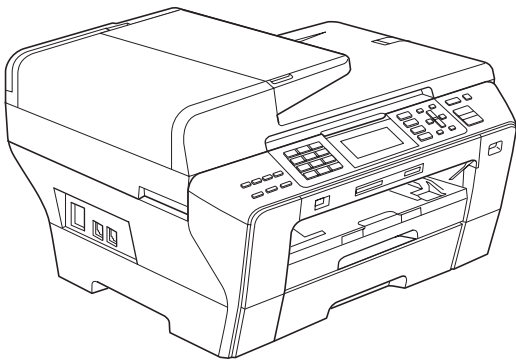


Please see "User manual 3[Short-Term Confidentiality].pdf" for FCC and IC manual statements. □

USER'S GUIDE



MFC-790CW
MFC-990CW

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-790CW and MFC-990CW (Circle your model number)

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;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

The most convenient and efficient way to register your new product is on-line at <http://www.brother.com/registration/>

Brother numbers

IMPORTANT

For technical help, you must call the country where you bought the machine. Calls must be made *from within* that country.

Register your product

By registering your product with Brother International Corporation, 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;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

Please complete and fax the Brother Warranty Registration And Test Sheet or, for your convenience and most efficient way to register your new product, register on-line at

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

FAQs (frequently asked questions)

The Brother Solutions Center is our one-stop resource for all your Fax Machine/Multi-Function Center needs. You can download the latest software documents and utilities, read FAQs and troubleshooting tips, and learn how to get the most from your Brother product.

<http://solutions.brother.com/>



Note

- You can check here for Brother driver updates.
- To keep your machine performance up to date, check here for the latest firmware upgrade (for Windows® only).

For Customer Service

In USA: 1-877-BROTHER (1-877-276-8437)
1-901-379-1215 (fax)

In Canada: 1-877-BROTHER
(514) 685-4898 (fax)

Service Center Locator (USA only)

For the location of a Brother authorized service center, call 1-877-BROTHER (1-877-276-8437).

Service Center Locations (Canada only)

For the location of a Brother authorized service center, call 1-877-BROTHER.

Ordering accessories and supplies

For best quality results use only genuine Brother accessories, which are available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover, or American Express credit card, you can order accessories directly from Brother. (You can visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.)

In Canada only Visa and MasterCard are accepted.

In USA: 1-877-552-MALL (1-877-552-6255)
1-800-947-1445 (fax)

<http://www.brothermall.com/>

In Canada: 1-877-BROTHER

<http://www.brother.ca/>

Description	Item
Ink Cartridge Standard <black>	LC61BK (Prints approx. 450 pages) ¹
Ink Cartridge <cyan> (blue)	LC61C (Prints approx. 325 pages) ¹
Ink Cartridge <magenta> (red)	LC61M (Prints approx. 325 pages) ¹
Ink Cartridge <yellow>	LC61Y (Prints approx. 325 pages) ¹
Premium Plus Glossy Finish Photo Paper (Letter size / 20 sheets) (4"×6" size / 20 sheets)	BP71GLTR BP71GP
Matte Finish Inkjet Paper (Letter size / 25 sheets)	BP60ML (USA only)
Plain Inkjet Finish Paper (Letter size / 250 sheets)	BP60PL (USA only)
Telephone Line Cord	LG3077001 (USA only)
User's Guide	LS TBD (English for USA and Canada) LS TBD (French for Canada)

¹ For more information about the replacement consumables, visit us at www.brother.com/pageyield.

Notice - Disclaimer of Warranties (USA and Canada)

BROTHER'S LICENSOR(S), AND THEIR DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS (COLLECTIVELY BROTHER'S LICENSOR) MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, REGARDING THE SOFTWARE. BROTHER'S LICENSOR(S) DOES NOT WARRANT, GUARANTEE OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE SOFTWARE IN TERMS OF ITS CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS OR OTHERWISE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE SOFTWARE IS ASSUMED BY YOU. THE EXCLUSION OF IMPLIED WARRANTIES IS NOT PERMITTED BY SOME STATES IN THE USA AND SOME PROVINCES IN CANADA. THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

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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.

Brother® One-Year Limited Warranty and Replacement Service (USA Only)

Who is covered:

- This limited warranty (“warranty”) is given only to the original end-use/retail purchaser (referred to in this warranty as “Original Purchaser”) of the accompanying product, consumables and accessories (collectively referred to in this warranty as “this Product”).
- If you purchased a product from someone other than an authorized Brother reseller in the United States or if the product was used (including but not limited to floor models or refurbished product), prior to your purchase you are not the Original Purchaser and the product that you purchased is not covered by this warranty.

What is covered:

- This Product includes a Machine and Consumable and Accessory Items. Consumable and Accessory Items include but are not limited to print heads, toner, drums, ink cartridges, print cartridges, cordless handset battery, refill ribbons, therma PLUS paper and thermal paper.
- Except as otherwise provided herein, Brother warrants that the Machine and the accompanying Consumable and Accessory Items will be free from defects in materials and workmanship, when used under normal conditions.
- This warranty applies only to products purchased and used in the United States. For products purchased in, but used outside, the United States, this warranty covers only warranty service within the United States (and does not include shipping outside the United States).

What is the length of the Warranty Periods:

- Machines: one year from the original purchase date.
- Accompanying Consumable and Accessory Items: 90 days from the original purchase date or the rated life of consumable, whichever comes first.

What is NOT covered:

This warranty does not cover:

- 1 Physical damage to this Product;
- 2 Damage caused by improper installation, improper or abnormal use, misuse, neglect or accident (including but not limited to transporting this Product without the proper preparation and/or packaging);

- 3 Damage caused by another device or software used with this Product (including but not limited to damage resulting from use of non Brother®-brand parts and Consumable and Accessory Items);
- 4 Consumable and Accessory Items that expired in accordance with a rated life;
- 5 Problems arising from other than defects in materials or workmanship; and,
- 6 Normal Periodic Maintenance Items, such as Paper Feeding Kit, Fuser and Laser Units.

This limited warranty is VOID if this Product has been altered or modified in any way (including but not limited to attempted warranty repair without authorization from Brother and/or alteration/removal of the serial number).

What to do if you think your Product is eligible for warranty service:

Report your issue to either our Customer Service Hotline at 1-877-BROTHER (1-877-276-8437) or to a Brother Authorized Service Center within the applicable warranty period. Supply Brother or the Brother Authorized Service Center with a copy of your dated bill of sale showing that this Product was purchased within the U.S. For the name of local Brother Authorized Service Center(s), call 1-877-BROTHER (1-877-276-8437) or visit www.brother-usa.com.

What Brother will ask you to do:

After contacting Brother or a Brother Authorized Service Center, you may be required to deliver (by hand if you prefer) or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale.

You are responsible for the cost of shipping, packing product, and insurance (if you desire). You are also responsible for loss or damage to this Product in shipping.

What Brother will do:

If the problem reported concerning your Machine and/or accompanying Consumable and Accessory Items is covered by this warranty and if you first reported the problem to Brother or an Authorized Service Center within the applicable warranty period, Brother or its Authorized Service Center will repair or replace the Machine and/or accompanying Consumable and Accessory Items at no charge to you for parts or labor. The decision as to whether to repair or replace the Machine and/or accompanying Consumable and Accessory Items is made by Brother in its sole

Brother® One-Year Limited Warranty and Replacement Service (USA Only)

discretion. Brother reserves the right to supply a refurbished or remanufactured replacement Machine and/or accompanying Consumable and Accessory Items and use refurbished parts provided such replacement products conform to the manufacturer's specifications for new product/parts. The repaired or replacement Machine and/or accompanying Consumable and Accessory Items will be returned to you freight prepaid or made available for you to pick up at a conveniently located Authorized Service Center.

If the Machine and/or accompanying Consumable and Accessory Items are not covered by this warranty (either stage), you will be charged for shipping the Machine and/or accompanying Consumable and Accessory Items back to you and charged for any service and/or replacement parts/products at Brother's then current published rates.

The foregoing are your sole (i.e., only) and exclusive remedies under this warranty.

What happens when Brother elects to replace your Machine:

When a replacement Machine is authorized by Brother, and you have delivered the Machine to an Authorized Service Center, the Authorized Service Center will provide you with a replacement Machine after receiving one from Brother. If you are dealing directly with Brother, Brother will send to you a replacement Machine with the understanding that you will, after receipt of the replacement Machine, supply the required proof of purchase information, together with the Machine that Brother agreed to replace. You are then expected to pack the Machine that Brother agreed to replace in the package from the replacement Machine and return it to Brother using the pre-paid freight bill supplied by Brother in accordance with the instructions provided by Brother. Since you will be in possession of two machines, Brother will require that you provide a valid major credit card number. Brother will issue a hold against the credit card account number that you provide until Brother receives your original Product and determines that your original Product is entitled to warranty coverage. Your credit card will be charged up to the cost of a new Product only if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the problems with your original Product are not covered by the limited warranty; (iii) the proper packaging instructions are not followed and has caused damage to the product; or (iv) the warranty

period on your original Product has expired or has not been sufficiently validated with a copy of the proof of purchase (bill of sale). The replacement Machine you receive (even if refurbished or remanufactured) will be covered by the balance of the limited warranty period remaining on the original Product, plus an additional thirty (30) days. You will keep the replacement Machine that is sent to you and your original Machine shall become the property of Brother. **Retain your original Accessory Items and a copy of the return freight bill, signed by the courier.**

Limitations:

Brother is not responsible for damage to or loss of any equipment, media, programs or data related to the use of this Product. Except for the repair or replacement as described above, Brother shall not be liable for any direct, indirect, incidental or consequential damages or specific relief. Because some states do not allow the exclusion or limitation of consequential or incidental damages, the above limitation may not apply to you.

THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, WHETHER EXPRESSED BY AFFIRMATION, PROMISE, DESCRIPTION, DRAWING, MODEL OR SAMPLE. ANY AND ALL WARRANTIES OTHER THAN THIS ONE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

- This Limited Warranty is the only warranty that Brother is giving for this Product. It is the *final expression and the exclusive and only statement* of Brother's obligations to you. It replaces all other agreements and understandings that you may have with Brother or its representatives.
- This warranty gives you certain rights and you may also have other rights that may vary from state to state.
- This Limited Warranty (and Brother's obligation to you) may not be changed in any way unless you and Brother sign the same piece of paper in which we (1) refer to this Product and your bill of sale date, (2) describe the change to this warranty and (3) agree to make that change.

Important We recommend that you keep all original packing materials, in the event that you ship this Product.

**BROTHER MULTIFUNCTION CENTER / FAX MACHINE
LIMITED WARRANTY
(Canada only)**

Pursuant to the limited warranty of 1 year from the date of purchase for labour and parts, Brother International Corporation (Canada) Ltd. ("Brother"), or its Authorized Service Centres, will repair or replace (at Brother's sole discretion) this MFC/Fax machine free of charge if defective in material or workmanship. This warranty applies only to products purchased and used in Canada. This limited Warranty does not include cleaning, consumables (including, without limitation, ink cartridges, print cartridges, print rolls, thermal paper rolls, toner cartridges, drum units, OPC belts, fixing units, print heads, paper feed rollers, transfer rolls, cleaning rollers, waste toner packs, oil bottles) or damage caused by accident, neglect, misuse or improper installation or operation, any damage caused from service, maintenance, modifications, or tampering by anyone other than a Brother Authorized Service Representative, or if shipped out of the country.

The use of supplies or consumable items that are non-Brother products may void your warranty. This limited warranty ceases when this machine is rented, sold, or otherwise disposed of.

Operation of the MFC/Fax machine in excess of the specifications or with the Serial Number or Rating Label removed shall be deemed abuse and all repairs thereafter shall be the sole liability of the end-user/purchaser. In order to obtain warranty service, the MFC/Fax machine must be delivered or shipped freight prepaid by the end-user/purchaser to a "Brother" Authorized Service Centre, together with your Canadian Proof of Purchase in the form of a Sales Receipt.

When shipping or transporting your MFC/Fax machine, please refer to your Operation Manual for the proper packaging procedures.

For Laser units: Failure to remove the Toner Cartridge (and Toner Drum Unit, waste toner packs or oil bottles on applicable models) during shipping or transport will cause severe damage to the Laser MFC/Fax machine and will void the Warranty.

For inkjet units: (When shipping your Inkjet MFC/Fax machine remove the ink cartridges and replace them with the original protective parts. If original protective parts are not available, leave ink cartridges installed. Please avoid shipping the unit without original protective parts or ink cartridges.) Damage to your print head resulting from packing the Inkjet MFC/Fax machine without the ink cartridges or the protective parts will void your warranty.

Improper packaging may cause severe damage to the machine during shipping and will void the warranty. **BROTHER DISCLAIMS ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING, WITHOUT LIMITATIONS, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EXCEPT TO THE EXTENT THAT ANY WARRANTIES IMPLIED BY LAW CANNOT BE VALIDLY WAIVED.**

No oral or written information, advice or representation provided by Brother, its Authorized Service Centres, Distributors, Dealers, Agents or employees, shall create another warranty or modify this warranty. The warranty states Brother's entire liability and your exclusive remedy against Brother for any failure of the MFC/Fax machine to operate properly.

Neither Brother nor anyone else involved in the development, production, or delivery of this MFC/Fax machine shall be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages, including lost profits, arising from the use of or inability to use the product, even if advised by the end user/purchaser of the possibility of such damages. Since some Provinces do not allow the above limitation of liability, such limitation, may not apply to you.

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from Province to Province.

Warranty Service is available at Brother Authorized Service Centres throughout Canada.

For Technical Assistance or for the name and location of your nearest Authorized Service Centre call 1-877-BROTHER.

At your side.
brother®

Internet support: support@brother.ca or browse Brother's Web Site www.brother.ca.

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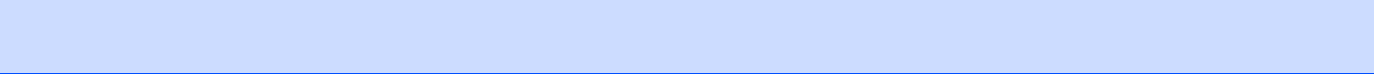
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Using the documentation

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 keys on the machine's control panel.

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

Courier New Text in Courier New font identifies messages on the LCD of the machine.



Warnings tell you what to do to prevent possible personal injury.



Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.



Electrical Hazard icons alert you to possible electrical shock.



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



Improper Setup icons alert you to devices and operations that are not compatible with the machine.

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

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

Viewing Documentation

Viewing Documentation (For Windows®)

To view the documentation, from the **Start** menu, point to **Brother, MFC-XXXX** (where XXXX is your model name) from the programs group, and then choose **User's Guides in HTML format**.

If you have not installed the software, you can find the documentation by following the instructions below:

- 1 Turn on your PC. Insert the Brother CD-ROM into your CD-ROM drive.
- 2 If the model name screen appears, click your model name.

- 3 If the language screen appears, click your language. The CD-ROM main menu will appear.



Note

If this window does not appear, use Windows® Explorer to run the start.exe program from the root directory of the Brother CD-ROM.

- 4 Click **Documentation**.
- 5 Click the documentation you want to read.
- **HTML documents: Software User's Guide and Network User's Guide** in HTML format.
This format is recommended for viewing on your computer.
 - **PDF documents: User's Guide** for stand-alone operations, **Software User's Guide** and **Network User's Guide** in PDF format.
This format is recommended for printing the manuals. Click to go to the Brother Solutions Center, where you can view or download the PDF documents. (Internet access and PDF Reader software are required.)

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** (For Windows® 2000 Professional/Windows® XP and Windows Vista®)
- **ControlCenter3** (For Windows® 2000 Professional/Windows® XP and Windows Vista®)
- **Network Scanning**

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.

How to find Network setup instructions

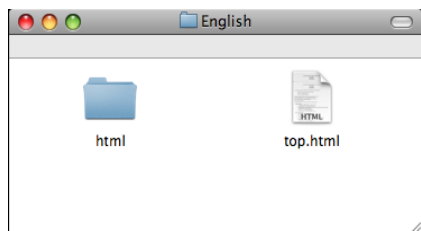
Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point supports SecureEasySetup™, Wi-Fi Protected Setup™ or AOSS™, follow the steps in the Quick Setup Guide. For more information about network setup please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

Viewing Documentation (For Macintosh®)

- 1 Turn on your Macintosh®. Insert the Brother CD-ROM into your CD-ROM drive. The following window will appear.



- 2 Double-click the **Documentation** icon.
- 3 Double-click your language folder.
- 4 Double-click the top.html file to view the **Software User's Guide** and **Network User's Guide** in HTML format.



- 5 Click the documentation you want to read:
 - **Software User's Guide**
 - **Network User's Guide**

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* (For Mac OS® X 10.2.4 or greater)
- *ControlCenter2* (For Mac OS® X 10.2.4 or greater)
- *Network Scanning* (For Mac OS® X 10.2.4 or greater)

Presto!® PageManager® User's Guide

- 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 supports SecureEasySetup™, Wi-Fi Protected Setup™ or AOSS™, follow the steps in the Quick Setup Guide. For more information about network setup please see the Network User's Guide.

Accessing Brother Support (For Windows®)

You can find all the contacts you will need, such as Web support (Brother Solutions Center), Customer Service and Brother Authorized Service Centers in *Brother numbers* on page i and on the Brother CD-ROM.

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



- To access our web site (<http://www.brother.com>), click **Brother Home Page**.
- To view all Brother Numbers, including Customer Service numbers for the USA and Canada, click **Support Information**.
- To access the USA Brother online shopping mall (<http://www.brothermall.com>) for additional product and services information, click **Brother Mall.com**.
- To access Canada's Brother online shopping mall (<http://www.brother.ca>) for additional product and services information, click **Shop Online (Canada)**.
- For the latest news and product support information (<http://solutions.brother.com>), click **Brother Solutions Center**.

- To visit our web site for original/genuine 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 main page, click **Back** or if you have finished, click **Exit**.

Control panel overview

MFC-790CW



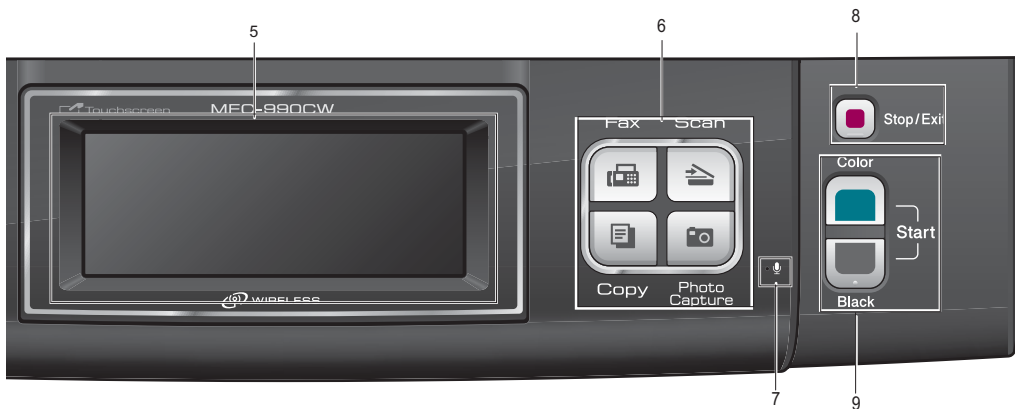
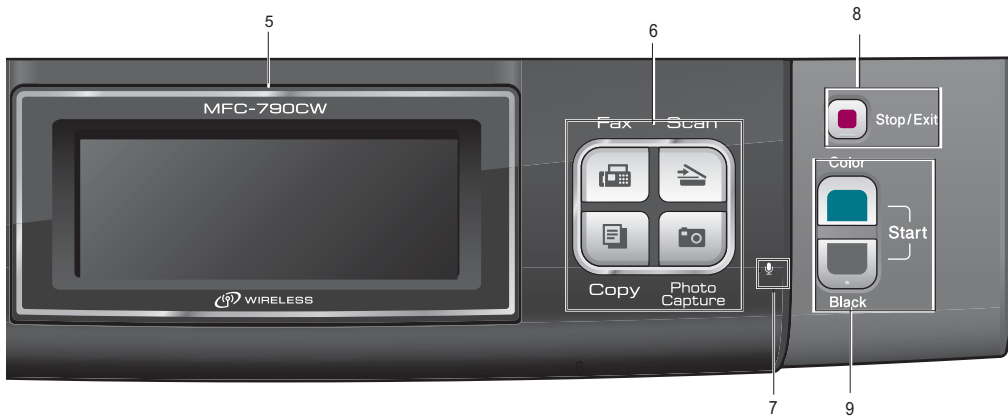
MFC-990CW



 **Note**

Most of the illustrations in this User's Guide show the MFC-790CW.

- 1 **On/Off**
You can turn the machine on or off.
- 2 **Message Center keys:**
 - **Message Center**
Turns the Message Center on or off. Will also flash if you have new messages.
 - **Play/Record (MFC-790CW)**
Plays voice messages stored in the memory. Will also let you record telephone calls.
 - **Play (MFC-990CW)**
Plays voice messages stored in memory.
 - **Erase**
Deletes voice messages.



3 Fax and telephone keys

- **Redial**
Redials the last 30 numbers called.
- **Pause**
Inserts a pause when programming quick dial numbers.
- **Hold (MFC-790CW)**
Lets you place telephone calls on hold.
- **Hold/Intercom (MFC-990CW)**
Lets you place telephone calls on hold.
Also, press this key to speak on the intercom or to transfer an incoming call to the cordless handset.
- **Speaker Phone**
Turns the speaker phone on or off.

4 Dial Pad

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.
(Canada only) The # key lets you temporarily switch the dialing mode during a telephone call from Pulse to Tone.

5 LCD (liquid crystal display)

Lets you access the menu and options.
Displays messages on the screen to help you set up and use your machine.
Also, you can adjust the angle of the display by lifting it.

6 Mode keys:

- **Fax**
Lets you access Fax mode.
- **Scan**
Lets you access Scan mode.
- **Copy**
Lets you access Copy mode.
- **PhotoCapture**
Lets you access PhotoCapture Center® mode.

7 Microphone

Picks up your voice when you speak to another party using **Speaker Phone**.

8 Stop/Exit

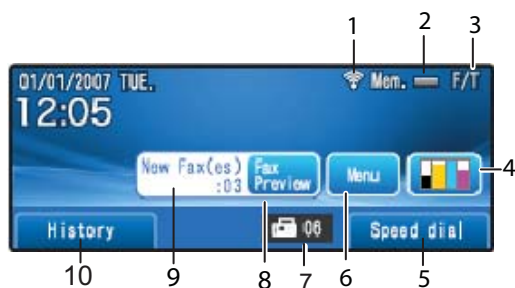
Stops an operation or exits from a menu.

9 Start keys:

- **Color Start**
Lets you start sending faxes or making copies in full color. Also lets you start a scanning operation (in color or black & white, depending on the scanning setting in the ControlCenter software).
- **Black Start**
Lets you start sending faxes or making copies in black & white. Also lets you start a scanning operation (in color or black & white depending on the scanning setting in the ControlCenter software).

LCD screen

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

**1 Wireless Status**

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

**2 Memory Status**

Lets you access to the main menu.

3 Current Receive Mode

Lets you see the current receive mode.

- Fax (Fax only)
- F/T (Fax/Tel)
- Mnl (Manual)

4 Ink indicator

Lets you see the available ink volume.

Also, lets you access the Ink Management menu.

5 Speed Dial

Lets you search the number you want to fax/dial.

6 Menu

Lets you setup the settings. Also, lets you change the settings.

7 Faxes in memory

Shows how many received faxes are in the memory.

8 Fax Preview

Lets you preview the received fax while you set the Preview to On.

9 New Fax(es)

Lets you show how many new faxes you have received while you set the Preview to On.

10 History

Lets you show the list of outgoing call and caller ID history.

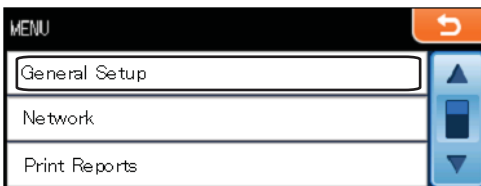
Also, lets you fax and call the number you have chosen from the lists.

Basic Operations

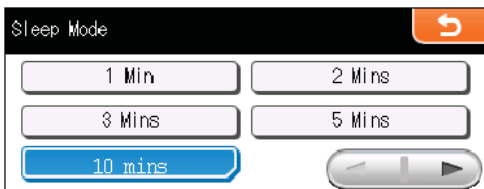
The Touchscreen is easy to use. Press the menu or option button that you like to operate directly on the LCD. To access more menus or options, press ▲ ▼ or ◀ ▶ to scroll the display.

The following steps show how to change a setting in the machine. In this example the Sleep mode setting is changed from 30 Mins to 10 Mins.

- 1 Press Menu.
- 2 Press General Setup.



- 3 Press Sleep Mode.
- 4 Press 10 Mins.



- 5 Press **Stop/Exit**.

2

Loading paper and documents

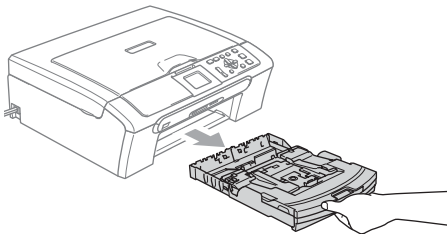
Loading paper and other print media



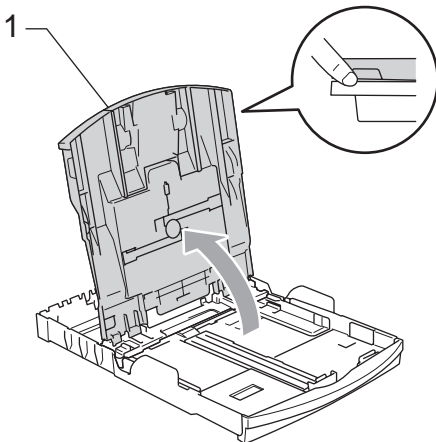
Note

To print on Photo (4"×6") or Photo-2L (5"×7") paper, you must use the photo bypass tray. (See *Loading photo paper* on page 13.)

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

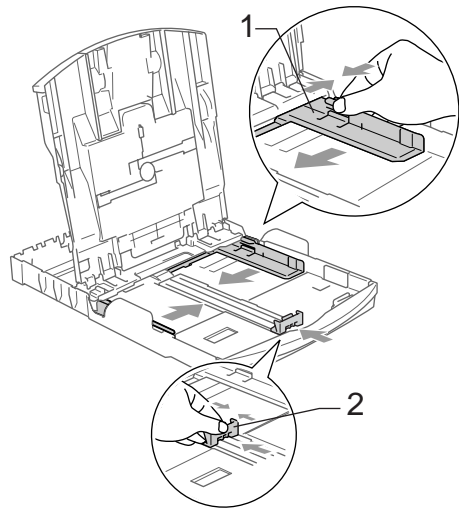


- 2 Lift the paper tray cover (1).



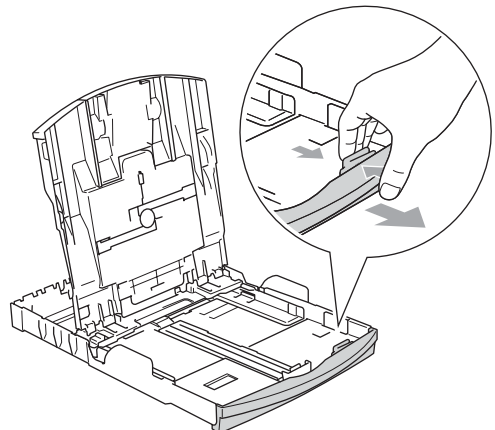
3

With both hands, gently press and slide the paper side guides (1) and 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 mark for the paper size you are using

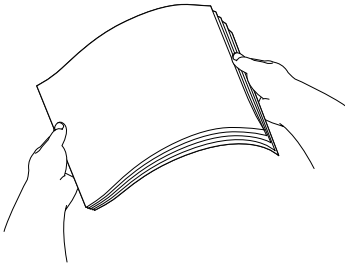


Note

When you use Legal size paper, press and hold the universal guide release button as you slide out the front of the paper tray.

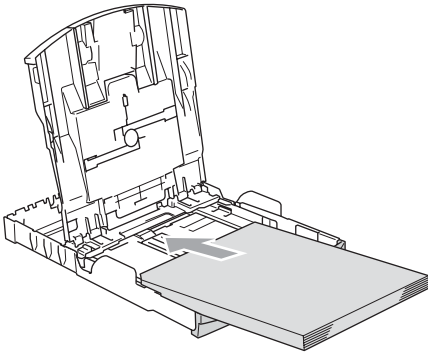


- 4 Fan the stack of paper well to avoid paper jams and misfeeds.

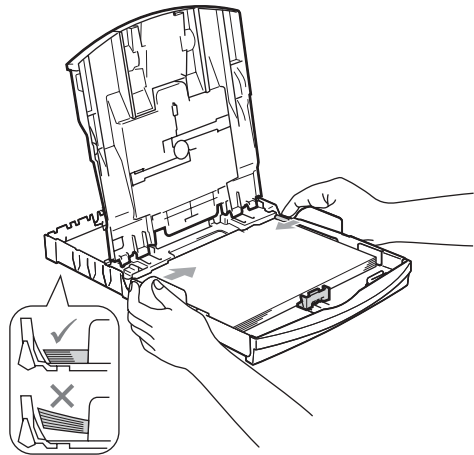
**Note**

Always make sure that the paper is not curled.

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

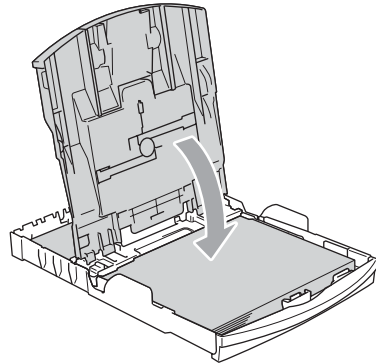


- 6 Gently adjust the paper side guides to the paper with both hands. Gently adjust the paper side guides to the paper with both hands.

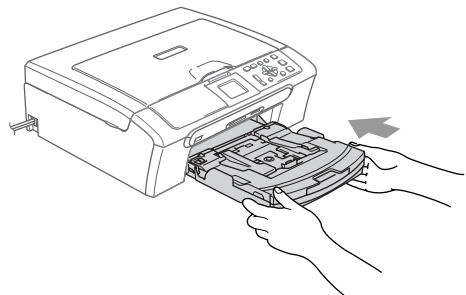
**Note**

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

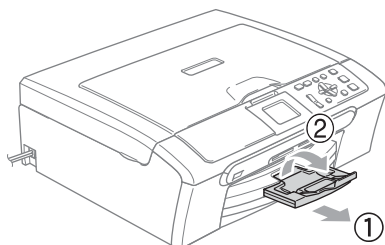
- 7 Close the output paper tray cover.



- 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).



Note

Do not use the paper support flap for Legal paper.

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

Loading envelopes and post cards

About envelopes

- Use envelopes that weigh from 20 to 25 lb (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.



CAUTION

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

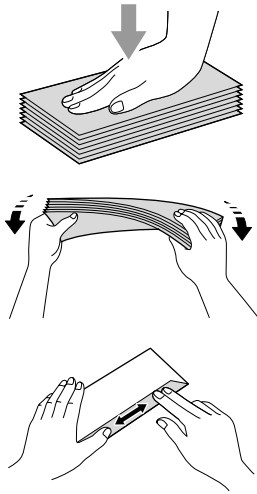
How to load envelopes and postcards

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

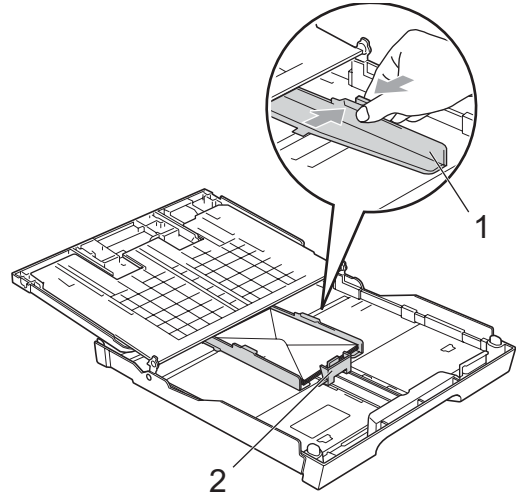


Note

If envelopes or post cards are 'double-feeding', put one envelope or post card in the paper tray at a time.

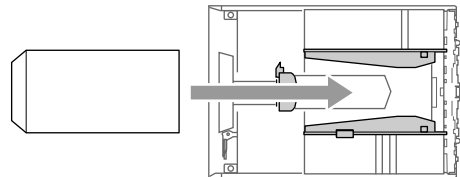


- 2 Put envelopes or post cards in the paper tray with the address side down and the leading edge in first as shown in the illustration. With both hands, gently press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards.



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

- 1 Open the envelope flap.
- 2 Make sure the open flap is either to the side of the envelope or to the back edge of the envelope when printing.
- 3 Adjust the size and margin in your application.



Loading photo paper

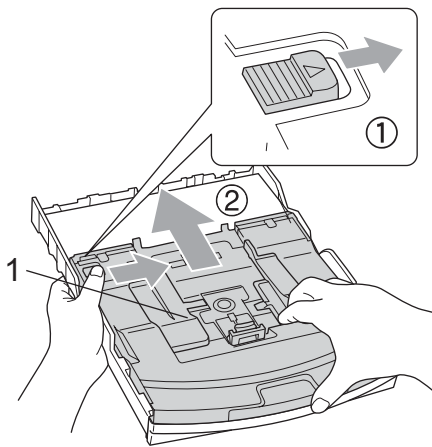


Note

In Canada, the **photo bypass tray** is called the **photo paper tray**.

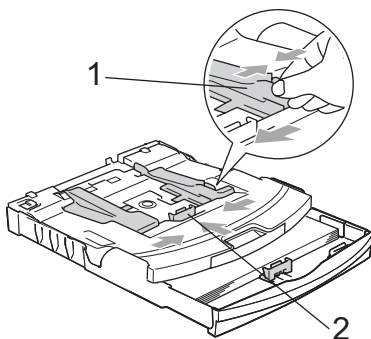
Use the photo bypass tray, which has been assembled on the top of the output paper tray cover, to print on Photo 4" × 6" and Photo L 3.5" × 5" size paper. When you use the photo bypass tray, you do not have to take out the paper that is in the tray beneath it.

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



1 Photo Bypass Tray

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



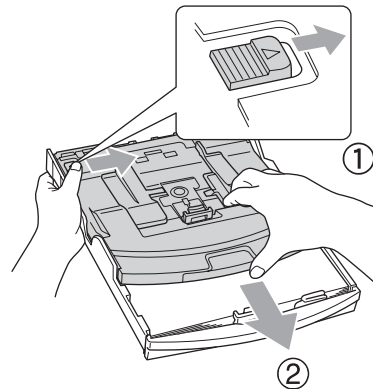
- 3 Put the photo paper into the photo bypass tray and gently adjust the paper side guides to the paper. Make sure the paper side guides touch the sides of the paper.



Note

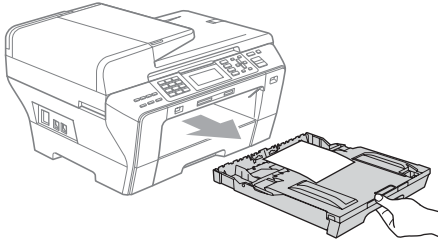
- Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems.
- Always make sure that the paper is not curled or wrinkled.

- 4 When you have finished printing photos return the photo bypass tray to the normal printing position. Press the photo bypass tray release button (1) with your left thumb and pull the photo bypass tray forward until it clicks (2).



Removing small printouts from the machine

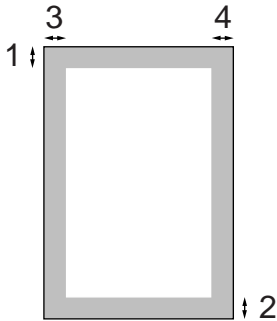
When the machine ejects small paper onto the output paper tray you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



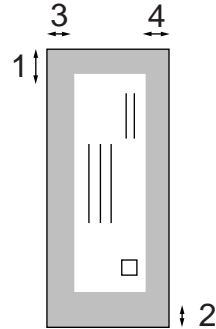
Printable area

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 only print in the shaded areas when the Borderless print feature is available and turned on.

Cut Sheet Paper



Envelopes



	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)
Envelopes	0.47 in. (12 mm)	0.95 in. (24 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)



Note

The Borderless feature is not available for envelopes.

Acceptable paper and other print media

The print quality can be affected by the type of paper you are using 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 photo paper, be sure to choose the proper media in the **'Basic'** tab of the printer driver or in the Paper Type setting of the machine's menu. (See *Paper Type* on page 26.)
- 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 table below.)

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

Brother paper

Paper Type	Item
Letter Plain	BP60PL (USA only)
Letter Glossy Photo	BP71GLTR
Letter Inkjet (Matte)	BP60ML (USA only)
4 × 6 in. Glossy Photo	BP71GP

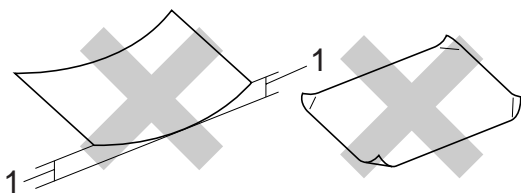
Handling and using print media

- 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.
- You can only print on both sides of the paper with PC printing. See *Printing* for Windows® in the Software User's Guide on the CD-ROM.

Improper Setup

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



1 0.08 in. (2 mm) or greater

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

Paper capacity of the output paper tray

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

- Transparencies or photo paper must be picked up from the output paper tray 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	Letter	8 1/2 × 11 in. (215.9 × 279.4 mm)	Yes	Yes	Yes	Yes
	A4	8.3 × 11.7 in. (210 × 297 mm)	Yes	Yes	Yes	Yes
	Legal	8 1/2 × 14 in. (215.9 × 355.6 mm)	Yes	Yes	–	Yes
	Executive	7 1/4 × 10 1/2 in. (184 × 267 mm)	–	–	–	Yes
	JIS B4	10.1 × 14.3 in. (257 × 364 mm)	–	–	–	Yes
	JIS B5	7.2 × 10.1 in. (182 × 257 mm)	–	–	–	Yes
	A5	5.8 × 8.3 in. (148 × 210 mm)	–	Yes	–	Yes
	A6	4.1 × 5.8 in. (105 × 148 mm)	–	–	–	Yes
Cards	Photo	4 × 6 in. (10 × 15 cm)	–	Yes	Yes	Yes
	Photo L	3 1/2 × 5 in. (89 × 127 mm)	–	–	–	Yes
	Photo 2L	5 × 7 in. (13 × 18 cm)	–	–	Yes	Yes
	Index Card	5 × 8 in. (127 × 203 mm)	–	–	–	Yes
	Post Card 1	3.9 × 5.8 in. (100 × 148 mm)	–	–	–	Yes
	PostCard2 (Double)	5.8 × 7.9 in. (148 × 200 mm)	–	–	–	Yes
Envelopes	C5 Envelope	6.4 × 9 in. (162 × 229 mm)	–	–	–	Yes
	DL Envelope	4.3 × 8.7 in. (110 × 220 mm)	–	–	–	Yes
	COM-10	4 1/8 × 9 1/2 in. (105 × 241 mm)	–	–	–	Yes
	Monarch	3 7/8 × 7 1/2 in. (98 × 191 mm)	–	–	–	Yes
	JE4 Envelope	4.1 × 9.3 in. (105 × 235 mm)	–	–	–	Yes
Transparencies	Letter	8 1/2 × 11 in. (215.9 × 279.4 mm)	–	Yes	–	Yes
	A4	8.3 × 11.7 in. (210 × 297 mm)	–	Yes	–	Yes

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	17 to 32 lb (64 to 120 g/m ²)	3 to 6 mil (0.08 to 0.15 mm)	100 ¹
	Inkjet Paper	17 to 53 lb (64 to 200 g/m ²)	3 to 10 mil (0.08 to 0.25 mm)	20
	Glossy Paper	Up to 58 lb (Up to 220 g/m ²)	Up to 10 mil (Up to 0.25 mm)	20 ¹
Cards	Photo 4"×6"	Up to 58 lb (Up to 220 g/m ²)	Up to 10 mil (Up to 0.25 mm)	20 ¹
	Index Card	Up to 32 lb (Up to 120 g/m ²)	Up to 6 mil (Up to 0.15 mm)	30
	Post Card	Up to 53 lb (Up to 200 g/m ²)	Up to 10 mil (Up to 0.25 mm)	30
Envelopes		20 to 25 lb (75 to 95 g/m ²)	Up to 20 mil (Up to 0.52 mm)	10
Transparencies		–	–	10

¹ Up to 100 sheets of plain 20lb (80 g/m²) paper.

Loading 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 20 lb (80 g/m²) paper and always fan the pages before putting them in the ADF.

Recommended environment

Temperature:	68 to 86° F (20 to 30° C)
Humidity:	50% to 70%
Paper:	20 lb LTR (80 g/m ² A4)

Document Sizes Supported

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

How to load documents

! CAUTION

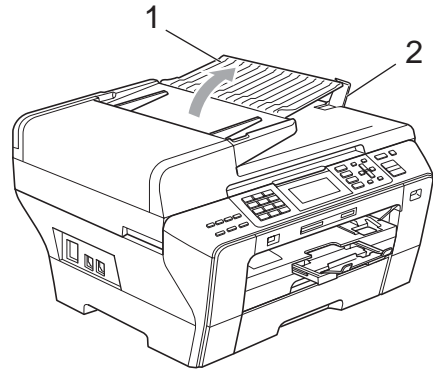
DO NOT pull on the document while it is feeding.

DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.

DO NOT use cardboard, newspaper or fabric.

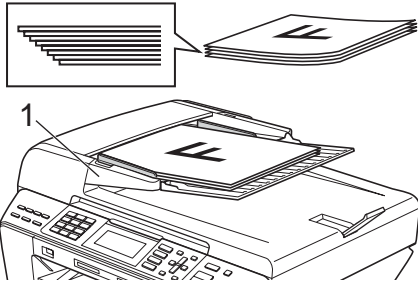
- Make sure documents written with ink are completely dry.

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



- 2 Fan the pages well.
- 3 Place your document, **face down, top edge first** in the ADF until the LCD display shows ADF Ready and you feel it touch the feed roller.

- 4 Adjust the paper guides (1) to fit the width of your document.



! CAUTION

DO NOT leave a thick document 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 11.7in (297mm)
Width:	Up to 8.5in (215.9mm)
Weight:	Up to 4.4 lb (2 kg)

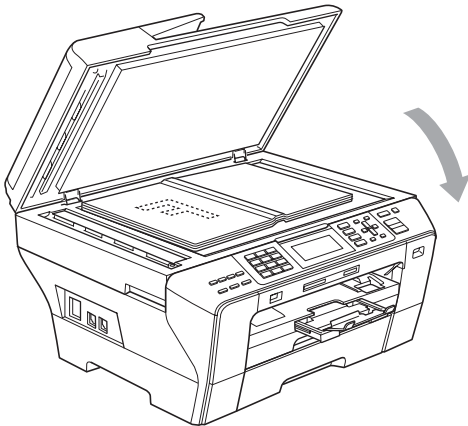
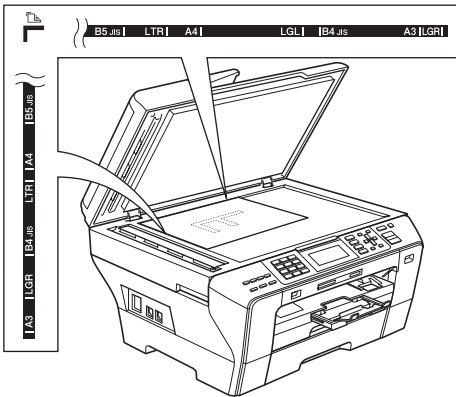
How to load documents



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 upper left hand corner with the document face down on the scanner glass.



- 3 Close the document cover.

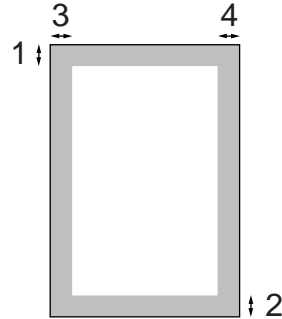


CAUTION

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	Letter	0.12 in. (3 mm)	0.16 in. (4 mm)
	A4	0.12 in. (3 mm)	(Scanner Glass) 0.12 in. (3 mm) (ADF) 0.04 in. (1 mm)
	Legal	0.12 in. (3 mm)	0.16 in. (4 mm)
Copy	All paper sizes	0.12 in. (3 mm)	0.12 in. (3 mm)
Scan	All paper sizes	0.12 in. (3 mm)	0.12 in. (3 mm)

On/Off key

You can turn the machine on and off by pressing the **On/Off** key.



Note

- If you press the On/Off key while the machine is in use it will finish the operation before going into the Off mode.
- If you have connected an external telephone or TAD, it is always available.

Turning the machine off

- 1 Press the **On/Off** key. The LCD will tell you that you cannot use the phone once it is switched off.
Press **Yes**.
The LCD shows *Shutting Down* and will stay on for a few seconds before going off.

Turning the machine on

- 1 Press the **On/Off** key.

Power Off setting

You can customize the machine's **On/Off** key. The factory setting is **Fax Receive:On**. Your machine will not work when it is switched off, but it will clean the print head periodically. If you turn this setting to **Fax Receive:Off**, you can receive faxes or calls even when the machine is switched off. (See *On/Off key* on this page.)

- 1 Press **MENU**.
- 2 Press **General Setup**.
- 3 Press **▲** or **▼** to choose **PwrOff Setting**.
- 4 Press and choose **Fax Receive:Off** (or **Fax Receive:On**).

- 5 Press **Stop/Exit**.

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On/Off setting	Receive mode	Available operations
Fax Receive: Off (factory setting)	—	No machine operations will be available other than cleaning the print head.
Fax Receive: On ^{1 2}	Fax Only Fax/Tel Manual ³	Fax Receive Easy Receive Delayed Fax ⁴ Fax Forward ⁴ Paging ⁴ Fax Storage ⁴ Fax Preview ⁴ PC Fax Receive ⁴ Remote Retrieval ⁴
	MC	Fax Receive Recording Incoming Message Easy Receive, Delayed Fax ⁴ Fax Forward ⁴ Paging ⁴ Fax Storage ⁴ Fax Preview ⁴ PC Fax Receive ⁴ Remote Retrieval ⁴
	Manual	Easy Receive Delayed Fax ⁴

- ¹ You cannot receive a fax with **Black Start** or **Color Start**.
- ² You can receive telephone calls by lifting the handset
- ³ When an external TAD is connected and Easy Receive is turned on.
- ⁴ Set before you switch off the machine.

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 **General Setup**.
- 3 Press **Mode Timer**.
- 4 Press and choose **0 Sec**, **30 Secs**, **1 Min**, **2 Mins**, **5 Mins** or **Off**.
- 5 Press **Stop/Exit**.

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 **General Setup**.
- 3 Press **Paper Type**.
- 4 Press and choose **Plain Paper**, **Inkjet Paper**, **Brother BP71**, **Other Glossy** or **Transparency**.
- 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: Letter, Legal, A4, A5 and 4 × 6 in. (10 × 15 cm) and three sizes for printing faxes: Letter, Legal and A4. 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 **General Setup**.
- 3 Press **Paper Size**.
- 4 Press and choose **Letter**, **Legal**, **A4**, **A5** and **4"x6"**.
- 5 Press **Stop/Exit**.

Volume Settings

Ring Volume

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

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 **General Setup**.
- 3 Press **▲** or **▼** to choose **Volume**.
- 4 Press **Ring**.
- 5 Press and choose **Low**, **Med**, **High** or **Off**.
- 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 volume levels, from **High** to **Off**.

- 1 Press **MENU**.
- 2 Press **General Setup**.
- 3 Press **▲** or **▼** to choose **Volume**.
- 4 Press **Beeper**.
- 5 Press and choose **Low**, **Med**, **High** or **Off**.
- 6 Press **Stop/Exit**.

Speaker Volume

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

- 1 Press **MENU**.
- 2 Press **General Setup**.
- 3 Press **▲** or **▼** to choose **Volume**.
- 4 Press **Speaker**.
- 5 Press and choose **Low**, **Med**, **High** or **Off**.
- 6 Press **Stop/Exit**.

Handset Volume (MFC-790CW only)

- 1 Press **MENU**.
- 2 Press **General Setup**.
- 3 Press **▲** or **▼** to choose **Volume**.
- 4 Press **Handset**.
- 5 Press and choose **Low** or **High**.
- 6 Press **Stop/Exit**.



Note

- You can adjust the handset volume any time you are talking on the telephone. There are two handset volume levels, *Low* and *High*. The default setting is *Low*.
- Press **◀** or **▶** to adjust the volume level. The LCD shows the setting you are choosing. The new setting will remain until you change it again.

Choosing the Handset Volume (For Volume Amplify) (MFC-790CW only)

Before you begin to use the machine, you must decide if you need to set the handset volume to *Volume Amplify: On* for a user who is hearing-impaired. The **AMPLIFY** volume level complies with FCC standards.

Volume Amplify: Off

This default setting is appropriate if *none* of the users are hearing-impaired. During a conversation, users can press **◀** or **▶** on the control panel to adjust the volume to *Low* or *High*. When the handset is replaced, the handset volume will remain until you change it again.

Volume Amplify: On - Temporary

This setting is appropriate if *some* of the users are hearing-impaired. During a conversation, users can press ◀ or ▶ on the control panel to adjust the volume to Low, High or Amplify. When the handset is replaced, the handset volume returns to the default setting of Low.

Volume Amplify: On - Permanent

Choose Volume Amplify: On - Permanent if *all* of the users are hearing-impaired. During a conversation, users can press ◀ or ▶ on the control panel to adjust the volume to Low, High or Amplify. When the handset is replaced, the handset volume returns to the default setting of Amplify.



Note

When you press ◀ or ▶ on the control panel to adjust the volume, the LCD shows the setting you are choosing. Each key press changes the volume to the next setting.



WARNING

It is important that you do NOT choose Permanent unless ALL the users are hearing-impaired. Otherwise, the default setting of Amplify may damage the hearing of some users.

Automatic Daylight Savings Time

You can set the machine to change automatically for daylight savings 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 General Setup.
- 3 Press ▲ or ▼ to choose Auto Daylight.
- 4 Press and choose On (or Off).
- 5 Press **Stop/Exit**.

Sleep Mode

You can choose how long the machine must be 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. The default setting is 10 minutes.

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

LCD screen

LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD, try changing the contrast setting.

- 1 Press **MENU**.
- 2 Press **General Setup**.
- 3 Press **▲** or **▼** to choose **LCD Settings**.
- 4 Press **LCD Contrast**.
- 5 Press and choose **Light**, **Med** or **Dark**.
- 6 Press **Stop/Exit**.

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.

- 1 Press **MENU**.
- 2 Press **General Setup**.
- 3 Press **▲** or **▼** to choose **LCD Settings**.
- 4 Press **Backlight**.
- 5 Press and choose **Light**, **Med** or **Dark**.
- 6 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.

- 1 Press **MENU**.

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- 2 Press General Setup.
- 3 Press ▲ or ▼ to choose LCD Settings.
- 4 Press Dim Timer.
- 5 Press and choose 10Secs, 20Secs, 30Secs or Off.
- 6 Press **Stop/Exit**.

Memory Security

Memory Security 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 Memory Security, so they will not be lost.

While Memory Security is On, the following operations are available:

- Receiving faxes into memory (limited by memory capacity)
- Fax Forwarding (If Fax Forwarding was already On)
- Paging (If Paging was already On)
- Remote retrieval (If Fax Storage was already On)
- Cordless handset (MFC-990CW only)
 - Making a call
 - Receiving a call
 - Viewing Caller ID (with subscriber service)

While Memory Security is Off, the following operations are NOT available:

- Printing received faxes
- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture
- PC Fax Receive
- Cordless handset (MFC-990CW only)
 - Intercom
 - Transfer a call
 - Register cordless handset
- Operation from control panel



Note

- To print the faxes in memory, turn off Memory Security.
- You must turn off PC Fax Receive before you can turn on Memory Security.
- If you forget the Memory Security password, please call Brother Customer Service.

Setting and changing the memory security password



Note

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

Setting a password for the first time

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to choose **Fax**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**.
- 4 Press and choose **Mem Security**.
- 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 your memory security password

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to choose **Fax**.

- 3 Press ▲ or ▼ to choose `Miscellaneous`.
- 4 Press `Mem Security`.
- 5 Press and choose `Set Password`.
- 6 Enter the registered 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 new password.
Press `OK`.
- 9 Press **Stop/Exit**.

Turning the memory security on/off

Turning on the memory security lock

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



Note

If there is a power failure the data will stay in memory for approximately 24 hours.

Turning off the memory security

- 1 Press `Unlock`.
- 2 Enter the registered 4-digit password.
Press `OK`.
Memory Security is automatically turned off.



Note

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




Fax

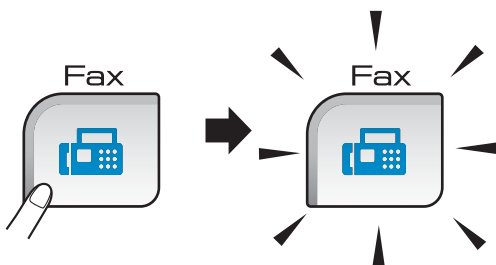
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5

Sending a Fax

Entering Fax mode

When the machine is idle, the time appears on the LCD. 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:




Press ◀ or ▶ to scroll through the **Fax** key options. Some functions are only available when sending black & white faxes.

- Fax Resolution (See page 38.)
- Contrast (See page 38.)
- Broadcasting (See page 37.)
- Preview (See page 36.)
- Delayed Fax (See page 40.)
- Batch TX (See page 40.)
- Real Time TX (See page 39.)
- Polled TX (See page 86.)
- Polling RX (See page 85.)
- Overseas Mode (See page 40.)
- Scan Size (See page 35.)
- Set New Default (See page 41.)
- Factory Reset (See page 41.)

Press the option you want.

Faxing from the ADF

- 1 Press  (**Fax**).
- 2 Place the document face down in the ADF. (See *Using the ADF* on page 21.)
- 3 Enter the fax number using the dial pad. You can also enter the fax number by pressing **Speed Dial**, press the number you want and press **Send a fax**. (For details, see *How to Dial* on page 71.)



Note

You can preview a fax message before sending it by setting **Preview** to **On**. For details, see (See *How to preview an outgoing fax* on page 36.)

- 4 Press **Black Start** or **Color Start**. The machine starts scanning the document.



Note

- To cancel, press **Stop/Exit**.
- If you send a black & white fax when the memory is full it will be sent in real time.

Faxing from the scanner glass


You can use the scanner glass to fax pages of a book one at a time. The document can be up to Letter or A4 size.

You cannot send color faxes with multiple pages.



Note

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.

- 1 Press  (**Fax**).
- 2 Load your document face down on the scanner glass. (See *Using the scanner glass* on page 22.)
- 3 Enter the fax number using the dial pad. You can also enter the fax number by pressing **Speed Dial** and press **Send a fax**.



Note

You can preview a fax message before sending it by pressing **Fax Preview**. For details, see *How to preview an outgoing fax* on page 36.)


- 4 Press **Black Start** or **Color Start**.
 - If you press **Black Start**, the machine starts scanning the first page. Go to step 5.
 - If you press **Color Start**, the machine starts sending the document.

- 5 Do one of the following:
 - To send a single page, press **No** (or press **Black Start** again).
The machine starts sending the document.
 - To send more than one page, press **Yes** and go to step 6.

- 6 Place the next page on the scanner glass. Press **OK**.
The machine starts scanning the page. (Repeat steps 5 and 6 for each additional page.)

Glass Scan Size

To fax a Letter or A4 size document from the scanner glass, you need to change the **Scan Size** setting. The default setting is Letter.

- 1 Press  (**Fax**).
- 2 Press ◀ or ▶ to choose **Scan Size**.
- 3 Press **A4** (or **Letter**).



Note

You can save the setting you use most often by setting it as default. (See *Setting your changes as the new default* on page 41.)


Color fax transmission






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

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

How to preview an outgoing fax

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

- 1 Press  (**Fax**).
- 2 Press **Preview**.
- 3 Press and choose **On**.
- 4 Load the document.
- 5 Enter the fax number using the dial pad. You can also enter the fax number by pressing **Speed Dial** and press **Send a fax**. (For details, see *How to Dial* on page 71.)
- 6 Press **Black Start**.
The machine starts scanning the document and the outgoing fax appears on the LCD.
When the fax is open, press **More**. The buttons will appear on the LCD and perform the operations shown below.

Button	Description
	Enlarge the fax.
	Reduce the fax.
▲ or ▼	Scroll vertically.
◀ or ▶	Scroll horizontally.
	Rotate the fax clockwise.
	Go back to the previous page.
	Go to the next page.

Note

- If you preview a color fax before it is sent, you will only be able to send it in black & white. To send a color fax turn the **Preview** setting **Off**.
- The fax message in the memory will be sent and then erased when you press **Black Start**.
- The LCD will display the outgoing fax each time you send fax until you set the **Preview** to **Off**.



Canceling a fax in progress

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

Broadcasting (Black & White 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 dialed 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 and choose **Broadcast**.
- 4 You can add numbers to the broadcast in the following ways:
 - Press **Add Number** and enter the number using a dial pad.
Press **OK**.
 - Press **Speed Dial**. Press  to change **Alphabetical Order** or **Numerical Order** for search. Press and choose the locations you want to send a fax.
Press **OK**.
- 5 After you have entered all the fax numbers by repeating step 4, press **OK**.
- 6 Press **Black Start**.

Note

- If you have not used up any of the numbers for Groups, you can broadcast up to 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 memory is full, press **Stop/Exit** to stop the job. If more than one page has been scanned, press **Black Start** to send the portion that is in the memory.

5

Canceling a Broadcast in progress

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to choose **Fax**.
- 3 Press **▲** or **▼** to choose **Remaining Jobs**.
The LCD will show the fax number being dialed and the Broadcast job number.
- 4 Press and choose the number you want to cancel, and press **OK**.
The LCD will ask you the following message:
Cancel Job?
- 5 Press **Yes** to cancel the number being dialed.
- 6 Do one of the following:
 - If you want to cancel other number repeat step 4 and step 5.
 - If you do not want to delete any more numbers, go step 7
- 7 Press **Stop/Exit**.

Additional sending operations

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, overseas mode, delayed fax timer, polling transmission and real time transmission.

- 1 Press  (**Fax**).

The LCD shows:



- 2 Press **◀** or **▶** to choose a setting you want to change.
- 3 Press and choose an option.
- 4 Repeat steps 2 to 3 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 the new default* on page 41.)

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.

Use **Light** when sending a light document. Use **Dark** when sending a dark document.

- 1 Press  (**Fax**).
- 2 Press **Contrast**.
- 3 Press and choose **Auto**, **Light** or **Dark**.




Note

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

- When you send a 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 Press  (**Fax**).
- 2 Press **Fax Resolution**.
- 3 Press the resolution you want.



Note

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

Black & White

Standard	Suitable for most typed documents.
----------	------------------------------------

Black & White	
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. This 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.

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 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 while scanning a document, press **Stop/Exit** to cancel or **Black Start** to send the scanned pages.

Real time transmission

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

If the memory is full or you are sending a color fax, the machine will send the document in real time (even if **Real Time TX** is set to **Off**).

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can turn on **Real Time TX**.

- 1 Press  (**Fax**).
- 2 Press ◀ or ▶ to choose **Real Time TX**.
- 3 Press **On**.




Note

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 and choose On (or Off).

Delayed Faxing (Black & White only)

During the day 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 and choose On.
- 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 (Black & White 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 and choose On.
- 4 Press Stop/Exit.

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.)

- 1 Press Menu.
- 2 Press Fax.
- 3 Press ▲ or ▼ to choose Remaining Jobs. 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 Yes.
 - If you want to cancel another job go to step 4.
 - To exit without canceling, press No.
- 6 When you have finished, press Stop/Exit.