brother®

User's Guide

Safety and Legal

Basic User's Guide

Advanced User's Guide

brother

Safety and Legal

MFC-J6510DW/J6710DW/J6910DW

Brother Industries, Ltd.
15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561, Japan

Please read this booklet before attempting to operate the machine, or before attempting any maintenance. Failure to follow these instructions may result in an increased risk of fire, electrical shock, burns or suffocation.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific buttons on the machine's control panel, or on the computer screen.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier New`	Text in the Courier New font identifies messages on the LCD of the machine.

⚠ 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.

✎	Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.
⚠	Electrical Hazard icons alert you to possible electrical shock.
⊘	Improper Setup icons alert you to devices and operations that are not compatible with the machine.
⚠	Fire Hazard icons alert you to the possibility of fire.

Follow all warnings and instructions marked on the machine.

Note

The illustrations in this guide show the MFC-J6710DW.

Version 0
UK/IRE/GEN

Compilation and Publication Notice

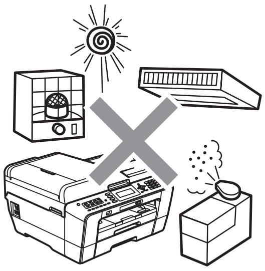
Under the supervision of Brother Industries, Ltd. this manual has been compiled and published, covering the latest product descriptions and specifications.

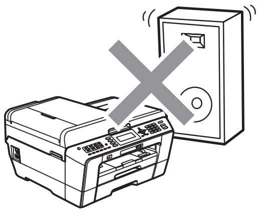
The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

Choose a safe location for your machine

Put your machine on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the machine near a telephone socket and a standard grounded electrical socket. Choose a dry, well ventilated location where the temperature remains between 10 °C and 35 °C.





WARNING

DO NOT expose the machine to direct sunlight, excessive heat, open flames, salty or corrosive gasses, moisture or dust. DO NOT place your machine on a carpet or rug, as this will expose it to dust. Doing so may create a risk of an electrical short or fire. It may also damage the machine and/or render it inoperable.

DO NOT place the machine near heaters, air conditioners, water, chemicals or devices that contain magnets or generate magnetic fields. Doing so may create the risk of a short circuit or fire should water come into contact with the machine (including condensation caused by heating/air conditioning/ventilation equipment).

Slots and openings in the casing and the back or bottom are provided for ventilation. To ensure reliable operation of the machine and to protect it from overheating, these openings must not be blocked or covered.

DO NOT put the machine in a location where any slot or opening in the machine is obstructed or blocked. These slots and openings are provided for ventilation. Blocking the machine’s ventilation could create a risk of overheating and/or fire.

IMPORTANT

- Always place the machine on a solid surface, never on a bed, sofa, rug, or other similar soft surface.
- Do not place this machine near or over a radiator or heater.
- Do not place this machine in a “built-in” installation.

IMPORTANT

- DO NOT put objects on top of the machine.
- DO NOT place anything in front of the machine that will block received faxes. DO NOT place anything in the path of received faxes.
- DO NOT place your machine next to sources of interference, such as speakers or the base units of non Brother cordless telephones. Doing so may interfere with the operation of the machine's electronic components.
- DO NOT place the machine on any tilted/slanted surface. DO NOT tip the machine after the ink cartridges are installed. Doing so may cause ink spillage and internal damage to the machine.

General precautions

WARNING

Plastic bags are used in the packing of your machine. To avoid the danger of suffocation, keep these bags away from babies and children.

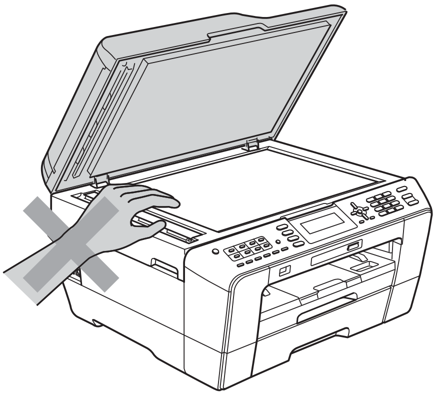
Never push objects of any kind into this machine through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. If metal objects, water or other liquids get inside the machine, immediately unplug the machine from the electrical socket. Call your Brother dealer or Brother Customer Service.

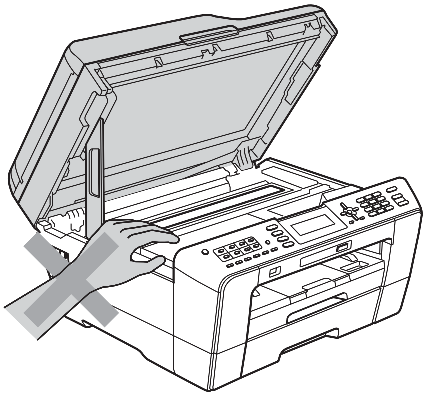
DO NOT use flammable substances, any type of spray, or an organic solvent/liquid that contains alcohol or ammonia to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock.

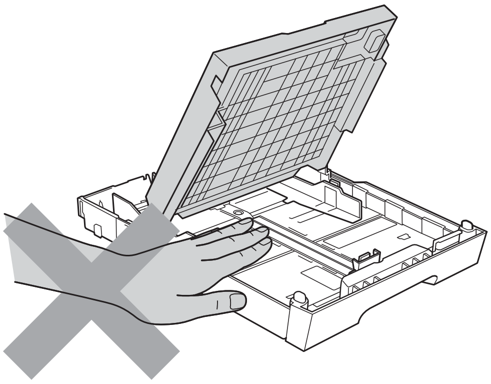
⚠ CAUTION

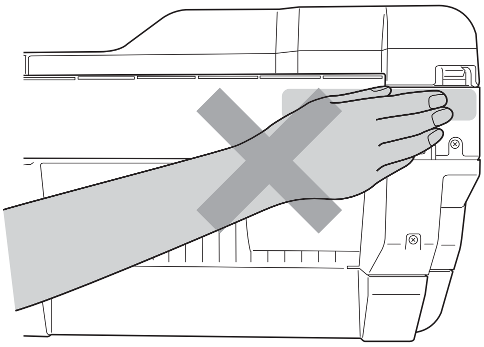
Wait until pages have exited the machine before picking them up. Doing this may cause injury to your fingers by trapping them in a roller.

Some areas of the machine can cause injury if covers (shaded) are closed with force. Take care when placing your hand in the areas shown in the illustrations.

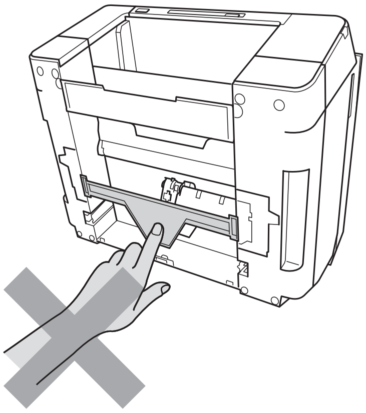




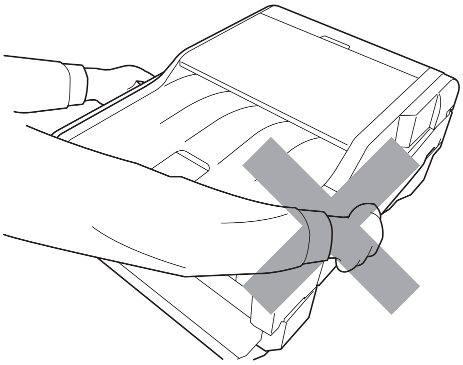




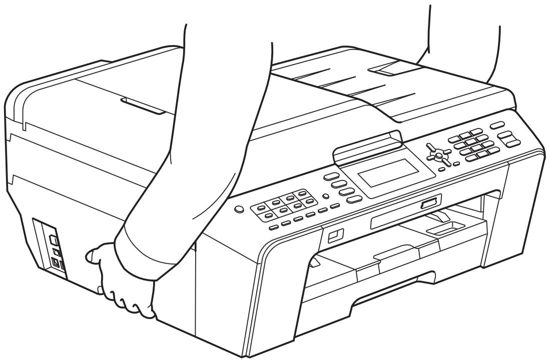
DO NOT touch the area shaded in the illustration. Doing this may cause injury to your fingers by cutting them on the edge of the machine.



DO NOT carry the machine by holding the scanner cover or the Jam Clear Cover. Doing this may cause the machine to slip out of your hands. Only carry the machine by placing your hands under the entire machine.

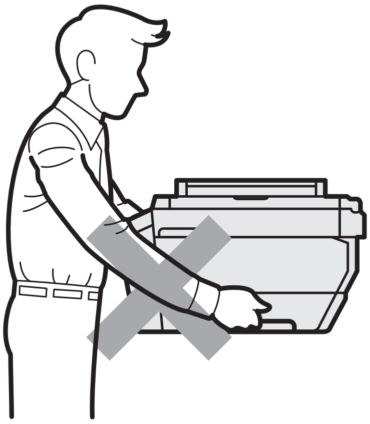


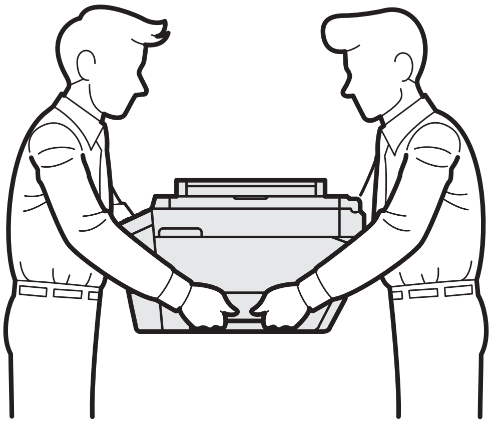
(MFC-J6510DW)



(MFC-J6710DW and MFC-J6910DW)

To prevent injuries when moving or lifting this machine, make sure to use at least two people. Be careful not to pinch your fingers when you set the machine back down.





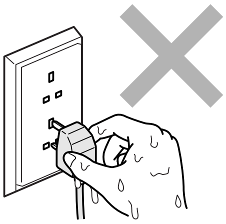
IMPORTANT

- Disruption of power can wipe out information in the machine's memory.
- (MFC-J6910DW)
  DO NOT touch the Touchscreen immediately after plugging in the power cord or turning on the machine. Doing this may cause an error.

Connecting the machine safely

⚠ WARNING

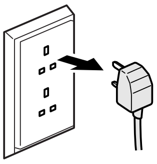
DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.



Always make sure the plug is fully inserted.

This machine should be connected to an adjacent grounded AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. Doing this might cause an electrical shock. If you are not sure what kind of power source you have, contact a qualified electrician.

This machine is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug. Doing this might cause an electrical shock.



DO NOT use the machine if the power cord is frayed or damaged, doing so may cause an electrical shock or a fire.

DO NOT pull on the middle of the AC power cord. DO NOT allow anything to rest on the power cord. DO NOT place this machine where people can walk on the cord. Doing this might cause an electrical shock.

Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall socket. Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location. Doing this might cause an electrical shock.

Servicing the machine

DO NOT attempt to service this machine yourself because opening or removing covers may expose you to dangerous voltage points and other risks and may void your warranty. Call your Brother dealer or Brother Customer Service.

⚠ WARNING

If the machine has been dropped or the casing has been damaged, unplug this machine from the power socket and call your Brother dealer or Brother Customer Service. Doing this might cause an electrical shock.

⚠ CAUTION

If the machine becomes unusually hot, releases smoke, generates any strong smells, or if you accidentally spill any liquid on it, immediately unplug the machine from the electrical socket. Call your Brother dealer or Brother Customer Service.

❗ IMPORTANT

If the machine does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the machine to normal operation.

Product Warranty & Liability

Brother shall not be liable for any loss or damage that may arise from the use of the information contained herein (including, without limitation, any direct, special or consequential damages). Nothing contained herein shall affect any existing product warranty, or be construed as granting any additional product warranty.

⚠ WARNING

DO NOT use this machine near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.

Avoid using this machine during an electrical storm. There may be a remote risk of electric shock from lightning.

DO NOT use this machine to report a gas leak in the vicinity of the leak.

Use only the power cord supplied with this machine.

This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must unplug the power cord from the electrical socket to shut off the power completely.

Approval Information

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

Brother advises that this product may not function correctly in a country other than where it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country.

Declaration of Conformity (Europe only)

We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

declare that this product is in compliance with the essential requirements of Directives 1999/5/EC and 2009/125/EC.

The Declaration of Conformity (DoC) is on our Website.

Please go to http://solutions.brother.com/

-> choose region (eg. Europe)

-> choose country

-> choose your model

-> choose "Manuals"

-> choose Declaration of Conformity (Select Language when required.)

Wiring information (U.K. only)

If you need to replace the plug fuse, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse. Always replace the fuse cover. Never use a plug that does not have a cover. If in any doubt, call a qualified electrician.

Warning - This machine must be earthed.

The wires in the mains lead are coloured in line with the following code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

LAN connection

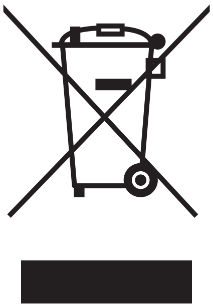
IMPORTANT

DO NOT connect this machine to a LAN connection that is subject to over-voltages.

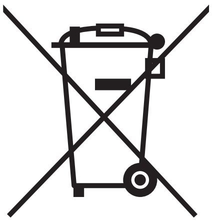
Radio interference

This product complies with EN55022 (CISPR Publication 22)/Class B. When connecting the machine to a computer, ensure that you use a USB cable which does not exceed 2 m in length.

Recycling information in accordance with the WEEE (2002/96/EC) and Battery (2006/66/EC) Directives



Product mark



Battery mark

European Union only

The product/battery is marked with one of the above recycling symbols. It indicates that at the end of the life of the product/battery, you should dispose of it separately at an appropriate collection point and not place it in the normal domestic waste stream.

For products with user replaceable batteries please refer to the users guide for replacement instructions.

International ENERGY STAR® Qualification Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® specifications for energy efficiency.

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Please see Open Source Licensing Remarks and Copyright information on the supplied CD-ROM.

(For Windows®) “X:\License.txt” (where X is your drive letter).
(For Macintosh) Double-click the CD-ROM icon on your desktop. Then double-click the **Utilities** icon. License.rtf will appear.

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- Currency
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Armed forces service or draft papers
- Passports
- Postage stamps (cancelled or uncancelled)
- Immigration papers
- Welfare documents
- Cheques or drafts drawn by governmental agencies
- Identifying badges or insignias

In addition, driving licenses and/or Certificates of Title to motor vehicles may not be copied under certain national laws.

Copyrighted works cannot be copied lawfully, subject to the “fair dealing” exception relating to sections of a copyrighted work. Multiple copies would indicate improper use. Works of art should be considered the equivalent of copyrighted works.

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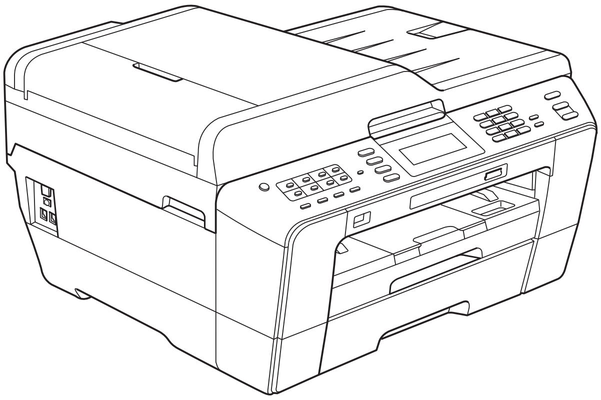
BASIC USER'S GUIDE

MFC-J6910DW



Version 0

UK/IRE/GEN

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-J6910DW

Serial Number: [1]___________________________________

Date of Purchase:___________________________________

Place of Purchase:__________________________________

[1] The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

http://www.brother.com/registration/

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips.	Printed / In the box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, PhotoCapture Center™, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms.	PDF file / Documentation CD-ROM
Network User's Guide	This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file / Documentation CD-ROM

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(BASIC USER'S GUIDE)

Table of Contents
(ADVANCED USER'S GUIDE)

The *Advanced User's Guide* explains the following features and operations.

You can view the *Advanced User's Guide* on the Documentation CD-ROM.

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Automatic Daylight Saving Time
Sleep Mode
LCD display
Mode Timer

2 Security features

Secure Function Lock 2.0

3 Sending a fax

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Additional sending operations
Polling overview

4 Receiving a fax

Memory Receive (Monochrome only)
Remote Retrieval
Additional receiving operations
Polling overview

5 Dialling and storing numbers

Voice operations
Additional dialling operations
Additional ways to store numbers

6 Printing reports

Fax reports
Reports

7 Making copies

Copy settings

8 Printing photos from a memory card or USB Flash memory drive

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Print Images
PhotoCapture Center™ print settings
Scan to a memory card or USB Flash memory drive

9 Printing photos from a camera

Printing photos directly from a PictBridge camera
Printing photos directly from a digital camera (without PictBridge)

A Routine maintenance

Cleaning and checking the machine
Packing and shipping the machine

B Glossary

C Index

1 General information

Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

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Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

Electrical Hazard icons alert you to possible electrical shock.

Accessing the Advanced User's Guide, Software User's Guide, Network User's Guide, and Network Glossary

This Basic User's Guide does not contain all the information about the machine, such as how to use the advanced features of the Fax, Copy, PhotoCapture Center™, Printer, Scanner, PC-Fax, and Network. When you are ready to learn detailed information about these operations, read the **Advanced User's Guide**, **Software User's Guide**, **Network User's Guide**, and **Network Glossary** that are on the Documentation CD-ROM.

Viewing Documentation

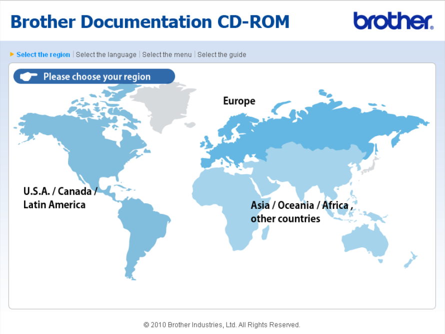
① Turn on your computer. Insert the Documentation CD-ROM into your CD-ROM drive. For Windows® users, go to step ❸.

Note

(Windows® users)
If the screen does not appear automatically, go to **My Computer (Computer)**, double-click the CD-ROM icon, and then double-click **index.html**.

② (Macintosh users)
Double-click the Documentation CD-ROM icon, and then double-click **index.html**.

3. Click your country.


Brother Documentation CD-ROM
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Select the region | Select the language | Select the menu | Select the guide
Please choose your region
Europe
U.S.A. / Canada / Latin America
Asia / Oceania / Africa , other countries

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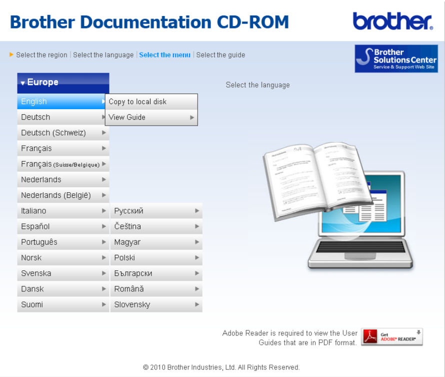
4. Point to your language, point to **View Guide**, and then click the guide you want to read.



Adobe Reader is required to view the User Guides that are in PDF format.

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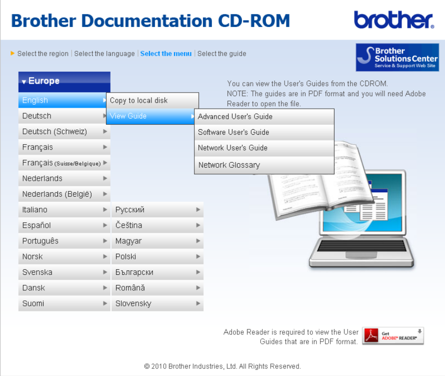

You can view the User's Guides from the CDROM.
NOTE: The guides are in PDF format and you will need Adobe Reader to open the file.

Adobe Reader is required to view the User Guides that are in PDF format.

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Note

- (Windows® users only)
  Your Web browser may display a yellow bar at the top of the page that contains a security warning about Active X controls. For the page to display correctly you must click on the bar, click **Allow Blocked Content**, then click **Yes** in the Security Warning dialog box.
- (Windows® users only) [1]
  For faster access, you can copy all user documentation in PDF format to a local folder on your computer. Point to your language, then click **Copy to local disk**.

---

[1] Microsoft® Internet Explorer® 6.0 or greater.

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide

- *Scanning*
- *ControlCenter*
- *Network Scanning*

ScanSoft™ PaperPort™12SE with OCR How-to-Guides (Windows® users)

- The complete ScanSoft™ PaperPort™12SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™12SE application.

  (Windows® 2000 users need to download and install PaperPort™11SE from website.)

Presto! PageManager User's Guide (Macintosh users)

Note

Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

- The complete Presto! PageManager User's Guide can be viewed from the Help selection in the Presto! PageManager application.

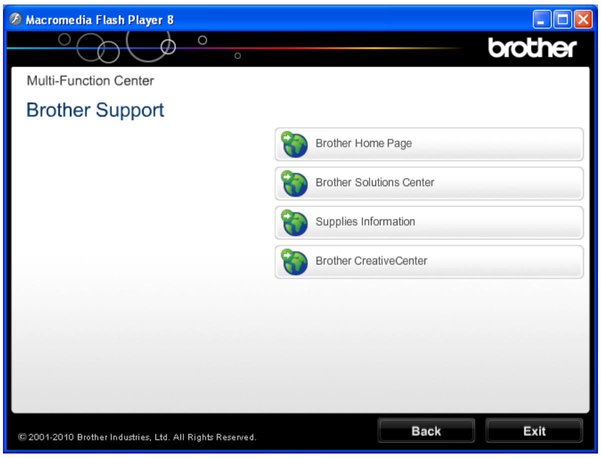
How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, you can also follow the steps in the Quick Setup Guide. For more information about network setup, please see the *Network User's Guide* on the Documentation CD-ROM.

Accessing Brother Support (Windows®)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the Installation CD-ROM.

- Click **Brother Support** on the top menu. The following screen will appear:

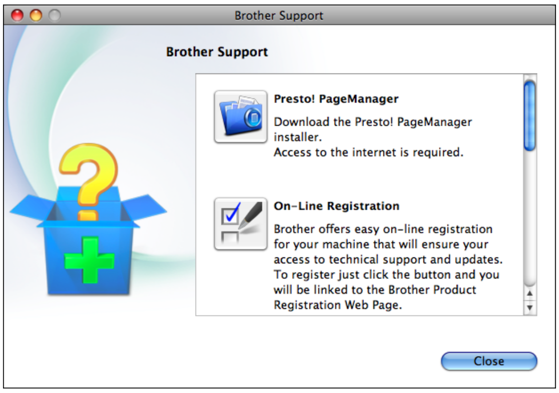


- To access our website (http://www.brother.com/), click **Brother Home Page**.
- For the latest news and product support information (http://solutions.brother.com/), click **Brother Solutions Center**.
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click **Supplies Information**.
- To access the Brother CreativeCenter (http://www.brother.com/creativecenter/) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.
- To return to the top menu, click **Back** or if you have finished, click **Exit**.

Accessing Brother Support (Macintosh)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the Installation CD-ROM.

- Double-click the **Brother Support** icon. The following screen will appear:



Presto! PageManager

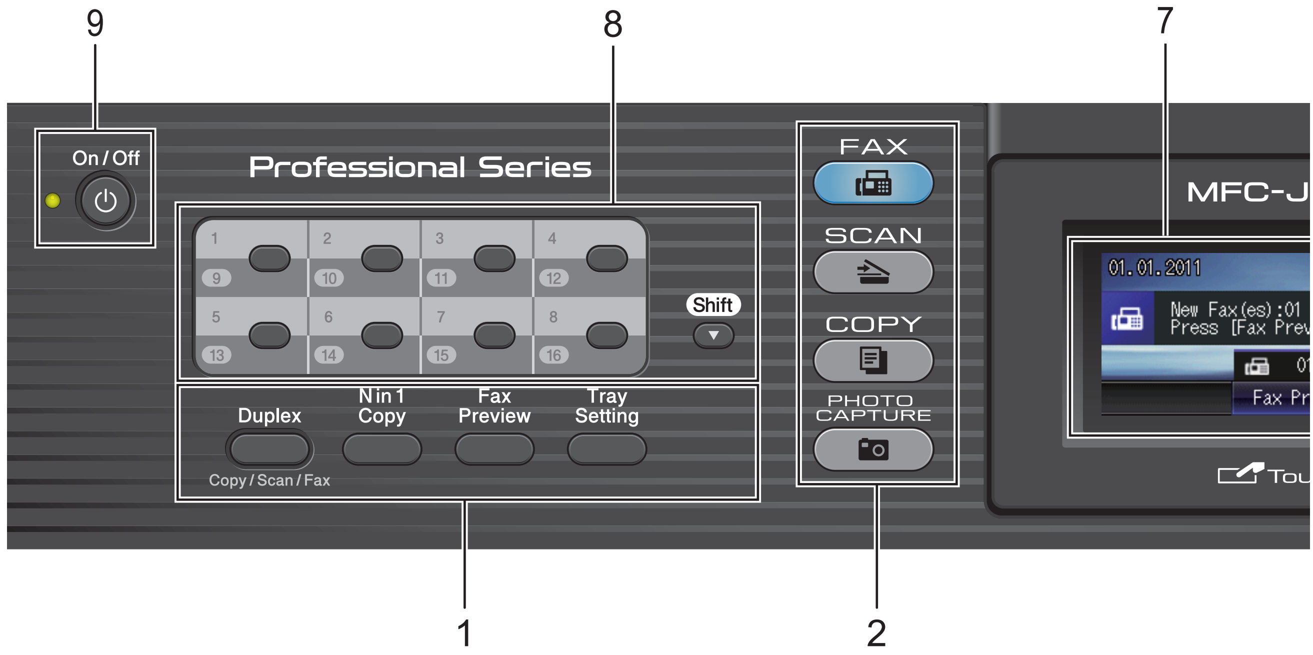
Download the Presto! PageManager installer.
Access to the internet is required.

On-Line Registration

Brother offers easy on-line registration for your machine that will ensure your access to technical support and updates. To register just click the button and you will be linked to the Brother Product Registration Web Page.

- To download and install Presto! PageManager, click **Presto! PageManager**.
- To register your machine from the Brother Product Register Page (http://www.brother.com/registration/), click **On-Line Registration**.
- For the latest news and product support information (http://solutions.brother.com/), click **Brother Solutions Center**.
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click **Supplies Information**.

Control panel overview



1 **Fax and Copy keys:**

- **Duplex**

  Press this key to copy, scan or fax both sides of the paper.

- **N in 1 Copy**

  Press this key to make N in 1 or Poster copies.

- **Fax Preview**

  Lets you preview incoming faxes on the LCD.

- **Tray Setting**

  Press this key to choose the tray you want to use for printing.

2 **Mode keys:**

- **FAX**

  Lets you access Fax mode.

- **SCAN**

  Lets you access Scan mode.

- **COPY**

  Lets you access Copy mode.

- **PHOTO CAPTURE**

  Lets you access PhotoCapture Center™ mode.

3 **Dial Pad**

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

This function transfers to the touchscreen during some operations.

The **#** key lets you temporarily switch the dialling mode during a telephone call from Pulse to Tone.

4 **Telephone keys:**

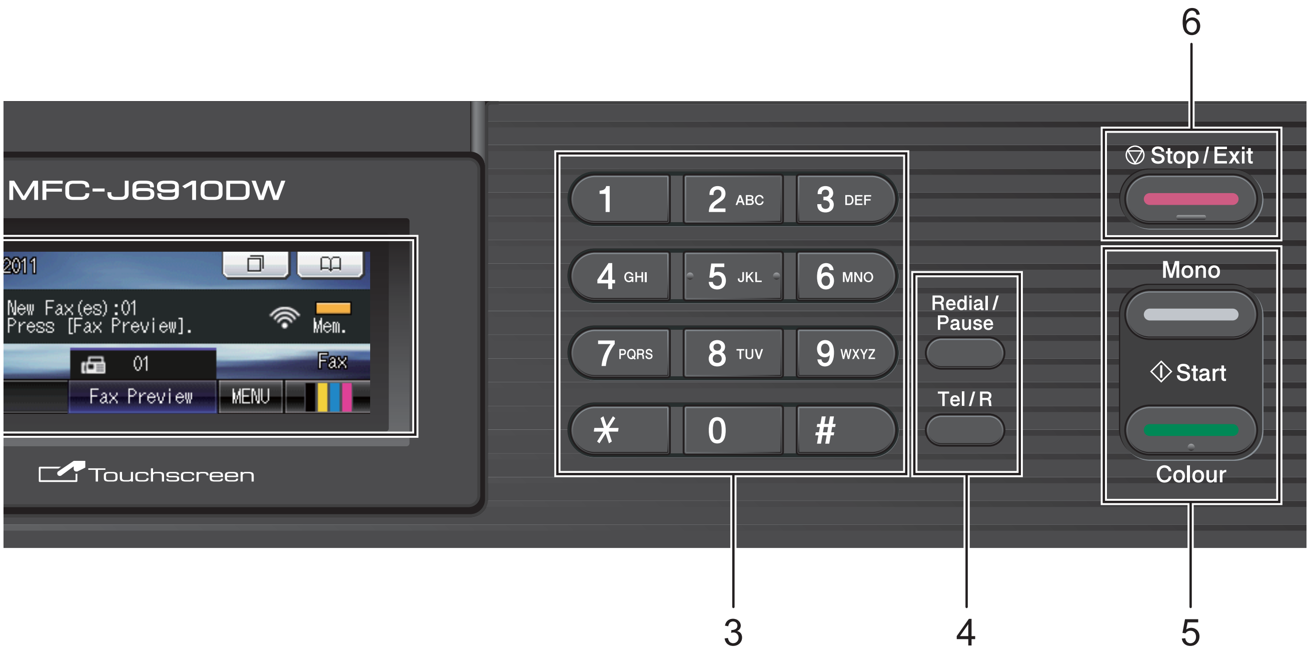
- **Redial/Pause**

  Redials the last 30 numbers called. It also inserts a pause when dialling.

- **Tel/R**

  This key is used to have a telephone conversation after picking up the external handset during the F/T Ring (fast double-ring).

  Also, when connected to a PBX, you can use this key to gain access to an outside line or to transfer a call to another extension.



5 **Start keys:**

- **Mono Start**

  Lets you start sending faxes or making copies in monochrome. Also lets you start a scanning operation (in colour or mono depending on the scan setting in the ControlCenter software).

- **Colour Start**

  Lets you start sending faxes or making copies in full colour. Also lets you start a scanning operation (in colour or mono, depending on the scan setting in the ControlCenter software).

6 **Stop/Exit**

Stops an operation or exits the menu.

7 **LCD (Liquid Crystal Display)**

This is a Touchscreen LCD. You can access the menus and options by pressing buttons displayed on the screen.

Also, you can adjust the angle of the LCD by lifting it.

8 **One Touch keys**

These 8 keys give you instant access to 16 previously stored numbers.

Shift

To access One Touch numbers 9 to 16, hold down **Shift** as you press the One Touch key.

Also, if no number is assigned to the key, you can directly store the number by pressing the empty key.

9 **On/Off**

You can turn the machine on and off.

Press **On/Off** to turn the machine on.

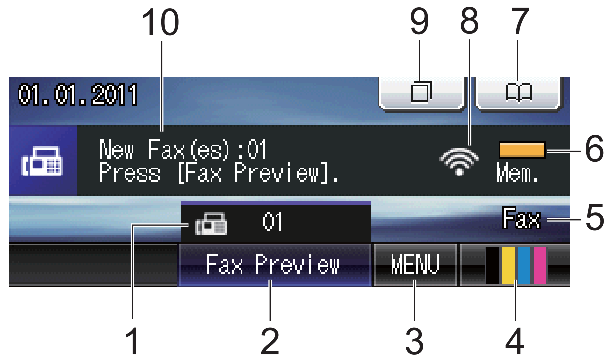
Press and hold down **On/Off** to turn the machine off. The LCD will show `Shutting Down` and will stay on for a few seconds before going off.

If you have connected an external telephone or TAD, it is always available.

If you turn the machine off, it will still periodically clean the print head to maintain print quality. To prolong print head life, provide the best ink cartridge economy, and maintain print quality, you should keep your machine connected to the power at all times.

LCD screen indications

The LCD shows the current machine status when the machine is idle.



New Fax(es):01
Press [Fax Preview].

1 **Faxes in memory**

Shows how many received faxes are in the memory.

2 **Fax Preview**

Lets you preview received fax.

3 **MENU**

Lets you access the main menu.

4 **Ink indicator**

Lets you see the available ink volume.

Also, lets you access the `Ink` menu.

5 **Current Receive Mode**

Lets you see the current receive mode.

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

6 **Memory Status**

Lets you see the available memory in the machine.

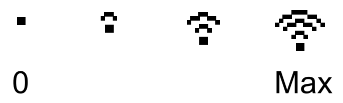
7 **Phone Book**

Lets you set up your phone book of One Touch Dial, Speed Dial and Group numbers.

Also, you can search the phone book for the number you want to dial.

8 **Wireless Status**

A four level indicator shows the current wireless signal strength if you are using a wireless connection.



9 **Call History**

Lets you view a list of outgoing calls and the caller ID history.

Also, lets you fax the number you have chosen from the lists.

10 **New Fax(es)**

When `Fax Preview` is set to `On`, you can see how many new faxes you have received.

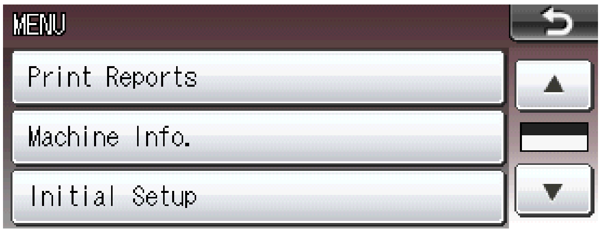
The warning icon ! appears when there is an error or maintenance message. For details, see *Error and Maintenance messages* on page 72.

Basic Operations

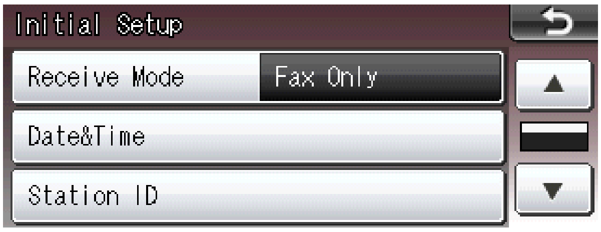
To operate the Touchscreen use your finger to press the `MENU` or option button directly on the LCD screen. To display and access all the screen menus or options in a setting, press ◀ ▶ or ▲ ▼ to scroll through them.

The following steps show how to change a setting in the machine. In this example the Receive mode setting is changed from `Fax Only` to `Fax/Tel`.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Initial Setup`.

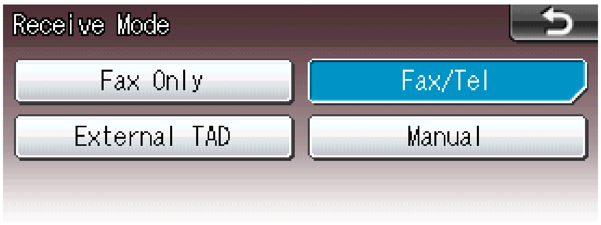


3. Press `Initial Setup`.
4. Press ▲ or ▼ to display `Receive Mode`.



Receive Mode Fax Only
Date&Time
Station ID

5. Press `Receive Mode`.
6. Press `Fax/Tel`.



Note

Press ↩ to go back to the previous level.

7. Press **Stop/Exit**.

Volume Settings

Ring Volume

You can choose a range of ring volume levels, from `High` to `Off`. The machine will keep your new default setting until you change it.

Setting the Ring Volume from the menu

1. Press `MENU`.
2. Press ▲ or ▼ to display `General Setup`.
3. Press `General Setup`.
4. Press ▲ or ▼ to display `Volume`.
5. Press `Volume`.
6. Press `Ring`.
7. Press `Low`, `Med`, `High` or `Off`.
8. Press **Stop/Exit**.

Beeper Volume

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

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

1. Press `MENU`.
2. Press ▲ or ▼ to display `General Setup`.
3. Press `General Setup`.
4. Press ▲ or ▼ to display `Volume`.
5. Press `Volume`.
6. Press `Beeper`.
7. Press `Low`, `Med`, `High` or `Off`.
8. Press **Stop/Exit**.

Speaker Volume

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

1. Press `MENU`.
2. Press ▲ or ▼ to display `General Setup`.
3. Press `General Setup`.
4. Press ▲ or ▼ to display `Volume`.
5. Press `Volume`.
6. Press `Speaker`.
7. Press `Low`, `Med`, `High` or `Off`.
8. Press **Stop/Exit**.

LCD display

Setting the backlight brightness

If you are having difficulty reading the LCD, try changing the brightness setting.

1. Press `MENU`.
2. Press ▲ or ▼ to display `General Setup`.
3. Press `General Setup`.
4. Press ▲ or ▼ to display `LCD Settings`.
5. Press `LCD Settings`.
6. Press `Backlight`.
7. Press `Light`, `Med` or `Dark`.
8. Press **Stop/Exit**.

2 Loading paper

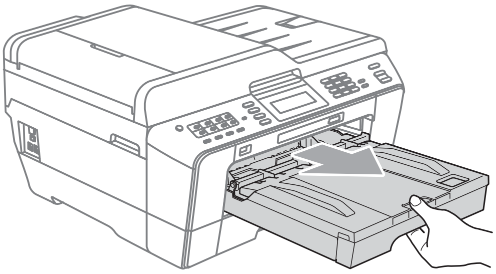
Loading paper and other print media

Note

For Tray #2, see *Loading paper in paper tray #2* on page 13.

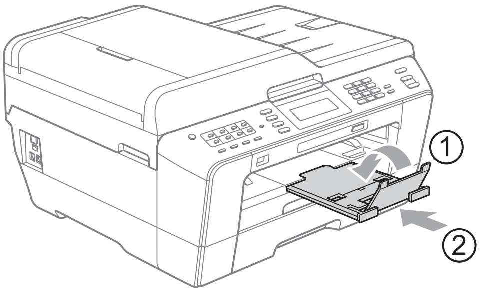
Loading paper in paper tray #1

① Pull the paper tray completely out of the machine.



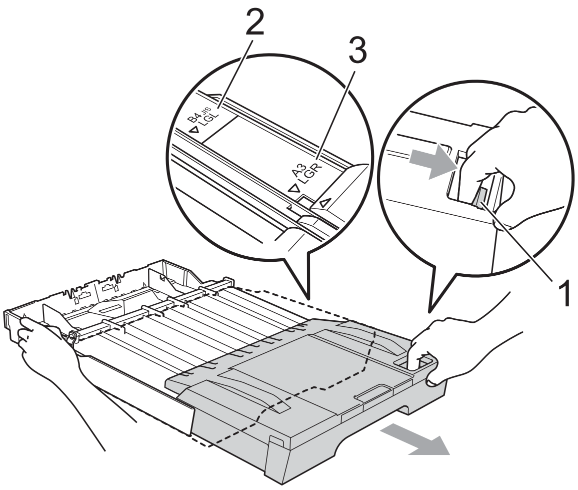
Note

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



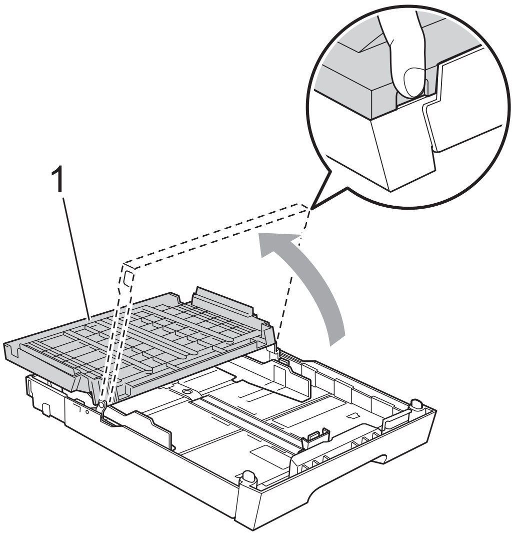
Note

- When you are using A3, Legal or Ledger size paper, press the universal guide release button (1) as you slide out the front of the paper tray. Make sure that when using Legal or A3 or Ledger size paper, the triangular mark on the output paper tray cover is aligned with the line indicating Legal (2) or A3 or Ledger (3) size, as shown in the illustration.

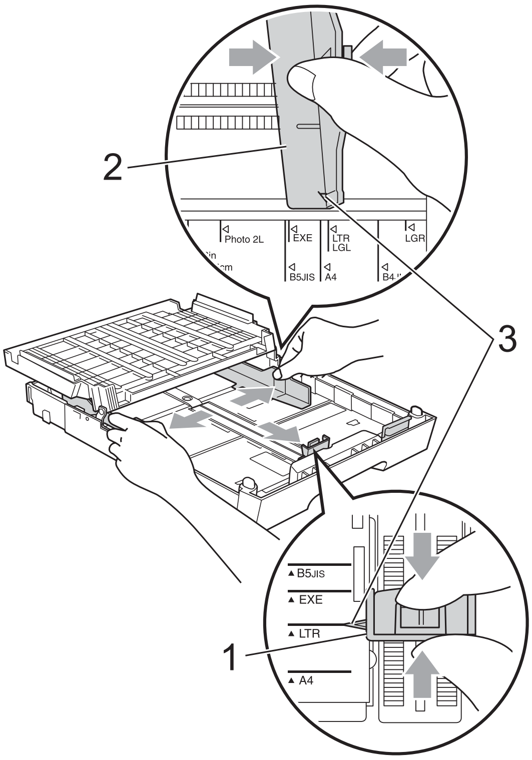


- If you are using A5 or smaller size paper, make sure that the paper tray is not extended.
- When you load a different paper size in a tray, you will need to change the paper size setting in the machine at the same time. (See *Paper Size and Type* on page 22.)

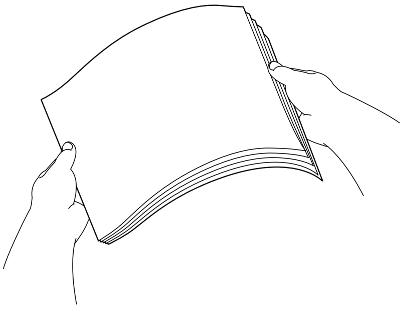
2. Open the output paper tray cover (1).



3. With both hands, gently press and slide the paper length guide (1) and then the paper side guides (2) to fit the paper size.
   Make sure that the triangular marks (3) on the paper length guide (1) and paper side guides (2) line up with the mark for the paper size you are using.



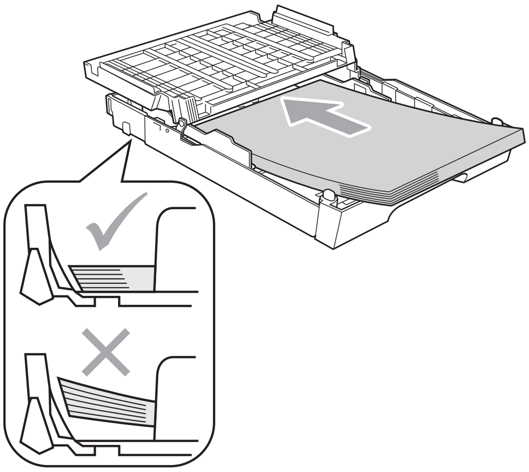
4. Fan the stack of paper well to avoid paper jams and misfeeds.



Note

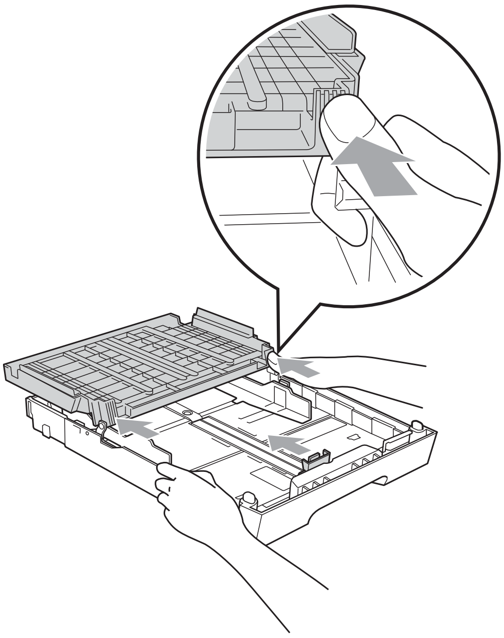
Always make sure that the paper is not curled.

5. Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.

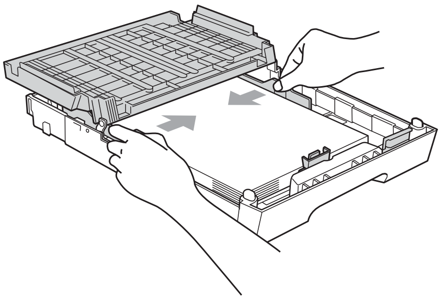


Note

When you put Photo L size into the paper tray, you need to release the hinges on both sides of the output paper tray cover, and push the cover over. And then slide the paper length guide.



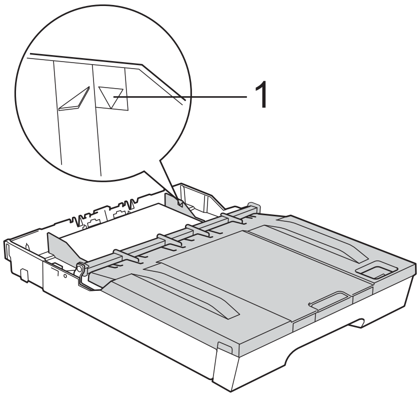
6 Gently adjust the paper side guides to the paper with both hands.
Make sure the paper side guides touch the sides of the paper.



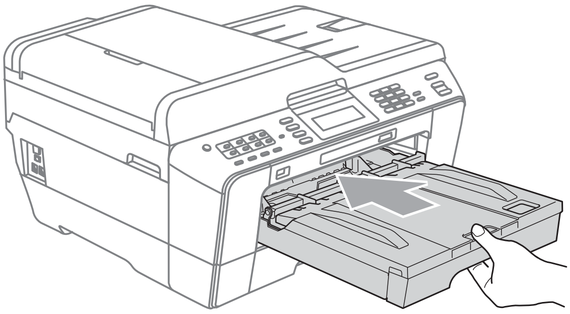
Note

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

7 Close the output paper tray cover.
Check that the paper is flat in the tray and below the maximum paper mark (1).
Overfilling the paper tray may cause paper jams.



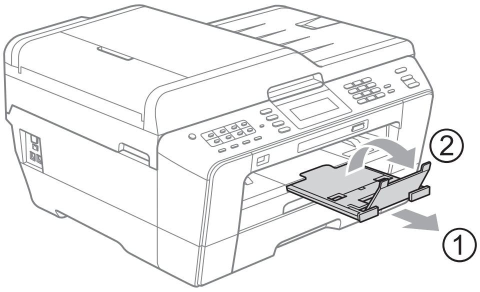
8 Slowly push the paper tray completely into the machine.



⚠ WARNING

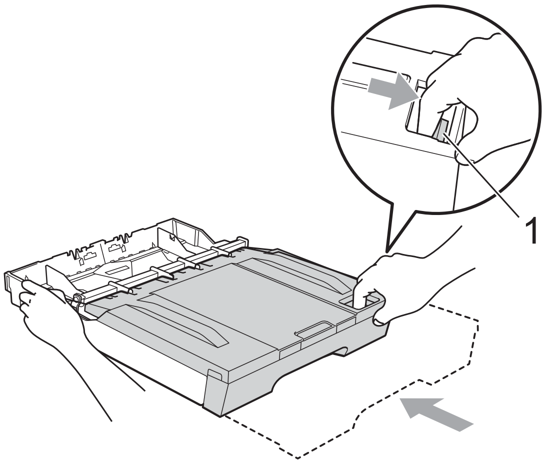
DO NOT push Tray #1 into the machine too quickly. Doing this may cause injury to your hand by trapping it between Tray #1 and Tray #2. Please push Tray #1 slowly.

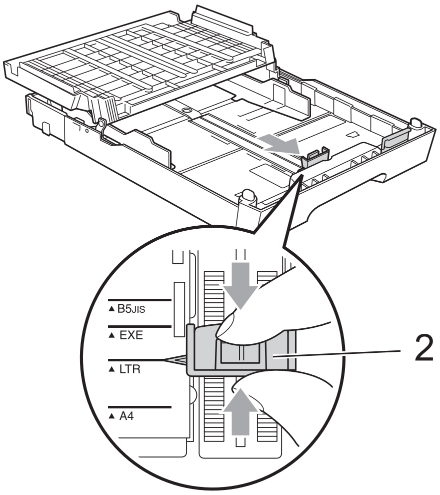
9 While holding the paper tray in place, pull out the paper support (1) until it clicks and unfold the paper support flap (2).



Note

Before you shorten Tray #1, take the paper out of the tray. Then shorten the tray by pressing the universal guide release button (1). Adjust the paper length guide (2) to fit the paper size you are going to use. Then put the paper into the tray.



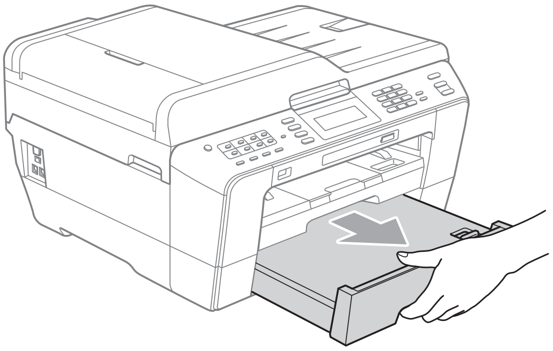


Loading paper in paper tray #2

Note

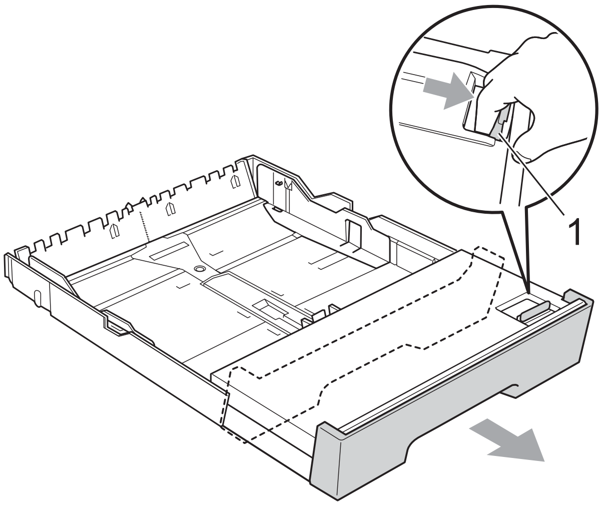
You can only use plain paper sizes A4, A3, Ledger, Letter or Legal in Tray #2.

1 Pull the paper tray completely out of the machine.

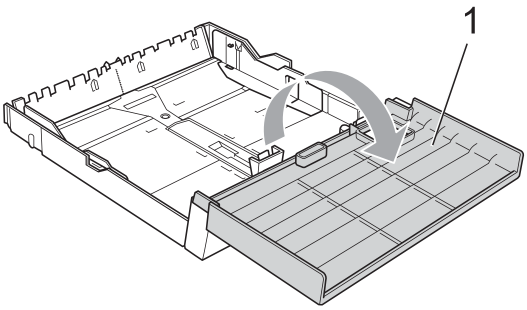


Note

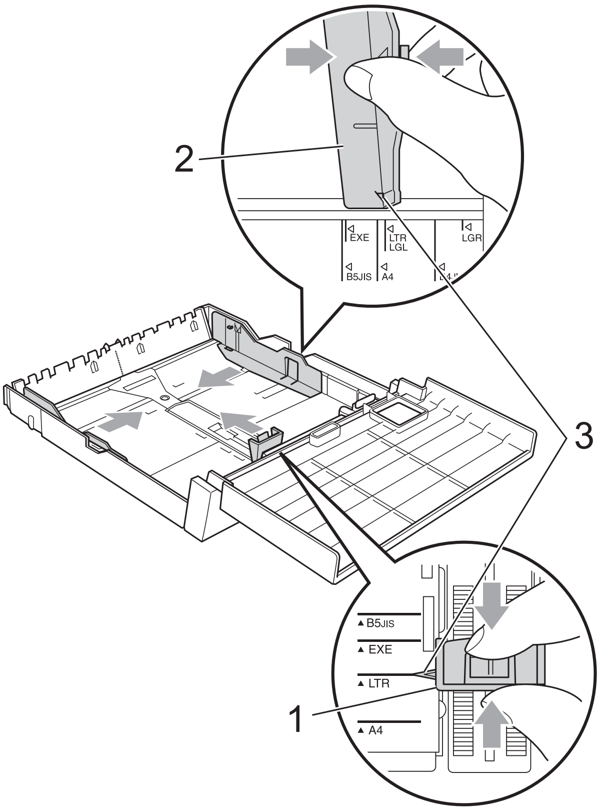
- If you are using A3, Ledger or Legal size paper, press the universal guide release button (1) as you slide out the front of the paper tray until it clicks.
- You can check if the length of the tray is adjusted correctly by opening the paper tray cover.



2 Open the paper tray cover (1).



3 Using both hands, gently press and slide the paper length guide (1) and then the paper side guides (2) to fit the paper size.
Make sure that the triangular marks (3) on the paper length guide (1) and paper side guides (2) line up with the marks for the paper size you are using.

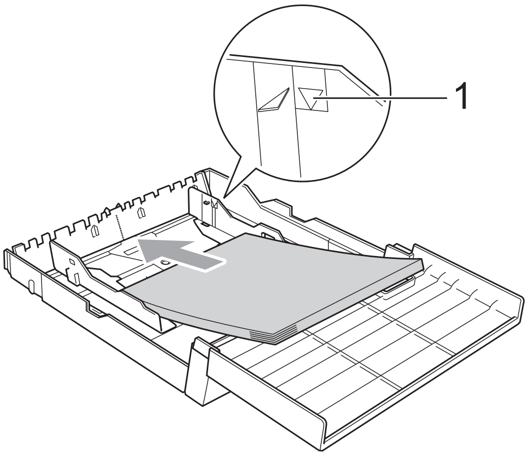


4 Fan the stack of paper well to avoid paper jams and misfeeds.

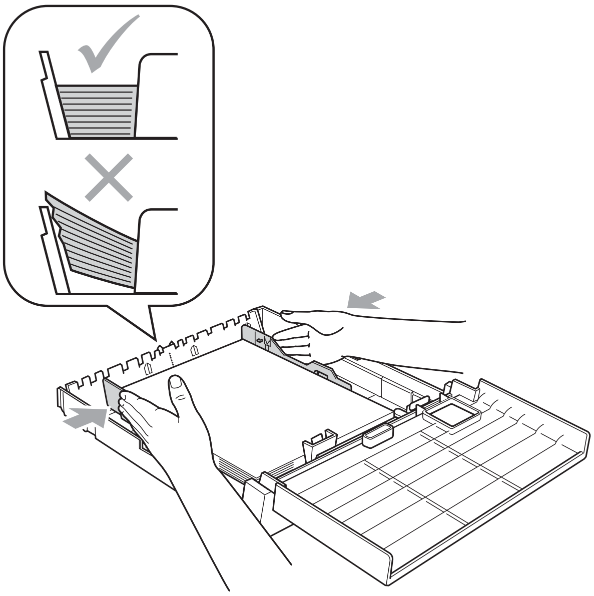
Note

Always make sure that the paper is not curled.

5 Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray and below the maximum paper mark (1).
Overfilling the paper tray may cause paper jams.



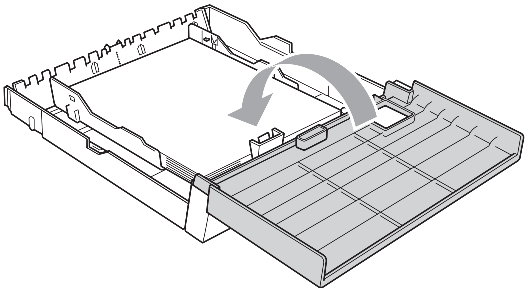
6 Using both hands, gently adjust the paper side guides so they touch the sides of the paper stack.



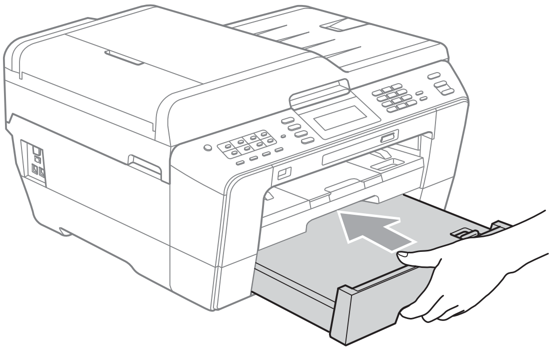
Note

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

7 Close the paper tray cover.



8 *Slowly* push the paper tray back into the machine.



9 Do one of the following:

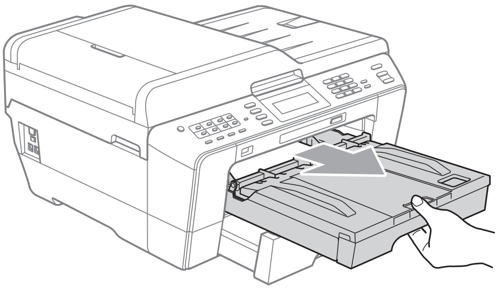
- If you are using A3, Ledger or Legal size paper, go to step ❿.

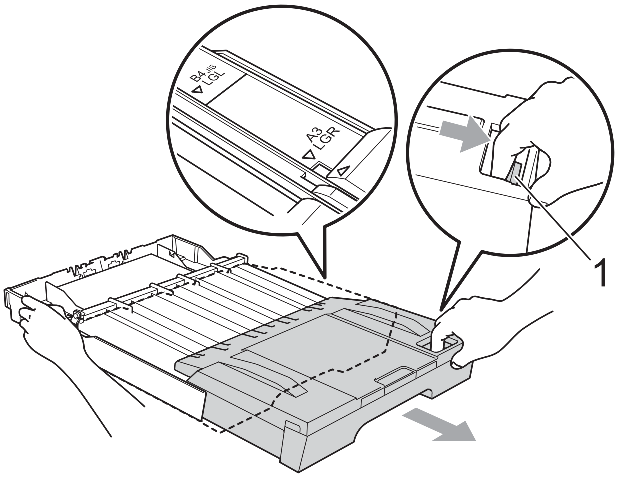
Note

When you are using large size paper in Tray #2, you may need to extend Tray #1 out over Tray #2 to prevent printed pages from falling off the output tray.

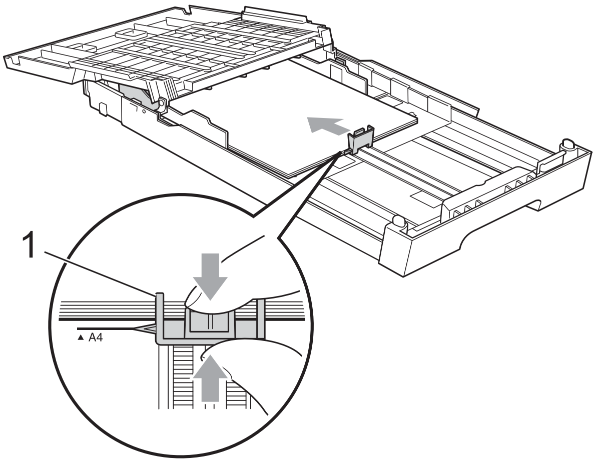
- If you are using A4 or Letter size paper, go to step ⓭.

10 Pull tray #1 out of the machine. Press the universal guide release button (1) as you slide out the front of the paper tray.

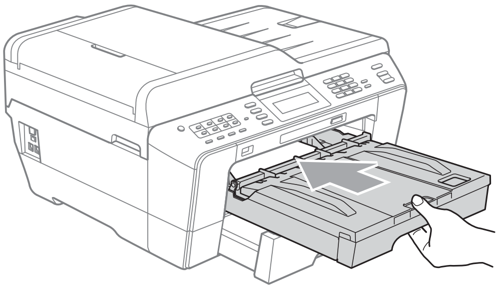




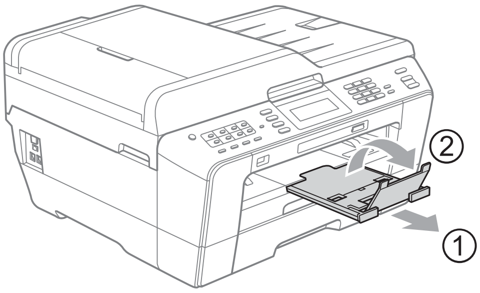
11 Open the output paper tray cover and adjust the paper length guide (1) for the paper.



12. Close the output paper tray cover and *slowly* push the paper tray into the machine.

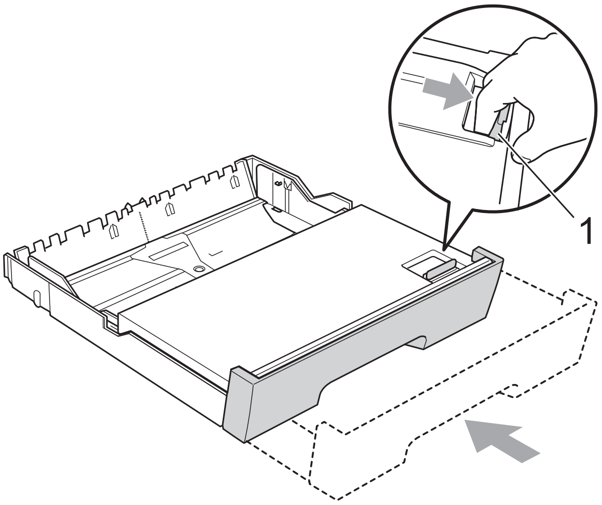


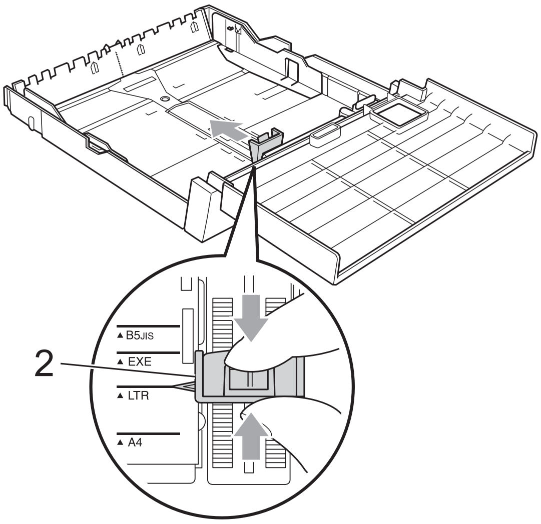
13. Pull out the paper support (1) until it clicks and unfold the paper support flap (2).



Note

If you are finished using A3, Ledger or Legal size paper and want to use a smaller paper size, take the paper out of the tray. Then shorten the tray by pressing the universal guide release button (1). Adjust the paper length guide (2) to fit the paper size you are going to use. Then put the smaller paper into the tray.





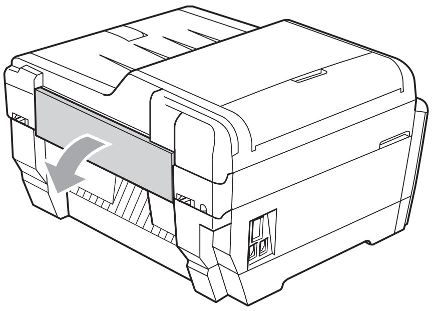
Loading paper in the manual feed slot

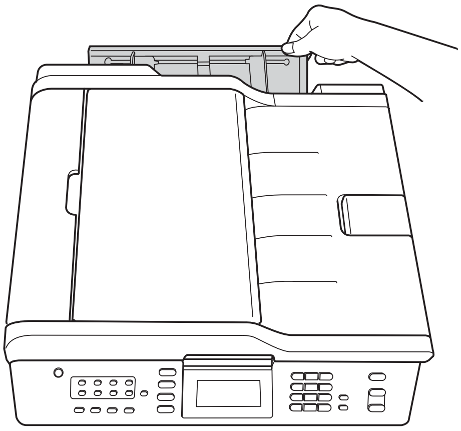
You can load special print media one at a time into this slot. Use the manual feed slot to print or copy on envelopes, labels or thicker paper.

Note

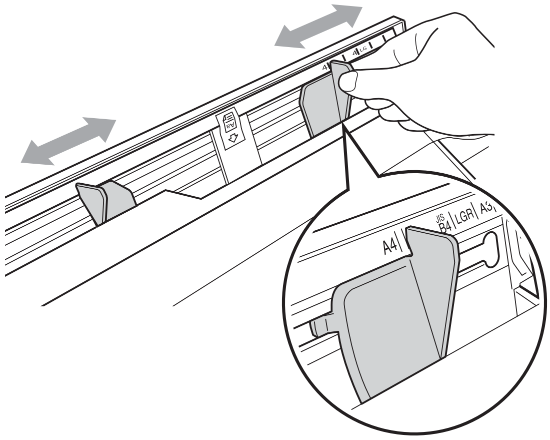
The machine automatically turns on the Manual Feed mode when you put paper in the manual feed slot.

1. Open the manual feed slot cover.

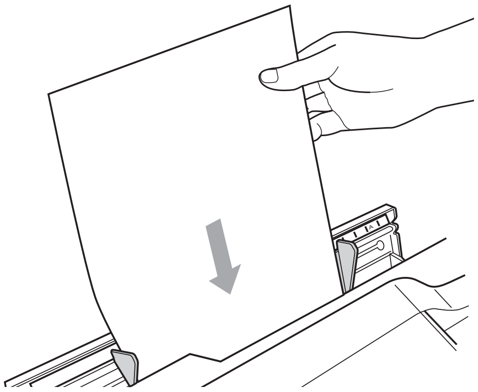




2. Slide the manual feed slot paper guides to fit the paper width that you are going to use.



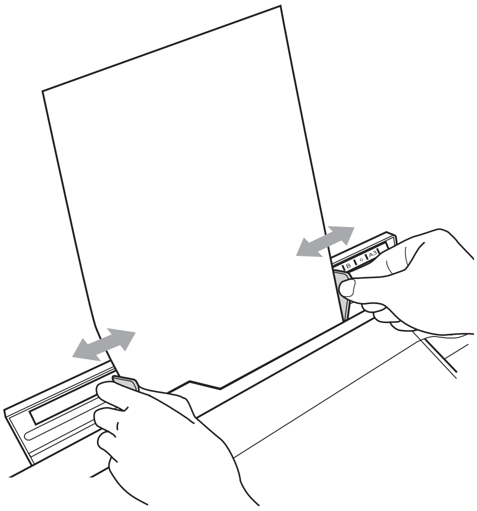
3. Put *only* one sheet of paper in the manual feed slot with the side to be printed *face up*.



IMPORTANT

- DO NOT put more than one sheet of paper in the manual feed slot at any time. Doing this may cause a paper jam. Wait until the LCD shows `Put paper in Manual Feed Slot Then Press Start` before you feed the next sheet of paper in the manual feed slot.
- DO NOT put paper in the manual feed slot when you are printing from Tray #1 or Tray #2. Doing this may cause a paper jam.

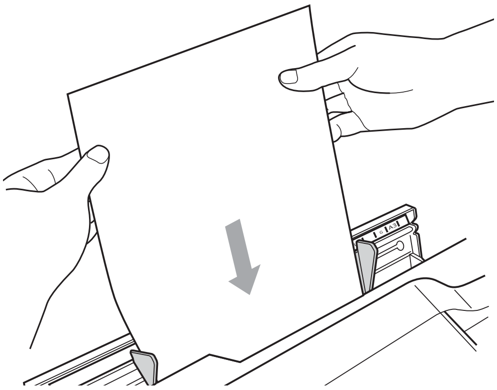
4 Using both hands gently adjust the manual feed slot paper guides to fit the paper.



Note

- DO NOT press the paper guides too tightly against the paper. Doing this may cause the paper to fold.
- Place the paper in the centre of the manual feed slot between the paper guides. If the paper is not centred, pull it out and insert it again at the centre position.

5 Using both hands, put one sheet of paper in the manual feed slot until the front edge touches the paper feed roller and the machine beeps. Let go of the paper when you feel the machine feed the paper in a short distance. The LCD will show `Manual Feed Slot ready`.



Note

When loading an envelope, or a sheet of thick paper, push the envelope into the manual feed slot until you feel it grab the envelope.

6 If the data does not fit on one page, the LCD will prompt you to load another page. Place another sheet of paper in the manual feed slot, and then press **Mono Start** or **Colour Start**.

Note

- Make sure printing has finished before you close the manual feed slot.
- When paper is placed in the manual feed slot, the machine always prints from the manual feed slot.
- Paper inserted in the manual feed slot while a test page, fax or report is being printed will be ejected.
- During the machine's cleaning process, paper you place in the manual feed slot will be ejected. Wait until the machine finishes its cleaning, and then put the paper into the manual feed slot again.

Loading envelopes and postcards

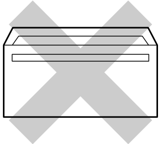
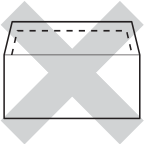
About envelopes

- Use envelopes that weigh between 80 to 95 g/m^2.
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing many envelopes.

IMPORTANT

DO NOT use any of the following types of envelopes, as they will cause paper feed problems:

- That are of a baggy construction.
- That have windows.
- That are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.

Glue	Double flaps
	

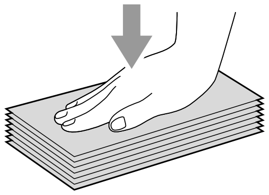
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

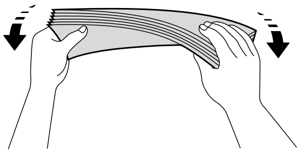
Loading envelopes and postcards

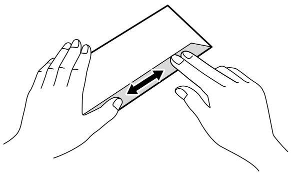
① Before loading, press the corners and sides of envelopes or postcards to make them as flat as possible.

IMPORTANT

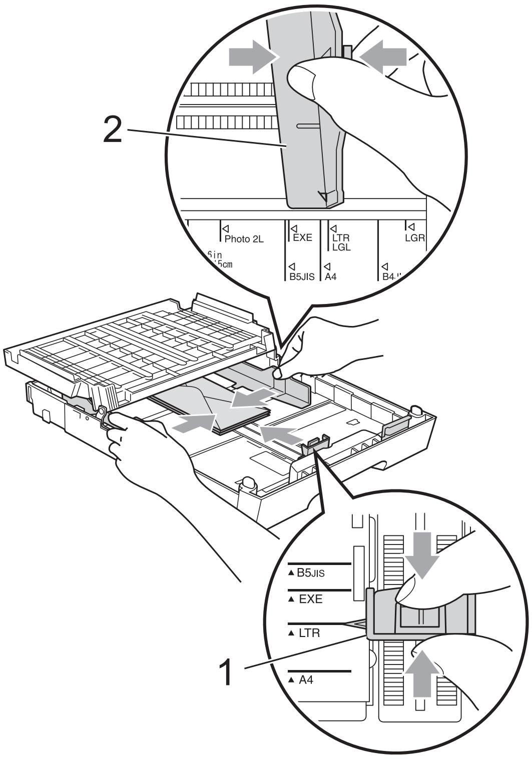
If envelopes or postcards are “double-feeding”, put one envelope or postcard in the paper tray at a time.





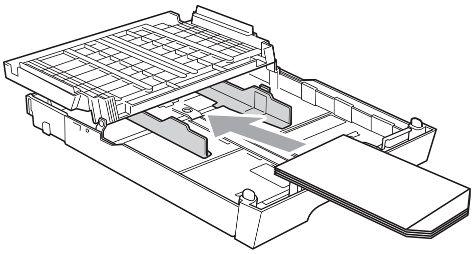


2. Put envelopes or postcards in the paper tray with the address side down and the leading edge (top of the envelopes) in first. Using both hands, gently press and slide the paper length guide (1) and paper side guides (2) to fit the size of the envelopes or postcards.



If you have problems when printing on envelopes, try the following suggestions:

1. Open the envelope flap.
2. Make sure the open flap is to the back edge of the envelope when printing.

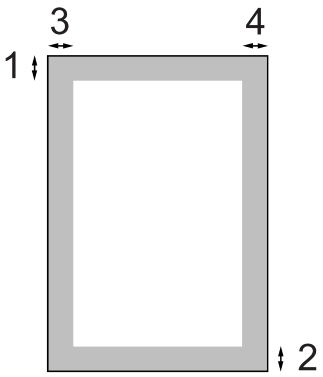


3. Adjust the size and margin in your application.

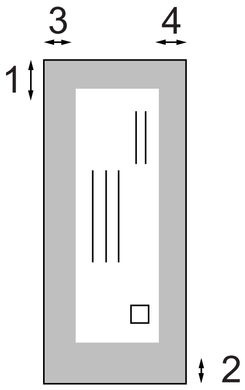
Printable area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes. The machine can print in the shaded areas of cut sheet paper when the Borderless print feature is available and turned on. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide*.)

Cut Sheet Paper



Envelopes



	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	3 mm	3 mm	3 mm	3 mm
Cut Sheet (Duplex print when using A3 or Ledger size)	22 mm	22 mm	3 mm	3 mm
Envelopes	22 mm [1]	22 mm	3 mm	3 mm

[1] The top margin of Y4 envelopes is 12 mm.

Note

The Borderless feature is not available for envelopes and duplex printing.

Paper settings

Paper Size and Type

To get the best print quality, set the machine for the type of paper you are using.

You can use seven sizes of paper for printing copies: A4, A5, A3, 10 × 15 cm, Letter, Legal and Ledger and five sizes for printing faxes: A4, A3, Ledger, Letter and Legal. When you load a different size of paper in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.

1. Press **Tray Setting**.
2. Press the displayed paper size or paper type for `Tray#1`, or press the displayed paper size for `Tray#2`.
3. Do one of the following:
   - If you chose the paper size for `Tray#1`, press ◄ or ► to display the paper size options, and press `A4`, `A5`, `A3`, `10x15cm`, `Letter`, `Legal` or `Ledger`.
   - If you chose the paper type of `Tray#1`, press `Plain Paper`, `Inkjet Paper`, `Brother BP71`, `Brother BP61`, `Other Glossy` or `Transparency`.
   - If you chose `Tray#2`, press `A4`, `A3`, `Letter`, `Legal` or `Ledger`.
4. Press **Stop/Exit**.

Note

- You can only use plain in `Tray#2`.
- The machine ejects paper with printed surfaces face up onto the paper tray in front of the machine. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

Tray use in Copy mode

You can change the default tray the machine will use for printing copies.

`Auto Select` will allow your machine to feed paper from either Tray #1 or Tray #2, using the paper type and size settings from the **COPY** key menu.

To change the default setting follow the instructions below:

1. Press **Tray Setting**.
2. Press ▲ or ▼ to display `Tray Use:Copy`.
3. Press `Tray Use:Copy`.
4. Press `Tray#1`, `Tray#2` or `Auto Select`.
5. Press **Stop/Exit**.

Note

You can change the paper size and tray selection temporarily for the next copy by using the Copy mode key. (See *Paper Size* on page 56 and *Tray Select* on page 57.)

Tray use in Fax mode

You can change the default tray the machine will use for printing received faxes.

`Auto Select` will allow your machine to take paper from Tray #1 first, or from Tray #2 if:

- Tray #2 is set to a different paper size that is more suitable for the received faxes.
- Both trays are using the same size paper and Tray #1 is not set to use plain paper.

1. Press **Tray Setting**.
2. Press ▲ or ▼ to display `Tray Use:Fax`.
3. Press `Tray Use:Fax`.
4. Press `Tray#1`, `Tray#2` or `Auto Select`.
5. Press **Stop/Exit**.

Secure Paper Feed mode for A3 size Short Grain Paper

If your prints have horizontal lines when using A3 paper, your paper may be long grain paper. Set `A3 - Short Grain` to `Off` to avoid this problem.

1. Press `MENU`.
2. Press ▲ or ▼ to display `General Setup`.
3. Press `General Setup`.
4. Press ▲ or ▼ to display `A3 - Short Grain`.
5. Press `A3 - Short Grain`.
6. Press `Off`.
7. Press **Stop/Exit**.

Note

- If you are not sure about the type of paper you are using, consult the paper packaging or manufacturer for paper specifications.
- Printing will be slower when using the `A3 - Short Grain` setting `On`.

Acceptable paper and other print media

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

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

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

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to choose the correct print media in the "**Basic**" tab of the printer driver or in the Paper Type setting of the menu. (See *Paper Size and Type* on page 22.)
- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
- When you use transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended print media

To get the best print quality, we suggest using Brother paper. (See the table below.)

If Brother paper is not available in your country, we recommend testing various papers before purchasing large quantities.

We recommend using "3M Transparency Film" when you print on transparencies.

Brother paper

Paper Type	Item
A3 Plain	BP60PA3
A3 Glossy Photo	BP71GA3
A3 Inkjet (Matte)	BP60MA3
A4 Plain	BP60PA
A4 Glossy Photo	BP71GA4
A4 Inkjet (Matte)	BP60MA
10 × 15 cm Glossy Photo	BP71GP

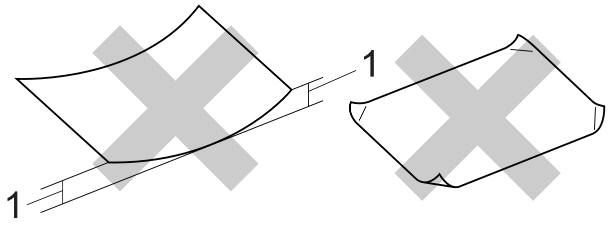
Handling and using print media

- Store paper in its original packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of photo paper. Load photo paper with the shiny side facing down.
- Avoid touching either side of transparencies because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

IMPORTANT

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



1 2 mm or greater curl may cause jams to occur.

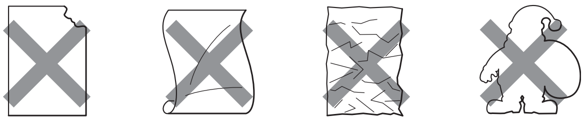
- Extremely shiny or highly textured paper
- Paper that cannot be arranged uniformly when stacked
- Short grain paper

Labels

Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

Types of labels to avoid

Do not use labels that are damaged, curled, wrinkled or an unusual shape.



IMPORTANT

- DO NOT feed part used label sheets. The exposed carrier sheet will damage your machine.
- DO NOT reuse or insert labels that have previously been used or are missing few labels on the sheet.

Paper capacity of the output paper tray cover

Up to 50 sheets of 80 g/m^2 A4 paper.

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

Choosing the right print media

Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	**Copy**	**Photo Capture**	**Printer**
Cut Sheet	A3	297 × 420 mm (11.7 × 16.5 in.)	Yes	Yes	Yes	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	Yes	Yes	Yes	Yes
	Ledger	279.4 × 431.8 mm (11 × 17 in.)	Yes	Yes	Yes	Yes
	Letter	215.9 × 279.4 mm (8 1/2 × 11 in.)	Yes	Yes	Yes	Yes
	Legal	215.9 × 355.6 mm (8 1/2 × 14 in.)	Yes	Yes	–	Yes
	Executive	184 × 267 mm (7 1/4 × 10 1/2 in.)	–	–	–	Yes
	JIS B4	257 × 364 mm (10.1 × 14.3 in.)	–	–	–	User Defined
	JIS B5	182 × 257 mm (7.2 × 10.1 in.)	–	–	–	User Defined
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes
	A6	105 × 148 mm (4.1 × 5.8 in.)	–	–	–	Yes
Cards	Photo	10 × 15 cm (4 × 6 in.)	–	Yes	Yes	Yes
	Photo L	89 × 127 mm (3 1/2 × 5 in.)	–	–	–	Yes
	Photo 2L	13 × 18 cm (5 × 7 in.)	–	–	Yes	Yes
	Index Card	127 × 203 mm (5 × 8 in.)	–	–	–	Yes
	Postcard 1	100 × 148 mm (3.9 × 5.8 in.)	–	–	–	User Defined
	Postcard 2 (Double)	148 × 200 mm (5.8 × 7.9 in.)	–	–	–	User Defined
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	–	–	–	Yes
	DL Envelope	110 × 220 mm (4.3 × 8.7 in.)	–	–	–	Yes
	COM-10	105 × 241 mm (4 1/8 × 9 1/2 in.)	–	–	–	Yes
	Monarch	98 × 191 mm (3 7/8 × 7 1/2 in.)	–	–	–	Yes
	Y4 Envelope	105 × 235 mm (4.1 × 9.3 in.)	–	–	–	Yes
Transparencies	A4	210 × 297 mm (8.3 × 11.7 in.)	–	Yes	–	Yes
	Letter	215.9 × 279.4 mm (8 1/2 × 11 in.)	–	Yes	–	Yes
	Legal	215.9 × 355.6 mm (8 1/2 × 14 in.)	–	Yes	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes
Labels [1]			–	–	–	User Defined

[1] Manual Feed Slot only

Paper capacity of the paper trays

	Paper size	Paper types	No. of sheets
Tray #1	A4, Ledger, A3, Legal, Executive, Letter, A5, A6, JIS B4, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, Y4), Photo, Photo L, Photo 2L, Index Card, Postcard 1, Postcard 2	Plain Paper	250 [1]
		Inkjet Paper	20
		Glossy Paper, Photo	20
		Index Card, Postcard	30
		Envelopes, Transparencies	10
Tray #2	A4, Ledger, A3, Legal, Executive, Letter, JIS B4, JIS B5	Plain Paper	250 [1]
Manual Feed Slot	A4, Ledger, A3, Legal, Executive, Letter, A5, A6, JIS B4, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, Y4), Photo, Photo L, Photo 2L, Index Card, Postcard 1, Postcard 2	Plain Paper, Inkjet Paper, Glossy Paper, Envelopes, Transparencies and Labels	1

[1] Up to 250 sheets of 80 g/m^2 paper.

Paper weight and thickness

Paper Type		Weight	Thickness
Cut Sheet	Plain Paper	64 to 120 g/m^2	0.08 to 0.15 mm
	(Tray #2) Plain Paper	64 to 105 g/m^2	0.08 to 0.15 mm
	Inkjet Paper	64 to 200 g/m^2	0.08 to 0.25 mm
	Glossy Paper [1]	Up to 220 g/m^2	Up to 0.25 mm
Cards	Photo Card [1]	Up to 220 g/m^2	Up to 0.25 mm
	Index Card	Up to 120 g/m^2	Up to 0.15 mm
	Postcard 1 Postcard 2	Up to 200 g/m^2	Up to 0.25 mm
Envelopes		75 to 95 g/m^2	Up to 0.52 mm
Transparencies		–	–
Labels		–	–

[1] BP71 (260 g/m^2) paper is especially designed for Brother inkjet machines.

3 Loading documents

How to load documents

You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass.

Using the ADF

The ADF can hold up to 35 pages and feeds each sheet individually. Use standard 80 g/m^2 paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Recommended Paper: 80 g/m^2 A4

Length:	148 to 431.8 mm
Width:	148 to 297 mm
Weight:	64 to 90 g/m^2

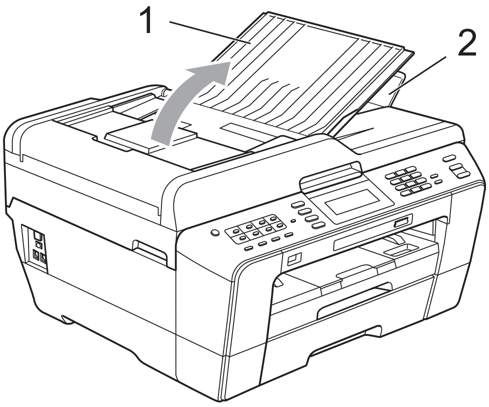
How to load documents

IMPORTANT

- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.

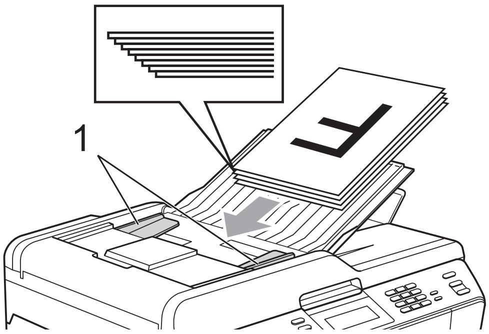
Make sure documents written with ink are completely dry.

1. Unfold the ADF Document Support (1) and the ADF Document Output Support Flap (2).



2. Fan the pages well.

3. Adjust the paper guides (1) to fit the width of your documents.



4. Place your documents, **face up, top edge first** in the ADF until you feel them touch the feed rollers.

IMPORTANT

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

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book or one page at a time.

Document Sizes Supported

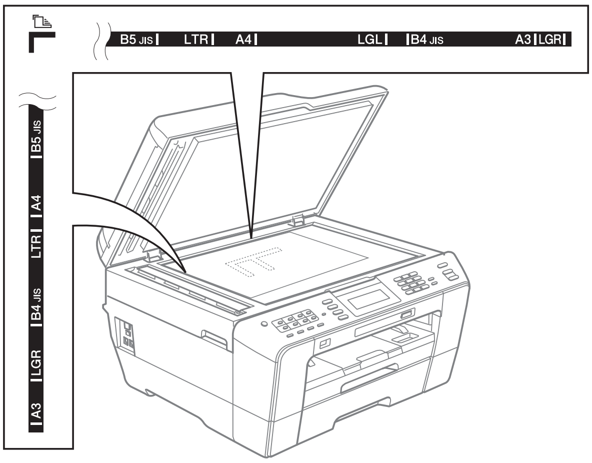
Length:	Up to 431.8 mm
Width:	Up to 297 mm
Weight:	Up to 2 kg

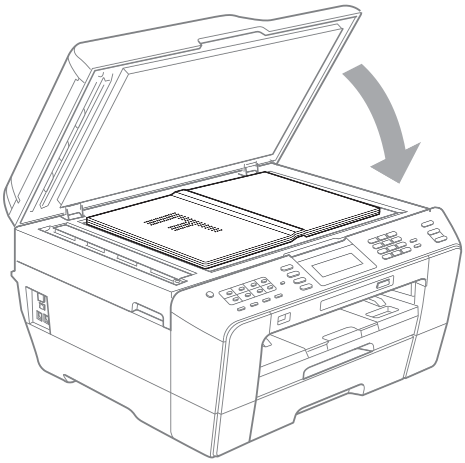
How to load documents

Note

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

1. Lift the document cover.
2. Using the document guidelines on the left and top, place the document **face down** in the upper left corner of the scanner glass.





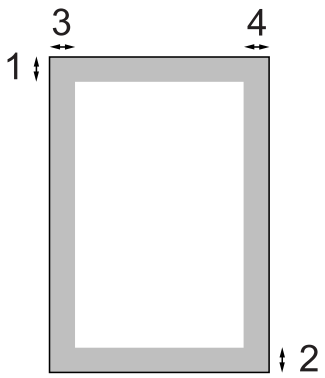
3. Close the document cover.

IMPORTANT

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

Unscannable area

The scannable area depends on the settings in the application you are using. The figures below show unscannable areas.



Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	A3	3 mm	4.5 mm
	A4		3 mm [1]
	Ledger		3.7 mm
	Letter		4 mm
	Legal		
Copy	All paper sizes		3 mm
Scan			

[1] The unscannable area is 1 mm when you use the ADF.

Note

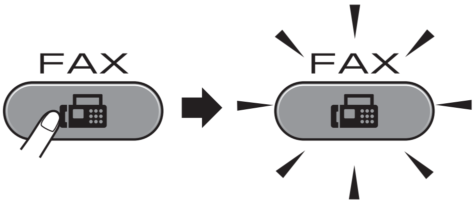
You can send a fax, or copy and scan up to Legal size 2-sided documents from the ADF.

4 Sending a fax

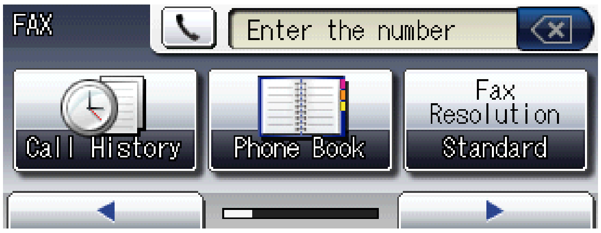
How to send a fax

The following steps show how to send a fax.

1. When you want to send a fax, or change fax send or receive settings, press the (**FAX**) key to illuminate it in blue.



- The LCD shows:



2. Do one of the following to load your document:

   - Place the document *face up* in the ADF. (See *Using the ADF* on page 28.)
   - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 29.)

Note

- To send colour faxes with multiple pages use the ADF.
- If you send a mono fax from the ADF when the memory is full it will be sent in real time.
- You can use the scanner glass to fax pages of a book one at a time. The documents can be up to A3 or Ledger size.
- Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple page document.

3. You can change the following fax sending settings. Press **FAX** and then press ◄ or ► to scroll through the fax settings. When the setting you want is displayed, press it and choose your option.

   (Basic User's Guide)

   For details changing the following fax sending settings, see pages 33 to 34.

   - Glass ScanSize
   - Colour Fax Transmission
   - Preview Outgoing Fax
   - Transmission Verification Report (Setup)

   (Advanced User's Guide)

   For more advanced fax sending operations and settings, see Chapter 3 *Sending a fax* in the *Advanced User’s Guide*:

   - Contrast
   - Fax Resolution
   - Set New Defaults
   - Factory Reset
   - Duplex fax
   - Faxing at End of Call
   - Broadcasting
   - Real Time TX
   - Overseas Mode
   - Delayed Fax
   - Batch TX
   - Canceling Waiting Jobs
   - Polled Transmit

4. Enter the fax number.

   Using the dial pad

   Using the Phone Book

   - `Phone Book`

   Using call history

   - `Outgoing Call`
   - `Caller ID hist.`

Note

- You can preview a fax message before sending it by setting `Preview` to `On`. (See *How to preview an outgoing fax* on page 33.)
- If your network supports the LDAP protocol you can search for fax numbers and E-mail addresses on your server. (See *LDAP operation* in the *Network User’s Guide*.)

5. Press **Mono Start** or **Colour Start**.

   Faxing from the ADF

   - The machine starts scanning the document.

   Faxing from the scanner glass

   - When you press **Mono Start**, the machine starts scanning the first page.

     Do one of the following:

     - To send a single page, press `No` (or press **Mono Start** again).

       The machine starts sending the document.

     - To send more than one page, press `Yes` and place the next page on the scanner glass. Press **Mono Start** or **Colour Start**. The machine starts scanning the page. (Repeat this step for each additional page.)

   - If you press **Colour Start**, press `Yes`. The machine starts sending the document.

Stop faxing

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

Setting scanner glass size for faxing

When documents are Letter size, you need to set Scan Size to Letter. If you do not, the side portion of the faxes will be missing.

1. Press 📠 (**FAX**).
2. Press ◄ or ► to display `Glass Scan Size`.
3. Press `Glass Scan Size`.
4. Press `A4`, `A3`, `Letter`, `Legal` or `Ledger`.

Note

- You can save the setting you use most often by setting it as default. (See *Setting your changes as a new default* in *chapter 3* of the *Advanced User's Guide*.)
- This setting is only available for sending documents from the scanner glass.

Colour fax transmission

Your machine can send a colour fax to machines that support this feature.

Colour faxes cannot be stored in the memory. When you send a colour fax, the machine will send it in real time (even if `Real Time TX` is set to `Off`).

Cancelling a fax in progress

If you want to cancel a fax while the machine is scanning, dialling or sending, press **Stop/Exit**.

How to preview an outgoing fax

You can preview a fax message before you send it. You must set the Real Time Transmission and Polling RX to `Off` before you use this feature.

1. Press 📠 (**FAX**).
2. Press ◄ or ► to display `Preview`.
3. Press `Preview`.
4. Press `On`.
5. Load the document.
6. Enter the fax number using the dial pad, One Touch or Speed Dial.
7. Press **Mono Start**.
   The machine starts scanning the document and the outgoing fax appears on the LCD.
   When the fax is displayed, press `MENU`. The buttons will appear on the LCD and perform the operations shown below.

Button	**Description**
⊕	Enlarge the fax.
⊖	Reduce the fax.
▲ or ▼	Scroll vertically.
◄ or ►	Scroll horizontally.
↻	Rotate the fax clockwise.
◄	Go back to the previous page.
►	Go to the next page.
✕	Close the preview table.

Note

To send a colour fax do not use Fax Preview.

8. Press **Mono Start**.

Note

The fax message in the memory will be sent and then erased when you press **Mono Start**.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the sender's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- **`On`**: Prints a report after every fax you send.
- **`On+Image`**: Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- **`Off`**: Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if the receiving machine modifies the size of the document you fax. `Off` is the default setting.
- **`Off+Image`**: Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if your fax is successful, but the receiving machine modifies the size of the document you fax. A portion of the fax's first page appears on the report.
- **`Off2`**: Prints a report *only* if your fax is unsuccessful due to a transmission error.
- **`Off2+Image`**: Prints a report *only* if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Report Setting`.
5. Press `Report Setting`.
6. Press `XMIT Report`.
7. Press `On`, `On+Image`, `Off`, `Off+Image`, `Off2` or `Off2+Image`.
8. Press **Stop/Exit**.

Note

- If you choose `On+Image`, `Off+Image` or `Off2+Image` the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. (See *Real Time Transmission* in *chapter 3* of the *Advanced User's Guide*.)
- If your transmission is successful, "`OK`" will appear next to "`RESULT`" on the Transmission Verification Report. If transmission is not successful, "`ERROR`" will appear next to "`RESULT`".

5 Receiving a fax

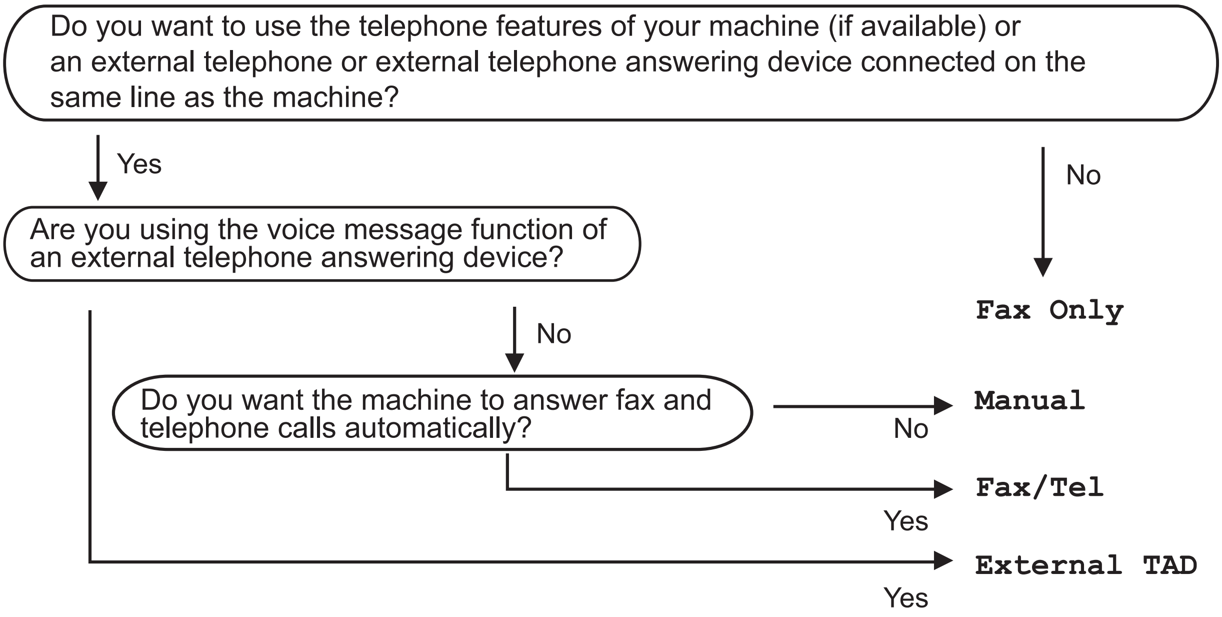
Receive Modes

You must choose a receive mode depending on the external devices and telephone services you have on your line.

Choose the Receive Mode

By default, your machine will automatically receive any faxes that are sent to it. The diagram below will help you choose the correct mode.

For more detailed information on the receive modes, see *Using Receive Modes* on page 36.


Do you want to use the telephone features of your machine (if available) or an external telephone or external telephone answering device connected on the same line as the machine?
Yes
No
Are you using the voice message function of an external telephone answering device?
Fax Only
No
Do you want the machine to answer fax and telephone calls automatically?
No
Manual
Fax/Tel
Yes
External TAD
Yes

To set a receive mode follow the instructions below:

1. Press MENU.
2. Press ▲ or ▼ to display Initial Setup.
3. Press Initial Setup.
4. Press ▲ or ▼ to display Receive Mode.
5. Press Receive Mode.
6. Press Fax Only, Fax/Tel, External TAD or Manual.
7. Press **Stop/Exit**.
   The LCD will display the current receive mode.

Using Receive Modes

Some receive modes answer automatically (`Fax Only` and `Fax/Tel`). You may want to change the ring delay before using these modes. (See *Ring Delay* on page 37.)

Fax Only

Fax Only mode will automatically answer every call as a fax call.

Fax/Tel

Fax/Tel mode helps you automatically manage incoming calls, by recognising whether they are fax or voice calls and dealing with them in one of the following ways:

- Faxes will be automatically received.
- Voice calls will start the F/T Ring to tell you to pick up the line. The F/T Ring is a fast double-ring made by your machine.

(Also see *F/T Ring Time (Fax/Tel mode only)* on page 37 and *Ring Delay* on page 37.)

Manual

Manual mode turns off all automatic answering functions unless you are using the BT Call Sign feature.

To receive a fax in manual mode lift the handset of an external telephone. When you hear fax tones (short repeating beeps), press **Mono Start** or **Colour Start** and choose `Receive`. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

(Also see *Fax Detect* on page 38.)

External TAD

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in one of the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

(For more information see *Connecting an external TAD (telephone answering device)* on page 44.)

Receive Mode settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in `Fax Only` or `Fax/Tel` mode. If you have external or extension telephones on the same line as the machine choose the maximum number of rings.

(See *Operation from external and extension telephones* on page 46 and *Fax Detect* on page 38.)

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Setup Receive`.
5. Press `Setup Receive`.
6. Press ▲ or ▼ to display `Ring Delay`.
7. Press `Ring Delay`.
8. Press the number of times the machine will ring before it answers.
   If you choose `0`, the line will not ring at all.
9. Press **Stop/Exit**.

F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring sound. The number of rings is set by the ring delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T Ring (a fast double-ring) for the time you have set in the F/T Ring Time setting. If you hear the F/T Ring it means that you have a voice caller on the line.

Because the F/T Ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone. (For more information see *Using remote codes* on page 47.)

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Setup Receive`.
5. Press `Setup Receive`.
6. Press ▲ or ▼ to display `F/T Ring Time`.
7. Press `F/T Ring Time`.
8. Press how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).
9. Press **Stop/Exit**.

Note

Even if the caller hangs up during the fast double-ring, the machine will continue to ring for the set time.

Fax Detect

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 **Mono Start** or **Colour Start**, then press Receive to receive the fax.

If you answered at an extension or external telephone, press ∗ **5 1**. (See *Operation from external and extension telephones* on page 46.)

Note

- 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 ∗ **5 1**.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off.

1. Press MENU.
2. Press ▲ or ▼ to display Fax.
3. Press Fax.
4. Press ▲ or ▼ to display Setup Receive.
5. Press Setup Receive.
6. Press ▲ or ▼ to display Fax Detect.
7. Press Fax Detect.
8. Press On (or Off).
9. Press **Stop/Exit**.

Fax Preview (Monochrome only)

How to preview a received fax

You can view received faxes on the LCD by pressing the **Fax Preview** key. When the machine is in Ready mode, a popup message will appear on the LCD to alert you of new faxes.

Setting Fax Preview

1. Press **Fax Preview**.
2. Press Yes.
   The LCD asks you again to confirm because faxes will be viewed instead of automatically printed.
   Press Yes.

Note

- When Fax Preview is turned on, a backup copy of received faxes will not be printed for Fax Forwarding and PC-Fax Receiving operations, even if you have set Backup Print to On.
- Fax Preview is not available when Fax Forwarding is turned on.

Using Fax Preview

When you receive a fax, you will see the pop-up message on the LCD. (For example: `New Fax(es): 02`)

1. Press **Fax Preview**.
   You can see the new fax list.

Note

- If you receive a fax containing multiple paper sizes (for example, a page of A4 data and a page of A3 data), the machine may create and store a file for each paper size. The LCD may show that more than one fax job has been received.
- You can also see your old fax list by pressing the `Old Fax` tab on the LCD. Press the `New Fax` tab to go back to your new fax list.

2. Press ▲ or ▼ to display the fax number of the fax you want to see.

3. Press the fax you want to see.

Note

- If your fax is large there may be a delay before it is displayed on the LCD.
- The LCD will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as “`XX`“.

When the fax is displayed, the buttons will appear on the LCD and perform the operations shown below.

Button	**Description**
⊕	Enlarge the fax.
⊖	Reduce the fax.
▲ or ▼	Scroll vertically.
◄ or ►	Scroll horizontally.
↻	Rotate the fax clockwise.
🗑	Delete the fax. Press `Yes` to confirm.
◄▤	Go back to the previous page.
▤►	Go to the next page.
↩	Go back to the fax list.
🖶	Print the fax. Do one of the following: ■ Press `Print All Pages` to print the whole message. ■ Press `Print Displayed Only` to print only the displayed page. ■ Press `Print From Displayed` to print from the displayed page.
✕	Close the preview table.

4. Press **Stop/Exit**.

How to print a fax

1. Press **Fax Preview**.
2. Press the fax you want to view.
3. Press 🖨 (Print).
    - If the fax is multiple pages, go to step ❹.
    - If the fax is a single page it will start printing. Go to step ❺.
4. Do one of the following:
    - Press `Print All Pages` to print all pages of the fax.
    - Press `Print Displayed Only` to print the displayed page.
    - Press `Print From Displayed` to print the displayed page to the last page.
5. Do one of the following:
    - To delete the fax, press `Yes`.
    - To keep the fax in the memory, press `No`.
6. Press **Stop/Exit**.

How to print all faxes in the list

1. Press **Fax Preview**.
2. Press `More`.
3. Press `Print All`.
4. Press **Stop/Exit**.

How to delete all faxes in the list

1. Press **Fax Preview**.
2. Press `More`.
3. Press `Delete All`.
   Press `Yes` to confirm.
4. Press **Stop/Exit**.

Turning off Fax Preview

1. Press **Fax Preview**.
2. Press `More`.
3. Press `Turn Off Fax Preview`.
4. Press `Yes` to confirm.
5. If there are faxes stored in the memory, do one of the following:
    - If you do not want to print the stored faxes, press `Continue`.
      The machine asks you to confirm the deletion of the stored faxes.

      Press `Yes` to confirm.
    - If you want to print all the stored faxes, press `Print all faxes`.
    - If you do not wish to turn off Fax Preview, press `Cancel`.
6. Press **Stop/Exit**.

6 Telephone and external devices

Voice operations

Tone or Pulse

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

1. Pick up the handset of the external telephone.
2. Press **#** on the machine's control panel. Any digits dialled after this will send tone signals.

When you hang up, the machine will return to the Pulse dialling service.

Fax/Tel mode

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

If you are at an external telephone, lift the handset of the external telephone, and then press **Tel/R** to answer.

If you are at an extension telephone, you'll need to lift the handset during the F/T Ring Time and then press **# 5 1** between the fast double-rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing **∗ 5 1**.

Caller ID (U.K. and Ireland only)

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

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

You can view the list or choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history. (See *Caller ID history* on page 51.)

- You can see the first 20 characters of the number (or name).
- 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 information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* in *chapter 6* of the *Advanced User's Guide*.)

Note

The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

Setting the Caller ID to On

If you have Caller ID on your line, then this function should be set to `On` to display the caller's telephone number on the LCD as the telephone rings.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Miscellaneous`.
5. Press `Miscellaneous`.
6. Press `Caller ID`.
7. Press `On` (or `Off`).
8. Press **Stop/Exit**.

Telephone services

Your machine supports the Caller ID subscriber telephone service that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, answering services, alarm systems or other custom features on one telephone line may create problems with the operation of your machine.

Note

Caller ID is available for U.K. and Ireland only.

Setting the Telephone Line Type

If you are connecting the machine to a line that features PBX or ISDN to send and receive faxes, it is also necessary to change the Telephone Line Type accordingly by completing the following steps.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Initial Setup`.
3. Press `Initial Setup`.
4. Press ▲ or ▼ to display `Phone Line Set`.
5. Press `Phone Line Set`.
6. Press `PBX`, `ISDN` (or `Normal`).
7. Do one of the following:
   - If you choose `PBX`, go to step ❽.
   - If you choose `ISDN` or `Normal`, go to step ⓫.

8. Press `On` or `Always`.

Note

If you choose `On`, the machine dials a prefix number before the fax number you dial only when **Tel/R** is pressed.
If you choose `Always`, the machine always automatically dials a prefix number before the fax number.

9. Press `Dial Prefix`.

10. Enter the prefix number using the buttons on the LCD.
Press `OK`.

11. Press **Stop/Exit**.

Note

- If your telephone system requires a timed break recall (TBR), press **Tel/R** to enter the break.
- You can use the numbers 0 to 9, #, ✱ and !. You cannot use ! with any other numbers or characters.

PBX and TRANSFER

The machine is initially set to `Normal`, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when the `R` button on the LCD or the **Tel/R** key on the control panel is pressed.

Note

You can program a press of the `R` button as part of a number stored in a One Touch dial or Speed Dial location. When programming the One Touch dial or Speed Dial number, press `R` first (the LCD shows '!'), then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a One Touch dial or Speed Dial location. (See *Storing numbers* on page 52.) However, if PBX is not chosen in the Telephone Line Type setting, you cannot use the One Touch dial or Speed Dial number that the `R` press is programmed into.

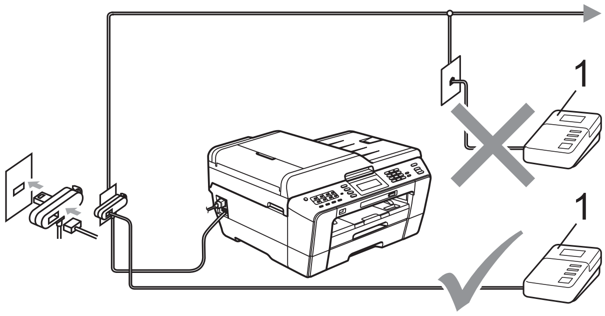
Connecting an external TAD (telephone answering device)

You may choose to connect an external answering device. However, when you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls and the machine “listens” for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it does not hear CNG tones, the machine lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax “handshake”. Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.

Note

If you do not receive all your faxes, shorten the Ring Delay setting on your external TAD.



1 **TAD**

When the TAD answers a call, the LCD shows `Telephone`.

IMPORTANT

DO NOT connect a TAD elsewhere on the same telephone line.

Connections settings

The external TAD must be connected as shown in the previous illustration.

1. Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
2. Record the outgoing message on your external TAD.
3. Set the TAD to answer calls.
4. Set the Receive Mode to `External TAD`. (See *Choose the Receive Mode* on page 35.)

Recording an outgoing message (OGM) on an external TAD

Timing is important in recording this message.

1. Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
2. Limit your speaking to 20 seconds.

Note

We recommend beginning your OGM with an initial 5-second silence because the machine cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your machine has trouble receiving, then you must re-record the OGM to include it.

Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to `Manual`.

We cannot guarantee that your machine will operate correctly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

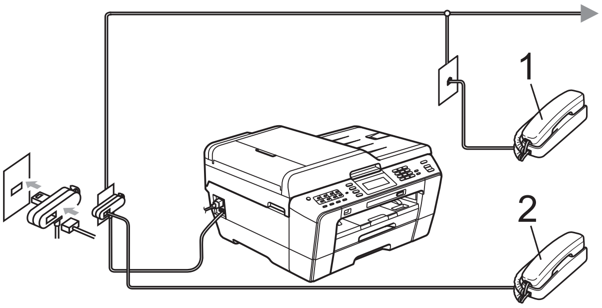
Note

Make sure the Telephone Line Type is set to PBX. (See *Setting the Telephone Line Type* on page 42.)

External and extension telephones

Connecting an external or extension telephone

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



1 Extension telephone

2 External telephone

When you are using a telephone on the same phone line, the LCD shows `Telephone`.

Note

Please make sure you use an external telephone with a cable no more than 3 metres long.

Operation from external and extension telephones

If you answer a fax call on an extension or an external telephone, you can make your machine take the call by using the Remote Activation Code. When you press the Remote Activation Code ✳ **5 1**, the machine starts to receive the fax.

If the machine answers a voice call and fast double-rings for you to take over, use the Remote Deactivation Code **# 5 1** to take the call at an extension telephone. (See *F/T Ring Time (Fax/Tel mode only)* on page 37.)

If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press ✳ **5 1** and wait for the chirp or until the LCD shows `Receiving`, and then hang up.

Note

You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* on page 38.)

Using extension telephones (U.K. only)

Your premises may already be wired with parallel extension telephones, or you may plan to add extension telephones to your line, as well as your machine. While the simplest arrangement is a straightforward parallel connection, there are some problems with this arrangement, the most obvious of which is inadvertent interruption of a facsimile transmission caused by someone picking up an extension telephone to make an outgoing call. Also, remote activation code may not operate reliably in such a simple configuration.

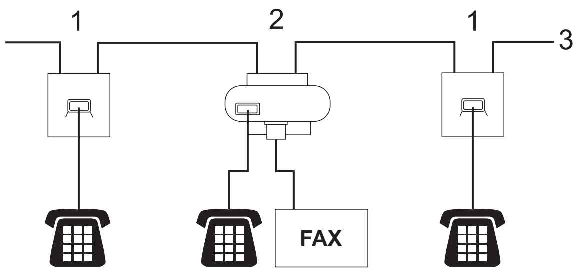
This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

These problems can easily be eliminated, if you arrange modification of your extension wiring circuit, such that extension devices are connected “downstream” of your machine in a master/slave configuration (see fig. 2). In this configuration the machine can always detect whether a telephone is in use. Thus it will not attempt to seize the line during that time. This is known as “telephone off-hook detection.”

The inadvisable configuration is shown in figure 1, and the recommended master/slave configuration is shown in figure 2.

This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be put into the modular socket of the white “T”-shaped connector provided as part of the line cord assembly.

Inadvisable connection of extension sockets (Fig. 1.)

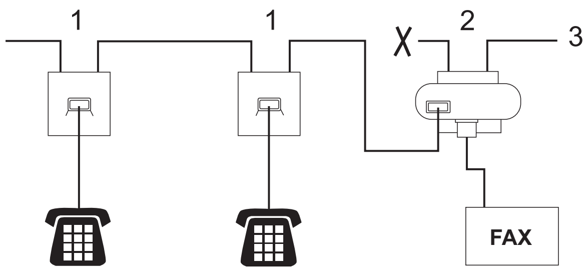


1 Extension socket

2 Master socket

3 Incoming line

Recommended connection of extension sockets (Fig. 2.)



1 Extension socket

2 Master socket

3 Incoming line

The fax machine must be plugged into the master socket.

Note

These telephones are now connected as external devices (see *Connecting an external or extension telephone* on page 45), because they are connected to the fax machine via the T-connector.

Using a cordless external telephone

Once the base unit of the cordless telephone has been connected to the same telephone line as the machine (see *External and extension telephones* on page 45), it is easier to answer calls during the Ring Delay if you carry the cordless handset around with you.

If you let the machine answer first, you will have to go to the machine so you can press **Tel/R** to send the call to the cordless handset.

Using remote codes

Remote Activation code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialling the Remote Activation Code ⁎ **5 1**. Wait for the chirping sounds then replace the handset. (See *Fax Detect* on page 38.)

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing **Mono Start** and choose `Receive`.

Remote Deactivation Code

If you receive a voice call and the machine is in Fax/Tel mode, it will start to sound the F/T Ring (fast double-ring), after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T Ring off by pressing **# 5 1** (make sure you press this *between* the rings).

If the machine answers a voice call and fast double-rings for you to take over, you can take the call at the external telephone by pressing **Tel/R**.

Changing the remote codes

If you want to use Remote Activation, you have to turn on the remote codes. The preset Remote Activation Code is ∗ **5 1**. The preset Remote Deactivation Code is **# 5 1**. If you want to, you can replace them with your own codes.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Setup Receive`.
5. Press `Setup Receive`.
6. Press ▲ or ▼ to display `Remote Codes`.
7. Press `Remote Codes`.
8. Press `On` (or `Off`).
9. Do one of the following.
   - If you want to change the Remote Activation Code, enter the new code.

     Press `OK`, go to step ⑩.
   - If you do not want to change the Remote Activation Code, press `OK`, go to step ⑩.
10. Do one of the following.
    - If you want to change the Remote Deactivation Code, enter the new code.

      Press `OK`, go to step ⑪.
    - If you do not want to change the Remote Deactivation Code, press `OK`, go to step ⑪.
11. Press **Stop/Exit**.

Note

- If you are always disconnected when accessing your external TAD remotely, try changing the Remote Activation Code and Remote Deactivation Code to another three-digit code using the numbers **0**-**9**, ∗, **#**.
- Remote Codes might not work with some telephone systems.

7 Dialling and storing numbers

How to dial

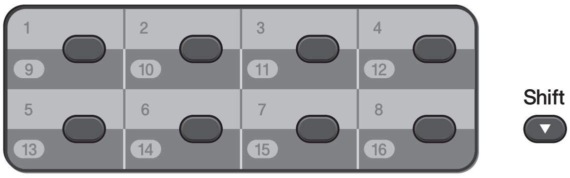
Manual dialling

Press all of the digits of the fax or telephone number.

1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
*
0
#

One Touch Dialling

Your machine has 8 One Touch keys where you can store 16 fax or telephone numbers for automatic dialling.



Press the One Touch key that stores the number you want to call. (See *Storing One Touch Dial numbers* on page 52.) To access numbers 9 to 16, hold down **Shift** as you press the One Touch key.

Speed Dialling

1. Press 📖 (`Phone Book`).
   You can also choose `Phone Book` by pressing 📠 (**FAX**).
2. Press the two-digit number you want to call. You can also display the numbers in alphabetical order by pressing #01 A on LCD.

Note

If the LCD shows `Not Registered` when you enter or search a Speed Dial number that has not been stored at this location.

3. To send a fax, press `Send a fax` and go to step ④.
   The machine dials the telephone number.
4. Press **Mono Start** or **Colour Start**.
   The machine scans and sends the fax.

Fax Redial

If you are sending a fax manually and the line is busy, press **Redial/Pause**, and then press **Mono Start** or **Colour Start** to try again. If you want to make a second call to a number you recently dialled, you can press **Redial/Pause** and choose one of the last 30 numbers from the Outgoing Call List.

Redial/Pause only works if you dialled from the control panel. *If you are sending a fax automatically* and the line is busy, the machine will automatically redial up to three times at five minute intervals.

1. Press **Redial/Pause**.
2. Press the number you want to redial.
3. Press `Send a fax`.
4. Press **Mono Start** or **Colour Start**.

Note

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

Additional Dialling Operations

Outgoing Call history

The last 30 numbers you sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history.

1. Press **Redial/Pause**.
   You can also press
   ⧉ (`Call History`).
2. Press the `Outgoing Call` tab.
3. Press the number you want.
4. Do one of the following:
   - To send a fax, press `Send a fax`.
   - If you want to store the number, press `More` and then press `Add to Speed Dial` or `Add to One Touch Dial`.

     (See *Storing One Touch numbers from Outgoing Calls* or *Storing Speed Dial numbers from Outgoing Calls* in *chapter 5* of the *Advanced User's Guide*.)
   - If you want to delete the number from the Outgoing Call history list, press `More` and then press `Delete`.

     Press `Yes` to confirm.
5. Press **Stop/Exit**.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID (U.K. and Ireland only)* on page 41.)

The numbers, or names if available, from the last 30 faxes and telephone calls you received will be stored in the Caller ID history. You can view the list or choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history. When the thirty-first call comes into the machine, it replaces information about the first call.

Note

If you are not a Caller ID subscriber, you can still view call dates from the Caller ID history, and delete entries from the list.

1. Press (`Call History`).
2. Press `Caller ID hist.`
3. Press ▲ or ▼ to display the number or the name you want to call.
4. Press the number or the name you want to call.
5. Do one of the following:
   - To send a fax, press `Send a fax`.
   - If you want to store the number, press `More` and then press `Add to Speed Dial` or `Add to One Touch Dial`.

     (See *Storing One Touch numbers from the Caller ID history* and *Storing Speed Dial numbers from the Caller ID history* in *chapter 5* of the *Advanced User's Guide*.)
   - If you want to delete the number from the Caller ID history list, press `More` and then press `Delete`.

     Press `Yes` to confirm.
6. Press **Stop/Exit**.

Note

You can print the Caller ID list.
(See *How to print a report* in *chapter 6* of the *Advanced User's Guide*.)

Storing numbers

You can set up your machine to do the following types of easy dialling: One Touch, Speed Dial and Groups for broadcasting faxes. When you dial a Quick Dial number, the LCD shows the number.

Note

If you lose electrical power, the Quick Dial numbers that are in the memory will not be lost.

Storing a pause

When you are storing One Touch or Speed Dial numbers in the Phone Book, you can insert one or more 3.5-second pauses by pressing the Pause button on the LCD.

Storing One Touch Dial numbers

Your machine has 8 One Touch keys where you can store 16 fax or telephone numbers for automatic dialling. To access numbers 9 to 16 hold down **Shift** as you press the One Touch key.

1. Press the One Touch key where you want to store the number.
   Press `Yes`.

Note

You can also store One Touch Dial numbers pressing 📖 (`Phone Book`).
Press `More`.
Press `Set One Touch Dial`.
Press a number using the buttons on the LCD.

2. Do one of the following:
   - Enter the name (up to 16 characters) using the buttons on the LCD.

     Press `OK`.

     (To help you enter letters, see *Entering Text* on page 127.)
   - To store the number without a name, press `OK`.
3. Enter the fax or telephone number (up to 20 digits) using the buttons on the LCD.
   Press `OK`.

Note

If you downloaded Internet Fax:

If you want to store an E-mail address to use with Internet fax or Scan to E-mail server, press ☎✉ and enter the E-mail address and press `OK`. (See *Entering Text* on page 127.)

4. When the LCD displays your settings, press `OK` to confirm.
5. Press **Stop/Exit**.

Storing Speed Dial numbers

Names and numbers can be stored as two-digit Speed Dial locations. You can store up to 100 different Speed Dial locations. When you dial you will only have to press a few keys (for example: press 📖 (`Phone Book`), the number you want to call and `Send a fax`).

① Press 📖 (`Phone Book`).

② Press `More`.

③ Press `Set Speed Dial`.

④ Do one of the following:

- Enter the name (up to 16 characters) using the buttons on the LCD.

  Press `OK`.

  (To help you enter letters, see *Entering Text* on page 127.)
- To store the number without a name, press `OK`.

⑤ Enter the first fax or telephone number (up to 20 digits) using the buttons on the LCD.
Press `OK`.

Note

If you want to store an E-mail address to use with Internet fax or Scan to E-mail server, press ☎✉ and enter the E-mail address and press `OK`. (See *Entering Text* on page 127.)

⑥ Do one of the following:

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

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

⑦ To choose where the number will be stored, do one of the following:

- To accept the displayed next available Speed Dial location, press `OK`.
- To enter a different Speed Dial location, press a 2-digit number using the buttons on the LCD.

  Press `OK`.

Note

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

⑧ When the LCD displays your settings, press `OK` to confirm.

⑨ Do one of the following:

- To store another Speed Dial number, repeat steps ❷ to ❽.
- To finish storing numbers, press **Stop/Exit**.

Changing One Touch or Speed Dial names or numbers

You can change a One Touch or Speed Dial name or number that has already been stored.

1. Press 📖 (`Phone Book`).
2. Press `More`.
3. Do one of the following:
   - Press `Change` to edit the names or numbers.
   - Press `Delete` to delete all information in a Speed Dial or One Touch location.

     Press the number you want to delete.

     Press `OK`.

     Press `Yes` to confirm.

     Go to step ❽.
4. Press ▲ or ▼ to display the number you want to change.
5. Press the number you want to change.

Note

One Touch Dial locations begin with ⁎.
Speed Dial locations begin with #.

6. Do one of the following:
   - If you want to change the name, press `Name:`.
     Enter the new name (up to 16 characters) using the buttons on the LCD. (See *Entering Text* on page 127.)

     Press `OK`.
   - If you want to change the first Fax/Tel number, press `Fax/Tel:` (One Touch Dial) or `Fax/Tel1:` (Speed Dial).
     Enter the new fax or telephone number (up to 20 digits) using the buttons on the LCD.
     Press `OK`.
   - If you want to change the second Fax/Tel number, press `Fax/Tel2:` (Speed Dial).
     Enter the new fax or telephone number (up to 20 digits) using the buttons on the LCD.
     Press `OK`.

Note

How to change the stored name or number:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press ⌫. Re-enter the character.

7. Do one of the following:
   - Press `OK` to finish.
     To change another One Touch or Speed Dial location, repeat steps ❷ to ❻.
   - To change more details, go to ❻.

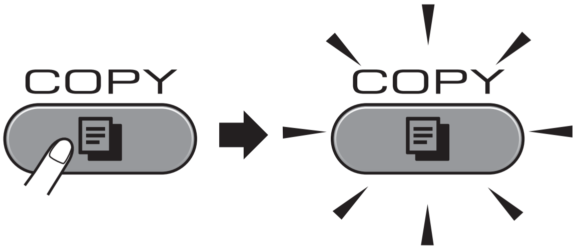
   The LCD will display your settings.
8. Press **Stop/Exit**.

8 Making copies

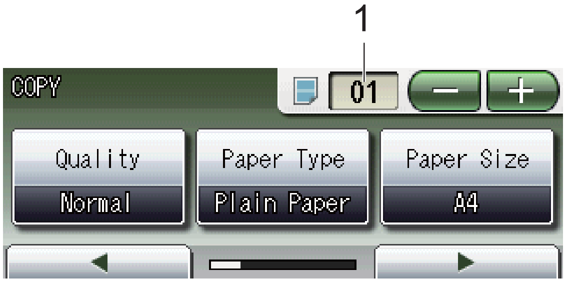
How to copy

The following steps show the basic copy operation. For details about each option, see the *Advanced User's Guide*.

① Make sure you are in copy mode, press (**COPY**) to illuminate it in blue.



- The LCD shows:



Quality: Normal
Paper Type: Plain Paper
Paper Size: A4

1 **No. of Copies**
Press the number box directly and enter the number you want.
Also you can enter the number of copies by pressing − or + on the screen (as shown above).

Note

The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Mode Timer* in *chapter 1* of the *Advanced User's Guide*.)

② Do one of the following to load your document:

- Place the document *face up* in the ADF.

  (See *Using the ADF* on page 28.)

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

  (See *Using the scanner glass* on page 29.)

③ If you want more than one copy, enter the number (up to 99).

④ Press **Mono Start** or **Colour Start**.

Stop copying

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

Copy settings

You can change the following copy settings. Press **COPY** and then press ◀ or ▶ to scroll through the copy settings. When the setting you want is displayed, press it and choose your option.

(Basic User's Guide)

For details about changing the following copy settings, see page 56.

- `Paper Type`
- `Paper Size`
- `Tray Select`

(Advanced User's Guide)

For details about changing the following copy settings, see chapter 7:

- `Quality`
- `Enlarge/Reduce`
- `Page Layout`
- `2 in 1 (ID)`
- `Stack/Sort`
- `Density`
- `Ink Save Mode`
- `Thin Paper Copy`
- `Skew Adjustment`
- `Book Copy`
- `Watermark Copy`
- `Duplex Copy`
- `Favorite Settings`

Note

If you want to sort copies, use the ADF.

Paper Options

Paper Type

If you are copying on special paper, set the machine for the type of paper you are using to get the best print quality.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Paper Type`.
5. Press `Paper Type`.
6. Press `Plain Paper`, `Inkjet Paper`, `Brother BP71`, `Brother BP61`, `Other Glossy` or `Transparency`.
7. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Paper Size

If you are copying on paper other than A4 size, you will need to change the paper size setting. You can copy only on A4, A5, A3, Photo 10 × 15 cm, Letter, Legal or Ledger paper.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Paper Size`.
5. Press `Paper Size`.
6. Press `A4`, `A5`, `A3`, `10x15cm`, `Letter`, `Legal` or `Ledger`.
7. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Tray Select

You can change the tray temporarily for the next copy. To change the default tray setting see *Tray use in Copy mode* on page 22.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Tray Select`.
5. Press `Tray Select`.
6. Press `Tray#1`, `Tray#2` or `Auto Select`.
7. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

9

Printing photos from a memory card or USB Flash memory drive

PhotoCapture Center™ operations

Even if your machine is *not* connected to your computer, you can print photos directly from digital camera media or a USB Flash memory drive. (See *Print Images* on page 61.)

You can scan documents and save them directly to a memory card or USB Flash memory drive. (See *How to scan to a memory card or USB Flash memory drive*
on page 62.)

If your machine is connected to a computer, you can access a memory card or USB Flash memory drive that is inserted in the front of the machine from your computer.

(See *PhotoCapture Center*™ for Windows® or *Remote Setup & PhotoCapture Center*™ for Macintosh in the *Software User's Guide*.)

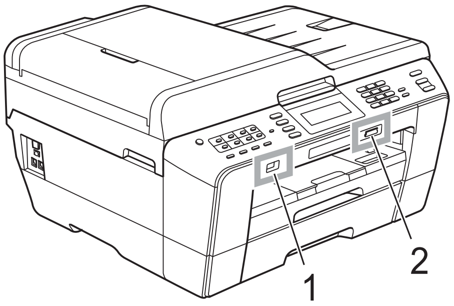
Using a memory card or USB Flash memory drive

Your Brother machine has media drives (slots) for use with the following popular digital camera media: Memory Stick™, Memory Stick PRO™, Memory Stick Duo™, Memory Stick PRO Duo™, SD, SDHC, MultiMedia Card, MultiMedia Card plus and USB Flash memory drives.

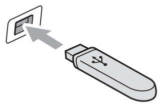
The PhotoCapture Center™ feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

Getting started

Firmly put a memory card or USB Flash memory drive into the correct slot.



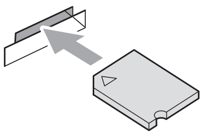
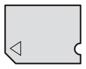
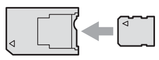
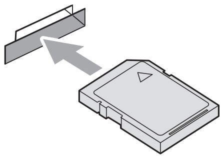
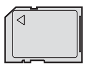
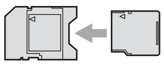
1 USB Flash memory drive



IMPORTANT

The USB direct interface supports only a USB Flash memory drive, a PictBridge compatible camera, or a digital camera that uses the USB mass storage standard. Any other USB devices are not supported.

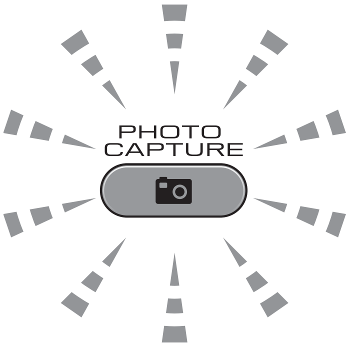
2 Memory card slot

Slot	Compatible memory cards	
Upper slot 		Memory Stick™ Memory Stick PRO™
		Memory Stick Duo™ Memory Stick PRO Duo™
		Memory Stick Micro™ (Adapter required)
Lower slot 		SD SDHC MultiMedia Card MultiMedia Card plus
		mini SD (Adapter required) micro SD (Adapter required) micro SDHC (Adapter required) MultiMedia Card mobile (Adapter required)

IMPORTANT

DO NOT insert a Memory Stick Duo™ into the lower SD slot, this may cause damage to the machine.

PHOTO CAPTURE key indications:



- **PHOTO CAPTURE** light is on, the memory card or USB Flash memory drive is correctly inserted.
- **PHOTO CAPTURE** light is off, the memory card or USB Flash memory drive is not correctly inserted.
- **PHOTO CAPTURE** light is blinking, the memory card or USB Flash memory drive is being read or written to.

IMPORTANT

DO NOT unplug the power cord or remove the memory card or USB Flash memory drive from the media drive (slot) or USB direct interface while the machine is reading or writing to the memory card or USB Flash memory drive (the **PHOTO CAPTURE** key is blinking). **You will lose your data or damage the card.**

The machine can only read one device at a time.

Print Images

View Photos

You can preview your photos on the LCD before you print them. If your photos are large files there may be a delay before each photo is displayed on the LCD.

1. Make sure you have put the memory card or USB Flash memory drive in the correct slot.
   Press 📷 (**PHOTO CAPTURE**).

2. Press `View Photo(s)`.
   Do one of the following:
   - If you want to choose photos to print or print more than one for an image, go to step ❸.
   - If you want to print all photos, press .

     Press `Yes` to confirm.

     Go to step ❻.

Note

- Four thumbnails are displayed at a time with the current page number and total number of pages listed under the thumbnails.
- Press ◀ or ▶ repeatedly to select each page of photos, or hold down to scroll through all pages of photos.
- Press to start Slide Show.

3. Press a photo from the thumbnail.

4. Enter the number of copies you want either by pressing the number box directly and enter the number you want or pressing **+** or **-**.
   Press `OK`.

5. Repeat step ❸ and ❹ until you have chosen all the photos that you want to print.

6. After you have chosen all the photos, press `OK`. You now have the following options:
   - To add the `Auto Correct` effect to your chosen photos, press .
     (See *Enhance Photos* in *chapter 8* of the *Advanced User's Guide*.)
   - If you want to change the print settings, press `Print Setting`. (See page 62.)
   - If you do not want to change any settings, go to step ❼.

7. Press **Colour Start** to print.

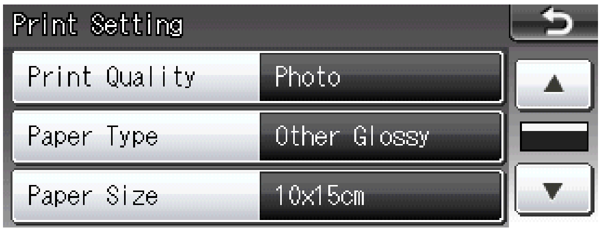
PhotoCapture Center™ print settings

You can change the print settings temporarily.

The machine returns to its default settings after 3 minutes, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* in *chapter 1* of the *Advanced User's Guide*.)

Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as a new default* in *chapter 8* of the *Advanced User's Guide*.)



Print Setting

Print Quality: Photo

Paper Type: Other Glossy

Paper Size: 10x15cm

How to scan to a memory card or USB Flash memory drive

You can scan monochrome and colour documents onto a memory card or USB Flash memory drive. Monochrome documents will be stored in PDF (*.PDF) or TIFF (*.TIF) file formats. Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. The factory setting is `Color 200 dpi` and the default file format is PDF. The machine automatically creates file names based on the current date. (For details, see the *Quick Setup Guide*.) For example, the fifth image scanned on July 1, 2011 would be named 01071105.PDF. You can change the colour and quality.

Quality	Selectable File Format
Color 100 dpi	JPEG / PDF
Color 200 dpi	JPEG / PDF
Color 300 dpi	JPEG / PDF
Color 600 dpi	JPEG / PDF
B/W 100 dpi	TIFF / PDF
B/W 200 dpi	TIFF / PDF
B/W 300 dpi	TIFF / PDF

1. Make sure you have put the memory card or USB Flash memory drive in the correct slot.

IMPORTANT

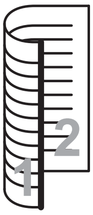
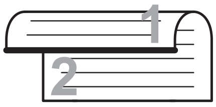
DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or data stored on them.

② Do one of the following:

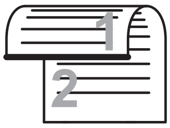
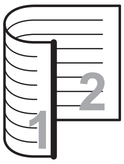
- If you want to scan a 2-sided document, load your document in the ADF.
  Press **Duplex**, and then press `Scan`.
  Go to step ❸.
- If you want to scan a single-sided document, load your document and press (**SCAN**).
  Go to step ❹.

③ Do one of the following:

- If your document is flipped on the Long edge, press `DuplexScan :LongEdge`.

Long edge	
Portrait	Landscape
	

- If your document is flipped on the Short edge, press `DuplexScan :ShortEdge`.

Short edge	
Portrait	Landscape
	

④ Press `to Media`.

⑤ Do one of the following:

- To change the quality, press ◄ or ► to display `Quality`.
  Press `Quality` and choose `Color 100 dpi`, `Color 200 dpi`, `Color 300 dpi`, `Color 600 dpi`, `B/W 100 dpi`, `B/W 200 dpi` or `B/W 300 dpi`.
- To change the file type, press ◄ or ► to display `File Type`.
  Press `File Type` and choose `PDF`, `JPEG` or `TIFF`.

Note

If you are using the scanner glass of the machine you can change the glass scan size.
Press ◄ or ► to display `Glass Scan Size` and choose `A4`, `A3`, `Letter`, `Legal` or `Ledger`.

- If you want to change the file name, press ◄ or ► to display `File Name`.
  Press `File Name` and enter the file name.

  You can only change the first 6 characters.

  Press `OK`.
- To start scanning without changing additional settings, go to step ❻.

Note

- If you chose colour in the resolution setting, you cannot choose `TIFF`.
- If you chose monochrome in the resolution setting, you cannot choose `JPEG`.

⑥ Press **Mono Start** or **Colour Start**.

Note

- You can scan a 2-sided document up to Legal size from the ADF.
- You can place multiple documents on the scanner glass and scan them as separate files. (See *Auto Crop* in *chapter 8* of the *Advanced User's Guide*.)

10 How to print from a computer

Printing a document

The machine can receive data from your computer and print it. To print from a computer, install the printer driver.

(See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide* for details about the print settings.)

1. Install the Brother printer driver on the Installation CD-ROM. (See the *Quick Setup Guide*.)
2. From your application, choose the Print command.
3. Choose the name of your machine in the **Print** dialog box and click **Properties**.
4. Choose the settings you want in the Properties dialog box.
   - **Media Type**
   - **Print Quality**
   - **Paper Size**
   - **Orientation**
   - **Colour/Greyscale**
   - **Ink Save Mode**
   - **Scaling**
5. Click **OK**.
6. Click **OK** to begin printing.

11 How to scan to a computer

Scanning a document

There are several ways to scan documents. You can use the **SCAN** key on the machine or the scanner drivers on your computer.

1. To use the machine as a scanner, install a scanner driver. If the machine is on a Network, configure it with a TCP/IP address.
    - Install the scanner drivers on the Installation CD-ROM. (See the *Quick Setup Guide* and *Scanning* in the *Software User's Guide*.)
    - Configure the machine with a TCP/IP address if network scanning does not work. (See *Configuring Network Scanning* in the *Software User's Guide*.)
2. Load your document. (See *How to load documents* on page 28.)
    - Use the ADF to scan multiple pages of documents or 2-sided documents. It feeds each sheet automatically.
    - Use the scanner glass to scan a page of a book or one sheet at a time.
3. Do one of the following:
    - To scan using the **SCAN** key, go to *Scanning using the scan key*.
    - To scan using a scanner driver at your computer, go to *Scanning using a scanner driver*.

Scanning using the scan key

For more information, see *Using the Scan key* in the *Software User's Guide*.

1. Press (**SCAN**).
2. Choose the scan mode you want.
    - `to File`
    - `to Media`
    - `to Network`
    - `to FTP`
    - `to Email`
    - `to OCR`[1]
    - `to Image`

[1] (Macintosh users)
Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

3. (For network users)
Choose the computer you want to send the data to.
4. Press **Start** to begin scanning.

Scanning using a scanner driver

For more information, see *Scanning a document using the TWAIN driver* or *Scanning a document using the WIA driver* in the *Software User's Guide*.

1. Start a scanning application and click the **Scan** button.
2. Adjust the settings such as **Resolution**, **Brightness** and **Scan Type** in the **Scanner Setup** dialog box.
3. Click **Start** or **Scan** to begin scanning.

A Routine maintenance

Replacing the ink cartridges

Your machine is equipped with an ink dot counter. The ink dot counter automatically monitors the level of ink in each of the four cartridges. When the machine detects an ink cartridge is running out of ink, the machine will tell you with a message on the LCD.

The LCD will tell you which ink cartridge is low or needs replacing. Be sure to follow the LCD prompts to replace the ink cartridges in the correct order.

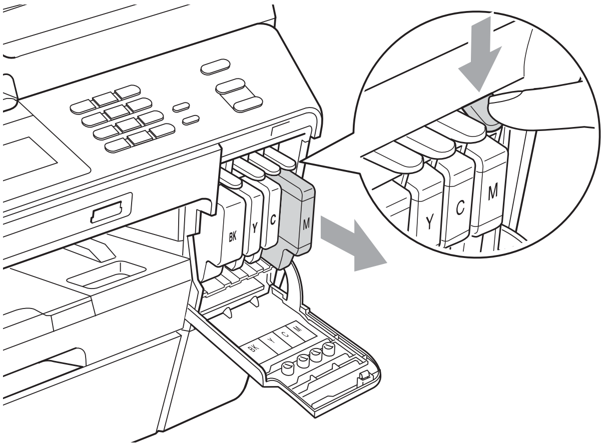
Even though the machine tells you to replace an ink cartridge, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.

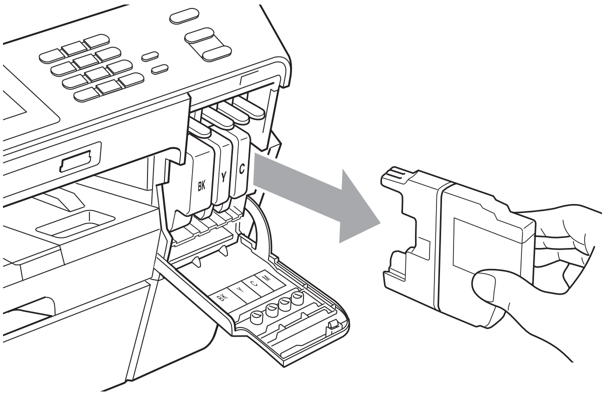
IMPORTANT

Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance and reliability when used with Brother Original ink cartridges. Brother cannot guarantee this optimum performance and reliability if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of using incompatible products with this machine, any repairs required as a result may not be covered by the warranty.

1. Open the ink cartridge cover.
   If one or more of the ink cartridges have reached the end of their life, the LCD shows `B&W Print Only` or `Cannot Print`.

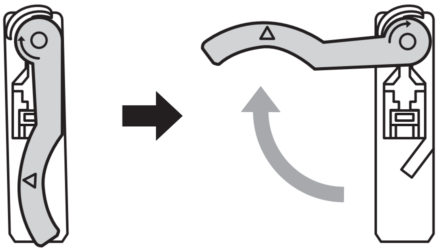
2. Press the lock release lever as shown to release the cartridge indicated on the LCD. Remove the cartridge from the machine.

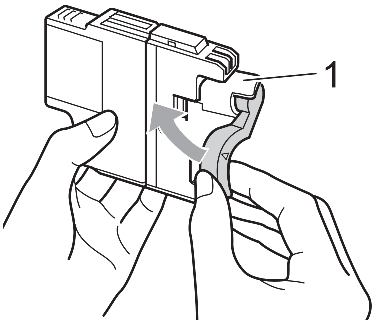


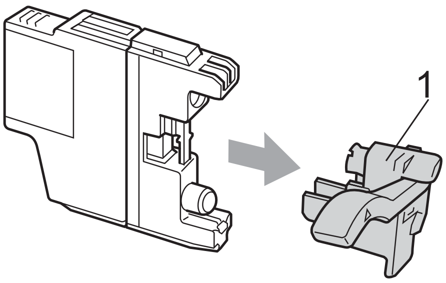


3. Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

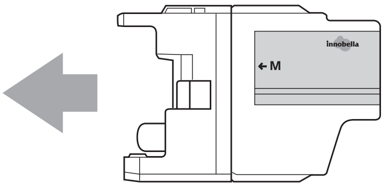
4. Turn the green release lever on the orange protective packing (1) clockwise until it clicks to release the vacuum seal. Then remove the orange protective packing as shown.



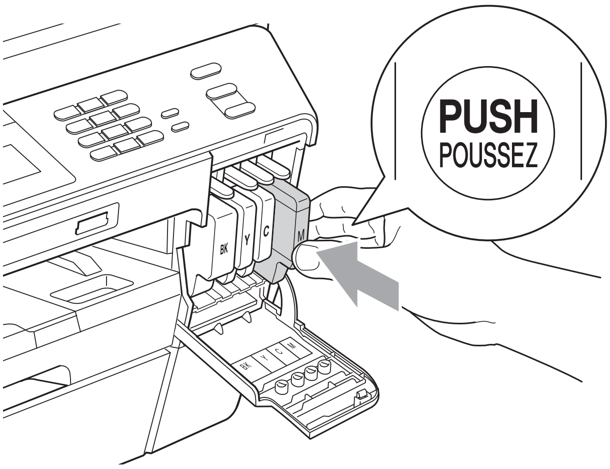




5. Each colour has its own correct position. Insert the ink cartridge in the direction of the arrow on the label.



6. Gently push the back of the ink cartridge marked “PUSH” until it clicks, and then close the ink cartridge cover.



7. The machine will automatically reset the ink dot counter.

Note

- If you replaced an ink cartridge, for example Black, the LCD may ask you to verify that it was a brand new one (for example, `Did You Change` BK `Black`). For each new cartridge you installed, press `Yes` to automatically reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, be sure to press `No`.
- If the LCD shows `No Ink Cartridge` or `Cannot Detect` after you install the ink cartridges, check that the ink cartridges are installed correctly.

⚠ CAUTION

If ink gets in your eyes, wash it out with water at once and call a doctor if you are concerned.

IMPORTANT

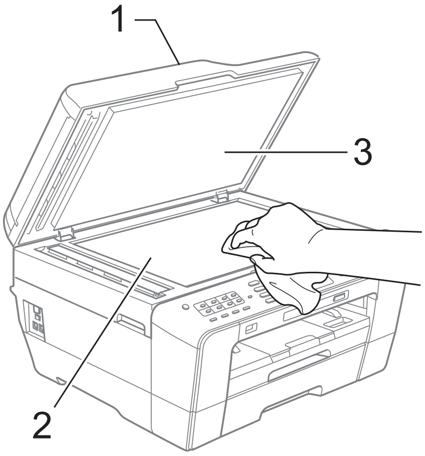
- DO NOT take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.
- DO NOT touch the cartridge insertion slots. If you do so, the ink may stain your skin.
- If ink gets on your skin or clothing immediately wash it off with soap or detergent.
- If you mix the colours by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation.
- Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.

Cleaning and checking the machine

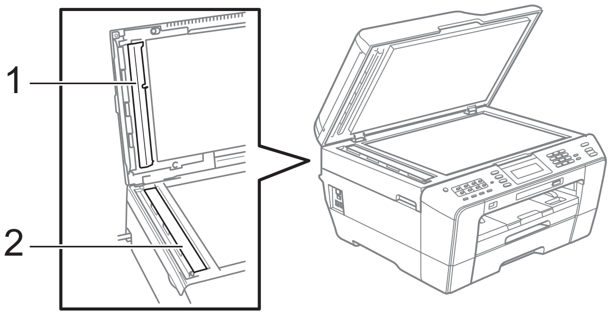
Cleaning the scanner glass

① Unplug the machine from the electrical socket.

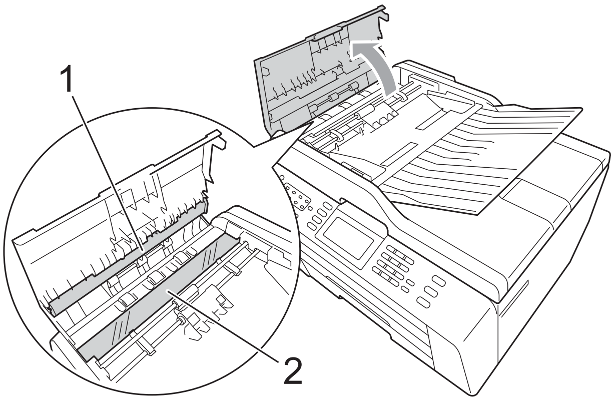
② Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



③ In the ADF unit, clean the white bar (1) and the glass strip (2) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



4. Close the document cover and open the ADF cover.
   Clean the white bar (1) and the glass strip (2) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



5. Close the ADF cover.

6. Re-connect the power cord.

Note

In addition to cleaning the glass strip with a non-flammable glass cleaner, run your finger tip over the glass strip to see if you can feel anything on it. If you feel dirt or debris, clean the glass strip again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning attempt.

When there is a spot of dirt or correction fluid on the glass strip the printed sample shows a vertical line.

→

After the glass strip is cleaned the vertical line is gone.

Cleaning the print head

To maintain good print quality, the machine will automatically clean the print head when needed. You can start the cleaning process manually if there is a print quality problem.

Clean the print head and ink cartridges if you get a horizontal line in the text or graphics, or blank text on your printed pages. You can clean Black only, three colours at a time (Yellow/Cyan/Magenta), or all four colours at once.

Cleaning the print head consumes ink. Cleaning too often uses ink unnecessarily.

IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

1. Press ▮▮▮▮.

2. Press `Cleaning`.

3. Press `Black`, `Color` or `All`.
   The machine cleans the print head.
   When cleaning is finished, the machine will go back to the standby mode automatically.

Note

If you clean the print head at least five times and the print has not improved, try installing a new Brother Original Innobella™ ink cartridge for each problem colour. Try cleaning the print head again up to five more times. If the print has not improved call your Brother dealer.

Checking the print quality

If faded or streaked colours and text appear on your output, some of the nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

① Press ▮▮▮▮.

② Press `Test Print`.

③ Press `Print Quality`.

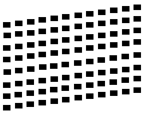
④ Press **Colour Start**.
The machine begins printing the Print Quality Check Sheet.

⑤ Check the quality of the four colour blocks on the sheet.

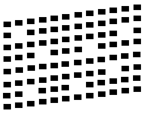
⑥ The LCD asks you if the print quality is OK.
Do one of the following:

- If all lines are clear and visible, press `Yes` to finish the Print Quality check and go to step ⑩.
- If you can see missing short lines as shown below, press `No`.

OK



Poor



⑦ The LCD asks you if the print quality is OK for black and the three colours.
Press `Yes` or `No`.

⑧ The LCD asks you if you want to start cleaning.
Press **Colour Start**.
The machine starts cleaning the print head.

⑨ After cleaning is finished, press **Colour Start**.
The machine starts printing the Print Quality Check Sheet again and then return to step ⑤.

⑩ Press **Stop/Exit**.
If you repeat this procedure at least five times and the print quality is still poor, replace the ink cartridge for the clogged colour.
After replacing the ink cartridge, check the print quality. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call your Brother dealer.

IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

Note

When a print head nozzle is clogged the printed sample looks like this.

→

After the print head nozzle is cleaned, the horizontal lines are gone.

Checking the print alignment

You may need to adjust the print alignment after transporting the machine, if your printed text becomes blurred or images become faded.

1. Press ▮▮▮▮.
2. Press `Test Print`.
3. Press `Alignment`.
4. Press **Mono Start** or **Colour Start**.
   The machine starts printing the Alignment Check Sheet.
5. For the “A” pattern, press the number of the test print that has the least visible vertical stripes (1-9).
6. For the “B” pattern, press the number of the test print that has the least visible vertical stripes (1-9).
7. For the “C” pattern, press the number of the test print that has the least visible vertical stripes (1-9).
8. For the “D” pattern, press the number of the test print that has the least visible vertical stripes (1-9).
9. Press **Stop/Exit**.

B Troubleshooting

Error and Maintenance messages

As with any sophisticated office product, errors may occur and consumable items may need to be replaced. If this happens, your machine identifies the error and shows an error message. The most common error and maintenance messages are shown below.

You can correct most errors and routine maintenance by yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com/.

Error Message	Cause	Action

`B&W Print Only`
`Replace Ink`
	One or more of the colour ink cartridges have reached the end of their life.
	You can use the machine in monochrome mode for approximately four weeks depending on the number of pages you print.
	While this message appears on the LCD, each operation works in the following way:
	■ Printing
	If you click **Greyscale** in the **Advanced** tab of the printer driver you can use the machine as a monochrome printer.
	■ Copying
	If the paper type is set to `Plain Paper` you can make copies in monochrome.
	Duplex copy is not available when this message appears.
	■ Faxing
	If the paper type is set to `Plain Paper` or `Inkjet Paper`, the machine will receive and print the faxes in monochrome.
	If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome.
	If the paper type is set to `Other Glossy`, `Brother BP71` or `Brother BP61` the machine will stop all print operations.
		Replace the ink cartridges. (See *Replacing the ink cartridges* on page 66.)
		If you unplug the machine, or take out the ink cartridge, you cannot use the machine until you change to a new ink cartridge.

Error Message	Cause	Action
`BT Call Sign On` (U.K. only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (See *BT Call Sign (U.K. only)* in *chapter 5* of the *Advanced User's Guide*.)
`Cannot Detect`	You installed a new ink cartridge too quickly and the machine did not detect it.	Take out the new ink cartridge and re-install it slowly until it clicks.
	If you are using non Brother Original ink the machine may not detect the ink cartridge.	Replace the cartridge with a Brother Original ink cartridge. If the error message remains, contact your Brother dealer.
	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See *Replacing the ink cartridges* on page 66.)

`Cannot Print`
`Replace Ink`
	One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, monochrome faxes will be stored in the memory. If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome.	Replace the ink cartridges. (See *Replacing the ink cartridges* on page 66.)

`Comm.Error`	Poor telephone line quality caused a communication error.	If the problem continues, call the telephone company and ask them to check your telephone line.
`Connection Fail`	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
`Cover is Open.`	The scanner cover is not completely closed.	Lift the scanner cover and then close it again.
	The ADF cover is not completely closed.	Open the ADF cover and then close it again.
	The ink cartridge cover is not completely closed.	Firmly close the ink cartridge cover until it clicks.
`Data Remaining`	Print data is left in the machine's memory.	Press **Stop/Exit**. The machine will cancel the job and clear it from the memory. Try to print again.
`Disconnected`	The other person or other person's fax machine stopped the call.	Try to send or receive again. If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system, try changing the Compatibility to Basic (for VoIP). (See *Telephone line interference / VoIP* on page 96.)
`Document Jam/too Long`	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	(See *Using the ADF* on page 28.) (See *Document jam* on page 80.)
`High Temperature`	The print head is too warm.	Allow the machine to cool down.

Error Message	Cause	Action
`Hub is Unusable.`	A Hub or USB Flash memory drive with Hub has been connected to the USB direct interface.	A Hub or USB Flash memory drive with Hub are not supported. Unplug the device from the USB direct interface.
`Image Too Long.`	The proportions of your photo are irregular so effects could not be added.	Choose a regularly proportioned image.
`Image Too Small.`	The size of your photo is too small to trim.	Choose a larger image.
`Ink Absorber Full`	Internal servicing required. This problem may be caused by the use of cartridges other than Brother Original cartridges or the refilling of empty cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of using other brands of ink or ink cartridges, any repairs required as a result may not be covered by the warranty.	Call Brother Customer Service / your Brother dealer.
`Ink Absorber NearFull`	The ink absorber box or flushing box is near full.	Call Brother Customer Service / your Brother dealer.
`Ink low`	One or more of the ink cartridges are near the end of their life. If a sending machine has a colour fax to send, your machine's "handshake" will ask that the fax be sent as monochrome. If the sending machine has the ability to convert it, the colour fax will be printed at your machine as a monochrome fax.	Order a new ink cartridge. You can continue printing until the LCD shows `Cannot Print`. (See *Replacing the ink cartridges* on page 66.)
`Low Temperature`	The print head is too cold.	Allow the machine to warm up.
`Media Error`	The memory card is either corrupted, incorrectly formatted, or there is a problem with the memory card.	Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive (slot) of the machine by putting in another memory card that you know is working.
`Media is Full.`	The memory card or USB Flash memory drive you are using has no available space or already contains 999 files.	Your machine can only save to your memory card or USB Flash memory drive if it contains less than 999 files. Try deleting unused files to free some space and try again.
`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. (See *Caller ID (U.K. and Ireland only)* on page 41.)

Error Message	**Cause**	**Action**
`No File`	The memory card or USB Flash memory drive in the media drive does not contain a .JPG file.	Put the correct memory card or USB Flash memory drive into the slot again.
`No Ink Cartridge`	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See *Replacing the ink cartridges* on page 66.)
`No Paper Fed`	The machine is out of paper or paper is not correctly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray, and then press **Mono Start** or **Colour Start**. ■ Remove the paper and load it again and then press **Mono Start** or **Colour Start**. (See *Loading paper and other print media* on page 10.)
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in *Printer jam or paper jam* on page 81.
		If you see this error often when making a duplex copy or duplex print, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See *Cleaning the paper feed rollers* in *appendix A* of the *Advanced User's Guide*.)
	Paper powder has accumulated on the surface of the paper pick-up rollers and the back sides of the paper feed rollers.	Clean the paper pick-up rollers and the back sides of the paper feed rollers. (See *Cleaning the paper pick-up rollers* in *appendix A* of the *Advanced User's Guide*.)
	The Jam Clear Cover is not closed correctly.	Check the Jam Clear Cover is closed evenly at both ends. (See *Printer jam or paper jam* on page 81.)
	The paper was not inserted in the centre position of the manual feed slot.	Remove the paper and re-insert it in the centre of the manual feed slot, and then press **Mono Start** or **Colour Start**. (See *Loading paper in the manual feed slot* on page 17.)
`No Response/Busy`	The number you dialled does not answer or is busy.	Verify the number and try again.
`Not Registered`	You tried to access a One Touch or Speed Dial number that is not programmed.	Set up the One Touch or Speed Dial number. (See *Storing One Touch Dial numbers* on page 52 and *Storing Speed Dial numbers* on page 53.)

Error Message	Cause	Action
`Out of Fax Memory`	The fax memory is full.	Do one of the following: ■ Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. (See *Turning off Memory Receive operations* in *chapter 4* of the *Advanced User's Guide*.) ■ Print the faxes that are in the memory. (See *Printing a fax from the memory* in *chapter 4* of the *Advanced User's Guide*.)
`Out of Memory`	The machine's memory is full.	**Copy operation in progress** Press **Stop/Exit** and wait until the other operations in progress finish and then try again.
	The memory card or USB Flash memory drive you are using does not have enough free space to scan the documents.	Delete unused files from your memory card or USB Flash memory drive to make some free space and then try again.
`Paper Jam [Front]`	Paper is jammed in the machine.	Remove the jammed paper by following the steps in *Paper is jammed at the front of the machine* on page 81. Make sure the paper length guide is set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.
`Paper Jam [Front,Rear]`	Paper is jammed in the machine.	Remove the jammed paper by following the steps in *Paper is jammed at the front and back of the machine* on page 83. Make sure the paper length guide is set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.
	More than one sheet of paper was placed in the manual feed slot. **—OR—** Another sheet of paper was placed in the manual feed slot before the LCD showed `Put paper in Manual Feed Slot Then Press Start`.	Do not put more than one sheet of paper in the manual feed slot at any one time. Wait until the LCD shows `Put paper in Manual Feed Slot Then Press Start` before you feed the next sheet of paper in the manual feed slot. Remove the jammed paper by following the steps in *Paper is jammed at the front and back of the machine* on page 83.

Error Message	Cause	Action
`Paper Jam [Rear]`	Paper is jammed in the machine.	Remove the jammed paper by following the steps in *Paper is jammed at the back of the machine* on page 82. Make sure the paper length guide is set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.
	Paper powder has accumulated on the surface of the paper pick-up rollers and the back sides of the paper feed rollers.	Clean the paper pick-up rollers and the back sides of the paper feed rollers. (See *Cleaning the paper pick-up rollers* in *appendix A* of the *Advanced User's Guide*.)
`Touchscreen initialization failed`	The Touchscreen was pressed before the power on initialization was completed.	Make sure that nothing is touching or resting on the Touchscreen.
	Debris may be stuck between the lower part of the touchscreen and its frame.	Insert a piece of stiff paper between the lower part of the touchscreen and its frame and slide it back and forth to push out the debris.

`Unable to Clean XX`
`Unable to Init. XX`
`Unable to Print XX`
`Unable to Scan XX`
	The machine has a mechanical problem.
	—OR—
	A foreign object such as a paper clip or ripped paper is in the machine.
		Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, disconnect the machine from the power for several minutes and reconnect it.
		(The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. See *Transferring your faxes or Fax Journal report* on page 79.)

`Unusable Device`
`Disconnect device from front connector & turn machine off & then on`
	A broken device has been connected to the USB direct interface.	Unplug the device from the USB direct interface, then press **On/Off** to turn the machine off and then on again.

`Unusable Device`
`Please Disconnect USB Device.`
	A USB device or USB Flash memory drive that is not supported has been connected to the USB direct interface.
	For more information, visit us at http://solutions.brother.com/.
		Unplug the device from the USB direct interface. Turn the machine off and then on again.

`Wrong Ink Color`	A colour ink cartridge has been installed in the Black ink cartridge position.	Check which ink cartridges are not matched by colour to their ink cartridge positions and move them to their correct positions.

Error Message	Cause	Action
`Wrong Paper Size`	The Paper Size setting does not match the size of paper in the tray. Or, you did not set the paper guides in the tray to the indicators for the paper size you are using.	1 Check that the paper size you choose matches the size of paper in the tray. 2 Make sure you loaded the paper in a Portrait position, by setting the paper guides at the indicators for your paper size. 3 After you have checked the paper size and the paper position, press **Mono Start** or **Colour Start** to continue printing.
`Wrong Tray Setting`	The machine's Paper Size and Tray Use settings do not match the size of paper in the tray you are using.	1 Press **Tray Setting**, and make sure the machine's Paper Size and Tray Use settings match the size of paper in the tray you are using. (See *Paper Size and Type* on page 22 and *Tray use in Copy mode* on page 22.) 2 After you have checked the paper size and tray use settings, press **Mono Start** or **Colour Start** to continue printing.

Error animations display

Error animations display step-by-step instructions when paper gets jammed. You can read the steps at your own pace by pressing ▶ to see the next step and ◀ to go backward.

Transferring your faxes or Fax Journal report

If the LCD shows:

- `Unable to Clean XX`
- `Unable to Init. XX`
- `Unable to Print XX`
- `Unable to Scan XX`

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 79 or *Transferring faxes to your PC* on page 79.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* on page 80.)

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (Station ID)* in the *Quick Setup Guide*.)

1. Press **Stop/Exit** to interrupt the error temporarily.
2. Press `MENU`.
3. Press ▲ or ▼ to display `Service`.
4. Press `Service`.
5. Press `Data Transfer`.
6. Press `Fax Transfer`.
7. 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.
8. Press **Mono Start**.

Transferring faxes to your PC

You can transfer the faxes from your machine's memory to your PC.

1. Press **Stop/Exit** to interrupt the error temporarily.
2. Make sure you have installed **MFL-Pro Suite** on your PC, and then turn on **PC-FAX Receiving** on the PC. (For details see *PC-FAX receiving* in the *Software User's Guide*.)
3. Make sure you have set PC-Fax Receive on the machine. (See *PC-Fax Receive (Windows® only)* in *chapter 4* of the *Advanced User's Guide*.)
   If faxes are in the machine's memory when you set up PC-Fax Receive, the LCD will ask if you want to transfer the faxes to your PC.
4. Do one of the following:
   - To transfer all faxes to your PC, press `Yes`. You will be asked if you want a backup print.
   - To exit and leave the faxes in the memory, press `No`.
5. Press **Stop/Exit**.

Transferring the Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (Station ID)* in the *Quick Setup Guide*.)

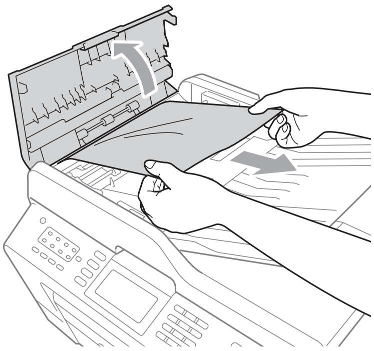
1. Press **Stop/Exit** to interrupt the error temporarily.
2. Press `MENU`.
3. Press ▲ or ▼ to display `Service`.
4. Press `Service`.
5. Press `Data Transfer`.
6. Press `Report Trans.`
7. Enter the fax number to which the Fax Journal report will be forwarded.
8. Press **Mono Start**.

Document jam

Documents can jam in the ADF unit if they are not inserted or fed correctly, or if they are too long. Follow the steps below to clear a document jam.

Document is jammed in the top of the ADF unit

1. Take out any paper from the ADF that is not jammed.
2. Open the ADF cover.
3. Pull the jammed document out to the right.



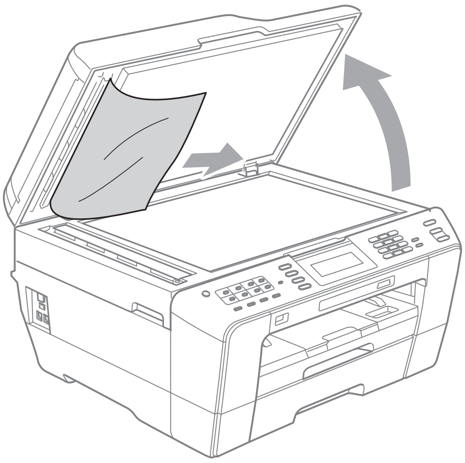
4. Close the ADF cover.
5. Press **Stop/Exit**.

IMPORTANT

To avoid document jams close the ADF cover correctly by pushing it gently in the middle.

Document is jammed inside the ADF unit

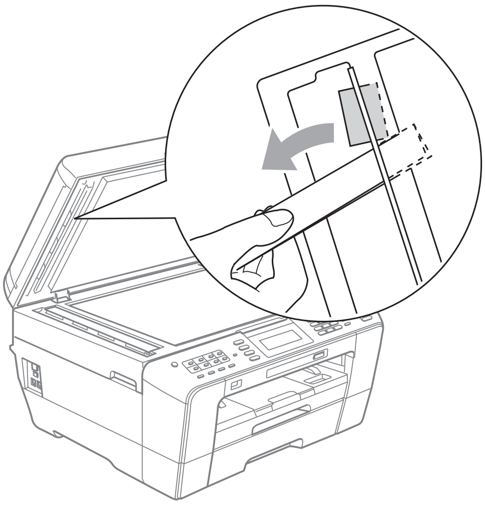
1. Take out any paper from the ADF that is not jammed.
2. Lift the document cover.
3. Pull the jammed document out to the right.



4. Close the document cover.
5. Press **Stop/Exit**.

Removing small documents jammed in the ADF

1. Lift the document cover.
2. Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



3. Close the document cover.
4. Press **Stop/Exit**.

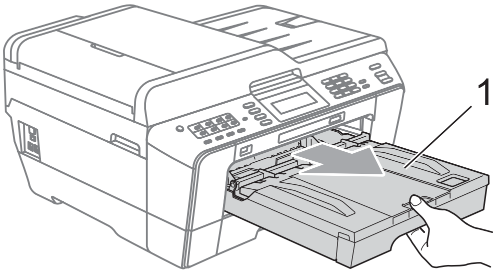
Printer jam or paper jam

Take out the jammed paper depending on where it is jammed in the machine.

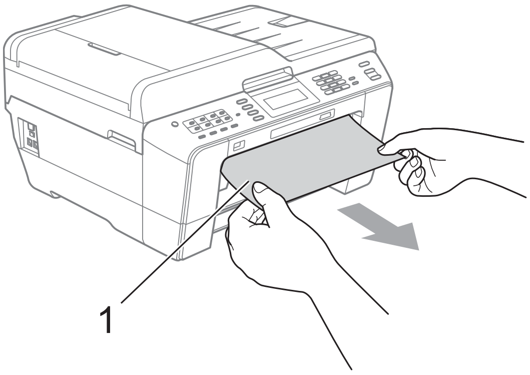
Paper is jammed at the front of the machine

If the LCD shows `Paper Jam [Front]`, follow these steps:

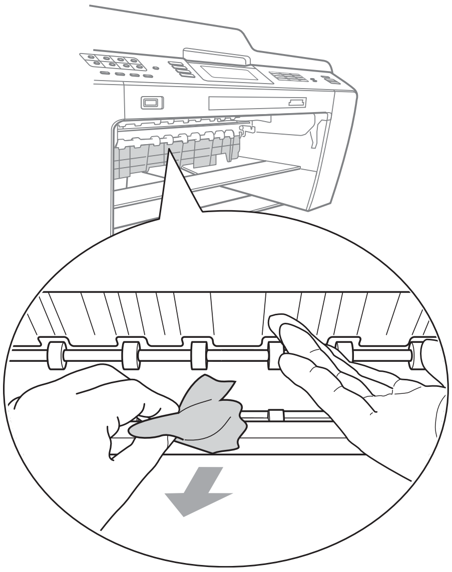
1. Unplug the machine from the electrical socket.
2. Pull the paper tray (1) completely out of the machine.



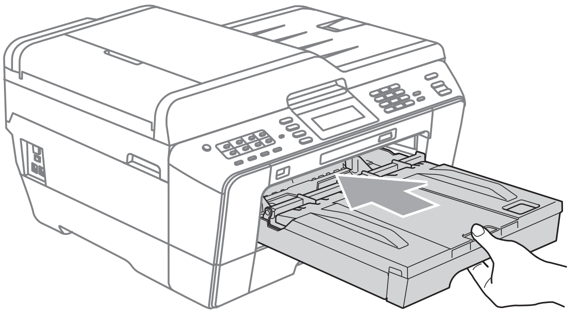
3. Pull out the jammed paper (1).



4 Lift the Jam Clear flap, and remove the jammed paper.



5 Put the paper tray firmly back in the machine.



Note

Make sure you pull out the paper support until it clicks.

6 Re-connect the power cord.

Note

If there is a repeat paper jam, a small piece of paper may be stuck in the machine. (See *Additional paper jam clear operations* on page 86.)

Paper is jammed at the back of the machine

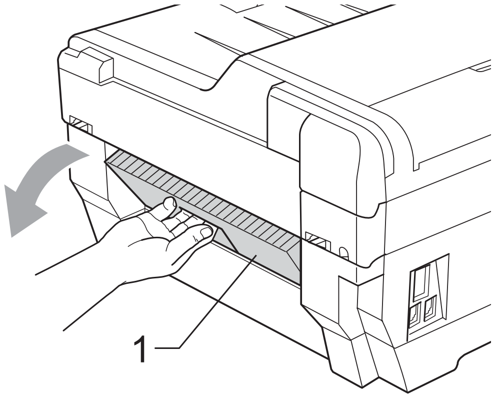
If the LCD shows `Paper Jam [Rear]`, follow these steps:

1 Unplug the machine from the electrical socket.

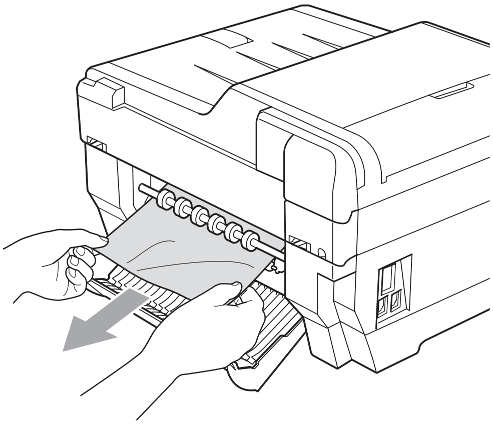
Note

Make sure you remove paper from the manual feed slot, and then close it.

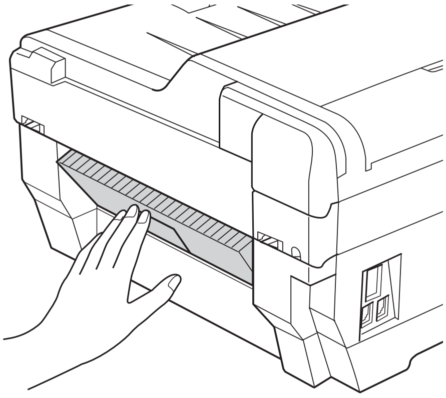
2 Open the Jam Clear Cover (1) at the back of the machine.



3 Pull the jammed paper out of the machine.



4 Close the Jam Clear Cover. Make sure the cover is closed correctly.



5 Re-connect the power cord.

Paper is jammed at the front and back of the machine

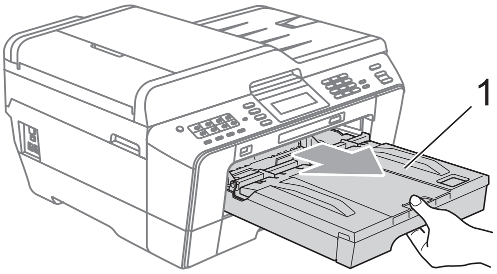
If the LCD shows `Paper Jam [Front,Rear]`, follow these steps:

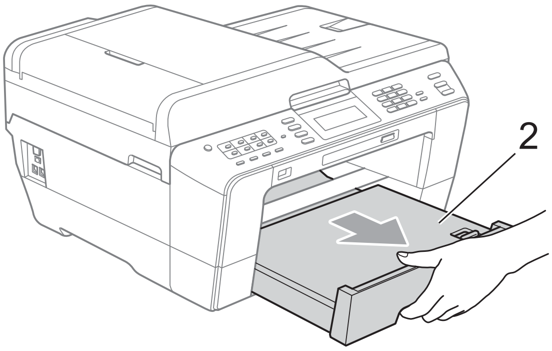
1 Unplug the machine from the electrical socket.

Note

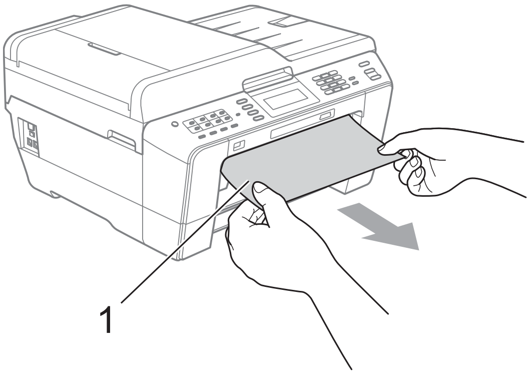
Make sure you remove paper from the manual feed slot, and then close it.

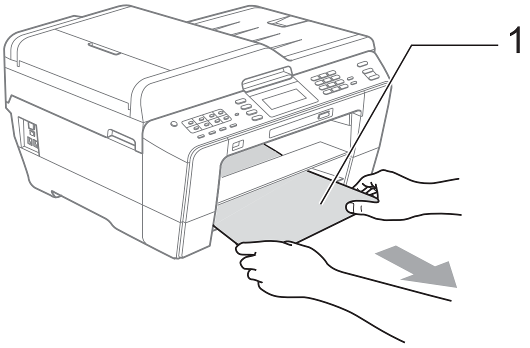
2 Pull paper tray #1 (1) and then tray #2 (2) completely out of the machine.



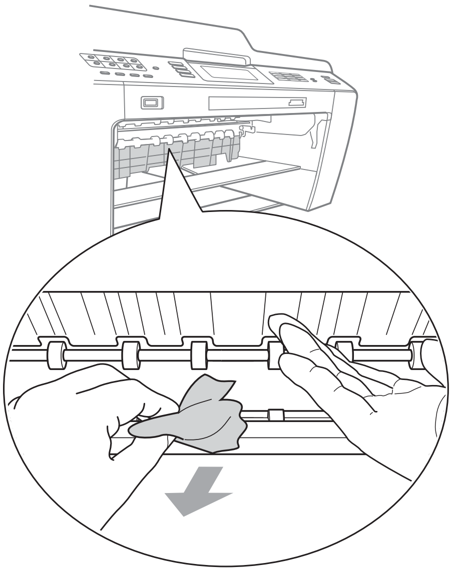


3 Pull out the jammed paper (1).

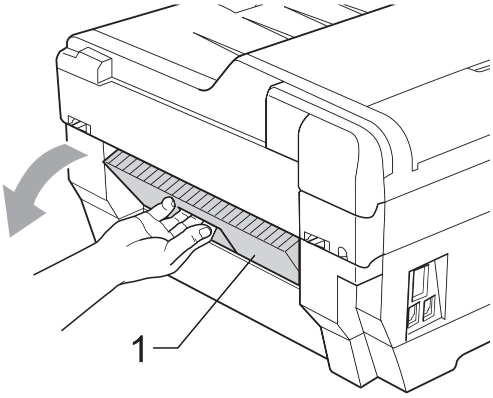




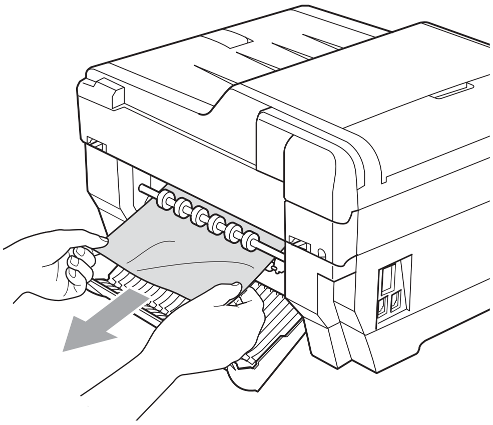
4 Lift the flap, and remove the jammed paper.
(With trays removed, go to step ❺.)



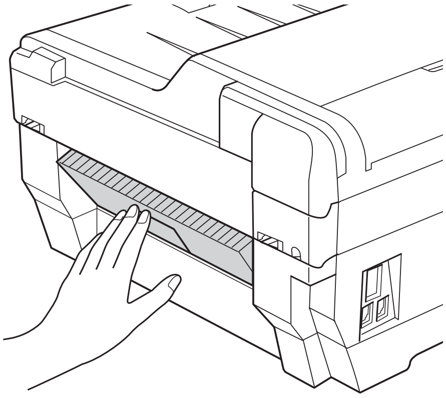
5 Open the Jam Clear Cover (1) at the back of the machine.



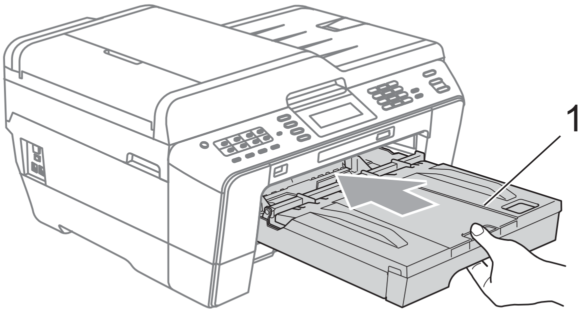
6 Pull the jammed paper out of the machine.

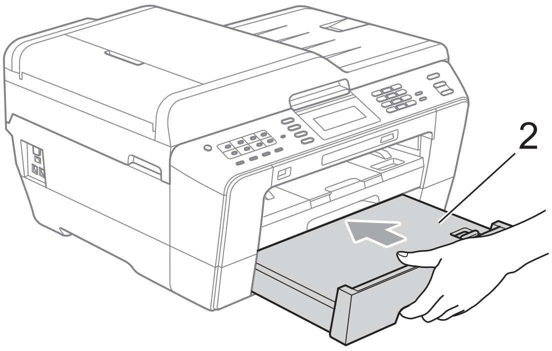


7 Close the Jam Clear Cover. Make sure the cover is closed correctly.

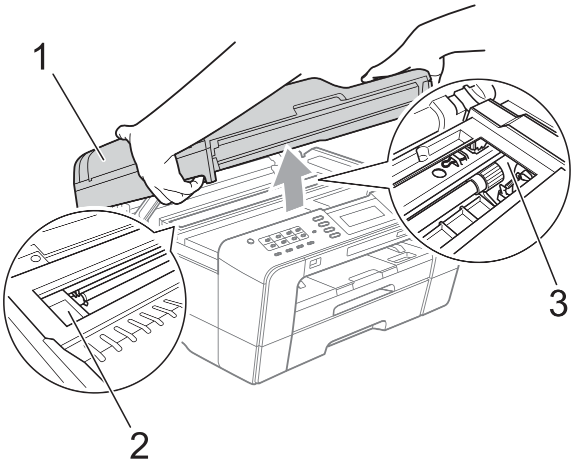


8 Put paper tray #1 (1) and then tray #2 (2) firmly back in the machine.



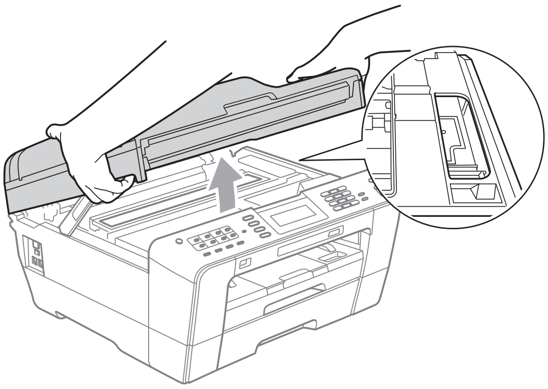


9 Using both hands, use the finger holds on each side of the machine to lift the scanner cover (1) into the open position. Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine (2) and (3).



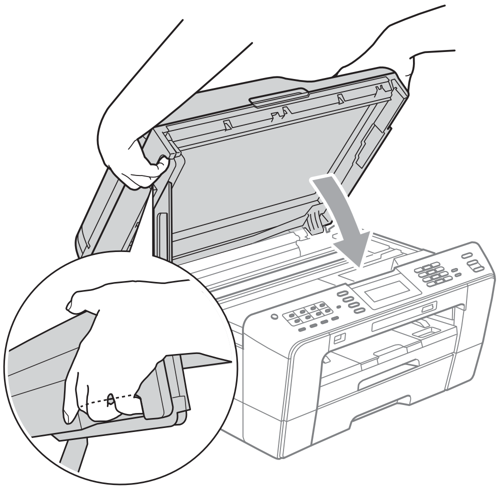
IMPORTANT

- If the paper is jammed under the print head, unplug the machine from the power source, and then move the print head to take out the paper.
- If the print head is at the right corner as shown in the illustration, you cannot move the print head. Re-connect the power cord. Hold down **Stop/Exit** until the print head moves to the middle. Then unplug the machine from the power source, and take out the paper.



- If ink gets onto your skin, immediately wash with soap and plenty of water.

10 Gently close the scanner cover using the finger holds on each side.



CAUTION

Be careful not to trap your fingers under the scanner cover.
Always use the finger holds provided on each side of the scanner cover when opening and closing it.

Note

Make sure you pull out the paper support until it clicks.

11 Re-connect the power cord.

Note

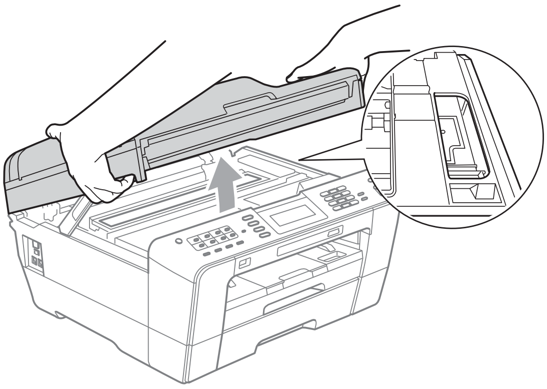
If there is a repeat paper jam, a small piece of paper may be stuck in the machine. (See *Additional paper jam clear operations* on page 86.)

Additional paper jam clear operations

1 Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position.

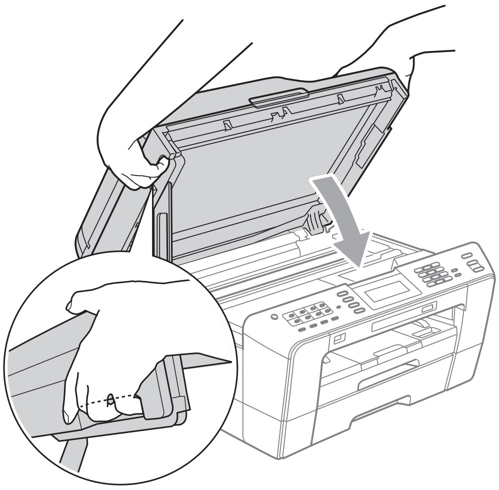
Note

If the print head is at the right corner as shown in the illustration, hold down **Stop/Exit** until the print head moves to the middle.



2 Unplug the machine from the electrical socket.

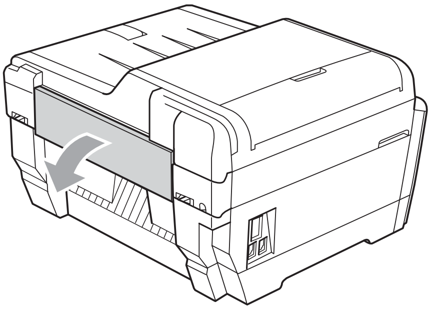
3 Gently close the scanner cover using the finger holds on each side.



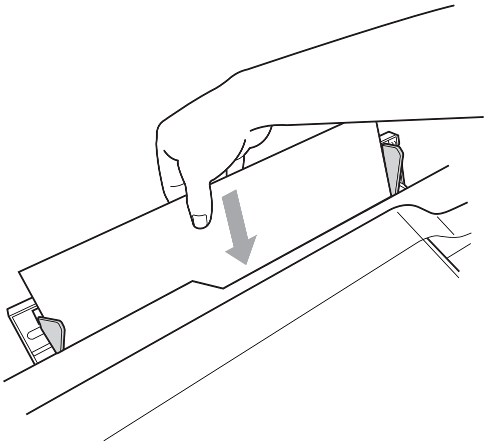
CAUTION

Be careful not to trap your fingers under the scanner cover.
Always use the finger holds provided on each side of the scanner cover when opening and closing it.

4 Open the manual feed slot cover.



5. Put only one sheet of A4 or letter sized thick paper such as glossy paper in a Landscape position in the manual feed slot.
   Push it into the manual feed slot.



Note

- We recommend you use glossy paper.
- If you don't push the paper deep into the manual feed slot, the machine will not feed it when you re-connect the power cord.

6. Re-connect the power cord.
   The paper you placed in the manual feed slot will be fed through the machine and ejected.

7. Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position.
   Make sure that a piece of paper is not still jammed inside the machine.
   Gently close the scanner cover using the finger holds on each side.

Troubleshooting

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.
Visit us at http://solutions.brother.com/.

If you are having difficulty with your machine

Printing

Difficulty	Suggestions
No printout.	Check the interface cable or wireless connection on both the machine and your computer. (See the *Quick Setup Guide*.)
	Check that the machine is plugged in and that the **On/Off** key is on.
	One or more ink cartridges have reached the end of their life. (See *Replacing the ink cartridges* on page 66.)
	Check to see if the LCD is showing an error message. (See *Error and Maintenance messages* on page 72.)
	If the LCD shows `Cannot Print` and `Replace Ink`, see *Replacing the ink cartridges* on page 66.
	Check that the correct printer driver has been installed and chosen.
	Make sure that the machine is online. Click **Start** and then **Printers and Faxes**. **Brother MFC-XXXXX** (where XXXXX is your model name), and make sure that **Use Printer Offline** is unchecked.
Poor print quality.	Check the print quality. (See *Checking the print quality* on page 70.)
	Make sure that the **Media Type** setting in the printer driver or the `Paper Type` setting in the machine's menu matches the type of paper you are using. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide* and *Paper Size and Type* on page 22.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: ■ The expiration date written on the cartridge package has passed. (Brother Original cartridges stay usable for up to two years if kept in their original packaging.) ■ The ink cartridge has been in your machine for over six months. ■ The ink cartridge may not have been stored correctly before use.
	Make sure you are using Brother Original Innobella™ ink. Brother does not recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with ink from other sources.
	Try using the recommended types of paper. (See *Acceptable paper and other print media* on page 24.)
	The recommended environment for your machine is between 20 °C to 33 °C.
White horizontal lines appear in text or graphics.	Clean the print head. (See *Cleaning the print head* on page 69.)
	Make sure you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See *Acceptable paper and other print media* on page 24.)

Printing (continued)

Difficulty	**Suggestions**
The machine prints blank pages.	Clean the print head. (See *Cleaning the print head* on page 69.)
	Make sure you are using Brother Original Innobella™ ink.
Characters and lines are blurred.	Check the printing alignment. (See *Checking the print alignment* on page 71.)
Printed text or images are skewed.	Make sure the paper is loaded correctly in the paper tray and the paper side guides are adjusted correctly. (See *Loading paper and other print media* on page 10.)
	Make sure the Jam Clear Cover is closed correctly.
Smudge or stain at the top centre of the printed page.	Make sure the paper is not too thick or curled. (See *Acceptable paper and other print media* on page 24.)
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See *Acceptable paper and other print media* on page 24.) Don't handle the paper until the ink is dry.
	Make sure you are using Brother Original Innobella™ ink.
	If you are using photo paper, make sure that you have set the correct paper type. If you are printing a photo from your PC, set the **Media Type** in the **Basic** tab of the printer driver.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See *Cleaning the machine's printer platen* in *appendix A* of the *Advanced User's Guide*.)
	Make sure you are using Brother Original Innobella™ ink.
	Make sure you are using the paper support flap. (See *Loading paper and other print media* on page 10.)
The machine prints dense lines on the page.	Check **Reverse Order** in the **Basic** tab of the printer driver.
The printouts are wrinkled.	(Windows® users) In the printer driver **Advanced** tab, click **Colour Settings**, and uncheck **Bi-Directional Printing**. (Macintosh users) In the printer driver, choose **Print Settings**, click **Advanced**, choose **Other Print Options**, and uncheck **Bi-Directional Printing**.
	Make sure you are using Brother Original Innobella™ ink.
Cannot perform "Page Layout" printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver **Advanced** tab. Also, click **Colour Settings**, and make sure you uncheck **Colour Enhancement**.
	Turn the borderless feature off. Borderless printing is slower than normal printing. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide*.)
Colour Enhancement is not working correctly.	If the image data is not full colour in your application (such as 256 colour), Colour Enhancement will not work. Use at least 24 bit colour data with the Colour Enhancement feature.
Photo paper does not feed correctly.	When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
	Clean the paper pick-up rollers. (See *Cleaning the paper pick-up rollers* in *appendix A* of the *Advanced User's Guide*.)

Printing (continued)

Difficulty	Suggestions
Machine feeds multiple pages.	Make sure the paper is loaded correctly in the paper tray. (See *Loading paper and other print media* on page 10.)
	Load only one size of paper and one type of paper in the paper tray at any one time.
There is a paper jam.	Make sure the paper length guide is set to the correct paper size. Do not extend the paper tray when you load A5 or smaller size paper. (See *Printer jam or paper jam* on page 81.)
Paper jam reoccurs.	If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See *Additional paper jam clear operations* on page 86.)
The paper jams when you use duplex copy or duplex print.	Use one of the jam prevention settings, `DX1` or `DX2`. For copying, see *Duplex (2-sided) copying* in *chapter 7* of the *Advanced User's Guide*; for printing see *Duplex / Booklet* for Windows® or *Duplex Printing* for Macintosh in the *Software User's Guide*.
	If paper jams often when using duplex copy or duplex print, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See *Cleaning the paper feed rollers* in *appendix A* of the *Advanced User's Guide*.)
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See *Loading paper and other print media* on page 10.)
Machine does not print from Adobe® Illustrator®.	Try to reduce the print resolution. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide*.)

Printing Received Faxes

Difficulty	Suggestions
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Vertical black lines when receiving.	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 colour fax prints only in black and white.	Replace the colour ink cartridges that have reached the end of their life, and then ask the other person to send the colour fax again. (See *Replacing the ink cartridges* on page 66.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See *Printing a reduced incoming fax* in *chapter 4* of the *Advanced User's Guide*.)

Telephone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Make sure the machine is plugged in and turned on.
	Check the line cord connections.
	Change the Tone/Pulse setting. (See the *Quick Setup Guide*.)
	Lift the external telephone’s handset and listen for a dial tone. If there is no dial tone, ask your telephone company to check the line and/or socket.
The machine does not answer when called.	Make sure the machine is in the correct Receive Mode for your setup. (See *Choose the Receive Mode* on page 35.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulty	Suggestions
Cannot receive a fax.	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See *Setting the Telephone Line Type* on page 42.)

Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	Check all line cord connections.
	Make sure that the **FAX** 📠 key is illuminated.
	Ask the other party to check that the receiving machine has paper.
	Print the Transmission Verification Report and check for an error. (See *Reports* in *chapter 6* of the *Advanced User’s Guide*.)
Transmission Verification Report says ”`RESULT:ERROR`”.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get “`RESULT:ERROR`” on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Memory Receive (see *Turning off Memory Receive operations* in *chapter 4* of the *Advanced User’s Guide*), print fax messages in memory (see *Printing a fax from the memory* in *chapter 4* of the *Advanced User’s Guide*) or cancel a Delayed Fax or Polling Job. (see *Cancelling a fax in progress* on page 33 and *Checking and cancelling waiting jobs* in *chapter 3* of the *Advanced User’s Guide*.) 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, try changing the menu setting of Compatibility to `Basic(for VoIP)`. (See *Telephone line interference / VoIP* on page 96.)
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See *Setting the Telephone Line Type* on page 42.)
Poor fax send quality.	Try changing your resolution to `Fine` or `S.Fine`. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See *Cleaning the scanner glass* on page 68.)
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. (See *Cleaning the scanner glass* on page 68.)

Handling Incoming Calls

Difficulty	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. (See *Fax Detect* on page 38.)
Sending a fax call to the machine.	If you answered on an extension or external telephone, press your Remote Activation Code (the factory setting is ∗ **5 1**). If you answered on an external telephone, press **Start** to receive the fax. When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes. **For example:** If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (Error Correction Mode) feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate telephone line with no custom features is recommended.

Copying Difficulties

Difficulty	Suggestions
Cannot make a copy.	Make sure that the **COPY** key is illuminated.
Poor copy results when using the ADF.	Try using the scanner glass. (See *Using the scanner glass* on page 29.)
Vertical black lines or streaks appear in copies.	Vertical black lines or streaks on copies are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See *Cleaning the scanner glass* on page 68.)
Fit to Page does not work correctly.	Make sure your source document is not skewed. Reposition the document and try again.

Scanning Difficulties

Difficulty	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	Make sure the Brother TWAIN or WIA driver is chosen as the primary source in your scanning application. For example, in PaperPort™12SE with OCR, click **File**, **Scan or Get Photo** and click **Select** to choose the Brother TWAIN/WIA driver.
TWAIN or ICA errors appear when starting to scan. (Macintosh)	Make sure the Brother TWAIN driver is chosen as the primary source. In PageManager, click **File**, **Select Source** and choose the Brother TWAIN driver. Mac OS X 10.6.x users can also scan documents using the ICA Scanner Driver. See *Scanning a document using the ICA driver (Mac OS X 10.6.x)* in the *Software User's Guide*.
Poor scanning results when using the ADF.	Try using the scanner glass. (See *Using the scanner glass* on page 29.)
OCR does not work.	Try increasing the scanner resolution. (Macintosh users) Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

Software Difficulties

Difficulty	Suggestions
Cannot install software or print.	(Windows® users only) Run the **Repair MFL-Pro Suite** program on the Installation CD-ROM. This program will repair and reinstall the software.
"Device Busy"	Make sure the machine is not showing an error message on the LCD.
Cannot print images from FaceFilter Studio.	To use FaceFilter Studio, you must install the FaceFilter Studio application from the Installation CD-ROM supplied with your machine. To install FaceFilter Studio see the *Quick Setup Guide*. Also, before you start FaceFilter Studio for the first time, you must make sure your Brother machine is turned on and connected to your computer. This will allow you to access all the functions of FaceFilter Studio.

PhotoCapture Center™ Difficulties

Difficulty	**Suggestions**
Removable Disk does not work correctly.	1 Have you installed the Windows® 2000 update? If not, do the following: 1) Unplug the USB cable. 2) Install the Windows® 2000 update using one of the following methods. ■ Install MFL-Pro Suite from the Installation CD-ROM. (See the *Quick Setup Guide*.) ■ Download the latest service pack from the Microsoft Web site. 3) Wait about 1 minute after you restart the PC, and then connect the USB cable. 2 Take out the memory card or USB Flash memory drive and put it back in again. 3 If you have tried “Eject” from within Windows®, take out the memory card or USB Flash memory drive before you continue. 4 If an error message appears when you try to eject the memory card or USB Flash memory drive, it means the card is being accessed. Wait a while and then try again. 5 If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)
Cannot access Removable Disk from Desktop icon.	Make sure that you have correctly inserted the memory card or USB Flash memory drive.
Part of my photo is missing when printed.	Make sure that Borderless printing and Cropping are turned off. (See *Borderless printing* and *Cropping* in *chapter 8* of the *Advanced User’s Guide*.)

Network Difficulties

Difficulty	**Suggestions**
Cannot print over the network.	Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see *Reports* in *chapter 6* of the *Advanced User’s Guide*.) and check the current Network settings printed in this list. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows `LAN Active` for 2 seconds. (If you are having Network problems, see the *Network User’s Guide* for more information.)

Network Difficulties (continued)

Difficulty	Suggestions
The network scanning feature does not work.	(Windows® users) It is necessary to configure third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below: In Name: Enter any description, for example Brother NetScan. In Port number: Enter 54925. In Protocol: UDP is selected. Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. (Macintosh users) Re-select your machine in the **Device Selector** application located in **Macintosh HD**/**Library**/**Printers**/**Brother**/**Utilities**/**DeviceSelector** or from the model list in ControlCenter2.
The network PC-Fax Receive feature does not work.	(Windows® users only) It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below: In Name: Enter any description, for example Brother PC-FAX Rx. In Port number: Enter 54926. In Protocol: UDP is selected. Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.
The Brother software cannot be installed.	(Windows® users) Allow network access to the following programs if your security software displays an alert message during MFL-Pro Suite installation. (Macintosh users) If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it and then install the Brother software.
Cannot connect to wireless network.	Investigate the problem using the `WLAN Report`. Press `MENU`, and then press ▲ or ▼ to display `Print Reports`. Press `Print Reports`. Press ▲ or ▼ to display `WLAN Report`, and then press `WLAN Report`. For details, see the *Network User's Guide*.
Reset the network settings.	Press `MENU`, and then press ▲ or ▼ to display `Network`. Press `Network`. Press ▲ or ▼ to display `Network Reset`, and then press `Network Reset`. For details, see the *Network User's Guide*.

Touchscreen Difficulties

Difficulty	Suggestions
The dial pad does not work when entering numbers or characters.	Use the touchscreen buttons to enter information.

Dial Tone detection

When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number. By changing the Dial Tone setting to `Detection` you can make your machine dial as soon as it detects a dial tone. This setting can save a small amount of time when sending a fax to many different numbers. If you change the setting and start having problems with dialling you should change back to the factory `No Detection` setting.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Initial Setup`.
3. Press `Initial Setup`.
4. Press ▲ or ▼ to display `Dial Tone`.
5. Press `Dial Tone`.
6. Press `Detection` or `No Detection`.
7. Press **Stop/Exit**.

Telephone line interference / VoIP

If you are having problems sending or receiving a fax due to possible interference on the telephone line, you can change the compatibility setting, which reduces the modem speed to minimise errors.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Initial Setup`.
3. Press `Initial Setup`.
4. Press ▲ or ▼ to display `Compatibility`.
5. Press `Compatibility`.
6. Press `High`, `Normal` or `Basic(for VoIP)`.
   - `Basic(for VoIP)` cuts the modem speed to 9,600 bps and turns off colour fax receiving and ECM, except for colour fax sending. Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.

     To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to `Basic(for VoIP)`.
   - `Normal` sets the modem speed at 14,400 bps.
   - `High` increases the modem speed to 33,600 bps. (factory setting)
7. Press **Stop/Exit**.

Note

VoIP (Voice over IP) is a type of phone system that uses an internet connection, rather than a traditional phone line.

Machine Information

Checking the serial number

You can see the machine's serial number on the LCD.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Machine Info.`
3. Press `Machine Info.`
4. Press **Stop/Exit**.

Reset functions

The following reset functions are available:

1. `Network`

   You can reset the print server back to its default factory settings such as the password and IP address information.

2. `Speed Dial&Fax`

   Speed Dial & Fax resets the following settings:

   - Speed Dial

     (Speed-Dial and Setup Groups)

   - Programmed fax jobs in the memory

     (Polled Transmit, Delayed Fax and Delayed Batch Transmission)

   - Station ID

     (Name and Number)

   - Remote Fax Options

     (Fax Forwarding)

   - Report settings

     (Transmission Verification Report, Quick Dial List and Fax Journal)

   - History

     (Caller ID history and Outgoing Call)

   - Faxes in memory

3. `All Settings`

   You can restore all settings to their factory defaults.

   Brother strongly recommends you use this operation when you dispose of the machine.

Note

Unplug the interface cable before you choose `Network` or `All Settings`.

How to reset the machine

1. Press `MENU`.
2. Press ▲ or ▼ to display `Initial Setup`.
3. Press `Initial Setup`.
4. Press ▲ or ▼ to display `Reset`.
5. Press `Reset`.
6. Press the type of reset you want to use.
7. Press `Yes` to confirm.
8. Press `Yes` for 2 seconds to reboot the machine.

C Menu and features

On-screen programming

Your machine is designed to be easy to operate with LCD on-screen programming using the menu buttons on the Touchscreen. User-friendly programming helps you take full advantage of all the menu selections your machine has to offer.

Since your programming is done on the LCD, we have created step-by-step on-screen instructions to help you program your machine. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

Menu table

The menu table will help you understand the menu selections and options that are found in the machine's programs. The factory settings are shown in Bold with an asterisk.

MENU (MENU)

Level1	Level2	Level3	Options	Descriptions	Page
General Setup	**Mode Timer**	—	Off 0 Sec 30 Secs 1 Min **2 Mins*** 5 Mins	Sets the time to return to Fax mode, and the time the machine will change from a restricted user to Public user mode when using Secure Function Lock.	See [1].
	Tray Setting	**Tray#1**	Paper Size (Options) **A4*** A5 A3 10x15cm Letter Legal Ledger	Sets the size of paper in the paper tray #1.	22
			Paper Type (Options) **Plain Paper*** Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency	Sets the type of paper in the paper tray #1.	
		Tray#2	Paper Size (Options) **A4*** A3 Letter Legal Ledger	Sets the size of paper in the paper tray #2.	22

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[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	**Tray Setting** (Continued)	**Tray Use:Copy**	Tray#1 Tray#2 **Auto Select***	Choose the tray that will be used for Copy mode.	22
		Tray Use:Fax	Tray#1 Tray#2 **Auto Select***	Choose the tray that will be used for Fax mode.	23
	Volume	**Ring**	Off Low **Med*** High	Adjusts the ring volume.	8
		Beeper	Off **Low*** Med High	Adjusts the beeper volume.	8
		Speaker	Off Low **Med*** High	Adjusts the speaker volume.	9
	Auto Daylight	—	**On*** Off	Changes for Daylight Savings Time automatically.	See [1].
	LCD Settings	**Backlight**	**Light*** Med Dark	You can adjust the brightness of the LCD backlight.	9
		Dim Timer	Off 10 Secs 20 Secs **30 Secs***	You can set how long the LCD backlight stays on for after the last key press.	See [1].
	Sleep Mode	—	1 Min 2 Mins 3 Mins **5 Mins*** 10 Mins 30 Mins 60 Mins	You can choose how long the machine will remain idle before it goes into sleep mode.	
	A3 - Short Grain	—	**On*** Off	Turn on this setting when you use A3 short grain paper.	23

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	**Function Lock**	**Set Password**	—	You can restrict selected machine operation for up to 10 restricted users and all other non-authorized Public users.	See [1].
		Lock Off→On	—		
		Setup User	—		
Fax	**Setup Receive**	**Ring Delay**	0 1 **2*** 3 4 5 6 7 8 (Example for the U.K.)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	37
		F/T Ring Time	20 Secs **30 Secs*** 40 Secs 70 Secs	Sets the fast double-ring time in Fax/Tel mode.	37
		Fax Detect	**On*** Off	Receives fax messages automatically when you answer a call and hear fax tone.	38
		Remote Codes	**On*** (✱51, #51) Off	Allows you to answer all calls at an extension or external telephone and use codes to turn the machine on or off. You can personalize these codes.	47
		Auto Reduction	**On*** Off	Cuts the size of incoming faxes to fit the paper size.	See [1].

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	**Setup Receive** (Continued)	**Memory Receive**	**Off*** Fax Forward Fax Storage PC Fax Receive	You can set the machine to either forward fax messages, store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or send faxes to your PC. If you choose Fax Forward or PC-Fax Receive, you can turn on the safety feature Backup Print.	See [1].
		Fax Preview	On **Off***	You can preview received faxes.	38
	Report Setting	**XMIT Report**	On On+Image **Off*** Off+Image Off2 Off2+Image	Choose the initial setup for Transmission Verification Report.	34
		Journal Period	Off **Every 50 Faxes*** Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days	Sets the interval for the automatic printing of the Fax Journal. If you have chosen other than Off and Every 50 Faxes, you can set the time for the chosen option. If you have chosen Every 7 Days, you can set the day of the week.	See [1].
	Print Document	—	—	Prints incoming faxes stored in the memory.	
	Remote Access	—	---*	Set your own code for Remote Retrieval.	
	Remaining Jobs	—	—	Check which jobs are in the memory and lets you cancel chosen jobs.	
	Miscellaneous	**BT Call Sign** (U.K. Only)	On **Off***	Uses with BT Call Sign.	See [1].
		Caller ID (U.K. and Ireland only)	**On*** Off	View or print a list of the last 30 Caller IDs stored in the memory.	41

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Network menu

Level1	Level2	Level3	Level4	Options	Descriptions
Network	**Wired LAN**	**TCP/IP**	**BOOT Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	BRNXXXXXXXXXXXX	Enter the Node name.
			WINS Config	**Auto*** Static	Chooses the WINS configuration mode.
			WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.
			IPv6	On **Off***	Enable or disable the IPv6 protocol.
	See *Network User's Guide*.				

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	**Wired LAN** (Continued)	**Ethernet**	—	**Auto*** 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.
		MAC Address	—	—	You can see your machine's MAC address.
	WLAN	**TCP/IP**	**BOOT Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	BRWXXXXXXXXXXXX	Enter the Node name.
			WINS Config	**Auto*** Static	Chooses the WINS configuration mode.
			WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	**WLAN** (Continued)	**TCP/IP** (Continued)	**APIPA**	**On*** Off	Automatically allocates the IP address from the link-local address range.
			IPv6	On **Off***	Enable or disable IPv6 protocol for a wireless LAN.
		Setup Wizard	—	—	You can manually configure your print server for a wireless network.
		WPS/AOSS	—	—	You can easily configure your wireless network settings using the one-button push method.
		WPS w/PIN Code	—	—	You can easily configure your wireless network settings using WPS with a PIN code.
		WLAN Status	**Status**	—	You can see the current wireless network status.
			Signal	—	You can see the current wireless network signal strength.
			SSID	—	You can see the current SSID.
			Comm. Mode	—	You can see the current Communication Mode.
		MAC Address	—	—	You can see your machine's MAC address.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	**E-mail/IFAX** (Available after IFAX is downloaded)	**Mail Address**	—	—	Enter the mail address. (Up to 60 characters)
		Setup Server	**SMTP Server**	Name (Up to 30 characters) IP Address [000-255]. [000-255]. [000-255]. [000-255]	Enter the SMTP server address.
			SMTP Port	[00001-65535]	Enter the SMTP port number.
			Auth. for SMTP	**None*** SMTP-AUTH POP bef. SMTP	Selects the Security method for E-mail notification.
			POP3 Server	Name (Up to 30 characters) IP Address [000-255]. [000-255]. [000-255]. [000-255]	Enter the POP3 server address.
			POP3 Port	[00001-65535]	Enter the POP3 port number.
			Mailbox Name	—	Enter the mail box name. (Up to 20 characters)
			Mailbox Pwd	—	Enter the password to login to the POP3 server. (Up to 20 characters)
			APOP	On **Off***	Enables or disables APOP.
	See *Network User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	**E-mail/IFAX** (Available after IFAX is downloaded) (Continued)	**Setup Mail RX**	**Auto Polling**	**On*** Off	Automatically checks the POP3 server for new messages.
			Poll Frequency (Available when Auto Polling is set to On.)	1 Min 3 Mins 5 Mins **10 Mins*** 30 Mins 60 Mins	Sets the interval for checking for new messages on the POP3 server.
			Header	All Subject+From+To **None***	Selects the contents of the mail header to be printed.
			Del Error Mail	**On*** Off	Deletes error mails automatically.
			Notification	On MDN **Off***	Receives notification messages.
		Setup Mail TX	**Sender Subject**	—	Displays the subject that is attached to the Internet Fax data.
			Size Limit	On **Off***	Limits the size of E-mail documents.
			Notification	On **Off***	Sends notification messages.
		Setup Relay	**Rly Broadcast**	On **Off***	Relays a document to another fax machine over the internet.
			Relay Domain	RelayXX	Registers the Domain name.
			Relay Report	On **Off***	Prints the Relay Broadcast Report.
	Time Zone	—	UTCXXX:XX	—	Sets the time zone for your country.

See *Network User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions
Network (Continued)	**Network I/F**	—	**Wired LAN*** WLAN	—	You can choose the network connection type.
	LDAP	—	On **Off***	—	Allows you to search for information such as fax numbers and E-mail addresses on your server.
	Network Reset	—	—	—	Restore all network settings to factory default.
	See *Network User’s Guide*.				
	The factory settings are shown in Bold with an asterisk.				

MENU (MENU) (continued)

Level1	Level2	Level3	Options	Descriptions	Page
Print Reports	**XMIT Verify**	—	—	Prints these lists and reports.	See [1].
	Help List	—	—		
	Quick Dial	—	Alphabetical Order Numerical Order		
	Fax Journal	—	—		
	User Settings	—	—		
	Network Config	—	—		
	WLAN Report	—	—		
	Caller ID hist.	—	—		
Machine Info.	**Serial No.**	—	—	Lets you check the serial number of your machine.	97
Initial Setup	**Receive Mode**	—	**Fax Only*** Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	35
	Date&Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See [2].
	Station ID	—	Fax: Name:	Set your name and fax number to appear on each page you fax.	
	Tone/Pulse	—	**Tone*** Pulse	Choose the dialling mode.	
	Dial Tone	—	Detection **No Detection***	Turns Dial Tone Detection on or off.	96
	Phone Line Set	—	**Normal*** PBX ISDN	Choose the telephone line type.	42
	Compatibility	—	**High*** Normal Basic(for VoIP)	Adjusts the modem speed to help resolve transmission problems.	96

[1] See *Advanced User's Guide*.

[2] See *Quick Setup Guide*.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
`Initial Setup` (Continued)	`Reset`	`Network`	—	Resets the print server back to its factory default settings, such as the password and IP address information.	97
		`Speed Dial&Fax`	—	Deletes all stored Speed Dial numbers and faxes, restores the Station ID, Quick Dial List, Transmission Verification Report and Fax Journal back to the factory default settings.	
		`All Settings`	—	Resets all the machine's settings back to the settings that were set at the factory.	

[1] See *Advanced User's Guide*.

[2] See *Quick Setup Guide*.

The factory settings are shown in Bold with an asterisk.

FAX (📠)

Level1	Level2	Level3	Options	Descriptions	Page
Call History	**Outgoing Call**	Send a fax	—	You can choose a number from the Outgoing Call history and then make a telephone call to it, send a fax to it, add it to Speed Dial, add it to One Touch Dial, or delete it.	50
		More	Add to Speed Dial Add to One Touch Dial Delete		
	Caller ID hist.	Send a fax	—	You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, add it to One Touch Dial, or delete it.	51
		More	Add to Speed Dial Add to One Touch Dial Delete		
Phone Book	**Send a fax**	—	—	You can dial by pressing only a few keys (and **Start**).	49
	More	Set Speed Dial	—	Stores Speed Dial numbers, so you can dial by pressing only a few keys (and **Start**).	53
		Set One Touch Dial	—	Stores One Touch Dial numbers, so you can dial by pressing only a few keys (and **Start**).	52
		Setup Groups	—	You can set up Group numbers for Broadcasting.	See [1].
		Change	—	You can change One Touch and Speed Dial numbers.	54
		Delete	—	You can delete One Touch and Speed Dial numbers.	
Fax Resolution	—	—	**Standard*** Fine S.Fine Photo	Sets the resolution for outgoing faxes.	See [1].
Duplex Fax	—	—	**Off*** DuplexScan : LongEdge DuplexScan : ShortEdge	You can choose duplex fax scan mode.	
Contrast	—	—	**Auto*** Light Dark	Changes the lightness or darkness of faxes you send.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Glass Scan Size	—	—	**A4*** A3 Letter Legal Ledger	Sets the glass scan size for faxes.	33
Broadcasting	**Add Number** **Phone Book**	—	—	You can send the same fax message to more than one fax number.	See [1].
Preview	—	—	On **Off***	You can preview a fax message before send it.	33
Delayed Fax	—	—	On **Off***	Sets the time of day in 24-hour format that the delayed faxes will be sent.	See [1].
Batch TX	—	—	On **Off***	Combines delayed faxes to the same fax number at the same time of day into one transmission.	
Real Time TX	—	—	On **Off***	You can send a fax without using the memory.	
Polled TX	—	—	Standard Secure **Off***	Sets up the document on your machine to be retrieved by another fax machine.	
Polling RX	—	—	Standard Secure Timer **Off***	Sets up your machine to poll another fax machine.	
Overseas Mode	—	—	On **Off***	If you are having difficulty sending faxes overseas, set this to On.	
Set New Default	—	—	Fax Resolution Contrast Glass Scan Size Real Time TX Preview	You can save your fax settings.	
Factory Reset	—	—	—	You can restore all settings to the factory settings.	

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[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

SCAN ()

Level1	Option1	Option2	Option3	Descriptions	Page
to File	—	—	—	You can scan a monochrome or a colour document into your computer.	See [1].
	Duplex Scan	—	**Off*** DuplexScan : LongEdge DuplexScan : ShortEdge	You can choose duplex scan mode.	
to Media (when a memory card or USB Flash memory drive is inserted)	**Duplex Scan**	—	**Off*** DuplexScan : LongEdge DuplexScan : ShortEdge	You can choose duplex scan mode.	62
	Quality	—	Color 100 dpi **Color 200 dpi*** Color 300 dpi Color 600 dpi B/W 100 dpi B/W 200 dpi B/W 300 dpi	You can choose the scan resolution and file format for your document.	
	File Type	—	(If you choose colour option in Quality setting) **PDF*** JPEG		
			(If you choose Mono option in Quality setting) TIFF **PDF***		

[1] See *Software User's Guide*.

[2] See *Advanced User's Guide*.

[3] (Macintosh users)
Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

The factory settings are shown in Bold with an asterisk.

Level1	Option1	Option2	Option3	Descriptions	Page
to Media (when a memory card or USB Flash memory drive is inserted) (Continued)	**Glass Scan Size**	—	**A4*** A3 Letter Legal Ledger	Sets the glass scan size for scans.	See [2].
	File Name	—	—	You can rename the file.	62
	Auto Crop	—	On **Off***	Scan multiple documents placed on the scanner glass to a memory card or USB Flash memory drive one at a time.	See [2].
	Set New Default	—	Quality File Type Glass Scan Size Auto Crop	You can save your scan settings.	
	Factory Reset	—	—	You can restore all settings to the factory settings.	
to Network	(Profile Name)	—	—	You can send a scanned data to a CIFS server on your local network or on the internet.	See [1].
to FTP	(Profile Name)	—	—	You can send a scanned data via FTP.	
to Email	**PC**	—	—	You can scan a monochrome or a colour document into your E-mail application.	
	E-mail server (Available after IFAX is downloaded)	Manual Phone Book	—	You can scan a monochrome or a colour document into your E-mail Server. Manual: You can enter an E-mail address using the buttons on the LCD. Phone Book: You can search for an E-mail address that you have stored in the machine.	

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[1] See *Software User's Guide*.

[2] See *Advanced User's Guide*.

[3] (Macintosh users)
Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

The factory settings are shown in Bold with an asterisk.

Level1	Option1	Option2	Option3	Descriptions	Page
to Email (Continued)	**E-mail server** (Available after IFAX is downloaded) (Continued)	Manual Phone Book (Continued)	Duplex Scan (Options) **Off*** DuplexScan : LongEdge DuplexScan : ShortEdge	You can choose duplex scan mode.	See [1].
			Quality (Options) Color 100 dpi **Color 200 dpi*** Color 300 dpi Color 600 dpi B/W 100 dpi B/W 200 dpi B/W 300 dpi	Chooses the file format to send the scanned data via E-mail server.	
			File Type (Options) (If you choose colour option in Quality setting) **PDF*** JPEG (If you choose Mono option in Quality setting) TIFF **PDF***		

[1] See *Software User's Guide*.

[2] See *Advanced User's Guide*.

[3] (Macintosh users)
Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

The factory settings are shown in Bold with an asterisk.

Level1	Option1	Option2	Option3	Descriptions	Page

`to Email`
(Continued)
	`E-mail server`
	(Available after IFAX is downloaded)
	(Continued)
		`Manual`
		`Phone Book`
		(Continued)
			`Glass Scan Size`
			(Options)
			`A4`*
			`A3`
			`Letter`
			`Legal`
			`Ledger`
				Sets the glass scan size for scans.	See [1].

			`Set New Default`
			(Options)
			`Quality`
			`File Type`
			`Glass Scan Size`
				You can save your scan settings.	

			`Factory Reset`	You can restore all settings to the factory settings.	
`to OCR`[3]	—	—	—	You can have your text document converted to an editable text file.	

	`Duplex Scan`	—	**`Off`***
			`DuplexScan : LongEdge`
			`DuplexScan : ShortEdge`
				You can choose duplex scan mode.	

`to Image`	—	—	—	You can scan a colour picture into your graphics application.	

	`Duplex Scan`	—	**`Off`***
			`DuplexScan : LongEdge`
			`DuplexScan : ShortEdge`
				You can choose duplex scan mode.	

[1] See *Software User's Guide*.

[2] See *Advanced User's Guide*.

[3] (Macintosh users)
Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

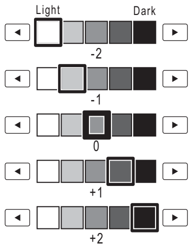
The factory settings are shown in Bold with an asterisk.

COPY (📄)

Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast **Normal*** Best	Choose the Copy resolution for the next copy.	See [1].
Paper Type	—	—	**Plain Paper*** Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency	Choose the paper type that matches the paper in the tray.	56
Paper Size	—	—	**A4*** A5 (tray #1 only) A3 10x15cm (tray #1 only) Letter Legal Ledger	Choose the paper size that matches the paper in the tray.	56
Tray Select	—	—	Tray#1 Tray#2 **Auto Select***	Choose the tray that will be used for Copy mode.	57
Enlarge/Reduce	**100%***	—	—	—	See [1].
	Enlarge	—	198% 10x15cm→A4 186% 10x15cm→LTR 141% A4→A3, A5→A4	You can choose the enlargement ratio for the next copy.	
	Reduce	—	97% LTR→A4 93% A4→LTR 83% LGL→A4 69% A3→A4, A4→A5 47% A4→10x15cm	You can choose the reduction ratio for the next copy.	
	Fit to Page	—	—	Your machine will adjust the size automatically to the paper size you set.	
	Custom(25-400%)	—	—	You can choose the enlargement or reduction ratio for your type of document.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Density	—	—		Adjusts the density of copies.	See [1].
Stack/Sort	—	—	**Stack*** Sort	You can choose to stack or sort multiple copies.	

Page Layout	—	**Off(1in1)***
		2in1(P)
		2in1(L)
		2 in 1 (ID)
		4in1(P)
		4in1(L)
		1 to 2
		Poster(2 x 1)
		Poster(2 x 2)
		Poster(3 x 3)
			If you choose A3 or Ledger:
			(When 2 in 1 is chosen)
			LGRx2 → LGRx1
			LTRx2 → LGRx1
			A3x2 → A3x1
			A4x2 → A3x1
			(When poster 2x2 is chosen)
			LGRx1 → LGRx4
			LTRx1 → LGRx4
			A3x1 → A3x4
			A4x1 → A3x4
				You can make N in 1, 2 in 1 ID, or Poster copies.	

Skew Adjustment	—	—	**Auto*** Off	If your scanned copy is skewed, your machine can correct the data automatically.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Duplex Copy	—	—	**Off*** 2side→2side 1side→2side LongEdgeFlip 2side→1side LongEdgeFlip 1side→2side ShortEdgeFlip 2side→1side ShortEdgeFlip	You can choose duplex printing settings.	See [1].
	More	Advanced	**Normal*** DX1 DX2		
		A3/LGR Duplex Copy Setting	**Fit to Page*** Keep Scale		
Advanced Settings	—	—	**Off*** Ink Save Mode Thin Paper Copy Book Copy Watermark Copy	You can choose various settings for copy such as Book Copy and Watermark Copy.	
Favorite Settings	Store	—	Favorite:1 Favorite:2 Favorite:3	You can save your Favourite settings.	
	Rename				

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Watermark Copy Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Edit Template	**Text**	—	**CONFIDENTIAL*** DRAFT COPY	Uses a template to place text into your document as a Watermark.	See [1].
	Position		A B C D **E*** F G H I Pattern		
	Size		Small **Medium*** Large		
	Angle		-90° **-45°*** 0° +45° +90°		
	Transparency		-2 -1 **0*** +1 +2		
	Colour		**Black*** Green Blue Purple Red Orange Yellow		

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Option1	Option2	Option3	Option4	Descriptions	Page
Use Image	**Scan** (Set watermark document and press **Start**.)	**Transparency**	-2 -1 **0*** +1 +2	You can place a logo or text into your document as a Watermark by scanning a paper document.	See [1].
	Media (Select image from media)	**Position**	A B C D **E*** F G H I Pattern	Places a logo or text into your document as a Watermark using an image from removable media.	
		Size	Small **Medium*** Large		
		Angle	-90° **-45°*** 0° +45° +90°		
		Transparency	-2 -1 **0*** +1 +2		

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[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

PHOTO CAPTURE (📷)

Level1	Level2	Level3	Options	Descriptions	Page
`View Photo(s)`	(Print All Photos)	(`Auto Correct`)	See the print settings in the following table.	You can print all photos in your memory card or USB Flash memory drive.	61
	(`Slide Show`)			The machine starts a Slide Show of your photos.	
				The machine decides the suitable effect for your photo.	See [1].
`Enhance Photo`	**`Enhance`**	(`Auto Correct`) (`Enhance Skin`) (`Enhance Scenery`) (`Remove Red-Eye`) (`Night Scene`) (`Fill Light`) (`Whiteboard`) (`Monochrome`) (`Sepia`) (`Auto Correct & Remove Red-eye`)	See the print settings in the following table.	You can adjust your photos with these settings.	
	`Trim`	—		You can trim your photo and print a part of the image.	

---

[1] See *Advanced User's Guide*.

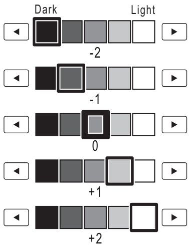
The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Index Print	**Index Sheet**	**6 Images/Line*** 5 Images/Line	See the print settings in the following table.	You can print a thumbnail page.	See [1].
	Print Photos	—		You can print an individual image.	

[1] See *Advanced User's Guide*.

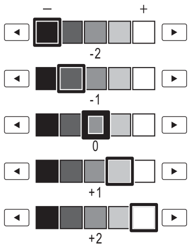
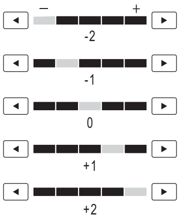
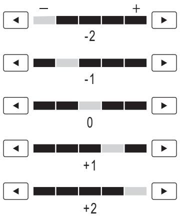
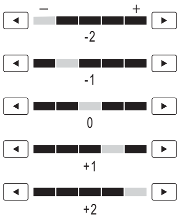
The factory settings are shown in Bold with an asterisk.

Print Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Print Quality (Not available for DPOF printing.)	Normal **Photo***	—	—	Choose the print quality.	See [1].
Paper Type	Plain Paper Inkjet Paper Brother BP71 Brother BP61 **Other Glossy***	—	—	Choose the paper type.	
Paper Size	**10x15cm*** 13x18cm A4 A3 Letter Ledger	(When A4 or Letter is chosen) 8x10cm 9x13cm 10x15cm 13x18cm 15x20cm **Max. Size***	—	Choose the paper and print size.	
Brightness (Not available when Enhance is chosen.)		—	—	Adjusts the brightness.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Option1	Option2	Option3	Option4	Descriptions	Page
`Contrast` (Not available when `Enhance` is chosen.)		—	—	Adjusts the contrast.	See [1].
`Color Enhance` (Not available when `Enhance` is chosen.)	`On` **`Off*`**	`White Balance`	 *	Adjusts the hue of the white areas.	
		`Sharpness`	 *	Enhances the detail of the image.	
		`Color Density`	 *	Adjusts the total amount of colour in the image.	
`Cropping`	**`On*`** `Off`	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	
`Borderless`	**`On*`** `Off`	—	—	Expands the printable area to fit the edges of the paper.	
`Date Print` (Not available for DPOF printing.)	`On` **`Off*`**	—	—	Prints the date on your photo.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Option1	Option2	Option3	Option4	Descriptions	Page

`Set New Default`	`Print Quality`
	`Paper Type`
	`Paper Size`
	`Brightness`
	`Contrast`
	`Color Enhance`
	`Cropping`
	`Borderless`
	`Date Print`
		—	—	You can save your print settings.	See [1].

`Factory Reset`	—	—	—	You can restore all the settings to factory settings.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Phone Book (📖)

Level1	Level2	Level3	Options	Descriptions	Page
`Phone Book`	**`Send a fax`**	—	—	You can dial by pressing only a few keys (and **Start**).	49
	`More`	`Set Speed Dial`	—	Stores Speed Dial numbers, so you can dial by pressing only a few keys (and **Start**).	53
		`Set One Touch Dial`	—	You can store your most frequently called numbers on the One Touch keys.	52
		`Setup Groups`	—	Sets up Group numbers for Broadcasting.	See [1].
		`Change`	—	You can change One Touch Dial and Speed Dial numbers.	54
		`Delete`	—	You can delete One Touch Dial and Speed Dial numbers.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Call History (❐)

Level1	Level2	Level3	Options	Descriptions	Page
Call History	**Outgoing Call**	Send a fax	—	You can choose a number from the Outgoing Call history and then make a telephone call to it, send a fax to it, add it to One Touch Dial, add it to Speed Dial, or delete it.	50
		More	Add to One Touch Dial		
			Add to Speed Dial		
			Delete		
	Caller ID hist.	Send a fax	—	You can choose a number from the Caller ID history and then send a fax to it, add it to One Touch Dial, add it to Speed Dial, or delete it.	51
		More	Add to One Touch Dial		
			Add to Speed Dial		
			Delete		

The factory settings are shown in Bold with an asterisk.

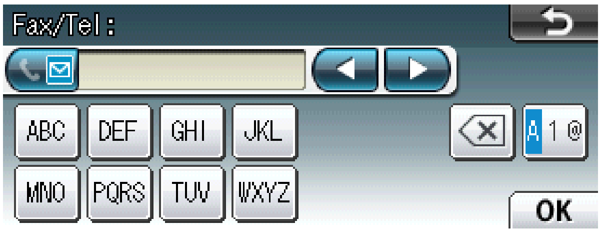
Fax Preview (Fax Preview)

Level1	Level2	Level3	Options	Descriptions	Page
Fax Preview	—	—	On **Off***	You can view faxes you receive on the LCD screen.	38

The factory settings are shown in Bold with an asterisk.

Entering Text

When you are setting certain menu selections, you may need to enter text into the machine. Press A1@ to cycle between letters, numbers and special characters. Up to four letters are assigned to each letter button on the LCD. By pressing the proper button repeatedly, you can access the character you want.



Inserting spaces

To enter a space, press A1@ to choose special characters, then press the space button ␣^_ or ␣.

Note

The characters available may differ depending on your country.

Making corrections

If you entered an incorrect character and want to change it, use the arrow buttons to move the cursor under the incorrect character. Then press ⌫. Re-enter the correct character. You can also insert letters by moving the cursor and entering a character.

Repeating letters

If you need to enter a character that is on the same button as the letter before it, press ▶ to move the cursor to the right before you press the same button again.

D Specifications

General

Note

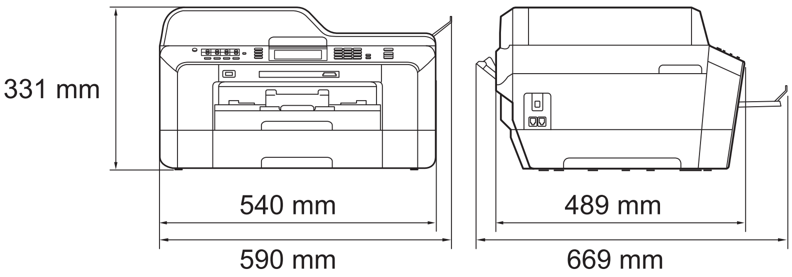
This chapter provides a summary of the machines’ specifications. For additional specifications visit http://www.brother.com/ for details.

Printer Type	Inkjet	
Print Method	Mono:	Piezo with 94 × 1 nozzle
	Colour:	Piezo with 94 × 3 nozzles
Memory Capacity	192 MB	
LCD (Liquid Crystal Display)	Touchscreen 3.3 in. (82.8 mm) TFT Colour LCD	
Power Source	AC 220 to 240V 50/60Hz	
Power Consumption [1]	Copying Mode:	Approx. 28 W [2]
	Ready Mode:	Approx. 8.5 W
	Sleep Mode:	Approx. 4 W
	Off:	Approx. 0.3 W

[1] Measured when the machine is connected to the USB interface.

[2] When using ADF, single-side printing and scanning, resolution: standard / document: ISO/IEC 24712 printed pattern.

Dimension



Weight	18.5 kg	
Noise	Operating:	LPAm = 50 dB or less [1]
Noise per ISO9296	Copying:	LWAd = 6.31 B(A) [2] (Mono)
		LWAd = 6.22 B(A) (Colour)
	Ready:	LWAd = 3.07 B(A) (Mono/Colour)
Temperature	Operating:	10 to 35 °C
	Best Print Quality:	20 to 33 °C
Humidity	Operating:	20 to 80% (without condensation)
	Best Print Quality:	20 to 80% (without condensation)
ADF (automatic document feeder)	Up to 35 pages	
	Paper: 80 g/m^2 A4 or Letter size	
Document Size	ADF Width: 148 mm to 297 mm	
	ADF Length: 148 mm to 431.8 mm	
	Scanner Glass Width: Max. 297 mm	
	Scanner Glass Length: Max. 431.8 mm	

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[1] Noise depends on printing conditions.

[2] Office equipment with LWAd>6.30 B(A) is not suitable for use in room where people do primarily intellectual work. Such equipment should be placed in separate rooms because of the noise emission.

Print media

Paper Input

Paper Tray #1

- Paper type:

  Plain paper, inkjet paper (coated paper), glossy paper[1] and transparency[1,2]

- Paper size:

  A4, Ledger, A3, Legal, Executive, Letter, A5, A6, JIS B4, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, Y4), Photo 10 × 15 cm, Photo L 89 × 127 mm, Photo 2L 13 × 18 cm, Index Card and PostCard[3]

  Width: 89 mm - 297 mm

  Length: 127 mm - 431.8 mm

  For more details, see *Paper weight and thickness* on page 27.

- Maximum paper tray capacity:

  Approx. 250 sheets of 80 g/m^2 plain paper

Paper Tray #2

- Paper type:

  Plain paper

- Paper size:

  A4, Ledger, A3, Legal, Executive, Letter, JIS B4, JIS B5

  Width: 182 mm - 297 mm

  Length: 257 mm - 431.8 mm

  For more details, see *Paper weight and thickness* on page 27.

- Maximum paper tray capacity:

  Approx. 250 sheets of 80 g/m^2 plain paper

---

[1] For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

[2] Use only transparencies recommended for inkjet printing.

[3] See *Paper type and size for each operation* on page 26.

Paper Input (Continued)	**Manual Feed Slot** ■ Paper type: Plain paper, inkjet paper (coated paper), glossy paper[1], transparency[1,2], envelopes and Labels ■ Paper size: A4, Ledger, A3, Legal, Executive, Letter, A5, A6, JIS B4, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, Y4), Photo 10 × 15 cm, Photo L 89 × 127 mm, Photo 2L 13 × 18 cm, Index Card and PostCard[3] Width: 89 mm - 297 mm Length: 127 mm - 431.8 mm For more details, see *Paper weight and thickness* on page 27. ■ Maximum paper tray capacity: 1 sheet of special print media
Paper Output	Up to 50 sheets of A4 plain paper (face up print delivery to the output paper tray)[1]

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[1] For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

[2] Use only transparencies recommended for inkjet printing.

[3] See *Paper type and size for each operation* on page 26.

Fax

Compatibility	ITU-T Super Group 3
Duplex Fax (Send)	Yes
Modem Speed	Automatic Fallback 33,600 bps
Scanning Width (Single-sided document)	288 mm (A3)
Scanning Width and Length (Duplex (2-sided) document)	Width: 208 mm (A4/Legal/Letter) (ADF) Length: 349.6 mm (ADF)
Printing Width	291 mm (A3)
Greyscale	Levels: 64 (B&W) / 256 (Colour)
Resolution	Standard 203 × 98 dpi (Mono) 203 × 196 dpi (Colour) Fine 203 × 196 dpi (Mono/Colour) Superfine 203 × 392 dpi (Mono) Photo 203 × 196 dpi (Mono)
One Touch Dial	16 (8 × 2)
Speed Dial	100 stations × 2 numbers
Groups	Up to 6
Broadcasting	266 (200 Speed Dial/16 One Touch Dial/ 50 Manual Dial)
Automatic Redial	3 times at 5 minute intervals
Memory Transmission	Up to 400 [1] pages
Out of Paper Reception	Up to 400 [1] pages

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[1] "Pages" refers to the "ITU-T Test Chart #1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

Copy

Colour/Monochrome	Yes/Yes
Copy Width	Max. 291 mm
Multiple Copies	Stacks/Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	Prints up to 1200 × 1200 dpi
Duplex	■ Paper type: Plain paper ■ Paper size: A4, Ledger [1], A3 [1], Legal, Letter, A5

[1] Minimum top and bottom margins of 22 mm

PhotoCapture Center™

Compatible Media [1]	Memory Stick™ (16 MB - 128 MB) Memory Stick PRO™ (256 MB - 32 GB) Memory Stick Duo™ (16 MB - 128 MB) Memory Stick PRO Duo™ (256 MB - 32 GB) Memory Stick Micro™ (M2™) with Adapter MultiMedia Card (32 MB - 2 GB) MultiMedia Card plus (128 MB - 4 GB) MultiMedia Card mobile with Adapter (64 MB - 1 GB) SD (16 MB to 2 GB) miniSD with Adapter microSD with Adapter SDHC (4 GB to 32 GB) miniSDHC with Adapter microSDHC with Adapter USB Flash memory drive [2]
Resolution	Up to 1200 × 2400 dpi
File Extension	
(Media Format)	DPOF (ver. 1.0, ver. 1.1), Exif DCF (up to ver. 2.1)
(Image Format)	Photo Print: JPEG [3], AVI [4], MOV [4] Scan to Media: JPEG, PDF (Colour) TIFF, PDF (Monochrome)
Number of Files	Up to 999 files (The folder inside memory cards or USB Flash memory drive is also counted.)
Folder	File must be stored in the 4th folder level of the memory card or USB Flash memory drive.
Borderless	A4, Letter, Ledger, A3, Photo 10 × 15 cm, Photo 2L 13 × 18 cm [5]

[1] Memory cards, adapters and USB Flash memory drive are not included.

[2] USB 2.0 Standard
USB Mass Storage standard from 16 MB to 32 GB
Support format: FAT12/FAT16/FAT32

[3] Progressive JPEG format is not supported.

[4] Motion JPEG only

[5] See *Paper type and size for each operation* on page 26.

PictBridge

Compatibility	Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001. Visit http://www.cipa.jp/pictbridge/ for more information.
Interface	USB direct interface

Scanner

Colour/Monochrome	Yes/Yes
Duplex Scanning	Yes
TWAIN Compliant	Yes (Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®/ Windows® 7) Mac OS X 10.4.11, 10.5.x, 10.6.x [1]
WIA Compliant	Yes (Windows® XP [2]/Windows Vista®/Windows® 7)
ICA Compliant	Yes (Mac OS X 10.6.x)
Colour Depth	48 bit colour Processing (Input) 24 bit colour Processing (Output) (Actual Input: 30 bit colour/Actual Output: 24 bit colour)
Resolution	Up to 19200 × 19200 dpi (interpolated) [3] Up to 2400 × 2400 dpi (optical) (Scanner Glass) Up to 2400 × 1200 dpi (optical) (Single-sided document from ADF) Up to 600 × 600 dpi (optical) (Duplex (2-sided) document from ADF)
Scanning Speed (Single-sided document)	Monochrome: up to 3.49 sec. Colour: up to 3.37 sec. (A4 size at 100 × 100 dpi)
Scanning Speed (Duplex (2-sided) document)	Monochrome: up to 3.49 sec. Colour: up to 4.71 sec. (A4 size at 100 × 100 dpi)
Scanning Width and Length (Single-sided document)	Width: Up to 291 mm Length: Up to 426 mm
Scanning Width and Length (Duplex (2-sided) document)	Width: Up to 210 mm (A4/Legal/Letter) (ADF) Length: Up to 349.6 mm (ADF)
Greyscale	256 levels

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[1] For the latest driver updates for the Mac OS X you are using, visit us at http://solutions.brother.com/.

[2] Windows® XP in this User's Guide includes Windows® XP Home Edition, Windows® XP Professional, and Windows® XP Professional x64 Edition.

[3] Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP, Windows Vista® and Windows® 7 (resolution up to 19200 × 19200 dpi can be selected by using the Brother scanner utility).

Printer

Resolution	Up to 1200 × 6000 dpi
Printing Width	291 mm [297 mm (borderless) [1]] [3]
Borderless	A4, Letter, Ledger, A3, A6, Photo 10 × 15 cm, Index Card 127 × 203 mm Photo L 89 × 127 mm, Photo 2L 13 × 18 cm [2]
Duplex	■ Paper type: Plain paper ■ Paper size: A4, Letter, Ledger [4], A3 [4], Legal, A5, A6, Executive
Print Speed [5]	

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[1] When the Borderless feature is set to On.

[2] See *Paper type and size for each operation* on page 26.

[3] When printing on A3 size paper.

[4] Minimum top and bottom margins of 22 mm

[5] For detailed specifications visit http://www.brother.com/.

Interfaces

USB [1] [2]	A USB 2.0 interface cable that is no longer than 2 m.
LAN cable [3]	Ethernet UTP cable category 5 or greater.
Wireless LAN	IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode)

[1] Your machine has a Hi-Speed USB 2.0 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] See the *Network User's Guide* for detailed network specifications.

Computer requirements

SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS								
Computer Platform & Operating System Version		**Supported PC Software Functions**	**PC Interface**	**Processor Minimum Speed**	**Minimum RAM**	**Recommended RAM**	**Hard Disk Space to install**	
							For Drivers	**For Applications**
Windows® Operating System [1]	Windows® 2000 Professional [6]	Printing, PC Fax [4], Scanning, Removable Disk [7]	USB, 10/100 Base-TX (Ethernet), Wireless 802.11b/g/n	Intel® Pentium® II or equivalent	64 MB	256 MB	150 MB	500 MB
	Windows® XP Home [2 5] Windows® XP Professional [2 5]				128 MB		150 MB	500 MB
	Windows® XP Professional x64 Edition [2]			64-bit (Intel® 64 or AMD64) supported CPU	256 MB	512 MB	150 MB	500 MB
	Windows Vista® [2 5]			Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU	512 MB	1 GB	500 MB	1.2 GB
	Windows® 7 [2 5]				1 GB (32 bit) 2 GB (64 bit)	1 GB (32 bit) 2 GB (64 bit)	650 MB	1.2 GB
	Windows Server® 2003 (print only via network)	Printing	10/100 Base-TX (Ethernet), Wireless 802.11b/g/n	Intel® Pentium® III or equivalent	256 MB	512 MB	50 MB	N/A
	Windows Server® 2003 x64 Edition (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU				
	Windows Server® 2003 R2 (print only via network)			Intel® Pentium® III or equivalent				
	Windows Server® 2003 R2 x64 Edition (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU	512 MB	1 GB		
	Windows Server® 2008 (print only via network)			Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU		2 GB		
	Windows Server® 2008 R2 (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU				
Macintosh Operating System	Mac OS X 10.4.11, 10.5.x	Printing, PC Fax Send [4], Scanning, Removable Disk [7]	USB [3], 10/100 Base-TX (Ethernet), Wireless 802.11b/g/n	PowerPC G4/G5 Intel® Core™ Processor	512 MB	1 GB	80 MB	400 MB
	Mac OS X 10.6.x			Intel® Core™ Processor	1 GB	2 GB		

Conditions:

[1] Microsoft® Internet Explorer® 5.5 or greater.

[2] For WIA, 1200 × 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 × 19200 dpi.

[3] Third party USB ports are not supported.

[4] PC Fax supports black and white only.

[5] PaperPort™12SE supports Windows® XP (SP3 or higher), Windows Vista® (SP2 or higher) and Windows® 7.

[6] PaperPort™11SE supports Microsoft® SP4 or higher for Windows® 2000 (Available from the internet).

[7] Removable disk is a function of PhotoCapture Center™.

For the latest driver updates, visit us at http://solutions.brother.com/.

All trademarks, brand and product names are the property of their respective companies.

Consumable items

Ink	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
Service Life of Ink Cartridge	The first time you install a set of ink cartridges the machine will use an amount of ink to fill the ink delivery tubes for high quality printouts. This process will only happen once. After this process is complete the cartridges provided with your machine will have a lower yield than standard cartridges (65 %). With all following ink cartridges you can print the specified number of pages.
Replacement Consumables	<Super High Yield Black> LC1280XLBK <Super High Yield Yellow> LC1280XLY <Super High Yield Cyan> LC1280XLC <Super High Yield Magenta> LC1280XLM Black - Approximately 2,400 pages [1] Yellow, Cyan, Magenta - Approximately 1,200 pages [1] <High Yield Black> LC1240BK <High Yield Yellow> LC1240Y <High Yield Cyan> LC1240C <High Yield Magenta> LC1240M Black, Yellow, Cyan, Magenta - Approximately 600 pages [1] For more information about the replacement consumables, visit us at http://www.brother.com/pageyield/.

What is Innobella™?

Innobella™ is a range of genuine consumables offered by Brother. The name "Innobella™" derives from the words "Innovation" and "Bella" (meaning "Beautiful" in Italian) and is a representation of the "innovative" technology providing you with "beautiful" and "long lasting" print results.

When you print photo images, Brother recommends Innobella™ glossy photo paper (BP71 series) for high quality. Brilliant prints are made easier with Innobella™ Ink and paper.

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[1] Approx. cartridge yield is declared in accordance with ISO/IEC 24711.

Network (LAN)

Note

For details about the full Network specifications, see the *Network User's Guide*.

LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax Send, PC Fax Receive (Windows® only), Remote Setup, and access photos from PhotoCapture Center™ [1]. Also included is Brother BRAdmin Light [2] Network Management software.	
Wireless Network Security	SSID (32 chr), WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
Setup Support Utility	**AOSS™**	Yes
	WPS	Yes

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[1] See the Computer Requirements chart on page 139.

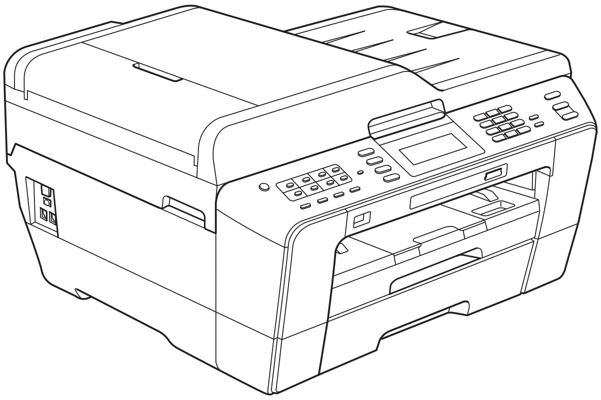
[2] If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from http://solutions.brother.com/.

E Index

Visit us on the World Wide Web
http://www.brother.com/

ADVANCED USER'S GUIDE

MFC-J6910DW



Version 0

UK/IRE/GEN

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips.	Printed / In the box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, PhotoCapture Center™, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms.	PDF file / Documentation CD-ROM
Network User's Guide	This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file / Documentation CD-ROM

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1 General setup

Memory storage

Even if there is a power failure, you will not lose the settings you have chosen using the MENU button because they are stored permanently. Also, you will not lose your settings in the **FAX**, **SCAN**, **COPY** and **PHOTO CAPTURE** mode key menus if you have chosen Set New Default or Favorite Settings. You may have to reset the date and time.

Note

During a power failure the machine will retain messages that are in the memory for approximately 24 hours.

Automatic Daylight Saving Time

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

1. Press MENU.
2. Press ▲ or ▼ to display General Setup.
3. Press General Setup.
4. Press ▲ or ▼ to display Auto Daylight.
5. Press Auto Daylight.
6. Press Off (or On).
7. Press **Stop/Exit**.

Sleep Mode

You can choose how long the machine will remain idle (from 1 to 60 minutes) before it goes into Sleep Mode. The timer will restart if any operation is carried out on the machine.

1. Press `MENU`.
2. Press ▲ or ▼ to display `General Setup`.
3. Press `General Setup`.
4. Press ▲ or ▼ to display `Sleep Mode`.
5. Press `Sleep Mode`.
6. Press `1 Min`, `2 Mins`, `3 Mins`, `5 Mins`, `10 Mins`, `30 Mins` or `60 Mins`, which is the length of time the machine is idle before entering sleep mode.
7. Press **Stop/Exit**.

LCD display

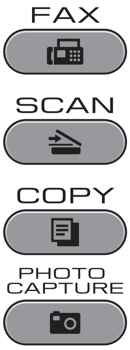
Setting the Dim Timer for the backlight

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

1. Press `MENU`.
2. Press ▲ or ▼ to display `General Setup`.
3. Press `General Setup`.
4. Press ▲ or ▼ to display `LCD Settings`.
5. Press `LCD Settings`.
6. Press `Dim Timer`.
7. Press `10 Secs`, `20 Secs`, `30 Secs` or `Off`.
8. Press **Stop/Exit**.

Mode Timer

The machine has four temporary mode keys on the control panel: **FAX**, **SCAN**, **COPY** and **PHOTO CAPTURE**. You can change the amount of time the machine takes after the last Scan, Copy or PhotoCapture operation before it returns to Fax mode. If you choose `Off`, the machine stays in the mode you used last.



1. Press `MENU`.
2. Press ▲ or ▼ to display `General Setup`.
3. Press `General Setup`.
4. Press ▲ or ▼ to display `Mode Timer`.
5. Press `Mode Timer`.
6. Press `0 Sec`, `30 Secs`, `1 Min`, `2 Mins`, `5 Mins` or `Off`.
7. Press **Stop/Exit**.

2

Security features

Secure Function Lock 2.0

Secure Function Lock lets you restrict public access to certain machine functions:

- Fax Tx (Fax Transmit)
- Fax Rx (Fax Receive)
- Copy
- Scan
- PCC
- PC Print
- Colour Print
- Page Limit

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

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

Access to restricted operations can be enabled by creating a restricted user. Restricted users must enter a user password to use the machine.

Make a careful note of your password. If you forget it, please call your Brother dealer for service.

Note

- Only administrators can set limitations and make changes for each user.
- If Fax Tx is disabled, you cannot use any functions in the Fax menu.
- Polling Receive is enabled only when both Fax Tx and Fax Rx are enabled.

Before you begin to use Secure Function Lock 2.0

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

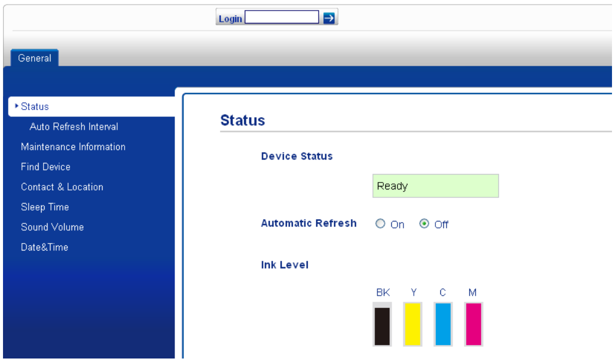
1. Start your Web browser.
2. Type "`http://machine's IP address/`" into your browser's address bar (where "`machine's IP address`" is the machine's IP address).
   - For example:

     `http://192.168.1.2/`

Note

You can find the machine's IP address in the Network Configuration List. (See *Printing the Network Configuration List* in the *Network User's Guide*.)

3. Enter a password in the **Login** box. (This is a password to log into the machine's Web page, not the administrator password for Secure Function Lock.) Click →.



Device Status: Ready

Automatic Refresh ○ On ● Off

Note

If you are using a Web browser to configure the machine's setting for the first time, set a password.

1. Click **Please configure the password**.
2. Enter a password you want to use (up to 32 characters).
3. Re-enter the password in **Confirm new password** box.
4. Click **Submit**.

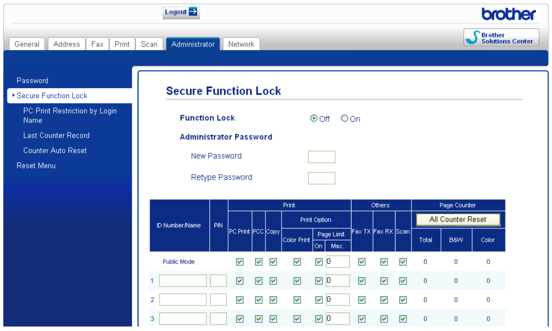
Setting and changing the Administrator Password

You can configure these settings using a Web browser. To set up the Web page, see *Before you begin to use Secure Function Lock 2.0* on page 4. Then follow the instructions below.

Setting the administrator password

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. (See *Setting up restricted users* on page 6 and *Turning Secure Function Lock on/off* on page 6.)

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



Secure Function Lock

Function Lock ● Off ○ On

Administrator Password

New Password ☐

Retype Password ☐

ID Number/Name	PIN	Print						Others			Page Counter		
		PC Print	PCC	Copy	Print Option			Fax TX	Fax RX	Scan	All Counter Reset		
					Color Print	Page Limit					Total	B&W	Color
						On	Max.						
Public Mode		☑	☑	☑	☑	☑	0	☑	☑	☑	0	0	0
1		☑	☑	☑	☑	☑	0	☑	☑	☑	0	0	0
2		☑	☑	☑	☑	☑	0	☑	☑	☑	0	0	0
3		☑	☑	☑	☑	☑	0	☑	☑	☑	0	0	0

4. Re-enter the password in the **Retype Password** box.
5. Click **Submit**.

Changing the administrator password

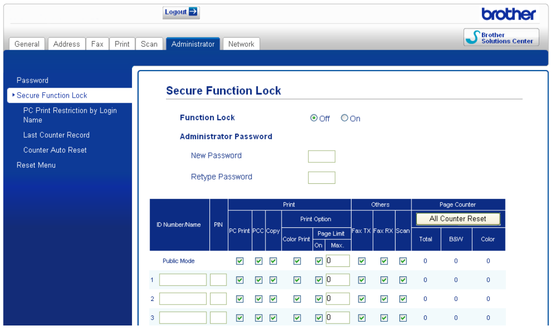
1. Click **Administrator**.
2. Click **Secure Function Lock**.
3. Enter a four-digit number for the new password in the **New Password** box.
4. Re-enter the new password in the **Retype Password** box.
5. Click **Submit**.

Setting up restricted users

You can set up users with restrictions and a password. You can set up to 10 users.

You can configure these settings using a Web browser.
To set up the Web page, see *Before you begin to use Secure Function Lock 2.0* on page 4. Then follow the instructions below.

1. Click **Administrator**.
2. Click **Secure Function Lock**.
3. Enter an alphanumeric group name or user name (up to 15 characters) in the **ID Number/Name** box and then enter a four-digit password in the **PIN** box.



Secure Function Lock

Function Lock ● Off ○ On

Administrator Password

New Password

Retype Password

ID Number/Name	PIN	Print						Others			Page Counter		
		PC Print	PCC	Copy	Print Option Color Print	Print Option Page Limit On	Print Option Page Limit Max.	Fax TX	Fax RX	Scan	Total	B&W	Color
Public Mode		☑	☑	☑	☑	☑	0	☑	☑	☑	0	0	0
1		☑	☑	☑	☑	☑	0	☑	☑	☑	0	0	0
2		☑	☑	☑	☑	☑	0	☑	☑	☑	0	0	0
3		☑	☑	☑	☑	☑	0	☑	☑	☑	0	0	0

4. Uncheck the functions that you want to restrict in the **Print** box or the **Others** box. If you want to configure the maximum page count, check the **On** box in **Page Limit**, and then enter the number in the **Max.** box. Then click **Submit**.

Note

- You cannot use the same password as another user's password.
- You can set up one Public user. Public users do not need to enter a password. For more information, see the *Network User's Guide*.

Turning Secure Function Lock on/off

Note

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

Turning Secure Function Lock on

1. Press `MENU`.
2. Press `General Setup`.
3. Press ▲ or ▼ to display `Function Lock`.
4. Press `Function Lock`.
5. Press `Lock Off→On`.
6. Enter your four-digit administrator password using the buttons on the LCD. Press `OK`.

Turning Secure Function Lock off

1. Press `Public`.
2. Press `Lock On→Off`.
3. Enter your four-digit administrator password using the buttons on the LCD. Press `OK`.

Switching users

This setting allows a restricted user to log on the machine when Secure Function Lock is turned on.

① Hold down **Shift** as you press *.
Or, on the LCD, press Public or xxxxx (where xxxxx is the user's name). Then press `Change User`.

② Press ▲ or ▼ to display your user name.

③ Press your user name.

④ Enter your four-digit user password using the buttons on the LCD.
Press `OK`.

Changing to the Public mode

① Press xxxxx (where xxxxx is the user's name).

② Press `Go to Public`.

Note

After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode Timer setting. (See *Mode Timer* on page 3.)

3

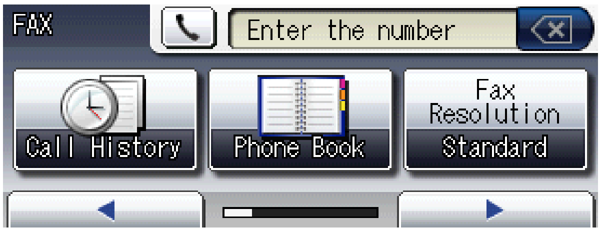
Sending a fax

Additional sending options

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, scan size, etc.

1. Press (**FAX**).
   The LCD shows:



2. Press ◄ or ► to display a setting you want to change. When the setting is displayed, press it.
3. Press an option.
4. Go back to ② to change more settings.

Note

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as the default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 9.)

Stop faxing

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

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents the factory setting `Auto` can be used. It automatically chooses the suitable contrast for your document.
Choose `Light` when sending a light document. Choose `Dark` when sending a dark document.

1. Press (**FAX**).
2. Press ◄ or ► to display `Contrast`.
3. Press `Contrast`.
4. Press `Auto`, `Light` or `Dark`.

Note

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

- When you send a colour fax.
- When you choose `Photo` as the Fax Resolution.

Changing fax resolution

The quality of a fax can be improved by changing the fax resolution.

1. Press (**FAX**).
2. Press ◀ or ▶ to display `Fax Resolution`.
3. Press `Fax Resolution`.
4. Press the resolution you want.

Note

You can choose four different resolution settings for monochrome faxes and two for colour.

Monochrome	
`Standard`	Suitable for most typed documents.
`Fine`	Good for small print and transmits a little slower than Standard resolution.
`S.Fine`	Good for small print or artwork and transmits slower than Fine resolution.
`Photo`	Use when the document has varying shades of grey or is a photograph. Photo has the slowest transmission.

Colour	
`Standard`	Suitable for most typed documents.
`Fine`	Use when the document is a photograph. The transmission time is slower than Standard resolution.

If you choose `S.Fine` or `Photo` and then use the **Colour Start** key to send a fax, the machine will send the fax using the `Fine` setting.

Setting your changes as a new default

You can save the fax settings for `Fax Resolution`, `Contrast`, `Glass Scan Size`, `Preview` and `Real Time TX` you use most often by setting them as default. These settings will stay until you change them again.

1. Press (**FAX**).
2. Press ◀ or ▶ to choose the menu option that you want to change. Press your new option.

   Repeat this step for each setting you want to change.
3. After changing the last setting, press ◀ or ▶ to display `Set New Default`.
4. Press `Set New Default`.
5. Press `Yes`.
6. Press **Stop/Exit**.

Restoring fax settings to the factory settings

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

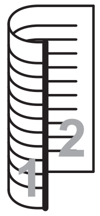
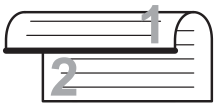
1. Press (**FAX**).
2. Press ◀ or ▶ to display `Factory Reset`.
3. Press `Factory Reset`.
4. Press `Yes`.
5. Press **Stop/Exit**.

Additional sending operations

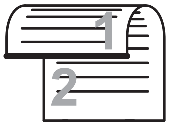
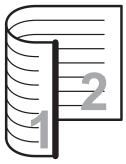
Sending a duplex (2-sided) fax from the ADF

You can send 2-sided documents up to Legal size from the ADF.

1. Press **Duplex** on the machine’s panel.
2. Load your document in the ADF.
3. Press `Fax`.
4. Do one of the following:
   - If your document is flipped on the Long edge, press `DuplexScan :LongEdge`.

Long edge	
Portrait	Landscape
	

   - If your document is flipped on the Short edge, press `DuplexScan :ShortEdge`.

Short edge	
Portrait	Landscape
	

5. Enter the fax number.
6. Press **Mono Start** or **Colour Start**.

The machine will now scan and send your document.

Sending a fax manually

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

Note

To send a multiple page fax, use the ADF.

1. Press (**FAX**).
2. Load your document.
3. To listen for a dial tone pick up the handset of the external telephone.
4. Dial the fax number.

Note

If your network supports the LDAP protocol you can search for fax numbers and E-mail addresses on your server. (See *LDAP operation* in the *Network User’s Guide*.)

5. When you hear the fax tone, press **Mono Start** or **Colour Start**.
   If you are using the scanner glass, press `Send` on the LCD to send the fax.
6. Replace the handset of the external phone.

Sending a fax at the end of a conversation

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

1. Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.
2. Press 📠 (**FAX**).
3. Load your document.
4. Press **Mono Start** or **Colour Start**.
    - If you are using the scanner glass, press `Send` to send the fax.
5. Replace the handset of the external phone.

Dual Access (Monochrome only)

You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD shows the new job number and available memory.

The number of pages you can scan into the memory will vary depending on the data that is printed on them.

Note

If the `Out of Memory` message appears, press **Stop/Exit** to cancel or **Mono Start** to send the pages scanned so far.

Broadcasting (Monochrome only)

Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, One Touch, Speed Dial numbers, and up to 50 manually dialled numbers in the same broadcast.

After the broadcast is finished, a Broadcast Report will be printed.

Before you begin the broadcast

One Touch and Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See *Storing One Touch Dial numbers* and *Storing Speed Dial numbers* in *chapter 7* of the *Basic User's Guide*.)

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored One Touch Dial and Speed Dial numbers for easier dialling. (See *Setting up groups for broadcasting* on page 31.)

How to broadcast a fax

① Press 📠 (**FAX**).

② Load your document.

③ Press ◀ or ▶ to display `Broadcasting`.

④ Press `Broadcasting`.

⑤ You can add numbers to the broadcast in the following ways:

- Press `Add Number` and enter a number using the buttons on the LCD.

  Press `OK`.

Note

If you downloaded Internet Fax:

If you want to broadcast using an E-mail address, press ☎✉, enter the E-mail address, and press `OK`. (See *Entering Text* in *appendix C* of the *Basic User's Guide*.)

- Press `Phone Book`.

  Press `#01 A` to search by Alphabetical Order or Numerical Order. Press the entries that you want to add to the broadcast.

  Press `OK`.

Note

If you chose Numerical Order:

Speed Dial numbers start with #.
One Touch numbers start with *.

---

⑥ After you have entered all the fax numbers by repeating step ❺, press `OK`.

⑦ Press **Mono Start**.

Note

- If you did not use up any of the numbers for Groups, you can "broadcast" faxes to as many as 266 different numbers.
- The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access and delayed fax.
- If the `Out of Memory` message appears, press **Stop/Exit** to cancel or **Mono Start** to send the pages scanned so far.

Cancelling a Broadcast in progress

① Press **Stop/Exit**.

② Do one of the following:

- To cancel the entire broadcast, press `Entire Broadcast`. Go to step ❸.
- To cancel the current job, press the button that displays the number being dialled. Go to step ❹.
- To exit without cancelling, press **Stop/Exit**.

③ When the LCD asks if you want to cancel the entire broadcast, do one of the following:

- Press `Yes` to confirm.
- To exit without cancelling, press `No` or **Stop/Exit**.

④ Do one of the following:

- To cancel the current job, press `Yes`.
- To exit without cancelling, press `No` or **Stop/Exit**.

Real Time Transmission

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

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

1. Press 📠 (**FAX**).
2. Load your document.
3. Press ◄ or ► to display `Real Time TX`.
4. Press `Real Time TX`.
5. Press `On`.

Note

- If the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if `Real Time TX` is set to `Off`). Faxes from the scanner glass cannot be sent until you clear some of the memory.
- In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on the Overseas mode. After you send a fax using this feature, the feature will turn itself off.

1. Press 📠 (**FAX**).
2. Load your document.
3. Press ◄ or ► to display `Overseas Mode`.
4. Press `Overseas Mode`.
5. Press `On` (or `Off`).

Delayed Faxing (Monochrome only)

You can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in step ❻.

1. Press 📠 (**FAX**).
2. Load your document.
3. Press ◄ or ► to display `Delayed Fax`.
4. Press `Delayed Fax`.
5. Press `On`.
6. Enter the time you want the fax to be sent (in 24-hour format) using the buttons on the LCD.
   (For example, enter 19:45 for 7:45 PM.)
   Press `OK`.

Note

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

Delayed Batch Transmission (Monochrome only)

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time. All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

1. Press (**FAX**).
2. Press ◄ or ► to display `Batch TX`.
3. Press `Batch TX`.
4. Press `On`.
5. Press **Stop/Exit**.

Checking and cancelling waiting jobs

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

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Remaining Jobs`.
5. Press `Remaining Jobs`.
   Any waiting jobs appear on the LCD.
6. Press ▲ or ▼ to scroll through the jobs and press the job you want to cancel.
   Press `OK`.
7. Do one of the following:
   - To cancel, press `Yes`.

     If you want to cancel another job go to step ❻.
   - To exit without cancelling, press `No`.
8. When you have finished, press **Stop/Exit**.

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polled Transmit (Monochrome only)

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See *Checking and cancelling waiting jobs* on page 14.)

Setup for polled transmit

1. Press 📠 (**FAX**).
2. Load your document.
3. Press ◀ or ▶ to display `Polled TX`.
4. Press `Polled TX`.
5. Press `Standard`.
6. Press ◀ or ▶ to display any settings you want to change, and press it. Then choose your option. After each setting is accepted, you can continue to change more settings.
7. Press **Mono Start**.
8. If you are using the scanner glass, the LCD will prompt you to choose one of the following options:
    - Press `Yes` to scan another page. Go to step ❾.
    - Press `No` or **Mono Start** to send the document.
9. Place the next page on the scanner glass and press **Mono Start**. Repeat steps ❽ and ❾ for each additional page. Your machine will automatically send the fax when it is polled.

Setup for polled transmit with secure code

Secure Polling lets you restrict who can get the documents you set up to be polled.

Secure Polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine, they will have to enter the secure code.

1. Press 📠 (**FAX**).
2. Load your document.
3. Press ◀ or ▶ to display `Polled TX`.
4. Press `Polled TX`.
5. Press `Secure`.
6. Enter a four-digit number.
   Press `OK`.
7. Press ◀ or ▶ to display any settings you want to change, and press it. Then choose your option. After each setting is accepted, you can continue to change more settings.
8. Press **Mono Start**.
9. If you are using the scanner glass, the LCD will prompt you to choose one of the following options:
    - Press `Yes` to scan another page. Go to step ❿.
    - Press `No` or **Mono Start** to send the document.
10. Place the next page on the scanner glass and press **Mono Start**. Repeat steps ❾ and ❿ for each additional page. Your machine will automatically send the fax.

4

Receiving a fax

Memory Receive (Monochrome only)

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

- Fax Forwarding
- Fax Storage
- PC-Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the Memory Receive operation, a message will appear on the LCD. (See *Changing Memory Receive operations* on page 19.)

Out of Paper Reception

As soon as the paper tray becomes empty during fax reception, the LCD shows `No Paper Fed`. Put some paper in the paper tray. (See *Loading paper and other print media* in *chapter 2* of the *Basic User's Guide*.)

If you don't put paper in the paper tray, the machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Further incoming faxes will also be stored in memory until the memory is full. To print the faxes, put fresh paper in the tray. When the memory is full the machine will stop automatically answering calls.

Fax Forwarding

When you choose Fax Forward, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message.

① Press `MENU`.

② Press ▲ or ▼ to display `Fax`.

③ Press `Fax`.

④ Press ▲ or ▼ to display `Setup Receive`.

⑤ Press `Setup Receive`.

⑥ Press ▲ or ▼ to display `Memory Receive`.

⑦ Press `Memory Receive`.

⑧ Press `Fax Forward`.

⑨ Enter the forwarding number (up to 20 digits) by using the buttons on the LCD. Press `OK`.

⑩ Press `Backup Print:On` or `Backup Print:Off`.

IMPORTANT

- If you choose `Backup Print:On`, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.
- When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to the fax forwarding number you programmed.

⑪ Press **Stop/Exit**.

Fax Storage

If you choose Fax Storage, your machine stores the received fax in the memory. You will be able to retrieve fax messages from another location using the remote retrieval commands.

If you have set Fax Storage, a backup copy will automatically be printed at the machine.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Setup Receive`.
5. Press `Setup Receive`.
6. Press ▲ or ▼ to display `Memory Receive`.
7. Press `Memory Receive`.
8. Press `Fax Storage`.
9. Press **Stop/Exit**.

Note

Colour faxes cannot be stored in the memory. When you receive a colour fax your machine prints the colour fax at your machine.

Printing a fax from the memory

If you have chosen Fax Storage, you can still print a fax from the memory when you are at your machine.

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Print Document`.
5. Press `Print Document`.
6. Press **Mono Start**.
7. Press **Stop/Exit**.

Note

When you print a fax from the memory, the fax data will be erased.

PC-Fax Receive (Windows® only)

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

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear on the LCD.

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

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see *PC-FAX receiving* in the *Software User's Guide*.)

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

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Setup Receive`.
5. Press `Setup Receive`.
6. Press ▲ or ▼ to display `Memory Receive`.
7. Press `Memory Receive`.
8. Press `PC Fax Receive`.
9. The LCD shows the message `Run PC-Fax on your computer.` Press `OK`.
10. Press `<USB>` or the PC you want to receive faxes.
11. Press `OK`.
12. Press `Backup Print:On` or `Backup Print:Off`.
13. Press **Stop/Exit**.

Note

- PC-Fax Receive is not supported in the Mac OS.
- Before you can set up PC-Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see *PC-FAX receiving* in the *Software User's Guide*.)
- If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Transferring your faxes or Fax Journal report* in *appendix B* of the *Basic User's Guide*.)
- When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to your PC.

Changing the destination PC

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Setup Receive`.
5. Press `Setup Receive`.
6. Press ▲ or ▼ to display `Memory Receive`.
7. Press `Memory Receive`.
8. Press `PC Fax Receive`.

9. The LCD shows the message `Run PC-Fax on your computer.` Press `OK`.
10. Press `<USB>`, or the PC you want to receive faxes.
11. Press `OK`.
12. Press `Backup Print:On` or `Backup Print:Off`.
13. Press **Stop/Exit**.

Turning off Memory Receive operations

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Setup Receive`.
5. Press `Setup Receive`.
6. Press ▲ or ▼ to display `Memory Receive`.
7. Press `Memory Receive`.
8. Press `Off`.
9. Press **Stop/Exit**.

Note

The LCD will give you more options if there are received faxes still in the machine's memory. (See *Changing Memory Receive operations* on page 19.)

Changing Memory Receive operations

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

- `Erase All Doc?`
- `Print All Fax?`
  - If you press `Yes`, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
  - If you press `No`, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to `PC Fax Receive` from another option [`Fax Forward` or `Fax Storage`], press ▲ or ▼ to choose the PC.

The LCD will ask you the following question:

- `Send Fax to PC?`
  - If you press `Yes`, faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (For details, see *PC-Fax Receive (Windows® only)* on page 18.)
  - If you press `No`, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Remote Retrieval

You can call your machine from any touch-tone telephone or fax machine and then use the remote access code and remote commands to retrieve fax messages.

Setting a Remote Access Code

The remote access code lets you access the remote retrieval features when you are away from your machine. Before you can use the remote access and retrieval features, you have to set up your own code. The factory default code is the inactive code (---*).

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Remote Access`.
5. Press `Remote Access`.
6. Enter a three-digit code using numbers `0`-`9`, `*`, or `#` by pressing the buttons on the LCD.
   Press `OK`.
   (The preset '*' cannot be changed.)

Note

Do not use the same code as your Remote Activation Code (* **5 1**) or Remote Deactivation Code (**# 5 1**). (See *Operation from external and extension telephones* in *chapter 6* of the *Basic User's Guide*.)

7. Press **Stop/Exit**.

Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press Clear in step ❻ to restore the inactive setting (---*) and press `OK`.

Using your Remote Access Code

1. Dial your fax number from a touch-tone telephone or another fax machine.
2. When your machine answers, enter your remote access code (3 digits followed by *) at once.
3. The machine signals if it has received messages:
   - **1 long beep — Fax messages**
   - **No beeps — No messages**
4. When the machine gives two short beeps, enter a command.
   The machine will hang up if you wait longer than 30 seconds to enter a command.
   The machine will beep three times if you enter an invalid command.
5. Press **9 0** to stop Remote Access when you have finished.
6. Hang up.

Note

If your machine is set to `Manual` mode and you want to use the remote retrieval features, wait for about 100 seconds after it starts ringing, and then enter the remote access code within 30 seconds.

Remote Fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your remote access code (3 digits followed by ∗), the system will give two short beeps and you must enter a remote command.

Remote commands		**Operation details**
95	**Change the Fax Forwarding or Fax Storage settings**	
	1 OFF	You can choose `Off` after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, the change was not accepted because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See *Changing your Fax Forwarding number* on page 22.) Once you have registered the number, Fax Forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	**Retrieve a fax**	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See *Retrieving fax messages* on page 22.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	**Check the receiving status**	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change the Receive Mode**	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	Pressing **9 0** allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

You can call your machine from any touch-tone telephone and have your fax messages sent to a machine. Before you use this feature, you have to turn on Fax Storage.

1. Dial your fax number.
2. When your machine answers, enter your remote access code (3 digits followed by ∗) at once. If you hear one long beep, you have messages.
3. When you hear two short beeps, press **9 6 2**.
4. Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by **# #** (up to 20 digits).

Note

You cannot use ∗ and # as dial numbers. However, press **#** if you want to create a pause.

5. Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing your Fax Forwarding number

You can change the default setting of your fax forwarding number from another touch-tone telephone or fax machine.

1. Dial your fax number.
2. When your machine answers, enter your remote access code (3 digits followed by ∗) at once. If you hear one long beep, you have messages.
3. When you hear two short beeps, press **9 5 4**.
4. Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter **# #**.

Note

You cannot use ∗ and # as dial numbers. However, press **#** if you want to create a pause.

5. Press **9 0** to stop Remote Access when you have finished.
6. Hang up after you hear your machine beep.

Additional receiving operations

Printing a reduced incoming fax

If you choose `On`, the machine automatically reduces each page of an incoming fax to fit on one page of A4, A3, Letter, Legal or Ledger size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See *Paper Size* in *chapter 2* of the *Basic User's Guide*.)

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Setup Receive`.
5. Press `Setup Receive`.
6. Press ▲ or ▼ to display `Auto Reduction`.
7. Press `Auto Reduction`.
8. Press `On` (or `Off`).
9. Press **Stop/Exit**.

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polling receive

Polling receive lets you call another fax machine to receive a fax.

Setup to receive polling

1. Press (**FAX**).
2. Press ◀ or ▶ to display `Polling RX`.
3. Press `Polling RX`.
4. Press `Standard`.
5. Enter the fax number you are polling using One Touch, `Phone Book` or the dial pad on the control panel.
6. Press **Mono Start** or **Colour Start**.

Setup to receive polling with secure code

Secure Polling lets you restrict who can get the documents you set up to be polled.

Secure Polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine you have to enter the secure code.

1. Press (**FAX**).
2. Press ◀ or ▶ to display `Polling RX`.
3. Press `Polling RX`.
4. Press `Secure`.

5. Enter a four-digit secure code using the buttons on the LCD.
   This is the same as the security code of the fax machine you are polling.
   Press `OK`.

6. Enter the fax number you are polling using One Touch, `Phone Book` or the dial pad on the control panel.

7. Press **Mono Start** or **Colour Start**.

Setup to receive delayed polling

Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up *one* delayed polling operation.

1. Press (**FAX**).

2. Press ◀ or ▶ to display `Polling RX`.

3. Press `Polling RX`.

4. Press `Timer`.

5. Enter the time (in 24-hour format) you want to start polling.
   For example, enter 21:45 for 9:45 PM.
   Press `OK`.

6. Enter the fax number you are polling using One Touch, `Phone Book` or the dial pad on the control panel.

7. Press **Mono Start** or **Colour Start**.
   The machine makes the polling call at the time you entered.

Sequential polling (Monochrome only)

Sequential polling lets you request documents from several fax machines in one operation.

1. Press (**FAX**).

2. Press ◀ or ▶ to display `Polling RX`.

3. Press `Polling RX`.

4. Press `Standard`, `Secure` or `Timer`.

5. Do one of the following:
   - If you chose `Standard`, go to step ❻.
   - If you chose `Secure`, enter a four-digit number, press `OK`, go to step ❻.
   - If you chose `Timer`, enter the time (24-hour format) you want to begin polling and press `OK`, go to step ❻.

6. Press ◀ or ▶ to display `Broadcasting`.

7. Press `Broadcasting`.

8. Do one of the following:
   - Press `Add Number` and enter a number using the buttons on the LCD.
     Press `OK`.
   - Press `Phone Book`. Press #01 A to choose Alphabetical Order or Numerical Order. Press ▲ or ▼ to select a number.
     Press `OK`.

Note

If you chose Numerical Order:

Speed Dial numbers start with #.
One Touch numbers start with ∗.

9. After you have entered all the fax numbers by repeating step ❽, press `OK`.

10. Press **Mono Start**.
    The machine polls each number or group in turn for a document.

Press **Stop/Exit** while the machine is dialling to cancel the polling process.

To cancel all sequential polling receive jobs, see *Checking and cancelling waiting jobs* on page 14.

Cancelling a Sequential Polling Job

1. Press **Stop/Exit**.
2. Do one of the following:
    - To cancel the entire sequential polling job, press `Entire Seq. Poll`. Go to step ❸.
    - To cancel the current job, press the button that displays the number being dialled. Go to step ❹.
    - To exit without cancelling, press **Stop/Exit**.
3. When the LCD asks if you want to cancel the entire sequential polling job, do one of the following:
    - Press `Yes` to confirm.
    - To exit without cancelling, press `No` or **Stop/Exit**.
4. Do one of the following:
    - To cancel the current job, press `Yes`.
    - To exit without cancelling, press `No` or **Stop/Exit**.

5 Dialling and storing numbers

Voice operations

Voice calls can be made either with an extension or external telephone by dialling manually or by using Quick Dial numbers.

BT Call Sign (U.K. only)

This machine feature lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one telephone line. Each telephone number has its own distinctive ringing pattern, so you know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second telephone number (on the same telephone line) just for receiving faxes.

Note

- You can switch BT Call Sign off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. This machine will automatically answer incoming calls that use your new fax number.
- When you set the BT Call Sign feature to On, the receive mode is set to `Manual` automatically. `Manual` mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern.

To enable the machine to work with BT Call Sign (with your external telephone only)

1. Press `MENU`.
2. Press ▲ or ▼ to display `Fax`.
3. Press `Fax`.
4. Press ▲ or ▼ to display `Miscellaneous`.
5. Press `Miscellaneous`.
6. Press ▲ or ▼ to display `BT Call Sign`.
7. Press `BT Call Sign`.
8. Press `On` (or `Off`).
9. Press **Stop/Exit**.

Note

If you turn off `BT Call Sign`, the receive mode stays in `Manual`. You will need to set receive mode again. (See *Choose the Receive Mode* in *chapter 5* of the *Basic User's Guide*.)

Additional dialling operations

Combining Quick Dial numbers

Sometimes, you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as One Touch and Speed Dial numbers. You can store these long dialling sequences by dividing them and setting them up as separate One Touch and Speed Dial numbers in any combination. You can even include manual dialling using the dial pad. (See *Storing One Touch Dial numbers* or *Storing Speed Dial numbers* in *chapter 7* of the *Basic User's Guide*.)

For example, you might have stored '555' on

Speed Dial: 03 and '7000' on One Touch: 02. You can use them both to dial '555-7000' if you press the following keys:

1. Press 📖 (`Phone Book`).
2. Press `#03`.

Note

Speed Dial numbers start with #.
One Touch numbers start with *.

3. Press `Send a fax`.
4. Press `Phone Book`.
5. Press `*02`.
6. Press `Send a fax`.
7. Press **Mono Start** or **Colour Start**.
   You will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to 555-7001 you could press 📖 (`Phone Book`), press `#03`, press `Send a fax`, and then press `7001` using the dial pad.

Note

If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 3.5-second delay.

Additional ways to store numbers

Storing One Touch numbers from Outgoing Calls

You can store One Touch numbers from the Outgoing Call history.

1. Press **Redial/Pause**.
   You can also choose by pressing ☐ (`Call History`).
2. Press `Outgoing Call` tab.
3. Press ▲ or ▼ to display the number you want to store.
4. Press the number you want to store.
5. Press `More`.
6. Press `Add to One Touch Dial`.
7. To choose where the number will be stored, do one of the following:
   - To accept the displayed next available One Touch location, press `OK`.
   - To enter a different One Touch location, press a number using the buttons on the LCD.

     Press `OK`.

Note

If the One Touch location you choose is already taken, the `OK` button on the LCD will not work. Choose a different location.

8. Do one of the following:
   - Enter the name using the buttons on the LCD (up to 16 characters).
     Press `OK`.

     (To help you enter letters, see *Entering Text* in *appendix C* of the *Basic User's Guide*.)
   - To store the number without a name, press `OK`.
9. Press `OK` to accept the displayed telephone or fax number.
10. When the LCD displays your settings, press `OK` to confirm.
11. Press **Stop/Exit**.

Storing One Touch numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store One Touch numbers from incoming calls in the Caller ID History. (See *Caller ID (U.K. and Ireland only)* in *chapter 6* of the *Basic User's Guide*.)

1. Press ☐ (`Call History`).
2. Press the `Caller ID hist.` tab.
3. Press ▲ or ▼ to display the number you want to store.
4. Press the number you want to store.
5. Press `More`.
6. Press `Add to One Touch Dial`.

7. To choose where the number will be stored, do one of the following:
   - To accept the displayed next available One Touch location, press `OK`.
   - To enter a different One Touch location, press a number using the buttons on the LCD.
     Press `OK`.

Note

If the One Touch location you choose is already taken, the `OK` button on the LCD will not work. Choose a different location.

8. Do one of the following:
   - Enter the name (up to 16 characters) using the buttons on the LCD.

     Press `OK`.

     (To help you enter letters, see *Entering Text* in *appendix C* of the *Basic User's Guide*.)
   - To store the number without a name, press `OK`.
9. Press `OK` to confirm the fax or telephone number.
10. When the LCD displays your settings, press `OK` to confirm.
11. Press **Stop/Exit**.

Storing Speed Dial numbers from Outgoing Calls

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

1. Press **Redial/Pause**.
   You can also choose the number by pressing ⧉ (`Call History`).
2. Press the `Outgoing Call` tab.
3. Press ▲ or ▼ to display the name or number you want to store.
4. Press the name or number you want to store.
5. Press `More`.
6. Press `Add to Speed Dial`.
7. Do one of the following:
   - Enter the name (up to 16 characters) using the buttons on the LCD.

     Press `OK`.

     (To help you enter letters, see *Entering Text* in *appendix C* of the *Basic User's Guide*.)
   - To store the number without a name, press `OK`.
8. Press `OK` to confirm the fax or telephone number you want to store.
9. Do one of the following:
   - Enter the second fax or telephone number (up to 20 digits) using the buttons on the LCD.

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

10. To choose where the number will be stored, do one of the following:
    - To accept the displayed next available Speed Dial location, press `OK`.
    - To enter a different Speed Dial location, press a 2-digit number using the buttons on the LCD.

      Press `OK`.

Note

- Speed Dial numbers begin with **#** (for example, **# 0 2**).
- If the 2-digit Speed Dial location you choose is already taken, the `OK` button on the LCD will not work. Choose a different location.

11. When the LCD displays your settings, press `OK` to confirm.
12. Press **Stop/Exit**.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See *Caller ID (U.K. and Ireland only)* in *chapter 6* of the *Basic User's Guide*.)

1. Press ⧉ (`Call History`).
2. Press the `Caller ID hist.` tab.
3. Press ▲ or ▼ to display the number you want to store.
4. Press the number you want to store.
5. Press `More`.
6. Press `Add to Speed Dial`.
7. Do one of the following:
   - Enter the name (up to 16 characters) using the buttons on the LCD.

     Press `OK`.

     (To help you enter letters, see *Entering Text* in *appendix C* of the *Basic User's Guide*.)
   - To store the number without a name, press `OK`.
8. Press `OK` to confirm the fax or telephone number you want to store.
9. Do one of the following:
   - Enter a second fax or telephone number (up to 20 digits) using the buttons on the LCD.

     Press `OK`.
   - If you do not want to store a second number, press `OK`.
10. To choose where the number will be stored, do one of the following:
    - To accept the displayed next available Speed Dial location, press `OK`.
    - To enter a different Speed Dial location, press a 2-digit number using the buttons on the LCD.

      Press `OK`.

Note

- Speed Dial numbers begin with **#** (for example, **# 0 2**).
- If the 2-digit Speed Dial location you choose is already taken, the `OK` button on the LCD will not work. Choose a different location.

11. When the LCD displays your settings, press `OK` to confirm.
12. Press **Stop/Exit**.

Setting up groups for broadcasting

Groups, which can be stored in a One Touch or Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only One Touch key or 📖 (`Phone Book`), the two-digit location, `Send a fax` and **Mono Start**.

First, you'll need to store each fax number in a One Touch or Speed Dial location. Then you can include them as numbers in the Group. Each Group uses up a One Touch or Speed Dial location. You can have up to six Groups, or you can assign up to 215 numbers in a large Group.

(See *Broadcasting (Monochrome only)* on page 11 and *Storing Speed Dial numbers* in *chapter 7* of the *Basic User's Guide*.)

1. Press 📖 (`Phone Book`).
2. Press `More`.
3. Press `Setup Groups`.
4. Press `Set Speed Dial` or `Set One Touch Dial`.
   If you choose `Set Speed Dial`, go to step ❻.
5. To accept the next available One Touch key number, press `OK`.
6. Enter the group name (up to 16 characters) using the buttons on the LCD.
   Press `OK`.
7. When the LCD displays the next available Group number, press `OK`.
   This Group number and name will automatically be assigned to the next available Speed Dial location.
8. Add One Touch or Speed Dial numbers to the Group by pressing them to display a red checkmark. Press `OK`.
   If you want to list the numbers by alphabetical order, press `#01 A`.

Note

Speed Dial numbers start with #.
One Touch numbers start with *.

9. When the LCD displays the Group Name and numbers, press `OK` to confirm.
10. Do one of the following:
    - To store another Group for broadcasting, repeat steps ❷ to ❾.
    - To finish storing Groups for broadcasting, press **Stop/Exit**.

Note

You can print a list of all the One Touch and Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 34.)

Changing a Group name

1. Press 📖 (`Phone Book`).
2. Press `More`.
3. Press `Change`.
4. Press ▲ or ▼ to display the Group you want to change.
5. Press the Group.
6. Press `Name:`.
7. Enter the new name (up to 16 characters) using the buttons on LCD.
   Press `OK`.
   (See *Entering Text* in *appendix C* of the *Basic User's Guide*. For example, type NEW CLIENTS.)

Note

How to change the stored name or number:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press ⌫. Re-enter the character.

8. Press `OK`.
9. Press **Stop/Exit**.

Deleting a Group

1. Press 📖 (`Phone Book`).
2. Press `More`.
3. Press `Delete`.
4. Press ▲ or ▼ to display the Group you want to delete.
5. Press the Group Name.
6. Press `OK`.
   Press `Yes` to confirm.
7. Press **Stop/Exit**.

Deleting a number from a Group

1. Press 📖 (`Phone Book`).
2. Press `More`.
3. Press `Change`.
4. Press ▲ or ▼ to display the Group you want to change.
5. Press the Group.
6. Press `Add/Del`.
7. Press ▲ or ▼ to display the number you want to delete from the Group.
8. Press the check box of the number you want to delete to uncheck it.
   Press `OK` to confirm.
9. Press `OK`.
10. Press **Stop/Exit**.

6 Printing reports

Fax reports

Use the MENU buttons on the LCD to set up the Transmission Verification Report and the Journal Period.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in *chapter 4* of the *Basic User's Guide*.)

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to Off, you can still print the report by following the steps in *How to print a report* on page 34. The factory setting is Every 50 Faxes.

1. Press MENU.
2. Press ▲ or ▼ to display Fax.
3. Press Fax.
4. Press ▲ or ▼ to display Report Setting.
5. Press Report Setting.
6. Press Journal Period.
7. Press ◀ or ▶ to choose an interval.
   If you choose Every 50 Faxes, go to step ⑩.
   - 6, 12, 24 hours, 2 or 7 days

     The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory is filled with the maximum 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.
   - Every 50 Faxes

     The machine will print the Journal when the machine has stored 50 jobs.
8. Enter the time to start printing in 24-hour format.
   Press OK.
   (For example: enter 19:45 for 7:45 PM.)
9. If you choose Every 7 Days, the LCD will ask you to choose the first day for the 7-day countdown.
10. Press **Stop/Exit**.

Reports

The following reports are available:

- `XMIT Verify`

  Prints a Transmission Verification Report for your last transmission.

- `Help List`

  A help list showing how to program your machine.

- `Quick Dial`

  Lists names and numbers stored in the One Touch and Speed Dial memory, in alphabetical or numerical order.

- `Fax Journal`

  Lists information about the last incoming and outgoing faxes.
  (TX: Transmit.) (RX: Receive.)

- `User Settings`

  Lists your settings.

- `Network Config`

  Lists your Network settings.

- `WLAN Report`

  Prints a WLAN connection report.

- `Caller ID hist.`

  Lists the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

1. Press `MENU`.
2. Press ▲ or ▼ to display `Print Reports`.
3. Press `Print Reports`.
4. Press the report you want.
5. (Quick Dial Only) Press `Alphabetical Order` or `Numerical Order`.
6. Press **Mono Start**.
7. Press **Stop/Exit**.

7 Making copies

Copy settings

You can change the copy settings temporarily for multiple copies.

The machine returns to its default settings after 1 minute, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 3.)

To change a setting, press **COPY** and then press ◄ or ► to scroll through the copy settings. When the setting you want is displayed, press it and choose your option.

When you are finished choosing settings, press **Mono Start** or **Colour Start**.

Note

- You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your favourites* on page 46.)
- The `Ink Save Mode`, `Thin Paper Copy`, `Book Copy` and `Watermark Copy` features are supported by technology from Reallusion, Inc. REALLUSION

Stop copying

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

Changing copy speed and quality

You can choose from a range of speed and quality. The factory setting is `Normal`.

- `Fast`

  Fast copy speed and lowest amount of ink used. Use to save time printing documents to be proof-read, large documents or many copies.

- `Normal`

  Normal is the recommended mode for ordinary print outs. This produces good copy quality with good copy speed.

- `Best`

  Use Best mode to copy precise images such as photographs. This provides the highest resolution and slowest speed.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◄ or ► to display `Quality`.
5. Press `Quality`.
6. Press `Fast`, `Normal` or `Best`.
7. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Enlarging or reducing the copied image

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

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Enlarge/Reduce`.
5. Press `Enlarge/Reduce`.
6. Press `100%`, `Enlarge`, `Reduce`, `Fit to Page` or `Custom(25-400%)`.
7. Do one of the following:
   - If you chose `Enlarge` or `Reduce`, press the enlargement or reduction ratio you want.
   - If you chose `Custom(25-400%)`, enter an enlargement or reduction ratio from `25%` to `400%`.

     Press `OK`.
   - If you chose `100%` or `Fit to Page`, go to step ⑧.

198% 10x15cm→A4
186% 10x15cm→LTR
141% A4→A3, A5→A4
100%
97% LTR→A4
93% A4→LTR
83% LGL→A4
69% A3→A4, A4→A5
47% A4→10x15cm
Fit to Page
Custom(25-400%)

8. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Note

- `Page Layout` is not available with `Enlarge/Reduce`.
- `Page Layout`, `Book Copy`, `Sort`, `Thin Paper Copy` and `Watermark Copy` are not available with `Fit to Page`.
- `Fit to Page` does not work correctly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper left hand corner, with the document face down on the scanner glass.
- `Fit to Page` is not available for a Legal size document.
- When using A3 or Ledger size paper, `1side→2side` and `2side→2side` of `Duplex Copy` is not available with `Enlarge/Reduce`.

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

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

The 1 to 2 feature copies one A3 or Ledger size page onto two A4 or Letter size pages. If you use this setting, use the scanner glass.

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

IMPORTANT

- Make sure the paper size is set to A4, A3, Letter or Ledger.
- If you are producing multiple colour copies, N in 1 copy is not available.
- `(P)` means Portrait and `(L)` means Landscape.
- You can only make one poster copy and 1 to 2 copy at a time.
- Poster copy is not available when using transparencies.

Note

- `Watermark Copy`, `Book Copy`, `Sort`, `Thin Paper Copy`, `Ink Save Mode` and `Enlarge/Reduce` are not available with `Page Layout`.
- `Skew Adjustment` is not available with Poster and 1 to 2 copy.
- `Duplex Copy` is not available with Poster copy.
- `2side→2side` and `2side→1side` of `Duplex Copy` are not available with `1 to 2`.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Page Layout`.
5. Press `Page Layout`.
6. Press ◀ or ▶ to display `Off(1in1)`, `2in1(P)`, `2in1(L)`, `4in1(P)`, `4in1(L)`, `1 to 2`, `Poster(2 x 1)`, `Poster(2 x 2)`, `Poster(3 x 3)` or `2 in 1 (ID)` [1].

   [1] For details about 2 in 1 (ID), see *2 in 1 ID Copy* on page 39.

   If you chose `2 in 1` or `Poster(2 x 2)` with A3 or Ledger, go to step ❼ to choose the paper size of your document.
   If you choose another setting, go to step ❽.
7. Do one of the following:
   - If you chose `2in1(P)` or `2in1(L)`, press `LGRx2 → LGRx1`, `LTRx2 → LGRx1`, `A3x2 → A3x1` or `A4x2 → A3x1`.
   - If you chose `Poster(2 x 2)`, press `LGRx1 → LGRx4`, `LTRx1 → LGRx4`, `A3x1 → A3x4` or `A4x1 → A3x4`.
8. If you do not want to change additional settings, press **Mono Start** or **Colour Start** to scan the page.
   If you placed the document in the ADF or are making a poster, the machine scans the document and starts printing.

   If you are using the scanner glass, go to step ❾.
9. After the machine scans the page, press `Yes` to scan the next page.

⑩ Place the next page on the scanner glass. Press **Mono Start** or **Colour Start** to scan the document if you do not want to adjust any settings. Repeat steps ⑨ and ⑩ for each page of the layout.

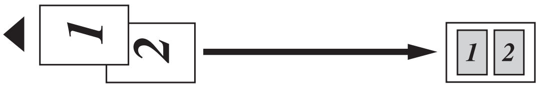
⑪ After all the pages have been scanned, press `No` to finish.

Note

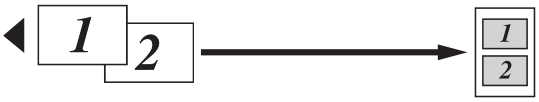
If you have chosen photo paper as the Paper Type for N in 1 copies, the machine will print the images as if plain paper had been chosen.

If you are copying from the ADF, insert the document face up in the direction shown below:

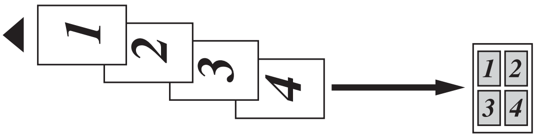
- `2in1(P)`



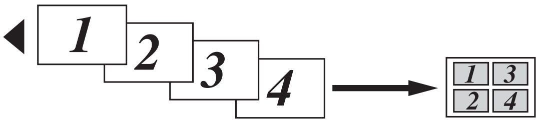
- `2in1(L)`



- `4in1(P)`

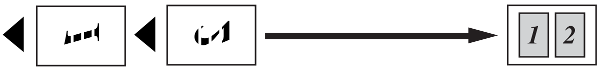


- `4in1(L)`

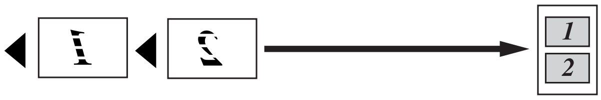


If you are copying from the scanner glass, place the document face down in the direction shown below:

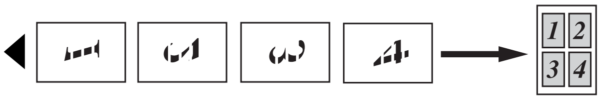
- `2in1(P)`



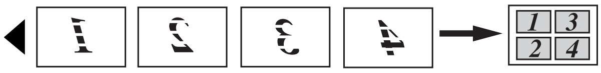
- `2in1(L)`



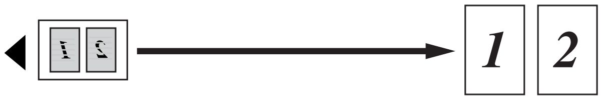
- `4in1(P)`



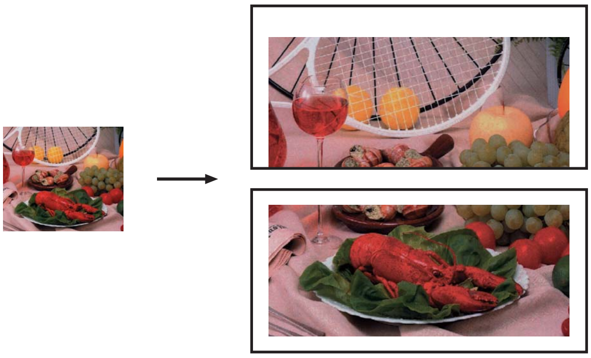
- `4in1(L)`



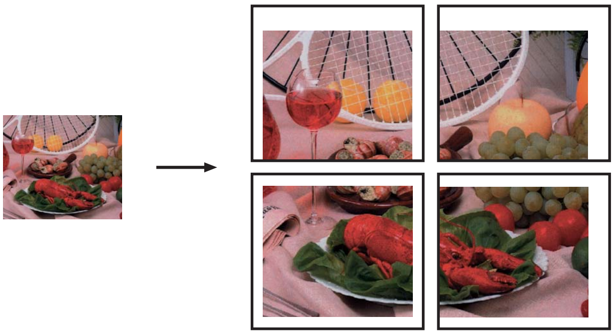
- `1 to 2`



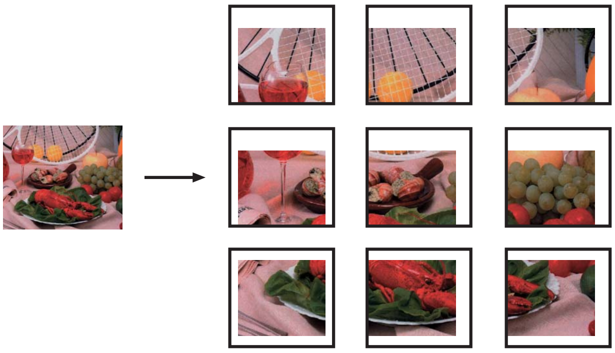
- `Poster(2 x 1)`



- `Poster (2 x 2)`



- `Poster(3 x 3)`



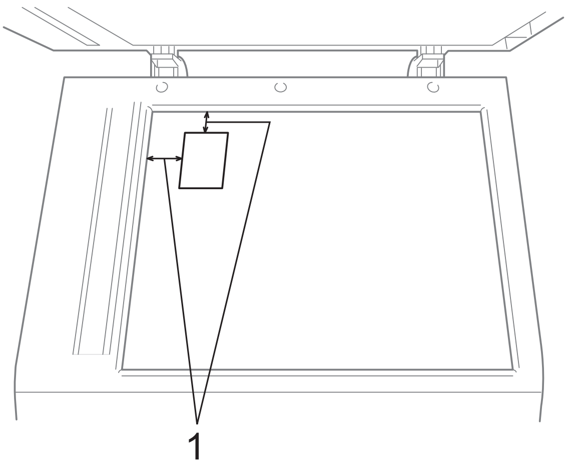
2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size. Make sure the paper size is set to A4 or Letter.

Note

You can copy an identification card to the extent permitted under applicable laws. See *Unlawful use of copying equipment* in the *Safety and Legal Booklet*.

1. Press (**COPY**).
2. Place your identification card face down at the left corner of the scanner glass.



1 3 mm or greater (top, left)

3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Page Layout`.
5. Press `Page Layout`.
6. Press ◀ or ▶ to display `2 in 1 (ID)`.
7. Press `2 in 1 (ID)`.
8. Press **Mono Start** or **Colour Start**.
   The machine starts scanning the first page.
9. After the machine copies the one side, press `Yes`. Turn over the identification card and press **Mono Start** or **Colour Start** to scan the another side.

Note

- `Watermark Copy`, `Book Copy`, `Sort`, `Duplex Copy`, `Thin Paper Copy`, `Ink Save Mode` and `Enlarge/Reduce` are not available with `2 in 1 (ID)`.
- If you are producing multiple colour copies, 2 in 1 (ID) copy is not available.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 321, 321, 321, and so on.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Stack/Sort`.
5. Press `Stack/Sort`.
6. Press `Sort`.
7. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Note

`Fit to Page`, `Page Layout` and `Book Copy` are not available with `Sort`.

Adjusting Density

You can adjust the copy density to make copies darker or lighter.

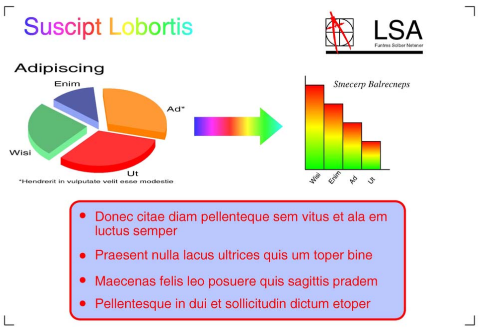
1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Density`.
5. Press `Density`.
6. Press ◀ or ▶ to make a lighter or darker copy.
   Press `OK`.
7. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Ink Save Mode

Ink Save Mode can help you save ink. The machine prints the colours lighter and emphasises the outlines of the images as shown below:

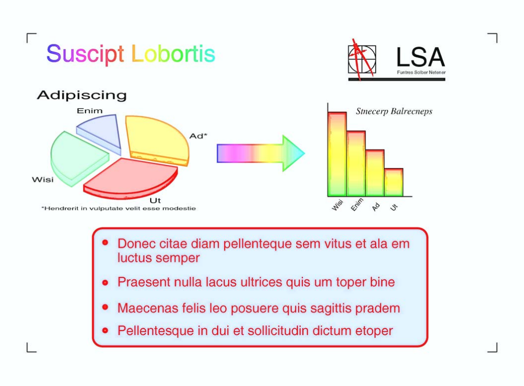
The amount of ink saved will vary depending on the document.

`Ink Save Mode`: `Off`



- Donec citae diam pellenteque sem vitus et ala em luctus semper
- Praesent nulla lacus ultrices quis um toper bine
- Maecenas felis leo posuere quis sagittis pradem
- Pellentesque in dui et sollicitudin dictum etoper

`Ink Save Mode`: `On`



- Donec citae diam pellenteque sem vitus et ala em luctus semper
- Praesent nulla lacus ultrices quis um toper bine
- Maecenas felis leo posuere quis sagittis pradem
- Pellentesque in dui et sollicitudin dictum etoper

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◀ or ▶ to display `Advanced Settings`.
5. Press `Advanced Settings`.
6. Press `Ink Save Mode`.

7. If you do not want to change any additional settings, press **Mono Start** or **Colour Start**.

Note

- Watermark Copy, Book Copy, Skew Adjustment, Thin Paper Copy and Page Layout are not available with Ink Save Mode.
- Ink Save Mode may make your printouts look different from your original document.

Thin Paper Copy

If your document is a duplex copy on thin paper, choose Thin Paper Copy so the print on the other side does not bleed through.

1. Press ▤ (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◄ or ► to display Advanced Settings.
5. Press Advanced Settings.
6. Press Thin Paper Copy.
7. Press **Mono Start** or **Colour Start**.

Note

Fit to Page, Page Layout, Skew Adjustment, Ink Save Mode, Book Copy and Watermark Copy are not available with Thin Paper Copy.

Skew Adjustment

If your scanned copy is skewed, your machine can correct the data automatically. This setting is only available when using the scanner glass.

1. Press ▤ (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◄ or ► to display Skew Adjustment.
5. Press Skew Adjustment.
6. Press Auto (or Off).
7. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Note

- 1 to 2, Poster, Ink Save Mode, Thin Paper Copy, Book Copy, Watermark Copy, 2side→2side and 2side→1side of Duplex Copy are not available with Skew Adjustment.
- You cannot use this setting with Ledger, A3 or paper smaller than 64 mm × 91 mm.
- This setting is only available for paper that is rectangular or square.
- Skew Adjustment is only available if the document is skewed by less than 3 degrees.
- Skew Adjustment may not work correctly if your document is too thick.

Book Copy

Book copy corrects dark borders and skew when copying from the scanner glass. Your machine can correct the data automatically or you can make specific corrections.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◄ or ► to display `Advanced Settings`.
5. Press `Advanced Settings`.
6. Press `Book Copy`.
7. If you have finished making corrections, press **Mono Start** or **Colour Start**.

Note

`Page Layout`, `Sort`, `Duplex Copy`, `Skew Adjustment`, `Ink Save Mode`, `Fit to Page`, `Thin Paper Copy` and `Watermark Copy` are not available with `Book Copy`.

Watermark Copy

You can place a logo or text into your document as a Watermark. You can select one of the template watermarks, data from your media cards or USB Flash memory drive, or scanned data.

Note

`Fit to Page`, `Page Layout`, `Thin Paper Copy`, `Skew Adjustment`, `Ink Save Mode` and `Book Copy` are not available with `Watermark Copy`.

Using a template

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◄ or ► to display `Advanced Settings`.
5. Press `Advanced Settings`.
6. Press `Watermark Copy`.
7. Press `Edit Template`.
8. Change the settings from the options displayed on the LCD if required.
9. Press `OK` to confirm to use watermark.
10. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Using a media cards or USB Flash memory drive data

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ◄ or ► to display `Advanced Settings`.
5. Press `Advanced Settings`.
6. Press `Watermark Copy`.
7. Press `Use Image`.
8. Insert a media card or USB Flash memory drive. Press `Media`.
9. Press the data you want to use for the watermark.
10. Change any additional settings from the options shown on the LCD.
11. Press `OK` to confirm to use watermark.
12. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

IMPORTANT

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive, or the data stored on them.

Using a scanned paper document as your watermark

1. Press (**COPY**).
2. Enter the number of copies you want.
3. Press ◄ or ► to display `Advanced Settings`.
4. Press `Advanced Settings`.
5. Press `Watermark Copy`.
6. Press `Use Image`.
7. Press `Scan`. Place the page that you want to use as a watermark on the scanner glass.
8. Press **Mono Start** or **Colour Start**.
9. Take out the watermark document you scanned and load the document you want to copy.
10. Press `Transparency`, and then press ◄ or ► to change the `Transparency` of the watermark.
    Press `OK`.
11. Press `OK`.
12. Press `OK` to confirm to use watermark.
13. If you do not want to change any additional settings, press **Mono Start** or **Colour Start**.

Note

You cannot enlarge or reduce the scanned watermark.

Duplex (2-sided) copying

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

We recommend you load your document in the ADF for duplex copying.

Note

- You can copy 2-sided documents up to Legal size from the ADF.
- You can only use plain paper sizes A4, A5, A3, Letter, Legal or Ledger.

1. Press **Duplex** on the machine's panel.
2. Load your document.
   If you want to copy a 2-sided document, load your document in the ADF.
3. Press `Copy`.
4. Do one of the following:
   - If you are copying A3 or Ledger size document, go to step ❺.
   - If you are copying A4, A5, Letter or Legal size document, go to step ❽.
5. Press `More`.
6. Press `A3/LGR Duplex Copy Setting`.

Note

N in 1 copy is not available with `A3/LGR Duplex Copy Setting`.

7. Press `Fit to Page` or `Keep Scale`.

Note

If you choose `Fit to Page`, your machine will reduce the document size automatically to fit the printable area.
If you choose `Keep Scale`, your machine will not change the document size. The top and bottom might be cut off depending on the document size.

8. Press ◀ or ▶ to display the duplex copy type you want, and press it. (See *Duplex copying type* on page 45.)
9. Enter the number of copies you want.
10. Press **Mono Start** or **Colour 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 step ⓫.
11. Press `Scan` and place the next page on the scanner glass. Press **Mono Start** or **Colour Start**. (Repeat this step for each additional page.)
12. After all the pages have been scanned, press `Complete`.
    The machine starts printing.

DO NOT touch printed pages until they are ejected the second time. The machine will print and eject the first side, and then pull the paper back in to print the second side.

Note

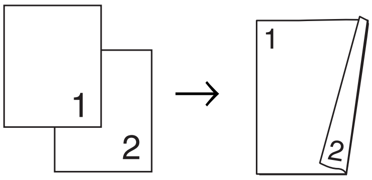
- If your document causes paper jams, try using one of the special duplex copy settings. Press `More` after step ❸. Press `Advanced`, and then press one of the jam prevention settings: `DX1` or `DX2`.
  `DX1` helps avoid paper jams when copying by allowing more time for the ink to dry.
  `DX2` allows more time for the ink to dry while also using less ink.
- `DX1` is not available for A3 or Ledger size paper.
- `2 in 1 (ID)`, `Poster` and `Book Copy` are not available with `Duplex Copy`.
- `1 to 2` and `Skew Adjustment` are not available with `2side→2side` and `2side→1side`.
- When using A3 or Ledger size paper, `Enlarge/Reduce` is not available with `1side→2side` and `2side→2side`.
- `Fit to Page` is not available with `1side→2side` and `2side→2side`.

Duplex copying type

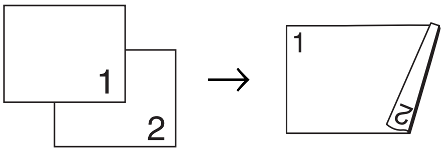
- **1 sided → 2 sided**

  (long edge flip)

  Portrait

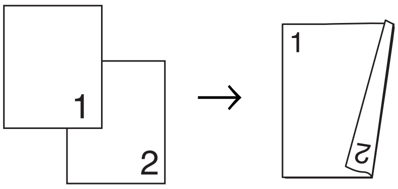


Landscape

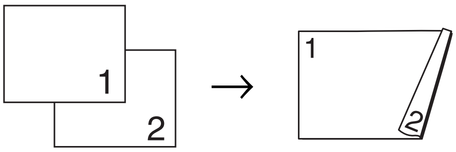


(short edge flip)

Portrait

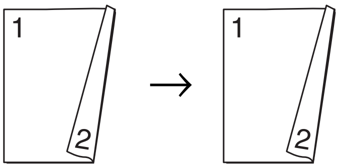


Landscape

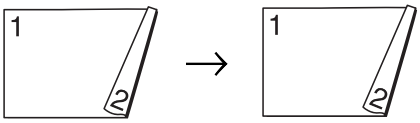


- **2 sided → 2 sided**

  Portrait



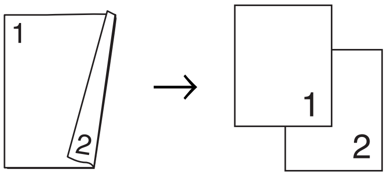
Landscape



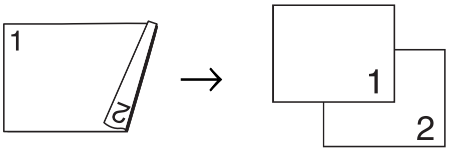
- **2 sided → 1 sided**

  (long edge flip)

  Portrait

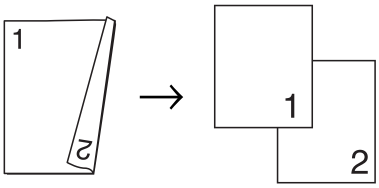


Landscape

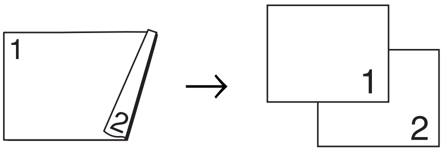


(short edge flip)

Portrait



Landscape



Setting your favourites

You can store the copy settings that you use most often by setting them as a favourite. You can set up to three favourites.

1. Press (**COPY**).
2. Choose the copy option and settings you want to store.
3. Press ◀ or ▶ to display `Favorite Settings`.
4. Press `Favorite Settings`.
5. Press `Store`.

Note

Set `Watermark Copy` to `Off` or `Template` when storing `Favorite Settings`.

6. Press the location where you want to store your setting for `Favorite:1`, `Favorite:2` or `Favorite:3`.
7. Do one of the following:
   - If you want to rename your setting, press ⌫ to delete characters. Then enter the new name (up to 12 characters).

     Press `OK`. (See *Entering Text* in *appendix C* of the *Basic User's Guide*.)
   - If you do not want to rename your setting, press `OK`.

Retrieving your favourite setting

When you are ready to use one of your favourite set of settings, you can recall it.

1. Press (**COPY**).
2. Press `Favorite`.
3. Press the favourite setting you want to retrieve.

Rename your favourite setting

After you stored your favourite setting, you can rename it.

1. Press (**COPY**).
2. Press ◀ or ▶ to display `Favorite Settings`.
3. Press `Favorite Settings`.
4. Press `Rename`.
5. Press the favourite setting you want to rename.
6. Enter the new name (up to 12 characters). (See *Entering Text* in *appendix C* of the *Basic User's Guide*.)
7. Press `OK`.

8 Printing photos from a memory card or USB Flash memory drive

PhotoCapture Center™ operations

Memory cards, USB Flash memory drive and folder structures

Your machine is designed to be compatible with modern digital camera image files, memory cards and USB Flash memory drives; however, please read the points below to avoid errors:

- The image file extension must be .JPG (other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- Direct PhotoCapture Center™ printing must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)
- The machine can read up to 999 files on a memory card or USB Flash memory drive.
- The DPOF file on the memory cards must be in a valid DPOF format. (See *DPOF printing* on page 51.)

Please be aware of the following:

- When printing an index or image, the PhotoCapture Center™ will print all the valid images, even if one or more images have been corrupted. Corrupted images will not be printed.
- (memory card users)

  Your machine is designed to read memory cards that have been formatted by a digital camera.

  When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image files to the memory card we also recommend you use the same folder your digital camera uses. If the data is not saved to the same folder, the machine may not be able to read the file or print the image.
- (USB Flash memory drive users)

  This machine supports USB Flash memory drives that have been formatted by Windows®.

Movie printing

You can print images from movie files that are stored on a memory card or USB Flash memory drive.

Movie files are automatically split by duration into 9 parts, and placed in 3 rows so you can see and print the scenes.

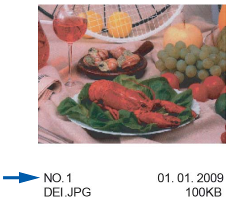
Note

- You cannot choose a particular movie scene.
- You can use AVI or MOV movie file formats (Motion JPEG only). However, if an AVI file size is 1 GB or more (the shooting time is about 30 minutes) or a MOV file size is 2 GB or more (the shooting time is about 60 minutes), these files cannot be printed.

Print Images

Print Index (Thumbnails)

The PhotoCapture Center™ assigns numbers for images (such as No.1, No.2, No.3, and so on).



The PhotoCapture Center™ uses these numbers to identify each picture. You can print a thumbnail page to show all the pictures on the memory card or USB Flash memory drive.

Note

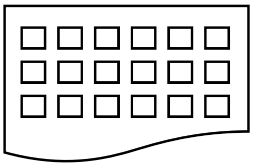
Only file names that are 8 characters or less will be printed correctly on the index sheet.

① Make sure you have put the memory card or USB Flash memory drive in the correct slot.

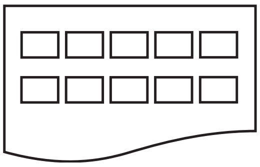
Press (**PHOTO CAPTURE**).

② Press `Index Print`.

③ Press `Index Sheet` and choose `6 Images/Line` or `5 Images/Line`.



`6 Images/Line`



`5 Images/Line`

Print time for `5 Images/Line` will be slower than `6 Images/Line`, but the quality is better.

4. Do one of the following:
    - Press `Print Setting` to change the paper type or the paper size you are using.
    - If you do not want to change the paper settings, go to ❼.
5. Press `Paper Type`.
   Choose the paper type you are using, `Plain Paper`, `Inkjet Paper`, `Brother BP71`, `Brother BP61` or `Other Glossy`.
6. Press `Paper Size`.
   Choose the paper size you are using, `A4` or `Letter`.
7. Press **Colour Start** to print.

Printing Photos

Before you can print an individual image, you have to know the image number.

1. Make sure you have put the memory card or USB Flash memory drive in the correct slot.
   Press 📷 (**PHOTO CAPTURE**).
2. Print the Index. (See *Print Index (Thumbnails)* on page 48.)
3. Press `Index Print`.
4. Press `Print Photos`.
5. Enter the image number that you want to print from the thumbnails printed on the Index page.
   After you have chosen the image numbers, press `OK`.

Note

- You can enter the numbers at one time by using a comma or a hyphen. For example, Enter 1,3,6 to print images No.1, No.3 and No.6. Enter 1-5 to print images No.1 to No.5.
- You can enter up to 12 characters (including commas) for the image numbers you want to print.

6. Enter the number of copies you want either by pressing the number box directly and enter the number you want or pressing **+** or **-**.
7. Do one of the following:
    - Press `Print Setting` to change the print settings. (See page 52.)
    - If you do not want to change any settings, press **Colour Start** to print.

Enhance Photos

You can edit and add effects to your photos and view them on the LCD before printing.

Note

The `Enhance Photo` feature is supported by technology from Reallusion, Inc. REALLUSION

1. Make sure you have put a memory card or USB Flash memory drive in the correct slot.
   Press 📷 (**PHOTO CAPTURE**).
2. Press `Enhance Photo`.

Note

- Four thumbnails are displayed at a time with the current page number and total number of pages listed under the thumbnails.
- Press ◄ or ► repeatedly to select each page of photos, or hold down to scroll through all pages of photos.
- Press 🎞 to start Slide Show.

3 Press a photo from the thumbnails.

4 Press `Enhance` or `Trim`. You can also choose both together. Press `OK`.

5 Do one of the following:

- If you chose `Enhance`, press `OK`, go to step ❻.
- If you chose `Trim`, press `OK`, go to step ❼.

6 Press the effect you wish to add.
Press `OK`.
Go to step ❽.

Note

- You have 10 ways to add effects to your photo.

	(`Auto Correct`) The machine decides the suitable effect for your photo.
	(`Enhance Skin`) Best used for adjusting portrait photographs. It adjusts human skin colour. Press ◄ or ► to adjust the level of contrast.
	(`Enhance Scenery`) Best used for adjusting landscape photographs. It highlights green and blue areas in your photo. Press ◄ or ► to adjust the level of contrast.
	(`Remove Red-Eye`) The machine will attempt to remove red-eye from your photo. If red-eye detection fails, you can press the `Try Again` button to re-detect.
	(`Night Scene`) Night Scene is best used for adjusting night view photographs to make them more vivid.
	(`Fill Light`) Fill Light is best used for adjusting photographs against the light.
Aa	(`Whiteboard`) Whiteboard is best used for adjusting photographs. It detects letters on a whiteboard in your photo and makes them more legible.
	(`Monochrome`) You can convert your photo to monochrome.
	(`Sepia`) You can convert the colour of your photo to sepia.
	(`Auto Correct & Remove Red-eye`) The machine decides the suitable effects for your photo. Also, it will attempt to remove red-eye from your photo.

- There are some cases when red-eye may not be removed.
  - When the face is too small in the image.
  - When the face is turning too far up, down, left or right.
- After adding each effect, you can enlarge the view of the image by pressing 🔍. To go back to the original size, press ↩.
- While the image is enlarged, you can move around the image with **up** (▲), **down** (▼), **left** (◄) and **right** (►).
- Press `Cancel` to return to the list of effects.

⑦ Adjust the red frame around your photo. The part inside of the red frame will be printed.

- Press **+** or **-** to enlarge or reduce the frame size.
- Press ▲, ▼, ◀ or ▶ to move the position of the frame.
- Press ⟲ to rotate the frame.

Press `OK` when you have finished adjusting the frame setting.
Press `OK` to confirm.

Note

If your photo is very small or has irregular proportions you may not be able to trim the photo. The LCD will display `Image Too Small.` or `Image Too Long.`

⑧ Enter the number of copies you want either by pressing the number box directly and enter the number you want or pressing **+** or **-**.
Press `OK`.

⑨ Do one of the following.

- Press `Print Setting` and change the print settings. (See page 52.)
- If you do not want to change any settings, press **Colour Start** to print.

DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to choose on the digital camera display the images and number of copies you want to print.

When a memory card containing DPOF information is put into your machine, you can print the chosen image easily.

① Make sure you have put the memory card in the correct slot.

Press 📷 (**PHOTO CAPTURE**).
The machine will ask you if you want to use DPOF settings.

② Press `Yes`.

③ Do one of the following:

- Press `Print Setting` to change the print settings. (See page 52.)
- If you do not want to change any settings, press **Colour Start** to print.

Note

A DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support website or accompanying documentation.

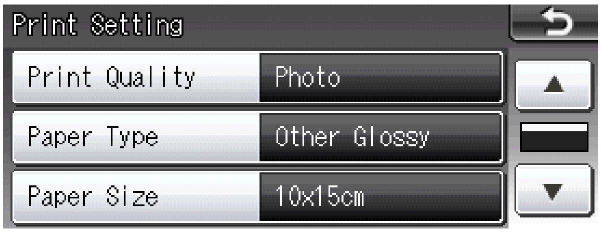
PhotoCapture Center™ print settings

You can change the print settings temporarily.

The machine returns to its default settings after 3 minutes, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 3.)

Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as a new default* on page 55.)



Print Setting

Print Quality: Photo

Paper Type: Other Glossy

Paper Size: 10x15cm

Print Quality

1. Press `Print Setting`.
2. Press ▲ or ▼ to display `Print Quality`.
3. Press `Print Quality`.
4. Press `Normal` or `Photo`.
5. If you do not want to change additional settings, press ↩. Press **Colour Start** to print.

Paper options

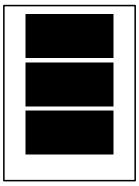
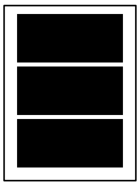
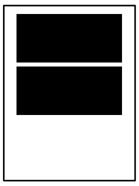
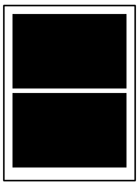
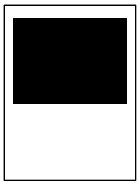
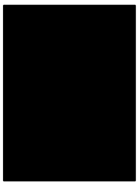
Paper Type

1. Press `Print Setting`.
2. Press ▲ or ▼ to display `Paper Type`.
3. Press `Paper Type`.
4. Press the paper type you are using, `Plain Paper`, `Inkjet Paper`, `Brother BP71`, `Brother BP61` or `Other Glossy`.
5. If you do not want to change additional settings, press ↩. Press **Colour Start** to print.

Paper and print size

1. Press `Print Setting`.
2. Press ▲ or ▼ to display `Paper Size`.
3. Press `Paper Size`.
4. Press the paper size you are using, `10x15cm`, `13x18cm`, `A4`, `A3`, `Letter` or `Ledger`. Do one of the following:
   - If you chose Letter or A4, go to step ❺.
   - If you chose another size of paper, go to step ❻.

⑤ Press the Print Size.

Example: Printed position for A4 paper		
1 `8x10cm`	2 `9x13cm`	3 `10x15cm`
		
4 `13x18cm`	5 `15x20cm`	6 `Max. Size`
		

⑥ If you do not want to change additional settings, press ↩.
Press **Colour Start** to print.

Adjusting Brightness, Contrast and Colour

Brightness

① Press `Print Setting`.

② Press ▲ or ▼ to display `Brightness`.

③ Press `Brightness`.

④ Press ◀ or ▶ to make a darker or lighter print.
Press `OK`.

⑤ If you do not want to change additional settings, press ↩.
Press **Colour Start** to print.

Contrast

You can choose the contrast setting. Increasing the contrast will make an image look sharper and more vivid.

① Press `Print Setting`.

② Press ▲ or ▼ to display `Contrast`.

③ Press `Contrast`.

④ Press ◀ or ▶ to change the contrast.
Press `OK`.

⑤ If you do not want to change additional settings, press ↩.
Press **Colour Start** to print.

Colour Enhancement

You can turn on the colour enhancement feature to print more vivid images. Printing time will be slower.

① Press `Print Setting`.

② Press ▲ or ▼ to display `Color Enhance`.

③ Press `Color Enhance`.

④ Do one of the following:

- If you want to customize the `White Balance`, `Sharpness` or `Color Density`, press `On`, and then go to step ❺.
- If you do not want to customize, press `Off`.

  Go to step ❽.

⑤ Press `White Balance`, `Sharpness` or `Color Density`.

⑥ Press ◀ or ▶ to adjust the degree of the setting.
Press `OK`.

7. Do one of the following:
   - If you want to customize another colour enhancement, repeat steps ❺ to ❻.
   - If you want to change other settings, press ↩ to display the print setting menu and press the setting you want to change. (See page 52.)

8. If you do not want to change additional settings, press ↩.
   Press **Colour Start** to print.

Note

- **White Balance**

  This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will affect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. By using this setting, you can correct that effect and bring the white areas back to pure white.

- **Sharpness**

  This setting enhances the detail of an image, similar to adjusting the fine focus on a camera. If the image is not in true focus and you cannot see the fine details of the picture, then adjust the sharpness.

- **Colour Density**

  This setting adjusts the total amount of colour in the image. You can increase or decrease the amount of colour in an image to improve a washed out or weak picture.

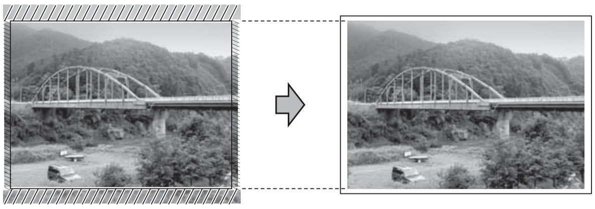
Cropping

If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped.

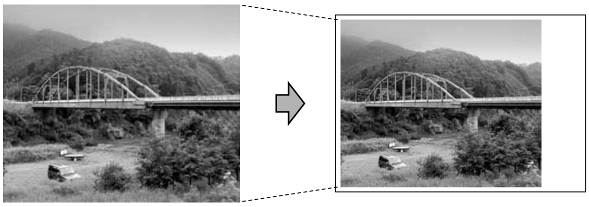
The factory setting is `On`. If you want to print the whole image, turn this setting to `Off`. When you set `Cropping` to `Off`, also set `Borderless` to `Off`. (See *Borderless printing* on page 55.)

1. Press `Print Setting`.
2. Press ▲ or ▼ to display `Cropping`.
3. Press `Cropping`.
4. Press `Off` (or `On`).
5. If you do not want to change additional settings, press ↩.
   Press **Colour Start** to print.

`Cropping: On`



`Cropping: Off`



Borderless printing

This feature expands the printable area to the edges of the paper. Printing time will be slightly slower.

1. Press `Print Setting`.
2. Press ▲ or ▼ to display `Borderless`.
3. Press `Borderless`.
4. Press `Off` (or `On`).
5. If you do not want to change additional settings, press ↩.
   Press **Colour Start** to print.

Date Print

You can print the date if it is already in the data on your photo. The date will be printed on the lower right corner. If the data doesn't have the date information, you cannot use this function.

1. Press `Print Setting`.
2. Press ▲ or ▼ to display `Date Print`.
3. Press `Date Print`.
4. Press `On` (or `Off`).
5. If you do not want to change additional settings, press ↩.
   Press **Colour Start** to print.

Note

The DPOF setting on your camera must be turned off to use the `Date Print` feature.

Setting your changes as a new default

You can save the print settings you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Press your new setting.
   Repeat this step for each setting you want to change.
2. After changing the last setting, press ▲ or ▼ to choose `Set New Default`.
3. Press `Set New Default`.
4. Press `Yes` to confirm.
5. Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore the PhotoCapture settings `Print Quality`, `Paper Type`, `Paper Size`, `Brightness`, `Contrast`, `Color Enhance`, `Cropping`, `Borderless` and `Date Print`, that you have changed, to the factory settings.

1. Press `Print Setting`.
2. Press ▲ or ▼ to display `Factory Reset`.
3. Press `Factory Reset`.
4. Press `Yes` to confirm.
5. Press **Stop/Exit**.

Scan to a memory card or USB Flash memory drive

Glass Scan Size

To scan a Letter, Legal, Ledger, or A3 size document, you need to change the `Glass Scan Size` setting. The default setting is A4.

1. Press (**SCAN**).
2. Press `to Media`.
3. Press ◀ or ▶ to display `Glass Scan Size`.
4. Press `Glass Scan Size`.
5. Press `A4`, `A3`, `Letter`, `Legal` or `Ledger`.

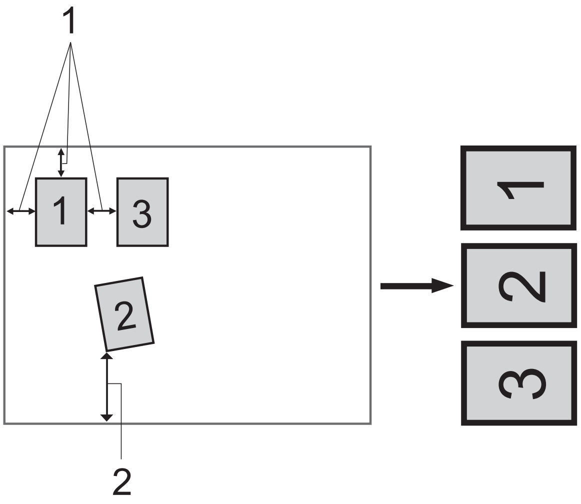
Note

- You can save the setting you use most often by setting it as the default. (See *Setting your changes as a new default* on page 55.)
- This setting is only available for scanning documents from the scanner glass.

Auto Crop

You can scan multiple documents placed on the scanner glass. An individual document can be previewed on the LCD before you save it. When you choose `Auto Crop`, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three page file, choose `PDF` or `TIFF` for `File Type`.

(If you choose `JPEG`, each document is created as three separate files.)



1 10 mm or greater (top, left, right)

2 20 mm or greater (bottom)

Note

- `Auto Crop` works correctly for all `Glass Scan Size` settings.
- `Auto Crop` is supported by technology from Reallusion, Inc.

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1. Make sure you have put the memory card or USB Flash memory drive in the correct slot.
2. Load your document.
3. Press (**SCAN**).

4. Press `to Media`.
5. Press ◀ or ▶ to display `Auto Crop`.
6. Press `Auto Crop`.
7. Press `On`.
8. If you do not want to change additional settings, press **Mono Start** or **Colour Start** to start scanning.
9. The number of the scanned documents appears on the LCD.
   Press `OK`.
10. Press ◀ or ▶ to preview each document data.
11. Press `Save All` to save the data.

Note

- `Auto Crop` is available for paper with right angles of 90 degrees at all four corners. If one of the angles is not square, `Auto Crop` cannot detect the document.
- If your document is too long or wide, this setting does not work correctly.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 10 mm apart from each other.
- `Auto Crop` adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- The ADF must be empty to use the `Auto Crop`.
- The `Auto Crop` feature is available for up to a maximum of 16 documents depending on the size of your documents.

IMPORTANT

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or the data stored on them.

How to set a new default

You can save the Scan to Media settings (`Quality`, `File Type`, `Glass Scan Size` and `Auto Crop`) you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Press (**SCAN**).
2. Press `to Media`.
3. Press ◀ or ▶ to display `Set New Default`.
4. Press `Set New Default`.
5. Press `Yes` to confirm.
6. Press **Stop/Exit**.

How to reset to factory settings

You can restore all the Scan to Media settings (`Quality`, `File Type`, `Glass Scan Size` and `Auto Crop`), that you have changed, to the factory settings.

1. Press (**SCAN**).
2. Press `to Media`.
3. Press ◀ or ▶ to choose `Factory Reset`.
4. Press `Factory Reset`.
5. Press `Yes` to confirm.
6. Press **Stop/Exit**.

9 Printing photos from a camera

Printing photos directly from a PictBridge camera

Your Brother machine supports the PictBridge standard, allowing you to connect to and print photos directly from any PictBridge compatible digital camera.

If your camera is using the USB Mass Storage standard, you can also print photos from a digital camera without PictBridge. (See *Printing photos directly from a digital camera (without PictBridge)* on page 60.)

PictBridge requirements

To avoid errors, remember the following points:

- The machine and the digital camera must be connected using a suitable USB cable.
- The image file extension must be .JPG (other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- PhotoCapture Center™ operations are not available when using the PictBridge feature.

Setting your digital camera

Make sure your camera is in PictBridge mode. The following PictBridge settings may be available from the LCD of your PictBridge compatible camera.

Depending on your camera some of these settings may not be available.

Camera Menu Selections	**Options**
Paper Size	A4, A3, Ledger, Letter, 10 × 15 cm, Printer Settings (Default setting) [2]
Paper Type	Plain Paper, Glossy Paper, Inkjet Paper, Printer Settings (Default setting) [2]
Layout	Borderless: On, Borderless: Off, Printer Settings (Default setting) [2]
DPOF setting [1]	-
Print Quality	Normal, Fine, Printer Settings (Default setting) [2]
Colour Enhancement	On, Off, Printer Settings (Default setting) [2]
Date Print	On, Off, Printer Settings (Default setting) [2]

---

[1] See *DPOF printing* on page 59 for more details.

[2] If your camera is set to use the Printer Settings (Default setting), the machine will print your photo using the following settings.

Settings	Options
Paper Size	10 × 15 cm
Paper Type	Glossy Paper
Layout	Borderless: On
Print Quality	Fine
Colour Enhancement	Off
Date Print	Off

- When your camera does not have any menu selections, these settings are also used.
- The names and availability of each setting depends on the specification of your camera.

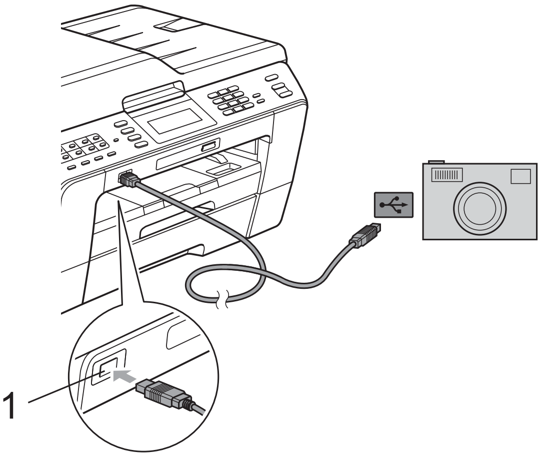
Please refer to the documentation supplied with your camera for more detailed information on changing PictBridge settings.

Printing Images

Note

Remove any memory cards or USB Flash memory drive from the machine before connecting a digital camera.

1. Make sure that your camera is turned off. Connect your camera to the USB direct interface (1) on the machine using the USB cable.



1 USB direct interface

2. Turn on the camera.
When the machine has recognized the camera, the LCD shows `Camera Connected`.

3. Choose the photo you want to print following the instructions from your camera.
When the machine starts printing a photo, the LCD will show `Printing`.

IMPORTANT

To prevent damage to your machine, do not connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.

DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to choose on the digital camera display the images and number of copies you want to print.

Note

A DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support website or accompanying documentation.

Printing photos directly from a digital camera (without PictBridge)

If your camera supports the USB Mass Storage standard, you can connect your camera in storage mode. This enables you to print photos from your camera.

(If you would like to print photos in PictBridge mode, see *Printing photos directly from a PictBridge camera* on page 58.)

Note

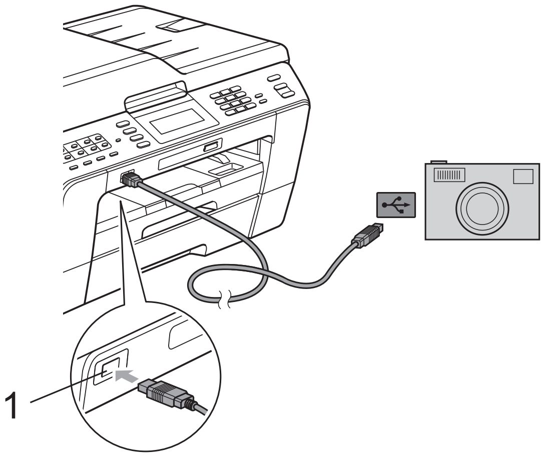
The name, availability and operation differ among digital cameras. Please refer to the documentation supplied with your camera for detailed information, such as how to switch from PictBridge mode to USB mass storage mode.

Printing Images

Note

Remove any memory cards or USB Flash memory drive from the machine before connecting a digital camera.

1. Make sure that your camera is turned off. Connect your camera to the USB direct interface (1) on the machine using the USB cable.



1 **USB direct interface**

2. Turn on the camera.

3. Follow the steps in *Print Images* on page 48.

IMPORTANT

To prevent damage to your machine, do not connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.

A Routine maintenance

Cleaning and checking the machine

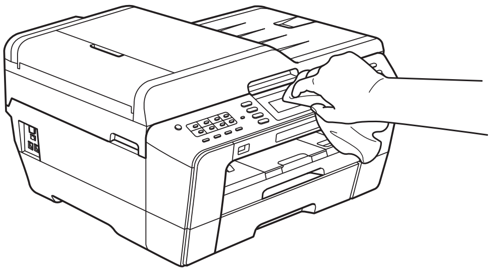
Cleaning the outside of the machine

Clean the Touchscreen as follows:

IMPORTANT

- Turn off the power switch when you clean the Touchscreen.
- DO NOT use any type of liquid cleaners (including ethanol).

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

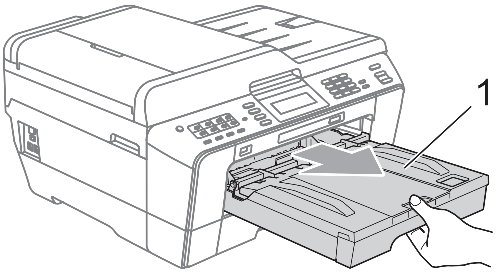


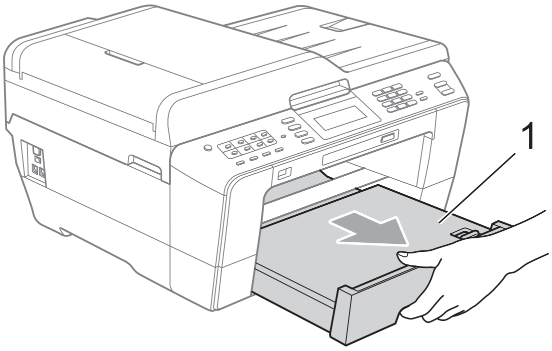
Clean the outside of the machine as follows:

IMPORTANT

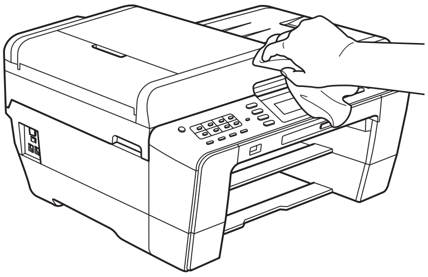
- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.
- DO NOT use cleaning materials that contain ammonia.
- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

1 Pull the paper trays (1) completely out of the machine.



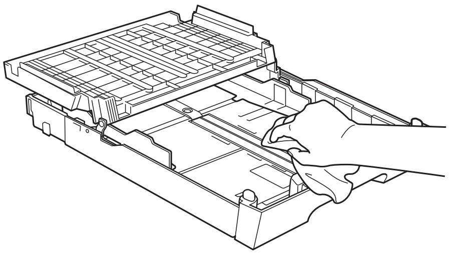


2 Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.



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

4 Wipe the paper tray with a *dry*, soft lint-free cloth to remove dust.



5 Close the output paper tray cover and put the output paper tray firmly back in the machine.

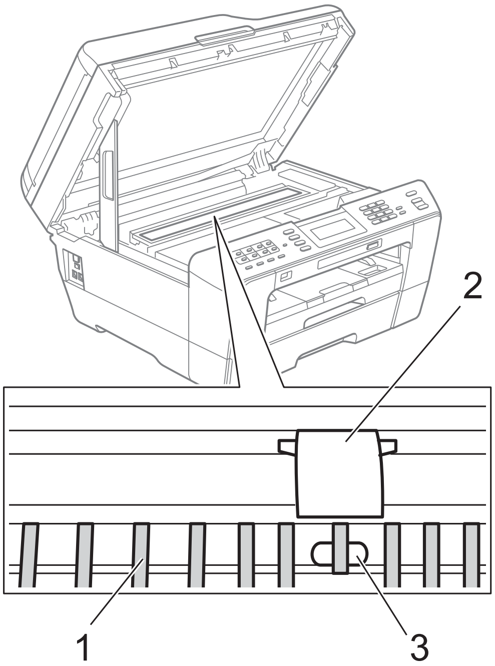
Cleaning the machine's printer platen

⚠ CAUTION

Be sure to unplug the machine from the electrical socket before cleaning the printer platen.

1 Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position.

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



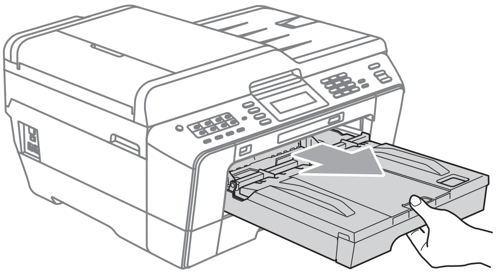
❗ IMPORTANT

DO NOT touch the plate (2) and lever (3). Doing this may cause damage to the machine.

Cleaning the paper feed rollers

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

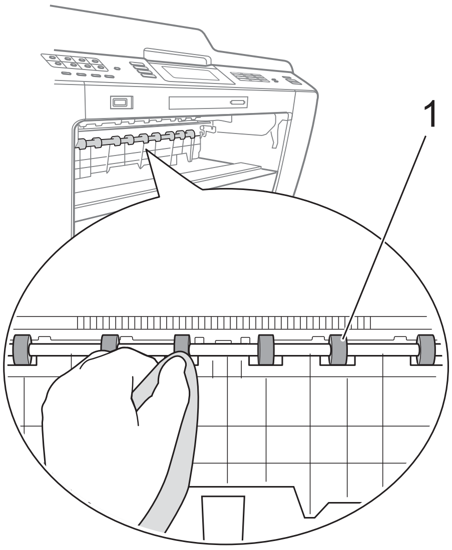
1. Unplug the machine from the electrical socket. Pull the paper tray completely out of the machine.



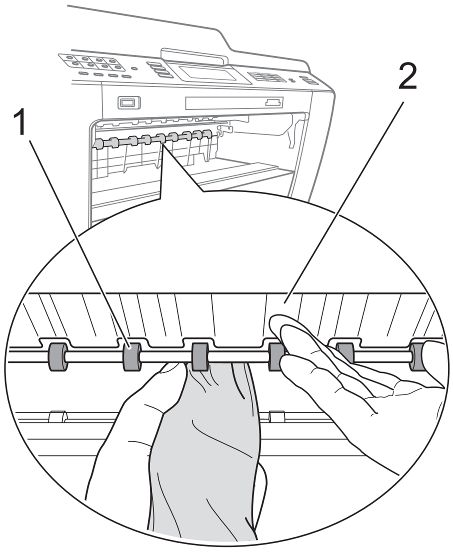
Note

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

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



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



4. Put the paper tray firmly back in the machine.

5. Re-connect the power cord.

Note

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

Cleaning the paper pick-up rollers

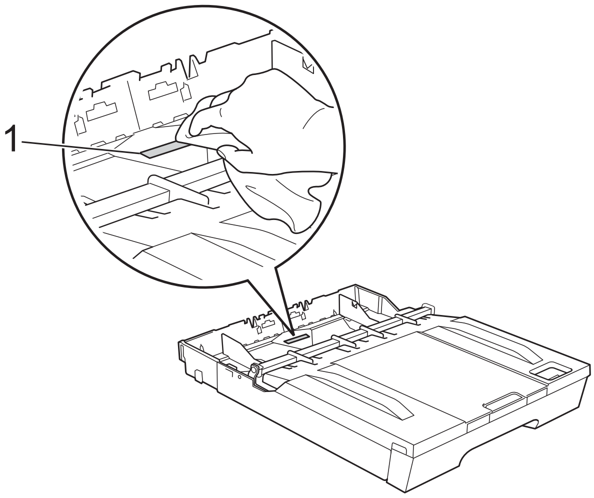
1. Unplug the machine from the electrical socket.

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

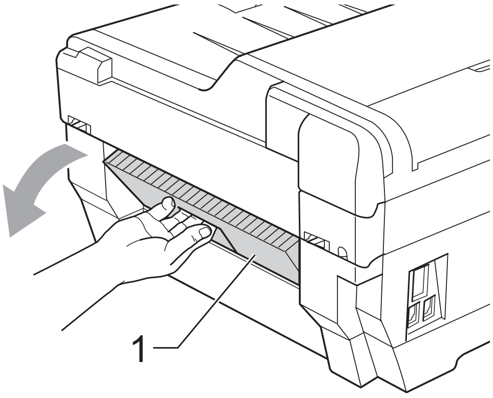
Note

If the machine starts multiple-feeding the last few sheets of paper in the tray, clean the Base Pad (1) with a soft lint-free cloth moistened with water.

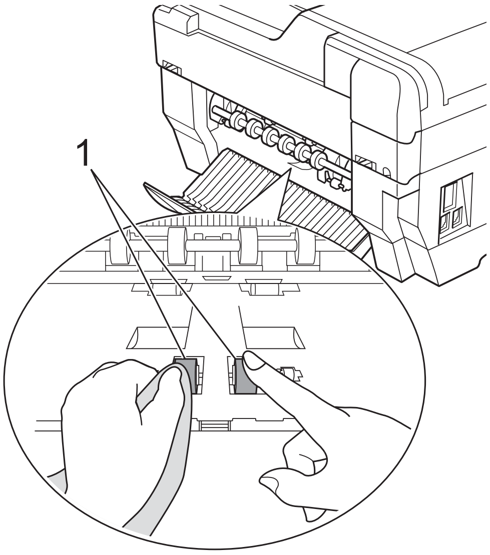
After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.



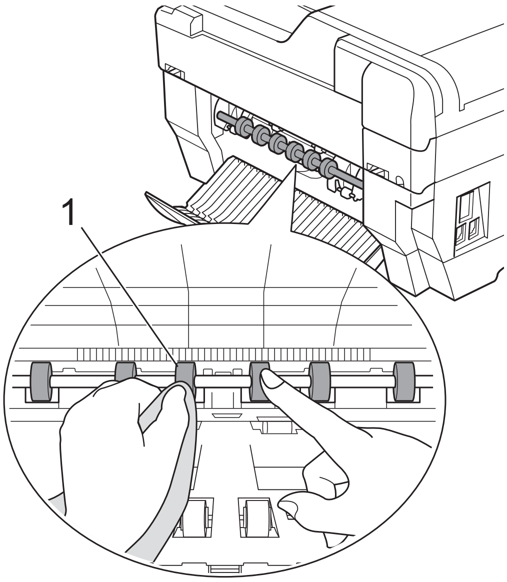
3. Open the Jam Clear Cover (1) at the back of the machine.



4. Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth moistened with water.
Slowly turn the rollers so that the whole surface is cleaned.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



5. Clean the Back Paper Feed Rollers (1) with a soft lint-free cloth moistened with water.
Slowly turn the rollers so that the whole surface is cleaned.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



Note

Do not touch the metal shaft.

6. Close the Jam Clear Cover.
   Make sure the cover is closed completely.
7. Put the paper tray firmly back in the machine.
8. Re-connect the power cord.

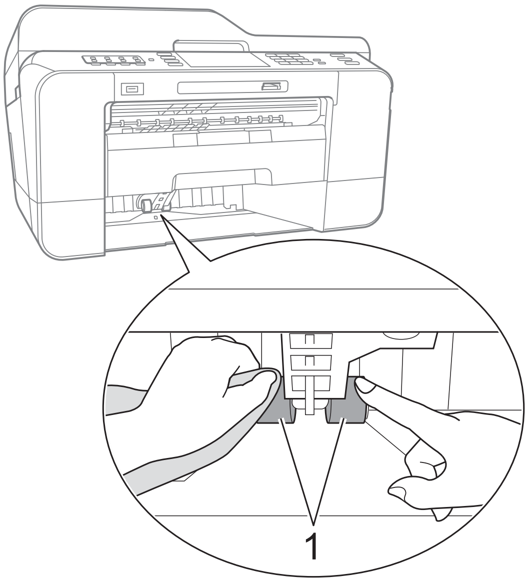
Cleaning the paper pick-up rollers for paper tray #2

1. Unplug the machine from the electrical socket. Pull tray #2 completely out of the machine.

Note

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

2. Clean the paper pick-up rollers for tray #2 (1) with a soft lint-free cloth moistened with water.
   Slowly turn the rollers so that the whole surface is cleaned.
   After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



3. Put tray #2 firmly back in the machine.
4. Re-connect the power cord.

Checking the ink volume

Although an ink volume icon appears on the LCD, you can use the ink menu to see a large graph showing the ink that is left in each cartridge.

1. Press ▮▮▮▮.
2. Press `Ink Volume`.
   The LCD shows the ink volume.
3. Press **Stop/Exit**.

Note

You can check the ink volume from your computer. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User’s Guide*.)

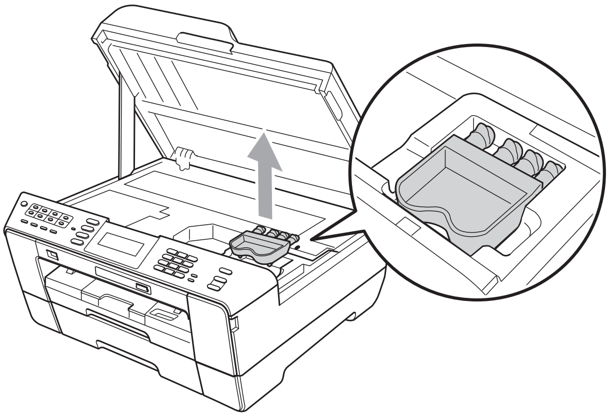
Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. Follow the instructions below to correctly pack your machine. Damage caused to your machine during transit may not be covered by your warranty.

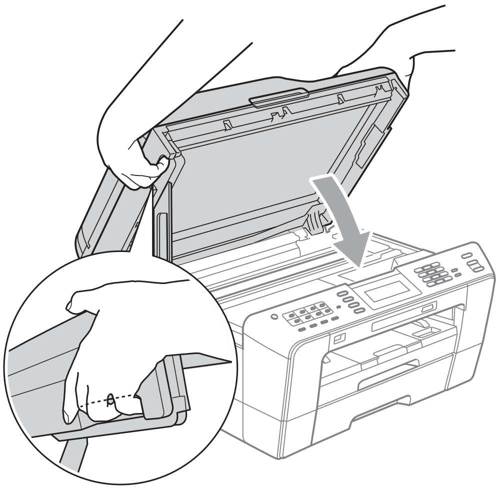
IMPORTANT

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

1. Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
2. Unplug the machine from the electrical socket.
3. Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position. Then unplug the interface cable from the machine, if it is connected.
4. Remove the orange protective part from the inside right corner of the machine.



5. Gently close the scanner cover using the finger holds on each side.



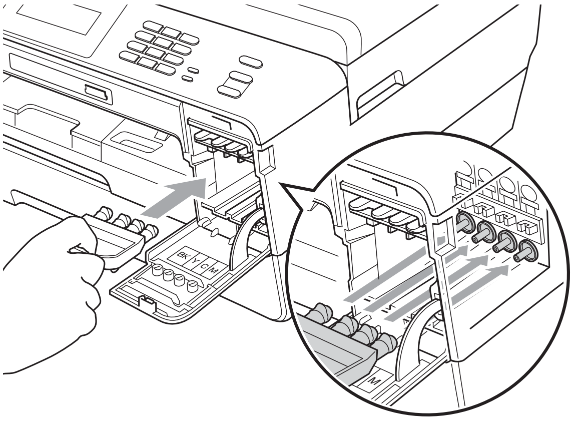
WARNING

Be careful not to trap your fingers under the scanner cover.
Always use the finger holds provided on each side of the scanner cover when opening and closing it.

6. Open the ink cartridge cover.

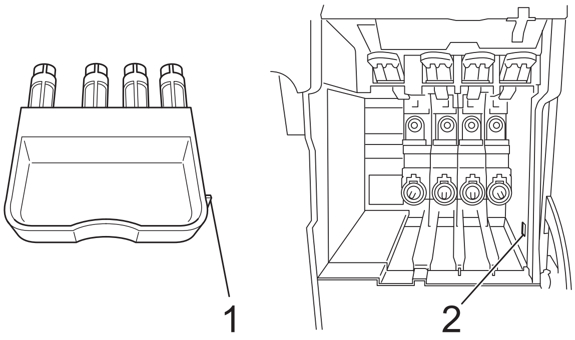
7 Remove all four ink cartridges. Press the ink release lever above each cartridge to release it. (See *Replacing the ink cartridges* in *appendix A* of the *Basic User's Guide*.)

8 Install the orange protective part and then close the ink cartridge cover.



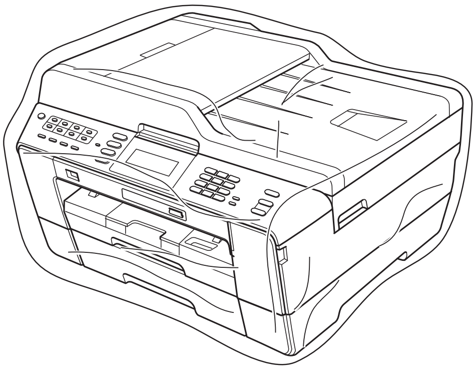
❗ IMPORTANT

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

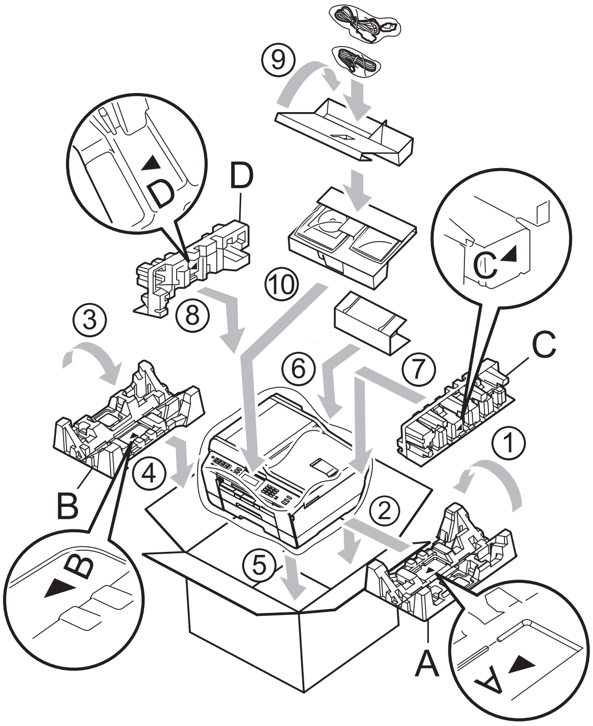


- If you are not able to find the orange protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the orange protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

9 Wrap the machine in the bag.



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



11 Close the carton and tape it shut.

B Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

ADF (automatic document feeder)

The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

Sending a fax without picking up the handset of an external telephone.

Automatic Redial

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

Backup Print

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

Batch Transmission

(Black and white faxes only) As a cost saving feature, all delayed faxes to the same fax number can be sent as one transmission.

Beeper Volume

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

Brightness

Changing the Brightness makes the whole image lighter or darker.

Broadcasting

The ability to send the same fax message to more than one location.

Caller ID

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

CNG tones

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Coding method

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability.

Colour Enhancement

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

Communication error (Comm. Error)

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

Compatibility group

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

Contrast

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

Delayed Fax

Sends your fax at a specified time later.

Density

Changing the Density makes the whole image lighter or darker.

Dual Access

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

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension telephone

A telephone using the same line as your fax but plugged into a separate wall socket.

External telephone

A TAD (telephone answering device) or telephone that is connected to your machine.

F/T Ring Time

The length of time that the Brother machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Detect

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

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Journal

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

Fax Preview

If you choose Fax Preview you will be able to view received faxes on the LCD by pressing the **Fax Preview** key or `Fax Preview` button on the LCD.

Fax Storage

You can store received faxes in memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Greyscale

The shades of grey available for copying, scanning and faxing photographs.

Group number

A combination of One Touch and Speed Dial numbers that are stored on a One Touch key or in a Speed Dial location for Broadcasting.

Help list

A printout of the complete Menu table that you can use to program your machine when you do not have the Basic User's Guide with you.

Innobella™

Innobella™ is a range of genuine consumables offered by Brother. For best quality results Brother recommends Innobella™ Ink and Paper.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (Liquid Crystal Display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

When you lift the handset of your external telephone you can hear the receiving fax machine answer before you press **Mono Start** or **Colour Start** to begin sending the fax.

Memory Receive

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

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

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

One Touch

Keys on the machine’s control panel where you can store numbers for easy dialling. You can store a second number on each key if you hold down **Shift** as you press the One Touch key.

Overseas Mode

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

Pause

Allows you to place a 3.5 second delay in the dialling sequence while you are dialling using the dial pad or while you are storing One Touch and Speed Dial numbers. Press the **Redial/Pause** key on the control panel or the `Pause` button on the LCD as many times as needed for longer pauses.

PhotoCapture Center™

Allows you to print digital photos from your digital camera at high resolution for photo quality printing.

Photo resolution (Mono only)

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

PictBridge

Allows you to print photos directly from your digital camera at high resolution for photo quality printing.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Remote Access Code

Your own four-digit code (---*) that allows you to call and access your machine from a remote location.

Remote Activation Code

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

Remote Deactivation Code (For Fax/Tel mode only)

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

Remote Retrieval Access

The ability to access your machine remotely from a touch-tone telephone.

Resolution

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

Ring Delay

The number of rings before the machine answers in `Fax Only` and `Fax/Tel` modes.

Ring Volume

Volume setting for the machine's ring.

Scanning

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

Scan to Media

You can scan a monochrome or colour document into a memory card or USB Flash memory drive. Monochrome images will be in TIFF or PDF file format and colour images may be in PDF or JPEG file format.

Search

An electronic, numerical or alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Speed Dial

A pre-programmed number for easy dialling. You must press 📖 (`Phone Book`), the two digit code, and **Mono Start** or **Colour Start** to start the dialling process.

Standard resolution

203 × 97 dpi. It is used for regular size text and quickest transmission.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super Fine resolution (Mono only)

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

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

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

Tone

A form of dialling on the telephone line used for touch-tone telephones.

Transmission

The process of sending faxes over the phone lines from your machine to the receiving fax machine.

User Settings

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

WLAN Report

A printed report that shows the result of the WLAN Connection.

Xmit Report (Transmission Verification Report)

A listing for each fax sent, that shows its date, time and number.

C Index

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