
- 9 Enter the registered four-digit password using the keyboard on the Touchscreen.  
Press `OK`.  
The machine goes offline and the Touchscreen shows `TX Lock Mode`.

### Turning TX Lock off

- 1 Press `Unlock`.
- 2 Enter the registered four-digit password using the keyboard on the Touchscreen.  
Press `OK`.  
TX Lock is turned off.

### NOTE

---

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

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## 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 Scan Size, and Real Time TX.

You can also choose: History, Address Book, Broadcasting, Color Setting, Overseas Mode, Set New Default, and Factory Reset.

Some settings are only available when sending black & white faxes.

1 Load your document.

2 Press  (Fax).

The Touchscreen shows:



3 Press Options.

4 Press  $\wedge$  or  $\vee$  on the Touchpanel to display the setting you want to change. When the setting is displayed, press it.

5 Press the option you want to set.

6 Repeat steps 4 and 5 to change additional settings.

7 Press OK when you are finished changing settings.

8 Enter the fax number.

9 Press Fax Start.

#### 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 making them the default settings. These settings will stay until you change them again. (See *Setting your changes as the new default* on page 9.)

### Stop faxing

To stop faxing, press .

### 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. *Auto* chooses the suitable contrast for your document.

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

1 Load your document.

2 Press  (Fax).

3 Press Options.

4 Press  $\wedge$  or  $\vee$  on the Touchpanel to display Contrast.

5 Press Contrast.

6 Press  $\wedge$  or  $\vee$  to display *Auto*, *Light* or *Dark*, and then press the option you want to set.

7 Press OK.

- 8 Enter the fax number.
- 9 Press **Fax Start**.

## 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 Load your document.
- 2 Press  (**Fax**).
- 3 Press **Options**.
- 4 Press **▲** or **▼** on the Touchpanel to display **Fax Resolution**.
- 5 Press **Fax Resolution**.
- 6 Press **▲** or **▼** to display the options **Standard**, **Fine**, **S.Fine** and **Photo**, and then press the option you want.
- 7 Press **OK**.
- 8 Enter the fax number.
- 9 Press **Fax Start**.

## NOTE

You can choose four different resolution settings for black & white faxes and two for color faxes.

Black & White	
Standard	Suitable for most typed documents.
Fine	Good for small print and transmits a little slower than <b>Standard</b> resolution.
S.Fine	Good for small print or artwork and transmits slower than <b>Fine</b> resolution.
Photo	Use when the document has varying shades of gray or is a photograph. <b>Photo</b> has the slowest transmission.

Color	
Standard	Suitable for most typed documents.
Fine	Use when the document is a photograph. Transmits a little slower than <b>Standard</b> resolution.

If you choose **S.Fine** or **Photo** and then send a color fax (choosing **Color** in **Color Setting**), the machine will send the fax using the **Fine** setting.

## Setting your changes as the new default

You can store the fax options you use frequently for Fax Resolution, Contrast, Color Setting, Real Time TX and Glass Scan Size by saving them as the default settings. These settings will remain until you change them again.

- 1 Press  (Fax).
- 2 Press Options.
- 3 Press **▲** or **▼** on the Touchpanel to choose the setting you want to change, and then press your new option.

Repeat this step for each setting you want to change.

- 4 After changing the last setting to your preferred option, press **▲** or **▼** to display Set New Default.
- 5 Press Set New Default.
- 6 Press OK.
- 7 The Touchscreen asks you to confirm the change to the new default settings. Press Yes to confirm.
- 8 Press .

## Restoring fax options to the factory settings

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

- 1 Press  (Fax).
- 2 Press Options.
- 3 Press **▲** or **▼** on the Touchpanel to display Factory Reset.
- 4 Press Factory Reset.
- 5 The Touchscreen asks you to confirm to change back to the factory settings. Press Yes to confirm.
- 6 Press .

## Additional sending operations

### Sending a fax manually

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

- 1 Load your document.
- 2 Press  (Fax).
- 3 To listen for a dial tone, press **Hook**.
- 4 Dial the fax number.
- 5 When you hear the fax tones, press **Fax Start**.  
Press **Send** on the Touchscreen to send the fax.

### 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 Load your document.
- 3 Press **Fax Start**.  
Press **Send** to send the fax.
- 4 Replace the handset of the external phone.

### Dual Access (Black & White 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 Touchscreen 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  to cancel or **OK** to send the pages scanned so far.

### Broadcasting (Black & White only)

Broadcasting is automatically sending the same fax message to more than one fax number. You can include Groups and Speed Dial 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. (See 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 dialing. (See *Setting up Groups for Broadcasting* on page 25.)

## How to broadcast a fax

- 1 Load your document.
- 2 Press  (Fax).
- 3 Press **Options**.
- 4 Press **^** or **v** on the Touchpanel to display **Broadcasting**.
- 5 Press **Broadcasting**.
- 6 Press **Add from Address Book**.  
Press  to search by **Alphabetical Order** or **Numerical Order**. Press the check boxes of the numbers you want to add to the broadcast. After you have checked all the numbers you want to add, press **OK**.
- 7 Press **^** or **v** to review and confirm the displayed list of names or numbers for the broadcast, and then press **OK** to accept it.
- 8 If you are finished changing settings, press **OK**.

- 9 Press **Fax Start**.

### NOTE

Broadcasting is not available when you select **Color in Color Setting**.

When the Touchscreen asks you **Next Page?**, do one of the following:

- To send a single page, press **No (Send)**.  
The machine starts sending the document.
- To send more than one page, press **Yes** and place the next page on the scanner glass.  
Press **OK**.  
The machine starts scanning the page. (Repeat this step for each page.)

### NOTE

- If you did not use up any of the numbers for **Groups**, you can broadcast faxes to as many as 80 different numbers.
- The machine's available memory will vary depending on the types of jobs in the memory and the numbers used for broadcasting. If you broadcast to the maximum number available, you will not be able to use **Dual Access**.
- If the **Out of Memory** message appears, press  to cancel or **OK** to send the pages scanned so far.

## Canceling a Broadcast in progress

- 1 Press .
- 2 Do one of the following:
  - To cancel the entire broadcast, press `Entire Broadcast`. Go to step 3.
  - To cancel the current job, press the name or number being dialed on the Touchscreen. Go to step 4.
  - To exit without canceling, press .
- 3 When the Touchscreen asks if you want to cancel the entire broadcast, do one of the following:
  - Press `Yes` to confirm.
  - To exit without canceling, press `No`.
- 4 Do one of the following:
  - To cancel the current job, press `Yes`.
  - To exit without canceling, press `No`.

## Real Time Transmission

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

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

- 1 Load your document.
- 2 Press  (`Fax`).
- 3 Press `Options`.
- 4 Press `^` or `v` on the Touchpanel to display `Real Time TX`.
- 5 Press `Real Time TX`.
- 6 Press `On (or Off)`.
- 7 Press `OK`.
- 8 Enter the fax number.
- 9 Press `Fax Start`.

### NOTE

- If you are sending a color fax, 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.

## 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 turn itself off.

- 1 Load your document.
- 2 Press  (Fax).
- 3 Press Options.
- 4 Press **▲** or **▼** on the Touchpanel to display Overseas Mode.
- 5 Press Overseas Mode.
- 6 Press On (or Off).
- 7 Press OK.
- 8 Enter the fax number.
- 9 Press Fax Start.

## Checking and canceling waiting jobs

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

- 1 Press  (Settings).
- 2 Press **▲** or **▼** on the Touchpanel to display Fax.
- 3 Press Fax.
- 4 Press **▲** or **▼** to display Remaining Jobs.
- 5 Press Remaining Jobs. Any waiting jobs appear on the Touchscreen.
- 6 Press **▲** or **▼** to scroll through the jobs and press the job you want to cancel. Press Cancel.
- 7 Do one of the following:
  - To cancel, press Yes.  
If you want to cancel another job, go to step 6.
  - To exit without canceling, press No.
- 8 When you are finished, press .

# 4

## Receiving a fax

### Memory Receive (Black & White only)

Memory Receive lets you receive faxes while you are away from the machine.

You can only use one Memory Receive operation at a time:

- PC-Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the Memory Receive operation, a message will appear on the Touchscreen. (See *Changing Memory Receive operations* on page 16.)

### Printing a fax from the memory

If you have chosen PC-Fax Receive, your machine will receive and store your faxes in its memory when your PC is turned off. To print faxes from the memory, follow the instructions below.

- 1 Press  (Settings).
- 2 Press  or  on the Touchpanel to display Fax.
- 3 Press Fax.
- 4 Press  or  to display Print Fax.
- 5 Press Print Fax.
- 6 Press Start.
- 7 Press .

#### NOTE

When you print a fax from the memory, the fax is erased.

### PC-Fax Receive (Windows®)

If you turn on the PC-Fax Receive feature, your machine will store received faxes in the memory and send them to your PC. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory.

When you start your PC and the PC-FAX Receiving software runs, your machine transfers your faxes to your PC.

To transfer the received faxes to your PC, you must have the PC-FAX Receiving software running on your PC.

For more information, see Software and Network User's Guide: *Run Brother's PC-FAX Receiving Software on Your Computer (Windows®)*.

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

- 1 Press  (Settings).
- 2 Press  or  on the Touchpanel to display Fax.
- 3 Press Fax.
- 4 Press  or  to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press  or  to display Memory Receive.
- 7 Press Memory Receive.
- 8 Press PC Fax Receive.

- 9 The Touchscreen shows the message Run PC-Fax on your computer. Press OK.
- 10 Press <USB> or the name of the PC you want to receive faxes if you are on a network.
- 11 Press Backup Print:On or Backup Print:Off.
- 12 Press .

## NOTE

- PC-Fax Receive is not supported by the Mac OS.
- Before you can set up PC-Fax Receive, you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on.

For more information, see *Software and Network User's Guide: Receive Faxes Using Brother's PC-FAX Receive Software (Windows®)*.

- If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your PC. (See *Basic User's Guide: Transferring your faxes or Fax Journal report.*)
- When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to your PC.

## Changing the destination PC

To change the destination PC, see *PC-Fax Receive (Windows®)* on page 14 and repeat steps 1 to 12.

## Turning off Memory Receive operations

- 1 Press  (Settings).
- 2 Press ^ or v on the Touchpanel to display Fax.
- 3 Press Fax.
- 4 Press ^ or v to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ^ or v to display Memory Receive.
- 7 Press Memory Receive.
- 8 Press Off.
- 9 Press .

## NOTE

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

## Changing Memory Receive operations

If received faxes are in your machine's memory when you change the Memory Receive operations, the Touchscreen will ask you one of the following questions:

### If all the received faxes have already been printed

#### ■ Erase All Fax?

- If you press **Yes**, faxes in the memory will be erased before the setting changes.
- If you press **No**, faxes in the memory will not be erased and the setting will be unchanged.

### If unprinted faxes are in the memory

#### ■ Print All Fax?

- If you press **Yes**, faxes in the memory will be printed before the setting changes. If a backup copy has already been printed, it will not be printed again.
- If you press **No**, faxes in the memory will not be printed and the setting will be unchanged.

The Touchscreen will ask you the following question:

#### ■ Send Fax to PC?

- If you press **Yes**, faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (For more information, see *PC-Fax Receive (Windows®)* on page 14.)
- If you press **No**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

## Additional receiving operations

### Receiving faxes into memory when paper tray is empty

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

If you do not put paper in the paper tray, the machine will continue receiving the fax. The remaining pages will be stored in the memory, if enough memory is available.

When the memory is full, the machine will stop answering calls. To print the faxes, put fresh paper in the tray.

### Printing a reduced incoming fax

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

(See Basic User's Guide: *Paper Size*.)

- 1 Press  (Settings).
- 2 Press **▲** or **▼** on the Touchpanel to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Setup Receive**.
- 5 Press **Setup Receive**.
- 6 Press **▲** or **▼** to display **Auto Reduction**.

- 7 Press `Auto Reduction`.
- 8 Press `On` (or `Off`).
- 9 Press .

## Receiving a fax at the end of a conversation

---

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

- 1 Ask the other party to place the document in their machine and to press the `Start` or `Send` key.
- 2 When you hear the other machine's CNG tones (slowly repeating beeps), press `Fax Start`.

### NOTE

---

If the Touchscreen is dark for Sleep Mode, touch it to display `Fax Start`.

---

- 3 Press `Receive` to receive the fax.
- 4 Replace the handset of the external telephone.

# 5

## Dialing and storing numbers

### Voice operations

You can use your external telephone to dial voice calls.

### Tone or Pulse (Canada only)

If you have a Pulse dialing service, but need to send tone signals (for example, for telephone banking), follow the instructions:

- 1 Press  (Fax).
- 2 Press `Hook`.
- 3 Press `#` on the machine's Touchpanel. Any digits dialed after this will send tone signals.

When you are finished with the call, the machine will return to the Pulse dialing service.

### Fax/Tel mode

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

If you are at the extension telephone, you'll need to lift the handset during the F/T Ring and then press `# 5 1` between the pseudo/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`.

If you are at the machine, lift the external telephone's handset, and then press `Pickup` to answer.

### Caller ID

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

Once you answer a call, the Caller ID information disappears from the Touchscreen, 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 the Address Book, or delete from the history. (See *Caller ID history* on page 21.)

- You can see the number (or name).
- The `Unavailable` message means the call originated outside your Caller ID service area.
- The `PrivateCall` message means the caller has intentionally blocked transmission of Caller ID information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* on page 28.)

### NOTE

- This feature may not be available in certain areas of the USA and Canada.
- 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 up your area code (USA only)

When returning calls from the Caller ID history, your machine will dial “1” plus the area code for all calls. If your local dialing plan requires that “1” not be dialed for calls within your area code, enter your area code in this setting. With the area code setting, calls returned from the Caller ID history to numbers *within* your area code will be dialed using 10 digits (area code + seven-digit number). If your dialing plan does not follow the standard 1 + area code + seven-digit number dialing system for calling *outside* your area code, you may experience problems automatically returning calls from the Caller ID history. If this is not the procedure followed by your dialing plan, you will not be able to automatically return calls.

- 1 Press  (Settings).
- 2 Press  or  on the Touchpanel to display Fax.
- 3 Press Fax.
- 4 Press  or  to display Miscellaneous.
- 5 Press Miscellaneous.
- 6 Press  or  to display Caller ID.
- 7 Press Caller ID.
- 8 Enter your Area Code (three-digit number), and press OK.
- 9 Press .

## Special line considerations

### Roll-over telephone lines

A roll-over telephone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or “rolled over” to the next available telephone line in a preset order.

Your machine can work in a roll-over system as long as it is the last number in the sequence so the call cannot roll away. Do not put the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call will be sent to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**

### Two-line telephone system

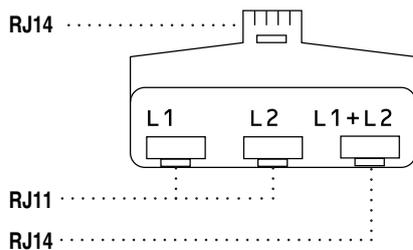
A two-line telephone system is simply two separate telephone numbers on the same wall outlet. The two telephone numbers can be on separate jacks (RJ11) or mixed into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green and yellow). To test the type of jack, plug in a two-line telephone and see if it can access both lines. If it can, you must separate the line for your machine.

## Converting telephone wall outlets

There are three ways to convert to an RJ11 jack. The first two ways may require help from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the telephone numbers to it.

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triplex adapter.

### Triplex Adapter

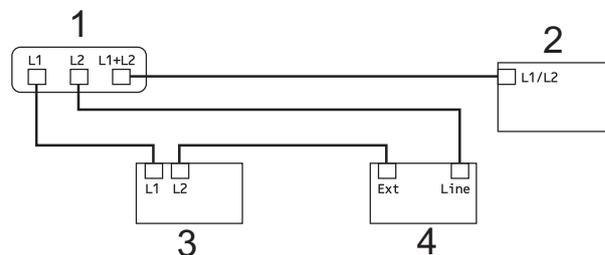


## Installing machine, external two-line TAD and two-line telephone

When you are installing an external two-line telephone answering device (TAD) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the machine on Line 2, which is explained in the following steps. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords: the one that came with your machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

- 1 Put the two-line TAD and the two-line telephone next to your machine.

- 2 Plug one end of the telephone line cord for your machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack inside the machine.
- 3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.
- 4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack inside the machine.



- 1 Triplex Adapter
- 2 Two-Line Telephone
- 3 External Two-Line TAD
- 4 Machine

Your additional two-line telephones on other wall outlets do not require adapters. There are two ways to add a two-line telephone to the machine's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

# Additional dialing 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 the Address Book, or delete from the history.

- 1 Press  (Fax).
- 2 Press  (History).
- 3 Press  or  to display the number you want, and then press it. Step 4 is after you press the number.
- 4 Do one of the following:
  - To send a fax, press `Send a fax`. Press `Fax Start`.
  - If you want to store the number, press `More` and then press `Add to Address Book`.  
(See *Storing Speed Dial numbers from the Outgoing Call history* on page 23.)
  - If you want to delete the number from the Outgoing Call history list, press `More` and then press `Delete`. Press `Yes` to confirm.  
Press .

## Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID* on page 18.)

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 the Address Book, 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, Caller ID history only allows you to view and delete the dates of calls.

- 1 Press  (Fax).
- 2 Press  (History).
- 3 Press  (Incoming).
- 4 Press  or  to display the number or name you want to access, and then press it. Step 5 is after you press the number or name.
- 5 Do one of the following:
  - To send a fax, press `Send a fax`. Press `Fax Start`.
  - If you want to store the number, press `More` and then press `Add to Address Book`.  
(See *Storing Speed Dial numbers from the Caller ID history* on page 24.)
  - If you want to delete the number from the Caller ID history list, press `More` and then press `Delete`. Press `Yes` to confirm.  
Press .

**NOTE**

- (USA only) If you redial from the Caller ID history outside your area code, you must set up your area code in advance. (See *Setting up your area code (USA only)* on page 19.)
- You can print the Caller ID history List. (See *How to print a report* on page 28.)

**Dialing access codes and credit card 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. (See Basic User's Guide: *Storing Speed Dial numbers.*)

You can store these long dialing sequences by dividing them and setting them up as separate Speed Dial numbers in any combination.

You can even include manual dialing using the dial pad.

For example, you might have stored '555' on Address Book: #03 and '7000' on Address Book: #02. You can use them both to dial '555-7000' as shown in the following example:

- 1 Press  (Fax).
- 2 Press  (Address).
- 3 Press Numerical.
- 4 Press **^** or **v** on the Touchpanel to display #03.
- 5 Press #03.
- 6 Press Send a fax.

- 7 Press Options.
- 8 Press **^** or **v** to display Address Book.
- 9 Press Address Book.
- 10 Press Numerical.
- 11 Press **^** or **v** to display #02.
- 12 Press #02.
- 13 Press Send a fax.
- 14 Press Fax Start.  
You will dial '555-7000'.

To temporarily change a number, you can use the dial pad to manually substitute part of the number. For example, to change the number to 555-7001 you could press



(Address), press **03**, press

Send a fax and then press **7001** using the dial pad.

**NOTE**

If you must wait for another dial tone or signal at any point in the dialing sequence, create a pause in the number by pressing **Pause**. Each key press adds a 3.5-second delay. You can press **Pause** as many times as needed to increase the length of the pause.

## Additional ways to store numbers

### Storing Speed Dial numbers from the Outgoing Call history

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

1 Press  (Fax).

2 Press  (History).

#### NOTE

You can also add numbers from the history in a different way by pressing Settings, Fax, Setup AddressBook, Set Speed Dial and Add Number from History.

3 Press **^** or **v** on the Touchpanel to display the number you want to store.

4 Press the number you want to store.

5 Press More.

6 Press Add to Address Book.

7 Do one of the following:

- Enter the name (up to 16 characters) using the keyboard on the Touchscreen.

(For help entering letters, see Basic User's Guide: *Entering Text*.)

Press OK.

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

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

9 Do one of the following:

- Enter the second fax or telephone number (up to 20 digits) using the keyboard on the Touchscreen.

Press OK.

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

10 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 then enter a two-digit number using the keyboard on the Touchscreen.

Press OK.

#### NOTE

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

11 When the Touchscreen displays your settings, press OK to confirm.

12 Press .

## Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company, you can also store Speed Dial numbers from incoming calls in the Caller ID history. (See *Caller ID* on page 18.)

1 Press  (Fax).

2 Press  (History).

### NOTE

You can also add numbers from the history in a different way by pressing `Settings`, `Fax`, `Setup` `AddressBook`, `Set Speed Dial` and `Add Number from History`.

3 Press  (Incoming).

4 Press  $\wedge$  or  $\vee$  on the Touchpanel to display the name or number you want to store.

5 Press the name or number you want to store.

6 Press `More`.

7 Press `Add to Address Book`.

8 Do one of the following:

- If you want to store the displayed name, press `OK`.
- Enter the name (up to 16 characters) using the keyboard on the Touchscreen.

(For help entering letters, see *Basic User's Guide: Entering Text*)

Press `OK`.

- To store the number without a name, press `OK`.

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

10 Do one of the following:

- Enter a second fax or telephone number (up to 20 digits) using the keyboard on the Touchscreen.

Press `OK`.

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

11 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 then enter a 2-digit number using the keyboard on the Touchscreen.

Press `OK`.

### NOTE

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

12 When the Touchscreen displays your settings, press `OK` to confirm.

13 Press .

## Setting up Groups for Broadcasting

A Group, which is stored in a Speed Dial location, allows you to send the same fax message to many fax numbers by pressing



(Address), the two-digit location,

Send a fax and Fax Start.

(See *Broadcasting (Black & White only)* on page 10.)

First, you'll need to store each fax number in a Speed Dial location. (See 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 78 numbers to a large Group.

- 1 Press (Fax).
- 2 Press (Address).
- 3 Press **Alphabetical** or **Numerical**.
- 4 Press **More**.
- 5 Press **▲** or **▼** on the Touchpanel to display **Setup Groups**.
- 6 Press **Setup Groups**.
- 7 Enter the Group name (up to 16 characters) using the keyboard on the Touchscreen.  
Press **OK**.
- 8 When the Touchscreen displays the next available Group number, press **OK**. This Group number and name will be assigned to the next available Speed Dial location.

- 9 Add Speed Dial numbers to the Group by pressing them to display a red check mark. Press **OK**.  
If you want to list the numbers in alphabetical order, press .
- 10 When the Touchscreen displays the Group Name and numbers, press **OK** to confirm.
- 11 Do one of the following:
  - To store another Group for broadcasting, repeat steps 4 to 10.
  - To finish storing Groups for broadcasting, press .

### NOTE

You can print a list of all the Speed Dial numbers. (See *Reports* on page 28.)

### Changing a Group name

- 1 Press (Fax).
- 2 Press (Address).
- 3 Press **Alphabetical** or **Numerical**.
- 4 Press **More**.
- 5 Press **▲** or **▼** on the Touchpanel to display **Change**.
- 6 Press **Change**.
- 7 Press **▲** or **▼** to display the Group you want to change.
- 8 Press the Group.
- 9 Press **Name**.
- 10 Enter the new name (up to 16 characters) using the keyboard on the Touchscreen.  
Press **OK**.  
(For example, type NEW CLIENTS.)

**NOTE**

*How to change the stored name:*

If you want to change a character, press ◀ or ▶ to position the cursor to highlight the character you want to change, and then press . Enter the new character.

(For help entering letters, see Basic User's Guide: *Entering Text.*)

11 Press OK.

12 Press .

**Deleting a Group**

1 Press  (Fax).

2 Press  (Address).

3 Press **Alphabetical** or **Numerical**.

4 Press **More**.

5 Press ▲ or ▼ on the Touchpanel to display **Delete**.

6 Press **Delete**.

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

8 To delete a Group, press the Group's check box to add a check mark.

9 Press OK.  
Press **Yes** to confirm.

10 Press .

**Adding or Deleting a number in a Group**

1 Press  (Fax).

2 Press  (Address).

3 Press **Alphabetical** or **Numerical**.

4 Press **More**.

5 Press ▲ or ▼ on the Touchpanel to display **Change**.

6 Press **Change**.

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

8 Press the Group.

9 Press ▲ or ▼ to display **Change**.

10 Press **Change**.

11 Press ▲ or ▼ to display the number you want to add or delete.

12 Do the following for each number you want to change:

- To add a number to the Group, press the check box of the number to *add* a check mark.
- To delete a number from the Group, press the check box of the number to *remove* the check mark.

Press OK to confirm all your changes.

13 Press OK.

14 Press .

## Fax reports

Press  (Settings) on the Touchscreen 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. (See 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; every 6, 12 or 24 hours; or every 2 or 7 days). If you set the interval to **Off**, you can still print the report by following the steps in *How to print a report* on page 28. The factory setting is **Every 50 Faxes**.

- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display **Fax**.
- 3 Press **Fax**.
- 4 Press **^** or **v** to display **Report Setting**.
- 5 Press **Report Setting**.
- 6 Press **^** or **v** to display **Journal Period**.
- 7 Press **Journal Period**.
- 8 Press **^** or **v** to display the intervals.

- 9 Press the option you want to set. If you choose **Every 50 Faxes**, go to step 12.

- **Every 6, 12, or 24 hours; every 2 or 7 days**

The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Fax Journal report 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 Fax Journal report when the machine has stored 50 jobs.

- 10 To enter the time to start printing, do one of the following:

- If you have set **12h Clock** in the **Date & Time** setting, enter the time (in 12-hour format) by pressing the keyboard on the control panel, and then choose **AM** or **PM**.

Press **OK**.

- If you have set **24h Clock** in the **Date & Time** setting, enter the time (in 24-hour format) by pressing the keyboard on the control panel.

Press **OK**.

(For example: enter 19:45 for 7:45 PM.)

- 11 If you chose **Every 7 Days**, press the first day for the 7-day countdown.

- 12 Press .

# Reports

The following reports are available:

- **Transmission**  
Prints a Transmission Verification Report for your last transmission.
- **Address Book**  
Prints a list of names and numbers stored in the Address Book memory, in alphabetical or numerical order.
- **Fax Journal**  
Prints a list of information about the last incoming and outgoing faxes.  
(TX: Transmit.) (RX: Receive.)
- **User Settings**  
Prints a list of your settings.
- **Network Config**  
Prints a list of your Network settings.
- **WLAN Report**  
Prints the result of the WLAN connection.
- **Caller ID hist.**  
Prints a list of the available Caller ID information about the last 30 received faxes and telephone calls.

## How to print a report

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- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display **Print Reports**.
- 3 Press **Print Reports**.
- 4 Press **^** or **v** to display the report you want to print, and then press it.
- 5 (Address Book Only) Press **Alphabetical Order** or **Numerical Order**.
- 6 Press **Start**.
- 7 Press .

## Copy options

You can change the copy settings for the next copy.

These settings are temporary. The machine returns to its default settings one minute after copying.

To change a setting, press **Copy**, press **Options**, and then press **▲** or **▼** on the Touchpanel to scroll through the copy settings. When the setting you want is displayed, press it and choose your preferred option.

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

### NOTE

You can save some of the settings you use most often by setting them as the default settings. These settings will stay until you change them again. (See *Setting your changes as the new default* on page 36.)

## Stop copying

To stop copying, press .

## Improving copy quality

You can choose the copy quality. The factory setting is **Normal**.

If you choose **Normal** or **Fast**, you can only choose **Plain Paper** in **Paper Type**.

### ■ Normal

**Normal** is the recommended mode for ordinary printouts. 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.

### ■ 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.

- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Press **▲** or **▼** on the Touchpanel to display **Quality**.
- 6 Press **Quality**.
- 7 Press **Fast**, **Normal** or **Best**.
- 8 Press **OK**.
- 9 If you do not want to change additional settings, press **Black Start** or **Color Start**.
- 10 Press .

## Enlarging or reducing copies

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

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press `Options`.
- 5 Press  $\wedge$  or  $\vee$  on the Touchpanel to display `Enlarge/Reduce`.
- 6 Press `Enlarge/Reduce`.
- 7 Press  $\wedge$  or  $\vee$  to display the available options, and then press the option you want to change.
- 8 Do one of the following:
  - If you chose `Enlarge` or `Reduce`, press the enlargement or reduction ratio you want to use.
  - If you chose `Custom (25-400%)`, enter an enlargement or reduction ratio from 25% to 400%.  
Press `OK`.
  - If you chose `100%` or `Fit to Page`, go to step 9.

198% 4"x6"→A4
186% 4"x6"→LTR
104% EXE→LTR
100%
97% LTR→A4
93% A4→LTR
85% LTR→EXE
83%
78%
46% LTR→4"x6"
Fit to Page
Custom (25-400%)

- 9 Press  $\wedge$  or  $\vee$  to review and confirm the displayed list of settings for this copy. If you do not want to change additional settings, press `OK`.
- 10 Press `Black Start` or `Color Start`.
- 11 Press .

### NOTE

- `Page Layout` is not available with `Enlarge/Reduce`.
- `Page Layout`, `2-sided Copy`, `Sort` and `Remove Background` 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 three degrees. Using the document guidelines on the left and top, place your document in the upper-left corner, with the document face down on the scanner glass.

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

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

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

### NOTE

- Sort, Remove Background and Enlarge/Reduce are not available with Page Layout.
- 2-sided Copy is not available with Poster copy.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press Options.
- 5 Press  $\wedge$  or  $\vee$  on the Touchpanel to display Page Layout.
- 6 Press Page Layout.
- 7 Press  $\wedge$  or  $\vee$  to display Off (1in1), 2in1 (P), 2in1 (L), 2in1 (ID)<sup>1</sup>, 4in1 (P), 4in1 (L), Poster (2x1), Poster (2x2) or Poster (3x3). Press the option you want to set.
 

<sup>1</sup> For information about 2 in 1 (ID), see 2 in 1 ID copy (Page Layout) on page 33.
- 8 Press  $\wedge$  or  $\vee$  to review and confirm the displayed list of settings for this copy. If you do not want to change additional settings, press OK.

- 9 Press Black Start or Color Start to scan the page. If you are making a poster, the machine scans the pages and starts printing.
- 10 After the machine scans the page, press Yes to scan the next page.
- 11 Place the next page on the scanner glass. Press OK to scan the page. Repeat steps 10 and 11 for each page of the layout.
- 12 After all the pages have been scanned, press No to finish.
- 13 Press .

### NOTE

- Make sure the paper size is set to Letter, A4, or Executive.
- Poster copy is not available for Executive size paper.
- You can only make one color copy at a time.
- You can only make one Poster copy at a time.
- Poster copy is not available when using transparencies.
- (P) means Portrait and (L) means Landscape.

Place the document face down in the direction shown below:

■ 2in1 (P)



■ 2in1 (L)



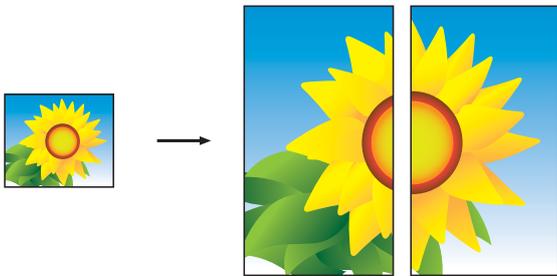
■ 4in1 (P)



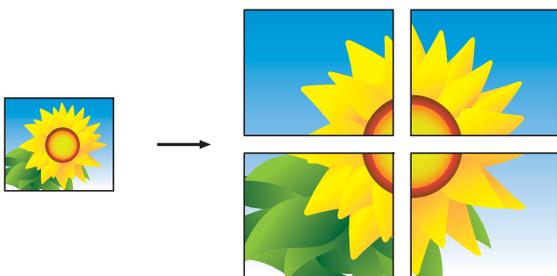
■ 4in1 (L)



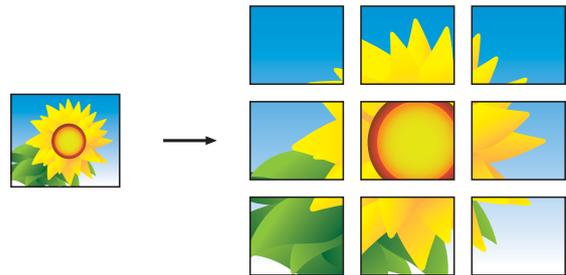
■ Poster (2x1)



■ Poster (2x2)



■ Poster (3x3)



**NOTE**

The poster copies have overlapping portions so that you can easily paste them together.

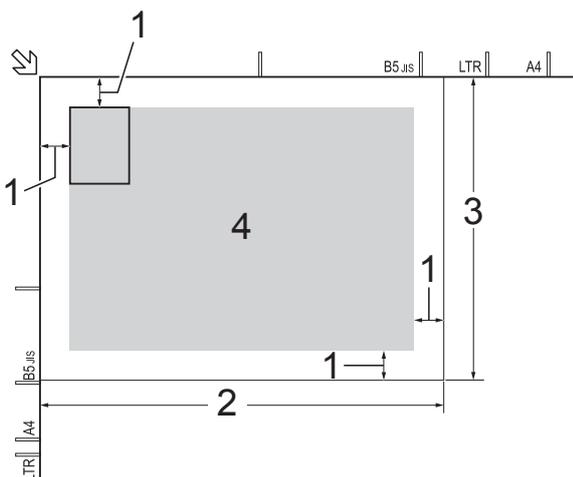
## 2 in 1 ID copy (Page Layout)

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 Letter or A4.

### NOTE

You can copy an identification card to the extent permitted under applicable laws. (See Product Safety Guide: *Legal limitations for copying.*)

- 1 Place your identification card *face down* near the left corner of the scanner glass as shown in the illustration.



- 1 0.12 in. (3 mm) or greater (top, left)
- 2 8.5 in. (216 mm)
- 3 5.5 in. (140 mm)
- 4 scannable area

- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press Options.
- 5 Press  $\wedge$  or  $\vee$  on the Touchpanel to display Page Layout.
- 6 Press Page Layout.

- 7 Press  $\wedge$  or  $\vee$  to display 2in1 (ID).
- 8 Press 2in1 (ID).
- 9 Press OK.
- 10 Press Black Start or Color Start. The machine scans the first side of the identification card.
- 11 After the machine has scanned the first side, press Yes. Turn over the identification card and place it at the left side of the scanner glass. Press OK to scan the other side.
- 12 Press .

### NOTE

- Sort, 2-sided Copy, Remove Background and Enlarge/Reduce are not available with 2in1 (ID).
- You can only make one color copy at a time.

## Sorting copies

You can sort multiple copies. Pages will be stacked in the order 123, 123, 123, and so on.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press Options.
- 5 Press  $\wedge$  or  $\vee$  on the Touchpanel to display Stack/Sort.
- 6 Press Stack/Sort.
- 7 Press Sort.
- 8 Press OK.

- 9 If you do not want to change additional settings, press **Black Start** or **Color Start**.
- 10 After the machine scans the page, press **Yes** to scan the next page.
- 11 Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps 10 and 11 until all the pages have been scanned.
- 12 Press **No** to finish scanning. The machine starts printing.
- 13 Press .

### 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 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Press **^** or **v** on the Touchpanel to display **Density**.
- 6 Press **Density**.
- 7 Press **▶** to make the copy darker or press **◀** to make the copy lighter. Press **OK**.
- 8 If you do not want to change additional settings, press **OK**, and then press **Black Start** or **Color Start**.
- 9 Press .

## Remove Background Color

**Remove Background Color** removes the background color of the document when copying. This will save some ink and may make the copy easier to read.

### NOTE

This function is for use only when making color copies. The background color is automatically removed for all black & white copies.

- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Press **^** or **v** on the Touchpanel to display **Advanced Settings**.
- 6 Press **Advanced Settings**.
- 7 Press **Remove Background**.
- 8 Press **^** or **v** to display **Low**, **Medium** or **High**.
- 9 Press **Low**, **Medium** or **High**.
- 10 Press **OK**.
- 11 Press **Color Start**.
- 12 Press .

### NOTE

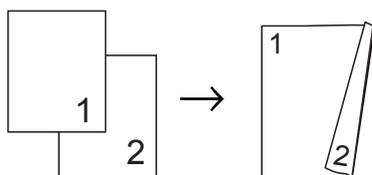
**Fit to Page** and **Page Layout** are not available with **Remove Background**.

## 2-sided copying

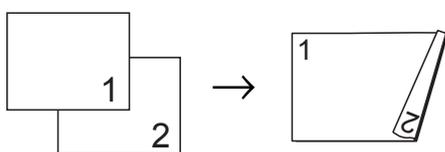
You can reduce the amount of paper used for copies by copying on both sides of the paper.

### (Long edge flip)

Portrait

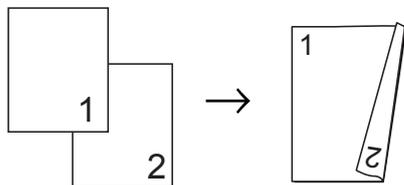


Landscape

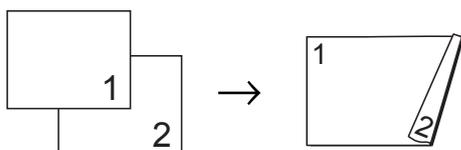


### (Short edge flip)

Portrait



Landscape



### NOTE

- 2in1 (ID), Poster and Fit to Page are not available with 2-sided Copy.
- You can use only Letter, A4, A5 or Executive size plain paper.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies you want.

- 4 Press **Options**.
- 5 If you want to sort multiple copies, press **▲** or **▼** on the Touchpanel to display **Stack/Sort**.
- 6 Press **Stack/Sort**.
- 7 Press **Sort**.
- 8 Press **▲** or **▼** to display **2-sided Copy**.
- 9 Press **2-sided Copy**.
- 10 Press **▲** or **▼** to display the 2-sided copy layout you want to use, and press **Portrait LongEdgeFlip**, **Landscape LongEdgeFlip**, **Portrait ShortEdgeFlip**, **Landscape ShortEdgeFlip** (or **Off**).
- 11 Press **OK**.
- 12 Press **Black Start** or **Color Start**.
- 13 The Touchscreen shows:  
Set the next page, then press **Scan**. When you finish, press **Complete**.  
Place the next page on the scanner glass and press **Scan**.  
Press **OK**.  
The machine starts printing.
- 14 If you pressed **Sort** for multiple copies, repeat step 13 for each page. After all the pages have been scanned, press **Complete**.  
The machine starts printing.
- 15 Press .

DO NOT touch the printed page until it is ejected the second time. The machine will print the first side and eject the paper, and then pull the paper in to print the second side.

**NOTE**

If you get a paper jam, press **Advanced** after step 9, and then press one of the jam prevention settings: **2-sided1** or **2-sided2**.  
**2-sided1** uses a longer print time for the ink to dry.  
**2-sided2** uses a longer print time and will also print in lighter colors.

**Setting your changes as the new default**

You can save the settings for the copy options you use most often—such as **Quality**, **Enlarge/Reduce**, **Density**, **Page Layout**, **Remove Background** and **2-sided Copy**—by setting them as the defaults.

These settings will remain until you change them again.

- 1 Press  (Copy).
- 2 Press **Options**.
- 3 Press **^** or **v** on the Touchpanel to display the available settings, and then press the setting you want to change. Press **^** or **v** to display the available options, and press the option you want to set. Repeat this step for each setting you want to change.
- 4 After changing the last setting, press **^** or **v** to display **Set New Default**.
- 5 Press **Set New Default**.
- 6 Press **OK**.  
The Touchscreen asks you again to confirm that you want to set the changes as the new default settings. Press **Yes**.
- 7 Press .

**Restoring all settings to the factory settings**

You can restore the copy settings that you have changed—such as **Quality**, **Enlarge/Reduce**, **Density**, **Page Layout**, **Remove Background** and **2-sided Copy**—to the default factory settings.

- 1 Press  (Copy).
- 2 Press **Options**.
- 3 Press **^** or **v** on the Touchpanel to display **Factory Reset**.
- 4 Press **Factory Reset**.
- 5 Press **Yes**.
- 6 Press .

# A

## Routine maintenance

### Cleaning and checking the machine

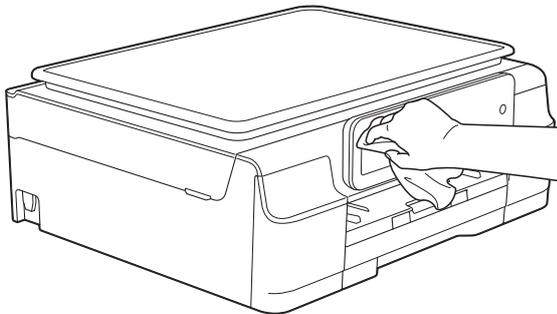
#### Cleaning the outside of the machine

Clean the Touchscreen as follows:

#### IMPORTANT

- Press and hold down  to turn the machine off. The Touchscreen will show *Shutting Down* for a few seconds before the power goes off.
- DO NOT use any type of liquid cleaners (including ethanol).

- 1 Clean the Touchscreen with a *dry*, soft lint-free cloth.

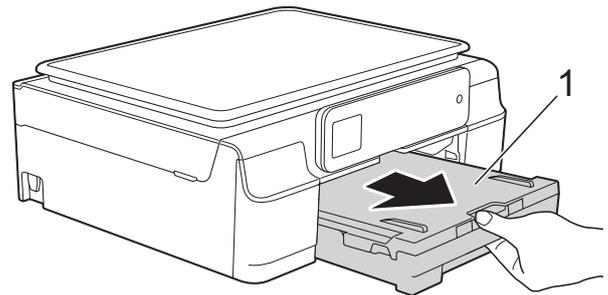


Clean the outside of the machine as follows:

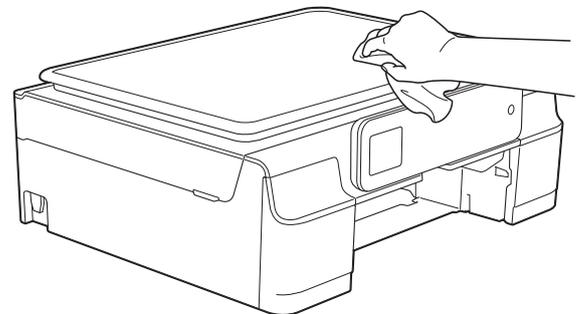
#### IMPORTANT

- Use neutral detergents. Cleaning with volatile liquids, such as thinner or benzene, 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.

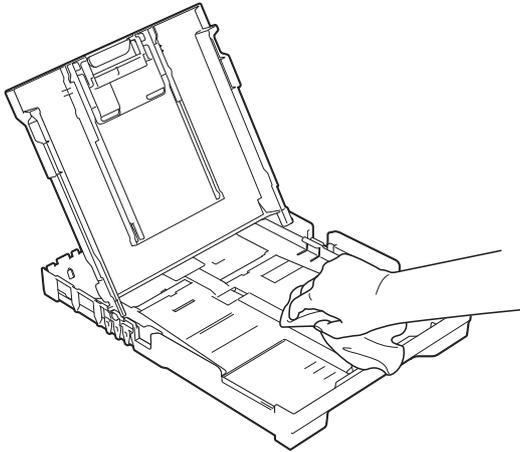


- 2 Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.



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

- 4 Wipe the inside and outside of 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

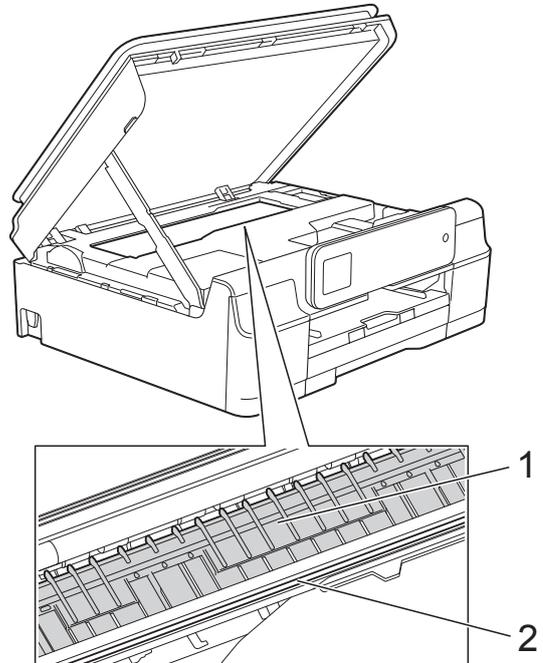
### WARNING



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

- 1 Place both hands under the plastic tabs on both sides 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.



### IMPORTANT

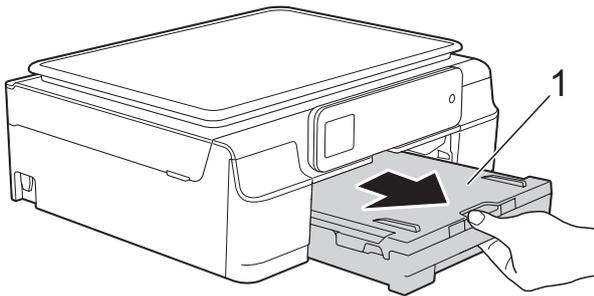
DO NOT touch the encoder strip (2). Doing this may cause damage to the machine.

- 3 Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover using both hands.
- 4 Re-connect the power cord.

## Cleaning the paper feed rollers

If the paper feed rollers are stained with ink, it may cause paper feed problems.

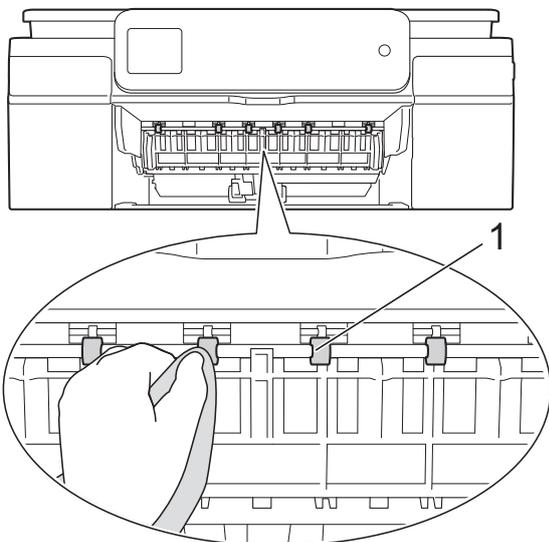
- 1 Unplug the machine from the AC power outlet. Pull the paper tray (1) completely out of the machine.



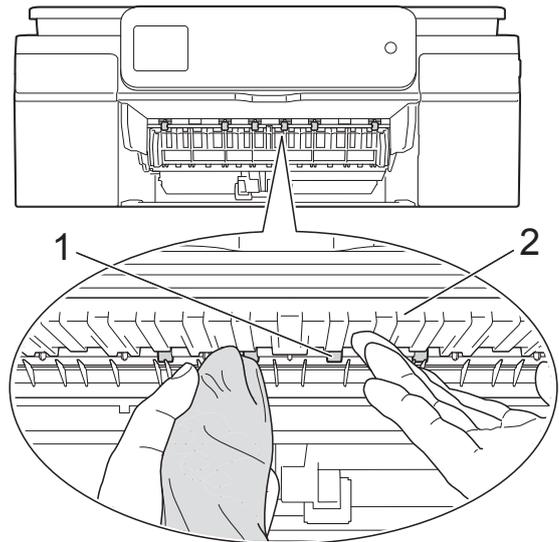
### NOTE

If the paper support flap is open, close it, and then close the paper support.

- 2 Clean the front side of the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water, using a side-to-side motion. After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



- 3 Lift the Jam Clear Flap (2), and then clean the back side of the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water. After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



- 4 Put the paper tray firmly back in the machine.
- 5 Re-connect the power cord.

### NOTE

Do not use the machine again until the rollers are dry. Using the machine before the rollers are dry may cause paper feed problems.

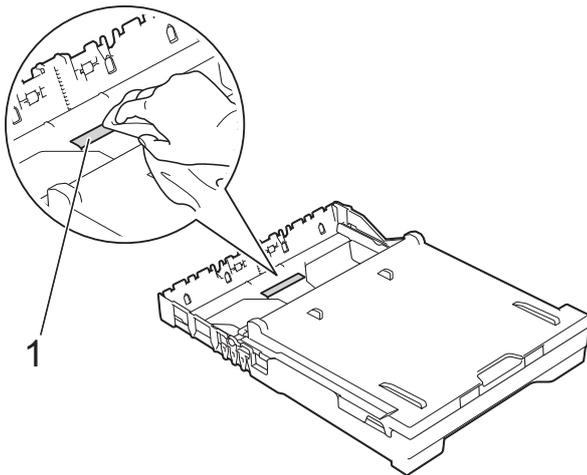
## Cleaning the paper pick-up rollers

- 1 Unplug the machine from the AC power outlet.
- 2 Pull the paper tray completely out of the machine.

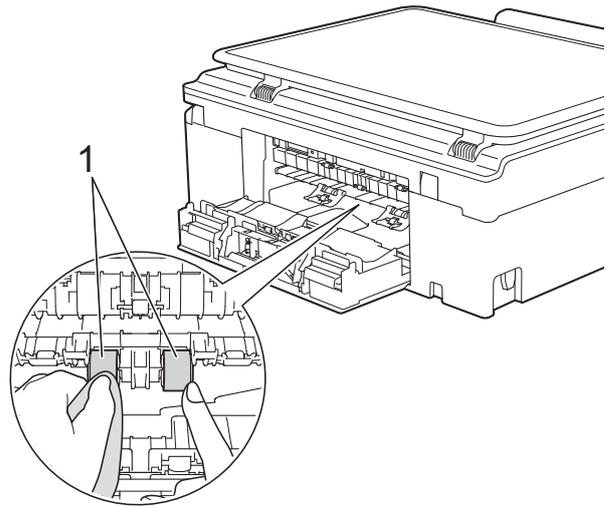
### NOTE

If the machine has been feeding multiple pages when there are only a few sheets of paper left in the tray, clean the Base Pad (1) with a soft lint-free cloth moistened with water.

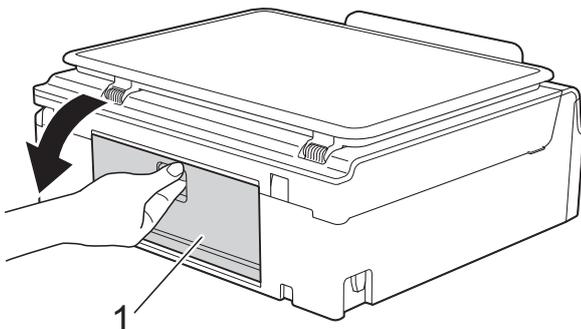
After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.



- 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.



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



- 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 Touchscreen, you can use the ink menu to see a large graph showing the ink that is left in each cartridge.

- 1 Press .

### NOTE

You can also press  (Settings), General Setup and Ink.

- 2 Press  or  to display Ink Volume.
- 3 Press Ink Volume.  
The Touchscreen shows the ink volume.



### NOTE

When the ink cartridge is near the end of its life or having a problem, one of the following icons is displayed.

	The ink level is low.
	The ink cartridge is empty.
	There is a problem with the ink cartridge.

- 4 Press .

### NOTE

You can check the ink volume from your computer.

For more information, see *Software and Network User's Guide: Monitor the Ink Level and Status of the Machine from Your Computer (Windows®)* or *Monitor the Ink Level and Status of the Machine from Your Computer (Macintosh)*.

# Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine correctly, any damage that may occur in transit may not be covered by your warranty.

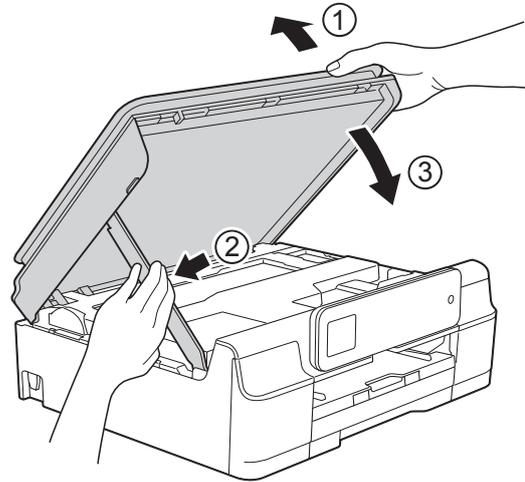
The machine should be adequately insured with the carrier.

## IMPORTANT

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

- 1 Unplug the machine from the AC power outlet.
- 2 Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position. Then unplug the machine from the telephone wall jack and take the telephone line cord out of the machine.
- 3 Unplug the interface cable from the machine, if it is connected.

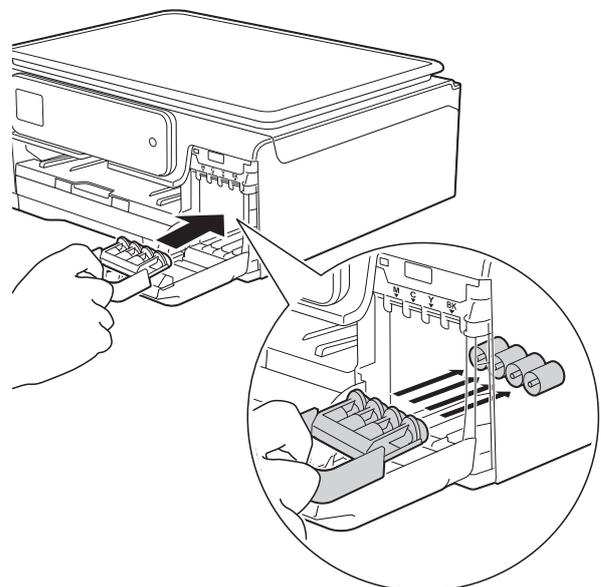
- 4 Lift the scanner cover (1) to release the lock. Gently push the scanner cover support down (2) and close the scanner cover (3) using both hands.



## CAUTION

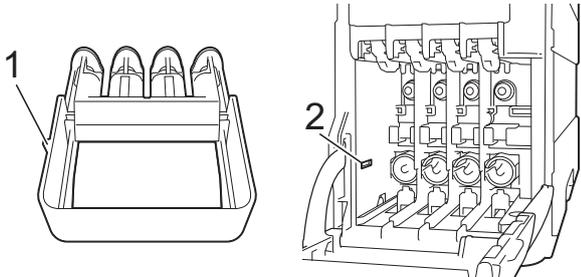
Be careful not to pinch your fingers when you close the scanner cover.

- 5 Open the ink cartridge cover.
- 6 Press the ink release levers to release the ink cartridges, and then take out the ink cartridges. (See Basic User's Guide: *Replacing the ink cartridges.*)
- 7 Install the orange protective part, and then close the ink cartridge cover.



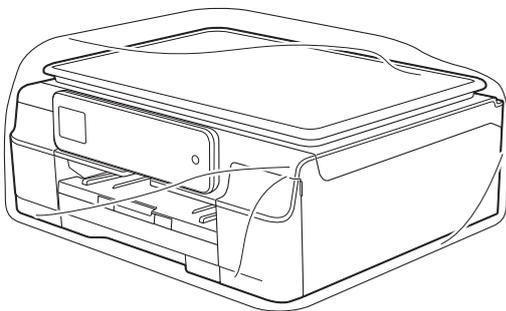
## IMPORTANT

- Make sure the plastic tab on the left side of the orange protective part (1) locks securely into place (2).



- If you are not able to find the orange protective part, ship the machine without it. DO NOT install the ink cartridges as an alternative before shipping.

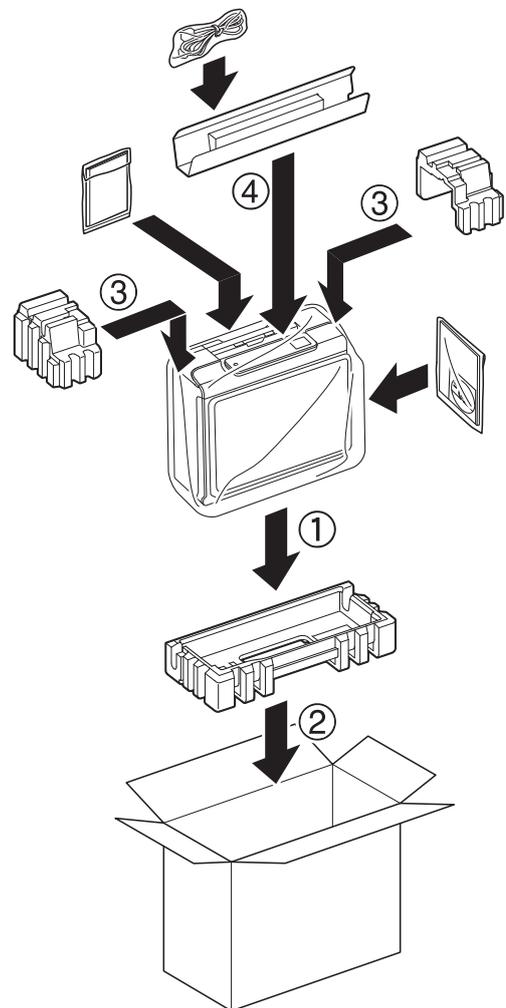
- 8 Wrap the machine in the bag.



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

## NOTE

If you are returning your machine to Brother as part of the Exchange Service, pack *only* the machine. Keep all separate parts and printed materials to use with your "Exchange" machine.



- 10 Close the carton and tape it shut.

# 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.

## **1.8" Touchscreen LCD and Touchpanel**

The Touchscreen LCD (Liquid Crystal Display) on the machine shows interactive messages and prompts for using the machine. You can operate the Touchscreen by pressing or swiping on the screen.

The Touchpanel, on the right side of the Touchscreen LCD, illuminates its LEDs when they are available for the current operation.

## **Address Book**

Your list of Speed Dial names and numbers that you have stored for easy dialing.

## **Auto Reduction**

Reduces the size of incoming faxes.

## **Automatic Redial**

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

## **Backup Print**

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

## **Beep Volume**

Volume setting for the beep when you press the Touchscreen or Touchpanel, 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.

## **Color Enhancement**

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

## **Communication error (Comm. Error)**

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

## **Compatibility group**

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

## **Contrast**

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

## **Density**

Changing the Density makes the whole image lighter or darker.

**Distinctive Ring**

A subscriber service purchased from the telephone company that gives you another telephone number on an existing telephone line. The Brother machine uses the new number to simulate a dedicated fax line.

**Dual Access**

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

**Easy Receive**

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

**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 jack.

**External telephone**

A telephone that is plugged into the EXT. jack of 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 Journal**

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

**Fax Receive Code**

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

**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.

**Gray Scale**

The shades of gray 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 report on demand without interrupting the cycle.

**Manual fax**

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

**Memory Receive**

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

**OCR (optical character recognition)**

Nuance™ PaperPort™ 12SE or Presto! PageManager software application converts an image of text to text you can edit.

**Overseas Mode**

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

## Pause

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

## Photo resolution (B&W only)

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

## Pulse (Canada only)

A form of rotary dialing on a telephone line.

## Real Time Transmission

When the 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.

## Resolution

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

## 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 to your computer.

## Search

An alphabetical electronic listing of stored Speed Dial and Group numbers.

## Settings Tables

At-a-glance instructions that show all the settings and options that are available for setting up your machine.

## Standard resolution

203 × 98 dpi (black & white).  
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 (B&W)

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

## TAD (telephone answering device)

You can connect an external telephone answering device or answering machine to the EXT. jack of your machine.

## Telephone Answer Code (For Fax/Tel mode only)

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

## Temporary settings

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

## Tone

A form of dialing 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 the last 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

See Quick Setup Guide and Software and Network User's Guide.

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