# Online User's Guide

## DCP-B7500D
## DCP-B7520DW
## DCP-B7530DN
## DCP-B7535DW
## MFC-B7700D
## MFC-B7720DN

!CAUTION Before using this product, read carefully these instructions for correct operation.
Keep the User's Guide in a secure place for future reference.

## Table of Contents

# Before You Use Your Brother Machine

- Definitions of Notes
- Trademarks
- Important Note

## 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 indicate helpful hints and supplementary information. |
| ⚡ | Electrical Hazard icons alert you to possible electrical shock. |
| 🔥 | Fire Hazard icons alert you to the possibility of a fire. |
| ♨ | Hot Surface icons warn you not to touch hot machine parts. |
| 🛇 | Prohibition icons indicate actions you must not perform. |
| **Bold** | Bold style identifies buttons on the machine's control panel or computer screen. |
| *Italics* | Italicised style emphasises 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

# Trademarks

BROTHER is either a trademark or a registered trademark of Brother Industries, Ltd.

Microsoft, Windows, Windows Server, SharePoint, Internet Explorer, PowerPoint, Excel, OneNote and OneDrive are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Apple, Mac, macOS, Safari, AirPrint, the AirPrint logo, iPad, iPhone and iPod touch are trademarks of Apple Inc., registered in the United States and other countries.

App Store is a service mark of Apple Inc.

Nuance and PaperPort are trademarks or registered trademarks of Nuance Communications, Inc. or its affiliates in the United States and/or other countries.

PostScript and PostScript 3 are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Wi-Fi, Wi-Fi Alliance and Wi-Fi Direct are registered trademarks of Wi-Fi Alliance®.

WPA, WPA2, Wi-Fi CERTIFIED, Wi-Fi Protected Setup and Wi-Fi Protected Setup logo are trademarks of Wi-Fi Alliance®.

Android and Google Play are trademarks of Google Inc. Use of these trademarks is subject to Google Permissions.

Mopria® and the Mopria® Logo are registered trademarks and service marks of Mopria Alliance, Inc. in the United States and other countries. Unauthorised use is strictly prohibited.

Mozilla and Firefox are registered trademarks of the Mozilla Foundation.

Intel is a trademark of Intel Corporation in the U.S. and/or other countries.

The Bluetooth® word mark is a registered trademark owned by the Bluetooth SIG, Inc. and any use of such marks by Brother Industries, Ltd. is under license.

WordPerfect is a registered trademark of Corel Corporation and/or its subsidiaries in Canada, the United States and/or other countries.

Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.

**Any trade names and product names of companies appearing on Brother products, related documents and any other materials are all trademarks or registered trademarks of those respective companies.**

## ✓ 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.
- Windows 10 in this document represents Windows 10 Home, Windows 10 Pro, Windows 10 Education and Windows 10 Enterprise.
- Windows Server 2008 in this document represents Windows Server 2008 and Windows Server 2008 R2.
- The screens in this User's Guide are for illustration purposes only and may differ from the actual screens.
- Unless otherwise specified, the screens in this manual are from Windows 7 and macOS v10.10.5. 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.
- This documentation is both for MFC and DCP models.

## ✓ Related Information

- Before You Use Your Brother Machine

# Introduction to Your Brother Machine

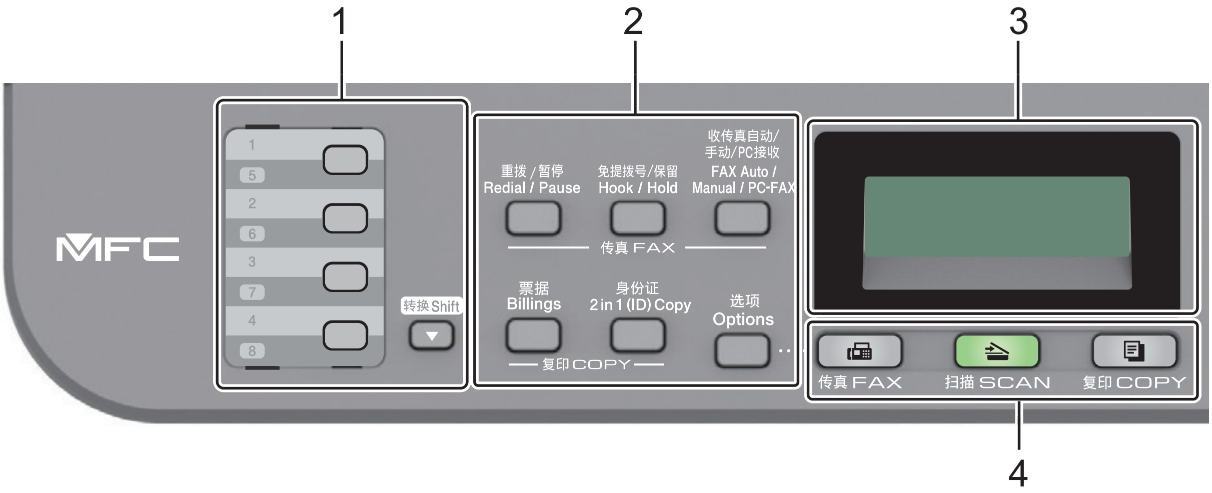
- Control Panel Overview
- Access Brother Utilities (Windows)

# Control Panel Overview

The control panel may vary depending on your model.

>> MFC-B7700D/MFC-B7720DN
>> DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW

## MFC-B7700D/MFC-B7720DN



1. **One Touch Buttons**

   Store and recall up to eight fax and telephone numbers.

   To access stored One Touch fax and telephone numbers 1-4, press the One Touch button assigned to that number. To access stored One Touch fax and telephone numbers 5-8, press and hold **Shift** as you press the button.

2. **Function Buttons**

   **Redial/Pause**

   Press to dial the last number you called. This button also inserts a pause when programming quick dial numbers or when dialling a number manually.

   **Hook/Hold**

   Press **Hook/Hold** before dialing to ensure a fax machine answers, and then press **Start**.

   Press **Hook/Hold** to place a call on hold.

   **FAX Auto/Manual/PC-FAX**

   Press **FAX Auto/Manual/PC-FAX** to change the Fax receive mode.

   ### NOTE

   If you select PC-FAX using this button, the back-up print function is not available to select. The machine will transfer the received fax data to the designated computer and the fax data will not remain in your machine in the PC-Fax mode. You can print the received fax data at your machine as a backup if you turn on the back-up print function.

   **2 in 1 (ID) Copy**

   Press to copy both sides of an identification card onto a single page.

   **Billings**

   Press to copy an identification card or bills.

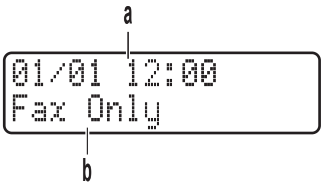
   **Options**

   Press to access temporary settings for faxing, scanning, or copying.

3. **Liquid Crystal Display (LCD)**

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

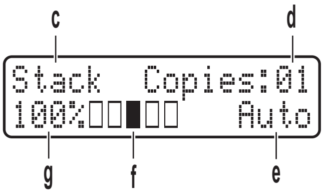
   If the machine is in Fax Mode, the LCD displays:



   a. Date & Time

   b. Receive Mode

   When you press **COPY**, the LCD displays:



   c. Type of copy

   d. Number of copies

   e. Quality

   f. Contrast

   g. Copy ratio

4. **Mode Buttons**

   **FAX**

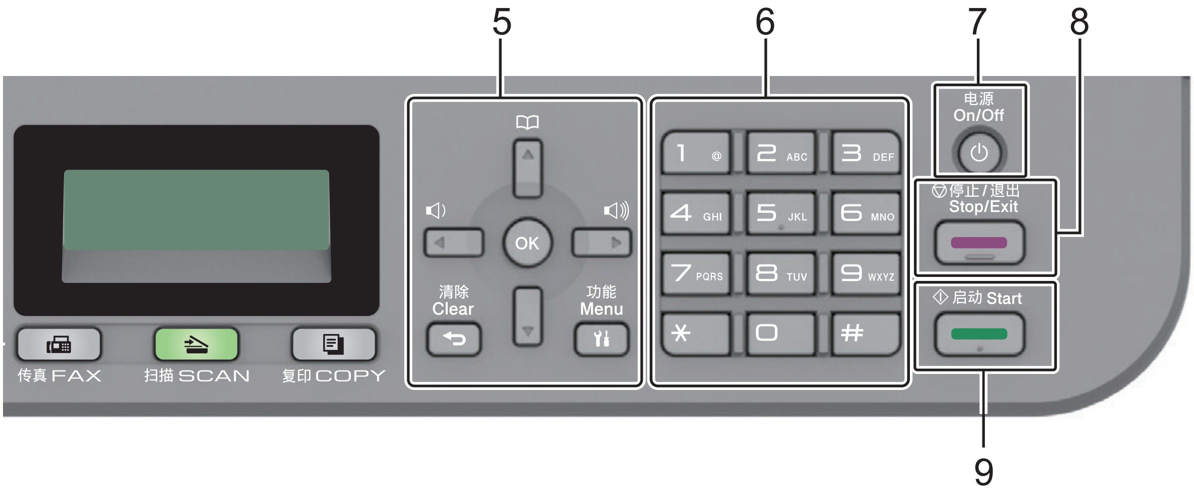
   Press to switch the machine to Fax Mode.

   **SCAN**

   Press to switch the machine to Scan Mode.

   **COPY**

   Press to switch the machine to Copy Mode.



5. **Menu Buttons**

   **Clear**

   Press to delete entered data or cancel the current setting.

   **Menu**

   Press to access the Menu for programming your machine settings.

**OK**

Press to store your machine settings.

**◀ or ▶**

Press to scroll back or forward through menu selections.

**▲ or ▼**

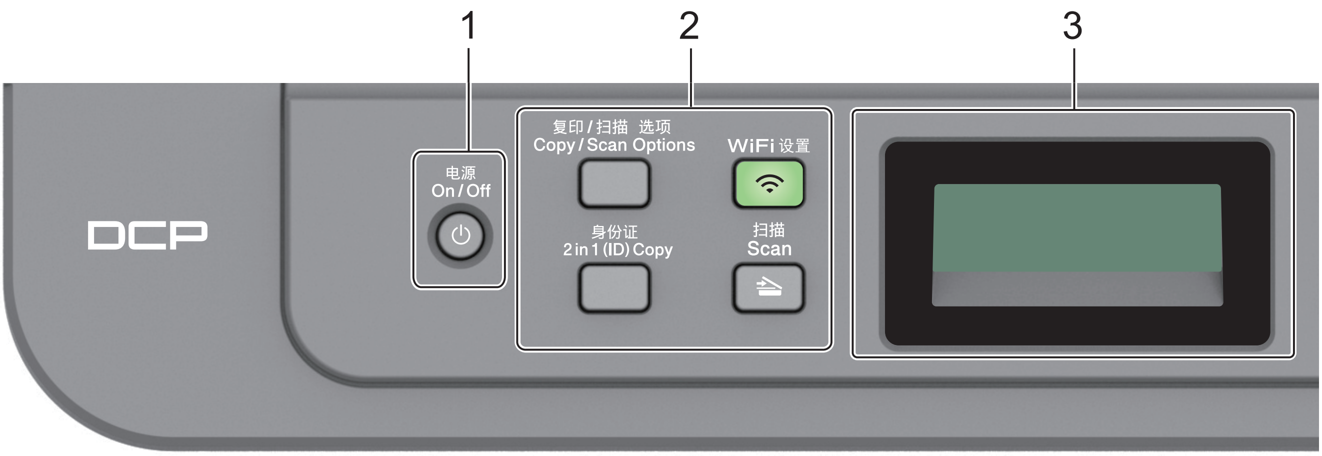
- Press to scroll up or down through menus and options.
- Press to change the resolution in Fax Mode.

🕮▲

Press 🕮▲ to access speed dial numbers.

6. **Dial Pad**
   - Use to dial fax and telephone numbers.
   - Use as a keyboard to enter text or characters.
7. ⏻ **On/Off**
   - Turn the machine on by pressing ⏻.
   - Turn the machine off by pressing and holding ⏻ . The LCD displays `[Shutting Down]` and stays on for a few seconds before turning off. If you have an external telephone or TAD connected, it is always available.
8. **Stop/Exit**
   - Press to stop an operation.
   - Press to exit from a menu.
9. **Start**
   - Press to start sending faxes.
   - Press to start copying.
   - Press to start scanning documents.

## DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW



1. ⏻ **On/Off**
   - Turn the machine on by pressing ⏻.

- Turn the machine off by pressing and holding ⏻. The LCD displays `[Shutting Down]` and stays on for a few seconds before turning off.

2. **Function Buttons**

**Copy/Scan Options**

Press to access temporary settings for scanning or copying.

**WiFi (for wireless models)**

Press the **WiFi** button and launch the wireless installer on your computer. Follow the on-screen instructions to set up a wireless connection between your machine and your network.

When the **WiFi** light is on, your Brother machine is connected to a wireless access point. When the **WiFi** light blinks, the wireless connection is down, or your machine is in the process of connecting to a wireless access point.

**Scan**

Press to switch the machine to Scan Mode.

**2 in 1 (ID) Copy**

Press to copy both sides of an identification card onto a single page.

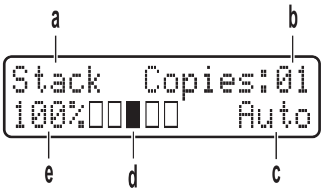
**Billings (DCP-B7500D/DCP-B7530DN)**

Press to copy an identification card or bills.

3. **Liquid Crystal Display (LCD)**

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

If the machine is in Ready Mode or Copy Mode, the LCD displays:



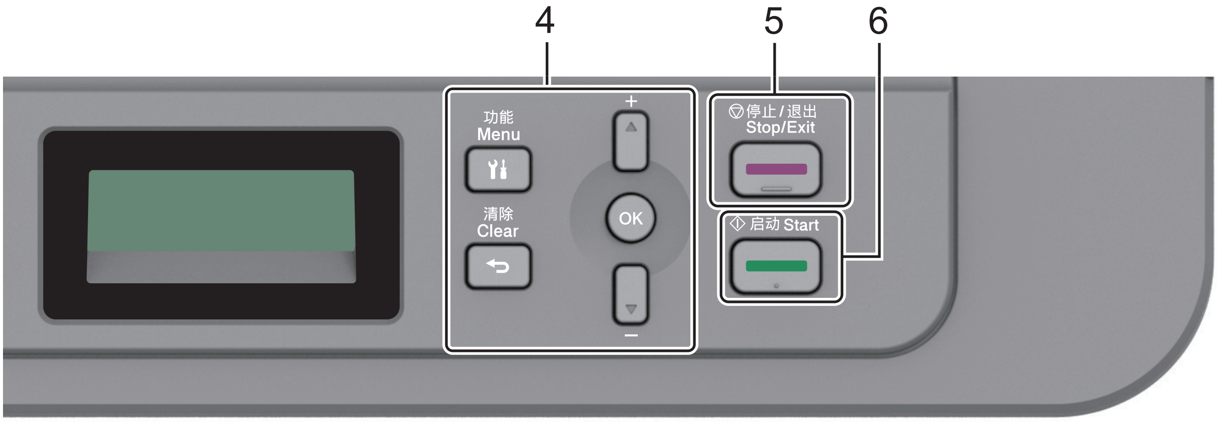
a. Type of copy

b. Number of copies

c. Quality

d. Contrast

e. Copy ratio



4. **Menu Buttons**

**Menu**

Press to access the Menu for programming your machine settings.

**Clear**

- Press to delete entered data.

- Press to cancel the current setting.

**OK**

Press to store your machine settings.

**▲ or ▼**

Press to scroll up or down through menus and options.

5. **Stop/Exit**
   - Press to stop an operation.
   - Press to exit from a menu.
6. **Start**
   - Press to start copying.
   - Press to start scanning documents.

## ✓ Related Information

- Introduction to Your Brother Machine

## 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 7)

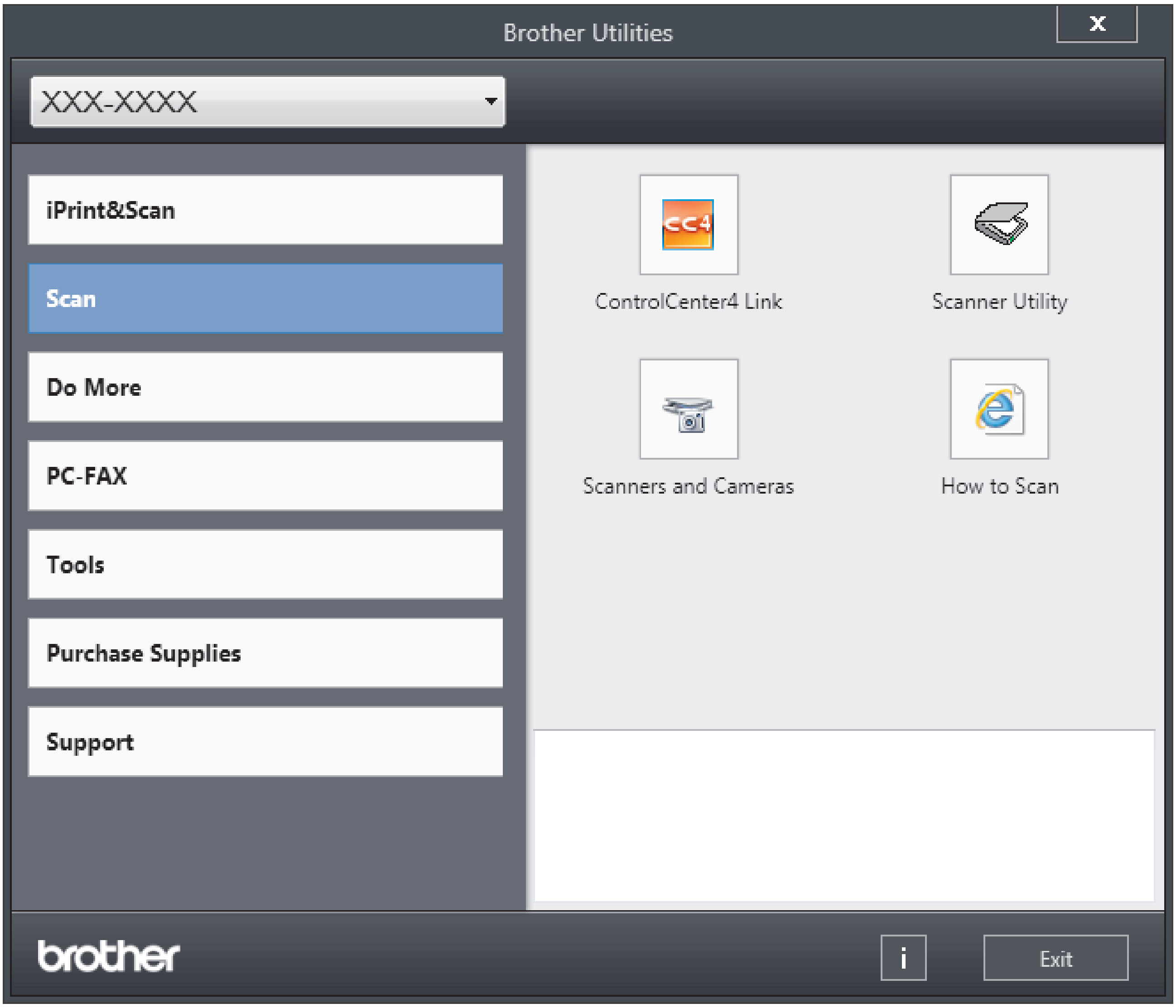
     Click **(Start)** > **All Programs** > **Brother** > **Brother Utilities**.
   - (Windows 8)

     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 you are 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 > **Brother** > **Brother Utilities**.
2. Select your machine (where XXXX is the name of your model).



3. Choose 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 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 you are 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 > **Brother** > **Brother Utilities**.
2. Select your model from the drop-down list (if it is not already selected).
3. Click **Tools** in the left navigation bar.
    - If the **Software Update Notification** icon is visible, select it, and then click **Check now** > **Check for Software Updates** > **Update**. Follow the on-screen instructions.
    - If the **Software Update Notification** icon is not visible, go to the next step.
4. Click **Uninstall** in the **Tools** section of **Brother Utilities**.

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

## Related Information

- Access Brother Utilities (Windows)

## Paper Handling

- Load Paper
- Paper Settings
- Recommended Print Media
- Load Documents
- Unscannable and Unprintable Areas
- Using Special Paper

# Load Paper

- Load and Print Using the Paper Tray
- Load and Print Paper in the Manual Feed Slot

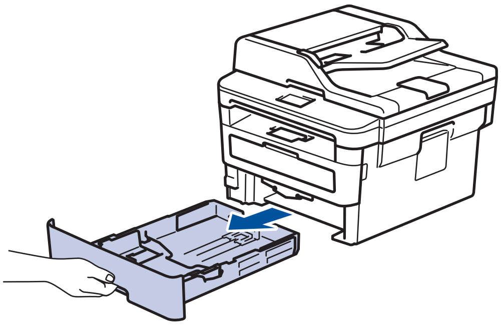
# Load and Print Using the Paper Tray

- Load Paper in the Paper Tray

# Load Paper in the Paper Tray

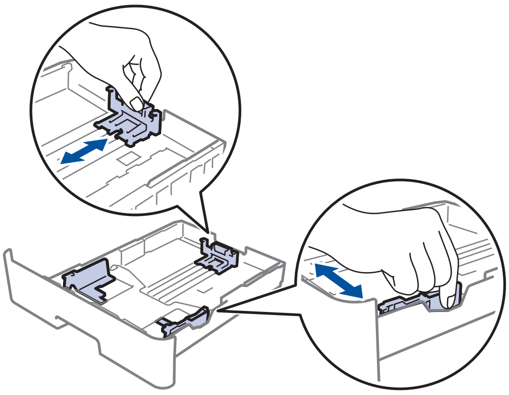
- If the Check Size setting is set to On and you pull the paper tray out of the machine, a message appears on the LCD asking if you want to change the paper size and paper type. Change the paper size and paper type settings if needed, following the LCD instructions.
- When you load a different size and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

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



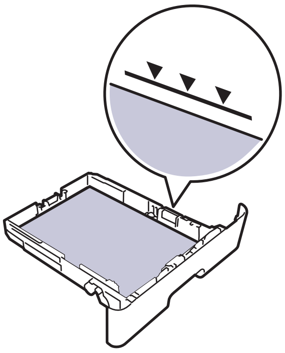
2. Press and slide the paper guides to fit the paper.

   Press the green release levers to slide the paper guides.



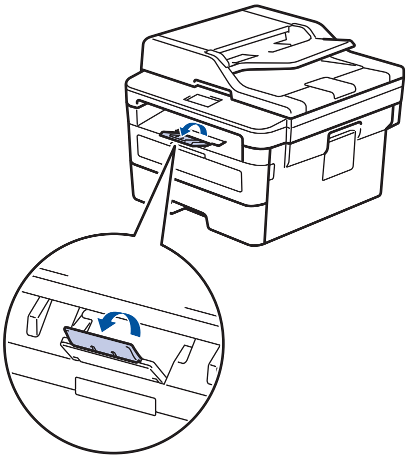
3. Fan the stack of paper well.
4. Load paper in the paper tray with the printing surface *face down*.
5. Make sure the paper is below the maximum paper mark (▼ ▼ ▼).

   Overfilling the paper tray will cause paper jams.



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

7. Lift the support flap to prevent paper from sliding off the output tray.



## ✓ Related Information

- Load and Print Using the Paper Tray

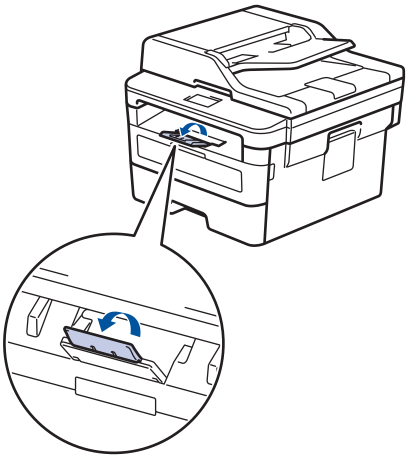
# Load and Print Paper in the Manual Feed Slot

- Load and Print Plain Paper, Thin Paper, Recycled Paper and Bond Paper in the Manual Feed Slot
- Load and Print on Thick Paper and Labels in the Manual Feed Slot
- Load and Print on Envelopes in the Manual Feed Slot

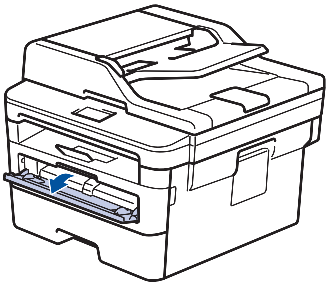
# Load and Print Plain Paper, Thin Paper, Recycled Paper and Bond Paper in the Manual Feed Slot

> When you load a different paper size in the tray, you must change the Paper Size setting in the machine or on your computer at the same time.

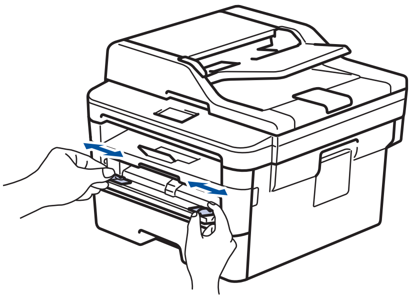
1. Lift the support flap to prevent paper from sliding off the face down output tray.



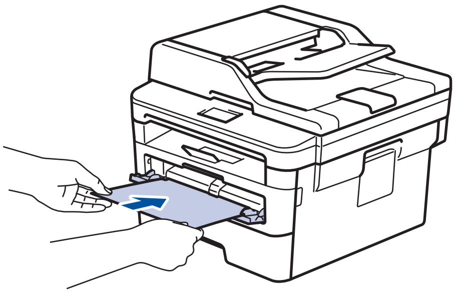
2. Open the manual feed slot cover.



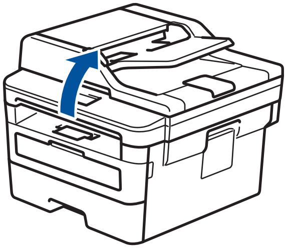
3. Use both hands to slide the manual feed slot paper guides to fit the width of the paper you are using.



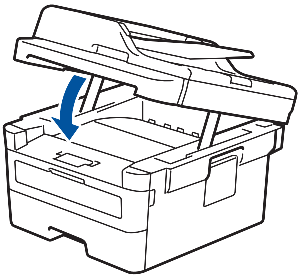
4. Using both hands, put one full sheet of paper in the manual feed slot until the front edge touches the paper feed roller. When you feel the machine pull it in, let go.



- Load paper into the manual feed slot with the printing surface facing up.
- Make sure the paper is straight and in the correct position in the manual feed slot. If it is not, the paper may not be fed correctly, resulting in a skewed printout or a paper jam.
- To remove a small printout from the output tray, use both hands to lift up the scanner cover.



- You can still use the machine while the scanner cover is up. To close the scanner cover, push it down with both hands.



5. Send your print job to the machine.

Change your print preferences in the Print screen before sending the print job from your computer.

6. After the printed page comes out from the machine, load the next sheet of paper in the manual feed slot. Repeat for each page that you want to print.

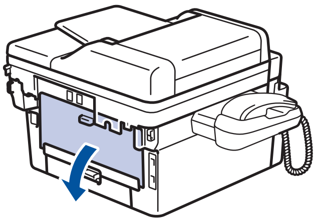
## ✓ Related Information

- Load and Print Paper in the Manual Feed Slot

# Load and Print on Thick Paper and Labels in the Manual Feed Slot

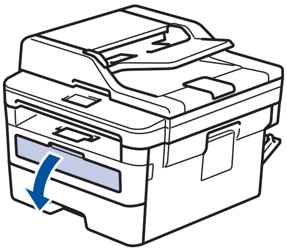
When you load a different paper size in the tray, you must change the Paper Size setting in the machine or on your computer at the same time.

1. Open the machine's back cover (the face up output tray).

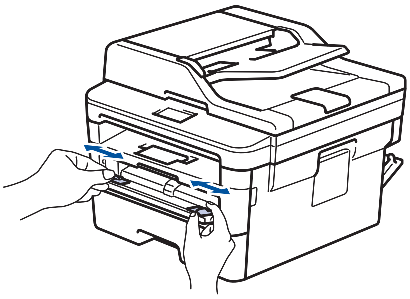


The machine automatically turns on Manual Feed mode when you load paper in the manual feed slot.

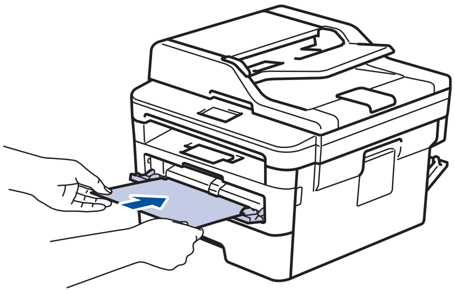
2. On the front of the machine, open the manual feed slot cover.



3. Use both hands to slide the manual feed slot paper guides to fit the width of the paper that you are using.



4. Using both hands, put one full sheet of paper in the manual feed slot until the front edge touches the paper feed roller. When you feel the machine pull it in, let go.



- Load paper into the manual feed slot with the printing surface facing up.
- Pull the paper out completely if you must reload the paper into the manual feed slot.
- Do not put more than one sheet of paper in the manual feed slot at one time, as it may cause a jam.
- Make sure the paper is straight and in the correct position in the manual feed slot. If it is not, the paper may not be fed correctly, resulting in a skewed printout or a paper jam.

5. Send your print job to the machine.

Change your print preferences in the Print screen before sending the print job from your computer.

6. After the printed page comes out from the back of the machine, load the next sheet of paper in the manual feed slot. Repeat for each page that you want to print.
7. Close the back cover (the face up output tray) until it locks in the closed position.

## ✓ Related Information

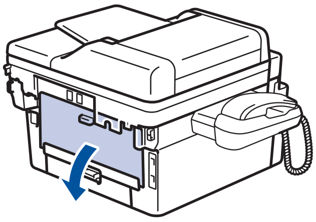
- Load and Print Paper in the Manual Feed Slot

# Load and Print on Envelopes in the Manual Feed Slot

Before loading, press the corners and sides of the envelopes to make them as flat as possible.

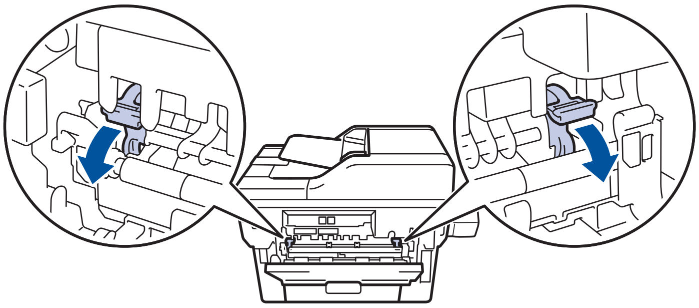
When you load a different paper size in the tray, you must change the Paper Size setting in the machine or on your computer at the same time.

1. Open the machine's back cover (the face up output tray).

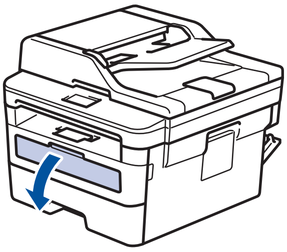


The machine automatically turns on Manual Feed mode when you load paper in the manual feed slot.

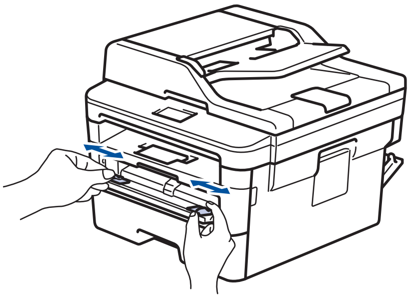
2. Pull down the two green levers, one on the left side and one on the right side, as shown in the illustration.



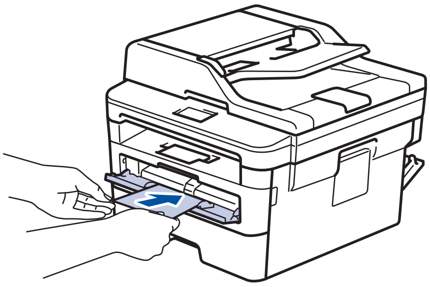
3. On the front of the machine, open the manual feed slot cover.



4. Use both hands to slide the manual feed slot paper guides to fit the width of the paper that you are using.



5. Using both hands, put one envelope in the manual feed slot until the front edge touches the paper feed roller. When you feel the machine pull it in, let go.



- Load the envelope into the manual feed slot with the printing surface facing up.
- Pull the envelope out completely when you reload the envelope into the manual feed slot.
- Do not put more than one envelope in the manual feed slot at one time, as it may cause a jam.
- Make sure the envelope is straight and in the correct position on the manual feed slot. If it is not, the envelope may not be fed correctly, resulting in a skewed printout or a paper jam.

6. Send your print job to the machine.

Change your print preferences in the Print dialog box before sending the print job from your computer.

| Settings | Options for Envelopes |
|---|---|
| **Paper Size** | **Com-10**<br>**DL**<br>**C5**<br>**Monarch** |
| **Media Type** | **Envelopes**<br>**Env. Thick**<br>**Env. Thin** |

7. After the printed envelope comes out of the machine, put in the next envelope. Repeat for each envelope that you want to print.
8. When you have finished printing, return the two green levers you adjusted in the earlier step back to their original positions.
9. Close the back cover (the face up output tray) until it locks in the closed position.

## Related Information

- Load and Print Paper in the Manual Feed Slot

# Paper Settings

- Change the Paper Size and Paper Type
- Change the Check Paper Size Setting

# Change the Paper Size and Paper Type

When you change the size and type of the paper you load in the tray, you must change the Paper Size and Paper Type settings on the LCD at the same time.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Tray Setting]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Paper Type]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Thin Paper]`, `[Plain Paper]`, `[Thick Paper]`, or `[Recycled Paper]` option, and then press **OK**.
6. Press ▲ or ▼ to display the `[Paper Size]` option, and then press **OK**.
7. Press ▲ or ▼ to display the `[A4]`, `[Letter]`, `[B5(JIS)]`, `[A5]`, `[A5(Long Edge)]`, `[A6]` or `[Executive]`, `[16K(195x270mm)]` option, and then press **OK**.
8. Press **Stop/Exit**.

## ✓ Related Information

- Paper Settings

# Change the Check Paper Size Setting

When you turn on your machine's Check Size setting, the machine displays a message when you remove a paper tray, asking if you changed the paper size and paper type.

The default setting is On.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Tray Setting]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Check Size]` option, and then press **OK**.
5. Press ▲ or ▼ to select the `[On]` or `[Off]` option, and then press **OK**.
6. Press **Stop/Exit**.

## ✓ Related Information

- Paper Settings

# Recommended Print Media

To get the best print quality, we recommend using the paper listed in the table.

| Paper Type | Item |
|---|---|
| Plain Paper | APP Blue Flag Ship 70 g/m$^2$<br>APP Gold Flag Ship 80 g/m$^2$<br>Advanced Agro Double A 80 g/m$^2$ |

## Related Information

- Paper Handling

## Load Documents

You can send a fax, make copies and scan from the Automatic Document Feeder (ADF) and from the scanner glass.

- Load Documents in the Automatic Document Feeder (ADF)
- Load Documents on the Scanner Glass

# Load Documents in the Automatic Document Feeder (ADF)

**Related Models**: DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN

Use the ADF when copying or scanning multiple-page, standard-sized documents.

- The ADF can hold up to 50 pages and feed each sheet individually.
- Use standard 80 g/$m^2$ paper.
- Make sure documents with correction fluid or written in ink are completely dry.

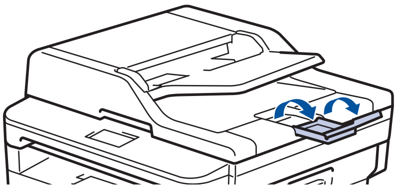
## IMPORTANT

- DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted, or taped.
- DO NOT use cardboard, newspaper, or fabric.
- To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.

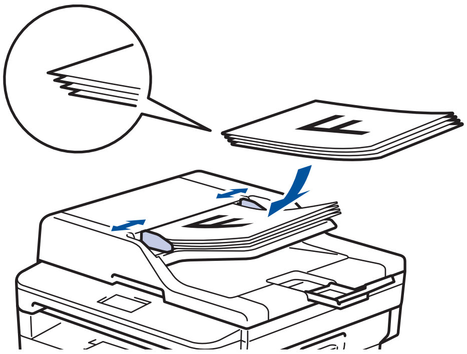
## Document Sizes Supported

| | |
|---|---|
| Length: | 147.3 to 355.6 mm |
| Width: | 105 to 215.9 mm |
| Weight: | 60 to 105 g/$m^2$ |

1. Unfold the ADF document output support flap.



2. Fan the pages well.
3. Stagger the pages of your document and load it *face up* and *top edge first*, into the ADF as shown in the illustration.



4. Adjust the paper guides to fit the width of your document.

## Related Information

- Load Documents

# Load Documents on the Scanner Glass

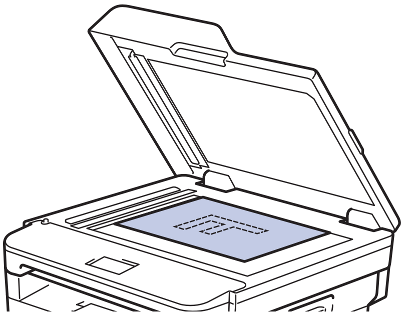
Use the scanner glass to fax, copy, or scan one page at a time.

## Document Sizes Supported

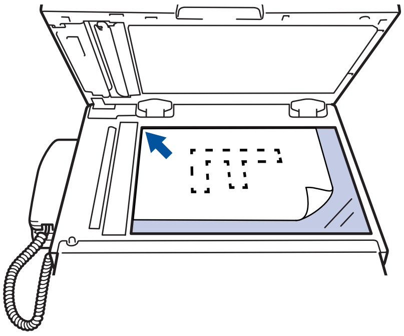
| | |
|---|---|
| Length: | Up to 300 mm |
| Width: | Up to 215.9 mm |
| Weight: | Up to 2 kg |

To use the scanner glass, the ADF must be empty.

1. Lift the document cover.
2. Place the document on the scanner glass *face down*.



3. Place the corner of the page in the upper left corner of the scanner glass.



4. Close the document cover.

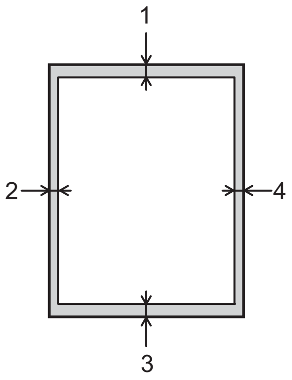
   If the document is a book or is thick, gently press on the document cover.

## Related Information

- Load Documents

## Unscannable and Unprintable Areas

The measurements in the table below show maximum unscannable and unprintable areas from the edges of the most commonly-used paper sizes. These measurements may vary depending on the paper size or settings in the application you are using.



Do not attempt to scan, copy, or print into these areas; your output will not reflect anything in these areas.

| Usage | Document Size | Top (1)<br>Bottom (3) | Left (2)<br>Right (4) |
|---|---|---|---|
| Fax (Sending) | Letter, Legal | 3 mm | 4 mm |
| | A4 | 3 mm | (ADF)<br>1 mm<br>(Scanner Glass)<br>3 mm |
| Copy [1] | Letter, Legal | 3 mm | 4 mm |
| | A4 | 3 mm | 3 mm |
| Scan | Letter | 3 mm | 3 mm |
| | A4 | 3 mm | 3 mm |
| | Legal | 3 mm | 3 mm |
| Print | Letter, Legal | 4.2 mm | 4.2 mm |
| | A4 | 4.2 mm | 4.2 mm |

[1] a 1 in 1 copy and 100% document size copy

### Related Information

- Paper Handling

# Using Special Paper

Always test paper samples before purchasing them to ensure desirable performance.

- DO NOT use inkjet paper; it may cause a paper jam or damage your machine.
- If you use bond paper, paper with a rough surface, or paper that is wrinkled or creased, the paper may exhibit degraded performance.

Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

**IMPORTANT**

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped
- that is coated or has a chemical finish
- that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing

If you use any of the types of paper listed above, they may damage your machine. This damage is not covered under any Brother warranty or service agreement.

**✓ Related Information**

- Paper Handling

# Print

- Print from Your Computer (Windows)
- Print from Your Computer (Mac)
- Cancel a Print Job
- Test Print

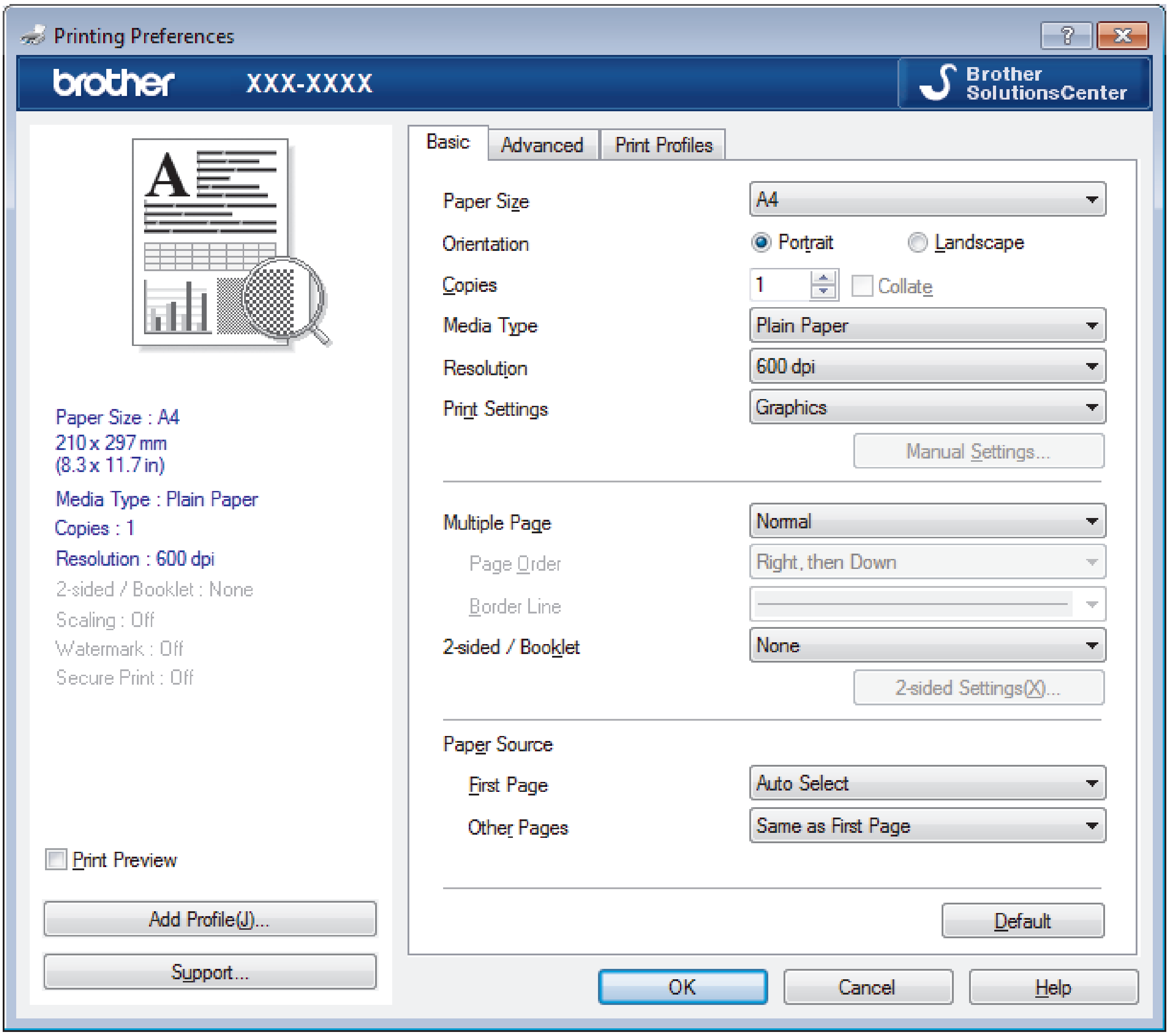
## Print from Your Computer (Windows)

- Print a Document (Windows)
- Print Settings (Windows)
- Change the Default Print Settings (Windows)
- Print a Document Using the BR-Script3 Printer Driver (PostScript® 3™ Language Emulation) (Windows)
- Monitor the Status of the Machine from Your Computer (Windows)

# Print a Document (Windows)

1. Select the print command in your application.
2. Select **Brother XXX-XXXX** (where XXXX is the name of your model), and then click the printing properties or preferences button.

   The printer driver window appears.



Paper Size : A4
210 x 297 mm
(8.3 x 11.7 in)
Media Type : Plain Paper
Copies : 1
Resolution : 600 dpi
2-sided / Booklet : None
Scaling : Off
Watermark : Off
Secure Print : Off

Paper Size: A4
Orientation: ● Portrait ○ Landscape
Copies: 1 ☐ Collate
Media Type: Plain Paper
Resolution: 600 dpi
Print Settings: Graphics
Multiple Page: Normal
Page Order: Right, then Down
Border Line:
2-sided / Booklet: None
Paper Source
First Page: Auto Select
Other Pages: Same as First Page

3. Make sure you have loaded the correct size paper in the paper tray.
4. Click the **Paper Size** drop-down list, and then select your paper size.
5. In the **Orientation** field, select the **Portrait** or **Landscape** option to set the orientation of your printout.

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

6. Type the number of copies (1-999) you want in the **Copies** field.
7. Click the **Media Type** drop-down list, and then select the type of paper you are using.
8. 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.
9. Change other printer settings if needed.
10. Click **OK**.
11. Complete your print operation.

## ✓ Related Information

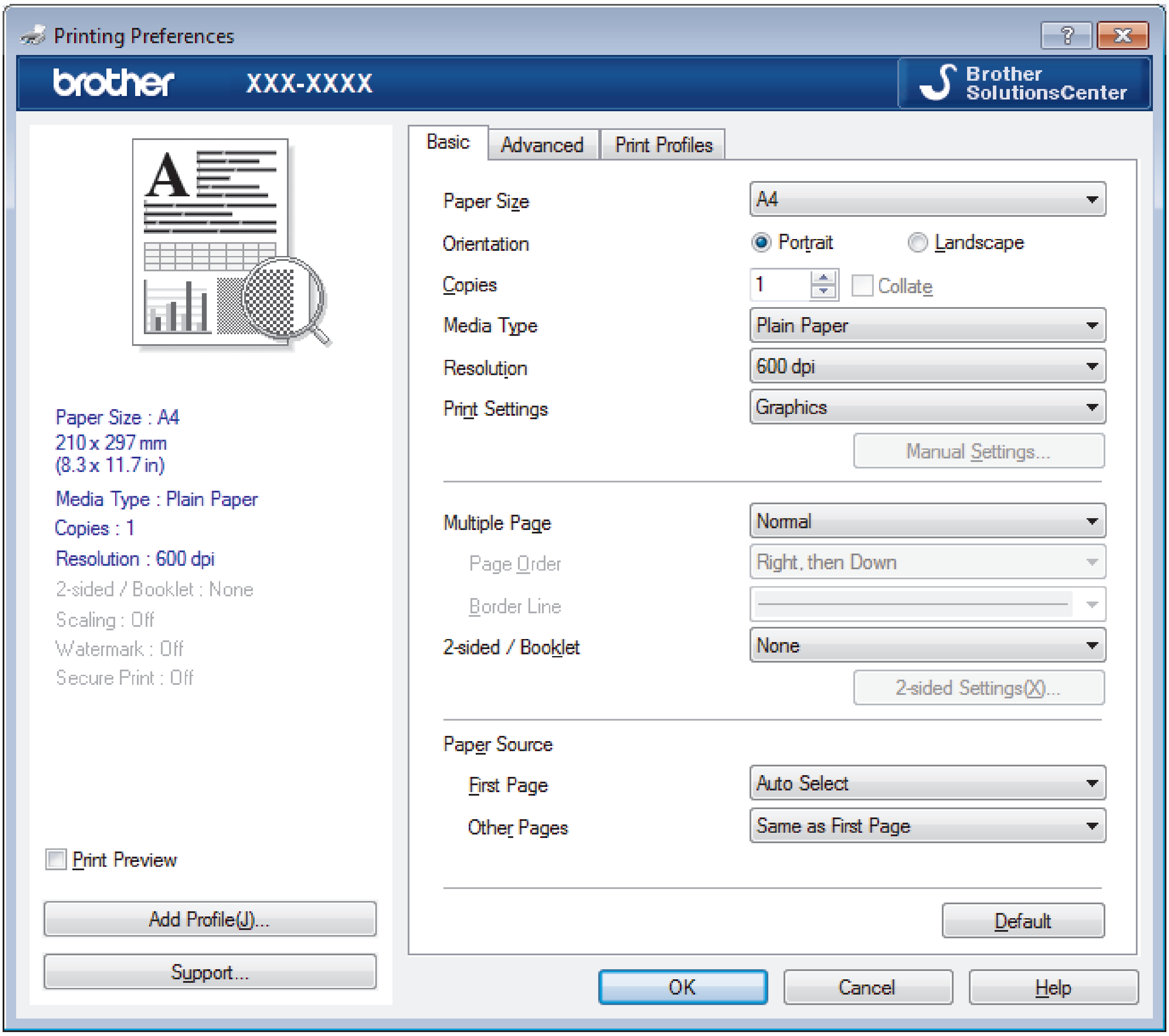
- Print from Your Computer (Windows)

**Related Topics:**

- Print Settings (Windows)

# Print Settings (Windows)

**Basic Tab**



Paper Size : A4
210 x 297 mm
(8.3 x 11.7 in)
Media Type : Plain Paper
Copies : 1
Resolution : 600 dpi
2-sided / Booklet : None
Scaling : Off
Watermark : Off
Secure Print : Off

☐ Print Preview

Paper Size: A4
Orientation: ● Portrait ○ Landscape
Copies: 1 ☐ Collate
Media Type: Plain Paper
Resolution: 600 dpi
Print Settings: Graphics
Multiple Page: Normal
Page Order: Right, then Down
Border Line:
2-sided / Booklet: None
Paper Source
First Page: Auto Select
Other Pages: Same as First Page

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. **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.

4. **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.

5. **Resolution**

   Select the print resolution. As print resolution and speed are related, the higher the resolution, the longer it will take to print the document.

6. **Print Settings**

   Select the type of document you want to print.

   **Manual Settings...**

   Specify advanced settings such as brightness, contrast, and other settings.

   **Graphics**

   **Use Printer Halftone**

   Select this option to use the printer driver to express halftones.

   **Brightness**

   Specify the brightness.

   **Contrast**

   Specify the contrast.

   **Graphics Quality**

   Select either Graphics or Text for the best print quality, based on the type of document you are printing.

   **Improve Grey Printing**

   Select this option to improve the image quality of shaded areas.

   **Improve Pattern Printing**

   Select this option to improve the pattern printing if printed fills and patterns are different from the fills and patterns you see on your computer screen.

   **Improve Thin Line**

   Select this option to improve the image quality of thin lines.

   **Use System Halftone**

   Select this option to use Windows to express halftones.

   **TrueType Mode**

   **Mode**

   Select how the fonts are processed for printing.

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.

9. **Paper Source**

   Select the paper source setting according to your print conditions or purpose.

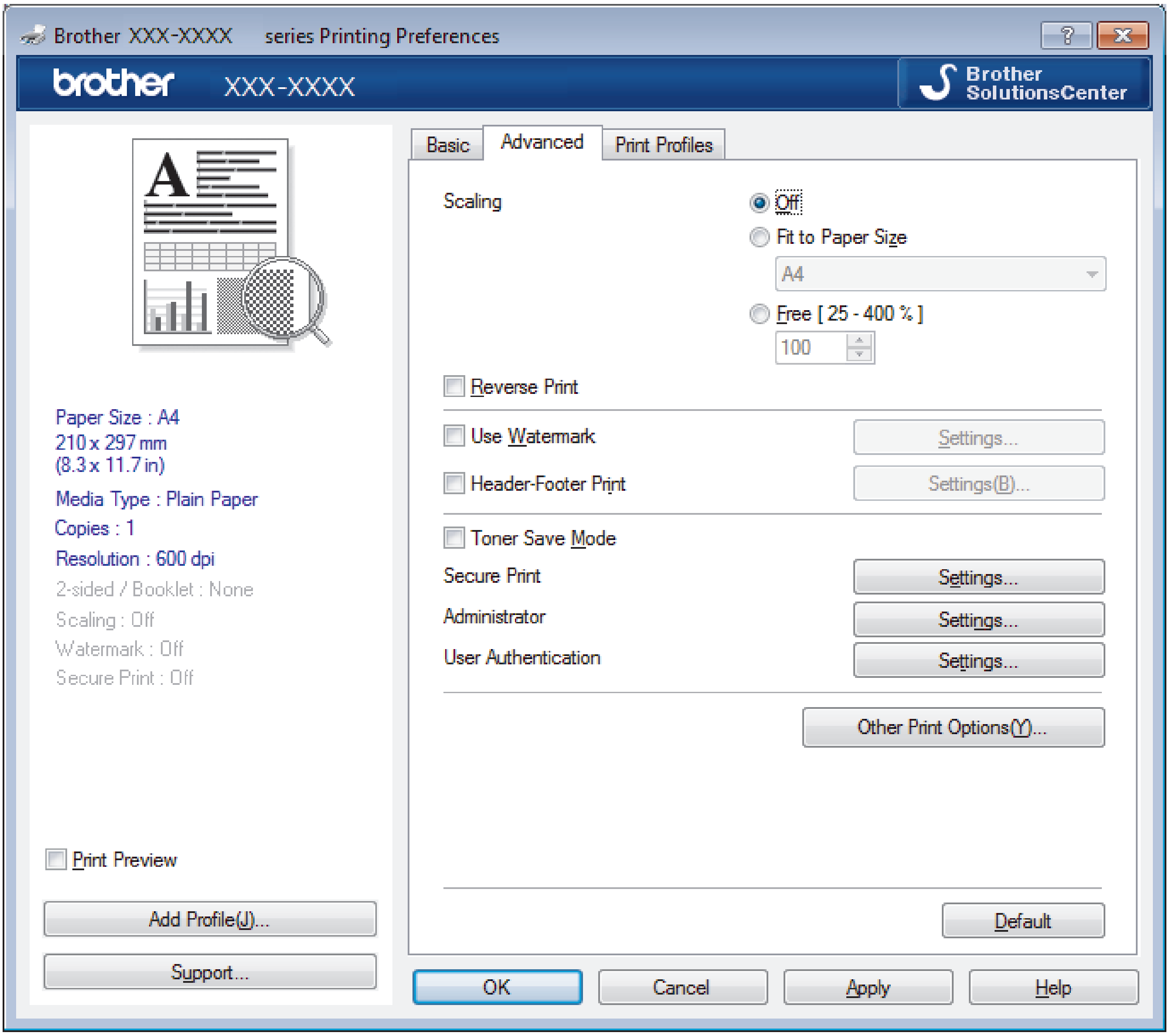
**First Page**

Select the paper source to use for printing the first page.

**Other Pages**

Select the paper source to use for printing the second and subsequent pages.

**Advanced Tab**



Paper Size : A4
210 x 297 mm
(8.3 x 11.7 in)
Media Type : Plain Paper
Copies : 1
Resolution : 600 dpi
2-sided / Booklet : None
Scaling : Off
Watermark : Off
Secure Print : Off

☐ Print Preview

Scaling ● Off
○ Fit to Paper Size
A4
○ Free [ 25 - 400 % ]
100

☐ Reverse Print
☐ Use Watermark
☐ Header-Footer Print
☐ Toner Save Mode
Secure Print
Administrator
User Authentication

1. **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 [25 - 400%]**

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

2. **Reverse Print**

   Select this option to rotate the printed image 180 degrees.

3. **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.

4. **Header-Footer Print**

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

5. **Toner Save Mode**

   Select this feature to conserve toner by using less toner to print documents; printouts appear lighter, but are still legible.

6. **Administrator**

   This feature allows you to change the administrator password and restrict various printing functions.

7. **User Authentication (Available only for certain models)**

   This feature allows you to confirm the restrictions for each user.

8. **Other Print Options button**

   **Sleep Time**

   Select this option to set the machine to enter sleep mode immediately after printing.

   **Macro (Available only for certain models)**

   Select this feature to print an electronic form (macro), which you have stored in your machine's memory, as an overlay on the print job.

   **Density Adjustment**

   Specify the print density.

   **Improve Print Output**

   Select this option to reduce the amount of paper curling and improve the toner fixing.

   **Skip Blank Page**

   Select this option to allow the printer driver to automatically detect blank pages and exclude them from printing.

   **Print Text in Black**

   Select this option when you want to print colour text in black.

   **Print Archive**

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

   **Eco settings**

   Select this option to reduce printing noise.

## ✓ Related Information

- Print from Your Computer (Windows)

**Related Topics:**

- Print a Document (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 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 > **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 XXX-XXXX** 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.

- To configure the tray settings, click the **Device Settings** tab(Available only for certain models).
- To change the printer port, click the **Ports** tab.

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 a Document Using the BR-Script3 Printer Driver (PostScript® 3™ Language Emulation) (Windows)

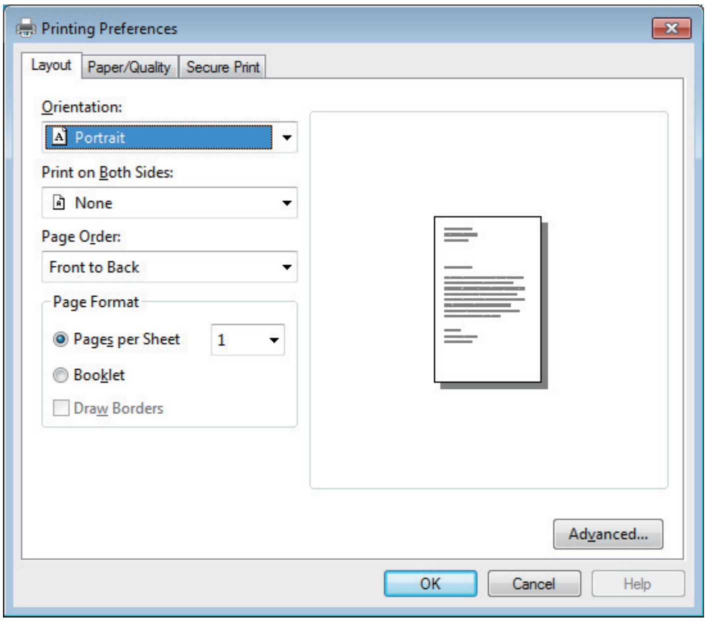
**Related Models**: DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

The BR-Script3 printer driver lets you print PostScript® data more clearly.

To install the PS driver (BR-Script3 printer driver), launch the Brother installation disc, select **Custom** in the Select Machine section, and then select the **PS Driver** check box.

1. Select the print command in your application.
2. Select **Brother XXX-XXXX BR-Script3** (where XXXX is the name of your model), and then click the printing properties or preferences button.

   The printer driver window appears.



Orientation: Portrait

Print on Both Sides: None

Page Order: Front to Back

● Pages per Sheet 1

3. Click the **Layout** or **Paper/Quality** tab to change basic print settings.

   Click the **Layout** or **Paper/Quality** tab, and then click the **Advanced...** button to change advanced print settings.
4. Click **OK**.
5. Complete your print operation.

## Related Information

- Print from Your Computer (Windows)

## Monitor the Status of the Machine from Your Computer (Windows)

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices, allowing you to get immediate notification of errors.

- Do one of the following:
    - Double-click the icon in the task tray.
    - (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)

      Click (**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**.
    - (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 bottom of the **Start** screen to bring up the **Apps** screen). When the **Apps** screen appears, tap or click (**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**.
    - (Windows 10)

      Click > **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**.

**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.

### Related Information

- Print from Your Computer (Windows)

**Related Topics:**

- Printing Problems

# Print from Your Computer (Mac)

- Print a Document (Mac)
- Print Options (Mac)
- Monitor the Status of the Machine from Your Computer (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 XXX-XXXX** (where XXXX is your model name).
4. Type the number of copies you want in the **Copies** field.
5. Click the **Paper Size** pop-up menu, and then select your paper size.
6. Select the **Orientation** option that matches the way you want the document to print.
7. Click the application pop-up menu, and then select **Print Settings**.

   The **Print Settings** options appear.
8. Click the **Media Type** pop-up menu, and then select the type of paper you are using.
9. Change other printer settings, if needed.
10. Click **Print**.

## ✓ Related Information

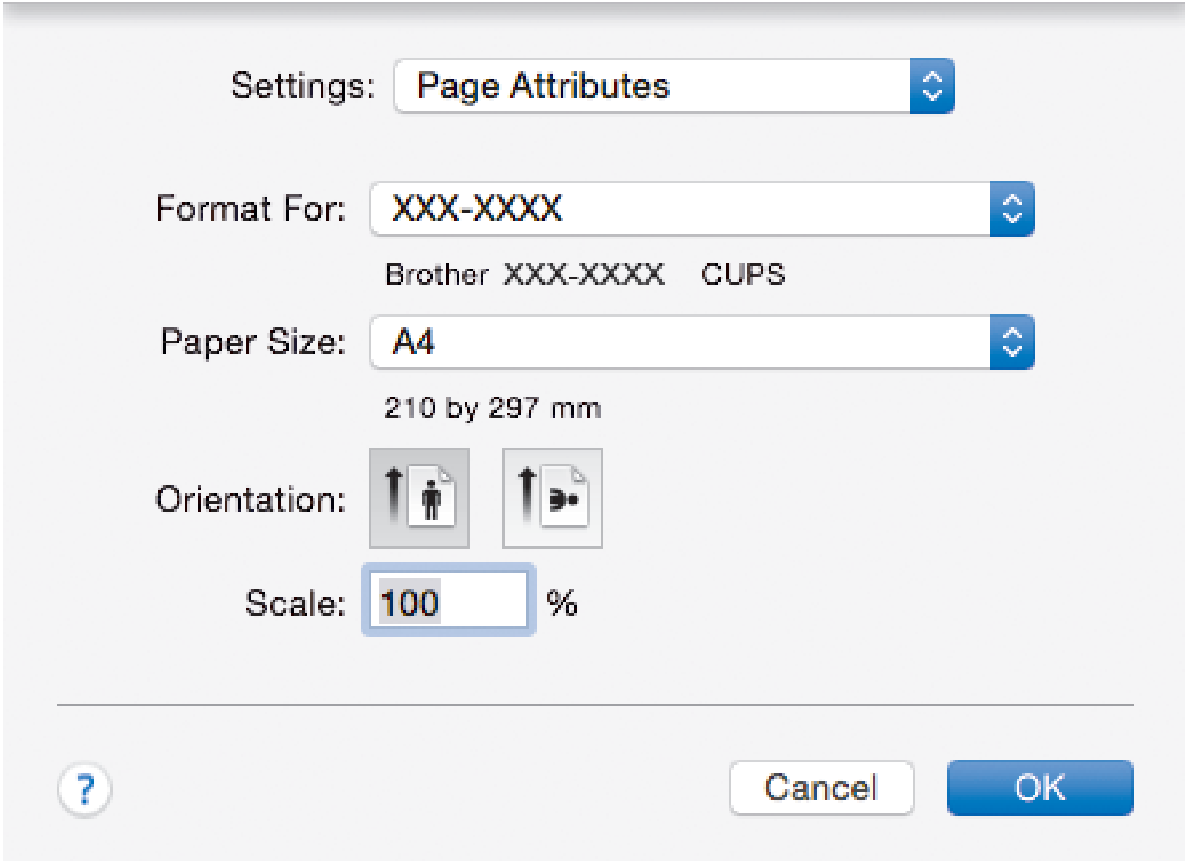
- Print from Your Computer (Mac)

**Related Topics:**

- Print Options (Mac)

# Print Options (Mac)

**Page Setup**



Settings: Page Attributes

Format For: XXX-XXXX

Brother XXX-XXXX CUPS

Paper Size: A4

210 by 297 mm

Scale: 100 %

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**

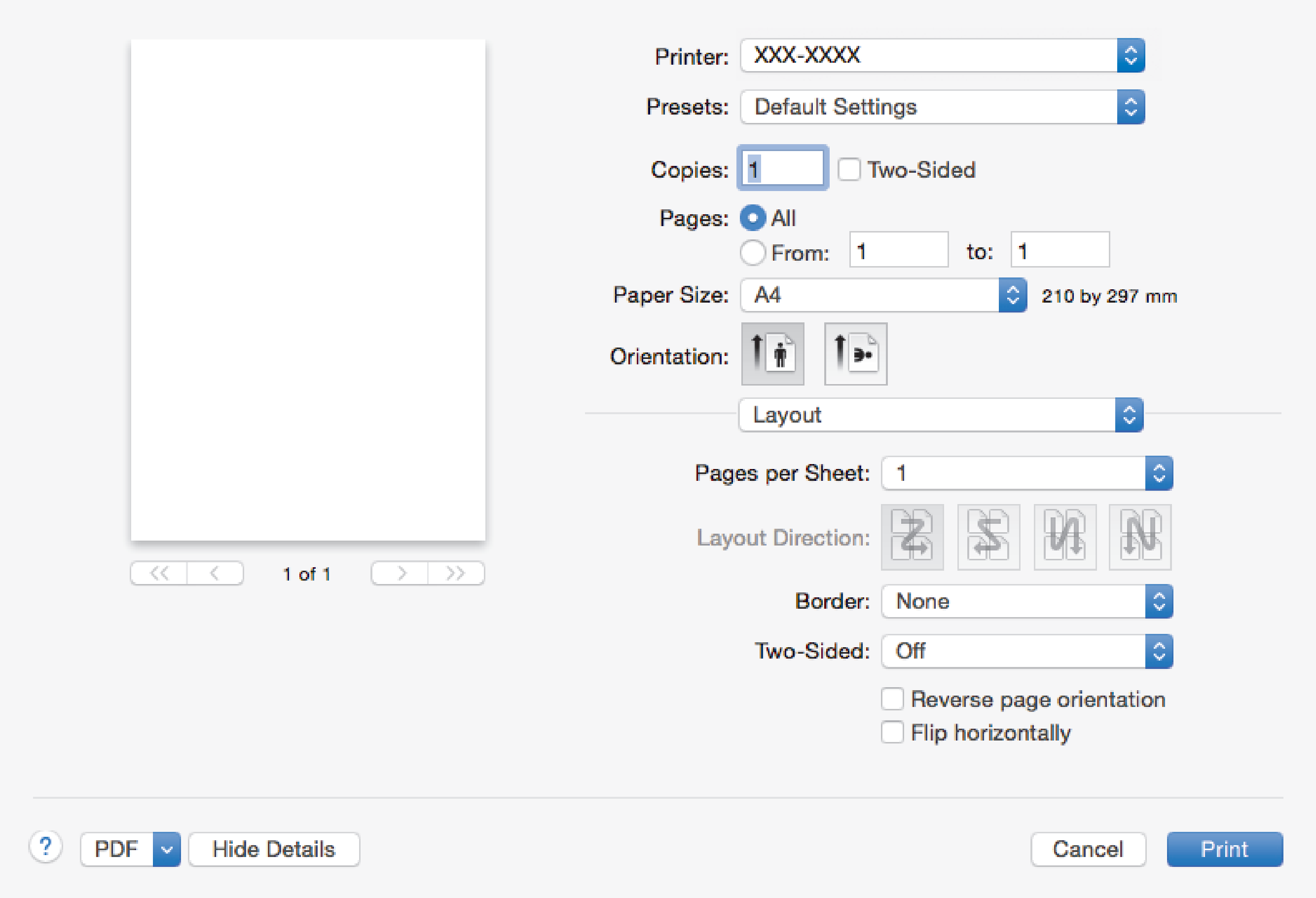
   Select the orientation (portrait or landscape) of your printout.

   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: XXX-XXXX

Presets: Default Settings

Copies: 1 ☐ Two-Sided

Pages: ● All

○ From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation:

Layout

Pages per Sheet: 1

Layout Direction:

Border: None

Two-Sided: Off

☐ Reverse page orientation

☐ Flip horizontally

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**

   Select whether to print on both sides of the paper.

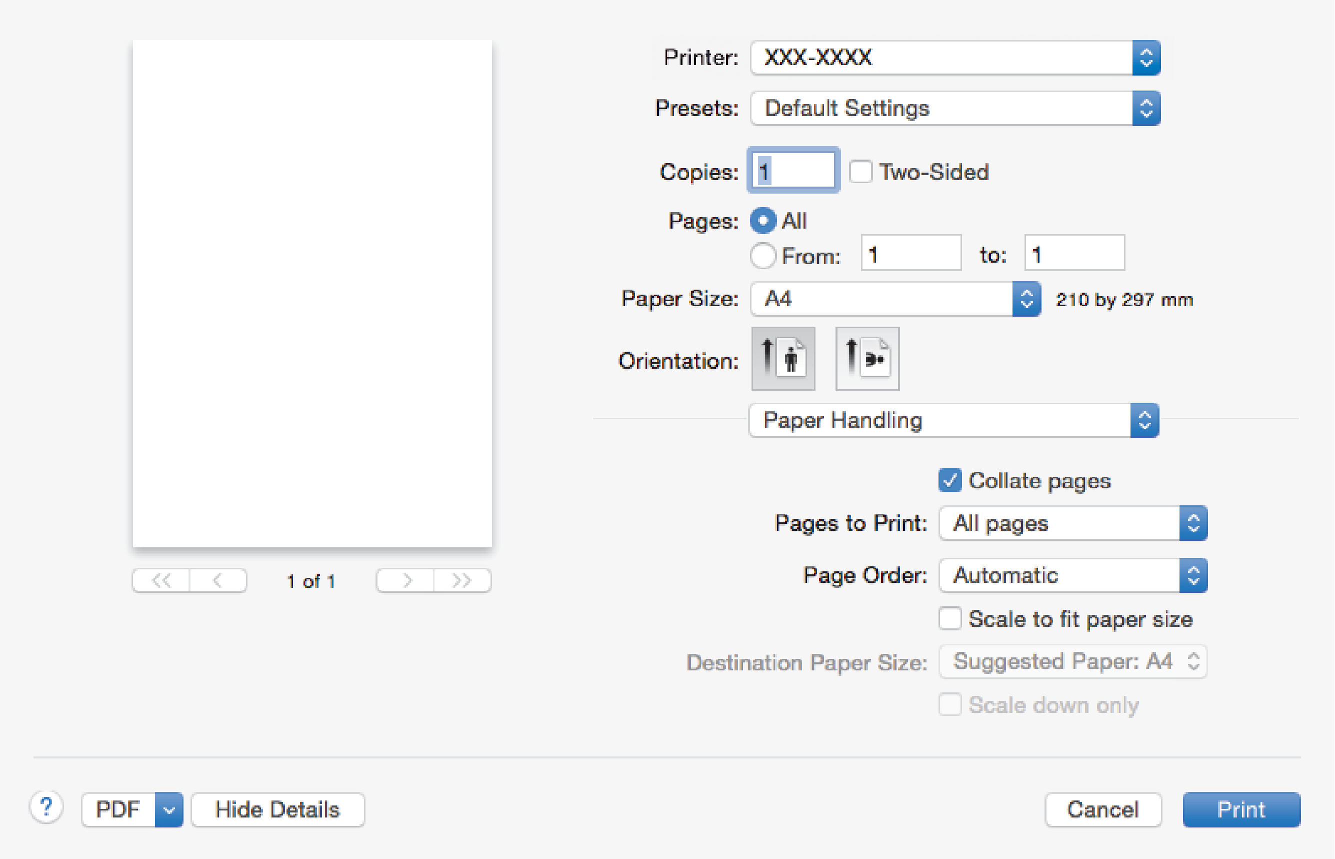
5. **Reverse page orientation**

   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: XXX-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

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. **Pages to Print**

   Select which pages you want to print (even pages or odd pages).

3. **Page Order**

   Select the page order.

4. **Scale to fit paper size**

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

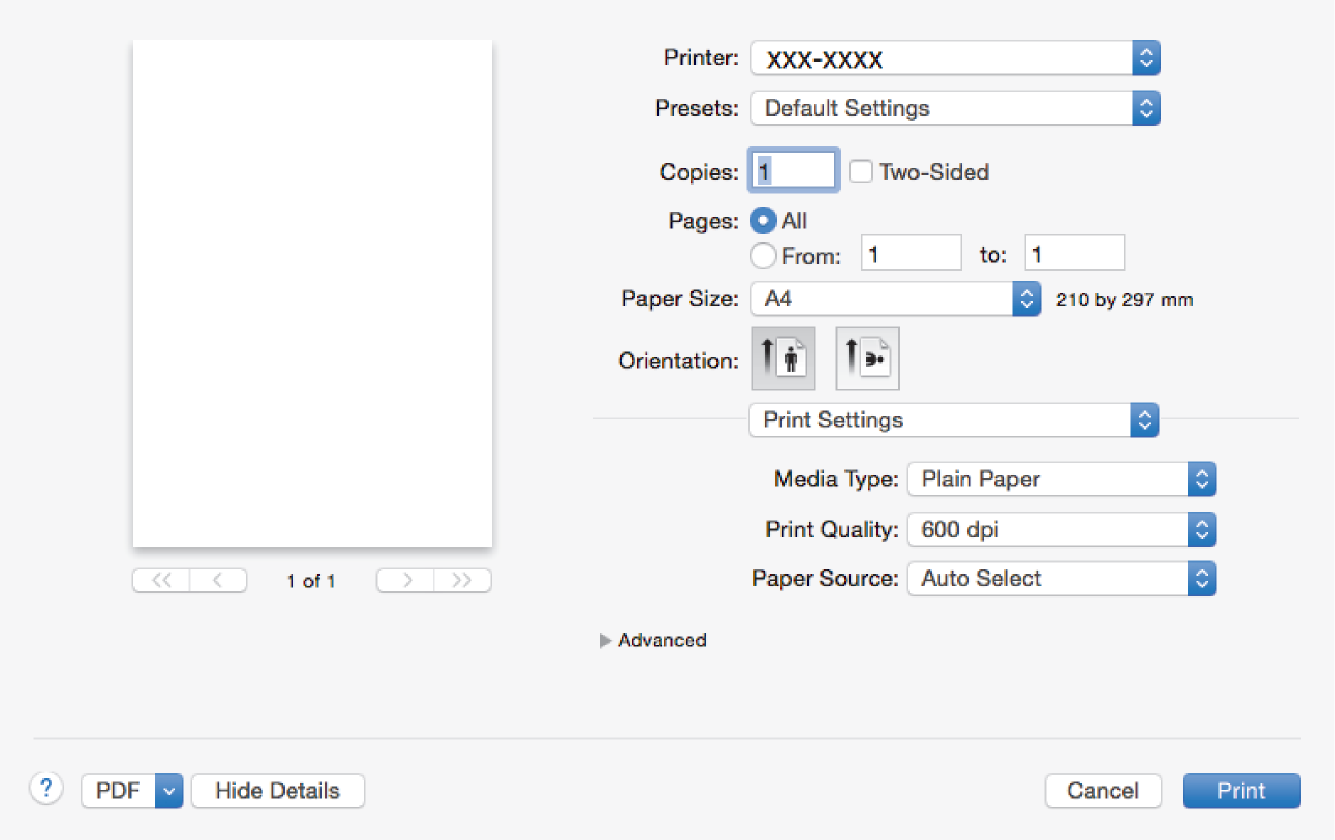
5. **Destination Paper Size**

   Select the paper size to print on.

6. **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: XXX-XXXX

Presets: Default Settings

Copies: 1 ☐ Two-Sided

Pages: ● All

○ From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation:

Print Settings

Media Type: Plain Paper

Print Quality: 600 dpi

Paper Source: Auto Select

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. **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 Source**

   Select the paper source setting according to your print conditions or purpose.

4. **Advanced**

   **Toner Save Mode**

   Select this feature to conserve toner by using less toner to print documents; printouts appear lighter, but are still legible.

   **Graphics Quality**

   Select either Graphics or Text for the best print quality, based on the type of document you are printing.

   **Improve Print Output**

   Select this option to reduce the amount of paper curling and improve the toner fixing.

   **Density Adjustment**

   Specify the print density.

   **Quiet Mode**

   Select this option to reduce printing noise.

   **Other Print Options**

   **Skip Blank Page**

   Select this option to allow the printer driver to automatically detect blank pages and exclude them from printing.

## Related Information

- Print from Your Computer (Mac)

**Related Topics:**

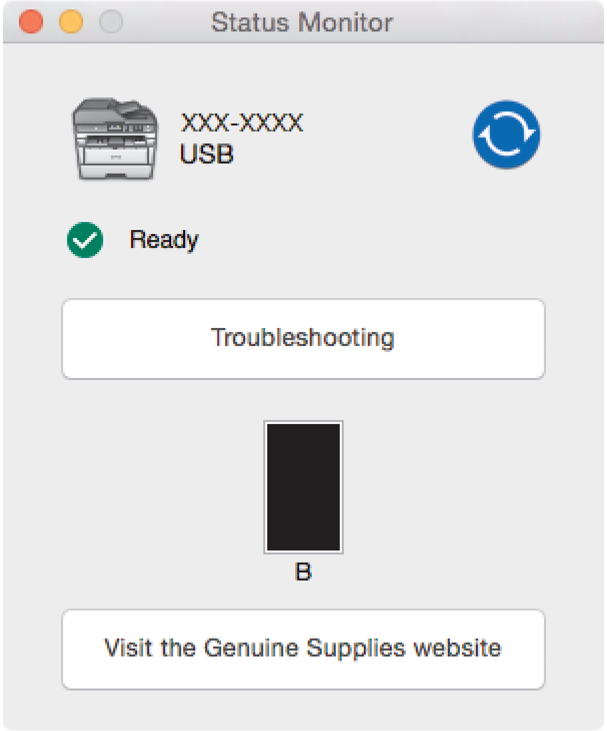
- Print a Document (Mac)

# Monitor the Status of the Machine from Your Computer (Mac)

The Status Monitor utility is a configurable software tool for monitoring the status of a device, allowing you to get immediate notification of error messages, such as paper empty or paper jam, at preset update intervals. You can also access Web Based Management.

1. Click the **System Preferences** menu, select **Print & Scan** or **Printers & Scanners**, and then select your machine.
2. Click the **Options & Supplies** button.
3. Click the **Utility** tab, and then click the **Open Printer Utility** button.

   Status Monitor starts.



XXX-XXXX
USB

Ready

**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.

**Updating the machine's status**

To view the latest machine status while the **Status Monitor** window is open, click the ⟳ icon. You can set the interval at which the software updates machine status information. Click **Brother Status Monitor** in the menu bar, and then select **Preferences**.

**Web Based Management (Network Connection Only)**

Access the Web Based Management System by clicking the machine icon on the **Status Monitor** screen. You can use a standard Web Browser to manage your machine using HTTP (Hyper Text Transfer Protocol).

## ✓ Related Information

- Print from Your Computer (Mac)

**Related Topics:**

- Printing Problems

# Cancel a Print Job

1. Press **Stop/Exit**.

To cancel multiple print jobs, press and hold **Stop/Exit** for four seconds.

## Related Information

- Print

**Related Topics:**

- Printing Problems

# Test Print

If there are problems with print quality, follow these instructions to do a test print:

>> MFC-B7700D
>> DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

## MFC-B7700D

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Printer]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Print Options]` option, and then press **OK**.
4. Press the `[Test Print]` option, and then press **OK**.
5. Press **Start**.

   The machine prints a Test Print page.
6. Press **Stop/Exit**.

## DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Printer]` option, and then press **OK**.
3. (For Printer Emulation Supported models)

   Press ▲ or ▼ to display the `[Print Options]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Test Print]` option, and then press **OK**.
5. Press **Start**.

   The machine prints a Test Print page.
6. Press **Stop/Exit**.

## ✓ Related Information

- Print

**Related Topics:**

- Improve the Print Quality

# Scan

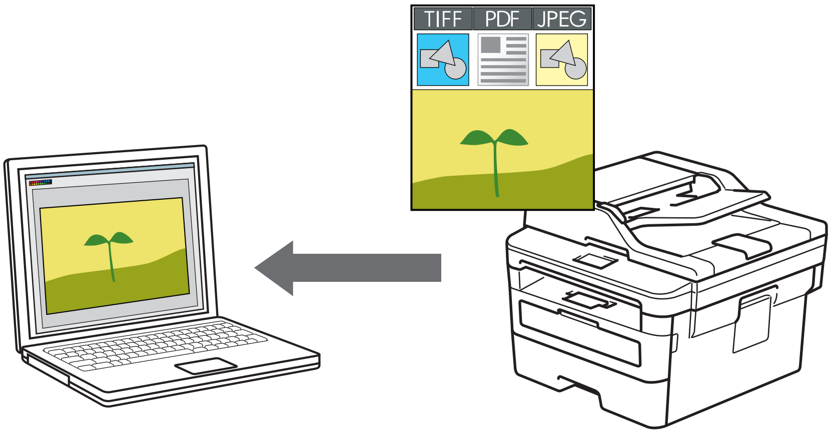
- Scan Using the Scan Button on Your Brother Machine
- Scan from Your Computer (Windows)
- Scan from Your Computer (Mac)
- Configure Scan Settings Using Web Based Management

## 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 (OCR)
- Scan to Email Attachment
- Scan to FTP
- Web Services for Scanning on Your Network (Windows 7, Windows 8 and Windows 10)
- Change Scan Button Settings from ControlCenter4 (Windows)
- Change Scan Button Settings from Brother iPrint&Scan (Mac)
- Configure Certificate for Signed PDF
- Disable Scanning from Your Computer

# 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 (Windows) or Brother iPrint&Scan (Mac).

1. Load your document.
2. Press (**SCAN**).
3. Press ▲ or ▼ to select the `[Scan to PC]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[Image]` option, and then press **OK**.
5. If the machine is connected over the network, press ▲ or ▼ to select the destination computer.
6. Press **OK**.

   If the LCD prompts you to enter a PIN, enter the four digit PIN for the destination computer on the LCD and then press **OK**.

7. Do one of the following:
   - To change the scan settings for this document, press **Options** or **Copy/Scan Options** and then go to the next step.
   - To use the default scan settings, press **Start**.

     The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.

   - In order to change scan settings, Brother's ControlCenter software must be installed on a computer connected to the machine.

8. Select the scan settings you want to change:
   - `[Scan Type]`
   - `[Resolution]`
   - `[File Type]`
   - `[Document Size]`
   - `[ADF Auto Deskew]` (available for certain models)
   - `[Remove Bkg Clr]`

     (available only for the `[Colour]` and `[Grey]` options.)
9. Press **OK**.
10. Press **Start**.

The machine starts scanning. If using the machine's scanner glass, follow the LCD instructions to complete the scanning job.

## ✓ Related Information

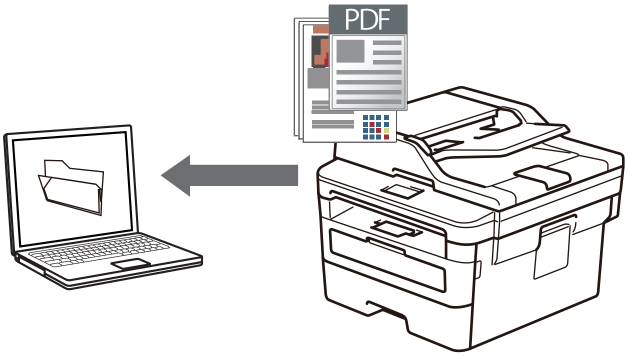
- Scan Using the Scan Button on Your Brother Machine

**Related Topics:**

- Change Scan Button Settings from ControlCenter4 (Windows)
- Change Scan Button Settings from Brother iPrint&Scan (Mac)

## 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 (Windows) or Brother iPrint&Scan (Mac).

1. Load your document.
2. Press (**SCAN**).
3. Press ▲ or ▼ to select the `[Scan to PC]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[File]` option, and then press **OK**.
5. If the machine is connected over the network, press ▲ or ▼ to select the destination computer.
6. Press **OK**.

> If the LCD prompts you to enter a PIN, enter the four digit PIN for the destination computer on the LCD and then press **OK**.

7. Do one of the following:
   - To change the scan settings for this document, press **Options** or **Copy/Scan Options** and then go to the next step.
   - To use the default scan settings, press **Start**.

     The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.

> - In order to change scan settings, Brother's ControlCenter software must be installed on a computer connected to the machine.

8. Select the scan settings you want to change:
   - `[Scan Type]`
   - `[Resolution]`
   - `[File Type]`
   - `[Document Size]`
   - `[ADF Auto Deskew]` (available for certain models)
   - `[Remove Bkg Clr]`

     (available only for the `[Colour]` and `[Grey]` options.)
9. Press **OK**.
10. Press **Start**.

    The machine starts scanning. If using the machine's scanner glass, follow the LCD instructions to complete the scanning job.

## ✓ Related Information

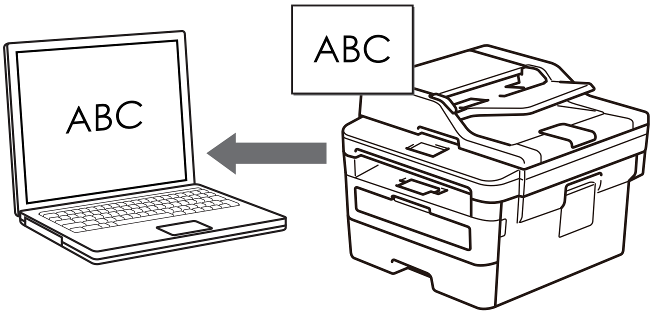
- Scan Using the Scan Button on Your Brother Machine

**Related Topics:**

- Change Scan Button Settings from ControlCenter4 (Windows)
- Change Scan Button Settings from Brother iPrint&Scan (Mac)

## Scan to an Editable Text File (OCR)

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



- 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 PC]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[OCR]` option, and then press **OK**.
5. If the machine is connected over the network, press ▲ or ▼ to select the destination computer.
6. Press **OK**.

If the LCD prompts you to enter a PIN, enter the four digit PIN for the destination computer on the LCD and then press **OK**.

7. Do one of the following:
   - To change the scan settings for this document, press **Options** or **Copy/Scan Options** and then go to the next step.
   - To use the default scan settings, press **Start**.

     The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.

- In order to change scan settings, Brother's ControlCenter software must be installed on a computer connected to the machine.

8. Select the scan settings you want to change:
   - `[Scan Type]`
   - `[Resolution]`
   - `[File Type]`
   - `[Document Size]`
   - `[ADF Auto Deskew]` (available for certain models)
   - `[Remove Bkg Clr]`

     (available only for the `[Colour]` and `[Grey]` options.)
9. Press **OK**.
10. Press **Start**.

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

## ✓ Related Information

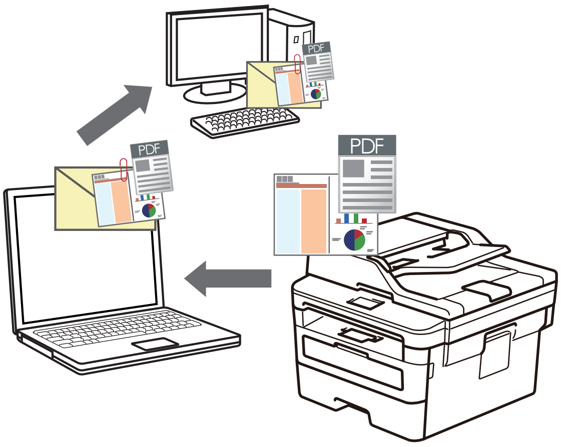
- Scan Using the Scan Button on Your Brother Machine

**Related Topics:**

- Change Scan Button Settings from ControlCenter4 (Windows)
- Change Scan Button Settings from Brother iPrint&Scan (Mac)

# Scan to Email 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 (Windows) or Brother iPrint&Scan (Mac).
- The Scan to Email feature does not support Webmail services.

  Make sure the email application to which you want to scan supports the “Mail-to” scheme and is set as default in your operating system.

  To scan to email using the machine’s Scan Button, make sure you select one of these applications in Brother iPrint&Scan:

  - Windows: Microsoft Outlook
  - Mac: Apple Mail

  For other applications and Webmail services, use the Scan to Image or Scan to File feature to scan a document, and then attach the scanned file to an email message.

The machine scans to your default email client.

1. Load your document.
2. Press ⎘ (**SCAN**).
3. Press ▲ or ▼ to select the `[Scan to PC]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[E-mail]` option, and then press **OK**.
5. If the machine is connected over the network, press ▲ or ▼ to select the destination computer.
6. Press **OK**.

If the LCD prompts you to enter a PIN, enter the four digit PIN for the destination computer on the LCD and then press **OK**.

7. Do one of the following:
   - To change the scan settings for this document, press **Options** or **Copy/Scan Options** and then go to the next step.
   - To use the default scan settings, press **Start**.

     The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.

- In order to change scan settings, Brother's ControlCenter software must be installed on a computer connected to the machine.

8. Select the scan settings you want to change:

- `[Scan Type]`
- `[Resolution]`
- `[File Type]`
- `[Document Size]`
- `[ADF Auto Deskew]` (available for certain models)
- `[Remove Bkg Clr]`

  (available only for the `[Colour]` and `[Grey]` options.)

9. Press **OK**.
10. Press **Start**.

    The machine scans the document and saves it as a file attachment. It then launches your email application and opens a new, blank email message with the scanned file attached.

## ✓ Related Information

- Scan Using the Scan Button on Your Brother Machine

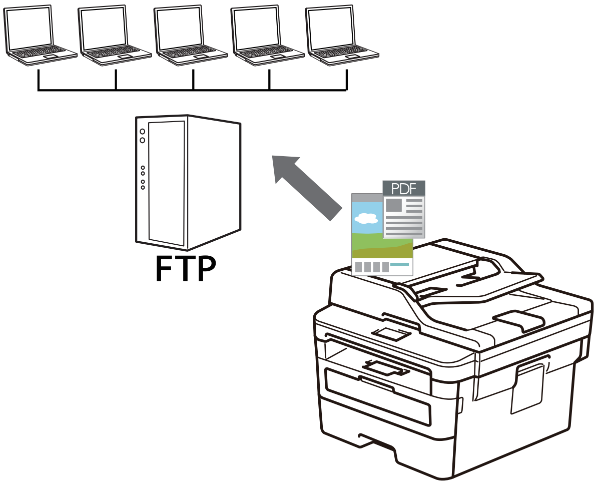
**Related Topics:**

- Change Scan Button Settings from ControlCenter4 (Windows)
- Change Scan Button Settings from Brother iPrint&Scan (Mac)

# Scan to FTP

**Related Models**: DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Scan documents directly to an FTP server when you need to share the scanned information. For added convenience, configure different profiles to save your favourite Scan to FTP destinations.



- Set up a Scan to FTP Profile
- Upload Scanned Data to an FTP Server

# Set up a Scan to FTP Profile

**Related Models**: DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

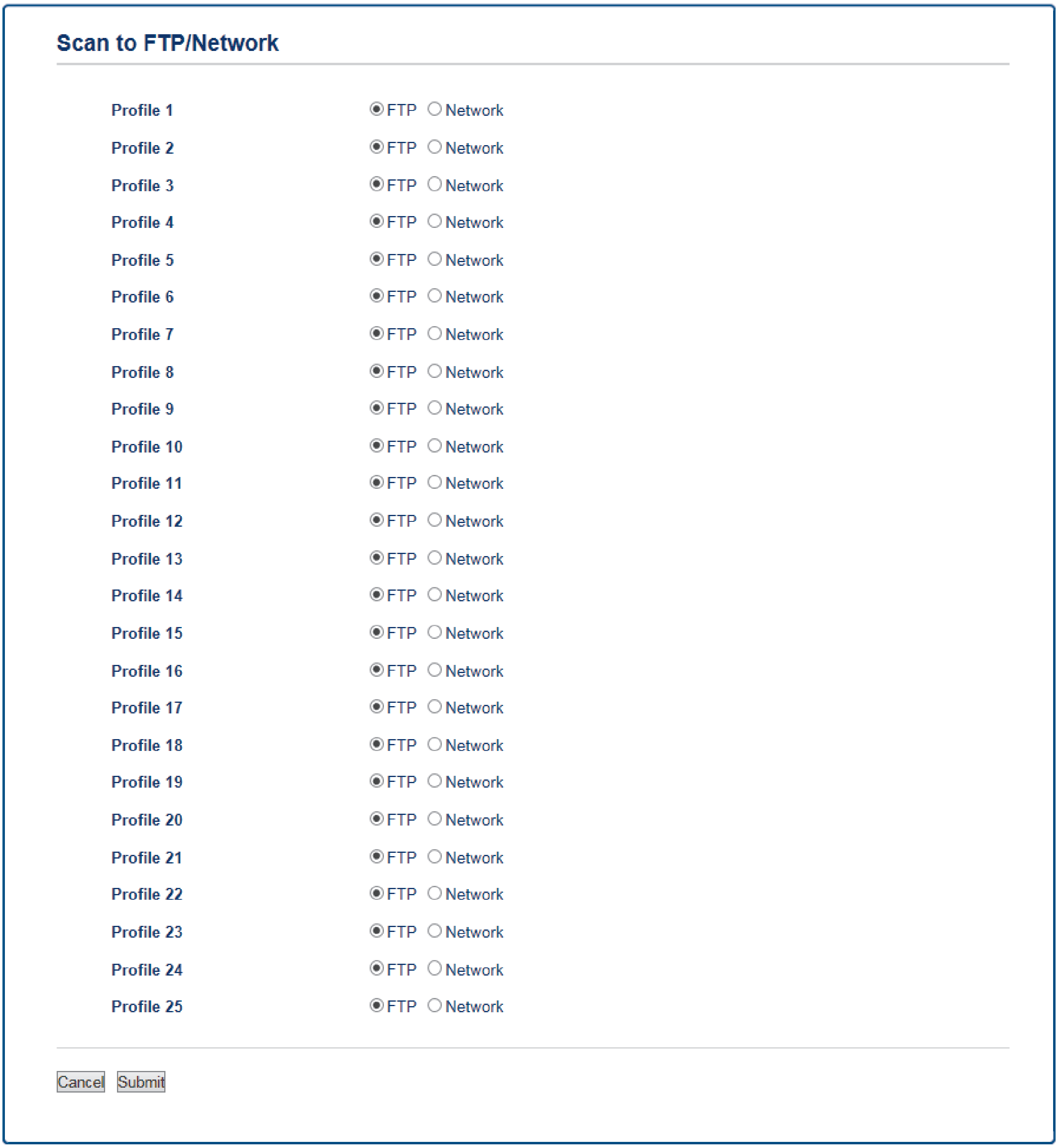
Set up a Scan to FTP Profile to scan and upload the scanned data directly to an FTP location.

We recommend Microsoft Internet Explorer 11/Edge for Windows and Safari 9/10 for Mac. Make sure that JavaScript and Cookies are always enabled in whichever browser you use.

1. Start your web browser.

   Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the IP address of the machine or the print server name). For example: http://192.168.1.2

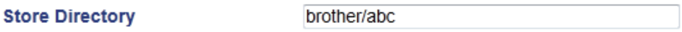
   No password is required by default. If you have previously set a password, type it, and then click →.
2. Click the **Scan** tab.
3. Click the **Scan to FTP/Network** menu in the left navigation bar.
4. Click **Submit**.



Scan to FTP/Network

| | |
|---|---|
| Profile 1 | ● FTP ○ Network |
| Profile 2 | ● FTP ○ Network |
| Profile 3 | ● FTP ○ Network |
| Profile 4 | ● FTP ○ Network |
| Profile 5 | ● FTP ○ Network |
| Profile 6 | ● FTP ○ Network |
| Profile 7 | ● FTP ○ Network |
| Profile 8 | ● FTP ○ Network |
| Profile 9 | ● FTP ○ Network |
| Profile 10 | ● FTP ○ Network |
| Profile 11 | ● FTP ○ Network |
| Profile 12 | ● FTP ○ Network |
| Profile 13 | ● FTP ○ Network |
| Profile 14 | ● FTP ○ Network |
| Profile 15 | ● FTP ○ Network |
| Profile 16 | ● FTP ○ Network |
| Profile 17 | ● FTP ○ Network |
| Profile 18 | ● FTP ○ Network |
| Profile 19 | ● FTP ○ Network |
| Profile 20 | ● FTP ○ Network |
| Profile 21 | ● FTP ○ Network |
| Profile 22 | ● FTP ○ Network |
| Profile 23 | ● FTP ○ Network |
| Profile 24 | ● FTP ○ Network |
| Profile 25 | ● FTP ○ Network |

5. Click the **Scan to FTP/Network Profile** menu in the left navigation bar.
6. Select the profile you want to set up or change.
7. In the **Profile Name** field, type a name for this server profile (up to 15 alphanumeric characters). The machine will display this name on the LCD.
8. In the **Host Address** field, type the Host Address (for example: ftp.example.com; up to 64 characters) or the IP address (for example: 192.23.56.189).
9. Change the **Port Number** setting used to access the FTP server. The default for this setting is port 21. In most cases this setting does not need to be changed.
10. In the **Username** field, type a user name (up to 32 characters) that has permission to write data to the FTP server.
11. In the **Password** field, type the password (up to 32 characters) associated with the user name you entered in the **Username** field. Type the password again in the **Retype password** field.
12. In the **Store Directory** field, type the path to the folder on the FTP server where you want to send your scanned data. Do not type a slash mark at the beginning of the path (see example).



Store Directory: brother/abc

13. Click the **File Name** drop-down list, and then select a file name prefix from the preset names provided, or from user-defined names. The file name used for the scanned document will be the file name prefix you select, followed by the last six digits of the flatbed/ADF scanner counter and the file extension (for example: "Estimate_098765.pdf").
14. Click the **Quality** drop-down list, and then select a quality setting. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
15. Click the **File Type** drop-down list, and then select the file type you want to use for the scanned document. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
16. Click the **Document Size** drop-down list, and then select your document size from the list. This is necessary to make sure the scanned file is the correct size.
17. Click the **File Size** drop-down list, and then select your file size from the list.
18. Click the **Remove Background Color** drop-down list, and then select the level from the list. You can use this feature to remove the background colour of documents to make the scanned data more legible.
19. Set the **Passive Mode** option to off or on depending on your FTP server and network firewall configuration. The default setting is on. In most cases this setting does not need to be changed.
20. Click **Submit**.

Using the following characters: ?, /, \, ", :, <, >, | or * may cause a sending error.

## ✓ Related Information

- Scan to FTP

# Upload Scanned Data to an FTP Server

**Related Models**: DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Share scanned information by saving it to your FTP server.

1. Load your document.
2. Press ⎙ (**SCAN**).
3. Press ▲ or ▼ to select the `[Scan to FTP]` option, and then press **OK**.
4. Press ▲ or ▼ to select one of the profiles listed, and then press **OK**.

   If the profile is not complete (for example, if the logon account name and password are missing or if the quality or file type is not specified), you will be prompted to enter any missing information.
5. Press **Start**.

   The LCD shows the message `[Connecting]`. When the connection to the FTP server is successful, the machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.

## ✓ Related Information

- Scan to FTP

# Web Services for Scanning on Your Network (Windows 7, Windows 8 and Windows 10)

The Web Services protocol enables 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 7, Windows 8 and Windows 10)
- Scan Using Web Services from the Brother Machine (Windows 7, Windows 8 and Windows 10)
- Configure Scan Settings for Web Services

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

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

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 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 ⊞ > **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 7

      Click **Install** in the displayed menu.
    - Windows 8/Windows 10

      Select the machine you want to install, and then follow the on-screen instructions.

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

## Related Information

- Web Services for Scanning on Your Network (Windows 7, Windows 8 and Windows 10)

# Scan Using Web Services from the Brother Machine (Windows 7, Windows 8 and Windows 10)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

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.

1. Load your document.
2. Press (**SCAN**).
3. Press ▲ or ▼ to select the `[Web Service]` option, and then press **OK**.
4. Press ▲ or ▼ to select the type of scan you want to do, and then press **OK**.
5. Press ▲ or ▼ to select the destination computer where you want to send the scan, and then press **OK**.
6. Press **Start**.

   The machine starts scanning.

## Related Information

- Web Services for Scanning on Your Network (Windows 7, Windows 8 and Windows 10)

# Configure Scan Settings for Web Services

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Do one of the following:
   - 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 > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
2. 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 from the list.

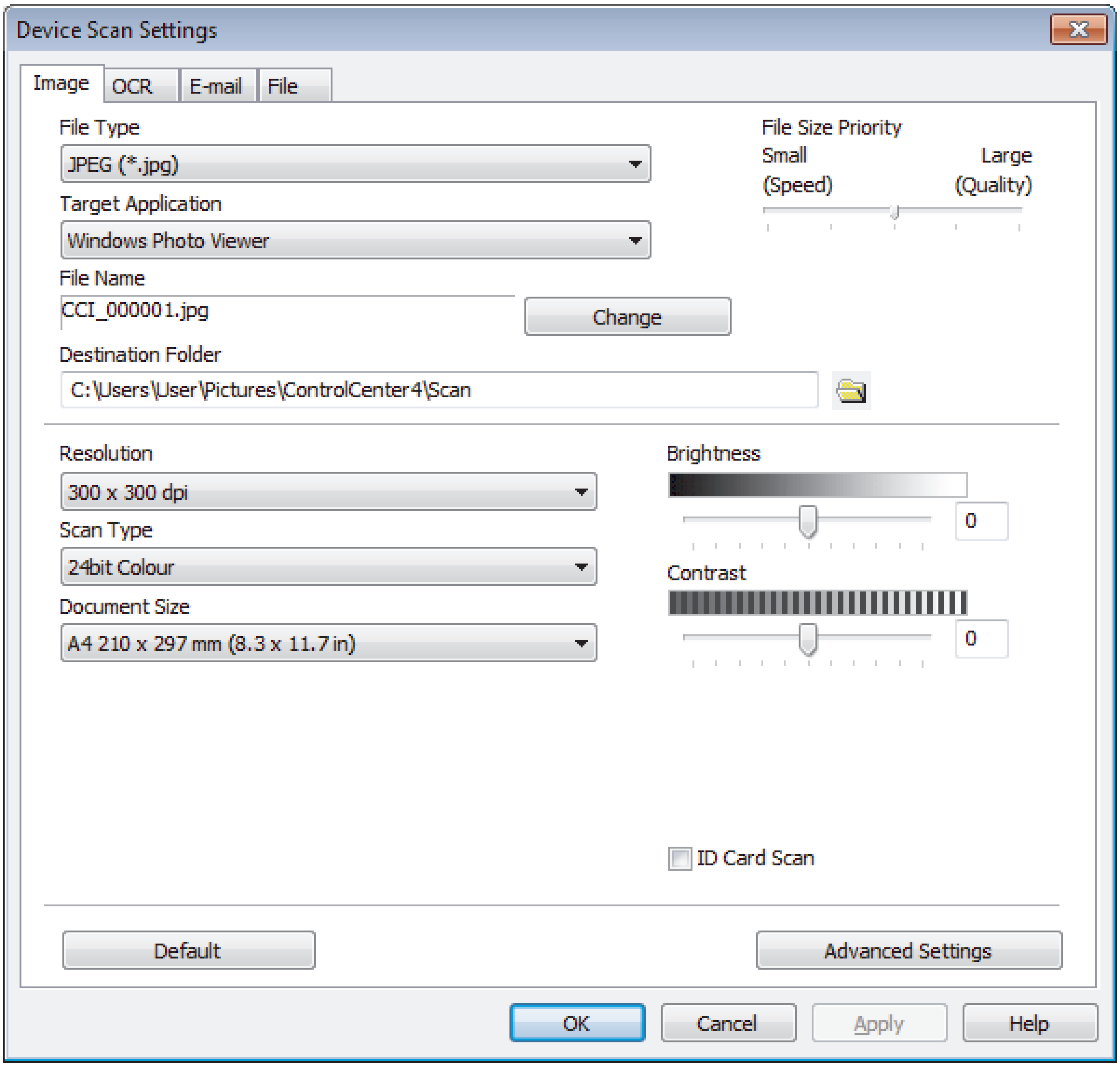
## Related Information

- Web Services for Scanning on Your Network (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.



File Type: JPEG (*.jpg)
Target Application: Windows Photo Viewer
File Name: CCI_000001.jpg
Destination Folder: C:\Users\User\Pictures\ControlCenter4\Scan
Resolution: 300 x 300 dpi
Scan Type: 24bit Colour
Document Size: A4 210 x 297 mm (8.3 x 11.7 in)
Brightness: 0
Contrast: 0
☐ ID Card Scan

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 represents one of the scanning destinations, as outlined in the table below.

Change your Scan to settings by clicking on the corresponding tab and customising the setting you want.

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

| Settings | Applicable Features | | | |
|---|---|---|---|---|
| | **Image** | **OCR** | **E-mail** | **File** |
| **File Type** | Yes | Yes | Yes | Yes |
| **Target Application** | Yes | Yes | - | - |
| **OCR Language** | - | Yes | - | - |
| **File Name** | Yes | Yes | Yes | Yes |
| **Destination Folder** or **Scan Location** | Yes | Yes | Yes | Yes |
| **Show Save As Window** | - | - | - | Yes |
| **Show Folder** | - | - | - | Yes |
| **File Size Priority** | 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 |
| **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 OCR language to match the language of the scanned document's text.

**File Name**

Click **Change** to change the file name's prefix.

**Destination Folder**

Click the folder icon to browse and select the folder where you want to save your scanned documents.

**Scan Location**

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

**Show Save As Window**

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

**Show Folder**

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

**File Size Priority**

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File Size Priority** 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 colour depths.

- **Auto**

  Use for any type of document. This mode automatically picks an appropriate colour 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 grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)
- **True Gray**

  Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of grey.
- **24bit Color**

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

**Document Size**

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 emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value into the field to set the **Contrast** level.

**ID Card Scan**

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

**Advanced Settings**

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

- **Remove Bleed-through / Pattern**

  **Remove Background Color**

  Remove the base colour of documents to make the scanned data more legible.
- **Rotate Image**

  Rotate the scanned image.
- **Skip Blank Page**

  Remove the document's blank pages from the scanning results.
- **Display Scanning Results**

  Show the numbers of total pages saved and blank pages skipped on your computer screen.
- **ADF Auto Deskew**

  When scanning the document from the ADF, the machine corrects skewing of the document automatically.

**Default**

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

## ✓ Related Information

- Scan Using the Scan Button on Your Brother Machine

**Related Topics:**

- Scan Photos and Graphics
- Save Scanned Data to a Folder as a PDF File
- Scan to an Editable Text File (OCR)
- Scan to Email Attachment

# Change Scan Button Settings from Brother iPrint&Scan (Mac)

1. In the **Finder** menu bar, click **Go** > **Applications**, and then double-click the iPrint&Scan icon.

   The Brother iPrint&Scan screen appears.
2. If your Brother machine is not selected, click the **Select your Machine** button, and then follow the on-screen instructions to select your Brother machine.
3. Click the **Machine Scan Settings** button, and then follow the on-screen instructions to change the scan settings.

## ✓ Related Information

- Scan Using the Scan Button on Your Brother Machine

**Related Topics:**

- Scan Using Brother iPrint&Scan (Mac)
- Scan Photos and Graphics
- Save Scanned Data to a Folder as a PDF File
- Scan to an Editable Text File (OCR)
- Scan to Email Attachment

## Configure Certificate for Signed PDF

If you select Signed PDF for Scan features, you must configure a certificate on your machine using Web Based Management.

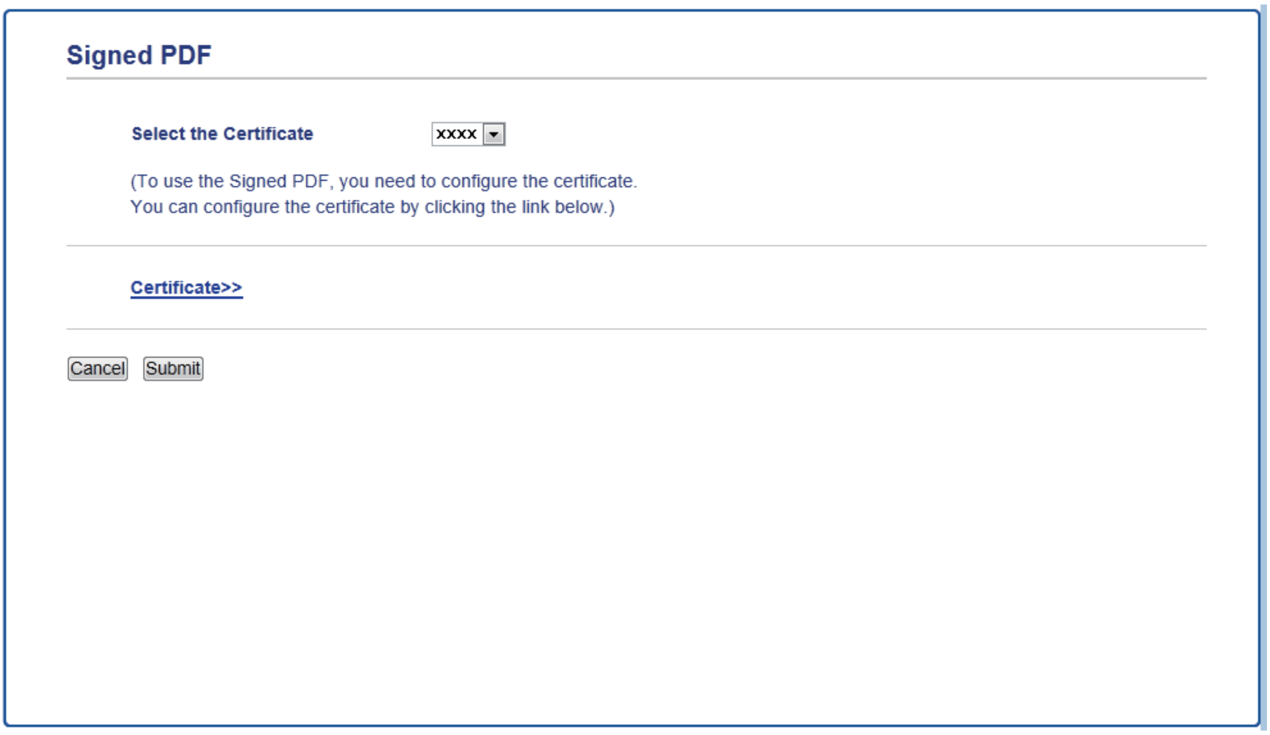
To use Signed PDF, you must install a certificate on your machine and your computer.

1. Start your web browser.

   Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the IP address of the machine or the print server name). For example: http://192.168.1.2

   No password is required by default. If you have previously set a password, type it, and then click →.
2. Click the **Administrator** tab.
3. Click the **Signed PDF** menu in the left navigation bar.

   The Signed PDF configuration dialog box appears.



(To use the Signed PDF, you need to configure the certificate. You can configure the certificate by clicking the link below.)

4. Click the **Select the Certificate** drop-down list, and then select the certificate.
5. Click **Submit**.

## Related Information

- Scan Using the Scan Button on Your Brother Machine

# Disable Scanning from Your Computer

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

You can disable the ability to scan from your computer. Set the pull scan setting using Web Based Management.

1. Start your web browser.

   Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the IP address of the machine or the print server name). For example: http://192.168.1.2

   No password is required by default. If you have previously set a password, type it, and then click →.
2. Click the **Scan** tab.
3. Click the **Scan from PC** menu in the left navigation bar.
4. In the **Pull Scan** field, click **Disabled**.
5. Click **Submit**.

## ✓ 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 favourite scanning application.

- Scan Using ControlCenter4 Home Mode (Windows)
- Scan Using ControlCenter4 Advanced Mode (Windows)
- Scan Using Nuance™ PaperPort™ 14SE or Other Windows Applications
- Scan Using Windows Fax and Scan

## Scan Using ControlCenter4 Home Mode (Windows)

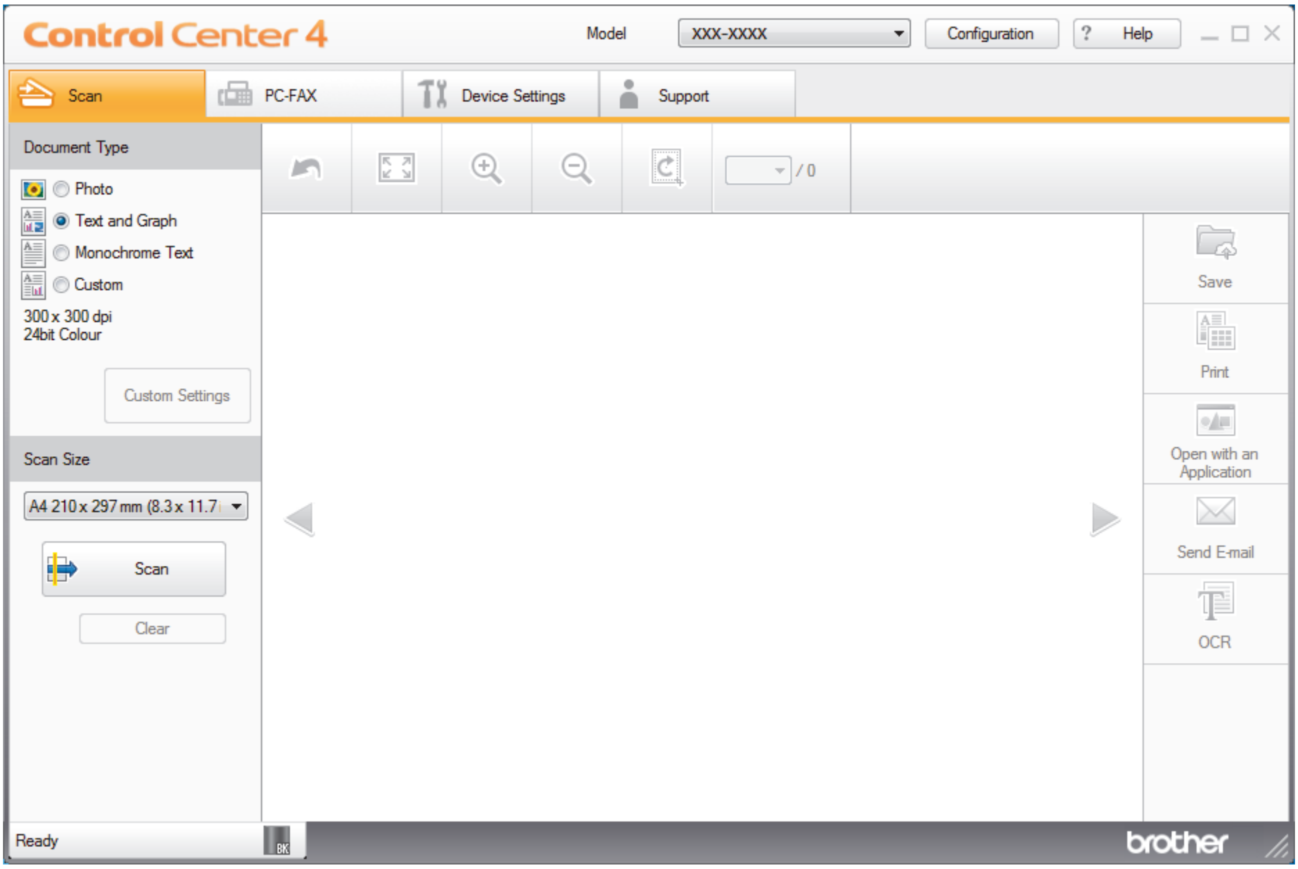
Use ControlCenter4 Home Mode to access your machine's main features.

- 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)

# 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.



300 x 300 dpi
24bit Colour

A4 210 x 297 mm (8.3 x 11.7

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

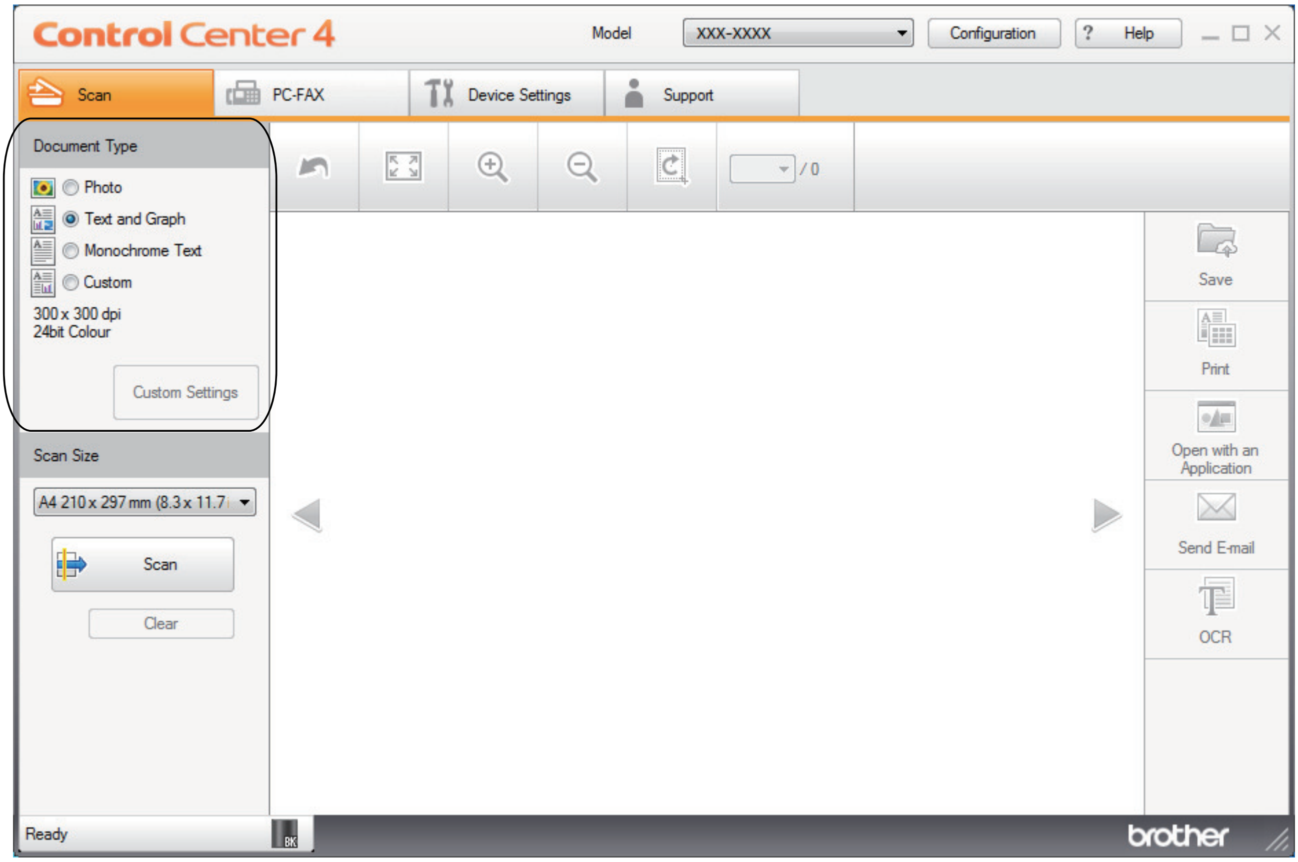
   The machine starts scanning, and the scanned image appears in the image viewer.
7. Click the left or right arrow buttons to preview each scanned page.
8. Crop the scanned image, if needed.
9. Do one of the following:
   - Click (**Save**) to save scanned data.
   - Click (**Print**) to print scanned 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.

## ✓ 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)
    - Scan to an Application 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

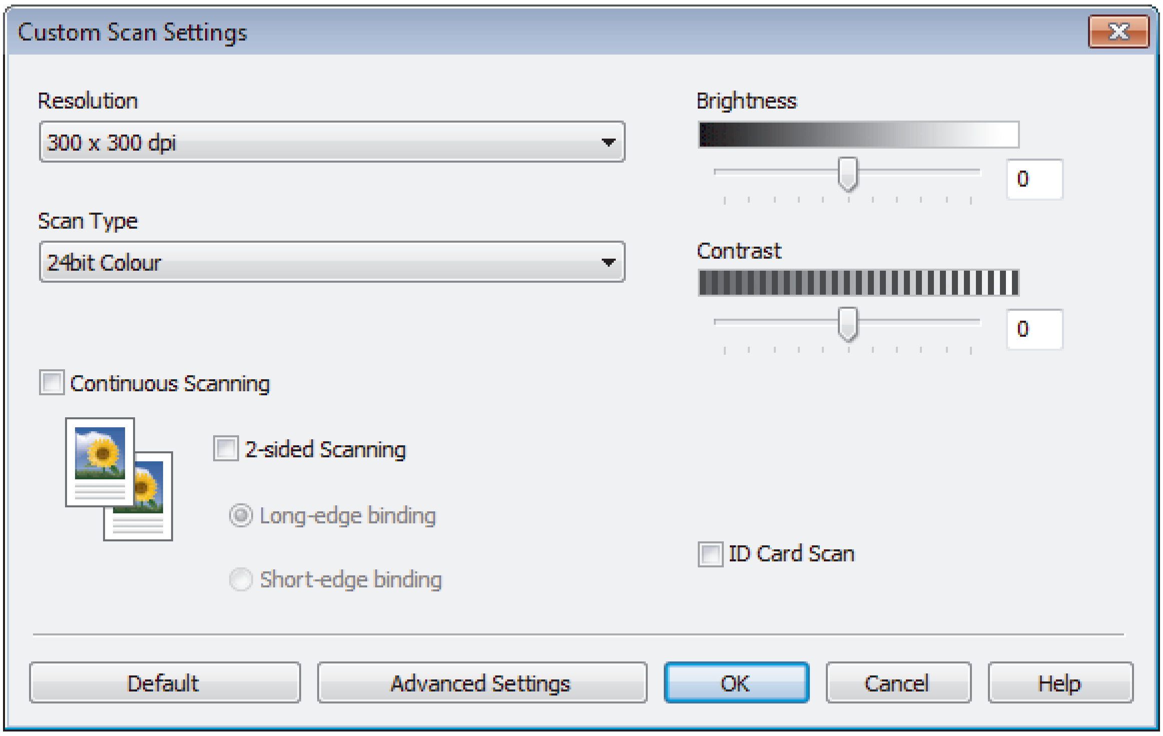
- Scan Using ControlCenter4 Home Mode (Windows)
  - Custom Scan Settings (Windows)

# 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.



Custom Scan Settings

Resolution: 300 x 300 dpi

Scan Type: 24bit Colour

Brightness: 0

Contrast: 0

☐ Continuous Scanning

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

☐ ID Card Scan

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 colour depths.

- **Auto**

  Use for any type of document. This mode automatically picks an appropriate colour 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 grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)

- **True Gray**

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

- **24bit Color**

  Use to create an image with the most accurate colour reproduction. This mode uses up to 16.8 million colours 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 emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value into the field to set the **Contrast** level.

**Continuous Scanning**

Select this option to scan multiple pages. After a page is scanned, select either continue scanning or finish.

**ID Card Scan**

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

**Advanced Settings**

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

- **Remove Bleed-through / Pattern**
    - **Remove Background Color**

      Remove the base colour of documents to make the scanned data more legible.
- **Rotate Image**

  Rotate the scanned image.
- **Skip Blank Page**

  Remove the document's blank pages from the scanning results.
- **Display Scanning Results**

  Show the numbers of total pages saved and blank pages skipped on your computer screen.
- **ADF Auto Deskew**

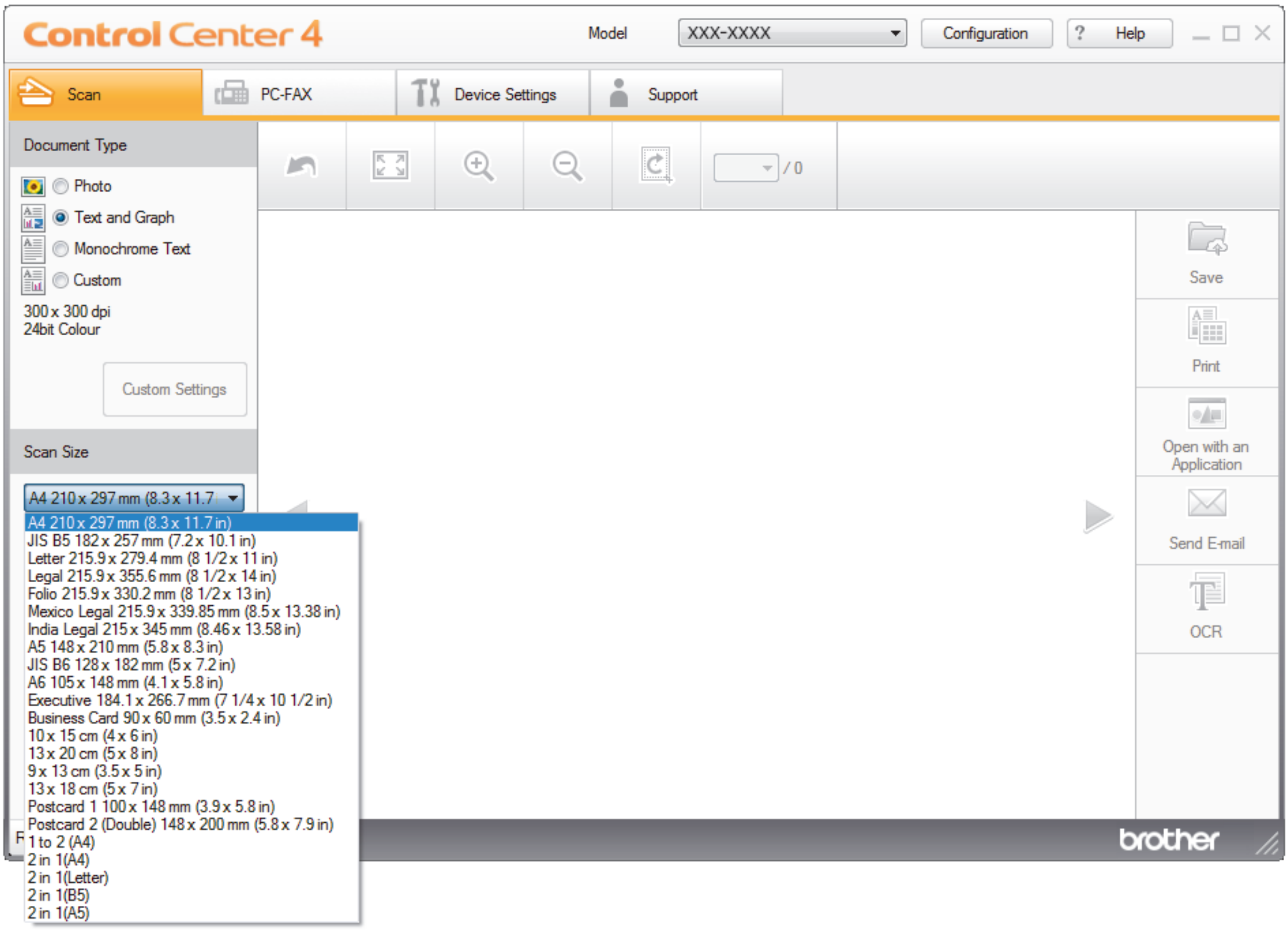
  When scanning the document from the ADF, the machine corrects skewing of the document automatically.

## ✓ Related Information

- Select Document Type 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.


Control Center 4
Model
XXX-XXXX
Configuration
? Help
Scan
PC-FAX
Device Settings
Support
Document Type
Photo
Text and Graph
Monochrome Text
Custom
300 x 300 dpi
24bit Colour
Custom Settings
Scan Size
A4 210 x 297 mm (8.3 x 11.7
A4 210 x 297 mm (8.3 x 11.7 in)
JIS B5 182 x 257 mm (7.2 x 10.1 in)
Letter 215.9 x 279.4 mm (8 1/2 x 11 in)
Legal 215.9 x 355.6 mm (8 1/2 x 14 in)
Folio 215.9 x 330.2 mm (8 1/2 x 13 in)
Mexico Legal 215.9 x 339.85 mm (8.5 x 13.38 in)
India Legal 215 x 345 mm (8.46 x 13.58 in)
A5 148 x 210 mm (5.8 x 8.3 in)
JIS B6 128 x 182 mm (5 x 7.2 in)
A6 105 x 148 mm (4.1 x 5.8 in)
Executive 184.1 x 266.7 mm (7 1/4 x 10 1/2 in)
Business Card 90 x 60 mm (3.5 x 2.4 in)
10 x 15 cm (4 x 6 in)
13 x 20 cm (5 x 8 in)
9 x 13 cm (3.5 x 5 in)
13 x 18 cm (5 x 7 in)
Postcard 1 100 x 148 mm (3.9 x 5.8 in)
Postcard 2 (Double) 148 x 200 mm (5.8 x 7.9 in)
1 to 2 (A4)
2 in 1(A4)
2 in 1(Letter)
2 in 1(B5)
2 in 1(A5)
/ 0
Save
Print
Open with an Application
Send E-mail
OCR
brother

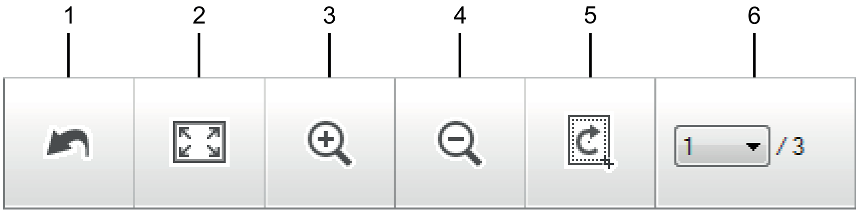
## Related Information

- 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 Counter**

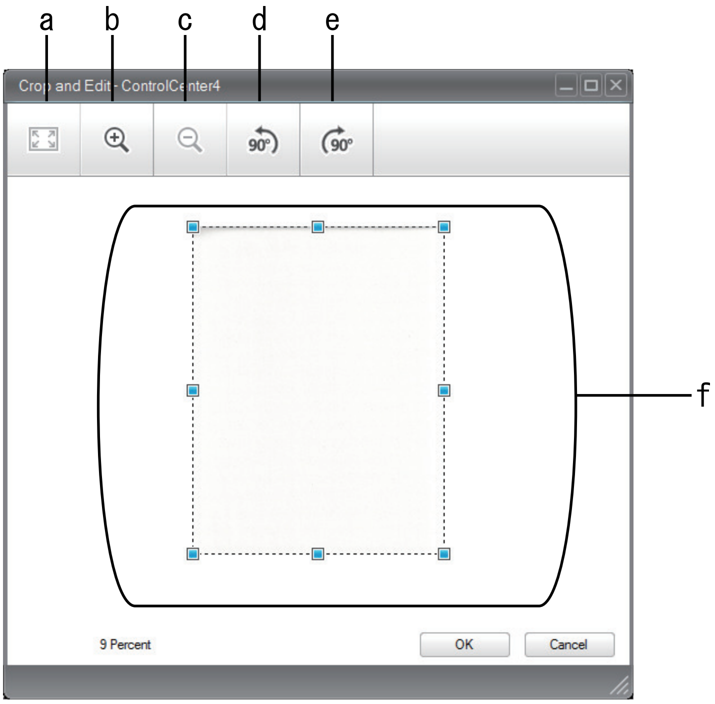
   Indicates the page number of the scanned page currently shown in the image viewer. To display a different page, select the desired page number from the drop-down page number list.

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 appears in the image viewer.

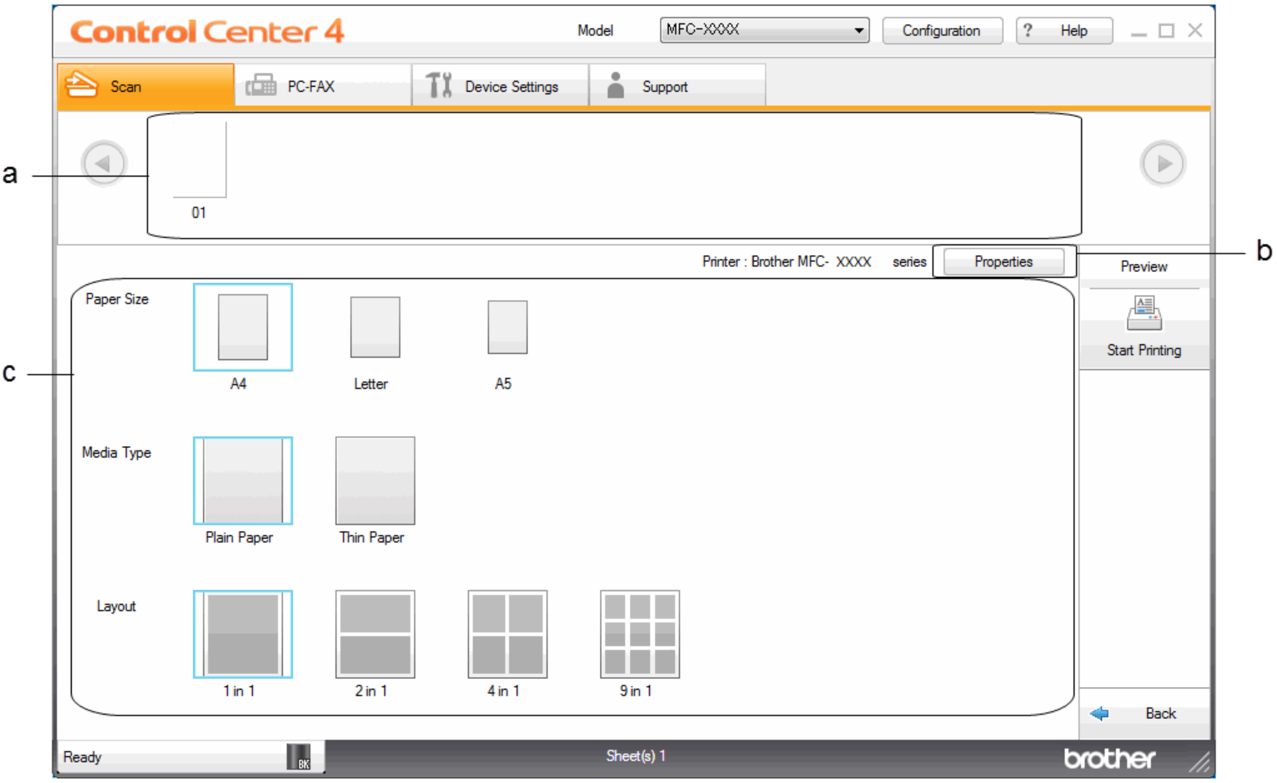
## ✓ Related Information

- Scan 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.
   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

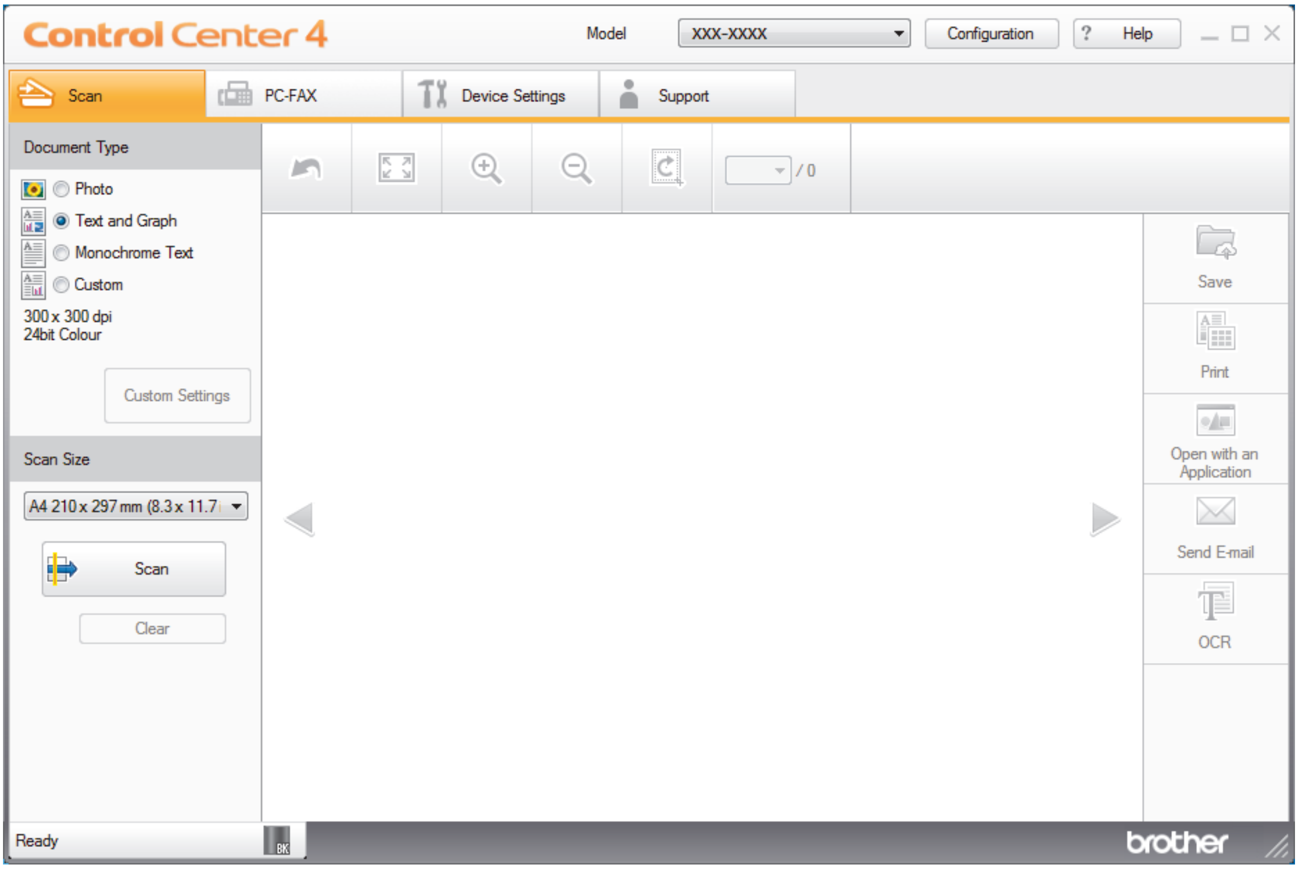
- Scan Using ControlCenter4 Home Mode (Windows)

# Scan to 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.

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

1. Load your document.
2. Click the CC4 (**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. Crop the scanned image, if needed.
9. Click the **Open with an Application** button.
10. Select the application from the drop-down list, and then click **OK**.

    The image opens in the application you have selected.

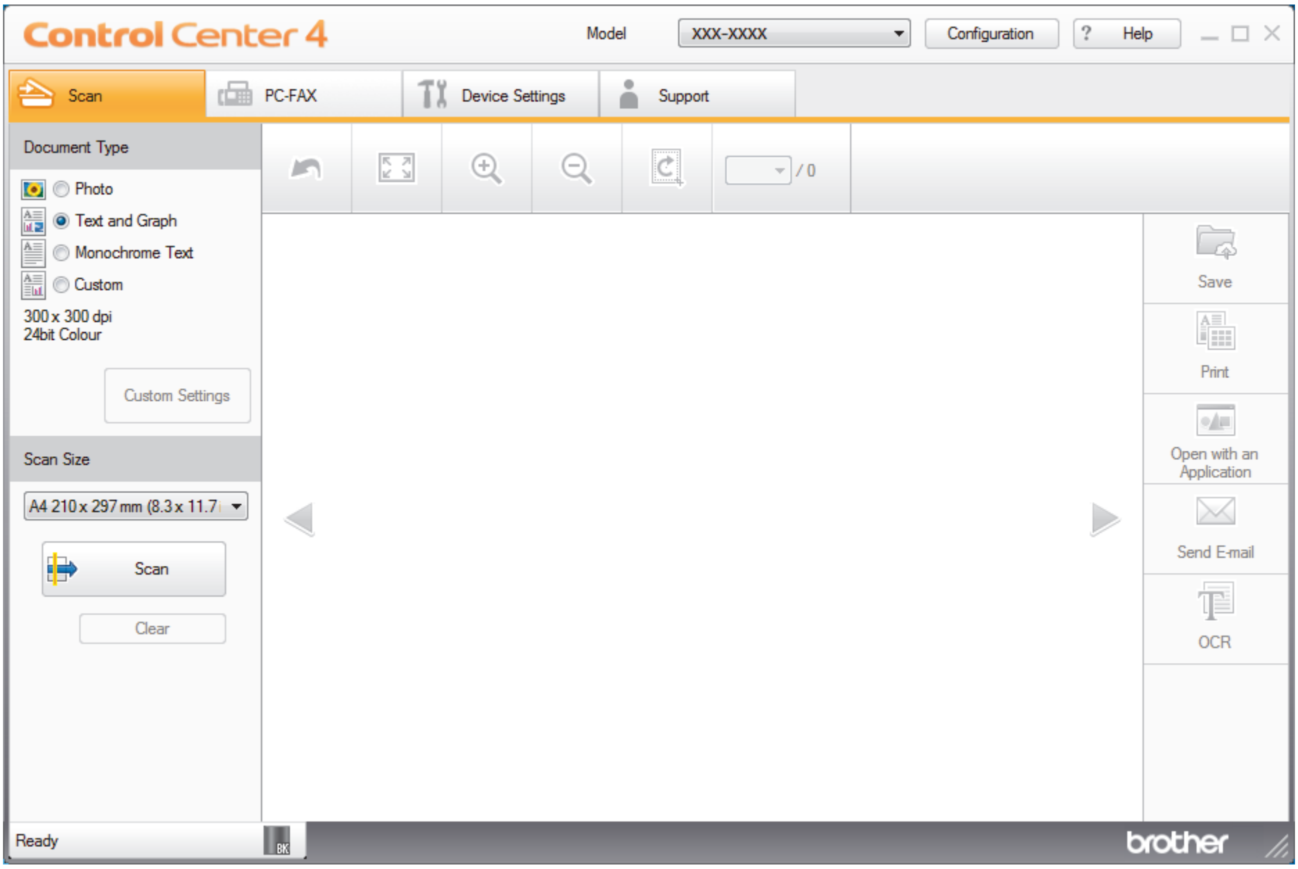
## Related Information

- 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.

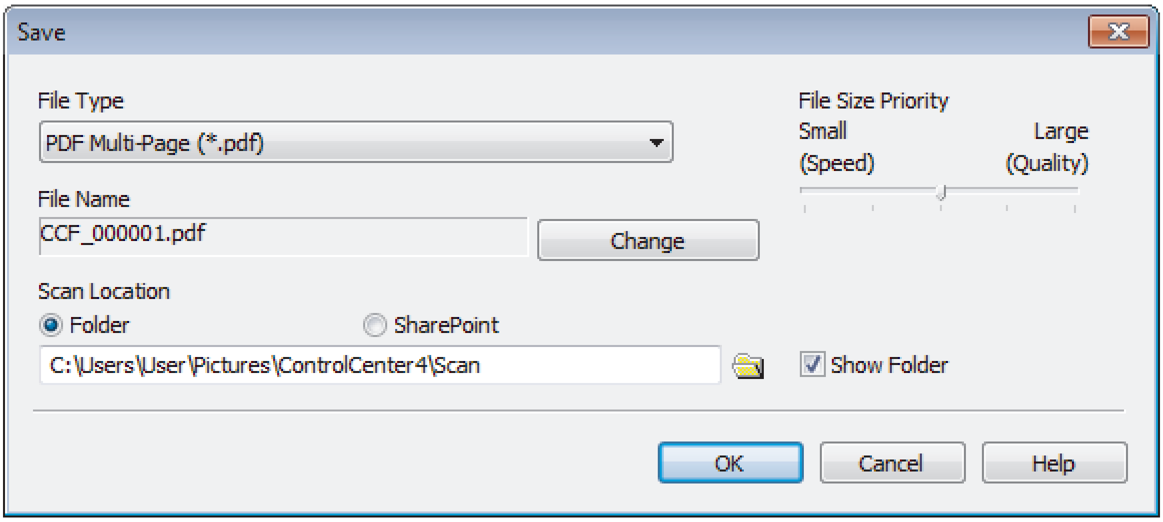
1. Load your document.
2. Click the CC4 (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



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 a PDF file.



File Type: PDF Multi-Page (*.pdf)

File Name: CCF_000001.pdf

Scan Location: ● Folder ○ SharePoint

C:\Users\User\Pictures\ControlCenter4\Scan

☑ Show Folder

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

10. To change the file name, click the **Change** button, 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** | - | Yes | - | - |
| **File Name** | - | - | - | Yes |
| **Scan Location** | - | - | - | Yes |
| **Show Folder** | - | - | - | Yes |
| **File Size Priority** | - | - | 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 Single-Page (*.tif)**
- **TIFF Multi-Page (*.tif)**
- **Portable Network Graphics (*.png)**
- **PDF Single-Page (*.pdf)** (recommended for scanning and sharing documents)
- **PDF Multi-Page (*.pdf)** (recommended for scanning and sharing documents)
- **PDF/A Single-Page (*.pdf)** (recommended for scanning and sharing documents)
- **PDF/A Multi-Page (*.pdf)** (recommended for scanning and sharing documents)
- **High Compression PDF Single-Page (*.pdf)**
- **High Compression PDF Multi-Page (*.pdf)**
- **Secure PDF Single-Page (*.pdf)**
- **Secure PDF Multi-Page (*.pdf)**
- **Searchable PDF Single-Page (*.pdf)**
- **Searchable PDF Multi-Page (*.pdf)**
- **XML Paper Specification (*.xps)** (the XML Paper Specification is available for Windows 7, Windows 8 and Windows 10, and when using applications that support XML Paper Specification files)
- **Microsoft Office Word (*.docx)**
- **Microsoft Office PowerPoint (*.pptx)**
- **Microsoft Office Excel (*.xlsx)**

**For OCR**

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

**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.

**File Name**

Click **Change** to change the file name's prefix.

**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 Priority**

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File Size Priority** 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)

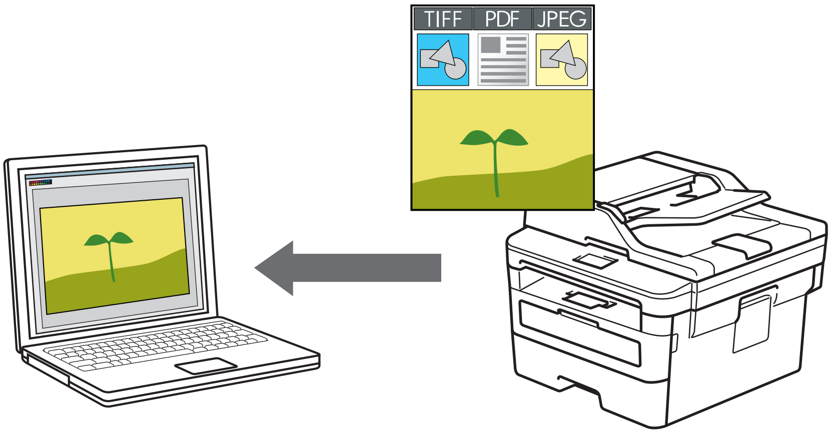
# Scan Using ControlCenter4 Advanced Mode (Windows)

ControlCenter4 Advanced Mode gives you more control over the details of your machine's features and allows you to customise 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 Email Attachment Using ControlCenter4 Advanced Mode (Windows)
- Scan to an Editable Text File (OCR) Using ControlCenter4 Advanced Mode (Windows)
- Scan Settings for ControlCenter4 Advanced Mode (Windows)

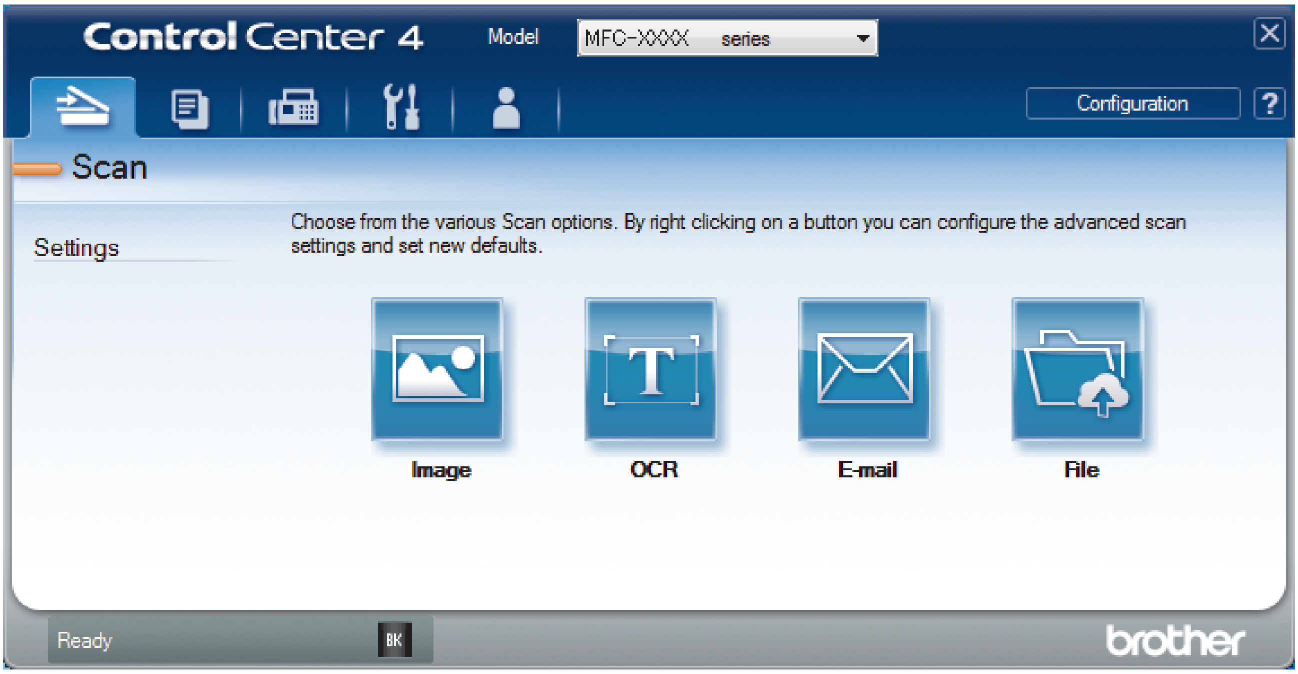
# Scan Photos and Graphics Using ControlCenter4 Advanced Mode (Windows)

Send scanned photos or graphics directly to your computer.



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

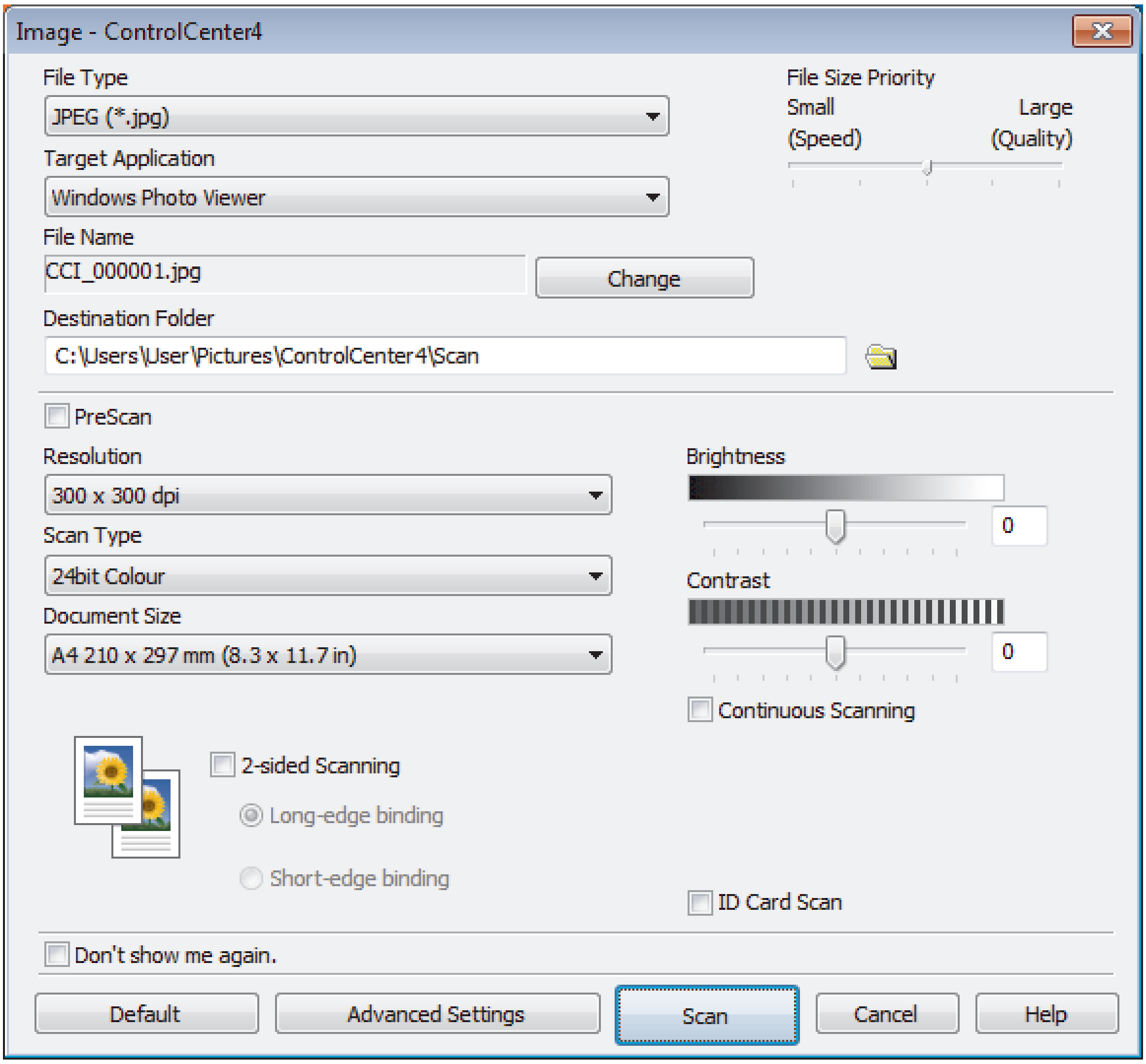
1. Load your document.
2. Click the CC4 (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



Choose from the various Scan options. By right clicking on a button you can configure the advanced scan settings and set new defaults.

4. Click the **Image** button.

   The scan settings dialog box appears.



File Type: JPEG (*.jpg)

Target Application: Windows Photo Viewer

File Name: CCI_000001.jpg

Destination Folder: C:\Users\User\Pictures\ControlCenter4\Scan

☐ PreScan

Resolution: 300 x 300 dpi

Scan Type: 24bit Colour

Document Size: A4 210 x 297 mm (8.3 x 11.7 in)

Brightness: 0

Contrast: 0

☐ Continuous Scanning

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

☐ ID Card Scan

☐ Don't show me again.

5. Change the scan settings, such as file format, file name, destination folder, resolution and colour, if needed.

- To change the file name, click **Change**.
- To change **Destination Folder**, click the folder icon.
- To preview and configure the scanned image, select the **PreScan** check box.

6. Click **Scan**.

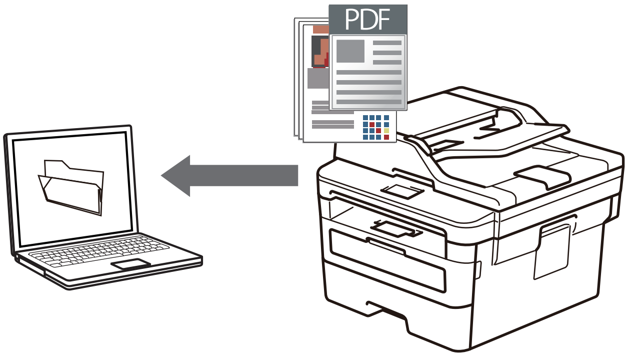
   The machine starts scanning. The image opens in the application you have selected.

## Related Information

- Scan Using ControlCenter4 Advanced Mode (Windows)

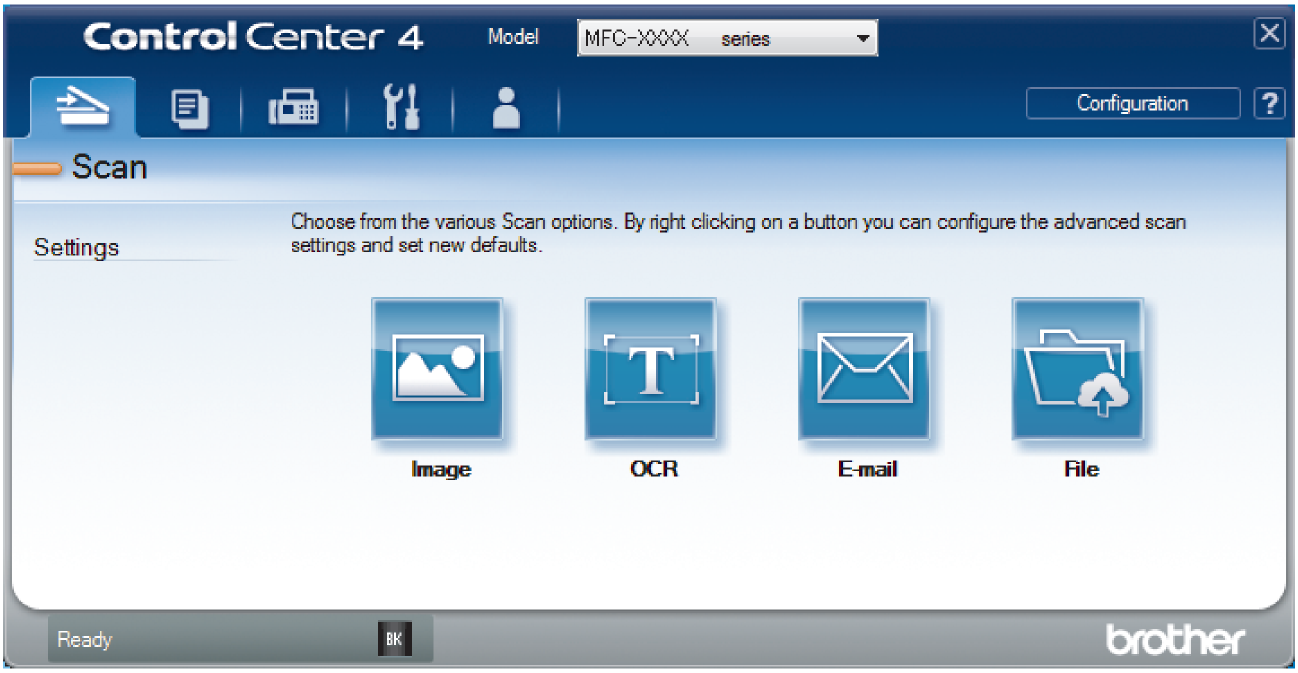
# Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode (Windows)

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



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

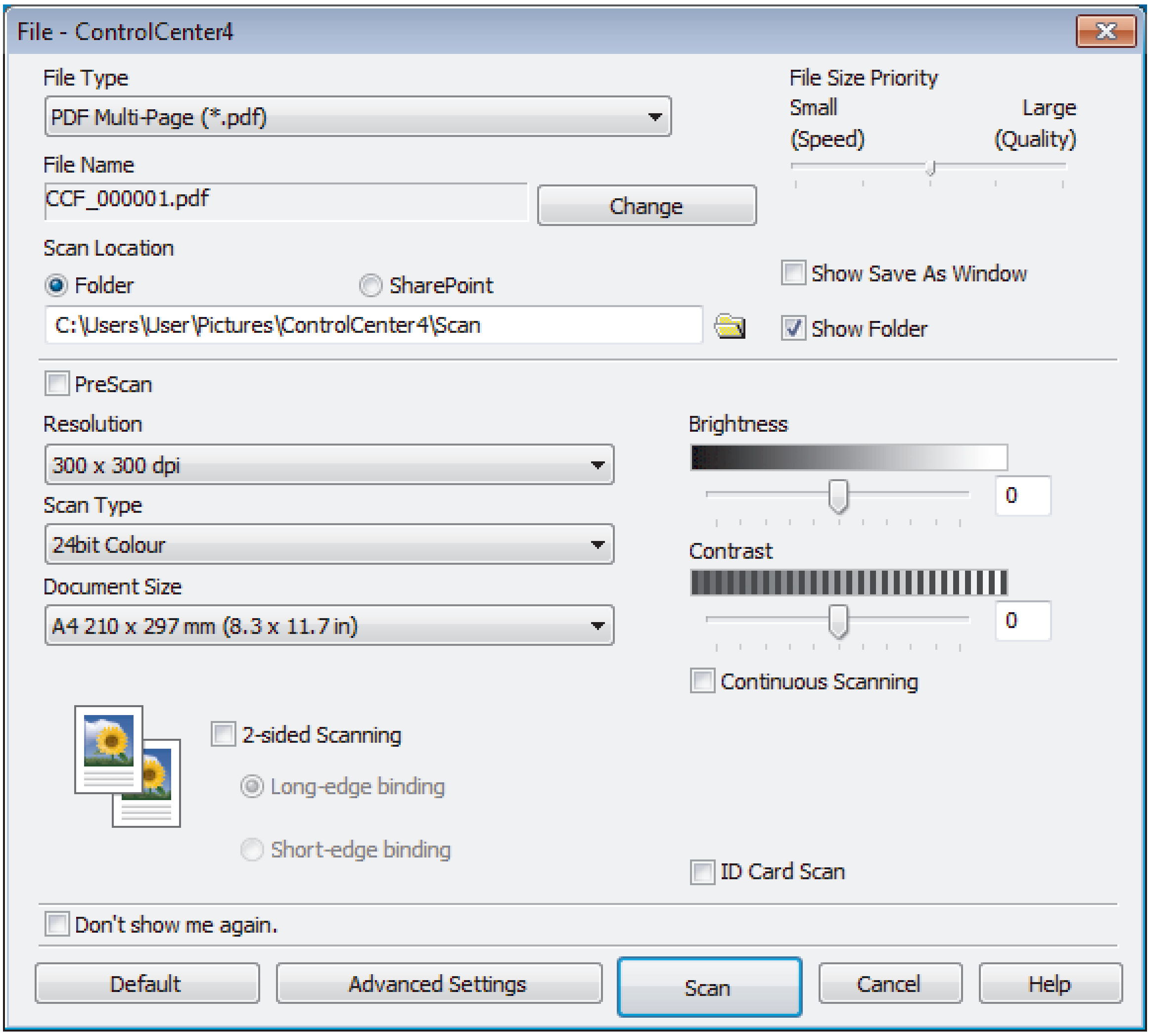
1. Load your document.
2. Click the CC4 (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



Choose from the various Scan options. By right clicking on a button you can configure the advanced scan settings and set new defaults.

4. Click the **File** button.

   The scan settings dialog box appears.



File - ControlCenter4

File Type: PDF Multi-Page (*.pdf)

File Size Priority: Small (Speed) – Large (Quality)

File Name: CCF_000001.pdf

Scan Location: ● Folder ○ SharePoint

C:\Users\User\Pictures\ControlCenter4\Scan

☐ Show Save As Window

☑ Show Folder

☐ PreScan

Resolution: 300 x 300 dpi

Scan Type: 24bit Colour

Document Size: A4 210 x 297 mm (8.3 x 11.7 in)

Brightness: 0

Contrast: 0

☐ Continuous Scanning

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

☐ ID Card Scan

☐ Don't show me again.

5. Click the **File Type** drop-down list, and then select a PDF file.

To save the document as a password-protected PDF, select **Secure PDF Single-Page (*.pdf)** or **Secure PDF Multi-Page (*.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 and colour, 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.

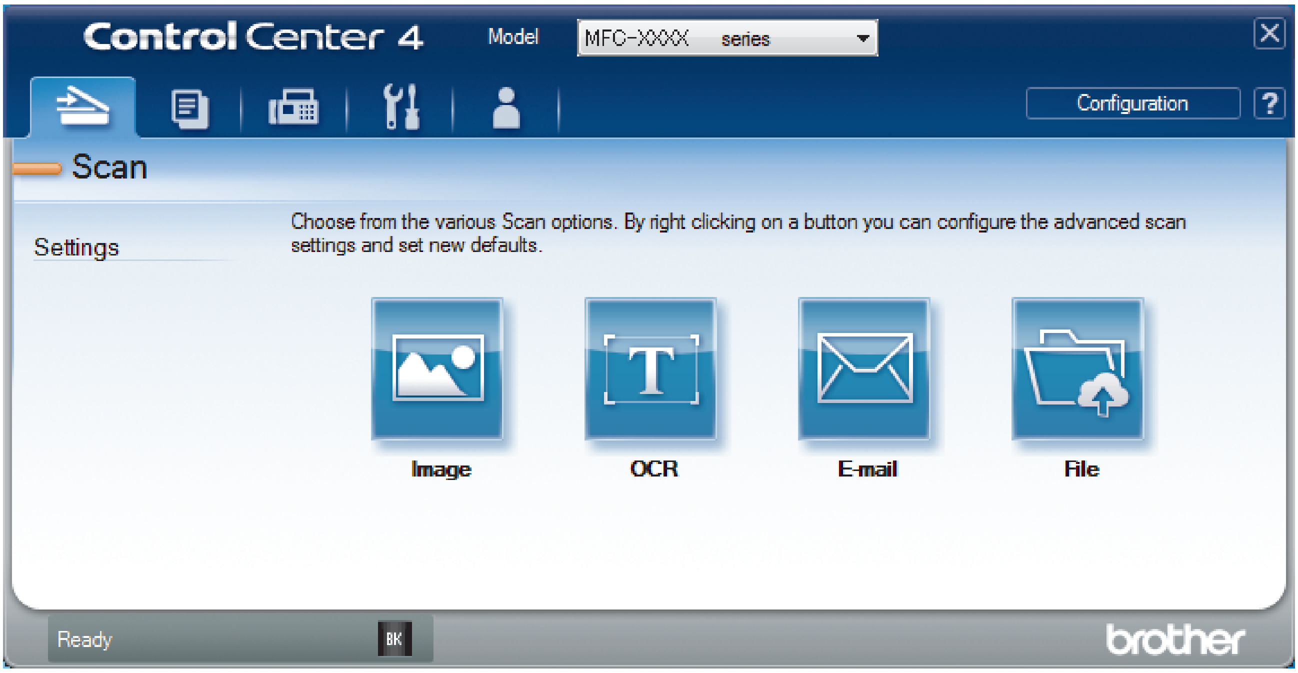
## ✓ Related Information

- 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.

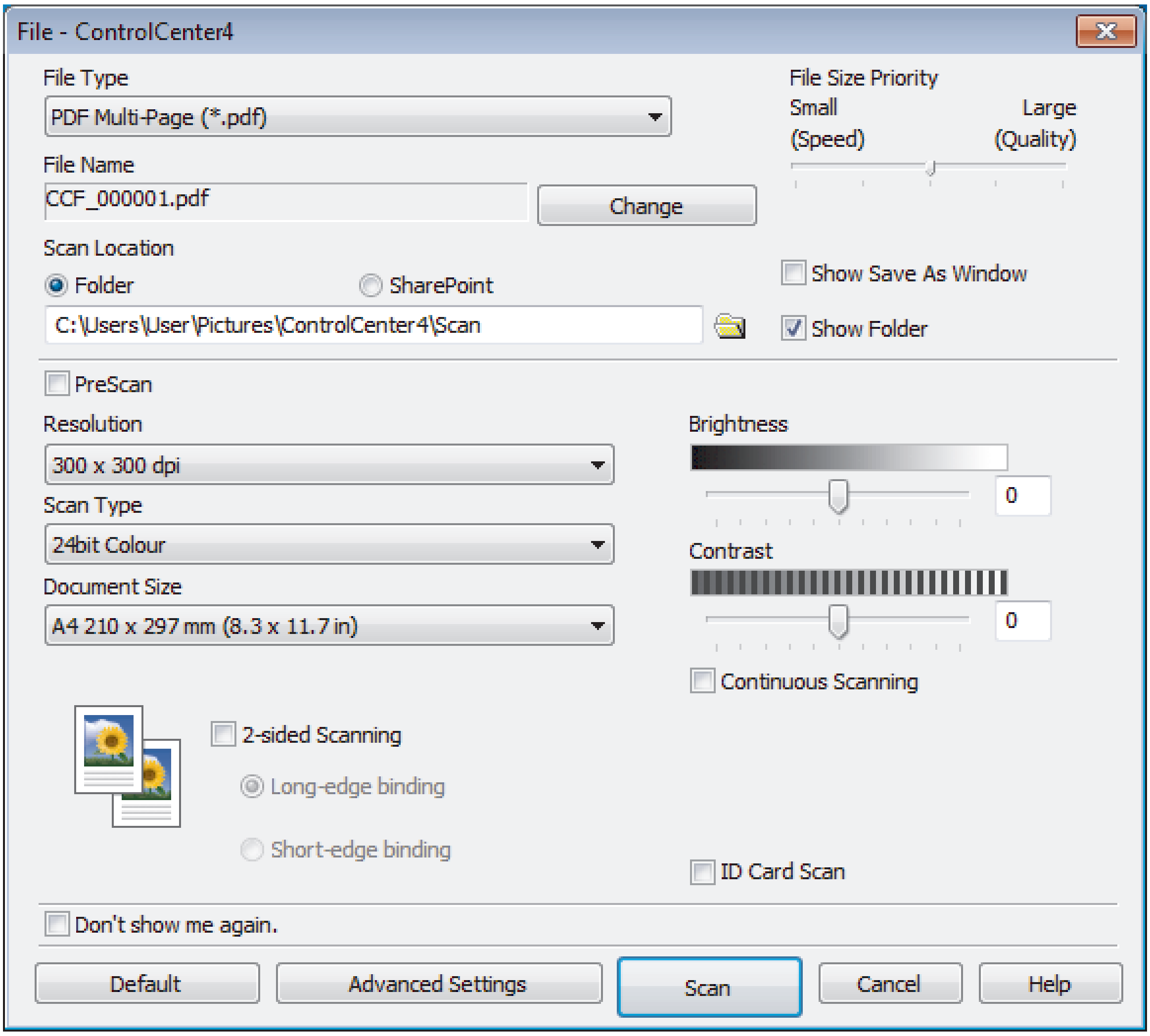
1. Place an ID card on the scanner glass.
2. Click the CC4 (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



Choose from the various Scan options. By right clicking on a button you can configure the advanced scan settings and set new defaults.

4. Click the **File** button.

   The scan settings dialog box appears.



File - ControlCenter4

File Type: PDF Multi-Page (*.pdf)

File Name: CCF_000001.pdf

Scan Location: ● Folder ○ SharePoint

C:\Users\User\Pictures\ControlCenter4\Scan

File Size Priority: Small (Speed) – Large (Quality)

☐ Show Save As Window

☑ Show Folder

☐ PreScan

Resolution: 300 x 300 dpi

Scan Type: 24bit Colour

Document Size: A4 210 x 297 mm (8.3 x 11.7 in)

Brightness: 0

Contrast: 0

☐ Continuous Scanning

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

☐ ID Card Scan

☐ Don't show me again.

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

   The instruction dialog box appears.

6. Read the instructions on the screen, and then click **OK**.
7. Change the scan settings, such as file format, file name, scan location, resolution and colour, if needed.
8. Click **Scan**.

   The machine starts scanning one side of the identification card.

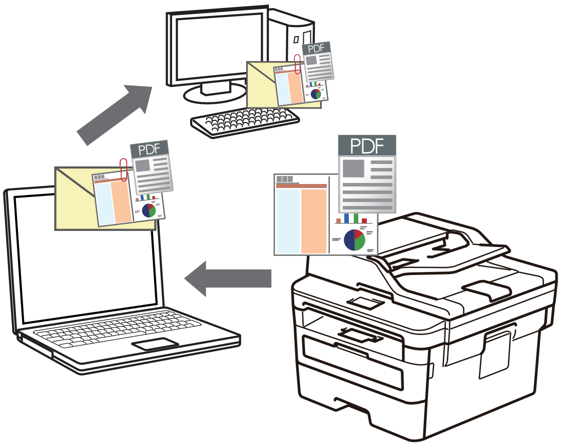
9. After the machine has scanned one side, turn over the identification card, and then click **Continue** to scan the other side.
10. Click **Finish**.

## Related Information

- Scan Using ControlCenter4 Advanced Mode (Windows)

# Scan to Email 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 Email feature does not support Webmail services.

  Make sure the email application to which you want to scan supports the "Mail-to" scheme and is set as default in your operating system.

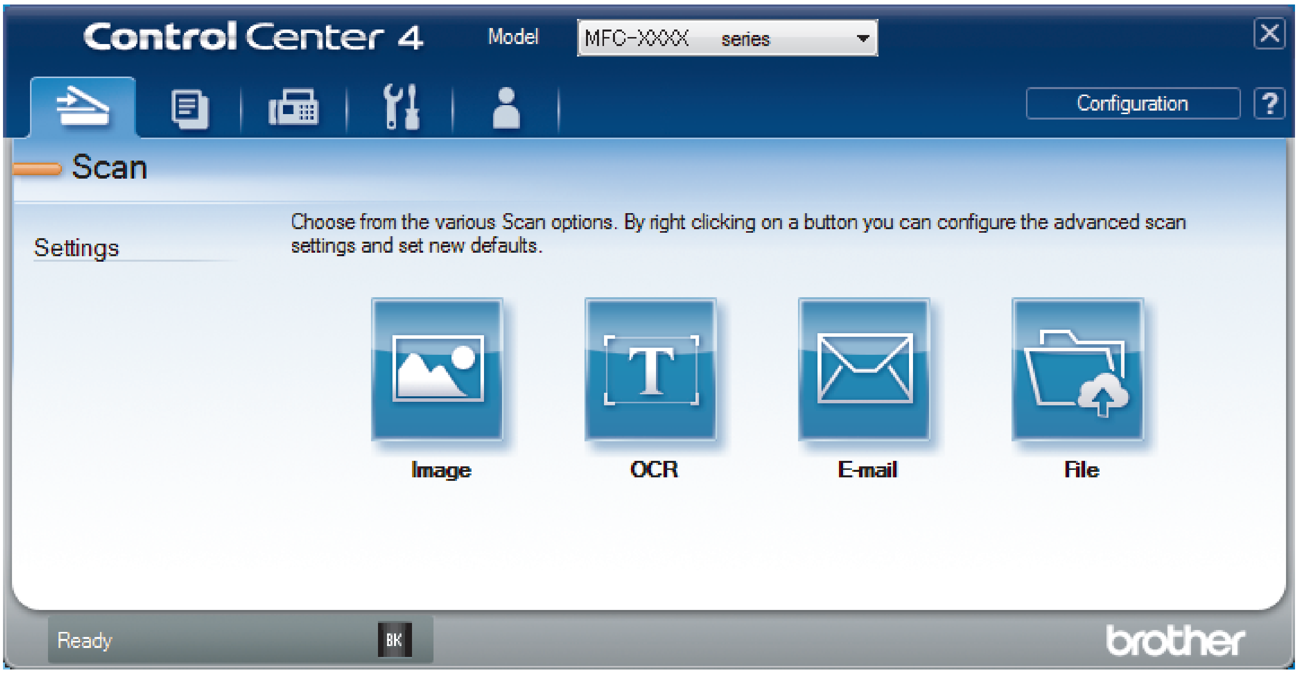
  To scan to email using the machine's Scan Button, make sure you select one of these applications in Brother iPrint&Scan:

  - Windows: Microsoft Outlook
  - Mac: Apple Mail

  For other applications and Webmail services, use the Scan to Image or Scan to File feature to scan a document, and then attach the scanned file to an email message.

The machine scans to your default email client.

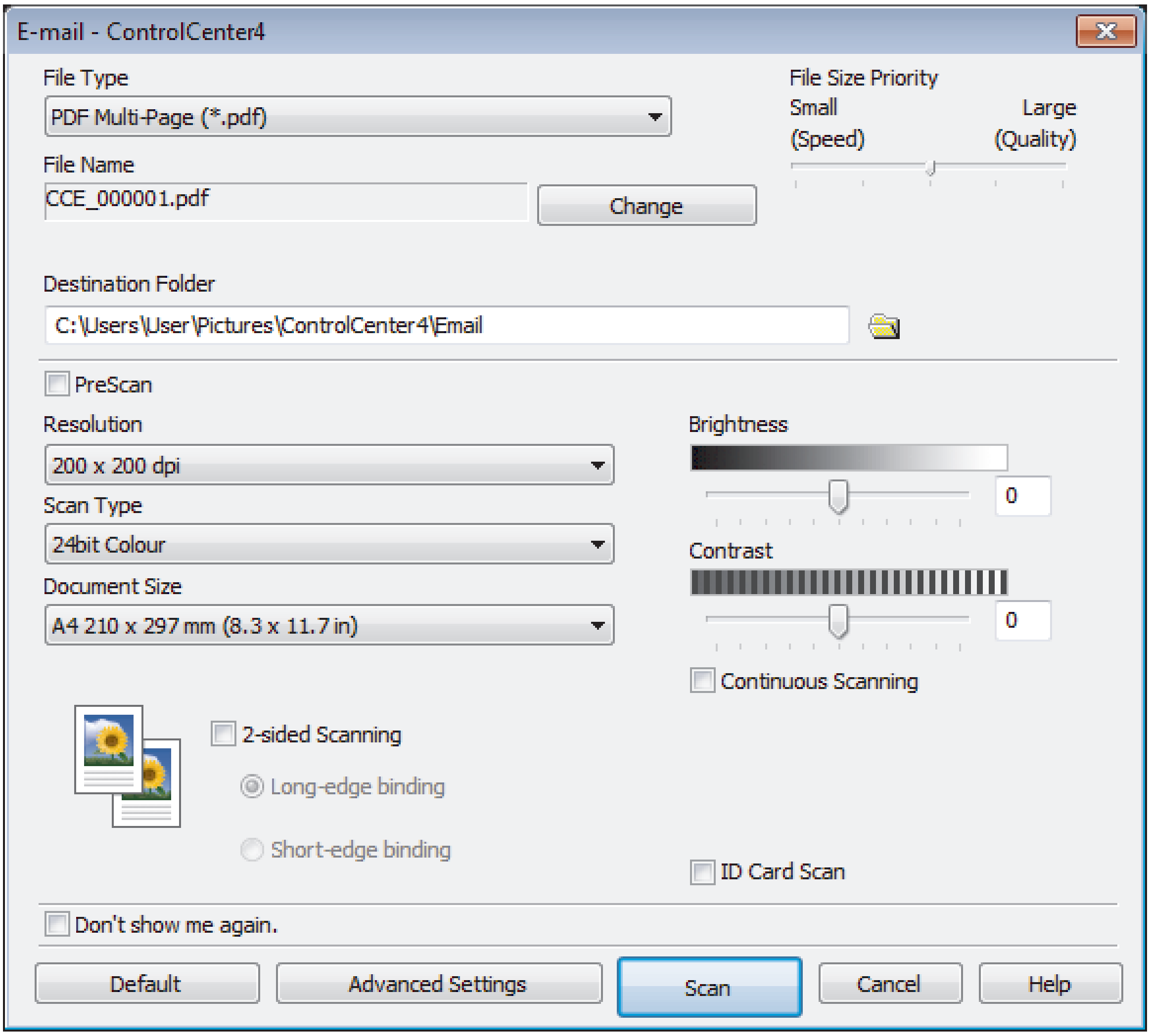
1. Load your document.
2. Click the CC4 (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



Choose from the various Scan options. By right clicking on a button you can configure the advanced scan settings and set new defaults.

4. Click the **E-mail** button.

   The scan settings dialog box appears.



File Type: PDF Multi-Page (*.pdf)

File Name: CCE_000001.pdf

File Size Priority: Small (Speed) – Large (Quality)

Destination Folder: C:\Users\User\Pictures\ControlCenter4\Email

☐ PreScan

Resolution: 200 x 200 dpi

Scan Type: 24bit Colour

Document Size: A4 210 x 297 mm (8.3 x 11.7 in)

Brightness: 0

Contrast: 0

☐ Continuous Scanning

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

☐ ID Card Scan

☐ Don't show me again.

5. Change the scan settings, such as file format, file name, destination folder, resolution and colour, if needed.

- To change the file name, click **Change**.
- To change **Destination Folder**, click the folder icon.
- To preview and configure the scanned image, select the **PreScan** check box.

6. Click **Scan**.

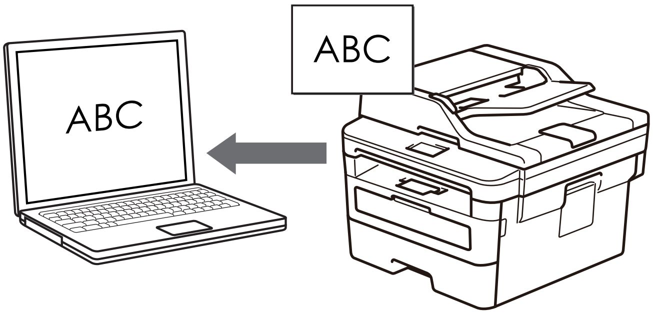
   The machine starts scanning. Your default email application opens and the scanned image is attached to a new, blank email message.

## ✓ Related Information

- Scan Using ControlCenter4 Advanced Mode (Windows)

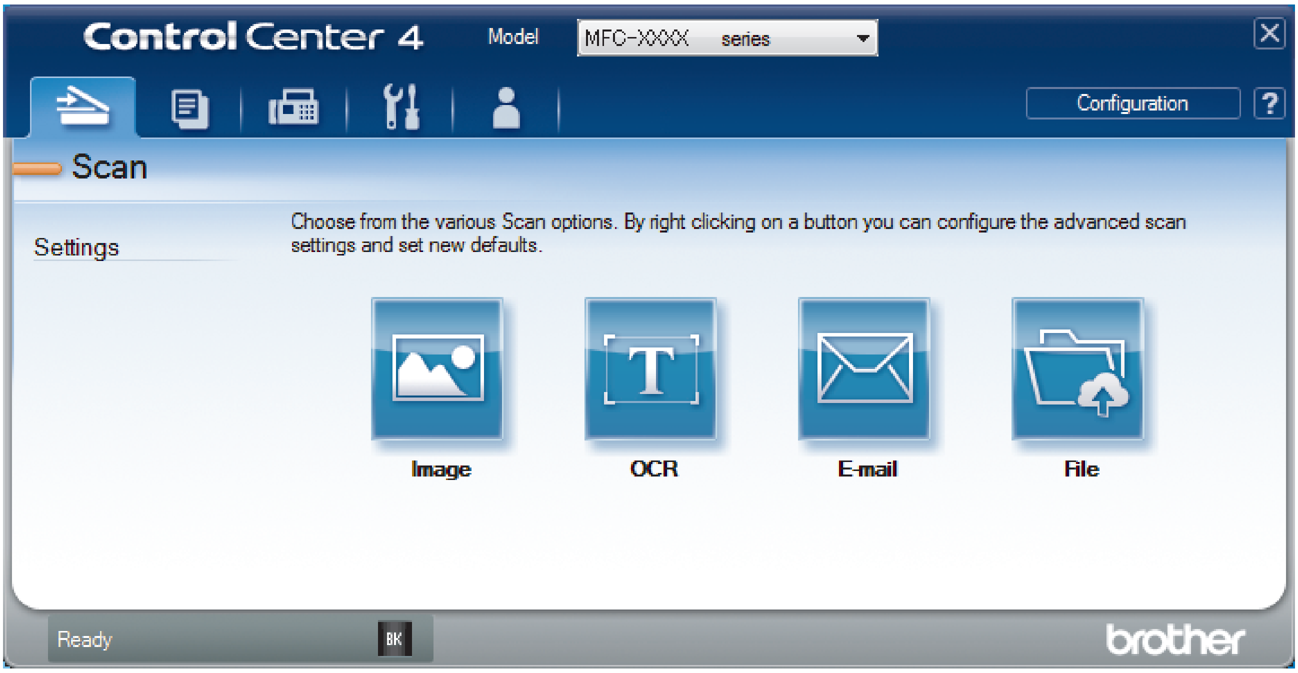
# Scan to an Editable Text File (OCR) Using ControlCenter4 Advanced Mode (Windows)

Your machine can convert characters in a scanned document to text 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.

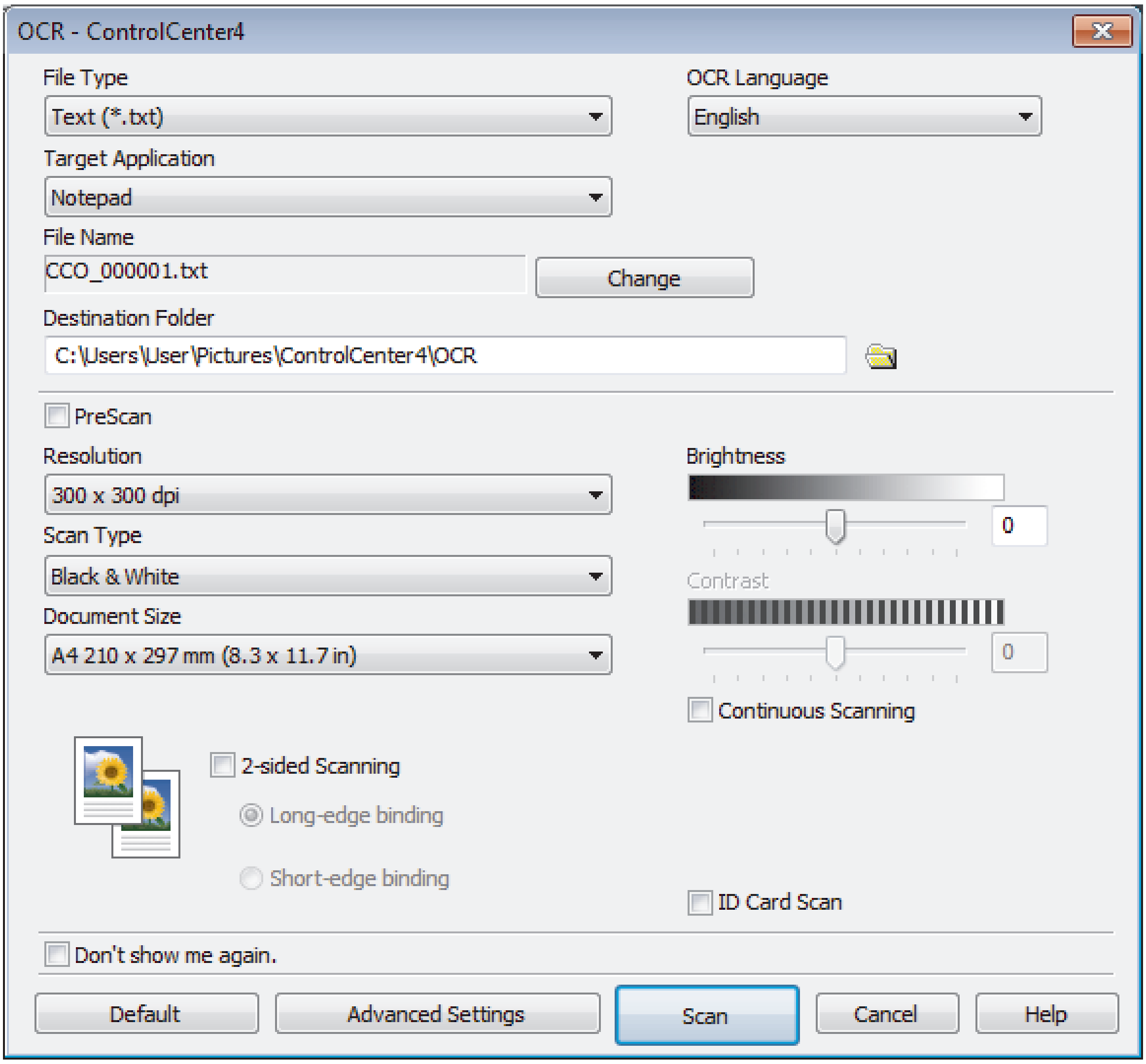
1. Load your document.
2. Click the cc4 (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



Choose from the various Scan options. By right clicking on a button you can configure the advanced scan settings and set new defaults.

4. Click the **OCR** button.

   The scan settings dialog box appears.



OCR - ControlCenter4

File Type: Text (*.txt)

OCR Language: English

Target Application: Notepad

File Name: CCO_000001.txt

Destination Folder: C:\Users\User\Pictures\ControlCenter4\OCR

☐ PreScan

Resolution: 300 x 300 dpi

Scan Type: Black & White

Document Size: A4 210 x 297 mm (8.3 x 11.7 in)

Brightness: 0

Contrast: 0

☐ Continuous Scanning

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

☐ ID Card Scan

☐ Don't show me again.

5. Change the scan settings, such as file format, file name, destination folder, resolution and colour, if needed.

- To change the file name, click **Change**.
- To change **Destination Folder**, click the folder icon.
- 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 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** | - | Yes | - | - |
| **File Name** | Yes | Yes | Yes | Yes |
| **Scan Location** or **Destination Folder** | Yes | Yes | Yes | Yes |
| **Show Folder** | - | - | - | Yes |
| **Show Save As Window** | - | - | - | Yes |
| **File Size Priority** | 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 |
| **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, Email and File**

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

**For Email and File**

- **Microsoft Office Word (*.docx)**
- **Microsoft Office PowerPoint (*.pptx)**
- **Microsoft Office Excel (*.xlsx)**

**For OCR**

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

**Target Application**

Select the destination application from the drop-down list.

**OCR Language**

Set the OCR language to match the language of the scanned document's text.

**File Name**

Click **Change** to change the file name's prefix.

**Scan Location**

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

**Destination Folder**

Click the folder icon to browse and select the folder where you want to save your scanned documents.

**Show Folder**

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

**Show Save As Window**

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

**File Size Priority**

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File Size Priority** 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 colour depths.

- **Auto**

  Use for any type of document. This mode automatically picks an appropriate colour 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 grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)
- **True Gray**

  Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of grey.
- **24bit Color**

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

**Document Size**

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 emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value into the field to set the **Contrast** level.

**Continuous Scanning**

Select this option to scan multiple pages. After a page is scanned, select either continue scanning or finish.

**ID Card Scan**

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

**Advanced Settings**

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

- **Remove Bleed-through / Pattern**
  - **Remove Background Color**

    Remove the base colour of documents to make the scanned data more legible.
- **Rotate Image**

  Rotate the scanned image.
- **Skip Blank Page**

  Remove the document's blank pages from the scanning results.
- **Display Scanning Results**

  Show the numbers of total pages saved and blank pages skipped on your computer screen.
- **ADF Auto Deskew**

  When scanning the document from the ADF, the machine corrects skewing of the document automatically.

**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™ 14SE or Other Windows Applications

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

- To download the Nuance™ PaperPort™ 14SE application, click (**Brother Utilities**), select **Do More** in the left navigation bar, and then click **PaperPort**.
- Nuance™ PaperPort™ 14SE supports 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™ 14SE. For other Windows applications, the steps will be similar. PaperPort™ 14SE supports both TWAIN and WIA drivers; the TWAIN driver (recommended) is used in these steps.

1. Load your document.
2. Start PaperPort™ 14SE.

   Do one of the following:

   - Windows 7

     Using your computer, click **(Start)** > **All Programs** > **Nuance PaperPort 14** > **PaperPort**.

   - Windows 8

     Click (**PaperPort**).

   - Windows 10

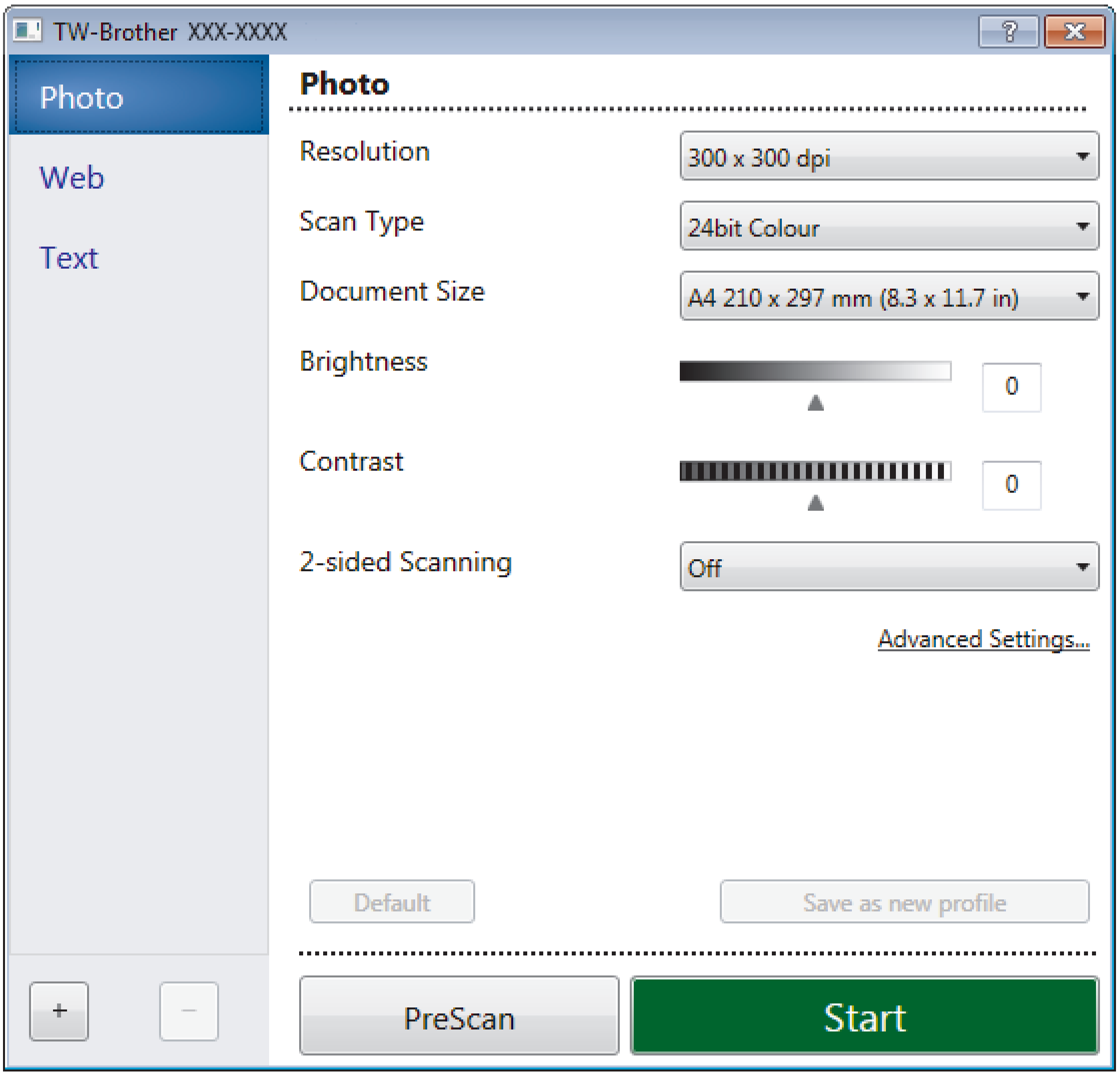
     Click **Nuance PaperPort 14** > **PaperPort**.

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. From the available Scanners list, select **TWAIN: TW-Brother XXX-XXXX** or **TWAIN: TW-Brother XXX-XXXX LAN** (where XXX-XXXX is the model name of your machine). To use the WIA driver, select the Brother driver that has "WIA" as the prefix.
5. Select the **Display scanner dialog box** check box in the **Scan or Get Photo** panel.
6. Click **Scan**.

   The Scanner Setup dialog box appears.



Photo

Resolution: 300 x 300 dpi

Scan Type: 24bit Colour

Document Size: A4 210 x 297 mm (8.3 x 11.7 in)

Brightness: 0

Contrast: 0

2-sided Scanning: Off

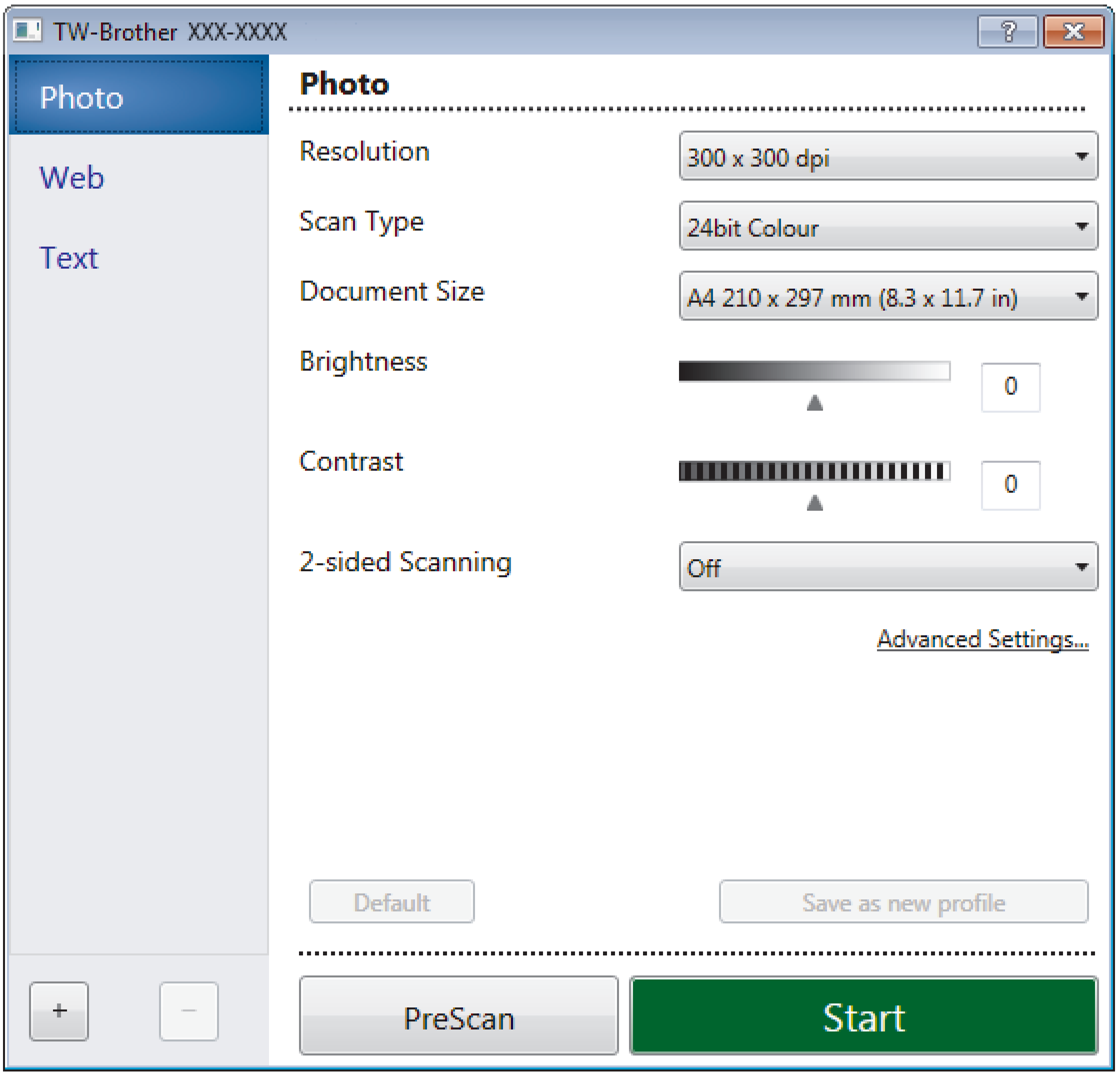
7. Adjust the settings in the Scanner Setup dialog box, if needed.
8. Click the **Document Size** drop-down list, and then select your document size.
9. Click **PreScan** if you want to preview your image and crop unwanted portions before scanning.
10. Click **Start**.

    The machine starts scanning.

## Related Information

- Scan from Your Computer (Windows)
  - TWAIN Driver Settings (Windows)

## TWAIN Driver Settings (Windows)



TW-Brother XXX-XXXX

Photo

Resolution: 300 x 300 dpi

Scan Type: 24bit Colour

Document Size: A4 210 x 297 mm (8.3 x 11.7 in)

Brightness: 0

Contrast: 0

2-sided Scanning: Off

- Note that the item names and assignable values will vary depending on the machine.
- The **Contrast** option is available only when selecting the **Gray (Error Diffusion)**, **True Gray**, or **24bit Color** options 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 colour 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 grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)

- **True Gray**

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

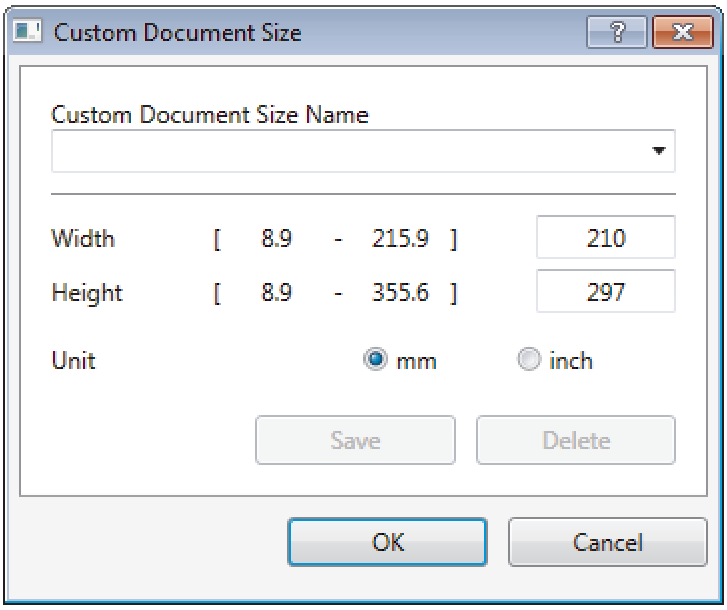
- **24bit Color**

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

4. **Document Size**

   Select the exact size of your document from a selection of preset scan sizes.

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



Custom Document Size

Custom Document Size Name

Width [ 8.9 - 215.9 ] 210

Height [ 8.9 - 355.6 ] 297

Unit ● mm ○ inch

5. **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 field to set the brightness level.

6. **Contrast**

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

7. **Advanced Settings**

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

   - **Paper**
     - **Auto Deskew**

       Set the machine to correct document skewing automatically as the pages are scanned from the ADF.

     - **Rotate Image**

       Rotate the scanned image.

   - **Enhancement**
     - **Background Processing**
       - **Remove Bleed-through / Pattern**

        Prevent bleed-through.

    - **Remove Background Color**

        Remove the base colour of documents to make the scanned data more legible.

  - **Colour Drop**

    Select a colour to remove from the scanned image.

  - **Boldface Formatting**

    Emphasise the characters of the original by making them bold.

  - **Blurred Character Correction**

    Correct the broken or incomplete characters of the original to make them easier to read.

  - **Edge Emphasis**

    Make the characters of the original sharper.

  - **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.

- **Paper Handling**

  - **Edge Fill**

    Fill in the edges on four sides of the scanned image using the selected colour and range.

  - **Continuous scan**

    Select this option to scan multiple pages. After a page is scanned, select either continue scanning or finish.

## ✓ Related Information

- Scan Using Nuance™ PaperPort™ 14SE or Other Windows Applications

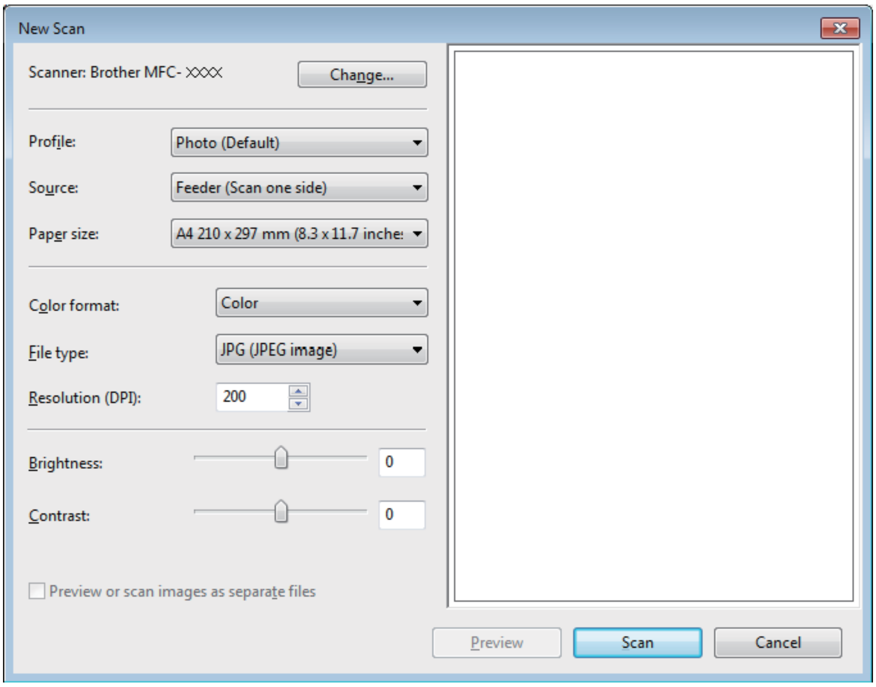
# Scan Using Windows Fax and Scan

Windows Fax and Scan application is another option that you can use for scanning.

- Windows Fax and Scan uses 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 Windows Fax and Scan.
3. Click **File** > **New** > **Scan**.
4. Select the scanner you want to use.
5. Click **Import** or **OK**.

   The **New Scan** dialog box appears.



Scanner: Brother MFC- XXXX

Profile: Photo (Default)

Source: Feeder (Scan one side)

Paper size: A4 210 x 297 mm (8.3 x 11.7 inche:

Color format: Color

File type: JPG (JPEG image)

Resolution (DPI): 200

Brightness: 0

Contrast: 0

☐ Preview or scan images as separate files

6. Adjust the settings in the Scanner Setup dialog box, if needed.

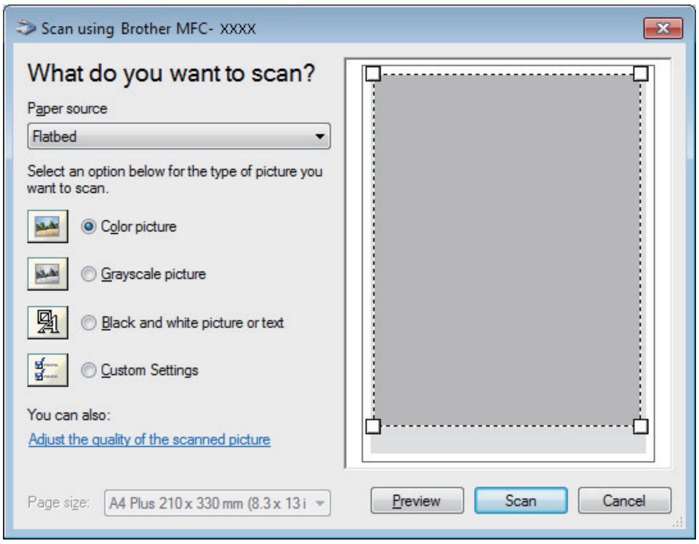
   The scanner resolution can be set to a maximum of 1200 dpi. If you want to scan at higher resolutions, use the **Scanner Utility** software of **Brother Utilities**.
7. Click **Scan**.

   The machine starts scanning the document.

## Related Information

- Scan from Your Computer (Windows)
  - WIA Driver Settings (Windows)

# WIA Driver Settings (Windows)


Scan using Brother MFC- XXXX
What do you want to scan?
Select an option below for the type of picture you want to scan.
● Color picture
○ Grayscale picture
○ Black and white picture or text
○ Custom Settings
You can also:
Adjust the quality of the scanned picture
Preview
Scan
Cancel

Paper source: Flatbed

Page size: A4 Plus 210 x 330 mm (8.3 x 13 i

**Paper source**

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

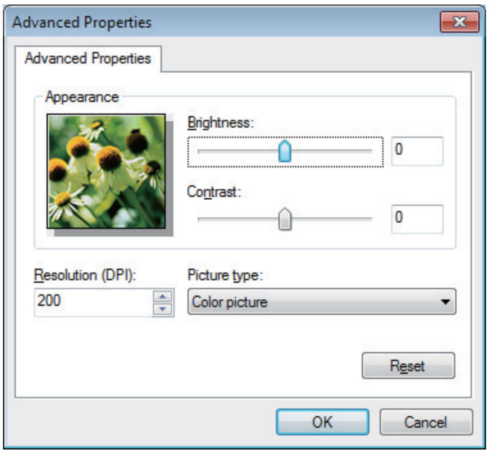
**Picture Type (Image Type)**

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 if you select the **Document Feeder** as the **Paper source** option.



Brightness: 0

Contrast: 0

Resolution (DPI): 200

Picture type: Color picture

**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 emphasises dark and light areas of the image, while a decrease reveals more details in grey 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 Fax and Scan

# 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 favourite scanning application.

- Scan Using Brother iPrint&Scan (Mac)
- Scan Using TWAIN-Compliant Applications (Mac)
- Scan Using AirPrint

# Scan Using Brother iPrint&Scan (Mac)

1. In the **Finder** menu bar, click **Go** > **Applications**, and then double-click the iPrint&Scan icon.

   The Brother iPrint&Scan screen appears.
2. If your Brother machine is not selected, click the **Select your Machine** button, and then follow the on-screen instructions to select your Brother machine.
3. Click the **Scan** icon, and then follow the on-screen instructions to scan your documents.

## ✓ Related Information

- Scan from Your Computer (Mac)

**Related Topics:**

- Brother iPrint&Scan for Windows and Mac
- Change Scan Button Settings from Brother iPrint&Scan (Mac)

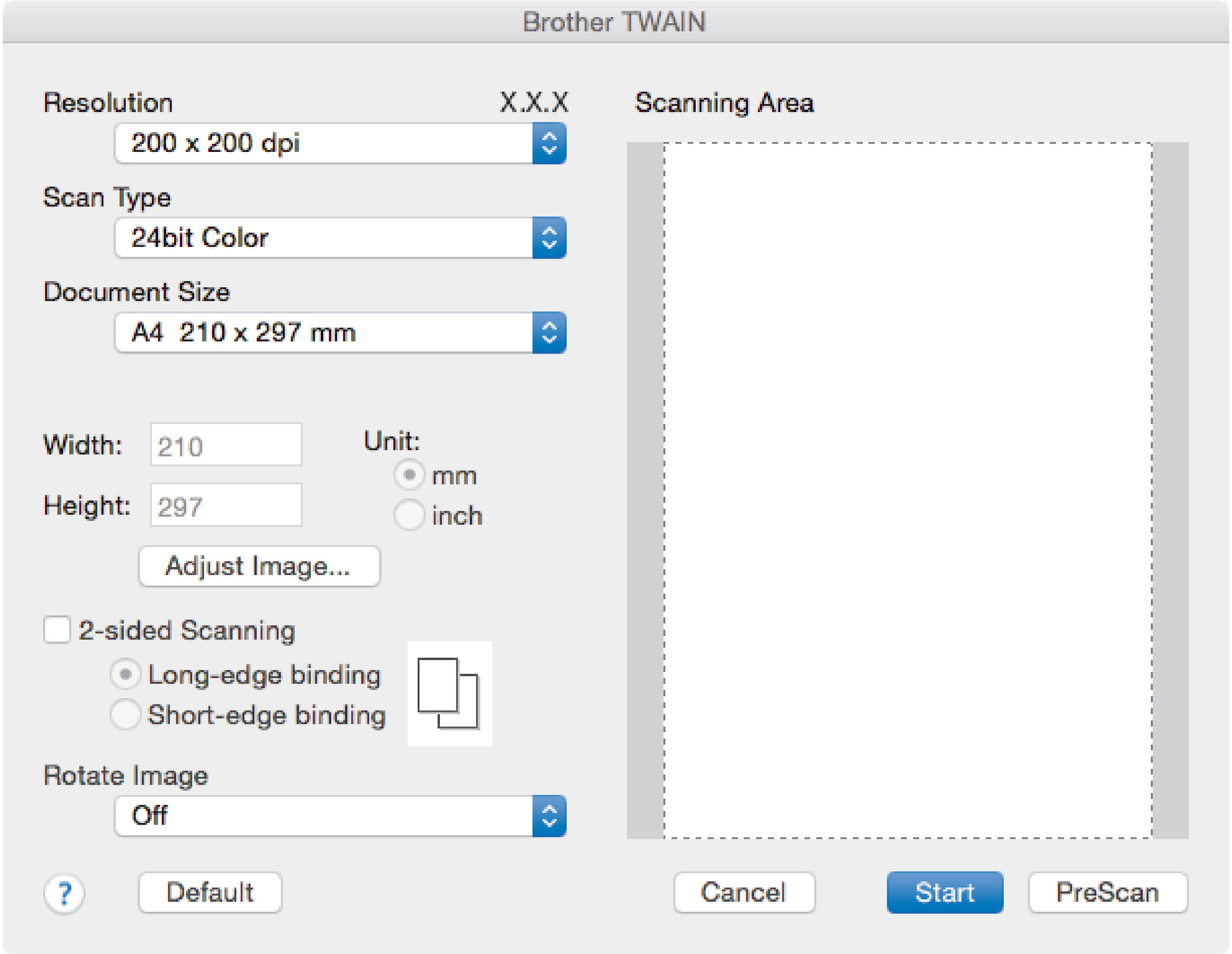
# Scan Using TWAIN-Compliant Applications (Mac)

You can also scan using TWAIN-compliant applications. For more information about the scanning procedure, see the manual for your application.

To use Brother TWAIN Driver, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download **Scanner Driver**.

1. Start your graphics application, and then select the scan operation.

   The scanner setup dialog box appears.



Brother TWAIN

Resolution X.X.X: 200 x 200 dpi

Scan Type: 24bit Color

Document Size: A4 210 x 297 mm

Width: 210

Height: 297

Unit: ● mm ○ inch

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

Rotate Image: Off

2. Change the scan settings, such as **Resolution**, **Scan Type**, or **Adjust Image**, if needed.
3. Click the **Document Size** pop-up menu, and then select your document size.
4. 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.

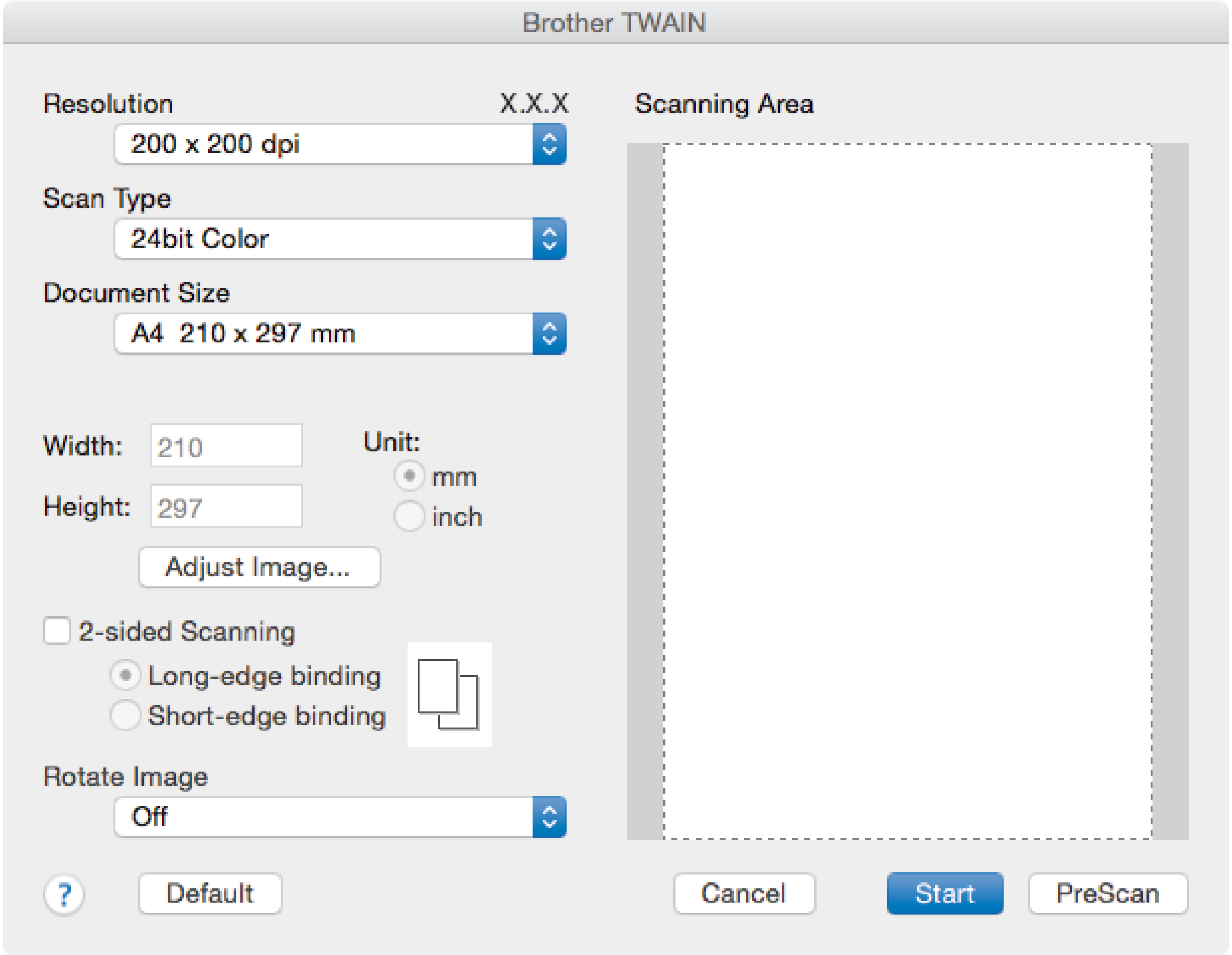
5. Click **Start**.

   The machine starts scanning.

## Related Information

- Scan from Your Computer (Mac)
  - TWAIN Driver Settings (Mac)

# TWAIN Driver Settings (Mac)



Brother TWAIN

Resolution: 200 x 200 dpi

Scan Type: 24bit Color

Document Size: A4 210 x 297 mm

Width: 210

Height: 297

Unit: ● mm ○ inch

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

Rotate Image: Off

- Item names and assignable values will vary depending on the machine.
- 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 colour 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 grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)

   - **True Gray**

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

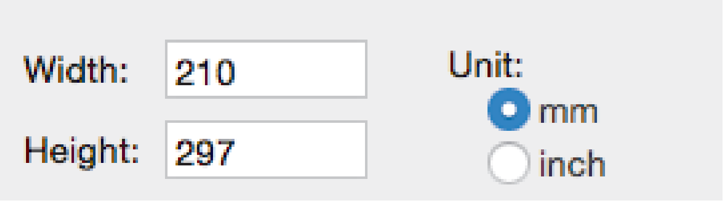
- **24bit Color**

  Use to create an image with the most accurate colour reproduction. This mode uses up to 16.8 million colours 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.

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



Width: 210

Height: 297

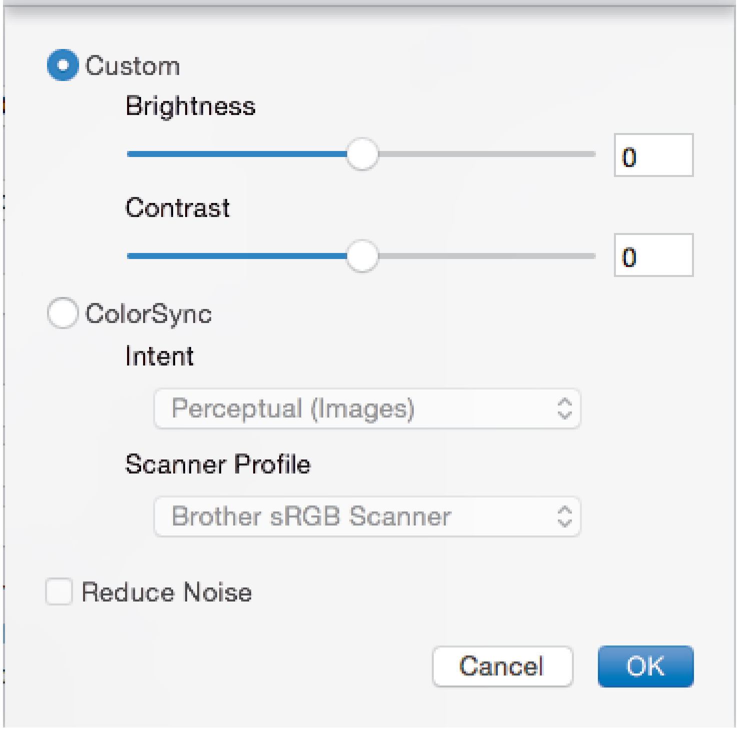
Unit:

● mm

○ inch

4. **Adjust Image**

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



● Custom

Brightness: 0

Contrast: 0

○ ColorSync

Intent: Perceptual (Images)

Scanner Profile: Brother sRGB Scanner

☐ Reduce Noise

**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 emphasises dark and light areas of the image, while a decrease reveals more details in grey 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.

5. **Rotate Image**

   Rotate the scanned image.

## ✓ Related Information

- Scan Using TWAIN-Compliant Applications (Mac)

## Configure Scan Settings Using Web Based Management

- Set the Scan File Name Using Web Based Management

Home > Scan > Configure Scan Settings Using Web Based Management > Set the Scan File Name Using Web Based Management

## Set the Scan File Name Using Web Based Management

Set up a file name for scanned data using Web Based Management.

1. Start your web browser.

   Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the IP address of the machine or the print server name). For example: http://192.168.1.2

   No password is required by default. If you have previously set a password, type it, and then click ➡.
2. Click the **Scan** tab.
3. Click the **Scan File Name** menu in the left navigation bar.
4. Select the **File Name Style** from the drop-down list.
5. If you selected the option to include the date in **File Name Style** field, select the **Date** format from the drop-down list.
6. In the **Time** fields, select **On** to include the time information in the file name.
7. In the **Counter** field, select **Continuous** or **Reset after each job**.

> When you select **Reset after each job**, duplication of file names may occur.

8. If you want to create a user-defined file name prefix, type a file name in the user-defined fields of each scan function.

> Using the following characters: ?, /, \, or * may cause a sending error.

9. Click **Submit**.

### ✓ Related Information

- Configure Scan Settings Using Web Based Management

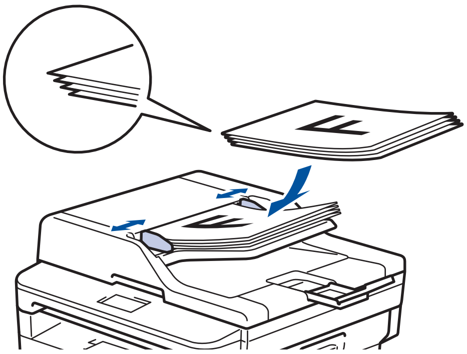
## Copy

- Copy a Document
- Enlarge or Reduce Copied Images
- Make N in 1 Copies Using the Page Layout Feature
- Sort Copies
- Copy an ID Card
- Copy an ID Card or Bills
- Copy on Both Sides of the Paper (2-sided Copy)
- Copy Options

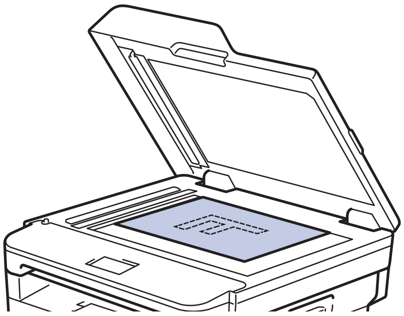
## Copy a Document

1. Make sure you have loaded the correct size paper in the paper tray.
2. Do one of the following:
    - Place the document *face up* in the ADF. (available only for certain models)

      (If you are copying multiple pages, we recommend using the ADF.)



    - Place the document *face down* on the scanner glass.



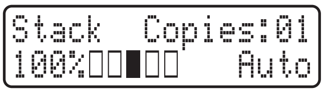
3. Do one of the following:
    - For MFC models

      Press  (**COPY**).

      Use the dial pad to enter the number of copies you want.
    - For DCP models

      Press ▲ or ▼ to enter the number of copies you want.

   The LCD displays:



```
Stack   Copies:01
100%□□■□□    Auto
```

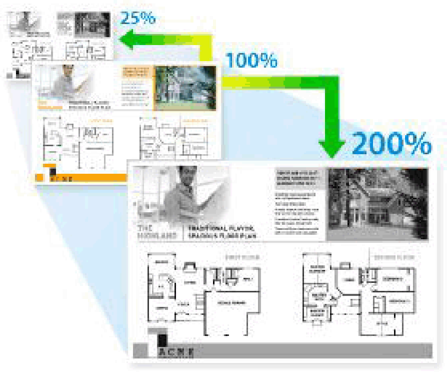
4. Press **Start**.

## ✓ Related Information

- Copy

## Enlarge or Reduce Copied Images

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



1. Load your document.
2. Do one of the following:
    - For MFC models

      Press (**COPY**).

      Use the dial pad to enter the number of copies you want.
    - For DCP models

      Press ▲ or ▼ to enter the number of copies you want.
3. Press **Options** or **Copy/Scan Options**.
4. Press ▲ or ▼ to select `[Enlarge/Reduce]`, and then press **OK**.
5. Press ▲ or ▼ to select the enlargement or reduction ratio you want, and then press **OK**.
    - If you select `[Custom(25-400%)]`, use the dial pad, or press ▲ or ▼ to enter an enlargement or reduction ratio from `[25%]` to `[400%]` and then press **OK**.
6. Press **Start**.

- `[Auto]` sets the machine to calculate the reduction ratio that best fits the size of paper.
- `[Auto]` is only available when using the ADF.

### Related Information

- Copy

# Make N in 1 Copies Using the Page Layout Feature

The N in 1 copy feature saves paper by copying two or four pages of your document onto one page of the copy.

FAR AWAY
PROPERTY
FAR AWAY
PROPERTY

1. Load your document.
2. Do one of the following:
   - For MFC models

     Press (**COPY**).

     Use the dial pad to enter the number of copies you want.
   - For DCP models

     Press ▲ or ▼ to enter the number of copies you want.
3. Press **Options** or **Copy/Scan Options**.
4. Press ▲ or ▼ to select `[Page Layout]`, and then press **OK**.
5. Press ▲ or ▼ to select `[Off(1 in 1)]`, `[2 in 1 (P)]`, `[2 in 1 (L)]`, `[4 in 1 (P)]` or `[4 in 1 (L)]`, and then press **OK**.
6. Press **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. Repeat the following steps for each page of the layout:
   - For MFC models

     After the machine scans the page, place the next page on the scanner glass, and then press ▲ to scan the page.
   - For DCP models

     After the machine scans the page, place the next page on the scanner glass, and then press ▲ to select the `[Yes]` option.
8. After scanning all the pages, press ▼ to select the `[No]` option.

## ✓ 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. Do one of the following:
   - For MFC models

     Press (**COPY**).

     Use the dial pad to enter the number of copies you want.
   - For DCP models

     Press ▲ or ▼ to enter the number of copies you want.
3. Press **Options** or **Copy/Scan Options**.
4. Press ▲ or ▼ to select `[Stack/Sort]`, and then press **OK**.
5. Press ▲ or ▼ to select `[Sort]`, and then press **OK**.
6. Press **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. Repeat the following steps for each page:
   - For MFC models

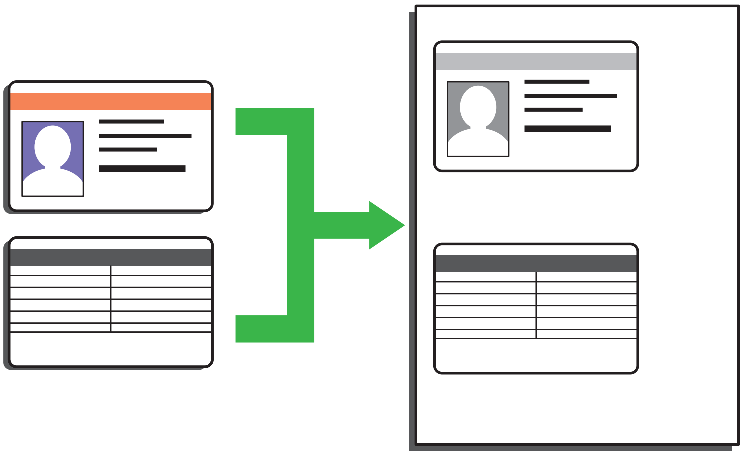
     After the machine scans the page, place the next page on the scanner glass, and then press ▲ to scan the next page.
   - For DCP models

     After the machine scans the page, place the next page on the scanner glass, and then press ▲ to select the `[Yes]` option.
8. After scanning all the pages, press ▼ to select the `[No]` option.

## ✓ Related Information

- Copy

# Copy an ID Card

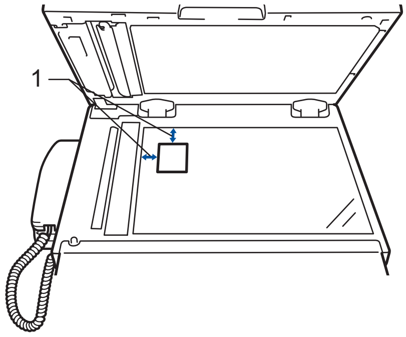


- You may copy an identification card only to the extent permitted under applicable laws. For more detailed information, see the *Product Safety Guide*.

1. (For MFC models)

   Press (**COPY**).

2. Place an identification card *face down* near the upper left corner of the scanner glass.



1 4.0 mm or greater (top, left)

3. Press **2 in 1 (ID) Copy**.
4. Do one of the following:
   - For MFC models

     Use the dial pad to enter the number of copies you want.
   - For DCP models

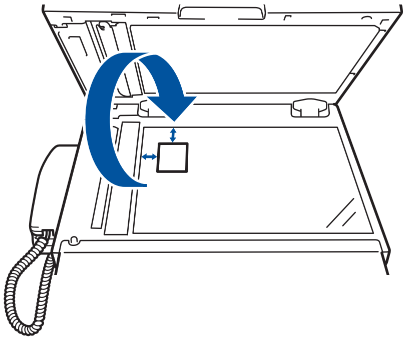
     Press ▲ or ▼ to enter the number of copies you want.

You can change copy settings by pressing **Options**.

5. Press **Start**.

   The machine scans one side of the identification card.

6. After the machine has scanned the first side, turn over the identification card.



7. Press **Start** to scan the other side.

## ✓ Related Information

- Copy

# Copy an ID Card or Bills

**Related Models**: DCP-B7500D/DCP-B7530DN/MFC-B7700D/MFC-B7720DN

Use the Billings Copy feature to copy an identification card and Bills with preset copy settings.

- Copy an identification card only to the extent permitted under applicable laws. For more detailed information, see the *Product Safety Guide*.

1. (For MFC models)

   Press (**COPY**).
2. Place an identification card or bills *face down* in the upper left corner of the scanner glass.
3. Press **Billings**.
4. Do one of the following:
   - For MFC models

     Use the dial pad to enter the number of copies you want.
   - For DCP models

     Press ▲ or ▼ to enter the number of copies you want.

You can change copy settings by pressing **Options** or **Copy/Scan Options**.

5. Press **Start**.

## Related Information

- Copy

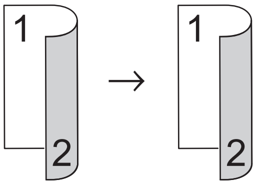
# Copy on Both Sides of the Paper (2-sided Copy)

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

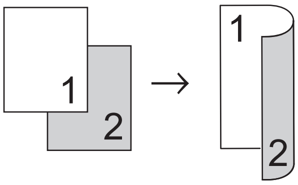
- You must choose a 2-sided copy layout from the following options before you can start 2-sided copying.
- The layout of your original document determines which 2-sided copy layout you should choose.
- When you manually make 2 sided copies from a 2-sided document, use the scanner glass.
- Select A4 sized paper when using the 2-sided copy option.

**Portrait**

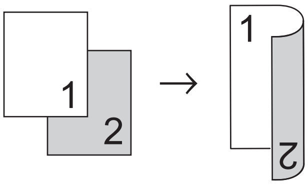
**2–sided to 2–sided**



**1–sided to 2–sided (Long Edge Flip)**

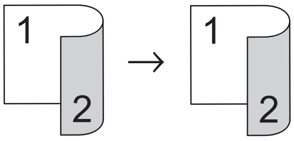


**1–sided to 2–sided (Short Edge Flip)**

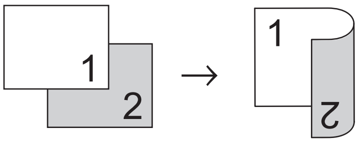


**Landscape**

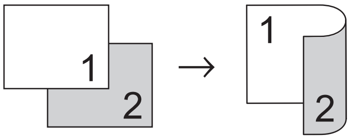
**2–sided to 2–sided**



**1–sided to 2–sided (Long Edge Flip)**



**1–sided to 2–sided (Short Edge Flip)**



1. Load your document.
2. Do one of the following:
   - For MFC models

     Press (**COPY**).

     Use the dial pad to enter the number of copies you want.

- For DCP models

  Press ▲ or ▼ to enter the number of copies you want.

3. Press **Options** or **Copy/Scan Options**.
4. Press ▲ or ▼ to select `[2-sided]`, and then press **OK**.
5. You can press the option you want, according to the menus and options on LCD.
6. When finished, press **OK**.
7. Press ▲ or ▼ to display `[2sided → 2sided]` or `[1sided → 2sided]`, and then press **OK**.

## NOTE

For DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN

If you select `[2sided → 2sided]`, you cannot use the ADF. Use the scanner glass.

8. Press **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.**
9. Repeat the following steps for each page of the layout:
   - For MFC models

     After the machine scans the page, place the next page on the scanner glass, and then press ▲ to scan the page.
   - For DCP models

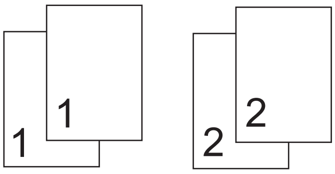
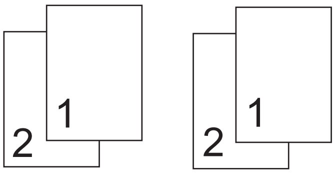
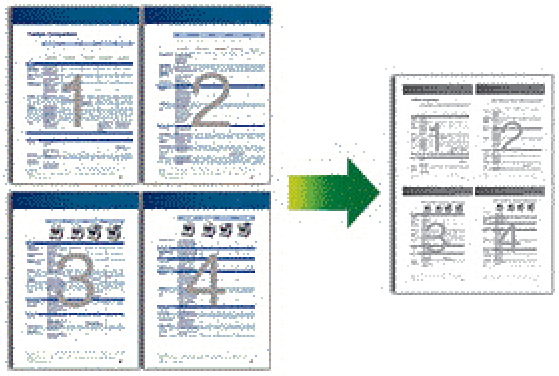
     After the machine scans the page, place the next page on the scanner glass, and then press ▲ to select the `[Yes]` option.
10. Press ▼ to select the `[No]` option.

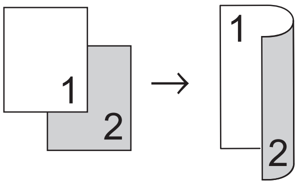
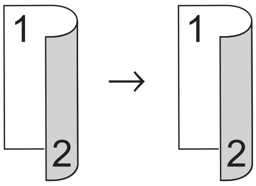
## ✓ Related Information

- Copy

# Copy Options

To change Copy settings, press the **Options** or **Copy/Scan Options** button.

| Menu selections | Options |
|---|---|
| `Quality` | Select the copy quality for your type of document. |
| `Stack/Sort` | Select to stack or sort multiple copies.<br>**Stack**<br><br> <br>**Sort**<br><br> |
| `Density` | Increase the brightness to make the text lighter.<br>Decrease the brightness to make the text darker. |
| `Contrast` | Increase the contrast to make an image clearer.<br>Decrease the contrast to make an image more subdued. |
| `Enlarge/Reduce` | Select an enlargement or reduction ratio for the next copy.<br>• `Auto` sets the machine to calculate the reduction ratio that best fits the size of paper.(DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN)<br>• If you select `Custom(25-400%)`, use the dial pad, or press ▲ or ▼ to enter an enlargement or reduction ratio. |
| `Page Layout` | Make N in 1 copies.<br>**4 in1**<br><br> |

| Menu selections | Options |
|---|---|
| `2-sided`<br>(DCP-B7500D/DCP-B7520DW/ DCP-B7530DN/DCP-B7535DW/ MFC-B7700D/MFC-B7720DN ) | Select to copy on both sides of the paper.<br>**1-sided → 2-sided**<br> <br>**2-sided → 2-sided**<br> |

## Related Information

- Copy

# Fax

- Send a Fax
- Receive a Fax
- Voice Operations and Fax Numbers
- Telephone Services and External Devices
- Fax Reports
- PC-FAX

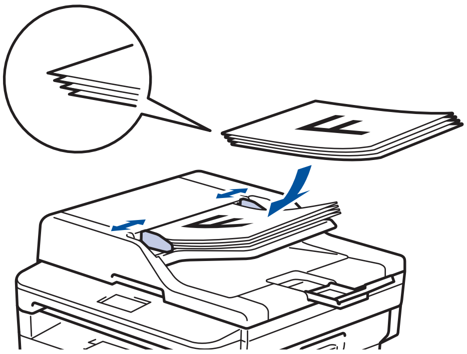
# Send a Fax

# Send a Fax

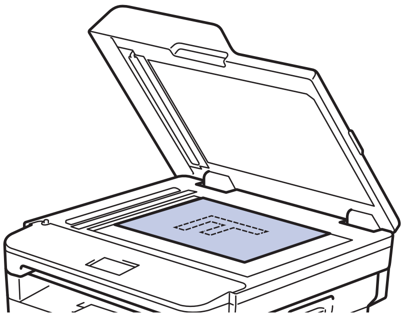
**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press 📠 (**FAX**).
2. Do one of the following:
   - Place the document *face up* in the ADF.

     (If you are faxing multiple pages, we recommend using the ADF.)



   - Place the document *face down* on the scanner glass.

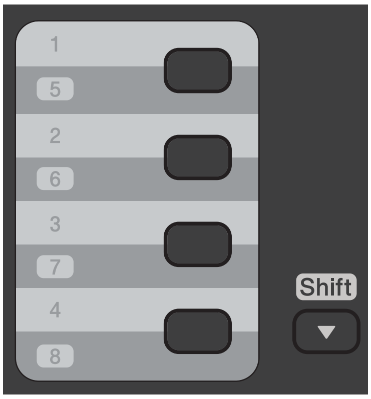


3. Enter the fax number.
   - **Using the dial pad**

     Enter the fax number using the dial pad.

   - **Using the One Touch Buttons**

     Choose a contact stored on a One Touch button.

   - **Using the Speed Dial Codes**

     Press 📖▲ twice, and then enter the three-digit Speed Dial code. Press **OK**.

4. Press **Start**.

   The machine scans and sends the document.

   **If you placed the document on the scanner glass, follow the instructions in the table:**

| Option | Description |
|---|---|
| `Yes` | To scan the next page, press ▲ to select the `Yes` option, and then place the next page on the scanner glass.<br>Press **OK** to scan the page. |
| `No(Send)` | When you have scanned the last page, press ▼ to select the `No(Send)` option (or press **Start** again).<br>The machine sends the document. |

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

## ✓ Related Information

- Send a Fax

# Send a Fax Manually

**Related Models**: MFC-B7700D/MFC-B7720DN

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

1. Press 📠 (**FAX**).
2. Load your document.
3. Press **Hook/Hold** and listen for a dial tone.
4. Dial the fax number you want to call.
5. When you hear the fax tone, press **Start**.
   - If you selected the `[Advanced Mode]` option in the `[Fax Mode]` setting and are using the scanner glass, press **▲**.

## Related Information

- Send a Fax

# Send a Fax at the End of a Conversation

**Related Models**: MFC-B7700D/MFC-B7720DN

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

1. Ask the other party to wait for fax tones (beeps) and then to press the Start button before hanging up.
2. Load your document.
3. Press **Start**.
   - If you selected the `[Advanced Mode]` option in the `[Fax Mode]` setting and are using the scanner glass, press **▲**.
4. Replace the handset.

## ✓ Related Information

- Send a Fax

# Set the Fax Logic (Sending and Receiving Sequence)

**Related Models**: MFC-B7700D/MFC-B7720DN

You can change the process of manual fax send or receive.

If you often send or receive a fax manually to/from the other party at the end of a conversation, set the `[Fax Mode]` to `[Easy Mode]`.

1. Press (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Fax Mode]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Easy Mode]` or `[Advanced Mode]` option and then press **OK**.
6. Press **Stop/Exit**.

## ✓ Related Information

- Send a Fax

# Send the Same Fax to More than One Recipient (Broadcasting)

**Related Models**: MFC-B7700D/MFC-B7720DN

Use the Broadcasting feature to send the same fax to multiple fax numbers at the same time.

1. Press (**FAX**).
2. Load your document.
3. Enter a number, and press **OK**.

   You can use One Touch Dial, Speed Dial, Group numbers and numbers manually entered using the dial pad.

   Repeat this step to enter the all the numbers you want to broadcast to.
4. Press **Start**.

## Related Information

- Send a Fax
  - Cancel a Broadcast in Progress

# Cancel a Broadcast in Progress

**Related Models**: MFC-B7700D/MFC-B7720DN

While broadcasting you can cancel the fax currently being sent or the whole broadcast job.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Remaining Jobs]` option, and then press **OK**.

   The LCD will display the Broadcast job number followed by the fax number being dialled (for example, `[#001123456789]`) and the broadcast job number (for example, `[Broadcast#001]`).
4. Press ▲ or ▼ to display the fax number being dialled or the broadcast job number, and then press **OK**.
5. Press the option shown in the table to cancel or exit the cancel process.

| Option | Description |
|---|---|
| ▲ | The machine cancels the fax currently being sent. |
| ▼ | The machine exits from the cancel process without cancelling. |

   If you cancelled the fax currently being sent, the LCD will ask you if you want to cancel the broadcast job.
6. Press the option shown in the table to cancel the broadcast job or exit the cancel process.

| Option | Description |
|---|---|
| ▲ | The machine cancels the broadcast job. |
| ▼ | The machine exits from the cancel process without cancelling. |

7. Press **Stop/Exit**.

## ✓ Related Information

- Send the Same Fax to More than One Recipient (Broadcasting)

# Send a Fax at a Specified Time (Delayed Fax)

**Related Models**: MFC-B7700D/MFC-B7720DN

You can store up to 50 faxes in the machine's memory to be sent within the next twenty-four hour period.

1. Press (**FAX**).
2. Load your document.
3. Press **Options**.
4. Press ▲ or ▼ to display the `[Delayed Fax]` option, and then press **OK**.
5. Enter the time you want the fax to be sent.
    - If you set `[12h Clock]` in the `[Date&Time]` setting, enter the time in 12-hour format, and then press **OK**.

      Press ▲ or ▼ to display the `[AM]` or `[PM]` option, and then press **OK**.
    - If you set `[24h Clock]` in the `[Date&Time]` setting, enter the time in 24-hour format, and then press **OK**.

      (For example, enter 19:45 for 7:45 PM.)
6. Enter the fax number.
7. Press **Start**.

- The number of pages you can scan into the memory depends on the amount of data printed on each page.

## Related Information

- Send a Fax

# Cancel a Fax in Progress

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press **Stop/Exit** while the machine is dialling or sending a fax.
2. Press an option in the table to cancel or continue the fax job in progress.

| Option | Description |
|---|---|
| ▲ | The machine cancels sending the fax job. |
| ▼ | The machine exits from the process without cancelling the fax job. |

## Related Information

- Send a Fax

# Check and Cancel a Pending Fax

**Related Models**: MFC-B7700D/MFC-B7720DN

You can cancel a fax job before it is sent, by cancelling the fax job while it is stored and waiting in the memory.

1. Press (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Remaining Jobs]` option, and then press **OK**.

   The LCD displays the number of jobs waiting in the memory to be sent.
5. Press ▲ or ▼ to display the job you want to cancel, and then press **OK**.
6. Press the options in the following table to cancel or exit the cancel process.

| Option | Description |
|---|---|
| ▲ | The machine cancels the job. |
| ▼ | The machine exits from the cancel process without cancelling. |

7. Press **Stop/Exit**.

## ✓ Related Information

- Send a Fax

# Fax Options

To change fax-sending settings, press the `[Options]` button.

| Option | Description |
|---|---|
| `Fax Resolution` | Set the resolution for outgoing faxes.<br>The fax quality often can be improved by changing the Fax Resolution. |
| `Contrast` | Adjust the contrast.<br>If your document is very light or very dark, changing the contrast may improve the fax quality. |
| `Glass ScanSize` | Adjust the scan area of the scanner glass to the size of the document. |
| `Delayed Fax` | Set the time of day the delayed faxes will be sent. |
| `Overseas Mode` | Set to On if you have difficulty sending faxes overseas. |

## ✓ Related Information

- Send a Fax

# Receive a Fax

- Receive Mode Settings

# Receive Mode Settings

- Receive Modes Overview
- Choose the Correct Receive Mode
- Use PC-Fax Receive to Transfer Received Faxes to Your Computer (Windows only)
- Set the Number of Rings Before the Machine Answers (Ring Delay)
- Set Fax Detect
- Shrink Page Size of an Oversized Incoming Fax
- Set the 2-sided Printing for Received Faxes
- Set the Fax Receive Stamp
- Receive a Fax at the End of a Telephone Conversation
- Register a Number in the Blocked List

# Receive Modes Overview

**Related Models**: MFC-B7700D/MFC-B7720DN

| Mode | Function | Help |
|---|---|---|
| `Fax Auto` | Each call recognized as fax and send fax signal. However, you can answer the call within the number of rings. | Factory setting of Ring Delay is four. After ringing four times, the fax machine send fax-receiving signals automatically. |
| `Fax Manual` | Machine doesn't recognize each call, only as a common phone call that you need to determine after answering the phone. | Answering the call, or if the caller wants to send you a fax, press **Start** (under easy mode) to receive faxes. |
| `PC Fax Receive` | Machine automatically transfers received faxes to your computer running the PC-Fax software. | The machine will transfer the received fax data to the designated computer and the fax data will not remain in your machine in the PC-Fax mode.<br>Select on or off for the backup print feature when you select `PC Fax Receive`.<br>Machine will print received faxes if you turn on the backup print setting. |

## ✓ Related Information

- Receive Mode Settings

# Choose the Correct Receive Mode

**Related Models**: MFC-B7700D/MFC-B7720DN

The factory setting of Receive Mode is “Fax Auto”. Your machine will automatically receive any faxes that are sent to it. There are three receive modes of this machine as below.

| LCD Display | Factory Setting Ring Delay |
|---|---|
| `Fax Auto` | Ring Delay: four times |
| `Fax Manual` | |
| `PC Fax Receive` | |

1. Press (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setup Receive]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Receive Mode]` option, and then press **OK**.
6. Press ▲ or ▼ to select the `[Fax Auto]`, `[Fax Manual]` or `[PC Fax Receive]` option, and then press **OK**.
7. Press **Stop/Exit**.

## Related Information

- Receive Mode Settings

# Use PC-Fax Receive to Transfer Received Faxes to Your Computer (Windows only)

**Related Models**: MFC-B7700D/MFC-B7720DN

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.

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

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

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

If you selected `[Backup Print: On]`, the machine will also print the fax.

1. Press 📠 (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setup Receive]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Receive Mode]` option, and then press **OK**.
6. Press ▲ or ▼ to display the `[PC Fax Receive]` option, and then press **OK**.

- PC-Fax Receive is not available for the Mac operating systems.
- If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your computer.

7. Press ▲ or ▼ to display `[On]`, and then press **OK**.
8. Press **OK**.
9. Press ▲ or ▼ to display `[<USB>]` or your computer name, and then press **OK**.
10. Press ▲ or ▼ to display `[On]` or `[Off]` for the Backup Print setting, and then press **OK**.
11. Press **Stop/Exit**.

## Related Information

- Receive Mode Settings

# Set the Number of Rings Before the Machine Answers (Ring Delay)

**Related Models**: MFC-B7700D/MFC-B7720DN

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 the Fax Auto Mode.
- If you have external or extension telephones on the same line as the machine, choose the maximum number of rings.

1. Press (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setup Receive]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Ring Delay]` option, and then press **OK**.
6. Press ▲ or ▼ to select the number of rings you want the line to ring before the machine answers, and then press **OK**.
7. Press **Stop/Exit**.

If you select `[00]`, the machine will answer immediately and the line will not ring at all (available only for some countries).

## Related Information

- Receive Mode Settings

# Set Fax Detect

**Related Models**: MFC-B7700D/MFC-B7720DN

**If Fax Detect is On:** The machine receives a fax call automatically, even if you answer the call. When you see `[Receiving]` on the LCD or when you hear "chirps" through the handset you are using, just replace the handset. Your machine will do the rest.

**If Fax Detect is Off:** If you are at the machine and answer a fax call by lifting the handset, press the buttons in the following table to receive the fax. If you answered at an extension or external telephone, press ***51**.

| Applicable Models | To receive the fax |
|---|---|
| MFC-B7700D/MFC-B7720DN | **Start** and then ▼ |

- If this feature is set to `[On]`, but your machine does not connect a fax call when you lift an extension or external telephone handset, press the remote activation code ***51**.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to `[Off]`.

1. Press 📠 (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setup Receive]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Fax Detect]` option, and then press **OK**.
6. Press ▲ or ▼ to display the `[On]` (or `[Off]`) option, and then press **OK**.
7. Press **Stop/Exit**.

## Related Information

- Receive Mode Settings

# Shrink Page Size of an Oversized Incoming Fax

**Related Models**: MFC-B7700D/MFC-B7720DN

If you enable the auto reduction function, the machine reduces each page of an incoming fax to fit on your paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting.

1. Press ☎ (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setup Receive]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Auto Reduction]` option, and then press **OK**.
6. Press ▲ or ▼ to display the `[On]` (or `[Off]`) option, and then press **OK**.
7. Press **Stop/Exit**.

## ✓ Related Information

- Receive Mode Settings

# Set the 2-sided Printing for Received Faxes

**Related Models**: MFC-B7700D/MFC-B7720DN

Your machine prints received faxes on both sides of the paper when `[2-sided]` is set to `[On]`.

- Use A4 size paper (60 to 105 g/m$^2$) for this function.
- When 2-sided printing is enabled, incoming faxes are automatically reduced to fit the paper in the paper tray.

1. Press 📠 (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setup Receive]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[2-sided]` option, and then press **OK**.
6. Press ▲ or ▼ to display the `[On]` (or `[Off]`) option, and then press **OK**.
7. Press **Stop/Exit**.

## ✓ Related Information

- Receive Mode Settings

# Set the Fax Receive Stamp

**Related Models**: MFC-B7700D/MFC-B7720DN

You can set the machine to print the received date and time at the top centre of each received fax page.

- Make sure you have set the current date and time on the machine.

1. Press 📠 (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setup Receive]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Fax Rx Stamp]` option, and then press **OK**.
6. Press ▲ or ▼ to display the `[On]` (or `[Off]`) option, and then press **OK**.
7. Press **Stop/Exit**.

## ✓ Related Information

- Receive Mode Settings

# Receive a Fax at the End of a Telephone Conversation

**Related Models**: MFC-B7700D/MFC-B7720DN

If you are speaking on the telephone 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 place the document in their machine and to press the Start or Send button.
2. When you hear the CNG tones (slowly repeating beeps), press **Start**.
3. Press ▼ to receive a fax if you selected the `[Advanced Mode]` option in the `[Fax Mode]` setting.
4. Replace the handset.

## ✓ Related Information

- Receive Mode Settings

# Register a Number in the Blocked List

**Related Models**: MFC-B7700D/MFC-B7720DN

If you do not want to receive faxes or calls from specific numbers, register the numbers to your list of blocked callers. The machine can register up to 100 fax or telephone numbers from the caller ID memory.

- You must apply for the Caller ID service at your local telephone company.
- The number you want to register must be stored in the caller ID memory.

The Caller ID feature is not available in some countries.

1. Press 📠 (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Anti-Junk Fax]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Register]` option, and then press **OK**.

   The machine displays the numbers in the caller ID memory.

   - To delete the number, press ▲ and then press **OK**.
   - To print the blocked list, select `[Print Report]` and then press **OK**. Follow the on-screen menus.

6. Press ▲ or ▼ to display the number you want, and then press **OK**.
7. Press ▲ to register the number.

   To go back without registering the number, press ▼.

8. Press **Stop/Exit**.

## ✓ Related Information

- Receive Mode Settings

# Voice Operations and Fax Numbers

- Voice Operations
- Dial a Number Using One Touch Dial
- Dial a Number Using Speed Dial
- Set up Groups for Broadcasting
- Combine Address Book Numbers

## Voice Operations

- Send Tone Signals

# Send Tone Signals

**Related Models**: MFC-B7700D/MFC-B7720DN

If you have a Pulse dialling 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.

1. Press ☎ (**FAX**).
2. Press **Hook/Hold** .
3. Press **#** on the machine’s control panel.

   Any digits dialled after this will send tone signals.

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

## ✓ Related Information

- Voice Operations

# Dial a Number Using One Touch Dial

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press 📠 (**FAX**).
2. Load your document.
3. Press the One Touch button assigned to the fax or telephone number you want to dial.

> To dial One Touch numbers 1 to 4, press the One Touch button. To dial One Touch numbers 5 to 8, hold down **Shift** as you press the One Touch button.

4. Press **Start**.

## Related Information

- Voice Operations and Fax Numbers
  - Store One Touch Dial Numbers
  - Change or Delete One Touch Dial Numbers

# Store One Touch Dial Numbers

**Related Models**: MFC-B7700D/MFC-B7720DN

You can store eight One Touch Dial numbers on the four One Touch buttons. To access One Touch Dial Numbers 5 to 8, hold down **Shift** as you press the One Touch button.

1. Press (**FAX**).
2. Press the One Touch button where you want to store the number.

   If a number is not stored there, the LCD displays `[Register Now?]`.
3. Press ▲ to select `[Yes]`.
4. Enter the telephone or fax number (up to 20 digits), and then press **OK**.
5. Do one of the following:
   - Enter the name using the dial pad (up to 10 characters for Chinese or 20 characters for alphanumeric), and then press **OK**.
   - To store the number without a name, press **OK**.
6. Do one of the following:
   - Enter the pinyin using the dial pad, and then press **OK**.
   - To store the name without a pinyin, press **OK**.

## Related Information

- Dial a Number Using One Touch Dial

# Change or Delete One Touch Dial Numbers

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press (**FAX**).
2. Press ▲ three times.
3. Press ▲ or ▼ to display the `[One Touch Dial]` option, and then press **OK**.
4. Press the One Touch button you want to change or delete.
5. Do one of the following:
   - To change the stored name, pinyin and number:
     a. Press ▲.
     b. Edit the name, pinyin and number:

        To edit the stored name, pinyin, or number, press ◀ or ▶ to move the cursor to the character you want to change, and then press **Clear**.

        Enter the correct character, and then press **OK**.
   - To delete the stored name, pinyin and number:
     a. Press ▼.
     b. Press ▲ to confirm.
   - To exit without making a change, press **Stop/Exit**.
6. Press **Stop/Exit**.

## ✓ Related Information

- Dial a Number Using One Touch Dial

# Dial a Number Using Speed Dial

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press 📠 (**FAX**).
2. Load your document.
3. Do one of the following:
    - Press 📖▲ twice and enter the three-digit Speed Dial code.
    - Press 📖▲.

      Press the dial pad buttons for the first few letters of the name, and then press **OK**.

      Press ▲ or ▼ to scroll until you find the name you are looking for, and then press **OK**.
4. Press **OK**.
5. Press **Start**.

## ✓ Related Information

- Voice Operations and Fax Numbers
    - Store Speed Dial Numbers
    - Change or Delete Speed Dial Numbers

# Store Speed Dial Numbers

**Related Models**: MFC-B7700D/MFC-B7720DN

Use the Speed Dial numbers to store up to 200 numbers with a name.

1. Press 📠 (**FAX**).
2. Press 📖▲ twice and enter a three-digit Speed Dial code (001 - 200). Press **OK**.

   If a number is not stored there, the LCD displays `[Register Now?]`.
3. Press ▲ to select `[Yes]`.
4. Enter the telephone or fax number (up to 20 digits), and then press **OK**.
5. Do one of the following:
   - Enter the name using the dial pad (up to 10 characters for Chinese or 20 characters for alphanumeric), and then press **OK**.
   - To store the number without a name, press **OK**.
6. Do one of the following:
   - Enter the pinyin using the dial pad, and then press **OK**.
   - To store the name without a pinyin, press **OK**.

## ✓ Related Information

- Dial a Number Using Speed Dial

# Change or Delete Speed Dial Numbers

**Related Models**: MFC-B7700D/MFC-B7720DN

You can change or delete Speed Dial Codes.

1. Press (**FAX**).
2. Press ▲ three times.
3. Press ▲ or ▼ to display the `[Speed Dial]` option, and then press **OK**.
4. Enter the Speed Dial code you want to change or delete, and then press **OK**.
5. Do one of the following:
   - To change the stored fax or telephone number and name:
     a. Press ▲.
     b. Edit the name, pinyin and number:

        To edit the stored name, pinyin, or number, press ◀ or ▶ to move the cursor to the character you want to change, and then press **Clear**.

        Enter the correct character, and then press **OK**.
   - To delete the stored name, pinyin and number:
     a. Press ▼.
     b. Press ▲ to confirm.
   - To exit without making a change, press **Stop/Exit**.
6. Press **Stop/Exit**.

## ✓ Related Information

- Dial a Number Using Speed Dial

# Set up Groups for Broadcasting

**Related Models**: MFC-B7700D/MFC-B7720DN

A Group, which can be stored in the Address Book (One Touch Dial or Speed Dial in some models) 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 an Address Book (a One Touch Dial, or a Speed Dial in some models) number.

| Applicable Models | Maximum number of Group | Maximum numbers in a large Group |
|---|---|---|
| MFC-B7700D/MFC-B7720DN | 20 groups | 207 numbers |

1. Press 📠 (**FAX**).
2. Press ▲ three times.
3. Press ▲ or ▼ to display the `[Setup Groups]` option, and then press **OK**.
4. Do one of the following:
   - To store a Group in a Speed Dial location

     Press 📖▲ and then enter the three-digit Speed Dial location, and then press **OK**.
   - To store a Group in a One Touch Dial location

     Press a One Touch button.
5. Use the dial pad to enter a Group number (01 to 20), and then press **OK**.
6. Add numbers to the Group:
   - To add Speed Dial Numbers

     Press 📖▲ and then enter the three-digit Speed Dial location.
   - To add one Touch Dial Numbers

     press the One Touch keys one after the other.

   The LCD will display selected Speed Dial numbers with a # and One Touch Dial numbers with a * (for example *006, #009).
7. Press **OK** when you finish adding numbers.
8. Enter the Group name using the dial pad (up to 10 characters for Chinese or 20 characters for alphanumeric).
9. Press **OK**.
10. Do one of the following:
    - Enter the pinyin using the dial pad, and then press **OK**.
    - To store the Group name without a pinyin, press **OK**.
11. Press **Stop/Exit**.

## Related Information

- Voice Operations and Fax Numbers
  - Change a Broadcasting Group Name
  - Delete a Broadcasting Group
  - Add or Delete a Broadcasting Group Member

# Change a Broadcasting Group Name

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press 📠 (**FAX**).
2. Press ▲ three times.
3. Press ▲ or ▼ to display the `[Setup Groups]` option, and then press **OK**.
4. Do one of the following:
   - To change the Group name of a Group stored in a Speed Dial location

     Press 📖▲ and then enter the three-digit Speed Dial location, and then press **OK**.
   - To change the Group name of a Group stored in a One Touch Dial location

     Press a One Touch button.
5. Press ▲ to change the stored Group information.
6. Press **OK**.
7. To edit the name, press ◀ or ▶ position the cursor under the character you want to change. Then press **Clear** to delete it, and enter the correct character using the dial pad.

   When you are finished editing, press **OK**.
8. To edit the pinyin, press ◀ or ▶ position the cursor under the character you want to change. Then press **Clear** to delete it, and enter the correct character using the dial pad.

   When you are finished editing, press **OK**.
9. Press **Stop/Exit**.

## ✓ Related Information

- Set up Groups for Broadcasting

# Delete a Broadcasting Group

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press 📠 (**FAX**).
2. Press ▲ three times.
3. Press ▲ or ▼ to display the `[Setup Groups]` option, and then press **OK**.
4. Do one of the following:
   - To delete a Group stored in a Speed Dial location

     Press 📖▲ and then enter the three-digit Speed Dial location, and then press **OK**.
   - To delete a Group stored in a One Touch Dial location

     Press a One Touch button.
5. Press ▼ to delete the Group.
6. Press ▲ to confirm.
7. Press **Stop/Exit**.

## ✓ Related Information

- Set up Groups for Broadcasting

# Add or Delete a Broadcasting Group Member

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press 📠 (**FAX**).
2. Press ▲ three times.
3. Press ▲ or ▼ to display the `[Setup Groups]` option, and then press **OK**.
4. Do one of the following:
   - To change the numbers of a Group stored in a Speed Dial location

     Press 📖▲ and then enter the three-digit Speed Dial location, and then press **OK**.
   - To change the numbers of a Group stored in a One Touch Dial location

     Press a One Touch button.
5. Press ▲ to change the numbers stored in the Group.
6. Add or delete One Touch or Speed Dial numbers
   - To add One Touch numbers

     Press ◀ or ▶ to position the cursor just after the last number.

     Then press the One Touch button of the number you want to add.
   - To add Speed Dial numbers

     Press ◀ or ▶ to position the cursor just after the last number.

     Then press 📖▲ and then enter the three-digit Speed Dial location of the number you want to add.
   - To delete One Touch or Speed Dial numbers, press ◀ or ▶ to position the cursor under the number you want to delete, and then press **Clear**.

   When you are finished editing, press **OK**.
7. Press **OK**.
8. Press **Stop/Exit**.

## ✓ Related Information

- Set up Groups for Broadcasting

# Combine Address Book Numbers

**Related Models**: MFC-B7700D/MFC-B7720DN

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.

You can store these long dialling sequences by dividing them and setting them up as separate Address Book numbers in any combination. You can even include manual dialling using the dial pad.

For example: You might have stored '01632' and '960555' in your machine as shown in the following table.

| Applicable Models | '01632' stored in | '960555' stored in |
|---|---|---|
| MFC-B7700D/MFC-B7720DN | Quick Dial: 003 | Quick Dial: 002 |

You can use them both to dial '01632-960555' by using the following procedure.

1. Press 📠 (**FAX**).
2. Press 📖▲ twice, 003.
3. Press **OK**.
4. Press 📖▲ twice, 002.
5. Press **OK**.
6. Press **Start**.

   The machine will dial '01632-960555'.

To temporarily change a number, you can substitute part of the number by pressing it using the dial pad. For example, to change the number to '01632-960556', you could enter the number (01632) using Quick Dial 003, and then press 960556 using the dial pad.

✎ If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing **Redial/Pause**.

## ✓ Related Information

- Voice Operations and Fax Numbers

# Telephone Services and External Devices

- Caller ID
- External and Extension Telephones
- Multi-line Connections (PABX)

# Caller ID

**Related Models**: MFC-B7700D/MFC-B7720DN

The caller ID feature of this machine lets you use the caller ID subscriber service offered by certain telephone companies.

The Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because caller IDs are received and stored in your fax machine memory. Besides the standard Caller ID feature, you can also select a single caller's phone number and call back.

- This feature is not available in certain area.
- To get the Caller ID service, you have to apply for it at your local telephone company.
- FSK and DTMF are the two modes for displaying your calls. Please ask your local telephone company for whether your mode is FSK or DTMF. If your local telephone company uses DTMF mode, please switch your mode.
- Contact your local telephone company or Brother dealer in the case that the feature does not work normally. Caller ID feature is not available in the following situation:
    - You have not applied for it at your local telephone company.
    - The fax machine is connected to an internal switchboard or other switch device.
    - Due to the switchboard problems or line problems of local telephone companies, the feature may not work in some areas.

### Advantages of Caller ID

**For Business**

All businesses profit from a quicker response to customer calls.

**At Home**

Residential customers can protect themselves from unwanted calls.

### Caller ID feature

The Caller ID feature of this machine lets you use the Caller ID subscriber service offered by many local phone companies.

You can view the list or select one of these numbers to add to Address Book (the Speed Dial or One Touch Dial in some models), or delete from the history.

After a few rings, the screen displays the telephone number of your caller (or name, if available). Once you answer the call, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory.

- The `[ID Unknown]` message means the call originated outside your Caller ID service area.
- The `[ID Withheld]` message means the caller has intentionally blocked transmission of Caller ID information.

You can print a list of the Caller ID information received by your machine.

- You can print a list of Caller ID information received by your machine.
- Caller ID service varies with different carriers. Call your local phone company to determine the kind of service available in your area.

## Related Information

- Telephone Services and External Devices
    - Set the Caller ID Type

# Set the Caller ID Type

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Miscellaneous]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Caller ID Type]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Auto]`, `[FSK]` or `[DTMF]` option, and then press **OK**.
5. Press **Stop/Exit**.

## ✓ Related Information

- Caller ID

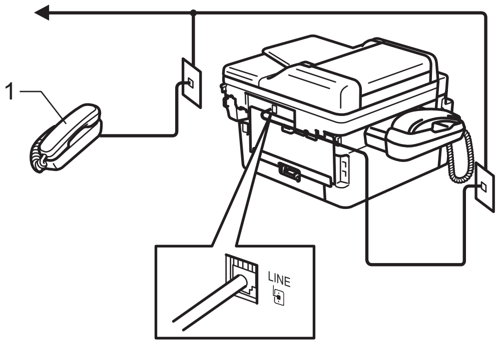
# External and Extension Telephones

- Connect an Extension Telephone
- Operation from Extension Telephones
- Use the Remote Codes

# Connect an Extension Telephone

**Related Models**: MFC-B7700D/MFC-B7720DN

You can connect a separate telephone to your machine as shown in the diagram below.



1 Extension telephone

## Related Information

- External and Extension Telephones

# Operation from Extension Telephones

**Related Models**: MFC-B7700D/MFC-B7720DN

If you answer a fax call at an extension telephone, you can make your machine take the call by using the Remote Activation Code. When you press the Remote Activation Code ***51**, the machine starts to receive the fax.

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 Remote Deactivation Code **#51**.

## 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 displays `[Receiving]`, and then hang up.

## Related Information

- External and Extension Telephones

# Use the Remote Codes

**Related Models**: MFC-B7700D/MFC-B7720DN

## Remote Activation Code

If you answer a fax call on an extension telephone, you can tell your machine to receive it by pressing the Remote Activation Code ***51**. Wait for the chirping sounds then replace the handset.

## ✓ Related Information

- External and Extension Telephones
  - Change the Remote Codes

# Change the Remote Codes

**Related Models**: MFC-B7700D/MFC-B7720DN

The preset Remote Activation Code is ***51**. The preset Remote Deactivation Code is **#51**. If you are always disconnected when accessing your external answering phone device remotely, try changing the three-digit remote codes using the numbers 0-9, *, #.

1. Press 📠 (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setup Receive]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[Remote Codes]` option, and then press **OK**.
6. Press ▲ or ▼ to display the `[On]` option, and then press **OK**.

- To turn off Remote Codes, select the `[Off]` option.

7. Enter the new Remote Activation Code, and then press **OK**.
8. Enter the new Remote Deactivation Code, and then press **OK**.
9. Press **Stop/Exit**.

## Related Information

- Use the Remote Codes

# Multi-line Connections (PABX)

**Related Models**: MFC-B7700D/MFC-B7720DN

Most offices use a central telephone system.

Brother recommends that all our machines be connected to a discreet (dedicated) line. Although a particular PABX may appear to work with a particular model of fax machine, we cannot guarantee that the unit will operate correctly.

While it is often relatively simple to connect a fax machine to a PABX, (Private Automatic Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you.

Brother does not recommend the use of a PABX line. PABX limitations in general can cause some functions of the fax machine not to work correctly.

## ✓ Related Information

- Telephone Services and External Devices

# Fax Reports

The Transmission Verification Report and the Fax Journal are available to confirm the results of fax transmission.

- Print a Fax Journal

# Print a Fax Journal

**Related Models**: MFC-B7700D/MFC-B7720DN

You can set the machine to print a journal at specific intervals.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Journal Period]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Every 50Faxes]` or `[Off]` option, and then press **OK**.
   - Every 50 Faxes

     The machine will print the Journal when the machine has stored 50 jobs.
5. Press **Stop/Exit**.

## Related Information

- Fax Reports

# PC-FAX

**Related Models**: MFC-B7700D/MFC-B7720DN

- PC-FAX for Windows
- PC-FAX for Mac(Sending only)

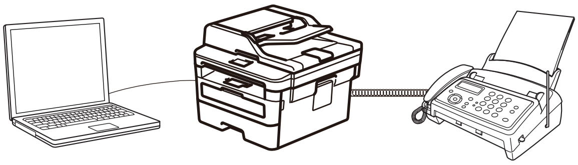
# PC-FAX for Windows

- PC-FAX Overview (Windows)
- Send a Fax Using PC-FAX (Windows)
- Receive Faxes on Your Computer (Windows)

# PC-FAX Overview (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

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)

**Related Models**: MFC-B7700D/MFC-B7720DN

Before sending faxes using PC-FAX, personalise the send options in each tab of the **PC-FAX Setup** dialog box.

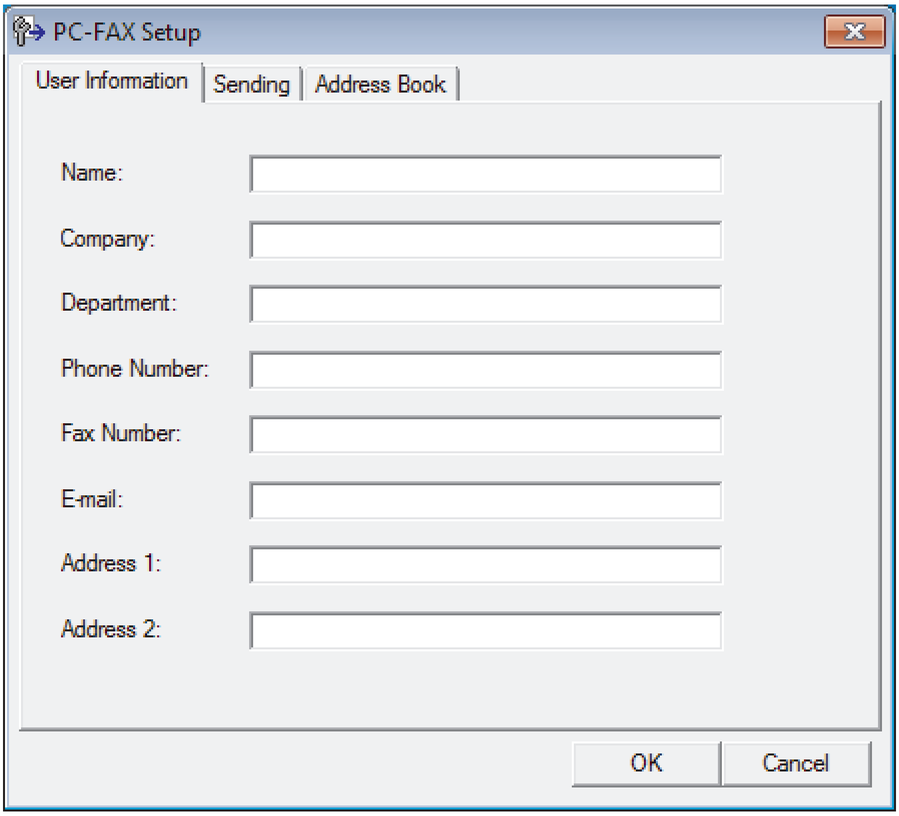
1. Do one of the following:
   - Windows 7

     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 customised **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)

**Related Models**: MFC-B7700D/MFC-B7720DN

Add, edit and delete members and groups to personalise your Brother **Address Book**.

- Add a Member to your PC-FAX Address Book (Windows)
- Create a Group in your PC-FAX Address Book (Windows)
- Edit Member or Group Information in your PC-FAX Address Book (Windows)
- Delete a Member or Group in your PC-FAX Address Book (Windows)
- Export your PC-FAX Address Book (Windows)
- Import Information to your PC-FAX Address Book (Windows)

# Add a Member to your PC-FAX Address Book (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

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.

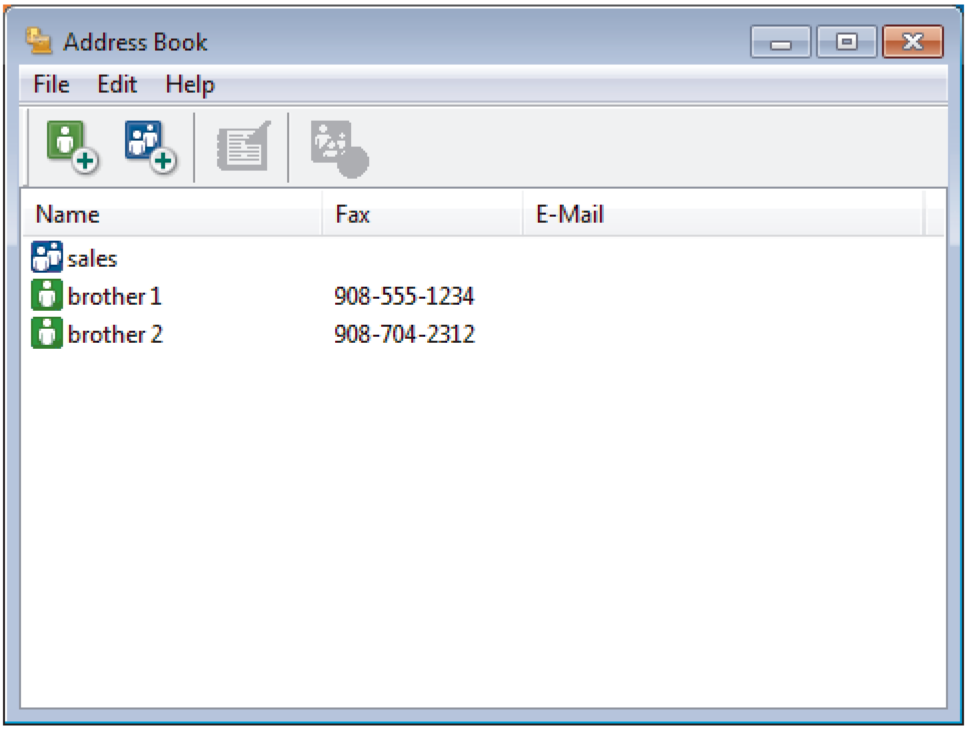
1. Do one of the following:
   - Windows 7

     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)**.

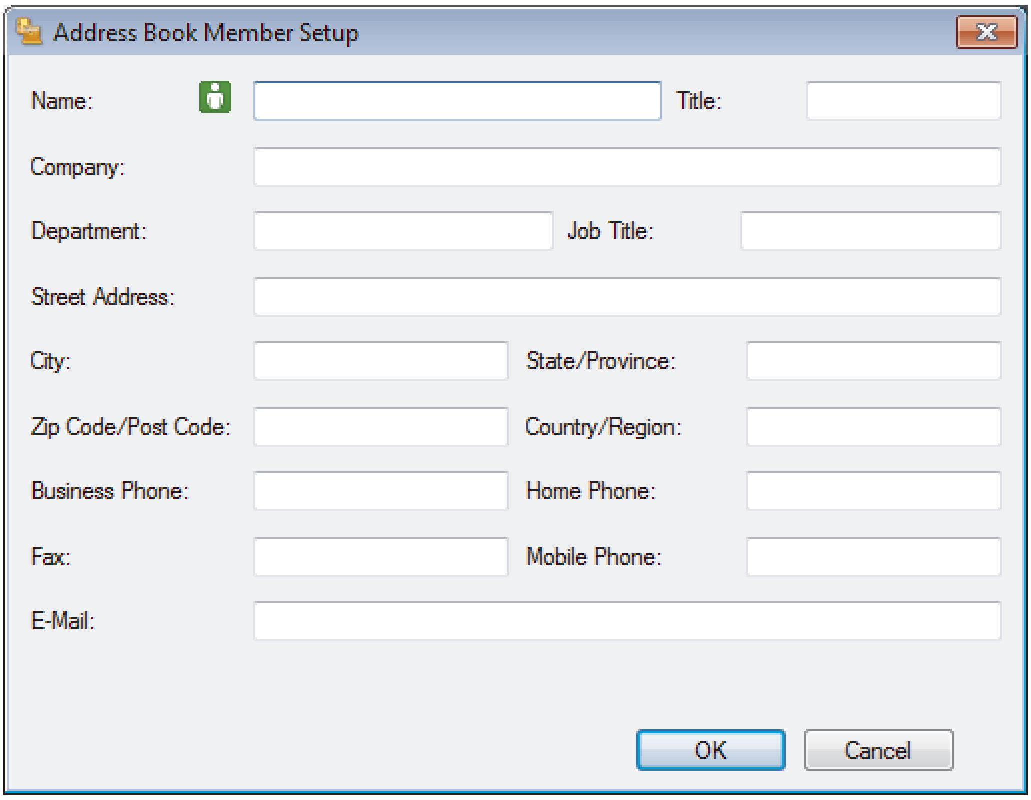
   The **Address Book** dialog box appears.



| Name | Fax | E-Mail |
|---|---|---|
| sales | | |
| brother 1 | 908-555-1234 | |
| brother 2 | 908-704-2312 | |

2. Click .

   The **Address Book Member Setup** dialog box appears.



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 your PC-FAX Address Book (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

Create a group to broadcast the same PC-FAX to several recipients at one time.

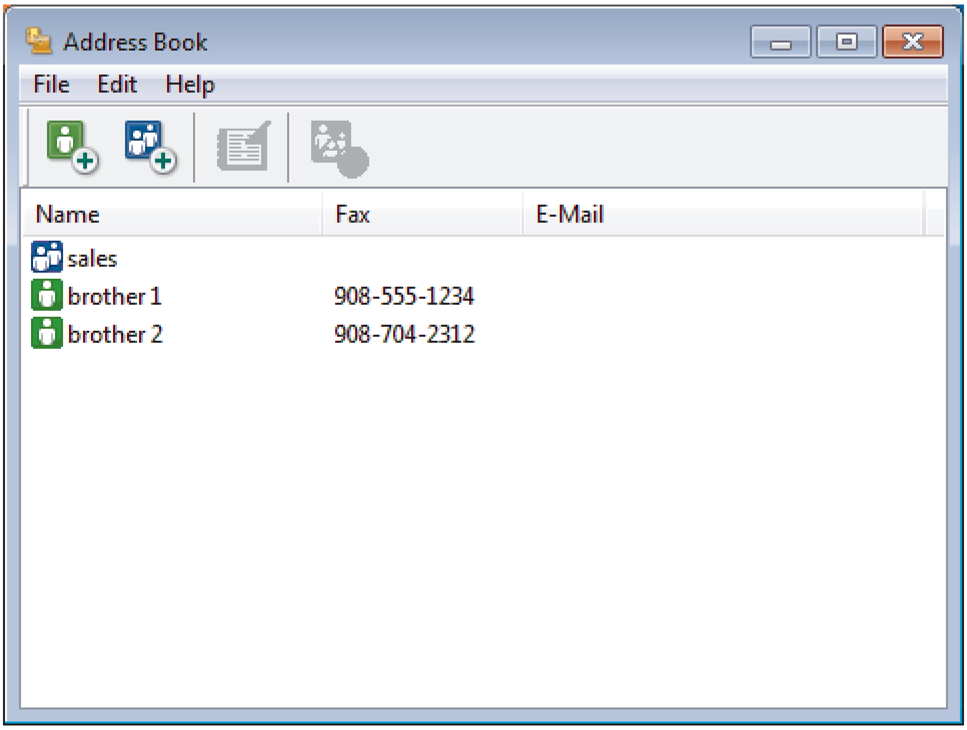
1. Do one of the following:
   - Windows 7

     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)**.

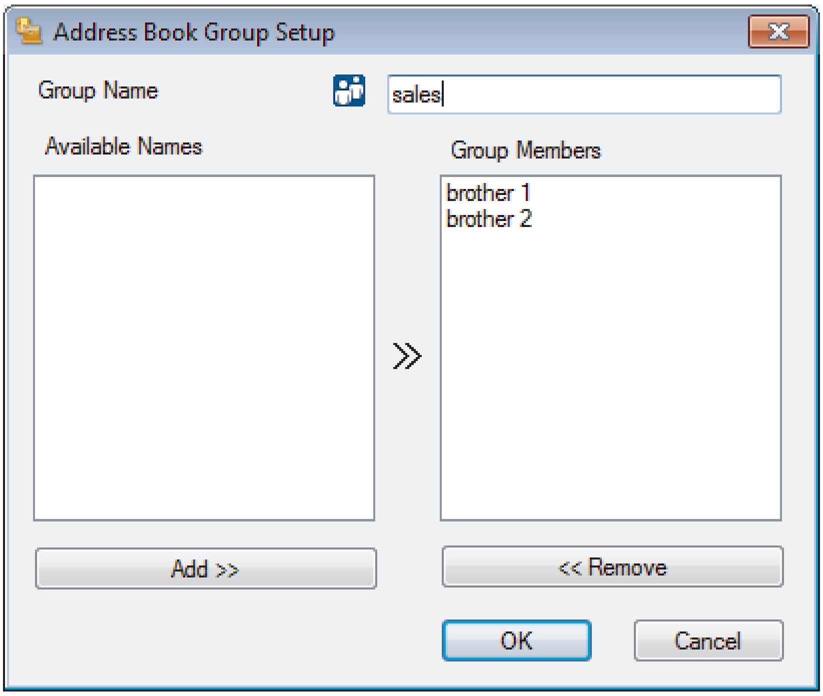
   The **Address Book** dialog box appears.



| Name | Fax | E-Mail |
|---|---|---|
| sales | | |
| brother 1 | 908-555-1234 | |
| brother 2 | 908-704-2312 | |

2. Click .

   The **Address Book Group Setup** dialog box appears.



sales

brother 1
brother 2

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 in your PC-FAX Address Book (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

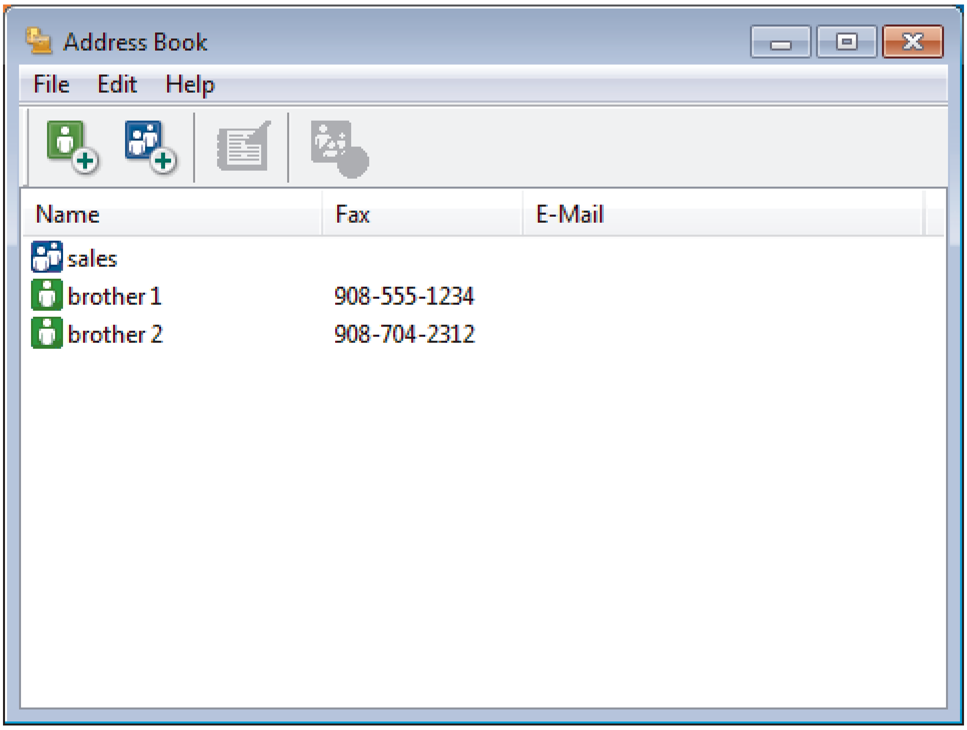
1. Do one of the following:
   - Windows 7

     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.



| Name | Fax | E-Mail |
|---|---|---|
| sales | | |
| brother 1 | 908-555-1234 | |
| brother 2 | 908-704-2312 | |

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 in your PC-FAX Address Book (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

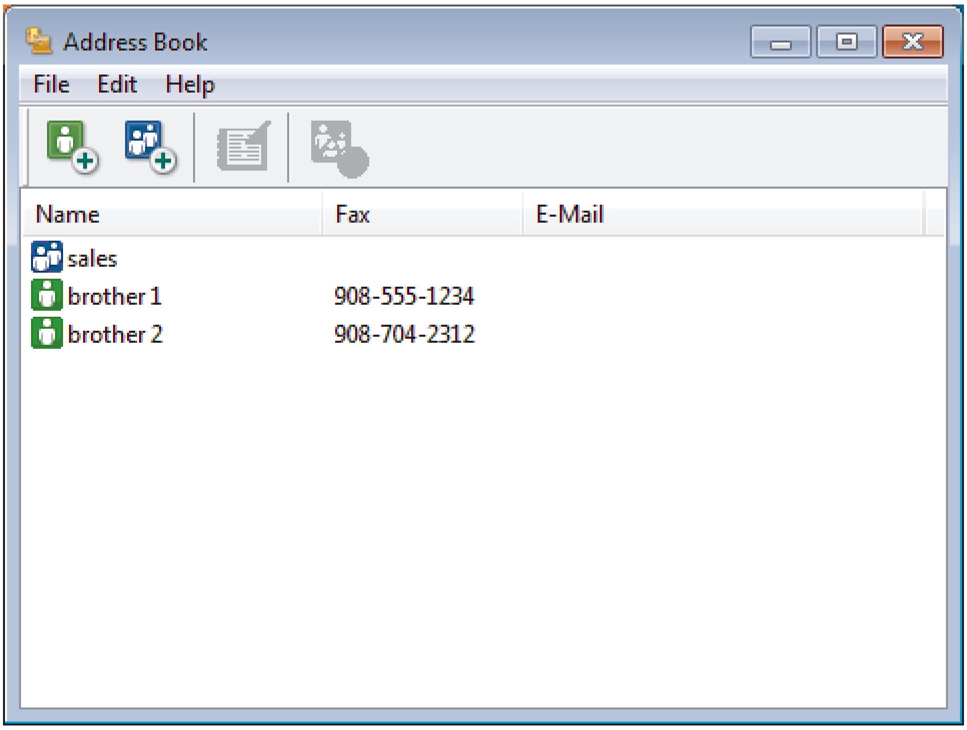
1. Do one of the following:
   - Windows 7

     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.



| Name | Fax | E-Mail |
|---|---|---|
| sales | | |
| brother 1 | 908-555-1234 | |
| brother 2 | 908-704-2312 | |

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 your PC-FAX Address Book (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

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.

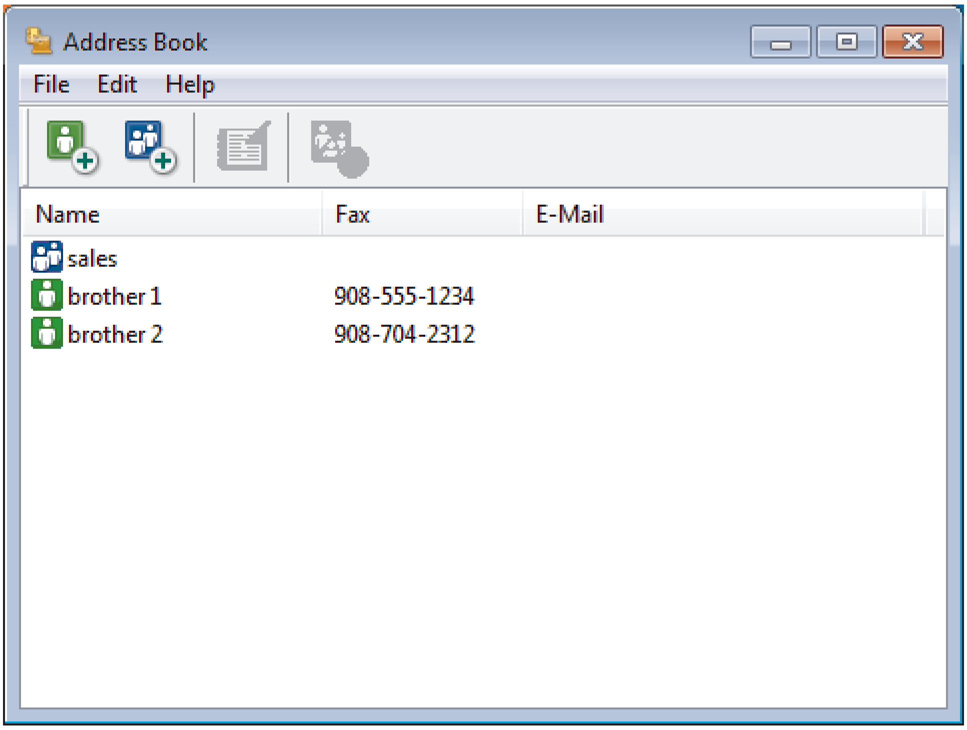
1. Do one of the following:
   - Windows 7

     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.



| Name | Fax | E-Mail |
|---|---|---|
| sales | | |
| brother 1 | 908-555-1234 | |
| brother 2 | 908-704-2312 | |

2. Click the **File** menu, and then select **Export**.
3. Select one of the following:
   - **Text**

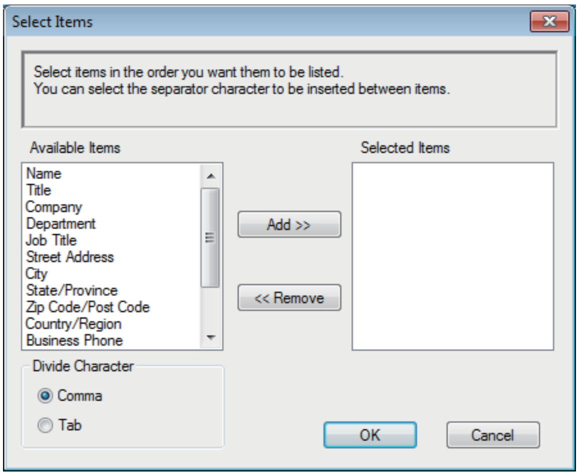
     The **Select Items** dialog box appears. Go to step 4.
   - **vCard**

     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 items in the order you want them to be listed.
You can select the separator character to be inserted between items.

Divide Character
● Comma
○ Tab

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 your PC-FAX Address Book (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

You can import ASCII text files (*.csv), vCards (electronic business cards), or **Remote Setup Dial Data** into your Address Book.

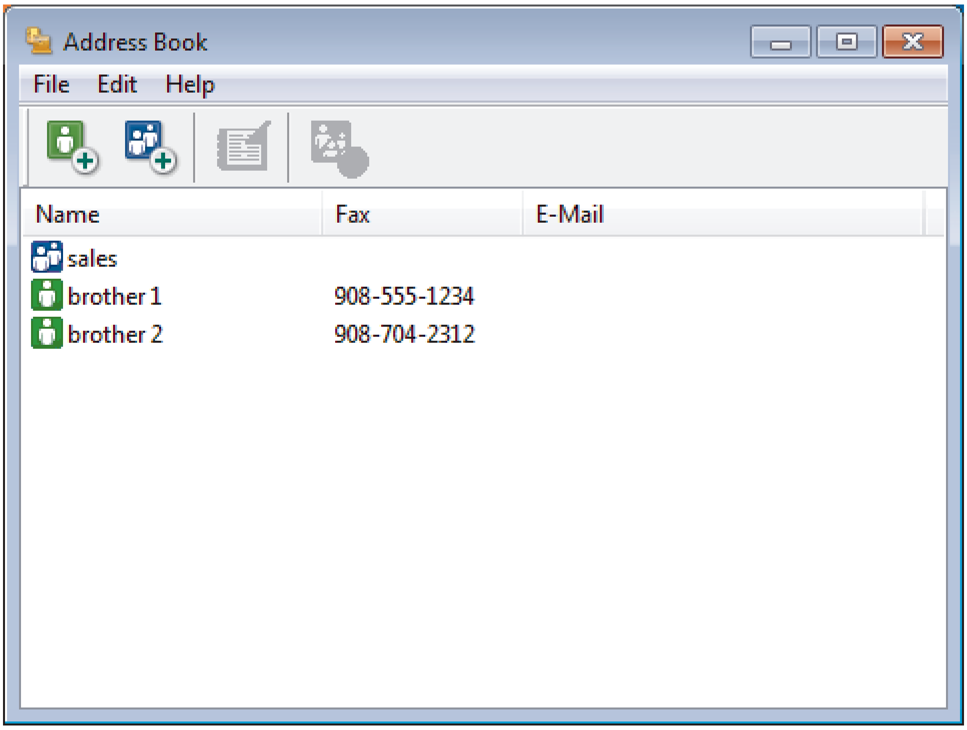
1. Do one of the following:
   - Windows 7

     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.



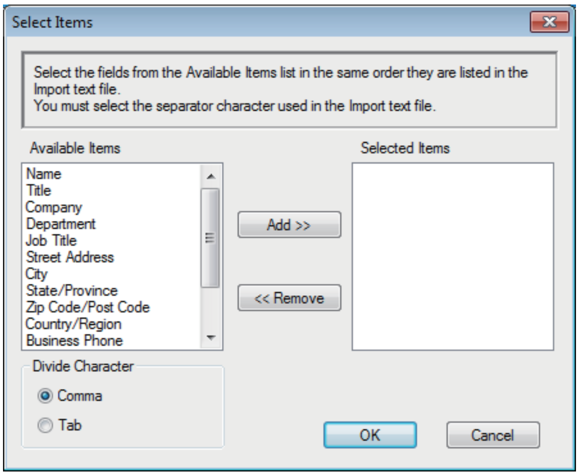
| Name | Fax | E-Mail |
|---|---|---|
| sales | | |
| brother 1 | 908-555-1234 | |
| brother 2 | 908-704-2312 | |

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 >>**.

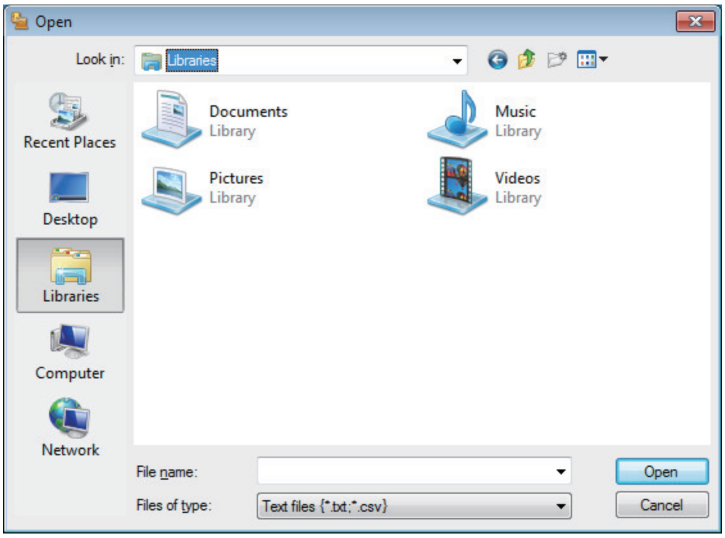


Select the fields from the Available Items list in the same order they are listed in the Import text file.
You must select the separator character used in the Import text file.

Divide Character: ● Comma ○ Tab

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**.



Look in: Libraries

Files of type: Text files (*.txt;*.csv)

## Related Information

- Configure your PC-Fax Address Book (Windows)

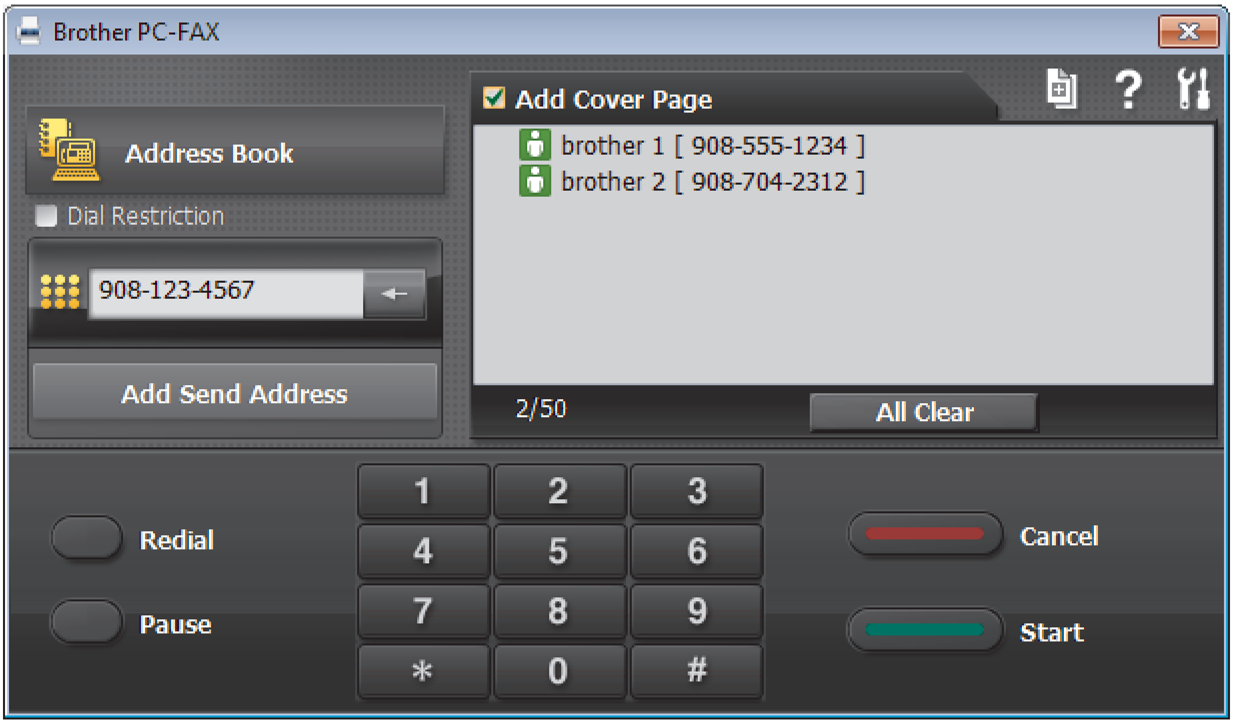
# Send a Fax Using PC-FAX (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

PC-FAX supports only monochrome faxes. A monochrome fax will be sent even if the original data is colour and the receiving fax machine supports colour 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 **BrotherPC-FAX** dialog box appears.



brother 1 [ 908-555-1234 ]
brother 2 [ 908-704-2312 ]
908-123-4567
2/50

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**.

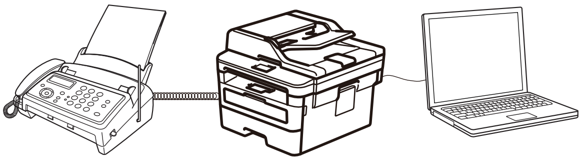
## Related Information

- PC-FAX for Windows

# Receive Faxes on Your Computer (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

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)

**Related Models**: MFC-B7700D/MFC-B7720DN

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 monochrome faxes.

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 PC-FAX Messages (Windows)

# Run Brother's PC-FAX Receive on Your Computer (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

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 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 (Ready)**) 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)

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Double-click the (**PC-Fax Receive (Ready)**) 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.

   **Upload to**

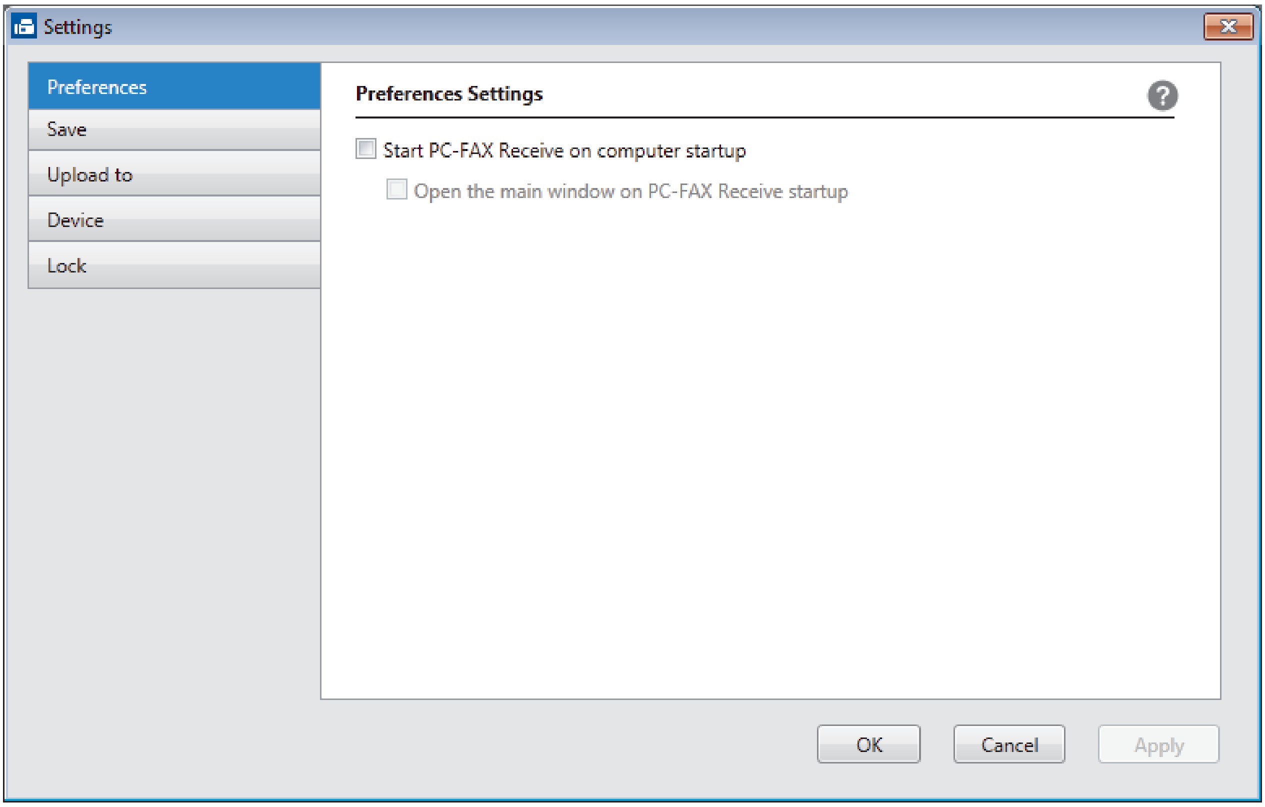
   Configure the path to the SharePoint server and select the option to upload automatically or manually (available only for Administrators).

   **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.



Preferences Settings

☐ Start PC-FAX Receive on computer startup

☐ Open the main window on PC-FAX Receive startup

4. Click **OK**.

## Related Information

- Run Brother's PC-FAX Receive on Your Computer (Windows)

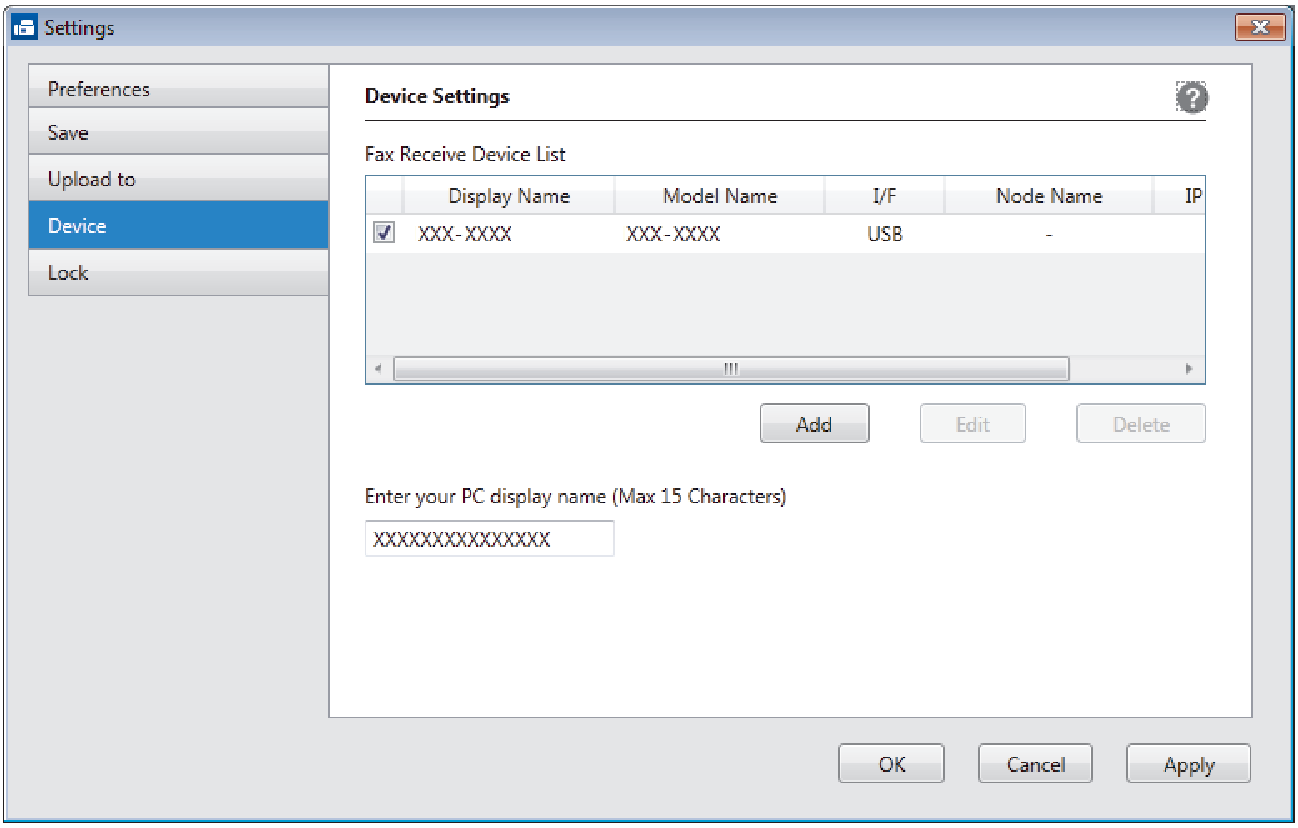
# Add Your Brother Machine to PC-FAX Receiving (Windows)

**Related Models**: MFC-B7700D

- If you installed the machine following the instructions for a network user, then the machine should already be configured for your network.

1. Double-click the (**PC-Fax Receive (Ready)**) icon in your computer task tray.

   The **PC-FAX Receive** window appears.
2. Click **Settings**.
3. Click **Device** > **Add**.



| | Display Name | Model Name | I/F | Node Name | IP |
|---|---|---|---|---|---|
| ☑ | XXX-XXXX | XXX-XXXX | USB | - | |

Enter your PC display name (Max 15 Characters)

XXXXXXXXXXXXXXX

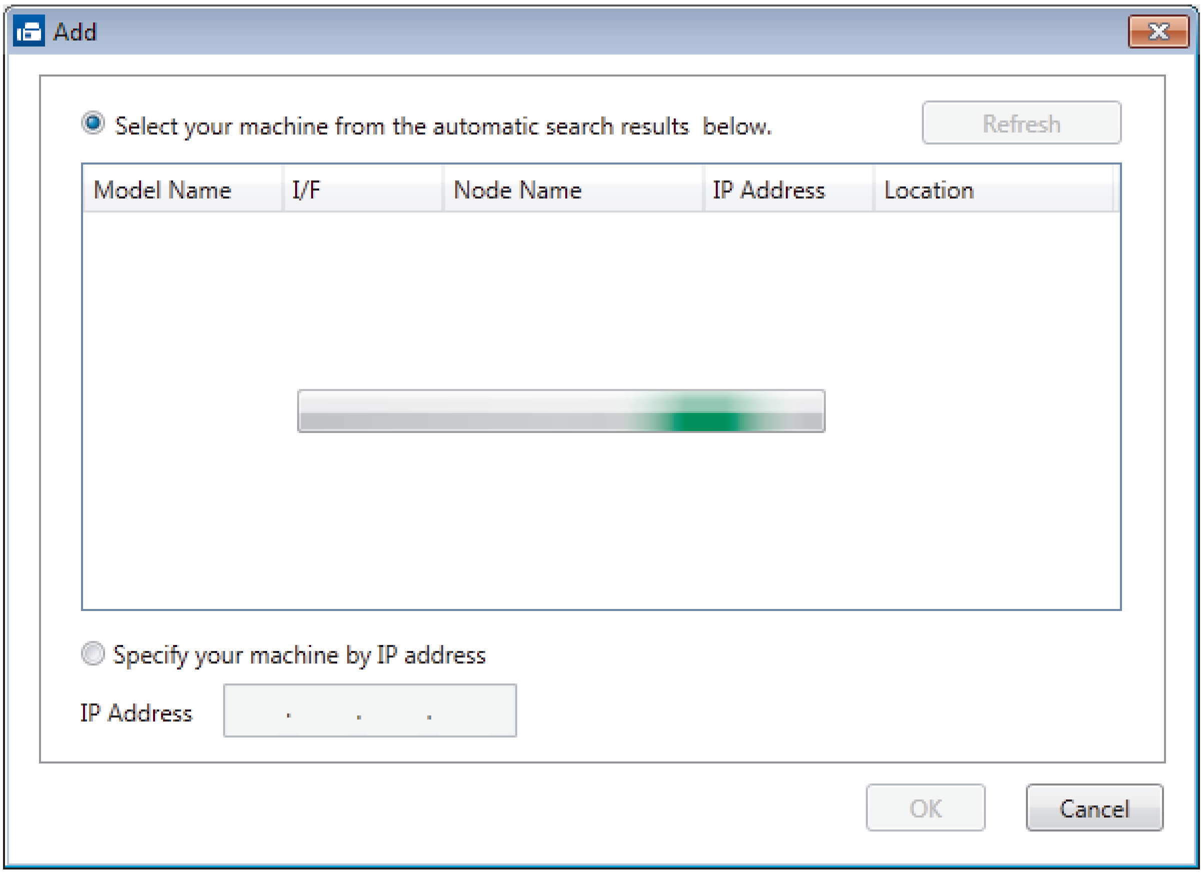
4. Select the appropriate connection method.

   **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**.


Add
● Select your machine from the automatic search results below.
Refresh
Model Name
I/F
Node Name
IP Address
Location
○ Specify your machine by IP address
IP Address
OK
Cancel

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 PC-FAX Messages (Windows)

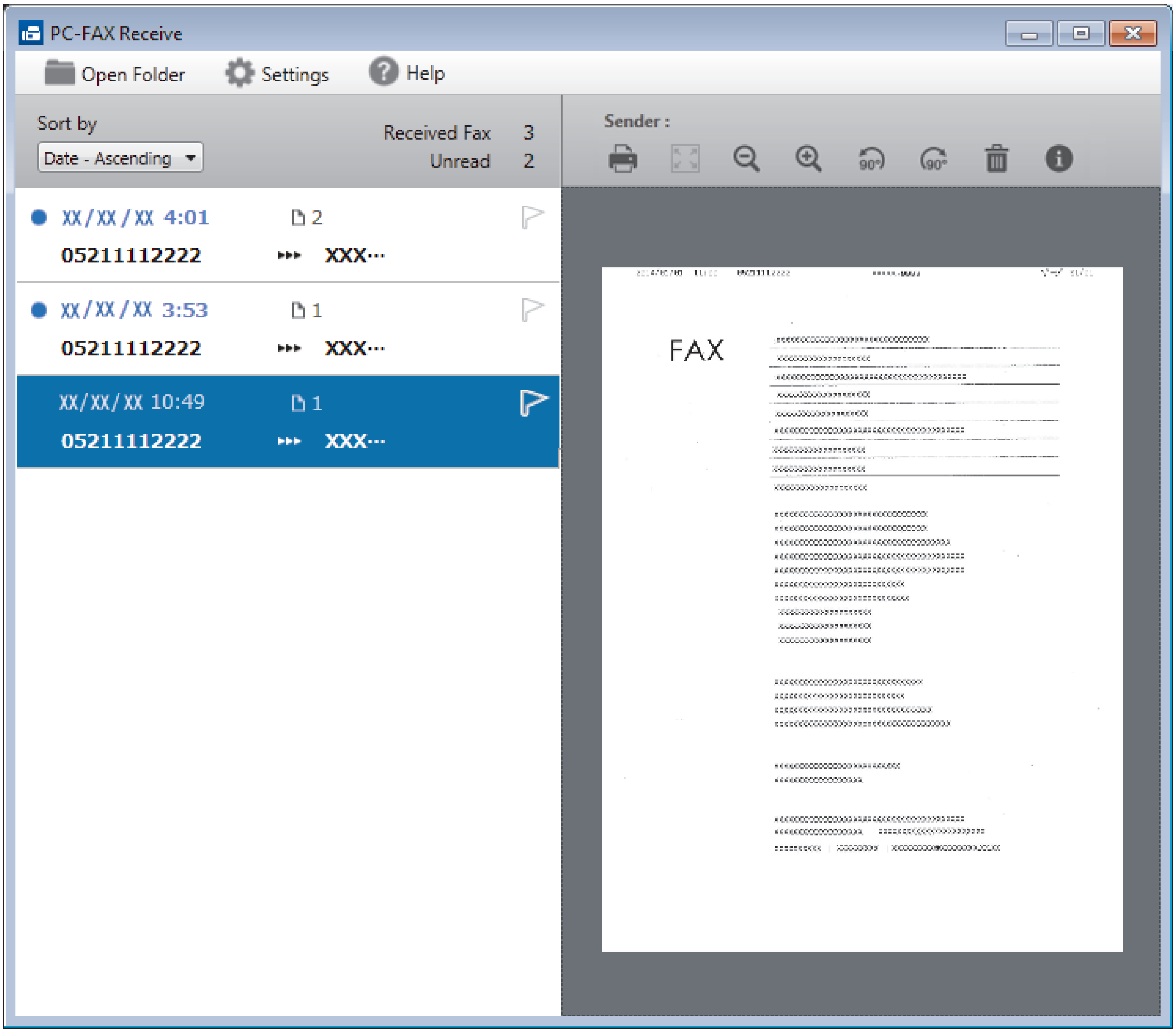
**Related Models**: MFC-B7700D/MFC-B7720DN

## Receiving Status

| Icon | Indicated Status |
|---|---|
|  | Standby mode<br>No unread messages |
| ↔ | Receiving messages |
|  | Messages received<br>Unread messages |

1. Double-click the (**PC-Fax Receive (Ready)**) icon in your computer task tray.

   The **PC-FAX Receive** window appears.



Sort by

Date - Ascending

Received Fax 3

Unread 2

● XX / XX / XX 4:01 2
05211112222 XXX···

● XX / XX / XX 3:53 1
05211112222 XXX···

XX/XX/XX 10:49 1
05211112222 XXX···

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 (Ready)** ) 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(Sending only)

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.

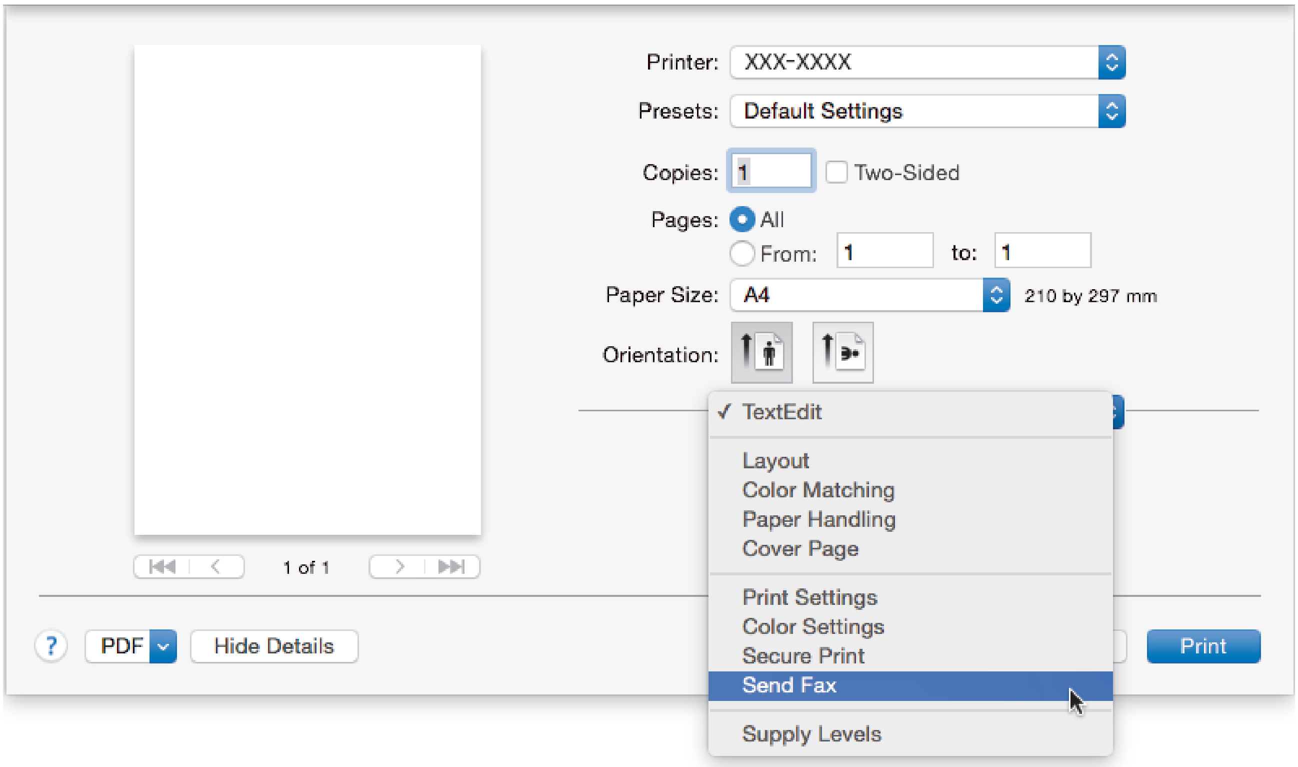
- Send Faxes from Your Application (Mac)

# Send Faxes from Your Application (Mac)

**Related Models**: MFC-B7700D/MFC-B7720DN

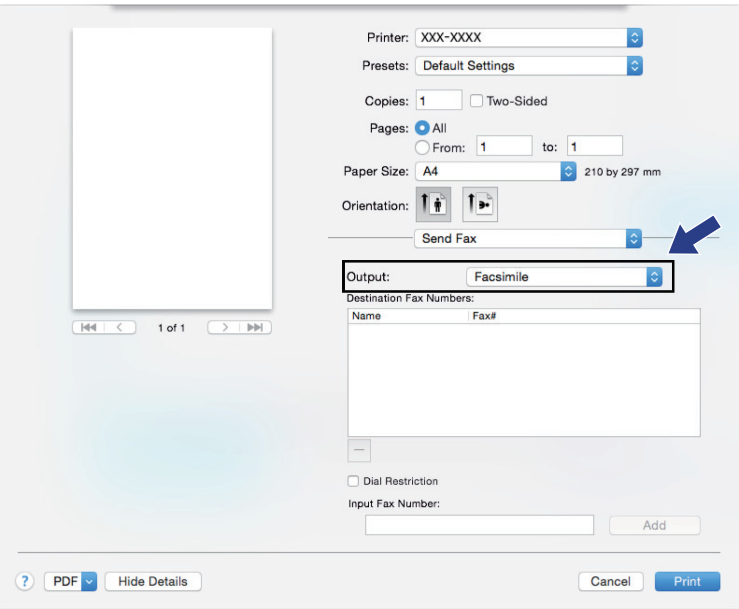
PC-FAX supports only monochrome faxes. A monochrome fax will be sent even if the original data is colour and the receiving fax machine supports colour faxes.

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.



Printer: XXX-XXXX
Presets: Default Settings
Copies: 1 ☐ Two-Sided
Pages: ● All
○ From: 1 to: 1
Paper Size: A4 210 by 297 mm
Orientation:

4. Click the **Output** pop-up menu, and then select the **Facsimile** option.



Printer: XXX-XXXX
Presets: Default Settings
Copies: 1 ☐ Two-Sided
Pages: ● All
○ From: 1 to: 1
Paper Size: A4 210 by 297 mm
Orientation:
Send Fax
Output: Facsimile
Destination Fax Numbers:

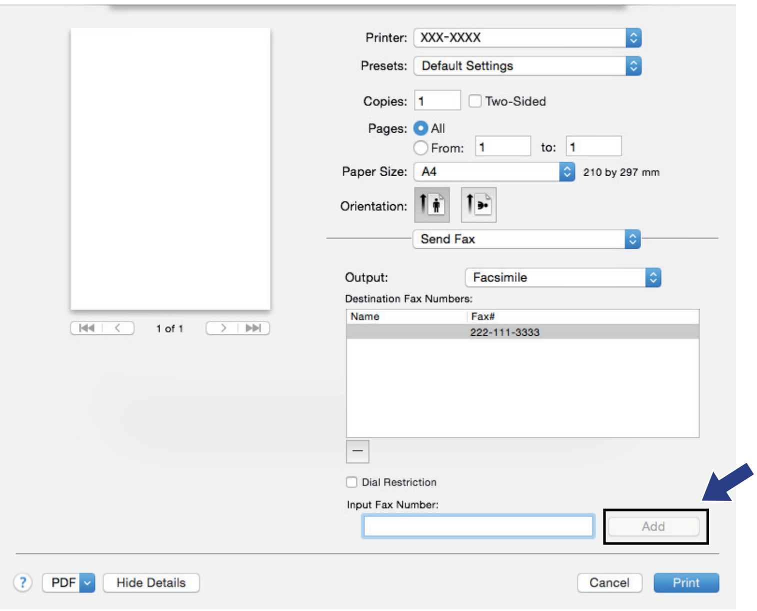
| Name | Fax# |
|---|---|

☐ Dial Restriction
Input Fax Number:

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.


Printer: XXX-XXXX

Presets: Default Settings

Copies: 1 ☐ Two-Sided

Pages: ● All ○ From: 1 to: 1

Paper Size: A4 210 by 297 mm

Send Fax

Output: Facsimile

Destination Fax Numbers:

| Name | Fax# |
|---|---|
| | 222-111-3333 |

☐ Dial Restriction

Input Fax Number:

6. Click **Print** to send the fax.

## Related Information

- PC-FAX for Mac(Sending only)

# Network

- Supported Basic Network Features
- Network Management Software and Utilities
- Additional Methods of Configuring Your Brother Machine for a Wireless Network
- Advanced Network Features
- Technical Information for Advanced Users

# Supported Basic Network Features

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

The print server supports various features depending on the operating system. Use this table to see which network features and connections are supported by each operating system.

| **Operating Systems** | **Windows 7**<br>**Windows 8**<br>**Windows 10** | **Windows Server 2008/2008 R2/2012/2012 R2/2016** | **macOS v10.10.5**<br>**macOS v10.11.x**<br>**macOS v10.12.x** |
|---|---|---|---|
| Printing | Yes | Yes | Yes |
| Scanning | Yes | | Yes |
| PC Fax Send | Yes | | Yes |
| PC Fax Receive | Yes | | |
| BRAdmin Light | Yes | Yes | |
| BRAdmin Professional | Yes | Yes | |
| Web Based Management | Yes | Yes | Yes |
| Remote Setup | Yes | | |
| Status Monitor | Yes | | Yes |
| Driver Deployment Wizard | Yes | Yes | |
| Vertical Pairing | Yes | | |

- 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 Light.
- 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.

## Related Information

- Network

# Network Management Software and Utilities

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

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
- Change Machine Settings Using Web Based Management

# Learn about Network Management Software and Utilities

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

## Web Based Management

Web Based Management is a utility that uses a standard web browser to manage your machine using the Hyper Text Transfer Protocol (HTTP) or Hyper Text Transfer Protocol over Secure Socket Layer (HTTPS). Type your machine's IP address into your web browser to access and change your print server settings.

## 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 colour 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. For users who want to monitor locally-connected machines, install the Print Auditor Client software on the client computer. This utility allows you to use BRAdmin Professional to monitor machines that are connected to a client computer via the USB interface.

- 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.

(Windows)

This utility can be used with either a USB or a network connection.

(Mac)

- Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com to download the Remote Setup.
- This utility can be used with a USB connection.

## ✓ Related Information

- Network Management Software and Utilities

# Additional Methods of Configuring Your Brother Machine for a Wireless Network

**Related Models**: DCP-B7520DW/DCP-B7535DW

To connect your machine to your wireless network, we recommend using the Brother installation disc.

- Before Configuring Your Brother Machine for a Wireless Network
- Configure Your Machine for a Wireless Network
- Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ (WPS)
- Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)
- Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard
- 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

**Related Models**: DCP-B7520DW/DCP-B7535DW

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 wired Ethernet for faster data transfer (supported models only), or USB for the fastest throughput speed.
- Although the Brother machine can be used in both a wired and wireless network (supported models only), 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 (supported models only) and Wi-Fi Direct connection can be used at the same time.

If you do not know the security information, please consult the router manufacturer, your system administrator, or your Internet provider.

## ✓ Related Information

- Additional Methods of Configuring Your Brother Machine for a Wireless Network

# Configure Your Machine for a Wireless Network

**Related Models**: DCP-B7520DW/DCP-B7535DW

1. Turn on your computer and insert the Brother installation disc into your computer.
   - For Windows, follow these instructions:
   - For Mac, click **Driver Download** to go to the Brother Solutions Center. Follow the on-screen instructions to install printer drivers.
2. The opening screen appears automatically.

   Choose your language, and then follow the on-screen instructions.

> If the Brother screen does not appear, do the following:
>
> - (Windows 7)
>
>   Go to **Computer**. Double-click the CD/DVD icon, and then double-click **start.exe**.
> - (Windows 8 and Windows 10)
>
>   Click the (**File Explorer**) icon on the taskbar, and then go to **Computer** (**This PC**). Double-click the CD/DVD icon, and then double-click **start.exe**.
> - If the **User Account Control** screen appears, click **Yes**.

3. Choose **Wireless Network Connection (Wi-Fi)**, and then click **Next**.
4. Follow the on-screen instructions.

You have completed the wireless network setup. To install **Full Driver & Software Package** 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 One Push Method of Wi-Fi Protected Setup™ (WPS)

**Related Models**: DCP-B7520DW/DCP-B7535DW

If your wireless access point/router supports WPS (PBC: Push Button Configuration), you can use WPS 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:

1. Press **Menu**.
2. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[WLAN]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[WPS]` option, and then press **OK**.
5. When `[WLAN Enable?]` appears, enable the wireless network.

   This will start the wireless setup wizard.
6. When the LCD displays `[Press Key on rtr]`, press the WPS button on your wireless access point/router. Then press **OK** on your machine. Your machine will automatically detect your wireless access point/router 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 **Full Driver & Software Package** 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

**Related Topics:**

- Wireless LAN Report Error Codes

# Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

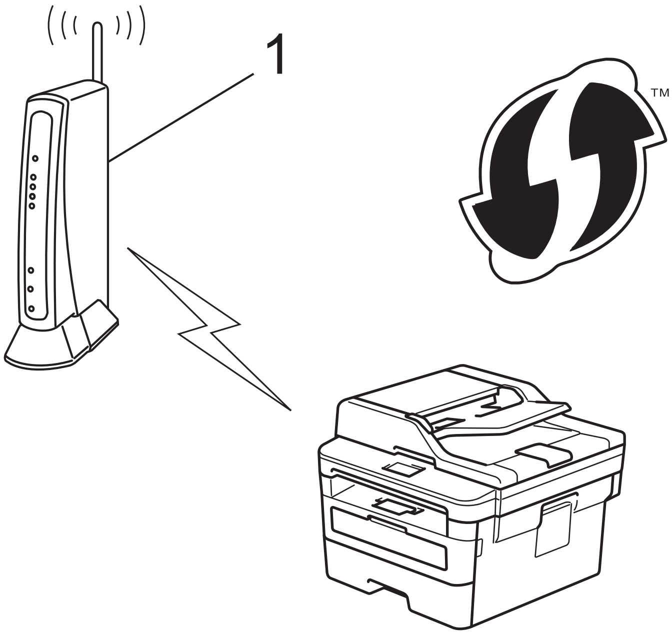
**Related Models**: DCP-B7520DW/DCP-B7535DW

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.

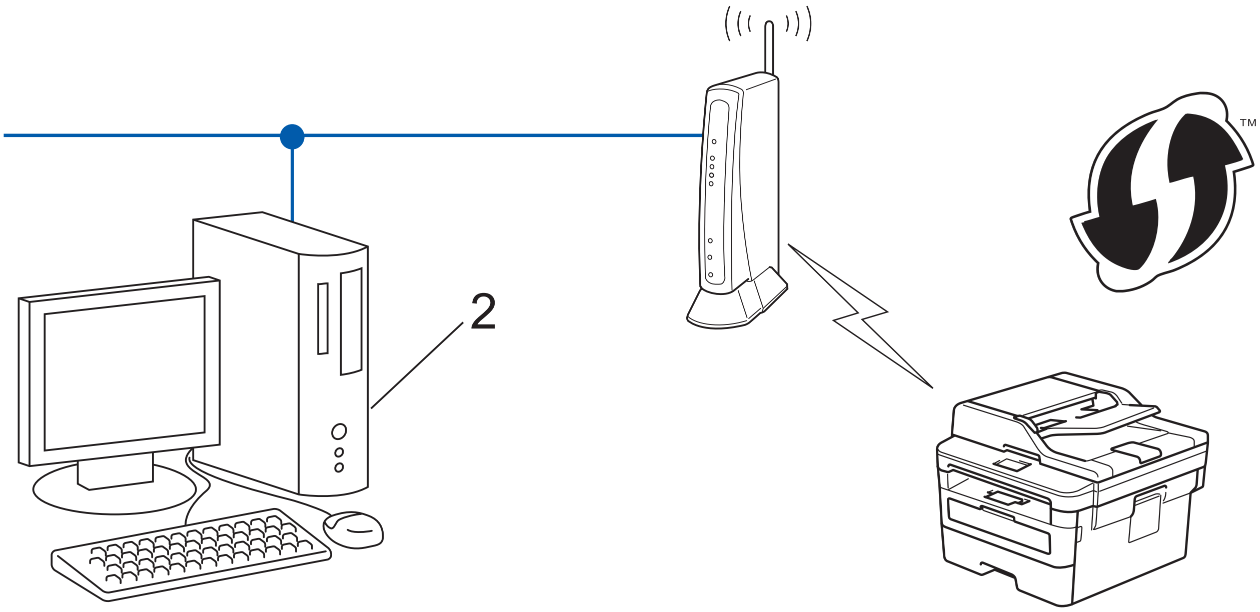
**Type A**

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 **Menu**.
2. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[WLAN]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[WPS w/PIN Code]` option, and then press **OK**.
5. When `[WLAN Enable?]` appears, enable the wireless network.

   This will start the wireless setup wizard.
6. The LCD displays an eight-digit PIN and the machine starts searching for a wireless LAN access point/router.
7. Using a computer connected to the network, in your browser's address bar, type the IP address of the device you are using as the Registrar. (For example: http://192.168.1.2)
8. 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 7, Windows 8, or Windows 10 computer as a Registrar, complete the following steps:**

9. Do one of the following:
   - 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** > **View devices and printers** > **Add a device**.

- Windows 10

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

- To use a 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.

10. Select your machine and click **Next**.
11. Type the PIN displayed on the machine's LCD, and then click **Next**.
12. (Windows 7) Select your network, and then click **Next**.
13. Click **Close**.

If your wireless device is connected successfully, the machine's LCD displays `[Connected]`.

You have completed the wireless network setup. To install **Full Driver & Software Package** 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

**Related Topics:**

- Wireless LAN Report Error Codes

# Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard

**Related Models**: DCP-B7520DW/DCP-B7535DW

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 record the current wireless network settings of the computer to which you are connecting.

| **Network Name (SSID)** |
|---|
| |

| **Network Key** |
|---|
| |

For example:

| **Network Name (SSID)** |
|---|
| HELLO |

| **Network Key** |
|---|
| 12345 |

- Your access point/router may support the use of multiple WEP keys, however your Brother machine supports the use of the first WEP key only.
- If you need assistance during setup and want to contact Brother customer service, make sure you have your SSID (Network Name) and Network Key ready. We cannot assist you in locating this information.
- If you do not know this information (SSID and Network Key), you cannot continue the wireless setup.

**How can I find this information?**

- Check the documentation provided with your wireless access point/router.
- The initial SSID could be the manufacturer's name or the model name.
- If you do not know the security information, please consult the router manufacturer, your system administrator, or your Internet provider.

2. Press **Menu**.
3. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[WLAN]` option, and then press **OK**.
5. Press ▲ or ▼ to select the `[Setup Wizard]` option, and then press **OK**.
6. When `[WLAN Enable?]` appears, enable the wireless network.

   This will start the wireless setup wizard.
7. The machine will search for your network and display a list of available SSIDs. When a list of SSIDs appears, press ▲ or ▼ to select the SSID you want.
8. Press **OK**.
9. Do one of the following:
   - If you are using an authentication and encryption method that requires a Network Key, enter the Network Key you wrote down in the first step.

     Enter the WEP key, and then press **OK** to apply your settings.

To apply the settings, select `[Yes]`. To cancel, select `[No]`.

- If your authentication method is Open System and your encryption mode is None, go to the next step.
- If your WLAN access point/router supports WPS, `[WPS is available]` appears. To connect your machine using the automatic wireless mode, press ▲. (If you choose `[No]`, enter the Network Key you wrote down in the first step.) When `[Press WPS on rtr]` appears, press the WPS button on your WLAN access point/router, and then press ▲ twice.

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 **Full Driver & Software Package** 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

**Related Topics:**

- How to Enter Text on Your Brother Machine
- Wireless LAN Report Error Codes

# Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast

**Related Models**: DCP-B7520DW/DCP-B7535DW

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 | |

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 **Menu**.
3. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[WLAN]` option, and then press **OK**.
5. Press ▲ or ▼ to select the `[Setup Wizard]` option, and then press **OK**.
6. When `[WLAN Enable?]` appears, enable the wireless network.

   This will start the wireless setup wizard.
7. 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**.
8. Enter the SSID name, and then press **OK**.
9. Press ▲ or ▼ to select the `[Infrastructure]` option, and then press **OK**.
10. Press ▲ or ▼ to select the Authentication Method you want, and then press **OK**.
11. 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**.

Your Brother machine supports the use of the first WEP key only.

12. To apply the settings, select [Yes]. To cancel, select [No].
13. 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 **Full Driver & Software Package** 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

**Related Topics:**

- I Cannot Complete the Wireless Network Setup Configuration
- How to Enter Text on Your Brother Machine
- Wireless LAN Report Error Codes

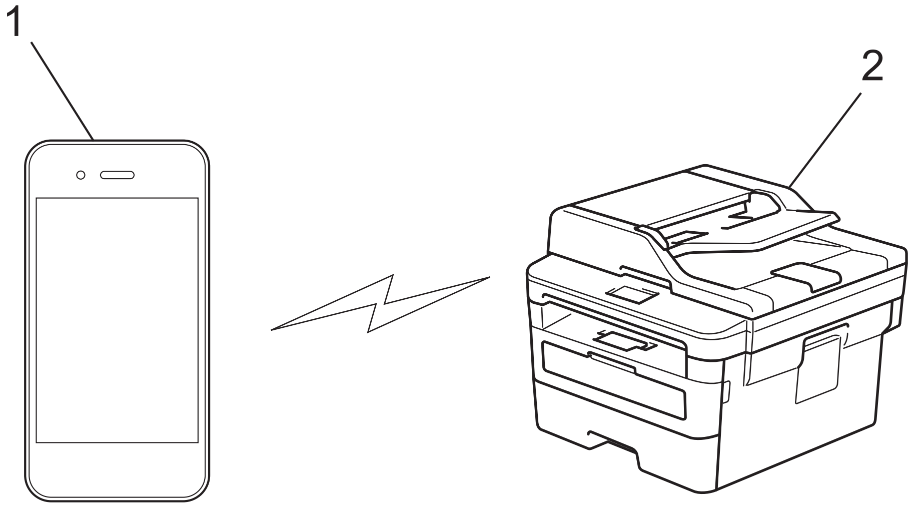
## Use Wi-Fi Direct®

- 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

**Related Models**: DCP-B7520DW/DCP-B7535DW

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 an 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 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 (supported models only) 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 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 of 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

**Related Models**: DCP-B7520DW/DCP-B7535DW

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 *Related Information*: Configure Your Wi-Fi Direct Network Using the One-Push Method. |
| No | See *Related Information*: 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 *Related Information*: 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 *Related Information*: Configure Your Wi-Fi Direct Network Using the One-Push Method of Wi-Fi Protected Setup™ (WPS). |
| No | See *Related Information*: 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

**Related Topics:**

- Configure Your Wi-Fi Direct Network Using the One-Push Method
- Configure Your Wi-Fi Direct Network Using the One-Push Method of 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

# Configure Your Wi-Fi Direct Network Using the One-Push Method

**Related Models**: DCP-B7520DW/DCP-B7535DW

If your mobile device supports Wi-Fi Direct, follow these steps to configure a Wi-Fi Direct network:

1. Press **Menu**.
2. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[Wi-Fi Direct]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[Push Button]` option, and then press **OK**.
5. When `[Wi-Fi Direct On?]` appears, enable the Wi-Fi Direct network.
6. Activate Wi-Fi Direct on your mobile device (see your mobile device's user's guide for instructions) when `[Activate Wi-Fi Direct on other device and press OK.]` appears on the machine's LCD. Press **OK** on your machine.

   This will start the Wi-Fi Direct setup. To cancel, press **Clear**.
7. Do one of the following:
   - When your Brother machine is the Group Owner (G/O), 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. Press ▲ or ▼ to select the mobile device you want to connect to and press **OK**. Search for available devices again by pressing `[Rescan]`.
8. If your mobile device connects successfully, the machine's LCD displays `[Connected]`. You have completed the Wi-Fi Direct network setup. The Mobile Print/Scan Guide for Brother iPrint&Scan contains information on printing from or scanning to your mobile device. Go to your model's **Manuals** page on the Brother Solutions Center at support.brother.com to see the guide.

## ✓ Related Information

- Configure Your Wi-Fi Direct Network

**Related Topics:**

- Wi-Fi Direct Network Configuration Overview

# Configure Your Wi-Fi Direct Network Using the One-Push Method of Wi-Fi Protected Setup™ (WPS)

**Related Models**: DCP-B7520DW/DCP-B7535DW

If your mobile device supports WPS (PBC: Push Button Configuration), follow these steps to configure a Wi-Fi Direct network:

1. Press **Menu**.
2. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[Wi-Fi Direct]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[Group Owner]` option, and then press **OK**.
5. Press ▲ or ▼ to select the `[On]` option, and then press **OK**.
6. Press ▲ or ▼ to select the `[Push Button]` option, and then press **OK**.
7. When `[Wi-Fi Direct On?]` appears, enable the Wi-Fi Direct network.
8. Activate your mobile device's WPS one-push configuration method (see your mobile device's user's guide for instructions) when `[Activate Wi-Fi Direct on other device and press OK.]` appears on the machine's LCD. Press **OK** on your machine.

   This will start the Wi-Fi Direct setup. To cancel, press **Clear**.
9. If your mobile device connects successfully, the machine's LCD displays `[Connected]`. You have completed the Wi-Fi Direct network setup. The Mobile Print/Scan Guide for Brother iPrint&Scan contains information on printing from or scanning to your mobile device. Go to your model's **Manuals** page on the Brother Solutions Center at support.brother.com to see the guide.

## ✓ Related Information

- Configure Your Wi-Fi Direct Network

**Related Topics:**

- Wi-Fi Direct Network Configuration Overview

# Configure Your Wi-Fi Direct Network Using the PIN Method

**Related Models**: DCP-B7520DW/DCP-B7535DW

If your mobile device supports the PIN Method of Wi-Fi Direct, follow these steps to configure a Wi-Fi Direct network:

1. Press **Menu**.
2. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[Wi-Fi Direct]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[PIN Code]` option, and then press **OK**.
5. When `[Wi-Fi Direct On?]` appears, enable the Wi-Fi Direct network.
6. Activate Wi-Fi Direct on your mobile device (see your mobile device's user's guide for instructions) when `[Activate Wi-Fi Direct on other device and press OK.]` appears on the machine's LCD. Press **OK** on your machine.

   This will start the Wi-Fi Direct setup. To cancel, press **Clear**.
7. Do one of the following:
   - When your Brother machine is the Group Owner (G/O), it will wait for a connection request from your mobile device. When `[Input PIN Code]` appears, enter the PIN displayed on your mobile device in your Brother machine. Press **OK** to complete the setup.

     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, it will display available device names with which to configure a Wi-Fi Direct network. Press ▲ or ▼ to select the mobile device you want to connect to and press **OK**. Search for available devices again by pressing `[Rescan]`.
8. Do one of the following:
   - Follow the machine's instruction to display the PIN on your Brother machine, enter the PIN in your mobile device, and then go to the next step.
   - Follow the machine's instruction to enter the PIN displayed by your mobile device in your Brother machine. Press **OK**, and then go to the next step.

     If your mobile device does not display a PIN, press **Stop/Exit** on your Brother machine. Go back to the first step and try again.
9. If your mobile device connects successfully, the machine's LCD displays `[Connected]`. You have completed the Wi-Fi Direct network setup. The Mobile Print/Scan Guide for Brother iPrint&Scan contains information on printing from or scanning to your mobile device. Go to your model's **Manuals** page on the Brother Solutions Center at support.brother.com to see the guide.

## Related Information

- Configure Your Wi-Fi Direct Network

**Related Topics:**

- Wi-Fi Direct Network Configuration Overview

# Configure Your Wi-Fi Direct Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

**Related Models**: DCP-B7520DW/DCP-B7535DW

If your mobile device supports the PIN Method of Wi-Fi Protected Setup™ (WPS), follow these steps to configure a Wi-Fi Direct network:

1. Press **Menu**.
2. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[Wi-Fi Direct]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[Group Owner]` option, and then press **OK**.
5. Press ▲ or ▼ to select the `[On]` option, and then press **OK**.
6. Press ▲ or ▼ to select the `[PIN Code]` option, and then press **OK**.
7. When `[Wi-Fi Direct On?]` appears, enable the Wi-Fi Direct network.
8. 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 and press OK.]` appears on the machine's LCD. Press **OK** on your machine.

   This will start the Wi-Fi Direct setup. To cancel, press **Clear**.
9. The machine will wait for a connection request from your mobile device. When `[Input PIN Code]` appears, enter the PIN displayed on your mobile device in the machine.
10. Press **OK**.
11. If your mobile device connects successfully, the machine's LCD displays `[Connected]`. You have completed the Wi-Fi Direct network setup. The Mobile Print/Scan Guide for Brother iPrint&Scan contains information on printing from or scanning to your mobile device. Go to your model's **Manuals** page on the Brother Solutions Center at support.brother.com to see the guide.

## Related Information

- Configure Your Wi-Fi Direct Network

**Related Topics:**

- Wi-Fi Direct Network Configuration Overview

# Configure Your Wi-Fi Direct Network Manually

**Related Models**: DCP-B7520DW/DCP-B7535DW

If your mobile device does not support Wi-Fi Direct or WPS, you must configure a Wi-Fi Direct network manually.

1. Press **Menu**.
2. Press ▲ or ▼ to select the `[Network]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[Wi-Fi Direct]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[Manual]` option, and then press **OK**.
5. When `[Wi-Fi Direct On?]` appears, enable the Wi-Fi Direct network.
6. The machine will display the SSID name and Password for two minutes. Go to your mobile device's wireless network settings screen, select the SSID name, and then enter the password.
7. If your mobile device connects successfully, the machine's LCD displays `[Connected]`. You have completed the Wi-Fi Direct network setup. For information on printing from or scanning to your mobile device, go to your model's **Manuals** page on the Brother Solutions Center at support.brother.com to see the Mobile Print/Scan Guide for Brother iPrint&Scan.

## ✓ Related Information

- Configure Your Wi-Fi Direct Network

**Related Topics:**

- Wi-Fi Direct Network Configuration Overview

# Advanced Network Features

- Print the Network Configuration Report
- Print the WLAN Report

# Print the Network Configuration Report

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

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 "BRNxxxxxxxxxxxx" for a wired network or "BRWxxxxxxxxxxxx" for a wireless network (where "xxxxxxxxxxxx" 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 **Menu**.
2. Press ▲ or ▼ to display the `[Print Reports]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[Network Config]` option, and then press **OK**.
4. Press **Start**.

## ✓ Related Information

- Advanced Network Features

**Related Topics:**

- 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
- Access Web Based Management

# Print the WLAN Report

**Related Models**: DCP-B7520DW/DCP-B7535DW

The WLAN Report reflects your machine's wireless status. If the wireless connection fails, check the error code on the printed report.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Print Reports]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[WLAN Report]` option, and then press **OK**.
4. Press **Start**.

   The machine will print the WLAN Report.

## ✓ Related Information

- Advanced Network Features
  - Wireless LAN Report Error Codes

**Related Topics:**

- 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

**Related Models**: DCP-B7520DW/DCP-B7535DW

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.<br>If a network cable is connected to your machine, disconnect it and change the wireless setting of your machine to ON. |
| TS-02 | The wireless access point/router cannot be detected.<br>1. Check the following two points:<br>• Unplug the power to your wireless access point/router, wait for 10 seconds, and then plug it back in.<br>• 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.<br>2. If you manually entered the SSID and security information (SSID/authentication method/encryption method/Network Key), the information may be incorrect.<br>Reconfirm the SSID and security information and re-enter the correct information as necessary.<br>This device does not support a 5 GHz SSID/ESSID and you must select a 2.4 GHz SSID/ESSID. Make sure the access point/router is set to 2.4 GHz or 2.4 GHz/5 GHz mixed mode. |
| TS-04 | The Authentication/Encryption methods used by the selected wireless access point/router are not supported by your machine.<br>Change the authentication and encryption method of the wireless access point/router. Your machine supports the following authentication methods:<br>• WPA-Personal<br>TKIP or AES<br>• WPA2-Personal<br>TKIP or AES<br>• Open<br>WEP or None (without encryption)<br>• Shared key<br>WEP<br>If your problem is not solved, the SSID or network settings you entered may be incorrect. Confirm the wireless network settings. |
| TS-05 | The security information (SSID/Network Key) is incorrect.<br>Confirm the wireless security information (Authentication method/Encryption method/Network Key). |
| TS-06 | The machine cannot detect a WLAN access point/router that has WPS enabled.<br>Confirm the wireless security information (Authentication method/Encryption method/Network Key). |
| TS-07 | The machine cannot detect a WLAN access point/router that has WPS enabled.<br>If you want to connect with WPS, you must operate both your machine and the WLAN access point/router. Confirm the connection method for WPS on WLAN access point/router and try starting again.<br>If you do not know how to operate your WLAN access point/router using WPS, see the documentation provided with your WLAN access point/router, ask the manufacturer of your WLAN access point/router or ask your network administrator. |

| Error Code | Problem and Recommended Solutions |
|---|---|
| TS-08 | Two or more WLAN access points that have WPS enabled are detected.<br>• Confirm that only one WLAN access point/router within range has the WPS method active and try again.<br>• Try starting again after few minutes in order to avoid effects from other access points. |

## ✓ Related Information

- Print the WLAN Report

**Related Topics:**

- 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 Using the One Push Method of Wi-Fi Protected Setup™ (WPS)
- Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)
- Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard
- Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast

## Technical Information for Advanced Users

- Reset the Network Settings to the Factory Settings

# Reset the Network Settings to the Factory Settings

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

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.

- This feature restores all wired (supported models only) and wireless network settings to the factory settings.
- You can also reset the print server to its factory settings using BRAdmin Light, BRAdmin Professional, or Web Based Management.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Network]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Network Reset]` option, and then press **OK**.
4. Follow the machine's instruction to reset the network settings.

   The machine will restart.

## Related Information

- Technical Information for Advanced Users

# Security

- Lock the Machine Settings
- Network Security Features

# Lock the Machine Settings

Before turning on the machine's Access Lock, make a careful note of your password. If you forget the password, you must reset all passwords stored in the machine by contacting your administrator or Brother customer service.

- Setting Lock Overview

# Setting Lock Overview

**Related Models**: MFC-B7700D/MFC-B7720DN

Use the Setting Lock feature to block unauthorised access to machine settings.
When Setting Lock is set to On, you cannot access the machine settings without entering the password.

- Set the Setting Lock Password
- Change the Setting Lock Password
- Turn Setting Lock On

# Set the Setting Lock Password

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Security]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setting Lock]` option, and then press **OK**.
5. Enter a four-digit number for the password.
6. Press **OK**.
7. When the LCD displays `[Verify:]`, re-enter the password.
8. Press **OK**.
9. Press **Stop/Exit**.

## ✓ Related Information

- Setting Lock Overview

# Change the Setting Lock Password

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Security]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setting Lock]` option, and then press **OK**.
5. Press ▲ or ▼ to select the `[Set Password]` option, and then press **OK**.
6. Enter the current four-digit password.
7. Press **OK**.
8. Enter a new four-digit password.
9. Press **OK**.
10. When the LCD displays `[Verify:]`, re-enter the password.
11. Press **OK**.
12. Press **Stop/Exit**.

## Related Information

- Setting Lock Overview

# Turn Setting Lock On

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Security]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Setting Lock]` option, and then press **OK**.
5. Press **OK** when the LCD displays `[On]`.
6. Enter the current four-digit password.
7. Press **OK**.
8. Press **Stop/Exit**.

To turn Setting Lock off, current four-digit password, and then press **OK**.

## Related Information

- Setting Lock Overview

# Network Security Features

- Before Using Network Security Features
- Secure Function Lock 3.0
- Manage Your Network Machine Securely Using SSL/TLS
- Send an Email Securely

## Before Using Network Security Features

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Your Brother machine employs some of the latest network security and encryption protocols available today. These network features can be integrated into your overall network security plan to help protect your data and prevent unauthorised access to the machine.

We recommend disabling the FTP server and TFTP protocols. Accessing the machine using these protocols is not secure. However, note that if you disable FTP server, the Scan to FTP feature will be disabled.

### ✓ Related Information

- Network Security Features

## Secure Function Lock 3.0

Brother's Secure Function Lock 3.0 increases security by restricting the functions available on your Brother machine.

- Before Using Secure Function Lock 3.0
- Configure Secure Function Lock 3.0 Using Web Based Management
- Scan Using Secure Function Lock 3.0
- Configure Public Mode for Secure Function Lock 3.0
- Additional Secure Function Lock 3.0 Features

## Before Using Secure Function Lock 3.0

**Related Models**: MFC-B7720DN

Use Secure Function Lock to configure passwords, set specific user page limits, and grant access to some or all of the functions listed here.

You can configure and change the following Secure Function Lock 3.0 settings using Web Based Management or BRAdmin Professional (Windows):

- **Print**

  Print includes print jobs sent via AirPrint and Brother iPrint&Scan.

  If you register users' login names in advance, the users do not need to enter their passwords when they use the print function.
- **Copy**
- **Scan**

  Scan includes scan jobs sent via Brother iPrint&Scan.
- **Send** (supported models only)
- **Receive** (supported models only)
- **Page Limits**
- **Page Counters**

### ✓ Related Information

- Secure Function Lock 3.0

# Configure Secure Function Lock 3.0 Using Web Based Management

**Related Models**: MFC-B7720DN

1. Start your web browser.
2. 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
3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Administrator** tab.
5. Click the **User Restriction Function** menu in the left navigation bar.
6. Select **Secure Function Lock**.
7. Click **Submit**.
8. Click the **Restricted Functions** menu in the left navigation bar.
9. In the **User List / Restricted Functions** field, type a group name or user name.
10. In the **Print** and the other columns, select a check box to allow or clear a check box to restrict the function listed.
11. To configure the maximum page count, select the **On** check box in the **Page Limits** column, and then type the maximum number in the **Max. Pages** field.
12. Click **Submit**.
13. Click the **User List** menu in the left navigation bar.
14. In the **User List** field, type the user name.
15. In the **PIN Number** field, type a four-digit password.
16. Select **User List / Restricted Functions** from the drop-down list for each user.
17. Click **Submit**.

## ✓ Related Information

- Secure Function Lock 3.0

# Scan Using Secure Function Lock 3.0

**Related Models**: MFC-B7720DN

## Setting Scan restrictions (for administrators)

Secure Function Lock 3.0 allows an administrator to restrict which users are allowed to scan. When the Scan feature is set to Off for the public user setting, only users who have the **Scan** check box selected will be able to scan.

## Using the Scan feature (for restricted users)

- To scan using the machine's control panel:

  Restricted users must enter their PINs on the machine's control panel to access Scan mode.
- To scan from a computer:

  Restricted users must enter their PINs on the machine's control panel before scanning from their computers. If the PIN is not entered on the machine's control panel, an error message will appear on the user's computer.

## ✓ Related Information

- Secure Function Lock 3.0

# Configure Public Mode for Secure Function Lock 3.0

**Related Models**: MFC-B7720DN

Use the Secure Function Lock screen to set up Public Mode, which limits the functions available to public users. Public users will not need to enter a password to access the features made available through Public Mode settings.

Public Mode includes print jobs sent via AirPrint and Brother iPrint&Scan.

1. Start your web browser.
2. 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
3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Administrator** tab.
5. Click the **User Restriction Function** menu in the left navigation bar.
6. Select **Secure Function Lock**.
7. Click **Submit**.
8. Click the **Restricted Functions** menu.
9. In the **Public Mode** row, select a check box to allow or clear a check box to restrict the function listed.
10. Click **Submit**.

## Related Information

- Secure Function Lock 3.0

# Additional Secure Function Lock 3.0 Features

**Related Models**: MFC-B7720DN

Configure the following features in the Secure Function Lock screen:

**All Counter Reset**

Click **All Counter Reset**, in the **Page Counters** column, to reset the page counter.

**Export to CSV file**

Click **Export to CSV file**, to export the current page counter including **User List / Restricted Functions** information as a CSV file.

**Last Counter Record**

Click **Last Counter Record** if you want the machine to retain the page count after the counter has been reset.

**Counter Auto Reset**

Click **Counter Auto Reset** to configure the time interval you want between page counter reset. Choose a daily, weekly, or monthly interval.

## ✓ Related Information

- Secure Function Lock 3.0

# Manage Your Network Machine Securely Using SSL/TLS

- Introduction to SSL/TLS
- Certificates and Web Based Management
- Manage Your Network Machine Securely Using Web Based Management
- Manage Your Network Machine Securely Using BRAdmin Professional (Windows)
- Print Documents Securely Using SSL/TLS

# Introduction to SSL/TLS

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Secure Socket Layer (SSL) or Transport Layer Security (TLS) is an effective method of protecting data sent over a local or wide area network (LAN or WAN). It works by encrypting data, such as a print job, sent over a network, so anyone trying to capture it will not be able to read it.

SSL/TLS can be configured on both wired and wireless networks and will work with other forms of security such as WPA keys and firewalls.

## ✓ Related Information

- Manage Your Network Machine Securely Using SSL/TLS
  - Brief History of SSL/TLS
  - Benefits of Using SSL/TLS

# Brief History of SSL/TLS

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

SSL/TLS was originally created to secure web traffic information, particularly data sent between web browsers and servers. For example, when you use Internet Explorer for Internet Banking and you see https:// and the little padlock icon in the web browser, you are using SSL. SSL grew to work with additional applications, such as Telnet, printer, and FTP software, in order to become a universal solution for online security. Its original design intentions are still being used today by many online retailers and banks to secure sensitive data, such as credit card numbers, customer records, etc.

SSL/TLS uses extremely high levels of encryption and is trusted by banks all over the world.

## ✓ Related Information

- Introduction to SSL/TLS

# Benefits of Using SSL/TLS

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

The primary benefit of using SSL/TLS on Brother machines is to guarantee secure printing over an IP network by restricting unauthorised users from reading data sent to the machine. SSL's key selling point is that it can be used to print confidential data securely. For example, an HR department in a large company may be printing wage slips on a regular basis. Without encryption, the data contained on these wages slips can be read by other network users. However, with SSL/TLS, anyone trying to capture the data will see a confusing page of code and not the actual wage slip.

## ✓ Related Information

- Introduction to SSL/TLS

## Certificates and Web Based Management

You must configure a certificate to manage your networked Brother machine securely using SSL/TLS. You must use Web Based Management to configure a certificate.

- Supported Security Certificate Features
- Create and Install a Certificate
- Manage Multiple Certificates

# Supported Security Certificate Features

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Your Brother machine supports the use of multiple security certificates, which allows secure management, authentication, and communication with the machine. The following security certificate features can be used with the machine:

- SSL/TLS communication
- SSL communication for SMTP

The Brother machine supports the following:

- Pre-installed certificate

  Your machine has a pre-installed self-signed certificate. This certificate enables you to use SSL/TLS communication without creating or installing a different certificate.

The pre-installed self-signed certificate cannot protect your communication from being compromised. We recommend using a certificate that is issued by a trusted organisation for better security.

- Self-signed certificate

  This print server issues its own certificate. Using this certificate, you can easily use the SSL/TLS communication without creating or installing a different certificate from a CA.

- Certificate from a Certificate Authority (CA)

  There are two methods for installing a certificate from a CA. If you already have a certificate from a CA or if you want to use a certificate from an external trusted CA:

  - When using a Certificate Signing Request (CSR) from this print server.
  - When importing a certificate and a private key.

- Certificate Authority (CA) Certificate

  To use a CA certificate that identifies the CA and owns its private key, you must import that CA certificate from the CA before configuring the security features of the Network.

- If you are going to use SSL/TLS communication, we recommend contacting your system administrator first.
- When you reset the print server back to its default factory settings, the certificate and the private key that are installed will be deleted. If you want to keep the same certificate and the private key after resetting the print server, export them before resetting, and then reinstall them.

## ✓ Related Information

- Certificates and Web Based Management

# Create and Install a Certificate

- Step by Step Guide for Creating and Installing a Certificate
- Create and Install a Self-signed Certificate
- Create and Install a Certificate from a Certificate Authority (CA)
- Import and Export a CA Certificate

# Step by Step Guide for Creating and Installing a Certificate

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

There are two options when choosing a security certificate: use a self-signed certificate or use a certificate from a Certificate Authority (CA).

These are a brief summary of the actions required, based on the option you choose.

## Option 1

### Self-Signed Certificate

1. Create a self-signed certificate using Web Based Management.
2. Install the self-signed certificate on your computer.

## Option 2

### Certificate from a CA

1. Create a Certificate Signing Request (CSR) using Web Based Management.
2. Install the certificate issued by the CA on your Brother machine using Web Based Management.
3. Install the certificate on your computer.

## ✓ Related Information

- Create and Install a Certificate

## Create and Install a Self-signed Certificate

- Create a Self-signed Certificate
- Install the Self-signed Certificate for Windows users with Administrator Rights
- Import and Export the Self-signed Certificate on your Brother Machine

# Create a Self-signed Certificate

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Start your web browser.
2. 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

---

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

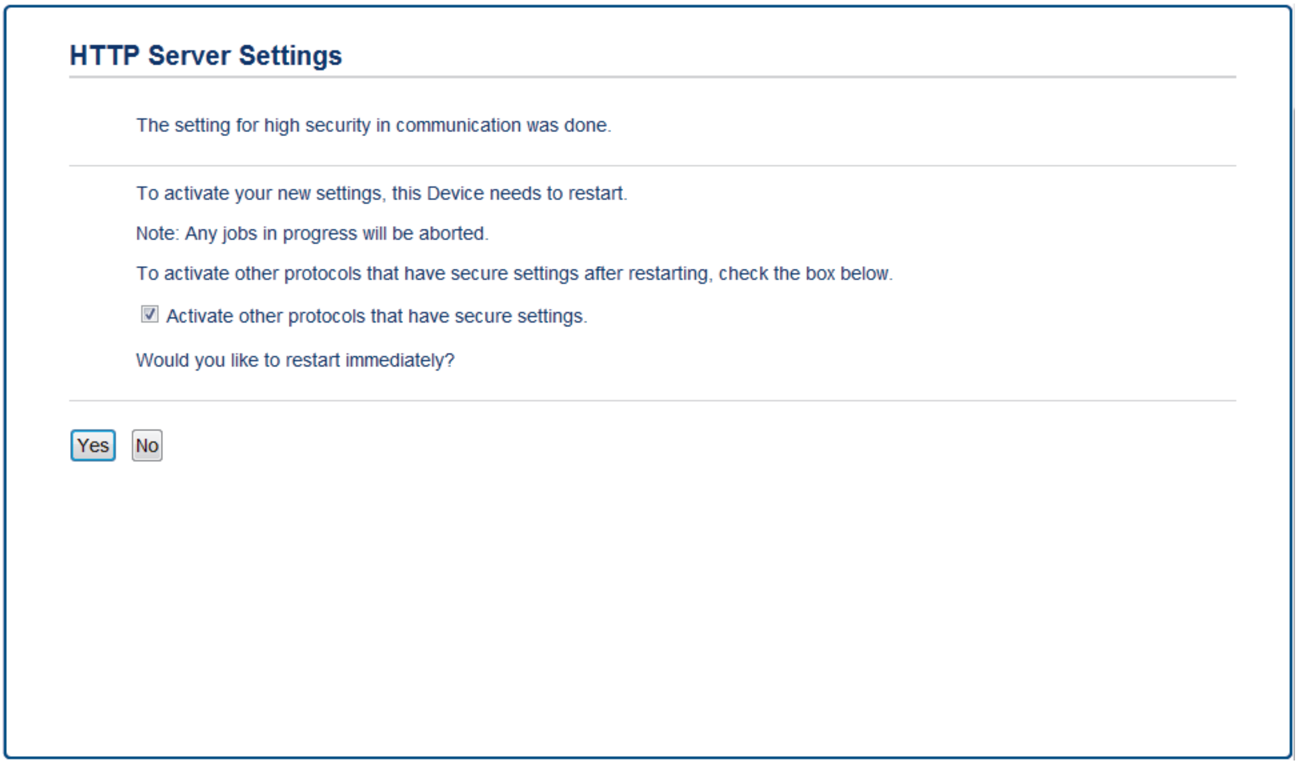
    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

---

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Create Self-Signed Certificate**.
8. Enter a **Common Name** and a **Valid Date**.
   - The length of the **Common Name** is less than 64 bytes. Enter an identifier, such as an IP address, node name, or domain name to use when accessing this machine through SSL/TLS communication. The node name is displayed by default.
   - A warning will appear if you use the IPPS or HTTPS protocol and enter a different name in the URL than the **Common Name** that was used for the self-signed certificate.
9. Select your setting from the **Public Key Algorithm** drop-down list. The default setting is **RSA(2048bit)**.
10. Select your setting from the **Digest Algorithm** drop-down list. The default setting is **SHA256**.
11. Click **Submit**.
12. Click **Network**.
13. Click **Protocol**.
14. Click **HTTP Server Settings**.
15. Select the certificate you want to configure from the **Select the Certificate** drop-down list.
16. Click **Submit**.

    The following screen appears.



HTTP Server Settings

The setting for high security in communication was done.

To activate your new settings, this Device needs to restart.

Note: Any jobs in progress will be aborted.

To activate other protocols that have secure settings after restarting, check the box below.

☑ Activate other protocols that have secure settings.

Would you like to restart immediately?

17. Click **Yes** to restart your print server.

The self-signed certificate is created and saved in your machine's memory.

To use SSL/TLS communication, the self-signed certificate must be installed on your computer.

## ✓ Related Information

- Create and Install a Self-signed Certificate

# Install the Self-signed Certificate for Windows users with Administrator Rights

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

The following steps are for Microsoft Internet Explorer. If you use another web browser, consult the documentation for your web browser to get help with installing certificates.

1. Do one of the following:
   - (Windows 7 and Windows Server 2008)

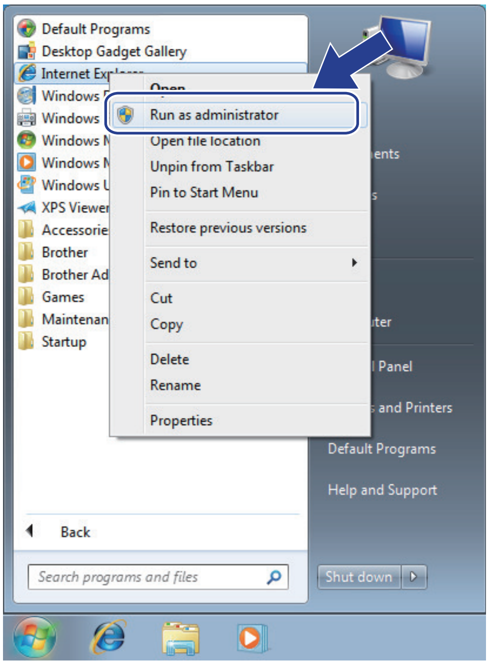
     Click **(Start)** > **All Programs**.
   - (Windows 8 )

     Right-click the (**Internet Explorer**) icon on the taskbar.
   - (Windows 10 and Windows Server 2016)

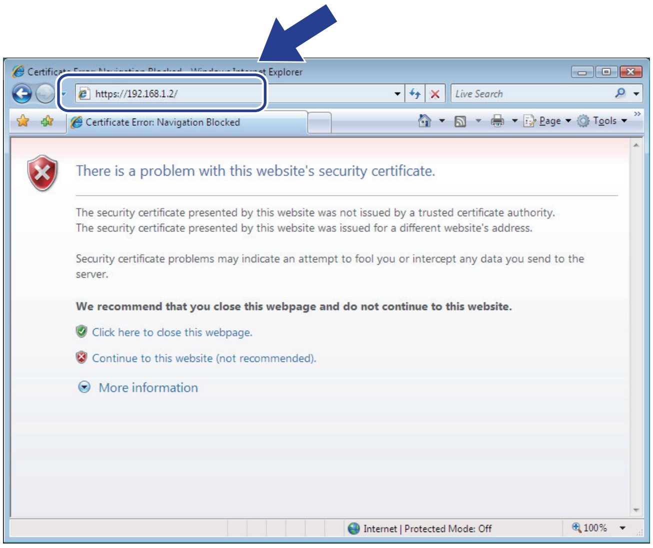
     Click > **Windows Accessories**.
   - (Windows Server 2012 and Windows Server 2012 R2)

     Click (**Internet Explorer**), and then right-click the (**Internet Explorer**) icon that appears on the taskbar.
2. Right-click **Internet Explorer**, and then click **Run as administrator**.

   If the **More** option appears, click **More**.

   If the **User Account Control** screen appears, click **Yes**.
3. Type "https://machine's IP address" in your browser's address bar to access your machine (where "machine's IP address" is the machine's IP address or the node name that you assigned for the certificate).


https://192.168.1.2/
Live Search
Certificate Error: Navigation Blocked
Page
Tools
Internet | Protected Mode: Off
100%

There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.
The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

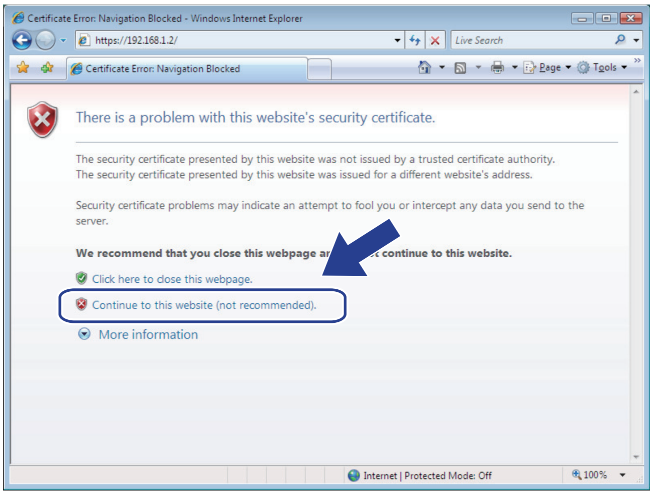
**We recommend that you close this webpage and do not continue to this website.**

Click here to close this webpage.

Continue to this website (not recommended).

More information

4. Click **Continue to this website (not recommended).**


Certificate Error: Navigation Blocked - Windows Internet Explorer
https://192.168.1.2/
Live Search
Certificate Error: Navigation Blocked
Page
Tools
Internet | Protected Mode: Off
100%

There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.
The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

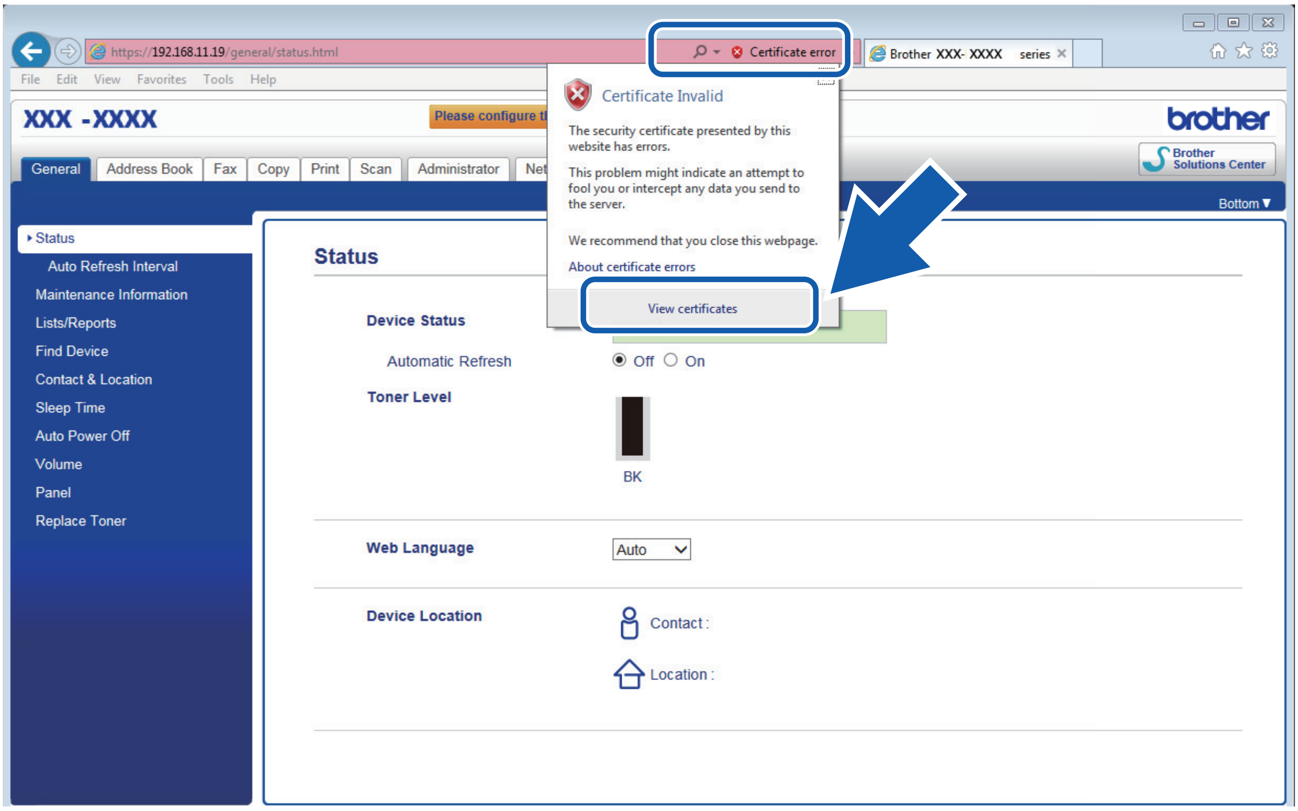
**We recommend that you close this webpage and do not continue to this website.**

Click here to close this webpage.

Continue to this website (not recommended).

More information

5. Click **Certificate error**, and then click **View certificate**.



Certificate Invalid

The security certificate presented by this website has errors.

This problem might indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage.

About certificate errors

Status

Device Status

Automatic Refresh ● Off ○ On

Toner Level

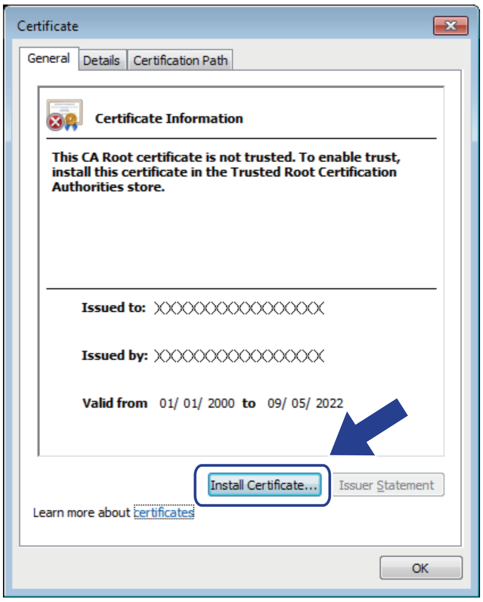
Web Language: Auto

Device Location

Contact :

Location :

6. Click **Install Certificate...**.



**Certificate Information**

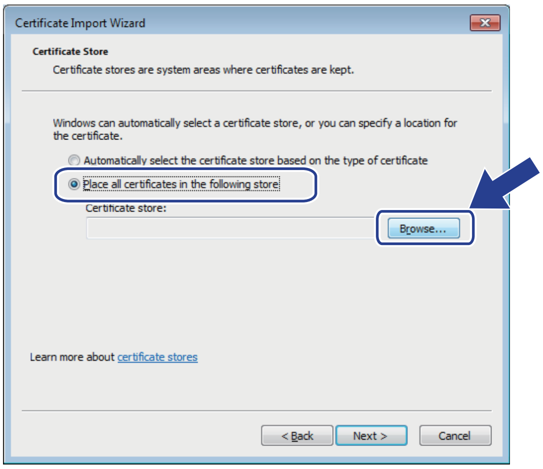
**This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.**

**Issued to:** XXXXXXXXXXXXXXX

**Issued by:** XXXXXXXXXXXXXXX

**Valid from** 01/ 01/ 2000 **to** 09/ 05/ 2022

7. When the **Certificate Import Wizard** appears, click **Next**.
8. Select **Place all certificates in the following store**, and then click **Browse...**.


Certificate Import Wizard
Browse...
Learn more about certificate stores
< Back
Next >
Cancel

**Certificate Store**

Certificate stores are system areas where certificates are kept.

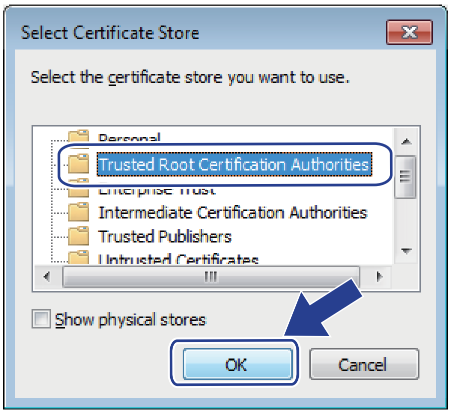
Windows can automatically select a certificate store, or you can specify a location for the certificate.

○ Automatically select the certificate store based on the type of certificate

● Place all certificates in the following store

Certificate store:

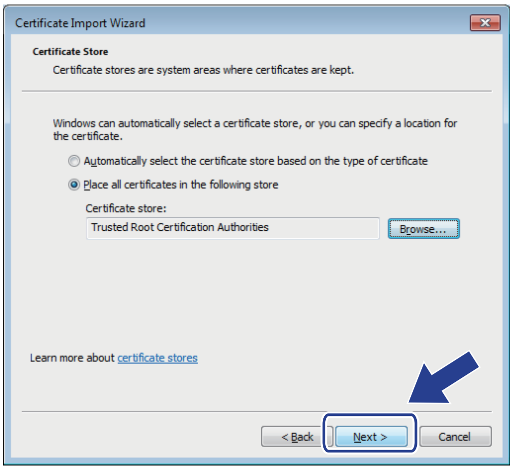
9. Select **Trusted Root Certification Authorities**, and then click **OK**.



Select the certificate store you want to use.

☐ Show physical stores

10. Click **Next**.



**Certificate Store**

Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for the certificate.

○ Automatically select the certificate store based on the type of certificate

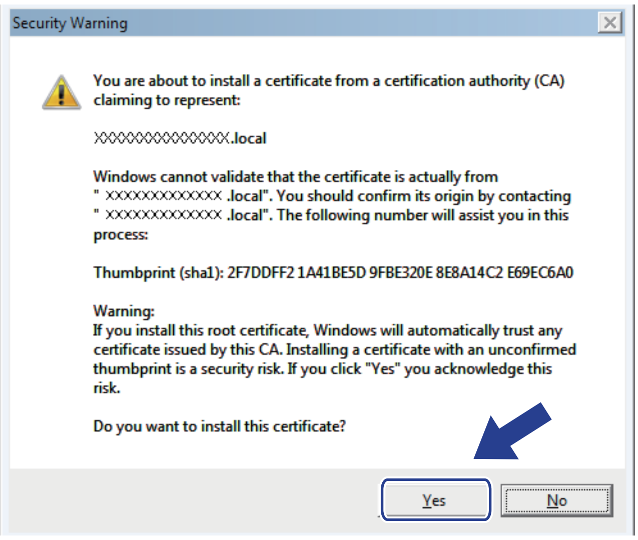
● Place all certificates in the following store

Certificate store:

Trusted Root Certification Authorities

Learn more about certificate stores

11. Click **Finish**.
12. Click **Yes**, if the fingerprint (thumbprint) is correct.



You are about to install a certificate from a certification authority (CA) claiming to represent:

XXXXXXXXXXXXXXX.local

Windows cannot validate that the certificate is actually from " XXXXXXXXXXXXX .local". You should confirm its origin by contacting " XXXXXXXXXXXXX .local". The following number will assist you in this process:

Thumbprint (sha1): 2F7DDFF2 1A41BE5D 9FBE320E 8E8A14C2 E69EC6A0

Warning:
If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk.

Do you want to install this certificate?

The fingerprint (thumbprint) is printed on the Network Configuration Report.

13. Click **OK**.

The self-signed certificate is now installed on your computer, and SSL/TLS communication is available.

## Related Information

- Create and Install a Self-signed Certificate

## Import and Export the Self-signed Certificate on your Brother Machine

You can store the self-signed certificates on your Brother machine and manage them by importing and exporting.

- Import the Self-signed Certificate
- Export the Self-signed Certificate

Home > Security > Network Security Features > Manage Your Network Machine Securely Using SSL/TLS > Certificates and Web Based Management > Create and Install a Certificate > Create and Install a Self-signed Certificate > Import and Export the Self-signed Certificate on your Brother Machine > Import the Self-signed Certificate

# Import the Self-signed Certificate

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Start your web browser.
2. 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

---

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

---

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Import Certificate and Private Key**.
8. Browse to the file you want to import.
9. Type the password if the file is encrypted, and then click **Submit**.

The self-signed certificate is imported to your machine.

To use SSL/TLS communication, the self-signed certificate must also be installed on your computer. Contact your network administrator.

## Related Information

- Import and Export the Self-signed Certificate on your Brother Machine

# Export the Self-signed Certificate

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Start your web browser.
2. 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

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Export** shown with **Certificate List**.
8. If you want to encrypt the file, type a password in the **Enter password** field.

   If the **Enter password** field is blank, your output file will not be encrypted.
9. Type the password again in the **Retype password** field, and then click **Submit**.
10. Click **Save**.
11. Specify the location where you want to save the file.

The self-signed certificate is exported to your computer.

You can also import the self-signed certificate to your computer.

## ✓ Related Information

- Import and Export the Self-signed Certificate on your Brother Machine

# Create and Install a Certificate from a Certificate Authority (CA)

If you already have a certificate from an external trusted CA, you can store the certificate and private key on the machine and manage them by importing and exporting. If you do not have a certificate from an external trusted CA, create a Certificate Signing Request (CSR), send it to a CA for authentication, and install the returned certificate on your machine.

- Create a Certificate Signing Request (CSR)
- Install a Certificate on Your Brother Machine
- Import and Export the Certificate and Private Key

# Create a Certificate Signing Request (CSR)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

A Certificate Signing Request (CSR) is a request sent to a Certificate Authority (CA) to authenticate the credentials contained within the certificate.

We recommend installing a Root Certificate from the CA on your computer before creating the CSR.

1. Start your web browser.
2. 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

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Create CSR**.
8. Type a **Common Name** (required) and add other information about your **Organization** (optional).

- Your company details are required so that a CA can confirm your identity and verify it to the outside world.
- The length of the **Common Name** must be less than 64 bytes. Enter an identifier, such as an IP address, node name, or domain name to use when accessing this printer through SSL/TLS communication. The node name is displayed by default. The **Common Name** is required.
- A warning will appear if you type a different name in the URL than the Common Name that was used for the certificate.
- The length of the **Organization**, the **Organization Unit**, the **City/Locality** and the **State/Province** must be less than 64 bytes.
- The **Country/Region** should be a two character ISO 3166 country code.
- If you are configuring an X.509v3 certificate extension, select the **Configure extended partition** check box, and then select **Auto (Register IPv4)** or **Manual**.

9. Select your setting from the **Public Key Algorithm** drop-down list. The default setting is **RSA(2048bit)**.
10. Select your setting from the **Digest Algorithm** drop-down list. The default setting is **SHA256**.
11. Click **Submit**.

The CSR appears on your screen. Save the CSR as a file or copy and paste it into an online CSR form offered by a Certificate Authority.

12. Click **Save**.

- Follow your CA's policy regarding the method to send a CSR to your CA.
- If you are using the Enterprise root CA of Windows Server 2008/2012/2012 R2/2016, we recommend using the Web Server for the certificate template to securely create the Client Certificate. For more detailed information, go to your model's **FAQs & Troubleshooting** page on the Brother support website at support.brother.com. Search for "SSL".

## Related Information

- Create and Install a Certificate from a Certificate Authority (CA)

# Install a Certificate on Your Brother Machine

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

When you receive a certificate from a CA, follow the steps below to install it into the print server:

> Only a certificate issued with your machine's CSR can be installed onto the machine. When you want to create another CSR, make sure that the certificate is installed before creating another CSR. Create another CSR only after installing the certificate on the machine. If you do not, the CSR you create before installing will be invalid.

1. Start your web browser.
2. 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

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Install Certificate**.
8. Browse to the file that contains the certificate issued by the CA, and then click **Submit**.

   The certificate has been created successfully and saved in your machine's memory successfully.

To use SSL/TLS communication, the Root Certificate from the CA must be installed on your computer. Contact your network administrator.

## Related Information

- Create and Install a Certificate from a Certificate Authority (CA)

# Import and Export the Certificate and Private Key

Store the certificate and private key on your machine and manage them by importing and exporting them.

- Import a Certificate and Private Key
- Export the Certificate and Private Key

# Import a Certificate and Private Key

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Start your web browser.
2. 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

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Import Certificate and Private Key**.
8. Browse to the file you want to import.
9. Type the password if the file is encrypted, and then click **Submit**.

The certificate and private key are imported to your machine.

To use SSL/TLS communication, the Root Certificate from the CA must also be installed on your computer. Contact your network administrator.

## ✓ Related Information

- Import and Export the Certificate and Private Key

# Export the Certificate and Private Key

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Start your web browser.
2. 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

---

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

---

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Export** shown with **Certificate List**.
8. Enter the password if you want to encrypt the file.

   If a blank password is used, the output is not encrypted.
9. Enter the password again for confirmation, and then click **Submit**.
10. Click **Save**.
11. Specify the location where you want to save the file.

The certificate and private key are exported to your computer.

You can also import the certificate to your computer.

## Related Information

- Import and Export the Certificate and Private Key

# Import and Export a CA Certificate

You can import, export and store CA certificates on your Brother machine.

- Import a CA Certificate
- Export a CA Certificate

# Import a CA Certificate

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Start your web browser.
2. 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

---

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

---

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **CA Certificate**.
7. Click **Import CA Certificate**.
8. Browse to the file you want to import.
9. Click **Submit**.

## Related Information

- Import and Export a CA Certificate

# Export a CA Certificate

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

1. Start your web browser.
2. 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

---

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

---

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **CA Certificate**.
7. Select the certificate you want to export and click **Export**.
8. Click **Submit**.
9. Click **Save**.
10. Specify where on your computer you want to save the exported certificate, and save it.

## Related Information

- Import and Export a CA Certificate

# Manage Multiple Certificates

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

The multiple certificate feature allows you to use Web Based Management to manage each certificate installed on your machine. In Web Based Management, navigate to the **Certificate** or **CA Certificate** screen to view certificate content, delete, or export your certificates.

| | **Maximum Number of Certificates Stored UP on Brother Machine** |
|---|---|
| Self-signed Certificate or Certificate Issued by a CA | 5 |
| CA Certificate | 5 |

You can store up to 5 Certificate Authority (CA) certificates using SMTP over SSL (only available for certain models).

We recommend storing one less certificate than allowed, reserving an empty spot in case of certificate expiration. When a certificate expires, import a new certificate into the reserved spot, and then delete the expired certificate. This ensures that you avoid configuration failure.

- When you use SSL for SMTP communications, you do not have to choose the certificate. The necessary certificate will be chosen automatically.

## Related Information

- Certificates and Web Based Management

# Manage Your Network Machine Securely Using Web Based Management

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

To manage your network machine securely, you must use management utilities with security protocols.

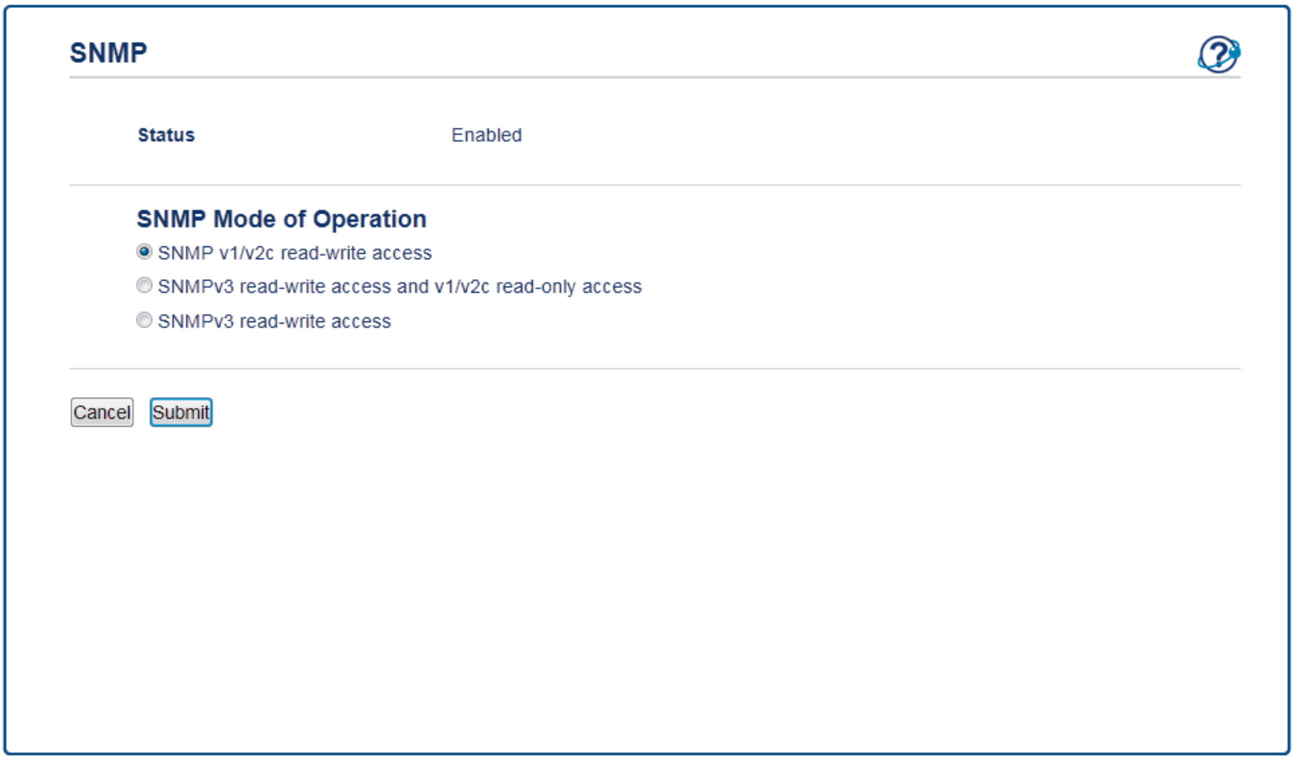
> We recommend using the HTTPS protocol for secure management. To use this protocol, HTTPS must be enabled on your machine.

- The HTTPS protocol is enabled by default.
- You can change the HTTPS protocol settings using the Web Based Management screen.

1. Start your web browser.
2. Type "https://Common Name" in your browser's address bar (where "Common Name" is the Common Name that you assigned to the certificate; this could be your IP address, node name, or domain name).
3. No password is required by default. Type a password if you have set one, and then click →.
4. You can now access the machine using HTTPS.

- If you use the SNMPv3 protocol, follow the steps below.
- You can also change the SNMP settings by using BRAdmin Professional.

5. Click the **Network** tab.
6. Click **Protocol**.
7. Make sure the **SNMP** setting is enabled, and then click **Advanced Settings**.
8. Configure the SNMP settings.



**SNMP**

**Status** Enabled

**SNMP Mode of Operation**

● SNMP v1/v2c read-write access

○ SNMPv3 read-write access and v1/v2c read-only access

○ SNMPv3 read-write access

There are three options for **SNMP Mode of Operation**.

- **SNMP v1/v2c read-write access**

In this mode, the print server uses version 1 and version 2c of the SNMP protocol. You can use all Brother applications in this mode. However, it is not secure since it will not authenticate the user, and data will not be encrypted.

- **SNMPv3 read-write access and v1/v2c read-only access**

  In this mode, the print server uses the read-write access of version 3 and the read-only access of version 1 and version 2c of the SNMP protocol.

When you use **SNMPv3 read-write access and v1/v2c read-only access** mode, some Brother applications (such as BRAdmin Light) that access the print server do not work correctly since they authorise the read-only access of version 1 and version 2c. If you want to use all applications, we recommend using **SNMP v1/v2c read-write access** mode.

- **SNMPv3 read-write access**

  In this mode, the print server uses version 3 of the SNMP protocol. If you want to manage the print server securely, use this mode.

When you use **SNMPv3 read-write access** mode, note the following:

- You can use only BRAdmin Professional or Web Based Management to manage the print server.
- Except for BRAdmin Professional, all applications that use SNMPv1/v2c will be restricted. To allow the use of SNMPv1/v2c applications, use **SNMPv3 read-write access and v1/v2c read-only access** or **SNMP v1/v2c read-write access** mode.

9. Click **Submit**.

## Related Information

- Manage Your Network Machine Securely Using SSL/TLS

# Manage Your Network Machine Securely Using BRAdmin Professional (Windows)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

To use BRAdmin Professional utility, you must:

- Use the latest version of BRAdmin Professional. Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com.
- Use Web Based Management with the HTTPS protocol if you use BRAdmin Professional and Web Based Management together.
- Use a different password in each group if you are managing a mixed group of older and newer print servers with BRAdmin Professional. This will ensure security is maintained on the newer print servers.

---

- "Older versions of BRAdmin" refer to BRAdmin Professional older than Ver. 2.80 and BRAdmin Light for Mac older than Ver.1.10.
- "Older print servers" refer to NC-2000 series, NC-2100p, NC-3100h, NC-3100s, NC-4100h, NC-5100h, NC-5200h, NC-6100h, NC-6200h, NC-6300h, NC-6400h, NC-8000, NC-100h, NC-110h, NC-120w, NC-130h, NC-140w, NC-8100h, NC-9100h, NC-7100w, NC-7200w and NC-2200w.

---

## Related Information

- Manage Your Network Machine Securely Using SSL/TLS

# Print Documents Securely Using SSL/TLS

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

To print documents securely with IPP protocol, use the IPPS protocol.

1. Start your web browser.
2. 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

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click **Protocol**. Make sure the **IPP** check box is selected.

If the **IPP** check box is not selected, select the **IPP** check box, and then click **Submit**.

Restart your machine to activate the configuration.

After the machine restarts, return to the machine's web page, click the **Network** tab, and then click **Protocol**.

6. Click **HTTP Server Settings**.
7. Select the **HTTPS(Port 443)** check box in the **IPP**, and then click **Submit**.
8. Restart your machine to activate the configuration.

Communication using IPPS cannot prevent unauthorised access to the print server.

## Related Information

- Manage Your Network Machine Securely Using SSL/TLS

# Send an Email Securely

- Configure Email Sending Using Web Based Management
- Send an Email with User Authentication
- Send an Email Securely Using SSL/TLS

# Configure Email Sending Using Web Based Management

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

We recommend using Web Based Management to configure secured email sending with user authentication, or email sending using SSL/TLS.

1. Start your web browser.
2. 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
3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Protocol** menu in the left navigation bar.
6. In the **SMTP** field, click **Advanced Settings** and make sure the status of **SMTP** is **Enabled**.
7. Configure the **SMTP** settings.
   - Confirm that the email settings are correct after configuration by sending a test email.
   - If you do not know the SMTP server settings, contact your network administrator or Internet Service Provider (ISP).
8. When finished, click **Submit**.

   The **Test Send E-mail Configuration** dialog box appears.
9. Follow the instructions in the dialog box to test the current settings.

## Related Information

- Send an Email Securely

# Send an Email with User Authentication

Your Brother machine supports the SMTP-AUTH method to send email via an email server that requires user authentication. This method prevents unauthorised users from accessing the email server.

You can use SMTP-AUTH for email notification and email reports (available for certain models).

We recommend using Web Based Management to configure the SMTP authentication.

## Email Server Settings

You must configure your machine's SMTP authentication method to match the method used by your email server. For details about your email server settings, contact your network administrator or Internet Service Provider (ISP).

To enable SMTP server authentication: in the Web Based Management **SMTP** screen, under **Server Authentication Method**, you must select **SMTP-AUTH**.

## Related Information

- Send an Email Securely

# Send an Email Securely Using SSL/TLS

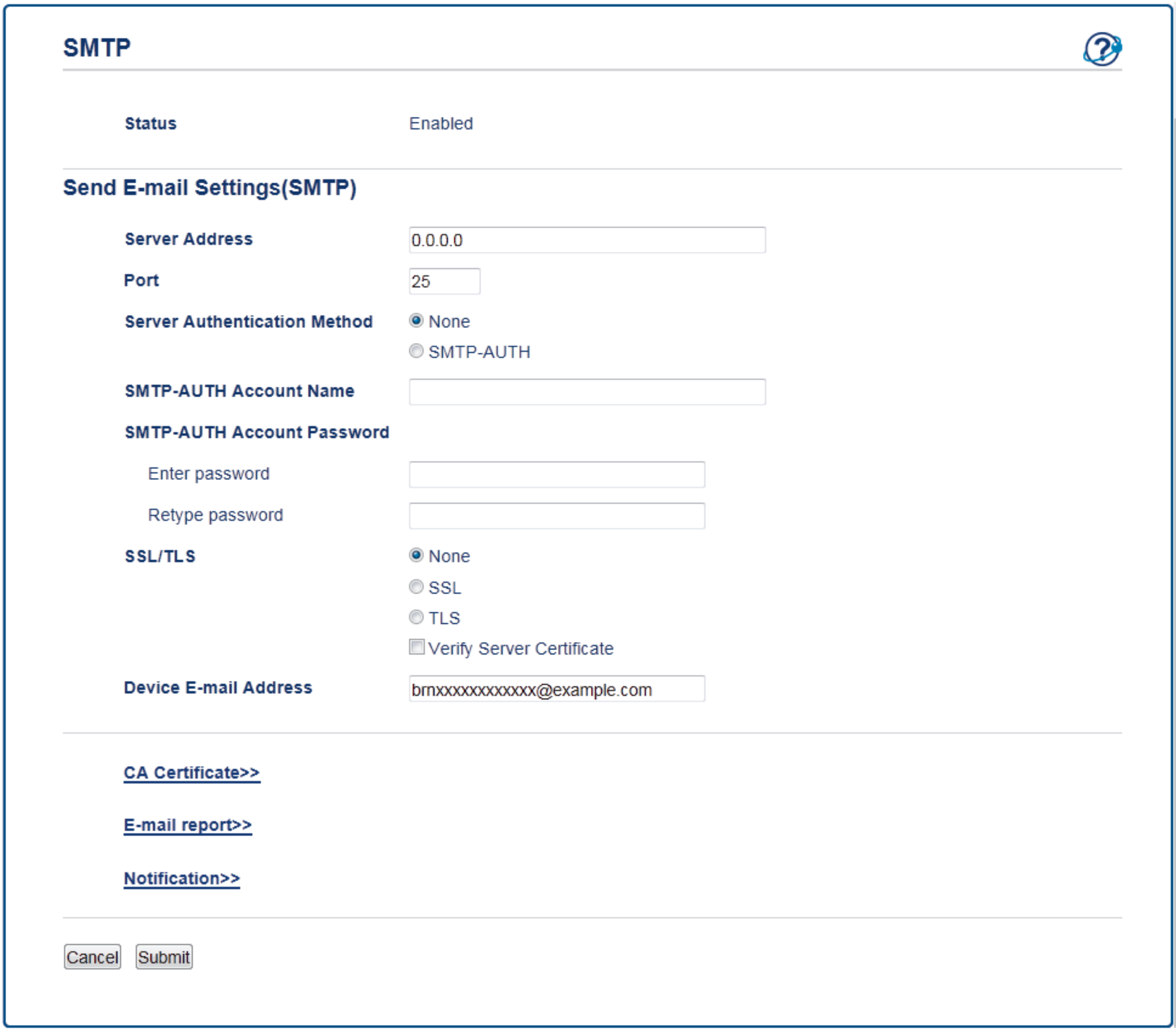
**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Your Brother machine supports SSL/TLS methods to send an email via an email server that requires secure SSL/TLS communication. To send email via an email server that is using SSL/TLS communication, you must configure SMTP over SSL/TLS.

We recommend using Web Based Management to configure SSL/TLS.

## Verify Server Certificate

Under **SSL/TLS**, if you choose **SSL** or **TLS**, the **Verify Server Certificate** check box will be selected automatically.



SMTP

| | |
|---|---|
| Status | Enabled |

Send E-mail Settings(SMTP)

| | |
|---|---|
| Server Address | 0.0.0.0 |
| Port | 25 |
| Server Authentication Method | ● None<br>○ SMTP-AUTH |
| SMTP-AUTH Account Name | |
| SMTP-AUTH Account Password | |
| Enter password | |
| Retype password | |
| SSL/TLS | ● None<br>○ SSL<br>○ TLS<br>☐ Verify Server Certificate |
| Device E-mail Address | brnxxxxxxxxxxxx@example.com |

- Before you verify the server certificate, you must import the CA certificate issued by the CA that signed the server certificate. Contact your network administrator or your Internet Service Provider (ISP) to confirm if importing a CA certificate is necessary.
- If you do not need to verify the server certificate, clear the **Verify Server Certificate** check box.

## Port Number

If you select **SSL**, the **Port** value will be changed to match the protocol. To change the port number manually, type the port number after you choose **SSL/TLS**.

You must configure your machine's SMTP communication method to match the method used by your email server. For details about your email server settings, contact your network administrator or your ISP.

In most cases, the secured webmail services require the following settings:

| | | |
|---|---|---|
| SMTP | **Port** | 25 |
| | **Server Authentication Method** | **SMTP-AUTH** |
| | **SSL/TLS** | **TLS** |

## ✓ Related Information

- Send an Email Securely

# Mobile

- AirPrint
- Mobile Printing for Windows
- Mopria® Print Service
- Brother iPrint&Scan for Mobile Devices

# AirPrint

- AirPrint Overview
- Before Using AirPrint
- Print Using AirPrint
- Scan Using AirPrint
- Send a Fax Using AirPrint (For MFC Models)

# AirPrint Overview

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

AirPrint is a printing solution for Apple operating systems that allows you to wirelessly print photos, email, web pages and documents from your iPad, iPhone, iPod touch and Mac computer without the need to install a driver.

AirPrint also lets you send faxes directly from your Mac computer without printing them and lets you scan documents to your Mac computer. (MFC-B7700D/MFC-B7720DN)

For more information, visit Apple's website.

Use of the "Works with Apple badge" means that an accessory has been designed to work specifically with the technology identified in the badge and has been certified by the developer to meet Apple performance standards.

## Related Information

- AirPrint

**Related Topics:**

- AirPrint Problems

## Before Using AirPrint

- Network Settings for Using AirPrint
- Disable and Enable AirPrint Using Web Based Management (Web Browser)

# Network Settings for Using AirPrint

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

In order to use AirPrint, your mobile device must connect to the wireless network to which your Brother machine is connected. AirPrint supports wireless connections that use infrastructure mode or Wi-Fi Direct®.

To configure your mobile device for a wireless network, refer to your mobile device's user's guide. A link to your mobile device's user's guide on Apple's website can be found by tapping 📖 in Safari.

To configure your Brother machine for a wireless network, see the *Quick Setup Guide* or related topics in this guide. If your Brother machine supports a wired network, you can use a network cable to connect to the wireless access point/router.

If your Brother machine supports Wi-Fi Direct and you want to configure your Brother machine for a Wi-Fi Direct network, see related topics in this Online Guide.

## ✓ Related Information

- Before Using AirPrint

Home > Mobile > AirPrint > Before Using AirPrint > Disable and Enable AirPrint Using Web Based Management (Web Browser)

# Disable and Enable AirPrint Using Web Based Management (Web Browser)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Confirm that your Brother machine is connected to the same network as your computer.

1. Start your web browser.
2. 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
3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Network** tab.
5. Click the **Protocol** menu in the left navigation bar.
6. To disable AirPrint, clear the **AirPrint** check box. To enable AirPrint, select the **AirPrint** check box.

By default, AirPrint is enabled.

7. Click **Submit**.
8. Restart your machine to activate the configuration.

## Related Information

- Before Using AirPrint

## Print Using AirPrint

- Print from iPad, iPhone, or iPod Touch
- Before Using AirPrint (macOS)
- Print Using AirPrint (macOS)

# Print from iPad, iPhone, or iPod Touch

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

The procedure used to print may vary by application. Safari is used in the example below.

1. Make sure your Brother machine is turned on.
2. Use Safari to open the page that you want to print.
3. Tap ↪ or ⇧.
4. Tap **Print**.
5. Make sure your Brother machine is selected.
6. If a different machine (or no printer) is selected, tap **Printer**.

   A list of available machines appears.
7. Tap your machine's name in the list.
8. Select the desired options, such as the number of pages to print and 2-sided printing (if supported by your machine).
9. Tap **Print**.

## Related Information

- Print Using AirPrint

# Before Using AirPrint (macOS)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Before printing using macOS, add your Brother machine to the printer list on your Mac computer.

1. Select **System Preferences** from the Apple Menu.
2. Click **Printers & Scanners**.
3. Click the + icon below the Printers pane on the left.
4. Click **Add Printer or Scanner…**. The **Add** screen appears.
5. Select your Brother machine, and then select **AirPrint** from the **Use** pop-up menu.
6. Click **Add**.

## ✓ Related Information

- Print Using AirPrint

# Print Using AirPrint (macOS)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

The procedure used to print may vary by application. Safari is used in the example below. Before printing, make sure your Brother machine is in the printer list on your Mac computer.

1. Make sure your Brother machine is turned on.
2. On your Mac computer, use Safari to open the page that you want to print.
3. Click the **File** menu, and then select **Print**.
4. Make sure your Brother machine is selected. If a different machine (or no printer) is selected, click the **Printer** pop-up menu, and then select your Brother machine.
5. Select the desired options, such as the number of pages to print and 2-sided printing (if supported by your machine).
6. Click **Print**.

## ✓ Related Information

- Print Using AirPrint

# Scan Using AirPrint

- Before Scanning Using AirPrint (macOS)
- Scan Using AirPrint (macOS)
- Scan from Your Computer (Mac)

# Before Scanning Using AirPrint (macOS)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Before scanning using macOS, add your Brother machine to the scanner list on your Mac computer.

1. Select **System Preferences** from the Apple Menu.
2. Click **Printers & Scanners**.
3. Click the + icon below the Scanners pane on the left.
4. Click **Add Printer or Scanner…**.

   The **Add** screen appears.
5. Select your Brother machine, and then select **AirPrint** from the **Use** pop-up menu.
6. Click **Add**.

## Related Information

- Scan Using AirPrint

# Scan Using AirPrint (macOS)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Before scanning, make sure your Brother machine is in the scanner list on your Mac computer.

1. Load your document.
2. Select **System Preferences** from the Apple Menu.
3. Click **Printers & Scanners**.
4. Select your Brother machine from the scanner list.
5. Click the **Scan** tab, and then click the **Open Scanner…** button.

   The Scanner screen appears.
6. If you place the document in the ADF, select **Use Document Feeder** check box, and then select the size of your document from the scan size setting pop-up menu.
7. Select the destination folder or destination application from the destination setting pop-up menu.
8. Click **Show Details** to change the scanning settings if needed.

   You can crop the image manually by dragging the mouse pointer over the portion you want to scan when scanning from the scanner glass.
9. Click **Scan**.

## Related Information

- Scan Using AirPrint

## Send a Fax Using AirPrint (For MFC Models)

- Before Sending a Fax Using AirPrint (macOS)
- Send a Fax Using AirPrint (macOS)

# Before Sending a Fax Using AirPrint (macOS)

**Related Models**: MFC-B7720DN

Before sending a fax, add your Brother machine to the printer list on your Mac computer. Make sure your Brother machine is connected to the telephone line and works correctly.

1. Select **System Preferences** from the Apple Menu.
2. Click **Printers & Scanners**.
3. Click the + icon below the Printers pane on the left.
4. Click **Add Printer or Scanner…**. The **Add** screen appears.
5. Select your Brother machine, and then select **AirPrint** from the **Use** pop-up menu.
6. Click **Add**.

## ✓ Related Information

- Send a Fax Using AirPrint (For MFC Models)

# Send a Fax Using AirPrint (macOS)

**Related Models**: MFC-B7720DN

Make sure your Brother machine is in the printer list on your Mac computer. Apple TextEdit is used in the example below.

- AirPrint supports only monochrome fax documents.

1. Make sure your Brother machine is turned on.
2. On your Mac computer, open the file that you want to send as a fax.
3. Click the **File** menu, and then select **Print**.
4. Click the **Printer** pop-up menu, and then select **Brother MFC-XXXX - Fax** (where XXXX is your model name).
5. Type the fax recipient information.
6. Click **Fax**.

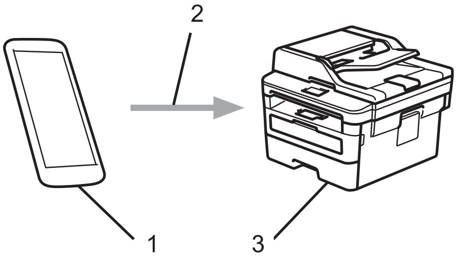
## ✓ Related Information

- Send a Fax Using AirPrint (For MFC Models)

# Mobile Printing for Windows

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Mobile printing for Windows is a function to print wirelessly from your Windows mobile device. You can connect to the same network that your Brother machine is connected to and print without installing the printer driver on the device. Many Windows apps support this function.



1. Windows mobile device (Windows 10 Mobile or later)
2. Wi-Fi® Connection
3. Your Brother machine

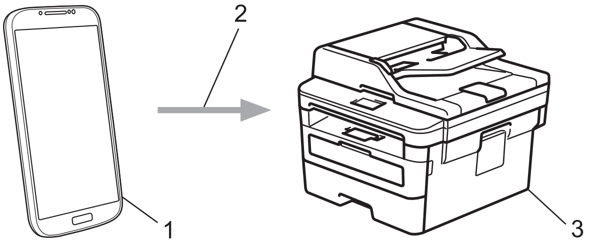
## Related Information

- Mobile

# Mopria® Print Service

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

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

# Brother iPrint&Scan for Mobile Devices

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

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.

  Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com to download Brother iPrint&Scan.
- For all iOS supported devices including iPhone, iPad and iPod touch

  Brother iPrint&Scan allows you to use features of your Brother machine directly from your iOS 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

**Related Topics:**

- Brother iPrint&Scan for Windows and Mac

# 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)

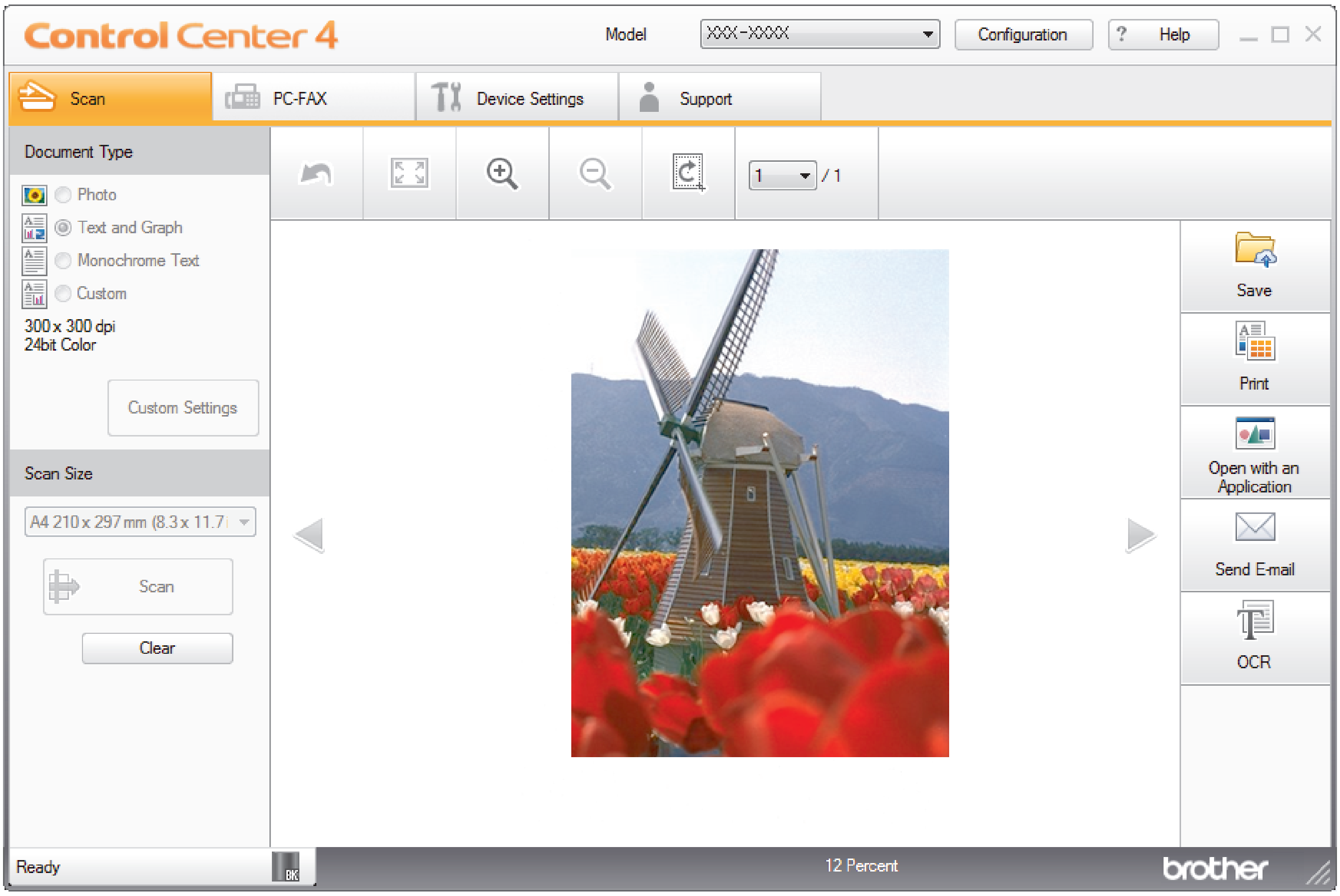
# ControlCenter4 (Windows)

- 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)

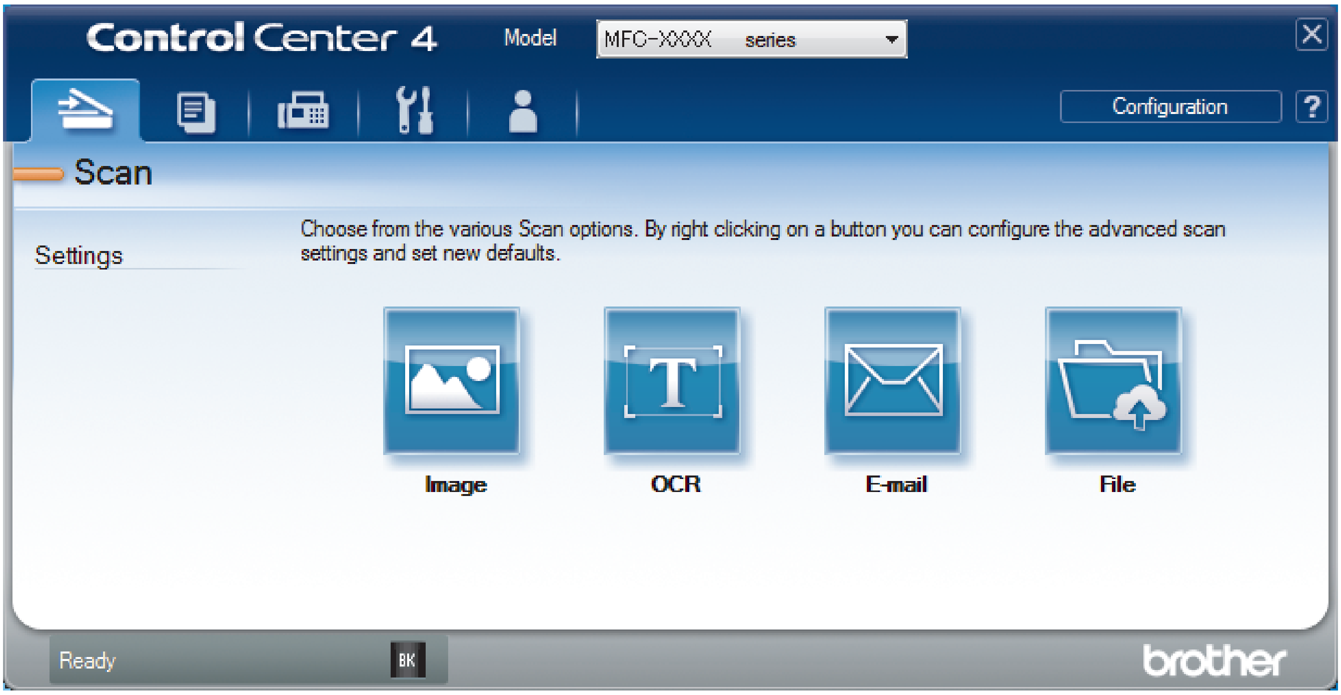
# Change the Operation Mode in ControlCenter4 (Windows)

ControlCenter4 has two operation modes: **Home Mode** and **Advanced Mode**. You can change modes at any time.

**Home Mode**



**Advanced Mode**



Choose from the various Scan options. By right clicking on a button you can configure the advanced scan settings and set new defaults.

- **Home Mode**

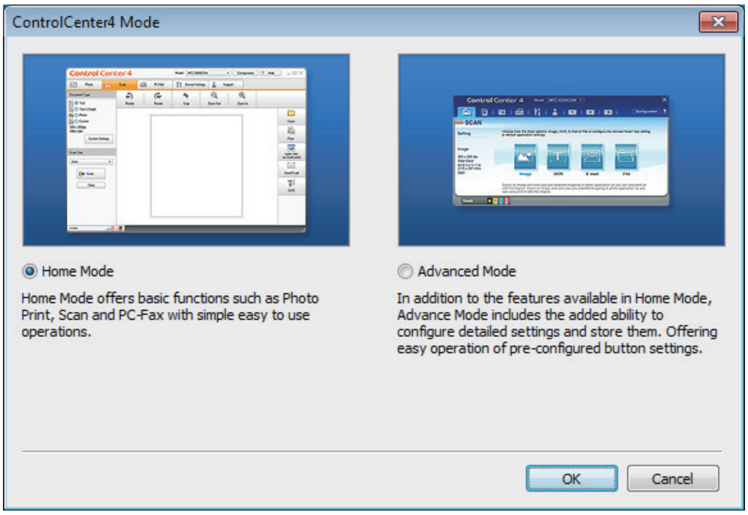
  ControlCenter4 Home Mode lets you access your machine's main features easily.

- **Advanced Mode**

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

To change operation mode:

1. Click the CC4 (**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.



● Home Mode

Home Mode offers basic functions such as Photo Print, Scan and PC-Fax with simple easy to use operations.

○ Advanced Mode

In addition to the features available in Home Mode, Advance Mode includes the added ability to configure detailed settings and store them. Offering easy operation of pre-configured button settings.

4. Click **OK**.

## Related Information

- ControlCenter4 (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)

## 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 customise one-button scan actions.

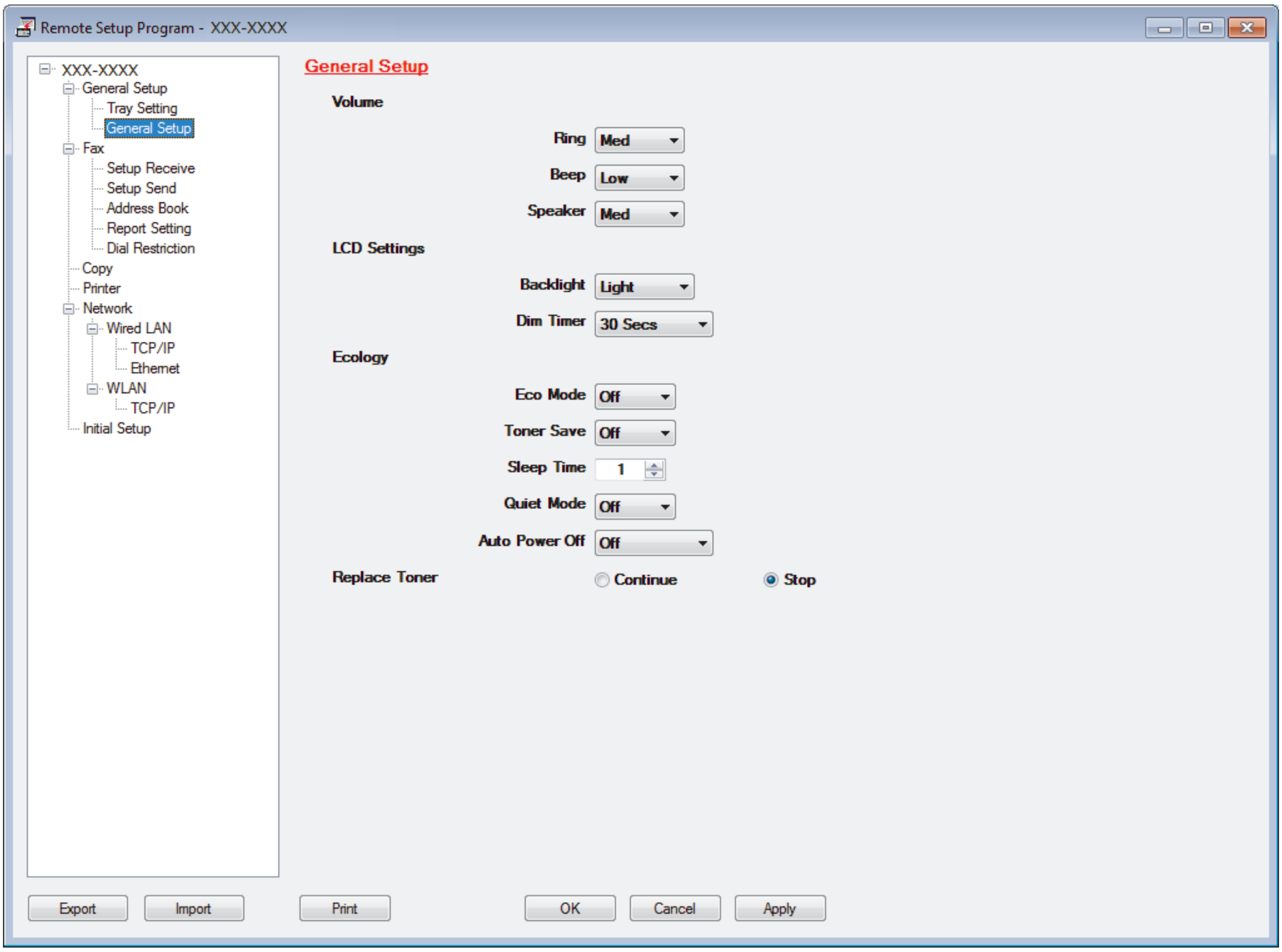
- Scan Photos and Graphics Using ControlCenter4 Advanced Mode (Windows)
- Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode (Windows)
- Scan Both Sides of an ID Card Using ControlCenter4 Advanced Mode (Windows)
- Scan to Email Attachment Using ControlCenter4 Advanced Mode (Windows)
- Scan to an Editable Text File (OCR) Using ControlCenter4 Advanced Mode (Windows)
- Scan Settings for ControlCenter4 Advanced Mode (Windows)

# Set Up the Brother Machine Using ControlCenter4 (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

If Secure Function Lock is set to On, you cannot use Remote Setup.

1. Click the CC4 (**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.



General Setup

Volume

Ring: Med

Beep: Low

Speaker: Med

LCD Settings

Backlight: Light

Dim Timer: 30 Secs

Ecology

Eco Mode: Off

Toner Save: Off

Sleep Time: 1

Quiet Mode: Off

Auto Power Off: Off

Replace Toner: ○ Continue ● Stop

**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 import a file and read its settings.

**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 installation disc, 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 customised tabs, each including up to five customised buttons, with your preferred settings.

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

1. Click the CC4 (**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.

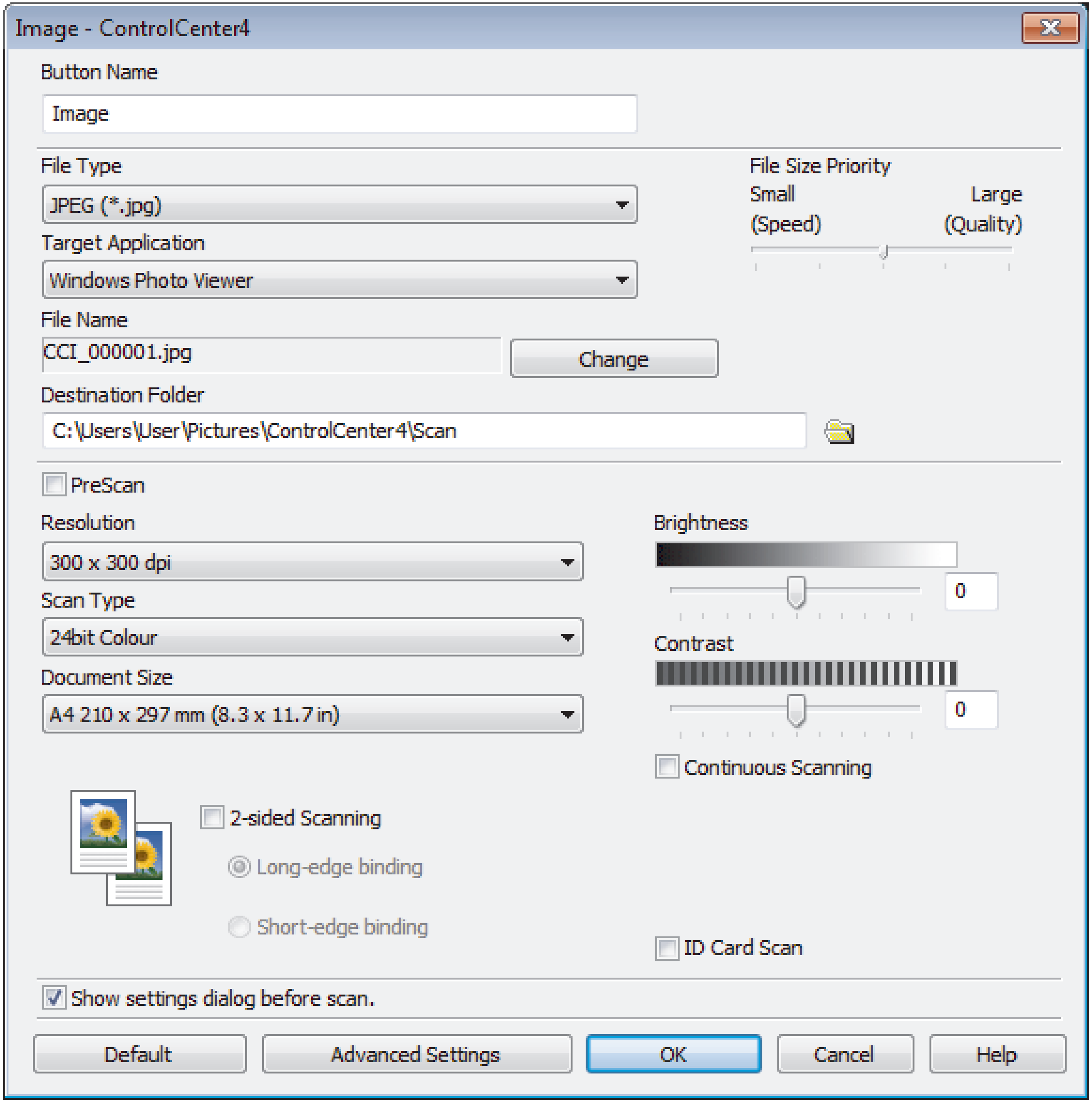


Image - ControlCenter4

Button Name: Image

File Type: JPEG (*.jpg)

Target Application: Windows Photo Viewer

File Name: CCI_000001.jpg

Destination Folder: C:\Users\User\Pictures\ControlCenter4\Scan

☐ PreScan

Resolution: 300 x 300 dpi

Scan Type: 24bit Colour

Document Size: A4 210 x 297 mm (8.3 x 11.7 in)

Brightness: 0

Contrast: 0

☐ Continuous Scanning

☐ 2-sided Scanning

● Long-edge binding

○ Short-edge binding

☐ ID Card Scan

☑ Show settings dialog before scan.

You can change or remove the created tab, button, or settings. Click the **Configuration** button, and then follow the menu.

## ✓ Related Information

- ControlCenter4 (Windows)

## Brother iPrint&Scan for Windows and Mac

- Brother iPrint&Scan Overview
- Brother iPrint&Scan for Mobile Devices
- Scan Using Brother iPrint&Scan (Mac)

# Brother iPrint&Scan Overview

Use Brother iPrint&Scan for Windows and Mac to print and scan from your computer.

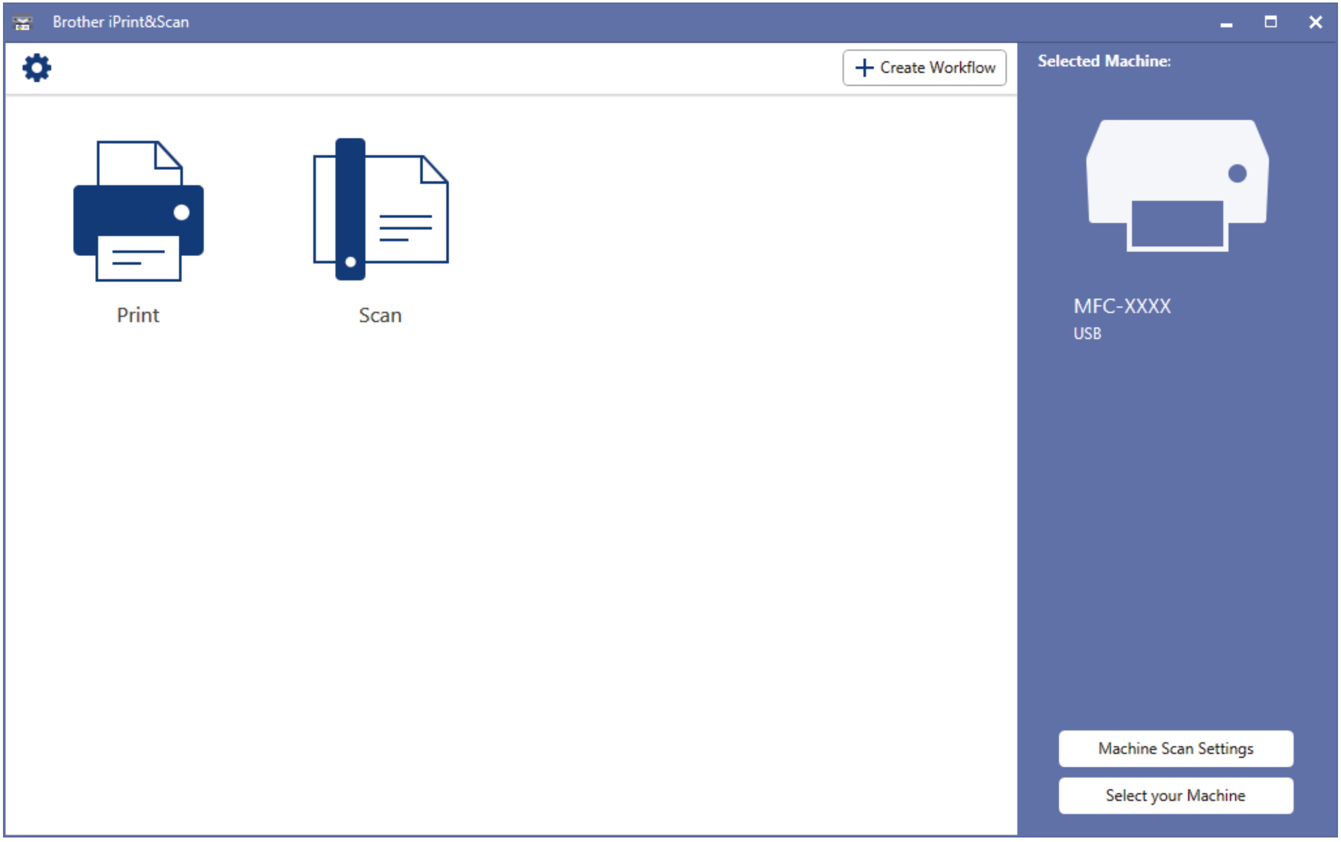
The following screen shows an example of Brother iPrint&Scan for Windows. The actual screen may differ depending on the version of the application.

- For Windows

  Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com to download the latest application.

- For Mac

  Download and install Brother iPrint&Scan from the App Store.



## Related Information

- Brother iPrint&Scan for Windows and Mac

# Troubleshooting

Use this section to resolve typical problems you may encounter when using your Brother machine. You can correct most problems yourself.

## IMPORTANT

For technical help, you must call Brother customer service or your local Brother dealer.

Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.

(MFC-B7700D)

To prevent you from losing the received fax data in the machine's memory, transfer the data to another Fax machine or to your computer before turning off the machine.

If you need additional help, go to the Brother Solutions Center at support.brother.com.

First, check the following:

- The machine's power cord is connected correctly and the machine's power is on. See the *Quick Setup Guide*.
- All of the protective materials have been removed. See the *Quick Setup Guide*.
- Paper is loaded 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.
- Error and maintenance messages

If you did not solve the problem with the checks, identify the problem and then see *Related Information*.

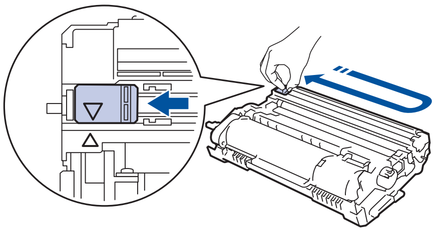
## Related Information

- Error and Maintenance Messages
- Document Jams
- Paper Jams
- Printing Problems
- Improve the Print Quality
- Telephone and Fax Problems
- Network Problems
- AirPrint Problems
- Other Problems
- Transfer Your Faxes or Fax Journal Report
- Machine Information

## 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 by yourself. If you need more tips: Visit us at support.brother.com, and click **FAQs & Troubleshooting**.

| Error Message | Cause | Action |
|---|---|---|
| `2-sided Disabled` | The back cover of the machine is not closed completely. | Close the back cover of the machine until it locks in the closed position. |
| | The 2-sided tray is not installed completely. | Install the 2-sided tray firmly in the machine. |
| `Cartridge Error Put the Black (BK) Toner Cartridge back in.`<br>`Put the Toner Cartridge back in.` | The toner cartridge is not installed correctly. | Pull out the drum unit and toner cartridge assembly, take out the toner cartridge, and put it back in the drum unit again. Put the drum unit and toner cartridge assembly back in the machine.<br>If the problem continues, contact Brother customer service or your local Brother dealer. |
| `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, contact the telephone company and ask them to check your telephone line. |
| `Cover is Open.` | The front cover is not completely closed. | Open and then firmly close the front cover of the machine. |
| | The fuser cover is not completely closed or paper was jammed in the back of the machine when you turned on the power. | Close the fuser cover located inside the back cover of the machine. |
| | The ADF cover is not completely closed. | Close the ADF cover.<br>If the error message remains, press **Stop/Exit**. |
| `Disconnected` | The other person or other person's fax machine stopped the call. | Try to send or receive again.<br>If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system, try changing the Compatibility to Basic (for VoIP). |
| `Document Jam` | The document was not inserted or fed correctly, or the document scanned from the ADF was too long. | Remove the jammed paper from the ADF unit.<br>Clear any debris or scraps of paper from the ADF unit paper path.<br>Press **Stop/Exit**. |
| `Drum !/Slide the Green tab on Drum Unit.` | The corona wire on the drum unit must be cleaned. | Clean the corona wire on the drum unit.<br> |

| Error Message | Cause | Action |
|---|---|---|
|  | The drum unit or the toner cartridge and drum unit assembly is not installed correctly. | Put the toner cartridge in the drum unit. Then reinstall the toner cartridge and drum unit assembly in the machine. |
| `Drum End Soon` | The drum unit is near the end of its life. | Order a new drum unit before you get the `Replace Drum` message. |
| `Jam 2-sided` | The paper is jammed in the 2-sided paper tray. | Pull the paper tray and the 2-sided tray out completely, open the back cover and then remove all jammed paper. Close the back cover, and put the paper tray and the 2-sided tray firmly back in the machine. |
| `Jam Inside` | The paper is jammed inside the machine. | Open the front cover and remove the toner cartridge and drum unit assembly. Pull out all jammed paper. Close the front cover. If the error message remains, press **Start**. |
| `Jam Rear` | The paper is jammed in the back of the machine. | Open the fuser cover and remove all jammed paper. Close the fuser cover. If the error message remains, press **Start**. |
| `Jam Tray` | The paper is jammed in the indicated paper tray. | Pull the paper tray out completely and remove all jammed paper. Put the paper tray firmly back in the machine. |
| `Manual Feed` | **Manual** was selected as the paper source in the printer driver, but there is no paper in the manual feed slot. | Place paper in the manual feed slot. |
| `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. | If you want to use the Caller ID feature, call your telephone company. |
| `No Paper` | The machine is out of paper, or paper is not loaded correctly in the paper tray. | • Refill paper in the paper tray. Make sure the paper guides are set to the correct size.<br>• If paper is in the tray, remove it and load it again. Make sure the paper guides are set to the correct size.<br>• Do not overfill the paper tray. |
| `No Response/Busy` | The number you dialed does not answer or is busy. | Verify the number and try again. |
| `No Toner` | The toner cartridge or the toner cartridge and drum unit assembly is not installed correctly. | Remove the toner cartridge and drum unit assembly. Remove the toner cartridge from the drum unit, and reinstall the toner cartridge back in the drum unit. Reinstall the toner cartridge and drum unit assembly back in the machine. If the problem continues, replace the toner cartridge with a new one. |
| `Out of Memory` | The machine's memory is full. | **If a fax-sending or copy operation is in process**<br>Do one of the following:<br>• Press **Start** to send or copy the scanned pages. |

| Error Message | Cause | Action |
|---|---|---|
| | | • Press **Stop/Exit** and wait until the other operations in progress finish, and then try again.<br>• Print the faxes that are in the memory.<br>• Clear the data in the memory. To gain extra memory, you can turn off Fax Storage.<br>**If a print operation is in process**<br>Do one of the following:<br>• Reduce the Resolution.<br>• Clear faxes from the memory. |
| `Print Unable` XX | The machine has a mechanical problem. | • (MFC-B7700D)<br>To prevent you from losing the received fax data in the machine's memory, transfer the data to another Fax machine or to your computer before turning off the machine.<br>• Press and hold ⏻ to turn the machine off, wait a few minutes, and then turn it on again.<br>• If the problem continues, contact Brother customer service. |
| `Replace Drum` | It is time to replace the drum unit. | Replace the drum unit. |
| `Replace Toner` | The toner cartridge is at the end of its life. The machine stops all print operations.<br>While memory is available, faxes are stored in the memory. | Replace the toner cartridge with a new one. |
| `Scan Unable` XX | The machine has a mechanical problem. | • (MFC-B7700D)<br>To prevent you from losing the received fax data in the machine's memory, transfer the data to another Fax machine or to your computer before turning off the machine.<br>• Press and hold ⏻ to turn the machine off, and then turn it on again.<br>• If the problem continues, contact Brother customer service. |
| `Self-Diagnostic/Turn the power off, then on again. Leave the machine for 15 min.` | The temperature of the fuser unit does not rise to a specified temperature within the specified time. | • (MFC-B7700D)<br>To prevent you from losing the received fax data in the machine's memory, transfer the data to another Fax machine or to your computer before turning off the machine.<br>• Press and hold ⏻ to turn the machine off, wait a few seconds, and then turn it on again. Leave the machine idle for 15 minutes with the power on. |
| | The fuser unit is too hot. | |

| Error Message | Cause | Action |
|---|---|---|
| `Size Error DX` | The paper size specified in the printer driver and the machine's paper size setting are not available for automatic 2-sided printing. | Press **Stop/Exit**. Choose a paper size supported by 2-sided printing.<br>Paper size available for automatic 2-sided printing is A4. |
| | The paper in the tray is not the correct size and is not available for automatic 2-sided printing. | Load the correct size of paper in the tray and set the tray for that paper size.<br>Paper size available for automatic 2-sided printing is A4. |
| `Size mismatch Reload correct paper.` | The paper in the tray is not the correct size. | Load the correct size of paper in the tray and set the size of paper to the tray. |
| `Toner Low` | If the LCD displays this message, you can still print. The toner cartridge is near the end of its life. | Order a new toner cartridge now so a replacement toner cartridge is available when the LCD displays `Replace Toner`. |
| `Wait for a while` | The temperature of the inside of the machine is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD displays `Wait for a while`. | Wait until the machine has finished cooling down. Make sure all vents on the machine are clear of obstructions.<br>When the machine has cooled down, the machine will resume printing.<br>If the fan is not spinning, disconnect the machine from the power for several minutes, then reconnect it. |

## ✓ Related Information

- Troubleshooting

**Related Topics:**

- Replace Supplies
- Replace the Drum Unit
- Clean the Corona Wire

# Document Jams

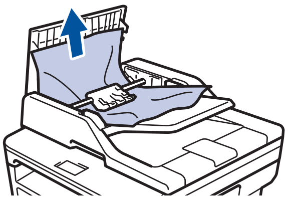
**Related Models**: DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN

- Document is Jammed in the Top of the ADF Unit
- Document is Jammed under the Document Cover
- Remove Small Scraps of Paper Jammed in the ADF

# Document is Jammed in the Top of the ADF Unit

**Related Models**: DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN

1. Remove any paper from the ADF that is not jammed.
2. Open the ADF cover.
3. Pull the jammed document out to the left. If the document rips or tears, be sure you remove any debris or scraps to prevent future jams.



4. Close the ADF cover.
5. Press **Stop/Exit**.

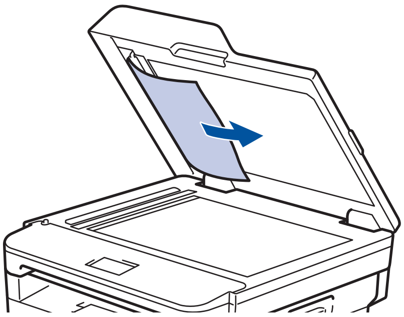
## Related Information

- Document Jams

# Document is Jammed under the Document Cover

**Related Models**: DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN

1. Remove any paper from the ADF that is not jammed.
2. Lift the document cover.
3. Pull the jammed document out to the right. If the document rips or tears, be sure you remove any debris or scraps to prevent future jams.



4. Close the document cover.
5. Press **Stop/Exit**.

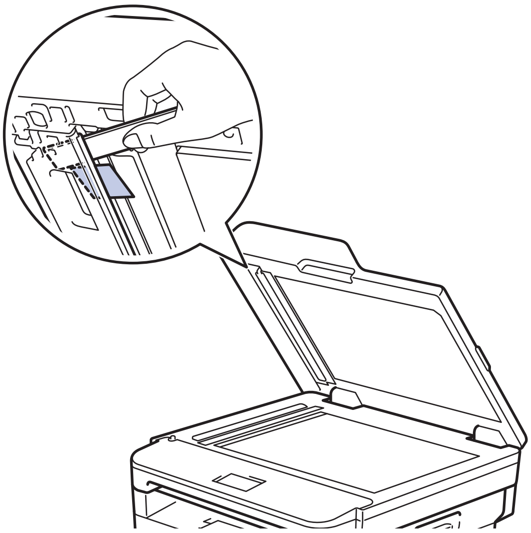
## Related Information

- Document Jams

# Remove Small Scraps of Paper Jammed in the ADF

**Related Models**: DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN

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 **Stop/Exit**.

## Related Information

- Document Jams

# Paper Jams

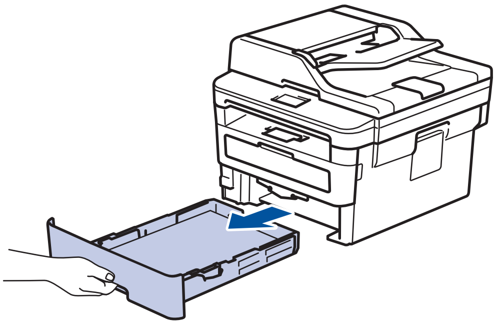
Always remove the remaining paper from the paper tray and straighten the stack when you are adding new paper. This helps prevent multiple sheets of paper from feeding through the machine at one time and prevents paper jams.

- Paper is Jammed in the Paper Tray
- Paper is Jammed in the Output Paper Tray
- Paper is Jammed in the Back of the Machine
- Paper is Jammed inside the Machine
- Paper is Jammed in the 2-sided Tray

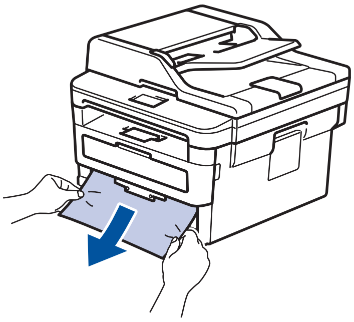
# Paper is Jammed in the Paper Tray

If the machine's control panel or the Status Monitor indicates that there is a jam in the paper tray, follow these steps:

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

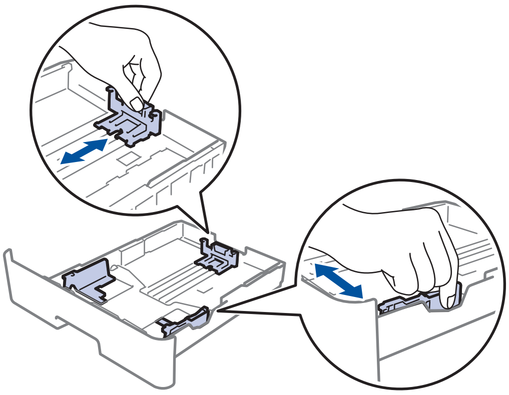


2. Slowly pull out the jammed paper.

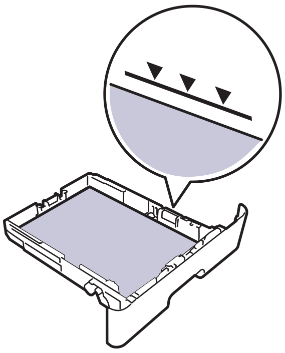


Pulling the jammed paper downward using both hands allows you to remove the paper more easily.

3. Fan the stack of paper to prevent further jams, and slide the paper guides to fit the paper size.



4. Make sure the paper is below the maximum paper mark (▼ ▼ ▼).



5. Put the paper tray firmly back in the machine.

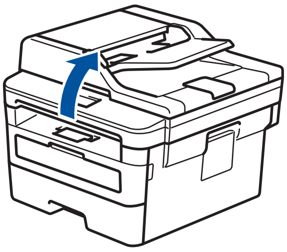
## ✓ Related Information

- Paper Jams

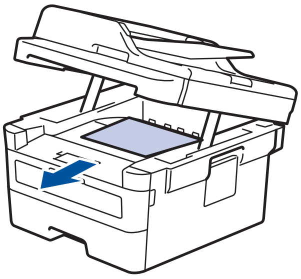
# Paper is Jammed in the Output Paper Tray

When the paper is jammed in the output paper tray, follow these steps:

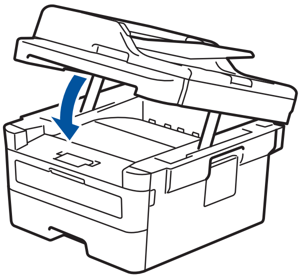
1. Use both hands to open the scanner.



2. Remove the paper.



3. Push the scanner down with both hands to close it.



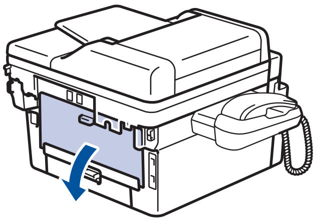
## Related Information

- Paper Jams

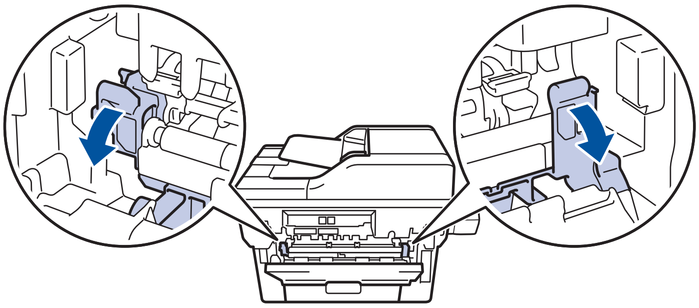
## Paper is Jammed in the Back of the Machine

If the machine's control panel or the Status Monitor indicates that there is a jam in the back (Rear) of the machine, follow these steps:

1. Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
2. Open the back cover.



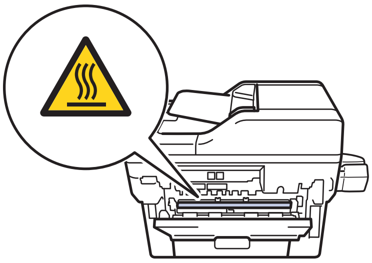
3. Pull the blue tabs at the left and right sides toward you to release the fuser cover.



**WARNING**

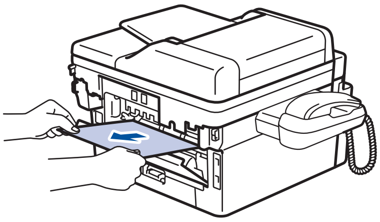
HOT SURFACE

The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them.

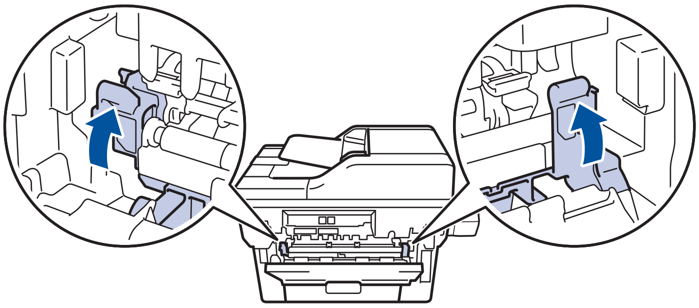


If the green envelope levers inside the back cover are pulled down to the envelope position, lift these levers to the original position before pulling the green tabs down.

4. Use both hands to gently pull the jammed paper out of the fuser unit.



5. Close the fuser cover.



If you print on envelopes, pull down the green envelope levers to the envelope position again before closing the back cover.

6. Close the back cover until it locks in the closed position.

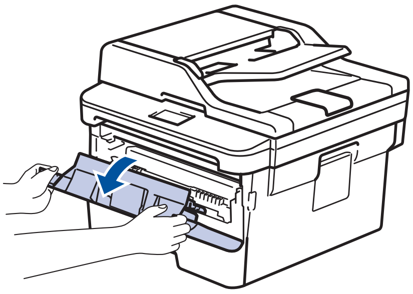
## ✓ Related Information

- Paper Jams

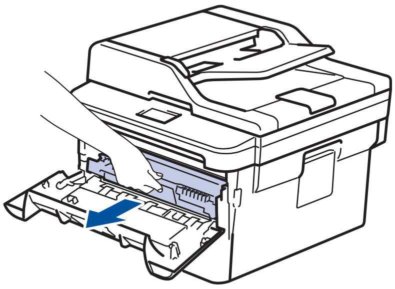
# Paper is Jammed inside the Machine

If the machine's control panel or the Status Monitor indicates that there is a jam inside the machine, follow these steps:

1. Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
2. Open the front cover.



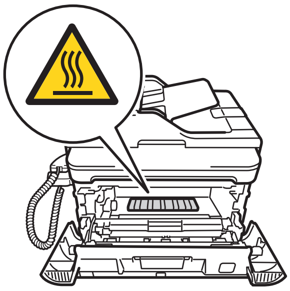
3. Remove the toner cartridge and drum unit assembly.



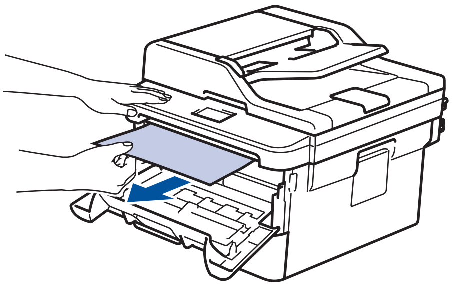
## WARNING

HOT SURFACE

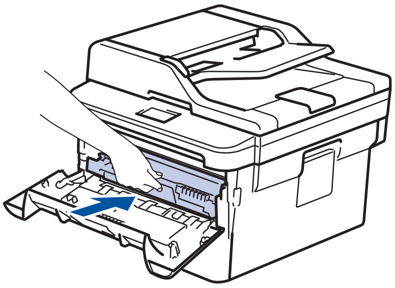
The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them.



4. Pull out the jammed paper slowly.



5. Install the toner cartridge and drum unit assembly into the machine.



6. Close the front cover.

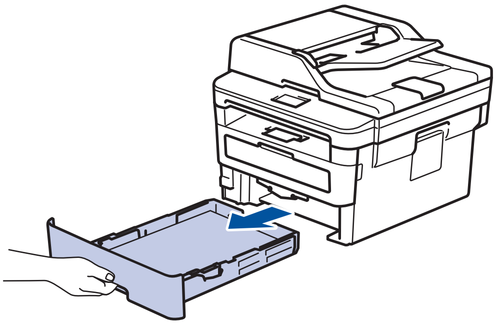
## Related Information

- Paper Jams

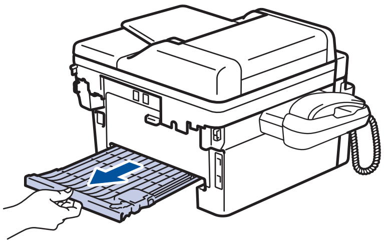
# Paper is Jammed in the 2-sided Tray

If the machine's control panel or the Status Monitor indicates that there is a jam in the 2-sided paper tray, follow these steps:

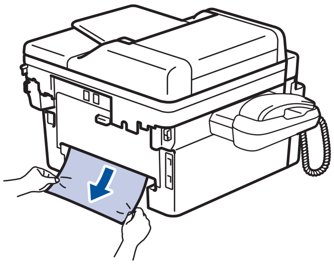
1. Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
2. Pull the paper tray completely out of the machine.

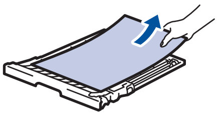


3. At the back of the machine, pull the 2-sided tray completely out of the machine.

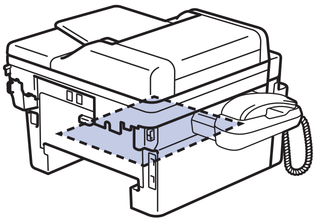


4. Pull the jammed paper out of the machine or out of the 2-sided tray.

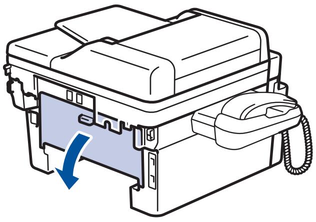




5. Remove paper that may have jammed under the machine due to static electricity.



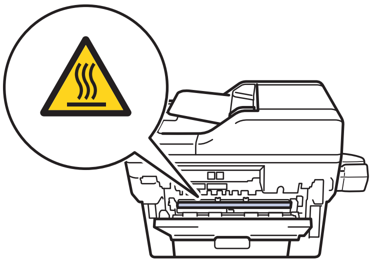
6. If paper is not caught inside the 2-sided tray, open the back cover.



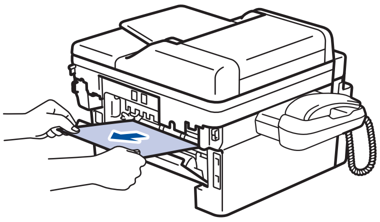
## ⚠ WARNING

HOT SURFACE

The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them.



7. Use both hands to gently pull the jammed paper out of the back of the machine.



8. Close the back cover until it locks in the closed position.
9. Put the 2-sided tray firmly back in the rear of the machine.
10. Put the paper tray firmly back in the front of the machine.

## ✓ Related Information

- Paper Jams

# Printing Problems

| Difficulties | Suggestions |
|---|---|
| No printout | Check the machine is not in Power Off mode.<br>If the machine is in Power Off mode, press ⏻ on the control panel, and then send the print data again. |
| | Check that the correct printer driver has been installed and selected. |
| | Check to see if the Status Monitor or the machine's control panel displays an error status. |
| | Check that the machine is online:<br>• Windows 7 and Windows Server 2008 R2<br>Click ⊞ **(Start)** >**Devices and Printers** . Right-click **Brother XXX-XXXX** and click **See what's printing**. Click **Printer** in the menu bar. Make sure **Use Printer Offline** is not selected.<br>• Windows Server 2008<br>Click ⊞ **(Start)** >**Control Panel** > **Hardware and Sound** > **Printers**. Right-click **Brother XXX-XXXX**. Make sure **Use Printer Online** is not listed. If it is listed, click this option to set the driver Online.<br>• Windows 8 and Windows Server 2012<br>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 XXX-XXXX**. Click **See what's printing**. If printer driver options appear, select your printer driver. Click **Printer** in the menu bar and make sure that **Use Printer Offline** is not selected.<br>• Windows 10 and Windows Server 2016<br>Click ⊞ > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**. Right-click the **Brother XXX-XXXX**. Click **See what's printing**. If printer driver options appear, select your printer driver. Click **Printer** in the menu bar and make sure that **Use Printer Offline** is not selected.<br>• Windows Server 2012 R2<br>Click **Control Panel** on the **Start** screen. In the **Hardware** group, click **View devices and printers**. Right-click the **Brother XXX-XXXX**. 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. |
| | • Mac<br>Click the **System Preferences** menu, and then select the **Printers & Scanners** option. When the machine is offline, delete it using the − button, and then add it using the + button. |

| Difficulties | Suggestions |
|---|---|
| The machine is not printing or has stopped printing. | Cancel the print job and clear it from the machine's memory. The printout may be incomplete. Send the print data again.<br>See *Related Information*:*Cancel a Print Job.* |
| The headers or footers appear when the document displays on the screen but they do not show up when it 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. |
| The machine prints unexpectedly or it prints garbage. | Cancel the print job and clear it from the machine's memory. The printout may be incomplete. Send the print data again.<br>See *Related Information*:*Cancel a Print Job.* |
|  | Check the settings in your application to make sure they are set up to work with your machine. |
|  | Confirm that the Brother printer driver is selected in your application's Print window. |
| The machine prints the first couple of pages correctly, then some pages have missing text. | Check the settings in your application to make sure they are set up to work with your machine. |
|  | Your machine is not receiving all of the data sent from the computer. Make sure you connected the interface cable correctly. |
| The machine does not print on both sides of the paper even though the printer driver setting is 2-sided and the machine supports automatic 2-sided printing. | Check the paper size setting in the printer driver. You must select A4 paper that is 60 to 105 g/m$^2$. |
| Print speed is too slow. | Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. |
|  | If you have enabled the Quiet Mode, disable the Quiet Mode on the printer driver or the machine's menu setting. |
| The machine does not feed paper. | 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 place it back in the paper tray. |
|  | Reduce the amount of paper in the paper tray, and then try again. |
|  | (For models with Manual Feed Slot)Make sure **Manual** is not selected for **Paper Source** in the printer driver. |
|  | Clean the paper pick-up rollers. |
| The machine does not feed paper from the Manual feed slot.<br>(For models with Manual Feed Slot) | Use both hands to push one sheet of paper firmly into the manual feed slot until the top edge of the paper presses against the paper feed rollers. Continue pressing the paper against the rollers until the machine grabs the paper and pulls it in further. |
|  | Put only one sheet of paper in the manual feed slot. |
|  | Make sure **Manual** is selected as **Paper Source** in the printer driver. |
| The machine does not feed envelopes. | (For models with Manual Feed Slot)Load one envelope at a time in the manual feed slot. Your application must be set to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application. |

## Related Information

- Troubleshooting

**Related Topics:**

- Monitor the Status of the Machine from Your Computer (Windows)
- Monitor the Status of the Machine from Your Computer (Mac)
- Cancel a Print Job
- Clean the Paper Pick-up Rollers

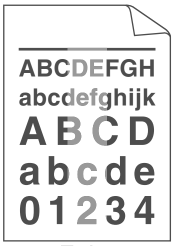
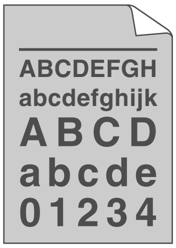
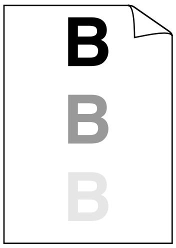
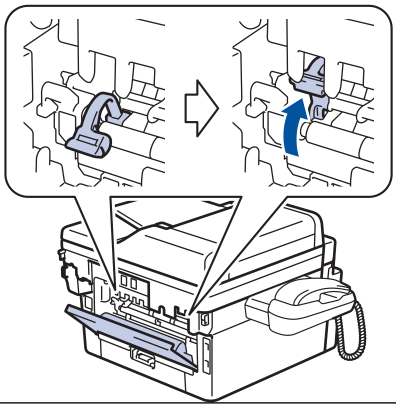
# Improve the Print Quality

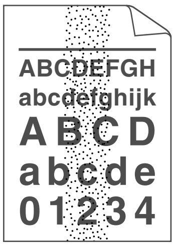
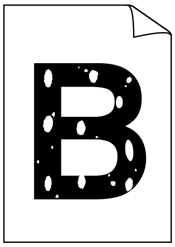
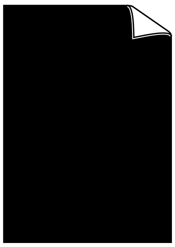
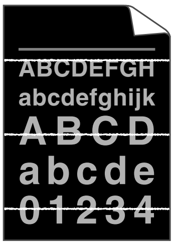
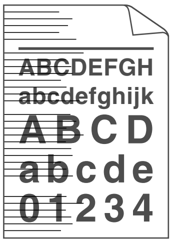
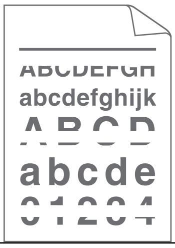
If you have a print quality problem, print a test page first. If the printout looks good, the problem is probably not the machine. Check the interface cable connections and try printing a different document. If the printout or test page printed from the machine has a quality problem, check the examples of poor print quality and follow the recommendations in the table.

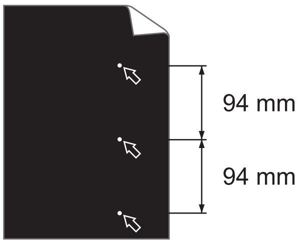
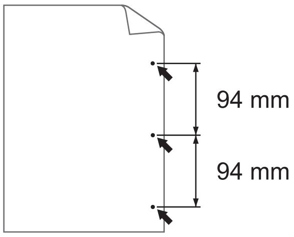
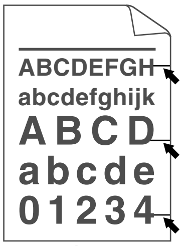
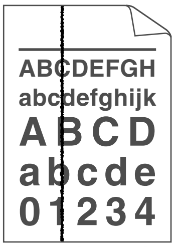
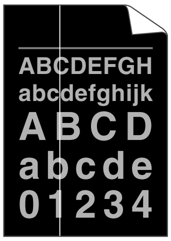
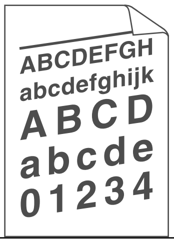
**IMPORTANT**

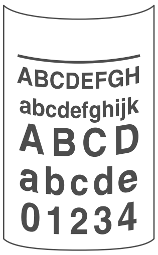
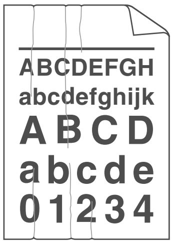
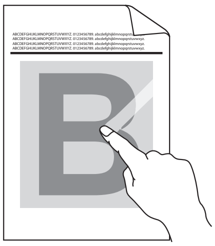
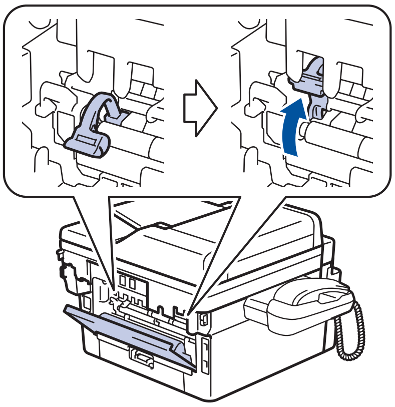
Using non-genuine supplies may affect the print quality, hardware performance, and machine reliability.

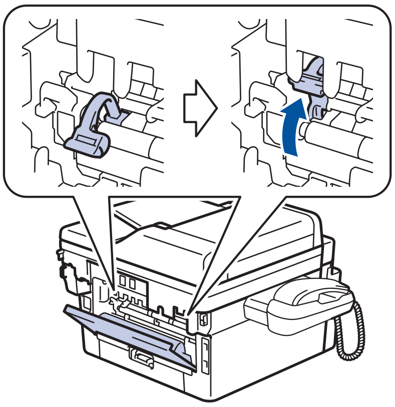
1. To get the best print quality, we suggest using recommended print media. Make sure you use paper that meets our specifications.
2. Check that the toner cartridge and drum unit are installed correctly.

| Examples of poor print quality | Recommendation |
|---|---|
|  Faint | • If the machine indicates Replace Toner status, install a new toner cartridge.<br>• Check the machine’s environment. Conditions such as humidity, high temperatures, and so on, may cause this print fault.<br>• If the whole page is too light, Toner Save may be turned on. Turn off Toner Save mode in the machine's menu settings or the printer driver.<br>• Clean the drum unit.<br>• Clean the corona wire on the drum unit.<br>• Replace the toner cartridge with a new toner cartridge.<br>• Replace the drum unit with a new drum unit. |
|  Grey background | • Check the machine’s environment. Conditions such as high temperatures and high humidity can increase the amount of background shading.<br>• Clean the drum unit.<br>• Replace the drum unit with a new drum unit. |
|  Ghosting images | • Check the machine’s environment. Conditions such as low humidity and low temperatures may cause this print quality problem.<br>• Select the appropriate media type in the printer driver.<br>• Make sure the two green levers inside the back cover are in the up position. Pull up the two green levers until they stop.<br> |

| Examples of poor print quality | Recommendation |
|---|---|
| | - Clean the drum unit.<br>- Replace the drum unit with a new drum unit.<br>- Replace the toner cartridge with a new toner cartridge.<br>- The fuser unit may be contaminated.<br>Contact Brother customer service. |
|  <br>Toner specks | - Make sure the media type setting in the driver matches the type of paper you are using.<br>- Clean the drum unit.<br>- The toner cartridge may be damaged.<br>Replace the toner cartridge with a new toner cartridge.<br>- The drum unit may be damaged.<br>Replace the drum unit with a new drum unit.<br>- The fuser unit may be contaminated.<br>Contact Brother customer service. |
|  <br>Hollow print | - Select **Thick Paper** mode in the printer driver or use thinner paper than you are currently using.<br>- Select the appropriate media type in the menu setting.<br>- Check the machine’s environment. Conditions such as high humidity can cause hollow print.<br>- The drum unit may be damaged.<br>Replace the drum unit with a new drum unit. |
| <br>All black | - Clean the corona wire inside the drum unit.<br>- The drum unit may be damaged.<br>Replace the drum unit with a new drum unit. |
|  <br>White lines across the page | - Select the appropriate media type in the printer driver.<br>- Select the appropriate media type in the menu setting.<br>- The problem may disappear by itself. Print multiple blank pages to clear this problem, especially if the machine has not been used for a long time.<br>- Clean the drum unit.<br>- The drum unit may be damaged.<br>Replace the drum unit with a new drum unit. |
|  <br>Lines across the page | - Clean the drum unit.<br>- The drum unit may be damaged.<br>Replace the drum unit with a new drum unit. |
|  | - Check the machine's environment. Conditions such as high humidity and high temperatures may cause this print quality problem.<br>- Clean the drum unit.<br>- If the problem is not solved after printing a few pages, replace the drum unit with a new drum unit. |

| Examples of poor print quality | Recommendation |
|---|---|
| White lines, bands or ribbing across the page | |
|  <br>White Spots on black text and graphics at 94 mm intervals<br> <br>Black spots at 94 mm intervals | • Make 10-15 copies of a blank, white sheet of paper. If the problem is not solved after printing the blank pages, the drum unit may have foreign material, such as glue from a label, stuck on the drum. Clean the drum unit.<br>See *Related Information*:*Clean the Drum Unit Using Drum Dot Print.*<br>• The drum unit may be damaged.<br>Replace the drum unit with a new drum unit. |
|  <br>Black toner marks across the page | • If you use label sheets for laser printers, the glue from the sheets may sometimes stick to the drum surface. Clean the drum unit.<br>See *Related Information*:*Clean the Drum Unit Using Drum Dot Print.*<br>• If you used paper that has clips or staples, the drum unit may be damaged.<br>• If the unpacked drum unit is in direct sunlight (or room light for long periods of time), the unit may be damaged.<br>• Clean the drum unit.<br>• The drum unit may be damaged.<br>Replace the drum unit with a new drum unit. |
|  <br>Black lines down the page<br>Printed pages have toner stains down the page | • Clean the corona wire inside the drum unit by sliding the green tab.<br>Make sure that the green tab on the drum unit is in the Home position.<br>• The drum unit may be damaged.<br>Replace the drum unit with a new drum unit.<br>• The fuser unit may be contaminated.<br>Contact Brother customer service. |
|  <br>White lines down the page | • Make sure foreign material such as a torn piece of paper, sticky notes or dust is not inside the machine and around the toner cartridge and drum unit.<br>• The drum unit may be damaged.<br>Replace the drum unit with a new drum unit. |
|  | • Set the document correctly in the ADF or on the scanner glass if the skew only occurs when making copies.<br>• Make sure the paper or other print media is loaded correctly in the paper tray and the guides are not too tight or too loose against the paper stack.<br>• Set the paper guides correctly. |

| Examples of poor print quality | Recommendation |
|---|---|
| Image skewed | • The paper tray may be too full.<br>• Check the paper type and quality.<br>• Check for loose objects such as torn paper inside the machine.<br>• If the problem only occurs during automatic 2-sided printing, check for torn paper in the 2-sided tray. Verify the 2-sided tray is inserted completely and the back cover is closed completely. |
|  <br>Curled or wavy image | • Check the paper type and quality. High temperatures and high humidity will cause paper to curl.<br>• If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack, and then rotate the paper 180° in the paper tray.<br>• Open the back cover (face up output tray) to let the printed paper exit onto the face up output tray.<br>• Choose **Reduce Paper Curl** mode in the printer driver when you do not use our recommended print media. |
|  <br>Wrinkles or creases | • Make sure paper is loaded correctly.<br>• Check the paper type and quality.<br>• Turn over the stack of paper in the tray or rotate the paper 180° in the input tray. |
| <br>Poor fixing | • Make sure the two green levers inside the back cover are in the up position. Pull up the two green levers until they stop.<br><br>• Make sure the media type setting in the printer driver matches the type of paper you are using.<br>• Choose **Improve Toner Fixing** mode in the printer driver.<br>If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting. If you are printing an envelope, choose **Env. Thick** in the media type setting. |

| Examples of poor print quality | Recommendation |
|---|---|
| ABCDEFG<br>EFGHIJKLMN<br>Envelope creases | - Make sure the two green levers inside the back cover are pulled down to the envelope position when you print envelopes. After you have finished printing, reset the levers back to their original position. Pull up the levers until they stop.<br><br>- Make sure envelopes are printed with the back cover (face up output tray) opened.<br>- (For models with Manual Feed Slot)<br>Make sure envelopes are fed only from the manual feed slot. |

## Related Information

- Troubleshooting

**Related Topics:**

- Test Print
- Clean the Drum Unit Using Drum Dot Print
- Reduce Toner Consumption
- Replace the Toner Cartridge
- Replace the Drum Unit

# Telephone and Fax Problems

**Related Models**: MFC-B7700D/MFC-B7720DN

## Telephone Line or Connections

| Difficulties | Suggestions |
|---|---|
| Dialling does not work. (No dial tone) | Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine. Make sure your machine has a dial tone by pressing the Hook button in Fax mode. If you subscribe to DSL or VoIP services, contact your service provider for connection instructions. |
| | (Available only for some countries.)<br>Change the Tone/Pulse setting. |
| | Send a manual fax by pressing Hook or Hook/Hold button, and dialing the number. Wait to hear fax-receiving tones before pressing Start button. |
| The machine does not answer when called. | Make sure the machine is in the correct receive mode for your setup.<br>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 socket and the LINE socket 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 Fax Detect 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 **Stop/Exit**. Try avoiding this problem by turning Fax Detect to Off. |
| Sending a Fax Call to the machine. | When your machine answers, hang up. |
| Custom features on a single line. | If you have Call Waiting, Call Waiting/Caller ID, Caller ID, 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.<br>**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 a slight interruption is crucial to your business, we recommend using a separate telephone line with no custom features. |

## Receiving Faxes

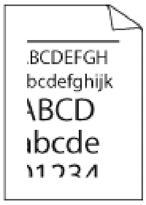
| Difficulties | Suggestions |
|---|---|
| Cannot receive a fax. | Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine. If you subscribe to DSL or VoIP services, contact your service provider for connection instructions. If you are using a VoIP system, try changing the VoIP setting to *Basic (for VoIP)*. This will lower modem speed and turn off Error Correction Mode (ECM). |
| | Make sure your machine has a dial tone by pressing Hook or Hook/Hold button in Fax mode. If you hear static or interference on your fax line, contact your local telephone provider. |
| | Make sure the machine is in the correct Receive Mode.<br>• If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, you should select Fax Auto mode.<br>• 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 Auto mode. In Fax Auto mode, your Brother machine will receive faxes automatically and produce a pseudo/double-ring to alert you to answer voice calls.<br>• 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. |
| | 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:<br>• If the Receive Mode is set to Fax Auto, reduce the Ring Delay to 1 ring.<br>See *Related Information*: Set the Number of Rings Before the Machine Answers (Ring Delay).<br>• If the Receive Mode is set to Manual, DO NOT adjust the Ring Delay setting. |
| | Have someone send you a test fax:<br>• 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.<br>• 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. |
| | Make sure your Brother machine's Fax Detect feature is turned On. Fax Detect is a feature that allows you to receive a fax even if you answered the call on an external or extension telephone. |
| | 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)*. |

| Difficulties | Suggestions |
|---|---|
|  | Contact your administrator to check your Secure Function Lock Settings. |

## Sending Faxes

| Difficulties | Suggestions |
|---|---|
| Cannot send a fax. | Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine. Make sure your machine has a dial tone by pressing the Hook button in Fax mode. If you subscribe to DSL or VoIP services, contact your service provider for connection instructions. |
|  | Make sure you pressed Fax and the machine is in Fax mode. |
|  | Print the Transmission Verification Report and check for an error. |
|  | Contact your administrator to check your Secure Function Lock Settings. |
|  | Ask the other party to check that the receiving machine has paper. |
| Poor sending quality. | Try changing your resolution to Fine. Make a copy to check your machine’s scanner operation. If the copy quality is poor, clean the scanner. |
| Transmission Verification Report says RESULT:ERROR. | 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:ERROR 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. If the problem continues, ask the telephone company to check your telephone line. |
|  | 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). |
| Sent faxes are blank. | Make sure you are loading the document correctly. When using the ADF, the document should be face up. When using the scanner glass, the document should be face down. |
| Vertical black lines when sending. | Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. |

## Printing received faxes

| Difficulties | Suggestions |
|---|---|
| • Condensed print<br>• Horizontal streaks<br>• Top and bottom sentences are cut off<br>• Missing lines<br> <br> | 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. |

| Difficulties | Suggestions |
|---|---|
| Vertical black lines when receiving | The corona wire for printing may be dirty.<br>Clean the corona wire in the drum unit. |
|  | 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. |
| Received faxes appear as split or blank pages. | Left and right margins are cut off or a single page is printed on two pages. |
|  | Turn on Auto Reduction. |

## ✓ Related Information

- Troubleshooting
  - Set Dial Tone Detection
  - Set Telephone Line Compatibility for Interference and VoIP Systems

# Set Dial Tone Detection

**Related Models**: MFC-B7700D/MFC-B7720DN

Setting the Dial Tone to `[Detection]` will shorten the Dial Tone detect pause.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Dial Tone]` option, and then press **OK**.
4. Press ▲ or ▼ to choose the `[Detection]` or `[No Detection]`, and then press **OK**.
5. Press **Stop/Exit**.

## Related Information

- Telephone and Fax Problems

# Set Telephone Line Compatibility for Interference and VoIP Systems

**Related Models**: MFC-B7700D/MFC-B7720DN

Problems sending and receiving faxes due to possible interference on the telephone line may be solved by reducing the modem speed to minimise errors in fax transmission. If you are using a Voice over IP (VoIP) service, Brother recommends changing the compatibility to Basic (for VoIP).

- VoIP is a type of phone system that uses an Internet connection, rather than a traditional phone line.
- Telephone providers frequently bundle VoIP together with Internet and cable services.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Compatibility]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[High]`, `[Normal]`, or `[Basic(for VoIP)]` option, and then press **OK**.

| Option | Description |
|---|---|
| `High` | Select `High` to set the modem speed at 33600 bps. |
| `Normal` | Select `Normal` to set the modem speed at 14400 bps. |
| `Basic(for VoIP)` | Select `Basic(for VoIP)` to reduce the modem speed to 9600 bps and turn off Error Correction Mode (ECM). Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.<br>To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to `Basic(for VoIP)`. |

5. Press **Stop/Exit**.

## Related Information

- Telephone and Fax Problems

## Network Problems

- Where Can I Find My Brother Machine's Network Settings?
- I Cannot Complete the Wireless Network Setup Configuration
- Use the Network Connection Repair Tool (Windows)
- 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?

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

- Print the Network Configuration Report
- Change Machine Settings from Your Computer

# I Cannot Complete the Wireless Network Setup Configuration

**Related Models**: DCP-B7520DW/DCP-B7535DW

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. | • 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.<br>• Select and confirm that you are using the correct security settings.<br>- See the instructions supplied with your wireless LAN access point/router for information on how to find the security settings.<br>- The manufacturer's name or model number of the wireless LAN access point/router may be used as the default security settings.<br>- Consult with the access point/router manufacturer, your Internet provider, or network administrator. | 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 on your Brother machine's control panel. | Wireless |
| Your wireless LAN access point/router is in stealth mode (not broadcasting the SSID). | • Enter the correct SSID name or Network Key manually.<br>• 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. | • Confirm the SSID and password.<br>- 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. | 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 metre) 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: | • Turn your Brother machine off and back on. Then try to configure the Wi-Fi Direct settings again.<br>• 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

**Related Topics:**

- Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast
- Use Wi-Fi Direct®

# Use the Network Connection Repair Tool (Windows)

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

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 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 7 | Click **(Start)** > **All Programs** > **Brother** > **Brother Utilities**.<br>Click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Network Connection Repair Tool**. |
| Windows 8/<br>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 **Network Connection Repair Tool**. |

- If the **User Account Control** screen appears, click **Yes**.

2. Follow the on-screen instructions.
3. Check the diagnosis by printing the Network Configuration Report or the Printer Settings Page.

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

**Related Topics:**

- 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

# My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

| Cause | Action | Interface |
|---|---|---|
| Your security software blocks your machine's access to the network. (The Network scanning feature does not work. ) | • Windows<br>Configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, type the information below:<br>- In **Name**:<br>Type any description, for example Brother NetScan.<br>- In **Port number**:<br>Type 54925.<br>- In **Protocol**:<br>UDP is selected.<br>See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.<br>• Mac<br>(Brother iPrint&Scan)<br>In the **Finder** menu bar, click **Go** > **Applications**, and then double-click the Brother iPrint&Scan icon. The Brother iPrint&Scan window appears. Click the **Select your Machine** button, and then follow the on-screen instructions to reselect your network machine.<br>(TWAIN driver)<br>In the **Finder** menu bar, click **Go** > **Applications** > **Brother**, and then double-click the Device Selector icon. The Device Selector window appears. Reselect your network machine, make sure **Status** is **idle**, and then click **OK**. | Wired/Wireless |
| Your security software blocks your machine's access to the network. (The network PC-Fax Receive feature does not work.)<br>(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:<br>• In **Name**:<br>Type any description, for example Brother PC-FAX Rx.<br>• In **Port number**:<br>Type 54926.<br>• In **Protocol**:<br>UDP is selected.<br>See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. | Wired/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.<br>To allow access, see the instructions for your security software or ask the software manufacturer. | Wired/Wireless |
| Your Brother machine was not assigned an available IP address. | • Confirm the IP address and the Subnet Mask.<br>Verify that both the IP addresses and Subnet Masks of your computer and the Brother machine are correct and located on the same network.<br>For more information about how to verify the IP address and the Subnet Mask, ask your network administrator.<br>• Windows | Wired/Wireless |

| Cause | Action | Interface |
|---|---|---|
|  | Confirm the IP address and the Subnet Mask using the Network Connection Repair Tool. |  |
| The failed print job is still in your computer's print queue. | • If the failed print job is still in your computer's print queue, delete it.<br>• Otherwise, double-click the printer icon in the following folder and cancel all documents:<br>- Windows 7<br>Click ⊞ **(Start)** > **Devices and Printers** > **Printers and Faxes**.<br>- Windows 8<br>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**.<br>- Windows 10 and Windows Server 2016<br>Click ⊞ > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers** > **Printers**.<br>- Windows Server 2008<br>Click **Start** > **Control Panel** > **Printers**.<br>- Windows Server 2012<br>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**.<br>- Windows Server 2012 R2<br>Click **Control Panel** on the **Start** screen. In the **Hardware** group, click **View devices and printers**.<br>- macOS v10.10.5, v10.11.x, v10.12.x<br>Click **System Preferences** > **Printers & Scanners**. | Wired/Wireless |
| 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

**Related Topics:**

- Print the WLAN Report
- Wireless LAN Report Error Codes
- Use the Network Connection Repair Tool (Windows)
- I Want to Check that My Network Devices are Working Correctly

# I Want to Check that My Network Devices are Working Correctly

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

| Check | Action | Interface |
|---|---|---|
| Check that your Brother machine, access point/ router, or network hub is turned on. | **Check the following:**<br>• The power cord is connected correctly and the Brother machine is turned on.<br>• The access point/router or hub is turned on and its link button is blinking.<br>• All protective packaging has been removed from the machine.<br>• The toner cartridge and drum unit are installed correctly.<br>• The front and back covers are fully closed.<br>• Paper is inserted correctly in the paper tray.<br>• (For wired networks) A network cable is securely connected to the Brother machine and to the router or hub. | Wired/Wireless |
| Check the **Link Status** in the Network Configuration Report. | Print the Network Configuration Report and check that **Ethernet Link Status** or **Wireless Link Status** is **Link OK**. | Wired/Wireless |
| Check that you can "ping" the Brother machine from your computer. | Ping the Brother machine from your computer using the IP address or the node name in the Windows command prompt or Mac Terminal application:<br>ping `<ipaddress>` or `<nodename>`.<br>• Successful: Your Brother machine is working correctly and connected to the same network as your computer.<br>• Unsuccessful: Your Brother machine is not connected to the same network as your computer.<br>(Windows)<br>Ask the network administrator and use the Network Connection Repair Tool to fix the IP address and the subnet mask.<br>(Mac)<br>Confirm that the IP address and the Subnet Mask are set correctly. | Wired/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

**Related Topics:**

- Print the Network Configuration Report
- Print the WLAN Report
- Wireless LAN Report Error Codes
- Use the Network Connection Repair Tool (Windows)
- My Brother Machine Cannot Print, Scan, or PC-FAX Receive over the Network

Home > Troubleshooting > AirPrint Problems

# AirPrint Problems

| Difficulty | Suggestions |
|---|---|
| My Brother machine is not displayed in the printer list. | Make sure your Brother machine is turned on. |
| | Confirm the network settings. See *Related Information*. |
| | Move the mobile device closer to the wireless access point/router, or to your Brother machine. |
| I cannot print. | Make sure your Brother machine is turned on. |
| | Confirm the network settings. See *Related Information*. |
| I am trying to print a multiple-page document from an iOS device, but ONLY the first page is printing. | Make sure you are running the latest OS version.<br>Refer to the following Apple support article for more information about AirPrint: support.apple.com/kb/HT4356. |

## Related Information

- Troubleshooting

**Related Topics:**

- AirPrint Overview

# Other Problems

| Difficulties | Suggestions |
|---|---|
| The machine will not turn on. | Adverse conditions on the power connection (such as lightning or a power surge) may have triggered the machine's internal safety mechanisms. Unplug the power cord. Wait for ten minutes, then plug in the power cord and press ⏻ to turn on the machine.<br>If the problem is not solved and you are using a power breaker, disconnect it to make sure it is not the problem. Plug the machine's power cord directly into a different known working wall electrical socket. If there is still no power, try a different power cable. |
| The machine cannot print EPS data that includes binary with the BR-Script3 printer driver. | **(Windows)**<br>To print EPS data, do the following:<br>1. For Windows 7 and Windows Server 2008 R2:<br>Click the ⊞ **Start** button > **Devices and Printers**.<br>For Windows Server 2008:<br>Click the ⊞ **(Start)** button > **Control Panel** > **Hardware and Sound** > **Printers**.<br>For Windows 8 and Windows Server 2012:<br>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** [1] group, click **View devices and printers**.<br>For Windows 10 and Windows Server 2016:<br>Click ⊞ > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.<br>For Windows Server 2012 R2:<br>Click **Control Panel** on the **Start** screen. In the **Hardware** group, click **View devices and printers**.<br>2. Right-click the **Brother XXX-XXXX BR-Script3** icon, select **Printer properties**.<br>3. From the **Device Settings** tab, choose TBCP (Tagged binary communication protocol) in **Output Protocol**. |
| The Brother software cannot be installed. | **(Windows)**<br>If the Security Software warning appears on the computer screen during the installation, change the Security Software settings to permit the Brother product setup program or other program to run.<br>**(Mac)**<br>If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it and then install the Brother software. |

[1] For Windows Server 2012: **Hardware and Sound**

## Copying difficulties

| Difficulties | Suggestions |
|---|---|
| Cannot make a copy. | Make sure you pressed Copy and the machine is in Copy mode. |

| Difficulties | Suggestions |
|---|---|
| | Contact your administrator to check your Secure Function Lock Settings. |
| Vertical black line appears in copies. | Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip, or the corona wire is dirty. Clean the glass strip and scanner glass and the white bar and white plastic above them. |
| Copies are blank. | Make sure you are loading the document correctly. |

## 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™ 14SE, click **Desktop** > **Scan Settings** > **Select** to choose 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.<br>You can also scan documents using the ICA Scanner Driver. |
| OCR does not work. | Try increasing the scanning resolution. |
| Cannot scan. | Contact your administrator to check your Secure Function Lock Settings. |

## Software difficulties

| Difficulties | Suggestions |
|---|---|
| Cannot install software or print. | (Windows )<br>Run the install program again. This program will repair and reinstall the software. |

## ✓ Related Information

- Troubleshooting

# Transfer Your Faxes or Fax Journal Report

**Related Models**: MFC-B7700D/MFC-B7720DN

If the LCD displays:

- `[Print Unable]` ##
- `[Scan Unable]` ##

We recommend transferring your faxes to another fax machine or to your computer.

You can also transfer the Fax Journal report to see if there are any faxes you must transfer.

If there is an error message on the LCD after you transfer the faxes, disconnect your Brother machine from the power source for several minutes, and then reconnect it.

## Related Information

- Troubleshooting
  - Transfer Faxes to Another Fax Machine
  - Transfer Faxes to Your Computer
  - Transfer the Fax Journal Report to Another Fax Machine

# Transfer Faxes to Another Fax Machine

**Related Models**: MFC-B7700D/MFC-B7720DN

If you have not set up your Station ID, you cannot enter Fax Transfer mode.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Service]` option, and then press **OK**.
3. Press **OK** to select `[Data Transfer]`.
4. Press ▲ or ▼ to display the `[Fax Transfer]` option, and then press **OK**.
5. Do one of the following:
    - If the LCD shows `[No Data]`, there are no faxes left in the machine's memory. Press **Stop/Exit**.
    - Enter the fax number to which faxes will be forwarded. Press **Start**.

## ✓ Related Information

- Transfer Your Faxes or Fax Journal Report

**Related Topics:**

- Set Your Station ID

# Transfer Faxes to Your Computer

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Make sure you have installed the software and drivers on your computer, and then turn on **PC-FAX Receive** on the computer.

   Do one of the following:

   - (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)

     Click (**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. 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 displays `[Send Fax to PC?]`.

3. Press the options in the following table to transfer the fax to your computer.

| Option | Description |
|---|---|
| ▲ | Select On or Off for the Backup print setting.<br>The machine transfers all faxes to your computer. |
| ▼ | Select On or Off for the Backup print setting.<br>The PC-Fax setting turns On. |

4. Press **Stop/Exit**.

## ✓ Related Information

- Transfer Your Faxes or Fax Journal Report

# Transfer the Fax Journal Report to Another Fax Machine

**Related Models**: MFC-B7700D/MFC-B7720DN

If you have not set up your Station ID, you cannot enter fax transfer mode.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Service]` option, and then press **OK**.
3. Press **OK** to select `[Data Transfer]`.
4. Press ▲ or ▼ to display the `[Report Trans.]` option, and then press **OK**.
5. Enter the destination fax number for the Fax Journal.
6. Press **Start**.

## ✓ Related Information

- Transfer Your Faxes or Fax Journal Report

**Related Topics:**

- Set Your Station ID

## Machine Information

- Check the Serial Number
- Check the Firmware Version
- Reset Functions Overview
- Reset Your Brother Machine

# Check the Serial Number

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Machine Info.]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Serial No.]` option, and then press **OK**.

   The machine displays the serial number on the LCD.
4. Press **Stop/Exit**.

## ✓ Related Information

- Machine Information

# Check the Firmware Version

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Machine Info.]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Version]` option, and then press **OK**.

   The machine displays the firmware version on the LCD.
4. Press **Stop/Exit**.

## ✓ Related Information

- Machine Information

# Reset Functions Overview

The following reset functions are available:

Unplug the interface cable before you choose Network Settings Reset function, All Settings Reset function or Factory Reset function.

1. Machine Reset

   This function resets the following settings:

   - Programmed fax jobs in the memory (For MFC Models)

     (Delayed Fax, Batch TX)
   - Setting Lock (For MFC Models)
   - Language Setting
2. Network Settings Reset (DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN)

   Reset the print server back to its default factory settings (includes Password and IP Address information).
3. Address Book and Fax Settings Reset (For MFC Models)

   This function resets the following settings:

   - Address Book

     (One Touch Dial / Speed Dial / Setup Groups)
   - Programmed fax jobs in the memory
   - Station ID

     (name and number)
   - Remote Fax Options

     (PC-Fax Receive (Windows only))
   - Report

     (Transmission Verification Report/ Tel Index List/Fax Journal)
   - Setting Lock password
4. All Settings Reset

   You can reset all the machine's settings back to the settings that were set at the factory.

   All Settings Reset takes less time than Factory Reset.
5. Factory Reset (For MFC Models)

   Use the Settings Reset function to reset all machine's settings to the settings originally set at the factory.

   Factory Reset takes more time than All Settings Reset.

   Brother strongly recommends you perform this operation when you dispose of the machine.

Unplug the interface cable before you choose Network Settings Reset function, All Settings Reset function or Factory Reset function.

## Related Information

- Machine Information

# Reset Your Brother Machine

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Reset]` option, and then press **OK**.
4. Press ▲ or ▼ to choose the type of reset you want to perform, and then press **OK**.
5. Press the option in the table to reset the machine or to exit the process.

| Option | Description |
|---|---|
| ▲ | Reset the machine. |
| ▼ | The machine will exit and cancel the reset menu. |

The LCD displays `[Reboot OK?]`.

6. Press the option in the table to reboot the machine or to exit the process.

| Option | Description |
|---|---|
| ▲ | Reboot the machine. The machine will begin the reset. |
| ▼ | The machine will exit without rebooting. |

If you do not reboot your machine, the reset process will not finish and your settings will remain unchanged.

## Related Information

- Machine Information

## Routine Maintenance

- Replace Supplies
- Clean the Machine
- Check the Remaining Part Life
- Pack and Ship Your Brother Machine

# Replace Supplies

You must replace supplies when the machine indicates that the life of the supply is over.

Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability. The toner cartridge and drum unit are two separate supplies. Make sure both are installed as an assembly. The model name of supplies may vary depending on the country.

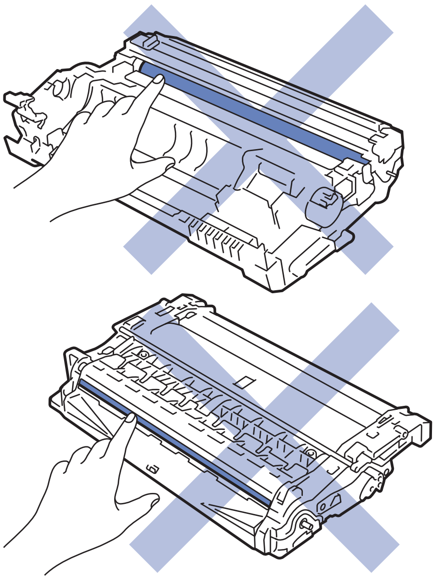
## NOTE

- Be sure to seal up the used supplies tightly in a bag so that toner powder does not spill out of the cartridge.
- Discard used consumable items according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. Be sure to reseal the consumable items tightly so that the material inside does not spill.
- We recommend placing used and new supplies on a piece of paper to prevent accidentally spilling or scattering the material inside.
- If you use paper that is not a direct equivalent for the recommended print media, the life of supplies and machine parts may be reduced.
- The projected life for each of the toner cartridges is based on ISO/IEC 19752. Frequency of replacement will vary depending on the print volume, percentage of coverage, types of media used, and powering on/off the machine.
- Frequency of replacing supplies except toner cartridges will vary depending on the print volume, types of media used, and powering on/off the machine.
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

## IMPORTANT

- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

  **Drum unit**



## Related Information

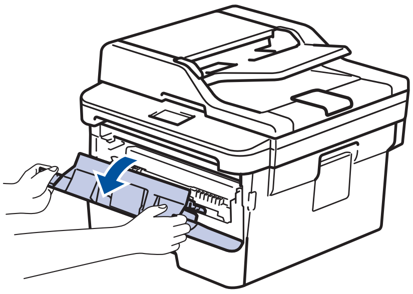
- Routine Maintenance
  - Replace the Toner Cartridge
  - Replace the Drum Unit

**Related Topics:**

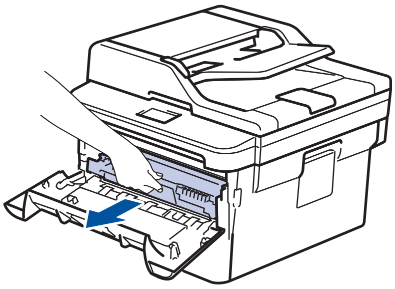
- Error and Maintenance Messages
- Supplies

# Replace the Toner Cartridge

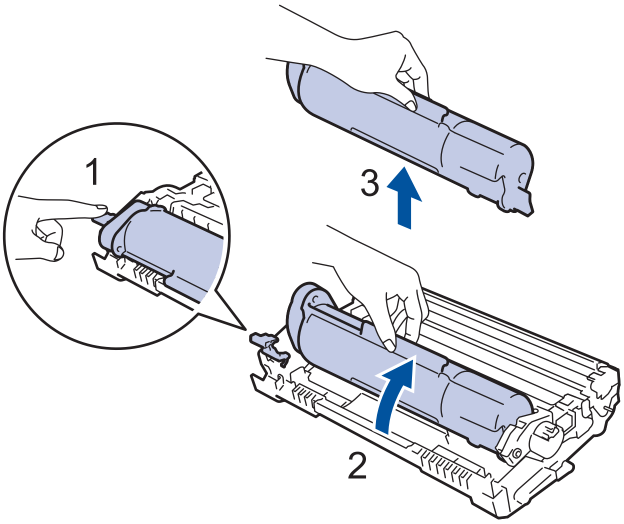
1. Make sure the machine is turned on.
2. Open the front cover.



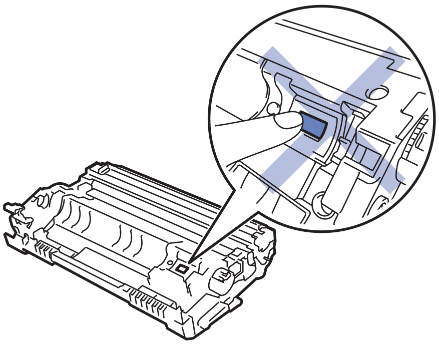
3. Remove the toner cartridge and drum unit assembly from the machine.



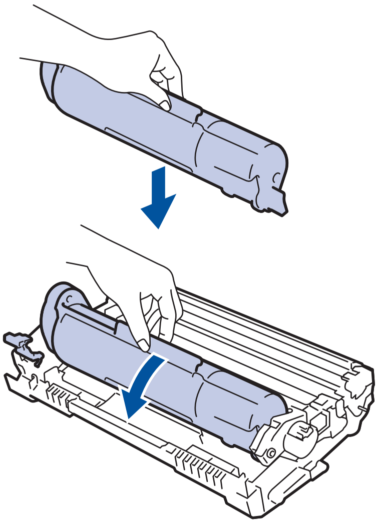
4. Push down the green lock lever, and then take the toner cartridge out of the drum unit as shown in the illustration.



To avoid staining toner on your hands or clothes, DO NOT touch the shaded parts shown in the illustrations.



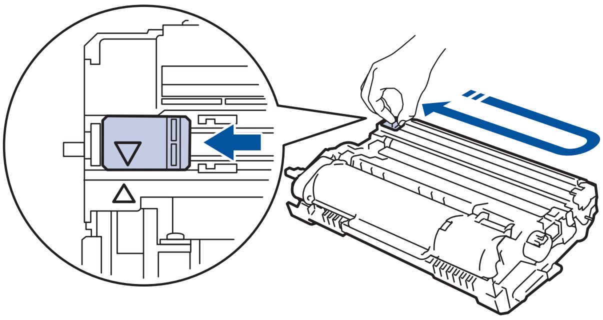
5. Unpack the new toner cartridge.
6. Push the new toner cartridge firmly into the drum unit until you hear it lock into place.



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

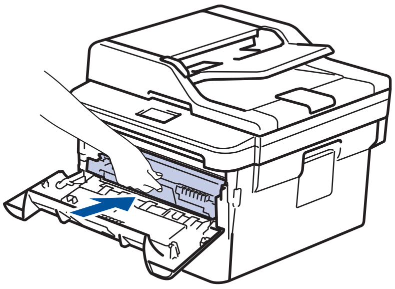
If you put it in properly, the green lock lever will lift automatically.

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



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

8. Install the toner cartridge and drum unit assembly back into the machine.



9. Close the front cover of the machine.

- After replacing a toner cartridge, DO NOT turn off the machine or open the front cover until the machine's display returns to Ready Mode.
- The toner cartridge that comes with your Brother machine is a Inbox toner cartridge.
- It is a good idea to keep a new toner cartridge ready for use when you see the Toner Low warning.
- To ensure high quality printing, we recommend using only Brother Original toner cartridges. When you want to buy toner cartridges, contact your Brother Dealer.
- DO NOT unpack the new toner cartridge until you are ready to install it.
- If a toner cartridge is left unpacked for a long time, the toner life will be shortened.
- Brother strongly recommends you DO NOT refill the toner cartridge provided with your machine. We also strongly recommend you continue to use only Brother Original replacement toner cartridges. Use or attempted use of third party toner and/or cartridges in the Brother machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our limited warranty coverage does not apply to any problem that is caused by the use of third party toner and/or cartridges. To protect your investment and obtain premium performance from the Brother machine, we strongly recommend the use of Brother Original Supplies.

## ✓ Related Information

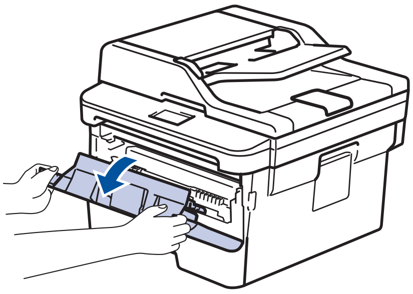
- Replace Supplies

**Related Topics:**

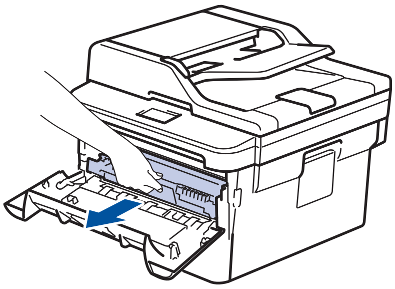
- Improve the Print Quality

# Replace the Drum Unit

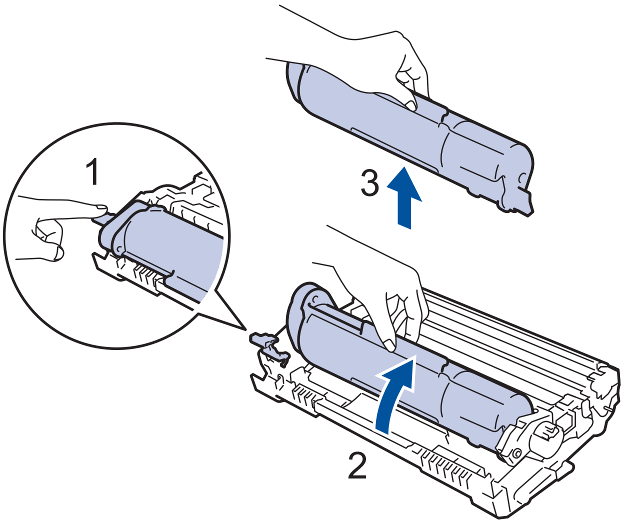
1. Make sure the machine is turned on.
2. Open the front cover.



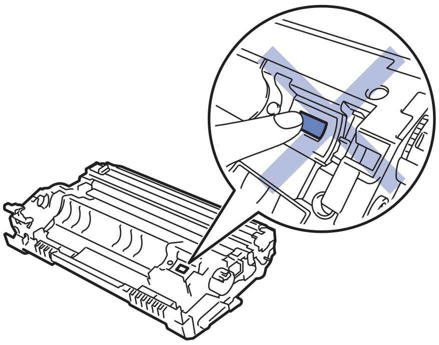
3. Remove the toner cartridge and drum unit assembly from the machine.



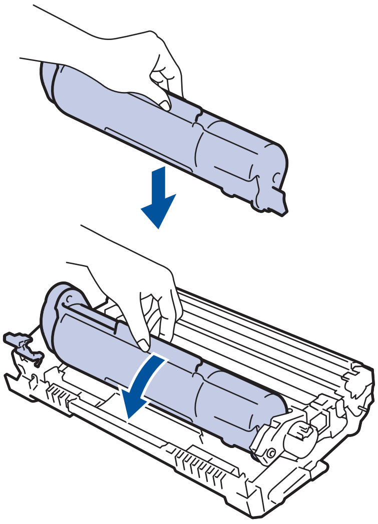
4. Push down the green lock lever, and then take the toner cartridge out of the drum unit as shown in the illustration.



To avoid staining toner on your hands or clothes, DO NOT touch the shaded parts shown in the illustrations.



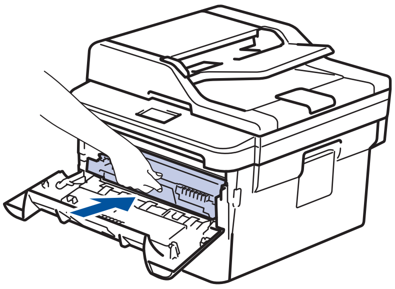
5. Unpack the new drum unit.
6. Push the toner cartridge firmly into the new drum unit until you hear it lock into place.



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

If you put it in properly, the green lock lever will lift automatically.

7. Install the toner cartridge and drum unit assembly back into the machine.



8. Close the front cover of the machine.

## NOTE

- Drum wear and tear occurs due to use and rotation of the drum and interaction with paper, toner and other materials in the paper path. In designing this product, Brother decided to use the number of rotations of the drum as a reasonable determinant of the drum life. When a drum reaches the factory-established rotation limit corresponding to the rated page yield, the product's LCD will advise you to replace the drum. The product will continue to function; however, print quality may not be optimal.
- If an unpacked drum unit is placed in direct sunlight (or room light for long periods of time), the unit may be damaged.
- There are many factors that determine the actual drum life, such as the temperature, humidity, type of paper, type of toner used and so on. Under ideal conditions, the average drum life is estimated at approximately 12,000 pages (based on 1 page per job [A4/Letter single-sided pages]. The number of pages may be affected due to a variety of factors including but not limited to media type and media size.

  Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.
- For best performance, use only Brother Original toner.
- The machine should be used only in a clean, dust-free environment with adequate ventilation.
- Printing with a non-Brother drum unit may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage does not apply to problems caused by the use of a non-Brother drum unit.

## ✓ Related Information

- Replace Supplies

**Related Topics:**

- Error and Maintenance Messages
- Improve the Print Quality

# Clean the Machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth.

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

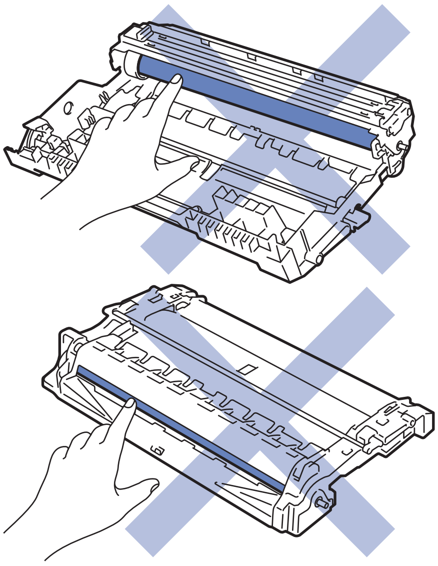
## ⚠ WARNING

- DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire. Instead, use only a dry, lint-free cloth.

## IMPORTANT

- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

**Drum unit**

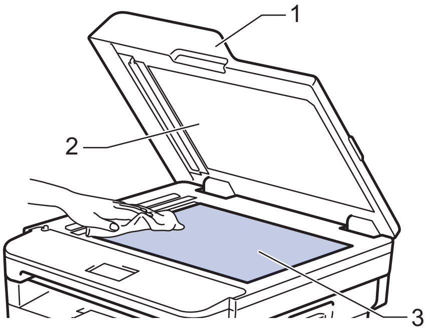


## Related Information

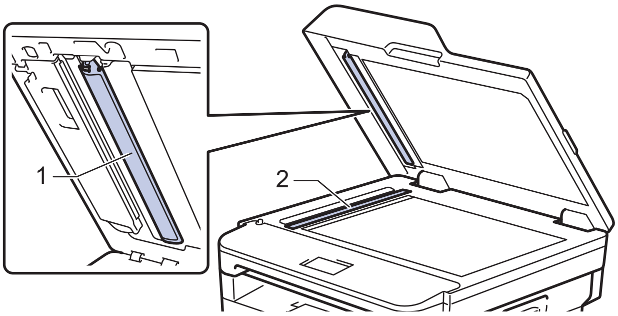
- Routine Maintenance
  - Clean the Scanner
  - Clean the Corona Wire
  - Clean the Drum Unit Using Drum Dot Print
  - Clean the Paper Pick-up Rollers

## Clean the Scanner

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



3. In the ADF unit, clean the white bar (1) and the scanner glass strip (2) underneath it with a soft lint-free cloth moistened with water.



4. Close the document cover.
5. Press ⏻ to turn the machine on.

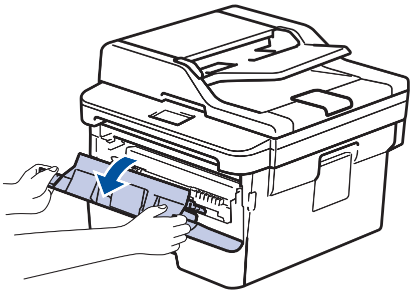
### ✓ Related Information

- Clean the Machine

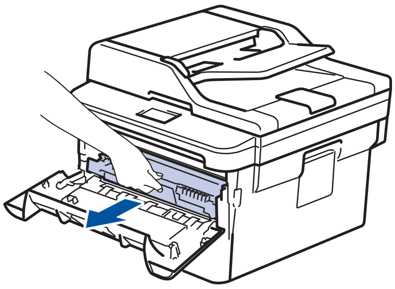
# Clean the Corona Wire

If you have print quality problems or the control panel displays `[Drum !]` status, clean the corona wire.

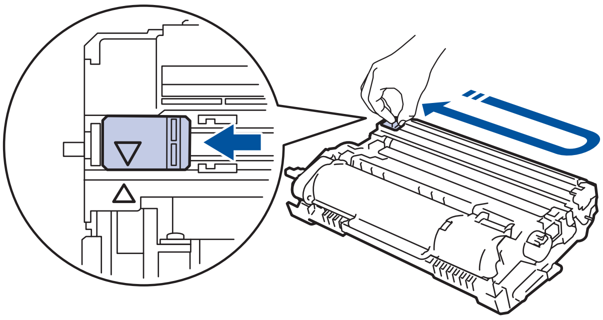
1. Open the front cover.



2. Remove the toner cartridge and drum unit assembly from the machine.

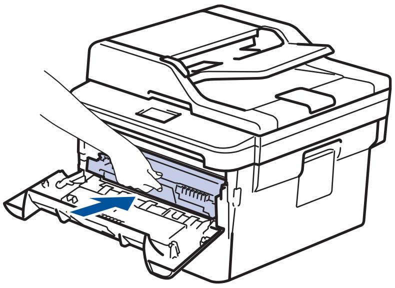


3. Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



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

4. Install the toner cartridge and drum unit assembly back into the machine.



5. Close the front cover of the machine.

## Related Information

- Clean the Machine

**Related Topics:**

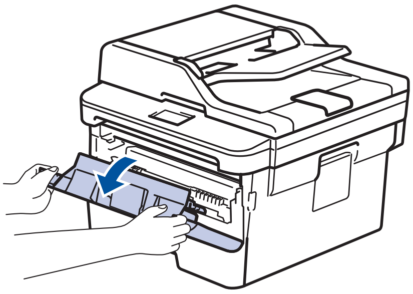
- Error and Maintenance Messages

# Clean the Drum Unit Using Drum Dot Print

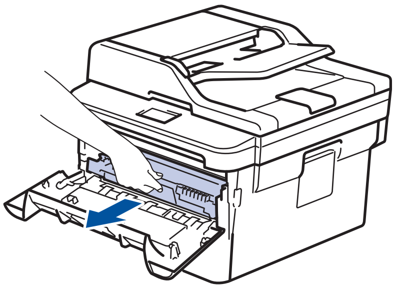
If your printout has dots or other repeating marks at 94 mm intervals, the drum may have foreign material, such as glue from a label, stuck on the drum surface.

1. Make sure the machine is in Ready mode.
2. Press ▲ or ▼ to display the `[Print Reports]` option, and then press **OK**.
3. Press ▲ or ▼ to select the `[Drum Dot Print]` option.
4. Press **Start**.

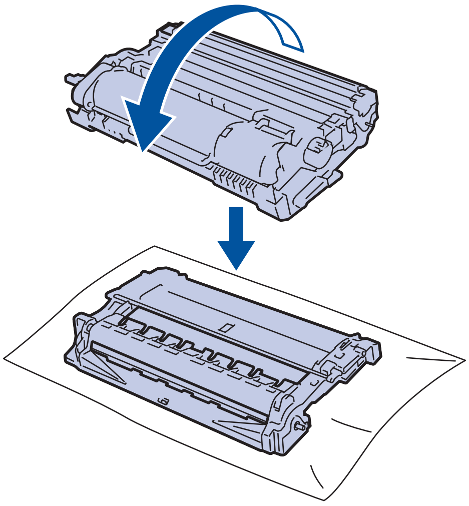
   The machine prints the Drum Dot Check Sheet.
5. Press and hold ⏻ to turn the machine off.
6. Open the front cover.



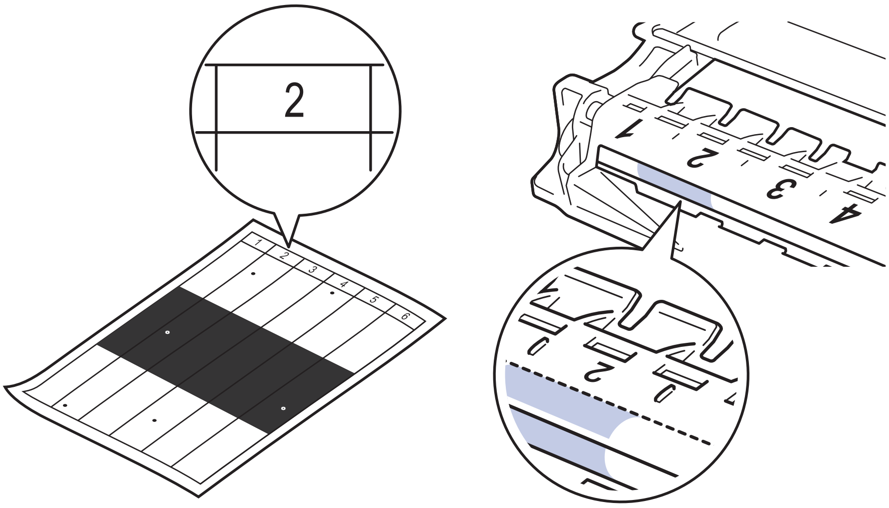
7. Remove the toner cartridge and drum unit assembly from the machine.



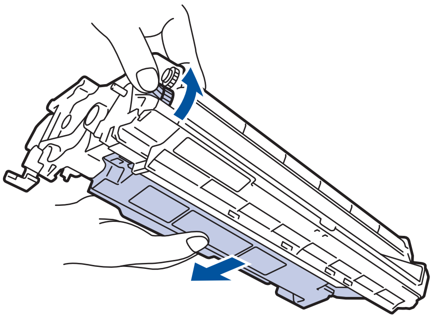
8. Turn the drum unit as shown in the illustration. Make sure that the drum unit gear is on the left side.



9. Use the numbered markers next to the drum roller to find the mark on the drum. For example, a dot in column 2 on the check sheet means that there is a mark in drum region “2”.



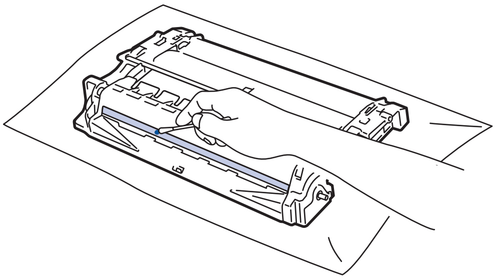
10. Rotate the wheel at the end of the drum unit while pushing the shaded part, as shown in the illustration, to find the mark or foreign material.



**IMPORTANT**

- To avoid print quality problems, DO NOT touch the surface of the drum unit, only the wheel on the end.

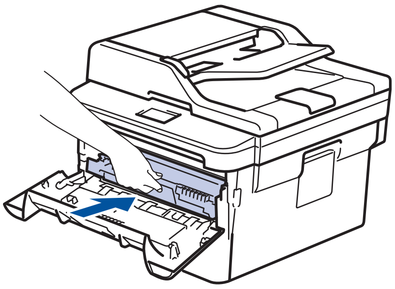
11. Wipe the surface of the drum gently with a dry cotton swab until the mark or foreign material on the surface comes off.



**NOTE**

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

12. Install the toner cartridge and drum unit assembly back into the machine.



13. Close the front cover of the machine.

14. Press ⏻ to turn the machine on.

## Related Information

- Clean the Machine

**Related Topics:**

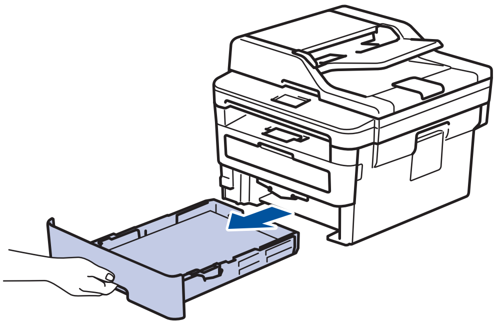
- Improve the Print Quality

# Clean the Paper Pick-up Rollers

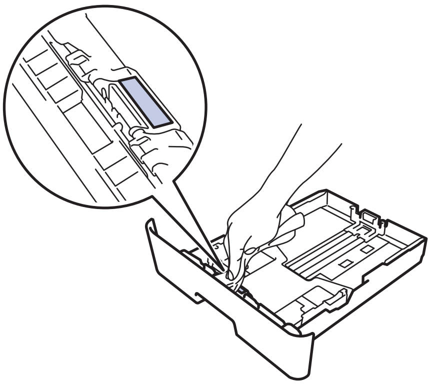
Cleaning the paper pick-up rollers periodically may prevent paper jams by ensuring that paper feeds properly.

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

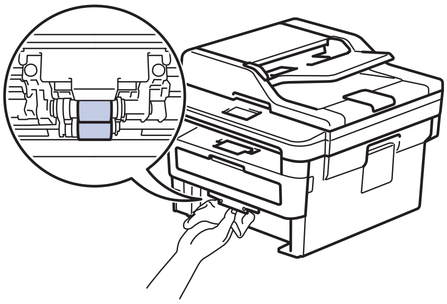
1. Press and hold ⏻ to turn the machine off.
2. Pull the paper tray completely out of the machine.



3. If paper is loaded or something is stuck inside in the paper tray, remove it.
4. Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad on the paper tray to remove dust.



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



6. Reload the paper and put the paper tray firmly back in the machine.
7. Press ⏻ to turn the machine on.

## ✓ Related Information

- Clean the Machine

**Related Topics:**

- Printing Problems

# Check the Remaining Part Life

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Machine Info.]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Parts Life]` option, and then press **OK**.
4. Press ▲ or ▼ to select the `[Toner]` or `[Drum]` option, and then press **OK**.

   The LCD displays the approximate remaining toner or drum life.
5. Press **Stop/Exit**.

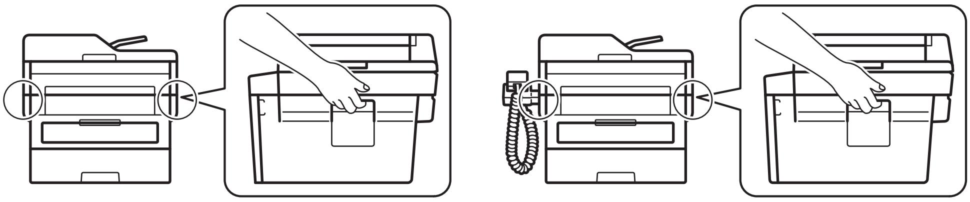
## ✓ Related Information

- Routine Maintenance

# Pack and Ship Your Brother Machine

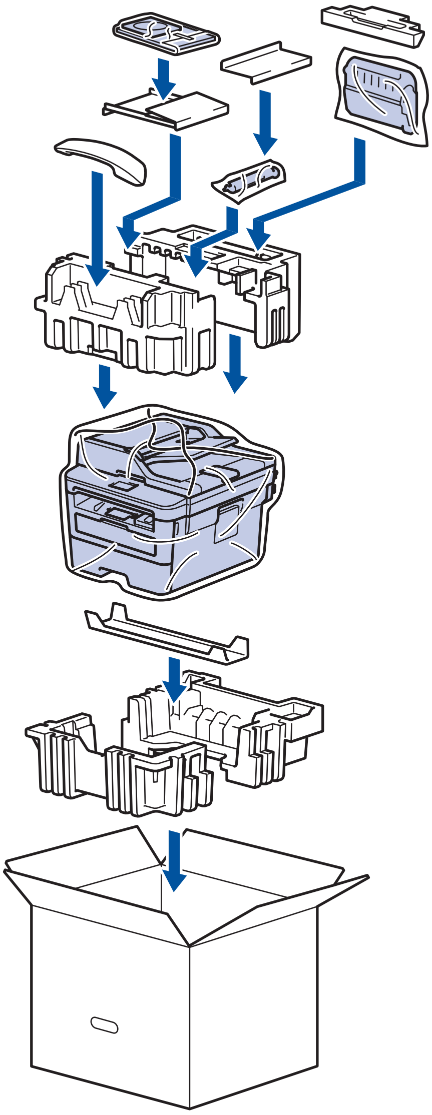
**⚠ WARNING**

- When you move the machine, carry the machine as shown in the illustration.



- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.

1. Press and hold ⏻ to turn the machine off. Leave the machine off for at least 10 minutes to cool down.
2. Disconnect all the cables, and then unplug the power cord from the electrical socket.
3. Put the machine into the bag it originally came in.
4. Pack the machine, the printed materials, and the AC power cord (if applicable) in the original carton with the original packing material as shown.



5. Close the carton and tape it shut.

## ✓ Related Information

- Routine Maintenance

# Machine Settings

Customise 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 in the event of a power failure will not be lost.Temporary settings (for example, Contrast, Overseas Mode) will be lost.

- During a power failure, the machine will retain the date and time and programmed fax timer jobs (for example: Delayed Fax) for approximately 60 hours. Other fax jobs in the machine's memory will not be lost.
- (MFC-B7700D)
  During a power failure, the machine will retain the date and time for approximately two hours. The fax jobs in the machine’s memory will be lost.

## ✓ Related Information

- Change Machine Settings from the Control Panel

## General Settings

- Change the Default Mode
- Set the Mode Timer
- Adjust the Machine's Volume
- Set Sleep Mode Countdown
- About Deep Sleep Mode
- Set Auto Power Off Mode
- Set the Date and Time
- Set the Time Zone
- Set Your Station ID
- Set Tone or Pulse Dialling Mode
- Reduce Toner Consumption
- Add a Prefix to Every Fax Number
- Prevent Dialling a Wrong Number (Dial Restriction)
- Reduce Printing Noise
- Change the Language on the LCD

# Change the Default Mode

**Related Models**: MFC-B7700D/MFC-B7720DN

When the machine is idle or you press **Stop/Exit**, the machine will return to the mode you set.

- For MFC models, the machine has Fax, Scan and Copy modes. The default mode is Fax.
- For DCP models, the machine has Scan and Copy modes. The default mode is Copy.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Default Mode]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Fax]`, `[Copy]`, or `[Scan]` option, and then press **OK**.
5. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

# Set the Mode Timer

**Related Models**: MFC-B7700D/MFC-B7720DN

The machine can return to the default mode after use of the machine in a mode other than the default mode. To return the machine to the default mode, turn on the mode timer. If you turn off the mode timer, the machine will stay in the mode you used last.

- For MFC models, the machine has three mode buttons on the control panel: FAX, SCAN and COPY.
- For DCP models, the machine has Scan and Copy. The machine returns to Copy mode after using the Scan mode.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Mode Timer]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[On]` or `[Off]` option, and then press **OK**.
5. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

# Adjust the Machine's Volume

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Volume]` option, and then press **OK**.
4. Press ▲ or ▼ to select one of the following options:

| Option | Description |
|---|---|
| `Ring` | Adjust the ring volume. |
| `Beep` | Adjust the volume when you press a button, make a mistake, or after you send or receive a fax. |
| `Speaker` | Adjust the speaker volume. |
| `Handset` | 受話音量を設定します。 |

5. Press **OK**.
6. Press ▲ or ▼ to display the `[High]`, `[Med]`, `[Low]`, or `[Off]` option, and then press **OK**.
7. Press **Stop/Exit**.

You can also adjust the speaker volume by pressing **Hook/Hold** . Press ◀ or ▶. Each button press decreases or increases the volume. When finished, press **Hook/Hold** .

## ✓ 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 (countdown) before the machine enters Sleep Mode.

- You can choose how long the machine must be idle before it goes into Sleep Mode.
- The timer will restart if any operation is carried out on the machine, such as receiving a print job.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Ecology]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Sleep Time]` option, and then press **OK**.
5. Using the dial pad, enter the length of time the machine (maximum 50 minutes) is idle before entering Sleep Mode, and then press **OK**.
6. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

# About Deep Sleep Mode

If the machine is in Sleep mode and does not receive any jobs for certain length of time, the machine will automatically enter Deep Sleep mode. The length of time is based on your specific model and settings.

Deep Sleep mode uses less power than Sleep mode.

| Applicable Models | Machine's Control Panel in Deep Sleep Mode | Conditions That Will Wake the Machine |
|---|---|---|
| DCP-B7500D/DCP-B7520DW/<br>DCP-B7530DN/DCP-B7535DW/<br>MFC-B7700D/MFC-B7720DN | The LCD displays `Deep Sleep`. | • The machine receives a job.<br>• Someone presses a button on the control panel. |

## Related Information

- General Settings

# Set Auto Power Off Mode

If the machine is in Deep Sleep Mode for certain length of time, based on your model and settings, the machine will go into Power Off Mode automatically. The machine does not go into Power Off Mode when the machine is connected to a network.

- To start printing, press ⏻ on the control panel and then send a print job.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Ecology]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Auto Power Off]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[8hours]`, `[4hours]`, `[2hours]`, `[1hour]`, or `[Off]` option, and then press **OK**.
6. Press **Stop/Exit**.

## Related Information

- General Settings

# Set the Date and Time

**Related Models**: MFC-B7700D/MFC-B7720DN

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Date&Time]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Date&Time]` option, and then press **OK**.

   > This step is applicable for DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

5. Enter the last two digits of the year using the dial pad, and then press **OK**.
6. Enter the two digits for the month using the dial pad, and then press **OK**.
7. Enter the two digits for the day using the dial pad, and then press **OK**.
8. Press ▲ or ▼ to display the `[12h Clock]` or `[24h Clock]` option, and then press **OK**.
9. Do one of the following:
   - If you selected `[12h Clock]` as the format in the `[Date&Time]` setting, enter the time (in 12-hour format) using the dial pad.

     Press **OK**.

     Press ▲ or ▼ to display the `[AM]` or `[PM]` option, and then press **OK**.
   - If you selected `[24h Clock]` as the format in the `[Date&Time]` setting, enter the time (in 24-hour format) using the dial pad.

     Press **OK**.

     (For example: enter 19:45 for 7:45 PM.)
10. Press **Stop/Exit**.

## Related Information

- General Settings

# Set the Time Zone

Set the time zone for your location on the machine.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Date&Time]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Time Zone]` option, and then press **OK**.
5. Press ▲ or ▼ to choose the time zone. Press **OK**.
6. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

Home > Machine Settings > Change Machine Settings from the Control Panel > General Settings > Set Your Station ID

# Set Your Station ID

**Related Models**: MFC-B7700D/MFC-B7720DN

Set the machine to print your Station ID and the fax's date and time at the top of each fax you send.

1. Press 📠 (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Station ID]` option, and then press **OK**.
5. Enter your fax number (up to 20 digits) using the dial pad, and then press **OK**.
6. Enter your telephone number (up to 20 digits) using the dial pad, and then press **OK**.
   If your telephone number and fax number are the same, enter the same number again.
7. Use the dial pad to enter your name (up to 20 characters), and then press **OK**.

   - To enter text on your machine, see *Related Information*: *How to Enter Text on Your Brother Machine*.

8. Press **Stop/Exit**.

## Related Information

- General Settings

**Related Topics:**

- How to Enter Text on Your Brother Machine
- Transfer Faxes to Another Fax Machine
- Transfer the Fax Journal Report to Another Fax Machine

# Set Tone or Pulse Dialling Mode

**Related Models**: MFC-B7700D/MFC-B7720DN

Your Brother machine is set for a Tone dialling service. If you have a Pulse dialling (rotary) service, you must change the dialling mode.

This feature is not available in some countries.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
3. Press ▲or ▼to display the `[Tone/Pulse]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Tone]` or `[Pulse]` option, and then press **OK**.
5. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

# Reduce Toner Consumption

Using the Toner Save feature may reduce toner consumption. When Toner Save is set to on, the print on your documents appears lighter.

We DO NOT recommend using the Toner Save feature for printing photo or greyscale images.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Ecology]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Toner Save]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[On]` or `[Off]` option, and then press **OK**.
6. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

**Related Topics:**

- Improve the Print Quality

# Add a Prefix to Every Fax Number

**Related Models**: MFC-B7700D/MFC-B7720DN

The Dial Prefix setting will automatically dial a predefined number before every fax number you dial. For example: If your telephone system requires a 9 to dial an outside number, use this setting to automatically dial 9 for every fax you send.

- Use the numbers and symbols from 0 to 9, #, and *. (You cannot use ! with any other numbers or symbols.)
- If your telephone system requires a time break recall (hookflash), press ! on the LCD.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Dial Prefix]` option, and then press **OK**.
4. Do one of the following:
   - If the machine does not have a stored prefix number, enter a number (up to 5 digits) using the dial pad, and then press **OK**.
   - If the machine has a stored prefix number and you want to change it, press ▲ to edit the number.

     Press **Clear** to delete each digit of the existing number and enter a new number using the dial pad, and then press **OK**.

To turn off the dial prefix feature, delete the stored prefix number and then press **OK**.

5. Press **Stop/Exit**.

## Related Information

- General Settings

# Prevent Dialling a Wrong Number (Dial Restriction)

**Related Models**: MFC-B7700D/MFC-B7720DN

This feature prevents users from sending a fax or call to the wrong number by mistake. You can set the machine to restrict dialling when you use the dial pad, Address Book and Shortcuts.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Fax]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Dial Restrict.]` option, and then press **OK**.
4. Press ▲ or ▼ to select one of the following options, and then press **OK**.

| Option | Description |
|---|---|
| `Enter # Twice` | The machine will prompt you to re-enter the number, and then if you re-enter the same number correctly, the machine will start dialling. If you re-enter the wrong number, the LCD will display an error message. |
| `On` | The machine will restrict all fax sending and outbound calls for that dialling method. |
| `Off` | The machine does not restrict the dialling method. |

- The `[Enter # Twice]` setting will not work if you use an external phone or press **Hook/Hold** before entering the number. You will not be asked to re-enter the number.
- If you choose `[On]` or `[Enter # Twice]`, you cannot use the Broadcasting feature.

5. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

# 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.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[General Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Ecology]` option, and then press **OK**.
4. Press ▲ or ▼ to display the `[Quiet Mode]` option, and then press **OK**.
5. Press ▲ or ▼ to display the `[On]` or `[Off]` option, and then press **OK**.
6. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

# Change the Language on the LCD

Change the LCD language if needed.

This feature is not available in some countries.

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Initial Setup]` option, and then press **OK**.
3. Press ▲ or ▼ to display the `[Local Language]` option, and then press **OK**.
4. Press ▲ or ▼ to display your language, and then press **OK**.
5. Press **Stop/Exit**.

## ✓ Related Information

- General Settings

# Print Reports

- Reports
- Print a Report

# Reports

The following reports are available:

**Address Book (MFC models)**

The Address Book report prints an alphabetical list of names and numbers stored in the Address Book memory.

**Fax Journal (MFC models)**

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.

**Printer Settings**

The Printer Settings report prints a list of your current printer settings.

**Network Configuration (Models with network functionality)**

The Network Configuration report prints a list of your current network settings.

**Print File List**

The Print File List prints a list of the fonts and print macros stored in the machine.

**Drum Dot Print**

The Drum Dot Print prints the drum dot sheet, which helps when it is time to clean the drum unit.

**WLAN Report (Models with wireless network functionality)**

The WLAN Report prints the wireless LAN connectivity diagnosis.

**Caller ID history (MFC models)**

The Caller ID history report prints a list of the available Caller ID information for the last 30 received faxes and telephone calls.

To print the Caller ID list, use the Print Report option in the caller ID setting menu.

## Related Information

- Print Reports

# Print a Report

1. Press **Menu**.
2. Press ▲ or ▼ to display the `[Print Reports]` option, and then press **OK**.
3. Press ▲ or ▼ to display the report you want to print, and then press **OK**.
4. Press **Start**.
5. Press **Stop/Exit**.

## ✓ Related Information

- Print Reports

## Settings and Features Tables

The Settings tables will help you understand the menu selections and options that are found in the machine's programs.

- Settings Tables (2 Line LCD MFC models)
- Settings Tables (2 Line LCD DCP models)

# Settings Tables (2 Line LCD MFC models)

**Related Models**: MFC-B7700D/MFC-B7720DN

## `[General Setup]`

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| **`Default Mode`** | - | - | Select the default mode. |
| **`Mode Timer`** | - | - | Set the idle time before the machine returns to the default mode. |
| **`Tray Setting`** | **`Paper Type`** | - | Set the type of paper in the paper tray. |
| | **`Paper Size`** | - | Set the size of paper in the paper tray. |
| | **`Check Size`** | - | Select whether to display a message telling you to check that the size and type of the paper in the machine and the machine's Paper Size and Paper Type settings match. |
| **`Volume`** | **`Ring`** | - | Adjust the ring volume. |
| | **`Beep`** | - | Adjust the beeper volume. |
| | **`Speaker`** | - | Adjust the speaker volume. |
| **`Ecology`** | **`Eco Mode`** | - | Turn the following machine settings on at the same time.<br>• `2-sided Print:Long Edge` (Available only for certain models)<br>• `Sleep Time:0Min` |
| | **`Toner Save`** | - | Increase the page yield of the toner cartridge. |
| | **`Sleep Time`** | - | Set the number of minutes before the machine enters Sleep mode. |
| | **`Quiet Mode`** | - | Decrease printing noise. |
| | **`Auto Power Off`** | - | Set the number of hours that the machine will remain in Deep Sleep mode before going into Power Off mode. |
| **`LCD Contrast`** | - | - | Adjust the LCD contrast. |
| **`Security`**<br>(For MFC-B7700D only) | **`TX Lock`** | - | Prohibit most operations except receiving faxes. |
| | **`Setting Lock`** | - | Restrict unauthorised users from changing the machine’s settings. |
| **`Setting Lock`**<br>(For MFC-B7720DN only) | - | - | Restrict unauthorised users from changing the machine’s 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 Auto mode. |
| | **`Fax Detect`** | - | 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 Remote Codes on or off. You can personalise the codes. |
| | **`Auto Reduction`** | - | Reduce the size of incoming faxes. |

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| `Setup Receive` | `Fax Rx Stamp` | - | Print the received time and date on the top of received faxes. |
| | `2-sided`<br>(For automatic 2-sided printing models) | - | Print received faxes on both sides of the paper. |
| `Setup Send` | `Fax Resolution` | - | Change the lightness or darkness of faxes you send. |
| | `Contrast` | - | Set the default resolution for outgoing faxes. |
| | `Glass ScanSize` | - | Adjust the scan area of the scanner glass to the size of the document. |
| | `Overseas Mode` | - | If you are having difficulty sending faxes overseas, set this to On. |
| | `Auto Redial` | - | Set the machine to redial the last fax number after five minutes, if the fax did not go through because the line was busy. |
| | `Destination` | - | Set the machine to display the destination information on the LCD during fax dialling. |
| `Anti-Junk Fax` | `Register` | - | Register specific fax numbers to the blocked list to avoid receiving faxes from the numbers. |
| | `Delete` | - | Delete the number from the blocked list. |
| | `Print Report` | - | You can print a list of registered fax numbers in the blocked list. |
| `Journal Period` | - | - | Set the interval for automatic printing of the Fax Journal. |
| `Dial Restrict.` | - | - | Set the machine to restrict dialling when using the dial pad. |
| `Remaining Jobs` | - | - | Check which scheduled jobs are in the machine's memory and cancel selected jobs. |
| `Miscellaneous` | `Caller ID Type` | - | Switch the mode if Caller ID cannot be displayed normally. |
| | `Fax Mode` | - | Select the transmission process for manual fax sending and receiving. |

## `[Copy]`

| Level 1 | Level 2 | Descriptions |
|---|---|---|
| `Density` | - | Adjust the density. |
| `Quality` | - | Choose the Copy resolution for your type of document. |
| `Contrast` | - | Adjust the contrast for copies. |
| `ID Copy` | `Density` | Adjust the density. |
| | `Quality` | Choose the Copy resolution for your type of document. |
| | `Contrast` | Adjust the contrast for copies. |
| | `2in1/1in1` | Make 2 in 1 ID copies. |
| `Billings Copy` | `Density` | Adjust the density. |
| | `2-sided`<br>(For automatic 2-sided printing models) | Turn on or off 2- sided copy. |
| | `Quality` | Choose the Copy resolution for your type of document. |
| | `Contrast` | Adjust the contrast for copies. |

## `[Printer]`

**For Printer Emulation Supported models**

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| `Emulation` | - | - | Set the printer emulation mode. |
| `Print Options` | `Font List` | `HP LaserJet` | Print a list of the machine’s internal fonts. |
| | | `BR-Script 3` | |
| | `Test Print` | - | Print a test page. |
| `2-sided`<br>(For automatic 2-sided printing models) | - | - | Turn 2-sided printing off or on and select flip on long edge or short edge. |
| `Auto Continue` | - | - | Select this setting if you want the machine to clear paper size errors, and to use the paper in the tray. |
| `Tray Command` | - | - | Select this setting if a tray mismatch appears when you use the HP drivers. |
| `Reset Printer` | - | - | Restore the printer settings to the factory settings. |

**For the Other models**

| Level 1 | Descriptions |
|---|---|
| `Test Print` | Print a test page. |
| `2-sided`<br>(For automatic 2-sided printing models) | Turn 2-sided printing off or on and select flip on long edge or short edge. |
| `Auto Continue` | Select this setting if you want the machine to clear paper size errors, and to use the paper in the tray. |
| `Reset Printer` | Restore the printer settings to the factory settings. |

## `[Network]`

**For wired network models**

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| `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.<br>(Up to 32 characters) |
| | `WINS Config` | - | Select the WINS configuration mode. |
| | `WINS Server` | `Primary` | Specify the IP address of the primary WINS server. |
| | | `Secondary` | Specify the IP address of the secondary WINS server. |
| | `DNS Server` | `Primary` | Specify the IP address of the primary DNS server. |
| | | `Secondary` | Specify the IP address of the 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 more detailed information, go to your model's **FAQs & Troubleshooting** page on the Brother support website at support.brother.com. |
| `Ethernet` | - | - | Select the Ethernet link mode. |
| `Status` | - | - | View the current wired status. |
| `MAC Address` | - | - | View the machine's MAC address. |

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| `Network Reset` | - | - | Restore all network settings back to the factory settings. |

## `[Print Reports]`

| Level 1 | Level 2 | Descriptions |
|---|---|---|
| `Address Book` | `Numeric` | Print a list of names and numbers stored in the Address Book, in numerical order. |
| | `Alphabetic` | Print a list of names and numbers stored in the Address Book, in alphabetical order. |
| `Fax Journal` | - | Print a list of information about your last 200 incoming and outgoing faxes.<br>(TX means Transmit. RX means Receive.) |
| `User Settings` | - | Print a list of your settings. |
| `Print Settings` | - | Print a list of your Printer settings. |
| `Network Config`<br>(For models with network functionality) | - | Print a list of your Network settings. |
| `PrintFileList`<br>(Available only for certain models) | - | Print a list of data saved in the machine's memory. |
| `Drum Dot Print` | - | Print the Drum Dot Check Sheet. |
| `Caller ID` | - | Print a list of the Caller ID History. |

## `[Machine Info.]`

| Level 1 | Level 2 | Descriptions |
|---|---|---|
| `Serial No.` | - | Check your machine's serial number. |
| `Version` | - | Check your machine's firmware version. |
| `Page Counter` | `Total` | Check the total number of pages the machine has printed during its life. |
| | `Fax` | |
| | `Copy` | |
| | `Print` | |
| | `Other` | |
| `Parts Life` | `Toner` | View the approximate remaining toner life. |
| | `Drum` | You can check the percentage of Drum life that remains available. |

## `[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. |
| | `Time Zone`<br>(For models with network functionality) | Set your time zone. |
| `Station ID` | - | Enter your name and fax number so it appears on each page you fax. |
| `Tone/Pulse` | - | Select the dialling mode. |
| `Dial Tone` | - | Shorten the dial tone detect pause. |

| Level 1 | Level 2 | Descriptions |
|---|---|---|
| **`Dial Prefix`** | - | Set a prefix number to be added before the fax number every time you dial. |
| **`Compatibility`** | - | Adjust the equalisation for transmission difficulties.<br>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 settings that you have changed. |
| | **`Network Reset`**<br>(For models with network functionality) | 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. |
| | **`Factory Reset`** | Restores all the machine's settings to the factory defaults. Perform this operation when you dispose of your machine. |
| **`Local Language`** (Available only for certain models) | - | Change your LCD language. |

## ✓ Related Information

- Settings and Features Tables

# Settings Tables (2 Line LCD DCP models)

**Related Models**: DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW

## [General Setup]

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| **Tray Setting** | **Paper Type** | - | Set the type of paper in the paper tray. |
| | **Paper Size** | - | Set the size of paper in the paper tray. |
| | **Check Size** | - | Select whether to display a message telling you to check that the size and type of the paper in the machine and the machine's Paper Size and Paper Type settings match. |
| **Ecology** | **Eco Mode** | - | Turn the following machine settings on at the same time.<br>• `2-sided Print:Long Edge`(Available only for certain models)<br>• `Sleep Time:0Min` |
| | **Toner Save** | - | Increase the page yield of the toner cartridge. |
| | **Sleep Time** | - | Set the number of minutes before the machine enters Sleep mode. |
| | **Quiet Mode** | - | Decrease printing noise. |
| | **Auto Power Off** | - | Set the number of hours that the machine will remain in Deep Sleep mode before going into Power Off mode. |
| **LCD Contrast** | - | - | Adjust the LCD contrast. |

## [Copy]

| Level 1 | Level 2 | Descriptions |
|---|---|---|
| **Density** | - | Adjust the density. |
| **Quality** | - | Choose the Copy resolution for your type of document. |
| **Contrast** | - | Adjust the contrast for copies. |
| **ID Copy** | **Density** | Adjust the density. |
| | **Quality** | Choose the Copy resolution for your type of document. |
| | **Contrast** | Adjust the contrast for copies. |
| | **2in1/1in1** | Make 2 in 1 ID copies. |
| **Billings Copy**<br>(DCP-B7500D/DCP-B7530DN) | **Density** | Adjust the density. |
| | **2-sided**<br>(For automatic 2-sided printing models) | Turn on or off 2- sided copy. |
| | **Quality** | Choose the Copy resolution for your type of document. |
| | **Contrast** | Adjust the contrast for copies. |

## [Printer]

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| **Emulation** | - | - | Set the printer emulation mode. |
| **Print Options** | **Font List** | **HP LaserJet** | Print a list of the machine’s internal fonts. |
| | | **BR-Script 3** | |
| | **Test Print** | - | Print a test page. |

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| **`2-sided`**<br>(For automatic 2-sided printing models) | **`2-sided Print`** | - | Turn 2-sided printing off or on and select flip on long edge or short edge. |
| | **`Single Image`** | | For a print job where the last page is a 1-sided image, select the `1-sided Feed` option to reduce printing time. |
| **`Auto Continue`** | - | - | Select this setting if you want the machine to clear paper size errors, and to use the paper in the tray. |
| **`Tray Command`** | - | - | Select this setting if a tray mismatch appears when you use the HP drivers. |
| **`Reset Printer`** | - | - | Restore the printer settings to the factory settings. |

## `[Network]`

### For wired and wireless network models

| Level 1 | Level 2 | Level 3 | Level 4 | Descriptions |
|---|---|---|---|---|
| **`Wired LAN`** | **`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.<br>(Up to 32 characters) |
| | | **`WINS Config`** | - | Select the WINS configuration mode. |
| | | **`WINS Server`** | **`Primary`** | Specify the IP address of the primary WINS server. |
| | | | **`Secondary`** | Specify the IP address of the secondary WINS server. |
| | | **`DNS Server`** | **`Primary`** | Specify the IP address of the primary DNS server. |
| | | | **`Secondary`** | Specify the IP address of the 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 more detailed information, go to your model's **FAQs & Troubleshooting** page on the Brother support website at support.brother.com. |
| | **`Ethernet`** | - | - | Select the Ethernet link mode. |
| | **`Wired Status`** | - | - | View the current wired status. |
| | **`MAC Address`** | - | - | View the machine's MAC address. |
| | **`Set to Default`** | - | - | Restore the wired network settings to the factory settings. |
| | **`Wired Enable`** | - | - | Turn the Wired LAN interface on or off manually. |
| **`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. |

| Level 1 | Level 2 | Level 3 | Level 4 | Descriptions |
|---|---|---|---|---|
| `WLAN` | `TCP/IP` | `Node Name` | - | Enter the Node name.<br>(Up to 32 characters) |
| | | `WINS Config` | - | Select the WINS configuration mode. |
| | | `WINS Server` | `Primary` | Specify the IP address of the primary WINS server. |
| | | | `Secondary` | Specify the IP address of the secondary WINS server. |
| | | `DNS Server` | `Primary` | Specify the IP address of the primary DNS server. |
| | | | `Secondary` | Specify the IP address of the 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 more detailed information, go to your model's **FAQs & Troubleshooting** page on the Brother support website at support.brother.com. |
| | `Setup Wizard` | - | - | Configure your wireless network settings manually. |
| | `WLAN Assistant` | - | - | Configure your wireless network settings using the Brother installation disc. |
| | `WPS` | - | - | 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. |
| | | `Channel` | - | View the current wireless network channel. |
| | | `Speed` | - | View the current wireless network speed. |
| | | `SSID` | - | View the current SSID. |
| | | `Comm. Mode` | - | View the current Communication mode. |
| | `MAC Address` | - | - | View the machine's MAC address. |
| | `Set to Default` | - | - | Restore the wireless network settings to the factory settings. |
| | `WLAN Enable` | - | - | Turn the WLAN on or off manually. |
| `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.<br>When the machine is not connected, the LCD displays Not Connected. |
| | | `IP Address` | - | View your machine's current IP Address. |

| Level 1 | Level 2 | Level 3 | Level 4 | Descriptions |
|---|---|---|---|---|
| `Wi-Fi Direct` | `Status Info.` | `Status` | - | View the current Wi-Fi Direct network status. |
| | | `Signal` | - | View the current Wi-Fi Direct network signal strength.<br>When your machine acts as Group Owner, the LCD always indicates a strong signal. |
| | | `Channel` | - | View the current Wi-Fi Direct network channel. |
| | | `Speed` | - | View the current Wi-Fi Direct network speed. |
| | `I/F Enable` | - | - | Turn the Wi-Fi Direct connection on or off. |
| `Network Reset` | - | - | - | Restore all network settings back to the factory settings. |

**For wired network models**

| Level 1 | Level 2 | Level 3 | Descriptions |
|---|---|---|---|
| `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.<br>(Up to 32 characters) |
| | `WINS Config` | - | Select the WINS configuration mode. |
| | `WINS Server` | `Primary` | Specify the IP address of the primary WINS server. |
| | | `Secondary` | Specify the IP address of the secondary WINS server. |
| | `DNS Server` | `Primary` | Specify the IP address of the primary DNS server. |
| | | `Secondary` | Specify the IP address of the 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 more detailed information, go to your model's **FAQs & Troubleshooting** page on the Brother support website at support.brother.com. |
| `Ethernet` | - | - | Select the Ethernet link mode. |
| `Status` | - | - | View the current wired status. |
| `MAC Address` | - | - | View the machine's MAC address. |
| `Network Reset` | - | - | Restore all network settings back to the factory settings. |

## `[Print Reports]`

| Level 1 | Level 2 | Descriptions |
|---|---|---|
| `User Settings` | - | Print a list of your settings. |
| `Print Settings` | - | Print a list of your Printer settings. |
| `Network Config`<br>(For models with network function) | - | Print a list of your Network settings. |
| `PrintFileList`<br>(Available only for certain models) | - | Print a list of data saved in the machine's memory. |
| `Drum Dot Print` | - | Print the Drum Dot Check Sheet. |
| `WLAN Report`<br>(For models with wireless network function) | - | Print the wireless LAN connection results. |

## [Machine Info.]

| Level 1 | Level 2 | Descriptions |
|---|---|---|
| **Serial No.** | - | Check your machine's serial number. |
| **Version** | - | Check your machine's firmware version. |
| **Page Counter** | **Total** | Check the total number of pages the machine has printed during its life. |
| | **Copy** | |
| | **Print** | |
| | **Other** | |
| **Parts Life** | **Toner** | View the approximate remaining toner life. |
| | **Drum** | You can check the percentage of Drum life that remains available. |

## [Initial Setup]

| Level 1 | Level 2 | Descriptions |
|---|---|---|
| **Reset** | **Machine Reset** | Restore all the machine settings that you have changed. |
| | **Network Reset**<br>(For models with network functionality) | Restore all network settings back to the factory settings. |
| | **All Settings** | Restore all the machine's settings back to the factory settings. |
| | **Factory Reset** | Restores all the machine's settings to the factory defaults. Perform this operation when you dispose of your machine. |
| **Local Language**<br>(Available only for certain models) | - | Change your LCD language. |

## Related Information

- Settings and Features Tables

## Change Machine Settings from Your Computer

- Change Machine Settings Using Web Based Management
- Change the Machine Settings Using Remote Setup
- Where Can I Find My Brother Machine's Network Settings?
- Network Management Software and Utilities

# Change Machine Settings Using Web Based Management

Web Based Management is a utility that uses a standard web browser to manage your machine using the Hyper Text Transfer Protocol (HTTP) or Hyper Text Transfer Protocol over Secure Socket Layer (HTTPS).

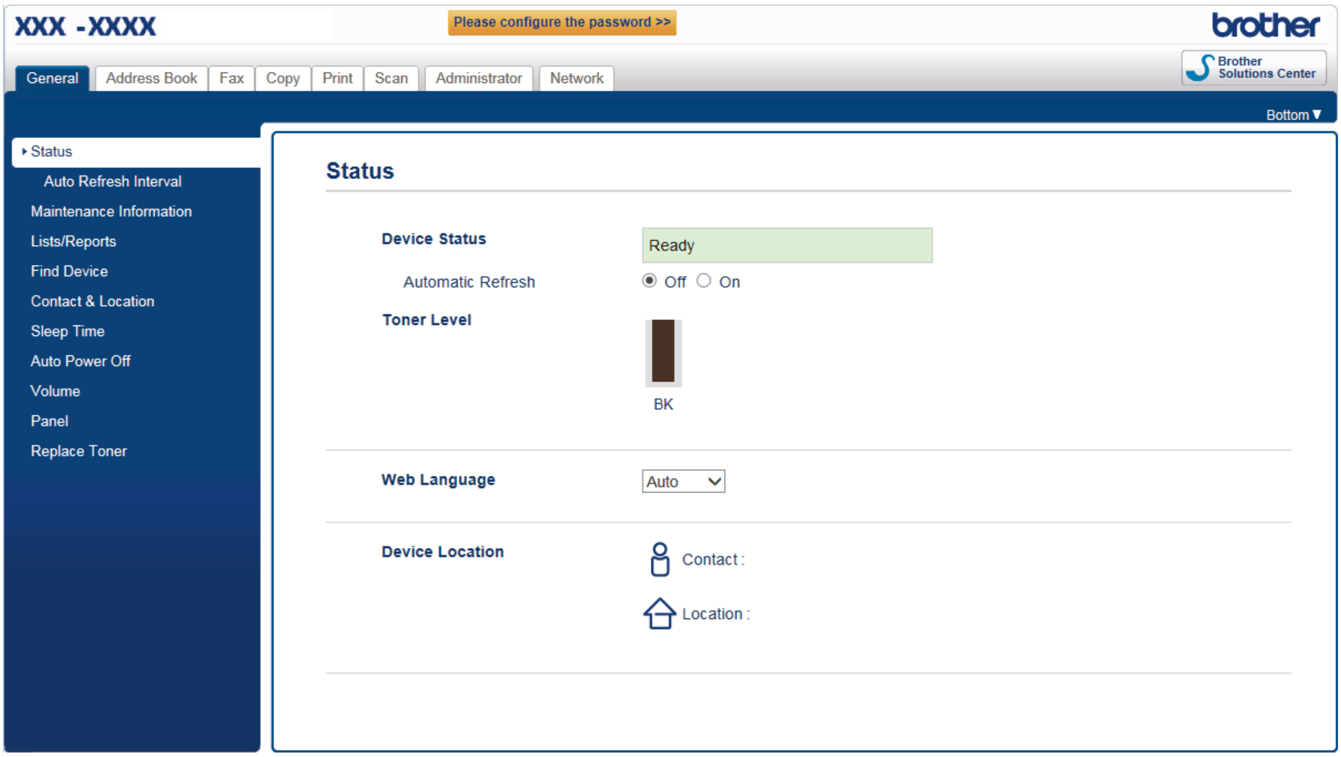
- What is Web Based Management?
- Access Web Based Management
- Set a Login Password for Web Based Management
- Set Up Your Machine's Address Book Using Web Based Management
- Network Management Software and Utilities

# What is Web Based Management?

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

Web Based Management is a utility that uses a standard web browser to manage your machine using the Hyper Text Transfer Protocol (HTTP) or Hyper Text Transfer Protocol over Secure Socket Layer (HTTPS). Type your machine's IP address into your web browser to access and change your print server settings.

- We recommend Microsoft Internet Explorer 11/Edge for Windows and Safari 9/10 for Mac. Make sure that JavaScript and Cookies are always enabled in whichever browser you use.
- You must use the TCP/IP protocol on your network and have a valid IP address programmed into the print server and your computer.



Status

Device Status: Ready

Automatic Refresh: ● Off ○ On

Toner Level: BK

Web Language: Auto

Device Location:
Contact :
Location :

- The actual screen may differ from the screen shown above.

## Related Information

- Change Machine Settings Using Web Based Management

# Access Web Based Management

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

- We recommend using the HTTPS security protocol when configuring settings using Web Based Management.
- When you use HTTPS for Web Based Management configuration, your browser will display a warning dialog box.

1. Start your web browser.
2. 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

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. No password is required by default. Type a password if you have set one, and then click →.

You can now change the print server settings.

If you change the protocol settings, you must restart the machine after clicking **Submit** to activate the configuration.

## ✓ Related Information

- Change Machine Settings Using Web Based Management

**Related Topics:**

- Print the Network Configuration Report

Home > Machine Settings > Change Machine Settings from Your Computer > Change Machine Settings Using Web Based Management > Set a Login Password for Web Based Management

# Set a Login Password for Web Based Management

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

We recommend setting a login password to prevent unauthorised access to Web Based Management.

1. Start your web browser.
2. 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

---

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

---

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click **Administrator**.
5. Type the password you want to use in the **Enter New Password** field (8 to 32 characters).
6. Retype the password in the **Confirm New Password** field.
7. Click **Submit**.

In the future, every time you access Web Based Management, type the password in the **Login** field, and then click →.

After configuring the settings, log off by clicking →.

---

If you have not previously set a login password, you can also set a password by clicking the **Please configure the password** button on the machine's web page.

---

## Related Information

- Change Machine Settings Using Web Based Management

# Set Up Your Machine's Address Book Using Web Based Management

**Related Models**: DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN

- We recommend using the HTTPS security protocol when configuring settings using Web Based Management.
- When you use HTTPS for Web Based Management configuration, your browser will display a warning dialog box.

1. Start your web browser.
2. 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

- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
  - For example:

    http://SharedPrinter

  If you enable a NetBIOS name, you can also use the node name.
  - For example:

    http://brnxxxxxxxxxxxx

  The NetBIOS name can be found in the Network Configuration Report.
- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. No password is required by default. Type a password if you have set one, and then click →.
4. Click the **Address Book** tab.
5. Add or update the Address Book information as needed.
6. Click **Submit**.

## Related Information

- Change Machine Settings Using Web Based Management

**Related Topics:**

- Remote Setup (Windows)
- Remote Setup (Mac)

# Change the Machine Settings Using Remote Setup

**Related Models**: MFC-B7700D/MFC-B7720DN

The Remote Setup program lets you configure many of your Brother machine's 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 Machine's Address Book Using ControlCenter4 (Windows)
- Set Up Your Machine's Address Book Using Web Based Management

# Set Up the Brother Machine from Your Computer (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

If Secure Function Lock is set to On, you cannot use Remote Setup.

1. Do one of the following:
   - Windows 7

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

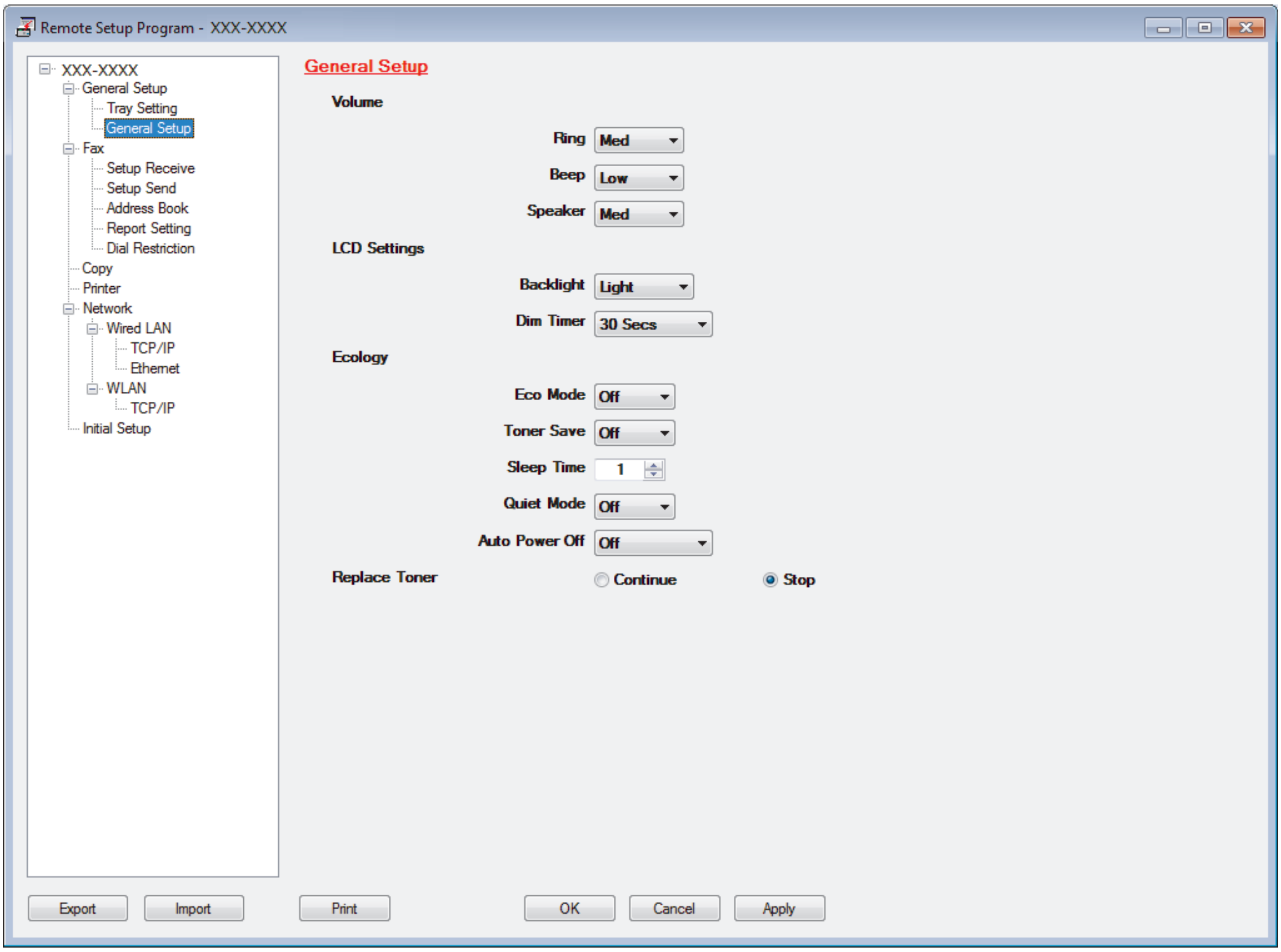
     Click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Remote Setup**.
   - Windows 8 and Windows 10

     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 **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.



General Setup

Volume

Ring: Med

Beep: Low

Speaker: Med

LCD Settings

Backlight: Light

Dim Timer: 30 Secs

Ecology

Eco Mode: Off

Toner Save: Off

Sleep Time: 1

Quiet Mode: Off

Auto Power Off: Off

Replace Toner: ○ Continue ● Stop

**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 import a file and read its settings.

**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 installation disc, the necessary firewall settings have already been set.

## ✓ Related Information

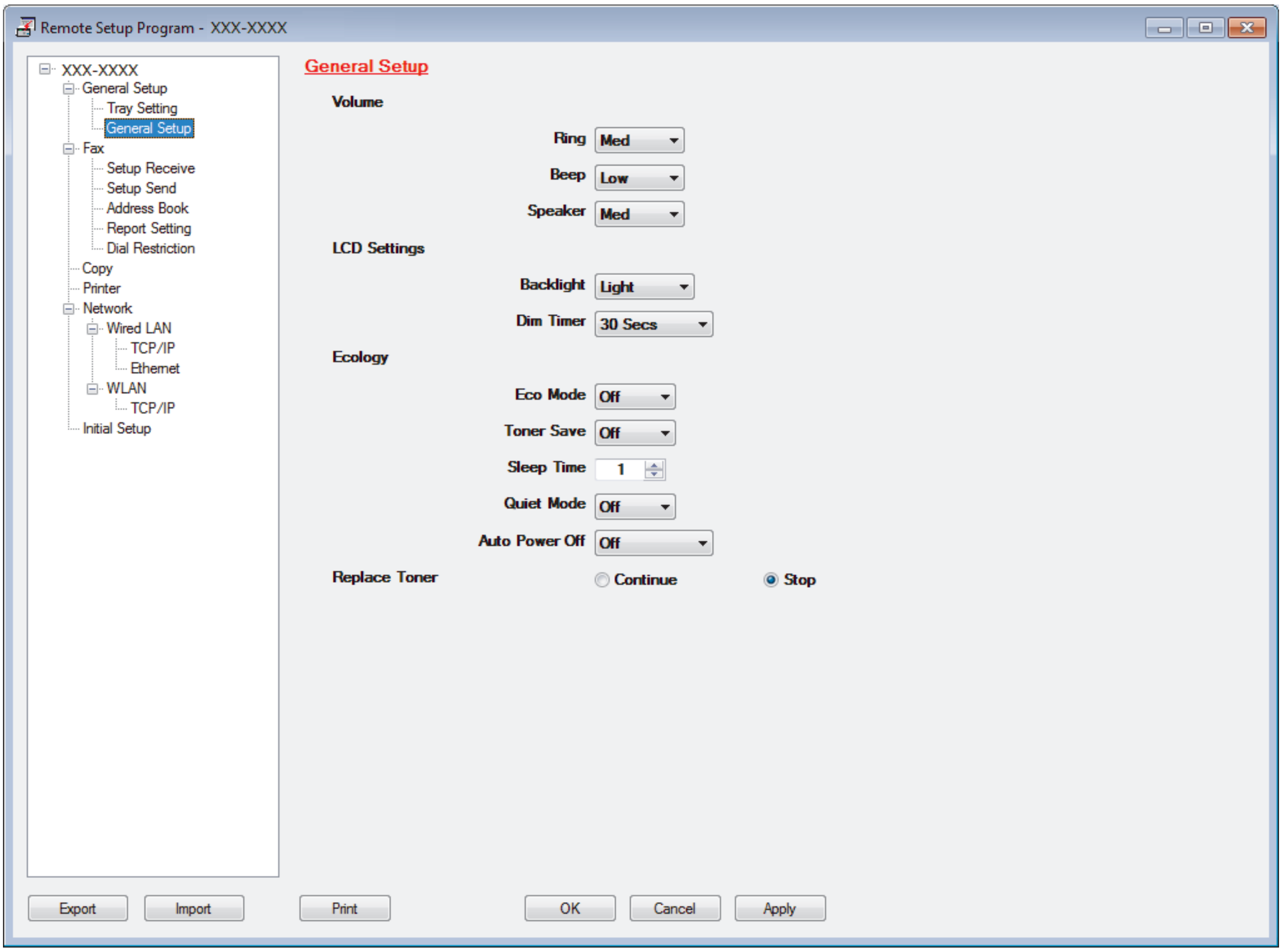
- Remote Setup (Windows)

# Set Up the Brother Machine Using ControlCenter4 (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

If Secure Function Lock is set to On, you cannot use Remote Setup.

1. Click the cc4 (**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.



General Setup

Volume

Ring: Med

Beep: Low

Speaker: Med

LCD Settings

Backlight: Light

Dim Timer: 30 Secs

Ecology

Eco Mode: Off

Toner Save: Off

Sleep Time: 1

Quiet Mode: Off

Auto Power Off: Off

Replace Toner: ○ Continue ● Stop

**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 import a file and read its settings.

**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 installation disc, the necessary firewall settings have already been set.

## ✓ Related Information

- ControlCenter4 (Windows)
- Remote Setup (Windows)

# Set Up Your Machine's Address Book Using ControlCenter4 (Windows)

**Related Models**: MFC-B7700D/MFC-B7720DN

Use Remote Setup through CC4 to add or change Address Book numbers on your computer.

If Secure Function Lock is set to On, you cannot use Remote Setup.

1. Click the CC4 (**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)

# Remote Setup (Mac)

- Set Up the Brother Machine with a USB Cable Connection (Mac)
- Set Up Your Machine's Address Book with a USB Cable Connection (Mac)
- Set Up Your Machine's Address Book Using Web Based Management

# Set Up the Brother Machine with a USB Cable Connection (Mac)

**Related Models**: MFC-B7700D/MFC-B7720DN

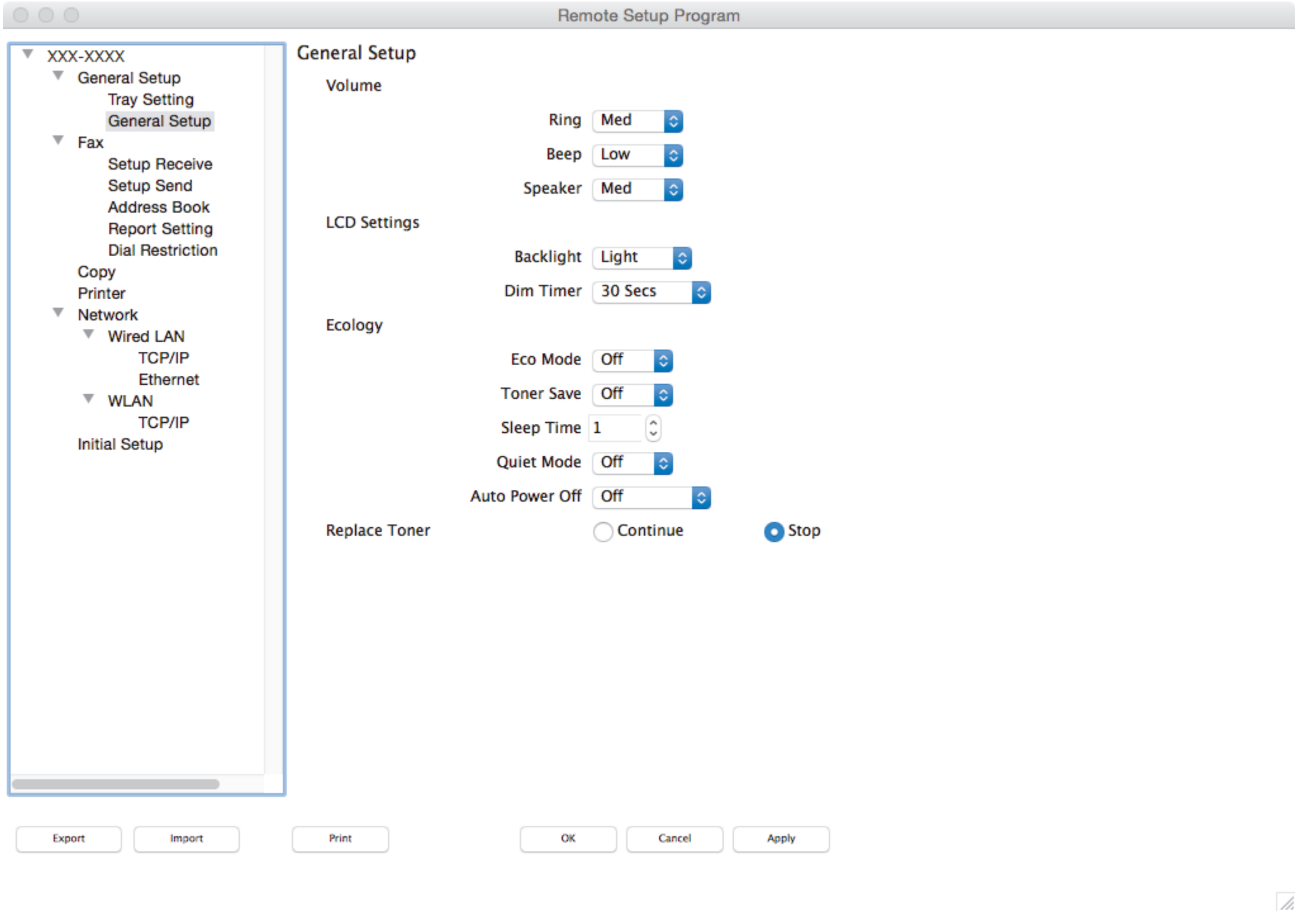
Use Remote Setup to set up your Brother machine with a USB cable connection.

To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.

- If Secure Function Lock is set to On, you cannot use Remote Setup.
- Remote Setup for Mac supports USB connections only.

1. In the **Finder** menu bar, click **Go** > **Applications** > **Brother**, and then double-click the Remote Setup icon.

   The Remote Setup Program screen appears.



Remote Setup Program

General Setup

Volume

Ring Med

Beep Low

Speaker Med

LCD Settings

Backlight Light

Dim Timer 30 Secs

Ecology

Eco Mode Off

Toner Save Off

Sleep Time 1

Quiet Mode Off

Auto Power Off Off

Replace Toner ○ Continue ● Stop

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 import a file and read its settings.

**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.

3. When finished, click **OK**.

## ✓ Related Information

- Remote Setup (Mac)

# Set Up Your Machine's Address Book with a USB Cable Connection (Mac)

**Related Models**: MFC-B7700D/MFC-B7720DN

Use Remote Setup to add or change Address Book numbers on your computer with a USB cable connection.

To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.

- If Secure Function Lock is set to On, you cannot use Remote Setup.
- Remote Setup for Mac supports USB connections only.

1. In the **Finder** menu bar, click **Go** > **Applications** > **Brother**, and then double-click the Remote Setup icon.

   The Remote Setup Program screen appears.
2. In the left menu, click **Address Book** in the **Fax**.
3. Add or update the Address Book information as needed.
4. When finished, click **OK**.

## ✓ Related Information

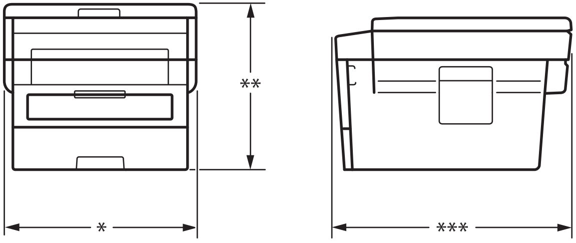
- Remote Setup (Mac)

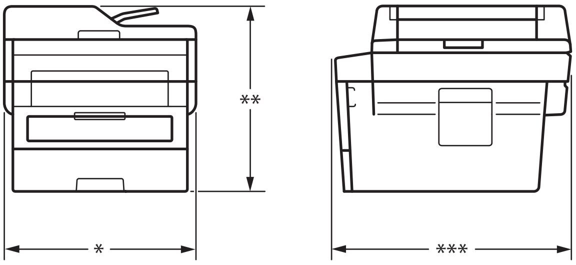
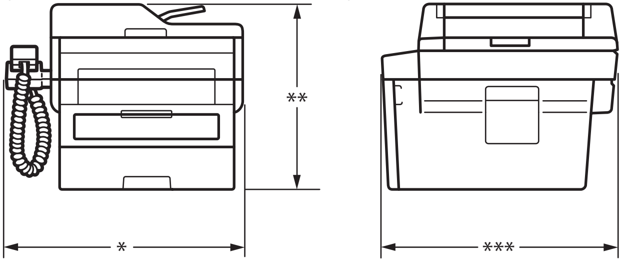
# Appendix

- Specifications
- How to Enter Text on Your Brother Machine
- Supplies
- Brother Numbers

# Specifications

## General Specifications

| | | |
|---|---|---|
| **Printer Type** | | • Laser |
| **Print Method** | | • Electrophotographic Laser Printer |
| **Memory Capacity** | **Standard** | • 128 MB |
| **LCD (Liquid Crystal Display)** | | • 10 characters (2 byte) x 2 lines |
| **Power Source** | | • 220 to 240 V AC 50/60 Hz |
| **Power Consumption**<br>(Average) | **Peak** | • Approximately 1104 W |
| | **Printing** [2] | • Approximately 475 W at 25 °C |
| | **Printing (Quiet Mode)** [2] | • Approximately 260 W at 25 °C |
| | **Copying** [2] | • Approximately 485 W at 25 °C |
| | **Copying (Quiet Mode)** [2] | • Approximately 260 W at 25 °C |
| | **Ready** [2] | • Approximately 42 W at 25 °C |
| | **Sleep** [2] | • Approximately 6.2 W |
| | **Deep Sleep** [2] | • Approximately 0.9 W |
| | **Power Off** [2][3][4] | • Approximately 0.03 W |
| **Dimensions**<br>(Typical outline view)<br>(DCP-B7500D/DCP-B7520DW)<br> <br>(DCP-B7530DN/DCP-B7535DW) | | Unit: mm<br>• (DCP-B7500D/DCP-B7520DW)<br>***** : 410<br>****** : 272<br>******* : 398.5<br>• (DCP-B7530DN/DCP-B7535DW)<br>***** : 410<br>****** : 318.5<br>******* : 398.5<br>• (MFC-B7700D/MFC-B7720DN)<br>***** : 481<br>****** : 318.5<br>******* : 398.5 |

| | | | |
|---|---|---|---|
|  <br>(MFC-B7700D/MFC-B7720DN)<br> | | | |
| **Weights (with supplies)** | | | • (DCP-B7500D/DCP-B7520DW)<br>10.5 kg<br>• (DCP-B7530DN/DCP-B7535DW)<br>11.8 kg<br>• (MFC-B7700D/MFC-B7720DN)<br>12.1 kg |
| **Noise Level** | **Sound Pressure** | **Printing** | • LpAm = 49 dB (A) |
| | | **Printing (Quiet Mode)** | • LpAm = 44 dB (A) |
| | | **Ready** | • LpAm = 30 dB (A) |
| | **Sound Power** | **Printing** | • LWAd = 6.59 B (A) |
| | | **Printing (Quiet Mode)** | • LWAd = 6.11 B (A) |
| | | **Ready** | • LWAd = Inaudible |
| **Temperature** | **Operating** | | • From 10°C to 32°C [5] |
| | **Storage** | | • From 0°C to 40°C |
| **Humidity** | **Operating** | | • 20 to 80% (without condensation) |
| | **Storage** | | • 35 to 85% (without condensation) |
| **ADF (automatic document feeder)**<br>(DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN) | | | • (DCP-B7530DN/DCP-B7535DW/MFC-B7700D/MFC-B7720DN)<br>Up to 50 sheets<br>For best results we recommend:<br>• Temperature: 20 to 30 °C<br>• Humidity: 50 to 70%<br>• Paper: 80 g/m$^2$ |

---

[1] Measured diagonally.

[2] USB connections to computer

[3] Measured according to IEC 62301 Edition 2.0.

[4] Power consumption varies slightly depending on the usage environment.

[5] To ensure the high print quality, the maximum ambient temperature we recommend is 32 °C. The maximum ambient temperature to safely use this machine is 35 °C.

## Document Size Specification

| | | |
|---|---|---|
| **Document Size** | **ADF Width** [1] | • 105 to 215.9 mm |
| | **ADF Length** [1] | • 147.3 to 355.6 mm |
| | **Scanner Glass Width** | • Maximum 215.9 mm |
| | **Scanner Glass Length** | • Maximum 300 mm |

[1] ADF models only

## Print Media Specifications

| | | | |
|---|---|---|---|
| **Paper Input** | **Paper Tray**<br>**(Standard)** | **Paper Type** | • Plain Paper, Thin Paper, Recycled Paper, Thick Paper |
| | | **Paper Size** | • A4, Letter, B5 (JIS), A5, A5 (Long Edge), A6, Executive, 16K (195x270mm) |
| | | **Paper Weight** | • 60 to 163 $g/m^2$ |
| | | **Maximum Paper Capacity** | • Up to 250 sheets of 80 $g/m^2$ Plain Paper |
| | **Manual Feed Slot** | **Paper Type** | • Plain Paper, Thin Paper, Thick Paper, Thicker Paper, Recycled Paper, Bond, Label, Envelope, Env. Thin, Env.Thick |
| | | **Paper Size** | • Width:<br>76.2 to 215.9 mm<br>• Length:<br>127 to 355.6 mm<br>• Envelope:<br>COM-10, DL, C5, Monarch |
| | | **Paper Weight** | • 60 to 230 $g/m^2$ |
| | | **Maximum Paper Capacity** | • One sheet at a time |
| **Paper Output** [1] | **Face Down Output Tray** | | • Up to 120 Sheets (face down delivery to the face down output paper tray) [2] |
| | **Face Up Output Tray** | | • One sheet (face up delivery to the face up output tray) |
| **2-sided** | **Automatic 2-sided Printing** | **Paper Type** | • Plain Paper, Thin Paper, Recycled Paper |
| | | **Paper Size** | • A4 |
| | | **Paper Weight** | • 60 to 105 $g/m^2$ |

[1] For labels, we recommend removing the printed sheets from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

[2] Calculated with 80 g/m2 in a temperate, non humid environment.

## Fax Specifications

**NOTE**

This feature is available for MFC models.

| | |
|---|---|
| **Compatibility** | • ITU-T Super Group 3 |
| **Coding System** | • MH / MR / MMR / JBIG |
| **Modem Speed** | • 33,600 bps (with Automatic Fallback) |

| | | |
|---|---|---|
| **2-sided Print Receiving** | | • (MFC-B7700D/MFC-B7720DN)<br>Yes |
| **Scanning Width** | | • Maximum 208 mm |
| **Printing Width** | | • Maximum 208 mm |
| **Greyscale** | | • 8 bit / 256 levels |
| **Resolution** | **Horizontal** | • 203 dpi |
| | **Vertical** | • Standard: 98 dpi<br>• Fine: 196 dpi<br>• Photo: 196 dpi |
| **Address Book** | | • (MFC-B7700D/MFC-B7720DN)<br>200 Locations |
| **One Touch Dial** | | • (MFC-B7700D/MFC-B7720DN)<br>8 (4 x 2) locations |
| **Groups** | | • Up to 20 |
| **Broadcasting** | | • (MFC-B7700D/MFC-B7720DN)<br>258 Locations |
| **Automatic Redial** | | • 3 times at 5 minutes intervals |
| **Memory Transmission** | | • (MFC-B7700D)<br>Up to 400 pages [1]<br>• (MFC-B7720DN)<br>Up to 500 pages [1] |
| **Out of Paper Reception** | | • (MFC-B7700D)<br>Up to 400 pages [1]<br>• (MFC-B7720DN)<br>Up to 500 pages [1] |

[1] ‘Pages’ refers to the ‘ITU-T Test Chart #1’ (a typical business letter, Standard resolution, JBIG code).

## Copy Specification

| | |
|---|---|
| **Copy Width** | • Maximum 210 mm |
| **Sort Copy** | • Yes |
| **Stack Copy** | • Up to 99 pages |
| **Enlarge/Reduce** | • 25 to 400% (in increments of 1%) |
| **Resolution** | • Maximum 600 x 600 dpi |
| **First Copy Out Time** [1] | • Less than 10 seconds at 23 °C / 230 V |

[1] From Ready Mode and standard tray

## Scanner Specifications

| | |
|---|---|
| **Colour / Black** | • Yes / Yes |
| **TWAIN Compliant** | • Yes<br>(Windows 7 SP1 / Windows 8 / Windows 8.1 / Windows 10)<br>(macOS v10.10.5, v10.11.x, v10.12.x) |
| **WIA Compliant** | • Yes<br>(Windows 7 SP1 / Windows 8 / Windows 8.1 / Windows 10) |

| | |
|---|---|
| **ICA Compliant** | • (DCP-B7500D/MFC-B7700D)<br>Yes<br>(macOS v10.10.5, v10.11.x, v10.12.x) |
| **AirPrint Compliant** | • (DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN)<br>Yes<br>(macOS v10.10.5, v10.11.x, v10.12.x) |
| **Colour Depth** | • 30 bit colour Processing (Input)<br>• 24 bit colour Processing (Output) |
| **Grey Scale** | • 10 bit colour Processing (Input)<br>• 8 bit colour Processing (Output) |
| **Resolution** [2] | • Up to 19200 x 19200 dpi (interpolated)<br>• Up to 1200 x 1200 dpi (from Scanner Glass)<br>• Up to 600 x 600 dpi (from ADF) [1] |
| **Scanning Width** | • Maximum 210 mm |

[1] ADF models only

[2] Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows 7, Windows 8, Windows 8.1 and Windows 10 (resolution up to 19200 × 19200 dpi can be selected by using the scanner utility)

## Printer Specifications

| | | |
|---|---|---|
| **Automatic 2-sided Print** | | • Yes |
| **Emulation** | | • (DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN)<br>PCL6, BR-Script3, PDF Version 1.7 |
| **Resolution** | | • 600 x 600 dpi, HQ1200 (2400 x 600 dpi) quality, 1200 x 1200 dpi<br>(HQ1200 is a Brother image processing technology that enables vivid, sharp and smooth quality of printing.) |
| **Print Speed** [1] [2] | **1-sided print** | • Up to 34 pages/minute (A4 size)<br>Up to 36 pages/minute (Letter size) |
| | **2-sided Print** | • Up to 16 pages/minute (Up to 8 sheets/minute) (A4 size)<br>Up to 17 pages/minute (Up to 8.5 sheets/minute) (Letter size) |
| **First Print Time** [3] | | • Less than 8.5 seconds at 23 °C / 230 V |

[1] The print speed may change depending on the type of document you print.

[2] Print speed may be slower when the machine is connected by wireless LAN.

[3] From Ready mode and standard tray

## Interface Specifications

| | |
|---|---|
| **USB** [1] [2] | • Hi-Speed USB 2.0<br>Use a USB 2.0 interface cable that is no more than 2 metres long. |
| **LAN** | • (DCP-B7520DW/DCP-B7530DN/DCP-B7535DW/MFC-B7720DN)<br>10Base-T/100Base-TX [3] |
| **Wireless LAN** | • (DCP-B7520DW/DCP-B7535DW)<br>IEEE 802.11b/g/n (Infrastructure Mode)<br>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.

[3] Use a straight-through Category 5 (or greater) twisted-pair cable.

## Supported Protocols and Security Features

**Ethernet**

10Base-T/100Base-TX

**Wireless LAN**

IEEE 802.11b/g/n (Infrastructure Mode), IEEE 802.11g/n (Wi-Fi Direct)

**Protocols (IPv4)**

ARP, RARP, BOOTP, DHCP, APIPA(Auto IP), WINS/NetBIOS name resolution, DNS Resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/Port9100, SMTP Client, IPP/IPPS, FTP Client and Server, SNMPv1/v2c/v3, HTTP/HTTPS server, TFTP client and server, ICMP, Web Services (Print/Scan)

**Protocols (IPv6)**

NDP, RA, DNS resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/Port9100, IPP/IPPS, SMTP Client, FTP Client and Server, SNMPv1/v2c/v3, HTTP/HTTPS server, TFTP client and server, ICMPv6, Web Services (Print/Scan)

**Network Security (Wired)**

SMTP-AUTH, SSL/TLS (SMTP, HTTP, IPP), SNMP v3

**Network Security (Wireless)**

SMTP-AUTH, SSL/TLS (SMTP, HTTP, IPP), SNMP v3

**Wireless Network Security**

WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (TKIP/AES)(Wi-Fi Direct supports WPA2-PSK (AES) only)

**Wireless Certification**

Wi-Fi Certification Mark License (WPA™/WPA2™ - Personal), Wi-Fi Protected Setup (WPS) Identifier Mark License, Wi-Fi CERTIFIED™ Wi-Fi Direct

## Computer Requirements Specifications

Supported Operating Systems And Software Functions

| **Computer Platform & Operating System Version** | | **PC Interface** | | | | **Processor** | **For Drivers** | **Hard Disk Space to Install** |
|---|---|---|---|---|---|---|---|---|
| | | **Parallel (IEEE1284)** | **USB** [1] | **10Base-T/100Base-TX (Ethernet)** | **Wireless 802.11b/g/n** | | | |
| Windows Operating System | Windows 7 SP1 / 8 / 8.1 [2,3] | N/A | Printing<br>PC Fax [4]<br>Scanning | | | 32 bit (x86) or 64 bit (x64) processor | 650 MB | 1.2 GB |
| | Windows 10 Home / 10 Pro / 10 Education / 10 Enterprise [2,3] | | | | | | | |
| | Windows Server 2008 | | N/A | Printing | | | 50 MB | N/A |
| | Windows Server 2008 R2 | | | | | 64 bit (x64) processor | | |
| | Windows Server 2012 | | | | | | | |
| | Windows Server 2012 R2 | | | | | | | |

|  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|
|  | Windows Server 2016 |  |  |  |  |  |  |
| Mac Operating System | macOS v10.10.5 |  | Printing<br>PC-Fax (Send) [4]<br>Scanning |  | Intel® Processor | 80 MB | 400 MB |
|  | macOS v10.11.x |  |  |  |  |  |  |
|  | macOS v10.12.x |  |  |  |  |  |  |

[1] Third party USB ports are not supported.

[2] For WIA, 1200x1200 resolution. Brother Scanner Utility enables resolutions up to 19200 x 19200 dpi.

[3] PaperPort™ 14SE supports Windows 7, Windows8, Windows 8.1 and Windows 10.

[4] PC-Fax supports black and white only.

For the latest driver updates, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com.

All trademarks, brand and product names are the property of their respective companies.

## Related Information

- Appendix

# How to Enter Text on Your Brother Machine

>> DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW
>> MFC-B7700D/MFC-B7720DN

## DCP-B7500D/DCP-B7520DW/DCP-B7530DN/DCP-B7535DW

When text is required, enter characters on the machine. The characters that are available may differ depending on the operation you perform.

- Hold down or repeatedly press ▲ or ▼ to select a character from this list:

  0123456789abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ(space)!"#$%&'()*+,-./:;<=>?@[]^_
- Press **OK** when the character or symbol you want is displayed, and then enter the next character.
- Press **Clear** to delete characters entered incorrectly.

## MFC-B7700D/MFC-B7720DN

When text is required, enter characters on the machine. The characters that are available may differ depending on the operation you perform.

The buttons 0, # and * 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 | Six times | Seven times | Eight times | Nine times |
|---|---|---|---|---|---|---|---|---|---|
| **1** | @ | . | / | 1 | @ | . | / | 1 | @ |
| **2** | a | b | c | A | B | C | 2 | a | b |
| **3** | d | e | f | D | E | F | 3 | d | e |
| **4** | g | h | i | G | H | I | 4 | g | h |
| **5** | j | k | l | J | K | L | 5 | j | k |
| **6** | m | n | o | M | N | O | 6 | m | n |
| **7** | p | q | r | s | P | Q | R | S | 7 |
| **8** | t | u | v | T | U | V | 8 | t | u |
| **9** | w | x | y | z | W | X | Y | Z | 9 |

For options that do not allow lower case characters, use the following table:

| 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 |

- Making corrections

  If you entered a character incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, and then press **Clear**.

- Repeating letters

  To enter a letter on the same button as the previous letter, press ▶ to move the cursor right before pressing the button again.

## ✓ Related Information

- Appendix

**Related Topics:**

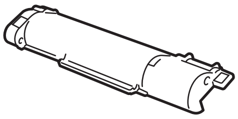
- Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard
- Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast
- Set Your Station ID

# Supplies

When the time comes to replace supplies, such as the toner or drum, an error message will appear on your machine's control panel or in the Status Monitor. For more information about the supplies for your machine, visit www.brother.com/original/index.html or contact your local Brother dealer.

- The Supply Model Name will vary depending on your country and region.

**Toner-Cartridge**



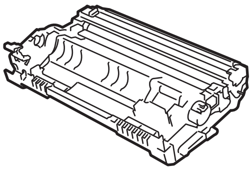
| Supply Model Name | Approximate Life (Page Yield) | Applicable Models |
|---|---|---|
| Toner Box:<br>TN-B020 | Approximately 2,600 pages [1] [2] | DCP-B7500D/DCP-B7520DW/ DCP-B7530DN/DCP-B7535DW/ MFC-B7700D/MFC-B7720DN |

[1] Approximate cartridge yield is declared in accordance with ISO/IEC 19752.

[2] A4/Letter single-sided pages

The average inbox toner life is estimated at approximately 2,600 pages based on 1 page per job [A4 or Letter size single-sided pages].

**Drum Unit**



| Supply Model Name | Approximate Life (Page Yield) | Applicable Models |
|---|---|---|
| DR-B020 | Approximately 12,000 pages [1] | DCP-B7500D/DCP-B7520DW/DCP-B7530DN/ DCP-B7535DW/MFC-B7700D/MFC-B7720DN |

[1] Approximately 12,000 pages based on 1 page per job [A4/Letter single-sided pages]. The number of pages may be affected due to a variety of factors including but not limited to media type and media size.

## Related Information

- Appendix

**Related Topics:**

- Replace Supplies

# Brother Numbers

**IMPORTANT**

For technical and operational assistance, call the call center in mainland China.

To seach Frequently asked questions (FAQs)/ASCs/Driver/Manuals, etc, please visit our service website:

**support.brother.com**

To search where to purchase consumables, please visit the official website of BROTHER (CHINA) LTD.:

**www.brother.cn**

## ✓ Related Information

- Appendix

brother

**Visit us on the World Wide Web**
www.brother.com

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

Brother
Earth
www.brotherearth.com

CHN-ENG
Version D