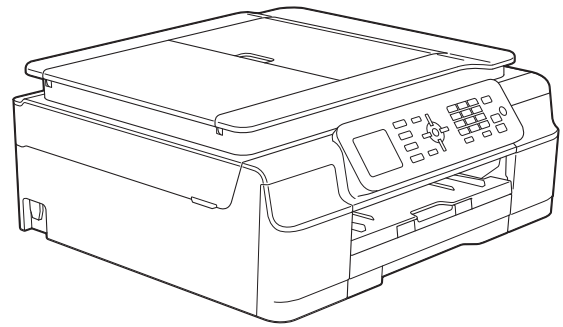# Advanced User's Guide

MFC-J450DW
MFC-J470DW
MFC-J475DW

User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy and Scan 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 / CD-ROM
Software and Network User's Guide	This Guide provides instructions for Scanning, Printing, PC-Fax and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms.	HTML file/CD-ROM
Web Connect Guide	This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services.	PDF file / Brother Solutions Center [1]
AirPrint Guide	This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.	PDF file / Brother Solutions Center [1]
Google Cloud Print Guide	This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet.	PDF file / Brother Solutions Center [1]
Mobile Print/Scan Guide for Brother iPrint&Scan	This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi network.	PDF file / Brother Solutions Center [1]

[1]   Visit us at http://solutions.brother.com/.

Table of Contents

1

General setup

IMPORTANT NOTE

■ Most of the illustrations in this User's Guide show the MFC-J470DW.

Memory Storage

Your menu settings are stored permanently, and, in the event of a power failure, will not be lost. Temporary settings (for example, `Overseas Mode`) will be lost. If you have chosen `Set New Default` for your preferred **FAX** [1] and **COPY** settings, those settings will not be lost. However, you may have to reset the date and time.

[1] MFC models only

Volume Settings (MFC models)

Ring Volume

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

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.

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`. Press **OK**.

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 make a sound when you press a key, make a mistake, or after you send or receive a fax.

You can choose a range of sound 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.
   Press **OK**.

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.
   Press **OK**.

5. Press ▲ or ▼ to choose Low, Med, High or Off.
   Press **OK**.

6. Press **Stop/Exit**.

You can also adjust the speaker volume by pressing **Hook**.

1. Press **Hook**.

2. Press ◁) ◀ or ▶ ◁)).
   Each key press changes the volume to the next setting. This setting will stay until you change it again.

3. Press **Hook**.

Automatic Daylight Saving Time (MFC models)

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 Fall. Make sure you have set the correct date and time in the Date & Time setting.

The factory setting is Off, so you will have to turn on Automatic Daylight Saving Time as follows.

1 Press **Menu**.

2 Press ▲ or ▼ to choose
Initial Setup.
Press **OK**.

3 Press ▲ or ▼ to choose Date & Time.
Press **OK**.

4 Press ▲ or ▼ to choose
Auto Daylight.
Press **OK**.

5 Press ▲ or ▼ to choose On (or Off).
Press **OK**.

6 Press **Stop/Exit**.

Sleep Mode

You can choose how long the machine must be idle (up 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.
Press **OK**.

4 Press ▲ or ▼ to choose 1Min, 2Mins, 3Mins, 5Mins, 10Mins, 30Mins or 60Mins to choose which is the length of time the machine is idle before entering Sleep Mode.
Press **OK**.

5 Press **Stop/Exit**.

LCD screen

Setting the backlight brightness

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

1️⃣ Press **Menu**.

2️⃣ Press ▲ or ▼ to choose General Setup. Press **OK**.

3️⃣ Press ▲ or ▼ to choose LCD Settings. Press **OK**.

4️⃣ Press ▲ or ▼ to choose Backlight. Press **OK**.

5️⃣ Press ▲ or ▼ to choose Light, Med or Dark. Press **OK**.

6️⃣ Press **Stop/Exit**.

Setting the Dim Timer for the backlight

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

1️⃣ Press **Menu**.

2️⃣ Press ▲ or ▼ to choose General Setup. Press **OK**.

3️⃣ Press ▲ or ▼ to choose LCD Settings. Press **OK**.

4️⃣ Press ▲ or ▼ to choose Dim Timer. Press **OK**.

5️⃣ Press ▲ or ▼ to choose 10Secs, 20Secs, 30Secs or Off. Press **OK**.

6️⃣ Press **Stop/Exit**.

Mode Timer (MFC models)

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

1️⃣ Press **Menu**.

2️⃣ Press ▲ or ▼ to choose General Setup. Press **OK**.

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

4️⃣ Press ▲ or ▼ to choose 0Sec, 30Secs, 1Min, 2Mins, 5Mins or Off. Press **OK**.

5️⃣ Press **Stop/Exit**.

2 Security features (MFC models)

TX Lock

TX Lock lets you prevent unauthorized access to the machine.

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

■ Receiving faxes

■ PC-Fax Receive [1]
(If PC-Fax Receive was already On)

[1] While the TX Lock feature is turned on, your machine will receive faxes and store them in its memory. Then, when TX Lock is turned off, the faxes will be sent to your chosen PC.

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

■ Operation from the control panel

■ PC printing

NOTE

If you forget the TX Lock password, call Brother Customer Service. (See Basic User's Guide: *Brother numbers*.)

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

Make a careful note of your password.

a Press **Menu**.

b Press ▲ or ▼ to choose `Fax`.
Press **OK**.

c Press ▲ or ▼ to choose `Miscellaneous`.
Press **OK**.

d Press ▲ or ▼ to choose `TX Lock`.
Press **OK**.

e Enter a four-digit number for the password.
Press **OK**.

f When the LCD shows `Verify:` re-enter the password.
Press **OK**.

g 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 the four-digit number of the
   current password.
   Press **OK**.

7. Enter a four-digit number for the new
   password.
   Press **OK**.

8. When the LCD shows Verify: re-enter
   the new 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 four-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 four-digit password.
   Press **OK**.
   TX Lock is turned off.

NOTE

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

3

Sending a fax (MFC models)

Additional sending options

Sending faxes using multiple settings

When you send a fax, you can choose a combination of settings, such as `Fax Resolution`, `Contrast`, `Glass ScanSize`, and `Real Time TX`.

You can also choose: `Outgoing Call`, `Caller ID hist.`, `Address Book`, `Broadcasting`, `Overseas Mode`, `Set New Default`, and `Factory Reset`.

Some settings are only available when sending black & white faxes.

a Load your document.

b Press [   ] (**FAX**).
The LCD shows:
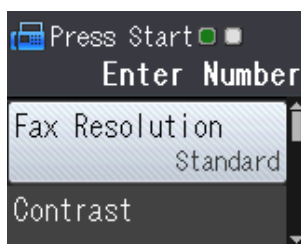
c Press ▲ or ▼ to choose the setting you want to change.
Press **OK**.

d Press ▲ or ▼ to choose an option.
Press **OK**.

e Repeat steps c to d to change additional settings.

f Enter the fax number.

g Press **Black Start** or **Color Start**.

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 making them the default settings. These settings will stay until you change them again. (See *Setting your changes as the new default* on page 9.)

Stop faxing

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

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents, the factory setting `Auto` can be used. `Auto` chooses the suitable contrast for your document.
Choose `Light` when sending a light document. Choose `Dark` when sending a dark document.

a Load your document.

b Press [   ] (**FAX**).

c Press ▲ or ▼ to choose `Contrast`.
Press **OK**.

d Press ▲ or ▼ to choose `Auto`, `Light` or `Dark`.
Press **OK**.

e Enter the fax number.

f Press **Black Start** or **Color Start**.

NOTE

Even if you choose `Light` or `Dark`, the machine will send the fax using the `Auto` setting in either of the following conditions:

- When you send a color 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. Load your document.

2. Press ⬚ (**FAX**).

3. Press ▲ or ▼ to choose Fax Resolution.
Press **OK**.

4. Press ▲ or ▼ to choose the resolution you want.
Press **OK**.

5. Enter the fax number.

6. Press **Black Start** or **Color Start**.

NOTE

You can choose four different resolution settings for black & white faxes and two for color faxes.

Black & White	
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 gray or is a photograph. Photo has the slowest transmission.

Color	
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 **Color Start** key to send a fax, the machine will send the fax using the Fine setting.

Setting your changes as the new default

You can store the fax options you use frequently for Fax Resolution, Contrast, Glass ScanSize and Real Time TX by saving them as the default settings. These settings will stay until you change them again.

1. Press ▣ (**FAX**).

2. Press ▲ or ▼ to choose the setting you want to change, and press **OK**. Then press ▲ or ▼ to choose your new option. 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 fax options to the factory settings

You can restore all the fax options you have changed back to the factory settings. These settings will stay until you change them again.

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 dialing, ringing and fax-receiving tones while sending a fax.

NOTE
To send a multi-page fax, use the ADF.

1. Load your document.

2. Press ▣ (**FAX**).

3. To listen for a dial tone, press **Hook**.

4. Dial the fax number.

5. When you hear the fax tones, press **Black Start** or **Color Start**.
   If you are using the scanner glass, press **1** to send the fax.

Sending a fax at the end of a conversation

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

1. Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.

2. Load your document.

3. Press ▣ (**FAX**).

4. Press **Black Start** or **Color Start**.
   ■ If you are using the scanner glass, press **1** to send a fax.

5. Replace the handset of the external phone.

3

Chapter 3

Dual Access (Black & White 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.

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 **Black Start** to send the pages scanned so far.

Broadcasting (Black & White only)

Broadcasting is automatically sending the same fax message to more than one fax number. You can include Groups, Speed Dial numbers, and up to 50 manually dialed numbers in the same broadcast.

After the broadcast is finished, a Broadcast Report will be printed.

Before you begin the broadcast

Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See Basic User's Guide: *Storing Speed Dial numbers*.)

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored Speed Dial numbers for easier dialing. (See *Setting up Groups for Broadcasting* on page 24.)

How to broadcast a fax

1. Load your document.

2. Press (**FAX**).

3. Press ▲ or ▼ to choose `Advanced Settings`. Press **OK**.

4. Press ▲ or ▼ to choose `Broadcasting`. Press **OK**.

5. You can add numbers to the broadcast in the following ways:

   ■ Press ▲ or ▼ to choose `Add Number` and press **OK**. Enter a number using the dial pad.

   Press **OK**.

   ■ Press ▲ or ▼ to choose `Address Book` and press **OK**.

   Press ▲ or ▼ to choose `Alphabetical Order` or `Numerical Order` and press **OK**. Press ▲ or ▼ to select a number and press **OK**.

6. After you have entered all the fax numbers by repeating step 5, press ▲ or ▼ to choose `Complete`. Press **OK**.

g Press **Black Start**.

Faxing from the ADF

■ The machine starts scanning and sending the document.

Faxing from the scanner glass

When the LCD asks you `Next Page?`, do one of the following:

■ To send a single page, press **2** (or press **Black Start** again).

The machine starts sending the document.

■ To send more than one page, press **1** and place the next page on the scanner glass.

Press **OK**.

The machine starts scanning the page. (Repeat this step for each page.)

After all the pages have been scanned, press **2** or **Black Start** to start.

NOTE

• If you did not use up any of the numbers for Groups, you can broadcast faxes to as many as 90 different numbers.

• The machine's available memory will vary depending on the types of jobs in the memory and the numbers used for broadcasting. If you broadcast to the maximum number available, you will not be able to use Dual Access.

• If the `Out of Memory` message appears, press **Stop/Exit** to cancel or **Black Start** to send the pages scanned so far.

Canceling a Broadcast in progress

a Press **Menu**.

b Press ▲ or ▼ to choose `Fax`.
Press **OK**.

c Press ▲ or ▼ to choose `Remaining Jobs`.
Press **OK**.
The LCD will show the fax number being dialed and the Broadcasting job number.

d Press **OK**.
The LCD will ask you the following question:
`Cancel Job?`
`Yes → Press 1`
`No → Press 2`

e Press **1** to cancel the fax number being dialed.
The LCD will then show the Broadcasting job number.

f Press **OK**.
The LCD will ask you the following question:
`Cancel Job?`
`Yes → Press 1`
`No → Press 2`

g To cancel the broadcast, press **1**.

h Press **Stop/Exit**.

3

Real Time Transmission

When you are sending a fax, the machine will scan the document into the memory before sending it. Then, as soon as the telephone line is free, the machine will start dialing and sending.

Sometimes, you may want to send an important document immediately, without waiting for the machine to scan it into memory. You can do this by turning on Real Time TX.

a Load your document.

b Press ⬛ (**FAX**).

c Press ▲ or ▼ to choose
Advanced Settings.
Press **OK**.

d Press ▲ or ▼ to choose Real Time TX.
Press **OK**.

e Press ▲ or ▼ to choose On (or Off).
Press **OK**.

f Press **Clear** so you can continue sending your fax.

g Enter the fax number.

h Press **Black Start** or **Color Start**.

NOTE
• If you are sending a color fax or 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).

• In Real Time Transmission, the automatic redial feature does not work when you are 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 Overseas Mode. After you send a fax using this feature, the feature will turn itself off.

a Load your document.

b Press ⬛ (**FAX**).

c Press ▲ or ▼ to choose
Advanced Settings.
Press **OK**.

d Press ▲ or ▼ to choose
Overseas Mode.
Press **OK**.

e Press ▲ or ▼ to choose On (or Off).
Press **OK**.

f Press **Clear** so you can continue sending your fax.

g Enter the fax number.

h Press **Black Start** or **Color Start**.

Checking and canceling waiting jobs

You can check which jobs are still waiting in the memory to be sent and cancel a job.
(If there are no jobs, the LCD shows No Jobs Waiting.)

1️⃣ Press **Menu**.

2️⃣ Press ▲ or ▼ to choose Fax.
Press **OK**.

3️⃣ Press ▲ or ▼ to choose
Remaining Jobs.
Press **OK**.
Any waiting jobs appear on the LCD.

4️⃣ Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel.
Press **OK**.

5️⃣ Do one of the following:

■ To cancel, press **1** to choose Yes.

If you want to cancel another job go to step 4️⃣.

■ To exit without canceling, press **2** to choose No.

6️⃣ Repeat steps 4️⃣ and 5️⃣ for each job you want to cancel.

7️⃣ When you are finished, press **Stop/Exit**.

4 Receiving a fax (MFC models)

Memory Receive (Black & White only)

Memory Receive lets you receive faxes while you are away from the machine.

You can only use one Memory Receive operation at a time:

- 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.)

Printing a fax from the memory

If you have chosen PC-Fax Receive, your machine will receive and store your faxes in its memory when your PC is turned off. To print faxes from the memory, follow the instructions below.

a Press **Menu**.

b Press ▲ or ▼ to choose `Fax`.
Press **OK**.

c Press ▲ or ▼ to choose `Print Fax`.
Press **OK**.

d Press **Black Start**.

e Press **Stop/Exit**.

NOTE

When you print a fax from the memory, the fax data will be erased.

PC-Fax Receive (Windows®)

If you turn on the PC-Fax Receive feature, your machine will store received faxes in the memory and send them to your PC. 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.

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

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. For more information, see Software and Network User's Guide: *Run Brother's PC-FAX Receiving Software on Your Computer (Windows®)*.

If you choose `Backup Print:On`, the machine will also print the fax.

a Press **Menu**.

b Press ▲ or ▼ to choose `Fax`.
Press **OK**.

c Press ▲ or ▼ to choose `Setup Receive`.
Press **OK**.

d Press ▲ or ▼ to choose `Memory Receive`.
Press **OK**.

e Press ▲ or ▼ to choose `PC Fax Receive`.
Press **OK**.

f The LCD shows the message `Run PC-Fax on your computer`.
Press **OK**.

g Press ▲ or ▼ to choose `<USB>` or the name of the PC you want to receive faxes if you are on a network. Press **OK**.

h Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off`. Press **OK**.

i Press **Stop/Exit**.

NOTE

• PC-Fax Receive is not supported by 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 more information, see Software and Network User's Guide: *Receive Faxes Using Brother's PC-FAX Receive Software (Windows®)*.

• If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your PC. (See Basic User's Guide: *Transferring your faxes or Fax Journal report*.)

• When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to your PC.

Changing the destination PC

To change the destination PC, see *PC-Fax Receive (Windows®)* on page 14 and repeat steps ❶ to ❾.

Turning off Memory Receive operations

a Press **Menu**.

b Press ▲ or ▼ to choose `Fax`. Press **OK**.

c Press ▲ or ▼ to choose `Setup Receive`. Press **OK**.

d Press ▲ or ▼ to choose `Memory Receive`. Press **OK**.

e Press ▲ or ▼ to choose `Off`. Press **OK**.

f Press **Stop/Exit**.

NOTE

The LCD will show you more options if there are still received faxes in the machine's memory. (See *Changing Memory Receive operations* on page 16.)

4

Changing Memory Receive operations

If received faxes are in your machine's memory when you change the Memory Receive operations, the LCD will ask you one of the following questions:

If all the received faxes have already been printed

■ Erase All Fax?

- If you press **1** (Yes), faxes in the memory will be erased before the setting changes.

- If you press **2** (No), faxes in the memory will not be erased and the setting will be unchanged.

If unprinted faxes are in the memory

■ Print All Fax?

- If you press **1** (Yes), faxes in the memory will be printed before the setting changes. If a backup copy has already been printed, it will not be printed again.

- If you press **2** (No), faxes in the memory will not be printed and the setting will be unchanged.

The LCD will ask you the following question:

■ Send Fax to PC?

- If you press **1** (Yes), faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (For more information, see *PC-Fax Receive (Windows®)* on page 14.)

- If you press **2** (No), faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Additional receiving operations

Receiving faxes into memory when paper tray is empty

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 Basic User's Guide: *Loading paper and other print media*.)

If you don't put paper in the paper tray, the machine will continue receiving the fax. The remaining pages will be stored in the memory, if enough memory is available.

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

Printing a reduced incoming fax

If you choose On, the machine reduces each page of an incoming fax to fit on one sheet of Letter, Legal or A4 size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting.

(See Basic User's Guide: *Paper Size*.)

a Press **Menu**.

b Press ▲ or ▼ to choose Fax.
Press **OK**.

c Press ▲ or ▼ to choose
Setup Receive.
Press **OK**.

d Press ▲ or ▼ to choose
Auto Reduction.
Press **OK**.

e Press ▲ or ▼ to choose On (or Off).
Press **OK**.

f Press **Stop/Exit**.

Receiving a fax at the end of a conversation

At the end of a conversation, you can ask the other party to fax you information before you both hang up. Make sure the ADF is empty.

1 Ask the other party to place the document in their machine and to press the Start or Send key.

2 When you hear the other machine's CNG tones (slowly repeating beeps), press **Black Start** or **Color Start**.

3 Press **2** to choose `Receive` to receive the fax.

4 Replace the handset of the external telephone.

4

5 Dialing and storing numbers (MFC models)

Voice operations

You can use your external telephone to dial voice calls.

Tone or Pulse (Canada only)

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

1 Press **Hook**.

2 Press **#** on the machine's control panel. Any digits dialed after this will send tone signals.

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

Fax/Tel mode

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

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

If you are at the machine, lift the external telephone's handset, and then press **Hook** to answer.

Caller ID

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

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 the Address Book, or delete from the history. (See *Caller ID history* on page 21.)

- You can see the number (or name).
- The `# Unavailable` message means the call originated outside your Caller ID service area.
- The `Private Call` message means the caller has intentionally blocked transmission of Caller ID information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* on page 27.)

NOTE
- This feature may not be available in certain areas of the USA and Canada.
- 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 up your area code (USA only)

When returning calls from the Caller ID history, your machine will dial "1" plus the area code for all calls. If your local dialing plan requires that "1" not be dialed for calls within your area code, enter your area code in this setting. With the area code setting, calls returned from the Caller ID history to numbers *within* your area code will be dialed using 10 digits (area code + seven-digit number). If your dialing plan does not follow the standard 1 + area code + seven-digit number dialing system for calling *outside* your area code, you may experience problems automatically returning calls from the Caller ID history. If this is not the procedure followed by your dialing plan, you will not be able to automatically return calls.

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.
   Press **OK**.

5. Use the dial pad to enter your area code.
   Press **OK**.

6. Press **Stop/Exit**.

Special line considerations

Roll-over telephone lines

A roll-over telephone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or "rolled over" to the next available telephone line in a preset order.

Your machine can work in a roll-over system as long as it is the last number in the sequence so the call cannot roll away. Do not put the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call will be sent to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**

Two-line telephone system

A two-line telephone system is simply two separate telephone numbers on the same wall outlet. The two telephone numbers can be on separate jacks (RJ11) or mixed into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green and yellow). To test the type of jack, plug in a two-line telephone and see if it can access both lines. If it can, you must separate the line for your machine.

5

Converting telephone wall outlets

There are three ways to convert to an RJ11 jack. The first two ways may require help from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the telephone numbers to it.

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triplex adapter.

Triplex Adapter
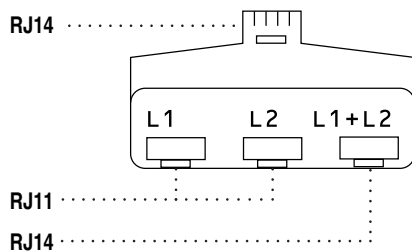
Installing machine, external two-line TAD and two-line telephone

When you are installing an external two-line telephone answering device (TAD) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the machine on Line 2, which is explained in the following steps. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords: the one that came with your machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

1 Put the two-line TAD and the two-line telephone next to your machine.

2 Plug one end of the telephone line cord for your machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack inside the machine.

3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack inside the machine.
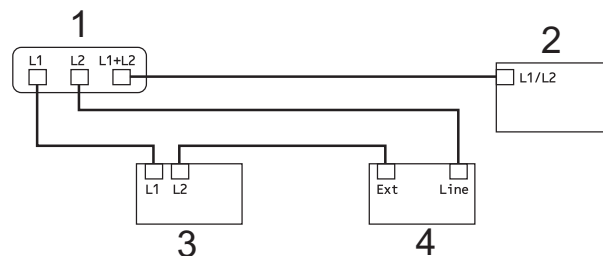
1 Triplex Adapter
2 Two-Line Telephone
3 External Two-Line TAD
4 Machine

Your additional two-line telephones on other wall outlets do not require adapters. There are two ways to add a two-line telephone to the machine's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

Additional dialing 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 the Address Book, or delete from the history.

a Press **Redial/Pause**.
You can also choose Outgoing Call by pressing 📠 (**FAX**).

b Press ▲ or ▼ to choose the number you want.
Press **OK**.

c Do one of the following:

■ To send a fax, press ▲ or ▼ to choose Send a fax.

Press **OK**.

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

■ If you want to store the number, press ▲ or ▼ to choose Add to AddressBook.

Press **OK**.

(See *Storing Speed Dial numbers from the Outgoing Call history* on page 23.)

■ If you want to delete the number from the Outgoing Call history list, press ▲ or ▼ to choose Delete.

Press **OK**.

Press **1** to confirm.

d Press **Stop/Exit**.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID* on page 18.)

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 the Address Book, 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, Caller ID history only allows you to view and delete the dates of calls.

a Press **Redial/Pause** and press *.
You can also choose Caller ID hist. by pressing 📠 (**FAX**).

b Press ▲ or ▼ to choose the number you want.
Press **OK**.

c Do one of the following:

■ To send a fax, press ▲ or ▼ to choose Send a fax.
Press **OK**.
Press **Black Start** or **Color Start**.

■ If you want to store the number, press ▲ or ▼ to choose Add to AddressBook.
Press **OK**.
(See *Storing Speed Dial numbers from the Caller ID history* on page 23.)

■ If you want to delete the number from the Caller ID history list, press ▲ or ▼ to choose Delete.
Press **OK**.
Press **1** to confirm.

d Press **Stop/Exit**.

5

NOTE

- (USA only) If you redial from the Caller ID history outside your area code, you must set up your area code in advance. (See *Setting up your area code (USA only)* on page 19.)

- You can print the Caller ID history List. (See *How to print a report* on page 27.)

Dialing access codes and credit card numbers

Sometimes, you may want to choose from several long-distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as Speed Dial numbers. (See Basic User's Guide: *Storing Speed Dial numbers*.)

You can store these long dialing sequences by dividing them and setting them up as separate Speed Dial numbers in any combination.

You can even include manual dialing using the dial pad.

For example, you might have stored '555' on Address Book: 03 and '7000' on Address Book: 02. You can use them both to dial '555-7000' as shown in the following example:

1 Press ▯▲ (Address Book).

2 Press ▲ or ▼ to choose Search. Press **OK**.

3 Enter **03**.

4 Press ▲ or ▼ to choose Address Book. Press **OK**.

5 Press ▲ or ▼ to choose Search. Press **OK**.

6 Enter **02**.

7 Press **Black Start** or **Color Start**. You will dial '555-7000'.

To temporarily change a number, you can use the dial pad to manually substitute part of the number. For example, to change the number to 555-7001, you could enter the number (03: 555) using ▯▲ (Address Book), 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 dialing sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 3.5-second delay. You can press **Redial/Pause** as many times as needed to increase the length of the pause.

Additional ways to store numbers

Storing Speed Dial numbers from the Outgoing Call history

You can also store Speed Dial numbers from the Outgoing Call history.

a Press **Redial/Pause**.
You can also choose Outgoing Call by pressing 🔲 (**FAX**).

b Press ▲ or ▼ to choose the number you want to store.
Press **OK**.

c Press ▲ or ▼ to choose Add to AddressBook.
Press **OK**.

d Press ▲ or ▼ to choose the two-digit Speed Dial location where you want to store the number.
Press **OK**.

e Do one of the following:

■ Enter the name (up to 16 characters) using the dial pad.

Press **OK**.

(For help entering letters, see Basic User's Guide: *Entering Text*.)

■ To store the number without a name, press **OK**.

f Press **OK** to confirm the fax or telephone number.

g Press ▲ or ▼ to choose Complete.
Press **OK**.

h 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* on page 18.)

a Press **Redial/Pause** and press ∗.
You can also choose
Caller ID hist. by pressing
🔲 (**FAX**).

b Press ▲ or ▼ to choose the name or number you want to store.
Press **OK**.

c Press ▲ or ▼ to choose
Add to AddressBook.
Press **OK**.

d Press ▲ or ▼ to choose the two-digit Speed Dial location where you want to store the number.
Press **OK**.

e Do one of the following:

■ If you want to store the displayed name, press **OK**.

■ Enter the name (up to 16 characters) using the dial pad.

Press **OK**.

(For help entering letters, see Basic User's Guide: *Entering Text*.)

■ To store the number without a name, press **OK**.

f Press **OK** to confirm the fax or telephone number.

g Press ▲ or ▼ to choose Complete.
Press **OK**.

h Press **Stop/Exit**.

5

Setting up Groups for Broadcasting

A Group, which is stored in a Speed Dial location, allows you to send the same fax message to many fax numbers by pressing ▯ (Address Book), Search, **OK**, the two-digit location and **Black Start**.

(See *Broadcasting (Black & White only)* on page 10.)

First, you'll need to store each fax number in a Speed Dial location. (See Basic User's Guide: *Storing Speed Dial numbers*.) 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 39 numbers to a large Group.

① Press ▯ (Address Book).

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 where you want to store the Group. Press **OK**.

⑤ If you want to change the Group name, press ▲ or ▼ to choose Change Group Name and press **OK**. Then enter the new Group name and press **OK**.

⑥ Press ▲ or ▼ to choose Add Number. Press **OK**.

⑦ To add numbers to the Group, press ▲ or ▼ to choose Alphabetical Order or Numerical Order and press **OK**. Press ▲ or ▼ to select a number and press **OK**.

⑧ Do one of the following:
   ■ To add another number to the Group, repeat steps ⑥ to ⑦.
   ■ If you are finished adding numbers to the Group, press ▲ or ▼ to choose Complete.
   Press **OK**.

⑨ Do one of the following:
   ■ To store another Group for broadcasting, repeat steps ③ to ⑧.
   ■ To finish storing Groups for broadcasting, press **Stop/Exit**.

NOTE

You can print a list of all the Speed Dial numbers. (See *Reports* on page 27.)

Changing a Group name

① Press ▯ (Address Book).

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.

e Enter the new name (up to 16 characters) using the dial pad. (For help entering letters, see Basic User's Guide: *Entering Text*.) Press **OK**. (For example, type NEW CLIENTS.)

f Press ▲ or ▼ to choose Complete. Press **OK**.

g Press **Stop/Exit**.

Deleting a Group

a Press ▢ (Address Book).

b Press ▲ or ▼ to choose Setup Groups. Press **OK**.

c Press ▲ or ▼ to choose the Group you want to delete. Press **OK**.

d Press ▲ or ▼ to choose Delete. Press **OK**. Press **1** to confirm.

e Press **Stop/Exit**.

Adding a number to a Group

a Press ▢ (Address Book).

b Press ▲ or ▼ to choose Setup Groups. Press **OK**.

c Press ▲ or ▼ to choose the Group you want to change. Press **OK**.

d Press ▲ or ▼ to choose the Add Number. Press **OK**.

e Press ▲ or ▼ to choose Alphabetical Order or Numerical Order. Press **OK**.

f Press ▲ or ▼ to choose the number you want to add. Press **OK**.

g Repeat steps **d** to **f** to add another number in a group, and then press ▲ or ▼ to choose Complete. Press **OK**.

h Press **Stop/Exit**.

Deleting a number from a Group

a Press ▢ (Address Book).

b Press ▲ or ▼ to choose Setup Groups. Press **OK**.

c Press ▲ or ▼ to choose the Group you want to change. Press **OK**.

d Press ▲ or ▼ to choose the number you want to delete. Press **OK**. Press **1** to confirm.

e Press ▲ or ▼ to choose Complete. Press **OK**.

f Press **Stop/Exit**.

5

6 Printing reports

Fax reports (MFC models)

Press **Menu** keys to set up the Transmission Verification Report and the Journal Period.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. (See Basic User's Guide: *Transmission Verification Report*.)

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 27. The factory setting is `Every 50 Faxes`.

a Press **Menu**.

b Press ▲ or ▼ to choose `Fax`.
Press **OK**.

c Press ▲ or ▼ to choose `Report Setting`.
Press **OK**.

d Press ▲ or ▼ to choose `Journal Period`.
Press **OK**.

e Press ▲ or ▼ to choose an interval.
Press **OK**.
If you choose `Every 50 Faxes`, go to step h.

■ 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 becomes full with 200 jobs before the time you chose has passed, the machine will print the Fax Journal report 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 Fax Journal report when the machine has stored 50 jobs.

f To enter the time to start printing, do one of the following:

■ If you have set `12h Clock` in the `Date & Time` setting, enter the time (in 12-hour format) using the dial pad, and then choose `AM` or `PM`.

Press **OK**.

■ If you have set `24h Clock` in the `Date & Time` setting, enter the time (in 24-hour format) using the dial pad.

Press **OK**.

(For example: enter 19:45 for 7:45 PM.)

g If you chose `Every 7 Days` in step e, press ▲ or ▼ to display the days of the week. Then choose the day you want to be the first day of the 7-day countdown. Press **OK**.

h Press **Stop/Exit**.

Reports

The following reports are available:

■ Transmission
(MFC models)

Prints a Transmission Verification Report for your last transmission.

■ Address Book
(MFC models)

Prints a list of names and numbers stored in the Address Book memory, in alphabetical or numerical order.

■ Fax Journal
(MFC models)

Prints a list of information about the last incoming and outgoing faxes.
(TX: Transmit.) (RX: Receive.)

■ User Settings

Prints a list of your settings.

■ Network Config

Prints a list of your Network settings.

■ WLAN Report

Prints the result of the WLAN connection.

■ Caller ID hist.
(MFC models)

Prints a list of the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

a Press **Menu**.

b Press ▲ or ▼ to choose
Print Reports.
Press **OK**.

c Press ▲ or ▼ to choose the report you want to print.
Press **OK**.

d (Address Book Only) Press ▲ or ▼ to choose Alphabetical Order or Numerical Order.
Press **OK**.

e Press **Black Start**.

f Press **Stop/Exit**.

7 Making copies

Copy options

You can change the copy settings for the next copy.

These settings are temporary. The machine returns to its default settings one minute after copying.

Press **COPY** [1] and then press ▲ or ▼ to scroll through the copy settings. When the setting you want is highlighted, press **OK**.

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

[1]   MFC models only

NOTE

You can save some of the settings you use most often by setting them as the default settings. These settings will stay until you change them again. (See *Setting your changes as the new default* on page 35.)

Stop copying

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

Improving copy quality

You can choose the copy quality. The factory setting is `Normal`.

NOTE

If you choose `Fast` [1] or `Normal`, you can only choose `Plain Paper` in `Paper Type`.

[1]   MFC models only

■ `Fast` (MFC models)

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 printouts. 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 Load your document.

2 (MFC models)
Press [COPY] (**COPY**).

3 Enter the number of copies you want.

4 Press ▲ or ▼ to choose `Quality`.
Press **OK**.

5 Press ▲ or ▼ to choose `Fast` [1], `Normal` or `Best`.
Press **OK**.

[1]   MFC models only

6 If you do not want to change additional settings, press **Black Start** or **Color Start**.

Enlarging or reducing copies

You can choose an enlargement or reduction ratio. If you choose `Fit to Page`, your machine will adjust to the size you set in `Paper Size`.

a Load your document.

b (MFC models)
Press ▣ (**COPY**).

c Enter the number of copies you want.

d Press ▲ or ▼ to choose `Enlarge/Reduce`.
Press **OK**.

e Press ▲ or ▼ to choose the available options, and then press the option you want to change.
Press **OK**.

f 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`, press **OK**. Go to step g.

`198% 4"x6"→A4`
`186% 4"x6"→LTR`
`104% EXE→LTR`
`100%`
`97% LTR→A4`
`93% A4→LTR`
`85% LTR→EXE`
`83% LGL→A4` (MFC models)
`78% LGL→LTR`
`46% LTR→4"x6"`
`Fit to Page`
`Custom(25-400%)`

g If you do not want to change additional settings, press **Black Start** or **Color Start**.

NOTE

• `Page Layout` is not available with `Enlarge/Reduce`.

• `Page Layout`, `2-sided Copy` [1], `Sort` and `Remove Background` 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 corner, with the document face down on the scanner glass.

• `Fit to Page` is not available when using the ADF [1].

• `Fit to Page` is not available for Legal size documents.

[1] MFC models only

7

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.

NOTE
- `Sort`, `Enlarge/Reduce` and `Remove Background` are not available with `Page Layout`.

- `2-sided Copy`[1] is not available with Poster copy.

[1] MFC models only

a Load your document.

b (MFC models)
Press ▣ (**COPY**).

c Enter the number of copies you want.[1]

[1] You can only make one copy at a time when you are using `Poster` layout.

d Press ▲ or ▼ to choose `Page Layout`. Press **OK**.

e Press ▲ or ▼ to choose `Off(1in1)`, `2in1(P)`, `2in1(L)`, `4in1(P)`, `4in1(L)`, `Poster (2x1)`, `Poster (2x2)`, `Poster (3x3)` or `2in1(ID)`[1].
Press **OK**.

[1] For information about 2 in 1 (ID), see *2 in 1 ID copy (Page Layout)* on page 32.

f If you do not want to change additional settings, press **Black Start** or **Color Start** to scan the page.

If you placed the document in the ADF[1] or are making a poster, the machine scans the pages and starts printing.

[1] MFC models only

If you are using the scanner glass, go to step g.

g After the machine has scanned the page, press **1** to scan the next page.

h Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps g and h for each page of the layout.

i After all the pages have been scanned, press **2** to finish.

NOTE
- Make sure the paper size is set to Letter, A4 or Executive.

- Poster copy is not available for Executive size paper.

- You can only make one color copy at a time.

- You can only make one Poster copy at a time.

- Poster copy is not available when using transparencies.

- `(P)` means Portrait and `(L)` means Landscape.

Place the document face down in the direction shown below:

■ **2in1(P)**

■ **2in1(L)**

■ **4in1(P)**

■ **4in1(L)**
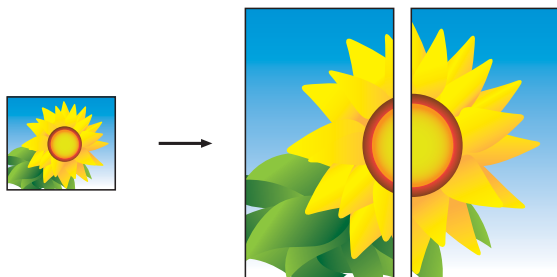
■ **Poster(2x1)**

■ **Poster(2x2)**
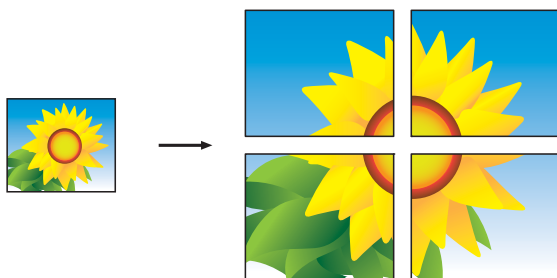
■ **Poster(3x3)**
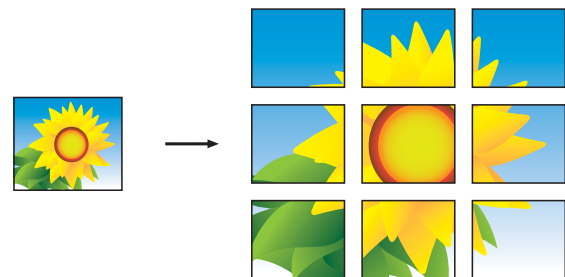
NOTE

The poster copies have overlapping portions so that you can easily paste them together.

7

2 in 1 ID copy (Page Layout)

You can copy both sides of your identification card onto one page, keeping the original card size. Make sure the paper size is set to Letter or A4.

NOTE

You can copy an identification card to the extent permitted under applicable laws. (See Product Safety Guide: *Legal limitations for copying*.)

1 Place your identification card *face down* near the left corner of the scanner glass as shown in the illustration.
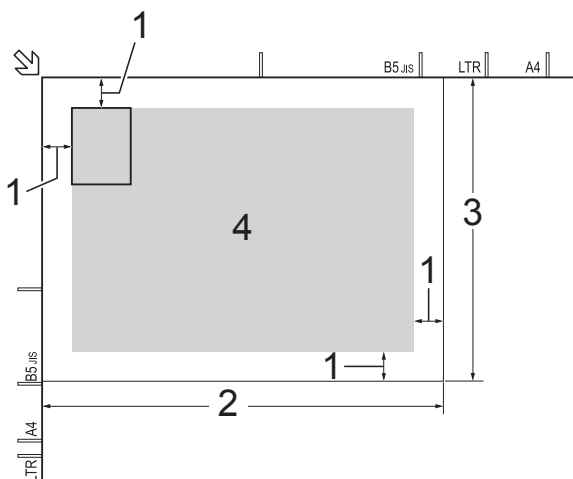
1 0.12 in. (3 mm) or greater (top, left)

2 8.5 in. (216 mm)

3 5.5 in. (140 mm)

4 scannable area

2 (MFC models)
Press ☐ (**COPY**).

3 Enter the number of copies you want.

4 Press ▲ or ▼ to choose Page Layout. Press **OK**.

5 Press ▲ or ▼ to choose 2in1(ID). Press **OK**.

6 Press **Black Start** or **Color Start**. The machine starts scanning one side of the identification card.

7 After the machine has scanned one side, press **1**. Turn over the identification card and press **OK** to scan the other side.

NOTE

- Sort, 2-sided Copy [1], Enlarge/Reduce and Remove Background are not available with 2in1(ID).

- You can only make one color copy at a time.

[1] MFC models only

Sorting copies

You can sort multiple copies. Pages will be stacked in the order 123, 123, 123, and so on.

We recommend you load single-sided documents in the ADF [1] for sorting copies. For 2-sided documents and books, use the scanner glass.

[1] MFC models only

1 Load your document.

2 (MFC models)
Press ☐ (**COPY**).

3 Enter the number of copies you want.

4 Press ▲ or ▼ to choose Stack/Sort. Press **OK**.

5 Press ▲ or ▼ to choose Sort. Press **OK**.

f If you do not want to change additional settings, press **Black Start** or **Color Start**.

If you placed the document in the ADF [1], the machine scans the document and starts printing.

[1] MFC models only

If you are using the scanner glass, go to step g**.**

g After the machine scans the page, press **1** to scan the next page.

h Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps g and h until all the pages have been scanned.

i Press **2** to finish scanning. The machine starts printing.

NOTE

`Fit to Page` and `Page Layout` are not available with `Sort`.

Adjusting Density

You can adjust the copy density to make copies darker or lighter.

a Load your document.

b (MFC models)
Press ⬛ (**COPY**).

c Enter the number of copies you want.

d Press ▲ or ▼ to choose `Density`. Press **OK**.

e Press ▶ to make the copy darker or press ◀ to make the copy lighter. Press **OK**.

f If you do not want to change additional settings, press **Black Start** or **Color Start**.

Remove Background Color

Remove Background Color removes the background color of the document when copying. This may make the copy more readable and it will save some ink.

NOTE

This function is for use only when making color copies. The background color is automatically removed for all black & white copies.

a Load your document.

b (MFC models)
Press ⬛ (**COPY**).

c Enter the number of copies you want.

d Press ▲ or ▼ to choose `Advanced Settings`. Press **OK**.

e Press ▲ or ▼ to choose `Remove Background`. Press **OK**.

f Press ▲ or ▼ to choose `Low`, `Medium` or `High`. Press **OK**.

g Press **Color Start**.

NOTE

`Fit to Page` and `Page Layout` are not available with `Remove Background`.

7

2-sided copying (MFC models)

You can reduce the amount of paper used for copies by copying on both sides of the paper.

We recommend you load single-sided documents in the ADF for 2-sided copying. For 2-sided documents and books, use the scanner glass.

(Long edge flip)

Portrait
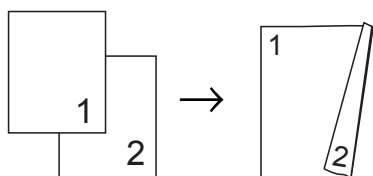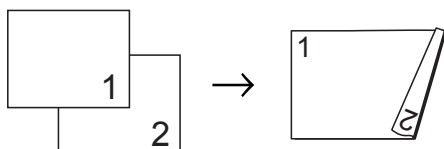
Landscape

(Short edge flip)

Portrait
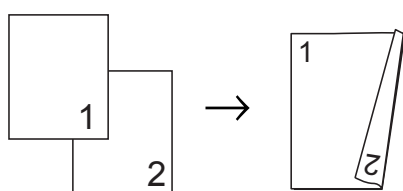
Landscape
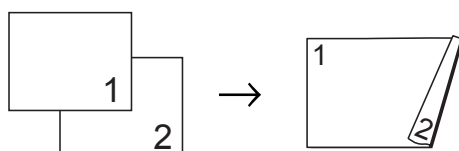
NOTE

- `2in1(ID)`, `Poster` and `Fit to Page` are not available with `2-sided Copy`.

- You can use only Letter, A4, A5 or Executive size plain paper.

1️⃣ Load your document.

2️⃣ (MFC models)
Press ⬛ (**COPY**).

3️⃣ Enter the number of copies you want.

4️⃣ Press ▲ or ▼ to choose `Stack/Sort`. Press **OK**.

5️⃣ Press ▲ or ▼ to choose `Sort`. Press **OK**.

6️⃣ Press ▲ or ▼ to choose `2-sided Copy`. Press **OK**.

7️⃣ Press ▲ or ▼ to choose `2-sided Copy`. Press **OK**.

8️⃣ Press ▲ or ▼ to choose the 2-sided copy type you want
`Portrait LongEdgeFlip`,
`Landscape LongEdgeFlip`,
`Portrait ShortEdgeFlip`,
`Landscape ShortEdgeFlip`
(or `Off`).
Press **OK**.

9️⃣ Review your settings on the LCD, and then press **OK**.

🔟 Press **Black Start** or **Color Start**.
If you placed the document in the ADF, the machine scans the pages and starts printing.

If you are using the scanner glass, go to step ⓫.

⓫ After the machine scans the page, press **1** to scan the next page.

l **Place the next page on the scanner glass. Press OK to scan the page. Repeat steps ⓫ and ⓬ until all the pages have been scanned.**

m **Press 2 to finish scanning. The machine starts printing.**

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

NOTE

If you get a paper jam, choose `Advanced` and then press **OK** after step ❾, and then choose one of the jam prevention settings: `2-sided1` or `2-sided2`.

`2-sided1` uses a longer print time for the ink to dry.

`2-sided2` uses a longer print time and will also print in lighter colors.

Setting your changes as the new default

You can save the settings for the copy options you use most often—such as `Quality`, `Enlarge/Reduce`, `Density`, `Page Layout`, `2-sided Copy`[1] and `Remove Background`—by setting them as the defaults.

[1] MFC models only

These settings will remain until you change them again.

a (MFC models)

Press ▣ (**COPY**).

b **Press ▲ or ▼ to choose your new setting. Press OK. Repeat this step for each setting you want to change.**

c **After changing the last setting, press ▲ or ▼ to choose `Set New Default`. Press OK.**

d **Press 1 to choose `Yes`.**

e **Press Stop/Exit.**

Restoring all settings to the factory settings

You can restore the copy settings that you have changed—such as `Quality`, `Enlarge/Reduce`, `Density`, `Page Layout`, `2-sided Copy`[1] and `Remove Background`—to the factory settings.

[1] MFC models only

a (MFC models)

Press ▣ (**COPY**).

b **Press ▲ or ▼ to choose `Factory Reset`. Press OK.**

c **Press 1 to choose `Yes`.**

d **Press Stop/Exit.**

7

A Routine maintenance

Cleaning and checking the machine

Cleaning the outside of the machine

Clean the LCD screen as follows:

IMPORTANT

- Press and hold down ![power button] to turn the machine off. The LCD will show `Shutting Down` for a few seconds before the power goes off.

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

① Clean the LCD screen with a *dry*, soft lint-free cloth.
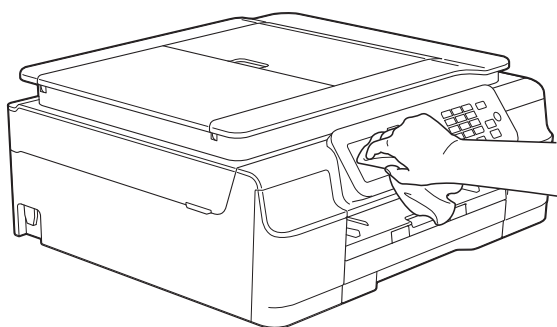
Clean the outside of the machine as follows:

IMPORTANT

- Use neutral detergents. Cleaning with volatile liquids, such as thinner or benzine, will damage the outside surface of the machine.

- DO NOT use cleaning materials that contain ammonia.

- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

① Pull the paper tray (1) completely out of the machine.
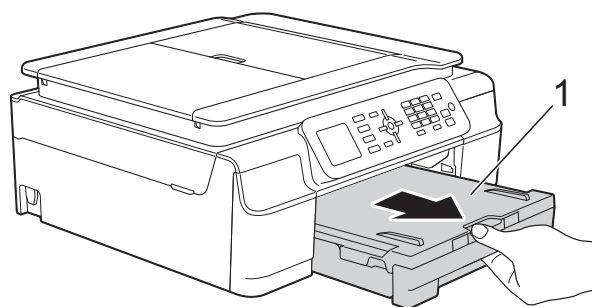
② Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.
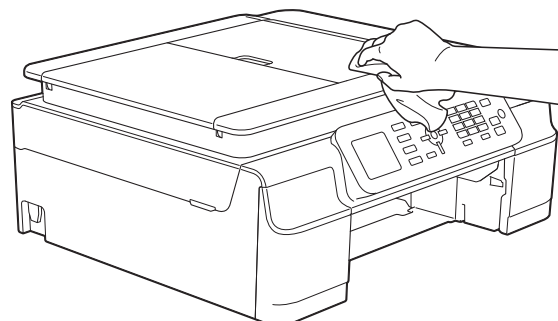
③ Lift the output paper tray cover and remove anything that is stuck inside the paper tray.

d️ Wipe the inside and outside of the paper tray with a *dry*, soft lint-free cloth to remove dust.
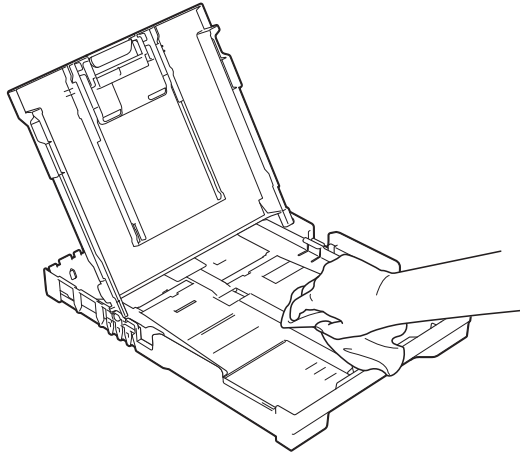
e️ Close the output paper tray cover and put the paper tray firmly back in the machine.

Cleaning the machine's printer platen

⚠️ **WARNING**

Be sure to unplug the machine from the AC power outlet before cleaning the printer platen to avoid an electrical shock.

a️ Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position.

b️ Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a *dry*, soft lint-free cloth.
(MFC models)
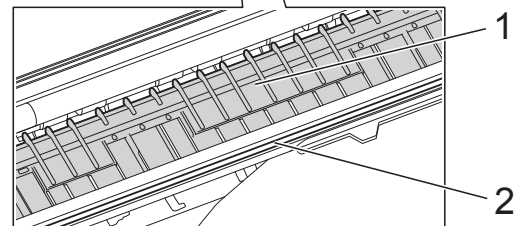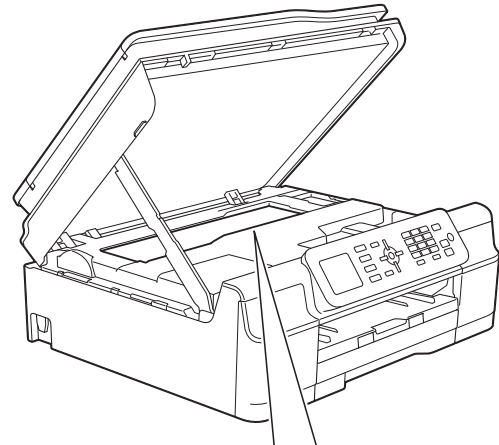
IMPORTANT

DO NOT touch the encoder strip (2). Doing this may cause damage to the machine.

c️ Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover using both hands.

d️ Re-connect the power cord.

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Cleaning the paper feed rollers

If the paper feed rollers are stained with ink, it may cause paper feed problems.

a Unplug the machine from the AC power outlet. Pull the paper tray (1) completely out of the machine.
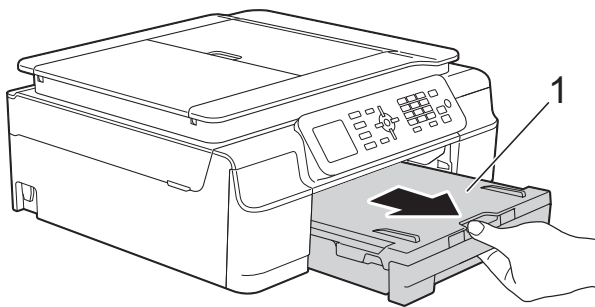
NOTE

If the paper support flap is open, close it, and then close the paper support.

b (MFC models)
Clean the front side of the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water, using a side-to-side motion.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.
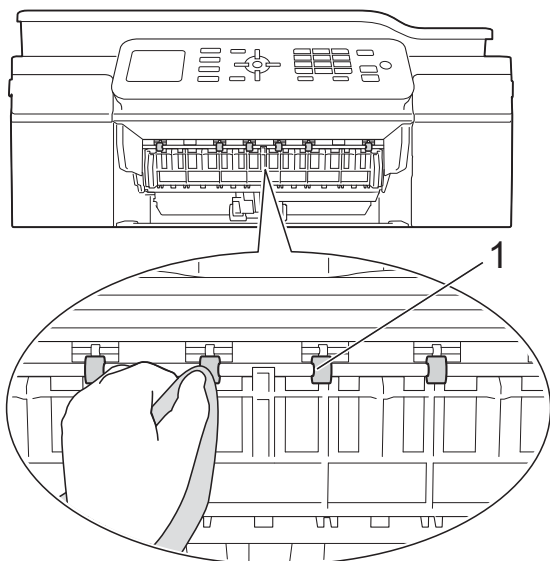
c (MFC models)
Lift the Jam Clear Flap (2), and then clean the back side of the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.
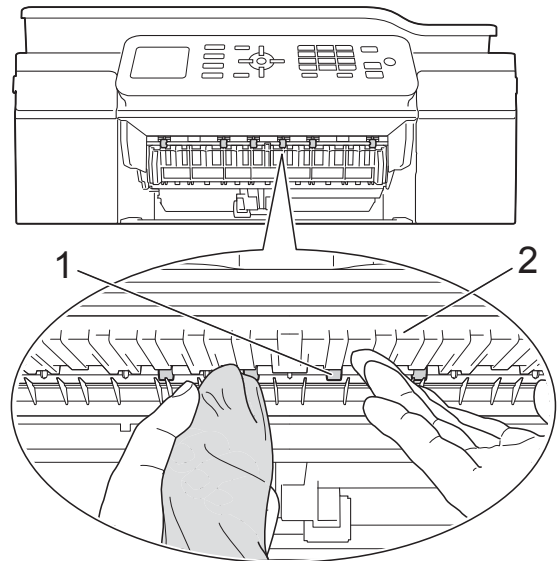
d Put the paper tray firmly back in the machine.

e Re-connect the power cord.

NOTE

Do not use the machine again until the rollers are dry. Using the machine before the rollers are dry may cause paper feed problems.

Cleaning the paper pick-up rollers

a Unplug the machine from the AC power outlet.

b Pull the paper tray completely out of the machine.

NOTE

If the machine has been feeding multiple pages when there are only a few sheets of paper left in the tray, clean the Base Pad (1) with a soft lint-free cloth moistened with water.
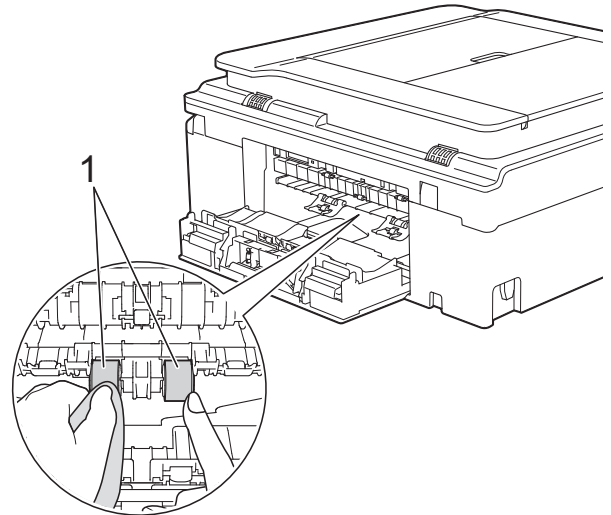
After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.
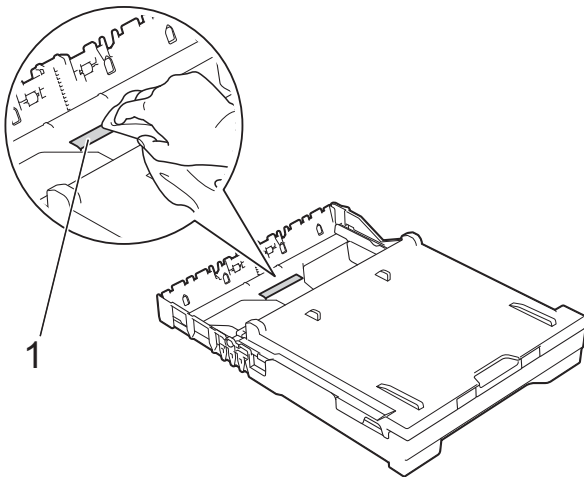
c Open the Jam Clear Cover (1) at the back of the machine.
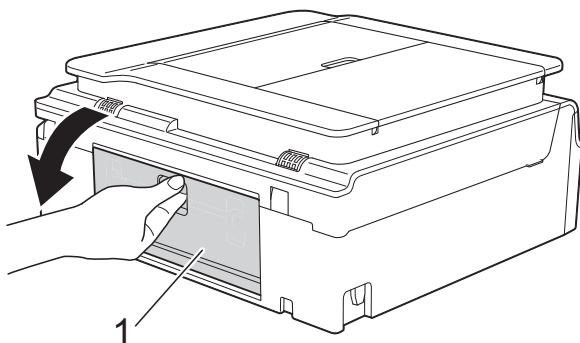
d Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth moistened with water.
Slowly turn the rollers so that the whole surface is cleaned.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.

e Close the Jam Clear Cover.
Make sure the cover is closed completely.

f Put the paper tray firmly back in the machine.

g Re-connect the power cord.

A

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.

a Press **Menu**.

b Press ▲ or ▼ to choose Ink.
Press **OK**.

c Press ▲ or ▼ to choose Ink Volume.
Press **OK**.
The LCD shows the ink volume.

NOTE

When the ink cartridge is near the end of its life or having a problem, one of the following icons is displayed.

	The ink level is low.
	The ink cartridge is empty.
	There is a problem with the ink cartridge.

d Press **Stop/Exit**.

NOTE

You can check the ink volume from your computer.
For more information, see Software and Network User's Guide: *Monitor the Ink Level and Status of the Machine from Your Computer (Windows®)* or *Monitor the Ink Level and Status of the Machine from Your Computer (Macintosh)*.

Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine correctly, any damage that may occur in transit may not be covered by your warranty.

The machine should be adequately insured with the carrier.

IMPORTANT

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

a Unplug the machine from the AC power outlet.

b Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position. Then unplug the machine from the telephone wall jack and take the telephone line cord out of the machine.

c Unplug the interface cable from the machine, if it is connected.

d 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.
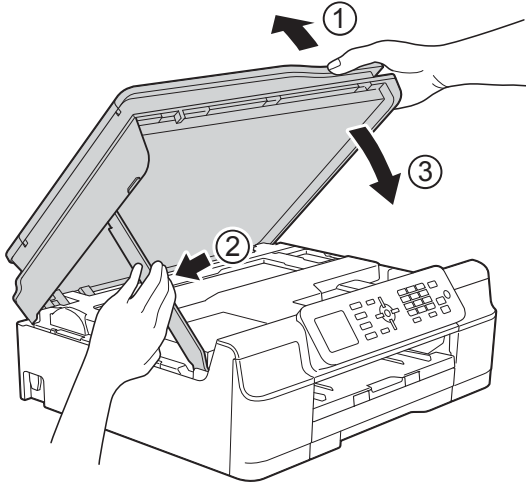

⚠ CAUTION

Be careful not to pinch your fingers when the scanner cover closes.

e Open the ink cartridge cover.

f Press the ink release levers to release the ink cartridges, and then take out the ink cartridges. (See Basic User's Guide: *Replacing the ink cartridges*.)

g Install the orange protective part, and then close the ink cartridge cover.
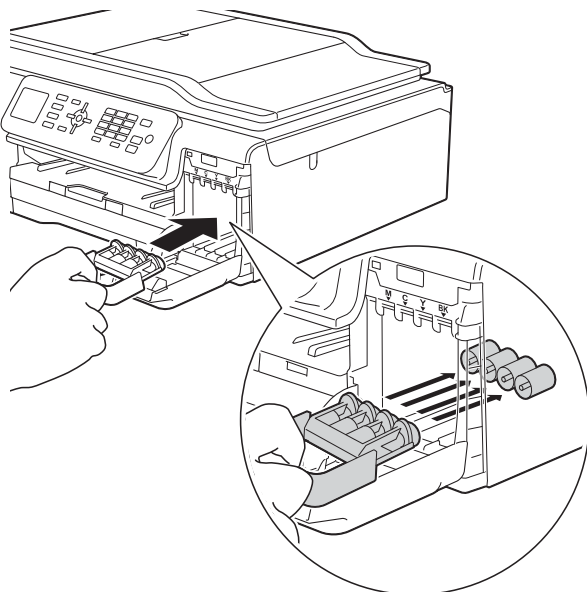
IMPORTANT

• Make sure the plastic tab on the left side of the orange protective part (1) locks securely into place (2).
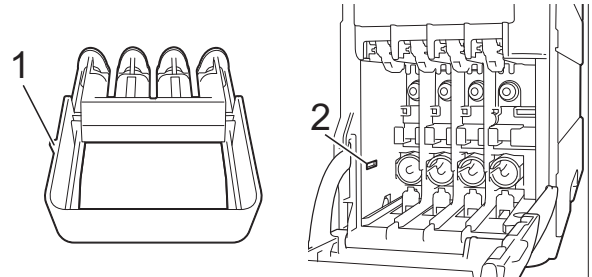
• If you are not able to find the orange protective part, ship the machine without it. DO NOT install the ink cartridges as an alternative before shipping.

h Wrap the machine in the bag.

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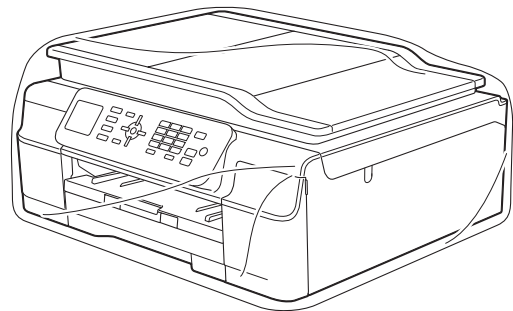
9 Pack the machine and the printed materials in the original carton with the original packing material as shown in the illustration.
Do not pack the used ink cartridges in the carton.

NOTE

If you are returning your machine to Brother as part of the Exchange Service, pack *only* the machine. Keep all separate parts and printed materials to use with your "Exchange" machine.
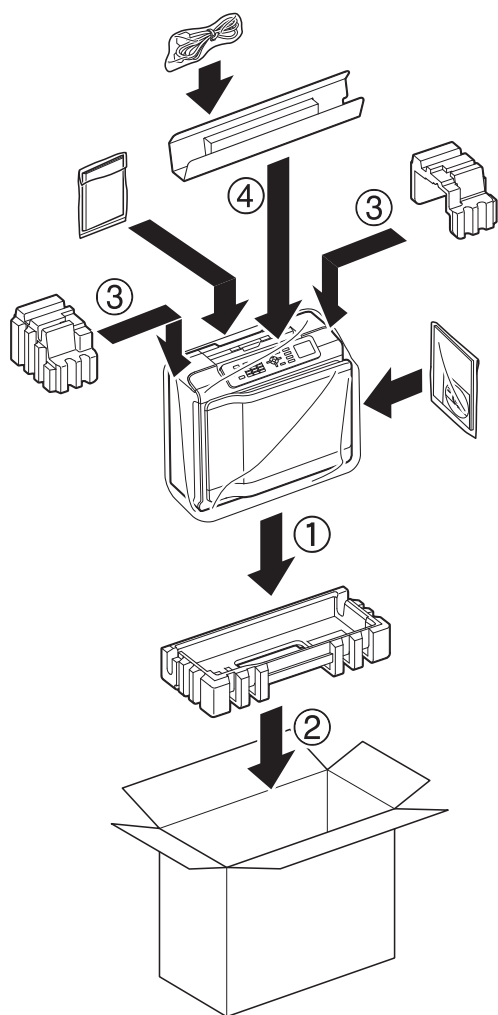
10 Close the carton and tape it shut.

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.

Address Book

Your list of Speed Dial names and numbers that you have stored for easy dialing.

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 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.

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.

Color Enhancement

Adjusts the color in the image for better print quality by improving sharpness, white balance and color 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.

Density

Changing the Density makes the whole image lighter or darker.

Distinctive Ring

A subscriber service purchased from the telephone company that gives you another telephone number on an existing telephone line. The Brother machine uses the new number to simulate a dedicated fax line.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into the memory at the same time it is sending a fax from memory, receiving or printing an incoming fax.

Easy Receive

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

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 jack.

External telephone

A telephone that is plugged into the EXT. jack of 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 Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Receive Code

Press this code (⁎ **5 1**) when you answer a fax call on an extension or external telephone.

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.

Gray Scale

The shades of gray 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.

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 report on demand without interrupting the cycle.

LCD (Liquid Crystal Display)

The LCD 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

You can press **Hook** to hear the receiving fax machine answer before you press **Black Start** or **Color Start** to begin sending.

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) (MFC models)

Nuance™ PaperPort™ 12SE 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 dialing sequence while you are dialing using the dial pad or while you are storing Speed Dial numbers. Press **Redial/Pause** key on the control panel as many times as needed for longer pauses.

Photo resolution (B&W only)

A resolution setting that uses varying shades of gray for the best representation of photographs.

Pulse (Canada only)

A form of rotary dialing on a telephone line.

Real Time Transmission

When the 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.

Resolution

The number of vertical and horizontal lines per inch. (See Standard resolution, Fine resolution, Super Fine resolution and Photo resolution.)

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 to your computer.

Search

A numerical or alphabetical electronic listing of stored Speed Dial and Group numbers.

Settings Tables

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

Speed Dial

You can set up names and numbers for easy dialing.

Standard resolution

203×98 dpi (black & white).
203×196 dpi (color). It is used for regular sized text and the 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 (B&W)

203×392 dpi. Best for very small print and line art.

TAD (telephone answering device)

You can connect an external telephone answering device or answering machine to the EXT. jack of your machine.

Telephone Answer 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**).

Temporary settings

You can choose certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialing 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.

Transmission Verification Report

A listing for the last fax sent, that shows its date, time and number.

B

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.

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brother

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