Advanced User's Guide

MFC-J245

Version 0

USA/CAN
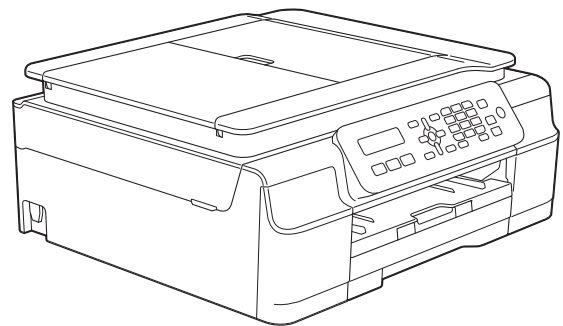
User's Guides and where do I find them?

Which Guide?	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 and Network User's Guide [1]	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, and frequently used terms.	HTML file/CD-ROM

[1]   Network features are not supported with MFC-J245.

Table of Contents

1 General setup

Memory Storage

Even if there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings, such as Overseas Mode, will be lost, and you may have to reenter the date and time.

Volume Settings

Ring Volume

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

While the machine is idle, press ◁ ◀ or ▶ ◁))) to adjust the volume level. The LCD displays the current setting, and each key press will change the volume to the next level.

You can also change the volume through the menu by following the instructions below:

Setting the Ring Volume from the menu

1. Press **Menu**, **2**, **4**, **1**.

2. Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`.
   Press **OK**.

3. Press **Stop/Exit**.

Beep Volume

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

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

a Press **Menu**, **2**, **4**, **2**.

b Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`.
Press **OK**.

c Press **Stop/Exit**.

Speaker Volume

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

a Press **Menu**, **2**, **4**, **3**.

b Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`.
Press **OK**.

c Press **Stop/Exit**.

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

a Press **Hook**.

b Press ◁ ◀ or ▶ ◁〉.
Each key press changes the volume to the next setting. This setting will stay until you change it again.

c Press **Hook**.

Automatic Daylight Saving Time

You can set the machine to change automatically for daylight saving time. It will set 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.

a Press **Menu**, **0**, **1**, **2**.

b Press ▲ or ▼ to choose `On` (or `Off`).
Press **OK**.

c Press **Stop/Exit**.

1

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 **Menu**, **2**, **6**.

2. Press ▲ or ▼ to choose `1 Min`, `2 Mins`, `3 Mins`, `5 Mins`, `10 Mins`, `30 Mins` or `60 Mins`.
   Press **OK**.

3. Press **Stop/Exit**.

LCD

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**, **5**.

2. Press ▲ or ▼ to choose `Light` or `Dark`.
   Press **OK**.

3. Press **Stop/Exit**.

Mode Timer

The machine's control panel has three temporary mode keys: **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.

1. Press **Menu**, **2**, **1**.

2. Press ▲ or ▼ to choose `0 Sec`, `30 Secs`, `1 Min`, `2 Mins`, `5 Mins` or `Off`.
   Press **OK**.

3. 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

■ PC-Fax Receive [1]
(If PC-Fax Receive was already On)

[1] 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.

a Press **Menu**, **3**, **0**, **1**.

b Enter a four-digit number for the password.
Press **OK**.

c When the LCD displays Verify:, reenter the password.
Press **OK**.

d Press **Stop/Exit**.

Changing the password

a Press **Menu**, **3**, **0**, **1**.

b Press ▲ or ▼ to choose Set Password.
Press **OK**.

c Enter a four-digit number for the old password.
Press **OK**.

d Enter a four-digit number for a new password.
Press **OK**.

e When the LCD displays Verify:, reenter the password.
Press **OK**.

f Press **Stop/Exit**.

Turning TX Lock on/off

Turning TX Lock on

1. Press **Menu**, **3**, **0**, **1**.

2. Press ▲ or ▼ to choose Set TX Lock. Press **OK**.

3. Enter the registered four-digit password. Press **OK**. The machine goes offline and the LCD displays TX Lock Mode.

Turning TX Lock off

1. Press **Menu**.

2. Enter the registered four-digit password. Press **OK**. TX Lock is turned off.

NOTE

If you enter the wrong password, the LCD displays 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`, `Overseas Mode`, and `Real Time TX`.

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

a Load your document.

b Press [📠] (**FAX**).

c Choose a setting you want to change in the Setup Send menu (**Menu**, **3**, **2**). Press **OK**.

d Choose the option you want for the setting. Press **OK**.

e Do one of the following:

■ Press **1** to change another setting.

■ Press **2** when you have finished choosing your settings. Go to step f.

f Enter the fax number.

g Press **Black Start** or **Color Start**.

NOTE

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

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. `Auto` chooses the suitable contrast for your document.
Choose `Light` when sending a light document. Choose `Dark` when sending a dark document.

a Load your document.

b Press [📠] (**FAX**).

c Press **Menu**, **3**, **2**, **2**.

d Press ▲ or ▼ to choose `Auto`, `Light` or `Dark`. Press **OK**.

e Press **2** so you can continue sending your fax.

f Enter the fax number.

g Press **Black Start** or **Color Start**.

NOTE

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

• When you send a color fax.

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

Changing the fax resolution

The quality of a fax can be improved by changing the fax resolution. Resolution can be changed for the next fax *or* for all faxes.

To change the fax resolution for the *next* fax

1. Load your document.

2. Press ☐ (**FAX**).

3. Press **Fax Resolution** then ▲ or ▼ to choose the resolution.
   Press **OK**.

4. Enter the fax number.

5. Press **Black Start** or **Color Start**.

To change the default fax resolution

1. Load your document.

2. Press ☐ (**FAX**).

3. Press **Menu**, **3**, **2**, **1**.

4. Press ▲ or ▼ to choose the resolution you want.
   Press **OK**.

5. Press **2** so you can continue sending your fax.

6. Enter the fax number.

7. Press **Black Start** or **Color 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 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 gray or is a photograph. Photo has the slowest transmission.

Color	
Standard	Suitable for most typed documents.
Fine	Use when the document is a photograph. Transmits a little 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.

Additional sending operations

Sending a fax manually

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

NOTE

To send a multi-page fax, use the ADF.

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 **Black Start** or **Color Start**.
   If you are using the scanner glass, press **1** 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**).

4. Press **Black Start** or **Color Start**.

   ■ If you are using the scanner glass, press **1** to send a fax.

5. 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 LCD displays 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 **Black Start** 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, Speed Dial numbers, and up to 50 manually dialed 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 20.)

3

How to broadcast a fax

1️⃣ Load your document.

2️⃣ Press 🔲 (**FAX**).

3️⃣ Enter a number.
Press **OK**.
You can use either a Speed Dial, a Group or a manually entered number using the dial pad.

4️⃣ Repeat step 3️⃣ until you have entered all the fax numbers to be included in the broadcast.

5️⃣ Press **Black Start**.

Faxing from the ADF

◾ The machine starts scanning and sending the document.

Faxing from the scanner glass

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

◾ To send a single page, press **2** (or press **Black 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 page.)

After all the pages have been scanned, press **2** or **Black Start** to start.

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 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 **Stop/Exit** to cancel or **Black Start** to send the pages scanned so far.

Canceling a Broadcast in progress

1️⃣ Press **Menu**, **3**, **5**.
The LCD displays the fax number or name being dialed and the Broadcasting job number.

2️⃣ Press ▲ or ▼ to choose the Broadcasting job number.

3️⃣ Press **OK**.
The LCD will ask you the following question:

`1.Clear  2.Exit`

4️⃣ To cancel the broadcast, press **1**.

5️⃣ Press **Stop/Exit**.

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 set `Real Time TX` to `On` for all documents or `Next Fax Only` for the next fax only.

Sending in real time for all faxes

1. Press (**FAX**).

2. Press **Menu**, **3**, **2**, **3**.

3. Press ▲ or ▼ to choose
   `Realtime TX:On` or
   `Realtime TX:Off`.
   Press **OK**.

4. Press **2** so you can continue sending your fax.

5. Load your document.

6. Enter the fax number.

7. Press **Black Start** or **Color Start**.

Sending in real time for the next fax only

1. Press (**FAX**).

2. Press **Menu**, **3**, **2**, **3**.

3. Press ▲ or ▼ to choose
   `Next Fax Only`. Press **OK**.

4. Press ▲ or ▼ to choose `Next Fax:Off`
   or `Next Fax:On`.

5. Press **OK**.

6. Press **2** so you can continue sending your fax.

7. Load your document.

8. Enter the fax number.

9. Press **Black Start** or **Color Start**.

NOTE

- If you are sending a color fax or if the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if `Real Time TX` is set to `Off`).

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

- If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory.

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 **Menu**, **3**, **2**, **4**.

4. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.

5. Press **2** so you can continue sending your fax.

6. Enter the fax number.

7. Press **Black Start** or **Color Start**.

3

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 LCD displays `No Jobs Waiting.`)

a Press **Menu**, **3**, **5**.
Any waiting jobs appear on the LCD.

b Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel. Press **OK**.

c Do one of the following:

■ Press **1** to cancel it.

■ Press **2** to exit without canceling.

d Repeat steps ❷ and ❸ for each job you want to cancel.

e When you are finished, press **Stop/Exit**.

4 Receiving a fax

Memory Receive (Black & White only)

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

- PC-Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the Memory Receive operation, a message will appear on the LCD. (See *Changing Memory Receive operations* on page 14.)

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.

1. Press **Menu**, **3**, **4**.

2. Press **Black Start**.

3. Press **Stop/Exit**.

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 (for example, at night or at the weekend), 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 the 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 (**FAX**).

2. Press **Menu**, **3**, **1**, **7**.

3. Press ▲ or ▼ to choose `PC Fax Receive`. Press **OK**.

4. Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off`. Press **OK**.

5. Press **Stop/Exit**.

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.

Turning off Memory Receive operation

1. Press 🖾 (**FAX**).

2. Press **Menu**, **3**, **1**, **7**.

3. Press ▲ or ▼ to choose `Off`.
   Press **OK**.

4. Press **Stop/Exit**.

NOTE

The LCD displays you more options if there are still received faxes in the machine's memory. (See *Changing Memory Receive operations* on page 14.)

Changing Memory Receive operations

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

If all the received faxes have already been printed

- `Erase All Fax?`

  - If you press **1** (`Yes`), faxes in the memory will be erased before the setting changes.

  - If you press **2** (`No`), faxes in the memory will not be erased and the setting will be remain unchanged.

If unprinted faxes are in the memory

- `Print All Fax?`

  - If you press **1** (`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 **2** (`No`), faxes in the memory will not be printed and the setting will be unchanged.

The LCD will ask you the following question:

- `Send Fax to PC?`

  - If you press **1** (`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 13.)

  - If you press **2** (`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 LCD displays `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*.)

a Press ⊞ (**FAX**).

b Press **Menu**, **3**, **1**, **6**.

c Press ▲ or ▼ to choose `On` (or `Off`). Press **OK**.

d Press **Stop/Exit**.

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. Make sure the ADF is empty.

a Ask the other party to place the document in their machine and to press the Start or Send key.

b When you hear the other machine's CNG tones, press **Black Start** or **Color Start**.

c Press **2** to choose `Receive` to receive the fax.

d Replace the handset of the external telephone.

4

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 **Hook**.

② Press **#** on the machine's control panel. 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 **Hook** to answer.

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. This service displays 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 LCD, but the call information stays stored in the Caller ID memory.

You can view the Caller ID history and delete numbers from the list if needed.

■ You can see the number (or name).

■ The `# Unavailable` message means the call originated outside your Caller ID service area.

■ The `Private Call` 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 *Printing Caller ID List* on page 17.)

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.

Viewing the Caller ID List

Your machine stores information for the last thirty calls in the Caller ID list. When the thirty-first call comes into the machine, it replaces information about the first call. You can view or print this list.

1. Press **Menu**, **3**, **0**, **3**.

2. Press **OK**.

   The Caller ID of the last call will appear on the LCD display. If no ID is stored, the beeper sounds and No Caller ID appears on the LCD.

3. Press ▲ or ▼ to scroll through the Caller ID memory to choose the Caller ID you want to view, and then press **OK**. The LCD displays the caller's number and the date and time of the call.

NOTE

To delete the Caller ID from the list, press **Clear**. Press **1** to confirm.

4. To finish viewing, press **Stop/Exit**.

Printing Caller ID List

1. Press **Menu**, **5**, **5**.

2. If no ID is stored, the beeper will sound and No Caller ID will appear on the LCD.

3. Press **Black Start**.

4. After printing has finished, press **Stop/Exit**.

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.**
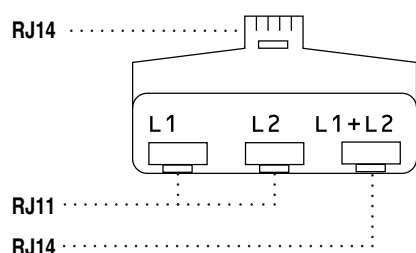
Two-line telephone system

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.

5

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.

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

❷ 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.

❸ 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.

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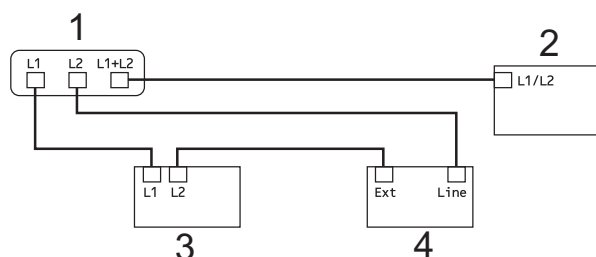
1   **Triplex Adapter**
2   **Two-Line Telephone**
3   **External Two-Line TAD**
4   **Machine**

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

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:

a Press ▢ (**FAX**).

b Press ▢ (**Address Book**).

c Press ▲ or ▼ to choose Search.
Press **OK**.

d Enter **#**, **03**.

e Press ▢ (**Address Book**).

f Enter **#**, **02**.

g Press **Black Start** or **Color 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 enter the number (#03 '555') using

▢ (**Address Book**), choose Search, press **OK**, press **#**, **03**, and then press '**7001**' using the dial pad.

NOTE

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

5

Additional ways to store numbers

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

[FAX icon] (**FAX**), [Address Book icon] (**Address Book**),

Search, **OK**, **#**, the two-digit location number and **Black Start**.

(See *Broadcasting (Black & White only)* on page 9.)

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 a Speed Dial location. You can have up to six Groups, or you can assign up to 39 numbers to one large Group.

a Press [FAX icon] (**FAX**).

b Press [Address Book icon] (**Address Book**) and ▲ or ▼ to choose Setup Groups.
Press **OK**.

c Use the dial pad to enter the two-digit Speed Dial location number where you want to store the Group.
Press **OK**.

d Use the dial pad to enter a Group number (1 to 6).
Press **OK**.

e To add Speed Dial numbers follow the instructions below:
For example, for Speed Dial numbers #05 and #09. Press

[Address Book icon] (**Address Book**), **05**,

[Address Book icon] (**Address Book**), **09**.
The LCD displays: #05#09.

G01:#05#09

f Press **OK** when you have finished adding numbers.

g Use the dial pad to enter a name (up to 16 characters) for the Group.
(For help entering letters, see Basic User's Guide: *Entering Text*.)
Press **OK**.

NOTE

You can print a list of all the Speed Dial numbers. (See *Reports* on page 23.)

Changing or deleting a Group

You can change the Speed Dial numbers in a Group. To delete a Group, delete all of its Speed Dial numbers.

a Press [FAX icon] (**FAX**).

b Press [Address Book icon] (**Address Book**) and ▲ or ▼ to choose Setup Groups.
Press **OK**.

c Use the dial pad to enter the two-digit Speed Dial number for the Group you want to change.
Press **OK**.

d Do one of the following:

■ Press **1** to change the stored Group.

■ Press **2** to enter another Speed Dial number. Go to step ❸.

■ Press **Stop/Exit** to exit without making a change.

5 Add or delete the Speed Dial numbers in the Group.

  ■ To add Speed Dial numbers, press ◄ or ► to position the cursor under a blank space.

    Press ▯ (**Address Book**) and enter the Speed Dial number you want to add to the Group using the dial pad.

  ■ To delete Speed Dial numbers, press ◄ or ► to position the cursor under the Speed Dial number you want to delete, and then press **Clear**.

6 Press **OK** when you have finished adding or deleting Speed Dial numbers.

7 Enter the new Group name (up to 16 characters) using the dial pad. (For example, type "NEW CLIENTS".) (For help entering letters, see Basic User's Guide: *Entering Text*.) 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**. Reenter the character.

6 Printing reports

Fax reports

You can 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. (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 23. The factory setting is `Every 50 Faxes`.

a Press **Menu**, **3**, **3**, **2**.

b Press ▲ or ▼ to choose an interval. Press **OK**. If you choose `Every 50 Faxes`, go to step ❺.

■ 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 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.

c If you choose `Every 7 Days`, press the first day for the seven-day countdown.

d 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.

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.)

e Press **Stop/Exit**.

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 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.

■ Caller ID

Prints a list of the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

1 Press **Menu**, **5**.

2 Do one of the following:

■ Press ▲ or ▼ to choose the report you want. Press **OK**.

■ Enter the number of the report you want to print.

3 Press **Black Start**.

4 Press **Stop/Exit**.

7 Making copies

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.

Press **Copy Options** or **Copy Quality** [1] and then press ▲ or ▼ to choose the copy settings you want. Press **OK**.

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

[1]   DCP models only

Stop copying

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

Changing copy quality

You can choose different settings to change the speed and quality of your copies. The factory setting is `Normal`.

If you choose `Normal` 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.

① Load your document.

② Press ⊟ (**COPY**).

③ Enter the number of copies you want.

④ Press **Copy Options** and ▲ or ▼ to choose `Quality`.
   Press **OK**.

⑤ Press ▲ or ▼ to choose `Normal` or `Best`.
   Press **OK**.

⑥ If you do not want to change additional settings, press **Black Start** or **Color Start**.

To change the default setting, follow the instructions below:

① Press **Menu**, **4**, **1**.

② Press ▲ or ▼ to choose `Normal` or `Best`.
   Press **OK**.

③ Press **Stop/Exit**.

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`.

a Load your document.

b Press   (**COPY**).

c Enter the number of copies you want.

d Press **Copy Options** and ▲ or ▼ to choose `Enlarge/Reduce`.
Press **OK**.

e Press ▲ or ▼ to choose the enlargement or reduction ratio you want.
Press **OK**.

NOTE

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

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

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

NOTE

- `Page Layout` is not available with `Enlarge/Reduce`.

- `Page Layout`, `Sort` and `Remove Bkg. Clr` are not available with `Fit to Page`.

- `Fit to Page` does not work correctly when the document on the scanner glass is skewed by more than 3 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.

- `Fit to Page` is not available when using the ADF.

- `Fit to Page` is not available for Legal sized documents.

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

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

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

NOTE

`Sort`, `Enlarge/Reduce` and `Remove Bkg. Clr` are not available with `Page Layout`.

a Load your document.

b Press   (**COPY**).

c Enter the number of copies you want. [1]

[1] You can only make one copy at a time when you are using `Poster` layout.

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

⑤ Press ▲ or ▼ to choose `Off(1in1)`, `2in1(P)`, `2in1(L)`, `4in1(P)`, `4in1(L)`, `Poster(3x3)` or `2in1(ID)` [1].
Press **OK**.

[1] For information about 2 in 1 (ID), see *2 in 1 ID copy (Page Layout)* on page 27.

⑥ If you do not want to change additional settings, press **Black 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 pages and starts printing.

If you are using the scanner glass, go to step ⑦.

⑦ After the machine has scanned the page, press **1** to scan the next page.

⑧ Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps ⑦ and ⑧ for each page of the layout.

⑨ After all the pages have been scanned, press **2** to finish.

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)**
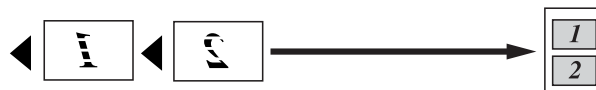
■ **4in1(P)**

■ **4in1(L)**

■ **Poster(3x3)**
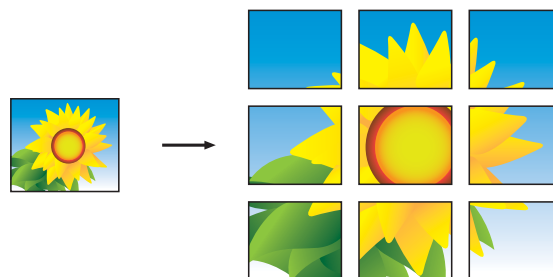
NOTE
The poster copies have overlapping portions so that you can easily paste them together.

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*.)

a Place your identification card *face down* near the left corner of the scanner glass as shown in the illustration.
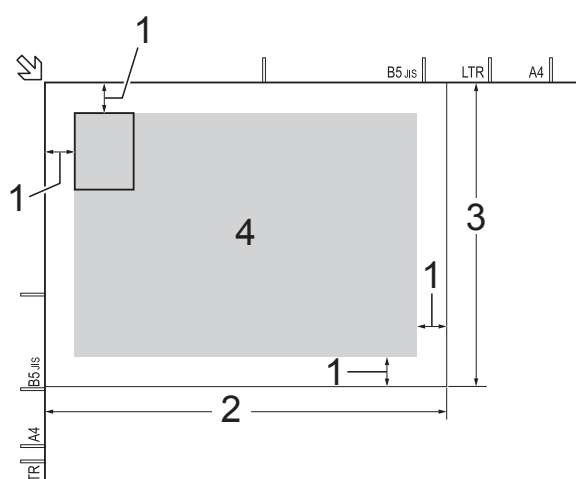
1   0.12 in. (3 mm) or greater (top, left)

2   8.5 in. (216 mm)

3   5.5 in. (140 mm)

4   scannable area

b Press ▣ (**COPY**).

c Enter the number of copies you want.

d Press **Copy Options** and ▲ or ▼ to choose Page Layout.
Press **OK**.

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

f Press **Black Start** or **Color Start**.
The machine starts scanning one side of the identification card.

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

NOTE

• Sort, Enlarge/Reduce and Remove Bkg. Clr are not available with 2in1(ID).

• You can only make one color copy at a time.

Sorting copies

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

We recommend you load single-sided documents in the ADF for sorting copies. For 2-sided documents and books, use the scanner glass.

a Load your document.

b Press ▣ (**COPY**).

c Enter the number of copies you want.

d Press **Copy Options** and ▲ or ▼ to choose Stack/Sort.
Press **OK**.

e Press ▲ or ▼ to choose Sort.
Press **OK**.

f If you do not want to change additional settings, press **Black Start** or **Color Start**.
If you placed the document in the ADF, the machine scans the document and starts printing.

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

7

7️⃣ After the machine scans the page on the scanner glass, press **1** to scan the next page.

8️⃣ Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps ❼ and ❽ until all the pages have been scanned.

9️⃣ Press **2** to finish scanning. The machine starts printing.

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.

1️⃣ Load your document.

2️⃣ Press [📋] (**COPY**).

3️⃣ Enter the number of copies you want.

4️⃣ Press **Copy Options** and ▲ or ▼ to choose Density. Press **OK**.

5️⃣ Press ▲ or ▼ to make a lighter or darker copy. Press **OK**.

6️⃣ If you do not want to change any other settings, press **Black Start** or **Color Start**.

Remove Background Color

Removes a document's light background colors when copying. This may make the copy more readable and will save some ink.

NOTE

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

1️⃣ Load your document.

2️⃣ Press [📋] (**COPY**).

3️⃣ Enter the number of copies you want.

4️⃣ Press **Copy Options** and ▲ or ▼ to choose Remove Bkg. Clr. Press **OK**.

5️⃣ Press ▲ or ▼ to choose Low, Medium, High or Off. Press **OK**.

6️⃣ Press **Color Start**.

NOTE

Fit to Page and Page Layout are not available with Remove Bkg. Clr.

A Routine maintenance

Cleaning and checking the machine

Cleaning the outside of the machine

Clean the LCD as follows:

IMPORTANT

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

❶ Press and hold down ⏻ to turn the machine off. The LCD displays `Shutting Down` for a few seconds before the power goes off.
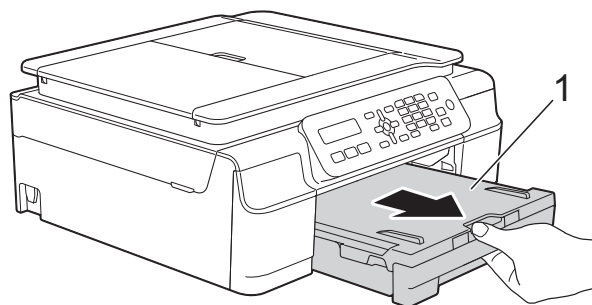
❷ Clean the LCD with a *dry*, soft lint-free cloth.
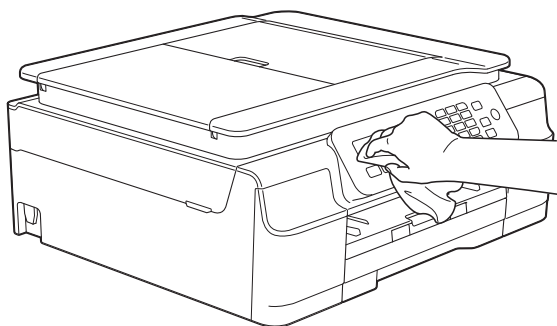
**Clean the outside of the machine as follows:**

IMPORTANT

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

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

❷ Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.
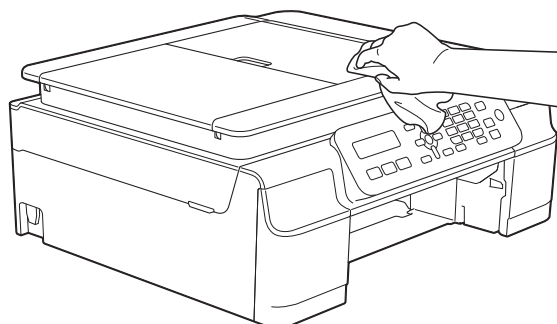
c Lift the output paper tray cover and remove anything that is stuck inside the paper tray.

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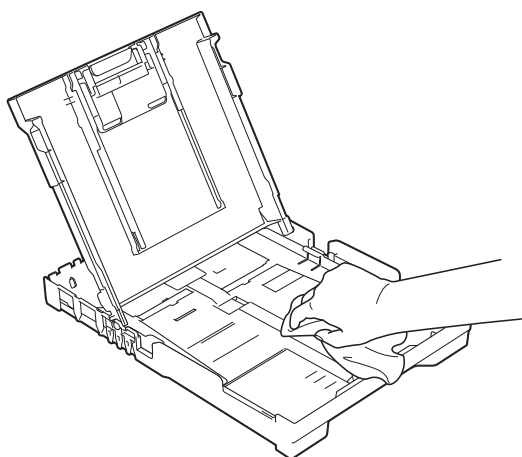
e Close the output paper tray cover and put the paper tray firmly back in the machine.

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.

a Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position.

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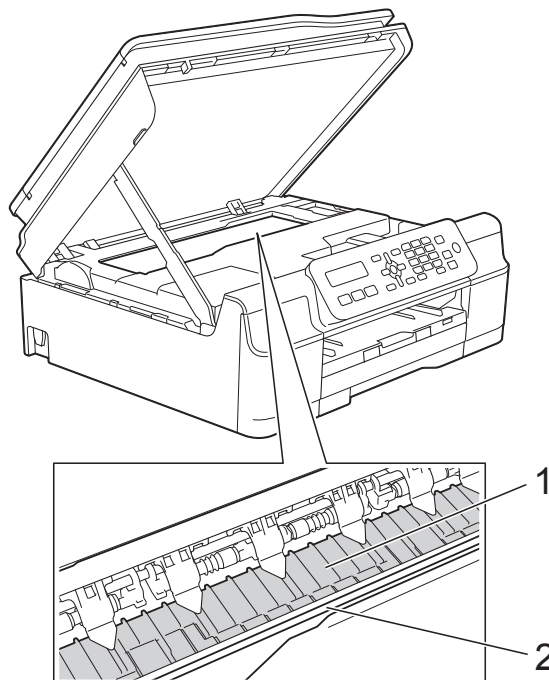
IMPORTANT

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

c Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover using both hands.

d 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.

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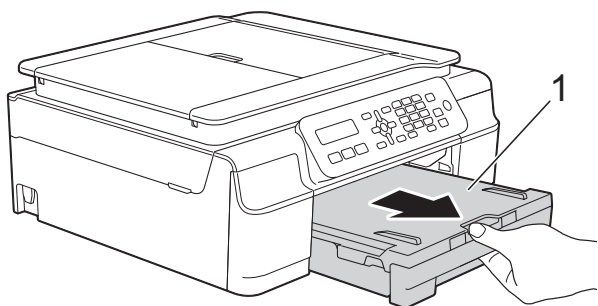
NOTE

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

b Clean 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.
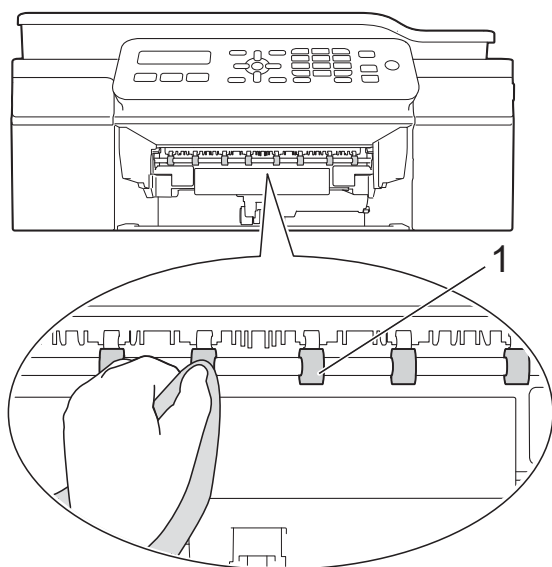
c Put the paper tray firmly back in the machine.

d 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.

A

Cleaning the paper pick-up rollers

a) Unplug the machine from the AC power outlet.

b) 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.
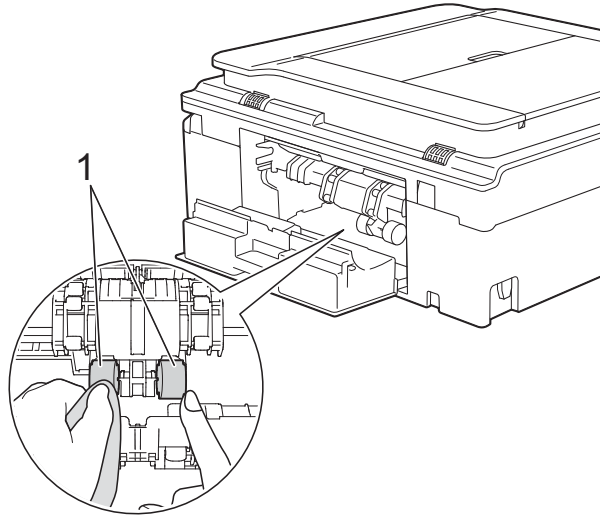
After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.
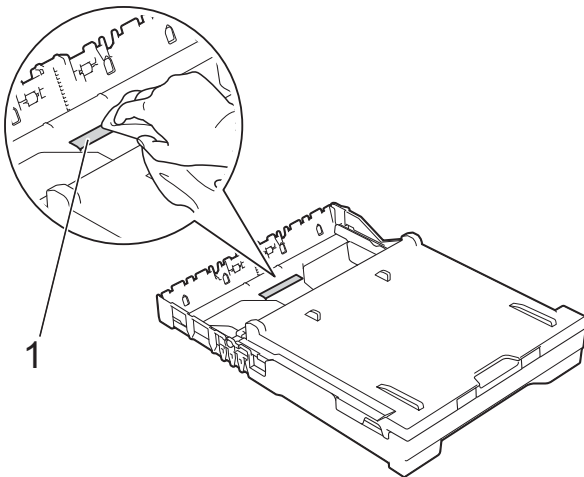
c) Open the Jam Clear Cover (1) at the back of the machine.
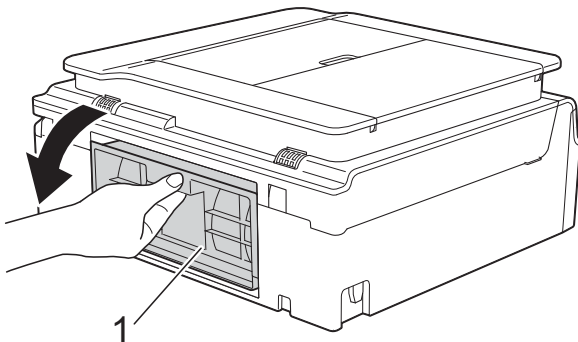
d) Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth moistened with water.
Slowly turn the rollers so that the whole surface is cleaned.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.

e) Close the Jam Clear Cover.
Make sure the cover is closed completely.
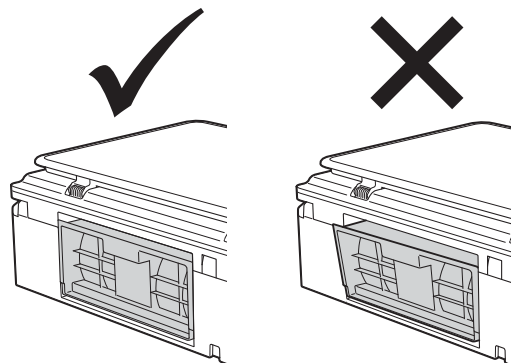
f) Put the paper tray firmly back in the machine.

g) Re-connect the power cord.

Checking the ink volume

You can check the ink that is left in the cartridge.

1️⃣ Press **Menu**, **1**, **3**.

2️⃣ The LCD displays the ink volume.

3️⃣ Press ▲ or ▼ to choose the color you want to check.

4️⃣ Press **Stop/Exit**.

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.

1️⃣ Unplug the machine from the AC power outlet.

2️⃣ 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.

3️⃣ Unplug the interface cable from the machine, if it is connected.

A

d 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.
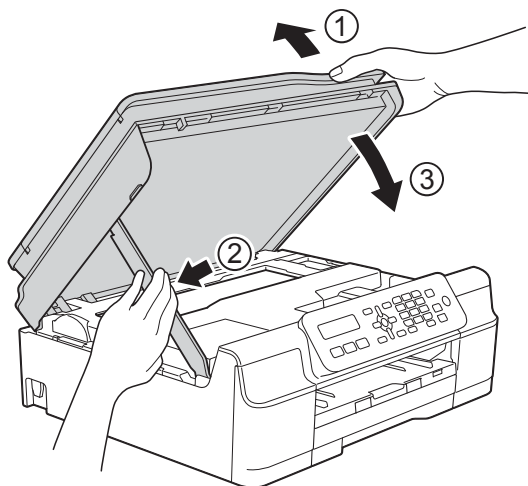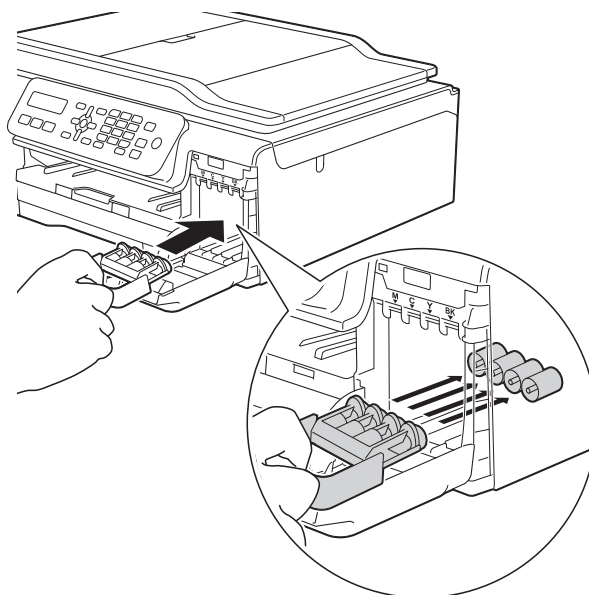

⚠ **CAUTION**

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

e Open the ink cartridge cover.

f 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*.)

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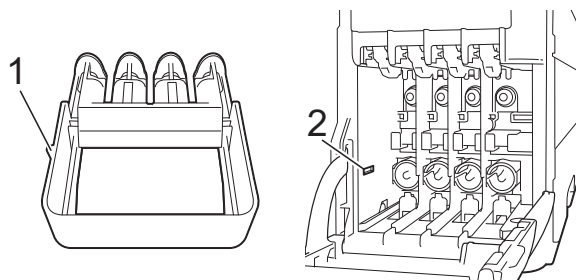
• If you are not able to find the orange protective part, ship the machine without it. DO NOT install the ink cartridges as an alternative before shipping.

h Wrap the machine in the bag.
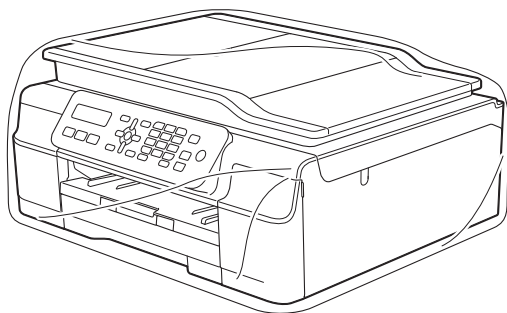
i Pack the machine and the printed materials in the original carton with the original packing material as shown in the illustration.
Do not pack the used ink cartridges in the carton.

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.

A
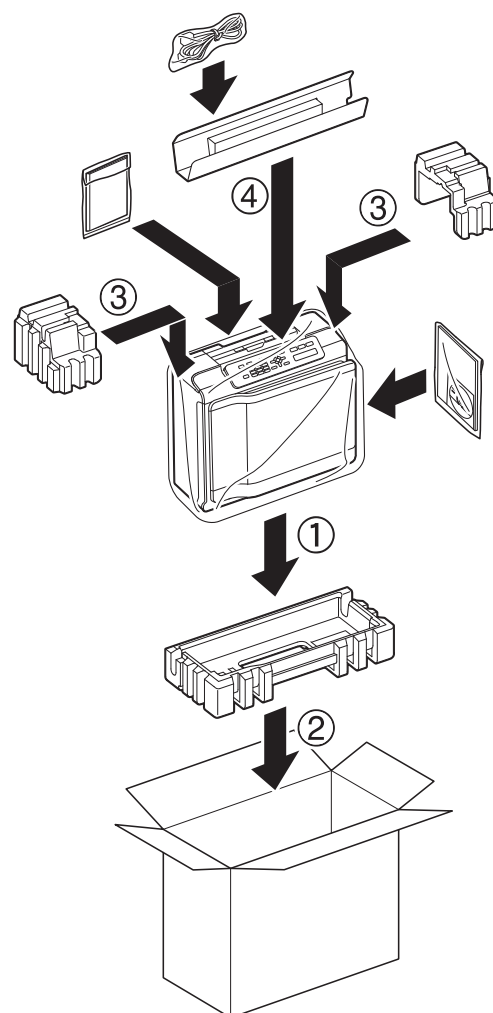
j Close the carton and tape it shut.

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.

Address Book

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

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 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.

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.

LCD (Liquid Crystal Display)

The LCD on the machine that displays interactive messages during on-screen programming and displays 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 **Black Start** or **Color Start** to begin sending.

Memory Receive

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

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

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

B

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 **Redial/Pause** key on the control panel 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

A numerical or 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.

Speed Dial

You can set up names and numbers for easy dialing.

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.

B

C Index

Numerics

A

B

C

Copy

D

F

C

Brother International Corporation
200 Crossing Boulevard
P.O. Box 6911
Bridgewater, NJ 08807-0911 USA

Brother International Corporation (Canada) Ltd.
1 rue Hôtel de Ville,
Dollard-des-Ormeaux, QC, Canada H9B 3H6

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