

brother[®]

User's Guide

Safety and Legal

Basic User's Guide

Advanced User's Guide



Safety and Legal

DCP-J125/J315W/J515W/J715W
MFC-J220/J265W/J410/J415W/J615W

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.
<i>Italics</i>	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 may result in property-damage-only accidents 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.

Follow all warnings and instructions marked on the machine.

Note

The illustrations in this guide show the MFC-J615W.

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.

To use the machine safely

⚠ WARNING



DO NOT place the machine near heaters, air conditioners, water, chemicals or devices that contain magnets or generate magnetic fields.



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



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. Refer to Basic User's Guide.



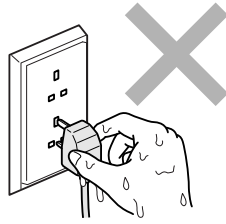
Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. If metal objects, water or other liquids get inside the machine, immediately unplug the machine from the electrical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



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. (MFC only)

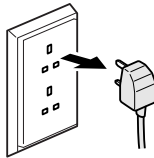
This machine should be connected to an adjacent grounded AC power source within the range indicated on the rating label.

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 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.



DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

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.

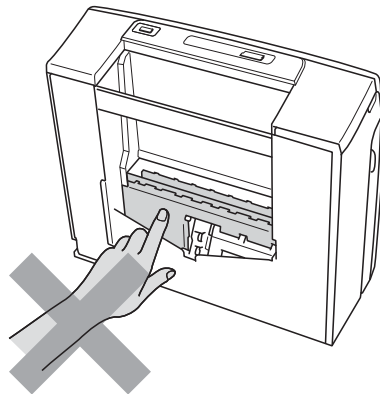
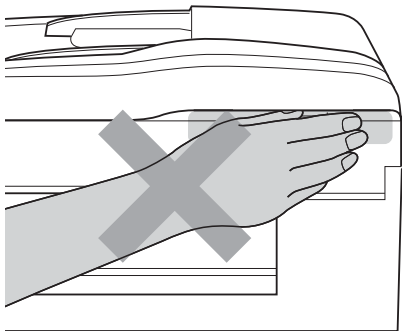
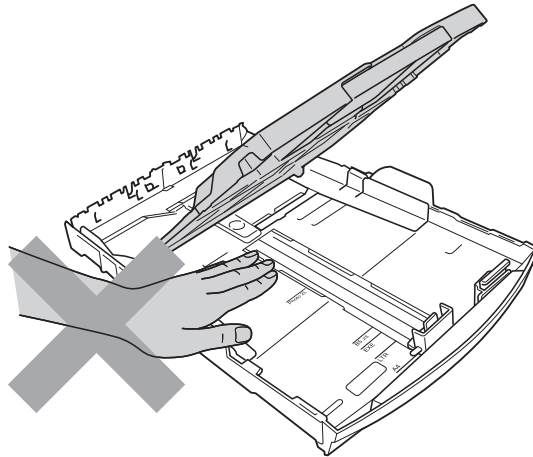
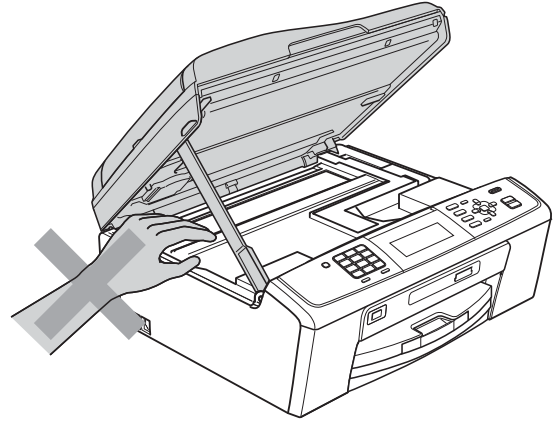
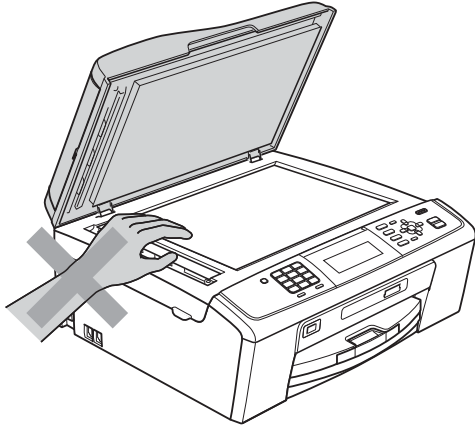
⚠ CAUTION

Put your machine on a flat, stable surface that is free of vibration and shocks, such as a desk.

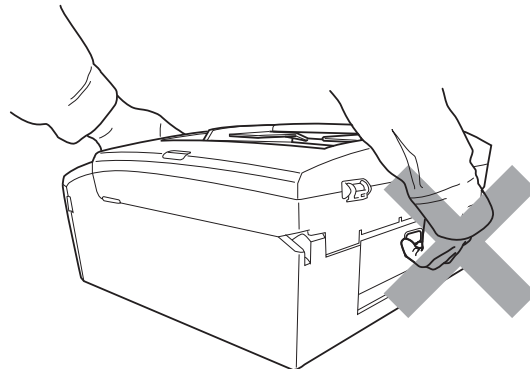
Put the machine near a telephone socket and a standard grounded electrical socket.

Choose a dry, well ventilated location where the temperature remains between 10 °C and 35 °C. 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.

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 carry the machine by holding the scanner cover or the Jam Clear Cover.



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.

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.

! IMPORTANT

- DO NOT put objects on top of the machine.
- 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.
- Use of controls, adjustments or performance of procedures other than those specified in the documentation supplied with the machine may result in hazardous radiation exposure.

Note

- DO NOT place anything in front of the machine that will block received faxes. DO NOT place anything in the path of received faxes. (MFC only)
 - Wait until pages have exited the machine before picking them up.
-

Product Warranty & Liability

Approval Information (MFC only)

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) (DCP-J315W, DCP-J515W, DCP-J715W, MFC-J220, MFC-J265W, MFC-J410, MFC-J415W and MFC-J615W 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 2005/32/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.)

Declaration of Conformity (Europe only) (DCP-J125 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 2004/108/EC, 2006/95/EC and 2005/32/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.)

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.

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.



EU Directive 2002/96/EC and EN50419



European
Union Only

This equipment is marked with the above recycling symbol. It means that at the end of the life of the equipment you must dispose of it separately at an appropriate collection point and not place it in the normal domestic unsorted waste stream. This will benefit the environment for all.
(European Union only)

Regulatory Notices

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. (MFC only)

Use only the power cord supplied with this machine.

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

DO NOT allow anything to rest on the power cord.

DO NOT place this product where people can walk on the cord.

DO NOT pull on the middle of the AC power cord. Doing this might cause an electrical shock.

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
-

CAUTION

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. (IEC)

IMPORTANT

LAN connection (MFC-J615W and DCP-J715W only)

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



Note

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This product includes open-source software.

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.

Unlawful use of copying equipment

It is an offence to make reproductions of certain items or documents with the intent to commit fraud. We suggest you check with relevant legal authorities if in doubt about a particular item or document.

The following is a non-exhaustive list of documents which may not lawfully be copied:

- Currency
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Armed Forces Service or Draft papers
- Passports
- Postage Stamps (cancelled or uncanceled)
- Immigration Papers
- Welfare documents
- Cheques or Drafts drawn by Governmental Agencies
- Identification Documents, badges or insignias

Copyrighted works cannot be copied, 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.

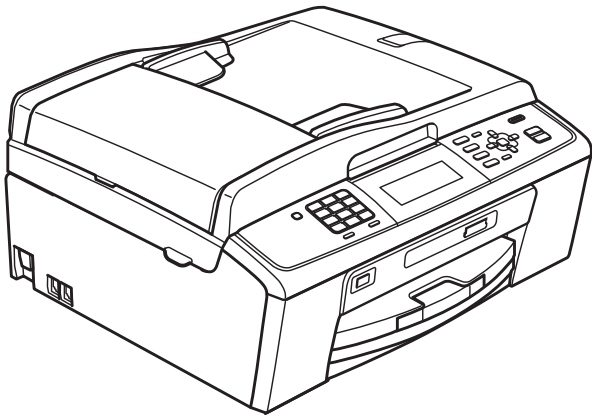
Licenses and Certificates of Title to motor vehicles may not be copied under certain national laws.

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BASIC USER'S GUIDE

MFC-J615W



If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-J615W

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/>

By registering your product with Brother, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as confirmation of the purchase date of your product should you lose your receipt; and
- may support an insurance claim by you in the event of product loss covered by insurance.

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Please read the Safety Instructions before you set up your machine.	Printed / In the box
Quick Setup Guide	Read this Guide first. 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 User's Guide	This Guide provides more advanced information for configuring the Ethernet and Wireless network connections. In addition, find information about network utilities, network printing, troubleshooting tips and supported network specifications.	PDF file / Documentation CD-ROM

Table of Contents

(BASIC USER'S GUIDE)

1	General information	1
	Using the documentation	1
	Symbols and conventions used in the documentation	1
	Accessing the Advanced User's Guide, Software User's Guide and Network User's Guide.....	1
	Viewing Documentation.....	1
	Accessing Brother Support (Windows®).....	3
	Accessing Brother Support (Macintosh)	3
	Control panel overview	4
	LCD screen indications.....	6
	Basic Operations	6
	Volume Settings.....	7
	Ring Volume	7
	Beeper Volume.....	7
	Speaker Volume	8
	LCD display	8
	Setting the backlight brightness.....	8
2	Loading paper	9
	Loading paper and other print media.....	9
	Loading envelopes and postcards.....	11
	Loading photo paper.....	13
	Removing small printouts from the machine	15
	Printable area	16
	Paper settings.....	17
	Paper Type	17
	Paper Size	17
	Acceptable paper and other print media.....	18
	Recommended print media	18
	Handling and using print media.....	18
	Choosing the right print media.....	20
3	Loading documents	22
	How to load documents	22
	Using the ADF	22
	Using the scanner glass	22
	Scannable area	23

4 Sending a fax 24

How to send a fax.....	24
Setting scanner glass size for faxing	25
Colour fax transmission	25
Cancelling a fax in progress	25
Transmission Verification Report.....	26

5 Receiving a fax 27

Receive modes	27
Choose the Receive Mode	27
Using receive modes	28
Fax Only	28
Fax/Tel.....	28
Manual.....	28
External TAD	28
Receive mode settings	29
Ring Delay	29
F/T Ring Time (Fax/Tel mode only).....	29
Fax Detect	30

6 Telephone and external devices 31

Voice operations	31
Tone or Pulse	31
Fax/Tel mode.....	31
Caller ID (U.K. and Ireland only).....	31
Telephone services.....	32
Setting the Telephone Line Type.....	32
Connecting an external TAD (telephone answering device).....	33
Settings.....	34
Recording an outgoing message (OGM) on an external TAD.....	34
Multi-line connections (PBX)	34
External and extension telephones.....	35
Connecting an external or extension telephone	35
Operation from external and extension telephones	35
Using extension telephones (U.K. only)	36
Using a cordless external telephone	37
Using remote codes.....	37

7	Dialling and storing numbers	38
	How to dial	38
	Manual dialling.....	38
	Speed Dialling	38
	Search	38
	Fax Redial	39
	Additional dialling operations	39
	Outgoing Call history	39
	Caller ID history	40
	Storing numbers	41
	Storing a pause	41
	Storing Speed Dial numbers.....	41
	Changing Speed Dial names or numbers.....	42
8	Making copies	43
	How to copy	43
	Stop copying.....	43
	Copy settings.....	44
	Paper Options.....	44
9	Printing photos from a memory card or USB Flash memory drive	45
	PhotoCapture Center™ operations	45
	Using a memory card or USB Flash memory drive	45
	Getting started	46
	Print Images.....	48
	View Photos.....	48
	PhotoCapture Center™ print settings.....	48
	How to scan to a memory card or USB Flash memory drive.....	49
10	How to print from a computer	51
	Printing a document.....	51
11	How to scan to a computer	52
	Scanning a document.....	52
	Scanning using the scan key	52
	Scanning using a scanner driver	52

A	Routine maintenance	53
	Replacing the ink cartridges	53
	Cleaning and checking the machine.....	55
	Cleaning the scanner glass	55
	Cleaning the paper pick-up rollers.....	56
	Cleaning the print head	56
	Checking the print quality	57
	Checking the print alignment.....	58
B	Troubleshooting	59
	Error and Maintenance messages.....	59
	Error animations display	64
	Transferring your faxes or Fax Journal report	64
	Document jam	66
	Printer jam or paper jam	67
	Troubleshooting	69
	If you are having difficulty with your machine	69
	Dial Tone detection.....	77
	Telephone line interference / VoIP	77
	Machine Information	78
	Checking the serial number.....	78
	Reset functions.....	78
	How to reset the machine.....	78
C	Menu and features	79
	On-screen programming.....	79
	Menu table.....	80
	Entering Text	100
	Inserting spaces	100
	Making corrections	100
	Repeating letters	100
	Special characters and symbols.....	100
D	Specifications	101
	General.....	101
	Print media.....	103
	Fax.....	104
	Copy	105
	PhotoCapture Center™	106
	PictBridge	107
	Scanner	108
	Printer	109
	Interfaces.....	110
	Computer requirements.....	111
	Consumable items.....	112
	Network (LAN).....	113
E	Index	114

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.

1 General setup

Memory storage
Automatic Daylight Saving Time
Sleep Mode
LCD display
Mode Timer

2 Security features

TX Lock

3 Sending a fax

Additional sending options
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

PhotoCapture Center™ operations
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

Using the documentation

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

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.
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<code>Courier New</code>	Text in the Courier New font identifies messages on the LCD of the machine.

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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 may result in property-damage-only accidents 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.

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

This Basic User's Guide does not contain all the information about the machine such as how to use the advanced features for 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** and **Network User's Guide** that are on the Documentation CD-ROM.

Viewing Documentation

- 1 Turn on your computer. Insert the Documentation CD-ROM into your CD-ROM drive.



Note

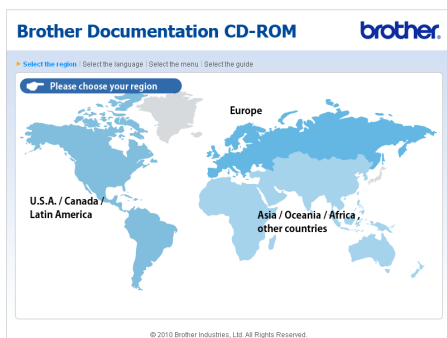
(Windows® users)

If the screen does not appear automatically, go to

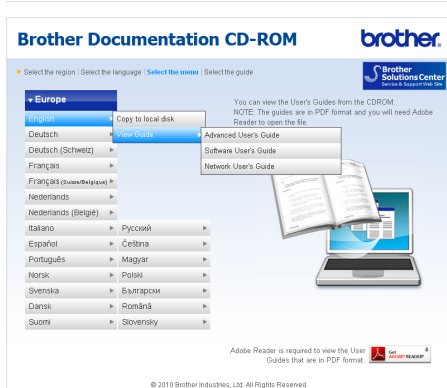
My Computer (Computer), double-click the CD-ROM icon, and then double-click **index.html**.

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

- 3 Click your country.



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



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*

(Windows®)

ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides

- The complete ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™ 11SE application.

(Macintosh)

Presto! PageManager User's Guide

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:

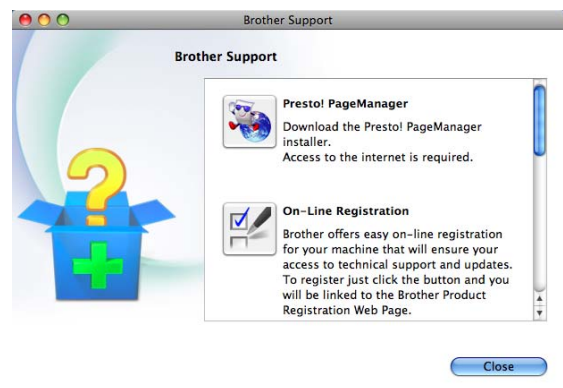


- To access our website (<http://www.brother.com>), click **Brother Home Page**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our website for original Brother Supplies (<http://www.brother.com/original/>), click **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:



- 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 telephone keys:

■ Redial/Pause

Redials the last 30 numbers called. It also inserts a pause when programming quick dial numbers.

■ 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.

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 Menu keys:

■ Volume keys



While the machine is idle, you can press these keys to adjust the ring volume.

■ Speed Dial key



▲ Lets you store, look up, and dial numbers that are stored in the memory.

■ ◀ or ▶

Press to scroll backward or forward to a menu selection.

Also, press to choose options.

■ ▲ or ▼

Press to scroll through the menus and options.

■ Menu

Access the main menu.

■ Clear

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

■ OK

Lets you confirm a selection.



4 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 scanning 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 scanning setting in the ControlCenter software).

5 Stop/Exit

Stops an operation or exits the menu.

6 LCD (Liquid Crystal Display)

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

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

7 Dial Pad

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

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

8 On/Off

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

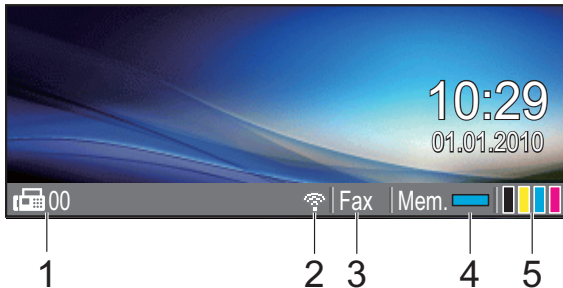
Press and hold down **On/Off** to turn the machine off. The LCD will show Shutting Down and will stay on for a few seconds before going off.

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.



1 Faxes in memory

Shows how many received faxes are in the memory.

2 Wireless Status

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



3 Current Receive Mode

Lets you see the current receive mode.


- Fax (Fax only)
- F/T (Fax/Tel)
- TAD (External TAD)
- Mn1 (Manual)

4 Memory Status

Lets you see the available memory in the machine.

5 Ink indicator

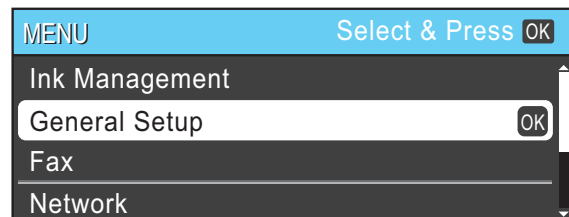
Lets you see the available ink volume.

The warning icon  appears when there is an error or maintenance message. For details, see *Error and Maintenance messages* on page 59.

Basic Operations

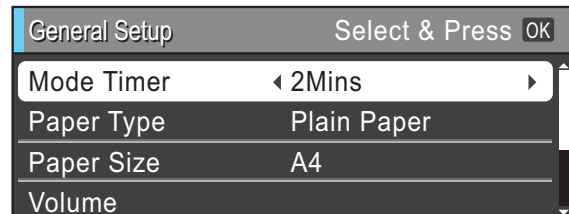
The following steps show how to change a setting in the machine. In this example the Mode Timer setting is changed from 2 minutes to 30 seconds.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose General Setup.

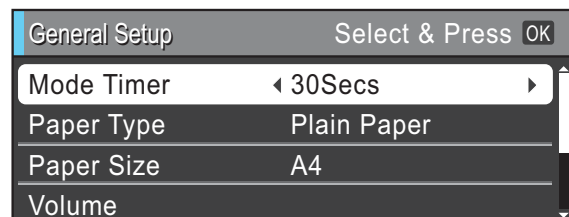


Press **OK**.

- 3 Press **▲** or **▼** to choose Mode Timer.

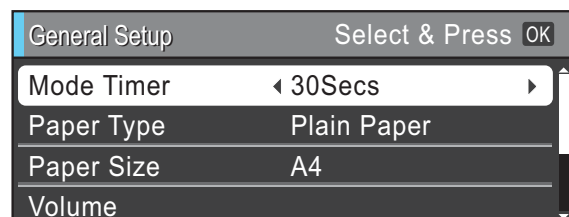


- 4 Press **◀** or **▶** to choose 30Secs.



Press **OK**.

You can see the current setting on the LCD:





- 5 Press **Stop/Exit**.

Volume Settings

Ring Volume

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

While the machine is idle, press  ◀ or ▶  to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it.

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

Setting the Ring Volume from the menu

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose *General Setup*. Press **OK**.
- 3 Press ▲ or ▼ to choose *Volume*. Press **OK**.
- 4 Press ▲ or ▼ to choose *Ring*.
- 5 Press ◀ or ▶ to choose *Low*, *Med*, *High* or *Off*. Press **OK**.
- 6 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 choose *General Setup*. Press **OK**.
- 3 Press ▲ or ▼ to choose *Volume*. Press **OK**.
- 4 Press ▲ or ▼ to choose *Beeper*.
- 5 Press ◀ or ▶ to choose *Low*, *Med*, *High* or *Off*. Press **OK**.
- 6 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 choose *General Setup*. Press **OK**.
- 3 Press **▲** or **▼** to choose *Volume*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Speaker*.
- 5 Press **◀** or **▶** to choose *Low*, *Med*, *High* or *Off*. Press **OK**.
- 6 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 choose *General Setup*. Press **OK**.
- 3 Press **▲** or **▼** to choose *LCD Settings*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Backlight*.
- 5 Press **◀** or **▶** to choose *Light*, *Med* or *Dark*. Press **OK**.
- 6 Press **Stop/Exit**.

2

Loading paper

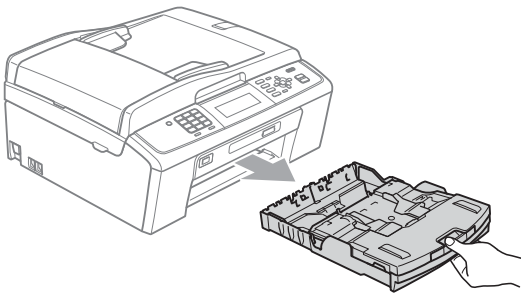
Loading paper and other print media



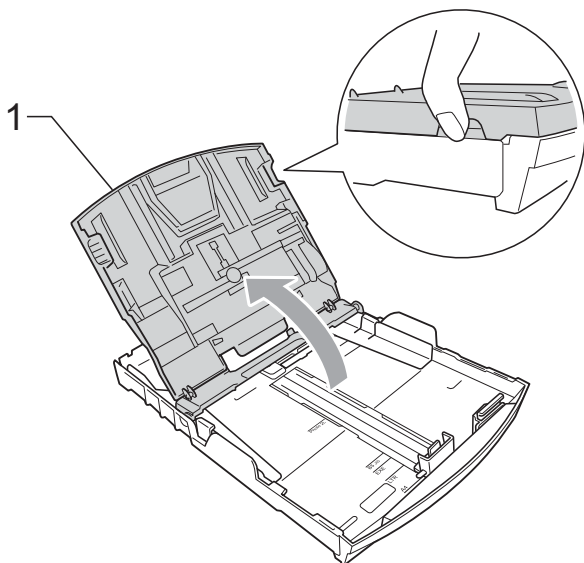
Note

To print on Photo (10 × 15 cm) or Photo L (89 × 127 mm) paper, you must use the photo paper tray. (See *Loading photo paper* on page 13.)

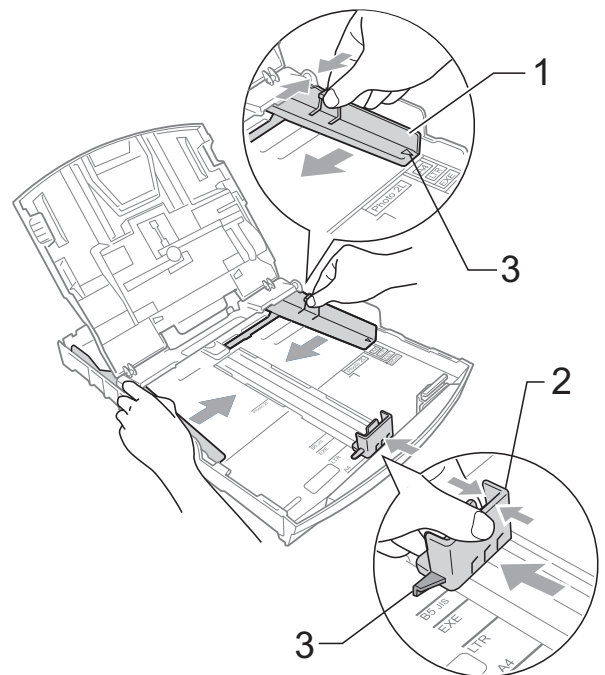
- 1 If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.



- 2 Lift the output paper tray cover (1).

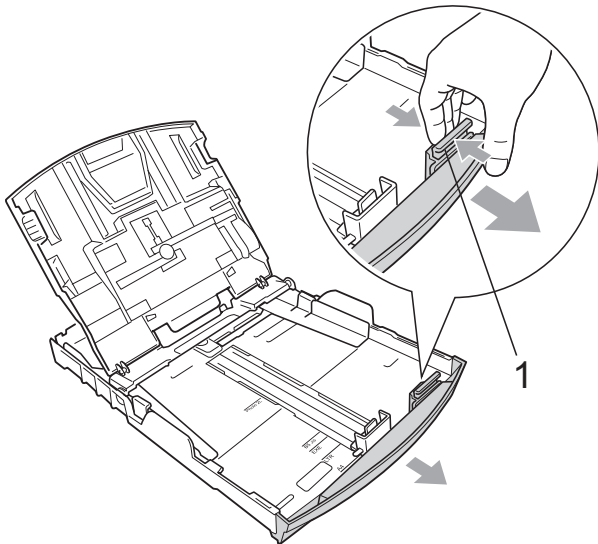


- 3 With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size. Make sure that the triangular marks (3) on the paper side guides (1) and paper length guide (2) line up with the marks for the paper size you are using.

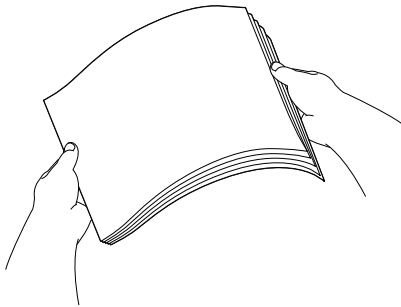


 **Note**

When you are using Legal size paper, press and hold the universal guide release button (1) as you slide out the front of the paper tray.



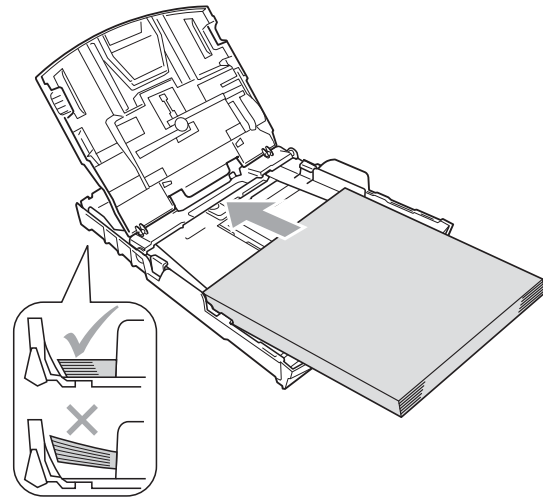
- 4 Fan the stack of paper well to avoid paper jams and misfeeds.



 **IMPORTANT**

Always make sure that the paper is not curled or wrinkled.

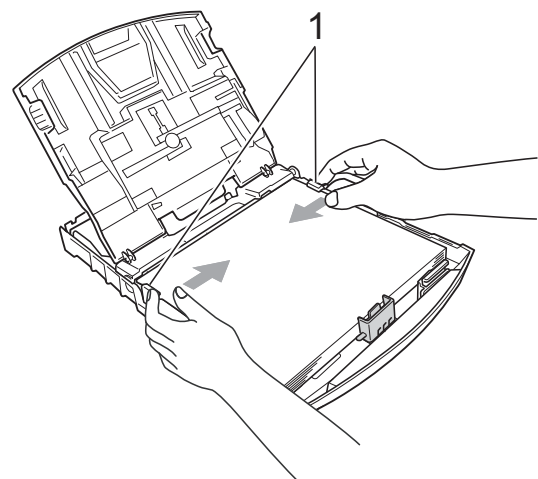
- 5 Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.



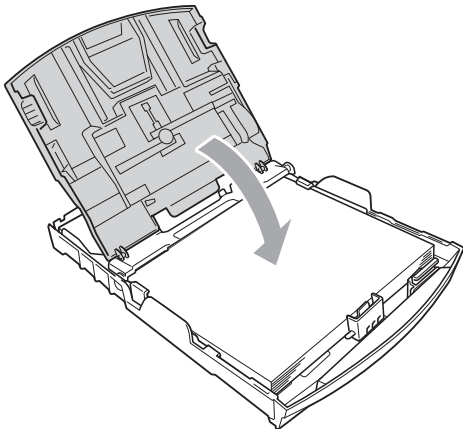
 **IMPORTANT**

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.

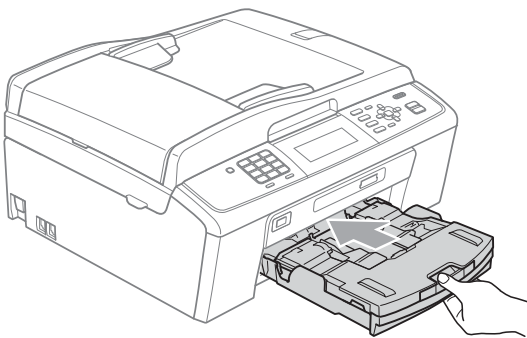
- 6 Gently adjust the paper side guides (1) to fit the paper using both hands. Make sure the paper side guides touch the sides of the paper.



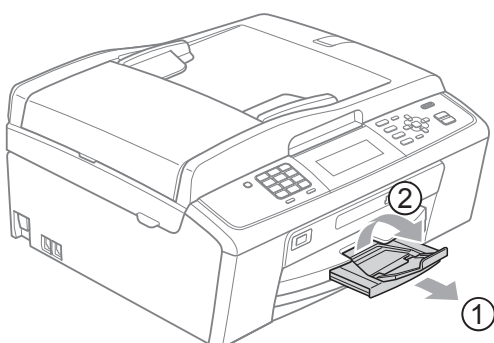
- 7 Close the output paper tray cover.



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



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



! IMPORTANT

DO NOT use the paper support flap for Legal size paper.

Loading envelopes and postcards

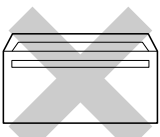
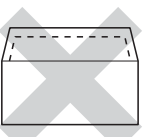
About envelopes

- Use envelopes that weigh between 80 to 95 g/m².
- 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 are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.

Glue	Double flap
	

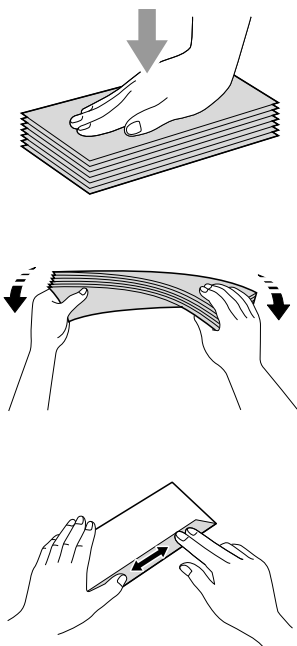
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

Loading envelopes and postcards

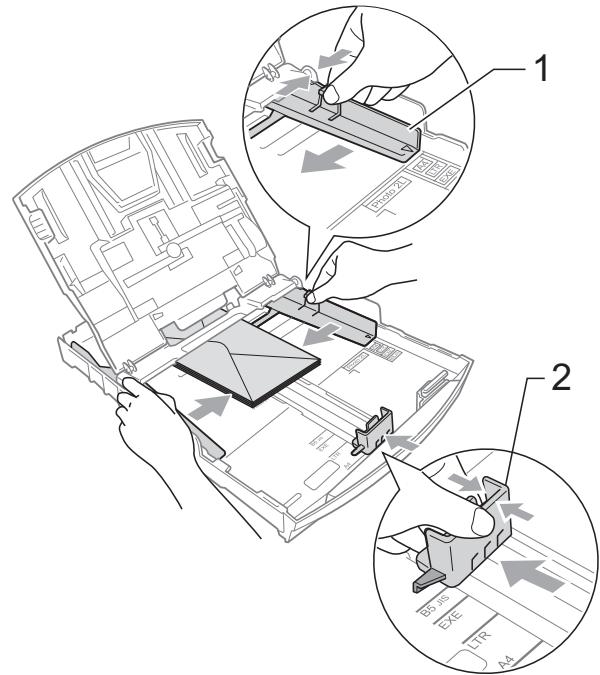
- 1 Before loading, press the corners and sides of envelopes or postcards to make them as flat as possible.

! IMPORTANT

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

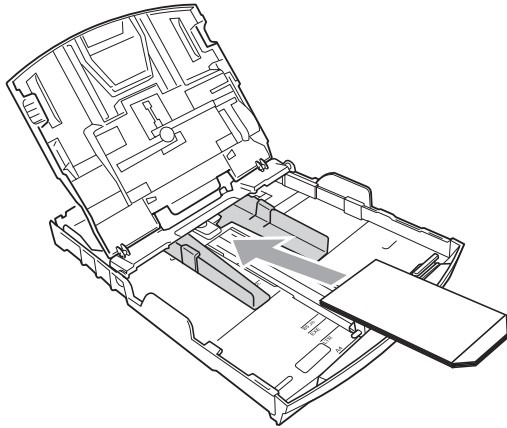


- 2 Put envelopes or postcards in the paper tray with the side to be printed on face down, and the shortest edge in first as shown in the illustration. With both hands, gently press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or postcards.



If you have problems printing on envelopes with the flap on the short edge, try the following:

- 1 Open the envelope flap.
- 2 Put the envelope into the paper tray with the address side down and the flap positioned as shown in the illustration.



- 3 Adjust the size and margin in your application.

Loading photo paper

Use the photo paper tray which has been assembled on the top of the output paper tray cover, to print on Photo (10 × 15 cm) and Photo L (89 × 127 mm) size paper. When you use the photo paper tray, you do not have to take out the paper that is in the tray beneath it. (For the maximum number of photo cards you can load, see *Paper weight, thickness and capacity* on page 21.)

- 1 Squeeze the blue photo paper tray release button (1) using your right index finger and thumb and push the photo paper tray forward until it clicks into the photo printing position (2).

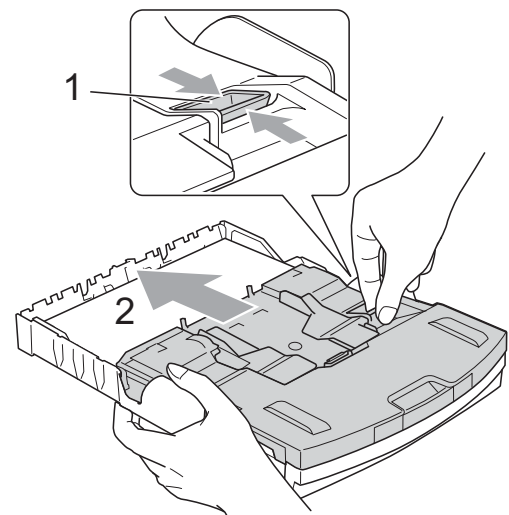
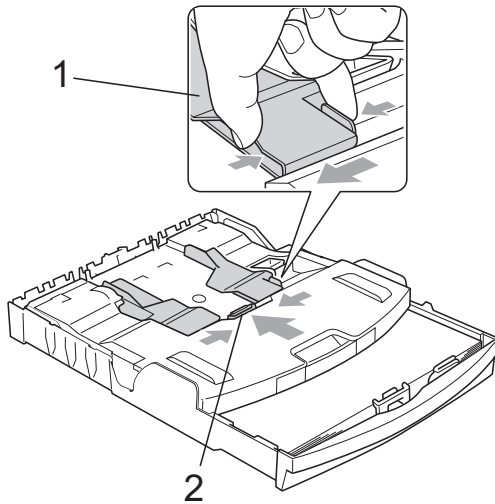


Photo Paper Tray

- 2 Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.



- 3 Put the photo paper into the photo paper tray and gently adjust the paper side guides to the paper. Make sure the paper side guides touch the sides of the paper. Check that the paper is flat in the tray.

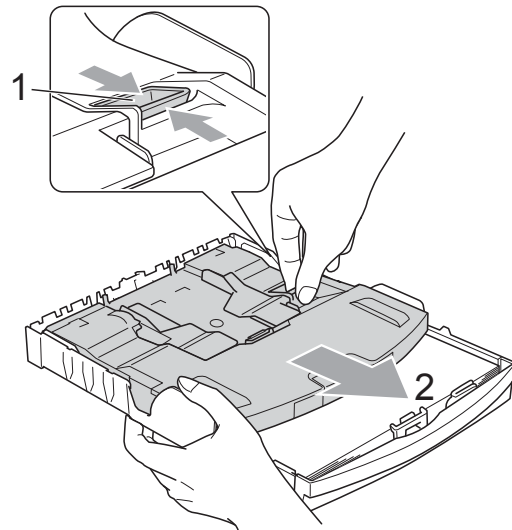


Note

- 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.
- Always make sure that the paper is not curled or wrinkled.

- 4 When you have finished printing photos return the photo paper tray to the *Normal* printing position. If you do not, you will get *No Paper Fed* errors when you use A4 size paper.

Squeeze the blue photo paper tray release button (1) using your right index finger and thumb and pull the photo paper tray back until it clicks (2).



! IMPORTANT

If you do not return the photo paper tray to the *Normal* printing position after printing photos, you will get a **No Paper Fed** error when you use standard paper.

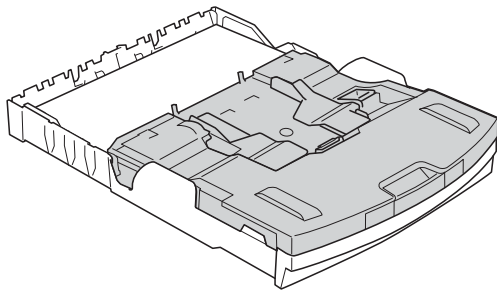


Photo paper tray in the normal printing position

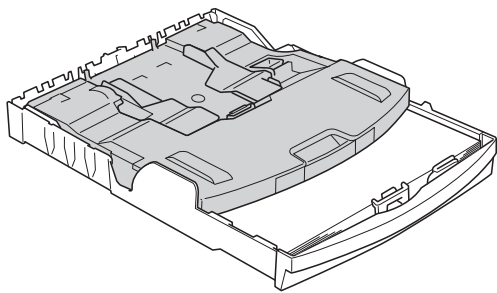
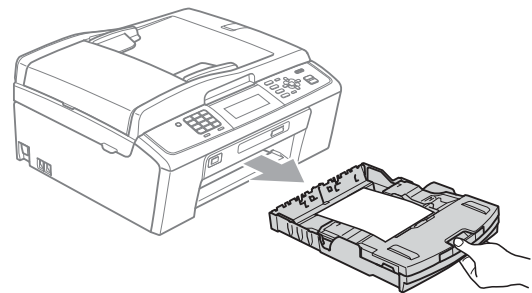


Photo paper tray in the photo printing position

Removing small printouts from the machine

When the machine ejects small paper onto the output paper tray cover you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.

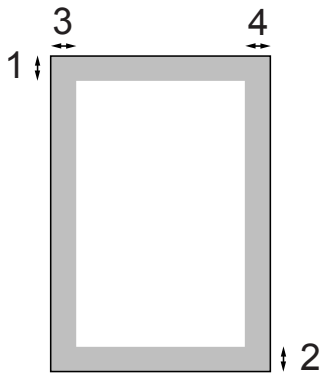


2

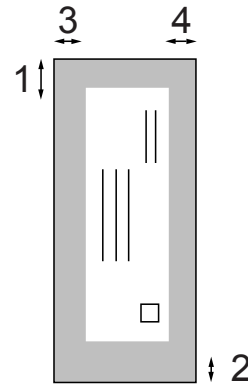
Printable area

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
Envelopes	12 mm	24 mm	3 mm	3 mm



Note

The Borderless feature is not available for envelopes.

Paper settings

Paper Type

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose General Setup.
Press **OK**.
- 3 Press **▲** or **▼** to choose Paper Type.
- 4 Press **◀** or **▶** to choose Plain Paper, Inkjet Paper, Brother BP71, Brother BP61, Other Glossy or Transparency.
Press **OK**.
- 5 Press **Stop/Exit**.



Note

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.

Paper Size

You can use five sizes of paper for printing copies: A4, A5, Letter, Legal and 10 × 15 cm and three sizes for printing faxes: A4, Legal and Letter. When you change the size of paper you load 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 **Menu**.
- 2 Press **▲** or **▼** to choose General Setup.
Press **OK**.
- 3 Press **▲** or **▼** to choose Paper Size.
- 4 Press **◀** or **▶** to choose A4, A5, 10x15cm, Letter or Legal.
Press **OK**.
- 5 Press **Stop/Exit**.

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 Type* on page 17.)
- 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
A4 Plain	BP60PA
A4 Glossy Photo	BP71GA4
A4 Inkjet (Matte)	BP60MA
10 × 15 cm Glossy Photo	BP71GP

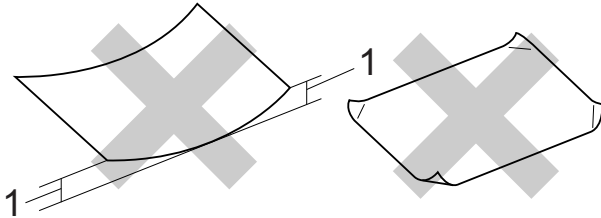
Handling and using print media

- 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

Paper capacity of the output paper tray cover

Up to 50 sheets of 80 g/m² 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	A4	210 × 297 mm (8.3 × 11.7 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 B5	182 × 257 mm (7.2 × 10.1 in.)	–	–	–	Yes
	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.)	–	–	–	Yes
	Postcard 2 (Double)	148 × 200 mm (5.8 × 7.9 in.)	–	–	–	Yes
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
	JE4 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

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	64 to 120 g/m ²	0.08 to 0.15 mm	100 ¹
	Inkjet Paper	64 to 200 g/m ²	0.08 to 0.25 mm	20
	Glossy Paper	Up to 220 g/m ²	Up to 0.25 mm	20 ^{2 3}
Cards	Photo Card	Up to 220 g/m ²	Up to 0.25 mm	20 ^{2 3}
	Index Card	Up to 120 g/m ²	Up to 0.15 mm	30
	Postcard	Up to 200 g/m ²	Up to 0.25 mm	30
Envelopes		75 to 95 g/m ²	Up to 0.52 mm	10
Transparencies		–	–	10

¹ Up to 100 sheets of 80 g/m² paper.

² For Photo 10 × 15 cm paper and Photo L 89 × 127 mm paper, use the photo paper tray. (See *Loading photo paper* on page 13.)

³ BP71 (260 g/m²) 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 15 pages and feeds each sheet individually. Use standard 80 g/m² paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Paper:	80 g/m ² A4
Length:	148 to 355.6 mm
Width:	148 to 215.9 mm
Weight:	64 to 90 g/m ²

How to load documents

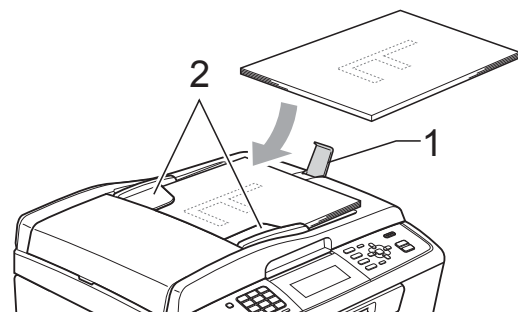
! IMPORTANT

- 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 Output Support Flap (1).
- 2 Fan the pages well.

- 3 Adjust the paper guides (2) to fit the width of your document.
- 4 Make sure you place your documents, **face down, top edge first** in the ADF underneath the guides until you feel them touch the feed roller and the LCD shows ADF Ready.



! 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 297 mm
Width:	Up to 215.9 mm
Weight:	Up to 2 kg

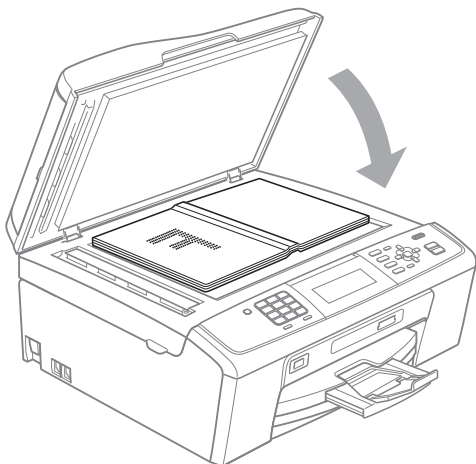
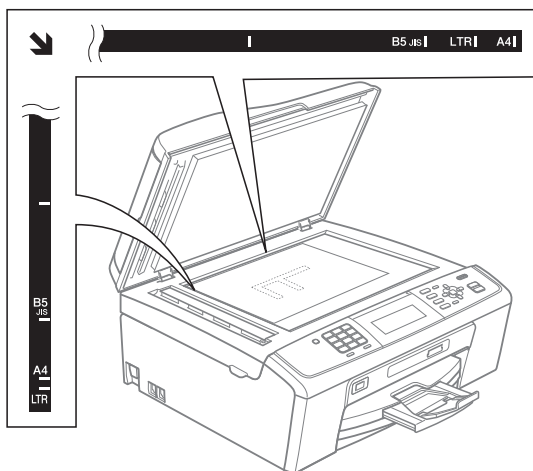
How to load documents



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.

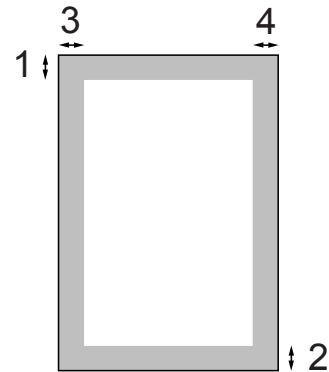


IMPORTANT

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

Scannable 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	A4	3 mm	3 mm ¹
	Letter	3 mm	4 mm
	Legal	3 mm	4 mm
Copy	A4	3 mm	3 mm
	Letter	3 mm	3 mm
Scan	A4	3 mm	3 mm
	Letter	3 mm	3 mm


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

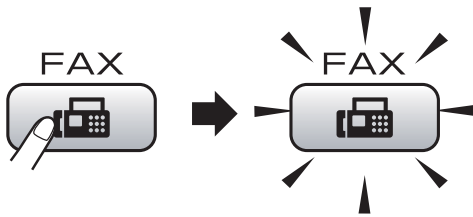
4

Sending a fax

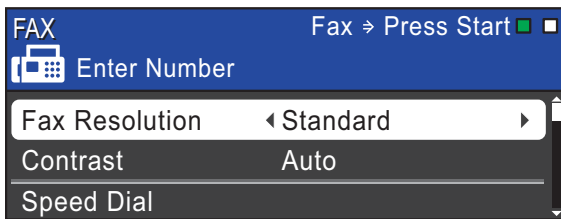
How to send a fax

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 down* in the ADF. (See *Using the ADF* on page 22.)
 - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 22.)

Note

- 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 A4 or Letter size.
- To send colour faxes with multiple pages use the ADF.
- 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 Set the scanner glass size, fax resolution or contrast if you want to change them.

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

- Broadcasting
- Delayed Fax
- Batch TX
- Real Time TX
- Polled TX
- Polling RX
- Overseas Mode
- Fax Resolution
- Contrast
- Glass ScanSize

- 4 Enter the fax number.

Using the dial pad

Using the Phone Book

- Speed Dial

Using call history

- Outgoing Call
- Caller ID hist.

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

Faxing from the ADF

- The machine starts scanning the document.

Faxing from the scanner glass

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

Do one of the following:

- To send a single page, press **2** to choose **No (Send)** (or press **Mono Start** again).

The machine starts sending the document.

- To send more than one page, press **1** to choose **Yes** and place the next page on the scanner glass. Press **OK**. The machine starts scanning the page. (Repeat this step for each additional page.)

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



Note

To cancel, 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 choose **Glass ScanSize**.
- 3 Press **◀** or **▶** to choose **Letter**. Press **OK**.



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 in the *Advanced User's Guide*.)

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**.

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. `Off` is the default setting.
- **Off+Image:** Prints a report 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 choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Report Setting`. Press **OK**.
- 4 Press **▲** or **▼** to choose `XMIT Report`.
- 5 Press **◀** or **▶** to choose `On`, `On+Image`, `Off` or `Off+Image`. Press **OK**.
- 6 Press **Stop/Exit**.



Note

- If you choose `On+Image` or `Off+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 in 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

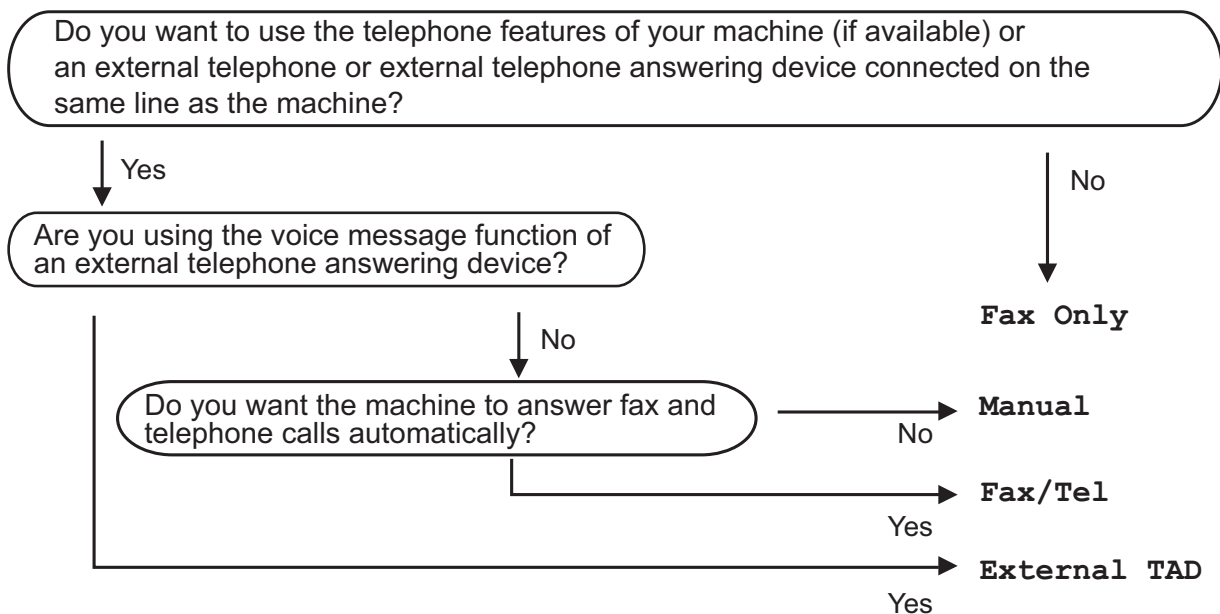
Receive modes

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 28.



To set a receive mode follow the instructions below:

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Initial Setup`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Receive Mode`.
- 4 Press **◀** or **▶** to choose `Fax Only`, `Fax/Tel`, `External TAD` or `Manual`. Press **OK**.
- 5 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 29.)

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 29 and *Ring Delay* on page 29.)

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 30.)

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 33.)

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 35 and *Fax Detect* on page 30.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Ring Delay**.
- 5 Press **◀** or **▶** to choose how many times the line rings before the machine answers. Press **OK**.
If you choose 0, the line will not ring at all.
- 6 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 37.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **F/T Ring Time**.
- 5 Press **◀** or **▶** to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds). Press **OK**.
- 6 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 **2** to receive the fax.

If you answered at an extension telephone, press * **5 1**. (See *Operation from external and extension telephones* on page 35.)



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 choose *Fax*. Press **OK**.
 - 3 Press **▲** or **▼** to choose *Setup Receive*. Press **OK**.
 - 4 Press **▲** or **▼** to choose *Fax Detect*.
 - 5 Press **◀** or **▶** to choose *On* (or *Off*). Press **OK**.
 - 6 Press **Stop/Exit**.

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 Speed Dial or delete from the history. (See *Caller ID history* on page 40.)

- You can see the first 18 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* in 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 choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Miscellaneous`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Caller ID`.
- 5 Press **◀** or **▶** to choose `On` (or `Off`). Press **OK**.
- 6 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 choose `Initial Setup`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Phone Line Set`.
- 4 Press **◀** or **▶** to choose `PBX, ISDN` (or `Normal`). Press **OK**.
- 5 Press **Stop/Exit**.

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 **Tel/R** is pressed.

Note

You can program a **Tel/R** key press as part of a number stored in a Speed Dial location. When programming the Speed Dial number, press **Tel/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 Speed Dial location. (See *Storing numbers* on page 41.) However, if PBX is not chosen in the Telephone Line Type setting, you cannot use the Speed Dial number that the **Tel/R** press is programmed into.

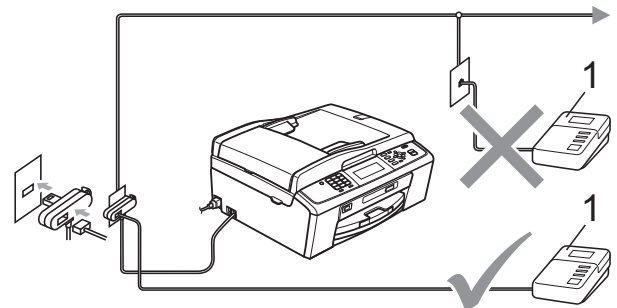
Connecting an external TAD (telephone answering device)

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.

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 27.)

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.

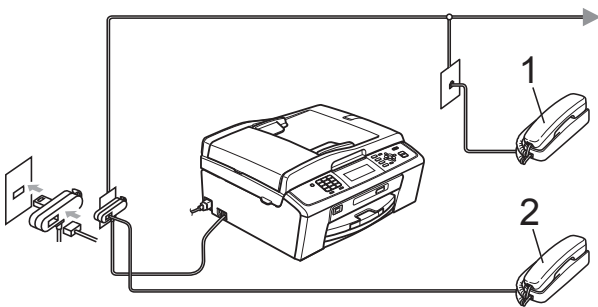
**Note**

Make sure the Telephone Line Type is set to PBX. (See *Setting the Telephone Line Type* on page 32.)

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 29.)

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 30.)

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.

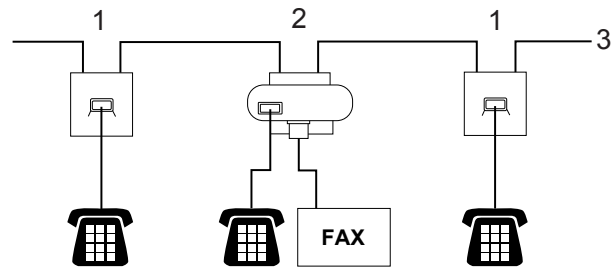
This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

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.

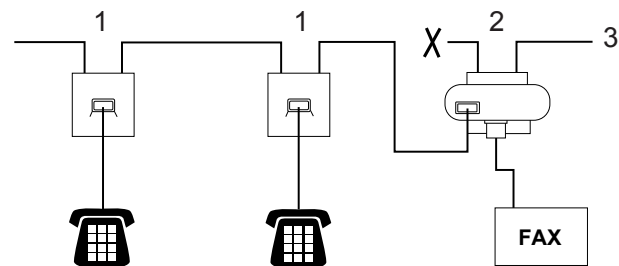
This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), 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 35), 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 35), 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 30.)

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 F/T 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 choose *Fax*. Press **OK**.
- 3 Press **▲** or **▼** to choose *Setup Receive*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Remote Codes*.
- 5 Press **◀** or **▶** to choose *On (or Off)*. Press **OK**.
- 6 Enter the new Remote Activation Code. Press **OK**.
- 7 Press **▲** or **▼** to choose *Deact. Code*: and enter the new Remote Deactivation Code. Press **OK**.
- 8 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.



Speed Dialling

- 1 Press  (Speed Dial).



You can also choose Speed Dial by pressing  (FAX).

- 2 Press \blacktriangle or \blacktriangledown to choose Search. Press **OK**.
- 3 Press the two-digit Speed Dial number. (See *Storing Speed Dial numbers* on page 41.)

- 4 If you have two numbers in the location, press \blacktriangle or \blacktriangledown to choose the number you want to call. Press **OK**.
- 5 Press *Send a fax* to confirm.





Note

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

Search

You can search for names you have stored in the Speed Dial memory.

- 1 Press  (Speed Dial). You can also choose Speed Dial by pressing  (FAX).
- 2 Press \blacktriangle or \blacktriangledown to choose Search. Press **OK**.
- 3 Press \blacktriangle or \blacktriangledown to choose *Alphabetic Order* or *Numeric Order*. Press **OK**.



Note

- Press * to make the LCD font size larger.
 - Press # to make the LCD font size smaller.
- 4 If you chose *Alphabetic Order* in step 3, use the dial pad to enter the first letter of the name, and then press \blacktriangle or \blacktriangledown to choose the name and number you want to call. Press **OK**.

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 ▲ or ▼ to choose the number you want to redial.
Press **OK**.
- 3 Press ▲ or ▼ to choose *Send a fax*.
Press **OK**.
- 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 Speed Dial, or delete from the history.

- 1 Press **Redial/Pause**.
You can also choose *Outgoing Call* by pressing  (**FAX**).
- 2 Press ▲ or ▼ to choose the number you want.
Press **OK**.
- 3 Do one of the following:
 - To send a fax, press ▲ or ▼ to choose *Send a fax*.
Press **OK**.
Press **Mono Start** or **Colour Start**.
 - If you want to store the number, press ▲ or ▼ to choose *Add SpeedDial*.
Press **OK**.
(See *Storing Speed Dial numbers from Outgoing Calls* in chapter 5 in the *Advanced User's Guide*.)
 - Press ▲ or ▼ to choose *Delete*.
Press **OK**.
Press **1** to confirm.
- 4 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 31.)

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 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 **Redial/Pause** and press *****.
You can also choose
Caller ID hist. by pressing
 **(FAX)**.
- 2 Press **▲** or **▼** to choose the number you want.
Press **OK**.
- 3 Do one of the following:
 - To send a fax, press **▲** or **▼** to choose
Send a fax.
Press **OK**.
Press **Mono Start** or **Colour Start**.
 - If you want to store the number,
press **▲** or **▼** to choose
Add SpeedDial.
Press **OK**.
(See *Storing Speed Dial numbers from Outgoing Calls* in chapter 5 in the *Advanced User's Guide*.)
 - If you want to delete the number,
press **▲** or **▼** to choose Delete.
Press **OK**.
Press **1** to confirm.
- 4 Press **Stop/Exit**.



Note

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

Storing numbers

You can set up your machine to do the following types of easy dialling: 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

Press **Redial/Pause** to put a 3.5-second pause between numbers. If you are dialling overseas, you can press **Redial/Pause** as many times as needed to increase the length of the pause.

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:  (**Speed Dial**), **Search**, **OK**, the two-digit number, and **Mono Start** or **Colour Start**).

- 1 Press  (**Speed Dial**).
- 2 Press **▲** or **▼** to choose **Set Speed Dial**. Press **OK**.
- 3 Press **▲** or **▼** to choose the Speed Dial location where you want to store the number in. Press **OK**.

- 4 Do one of the following:
 - Enter the name (up to 16 characters) using the dial pad.
Press **OK**.
(To help you enter letters, see *Entering Text* on page 100.)
 - To store the number without a name, press **OK**.
- 5 Enter the fax or telephone number (up to 20 digits). Press **OK**.
- 6 Do one of the following:
 - Enter the second fax or telephone number (up to 20 digits).
Press **OK**.
 - If you do not want to store a second number, press **OK**.
- 7 Press **▲** or **▼** to choose **Complete**. Press **OK**.
- 8 Do one of the following:
 - To store another Speed Dial number, go to step 3.
 - If you are finished storing numbers, press **Stop/Exit**.

Changing Speed Dial names or numbers

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

- 1 Press  (**Speed Dial**).
- 2 Press **▲** or **▼** to choose `Set Speed Dial`. Press **OK**.
- 3 Press **▲** or **▼** to choose the 2-digit Speed Dial location you want to change. Press **OK**.
- 4 Do one of the following:
 - Press **▲** or **▼** to choose `Change`. Press **OK**.
 - Press **▲** or **▼** to choose `Delete`. Press **OK**. Press **1** to confirm. Go to step 6.



Note

How to change the stored name or number:

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


- 5 If you want to change the name, press **▲** or **▼** to choose `Name`, then press **▶** and enter the new name using the dial pad (up to 16 characters). Press **OK**. (See *Entering Text* on page 100.)

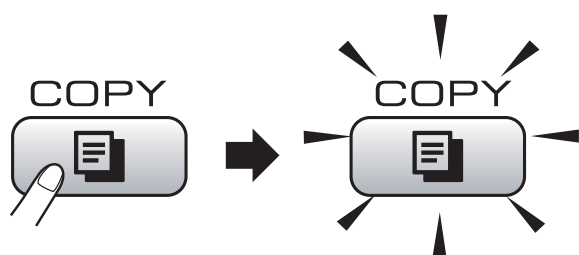
- 6 If you want to change a Fax/Tel number, do one of the following:
 - If you want to change the first Fax/Tel number, press **▲** or **▼** to choose `Fax/Tel1:`, then press **▶** and enter the new fax or telephone number using the dial pad (up to 20 digits). Press **OK**.
 - If you want to change the second Fax/Tel number, press **▲** or **▼** to choose `Fax/Tel2:`, then press **▶** and enter the new fax or telephone number using the dial pad (up to 20 digits). Press **OK**.
 - If you want to change both numbers in this Speed Dial location, repeat this step and choose the other number.
- 7 Press **▲** or **▼** to choose `Complete`. Press **OK**.
- 8 Press **Stop/Exit**.

How to copy

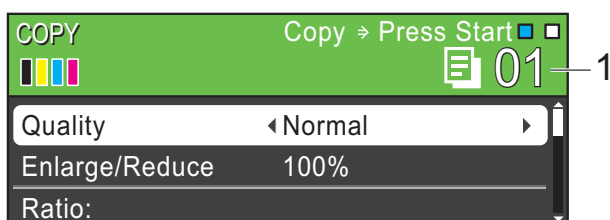
The following steps show the basic copy operation. For details about each option, see the *Advanced User's Guide*.

- 1 Make sure you are in copy mode, press

 (**COPY**) to illuminate it in blue.



- The LCD shows:



1 No. of Copies

You can enter the number of copies you want by using the dial pad.



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 in the *Advanced User's Guide*.)

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

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

(See *Using the ADF* on page 22.)

- Load your document *face down* on the scanner glass.

(See *Using the scanner glass* on page 22.)

- 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 highlighted, press **OK**.

(Basic User's Guide)

For details about changing the following copy settings, see page 44.

- Paper Type
- Paper Size

(Advanced User's Guide)

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

- Quality
- Enlarge/Reduce
- Density
- Ink Save Mode
- Stack/Sort
- Page Layout
- Book Copy
- Watermark Copy
- Set New Default
- Factory Reset

Note


- If you want to sort copies, use the ADF.
- Book Copy, Watermark Copy and Ink Save Mode features are supported by technology from Reallusion, Inc.



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 choose Paper Type.
- 5 Press **◀** or **▶** to choose Plain Paper, Inkjet Paper, Brother BP71, Brother BP61, Other Glossy or Transparency. Press **OK**.
- 6 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, Legal, Letter, A5 or Photo 10 × 15 cm paper.

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

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 48.)

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 49.)

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*.)

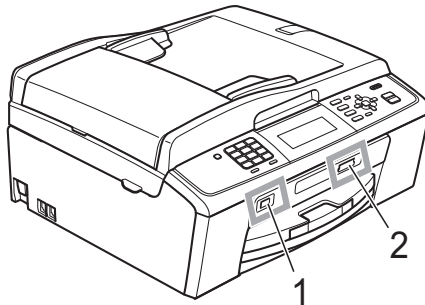
Using a memory card or USB Flash memory drive

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 and USB Flash memory drives.

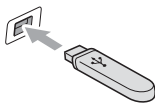
The PhotoCapture Center™ feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

Getting started

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



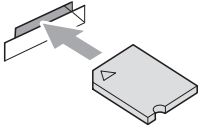



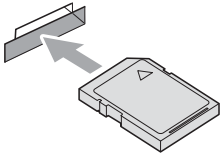

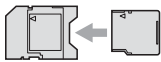
1 USB Flash memory drive



! 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.

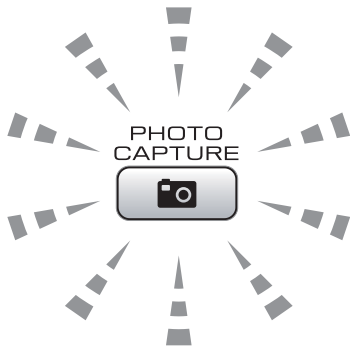
2 Memory card slot

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
		mini SD (Adapter required) micro SD (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 ▲ or ▼ to choose View Photo(s).
Press **OK**.
- 3 Press ◀ or ▶ to choose your photo or movie.
- 4 Enter the number of copies you want using dial pad.
- 5 Repeat step 3 and step 4 until you have chosen all the photos.



Note

Press **Clear** to go back to the previous level.

- 6 After you have chosen all the photos, do one of the following:
 - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 48.)
 - If you do not want to change any settings, press **Colour Start** to print.

PhotoCapture Center™ print settings

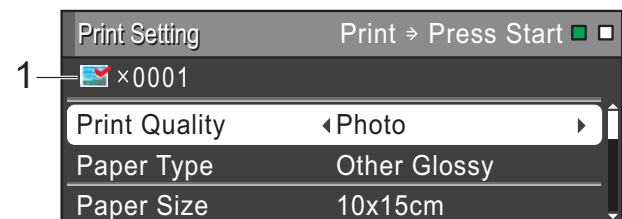
You can change the print settings temporarily.

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* in 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* in the *Advanced User's Guide*.)



1 No. of prints

(For View Photo(s), Search by Date, Slide Show)

You can see the total number of photos that will be printed.

(For Print All Photos, Print Photos, Enhance Photos, Trimming)

You can see the number of copies of each photo that will be printed.

(For DPOF printing) This does not appear.

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 150** 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, 2010 would be named 01071005.PDF. You can change the colour and quality.


Quality	Selectable File Format
Color 150	JPEG / PDF
Color 300	JPEG / PDF
Color 600	JPEG / PDF
B/W 200x100	TIFF / PDF
B/W 200	TIFF / PDF

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

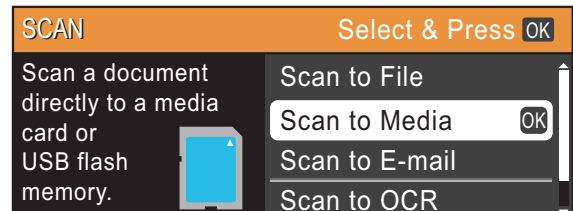
! IMPORTANT

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 Load your document.

- 3 When you want to scan to a memory card or USB Flash memory drive, press  (**SCAN**).

- 4 Press **▲** or **▼** to choose **Scan to Media**.



Press **OK**.

- 5 Do one of the following:
 - To change the quality, press **▲** or **▼** to choose **Quality**.
Go to step 6.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.

- 6 Press **◀** or **▶** to choose **Color 150**, **Color 300**, **Color 600**, **B/W 200x100** or **B/W 200**.
Press **OK**.

- 7 Do one of the following:
 - To change the file type, go to step 8.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.

- 8 Press **▲** or **▼** to choose **File Type**. Press **◀** or **▶** to choose **JPEG**, **PDF** or **TIFF**.
Press **OK**.



Note

- If you chose a **Color** resolution in step 6, you cannot choose **TIFF**.
- If you chose a **B/W** resolution in step 6, you cannot choose **JPEG**.

- 9 Do one of the following:
- To change the file name, go to step 10.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.
- 10 The file name is set automatically; however, you can set a name of your choice using the dial pad.
Press ▲ or ▼ to choose `File Name`.
Enter the new name. (See *Entering Text* on page 100.)
You can only change the first 6 characters.
Press **OK**.



Note _____

Press **Clear** to delete the current name.

- 11 Press **Mono Start** or **Colour Start**.



Note _____

You can place multiple documents on the scanner glass and scan them as separate files. (See *Auto Crop* in *chapter 8* in the *Advanced User's Guide*.)

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 the 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/Quality**
 - **Paper Size**
 - **Page Layout**
 - **Colour Settings**
 - **Scaling**
 - **Use Watermark**
 - **Print Date & Time**
- 5 Click **OK**.
- 6 Click **OK** to begin printing.

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 22.)
 - Use the ADF to scan multiple pages of 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 the **SCAN** key.
 - 2 Choose the scan mode you want.
 - Scan to File
 - Scan to Media
 - Scan to E-mail
 - Scan to OCR¹
 - Scan 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 4 cartridges. When the machine detects an ink cartridge is running out of ink, the machine will tell you with a message on the LCD.

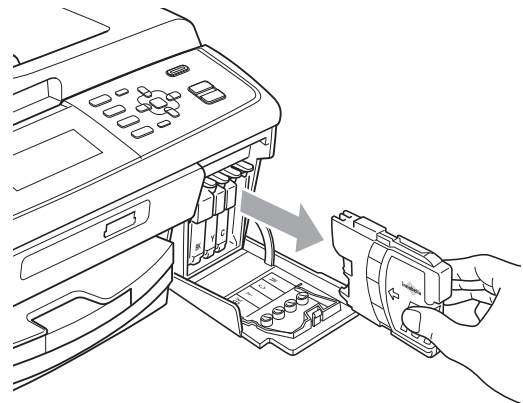
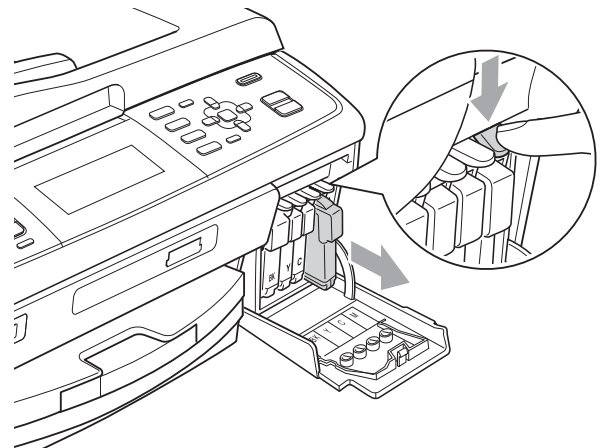
The LCD will tell you which ink cartridge is low or needs replacing. Be sure to follow the LCD prompts to replace the ink cartridges in the correct order.

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 genuine 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 genuine 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.

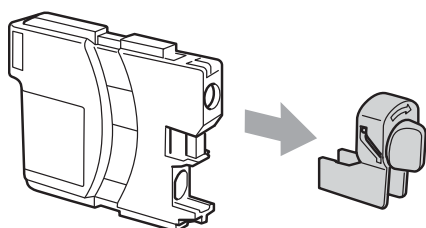
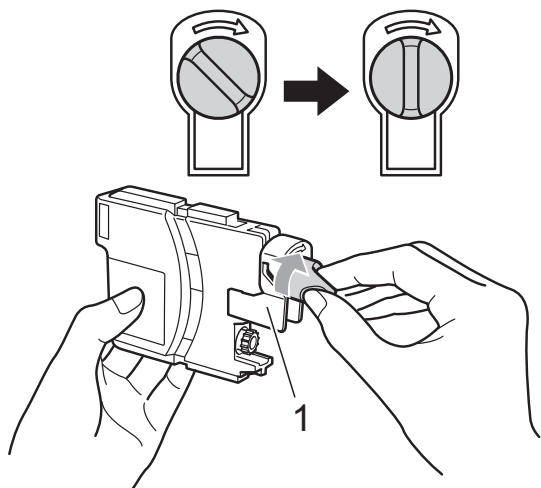
- 1 Open the ink cartridge cover. If one or more of the ink cartridges have reached the end of their life, the LCD shows **B&W Print Only** or **Cannot Print**.
- 2 Press the lock release lever as shown to release the cartridge indicated on the LCD. Remove the cartridge from the machine.



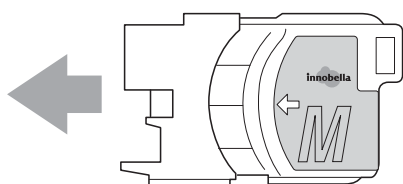
- 3 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

A

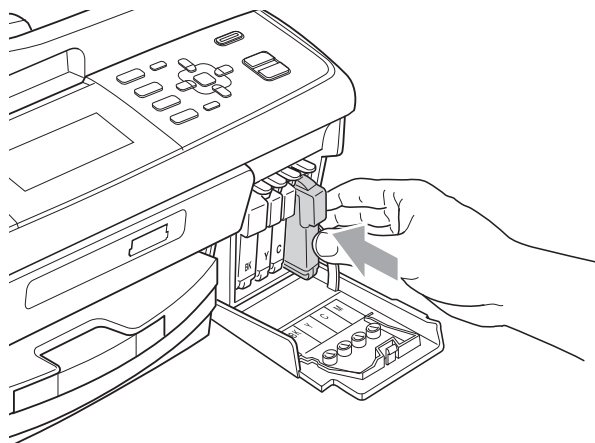
- 4 Turn the green knob on the protective yellow cap clockwise until it clicks to release the vacuum seal, then remove the cap (1).



- 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 ink cartridge 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 **1** (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 **2** (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.

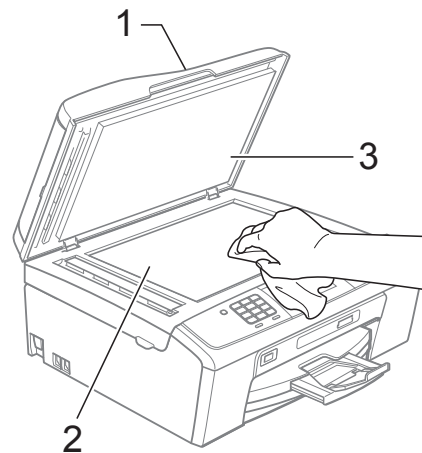
! IMPORTANT

- 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.

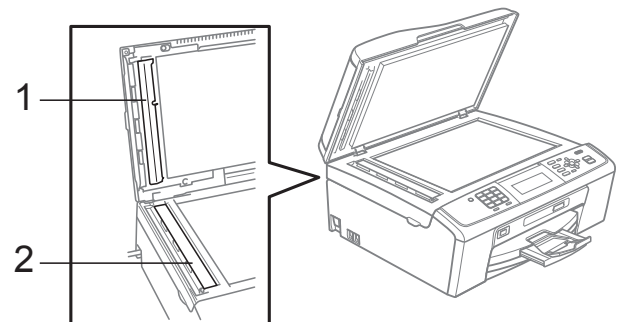
Cleaning and checking the machine

Cleaning the scanner glass

- 1 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.



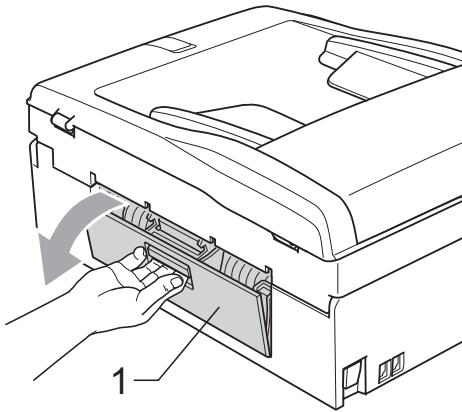
- 2 In the ADF unit, clean the white bar (1) and the glass strip (2) with a lint-free cloth moistened with a non-flammable glass cleaner.

**Note**

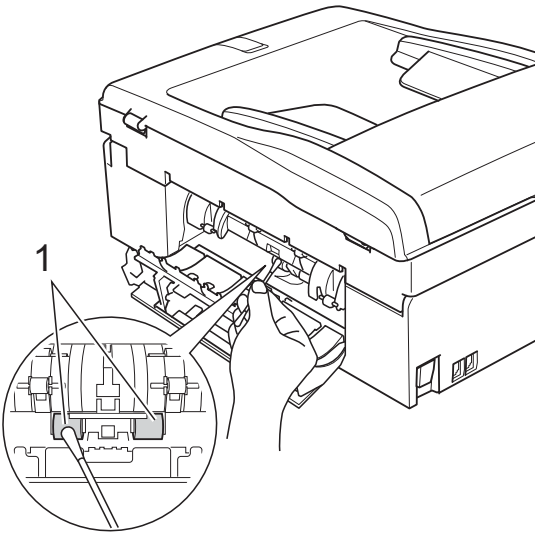
In addition to cleaning the glass strip with a non-flammable glass cleaner, run your finger tip over the glass strip to see if you can feel anything on it. If you feel dirt or debris, clean the glass strip again concentrating on that area. You may need to repeat the cleaning process three or four times.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

Cleaning the paper pick-up rollers

- 1 Pull the paper tray completely out of the machine.
- 2 Unplug the machine from the electrical socket and open the Jam Clear Cover (1).



- 3 Clean the Paper Pick-up Rollers (1) with isopropyl alcohol on a cotton swab.



- 4 Close the Jam Clear Cover. Make sure the cover is closed correctly.
- 5 Put the paper tray firmly back in the machine.
- 6 Re-connect the power cord.

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 (Cyan/Yellow/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 **Menu**.
- 2 Press **▲** or **▼** to choose Ink Management. Press **OK**.
- 3 Press **▲** or **▼** to choose *Cleaning*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Black, Color* or *All*. Press **OK**.
The machine cleans the print head. When cleaning is finished, the machine will go back to the standby mode automatically.



Note

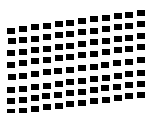
If you clean the print head at least five times and the print has not improved, try installing a new Brother Original Innobella™ ink cartridge for each problem colour. Try cleaning the print head again up to five more times. If the print has not improved call your Brother dealer.

Checking the print quality

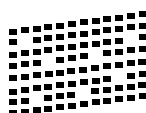
If faded or streaked colours and text appear on your output, some of the nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose Ink Management.
Press **OK**.
- 3 Press **▲** or **▼** to choose `Test Print`.
Press **OK**.
- 4 Press **▲** or **▼** to choose `Print Quality`.
Press **OK**.
- 5 Press **Colour Start**.
The machine begins printing the Print Quality Check Sheet.
- 6 Check the quality of the four colour blocks on the sheet.
- 7 The LCD asks you if the print quality is OK.
Do one of the following:
 - If all lines are clear and visible, press **1** (`Yes`) to finish the Print Quality check and go to step 11.
 - If you can see missing short lines as shown below, press **2** to choose `No`.

OK



Poor



- 8 The LCD asks you if the print quality is OK for black and three colours.
Press **1** (`Yes`) or **2** (`No`).

- 9 The LCD asks you if you want to start cleaning.
Press **1** (`Yes`).
The machine starts cleaning the print head.

- 10 After cleaning is finished, press **Colour Start**.
The machine starts printing the Print Quality Check Sheet again. Return to step 6.

- 11 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 **Menu**.
- 2 Press ▲ or ▼ to choose Ink Management.
Press **OK**.
- 3 Press ▲ or ▼ to choose Test Print.
Press **OK**.
- 4 Press ▲ or ▼ to choose Alignment.
Press **OK**.
- 5 Press **Mono Start** or **Colour Start**.
The machine starts printing the Alignment Check Sheet.
- 6 Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.
- 7 Do one of the following:
 - If the number 5 samples of both the 600 dpi and 1200 dpi test prints are the best matches, press **1** (Yes) to finish the Alignment Check and go to step 10.
 - If another test print number is a better match for either 600 dpi or 1200 dpi, press **2** (No) to choose it.
- 8 For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).
- 9 For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).
- 10 Press **Stop/Exit**.

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	<p>One or more of the colour ink cartridges have reached the end of their life.</p> <p>You can use the machine in monochrome mode for approximately four weeks depending on the number of pages you print.</p> <p>While this message appears on the LCD, each operation works in the following way:</p> <ul style="list-style-type: none"> ■ Printing If 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 or Inkjet Paper you can make copies in monochrome. ■ 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. <p>If the paper type is set to Other Glossy, Brother BP71 or Brother BP61 the machine will stop all print operations. <i>If you unplug the machine, or take out the ink cartridge, you cannot use the machine until you change to a new ink cartridge.</i></p>	<p>Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 53.)</p>

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 <i>BT Call Sign (U.K. only)</i> in <i>chapter 5</i> in the <i>Advanced User's Guide</i> .)
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 <i>Replacing the ink cartridges</i> on page 53.)
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 <i>Replacing the ink cartridges</i> on page 53.)
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 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.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	(See <i>Using the ADF</i> on page 22.) (See <i>Document jam</i> on page 66.)
High Temperature	The print head is too warm.	Allow the machine to cool down.
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.

Error Message	Cause	Action
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 genuine 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 <i>Cannot Print</i> . (See <i>Replacing the ink cartridges</i> on page 53.)
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 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 <i>Caller ID (U.K. and Ireland only)</i> on page 31.)
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.

B

Error Message	Cause	Action
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 <i>Replacing the ink cartridges</i> on page 53.)
No Paper Fed	The Photo Paper Tray is in the <i>Photo</i> printing position.	Make sure that the Photo Paper Tray is in the <i>Normal</i> printing position. (See step ④ and the Important note in <i>Loading photo paper</i> on page 13.)
	The machine is out of paper or paper is not correctly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> ■ Refill the paper 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 <i>Loading paper and other print media</i> on page 9.)
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 67.
	The Jam Clear Cover is not closed correctly.	Check the Jam Clear Cover is closed evenly at both ends. (See <i>Printer jam or paper jam</i> on page 67.)
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 Speed Dial number that is not programmed.	Set up the Speed Dial number. (See <i>Storing Speed Dial numbers</i> on page 41.)
Out of Fax Memory	The fax memory is full.	Do one of the following: <ul style="list-style-type: none"> ■ Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. (See <i>Turning off Memory Receive operations</i> in chapter 4 in the <i>Advanced User's Guide</i>.) ■ Print the faxes that are in the memory. (See <i>Printing a fax from the memory</i> in chapter 4 in the <i>Advanced User's Guide</i>.)

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	<p>Copy operation in progress</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> ■ 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	Paper is jammed in the machine.	Open the Jam Clear Cover (at the back of the machine) and remove the jammed paper. (See <i>Printer jam or paper jam</i> on page 67.)
		Make sure the paper length guide is adjusted to the correct paper size. Do not extend the paper tray when you load A5 or smaller size paper.
<p>Unable to Clean XX</p> <p>Unable to Init. XX</p> <p>Unable to Print XX</p> <p>Unable to Scan XX</p>	<p>The machine has a mechanical problem.</p> <p>—OR—</p> <p>A foreign object such as a paper clip or ripped paper is in the machine.</p>	Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, see <i>Transferring your faxes or Fax Journal report</i> on page 64 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and reconnect it.
<p>Unusable Device</p> <p>Disconnect device from front connector & turn machine off & then on</p>	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.
<p>Unusable Device</p> <p>Please Disconnect USB Device.</p>	<p>A USB device or USB Flash memory drive that is not supported has been connected to the USB direct interface.</p> <p>For more information, visit us at http://solutions.brother.com/</p>	Unplug the device from the USB direct interface.
Wrong Paper Size	Paper is not the correct size.	Check that the Paper Size setting matches the size of paper in the tray. Load the correct size of paper, and then press Mono Start or Colour Start . (See <i>Paper Size</i> on page 17.)

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 64 or *Transferring faxes to your PC* on page 65.)

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 65.)

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 choose *Service*. Press **OK**.
- 4 Press ▲ or ▼ to choose *Data Transfer*. Press **OK**.
- 5 Press ▲ or ▼ to choose *Fax Transfer*. Press **OK**.
- 6 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.
- 7 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* in 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 **1**. You will be asked if you want a backup print.
 - To exit and leave the faxes in the memory, press **2**.
- 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*.)

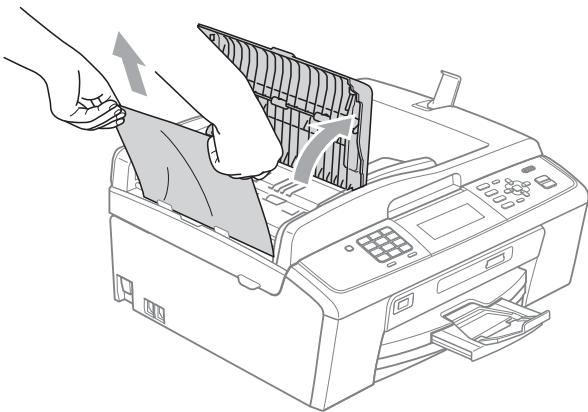
- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Press **Menu**.
- 3 Press **▲** or **▼** to choose *Service*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Data Transfer*. Press **OK**.
- 5 Press **▲** or **▼** to choose *Report Trans.* Press **OK**.
- 6 Enter the fax number to which the Fax Journal report will be forwarded.
- 7 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 left.



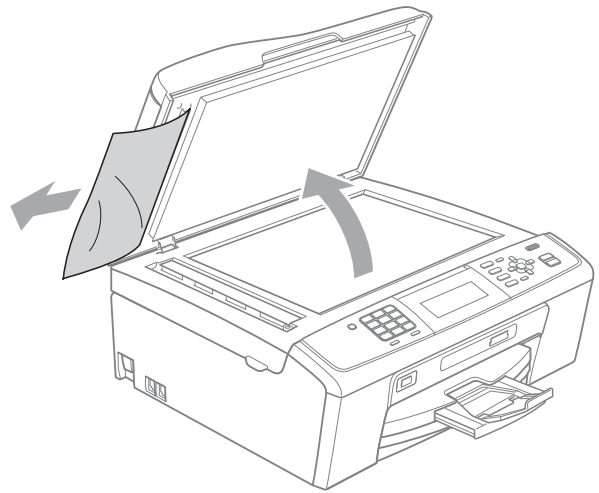
- 4 Close the ADF cover.
- 5 Press **Stop/Exit**.

! 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 left.



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

Printer jam or paper jam

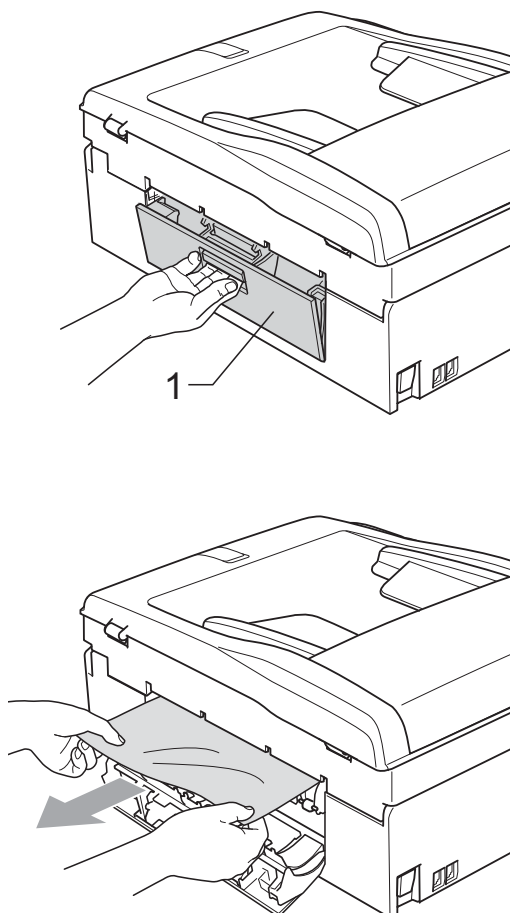
Take out the jammed paper depending on where it is jammed in the machine.

- 1 Unplug the machine from the electrical socket.

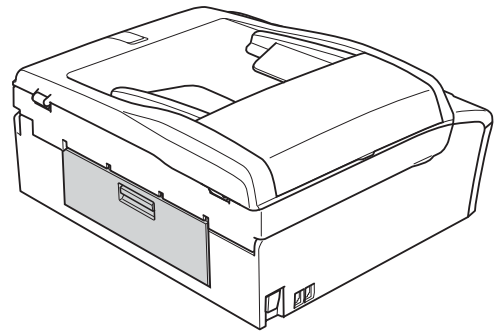
! IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the memory to your PC or another fax machine so you will not lose any important messages. (See *Transferring your faxes or Fax Journal report* on page 64.)

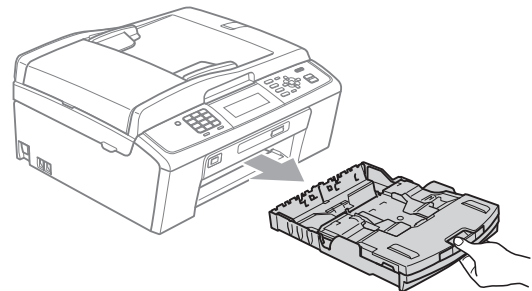
- 2 Open the Jam Clear Cover (1) at the back of the machine. Pull the jammed paper out of the machine.



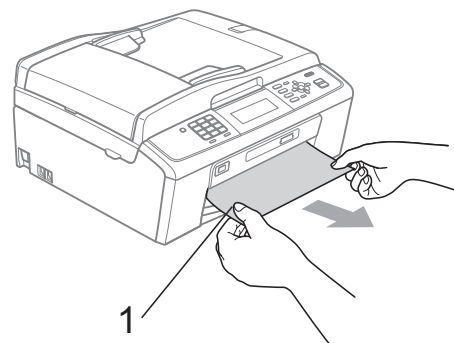
- 3 Close the Jam Clear Cover. Make sure the cover is closed correctly.



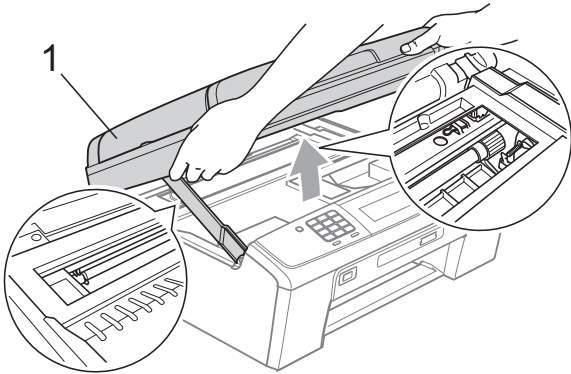
- 4 If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.



- 5 Pull out the jammed paper (1).



- 6 Using both hands, grasp the plastic tabs on both sides of the machine and lift the scanner cover (1) until it locks securely in the open position.

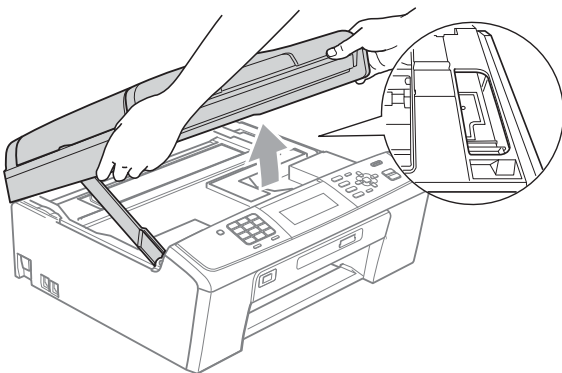


Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine. Check *both* ends of the print cartridge.



Note

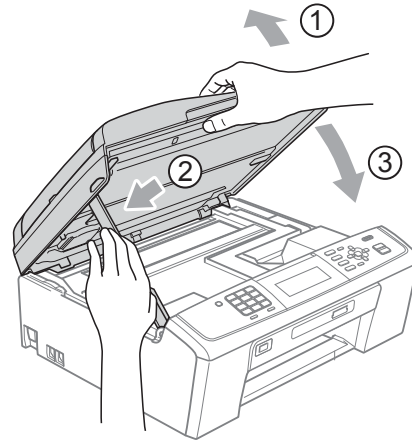
If the print head is at the right corner as shown in the illustration, you cannot move it. Re-connect the power cord, then hold down **Stop/Exit** until the print head moves to the middle. Unplug the machine from the power source, and take out the paper.



! IMPORTANT

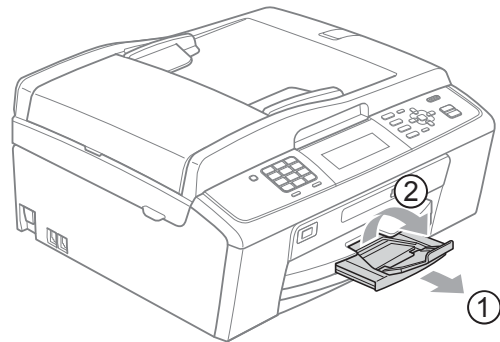
If ink gets on your skin or clothing immediately wash it off with soap or detergent.

- 7 Lift the scanner cover to release the lock (1). Gently push the scanner cover support down (2) and close the scanner cover (3) using both hands.



- 8 Push the paper tray firmly back into the machine.

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



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

! IMPORTANT

DO NOT use the paper support flap for Legal size paper.

- 10 Re-connect the power cord.

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 <i>Quick Setup Guide</i> .)
	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 <i>Replacing the ink cartridges</i> on page 53.)
	Check to see if the LCD is showing an error message. (See <i>Error and Maintenance messages</i> on page 59.)
	If the LCD shows <code>Cannot Print and Replace Ink</code> , see <i>Replacing the ink cartridges</i> on page 53.
	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.
	When you choose the Print Odd Pages and Print Even Pages settings, you may see a print error message on your computer, as the machine pauses during the printing process. The error message will disappear after the machine re-starts printing.
Poor print quality.	Check the print quality. (See <i>Checking the print quality</i> on page 57.)
	Make sure that the Media Type setting in the printer driver or the <code>Paper Type</code> setting in the machine's menu matches the type of paper you are using. (See <i>Printing for Windows®</i> or <i>Printing and Faxing for Macintosh</i> in the <i>Software User's Guide</i> and <i>Paper Type</i> on page 17.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: <ul style="list-style-type: none"> ■ 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.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 18.)
	The recommended environment for your machine is between 20 °C to 33 °C.



Printing (continued)

Difficulty	Suggestions
White horizontal lines appear in text or graphics.	Clean the print head. (See <i>Cleaning the print head</i> on page 56.)
	Make sure you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 18.)
The machine prints blank pages.	Clean the print head. (See <i>Cleaning the print head</i> on page 56.)
	Make sure you are using Brother Original Innobella™ ink.
Characters and lines are stacked.	Check the printing alignment. (See <i>Checking the print alignment</i> on page 58.)
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 <i>Loading paper and other print media</i> on page 9.)
	Make sure the Jam Clear Cover is closed correctly.
Smudged stain at the top centre of the printed page.	Make sure the paper is not too thick or curled. (See <i>Acceptable paper and other print media</i> on page 18.)
Smudged stain at the right or left corner of the printed page.	Make sure the paper is not curled when you print on the back side of the paper with the Print Odd Pages and Print Even Pages settings.
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 18.) 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 <i>Cleaning the machine's printer platen</i> in appendix A in the <i>Advanced User's Guide</i> .)
	Make sure you are using Brother Original Innobella™ ink.
	Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> on page 9.)
The machine prints dense lines on the page.	Check Reverse Order in the Basic tab of the printer driver.
The printouts are wrinkled.	In the printer driver Advanced tab, click Colour Settings , and uncheck Bi-Directional Printing for Windows® or Bi-Directional Printing for Macintosh.
	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 <i>Printing for Windows®</i> or <i>Printing and Faxing</i> for Macintosh in the <i>Software User's Guide</i> .)
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.

Printing (continued)

Difficulty	Suggestions
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 <i>Cleaning the paper pick-up rollers</i> on page 56.)
Machine feeds multiple pages.	Make sure the paper is loaded correctly in the paper tray. (See <i>Loading paper and other print media</i> on page 9.)
	Check that more than two types of paper are not loaded 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 <i>Printer jam or paper jam</i> on page 67.)
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> on page 9.)
Machine does not print from Adobe® Illustrator®.	Try to reduce the print resolution. (See <i>Printing for Windows®</i> or <i>Printing and Faxing for Macintosh</i> in the <i>Software User's Guide</i> .)

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 <i>Replacing the ink cartridges</i> on page 53.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See <i>Printing a reduced incoming fax</i> in chapter 4 in the <i>Advanced User's Guide</i> .)


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 <i>Tone or Pulse</i> on page 31.)
	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 <i>Choose the Receive Mode</i> on page 27.) 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 <i>Setting the Telephone Line Type</i> on page 32.)


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 <i>Reports in chapter 6</i> in the <i>Advanced User's Guide</i> .)
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 <i>Turning off Memory Receive operations in chapter 4</i> in the <i>Advanced User's Guide</i>), print fax messages in memory (see <i>Printing a fax from the memory in chapter 4</i> in the <i>Advanced User's Guide</i>) or cancel a Delayed Fax or Polling Job (see <i>Cancelling a fax in progress</i> on page 25 and <i>Checking and cancelling waiting jobs in chapter 3</i> in the <i>Advanced User's Guide</i>). 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 <i>Basic (for VoIP)</i> . (See <i>Telephone line interference / VoIP</i> on page 77.)
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See <i>Setting the Telephone Line Type</i> on page 32.)
Poor fax send quality.	Try changing your resolution to <i>Fine</i> or <i>S.Fine</i> . Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 55.)
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 <i>Cleaning the scanner glass</i> on page 55.)

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 <i>Fax Detect</i> on page 30.)
Sending a fax call to the machine.	If you answered on an extension 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 <i>Using the scanner glass</i> on page 22.)
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 <i>Cleaning the scanner glass</i> on page 55.)
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™ 11SE with OCR, click File, Scan or Get Photo and click Select to choose the Brother TWAIN or 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, TWAIN and choose the Brother TWAIN driver. Mac OS X 10.6.x users can also scan documents using the ICA Scanner Driver. See <i>Scanning a document using the ICA driver (Mac OS X 10.6.x)</i> in the <i>Software User's Guide</i> .
Poor scanning results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 22.)

Scanning Difficulties (continued)

Difficulty	Suggestions
OCR does not work.	<p>Try increasing the scanner resolution.</p> <p>(Macintosh users)</p> <p>Presto! PageManager must be downloaded and installed before use. See <i>Accessing Brother Support (Macintosh)</i> on page 3 for further instructions.</p>

Software Difficulties

Difficulty	Suggestions
Cannot install software or print.	<p>(Windows® users only)</p> <p>Run the Repair MFL-Pro Suite program on the Installation CD-ROM. This program will repair and reinstall the software.</p>
“Device Busy”	<p>Make sure the machine is not showing an error message on the LCD.</p>
Cannot print images from FaceFilter Studio.	<p>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 <i>Quick Setup Guide</i>.</p> <p>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.</p>

PhotoCapture Center™ Difficulties

Difficulty	Suggestions
Removable Disk does not work correctly.	<ol style="list-style-type: none"> 1 Have you installed the Windows® 2000 update? If not, do the following: <ol style="list-style-type: none"> 1) Unplug the USB cable. 2) Install the Windows® 2000 update using one of the following methods. <ul style="list-style-type: none"> ■ Install MFL-Pro Suite from the Installation CD-ROM. (See the <i>Quick Setup Guide</i>.) ■ 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.	<p>Make sure that you have correctly inserted the memory card or USB Flash memory drive.</p>
Part of my photo is missing when printed.	<p>Make sure that Borderless printing and Cropping are turned off. (See <i>Borderless printing and Cropping</i> in chapter 8 in the <i>Advanced User's Guide</i>.)</p>

Network Difficulties

Difficulty	Suggestions
<p>Cannot print over the network.</p>	<p>Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see <i>Reports</i> in <i>chapter 6</i> in the <i>Advanced User's Guide</i>.) 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.</p> <p>(If you are having Network problems, see the <i>Network User's Guide</i> for more information.)</p>
<p>The network scanning feature does not work.</p>	<p>(Windows® users)</p> <p>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:</p> <p>In Name: Enter any description, for example Brother NetScan.</p> <p>In Port number: Enter 54925.</p> <p>In Protocol: UDP is selected.</p> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p> <p>(Macintosh users)</p> <p>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.</p>
<p>The network PC-Fax Receive feature does not work.</p>	<p>(Windows® users only)</p> <p>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:</p> <p>In Name: Enter any description, for example Brother PC-FAX Rx.</p> <p>In Port number: Enter 54926.</p> <p>In Protocol: UDP is selected.</p> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p>

Network Difficulties (continued)

Difficulty	Suggestions
<p>The Brother software cannot be installed.</p>	<p>(Windows® users)</p> <p>Allow network access to the following programs if your security software displays an alert message during MFL-Pro Suite installation.</p> <p>BrC3Rgin.exe</p> <p>BmIPMon</p> <p>Brother Status Monitor (Network)</p> <p>ControlCenter Program</p> <p>Generic Host Process f...</p> <p>Setup.exe</p> <p>Spooler SubSystem App</p> <p>wdsw MFC Application</p> <p>(Macintosh users)</p> <p>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.</p>
<p>Cannot connect to wireless network.</p>	<p>Investigate the problem using the <code>WLAN Report</code>.</p> <p>Press Menu key, choose <code>Print Reports</code> and then press OK. Choose <code>WLAN Report</code>.</p> <p>For details, see the <i>Network User's Guide</i>.</p>
<p>Reset the network settings.</p>	<p>Press Menu key, choose <code>Network</code> and then press OK. Choose <code>Network Reset</code>.</p> <p>For details, see the <i>Network User's Guide</i>.</p>

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 choose `Initial Setup`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Dial Tone`.
- 4 Press **◀** or **▶** to choose `Detection` or `No Detection`. Press **OK**.
- 5 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 choose `Initial Setup`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Compatibility`.
- 4 Press **◀** or **▶** to choose `High`, `Normal` or `Basic (for VoIP)`.
 - `Basic (for VoIP)` cuts the modem speed to 9,600 bps and turns off 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)
 Press **OK**.
- 5 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 choose **Machine Info**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Serial No.** Press **OK**.
- 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 reset all the machine settings back to the settings that were set at the factory.

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 choose **Initial Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Reset**. Press **OK**.
- 4 Press **▲** or **▼** to choose the type of reset you want to use. Press **OK**. Press **1** to confirm.
- 5 Press **1** to reboot the machine.

On-screen programming


Your machine is designed to be easy to operate with LCD on-screen programming using the menu keys. 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 ()


Level1	Level2	Level3	Options	Descriptions	Page
Ink Management	Test Print	—	Print Quality Alignment	Lets you check the print quality or alignment.	57
	Cleaning	—	Black Color All	Lets you clean the print head.	56
	Ink Volume	—	—	Lets you check the available ink volume.	See ¹ .
General Setup	Mode Timer	—	Off 0Sec 30Secs 1Min 2Mins* 5Mins	Sets the time to return to Fax mode.	
	Paper Type	—	Plain Paper* Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency	Sets the type of paper in the paper tray.	17
	Paper Size	—	A4* A5 10x15cm Letter Legal	Sets the size of the paper in the paper tray.	17
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					


Level1	Level2	Level3	Options	Descriptions	Page	
General Setup (Continued)	Volume	Ring	Off Low Med* High	Adjusts the ring volume.	7	
		Beeper	Off Low* Med High	Adjusts the volume level of the beeper.	7	
		Speaker	Off Low Med* High	Adjusts the volume level of the speaker.	8	
	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.	8	
		Dim Timer	Off 10Secs 20Secs 30Secs*	You can set how long the LCD backlight stays on for after the last key press.	See ¹ .	
		Wallpaper	1* 2 3 4	You can choose the wallpaper of the LCD.		
	Sleep Mode	—	1Min 2Mins 3Mins 5Mins* 10Mins 30Mins 60Mins	You can choose how long the machine will remain idle before it goes into sleep mode.		
	¹ See <i>Advanced User's Guide</i> .					
		The factory settings are shown in Bold with an asterisk.				


Level1	Level2	Level3	Options	Descriptions	Page
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.	29
		F/T Ring Time	20Secs 30Secs* 40Secs 70Secs	Sets the fast double-ring time in Fax/Tel mode.	29
		Fax Detect	On* Off	Receives fax messages automatically when you answer a call and hear fax tone.	30
		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.	37
		Auto Reduction	On* Off	Cuts the size of incoming faxes to fit the paper size.	See ¹ .
		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.	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					


Level1	Level2	Level3	Options	Descriptions	Page	
Fax (Continued)	Report Setting	XMIT Report	On On+Image Off* Off+Image	Initial setup for Transmission Verification Report and Fax Journal Report.	26	
		Journal Period	Off Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		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	TX Lock	—	—	Prohibits most functions except receiving faxes.	
		BT Call Sign (U.K. Only)	On Off*	On Off*	Uses with BT Call Sign.	
		Caller ID (U.K. and Ireland only)	On* Off	On* Off	View or print a list of the last 30 Caller IDs stored in the memory.	31
¹ See <i>Advanced User's Guide</i> .						
 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	BRNXXXXXXXXXXXXX	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.
See <i>Network User's Guide</i> .					
 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 from the control panel.
	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 <i>Network User's Guide</i> .					
 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.
		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 from the control panel.
		Network I/F	—	Wired LAN* WLAN	—
	Network Reset	—	—	—	—
	See <i>Network User's Guide</i> .				
	The factory settings are shown in Bold with an asterisk.				


Menu () (continued)

Level1	Level2	Level3	Options	Descriptions	Page
Print Reports	XMIT Verify	—	—	Prints these lists and reports.	26
	Help List	—	—		See ¹ .
	Quick Dial	—	Alphabetic Order Numeric 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.	78
Initial Setup	Receive Mode	—	Fax Only* Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	27
	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.	31
	Dial Tone	—	Detection No Detection*	Turns Dial Tone Detection on or off.	77
	Phone Line Set	—	Normal* PBX ISDN	Choose the telephone line type.	32
	Compatibility	—	High* Normal Basic(for VoIP)	Adjusts the modem speed to help resolve transmission problems.	77
¹ See <i>Advanced User's Guide</i> . ² See <i>Quick Setup Guide</i> .					
 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.	78
		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.	
<p>1 See <i>Advanced User's Guide</i>.</p> <p>2 See <i>Quick Setup Guide</i>.</p>					
 The factory settings are shown in Bold with an asterisk.					

FAX ()

Level1	Level2	Level3	Options	Descriptions	Page
Fax Resolution	—	—	Standard* Fine S.Fine Photo	Sets the resolution for outgoing faxes.	See ¹ .
Contrast	—	—	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	
Speed Dial	Search	—	Alphabetic Order Numeric Order	You can dial by pressing only a few keys (and Start).	38
	Set Speed Dial	—	—	Stores Speed Dial numbers, so you can dial by pressing only a few keys (and Start).	41
	Setup Groups	—	—	You can set up Group numbers for Broadcasting.	See ¹ .
Outgoing Call	Send a fax Add SpeedDial Delete	—	—	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, or delete it.	39
Caller ID hist. (U.K. and Ireland only)	Send a fax Add SpeedDial Delete	—	—	You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, or delete it.	40
Broadcasting	Add Number Speed Dial Complete	—	—	You can send the same fax message to more than one fax number.	See ¹ .
Delayed Fax	—	—	On Off*	Sets the time of day in 24-hour format that the delayed faxes will be sent.	
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.	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Polling RX	—	—	Standard Secure Timer Off*	Sets up your machine to poll another fax machine.	See ¹ .
Overseas Mode	—	—	On Off*	If you are having difficulty sending faxes overseas, set this to On.	
Glass ScanSize	—	—	A4* Letter	Adjust the scan area of the scanner glass to the size of the document.	25
Set New Default	—	—	—	You can save your fax settings.	See ¹ .
Factory Reset	—	—	—	You can restore all settings to the factory settings.	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

SCAN ()

Level1	Option1	Option2	Option3	Descriptions	Page		
Scan to File	—	—	—	You can scan a monochrome or a colour document into your computer.	See ¹ .		
Scan to Media (when a memory card or USB Flash memory drive is inserted)	Quality	—	Color 150* Color 300 Color 600 B/W 200×100 B/W 200	You can choose the scan resolution, file format, and enter a file name for your document.	49		
	File Type	—	(If you chose colour option in Quality setting) PDF* JPEG (If you chose Mono option in Quality setting) PDF* TIFF				
	File Name	—	—				
	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	—	—			You can save your scan settings.	
Factory Reset	—	—	You can restore all settings to the factory settings.				
Scan to E-mail	—	—	—	You can scan a monochrome or a colour document into your E-mail application.	See ¹ .		
Scan to OCR ³	—	—	—	You can have your text document converted to an editable text file.			
Scan to Image	—	—	—	You can scan a colour picture into your graphics application.			
¹ See <i>Software User's Guide</i> . ² See <i>Advanced User's Guide</i> . ³ (Macintosh users) Presto! PageManager must be downloaded and installed before use. See <i>Accessing Brother Support (Macintosh)</i> on page 3 for further instructions.							
 The factory settings are shown in Bold with an asterisk.							

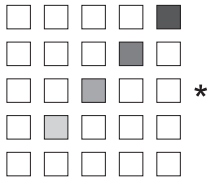

COPY ()

Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast Normal* Best	Choose the Copy resolution for the next copy.	See 1.
Enlarge/Reduce	100%*	—	—	—	
	Enlarge	—	142% A5→A4 186% 10x15cm→LTR 198% 10x15cm→A4	You can choose the enlargement ratio for the next copy.	
	Reduce	—	47% A4→10x15cm 69% A4→A5 83% LGL→A4 93% A4→LTR 97% LTR→A4	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.	
Paper Type	—	—	Plain Paper* Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency	Choose the paper type that matches the paper in the tray.	44
Paper Size	—	—	A4* A5 10x15cm Letter Legal	Choose the paper size that matches the paper in the tray.	44

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 .
Ink Save Mode	—	—	On Off*	You can save ink.	
Stack/Sort	—	—	Stack* Sort	You can choose to stack or sort multiple copies.	
Page Layout	—	—	Off(1 in 1)* 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L) Poster (3 x 3)	You can make N in 1 or Poster copies.	
Book Copy	On	—	—	Corrects dark borders and skew when copying from the scanner glass.	
	On (Preview)	Skew Adjustment	—		
		Shadow Revise	—		
	Off*	—	—		
Watermark Copy	Watermark Copy	—	On Off* (If you choose On, see the watermark copy settings in the following table.)	You can place a logo or text into your document as a Watermark.	
	Current Setting	—	—		
	Exit	—	—		
Set New Default	—	—	—	You can save your copy settings.	
Factory Reset	—	—	—	You can restore all settings to the factory settings.	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Watermark Copy Settings

Option1	Option2	Option3	Option4	Descriptions	Page
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		Red Orange Yellow Blue Green Purple Black*		
	Apply		—		

¹ See *Advanced User's Guide*.



The factory settings are shown in Bold with an asterisk.



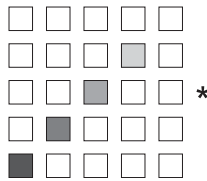
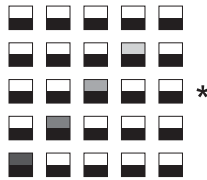

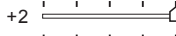
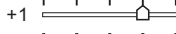
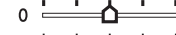

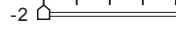
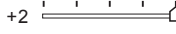
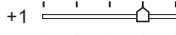
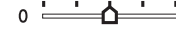

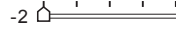
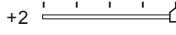
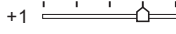
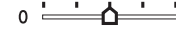

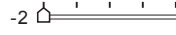

Option1	Option2	Option3	Option4	Descriptions	Page
Media	(Select image from media)	Position	A	Places a logo or text into your document as a Watermark using an image from removable media.	See ¹ .
			B		
			C		
			D		
		E*			
F					
G					
H					
I					
Pattern					
		Size	Small		
			Medium*		
			Large		
		Angle	-90°		
			-45°*		
			0°		
			45°		
			90°		
		Transparency	-2		
			-1		
			0*		
			+1		
			+2		
		Apply	—		
Scan	(Set watermark document and press Start .)	Transparency	-2	You can place a logo or text into your document as a Watermark by scanning a paper document.	
			-1		
0*					
+1					
+2					
		Apply	—		
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

PHOTO CAPTURE ()


Level1	Level2	Level3	Options	Descriptions	Page
View Photo(s)	—	—	See the print settings in the following table.	You can preview your photos on the LCD.	48
Print Index	Layout Format	—	6 Images/Line* 5 Images/Line	You can print a thumbnail page.	See ¹ .
	Paper Type		Plain Paper* Inkjet Paper Brother BP71 Brother BP61 Other Glossy		
	Paper Size		A4* Letter		
Print Photos	—	—	See the print settings in the following table.	You can print an individual image.	
Enhance Photos	Auto Correct	—		You can adjust your photos with these settings.	
	Enhance Skin				
	Enhance Scenery				
	Remove Red-Eye				
	Monochrome				
	Sepia				
Search by Date	—	—		You can search your photos in date order.	
Print All Photos	—	—		You can print all photos in your memory card or USB Flash memory drive.	
Slide Show	—	—		The machine starts a Slide Show of your photos.	
Trimming	—	—		You can trim your photo and print a part of the image.	
¹ See <i>Advanced User's Guide</i> .					
 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 Letter	(When A4 or Letter is chosen) 8 x 10cm 9 x 13cm 10 x 15cm 13 x 18cm 15 x 20cm Max. Size*	—	Choose the paper and print size.	
Brightness (Not available when Enhance Photos is chosen.)		—	—	Adjusts the brightness.	
Contrast (Not available when Enhance Photos is chosen.)		—	—	Adjusts the contrast.	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Option1	Option2	Option3	Option4	Descriptions	Page
Color Enhance (Not available when Enhance Photos is chosen.)	On Off*	White Balance	+2  +1  0  -1  -2 	Adjusts the hue of the white areas.	See ¹ .
		Sharpness	+2  +1  0  -1  -2 	Enhances the detail of the image.	
		Color Density	+2  +1  0  -1  -2 	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.	
Set New Default	—	—	—	You can save your print settings.	
Factory Reset	—	—	—	You can restore all the settings to factory settings.	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Speed Dial ()

Level1	Level2	Level3	Options	Descriptions	Page
Search	—	—	Alphabetic Order Numeric Order	You can search for names you have stored in the Speed Dial memory.	38
Set Speed Dial	—	—	—	Stores Speed Dial numbers, so you can dial by pressing only a few keys (and Start).	41
Setup Groups	—	—	—	Sets up Group numbers for Broadcasting.	See ¹ .
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Redial/Pause ()

Level1	Level2	Level3	Options	Descriptions	Page
Outgoing Call	Send a fax Add SpeedDial Delete	—	—	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, or delete it.	39
Caller ID hist. (U.K. and Ireland only)	Send a fax Add SpeedDial Delete	—	—	You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, or delete it.	40
 The factory settings are shown in Bold with an asterisk.					

Entering Text

When you are setting certain menu selections, such as the Station ID, you may need to enter text into the machine. Most dial pad keys have three or four letters printed on keys. The keys for **0**, **#** and ***** do not have printed letters because they are used for special characters.

Press the appropriate dial pad key the number of times shown in this reference table to access the character you want.

Press Key	one time	two times	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	S	7
8	T	U	V	8	T
9	W	X	Y	Z	9

Inserting spaces

To enter a space in a fax number, press ► once between numbers. To enter a space in a name, press ► twice between characters.

Making corrections

If you entered an incorrect letter and want to change it, press ◀ to move the cursor under the incorrect character. Then press **Clear**. Re-enter the correct character. You can also back up and insert letters.

Repeating letters

If you need to enter a letter that is on the same key as the letter before, press ► to move the cursor to the right before you press the key again.

Special characters and symbols

Press *****, **#** or **0**, repeatedly until you see the special character or symbol you want.

Press ***** for (space) ! " # \$ % & ' () * + , - . / €

Press **#** for : ; < = > ? @ [] ^ _

Press **0** for Ä Ë Ö Ü À Ç È É 0

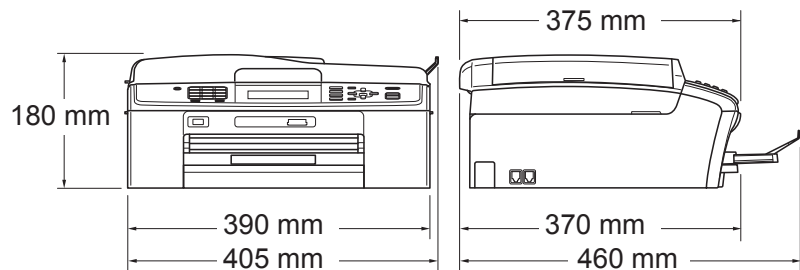
D

Specifications

General

Printer Type	Inkjet	
Print Method	Mono:	Piezo with 94 × 1 nozzle
	Colour:	Piezo with 94 × 3 nozzles
Memory Capacity	40 MB	
LCD (Liquid Crystal Display)	Wide 3.3 in. (82.79 mm) TFT Colour LCD	
Power Source	AC 220 to 240V 50/60Hz	
Power Consumption ¹	Copying Mode:	Approx. 19.5 W ²
	Standby Mode:	Approx. 6 W
	Sleep Mode:	Approx. 3.5 W
	Off:	Approx. 0.5 W

Dimension



Weight	8 kg	
Noise	Operating:	LPAM = 50 dB or less ³
Noise per ISO9296	Operating:	LWAd = 62.3 dB (A) (Mono) LWAd = 56.7 dB (A) (Colour)
		Office equipment with LWAd > 63.0 dB (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.
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 15 pages

Paper: 80 g/m² A4 or Letter size

Document Size

ADF Width: 148 mm to 215.9 mm

ADF Length: 148 mm to 355.6 mm

Scanner Glass Width: Max. 215.9 mm

Scanner Glass Length: Max. 297 mm

¹ When all the modes are connected to USB.

² When using ADF, resolution: standard, draft: ISO/IEC24712 printed pattern.

³ Noise depends on printing conditions.

Print media

Paper Input

Paper Tray

- Paper type:

Plain paper, inkjet paper (coated paper), glossy paper ¹, transparency ^{1 2} and envelopes

- Paper size:

A4, Legal, Executive, Letter, A5, A6, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, JE4), Photo 10 × 15 cm, Photo 2L (13 × 18 cm), Index Card and Postcard ³

Width: 98 mm - 215.9 mm

Length: 148 mm - 355.6 mm

For more details, see *Paper weight, thickness and capacity* on page 21.

- Maximum paper tray capacity:

Approx. 100 sheets of 80 g/m² plain paper

Photo Paper Tray

- Paper type:

Plain paper, inkjet paper (coated paper) and glossy paper ¹

- Paper size:

Photo 10 × 15 cm and Photo L 89 × 127 mm

Width: 89 mm - 102 mm

Length: 127 mm - 152 mm

- Maximum paper tray capacity:

Approx. 20 sheets

Paper Output

Up to 50 sheets of A4 plain paper (face up print delivery to the output paper tray) ¹

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 20.

Fax

Compatibility	ITU-T Super Group 3
Modem Speed	Automatic Fallback 33,600 bps
Scanning Width	ADF: 208 mm (A4) Scanner Glass: 204 mm (A4)
Printing Width	208 mm
Greyscale	Levels: 64 (B&W)/256 (Colour)
Resolution	■ Horizontal 8 dot/mm ■ Vertical Standard 3.85 line/mm (Mono) 7.7 line/mm (Colour) Fine 7.7 line/mm (Mono/Colour) Photo 7.7 line/mm (Mono) Superfine 15.4 line/mm (Mono)
Speed Dial	100 stations × 2 numbers
Groups	Up to 6
Broadcasting	250 stations
Automatic Redial	3 times at 5 minute intervals
Memory Transmission	Up to 400 ¹ pages
Out of Paper Reception	Up to 400 ¹ pages

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. 210 mm
Multiple Copies	Stacks/Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	(Mono) <ul style="list-style-type: none">■ Prints up to 1200 × 1200 dpi (Colour) <ul style="list-style-type: none">■ Prints up to 600 × 1200 dpi

PhotoCapture Center™

Compatible Media ¹	Memory Stick™ (16 MB - 128 MB) Memory Stick PRO™ (256 MB - 16 GB) Memory Stick Duo™ (16 MB - 128 MB) Memory Stick PRO Duo™ (256 MB - 16 GB) Memory Stick Micro™ (M2™) with adapter SD (16 MB to 2 GB) SDHC (4 GB to 16 GB) microSD with adapter miniSD with adapter USB Flash memory drive ²
Resolution	Up to 1200 × 2400 dpi
File Extension (Media Format) (Image Format)	DPOF (ver. 1.0, ver. 1.1), Exif DCF (up to ver. 2.1) 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, 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 20.

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
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	36 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 1200 × 2400 dpi (optical) (Scanner Glass) Up to 1200 × 600 dpi (optical) (ADF)
Scanning Speed	Monochrome: up to 3.44 sec. Colour: up to 4.83 sec. (A4 size at 100 × 100 dpi)
Scanning Width	Up to 210 mm
Scanning Length	Up to 291 mm
Greyscale	256 levels

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	204 mm [210 mm (borderless) ¹] ³
Borderless	A4, Letter, A6, Photo 10 × 15 cm, Index Card 127 × 203 mm, Photo L 89 × 127 mm, Photo 2L 13 × 18 cm, Postcard 1 100 × 148 mm ²

¹ When the Borderless feature is set to On.

² See *Paper type and size for each operation* on page 20.

³ When printing on A4 size paper.

Interfaces

USB^{1 2} A USB 2.0 interface cable that is no longer than 2 m.

LAN cable³ Ethernet UTP cable category 5 or greater.

Wireless LAN IEEE 802.11b/g (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 ⁵	Printing, PC Fax ⁴ , Scanning, Removable Disk ⁶	USB, 10/100 Base-TX (Ethernet), Wireless 802.11b/g	Intel® Pentium® II or equivalent	64 MB	256 MB	110 MB	340 MB
	Windows® XP Home ^{2 5} Windows® XP Professional ^{2 5}				128 MB		110 MB	340 MB
	Windows® XP Professional x64 Edition ²			64-bit (Intel® 64 or AMD64) supported CPU	256 MB	512 MB	110 MB	340 MB
	Windows Vista® ²			Intel® Pentium® 4 or equivalent	512 MB	1 GB	600 MB	530 MB
	Windows® 7 ²			64-bit (Intel® 64 or AMD64) supported CPU	1 GB (32 bit) 2 GB (64 bit)	1 GB (32 bit) 2 GB (64 bit)	650 MB	530 MB
Macintosh Operating System	Windows Server® 2003 (print only via network)	Printing	10/100 Base-TX (Ethernet), Wireless 802.11b/g	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	512 MB	1 GB	2 GB	
	Windows Server® 2003 R2 x64 Edition (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU				
	Windows Server® 2008 (print only via network)			Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU				
	Windows Server® 2008 R2 (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU				
Mac OS X 10.4.11, 10.5.x	Printing, PC Fax Send ⁴ , Scanning, Removable Disk ⁶	USB ³ , 10/100 Base-TX (Ethernet), Wireless 802.11b/g	PowerPC G4/G5	512 MB	1 GB	80 MB	400 MB	
			Intel® Core™ Processor					1 GB
Mac OS X 10.6.x			Intel® Core™ Processor					

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™ 11SE supports Microsoft® SP4 or higher for Windows® 2000 and SP2 or higher for XP.
- 6 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, Cyan, Magenta, Yellow 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	<Black> LC1100BK, <Cyan> LC1100C, <Magenta>LC1100M, <Yellow> LC1100Y Black - Approximately 450 pages ¹ Yellow, Cyan and Magenta - Approximately 325 pages ¹ ¹ Approx. cartridge yield is declared in accordance with ISO/IEC 24711. 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.



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), access photos from PhotoCapture Center™, and Remote Setup 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

¹ See the Computer Requirements chart on page 111.

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

A	
<hr/>	
ADF (automatic document feeder)	22
Answering machine (TAD)	33
connecting	34
Apple Macintosh	
See Software User's Guide.	
Automatic	
fax receive	27
Fax Detect	30
B	
<hr/>	
Brother	
CreativeCenter	3
C	
<hr/>	
Caller ID	31
Caller ID history	40
Cleaning	
paper pick-up roller	56
print head	56
scanner	55
Connecting	
external TAD	
(answering machine)	33, 34
external telephone	35
Consumable items	112
Control panel overview	4
ControlCenter	
See Software User's Guide.	
Copy	
paper size	44
paper type	44
using scanner glass	22
Cordless telephone	37
Custom telephone features on a single line	73
D	
<hr/>	
Dialling	
a pause	41
access codes and credit card	
numbers	42
Caller ID history	40
manual	38
Outgoing Call	39
Speed Dial	38
Document	
loading	22, 23
E	
<hr/>	
Envelopes	11, 12, 20, 21
Error messages on LCD	59
B&W Print Only	59
Cannot Detect	60
Cannot Print	60
Comm. Error	60
Cover is Open	60
Data Remaining	60
Document Jam	60
Ink Absorber Full	61
Ink Absorber NearFull	61
Ink Low	61
No Ink Cartridge	62
No Paper Fed	62
Not Registered	38, 62
Out of Memory	63
Paper Jam	63
Unable to Clean	63
Unable to Init.	63
Unable to Print	63
Unable to Scan	63
Extension telephone, using	36, 37
External telephone, connecting	35

F

Fax codes	
changing	37
Remote Activation Code	30, 35, 37
Remote Deactivation Code	35, 37
using	37
Fax Detect	30
Fax, from PC	
See Software User's Guide.	
Fax, stand-alone	
receiving	27
difficulties	71, 72
F/T Ring Time, setting	29
Fax Detect	30
from extension telephone	35, 37
Ring Delay, setting	29
telephone line interference	77
sending	24
difficulties	72
telephone line interference	77
Fax/Tel mode	
answering at extension	
telephones	35, 37
Remote Activation Code	35, 37
Remote Deactivation Code	35, 37
Ring Delay	29

G

Greyscale	104, 108
-----------------	----------

H

Help	
LCD messages	79
Menu Table	80

I

Ink cartridges	
ink dot counter	53
replacing	53
Innobella™	112

J

Jacks	
EXT	
External telephone	35
Jams	
document	66
paper	67

L

LCD (Liquid Crystal Display)	79
Brightness	8

M

Macintosh	
See Software User's Guide.	
Maintenance, routine	
replacing ink cartridges	53
Manual	
dialling	38
receive	27
Mode, entering	
Copy	4
Fax	4
PhotoCapture	4
Scan	4
Multi-line connections (PBX)	34

N

Network	
Printing	
See Network User's Guide.	
Scanning	
See Software User's Guide.	

O

Out of Area (Caller ID)	31
-------------------------------	----

P

Paper	18, 103
capacity	21
loading	9, 11
loading envelopes and postcard	11
loading photo paper	13
printable area	16
size	17
size of document	22
type	17, 20
PaperPort™ 11SE with OCR	
See Software User's Guide. See also Help in the PaperPort™ 11SE application.	
Photo Paper Tray	13
PhotoCapture Center™	
from PC	
See Software User's Guide.	
Memory Stick PRO™	45
Memory Stick™	45
Preview photos	48
Print settings	
Quality	48
SD	45
SDHC	45
specifications	106
Presto! PageManager	
See Software User's Guide. See also Help in the Presto! PageManager application.	
Print	
difficulties	69, 71
paper jams	67
printable area	16
resolution	109
specifications	109
Printing	
on small paper	15
See Software User's Guide.	
Programming your machine	79

Q

Quick Dial	
Group dial	
changing	42
Search	38
Speed Dial	
changing	42
setting up by 2-digit location	41
using	38

R

Receive Mode	
External TAD	27
Fax Only	27
Fax/Tel	27
Manual	27
Redial/Pause	39
Remote Setup	
See Software User's Guide.	
Resolution	
copy	105
fax	104
print	109
scan	108
Ring Delay, setting	29

S

Scannable area	23
Scanning	
See Software User's Guide.	
Serial Number	
how to find	See inside front cover
Speed Dial	
changing	42
setting up	41
using	38

T

TAD (telephone answering device),	
external	27, 33
connecting	33, 34
receive mode	27
recording OGM	34
Telephone line	
connections	34
difficulties	71
interference	77
multi-line (PBX)	34
type	32
Text, entering	100
special characters	100
Transferring your faxes or	
Fax Journal report	64
Transparencies	18, 21, 103
Troubleshooting	69
document jam	66
error messages on LCD	59
if you are having difficulty	
copying	73
document jam	66
incoming calls	73
Network	75
PhotoCapture Center™	74
printing	69
printing received faxes	71
receiving faxes	72
scanning	73
software	74
telephone line or connections	71
paper jam	67

V

Volume, setting	
beeper	7
ring	7
speaker	8

W

Windows®	
See Software User's Guide.	
Wireless Network	
See Quick Setup Guide and Network	
User's Guide.	

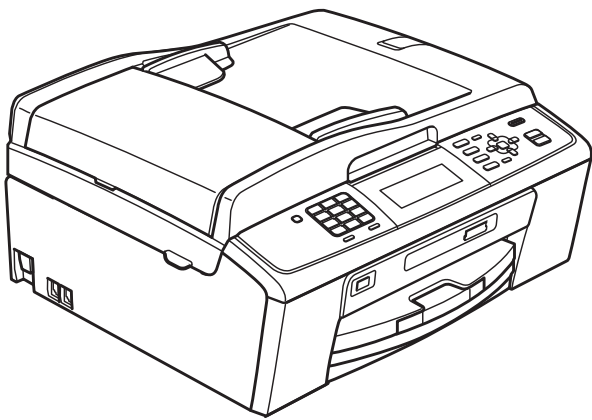
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ADVANCED USER'S GUIDE



MFC-J615W

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Please read the Safety Instructions before you set up your machine.	Printed / In the box
Quick Setup Guide	Read this Guide first. 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 User's Guide	This Guide provides more advanced information for configuring the Ethernet and Wireless network connections. In addition, find information about network utilities, network printing, troubleshooting tips and supported network specifications.	PDF file / Documentation CD-ROM

Table of Contents

1	General setup	1
	Memory storage.....	1
	Automatic Daylight Saving Time.....	1
	Sleep Mode	2
	LCD display	2
	Setting the Dim Timer for the backlight	2
	Setting the Wallpaper	2
	Mode Timer.....	3
2	Security features	4
	TX Lock	4
	Setting and changing the TX Lock password	4
	Turning TX Lock on/off	5
3	Sending a fax	6
	Additional sending options.....	6
	Sending faxes using multiple settings	6
	Contrast.....	6
	Changing fax resolution.....	7
	Setting your changes as a new default.....	7
	Restoring fax settings to the factory settings.....	7
	Additional sending operations.....	8
	Sending a fax manually	8
	Dual Access (Monochrome only).....	8
	Broadcasting (Monochrome only).....	8
	Real Time Transmission.....	9
	Overseas Mode	10
	Delayed Faxing (Monochrome only).....	10
	Delayed Batch Transmission (Monochrome only).....	10
	Checking and cancelling waiting jobs.....	10
	Polling overview.....	11
	Polled Transmit (Monochrome only).....	11

4 Receiving a fax 13

Memory Receive (Monochrome only).....	13
Out of Paper Reception	13
Fax Forwarding.....	13
Fax Storage	14
Printing a fax from the memory	14
PC-Fax Receive (Windows® only).....	14
Turning off Memory Receive operations.....	16
Changing Memory Receive operations	16
Remote Retrieval	17
Setting a Remote Access Code.....	17
Using your Remote Access Code.....	17
Remote Fax commands	18
Retrieving fax messages	19
Changing your Fax Forwarding number	19
Additional receiving operations	20
Printing a reduced incoming fax	20
Polling overview.....	20
Polling receive	20

5 Dialling and storing numbers 22

Voice operations	22
BT Call Sign (U.K. only).....	22
Additional dialling operations	23
Combining Quick Dial numbers	23
Additional ways to store numbers	24
Storing Speed Dial numbers from Outgoing Calls.....	24
Storing Speed Dial numbers from the Caller ID history	24
Setting up groups for broadcasting.....	25

6 Printing reports 27

Fax reports.....	27
Transmission Verification Report.....	27
Fax Journal (activity report)	27
Reports	28
How to print a report	28

7 Making copies 29

Copy settings	29
Stop copying	29
Changing copy speed and quality	29
Enlarging or reducing the copied image	30
Making N in 1 copies or a poster (Page Layout)	30
Sorting copies using the ADF	32
Adjusting Density	32
Ink Save Mode	32
Book Copy	33
Watermark Copy	33
Setting your changes as a new default	35
Restoring all settings to the factory settings	35

8 Printing photos from a memory card or USB Flash memory drive 36

PhotoCapture Center™ operations	36
Memory cards, USB Flash memory drive and folder structures	36
Movie printing	36
Print Images	37
Print Index (Thumbnails)	37
Printing Photos	37
Print All Photos	38
Enhance Photos	38
Search by Date	41
Slide Show	41
Trimming	42
DPOF printing	42
PhotoCapture Center™ print settings	43
Print Quality	43
Paper options	43
Adjusting Brightness, Contrast and Colour	44
Cropping	45
Borderless printing	46
Date Print	46
Setting your changes as a new default	46
Restoring all settings to the factory settings	46
Scan to a memory card or USB Flash memory drive	47
Auto Crop	47
How to set a new default	48
How to reset to factory settings	48

9	Printing photos from a camera	49
	Printing photos directly from a PictBridge camera	49
	PictBridge requirements	49
	Setting your digital camera	49
	Printing Images.....	50
	DPOF printing.....	50
	Printing photos directly from a digital camera (without PictBridge).....	51
	Printing Images.....	51
A	Routine maintenance	52
	Cleaning and checking the machine	52
	Cleaning the outside of the machine	52
	Cleaning the machine's printer platen	53
	Checking the ink volume	53
	Packing and shipping the machine	54
B	Glossary	57
C	Index	61

Memory storage

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

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 choose **General Setup**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Auto Daylight**.
- 4 Press **◀** or **▶** to choose **Off** (or **On**). Press **OK**.
- 5 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 choose General Setup.
Press **OK**.
- 3 Press **▲** or **▼** to choose Sleep Mode.
- 4 Press **◀** or **▶** to choose 1Min, 2Mins, 3Mins, 5Mins, 10Mins, 30Mins or 60Mins.
Press **OK**.
- 5 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 choose General Setup.
Press **OK**.
- 3 Press **▲** or **▼** to choose LCD Settings.
Press **OK**.
- 4 Press **▲** or **▼** to choose Dim Timer.
- 5 Press **◀** or **▶** to choose 10Secs, 20Secs, 30Secs or Off.
Press **OK**.
- 6 Press **Stop/Exit**.

Setting the Wallpaper

You can change the wallpaper.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose General Setup.
Press **OK**.
- 3 Press **▲** or **▼** to choose LCD Settings.
Press **OK**.
- 4 Press **▲** or **▼** to choose Wallpaper.
Press **OK**.
- 5 Press **▲** or **▼** to choose your wallpaper from the four available designs.
Press **OK**.
- 6 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 choose General Setup.
Press **OK**.
- 3 Press **▲** or **▼** to choose Mode Timer.
- 4 Press **◀** or **▶** to choose 0Sec, 30Secs, 1Min, 2Mins, 5Mins or Off.
Press **OK**.
- 5 Press **Stop/Exit**.

TX Lock

TX Lock lets you prevent unauthorized access to the machine. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on TX Lock, so they will not be lost.

While TX Lock is On, the following operations are available:

- Receiving faxes
- Fax Forwarding
(if Fax Forwarding was already On)
- Remote retrieval
(if Fax Storage was already On)
- PC-Fax Receive
(if PC-Fax Receive was already On)

While TX Lock is On, the following operations are NOT available:

- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture
- Operation from the Control panel



Note

If you forget the TX Lock password, please call your Brother dealer for service.

Setting and changing the TX Lock password



Note

If you have already set the password, you will not need to set it again.

Setting the password

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **TX Lock**. Press **OK**.
- 5 Enter a 4-digit number for the password. Press **OK**.
- 6 When the LCD shows **Verify:**, re-enter the password. Press **OK**.
- 7 Press **Stop/Exit**.

Changing the password

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **TX Lock**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Set Password**. Press **OK**.
- 6 Enter a 4-digit number for the current password. Press **OK**.
- 7 Enter a 4-digit number for a new password. Press **OK**.

- 8 When the LCD shows `Verify:`, re-enter the password.
Press **OK**.
- 9 Press **Stop/Exit**.

Turning TX Lock on/off

Turning TX Lock on

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Fax`.
Press **OK**.
- 3 Press **▲** or **▼** to choose `Miscellaneous`.
Press **OK**.
- 4 Press **▲** or **▼** to choose `TX Lock`.
Press **OK**.
- 5 Press **▲** or **▼** to choose `Set TX Lock`.
Press **OK**.
- 6 Enter the registered 4-digit password.
Press **OK**.
The machine goes offline and the LCD shows `TX Lock Mode`.

Turning TX Lock off

- 1 Press **Menu**.
- 2 Enter the registered 4-digit password.
Press **OK**.
TX Lock is automatically turned off.



Note

If you enter the wrong password, the LCD shows `Wrong Password` and stays offline. The machine will stay in TX Lock mode until the registered password is entered.

3

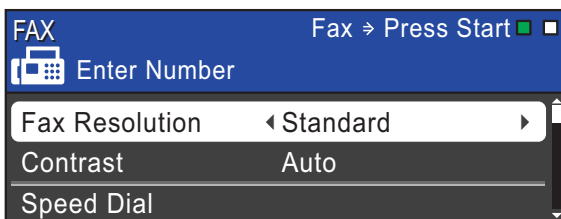
Sending a fax

Additional sending options

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, scan size, etc.

- 1 Press  (FAX).
The LCD shows:



- 2 Press ▲ or ▼ to choose a setting you want to change.
- 3 Press ◀ or ▶ to choose an option.
Press **OK**.
- 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 default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 7.)

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 choose *Contrast*.
- 3 Press ◀ or ▶ to choose *Auto*, *Light* or *Dark*.
Press **OK**.


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 choose Fax Resolution.
- 3 Press ◀ or ▶ to choose the resolution you want. Press **OK**.



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, Real Time TX and Glass ScanSize 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 ◀ or ▶ to choose your new option.

Repeat this step for each setting you want to change.

- 3 After changing the last setting, press ▲ or ▼ to choose Set New Default. Press **OK**.
- 4 Press **1** to choose Yes.
- 5 Press **Stop/Exit**.

Restoring fax settings to the factory settings

You can restore the fax settings Fax Resolution, Contrast, Real Time TX, and Glass ScanSize, that you have changed, to the factory settings.

- 1 Press  (**FAX**).
- 2 Press ▲ or ▼ to choose Factory Reset. Press **OK**.
- 3 Press **1** to choose Yes.
- 4 Press **Stop/Exit**.

Additional sending operations


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.
- 5 When you hear the fax tone, press **Mono Start** or **Colour Start**.
If you are using the scanner glass press **1** on the machine to send a fax.
- 6 Replace the handset.

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, 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.

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press **▲** or **▼** to choose **Broadcasting**. Press **OK**.
- 4 You can add numbers to the broadcast in the following ways:
 - Press **▲** or **▼** to choose **Add Number** and enter a number using the dial pad.
Press **OK**.
 - Press **▲** or **▼** to choose **Speed Dial** and **OK**. Press **▲** or **▼** to choose **Alphabetic Order** or **Numeric Order** and **OK**. Press **▲** or **▼** to select a number and **OK**.
- 5 After you have entered all the fax numbers by repeating step 4, press **▲** or **▼** to choose **Complete**. Press **OK**.
- 6 Press **Mono Start**.

**Note**

- If you did not use up any of the numbers for Groups, you can “broadcast” faxes to as many as 250 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.

Canceling a Broadcast in progress


- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose *Fax*. Press **OK**.
- 3 Press **▲** or **▼** to choose *Remaining Jobs*. Press **OK**. The LCD will show the fax number being dialed and the Broadcast job number.
- 4 Press **OK**. The LCD will ask you the following question:
Cancel Job?
Yes → Press 1
No → Press 2
- 5 Press **1** to cancel the fax number being dialed. The LCD will then show the Broadcast job number.

- 6 Press **OK**. The LCD will ask you the following question:
Cancel Job?
Yes → Press 1
No → Press 2
- 7 To cancel the Broadcast, press **1**.
- 8 Press **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 Press **▲** or **▼** to choose *Real Time TX*.
- 3 Press **◀** or **▶** to choose *On* (or *Off*). Press **OK**.

**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 choose Overseas Mode.
- 4 Press ◀ or ▶ to choose On (or Off). Press **OK**.

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 5.

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose Delayed Fax.
- 4 Press ◀ or ▶ to choose On. Press **OK**.
- 5 Enter the time you want the fax to be sent (in 24-hour format). (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 choose Batch TX.
- 3 Press ◀ or ▶ to choose On. Press **OK**.
- 4 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 choose Fax. Press **OK**.
- 3 Press ▲ or ▼ to choose Remaining Jobs. Press **OK**. Any waiting jobs appear on the LCD.
- 4 Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel. Press **OK**.
- 5 Do one of the following:
 - To cancel, press 1 to choose Yes. If you want to cancel another job go to step 4.
 - To exit without cancelling, press 2 to choose No.
- 6 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 10.)

Setup for polled transmit


- 1 Press  (FAX).
- 2 Load your document.
- 3 Press ▲ or ▼ to choose `Polled TX`.
- 4 Press ◀ or ▶ to choose `Standard`. Press **OK**.
- 5 Press ▲ or ▼ to choose any settings you want to change. Press ◀ or ▶ to choose the settings. After each setting is accepted, you can continue to change more settings.

- 6 Press **Mono Start**.
- 7 If you are using the scanner glass, the LCD will prompt you to choose one of the options.
 - Press **1** to send another page. Go to step 8.
 - Press **2** or **Mono Start** to send the document.
- 8 Place the next page on the scanner glass. Press **OK**. Repeat steps 7 and 8 for each additional page. Your machine will automatically send the fax.

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 choose `Polled TX`.
- 4 Press ◀ or ▶ to choose `Secure`. Press **OK**.
- 5 Enter a four-digit number. Press **OK**.
- 6 Press ▲ or ▼ to choose any settings you want to change. Press ◀ or ▶ to choose the settings. 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 options.
 - Press **1** to send another page.
Go to 9.
 - Press **2** or **Mono Start** to send the document.
- 9 Place the next page on the scanner glass, press **OK**. Repeat steps 8 and 9 for each additional page.
Your machine will automatically send the 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 16.)

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 in the *Basic User's Guide*.)

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. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

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 choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Setup Receive`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Memory Receive`. Press **OK**.
- 5 Press **▲** or **▼** to choose `Fax Forward`. Press **OK**.
- 6 Enter the forwarding number (up to 20 digits). Press **OK**.
- 7 Press **▲** or **▼** to choose `Backup Print:On` or `Backup Print:Off`. Press **OK**.

! 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.

- 8 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 choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Setup Receive`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Memory Receive`. Press **OK**.
- 5 Press **▲** or **▼** to choose `Fax Storage`. Press **OK**.
- 6 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 choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Print Document`. Press **OK**.

- 4 Press **Mono Start**.

- 5 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 at the bottom left side of 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 choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Setup Receive`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Memory Receive`. Press **OK**.

- 5 Press ▲ or ▼ to choose
PC Fax Receive.
Press **OK**.
- 6 The LCD shows the message
Run PC-Fax on your computer.
Press **OK**.
- 7 Press ▲ or ▼ to choose <USB> or the PC
you want to receive.
Press **OK**.
- 8 Press ▲ or ▼ to choose
Backup Print:On or
Backup Print:Off.
Press **OK**.
- 9 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* in 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 choose Fax.
Press **OK**.
- 3 Press ▲ or ▼ to choose
Setup Receive.
Press **OK**.
- 4 Press ▲ or ▼ to choose
Memory Receive.
Press **OK**.
- 5 Press ▲ or ▼ to choose
PC Fax Receive.
Press **OK**.
- 6 The LCD shows the message
Run PC-Fax on your computer.
Press **OK**.
- 7 Press ▲ or ▼ to choose Change.
Press **OK**.
- 8 Press ▲ or ▼ to choose <USB>, or the PC
you want to receive faxes.
Press **OK**.
- 9 Press ▲ or ▼ to choose
Backup Print:On or
Backup Print:Off.
Press **OK**.
- 10 Press **Stop/Exit**.

Turning off Memory Receive operations

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Memory Receive**. Press **OK**.
- 5 Press **▲** or **▼** to choose **Off**. Press **OK**.
- 6 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 16.)

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?

Yes → Press 1

No → Press 2

■ Print All Fax?

Yes → Press 1

No → Press 2

- If you press **1**, 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 **2**, 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?

Yes → Press 1

No → Press 2

- If you press **1**, 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 14.)
- If you press **2**, 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 choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Remote Access**.
- 4 Enter a three-digit code using numbers **0-9**, *****, or **#**. 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* in the *Basic User's Guide*.)

- 5 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 4 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 <i>Changing your Fax Forwarding number</i> on page 19.) 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 <i>Retrieving fax messages</i> on page 19.)
	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, Letter or Legal 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* in the *Basic User's Guide*.)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Auto Reduction**.
- 5 Press **◀** or **▶** to choose **On** (or **Off**). Press **OK**.
- 6 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 choose **Polling RX**.
- 3 Press **◀** or **▶** to choose **Standard**. Press **OK**.
- 4 Enter the fax number you are polling.
- 5 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 choose **Polling RX**.
- 3 Press **◀** or **▶** to choose **Secure**. Press **OK**.

- 4 Enter a four-digit secure code.
This is the same as the security code of the fax machine you are polling.
Press **OK**.
- 5 Enter the fax number you are polling.
- 6 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 choose `Polling RX`.
- 3 Press **◀** or **▶** to choose `Timer`.
Press **OK**.
- 4 Enter the time (in 24-hour format) you want to start polling.
For example, enter 21:45 for 9:45 PM.
Press **OK**.
- 5 Enter the fax number you are polling.
- 6 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 choose `Polling RX`.
- 3 Press **◀** or **▶** to choose `Standard`, `Secure` or `Timer`.
Press **OK**.

- 4 Do one of the following:
 - If you chose `Standard`, press **OK** and then go to step 5.
 - If you chose `Secure`, press **OK** and then enter a four-digit number.
Press **OK**, go to step 5.
 - If you chose `Timer`, press **OK** and then enter the time (24-hour format) you want to begin polling.
Press **OK**, go to step 5.

- 5 Press **▲** or **▼** to choose `Broadcasting`.
Press **OK**.

- 6 Do one of the following:
 - Press **▲** or **▼** to choose `Add Number` and enter the number using a dial pad.
Press **OK**.
 - Press **▲** or **▼** to choose `Speed Dial` and **OK**. Press **▲** or **▼** to choose `Alphabetic Order` or `Numeric Order` and **OK**. Press **▲** or **▼** to select a number and **OK**.

- 7 After you have entered all the fax numbers by repeating step 6, press **▲** or **▼** to choose `Complete`.
Press **OK**.

- 8 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 10.

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 choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Miscellaneous`. Press **OK**.
- 4 Press **▲** or **▼** to choose `BT Call Sign`.
- 5 Press **◀** or **▶** to choose `On` (or `Off`). Press **OK**.
- 6 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 in 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 Speed Dial numbers. You can store these long dialling sequences by dividing them and setting them up as separate Speed Dial numbers in any combination. You can even include manual dialling using the dial pad. (See *Storing Speed Dial numbers* in chapter 7 in the *Basic User's Guide*.)

For example, you might have stored "555" on Speed Dial: 03 and "7000" on Speed Dial: 02. You can use them both to dial "555-7000" if you press the following keys:

- 1 Press  (**Speed Dial**).
- 2 Press  or  to choose **Search**. Press **OK**.
- 3 Enter **03**.
- 4 Press  or  to choose **Speed Dial**. Press **OK**.
- 5 Press  or  to choose **Search**. Press **OK**.
- 6 Enter **02**.
- 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  (**Speed Dial**), choose **Search**, press **03** and then press **7001** using the dial pad.




Note

If you must wait for another dial tone or signal at any point in the 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 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 *Outgoing Call* by pressing  (**FAX**).
- 2 Press **▲** or **▼** to choose the name or number you want to store.
Press **OK**.
- 3 Press **▲** or **▼** to choose *Add SpeedDial*.
Press **OK**.
- 4 Press **▲** or **▼** to choose the 2-digit Speed Dial location where you want to store the number.
Press **OK**.
- 5 Do one of the following:
 - Enter the name (up to 16 characters) using the dial pad.
Press **OK**.
(To help you enter letters, see [Entering Text](#) in [appendix C](#) in the [Basic User's Guide](#).)
 - To store the number without a name, press **OK**.
- 6 Press **OK** to confirm the fax or telephone number.
- 7 Do one of the following:
 - Enter a second fax or telephone number (up to 20 digits).
Press **OK**.
 - If you do not want to store a second number, press **OK**.

- 8 Press **▲** or **▼** to choose *Complete*.
Press **OK**.

- 9 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* in the *Basic User's Guide*.)

- 1 Press **Redial/Pause** and press *****.
You can also choose *Caller ID hist.* by pressing  (**FAX**).
- 2 Press **▲** or **▼** to choose the number you want to store.
Press **OK**.
- 3 Press **▲** or **▼** to choose *Add SpeedDial*.
Press **OK**.
- 4 Press **▲** or **▼** to choose the 2-digit Speed Dial location where you want to store the number.
Press **OK**.
- 5 Do one of the following:
 - Enter the name (up to 16 characters) using the dial pad.
Press **OK**.
(To help you enter letters, see [Entering Text](#) in [appendix C](#) in the [Basic User's Guide](#).)
 - To store the number without a name, press **OK**.
- 6 Press **OK** to confirm the fax or telephone number.


- 7 Do one of the following:
 - Enter a second fax or telephone number (up to 20 digits).
Press **OK**.
 - If you do not want to store a second number, press **OK**.
- 8 Press **▲** or **▼** to choose *Complete*. Press **OK**.
- 9 Press **Stop/Exit**.

Setting up groups for broadcasting

Groups, which can be stored in a Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only  (**Speed Dial**), *Search*, **OK**, the two-digit location and **Mono Start**.

First, you'll need to store each fax number in a Speed Dial location. Then you can include them as numbers in the Group. Each Group uses up a Speed Dial location. You can have up to six Groups, or you can assign up to 198 numbers in a large Group.

(See *Broadcasting (Monochrome only)* on page 8 and *Storing Speed Dial numbers in chapter 7* in the *Basic User's Guide*.)

- 1 Press  (**Speed Dial**).
- 2 Press **▲** or **▼** to choose *Setup Groups*. Press **OK**.
- 3 Press **▲** or **▼** to choose *GROUP1*, *GROUP2*, *GROUP3*, *GROUP4*, *GROUP5* or *GROUP6* for the Group name where you will store the fax numbers. Press **OK**.
- 4 Press **▲** or **▼** to choose the two-digit Speed Dial location you want to add to the Group. Press **OK**.


- 5 Press **▲** or **▼** to choose *Add Number*. Press **OK**.
- 6 To add numbers to the group, press **▲** or **▼** to choose *Alphabetic Order* or *Numeric Order* and **OK**. Press **▲** or **▼** to select a number and **OK**.
- 7 Do one of the following:
 - To add another number to the group, repeat steps 5 to 6.
 - If you are finished adding numbers to the group, press **▲** or **▼** to choose *Complete*. Press **OK**.
- 8 Do one of the following:
 - To store another Group for broadcasting, repeat steps 3 to 7.
 - To finish storing Groups for broadcasting, press **Stop/Exit**.



Note

You can print a list of all the Speed Dial numbers. Group numbers will be marked in the *GROUP* column. (See *Reports* on page 28.)

Changing a Group name

- 1 Press  (**Speed Dial**).
- 2 Press **▲** or **▼** to choose *Setup Groups*. Press **OK**.
- 3 Press **▲** or **▼** to choose the Group name you want to change. Press **OK**.
- 4 Press **▲** or **▼** to choose *Change Group Name*. Press **OK**.


**Note**

How to change the stored name or number:


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

- 5 Enter the new name (up to 16 characters) using the dial pad. Press **OK**.
(See *Entering Text* in *appendix C* in the *Basic User's Guide*. For example, type NEW CLIENTS.)
- 6 Press ▲ or ▼ to choose **Complete**. Press **OK**.
- 7 Press **Stop/Exit**.

Deleting a Group

- 1 Press  (**Speed Dial**).
- 2 Press ▲ or ▼ to choose **Setup Groups**. Press **OK**.
- 3 Press ▲ or ▼ to choose the Group you want to delete. Press **OK**.
- 4 Press ▲ or ▼ to choose **Delete**. Press **OK**. Press **1** to confirm.
- 5 Press **Stop/Exit**.

Deleting a number from a Group

- 1 Press  (**Speed Dial**).
- 2 Press ▲ or ▼ to choose **Setup Groups**. Press **OK**.
- 3 Press ▲ or ▼ to choose the Group you want to change. Press **OK**.

- 4 Press ▲ or ▼ to choose the number you want to delete. Press **OK**. Press **1** to confirm.
- 5 Press ▲ or ▼ to choose **Complete**. Press **OK**.
- 6 Press **Stop/Exit**.

Fax reports

You need to set up the Transmission Verification Report and Journal Period using the **Menu** keys.

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 in 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 28. The factory setting is **Every 50 Faxes**.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Report Setting**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Journal Period**.

- 5 Press **◀** or **▶** to choose an interval. Press **OK**.
If you choose **Every 50 Faxes**, go to step 8.

- **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.

- 6 Enter the time to start printing in 24-hour format. Press **OK**.
(For example: enter 19:45 for 7:45 PM.)
- 7 If you choose **Every 7 Days**, the LCD will ask you to choose the first day for the 7-day countdown.
- 8 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 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 choose **Print Reports**. Press **OK**.
- 3 Press **▲** or **▼** to choose the report you want. Press **OK**.
- 4 (Quick Dial only) Press **▲** or **▼** to choose **Alphabetic Order** or **Numeric Order**. Press **OK**.
- 5 Press **Mono Start**.
- 6 Press **Stop/Exit**.

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 highlighted, press **OK**.

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 changes as a new default* on page 35.)

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 choose **Quality**.
- 5 Press ◀ or ▶ to choose **Fast**, **Normal** or **Best**. Press **OK**.
- 6 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 choose **Enlarge/Reduce**.
- 5 Press ◀ or ▶ to choose **100%, Enlarge, Reduce, Fit to Page** or **Custom (25-400%)**.
- 6 Do one of the following:
 - If you chose **Enlarge** or **Reduce**, press **OK** and press ◀ or ▶ to choose the enlargement or reduction ratio you want. Press **OK**.
 - If you chose **Custom (25-400%)**, press **OK** and then enter an enlargement or reduction ratio from 25% to 400%. Press **OK**.
 - If you chose **100%** or **Fit to Page**, go to step 7.

198% 10x15cm→A4
186% 10x15cm→LTR
142% A5→A4
100%
97% LTR→A4
93% A4→LTR
83% LGL→A4
69% A4→A5
47% A4→10x15cm
Fit to Page
Custom (25-400%)

- 7 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 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 when using the ADF.

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

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

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

IMPORTANT

- Make sure paper size is set to **A4** or **Letter**.
- You cannot use the **Enlarge/Reduce** setting with the **N in 1** and **Poster** features.
- 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 at a time.



Note

Watermark Copy, Book Copy, Sort, Ink Save Mode and Enlarge/Reduce are not available with Page Layout.

- 1 Press (**COPY**).
 - 2 Load your document.
 - 3 Enter the number of copies you want.
 - 4 Press **▲** or **▼** to choose Page Layout.
 - 5 Press **◀** or **▶** to choose Off (1 in 1), 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L) or Poster (3 x 3). Press **OK**.
 - 6 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 7.**
- 7 After the machine scans the page, press **1** to scan the next page.
 - 8 Place the next page on the scanner glass. Press **OK**.
 - 9 Repeat steps 7 and 8 for each page of the layout.
 - 10 After all the pages have been scanned, press **2** to finish.



Note

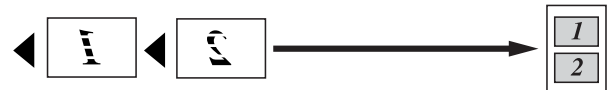
If you have chosen photo paper as the Paper Type for N in 1 copies, the machine will print the images as if plain paper had been chosen.

Place the document face down in the direction shown below:

■ 2 in 1 (P)



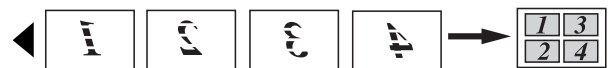
■ 2 in 1 (L)



■ 4 in 1 (P)

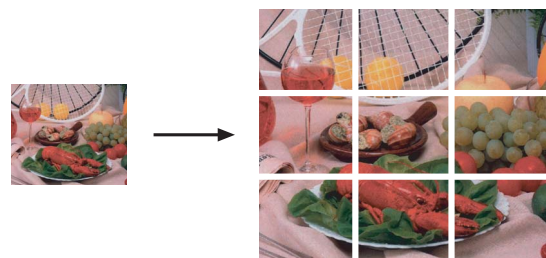


■ 4 in 1 (L)




■ **Poster (3 x 3)**

You can make a poster size copy of a photograph.



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 choose *Stack/Sort*.
- 5 Press ◀ or ▶ to choose *Sort*. Press **OK**.
- 6 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.

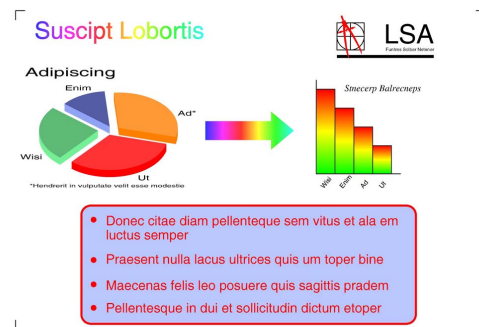
- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Density*.
- 5 Press ◀ or ▶ to make a lighter or darker copy. Press **OK**.
- 6 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Ink Save Mode

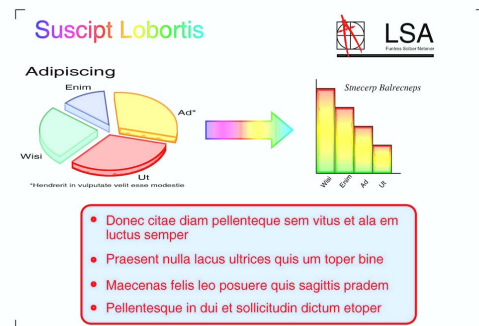
Ink Save Mode can help you save ink. The machine prints the colours lighter and emphasises the outlines of the images as shown below:


The amount of ink saved will vary depending on the document.

Ink Save Mode: Off



Ink Save Mode: On



- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Ink Save Mode*.
- 5 Press ◀ or ▶ to choose *On* (or *Off*). Press **OK**.

- 6 If you do not want to change any additional settings, press **Mono Start** or **Colour Start**.



Note

- Watermark Copy, Book Copy and Page Layout are not available with Ink Save Mode.
- Ink Save Mode may make your printouts look different from your original document.
- The Ink Save Mode feature is supported by technology from Reallusion, Inc.



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 choose **Book Copy**.
- 5 Do one of the following:
 - If you want to correct the data yourself, press ◀ or ▶ to choose **On (Preview)**.
Press **Mono Start** or **Colour Start** and go to step 6.
 - If you want the machine to correct the data automatically, press ◀ or ▶ to choose **On** and go to step 7.
- 6 Adjust the skewed data by using # or *. Remove the shadows by using ▲ or ▼.
- 7 If you have finished making corrections, press **Mono Start** or **Colour Start**.



Note

- Page Layout, Sort, Ink Save Mode, Fit to Page and Watermark Copy are not available with Book Copy.
- The Book Copy feature is supported by technology from Reallusion, Inc.



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, Ink Save Mode and Book Copy are not available with Watermark Copy.
- The Watermark Copy feature is supported by technology from Reallusion, Inc.




7

Using a template

- 1 Press (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose **Watermark Copy**. Press **OK**.
- 5 Press ◀ or ▶ to choose **On**.
- 6 Press ▲ or ▼ to choose **Current Setting**. Press **OK**.
- 7 Press ▲ or ▼ to choose **Template**. Press **OK**.

- 8 Change the settings from the options displayed on the LCD if required.
- 9 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.


Using media cards or a USB Flash memory drive data

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Watermark Copy*. Press **OK**.
- 5 Press ◀ or ▶ to choose *On*.
- 6 Press ▲ or ▼ to choose *Current Setting*. Press **OK**.
- 7 Insert a media card or USB Flash memory drive. Press ▲ or ▼ to choose *Media*.
- 8 Press **OK** and then press ◀ or ▶ to choose the data you want to use for the watermark.
- 9 Press **OK** and change any additional settings from the options shown on the LCD.
- 10 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 choose *Watermark Copy*. Press **OK**.
- 4 Press ◀ or ▶ to choose *On*.
- 5 Press ▲ or ▼ to choose *Current Setting*. Press **OK**.
- 6 Press ▲ or ▼ to choose *Scan*. Press **OK**, and place the page that you want to use as a watermark on the scanner glass.
- 7 Press **Mono Start** or **Colour Start**.
- 8 Take out the watermark document you scanned and load the document you want to copy.
- 9 Press ◀ or ▶ to change the *Transparency* of the watermark. Press **OK**.
- 10 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.

Setting your changes as a new default


You can save the copy settings for `Quality`, `Enlarge/Reduce`, `Density`, `Ink Save Mode` and `Page Layout` that you use most often by setting them as the default settings. These settings will stay until you change them again.

- 1 Press  (**COPY**).
- 2 Press **▲** or **▼** and **◀** or **▶** to choose your new setting.
Press **OK**.
Repeat this step for each setting you want to change.
- 3 After changing the last setting, press **▲** or **▼** to choose `Set New Default`.
Press **OK**.
- 4 Press **1** to choose `Yes`.
- 5 Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore the copy settings

`Quality`, `Enlarge/Reduce`, `Density`, `Ink Save Mode`, and `Page Layout`, that you have changed, to the factory settings.

- 1 Press  (**COPY**).
- 2 Press **▲** or **▼** to choose `Factory Reset`.
Press **OK**.
- 3 Press **1** to choose `Yes`.
- 4 Press **Stop/Exit**.

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 42.)

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. 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).




→ NO.1
DEI.JPG 01.01.2009
100KB

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.

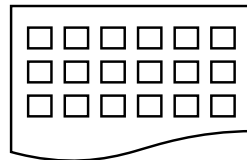


Note

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 ▲ or ▼ to choose `Print Index`. Press **OK**.

- 3 Press ▲ or ▼ to choose `Layout Format`. Press ◀ or ▶ to choose `6 Images/Line` or `5 Images/Line`. Press **OK**.



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 ▲ or ▼ to choose `Paper Type`, and press ◀ or ▶ to choose the type of paper you are using, `Plain Paper`, `Inkjet Paper`, `Brother BP71`, `Brother BP61` or `Other Glossy`. Press **OK**.
 - Press ▲ or ▼ to choose `Paper Size` and press ◀ or ▶ to choose the paper size you are using, `A4` or `Letter`. Press **OK**.
 - If you do not want to change the paper settings, go to step 5.
- 5 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 37.)

- 3 Press ▲ or ▼ to choose `Print Photos`. Press **OK**.
- 4 Enter the image number that you want to print, from the thumbnails printed on the Index page. Press **OK**.
- 5 Repeat step 4 until you have entered the image numbers that you want to print.


Note

- You can enter the numbers at one time by using the * key for a comma or the # key for 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 After you have chosen the image numbers, press **OK** again.
- 7 Enter the number of copies you want using the dial pad.
- 8 Do one of the following:
 - Change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - If you do not want to change any settings, press **Colour Start** to print.

Print All Photos

You can print all the photos on your memory card or USB Flash memory drive.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose `Print All Photos`. Press **OK**.

- 3 Enter the number of copies you want using the dial pad.
- 4 Do one of the following:
 - Change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - 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

- After adding each effect, you can enlarge the view of the image by pressing *. To go back to the original size, press * again.
- The `Enhance Photos` feature is supported by technology from Reallusion, Inc.

Inc. 

Auto Correct

Auto Correct is available for most photos. The machine decides the suitable effect for your photo.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose `Enhance Photos`. Press **OK**.
- 3 Press ◀ or ▶ to choose your photo. Press **OK**.
- 4 Press ▲ or ▼ to choose `Auto Correct`. Press **OK**.



Note


- If *Remove Red-Eye* appears on the LCD, press **#** to attempt to remove red-eye from your photo.
- Press **Clear** to undo the effect.

5 Press **OK** and enter the number of copies you want using the dial pad.

- 6 Do one of the following:
- Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - If you do not want to change any settings, press **Colour Start** to print.

Enhance Skin-Tone


Enhance Skin-Tone is best used for adjusting portrait photographs. It detects human skin colour in your photos and adjusts the image.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
Press  (**PHOTO CAPTURE**).
- 2 Press **▲** or **▼** to choose *Enhance Photos*.
Press **OK**.
- 3 Press **◀** or **▶** to choose your photo.
Press **OK**.
- 4 Press **▲** or **▼** to choose *Enhance Skin*.
Press **OK**.
- 5 Do one of the following:
 - Press **OK** if you do not want to change any settings.
 - Press **▲** or **▼** to adjust the effect level manually.
Press **OK** when you have finished.
- 6 Enter the number of copies you want using the dial pad.

- 7 Do one of the following:
 - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - If you do not want to change any settings, press **Colour Start** to print.

Enhance Scenery

Enhance Scenery is best used for adjusting landscape photographs. It highlights green and blue areas in your photo, so that the landscape looks more sharp and vivid.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
Press  (**PHOTO CAPTURE**).
- 2 Press **▲** or **▼** to choose *Enhance Photos*.
Press **OK**.
- 3 Press **◀** or **▶** to choose your photo.
Press **OK**.
- 4 Press **▲** or **▼** to choose *Enhance Scenery*.
Press **OK**.
- 5 Do one of the following:
 - Press **OK** if you do not want to change any settings.
 - Press **▲** or **▼** to adjust the effect level manually.
Press **OK** when you have finished.
- 6 Enter the number of copies you want using the dial pad.
- 7 Do one of the following:
 - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - If you do not want to change any settings, press **Colour Start** to print.

Remove Red-Eye

The machine detects eyes in your photos and will attempt to remove red-eye from your photo.



Note

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.

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

Press  (**PHOTO CAPTURE**).

- 2 Press ▲ or ▼ to choose *Enhance Photos*. Press **OK**.

- 3 Press ◀ or ▶ to choose your photo. Press **OK**.

- 4 Press ▲ or ▼ to choose *Remove Red-Eye*. Press **OK**.

- When *Remove Red-Eye* is successful, the photo with the effect is shown. The adjusted part is shown in a red frame.
- When *Remove Red-Eye* is unsuccessful, *Unable to Detect.* is shown. Press **OK**.



Note

Press # to try *Remove Red-Eye* once again.

- 5 Press **OK** and enter the number of copies you want using the dial pad.

- 6 Do one of the following:

- Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
- If you do not want to change any settings, press **Colour Start** to print.

Monochrome

You can convert your photo to monochrome.

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

Press  (**PHOTO CAPTURE**).

- 2 Press ▲ or ▼ to choose *Enhance Photos*. Press **OK**.

- 3 Press ◀ or ▶ to choose your photo. Press **OK**.

- 4 Press ▲ or ▼ to choose *Monochrome*. Press **OK**.

- 5 Press **OK** and enter the number of copies you want using the dial pad.

- 6 Do one of the following:

- Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
- If you do not want to change any settings, press **Colour Start** to print.

Sepia

You can convert the colour of your photo to sepia.

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


Press  (**PHOTO CAPTURE**).

- 2 Press ▲ or ▼ to choose *Enhance Photos*. Press **OK**.

- 3 Press ◀ or ▶ to choose your photo. Press **OK**.
- 4 Press ▲ or ▼ to choose *Sepia*. Press **OK**.
- 5 Press **OK**. Then enter the number of copies you want using the dial pad.
- 6 Do one of the following:
 - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - If you do not want to change any settings, press **Colour Start** to print.

Search by Date

You can find your photos based on date.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose *Search by Date*. Press **OK**.
- 3 Press ▲ or ▼ to choose the date that you want to search from. Press **OK**.
- 4 Press ◀ or ▶ to choose your photo.



Note


You can view photos with other dates by pressing ◀ or ▶ continuously. Press ◀ to view an older photo and ▶ to view a more recent photo.

- 5 Enter the number of copies you want using the dial pad.
- 6 Repeat steps 4 and 5 until you have chosen all your photos.


- 7 After you have chosen all your photos, do one of the following:
 - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - If you do not want to change any settings, press **Colour Start** to print.

Slide Show

You can view all your photos on the LCD using *Slide Show*. You can also choose a photo during the operation.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose *Slide Show*. Press **OK**.
- 3 Press **Stop/Exit** to finish *Slide Show*.

Printing a photo during a Slide Show

- 1 Make sure you have put a memory card or USB Flash memory drive in the correct slot.
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose *Slide Show*. Press **OK**.
- 3 Press **OK** to stop at one image while *Slide Show* is operating.
- 4 Enter the number of copies you want using the dial pad.
- 5 Do one of the following:
 - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - If you do not want to change any settings, press **Colour Start** to print.

Trimming


You can trim your photo and print a part of the image.

Note

If your photo is very small or has irregular proportions you may not be able to trim the photo. The LCD will show

Image Too Small. or

Image Too Long.

- 1 Make sure you have put the memory card or USB Flash memory drive in the correct slot.
Press  (**PHOTO CAPTURE**).
- 2 Press ▲ or ▼ to choose `Trimming`. Press **OK**.
- 3 Press ◀ or ▶ to choose your photo. Press **OK**.
- 4 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 each arrow key to move the position of the frame.
 - Press 0 to rotate the frame.
 - Press **OK** when you have finished adjusting the frame setting.
- 5 Enter the number of copies you want using the dial pad.
- 6 Do one of the following:
 - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - 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 1 to choose `Yes`.
- 3 Do one of the following:
 - Change the print settings. (See *PhotoCapture Center™ print settings* on page 43.)
 - 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.
- You cannot print movie files using DPOF.

PhotoCapture Center™ print settings

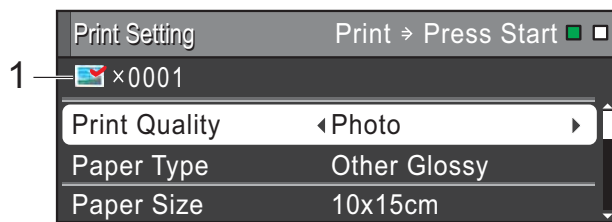
You can change the print settings temporarily.

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 46.)



1 No. of prints

(For View Photo(s), Search by Date, Slide Show)

You can see the total number of photos that will be printed.

(For Print All Photos, Print Photos, Enhance Photos, Trimming)

You can see the number of copies of each photo that will be printed.

(For DPOF printing)

This does not appear.

Print Quality

- 1 Press ▲ or ▼ to choose Print Quality.
- 2 Press ◀ or ▶ to choose Normal or Photo. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

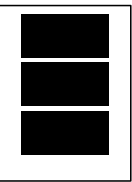
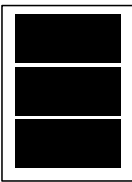
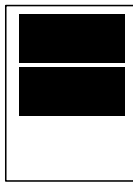
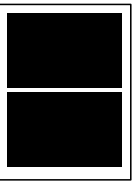


Paper options

Paper Type

- 1 Press ▲ or ▼ to choose Paper Type.
- 2 Press ◀ or ▶ to choose the paper type you are using, Plain Paper, Inkjet Paper, Brother BP71, Brother BP61 or Other Glossy. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.

Paper and print size

- 1 Press ▲ or ▼ to choose Paper Size.
- 2 Press ◀ or ▶ to choose the paper size you are using, 10x15cm, 13x18cm, A4 or Letter. Press **OK**.
- 3 If you chose A4 or Letter, press ▼. Then press ◀ or ▶ to choose the Print Size. Press **OK**.

Example: Printed Position for A4 paper		
1 8 x 10cm	2 9 x 13cm	3 10 x 15cm
		
4 13 x 18cm	5 15 x 20cm	6 Max. Size
		

- 4 If you do not want to change additional settings, press **Colour Start** to print.

Adjusting Brightness, Contrast and Colour

Brightness

- 1 Press ▲ or ▼ to choose Brightness.
- 2 Press ◀ or ▶ to make a darker or lighter print. Press **OK**.
- 3 If you do not want to change additional settings, 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 ▲ or ▼ to choose Contrast.
- 2 Press ◀ or ▶ to change the contrast. Press **OK**.
- 3 If you do not want to change additional settings, 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 ▲ or ▼ to choose Color Enhance. Press **OK**.
- 2 Do one of the following:
 - If you want to customize the White Balance, Sharpness or Color Density, press ◀ or ▶ to choose On, and then go to step 3.
 - If you do not want to customize, press ◀ or ▶ to choose Off. Press **OK** and then go to step 6.

- 3 Press ▲ or ▼ to choose White Balance, Sharpness or Color Density.
- 4 Press ◀ or ▶ to adjust the degree of the setting.
Press **OK**.
- 5 Do one of the following:
 - If you want to customize another colour enhancement, press ▲ or ▼ to choose another option.
 - If you want to change other settings, press ▲ or ▼ to choose **Exit**, and then press **OK**.
- 6 If you do not want to change additional settings, 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.

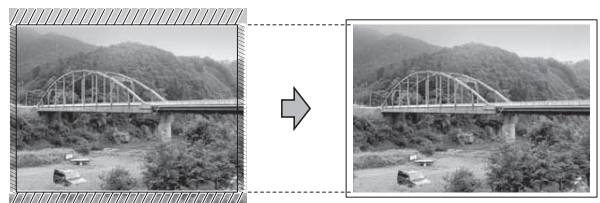
Cropping

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.

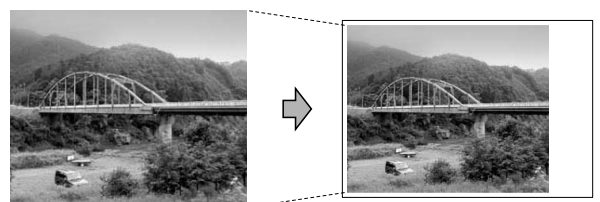
The factory setting is **On**. If you want to print the whole image, turn this setting to **Off**. When you set **Cropping** to **Off**, also set **Borderless** to **Off**. (See *Borderless printing* on page 46.)

- 1 Press ▲ or ▼ to choose **Cropping**.
- 2 Press ◀ or ▶ to choose **Off** (or **On**).
Press **OK**.
- 3 If you do not want to change additional settings, 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 ▲ or ▼ to choose `Borderless`.
- 2 Press ◀ or ▶ to choose `Off (or On)`. Press **OK**.
- 3 If you do not want to change additional settings, 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 ▲ or ▼ to choose `Date Print`.
- 2 Press ◀ or ▶ to choose `On (or Off)`. Press **OK**.
- 3 If you do not want to change additional settings, press **Colour Start** to print.



Note

- The DPOF setting on your camera must be turned off to use the Date Print feature.
 - This function is not available for AVI or MOV movie file formats.
-

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 ▲ or ▼ and ◀ or ▶ to choose your new setting. Press **OK**. Repeat this step for each setting you want to change.
- 2 After changing the last setting, press ▲ or ▼ to choose `Set New Default`. Press **OK**.
- 3 Press **1** to choose `Yes`.
- 4 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.

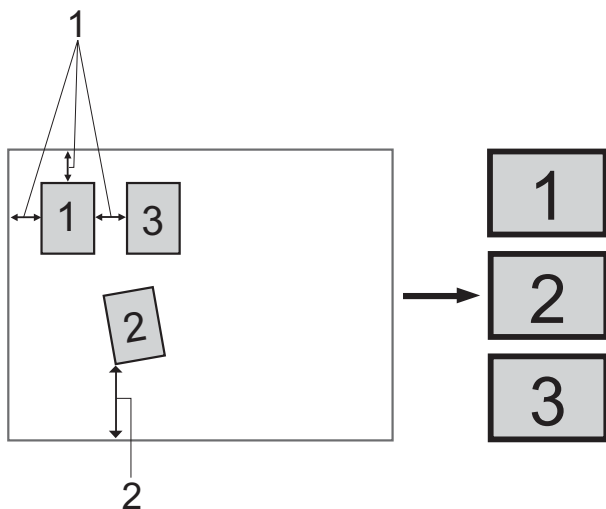
- 1 Press ▲ or ▼ to choose `Factory Reset`. Press **OK**.
- 2 Press **1** to choose `Yes`.
- 3 Press **Stop/Exit**.

Scan to a memory card or USB Flash memory drive

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 is supported by technology from Reallusion, Inc.



- 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 **▲** or **▼** to choose *Scan to Media*. Press **OK**.
- 5 Press **▲** or **▼** to choose *Auto Crop*.
- 6 Press **◀** or **▶** to choose *On*. Press **OK**.
- 7 If you do not want to change additional settings, press **Mono Start** or **Colour Start** to start scanning.
- 8 The number of the scanned documents appears on the LCD. Press **OK**.
- 9 Press **◀** or **▶** to preview each document data.
- 10 Press **OK** to save the data.



Note


- *Auto Crop* is available for documents that have all four corners with right angles of 90 degrees. 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 *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 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 ▲ or ▼ to choose Scan to Media.
Press **OK**.
- 3 Press ▲ or ▼ to choose Set New Default. Press **OK** and 1 to choose Yes.
- 4 Press **Stop/Exit**.

How to reset to factory settings

You can restore all the Scan to Media settings (Quality, File Type and Auto Crop), that you have changed, to the factory settings.

- 1 Press  (**SCAN**).
- 2 Press ▲ or ▼ to choose Scan to Media.
Press **OK**.
- 3 Press ▲ or ▼ to choose Factory Reset. Press **OK** and 1 to choose Yes.
- 4 Press **Stop/Exit**.

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 51.)

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.
- The movie printing function is not supported by PictBridge.

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, 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 50 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.

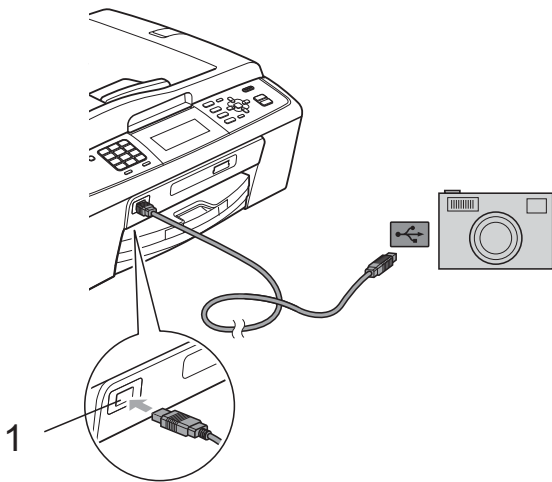
Printing Images



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 49.)



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.

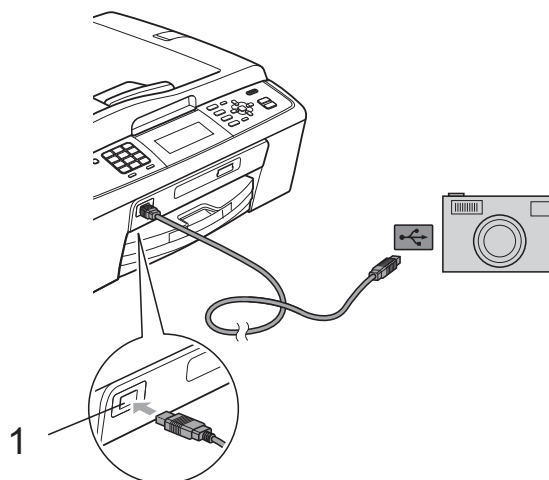
Printing Images



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 37.

! 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

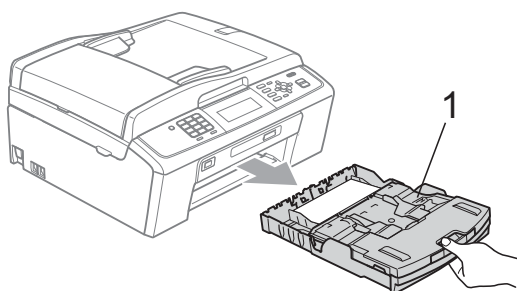
Cleaning the outside of the machine

! IMPORTANT

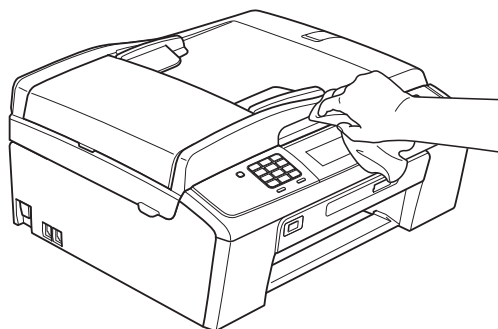
- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.
- DO NOT use cleaning materials that contain ammonia.
- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

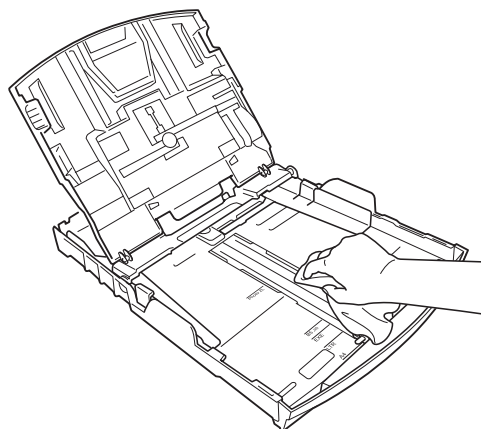
- 1 Pull the paper tray (1) completely out of the machine.



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



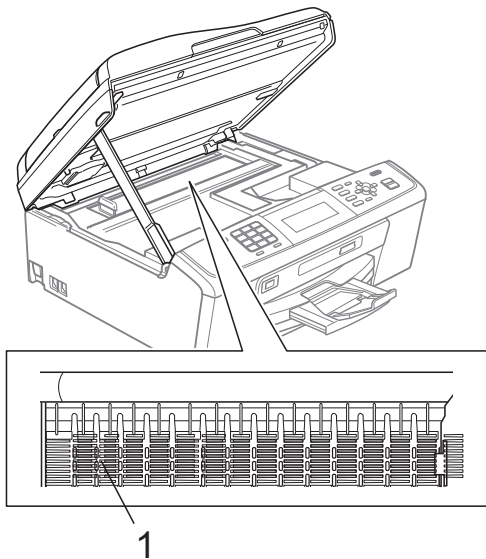
- 5 Close the output paper tray cover and put the output paper tray firmly back in the machine.

Cleaning the machine's printer platen

⚠ CAUTION

Be sure to unplug the machine from the electrical socket before cleaning the printer platen.

- 1 Lift the scanner cover until it locks securely in 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.



Checking the ink volume

Although an ink volume icon appears on the LCD, you can use the **Menu** key to see a large graph showing the ink that is left in each cartridge.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose Ink Management. Press **OK**.
- 3 Press **▲** or **▼** to choose Ink Volume. Press **OK**. The LCD shows the ink volume.
- 4 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*.)

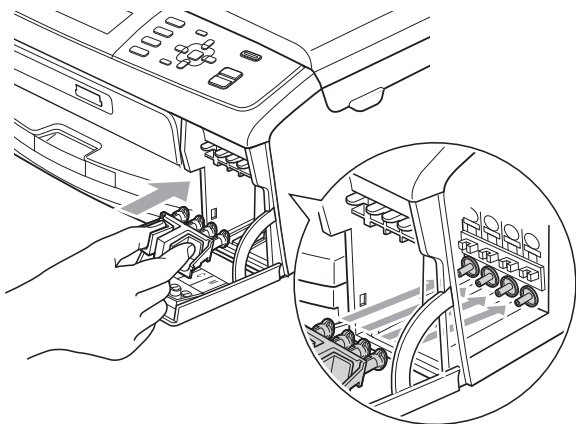
Packing and shipping the machine

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 is not covered by your warranty.

! IMPORTANT

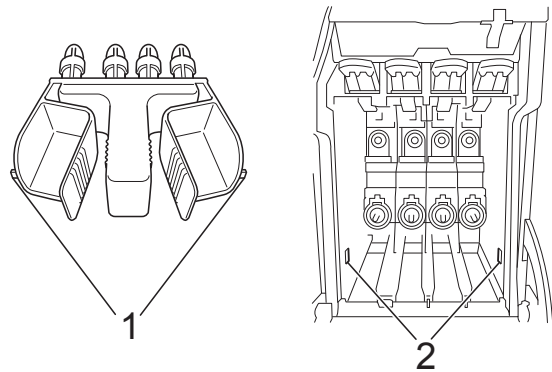
It is important to allow the machine to “park” the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print head.

- 1 Open the ink cartridge cover.
- 2 Remove all four ink cartridges. Press the ink release lever above each cartridge to release it. (See *Replacing the ink cartridges* in appendix A in the *Basic User's Guide*.)
- 3 Install the green protective part and then close the ink cartridge cover.



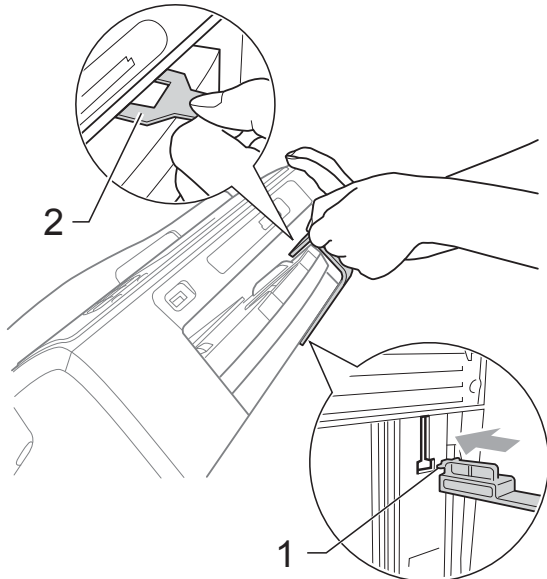
! IMPORTANT

- Make sure that the plastic tabs on both sides of the green protective part (1) have securely clicked into place (2).



- If you are not able to find the green protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the green protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

- 4 Lift the machine from the front and hook the tab of the green protective part into the keyed opening (1) on the bottom of the paper tray. Then latch the protective part over the raised portion of the paper tray (2).

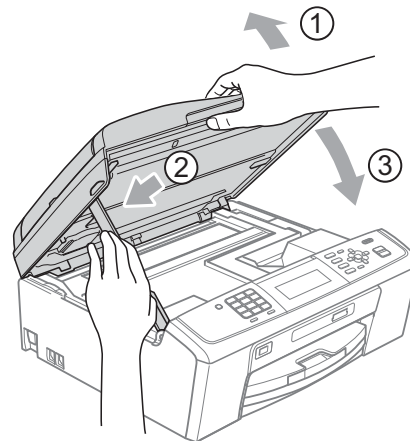


- 5 Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.

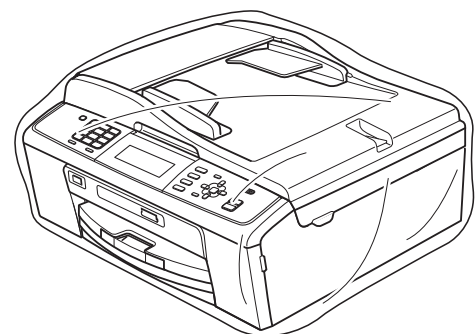
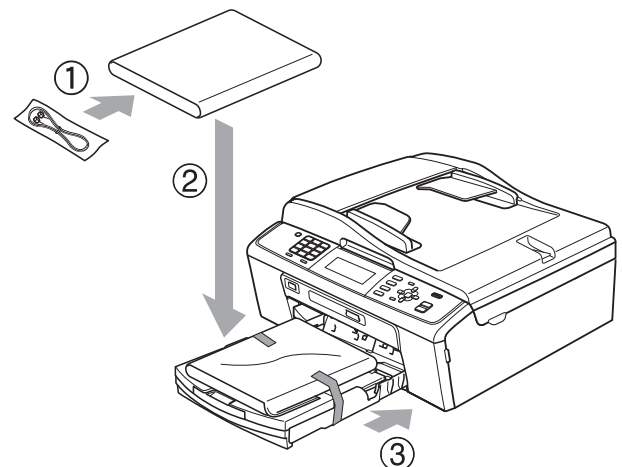
- 6 Unplug the machine from the electrical socket.

- 7 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position. Then unplug the interface cable from the machine, if it is connected.

- 8 Lift the scanner cover (1) to release the lock. Gently push the scanner cover support down (2) and close the scanner cover (3) using both hands.



- 9 Wrap the machine in the bag.



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 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 Speed Dial numbers that are stored 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™ 11SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

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 Speed Dial numbers. Press **Redial/Pause** 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 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 Speed Dial and Group numbers.

Speed Dial

A pre-programmed number for easy dialling. You must press  (**Speed Dial**), 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

A

- Access codes, storing and dialling23
- Apple Macintosh
 - See Software User's Guide.

B

- Broadcasting8
 - setting up Groups for25

C

- Caller ID
 - Caller ID History report28
- Cancelling
 - Fax Forwarding18
 - jobs awaiting redial10
- Cleaning
 - printer platen53
- ControlCenter
 - See Software User's Guide.
- Copy
 - book33
 - density32
 - enlarge/reduce30
 - ink save mode32
 - page layout (N in 1)30
 - quality29
 - return to factory settings35
 - set new default35
 - sort (ADF only)32
 - using ADF32
- Watermark33
 - using a media card34
 - using a paper document34
 - using a template33
 - using a USB Flash memory drive34

D

- Dialling
 - Groups8
- Direct printing
 - from a non-PictBridge camera51
 - from a PictBridge camera49
- Dual Access8

F

- Fax codes
 - changing17
 - Remote Access Code17
- Fax Forwarding
 - changing remotely18, 19
 - programming a number13
- Fax Storage14
 - printing from memory14
 - turning off16
 - turning on14
- Fax, from PC
 - See Software User's Guide.
- Fax, stand-alone
 - receiving
 - Fax Forwarding18
 - into PC14
 - into the memory13
 - out of paper reception13
 - printing from memory14
 - reducing to fit on paper20
 - retrieving from a remote site18, 19
 - sending6
 - Broadcasting8
 - cancelling from memory10
 - contrast6
 - delayed batch transmission10
 - delayed fax10
 - from memory (Dual Access)8
 - manual8
 - overseas10
 - Real Time Transmission9
 - Resolution7
 - return to factory setting7
 - set new default7

G

- Groups for Broadcasting25

I

- Ink cartridges
 - checking ink volume53

L	
<hr/>	
LCD (Liquid Crystal Display)	
Dim Timer	2
Help List	28
M	
<hr/>	
Macintosh	
See Software User's Guide.	
Manual	
transmission	8
Memory Storage	1
Mode, entering	
Timer	3
Movie printing	36
N	
<hr/>	
Network	
Printing	
See Network User's Guide.	
Scanning	
See Software User's Guide.	
P	
<hr/>	
Packing and shipping the machine	54
PaperPort™ 11SE with OCR	
See Software User's Guide. See also Help	
in the PaperPort™ 11SE application.	
PhotoCapture Center™	
Adding Effect	38
Borderless	46
Cropping	45
DPOF printing	42
from PC	
See Software User's Guide.	
Photo Effects	
Auto Correct	38
Enhance Scenery	39
Enhance Skin-Tone	39
Monochrome	40
Remove Red-Eye	40
Sepia	40
Print settings	
Brightness	44
Colour enhancement	44
Contrast	44
Date Print	46
Paper type & size	43, 44
Quality	43
Return to factory setting	46
Set new default	46
Printing	
all photos	38
index	37
photos	37
Scan to Media	
memory card	47
USB Flash memory	47
Scan to USB Flash memory	
auto crop	47
Search by Date	41
Slide-Show	41
Trimming	42
PictBridge	
DPOF Printing	50
Power failure	1
Presto! PageManager	
See Software User's Guide. See also Help	
in the Presto! PageManager application.	
Print	
fax from memory	14
report	28
Printing	
See Software User's Guide.	
Q	
<hr/>	
Quick Dial	
Broadcasting	8
using Groups	8
Group dial	
changing	25
setting up Groups for Broadcasting ...	25
Speed Dial	
setting up from Caller ID history	24
setting up from outgoing calls	24

R

Reducing	
copies	30
incoming faxes	20
Remote Retrieval	17
access code	17
commands	18
getting your faxes	19
Remote Setup	
See Software User's Guide.	
Reports	27
Caller ID	28
Caller ID History Report	28
Fax Journal	28
Journal Period	27
Help List	28
how to print	28
Network Configuration	28
Quick Dial List	28
Transmission Verification	27, 28
User Settings	28
WLAN Report	28
Resolution	
setting for next fax	7

S

Scanning	
See Software User's Guide.	
Shipping the machine	54
Sleep Mode	2
Speed Dial	
storing	24

T

Troubleshooting	
checking ink volume	53
TX Lock	
turning on/off	5

W

Windows®	
See Software User's Guide.	
Wireless Network	
See Quick Setup Guide and Network User's Guide.	

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