



Online User's Guide

MFC-J775DW

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Before You Use Your Brother Machine

- [Applicable Models](#)
- [Definitions of Notes](#)
- [Notice - Disclaimer of Warranties \(USA and Canada\)](#)
- [Trademarks](#)
- [Important Note](#)

Applicable Models

This User's Guide applies to the following models:

1.8 inch LCD models: MFC-J775DW



Related Information

- [Before You Use Your Brother Machine](#)
-

Definitions of Notes

We use the following symbols and conventions throughout this User's Guide:

WARNING

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

CAUTION

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

IMPORTANT

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

NOTE

NOTE specifies the operating environment, conditions for installation, or special conditions of use.



Tips icons provide helpful hints and supplementary information.



Electrical Hazard icons alert you to possible electrical shock.

Bold

Bold style identifies buttons on the machine's control panel or computer screen.

Italics

Italicized style emphasizes an important point or refers you to a related topic.

[**Courier New**]

Courier New font identifies messages shown on the machine's LCD.



Related Information

- [Before You Use Your Brother Machine](#)

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Related Information

- [Before You Use Your Brother Machine](#)

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Related Information

- [Before You Use Your Brother Machine](#)

Important Note

- Do not use this product outside the country of purchase as it may violate the wireless telecommunication and power regulations of that country.
- Not all models are available in all countries.
- Windows® XP in this document represents Windows® XP Professional, Windows® XP Professional x64 Edition and Windows® XP Home Edition.
- Windows Server® 2003 in this document represents Windows Server® 2003, Windows Server® 2003 x64 Edition, Windows Server® 2003 R2 and Windows Server® 2003 R2 x64 Edition.
- Windows Server® 2008 in this document represents Windows Server® 2008 and Windows Server® 2008 R2.
- In this User's Guide, the LCD messages of the MFC-J775DW are used unless otherwise specified.
- In this User's Guide, the illustrations of the MFC-J775DW are used unless otherwise specified.
- Unless otherwise specified, the screens in this manual are from Windows® 7 and macOS v10.12.x. Screens on your computer may vary depending on your operating system.
- The contents of this guide and the specifications of this product are subject to change without notice.



Related Information

- [Before You Use Your Brother Machine](#)

Introduction to Your Brother Machine

- [Before Using Your Machine](#)
- [Control Panel Overview](#)
- [LCD Overview](#)
- [Access Brother Utilities \(Windows®\)](#)

Before Using Your Machine

Before attempting any printing operation, confirm the following:

- Make sure you have installed the Brother software and drivers.
- For USB or network cable users: Make sure the interface cable is physically secure.

Selecting the correct type of paper

For high quality printing, it is important to select the correct type of paper. Be sure to read the information about acceptable paper before buying paper, and to determine the printable area depending on the settings in the printer driver.

Simultaneous printing, scanning and faxing

Your machine can print from your computer while sending or receiving a fax into memory or while scanning a document into the computer. Fax sending will not be stopped during printing from your computer. However, when the machine is copying or receiving a fax on paper, it pauses the printing operation, and then continues printing when copying or fax receiving has finished.

Firewall (Windows®)

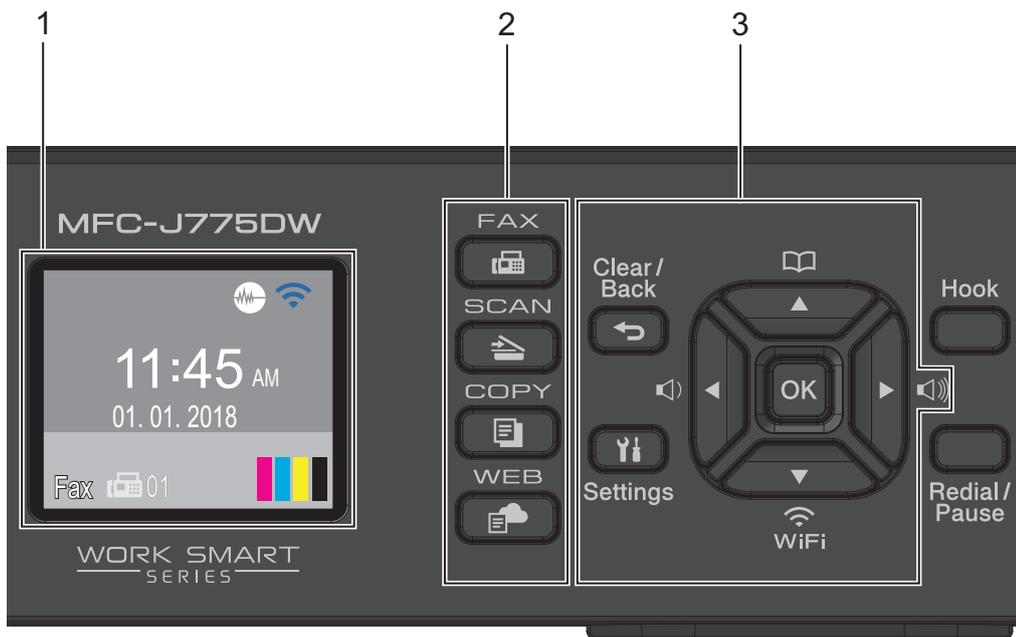
If your computer is protected by a firewall and you are unable to network print, network scan, or PC-FAX, you may need to configure the firewall settings. If you are using the Windows® Firewall and you installed the Brother software and drivers from the CD-ROM, the necessary firewall settings have already been set. If you are using any other personal firewall software, see the User's Guide for your software or contact the software manufacturer.



Related Information

- [Introduction to Your Brother Machine](#)

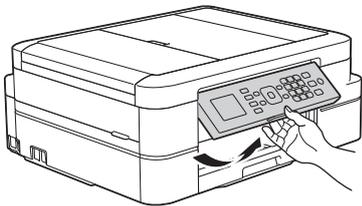
Control Panel Overview



1. 1.8" Liquid Crystal Display (LCD)

Displays messages to help you set up and use the machine.

Adjust the angle of the control panel by lifting it.



2. Mode buttons



Press to switch the machine to FAX Mode.



Press to switch the machine to SCAN Mode.



Press to switch the machine to COPY Mode.



Press to switch the machine to WEB Mode.

3. Settings buttons

Clear/Back

Press to delete characters or to go back to the previous menu level.

Settings

Press to access the main menu.

OK

Press to choose a setting.



Press to adjust the ring volume while the machine is idle.



- Press to store Speed Dial and Group numbers in the machine's memory.
- Press to look up and dial numbers that are stored in the machine's memory.



Press to configure the wireless settings while the machine is idle.



Press to scroll through the menus and options.



Press to move the cursor left or right on the LCD.



4. Telephone buttons

Hook

Press before dialing to ensure a fax machine answers, and then press **Black Start** or **Color Start**.

If the machine is in Fax/Tel (F/T) Mode and you pick up the handset of an external telephone during the F/T ring (pseudo/double-ring), press **Hook** to talk.

Redial/Pause

- Press to dial the last 30 numbers you called.
- Press to insert a pause when dialing numbers.

5. Dial Pad

- Use to dial fax and telephone numbers.
- Use as a keyboard to enter text or characters.

6. Stop/Exit

- Press to stop an operation.
- Press to exit from a menu.

7. Power On/Off

Press  to turn on the machine.

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

If you turn off the machine using , it will still clean the print head periodically to maintain print quality. To prolong print head life, provide better ink efficiency, and maintain print quality, keep your machine connected to a power source at all times.

8. Start buttons

Black Start

- Press to start sending faxes in black & white.
- Press to start making copies in black & white.
- Press to start scanning documents (in color or black & white depending on the scan setting).

Color Start

- Press to start sending faxes in full color.
- Press to start making copies in full color.
- Press to start scanning documents (in color or black & white depending on the scan setting).



Related Information

- [Introduction to Your Brother Machine](#)
-

LCD Overview

This screen shows the machine's status when the machine is idle. This Home screen is also called the Ready Mode screen. When displayed, this indicates that your machine is Ready for the next command.



1. Quiet Mode

The  (Quiet Mode) icon appears when the [Quiet Mode] setting is set to [On].

The Quiet Mode setting can reduce printing noise. When Quiet Mode is turned on, the print speed becomes slower.

2. Wireless Status

Each icon in the following table shows the wireless network status.

	The wireless setting is disabled.
	Wireless network is connected. A three-level indicator in the LCD displays the current wireless signal strength.
	The wireless access point cannot be detected.



You can configure wireless settings by pressing  on the control panel. For more detailed information, see the *Quick Setup Guide*.

3. Ink

Displays the available ink volume.

When an ink cartridge is near the end of its life or having a problem, an error icon is displayed on the ink color.

4. Date & Time

Displays the date and time set on the machine.

5. Faxes in memory

Displays how many received faxes are in the machine's memory.

6. Receive Mode

Displays the current Receive Mode.

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



When the Distinctive Ring feature is turned on, the LCD displays [D/R].



Related Information

- [Introduction to Your Brother Machine](#)
 - [Reduce Printing Noise](#)
 - [Reset Functions](#)
 - [Reset Your Brother Machine](#)
 - [Check the Ink Volume](#)
 - [Error and Maintenance Messages](#)
-

Access Brother Utilities (Windows®)

Brother Utilities is an application launcher that offers convenient access to all Brother applications installed on your computer.

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

- Windows® 8

Tap or click  (**Brother Utilities**) either on the **Start** screen or the desktop.

- Windows® 8.1

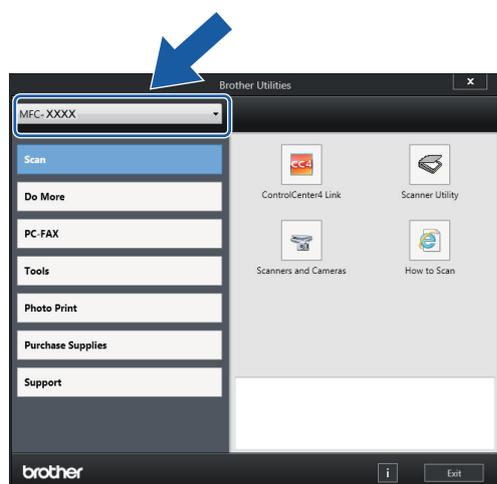
Move your mouse to the lower left corner of the **Start** screen and click  (if using a touch-based device, swipe up from the bottom of the **Start** screen to bring up the **Apps** screen).

When the **Apps** screen appears, tap or click  (**Brother Utilities**).

- Windows® 10

Click  > **All apps** > **Brother** > **Brother Utilities**.

2. Select your machine.



3. Select the operation you want to use.

Related Information

- [Introduction to Your Brother Machine](#)
- [Uninstall the Brother Software and Drivers \(Windows®\)](#)

Uninstall the Brother Software and Drivers (Windows®)

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

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Tap or click  (**Brother Utilities**) either on the **Start** screen or the desktop.

- Windows® 8.1

Move your mouse to the lower left corner of the **Start** screen and click  (if using a touch-based device, swipe up from the bottom of the **Start** screen to bring up the **Apps** screen).

When the **Apps** screen appears, tap or click  (**Brother Utilities**).

- Windows® 10

Click  > **All apps** > **Brother** > **Brother Utilities**.

2. Click the drop-down list, and then select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Uninstall**.

Follow the instructions in the dialog box to uninstall the software and drivers.



Related Information

- [Access Brother Utilities \(Windows®\)](#)

Paper Handling

- [Load Paper](#)
- [Load Documents](#)

Load Paper

- [Load Paper in the Paper Tray](#)
- [Unprintable Area](#)
- [Paper Settings](#)
- [Acceptable Paper and Other Print Media](#)
- [Error and Maintenance Messages](#)
- [Paper Handling and Printing Problems](#)

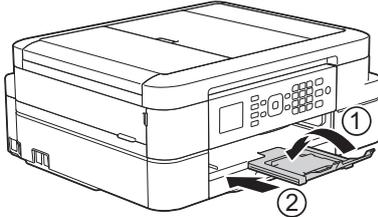
Load Paper in the Paper Tray

- [Load Cut-Sheet Paper or Photo 2L Paper in the Paper Tray](#)
- [Load Legal Size Paper in the Paper Tray](#)
- [Load Photo Paper in the Paper Tray](#)
- [Load Envelopes in the Paper Tray](#)

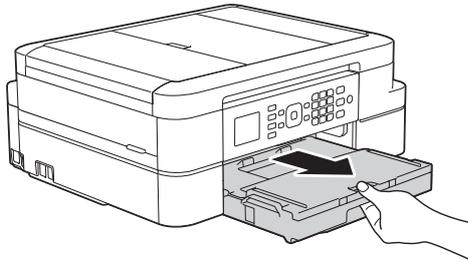
Load Cut-Sheet Paper or Photo 2L Paper in the Paper Tray

- If the [Check Paper] setting is set to [On] and you pull the paper tray out of the machine, a message appears on the LCD asking if you want to change the paper type and paper size. Change the Paper Size and Paper Type settings if needed, following the on-screen instructions.
- Load only one size and type of paper in the paper tray at a time.
- When you load a different paper size in the tray, you must change the Paper Size setting in the machine or the paper size setting on your computer.

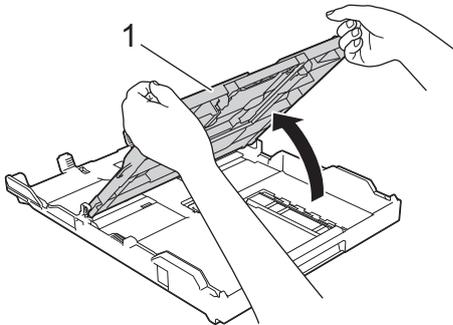
1. If the paper support flap (1) is open, close it, and then close the paper support (2).



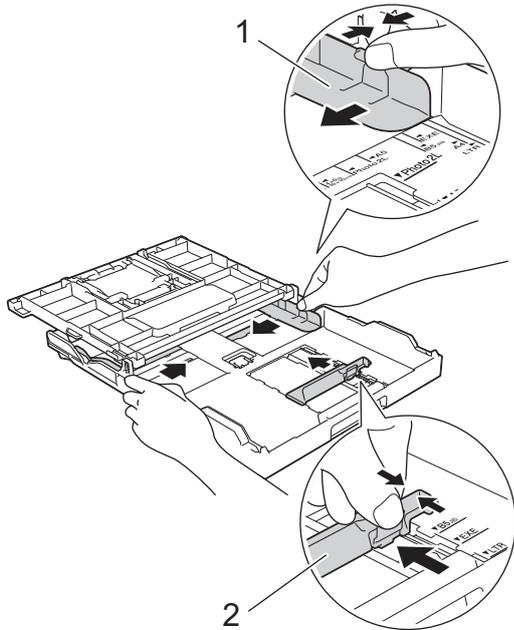
2. Pull the paper tray completely out of the machine.



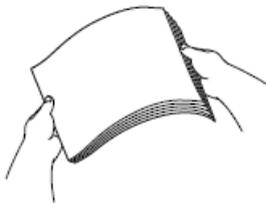
3. Open the output paper tray cover (1).



4. Gently press and slide the paper width guides (1) and then the paper length guide (2) to fit the paper size.

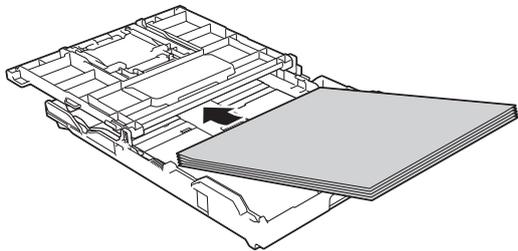


5. Fan the stack of paper well to avoid paper jams and misfeeds.

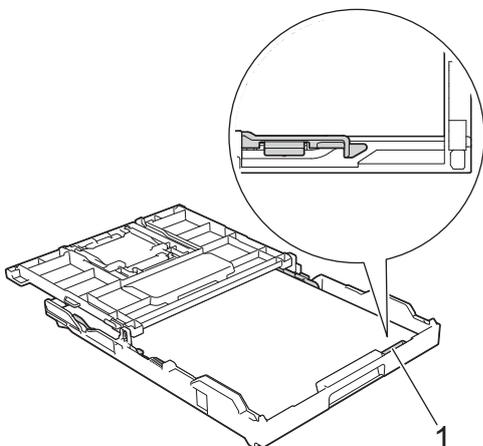


Always make sure the paper is not curled or wrinkled.

6. Gently load paper in the paper tray with the printing surface **face down**.



Make sure the paper is flat in the tray and the paper length guide (1) touches the edges of the paper.



IMPORTANT

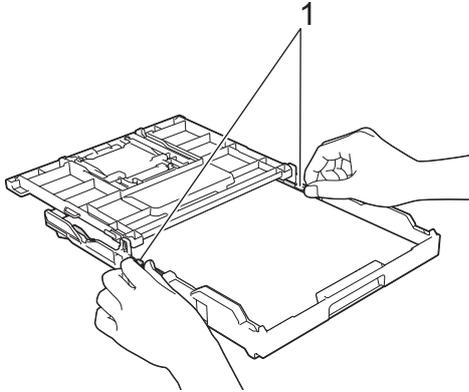
- Be careful not to push the paper in too far; it may lift at the back of the tray and cause paper feed problems.

- Loading more than 20 sheets of Photo 2L (5" x 7")/(13 x 18 cm) paper may cause paper jams.

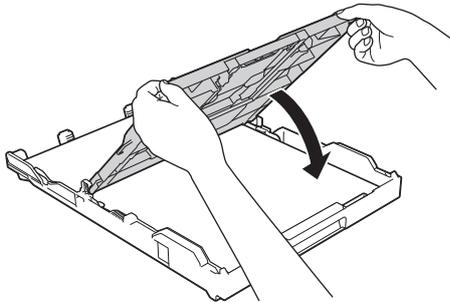


To add paper before the tray is empty, remove the paper from the tray and combine it with the paper you are adding. Always fan the stack of paper well to prevent the machine from feeding multiple pages.

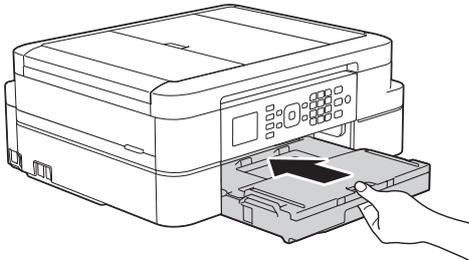
7. Gently adjust the paper width guides (1) to fit the paper.
Make sure the paper guides touch the edges of the paper.



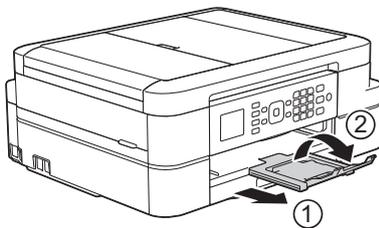
8. Close the output paper tray cover.



9. Slowly push the paper tray completely into the machine.



10. While holding the paper tray in the machine, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



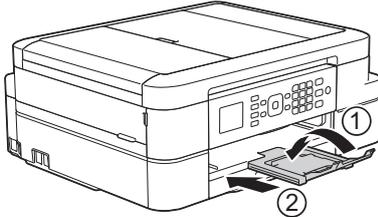
Related Information

- [Load Paper in the Paper Tray](#)
- [Change the Check Paper Size Setting](#)
- [Choose the Right Print Media](#)
- [Change the Paper Size and Paper Type](#)

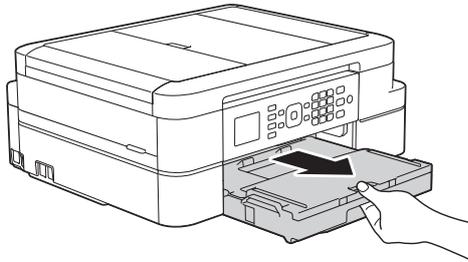
Load Legal Size Paper in the Paper Tray

- If the [Check Paper] setting is set to [On] and you pull the paper tray out of the machine, a message appears on the LCD asking if you want to change the paper type and paper size. Change the Paper Size and Paper Type settings if needed, following the on-screen instructions.
- Load only one size and type of paper in the paper tray at a time.
- When you load a different paper size in the tray, you must change the Paper Size setting in the machine or the paper size setting on your computer.

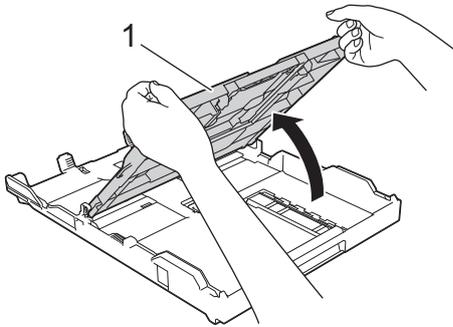
1. If the paper support flap (1) is open, close it, and then close the paper support (2).



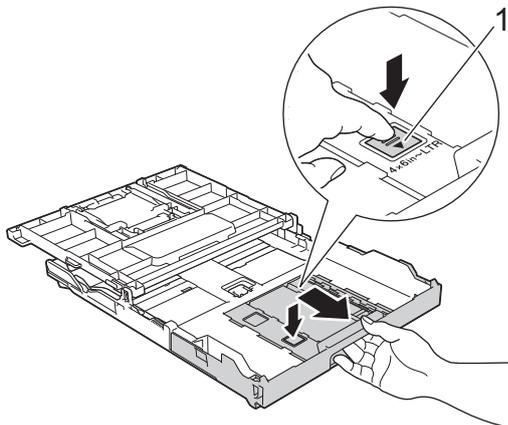
2. Pull the paper tray completely out of the machine.

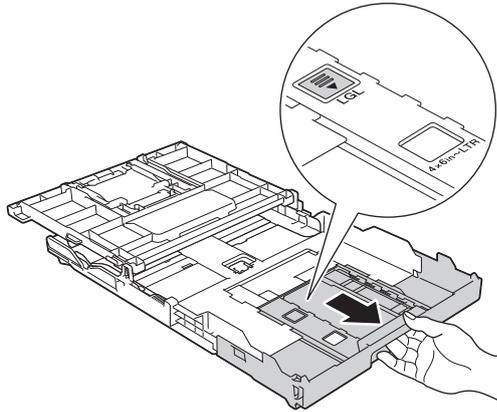


3. Open the output paper tray cover (1).

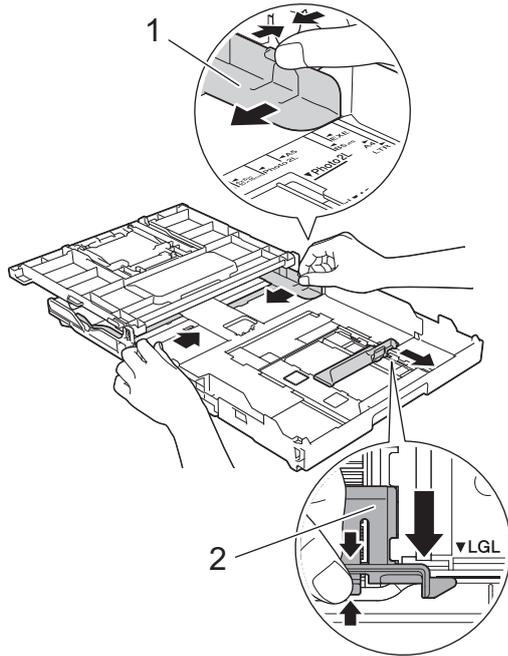


4. Press the square paper tray expansion button (1) and slide out the paper tray until the square paper tray expansion button locks into the square LGL hole.

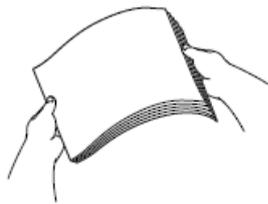




5. Gently press and slide the paper width guides (1) and the paper length guide (2) to fit the paper size.

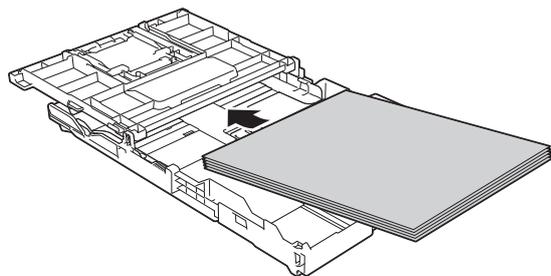


6. Fan the stack of paper well to avoid paper jams and misfeeds.

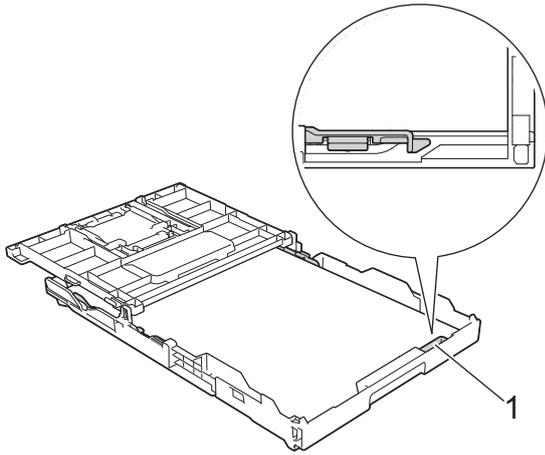


 Always make sure the paper is not curled or wrinkled.

7. Gently load paper in the paper tray with the printing surface **face down**.



Make sure the paper is flat in the tray and the paper length guide (1) touches the edges of the paper.



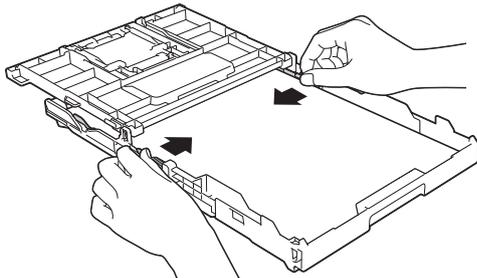
IMPORTANT

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

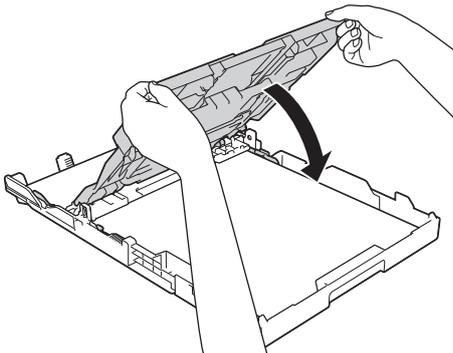


To add paper before the tray is empty, remove the paper from the tray and combine it with the paper you are adding. Always fan the stack of paper well to prevent the machine from feeding multiple pages.

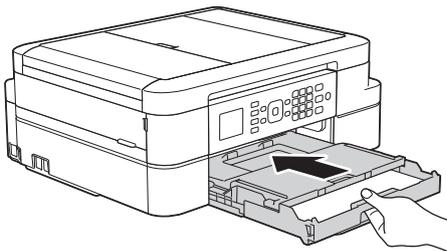
8. Gently adjust the paper width guides to fit the paper.
Make sure the paper guides touch the edges of the paper.



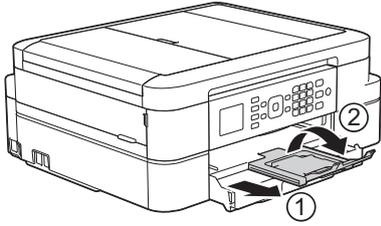
9. Close the output paper tray cover.



10. Slowly push the paper tray completely into the machine.



11. While holding the paper tray in the machine, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



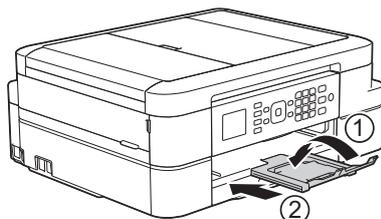
Related Information

- [Load Paper in the Paper Tray](#)
-

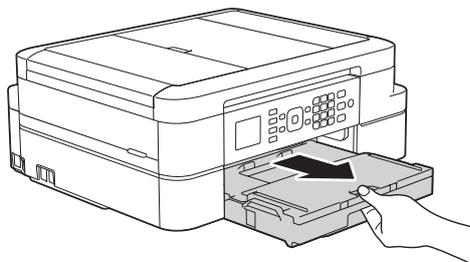
Load Photo Paper in the Paper Tray

- If the [Check Paper] setting is set to [On] and you pull the paper tray out of the machine, a message appears on the LCD asking if you want to change the paper type and paper size. Change the Paper Size and Paper Type settings if needed, following the on-screen instructions.
- Load only one size and type of paper in the paper tray at a time.
- When you load a different paper size in the tray, you must change the Paper Size setting in the machine or the paper size setting on your computer.

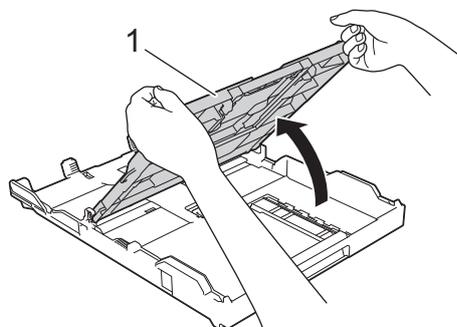
1. If the paper support flap (1) is open, close it, and then close the paper support (2).



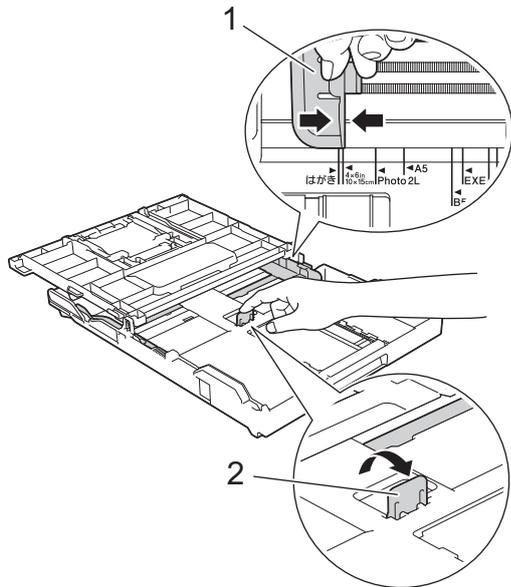
2. Pull the paper tray completely out of the machine.



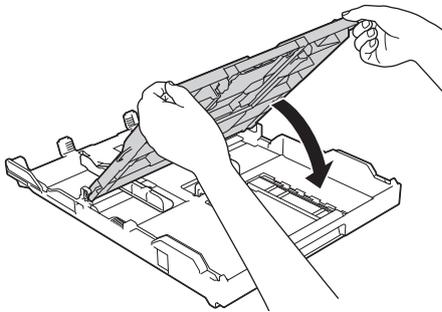
3. Open the output paper tray cover (1).



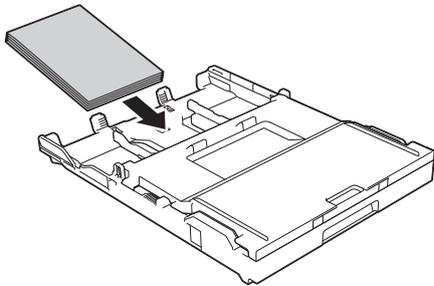
4. Gently press and slide the paper width guides (1) to fit the paper size, and then lift up the stopper (2).



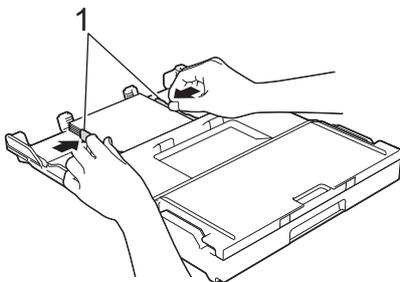
5. Close the output paper tray cover.



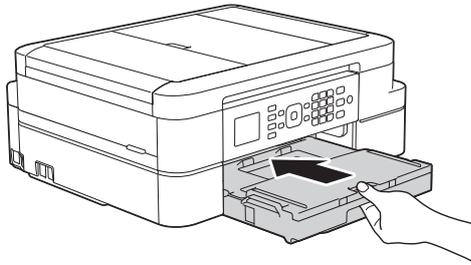
6. Load up to 20 sheets of Photo paper with the printing surface **face down**.
Loading more than 20 sheets of photo paper may cause paper jams.



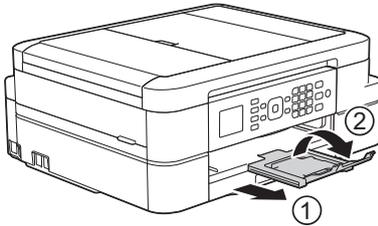
7. Gently adjust the paper guides (1) to fit the paper.
Make sure the paper width guides touch the edges of the paper and the paper is flat in the tray.



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



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



Related Information

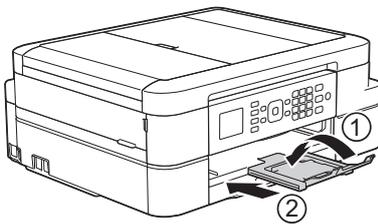
- [Load Paper in the Paper Tray](#)
 - [Change the Check Paper Size Setting](#)
 - [Choose the Right Print Media](#)
 - [Change the Paper Size and Paper Type](#)
-

Load Envelopes in the Paper Tray

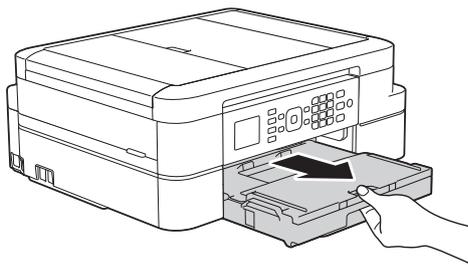
- If the [Check Paper] setting is set to [On] and you pull the paper tray out of the machine, a message appears on the LCD asking if you want to change the paper type and paper size. Change the Paper Size and Paper Type settings if needed, following the on-screen instructions.
- Load only one size and type of paper in the paper tray at a time.
- When you load a different paper size in the tray, you must change the Paper Size setting in the machine or the paper size setting on your computer.
- Before loading envelopes in the tray, press the corners and sides of the envelopes to make them as flat as possible.

See *Related Information*.

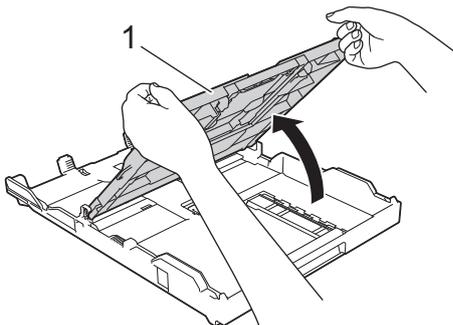
1. If the paper support flap (1) is open, close it, and then close the paper support (2).



2. Pull the paper tray completely out of the machine.



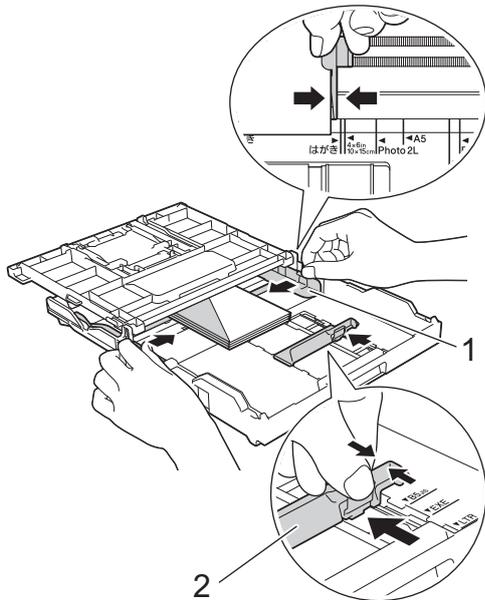
3. Open the output paper tray cover (1).



4. Load up to 10 envelopes in the paper tray with the printing surface **face down**. Loading more than 10 envelopes may cause paper jams.

If the envelope flaps are on the long edge, load the envelopes with the flap on the left, as shown in the illustration. Gently press and slide the paper width guides (1) and paper length guide (2) to fit the size of the envelopes.

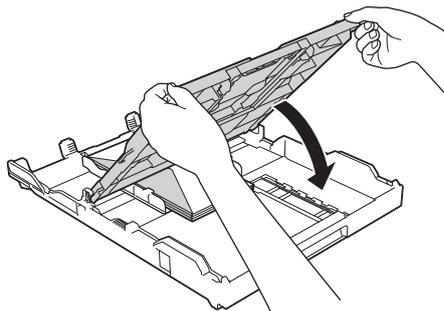
Make sure the envelopes are flat in the tray.



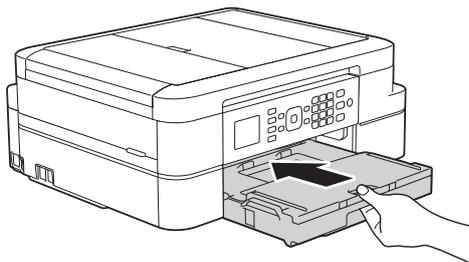
IMPORTANT

If envelopes are "double-feeding," load one envelope in the paper tray at a time.

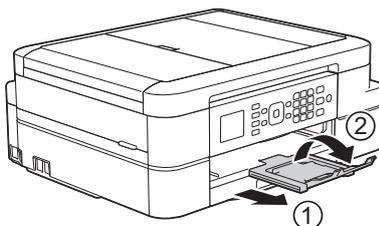
- Close the output paper tray cover.



- Slowly push the paper tray completely into the machine.



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



✓ Related Information

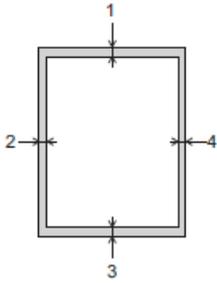
- [Load Paper in the Paper Tray](#)
- [About Envelopes](#)

-
- Change the Check Paper Size Setting
 - Choose the Right Print Media
 - Change the Paper Size and Paper Type
-

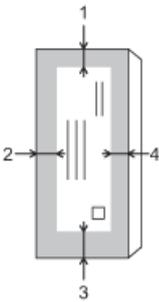
Unprintable Area

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

Cut-Sheet Paper



Envelopes



	Top (1)	Left (2)	Bottom (3)	Right (4)
Cut-Sheet	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)
Envelopes	0.47 in. (12 mm)	0.12 in. (3 mm)	0.47 in. (12 mm)	0.12 in. (3 mm)



The Borderless print feature is not available for envelopes, 2-sided printing and some paper sizes, such as Legal and Executive.

✓ Related Information

- [Load Paper](#)
- [Paper Handling and Printing Problems](#)

Paper Settings

- [Change the Paper Size and Paper Type](#)
- [Change the Check Paper Size Setting](#)
- [Shrink Page Size of an Oversized Incoming Fax](#)

Change the Paper Size and Paper Type

Set the Paper Size and Paper Type settings for the paper tray.

- To get the best print quality, set the machine for the type of paper you are using.
 - When you change the size of the paper you load in the tray, you must change the Paper Size setting on the LCD at the same time.
1. Press **Settings**.
 2. Press **▲** or **▼** to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [Paper Type]. Press **OK**.
 - c. Select [Plain Paper], [Inkjet Paper], [Brother BP71] or [Other Glossy]. Press **OK**.
 - d. Select [Paper Size]. Press **OK**.
 - e. Select the paper size option you want, and then press **OK**.
 3. Press **Stop/Exit**.



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



Related Information

- [Paper Settings](#)
 - [Load Cut-Sheet Paper or Photo 2L Paper in the Paper Tray](#)
 - [Load Photo Paper in the Paper Tray](#)
 - [Load Envelopes in the Paper Tray](#)
 - [Acceptable Paper and Other Print Media](#)
 - [Error and Maintenance Messages](#)
 - [Paper Handling and Printing Problems](#)
-

Change the Check Paper Size Setting

If the Check Paper setting is set to [On] and you pull the paper tray out of the machine, the LCD displays a message asking if you want to change the Paper Size and Paper Type settings.

The default setting is [On].

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [Check Paper]. Press **OK**.
 - c. Select [On] or [Off]. Press **OK**.
3. Press **Stop/Exit**.

Related Information

- [Paper Settings](#)
- [Load Cut-Sheet Paper or Photo 2L Paper in the Paper Tray](#)
- [Load Photo Paper in the Paper Tray](#)
- [Load Envelopes in the Paper Tray](#)
- [Error and Maintenance Messages](#)

Acceptable Paper and Other Print Media

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

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper you load.

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

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper) and glossy paper, be sure to choose the proper print media in the **Basic** tab of the printer driver or in the Paper Type setting on the machine.
- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray.
- When using photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.



Related Information

- [Load Paper](#)
 - [Recommended Print Media](#)
 - [Handle and Use Print Media](#)
 - [About Envelopes](#)
 - [Choose the Right Print Media](#)
 - [Change the Paper Size and Paper Type](#)
 - [Paper Handling and Printing Problems](#)
-

Recommended Print Media

For the best print quality, we recommend using the Brother paper listed in the table.

Brother paper

Paper Type	Item
Premium Plus Glossy Photo	
Letter	BP71GLTR
4" x 6"	BP71GP20



Related Information

- [Acceptable Paper and Other Print Media](#)

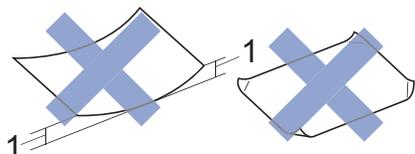
Handle and Use Print Media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of photo paper.

IMPORTANT

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped



1. **0.08 in. (2 mm) or greater curl may cause jams to occur.**

- Extremely shiny or highly textured
- Paper that cannot be arranged uniformly when stacked
- Paper made with a short grain

Paper capacity of the output paper tray cover

Up to 50 sheets of Letter, Legal or A4 20 lb (80 g/m²) paper.

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



Related Information

- [Acceptable Paper and Other Print Media](#)

About Envelopes

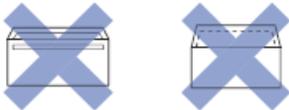
- Use envelopes that weigh from 20 to 25 lb (80 to 95 g/m²).
- Some envelope sizes require that you set margins in the application. Make sure you do a test print first before printing many envelopes.

IMPORTANT

DO NOT use envelopes that:

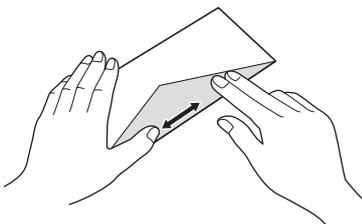
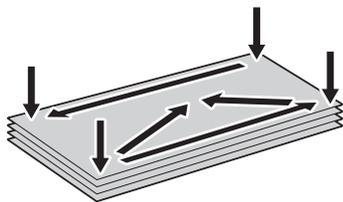
- Are loosely constructed
- Have windows
- Are embossed (have raised writing on them)
- Have clasps or staples
- Are pre-printed on the inside
- Are self-adhesive
- Have double flaps

Self-adhesive Double flaps



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

- Before loading envelopes in the tray, press the flaps, edges and corners to make them as flat as possible, as shown in the illustrations.



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



IMPORTANT

If envelopes are "double-feeding," load one envelope in the paper tray at a time.



Related Information

- [Acceptable Paper and Other Print Media](#)

-
- Load Envelopes in the Paper Tray
-

Choose the Right Print Media

- Paper Type and Paper Size for Each Operation
- Paper Capacity of the Paper Trays
- Paper Weight and Thickness
- Load Cut-Sheet Paper or Photo 2L Paper in the Paper Tray
- Load Photo Paper in the Paper Tray
- Load Envelopes in the Paper Tray

Paper Type and Paper Size for Each Operation

Paper Type	Paper Size		Usage		
			Fax	Copy	Printer
Cut-Sheet	Letter	8 1/2 x 11 in. (215.9 x 279.4 mm)	Yes	Yes	Yes
	A4	8.3 x 11.7 in. (210 x 297 mm)	Yes	Yes	Yes
	Legal	8 1/2 x 14 in. (215.9 x 355.6 mm)	Yes	Yes	Yes
	Executive	7 1/4 x 10 1/2 in. (184.1 x 266.7 mm)	-	Yes	Yes
	A5	5.8 x 8.3 in. (148 x 210 mm)	-	Yes	Yes
	A6	4.1 x 5.8 in. (105 x 148 mm)	-	-	Yes
Cards	Photo	4 x 6 in. (10 x 15 cm)	-	Yes	Yes
	Photo L	3.5 x 5 in. (9 x 13 cm)	-	-	Yes
	Photo 2L	5 x 7 in. (13 x 18 cm)	-	-	Yes
	Index Card	5 x 8 in. (13 x 20 cm)	-	-	Yes
Envelopes	C5 Envelope	6.4 x 9 in. (162 x 229 mm)	-	-	Yes
	DL Envelope	4.3 x 8.7 in. (110 x 220 mm)	-	-	Yes
	Com-10	4 1/8 x 9 1/2 in. (104.7 x 241.3 mm)	-	-	Yes
	Monarch	3 7/8 x 7 1/2 in. (98.4 x 190.5 mm)	-	-	Yes



Related Information

- [Choose the Right Print Media](#)

Paper Capacity of the Paper Trays

	Paper Size	Paper Types	No. of sheets
Paper Tray	Letter, Legal, Executive, A4, A5, A6, Envelopes (Com-10, DL, C5, Monarch), Photo (4" x 6")/(10 x 15 cm), Photo 2L (5" x 7")/(13 x 18 cm) and Index Card (5" x 8")/(127 x 203 mm)	Plain Paper, Recycled Paper	100 ¹
		Inkjet Paper	20
		Glossy Paper, Photo	20
		Index Card	30
		Envelopes	10

¹ When using plain paper 20 lb (80 g/m²)



Related Information

- [Choose the Right Print Media](#)

Paper Weight and Thickness

Paper Type		Weight	Thickness
Cut-Sheet	Plain Paper ¹ , Recycled Paper ¹	17 to 32 lb (64 to 120 g/m ²)	3 to 6 mil (0.08 to 0.15 mm)
	Inkjet Paper	17 to 53 lb (64 to 200 g/m ²)	3 to 10 mil (0.08 to 0.25 mm)
	Glossy Paper ²	Up to 58 lb (Up to 220 g/m ²)	Up to 10 mil (Up to 0.25 mm)
Cards	Photo Card ²	Up to 58 lb (Up to 220 g/m ²)	Up to 10 mil (Up to 0.25 mm)
	Index Card	Up to 32 lb (Up to 120 g/m ²)	Up to 6 mil (Up to 0.15 mm)
Envelopes		20 to 25 lb (80 to 95 g/m ²)	Up to 20 mil (Up to 0.52 mm)

¹ Paper Weight and Thickness for automatic 2-sided printing is 17 to 28 lb (64 to 105 g/m²) and 3 to 5 mil (0.08 to 0.13 mm).

² BP71 69 lb (260 g/m²) paper is specially designed for Brother inkjet machines.



Related Information

- [Choose the Right Print Media](#)
- [Paper Handling and Printing Problems](#)

Load Documents

- [Load Documents in the Automatic Document Feeder \(ADF\)](#)
- [Load Documents on the Scanner Glass](#)
- [Unscannable Area](#)

Load Documents in the Automatic Document Feeder (ADF)

The ADF can hold up to 20 pages, and feeds each sheet individually.

Documents that are longer than 11.7 in. (297 mm) must be fed one page at a time.

Use paper that is within the sizes and weights shown in the table. Always fan the pages before placing them in the ADF.

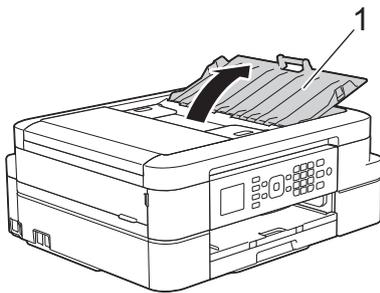
Document Sizes and Weights

Length	5.8 to 14 in. (148 to 355.6 mm)
Width	5.8 to 8.5 in. (148 to 215.9 mm)
Paper Weight	17 to 24 lb (64 to 90 g/m ²)

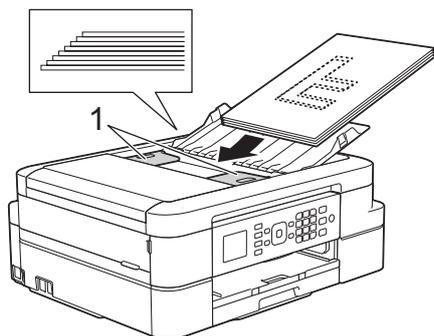
IMPORTANT

- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.
- Make sure documents with correction fluid or written in ink are completely dry.

1. Lift up and unfold the ADF document support (1).



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



4. Place your document, **face down, top edge first** in the ADF underneath the paper guides until you feel the document touch the feed rollers and the LCD displays [ADF Ready.].

IMPORTANT

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



Related Information

- [Load Documents](#)

-
- Copy a Document
 - Error and Maintenance Messages
 - Telephone and Fax problems
 - Other Problems
-

Load Documents on the Scanner Glass

Use the scanner glass to fax, copy, or scan one page at a time.

Document Sizes Supported

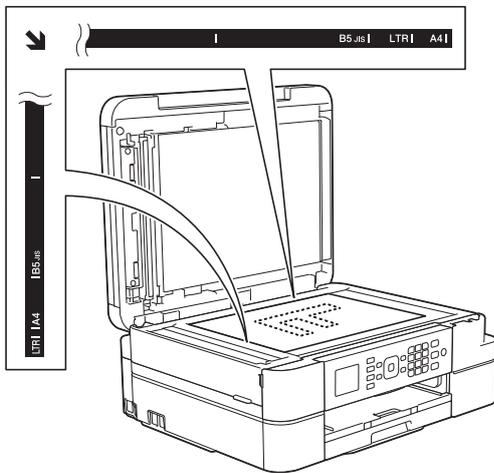
Length:	Up to 11.7 in. (297 mm)
Width:	Up to 8.5 in. (215.9 mm)
Weight:	Up to 4.4 lb (2 kg)



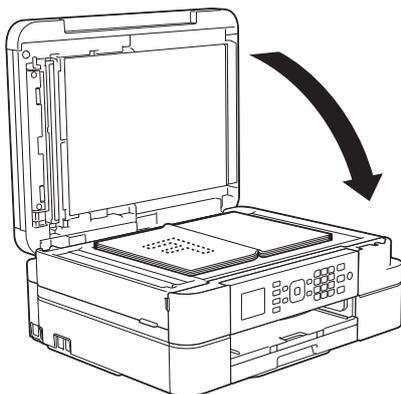
(ADF models)

To use the scanner glass, the ADF must be empty and the ADF document support must be closed.

1. Lift the document cover.
2. Place the document **face down** in the upper left corner of the scanner glass, aligned with the arrow.



3. Close the document cover.



IMPORTANT

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



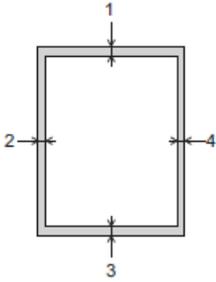
Related Information

- [Load Documents](#)
- [Copy a Document](#)
- [Telephone and Fax problems](#)

-
- Other Problems
-

Unscannable Area

The unscannable area of a page depends on the settings in the application you are using. The figures below show the typical unscannable measurements.



Usage	Document Size	Top (1) Bottom (3)	Left (2) Right (4)
Fax	Letter	0.12 in. (3 mm)	0.16 in. (4 mm)
	Legal		
	A4		0.12 in. (3 mm) ¹
Copy	All paper sizes		0.12 in. (3 mm)
Scan		0.04 in. (1 mm)	0.04 in. (1 mm)

¹ The unscannable area is 0.04 in. (1 mm) when using the ADF.



Related Information

- [Load Documents](#)

Print

- [Print from Your Computer \(Windows®\)](#)
- [Print from Your Computer \(Mac\)](#)

Print from Your Computer (Windows®)

- [Print a Photo \(Windows®\)](#)
- [Print a Document \(Windows®\)](#)
- [Cancel a Print Job \(Windows®\)](#)
- [Print More Than One Page on a Single Sheet of Paper \(N in 1\) \(Windows®\)](#)
- [Print as a Poster \(Windows®\)](#)
- [Print on Both Sides of the Paper Automatically \(Automatic 2-sided Printing\) \(Windows®\)](#)
- [Print as a Booklet Automatically \(Windows®\)](#)
- [Print a Color Document in Grayscale \(Windows®\)](#)
- [Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper \(Windows®\)](#)
- [Use a Preset Print Profile \(Windows®\)](#)
- [Change the Default Print Settings \(Windows®\)](#)
- [Print Settings \(Windows®\)](#)

Print a Photo (Windows®)



1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. Make sure you have loaded the correct media in the paper tray.

IMPORTANT

- For best results, use Brother paper.
- When you print on Brother photo paper, load one extra sheet of the same photo paper in the paper tray.

4. Click the **Media Type** drop-down list, and then select the type of paper you are using.

IMPORTANT

To get the best print quality for the settings you have selected, always set the **Media Type** option to match the type of paper you load.

5. Click the **Paper Size** drop-down list, and then select your paper size.
6. Select the **Borderless** check box, if needed.
7. For **Color Mode**, select **Natural**.
8. In the **Orientation** field, select either the **Portrait** or **Landscape** option to set the orientation of your printout.



If your application software contains a similar layout feature, we recommend using the one in the application.

9. Type the number of copies (1-999) you want in the **Copies** field.
10. Change other printer settings if needed.
11. Click **OK**.
12. Complete your print operation.



Related Information

- [Print from Your Computer \(Windows®\)](#)
- [Print Settings \(Windows®\)](#)

Print a Document (Windows®)

1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. Make sure you have loaded the correct size paper in the paper tray.
4. Click the **Media Type** drop-down list, and then select the type of paper you are using.

IMPORTANT

To get the best print quality for the settings you have selected, always set the **Media Type** option to match the type of paper you load.

5. Click the **Paper Size** drop-down list, and then select your paper size.
6. For **Color Mode**, select the **Natural** or **Vivid** option.
7. In the **Orientation** field, select either the **Portrait** or **Landscape** option to set the orientation of your printout.



If your application software contains a similar layout feature, we recommend using the one in the application.

8. Type the number of copies (1-999) you want in the **Copies** field.
9. To print multiple pages on a single sheet of paper or print one page of your document on multiple sheets, click the **Multiple Page** drop-down list, and then select your options.
10. Change other printer settings if needed.
11. Click **OK**.
12. Complete your print operation.



Related Information

- [Print from Your Computer \(Windows®\)](#)
- [Check the Ink Volume](#)
- [Print Settings \(Windows®\)](#)

Cancel a Print Job (Windows®)

If a print job was sent to the print queue and did not print, or was sent to the print queue in error, you may have to delete it to allow subsequent jobs to print.

1. Double-click the printer icon  in the task tray.
2. Select the print job you want to cancel.
3. Click the **Document** menu.
4. Select **Cancel**.
5. Click **Yes**.



Related Information

- [Print from Your Computer \(Windows®\)](#)
 - [Monitor Machine Status from Your Computer \(Windows®\)](#)
-

Print More Than One Page on a Single Sheet of Paper (N in 1) (Windows®)



1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. In the **Orientation** field, select either the **Portrait** or **Landscape** option to set the orientation of your printout.



If your application software contains a similar layout feature, we recommend using the one in the application.

4. Click the **Multiple Page** drop-down list, and then select the **2 in 1**, **4 in 1**, **9 in 1**, or **16 in 1** option.
5. Click the **Page Order** drop-down list, and then select your page order.
6. Click the **Border Line** drop-down list, and then select your border line type.
7. Change other printer settings if needed.
8. Click **OK**, and then complete your print operation.

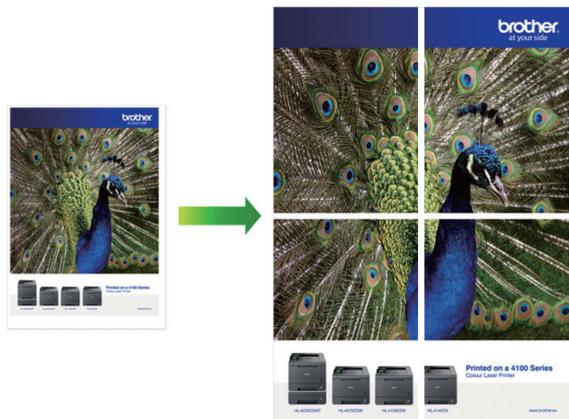


Related Information

- [Print from Your Computer \(Windows®\)](#)
 - [Print Settings \(Windows®\)](#)
-

Print as a Poster (Windows®)

Enlarge your print size and print the document in poster mode.



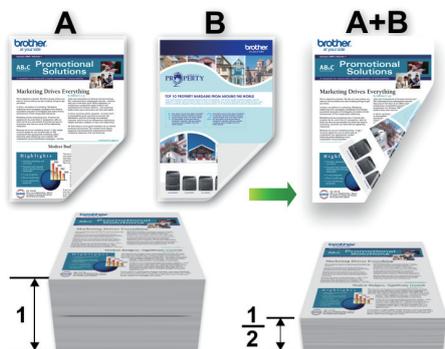
1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. Click the **Multiple Page** drop-down list, and then select the **1 in 2x2 Pages** or **1 in 3x3 Pages** option.
4. Change other printer settings if needed.
5. Click **OK**.
6. Complete your print operation.



Related Information

- [Print from Your Computer \(Windows®\)](#)
- [Print Settings \(Windows®\)](#)

Print on Both Sides of the Paper Automatically (Automatic 2-sided Printing) (Windows®)



- Make sure the back cover is closed.
- If paper is curled, straighten it and put it back in the paper tray.
- Use regular paper or thin paper. DO NOT use bond paper.
- If the paper is thin, it may wrinkle.

1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. In the **Orientation** field, select either the **Portrait** or **Landscape** option to set the orientation of your printout.



If your application software contains a similar layout feature, we recommend using the one in the application.

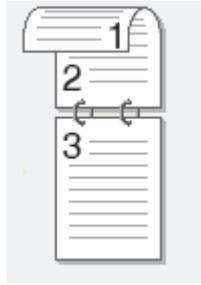
4. Click the **2-sided / Booklet** drop-down list, and then select **2-sided**.
5. Click the **2-sided Settings** button.
6. Select one of the options from the **2-sided Type** menu.

When 2-sided is selected, four types of 2-sided binding are available for each orientation:

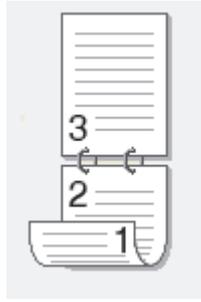
Option for Portrait	Description
Long Edge (Left)	
Long Edge (Right)	

Option for Portrait	Description
---------------------	-------------

Short Edge (Top)



Short Edge (Bottom)

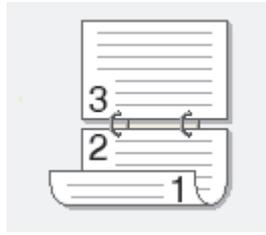


Option for Landscape	Description
----------------------	-------------

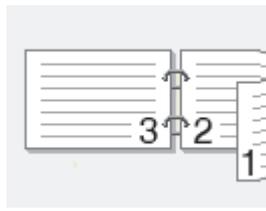
Long Edge (Top)



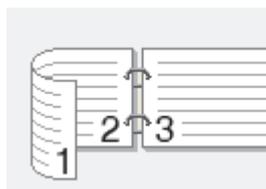
Long Edge (Bottom)



Short Edge (Right)



Short Edge (Left)



7. Select the **Binding Offset** check box if you want to specify the offset for binding in inches or millimeters.
8. Click **OK** to return to the printer driver window.
9. Change other printer settings if needed.



The Borderless feature is not available when using this option.

10. Click **OK** again, and then complete your print operation.



Related Information

- [Print from Your Computer \(Windows®\)](#)
 - [Print Settings \(Windows®\)](#)
 - [Print as a Booklet Automatically \(Windows®\)](#)
-

Print as a Booklet Automatically (Windows®)

Use this option to print a document in booklet format using 2-sided printing. The document's pages will be arranged according to the correct page number and will allow you to fold at the center of the print output without having to change the order of the printed pages.



- Make sure the back cover is closed.
- If paper is curled, straighten it and put it back in the paper tray.
- Use regular paper or thin paper. DO NOT use bond paper.
- If the paper is thin, it may wrinkle.

1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. In the **Orientation** field, select either the **Portrait** or **Landscape** option to set the orientation of your printout.



If your application software contains a similar layout feature, we recommend using the one in the application.

4. Click the **2-sided / Booklet** drop-down list, and then select the **Booklet** option.
5. Click the **2-sided Settings** button.
6. Select the one of the options from the **2-sided Type** menu.

There are two types of 2-sided binding directions available for each orientation:

Option for Portrait	Description
Left Binding	
Right Binding	

Option for Landscape	Description
----------------------	-------------

Top Binding



Bottom Binding



7. Select one of the options from the **Booklet Printing Method** menu.

Option	Description
All Pages at Once	Every page will be printed in booklet format (four pages to every piece of paper, two pages per side). Fold your printout in the middle to create the booklet. 
Divide into Sets	This option prints the whole booklet in smaller individual booklet sets, allowing you to fold at the center of the smaller individual booklet sets without having to change the order of the printed pages. You can specify the number of sheets in each smaller booklet set (from 1-15). This option can be helpful when folding a printed booklet that has a large number of pages. 

8. Select the **Binding Offset** check box if you want to specify the offset for binding in inches or millimeters.

9. Click **OK** to return to the printer driver window.

10. Change other printer settings if needed.



The Borderless feature is not available when using this option.

11. Click **OK**.

12. Complete your print operation.

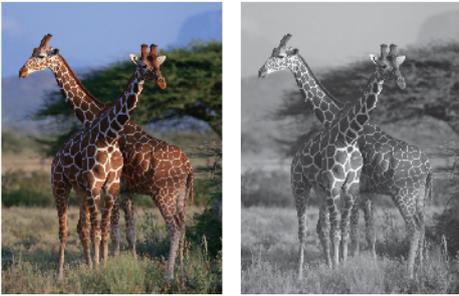


Related Information

- [Print from Your Computer \(Windows®\)](#)
- [Print Settings \(Windows®\)](#)
- [Print on Both Sides of the Paper Automatically \(Automatic 2-sided Printing\) \(Windows®\)](#)

Print a Color Document in Grayscale (Windows®)

Grayscale mode makes the print processing speed faster than color mode. If your document contains color, selecting Grayscale mode prints your document in 256 levels of grayscale.



1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. Click the **Advanced** tab.
4. For **Color / Grayscale**, select **Grayscale**.
5. Change other printer settings if needed.
6. Click **OK**.
7. Complete your print operation.

✓ Related Information

- [Print from Your Computer \(Windows®\)](#)

Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper (Windows®)

Some types of print media may need more drying time when using the 2-sided feature. Change the **Advanced 2-sided Settings** option if you have problems with smudged 2-sided printouts or paper jams.

1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. Click the **2-sided / Booklet** drop-down list, and then select **2-sided**.
4. Click the **Advanced** tab.
5. Click the **Other Print Options** button.
6. Select the **Advanced 2-sided Settings** option on the left side of the screen.
7. Select one of the following options:

Option	Description
Normal	Select this mode to print at normal speed, using a normal amount of ink.
2-sided 1 (Slower print speed)	Select this mode to print at a slower speed, using a normal amount of ink.
2-sided 2 (Slower print speed & less ink)	Select this mode to print at the same speed as 2-sided 1 (Slower print speed) , but using less ink.

8. Click **OK** to return to the printer driver window.
9. Click **OK**.
10. Complete your print operation.

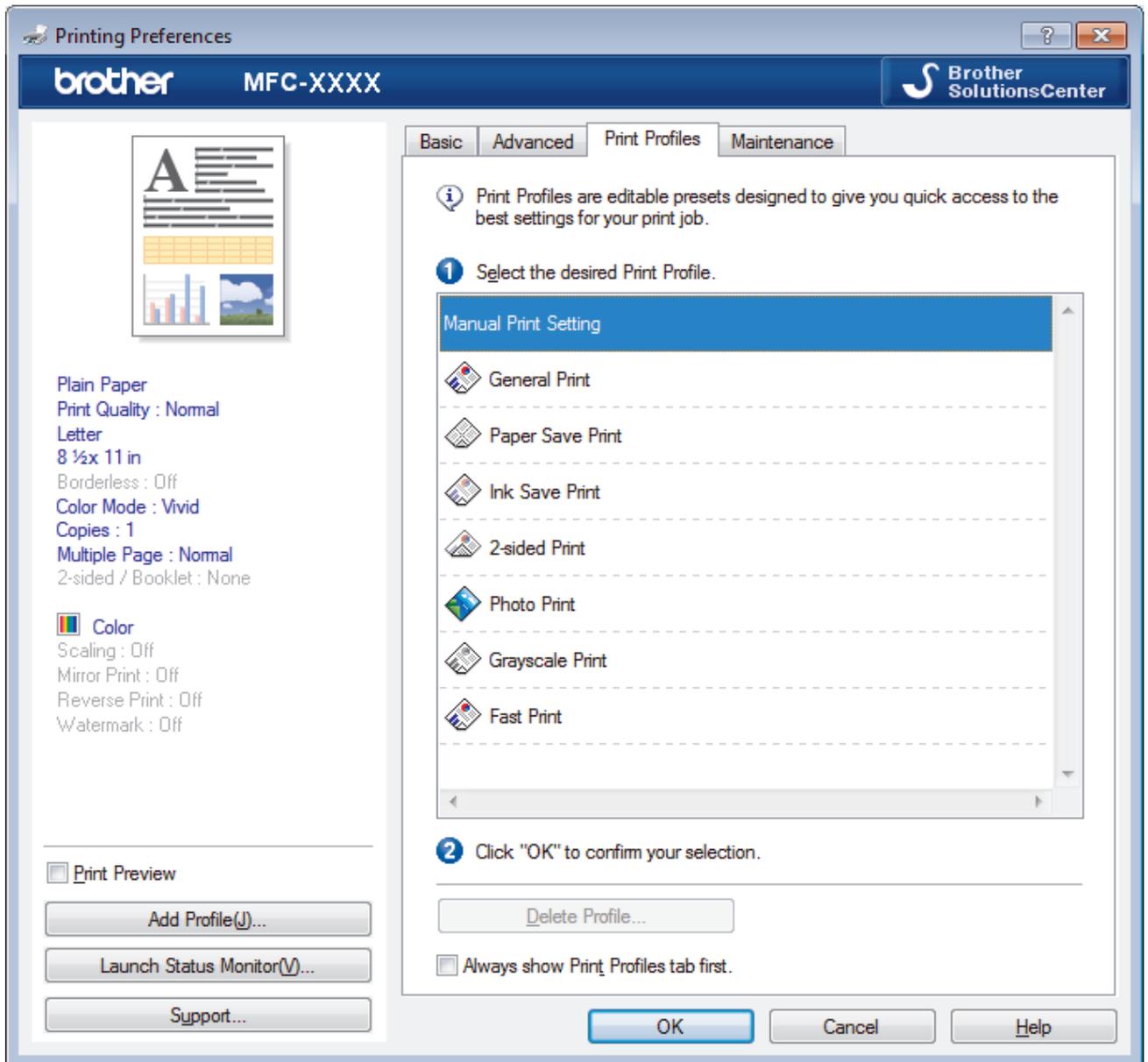
✓ Related Information

- [Print from Your Computer \(Windows®\)](#)
- [Paper Handling and Printing Problems](#)

Use a Preset Print Profile (Windows®)

Print Profiles are presets designed to give you quick access to frequently-used printing configurations.

1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. Click the **Print Profiles** tab.



4. Select your profile from the print profile list.
The profile settings are shown on the left side of the printer driver window.
5. Do one of the following:
 - If the settings are correct for your print job, click **OK**.
 - To change the settings, go back to the **Basic** or **Advanced** tab, change settings, and then click **OK**.



To display the **Print Profiles** tab at the front of the window the next time you print, select the **Always show Print Profiles tab first.** check box.



Related Information

- [Print from Your Computer \(Windows®\)](#)
 - [Create or Delete Your Print Profile \(Windows®\)](#)
 - [Print Settings \(Windows®\)](#)
-

Create or Delete Your Print Profile (Windows®)

Add up to 20 new print profiles with customized settings.

1. Select the print command in your application.
2. Select **Brother MFC-XXXX Printer** (where XXXX is the name of your model), and then click the printing properties or preferences button.
The printer driver window appears.
3. Click the **Basic** tab and the **Advanced** tab, and configure the print settings you want for the new Print Profile.
4. Click the **Print Profiles** tab.
5. Do one of the following:

To create a new print profile:

- a. Click **Add Profile**.
The **Add Profile** dialog box appears.
- b. Type the new profile name in the **Name** field.
- c. Click the icon you want to use to represent this profile from the icon list.
- d. Click **OK**.

The new Print Profile name is added to the list in the **Print Profiles** tab.

To delete a print profile that you created:

- a. Click **Delete Profile**.
The **Delete Profile** dialog box appears.
- b. Select the profile you want to delete.
- c. Click **Delete**.
- d. Click **Yes**.
- e. Click **Close**.



Related Information

- [Use a Preset Print Profile \(Windows®\)](#)

Change the Default Print Settings (Windows®)

When you change an application's print settings, the changes only apply to documents printed with that application. To change print settings for all Windows® applications, you must configure the printer driver properties.

1. Do one of the following:
 - For Windows® XP and Windows Server® 2003
Click **Start > Printers and Faxes**.
 - For Windows Vista® and Windows Server® 2008
Click  (**Start**) > **Control Panel > Hardware and Sound > Printers**.
 - For Windows® 7 and Windows Server® 2008 R2
Click  (**Start**) > **Devices and Printers**.
 - For Windows® 8
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
 - For Windows® 10 and Windows Server® 2016
Click  > **All apps > Windows System > Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
 - For Windows Server® 2012
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware** group, click **View devices and printers**.
 - For Windows Server® 2012 R2
Click **Control Panel** on the **Start** screen. In the **Hardware** group, click **View devices and printers**.
2. Right-click the **Brother MFC-XXXX Printer** icon (where XXXX is your model name), and then select **Printer properties**. If printer driver options appear, select your printer driver.
3. Click the **General** tab, and then click the **Printing Preferences...** or **Preferences...** button.
The printer driver dialog box appears.
4. Select the print settings you want to use as defaults for all of your Windows® programs.
5. Click **OK**.
6. Close the printer properties dialog box.

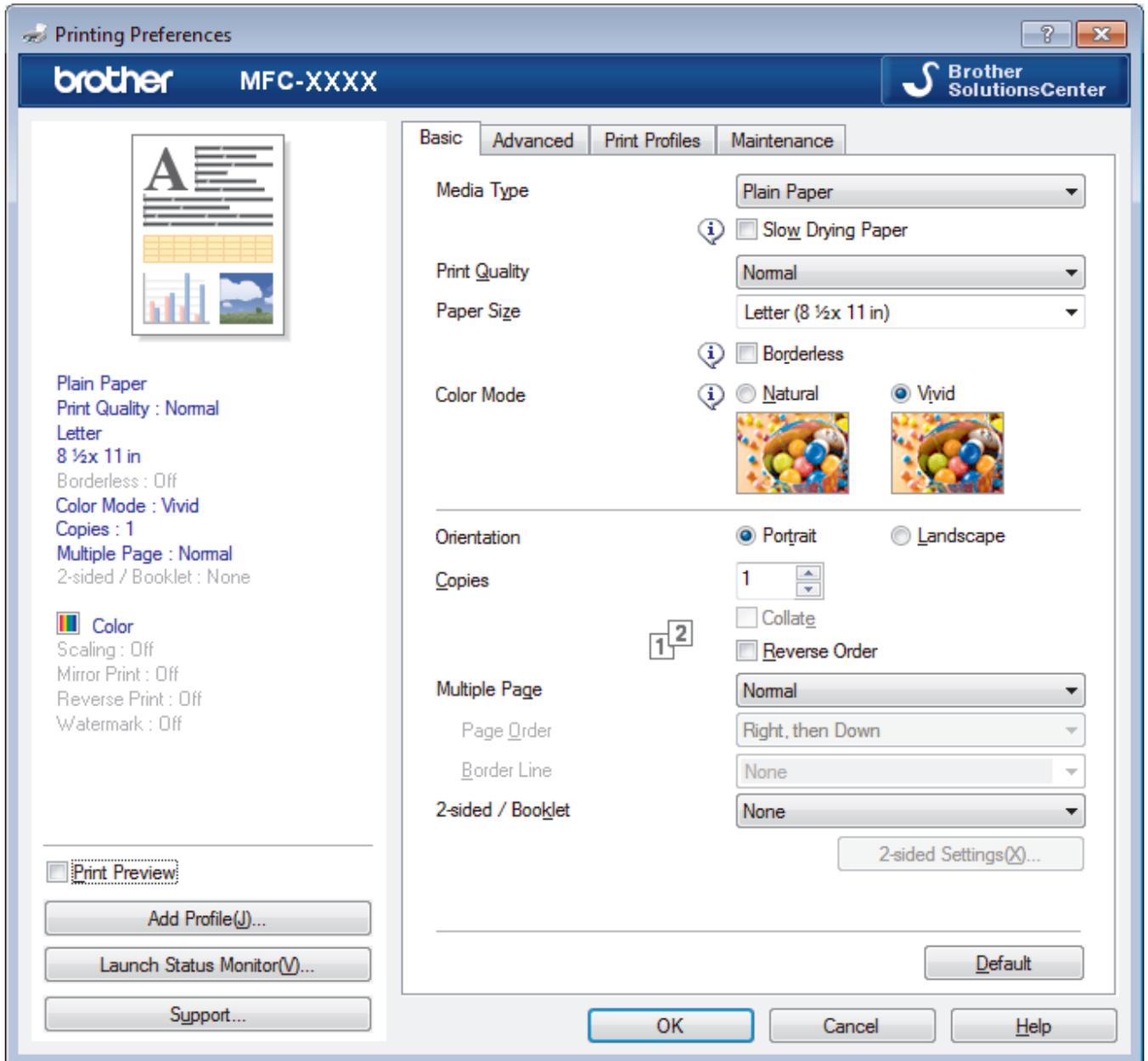


Related Information

- [Print from Your Computer \(Windows®\)](#)
- [Print Settings \(Windows®\)](#)

Print Settings (Windows®)

Basic Tab



1. Media Type

Select the type of media you want to use. To achieve the best print results, the machine automatically adjusts its print settings according to the selected media type.

Slow Drying Paper

Select this option if you use a type of plain paper on which ink dries slowly. This option may cause slight blurring of the text.

2. Print Quality

Select the print resolution you want. Because print quality and speed are related, the higher the quality, the longer it will take to print the document.

3. Paper Size

Select the size of the paper you want to use. You can either choose from standard paper sizes or create a custom paper size.

Borderless

Select this option to print photos without borders. Because the image data is created slightly larger than the paper size you are using, this will cause some cropping of the photo edges.

You may not be able to select the Borderless option for some combinations of media type and quality, or from some applications.

4. Color Mode

Select the color mode to suit your preference.

5. Orientation

Select the orientation (portrait or landscape) of your printout.

If your application contains a similar setting, we recommend that you set the orientation using the application.

6. Copies

Type the number of copies (1-999) that you want to print in this field.

Collate

Select this option to print sets of multi-page documents in the original page order. When this option is selected, one complete copy of your document will print, and then reprint according to the number of copies you choose. If this option is not selected, then each page will print according to the number of copies chosen before the next page of the document is printed.

Reverse Order

Select this option to print your document in reverse order. The last page of your document will be printed first.

7. Multiple Page

Select this option to print multiple pages on a single sheet of paper or print one page of your document on multiple sheets.

Page Order

Select the page order when printing multiple pages on a single sheet of paper.

Border Line

Select the type of border to use when printing multiple pages on a single sheet of paper.

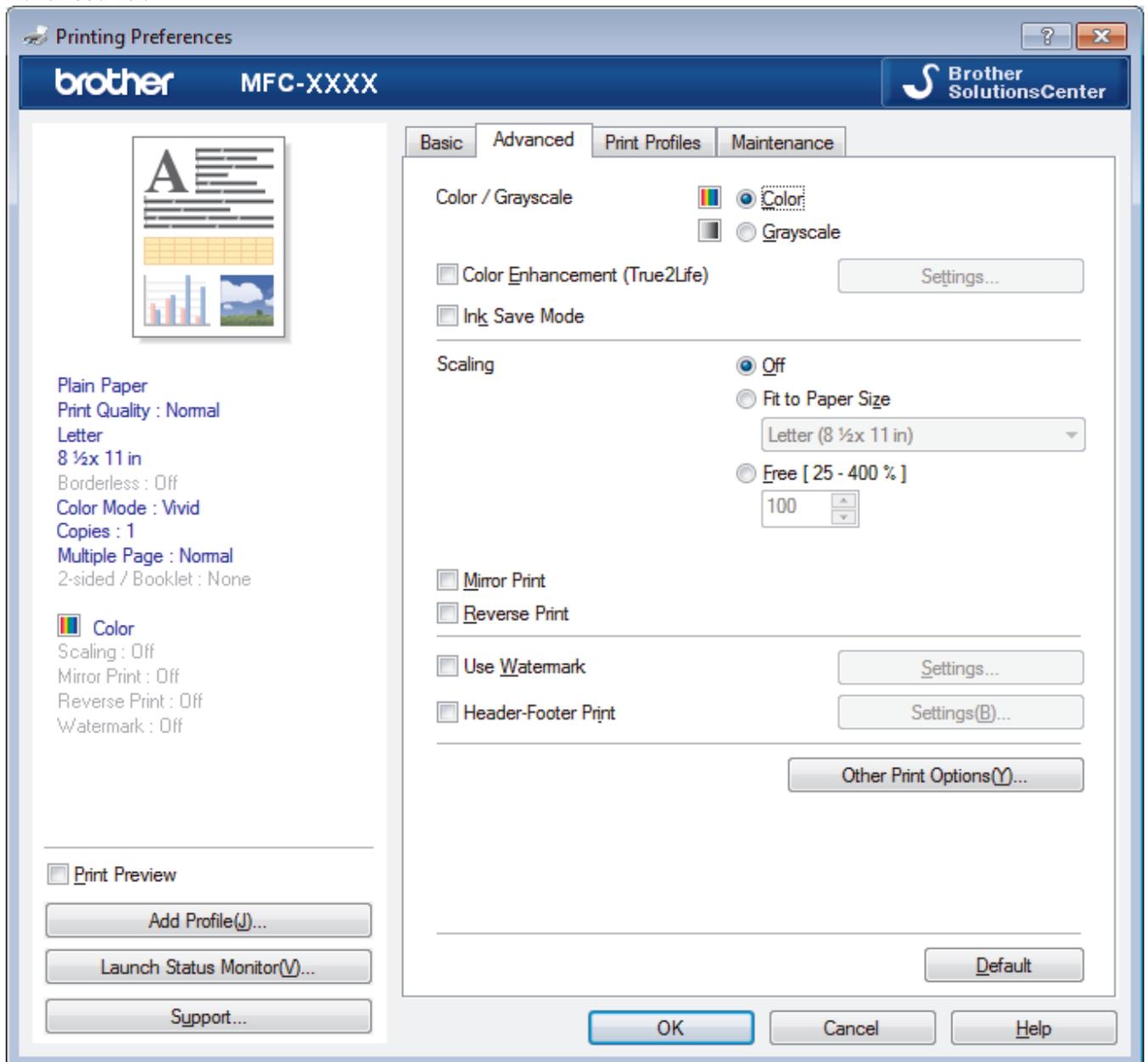
8. 2-sided / Booklet

Select this option to print on both sides of the paper or print a document in booklet format using 2-sided printing.

2-sided Settings button

Click this button to select the type of 2-sided binding. Four types of 2-sided bindings are available for each orientation.

Advanced Tab



1. Color / Grayscale

Select color or grayscale printing. The print speed is faster in grayscale mode than it is in color mode. If your document contains color and you select grayscale mode, your document will be printed using 256 levels of grayscale.

Settings button

Click this button to select the Color Enhancement feature. This feature analyzes your image to improve its sharpness, white balance and color density. This process may take several minutes depending on the image size and your computer's specifications.

2. Ink Save Mode

Select this option to print using lighter colors and emphasize image outlines. The amount of ink that is saved varies, depending on the type of documents printed. Ink Save Mode may make your printouts look different than they appear on your screen.

The Ink Save Mode feature is supported by technology from Reallusion, Inc.



3. Scaling

Select these options to enlarge or reduce the size of the pages in your document.

Fit to Paper Size

Select this option to enlarge or reduce the document pages to fit a specified paper size. When you select this option, select the paper size you want from the drop-down list.

Free

Select this option to enlarge or reduce the document pages manually. When you select this option, type a value into the field.

4. Mirror Print

Select this option to reverse the printed image on the page horizontally from left to right.

5. Reverse Print

Select this option to rotate the printed image 180 degrees.

6. Use Watermark

Select this option to print a logo or text on your document as a watermark. Select one of the preset watermarks, add a new watermark, or use an image file you have created.

7. Header-Footer Print

Select this option to print the date, time and PC login user name on the document.

8. Other Print Options button

Change Data Transfer Mode

Select the print data transfer mode to improve print quality or print speed.

Advanced Color Settings

Select the method that the machine uses to arrange dots to express halftones.

The printout color can be adjusted to achieve the closest match to what appears on your computer screen.

Advanced 2-sided Settings

Select the print speed for 2-sided printing. Some types of print media may need more drying time when using the 2-sided feature. Change this option if you have problems with smudged 2-sided printouts or paper jams.

Retrieve Printer's Color Data

Select this option to optimize the print quality using the machine's factory settings, which are set specifically for your Brother machine. Use this option when you have replaced the machine or changed the machine's network address.

Print Archive

Select this option to save the print data as a PDF file to your computer.



Related Information

- [Print from Your Computer \(Windows®\)](#)
 - [Error and Maintenance Messages](#)
 - [Paper Handling and Printing Problems](#)
 - [Print a Photo \(Windows®\)](#)
 - [Print a Document \(Windows®\)](#)
 - [Print More Than One Page on a Single Sheet of Paper \(N in 1\) \(Windows®\)](#)
 - [Print as a Poster \(Windows®\)](#)
 - [Print on Both Sides of the Paper Automatically \(Automatic 2-sided Printing\) \(Windows®\)](#)
 - [Print as a Booklet Automatically \(Windows®\)](#)
 - [Use a Preset Print Profile \(Windows®\)](#)
 - [Change the Default Print Settings \(Windows®\)](#)
-

Print from Your Computer (Mac)

- [Print a Photo \(Mac\)](#)
- [Print a Document \(Mac\)](#)
- [Print on Both Sides of the Paper Automatically \(Automatic 2-sided Printing\) \(Mac\)](#)
- [Print More Than One Page on a Single Sheet of Paper \(N in 1\) \(Mac\)](#)
- [Print a Color Document in Grayscale \(Mac\)](#)
- [Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper \(Mac\)](#)
- [Print Options \(Mac\)](#)

Print a Photo (Mac)



1. Make sure you have loaded the correct media in the paper tray.

IMPORTANT

- For best results, use Brother paper.
- When you print on Brother photo paper, load one extra sheet of the same photo paper in the paper tray.

2. From an application, such as Apple Preview, click the **File** menu, and then select **Print**.
3. Select **Brother MFC-XXXX** (where XXXX is your model name).



For more page setup options, click the **Show Details** button.

4. Click the **Paper Size** pop-up menu, and then select your paper size.



To print photographs without margins, select a borderless paper size option.

5. Click the **Orientation** button that matches the way you want the photo to print.
6. Click the application pop-up menu, and then select **Print Settings**.
The **Print Settings** options appear.
7. Click the **Media Type** pop-up menu, and then select the media type you want to use.

IMPORTANT

To get the best print quality for the settings you have selected, always set the **Media Type** option to match the type of paper you load.

8. Change other printer settings, if needed.
9. Click **Print**.



Related Information

- [Print from Your Computer \(Mac\)](#)
- [Paper Handling and Printing Problems](#)
- [Print Options \(Mac\)](#)

Print a Document (Mac)

1. Make sure you have loaded the correct size paper in the paper tray.
2. From an application, such as Apple TextEdit, click the **File** menu, and then select **Print**.
3. Select **Brother MFC-XXXX** (where XXXX is your model name).



For more page setup options, click the **Show Details** button.

4. Click the **Paper Size** pop-up menu, and then select your paper size.
5. Select the **Orientation** option that matches the way you want the document to print.
6. Click the application pop-up menu, and then select **Print Settings**.
The **Print Settings** options appear.
7. Click the **Media Type** pop-up menu, and then select the media type you want to use.

IMPORTANT

To get the best print quality for the settings you have selected, always set the **Media Type** option to match the type of paper you load.

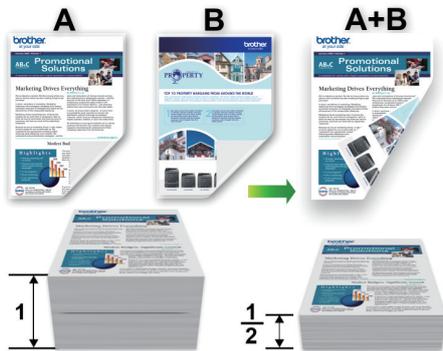
8. Change other printer settings, if needed.
9. Click **Print**.



Related Information

- [Print from Your Computer \(Mac\)](#)
- [Check the Ink Volume](#)
- [Print Options \(Mac\)](#)

Print on Both Sides of the Paper Automatically (Automatic 2-sided Printing) (Mac)



1. From an application, such as Apple TextEdit, click the **File** menu, and then select **Print**.
2. Select **Brother MFC-XXXX** (where XXXX is your model name).



For more page setup options, click the **Show Details** button.

3. Select the **Orientation** option that matches the way you want the document to print.
4. Click the application pop-up menu, and then select **Layout**.
The **Layout** setting options appear.
5. In the **Two-Sided** section, select the **Short-Edge binding** or **Long-Edge binding** option.
6. Change other printer settings, if needed.



The Borderless feature is not available when using this option.

7. Click **Print**.



Related Information

- [Print from Your Computer \(Mac\)](#)
- [Print Options \(Mac\)](#)

Print More Than One Page on a Single Sheet of Paper (N in 1) (Mac)



1. From an application, such as Apple TextEdit, click the **File** menu, and then select **Print**.
2. Select **Brother MFC-XXXX** (where XXXX is your model name).



For more page setup options, click the **Show Details** button.

3. Click the application pop-up menu, and then select **Layout**.
The **Layout** setting options appear.
4. Click the **Pages per Sheet** pop-up menu, and then select the number of pages to print on each sheet.
5. Select the **Layout Direction** option.
6. Click the **Border** pop-up menu, and then select your border line type.
7. Change other printer settings if needed.
8. Click **Print**.

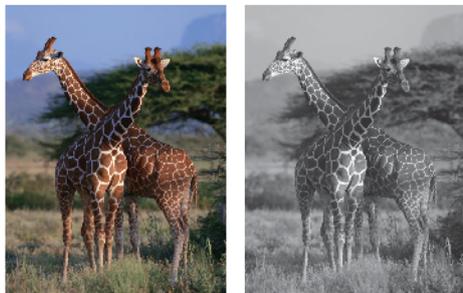


Related Information

- [Print from Your Computer \(Mac\)](#)
- [Print Options \(Mac\)](#)

Print a Color Document in Grayscale (Mac)

Grayscale mode makes the print processing speed faster than color mode. If your document contains color, selecting Grayscale mode prints your document in 256 levels of grayscale.



1. From an application, such as Apple TextEdit, click the **File** menu, and then select **Print**.
2. Select **Brother MFC-XXXX** (where XXXX is your model name).



For more page setup options, click the **Show Details** button.

3. Click the application pop-up menu, and then select **Print Settings**.
The **Print Settings** options appear.
4. Click the **Color / Grayscale** pop-up menu, and then select the **Grayscale** option.
5. Change other printer settings if needed.
6. Click **Print**.



Related Information

- [Print from Your Computer \(Mac\)](#)

Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper (Mac)

Some types of print media may need more drying time when using the 2-sided feature. Change the **Advanced 2-sided Settings** option if you have problems with smudged 2-sided printouts or paper jams.

1. From an application, such as Apple TextEdit, click the **File** menu, and then select **Print**.
2. Select **Brother MFC-XXXX** (where XXXX is your model name).



For more page setup options, click the **Show Details** button.

3. Click the application pop-up menu, and then select **Layout**.
The **Layout** setting options appear.
4. In the **Two-Sided** section, select the **Short-Edge binding** or **Long-Edge binding** option.
5. Click the application pop-up menu, and then select **Print Settings**.
The **Print Settings** options appear.
6. Click the **Advanced** print settings list.
7. Click the **Advanced 2-sided Settings** menu.
8. Select one of the following options from the **Advanced 2-sided Settings** pop-up menu:

Option	Description
Normal	Select this mode to print at normal speed, using a normal amount of ink.
2-sided 1 (Slower print speed)	Select this mode to print at a slower speed, using a normal amount of ink.
2-sided 2 (Slower print speed & less ink)	Select this mode to print at the same speed as 2-sided 1 (Slower print speed) , but using less ink.

9. Change other printer settings, if needed.
10. Click **Print**.



Related Information

- [Print from Your Computer \(Mac\)](#)
- [Paper Handling and Printing Problems](#)

Print Options (Mac)

Page Setup

Page Attributes

Format For: Brother MFC-XXXX
Brother MFC-XXXX CUPS

Paper Size: A4
210 by 297 mm

Orientation:  

Scale: 100%

Cancel OK

1. Paper Size

Select the size of the paper you want to use. You can either choose from standard paper sizes or create a custom paper size.

2. Orientation

Select the orientation (portrait or landscape) of your printout.

If your application contains a similar setting, we recommend that you set the orientation using the application.

3. Scale

Type a value into the field to enlarge or reduce the pages in your document to fit the selected paper size.

Layout

Printer: Brother MFC-XXXX

Presets: Default Settings

Copies: 1 Two-Sided

Pages: All
 From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation: Portrait Landscape

Layout: Layout

Pages per Sheet: 1

Layout Direction: Z S M N

Border: None

Two-Sided: Off

Reverse page orientation
 Flip horizontally

? PDF Hide Details Cancel Print

1. Pages per Sheet

Select the number of pages to print on a single sheet of paper.

2. Layout Direction

Select the page order when printing multiple pages on a single sheet of paper.

3. Border

Select the type of border to use when printing multiple pages on a single sheet of paper.

4. Two-Sided (available only for certain models)

Select whether to print on both sides of the paper.

5. Reverse page orientation

Select this option to rotate the printed image 180 degrees.

6. Flip horizontally

Select this option to reverse the printed image on the page horizontally from left to right.

Paper Handling

Printer: Brother MFC-XXXX

Presets: Default Settings

Copies: 1 Two-Sided

Pages: All
 From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation:

Paper Handling

Collate pages

Pages to Print: All pages

Page Order: Automatic

Scale to fit paper size

Destination Paper Size: Suggested Paper: A4

Scale down only

? PDF Hide Details Cancel Print

1. Collate pages

Select this option to print sets of multi-page documents in the original page order. When this option is selected, one complete copy of your document will print, and then reprint according to the number of copies you choose. If this option is not selected, then each page will print according to the number of copies chosen before the next page of the document is printed.

2. Page Order

Select the page order.

3. Scale to fit paper size

Select this option to enlarge or reduce the pages in your document to fit the selected paper size.

4. Destination Paper Size

Select the paper size to print on.

5. Scale down only

Select this option if you want to reduce the pages in your document when they are too large for the selected paper size. If this option is selected and the document is formatted for a paper size that is smaller than the paper size you are using, the document will be printed at its original size.

Print Settings

Printer: Brother MFC-XXXX

Presets: Default Settings

Copies: 1 Two-Sided

Pages: All
 From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation: Portrait Landscape

Print Settings

Media Type: Plain Paper Slow Drying Paper

Print Quality: Normal

Color / Grayscale: Color

▶ Advanced

? PDF Hide Details Cancel Print

1. Media Type

Select the type of media you want to use. To achieve the best print results, the machine automatically adjusts its print settings according to the selected media type.

2. Slow Drying Paper

Select this option if you use a type of plain paper on which ink dries slowly. This option may cause slight blurring of the text.

3. Print Quality

Select the print resolution you want. Because print quality and speed are related, the higher the quality, the longer it will take to print the document.

4. Color / Grayscale

Select color or grayscale printing. The print speed is faster in grayscale mode than it is in color mode. If your document contains color and you select grayscale mode, your document will be printed using 256 levels of grayscale.

5. Advanced

Change Data Transfer Mode

Select the print data transfer mode to improve print quality or print speed.

Advanced 2-sided Settings

Select the print speed for 2-sided printing. Some types of print media may need more drying time when using the 2-sided feature. Change this option if you have problems with smudged 2-sided printouts or paper jams.

Other Print Options

Paper Thickness

Select the appropriate paper thickness.

Bi-Directional Printing

Select this option to increase the print speed. When this option is selected, the print head prints in both directions. When this option is cleared, the print head prints in only one direction, resulting in higher quality printouts but causing slower print speeds.

Sometimes, the movement of the print head may vary due to environmental conditions. This may be seen when you print vertical lines and they do not align. If you encounter this problem, turn off the Bi-Directional Printing feature.

Color Settings

Printer: Brother MFC-XXXX

Presets: Default Settings

Copies: 1 Two-Sided

Pages: All
 From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation:

Color Settings

Color Mode: Natural
 Vivid
 None

▼ Advanced Color Settings

Color Enhancement

Brightness 0

Contrast 0

Red 0

Green 0

Blue 0

Halftone Pattern: Diffusion

? PDF Hide Details Cancel Print

1. Color Mode

Select the color mode to suit your preference.

2. Advanced Color Settings

Click the disclosure triangle to select the Color Enhancement feature. This feature analyzes your image to improve its sharpness, white balance and color density. This process may take several minutes depending on the size of the image and the specifications of your computer.

✓ Related Information

- [Print from Your Computer \(Mac\)](#)
- [Error and Maintenance Messages](#)
- [Paper Handling and Printing Problems](#)
- [Print a Photo \(Mac\)](#)
- [Print a Document \(Mac\)](#)
- [Print on Both Sides of the Paper Automatically \(Automatic 2-sided Printing\) \(Mac\)](#)
- [Print More Than One Page on a Single Sheet of Paper \(N in 1\) \(Mac\)](#)

Scan

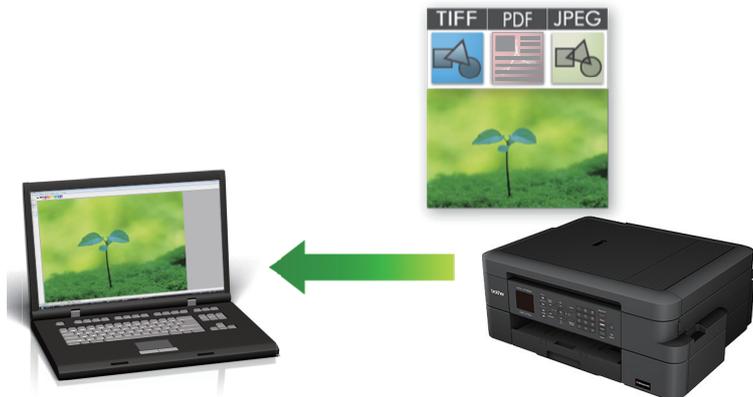
- [Scan Using the Scan Button on Your Brother Machine](#)
- [Scan from Your Computer \(Windows®\)](#)
- [Scan from Your Computer \(Mac\)](#)

Scan Using the Scan Button on Your Brother Machine

- [Scan Photos and Graphics](#)
- [Save Scanned Data to a Folder as a PDF File](#)
- [Scan to an Editable Text File Using OCR](#)
- [Scan to E-mail Attachment](#)
- [Web Services for Scanning on Your Network \(Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10\)](#)
- [Change Scan Button Settings from ControlCenter4 \(Windows®\)](#)
- [Change Scan Button Settings from ControlCenter2 \(Mac\)](#)

Scan Photos and Graphics

Send scanned photos or graphics directly to your computer.



Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use Brother's ControlCenter software.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to select the [Scan to Image] option, and then press **OK**.
4. If the machine is connected over the network, press ▲ or ▼ to select the computer where you want to send data, and then press **OK**.

 If the LCD prompts you to enter a PIN, use the control panel to enter the four-digit PIN for the computer, and then press **OK**.

5. Do one of the following:
 - To change the settings, go to the next step.
 - To use the default settings, press **Black Start** or **Color Start**.

 [Scan Type] depends on the default settings. Pressing **Black Start** or **Color Start** does not allow you to change the settings.

6. Press ▲ or ▼ to select the [Scan Settings] option, and then press **OK**.

 To use the [Scan Settings] option, a computer with the ControlCenter software installed must be connected to the machine.

7. Press ▲ or ▼ to select the [Set at Device] option, and then press **OK**.
8. Select the scan settings you want to change, and then press **OK**.

Option	Description
Scan Type	Select the scan type for your document.
Resolution	Select the scan resolution for your document.
File Type	Select the file format for your document.
Scan Size	Select the scan size for your document.
Remove Background	Change the amount of background color that is removed.

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



[Scan Type] depends on the settings you have selected. Pressing **Black Start** or **Color Start** does not allow you to change the settings.



Related Information

- [Scan Using the Scan Button on Your Brother Machine](#)
-

Save Scanned Data to a Folder as a PDF File

Scan documents and save them to a folder on your computer as PDF files.



Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use Brother's ControlCenter software.

1. Load your document.
2. Press  (**SCAN**).
3. Press **▲** or **▼** to select the [Scan to File] option, and then press **OK**.
4. If the machine is connected over the network, press **▲** or **▼** to select the computer where you want to send data, and then press **OK**.

 If the LCD prompts you to enter a PIN, use the control panel to enter the four-digit PIN for the computer, and then press **OK**.

5. Do one of the following:
 - To change the settings, go to the next step.
 - To use the default settings, press **Black Start** or **Color Start**.

 [Scan Type] depends on the default settings. Pressing **Black Start** or **Color Start** does not allow you to change the settings.

6. Press **▲** or **▼** to select the [Scan Settings] option, and then press **OK**.

 To use the [Scan Settings] option, a computer with the ControlCenter software installed must be connected to the machine.

7. Press **▲** or **▼** to select the [Set at Device] option, and then press **OK**.
8. Select the scan settings you want to change, and then press **OK**.

Option	Description
Scan Type	Select the scan type for your document.
Resolution	Select the scan resolution for your document.
File Type	Select the file format for your document.
Scan Size	Select the scan size for your document.

Option	Description
--------	-------------

Remove Background	Change the amount of background color that is removed.
-------------------	--

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



[Scan Type] depends on the settings you have selected. Pressing **Black Start** or **Color Start** does not allow you to change the settings.



Related Information

- [Scan Using the Scan Button on Your Brother Machine](#)
-

Scan to an Editable Text File Using OCR

Your machine can convert characters in a scanned document to text data using optical character recognition (OCR) technology. You can edit this text using your preferred text-editing application.



- Mac
Presto! PageManager must be installed on your computer.
Download Presto! PageManager from nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang2.dmg.



The Scan to OCR feature is available for certain languages.

- Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use Brother's ControlCenter software.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to select the [Scan to OCR] option, and then press **OK**.
4. If the machine is connected over the network, press ▲ or ▼ to select the computer where you want to send data, and then press **OK**.



If the LCD prompts you to enter a PIN, use the control panel to enter the four-digit PIN for the computer, and then press **OK**.

5. Do one of the following:
 - To change the settings, go to the next step.
 - To use the default settings, press **Black Start** or **Color Start**.



[Scan Type] depends on the default settings. Pressing **Black Start** or **Color Start** does not allow you to change the settings.

6. Press ▲ or ▼ to select the [Scan Settings] option, and then press **OK**.



To use the [Scan Settings] option, a computer with the ControlCenter software installed must be connected to the machine.

7. Press ▲ or ▼ to select the [Set at Device] option, and then press **OK**.
8. Select the scan settings you want to change, and then press **OK**.

Option	Description
Scan Type	Select the scan type for your document.
Resolution	Select the scan resolution for your document.
File Type	Select the file format for your document.
Scan Size	Select the scan size for your document.

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



[Scan Type] depends on the settings you have selected. Pressing **Black Start** or **Color Start** does not allow you to change the settings.



Related Information

- [Scan Using the Scan Button on Your Brother Machine](#)
-

Scan to E-mail Attachment

Send a scanned document as an email attachment.



- Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use Brother's ControlCenter software.
- The Scan to E-mail feature does not support Webmail services. Use the Scan to Image or Scan to File feature to scan a document or a picture, and then attach the scanned file to an email message.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to select the [Scan to E-mail] option, and then press **OK**.
4. If the machine is connected over the network, press ▲ or ▼ to select the computer where you want to send data, and then press **OK**.



If the LCD prompts you to enter a PIN, use the control panel to enter the four-digit PIN for the computer, and then press **OK**.

5. Do one of the following:
 - To change the settings, go to the next step.
 - To use the default settings, press **Black Start** or **Color Start**.



[Scan Type] depends on the default settings. Pressing **Black Start** or **Color Start** does not allow you to change the settings.

6. Press ▲ or ▼ to select the [Scan Settings] option, and then press **OK**.



To use the [Scan Settings] option, a computer with the ControlCenter software installed must be connected to the machine.

7. Press ▲ or ▼ to select the [Set at Device] option, and then press **OK**.
8. Select the scan settings you want to change, and then press **OK**.

Option	Description
Scan Type	Select the scan type for your document.
Resolution	Select the scan resolution for your document.

Option	Description
File Type	Select the file format for your document.
Scan Size	Select the scan size for your document.
Remove Background	Change the amount of background color that is removed.

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



[Scan Type] depends on the settings you have selected. Pressing **Black Start** or **Color Start** does not allow you to change the settings.



Related Information

- [Scan Using the Scan Button on Your Brother Machine](#)

Web Services for Scanning on Your Network (Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10)

The Web Services protocol enables Windows Vista® (SP2 or greater), Windows® 7, Windows® 8 and Windows® 10 users to scan using a Brother machine on the network. You must install the driver via Web Services.

- [Use Web Services to Install Drivers Used for Scanning \(Windows Vista®, Windows® 7, Windows® 8 and Windows® 10\)](#)
- [Scan Using Web Services from the Brother Machine \(Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10\)](#)
- [Configure Scan Settings for Web Services](#)

Use Web Services to Install Drivers Used for Scanning (Windows Vista®, Windows® 7, Windows® 8 and Windows® 10)

Use Web Services to monitor printers on the network.

- Make sure you have installed the Brother software and drivers.
- Verify that the host computer and the Brother machine are on the same subnet, or that the router is correctly configured to pass data between the two devices.
- You must configure the IP address on your Brother machine before you configure this setting.

1. Do one of the following:

- Windows Vista®

Click  **(Start) > Network.**

The machine's Web Services Name appears with the printer icon.

Right-click the machine you want to install.

- Windows® 7

Click  **(Start) > Control Panel > Network and Internet > View network computers and devices.**

The machine's Web Services Name appears with the printer icon.

Right-click the machine you want to install.

- Windows® 8

Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings > Change PC settings > Devices > Add a device.**

The machine's Web Services Name appears.

- Windows® 8.1

Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings > Change PC settings > PC and devices > Devices > Add a device.**

The machine's Web Services Name appears.

- Windows® 10

Click  **> All apps > Windows System > Control Panel.** In the **Hardware and Sound** group, click **Add a device.**



- The Web Services Name for the Brother machine is your model name and the MAC Address (Ethernet Address) of your machine (for example, Brother MFC-XXXX (model name) [XXXXXXXXXXXX] (MAC Address / Ethernet Address)).

- Windows® 8/Windows® 10

Move your mouse over the machine name to display the machine's information.

2. Do one of the following:

- Windows Vista®/Windows® 7

Click **Install** in the displayed menu.

- Windows® 8/Windows® 10

Select the machine you want to install.



To uninstall drivers, click **Uninstall** or  **(Remove device).**



Related Information

- [Web Services for Scanning on Your Network \(Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10\)](#)

Home > Scan > Scan Using the Scan Button on Your Brother Machine > Web Services for Scanning on Your Network (Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10) > Scan Using Web Services from the Brother Machine (Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10)

Scan Using Web Services from the Brother Machine (Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10)

If you have installed the driver for scanning via Web Services, you can access the Web Services scanning menu on your Brother machine's LCD.

- Certain characters in the messages displayed on the LCD may be replaced with spaces if the language settings of your OS and your Brother machine are different.
- If the LCD displays an insufficient memory error message, choose a smaller size in the **Paper size** setting or a lower resolution in the **Resolution (DPI)** setting.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to select the following:
 - a. Select [Web Service]. Press **OK**.
 - b. Select the type of scan you want. Press **OK**.
 - c. Select the computer where you want to send data. Press **OK**.
4. Press **Black Start** or **Color Start**.

The machine starts scanning.

Related Information

- [Web Services for Scanning on Your Network \(Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10\)](#)

Configure Scan Settings for Web Services

1. Do one of the following:
 - Windows Vista®
Click  (Start) > **Control Panel** > **Hardware and Sound** > **Scanners and Cameras**.
 - Windows® 7
Click  (Start) > **Devices and Printers**.
 - Windows® 8
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
 - Windows® 10
Click  > **All apps** > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
2. Do one of the following:
 - Windows Vista®
Click your machine, and then click the **Scan Profiles** button. The **Scan Profiles** dialog box appears.
 - Windows® 7, Windows® 8 and Windows® 10
Right-click the machine icon, and then select **Scan profiles...**. The **Scan Profiles** dialog box appears.
3. Select the scan profile you want to use.
4. Make sure the scanner selected in the **Scanner** list is a Brother machine that supports Web Services for scanning, and then click the **Set as Default** button.
5. Click **Edit...**
The **Edit Default Profile** dialog box appears.
6. Select the **Source**, **Paper size**, **Color format**, **File type**, **Resolution (DPI)**, **Brightness** and **Contrast** settings.
7. Click the **Save Profile** button.
These settings will be applied when you scan using the Web Services protocol.

If you are requested to select a scanning application, select Windows® Fax and Scan or Windows® Photo Gallery from the list.



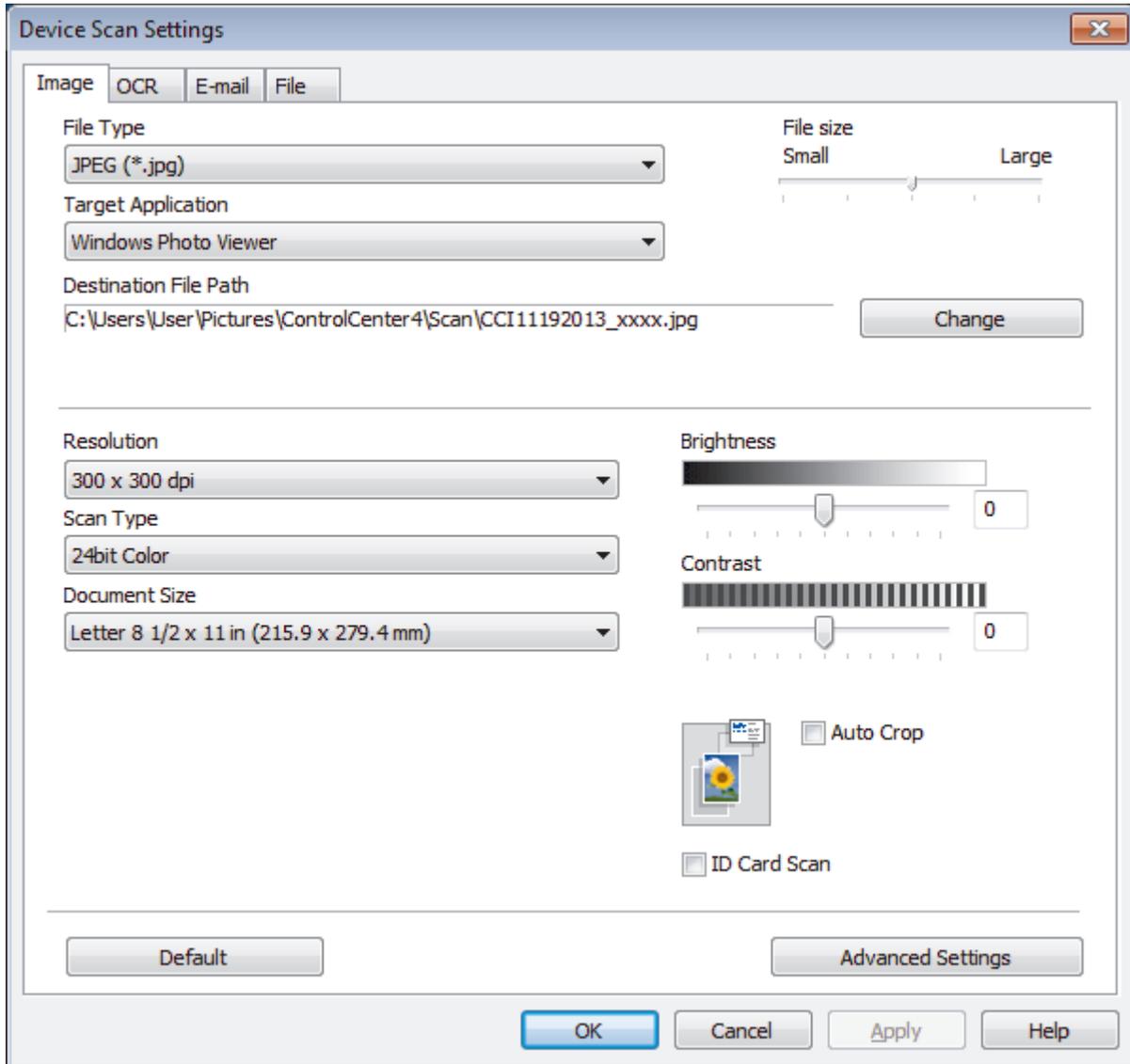
Related Information

- [Web Services for Scanning on Your Network \(Windows Vista® SP2 or greater, Windows® 7, Windows® 8 and Windows® 10\)](#)

Change Scan Button Settings from ControlCenter4 (Windows®)

1. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
2. Click the **Device Settings** tab.
3. Click the **Device Scan Settings** button.

The **Device Scan Settings** dialog box appears.



4. Click the tab for the Scan to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
5. Change the settings as needed.
6. Click **OK**.



Each tab corresponds to a scan feature, as described below.

These settings can be changed.

Click the tabs, and then change the settings.

Tab Name	Corresponding Feature
Image	Scan to Image
OCR	Scan to OCR
E-mail	Scan to E-mail
File	Scan to File

Settings	Applicable Features			
	Image	OCR	E-mail	File
File Type	Yes	Yes	Yes	Yes
Target Application	Yes	Yes	-	-
OCR Language (available only for certain models)	-	Yes	-	-
Destination File Path	Yes	Yes	Yes	-
File Name	Yes	Yes	Yes	Yes
Insert Date in File Name	Yes	Yes	Yes	Yes
Destination Folder	Yes	Yes	Yes	Yes
File size	Yes	-	Yes	Yes
Resolution	Yes	Yes	Yes	Yes
Scan Type	Yes	Yes	Yes	Yes
Document Size	Yes	Yes	Yes	Yes
Brightness	Yes	Yes	Yes	Yes
Contrast	Yes	Yes	Yes	Yes
Auto Crop	Yes	-	Yes	Yes
ID Card Scan	Yes	Yes	Yes	Yes
Advanced Settings	Yes	Yes	Yes	Yes
Default	Yes	Yes	Yes	Yes

File Type

Select the file type you want to use for the scanned data.

Target Application

Select the destination application from the drop-down list.

OCR Language

Set the optical character recognition (OCR) language to match the language of the scanned document's text (available only for certain models) .

Destination File Path

Click **Change** to change the file name's prefix and the destination folder path.

File Name

Type a prefix for your file name, if needed.

Insert Date in File Name

Select to automatically insert the date in the scanned image's file name.

Destination Folder

To change the folder for the **Image**, **OCR** and **E-mail** features, click **Change**. Click the folder icon, and then browse to the folder where you want to save your scanned document. Select the **Show Folder** option to automatically display the destination folder after scanning to a **File**.

File size

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File size** slider to the right or left.

Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

Scan Type

Select from a range of scan color depths.

- **Auto**
Use for any type of document. This mode automatically picks an appropriate color depth for the document.
- **Black & White**
Use for text or line art images.
- **Gray (Error Diffusion)**
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give a gray appearance.)
- **True Gray**
Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of gray.
- **24bit Color**
Use to create an image with the most accurate color reproduction. This mode uses up to 16.8 million colors to scan the image, but it requires the most memory and has the longest transfer time.

Document Size

The document size is set to Letter by default. For faster scan speeds, select the exact size of your document from the **Document Size** drop-down list.

- If you select the **1 to 2 (A4)** option, the scanned image will be divided into two A5-size documents.

Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value into the field to set the **Brightness** level.

Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also type a value into the field to set the **Contrast** level.

Auto Crop

Scan multiple documents placed on the scanner glass. The machine will scan each document and create separate files or a single multi-page file.

ID Card Scan

Select this check box to scan both sides of the identification card onto one page.

Advanced Settings

Click the **Advanced Settings** button in the scan settings dialog box to configure advanced settings.

- **Remove Background Color**

Remove the base color of documents to make the scanned data more recognizable. When you use this feature, choose from three settings: High, Medium and Low.

Default

Select this option to restore all settings to their factory setting values.

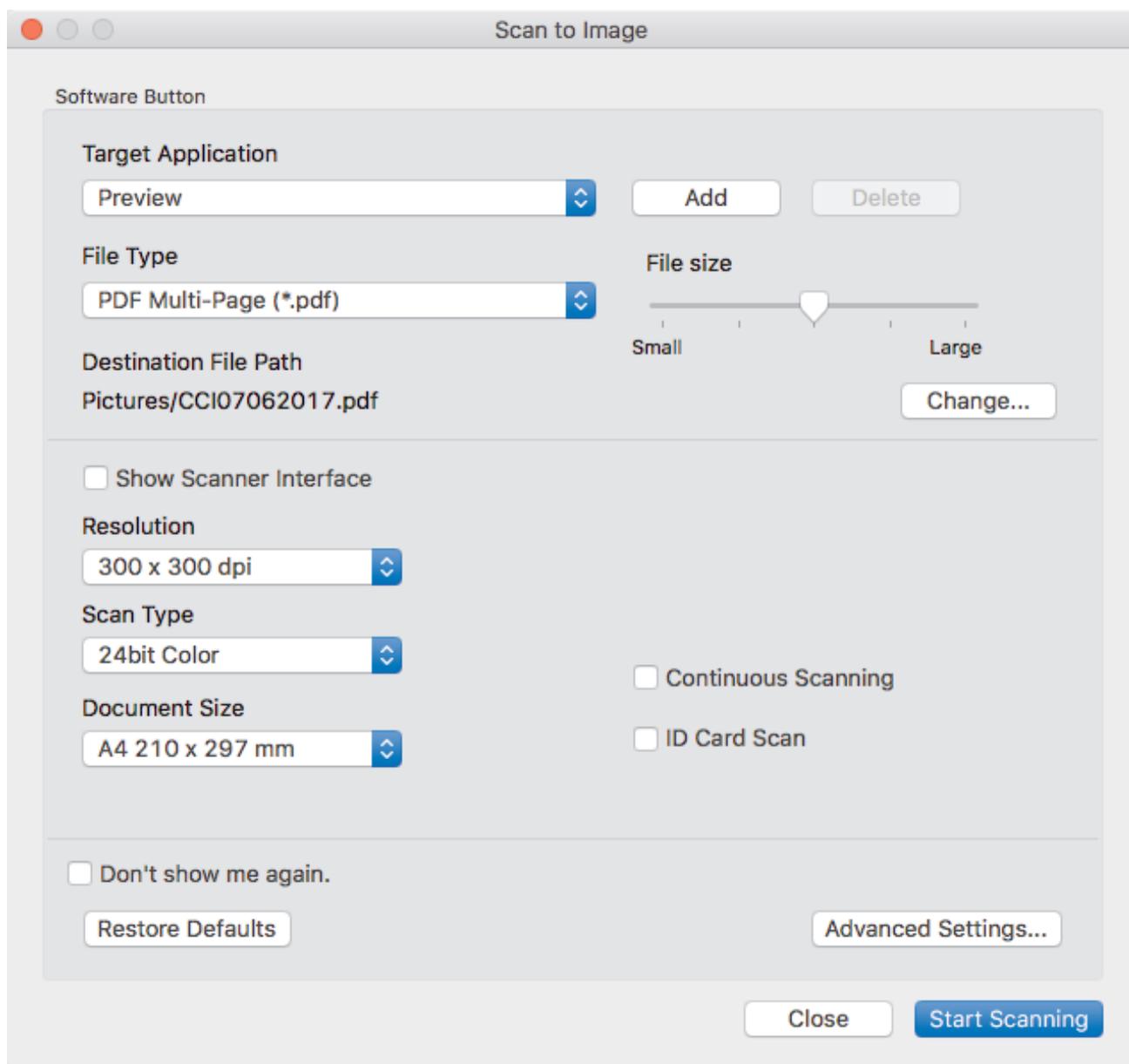


Related Information

- [Scan Using the Scan Button on Your Brother Machine](#)
-

Change Scan Button Settings from ControlCenter2 (Mac)

- In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.
The **ControlCenter2** screen appears.
- Hold the **control** key on your keyboard and click the scan destination (**Image**, **OCR**, **E-mail**, or **File**) whose settings you want to change.
- Click the **Device Button** tab.
The settings for the scan destination that you selected appear.
The following example shows the **Scan to Image** settings.



Settings	Applicable Features			
	Image	OCR	E-mail	File
Target Application /E-mail Application	Yes	Yes	Yes	-
File Type	Yes	Yes	Yes	Yes
File size	Yes	-	Yes	Yes

OCR Software (only available for certain models)	-	Yes	-	-
OCR Language (only available for certain models)	-	Yes	-	-
Destination File Path	Yes	Yes	Yes	-
File Name	Yes	Yes	Yes	Yes
Insert Date in File Name	Yes	Yes	Yes	Yes
Destination Folder	Yes	Yes	Yes	Yes
Resolution	Yes	Yes	Yes	Yes
Scan Type	Yes	Yes	Yes	Yes
Document Size	Yes	Yes	Yes	Yes
ID Card Scan	Yes	Yes	Yes	Yes
Advanced Settings	Yes	Yes	Yes	Yes
Restore Defaults	Yes	Yes	Yes	Yes

Target Application/E-mail Application

Select which application is used to open scanned data. Only applications installed on your computer can be selected.

- **Add**

Add an application to the pop-up menu.

Type the application name in the **Application Name** field (up to 30 characters) and select your preferred application by clicking the **Browse** button. Select the **File Type** option from the pop-up menu.

- **Delete**

Delete an application you have added to the pop-up menu.

Select the application from the **Application Name** pop-up menu, and then click **Delete**.

File Type

Select the file type you want to use for the scanned data.

File size

Change the file size by moving the **File size** slider to the right or left.

OCR Language

Set the optical character recognition (OCR) language to match the language of the scanned document's text (available only for certain models).

Destination File Path

Click the **Change** button to change the prefix of the file name and the path of the destination folder.

File Name

Type a prefix for your file name, if needed. To change the prefix for the **Image**, **OCR** and **E-mail** features, click **Change**.

Insert Date in File Name

Automatically inserts the date in the file name of the scanned image. To insert the date in the file name for the **Image**, **OCR** and **E-mail** features, click **Change**.

Destination Folder

To change the folder for the **Image**, **OCR** and **E-mail** features, click **Change**. Click **Browse** to select the folder where you want to save your scanned document. Select the **Show Folder** option to automatically display the destination folder after scanning to a **File**.

Resolution

Select a scanning resolution from the **Resolution** pop-up menu. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

Scan Type

Select from a range of scan color depths.

- **Black & White**
Use for text or line art images.
- **Gray (Error Diffusion)**
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give a gray appearance.)
- **True Gray**
Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of gray.
- **24bit Color**
Use to create an image with the most accurate color reproduction. This mode uses up to 16.8 million colors to scan the image, but it requires the most memory and has the longest transfer time.
- **Auto**
Use for any type of document. This mode automatically picks an appropriate color depth for the document.

Document Size

The document size is set to Letter by default. For faster scan speeds, select the exact size of your document from the **Document Size** drop-down list.

- If you select the **1 to 2 (A4)** option, the scanned image will be divided into two A5-size documents.

ID Card Scan

Select this check box to scan both sides of the identification card onto one page.

Advanced Settings

Click the **Advanced Settings** button in the scan settings dialog box to configure advanced settings.

- **Brightness**
Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.
- **Contrast**
Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas.
- **Remove Background Color**
Remove the base color of documents to make the scanned data more recognizable. When you use this feature, select from three settings: High, Medium and Low.

Restore Defaults

Select this option to restore all settings to their factory setting values.



Related Information

- [Scan Using the Scan Button on Your Brother Machine](#)
-

Scan from Your Computer (Windows®)

There are several ways you can use your computer to scan photos and documents on your Brother machine. Use the software applications provided by Brother, or use your favorite scanning application.

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Using Nuance™ PaperPort™ 14 or Other Windows® Applications](#)
- [Scan Using Windows® Photo Gallery or Windows® Fax and Scan](#)
- [Install BookScan Enhancer and Whiteboard Enhancer \(Windows®\)](#)

Scan Using ControlCenter4 Home Mode (Windows®)

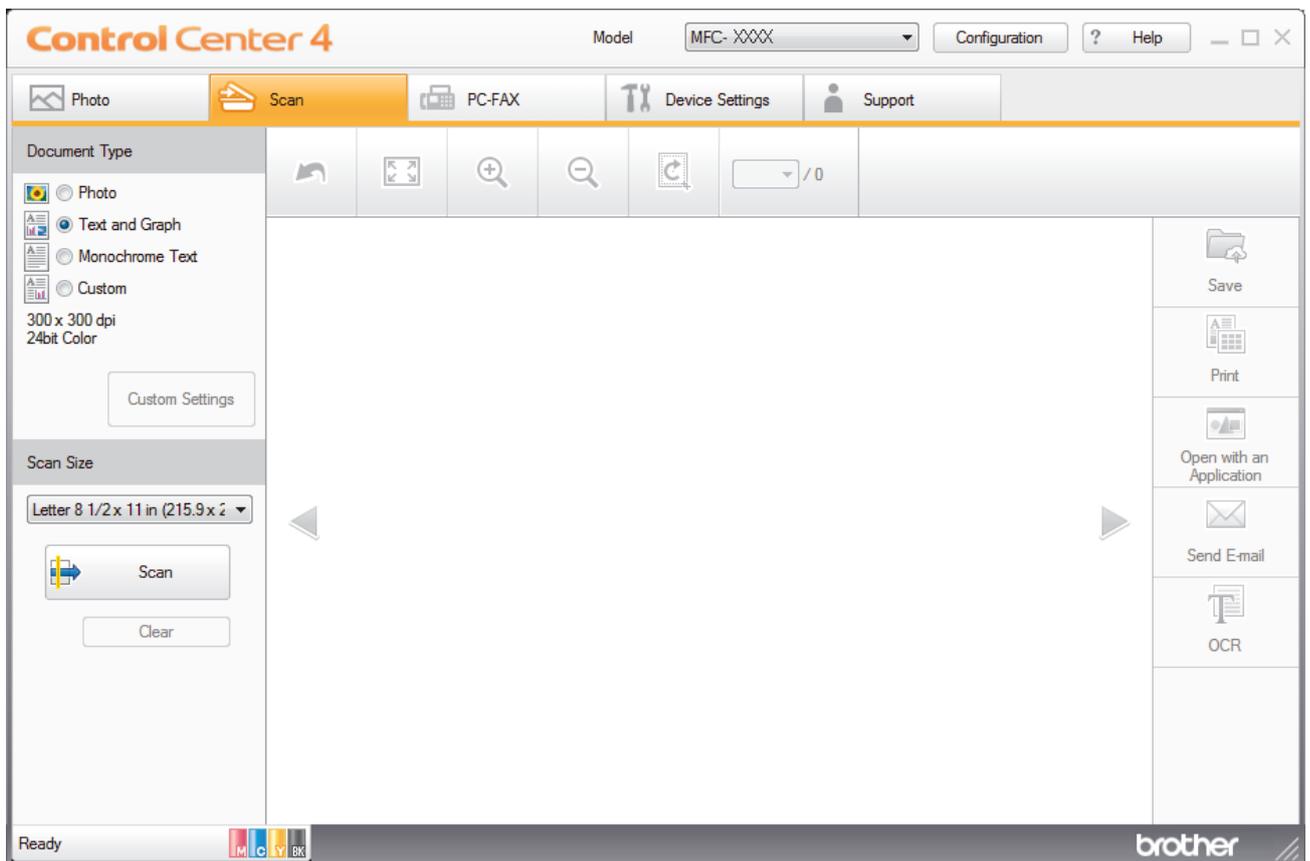
Use ControlCenter4 Home Mode to access your machine's main features.

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Settings for ControlCenter4 Home Mode \(Windows®\)](#)
- [Change the Operation Mode in ControlCenter4 \(Windows®\)](#)

Scan Using ControlCenter4 Home Mode (Windows®)

Select **Home Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Select the **Document Type**.
5. Change the document's **Scan Size**, if needed.
6. Click  (**Scan**).

The machine starts scanning, and the scanned image appears in the image viewer.

7. If you scanned multiple pages using the ADF, click the left or right arrow buttons to preview each scanned page. (ADF models only)
8. Crop the scanned image, if needed.
9. Do one of the following:
 - Click  (**Save**) to save scanned data.
 - Click  (**Print**) to print scanned data.
 - Click  (**Open with an Application**) to open scanned data in another application.
 - Click  (**Send E-mail**) to attach scanned data to an email.
 - Click  (**OCR**) to convert your scanned document to an editable text file. (available only for certain models)



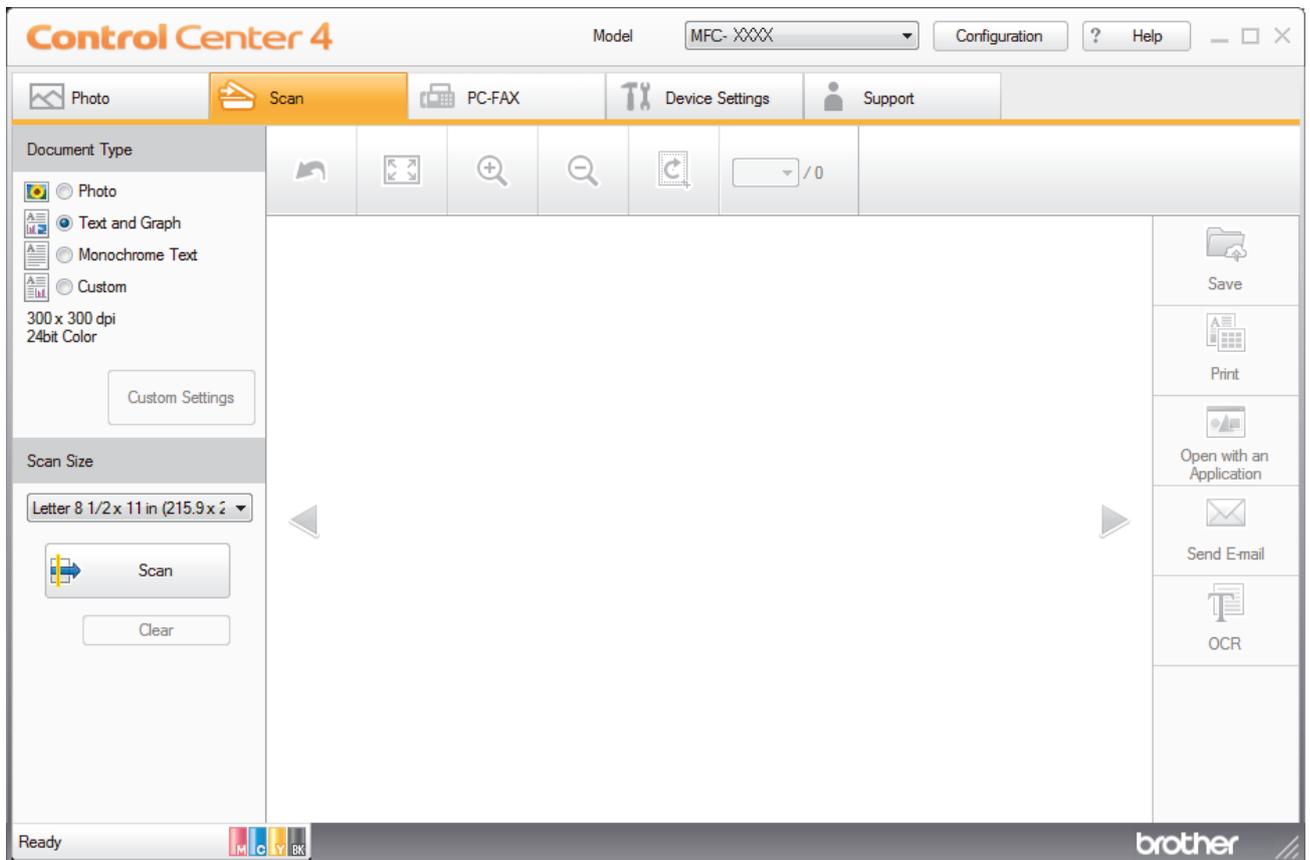
Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Select Document Type Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Change Scan Size Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Crop a Scanned Image Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Print Scanned Data Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Open with an Application Using ControlCenter4 Home Mode \(Windows®\)](#)

Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Select Document Type Using ControlCenter4 Home Mode (Windows®)

Select Document Type Using ControlCenter4 Home Mode (Windows®)

- Select the **Document Type** option that matches the type of original you want to scan.



Option	Description
Photo	600 x 600 dpi 24bit Color
Text and Graph	300 x 300 dpi 24bit Color
Monochrome Text	200 x 200 dpi Black & White
Custom	300 x 300 dpi (24bit Color as default) Select the scan settings you want from the Custom Settings button.

✓ Related Information

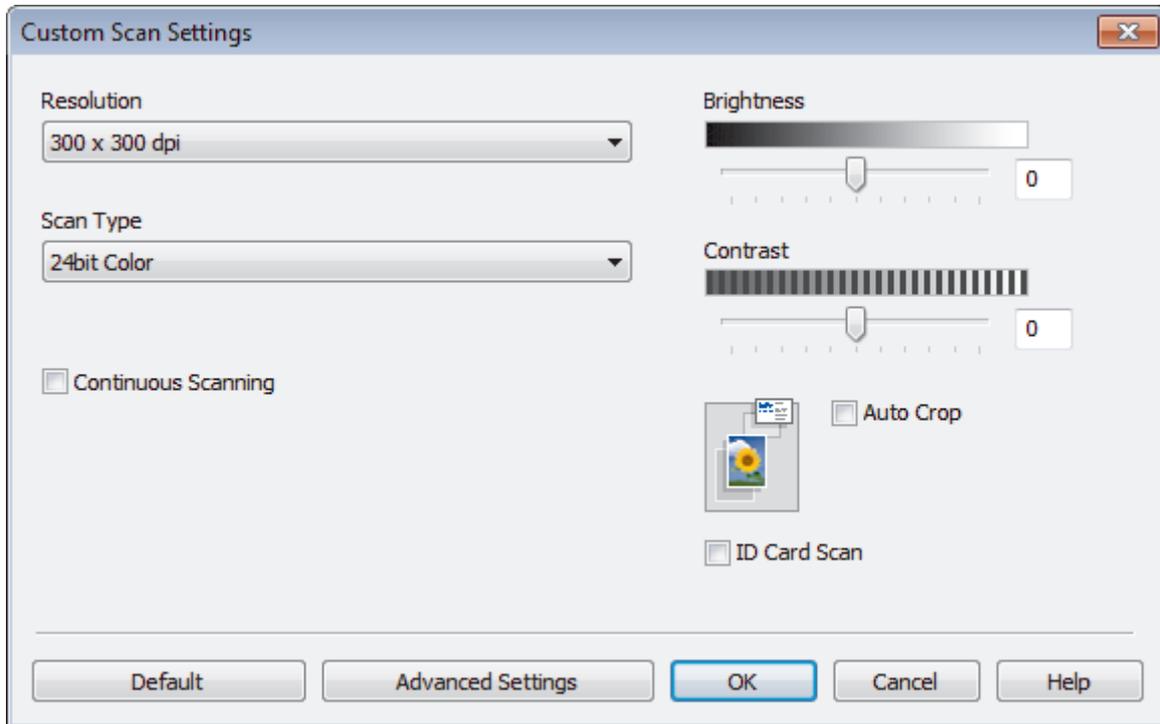
- Scan Using ControlCenter4 Home Mode (Windows®)
- Custom Scan Settings (Windows®)

Custom Scan Settings (Windows®)

Select **Custom** in the **Document Type** list to change advanced scan settings.

- Select **Custom**, and then click the **Custom Settings** button.

The **Custom Scan Settings** dialog box appears.



You can change the following settings:

Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

Scan Type

Select from a range of scan color depths.

- Auto

Use for any type of document. This mode automatically picks an appropriate color depth for the document.

- Black & White

Use for text or line art images.

- Gray (Error Diffusion)

Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give a gray appearance.)

- True Gray

Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of gray.

- 24bit Color

Use to create an image with the most accurate color reproduction. This mode uses up to 16.8 million colors to scan the image, but it requires the most memory and has the longest transfer time.

Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value into the field to set the **Brightness** level.

Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also type a value into the field to set the **Contrast** level.

Auto Crop

Scan multiple documents placed on the scanner glass. The machine will scan each document and create separate files or a single multi-page file.

Continuous Scanning

Select this option to scan multiple pages from the scanner glass or ADF (available only for certain models) . After a page is scanned, either continue scanning or finish. Use this method to scan more pages than the maximum ADF capacity.

ID Card Scan

Select this check box to scan both sides of the identification card onto one page.

Advanced Settings

Configure advanced settings by clicking the **Advanced Settings** button in the Scan Settings dialog box.

- **Remove Background Color**

Remove the base color of documents to make the scanned data more legible. Choose from three settings: high, medium, and low.



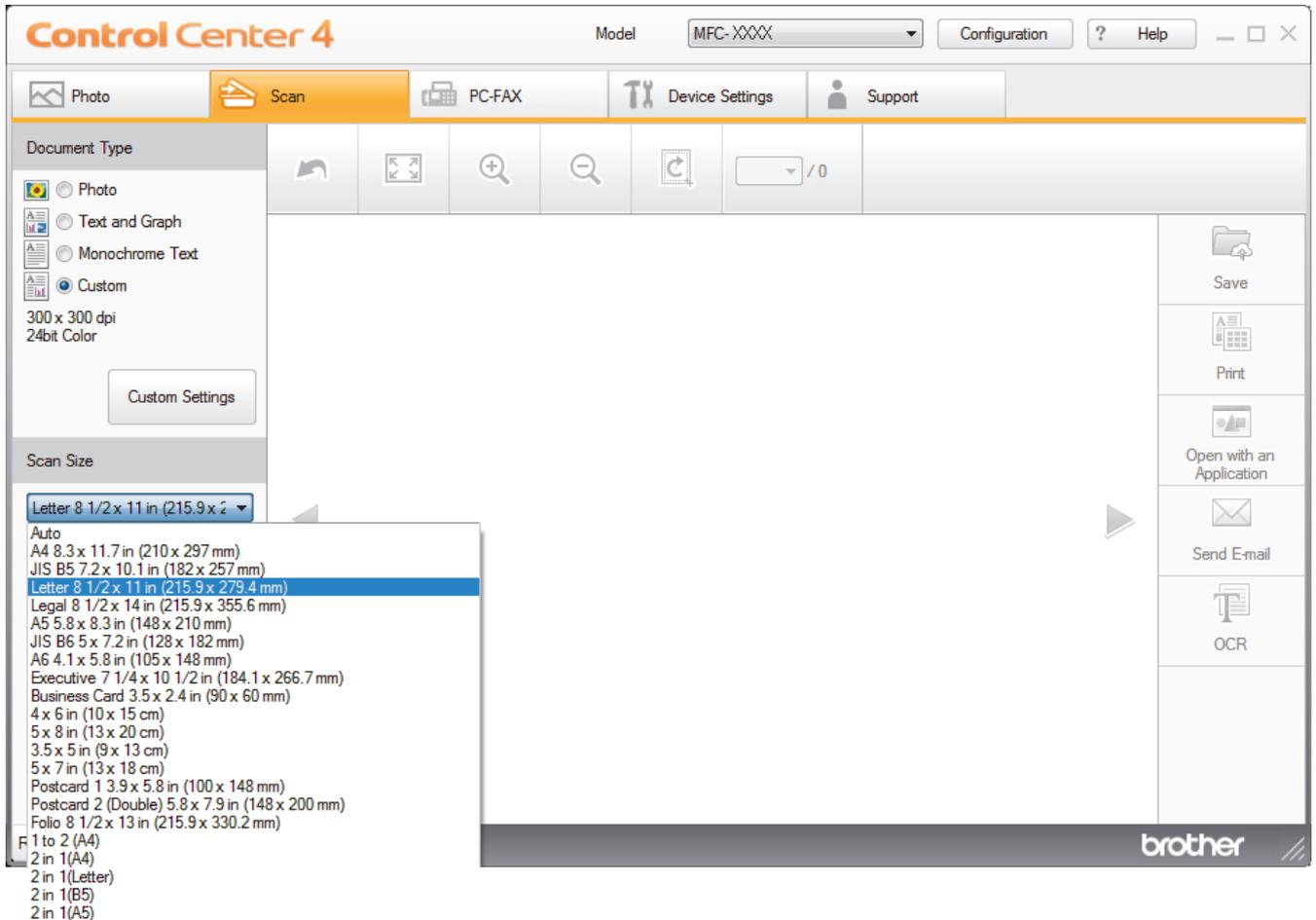
Related Information

- [Select Document Type Using ControlCenter4 Home Mode \(Windows®\)](#)
-

Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Change Scan Size Using ControlCenter4 Home Mode (Windows®)

Change Scan Size Using ControlCenter4 Home Mode (Windows®)

For faster scan speeds, select the exact size of your document from the **Scan Size** drop-down menu. **Auto** means that the machine will automatically detect the document size.



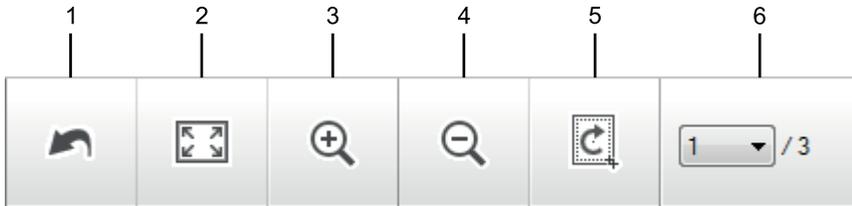
✓ Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

Crop a Scanned Image Using ControlCenter4 Home Mode (Windows®)

The crop tool on the Image Editing Toolbar lets you trim unwanted areas from your scanned image. Use the **Zoom In** and **Zoom Out** tools to help view the image to be cropped.

Image Editing Toolbar



1. Restart

Cancels all the edits applied to the selected image. The edited image returns to its original state.

2. Fit to Window

Displays the scanned image so that the entire image fits in the window.

3. Zoom In

Zooms in on the scanned image.

4. Zoom Out

Zooms out of the scanned image.

5. Crop and Edit

Removes the outer parts of the image. Click the **Crop and Edit** button, and then change the frame to contain the area you want to keep after cropping.

6. Page Select

Indicates the page number of the scanned page currently shown in the image viewer. To display a different page, select the desired page number from the drop-down page number list.

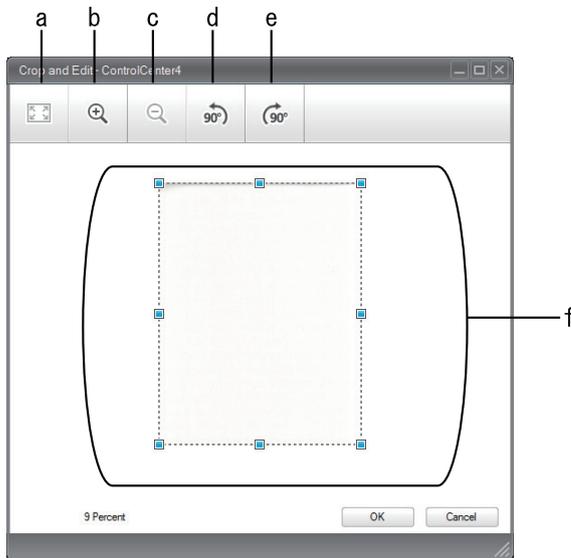


If you have scanned multiple pages, you can see the next or previous scanned page by clicking the left or right arrow buttons in the preview window.

1. Scan a document.

2. Click  (**Crop and Edit**) to edit the scanned image.

The **Crop and Edit - ControlCenter4** window appears.



- a. Expands the scanned image so that the entire image fits in the window.
 - b. Zooms in on the image.
 - c. Zooms out of the image.
 - d. Rotates the image counter-clockwise 90 degrees.
 - e. Rotates the image clockwise 90 degrees.
 - f. Click and drag the frame to adjust the area to be cropped.
3. Click **OK**.
- The edited image is displayed in the image viewer.

✓ Related Information

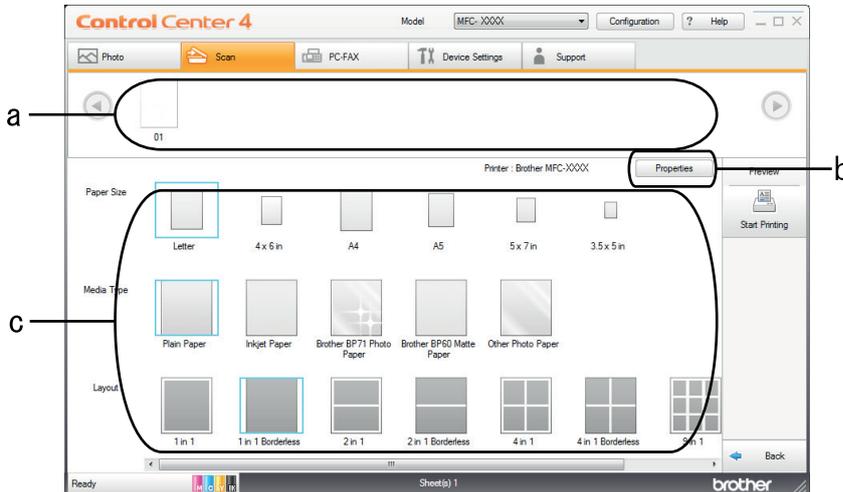
- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Print Scanned Data Using ControlCenter4 Home Mode (Windows®)

Print Scanned Data Using ControlCenter4 Home Mode (Windows®)

Scan a document on your Brother machine, and then print copies using the printer driver features that are available in ControlCenter4.

1. Scan a document.
2. Click **Print**.



- a. Shows which images are currently selected, and how many copies of each image will print.
 - b. Click the **Properties** button to change specific printer settings.
 - c. Select the **Paper Size**, **Media Type** and **Layout** options. The current settings are enclosed in a blue square.
3. Configure the print settings, and then click the **Start Printing** button.

✓ Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

🏠 [Home](#) > [Scan](#) > [Scan from Your Computer \(Windows®\)](#) > [Scan Using ControlCenter4 Home Mode \(Windows®\)](#) > [Scan Using ControlCenter4 Home Mode \(Windows®\)](#) > [Open with an Application Using ControlCenter4 Home Mode \(Windows®\)](#)

Open with an Application Using ControlCenter4 Home Mode (Windows®)

The **Open with an Application** button lets you scan an image directly into your graphics application for editing.

1. Click the **Open with an Application** button.
2. Select the application from the drop-down list, and then click **OK**.

The image will be opened in the application you have selected.



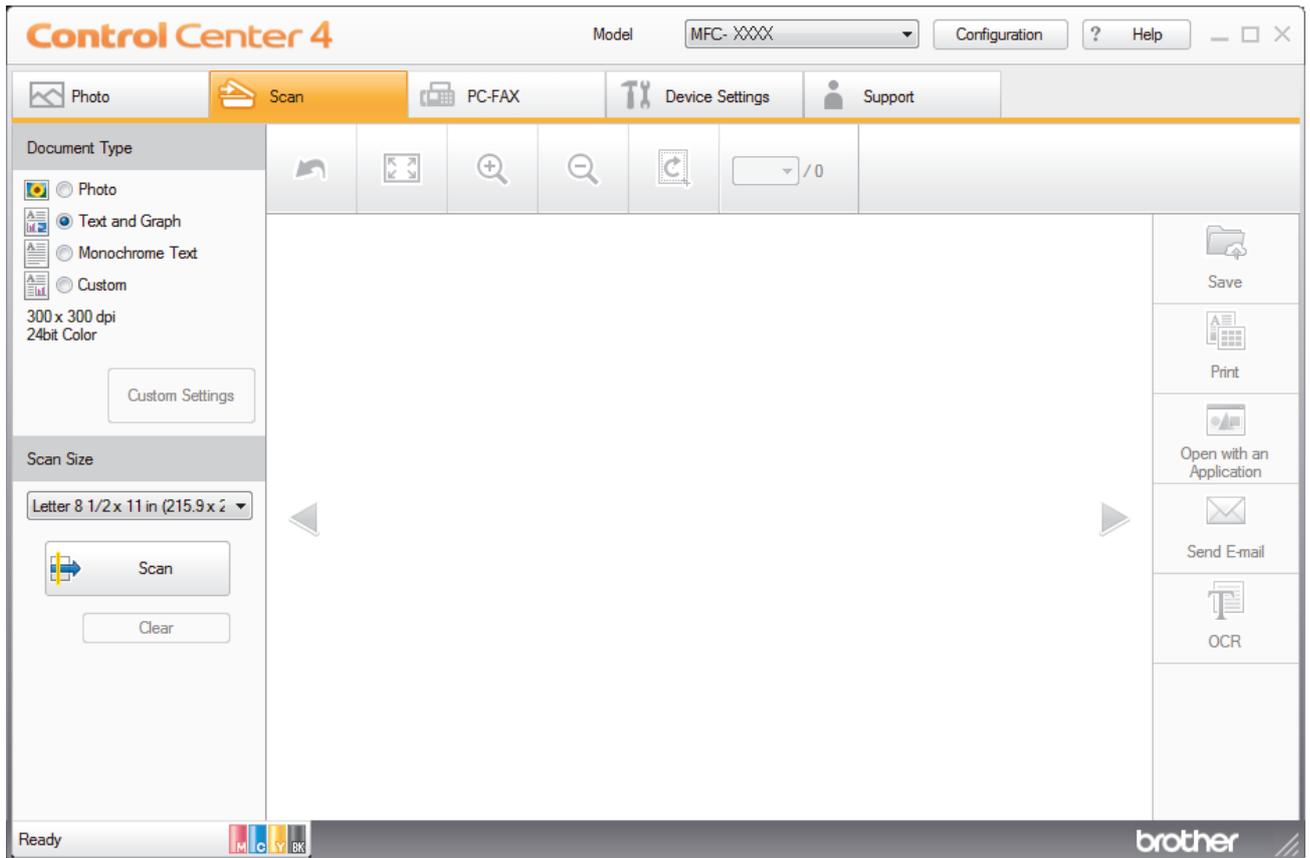
Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
-

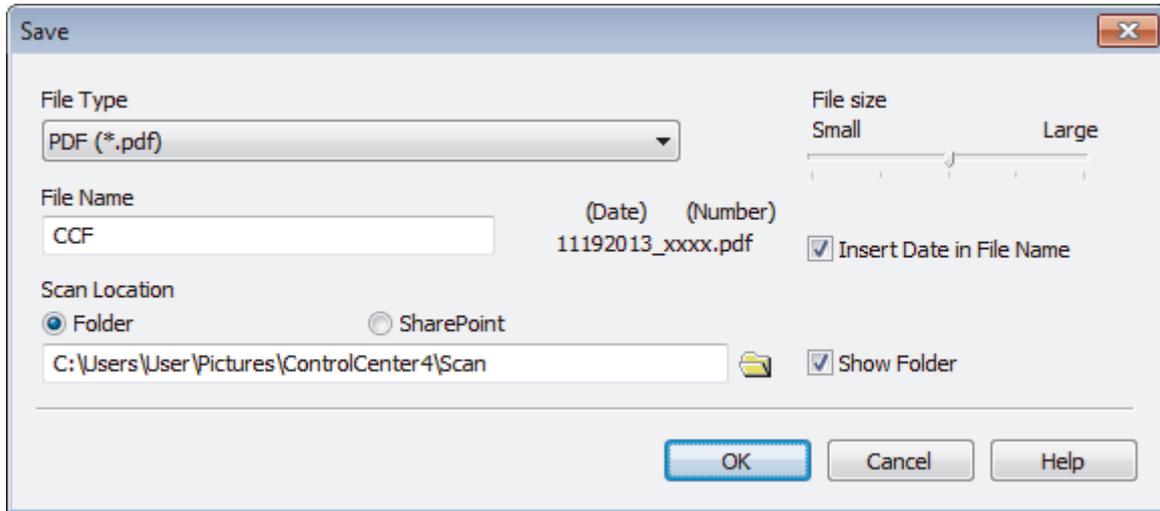
Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Home Mode (Windows®)

Select **Home Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Select the **Document Type**.
5. Change the size of your document, if needed.
6. Click  (**Scan**).
The machine starts scanning, and the scanned image appears in the image viewer.
7. Click the left or right arrow buttons to preview each scanned page.
8. Click **Save**.
The **Save** dialog box appears.
9. Click the **File Type** drop-down list, and then select **PDF (*.pdf)**.



To save the document as a password-protected PDF, select **Secure PDF (*.pdf)** from the **File Type** drop-down list, click , and then type the password.

10. In the **File Name** field, type a prefix for your file name, if needed.
11. Click the folder icon to browse and select the folder where you want to save your scanned documents.
12. Click **OK**.

The scanned document is saved to the destination folder as a PDF.



Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

Scan Settings for ControlCenter4 Home Mode (Windows®)

Settings	Applicable Features			
	Open with an Application	OCR	Send E-mail	Save
File Type	-	Yes	Yes	Yes
Target Application	Yes	Yes	-	-
OCR Language (available only for certain models)	-	Yes	-	-
File Name	-	-	-	Yes
Insert Date in File Name	-	-	-	Yes
Scan Location	-	-	-	Yes
Show Folder	-	-	-	Yes
File size	-	-	Yes	Yes

File Type

Select the file type you want to use for the scanned data.

For **Send E-mail** and **Save**:

- **Windows Bitmap (*.bmp)**
- **JPEG (*.jpg)** (recommended for most users when scanning pictures)
- **TIFF (*.tif)**
- **TIFF Multi-Page (*.tif)**
- **Portable Network Graphics (*.png)**
- **PDF (*.pdf)** (recommended for scanning and sharing documents)
- **High Compression PDF (*.pdf)**
- **Secure PDF (*.pdf)**
- **Searchable PDF (*.pdf)** (available only for certain models)
- **XML Paper Specification (*.xps)** (the XML Paper Specification is available for Windows Vista®, Windows® 7, Windows® 8 and Windows® 10, or when using applications that support XML Paper Specification files)
- **Microsoft Office Word (*.docx)** (available only for certain models)
- **Microsoft Office PowerPoint (*.pptx)** (available only for certain models)

For **OCR**:

- **Text (*.txt)**
- **HTML 3.2 (*.htm)**
- **HTML 4.0 (*.htm)**
- **Searchable PDF (*.pdf)**
- **WordPad (*.rtf)**
- **RTF Word 2000 (*.rtf)**
- **WordPerfect 9, 10 (*.wpd)**
- **Microsoft Excel 2003, XP (*.xls)**

Target Application

Select the destination application from the drop-down list.

OCR Language

Set the optical character recognition (OCR) language to match the language of the scanned document's text (available only for certain models) .

File Name

Type a prefix for your file name, if needed.

Insert Date in File Name

Select to automatically insert the date in the scanned image's file name.

Scan Location

Select the **Folder** or **SharePoint** radio button to specify the destination where you want to save your scanned documents.

Show Folder

Select this option to automatically display the destination folder after scanning.

File size

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File size** slider to the right or left.

Custom Settings

Select the **Custom** option, click the **Custom Settings** button, and then change settings.

Scan Size

Select the exact size of your document from the **Scan Size** drop-down menu.



Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

Scan Using ControlCenter4 Advanced Mode (Windows®)

ControlCenter4 Advanced Mode gives you more control over the details of your machine's features and allows you to customize one-button scan actions.

- [Scan Photos and Graphics Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Both Sides of an ID Card Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to E-mail Attachment Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to an Editable Text File \(OCR\) Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to an Office File Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Settings for ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Change the Operation Mode in ControlCenter4 \(Windows®\)](#)

Scan Photos and Graphics Using ControlCenter4 Advanced Mode (Windows®)

Send scanned photos or graphics directly to your computer.

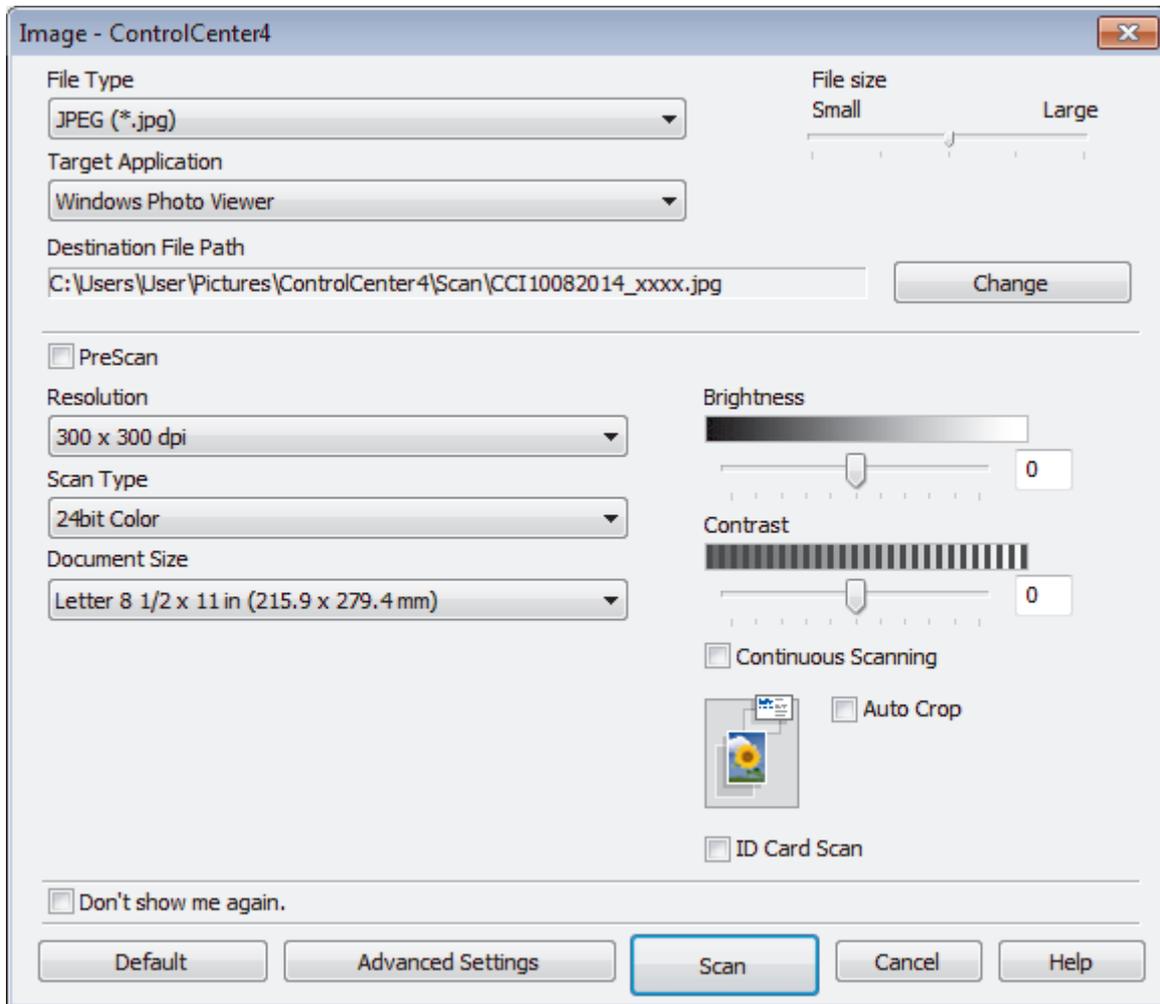


Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Click the **Image** button.
The scan settings dialog box appears.



5. Change the scan settings, such as file format, file name, destination file path, resolution, or color, if needed.



- To change the file name or **Destination File Path**, click **Change**.
- To preview and configure the scanned image, select the **PreScan** check box.

6. Click **Scan**.

The machine starts scanning. The image opens in the application you have selected.



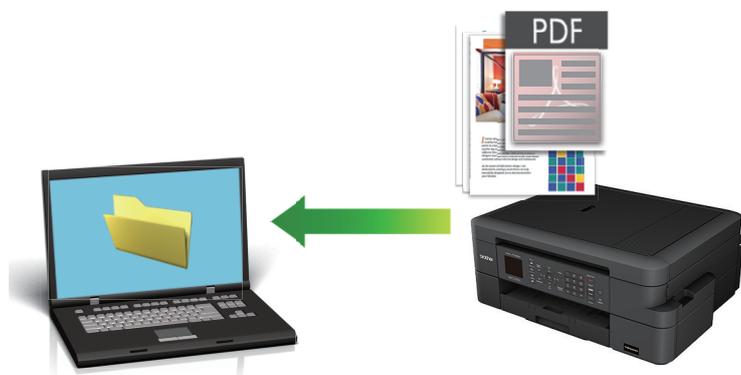
Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Advanced Mode (Windows®) > Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode (Windows®)

Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode (Windows®)

Scan documents and save them to a folder on your computer as PDF files.



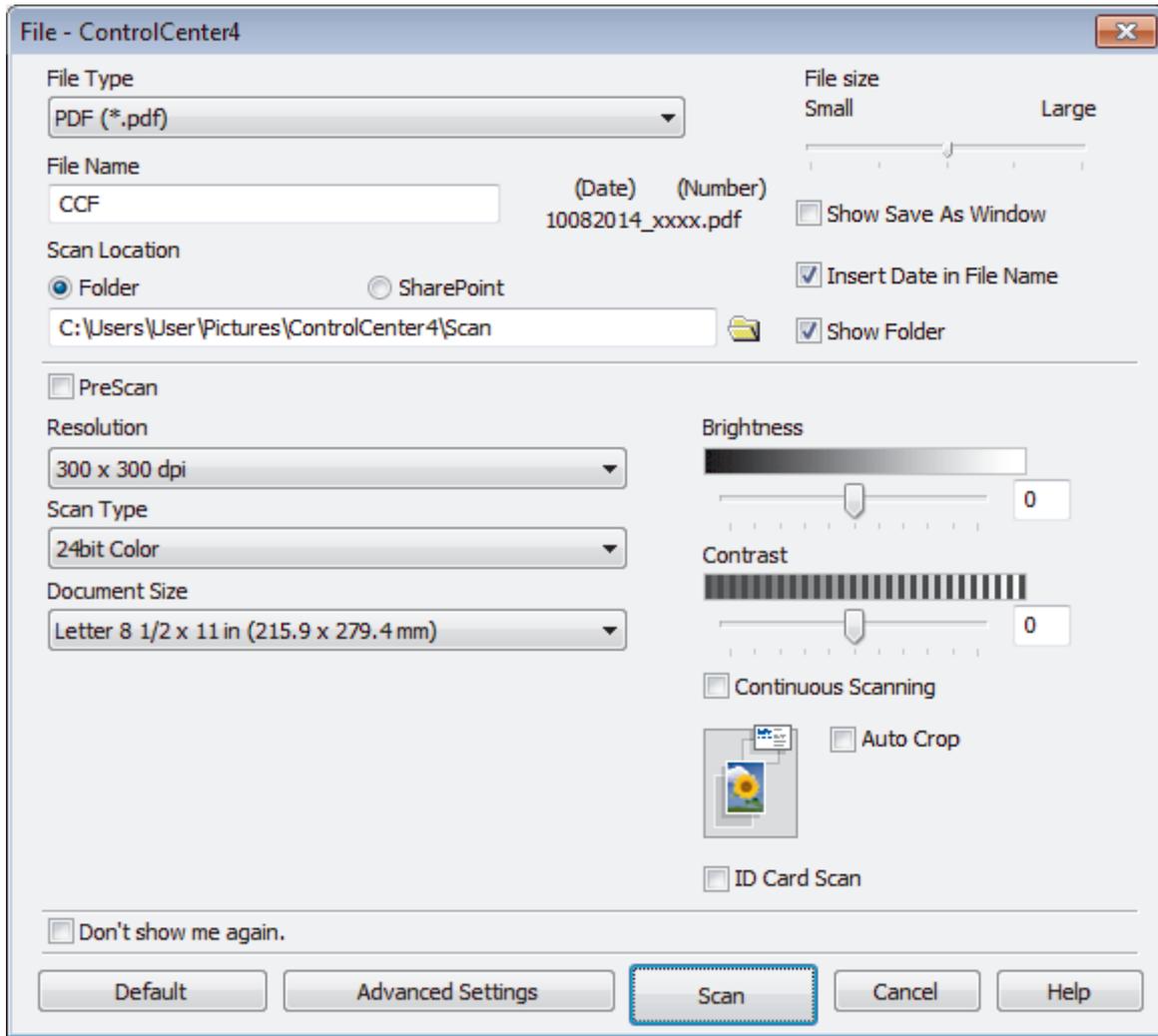
Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Click the **File** button.

The scan settings dialog box appears.



5. Click the **File Type** drop-down list, and then select **PDF (*.pdf)**.



To save the document as a password-protected PDF, select **Secure PDF (*.pdf)** from the **File Type** drop-down list, click , and then type the password.

6. Click the folder icon to browse and select the folder where you want to save your scanned documents.
7. Change the scan settings, such as file format, file name, resolution or color, if needed.



To preview and configure the scanned image, select the **PreScan** check box.

8. Click **Scan**.

The machine starts scanning. The file is saved in the folder you selected.



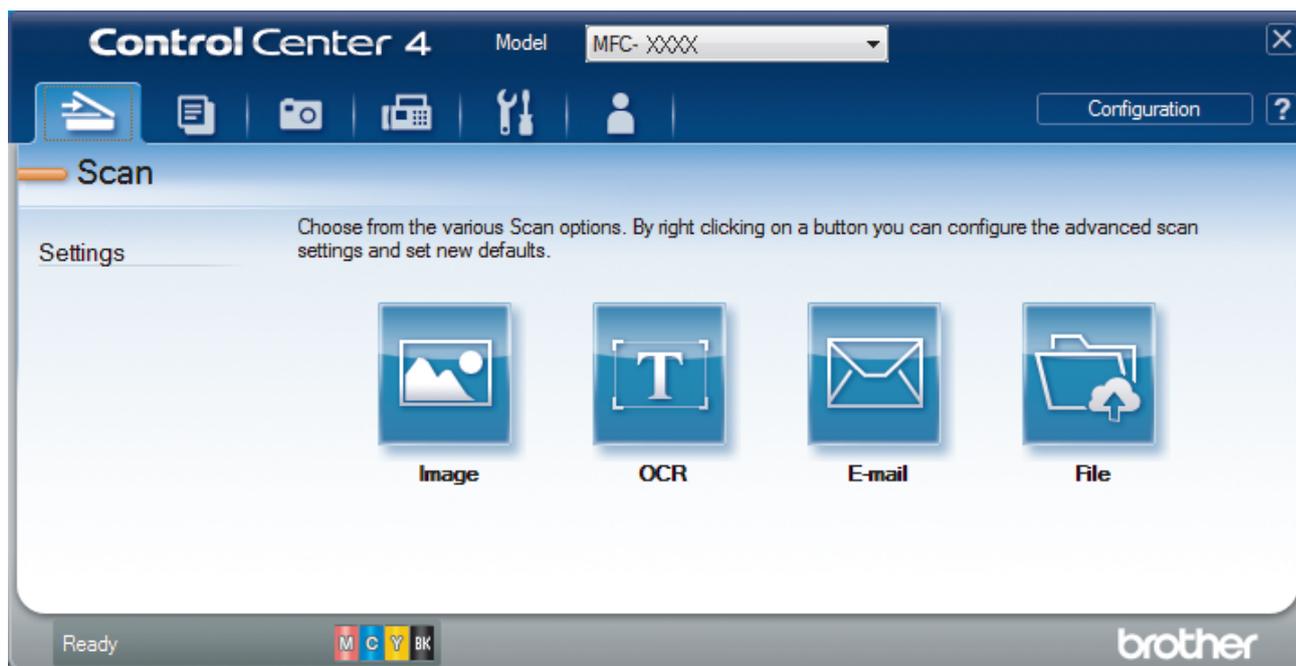
Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

Scan Both Sides of an ID Card Using ControlCenter4 Advanced Mode (Windows®)

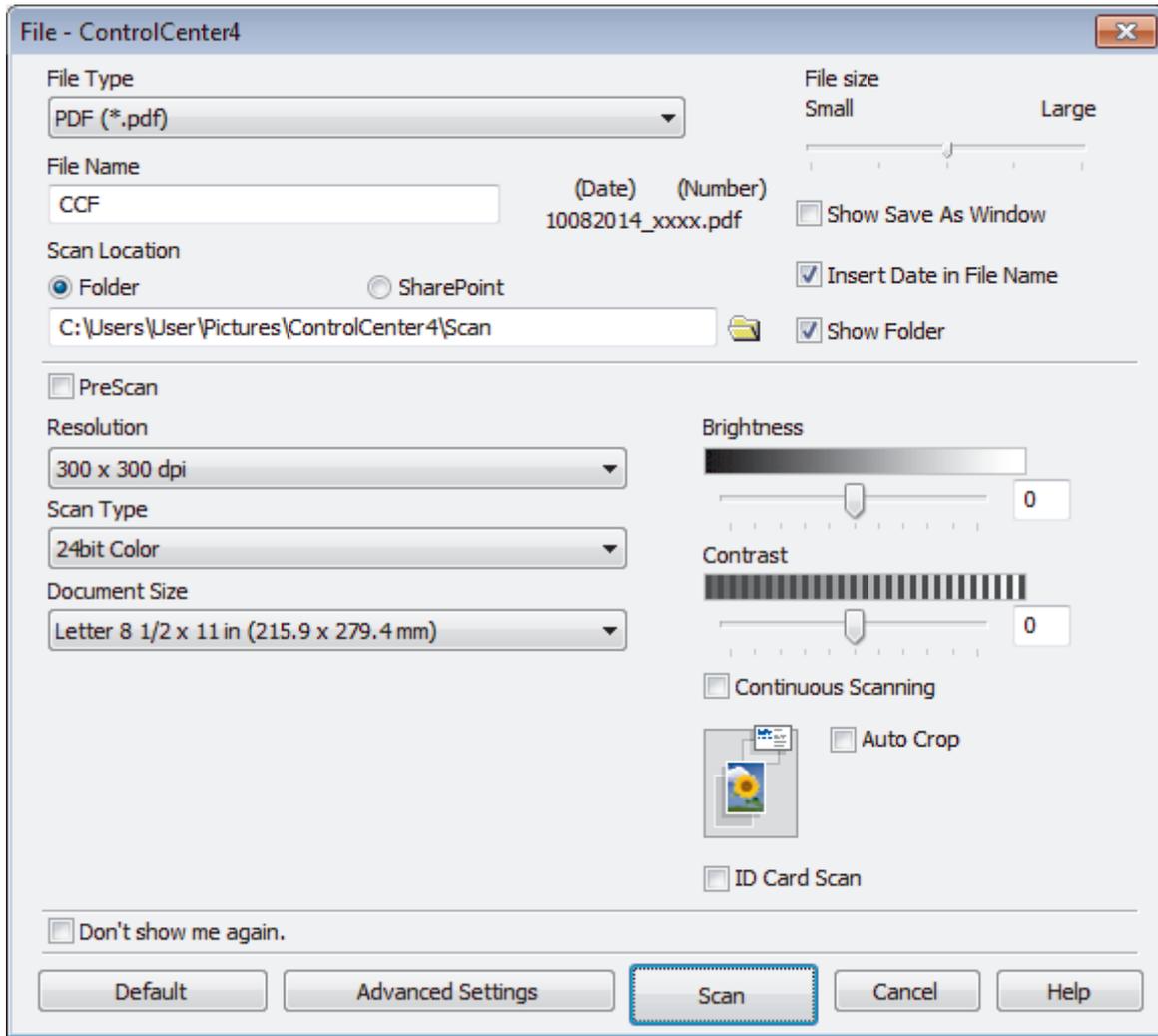
Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Place an ID card on the scanner glass.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



- Click the **File** button.

The scan settings dialog box appears.



- Select the **ID Card Scan** check box.

The instruction dialog box appears.

- Read the instructions on the screen, and then press **OK**.
- Change the scan settings, such as file format, file name, scan location, resolution, or color, if needed.
- Click **Scan**.

The machine starts scanning one side of the identification card.

- After the machine has scanned one side, turn over the identification card, and then click **Continue** to scan the other side.
- Click **Finish**.

✓ Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

Scan to E-mail Attachment Using ControlCenter4 Advanced Mode (Windows®)

Send a scanned document as an email attachment.

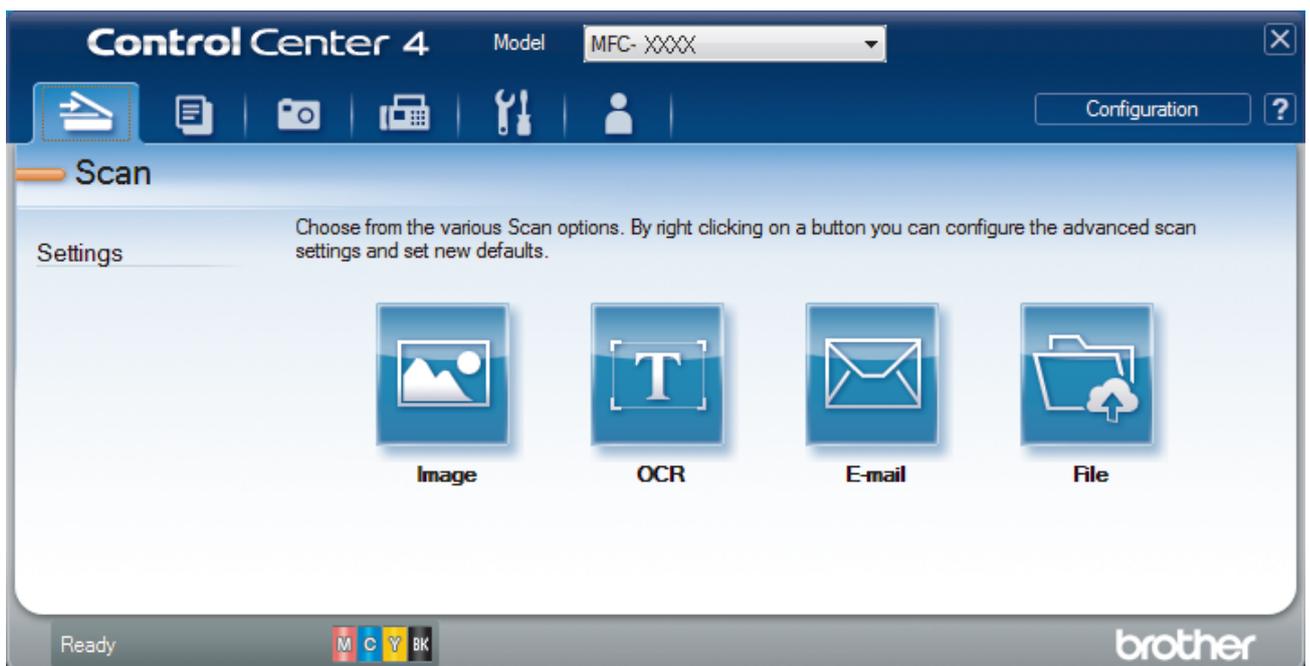


- Select **Advanced Mode** as the mode setting for ControlCenter4.
- The Scan to E-mail feature does not support Webmail services. Use the Scan to Image or Scan to File feature to scan a document or a picture, and then attach the scanned file to an email message.

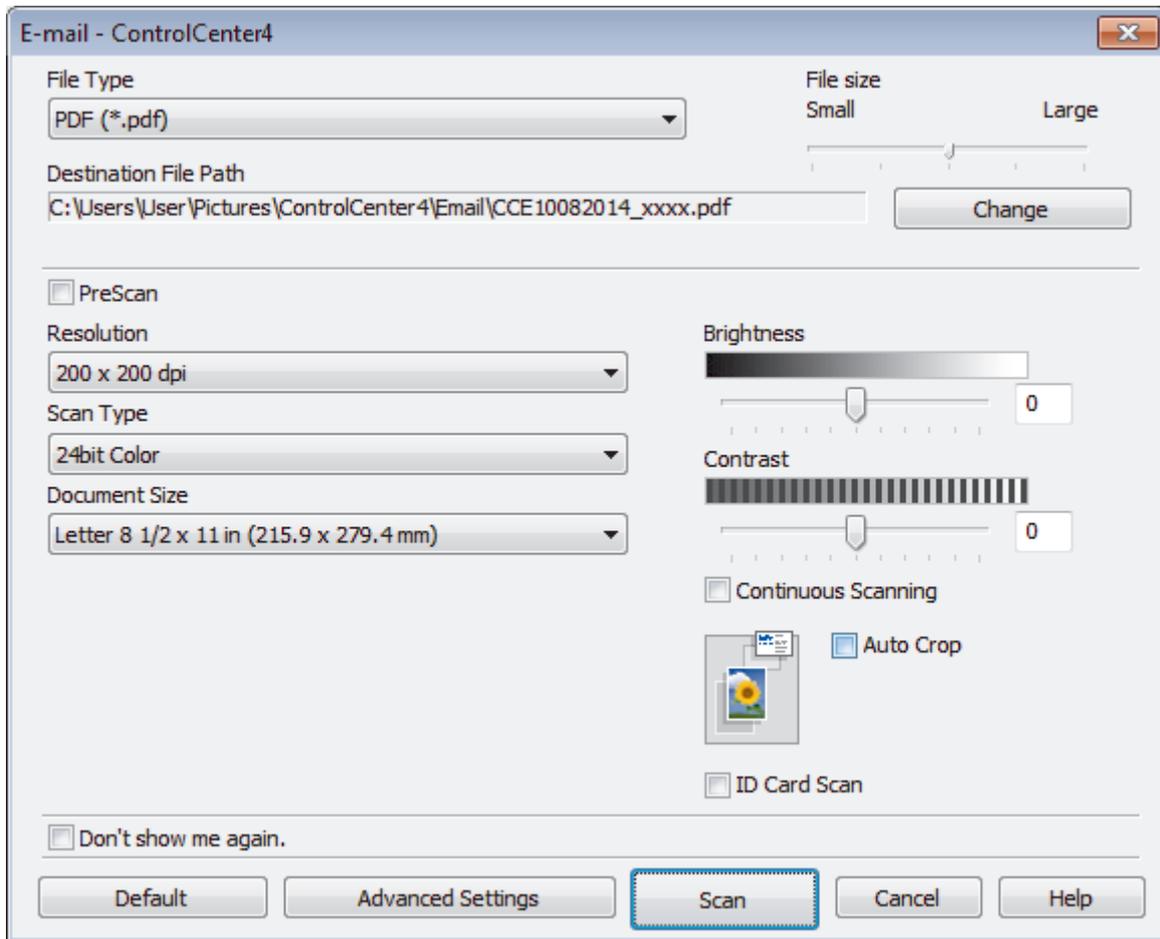


The machine scans to your default email client.

1. Load your document.
2. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Click the **E-mail** button.
The scan settings dialog box appears.



5. Change the scan settings, such as file format, file name, destination file path, resolution, or color, if needed.



- To change the file name or **Destination File Path**, click **Change**.
- To preview and configure the scanned image, select the **PreScan** check box.

6. Click **Scan**.

The machine starts scanning. Your default email application opens and the scanned image is attached to a new, blank email message.



Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

Scan to an Editable Text File (OCR) Using ControlCenter4 Advanced Mode (Windows®)

Your machine can convert characters in a scanned document to text data using optical character recognition (OCR) technology. You can edit this text using your preferred text-editing application.

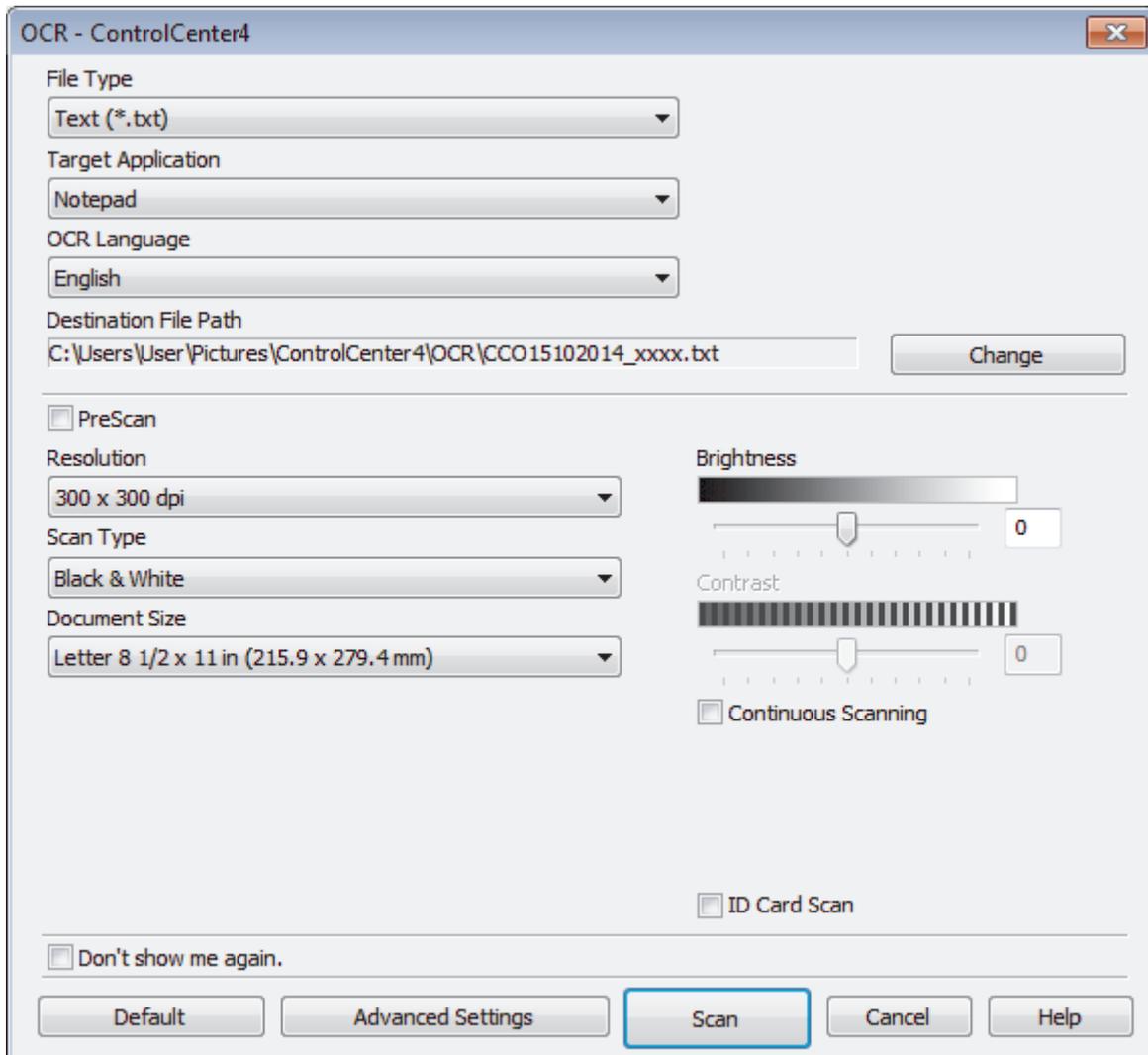


- Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Click the **OCR** button.
The scan settings dialog box appears.



5. Change the scan settings, such as file format, file name, destination file path, resolution, or color, if needed.



- To change the file name or **Destination File Path**, click **Change**.
- To preview and configure the scanned image, select the **PreScan** check box.

6. Click **Scan**.

The machine scans the document, converts it to editable text, and then sends it to your default word processing application.



Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

Scan to an Office File Using ControlCenter4 Advanced Mode (Windows®)

Your machine can convert scanned data to a Microsoft® Word file or a Microsoft® PowerPoint® file.

- Select **Advanced Mode** as the mode setting for ControlCenter4.
- In order to use this feature, your Brother machine must be connected to a network that has access to the Internet through either a wired or wireless connection.

1. Load your document.
2. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Click the **E-mail** or **File** button.
The scan settings dialog box appears.
5. Click the **File Type** drop-down list, and then select the **Microsoft Office Word (*.docx)** or **Microsoft Office PowerPoint (*.pptx)** option.
6. Change the scan settings, if needed.
7. Click the **Scan** button.
If a message dialog box regarding the Internet connection appears, read the information and click **OK**.

✓ Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

Scan Settings for ControlCenter4 Advanced Mode (Windows®)

Settings	Applicable Features			
	Image	OCR	E-mail	File
File Type	Yes	Yes	Yes	Yes
Target Application	Yes	Yes	-	-
OCR Language (available only for certain models)	-	Yes	-	-
Destination File Path	Yes	Yes	Yes	-
File Name	Yes	Yes	Yes	Yes
Insert Date in File Name	Yes	Yes	Yes	Yes
Show Save As Window	-	-	-	Yes
Destination Folder	Yes	Yes	Yes	-
Scan Location	-	-	-	Yes
Show Folder	-	-	-	Yes
File size	Yes	-	Yes	Yes
PreScan	Yes	Yes	Yes	Yes
Resolution	Yes	Yes	Yes	Yes
Scan Type	Yes	Yes	Yes	Yes
Document Size	Yes	Yes	Yes	Yes
Brightness	Yes	Yes	Yes	Yes
Contrast	Yes	Yes	Yes	Yes
Continuous Scanning	Yes	Yes	Yes	Yes
Auto Crop	Yes	-	Yes	Yes
ID Card Scan	Yes	Yes	Yes	Yes
Advanced Settings	Yes	Yes	Yes	Yes
Default	Yes	Yes	Yes	Yes

File Type

Select the file type you want to use for the scanned data.

For **Image**, **E-mail** and **File**:

- **Windows Bitmap (*.bmp)**
- **JPEG (*.jpg)** (recommended for most users when scanning pictures)
- **TIFF (*.tif)**
- **TIFF Multi-Page (*.tif)**
- **Portable Network Graphics (*.png)**
- **PDF (*.pdf)** (recommended for scanning and sharing documents)
- **High Compression PDF (*.pdf)**
- **Secure PDF (*.pdf)**
- **Searchable PDF (*.pdf)** (available only for certain models)
- **XML Paper Specification (*.xps)** (the XML Paper Specification is available for Windows Vista®, Windows® 7, Windows® 8 and Windows® 10, or when using applications that support XML Paper Specification files)

For **OCR**:

-
- **Text (*.txt)**
 - **HTML 3.2 (*.htm)**
 - **HTML 4.0 (*.htm)**
 - **Searchable PDF (*.pdf)**
 - **WordPad (*.rtf)**
 - **RTF Word 2000 (*.rtf)**
 - **WordPerfect 9, 10 (*.wpd)**
 - **Microsoft Excel 2003, XP (*.xls)**

For **E-mail** and **File**:

- **Microsoft Office Word (*.docx)** (available only for certain models)
- **Microsoft Office PowerPoint (*.pptx)** (available only for certain models)

Target Application

Select the destination application from the drop-down list.

OCR Language

Set the optical character recognition (OCR) language to match the language of the scanned document's text (available only for certain models) .

Destination File Path

Click **Change** to change the file name's prefix and the destination folder path.

File Name

Type a prefix for your file name, if needed.

Insert Date in File Name

Select to automatically insert the date in the scanned image's file name.

Show Save As Window

Select this option to specify the scanned image's destination every time you scan.

Destination Folder

To change the folder for the **Image**, **OCR** and **E-mail** features, click **Change**. Click the folder icon, and then browse to the folder where you want to save your scanned document.

Scan Location

Select the **Folder** or **SharePoint** radio button to specify the destination where you want to save your scanned documents.

Show Folder

Select this option to automatically display the destination folder after scanning.

File size

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File size** slider to the right or left.

PreScan

Select **PreScan** to preview your image and crop unwanted portions before scanning.

Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

Scan Type

Select from a range of scan color depths.

- **Auto**

Use for any type of document. This mode automatically picks an appropriate color depth for the document.

-
- **Black & White**
Use for text or line art images.
 - **Gray (Error Diffusion)**
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give a gray appearance.)
 - **True Gray**
Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of gray.
 - **24bit Color**
Use to create an image with the most accurate color reproduction. This mode uses up to 16.8 million colors to scan the image, but it requires the most memory and has the longest transfer time.

Document Size

The document size is set to Letter by default. For faster scan speeds, select the exact size of your document from the **Document Size** drop-down list.

- If you select the **1 to 2 (A4)** option, the scanned image will be divided into two A5-size documents.

Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value into the field to set the **Brightness** level.

Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also type a value into the field to set the **Contrast** level.

Continuous Scanning

Select this option to scan multiple pages from the scanner glass or ADF (available only for certain models). After a page is scanned, either continue scanning or finish. Use this method to scan more pages than the maximum ADF capacity.

Auto Crop

Scan multiple documents placed on the scanner glass. The machine will scan each document and create separate files or a single multi-page file.

ID Card Scan

Select this check box to scan both sides of the identification card onto one page.

Advanced Settings

Configure advanced settings by clicking the **Advanced Settings** button in the scan settings dialog box.

- **Remove Background Color**
Select this option to remove the base color of documents to make the scanned data more recognizable. When you use this feature, select from three settings: high, medium and low.

Default

Select this option to restore all settings to their factory setting values.



Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)
-

Scan Using Nuance™ PaperPort™ 14 or Other Windows® Applications

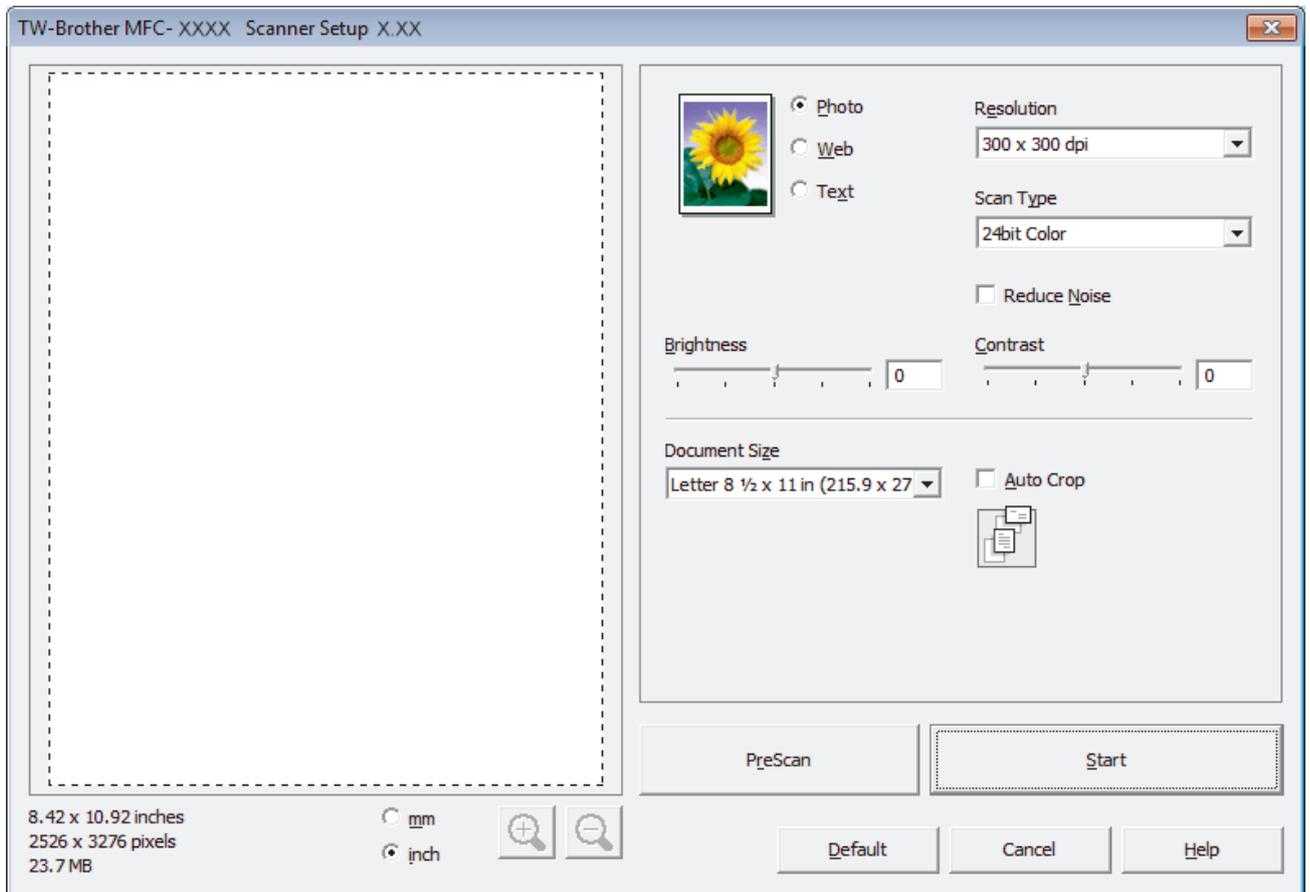
You can use the Nuance™ PaperPort™ 14 application for scanning.

- To download the Nuance™ PaperPort™ 14 application, click  (**Brother Utilities**), select **Do More** in the left navigation bar, and then click **PaperPort**.
- Nuance™ PaperPort™ 14 supports Windows® XP Home (SP3 or greater), Windows® XP Professional 32-bit (SP3 or greater), Windows Vista® (SP2 or greater), Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10.
- For detailed instructions on using each application, click the application's **Help** menu, and then click **Getting Started Guide** in the **Help** ribbon.



The instructions for scanning in these steps are for PaperPort™ 14. For other Windows® applications, the steps will be similar. PaperPort™ 14 supports both TWAIN and WIA drivers; the TWAIN driver (recommended) is used in these steps.

- Depending on the model of your machine, Nuance™ PaperPort™ 14 may not be included. If it is not included, you can use other software applications that support scanning.
1. Load your document.
 2. Start PaperPort™ 14.
Do one of the following:
 - Windows® XP, Windows Vista® and Windows® 7
Using your computer, click  (**Start**) > **All Programs** > **Nuance PaperPort 14** > **PaperPort**.
 - Windows® 8
Click  (**PaperPort**).
 - Windows® 10
Click  > **All apps** > **Nuance PaperPort 14** > **PaperPort**.
 3. Click the **Desktop** menu, and then click **Scan Settings** in the **Desktop** ribbon.
The **Scan or Get Photo** panel appears on the left side of the screen.
 4. Click **Select**.
 5. From the available Scanners list, select **TWAIN: TW-Brother MFC-XXXX** or **TWAIN: TW-Brother MFC-XXXX LAN** (where MFC-XXXX is the model name of your machine). To use the WIA driver, select the Brother driver that has "WIA" as the prefix.
 6. Select the **Display scanner dialog box** check box in the **Scan or Get Photo** panel.
 7. Click **Scan**.
The Scanner Setup dialog box appears.



8. Adjust the settings in the Scanner Setup dialog box, if needed.
9. Click the **Document Size** drop-down list, and then select your document size.



- After you select a document size, adjust the scanning area by holding down the left mouse button and dragging your mouse pointer over the portion you want to scan.

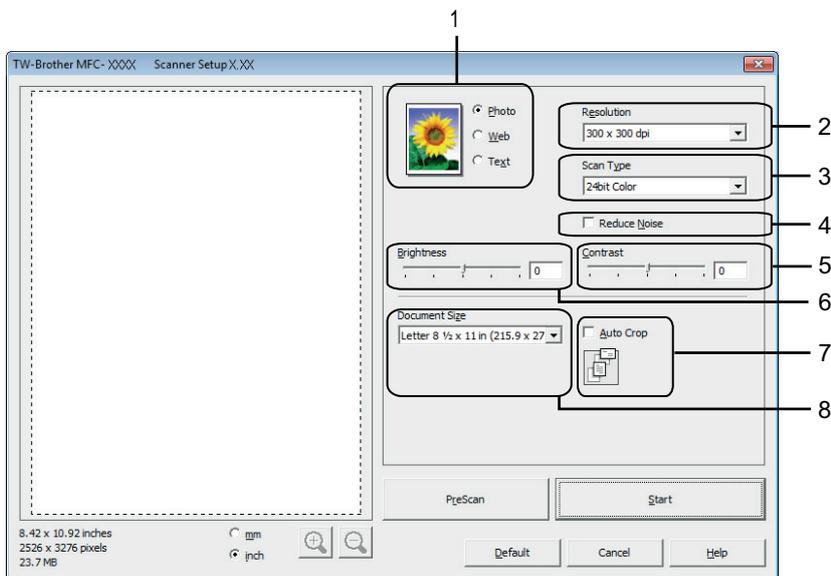
10. Click **PreScan** if you want to preview your image and crop unwanted portions before scanning.
11. Click **Start**.

The machine starts scanning.

✓ Related Information

- [Scan from Your Computer \(Windows®\)](#)
- [TWAIN Driver Settings \(Windows®\)](#)

TWAIN Driver Settings (Windows®)



- Note that the item names and assignable values will vary depending on the machine.
- The **Brightness** option is available only when selecting the **Black & White**, **Gray (Error Diffusion)**, **True Gray**, or **24bit Color** option from the **Scan Type** settings.
- The **Contrast** option is available only when selecting the **Gray (Error Diffusion)**, **True Gray**, or **24bit Color** option from the **Scan Type** settings.

1. Scan

Select the **Photo**, **Web**, or **Text** option depending on the type of document you want to scan.

Scan (Image Type)		Resolution	Scan Type
Photo	Use for scanning photo images.	300 x 300 dpi	24bit Color
Web	Use for attaching the scanned image to web pages.	100 x 100 dpi	24bit Color
Text	Use for scanning text documents.	200 x 200 dpi	Black & White

2. Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

3. Scan Type

Select from a range of scan color depths.

- Black & White**
Use for text or line art images.
- Gray (Error Diffusion)**
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give a gray appearance.)
- True Gray**
Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of gray.

- **256 Color**

Use for simple color illustrations that do not need the full color spectrum. This mode uses up to 256 colors to create images.

- **24bit Color**

Use to create an image with the most accurate color reproduction. This mode uses up to 16.8 million colors to scan the image, but it requires the most memory and has the longest transfer time.

4. **Reduce Noise**

Improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** option is available when selecting the **24bit Color** option and the **300 x 300 dpi**, **400 x 400 dpi**, or **600 x 600 dpi** scan resolution.

5. **Contrast**

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also type a value in the field to set the contrast level.

6. **Brightness**

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.

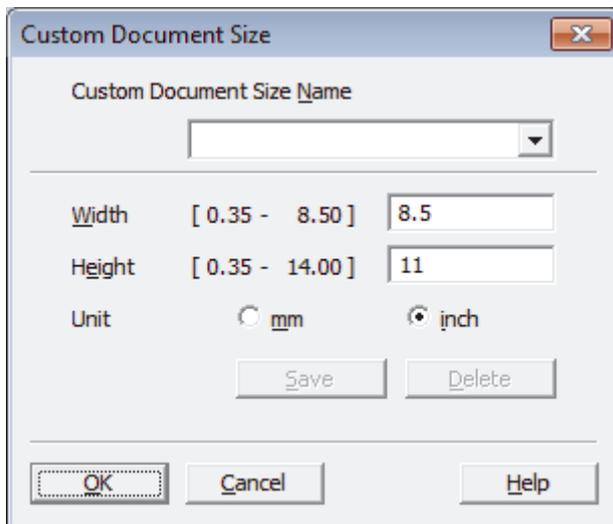
7. **Auto Crop**

Scan multiple documents placed on the scanner glass. The machine will scan each document and create separate files or a single multi-page file.

8. **Document Size**

Select the exact size of your document from a selection of preset scan sizes. **Auto** means that the machine will automatically detect the **Document Size**.

If you select **Custom**, the **Custom Document Size** dialog box appears and you can specify the document size.



Related Information

- [Scan Using Nuance™ PaperPort™ 14 or Other Windows® Applications](#)

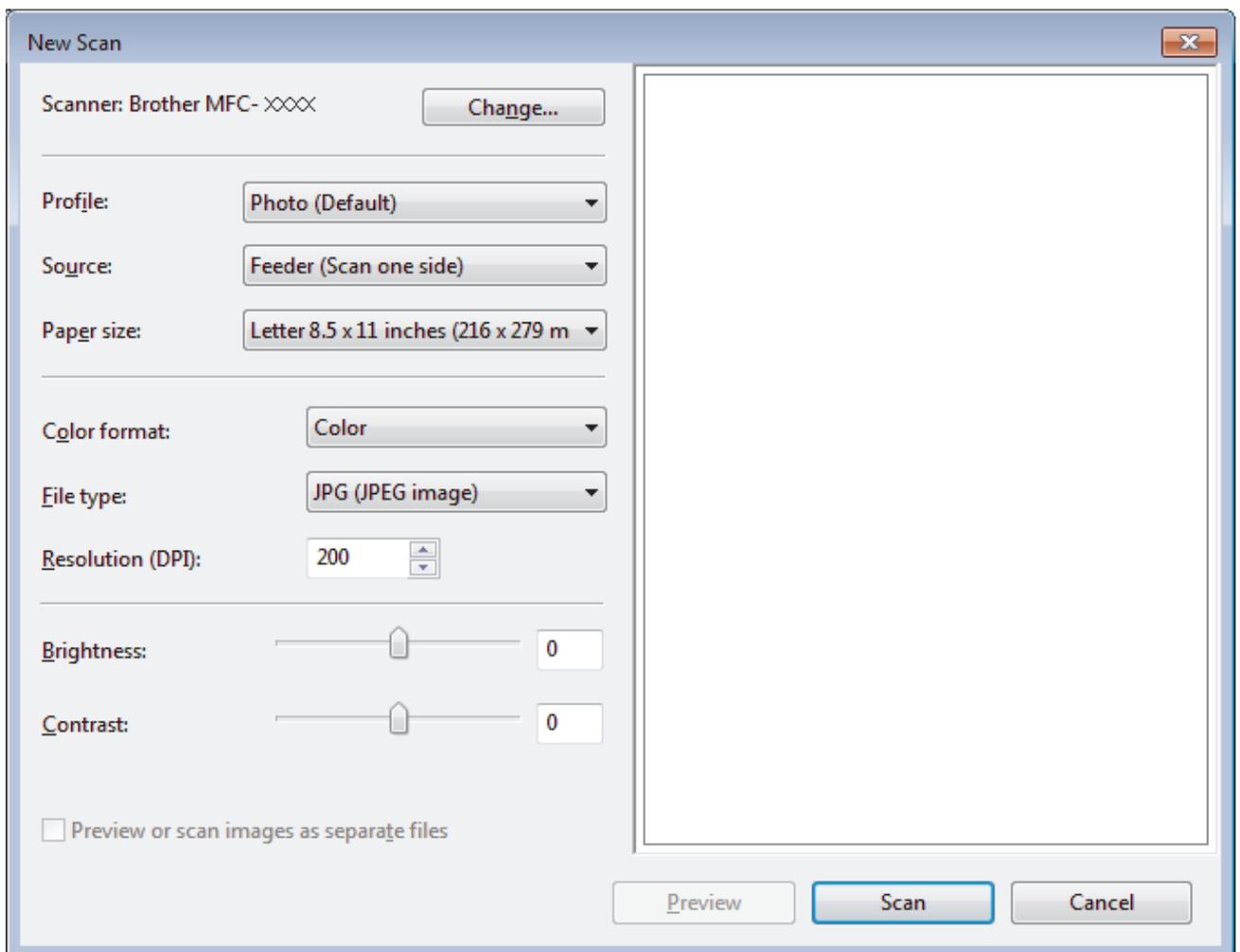
Scan Using Windows® Photo Gallery or Windows® Fax and Scan

Windows® Photo Gallery or Windows® Fax and Scan applications are other options that you can use for scanning.

- These applications use the WIA scanner driver.
- If you want to crop a portion of a page after pre-scanning the document, you must scan using the scanner glass (also called the flatbed).

1. Load your document.
2. Launch your scanning application. Do one of the following:
 - (Windows® Photo Gallery)
Click **File** > **Import from Camera or Scanner**.
 - (Windows® Fax and Scan)
Click **File** > **New** > **Scan**.
3. Select the scanner you want to use.
4. Click **Import** or **OK**.

The **New Scan** dialog box appears.



5. Adjust the settings in the Scanner Setup dialog box, if needed.
The scanner resolution can be set to a maximum of 1200 dpi. If you want to scan at higher resolutions, use the **Scanner Utility** software from **Brother Utilities**.
6. Click **Scan**.

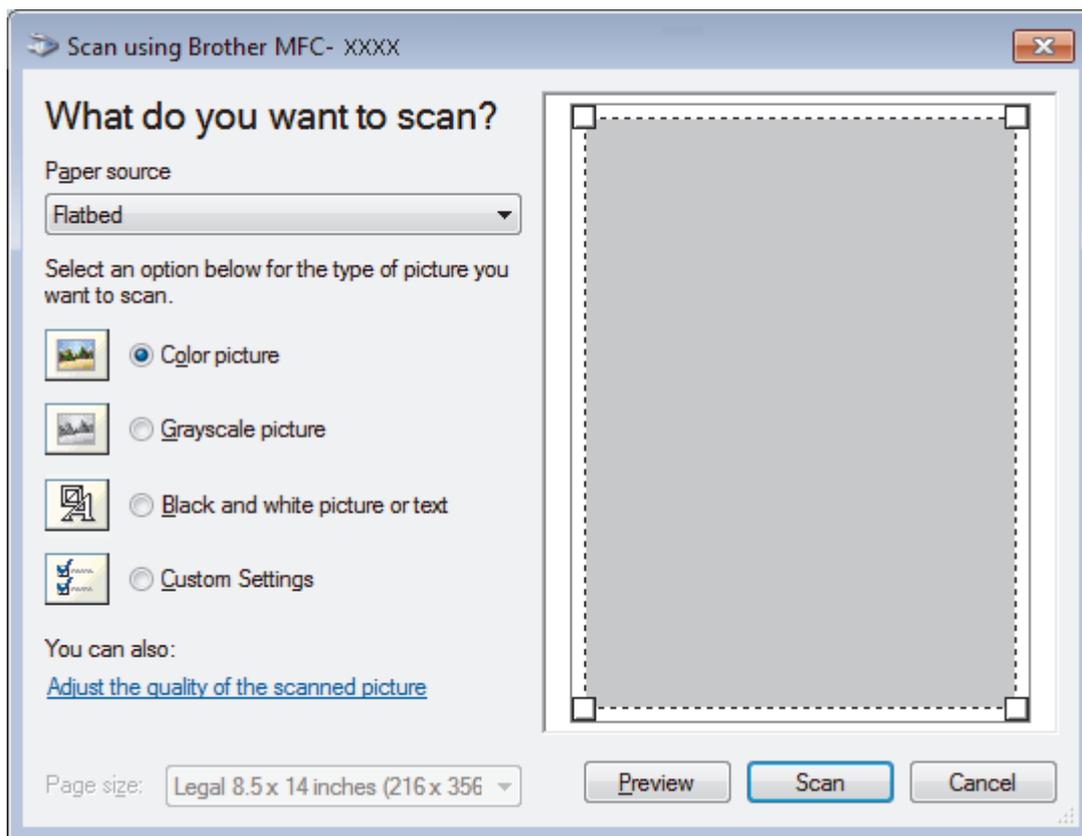
The machine starts scanning the document.



Related Information

- [Scan from Your Computer \(Windows®\)](#)
 - [WIA Driver Settings \(Windows®\)](#)
-

WIA Driver Settings (Windows®)



Paper source

Select the **Document Feeder** or **Flatbed** option from the drop-down list.

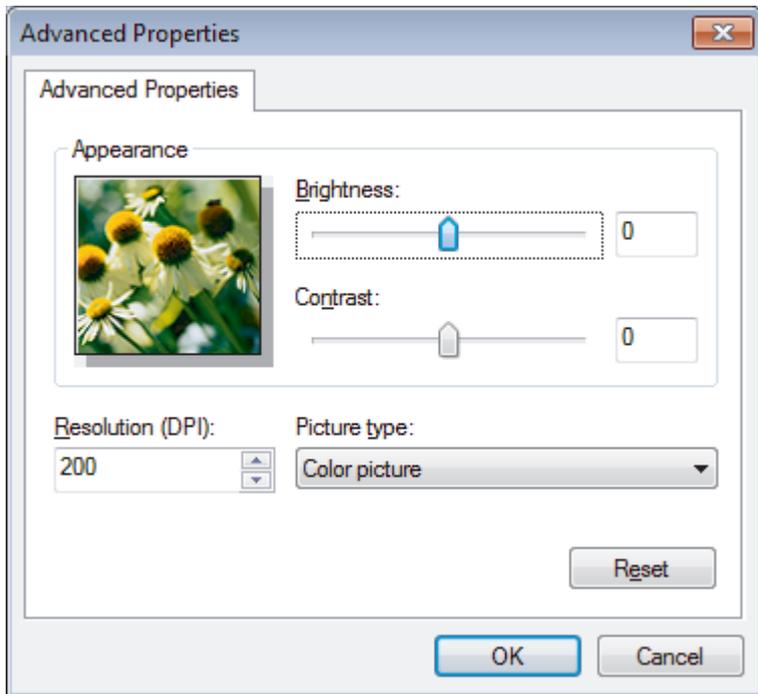
Picture Type (Image Type)

Select **Color picture**, **Grayscale picture**, **Black and white picture or text**, or **Custom Settings** for the type of document you want to scan.

To change advanced settings, click the **Adjust the quality of the scanned picture** link.

Page size

The **Page size** option is available when you selected the **Document Feeder** as the **Paper source** option.



Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.

Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also type a value in the field to set the contrast level.

Resolution (DPI)

Select a scanning resolution from the **Resolution (DPI)** list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.



Related Information

- [Scan Using Windows® Photo Gallery or Windows® Fax and Scan](#)

Install BookScan Enhancer and Whiteboard Enhancer (Windows®)

BookScan Enhancer and Whiteboard Enhancer are image processing applications. BookScan Enhancer can automatically correct images scanned from books. Whiteboard Enhancer can clean up and enhance text and images in photos taken of a whiteboard.

These applications are not available for Windows Server® 2003/2008/2012 series.

- The machine must be turned on and connected to the computer.
- The computer must be connected to the Internet.
- You must be logged on with Administrator access privileges.

1. Click  (**Brother Utilities**).
2. Select your machine from the drop-down list.
3. Select **Do More** in the left navigation bar.
4. Click **BookScan&Whiteboard Suite** and follow the on-screen instructions to install.

Related Information

- [Scan from Your Computer \(Windows®\)](#)

Scan from Your Computer (Mac)

There are several ways you can use your Mac to scan photos and documents on your Brother machine. Use the software applications provided by Brother or your favorite scanning application.

- [Scan Using ControlCenter2 \(Mac\)](#)
- [Scan Using Presto! PageManager or other TWAIN-Compliant Applications \(Mac\)](#)

Scan Using ControlCenter2 (Mac)

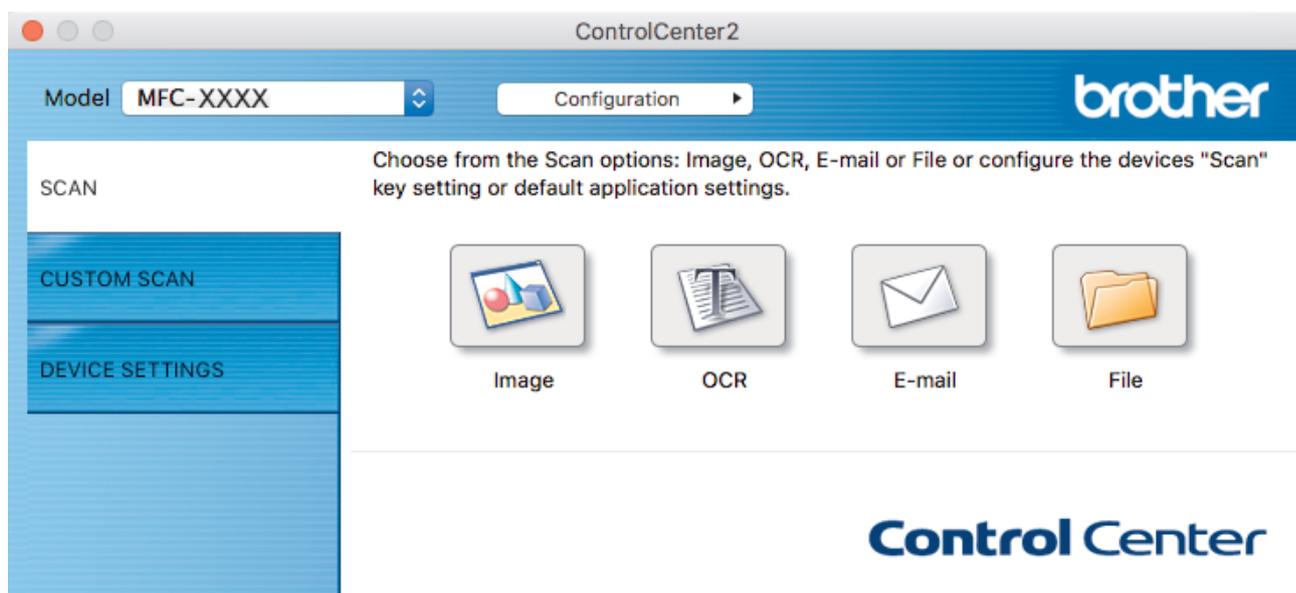
Use Brother's ControlCenter software to scan photos and save them as JPEGs, PDFs, or other file formats.

- [Scan Using ControlCenter2 \(Mac\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter2 \(Mac\)](#)
- [Scan Both Sides of an ID Card Using ControlCenter2 \(Mac\)](#)
- [Scan to E-mail Attachment Using ControlCenter2 \(Mac\)](#)
- [Scan to an Editable Text File \(OCR\) Using ControlCenter2 \(Mac\)](#)
- [Scan to an Office File Using ControlCenter2 \(Mac\)](#)
- [Scan Settings for ControlCenter2 \(Mac\)](#)

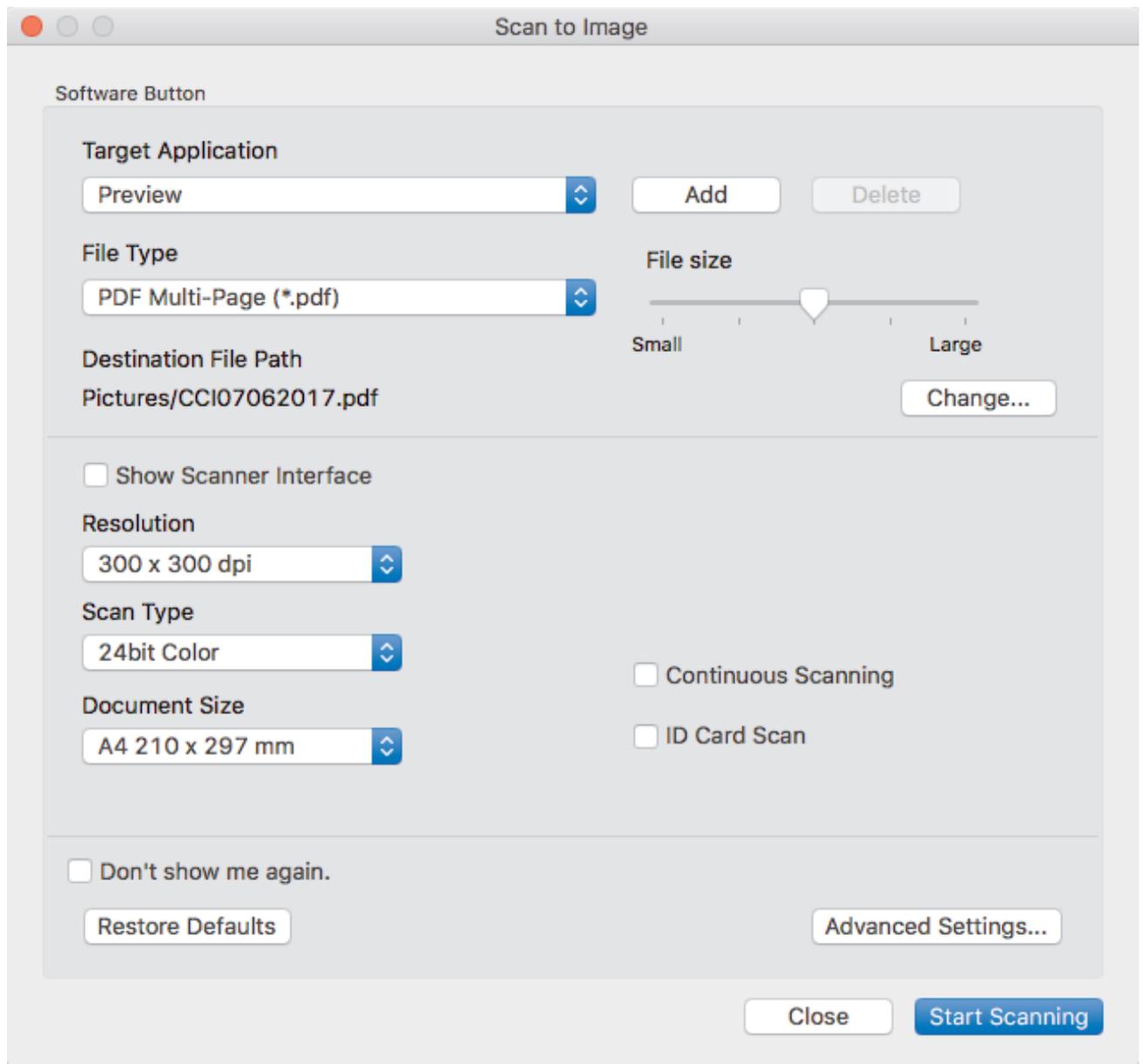
Scan Using ControlCenter2 (Mac)

Send scanned photos or graphics directly to your computer.

1. Load your document.
2. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.
The **ControlCenter2** screen appears.
3. Click the **SCAN** tab.



4. Click the **Image** button.
The scan settings dialog box appears.



5. Change the scan settings, such as file format, file name, destination file path, resolution, or color, if needed.



To change the file name or destination file path, click **Change**.

6. Click the **Start Scanning** button.
The machine starts scanning. The scanned image will open in the application you have selected.

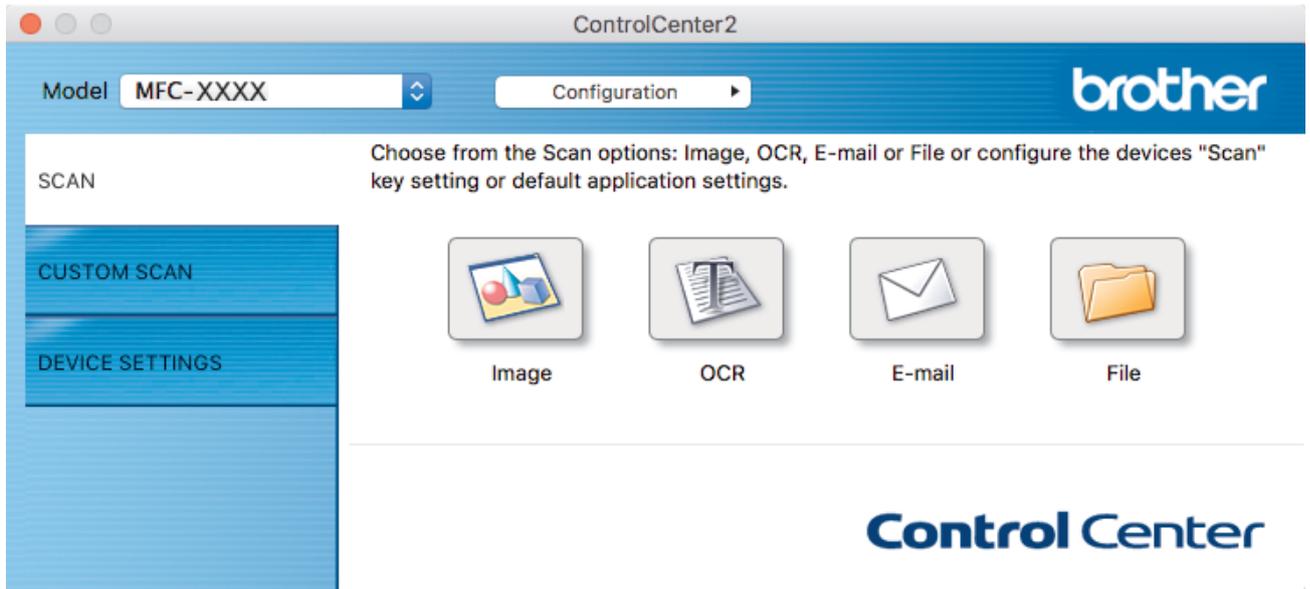


Related Information

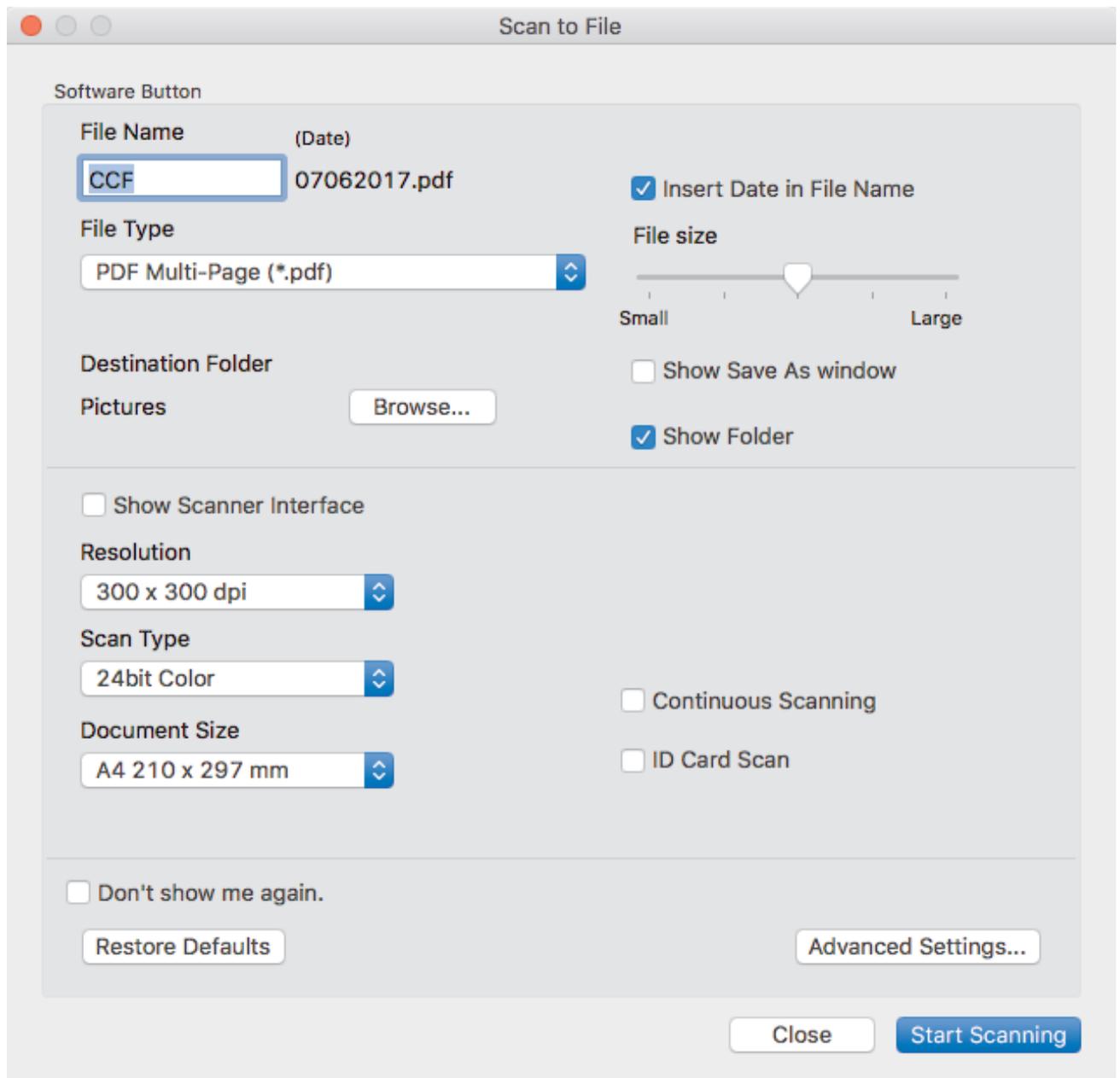
- [Scan Using ControlCenter2 \(Mac\)](#)

Save Scanned Data to a Folder as a PDF File Using ControlCenter2 (Mac)

1. Load your document.
2. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.
The **ControlCenter2** screen appears.
3. Click the **SCAN** tab.



4. Click the **File** button.
The scan settings dialog box appears.



5. Click the **File Type** pop-up menu, and then select **PDF (*.pdf)**.



To save the document as a password-protected PDF, select **Secure PDF (*.pdf)** from the **File Type** pop-up menu, type your password in the **Password** and **Re-type Password** fields, and then click **OK**.

6. Change the scan settings, such as file format, file name, destination folder, resolution, or color, if needed.
7. Click the **Start Scanning** button.

The machine starts scanning. The file will be saved in the folder you selected.

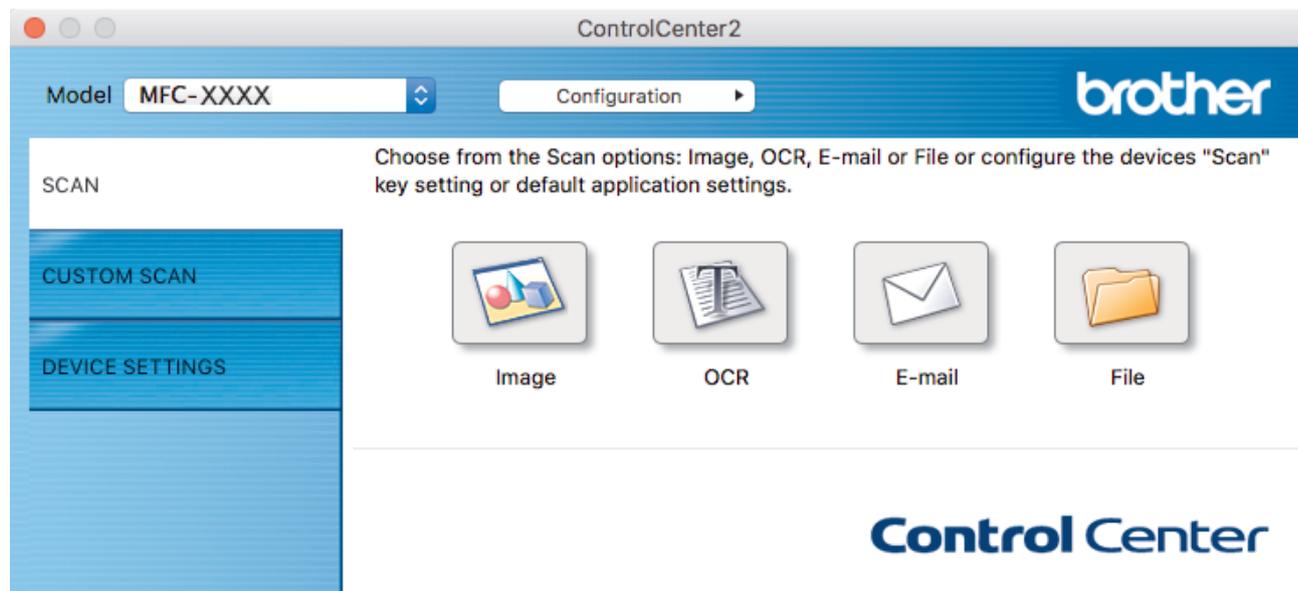


Related Information

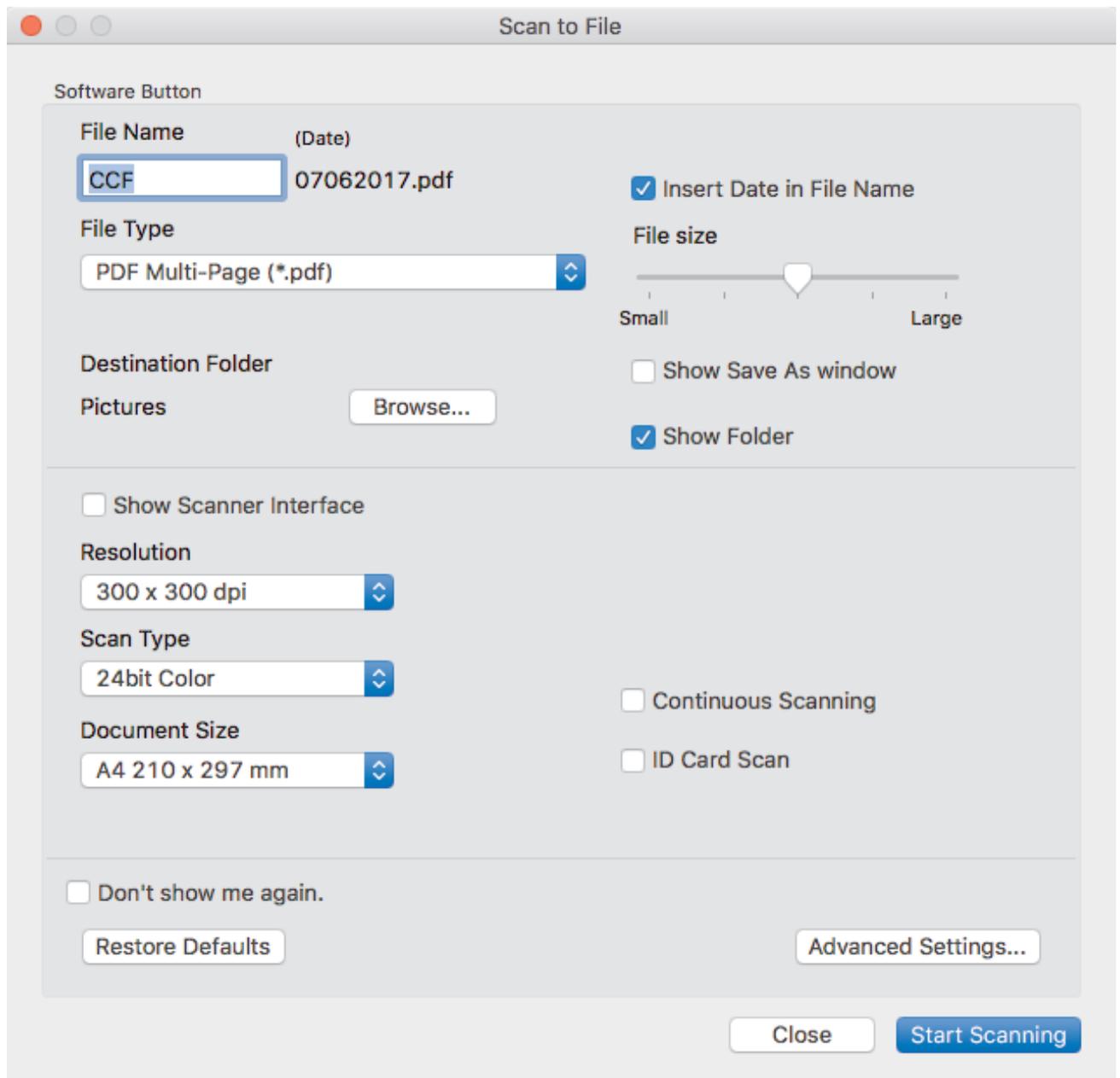
- [Scan Using ControlCenter2 \(Mac\)](#)

Scan Both Sides of an ID Card Using ControlCenter2 (Mac)

1. Place an ID card on the scanner glass.
2. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.
The **ControlCenter2** screen appears.
3. Click the **SCAN** tab.



4. Click the **File** button.
The scan settings dialog box appears.



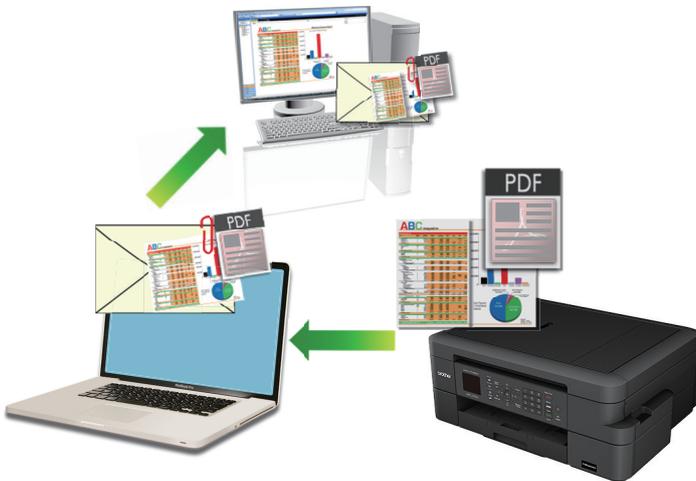
5. Select the **ID Card Scan** check box.
The instruction dialog box appears.
6. Read the instructions on the screen, and then press **OK**.
7. Configure other settings, if needed.
8. Click the **Start Scanning** button.
The machine starts scanning one side of the identification card.
9. After the machine has scanned one side, turn over the identification card, and then click **Continue** to scan the other side.
10. Click **Finish**.

Related Information

- [Scan Using ControlCenter2 \(Mac\)](#)

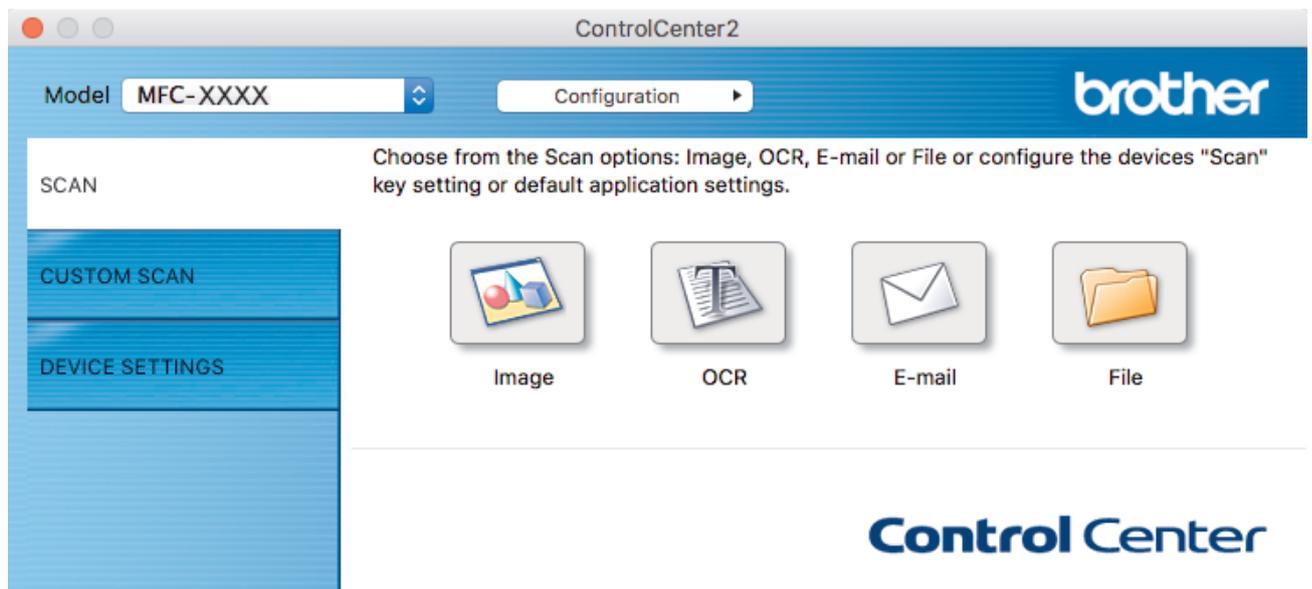
Scan to E-mail Attachment Using ControlCenter2 (Mac)

Send a scanned document as an email attachment.

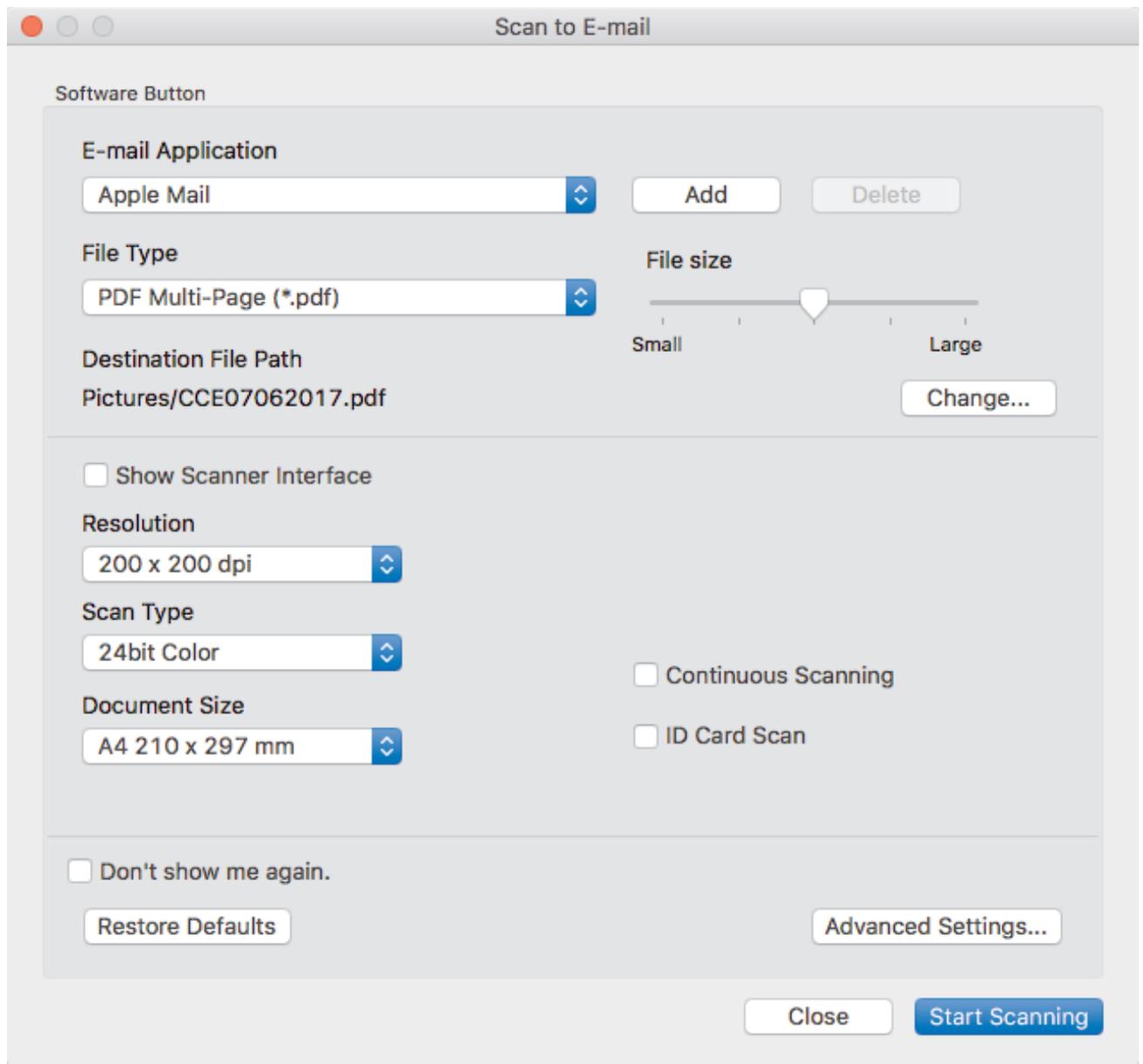


The Scan to E-mail feature does not support Webmail services. Use the Scan to Image or Scan to File feature to scan a document or a picture, and then attach the scanned file to an email message.

1. Load your document.
2. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.
The **ControlCenter2** screen appears.
3. Click the **SCAN** tab.



4. Click the **E-mail** button.
The scan settings dialog box appears.



5. Change the scan settings, such as file format, file name, destination file path, resolution, or color, if needed.



To change the file name or destination file path, click **Change**.

6. Click the **Start Scanning** button.

The machine starts scanning. Your default email application will open and the scanned image is attached to a new, blank email.



Related Information

- [Scan Using ControlCenter2 \(Mac\)](#)

Scan to an Editable Text File (OCR) Using ControlCenter2 (Mac)

Your machine can convert characters in a scanned document to text data using optical character recognition (OCR) technology. You can edit this text using your preferred text-editing application.

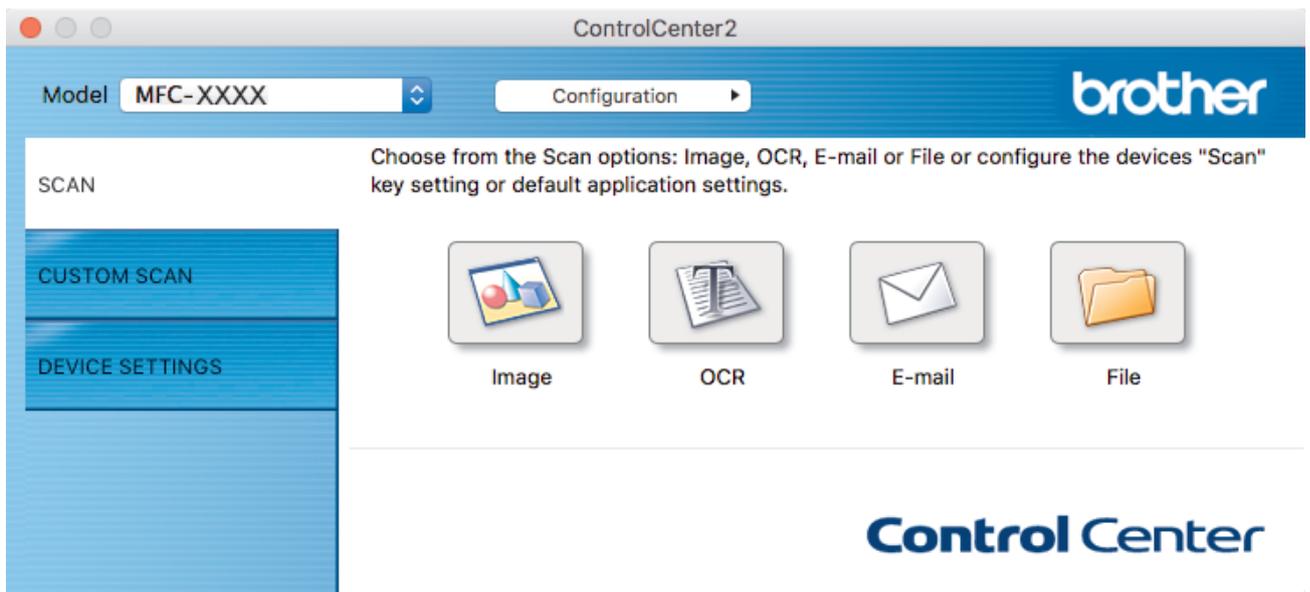


- Mac
Presto! PageManager must be installed on your computer.
Download Presto! PageManager from nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang2.dmg.

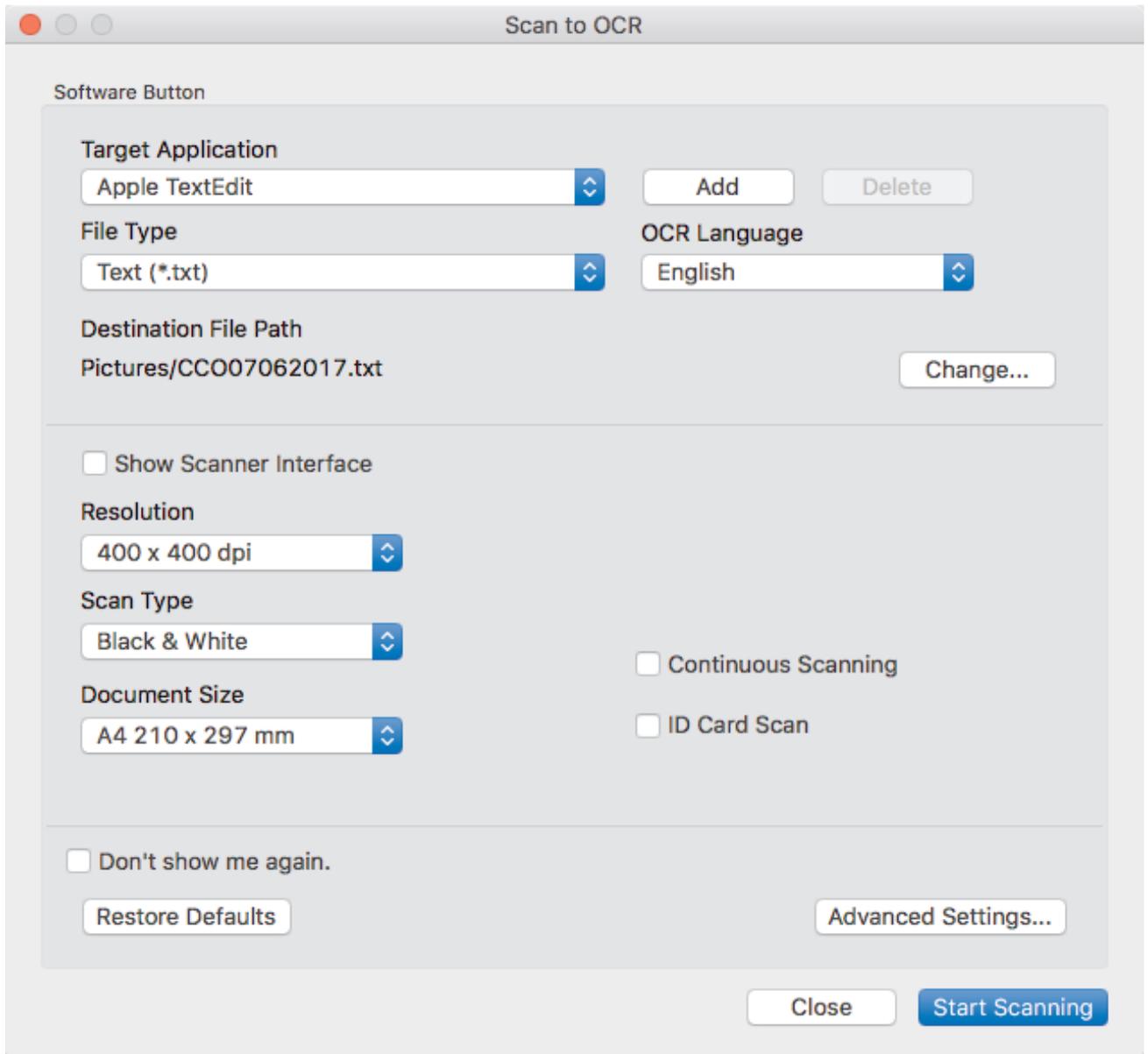


The Scan to OCR feature is available for certain languages.

1. Load your document.
2. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.
The **ControlCenter2** screen appears.
3. Click the **SCAN** tab.



4. Click the **OCR** button.
The scan settings dialog box appears.



5. Change the scan settings, such as file format, file name, destination file path, resolution, or color, if needed.



To change the file name or destination file path, click **Change**.

6. Click the **Start Scanning** button.

The machine scans the document, converts it to editable text, and then sends it to your default word processing application.



Related Information

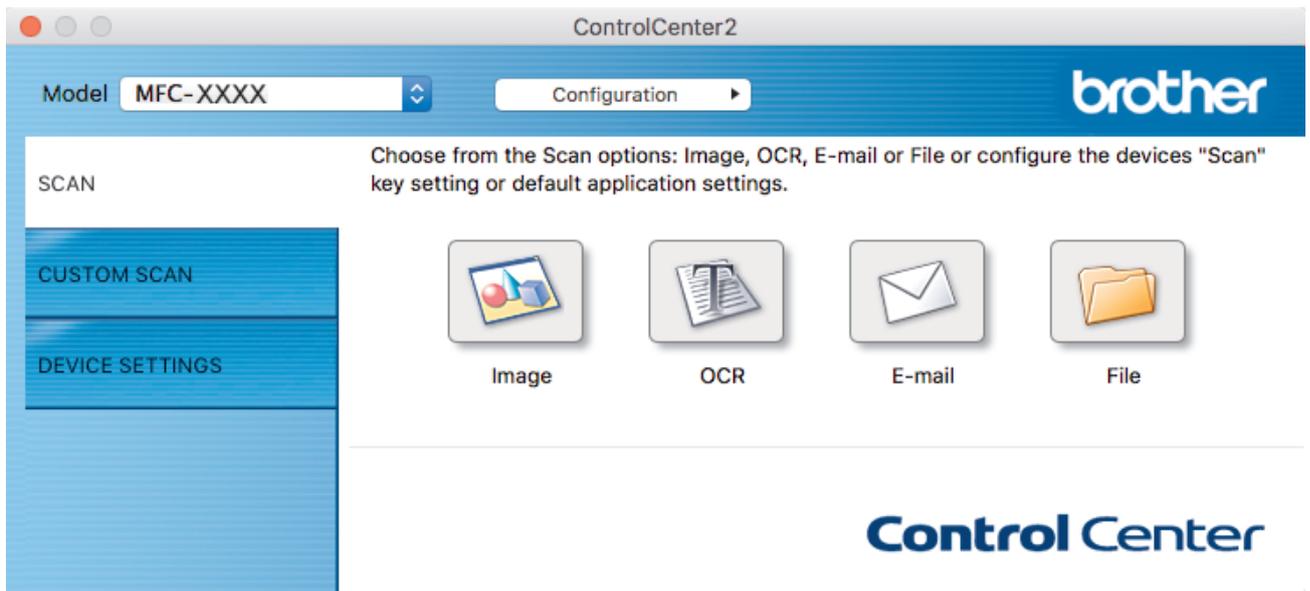
- [Scan Using ControlCenter2 \(Mac\)](#)

Scan to an Office File Using ControlCenter2 (Mac)

Your machine can convert scanned data to a Microsoft® Word file or a Microsoft® PowerPoint® file.

In order to use this feature, your Brother machine must be connected to a network that has access to the Internet through either a wired or wireless connection.

1. Load your document.
2. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.
The **ControlCenter2** screen appears.
3. Click the **SCAN** tab.



4. Click the **E-mail** or **File** button.
The scan settings dialog box appears.
5. Click the **File Type** pop-up menu, and then select the **Microsoft Office Word (*.docx)** or **Microsoft Office PowerPoint (*.pptx)** option.
If a message dialog box regarding the Internet connection appears, read the information and click **OK**.
6. Change the scan settings, if needed.
7. Click the **Start Scanning** button.

✓ Related Information

- [Scan Using ControlCenter2 \(Mac\)](#)

Scan Settings for ControlCenter2 (Mac)

Settings	Applicable Features			
	Image	OCR	E-mail	File
Target Application/E-mail Application	Yes	Yes	Yes	-
File Type	Yes	Yes	Yes	Yes
File size	Yes	-	Yes	Yes
OCR Software (only available for certain models)	-	Yes	-	-
OCR Language (only available for certain models)	-	Yes	-	-
Destination File Path	Yes	Yes	Yes	-
File Name	Yes	Yes	Yes	Yes
Insert Date in File Name	Yes	Yes	Yes	Yes
Destination Folder	Yes	Yes	Yes	Yes
Show Save As window	-	-	-	Yes
Resolution	Yes	Yes	Yes	Yes
Scan Type	Yes	Yes	Yes	Yes
Document Size	Yes	Yes	Yes	Yes
Continuous Scanning	Yes	Yes	Yes	Yes
ID Card Scan	Yes	Yes	Yes	Yes
Show Scanner Interface	Yes	Yes	Yes	Yes
Advanced Settings	Yes	Yes	Yes	Yes
Restore Defaults	Yes	Yes	Yes	Yes

Target Application/E-mail Application

Select which application is used to open scanned data. Only applications installed on your computer can be selected.

- **Add**

Add an application to the pop-up menu.

Type the application name in the **Application Name** field (up to 30 characters) and select your preferred application by clicking the **Browse** button. Select the **File Type** option from the pop-up menu.

- **Delete**

Delete an application you have added to the pop-up menu.

Select the application from the **Application Name** pop-up menu, and then click **Delete**.

File Type

Select the file type you want to use for the scanned data.

File size

Change the file size by moving the **File size** slider to the right or left.

OCR Language

Set the optical character recognition (OCR) language to match the language of the scanned document's text (available only for certain models).

Destination File Path

Click the **Change** button to change the prefix of the file name and the path of the destination folder.

File Name

Type a prefix for your file name, if needed. To change the prefix for the **Image**, **OCR**, and **E-mail** features, click **Change**.

Insert Date in File Name

Automatically inserts the date in the file name of the scanned image. To insert the date in the file name for the **Image**, **OCR** and **E-mail** features, click **Change**.

Destination Folder

To change the folder for the **Image**, **OCR** and **E-mail** features, click **Change**. Click **Browse** to select the folder where you want to save your scanned document. Select the **Show Folder** option to automatically display the destination folder after scanning to a **File**.

Show Save As window

Select this option to specify the scanned image's destination every time you scan.

Resolution

Select a scanning resolution from the **Resolution** pop-up menu. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

Scan Type

Select from a range of scan color depths.

- **Black & White**
Use for text or line art images.
- **Gray (Error Diffusion)**
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give a gray appearance.)
- **True Gray**
Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of gray.
- **24bit Color**
Use to create an image with the most accurate color reproduction. This mode uses up to 16.8 million colors to scan the image, but it requires the most memory and has the longest transfer time.
- **Auto**
Use for any type of document. This mode automatically picks an appropriate color depth for the document.

Document Size

The document size is set to Letter by default. For faster scan speeds, select the exact size of your document from the **Document Size** drop-down list.

- If you select the **1 to 2 (A4)** option, the scanned image will be divided into two A5-size documents.

Continuous Scanning

Select this option to scan multiple pages from the scanner glass or ADF (available only for certain models). After a page is scanned, you can either continue scanning or finish. Using this method, you can scan more pages than the maximum ADF capacity.

ID Card Scan

Select this check box to scan both sides of the identification card onto one page.

Show Scanner Interface

Select this check box to crop a portion of a scanned page after pre-scanning the document.

Advanced Settings

Configure advanced settings by clicking the **Advanced Settings** button in the scan settings dialog box.

- **Brightness**

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.

- **Contrast**

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas.

- **Remove Background Color**

Select this option to remove the base color of documents to make the scanned data more recognizable. When you use this feature, select from three settings: high, medium and low.

Restore Defaults

Select this option to restore all settings to their factory setting values.



Related Information

- [Scan Using ControlCenter2 \(Mac\)](#)
-

Scan Using Presto! PageManager or other TWAIN-Compliant Applications (Mac)

- Download Presto! PageManager from nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang2.dmg.
- Your hard disk drive must have at least 400 MB of free disk space for installation.
- Presto! PageManager supports macOS v10.10.5, v10.11.x, v10.12.x.
- For more information about the application, see the Presto! PageManager help file. You can access this from the Presto! PageManager Help menu.



Follow these steps if you are using Presto! PageManager. Instructions for using other applications that support TWAIN specifications are very similar.

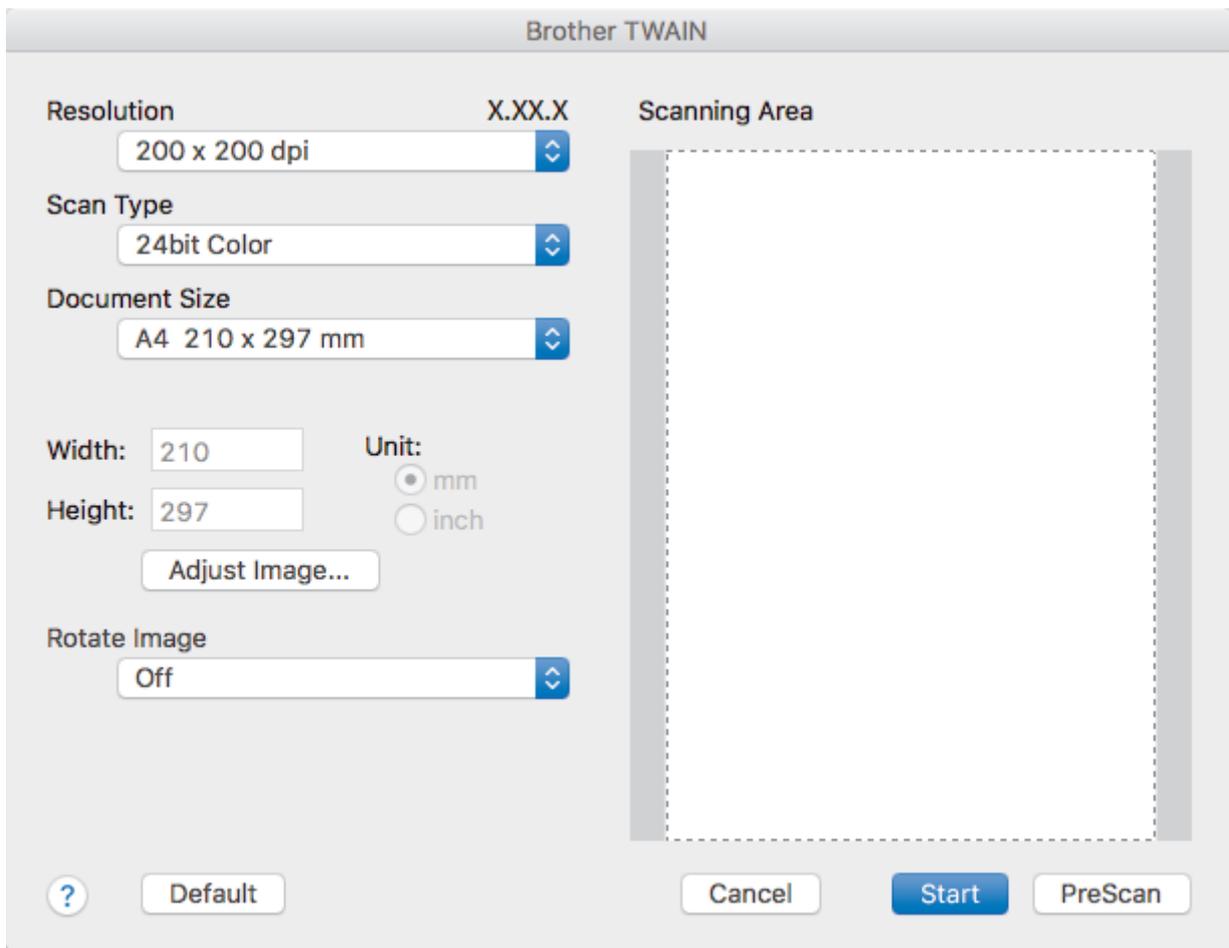
1. Start Presto! PageManager.

The first time you use the Brother TWAIN driver, you must set it as the default driver. To set the Brother TWAIN driver as the default driver, do the following:

- a. Click the **File** menu, and then select the **Select Source** option.
- b. Select the **Brother TWAIN** option, and then click **Select**.

2. Click the **File** menu, and then select the **Acquire Image Data** option.

The scanner setup dialog box appears.



3. Change the scan settings, such as **Resolution**, **Scan Type**, or **Adjust Image**, if needed.
4. Click the **Document Size** pop-up menu, and then select your document size.
5. Click the **PreScan** option to preview your image and crop unwanted portions before scanning.



- After you select a document size, adjust the scanning area by holding down the mouse button and dragging your mouse pointer over the portion you want to scan.
-

6. Click **Start**.

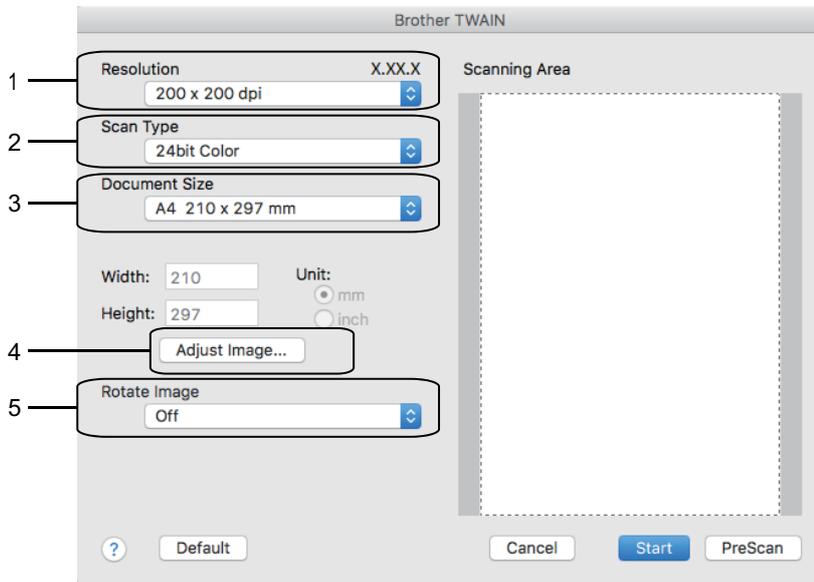
The machine starts scanning.



Related Information

- [Scan from Your Computer \(Mac\)](#)
 - [TWAIN Driver Settings \(Mac\)](#)
-

TWAIN Driver Settings (Mac)



- Item names and assignable values will vary depending on the machine.
- The **Brightness** setting is available only when selecting **Black & White**, **Gray (Error Diffusion)**, **True Gray**, or **24bit Color** from the **Scan Type** options.
- The **Contrast** setting is available only when selecting **Gray (Error Diffusion)**, **True Gray**, or **24bit Color** from the **Scan Type** options.

1. Resolution

Select a scanning resolution from the **Resolution** pop-up menu. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

2. Scan Type

Select from a range of scan color depths.

- **Black & White**
Use for text or line art images.
- **Gray (Error Diffusion)**
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give a gray appearance.)
- **True Gray**
Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of gray.
- **256 Color**
(Not available for Brother's ControlCenter software and Presto! PageManager 9 or later)
Use for simple color illustrations that do not use the full color spectrum. This mode uses up to 256 colors to create images.
- **24bit Color**
Use to create an image with the most accurate color reproduction. This mode uses up to 16.8 million colors to scan the image, but it requires the most memory and has the longest transfer time.

3. Document Size

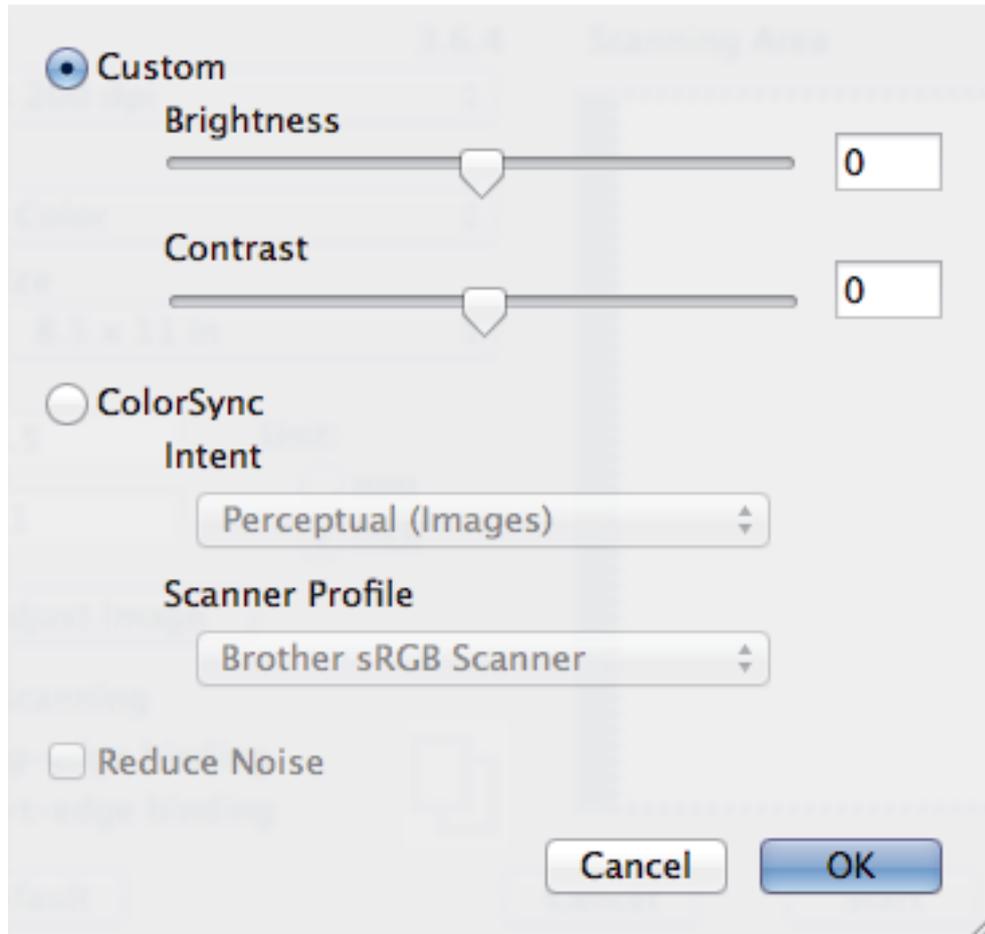
Select the exact size of your document from a selection of preset scan sizes. **Auto** means that the machine will automatically detect the **Document Size**.

- If you select **Custom**, you can specify the document size.

Width:	<input type="text" value="210"/>	Unit:	<input checked="" type="radio"/> mm
Height:	<input type="text" value="297"/>		<input type="radio"/> inch

4. Adjust Image

Click the **Adjust Image** button to adjust other image qualities.



Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value in the box to set the brightness.

Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also type a value in the box to set the contrast.

Reduce Noise

Improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** option is available when selecting the **24bit Color** option and the **300 x 300 dpi**, **400 x 400 dpi**, or **600 x 600 dpi** scan resolutions.

✓ Related Information

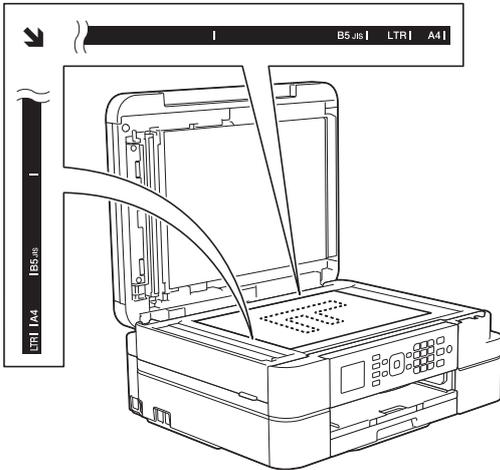
- [Scan Using Presto! PageManager or other TWAIN-Compliant Applications \(Mac\)](#)

Copy

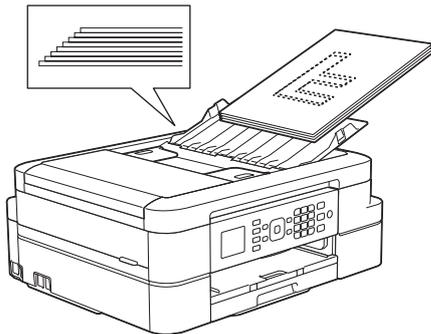
- [Copy a Document](#)
- [Enlarge or Reduce Copied Images](#)
- [Sort Copies](#)
- [Make Page Layout Copies \(N in 1 or Poster\)](#)
- [2-sided Copy](#)
- [Copy an ID Card](#)
- [Copy Options](#)

Copy a Document

1. Make sure you have loaded the correct size paper in the paper tray.
2. Do one of the following:
 - Place the document *face down* on the scanner glass.

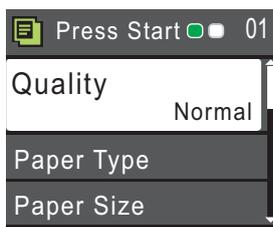


- Place the document *face down* in the ADF.
(If you are copying multiple pages, we recommend using the ADF.)



3. Press  (**COPY**).

The LCD displays:



4. Enter the number of copies using the dial pad.
5. Change the copy settings, if needed.
Press **▲** or **▼** to scroll through the copy settings. When the setting you want is highlighted, press **OK**.



- When you load paper other than Letter size Plain Paper, you must change the [Paper Size] and [Paper Type] settings.

6. When finished, press **Black Start** or **Color Start**.



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

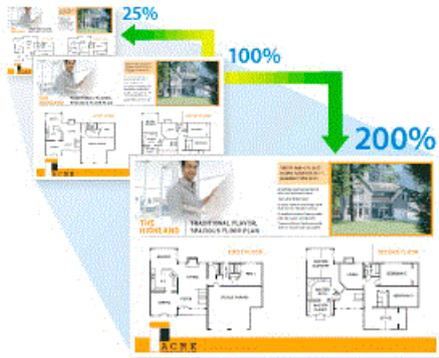


Related Information

- [Copy](#)
 - [Load Documents in the Automatic Document Feeder \(ADF\)](#)
 - [Load Documents on the Scanner Glass](#)
 - [Copy Options](#)
-

Enlarge or Reduce Copied Images

Select an enlargement or reduction ratio to resize your copied data.



1. Load your document.
2. Press  (**COPY**).
3. Enter the number of copies using the dial pad.
4. Press ▲ or ▼ to select [Enlarge/Reduce]. Press **OK**.
5. Press ▲ or ▼ to select the available options. Press **OK**.
6. Do one of the following:
 - If you selected the [Enlarge] or [Reduce] option, press ▲ or ▼ to select the enlargement or reduction ratio you want to use. Press **OK**.
 - If you selected the [Custom (25-400%)] option, enter an enlargement or reduction ratio from [25%] to [400%]. Press **OK**.
 - If you selected [100%] or the [Fit to Page] option, go to the next step.
7. When finished, press **Black Start** or **Color Start**.



If you selected the [Fit to Page] option, your machine adjusts the copy size to fit the paper size set in the machine.

- The [Fit to Page] option does not work correctly when the document on the scanner glass is skewed more than three degrees. Using the document guidelines on the left and top, place your document in the upper-left corner, with the document face down on the scanner glass.
- The [Fit to Page] option is not available when using the ADF.
- The [Fit to Page] option is not available for Legal size documents.



Related Information

- [Copy](#)

Sort Copies

Sort multiple copies. Pages will be stacked in the order they are fed, that is: 1, 2, 3, and so on.

1. Load your document.
2. Press  (**COPY**).
3. Enter the number of copies using the dial pad.
4. Press ▲ or ▼ to select the following:
 - a. Select [Stack/Sort]. Press **OK**.
 - b. Select [Sort]. Press **OK**.
5. 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 the next step.
6. After the machine scans the page, press **1** to scan the next page.

Repeat this step for each page of the document.
7. After all the pages have been scanned, press **2** to start printing.



Related Information

- [Copy](#)

Make Page Layout Copies (N in 1 or Poster)

The N in 1 copy feature saves paper by copying two or four pages of your document onto one page of the copy. The poster feature divides your document into sections, then enlarges the sections so you can assemble them into a poster. To print a poster, use the scanner glass.



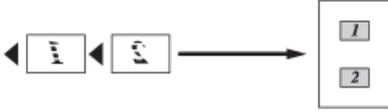
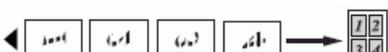
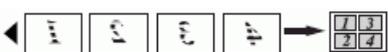
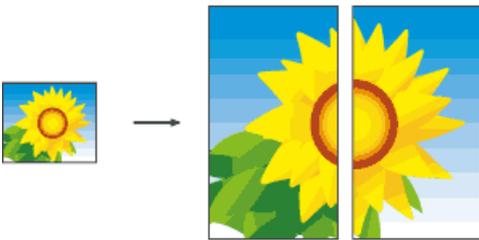
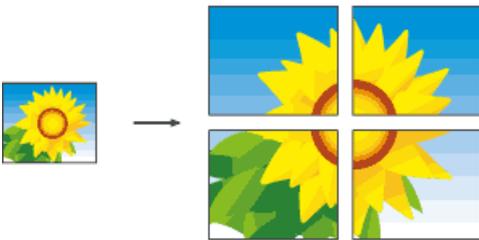
- Make sure the paper size is set to Letter, A4, or Executive.
 - Poster copy is not available for Executive size paper.
 - You can make only one Poster copy at a time.
1. Load your document.
 2. Press  (**COPY**).
 3. Enter the number of copies using the dial pad.
 4. Press ▲ or ▼ to select [Page Layout]. Press **OK**.
 5. Press ▲ or ▼ to display the options, and then press **OK** to select the option you want.
 6. Press **Black Start** or **Color Start**. 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 the next step.
 7. After the machine scans the page, press **1** to scan the next page.
Repeat this step for each page of the document.
 8. After all the pages have been scanned, press **2** to start printing.

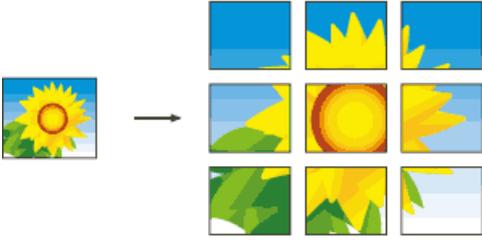
✓ Related Information

- [Copy](#)
- [Page Layout Options for Copies](#)

Page Layout Options for Copies

- If you are copying from the ADF, insert the document face down in the direction shown in the table.
- If you are copying from the scanner glass, place the document face down in the direction shown in the table.

Option	Description
Off (1in1)	-
2in1 (P)	<ul style="list-style-type: none"> • When using the ADF  • When using the scanner glass 
2in1 (L)	<ul style="list-style-type: none"> • When using the ADF  • When using the scanner glass 
2in1 (ID) (Using the scanner glass)	
4in1 (P)	<ul style="list-style-type: none"> • When using the ADF  • When using the scanner glass 
4in1 (L)	<ul style="list-style-type: none"> • When using the ADF  • When using the scanner glass 
Poster (2x1) (Using the scanner glass)	
Poster (2x2) (Using the scanner glass)	

Option	Description
Poster (3x3) (Using the scanner glass)	

Related Information

- [Make Page Layout Copies \(N in 1 or Poster\)](#)

2-sided Copy

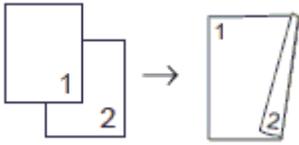
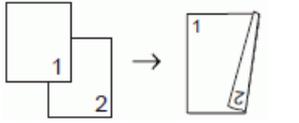
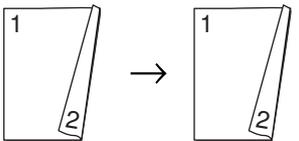
- [Copy on Both Sides of the Paper \(1-sided to 2-sided/2-sided to 2-sided\)](#)

Copy on Both Sides of the Paper (1-sided to 2-sided/2-sided to 2-sided)

Reduce the amount of paper you use by copying onto both sides of the paper.

- We recommend loading single-sided documents in the ADF for 2-sided copying. (ADF models only)
- For 2-sided documents use the scanner glass.
- You can use only Letter, A4, A5, or Executive size plain paper.

1. Load your document.
2. Press  (**COPY**).
3. Enter the number of copies using the dial pad.
4. To sort multiple copies, press ▲ or ▼ to select the following:
 - a. Select [Stack/Sort]. Press **OK**.
 - b. Select [Sort]. Press **OK**.
5. Press ▲ or ▼ to select the following:
 - a. Select [2-sided Copy]. Press **OK**.
 - b. Select [2-sided Copy] once again. Press **OK**.
 - c. Select the option you want to select. Press **OK**.

Option	Description
Off	-
1sided⇒2sided LongEdgeFlip	
1sided⇒2sided ShortEdgeFlip	
2sided⇒2sided	

6. Press **Black Start** or **Color Start**. If you placed the document in the ADF, the machine scans the pages and starts printing.
If you are using the scanner glass, go to the next step.
7. After the machine scans the page, place the next page on the scanner glass. Press **1** to scan.
The machine starts printing.
8. If you selected the [Sort] option, repeat the previous step for each page. After all the pages have been scanned, press **2**. The machine starts printing.

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



-
- If you get a paper jam, press ▲ or ▼ to select [Advanced], and then press **OK** in the [2-sided Copy] menu.

Press ▲ or ▼ to select one of the jam prevention settings: [2-sided1] or [2-sided2], and then press **OK**.

- The [2-sided1] option uses a longer print time for the ink to dry.
 - The [2-sided2] option uses a longer print time and will also print in lighter colors.
-



Related Information

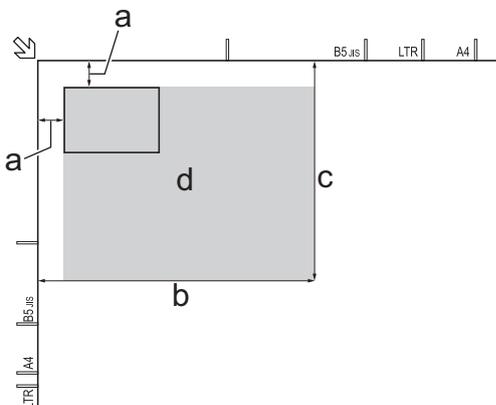
- [2-sided Copy](#)
 - [Paper Handling and Printing Problems](#)
-

Copy an ID Card

Use the [2in1 (ID)] feature to copy both sides of an identification card onto one page, keeping the original card size.



- Make sure the paper size is set to Letter or A4.
 - You may copy an identification card to the extent permitted under applicable laws. For more detailed information, see the *Product Safety Guide*.
1. Place your identification card face down near the upper-left corner of the scanner glass.



- a. 0.12 in. (3 mm) or greater (top, left)
 - b. 8.4 in. (213 mm)
 - c. 5.4 in. (137 mm)
 - d. scannable area
2. Press  (**COPY**).
 3. Enter the number of copies using the dial pad.
 4. Press ▲ or ▼ to select the following:
 - a. Select [Page Layout]. Press **OK**.
 - b. Select [2in1 (ID)]. Press **OK**.
 5. Press **Black Start** or **Color Start**.

The machine starts scanning one side of the identification card.

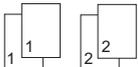
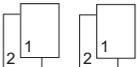
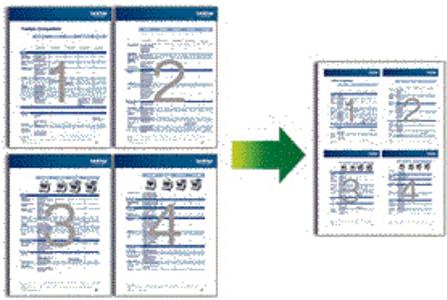
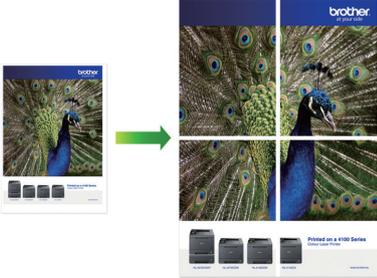
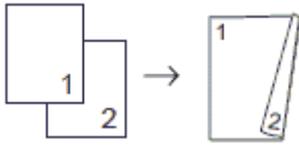
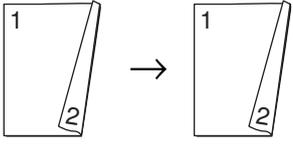
6. After the machine has scanned the first side, turn over the identification card and press **1**.

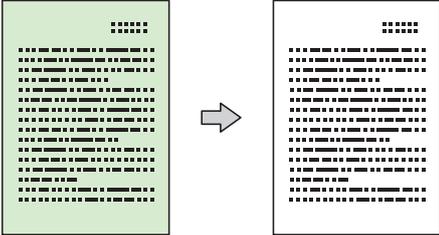


Related Information

- [Copy](#)

Copy Options

Option	Description	
Quality	Select a copy resolution for your type of document. <ul style="list-style-type: none"> When you select the Normal option, Plain Paper is the only Paper Type option. 	
Paper Type	Select a paper type. If you are copying on special paper, set the machine for the type of paper you are using to get the best print quality.	
Paper Size	Select a paper size. If you are copying on paper other than Letter size, you must change the Paper Size setting.	
Enlarge/Reduce	100%	-
	Enlarge	Select an enlargement ratio for the next copy.
	Reduce	Select a reduction ratio for the next copy.
	Fit to Page	Adjusts the copy size to fit on the paper size you have set.
Custom (25-400%)	Enter an enlargement or reduction ratio.	
Density	Increase the density to make the text darker. Decrease the density to make the text lighter.	
Stack/Sort	Select to stack or sort multiple copies.	
	Stack 	Sort 
Page Layout	Make N in 1, 2 in 1 ID, or Poster copies.	
	4 in 1 	Poster 
2-sided Copy	Select to copy on both sides of the paper.	
	1-sided → 2-sided 	2-sided → 2-sided 

Option	Description
Advanced Settings	<p data-bbox="472 170 735 197">Remove Background</p> <p data-bbox="472 210 1449 271">Removes the document's background color in copies. The white background becomes more apparent. This saves some ink and may make certain copies easier to read.</p> <div data-bbox="512 309 951 544" style="text-align: center;">  </div>
Set New Default	Saves the copy settings that you use most often by setting them as the default settings.
Factory Reset	Restores any changed copy settings to the factory settings.



Related Information

- [Copy](#)
- [Copy a Document](#)

Fax

- [Send a Fax](#)
- [Receive a Fax](#)
- [Voice Operations and Fax Numbers](#)
- [Telephone Services and External Devices](#)
- [Fax Reports](#)
- [PC-FAX](#)

Send a Fax

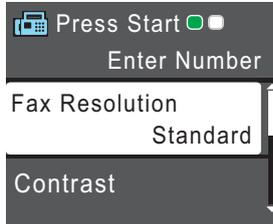
- [Send a Fax from Your Brother Machine](#)
- [Send a Fax Manually](#)
- [Send a Fax at the End of a Conversation](#)
- [Send the Same Fax to More than One Recipient \(Broadcasting\)](#)
- [Send a Fax in Real Time](#)
- [Cancel a Fax in Progress](#)
- [Check and Cancel a Pending Fax](#)
- [Fax Options](#)

Send a Fax from Your Brother Machine

1. Load your document in the ADF or on the scanner glass.

2. Press  (FAX).

The LCD displays:



3. Enter the fax number in one of the following ways:

- Dial Pad (Enter the fax number manually.)
Press all digits of the number using the dial pad.
- **Redial/Pause** (Redial the last number you dialed.)
- [Outgoing Call] (Select a number from the Outgoing Call history.)

Press ▲ or ▼ to select the following:

- a. Select [Outgoing Call]. Press **OK**.
- b. Select the number you want, and then press **OK**.
- c. Select [Send a fax]. Press **OK**.
- [Caller ID hist.] (Select a number from the Caller ID history.)

Press ▲ or ▼ to select the following:

- a. Select [Caller ID hist.]. Press **OK**.
- b. Select the number you want, and then press **OK**.
- c. Select [Send a fax]. Press **OK**.
- [Address Book] (Select a number from the Address Book.)

Press ▲ or ▼ to select the following:

- a. Select [Address Book]. Press **OK**.
- b. Select [Search]. Press **OK**.
- c. Do one of the following:
 - Enter the two-digit Speed Dial code using the dial pad.
 - Select a number from the list in the following ways:
 - i. Select [Alphabetical Order] or [Numerical Order]. Press **OK**.
 - ii. Select the number you want. Press **OK**.
 - iii. Select [Send a fax]. Press **OK**.

4. If you want to change the fax settings, press ▲ or ▼ to select the setting you want to change, and then press **OK**.

5. When finished, press **Black Start** or **Color Start**.

6. Do one of the following:

- If you are using the ADF, the machine starts scanning and sending the document.
- If you are using the scanner glass and pressed **Black Start**, the machine starts scanning the first page.
Go to the next step.
- If you are using the scanner glass and pressed **Color Start**, the LCD asks if you want to send a color fax.
Press **1** to confirm. The machine starts dialing and sending the document.

7. When the LCD displays [Next Page?], do one of the following:

-
- Press **1** to scan another page. Place the next page on the scanner glass, and then press **OK**. The machine starts scanning the page.
 - Press **2** to send a fax (or press **Black Start** again) when finished scanning pages. The machine starts sending the document.

Repeat this step for each additional page.



Related Information

- [Send a Fax](#)
 - [Fax Options](#)
-

Send a Fax Manually

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

1. Load your document.
2. Press  (**FAX**).
3. Press **Hook** and listen for a dial tone.
4. Enter the fax number.
5. When you hear fax tones, press **Black Start** or **Color Start**.
 - If you are using the scanner glass, press **1** to send a fax.



Related Information

- [Send a Fax](#)
-

Send 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 press the Start or Send key before hanging up.
2. Load your document.
3. Press **Black Start** or **Color Start**.
 - If you are using the scanner glass, press **1** to send a fax.
4. Replace the handset of an external telephone.



Related Information

- [Send a Fax](#)
-

Send the Same Fax to More than One Recipient (Broadcasting)

Use the Broadcasting feature to send the same fax to multiple fax numbers at the same time.

- This feature is available only for black and white faxes.
- Address Book numbers must be stored in the machine's memory before they can be used in a broadcast.
- Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored Address Book numbers for easier dialing.

You can include Groups, Address Book numbers and up to 50 manually-dialed numbers in the same broadcast.

If you did not use any of the Address Book numbers for Groups, you can broadcast faxes to as many as 90 different numbers.

1. Load your document.
2. Press  (**FAX**).
3. Press ▲ or ▼ to select the following:
 - a. Select [Advanced Settings]. Press **OK**.
 - b. Select [Broadcasting]. Press **OK**.
4. You can add numbers to the broadcast in the following ways:
 - Enter a number using the dial pad in the following way:
 - a. Press ▲ or ▼ to select [Add Number] and then press **OK**.
 - b. Enter a number using the dial pad and then press **OK**.
 - Select a number from the list in the following way:
 - a. Press ▲ or ▼ to select [Address Book] and then press **OK**.
 - b. Press ▲ or ▼ to select [Alphabetical Order] or [Numerical Order] and then press **OK**.
 - c. Press ▲ or ▼ to select the number you want and then press **OK**.

Repeat this step to enter additional fax numbers.

5. When finished, press ▲ or ▼ to select [Complete]. Press **OK**
6. Press **Black Start**
7. Do one of the following:
 - If you are using the ADF, the machine starts scanning and sending the document.
 - If you are using the scanner glass, the machine starts scanning the first page.
When the LCD displays [Next Page?], do one of the following:
 - Press **1** to scan another page. Place the next page on the scanner glass, and then press **OK**. The machine starts scanning the page.
 - Press **2** to send a fax (or press **Black Start** again) when finished scanning pages. The machine starts sending the document.

Repeat this step for each additional page.



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

✓ Related Information

- [Send a Fax](#)
- [Cancel a Broadcast in Progress](#)
- [Set up Groups for Broadcasting](#)

-
- Enter Text on Your Brother Machine
-

Cancel a Broadcast in Progress

While broadcasting you can cancel the fax currently being sent or the whole broadcast job.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Remaining Jobs]. Press **OK**.The LCD will show the fax number being dialed and the Broadcasting job number.
3. Press **▲** or **▼** to select the job you want to cancel in the following ways:
 - To cancel the entire broadcast, select the Broadcasting job number and then press **OK**. Press **1** to confirm or press **2** to exit without canceling.
 - To cancel the current number being dialed, select the name or number on the LCD and then press **OK**. Press **1** to confirm or press **2** to exit without canceling.
 - To exit without canceling, press **Stop/Exit**.
4. Press **Stop/Exit**.



Related Information

- [Send the Same Fax to More than One Recipient \(Broadcasting\)](#)

Send a Fax in Real Time

When sending a fax, the machine scans the document into the memory before sending it. As soon as the telephone line is free, the machine starts dialing and sending. If you want to send an important document immediately without waiting for the machine to retrieve the scan from its memory, transmit the fax quickly by turning on [Real Time TX].

- If you are sending a color fax or if the machine's memory is full and you are sending a black and white fax from the ADF, the machine sends 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 using the scanner glass.

1. Load your document.
2. Press  (FAX).
3. Press ▲ or ▼ to select the following:
 - a. Select [Advanced Settings]. Press **OK**.
 - b. Select [Real Time TX]. Press **OK**.
 - c. Select [On] (or [Off]). Press **OK**.
4. Press **Clear/Back** so you can continue sending your fax.
5. Enter the fax number.
6. Press **Black Start** or **Color Start**.



Related Information

- [Send a Fax](#)

Cancel a Fax in Progress

1. Press **Stop/Exit** to cancel a fax that is already in process.
2. When you press **Stop/Exit** while the machine is dialing or sending, the LCD displays [Job Cancel]. Press **1** to confirm.



Related Information

- [Send a Fax](#)
 - [Telephone and Fax problems](#)
-

Check and Cancel a Pending Fax

Follow these steps to view or to cancel faxes stored in the machine's memory and waiting to be sent. If there are no fax jobs in memory, the LCD displays [No Jobs Waiting]. You can cancel a fax job before it is sent.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Remaining Jobs] Press **OK**.
3. Do the following for each fax job you want to check or cancel:
 - a. Press **▲** or **▼** to scroll through the waiting jobs. If needed, select the job you want to cancel and then press **OK**.
 - b. Press **1** to confirm or press **2** to exit without canceling.
4. When finished, press **Stop/Exit**.



Related Information

- [Send a Fax](#)
- [Telephone and Fax problems](#)

Fax Options

Option	Description
Fax Resolution	Set the resolution for outgoing faxes. The fax quality often can be improved by changing the Fax Resolution.
Contrast	Adjust the contrast. If your document is very light or very dark, changing the contrast may improve the fax quality.
Address Book	Select a number from the Address Book.
Outgoing Call	Select a number from the Outgoing Call history.
Caller ID hist.	Select a number from the Caller ID history.
Advanced Settings	Broadcasting (black and white only) Send the same fax message to more than one fax number at the same time.
	Real Time TX Send a fax immediately without waiting for the machine to retrieve the scan from its memory.
	Overseas Mode Set to On if you have difficulty sending faxes overseas.
	Glass ScanSize Adjust the scan area of the scanner glass to the size of the document.
Set New Default	Save your settings as the default.
Factory Reset	Restore all settings back to the factory settings.



Related Information

- [Send a Fax](#)
- [Send a Fax from Your Brother Machine](#)

Receive a Fax

- [Receive Mode Settings](#)
- [Shrink Page Size of an Oversized Incoming Fax](#)
- [Set the Fax Receive Stamp](#)
- [Receive a Fax at the End of a Telephone Conversation](#)
- [Memory Receive Options](#)

Receive Mode Settings

- [Receive Modes](#)
- [Choose the Correct Receive Mode](#)
- [Set the Number of Rings Before the Machine Answers \(Ring Delay\)](#)
- [Set the F/T Ring Time \(Pseudo/Double-ring\)](#)
- [Set Easy Receive](#)

Receive Modes

Some receive modes answer automatically ([Fax Only] and [Fax/Tel]). You may want to change the Ring Delay before using these modes.

Fax Only

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

Fax/Tel

[Fax/Tel] mode helps you manage incoming calls, by recognizing whether they are fax or voice calls and handling them in one of the following ways:

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

Manual

[Manual] mode turns off all automatic answering functions (unless you are using Distinctive Ring feature).

To receive a fax in [Manual] mode, lift the handset of the external telephone or press the Hook button. When you hear fax tones (short repeating beeps), press the Start button, and then select [Receive] to receive a fax. You can also use the Easy Receive feature to receive faxes by lifting a handset on the same line as the machine.

External TAD

[External TAD] mode lets an external answering device manage your incoming calls.

Incoming calls will be handled in the following ways:

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



Related Information

- [Receive Mode Settings](#)
- [Set the Number of Rings Before the Machine Answers \(Ring Delay\)](#)
- [Set the F/T Ring Time \(Pseudo/Double-ring\)](#)
- [Set Easy Receive](#)
- [Connect an External TAD](#)

Choose the Correct Receive Mode

The correct Receive Mode for you is determined by the external devices and telephone subscriber services (Voice Mail, Distinctive Ring and so on) you will be using on the same line as the Brother machine.

Will you be using a Distinctive Ring number for receiving faxes? (USA and Canada only)

Brother uses the term "Distinctive Ring" but different telephone companies may have other names for this service, such as Custom Ringing, RingMaster, Personalized Ring, Teen Ring, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Smart Ring and SimpleBiz Fax & Alternate Number Ringing.

Will you be using Voice Mail on the same telephone line as your Brother machine?

If you have Voice Mail on the same telephone line as your Brother machine, there is a strong possibility that Voice Mail and the Brother machine will conflict with each other when receiving incoming calls. Select Manual Mode as your Receive Mode.



If you do not want to answer every call manually to determine whether it's a voice call or a fax, contact your telephone provider and ask about Distinctive Ring services.

Will you be using a Telephone Answering Device on the same telephone line as your Brother machine?

Your external telephone answering device (TAD) will answer every call automatically. Voice messages are stored on the external TAD and fax messages are printed. Select [External TAD] as your Receive Mode.

Will you be using your Brother machine on a dedicated fax line?

Your machine automatically answers every call as a fax. Select [Fax Only] as your Receive Mode.

Will you be using your Brother machine on the same line as your telephone?

• Do you want to receive voice calls and faxes automatically?

Select [Fax/Tel] mode when your Brother machine and your telephones share the same line.

Important Note: You cannot receive voice messages on either Voice Mail or an answering machine if you select [Fax/Tel] mode.

• Do you expect to receive very few faxes?

Select [Manual] as your Receive Mode. You control the telephone line and must answer every call yourself.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Setup Receive]. Press **OK**.
 - c. Select [Receive Mode]. Press **OK**.



If you cannot change the [Receive Mode] option, make sure the Distinctive Ring feature is set to [Off].

3. Press **▲** or **▼** to select the [Fax Only], [Fax/Tel], [External TAD], or [Manual] option, and then press **OK**.
4. Press **Stop/Exit**.



Related Information

- [Receive Mode Settings](#)
- [Distinctive Ring](#)
- [Voice Mail](#)
- [Register the Distinctive Ring Pattern](#)
- [Turn off Distinctive Ring](#)

-
- Connect an External TAD
 - Telephone and Fax problems
-

Set the Number of Rings Before the Machine Answers (Ring Delay)

When somebody calls your machine, you will hear the normal telephone ring sound. The number of rings is set in the Ring Delay option.

- The Ring Delay setting sets the number of times the machine rings before it answers in [Fax Only] and [Fax/Tel] modes.
- If you have external or extension telephones on the same line as the machine, keep the Ring Delay setting of [4].

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Setup Receive]. Press **OK**.
 - c. Select [Ring Delay]. Press **OK**.
 - d. Select the number of times you want the line to ring before the machine answers (0, 1, 2, 3, or 4). Press **OK**.



- If you select [0], the machine will answer immediately and the line will not ring at all (available only for some countries).

3. Press **Stop/Exit**.



Related Information

- [Receive Mode Settings](#)
- [Receive Modes](#)
- [Operation from External and Extension Telephones](#)
- [Set Easy Receive](#)
- [Telephone and Fax problems](#)

Set the F/T Ring Time (Pseudo/Double-ring)

When you set the Receive Mode to [Fax/Tel], if the call is a fax, your machine will receive it automatically. However, if it is a voice call, the machine will sound the F/T ring (pseudo/double-ring) for the time you set in the F/T Ring Time option. When you hear the F/T ring, it means that a voice caller is on the line.

Because the F/T ring is a setting only on your Brother machine, extension and external telephones will not ring; however, you can still answer the machine's call on any telephone.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Setup Receive]. Press **OK**.
 - c. Select [F/T Ring Time]. Press **OK**.
 - d. Select how long the machine will double-ring to alert you to a voice call ([20Secs], [30Secs], [40Secs], or [70Secs]). Press **OK**.
3. Press **Stop/Exit**.



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



Related Information

- [Receive Mode Settings](#)
- [Receive Modes](#)
- [Operation from External and Extension Telephones](#)

Set Easy Receive

If Easy Receive is On: The machine can receive a fax automatically, even if you answer the call. When the message that your machine is receiving a fax appears on the LCD or when you hear a click on the phone line through the handset you are using, just replace the handset. Your machine will do the rest.

If Easy Receive is Off: If you are at the machine and answer a fax call first by lifting the external handset, press the Start button, and then select [Receive] to receive the fax. If you answered at an extension telephone, press *51.



- If Easy Receive is set to [On], but your machine does not connect a fax call when you lift an extension or external telephone handset, press the fax receive code *51.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Easy Receive to [Off].

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Setup Receive]. Press **OK**.
 - c. Select [Easy Receive]. Press **OK**.
 - d. Select [On] (or [Off]). Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [Receive Mode Settings](#)
- [Receive Modes](#)
- [Set the Number of Rings Before the Machine Answers \(Ring Delay\)](#)
- [Operation from External and Extension Telephones](#)
- [Use the Remote Codes](#)
- [Telephone and Fax problems](#)

Shrink Page Size of an Oversized Incoming Fax

When the [Auto Reduction] feature is [On], your Brother machine reduces any oversized incoming fax page to fit on your paper. The machine calculates the reduction ratio using the page size of the fax and your Paper Size setting.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Setup Receive]. Press **OK**.
 - c. Select [Auto Reduction]. Press **OK**.
 - d. Select [On] (or [Off]). Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [Receive a Fax](#)
- [Paper Settings](#)
- [Paper Handling and Printing Problems](#)

Set the Fax Receive Stamp

Set the machine to print the date and time of receipt at the top of each incoming fax page. Make sure you have set the current date and time on the machine.

This feature is available only for black and white faxes.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Setup Receive]. Press **OK**.
 - c. Select [Fax Rx Stamp]. Press **OK**.
 - d. Select [On] (or [Off]). Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [Receive a Fax](#)

Receive a Fax at the End of a Telephone Conversation

If you are speaking on the telephone connected to your Brother machine and the other party is also speaking on a telephone connected to his fax machine, at the end of the conversation, the other party can send you a fax before you both hang up.

- Your machine's ADF must be empty.

 1. Ask the other party to load the fax and to press the Start or Send key.
 2. When you hear CNG tones (slow, repeated beeps), press **Black Start** or **Color Start**.
 3. Press **2** to receive the fax.
 4. Replace the external handset.



Related Information

- [Receive a Fax](#)
-

Memory Receive Options

Use Memory Receive options to direct incoming faxes while you are away from the machine. You can use only one Memory Receive option at a time.

Memory Receive can be set to:

- PC-Fax Receive
- Off

This feature is available only for black and white faxes.

- [Use PC-Fax Receive to Transfer Received Faxes to Your Computer \(Windows® only\)](#)
- [Turn Off Memory Receive](#)
- [Print a Fax Stored in the Machine's Memory](#)

Use PC-Fax Receive to Transfer Received Faxes to Your Computer (Windows® only)

Turn on the PC-Fax Receive feature, automatically store incoming faxes to your machine's memory, and then send them to your computer. Use your computer to view and store these faxes.

- This feature is available only for black and white faxes. When you receive a color fax, your machine prints the color fax but does not send the fax to your computer.
- Before you can set up PC-Fax Receive, you must install the Brother software and drivers on your computer. Make sure your computer is connected and turned on. You must have the PC-FAX Receiving software running on your computer.

Even if your computer is turned off, your machine will receive and store faxes in its memory. When you start your computer and the PC-FAX Receiving software runs, your machine transfers faxes to your computer automatically.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [**Fax**]. Press **OK**.
 - b. Select [**Setup Receive**]. Press **OK**.
 - c. Select [**Memory Receive**]. Press **OK**.
 - d. Select [**PC Fax Receive**]. Press **OK**.
The LCD displays the message [**Run PC-Fax on your computer.**]
 - e. Press **OK**.
 - f. Select [**<USB>**] or the name of the computer you want to receive faxes if you are on a network. Press **OK**.
 - g. Select [**Backup Print:On**] or [**Backup Print:Off**]. Press **OK**.
3. Press **Stop/Exit**.

To change the destination computer, repeat these steps.



Related Information

- [Memory Receive Options](#)
- [Transfer Your Faxes or Fax Journal Report](#)
- [Transfer Faxes to Your Computer](#)
- [Receive Faxes Using PC-FAX Receive \(Windows®\)](#)

Turn Off Memory Receive

Turn off Memory Receive if you do not want the machine to save or transfer incoming faxes.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Setup Receive]. Press **OK**.
 - c. Select [Memory Receive]. Press **OK**.
 - d. Select [Off]. Press **OK**.



The LCD displays [Print All Fax?] or [Erase All Fax?] if received faxes are in your machine's memory.

3. Press **Stop/Exit**.



Related Information

- [Memory Receive Options](#)
 - [Error and Maintenance Messages](#)
 - [Telephone and Fax problems](#)
-

Print a Fax Stored in the Machine's Memory

- This feature is available only for black and white faxes.
- After you print the fax, it is erased from the machine's memory.

If you turn on [PC Fax Receive], your machine will receive and store your faxes in its memory when your PC is turned off.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Print Fax]. Press **OK**.
3. Press **Black Start**.
4. Press **Stop/Exit**.



Related Information

- [Memory Receive Options](#)
- [Error and Maintenance Messages](#)
- [Telephone and Fax problems](#)

Voice Operations and Fax Numbers

- [Voice Operations](#)
- [Store Fax Numbers](#)
- [Set up Groups for Broadcasting](#)
- [Dial Access Codes and Credit Card Numbers](#)

Voice Operations

- [Send Tone Signals](#)
- [Pick up a Voice Call in Fax/Tel Receive Mode](#)
- [Special Line Considerations](#)

Send Tone Signals

If you have a Pulse dialing service, but must send Tone signals (for example, for telephone banking), follow these steps. If you have a Touch Tone service, you will not need this feature to send tone signals.

This feature is available only in Canada.

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.



Related Information

- [Voice Operations](#)

Pick up a Voice Call in Fax/Tel Receive 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 machine, lift the external telephone's handset, and then press **Hook** button or [Pickup] button to answer.

If you are at an extension telephone, lift the handset during the F/T Ring and then press #51 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 *51.



Related Information

- [Voice Operations](#)

Special Line Considerations

- [Rollover Telephone Lines](#)
- [Two-Line Telephone System](#)
- [Convert Telephone Wall Outlets](#)
- [Install Your Brother Machine, an External Two-Line TAD and Two-Line Telephone](#)

Rollover Telephone Lines

A rollover telephone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy.

This feature is available only in the USA and Canada.

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 rollover system only if it is the last number in the sequence, so the call cannot roll away. Do not place the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call would be transferred to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**



Related Information

- [Special Line Considerations](#)
-

Two-Line Telephone System

A two-line telephone system is nothing more than two separate telephone numbers on the same wall outlet.

This feature is available only in the USA and Canada.

The two telephone numbers can be on separate jacks (RJ11) or combined 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, 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.



Related Information

- [Special Line Considerations](#)
-

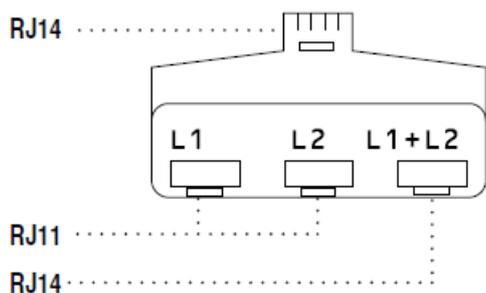
Convert Telephone Wall Outlets

This feature is available only in the USA and Canada.

There are three ways to convert to an RJ11 jack. The first two ways may require assistance 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



Related Information

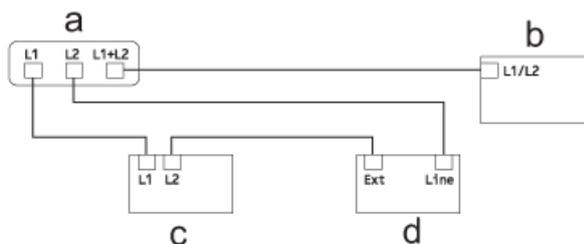
- [Special Line Considerations](#)

Install Your Brother Machine, an 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.

- This feature is available only in the USA and Canada.
- The most common connection is to place the machine on Line 2, which is explained in the following steps. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

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



- a. Triplex Adapter
- b. Two Line Telephone
- c. External Two Line TAD
- d. Machine

You can keep two-line telephones on other wall outlets as always. There are 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.

✓ Related Information

- [Special Line Considerations](#)

Store Fax Numbers

- [Store Address Book Numbers](#)
- [Store Address Book Numbers from Outgoing Calls](#)
- [Store Address Book Numbers from Caller ID History](#)
- [Change or Delete Address Book Names or Numbers](#)

Store Address Book Numbers

You can store up to 40 two-digit Speed Dial codes, and each code has a name.

1. Press  (Address Book).
2. Press **▲** or **▼** to select [Set Speed Dial] and then press **OK**.
3. Do the following steps:
 - a. Press **▲** or **▼** to select the two-digit Speed Dial code where you want to store the number. Press **OK**.
 - b. Enter the name (up to 16 characters) using the dial pad. Press **OK**.
 - c. Enter the fax or telephone number (up to 20 digits). Press **OK**.



- Press **Redial/Pause** to insert a pause between numbers. You can press **Redial/Pause** as many times as needed to increase the length of the pause.

- d. Press **▲** or **▼** to select [Complete] and then press **OK**.

To store another Speed Dial code, repeat these steps.

4. Press **Stop/Exit**.



Related Information

- [Store Fax Numbers](#)
- [Dial Access Codes and Credit Card Numbers](#)
- [Set up Groups for Broadcasting](#)

Store Address Book Numbers from Outgoing Calls

You can store Address Book numbers from the Outgoing Call history.

1. Press **Redial/Pause**.
2. Press **▲** or **▼** to select the following:
 - a. Select the number you want to store. Press **OK**.
 - b. Select **[Add to AddressBook]**. Press **OK**.



To delete the number from the Outgoing Call history list, select **[Delete]** and then press **OK**. Press **1 [Yes]** to confirm.

- c. Select the two-digit Speed Dial code where you want to store the number. Press **OK**.
 - d. Enter the name (up to 16 characters) using the dial pad. Press **OK**.
 - e. Confirm the fax or telephone number. Press **OK**.
 - f. Select **[Complete]**. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [Store Fax Numbers](#)
 - [Enter Text on Your Brother Machine](#)
-

Store Address Book Numbers from Caller ID History

If you have Caller ID subscriber service from your telephone company, you can store Address Book numbers from incoming calls in the Caller ID history.

1. Press **Redial/Pause** and then press *****.
2. Press **▲** or **▼** to select the following:
 - a. Select the number you want to store. Press **OK**.
 - b. Select `[Add to AddressBook]`. Press **OK**.



To delete the number from the Caller ID history list, select `[Delete]` and then press **OK**. Press **1** `[Yes]` to confirm.

- c. Select the two-digit Speed Dial code where you want to store the number. Press **OK**.
 - d. Enter the name (up to 16 characters) using the dial pad. Press **OK**.
 - e. Confirm the fax or telephone number. Press **OK**.
 - f. Select `[Complete]`. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [Store Fax Numbers](#)
 - [Caller ID](#)
 - [Enter Text on Your Brother Machine](#)
-

Change or Delete Address Book Names or Numbers

You can change or delete an Address Book name or number that has already been stored.

1. Press  (Address Book).
2. Press **▲** or **▼** to select [Set Speed Dial] and then press **OK**.
3. Press **▲** or **▼** to select the following:
 - a. Select the two-digit Speed Dial code where you want to change the number. Press **OK**.
 - b. Select [Change]. Press **OK**.



To delete the number, select [Delete] and then press **OK**. Press **1** [Yes] to confirm.

4. Do one of the following:
 - To change the name, press **▲** or **▼** to select [Name] and then press **OK**. Enter the name (up to 16 characters) using the dial pad. Press **OK**.
 - To change the fax or telephone number, press **▲** or **▼** to select [Fax/Tel], and then press **OK**. Enter the fax or telephone number (up to 20 digits). Press **OK**.



How to change the stored name or number:

To change a character, press **◀** or **▶** to position the cursor to under the character you want to change, and then press **Clear/Back**. Enter the new character.

5. Press **▲** or **▼** to select [Complete] and then press **OK** to finish.
6. Press **Stop/Exit**.



Related Information

- [Store Fax Numbers](#)

Set up Groups for Broadcasting

A Group, which can be stored in the Address Book, allows you to send the same fax message to many fax numbers.

First, you must store each fax number in the Address Book. Then you can include them as numbers in the Group. Each Group uses up a Speed Dial code. You can store up to six Groups, or you can assign up to 39 numbers to a large Group.

1. Press  (Address Book).
2. Press **▲** or **▼** to select [Setup Groups] and then press **OK**.
3. Press **▲** or **▼** to select the following:
 - a. Select the Group where you will store the fax numbers. Press **OK**.
 - b. Select the two-digit Speed Dial code where you want to store the Group. Press **OK**.
 - c. To change the Group name, select [Change Group Name] and then press **OK**. Enter the new Group name (up to 16 characters) using the dial pad and then press **OK**.
 - d. To add numbers to the Group, repeat the following steps:
 - i. Select [Add Number]. Press **OK**.
 - ii. Select [Alphabetical Order] or [Numerical Order]. Press **OK**.
 - iii. Select a number from the list. Press **OK**.
 - e. Select [Complete] to save your Group. Press **OK**.To store another Group for broadcasting, repeat these steps.
4. Press **Stop/Exit**.



Related Information

- [Voice Operations and Fax Numbers](#)
- [Change a Group Name](#)
- [Delete a Group](#)
- [Add or Delete Group Members](#)
- [Send the Same Fax to More than One Recipient \(Broadcasting\)](#)
- [Store Address Book Numbers](#)

Change a Group Name

1. Press  (Address Book).
2. Press **▲** or **▼** to select [Setup Groups] and then press **OK**.
3. Press **▲** or **▼** to select the following:
 - a. Select the Group to change. Press **OK**.
 - b. Select [Change Group Name]. Press **OK**.
 - c. Enter the new Group name (up to 16 characters) using the dial pad. Press **OK**.



How to change the stored name:

To change a character, press **◀** or **▶** to position the cursor to under the incorrect character, and then press **Clear/Back**.

Enter the new character.

- d. Select [Complete]. Press **OK**.
4. Press **Stop/Exit**.



Related Information

- [Set up Groups for Broadcasting](#)
- [Enter Text on Your Brother Machine](#)

Delete a Group

1. Press  (Address Book).
2. Press **▲** or **▼** to select [Setup Groups] and then press **OK**.
3. Press **▲** or **▼** to select the following:
 - a. Select the Group to delete. Press **OK**.
 - b. Select [Delete]. Press **OK**.
4. Press **1** [Yes] to confirm.
5. Press **Stop/Exit**.



Related Information

- [Set up Groups for Broadcasting](#)

Add or Delete Group Members

1. Press  (Address Book).
2. Press ▲ or ▼ to select [Setup Groups], and then press **OK**.
3. Press ▲ or ▼ to select the Group you want to change, and then press **OK**.
4. Press ▲ or ▼ to select the option to add or delete Group members in the following ways:
 - To add a number to the Group, do the following steps:
 - a. Select [Add Number]. Press **OK**.
 - b. Select [Alphabetical Order] or [Numerical Order]. Press **OK**.
 - c. Select a number from the list. Press **OK**.
 - To delete a number from the Group, do the following steps:
 - a. Select a number to delete. Press **OK**.
 - b. Press **1** to confirm.
5. Press ▲ or ▼ to select [Complete] and then press **OK**.
6. Press **Stop/Exit**.



Related Information

- [Set up Groups for Broadcasting](#)

Dial 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 Address Book numbers.

You can store these long dialing sequences by dividing them and setting them up as separate Address Book numbers in any combination. You can even include manual dialing.

For example: you might have stored '555' on Address Book: Brother 1 (#03) and '7000' on Address Book: Brother 2 (#02). You can use them both to dial '555-7000' if you press the following:

1. Press  (Address Book).
2. Press  or  to select [Search] and then press **OK**.
3. Enter 03 (the two-digit Speed Dial code of Brother 1) using the dial pad.
4. Press  or  to select [Address Book], and then press **OK**.
5. Press  or  to select [Search] and then press **OK**.
6. Enter 02 (the two-digit Speed Dial code of Brother 2) using the dial pad.
7. Press **Black Start** or **Color Start**.

You will dial '555-7000'.

To temporarily change a number, you can substitute part of the number by using the dial pad. For example, to change the number to '555-7001', you could enter the number (Brother 1: 555) using Address Book, and then press 7001 using the dial pad.



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**.



Related Information

- [Voice Operations and Fax Numbers](#)
- [Store Address Book Numbers](#)

Telephone Services and External Devices

- [Voice Mail](#)
- [Distinctive Ring](#)
- [Caller ID](#)
- [Voice Over Internet Protocol \(VoIP/Telephone Line Interference\)](#)
- [External TAD \(Telephone Answering Device\)](#)
- [External and Extension Telephones](#)

Voice Mail

This feature is available only in the USA and Canada.

If you have Voice Mail on the same telephone line as your Brother machine, Voice Mail and the Brother machine will conflict with each other when receiving incoming calls.

For example, if your Voice Mail is set to answer after four rings and your Brother machine is set to answer after two rings, then your Brother machine will answer first. This will prevent callers from being able to leave a message in your Voice Mail.

Similarly, if your Brother machine is set to answer after four rings and your Voice Mail is set to answer after two rings, then your Voice Mail will answer first. This will prevent your Brother machine from being able to receive an incoming fax, since Voice Mail cannot transfer the incoming fax back to the Brother machine.

To avoid conflicts between your Brother machine and your Voice Mail service, do one of the following:

- Get the Distinctive Ring service from your telephone company. Distinctive Ring is a feature of your Brother machine that allows a person with one line to receive fax and voice calls through two different telephone numbers on that one line.

Brother uses the term 'Distinctive Ring,' but telephone companies market the service under a variety of names, such as Custom Ringing, Personalized Ring, Smart Ring, RingMaster, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Teen Ring, and SimpleBiz Fax & Alternate Number Ringing. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes.

- Set your Brother machine's Receive Mode to "Manual". Manual Mode requires you answer every incoming call if you want to be able to receive a fax. If the incoming call is a telephone call, then complete the call as you normally would. If you hear fax sending tones you must transfer the call to the Brother machine.

Unanswered fax and voice calls will go to your Voice Mail.



Related Information

- [Telephone Services and External Devices](#)
- [Choose the Correct Receive Mode](#)
- [Distinctive Ring](#)
- [Operation from External and Extension Telephones](#)
- [Telephone and Fax problems](#)

Distinctive Ring

This feature is available only in the USA and Canada.

Distinctive Ring is a function of your Brother machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line. Brother uses the term "Distinctive Ring," but telephone companies market the service under a variety of names, such as Smart Ring, Ring Master or Ident-a-Ring. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes.



- You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.
- Contact your telephone company for availability and rates.

What does your telephone company's 'Distinctive Ring' do?

Your telephone company's Distinctive Ring service allows you to have more than one number on the same telephone line. **If you need more than one telephone number, it is cheaper than paying for an extra line.** Each telephone number has its own distinctive ring pattern, so you will know which telephone number is ringing. This is one way to have a separate telephone number for your machine.



Contact your telephone company for availability and rates.

What does Brother's 'Distinctive Ring' do?

The Brother machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company's Distinctive Ring service. The new telephone number on your line can only receive faxes.



You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.

Do you have Voice Mail?

If you have Voice Mail on the telephone line where you will install your new machine, there is a strong possibility that Voice Mail and the machine will conflict with each other while receiving incoming calls. **However, the Distinctive Ring feature allows you to use more than one number on your line, so both Voice Mail and the machine can work together without any problems.** If each one has a separate telephone number, neither will interfere with the other's operations.

If you decide to get the Distinctive Ring service from the telephone company, you must register the new Distinctive Ring pattern they give you. This is so your machine can recognize its incoming calls.



You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily, and turn it back on later. When you get a new fax number, make sure you reset this feature.

Before you choose the ring pattern to register

You can register only one Distinctive Ring pattern with the machine. Some ring patterns cannot be registered. The ring patterns below are supported by your Brother machine. Register the one your telephone company gives you.

Ring Pattern	Rings	
1	short-short or long-long	
2	short-long-short	
3	short-short-long	

Ring Pattern	Rings	
4	very long (normal pattern)	



- Ring Pattern #1 is often called Short-Short and is the most commonly used.
- If the ring pattern you received is not on this chart, **contact your telephone company and ask for one that is shown.**

- The machine will answer only calls to its registered number.
- The first two rings are silent on the machine. This is because the fax must <<listen>> to the ring pattern (to compare it to the pattern that was 'registered'). (Other telephones on the same line will ring.)
- If you program the machine correctly, it will recognize the registered ring pattern of the 'fax number' within two ring patterns and then answer with a fax tone. When the 'voice number' is called, the machine will not answer.



Related Information

- [Telephone Services and External Devices](#)
 - [Register the Distinctive Ring Pattern](#)
 - [Turn off Distinctive Ring](#)
 - [Choose the Correct Receive Mode](#)
 - [Voice Mail](#)
 - [Telephone and Fax problems](#)
-

Register the Distinctive Ring Pattern

This feature is available only in the USA and Canada.

After you set the Distinctive Ring feature to [On], your Distinctive Ring number will receive faxes automatically. The receive mode is set to [Manual] automatically and you cannot change it to another receive mode while Distinctive Ring is set to [On]. This ensures the Brother machine will answer only the Distinctive Ring number and not interfere when your main telephone number is called.

When Distinctive Ring is on, the LCD will show [D/R] as the Receive Mode.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Miscellaneous]. Press **OK**.
 - c. Select [Distinctive]. Press **OK**.
3. Do one of the following:
 - If you have not registered Distinctive Ring, press **▲** or **▼** to select the following:
 - a. Select [Distinctive]. Press **OK**.
 - b. Select [On]. Press **OK**.
 - If you have already registered Distinctive Ring, and want to change the pattern, go to the next step.
4. Press **▲** or **▼** to select the following:
 - a. Select [Ring Pattern]. Press **OK**.
 - b. Select the stored ring pattern you want. (You will hear each pattern as you select it. Make sure you select the pattern that the telephone company gave you.) Press **OK**.
5. Press **Stop/Exit**.

Distinctive Ring is now set to [On].



If you do not want to receive faxes on your Distinctive Ring number, you can turn off Distinctive Ring. The machine will stay in [Manual] receive mode so you must set the Receive Mode again.



Related Information

- [Distinctive Ring](#)
- [Choose the Correct Receive Mode](#)

Turn off Distinctive Ring

This feature is available only in the USA and Canada.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [**Fax**]. Press **OK**.
 - b. Select [**Miscellaneous**]. Press **OK**.
 - c. Select [**Distinctive**]. Press **OK**.
You can see the current setting.
 - d. Press **OK**.
 - e. Select [**Off**]. Press **OK**.
3. Press **Stop/Exit**.

When you turn off Distinctive Ring, the machine will stay in [**Manual**] mode. You must set the Receive Mode again.



Related Information

- [Distinctive Ring](#)
- [Choose the Correct Receive Mode](#)
- [Error and Maintenance Messages](#)

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 it is available, of your caller as the line rings.

- 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.

Call your telephone company for more information.

Once you answer a call, the Caller ID information disappears from the LCD and is stored in Caller ID memory.

View the list or select a number and fax to it, add it to the Address Book, or delete it from the history.

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



- This feature is not available in some countries.
- This feature may not be available in certain areas of the USA and Canada.
- The Caller ID service varies with different carriers. Contact your local telephone company to learn if the service is available in your area.



Related Information

- [Telephone Services and External Devices](#)
- [Set up Your Area Code](#)
- [Store Address Book Numbers from Caller ID History](#)
- [Print a Report](#)
- [Error and Maintenance Messages](#)

Set up Your Area Code

When returning calls from the Caller ID history, your machine will dial "1" plus the area code. If your local dialing plan requires that the "1" not be used for calls within your area code, enter your area code in this setting.

This feature is available only in the USA.

Calls returned from the Caller ID history to numbers *within* your area code will be dialed using only 10 digits (area code + seven-digit number). If your dialing plan does not follow the standard 1 + area code + seven-digit number dialing system for calling *outside* your area code, you may experience problems returning calls from the Caller ID history and will not be able to return calls to those numbers using Caller ID history.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Miscellaneous]. Press **OK**.
 - c. Select [Caller ID]. Press **OK**.
3. Enter your Area Code (three-digit number), and press **OK**.
4. Press **Stop/Exit**.



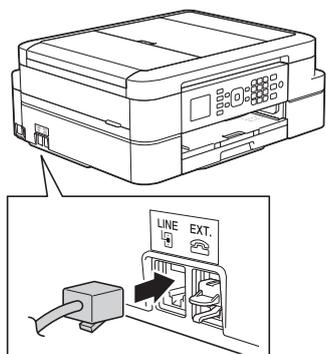
Related Information

- [Caller ID](#)

Voice Over Internet Protocol (VoIP/Telephone Line Interference)

VoIP is a type of phone system that uses an Internet connection instead of a traditional telephone line. Telephone providers frequently bundle VoIP together with Internet and cable services.

Your machine may not work with some VoIP systems. To use your machine to send and receive faxes on a VoIP system, connect one end of your telephone cord to the jack labeled LINE on your machine. Connect the other end of the telephone cord to a modem, interface box, phone adapter, splitter, or other such device.



 If you have questions about how to connect your machine to the VoIP system, contact your VoIP provider.

After you have connected your machine to the VoIP system, press [Hook] on the touchscreen or the **Hook** button on the control panel to verify the machine has a dial tone. If the machine does not have a dial tone, call your VoIP provider.

If you are having problems sending or receiving faxes over a VoIP system, we recommend changing the machine's modem speed to the [Basic (for VoIP)] setting.

Related Information

- [Telephone Services and External Devices](#)
- [Telephone Line Interference/VoIP](#)

External TAD (Telephone Answering Device)

You can connect an external Telephone Answering Device (TAD) to the same line as your machine. When the TAD answers a call, your machine will “listen” for the CNG (fax calling) tones sent by a sending fax machine. If it hears them it will take over the call and receive the fax. If it does not hear them, it will let your TAD take a voice message and the LCD will show [Telephone].

The external TAD must answer within four rings (we recommend setting it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll saver feature on your external TAD if it needs more than four rings to activate it.

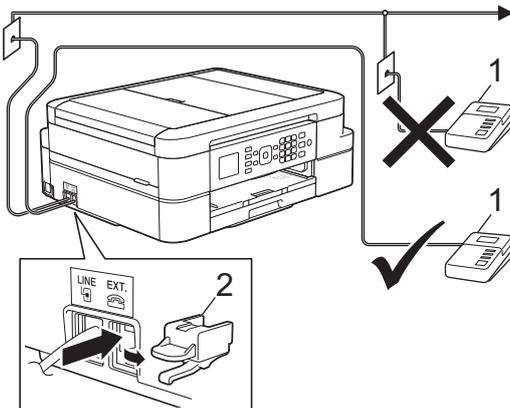
Unless you are using Distinctive Ring, the TAD must be connected to the EXT. jack of the machine.

- **If you subscribe to your telephone company’s Distinctive Ring service:**

You may connect an external TAD to a separate wall jack only if you subscribe to your telephone company’s Distinctive Ring service, have registered the distinctive ring pattern on your machine, and use that number as a fax number. The recommended setting is at least four rings on the external TAD when you have the telephone company’s Distinctive Ring service. You cannot use the Toll Saver setting.

- **If You Do Not Subscribe to the Distinctive Ring Service:**

You must plug your TAD into the EXT. jack of your machine. If your TAD is plugged into a wall jack, both your machine and the TAD will try to control the telephone line. (See the illustration.)



- 1 TAD
- 2 Protective Cap

IMPORTANT

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



If you have problems receiving faxes, reduce the Ring Delay setting on your external TAD.



Related Information

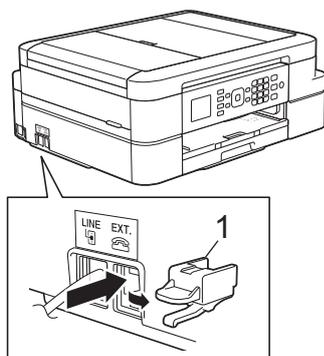
- [Telephone Services and External Devices](#)
- [Connect an External TAD](#)
- [Record an Outgoing Message \(OGM\) on the External TAD](#)
- [Multi-line Connections \(PBX\)](#)

Connect an External TAD

The external TAD must be plugged into the jack labeled EXT. Your machine cannot work correctly if you plug the TAD into a wall jack (unless you are using Distinctive Ring).

1. Plug the telephone line cord from the telephone wall jack into the jack labeled LINE.
2. Remove the protective cap (1) from the jack labeled EXT., and then plug the telephone line cord from your external TAD into the EXT. jack.

Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its handset jack.



3. Set your external TAD to four rings or less.
The machine's Ring Delay setting does not apply.
4. Record the outgoing message on your external TAD.
5. Set the TAD to answer calls.
6. Set the Receive Mode on your machine to [External TAD].

✓ Related Information

- [External TAD \(Telephone Answering Device\)](#)
- [Receive Modes](#)
- [Choose the Correct Receive Mode](#)
- [Telephone and Fax problems](#)

Record an Outgoing Message (OGM) on the External TAD

1. Record five seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.



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

2. Limit your speaking to 20 seconds.
3. End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax."



Related Information

- [External TAD \(Telephone Answering Device\)](#)

Multi-line Connections (PBX)

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

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



Related Information

- [External TAD \(Telephone Answering Device\)](#)
-

External and Extension Telephones

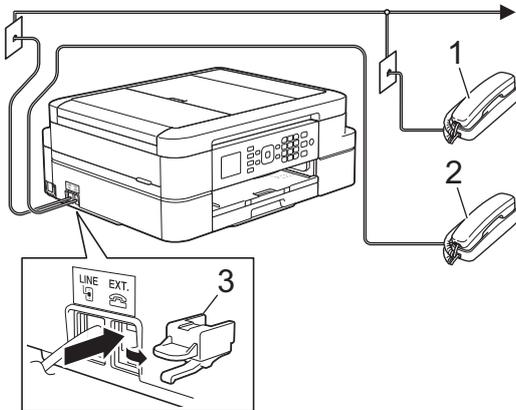
- [Connect an External or Extension Telephone](#)
- [Operation from External and Extension Telephones](#)
- [Use a Non-Brother Cordless External Handset](#)
- [Use the Remote Codes](#)

Connect an External or Extension Telephone

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

Connect the telephone line cord to the jack labeled EXT.

Before you connect an external telephone, remove the protective cap (3) from the EXT. jack on the machine.



- 1 Extension telephone
- 2 External telephone
- 3 Protective Cap



Related Information

- [External and Extension Telephones](#)

Operation from External and Extension Telephones

Use extension telephones

If you answer a fax call at an extension telephone, you can make your machine receive the fax by pressing the Fax Receive Code ***51**.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at an extension telephone by pressing the Telephone Answer Code **#51**.

Use an external telephone (Connected to the EXT. jack of the machine)

If you answer a fax call at the external telephone connected to the EXT. jack of the machine, you can make the machine receive the fax by pressing the Start button and selecting the option to receive.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at the external telephone by pressing **[Pickup]** or by pressing **Hook**.

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

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

Press ***51** and wait for the chirp or until the LCD shows **[Receiving]**, and then hang up.



You can also use the Easy Receive feature to make your machine automatically take the call.



Related Information

- [External and Extension Telephones](#)
- [Set the Number of Rings Before the Machine Answers \(Ring Delay\)](#)
- [Set Easy Receive](#)
- [Voice Mail](#)
- [Set the F/T Ring Time \(Pseudo/Double-ring\)](#)

Use a Non-Brother Cordless External Handset

If your non-Brother cordless telephone is connected to the EXT. jack of the machine and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you must go to the machine so you can press [Pickup] or press **Hook** to transfer the call to the cordless handset.



Related Information

- [External and Extension Telephones](#)

Use the Remote Codes

Fax Receive Code

If you answer a fax call on an extension telephone, you can tell your machine to receive it by pressing the Fax Receive Code ***51**. Wait for the chirping sounds then replace the handset.

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing the Start button and then selecting the option to receive.

Telephone Answer Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T ring (pseudo/double-ring) after the initial Ring Delay. If you pick up the call on an extension telephone you can turn the F/T ring off by pressing **#51** (make sure you press this between the rings).

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at the external telephone by pressing [Pickup] or by pressing **Hook**.



Related Information

- [External and Extension Telephones](#)
- [Change the Remote Codes](#)
- [Set Easy Receive](#)

Change the Remote Codes

The preset Fax Receive Code is *51. The preset Telephone Answer Code is #51. If you are always disconnected when accessing your External TAD remotely, try changing the three-digit remote codes, for example to ### and 999.

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Setup Receive]. Press **OK**.
 - c. Select [Remote Codes]. Press **OK**.
 - d. Select [On]. Press **OK**.



To turn off the Remote Codes, select [Off]. Press **OK**.

3. Enter the new Fax Receive Code. Press **OK**.
4. Enter the new Telephone Answer Code. Press **OK**.
5. Press **Stop/Exit**.



Related Information

- [Use the Remote Codes](#)

Fax Reports

- [Set the Transmission Verification Report's Style](#)
- [Set the Fax Journal's Interval Period](#)
- [Print Reports](#)
- [Set the Machine to Power Off Automatically](#)

Set the Transmission Verification Report's Style

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

There are several settings available for the Transmission Verification Report:

Option	Description
On	Prints a report after every fax you send.
On+Image	Prints a report after every fax you send. A portion of the fax's first page appears on the report.
Off	Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if you send a color fax that the receiving machine prints in black & white.
Off+Image	Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if you send a color fax that the receiving machine prints in black & white. A portion of the fax's first page appears on the report.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Report Setting]. Press **OK**.
 - c. Select [Transmission]. Press **OK**.
 - d. Select the option you want. Press **OK**.

If you select [On+Image] or [Off+Image], the image will not appear on the Transmission Verification Report if Real Time Transmission is set to [On]. The image will not appear on the report when you send a color fax.

3. Press **Stop/Exit**.

If the transmission is successful, [OK] appears next to [RESULT] on the Transmission Verification Report. If the transmission is not successful, [NG] appears next to [RESULT].

Related Information

- [Fax Reports](#)

Set the Fax Journal's Interval Period

You can set the machine to print a Fax Journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days).



When using the Auto Power Off feature and the machine powers off before the chosen Interval Period, the machine will print a Fax Journal report, and then erase all fax jobs from the Journal's memory.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Report Setting]. Press **OK**.
 - c. Select [Journal Period]. Press **OK**.
3. Select an interval. Press **OK**.
 - 6, 12, 24 hours, 2 or 7 days
The machine will print the report at the selected interval and then erase all fax jobs from the Journal's memory. If the memory becomes full with 200 jobs before the time you selected has passed, the machine will print the Journal early and then erase all fax jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs.
 - Every 50 Faxes
The machine will print the Journal when the machine has stored 50 fax jobs.
4. If you selected 6, 12, 24 hours, 2 or 7 days, enter the time of day using the dial pad. Press **OK**.



Enter the time in the same time format as your machine's date and time setting. (12-hour format or 24-hour format)

5. If you selected [Every 7 Days], press **▲** or **▼** to select the first day of the seven-day countdown. Press **OK**.
6. Press **Stop/Exit**.



Related Information

- [Fax Reports](#)
- [Set the Machine to Power Off Automatically](#)

PC-FAX

- [PC-FAX for Windows®](#)
- [PC-FAX for Mac](#)

PC-FAX for Windows®

- [PC-FAX Overview \(Windows®\)](#)
- [Send a Fax Using PC-FAX \(Windows®\)](#)
- [Receive Faxes on Your Computer \(Windows®\)](#)

PC-FAX Overview (Windows®)

Reduce paper consumption and save time by using Brother's PC-FAX software to send faxes directly from your machine.



- [Configure PC-FAX \(Windows®\)](#)
- [Configure your PC-Fax Address Book \(Windows®\)](#)

Configure PC-FAX (Windows®)

Before sending faxes using PC-FAX, personalize the send options in each tab of the **PC-FAX Setup** dialog box.

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

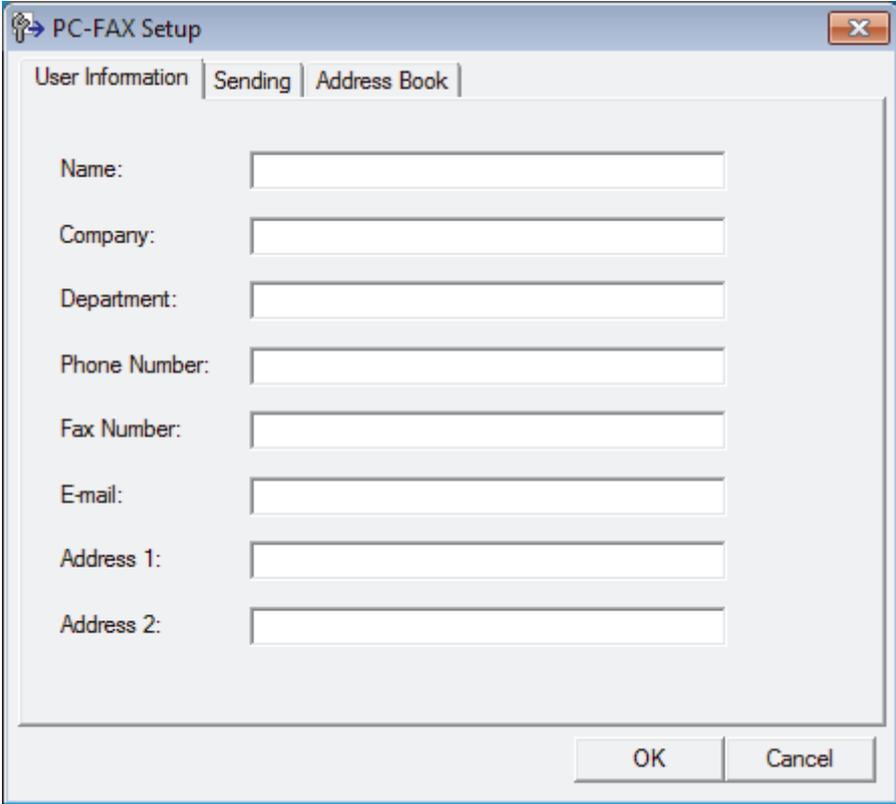
Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Setup Sending**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Setup Sending**.

The **PC-FAX Setup** dialog box appears.



2. Do one of the following:

- Click the **User Information** tab, and then type your user information in the fields.



Each Microsoft® account can have its own customized **User Information** screen for custom fax headers and cover pages.

- Click the **Sending** tab, and then type the number needed to access an outside line (if needed) in the **Outside line access** field. Select the **Include header** check box to include the header information.
- Click the **Address Book** tab, and then select the address book you want to use for PC-FAX from the **Select Address Book** drop-down list.

3. Click **OK**.



Related Information

- [PC-FAX Overview \(Windows®\)](#)

Configure your PC-Fax Address Book (Windows®)

Add, edit and delete members and groups to personalize your Brother **Address Book**.

- [Add a Member to the Address Book \(Windows®\)](#)
- [Create a Group in the Address Book \(Windows®\)](#)
- [Edit Member or Group Information \(Windows®\)](#)
- [Delete a Member or Group \(Windows®\)](#)
- [Export the Address Book \(Windows®\)](#)
- [Import Information to the Address Book \(Windows®\)](#)

Add a Member to the Address Book (Windows®)

Add new people and their fax information to the PC-Fax Address Book if you want to send a fax using Brother PC-Fax software.

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

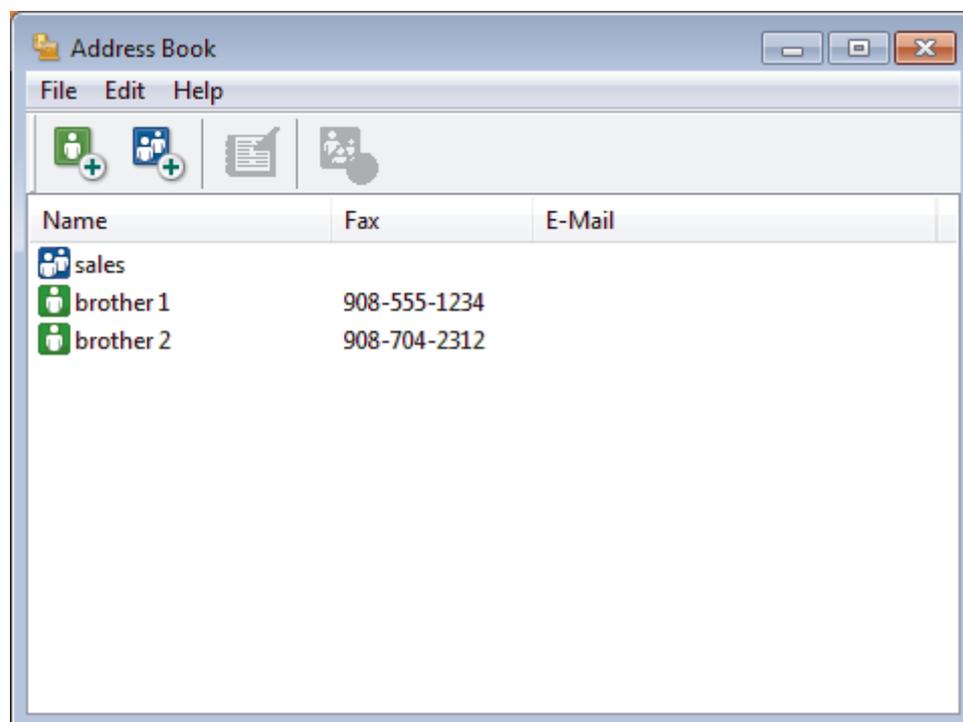
Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Click .

The **Address Book Member Setup** dialog box appears.

The screenshot shows a Windows-style dialog box titled "Address Book Member Setup". It features a close button in the top right corner. The form contains the following fields:

- Name: (with a person icon)
- Title:
- Company:
- Department: Job Title:
- Street Address:
- City: State/Province:
- Zip Code/Post Code: Country/Region:
- Business Phone: Home Phone:
- Fax: Mobile Phone:
- E-Mail:

At the bottom right, there are two buttons: "OK" and "Cancel".

3. Type the member's information in the corresponding fields. Only the **Name** field is required.
4. Click **OK**.

Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

Create a Group in the Address Book (Windows®)

Create a group to broadcast the same PC-FAX to several recipients at one time.

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

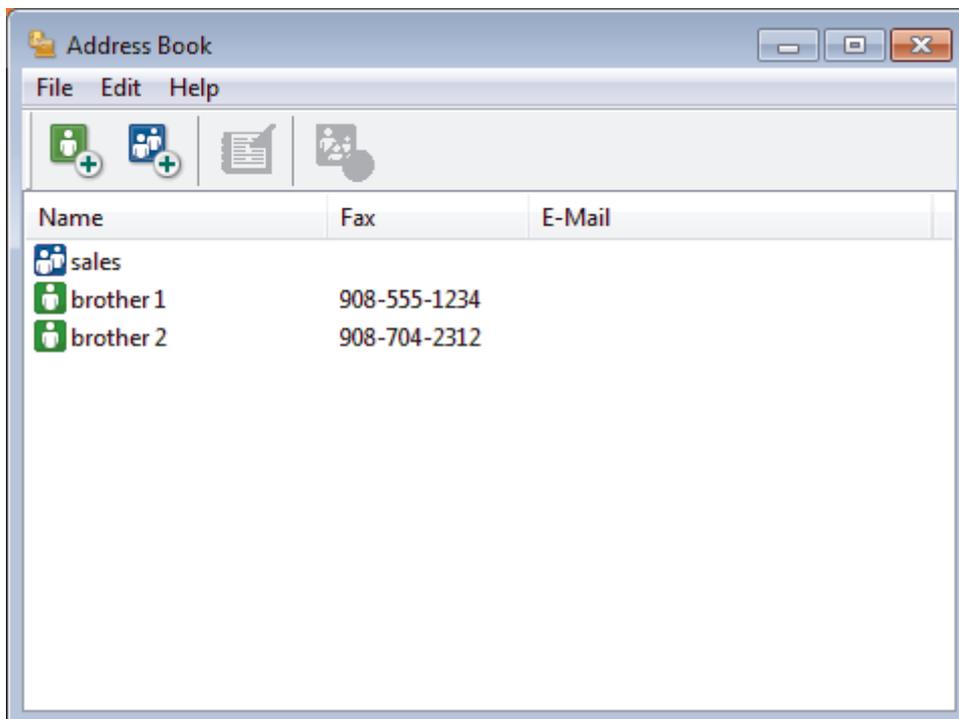
Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8 and Windows® 10

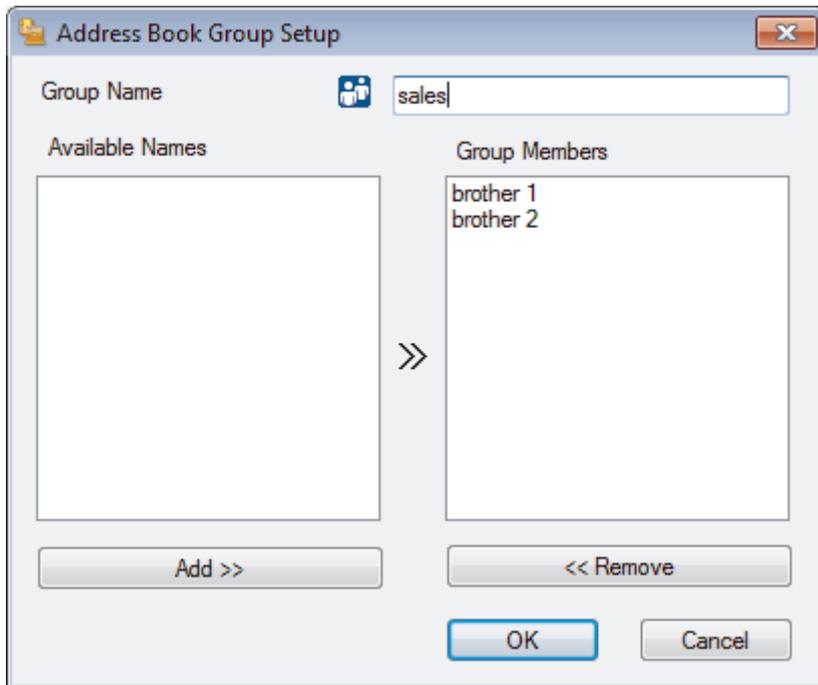
Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Click .

The **Address Book Group Setup** dialog box appears.



3. Type the name of the new group in the **Group Name** field.
4. In the **Available Names** field, select each name you want to include in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.
5. When finished, click **OK**.



Each group can contain up to 50 members.



Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

Edit Member or Group Information (Windows®)

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

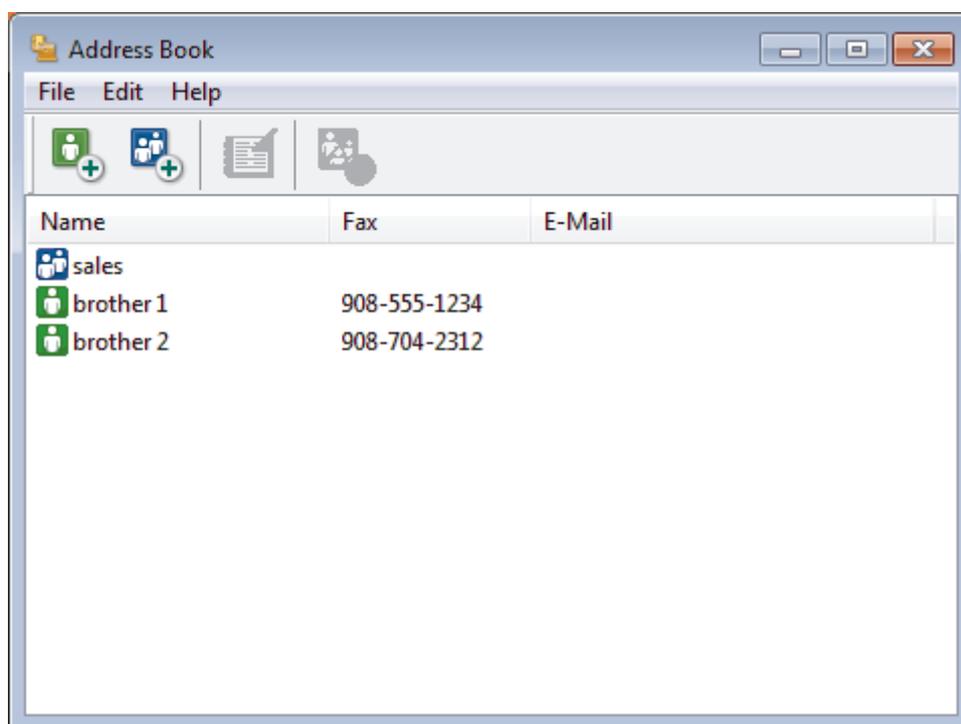
Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Select the member or group you want to edit.

3. Click  (**Properties**).

4. Change the member or group information.

5. Click **OK**.

Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

Delete a Member or Group (Windows®)

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

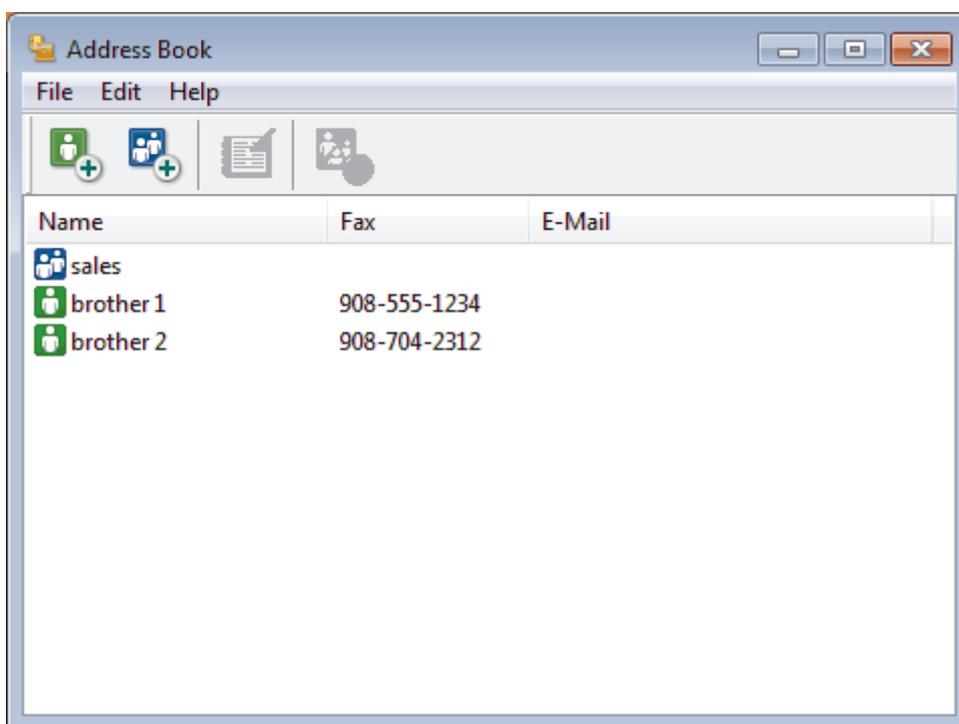
Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Select the member or group you want to delete.

3. Click  (**Delete**).

4. When the confirmation dialog box appears, click **OK**.

Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

Export the Address Book (Windows®)

You can export the Address Book as an ASCII text file (*.csv), a vCard (an electronic business card), or **Remote Setup Dial Data** and save it on your computer.

- You cannot export the group settings when you export the **Address Book** data.

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

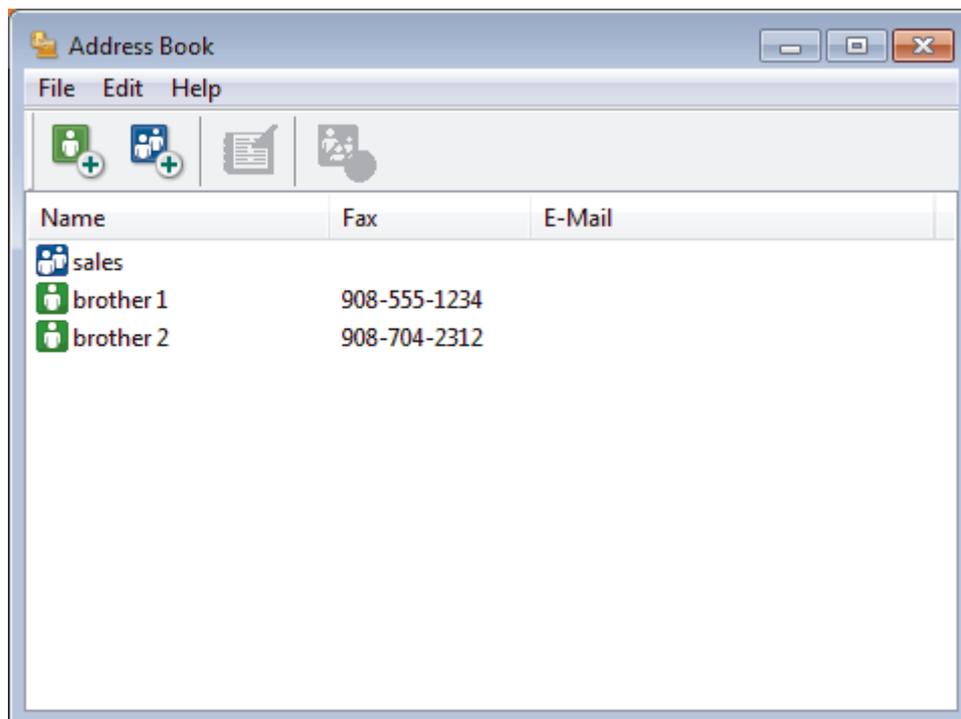
Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Click the **File** menu, and then select **Export**.

3. Select one of the following:

- Text**

The **Select Items** dialog box appears. Go to step 4.

- vCard**

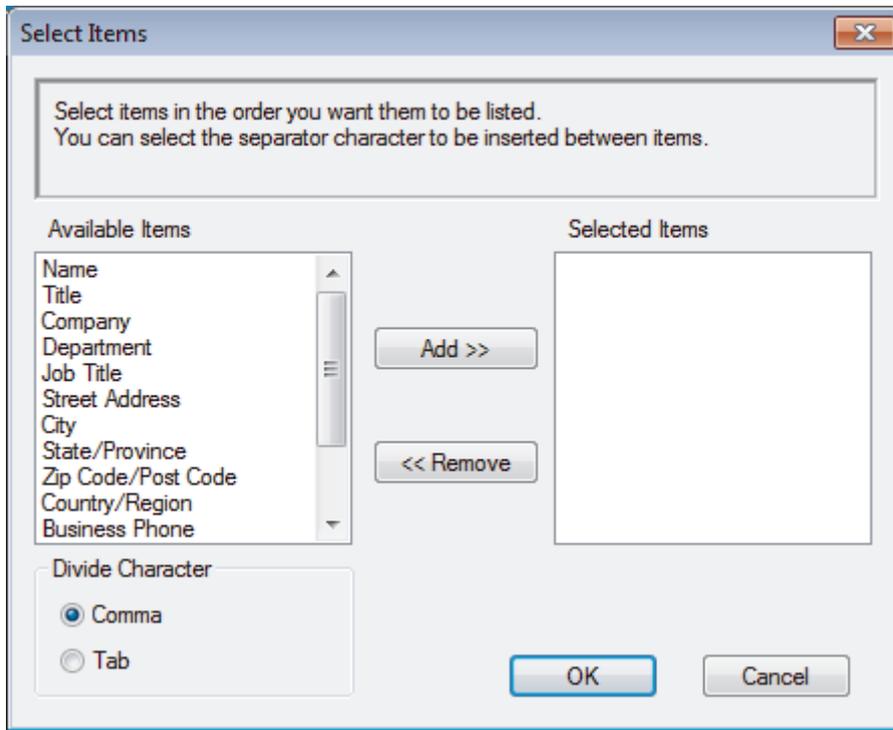
You must select the member you want to export from your address book before selecting this option.

Browse to the folder where you want to save the vCard, type the vCard name in the **File name** field, and then click **Save**.

- Remote Setup Dial Data**

Browse to the folder where you want to save the data, type the file name in the **File name** field, and then click **Save**.

4. In the **Available Items** field, select the data you want to export, and then click **Add >>**.



Select and add the items in the order you want them listed.

5. If you are exporting to an ASCII file, under the **Divide Character** section, select the **Tab** or **Comma** option to separate the data fields.
6. Click **OK**.
7. Browse to the folder on your computer where you want to save the data, type the file name, and then click **Save**.



Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

Import Information to the Address Book (Windows®)

You can import ASCII text files (*.csv), vCards (electronic business cards), or **Remote Setup Dial Data** into your Address Book.

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

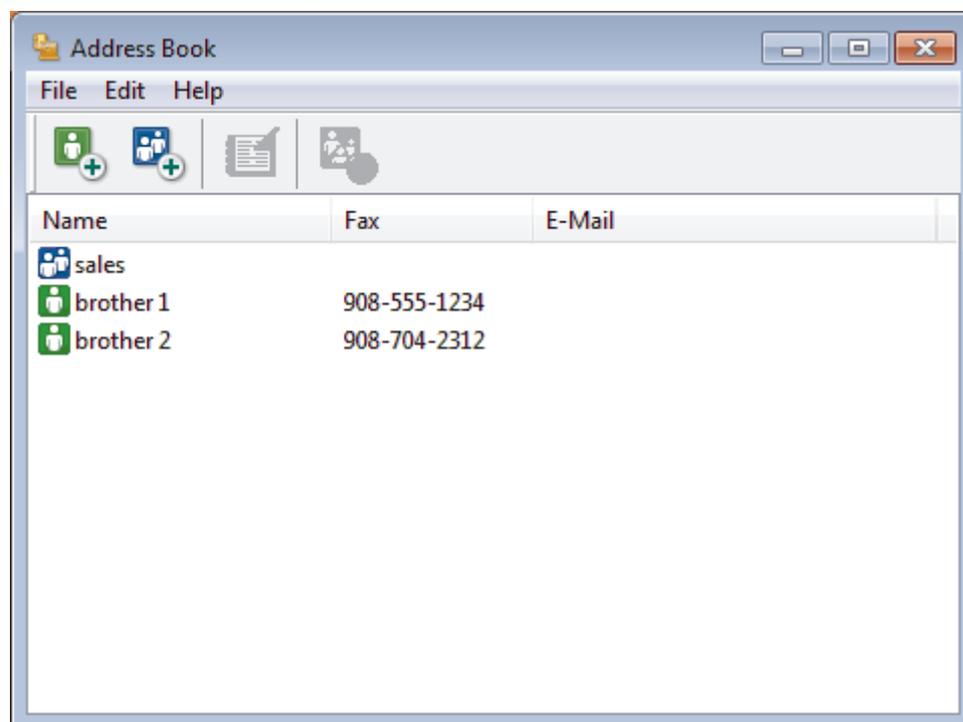
Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Click the **File** menu, and then select **Import**.

3. Select one of the following:

- Text**

The **Select Items** dialog box appears. Go to step 4.

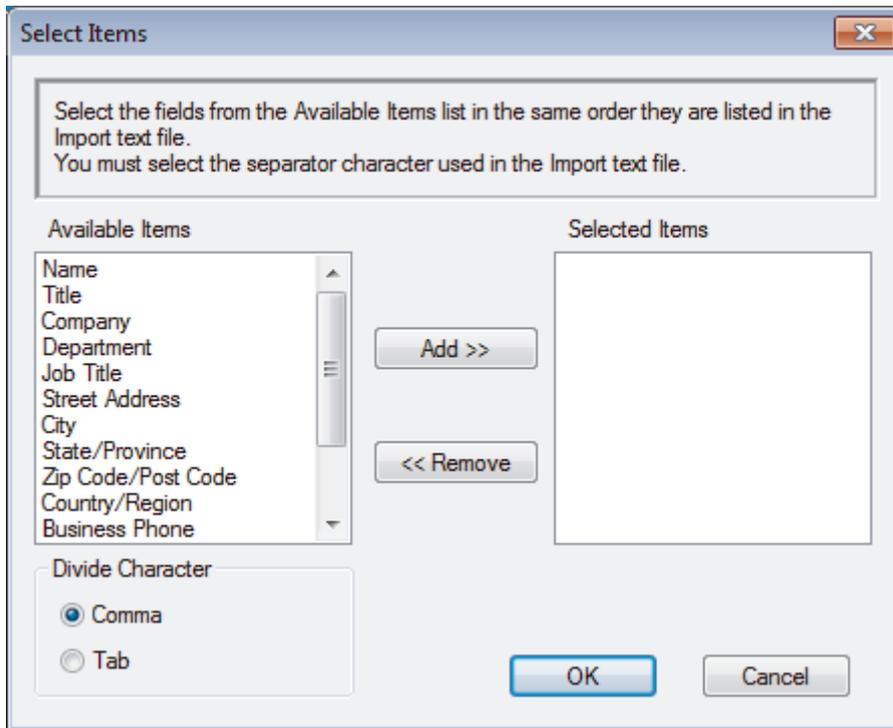
- vCard**

Go to step 7.

- Remote Setup Dial Data**

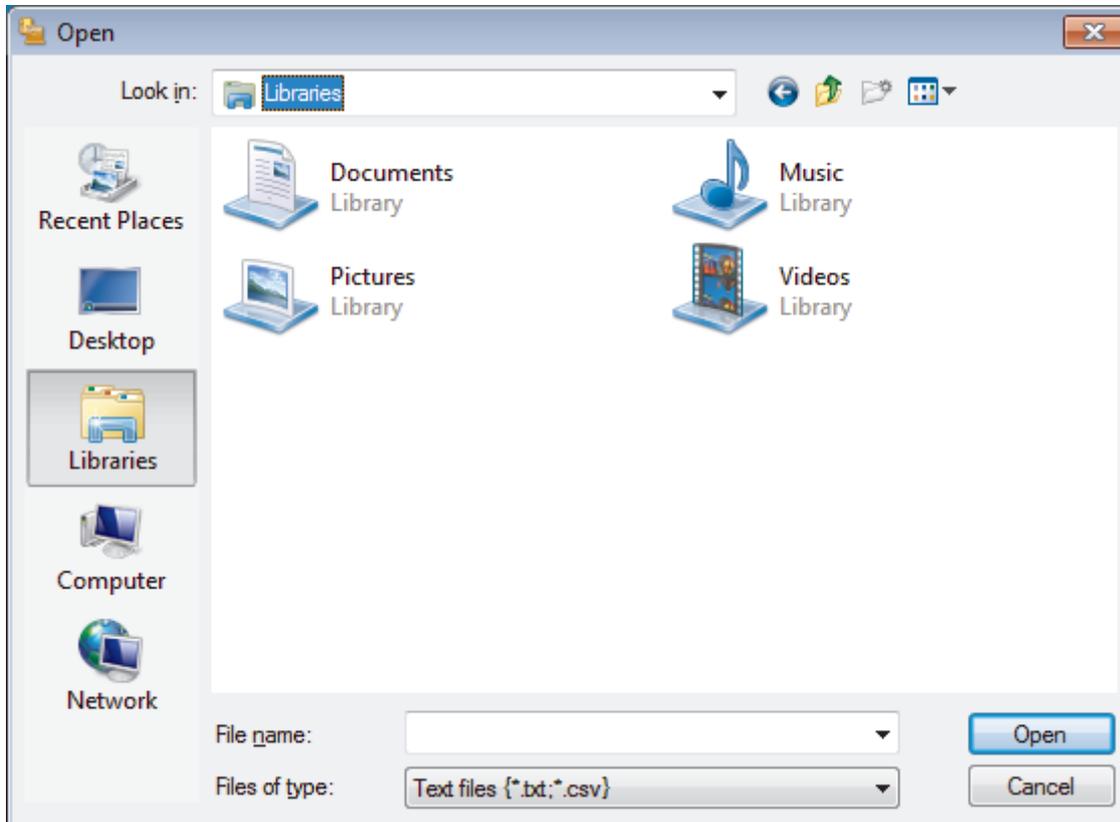
Go to step 7.

4. In the **Available Items** field, select the data you want to import, and then click **Add >>**.



You must select and add fields from the **Available Items** list in the same order they are listed in the import text file.

5. If you are importing an ASCII file, under the **Divide Character** section, select the **Tab** or **Comma** option to separate the data fields.
6. Click **OK**.
7. Browse to the folder where you want to import the data, type the file name, and then click **Open**.



Related Information

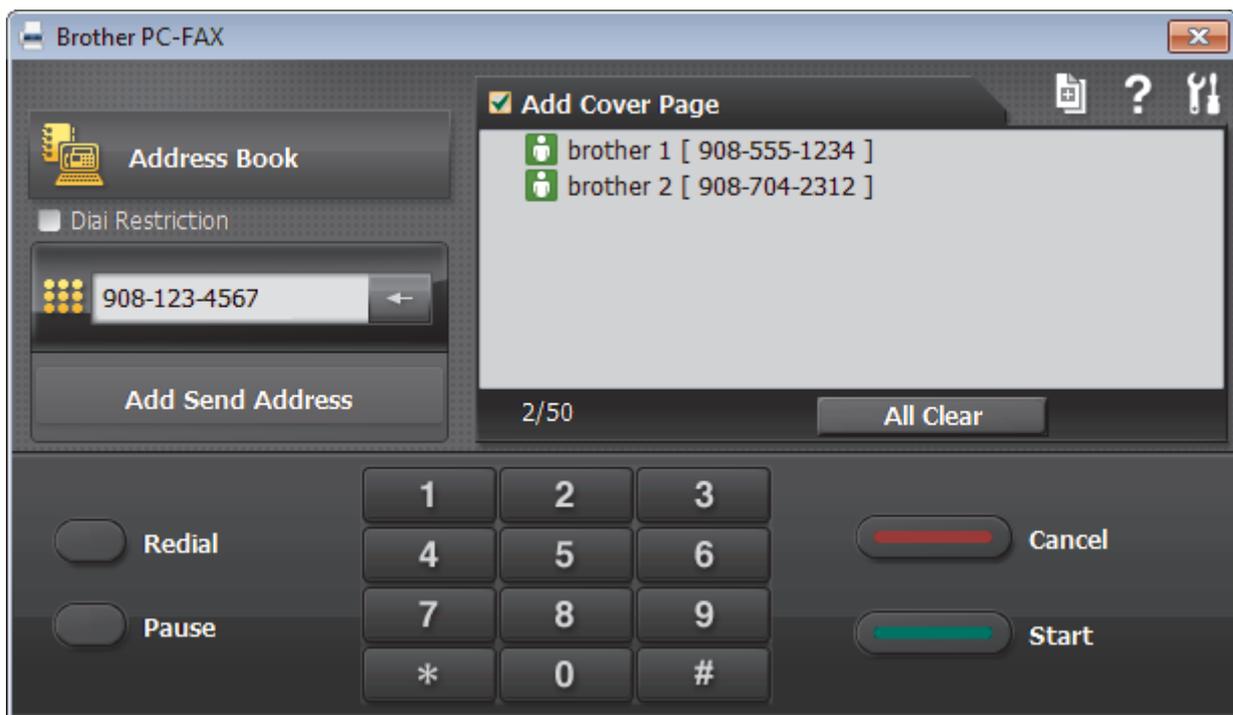
- [Configure your PC-Fax Address Book \(Windows®\)](#)

Send a Fax Using PC-FAX (Windows®)

PC-FAX supports only black and white faxes. A black and white fax will be sent even if the original data is color and the receiving fax machine supports color faxes.

1. Create a file in any application on your computer.
2. Select the print command in your application.
3. Select **Brother PC-FAX** as your printer, and then complete your print operation.

The **Brother PC-FAX** dialog box appears.



4. Type a fax number using one of the following methods:
 - Click the numbers on the dial pad to type the number, and then click **Add Send Address**.

 If you select the **Dial Restriction** check box, a confirmation dialog box will appear for you to re-type the fax number using the keyboard. This feature helps to prevent transmissions to the wrong destination.

- Click the **Address Book** button, and then select a member or group from the Address Book.

 If you make a mistake, click **All Clear** to delete all entries.

5. To include a cover page, select the **Add Cover Page** check box. You can also click  to create or edit a cover page.
6. Click **Start** to send the fax.

 To cancel the fax, click **Cancel**.

- To redial a number, click **Redial** to show the last five fax numbers, select a number, and then click **Start**.

Related Information

- [PC-FAX for Windows®](#)

Receive Faxes on Your Computer (Windows®)

Use Brother's PC-FAX software to receive faxes on your computer, screen them and print only those faxes you want.



- [Receive Faxes Using PC-FAX Receive \(Windows®\)](#)

Receive Faxes Using PC-FAX Receive (Windows®)

Brother's PC-FAX Receive software lets you view and store faxes on your computer. It is automatically installed when you install the Brother software and drivers and works on locally- or network-connected machines.

- PC-FAX Receive supports only black and white faxes. When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to your computer.

When you turn off your computer, your machine will continue to receive and store faxes in your Brother machine's memory. The machine's LCD will display the number of stored faxes received. When you start this application, the software will transfer all received faxes to your computer at once. You can enable the Backup Print option if you want the machine to print a copy of the fax before the fax is sent to your computer, or before the computer is switched off. You can configure the Backup Print settings from your Brother machine.

Related Information

- [Receive Faxes on Your Computer \(Windows®\)](#)
- [Run Brother's PC-FAX Receive on Your Computer \(Windows®\)](#)
- [View Received Messages \(Windows®\)](#)
- [Use PC-Fax Receive to Transfer Received Faxes to Your Computer \(Windows® only\)](#)

Run Brother's PC-FAX Receive on Your Computer (Windows®)



We recommend selecting the **Start PC-FAX Receive on computer startup** check box so that the software runs automatically and can transfer any faxes upon computer startup.

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Receive**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Receive**.

2. Confirm the message and click **Yes**.

The **PC-FAX Receive** window appears. The  (**PC-FAX Receive**) icon also appears in your computer task tray.



Related Information

- [Receive Faxes Using PC-FAX Receive \(Windows®\)](#)
- [Set Up Your Computer for PC-FAX Receiving \(Windows®\)](#)
- [Add Your Brother Machine to PC-FAX Receiving \(Windows®\)](#)

Set Up Your Computer for PC-FAX Receiving (Windows®)

1. Double-click the  (PC-FAX Receive) icon in your computer task tray.

The **PC-FAX Receive** window appears.

2. Click **Settings**.
3. Configure these options as needed:

Preferences

Configure to start PC-FAX Receive automatically when you start Windows®.

Save

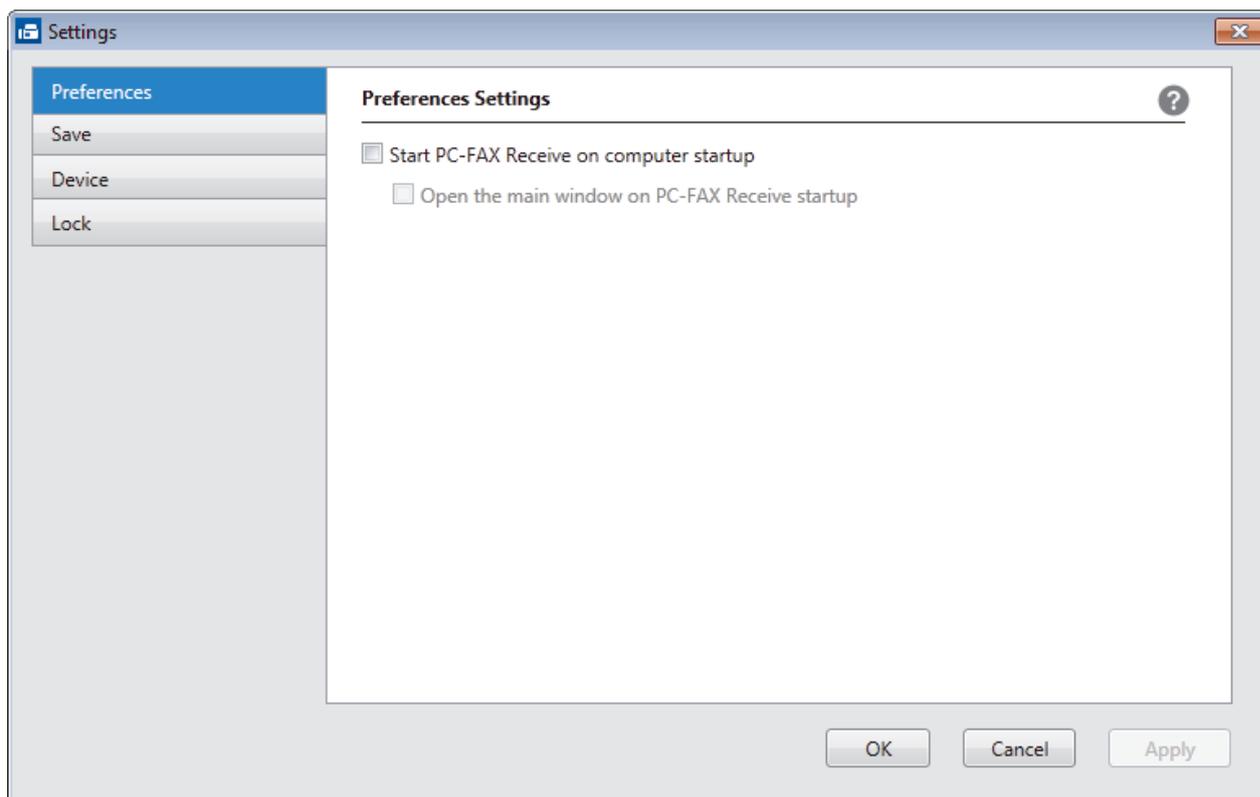
Configure the path to save PC-FAX files and select the received document format.

Device

Select the Brother machine that you want to receive PC-FAX.

Lock (available only for Administrators)

Restrict users who do not have administrator privileges from configuring the settings options shown above.



4. Click **OK**.

✓ Related Information

- [Run Brother's PC-FAX Receive on Your Computer \(Windows®\)](#)

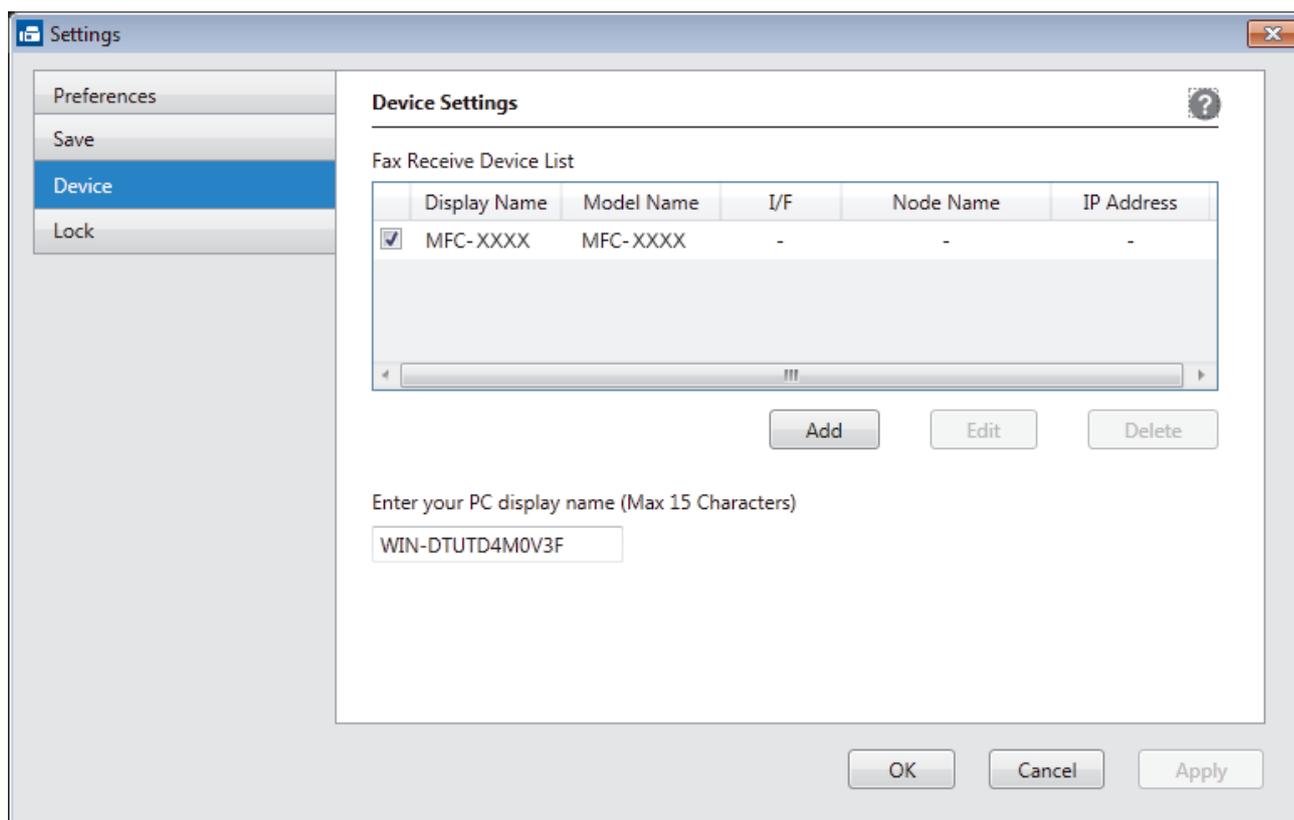
Add Your Brother Machine to PC-FAX Receiving (Windows®)

- If you installed the machine following the instructions for a network user, then the machine should already be configured for your network.

- Double-click the  (**PC-FAX Receive**) icon in your computer task tray.

The **PC-FAX Receive** window appears.

- Click **Settings**.
- Click **Device > Add**.



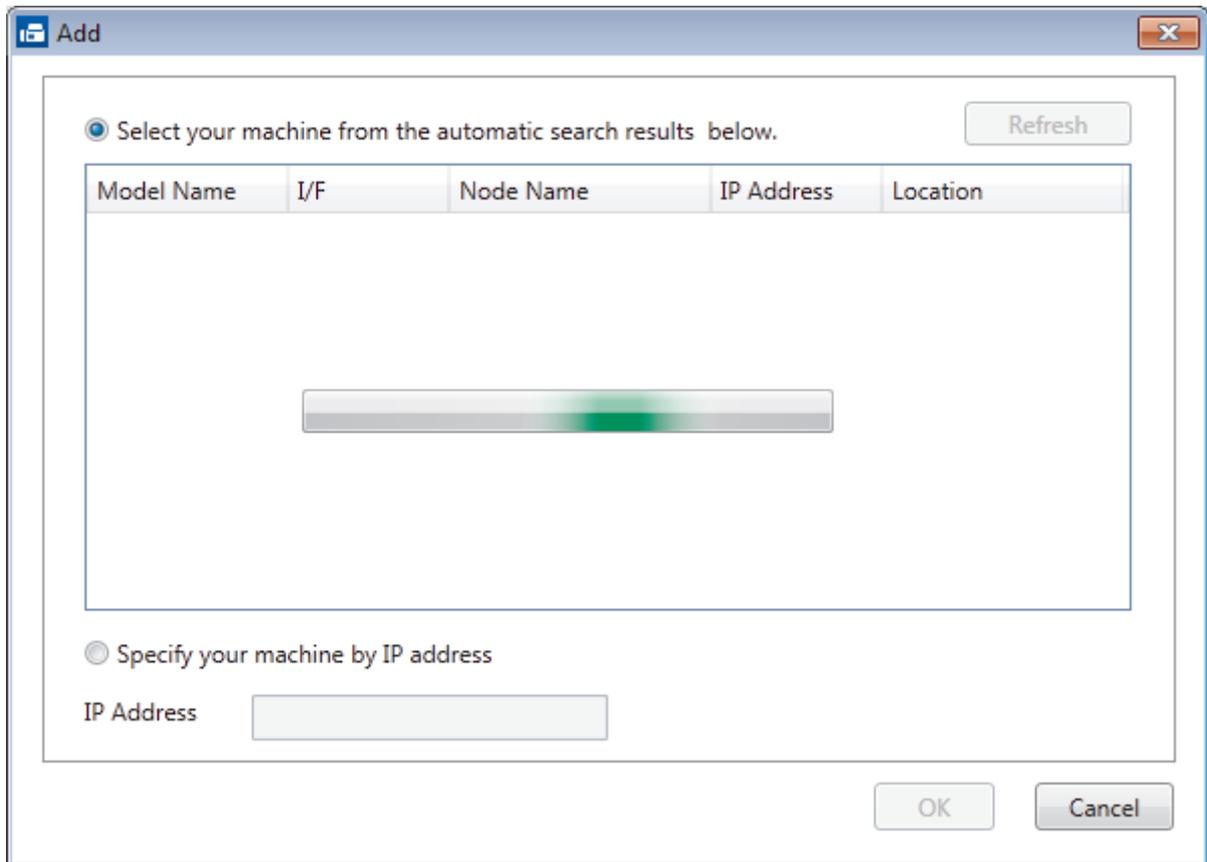
- Select the appropriate connection method.

Select your machine from the automatic search results below.

Connected Brother machines will be displayed. Select a device from the list. Click **OK**.

Specify your machine by IP address

Type the machine's IP address in the **IP Address** field, and then click **OK**.



5. To change the computer name that will appear on the machine's LCD, type the new name in the **Enter your PC display name (Max 15 Characters)** field.
6. Click **OK**.

Related Information

- [Run Brother's PC-FAX Receive on Your Computer \(Windows®\)](#)

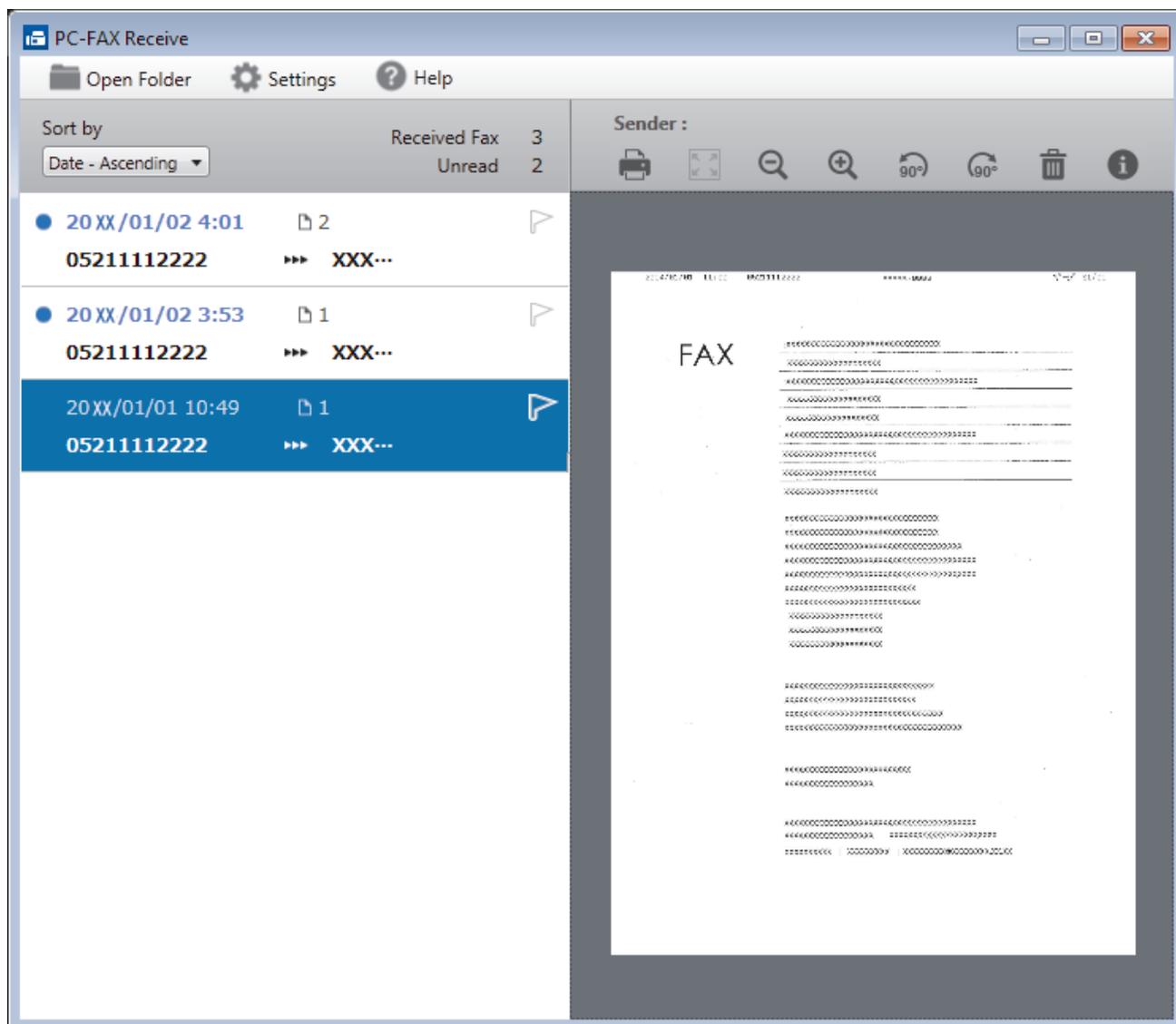
View Received Messages (Windows®)

Receiving Status

Icon	Indicated Status
	Standby mode No unread messages
	Receiving messages
	Messages received Unread messages

1. Double-click the  (PC-FAX Receive) icon in your computer task tray.

The PC-FAX Receive window appears.



2. Click any faxes in the list to view them.
3. When finished, click  in the right top corner of the window to close it.



Even after closing the window, PC-FAX Receive is active and the  (PC-FAX Receive) icon will remain in your computer task tray. To close PC-FAX Receive, click the icon in the computer task tray and click **Close**.



Related Information

- [Receive Faxes Using PC-FAX Receive \(Windows®\)](#)
-

PC-FAX for Mac

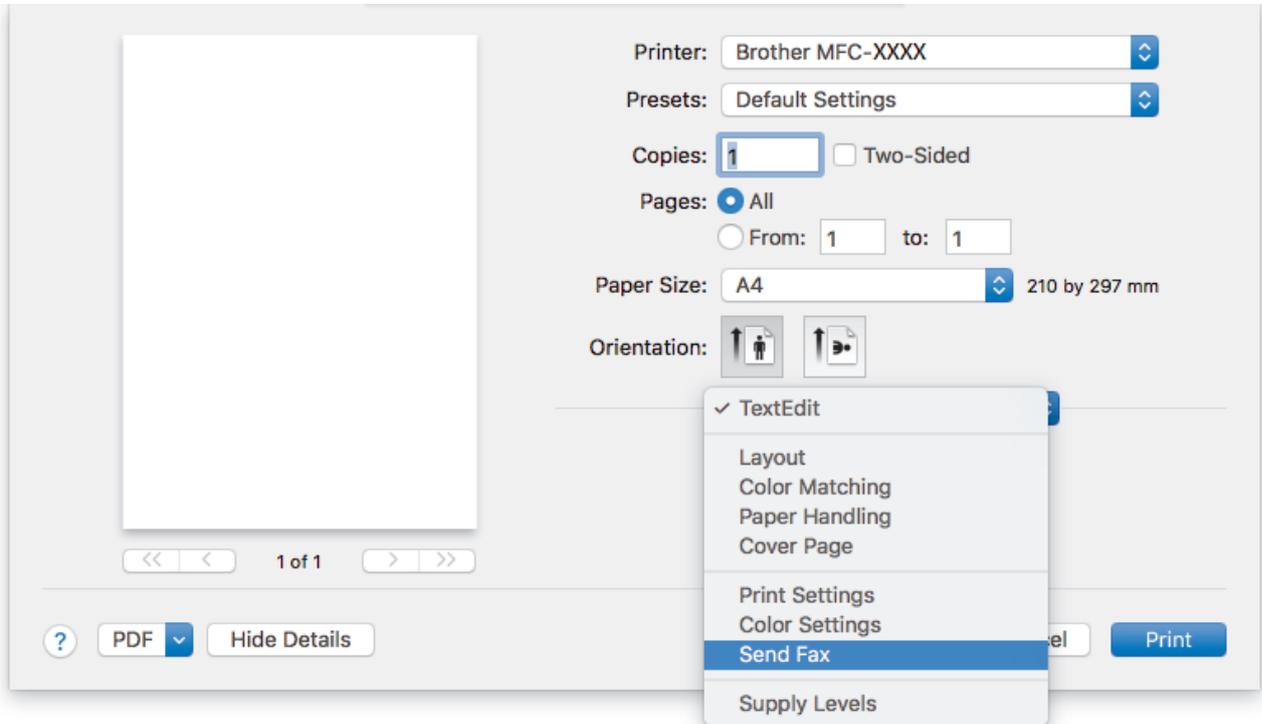
Use Brother's PC-FAX software to send faxes directly from your Mac without printing them. This feature helps reduce your paper consumption and save time.

- [Send Faxes from Your Application \(Mac\)](#)

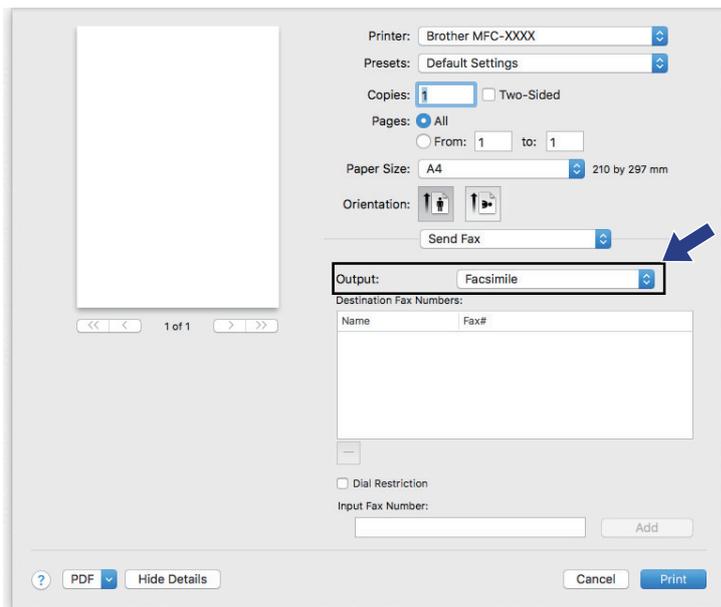
Send Faxes from Your Application (Mac)

PC-FAX supports only black and white faxes. A black and white fax will be sent even if the original data is color and the receiving fax machine supports color faxes.

1. Create a document in a Mac application.
2. From an application, such as Apple TextEdit, click the **File** menu, and then select **Print**.
3. Click the application pop-up menu, and then select the **Send Fax** option.



4. Click the **Output** pop-up menu, and then select the **Facsimile** option.



5. Type a fax number in the **Input Fax Number** field, and then click **Add**.
The fax number is displayed in the **Destination Fax Numbers** field.



To send a fax to more than one number, click the **Add** button after entering the first fax number and type the next fax number. The destination fax numbers will be listed in the **Destination Fax Numbers** field.

The screenshot shows a fax software interface with the following elements:

- Printer:** Brother MFC-XXXX
- Presets:** Default Settings
- Copies:** 1, with a checkbox for Two-Sided.
- Pages:** All, with radio buttons for From: 1 to: 1.
- Paper Size:** A4, 210 by 297 mm.
- Orientation:** Portrait/landscape icons.
- Send Fax:** A dropdown menu.
- Output:** Facsimile.
- Destination Fax Numbers:** A table with columns for Name and Fax#. One entry is visible: Name (blank), Fax# 905551234.
- Input Fax Number:** 9087042312.
- Add:** A button next to the input field, highlighted with a blue arrow.
- Buttons:** Cancel, Print, PDF, Hide Details.

6. Click **Print** to send the fax.



Related Information

- [PC-FAX for Mac](#)

Network

- [Get Started](#)
- [Network Management Software and Utilities](#)
- [Additional Methods of Configuring Your Brother Machine for a Wireless Network](#)
- [Advanced Network Features](#)
- [Technical Information for Advanced Users](#)

Get Started

We recommend setting up and connecting to your network using the Brother installation CD-ROM. This section provides more information on network connection types, introduces various methods to manage your network and explains some useful network features of your Brother machine.

- [Supported Basic Network Features](#)

Supported Basic Network Features

The print server supports various features depending on the operating system. Use this chart to see what network features and connections are supported by each operating system.

Operating Systems	Windows® XP Windows Vista® Windows® 7 Windows® 8 Windows® 10	Windows Server® 2003/2008/2008 R2/2012/2012 R2/2016	macOS v10.10.5 macOS v10.11.x macOS v10.12.x
Printing	Yes	Yes	Yes
Scanning	Yes		Yes
PC Fax Send (available only for certain models)	Yes		Yes
PC Fax Receive (available only for certain models)	Yes		
BRAdmin Light ¹	Yes	Yes	
BRAdmin Professional ²	Yes	Yes	
Remote Setup (available only for certain models)	Yes		Yes
Status Monitor	Yes		Yes
Driver Deployment Wizard	Yes	Yes	
Vertical Pairing (Windows® 7, Windows® 8 and Windows® 10 only)	Yes		



Related Information

- [Get Started](#)

¹ BRAdmin Light is available as a download from your model's page at support.brother.com.

² BRAdmin Professional is available as a download from your model's page at support.brother.com.

Network Management Software and Utilities

Configure and change your Brother machine's network settings using a management utility.

- [Learn about Network Management Software and Utilities](#)
- [Change Machine Settings from Your Computer](#)

Learn about Network Management Software and Utilities

BRAdmin Light (Windows®)

BRAdmin Light is a utility for the initial setup of Brother network-connected devices. This utility can search for Brother products on your network, view the status and configure the basic network settings, such as IP address.

Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com to download BRAdmin Light.



- If using Windows® Firewall, or the firewall function of an anti-spyware or antivirus application, temporarily disable them. When you are sure you can print, configure the software settings following the instructions.

BRAdmin Professional (Windows®)

BRAdmin Professional is a utility for more advanced management of network-connected Brother devices. This utility can search for Brother products on your network and view the device status from an easy-to-read Windows® Explorer-style screen that changes color to identify the status of each device. You can configure network and device settings, and update device firmware from a Windows® computer on your LAN. BRAdmin Professional can also log activity of Brother devices on your network and export the log data.



- Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com to download the latest version of Brother's BRAdmin Professional utility.
- Node name: The node name appears in the current BRAdmin Professional window. The default node name is "BRNxxxxxxxxxxxx" for a wired network or "BRWxxxxxxxxxxxx" for a wireless network (where "xxxxxxxxxxxx" is your machine's MAC Address / Ethernet address).
- If using Windows® Firewall, or the firewall function of an anti-spyware or antivirus application, temporarily disable them. When you are sure you can print, configure the software settings following the instructions.

Remote Setup (Windows® and Mac)

Remote Setup is a program for configuring many machine and network settings from either a Windows® or a Mac application. When you start this application, the settings on your machine are automatically downloaded to your computer and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.



This utility can be used with either a USB or a network connection.



Related Information

- [Network Management Software and Utilities](#)

Additional Methods of Configuring Your Brother Machine for a Wireless Network

To connect your machine to your wireless network, we recommend using the Installation CD-ROM.

- [Before Configuring Your Brother Machine for a Wireless Network](#)
- [Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ \(WPS\) or AOSS™](#)
- [Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Machine for a Wireless Network in Ad-Hoc Mode Using a New SSID](#)
- [Configure Your Machine for a Wireless Network When the SSID is Not Broadcast](#)
- [Use Wi-Fi Direct®](#)

Before Configuring Your Brother Machine for a Wireless Network

Before attempting to configure a wireless network, confirm the following:

- To achieve optimum results with normal everyday document printing, place the Brother machine as close to the wireless LAN access point/router as possible with minimal obstructions. Large objects and walls between the two devices and interference from other electronic devices can affect the data transfer speed of your documents.
Due to these factors, wireless may not be the best method of connection for all types of documents and applications. If you are printing large files, such as multi-page documents with mixed text and large graphics, you may want to consider selecting USB for the fastest throughput speed.
- Before configuring wireless settings, you must know your Network name (SSID) and Network Key.



Related Information

- [Additional Methods of Configuring Your Brother Machine for a Wireless Network](#)
-

Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ (WPS) or AOSS™

If your wireless access point/router supports either WPS (Push Button Configuration) or AOSS™, you can use WPS or AOSS™ from your machine's control panel menu to configure your wireless network settings.



- Routers or access points that support WPS are marked with this symbol:



- Routers or access points that support AOSS™ are marked with this symbol:



1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [WLAN]. Press **OK**.
 - c. Select [WPS/AOSS]. Press **OK**.
3. When [Enable WLAN?] appears, press **OK**.

This will start the wireless setup wizard. To cancel, press **Stop/Exit**.
4. When the LCD instructs you to start WPS or AOSS™, press the WPS or AOSS™ button on your wireless access point/router. Then press **OK** on your machine. Your machine will automatically detect which mode (WPS or AOSS™) your wireless access point/router uses and try to connect to your wireless network.

If your wireless device is connected successfully, the machine's LCD displays [Connected].

You have completed the wireless network setup. To install drivers and software necessary for operating your device, insert the Brother installation disc into your computer or go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com.



Related Information

- [Additional Methods of Configuring Your Brother Machine for a Wireless Network](#)

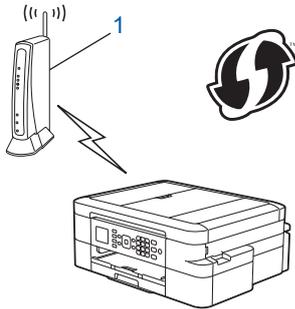
Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

If your wireless LAN access point/router supports WPS, you can use the Personal Identification Number (PIN) Method to configure your wireless network settings.

The PIN Method is one of the connection methods developed by the Wi-Fi Alliance®. By submitting a PIN created by an Enrollee (your machine) to the Registrar (a device that manages the wireless LAN), you can set up the wireless network and security settings. For more information on how to access WPS mode, see the instructions provided with your wireless access point/router.

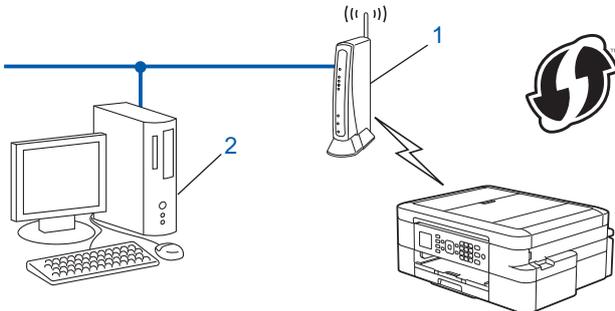
Type A

Connection when the wireless LAN access point/router (1) doubles as the Registrar.



Type B

Connection when another device (2), such as a computer, is used as the Registrar.



 Routers or access points that support WPS are marked with this symbol:



1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [WLAN]. Press **OK**.
 - c. Select [WPS w/PIN Code]. Press **OK**.
3. When [Enable WLAN?] appears, press **OK**.

This will start the wireless setup wizard. To cancel, press **Stop/Exit**.
4. The LCD displays an eight-digit PIN and the machine starts searching for a wireless LAN access point/router.

5. Using a computer connected to the network, type in your browser's address bar the IP address of the device you are using as the Registrar. (For example: <http://192.168.1.2>)
6. Go to the WPS settings page and type the PIN, and then follow the on-screen instructions.



- The Registrar is usually the wireless LAN access point/router.
- The settings page will differ depending on the brand of wireless LAN access point/router. For more information, see the instructions supplied with your wireless LAN access point/router.

If you are using a Windows Vista[®], Windows[®] 7, Windows[®] 8, or Windows[®] 10 computer as a Registrar, complete the following steps:

7. Do one of the following:
 - Windows Vista[®]
Click  (**Start**) > **Network** > **Add a wireless device**.
 - Windows[®] 7
Click  (**Start**) > **Devices and Printers** > **Add a device**.
 - Windows[®] 8
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings** > **Control Panel** > **Hardware and Sound** > **Devices and Printers** > **Add a device**.
 - Windows[®] 10
Click  > **All apps** > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **Add a device**.



- To use a Windows Vista[®], Windows[®] 7, Windows[®] 8, or Windows[®] 10 computer as a Registrar, you must register it to your network in advance. For more information, see the instructions supplied with your wireless LAN access point/router.
- If you use Windows[®] 7, Windows[®] 8, or Windows[®] 10 as a Registrar, you can install the printer driver after the wireless configuration by following the on-screen instructions. To install the full driver and software package, use the Brother installation disc.

8. Select your machine and click **Next**.
9. Type the PIN displayed on the machine's LCD, and then click **Next**.
10. Select your network, and then click **Next**.
11. Click **Close**.



Related Information

- [Additional Methods of Configuring Your Brother Machine for a Wireless Network](#)

Configure Your Machine for a Wireless Network in Ad-Hoc Mode Using a New SSID

You must connect to a new SSID from your computer when it is configured for Ad-Hoc mode.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [WLAN]. Press **OK**.
 - c. Select [Setup Wizard]. Press **OK**.
3. When [Enable WLAN?] appears, press **OK**.
This will start the wireless setup wizard. To cancel, press **Stop/Exit**.
4. The machine will search for your network and display a list of available SSIDs. Press **▲** or **▼** to select the [<New SSID>] option, and then press **OK**.
5. Enter the SSID name, and then press **OK**.



For more information about how to enter text, see the *Appendix*.

6. Press **▲** or **▼** to select the [Ad-hoc] option, and then press **OK**.
7. Press **▲** or **▼** to select the Encryption type [None] or [WEP], and then press **OK**.
8. If you selected the [WEP] option for Encryption type, enter the WEP key, and then press **OK**.



Your Brother machine supports the use of the first WEP key only.

9. To apply the settings, press **1** to select [Yes]. To cancel, press **2**.
10. The machine attempts to connect to the wireless device you have selected.

If your wireless device is connected successfully, the machine's LCD displays [Connected].

You have completed the wireless network setup. To install drivers and software necessary for operating your device, insert the Brother installation disc into your computer or go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com.



Related Information

- [Additional Methods of Configuring Your Brother Machine for a Wireless Network](#)
- [Wireless LAN Report Error Codes](#)

Configure Your Machine for a Wireless Network When the SSID is Not Broadcast

Before configuring your machine, we recommend writing down your wireless network settings. You will need this information before you continue with the configuration.

1. Check and write down the current wireless network settings.

Network Name (SSID)			
Communication Mode	Authentication Method	Encryption Mode	Network Key
Infrastructure	Open System	NONE	-
		WEP	
	Shared Key	WEP	
	WPA™/WPA2-PSK	AES	
		TKIP (TKIP is supported for WPA-PSK only.)	

For example:

Network Name (SSID)			
HELLO			
Communication Mode	Authentication Method	Encryption Mode	Network Key
Infrastructure	WPA2-PSK	AES	12345678



If your router uses WEP encryption, enter the key used as the first WEP key. Your Brother machine supports the use of the first WEP key only.

2. Press **Settings**.
3. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [WLAN]. Press **OK**.
 - c. Select [Setup Wizard]. Press **OK**.
4. When [Enable WLAN?] appears, press **OK**.

This will start the wireless setup wizard. To cancel, press **Stop/Exit**.
5. The machine will search for your network and display a list of available SSIDs. Press **▲** or **▼** to select the [<New SSID>] option, and then press **OK**.
6. Enter the SSID name, and then press **OK**.



For more information about how to enter text, see the *Appendix*.

7. Press **▲** or **▼** to select the following:
 - a. Select [Infrastructure]. Press **OK**.
 - b. Select the Authentication Method. Press **OK**.
8. Do one of the following:
 - If you selected the [Open System] option, press **▲** or **▼** to select the Encryption type [None] or [WEP], and then press **OK**.

If you selected the [WEP] option for Encryption type, enter the WEP key, and then press **OK**.

- If you selected the [Shared Key] option, enter the WEP key, and then press **OK**.
- If you selected the [WPA/WPA2-PSK] option, press ▲ or ▼ to select the Encryption type [TKIP+AES] or [AES], and then press **OK**.

Enter the WPA key, and then press **OK**.



-
- For more information about how to enter text, see the *Appendix*.
 - Your Brother machine supports the use of the first WEP key only.
-

9. To apply the settings, press **1** to select [Yes]. To cancel, press **2**.

10. The machine attempts to connect to the wireless device you have selected.

If your wireless device is connected successfully, the machine's LCD displays [Connected].

You have completed the wireless network setup. To install drivers and software necessary for operating your device, insert the Brother installation disc into your computer or go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com.



Related Information

- [Additional Methods of Configuring Your Brother Machine for a Wireless Network](#)
 - [I Cannot Complete the Wireless Network Setup Configuration](#)
-

Use Wi-Fi Direct®

- [Print or Scan from Your Mobile Device Using Wi-Fi Direct](#)
- [Configure Your Wi-Fi Direct Network](#)
- [I Cannot Complete the Wireless Network Setup Configuration](#)

Print or Scan from Your Mobile Device Using Wi-Fi Direct

Wi-Fi Direct is one of the wireless configuration methods developed by the Wi-Fi Alliance®. It allows you to configure a secured wireless network between your Brother machine and a mobile device, such as an Android™ device, Windows® device, iPhone, iPod touch, or iPad, without using an access point. Wi-Fi Direct supports wireless network configuration using the one-push or PIN Method of Wi-Fi Protected Setup™ (WPS). You can also configure a wireless network by manually setting a SSID and password. Your Brother machine's Wi-Fi Direct feature supports WPA2™ security with AES encryption.



1. Mobile device
2. Your Brother machine



- Although the Brother machine can be used in both a wired (supported models only) and wireless network, only one connection method can be used at a time. However, a wireless network connection and Wi-Fi Direct connection, or a wired network connection and Wi-Fi Direct connection can be used at the same time.
- The Wi-Fi Direct supported device can become a Group Owner (G/O). When configuring the Wi-Fi Direct network, the Group Owner (G/O) serves as an access point.



Related Information

- [Use Wi-Fi Direct®](#)

Configure Your Wi-Fi Direct Network

Configure your Wi-Fi Direct network settings from your machine's control panel.

- [Wi-Fi Direct Network Configuration Overview](#)
- [Configure Your Wi-Fi Direct Network Using the One-Push Method](#)
- [Configure Your Wi-Fi Direct Network Using the One-Push Method and Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Wi-Fi Direct Network Using the PIN Method](#)
- [Configure Your Wi-Fi Direct Network Using the PIN Method of Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Wi-Fi Direct Network Manually](#)

Wi-Fi Direct Network Configuration Overview

The following instructions offer five methods for configuring your Brother machine in a wireless network environment. Select the method you prefer for your environment.

Check your mobile device for configuration.

1. Does your mobile device support Wi-Fi Direct?

Option	Description
Yes	Go to Step 2
No	Go to Step 3

2. Does your mobile device support one-push configuration for Wi-Fi Direct?

Option	Description
Yes	See <i>Related Information</i> : Configure Your Wi-Fi Direct Network Using the One-Push Method
No	See <i>Related Information</i> : Configure Your Wi-Fi Direct Network Using the PIN Method

3. Does your mobile device support Wi-Fi Protected Setup™ (WPS)?

Option	Description
Yes	Go to Step 4
No	See <i>Related Information</i> : Configure Your Wi-Fi Direct Network Manually

4. Does your mobile device support one-push configuration for Wi-Fi Protected Setup™ (WPS)?

Option	Description
Yes	See <i>Related Information</i> : Configure Your Wi-Fi Direct Network Using the One-Push Method and Wi-Fi Protected Setup™ (WPS)
No	See <i>Related Information</i> : Configure Your Wi-Fi Direct Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

To use Brother iPrint&Scan functionality in a Wi-Fi Direct network configured by one-push configuration using Wi-Fi Direct or by PIN Method configuration using Wi-Fi Direct, the device you use to configure Wi-Fi Direct must be running Android™ 4.0 or greater.

Related Information

- [Configure Your Wi-Fi Direct Network](#)
- [Configure Your Wi-Fi Direct Network Using the One-Push Method](#)
- [Configure Your Wi-Fi Direct Network Using the PIN Method](#)
- [Configure Your Wi-Fi Direct Network Manually](#)
- [Configure Your Wi-Fi Direct Network Using the One-Push Method and Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Wi-Fi Direct Network Using the PIN Method of Wi-Fi Protected Setup™ \(WPS\)](#)

Configure Your Wi-Fi Direct Network Using the One-Push Method

If your mobile device supports Wi-Fi Direct, follow these steps to configure a Wi-Fi Direct network:



When the machine receives the Wi-Fi Direct request from your mobile device, the message [Wi-Fi Direct connection request received.] will appear on the LCD. Press **OK** to connect.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [Wi-Fi Direct]. Press **OK**.
 - c. Select [Push Button]. Press **OK**.
3. When [Wi-Fi Direct On? Yes ⇒ Press 1 No ⇒ Press 2] appears, press **1** to accept. To cancel, press **2**.
4. Activate your mobile device's WPS PIN configuration method (see your mobile device's user's guide for instructions) when [Activate Wi-Fi Direct on other device. Then press OK.] appears. Press **OK** on your Brother machine. This will start the Wi-Fi Direct setup.
5. Do one of the following:
 - When your Brother machine is the G/O (Group Owner), connect your mobile device to the machine directly.
 - When your Brother machine is not the G/O, it will display available device names with which to configure a Wi-Fi Direct network. Select the mobile device to which you want to connect and press **OK**. Search for available devices again by selecting [Rescan].
6. If your mobile device connects successfully, the machine displays [Connected]. You have completed the Wi-Fi Direct network setup.



Related Information

- [Configure Your Wi-Fi Direct Network](#)
- [Wi-Fi Direct Network Configuration Overview](#)

Configure Your Wi-Fi Direct Network Using the One-Push Method and Wi-Fi Protected Setup™ (WPS)

If your mobile device supports WPS (PBC; Push Button Configuration), follow these steps to configure a Wi-Fi Direct network:



When the machine receives the Wi-Fi Direct request from your mobile device, the message [Wi-Fi Direct connection request received.] will appear on the LCD. Press **OK** to connect.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [Wi-Fi Direct]. Press **OK**.
 - c. Select [Group Owner]. Press **OK**.
 - d. Select [On]. Press **OK**.
 - e. Select [Push Button]. Press **OK**.
3. When [Wi-Fi Direct On? Yes ⇒ Press 1 No ⇒ Press 2] appears, press **1** to accept. To cancel, press **2**.
4. Activate your mobile device's WPS PIN configuration method (see your mobile device's user's guide for instructions) when [Activate Wi-Fi Direct on other device. Then press OK.] appears. Press **OK** on your Brother machine. This will start the Wi-Fi Direct setup.
5. If your mobile device connects successfully, the machine displays [Connected]. You have completed the Wi-Fi Direct network setup.



Related Information

- [Configure Your Wi-Fi Direct Network](#)
- [Wi-Fi Direct Network Configuration Overview](#)

Configure Your Wi-Fi Direct Network Using the PIN Method

If your mobile device supports the PIN Method of Wi-Fi Direct, follow these steps to configure a Wi-Fi Direct network:



When the machine receives the Wi-Fi Direct request from your mobile device, the message [Wi-Fi Direct connection request received.] will appear on the LCD. Press **OK** to connect.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [Wi-Fi Direct]. Press **OK**.
 - c. Select [PIN Code]. Press **OK**.
3. When [Wi-Fi Direct On? Yes ⇒ Press 1 No ⇒ Press 2] appears, press **1** to accept. To cancel, press **2**.
4. Activate your mobile device's WPS PIN configuration method (see your mobile device's user's guide for instructions) when [Activate Wi-Fi Direct on other device. Then press OK.] appears. Press **OK** on your Brother machine. This will start the Wi-Fi Direct setup.
5. Do one of the following:
 - When your Brother machine is the G/O (Group Owner), it will wait for a connection request from your mobile device. When [PIN Code] appears, enter the PIN displayed on your mobile device in the machine. Press **OK**. Follow the instructions and go to next step. If the PIN is displayed on your Brother machine, enter the PIN in your mobile device.
 - When your Brother machine is not the G/O (Group Owner), it will display available device names with which to configure a Wi-Fi Direct network. Select the mobile device to which you want to connect and press **OK**. Search for available devices again by selecting [Rescan].When [Select PIN Method Display PIN ⇒ Press1 Input PIN ⇒ Press2] appears, do one of the following:
 - Press **1** to display the PIN on your machine and enter the PIN in your mobile device. Follow the instructions, and then go to next step.
 - Press **2** to enter a PIN shown on your mobile device in the machine, and then press **OK**. Follow the instructions, and then go to next step.
6. If your mobile device connects successfully, the machine displays [Connected]. You have completed the Wi-Fi Direct network setup.



Related Information

- [Configure Your Wi-Fi Direct Network](#)
- [Wi-Fi Direct Network Configuration Overview](#)

Configure Your Wi-Fi Direct Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

If your mobile device supports the PIN Method of Wi-Fi Protected Setup™ (WPS), follow these steps to configure a Wi-Fi Direct network:



When the machine receives the Wi-Fi Direct request from your mobile device, the message [Wi-Fi Direct connection request received.] will appear on the LCD. Press **OK** to connect.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [Wi-Fi Direct]. Press **OK**.
 - c. Select [Group Owner]. Press **OK**.
 - d. Select [On]. Press **OK**.
 - e. Select [PIN Code]. Press **OK**.
3. When [Wi-Fi Direct On? Yes ⇒ Press 1 No ⇒ Press 2] appears, press **1** to accept. To cancel, press **2**.
4. Activate your mobile device's WPS PIN configuration method (see your mobile device's user's guide for instructions) when [Activate Wi-Fi Direct on other device. Then press OK.] appears. Press **OK** on your Brother machine. This will start the Wi-Fi Direct setup.
5. The machine will wait for a connection request from your mobile device. When [PIN Code] appears, enter the PIN displayed on your mobile device in the machine. Press **OK**.
6. If your mobile device connects successfully, the machine displays [Connected]. You have completed the Wi-Fi Direct network setup.



Related Information

- [Configure Your Wi-Fi Direct Network](#)
- [Wi-Fi Direct Network Configuration Overview](#)

Configure Your Wi-Fi Direct Network Manually

If your mobile device does not support Wi-Fi Direct or WPS, you must configure a Wi-Fi Direct network manually.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [Wi-Fi Direct]. Press **OK**.
 - c. Select [Manual]. Press **OK**.
3. When [Wi-Fi Direct On? Yes ⇒ Press 1 No ⇒ Press 2] appears, press **1** to accept. To cancel, press **2**.
4. The machine will display the SSID name and Password for three minutes. Go to your mobile device's wireless network settings screen and enter the SSID name and password.
5. If your mobile device connects successfully, the machine displays [Connected]. You have completed the Wi-Fi Direct network setup.



Related Information

- [Configure Your Wi-Fi Direct Network](#)
- [Wi-Fi Direct Network Configuration Overview](#)

Advanced Network Features

- [Print the Network Configuration Report](#)

Print the Network Configuration Report

The Network Configuration Report lists the network configuration, including the network print server settings.



- **Node Name:** The Node Name appears on the current Network Configuration Report. The default Node Name is "BRNxxxxxxxxxxx" for a wired network or "BRWxxxxxxxxxxx" for a wireless network (where "xxxxxxxxxxx" is your machine's MAC Address / Ethernet Address.)
- If the [IP Address] on the Network Configuration Report shows 0.0.0.0, wait for one minute and try printing it again.
- You can find your machine's settings, such as the IP address, subnet mask, node name, and MAC Address on the report, for example:
 - IP address: 192.168.0.5
 - Subnet mask: 255.255.255.0
 - Node name: BRN000ca0000499
 - MAC Address: 00-0c-a0-00-04-99

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Print Reports]. Press **OK**.
 - b. Select [Network Config]. Press **OK**.
3. Press the **Black Start** or **Color Start** button.

The machine prints the current Network Configuration Report.



Related Information

- [Advanced Network Features](#)
- [Where Can I Find My Brother Machine's Network Settings?](#)
- [Use the Network Connection Repair Tool \(Windows®\)](#)
- [I Want to Check that My Network Devices are Working Correctly](#)
- [Error and Maintenance Messages](#)

Technical Information for Advanced Users

- [Reset the Network Settings to Factory Default](#)
- [Print the WLAN Report](#)

Reset the Network Settings to Factory Default

You can use your machine's control panel to reset the print server to its default factory settings. This resets all information, such as the password and IP address.

IMPORTANT

When you reset the machine, your faxes that are stored in the machine's memory may be deleted. Before you reset the machine, you can transfer your faxes to your computer or another fax machine so you will not lose any important messages.



- You can also reset the print server to its factory default settings using BRAdmin Light or BRAdmin Professional.

- Press **Settings**.
- Press **▲** or **▼** to select the following:
 - Select [Network]. Press **OK**.
 - Select [Network Reset]. Press **OK**.
- Press **1** or **▲** for Reset.
- Press **1** or **▲** for Reboot.
The machine will restart.



Related Information

- [Technical Information for Advanced Users](#)
- [Transfer Your Faxes or Fax Journal Report](#)

Print the WLAN Report

The WLAN Report reflects your machine's wireless status. If the wireless connection fails, check the error code on the printed report.

1. Press **Settings**.
2. Press ▲ or ▼ to select the [Print Reports] option, and then press **OK**.
3. Press ▲ or ▼ to select the [WLAN Report] option, and then press **OK**.
4. Press **Black Start** or **Color Start**.

The machine will print the WLAN Report.

If the WLAN Report does not print, check your machine for errors. If there are no visible errors, wait for one minute and then try to print the report again.



Related Information

- [Technical Information for Advanced Users](#)
- [Wireless LAN Report Error Codes](#)
- [My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)
- [I Want to Check that My Network Devices are Working Correctly](#)

Wireless LAN Report Error Codes

If the Wireless LAN Report shows that the connection failed, check the error code on the printed report and see the corresponding instructions in the table:

Error Code	Problem and Recommended Solutions
TS-01	The wireless setting is not activated, change the wireless setting to ON.
TS-02	<p>The wireless access point/router cannot be detected.</p> <ol style="list-style-type: none"> Check the following two points: <ul style="list-style-type: none"> Unplug the power to your wireless access point/router, wait for 10 seconds, and then plug it back in. If your WLAN access point/router is using MAC address filtering, confirm that the MAC address of the Brother machine is allowed in the filter. If you manually entered the SSID and security information (SSID/authentication method/encryption method/Network Key), the information may be incorrect. Reconfirm the SSID and security information and re-enter the correct information if needed.
TS-04	<p>The Authentication/Encryption methods used by the selected wireless access point/router are not supported by your machine.</p> <p>For infrastructure mode, change the authentication and encryption methods of the wireless access point/router. Your machine supports the following authentication methods:</p> <ul style="list-style-type: none"> WPA-Personal TKIP or AES WPA2-Personal AES Open WEP or None (without encryption) Shared key WEP <p>If your problem is not solved, the SSID or network settings you entered may be incorrect. Confirm the wireless network settings.</p> <p>For Ad-Hoc Mode, change the authentication and encryption methods of your computer for the wireless setting. Your machine supports Open authentication only, with optional WEP encryption.</p>
TS-05	<p>The security information (SSID/Network Key) is incorrect.</p> <p>Confirm the SSID and Network Key. If your router uses WEP encryption, enter the key used as the first WEP key. Your Brother machine supports the use of the first WEP key only.</p>
TS-06	<p>The wireless security information (Authentication method/Encryption method/Network Key) is incorrect.</p> <p>Confirm the wireless security information (Authentication method/Encryption method/Network Key) listed in TS-04. If your router uses WEP encryption, enter the key used as the first WEP key. Your Brother machine supports the use of the first WEP key only.</p>
TS-07	<p>The machine cannot detect a wireless access point/router that has WPS or AOSS™ enabled.</p> <p>If you would like to configure your wireless settings using WPS or AOSS™, you must operate both your machine and the wireless access point/router. Confirm that your wireless access point/router supports WPS or AOSS™ and try starting again.</p> <p>If you do not know how to operate your wireless access point/router using WPS or AOSS™, see the documentation provided with your wireless access point/router, ask the manufacturer of your wireless access point/router, or ask your network administrator.</p>

Error Code	Problem and Recommended Solutions
TS-08	<p>Two or more wireless access points that have WPS or AOSS™ enabled are detected.</p> <ul style="list-style-type: none">• Confirm that only one wireless access point/router within range has the WPS or AOSS™ method active and try again.• Try starting again after a few minutes to avoid interference from other access points.



Related Information

- [Print the WLAN Report](#)
 - [My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)
 - [I Want to Check that My Network Devices are Working Correctly](#)
 - [Configure Your Machine for a Wireless Network in Ad-Hoc Mode Using a New SSID](#)
-

Security

- [Lock the Machine Settings](#)

Lock the Machine Settings

Before turning on the machine's access lock feature, make a careful note of your password. If you forget the password, you must reset all passwords stored in the machine by calling your administrator or Brother Customer Service.

- [About Using TX Lock](#)

About Using TX Lock

Block unauthorized data transmission to and from the machine.

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 (If PC-Fax Receive was already On)



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



Related Information

- [Lock the Machine Settings](#)
- [Set the TX Lock Password](#)
- [Change the TX Lock Password](#)
- [Turn TX Lock On/Off](#)

Set the TX Lock Password

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Miscellaneous]. Press **OK**.
 - c. Select [TX Lock]. Press **OK**.
3. Enter a four-digit number for the password. Press **OK**.
4. When the LCD displays [Verify]: re-enter the password. Press **OK**.
5. Press **Stop/Exit**.



Related Information

- [About Using TX Lock](#)

Change the TX Lock Password

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Miscellaneous]. Press **OK**.
 - c. Select [TX Lock]. Press **OK**.
 - d. Select [Set Password]. Press **OK**.
3. Enter the four-digit number of the current password. Press **OK**.
4. Enter a four-digit number for the new password. Press **OK**.
5. When the LCD displays [Verify]: re-enter the new password. Press **OK**.
6. Press **Stop/Exit**.



Related Information

- [About Using TX Lock](#)

Turn TX Lock On/Off

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Fax]. Press **OK**.
 - b. Select [Miscellaneous]. Press **OK**.
 - c. Select [TX Lock]. Press **OK**.
 - d. Select [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 off TX Lock:

- a. Press **Settings**.
- b. Enter the current four-digit password, and then press **OK**.

If you enter the wrong password, the LCD displays [Wrong Password] and stays offline. The machine will stay in TX Lock Mode until the correct password is entered.



Related Information

- [About Using TX Lock](#)

Mobile/Web Connect

- [Brother Web Connect](#)
- [Google Cloud Print](#)
- [Mopria® Print Service](#)
- [Brother iPrint&Scan for mobile](#)

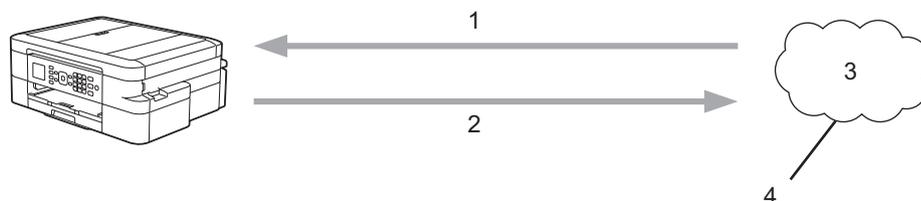
Brother Web Connect

- [Brother Web Connect Overview](#)
- [Online Services Used with Brother Web Connect](#)
- [Conditions for Using Brother Web Connect](#)
- [Set Up Brother Web Connect](#)
- [Scan and Upload Documents Using Brother Web Connect](#)

Brother Web Connect Overview

Press  (WEB) to use Brother Web Connect.

Certain websites provide services that allow users to upload and view images and files on the website. Your Brother machine can scan images and upload them to these services, and also download from and print images that are already uploaded to these services.



1. Printing
2. Scanning
3. Photos, images, documents and other files
4. Web Service

To use Brother Web Connect, your Brother machine must be connected to a network that has access to the Internet, through either a wired or wireless connection.

For network setups that use a proxy server, the machine must also be configured to use a proxy server. If you are unsure of your network configuration, check with your network administrator.



A proxy server is a computer that serves as an intermediary between computers without a direct Internet connection, and the Internet.



Related Information

- [Brother Web Connect](#)
-

Online Services Used with Brother Web Connect

Use Brother Web Connect to access online services from your Brother machine. Some of these web services offer business versions.

To use Brother Web Connect, you must have an account with the online service you want to use. If you do not already have an account, use a computer to access the service's website and create an account.

Google Drive™

An online document storage, editing, sharing and file synchronization service.

URL: drive.google.com

Evernote®

An online file storage and management service.

URL: www.evernote.com

Dropbox

An online file storage, sharing and synchronization service.

URL: www.dropbox.com

OneDrive®

An online file storage, sharing and management service.

URL: <https://onedrive.live.com>

Box

An online document editing and sharing service.

URL: www.box.com

OneNote®

An online document editing and sharing service.

URL: www.onenote.com

For more information about any of these services, refer to the respective service's website.

The following table describes which file types can be used with each Brother Web Connect feature:

Accessible Services	Google Drive™ Evernote® Dropbox OneDrive® Box	OneNote®
Upload scanned images	JPEG PDF DOCX XLSX PPTX TIFF	JPEG PDF DOCX XLSX PPTX TIFF



- Not all services are available in all countries.
- For Hong Kong, Taiwan and Korea

Brother Web Connect supports only file names written in English. Files named in the local language will not be downloaded.



Related Information

- [Brother Web Connect](#)

Conditions for Using Brother Web Connect

- [Brother Software Installation for Using Brother Web Connect](#)
- [Configure the Proxy Server Settings Using the Machine's Control Panel](#)

Brother Software Installation for Using Brother Web Connect

The initial installation of Brother Web Connect requires a computer that has access to the Internet and has the Brother machine's software installed.

For Windows®:

To install the Brother Software and configure the machine to be able to print over your wired or wireless network, see the *Quick Setup Guide* included with your Brother machine.

For Mac:

To install **Full Driver & Software Package**, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com.



Related Information

- [Conditions for Using Brother Web Connect](#)

Configure the Proxy Server Settings Using the Machine's Control Panel

If your network uses a proxy server, the following proxy server information must be configured on the machine:

- Proxy server address
- Port number
- User Name
- Password

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Network]. Press **OK**.
 - b. Select [Web Connect Settings]. Press **OK**.
 - c. Select [Proxy Settings]. Press **OK**.
 - d. Select [Proxy Connection]. Press **OK**.
 - e. Select [On]. Press **OK**.
 - f. Press the option that you want to set, and then enter the proxy server information.
Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [Conditions for Using Brother Web Connect](#)

Set Up Brother Web Connect

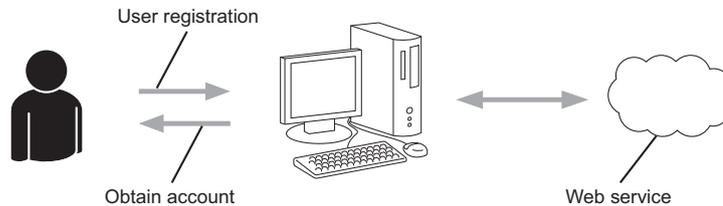
- [Brother Web Connect Setup Overview](#)
- [Create an Account for Each Online Service Before Using Brother Web Connect](#)
- [Apply for Brother Web Connect Access](#)
- [Register an Account on Your Brother Machine for Brother Web Connect](#)

Brother Web Connect Setup Overview

Configure the Brother Web Connect settings using the following procedure:

Step 1: Create an account with the service you want to use.

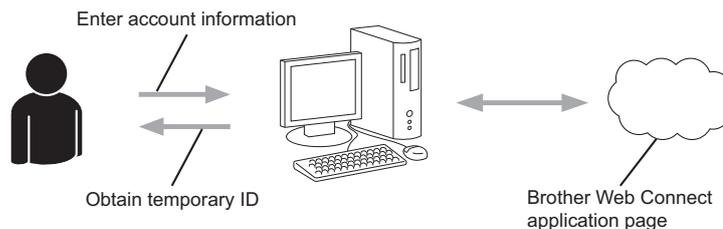
Access the service's website using a computer and create an account. (If you already have an account, there is no need to create an additional account.)



1. User registration
2. Web Service
3. Obtain account

Step 2: Apply for Brother Web Connect access.

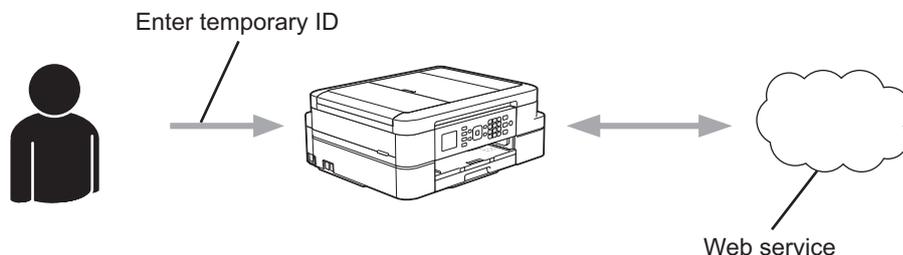
Start Brother Web Connect access using a computer and obtain a temporary ID.



1. Enter account information
2. Brother Web Connect application page
3. Obtain temporary ID

Step 3: Register your account information on your machine so you can access the service you want to use.

Enter the temporary ID to enable the service on your machine. Specify the account name as you would like it to be displayed on the machine, and enter a PIN if you would like to use one.



1. Enter temporary ID
2. Web Service

Your Brother machine can now use the service.

✓ Related Information

- [Set Up Brother Web Connect](#)

Create an Account for Each Online Service Before Using Brother Web Connect

To use Brother Web Connect to access an online service, you must have an account with that online service. If you do not already have an account, use a computer to access the service's website and create an account. After creating an account, log on and use the account once with a computer before using the Brother Web Connect feature. Otherwise, you may not be able to access the service using Brother Web Connect.

If you already have an account, there is no need to create an additional account.

After you finish creating an account with the online service you want to use, apply for Brother Web Connect access.



You do not need to create an account if you use the service as a guest. You can use only certain services as a guest. If the service you want to use does not have a guest-user option, you must create an account.



Related Information

- [Set Up Brother Web Connect](#)

Apply for Brother Web Connect Access

To use Brother Web Connect to access online services, you must first apply for Brother Web Connect access using a computer that has the Brother Software installed.

1. Access the Brother Web Connect application website:

Option	Description
Windows® 7	Click  (Start) > All Programs > Brother > Brother Utilities , and then click the drop-down list and select your model name (if not already selected). Click Do More in the left navigation bar, and then click Brother Web Connect .
Windows® 8 Windows® 10	Launch  (Brother Utilities), and then click the drop-down list and select your model name (if not already selected). Click Do More in the left navigation bar, and then click Brother Web Connect .
Windows® 8.1	Move your mouse to the lower left corner of the Start screen and click  (if you are using a touch-based device, swipe up from the bottom of the Start screen to bring up the Apps screen). Click  (Brother Utilities), and then click the drop-down list and select your model name (if not already selected). Click Do More in the left navigation bar, and then click Brother Web Connect .
Mac	Click Go in the Finder bar, Applications > Brother > Utilities > Brother Web Connect .



You can also access the website directly:

Type bwc.brother.com into your web browser's address bar.

The Brother Web Connect page launches.



The first time you launch Brother Web Connect, you must select your country, language, and model name, and then click Next to move to the next step, selecting the service you want.

2. Select the service you want to use.

Get connected with Brother Web Connect

Click on one of the following services to be used on your machine to obtain a temporary ID. Business versions of the web services are also supported including: OneDrive for business, Dropbox for business, Google apps for work, Evernote business and Box for business.



OneNote



OneDrive



Box



Connect to Google Drive™



EVERNOTE



Dropbox

The actual screen may differ from the screen shown above.

3. Follow the on-screen instructions and apply for access.

When finished, your temporary ID will appear.

Get connected with Brother Web Connect

Finished the registration.

Please enter the following temporary ID on the LCD screen of your machine.

Temporary ID (11 digits)

XXX XXXX XXXX

NOTE : The temporary ID will expire in 24 hours.

[TOP](#)

4. Make a note of your temporary ID, as you will need it to register accounts to the machine. The temporary ID is valid for 24 hours.
5. Close the web browser.

Now that you have a Brother Web Connect access ID, you must register this ID on your machine, and then use your machine to access the web service you want to use.



Related Information

- [Set Up Brother Web Connect](#)

Register an Account on Your Brother Machine for Brother Web Connect

You must enter your Brother Web Connect account information and configure your machine so that it can use Brother Web Connect to access the service you want.

- You must apply for Brother Web Connect access to register an account on your machine.
- Before you register an account, confirm that the correct date and time are set on the machine's control panel.

1. Press **WEB**.



- If information regarding the Internet connection appears on the machine's LCD, read the information and press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will appear on the LCD. Read the information, and then press **OK**.

2. Press **▲** or **▼** to select the following:

- a. Select the service with which you want to register. Press **OK**.
- b. Select [Register/Delete]. Press **OK**.
- c. Select [Register Account]. Press **OK**.

3. The machine will prompt you to enter the temporary ID you received when you applied for Brother Web Connect access. Press **OK**.

4. Enter the temporary ID using the dial pad. Press **OK**.



An error message will appear on the LCD if the information you entered does not match the temporary ID you received when you applied for access, or if the temporary ID has expired. Either enter the temporary ID correctly, or apply for access again to receive a new temporary ID.

5. The machine will prompt you to enter the account name that you want to be displayed on the LCD. Enter the name, and then press **OK**.

6. Do one of the following:

- To set a PIN for the account, press **▲** or **▼** to select 1 (Yes). (A PIN prevents unauthorized access to the account.) Enter a four-digit number, and then press **OK**.
- If you do not want to set a PIN, press **▲** or **▼** to select 2 (No).



When the account information you entered appears, confirm that it is correct.

7. Press **▲** or **▼** to select 1 (Yes) to register your information as entered.

8. Press **OK**.

Account registration is complete and your machine can now access the service.

9. Press **Stop/Exit**.



Related Information

- [Set Up Brother Web Connect](#)

Scan and Upload Documents Using Brother Web Connect

Upload your scanned photos and documents directly to a web service without using a computer.

- When scanning and uploading JPEG files, black and white scanning is not available.
- When scanning and uploading Searchable PDF or Microsoft® Office files, black and white and gray scanning is not available.
- When scanning and uploading JPEG files, each page is uploaded as a separate file.
- Uploaded documents are saved in an album named **From_BrotherDevice**.

For information regarding restrictions, such as the size or number of documents that can be uploaded, refer to the respective service's website.

1. Load your document.
2. Press **WEB**.



- If information regarding the Internet connection appears on the machine's LCD, read the information and press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will appear on the LCD. Read the information, and then press **OK**.

3. Press **▲** or **▼** to select the following:
 - a. Select the service that hosts the account to which you want to upload. Press **OK**.
 - b. Select your account name. Press **OK**.
4. If the PIN entry screen appears, enter the four-digit PIN, and then press **OK**.
5. If you are prompted to specify your document's file format, select the file format of the document you are scanning, and then press **OK**.
6. When the Scan Settings screen appears on the LCD, do one of the following:
 - To continue without changing the scan settings, press **▲** or **▼** to select [Complete], and then press **OK**.
 - Press **▲** or **▼** to select the settings you want to change, and then press **OK**.

Option	Description
Scan Type	Select the scan type for your document.
Resolution (for JPEG and PDF files only)	Select the scan resolution for your document.
Scan Size	Select the scan size for your document.



When scanning and uploading JPEG files, each page is uploaded as a separate file.

7. If the LCD prompts you to [Select a Tag], select the tag you want, and then press **OK**.
8. Press **OK**.

The machine scans the document and starts uploading. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.



Related Information

- [Brother Web Connect](#)

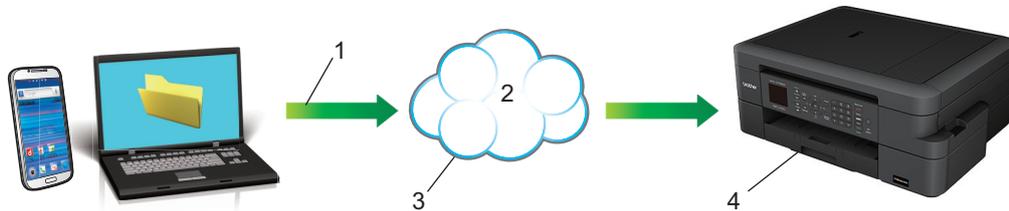
Google Cloud Print

- [Google Cloud Print Overview](#)
- [Before Using Google Cloud Print](#)
- [Print from Google Chrome™ or Chrome OS™](#)
- [Print from Google Drive™ for Mobile](#)
- [Print from Gmail™ Webmail Service for Mobile](#)

Google Cloud Print Overview

Google Cloud Print™ is a Google service that allows you to print to a printer registered to your Google account using a network-compatible device (such as a mobile phone or computer) without installing the printer driver on the device.

Printing from Android™ apps requires installing the Google Cloud Print™ app from the Google Play™ Store.



1. Print request
2. Internet
3. Google Cloud Print™
4. Printing

✓ Related Information

- [Google Cloud Print](#)

Before Using Google Cloud Print

- [Network Settings for Using Google Cloud Print](#)
- [Register Your Machine with Google Cloud Print Using Google Chrome™](#)
- [Register Your Machine with Google Cloud Print Using Web Based Management](#)

Network Settings for Using Google Cloud Print

In order to use Google Cloud Print™, your Brother machine must be connected to a network that has access to the Internet, either through a wired or wireless connection. To connect and configure your machine correctly, see the *Quick Setup Guide* or related topics in this guide.



Related Information

- [Before Using Google Cloud Print](#)
-

Register Your Machine with Google Cloud Print Using Google Chrome™

Make sure you have already created a Google Account. If you do not have an account, use a computer or mobile device to access the Google website (<https://accounts.google.com/signup>) and create an account. Make sure your Brother machine is idle before starting the registration process.



The steps in this section are examples for Windows® users.

Screens on your computer may vary depending on your operating system and environment.

1. Open Google Chrome™ on your computer.
2. Sign in to your Google Account.
3. Click the Google Chrome™ menu icon, and then **Settings > Show advanced settings...**
4. In the **Google Cloud Print** section, click **Manage**.
5. Follow the on-screen instructions to register your machine.
6. When a confirmation message appears on your machine, press the [OK] button.



If the confirmation message does not appear on your machine's LCD, repeat these steps.

7. When your Brother machine is successfully registered, it will appear in the **My devices** field.



Related Information

- [Before Using Google Cloud Print](#)

Register Your Machine with Google Cloud Print Using Web Based Management

Make sure you have already created a Google Account. If you do not have an account, use a computer or mobile device to access the Google website (<https://accounts.google.com/signup>) and create an account.

Make sure your Brother machine is idle before starting the registration process.

Before you begin to register your machine, confirm that the correct date and time are set on the machine's control panel. See *Related Information*.

1. Confirm that your Brother machine is connected to the same network as your computer or mobile device.
2. Start your web browser.
3. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- You can see your machine's IP address in the Network menu on the control panel of your machine.
- If you have set a login password for Web Based Management, type your password in the **Login** box, then click .

Brother MFC-XXXX

[Status](#)

[Firmware Update](#)

[Login Password](#)

[AirPrint](#)

[Google Cloud Print](#)

[Proxy](#)

[SNTP](#)

[IPv6 \(Wireless\)](#)

4. Click **Google Cloud Print**.
5. Make sure that **Status** is set to **Enabled**. Click **Register**.
6. When a confirmation message appears on your machine's LCD, press [OK].



If the confirmation message does not appear on your machine's LCD, repeat these steps.

7. Click **Google**.
8. The sign-in screen for Google Cloud Print™ appears. Sign in with your Google Account and follow the on-screen instructions to register your machine.

9. When you have finished registering your machine, return to the Web Based Management screen and make sure that **Registration Status** is set to **Registered**.

Google Cloud Print

Submit OK

Status Enabled Disabled

Registration Status Registered

Unregister this device

Google Account

E-mail xxxxx@gmail.com

Device Name

[Menu](#)



Related Information

- [Before Using Google Cloud Print](#)
- [Set the Date & Time](#)

Print from Google Chrome™ or Chrome OS™

1. Make sure your Brother machine is turned on.
2. Open the web page that you want to print.
3. Click the Google Chrome™ menu icon.
4. Click **Print**.
5. Select your machine from the printer list.
6. Change print options, if needed.
7. Click **Print**.



Related Information

- [Google Cloud Print](#)
-

Print from Google Drive™ for Mobile

1. Make sure your Brother machine is turned on.
2. Access Google Drive™ from your Android™ or Apple device's web browser.
3. Open the document that you want to print.
4. Tap the menu icon.
5. Tap **Print**.
6. Select your machine from the printer list.
7. Change print options, if needed.
8. Tap  or **Print**.



Related Information

- [Google Cloud Print](#)

Print from Gmail™ Webmail Service for Mobile

1. Make sure your Brother machine is turned on.
2. Access the Gmail™ webmail service from your Android™ or Apple device's web browser.
3. Open the email that you want to print.
4. Tap the menu icon.



If **Print** appears beside the attachment name, you can also print the attachment. Tap **Print**, and then follow the instructions on your mobile device.

5. Tap **Print**.
6. Select your machine from the printer list.
7. Change print options, if needed.
8. Tap  or **Print**.

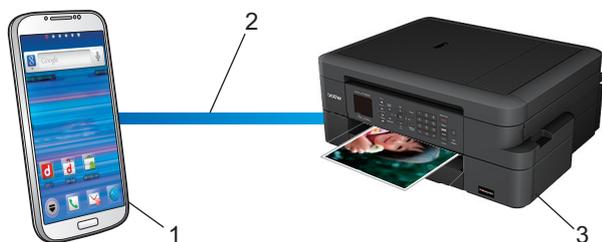


Related Information

- [Google Cloud Print](#)

Mopria® Print Service

Mopria® Print Service is a print feature on Android™ mobile devices (Android™ version 4.4 or later) developed by the Mopria® Alliance. With this service, you can connect to the same network as your machine and print without additional setup. Many native Android™ apps support printing.



1. Android™ 4.4 or later
2. Wi-Fi® Connection
3. Your Brother machine

You must download the Mopria® Print Service from the Google Play™ Store and install it on your Android™ device. Before using this service, you must turn it on.



Related Information

- [Mobile/Web Connect](#)

Brother iPrint&Scan for mobile

Use Brother iPrint&Scan to print and scan from various mobile devices.

- For Android™ Devices

Brother iPrint&Scan allows you to use features of your Brother machine directly from your Android™ device, without using a computer.

Download and install Brother iPrint&Scan from the Google Play™ Store app.

- For Apple Devices

Brother iPrint&Scan allows you to use features of your Brother machine directly from your Apple device.

Download and install Brother iPrint&Scan from the App Store.

- For Windows® Devices

Brother iPrint&Scan allows you to use features of your Brother machine directly from your Windows® device, without using a computer.

Download and install Brother iPrint&Scan from the Microsoft® Store.

For more detailed information, visit support.brother.com/ips.



Related Information

- [Mobile/Web Connect](#)

ControlCenter

Use Brother's ControlCenter software utility to quickly access your frequently-used applications. Using ControlCenter gives you direct access to specific applications.

- [ControlCenter4 \(Windows®\)](#)
- [ControlCenter2 \(Mac\)](#)

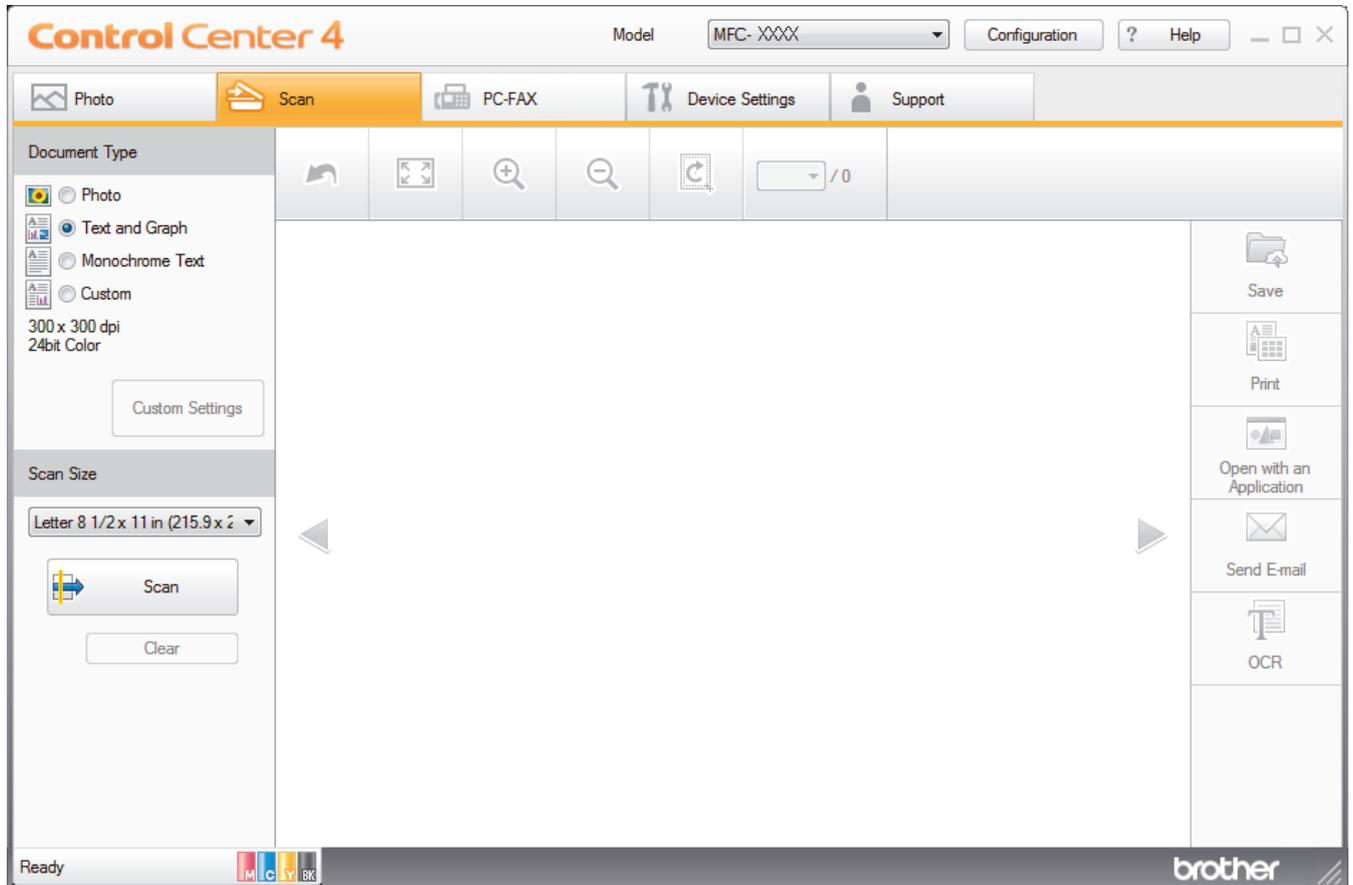
ControlCenter4 (Windows®)

- [Change the Operation Mode in ControlCenter4 \(Windows®\)](#)
- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Set Up the Brother Machine Using ControlCenter4 \(Windows®\)](#)
- [Create a Custom Tab Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Set Up the Brother Machine from Your Computer \(Windows®\)](#)
- [Set Up Your Brother Address Book Using ControlCenter4 \(Windows®\)](#)

Change the Operation Mode in ControlCenter4 (Windows®)

ControlCenter4 has two operation modes: **Home Mode** and **Advanced Mode**. You can change modes at any time.

Home Mode



Advanced Mode



- **Home Mode**

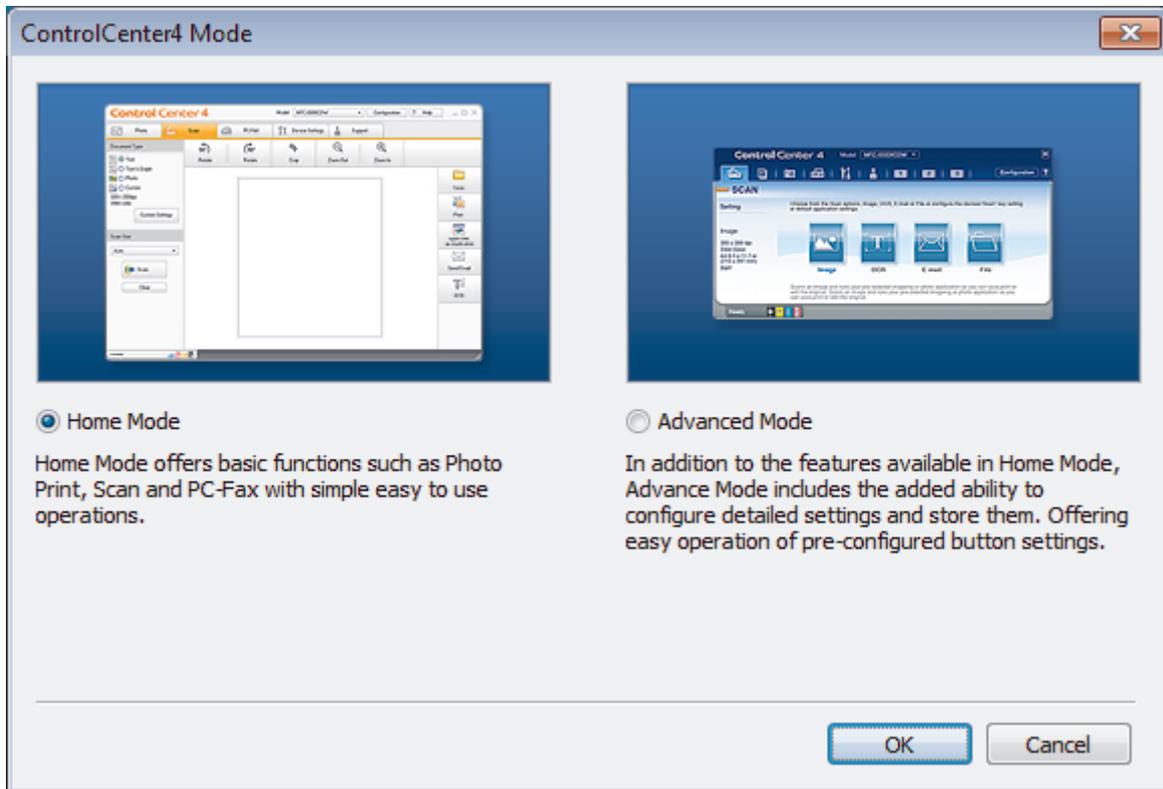
ControlCenter4 Home Mode lets you access your machine's main features easily.

- **Advanced Mode**

ControlCenter4 Advanced Mode gives you more control over the details of your machine's features and allows you to customize one-button scan actions.

To change operation mode:

1. Click the  (**ControlCenter4**) icon in the task tray, and then select **Open**.
2. Click the **Configuration** button, and then select **Mode Select**.
3. The mode selection dialog box appears. Select either the **Home Mode** or **Advanced Mode** option.



4. Click **OK**.



Related Information

- [ControlCenter4 \(Windows®\)](#)
- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

Scan Using ControlCenter4 Home Mode (Windows®)

Use ControlCenter4 Home Mode to access your machine's main features.

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Settings for ControlCenter4 Home Mode \(Windows®\)](#)
- [Change the Operation Mode in ControlCenter4 \(Windows®\)](#)

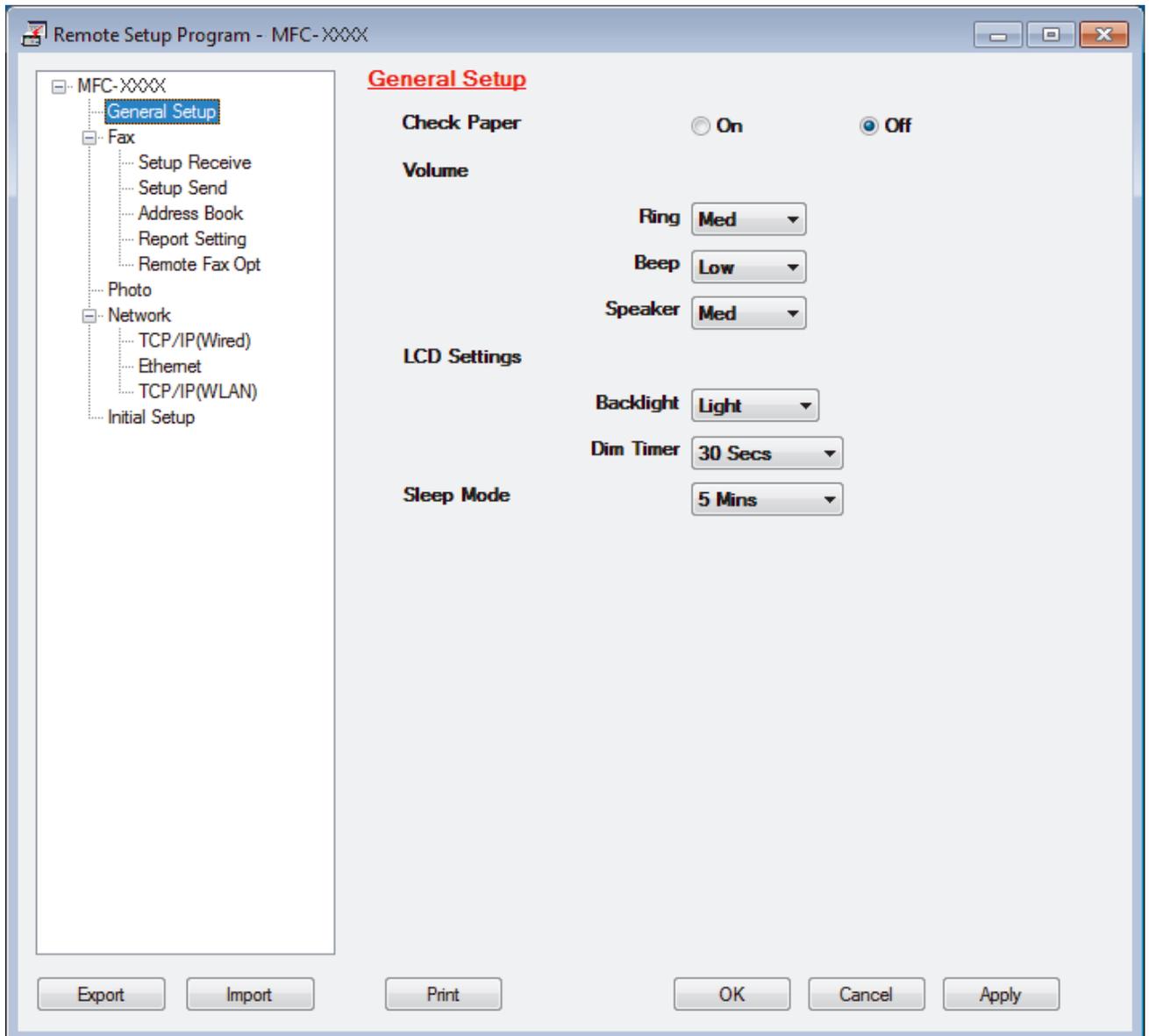
Scan Using ControlCenter4 Advanced Mode (Windows®)

ControlCenter4 Advanced Mode gives you more control over the details of your machine's features and allows you to customize one-button scan actions.

- [Scan Photos and Graphics Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Both Sides of an ID Card Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to E-mail Attachment Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to an Editable Text File \(OCR\) Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to an Office File Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Settings for ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Change the Operation Mode in ControlCenter4 \(Windows®\)](#)

Set Up the Brother Machine Using ControlCenter4 (Windows®)

1. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
2. Click the **Device Settings** tab.
3. Click the **Remote Setup** button.
4. Configure the settings as needed.



Export

Click to save the current configuration settings to a file.



Click **Export** to save your address book or all settings for your machine.

Import

Click to read the settings from a file.

Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

OK

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, confirm that your data is correct, and then click **OK**.

Cancel

Click to exit the Remote Setup Program without uploading data to the machine.

Apply

Click to upload data to the machine without exiting the Remote Setup Program.

5. Click **OK**.

- If your computer is protected by a firewall and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port numbers 137 and 161.
- If you are using Windows® Firewall and you installed the Brother software and drivers from the CD-ROM, the necessary firewall settings have already been set.

**Related Information**

- [ControlCenter4 \(Windows®\)](#)
- [Remote Setup \(Windows®\)](#)

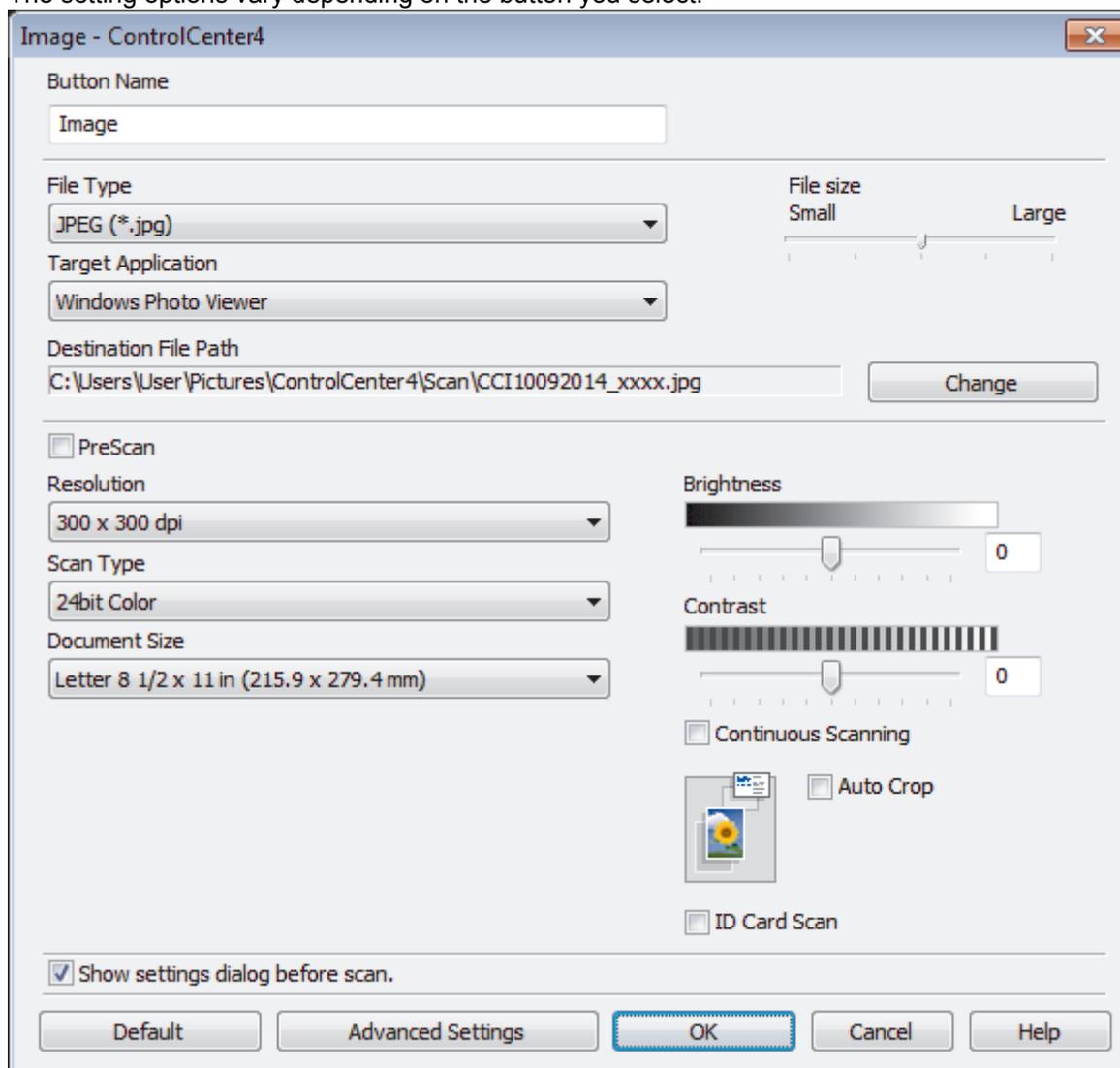
Create a Custom Tab Using ControlCenter4 Advanced Mode (Windows®)

You can create up to three customized tabs, each including up to five customized buttons, with your preferred settings.

Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
2. Click the **Configuration** button, and then select **Create custom tab**.
A custom tab is created.
3. To change the name of a custom tab, right-click the custom tab, and then select **Rename custom tab**.
4. Click the **Configuration** button, select **Create custom button**, and then select the button you want to create.
The settings dialog box appears.
5. Type the button name, and then change the settings, if needed. Click **OK**.

The setting options vary depending on the button you select.



 You can change or remove the created tab, button, or settings. Click the **Configuration** button, and then follow the menu.



Related Information

- [ControlCenter4 \(Windows®\)](#)
-

ControlCenter2 (Mac)

- [Scan Using ControlCenter2 \(Mac\)](#)
- [Set Up the Brother Machine Using ControlCenter2 \(Mac\)](#)
- [Turn On the AutoLoad Feature \(Mac\)](#)
- [Set Up Your Brother Address Book Using ControlCenter2 \(Mac\)](#)

Scan Using ControlCenter2 (Mac)

Use Brother's ControlCenter software to scan photos and save them as JPEGs, PDFs, or other file formats.

- [Scan Using ControlCenter2 \(Mac\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter2 \(Mac\)](#)
- [Scan Both Sides of an ID Card Using ControlCenter2 \(Mac\)](#)
- [Scan to E-mail Attachment Using ControlCenter2 \(Mac\)](#)
- [Scan to an Editable Text File \(OCR\) Using ControlCenter2 \(Mac\)](#)
- [Scan to an Office File Using ControlCenter2 \(Mac\)](#)
- [Scan Settings for ControlCenter2 \(Mac\)](#)

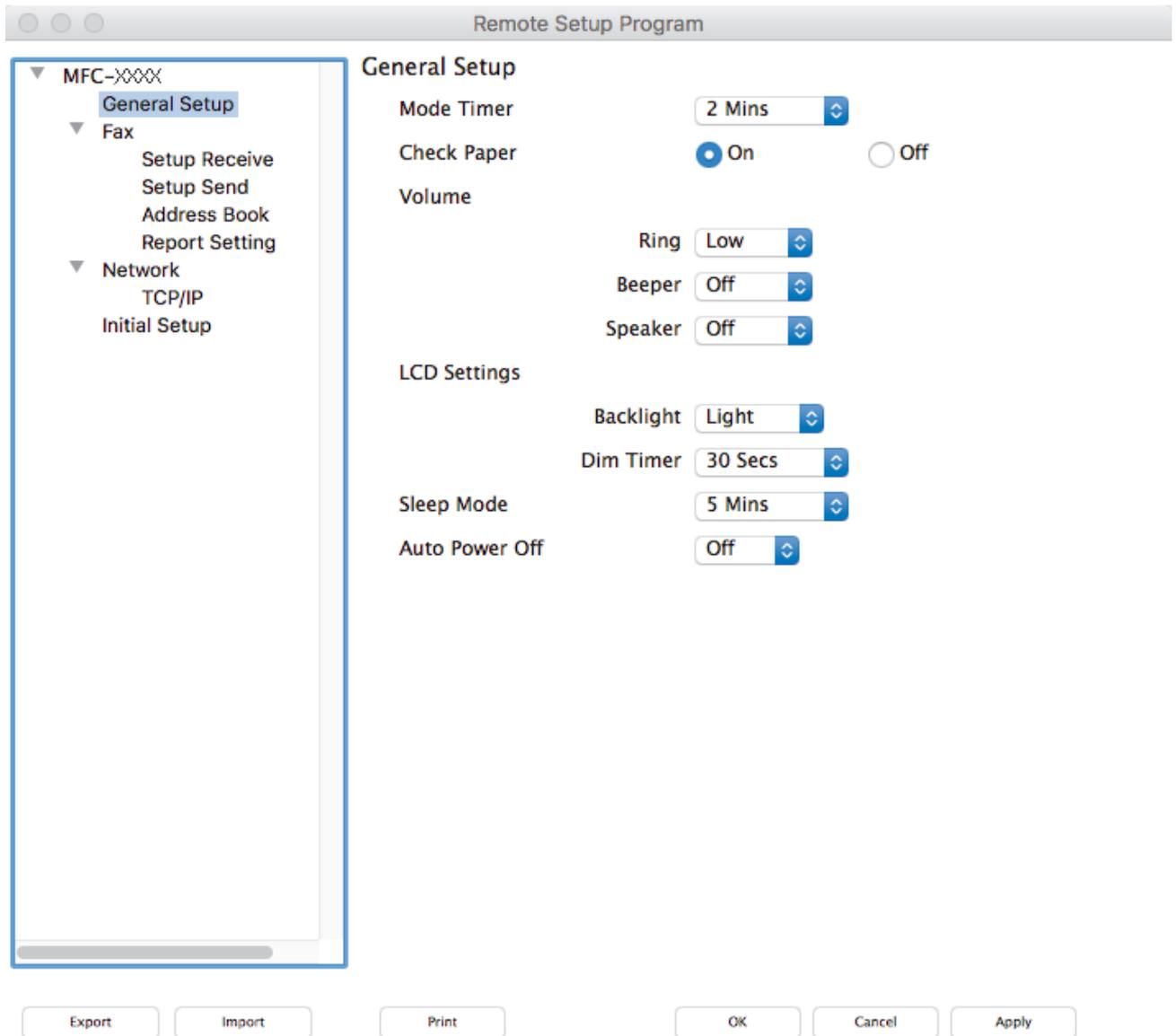
Set Up the Brother Machine Using ControlCenter2 (Mac)

1. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.

The **ControlCenter2** screen appears.

2. Click the **DEVICE SETTINGS** tab.
3. Click the **Remote Setup** button.

The Remote Setup Program screen appears.



4. Configure the settings as needed.

Export

Click to save the current configuration settings to a file.



Click **Export** to save your address book or all settings for your machine.

Import

Click to read the settings from a file.



Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

OK

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, enter the correct data again, and then click **OK**.

Cancel

Click to exit the Remote Setup Program without uploading data to the machine.

Apply

Click to upload data to the machine without exiting the Remote Setup Program.

5. When finished, click **OK**.

**Related Information**

- [ControlCenter2 \(Mac\)](#)
- [Remote Setup \(Mac\)](#)

Turn On the AutoLoad Feature (Mac)

Turn on AutoLoad to launch ControlCenter2 automatically each time you start your Mac.

1. In the **Finder** menu bar, click **Go** > **Applications** > **Brother**, and then double-click the  **(ControlCenter)** icon.

The **ControlCenter2** screen appears.

2. Click the **Configuration** button, and then select **Preferences**.
3. Select the **Start ControlCenter on computer startup** check box.
4. Click **OK**.



Related Information

- [ControlCenter2 \(Mac\)](#)
-

Troubleshooting

If you think there is a problem with your machine, first check each of the items below, then try to identify the problem, and follow our troubleshooting tips.

You can correct most problems yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at support.brother.com.

Click **FAQs & Troubleshooting** and search for your model name.

First, check the following:

- The machine's power cord is connected correctly and the machine's power is on.
- All of the machine's orange protective parts have been removed.
- The ink cartridges are installed correctly.
- The Scanner Cover and the Jam Clear Cover are fully closed.
- Paper is inserted correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer, or the wireless connection is set up on both the machine and your computer.
- (For network models) The access point (for wireless), router, or hub is turned on and its link button is blinking.
- The machine's LCD is displaying messages.

If you did not solve the problem with the checks, identify the problem and then see *Related Information*.



Related Information

- [Error and Maintenance Messages](#)
- [Document Jams](#)
- [Printer Jam or Paper Jam](#)
- [If You Are Having Difficulty with Your Machine](#)
- [Check the Machine Information](#)
- [Reset Your Brother Machine](#)
- [Paper Handling and Printing Problems](#)
- [Telephone and Fax problems](#)
- [Other Problems](#)
- [Network Problems](#)

Error and Maintenance Messages

As with any sophisticated office product, errors may occur and supply items may have to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown in the table.

You can correct most errors and perform routine maintenance yourself. If you need more tips, go to your model's **FAQs & Troubleshooting** page on the Brother Solutions Center at support.brother.com.



- *Related Information* references are at the bottom of this page.

Error Message	Cause	Action
A device is already connected. Press OK. (Wi-Fi Direct)	Two mobile devices are already connected to the Wi-Fi Direct network when the Brother machine is the Group Owner (G/O).	After the current connection between your Brother machine and another mobile device has shut down, try to configure the Wi-Fi Direct settings again. You can confirm the connection status by printing the Network Configuration Report.
Absorber NearFull	The ink absorber box or flushing box is nearly full.	The ink absorber box or flushing box must be replaced soon. Call Brother Customer Service or a Brother Authorized Service Center to have your machine serviced.
B&W Print Only Replace Ink	<p>One or more of the color ink cartridges have reached the end of their lives.</p> <p>You can use the machine in black & white mode for approximately four weeks depending on the number of pages you print.</p> <p>While this message appears on the LCD, each operation works in the following way:</p> <ul style="list-style-type: none"> • Printing If the media type is set to Plain Paper in the Basic tab, and Grayscale is chosen in the Advanced tab of the printer driver, you can use the machine as a black & white printer. 2-sided print is not available when this message appears. • Copying If the paper type is set to Plain Paper, you can make copies in black & white. 2-sided copy is not available when this message appears. • Faxing If the paper type is set to Plain Paper or Inkjet Paper, the machine will receive and print the faxes in black & white. If a sending machine has a color fax, the machine's "handshake" will ask that the fax be sent as black & white. 	<p>Replace the ink cartridges.</p> <p>See <i>Related Information: Replace the Ink Cartridges</i>.</p> <p>Although the Cause column lists options for using the machine after this error appears, you will not be able to use the machine until you replace the ink cartridge(s) under the following conditions:</p> <ul style="list-style-type: none"> • If you unplug the machine or take out the ink cartridge. • (Windows®) If you select Slow Drying Paper in the Basic tab of the printer driver. • (Mac) If you select Slow Drying Paper in the Print Settings drop-down list of the printer driver.
Cannot Detect	<p>The machine cannot detect a new ink cartridge because it was installed too quickly.</p> <p>An ink cartridge is not installed correctly.</p>	<p>Take out the new ink cartridge and reinstall it slowly and firmly until it locks into place.</p> <p>See <i>Related Information: Replace the Ink Cartridges</i>.</p>

Error Message	Cause	Action
	A used ink cartridge was reinstalled.	Remove the used ink cartridge and install a new one.
	If you are not using Genuine Brother ink, the machine may not detect the ink cartridge.	Use a new Genuine Brother Ink Cartridge. If the error is not cleared, call Brother Customer Service.
	The ink cartridge must be replaced.	Replace the ink cartridge with a new Genuine Brother Ink Cartridge.
	The new ink cartridge has an air bubble.	Slowly turn the ink cartridge so that the ink supply port is pointing downward, and then reinstall the cartridge.
Cannot Detect Ink	If you are not using Genuine Brother ink, the machine may not detect the ink volume.	Use a new Genuine Brother Ink Cartridge. If the error is not cleared, call Brother Customer Service.
Cannot Print Replace Ink	One or more of the ink cartridges have reached the end of their lives. The machine will stop all print operations. While memory is available, black & white faxes will be stored in the memory. If a sending machine has a color fax, the machine's "handshake" will ask that the fax be sent as black & white. If the sending machine has the ability to convert it, the color fax will be stored in the memory as a black & white fax.	Replace the ink cartridges. See <i>Related Information: Replace the Ink Cartridges</i> . <ul style="list-style-type: none"> You can still scan even if the ink is low or needs to be replaced.
Comm.Error	Poor telephone line quality caused a communication error.	Send the fax again or connect the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your telephone line.
Connection Error (Wi-Fi Direct)	Other devices are trying to connect to the Wi-Fi Direct network at the same time.	Make sure there are no other devices trying to connect to the Wi-Fi Direct network, and then try to configure the Wi-Fi Direct settings again.
Connection Failed (Wi-Fi Direct)	The Brother machine and your mobile device cannot communicate during the Wi-Fi Direct network configuration.	<ul style="list-style-type: none"> Move the mobile device closer to your Brother machine. Move your Brother machine and the mobile device to an obstruction-free area. If you are using the PIN Method of WPS, make sure you have entered the correct PIN.
Cover is Open	The scanner cover is not locked in the closed position.	Lift the scanner cover and then close it again.
		Make sure the USB or network cable (if used) have been guided correctly through the cable channel and out the back of the machine.
	The ink cartridge cover is not locked in the closed position.	Firmly close the ink cartridge cover until it locks into place.
Data Remaining	Print data is left in the machine's memory.	Press Stop/Exit . The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again. If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system,

Error Message	Cause	Action
		try changing the Compatibility to Basic (for VoIP). <i>See Related Information: Telephone Line Interference/VoIP.</i>
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	Remove the jammed document, and then press Stop/Exit . Set the document in the ADF correctly. <i>See Related Information: Load Documents in the Automatic Document Feeder (ADF).</i> <i>See Related Information: Document Jams.</i>
DR Mode in Use	The machine is in Distinctive Ring mode. You cannot change the Receive Mode from Manual to another mode.	Set Distinctive Ring to Off. <i>See Related Information: Turn off Distinctive Ring.</i>
High Temperature	The room temperature is too high.	After cooling the room, allow the machine to cool down to room temperature. Try again when the machine has cooled down.
Ink Absorber Full	The ink absorber box or flushing box is full. These components are periodic maintenance items that may require replacement after a period of time to ensure optimum performance from your Brother machine. Because these components are periodic maintenance items, the replacement is not covered under the warranty. The need to replace these items and the time period before replacement is dependent on the number of purges and flushes required to clean the ink system. These boxes acquire amounts of ink during the different purging and flushing operations. The number of times a machine purges and flushes for cleaning varies depending on different situations. For example, frequently powering the machine on and off will cause numerous cleaning cycles since the machine automatically cleans upon power up. The use of non-Brother ink may cause frequent cleanings because non-Brother ink could cause poor print quality which is resolved by cleaning. The more cleaning the machine requires, the faster these boxes will fill up. Repairs resulting from the use of non-Brother supplies may not be covered under the stated product warranty.	The ink absorber box or flushing box must be replaced. Call Brother Customer Service or a Brother Authorized Service Center to have your machine serviced. Reasons for cleaning are: 1. The machine automatically cleans itself after you remove the power cord and plug it back in. 2. After a paper jam has been cleared, the machine automatically cleans itself before the next received page is printed. 3. The machine automatically cleans itself after sitting idle for more than 30 days (infrequent use). 4. The machine automatically cleans itself after ink cartridges of the same color have been replaced 12 times.
Ink Low	One or more of the ink cartridges are near the end of their lives. If one of the color ink cartridges is near the end of its life and someone is sending you a color fax, your machine's "handshake" will ask that the fax be sent as black & white. If the sending machine has the ability to convert it, the color fax will be printed at your machine as a black & white fax.	Order a new ink cartridge. You can continue printing until the LCD displays <i>Cannot Print</i> . <i>See Related Information: Replace the Ink Cartridges.</i> • You can still scan even if the ink is low or needs to be replaced.
Jam A Inside/Front	The paper is jammed in the machine.	Remove the jammed paper.

Error Message	Cause	Action
Repeat Jam A		<p>See <i>Related Information: Paper is Jammed Inside and in the Front of the Machine (Jam A Inside/Front)</i>.</p> <p>Make sure the paper length guide is set to the correct paper size.</p> <p>DO NOT extend the paper tray when you load A5 or smaller size paper.</p>
Jam B Front Repeat Jam B	The paper is jammed in the machine.	<p>Remove the jammed paper.</p> <p>See <i>Related Information: Paper is Jammed in the Front of the Machine (Jam B Front)</i>.</p> <p>Make sure the paper length guide is set to the correct paper size.</p> <p>DO NOT extend the paper tray when you load A5 or smaller size paper.</p>
Jam C Rear	The paper is jammed in the machine.	<p>Remove the jammed paper.</p> <p>See <i>Related Information: Paper is Jammed in the Back of the Machine (Jam C Rear)</i>.</p> <p>Make sure the paper length guide is set to the correct paper size.</p> <p>DO NOT extend the paper tray when you load A5 or smaller size paper.</p>
	Paper dust has accumulated on the surface of the paper pick-up rollers.	<p>Clean the paper pick-up rollers.</p> <p>See <i>Related Information: Clean the Paper Pick-up Rollers</i>.</p>
Low Temperature	The room temperature is too low.	After warming the room, allow the machine to warm up to room temperature. Try again when the machine has warmed up.
No Caller ID	There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.	To use the Caller ID feature, call your telephone company. See <i>Related Information: Caller ID</i> .
No Device (Wi-Fi Direct)	When configuring the Wi-Fi Direct network, the Brother machine cannot find your mobile device.	<ul style="list-style-type: none"> • Make sure your machine and mobile device are in the Wi-Fi Direct mode. • Move the mobile device closer to your Brother machine. • Move your Brother machine and the mobile device to an obstruction-free area. • If you are manually configuring the Wi-Fi Direct network, make sure you have entered the correct password. • If your mobile device has a configuration page for how to obtain an IP address, make sure the IP address of your mobile device has been configured via DHCP.
No Ink Cartridge	An ink cartridge is not installed correctly.	<p>Remove the new ink cartridge and re-install it slowly and firmly until it locks into place.</p> <p>See <i>Related Information: Replace the Ink Cartridges</i>.</p>

Error Message	Cause	Action
No Paper Fed	The machine is out of paper or paper is not correctly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> • Refill the paper tray, and then press Black Start or Color Start. • Remove and reload the paper, and then press Black Start or Color Start. See <i>Related Information: Load Paper</i> .
	The Jam Clear Cover is not closed correctly.	Make sure the Jam Clear Cover is closed evenly at both ends. See <i>Related Information: Printer Jam or Paper Jam</i> .
	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. See <i>Related Information: Clean the Paper Pick-up Rollers</i> .
No Paper Fed Again	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. See <i>Related Information: Clean the Paper Pick-up Rollers</i> .
No Response/Busy	The number you dialed does not answer or is busy.	Verify the number and try again.
Not Registered	You tried to access a Speed Dial number that has not been stored in the machine.	Set up the Speed Dial number.
Out of Fax Memory	The fax memory is full.	Do one of the following: <ul style="list-style-type: none"> • Clear the data from the memory. To gain extra memory, you can turn off Memory Receive. See <i>Related Information: Turn Off Memory Receive</i>. • Print the faxes that are in the memory. See <i>Related Information: Print a Fax Stored in the Machine's Memory</i>.
Out of Memory	The machine's memory is full.	If a fax-sending or copy operation is in progress: <ul style="list-style-type: none"> • Press Stop/Exit and wait until the other operations that are in progress finish, and then try again. • Press Black Start or Color Start to select <code>Send Now</code> to send the pages scanned so far. • Press Black Start or Color Start to select <code>Partial Print</code> to copy the pages scanned so far. • Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. See <i>Related Information: Turn Off Memory Receive</i>. • Print the faxes that are in the memory. See <i>Related Information: Print a Fax Stored in the Machine's Memory</i>.
Paper Size Mismatch	The paper size setting does not match the size of paper in the tray. -OR- You did not set the paper guides in the tray to the indicators for the paper size you are using.	1. Check that the paper size you chose on the machine's display matches the size of the paper in the tray. See <i>Related Information: Change the Paper Size and Paper Type</i> .

Error Message	Cause	Action
		<p>2. Make sure you loaded the paper in a Portrait position, by setting the paper guides at the indicators for your paper size.</p> <p>See <i>Related Information: Load Paper</i>.</p> <p>3. After you have checked the paper size and the paper position, press Black Start or Color Start.</p>
		<p>If you are printing from your computer, make sure the paper size you chose in the printer driver matches the size of paper in the tray.</p> <p>See <i>Related Information: Print Settings (Windows®) or Print Options (Mac)</i>.</p>
Tray not detected	The paper tray is not completely inserted.	Slowly push the paper tray completely into the machine.
	Paper or a foreign object has prevented the paper tray from being inserted correctly.	Pull the paper tray out of the machine, and remove the jammed paper or foreign object. If you cannot find or remove the jammed paper, see <i>Related Information: Printer Jam or Paper Jam</i> .
Tray Removed	This message is displayed when the setting to confirm the paper type and size is enabled.	To not display this confirmation message, change the setting to Off. See <i>Related Information: Change the Check Paper Size Setting</i> .
Unable to Clean XX Unable to Init. XX Unable to Print XX	The machine has a mechanical problem. -OR- A foreign object, such as a paper clip or a piece of ripped paper, is in the machine.	Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. See <i>Related Information: Paper is Jammed Inside and in the Front of the Machine (Jam A Inside/Front)</i> . If the error message continues: <ul style="list-style-type: none"> Transfer your faxes to another fax machine or your computer before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and reconnect it. See <i>Related Information: Transfer Your Faxes or Fax Journal Report</i> .
Unable to Scan XX	The machine has a mechanical problem.	<ul style="list-style-type: none"> Transfer your faxes to another fax machine or your computer before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and reconnect it. See <i>Related Information: Transfer Your Faxes or Fax Journal Report</i> .
Wrong Ink Cartridge	The ink cartridge model number is not compatible with your machine.	Verify whether the cartridge model number will work with your machine. See <i>Related Information: Supply Specifications</i> .
Wrong Ink Color	An ink cartridge has been installed in the wrong position.	Check which ink cartridges are not matched by color to their ink cartridge

Error Message	Cause	Action
		positions and move them to their correct positions.



Related Information

- [Troubleshooting](#)
- [Transfer Your Faxes or Fax Journal Report](#)
- [Error Messages When Using the Brother Web Connect Feature](#)
- [LCD Overview](#)
- [Print the Network Configuration Report](#)
- [Replace the Ink Cartridges](#)
- [Supply Specifications](#)
- [Change the Check Paper Size Setting](#)
- [Telephone Line Interference/VoIP](#)
- [Load Documents in the Automatic Document Feeder \(ADF\)](#)
- [Document Jams](#)
- [Turn off Distinctive Ring](#)
- [Caller ID](#)
- [Load Paper](#)
- [Printer Jam or Paper Jam](#)
- [Clean the Paper Pick-up Rollers](#)
- [Turn Off Memory Receive](#)
- [Print a Fax Stored in the Machine's Memory](#)
- [Paper is Jammed Inside and in the Front of the Machine \(Jam A Inside/Front\)](#)
- [Paper is Jammed in the Front of the Machine \(Jam B Front\)](#)
- [Paper is Jammed in the Back of the Machine \(Jam C Rear\)](#)
- [Change the Paper Size and Paper Type](#)
- [Print Settings \(Windows®\)](#)
- [Print Options \(Mac\)](#)
- [Paper Handling and Printing Problems](#)

Transfer Your Faxes or Fax Journal Report

If the LCD shows:

- [Unable to Clean XX]
- [Unable to Initialize XX]
- [Unable to Print XX]
- [Unable to Scan XX]

We recommend transferring your faxes to another fax machine or to your computer.

See *Related Information: Transfer Faxes to Another Fax Machine*.

See *Related Information: Transfer Faxes to Your Computer*.

You can also transfer the Fax Journal report to see if there are any faxes you must transfer.

See *Related Information: Transfer the Fax Journal Report to Another Fax Machine*.



Related Information

- [Error and Maintenance Messages](#)
- [Transfer Faxes to Another Fax Machine](#)
- [Transfer Faxes to Your Computer](#)
- [Transfer the Fax Journal Report to Another Fax Machine](#)
- [Use PC-Fax Receive to Transfer Received Faxes to Your Computer \(Windows® only\)](#)
- [Reset the Network Settings to Factory Default](#)
- [Reset Your Brother Machine](#)
- [Reset Functions](#)
- [Paper is Jammed Inside and in the Front of the Machine \(Jam A Inside/Front\)](#)
- [Paper is Jammed in the Front of the Machine \(Jam B Front\)](#)
- [Paper is Jammed in the Back of the Machine \(Jam C Rear\)](#)

Transfer Faxes to Another Fax Machine

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

1. Press **Stop/Exit** to interrupt the error temporarily.
2. Press **Settings**.
3. Press **▲** or **▼** to select the following:
 - a. Select [Service]. Press **OK**.
 - b. Select [Data Transfer]. Press **OK**.
 - c. Select [Fax Transfer]. Press **OK**.
4. Do one of the following:
 - If the LCD displays [No Data], there are no faxes left in the machine's memory. Press **Stop/Exit**.
 - Enter the fax number where faxes will be forwarded.
5. Press **Black Start**.



Related Information

- [Transfer Your Faxes or Fax Journal Report](#)
- [Set Your Station ID](#)

Transfer Faxes to Your Computer

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

1. Press **Stop/Exit** to interrupt the error temporarily.
2. Make sure you have installed Brother driver on your computer, and then turn on **PC-FAX Receive** on the computer. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

From the  (**Start**) menu, select **All Programs > Brother > Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Receive**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Receive**.

3. Read and confirm the instructions on your computer.

Faxes in the machine's memory will be sent to your computer automatically.



When faxes in the machine's memory are not sent to your computer:

Make sure you have set [PC Fax Receive] on the machine.

If faxes are in the machine's memory when you set up PC-Fax Receive, the LCD will ask if you want to transfer the faxes to your computer.

Press **1** to transfer all faxes in the memory to your computer.

Press **▲** or **▼** to select [Backup Print:On] or [Backup Print:Off]. Press **OK**.



Related Information

- [Transfer Your Faxes or Fax Journal Report](#)
- [Use PC-Fax Receive to Transfer Received Faxes to Your Computer \(Windows® only\)](#)

Transfer the Fax Journal Report to Another Fax Machine

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

1. Press **Stop/Exit** to interrupt the error temporarily.
2. Press **Settings**.
3. Press **▲** or **▼** to select the following:
 - a. Select [Service]. Press **OK**.
 - b. Select [Data Transfer]. Press **OK**.
 - c. Select [Report Trans.]. Press **OK**.
4. Enter the fax number where Fax Journal report will be forwarded.
5. Press **Black Start**.



Related Information

- [Transfer Your Faxes or Fax Journal Report](#)
- [Set Your Station ID](#)

Error Messages When Using the Brother Web Connect Feature

Your Brother machine displays an error message if an error occurs. The most common error messages are shown in the following chart.

You can correct most errors yourself. If you need more tips, go to your model's **FAQs & Troubleshooting** page on the Brother Solutions Center at support.brother.com.

Connection Error

Error Messages	Cause	Action
Connection Error 02 Network connection failed. Verify that the network connection is good.	The machine is not connected to a network.	<ul style="list-style-type: none"> Verify that the network connection is good. If the Web or Apps option was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.
Connection Error 03 Connection failed to server. Check network settings.	<ul style="list-style-type: none"> Network or server settings are incorrect. There is a problem with the network or server. 	<ul style="list-style-type: none"> Confirm that network settings are correct, or wait and try again later. If the Web or Apps option was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.
Connection Error 07 Connection failed to server. Wrong Date&Time.	Date and time settings are incorrect.	Set the date and time correctly. Note that if the machine's power cord is disconnected, the date and time settings may have reset to factory settings.

Authentication Error

Error Messages	Cause	Action
Authentication Error 01 Incorrect PIN code. Enter PIN correctly.	The PIN you entered to access the account is incorrect. The PIN is the four-digit number that was entered when registering the account to the machine.	Enter the correct PIN.
Authentication Error 02 Incorrect or expired ID, or this temporary ID is already used. Enter correctly or reissue temporary ID. Temporary ID is valid for 24 hours after it is issued.	The temporary ID that was entered is incorrect.	Enter the correct temporary ID.
	The temporary ID that was entered has expired. A temporary ID is valid for 24 hours.	Apply for Brother Web Connect access again and receive a new temporary ID, and then use the new ID to register the account to the machine.
Authentication Error 03 Display name has already been registered. Enter another display name.	The name you entered as the display name has already been registered to another service user.	Enter a different display name.

Server Error

Error Messages	Cause	Action
Server Error 01 Authentication is invalid. Reissue temporary ID, and register account again.	The machine's authentication information (needed to access the service) has expired or is invalid.	Apply for Brother Web Connect access again to receive a new temporary ID, and then use the new ID to register the account to the machine.
Server Error 03 Failed to upload. Unsupported file or corrupt data. Confirm data of file.	The file you are trying to upload may have one of the following problems: <ul style="list-style-type: none">• The file exceeds the service's limit on number of pixels, file size, etc.• The file type is not supported.• The file is corrupted.	The file cannot be used: <ul style="list-style-type: none">• Check the service's size or format restrictions.• Save the file as a different type.• If possible, get a new, uncorrupted version of the file.
Server Error 13 Service temporarily unavailable. Try again later.	There is a problem with the service and it cannot be used now.	Wait and try again. If you get the message again, access the service from a computer to confirm if it is unavailable.

Shortcut Error

Error Messages	Cause	Action
ShortCut Error 02 Account is invalid. Please register account and shortcut again after deleting this shortcut.	The shortcut cannot be used because the account was deleted after the shortcut was registered.	Delete the shortcut, and then register the account and shortcut again.



Related Information

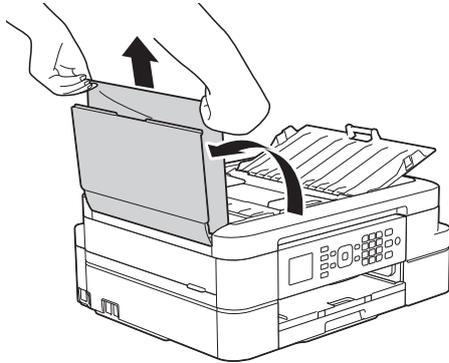
- [Error and Maintenance Messages](#)

Document Jams

- [Document is Jammed in the Top of the ADF Unit](#)
- [Document is Jammed inside the ADF Unit](#)
- [Remove Paper Scraps Jammed in the ADF](#)
- [Error and Maintenance Messages](#)

Document is Jammed in the Top of the ADF Unit

1. Remove any paper from the ADF.
2. Open the ADF cover.
3. Remove the jammed document by pulling it upward.



4. Close the ADF cover.
5. Press .

IMPORTANT

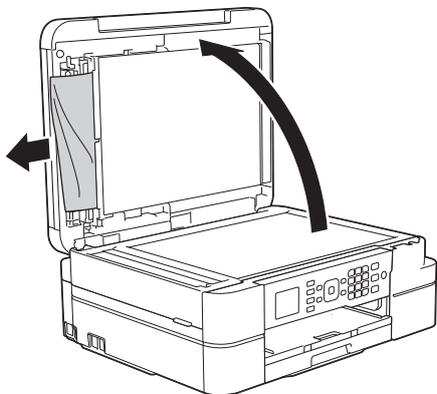
To avoid future document jams, close the ADF cover correctly by pressing it down in the center.

✓ Related Information

- [Document Jams](#)

Document is Jammed inside the ADF Unit

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



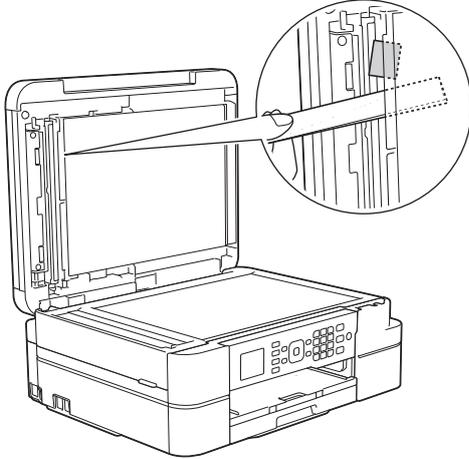
4. Close the document cover.
5. Press .

Related Information

- [Document Jams](#)

Remove Paper Scraps Jammed in the ADF

1. Lift the document cover.
2. Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



3. Close the document cover.
4. Press .

Related Information

- [Document Jams](#)

Printer Jam or Paper Jam

Locate and remove the jammed paper.

- [Paper is Jammed Inside and in the Front of the Machine \(Jam A Inside/Front\)](#)
- [Paper is Jammed in the Front of the Machine \(Jam B Front\)](#)
- [Paper is Jammed in the Back of the Machine \(Jam C Rear\)](#)
- [Error and Maintenance Messages](#)
- [Paper Handling and Printing Problems](#)

Paper is Jammed Inside and in the Front of the Machine (Jam A Inside/Front)

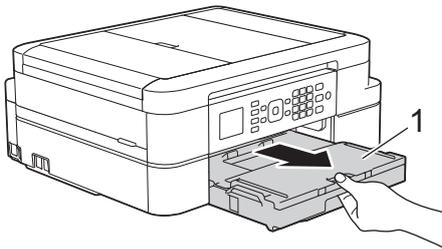
If the LCD displays [Jam A Inside/Front] or [Repeat Jam A Inside/Front], follow these steps:

1. Unplug the machine from the AC power outlet.

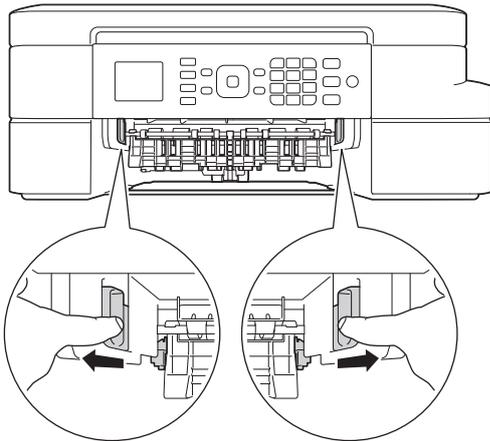
IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the machine's memory to your computer or another fax machine so you will not lose any important messages.

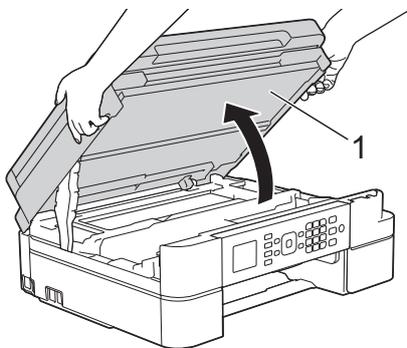
2. Pull the paper tray (1) completely out of the machine.



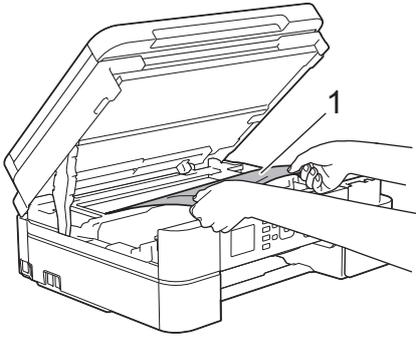
3. Pull the two green levers inside the machine to release the jammed paper.



4. Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover (1) into the open position.

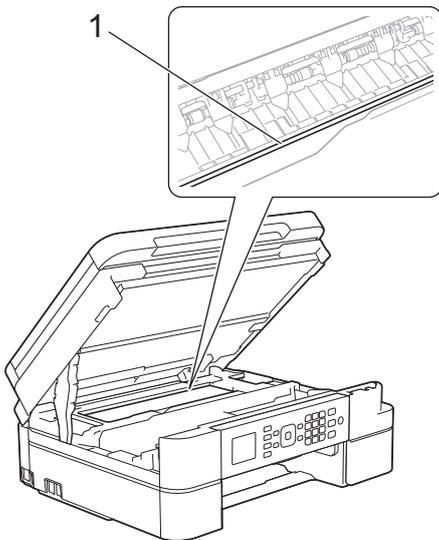


5. Slowly pull the jammed paper (1) out of the machine.

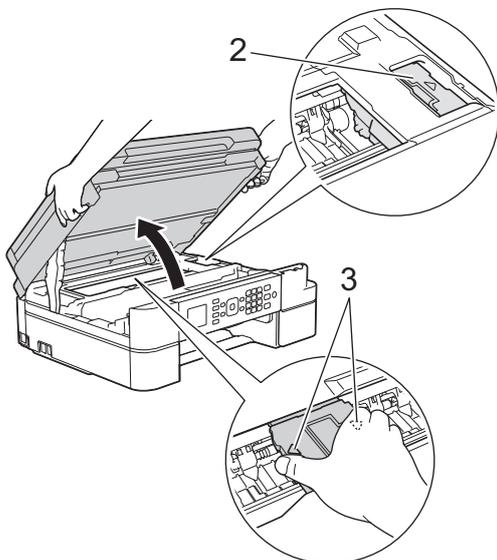


IMPORTANT

- DO NOT touch the encoder strip, a thin strip of plastic that stretches across the width of the machine (1). Doing this may cause damage to the machine.



- If the print head is in the right corner as shown in the illustration (2), you cannot move it. Follow these steps:
 - a. Close the scanner cover, and then reconnect the power cord.
 - b. Open the scanner cover again, and then hold down the **Stop/Exit** button until the print head moves to the center.
 - c. Unplug the machine from the power source and remove the jammed paper.



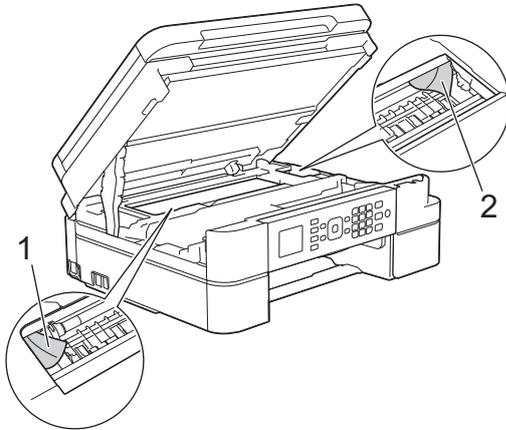
- If the paper is jammed under the print head, unplug the machine from the power source, and then move the print head to take out the paper.

Hold the concave areas with the triangle marks as shown in the illustration (3) to move the print head.

- If ink gets on your skin or clothing, immediately wash it off with soap or detergent.
-

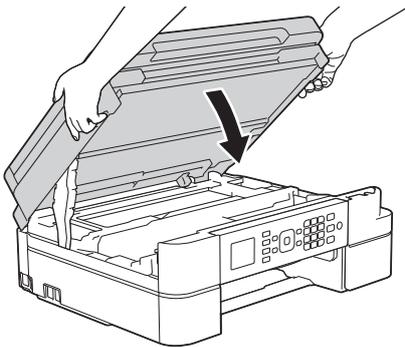


If your LCD error message was [Repeat Jam A Inside/Front], move the print head (if needed) to take out any paper remaining in this area. Make sure scraps of paper are not left in the corners of the machine (1) and (2).

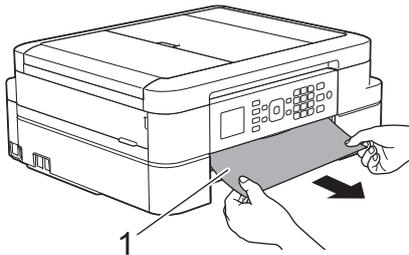


When finished, continue with the next step.

6. Gently close the scanner cover using both hands.



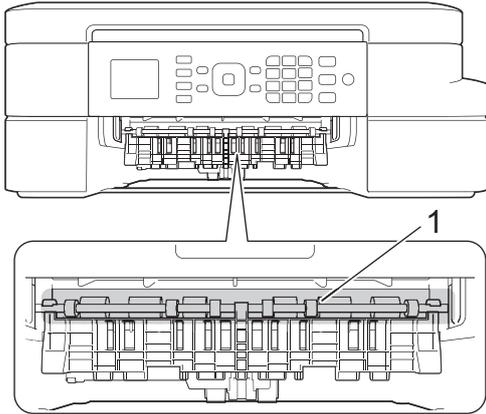
7. Slowly pull the jammed paper (1) out of the machine.



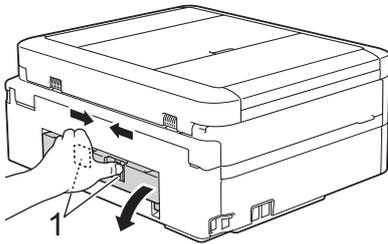


If your LCD error message was [Repeat Jam A Inside/Front], do the following:

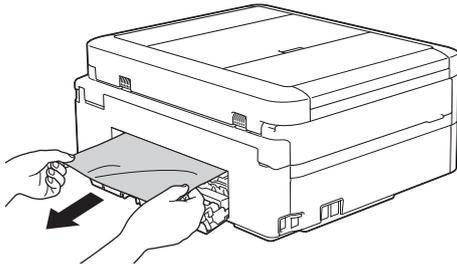
- a. Make sure you look carefully inside (1) for any scraps of paper.



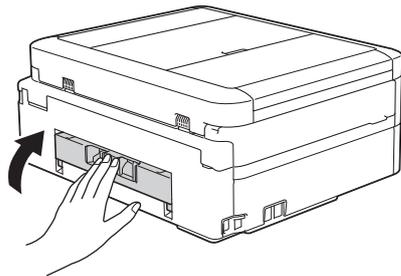
- b. Squeeze both levers (1), and then open the Jam Clear Cover at the back of the machine.



- c. Slowly pull the jammed paper out of the machine.

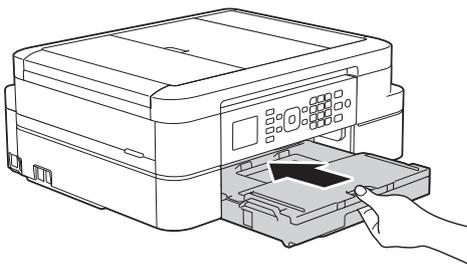


- d. Close the Jam Clear Cover. Make sure the cover is closed completely.

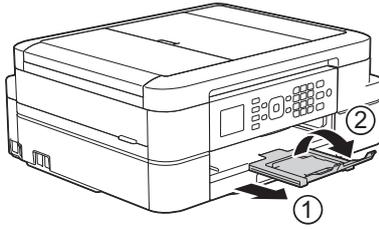


When finished, continue with the next step.

8. Put the paper tray firmly back in the machine.



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



10. Reconnect the power cord.



Related Information

- [Printer Jam or Paper Jam](#)
 - [Transfer Your Faxes or Fax Journal Report](#)
 - [Error and Maintenance Messages](#)
-

Paper is Jammed in the Front of the Machine (Jam B Front)

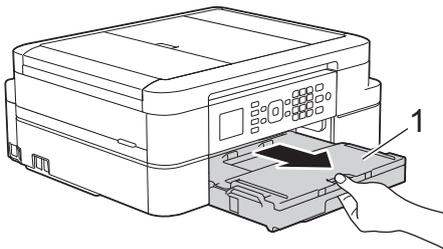
If the LCD displays [Jam B Front] or [Repeat Jam B Front], follow these steps:

1. Unplug the machine from the AC power outlet.

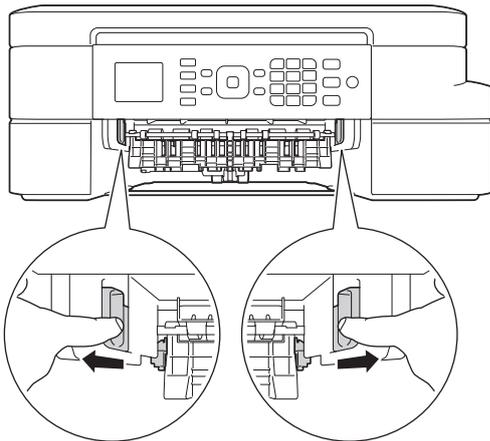
IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the machine's memory to your computer or another fax machine so you will not lose any important messages.

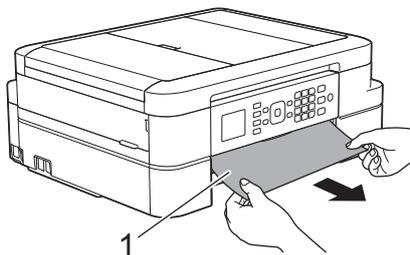
2. Pull the paper tray (1) completely out of the machine.



3. Pull the two green levers inside the machine to release the jammed paper.



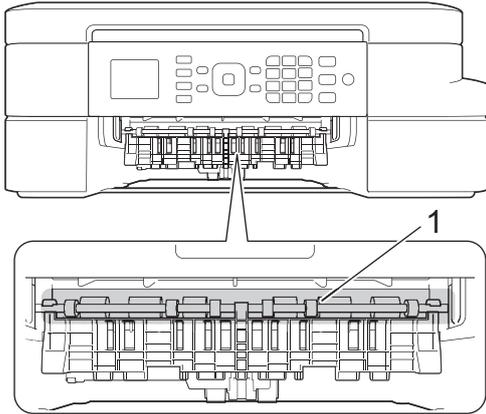
4. Slowly pull out the jammed paper (1).



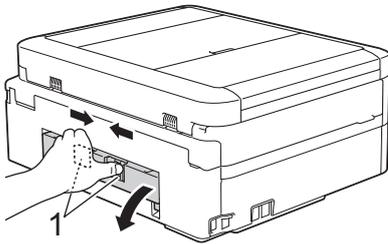


If your LCD error message was [Repeat Jam B Front], do the following:

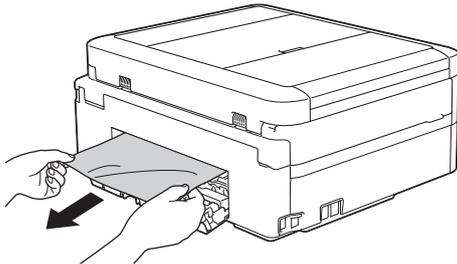
- a. Make sure you look carefully inside (1) for any scraps of paper.



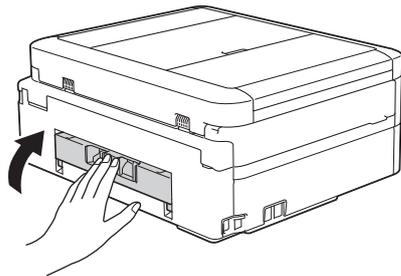
- b. Squeeze both levers (1), and then open the Jam Clear Cover at the back of the machine.



- c. Slowly pull the jammed paper out of the machine.

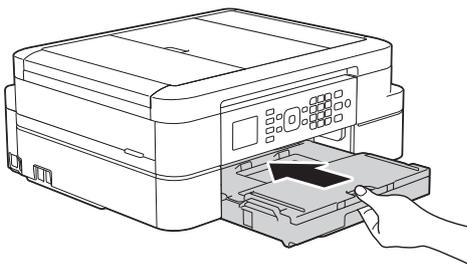


- d. Close the Jam Clear Cover. Make sure the cover is closed completely.

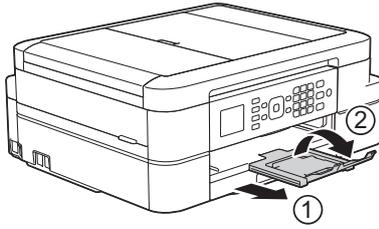


When finished, continue with the next step.

5. Put the paper tray firmly back in the machine.



-
6. While holding the paper tray in the machine, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



7. Reconnect the power cord.



Related Information

- [Printer Jam or Paper Jam](#)
 - [Transfer Your Faxes or Fax Journal Report](#)
 - [Error and Maintenance Messages](#)
-

Paper is Jammed in the Back of the Machine (Jam C Rear)

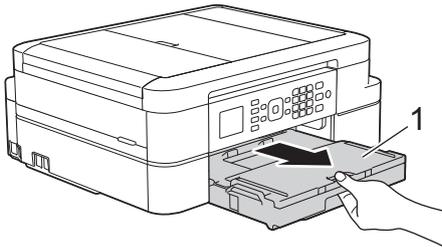
If the LCD displays [Jam C Rear], follow these steps:

1. Unplug the machine from the AC power outlet.

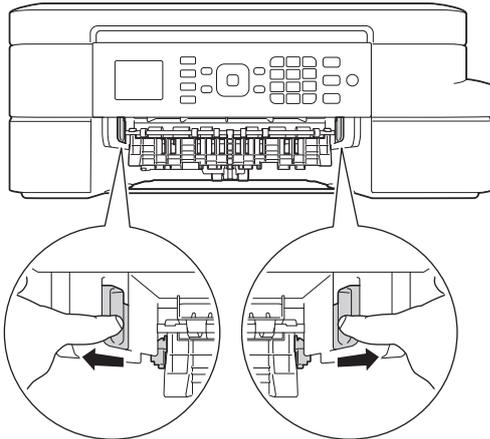
IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the machine's memory to your computer or another fax machine so you will not lose any important messages.

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

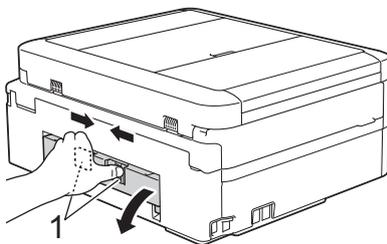


3. Pull the two green levers inside the machine to release the jammed paper.

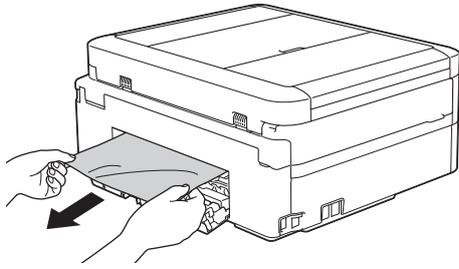


Depending on the paper size, it is easier to remove the jammed paper from the front of the machine rather than from the back of the machine.

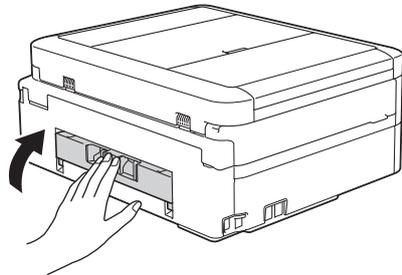
4. Squeeze both levers (1), and then open the Jam Clear Cover at the back of the machine.



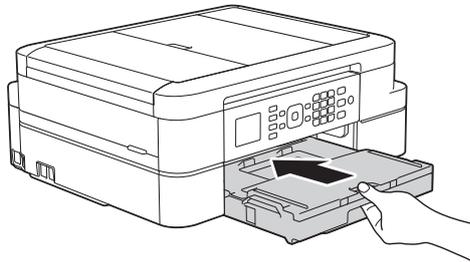
5. Slowly pull the jammed paper out of the machine.



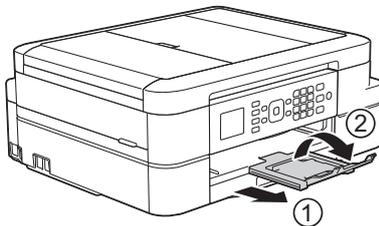
6. Close the Jam Clear Cover. Make sure the cover is closed completely.



7. Put the paper tray firmly back in the machine.



8. While holding the paper tray in the machine, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



9. Reconnect the power cord.

Related Information

- [Printer Jam or Paper Jam](#)
- [Transfer Your Faxes or Fax Journal Report](#)
- [Error and Maintenance Messages](#)

If You Are Having Difficulty with Your Machine



For technical help, you must call the country where you bought the machine. Calls must be made from within that country.

If you think there is a problem with your machine, check the following topics. You can correct most problems yourself.

If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit support.brother.com.

Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.

- [Paper Handling and Printing Problems](#)
- [Telephone and Fax problems](#)
- [Other Problems](#)
- [Network Problems](#)

Paper Handling and Printing Problems

Printing Difficulties

Difficulties	Suggestions
No printout	Check that the correct printer driver has been installed and selected.
	Check to see if the machine's display is showing an error message. See <i>Related Information: Error and Maintenance Messages</i> .
	Check that the machine is online: <ul style="list-style-type: none"> Windows® XP and Windows Server® 2003 Click the Start > Printers and Faxes. Right-click Brother MFC-XXXX Printer (where XXXX is your model name). Make sure Use Printer Online is not listed. If it is listed, click this option to set the driver Online. Windows Vista® and Windows Server® 2008 Click /Start > Control Panel > Hardware and Sound > Printers. Right-click Brother MFC-XXXX Printer (where XXXX is your model name). Make sure Use Printer Online is not listed. If it is listed, click this option to set the driver Online. Windows® 7 and Windows Server® 2008 R2 Click /Start > Devices and Printers. Right-click Brother MFC-XXXX Printer (where XXXX is your model name) and click See what's printing. Click Printer in the menu bar. Make sure Use Printer Offline is not selected. Windows® 8 Move your mouse to the lower right corner of your desktop. When the menu bar appears, click Settings > Control Panel. In the Hardware and Sound group, click View devices and printers. Right-click the Brother MFC-XXXX Printer (where XXXX is your model name). Click See what's printing. If printer driver options appear, select your printer driver. Click Printer in the menu bar and make sure Use Printer Offline is not selected. Windows® 10 and Windows Server® 2016 Click  > All apps > Windows System > Control Panel. In the Hardware and Sound group, click View devices and printers. Right-click the Brother MFC-XXXX Printer (where XXXX is your model name). Click See what's printing. If printer driver options appear, select your printer driver. Click Printer in the menu bar and make sure Use Printer Offline is not selected. Windows Server® 2012 Move your mouse to the lower right corner of your desktop. When the menu bar appears, click Settings > Control Panel. In the Hardware group, click View devices and printers. Right-click the Brother MFC-XXXX Printer (where XXXX is your model name). Click See what's printing. If printer driver options appear, select your printer driver. Click Printer in the menu bar and make sure Use Printer Offline is not selected. Windows Server® 2012 R2 Click Control Panel on the Start screen. In the Hardware group, click View devices and printers. Right-click the Brother MFC-XXXX Printer (where XXXX is your model name). Click See what's printing. If printer driver options appear, select your printer driver. Click Printer in the menu bar and make sure Use Printer Offline is not selected.
	One or more ink cartridges have reached the end of their life. See <i>Related Information: Replace the Ink Cartridges</i> .
	If old, unprinted data remains in the printer driver spooler, it will prevent new print jobs from printing. Open the printer icon and delete all data as follows:

Difficulties	Suggestions
	<ul style="list-style-type: none"> Windows® XP and Windows Server® 2003 Click the Start > Printers and Faxes. Windows Vista® and Windows Server® 2008 Click /Start > Control Panel > Hardware and Sound > Printers. Windows® 7 and Windows Server® 2008 R2 Click /Start > Devices and Printers > Printers and Faxes. Windows® 8 Move your mouse to the lower right corner of your desktop. When the menu bar appears, click Settings > Control Panel. In the Hardware and Sound group, click View devices and printers > Printers. Windows® 10 and Windows Server® 2016 Click  > All apps > Windows System > Control Panel. In the Hardware and Sound group, click View devices and printers > Printers. Windows Server® 2012 Move your mouse to the lower right corner of your desktop. When the menu bar appears, click Settings > Control Panel. In the Hardware group, click View devices and printers > Printers. Windows Server® 2012 R2 Click Control Panel on the Start screen. In the Hardware group, click View devices and printers > Printers. macOS v10.10.5, 10.11.x, 10.12.x Click the System Preferences > Printers & Scanners.
The headers or footers appear when the document is displayed on the screen but do not appear when the document is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this. See <i>Related Information: Unprintable Area</i> .
Cannot perform 'Page Layout' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	<p>Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver as follows:</p> <ul style="list-style-type: none"> Windows® In the printer driver, clear the Color Enhancement (True2Life) check box on the Advanced tab. Mac In the printer driver, select Color Settings, click Advanced Color Settings, and make sure you clear the Color Enhancement check box. <p>Turn the Borderless feature off. Borderless printing is slower than normal printing. See <i>Related Information: Print Settings (Windows®)</i> or <i>Print a Photo (Mac)</i>.</p>

Print Quality Difficulties

Difficulties	Suggestions
Poor print quality	<p>Check the print quality. See <i>Related Information: Check the Print Quality</i>.</p> <p>Make sure the Media Type setting in the printer driver or the Paper Type setting in the machine's menu matches the type of paper you are using. See <i>Related Information: Change the Paper Size and Paper Type</i>.</p> <p>See <i>Related Information: Print Settings (Windows®)</i> or <i>Print Options (Mac)</i>.</p> <p>Make sure your ink cartridges are fresh. The following may cause ink to clog:</p>

Difficulties	Suggestions
	<ul style="list-style-type: none"> • The expiration date written on the cartridge package has passed. • The ink cartridge has been in your machine for over six months. • The ink cartridge may not have been stored correctly before use. <p>Make sure you are using Genuine Brother Ink. Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.</p> <p>Make sure you are using one of the recommended types of paper. See <i>Related Information: Acceptable Paper and Other Print Media</i>.</p> <p>The recommended environment for your machine is between 68 °F and 91 °F (20 °C and 33 °C).</p>
<p>White horizontal lines appear in text or graphics.</p> 	<p>Clean the print head. See <i>Related Information: Clean the Print Head from Your Brother Machine</i>.</p> <p>See <i>Related Information: Clean the Print Head from Your Computer (Windows®)</i> or <i>Clean the Print Head from Your Computer (Mac)</i>.</p> <p>Make sure you are using Genuine Brother Ink.</p> <p>Try using the recommended types of paper. See <i>Related Information: Acceptable Paper and Other Print Media</i>.</p> <p>To prolong print head life, provide the best ink cartridge economy and maintain print quality, we do not recommend frequently unplugging the machine and/or leaving the machine unplugged for extended periods of time. We recommend using  to power down the machine. Using  allows minimal power to the machine, resulting in periodic, but less frequent, cleaning of the print head.</p>
<p>The machine prints blank pages.</p>	<p>Check the print quality. See <i>Related Information: Check the Print Quality</i>.</p> <p>Make sure you are using Genuine Brother Ink.</p> <p>To prolong print head life, provide the best ink cartridge economy and maintain print quality, we do not recommend frequently unplugging the machine and/or leaving the machine unplugged for extended periods of time. We recommend using  to power down the machine. Using  allows minimal power to the machine, resulting in periodic, but less frequent, cleaning of the print head.</p>
<p>Characters and lines are blurred.</p>	<p>Check the printing alignment. See <i>Related Information: Check the Print Alignment from Your Brother Machine</i>.</p>
<p>Printed text or images are skewed.</p>	<p>Make sure the paper is loaded correctly in the paper tray and the paper guides are adjusted correctly. See <i>Related Information: Load Paper</i>.</p> <p>Make sure the Jam Clear Cover is closed correctly.</p>
<p>Smudge or stain at the top center of the printed page.</p>	<p>Make sure the paper is not too thick or curled. See <i>Related Information: Acceptable Paper and Other Print Media</i>.</p>
<p>Printing appears dirty or ink seems to run.</p>	<p>Make sure you are using the recommended types of paper. Do not handle the paper until the ink is dry. See <i>Related Information: Acceptable Paper and Other Print Media</i>.</p> <p>Make sure the printing surface is face down in the paper tray.</p> <p>Make sure you are using Genuine Brother Ink.</p> <p>If you are using photo paper, make sure the glossy side of the photo paper is face down in the tray and you have set the correct paper type. If you are printing a photo from your computer, set the Media Type in the printer driver.</p>
<p>Ink is smudged or wet when using glossy photo paper.</p>	<p>Be sure to check the front and back of the paper. Place the glossy surface (printing surface) face down. See <i>Related Information: Change the Paper Size and Paper Type</i>.</p>

Difficulties	Suggestions
	If you use glossy photo paper, make sure the paper type setting is correct.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. <i>See Related Information: Clean the Machine's Printer Platen.</i>
	Make sure you are using Genuine Brother Ink.
	Make sure you are using the paper support flap. <i>See Related Information: Load Paper.</i>
	Make sure the paper feed rollers are not dirty with ink. <i>See Related Information: Clean the Paper Feed Rollers.</i>
The machine prints dense lines on the page.	Windows® Select Reverse Order in the Basic tab of the printer driver.
The printouts are wrinkled.	<ul style="list-style-type: none"> • Windows® In the printer driver, select the Advanced tab, click Other Print Options, and then click Advanced Color Settings. Clear the Bi-Directional Printing check box. • Mac In the printer driver, select Print Settings, click Advanced, select Other Print Options, and clear the Bi-Directional Printing check box.
	Make sure you are using Genuine Brother Ink.

Paper Handling Difficulties

Difficulties	Suggestions
The machine does not feed paper.	Make sure the paper tray is pushed in all the way until it locks into place.
	Make sure the Jam Clear Cover at the back of the machine is closed.
	If the machine's LCD displays a Paper Jam message and you still have a problem, see <i>Related Information: Error and Maintenance Messages</i> .
	If the paper tray is empty, load a new stack of paper into the paper tray.
	If there is paper in the paper tray, make sure it is straight. If the paper is curled, straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back in the paper tray.
	Reduce the amount of paper in the paper tray, and then try again.
	Clean the paper pick-up rollers. <i>See Related Information: Clean the Paper Pick-up Rollers.</i>
	Make sure that the paper is within specifications for the machine. <i>See Related Information: Paper Weight and Thickness.</i>
Photo paper does not feed correctly.	When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
Machine feeds multiple pages.	<ul style="list-style-type: none"> • Make sure the paper is loaded correctly in the paper tray. • Remove all the paper from the tray and fan the stack of paper well, then put it back in the tray. • Make sure you do not push the paper in too far. <i>See Related Information: Load Paper.</i>
	Make sure the Jam Clear Cover is closed correctly. <i>See Related Information: Printer Jam or Paper Jam.</i>
	Make sure the Base Pad in the paper tray is not dirty. <i>See Related Information: Clean the Paper Pick-up Rollers.</i>
There is a paper jam.	<i>See Related Information: Printer Jam or Paper Jam.</i>

Difficulties	Suggestions
	<p>Make sure the paper guides are set to the correct paper size.</p> <p>DO NOT extend the paper tray when you load A5 or smaller size paper.</p>
The paper jams when you use 2-sided copy or 2-sided print.	<p>Use one of the jam prevention settings, 2-sided 1 or 2-sided 2.</p> <p>For copying See <i>Related Information: Copy on Both Sides of the Paper (1-sided to 2-sided/2-sided to 2-sided)</i>.</p> <p>For printing See <i>Related Information: Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper (Windows®)</i> or <i>Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper (Mac)</i>.</p>
	<p>If paper jams occur frequently during 2-sided copying or 2-sided printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers.</p> <p>See <i>Related Information: Clean the Paper Feed Rollers</i>.</p>

Printing Received Faxes

Difficulties	Suggestions
<ul style="list-style-type: none"> • Condensed print • Horizontal streaks • Top and bottom sentences are cut off • Missing lines 	<p>This is usually caused by a poor telephone connection. Make a copy; if your copy looks good, you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.</p>
Vertical black lines when receiving	<p>The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.</p>
Left and right margins are cut off or a single page is printed on two pages.	<p>If the received faxes are divided and printed on two pages or if you get an extra blank page, your paper size setting may not be correct for the paper you are using.</p> <p>See <i>Related Information: Change the Paper Size and Paper Type</i>.</p>
	<p>Turn on Auto Reduction.</p> <p>See <i>Related Information: Shrink Page Size of an Oversized Incoming Fax</i>.</p>
Received color fax prints only in black & white.	<p>Replace the color ink cartridges that have reached the end of their life, and then ask the other person to send the color fax again.</p> <p>See <i>Related Information: Replace the Ink Cartridges</i>.</p>



Related Information

- [If You Are Having Difficulty with Your Machine](#)
- [Troubleshooting](#)
- [Error and Maintenance Messages](#)
- [Replace the Ink Cartridges](#)
- [Unprintable Area](#)
- [Check the Print Quality](#)
- [Change the Paper Size and Paper Type](#)
- [Acceptable Paper and Other Print Media](#)
- [Clean the Print Head from Your Brother Machine](#)
- [Clean the Print Head from Your Computer \(Windows®\)](#)
- [Clean the Print Head from Your Computer \(Mac\)](#)
- [Check the Print Alignment from Your Brother Machine](#)
- [Load Paper](#)
- [Clean the Machine's Printer Platen](#)

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- Clean the Paper Feed Rollers
 - Clean the Paper Pick-up Rollers
 - Printer Jam or Paper Jam
 - Copy on Both Sides of the Paper (1-sided to 2-sided/2-sided to 2-sided)
 - Shrink Page Size of an Oversized Incoming Fax
 - Paper Weight and Thickness
 - Print Settings (Windows®)
 - Print Options (Mac)
 - Print a Photo (Mac)
 - Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper (Windows®)
 - Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper (Mac)
-

Telephone and Fax problems

Telephone Line or Connections

Difficulties	Suggestions
Dialing does not work. (No dial tone)	Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine. Make sure your machine has a dial tone by pressing the Hook button in Fax mode. If you subscribe to DSL, VoIP or MagicJack services, call your service provider for connection instructions. If you are using a VoIP system, try changing the VoIP setting to <i>Basic (for VoIP)</i> . This will lower modem speed and turn off Error Correction Mode (ECM). See <i>Related Information: Telephone Line Interference/VoIP</i> .
	(Available only for some countries.) Change the Tone/Pulse setting. See <i>Related Information: Set Tone or Pulse Dialing Mode</i> .
	Send a manual fax by pressing the Hook button, and dialing the number. Wait to hear fax-receiving tones before pressing the Start button.
	If there is no dial tone, connect a known working telephone and telephone line cord to the jack. Then lift the external telephone's handset and listen for a dial tone. If there is still no dial tone, ask your telephone company to check the line and/or wall jack.
The machine does not answer when called.	Make sure the machine is in the correct receive mode for your setup. See <i>Related Information: Choose the Correct Receive Mode</i> . Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check that the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine. Make sure your machine has a dial tone by pressing the Hook button in Fax mode. If there is no ringing when you call your machine, ask your telephone company to check the line.

Handling Incoming Calls

Difficulties	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Easy Receive is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing  . Try avoiding this problem by turning Easy Receive to Off. See <i>Related Information: Set Easy Receive</i> .
Sending a Fax Call to the machine.	If you answered on an extension telephone, press your Fax Receive Code (the factory setting is *51). If you answered on the external telephone (connected to the EXT. jack), press the Start button to receive the fax. When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Caller ID, RingMaster, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes. For Example: If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (Error Correction Mode) feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding

Difficulties	Suggestions
	a slight interruption is crucial to your business, we recommend using a separate telephone line with no custom features.

Receiving Faxes

Difficulties	Suggestions
Cannot receive a fax.	<p data-bbox="553 362 1477 459">Make sure your machine has a dial tone by pressing the Hook button in Fax mode. If you hear static or interference on your fax line, contact your local telephone provider.</p> <p data-bbox="553 472 1477 656">Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine. If you subscribe to DSL, VoIP, or MagicJack services, call your service provider for connection instructions. If you are using a VoIP system, try changing the VoIP setting to <i>Basic (for VoIP)</i>. This will lower modem speed and turn off Error Correction Mode (ECM).</p> <p data-bbox="553 667 1230 696"><i>See Related Information: Telephone Line Interference/VoIP.</i></p> <p data-bbox="553 710 1477 801">Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine.</p> <p data-bbox="553 813 1241 842"><i>See Related Information: Choose the Correct Receive Mode.</i></p> <ul data-bbox="553 853 1477 1413" style="list-style-type: none"> • If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, you should select Fax only mode. • If your Brother machine shares a line with an external answering machine, you should select the External TAD mode. In External TAD mode, your Brother machine will receive incoming faxes automatically and voice callers will be able to leave a message on your answering machine. • If your Brother machine shares the line with a Voice Mail subscriber service, see <i>Related Information: Voice Mail</i>. • If your Brother machine is on a line with the Distinctive Ring subscriber service, see <i>Related Information: Distinctive Ring</i>. • If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, you should select the Fax/Tel mode. In Fax/Tel mode, your Brother machine will receive faxes automatically and produce a pseudo/double-ring to alert you to answer voice calls. • If you do not want your Brother machine to answer any incoming faxes automatically, you should select the Manual mode. In Manual mode, you must answer every incoming call and activate the machine to receive faxes. <p data-bbox="553 1426 1477 1489">Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the Ring Delay setting:</p> <ul data-bbox="553 1500 1477 1738" style="list-style-type: none"> • If the Receive Mode is set to Fax Only or Fax/Tel, reduce the Ring Delay to one ring. <i>See Related Information: Set the Number of Rings Before the Machine Answers (Ring Delay).</i> • If the Receive Mode is set to External TAD, reduce the number of rings programmed on your answering machine to two. • If the Receive Mode is set to Manual, DO NOT adjust the Ring Delay setting. <p data-bbox="553 1751 959 1780">Have someone send you a test fax:</p> <ul data-bbox="553 1792 1477 2040" style="list-style-type: none"> • If you received the test fax successfully, your machine is operating correctly. Remember to reset your Ring Delay or answering machine setting back to your original setting. If receiving problems recur after resetting the Ring Delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer. • If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line.

Difficulties	Suggestions
	<p>If you are using a telephone answering machine (External TAD mode) on the same line as the Brother machine, make sure your answering machine is set up correctly.</p> <p>See <i>Related Information: Connect an External TAD.</i></p> <ol style="list-style-type: none"> 1. Plug the telephone line cord directly from the telephone wall jack to your Brother machine's LINE jack. 2. Remove the protective cap from your Brother machine's EXT jack, and then plug the telephone line cord from your answering machine into the EXT jack. 3. Set your answering machine to answer within four rings. If you are having problems receiving faxes or voice messages, set your answering machine to answer within two or three rings. 4. Record the outgoing message on your answering machine. <ul style="list-style-type: none"> • Record five seconds of silence at the beginning of your outgoing message. • Limit your speaking to 20 seconds. • End your outgoing message with your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax." 5. Set your answering machine to answer calls. 6. Set your Brother machine's Receive Mode to External TAD. See <i>Related Information: Choose the Correct Receive Mode.</i>
	<p>Make sure your Brother machine's Easy Receive feature is turned On. Easy Receive is a feature that allows you to receive a fax even if you answered the call on an external or extension telephone.</p> <p>See <i>Related Information: Set Easy Receive.</i></p>
	<p>If you often get transmission errors due to possible interference on the telephone line or if you are using a VoIP system, try changing the Compatibility setting to <i>Basic(for VoIP)</i>.</p> <p>See <i>Related Information: Telephone Line Interference/VoIP.</i></p>

Sending Faxes

Difficulties	Suggestions
Cannot send a fax.	<p>Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine. Make sure your machine has a dial tone by pressing the Hook button in Fax mode. If you subscribe to DSL, VoIP, or magicJack services, call your service provider for connection instructions.</p> <p>If you are using a VoIP system, try changing the VoIP setting to <i>Basic (for VoIP)</i>. This will lower modem speed and turn off Error Correction Mode (ECM).</p> <p>See <i>Related Information: Telephone Line Interference/VoIP.</i></p> <p>Print the Transmission Verification Report and check for an error. See <i>Related Information: Print Reports.</i></p> <p>Ask the other party to check that the receiving machine has paper.</p>
Poor sending quality.	<p>Try changing your resolution to Fine or S.Fine. Make a copy to check your machine's scanner operation. If the copy quality is poor, clean the scanner.</p> <p>See <i>Related Information: Clean the Scanner.</i></p>
Transmission Verification Report says RESULT:NG.	<p>There is probably temporary noise or static on the line. Try sending the fax again. If you are sending a PC-Fax message and get RESULT:NG on the Transmission Verification Report, your machine may be out of memory. To free up extra memory, you can turn off Fax Storage, print fax messages in memory or cancel a delayed fax or polling job. If the problem continues, ask the telephone company to check your telephone line.</p> <p>See <i>Related Information: Turn Off Memory Receive.</i></p> <p>See <i>Related Information: Print a Fax Stored in the Machine's Memory.</i></p>

Difficulties	Suggestions
	<p>See <i>Related Information: Cancel a Fax in Progress</i>.</p> <p>See <i>Related Information: Check and Cancel a Pending Fax</i>.</p> <p>If you often get transmission errors due to possible interference on the telephone line or if you are using a VoIP system, try changing the Compatibility setting to Basic(for VoIP).</p> <p>See <i>Related Information: Telephone Line Interference/VoIP</i>.</p>
Sent faxes are blank.	<p>Make sure you are loading the document correctly.</p> <p>See <i>Related Information: Load Documents in the Automatic Document Feeder (ADF)</i>.</p> <p>See <i>Related Information: Load Documents on the Scanner Glass</i>.</p>
Vertical black lines when sending.	<p>Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip.</p> <p>See <i>Related Information: Clean the Scanner</i>.</p>



Related Information

- [If You Are Having Difficulty with Your Machine](#)
- [Set Dial Tone Detection](#)
- [Telephone Line Interference/VoIP](#)
- [Troubleshooting](#)
- [Set Tone or Pulse Dialing Mode](#)
- [Choose the Correct Receive Mode](#)
- [Set Easy Receive](#)
- [Voice Mail](#)
- [Distinctive Ring](#)
- [Set the Number of Rings Before the Machine Answers \(Ring Delay\)](#)
- [Connect an External TAD](#)
- [Print Reports](#)
- [Clean the Scanner](#)
- [Turn Off Memory Receive](#)
- [Print a Fax Stored in the Machine's Memory](#)
- [Cancel a Fax in Progress](#)
- [Check and Cancel a Pending Fax](#)
- [Load Documents in the Automatic Document Feeder \(ADF\)](#)
- [Load Documents on the Scanner Glass](#)

Set Dial Tone Detection

Setting the Dial Tone to [Detection] will shorten the Dial Tone detect pause.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Initial Setup]. Press **OK**.
 - b. Select [Dial Tone]. Press **OK**.
 - c. Select [Detection] or [No Detection]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [Telephone and Fax problems](#)
-

Telephone Line Interference/VoIP

If you are having problems sending or receiving a fax due to possible interference on the telephone line or if you are using a VoIP system, we recommend changing the modem speed to minimize errors in fax operations.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Initial Setup]. Press **OK**.
 - b. Select [Compatibility]. Press **OK**.
 - c. Select [Normal] or [Basic(for VoIP)]. Press **OK**.
 - [Basic(for VoIP)] reduces the modem speed to 9,600 bps and turns off color fax receiving and ECM, except for color fax-sending. Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.
To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to [Basic(for VoIP)].
 - [Normal] sets the modem speed at 14,400 bps.
3. Press **Stop/Exit**.



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



Related Information

- [Telephone and Fax problems](#)
 - [Voice Over Internet Protocol \(VoIP/Telephone Line Interference\)](#)
 - [Error and Maintenance Messages](#)
-

Other Problems

Copying Difficulties

Difficulties	Suggestions
Vertical black lines or streaks appear in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip, scanner glass, and the white bar and white plastic above them. See <i>Related Information: Clean the Scanner.</i>
Black marks or spots appear in copies.	Black marks or spots on copies are typically caused by dirt or correction fluid on the scanner glass. Clean the scanner glass and white plastic above it. See <i>Related Information: Clean the Scanner.</i>
Copies are blank.	Make sure you are loading the document correctly. See <i>Related Information: Load Documents in the Automatic Document Feeder (ADF).</i> See <i>Related Information: Load Documents on the Scanner Glass.</i>
Poor copy results when using the ADF. (ADF models)	Try using the scanner glass. See <i>Related Information: Load Documents on the Scanner Glass.</i>
Fit to Page does not work correctly.	Make sure the document is not skewed on the scanner glass. Reposition the document and try again.

Scanning Difficulties

Difficulties	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	Make sure the Brother TWAIN or WIA driver is selected as the primary source in your scanning application. For example, in Nuance™ PaperPort™ 14, click Desktop > Scan Settings > Select to select the Brother TWAIN/WIA driver.
TWAIN or ICA errors appear when starting to scan. (Mac)	Make sure the Brother TWAIN driver is selected as the primary source. In PageManager, click File > Import From Scanner and select the Brother TWAIN driver. You can also scan documents using the ICA Scanner Driver.
OCR does not work.	Try increasing the scanning resolution. (Mac) Make sure you downloaded and installed Presto! PageManager from nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang2.dmg .
Poor scanning results when using the ADF. (Vertical black lines appear in the scanned data.) (ADF models)	Clean the white bar and the glass strip underneath it. See <i>Related Information: Clean the Scanner.</i> Try using the scanner glass. See <i>Related Information: Load Documents on the Scanner Glass.</i>

Software Difficulties

Difficulties	Suggestions
Cannot print.	Uninstall and reinstall the Brother driver.
“Device Busy” appears on the computer screen.	Make sure the machine's display shows no error messages.



Related Information

- [If You Are Having Difficulty with Your Machine](#)
- [Troubleshooting](#)

-
- Clean the Scanner
 - Load Documents in the Automatic Document Feeder (ADF)
 - Load Documents on the Scanner Glass
-

Network Problems

- [Use the Network Connection Repair Tool \(Windows®\)](#)
- [Where Can I Find My Brother Machine's Network Settings?](#)
- [I Cannot Complete the Wireless Network Setup Configuration](#)
- [My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)
- [I Want to Check that My Network Devices are Working Correctly](#)
- [Google Cloud Print Problems](#)
- [Troubleshooting](#)

Use the Network Connection Repair Tool (Windows®)

Use the Network Connection Repair Tool to fix the Brother machine's network settings. It will assign the correct IP address and Subnet Mask.

- Windows® XP/XP Professional x64 Edition/Windows Vista®/Windows® 7/Windows® 8/Windows® 10
You must log on with Administrator rights.
- Make sure the Brother machine is turned on and is connected to the same network as your computer.

1. Do one of the following:

Option	Description
Windows® XP	Click Start > All Programs > Accessories > Windows Explorer > My Computer .
Windows Vista®/Windows® 7	Click  (Start) > Computer .
Windows® 8/Windows® 10	Click the  (File Explorer) icon on the taskbar, and then click Computer (This PC) in the left navigation bar.

2. Double-click **XXX(C:)** (where XXX is the name of your local disk drive) > **Program Files > Brown02 > Brother > BrotherNetTool.exe**.



- For 64-bit OS users, double-click **XXX(C:)** (where XXX is the name of your local disk drive) > **Program Files (x86) > Brown02 > Brother > BrotherNetTool.exe**.
- If the **User Account Control** screen appears, do one of the following:
 - Windows Vista®: Click **Allow**.
 - Windows® 7/Windows® 8/Windows® 10: Click **Yes**.

3. Follow the on-screen instructions.

4. Check the diagnosis by printing the Network Configuration Report.



The Network Connection Repair Tool will start automatically if you select the **Enable Connection Repair Tool** option in the Status Monitor. Right-click the Status Monitor screen, and then click **Other Settings > Enable Connection Repair Tool**. This is not recommended when your network administrator has set the IP address to Static, since it will automatically change the IP address.

If the correct IP address and the Subnet Mask are still not assigned even after using the Network Connection Repair Tool, ask your network administrator for this information.



Related Information

- [Network Problems](#)
- [Print the Network Configuration Report](#)
- [My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)
- [I Want to Check that My Network Devices are Working Correctly](#)

Where Can I Find My Brother Machine's Network Settings?

- [Change Machine Settings from Your Computer](#)
- [Print the Network Configuration Report](#)

I Cannot Complete the Wireless Network Setup Configuration

Turn your wireless router off and back on. Then try to configure the wireless settings again. If you are unable to resolve the problem, follow the instructions below:

Investigate the problem using the WLAN Report.

Cause	Action	Interface
Your security settings (SSID/ Network Key) are not correct.	<ul style="list-style-type: none"> • Confirm the security settings using the Wireless Setup Helper utility. For more information and to download the utility, go to your model's Downloads page on the Brother Solutions Center at support.brother.com. • Select and confirm that you are using the correct security settings. <ul style="list-style-type: none"> - See the instructions supplied with your wireless LAN access point/router for information on how to find the security settings. - The manufacturer's name or model number of the wireless LAN access point/router may be used as the default security settings. - Consult with the access point/router manufacturer, your Internet provider, or network administrator. • For definitions of SSID and Network Key, see the entries SSID, Network Key and Channels in the Glossary. 	Wireless
Your Brother machine's MAC address is not allowed.	Confirm that the Brother machine's MAC Address is allowed in the filter. You can find the MAC Address in your Brother machine's control panel.	Wireless
Your wireless LAN access point/router is in stealth mode (not broadcasting the SSID).	<ul style="list-style-type: none"> • Enter the correct SSID name or Network Key manually. • Check the SSID name or the Network Key in the instructions supplied with your wireless LAN access point/router and reconfigure the wireless network setup. 	Wireless
Your security settings (SSID/ password) are not correct.	<ul style="list-style-type: none"> • Confirm the SSID and password. <ul style="list-style-type: none"> - When you are configuring the network manually, the SSID and password are displayed on your Brother machine. If your mobile device supports the manual configuration, the SSID and password will be displayed on your mobile device's screen. • For the definition of SSID, see the Glossary. 	Wi-Fi Direct
You are using Android™ 4.0.	If your mobile device disconnects (approximately six minutes after using Wi-Fi Direct), try the one-push configuration using WPS (recommended) and set the Brother machine as a G/O.	Wi-Fi Direct
Your Brother machine is placed too far from your mobile device.	Move your Brother machine within about 3.3 feet (1 meter) of the mobile device when you configure the Wi-Fi Direct network settings.	Wi-Fi Direct
There are some obstructions (walls or furniture, for example) between your machine and the mobile device.	Move your Brother machine to an obstruction-free area.	Wi-Fi Direct
There is a wireless computer, Bluetooth®-supported device, microwave oven, or digital cordless phone near the Brother machine or the mobile device.	Move other devices away from the Brother machine or the mobile device.	Wi-Fi Direct

Cause	Action	Interface
If you have checked and tried all of the above, but still cannot complete the Wi-Fi Direct configuration, do the following:	<ul style="list-style-type: none">• Turn your Brother machine off and back on. Then try to configure the Wi-Fi Direct settings again.• If you are using your Brother machine as a client, confirm how many devices are allowed in the current Wi-Fi Direct network, and then check how many devices are connected.	Wi-Fi Direct

For Windows®

If your wireless connection has been interrupted, and you have checked and tried all of the above, we recommend using the Network Connection Repair Tool.



Related Information

- [Network Problems](#)
 - [Configure Your Machine for a Wireless Network When the SSID is Not Broadcast](#)
 - [Use Wi-Fi Direct®](#)
-

My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network

Cause	Action	Interface
Your security software blocks your machine's access to the network. (The Network scanning feature does not work.)	<ul style="list-style-type: none"> • Windows® Configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, type the information below: <ul style="list-style-type: none"> - In Name: Type any description, for example Brother NetScan. - In Port number: Type 54925. - In Protocol: UDP is selected. See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. • Mac Launch ControlCenter2. Click the Model pop-up menu, and then select Other... The Device Selector window appears. Reselect your network machine, make sure Status is idle, and then click OK. 	Wireless
Your security software blocks your machine's access to the network. (The network PC-Fax Receive feature does not work.) (Windows®)	Set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, type the information below: <ul style="list-style-type: none"> • In Name: Type any description, for example Brother PC-FAX Rx. • In Port number: Type 54926. • In Protocol: UDP is selected. See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.	Wireless
Your security software blocks your machine's access to the network.	Some security software might block access without showing a security alert dialog box even after successful installation. To allow access, see the instructions for your security software or ask the software manufacturer.	Wireless
Your Brother machine was not assigned an available IP address.	<ul style="list-style-type: none"> • Confirm the IP address and the Subnet Mask. Verify that both the IP addresses and Subnet Masks of your computer and the Brother machine are correct and located on the same network. For more information about how to verify the IP address and the Subnet Mask, ask your network administrator. • Windows® Confirm the IP address and the Subnet Mask using the Network Connection Repair Tool. • Mac Check your network devices using the ping command. For more information on how to confirm your network settings, see <i>Related Information: Check Network Devices Using the Ping Command</i>. 	Wireless
The failed print job is still in your computer's print queue.	<ul style="list-style-type: none"> • If the failed print job is still in your computer's print queue, delete it. • Otherwise, double-click the printer icon in the following folder and cancel all documents: 	Wireless

Cause	Action	Interface
	<ul style="list-style-type: none"> - Windows® XP/Windows Server® 2003 Click Start > Printers and Faxes. - Windows Vista® Click  (Start) > Control Panel > Hardware and Sound > Printers. - Windows® 7 Click  (Start) > Devices and Printers > Printers and Faxes. - Windows® 8 Move your mouse to the lower right corner of your desktop. When the menu bar appears, click Settings > Control Panel. In the Hardware and Sound group, click View devices and printers > Printers. - Windows® 10/Windows Server® 2016 Click  > All apps > Windows System > Control Panel. In the Hardware and Sound group, click View devices and printers > Printers. - Windows Server® 2008 Click Start > Control Panel > Printers. - Windows Server® 2012 Move your mouse to the lower right corner of your desktop. When the menu bar appears, click Settings > Control Panel. In the Hardware group, click View devices and printers > Printers. - Windows Server® 2012 R2 Click Control Panel on the Start screen. In the Hardware group, click View devices and printers. - macOS v10.10.5, v10.11.x, v10.12 Click System Preferences > Printers & Scanners. 	
Your Brother machine is not connected to the wireless network.	Print the WLAN Report to check the error code on the printed report.	Wireless

If you have checked and tried all of the above, but your Brother machine still cannot print and scan, uninstall the Brother software and drivers and reinstall them.



Related Information

- [Network Problems](#)
- [Print the WLAN Report](#)
- [Use the Network Connection Repair Tool \(Windows®\)](#)
- [Wireless LAN Report Error Codes](#)
- [Check Network Devices Using the Ping Command](#)
- [I Want to Check that My Network Devices are Working Correctly](#)

I Want to Check that My Network Devices are Working Correctly

Check	Action	Interface
Check that your Brother machine, access point/router, or network hub is turned on.	<p>Check the following:</p> <ul style="list-style-type: none"> • The power cord is connected correctly and the Brother machine is turned on. • The access point/router or hub is turned on and its link button is blinking. • All protective packaging has been removed from the machine. • The ink cartridges are installed correctly. • The Scanner Cover and the Jam Clear Cover are fully closed. • Paper is inserted correctly in the paper tray. 	Wireless
Check that you can "ping" the Brother machine from your computer.	<p>Ping the Brother machine from your computer using the IP address or the node name in the Windows® command prompt or Mac Terminal application:</p> <p>ping <ipaddress> or <nodename>.</p> <ul style="list-style-type: none"> • Successful: Your Brother machine is working correctly and connected to the same network as your computer. • Unsuccessful: Your Brother machine is not connected to the same network as your computer. <p>(Windows®) Ask the network administrator and use the Network Connection Repair Tool to fix the IP address and the subnet mask.</p> <p>(Mac) Confirm that the IP address and the Subnet Mask are set correctly.</p>	Wireless
Check that your Brother machine is connected to the wireless network.	Print the WLAN Report to check the error code on the printed report.	Wireless

If you have checked and tried all of the above but you are still having problems, see the instructions supplied with your wireless LAN access point/router to find the SSID and the Network Key information and set them correctly.

Related Information

- [Network Problems](#)
- [Check Network Devices Using the Ping Command](#)
- [Print the Network Configuration Report](#)
- [Print the WLAN Report](#)
- [Use the Network Connection Repair Tool \(Windows®\)](#)
- [My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)
- [Wireless LAN Report Error Codes](#)

Check Network Devices Using the Ping Command

Check the IP addresses of both your computer and your Brother machine, and then confirm whether the network is operating correctly.

- >> [Configure the IP Address on your computer \(Windows®\)](#)
- >> [Configure the IP Address on your computer \(Mac\)](#)
- >> [Configure the IP Address on your Brother machine](#)

Configure the IP Address on your computer (Windows®)

- Do one of the following:
 - Windows® XP, Windows Vista® and Windows® 7
Click /Start > All Programs > Accessories > Command Prompt
 - Windows® 8
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Search** > **Command Prompt**.
 - Windows® 10
Click  > All apps > Windows System > Command Prompt.
- Type "ipconfig" and then press the Enter key on your keyboard.
- Confirm the values for the IPv4 address and subnet mask.
- Type "exit" and then press the Enter key on your keyboard.

Configure the IP Address on your computer (Mac)

- Select **System Preferences** from the Apple Menu.
- Click **Network** > **Advanced** > **TCP/IP**
- Confirm the values for the IPv4 address and subnet mask.

Configure the IP Address on your Brother machine

Print the Network Configuration Report, and confirm the values for the IP address and subnet mask.

```
<IP Settings >
IP Address      192.168.11.250    (set manually)
Subnet Mask    255.255.255.0
IP Gateway     192.168.100.200
Boot Method    STATIC
Boot Tries     3
IP Filter      Disabled
```

Check the IP addresses for both your computer and your Brother machine. Confirm that the network address portions are the same. For example, if the subnet mask is "255.255.255.0", it is normal for only the host address portions to be different.

	Network Address	Host Address	
IP Address	192.168.100.	250	Set the final number, which corresponds to "0" in the subnet mask, to 1–254.
Subnet Mask	255.255.255.	0	Usually, there are no problems when the subnet mask is "255.255.255.0". Use the same value for all of your computers.

Related Information

- [I Want to Check that My Network Devices are Working Correctly](#)

-
- My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network
-

Google Cloud Print Problems

Difficulty	Suggestions
My Brother machine is not displayed in the printer list.	Make sure your machine is turned on.
	Confirm that Google Cloud Print™ is enabled.
	Confirm that your machine is registered with Google Cloud Print™. If it is not registered, try to register again.
I cannot print.	Make sure your machine is turned on.
	Confirm your network settings. See <i>Related Information</i> .
	Certain files may not be printable, or may not appear exactly as they are displayed.
I cannot register my Brother machine with Google Cloud Print™.	Make sure your machine is connected to a network with Internet access.
	Verify that the date and time are set correctly on your machine.
I do not see a confirmation message on my Brother machine when I try to register with Google Cloud Print™, even after repeating the registration steps.	Make sure your Brother machine is idle while you are registering with Google Cloud Print™.



Related Information

- [Network Problems](#)
- [Network Settings for Using Google Cloud Print](#)

Check the Machine Information

Follow these instructions to check your Brother machine's serial number, firmware version and firmware update.

1. Press **Settings**.
2. Press **▲** or **▼** to select [Machine Info.]. Press **OK**.
3. Press **▲** or **▼** to select one of the following options:

Option	Description
Serial No.	Check your machine's serial number.
Version	Check your machine's firmware version.
Firmware Update	Update your machine to the latest firmware.
FirmwareAutoCheck	View firmware information on the Home screen.

4. Press **OK**.
5. Press **Stop/Exit**.



Related Information

- [Troubleshooting](#)

Reset Your Brother Machine

IMPORTANT

When you reset the machine, your faxes that are stored in the machine's memory may be deleted. Before you reset the machine, you can transfer your faxes to your computer or another fax machine so you will not lose any important messages.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Initial Setup]. Press **OK**.
 - b. Select [Reset]. Press **OK**.
 - c. Select the reset option you want to use. Press **OK**.
3. Press **1** for [Yes] to confirm.
4. Press **1** for [Yes] to reboot the machine.



Related Information

- [Troubleshooting](#)
- [Reset Functions](#)
- [LCD Overview](#)
- [Transfer Your Faxes or Fax Journal Report](#)

Reset Functions

IMPORTANT

When you reset the machine, your faxes that are stored in the machine's memory may be deleted. Before you reset the machine, you can transfer your faxes to your computer or another fax machine so you will not lose any important messages.

The following reset functions are available:

1. [Machine Reset]

You can reset all the machine's settings that you have changed, such as Date and Time and Ring Delay. The Address Book, fax reports, and Call history will remain.

2. [Network]

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

3. [Address Book & Fax]

Address book & Fax resets the following settings:

- Address Book
(Address Book and Setup Groups)
- Station ID
(Name and Number)
- Report
(Transmission Verification Report, Address Book and Fax Journal)
- History
(Caller ID history and Outgoing Call)
- Faxes in memory

4. [All Settings]

Use the Settings Reset function to reset all machine's settings to the settings originally set at the factory. Brother strongly recommends you perform this operation when you dispose of the machine.



Related Information

- [Reset Your Brother Machine](#)
- [LCD Overview](#)
- [Transfer Your Faxes or Fax Journal Report](#)

Routine Maintenance

- [Replace the Ink Cartridges](#)
- [Clean Your Brother Machine](#)
- [Check Your Brother Machine](#)
- [Correct the Paper Feed to Clear Vertical Lines](#)
- [Pack and Ship Your Brother Machine](#)

Replace the Ink Cartridges

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

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

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

CAUTION

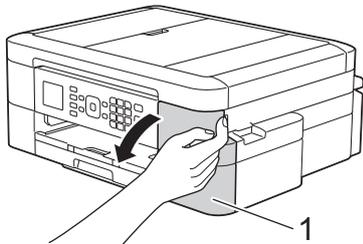
If the ink gets into your eye, rinse it with water immediately. If left as is, it may cause redness or mild inflammation of the eye. In case of any abnormality, consult your doctor.

IMPORTANT

Brother strongly recommends that you do not refill the ink cartridges provided with your machine. We also strongly recommend that you continue to use only Genuine Brother Brand replacement ink cartridges. Use or attempted use of potentially incompatible ink and/or cartridges in the Brother machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our warranty coverage does not apply to any problem that is caused by the use of unauthorized third-party ink and/or cartridges. To protect your investment and obtain premium performance from the Brother machine, we strongly recommend the use of Genuine Brother Supplies.

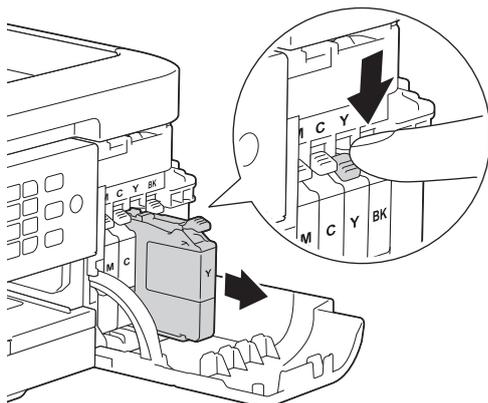
1. Open the ink cartridge cover (1).

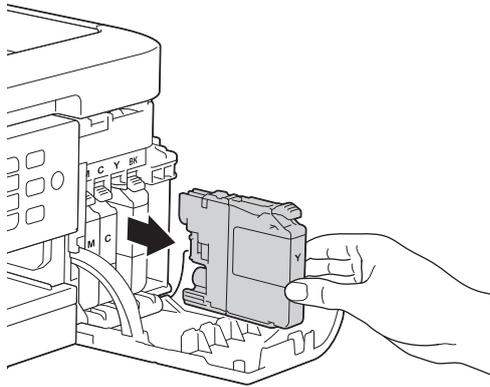
If one or more of the ink cartridges needs replacing, the LCD displays [B&W 1-sided Print Only] or [Cannot Print].



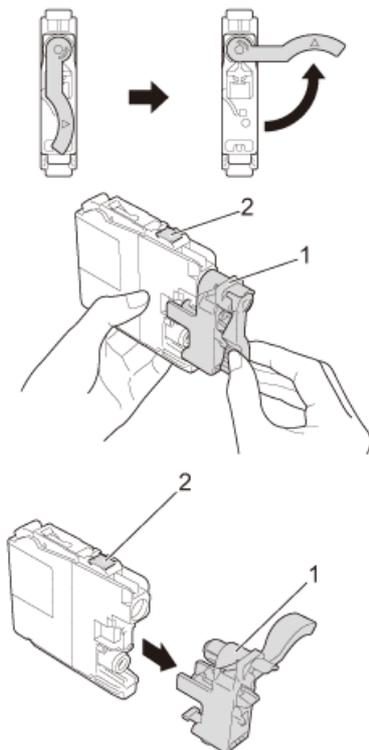
If the black cartridge is empty, the only message that will appear is [Cannot Print]. You must replace the black cartridge.

2. Press the lock release lever to release the cartridge color indicated on the LCD and remove the cartridge from the machine, as shown in the illustration.





3. Open the new ink cartridge bag for the color indicated on the LCD, and take out the ink cartridge.
4. Turn the green release lever on the orange protective packing (1) counterclockwise until it clicks to release the vacuum seal. Then remove the orange protective packing as shown.



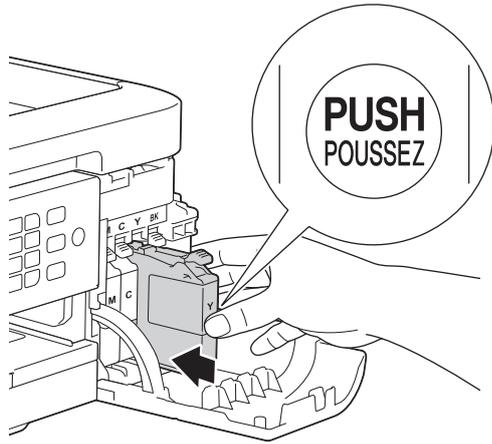
IMPORTANT

- DO NOT shake the ink cartridges. If your skin or clothes come into contact with the ink, wash your skin or clothes with water and soap immediately.
- DO NOT touch the cartridge in the area indicated (2); this can prevent the machine from detecting the cartridge.

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



6. Gently push the area marked "PUSH" until the ink cartridge latches, and then close the ink cartridge cover.



The machine will automatically reset the ink dot counter.



- If you replaced an ink cartridge, for example, the Black cartridge, the LCD may ask you to verify that it is a brand new one (for example, [Did you change Black]). For each new cartridge you installed, select [Yes] to reset the ink dot counter for that color. If the ink cartridge you installed is not a brand new one, be sure to select [No].
- If the LCD displays [No Ink Cartridge] or [Cannot Detect] after you install the ink cartridge, check that the ink cartridge is installed correctly. Remove the ink cartridge and reinstall it slowly until it locks into place.

IMPORTANT

- DO NOT take out ink cartridges if you do not need to replace them; the machine will not know the quantity of ink left in the cartridge.
- DO NOT touch the cartridge insertion slots; the ink may stain your skin.
- If you mix the colors by installing an ink cartridge in the wrong position, the LCD shows [Wrong Ink Color].
Check which ink cartridges are not matched by color to their ink cartridge positions and move them to their proper positions.
- When you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT dismantle or tamper with the ink cartridge; this can cause the ink to leak out of the cartridge.



Related Information

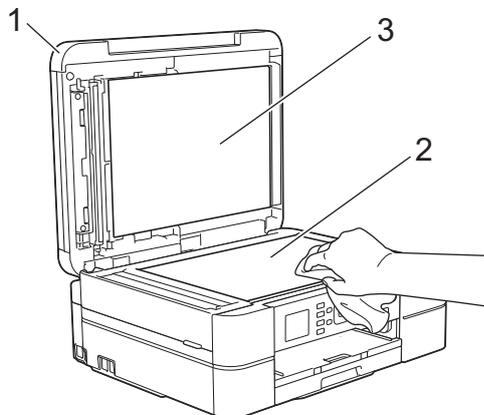
- [Routine Maintenance](#)
- [Error and Maintenance Messages](#)
- [Paper Handling and Printing Problems](#)
- [Pack and Ship Your Brother Machine](#)

Clean Your Brother Machine

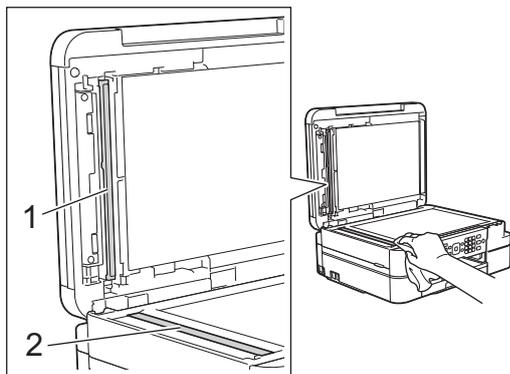
- [Clean the Scanner](#)
- [Clean the Print Head from Your Brother Machine](#)
- [Clean the Print Head from Your Computer \(Windows®\)](#)
- [Clean the Print Head from Your Computer \(Mac\)](#)
- [Clean the Machine's LCD](#)
- [Clean the Outside of the Machine](#)
- [Clean the Machine's Printer Platen](#)
- [Clean the Paper Feed Rollers](#)
- [Clean the Paper Pick-up Rollers](#)

Clean the Scanner

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



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



(ADF models only)

In addition to cleaning the scanner glass and glass strip with a non-flammable glass cleaner, run your fingertip 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 need to repeat the cleaning process three or four times. To test, make a copy after each cleaning attempt.



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



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



Related Information

- [Clean Your Brother Machine](#)
 - [Telephone and Fax problems](#)
 - [Other Problems](#)
-

Clean the Print Head from Your Brother Machine

To maintain good print quality, the machine automatically cleans the print head when needed. If there is a print quality problem, start the cleaning process manually.

- Clean the print head if there is a horizontal line or a blank space in the text or graphics on printed pages. Depending on the problem color, select to clean Black only, three colors at a time (Yellow/Cyan/Magenta), or all four colors at once.
- Cleaning the print head consumes ink.
- Cleaning too often uses ink unnecessarily.

IMPORTANT

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

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Ink/Maintenance]. Press **OK**.
 - b. Select [PrintHead Cleaning]. Press **OK**.
 - c. Select [Black only], [Color only], or [All]. Press **OK**.
 - d. Select [Normal], [Strong], or [Strongest]. Press **OK**.
3. Press **Black Start** or **Color Start**.

The machine cleans the print head.



- If you clean the print head and the print has not improved, try installing a new Genuine Brother Brand replacement ink cartridge for each problem color. Try cleaning the print head again. If the print has not improved, contact Brother Customer Service.
- You can also clean the print head from your computer.



Related Information

- [Clean Your Brother Machine](#)
- [Paper Handling and Printing Problems](#)
- [Clean the Print Head from Your Computer \(Windows®\)](#)
- [Clean the Print Head from Your Computer \(Mac\)](#)

Clean the Print Head from Your Computer (Windows®)

To maintain good print quality, the machine automatically cleans the print head when needed. If there is a print quality problem, start the cleaning process manually.

- Do one of the following:
 - For Windows® XP and Windows Server® 2003
Click **Start > Printers and Faxes**.
 - For Windows Vista® and Windows Server® 2008
Click  (**Start**) > **Control Panel > Hardware and Sound > Printers**.
 - For Windows® 7 and Windows Server® 2008 R2
Click  (**Start**) > **Devices and Printers**.
 - For Windows® 8
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
 - For Windows® 10 and Windows Server® 2016
Click  > **All apps > Windows System > Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
 - For Windows Server® 2012
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware** group, click **View devices and printers**.
 - For Windows Server® 2012 R2
Click **Control Panel** on the **Start** screen. In the **Hardware** group, click **View devices and printers**.
- Right-click the **Brother MFC-XXXX Printer** icon (where XXXX is your model name), and then select **Printing preferences**. If printer driver options appear, select your printer driver.
The printer driver dialog box appears.
- Click the **Maintenance** tab.
- Select one of the following options:

Option	Description
Check Print Quality...	Use to print the test page and check the print quality.
Print Head Cleaning...	Use to start the cleaning process manually. Select if a line or blank spaces appear in text or graphics on the test page.

- Do one of the following:
 - If you selected the **Check Print Quality...** option, click **Start**.
The machine prints the test page.
 - If you selected the **Print Head Cleaning...** option, select the **Black only**, **Color only**, or **All** option for the cleaning type, and then click **Next**.
- Select the **Normal**, **Strong**, or **Strongest** option for the cleaning strength, and then click **Next**.
- Click **Start**.
The machine starts cleaning.



Related Information

- [Clean Your Brother Machine](#)

-
- Paper Handling and Printing Problems
 - Clean the Print Head from Your Brother Machine
-

Clean the Print Head from Your Computer (Mac)

To maintain good print quality, the machine automatically cleans the print head when needed. If there is a print quality problem, start the cleaning process manually.

1. Select **System Preferences** from the Apple Menu.
2. Select **Printers & Scanners**, and then select the machine.
3. Click the **Options & Supplies** button.
4. Click the **Utility** tab, and then click the **Open Printer Utility** button.
The Status Monitor screen appears.
5. Click the **Control** menu, and then select **Maintenance**.
6. Select one of the following options:

Option	Description
Check Print Quality...	Use to print the test page and check the print quality.
Print Head Cleaning...	Use to start the cleaning process manually. Select if a line or blank spaces appear in text or graphics on the test page.

7. Do one of the following:
 - If you selected the **Check Print Quality...** option, click **Start**.
The machine prints the test page.
 - If you selected the **Print Head Cleaning...** option, select **Black only**, **Color only**, or **All** option for the cleaning type, and then click **Next**.
8. Select the **Normal**, **Strong**, or **Strongest** option for the cleaning strength, and then click **Next**.
9. Click **Start**.
The machine starts cleaning.



Related Information

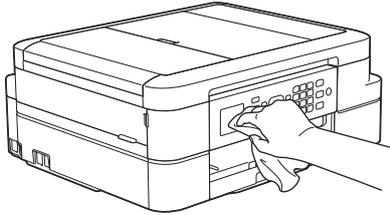
- [Clean Your Brother Machine](#)
- [Paper Handling and Printing Problems](#)
- [Clean the Print Head from Your Brother Machine](#)

Clean the Machine's LCD

IMPORTANT

DO NOT use liquid cleaners (including ethanol).

1. Press and hold down  to turn off the machine. The LCD displays [Shutting Down] for a few seconds before the power goes off.
2. Clean the LCD with a dry, soft lint-free cloth.



✓ Related Information

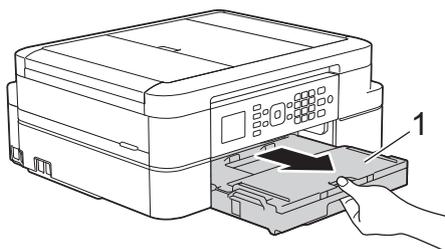
- [Clean Your Brother Machine](#)

Clean the Outside of the Machine

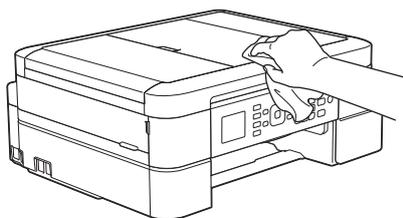
IMPORTANT

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

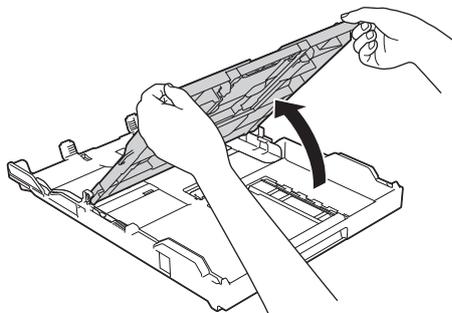
1. If the paper support flap is open, close it, and then close the paper support.
2. Pull the paper tray (1) completely out of the machine.



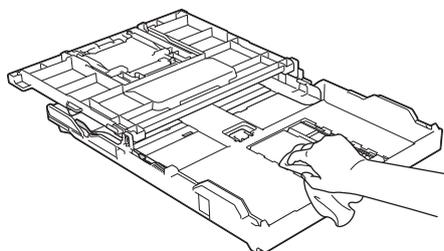
3. Wipe the outside of the machine with a dry, lint-free cloth to remove dust.



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



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



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

✓ Related Information

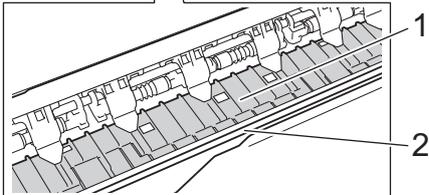
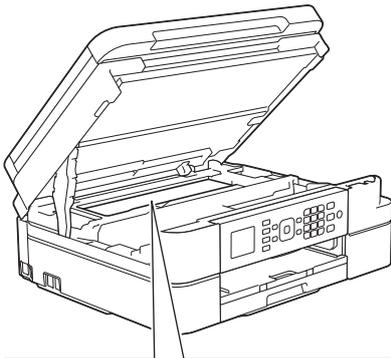
- [Clean Your Brother Machine](#)

Clean the Machine's Printer Platen

WARNING

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

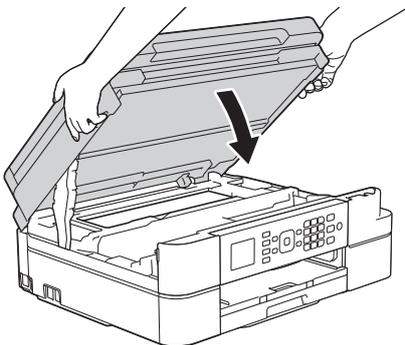
1. Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position.
2. Clean the machine's printer platen (1) and the area around it, wiping off scattered ink with a dry, soft lint-free cloth.



IMPORTANT

DO NOT touch the encoder strip, the thin strip of plastic that stretches across the width of the machine (2). Doing this will cause damage to the machine.

3. Gently close the scanner cover using both hands.



4. Reconnect the power cord.

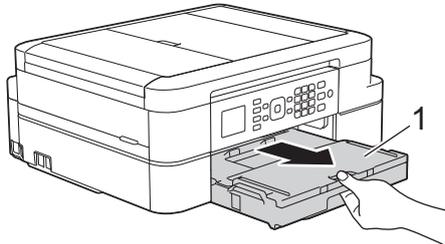
Related Information

- [Clean Your Brother Machine](#)
- [Paper Handling and Printing Problems](#)

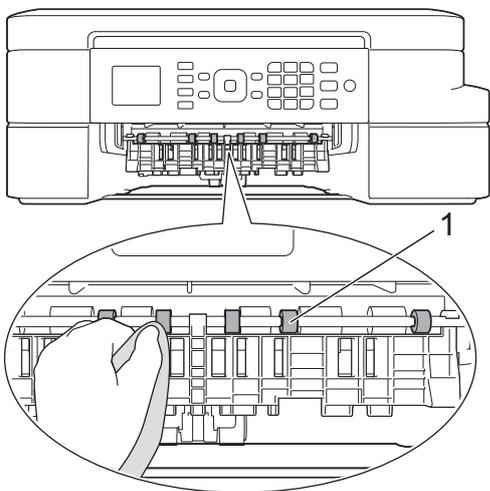
Clean the Paper Feed Rollers

If the paper feed rollers are stained with ink or have a buildup of paper dust, it may cause paper feed problems.

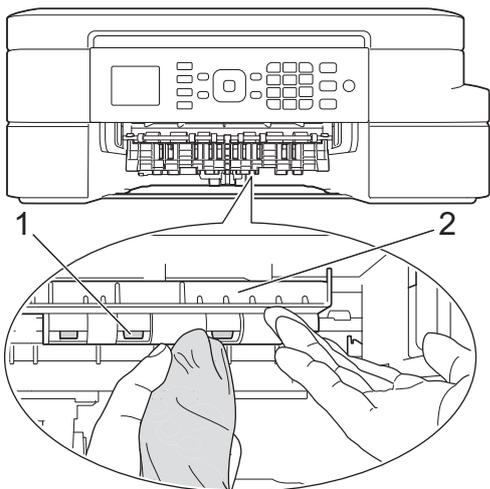
1. Unplug the machine from the AC power outlet.
2. If the paper support flap is open, close it, and then close the paper support.
3. Pull the paper tray (1) completely out of the machine.



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



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



6. Put the paper tray firmly back in the machine.
7. Reconnect the power cord.



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



Related Information

- [Clean Your Brother Machine](#)
 - [Paper Handling and Printing Problems](#)
-

Clean the Paper Pick-up Rollers

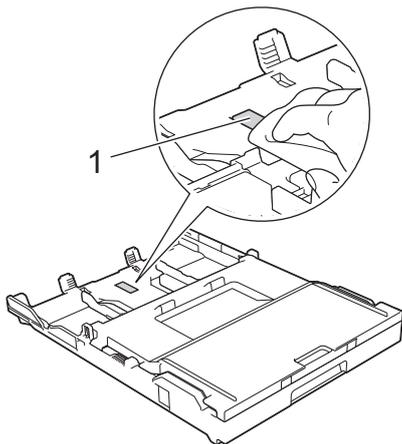
Cleaning the paper pick-up rollers periodically may prevent paper jams by ensuring that paper feeds properly.

1. Unplug the machine from the AC power outlet.
2. If the paper support flap is open, close it, and then close the paper support.
3. Pull the paper tray completely out of the machine.

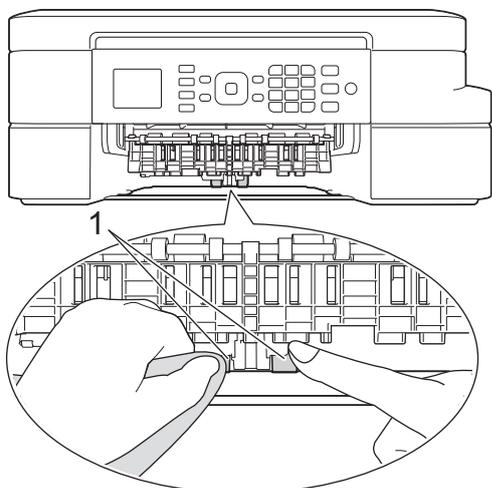


- If the machine has been feeding multiple pages when there are only a few sheets of paper left in the tray, clean the paper tray Base Pad (1) with a soft lint-free cloth moistened with water.

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



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



5. Put the paper tray firmly back in the machine.
6. Reconnect the power cord.



Related Information

- [Clean Your Brother Machine](#)
- [Error and Maintenance Messages](#)
- [Paper Handling and Printing Problems](#)

Check Your Brother Machine

- [Check the Print Quality](#)
- [Check the Print Alignment from Your Brother Machine](#)
- [Check the Ink Volume](#)
- [Monitor Machine Status from Your Computer \(Windows®\)](#)
- [Monitor Machine Status from Your Computer \(Mac\)](#)

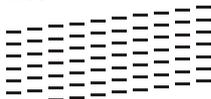
Check the Print Quality

If faded or streaked colors and text appear or if text is missing on your printouts, the print head nozzles may be clogged. Print the Print Quality Check Sheet and look at the nozzle check pattern.

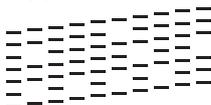
1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Ink/Maintenance]. Press **OK**.
 - b. Select [Impr. PrintQuality]. Press **OK**.
 - c. Select [Impr. PrintQuality] again. Press **OK**.
3. Press **Color Start**.

The machine prints the Print Quality Check Sheet.
4. Check the quality of the four color blocks on the sheet.
5. The LCD asks about the print quality. Do one of the following:
 - If all lines are clear and visible, press **▶** to select [No], and then press **OK**.
Press **Stop/Exit** to finish the Print Quality check.
 - If lines are missing (see **Poor**, below), press **◀** to select [Yes], and then press **OK**.

OK



Poor



6. The LCD asks you to check the print quality of each color. Press **◀** or **▶** to select the pattern (1–4) that most closely matches the printing result, and then press **OK**.
7. Do one of the following:
 - If print head cleaning is needed, press **OK** to start the cleaning procedure.
 - If print head cleaning is not needed, the Maintenance screen reappears on the LCD. Press **Stop/Exit** to finish the Print Quality check.
8. After the cleaning procedure is finished, the LCD asks if you want to check the print quality again.
Press **1** [Yes] to start the print quality check, and then press **Color Start**.
The machine prints the Print Quality Check Sheet again. Check the quality of the four color blocks on the sheet again.

If you clean the print head and the print has not improved, try installing a new Genuine Brother Brand replacement ink cartridge for each problem color. Try cleaning the print head again. If the print has not improved, contact Brother Customer Service.

IMPORTANT

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



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



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



Related Information

- [Check Your Brother Machine](#)
 - [Paper Handling and Printing Problems](#)
-

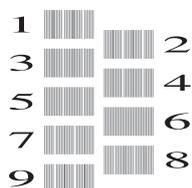
Check the Print Alignment from Your Brother Machine

If your printed text becomes blurred or images become faded after transporting the machine, adjust the print alignment.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Ink/Maintenance]. Press **OK**.
 - b. Select [Impr. PrintQuality]. Press **OK**.
 - c. Select [Alignment]. Press **OK**.
3. Press **OK**.
4. Press **Black Start** or **Color Start**.

The machine starts printing the Alignment Check Sheet.

(A)



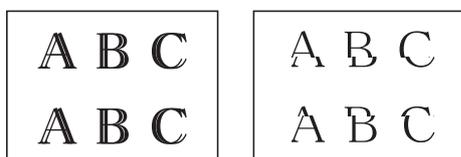
5. For the (A) pattern, press **◀** or **▶** to select the number of the test print that has the fewest visible vertical stripes (1-9), and then press **OK**.

In the example above, row number 6 is the best choice.

Repeat this step for the rest of the patterns.



When the print alignment is not adjusted correctly, text looks blurry or crooked, like this.



After the print alignment is adjusted correctly, text looks like this.



6. Press **Stop/Exit**.



Related Information

- [Check Your Brother Machine](#)
- [Paper Handling and Printing Problems](#)

Check the Ink Volume

Although an ink volume icon appears on the machine's LCD, you can use the ink menu to see a large graph showing the ink left in each cartridge.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Ink/Maintenance]. Press **OK**.
 - b. Select [Ink Volume]. Press **OK**.

The LCD displays the ink volume.



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

	The ink level is low.
	The ink cartridge is at the end of its life.
	There is a problem with the ink cartridge.

- To check or print the model numbers of the ink cartridges, press **Clear/Back** to go back to the [Ink/Maintenance] menu screen, and then select [InkCartridge Model]. Press **OK** and follow the instruction on the LCD.

3. Press **Stop/Exit**.



You can also check the ink volume from your computer.



Related Information

- [Check Your Brother Machine](#)
- [LCD Overview](#)
- [Print a Document \(Windows®\)](#)
- [Print a Document \(Mac\)](#)
- [Monitor Machine Status from Your Computer \(Windows®\)](#)

Monitor Machine Status from Your Computer (Windows®)

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices; it allows you to get immediate notification of errors.

- Do one of the following:

- Double-click the  icon in the task tray.
- Windows® XP, Windows Vista® and Windows® 7

Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Status Monitor**.

- Windows® 8 and Windows® 10

Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Status Monitor**.



Troubleshooting

Click the **Troubleshooting** button to access the troubleshooting website.

Visit the Genuine Supplies website

Click the **Visit the Genuine Supplies website** button for more information on Brother genuine supplies.

Error icons

Icon	Description
	The ink level is low.
	The ink cartridge is at the end of its life.
	There is a problem with the ink cartridge.



Related Information

- [Check Your Brother Machine](#)
- [Status Monitor Indicators and What They Mean \(Windows®\)](#)

-
- Turn Off the Show Status Monitor Feature (Windows®)
 - Turn Off the Status Monitor (Windows®)
 - Cancel a Print Job (Windows®)
 - Check the Ink Volume
-

Status Monitor Indicators and What They Mean (Windows®)

When you start up your computer, the **Brother Status Monitor** icon appears on the task tray.

- A green icon indicates the normal stand-by condition.



- A yellow icon indicates a warning.



- A red icon indicates an error has occurred.



- A gray icon indicates the machine is offline.



✓ Related Information

- [Monitor Machine Status from Your Computer \(Windows®\)](#)

Turn Off the Show Status Monitor Feature (Windows®)

The Show Status Monitor feature lets you know if there is a problem with a device that your computer is monitoring. The default setting is **Only when printing from this PC**. To turn it off, follow these steps:

1. Right-click the  (**Brother Status Monitor**) icon or window, select the **Status Monitor Settings** option, and then click **Options**.
The **Options** window appears.
2. Select the **Basic** tab, and then select **Off** for **Show Status Monitor**.
3. Click **OK**.



Even if the Show Status Monitor feature is turned off, you can check the machine's status at any time by displaying the Status Monitor.



Related Information

- [Monitor Machine Status from Your Computer \(Windows®\)](#)

Turn Off the Status Monitor (Windows®)

1. Right-click the  (Brother Status Monitor) icon or window, and then select **Exit**.
2. Click **OK**.



Related Information

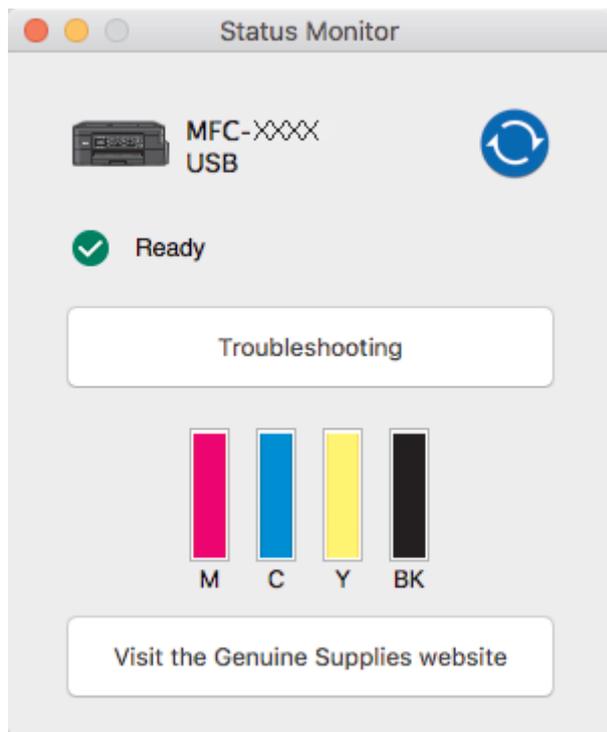
- [Monitor Machine Status from Your Computer \(Windows®\)](#)
-

Monitor Machine Status from Your Computer (Mac)

Brother's Status Monitor utility program is a configurable software tool for monitoring the status of a device and notifying you immediately in the event of an error.

1. Select **System Preferences** from the Apple Menu.
2. Select **Printers & Scanners**, and then select the machine.
3. Click the **Options & Supplies** button.
4. Click the **Utility** tab, and then click the **Open Printer Utility** button.

The Status Monitor screen appears.



Troubleshooting

Click the **Troubleshooting** button to access the Brother Solutions Center, offering FAQs and troubleshooting tips.

Visit the Genuine Supplies website

Click the **Visit the Genuine Supplies website** button for more information about Brother genuine supplies.

Updating the machine's status

To view the latest machine status while the **Status Monitor** window is open, click the  icon. To set the interval at which the software updates the machine status information, click the **Brother Status Monitor** menu, and then select **Preferences**.

Error icons

Icon	Description
	The ink level is low.
	The ink cartridge is at the end of its life.
	There is a problem with the ink cartridge.



Related Information

- [Check Your Brother Machine](#)
-

Correct the Paper Feed to Clear Vertical Lines

Adjust the paper feed to reduce vertical lines. (This feature is available only for Plain paper.)

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [Ink/Maintenance]. Press **OK**.
 - b. Select [Impr. PrintQuality]. Press **OK**.
 - c. Select [Correct Paper Feed]. Press **OK**.
3. Press **OK**, and then follow the instructions on the LCD.



Related Information

- [Routine Maintenance](#)
-

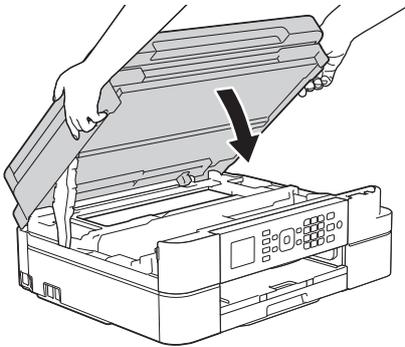
Pack and Ship Your Brother Machine

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

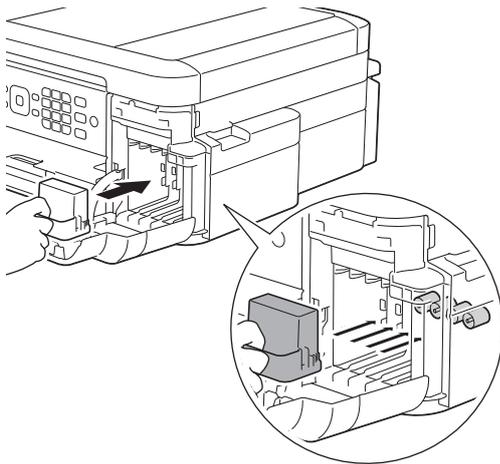
IMPORTANT

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

1. Unplug the machine from the AC power outlet.
2. Unplug the machine from the telephone wall jack and take the telephone line cord out of the machine.
3. 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 interface cable from the machine, if it is connected.
4. Gently close the scanner cover using both hands.

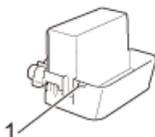


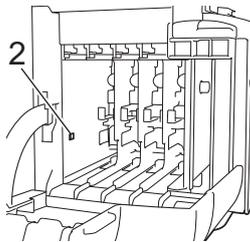
5. Open the ink cartridge cover.
6. Press the ink release levers to release the ink cartridges, and then take out the ink cartridges.
7. Install the orange protective part, and then close the ink cartridge cover.



IMPORTANT

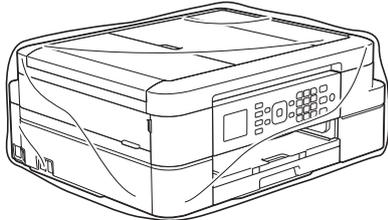
- Make sure the plastic tab on the left side of the orange protective part (1) locks securely into place (2).



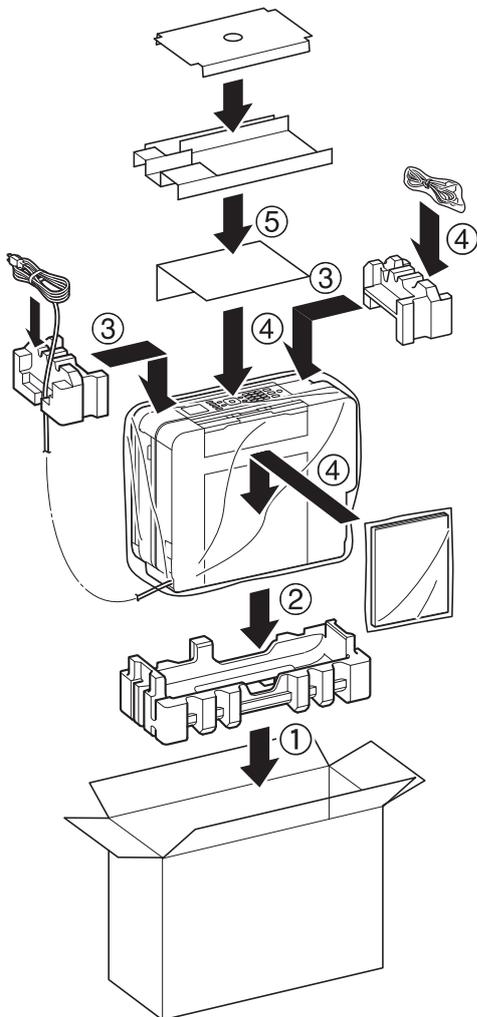


- If you are not able to find the orange protective part, ship the machine without it. DO NOT leave the ink cartridges in the machine during shipping.

8. Wrap the machine in the bag.



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



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

10. Close the carton and tape it shut.



Related Information

- [Routine Maintenance](#)
 - [Replace the Ink Cartridges](#)
-

Machine Settings

Customize settings and features, create shortcuts, and work with options displayed on the machine's LCD to make your Brother machine a more efficient work tool.

- [Change Machine Settings from the Control Panel](#)
- [Change Machine Settings from Your Computer](#)

Change Machine Settings from the Control Panel

- [In the Event of Power Failure \(Memory Storage\)](#)
- [General Settings](#)
- [Print Reports](#)
- [Settings and Features Tables](#)

In the Event of Power Failure (Memory Storage)

- Your menu settings are stored permanently and will not be lost.
- Temporary settings will be lost.
- The date and time must be re-entered.



Related Information

- [Change Machine Settings from the Control Panel](#)
-

General Settings

- [Set the Mode Timer](#)
- [Adjust the Machine Volume](#)
- [Change for Daylight Saving Time Automatically](#)
- [Set Sleep Mode Countdown](#)
- [Set the Machine to Power Off Automatically](#)
- [Set the Date & Time](#)
- [Adjust the LCD Backlight Brightness](#)
- [Change How Long the LCD Backlight Stays On](#)
- [Set Your Station ID](#)
- [Set Tone or Pulse Dialing Mode](#)
- [Reduce Printing Noise](#)
- [Change the Language Displayed on the LCD](#)

Set the Mode Timer

You can change the amount of time after the last Fax, Scan, Copy or Web operation before the machine returns to Ready Mode. If you choose [Off], the machine stays in the mode you used last.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [Mode Timer]. Press **OK**.
 - c. Select [Off], [0Sec], [30Secs], [1Min], [2Mins], or [5Mins]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)
-

Adjust the Machine Volume

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [Volume]. Press **OK**.
3. Press **▲** or **▼** to select one of the following options:

Option	Description
Ring	Adjust the ring volume.
Beeper	Adjust the volume when you press a button, make a mistake, or after you send or receive a fax.
Speaker	Adjust the speaker volume.

4. Press **OK**.
5. Press **▲** or **▼** to select the [Off], [Low], [Med], or [High] option. Press **OK**.
6. Press **Stop/Exit**.



You can also adjust the speaker volume by pressing **Hook**. Press **◀** or **▶**. Each button press decreases or increases the volume. When finished, press **Hook** again.



Related Information

- [General Settings](#)

Change for Daylight Saving Time Automatically

You can program the machine to change automatically for Daylight Saving Time.

It will reset itself forward one hour in the spring, and backward one hour in the fall. Make sure you have set the correct date and time in the [Date & Time] setting.

This feature is available only in the USA and Canada.

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [Initial Setup]. Press **OK**.
 - b. Select [Date & Time]. Press **OK**.
 - c. Select [Auto Daylight]. Press **OK**.
 - d. Select [On] or [Off]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)

Set Sleep Mode Countdown

The Sleep Mode (or Power Save Mode) setting can reduce power consumption. When the machine is in Sleep Mode, it acts as though it is turned off. The machine will wake up and start printing when it receives a print job or a fax. Use these instructions to set a time delay to send the machine into Sleep Mode.

- The timer will restart if any operation is carried out on the machine, such as receiving a fax or a print job.
- The factory setting is five minutes.
- When the machine goes into Sleep Mode, the LCD backlight turns off.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [Sleep Mode]. Press **OK**.
 - c. Select [1Min], [2Mins], [3Mins], [5Mins], [10Mins], [30Mins], or [60Mins]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)
- [Set the Machine to Power Off Automatically](#)

Set the Machine to Power Off Automatically

The Auto Power Off feature can save power consumption. Set the amount of time that the machine will be in Sleep Mode before it automatically powers off. When this feature is set to [Off], you must power off the machine manually.

To turn on the machine after the Auto Power Off feature has turned it Off, press .



The machine will not power off automatically when:

- Fax jobs are in the machine's memory.
- An error prevents the Fax Journal report from printing.
- The machine is connected to a wireless network.
- [WLAN Enable] is set to [On] or [WLAN] is selected in the [Network I/F] setting.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [Auto Power Off]. Press **OK**.
 - c. Select [Off], [1h], [2h], [4h], or [8h]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)
- [Set the Fax Journal's Interval Period](#)
- [Set Sleep Mode Countdown](#)
- [Fax Reports](#)

Set the Date & Time

The LCD displays the date and time. If they are not current, re-enter them. You can add the date and time to each fax you send by setting your Station ID.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Initial Setup]. Press **OK**.
 - b. Select [Date & Time]. Press **OK**.
 - c. Select [Date & Time]. Press **OK**.
3. Enter the last two digits of the year using the dial pad, and then press **OK**.
4. Enter the two digits for the month using the dial pad, and then press **OK**.
5. Enter the two digits for the day using the dial pad, and then press **OK**.
6. Select [12h Clock] or [24h Clock], and then press **OK**.
7. To enter the time, do one of the following:
 - If you selected [12h Clock], enter the time (in 12-hour format) using the dial pad, and then press **OK**. Select [AM] or [PM], and then press **OK**.
 - If you selected [24h Clock], enter the time (in 24-hour format) using the dial pad, and then press **OK**.
8. Press **Stop/Exit**.



Related Information

- [General Settings](#)
- [Set Your Station ID](#)
- [Register Your Machine with Google Cloud Print Using Web Based Management](#)

Adjust the LCD Backlight Brightness

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

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [LCD Settings]. Press **OK**.
 - c. Select [Backlight]. Press **OK**.
 - d. Select [Light], [Med], or [Dark]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)

Change How Long the LCD Backlight Stays On

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

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [LCD Settings]. Press **OK**.
 - c. Select [Dim Timer]. Press **OK**.
 - d. Select [Off], [10Secs], [20Secs], or [30Secs]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)

Set Your Station ID

Set the machine's Station ID if you want the date and time to appear on each fax you send.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Initial Setup]. Press **OK**.
 - b. Select [Station ID]. Press **OK**.
3. Enter your fax number (up to 20 digits) using the dial pad, and then press **OK**.
4. Enter your name (up to 20 characters) using the dial pad, and then press **OK**.



For more information about how to enter text, see the *Appendix*.

5. Press **Stop/Exit**.

NOTE

(USA only)

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity or individual.



Related Information

- [General Settings](#)
- [Transfer Faxes to Another Fax Machine](#)
- [Transfer the Fax Journal Report to Another Fax Machine](#)
- [Enter Text on Your Brother Machine](#)
- [Set the Date & Time](#)

Set Tone or Pulse Dialing Mode

Your Brother machine is set for a Tone dialing service. If you have a Pulse dialing (rotary) service, you must change the dialing mode.

This feature is not available in some countries.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [Initial Setup]. Press **OK**.
 - b. Select [Tone/Pulse]. Press **OK**.
 - c. Select [Tone] or [Pulse]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)
- [Telephone and Fax problems](#)

Reduce Printing Noise

The Quiet Mode setting can reduce printing noise. When Quiet Mode is turned on, the print speed becomes slower.

The factory setting is [Off].



- When the Quiet Mode setting is turned on,  is displayed on the Home screen.

1. Press **Settings**.
2. Press **▲** or **▼** to select the following:
 - a. Select [General Setup]. Press **OK**.
 - b. Select [Quiet Mode]. Press **OK**.
 - c. Select [On] or [Off]. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)
- [LCD Overview](#)

Change the Language Displayed on the LCD

Change the LCD language if needed.

This feature is not available in some countries.

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [Initial Setup]. Press **OK**.
 - b. Select [Local Language]. Press **OK**.
 - c. Select your language. Press **OK**.
3. Press **Stop/Exit**.



Related Information

- [General Settings](#)

Print Reports

- [Reports](#)
- [Print a Report](#)
- [Fax Reports](#)
- [Telephone and Fax problems](#)

Reports

The following reports are available:

Transmission

The Transmission prints a Transmission Verification Report for your last transmission.

Address Book

The Address Book report prints an alphabetical list of names and numbers stored in the Address Book memory.

Fax Journal

The Fax Journal prints a list of information about your last 200 incoming and outgoing faxes. (TX means Transmit, RX means Receive)

User Settings

The User Settings report prints a list of your current settings.

Network Configuration

The Network Configuration report prints a list of your current network settings.

WLAN Report

The WLAN Report prints the wireless LAN connectivity diagnosis.

Caller ID history

The Caller ID history report prints a list of the available Caller ID information for the last 30 received faxes and telephone calls.



Related Information

- [Print Reports](#)

Print a Report

1. Press **Settings**.
2. Press ▲ or ▼ to select the following:
 - a. Select [Print Reports]. Press **OK**.
 - b. Select the report you want to print. Press **OK**.
3. Press **Black Start**.
4. Press **Stop/Exit**.



Related Information

- [Print Reports](#)
 - [Caller ID](#)
-

Settings and Features Tables

- [Settings Tables \(1.8" Color LCD\)](#)
- [Features Tables \(1.8" Color LCD\)](#)

Settings Tables (1.8" Color LCD)

These tables will help you understand your machine's menu selections and options.



Settings > [Ink/Maintenance]

Level 1	Descriptions
Impr. PrintQuality	Check and correct the print quality, alignment and paper feeding according to the on-screen instructions.
PrintHead Cleaning	Clean the print head according to the on-screen instructions.
Ink Volume	Check the available ink volume.
InkCartridge Model	Check your ink cartridge numbers.



Settings > [General Setup]

Level 1	Level 2	Descriptions
Mode Timer	-	Set the amount of time before the machine returns to Ready mode.
Paper Type	-	Set the type of paper in the paper tray.
Paper Size	-	Set the size of paper in the paper tray.
Check Paper	-	Check the paper type and paper size when you pull the tray out of the machine.
Quiet Mode	-	Decrease printing noise.
Volume	Ring	Adjust the ring volume.
	Beeper	Adjust the beeper volume.
	Speaker	Adjust the speaker volume.
LCD Settings	Backlight	Adjust the brightness of the LCD backlight.
	Dim Timer	Set how long the LCD backlight stays on after the last finger press.
Sleep Mode	-	Select how long the machine must be idle before it goes into Sleep Mode.
Auto Power Off	-	Select how long the machine must wait before it automatically turns itself off after entering Sleep Mode. When set to Off, the machine will not power off automatically.



Settings > [Fax]

Level 1	Level 2	Level 3	Descriptions
Setup Receive	Receive Mode	-	Select the Receive Mode that best suits your needs.
	Ring Delay	-	Set the number of rings before the machine answers in Fax Only or Fax/Tel mode.
	F/T Ring Time	-	Set the length of the pseudo/double-ring time in Fax/Tel mode.
	Easy Receive	-	Receive fax messages automatically when you answer a call and hear fax tones.
	Remote Codes	-	Answer calls at an extension or external telephone and use codes to turn the machine on or off. You can personalize the codes.
	Auto Reduction	-	Reduce the size of incoming faxes.

Level 1	Level 2	Level 3	Descriptions
Setup Receive	Memory Receive	-	Set the machine to send faxes to your computer. If you select PC-Fax Receive, you can turn on the Backup Print safety feature.
	Fax Rx Stamp	-	Print the received time and date on the top of the received faxes.
Setup AddressBook	Set Speed Dial	-	Store Speed Dial numbers, so you can dial by pressing only a few buttons.
	Setup Groups	-	Set up Group numbers for broadcasting.
Report Setting	Transmission	-	Select the initial setup for the Transmission Verification Report.
	Journal Period	-	Set the interval for automatic printing of the Fax Journal. If you select other than Off and Every 50 Faxes, you can set the time for the option. If you select Every 7 Days, you can set the day of the week.
Print Fax	-	-	Print received faxes stored in the memory.
Remaining Jobs	-	-	Check which scheduled jobs are in the memory and cancel selected jobs.
Miscellaneous	TX Lock	-	Prohibit most functions except receiving faxes.
	Distinctive (USA and Canada only)	Distinctive	Turn on the telephone company's Distinctive Ring subscriber service to register your new ring pattern on the machine.
		Ring Pattern	
Caller ID (USA only)	Area Code	Set your 3-digit area code only if you do not dial it within your own area code.	



Settings > [Network]

Level 1	Level 2	Level 3	Descriptions
WLAN	TCP/IP	BOOT Method	Select the BOOT method that best suits your needs.
		IP Address	Enter the IP address.
		Subnet Mask	Enter the Subnet mask.
		Gateway	Enter the Gateway address.
		Node Name	Enter the Node name.
		WINS Config	Select the WINS configuration mode.
		WINS Server	Specify the IP address of the primary or secondary WINS server.
		DNS Server	Specify the IP address of the primary or secondary DNS server.
		APIPA	Set the machine to allocate the IP address from the link-local address range automatically.
	IPv6	Turn the IPv6 protocol on or off for a wireless LAN. To use the IPv6 protocol, go to the Brother Solutions Center at support.brother.com for more information.	
WLAN Assistant	-	Configure your wireless network settings using the Brother CD-ROM.	
Setup Wizard	-	Configure your internal print server manually.	

Level 1	Level 2	Level 3	Descriptions
WLAN	WPS/AOSS	-	Configure your wireless network settings using the one-button push method.
	WPS w/PIN Code	-	Configure your wireless network settings using WPS with a PIN.
	WLAN Status	Status	View the current wireless network status.
		Signal	View the current wireless network signal strength.
		SSID	View the current SSID.
		Comm. Mode	View the current Communication Mode.
MAC Address	-	View the machine's MAC address.	
Wi-Fi Direct	Push Button	-	Configure your Wi-Fi Direct network settings using the one-button push method.
	PIN Code	-	Configure your Wi-Fi Direct network settings using WPS with a PIN code.
	Manual	-	Configure your Wi-Fi Direct network settings manually.
	Group Owner	-	Set your machine as the Group Owner.
	Device Info.	Device Name	View your machine's device name.
		SSID	View the Group Owner's SSID. When the machine is not connected, the LCD displays Not Connected.
		IP Address	View your machine's current IP Address.
	Status Info.	Status	View the current Wi-Fi Direct network status.
		Signal	View the current Wi-Fi Direct network signal strength. When your machine acts as Group Owner, the LCD always indicate a strong signal.
	I/F Enable	-	Turn the Wi-Fi Direct connection on or off.
Web Connect Settings	Proxy Settings	Proxy Connection	Change the Web connection settings.
		Address	
		Port	
		User Name	
		Password	
WLAN Enable	-	-	Turn wireless network connection On or Off.
Network Reset	-	-	Restore all network settings back to the factory settings.



Settings > [Print Reports]

Level 1	Descriptions
Transmission	Print a Transmission Verification Report for your last transmission.
Address Book	Print a list of names and numbers stored in the Address Book.
Fax Journal	Print a list of information about your last 200 incoming and outgoing faxes. (TX means Transmit. RX means Receive.)
User Settings	Print a list of your settings.
Network Config	Print a list of your Network settings.
WLAN Report	Print the wireless LAN connection results.

Level 1	Descriptions
Caller ID hist.	Print a list of the available Caller ID information about the last 30 received faxes and telephone calls.

 **Settings > [Machine Info.]**

Level 1	Descriptions
Serial No.	Check your machine's serial number.
Version	Check your machine's firmware version.
Firmware Update	Update your machine to the latest firmware.
FirmwareAutoCheck	View firmware information on the Home screen.

 **Settings > [Initial Setup]**

Level 1	Level 2	Descriptions
Date & Time	Date & Time	Add the date and time on the screen and in the headings of the faxes you send.
	Auto Daylight	Set the machine to change automatically for Daylight Saving Time.
Station ID	-	Enter your name and fax number to appear on each page you fax.
Tone/Pulse (Available only for some countries.)	-	Select the dialing mode.
Dial Tone	-	Shorten the dial tone detect pause.
Compatibility	-	Adjust the equalization for transmission difficulties. VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors, select Basic(for VoIP).
Reset	Machine Reset	Restore all the machine's settings that you have changed, such as Date and Time and Ring Delay.
	Network	Restore all network settings back to the factory settings.
	Address&Fax	Erase all stored phone numbers and fax settings.
	All Settings	Restore all the machine's settings back to the factory settings.
Local Language (Available only for some countries.)	-	Change your LCD language.

 **Related Information**

- [Settings and Features Tables](#)

Features Tables (1.8" Color LCD)



FAX

Level 1	Level 2	Level 3	Descriptions
Fax Resolution	-	-	Set the resolution for outgoing faxes.
Contrast	-	-	Adjust the contrast.
Address Book	Search	-	Dial by pressing only a few buttons.
	Set Speed Dial	-	Store Speed Dial numbers, so you can dial by pressing only a few buttons.
	Setup Groups	-	Set up Group numbers for broadcasting.
Outgoing Call	Send a fax	-	Select a number from the Outgoing Call history and then send a fax to it, add it to the Address Book, or delete it.
	Add to AddressBook	-	
	Delete	-	
Caller ID hist.	Send a fax	-	Select a number from the Caller ID history and then send a fax to it, add it to the Address Book, or delete it.
	Add to AddressBook	-	
	Delete	-	
Advanced Settings	Broadcasting	Add Number	Send the same fax message to more than one fax number.
		Address Book	
		Complete	
	Real Time TX	-	Send a fax without using the memory.
	Overseas Mode	-	Set to On if you have difficulty sending faxes overseas.
	Glass ScanSize	-	Adjust the scan area of the scanner glass to the size of the document.
Set New Default	-	-	Save your settings as the default.
Factory Reset	-	-	Restore all settings back to the factory settings.



SCAN

Level 1	Descriptions
Scan to File	Scan documents and save them to a folder on your computer.
Scan to OCR (Available after Presto! PageManager is downloaded and installed for Mac.)	Convert your scanned document to an editable text file.
Scan to Image	Scan photos or graphics into your graphics applications.
Scan to E-mail	Send a scanned document as an email attachment.
Scan to Web	Upload the scanned data to an Internet service.
Web Service (Appears when you install a Web Services Scanner, which is displayed in your computer's Network explorer.)	Scan data using the Web Service protocol.



COPY

Level 1	Level 2	Descriptions
Quality	-	Select the Copy resolution for your type of document.
Paper Type	-	Select the paper type that matches the paper in the tray.
Paper Size	-	Select the paper size that matches the paper in the tray.
Enlarge/Reduce	100%	-
	Enlarge	Select an enlargement ratio for the next copy.
	Reduce	Select a reduction ratio for the next copy.
	Fit to Page	Adjusts the copy size to fit on the paper size you have set.
	Custom (25-400%)	Enter an enlargement or reduction ratio.
Density	-	Adjust the density.
Stack/Sort	-	Select to stack or sort multiple copies.
Page Layout	-	Make N in 1, 2 in 1 ID, or Poster copies.
2-sided Copy	-	Turn off or turn on 2-sided copying and select flip on long edge or flip on short edge.
Advanced Settings	-	Change the amount of background color that is removed.
Set New Default	-	Save your settings as the default.
Factory Reset	-	Restore all settings back to the factory settings.



WEB

Level 1	Descriptions
OneNote® OneDrive® Box Google Drive™ Evernote® Dropbox	Connect the Brother machine to an Internet service. Web services may have been added and service names may have been changed by the provider since this document was published.



[Address Book]

Level 1	Descriptions
Search	Dial by pressing only a few buttons.
Set Speed Dial	Store Speed Dial numbers, so you can dial by pressing only a few buttons.
Setup Groups	Set up Group numbers for broadcasting.

Redial/Pause

Level 1	Level 2	Descriptions
Outgoing Call history	Send a fax	Select a number from the Outgoing Call history and then send a fax to it, add it to the Address Book, or delete it.
	Add to AddressBook	
	Delete	
Caller ID hist.	Send a fax	Select a number from the Caller ID history and then send a fax to it, add it to the Address Book, or delete it.

Level 1	Level 2	Descriptions
Caller ID hist.	Add to AddressBook	Select a number from the Caller ID history and then send a fax to it, add it to the Address Book, or delete it.
	Delete	

WiFi



You can configure the wireless settings by pressing  on the control panel.

Level 1	Descriptions
Setup Wizard	Configure your internal print server manually.
WPS/AOSS	Configure your wireless network settings using the one-button push method.
WLAN Assistant	Configure your wireless network settings using the Brother CD-ROM.



Related Information

- [Settings and Features Tables](#)

Change Machine Settings from Your Computer

- [Change the Machine Settings Using Remote Setup](#)
- [Where Can I Find My Brother Machine's Network Settings?](#)
- [Network Management Software and Utilities](#)

Change the Machine Settings Using Remote Setup

The Remote Setup program lets you configure many of your Brother machine's machine settings from your computer. When you start Remote Setup, the settings on your Brother machine will be downloaded to your computer and displayed on your screen. If you change the settings on your computer, you can upload them directly to the machine.

- [Remote Setup \(Windows®\)](#)
- [Remote Setup \(Mac\)](#)

Remote Setup (Windows®)

- [Set Up the Brother Machine from Your Computer \(Windows®\)](#)
- [Set Up the Brother Machine Using ControlCenter4 \(Windows®\)](#)
- [Set Up Your Brother Address Book Using ControlCenter4 \(Windows®\)](#)

Set Up the Brother Machine from Your Computer (Windows®)

1. Do one of the following:

- Windows® XP, Windows Vista® and Windows® 7

Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Remote Setup**.

- Windows® 8/Windows® 10

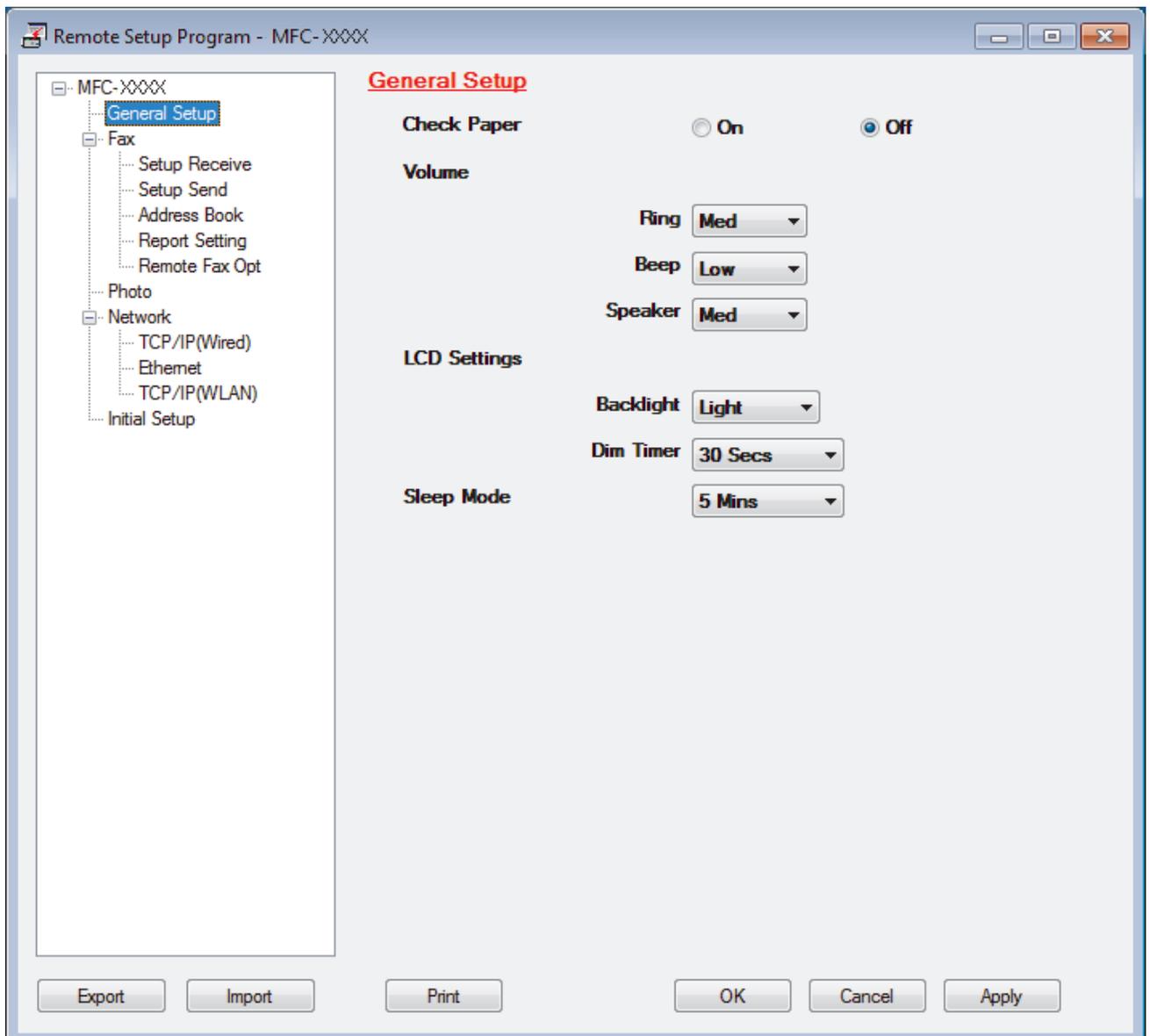
Launch  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Remote Setup**.

The Remote Setup Program window appears.



When your machine is connected via a Network, type the password if required.

2. Configure the settings as needed.



Export

Click to save the current configuration settings to a file.



Click **Export** to save your address book or all settings for your machine.

Import

Click to read the settings from a file.

Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

OK

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, confirm that your data is correct, and then click **OK**.

Cancel

Click to exit the Remote Setup Program without uploading data to the machine.

Apply

Click to upload data to the machine without exiting the Remote Setup Program.

3. Click **OK**.

- If your computer is protected by a firewall and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port numbers 137 and 161.
- If you are using Windows® Firewall and you installed the Brother software and drivers from the CD-ROM, the necessary firewall settings have already been set.

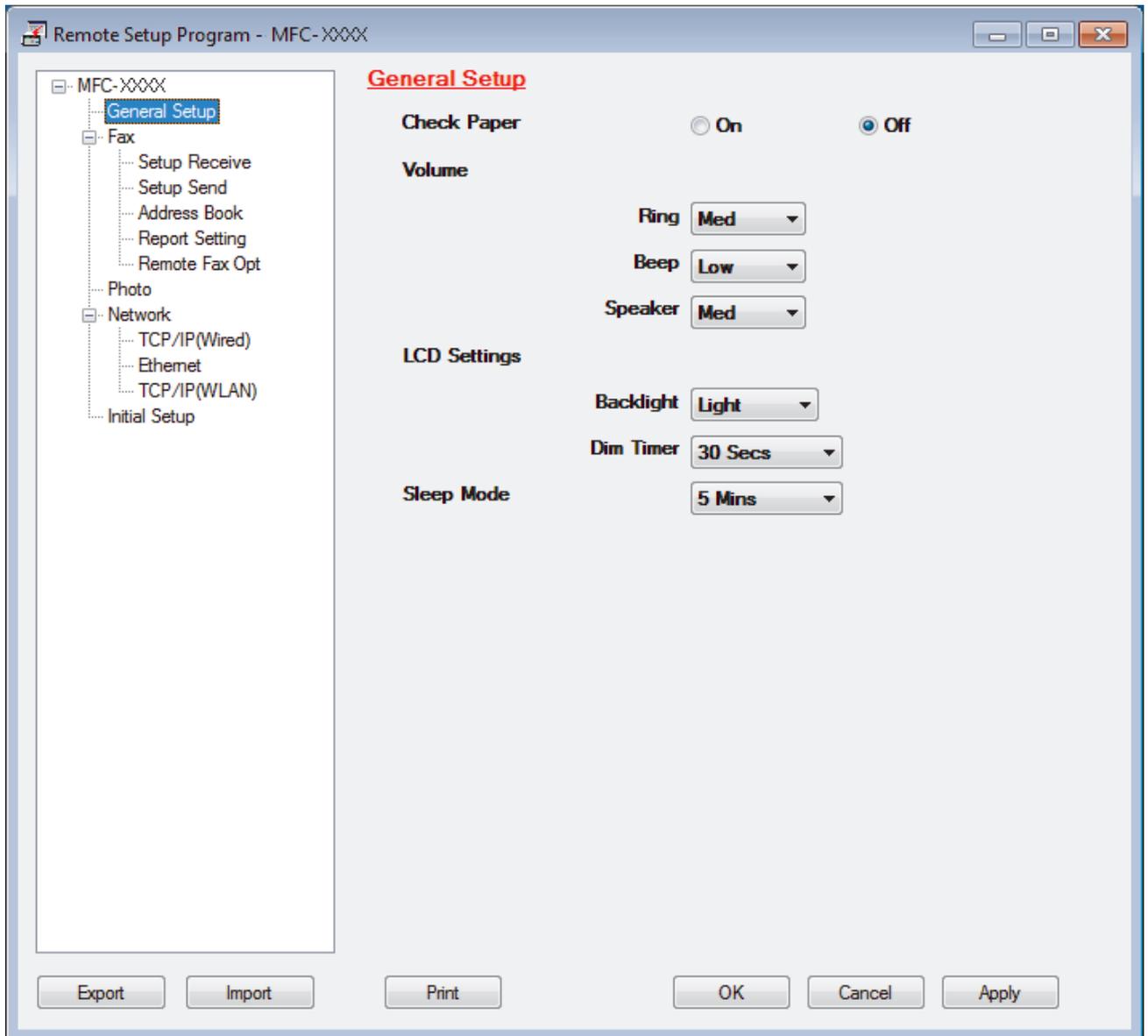


Related Information

- [Remote Setup \(Windows®\)](#)
 - [ControlCenter4 \(Windows®\)](#)
-

Set Up the Brother Machine Using ControlCenter4 (Windows®)

1. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
2. Click the **Device Settings** tab.
3. Click the **Remote Setup** button.
4. Configure the settings as needed.



Export

Click to save the current configuration settings to a file.



Click **Export** to save your address book or all settings for your machine.

Import

Click to read the settings from a file.

Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

OK

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, confirm that your data is correct, and then click **OK**.

Cancel

Click to exit the Remote Setup Program without uploading data to the machine.

Apply

Click to upload data to the machine without exiting the Remote Setup Program.

5. Click **OK**.

- If your computer is protected by a firewall and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port numbers 137 and 161.
- If you are using Windows® Firewall and you installed the Brother software and drivers from the CD-ROM, the necessary firewall settings have already been set.

**Related Information**

- [ControlCenter4 \(Windows®\)](#)
- [Remote Setup \(Windows®\)](#)

Set Up Your Brother Address Book Using ControlCenter4 (Windows®)

Use Remote Setup through CC4 to add or change Address Book numbers on your computer.

1. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
2. Click the **Device Settings** tab.
3. Click the **Address Book** button.
The **Address Book** opens in a Remote Setup window.
4. Add or update the Address Book information as needed.
5. Click **OK**.

Related Information

- [Remote Setup \(Windows®\)](#)
- [ControlCenter4 \(Windows®\)](#)

Remote Setup (Mac)

- [Set Up the Brother Machine Using ControlCenter2 \(Mac\)](#)
- [Set Up Your Brother Address Book Using ControlCenter2 \(Mac\)](#)

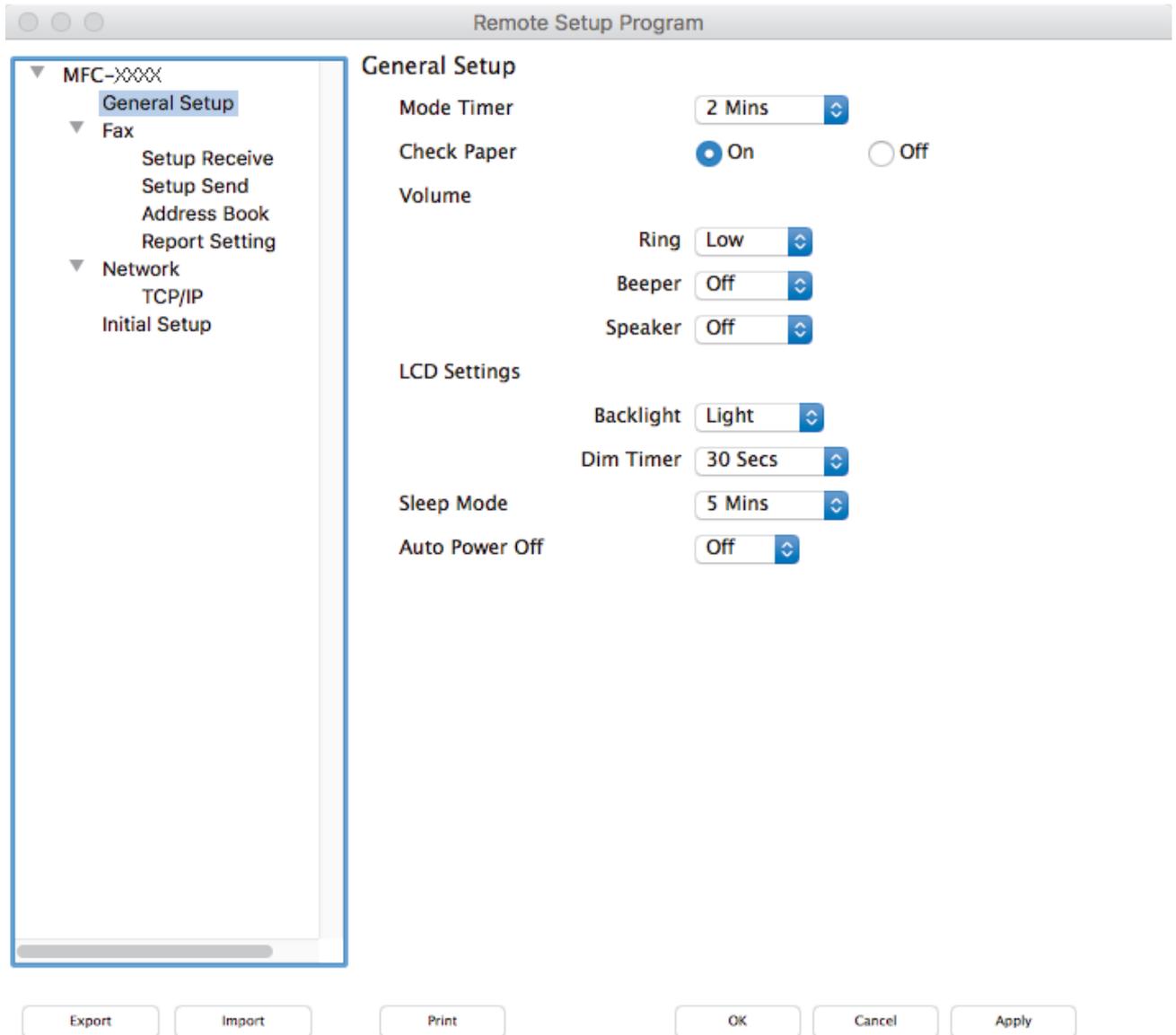
Set Up the Brother Machine Using ControlCenter2 (Mac)

1. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.

The **ControlCenter2** screen appears.

2. Click the **DEVICE SETTINGS** tab.
3. Click the **Remote Setup** button.

The Remote Setup Program screen appears.



4. Configure the settings as needed.

Export

Click to save the current configuration settings to a file.



Click **Export** to save your address book or all settings for your machine.

Import

Click to read the settings from a file.



Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

OK

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, enter the correct data again, and then click **OK**.

Cancel

Click to exit the Remote Setup Program without uploading data to the machine.

Apply

Click to upload data to the machine without exiting the Remote Setup Program.

5. When finished, click **OK**.

**Related Information**

- [ControlCenter2 \(Mac\)](#)
- [Remote Setup \(Mac\)](#)

Set Up Your Brother Address Book Using ControlCenter2 (Mac)

Use Remote Setup through ControlCenter2 to add or change Address Book numbers on your computer.

1. In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the  (**ControlCenter**) icon.
The **ControlCenter2** screen appears.
2. Click the **DEVICE SETTINGS** tab.
3. Click the **Address Book** button.
The **Address Book** opens in a Remote Setup window.
4. Add or update the Address Book information as needed.
5. When finished, click **OK**.



Related Information

- [Remote Setup \(Mac\)](#)
- [ControlCenter2 \(Mac\)](#)

Appendix

- [Specifications](#)
- [Enter Text on Your Brother Machine](#)
- [Supply Specifications](#)

Specifications

General Specifications

Printer Type		Inkjet
Print Head	Black	Piezo with 210 nozzles x 1
	Color	Piezo with 70 nozzles x 3
Memory Capacity		128 MB
LCD (liquid crystal display) ¹		1.8 in. (44.9 mm) TFT Color LCD
Power Source		AC 100 to 120 V 50/60 Hz
Power Consumption ²		Copying ³ : Approx. 20 W Ready ⁴ : Approx. 3.5 W Sleep ⁴ : Approx. 1.2 W Power Off ^{4 5} : Approx. 0.2 W
Dimensions		<p>8.9 in. (227 mm) 6.8 in. (172 mm) 16.5 in. (420 mm) 13.4 in. (341 mm) 23 in. (583 mm)</p>
Weights		18.3 lb (8.3 kg)
Noise Level	Sound Pressure	Operating 50 dB (A) (Approx.) ⁶
Temperature	Operating	50°F to 95°F (10°C to 35°C)
	Best Print Quality	68°F to 91°F (20°C to 33°C)
Humidity	Operating	20% to 80% (without condensation)
	Best Print Quality	20% to 80% (without condensation)
ADF (automatic document feeder) ⁷		Up to 20 pages Paper: 20 lb (80 g/m ²)

¹ Measured diagonally

² Measured when the machine is connected to the USB interface. Power consumption varies slightly depending on the usage environment or part wear.

³ When using ADF, single-sided printing, resolution: standard / document: ISO/IEC 24712 printed pattern.

⁴ Measured according to IEC 62301 Edition 2.0.

⁵ Even when the machine is turned off, it will automatically turn itself on periodically for print head maintenance, and then turn itself off.

⁶ Noise depends on printing conditions.

⁷ ADF models only

Document Size Specifications

Document Size	ADF Width ¹	5.8 to 8.5 in. (148 to 215.9 mm)
	ADF Length ^{1 2}	5.8 to 14 in. (148 to 355.6 mm)
	Scanner Glass Width	Max. 8.5 in. (215.9 mm)
	Scanner Glass Length	Max. 11.7 in. (297 mm)

¹ ADF models only

² Documents that are longer than 11.7 in. (297 mm) must be fed one page at a time.

Print Media Specifications

Paper Input	Paper Tray	Paper Type ¹	Plain Paper, Inkjet Paper (coated paper), Glossy Paper, Recycled Paper
		Paper Size	Letter, Legal, Executive, A4, A5, A6, Envelopes (Com-10, DL, C5, Monarch), Photo (4" x 6" / (10 x 15 cm), Photo 2L (5" x 7" / (13 x 18 cm) and Index Card (5" x 8" / (127 x 203 mm)
		Maximum Paper Capacity	Up to 100 sheets of 20 lb (80 g/m ²) Plain Paper
Paper Output		Up to 50 sheets of 20 lb (80 g/m ²) Plain Paper (face up print delivery to the output paper tray) ¹	

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

Fax Specifications

Compatibility	ITU-T Group 3
Modem Speed	Automatic Fallback: 14,400 bps
Scanning Width (Single-sided document)	8.19 in. (208 mm) (Letter)
Printing Width	8.26 in. (210 mm) (Letter)
Gray Scale	B&W: 8 bit (256 levels) Color: 24 bit (8 bit per color/256 levels)
Resolution (Horizontal)	203 dpi
Resolution (Vertical)	Standard: 98 dpi (Black) 196 dpi (Color)
	Fine: 196 dpi (Black) 196 dpi (Color)
	Superfine: 392 dpi (Black)
	Photo: 196 dpi (Black)
Address Book	40 numbers
Groups	Up to 6
Broadcasting	90 (40 Address Book/50 Manual Dial)
Automatic Redial	1 time after 5 minutes

Memory Transmission	Up to 170 pages ¹
Out of Paper Reception	Up to 170 pages ¹

¹ 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, MMR code).

Copy Specifications

Color/Black	Yes/Yes	
Copy Width	8.26 in. (210 mm) ¹	
Multiple Copies	Stacks/Sorts up to 99 pages	
Enlarge/Reduce	25% to 400% (in increments of 1%)	
Resolution	Prints up to 1200 × 2400 dpi	
2-sided	Paper Type	Plain Paper, Recycled Paper
	Paper Size	Letter, A4, A5, Executive

¹ When copying on Letter size paper.

Scanner Specifications

Color/Black	Yes/Yes
TWAIN Compliant	Yes (Windows® XP ¹ / Windows Vista® / Windows® 7 / Windows® 8 / Windows® 8.1 / Windows® 10) (macOS v10.10.5 / 10.11.x / 10.12.x)
WIA Compliant	Yes (Windows® XP ¹ / Windows Vista® / Windows® 7 / Windows® 8 / Windows® 8.1 / Windows® 10)
ICA Compliant	Yes (macOS v10.10.5 / 10.11.x / 10.12.x)
Color Depth	30 bit color processing (Input) 24 bit color processing (Output) / 256 levels per color
Gray Scale	10 bit color processing (Input) 8 bit color processing (Output) / 256 levels
Resolution	Up to 19200 × 19200 dpi (interpolated) ² Up to 1200 × 2400 dpi (optical) (from Scanner Glass) Up to 1200 × 600 dpi (optical) (from ADF)
Scanning Width and Length (Single-sided document)	(Scanner Glass) Width: Up to 8.42 in. (213.9 mm) Length: Up to 11.61 in. (295 mm) (ADF) Width: Up to 8.42 in. (213.9 mm) Length: Up to 13.92 in. (353.6 mm)

¹ Windows® XP in this Guide includes Windows® XP Home Edition (SP3 or greater), Windows® XP Professional (SP3 or greater), and Windows® XP Professional x64 Edition (SP2 or greater).

² Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows® XP Home Edition (SP3 or greater), Windows® XP Professional (SP3 or greater), Windows® XP Professional x64 Edition (SP2 or greater), Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10 (resolution up to 19200 × 19200 dpi can be selected using the scanner utility).

Printer Specifications

Resolution	Up to 1200 × 6000 dpi
-------------------	-----------------------

Printing Width ¹	8.26 in. [8.5 in. (borderless)] ²	
Borderless	Letter, A4, A6, Photo (4" x 6" / (10 x 15 cm)), Photo L (3.5" x 5" / (89 x 127 mm)), Photo 2L (5" x 7" / (13 x 18 cm)), Index card (5" x 8" / (127 x 203 mm))	
Automatic 2-sided	Paper Type	Plain Paper, Recycled Paper
	Paper Size	Letter, A4, A5, Executive
Print Speed	For detailed specifications visit www.brother.com .	

¹ When printing on Letter size paper.

² When the Borderless feature is set to On.

Interface Specifications

USB ^{1 2}	Use a USB 2.0 interface cable that is no longer than 6 feet (2 m).
Wireless LAN	IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode)
	IEEE 802.11g/n (Wi-Fi Direct)

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

² Third-party USB ports are not supported.

Network Specifications



You can connect your machine to a network for Network Printing, Network Scanning, PC-Fax Send, PC-Fax Receive (Windows® only), and Remote Setup. Also included is Brother BRAdmin Light (Windows® only) ¹ Network Management software.

(Windows®) If you require more advanced machine management, use the latest Brother BRAdmin Professional utility version. Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com to download the software.

Wireless Network Security	SSID (32 characters), WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
Wireless Setup Support Utility	AOSS ™	Yes
	WPS	Yes

Computer Requirements Specifications

Supported Operating Systems And Software Functions

Computer Platform & Operating System Version		PC Interface		Processor	Hard Disk Space to install	
		USB ¹	Wireless 802.11b/g/n		For Drivers	For Applications (Including Drivers)
Windows® Operating System	Windows® XP Home (SP3 or greater) ^{2 3}	Printing PC Fax ⁵ Scanning		32 bit (x86) or 64 bit (x64) processor	150 MB	1 GB
	Windows® XP Professional (SP3 or greater) ^{2 3 4}					

¹ Brother BRAdmin Light is available as a download from Brother Solutions Center. Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com to download the software.

	Windows Vista® 2 3			500 MB	1.3 GB
	Windows® 7 2 3			650 MB	
	Windows® 8 2 3				
	Windows® 8.1 2 3				
	Windows® 10 Home 2 3				
	Windows® 10 Pro 2 3				
	Windows® 10 Education 2 3				
	Windows® 10 Enterprise 2 3				
	Windows Server® 2003	N/A	Printing	50 MB	N/A
	Windows Server® 2003 R2				
	Windows Server® 2008				
	Windows Server® 2008 R2			64 bit (x64) processor	
	Windows Server® 2012				
	Windows Server® 2012 R2				
	Windows Server® 2016				
Mac Operating System	macOS v10.10.x macOS v10.11.x macOS v10.12.x	Printing PC-Fax (Send) 5 Scanning	Intel® Processor	80 MB	550 MB

1 Third-party USB ports are not supported.

2 For WIA, 1200 x 1200 resolution. Brother Scanner Utility enables enhancing up to 19200 x 19200 dpi.

3 Nuance™ PaperPort™ 14 supports Windows® XP Home (SP3 or greater), Windows® XP Professional 32-bit (SP3 or greater), Windows Vista® (SP2 or greater), Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10.

4 Windows® XP Professional includes Windows® XP Professional x64 Edition (SP2 or greater).

5 PC-Fax supports black and white only.

For the latest driver updates, visit support.brother.com and go to your model's **Downloads** page.

All trademarks, brand and product names are the property of their respective companies.



Related Information

- [Appendix](#)

Enter Text on Your Brother Machine

- The characters that are available may differ depending on your country.
- For touchscreen models, the keyboard layout may differ depending on the function you are setting.

When you are setting certain menu selections, such as the Station ID, you may need to enter text into the machine. Most dial pad buttons have three or four letters printed on the buttons. The buttons for **0**, **#** and ***** do not have printed letters because they are used for special characters.

Press the appropriate dial pad button the number of times shown in this reference table to access the character you want.

Press button	one time	two times	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	S	7
8	T	U	V	8	T
9	W	X	Y	Z	9

- To move the cursor to the left or right, press ◀ or ▶.

Inserting spaces

- To enter a space in a fax number, press ▶ once.
- To enter a space in a name, press ▶ twice.

Making corrections

- If you entered an incorrect character and want to change it, press ◀ or ▶ to move the cursor under the incorrect character. Press **Clear/Back**, and then enter the correct character.
- To insert a character, press ◀ or ▶ to move the cursor to the correct place, and then enter the character.
- To erase all the characters, press **Clear/Back** repeatedly.

Repeating letters

- To enter a letter that is on the same button as the letter before, press ▶ to move the cursor to the right before you press the button again.

Special characters and symbols

Press *****, **#** or **0** repeatedly until you see the special character or symbol you want.

Press *	(space) ! " # \$ % & ' () * + , - . / €
Press #	: ; < = > ? @ [] ^ _
Press 0	English: Á À Ã Ä Ç È É Ê Ë Ì Í Î Ï Ó Ô Õ Ö Ù Ú French: À Â Ç É Ê Ë Ì Î Ï Ô Ú Û Spanish: Á É Í Ñ Ó Ú

✓ Related Information

- [Appendix](#)
- [Send the Same Fax to More than One Recipient \(Broadcasting\)](#)
- [Store Address Book Numbers from Outgoing Calls](#)

-
- Store Address Book Numbers from Caller ID History
 - Change a Group Name
 - Set Your Station ID
-

Supply Specifications

Ink	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
Service Life of Ink Cartridge	Starter ink cartridges are included in the box with your Brother machine. The first time you install the ink cartridges, the machine will use extra ink to fill the ink delivery tubes. This is a one-time process that enables high-quality printing. Replacement ink cartridges will print the number of pages specified later in this table. Starter cartridge yield is approximately 90% (black) and 60% (color) of the yield of the LC20E replacement cartridges.
Replacement Supplies	<p><Super High Yield Black> LC20EBK <Super High Yield Yellow> LC20EY <Super High Yield Cyan> LC20EC <Super High Yield Magenta> LC20EM</p> <p>Black - Approximately 2400 pages ¹ Yellow, Cyan and Magenta - Approximately 1200 pages ¹</p> <p>For more information about replacement supplies, visit www.brother.com/pageyield</p>

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



Related Information

- [Appendix](#)
- [Error and Maintenance Messages](#)

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