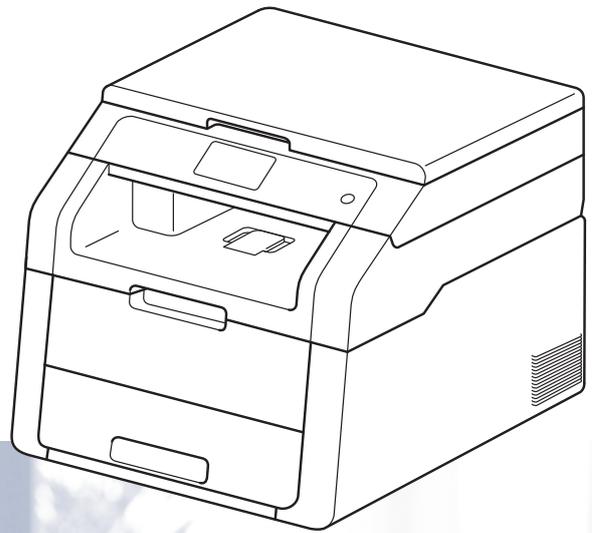


brother

Advanced User's Guide

HL-3180CDW



Version 0

USA/CAN

User's Guides and where do I find them?

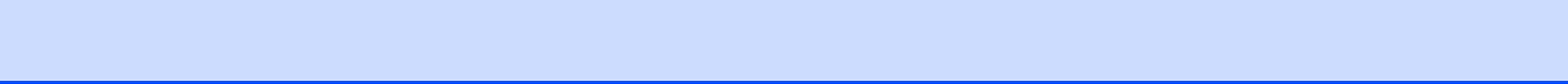
Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the Box
Quick Setup Guide	Follow the instructions for setting up your machine and installing 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 Copy and Scan operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box
Advanced User's Guide	Learn more advanced operations: Copy, security features, printing reports and performing routine maintenance.	For USA: PDF file / Brother Solutions Center ¹ For Other Countries: PDF file / CD-ROM / In the Box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning and using the Brother ControlCenter utility.	For USA: HTML file / Brother Solutions Center ¹ For Other Countries: HTML file / CD-ROM / In the Box
Network User's Guide	This Guide provides useful information about wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	For USA: PDF file / Brother Solutions Center ¹ For Other Countries: PDF file / CD-ROM / In the Box
Wi-Fi Direct™ Guide	This Guide provides information about how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct™ standard.	PDF file / Brother Solutions Center ¹
Google Cloud Print Guide	This Guide provides information about how to configure your Brother machine to a Google account and use Google Cloud Print services for printing over the Internet.	PDF file / Brother Solutions Center ¹
Mobile Print/Scan Guide for Brother iPrint&Scan	This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected on a Wi-Fi network.	PDF file / Brother Solutions Center ¹

Which Guide?	What's in it?	Where is it?
Web Connect Guide	This Guide provides information about how to configure and use your Brother machine to scan, load and view images and files on certain Web sites that provide these services.	PDF file / Brother Solutions Center ¹
AirPrint Guide	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 ¹

¹ Visit solutions.brother.com/manuals

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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, Contrast) *will* be lost. Also, during a power failure the machine will retain the date and time for approximately 60 hours.

Volume setting

Beeper volume

When the beeper is on, the machine will make a sound when you press the Touchscreen or Touchpanel, or make a mistake. You can choose from a range of sound levels, from **High** to **Off**.

- 1 Press .
- 2 Press **All Settings**.
- 3 Swipe up or down, or press **▲** or **▼** to display **General Setup**.
- 4 Press **General Setup**.
- 5 Swipe up or down, or press **▲** or **▼** to display **Volume**.
- 6 Press **Volume**.
- 7 Press **Beep**.
- 8 Press **Off**, **Low**, **Med** or **High**.
- 9 Press .

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 back one hour in the fall.

- 1 Press .
- 2 Press  (Date & Time).
- 3 Swipe up or down, or press ▲ or ▼ to display `Auto Daylight`.
- 4 Press `Auto Daylight`.
- 5 Press `On` or `Off`.
- 6 Press .

Ecology features

Toner Save

You can save toner using this feature. When you set Toner Save to `On`, print appears lighter. The factory setting is `Off`.

- 1 Press .
- 2 Press `All Settings`.
- 3 Swipe up or down, or press ▲ or ▼ to display `General Setup`.
- 4 Press `General Setup`.
- 5 Swipe up or down, or press ▲ or ▼ to display `Ecology`.
- 6 Press `Ecology`.
- 7 Press `Toner Save`.
- 8 Press `On` or `Off`.
- 9 Press .

NOTE

We do not recommend Toner Save for printing Photo or Gray Scale images.

Sleep Time

The Sleep Time setting can reduce power consumption. When the machine is in Sleep mode (Power Save mode) it acts as though it is turned off. The machine will wake up and start printing when it receives a print job.

You can choose how long the machine must be idle before it goes into Sleep mode. The timer will restart if any operation is carried out on the machine, such as receiving a job or making a copy. The factory setting is three minutes.

When the machine goes into Sleep mode, the Touchscreen backlight turns off.

- 1 Press .
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Ecology.
- 6 Press Ecology.
- 7 Press Sleep Time.
- 8 Using the keyboard on the Touchscreen, enter the length of time (0-50 minutes) the machine will remain idle before entering Sleep mode. Press OK.
- 9 Press .

Deep Sleep mode

If the machine is in Sleep mode and does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically. Deep Sleep mode uses less power than Sleep mode. The machine will wake up when it receives a job or if you press the Touchscreen.

When the machine is in Deep Sleep mode, the Touchscreen backlight turns off and  blinks.

Auto Power Off

If the machine is in Deep Sleep mode for a certain length of time, it will go into Power Off mode automatically. To wake the machine from Power Off mode, press  on the control panel.

You can choose how long the machine must be in Deep Sleep mode before it goes into Power Off mode. The factory setting is Off.

NOTE

The machine does not go into Power Off mode when the machine is connected to a wireless network or has secure print data in the memory.

- 1 Press .
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Ecology.
- 6 Press Ecology.
- 7 Press Auto Power Off.
- 8 Swipe up or down, or press ▲ or ▼ to display a option you want.
Press Off, 1hour, 2hours, 4hours or 8hours.
- 9 Press .

Touchscreen

Setting the backlight brightness

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

- 1 Press .
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display LCD Settings.
- 6 Press LCD Settings.
- 7 Press Backlight.
- 8 Press Light, Med or Dark.
- 9 Press .

Setting the Dim Timer for the backlight

You can set how long the Touchscreen LCD backlight stays on after you go back to your Home screen.

- 1 Press .
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display LCD Settings.
- 6 Press LCD Settings.
- 7 Press Dim Timer.
- 8 Press Off, 10Secs, 20Secs or 30Secs.
- 9 Press .

Secure Function Lock 2.0

Secure Function Lock lets you restrict Public access to the following machine functions:

- **Copy**
- **Scan**¹
- **Print**²
- **Web Connect (Upload)**
- **Web Connect (Download)**
- **Color Print**^{2 3}
- **Page Limit**³

¹ Scan includes scan jobs via Brother iPrint&Scan.

² Print and Color Print include print jobs via AirPrint, Google Cloud Print and Brother iPrint&Scan.

³ Available for **Print**, **Copy** and **Web Connect (Download)**.

This feature also prevents users from changing the default settings of the machine by limiting access to the Menu settings.

Before using the security features you must first enter an administrator password.

The administrator can set up restrictions for individual users along with a user password.

Make a careful note of your password. If you forget it, you will have to reset the password stored in the machine. For information about how to reset the password call Brother Customer Service.

NOTE

- Secure Function Lock can be set manually from the Touchscreen, or by using Web Based Management or BRAdmin Professional 3 (Windows® only). We recommend using Web Based Management or BRAdmin Professional 3 (Windows® only) to configure this feature (see Network User's Guide).
 - Only administrators can set limitations and make changes for each user.
-

Before you begin to use Secure Function Lock 2.0

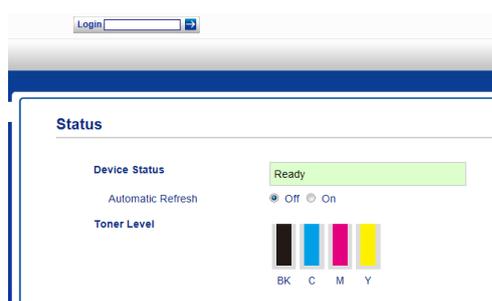
You can configure the Secure Function Lock 2.0 settings using a web browser. Before configuration, the following preparations are needed.

- 1 Start your web browser.
- 2 Type “http://machine’s IP address/” into your browser’s address bar (where “machine’s IP address” is the IP address of the Brother machine).
 - For example:
http://192.168.1.2/

NOTE

You can find the machine’s IP address in the Network Configuration List (see Network User’s Guide: *Printing the Network Configuration Report*).

- 3 Type a password in the **Login** box. (This is a password to log on to the machine’s web page, not the administrator password for Secure Function Lock.) Click .



NOTE

If you are using a web browser to configure the machine’s settings for the first time, set a password.

- 1 Click **Please configure the password.**
- 2 Type a password (up to 32 characters).

- 3 Retype the password in the **Confirm New Password** field.
- 4 Click **Submit.**

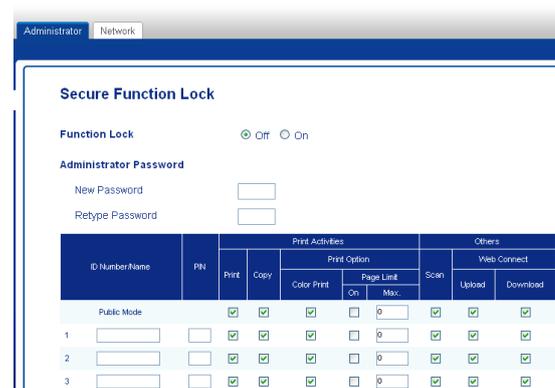
Setting and changing the Administrator Password

You can configure these settings using a web browser. To set up the web page, see *Before you begin to use Secure Function Lock 2.0* on page 7. Then set up the administrator.

Setting the administrator password

The administrator password is used to set up users and to turn Secure Function Lock on or off (see *Setting up restricted users* on page 8 and *Turning Secure Function Lock on/off* on page 9).

- 1 Click **Administrator.**
- 2 Click **Secure Function Lock.**
- 3 Type a four-digit number for the password in the **New Password** field.



- 4 Retype the password in the **Retype Password** field.
- 5 Click **Submit.**

Changing the administrator password

- 1 Click **Administrator.**
- 2 Click **Secure Function Lock.**

- 3 Type a four-digit number for the password in the **New Password** field.
- 4 Retype the password in the **Retype Password** field.
- 5 Click **Submit**.

Setting up restricted users

You can set up users with restrictions and a password. You can set up to 25 restricted users.

You can configure these settings using a web browser. To set up the web page, see *Before you begin to use Secure Function Lock 2.0* on page 7. Then follow these steps:

- 1 Click **Administrator**.
- 2 Click **Secure Function Lock**.
- 3 Type an alphanumeric Group name or User name (up to 15 characters) in the **ID Number/Name** field and then type a four-digit password in the **PIN** field.

The screenshot shows the 'Secure Function Lock' configuration page. It includes a 'Function Lock' section with 'Off' and 'On' radio buttons. Below is the 'Administrator Password' section with 'New Password' and 'Retype Password' input fields. The main part of the page is a table for configuring individual users.

ID Number/Name	PIN	Print Activities				Others	
		Print	Copy	Color Print	Page Limit	Scan	Web Connect
				On	Max.		
Public Mode	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 4 Clear the functions that you want to restrict in the **Print** check box and **Others** check box. To configure the maximum page count, select the **On** check box in **Page Limit**, and then type the number in the **Max.** field.
- 5 Click **Submit**.

Setting up and changing the Public user mode

Public user mode restricts the functions that are available for all users who do not have a password.

When you set up restrictions for Public users, you must do it through Web Based Management or BRAdmin Professional 3 (Windows® only) (see Network User's Guide).

- 1 Click **Administrator**.
- 2 Click **Secure Function Lock**.
- 3 Clear the functions that you want to restrict in the **Print** check box and **Others** check box. To configure the maximum page count, select the **On** check box in **Page Limit**, and then type the number in the **Max.** field.

The screenshot shows the 'Secure Function Lock' configuration page. It includes a 'Function Lock' section with 'Off' and 'On' radio buttons. Below is the 'Administrator Password' section with 'New Password' and 'Retype Password' input fields. The main part of the page is a table for configuring individual users.

ID Number/Name	PIN	Print Activities				Others	
		Print	Copy	Color Print	Page Limit	Scan	Web Connect
				On	Max.		
Public Mode	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 4 Click **Submit**.

Turning Secure Function Lock on/off

NOTE

Make a careful note of the administrator password. If you enter the wrong password, the Touchscreen will show `Wrong Password`. Enter the correct password. If you forget it, call Brother Customer Service.

Turning Secure Function Lock off

- 1 Press .
- 2 Press `Lock On→Off`.
- 3 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press `OK`.

2

Turning Secure Function Lock on

- 1 Press .
- 2 Press `All Settings`.
- 3 Swipe up or down, or press `▲` or `▼` to display `General Setup`.
- 4 Press `General Setup`.
- 5 Swipe up or down, or press `▲` or `▼` to display `Security`.
- 6 Press `Security`.
- 7 Press `Function Lock`.
- 8 Press `Lock Off→On`.
- 9 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press `OK`.

NOTE

The Secure Function Lock icon is displayed in the More screen.



Switching Users

This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on.

Changing to the restricted user mode

- 1 Press .
- 2 Press `Change User`.
- 3 Swipe up or down, or press ▲ or ▼ to display your user name.
- 4 Press your user name.
- 5 Enter your four-digit user password using the keyboard on the Touchscreen. Press `OK`.

NOTE

- If the current ID is restricted for the function you want, `Access Denied` will appear on the Touchscreen.
 - If your ID has page limit restrictions and has already reached the maximum number of pages, the Touchscreen will show `Limit Exceeded` or `Access Denied` when you try to print. Call your administrator to check your Secure Function Lock Settings.
-

Changing to the Public mode

- 1 Press .
- 2 Press `Go to Public`.

NOTE

- After a restricted user has finished using the machine, it will return to Public mode after one minute.
 - If the function you want is restricted for all users, `Access Denied` will appear on the Touchscreen and `Change User` screen will appear. You cannot access the function. Call your administrator to check your Secure Function Lock Settings.
 - If your ID has Color Print restrictions to `Disable`, the Touchscreen will show `No Permission` when you try to print colored data.
-

Setting Lock

Setting Lock lets you set a password to stop other people from accidentally changing your machine settings.

Make a careful note of your password. If you forget it, you will have to reset the passwords stored in the machine. Call your administrator or Brother Customer Service.

While Setting Lock is On, you cannot access the machine settings.

Setting up the administrator password

- 1 Press .
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Security.
- 6 Press Security.
- 7 Press Setting Lock.
- 8 Enter a four-digit number for the new password using the keyboard on the Touchscreen.
Press OK.
- 9 Re-enter the new password when the Touchscreen shows Verify:.
Press OK.
- 10 Press .

Changing the Setting Lock administrator password

- 1 Press .
- 2 Press `All Settings`.
- 3 Swipe up or down, or press ▲ or ▼ to display `General Setup`.
- 4 Press `General Setup`.
- 5 Swipe up or down, or press ▲ or ▼ to display `Security`.
- 6 Press `Security`.
- 7 Press `Setting Lock`.
- 8 Press `Set Password`.
- 9 Enter the old four-digit 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 Re-enter the new password when the Touchscreen shows `Verify:`. Press `OK`.
- 12 Press .

Turning Setting Lock on/off

If you enter the wrong password, the Touchscreen will show `Wrong Password`. Enter the correct password.

Turning Setting Lock on

- 1 Press .
- 2 Press `All Settings`.
- 3 Swipe up or down, or press ▲ or ▼ to display `General Setup`.
- 4 Press `General Setup`.
- 5 Swipe up or down, or press ▲ or ▼ to display `Security`.
- 6 Press `Security`.
- 7 Press `Setting Lock`.
- 8 Press `Lock Off→On`.
- 9 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press `OK`.

Turning Setting Lock off

- 1 Press  on the Touchscreen.
- 2 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press `OK`.

Reports

The following reports are available:

- 1 `User Settings`
Prints a list of your current settings.
- 2 `Network Configuration`
Prints a list of your current network settings.
- 3 `Drum Dot Print`
Prints the Drum Dot Check Sheet to troubleshoot a dotted print problem.
- 4 `WLAN Report`
Prints the result of wireless LAN connectivity diagnosis.

How to print a report

- 1 Press .
- 2 Press `All Settings`.
- 3 Swipe up or down, or press ▲ or ▼ to display `Print Reports`.
- 4 Press `Print Reports`.
- 5 Press the report name.
- 6 Press `OK`.
- 7 Press .

4

Making copies

Copy settings

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** and then press **Options**. Swipe up or down, or press **▲** or **▼** to scroll through the copy settings. When the setting you want is displayed, press it and choose your preferred option.

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

Stop copying

To stop copying, press .

Improving copy quality

You can choose from a range of quality settings. The factory setting is **Auto**.

■ Auto

Auto is the recommended mode for ordinary printouts. Appropriate for documents that contain both text and photographs.

■ Text

Appropriate for documents containing only text.

■ Photo

Appropriate for copying photographs.

■ Receipt

Appropriate for copying receipts.

- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies.
- 4 Press **Options**.
- 5 Swipe up or down, or press **▲** or **▼** to display **Quality**.
- 6 Press **Quality**.
- 7 Press **Auto**, **Text**, **Photo** or **Receipt**.
- 8 If you do not want to change additional settings, press **OK**.
- 9 Press **Color Start** or **Black Start**.

Enlarging or reducing copies

To enlarge or reduce the next copy follow these steps:

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Swipe up or down, or press **▲** or **▼** to display **Enlarge/Reduce**.
- 6 Press **Enlarge/Reduce**.
- 7 Press **100%**, **Enlarge**, **Reduce** or **Custom (25-400%)**.
- 8 Do one of the following:
 - If you chose **Enlarge**, press the enlargement or ratio you want.
 - If you chose **Reduce**, swipe up or down, or press **▲** or **▼** to display the reduction ratio you want and press it.
 - If you chose **Custom (25-400%)**, press  to erase the displayed percentage, or press **◀** to move the cursor, and then enter an enlargement or reduction ratio from 25% to 400% in 1% increments.
Press **OK**.
- If you chose **100%**, go to step 9.

100%*
200%
141% A5→A4
104% EXE→LTR
97% LTR→A4
94% A4→LTR
91% Full Page
85% LTR→EXE
83%
78%
70% A4→A5
50%
Custom (25-400%) ¹

* The factory setting is shown in Bold with an asterisk.

¹ Custom (25-400%) allows you to enter a ratio from 25% to 400% in 1% increments.

- 9 If you do not want to change additional settings, press **OK**.
- 10 Press **Color Start** or **Black Start**.

NOTE

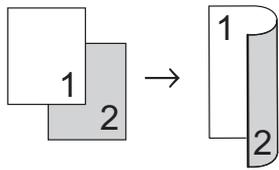
Page Layout is *not* available with Enlarge/Reduce.

2-sided Copying

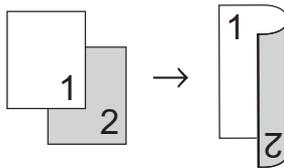
You must choose a 2-sided copy layout from the following options before you can start 2-sided copying. The layout of your document determines which 2-sided copy layout you should choose.

Portrait

■ 1-sided→2-sided Long Edge Flip

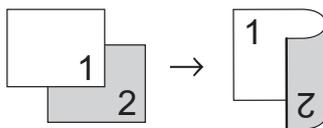


■ 1-sided→2-sided Short Edge Flip

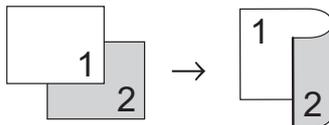


Landscape

■ 1-sided→2-sided Long Edge Flip



■ 1-sided→2-sided Short Edge Flip



- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press `Options`.
- 5 Swipe up or down, or press `▲` or `▼` to display `2-sided Copy`.
- 6 Press `2-sided Copy`.
- 7 Press one of the following layout options:
`Off`,
`1-sided→2-sided Long Edge Flip`,
`1-sided→2-sided Short Edge Flip`
- 8 If you do not want to change additional settings, press `OK`.
- 9 Press `Color Start` or `Black Start` to scan the page.
- 10 After the machine scans the page, press `Scan` to scan the next page.
- 11 Place the next page on the scanner glass.
- 12 Press `OK`.
Repeat steps 10 - 12 for each page of the layout.
- 13 After scanning all the pages, press `Complete` in step 10 to finish.

Adjusting Density and Contrast

Density

Adjust the copy density to make copies darker or lighter.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press `Options`.
- 5 Swipe up or down, or press `▲` or `▼` to display `Density`.
- 6 Press `Density`.
- 7 Press a level of density, from `Light` to `Dark`.
- 8 If you do not want to change additional settings, press `OK`.
- 9 Press `Color Start` or `Black Start`.

Contrast

Adjust the contrast to help an image look sharper and more vivid.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press `Options`.
- 5 Swipe up or down, or press `▲` or `▼` to display `Contrast`.
- 6 Press `Contrast`.
- 7 Press a level of contrast.
- 8 If you do not want to change additional settings, press `OK`.
- 9 Press `Color Start` or `Black Start`.

Sorting copies

You can sort multiple copies. Pages will be sorted in the order 1 2 3, 1 2 3, 1 2 3, and so on.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press **Options**.
- 5 Swipe up or down, or press ▲ or ▼ to display **Stack/Sort**.
- 6 Press **Stack/Sort**.
- 7 Press **Sort**.
- 8 Read and confirm the displayed list of settings you have chosen. If you do not want to change additional settings, press **OK**.
- 9 Press **Color Start** or **Black Start** to scan the page.
- 10 After the machine scans the page, press **Yes** to scan the next page.
- 11 Place the next page on the scanner glass.
- 12 Press **OK**. Repeat steps 10 - 12 for each page of the layout.
- 13 After scanning all the pages, press **No** in step 10 to finish.

Making N in 1 copies (page layout)

You can reduce the amount of paper used when copying by using the N in 1 copy feature. This allows you to copy two or four pages onto one page. If you want to copy both sides of an ID card onto one page, see *2 in 1 ID Copy* on page 19.

IMPORTANT

- Make sure the paper size is set to **Letter**, **A4**, **Legal** or **Folio**.
- You cannot use the **Enlarge/Reduce** setting with the N in 1 feature.
- (P) means **Portrait** and (L) means **Landscape**.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press **Options**.
- 5 Swipe up or down, or press ▲ or ▼ to display **Page Layout**.
- 6 Press **Page Layout**.
- 7 Swipe up or down, or press ▲ or ▼ to display **Off (1in1)**, **2in1 (P)**, **2in1 (L)**, **2in1 (ID)**¹, **4in1 (P)** or **4in1 (L)**.

¹ For information about **2in1 (ID)**, see *2 in 1 ID Copy* on page 19.
- 8 Press the option you want.
- 9 If you do not want to change additional settings, press **OK**.
- 10 Press **Color Start** or **Black Start** to scan the page.
- 11 After the machine scans the page, press **Yes** to scan the next page.

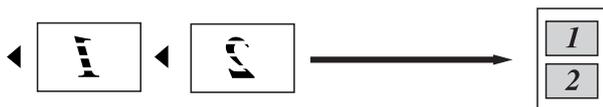
- 12 Place the next page on the scanner glass.
- 13 Press **OK**.
Repeat steps 11 - 13 for each page of the layout.
- 14 After scanning all the pages, press **No** in step 11 to finish.

Place your document *face down* in the direction shown in the illustration:

■ 2in1 (P)



■ 2in1 (L)



■ 4in1 (P)



■ 4in1 (L)



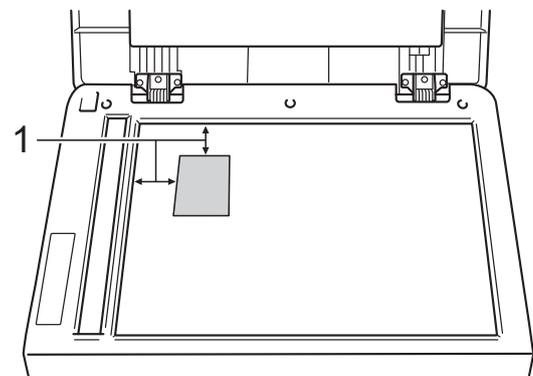
2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size.

NOTE

You can copy an identification card to the extent permitted under applicable laws (see Product Safety Guide: *Legal limitations for copying (Models with scanning functionality only)*)

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



1 0.16 in. (4 mm) or greater (top, left)

- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press **Options**.
- 5 Swipe up or down, or press **▲** or **▼** to display **Page Layout**.
- 6 Press **Page Layout**.
- 7 Swipe up or down, or press **▲** or **▼** to display **2in1 (ID)**.
- 8 Press **2in1 (ID)**.
- 9 Read and confirm the displayed list of settings you have chosen, and then press **OK**.

- 10 Press **Color Start** or **Black Start**. The machine starts scanning one side of the identification card.
- 11 After the machine has scanned one side, press **Yes**. Turn over the identification card and place it near the left corner of the scanner glass, then press **OK** to scan the other side.

NOTE

When 2 in 1 ID Copy is chosen, the machine sets the quality to **Photo** and the contrast to **+2**.

- 12 Press .

Adjusting the Color Saturation

You can change the default setting for color saturation.

- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies.
- 4 Press **Options**.
- 5 Swipe up or down, or press **▲** or **▼** to display **Color Adjust**.
- 6 Press **Color Adjust**.
- 7 Press **Red**, **Green** or **Blue**.
- 8 Press a level of color saturation.
- 9 Repeat steps 7 and 8 if you want to adjust the next color. After adjusting the color settings, press .
- 10 If you do not want to change additional settings, press **OK**.
- 11 Press **Color Start**.

Removing Background Color

Remove Background Color removes the background color of the document when copying. Using this function will make the copy clearer to read and may save toner.

NOTE

This function is for use only when making color copies.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press Options.
- 5 Swipe up or down, or press ▲ or ▼ to display Advanced Settings.
- 6 Press Advanced Settings.
- 7 Press Remove Background Color.
- 8 Press Low, Medium or High.
- 9 If you do not want to change additional settings, press OK.
- 10 Press Color Start.

Saving copy options as a Shortcut

You can store the copy options you use most often by saving them as a Shortcut.

- 1 Press  (Copy).
- 2 Press Options.
- 3 Swipe up or down, or press ▲ or ▼ to display Quality, Enlarge/Reduce, 2-sided Copy, Density, Contrast, Stack/Sort, Page Layout, Color Adjust, or Remove Background Color, and then press the setting you want.
- 4 Swipe up or down, or press ▲ or ▼ to display the available options, and then press your new option. Repeat steps 3 and 4 for each setting you want to change.
- 5 When you have finished choosing new options, press Save as Shortcut.
- 6 Read and confirm the displayed list of options you have chosen for the Shortcut, and then press OK.
- 7 Enter a name for the Shortcut using the keyboard on the Touchscreen. (To help you enter letters: see Basic User's Guide: *Entering Text*.) Press OK.
- 8 Press OK to save your Shortcut.
- 9 Press .

Saving paper

You can use the Paper Save preset to reduce the amount of paper consumed for copies. Paper Save uses the 4 in 1 layout and 2-sided copy options.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Swipe left or right to display Paper Save.
- 4 Press Paper Save.
- 5 Enter the number of copies.
- 6 Do one of the following:
 - To change more settings, go to step 7.
 - When you have finished changing settings, go to step 10.
- 7 Press Options.
- 8 Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want.
- 9 Swipe up or down, or press ▲ or ▼ to display the available options, and then press your new option. Repeat steps 8 and 9 for each setting you want. When you have finished changing settings, press OK.
- 10 Press Color Start or Black Start.

A

Routine maintenance

Cleaning and checking the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.



WARNING



- DO NOT put a toner cartridge or a toner cartridge and drum unit assembly into a fire. It could explode, resulting in injuries.
- DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire or electrical shock. Instead, use only a dry, lint-free cloth.

(See Product Safety Guide: *To use the product safely.*)



IMPORTANT

- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the 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.

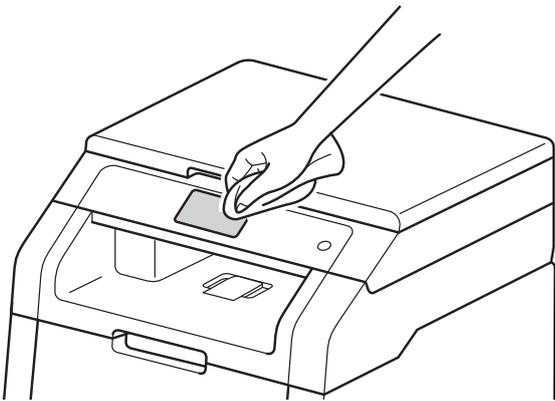
Cleaning the outside of the machine

IMPORTANT

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

Clean the Touchscreen as follows:

- 1 Press and hold down  to turn off the machine.
- 2 Clean the Touchscreen with a *dry*, soft lint-free cloth.

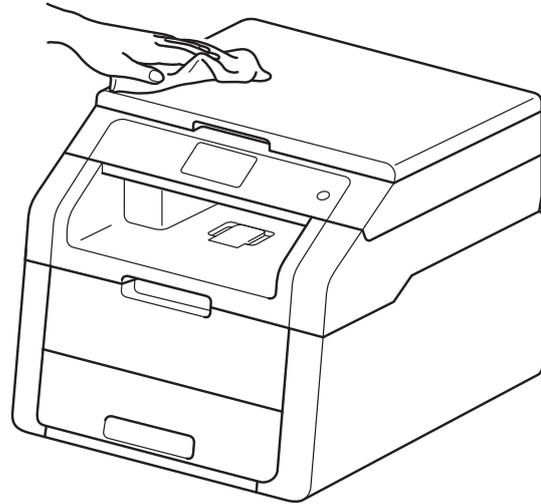


- 3 Press  to turn on the machine.

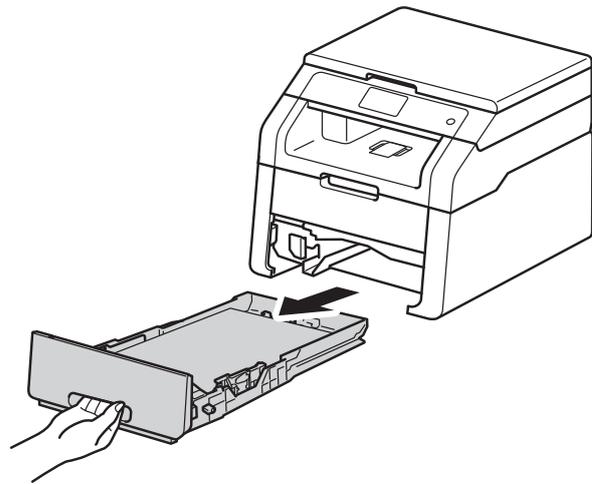
Clean the outside of the machine as follows:

- 1 Press and hold down  to turn off the machine.

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

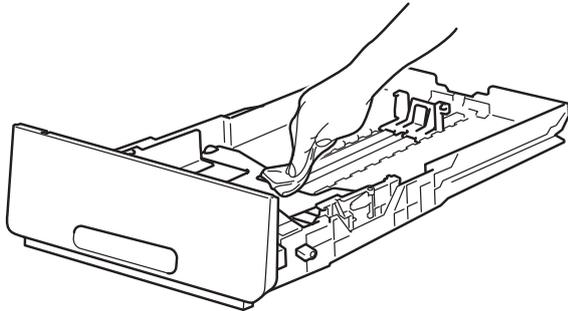


- 3 Pull the paper tray completely out of the machine.



- 4 If paper is loaded in the paper tray, remove it.
- 5 Remove anything that is stuck inside the paper tray.

- 6 Wipe the inside and the outside of the paper tray with a *dry*, lint-free cloth to remove dust.



- 7 Re-load the paper and put the paper tray firmly back in the machine.

- 8 Press  to turn on the machine.

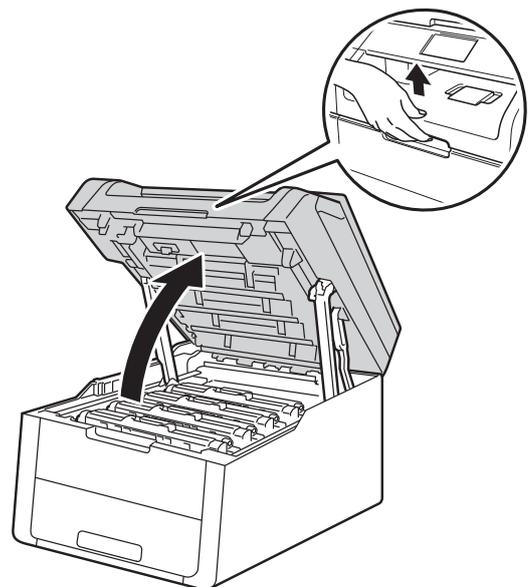
Cleaning the LED heads

If there is a problem with the print quality, such as light or faded colors or white streaks or bands down the page, clean the LED heads.

IMPORTANT

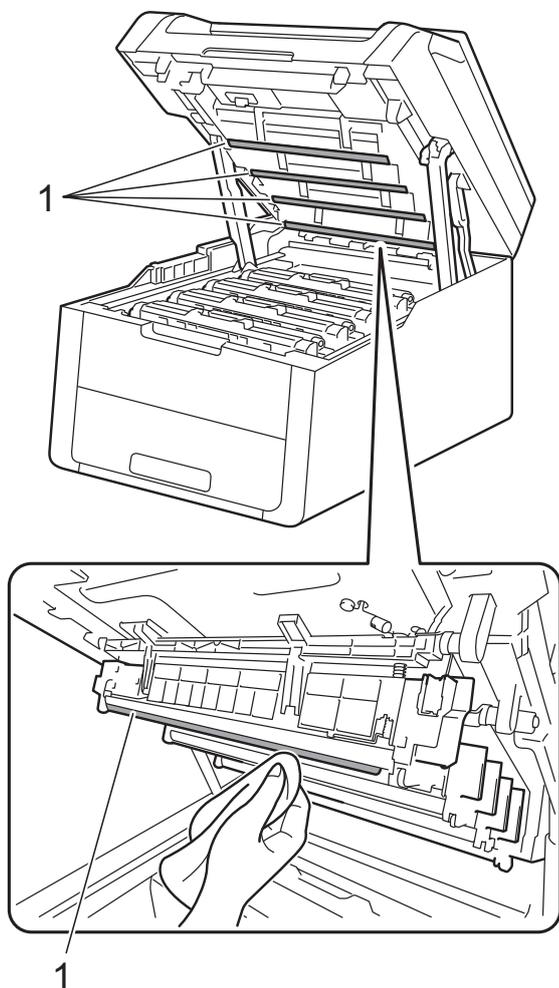
DO NOT touch the windows of the LED heads with your fingers.

- 1 Press and hold down  to turn off the machine.
- 2 Open the top cover until it locks in the open position.



A

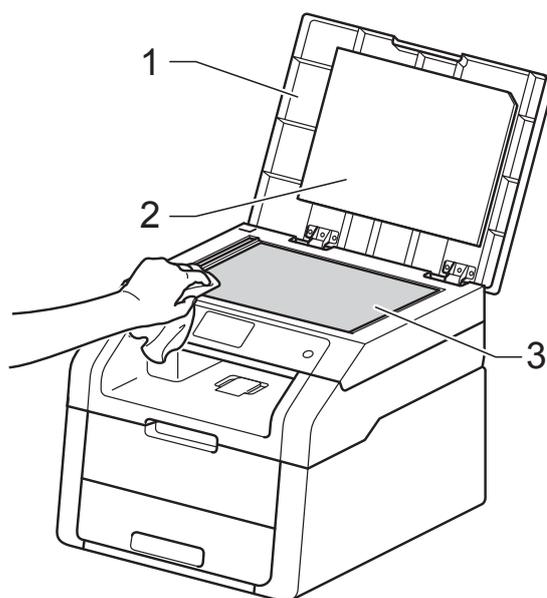
- 3 Wipe the windows of all four LED heads (1) with a *dry*, lint-free cloth. Be careful not to touch the windows of the LED heads (1) with your fingers.



- 4 Close the top cover of the machine.
- 5 Press  to turn on the machine.

Cleaning the scanner

- 1 Press and hold down  to turn off the machine.
- 2 Lift the document cover (1). Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.



NOTE

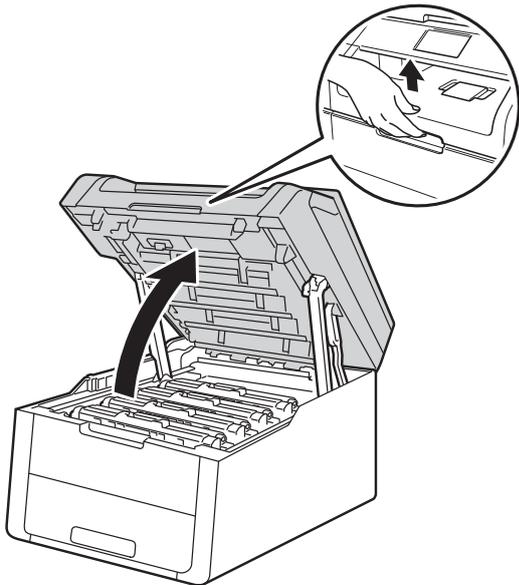
In addition to cleaning the scanner glass with a soft lint-free cloth moistened with water, run your finger tip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may have to repeat the cleaning process three or four times. To test, make a copy after each cleaning.

- 3 Close the document cover.
- 4 Press  to turn on the machine.

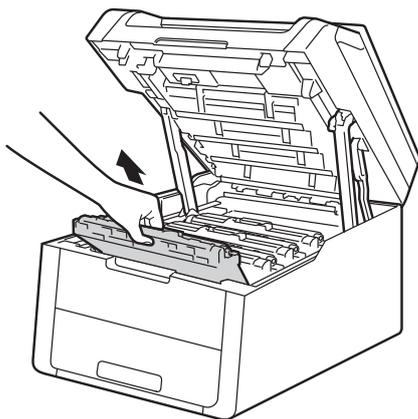
Cleaning the corona wires

If you have print quality problems or the Touchscreen shows **Drum !**, clean the corona wires as follows:

- 1 Open the top cover until it locks in the open position.



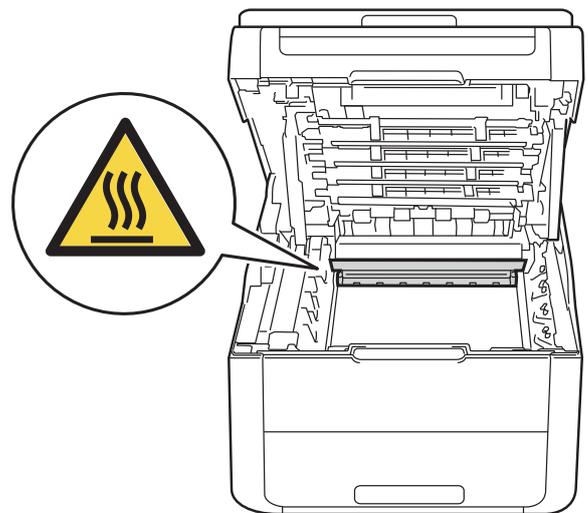
- 2 Remove the toner cartridge and drum unit assembly.



! WARNING

! HOT SURFACE

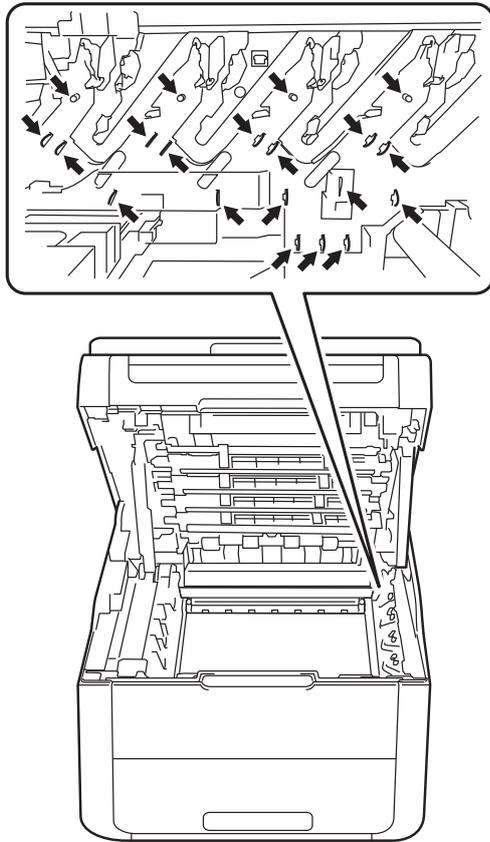
After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.



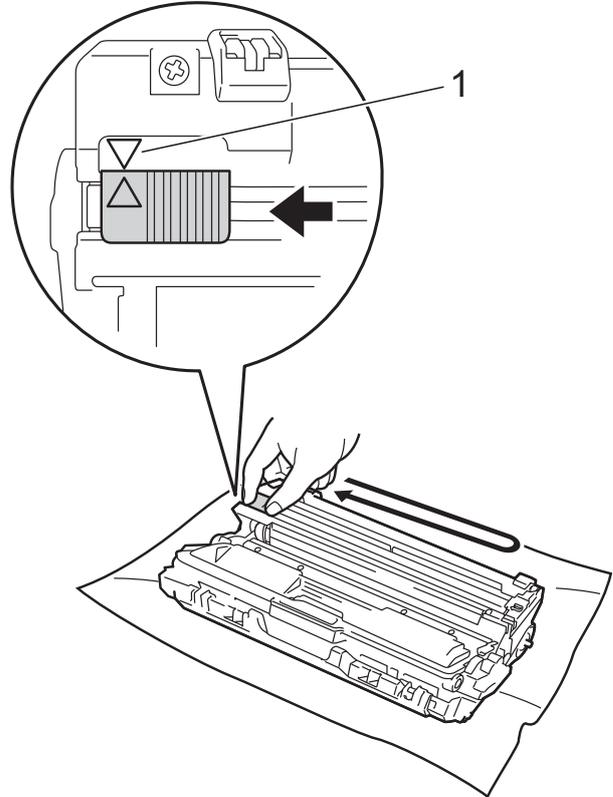
A

IMPORTANT

- We recommend that you place the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



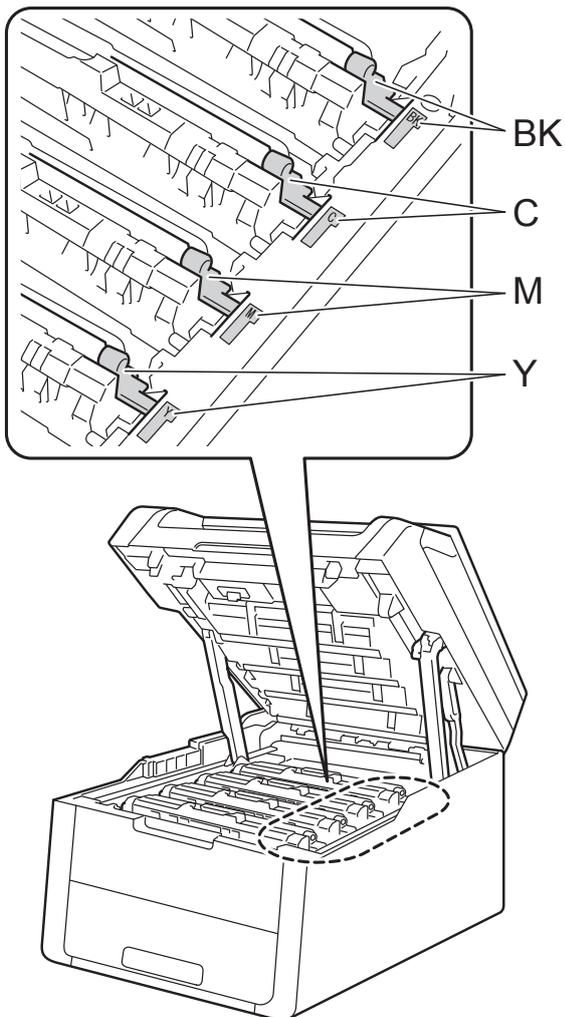
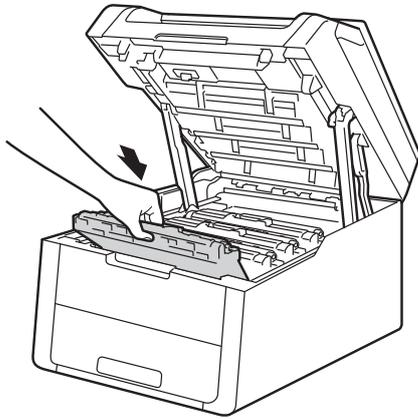
- 3 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



NOTE

Be sure to return the tab to the Home position (▲) (1). The arrow on the tab must be aligned with the arrow on the drum unit. If it is not, printed pages may have a vertical stripe.

- 4 Slide the toner cartridge and drum unit assembly into the machine. Make sure you match the toner cartridge color to the same color label on the machine.



BK = Black, C = Cyan,
M = Magenta, Y = Yellow

- 5 Repeat steps 2 - 4 to clean each of the three remaining corona wires.

NOTE

When cleaning the corona wires, you do not have to remove the toner cartridge from the drum unit.

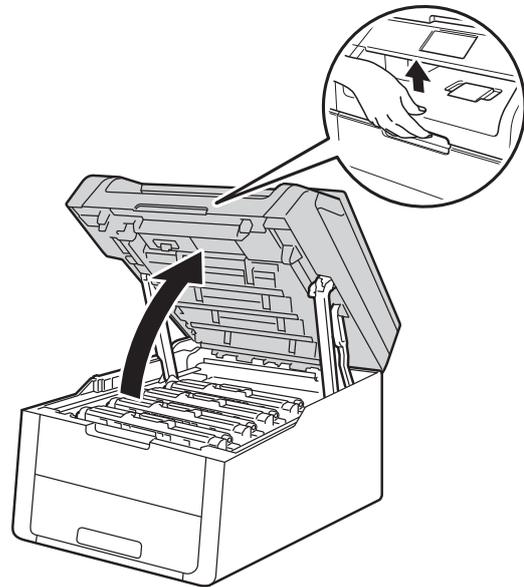
- 6 Close the top cover of the machine.

Cleaning the drum unit

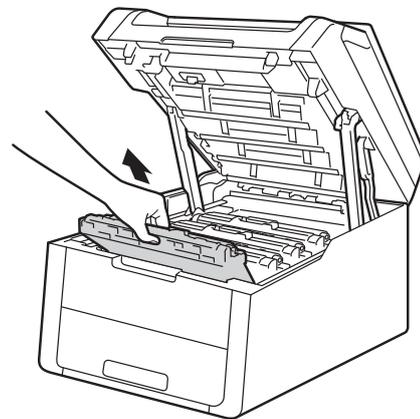
If your printout has black or white dots or other repeating marks at 3.7 in. (94 mm) intervals, the drum may have foreign material, such as glue from a label stuck on the drum surface. Follow these steps to solve the problem.

- 1 Make sure the machine is in the Ready mode.
- 2 Press .
- 3 Press All Settings.
- 4 Swipe up or down, or press ▲ or ▼ to display Print Reports.
- 5 Press Print Reports.
- 6 Press Drum Dot Print.
- 7 The Touchscreen will show Press [OK]. Press OK.
- 8 The machine will print the Drum Dot Check Sheet. Then press .
- 9 Press and hold down  to turn off the machine.

- 10 Open the top cover until it locks in the open position.



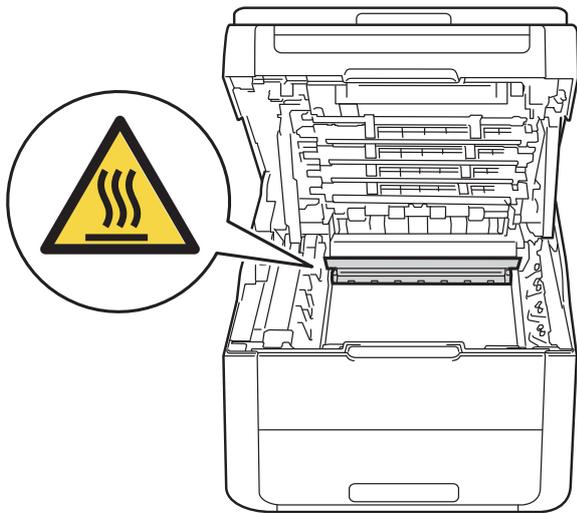
- 11 The color of printed dots is the color of the drum you should clean. Remove the toner cartridge and drum unit assembly of the color causing the problem.



! WARNING

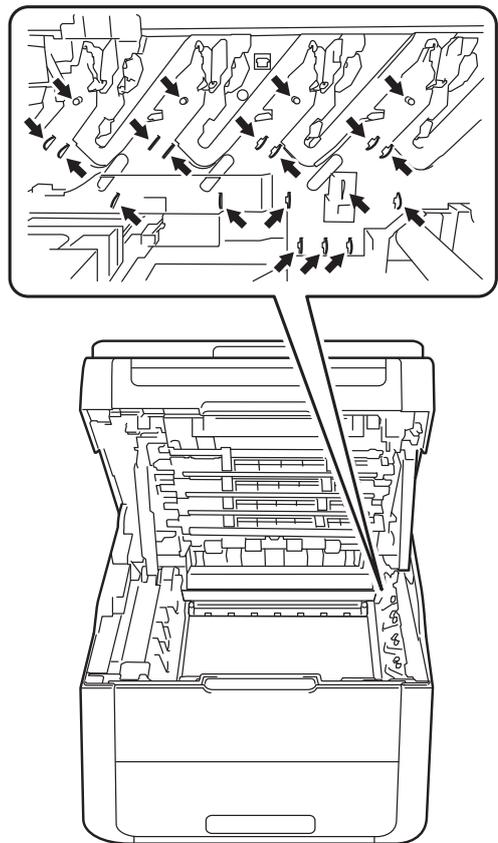
HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.



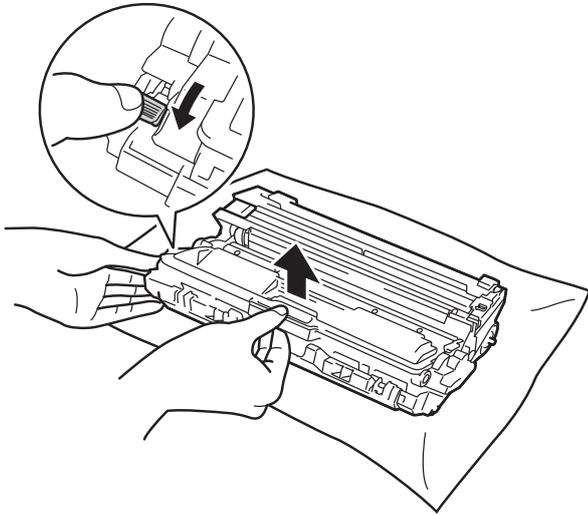
IMPORTANT

- We recommend that you place the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, **DO NOT** touch the electrodes shown in the illustration.



A

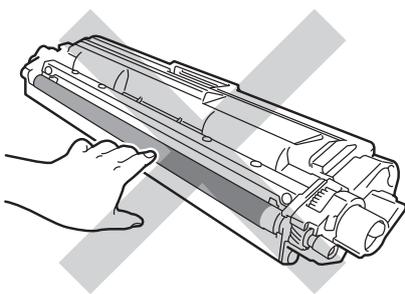
- 12 Push down the green lock lever and take the toner cartridge out of the drum unit.



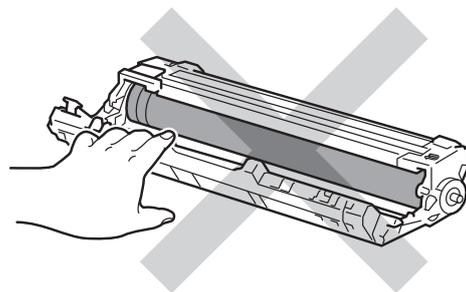
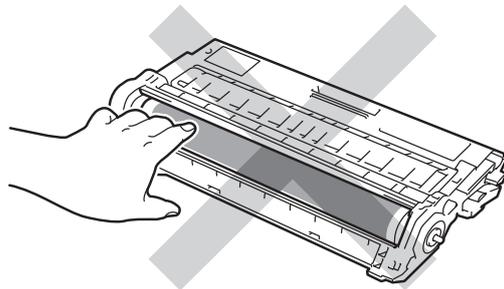
IMPORTANT

- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

<Toner cartridge>

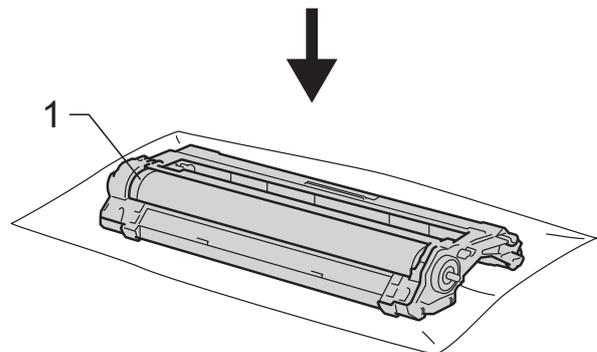
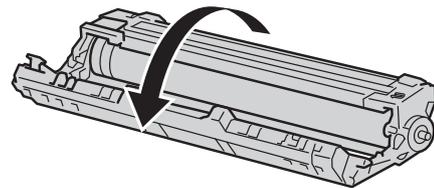


<Drum unit>



- We recommend that you place the toner cartridge on a clean, flat, level, stable surface with disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

- 13 Turn the drum unit as shown in the illustration. Make sure the drum unit gear (1) is on the left side.

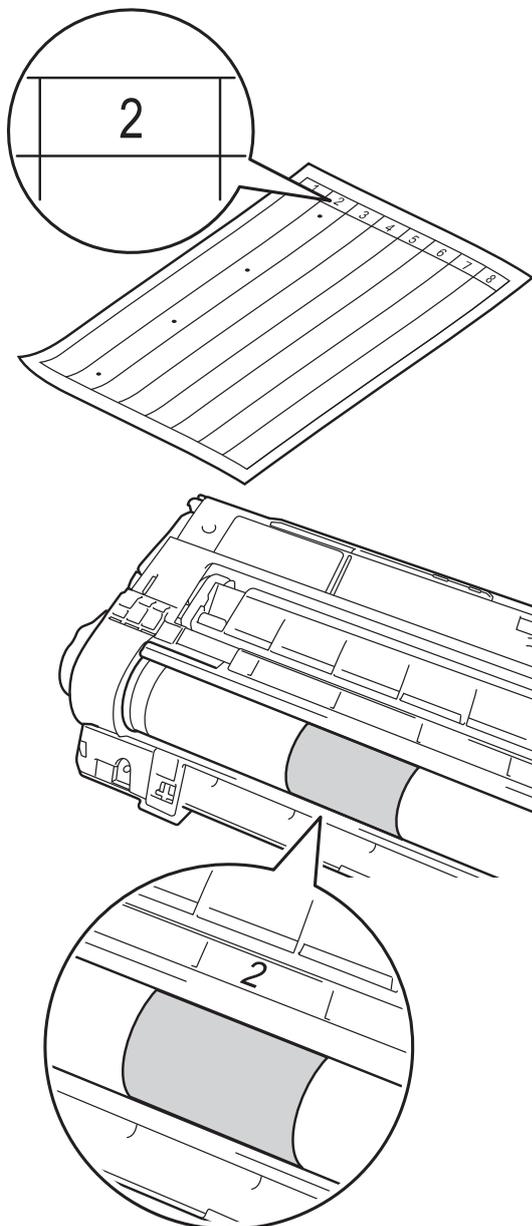


- 14 Read the following information from the Drum Dot Check Sheet.

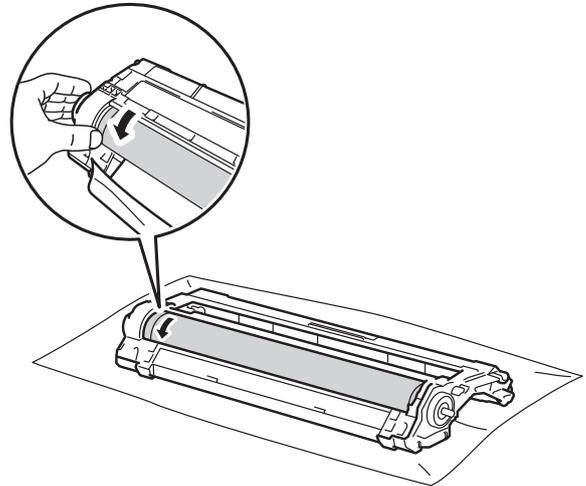
■ Dot location:

The sheet has eight numbered columns. The number of the column with the printed dot in it is used to find the dot position on the drum.

- 15 Use the numbered markers next to the drum roller to find the mark. For example, a dot in column 2 on the Drum Dot Check Sheet would mean that there is a mark in the "2" region of the drum.



- 16 Turn the edge of the drum unit toward you by hand while looking at the surface of the suspected area.

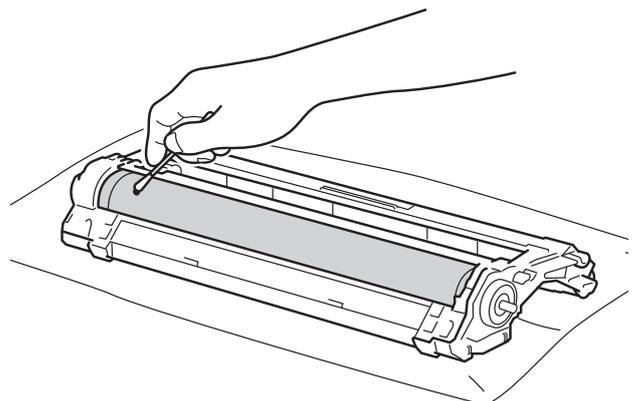


A

NOTE

DO NOT touch the drum's surface. To avoid print quality problems, hold the edges of the drum unit.

- 17 When you find the mark on the drum that matches the Drum Dot Check Sheet, wipe the surface of the drum gently with a *dry* cotton swab until the mark on the surface comes off.

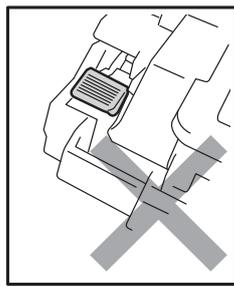
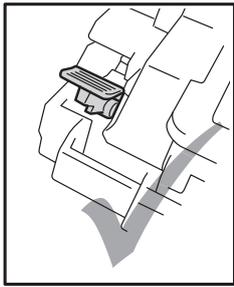
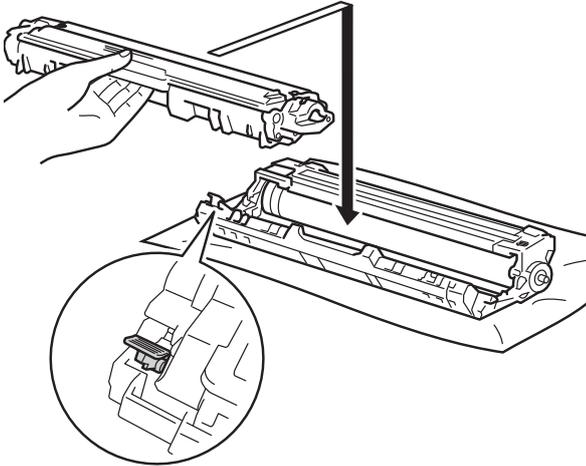


IMPORTANT

DO NOT clean the surface of the photosensitive drum with a sharp object or any liquids.

- 18 Turn the drum unit back over.

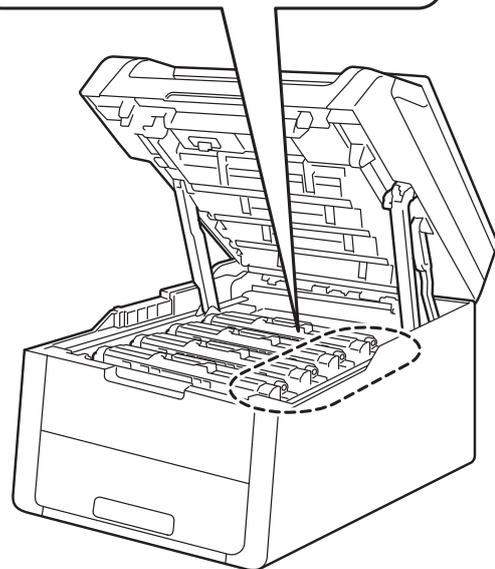
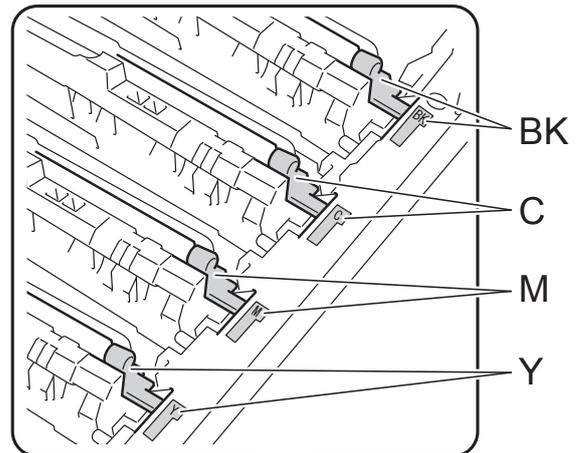
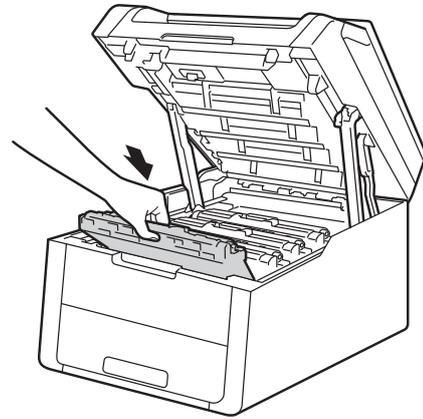
- 19 Put the toner cartridge firmly into the drum unit until you hear it lock into place. If you put the cartridge in correctly, the green lock lever will lift automatically.



NOTE

Make sure you put in the toner cartridge correctly or it may separate from the drum unit.

- 20 Slide each toner cartridge and drum assembly into the machine. Make sure you match the toner cartridge color to the same color label on the machine.



BK = Black, C = Cyan,
M = Magenta, Y = Yellow

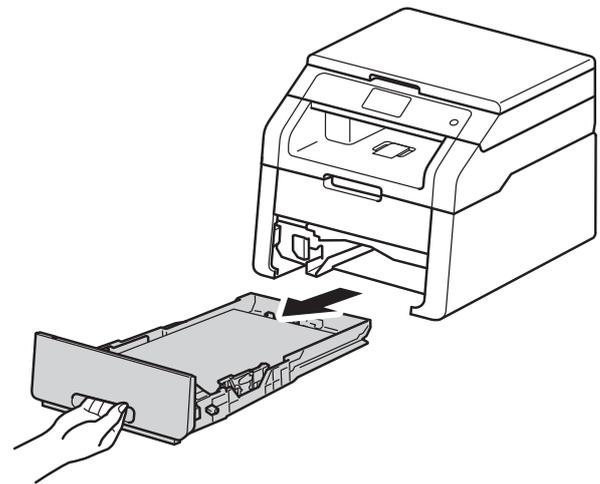
- 21 Close the top cover of the machine.
- 22 Press  to turn on the machine and try a test print.

Cleaning the paper pick-up rollers

Cleaning the paper pick-up roller periodically may prevent paper jams by insuring the proper feeding of paper.

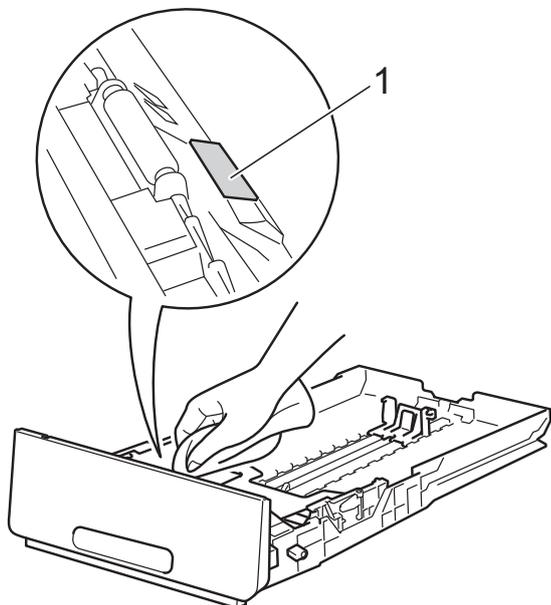
If you have paper feed problems, clean the pick-up rollers as follows:

- 1 Press and hold down  to turn off the machine.
- 2 Pull the paper tray completely out of the machine.

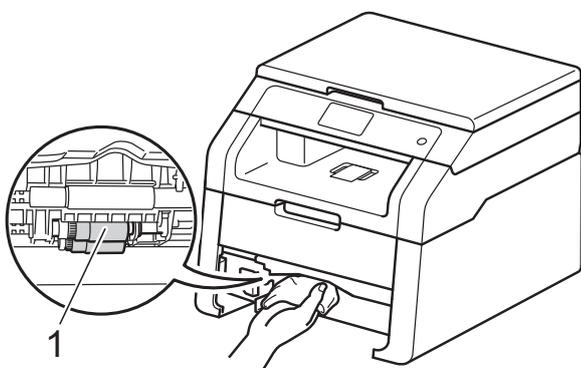


- 3 If paper is loaded or something is stuck inside in the paper tray, remove it.

- 4 Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad (1) on the paper tray to remove dust.



- 5 Wipe the two pick-up rollers (1) inside the machine to remove dust.



- 6 Reload the paper and put the paper tray back in the machine.

- 7 Press  to turn on the machine.

Calibration

The output density for each color may vary depending on the machine's environment, such as temperature and humidity. Calibration helps you to improve the color density.

- 1 Press .
- 2 Press Calibration.
- 3 Press Calibrate.
- 4 Press Yes to confirm.
- 5 Touchscreen will show Completed.
- 6 Press .

You can reset the calibration parameters back to those set at the factory.

- 1 Press .
- 2 Press Calibration.
- 3 Press Reset.
- 4 Press Yes to confirm.
- 5 Touchscreen will show Completed.
- 6 Press .

NOTE

- If an error message appears, press **OK** and try again.
(For more information, see Basic User's Guide: *Error and maintenance messages*.)
 - If you are using the Windows® printer driver, the driver will get the calibration data automatically if both **Use Calibration Data** and **Get Device Data Automatically** are selected. The factory settings are on (see Software User's Guide).
 - If you are using the Macintosh printer driver, you must perform the calibration using the Status Monitor. Turn on the Status Monitor, and then select **Color Calibration** from the **Control** menu (see Software User's Guide).
-

Auto Registration

If solid areas of color or images have cyan, magenta or yellow fringes, you can use the auto-registration feature to correct the problem.

- 1 Press .
- 2 Press **Auto Regist..**
- 3 Press **Yes** to confirm.
- 4 Touchscreen will show **Completed**.
- 5 Press .

Frequency (Color Correction)

You can set how often the color correction (Color Calibration and Auto Registration) occurs. The factory setting is Normal. The color correction process consumes some of the toner.

- 1 Press .
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Printer.
- 4 Press Printer.
- 5 Swipe up or down, or press ▲ or ▼ to display Frequency.
- 6 Press Frequency.
- 7 Press Normal, Low or Off.
- 8 Press .

Printing the test print

You can print a Test Print page to check your print quality.

- 1 Press .
- 2 Press Test Print.
- 3 The Touchscreen will show Press [OK].
Press OK.
The machine will print the Test Print page.
- 4 Press .

Checking the Page Counters

You can see the machine's Page Counters for copies, printed pages and lists or a summary total.

- 1 Press .
- 2 Press `All Settings`.
- 3 Swipe up or down, or press `▲` or `▼` to display `Machine Info..`
- 4 Press `Machine Info..`
- 5 Press `Page Counter`.
The Touchscreen shows number of pages for `Total`, `List`, `Copy` and `Print`.
- 6 Press .

Checking the remaining life of toner cartridges

You can see the approximate remaining life of the toner cartridges.

- 1 Press .
- 2 Press `Toner Life`.
The Touchscreen will show the approximate remaining life of the toner cartridges in a bar chart.
- 3 Press .

Checking the remaining life of parts

You can see the machine's parts life on the Touchscreen.

- 1 Press .
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Machine Info..
- 4 Press Machine Info..
- 5 Press Parts Life.
- 6 Press ▲ or ▼ to see the approximate remaining parts life of the Drum Black (BK), Drum Cyan (C), Drum Magenta (M), Drum Yellow (Y), Belt Unit, Fuser, PF kit.
- 7 Press .

NOTE

- The life check will be accurate only if you reset the part counter when you install a new part. It will not be accurate if that part's life counter is reset during the life of the used part.
- The remaining life of the toner cartridge is listed on the User Settings report (see *How to print a report* on page 13).

Replacing periodic maintenance parts

The periodic maintenance parts will need to be replaced regularly to maintain the print quality. The Fuser Unit and PF Kit parts listed in the table must be replaced after printing approximately 50,000 pages¹. Call Brother Customer Service when these messages appear on the Touchscreen.

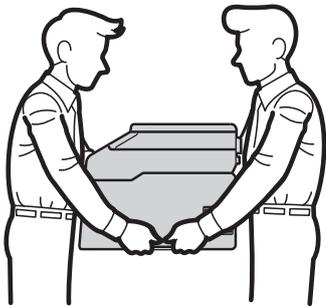
Touchscreen message	Description
Replace Fuser	Replace the fuser unit.
Replace PF kit	Replace the paper feeding kit for the paper tray.

¹ Letter or A4 size single-sided pages.

Packing and shipping the machine

! WARNING

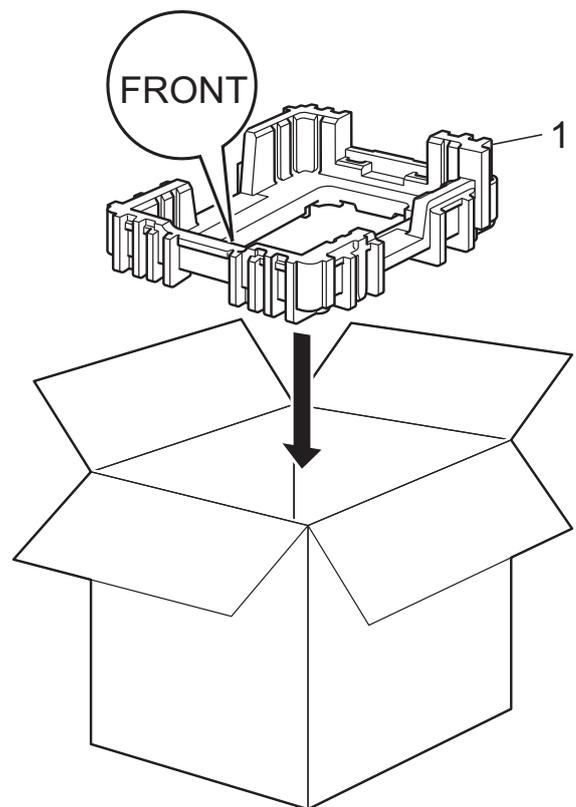
This machine is heavy and weighs more than 44.1 lb (20.0 kg). To prevent possible injuries, at least two people should lift the machine. One person should hold the front of the machine, and one person should hold the back, as shown in the illustration. Be careful not to trap your fingers when you put the machine down.



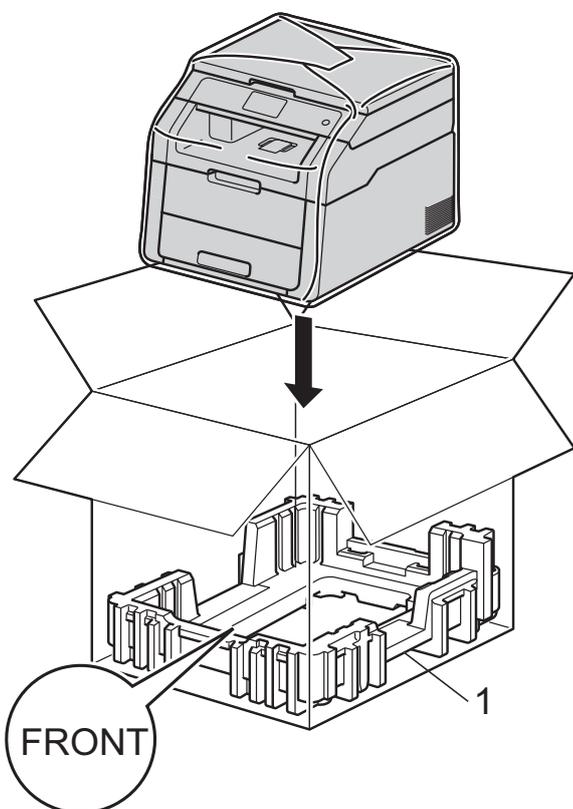
NOTE

- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.
- Unless you are returning the machine as part of the Brother Exchange Service, leave the toner cartridges and drum units inside the machine when you pack and ship it.

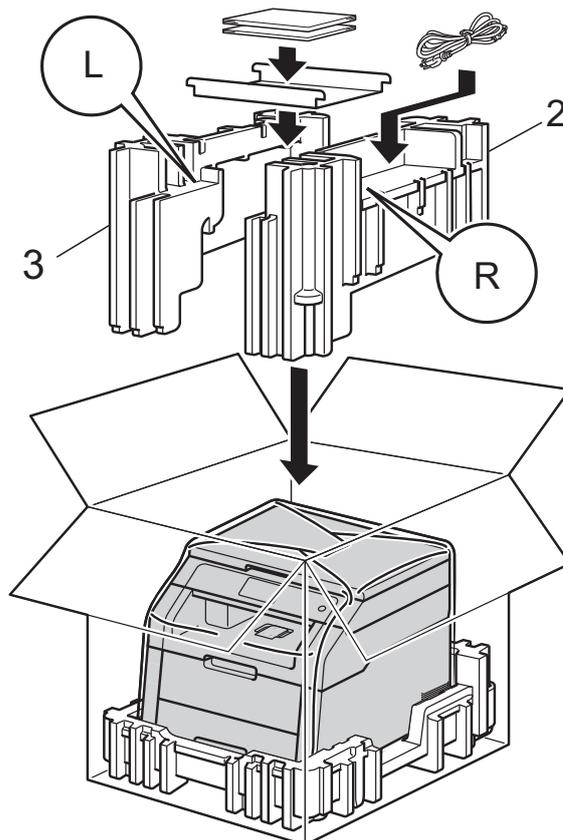
- 1 Press and hold down  to turn off the machine. Leave the machine turned off for at least 10 minutes to cool down.
- 2 Disconnect all the cables, and then unplug the power cord from the AC power outlet.
- 3 Place the packing material (1) into the carton.



- 4 Wrap the machine in a plastic bag, then place it on the bottom packing material (1).



- 5 Place the packing material (2) marked "R" on the right of the machine. Place the packing material (3) marked "L" on the left of the machine. Place the AC power cord and printed materials in the original carton as shown in the illustration.



NOTE

If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts, including the drum unit, toner cartridge, and printed materials to use with your 'Exchange' machine.

- 6 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.

3.7 in. 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 so you can press them if needed for an operation.

Beeper Volume

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

Cancel Job

Cancels a programmed print job and clears it from the machine's memory.

Contrast

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

Density

Changing the Density makes the whole image lighter or darker.

Gray Scale

The shades of gray available for copying photographs.

OCR (optical character recognition)

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

Resolution

The number of vertical and horizontal lines per inch.

Scanning

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

Settings Tables

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

Temporary settings

You can choose certain options for each copy operation without changing the default settings.

User Settings List

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

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Wireless Network	
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Network User's Guide.	

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