

**brother**<sup>®</sup>

# User's Guide

**Safety and Legal**

**Basic User's Guide**

**Advanced User's Guide**



# Safety and Legal

(HL-4150CDN / 4570CDW(T) / MFC-9460CDN / 9560CDW / 9970CDW)

Not all models are available in all countries.

Please read this booklet before attempting to operate the product, or before attempting any maintenance. Failure to follow these instructions may result in an increased risk of personal injury or damage to property, including through fire, electrical shock, burns or suffocation.

## Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

- Bold** Bold typeface identifies specific keys on the product's control panel, on the computer screen.
- 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 product.

### WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

### CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

### IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



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



Electrical Hazard icons alert you to possible electrical shock.



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



Hot Surface icons warn you not to touch product parts that are hot.

Follow all warnings and instructions marked on the product.



#### Note

The illustrations in this guide show the HL-4150CDN and MFC-9460CDN.

(HL-4150CDN / MFC-9560CDW) In USA:

Please go to the Brother Solutions Center at <http://solutions.brother.com/> and click **Manuals** on your model page to download the other manuals.

# Compilation and Publication

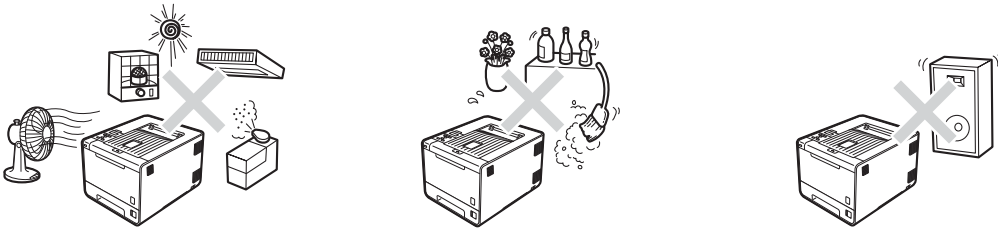
Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

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.

## Choosing a location

Put your product on a flat, level, stable surface that is free of vibration and shocks, such as a desk. Put the product near a telephone wall jack and a standard grounded AC power outlet. Choose a location where the temperature remains between 50°F and 90.5°F (10°C and 32.5°C) and the humidity is between 20% to 80% (without condensation).



### **!** WARNING

DO NOT expose the product to direct sunlight, excessive heat, open flames, salty or corrosive gasses, moisture or dust. Doing so may create a risk of an electrical short or fire. It may also damage the product and/or render it inoperable.

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DO NOT place the product near heaters, air conditioners, electrical fan, refrigerators, or water. Doing so may create the risk of a short circuit or fire, should water come into contact with the product (including condensation caused by heating/air conditioning/ventilation equipment).

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DO NOT place the product near chemicals. Should the chemicals come into contact with the product, there may be a risk of fire. The chemicals may also cause the product to malfunction or become discolored.

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

Instead:

- Keep a gap of roughly 4 in. (100 mm) between the ventilation hole and the wall.
- Place the product on a solid surface, never on a bed, sofa, rug, or other similar soft surface.
- DO NOT place this product near or over a radiator or heater.
- DO NOT place this product in a “built-in” installation unless adequate ventilation is provided.

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DO NOT put objects on top of the product. Doing so could increase the risk of overheating and/or fire should the product malfunction.

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DO install your product near an AC power outlet that is easily accessible. In the event of an emergency, easy access to the plug and outlet will allow you to shut off power to the product quickly and completely.

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Plastic bags are used in the packing of your product and drum unit. Plastic bags are not toys. To avoid the danger of suffocation, keep these bags away from babies and children and dispose of them properly.

## CAUTION

Avoid placing your product in a high-traffic area. If you must place it in a high-traffic area, ensure that the product is in a safe location where it cannot be accidentally knocked-over, which could cause injury to you and serious damage to the product. Also ensure that cords are secured so as not to pose a tripping hazard. DO NOT place this product on an unstable cart, stand, or table. The product is heavy and may fall, causing injury to you, and serious damage to the product.

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DO NOT eat the Silica Pack. Discard immediately.

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## IMPORTANT

- DO NOT place your product next to devices that contain magnets or generate magnetic fields. Doing so may interfere with the operation of the product, causing print quality problems.
  - DO NOT place your product next to sources of interference, such as speakers or the base units of non Brother cordless telephones. Doing so may interfere with the operation of the product's electronic components.
  - DO NOT connect your product to an AC power outlet controlled by wall switches or automatic timers. Disruption of power can delete information from the product's memory.
  - DO NOT connect your product to an AC power outlet on the same circuit as large appliances or other equipment that requires a significant amount of electricity to operate. Operating this product in conjunction with the other product(s) could create an overvoltage, tripping your circuit breaker or blowing your fuse.
-

# To use the product safely

Please keep these instructions for later reference and read them before attempting any maintenance. If you do not follow these safety instructions, there is a possibility of a fire, electrical shock, burn or suffocation.

## WARNING

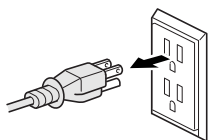
### ELECTRICAL HAZARDS

*Failure to follow the warnings in this section may create the risk of an electrical shock. In addition, you could create an electrical short, which may create the risk of a fire.*

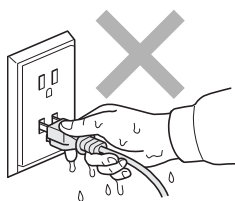
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There are high voltage electrodes inside the product. Before you access the inside of the product, including for routine maintenance such as cleaning, make sure you have unplugged the telephone line cord first (MFC only) and then the power cord from the AC power outlet, as well as any telephone (RJ-11) or Ethernet (RJ-45) cables (Network models only) from the product. Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts.



DO NOT handle the plug with wet hands.



Always make sure the plug is fully inserted. DO NOT use the product or handle the cord if the cord has become worn or frayed.

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DO NOT use this product during an electrical storm.

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DO NOT allow this product to come into contact with water. This product should not be used around standing water including a bathtub, sink, or swimming pool, around appliances containing water including a refrigerator, or in a wet basement.

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This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure what kind of power source you have, contact a qualified electrician.

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**Power Cord Safety:**

- This product is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.
  - Use only the power cord supplied with this product.
  - DO NOT allow anything to rest on the power cord. DO NOT place this product where people can walk on the cord. DO NOT place this product in a position where the cord is stretched or strain is otherwise put on the cord. Doing so may cause the cord to become worn or fray.
  - If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord. DO NOT exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the AC power outlet does not exceed 15 amperes.
  - The power cord, including extensions, should be no longer than 16.5 feet (5 meters).
- 



(MFC only)

To reduce the risk of shock or fire, use only a No. 26 AWG or larger telecommunication line cord.

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(MFC only)

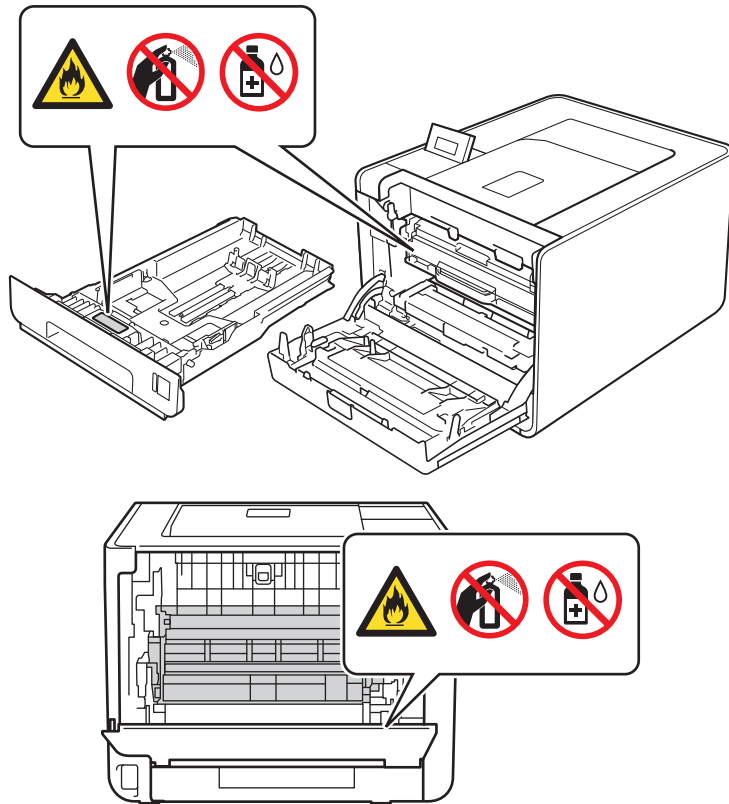
Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall jack.

Never install telephone wiring during a lightning storm. Never install a telephone wall jack in a wet location.

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## FIRE HAZARDS

DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire. Instead, use only a dry, lint-free cloth. See *Routine Maintenance* in the *User's Guide/Basic User's Guide* for more information on how to clean the product.



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DO NOT attempt to operate this product with a paper jam or with stray pieces of paper inside the product. Prolonged contact of the paper with the drum unit could cause a fire.

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DO NOT use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free soft cloth and dispose of it according to local regulations.

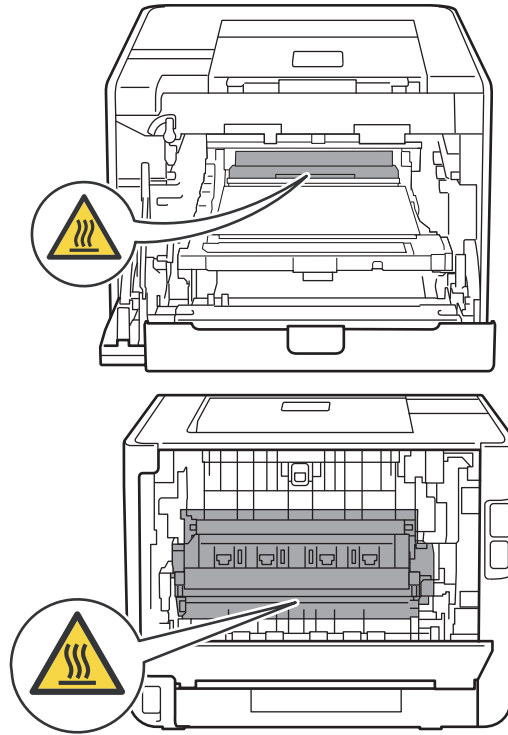
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DO NOT use this product in the vicinity of a gas leak or combustible dust.

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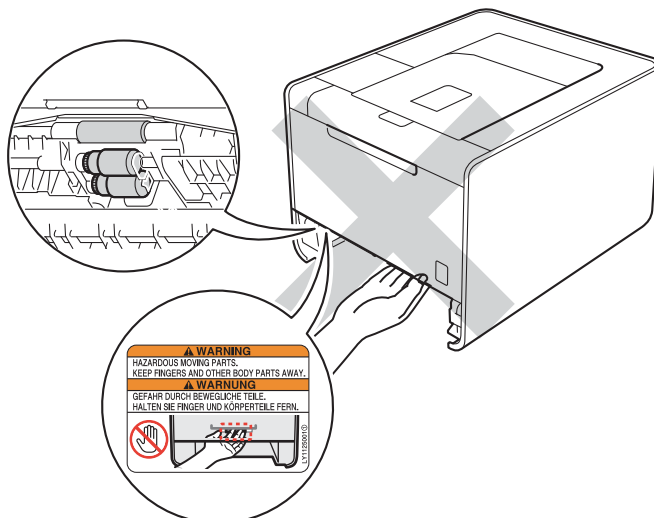
 **HOT SURFACE**

After you have just used the product, some internal parts of the product will be extremely hot. Wait for the product to cool down before you touch the internal parts of the product.



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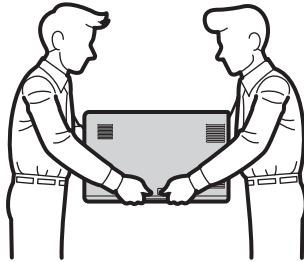
**DO NOT** touch the shaded parts shown in the illustration. These rollers may be rotating at high speed and can pinch or entrap your hand.



Languages on the label may vary depending on your country.



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- This product is heavy and weighs more than 46.3 lb (21.0 kg) for Printer, and more than 58.4 lb (26.5 kg) for MFC. To prevent injuries when moving or lifting this product, make sure to use at least two people. Be careful not to pinch your fingers when you set the product back down.
  - If you use a Lower Tray, carry it separately from your product.



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(MFC only)

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electrical shock and injury to people, including the following:

- 1 DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing product, in a wet basement or near a swimming pool.
- 2 Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3 DO NOT use this product to report a gas leak in the vicinity of the leak.
- 4 Use only the power cord provided with the product.

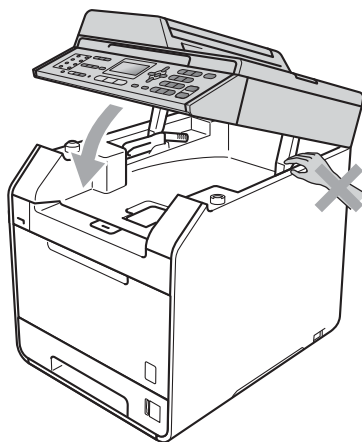
**SAVE THESE INSTRUCTIONS**

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## **⚠ CAUTION**

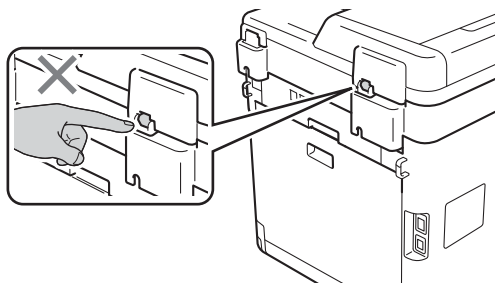
(MFC-9460CDN / MFC-9560CDW only)

To prevent injuries, be careful not to put your hands on the edge of the product under the scanner as shown in the illustrations.



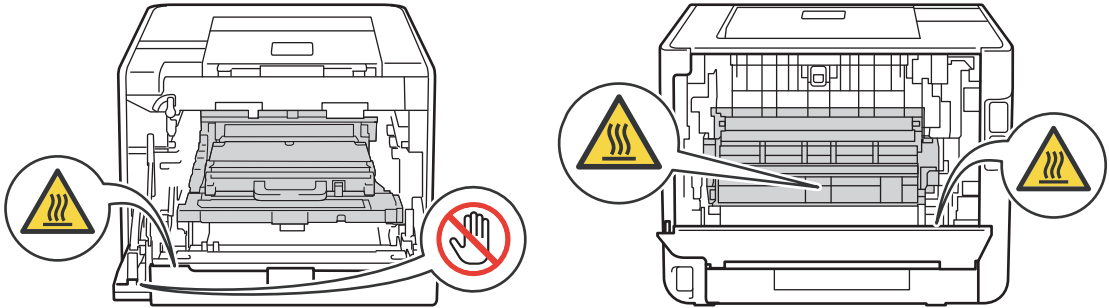
(MFC only)

To prevent injuries, be careful not to put your fingers in the areas shown in the illustrations.



## ! IMPORTANT

DO NOT remove or damage any of the caution or warning labels inside the product.



Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line and any telephone (RJ-11) or Ethernet (RJ-45) cable (Network models only) plugged into the product, or that you unplug the cords during a lightning storm.

## Important safety instructions

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- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Be careful not to inhale toner.
- 5 DO NOT place anything in front of the product that will block received faxes or printed pages. DO NOT place anything in the path of received faxes or printed pages.
- 6 Wait until pages have exited the product before picking them up.
- 7 DO NOT attempt to service this product yourself because opening or removing covers may expose you to dangerous voltage points and other risks and may void your warranty. Refer all servicing to a Brother Authorized Service Center. For the location of your nearest Brother Authorized Service Center, please call:  
**In USA:** 1-877-BROTHER (1-877-276-8437)  
**In Canada:** 1-877-BROTHER
- 8 Unplug this product from the AC power outlet and refer all servicing to Brother Authorized Service Personnel under the following conditions:
  - When the power cord is damaged or frayed. (DO NOT touch the damaged/frayed part while unplugging your product.)
  - If liquid has been spilled into the product.
  - If the product has been exposed to rain or water.
  - If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - If the product has been dropped or the casing has been damaged.
  - If the product exhibits a distinct change in performance, indicating a need for service.
- 9 For Material Safety Date Sheet for applicable accessories, visit <http://www.brother.com/>. (USA only)

# Regulation

## Standard telephone and FCC notices (MFC only)

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**These notices are in effect on models sold and used in the United States only.**

**When programming emergency numbers or making test calls to emergency numbers:**

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform these activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the backside of this equipment is a label that contains, among other information, a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. (See installation instructions for details.)

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 06 is a REN of 0.6). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact Brother Customer Service. (See *Brother numbers* in the *Basic User's Guide*.) If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, call your telephone company or a qualified installer.

If you are not able to solve a problem with your product, call Brother Customer Service. (See *Brother numbers* in the *Basic User's Guide*.)

## **WARNING**

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

## **Federal Communications Commission (FCC) Declaration of Conformity (USA only)**

Responsible Party:                      Brother International Corporation  
                                                            100 Somerset Corporate Boulevard  
                                                            Bridgewater, NJ 08807-0911 USA  
                                                            TEL: (908) 704-1700

declares, that the products

Product Name:

HL-4150CDN/HL-4570CDW/HL-4570CDWT/MFC-9460CDN/MFC-9560CDW/MFC-9970CDW

Model Numbers: HL-41/HL-45/MFC-9460CDN/MFC-9560CDW/MFC-9970CDW

Product Options: LT-300CL

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Call the dealer or an experienced radio/TV technician for help.

■ (Wireless network models only)

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

## **! IMPORTANT**

- Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.
- A shielded interface cable should be used to ensure compliance with the limits for a Class B digital device.

- (MFC only)

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

- (MFC only)

Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

- (MFC only)

This product has been certified to comply with FCC standards, which are applied to the USA only. A grounded plug should be plugged into a grounded AC power outlet after checking the rating of the local power supply for the product to operate properly and safely.

## **Industry Canada Compliance Statement (Canada only)**

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This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes:

(1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

## **EQUIPMENT ATTACHMENT LIMITATIONS (Canada only) (MFC only)**

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### **NOTICE**

This product meets the applicable Industry Canada technical specifications.

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

## NOTICE

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

## Laser safety (For 110-120V Models Only)

This equipment is certified as a Class 1 laser product as defined in IEC60825-1:2007 specifications under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the product during any phase of user operation.

## FDA regulations (For 110-120V Models Only)

U.S. Food and Drug Administration (FDA) has implemented regulations for laser products manufactured on and after August 2, 1976. Compliance is mandatory for products marketed in the United States. One of the following labels on the back of the product indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

**Manufactured:**

BROTHER TECHNOLOGY (SHENZHEN) LTD.

NO6 Gold Garden Ind., Nanling Buji, Longgang, Shenzhen, China

This product complies with FDA performance standards for laser products except for deviations pursuant to Laser Notice No. 50, dated June 24, 2007.

## WARNING

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

Internal laser radiation

Max. Radiation Power: 20 mW

Wave Length: 770 - 800 nm

Laser Class: Class 3B



## For use in the USA or Canada only

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These products are made for use in the USA and Canada only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations (for MFC models only) of that country and the power requirements of your product may not be compatible with the power available in foreign countries. Using USA or Canada models overseas is at your own risk and may void your warranty.

## Disconnect device

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This product must be installed near an AC power outlet that is easily accessible. In case of emergencies, you must disconnect the power cord from the AC power outlet to shut off power completely.

## LAN connection (Network models only)

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### **⚠ CAUTION**

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

## International ENERGY STAR® Qualification Statement

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

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



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This product includes open-source software.

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

(For Windows®) “X:\License.txt” (where X is your drive letter).

(For Macintosh) Double-click the CD-ROM icon on your desktop. Then double-click the **Utilities** icon. License.rtf will appear.

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©1983-1998 PACIFIC SOFTWARES, INC.

©2010 Devicescape Software, Inc.

This product includes the “KASAGO TCP/IP” software developed by ZUKEN ELMIC, Inc.

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U.S.Patent Office 5,860,082/6,260,156

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The following documents issued by the United States/Canadian Government or any of its Agencies, States, Territories or Provincences may not be copied:

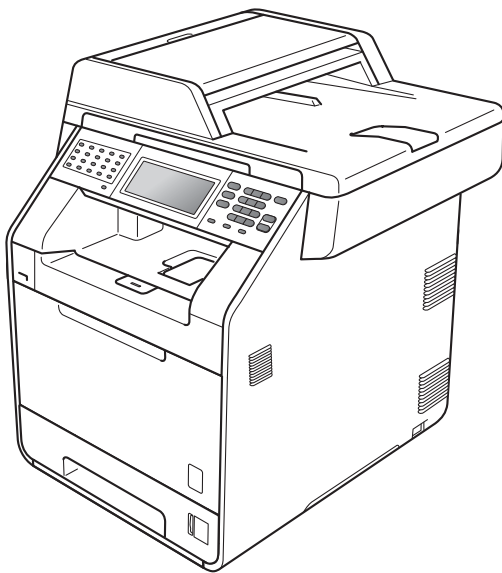
- Money
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Internal Revenue Stamps (canceled or uncanceled)
- Selective Service or draft papers
- Passports
- United States/Canadian Postage Stamps (canceled or uncanceled)
- Food Stamps
- Immigration Papers
- Checks or drafts drawn by Governmental agencies
- Identifying badges or insignias
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**brother®**

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# BASIC USER'S GUIDE



MFC-9970CDW

Version A

USA/CAN

## If you need to call Customer Service

Please complete the following information for future reference:

**Model Number:** MFC-9970CDW

**Serial Number:** <sup>1</sup> \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

**Place of Purchase:** \_\_\_\_\_

<sup>1</sup> **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 online 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 and utilities and read FAQs and troubleshooting tips to 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's performance up to date, check here for the latest firmware upgrade.

## 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) or visit us on-line at <http://www.brother-usa.com/service/>.

### 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.)



## Note

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
Toner Cartridge <Black>	TN-310BK (Approx. 2,500 pages) <sup>1 2 3</sup>
	TN-315BK (Approx. 6,000 pages) <sup>1 2 4</sup>
Toner Cartridge <Cyan>	TN-310C (Approx. 1,500 pages) <sup>1 2 3</sup>
	TN-315C (Approx. 3,500 pages) <sup>1 2 4</sup>
Toner Cartridge <Magenta>	TN-310M (Approx. 1,500 pages) <sup>1 2 3</sup>
	TN-315M (Approx. 3,500 pages) <sup>1 2 4</sup>
Toner Cartridge <Yellow>	TN-310Y (Approx. 1,500 pages) <sup>1 2 3</sup>
	TN-315Y (Approx. 3,500 pages) <sup>1 2 4</sup>
Drum Unit	DR-310CL (Approx. 25,000 pages) <sup>5 6</sup>
Waste Toner Box	WT-300CL (Approx. 50,000 pages) <sup>1</sup>

Description	Item
Belt Unit	BU-300CL (Approx. 50,000 pages) <sup>1</sup>
Telephone Line Cord	LG3077001
Paper Tray #2 (Option)	LT-300CL
Basic User's Guide	LX4383001 (English for USA and Canada)
	LX4383002 (French for Canada)
Quick Setup Guide	LX4864001 (English for USA and Canada)
	LX4385002 (French for Canada)

<sup>1</sup> Letter or A4 size single-sided pages.

<sup>2</sup> Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

<sup>3</sup> Standard toner cartridge

<sup>4</sup> High capacity toner cartridge

<sup>5</sup> 1 page per job.

<sup>6</sup> Drum life is approximate and may vary by type of use.

## **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.

IN NO EVENT WILL BROTHER'S LICENSOR(S) BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE EVEN IF BROTHER'S LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES IN THE USA AND SOME PROVINCES IN CANADA DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. IN ANY EVENT BROTHER'S LICENSOR'S LIABILITY TO YOU FOR ACTUAL DAMAGES FROM ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF THE ACTION (WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE), WILL BE LIMITED TO \$50.

## **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® Color Laser One-Year On-Site Limited Warranty (USA only)

## Who is covered:

- This limited warranty (“warranty”) is given only to the original end-user/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 by someone other than Brother), 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 Toner Cartridges, Drum Units, Belt Unit, and Waste Toner Box.
- 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 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](http://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 provide information pertaining to the defect or malfunction of this Product.

# Brother® Color Laser One-Year On-Site Limited Warranty (USA only)

## 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 evaluate your report of a possible defect to determine whether a defect exists, and if it does exist, Brother or an Authorized Service Center will provide "On-site Warranty Service" during "Normal Working Hours" and will repair the Machine and/or accompanying Consumable and Accessory Items at no charge to you for parts or labor. "On-site Warranty Service" shall consist of the remedial service, as necessitated by normal usage, to restore this product to good operating condition at your location and does not guarantee uninterrupted operation of this Product. "Normal Working Hours" shall mean 9:00am to 5:00pm (local time), Monday through Friday, excluding legal and local holidays observed by Brother or the Authorized Service Center.

If the Machine and/or accompanying Consumable and Accessory Items are not covered by this warranty, you will be charged for any service and/or replacement parts/products at Brother's or the Authorized Service Center's then current published rates.

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

## What you must provide:

Reasonable cooperation with the Brother Representative in troubleshooting as they diagnose the problem, provide access to this Product at reasonable times and provide adequate working space including heat, light, ventilation, electric current and outlets for the use of the Brother representative.

## 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 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.

**BROTHER LASER PRINTER / MULTIFUNCTION CENTER® / FAX  
ON-SITE LIMITED WARRANTY  
(Canada Only)**

For a limited on-site warranty of 1 year labour and parts from the date of purchase, Brother International Corporation (Canada) Ltd. ("Brother"), or its authorized on-site service providers, will repair or replace (at Brother's sole discretion) this Laser Printer/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, toner cartridges and 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 or 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. Damage caused by the use of non-Brother toner is not covered under this warranty. This limited warranty ceases when this machine is rented, sold, or otherwise disposed of. Operation of the laser printer/MFC/Fax 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. The Laser Printer/MFC/Fax machine will be serviced on-site. Canadian Proof of Purchase in the form of a Sales Receipt must be provided if requested by the service personnel. In the event that geographical location does not permit us to provide on-site service to you, Brother reserves the right to exchange your machine with an equivalent or better one through a courier service.

When shipping or transporting your Laser Printer/MFC/Fax machine, please refer to your Operation Manual for the proper packaging procedures. 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 Printer/MFC/Fax machine and will void the 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 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 Laser Printer/MFC/Fax machine to operate properly. Neither Brother nor anyone else involved in the development, production, or delivery of this Laser Printer/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.**

**Internet support: [support@brother.ca](mailto:support@brother.ca) or browse Brother's Web Site [www.brother.ca](http://www.brother.ca).**

**brother®**

## User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
<b>Safety and Legal</b>	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
<b>Quick Setup Guide</b>	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
<b>Basic User's Guide</b>	Learn the basic Fax, Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box
<b>Advanced User's Guide</b>	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM / In the Box
<b>Software User's Guide</b>	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM / In the Box
<b>Network Glossary</b>	This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms.	PDF file / Documentation CD-ROM / In the Box
<b>Network User's Guide</b>	This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file / Documentation CD-ROM / In the Box

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## (ADVANCED USER'S GUIDE)

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

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

---

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*Volume settings*  
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*LCD screen*  
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### **3 Sending a fax**

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*Additional sending operations*  
*Polling overview*

---

### **4 Receiving a fax**

*Remote Fax Options (black & white only)*  
*Additional receiving operations*  
*Polling overview*

---

### **5 Dialing and storing numbers**

*Telephone line services*  
*Additional dialing operations*  
*Additional ways to store numbers*

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### **6 Printing reports**

*Fax reports*  
*Reports*

---

### **7 Making copies**

*Copy settings*

---

### **A Routine maintenance**

*Cleaning and checking the machine*  
*Replacing periodic maintenance parts*  
*Packing and shipping the machine*

---

### **B Options**

*Options*  
*Optional paper tray (LT-300CL)*  
*Memory board*

---

### **C Glossary**

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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.

<b>Bold</b>	Bold style identifies keys on the machine control panel or computer screen.
<i>Italics</i>	Italicized style emphasizes an important point or refers you to a related topic.
Courier New	Courier New font identifies the messages shown on the LCD of the machine.

### WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

### CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

### IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



Electrical Hazard icons alert you to a possible electrical shock.



Hot Surface icons warn you not to touch machine parts that are hot.



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

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

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

## Viewing Documentation

- 1 Turn on your computer. Insert the Documentation CD-ROM into your CD-ROM drive. For Windows® users, go to step 3.

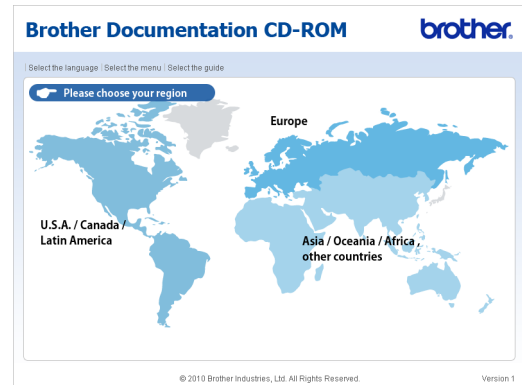


### Note

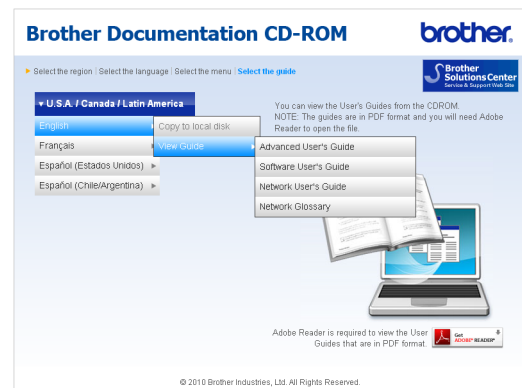
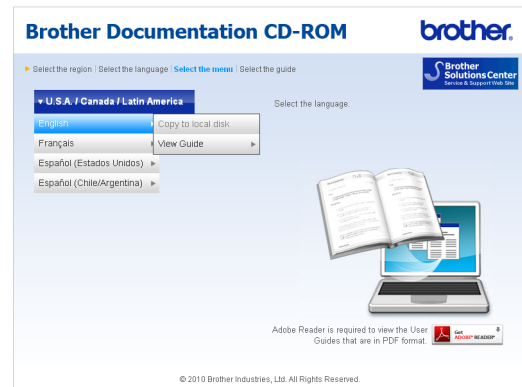
(Windows® users) If the screen does not appear automatically, go to **My Computer (Computer)**, double-click the CD-ROM icon, and then double-click **index.html**.

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

- 3 Click your country.



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



**Note**

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

<sup>1</sup> Microsoft® Internet Explorer® 6.0 or greater.

**How to find Scanning instructions**

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

**Software User's Guide**

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

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

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

**Presto! PageManager User's Guide****(Macintosh)****Note**

Presto! PageManager is available as a download from [http://nj.newsoft.com.tw/download/brother/PM9SEInstaller\\_BR\\_multilang.dmg](http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg)

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

**How to find Network setup instructions**

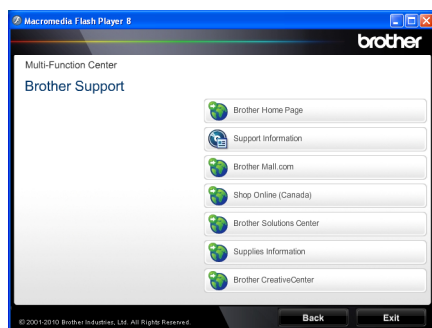
Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the *Quick Setup Guide*. If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, you can also follow the steps in the *Quick Setup Guide*. For more information about network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



## Accessing Brother Support (Windows®)

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

# Accessing Brother Support (Macintosh)

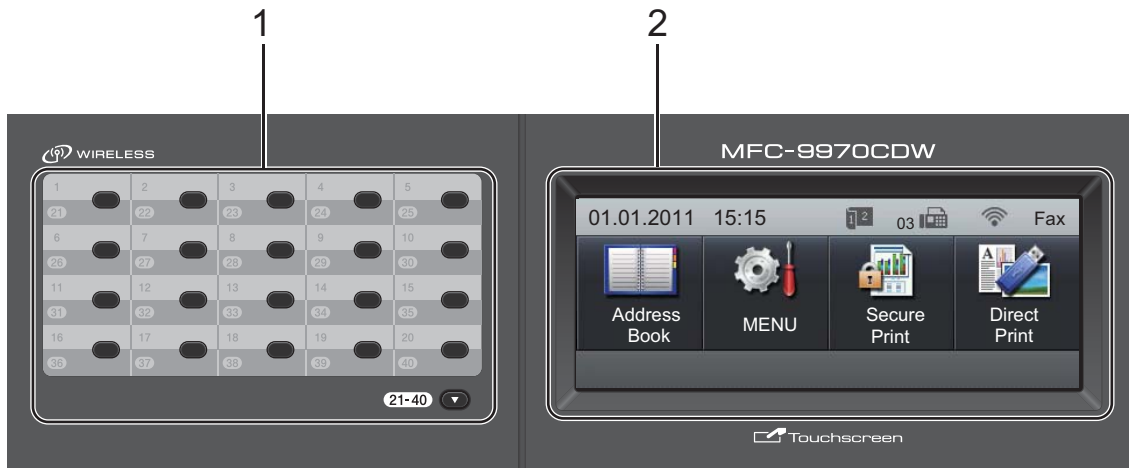
You can find all the contacts you will need, such as Web support (Brother Solutions Center), Customer Service and Brother Authorized Service Centers in *Brother numbers* on page i and on the Installation CD-ROM.

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



- To download and install Presto! PageManager, click **Presto! PageManager**.
- To register your machine from the Brother Product Register Page (<http://www.brother.com/registration/>), click **On-Line Registration**.
- To view all Brother Numbers, including Customer Service numbers for the USA and Canada, click **Support Information**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our Web site for genuine Brother Supplies (<http://www.brother.com/original/>), click **Supplies Information**.

# Control panel overview



## 1 One Touch keys

These 20 keys give you instant access to 40 previously stored numbers.

### 21-40 ▼

The **21-40 ▼** lets you access One Touch numbers 21 to 40 when held down.

## 2 LCD

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

## 3 Mode keys:



**FAX**

Puts the machine in Fax mode.



**SCAN**

Puts the machine in Scan mode.



**COPY**

Puts the machine in Copy mode.

## 4 Dial pad

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

This function transfers to the touchscreen when you store quick dial numbers.

(Canada only) The # key temporarily switches the dialing mode from Pulse to Tone during a telephone call.

## 5 Stop/Exit

Stops an operation or exits from a menu.

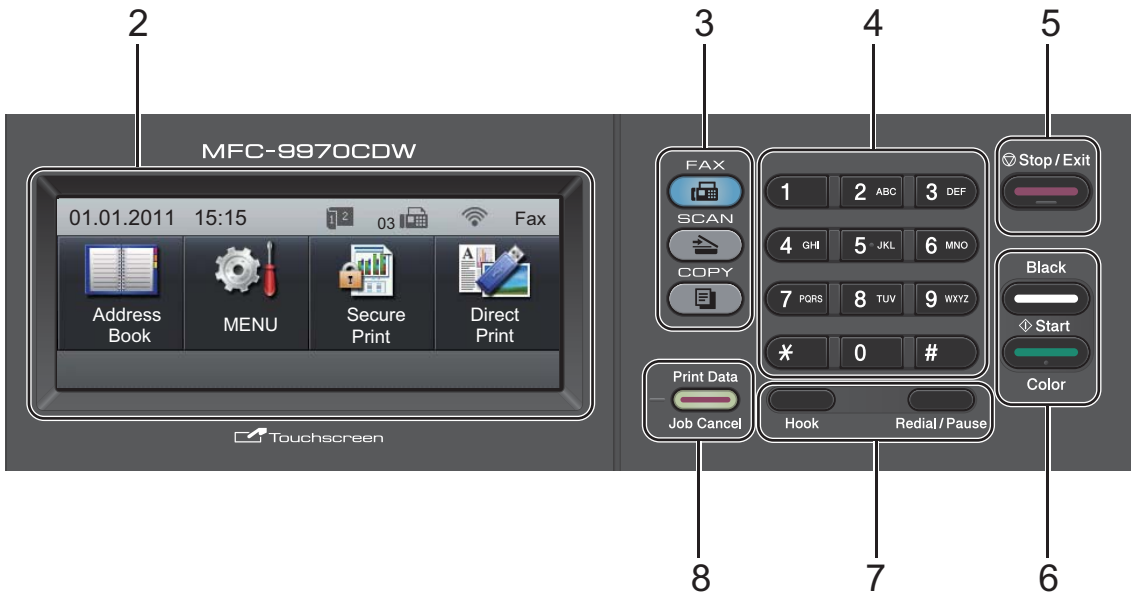
## 6 Start:

### Color

Lets you start sending faxes or making copies in full color.

### Black

Lets you start sending faxes or making copies in black & white.



**7 FAX keys:**

**Hook**

Press before dialing if you want to make sure a fax machine will answer, and then press **Black Start** or **Color Start**. Also, press this key after you pick up the handset of an external telephone during the F/T ring (fast double-rings).




**Redial/Pause**

Redials the last number called. It also inserts a pause when programming quick dial numbers or when dialing a number manually.

**8 Print Data / Job Cancel**

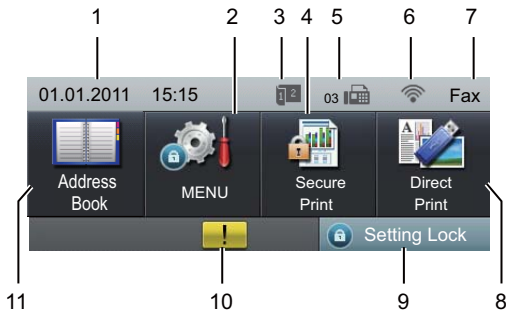
Cancels a programmed print job and clears it from the machine's memory. To cancel multiple print jobs, hold down this key until the LCD shows `Cancel Printing (All)`.

Also, this key will flash depending on the machine's status.

Machine Status	Description
Ready Mode 	The machine is ready to print, in sleep mode, there is no print data, or the power switch is off.
Receiving Data  Green (blinking)	The machine is either receiving data from the computer, processing data in memory, or printing data.
Data Remaining in Memory  Green	Print data remains in the machine memory.

## LCD Touchscreen

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



### 1 Date and Time

Lets you see date and time.

### 2 MENU

Lets you access the main menu.

### 3 Fax duplex (2-sided) receiving indicator

Appears when duplex printing is set to on for received faxes.

### 4 Secure Print

Lets you access the secure print menu.  
Active only when the machine has secure print data.

### 5 Fax in memory

Shows how many received faxes are in the memory.

### 6 Wireless Status

In FAX mode and SCAN mode a four level indicator shows the current wireless signal strength if you are using a wireless connection.



### 7 Current Receive Mode

Lets you see the current receive mode.

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

### 8 Direct Print

Lets you print data from a USB flash memory drive or a digital camera supporting mass storage directly to the machine. (See *Printing data directly from the USB Flash memory drive or digital camera supporting mass storage* on page 55.)

Active only when you insert a USB flash memory drive or digital camera in the machine's USB direct interface.

### 9 Security indicator

Shows machine's security status. Appears when you turn on Secure Function Lock or Setting Lock.

### 10 Warning icon

Appears when there is an error or maintenance message; press the Warning icon to view it, and then press **Stop/Exit** to return to the Ready screen.


### 11 Address Book

Lets you search the number you want to fax/dial/E-mail/I-Fax.

## Basic Operations

To operate the Touchscreen use your finger to press the MENU or option button directly on the LCD screen.

To display and access all the screen menus or options in a setting, press ▲▼ or ◀▶ to scroll through them.

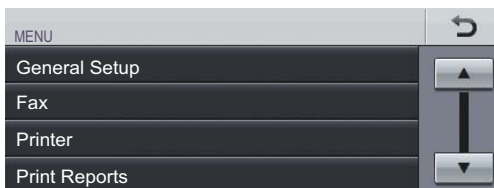
Press  to return to the previous menu.

### ! IMPORTANT

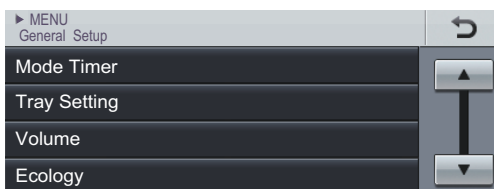
DO NOT press the Touchscreen with a sharp object, such as a pen or stylus. It may damage the machine.

The following steps show how to change a setting in the machine. In this example the LCD back light setting is changed from Light to Dark.

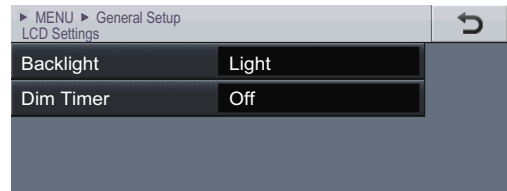
- 1 Press MENU.
- 2 Press ▲ or ▼ to display General Setup.  
Press General Setup.



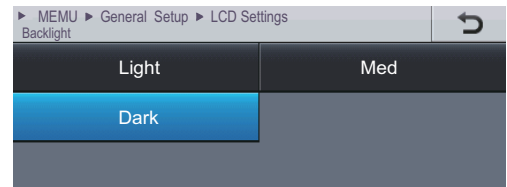
- 3 Press ▲ or ▼ to display LCD Settings.  
Press LCD Settings.



- 4 Press Backlight.



- 5 Press Dark.



- 6 Press **Stop/Exit**.

# 2

## Loading paper

### Loading paper and print media

The machine can feed paper from the standard paper tray, optional lower tray or multi-purpose tray.

When you put paper into the paper tray, note the following:

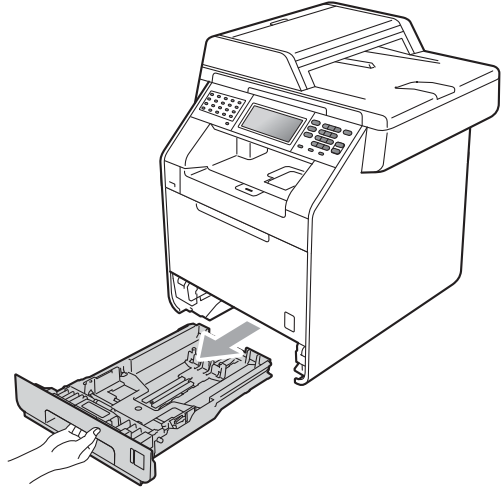
- If your application software supports paper size selection on the print menu, you can select it through the software. If your application software does not support it, you can set the paper size in the printer driver or by pressing the buttons on the Touchscreen.

### Loading paper in the standard paper tray

You can load up to 250 sheets for Tray 1 and 500 sheets for the optional lower tray (Tray 2). Paper can be loaded up to the maximum paper mark (▼▼▼) on the sliding paper width guide. (For recommended paper to use, see *Paper capacity of the paper trays* on page 22.)

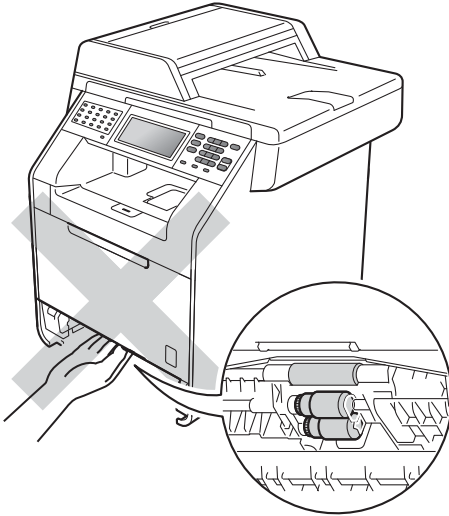
### Printing on plain paper, thin paper or recycled paper from the standard paper tray (Tray 1)

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

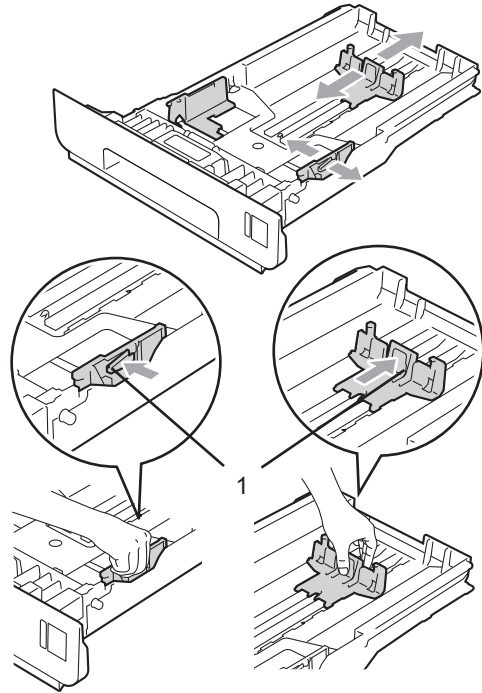


## ⚠ WARNING

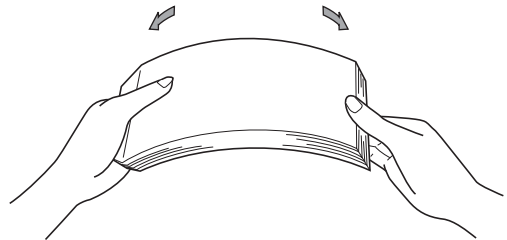
DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed and can pinch or entrap your hand.



- 2 While pressing the green paper-guide release lever (1), slide the paper guides to fit the paper size you are loading in the tray. Make sure that the guides are firmly in the slots.

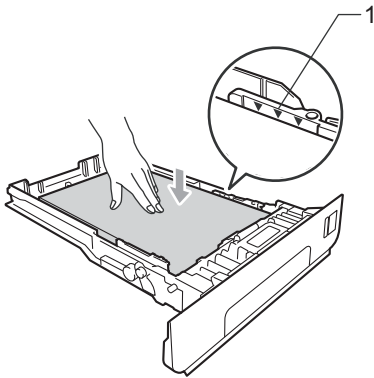


- 3 Fan the stack of paper well to avoid paper jams and misfeeds.

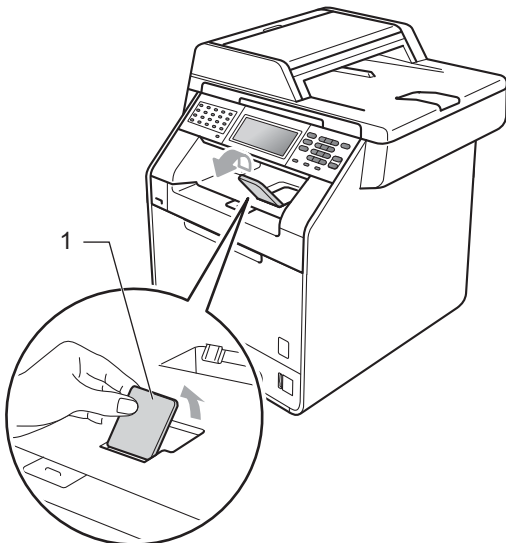




- 4 Put paper in the tray and make sure:
- The paper is below the maximum paper mark (▼▼▼) (1).  
Overfilling the paper tray will cause paper jams.
  - The side to be printed on must be *face down*.
  - The paper guides touch the sides of the paper so it will feed properly.



- 5 Put the paper tray firmly back in the machine. Make sure that it is completely inserted into the machine.
- 6 Lift up the support flap (1) to prevent paper from sliding off the *face down* output tray or remove each page as soon as it comes out of the machine.

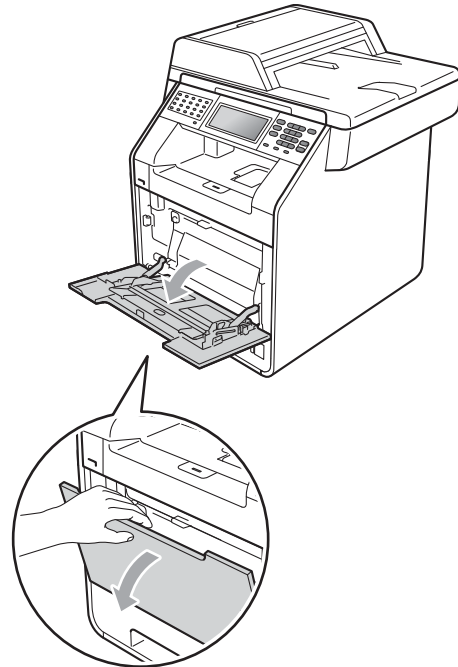


## Loading paper in the multi-purpose tray (MP tray)

You can load up to 3 envelopes or special print media in the MP tray or up to 50 sheets of plain paper. Use this tray to print or copy on thick paper (28 - 43 lb.), bond paper, glossy paper, labels, or envelopes. (For recommended paper to use, see *Paper capacity of the paper trays* on page 22.)

### Printing on plain paper, bond paper, labels or glossy paper from the MP tray

- 1 Open the MP tray and lower it gently.

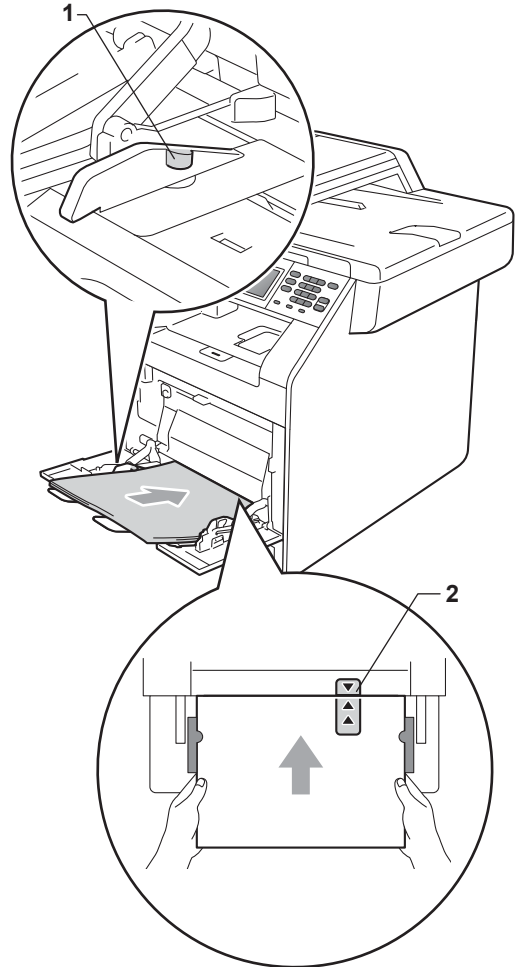


- 2 Pull out the MP tray support and unfold the flap (1).



- 3 Put paper in the MP tray and make sure:

- The paper stays under the maximum paper mark (1).
- The top of paper edge is positioned between the arrows (2).
- The side to be printed on must be *face up* with the leading edge (top of the paper) in first.



#### Note

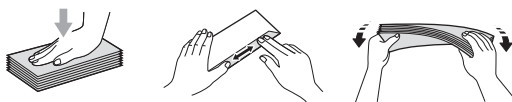
When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

- 4 Lift up the support flap to prevent paper from sliding off the *face down* output tray, or remove each page as soon as it comes out of the machine.

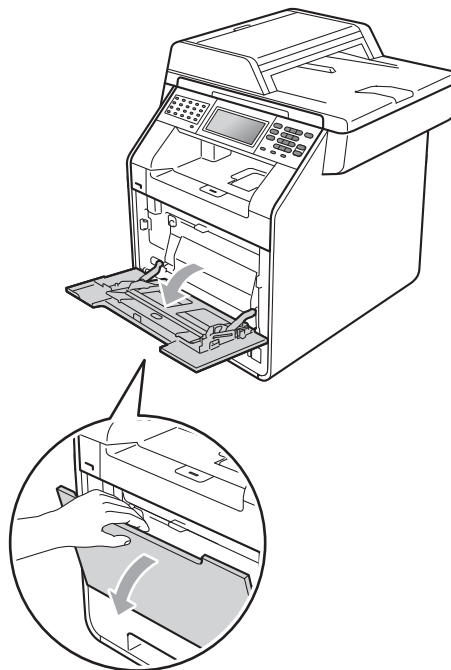


### Printing on envelopes and thick paper from the MP tray

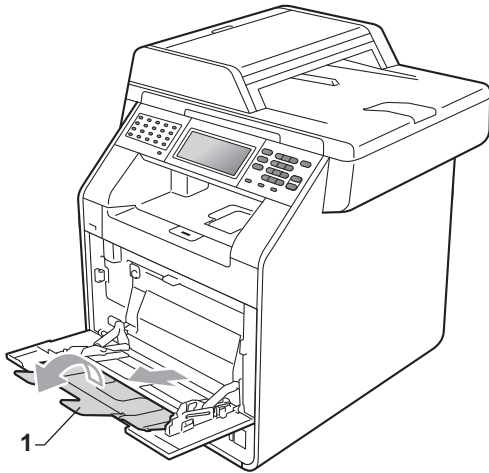
Before loading, press the corners and sides of the envelopes to make them as flat as possible.



- 1 Open the MP tray and lower it gently.



- 2 Pull out the MP tray support and unfold the flap (1).

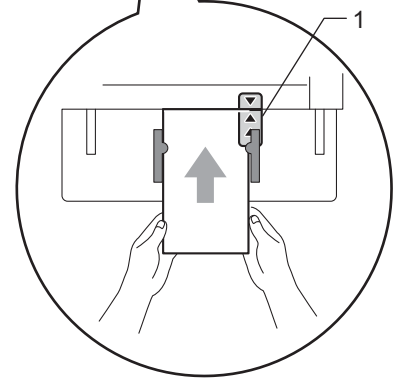
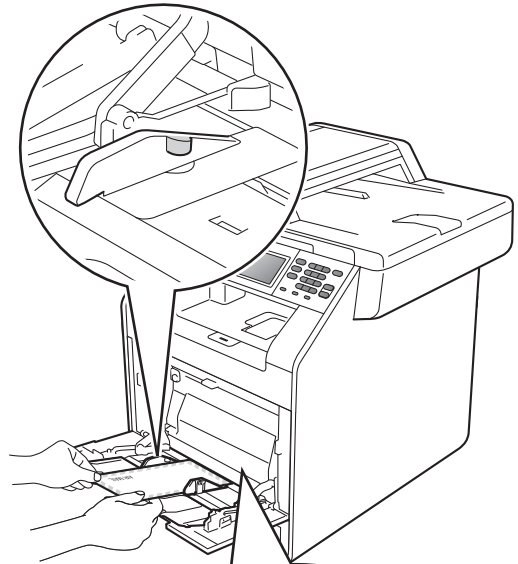


- 3 Lift the support flap to prevent envelopes or sheets of thick paper from sliding off the *face down* output tray. If the support flap is closed you should remove each envelope as soon as it comes out of the machine.

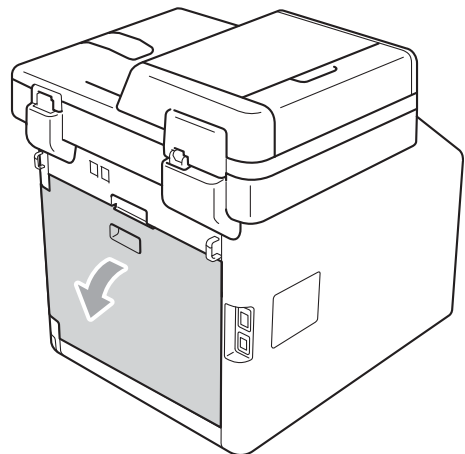


- 4 Put up to 3 envelopes or up to 25 sheets of thick paper [43 lb (163 g/m<sup>2</sup>)] in the MP tray. If you add more envelopes or paper it may cause a jam. Make sure:

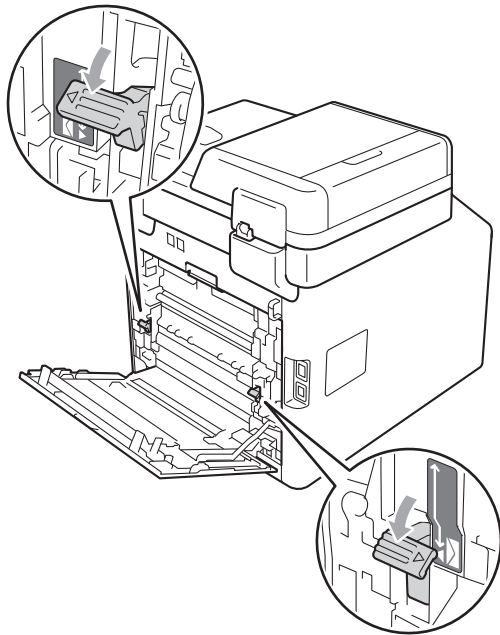
- The top edge of the envelope is positioned between the arrows (1).
- The side to be printed on must be *face up*.



- 5 Open the back cover (*Face up* output tray).



- 6 Pull down the two gray levers, one on the left-hand side and one on the right-hand side, to the envelope position as shown in the illustration below.



- 7 Close the back cover.
- 8 Send the print data to the machine.
- 9 When you have finished printing, open the back cover and reset the two gray levers which were pulled down in step 6 back to their original positions.

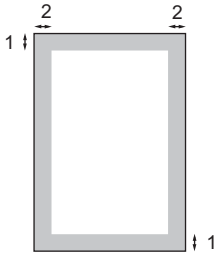


**Note**

- Remove each printed envelope immediately to prevent a paper jam.
- If your thick paper curls during printing, put only one sheet at a time in the MP tray and open the back cover (*face up* output tray) to let the printed pages exit to the *face up* output tray.

## Unscannable and unprintable areas

The figures below show maximum unscannable and unprintable areas. The unscannable and unprintable areas may vary depending on the paper size or settings in the application you are using.



Usage	Document Size	Top (1) Bottom (1)	Left (2) Right (2)
Fax (Sending)	Letter	0.12 in. (3 mm)	0.16 in. (4 mm)
	A4	0.12 in. (3 mm)	0.12 in. (3 mm)
Copy*  * a single copy or a 1 in 1 copy	Letter	0.16 in. (4 mm)	0.16 in. (4 mm)
	A4	0.16 in. (4 mm)	0.16 in. (4 mm)
Scan	Letter	0.12 in. (3 mm)	0.12 in. (3 mm)
	A4	0.12 in. (3 mm)	0.12 in. (3 mm)
Print	Letter	0.16 in. (4 mm)	0.16 in. (4 mm)
	A4	0.16 in. (4 mm)	0.16 in. (4 mm)

# Paper settings

## Paper Size and Type

When you change the size of paper in the tray, you will also need to change the setting for paper size at the same time so your machine can fit the document or an incoming fax on the page.

You can use the following sizes of paper for printing copies: A4, Letter, Legal, Executive, A5, A5 L, A6, B5, B6 and Folio and the following sizes for printing faxes: A4, Letter, Legal or Folio (8.5 in. × 13 in.).

Following on the paper size setting, you can set up the machine for the type of paper you are using. This will give you the best print quality.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Tray Setting**.  
Press **Tray Setting**.
- 4 Do one of the following:
  - To set the paper type for the MP Tray press **▲** or **▼** to display **MP Tray**.  
Press **MP Tray**
  - To set the paper type for **Tray#1** press **▲** or **▼** to display **Tray#1**.  
Press **Tray#1**
  - To set the paper type for **Tray#2** press **▲** or **▼** to display **Tray#2**.  
Press **Tray#2** <sup>1</sup> if you installed the optional tray.

<sup>1</sup> The **Tray#2** button will be selectable if the optional tray is installed.

- 5 Press **◀** or **▶** to display the paper size options.  
Press **A4, Letter, Legal, Executive, A5, A5 L, A6, B5, B6, Folio** or **Any**.



### Note

- Any size appears only when you choose the MP tray.
- If you choose Any for the MP Tray Paper Size: You must choose **MP Only** for the Tray Use setting. You cannot use the Any Paper Size selection for the MP tray when making N in 1 copies. You must choose one of the other available Paper Size selections for the MP tray.
- A5 L and A6 size are not available for Tray#2.

- 6 Press **Thin, Plain, Thick, Thicker, Recycled Paper** or **Glossy**.

- 7 Press **Stop/Exit**.



### Note

You can choose **Glossy** for the MP Tray.

## Tray Use in copy mode

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

When you choose **Tray#1 Only**, **MP Only** or **Tray#2 Only**<sup>1</sup>, the machine pulls the paper only from that tray. If the selected tray is out of paper, **No Paper** will appear on the LCD. Insert the paper in the empty tray.

To change the tray setting follow the instructions below:

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Tray Setting**.  
Press **Tray Setting**.
- 4 Press **▲** or **▼** to display **Tray Use:Copy**.  
Press **Tray Use:Copy**.
- 5 Press **Tray#1 Only**, **Tray#2 Only**<sup>1</sup>, **MP Only**, **MP>T1>T2**<sup>1</sup> or **T1>T2**<sup>1</sup>>**MP**.  
<sup>1</sup> The **Tray#2 Only** or **T2** appears only if the optional tray is installed.
- 6 Press **Stop/Exit**.



### Note

- When loading the documents in the ADF and **MP>T1>T2** or **T1>T2>MP** is selected, the machine looks for the tray with the most suitable paper and pulls paper from that tray. If no tray has suitable paper, the machine pulls paper from the higher priority tray.
- When using the scanner glass, your document is copied from the higher priority tray even if more suitable paper is in another paper tray.

## Tray Use in fax mode

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

When you choose **Tray#1 Only**, **MP Only** or **Tray#2 Only**<sup>1</sup>, the machine pulls the paper only from that tray. If the selected tray is out of paper, **No Paper** will appear on the LCD. Insert the paper in the empty tray.

When you choose **T1>T2**<sup>1</sup>>**MP**, the machine pulls paper from **Tray #1** until it is empty, then from **Tray #2**, and then from the **MP** tray.

When you choose **MP>T1>T2**<sup>1</sup>, the machine pulls paper from the **MP** tray until it is empty, then from **Tray #1**, and then from **Tray #2**.



### Note

- You can use four sizes of paper for printing faxes: **A4**, **Letter**, **Legal** or **Folio**. When a suitable size is not in any of the trays received faxes will be stored in the machine's memory and **Size mismatch** will appear on the LCD. (For details, see *Error and maintenance messages* on page 95.)
- If the tray is out of paper and received faxes are in the machine's memory, **No Paper** will appear on the LCD. Insert paper in the empty tray.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Tray Setting**.  
Press **Tray Setting**.
- 4 Press **▲** or **▼** to display **Tray Use:Fax**.  
Press **Tray Use:Fax**.
- 5 Press **Tray#1 Only**, **Tray#2 Only**<sup>1</sup>, **MP Only**, **MP>T1>T2**<sup>1</sup> or **T1>T2**<sup>1</sup>>**MP**.  
<sup>1</sup> The **Tray#2 Only** or **T2** appears only if the optional tray is installed.
- 6 Press **Stop/Exit**.



## Tray Use in print mode

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You can change the default tray the machine will use for printing from your computer.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display General Setup.  
Press General Setup.
- 3 Press ▲ or ▼ to display Tray Setting.  
Press Tray Setting.
- 4 Press ▲ or ▼ to display Tray Use:Print.  
Press Tray Use:Print.
- 5 Press Tray#1 Only, Tray#2 Only<sup>1</sup>, MP Only, MP>T1>T2<sup>1</sup> or T1>T2<sup>1</sup>>MP.
  - <sup>1</sup> The Tray#2 Only or T2 appears only if the optional tray is installed.
- 6 Press **Stop/Exit**.

## Acceptable paper and other print media

Print quality may vary according to the type of paper you are using.

You can use the following types of print media: thin paper, plain paper, thick paper, bond paper, recycled paper, glossy paper, labels or envelopes.

For best results, follow the instructions below:

- DO NOT put different types of paper in the paper tray at the same time because it may cause paper jams or misfeeds.
- For proper printing, you must choose the same paper size from your software application as the paper in the tray.
- Avoid touching the printed surface of the paper immediately after printing.
- Before you buy a lot of paper, test a small quantity to make sure the paper is suitable.

## Recommended paper and print media

Paper Type	Item
Plain Paper	Xerox 4200DP 20 lb
	Hammermill Laser Print (24 lb=90 g/m <sup>2</sup> )
Recycled Paper	No specific brand recommended
Labels	Avery laser labels white #5160
Envelope	No specific brand recommended
Glossy Paper	Glossy Laser Paper

## Type and size of paper

The machine feeds paper from the installed standard paper tray, multi-purpose tray or optional lower tray.

**The name for the paper trays in the printer driver in this Guide are as follows:**

Tray and optional unit	Name
Standard paper tray	Tray 1
Multi-purpose tray	MP Tray
Optional lower tray	Tray 2

## Paper capacity of the paper trays

	Paper size	Paper types	No. of sheets
Paper Tray (Tray 1)	A4, Letter, Legal, B5, Executive, A5, A5 (Long Edge), A6, B6, Folio <sup>1</sup>	Plain paper, Thin paper and Recycled paper	up to 250 [20 lb (80 g/m <sup>2</sup> )]
Multi-purpose Tray (MP Tray)	Width: 2.75 to 8.5 in. (69.8 to 216 mm) Length: 4.57 to 16 in. (116 to 406.4 mm)	Plain paper, Thin paper, Thick paper, Thicker paper, Bond paper, Recycled paper, Envelopes, Labels and Glossy paper	50 sheets [20 lb (80 g/m <sup>2</sup> )] 3 Envelopes 1 Glossy paper
Optional lower Tray (Tray 2)	A4, Letter, Legal, B5, Executive, A5, B6, Folio <sup>1</sup>	Plain paper, Thin paper and Recycled paper	up to 500 [20 lb (80 g/m <sup>2</sup> )]

<sup>1</sup> Folio size is 8.5 in. × 13 in. (215.9 mm × 330.2 mm)

## Recommended paper specifications

The following paper specifications are suitable for this machine.

Basis weight	20-24 lb (75-90 g/m <sup>2</sup> )
Thickness	80-110 μm
Roughness	Higher than 20 sec.
Stiffness	90-150 cm <sup>3</sup> /100
Grain direction	Long grain
Volume resistivity	10e <sup>9</sup> -10e <sup>11</sup> ohm
Surface resistivity	10e <sup>9</sup> -10e <sup>12</sup> ohm-cm
Filler	CaCO <sub>3</sub> (Neutral)
Ash content	Below 23 wt%
Brightness	Higher than 80%
Opacity	Higher than 85%

- Use paper made for plain paper copying.
- Use paper that is 20 to 24 lb (75 to 90 g/m<sup>2</sup>).
- Use long grain paper with a neutral Ph value, and a moisture content of approx. 5%.
- This machine can use recycled paper that meets DIN 19309 specifications.

## Handling and using special paper

The machine is designed to work well with most types of xerographic and bond paper. However, some paper variables may have an effect on print quality or handling reliability. Always test samples of paper before purchasing to ensure desirable performance. Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

Some important guidelines when selecting paper are:

- DO NOT use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the temperature of the machine's fusing process 392 degrees Fahrenheit (200 degrees centigrade).
- If you use bond paper, paper having a rough surface or paper that is wrinkled or creased, the paper may exhibit degraded performance.
- When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

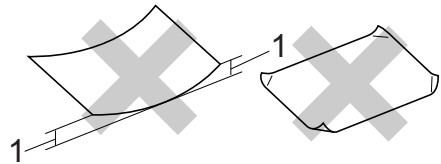
## Types of paper to avoid

### ! IMPORTANT

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

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped



**1 A curl of 0.08 in. (2 mm) or greater may cause jams to occur.**

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

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

## Envelopes

Most envelopes designed for laser printers will be suitable for your machine. However, some envelopes may have feed and print-quality problems because of the way they have been made. A suitable envelope should have edges with straight, well-creased folds and the leading edge should not be thicker than two sheets of paper. The envelope should lie flat and not be of baggy or flimsy construction. You should buy quality envelopes from a supplier who understands that you will be using the envelopes in a laser machine.

We recommend that you print a test envelope to make sure the print results are what you want.

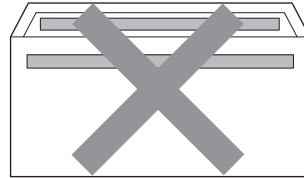
### Types of envelopes to avoid

#### ! IMPORTANT

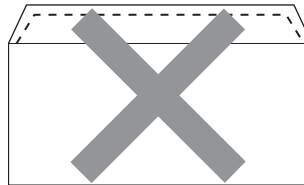
DO NOT use envelopes:

- that are damaged, curled, wrinkled or an unusual shape
- that are extremely shiny or textured
- with clasps, staples, snaps or tie strings
- with self-adhesive closures
- that are of a baggy construction
- that are not sharply creased
- that are embossed (have raised writing on them)
- that were previously printed by a laser machine
- that are pre-printed on the inside
- that cannot be arranged neatly when stacked
- that are made of paper that weighs more than the paper weight specifications for the machine
- with edges that are not straight or consistently square

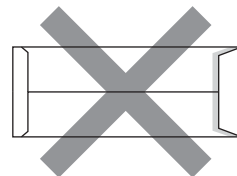
- with windows, holes, cut-outs or perforations
- with glue on surface as shown in figure below



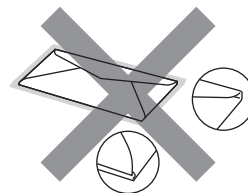
- with double flaps as shown in figure below



- with sealing flaps that are not folded down when purchased
- with sealing flaps as shown in figure below



- with each side folded as shown in figure below



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

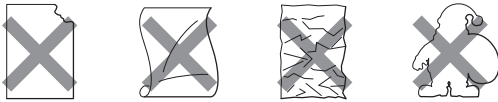
## Labels

The machine will print on most types of labels designed for use with a laser machine. Labels should have an adhesive that is acrylic-based since this material is more stable at the high temperatures in the fuser unit. Adhesives should not come in contact with any part of the machine, because the label stock may stick to the drum unit or rollers and cause jams and print quality problems. No adhesive should be exposed between the labels. Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

All labels used in this machine must be able to withstand a temperature of 392 degrees Fahrenheit (200 degrees centigrade) for a period of 0.1 seconds.

### Types of labels to avoid

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



### ! IMPORTANT

- Avoid feeding labels with the carrier sheet exposed because your machine will be damaged.
- Label sheets should not exceed the paper weight specifications described in this User's Guide. Labels exceeding this specification may not feed or print properly and may cause damage to your machine.
- DO NOT reuse or insert labels that have previously been used or are missing a few labels on the sheet.

# 3

## Loading documents

### How to load documents

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

### Using the automatic document feeder (ADF)

The ADF can hold up to 50 pages and feeds each sheet individually. Use standard 20 lb (80 g/m<sup>2</sup>) paper and always fan the pages before putting them in the ADF.

#### Document Sizes Supported

Length:	5.8 to 14 in. (147.3 to 356.0 mm)
Width:	5.8 to 8.5 in. (147.3 to 215.9 mm)
Weight:	17 to 24 lb (64 to 90 g/m <sup>2</sup> )

#### How to load documents

##### ! IMPORTANT

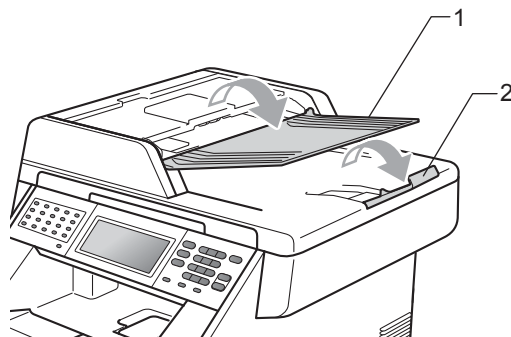
- DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.
- To avoid damaging your machine while using the ADF, DO NOT pull on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



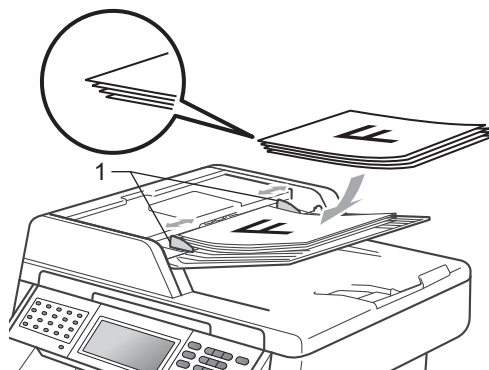
#### Note

- To scan documents that are not suitable for the ADF, see *Using the scanner glass* on page 27.
- It is easier to use the ADF if you are loading a multiple page document.
- Make sure documents with correction fluid or written with ink are completely dry.

- 1 Unfold the ADF document support (1). Lift up and unfold the ADF document output support flap (2).



- 2 Fan the pages well.
- 3 Place your document *face up top edge first* in the ADF until the LCD display message changes and you feel it touch the feed rollers.
- 4 Adjust the paper guides (1) to fit the width of your document.



**Note**

- To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.
- To scan non-standard documents, see *Using the scanner glass* on page 27.

## Using the scanner glass

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

### Document Sizes Supported

Length:	Up to 14.0 in. (355.6 mm)
Width:	Up to 8.5 in. (215.9 mm)
Weight:	Up to 4.4 lb (2.0 kg)

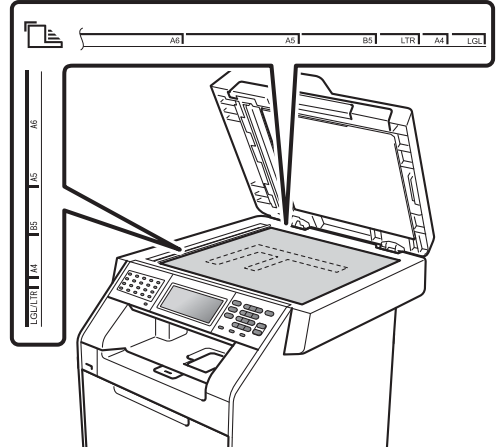
### How to load documents

**Note**

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

- 1 Lift the document cover.

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



- 3 Close the document cover.

**! IMPORTANT**

If the document is a book or is thick, do not slam or press on the cover.




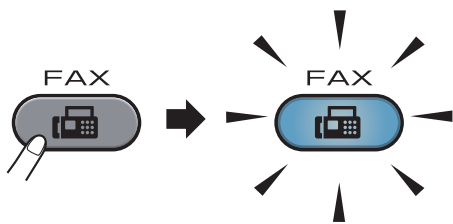
# 4

## Sending a fax

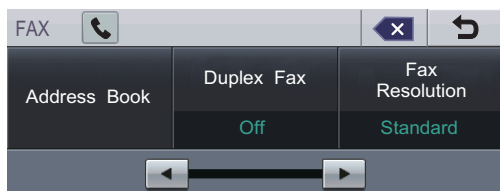
### How to send a fax

The following steps show how to send a fax.

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



■ The LCD shows:



- 2 Do one of the following to load your document:
  - Place the document *face up* in the ADF. (See *Using the automatic document feeder (ADF)* on page 26.)
  - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 27.)



#### Note

To send color faxes with multiple pages use the ADF.

- 3 Set the scanner glass size, fax resolution or contrast if you want to change them.



#### Note

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

- Broadcasting
- Duplex Fax (2-sided fax layout)
- Delayed Fax
- Batch TX
- Real Time TX
- Polled TX
- Overseas Mode
- Fax Resolution
- Contrast
- Glass ScanSize
- Coverpage Setup
- Coverpage Message
- Set New Default
- Factory Reset

- 4 Choose one of the options below:
  - If you want to send a single-sided document, go to step 5.
  - If you want to send a 2-sided document, you need to choose the duplex scanning format of your 2-sided document.  
Press **Duplex Fax** and choose  
DuplexScan : LongEdge or  
DuplexScan : ShortEdge.



#### Note

You can send 2-sided documents from the ADF.

- 5 Enter the fax number using the dial pad. You can also enter the fax number on the LCD by pressing **Address Book** and **Send a fax**, or you can press an **One Touch** key on the machine's control panel. (For details, see *How to dial* on page 44.)
- 6 Press **Black Start** or **Color Start**.

### Faxing from the ADF

- The machine starts scanning the document.

### Faxing from the scanner glass

If **Real Time TX** is **On**, the machine will send the document without asking if there are additional pages to scan.

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

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 place the next page on the scanner glass. Press **Black Start**. The machine starts scanning the page. (Repeat this step for each additional page.)
- If you press **Color Start** and **Yes (Color fax)**, the machine starts sending the document.




### Note

To cancel, press **Stop/Exit**.

## Faxing A4/Legal/Folio size documents from the scanner glass

When faxing A4/Legal/Folio size documents, you will need to set the scan glass size to **A4** or **Legal/Folio**; otherwise, a portion of your faxes will be missing.

- 1 Press  (**FAX**).
- 2 Press **◀** or **▶** to display **Glass ScanSize**. Press **Glass ScanSize**.
- 3 Press **A4** or **Legal/Folio**.
- 4 Press **Stop/Exit**.



### Note

You can save the setting you use most often by setting it as the default. (See *Setting your changes as the new default* in *Chapter 3* of the *Advanced User's Guide*.)

## Color fax transmission

Your machine can send a color fax to machines that support this feature. Color faxes cannot be stored in the machine's memory. When you send a color fax, the machine will send it in real time (even if Real Time TX is set to `Off`).

## Canceling a fax in progress

Press **Stop/Exit** to cancel the fax. If you press **Stop/Exit** while the machine is dialing or sending, the LCD will show `Cancel Job?`.

Press `Yes` to cancel the fax.

## Transmission verification report

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

There are several settings available for the Transmission Verification Report:

- `On`: Prints a report after every fax you send.
- `On+Image`: Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- `Off`: Prints a report if your fax is unsuccessful due to a transmission error. `Off` is the default setting.
- `Off+Image`: Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

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

**Note**

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

# 5

## Receiving a fax

### Receive modes

#### Choose the correct Receive Mode

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The correct Receive Mode is determined by the external devices and telephone subscriber services (Voice Mail, Distinctive Ring, etc.) you have (or will be using) on the same line as the Brother machine.

##### **Will you be using a Distinctive Ring number for receiving faxes?**

Brother uses the term "Distinctive Ring" but different telephone companies may have other names for this service such as Custom Ringing, RingMaster, Personalized Ring, Teen Ring, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Smart Ring and SimpleBiz Fax & Alternate Number Ringing. (See *Distinctive Ring* on page 38 for instructions on setting up your machine using this feature.)

##### **Will you be using Voice Mail on the same telephone line as your Brother machine?**

If you have Voice Mail on the same telephone line as your Brother machine, there is a strong possibility that Voice Mail and the Brother machine will conflict with each other when receiving incoming calls. (See *Voice Mail* on page 37 for instructions on setting up your machine using this service.)

##### **Will you be using a Telephone Answering Device on the same telephone line as your Brother machine?**

Your external telephone answering device (TAD) will automatically answer every call. Voice messages are stored on the external TAD and fax messages are printed. Choose `External` TAD as your receive mode. (See *Connecting an external TAD (telephone answering device)* on page 40.)

##### **Will you be using your Brother machine on a dedicated fax line?**

Your machine automatically answers every call as a fax. Choose `Fax Only` as your receive mode. (See *Fax Only* on page 34.)

##### **Will you be using your Brother machine on the same line as your telephone?**

###### **Do you want to receive voice calls and faxes automatically?**

The `Fax/Tel` receive mode is used when sharing the Brother machine and your telephone on the same line. Choose `Fax/Tel` as your receive mode. (See *Fax/Tel* on page 34.)

**Important Note:** You can not receive voice messages on either Voice Mail or an answering machine when choosing the `Fax/Tel` mode.

###### **Do you expect to receive very few faxes?**

Choose `Manual` as your receive mode. You control the telephone line and must answer every call yourself. (See *Manual* on page 34.)

To set the receive mode follow the instructions below:

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Initial Setup.  
Press Initial Setup.
- 3 Press ▲ or ▼ to display Receive Mode.  
Press Receive Mode.
- 4 Press Fax Only, Fax/Tel, External TAD Or Manual.
- 5 Press **Stop/Exit**.

The LCD will display the current receive mode.

## Using receive modes

Some receive modes answer automatically (Fax Only and Fax/Tel). You may want to change the Ring Delay before using these modes. (See *Ring Delay* on page 35.)

### Fax Only

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

### Fax/Tel

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

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

(Also see *F/T Ring Time (Fax/Tel mode only)* on page 35 and *Ring Delay* on page 35.)

## Manual

Manual mode turns off all automatic answering functions unless you are using the Distinctive Ring Receive feature.

To receive a fax in Manual mode lift the handset of the external telephone or press **Hook**. When you hear fax tones (short repeating beeps), press **Black Start** or **Color Start**, and choose *Receive* to receive the fax. You can also use the Easy Receive feature to receive faxes by lifting a handset on the same line as the machine.

(Also see *Easy Receive* on page 36.)

## External TAD

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

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

(For more information see *Connecting an external TAD (telephone answering device)* on page 40.)

## Receive Mode settings

### Ring Delay

The Ring Delay setting sets the number of times the machine rings before it answers in Fax Only and Fax/Tel modes.

If you have external or extension telephones on the same line as the machine, keep the Ring Delay setting of 4. (See *Easy Receive* on page 36.)

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display Fax.  
Press Fax.
- 3 Press **▲** or **▼** to display Setup Receive.  
Press Setup Receive.
- 4 Press **▲** or **▼** to display Ring Delay.  
Press Ring Delay.
- 5 Press 0, 1, 2, 3 or 4 for how many times the line rings before the machine answers.
- 6 Press **Stop/Exit**.



#### Note

Choose 0 in step 5 to have the machine answer immediately.

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

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

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

Because the F/T ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone. (For more information see *Using Remote Codes* on page 43.)

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



## Easy Receive

---

### If Easy Receive is On:

The machine can receive a fax automatically, even if you answer the call. When you see `Receiving` on the LCD or hear a click on the phone line through the handset you are using, just replace the handset. Your machine will do the rest.

### If Easy Receive is Off:

If you are at the machine and answer a fax call first by lifting the external handset, then press **Black Start** or **Color Start**, and then press `Receive` to receive the Fax.

If you answered at an extension telephone press **\*51**.



#### Note

---

- If this feature is set to `On`, but your machine does not connect a fax call when you lift an extension telephone handset, press the fax receive code **\*51**.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Easy Receive to `Off`.

- 
- 1 Press `MENU`.
  - 2 Press **▲** or **▼** to display `Fax`.  
Press `Fax`.
  - 3 Press **▲** or **▼** to display  
`Setup Receive`.  
Press `Setup Receive`.
  - 4 Press **▲** or **▼** to display `Easy Receive`.  
Press `Easy Receive`.
  - 5 Press `On` (or `Off`).
  - 6 Press **Stop/Exit**.

## Telephone line services

### Voice Mail

---

If you have Voice Mail on the same telephone line as your Brother machine, Voice Mail and the Brother machine will conflict with each other when receiving incoming calls.

For example, if your Voice Mail is set to answer after 4 rings and your Brother machine is set to answer after 2 rings, then your Brother machine will answer first. This will prevent callers from being able to leave a message in your Voice Mail.

Similarly, if your Brother machine is set to answer after 4 rings and your Voice Mail is set to answer after 2 rings, then your Voice Mail will answer first. This will prevent your Brother machine from being able to receive an incoming fax, since Voice Mail cannot transfer the incoming fax back to the Brother machine.

To avoid conflicts between your Brother machine and your Voice Mail service, do one of the following:

Get the Distinctive Ring service from your telephone company. Distinctive Ring is a feature of your Brother machine that allows a person with one line to receive fax and voice calls through two different telephone numbers on that one line. Brother uses the term 'Distinctive Ring,' but telephone companies market the service under a variety of names, such as Custom Ringing, Personalized Ring, Smart Ring, RingMaster, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call,

Teen Ring, and SimpleBiz Fax & Alternate Number Ringing. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes. (See *Distinctive Ring* on page 38.)

### OR

Set your Brother machine's Receive Mode to "Manual". Manual Mode requires that you answer every incoming call if you want to be able to receive a fax. If the incoming call is a telephone call, then complete the call as you normally would. If you hear fax sending tones you must transfer the call to the Brother machine. (See *Using external and extension telephones* on page 42.) Unanswered fax and voice calls will go to your Voice Mail. (To set the machine in **MANUAL** Mode, see *Choose the correct Receive Mode* on page 32.)

## Distinctive Ring

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Distinctive Ring is a function of your Brother machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line. Brother uses the term "Distinctive Ring," but telephone companies market the service under a variety of names, such as Smart Ring, Ring Master or Ident-a-Ring. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes.



### Note

---

- You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.
  - Please call your telephone company for availability and rates.
- 

## What does your telephone company's 'Distinctive Ring' do?

Your telephone company's Distinctive Ring service allows you to have more than one number on the same telephone line. **If you need more than one telephone number, it is cheaper than paying for an extra line.** Each telephone number has its own distinctive ring pattern, so you will know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.



### Note

---

Please call your telephone company for availability and rates.

---

## What does Brother's 'distinctive ring' do?

The Brother machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company's Distinctive Ring service. The new telephone number on your line can just receive faxes.



### Note

---

You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.

---

## Do you have Voice Mail?

If you have Voice Mail on the telephone line that you will install your new machine on, *there is a strong possibility that Voice Mail and the machine will conflict with each other while receiving incoming calls.* **However, the Distinctive Ring feature allows you to use more than one number on your line, so both Voice Mail and the machine can work together without any problems.** If each one has a separate telephone number, neither will interfere with the other's operations.

If you decide to get the Distinctive Ring service from the telephone company, you will need to follow the directions below to 'register' the new Distinctive Ring pattern they give you. This is so your machine can recognize its incoming calls.



### Note





---

You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily, and turn it back on later. When you get a new fax number, make sure you reset this feature.

---

## Before you choose the ring pattern to register

You can only register one Distinctive Ring pattern with the machine. Some ring patterns cannot be registered. The ring patterns below are supported by your Brother machine. Register the one your telephone company gives you.

Ring Pattern	Rings	
1	long-long	
2	short-long-short	
3	short-short-long	
4	very long (normal pattern)	



### Note

- Ring Pattern #1 is often called Short-Short and is the most commonly used.
  - If the ring pattern you received is not on this chart, **please call your telephone company and ask for one that is shown.**
- 
- The machine will only answer calls to its registered number.
  - The first two rings are silent on the machine. This is because the fax must <<listen>> to the ring pattern (to compare it to the pattern that was 'registered'). (Other telephones on the same line will ring.)
  - If you program the machine properly, it will recognize the registered ring pattern of the 'fax number' within 2 ring patterns and then answer with a fax tone. When the 'voice number' is called, the machine will not answer.

## Registering the distinctive ring pattern Very important!

After you have set the Distinctive Ring feature to On, your Distinctive Ring number will receive faxes automatically. The receive mode is automatically set to `Manual` and you cannot change it to another receive mode while Distinctive Ring is set to On. This ensures the Brother machine will only answer the Distinctive Ring number and not interfere when your main telephone number is called.

- 1 Press `MENU`.
- 2 Press `▲` or `▼` to display `Fax`. Press `Fax`.
- 3 Press `▲` or `▼` to display `Miscellaneous`. Press `Miscellaneous`.
- 4 Press `Distinctive`.
- 5 Press `Set`.
- 6 Press the stored ring pattern you want to use. Press `OK`.  
(You will hear each pattern as you press four buttons. Make sure you choose the pattern that the telephone company gave you.)
- 7 Press **Stop/Exit**.  
Distinctive Ring is now set to On.

## Turning off distinctive ring

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display  
**Miscellaneous**.  
Press **Miscellaneous**.
- 4 Press **Distinctive**.
- 5 Press **Off**.
- 6 Press **Stop/Exit**.



### Note

If you do not want to receive faxes on your Distinctive Ring number, you can turn off Distinctive Ring. The machine will stay in **Manual** receive mode so you will need to set the **Receive Mode** again. (See *Choose the correct Receive Mode* on page 32.)

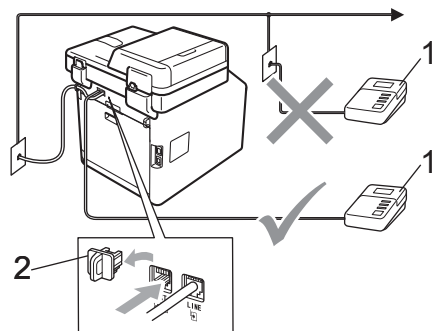
## Connecting an external TAD (telephone answering device)

You can connect an external Telephone Answering Device (TAD) to the same line as your machine. When the TAD answers a call, your machine will “listen” for the CNG (fax calling) tones sent by a sending fax machine. If it hears them it will take over the call and receive the fax. If it does not hear them, it will let your TAD take a voice message and the display will show **Telephone**.

The external TAD must answer within four rings (we recommend you set it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll saver feature on your external TAD if it needs more than four rings to activate it.

Unless you are using Distinctive Ring, the TAD must be connected to the **EXT.** jack of the machine.

Before you connect an external TAD (telephone answering device), remove the protective cap (2) from the **EXT.** jack on the machine.



- 1 TAD
- 2 Protective Cap



### Note

If you have problems receiving faxes, reduce the ring delay setting on your external TAD.

## Connections

The external TAD must be plugged into the back of the machine, into the jack labeled EXT. Your machine cannot work properly if you plug the TAD into a wall jack (unless you are using Distinctive Ring).

- 1 Plug the telephone line cord from the telephone wall jack into the back of the machine, in the jack labeled LINE.
- 2 Plug the telephone line cord from your external TAD into the back of the machine, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its handset jack.)
- 3 Set your external TAD to four rings or less. (The machine's Ring Delay setting does not apply.)
- 4 Record the outgoing message on your external TAD.
- 5 Set the TAD to answer calls.
- 6 Set the Receive Mode to `External TAD`. (See *Choose the correct Receive Mode* on page 32.)

## Recording an outgoing message (OGM)

- 1 Record 5 seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.
- 2 Limit your speaking to 20 seconds.
- 3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or press \*51 and **Start** to send a fax."



### Note

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

6

## Multi-line connections (PBX)

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

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

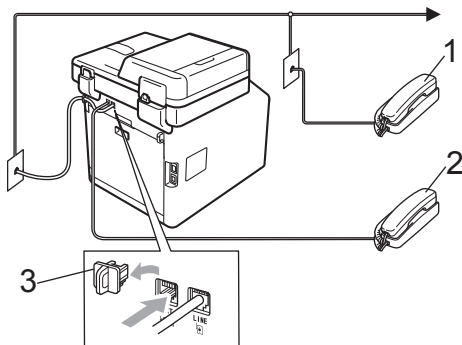
## External and extension telephones

### Connecting an external or extension telephone

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

Connect the telephone line cord to the jack labeled EXT.

Before you connect an external telephone, remove the protective cap (3) from the EXT. jack on the machine.



- 1 Extension telephone
- 2 External telephone
- 3 Protective Cap

When you are using an external telephone, the LCD shows *Telephone*.

### Using external and extension telephones

#### Using extension telephones

If you answer a fax call at an extension telephone, you can make your machine receive the fax by pressing the Fax Receive Code **\*51**.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at an extension telephone by pressing the Telephone Answer Code **#51**. (See *F/T Ring Time (Fax/Tel mode only)* on page 35.)

#### Using an external telephone (Connected to the EXT. jack of the machine)

If you answer a fax call at the external telephone connected to the EXT jack of the machine, you can make the machine receive the fax by pressing **Black Start** or **Color Start** and choosing *Receive*.

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

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

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

Press **\*51** and wait for the chirp or until the LCD shows *Receiving*, and then hang up.



#### Note

You can also use the Easy Receive feature to make your machine automatically take the call. (See *Easy Receive* on page 36.)

### Using a non-Brother cordless external handset

If your non-Brother cordless telephone is connected to the EXT. jack of the machine (see page 42) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press **Hook** to transfer the call to the cordless handset.

## Using Remote Codes

### Fax Receive Code

If you answer a fax call on an extension telephone, you can tell your machine to receive it by pressing the Fax Receive Code \*51. Wait for the chirping sounds then replace the handset. (See *Easy Receive* on page 36.)

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing **Black Start** or **Color Start**.

### Telephone Answer Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double-ring) after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T ring off by pressing #51 (make sure you press this *between* the rings).

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

## Changing the Remote Codes

The preset Fax Receive Code is \*51. The preset Telephone Answer Code is #51. If you are always disconnected when accessing your External TAD, try changing the three-digit remote codes, for example ### and 999.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.  
Press Fax.
- 3 Press ▲ or ▼ to display Setup Receive.  
Press Setup Receive.
- 4 Press ▲ or ▼ to display Remote Codes.  
Press Remote Codes.
- 5 Press On (or Off).
- 6 If you chose On in step 5, enter the new Fax Receive Code.  
Press OK.
- 7 Enter the new Telephone Answer Code.  
Press OK.
- 8 Press **Stop/Exit**.



# 7

## Dialing and storing numbers

### How to dial

You can dial in any of the following ways.

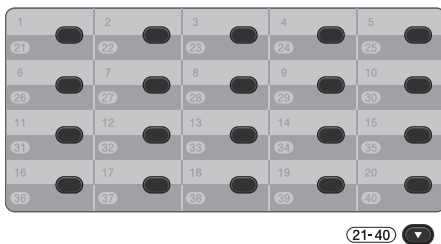
#### Manual dialing

Use the dial pad to enter all the digits of the telephone or fax number.



#### One touch dialing

Press the One Touch key that stores the number you want to call. (See *Storing One Touch Dial numbers* on page 48.)



To dial One Touch numbers 21 to 40, hold down **21-40** as you press the One Touch key.

### Speed dialing

- 1 Press **Address Book**.
- 2 Press the three-digit number you want to call. You can also display the numbers in alphabetical order by pressing **H001 A** on the Touchscreen.
- 3 Press **Send a fax** or **Send a E-mail**.
- 4 Press **Black Start** or **Color Start**.




#### Note

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

## Search

---

You can search alphabetically for names you have stored in the One Touch and Speed Dial memories. (See *Storing One Touch Dial numbers* on page 48 and *Storing Speed Dial numbers* on page 50.)

- 1 Press **Address Book**.
- 2 Press  on the Touchscreen.
- 3 Press the first few letters of the name on the Touchscreen.  
Press **OK**.
- 4 Press **▲** or **▼** to scroll until you find the name you are looking for.  
Press the name you are looking for.
- 5 Press **Send a fax** or **Send a E-mail**.
- 6 Press **Black Start** or **Color Start**.



### Note

---

- If the LCD shows **Results cannot be found**, when you enter the first few letters of the name, it means that a name for the letter is not stored.
- One Touch Dial number and Speed Dial numbers stored without the name cannot be retrieved by the search function.

## LDAP search

---

If the machine is connected to your LDAP server, you can search for information such as fax numbers and E-mail addresses from your server. (For details about how to set up LDAP see the *Network User's Guide*.)

## Fax redial

---

If you are sending a fax manually and the line is busy, press **Redial/Pause** and try it again. You can call the last number dialed, by pressing **Redial/Pause**.

**Redial/Pause** only works if you dialed from the control panel.

If you are sending a fax automatically and the line is busy, the machine will automatically redial one time after five minutes.

## Storing numbers

You can set up your machine to do the following types of easy dialing: One Touch, Speed Dial and Groups for Broadcasting faxes. You can also specify the default resolution for each One Touch and Speed Dial number. When you dial a quick dial number, the LCD shows the name, if you stored it, or the number. A scan profile can also be stored along with the fax number.

If you lose electrical power, the quick dial numbers stored in the memory will not be lost.

A scan profile is the resolution and other scan settings that you choose when you store a number.

## Storing a pause

---

Press **Pause** to insert a 3.5-second pause between numbers. You can press **Pause** as many times as needed to increase the length of the pause.

## One Touch and Speed Dial Storage Options

The following chart shows the selections for the settings for One Touch and Speed Dial numbers. When you store numbers, the LCD instructs you to choose from the options shown in the following steps.

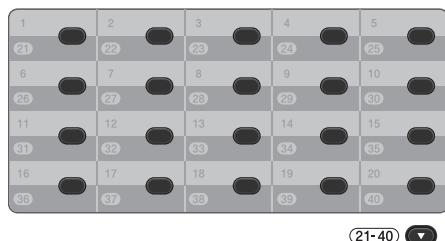
Step 1	Step 2	Step 3	Step 4	Step 5
Enter Name	Select Registration Type	Enter Number or E-mail Address	Select Resolution	Select File type
Enter the name you want to store or Press OK	Fax	Enter the Fax Number	Standard, Fine, S.Fine, Photo	-
	IFAX	Enter the E-mail Address	Standard, Fine, Photo	-
	E-Mail B&W PDF		200 dpi, 200 x 100 dpi	PDF, PDF/A, Secure PDF, Signed PDF
	E-Mail B&W TIFF		200 dpi, 200 x 100 dpi	-
	E-Mail Color PDF		100 dpi, 200 dpi, 300 dpi, 600 dpi	PDF, PDF/A, Secure PDF, Signed PDF
	E-Mail Color JPEG		100 dpi, 200 dpi, 300 dpi, 600 dpi	-
	E-Mail Color XPS		100 dpi, 200 dpi, 300 dpi, 600 dpi	-
	E-Mail Gray PDF		100 dpi, 200 dpi, 300 dpi	PDF, PDF/A, Secure PDF, Signed PDF
	E-Mail Gray JPEG		100 dpi, 200 dpi, 300 dpi	-
	E-Mail Gray XPS		100 dpi, 200 dpi, 300 dpi	-

### Note

- If you choose Signed PDF, you must install a certificate on your machine using Web Based Management. Choose **Configure Signed PDF Settings** from **Administrator Settings** in Web Based Management. For how to install a certificate, see the *Network User's Guide*.
- PDF/A is a PDF file format intended for long-term archiving. This format contains all the necessary information to be able to reproduce the document after long-term storage.
- A Signed PDF helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.

## Storing One Touch Dial numbers

Your machine has 20 One Touch keys where you can store 40 fax or telephone numbers or E-mail addresses for automatic dialing. To access numbers 21 to 40, hold down **21-40** as you press the One Touch key.



- 1 Press the One Touch key where you want to store the number or E-mail address.  
If a number or E-mail address is not stored there, the LCD shows  
Not Registered  
Register Now?.  
Press Yes.  
Or, you can use the LCD buttons by pressing Address Book, More and Set One Touch Dial, and then enter the number of the One Touch key where you want to store the number or E-mail address and press OK.

### Note

If the One Touch number you choose is already taken, the OK button on the LCD will not work. Choose a different number.

- 2 Do one of the following:
  - Enter the name (up to 15 characters) by pressing the buttons on the Touchscreen. Use the chart on *Entering text* on page 172 to help you enter letters.  
Press OK.
  - Press OK to store the number or E-mail address without a name.

- 3 Press ◀ or ▶ to select  
Fax,  
IFAX,  
E-Mail B&W PDF,  
E-Mail B&W TIFF,  
E-Mail Color PDF,  
E-Mail Color JPEG,  
E-Mail Color XPS,  
E-Mail Gray PDF,  
E-Mail Gray JPEG,  
E-Mail Gray XPS.

- 4 Enter the telephone, fax number (up to 20 characters each) or E-mail address (up to 60 characters each). Use the chart on *Entering text* on page 172 to help you enter letters.  
Press OK.



### Note

- If you selected an E-mail Registration Type in step 3 and save the E-mail address, you can only use the E-mail address when you are in Scan mode.
- If you selected the IFAX Registration Type in step 3 and save the E-mail address, you can only use the E-mail address when you are in Fax mode.

- 5 To save a fax/scan resolution along with the fax number/E-mail address, go to the appropriate step as shown in the following table.

Option selected in step 6	Go to step
Fax	6
IFAX	7
E-Mail B&W PDF	8
E-Mail B&W TIFF	
E-Mail Color PDF	9
E-Mail Color JPEG	
E-Mail Color XPS	
E-Mail Gray PDF	10
E-Mail Gray JPEG	
E-Mail Gray XPS	



### Note

- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One Touch, Speed Dial or Group number you chose *first* will be applied to the broadcast.
- For details about the file format, see *Using the SCAN key* in the *Software User's Guide*.

- 6 Select the resolution from Standard, Fine, S.Fine or Photo and go to step 12.
- 7 Select the resolution from Standard, Fine or Photo and go to step 12.
- 8 Select the resolution from 200 dpi or 200 x 100 dpi.
- If you chose E-Mail B&W PDF, go to step 11.
  - If you chose E-Mail B&W TIFF, go to step 12.

- 9 Select the resolution from 100 dpi, 200 dpi, 300 dpi or 600 dpi.
- If you chose E-Mail Color PDF, go to step 11.
  - If you chose E-Mail Color JPEG or E-Mail Color XPS, go to step 12.
- 10 Select the resolution from 100 dpi, 200 dpi or 300 dpi.
- If you chose E-Mail Gray PDF, go to step 11.
  - If you chose E-Mail Gray JPEG or E-Mail Gray XPS, go to step 12.
- 11 Select the PDF type from PDF, PDF/A, Secure PDF or Signed PDF that will be used to send to your PC.



### Note

If you choose Secure PDF, the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning.

- 12 When the LCD displays your settings, press OK to confirm.
- 13 Press **Stop/Exit**.

## Storing Speed Dial numbers

You can store your frequently used numbers as Speed Dial numbers, so that when you dial you will only have to press a few keys (for example: press **Address Book**, the number you want to call and **Send a fax**). The machine can store 300 Speed Dial numbers (001-300).

- 1 Press **Address Book**.
- 2 Press **More**.
- 3 Press **Set Speed Dial**.
- 4 Do one of the following:
  - Enter the name (up to 15 characters) by pressing the buttons on the Touchscreen. Use the chart on *Entering text* on page 172 to help you enter letters.  
Press **OK**.
  - Press **OK** to store the number or E-mail address without a name.
- 5 Press **◀** or **▶** to select  
Fax,  
IFAX,  
E-Mail B&W PDF,  
E-Mail B&W TIFF,  
E-Mail Color PDF,  
E-Mail Color JPEG,  
E-Mail Color XPS,  
E-Mail Gray PDF,  
E-Mail Gray JPEG,  
E-Mail Gray XPS.
- 6 Enter the fax/telephone number (up to 20 characters each) or E-mail address (up to 60 characters each). Use the chart on *Entering text* on page 172 to help you enter letters.  
Press **OK**.



### Note

- If you selected an E-mail Registration Type in step 5 and save the E-mail address, you can only use the E-mail address when you are in Scan mode.
- If you selected the IFAX Registration Type in step 5 and save the E-mail address, you can only use the E-mail address when you are in Fax mode.

7

To save a fax/scan resolution along with the fax number/E-mail address, go to the appropriate step as shown in the following table.

Option selected in step 5	Go to step
Fax	8
IFAX	9
E-Mail B&W PDF	10
E-Mail B&W TIFF	
E-Mail Color PDF	11
E-Mail Color JPEG	
E-Mail Color XPS	
E-Mail Gray PDF	12
E-Mail Gray JPEG	
E-Mail Gray XPS	



### Note

- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One Touch, Speed Dial or Group number you chose *first* will be applied to the broadcast.
- For details about the file format, see *Using the SCAN key* in the *Software User's Guide*.

8

Select the resolution from **Standard**, **Fine**, **S.Fine** or **Photo** and go to step 14.

9

Select the resolution from **Standard**, **Fine** or **Photo** and go to step 14.

- 10 Select the resolution from 200 dpi or 200 x 100 dpi.
  - If you chose E-Mail B&W PDF, go to step 13.
  - If you chose E-Mail B&W TIFF, go to step 14.
- 11 Select the resolution from 100 dpi, 200 dpi, 300 dpi or 600 dpi.
  - If you chose E-Mail Color PDF, go to step 13.
  - If you chose E-Mail Color JPEG or E-Mail Color XPS, go to step 14.
- 12 Select the resolution from 100 dpi, 200 dpi or 300 dpi.
  - If you chose E-Mail Gray PDF, go to step 13.
  - If you chose E-Mail Gray JPEG or E-Mail Gray XPS, go to step 14.
- 13 Select the PDF type from PDF, PDF/A, Secure PDF or Signed PDF that will be used to send to your PC.



### Note

If you choose Secure PDF, the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning.

- 14 Enter a three-digit Speed Dial location number (001-300). Press OK.
- 15 When the LCD displays your settings, press OK to confirm.
- 16 Press **Stop/Exit**.

## Changing or Deleting One Touch and Speed Dial numbers

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

If the stored number has a scheduled job, such as a delayed fax or a fax forwarding number, it will be dimmed on the LCD. You cannot select the number to make changes or to delete it unless you first cancel the scheduled job. (See *Checking and canceling waiting jobs* in chapter 3 of the *Advanced User's Guide*.)

- 1 Press Address Book.
- 2 Press More.
- 3 Do one of the following:
  - Press Change to edit the name, number or E-mail address and go to step 4.
  - Press Delete to delete all information in a Speed Dial or One Touch number.
 

Select the number you want to delete by pressing it to display a red check mark.

Press OK.

When Erase This Data? appears, press Yes to accept it.

Go to step 8.
- 4 Press ▲ or ▼ to display the number you want to change. Press the number you want to change.



### Note

One Touch Dial numbers begin with \*. Speed Dial numbers begin with #.




- 5 Press **Name :**  
**Number/Address :**  
**Resolution :** or  
**PDF Type :**

- 6 Do one of the following:
- If you chose **Name :**, enter the name (up to 15 characters) by pressing the buttons on the Touchscreen.  
Press **OK**.
  - If you chose **Number/Address :**, enter the new number (up to 20 digits) or E-mail address (up to 60 digits) by pressing the buttons on the Touchscreen.  
Press **OK**.
  - If you chose **Resolution :**, press one of the available resolution options displayed on the Touchscreen.
  - If you chose **PDF Type :**, press one of the available file type options displayed on the Touchscreen.



**Note**

How to change the stored name or number:

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

---

The LCD will display your new setting.


- 7 Do one of the following:
- When you are finished making changes, press **OK**.
  - To change more details, go to step 6.
- 8 Press **Stop/Exit**.

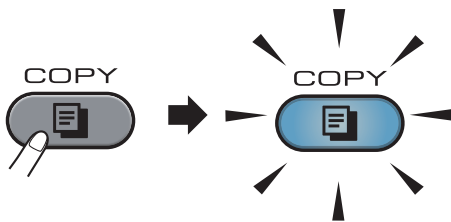
# 8

## Making copies

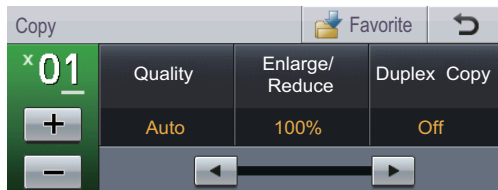
### How to copy

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

- 1 When you want to make a copy, press  (**COPY**) to illuminate it in blue.
  - Make sure you are in Copy mode.



- The LCD shows:



You can enter the number of copies you want by pressing the + and - buttons on the Touchscreen.



#### Note

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

- 2 Do one of the following to load your document:
  - Place the document *face up* in the ADF. (See *Using the automatic document feeder (ADF)* on page 26.)
  - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 27.)

- 3 Press **Black Start** or **Color Start**.



#### Note

If the LCD shows *Please Wait* and the machine stops copying while you are making multiple copies, please wait for 30 to 40 seconds until the machine finishes the color registrations and cleaning process of the belt unit.

### Stop copying

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

### Copy settings

Press **COPY** and then press ◀ or ▶ to choose the setting you want. For details about changing the copy settings, see *Copy settings* in *Chapter 7* of the *Advanced User's Guide*.

You can change the following copy settings:

- Quality
- Enlarge/Reduce
- Duplex Copy
- Tray Use
- Brightness
- Contrast
- Stack/Sort
- Page Layout
- 2in1 (ID) (Page Layout)
- Color Adjust (Saturation)
- Set New Default
- Factory Reset
- Favorite Settings

## 9

# Printing data from a USB Flash memory drive or digital camera supporting mass storage

With the Direct Print feature, you do not need a computer to print data. You can print by just plugging your USB Flash memory drive into the machine's USB direct interface. You can also connect and print directly from a camera set to USB mass storage mode.



## Note

- Some USB Flash memory drives may not work with the machine.
- If your camera is in PictBridge mode, you cannot print data. Please refer to the documentation supplied with your camera to switch from PictBridge mode to mass storage mode.

## Creating a PRN or PostScript® 3™ file for direct printing

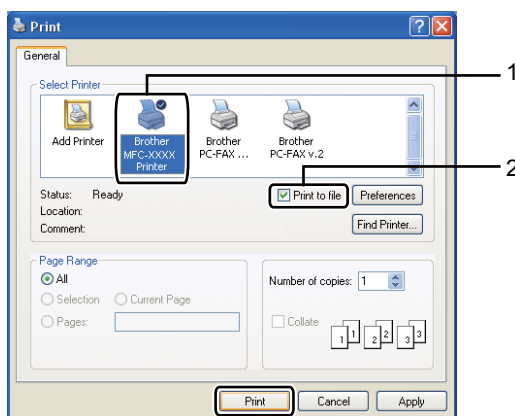


## Note

The screens in this section may vary depending on your application and operating system.

- 1 From the menu bar of an application, click **File**, then **Print**.

- 2 Choose **Brother MFC-XXXX Printer** (1) and check the **Print to file** box (2). Click **Print**.



- 3 Choose the folder you want to save the file to and enter the file name if you are prompted to.

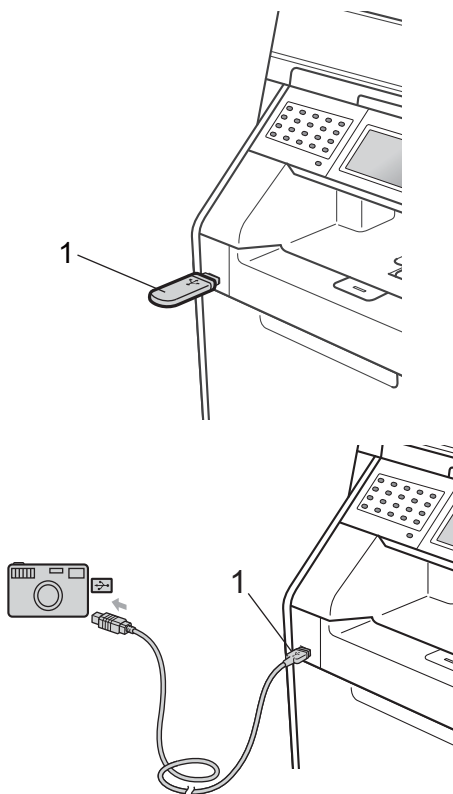
If you are prompted for a file name only, you can also specify the folder you want to save the file in by entering the directory name. For example:

C:\Temp\FileName.prn

If you have a USB Flash memory drive or digital camera connected to your computer, you can save the file directly to the USB Flash memory drive.

## Printing data directly from the USB Flash memory drive or digital camera supporting mass storage

- 1 Connect your USB Flash memory drive or digital camera to the USB direct interface (1) on the front of the machine. Press **Direct Print**. Your machine will enter Direct Print Mode.



### Note

- Make sure your digital camera is turned on.
- If your machine has been set to Secure Function Lock **On**, you may not be able to access Direct Print. (For explanations about error messages that may occur, see *Switching Users* in *chapter 2* of the *Advanced User's Guide*.)

- 2 Press **▲** or **▼** to choose the folder name and file name you want to print. If you have chosen the folder name, press **▲** or **▼** to choose the file name you want to print.

### Note

- Your digital camera must be switched from PictBridge mode to mass storage mode.
- If you want to print an index of the files, press **Index Print** on the Touchscreen. Press **Black Start** or **Color Start** to print the data.
- When the machine is in Deep Sleep mode, the LCD does not show any information even if you connect a USB flash memory drive to the USB direct interface. Press the Touchscreen or any key to wake up the machine. Press **Direct Print** on the Touchscreen, the LCD will show the Direct Print menu.

- 3 Enter the number of copies you want by pressing the **+** and **-** buttons on the Touchscreen.
- 4 Do one of the following:
  - Press **Print Settings**. Go to step 5.
  - If you do not need to change the current default settings, go to step 7.

- 5 Press ▲ or ▼ to display an option setting you need to change. Press the option and change the setting.




### Note

- You can choose the following settings:

Paper Size  
 Paper Type  
 Multiple Page  
 Orientation  
 Duplex  
 Collate  
 Tray Use  
 Print Quality  
 PDF Option

- Depending on the file type, some of these settings may not appear.

- 6 Do one of the following:
  - If you want to change other option settings repeat step 5.
  - If you do not want to change any other options, press  and go to step 7.

- 7 Press **Black Start** or **Color Start** to print the data.

## ! IMPORTANT

- To prevent damage to your machine, DO NOT connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.
- DO NOT remove the USB Flash memory drive or digital camera from the USB direct interface until the machine has finished printing.

## Changing the default settings for direct print

You can change the default settings for Direct Print.

- 1 Connect your USB Flash memory drive or digital camera to the USB direct interface on the front of the machine.
- 2 Press **Direct Print** on the LCD.
- 3 Press **Default Settings**.
- 4 Press ▲ or ▼ to display the setting you want to change. Press the setting.
- 5 Press the new option you want. Repeat steps 4 to 5 for each setting you want to change.



### Note

How to display all available options:


When the LCD displays the ◀ and ▶ buttons, press ◀ or ▶ to display all available options.


## Printing a document

The machine can receive data from your computer and print it. To print from a computer, install the printer driver. (See *Printing for Windows*<sup>®</sup> or *Printing and Faxing* for Macintosh in the *Software User's Guide* for details about the print settings.)

- 1 Install the Brother printer driver on the Installation CD-ROM. (See the *Quick Setup Guide*.)
- 2 From your application, choose the Print command.
- 3 Choose the name of your machine in the **Print** dialog box and click **Properties**.
- 4 Choose the settings you want in the **Properties** dialog box.
  - **Paper Size**
  - **Orientation**
  - **Copies**
  - **Media Type**
  - **Print Quality**
  - **Color / Mono**
  - **Multiple Page**
  - **Duplex / Booklet**
  - **Paper Source**Click **OK**.
- 5 Click **OK** to begin printing.


## Scanning a document

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

- 1 To use the machine as a scanner, install a scanner driver. If the machine is on a Network, configure it with a TCP/IP address.
  - Install the scanner drivers on the Installation CD-ROM. (See the *Quick Setup Guide* and *Scanning* in the *Software User's Guide*.)
  - Configure the machine with a TCP/IP address if network scanning does not work. (See *Configuring Network Scanning* in the *Software User's Guide*.)
- 2 Load your document. (See *How to load documents* on page 26.)
  - Use the ADF to scan multiple pages of documents. The ADF feeds each sheet automatically.
  - Use the scanner glass to scan a page of a book or one sheet at a time.
- 3 Do one of the following:
  - To scan using the  (**SCAN**) key, go to *Scanning using the scan key* on page 58.
  - To scan using a scanner driver at your computer, go to *Scanning using a scanner driver* on page 59.

## Scanning using the scan key

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

- 1 Press the  (**SCAN**) key.
- 2 Choose the scan mode you want. Scan to:
  - USB
  - Network
  - FTP
  - E-mail (Server)
  - E-mail (Scan to PC)
  - Image (Scan to PC)
  - OCR <sup>1</sup> (Scan to PC)
  - File (Scan to PC)

<sup>1</sup> (Macintosh users)  
This function is available after you download and install Presto! PageManager from [http://nj.newsoft.com.tw/download/brother/PM9SEInstaller\\_BR\\_multilang.dmg](http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg)
- 3 (For network users)  
Choose the computer you want to send the data to.
- 4 Press **Black Start** or **Color Start** to begin scanning.

## Scanning using a scanner driver

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

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

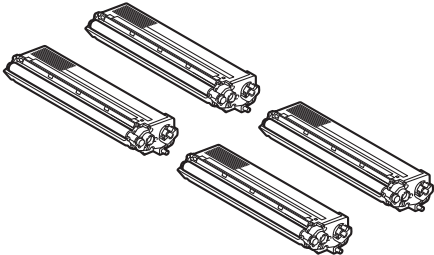
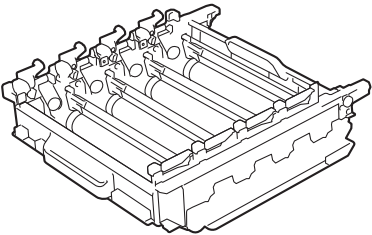
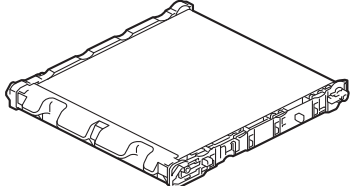
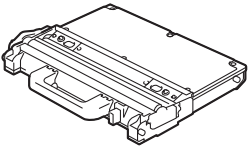


# A

## Routine maintenance

### Replacing the consumable items

The following messages appear on the LCD in the Ready mode. These messages provide advanced warnings to replace the consumable items before they reach the end of their life. To avoid any inconvenience, you may want to buy spare consumable items before the machine stops printing.

<b>Toner cartridge</b>	<b>Drum unit</b>
<p>See <i>Replacing a Toner cartridge</i> on page 64.</p> <p>Order No. TN-310BK, TN-315BK, TN-310C, TN-315C, TN-310M, TN-315M, TN-310Y, TN-315Y</p>	<p>See <i>Replacing the drum unit</i> on page 75.</p> <p>Order No. DR-310CL</p>
	
<b>Belt unit</b>	<b>Waste toner box</b>
<p>See <i>Replacing the belt unit</i> on page 82.</p> <p>Order No. BU-300CL</p>	<p>See <i>Replacing the waste toner box</i> on page 88.</p> <p>Order No. WT-300CL</p>
	

LCD messages	Consumable item to replace	Approximate life	How to replace	Order No.
Toner Low Prepare New Toner Cartridge.X	Toner cartridge X = Black, Cyan, Magenta, Yellow	<Black> 2,500 pages <sup>1 2 3</sup> 6,000 pages <sup>1 2 4</sup> <Cyan, Magenta, Yellow> 1,500 pages <sup>1 2 3</sup> 3,500 pages <sup>1 2 4</sup>	See page 64.	TN-310BK <sup>3</sup> , TN-315BK <sup>4</sup> , TN-310C <sup>3</sup> , TN-315C <sup>4</sup> , TN-310M <sup>3</sup> , TN-315M <sup>4</sup> , TN-310Y <sup>3</sup> , TN-315Y <sup>4</sup>
Replace Parts WT Box End Soon	Waste toner box	50,000 pages <sup>1</sup>	See page 88.	WT-300CL

<sup>1</sup> Letter or A4 size single-sided pages.

<sup>2</sup> Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

<sup>3</sup> Standard toner cartridge

<sup>4</sup> High capacity toner cartridge

You will need to clean the machine regularly and replace the consumable items when the following messages are displayed on the LCD.

LCD messages	Consumable item to replace	Approximate life	How to replace	Order No.
Replace TonerX	Toner cartridge X = Black, Cyan, Magenta, Yellow	<Black> 2,500 pages <sup>1 2 5</sup> 6,000 pages <sup>1 2 6</sup> <Cyan, Magenta, Yellow> 1,500 pages <sup>1 2 5</sup> 3,500 pages <sup>1 2 6</sup>	See page 64.	TN-310BK <sup>5</sup> , TN-315BK <sup>6</sup> , TN-310C <sup>5</sup> , TN-315C <sup>6</sup> , TN-310M <sup>5</sup> , TN-315M <sup>6</sup> , TN-310Y <sup>5</sup> , TN-315Y <sup>6</sup>
Replace Parts Drum Unit	Drum unit	25,000 pages <sup>1 3 4</sup>	See page 76.	DR-310CL
Drum Stop				
Replace Parts Belt Unit	Belt unit	50,000 pages <sup>1</sup>	See page 82.	BU-300CL
Replace WT Box	Waste toner box	50,000 pages <sup>1</sup>	See page 88.	WT-300CL
Replace Parts Fuser Unit	Fuser unit	100,000 pages <sup>1</sup>	Call your dealer or Brother Customer Service for a replacement fuser unit.	
Replace Parts Laser Unit	Laser unit	100,000 pages <sup>1</sup>	Call your dealer or Brother Customer Service for a replacement laser unit.	
Replace Parts PF Kit 1	Paper feeding kit 1	100,000 pages <sup>1</sup>	Call your dealer or Brother Customer Service for a replacement paper feeding kit 1.	
Replace Parts PF Kit 2	Paper feeding kit 2	100,000 pages <sup>1</sup>	Call your dealer or Brother Customer Service for a replacement paper feeding kit 2.	
Replace Parts PF Kit MP	Paper feeding kit MP	50,000 pages <sup>1</sup>	Call your dealer or Brother Customer Service for a replacement paper feeding kit MP.	

<sup>1</sup> Letter or A4 size single-sided pages.

<sup>2</sup> Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

<sup>3</sup> 1 page per job.

<sup>4</sup> Drum life is approximate and may vary by type of use.

<sup>5</sup> Standard toner cartridge

<sup>6</sup> High capacity toner cartridge

**Note**

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- Go to <http://www.brother.com/original/index.html> for instructions on how to return your used consumable items to the Brother collection program. If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.
  - We recommend placing used consumable items on a piece of paper to prevent accidentally spilling or scattering the material inside.
  - If you use paper that is not a direct equivalent for the recommended paper, the life of consumable items and machine parts may be reduced.
  - The projected life of the toner cartridges is based on ISO/IEC 19798. Frequency of replacement will vary depending on the complexity of printed pages, percentage of coverage and type of media used.
-

## Replacing a Toner cartridge

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Order No. For the Order No. of toner cartridges, see *Replacing the consumable items* on page 60.

The Standard toner cartridges can print approximately 2,500 pages (black) or approximately 1,500 pages (cyan, magenta, yellow)<sup>1</sup>. The High Yield toner cartridges can print approximately 6,000 pages (black) or approximately 3,500 pages (cyan, magenta, yellow)<sup>1</sup>. Actual page count will vary depending on your average type of document. When a toner cartridge is running low, the LCD shows `Toner Low`.

The toner cartridges that come supplied with the machine are standard toner cartridges.

<sup>1</sup> Approx. cartridge yield is declared in accordance with ISO/IEC 19798.



### Note

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- It is a good idea to keep a new toner cartridge ready for use when you see the `Toner Low` warning.
  - To ensure high quality printing, we recommend that you use only Genuine Brother Brand toner cartridges. When you want to buy toner cartridges, please call Brother Customer Service.
  - We recommend that you clean the machine when you replace the toner cartridge. See *Cleaning and Checking the machine* in *Appendix A* of the *Advanced User's Guide*.
  - If you change the print density setting for lighter or darker printing, the amount of toner used will change.
  - Wait to unpack the toner cartridge until immediately before you put it into the machine.
- 

## Toner Low

If the LCD shows `Toner Low` Prepare New Toner Cartridge.X, buy a new toner cartridge and have it ready before you get a `Replace Toner` message. The LCD indicates the toner color that is near the end of its life (Cyan, Magenta, Yellow or Black).

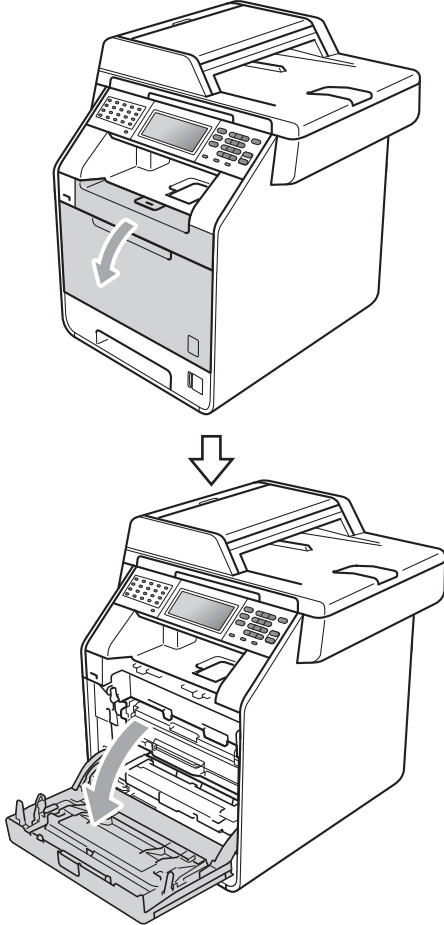
## Replace Toner

When the LCD shows `Replace Toner` the machine will stop printing until you replace the toner cartridge. The message on the LCD will indicate which color you need to replace.

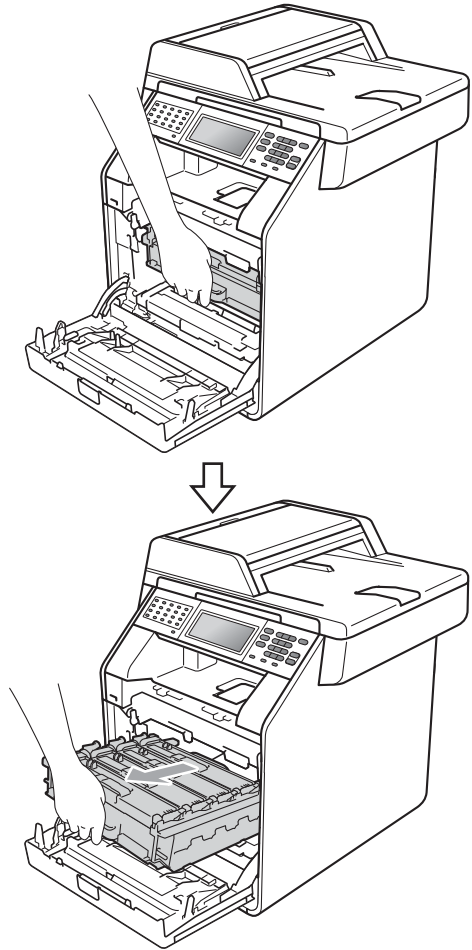
A new or unused genuine Brother toner cartridge will reset the `Replace Toner` mode.

## Replacing the toner cartridges

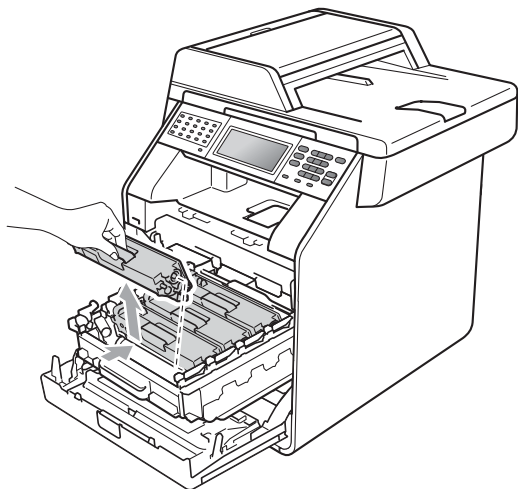
- 1 Make sure that the machine is turned on.
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.



- 4 Hold the handle of the toner cartridge and slightly push it toward the machine to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



## ⚠ WARNING

DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray or any type of flammable substance to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock.

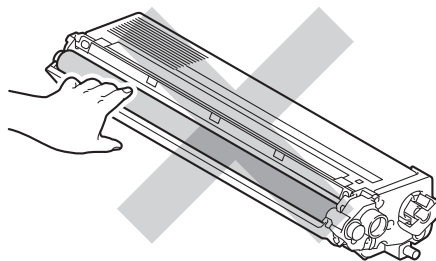
See *To use the product safely* in the *Safety and Legal Booklet* for how to clean the machine.



Be careful not to inhale toner.

## ! IMPORTANT

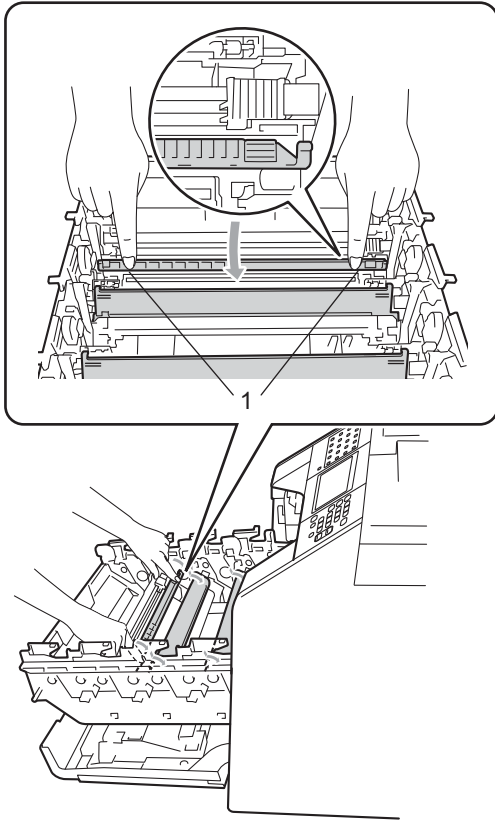
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat, level, stable surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.



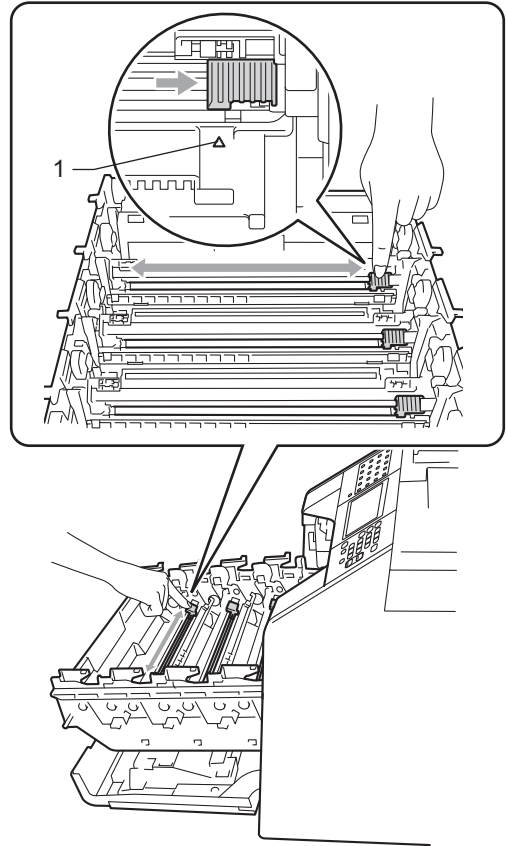
## 📄 Note

- Be sure to seal up the toner cartridge tightly in a suitable bag so that toner powder does not spill out of the cartridge.
- Go to <http://www.brother.com/original/index.html> for instructions on how to return your used consumable items to the Brother collection program. If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

- 5 Push to release the latches of the corona wire cover (1), and then open the cover.



- 6 Clean the corona wires inside the drum unit by gently sliding the green tabs from left to right and right to left several times.

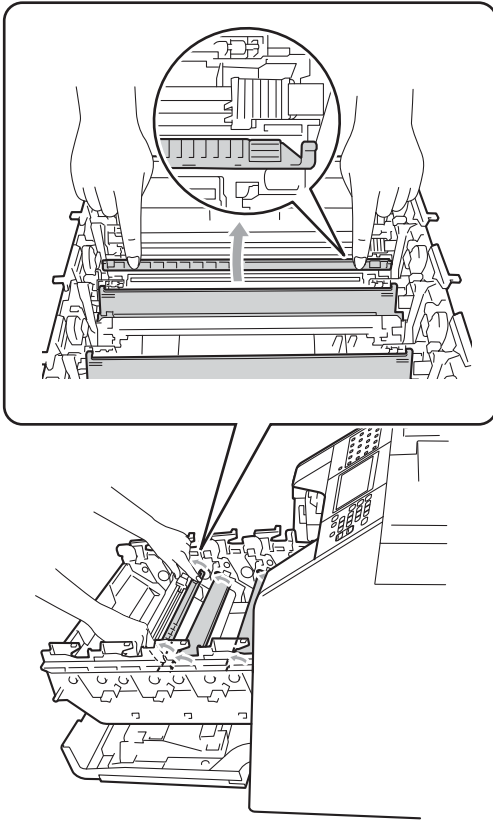


**Note**

Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

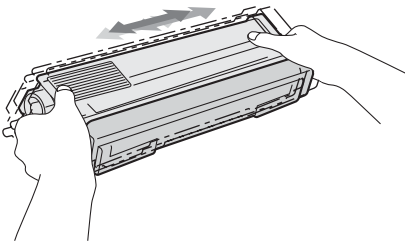


- 7 Close the corona wire cover.



- 8 Repeat steps 5 to 7 to clean each of three remaining corona wires.

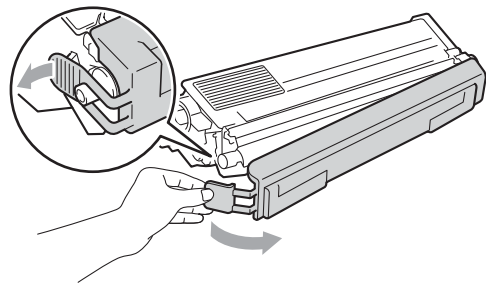
- 9 Unpack the new toner cartridge. Gently shake it from side to side several times to distribute the toner evenly inside the cartridge.



## ! IMPORTANT

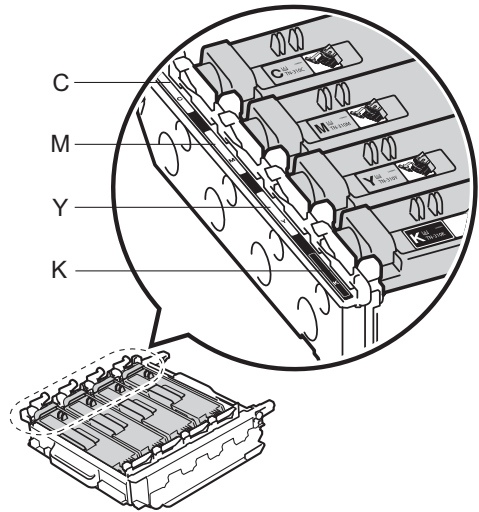
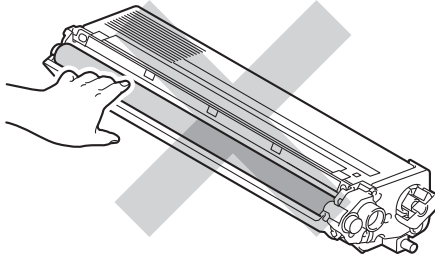
- Wait to unpack the new toner cartridge until immediately before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.
- If an unpacked drum unit is put in direct sunlight or room light, the unit may be damaged.
- Brother strongly recommends that you DO NOT refill the toner cartridge provided with your machine. We also strongly recommend that you continue to use only Genuine Brother Brand replacement toner cartridges. Use or attempted use of potentially incompatible toner and/or cartridges in the Brother machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our warranty coverage does not apply to any problem that is caused by the use of unauthorized third party toner and/or cartridges. To protect your investment and obtain premium performance from the Brother machine, we strongly recommend the use of Genuine Brother Supplies.

- 10 Pull off the protective cover.



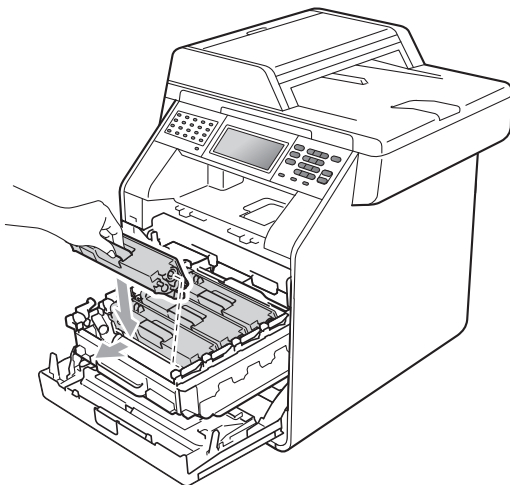
**! IMPORTANT**

Put the toner cartridge in the drum unit immediately after you have removed the protective cover. To prevent any degradation to the print quality, **DO NOT** touch the shaded parts shown in the illustrations.

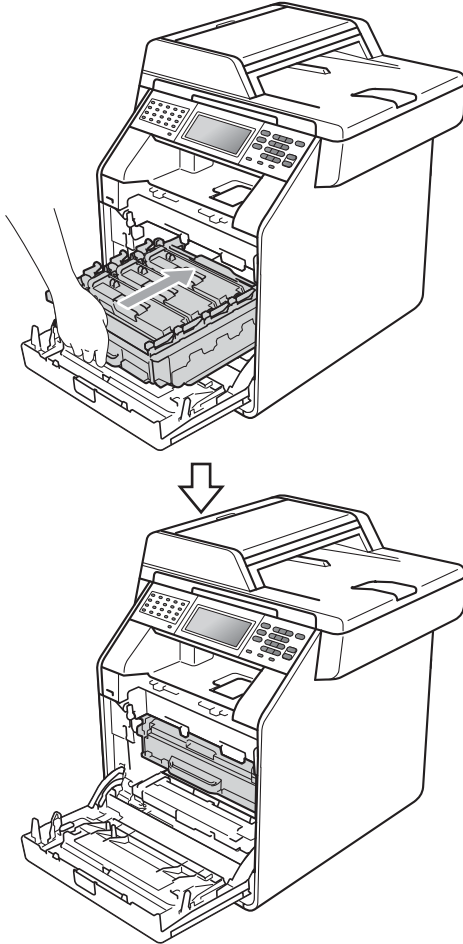


C - Cyan                      M - Magenta  
 Y - Yellow                    K - Black

- 11 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



- 12 Push the drum unit in until it stops.



- 13 Close the front cover of the machine.



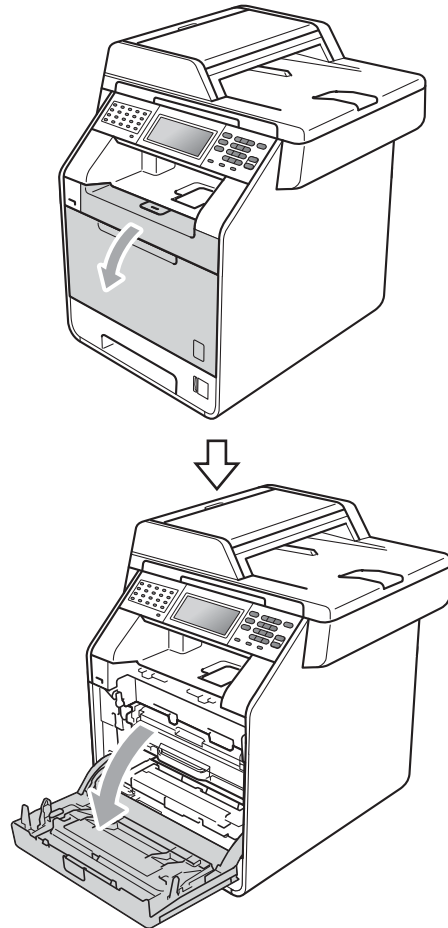
**Note**

After you replace a toner cartridge, DO NOT turn off the machine's power switch or open the front cover until the LCD clears the Please Wait message and returns to Ready mode.

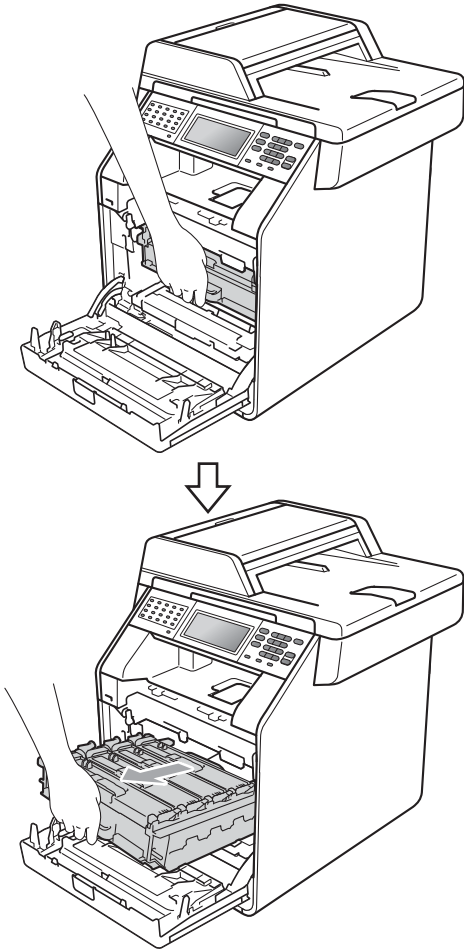
## Cleaning the corona wires

If you have print quality problems, clean the four corona wires as follows:

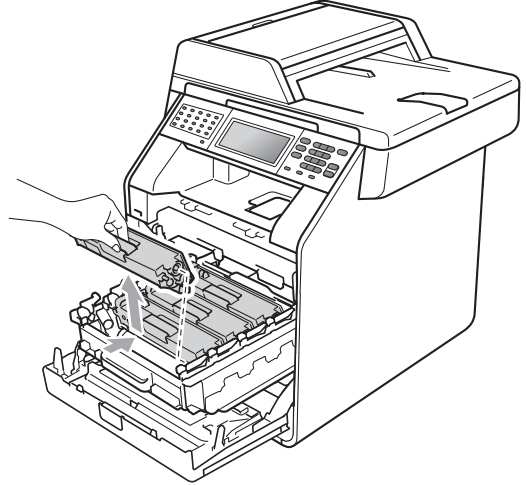
- 1 Press the front cover release button and then open the front cover.



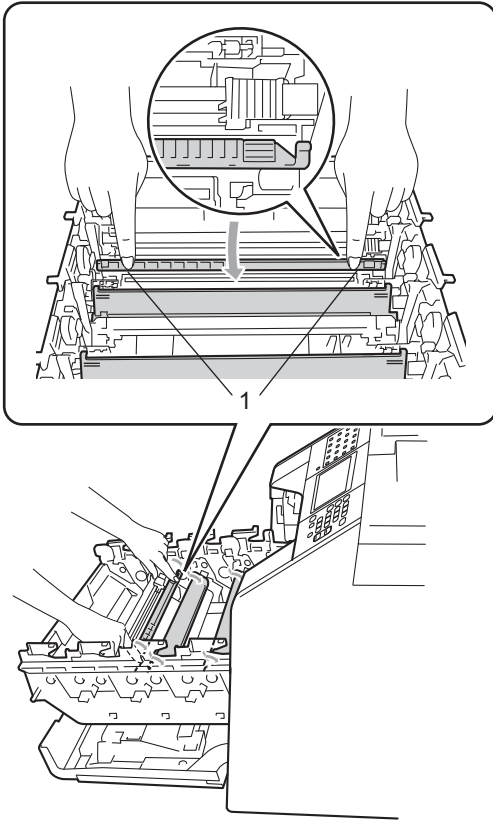
- 2 Hold the green handle of the drum unit. Pull the drum unit out until it stops.



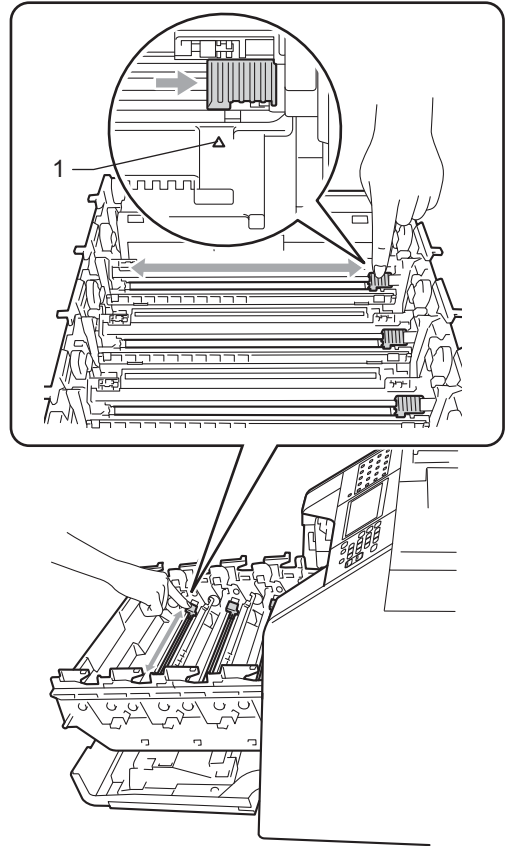
- 3 Hold the handle of the toner cartridge and slightly push it toward the machine to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



- 4 Push to release the latches of the corona wire cover (1), and then open the cover.

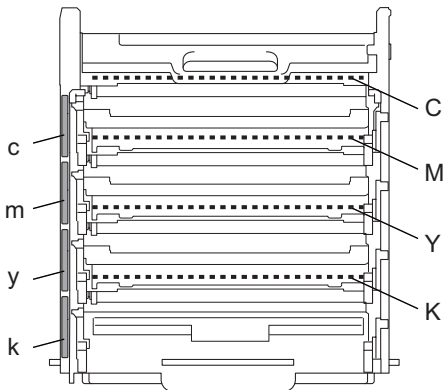


- 5 Clean the corona wires inside the drum unit by gently sliding the green tabs from left to right and right to left several times.



 **Note**

- Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.
- We recommend that you clean the corona wire for each color. If you want to clean only the corona wire of the color that caused the print quality problem, see the illustration below to identify the position of each of the corona wires.

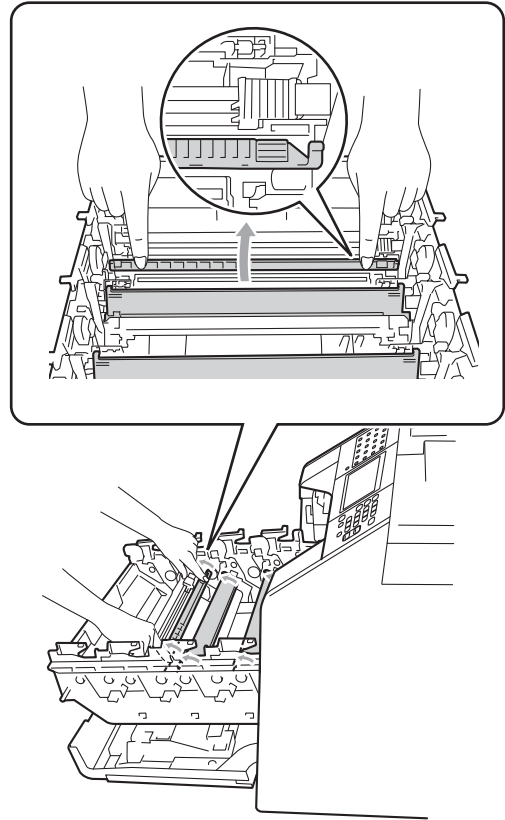


- C: Corona wire for Cyan
- M: Corona wire for Magenta
- Y: Corona wire for Yellow
- K: Corona wire for Black

- c: Cyan toner position label
- m: Magenta toner position label
- y: Yellow toner position label
- k: Black toner position label

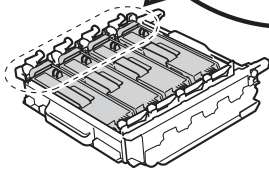
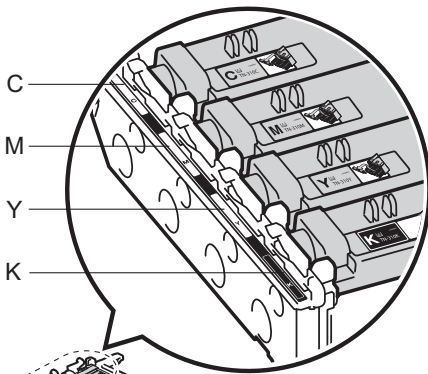
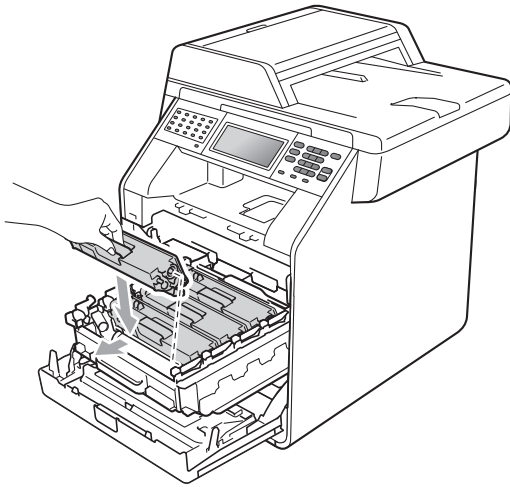
The corona wires for black, yellow and magenta are located under the next toner cartridge. For example, when you clean the corona wire for black, you need to remove the yellow toner cartridge to access the corona wire for black.

**6** Close the corona wire cover.



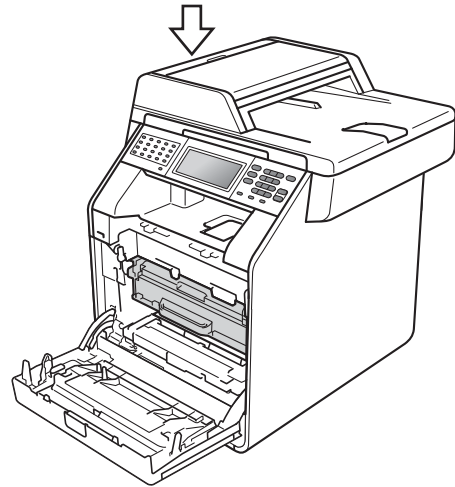
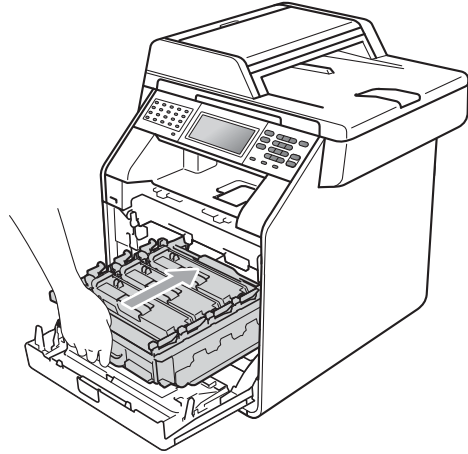
**7** Repeat steps 4 to 6 to clean each of three remaining corona wires.

- 8 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



C - Cyan  
M - Magenta  
Y - Yellow  
K - Black

- 9 Push the drum unit in until it stops.



- 10 Close the front cover of the machine.

## Replacing the drum unit

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Order No. DR-310CL

A new drum unit can print approximately 25,000 Letter or A4 size single-sided pages.



### Note

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- There are many factors that determine the actual drum life, such as the temperature, humidity, type of paper, type of toner used and so on. Under ideal conditions, the average drum life is estimated at approximately 25,000 pages. The actual number of pages that your drum will print may be significantly less than this estimate. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.
  - For best performance, use only genuine Brother toner. The machine should be used only in a clean, dust-free environment with adequate ventilation.
  - Printing with a non-Brother drum unit may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage does not apply to problems caused by the use of a non-Brother drum unit.
- 

## Drum Error

The corona wires have become dirty. Clean the corona wires in the drum unit. (See *Cleaning the corona wires* on page 70.)

If you cleaned the corona wires and **Drum Error** was not cleared then the drum unit is at the end of its life. Replace the drum unit with a new one.

## Replace Parts Drum

The drum unit has exceeded its rated life. Please replace the drum unit with a new one. We recommend a genuine Brother drum unit be installed at this time.

After replacement, reset the drum counter by following the instructions included with the new drum unit.

## Drum Stop

We cannot guarantee the print quality. Please replace the drum unit with a new one. We recommend a genuine Brother drum unit be installed at this time.

After replacement, reset the drum counter by following the instructions included with the new drum unit.



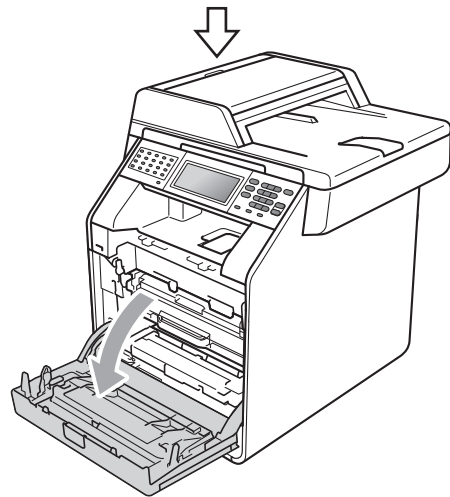
## Replacing the drum unit

### ! IMPORTANT

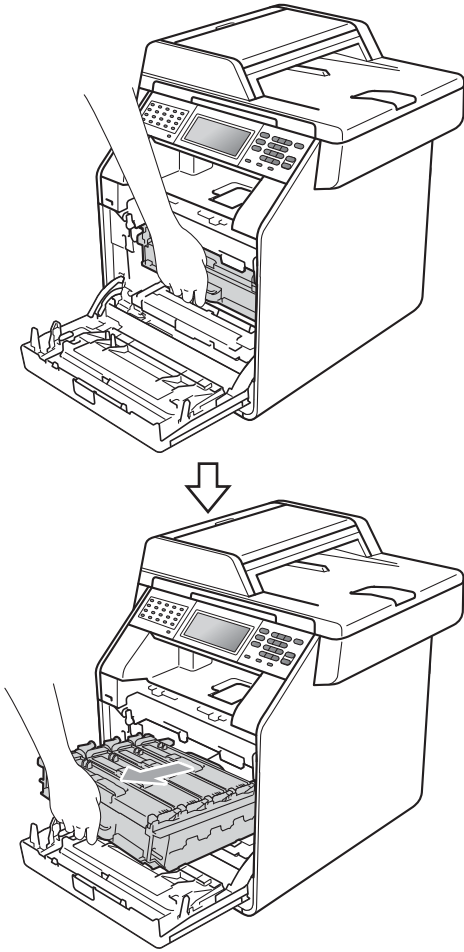
- While removing the drum unit, handle it carefully because it may contain toner. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- Every time you replace the drum unit, clean the inside of the machine. (See *Cleaning and Checking the machine* in Appendix A of the *Advanced User's Guide*.)

- 1 Make sure that the machine is turned on.

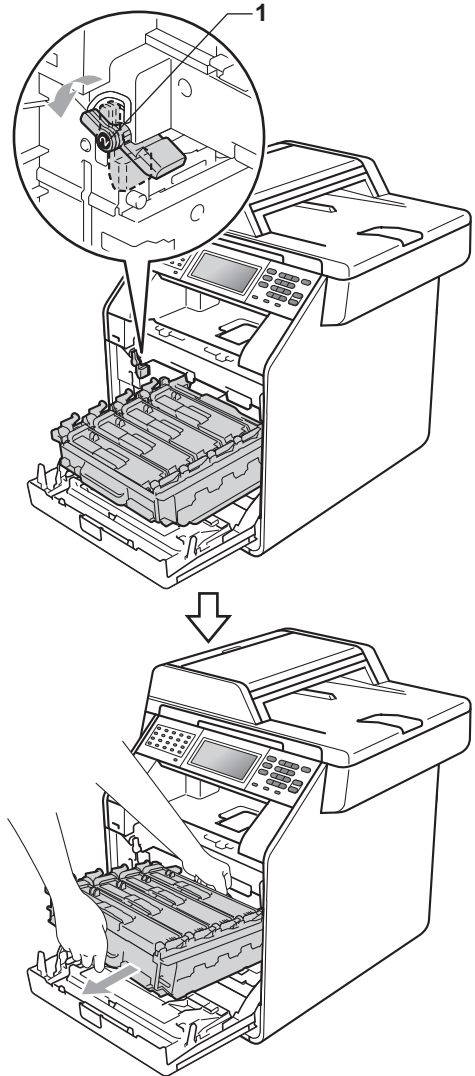
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

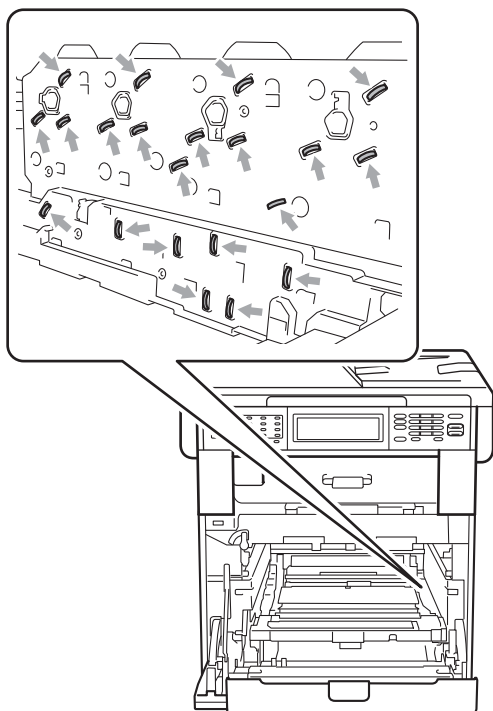


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



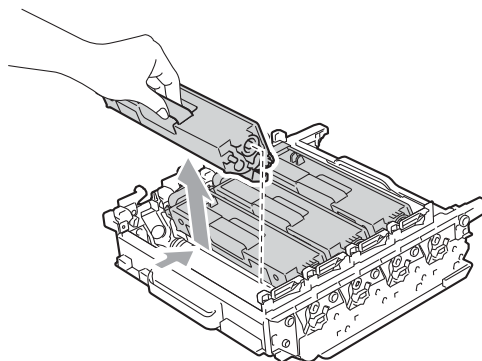
## ! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



- Hold the green handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.

- 5 Hold the handle of the toner cartridge and slightly push it to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



## ! WARNING

DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray, or any type of flammable substance to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.

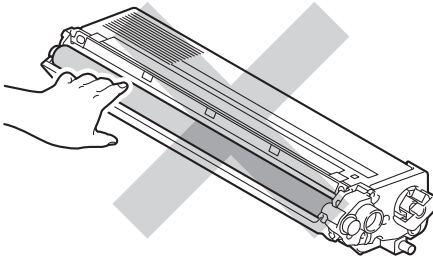
See *To use the product safely* in the *Safety and Legal Booklet* for how to clean the machine.



Be careful not to inhale toner.

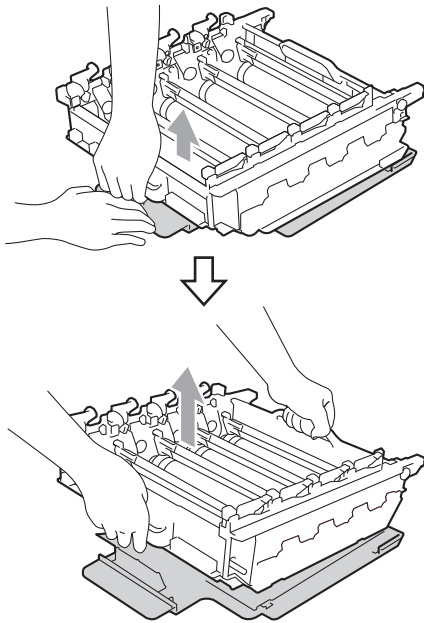
**! IMPORTANT**

- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

**Note**

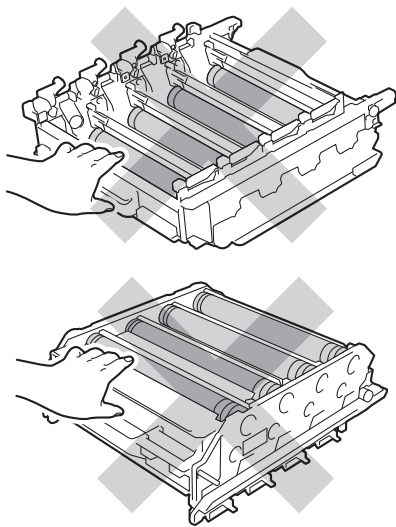
- Be sure to seal up the used drum unit tightly in a bag so that toner powder does not spill out of the unit.
- Go to <http://www.brother.com/original/index.html> for instructions on how to return your used consumable items to the Brother collection program. If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

- 6 Unpack the new drum unit and remove the protective cover.



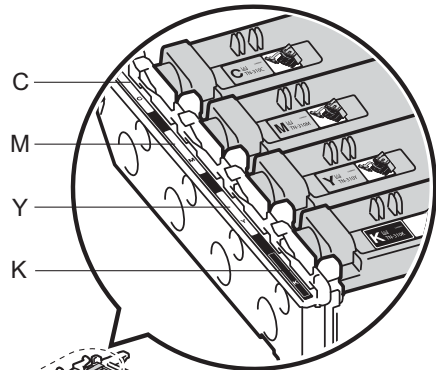
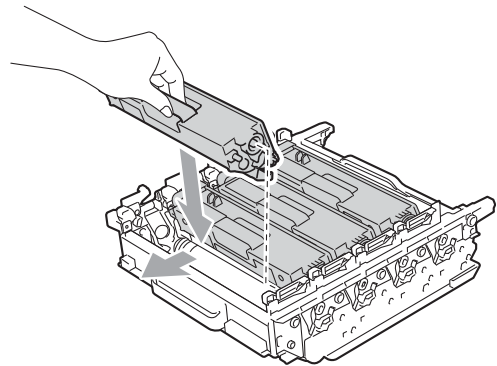
**! IMPORTANT**

- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



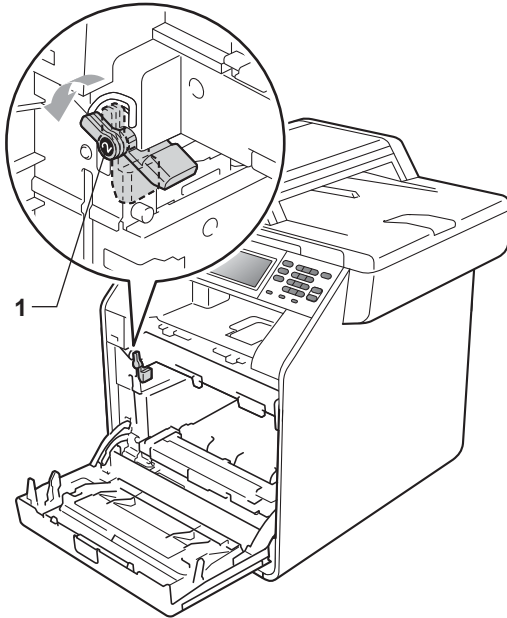
- Wait to unpack the new drum unit until immediately before you put it in the machine. Exposure to direct sunlight or room light may damage the drum unit.

- 7 Hold the handle of the toner cartridge and slide the toner cartridge into the new drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.

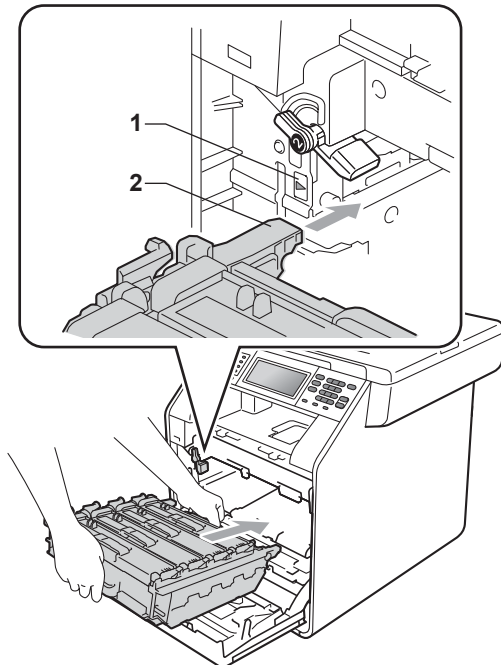


C - Cyan                      M - Magenta  
Y - Yellow                    K - Black

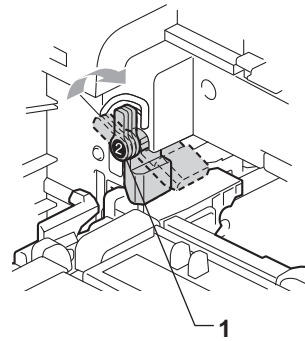
- 8 Make sure the green lock lever (1) is in the release position as shown in the illustration.



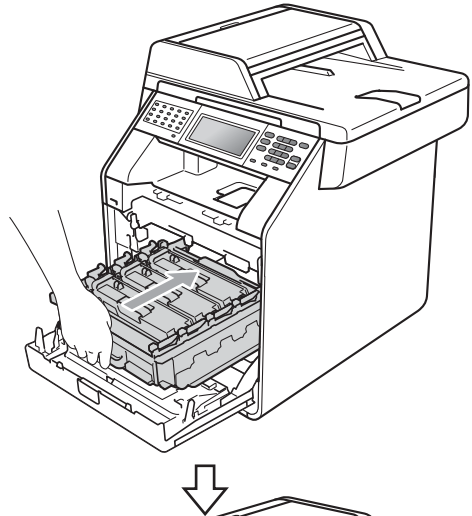
- 9 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 10 Turn the green lock lever (1) clockwise to the lock position.



- 11 Push the drum unit in until it stops.



- 12 Close the front cover of the machine.

## Resetting the drum counter

When you replace a drum unit with a new one, you will need to reset the drum counter by completing the following steps:

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display  
Machine Info..  
Press Machine Info..
- 3 Press **Reset Menu**.
- 4 Press **Drum**.
- 5 The machine will display  
Reset Drum?..  
Press **Yes**.
- 6 Press **Stop/Exit**.

## Replacing the belt unit

Order No. BU-300CL

A new belt unit can print approximately 50,000 Letter or A4 size single-sided pages.

### Replace Parts Belt Unit

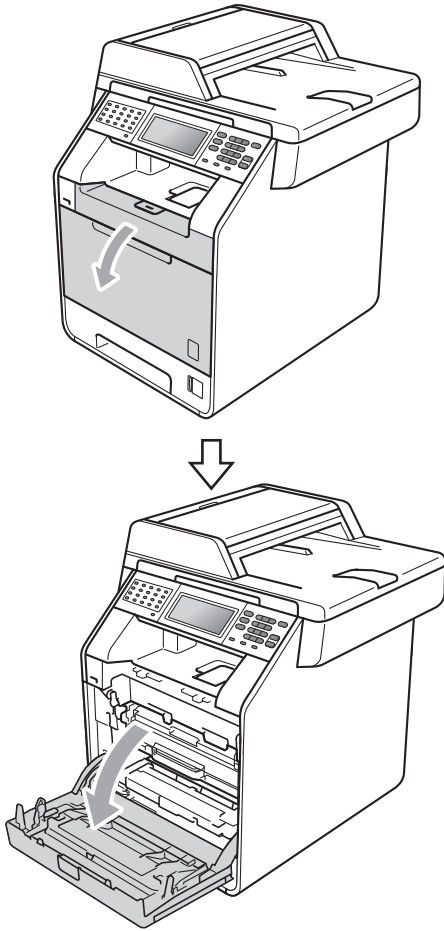
When the **Replace Parts Belt Unit** message appears on the LCD, you will need to replace the belt unit:

#### **!** IMPORTANT

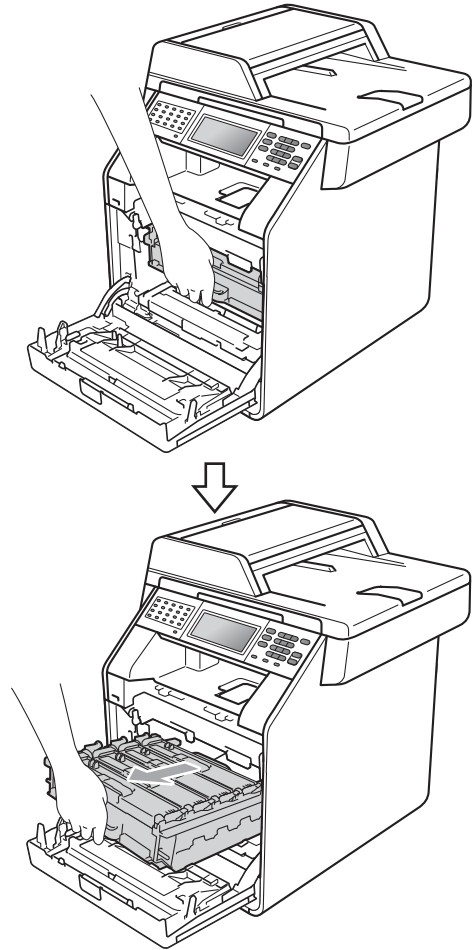
- **DO NOT** touch the surface of the belt unit. If you touch it, it could degrade print quality.
- Damage caused by incorrect handling of the belt unit may void your warranty.

- 1 Make sure that the machine is turned on.

- 2 Press the front cover release button and then open the front cover.

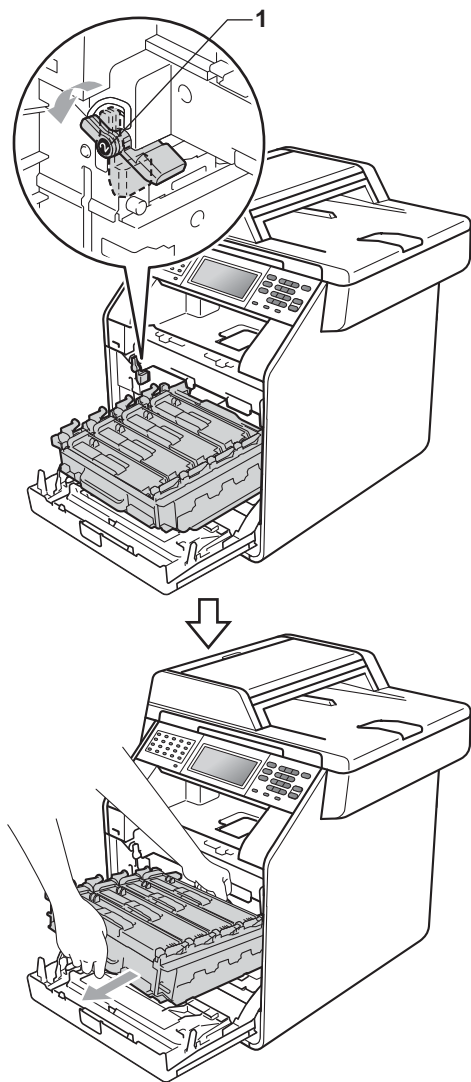


- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.



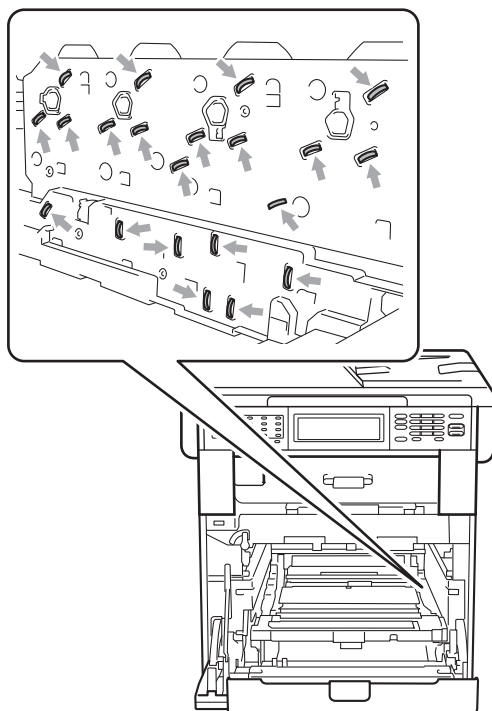


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



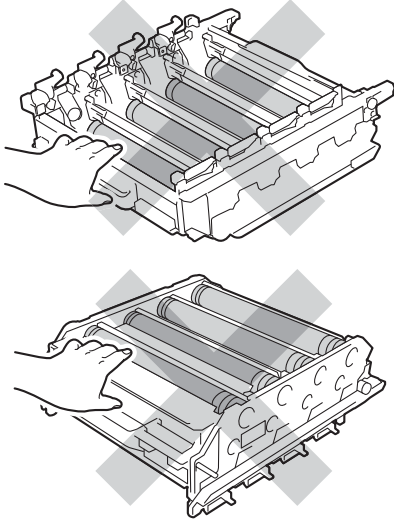
## ! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

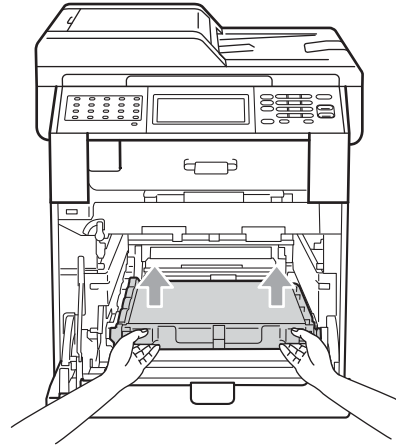


- Hold the green handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.

- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

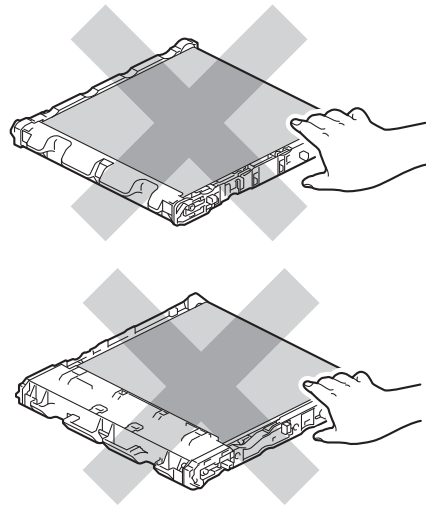


- 5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.



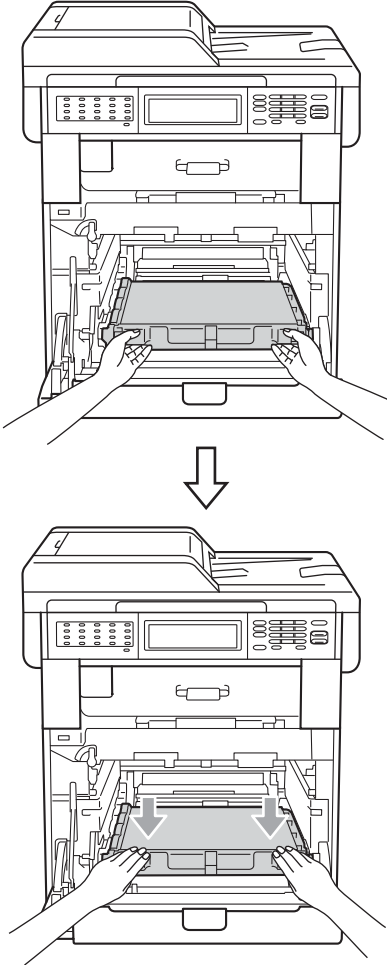
**! IMPORTANT**

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.

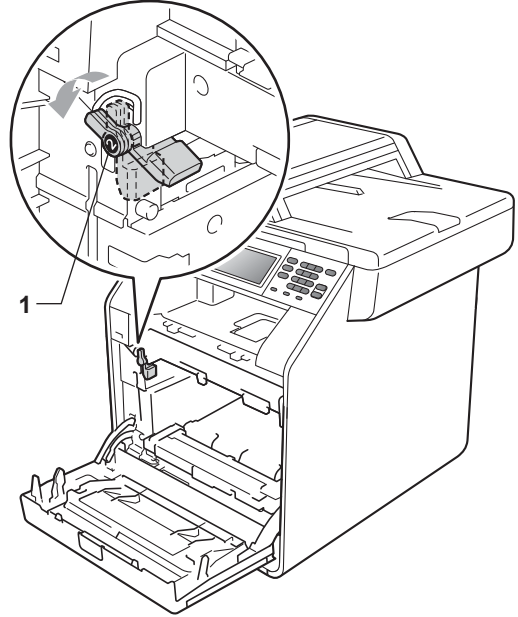


- 6 Unpack the new belt unit.

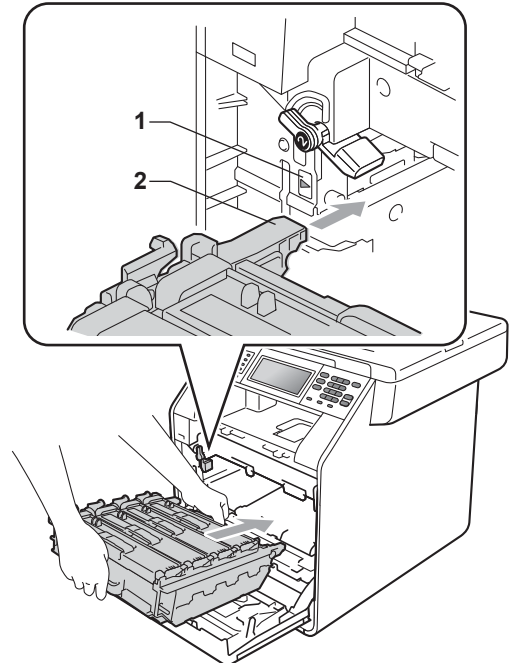
- 7 Put the new belt unit back in the machine. Make sure the belt unit is level and fits firmly into place.



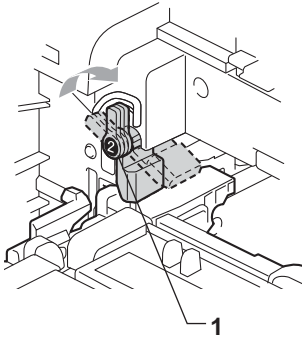
- 8 Make sure the green lock lever (1) is in the release position as shown in the illustration.



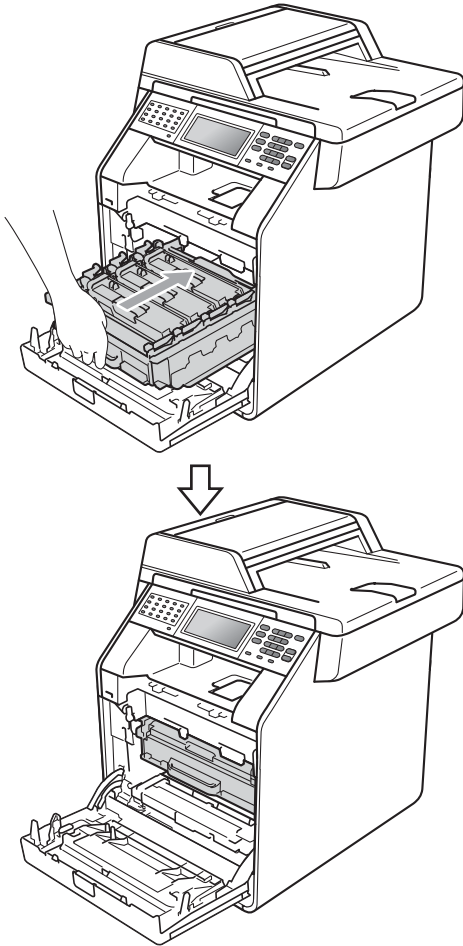
- 9 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 10 Turn the green lock lever (1) clockwise to the lock position.



- 11 Push the drum unit in until it stops.



- 12 Close the front cover of the machine.

### Resetting the belt unit counter

When you replace a belt unit with a new one, you will need to reset the belt unit counter by completing the following steps:

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display Machine Info..  
Press Machine Info..
- 3 Press **Reset Menu**.
- 4 Press **Belt Unit**.
- 5 The machine will display Reset Belt Unit?..  
Press **Yes**.
- 6 Press **Stop/Exit**.

## Replacing the waste toner box

Order No. WT-300CL

A new waste toner box can print approximately 50,000 Letter or A4 size single-sided pages.

### Replace Parts WT Box End Soon

If the LCD shows `Replace Parts WT Box End Soon`, it means the waste toner box is near the end of its life. Buy a new waste toner box and have it ready before you get a `Replace WT Box` message.

### Replace WT Box

When the `Replace WT Box` message appears on the LCD, you will need to replace the waste toner box:

#### **WARNING**

DO NOT put the waste toner box into a fire. It could explode.

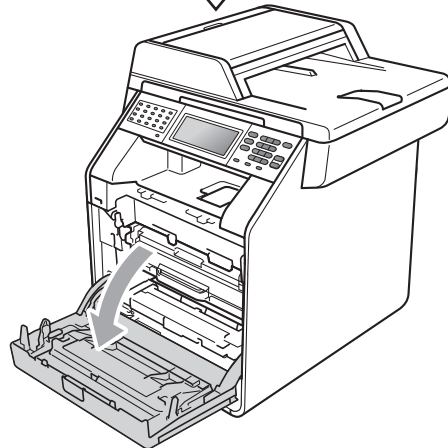
Be careful not to spill the toner. DO NOT inhale or allow it to get into your eyes.

#### **IMPORTANT**

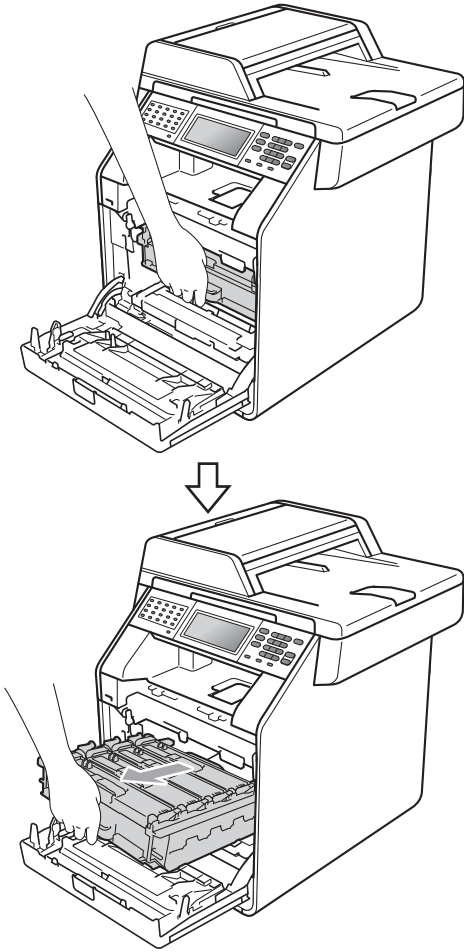
DO NOT reuse the waste toner box.

- 1 Make sure that the machine is turned on.

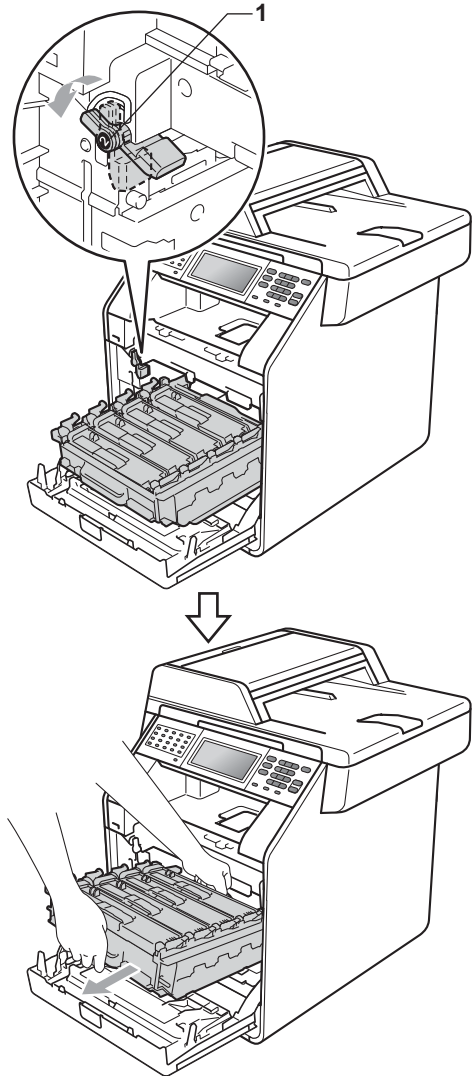
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

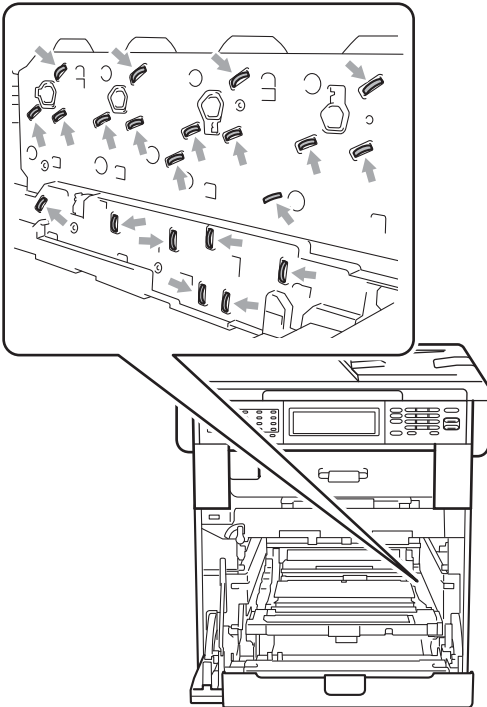


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

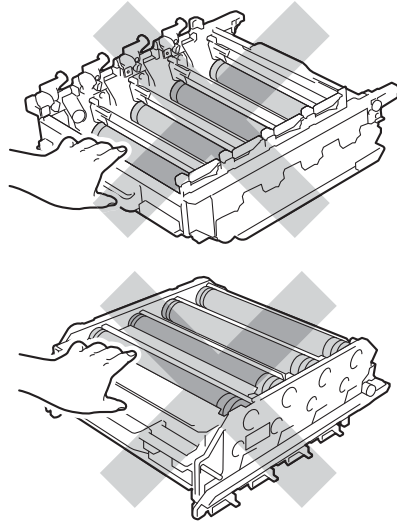


## ! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

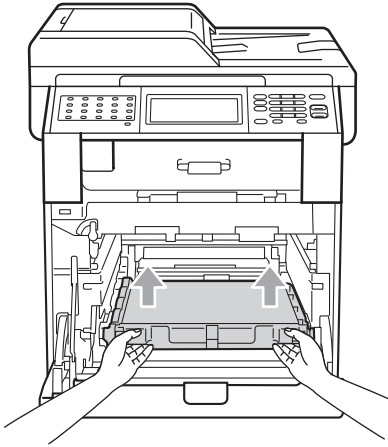


- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



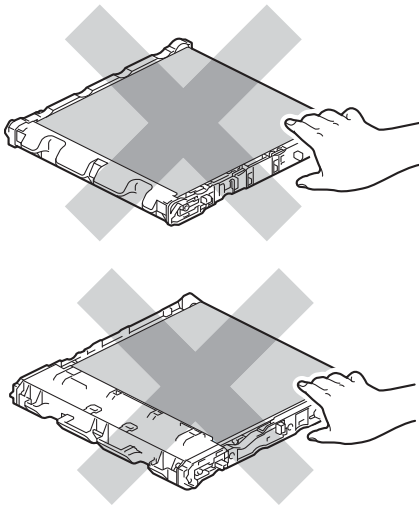
- Hold the green handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.

- 5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.

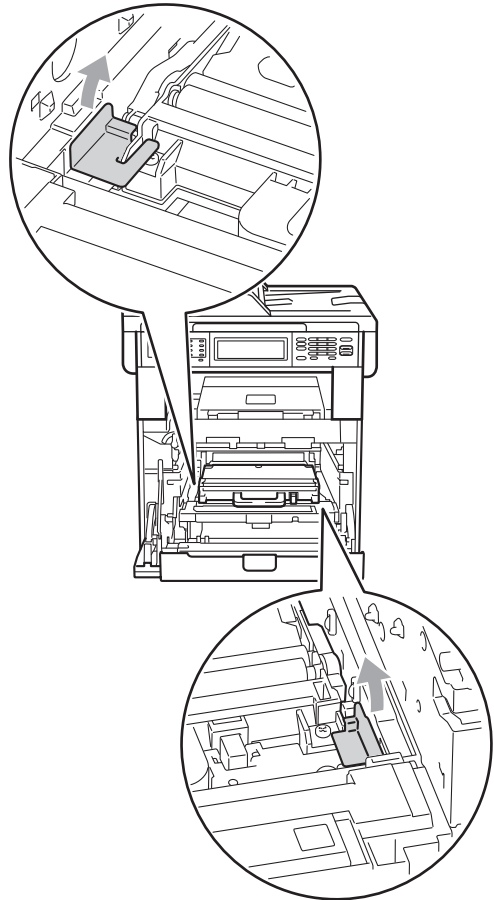


**! IMPORTANT**

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.



- 6 Remove the two pieces of orange packing material and discard them.

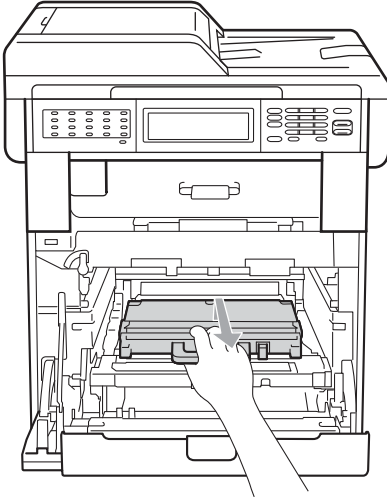


**Note**

This step is only necessary when you are replacing the waste toner box for the first time, and are not required for the replacement waste toner box. The orange packing pieces are installed at the factory to protect your machine during shipment.



- 7 Hold the green handle of the waste toner box and remove the waste toner box from the machine.



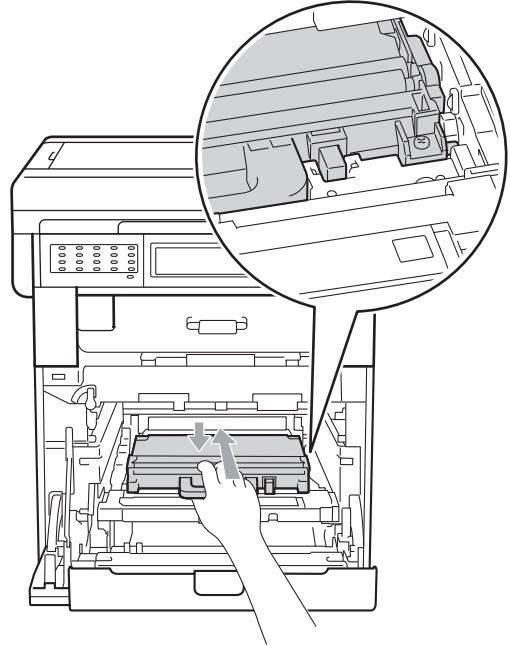
### **⚠ CAUTION**

Handle the waste toner box carefully in case you accidentally spill or scatter toner. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

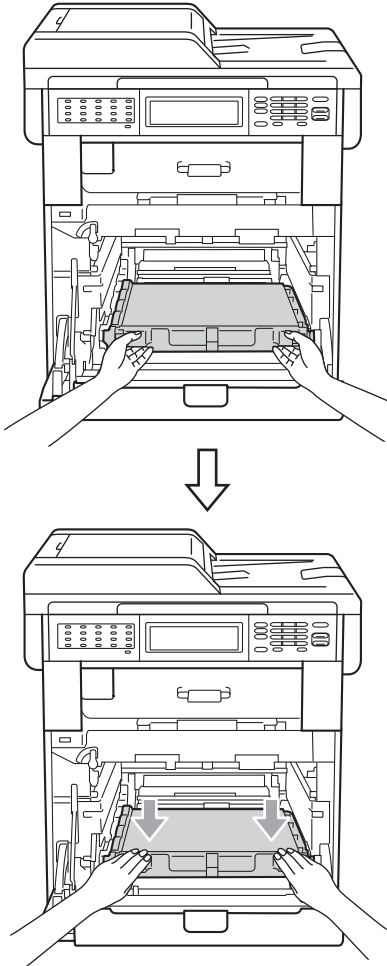
### **Note**

Discard the used waste toner box according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

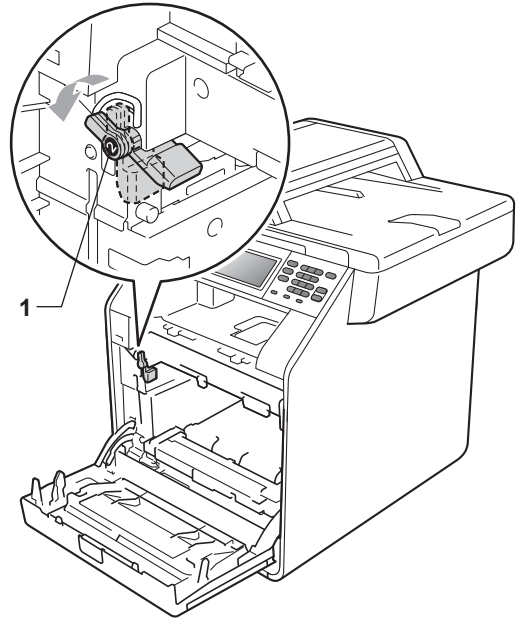
- 8 Unpack the new waste toner box and put the new waste toner box in the machine using the green handle. Make sure the waste toner box is level and fits firmly into place.



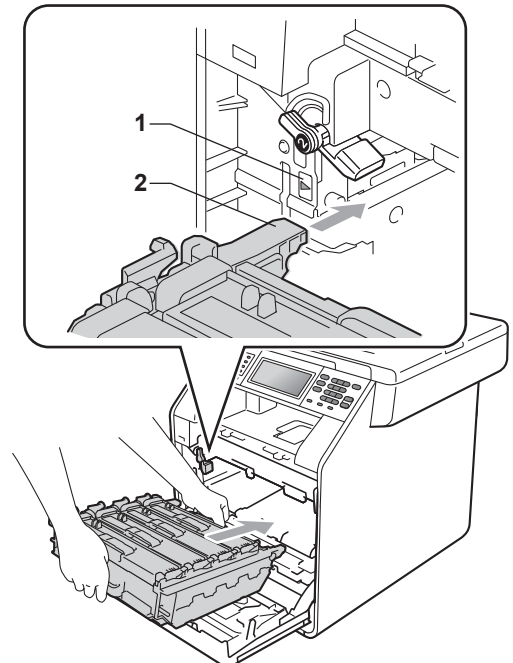
- 9 Put the belt unit back into the machine. Make sure the belt unit is level and fits firmly into place.



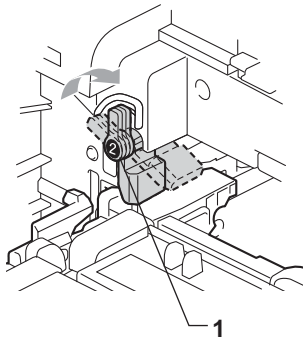
- 10 Make sure the green lock lever (1) is in the release position as shown in the illustration.



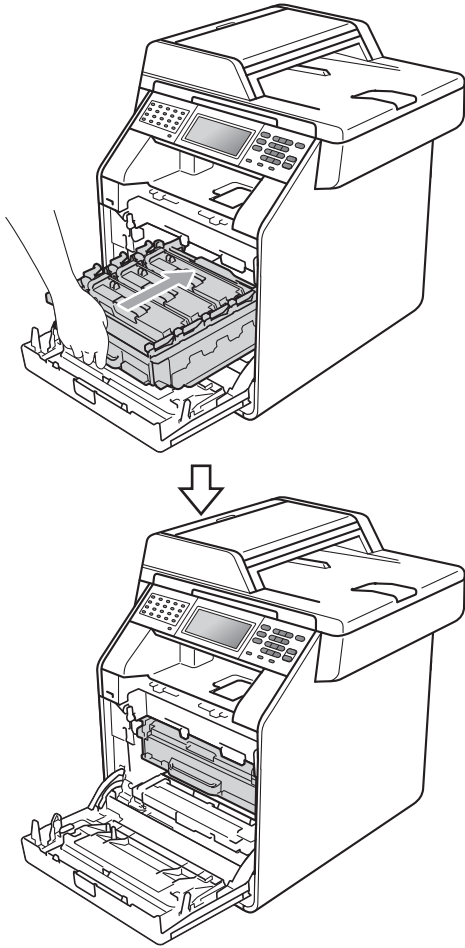
- 11 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 12 Turn the green lock lever (1) clockwise to the lock position.



- 13 Push the drum unit in until it stops.



- 14 Close the front cover of the machine.

## Error and maintenance messages

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

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

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

Error Message	Cause	Action
Access Denied	The function you want to use is restricted by Secure Function Lock.	Contact your administrator to check your Secure Function Lock Settings.
Access Error	The device is removed from the USB direct interface while the data is processing.	Press <b>Stop/Exit</b> . Reinsert the device and try to print with Direct Print.
Calibration failed.	Calibration failed.	<ul style="list-style-type: none"> <li>■ Turn off the machine. Wait a few seconds, then turn it on again.</li> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> <li>■ Put in a new belt unit. (See <i>Replacing the belt unit</i> on page 82.)</li> <li>■ Put in a new waste toner box. (See <i>Replacing the waste toner box</i> on page 88.)</li> <li>■ If the problem continues, call Brother Customer Service.</li> </ul>
Cartridge Error Put the Black (K) Toner Cartridge back in. <sup>1</sup>	The toner cartridge is not installed properly.	Pull out the drum unit and remove the toner cartridge for the color that is indicated on the LCD, then re-install the toner cartridge in the drum unit. Put the drum unit back into the machine again.
<sup>1</sup> The toner cartridge color with the problem is shown in the message.		
Comm. Error	Poor telephone line quality caused a communication error.	Send the fax again or connect the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your telephone line.

Error Message	Cause	Action
Condensation	One of the issues that can cause this error is that condensation may form inside the machine after a room temperature change.	Leave the machine powered on, and fully open the front cover. Wait 30 minutes, switch OFF and close the cover, then switch ON. If this does not clear the error, call Brother Customer Service.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD shows <i>Cooling Down</i> , and <i>Wait for a while</i> .	Make sure that you can hear the fan in the machine spinning and that the exhaust outlet is not blocked by something.  If the fan is spinning, remove any obstacles that surround the exhaust outlet, and then leave the machine turned on but do not use it for several minutes.  If the fan is not spinning, disconnect the machine from the power for several minutes, then reconnect it.
Cover is Open.	The front cover is not completely closed.	Close the front cover of the machine.
Cover is Open	The ADF cover is not completely closed.	Close the ADF cover of the machine.
	The ADF is open while loading a document.	Close the ADF cover of the machine, then press <b>Stop/Exit</b> .
Cover is Open	The fuser cover is not completely closed or paper was jammed in the back of the machine when you turned on the power.	<ul style="list-style-type: none"> <li>■ Close the fuser cover of the machine.</li> <li>■ Make sure paper is not jammed inside the back of the machine, and then close the fuser cover and press <b>Black Start</b> or <b>Color Start</b>.</li> </ul>
DIMM Error	<ul style="list-style-type: none"> <li>■ The DIMM is not installed correctly.</li> <li>■ The DIMM is broken.</li> <li>■ The DIMM does not meet the required specifications.</li> </ul>	<ul style="list-style-type: none"> <li>■ Turn off the machine and remove the DIMM.</li> <li>■ Confirm the DIMM meets the required specifications. (See <i>Memory board in Appendix B of the Advanced User's Guide</i>.)</li> <li>■ Re-install the DIMM correctly. Wait a few seconds, and then turn it on again.</li> <li>■ If this error message appears again, replace the DIMM with a new one. (See <i>Installing extra memory in Appendix B of the Advanced User's Guide</i>.)</li> </ul>
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.

Error Message	Cause	Action
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See <i>Document jams</i> on page 104 or <i>Using the automatic document feeder (ADF)</i> on page 26.
Drum Error	The corona wire on the drum unit needs to be cleaned.	Clean the corona wire on the drum unit. (See <i>Cleaning the corona wires</i> on page 70.)
Drum Stop	It is time to replace the drum unit.	Replace the drum unit. (See <i>Replacing the drum unit</i> on page 76.)
Duplex Disabled Close the Back Cover of the machine.	The back of the machine is not closed completely.	Close the back cover of the machine.
Duplex Disabled Reload paper, then press Start.	Although the size of paper in the paper tray matches the paper size that was selected from the control panel or printer driver, the machine has stopped printing when it encountered an additional, different size of paper in the tray.	Make sure the paper tray contains only the size of paper you select in either the control panel or printer driver, then press <b>Black Start</b> or <b>Color Start</b> .
	The paper tray was pulled out before the machine completed printing on both sides of the paper.	Re-install the paper tray and press <b>Black Start</b> or <b>Color Start</b> .
Fuser Error	The temperature of the fuser unit does not rise to a specified temperature within the specified time.	Turn the power switch off, wait a few seconds, and then turn it on again. Leave the machine for 15 minutes with the power on.
	The fuser unit is too hot.	
Jam Duplex	The paper is jammed underneath Paper Tray 1 or in the fuser unit.	(See <i>Paper is jammed underneath paper tray 1</i> on page 114.)
Jam Inside	The paper is jammed inside the machine.	(See <i>Paper is jammed inside the machine</i> on page 110.)
Jam MP	The paper is jammed in the MP tray of the machine.	(See <i>Paper is jammed in the MP tray</i> on page 106.)
Jam Rear	The paper is jammed in the back of the machine.	(See <i>Paper is jammed at the back of the machine</i> on page 108.)



<b>Error Message</b>	<b>Cause</b>	<b>Action</b>
Jam Tray 1 Jam Tray 2	The paper is jammed in the paper tray of the machine.	(See <i>Paper is jammed in paper tray 1 or tray 2</i> on page 107.)
Limit Exceeded	The printing limit set by Secure Function Lock 2.0 was reached.	Contact your administrator to check your Secure Function Lock Settings.
Low Temperature	The room temperature is too low for the machine to operate.	Increase the room temperature to allow the machine to operate.
No Belt Unit	The belt unit is not installed properly.	Re-install the belt unit. (See <i>Replacing the belt unit</i> on page 82.)
No Paper	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> <li>■ Refill the paper in the paper tray.</li> <li>■ Remove the paper and load it again.</li> <li>■ If the problem is not resolved, the paper pick-up roller may need to be cleaned. Clean the paper pick-up roller. (See <i>Cleaning the paper pick-up rollers</i> in Appendix A of the <i>Advanced User's Guide</i>.)</li> </ul>
No Permission	Printing color documents is restricted by Secure Function Lock 2.0. The print job will be canceled.	Contact your administrator to check your Secure Function Lock Settings.
No Response/Busy	The number you dialed does not answer or is busy.	Verify the number and try again.
No Toner	The toner cartridge for the color indicated on the LCD is not installed correctly.	Pull out the drum unit. Take out the toner cartridge for the color indicated on the LCD, and then put it back into the drum unit.
No Tray	The paper tray indicated on the LCD is not installed properly.	Re-install the paper tray that is indicated on the LCD.
No Waste Toner	The waste toner box is not installed properly.	Re-install the waste toner box. (See <i>Replacing the waste toner box</i> on page 88.)

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	<p><b>Fax sending or copy operation in progress</b></p> <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>■ Press <b>Black Start</b> or <b>Color Start</b> to send or copy the scanned pages.</li> <li>■ Press <b>Stop/Exit</b> and wait until the other operations in progress finish, and then try again.</li> <li>■ Clear the faxes from the memory.</li> </ul> <p>Print the faxes that are stored in the memory to restore the memory to 100%. Then turn off Fax Storage to avoid storing more faxes in the memory. (See <i>Printing a fax from the memory</i> in Chapter 4 of the <i>Advanced User's Guide</i> and <i>Fax Storage</i> in Chapter 4 of the <i>Advanced User's Guide</i>.)</p> <ul style="list-style-type: none"> <li>■ Add optional memory. (See <i>Memory board</i> in Appendix B of the <i>Advanced User's Guide</i>.)</li> </ul> <p><b>Print operation in process</b></p> <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>■ Reduce the print quality. (See <i>Basic tab</i> in the <i>Software User's Guide</i>.)</li> <li>■ Clear the faxes from the memory. (See the above explanation.)</li> </ul>
Print Unable XX	The machine has a mechanical problem.	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>■ Turn the power switch off, wait for a few minutes, and then turn it on again. (See <i>Transferring your faxes or Fax Journal report</i> on page 103.)</li> <li>■ If the problem continues, call Brother Customer Service.</li> </ul>
Protected Device	The protect switch of the USB Flash memory drive is on.	Turn off the protect switch of the USB Flash memory drive.





Error Message	Cause	Action
Registration failed	Registration failed.	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>■ Turn off the machine's power switch. Wait a few seconds, then turn it on again.</li> <li>■ Try Manual Registration, MENU, Printer, Manual Regist.. (See <i>Manual Registration</i> in Appendix A of the <i>Advanced User's Guide</i>.)</li> <li>■ Put in a new belt unit. (See <i>Replacing the belt unit</i> on page 82.)</li> <li>■ If the problem continues, call Brother Customer Service.</li> </ul>
Rename the File	There is already a file on the USB Flash memory drive with the same name as the file you are trying to save.	Change the name of the file on the USB Flash memory drive or the file you are trying to save.
Replace Parts Belt Unit	It is time to replace the belt unit.	Replace the belt unit. (See <i>Replacing the belt unit</i> on page 82.)
Replace Parts Drum Unit	It is time to replace the drum unit.	Replace the drum unit. (See <i>Replacing the drum unit</i> on page 76.)
	The drum unit counter was not reset when a new drum was installed.	Reset the drum unit counter. (See <i>Resetting the drum counter</i> on page 82.)
Replace Parts Fuser Unit	It is time to replace the fuser unit.	<p>Call Brother Customer Service or a Brother Authorized Service Center to replace the fuser unit.</p> <p>To replace Fuser Unit call Brother Customer Service at:</p> <p>1-877-BROTHER (1-877-276-8437) <b>(in USA)</b> 1-877-BROTHER <b>(in Canada)</b></p> <p>or to locate a Brother Authorized Service Center, visit us at:</p> <p><a href="http://www.brother-usa.com/service/">http://www.brother-usa.com/service/</a></p>

Error Message	Cause	Action
Replace Parts PF Kit 1 PF Kit 2 PF Kit MP	It is time to replace the paper feeding kit.	Call Brother Customer Service or a Brother Authorized Service Center to replace the PF Kit.  To replace PF Kit call Brother Customer Service at: 1-877-BROTHER (1-877-276-8437) (in USA) 1-877-BROTHER (in Canada)  or to locate a Brother Authorized Service Center, visit us at: <a href="http://www.brother-usa.com/service/">http://www.brother-usa.com/service/</a>
Replace Parts WT Box End Soon	The waste toner box is near the end of its life.	Buy a new waste toner box before you get a Replace WT Box message.
Replace Toner X	The toner cartridge is at the end of its life.	Replace the toner cartridge for the color indicated on the LCD. (See <i>Replacing a Toner cartridge</i> on page 64.)
Replace WT Box	It is time to replace the waste toner box.	Replace the waste toner box. (See <i>Replacing the waste toner box</i> on page 88.)
Scan Unable XX	The machine has a mechanical problem.	<ul style="list-style-type: none"> <li>■ Turn off the power switch and then turn it on again. (See <i>Transferring your faxes or Fax Journal report</i> on page 103.)</li> <li>■ If the problem continues, call Brother Customer Service.</li> </ul>
	Document is too long for duplex scanning.	Press <b>Stop/Exit</b> . Use the suitable size of paper for duplex scanning. (See <i>Document Size</i> on page 175.)
Short paper	The length of the paper in the tray is too short for the machine to deliver it to the <i>Face down</i> output tray.	Open the back cover ( <i>face-up</i> output tray) to let the printed paper out on the <i>face up</i> output tray. Remove the printed pages and then press <b>Black Start</b> or <b>Color Start</b> .
Size Error DX	The paper size defined in the printer driver is not usable for the automatic duplex printing.	Press <b>Black Start</b> or <b>Color Start</b> . Choose a paper size which is supported by the duplex tray. (See <i>Print media</i> on page 176.)
Size mismatch	The paper in the tray is not the correct size.	Load the correct size of paper in the tray and set the "Paper Size" (MENU, General Setup, Tray Setting). (See <i>Paper Size and Type</i> on page 18.)
Small paper	The paper size specified in the printer driver is too small for the machine to deliver it to the <i>Face down</i> output tray.	Open the back cover ( <i>face-up</i> output tray) to let the printed paper out on the <i>face up</i> output tray and then press <b>Black Start</b> or <b>Color Start</b> .
Toner Error	One or more toner cartridges are not installed correctly.	Pull out the drum unit. Take out all the toner cartridges, and then put them back into the drum unit.



<b>Error Message</b>	<b>Cause</b>	<b>Action</b>
Toner Low	The toner cartridge is near the end of its life.	Buy a new toner cartridge for the color that is indicated on the LCD before you get a Replace Toner message.
Too Many Files	There are too many files stored on the USB Flash memory drive.	Reduce the number of files stored on the USB Flash memory drive.
Unusable Device	An incompatible or defective device has been connected to the USB direct interface.	Remove the USB Flash memory drive from the USB direct interface.

## Transferring your faxes or Fax Journal report

If the LCD shows:

- Print Unable XX
- Scan Unable XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 103 or *Transferring faxes to your PC* on page 103.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* on page 103.)



### Note

If there is an error message on the machine's LCD after the faxes have been transferred, disconnect the machine from the power source for several minutes, and then reconnect it.

## Transferring faxes to another fax machine

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

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Service**. Press **Service**.
- 3 Press **Data Transfer**.
- 4 Press **Fax Transfer**.
- 5 Do one of the following:
  - If the LCD shows **No Data**, there are no faxes left in the machine's memory. Press **Stop/Exit**.
  - Enter the fax number to which faxes will be forwarded.
- 6 Press **Black Start** or **Color Start**.

## Transferring faxes to your PC

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

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

## Transferring the Fax Journal report to another fax machine

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

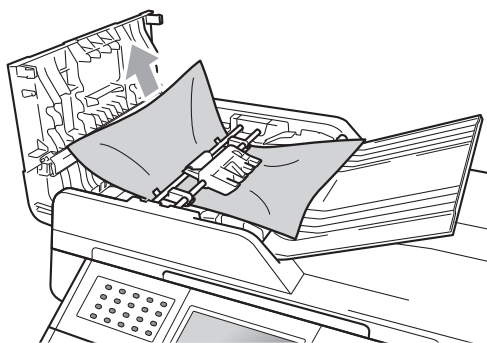
- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Service**. Press **Service**.
- 3 Press **Data Transfer**.
- 4 Press **Report Trans..**
- 5 Enter the fax number to which the Fax Journal report will be forwarded.
- 6 Press **Black Start** or **Color Start**.

## Document jams

### Document is jammed in the top of the ADF unit

---

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



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

### Document is jammed under the document cover

---

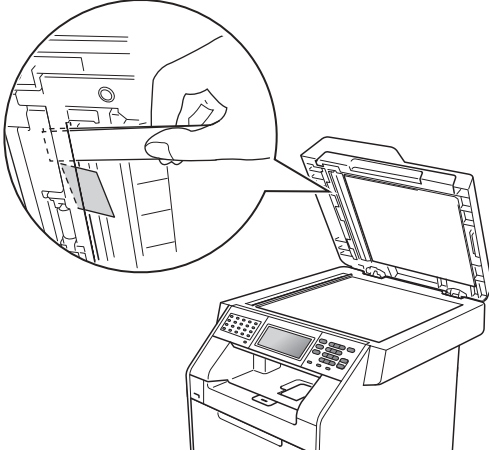
- 1 Take out any paper from the ADF that is not jammed.
- 2 Lift the document cover.
- 3 Pull the jammed document out to the right.



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

## Removing small documents jammed in the ADF

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



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

## Document is jammed at the output tray

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



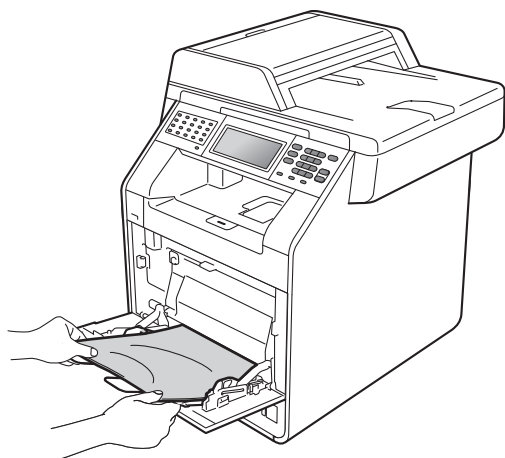
- 3 Press **Stop/Exit**.

# Paper jams

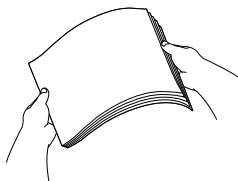
## Paper is jammed in the MP tray

If the LCD shows Jam MP, follow these steps:

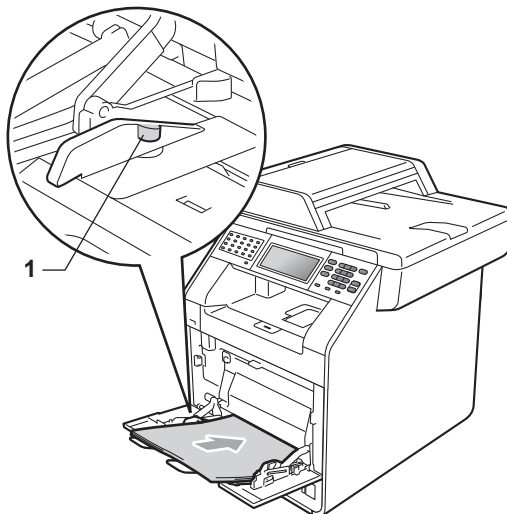
- 1 Remove the paper from the MP tray.
- 2 Remove any jammed paper from in and around the MP tray.



- 3 Fan the paper stack, and then put it back in the MP tray.



- 4 When loading paper in the MP tray, make sure that the paper stays under the maximum paper mark (1) on both sides of the tray.



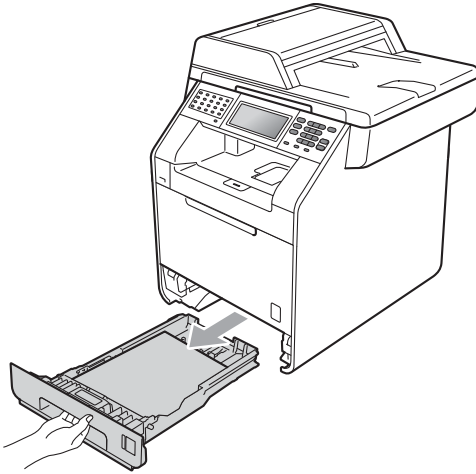
- 5 Press **Black Start** or **Color Start** to resume printing.

## Paper is jammed in paper tray 1 or tray 2

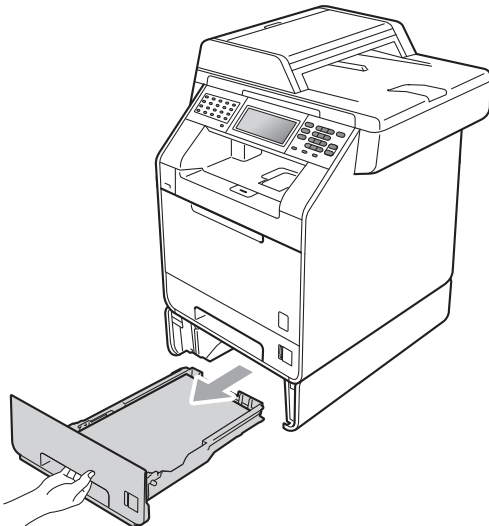
If the LCD shows Jam Tray 1 or Jam Tray 2, follow these steps:

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

For Jam Tray 1:

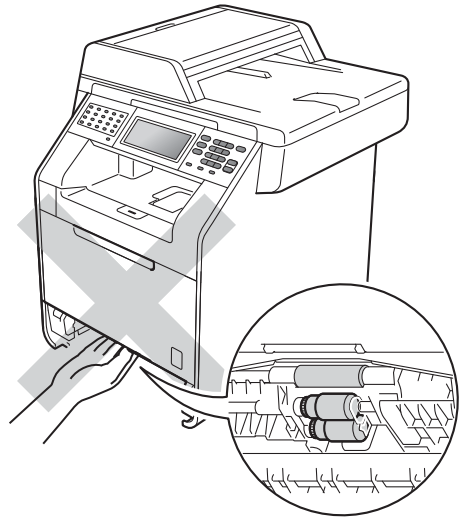


For Jam Tray 2:

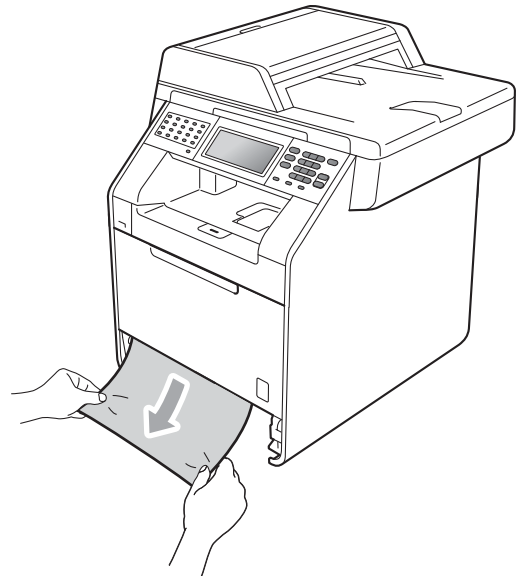


### **!** WARNING

DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed and can pinch or entrap your hand.



- 2 Use both hands to slowly pull out the jammed paper.



B



## ! IMPORTANT

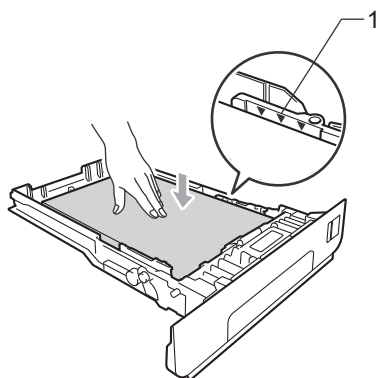
If the paper cannot easily be removed in this direction, stop and follow the instructions for *Paper is jammed inside the machine* on page 110.



### Note

Pulling out the jammed paper downwards allows you to remove the paper easier.

- 3 Make sure the paper is below the maximum paper mark (▼▼▼) (1) of the paper tray. While pressing the green paper-guide release lever, slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots. (See *Loading paper in the standard paper tray* on page 10.)

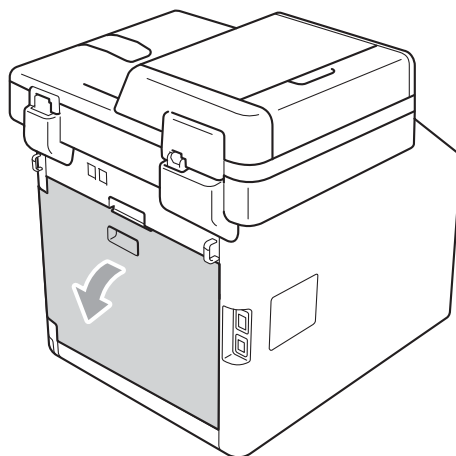


- 4 Put the paper tray firmly back in the machine.

## Paper is jammed at the back of the machine

If the LCD shows *Jam Rear*, a paper jam occurred behind the back cover. Follow these steps:

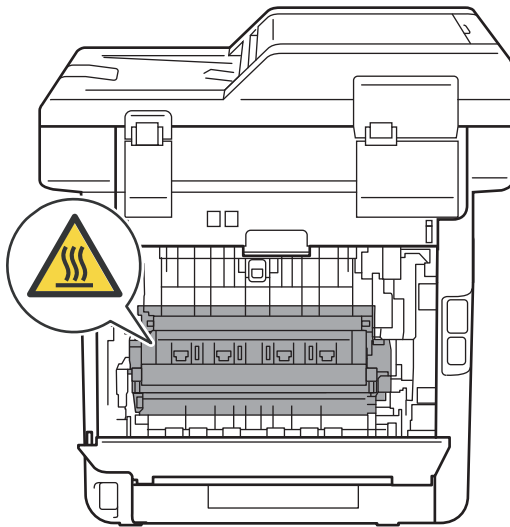
- 1 Leave the machine turned on for 10 minutes to cool down.
- 2 Open the back cover.



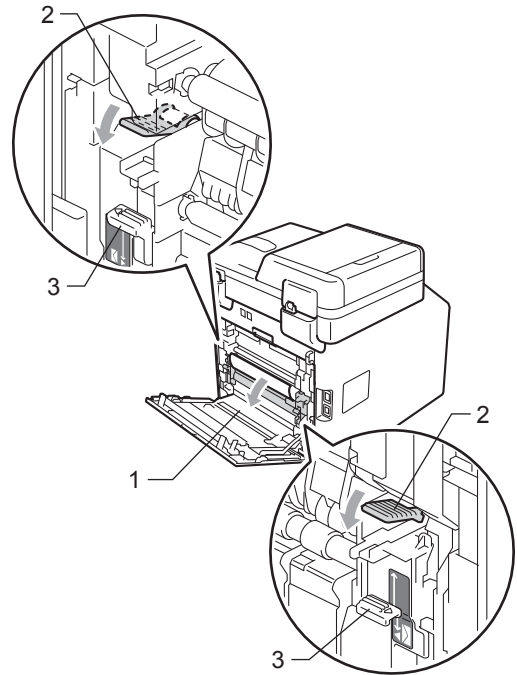
**! WARNING**

**! HOT SURFACE**

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.



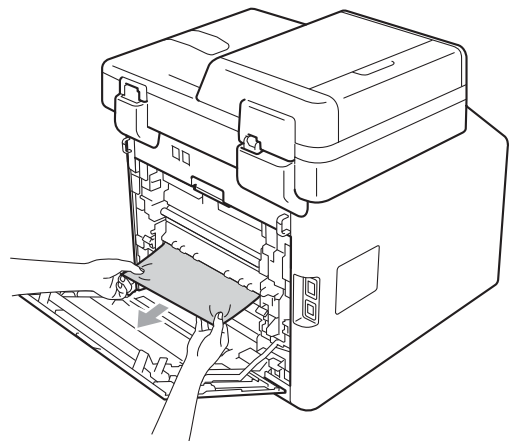
- 3 Pull the green tabs (2) at the left and right hand sides toward you and fold down the fuser cover (1).



**Note**

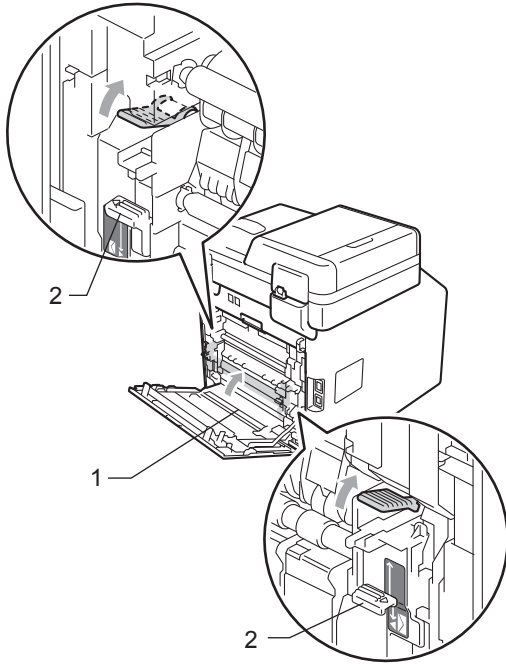
If the envelope levers (3) inside the back cover are pulled down to the envelope position, lift these levers to the original position before pulling the green tabs (2) down.

- 4 Using both hands, gently pull the jammed paper out of the fuser unit.



B

- 5 Close the fuser cover (1).



**Note**

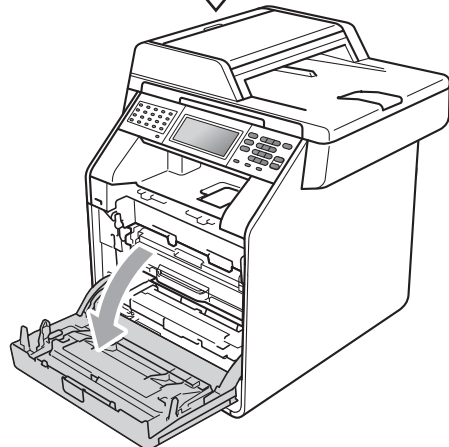
If you are printing on envelopes, pull down the envelope levers (2) to the envelope position again before closing the back cover.

- 6 Fully close the back cover.

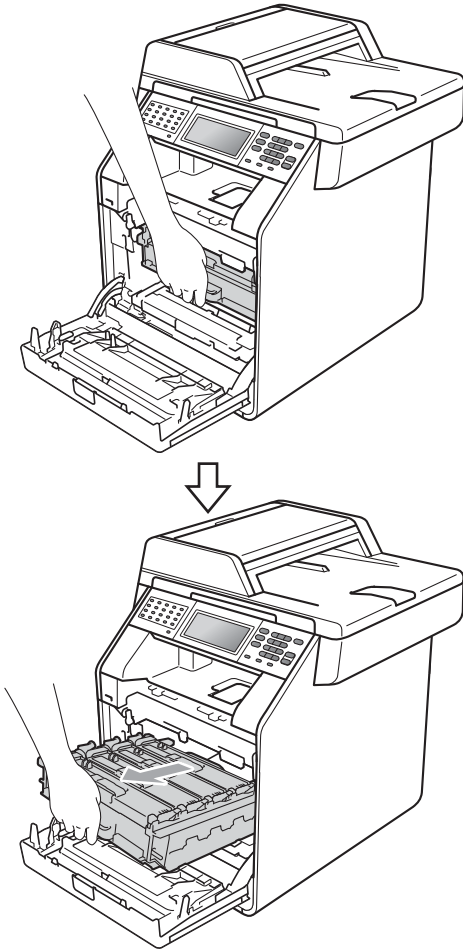
## Paper is jammed inside the machine

If the LCD shows *Jam Inside*, follow these steps:

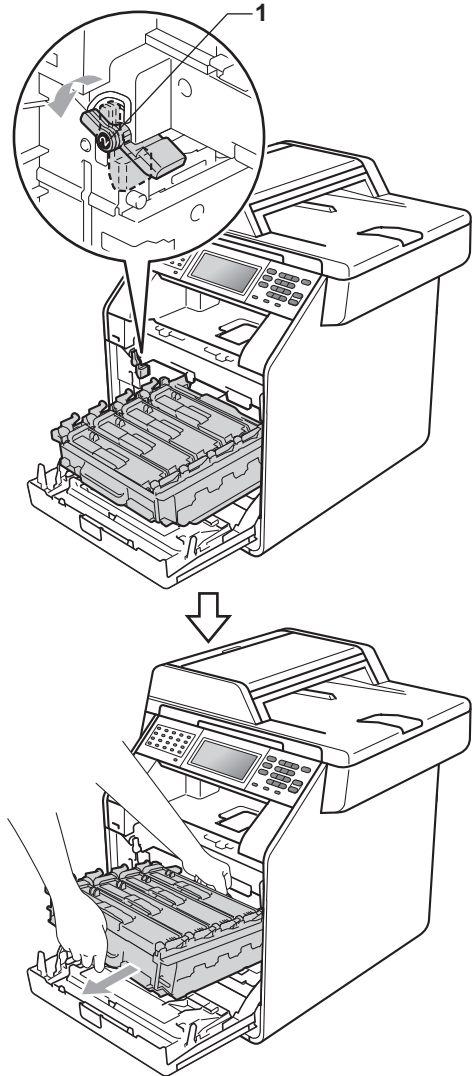
- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

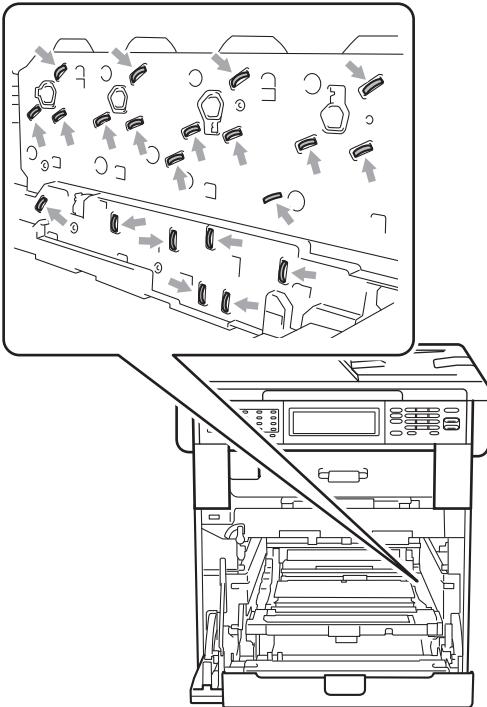


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



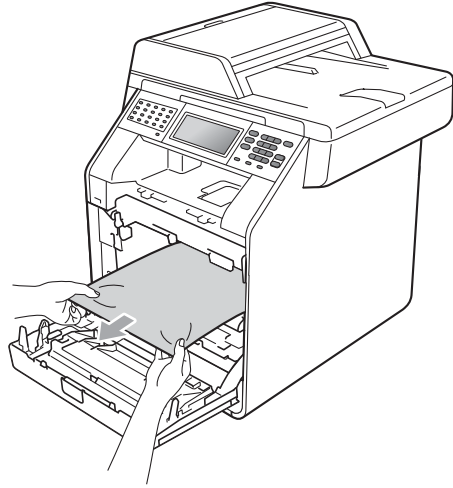
## ! IMPORTANT

- We recommend that you place the drum unit and the toner cartridges on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

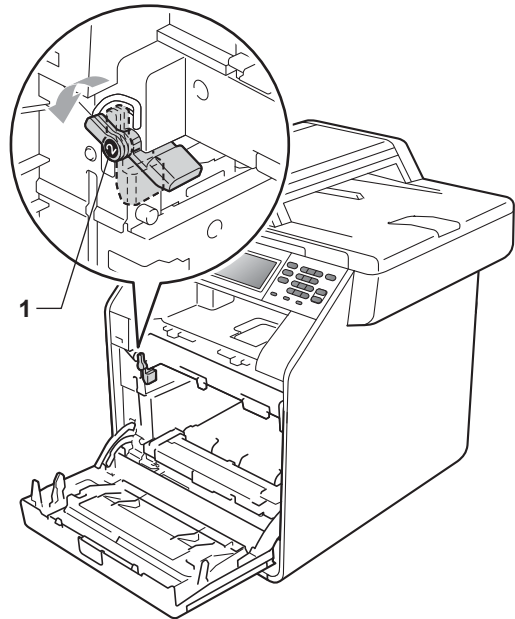


- Hold the green handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.

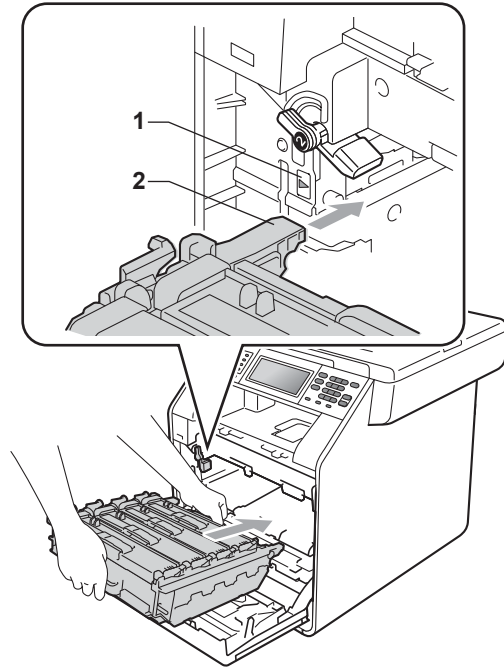
- 5 Pull out the jammed paper slowly.



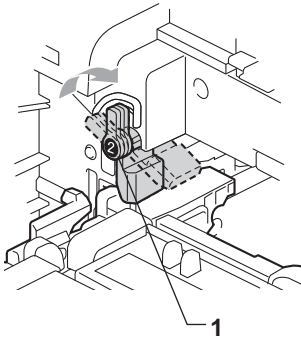
- 6 Make sure the green lock lever (1) is in the release position as shown in the illustration.



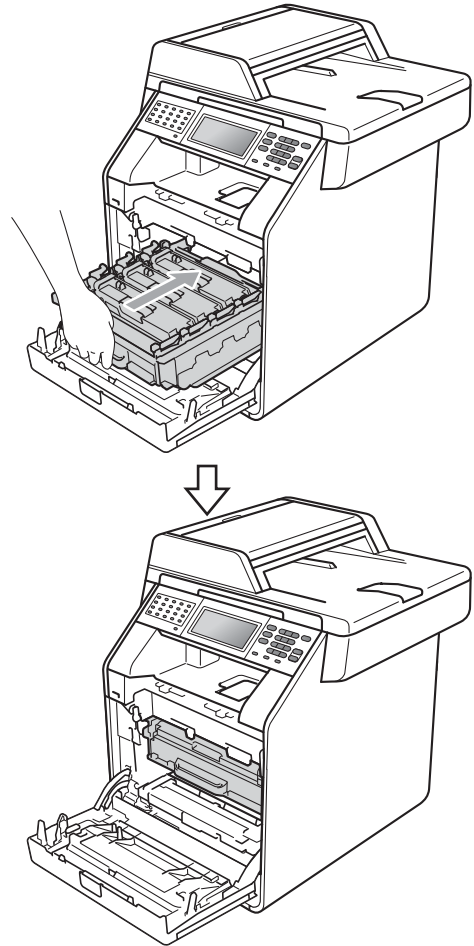
- 7 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 8 Turn the green lock lever (1) clockwise to the lock position.



- 9 Push the drum unit in until it stops.



- 10 Close the front cover of the machine.



**Note**

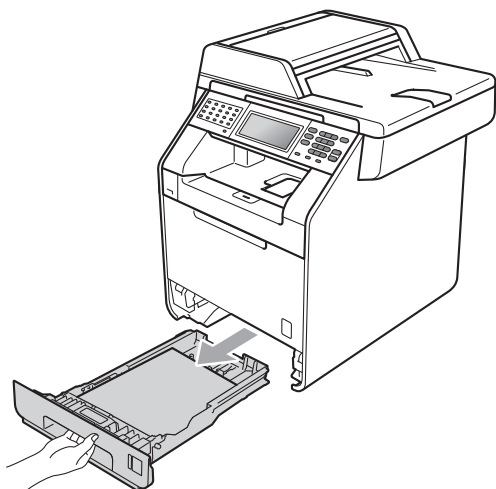
If you turn off the machine while the LCD shows Jam Inside, the machine will print incomplete data from your computer. Before you turn on the machine, delete the print spool job on your computer.

- 11 Plug the machine's power cord back into the AC power outlet first, and reconnect all cables and the telephone line cord. Turn on the machine's power switch.

## Paper is jammed underneath paper tray 1

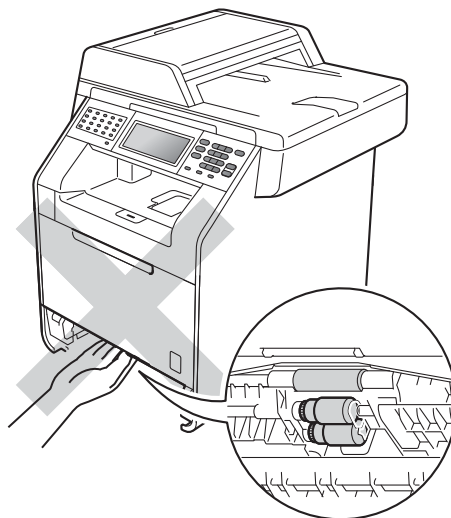
If the LCD shows **Jam Duplex**, follow these steps:

- 1 Leave the machine turned on for 10 minutes to cool down.
- 2 Pull the paper tray completely out of the machine.

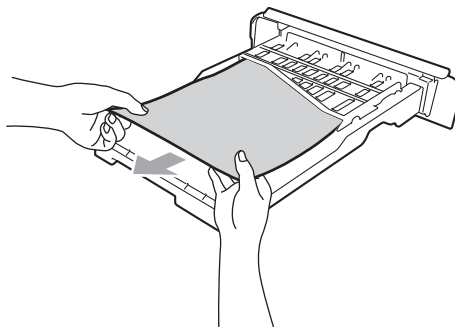


## **!** WARNING

DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed and can pinch or entrap your hand.



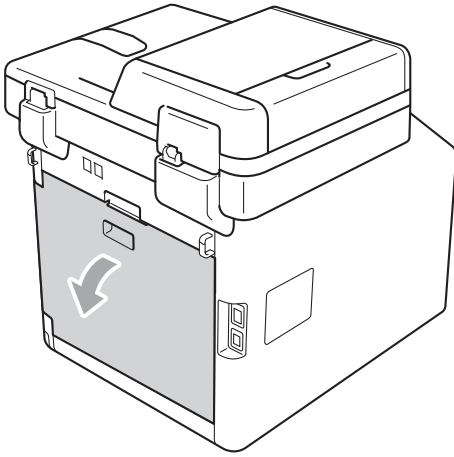
- 3 If paper is not caught inside the machine, turn the paper tray over and check underneath the paper tray.



### Note

DO NOT put the paper tray back in at this point.

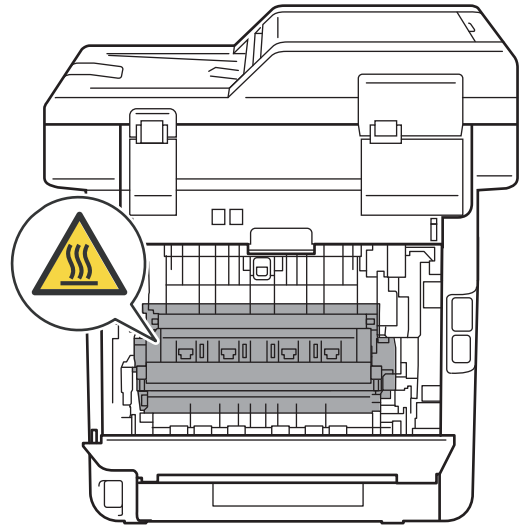
- 4 If the paper is not caught in the paper tray, open the back cover.



## **WARNING**

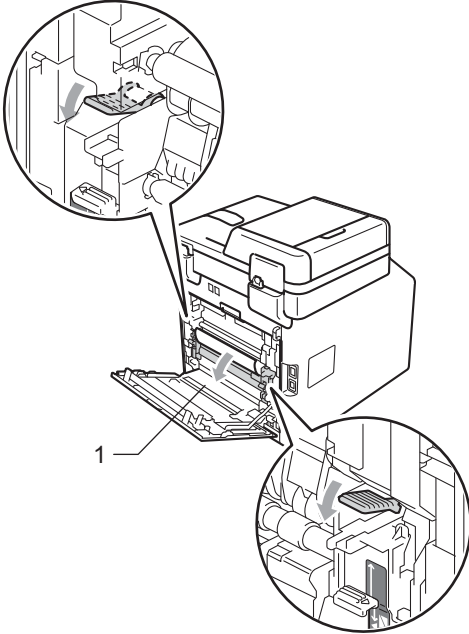
### **HOT SURFACE**

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.

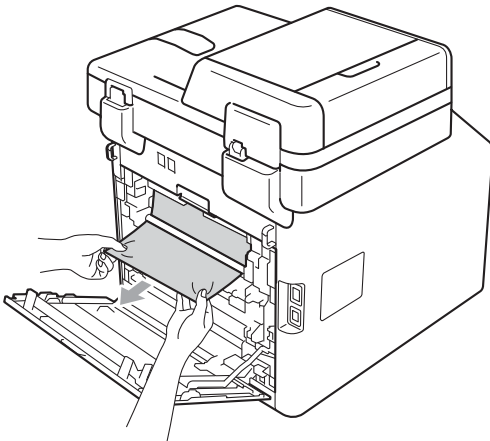




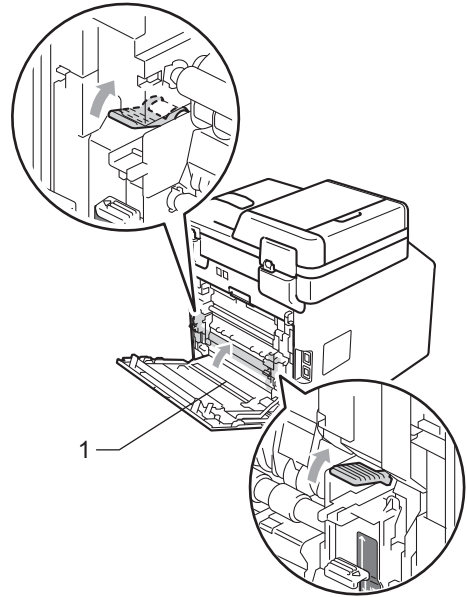
- 5** Push down and pull the green tabs at the left and right hand sides toward you and fold down the fuser cover (1).



- 6** Using both hands, gently pull out the jammed paper.



- 7** Close the fuser cover (1).



- 8** Fully close the back cover.
- 9** Put the paper tray firmly back in the machine.

# If you are having difficulty with your machine

## ! IMPORTANT

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

If you think there is a problem, check the chart below and follow the troubleshooting tips. You can solve most problems by yourself.

If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

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

### Printing or printing received faxes

Difficulties	Suggestions
<ul style="list-style-type: none"> <li>■ Condensed print</li> <li>■ Horizontal streaks</li> <li>■ Top and bottom sentences are cut off</li> <li>■ Missing lines</li> </ul>	Usually this is caused by a poor telephone connection. If your copy looks good, you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Poor print quality	See <i>Improving the print quality</i> on page 127.
Vertical black lines when receiving	The corona wires for printing may be dirty. Clean the corona wires on the drum unit. (See <i>Cleaning the corona wires</i> on page 70.)
	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
	If the problem continues, call Brother Customer Service at 1-877-BROTHER (1-877-276-8437) (in USA) or 1-877-BROTHER (in Canada).
Received faxes appear as split or blank pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, your paper size setting may not be correct for the paper you are using. (See <i>Paper Size and Type</i> on page 18.)
	Turn on Auto Reduction. (See <i>Printing a reduced incoming fax</i> in Chapter 4 of the <i>Advanced User's Guide</i> .)

### Telephone line or connections

Difficulties	Suggestions
Dialing does not work.	Check for a dial tone.
	Change <b>Tone/Pulse</b> setting. (See the <i>Quick Setup Guide</i> .) (Canada only)
	Check all line cord connections.
	Check that the machine is plugged in and switched on.
	Send a manual fax by pressing <b>Hook</b> or by lifting the handset of the external telephone and dialing the number. Wait to hear fax receiving tones before pressing <b>Black Start</b> or <b>Color Start</b> .

## Telephone line or connections (continued)

Difficulties	Suggestions
The machine does not answer when called.	Make sure the machine is in the correct receive mode for your setup. (See <i>Receive Mode settings</i> on page 35.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If you do not hear ringing when you call your machine, ask your telephone company to check the line.

## Receiving Faxes

Difficulties	Suggestions
Cannot receive a fax.	<p>Make sure your machine has a dial tone by pressing the <b>Hook</b> key. If you hear static or interference on your fax line, please contact your local telephone company.</p> <p>Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine. If you subscribe to DSL or VoIP services, please contact your service provider for connection instructions.</p> <p>Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine. (See <i>Receive Mode settings</i> on page 35.)</p> <p>If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, you should select <b>Fax Only</b> mode.</p> <p>If your Brother machine shares a line with an external answering machine, you should select the <b>External TAD</b> mode. In <b>External TAD</b> mode, your Brother machine will automatically receive incoming faxes and voice callers will be able to leave a message on your answering machine.</p> <p>If your Brother machine shares the line with a Voice Mail subscriber service, please see <i>Voice Mail</i> on page 37.</p> <p>If your Brother machine is on a line with the Distinctive Ring subscriber service, please see <i>Distinctive Ring</i> on page 38.</p> <p>If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, you should select the <b>Fax/Tel</b> mode. In <b>Fax/Tel</b> mode, your Brother machine will automatically receive faxes and produce a pseudo/double-ring to alert you to answer voice calls.</p> <p>If you do not want your Brother machine to automatically answer any incoming faxes, you should select the <b>Manual</b> mode. In <b>Manual</b> mode, you must answer every incoming call and activate the machine to receive faxes.</p>

## Receiving Faxes (continued)

Difficulties	Suggestions
<p>Cannot receive a fax. (continued)</p>	<p>Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the ring delay setting:</p> <ul style="list-style-type: none"> <li>■ If the answer mode is set to <b>Fax Only</b> or <b>Fax/Tel</b>, reduce the ring delay to 1 ring. (See <i>Ring Delay</i> on page 35.)</li> <li>■ If the answer mode is set to <b>External TAD</b>, reduce the number of rings programmed on your answering machine to 2.</li> <li>■ If the answer mode is set to <b>Manual</b>, DO NOT adjust the ring delay setting.</li> </ul> <p>Have someone send you a test fax:</p> <ul style="list-style-type: none"> <li>■ If you received the test fax successfully, your machine is operating properly. Remember to reset your ring delay or answering machine setting back to your original setting. If receiving problems recur after resetting the ring delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer.</li> <li>■ If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line.</li> </ul>
	<p>If you are using a telephone answering machine (<b>External TAD</b> mode) on the same line as the Brother machine, make sure your answering machine is set up correctly. (See <i>Connecting an external TAD (telephone answering device)</i> on page 40.)</p> <ol style="list-style-type: none"> <li>1 Plug the telephone line cord directly from the wall telephone jack to your Brother machine's LINE jack.</li> <li>2 Remove the protective cap from your Brother machine's EXT jack, and then plug the telephone line cord from your answering machine into the EXT jack.</li> <li>3 Set your answering machine to answer within 4 rings.</li> </ol> <p>If you are having problems receiving faxes or voice messages, set your answering machine to answer within 2 or 3 rings.</p> <ol style="list-style-type: none"> <li>4 Record the outgoing message on your answering machine. <ul style="list-style-type: none"> <li>■ Record five seconds of silence at the beginning of your outgoing message.</li> <li>■ Limit your speaking to 20 seconds.</li> <li>■ End your outgoing message with your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax."</li> </ul> </li> <li>5 Set your answering machine to answer calls.</li> <li>6 Set your Brother machine's Receive Mode to <b>External TAD</b>. (See <i>Receive Mode settings</i> on page 35.)</li> </ol>
	<p>Make sure your Brother machine's Easy Receive feature is turned On. Easy Receive is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone. (See <i>Easy Receive</i> on page 36.)</p>
	<p>If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to <b>Basic (for VoIP)</b>. (See <i>Telephone line interference / VoIP</i> on page 126.)</p>
	<p>Contact your administrator to check your Secure Function Lock Settings.</p>




## Sending faxes

Difficulties	Suggestions
Poor sending quality.	Try changing your resolution to <b>Fine</b> or <b>S. Fine</b> . Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See <i>Cleaning the scanner</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i> .)
Transmission Verification Report says <b>RESULT:NG</b> .	There is probably temporary noise or static on the line. Try sending the fax again. If you are sending a PC-Fax message and get <b>RESULT:NG</b> on the Transmission Verification Report, your machine may be out of memory. To free up extra memory, you can turn off fax storage (see <i>Changing Remote Fax Options</i> in <i>Chapter 4</i> of the <i>Advanced User's Guide</i> ), print fax messages in memory (see <i>Printing a fax from the memory</i> in <i>Chapter 4</i> of the <i>Advanced User's Guide</i> ) or cancel a delayed fax or polling job (see <i>Checking and canceling waiting jobs</i> in <i>Chapter 3</i> of the <i>Advanced User's Guide</i> ). If the problem continues, ask the telephone company to check your telephone line.  If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to <b>Basic</b> (for VoIP). (See <i>Telephone line interference / VoIP</i> on page 126.)
Sent faxes are blank.	Make sure you are loading the document properly. (See <i>Loading documents</i> on page 26.)
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. (See <i>Cleaning the scanner</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i> .)
Cannot send a fax.	Contact your administrator to check your Secure Function Lock Settings.

## Handling incoming calls

Difficulties	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If <b>Easy Receive</b> is set to <b>On</b> , your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing <b>Stop/Exit</b> . Try avoiding this problem by turning <b>Easy Receive</b> to <b>Off</b> . (See <i>Easy Receive</i> on page 36.)
Sending a Fax Call to the machine.	If you answered on an external or extension telephone, press your Fax Receive Code (default setting is *51). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Caller ID, RingMaster, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.  <b>For Example:</b> If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

## Copy difficulties

Difficulties	Suggestions
Cannot make a copy.	<ul style="list-style-type: none"> <li>■ Make sure that <b>COPY</b>  is illuminated. (See <i>How to copy</i> on page 53.)</li> <li>■ Contact your administrator to check your Secure Function Lock Settings.</li> </ul>

## Copy difficulties (continued)

Difficulties	Suggestions
Vertical black line appears in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip, or the corona wire is dirty. (See <i>Cleaning the scanner</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i> and <i>Cleaning the corona wires</i> on page 70.)
Copies are blank.	Make sure you are loading the document properly. (See <i>Using the automatic document feeder (ADF)</i> on page 26 or <i>Using the scanner glass</i> on page 27.)

## Printing difficulties

Difficulties	Suggestions
No printout.	<ul style="list-style-type: none"> <li>■ Check that the machine is plugged in and the power switch is turned on.</li> <li>■ Check that the toner cartridge and drum unit are installed properly. (See <i>Replacing the drum unit</i> on page 76.)</li> <li>■ Check the interface cable connection on both the machine and your computer. (See the <i>Quick Setup Guide</i>.)</li> <li>■ Check that the correct printer driver has been installed and chosen.</li> <li>■ Check to see if the LCD is showing an error message. (See <i>Error and maintenance messages</i> on page 95.)</li> <li>■ Check that the machine is online:                      (Windows® 7 and Windows Server® 2008 R2) Click the <b>Start</b> button and <b>Devices and Printers</b>. Right-click <b>Brother MFC-XXXX Printer</b>. Make sure that <b>Use Printer Offline</b> is unchecked.                      (Windows Vista®) Click the <b>Start</b> button, <b>Control Panel</b>, <b>Hardware and Sound</b>, and then <b>Printers</b>. Right-click <b>Brother MFC-XXXX Printer</b>. Make sure that <b>Use Printer Offline</b> is unchecked.                      (Windows® XP and Windows Server® 2003/2008) Click the <b>Start</b> button and choose <b>Printers and Faxes</b>. Right-click <b>Brother MFC-XXXX Printer</b>. Make sure that <b>Use Printer Offline</b> is unchecked.                      (Windows® 2000) Click the <b>Start</b> button and choose <b>Settings</b> and then <b>Printers</b>. Right-click <b>Brother MFC-XXXX Printer</b>. Make sure that <b>Use Printer Offline</b> is unchecked.</li> <li>■ Contact your administrator to check your Secure Function Lock settings.</li> <li>■ If either the Cyan, Magenta or Yellow toner reaches the end of its life while printing a color document, the print job cannot be completed. You can choose to start the print job again in Mono mode, as long as black toner is available. See <i>Basic tab</i> in the <i>Software User's Guide</i>.</li> </ul>
The machine prints unexpectedly or it prints garbage.	<ul style="list-style-type: none"> <li>■ Press <b>Job Cancel</b> to cancel print jobs.</li> <li>■ Check the settings in your application to make sure it is set up to work with your machine.</li> </ul>
The machine prints the first couple of pages correctly, then some pages have text missing.	<ul style="list-style-type: none"> <li>■ Check the settings in your application to make sure that it is set up to work with your machine.</li> <li>■ Your computer is not recognizing the machine's input buffer's full signal. Make sure that you connected the interface cable correctly. (See the <i>Quick Setup Guide</i>.)</li> </ul>
The headers or footers appear when the document displays on the screen but they do not show up when it is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this. (See <i>Unscannable and unprintable areas</i> on page 17.)



## Printing difficulties (continued)

Difficulties	Suggestions
The machine does not print on both sides of the paper even though the printer driver setting is Duplex.	Check the paper size setting in the printer driver. You need to choose Letter, Legal or Folio [16 to 28 lb (60 to 105 g/m <sup>2</sup> )].
The machine is not printing or has stopped printing.	<ul style="list-style-type: none"> <li>■ If either the Cyan, Magenta or Yellow toner reaches the end of its life while printing a color document, the print job cannot be completed. You can choose to start the print job again in Mono mode, as long as black toner is available. See <i>Basic tab</i> in the <i>Software User's Guide</i>.</li> <li>■ Press <b>Job Cancel</b>.</li> </ul> <p>As the machine cancels the print job and clears it from the memory it may produce an incomplete printout.</p>
The machine does not change to Direct Print mode when a USB flash memory drive is connected to the USB direct interface.	When the machine is in Deep Sleep mode, the machine does not wake up when a USB flash memory drive is connected to the USB direct interface. Press the LCD surface or any key to wake up the machine. Then press <b>Direct Print</b> on the LCD to display the Direct Print menu.

## Scanning difficulties

Difficulties	Suggestions
TWAIN errors appear while scanning.	Make sure that the Brother TWAIN driver is chosen as the primary source. In PaperPort™ 12SE, click <b>File, Scan or Get Photo</b> and choose the Brother TWAIN driver.
OCR does not work.	Try increasing the scanning resolution.  (Macintosh users) Make sure you have downloaded and installed Presto! PageManager from <a href="http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg">http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg</a>
Network scanning does not work.	See <i>Network difficulties</i> on page 124.
Cannot scan.	Contact your administrator to check your Secure Function Lock Settings.

## Software difficulties

Difficulties	Suggestions
Cannot install software or print.	Run the <b>Repair MFL-Pro Suite</b> program on the CD-ROM. This program will repair and reinstall the software.
Cannot perform '2 in 1' or '4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
The machine does not print from Adobe® Illustrator®.	Try to reduce the print quality. (See <i>Basic tab</i> in the <i>Software User's Guide</i> .)

## Paper handling difficulties

Difficulties	Suggestions
The machine does not feed paper. The LCD shows No Paper or a Paper Jam message.	<ul style="list-style-type: none"> <li>■ If there is no paper, load a new stack of paper into the paper tray.</li> <li>■ If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray.</li> <li>■ Reduce the amount of paper in the paper tray, and then try again.</li> <li>■ Make sure that manual feed mode is not chosen in the printer driver.</li> <li>■ Clean the paper pick-up roller. See <i>Cleaning the paper pick-up rollers</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.</li> <li>■ If the LCD shows the Paper Jam message and you still have a problem, see <i>Error and maintenance messages</i> on page 95.</li> </ul>
The machine does not feed paper from the MP tray.	<ul style="list-style-type: none"> <li>■ Make sure that <b>MP tray</b> is chosen in the printer driver.</li> <li>■ Fan the paper well and put it back in the tray firmly.</li> </ul>
How do I print on envelopes?	You can load envelopes in the MP tray. Your application must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application. (See your application's manual for more information.)
What paper can I use?	You can use thin paper, plain paper, thick paper, bond paper, recycled paper, glossy paper, envelopes and labels that are made for laser machines. (For details, see <i>Acceptable paper and other print media</i> on page 21.)
There is a paper jam.	Clear the jammed paper. (See <i>Error and maintenance messages</i> on page 95.)

## Print quality difficulties

Difficulties	Suggestions
Printed pages are curled.	<ul style="list-style-type: none"> <li>■ Low quality thin or thick paper or not printing on the recommended side of the paper could cause this problem. Try turning over the stack of paper in the paper tray.</li> <li>■ Make sure that you choose the Paper Type that suits the print media type you are using. (See <i>Acceptable paper and other print media</i> on page 21.)</li> </ul>
Printed pages are smeared.	The Paper Type setting may be incorrect for the type of print media you are using, or the print media may be too thick or have a rough surface. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i> .)
Printouts are too light.	<ul style="list-style-type: none"> <li>■ If this problem occurs when making copies or printing received faxes, turn Toner Save mode to OFF in the machine menu settings. (See <i>Toner Save</i> in <i>Chapter 1</i> of the <i>Advanced User's Guide</i>)</li> <li>■ Remove the check in the <b>Toner Save Mode</b> check box in the <b>Advanced</b> tab of the printer driver. (See <i>Advanced tab</i> in the <i>Software User's Guide</i>.)</li> <li>■ In the <b>Basic</b> tab of the printer driver, click the <b>Settings</b> button and check the <b>Enhance Black Printing</b> check box.</li> </ul>



## Network difficulties

Difficulties	Suggestions
Cannot print over a wired Network.	<p>If you are having Network problems see the <i>Network User's Guide</i> for more information.</p> <p>Make sure your machine is powered on and is on-line and in Ready mode. Print the Network Configuration report to see your current Network settings. (See <i>Reports in Chapter 6 of the Advanced User's Guide.</i>) Reconnect the LAN cable to the hub to verify that the cable and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. You can check the current wired network status from the Network control panel menu.</p>
The network scanning feature does not work.	<p><b>(Windows®)</b></p> <p>It is necessary to set the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below:</p> <ul style="list-style-type: none"> <li>■ In Name: Enter any description, for example Brother NetScan.</li> <li>■ In Port number: Enter 54925.</li> <li>■ In Protocol: UDP is selected.</li> </ul> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p> <p>For more details, you can read FAQs and troubleshooting suggestions at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.</p> <p><b>(Macintosh)</b></p> <ul style="list-style-type: none"> <li>■ The network scanning feature may not work due to the firewall settings. Change or disable the firewall settings. If you are using a third-party personal Firewall software, see the User's Guide for your software or contact the software manufacturer.</li> <li>■ Re-select your machine in the <b>Device Selector</b> application located in <b>Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector</b> or from the model list in <b>ControlCenter2</b>.</li> </ul>
The network PC-Fax Receive feature does not work.	<p><b>(Windows® only)</b></p> <p>It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below:</p> <ul style="list-style-type: none"> <li>■ In Name: Enter any description, for example Brother PC-FAX Rx.</li> <li>■ In Port number: Enter 54926.</li> <li>■ In Protocol: UDP is selected.</li> </ul> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p> <p>For more details, you can read FAQs and troubleshooting suggestions at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.</p>

## Network difficulties (continued)

Difficulties	Suggestions
Your computer cannot find your machine.	<p><b>(Windows®)</b> The firewall setting on your PC may be rejecting the necessary network connection. (For details, see the instructions above.)</p> <p><b>(Macintosh)</b></p> <ul style="list-style-type: none"> <li>■ The computer may be unable to detect the machine due to the firewall settings. Change or disable the firewall settings. If you are using a third-party personal Firewall software, see the User's Guide for your software or contact the software manufacturer.</li> <li>■ Re-select your machine in the <b>Device Selector</b> application located in <b>Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector</b> or from the Model pop-up menu of <b>ControlCenter2</b>.</li> </ul>
Cannot connect to wireless network.	Investigate the problem using the <b>WLAN Report</b> . Press <b>MENU</b> , <b>Print Reports</b> , <b>WLAN Report</b> , and then press <b>Black Start</b> or <b>Color Start</b> . For more details, see the <i>Quick Setup Guide</i> .

## Other

Difficulties	Suggestions
The machine will not turn on.	<p>Adverse conditions on the power connection (such as lightning or a power surge) may have triggered the machine's internal safety mechanisms. Turn the machine off and unplug the power cord. Wait for ten minutes, then plug in the power cord and turn the machine on.</p> <p>If the problem is not solved, turn off the machine. Plug the power cord into a different known working outlet and turn on the machine.</p>

## Setting Dial Tone detection

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Setting the Dial Tone to `Detection` will shorten the Dial Tone detect pause.

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

## Telephone line interference / VoIP

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If you are having difficulty sending or receiving a fax due to possible interference on the telephone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

- 1 Press `MENU`.
- 2 Press `▲` or `▼` to display `Fax`.  
Press `Fax`.
- 3 Press `▲` or `▼` to display `Miscellaneous`.  
Press `Miscellaneous`.
- 4 Press `Compatibility`.
- 5 Press `Basic (for VoIP)`, `Normal` or `High`.
  - `Basic (for VoIP)` reduces the modem speed to 9600 bps and turns the error correction mode (ECM) off.  
For a standard telephone line: If you regularly experience interference on your standard telephone line try this setting.  
If you are using VoIP: VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors try this setting.
  - `Normal` sets the modem speed at 14400 bps.
  - `High` sets the modem speed at 33600 bps.
- 6 Press **Stop/Exit**.



### Note

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When you change the `Compatibility` to `Basic (for VoIP)`, the ECM feature is only available for color fax sending.

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# Improving the print quality



If you have a print quality problem, print a test page first (MENU, Printer, Print Options, Test Print). If the printout looks good, the problem is probably not the machine. Check the interface cable connections or try printing a different document. If the printout or test page printed from the machine has a quality problem, check the following steps first. And then, if you still have a print quality problem, check the chart below and follow the recommendations.



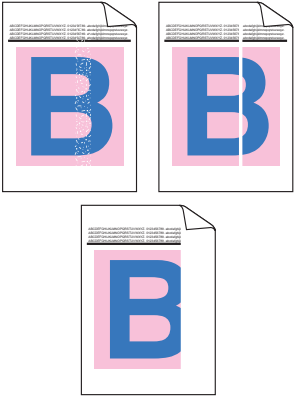
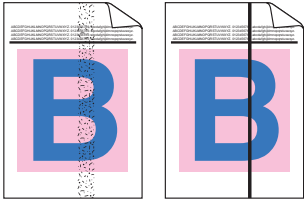
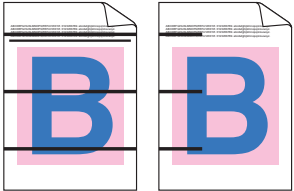

## Note

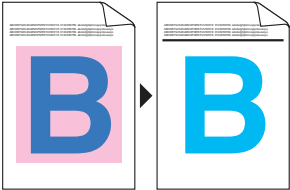
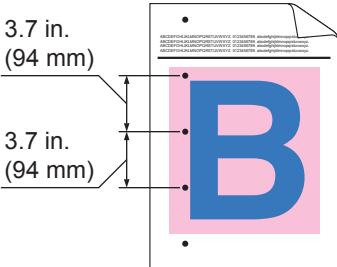
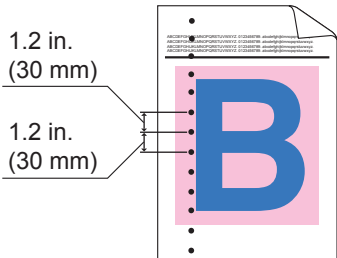

Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.


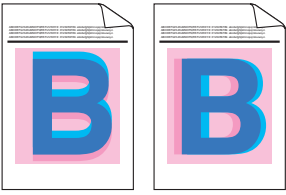
- 1 To get the best print quality, we suggest using the recommended paper. Check that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 21.)
- 2 Check that the drum unit and toner cartridges are installed properly.


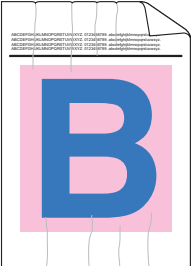

Examples of poor print quality	Recommendation
<p>White lines, bands or ribbing across the page</p> 	<ul style="list-style-type: none"> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>
<p>Colors are light or unclear on the whole page</p> 	<ul style="list-style-type: none"> <li>■ Make sure Toner Save mode is off in the control panel of the machine or the printer driver.</li> <li>■ Make sure that you choose the proper media type in the printer driver or in the machine's Paper Type menu setting. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i>.)</li> <li>■ Shake all four toner cartridges gently.</li> <li>■ Wipe the laser scanner windows with a dry lint-free soft cloth. (See <i>Cleaning the laser scanner windows</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.)</li> <li>■ Perform the calibration. (See <i>Calibration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.)</li> </ul>



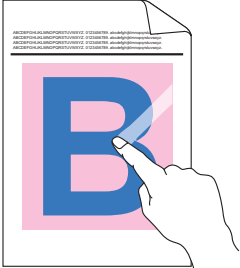
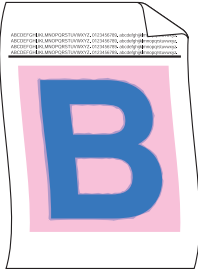
Examples of poor print quality	Recommendation
<p>White streaks or bands down the page</p> 	<ul style="list-style-type: none"> <li>■ Clean the scanner glass and scanner glass strip. (See <i>Cleaning the scanner</i> in Appendix A of the <i>Advanced User's Guide</i>.)</li> <li>■ Wipe the laser scanner windows with a dry lint-free soft cloth. (See <i>Cleaning the laser scanner windows</i> in Appendix A of the <i>Advanced User's Guide</i>.)</li> <li>■ Clean the drum unit. (See <i>Cleaning the drum unit</i> in Appendix A of the <i>Advanced User's Guide</i>.)</li> <li>■ Identify the missing color and put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 64.) To identify the color of the toner cartridge, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> to view our FAQs and troubleshooting tips.</li> </ul>
<p>Colored streaks or bands down the page</p> 	<ul style="list-style-type: none"> <li>■ Clean all four corona wires (one for each color) inside the drum unit by sliding the green tab. (See <i>Cleaning the corona wires</i> on page 70.)</li> <li>■ Make sure the corona wire green tabs are at their home positions (▲).</li> <li>■ Clean the scanner glass and scanner glass strip. (See <i>Cleaning the scanner</i> in Appendix A of the <i>Advanced User's Guide</i>.)</li> <li>■ Replace the toner cartridge that matches the color of the streak or band. (See <i>Replacing a Toner cartridge</i> on page 64.) To identify the color of the toner cartridge, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> to view our FAQs and troubleshooting tips.</li> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>
<p>Colored lines across the page</p> 	<ul style="list-style-type: none"> <li>■ If colored lines appear at 1.2 in. (30 mm) intervals, replace the toner cartridge that matches the color of the line. (See <i>Replacing a Toner cartridge</i> on page 64.) To identify the color of the toner cartridge, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> to view our FAQs and troubleshooting tips.</li> <li>■ If colored lines appear at 3.7 in. (94 mm) intervals, put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>
<p>White spots or hollow print</p> 	<ul style="list-style-type: none"> <li>■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu match the type of paper you are using. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i>.)</li> <li>■ Check the machine's environment. Conditions such as high humidity can cause white spots or hollow print. (See <i>Choosing a location</i> in the <i>Safety and Legal Booklet</i>.)</li> <li>■ Clean the drum unit. (See <i>Cleaning the drum unit</i> in Appendix A of the <i>Advanced User's Guide</i>.)</li> </ul>


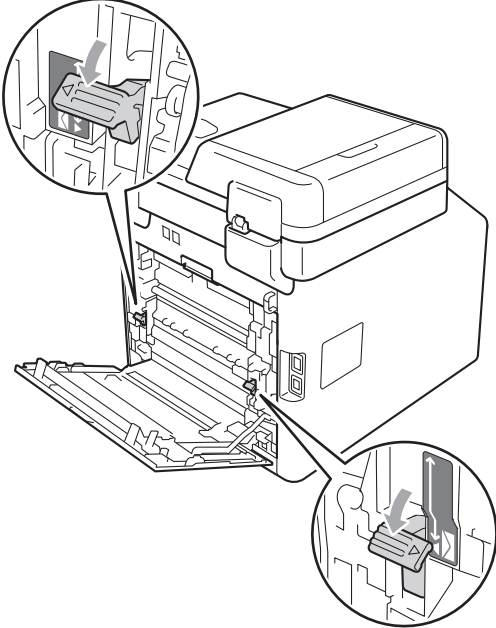
Examples of poor print quality	Recommendation
<p>Completely blank or some colors are missing</p> 	<ul style="list-style-type: none"> <li>■ Put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 64.) To identify the color of the toner cartridge, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> to view our FAQs and troubleshooting tips.</li> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>
<p>Colored spots at 3.7 in. (94 mm)</p> 	<ul style="list-style-type: none"> <li>■ If the problem is not solved after printing, the drum may have foreign material, such as glue from a label, stuck on the drum surface. Clean the drum unit. (See <i>Cleaning the drum unit</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.)</li> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>
<p>Colored spots at 1.2 in. (30 mm)</p> 	<ul style="list-style-type: none"> <li>■ Identify the color causing the problem and put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 64.) To identify the color of the toner cartridge, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> to view our FAQs and troubleshooting tips.</li> </ul>
<p>Toner scatter or toner stain</p> 	<ul style="list-style-type: none"> <li>■ Check the machine's environment. Conditions such as high humidity and high temperatures may cause this print quality problem. (See <i>Choosing a location</i> in the <i>Safety and Legal Booklet</i>.)</li> <li>■ Identify the color causing the problem and put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 64.) To identify the color of the toner cartridge, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> to view our FAQs and troubleshooting tips.</li> <li>■ If the problem continues, put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>

Examples of poor print quality	Recommendation
<p>The color of your printouts is not what you expected</p>	<ul style="list-style-type: none"> <li>■ Make sure Toner Save mode is off in the control panel of the machine or the printer driver.</li> <li>■ Perform the calibration. (See <i>Calibration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.)</li> <li>■ Adjust the color by using the custom setting in the printer driver and by using the control panel of the machine. Colors the machine can print and colors you see on a monitor are different. The machine may not be able to reproduce the colors on your monitor.</li> <li>■ If colors appear in the printed gray areas, make sure there is a check in the <b>Improve Gray Color</b> check box of the printer driver. (See <i>Basic tab</i> for Windows® printer driver, <i>Advanced options</i> for Windows® BR-Script printer driver, <i>Print Settings</i> for Macintosh printer driver or <i>Printer Features</i> for Macintosh BR-Script printer driver in the <i>Software User's Guide</i>.)</li> <li>■ If shaded areas look dull, remove the check from the <b>Improve Gray Color</b> check box.</li> <li>■ If a printed black graphic is too light, choose <b>Enhance Black Printing</b> mode in the printer driver. (See <i>Settings Dialog</i> for Windows® printer driver, <i>Advanced options</i> for Windows® BR-Script printer driver, <i>Print Settings</i> for Macintosh printer driver or <i>Printer Features</i> for Macintosh BR-Script printer driver in the <i>Software User's Guide</i>.)</li> <li>■ Identify the color causing the problem and put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 64.)</li> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>
<p>All one color</p> 	<ul style="list-style-type: none"> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>
<p>Color misregistration</p> 	<ul style="list-style-type: none"> <li>■ Make sure that the machine is on a solid level surface.</li> <li>■ Perform the auto color registration using the control panel (see <i>Auto Registration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>) or perform the manual color registration using the control panel (see <i>Manual Registration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>).</li> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> <li>■ Put in a new belt unit. (See <i>Replacing the belt unit</i> on page 82.)</li> </ul>

Examples of poor print quality	Recommendation
<p>Uneven density appears periodically across the page</p> 	<ul style="list-style-type: none"> <li>■ Perform the calibration. (See <i>Calibration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.)</li> <li>■ Clean the scanner glass and scanner glass strip. (See <i>Cleaning the scanner</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.)</li> <li>■ Identify the color that is uneven and put in a new toner cartridge for that color. (See <i>Replacing a Toner cartridge</i> on page 64.) To identify the color of the toner cartridge, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> to view our FAQs and troubleshooting tips.</li> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>
<p>Thin lines do not print</p>	<ul style="list-style-type: none"> <li>■ Make sure Toner Save mode is off in the control panel of the machine or the printer driver.</li> <li>■ Change the print resolution.</li> <li>■ If you use a Windows® printer driver, choose <b>Improve Pattern Printing</b> or <b>Improve Thin Line</b> in <b>Settings</b> in the <b>Basic</b> tab. (See <i>Settings Dialog</i> in the <i>Software User's Guide</i>.)</li> </ul>
<p>Wrinkle</p> 	<ul style="list-style-type: none"> <li>■ Change to the recommended type of paper. (See <i>Recommended paper and print media</i> on page 21.)</li> <li>■ Make sure that the back cover is closed properly.</li> <li>■ Make sure that the two gray levers inside the back cover are in the up position. When you are using thick paper or envelopes, make sure the gray levers are in the down position to prevent wrinkling.</li> <li>■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i>.)</li> </ul>
<p>Offset image</p> 	<ul style="list-style-type: none"> <li>■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i>.)</li> <li>■ Make sure that the two gray levers inside the back cover are in the up position.</li> <li>■ Check the machine's environment. Conditions such as low humidity and low temperatures may cause this print quality problem. (See <i>Choosing a location</i> in the <i>Safety and Legal Booklet</i>.)</li> <li>■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 76.)</li> </ul>



Examples of poor print quality	Recommendation
<p>Poor fixing</p> 	<ul style="list-style-type: none"> <li>■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i>.)</li> <li>■ Make sure that the two gray levers inside the back cover are in the up position.</li> <li>■ Choose <b>Improve Toner Fixing</b> mode in the printer driver. (See <i>Other Print Options</i> (For Windows® printer driver), <i>Advanced options</i> (For Windows® BR-Script printer driver), <i>Print Settings</i> (For Macintosh printer driver) or <i>Printer Features</i> (For Macintosh BR-Script printer driver) in the <i>Software User's Guide</i>.) If this selection does not provide enough improvement, change the printer driver setting in <b>Media Type</b> to a thick setting.</li> </ul>
<p>Curled or wavy</p> 	<ul style="list-style-type: none"> <li>■ Choose <b>Reduce Paper Curl</b> mode in the printer driver when you do not use our recommended paper. (See <i>Other Print Options</i> (For Windows® printer driver), <i>Advanced options</i> (For Windows® BR-Script printer driver), <i>Print Settings</i> (For Macintosh printer driver) or <i>Printer Features</i> (For Macintosh BR-Script printer driver) in the <i>Software User's Guide</i>.)</li> <li>■ If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate the paper 180° in the paper tray.</li> <li>■ Store the paper where it will not be exposed to avoid high temperatures and high humidity.</li> <li>■ Open the back cover (<i>face up</i> output tray) to let the printed paper out on the <i>face up</i> output tray.</li> </ul>

Examples of poor print quality	Recommendation
<p data-bbox="141 291 337 320">Envelope creases</p> 	<ul style="list-style-type: none"> <li data-bbox="504 291 1245 353">■ Make sure that the two gray envelope levers are pulled down when you are printing envelopes.</li> </ul>  <ul style="list-style-type: none"> <li data-bbox="504 1025 1245 1110">■ If creases occur with the envelope levers in the envelope position, print with the back cover opened and feed one envelope at a time from the MP tray.</li> </ul>

# Machine Information

## Checking the Serial Number

You can see the machine's Serial Number on the LCD.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display  
Machine Info..  
Press Machine Info..
- 3 The machine will display the machine's  
Serial Number on the LCD.
- 4 Press **Stop/Exit**.

## Reset functions

The following reset functions are available:

### 1 Network

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

### 2 Address & Fax

Address & Fax resets the following settings:

- Address Book  
(One Touch Dial/Speed Dial/Setup Groups)
- Programmed fax jobs in the memory  
(Polled TX, Delayed Fax)
- Station ID  
(name and number)
- Coveragepage Msg  
(comments)
- Remote Fax Options  
(Remote Access Code, Fax Storage, Fax Forwarding, Paging, PC-Fax Send, and PC-Fax Receive (Windows® only))
- Report settings  
(Transmission Verification Report/ Tel Index List/Fax Journal)
- Setting Lock password

### 3 All Settings

You can reset all the machine settings back to the settings that were set at the factory.

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



### Note

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

## How to reset the machine

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- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display  
Initial Setup.  
Press **Initial Setup**.
- 3 Press **▲** or **▼** to display **Reset**.  
Press **Reset**.
- 4 Press **Network, Address & Fax** or  
**All settings** to choose the reset  
function you want to use.
- 5 Do one of the following;
  - To reset the settings, press **Yes** and  
go to step 6.
  - To exit without making changes,  
press **No** and go to step 7.
- 6 You will be asked to reset the machine.  
Do one of the following;
  - To reset the machine press **Yes** for 2  
seconds. The machine will begin the  
reset.
  - To exit without resetting the  
machine, press **No**. Go to step 7.
- 7 Press **Stop/Exit**.



### Note

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You can also reset the Network settings  
by pressing **MENU**, **Network**,  
**Network Reset**.

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## On-screen programming






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

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

### Menu table

You can program your machine by using the Menu table that begins on page 137. These pages list the menu selections and options.


## MENU button and mode keys


 <p>MENU</p>	Access the main menu.
 <p>FAX</p>  <p>SCAN</p>  <p>COPY</p>	Access each mode and its menu of temporary settings.
 <p>⊘ Stop / Exit</p>	Exit the menu or stop the current operation.


## Menu table

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



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
General Setup	Mode Timer	—	—	0 Sec 30 Secs 1 Min <b>2 Mins*</b> 5 Mins Off	Sets the time to return to Fax mode and the time the machine will change from a restricted user to Public user mode when using Secure Function Lock.	See <sup>1</sup> .
	Tray Setting	MP Tray	—	Paper Size A4 <b>Letter*</b> Legal Executive A5 A5 L A6 B5 B6 Folio Any Paper Type Thin <b>Plain*</b> Thick Thicker Recycled Paper Glossy	Sets the size and type of paper in paper MP tray.	18
<sup>1</sup> See <i>Advanced User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
General Setup (Continued)	Tray Setting (Continued)	Tray#1	—	Paper Size A4 <b>Letter*</b> Legal Executive A5 A5 L A6 B5 B6 Folio	Sets the size and type of paper in paper tray #1.	18
				Paper Type Thin <b>Plain*</b> Thick Thicker Recycled Paper		
		Tray#2 (This menu only appears if you have the optional tray#2.)	—	Paper Size A4 <b>Letter*</b> Legal Executive A5 B5 B6 Folio	Sets the size and type of paper in paper tray #2.	18
				Paper Type Thin <b>Plain*</b> Thick Thicker Recycled Paper		
<sup>1</sup> See <i>Advanced User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
General Setup (Continued)	Tray Setting (Continued)	Tray Use:Copy	—	Tray#1 Only Tray#2 Only MP Only <b>MP&gt;T1&gt;T2*</b> T1>T2>MP (Tray#2 or T2 appears only if you installed the optional paper tray.)	Chooses the tray that will be used for Copy mode.	19
		Tray Use:Fax	—	Tray#1 Only Tray#2 Only MP Only MP>T1>T2 <b>T1&gt;T2&gt;MP*</b> (Tray#2 or T2 appears only if you installed the optional paper tray.)	Chooses the tray that will be used for Fax mode.	19
		Tray Use:Print	—	Tray#1 Only Tray#2 Only MP Only <b>MP&gt;T1&gt;T2*</b> T1>T2>MP (Tray#2 or T2 appears only if you installed the optional paper tray.)	Chooses the tray that will be used for Print mode.	20
<sup>1</sup> See <i>Advanced User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
General Setup (Continued)	Volume	Ring	—	Off Low <b>Med*</b> High	Adjusts the ring volume.	See <sup>1</sup> .
		Beeper	—	Off Low <b>Med*</b> High	Adjusts the beeper volume.	
		Speaker	—	Off Low <b>Med*</b> High	Adjusts the speaker volume.	
	Ecology	Toner Save	—	On <b>Off*</b>	Increases the page yield of the toner cartridge.	
		Sleep Time	—	Range varies depending on models. <b>3 Mins*</b>	Conserves power.	
	LCD Settings	Backlight	—	<b>Light*</b> Med Dark	You can adjust the brightness of the LCD backlight.	
		Dim Timer	—	<b>Off*</b> 10 Secs 20 Secs 30 Secs	You can set how long the LCD backlight stays on after the last key press.	
	Security	Function Lock	Set Password Lock Off-On Setup ID	—	You can restrict selected machine operations for up to 25 restricted users and for all other non-authorized Public users.	
		Setting Lock	Set Password Lock Off-On	—	Stops unauthorized users from changing the machine's current settings.	

<sup>1</sup> See *Advanced User's Guide*



The factory settings are shown in Bold with an asterisk.



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Fax	Setup Receive (In Fax mode only)	Ring Delay	—	0 1 2 3 <b>4*</b>	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	35
		F/T Ring Time	—	<b>20 Secs*</b> 30 Secs 40 Secs 70 Secs	Sets the length of the pseudo/double-ring time in Fax/Tel mode.	35
		Easy Receive	—	<b>On*</b> Off	Receives fax messages automatically when you answer a call and hear fax tones.	36
		Remote Codes	—	<b>On*</b> (*51, #51) Off	Allows you to answer all calls at an extension telephone and use codes to turn the machine on or off. You can personalize these codes.	43
		Auto Reduction	—	<b>On*</b> Off	Reduces the size of incoming faxes.	See <sup>1</sup> .
		Forward/Page/Store  (Backup Print)	—	<b>Off*</b> Fax Forward Paging Fax Storage PC Fax Receive	Sets the machine to forward fax messages, to call your pager or cell phone, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your PC.  If you choose Fax Forward or PC-Fax Receive, you can turn on the safety feature Backup Print.	

<sup>1</sup> See *Advanced User's Guide*




The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Fax (Continued)	Setup Receive (In Fax mode only) (Continued)	Print Density	—	-2 -1 <b>0*</b> +1 +2	Makes printouts darker or lighter.	See <sup>1</sup> .
		Fax Rx Stamp	—	On <b>Off*</b>	Prints the received time and date on the top of the received faxes.	
		Duplex	—	On <b>Off*</b>	Prints receive faxes on both sides of the paper.	
	Setup Send	Batch TX	—	On <b>Off*</b>	Combines delayed faxes going to the same fax number at the same time of day into one transmission.	
		Coverpage Setting	Print Sample	—		
			Coverpage Message	—		Set up your own comments for the fax cover page.
	Report Setting	Transmission	—	On On+Image <b>Off*</b> Off+Image	Choose the initial setup for the Transmission Verification Report.	30
		Journal Period	—	Off <b>Every 50 Faxes*</b> Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days	Sets the interval for automatic printing of the Fax Journal. If you have chosen other than <b>Off</b> and <b>Every 50 Faxes</b> , you can set the time for the chosen option. If you have chosen <b>Every 7 Days</b> , you can also set the day of the week.	See <sup>1</sup> .
	Print Fax	—	—	—	Prints incoming faxes stored in the memory.	
	Remote Access	—	—	---*	Set your own code for Remote Retrieval.	

<sup>1</sup> See *Advanced User's Guide*



The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Fax (Continued)	Dial Restrict.	Dial Pad	—	<b>Off*</b> Enter # twice On	You can set the machine to restrict dialing when using the dial pad.	See <sup>1</sup> .
		One Touch Dial	—	<b>Off*</b> Enter # twice On	You can set the machine to restrict the dialing of One Touch numbers.	
		Speed Dial	—	<b>Off*</b> Enter # twice On	You can set the machine to restrict the dialing of Speed Dial numbers.	
		LDAP Server	—	<b>Off*</b> Enter # twice On	You can set the machine to restrict the dialing of LDAP server numbers.	
	Remaining Jobs	—	—	—	Check which scheduled jobs are in the memory and cancel chosen jobs.	
	Miscellaneous	Compatibility	—	<b>High*</b> Normal Basic (for VoIP)	Adjusts the equalization for transmission difficulties.  VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors, choose <i>Basic (for VoIP)</i> .	126
		Distinctive	—	—	Distinctive Ring setting <b>off*</b> Set (On)	Uses the telephone company's Distinctive Ring subscriber service to register the ring pattern with the machine.
—	Ring Pattern 1 2 3 4					
<sup>1</sup> See <i>Advanced User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						




Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Printer	Emulation	—	—	<b>Auto*</b> HP LaserJet BR-Script 3	Choose the emulation mode.	See <sup>2</sup> .
	Print Options	Internal Font	—	HP LaserJet BR-Script 3	Prints a list of the machine's internal fonts.	
		Configuration	—	—	Prints a list of the machine's printer settings.	
		Test Print	—	—	Prints a test page.	
	Duplex	—	—	<b>Off*</b> Long Edge Short Edge	Enables or disables duplex printing. You can also choose long edge or short edge duplex printing.	
	Output Color	—	—	<b>Auto*</b> Color B&W	Chooses color or black & white printed documents. If you choose Auto, the machine selects a suitable option for the document (color or B&W).	
	Reset Printer	—	—	Yes No	Restores the printer settings to the original factory default settings.	
	Calibration	Calibrate	—	Yes No	Adjusts the color density or returns the color calibration to the factory settings.	See <sup>1</sup> .
		Reset	—	Yes No		
	Auto Regist.	—	—	Yes No	Adjusts the print position of each color automatically.	

<sup>1</sup> See *Advanced User's Guide*

<sup>2</sup> See *Software User's Guide*



The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Printer (Continued)	Manual Regist.	Print Chart	—	—	Print the chart to manually check the registration of the colors.	See <sup>1</sup> .
		Set Regist.	1 Magenta Left 2 Cyan Left 3 Yellow Left 4 Magenta Center 5 Cyan Center 6 Yellow Center 7 Magenta Right 8 Cyan Right 9 Yellow Right	—	Sets the correction value on the chart you printed from Print Chart.	
	Frequency	—	—	<b>Normal*</b> Low Off	Sets the interval time you want to carry out the auto registration and the calibration.	
<sup>1</sup> See <i>Advanced User's Guide</i> <sup>2</sup> See <i>Software User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Print Reports	Transmission	View on LCD	—	—	You can view the Transmission Verification Report for your last 200 outgoing faxes and print the last report.	See <sup>1</sup> .
		Print Report	—	—		
	Help List	—	—	—	Prints the Help List so you can see at-a-glance how to quickly program your machine.	
	Tel Index List	Numerical Order	—	—	Lists names and numbers stored in the One Touch and Speed Dial memory, in numerical or alphabetical order.	
		Alphabetical Order	—	—		
	Fax Journal	—	—	—	Lists information about your last 200 incoming and outgoing faxes. (TX means Transmit. RX means Receive.)	
	User Settings	—	—	—	Lists your settings.	
	Network Config	—	—	—	Lists your Network settings.	
	Drum Dot Print	—	—	—	Prints the drum dot check sheet.	
WLAN Report	—	—	—	Prints the result of wireless LAN connectivity diagnosis.	See <sup>2</sup> .	


<sup>1</sup> See *Advanced User's Guide*

<sup>2</sup> See *Quick Setup Guide*



The factory settings are shown in Bold with an asterisk.



Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network <sup>1</sup>	Wired LAN	TCP/IP	Boot Method	—	<b>Auto*</b> Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			(IP Boot Tries)		<b>3*</b> [00000-32767]	Specifies the number of setting trials when the <b>Boot Method</b> allows automatic IP setting.
			IP Address	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	—	BRNXXXXXXXXXXXX	Enter the Node name. (Up to 32 characters)
			WINS Config	—	<b>Auto*</b> Static	Chooses the WINS configuration mode.
WINS Server	—	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.			
<sup>1</sup> See <i>Network User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						




Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network <sup>1</sup> (Continued)	Wired LAN (Continued)	TCP/IP (Continued)	DNS Server	—	Primary [000-255]. [000-255]. [000-255]. [000-255]  Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.
			APIPA	—	On*  Off	Automatically allocates the IP address from the link-local address range.
			IPv6	—	On  Off*	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> for more information.
		Ethernet	—	—	Auto*  100B-FD  100B-HD  10B-FD  10B-HD	Chooses the Ethernet link mode.
		Wired Status	—	—	Active 100B-FD  Active 100B-HD  Active 10B-FD  Active 10B-HD  InActive  Wired OFF	You can see the current wired status.
		MAC Address	—	—	—	Shows the MAC address of the machine.
		Set to Default	—	—	Yes  No	Restore the wired network setting to factory default.
		Wired Enable	—	—	On*  Off	Enable or Disable the Wired LAN manually.

<sup>1</sup> See *Network User's Guide*



The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network <sup>1</sup> (Continued)	WLAN	TCP/IP	Boot Method	—	<b>Auto*</b> Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			(IP Boot Tries)	—	<b>3*</b> [00000-32767]	Specifies the number of setting trials when the Boot Method allows automatic IP setting.
			IP Address	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	—	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	—	BRWXXXXXXXXXXXX	Enter the Node name. (Up to 32 characters)
			WINS Config	—	<b>Auto*</b> Static	Chooses the WINS configuration mode.
WINS Server	—	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.			
<sup>1</sup> See <i>Network User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network <sup>1</sup> (Continued)	WLAN (Continued)	TCP/IP (Continued)	DNS Server	—	Primary [000-255]. [000-255]. [000-255]. [000-255]  Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.
			APIPA	—	On* Off	Automatically allocates the IP address from the link-local address range.
			IPv6	—	On Off*	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> for more information.
		Setup Wizard	—	—	—	You can configure your internal print server.
		WPS/AOSS	—	—	—	You can easily configure your wireless network settings using the one-button push method.
		WPS w/PIN Code	—	—	—	You can easily configure your wireless network settings using WPS with a PIN code.
		WLAN Status	Status	—	Active (11b) Active (11g) Wired LAN Active WLAN Off AOSS Active Connection Fail	You can see the current wireless network status.

<sup>1</sup> See *Network User's Guide*




The factory settings are shown in Bold with an asterisk.


Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions		
Network <sup>1</sup> (Continued)	WLAN (Continued)	WLAN Status (Continued)	Signal	—	Strong Medium Weak None	You can see the current wireless network signal strength.		
			SSID	—	—	You can see the current SSID.		
			Comm. Mode	—	Ad-hoc Infrastructure None	You can see the current Communication Mode.		
		MAC Address	—	—	—	Shows the MAC address of the machine.		
		Set to Default	—	—	Yes No	Restore the wireless network settings to factory default.		
		WLAN Enable	—	—	On <b>off*</b>	Enable or disable the wireless LAN manually.		
	E-mail/IFAX	Mail Address	—	—	—	Enter the mail address. (Up to 60 characters)		
			Setup Server	SMTP	SMTP Server	Name (Up to 64 characters) IP Address [000-255]. [000-255]. [000-255]. [000-255]	Enter the SMTP server address.	
						SMTP Port	25* [00001-65535]	Enter the SMTP port number.
						Auth. for SMTP	<b>None*</b> SMTP-AUTH POP bef. SMTP	Selects the Security method for E-mail notification.
						SMTP SSL/TLS	<b>None*</b> SSL TLS	You can send or receive an E-mail via an E-mail server that requires secure SSL/TLS communication.
	Verify SMTPCert.	On <b>Off*</b>				Verify the SMTP Server Certificate automatically.		

<sup>1</sup> See *Network User's Guide*




The factory settings are shown in Bold with an asterisk.


Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network <sup>1</sup> (Continued)	E-mail/IFAX (Continued)	Setup Server (Continued)	POP3	POP3 Server	Name (Up to 64 characters)  IP Address [000-255]. [000-255]. [000-255]. [000-255]	Enter the POP3 server address.
				POP3 Port	110* [00001-65535]	Enter the POP3 port number.
				Mailbox Name	—	Enter the mail box name. (Up to 60 characters)
				Mailbox Pwd	—	Enter the password to login to the POP3 server. (Up to 32 characters)
				POP3 SSL/TLS	None*  SSL  TLS	You can send or receive an E-mail via an E-mail server that requires secure SSL/TLS communication.
				Verify POP3Cert.	On  <b>Off*</b>	Verify the POP3 Server Certificate automatically.
				APOP	On  <b>Off*</b>	Enables or disables APOP.
		Setup Mail RX	Auto Polling	—	On*  Off	Automatically checks the POP3 server for new messages.
				Poll Frequency (When Auto Polling is set to On.)	10*  [01-60] Min	Sets the interval for checking for new messages on the POP3 server.
<sup>1</sup> See <i>Network User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions		
Network <sup>1</sup> (Continued)	E-mail/IFAX (Continued)	Setup Mail RX (Continued)	Header	—	All Subject+From+To <b>None*</b>	Selects the contents of the mail header to be printed.		
			Del Error Mail	—	<b>On*</b> Off	Deletes error mails automatically.		
			Notification	—	On MDN <b>Off*</b>	Receives notification messages.		
		Setup Mail TX	Sender Subject	—	—	Displays the subject that is attached to the Internet Fax data.		
			Size Limit	—	On <b>Off*</b>	Limits the size of E-mail documents.		
			Notification	—	On <b>Off*</b>	Sends notification messages.		
		Setup Relay	Rly Broadcast	—	On <b>Off*</b>	Relays a document to another fax machine.		
			Relay Domain	—	—	Registers the Domain name.		
			Relay Report	—	On <b>Off*</b>	Prints the Relay Broadcast Report.		
		Fax to Server	—	—	—	On (Prefix/Suffix) <b>Off*</b>	You can store a prefix/suffix address in the machine and can send a document from a fax server system.	
		Network Reset	—	—	—	Yes No	Restore all network settings to factory default.	
		<sup>1</sup> See <i>Network User's Guide</i>						
		 The factory settings are shown in Bold with an asterisk.						




Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page	
Machine Info.	Serial No.	—	—	—	You can check the serial number of your machine.	134	
	Page Counter	—	—	Total Fax/List Copy Print	You can check the number of total pages the machine has printed during its life.	See <sup>1</sup> .	
	Parts Life	Drum	—	—	—		You can check the percentage of a machine part's life that remains available. (PF Kit 2 appears only if you installed the optional LT-300CL paper tray.)
		Belt Unit	—	—	—		
		Fuser	—	—	—		
		Laser	—	—	—		
		PF Kit MP	—	—	—		
		PF Kit 1	—	—	—		
PF Kit 2	—	—	—	—			
<sup>1</sup> See <i>Advanced User's Guide</i>							
 The factory settings are shown in Bold with an asterisk.							




Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page	
Initial Setup	Receive Mode	—	—	<b>Fax Only*</b> Fax/Tel External TAD Manual	Chooses the receive mode that best suits your needs.	32	
	Date&Time	Date&Time	—	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See <sup>2</sup> .
		Auto Daylight	—	—	On <b>Off*</b>	Changes for Daylight Savings Time automatically.	See <sup>1</sup> .
		Time Zone	—	—	UTCXXX:XX	Sets the time zone for your country.	See <sup>3</sup> .
	Station ID	—	—	Fax: Tel: Name:	Sets up your name and fax number to appear on each page you fax.		
	Tone/Pulse (in Canada)	—	—	<b>Tone*</b> Pulse	Chooses the dialing mode.		
	Dial Tone	—	—	Detection <b>No Detection*</b>	You can shorten the dial tone detect pause.	126	
	Dial Prefix	—	—	On <b>Off*</b>	Sets a prefix number that will always be added before the fax number every time you dial.	See <sup>1</sup> .	
	Reset	Network	—	—	Yes No	Restores all network settings to factory default.	134
		Address & Fax	—	—	Yes No	Restores all stored phone numbers and fax settings.	
All Settings		—	—	Yes No	Restores all the machine settings to the factory default.		
<sup>1</sup> See <i>Advanced User's Guide</i> . <sup>2</sup> See <i>Quick Setup Guide</i> . <sup>3</sup> See <i>Network User's Guide</i> .							
 The factory settings are shown in Bold with an asterisk.							



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Initial Setup (Continued)	Local Language	—	—	(in USA) <b>English*</b> Español (in Canada) <b>English*</b> Français	Allows you to change the LCD language for your country.	See <sup>2</sup> .
<sup>1</sup> See <i>Advanced User's Guide</i> . <sup>2</sup> See <i>Quick Setup Guide</i> . <sup>3</sup> See <i>Network User's Guide</i> .						
 The factory settings are shown in Bold with an asterisk.						

**FAX** (  )

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Address Book	More	Set One Touch Dial	—	—	Stores up to 40 One Touch Dial numbers, so you can dial by pressing one key (and <b>Black Start</b> or <b>Color Start</b> ).	48
		Set Speed Dial	—	—	Stores up to 300 Speed Dial numbers, so you can dial by pressing only a few keys (and <b>Black Start</b> or <b>Color Start</b> ).	50
		Setup Groups	—	—	Sets up to 20 Group numbers for Broadcasting.	See 1.
		Change	—	—	You can change One Touch and Speed Dial numbers.	
		Delete	—	—	You can delete One Touch and Speed Dial numbers.	
Duplex Fax	—	—	—	<b>Off*</b> DuplexScan :LongEdge DuplexScan :ShortEdge	Sets the duplex scanning format.	
Volume (Appears after pressing <b>Hook</b> )	—	—	—	Off Low <b>Med*</b> High	Adjusts the volume level of the speaker.	
Fax Resolution	—	—	—	<b>Standard*</b> Fine S.Fine Photo	Sets the resolution for outgoing faxes.	
Contrast	—	—	—	<b>Auto*</b> Light Dark	Changes the lightness or darkness of faxes you send.	
<sup>1</sup> See <i>Advanced User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						


Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Glass ScanSize	—	—	—	A4 <b>Letter*</b> Legal/Folio	To fax an A4, Legal or Folio size document, you'll need to change the Glass Scan Size setting.	29
Broadcasting	Manual	—	—	—	You can send the same fax message to more than one fax number.	See <sup>1</sup> .
	Address Book	—	—	—		
Delayed Fax	—	—	—	On <b>Off*</b>	Sets the time of day in 24 hour format that delayed faxes will be sent.	
Real Time TX	—	—	—	On <b>Off*</b>	Sends a fax without using the memory.	
Polled TX	—	—	—	On <b>Off*</b>	Sets up your machine with a document to be retrieved by another fax machine.	
Coverpage Setup	—	—	—	On <b>Off*</b>	Automatically sends a cover page you have programmed.	
Polling RX	—	—	—	On <b>Off*</b>	Sets up your machine to poll another fax machine.	
Overseas Mode	—	—	—	On <b>Off*</b>	If you are having difficulty sending faxes overseas, set this to On.	
Set New Default	—	—	—	Fax Resolution Contrast Glass ScanSize Real Time TX Coverpage Setup	You can save your fax settings as the default settings.	
Factory Reset	—	—	—	—	You can restore all fax settings to the factory settings.	

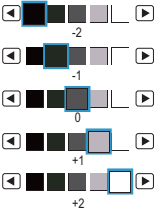
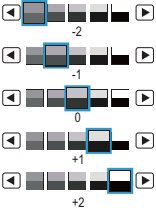
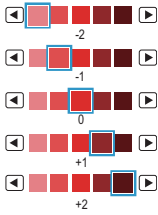
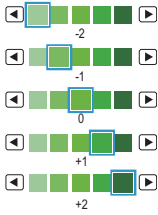

<sup>1</sup> See *Advanced User's Guide*

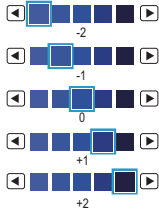



The factory settings are shown in Bold with an asterisk.

**COPY** (  )

Level 1	Level 2	Level 3	Options 1	Options 2	Descriptions	Page
Quality	—	—	<b>Auto*</b> Text Photo Graph	—	You can choose the Copy resolution for your type of document.	See <sup>1</sup> .
Enlarge/Reduce	—	—	<b>100%*</b>	—	—	You can choose the enlargement ratio for the next copy.  You can choose the reduction ratio for the next copy.
			Enlarge	104% EXE → LTR 141% A5 → A4 200%		
			Reduce	50% 70% A4 → A5 78% LGL → LTR 83% LGL → A4 85% LTR → EXE 91% Full Page 94% A4 → LTR 97% LTR → A4		
			Custom (25-400%)	—	You can enter an enlargement or reduction ratio.	
Duplex Copy	—	—	<b>Off*</b> 2side-2side 1side-2side LongEdgeFlip 2side-1side LongEdgeFlip 1side-2side ShortEdgeFlip 2side-1side ShortEdgeFlip	—	Enables or disables duplex printing. You can also choose long edge or short edge duplex printing.	
Tray Use	—	—	Tray#1 Only Tray#2 Only MP Only <b>MP&gt;T1&gt;T2*</b> T1>T2>MP (Tray#2 or T2 appears only if you installed the optional paper tray.)	—	Chooses the tray that will be used for the copy operation.	
<sup>1</sup> See <i>Advanced User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Options 1	Options 2	Descriptions	Page
Brightness	—	—		—	Adjusts the brightness for copies.	See <sup>1</sup> .
Contrast	—	—		—	Adjusts the contrast for copies.	
Stack/Sort	—	—	<b>Stack*</b> Sort	—	You can choose to stack or sort multiple copies.	
Page Layout	—	—	<b>Off (1in1)*</b> 2in1 (P) 2in1 (L) 2in1 (ID) 4in1 (P) 4in1 (L)	—	You can make N in 1 and 2 in 1 ID copies.	
Color Adjust	—	—	Red		Adjusts the red color for copies.	
			Green		Adjusts the green color for copies.	
<sup>1</sup> See <i>Advanced User's Guide</i>						
 The factory settings are shown in <b>Bold</b> with an asterisk.						

Level 1	Level 2	Level 3	Options 1	Options 2	Descriptions	Page		
Color Adjust (Continued)	—	—	Blue		Adjusts the blue color for copies.	See <sup>1</sup> .		
Set New Default	—	—	Quality Brightness Contrast Color Adjust	—	You can save your copy settings as the default settings.			
Factory Reset	—	—	—	—	You can restore all copy settings to the factory settings.			
Favorite Settings	Store	<b>Favorite:1</b>	Rename	—	After you make changes to the following settings, you can store them as one of your Favorite settings:  Quality Enlarge/Reduce Duplex Copy Tray Use Brightness Contrast Stack/Sort Page Layout Color Adjust			
		<b>Favorite:2</b>	Rename					
		<b>Favorite:3</b>	Rename					
	Rename	<b>Favorite:1</b>	Rename				—	You can rename your Favorite settings.
		<b>Favorite:2</b>	Rename				—	
		<b>Favorite:3</b>	Rename				—	
Favorite	—	—	Favorite:1 Favorite:2 Favorite:3	—	You can apply your Favorite settings as the default settings.			
<sup>1</sup> See <i>Advanced User's Guide</i>								
 The factory settings are shown in Bold with an asterisk.								


## SCAN ( )

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Scan to USB	Quality	—	—	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	You can choose the scan resolution and file format for your document.	See <sup>1</sup> .
	File Type	—	—	(If you chose a Color or Gray option in the Quality setting)  <b>PDF*</b> PDF/A Secure PDF Signed PDF JPEG XPS		
				(If you chose a B&W option in the Quality setting)  <b>PDF*</b> PDF/A Secure PDF Signed PDF TIFF		
	Duplex Scan	—	—	<b>Off*</b> DuplexScan :LongEdge DuplexScan :ShortEdge	Chooses the duplex scanning format.	
File Name	—	—	—	Enter a file name for the scanned data.		

<sup>1</sup> *Software User's Guide*



The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Scan to USB (Continued)	Glass ScanSize	—	—	A4 <b>Letter*</b> Legal/Folio	To scan an A4, Legal or Folio size document, you'll need to change the Glass Scan Size setting.	See 1.
	File Size	—	—	Small <b>Middle*</b> Large	You can choose the file size for color or gray scale scanning.	
	Set New Default	—	—	Quality File Type Glass ScanSize File Size	You can save your scan to USB settings as the default settings.	
	Factory Reset	—	—	—	You can restore all scan to USB settings to the factory settings.	
Scan to Network	(Profile name)	Quality	—	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	You can choose the scan resolution and file format for your document.	
		File Type	—	(If you chose a Color or Gray option in the Quality setting) <b>PDF*</b> PDF/A Secure PDF Signed PDF JPEG XPS		
<sup>1</sup> <i>Software User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Scan to Network (Continued)	(Profile name) (Continued)	File Type (Continued)	—	(If you chose a B&W option in the Quality setting)  <b>PDF*</b> PDF/A Secure PDF Signed PDF TIFF		See <sup>1</sup> .
		Duplex Scan	—	<b>Off*</b> DuplexScan :LongEdge DuplexScan :ShortEdge	Chooses the duplex scanning format.	
		Glass ScanSize	—	A4 <b>Letter*</b> Legal/Folio	To scan an A4, Legal or Folio size document, you'll need to change the Glass Scan Size setting.	
		File Size	—	Small <b>Middle*</b> Large	You can choose the file size for color or gray scale scanning.	
		File Name	—	<b>BRNXXXXXXXXX*</b> Estimate Report Order sheet Contract sheet Check Receipt <Manual>	You can choose preset file names. If you choose <Manual>, you can name the file as you like.	
Scan to FTP	(Profile name)	Quality	—	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	You can choose the scan resolution and file format for your document.	

<sup>1</sup> Software User's Guide



The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Scan to FTP (Continued)	(Profile name) (Continued)	File Type	—	(If you chose a Color or Gray option in the Quality setting)  <b>PDF*</b> PDF/A Secure PDF Signed PDF JPEG XPS		See <sup>1</sup> .
				(If you chose a B&W option in the Quality setting)  <b>PDF*</b> PDF/A Secure PDF Signed PDF TIFF		
		Duplex Scan	—	<b>Off*</b> DuplexScan :LongEdge DuplexScan :ShortEdge	Chooses the duplex scanning format.	
		Glass ScanSize	—	A4 <b>Letter*</b> Legal/Folio	To scan an A4, Legal or Folio size document, you'll need to change the Glass Scan Size setting.	
		File Size	—	Small <b>Middle*</b> Large	You can choose the file size for color or gray scale scanning.	
File Name	—	<b>BRNXXXXXXXXXX*</b> Estimate Report Order sheet Contract sheet Check Receipt <Manual>	You can choose preset file names. If you choose <Manual>, you can name the file as you like.			

<sup>1</sup> Software User's Guide




The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Scan to E-mail	Manual/Address Book	Quality	—	<b>Color 100 dpi*</b> Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	You can choose the scan resolution and file format for your document.	See <sup>1</sup> .
		File Type	—	(If you chose a Color or Gray option in the Quality setting)  <b>PDF*</b> PDF/A Secure PDF Signed PDF JPEG XPS		
			—	(If you chose a B&W option in the Quality setting)  <b>PDF*</b> PDF/A Secure PDF Signed PDF TIFF		
		Duplex Scan	—	<b>Off*</b> DuplexScan :LongEdge DuplexScan :ShortEdge	Chooses the duplex scanning format.	
Glass ScanSize	—	<b>A4</b> <b>Letter*</b> Legal/Folio	To scan an A4, Legal or Folio size document, you'll need to change the Glass Scan Size setting.			

<sup>1</sup> Software User's Guide



The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Scan to E-mail (Continued)	Manual/Address Book (Continued)	<b>File Size</b>	—	Small <b>Middle*</b> Large	You can choose the file size for color or gray scale scanning.	See <sup>1</sup> .
		Number of Destinations	—	—	You can add multiple destination E-mail addresses.	
		Set New Default	—	Quality File Type Glass ScanSize File Size	You can save your scan to E-mail settings as the default settings.	
		<b>Factory Reset</b>	—	—	You can restore all scan to E-mail settings to the factory settings.	
Scan to PC	<b>E-mail</b>	—	—	—	You can scan a black & white or a color document into your E-mail application.	
	<b>Image</b>	—	—	—	You can scan a color picture into your graphics application.	
	<b>OCR</b>	—	—	—	You can have your text document converted to an editable text file.	
	<b>File</b>	—	—	—	You can scan a black & white or a color document into your computer.	
<sup>1</sup> <i>Software User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						

## Other Functions

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Direct Print	(Select File)	Print Settings / (Copy Pages (001–999))	Paper Size	A4 <b>Letter*</b> Legal Executive A5 A5 L A6 B5 B6 Folio	Sets the paper size when printing directly from the USB flash memory drive.	55
			Paper Type	Thin <b>Plain*</b> Thick Thicker Recycled Paper Glossy	Sets the print media type when printing directly from the USB flash memory drive.	55
			Multiple Page	<b>1in1*</b> 2in1 4in1 9in1 16in1 25in1 1 in 2x2 pages 1 in 3x3 pages 1 in 4x4 pages 1 in 5x5 pages	Sets the page layout when printing multiple pages directly from the USB Flash memory drive.	55
			Orientation	<b>Portrait*</b> Landscape	Sets the page orientation when printing directly from the USB Flash memory drive.	55
			Duplex	<b>Off*</b> Long Edge Short Edge	Chooses the duplex print format when print directly from the USB Flash memory drive.	55

<sup>1</sup> See *Software User's Guide*



The factory settings are shown in Bold with an asterisk.

The **Direct Print** button on the LCD becomes active when a USB flash memory drive is connected to the USB direct interface.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Direct Print (Continued)	(Select File) (Continued)	Print Settings / (Copy Pages (001–999)) (Continued)	Collate	<b>On*</b>  Off	Enables or disables page collation when printing directly from the USB Flash memory drive.	55
			Tray Use	<b>Auto*</b>  MP Only Tray#1 Only Tray#2 Only (Tray#2 Only appears only if you installed the optional paper tray.)	Chooses the tray when printing directly from the USB Flash memory drive.	55
			Print Quality	<b>Normal*</b>  Fine	Sets the print quality option when printing directly from the USB Flash memory drive.	55
			PDF Option	<b>Document*</b>  Document&Markup Document&Stamps	Sets the USB direct print setting whether to print comments (Markup) or stamps in the PDF file along with the text.	55
Index Print	—	—	—	—	You can print a thumbnail page.	55
Default Settings	Paper Size	—	—	<b>A4</b> <b>Letter*</b> Legal Executive  A5 A5 L A6 B5 B6  Folio	Sets the default paper size when printing directly from the USB flash memory drive.	56

<sup>1</sup> See *Software User's Guide*



The factory settings are shown in Bold with an asterisk.  
The **Direct Print** button on the LCD becomes active when a USB flash memory drive is connected to the USB direct interface.


Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Direct Print (Continued)	Default Settings (Continued)	Paper Type	—	Thin <b>Plain*</b> Thick Thicker Recycled Paper Glossy	Sets the default media type when printing directly from the USB flash memory drive.	56
		Multiple Page	—	<b>1in1*</b> 2in1 4in1 9in1 16in1 25in1 1 in 2x2 pages 1 in 3x3 pages 1 in 4x4 pages 1 in 5x5 pages	Sets the default page style when printing multiple pages directly from the USB Flash memory drive.	56
		Orientation	—	<b>Portrait*</b> Landscape	Sets the default page orientation when printing directly from the USB Flash memory drive.	56
		Collate	—	<b>On*</b> Off	Enables or disables default page collation when printing directly from the USB Flash memory drive.	56
		Print Quality	—	<b>Normal*</b> Fine	Sets the default print quality option when printing directly from the USB Flash memory drive.	56
		PDF Option	—	<b>Document*</b> Document&Markup Document&Stamps	Sets the default USB direct print setting whether to print comments (Markup) or stamps in the PDF file along with the text.	56
		Index Print	—	<b>Simple*</b> Details	Sets the default index print option, simple format or details.	56

<sup>1</sup> See *Software User's Guide*



The factory settings are shown in Bold with an asterisk.

The **Direct Print** button on the LCD becomes active when a USB flash memory drive is connected to the USB direct interface.

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
<b>Secure Print</b>	(Select User)	(Select Secure Print Job)	<b>Password:</b>	Print Delete	You can print data saved in the memory drive when you enter your four-digit password.  (The <b>Secure Print</b> button on the LCD becomes active when there is secure data.)	See <sup>1</sup> .
<sup>1</sup> See <i>Software User's Guide</i>						
 The factory settings are shown in <b>Bold</b> with an asterisk. The <b>Direct Print</b> button on the LCD becomes active when a USB flash memory drive is connected to the USB direct interface.						



## Entering text

When you are setting certain menu selections, you may need to enter text into the machine.

Press **A 1 @** to choose numbers, letters or special characters. Up to six letters are assigned to each button on the LCD.

By pressing the correct button repeatedly, you can access the character you want.



### Inserting spaces

To enter a space, press **A 1 @** to choose special characters, then press the space button **^ \_** or **\_**.



#### Note

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The characters available may differ depending on your country.

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### Making corrections

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

### Repeating letters

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

## General



### Note

This chapter provides a summary of the machine's specifications. For additional specifications visit <http://www.brother.com/> for details.

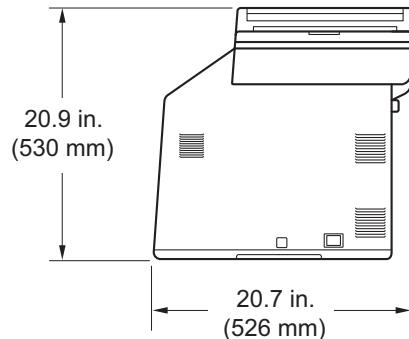
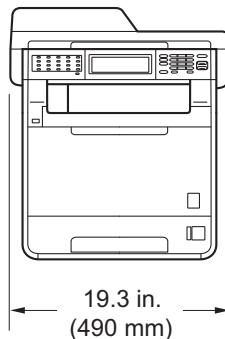
<b>Printer Type</b>	Laser										
<b>Print Method</b>	Electrophotography by semiconductor laser beam scanning										
<b>Memory Capacity</b>	256 MB										
<b>LCD (liquid crystal display)</b>	Touchscreen 5 in. (12.6 cm) Color LCD <sup>1</sup>										
<b>Power Source</b>	110 - 120 V AC 50/60 Hz										
<b>Power Consumption <sup>2</sup></b>	<table> <tr> <td>Peak:</td> <td>1200 W</td> </tr> <tr> <td>Copying (Average):</td> <td>Approx. 615 W <sup>3</sup></td> </tr> <tr> <td>Sleep (WLAN: On) (Average):</td> <td>Approx. 10 W</td> </tr> <tr> <td>Deep Sleep (Average):</td> <td>Approx. 1.8 W</td> </tr> <tr> <td>Ready (Average):</td> <td>Approx. 75 W</td> </tr> </table>	Peak:	1200 W	Copying (Average):	Approx. 615 W <sup>3</sup>	Sleep (WLAN: On) (Average):	Approx. 10 W	Deep Sleep (Average):	Approx. 1.8 W	Ready (Average):	Approx. 75 W
Peak:	1200 W										
Copying (Average):	Approx. 615 W <sup>3</sup>										
Sleep (WLAN: On) (Average):	Approx. 10 W										
Deep Sleep (Average):	Approx. 1.8 W										
Ready (Average):	Approx. 75 W										

<sup>1</sup> Measured diagonally

<sup>2</sup> USB connection to PC

<sup>3</sup> When making a copy from one sheet

### Dimensions



### Weight

With Consumables:

62.8 lb (28.5 kg)

**Noise level****Sound power**

Operating (Colour Printing): LWAd = 6.94 B (A)

Operating (Monochrome Printing): LWAd = 6.88 B (A)

Ready: LWAd = 4.8 B (A)

**Sound pressure**

Operating (Printing): LPAm = 57 dB (A)

Ready: LPAm = 33 dB (A)

**Temperature**

Operating: 50 °F to 90.5 °F (10 to 32.5 °C)

Storage: 32 °F to 104 °F (0 to 40 °C)

**Humidity**

Operating: 20 to 80% (without condensation)

Storage: 10 to 90% (without condensation)

**ADF (automatic document feeder)**

Up to 50 pages (Staggered) 20 lb (80 g/m<sup>2</sup>)

## Document Size

### Document Size (Single-sided)

ADF Width: 5.8 to 8.5 in. (147.3 to 215.9 mm)

ADF Length: 5.8 to 14 in. (147.3 to 356.0 mm)

Scanner Glass  
Width: Max. 8.5 in. (215.9 mm)

Scanner Glass  
Length: Max. 14.0 in. (355.6 mm)

### Document Size (2-sided (Duplex))

ADF Width: 5.8 to 8.5 in. (147.3 to 215.9 mm)

ADF Length: 5.8 to 14 in. (147.3 to 356.0 mm)

# Print media

<b>Paper Input</b>	<b>Paper Tray</b>	
	■ Paper Type:	Plain Paper, Thin Paper or Recycled Paper
	■ Paper Size:	Letter, A4, B5 (ISO/JIS), A5, A5 (Long Edge), B6 (ISO), A6, Executive, Legal and Folio
	■ Paper Weight:	16 to 28 lb (60 to 105 g/m <sup>2</sup> )
	■ Maximum Paper Tray Capacity:	Up to 250 sheets of 20 lb (80 g/m <sup>2</sup> ) Plain Paper
	<b>Multi-purpose tray (MP tray)</b>	
	■ Paper Type:	Envelope, Env. Thin, Env. Thick, Labels <sup>1</sup> , Glossy Paper, Thin Paper, Thick Paper, Thicker Paper, Recycled Paper, Bond Paper or Plain Paper
	■ Paper Size:	Width: 2.75 to 8.5 in. (69.8 to 216 mm) Length: 4.57 to 16 in. (116.0 to 406.4 mm)
	■ Paper Weight:	16 to 43 lb (60 to 163 g/m <sup>2</sup> )
	■ Maximum Paper Tray Capacity:	Up to 50 sheets of 20 lb (80 g/m <sup>2</sup> ) Plain Paper
	<b>Paper Tray 2 (option)</b>	
	■ Paper Type:	Plain Paper, Thin Paper or Recycled Paper
	■ Paper Size:	Letter, A4, B5 (ISO/JIS), A5, B6 (ISO), Executive, Legal and Folio
	■ Paper Weight:	16 to 28 lb (60 to 105 g/m <sup>2</sup> )
	■ Maximum Paper Tray Capacity:	Up to 500 sheets of 20 lb (80 g/m <sup>2</sup> ) Plain Paper
<b>Paper Output</b>	<b>Face-Down Output Tray</b>	Up to 150 sheets ( <i>face down</i> print delivery to the <i>Face down</i> output tray)
	<b>Face-Up Output Tray</b>	One sheet ( <i>face up</i> print delivery to the <i>Face up</i> output tray)

**Duplex  
Printing**

■ Manual Duplex:	Yes
■ Automatic Duplex:	Yes
■ Paper Size (Automatic Duplex):	Letter, Legal and Folio
■ Paper Weight (Automatic Duplex):	16 to 28 lb (60 to 105 g/m <sup>2</sup> )
■ Paper Type (Automatic Duplex):	Plain Paper, Thin Paper, Recycled Paper or Glossy Paper

- <sup>1</sup> For labels, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

# Fax

<b>Compatibility</b>	ITU-T Super Group 3
<b>Modem Speed</b>	Automatic Fallback: 33,600 bps
<b>2-sided (Duplex) Print Receiving</b>	Yes
<b>Automatic 2-sided (Duplex) Sending</b>	Yes (from ADF)
<b>Scanning Width</b>	Max. 8.2 in. (208 mm)
<b>Printing Width</b>	Max. 8.2 in. (208 mm)
<b>Gray Scale</b>	8 bit/256 levels
<b>Resolution</b>	Horizontal: 203 dot/in. (8 dot/mm) Vertical ■ Standard: 98 line/in. (3.85 line/mm) (Mono) 196 line/in. (7.7 line/mm) (Color) ■ Fine: 196 line/in. (7.7 line/mm) (Mono) 196 line/in. (7.7 line/mm) (Color) ■ Photo: 196 line/in. (7.7 line/mm) (Mono) ■ Superfine: 392 line/in. (15.4 line/mm) (Mono)
<b>One Touch Dial</b>	40 (20 × 2)
<b>Speed Dial</b>	300 stations
<b>Groups</b>	Up to 20
<b>Broadcasting</b>	390 stations
<b>Automatic Redial</b>	Yes, 1 time after 5 minutes
<b>Memory Transmission</b>	Up to 500 <sup>1</sup> pages <sup>2</sup>
<b>Out of Paper Reception</b>	Up to 500 <sup>1</sup> pages <sup>2</sup>

<sup>1</sup> 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, JBIG code). Specifications and printed materials are subject to change without prior notice.

<sup>2</sup> Black & White only

# Copy

<b>Color/Mono</b>	Yes/Yes
<b>Copy Width</b>	Max. 8.3 in. (210 mm)
<b>Automatic 2-sided (Duplex) Copy</b>	Yes (from ADF)
<b>Multiple Copies</b>	Stacks or Sorts up to 99 pages
<b>Reduce/Enlarge</b>	25% to 400% (in increments of 1%)
<b>Resolution</b>	Up to 1200 × 600 dpi
<b>First Copy Out Time (Monochrome)</b>	Less than 19 seconds (from Ready mode and standard tray)
<b>First Copy Out Time (Color)</b>	Less than 21 seconds (from Ready mode and standard tray)



# Scanner

<b>Color/Mono</b>	Yes/Yes
<b>TWAIN Compliant</b>	Yes (Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®/ Windows® 7) Mac OS X 10.4.11 – 10.6.x <sup>1</sup>
<b>WIA Compliant</b>	Yes (Windows® XP/Windows Vista®/Windows® 7)
<b>ICA Compliant</b>	Yes (Mac OS X 10.6.x)
<b>Color Depth</b>	48 bit internal / 24 bit external color
<b>Resolution</b>	Up to 19200 × 19200 dpi (interpolated) <sup>2</sup> Up to 1200 × 2400 dpi (optical) (from Scanner Glass) Up to 1200 × 600 dpi (optical) (from ADF)
<b>Scanning Width</b>	Max. 8.3 in. (210 mm)
<b>Automatic 2-sided (Duplex) Scanning</b>	Yes (from ADF)
<b>Gray Scale</b>	256 levels

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

<sup>2</sup> Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows® XP, Windows Vista® and Windows® 7 (resolution up to 19200 × 19200 dpi can be chosen by using the scanner utility)

# Printer

<b>Automatic 2-sided (Duplex) Print</b>	Yes
<b>Emulations</b>	PCL6, BR-Script3 (PostScript® 3™)
<b>Resolution</b>	600 dpi × 600 dpi, 2400 dpi (2400 × 600) quality
<b>Print Speed (Monochrome Duplex)</b>	Up to 14 sides/minute (7 sheets/minute) (Letter size) <sup>1</sup>
<b>Print Speed (Color Duplex)</b>	Up to 14 sides/minute (7 sheets/minute) (Letter size) <sup>1</sup>
<b>Print Speed (Monochrome)</b>	Up to 30 pages/minute (Letter size) <sup>1</sup>
<b>Print Speed (Color)</b>	Up to 30 pages/minute (Letter size) <sup>1</sup>
<b>First Print Out Time (Monochrome)</b>	Less than 16 seconds (from Ready mode and standard tray)
<b>First Print Out Time (Color)</b>	Less than 16 seconds (from Ready mode and standard tray)

<sup>1</sup> The print speed may vary depending on the type of document you print.

# Interfaces

**USB** It is recommended you use a USB 2.0 cable (Type A/B) that is no more than 6 feet (2 meters) long.<sup>1 2</sup>

**Ethernet**<sup>3</sup> Use an Ethernet UTP cable category 5 or greater.

**Wireless LAN**<sup>3</sup> IEEE 802.11 b/g (Infrastructure / Ad-hoc Mode)

<sup>1</sup> Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

<sup>2</sup> Third party USB ports are not supported.

<sup>3</sup> See *Network (LAN)* on page 188 and the Network User's Guide for detailed network specifications.

# Direct Print feature

<b>Compatibility</b>	PDF version 1.7 <sup>1</sup> , JPEG, Exif + JPEG, PRN (created by Brother printer driver), TIFF (scanned by all Brother MFC or DCP models), PostScript® 3™ (created by Brother BR-Script 3 printer driver), XPS version 1.0.
<b>Interface</b>	USB direct interface

<sup>1</sup> PDF data including a JBIG2 image file, a JPEG2000 image file or a transparency file is not supported.

# Scan to USB feature

## File formats

Black and white

TIFF, PDF, PDF/A, Secure PDF, Signed PDF

Color and Gray document

JPEG, PDF, PDF/A, Secure PDF, Signed PDF, XPS

# Computer requirements

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		Processor Minimum Speed	Minimum RAM	Recommended RAM	Hard Disk Space to install		Supported PC Software Functions	Supported PC Interface <sup>3</sup>
					For Drivers	For Applications		
Windows® Operating System <sup>1</sup>	Windows® 2000 Professional <sup>5</sup>	Intel® Pentium® II or equivalent	64 MB	256 MB	150 MB	500 MB	Printing, PC-Fax <sup>4</sup> , Scanning	USB, 10/100 Base Tx (Ethernet), Wireless 802.11 b/g
	Windows® XP Home <sup>2 6</sup> Windows® XP Professional <sup>2 6</sup>		128 MB					
	Windows® XP Professional x64 Edition <sup>2 6</sup>	64-bit (Intel®64 or AMD64) supported CPU	256 MB	512 MB				
	Windows Vista® <sup>2 6</sup>	Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	512 MB	1 GB	500 MB	1.2 GB		
	Windows® 7 <sup>2 6</sup>	Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	1 GB (32-bit) 2 GB (64-bit)	1 GB (32-bit) 2 GB (64-bit)	650 MB			

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		Processor Minimum Speed	Minimum RAM	Recommended RAM	Hard Disk Space to install		Supported PC Software Functions	Supported PC Interface <sup>3</sup>
					For Drivers	For Applications		
	Windows Server <sup>®</sup> 2003 (print only via network)	Intel <sup>®</sup> Pentium <sup>®</sup> III or equivalent	256 MB	512 MB	50 MB	N/A	Printing	10/100 Base Tx (Ethernet), Wireless 802.11 b/g
	Windows Server <sup>®</sup> 2003 x64 Edition (print only via network)	64-bit (Intel <sup>®</sup> 64 or AMD64) supported CPU						
	Windows Server <sup>®</sup> 2008 (print only via network)	Intel <sup>®</sup> Pentium <sup>®</sup> 4 or equivalent 64-bit (Intel <sup>®</sup> 64 or AMD64) supported CPU	512 MB	2 GB				
	Windows Server <sup>®</sup> 2008 R2 (print only via network)	64-bit (Intel <sup>®</sup> 64 or AMD64) supported CPU						
Macintosh Operating System	Mac OS X 10.4.11 10.5.x	PowerPC <sup>®</sup> G4/G5 Intel <sup>®</sup> Core <sup>™</sup> Processor	512 MB	1 GB	80 MB	400 MB	Printing, PC-Fax Send <sup>4</sup> , Scanning	USB, 10/100 Base Tx (Ethernet), Wireless 802.11 b/g
	Mac OS X 10.6.x	Intel <sup>®</sup> Core <sup>™</sup> Processor	1 GB	2 GB				

<sup>1</sup> Internet Explorer<sup>®</sup> 6.0 or greater.

<sup>2</sup> For WIA, 1200 x 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 x 19200 dpi.

<sup>3</sup> Third party USB ports are not supported.

<sup>4</sup> PC-Fax supports black and white only. (Letter/A4 size)

<sup>5</sup> PaperPort<sup>™</sup> 11SE supports Microsoft<sup>®</sup> SP4 or higher for Windows<sup>®</sup> 2000. (Available from the Internet)

<sup>6</sup> PaperPort<sup>™</sup> 12SE supports Microsoft<sup>®</sup> SP3 or higher for Windows<sup>®</sup> XP and SP2 or higher for Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7.

For the latest driver updates, visit <http://solutions.brother.com/>.

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## Consumable items

<b>Toner Cartridge Life</b>	Starter Toner Cartridge:	
	Black	Approx. 2,500 pages (Letter or A4) <sup>1</sup>
	Cyan, Magenta, Yellow	Approx. 1,500 pages (Letter or A4) <sup>1</sup>
	Standard Toner Cartridge:	
	<b>TN-310BK</b> (Black):	Approx. 2,500 pages (Letter or A4) <sup>1</sup>
	<b>TN-310C</b> (Cyan):	Approx. 1,500 pages (Letter or A4) <sup>1</sup>
	<b>TN-310M</b> (Magenta):	Approx. 1,500 pages (Letter or A4) <sup>1</sup>
	<b>TN-310Y</b> (Yellow):	Approx. 1,500 pages (Letter or A4) <sup>1</sup>
	High Capacity Toner Cartridge:	
	TN-315BK (Black):	Approx. 6,000 pages (Letter or A4) <sup>1</sup>
TN-315C (Cyan):	Approx. 3,500 pages (Letter or A4) <sup>1</sup>	
TN-315M (Magenta):	Approx. 3,500 pages (Letter or A4) <sup>1</sup>	
TN-315Y (Yellow):	Approx. 3,500 pages (Letter or A4) <sup>1</sup>	
<b>Drum Unit</b>	DR-310CL	Approx. 25,000 pages (Letter or A4) <sup>2</sup>
<b>Belt Unit</b>	BU-300CL	Approx. 50,000 pages (Letter or A4) <sup>3</sup>
<b>Waste Toner Box</b>	WT-300CL	Approx. 50,000 pages (Letter or A4) <sup>3</sup>

<sup>1</sup> Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

<sup>2</sup> Drum yield is approximate, and may vary by type of use.

<sup>3</sup> Approx. yield is based on Letter or A4 single-sided pages.



# Network (LAN)



## Note

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

**LAN** You can connect your machine to a network for Network Printing, Network Scanning, PC-Fax Send, PC-Fax Receive (Windows® only) and Remote Setup<sup>1</sup>. Also included is Brother BRAdmin Light<sup>2</sup> Network Management software.

### Security Protocols

■ **Wired** APOP, POP before SMTP, SMTP-AUTH, SSL/TLS (IPPS, HTTPS, SMTP, POP), SNMP v3, 802.1x (EAP-MD5, EAP-FAST, PEAP, EAP-TLS, EAP-TTLS), Kerberos

■ **Wireless** APOP, POP before SMTP, SMTP-AUTH, SSL/TLS (IPPS, HTTPS, SMTP, POP), SNMP v3

**Wireless Network Security** WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES), 802.1x (LEAP, EAP-FAST, PEAP, EAP-TLS, EAP-TTLS)

**Wireless Network Setup Support Utility** **AOSS™** Yes

**WPS** Yes

<sup>1</sup> See *Computer requirements* on page 185.

<sup>2</sup> BRAdmin Professional and Web BRAdmin are available as a download from <http://solutions.brother.com/>.

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## **EQUIPMENT ATTACHMENT LIMITATIONS (Canada only)**

### **NOTICE**

This product meets the applicable Industry Canada technical specifications.

### **NOTICE**

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

Brother International Corporation  
100 Somerset Corporate Boulevard  
P.O. Box 6911  
Bridgewater, NJ 08807-0911 USA

Brother International Corporation (Canada) Ltd.  
1 rue Hôtel de Ville,  
Dollard-des-Ormeaux, QC, Canada H9B 3H6

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

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brother®

# ADVANCED USER'S GUIDE

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MFC-9970CDW

Version A

USA/CAN



## User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
<b>Safety and Legal</b>	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
<b>Quick Setup Guide</b>	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
<b>Basic User's Guide</b>	Learn the basic Fax, Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box
<b>Advanced User's Guide</b>	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM / In the Box
<b>Software User's Guide</b>	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM / In the Box
<b>Network Glossary</b>	This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms.	PDF file / Documentation CD-ROM / In the Box
<b>Network User's Guide</b>	This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file / Documentation CD-ROM / In the Box

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## Memory storage

Your menu settings are stored permanently, and in the event of a power failure will *not* be lost. Temporary settings (for example, Contrast, Overseas Mode) *will* be lost. Also, during a power failure the machine will retain the date and time and programmed fax timer jobs (for example, Delayed Fax) for approximately 60 hours. Other fax jobs in the machine memory will not be lost.

## Volume settings

### Ring volume

---

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

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

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

- 1 Press **Hook** on the control panel.
- 2 Press **◀** or **▶** on the Touchscreen to display **Volume**.
- 3 Press **Volume**.
- 4 Press  to decrease or  to increase the speaker volume level. Each button press changes the volume to the next setting.
- 5 Press **Hook** on the control panel.

## Automatic daylight savings time

You can set the machine to change automatically for Daylight Savings Time. It will set itself forward one hour in the Spring, and back one hour in the Fall.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Initial Setup**.  
Press **Initial Setup**.
- 3 Press **▲** or **▼** to display **Date&Time**.  
Press **Date&Time**.
- 4 Press **Auto Daylight**.
- 5 Press **On** or **Off**.
- 6 Press **Stop/Exit**.

## Ecology features

### Toner Save

You can save toner using this feature. When you set Toner Save to **On**, print appears lighter. The default setting is **Off**.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Ecology**.  
Press **Ecology**.
- 4 Press **Toner Save**.
- 5 Press **On** or **Off**.
- 6 Press **Stop/Exit**.



#### Note

We do not recommend Toner Save for printing Photo or Gray Scale images.



## Sleep mode

---

The Sleep Mode Setting can reduce power consumption. When the machine is in Sleep Mode (Power Save mode) it acts as though it were turned off. Receiving data or starting an operation wakes up the machine from Sleep mode to Ready mode.

The timer will restart if any operation is carried out on the machine, such as receiving a fax or computer data or making a copy. The default setting is 3 minutes.

When the machine goes into Sleep mode, the LCD back light turns off.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Ecology**.  
Press **Ecology**.
- 4 Press **Sleep Time**.
- 5 Using the dial pad on the Touchscreen, enter the length of time the machine will remain idle before entering sleep mode.  
Press **OK**.
- 6 Press **Stop/Exit**.

## Deep Sleep mode

---

If the machine is in Sleep mode and does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically. Deep Sleep mode uses less power than Sleep mode. The machine will wake up and start warming up when the machine receives a fax or computer data, or when you press the Touchscreen or a key on the control panel.

When the machine is in Deep Sleep mode, the LCD backlight is Off and the mode keys are dimmed.

If a wireless network is enabled, the machine will not enter Deep Sleep mode. To disable the wireless network, see *Chapter 5* in the *Network User's Guide*.

If the machine has secure print data it will not enter Deep Sleep mode.

## 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.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **LCD Settings**.  
Press **LCD Settings**.
- 4 Press **Backlight**.
- 5 Press **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 you go back to the Ready screen.

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

## Dial Prefix

The Dial Prefix setting will automatically dial a predefined number before every fax number you dial. For example: If your telephone system requires a 9 to dial an outside number use this setting to automatically dial 9 for every fax you send.

### Setting up the prefix number

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Initial Setup**.  
Press **Initial Setup**.
- 3 Press **▲** or **▼** to display **Dial Prefix**.  
Press **Dial Prefix**.
- 4 Do one of the following:
  - If you want to set the dial prefix feature to on, press **On**. Go to step 5.
  - If you want to set the dial prefix feature to off, press **Off**. Go to step 7.
- 5 Press **Dial Prefix**.
- 6 Enter the prefix number (up to 5 digits) by pressing the buttons on the Touchscreen.  
Press **OK**.




#### Note

- You can use the numbers and symbols 0 to 9, #, and \*. (You cannot use ! with any other numbers or symbols.)
- If your telephone system requires a time break recall (hookflash), press ! to enter the break.
- (Canada only) If pulse dialing mode is on, # and \* are not available to use.

- 7 Press **Stop/Exit**.

## Changing the prefix number

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Initial Setup**.  
Press **Initial Setup**.
- 3 Press **▲** or **▼** to display **Dial Prefix**.  
Press **Dial Prefix**.
- 4 Press **On** (or **Off**).  
You can turn off the prefix number by pressing **Off**. The prefix number will remain off until you press **On**.
- 5 Press **Dial Prefix**.
- 6 Do one of the following using the buttons on the Touchscreen.
  - To change the prefix number, press **◀** or **▶** to position the cursor under the digit to be deleted and press the **Back Space** button . Then press the correct digit.  
  
Repeat until the prefix number is correct, and then press **OK**.
  - To exit without making a change, press **OK**.



### Note

- You can use the numbers and symbols 0 to 9, #, and \*. (You cannot use ! with any other numbers or symbols.)
- If your telephone system requires a time break recall (hookflash), press ! to enter the break.
- (Canada only) If pulse dialing mode is on, # and \* are not available to use.

- 7 Press **Stop/Exit**.

## Mode Timer

The machine has three mode keys on the control panel: **FAX**, **SCAN**, and **COPY**.

You can set how much time the machine takes after the last Copy or Scan operation to return to Fax mode. If you choose **Off**, the machine will stay in the mode you used last.

This setting also sets the time the machine will change from a restricted user to the Public mode when using Secure Function Lock. (See *Switching Users* on page 12.)



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

## Secure Function Lock 2.0

Secure Function Lock lets you restrict Public access to the following machine functions:

- Fax Tx
- Fax Rx
- Copy
- Scan
- Direct Print
- Print
- Color Print

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

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

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

Make a careful note of your password. If you forget it, you will have to reset the password stored in the machine. For information about how to reset the password call Brother Customer Service.



### Note

---

- Secure Function Lock can be set manually at the control panel or by using Web Based Management. We recommend using Web Based Management to configure this feature. For more information, see the *Network User's Guide*.
  - Only administrators can set limitations and make changes for each user.
  - Polling Receive is enabled only when both Fax Tx and Fax Rx are enabled.
-

## Setting and changing the Administrator Password

### Setting up the password

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. (See *Setting up and changing restricted users* on page 9 and *Turning Secure Function Lock on/off* on page 11.)



#### Note

Make a careful note of the administrator password. If you enter the wrong password, the LCD will show `Wrong Password`. Re-enter the correct password. If you forget it, please call Brother Customer Service.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display `General Setup`.  
Press `General Setup`.
- 3 Press **▲** or **▼** to display `Security`.  
Press `Security`.
- 4 Press `Function Lock`.
- 5 Enter a four-digit number for the password by pressing the buttons on the Touchscreen.  
Press `OK`.
- 6 Re-enter the password when the LCD shows `Verify`.  
Press `OK`.
- 7 Press **Stop/Exit**.

### Changing the password

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display `General Setup`.  
Press `General Setup`.
- 3 Press **▲** or **▼** to display `Security`.  
Press `Security`.
- 4 Press `Function Lock`.
- 5 Press `Set Password`.
- 6 Enter the registered four-digit password by pressing the buttons on the Touchscreen.  
Press `OK`.
- 7 Enter a four-digit number for the new password by pressing the buttons on the Touchscreen.  
Press `OK`.
- 8 Re-enter the password when the LCD shows `Verify`.  
Press `OK`.
- 9 Press **Stop/Exit**.

## Setting up and changing the Public user mode

Public user mode restricts the functions that are available for Public users. Public users do not need to enter a password to access the features made available through this setting. You can set up one Public user.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Security**.  
Press **Security**.
- 4 Press **Function Lock**.
- 5 Press **Setup ID**.
- 6 Enter the administrator password by pressing the buttons on the Touchscreen.  
Press **OK**.
- 7 Press **▲** or **▼** to display **Public**.  
Press **Public**.
- 8 Do one of the following:
  - To set up the Public user, press **Enable** or **Disable** for each operation, as follows: Press **Fax Tx**. Then press **Enable** or **Disable**. After you have set **Fax Tx**, repeat these steps for **Fax Rx**, **Copy**, **Scan**, **Direct Print**, **Print and Color Print**.
  - To change the Public user settings, press **▲** or **▼** to display the setting you want to change. Press the setting and press **Enable** or **Disable**. Repeat this step until you finish changing settings.
- 9 Press **Stop/Exit**.

## Setting up and changing restricted users

You can set up users with restrictions and a password for functions that are available to them. You can set up more advanced restrictions, such as by page count or PC user login name, through Web Based Management. (For more information, see the *Network User's Guide*.) You can set up to 25 restricted users with restrictions and a password.

### Setting up restricted users

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Security**.  
Press **Security**.
- 4 Press **Function Lock**.
- 5 Press **Setup ID**.
- 6 Enter the four-digit administrator password by pressing the buttons on the Touchscreen.  
Press **OK**.
- 7 Press **▲** or **▼** to display **User01**.  
Press **User01**.
- 8 Enter the user name by pressing the buttons on the Touchscreen. (See *Entering text in Appendix C of the Basic User's Guide*.)  
Press **OK**.
- 9 Enter a four-digit user password by pressing the buttons on the Touchscreen.  
Press **OK**.

- 10 To set up a restricted user, press **Enable** or **Disable** for each operation, as follows: Press **Fax Tx**. Then press **Enable** or **Disable**. After you have set **Fax Tx**, repeat these steps for **Fax Rx**, **Copy**, **Scan**, **Direct Print**, **Print and Color Print**.

- 11 Repeat steps 7 to 10 for entering each additional user and password.

- 12 Press **Stop/Exit**.



### Note

You cannot use the same name as another user's name.

## Changing user name, password or settings for restricted users

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**. Press **General Setup**.
- 3 Press **▲** or **▼** to display **Security**. Press **Security**.
- 4 Press **Function Lock**.
- 5 Press **Setup ID**.
- 6 Enter the four-digit administrator password by pressing the buttons on the Touchscreen. Press **OK**.
- 7 Press **▲** or **▼** to display the existing restricted user you want to change. Press the user name.
- 8 Press **Change**. To change the user name, enter a new user name by pressing the buttons on the Touchscreen. (See *Entering text in Appendix C of the Basic User's Guide*.) Press **OK**.

- 9 To change the password, enter a new four-digit user password by pressing the buttons on the Touchscreen. Press **OK**.

- 10 To change a restricted user's settings, press **▲** or **▼** to display the setting you want to change. Press the setting and then press **Enable** or **Disable**. Repeat this step until you are finished making changes.

- 11 Press **Stop/Exit**.



### Note

You cannot use the same name as another user's name.

## Reset existing restricted users

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**. Press **General Setup**.
- 3 Press **▲** or **▼** to display **Security**. Press **Security**.
- 4 Press **Function Lock**.
- 5 Press **Setup ID**.
- 6 Enter the four-digit administrator password by pressing the buttons on the Touchscreen. Press **OK**.
- 7 Press **▲** or **▼** to display the existing restricted user you want to reset. Press the user name.
- 8 Press **Reset**.
- 9 Press **Yes** to reset the existing restricted user.
- 10 Press **Stop/Exit**.

## Turning Secure Function Lock on/off

---

### Turning Secure Function Lock on

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Security**.  
Press **Security**.
- 4 Press **Function Lock**.
- 5 Press **Lock Off→On**.
- 6 Enter the registered four-digit administrator password by pressing the buttons on the Touchscreen.  
Press **OK**.

### Turning Secure Function Lock off

- 1 Press **Public** or **xxxxxx** (where **xxxxxx** is the user's name).
- 2 Press **Lock On→Off**.
- 3 Enter the registered four-digit administrator password by pressing the buttons on the Touchscreen.  
Press **OK**.



#### Note

---

If you enter the wrong password, the LCD will show **Wrong Password**. Re-enter the correct password.

---



## Switching Users

---

This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on.

### Changing to the restricted user Mode

- 1 Press **Public** or **xxxxxx** (where **xxxxxx** is the user's name).  
Press **Change User**.
- 2 Press **▲** or **▼** to display your user name.
- 3 Press your user name.
- 4 Enter the registered four-digit user password by pressing the buttons on the Touchscreen.  
Press **OK**.

### Changing to the Public Mode

- 1 Press **xxxxxx**. (where **xxxxxx** is the user's name.)
- 2 Press **Go to Public**.



#### Note

---

- After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode Timer setting. (See *Mode Timer* on page 6.)
  - If your ID has set page limit restrictions and already reached the maximum number of pages, the LCD will show **Limit Exceeded** when you print data. Contact your administrator to check your Secure Function Lock Settings.
  - If your ID has set Color Print restrictions to **Disable**, the LCD will show **No Permission** when you try to print colored data. The machine prints the data in black & white only.
-

## Setting Lock

Setting Lock lets you set a password to stop other people from accidentally changing your machine settings.

Make a careful note of your password. If you forget it, you will have to reset the passwords stored in the machine. Please call your administrator or Brother Customer Service.

While Setting Lock is On, you cannot access MENU and Address Book settings.

Also, machine settings cannot be changed through the Remote Setup utility while Setting Lock is On.

## Setting up the password

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Security**.  
Press **Security**.
- 4 Press **Setting Lock**.
- 5 Enter a four-digit number for the password by pressing the buttons on the Touchscreen.  
Press **OK**.
- 6 Re-enter the password when the LCD shows **Verify**.  
Press **OK**.
- 7 Press **Stop/Exit**.

## Changing your Setting Lock password

---

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Security**.  
Press **Security**.
- 4 Press **Setting Lock**.
- 5 Press **Set Password**.
- 6 Enter the registered four-digit password by pressing the buttons on the Touchscreen.  
Press **OK**.
- 7 Enter a four-digit number for the new password by pressing the buttons on the Touchscreen.  
Press **OK**.
- 8 Re-enter the password when the LCD shows **Verify**.  
Press **OK**.
- 9 Press **Stop/Exit**.

## Turning Setting Lock on/off

---

If you enter the wrong password when following the instructions below, the LCD will show **Wrong Password**. Re-enter the correct password.

### Turning Setting Lock on

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.  
Press **General Setup**.
- 3 Press **▲** or **▼** to display **Security**.  
Press **Security**.
- 4 Press **Setting Lock**.
- 5 Press **Lock Off→On**.
- 6 Enter the registered four-digit administrator password by pressing the buttons on the Touchscreen.  
Press **OK**.

### Turning Setting Lock off

- 1 Press **Setting Lock** on the LCD.
- 2 Enter the registered four-digit administrator password by pressing the buttons on the Touchscreen.  
Press **OK**.

## Restricting dialing

This feature is to prevent users from sending a fax or call to a wrong number by mistake. You can set the machine to restrict dialing by using the dial pad, One Touch and Speed Dial.

If you choose **Off**, the machine does not restrict the dialing method.

If you choose **Enter # twice**, the machine will prompt you to re-enter the number, and then if you re-enter the same number correctly, the machine will start dialing. If you re-enter the wrong number, the LCD will show an error message.

If you choose **On**, the machine will restrict all fax sending and outbound calls for that dialing method.

### Dial pad restriction

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display  
**Dial Restrict**.  
Press **Dial Restrict**.
- 4 Press **Dial Pad**.
- 5 Press **Off**, **Enter # twice** or **On**.
- 6 Press **Stop/Exit**.

### One Touch restriction

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display  
**Dial Restrict**.  
Press **Dial Restrict**.
- 4 Press **One Touch Dial**.
- 5 Press **Off**, **Enter # twice** or **On**.
- 6 Press **Stop/Exit**.

### Speed Dial restriction

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display  
**Dial Restrict**.  
Press **Dial Restrict**.
- 4 Press **Speed Dial**.
- 5 Press **Off**, **Enter # twice** or **On**.
- 6 Press **Stop/Exit**.

## LDAP server restriction

---

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.  
Press Fax.
- 3 Press ▲ or ▼ to display  
Dial Restrict.  
Press Dial Restrict.
- 4 Press LDAP server.
- 5 Press Off, Enter # twice or On.
- 6 Press **Stop/Exit**.



### Note

---

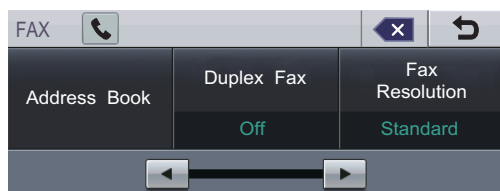
- The Enter # twice setting will not work if you use an external phone or press **Hook** before entering the number. You will not be asked to re-enter the number.
  - You can not restrict dialing when you use **Redial/Pause**.
  - If you chose On or Enter # twice, you cannot use the Broadcasting feature and cannot combine quick dial numbers when dialing.
-

## Additional sending options

### Sending faxes using multiple settings

Before you send a fax, you can change any combination of these settings: duplex fax, contrast, resolution, overseas mode, delayed fax timer, polling transmission, real time transmission, broadcast, glass scan size or cover page settings.

- 1 Press  (**FAX**).  
The LCD shows:



- 2 Press **◀** or **▶** to display a setting you want to change and press the setting, then press the option you want.
- 3 Do one of the following:
  - Repeat step 2 to change more settings.
  - If you are finished choosing settings, go to the next step for sending your fax.




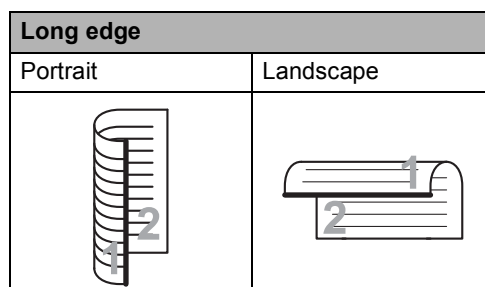
#### Note

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as the default. These settings will stay until you change them again. (See *Setting your changes as the new default* on page 24.)

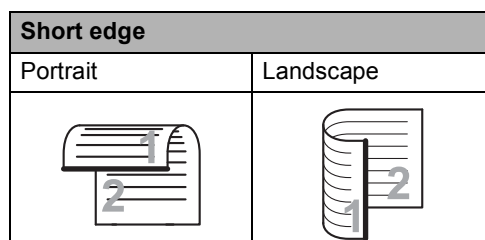
### Changing a 2-sided fax layout

You need to choose the duplex scanning format before you send a 2-sided fax. The format you choose will depend on the layout of your 2-sided document.

- 1 Press  (**FAX**).
- 2 Press **◀** or **▶** to display **Duplex Fax**. Press **Duplex Fax**.
- 3 Do one of the following:
  - If your document is flipped on the Long edge, press  
**DuplexScan :LongEdge**.



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



- 4 Press **Stop/Exit**.


## Contrast

For most documents the default setting of **Auto** will give the best results. **Auto** automatically chooses the suitable contrast for your document.

If your document is very light or very dark, changing the contrast may improve the quality of the fax.

Use **Dark** to make the faxed document lighter.

Use **Light** to make the faxed document darker.

- 1 Press  (**FAX**).
- 2 Press ◀ or ▶ to display **Contrast**. Press **Contrast**.
- 3 Press **Auto**, **Light** or **Dark**.




### Note

Even if you choose **Light** or **Dark**, the machine will send the fax using the **Auto** setting if you choose **Photo** as the Fax Resolution.

## Changing Fax Resolution

The quality of a fax can be improved by changing the Fax Resolution. Resolution can be changed for the next fax.

- 1 Press  (**FAX**).
- 2 Press ◀ or ▶ to display Fax Resolution. Press **Fax Resolution**.
- 3 Press **Standard**, **Fine**, **S.Fine** or **Photo**.



### Note

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

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 grey or is a photograph. This has the slowest transmission time.

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.

## Additional sending operations

### Sending a fax manually


#### Manual transmission

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

- 1 Make sure you are in Fax mode  (**FAX**).
- 2 Load your document.
- 3 Press **Hook** and listen for a dial tone. Or pick up the handset of the external telephone and listen for a dial tone.
- 4 Dial the fax number you want to call.
- 5 When you hear the fax tones, press **Black Start** or **Color Start**.
  - If you are using the scanner glass, press **Send**.
- 6 Replace the handset of an external telephone.

### 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 Make sure you are in Fax mode  (**FAX**).
- 3 Load your document.
- 4 Press **Black Start** or **Color Start**.
  - If you are using the scanner glass, press **Send**.
- 5 Replace the handset of an external telephone.



## 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 will show 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 you get an *Out of Memory* message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get an *Out of Memory* message while scanning a subsequent page, you can press **Black Start** to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

---

## Broadcasting (black & white only)

---

Broadcasting lets you send the same fax message to more than one fax number. You can include Groups, One Touch, Speed Dial numbers and up to 50 manually dialed numbers in the same broadcast.

You can broadcast up to 390 different numbers. This will depend on how many groups, access codes or credit card numbers you have stored, and on how many delayed or stored faxes in memory.

### Before you begin the broadcast

One Touch and Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See *Storing One Touch Dial numbers* and *Storing Speed Dial numbers* in *Chapter 7* of the *Basic User's Guide*.)

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored One Touch Dial and Speed Dial numbers for easier dialing. (See *Setting up Groups for Broadcasting* on page 44.)

## How to broadcast a fax



### Note

To help you choose numbers easily, press **Address Book** or (**Search**).

- 1 Press (**FAX**).
- 2 Load your document.
- 3 Press **◀** or **▶** to display **Broadcasting**. Press **Broadcasting**.
- 4 You can add numbers to the broadcast in the following ways:
  - Press **Manual** and enter a number by pressing the buttons on the Touchscreen. (See *How to dial* in *Chapter 7* of the *Basic User's Guide*.) Press **OK**.
  - Press **Address Book**. Press to search by **Alphabetical Order** or **Numerical Order**. Put a check in the check box beside each number you want to include in the broadcast. Press **OK**.



### Note

One Touch Dial numbers begin with **\***.  
Speed Dial numbers begin with **#**.

- 5 After you have entered all the fax numbers by repeating step 4, press **OK**.
- 6 Press **Black Start**.

After the broadcast is finished the machine will print a broadcast report to let you know the results.



### Note

The scan profile of the One Touch, Speed Dial or Group number you chose *first* will be applied to the broadcast.

## Canceling a Broadcast in progress

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

- 1 Press **Stop/Exit**.
- 2 Do one of the following:
  - To cancel the entire broadcast, press **Entire Broadcast**. Go to step 3.
  - To cancel the current job, press the button that displays the number being dialed. Go to step 4.
  - To exit without canceling, press **Stop/Exit**.
- 3 When the LCD asks if you want to cancel the entire broadcast, do one of the following:
  - Press **Yes** to confirm.
  - To exit without canceling, press **No** or **Stop/Exit**.
- 4 Do one of the following:
  - To cancel the current job, press **Yes**.
  - To exit without canceling, press **No** or **Stop/Exit**.

## Real Time Transmission


When you are sending a fax, the machine will scan the documents into the memory before sending 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 memory transmission. You can turn on **Real Time TX**.



### Note


- If the memory is full and you are sending a black and white fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory.
- In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press ◀ or ▶ to display **Real Time TX**. Press **Real Time TX**.
- 4 Press **On**.

## Overseas Mode


If you are having difficulty sending a fax overseas due to a bad connection, then turning on **Overseas Mode** may help.

This is a temporary setting, and will only be active for your next fax.

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press ◀ or ▶ to display **Overseas Mode**. Press **Overseas Mode**.
- 4 Press **On**.

## Delayed Fax (black & white only)

You can store up to 50 faxes in the memory to be sent within a twenty-four hour period.

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press ◀ or ▶ to display **Delayed Fax**. Press **Delayed Fax**.
- 4 Press **On**.
- 5 Enter the time you want the fax to be sent (in 24-hour format) by pressing the buttons on the Touchscreen. (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 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 **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display **Setup Send**.  
Press **Setup Send**.
- 4 Press **Batch TX**.
- 5 Press **On** or **Off**.
- 6 Press **Stop/Exit**.

## Checking and canceling waiting jobs


Check which jobs are still waiting in the memory to be sent. If there are no jobs, the LCD will show **No Jobs Waiting**. You can cancel a fax job that is stored and waiting in the memory.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display **Remaining Jobs**.  
Press **Remaining Jobs**.  
Jobs that are waiting will appear on the LCD.
- 4 Press **▲** or **▼** to scroll through the jobs and press 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 repeat step 4.
  - To exit without canceling, press **No**.
- 6 When you have finished canceling jobs, press **Stop/Exit**.

## Setting your changes as the new default

---


You can save the fax settings for Fax Resolution, Contrast, Real Time TX, Glass Scan Size and Coverpage Setup you use most often by setting them as the default. These settings will stay until you change them again.

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

## Restoring all fax settings to the factory settings

---

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

- 1 Press  (**FAX**).
- 2 After changing the last setting, press ◀ or ▶ to display Factory Reset.  
Press Factory Reset.
- 3 Press Yes.
- 4 Press **Stop/Exit**.

## Electronic cover page (black & white only)

This feature will *not* work unless you have already programmed your Station ID. (See the *Quick Setup Guide*.)

You can automatically send a cover page with every fax. Your cover page includes your Station ID, a comment, and the name (or number) stored in the One Touch or Speed Dial memory.

By choosing **On** you can also display the number of pages on the cover page.

You can choose one of the following preset comments.

1. Comment Off
2. Please Call
3. Urgent
4. Confidential

Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long. Use the chart for *Entering text* in *Appendix C* of the *Basic User's Guide* for help entering characters.

(See *Composing your own comments* on page 25.)

5. (User Defined)
6. (User Defined)


## Composing your own comments

You can set up two comments of your own.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**. Press **Fax**.
- 3 Press **▲** or **▼** to display **Setup Send**. Press **Setup Send**.
- 4 Press **Coverpage Setting**.
- 5 Press **Coverpage Message**.
- 6 Press **5** or **6** to store your own comment.
- 7 Enter your own comment by pressing the buttons on the Touchscreen. Press **OK**.  
Press **A** **1** **@** to choose numbers, letters or special characters. (Use the chart for *Entering text* in *Appendix C* of the *Basic User's Guide* for help entering characters.)
- 8 Press **Stop/Exit**.

### Send a cover page for all faxes

You can set the machine to send a cover page whenever you send a fax.

- 1 Press  (**FAX**).
- 2 Press ◀ or ▶ to display **Coverpage Setup**.  
Press **Coverpage Setup**.
- 3 Press **On** (or **Off**).
- 4 Press the comment you want to add.
- 5 Enter two digits to show the number of pages you are sending.  
Press **OK**.  
For example, enter 0 2 for 2 pages or 0 0 to leave the number of pages blank.  
If you make a mistake, press **Clear** to back up and re-enter the number of pages.

### Using a printed cover page

If you want to use a printed cover page that you can write on, you can print the sample page and attach it to your fax.

- 1 Press **MENU**.
- 2 Press ▲ or ▼ to display **Fax**.  
Press **Fax**.
- 3 Press ▲ or ▼ to display **Setup Send**.  
Press **Setup Send**.
- 4 Press **Coverpage Setting**.
- 5 Press **Print Sample**.
- 6 Press **Black Start** or **Color Start**.
- 7 After the machine prints a copy of your cover page, press **Stop/Exit**.


## Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

### Polled transmit (black & white only)

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

#### Setup for polled transmit

- 1 Press  (**FAX**).
- 2 Load your document.
- 3 Press ◀ or ▶ to display **Polled TX**. Press **Polled TX**.
- 4 Press **On**.
- 5 Press **Black Start**.
- 6 If you are using the scanner glass, the LCD will prompt you to choose one of the following options:
  - Press **Yes** to scan another page. Go to step 7.
  - Press **No** or **Black Start** to send the document.
- 7 Place the next page on the scanner glass and press **Black Start**. Repeat steps 6 and 7 for each additional page.
- 8 Your machine will automatically send the fax.



#### Note

The document will be stored and can be retrieved from any other fax machine until you delete the fax from memory.

To delete the fax from memory, press **MENU**, **Fax**, **Remaining Jobs**. (See *Checking and canceling waiting jobs* on page 23.)



# 4

## Receiving a fax

### Remote Fax Options (black & white only)

Remote Fax Options are NOT available for color faxes.

Remote Fax Options let you receive faxes while you are away from the machine.

You can use *only one* Remote Fax Option at a time.

### Receiving faxes into memory when the paper tray is empty

As soon as the paper tray becomes empty during fax reception, the LCD shows **No Paper** and begins receiving faxes into the machine's memory. Put some paper in the paper tray. (See *Loading paper and print media* in *Chapter 2* of the *Basic User's Guide*.)

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Incoming faxes will continue to be stored in the memory until the memory becomes full or paper is loaded in the paper tray. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

### Fax Forwarding

The Fax Forwarding feature lets you automatically forward your received faxes to another machine.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**. Press **Fax**.
- 3 Press **▲** or **▼** to display **Setup Receive**. Press **Setup Receive**.
- 4 Press **▲** or **▼** to display **Forward/Page/Store**. Press **Forward/Page/Store**.
- 5 Press **Fax Forward**.
- 6 Do one of the followings:
  - Press **Manual** to enter the forwarding fax number (up to 20 characters) or E-mail address (up to 60 characters) using the buttons on the Touchscreen. (See *Entering text* in *Appendix C* of the *Basic User's Guide*.)  
Press **OK**.
  - Press **Address Book**.  
Press **▲** or **▼** to scroll until you find the fax number or E-mail address you want your faxes to be forward to.  
Press the fax number or E-mail address you want to use.

**Note**

- You can enter an E-mail address by pressing on the Touchscreen.
- You can display your stored numbers and E-mail addresses in alphabetical order by pressing on the Touchscreen.
- You cannot enter a forwarding number using a One Touch key on the control panel.
- Depending on the E-mail address you choose, you will be asked for the File Type. Choose TIFF or PDF and go to step 7.
- If you choose a Group number from the Address Book, the faxes will be forwarded to multiple fax numbers.

- 7 Press Backup Print:On Or  
Backup Print:Off.

**! IMPORTANT**

If you choose Backup Print On, the machine will also print received faxes at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

- 8 Press **Stop/Exit**.

**Paging**

When Paging is chosen, the machine dials the cell phone or pager number you programmed. This activates your cell phone or pager so you will know that you have a fax message in the machine's memory.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.  
Press Fax.
- 3 Press ▲ or ▼ to display Setup Receive.  
Press Setup Receive.
- 4 Press ▲ or ▼ to display Forward/Page/Store.  
Press Forward/Page/Store.
- 5 Press Paging.
- 6 Enter your cell phone number followed by ## (up to 20 digits) by pressing the buttons on the Touchscreen.  
Press OK.  
Do not include the area code if it is the same as that of your machine.  
For example, press  
18005551234##.
- 7 Do one of the following:
  - If your pager needs a PIN, enter the PIN, press #, press Pause, enter your fax number followed by ##.  
Press OK. (For example, press:  
1 2 3 4 5 # Pause 1 8 0 0 5 5 5 6 7  
8 9 # #)
  - If you do not need a PIN, press OK.
  - If you are programming a cell phone number, press OK.

- 8 Press **Stop/Exit**.



**Note**

- If you have set Paging, a backup copy will automatically be printed at the machine.
- You cannot change a Paging or PIN number remotely.

## Fax Storage

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The Fax Storage feature lets you store your received faxes in the machine's memory. You can retrieve stored fax messages from a fax machine at another location using the remote retrieval commands. (See *Retrieving fax messages* on page 34.) Your machine will automatically print a copy of the stored fax.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display  
**Setup Receive**.  
Press **Setup Receive**.
- 4 Press **▲** or **▼** to display  
**Forward/Page/Store**.  
Press **Forward/Page/Store**.
- 5 Press **Fax Storage**.
- 6 Press **Stop/Exit**.

## PC-Fax Receive

If you turn on the PC-Fax Receive feature your machine will store received faxes in memory and send them to your PC automatically. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear on the LCD.

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

For PC-Fax Receive to work you must have the PC-FAX Receive software running on your PC. (For details, see *PC-FAX Receiving* in the *Software User's Guide*.)

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

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**. Press **Fax**.
- 3 Press **▲** or **▼** to display **Setup Receive**. Press **Setup Receive**.
- 4 Press **▲** or **▼** to display **Forward/Page/Store**. Press **Forward/Page/Store**.
- 5 Press **PC Fax Receive**.
- 6 The LCD gives you options that you have set up in the PC-Fax receiving program on your PC. If you started the PC-FAX Receiving program on your computer, press **OK**. (See *PC-FAX Receiving* in the *Software User's Guide*.)

- 7 Press **▲** or **▼** to choose **<USB>** or your computer name if the machine is connected to a network. Press **OK**.
- 8 Press **Backup Print:On** or **Backup Print:Off**.
- 9 Press **Stop/Exit**.

### ! IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.



### Note

- Before you can set up PC-Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see *PC-FAX Receiving* in the *Software User's Guide*.)
- If your machine has a problem and is unable to print faxes in memory, you can use this setting to transfer your faxes to a PC. (For details, see *Transferring your faxes or Fax Journal report* in *Appendix B* of the *Basic User's Guide*.)
- PC-Fax Receive is not supported in Mac OS.
- Even if you have turned on the PC-Fax Receive feature, color faxes will not be transferred to your PC. The machine prints received color faxes.

## Changing Remote Fax Options

If received faxes are left in your machine's memory when you change to another Remote Fax Option, the LCD will ask you one of the following questions:

- Erase All Fax?
- Print All Fax?
  - If you press **Yes**, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
  - If you press **No**, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to PC Fax Receive from another remote fax option (Fax Forward, Paging or Fax Storage), the LCD will ask you the following question:

- Send Fax to PC?
  - If you press **Yes**, faxes in the memory will be sent to your PC before the setting changes. Faxes in the memory will be sent to your PC when the PC-Fax Receive icon is active on your PC. (See the *Software User's Guide*.)
  - If you press **No**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.
- Backup Print:On  
Backup Print:Off  
Press Backup Print:On or  
Backup Print:Off.

### ! IMPORTANT

If you choose Backup Print On, the machine will also print received faxes at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

### Turning off Remote Fax Options

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display  
**Setup Receive**.  
Press **Setup Receive**.
- 4 Press **▲** or **▼** to display  
**Forward/Page/Store**.  
Press **Forward/Page/Store**.
- 5 Press **Off**.



#### Note

The LCD will give you more options if there are received faxes still in your machine's memory. (See *Changing Remote Fax Options* on page 32.)

- 6 Press **Stop/Exit**.

## Remote retrieval

The remote retrieval feature lets you retrieve your stored fax messages when you are not at the machine. You can call your machine from any touch tone telephone or fax machine, then use the Remote Access Code to retrieve your messages.

### Setting a Remote Access Code

The Remote Access Code feature lets you access the remote retrieval features when you are away from your machine. Before you use the remote access and retrieval features, you have to set up your own code. The default code is an inactive code: --\*.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**. Press **Fax**.
- 3 Press **▲** or **▼** to display **Remote Access**. Press **Remote Access**.
- 4 Enter a three-digit code using the numbers 0 – 9, \* or #. Press **OK**.
- 5 Press **Stop/Exit**.



#### Note

DO NOT use the same code used for your Fax Receive Code (\*51) or Telephone Answer Code (#51). (See *Using Remote Codes* in *Chapter 6* of the *Basic User's Guide*.)

You can change your code at any time. If you want to make your code inactive, press **Clear** and then **OK** in 4 to restore the inactive setting --\*.

## Using your Remote Access Code

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- 2 When your machine answers, immediately enter your Remote Access Code (3 digits followed by \*).
- 3 The machine signals if it has received messages:
  - *No beeps*  
No messages received.
  - *1 long beep*  
Fax message received.
- 4 The machine gives two short beeps to tell you to enter a command (See *Remote fax commands* on page 35). The machine will hang up if you wait longer than 30 seconds before entering a command. If you enter an invalid command the machine will beep three times.
- 5 Press **9 0** to reset the machine when you have finished.
- 6 Hang up.



#### Note

If your machine is set to **Manual** mode, you can still access the remote retrieval features. Dial the fax number as normal and let the machine ring. After 100 seconds you will hear a long beep to tell you to enter the remote access code. You will then have 30 seconds to enter the code.

## Retrieving fax messages

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- 2 When your machine answers, immediately enter your Remote Access Code (3 digits followed by \*). If you hear one long beep, you have messages.
- 3 When you hear two short beeps, use the dial pad to press **9 6 2**.
- 4 Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by **##** (up to 20 digits).
- 5 Hang up after you hear your machine beep. Your machine will call the other machine, which will then print your fax messages.



### Note

You can insert a pause in a fax number by using the # key.

## Changing the Fax Forwarding number

You can change the default setting of your fax forwarding number from another telephone or fax machine using touch tone.

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- 2 When your machine answers, immediately enter your Remote Access Code (3 digits followed by \*). If you hear one long beep, you have messages.
- 3 When you hear two short beeps, use the dial pad to press **9 5 4**.
- 4 Wait for a long beep, and then use the dial pad to enter the new number of the remote fax machine where you want your fax messages forwarded followed by **##** (up to 20 digits).
- 5 Press **9 0** to reset the machine when you have finished.
- 6 Hang up after you hear your machine beep.



### Note

You can insert a pause in a fax number by using the # key.

## Remote fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your Remote Access Code (3 digits followed by \*), the system will give two short beeps and you must enter a remote command.

Remote commands		Operation details
95	<b>Change the fax forwarding, paging or fax storage settings</b>	
	1 OFF	You can choose <code>OFF</code> after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, you cannot make the change because something has not been set up (for example, a fax forwarding or paging number has not been registered). You can register your fax forwarding number by entering 4. (See <i>Changing the Fax Forwarding number</i> on page 34.) Once you have registered the number, fax forwarding will work.
	3 Paging	
	4 Fax Forwarding number	
6 Fax Storage		
96	<b>Retrieve a fax</b>	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See <i>Retrieving fax messages</i> on page 34.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	<b>Check the receiving status</b>	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	<b>Change the Receive Mode</b>	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	<b>Exit</b>	Press <b>9 0</b> to exit remote retrieval. Wait for the long beep, then replace the handset.



## Additional receiving operations

### Printing a reduced incoming fax

If you choose **On**, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter, Legal or Folio size paper.

The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (MENU, General Setup, Tray Setting, Tray Use:Fax). See *Paper Size and Type* in Chapter 2 of the *Basic User's Guide*.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**. Press **Fax**.
- 3 Press **▲** or **▼** to display **Setup Receive**. Press **Setup Receive**.
- 4 Press **▲** or **▼** to display **Auto Reduction**. Press **Auto Reduction**.
- 5 Press **On** (or **Off**).
- 6 Press **Stop/Exit**.

### Duplex (2-sided) printing for Fax mode


Your machine can automatically print received faxes onto both sides of the paper when Duplex is set to **On**.

You can use Letter, Legal or Folio (8.5 in. × 13 in.) size paper for this function [16 to 28 lb (60 to 105 g/m<sup>2</sup>)]

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



#### Note

- When Duplex is turned on incoming faxes will automatically be reduced to fit the size of paper in the paper tray.
- When Duplex is set to **On**, the LCD displays  (Duplex icon).

## Setting the Fax Receive Stamp (black & white only)

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

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**. Press **Fax**.
- 3 Press **▲** or **▼** to display **Setup Receive**. Press **Setup Receive**.
- 4 Press **▲** or **▼** to display **Fax Rx Stamp**. Press **Fax Rx Stamp**.
- 5 Press **On** or **Off**.
- 6 Press **Stop/Exit**.



### Note

- The received time and date will not appear when using Internet Fax.
- Make sure you have set the current date and time in the machine. (See the *Quick Setup Guide*.)

## Receiving a fax at the end of a conversation

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

- 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 CNG tones (slowly repeating beeps), press **Black Start** or **Color Start**.
- 3 Press **Receive** to receive a fax.
- 4 Replace the external handset.

## Setting the Print Density

---

You can adjust the Print Density setting to make your printed pages darker or lighter.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display  
**Setup Receive**.  
Press **Setup Receive**.
- 4 Press **▲** or **▼** to display  
**Print Density**.  
Press **Print Density**.
- 5 Press **▶** to make the print darker.  
Or, press **◀** to make the print lighter.  
Press **OK**.
- 6 Press **Stop/Exit**.

## Printing a fax from the memory

---

If you are using the Fax Storage feature (MENU, Fax, Setup Receive, Forward/Page/Store), you can still print a fax from the memory when you are at your machine. (See *Fax Storage* on page 30.)


- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display **Print Fax**.  
Press **Print Fax**.
- 4 Press **Black Start**.
- 5 Press **Stop/Exit**.

## Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.


### Polling receive


Polling receive lets you call another fax machine to receive a fax.

- 1 Press  (**FAX**).
- 2 Press ◀ or ▶ to display **Polling RX**. Press **Polling RX**.
- 3 Press **On**.
- 4 Enter the fax number you are polling using **One Touch**, **Speed Dial**, or the dial pad. Press **Black Start** or **Color Start**.

### Sequential polling

Sequential polling lets you request documents from several fax machines in one operation. Afterwards, a Sequential Polling Report will be printed.

- 1 Press  (**FAX**).
- 2 Press ◀ or ▶ to display **Polling RX**. Press **Polling RX**.
- 3 Press **On**.
- 4 Press ◀ or ▶ to display **Broadcasting**. Press **Broadcasting**.

- 5 Do one of the following:
  - Press **Manual** and enter a number by pressing the buttons on the Touchscreen.  
Press **OK**.
  - Press **Address Book**. Press  to choose **Alphabetical Order** or **Numerical Order**. Press ▲ or ▼ to select a number.  
Press **OK**.



#### Note

One Touch Dial numbers begin with \*.  
Speed Dial numbers begin with #.

- 6 After you have entered all the fax numbers by repeating step 5, press **OK**.
- 7 Press **Black Start**.  
The machine polls each number or Group number in turn for a document.

Press **Stop/Exit** while the machine is dialing to cancel the polling process.

To cancel all sequential polling receive jobs, see *Canceling a Sequential Polling Job* on page 39.

### Canceling a Sequential Polling Job

- 1 Press **Stop/Exit**.
- 2 Do one of the following:
  - To cancel the entire sequential polling job, press **Entire Seq. Poll**. Go to step 3.
  - To cancel the current job, press the button that displays the number being dialed. Go to step 4.
  - To exit without canceling, press **Stop/Exit**.

- 3 When the LCD asks if you want to cancel the entire sequential polling job, do one of the following:
  - Press `Yes` to confirm.
  - To exit without canceling, press `No` or **Stop/Exit**.
- 4 Do one of the following:
  - To cancel the current job, press `Yes`.
  - To exit without canceling, press `No` or **Stop/Exit**.

## Telephone line services

### 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 below. If you have Touch Tone service, you will not need this feature to send tone signals.

- 1 Pick up the handset of the external telephone or press **Hook**.
- 2 Press **#** on the machine's control panel. Any digits dialed after this will send tone signals.  
When you hang up, the machine will return to the Pulse dialing service.

### For Fax/Tel mode only

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

Lift the external telephone's handset, and then press **Hook** to answer.

If you are at an extension telephone, you will need to lift the handset during the F/T Ring Time and then press **#51** 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 **\*51**.

## 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 would be transferred to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**

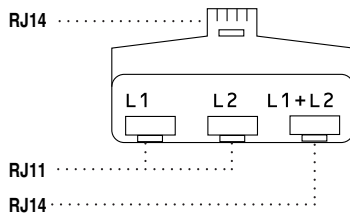
### Two-line telephone system

A two-line telephone system is nothing more than two separate telephone numbers on the same wall outlet. The two telephone numbers can be on separate jacks (RJ11) or combined 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, 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.

### Converting telephone wall outlets

There are three ways to convert to an RJ11 jack. The first two ways may require assistance 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.

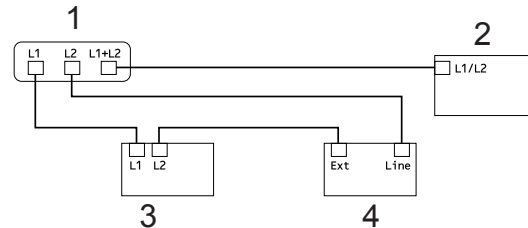


### Installing machine, external two-line TAD and two-line telephone

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 on the back of 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 on the left side of the machine.



- 1 Triplex Adapter
- 2 Two Line Telephone
- 3 External Two Line TAD
- 4 Machine

You can keep two-line telephones on other wall outlets as always. 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

## Dialing access codes and credit card numbers

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Sometimes you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long distance carriers and credit card numbers as One Touch and Speed Dial numbers. You can store these long dialing sequences by dividing them and setting them up as separate One Touch and Speed Dial numbers in any combination. You can even include manual dialing using the dial pad. See *Storing numbers* in *Chapter 7* of the *Basic User's Guide*.

For example, you might have stored '555' on Speed Dial #003 and '7000' on Speed Dial #002. You can use them both to dial '555-7000' if you press the following keys:

Press **Address Book**, #003 and  
Send a fax.

Press **Address Book**, #002, Send a fax  
and **Black Start** or **Color Start**.

Numbers can be added manually by entering them on the dial pad:

Press **Address Book**, #003, Send a fax,  
**7001** (on the dial pad), and **Black Start** or  
**Color Start**.

This would dial '555-7001'. You can also add a pause by pressing **Redial/Pause**.



## Additional ways to store numbers

### Setting up Groups for Broadcasting

If you often want to send the same fax message to many fax numbers you can set up a Group.

Groups are stored on a One Touch key or a Speed Dial number. Each Group uses up a One Touch key or a Speed Dial location. You can then send the fax message to all the numbers stored in a Group just by pressing a One Touch key or entering a Speed Dial number, and then pressing **Black Start**.

Before you can add numbers to a Group, you need to store them as One Touch or Speed Dial numbers. You can have up to 20 small Groups, or you can assign up to 339 numbers to one large Group.

- 1 Press Address Book.
- 2 Press More.
- 3 Press Setup Groups.
- 4 Press Set Speed Dial or Set One Touch Dial to choose where you want to store the new Group.



#### Note

The machine automatically allocates an available Speed Dial number or One Touch Dial location to the new Group.

- 5 Do one of the following:
  - Press OK to accept the displayed One Touch or Speed Dial number.
  - Enter a new number using the buttons on the Touchscreen.  
Press OK.

- 6 Enter the Group name (up to 15 characters) by pressing the buttons on the Touchscreen. Press **ATQ** to choose numbers, letters or special characters. (Use the chart for *Entering text* in Appendix C of the *Basic User's Guide* for help entering characters.)  
Press OK.

- 7 Do one of the following:
  - Press OK to accept the displayed Group number.
  - Enter a new Group number using the buttons on the Touchscreen.  
Press OK.

- 8 To select the Registration Type (Dial type) and the file type, press ◀ or ▶ to display
  - Fax/IFAX,
  - E-Mail B&W PDF,
  - E-Mail B&W TIFF,
  - E-Mail Color PDF,
  - E-Mail Color JPEG,
  - E-Mail Color XPS,
  - E-Mail Gray PDF,
  - E-Mail Gray JPEG,
  - E-Mail Gray XPS.

Press the option you want.

- 9 Add One Touch or Speed Dial numbers to the Group by pressing the check box to display a red check mark. If you want to list the numbers in alphabetical order, press **#001 A**.  
Press OK.



#### Note

- One Touch Dial numbers begin with \*. Speed Dial numbers begin with #.
- If the stored Registration Type (Dial type) of a One Touch Dial number or a Speed Dial number is not compatible with the Registration Type (Dial type) selected in step 8, the One Touch Dial number or Speed Dial number will be dimmed on the LCD.

- 10 To choose the fax/scan resolution for the Group number, go to the appropriate next step as shown in the following table.

Option selected in step 8	Go to step
Fax/IFAX	11
E-Mail B&W PDF	12
E-Mail B&W TIFF	
E-Mail Color PDF	13
E-Mail Color JPEG	
E-Mail Color XPS	
E-Mail Gray PDF	14
E-Mail Gray JPEG	
E-Mail Gray XPS	

- 11 Select the resolution from Standard, Fine, S.Fine<sup>1</sup> or Photo and go to step 16.
- <sup>1</sup> S.Fine is available if the Group is constituted by only fax numbers.
- 12 Select the resolution from 200 dpi or 200 x 100 dpi.
- If you chose E-Mail B&W PDF, go to step 15.
  - If you chose E-Mail B&W TIFF, go to step 16.
- 13 Select the resolution from 100 dpi, 200 dpi, 300 dpi or 600 dpi.
- If you chose E-Mail Color PDF, go to step 15.
  - If you chose E-Mail Color JPEG or E-Mail Color XPS, go to step 16.
- 14 Select the resolution from 100 dpi, 200 dpi or 300 dpi.
- If you chose E-Mail Gray PDF, go to step 15.
  - If you chose E-Mail Gray JPEG or E-Mail Gray XPS, go to step 16.

- 15 Select the PDF type from PDF, PDF/A, Secure PDF or Signed PDF that will be used to send E-mail.



### Note

If you choose Secure PDF, the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning.

- 16 Press OK to confirm.
- 17 Press **Stop/Exit**.

## Options for Setting Up Groups

The following chart shows the selections for setting up Group numbers. When you store numbers, the LCD instructs you to choose from the options shown in the following steps.

Step 1 Enter Group Location	Step 2 Enter Group Name Press OK	Step 3 Enter Name (1 to 40)	Step 4 Select Registration Type (Dial Type)	Step 5 Add Stored One Touch and Speed Dial Numbers to the Group	Step 6 Select Resolution	Step 7 Select File Type
One Touch or Speed Dial			Fax/IFAX	Fax Number or E-mail Address	Standard, Fine, S.Fine <sup>1</sup> , Photo	-
			E-Mail B&W PDF	E-mail Address	200 dpi, 200 x 100 dpi	PDF, PDF/A, Secure PDF, Signed PDF
			E-Mail B&W TIFF		200 dpi, 200 x 100 dpi	-
			E-Mail Color PDF		100 dpi, 200 dpi, 300 dpi, 600 dpi	PDF, PDF/A, Secure PDF, Signed PDF
			E-Mail Color JPEG		100 dpi, 200 dpi, 300 dpi, 600 dpi	-
			E-Mail Color XPS		100 dpi, 200 dpi, 300 dpi, 600 dpi	-
			E-Mail Gray PDF		100 dpi, 200 dpi, 300 dpi	PDF, PDF/A, Secure PDF, Signed PDF
			E-Mail Gray JPEG		100 dpi, 200 dpi, 300 dpi	-
			E-Mail Gray XPS		100 dpi, 200 dpi, 300 dpi	-

<sup>1</sup> S.Fine does not appear if you add an E-mail address in step 5.



### Note

- If you choose Signed PDF, you must install a certificate to your machine using Web Based Management. Choose **Configure Signed PDF Settings** from **Administrator Settings** in Web Based Management. For how to install a certificate, see the *Network User's Guide*.
- PDF/A is a PDF file format intended for long-term archiving. This format contains all the necessary information to be able to reproduce the document after long-term storage.
- A Signed PDF helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.

## Changing Group numbers

You can change a Group number that has already been stored. If the Group has a fax forwarding number, it will be dimmed on the LCD. You cannot select the number to make changes.

### Changing a Group name, Resolution or PDF type

- 1 Press **Address Book**.
- 2 Press **More**.
- 3 Press **Change**.
- 4 Press **▲** or **▼** to display the Group you want to change.  
Press the Group.
- 5 You can change the Group settings:
  - If you chose **Name**, enter the name (up to 15 characters) by pressing the buttons on the Touchscreen.  
Press **OK**.
  - If you chose **Resolution**, press one of the available resolution options displayed on the LCD.
  - If you chose **PDF type**, press one of the available file type options displayed on the LCD.

The LCD will display your new setting.



### Note

How to change the stored name or number:

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

### Adding and deleting numbers in a Group

- 1 Press **Address Book**.
- 2 Press **More**.
- 3 Press **Change**.
- 4 Press **▲** or **▼** to display the Group you want to change.  
Press the Group.
- 5 Press **Add/Delete**.
- 6 Press **▲** or **▼** to display the number you want to add or delete.
- 7 Press the check box of the number you want to add to check it.  
Press the check box of the number you want to delete to uncheck it.  
Press **OK** to confirm.
- 8 Press **OK**.
- 9 Press **Stop/Exit**.

- 6 When you are finished making changes to the Group, press **OK**.
- 7 Press **Stop/Exit**.

## Deleting Group numbers

---

You can delete a Group number that has already been stored. If a Group has a scheduled job or fax forwarding number, it will be dimmed on the LCD. You cannot select the number to delete it.

- 1 Press **Address Book**.
- 2 Press **More**.
- 3 Press **Delete**.
- 4 Press **▲** or **▼** to display the Group you want to delete.  
Press the check box of the Group you want to delete to check it.  
Press **OK**.
- 5 Do one of the following:
  - To Delete the Group, press **Yes**.
  - To exit without deleting the Group, press **No**.
- 6 Press **Stop/Exit**.

## Fax reports

Some fax reports (transmission verification and fax journal) can be printed automatically and manually.

### Transmission verification report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in Chapter 4 of the *Basic User's Guide*.)

### Fax Journal

You can set the machine to print a fax journal (activity report) at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). The default setting is *Every 50 Faxes*, this means that your machine will print the journal when the machine has stored 50 jobs.

If you set the interval to *OFF*, you can still print the report by following the steps on the next page.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.  
Press **Fax**.
- 3 Press **▲** or **▼** to display **Report Settings**.  
Press **Report Settings**.
- 4 Press **Journal Period**.
- 5 Press **◀** or **▶** to choose an interval
  - 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 Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.
  - Every 50 Faxes  
The machine will print the Journal when the machine has stored 50 jobs.
- 6 Do one of the following:
  - If you chose **Every 50 Faxes**  
Go to step 7.
  - If you chose **Every 6, 12, 24 hours or 2 Days**  
Enter the time to start printing in 24-hour format. (For example: enter 19:45 for 7:45 PM.)  
Press **OK**.
  - If you chose **Every 7 Days**  
Enter the time to start printing in 24-hour format. (For example: enter 19:45 for 7:45 PM.)  
Press **OK**.  
Press **◀** or **▶** to choose the day of the week.
- 7 Press **Stop/Exit**.

## Reports

The following reports are available:

- 1 **Transmission**  
Displays the Transmission Verification Report for your last outgoing 200 faxes and prints the last report.
- 2 **Help List**  
Prints a list of commonly used functions to help you program your machine.
- 3 **Tel Index List**  
Prints a list of names and numbers stored in the One Touch and Speed Dial memory in numerical or alphabetical order.
- 4 **Fax Journal**  
Prints a list of information about your last 200 incoming and outgoing faxes. (TX: transmit.) (RX: receive.)
- 5 **User Settings**  
Print a list of your current settings.
- 6 **Network Config**  
Lists your network settings.
- 7 **Drum Dot Print**  
Prints the drum dot check sheet to troubleshoot a dotted print problem.
- 8 **WLAN Report**  
Prints the result of wireless LAN connectivity diagnosis.


## How to print a report

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Print Reports**. Press **Print Reports**.
- 3 Press **▲** or **▼** to display the report you want to print. Press the report you want to print.
- 4 Do one of the following:
  - If you chose **Transmission**, press **Print Report**.
  - If you chose **Tel Index List**, press **Numerical Order** or **Alphabetical Order**.
  - If you chose other than **Transmission** or **Tel Index List**, go to 5.
- 5 Press **Black Start** or **Color Start**.
- 6 Press **Stop/Exit**.

## Copy settings

You can change the copy settings temporarily for the next copy.

These settings are temporary, and the machine returns to its default settings one minute after copying, unless you have set the Mode Timer to 30 seconds or less. (See *Mode Timer* on page 6.)

To change a setting, press  (**COPY**) and then press ◀ or ▶ to scroll through the copy settings. When the setting you want is displayed, press the button.

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


## Stop copying

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

## Improving copy quality

You can choose from a range of quality settings. The default setting is *Auto*.


- **Auto**  
Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.
- **Text**  
Suitable for documents containing only text.
- **Photo**  
Suitable for copying photographs.
- **Graph**  
Suitable for copying receipts.

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display *Quality*. Press *Quality*.
- 5 Press *Auto*, *Text*, *Photo* or *Graph*.
- 6 If you do not want to change additional settings, press **Black Start** or **Color Start**.



## Enlarging or reducing the image copied

To enlarge or reduce the next copy follow the instructions below:

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display Enlarge/Reduce.  
Press Enlarge/Reduce.
- 5 Press 100%, Enlarge, Reduce or Custom (25-400%).
- 6 Do one of the following:
  - If you chose Enlarge or Reduce, press the enlargement or reduction ratio button you want.
  - If you chose Custom (25-400%), enter an enlargement or reduction ratio from 25% to 400%.  
Press OK.
  - If you chose 100%, go to step 7.

100%*
104% EXE → LTR
141% A5 → A4
200%
50%
70% A4 → A5
78% LGL → LTR
83% LGL → A4
85% LTR → EXE
91% Full Page
94% A4 → LTR
97% LTR → A4
Custom (25-400%)

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



### Note

Page Layout Options 2 in 1 (P), 2 in 1 (L), 2 in 1 (ID), 4 in 1 (P) and 4 in 1 (L) are *not* available with Enlarge/Reduce.

## Duplex (2-sided) Copying

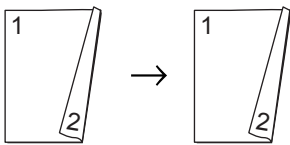
If you want to use the automatic duplex copy feature, load your document in the ADF.

If you get an Out of Memory message while you are making duplex copies, try installing extra memory. (See *Installing extra memory* on page 95.)

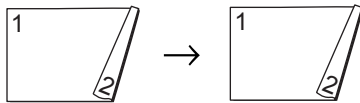
You must choose a 2-sided copy layout from the following options before you can start duplex copying. The layout of your document determines which 2-sided copy layout you should choose.

### ■ 2side→2side

Portrait

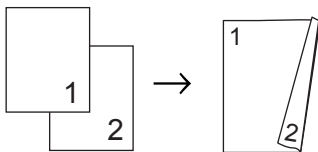


Landscape

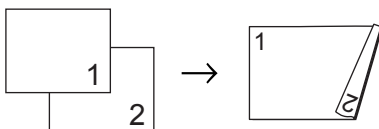


### ■ 1side→2side Long Edge Flip

Portrait

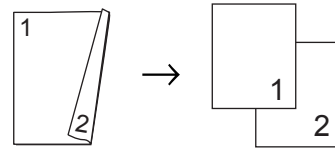


Landscape

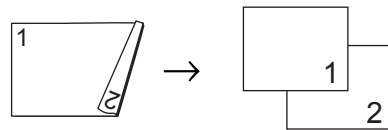


### ■ 2side→1side Long Edge Flip

Portrait

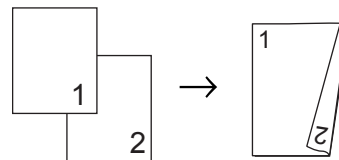


Landscape

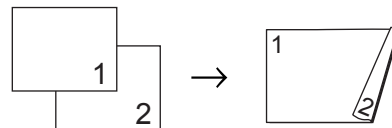


### ■ 1side→2side Short Edge Flip

Portrait

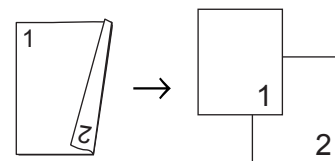


Landscape

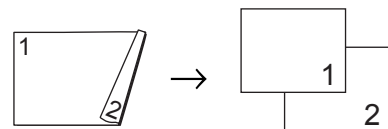



### ■ 2side→1side Short Edge Flip

Portrait



Landscape




- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.

- 4 Press ◀ or ▶ to display Duplex Copy. Press Duplex Copy.
- 5 Press ◀ or ▶ to display the following layout options:  
2side-2side,  
1side-2side LongEdgeFlip,  
2side-1side LongEdgeFlip,  
1side-2side ShortEdgeFlip,  
2side-1side ShortEdgeFlip,  
Off  
  
Press the option you want.
- 6 If you do not want to change additional settings, press **Black Start** or **Color Start**.

## Tray selection

You can change the Tray Use option for the next copy.

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display Tray Use. Press Tray Use.
- 5 Press MP>T1, MP>T1>T2<sup>1</sup>, T1>MP, T1>T2>MP<sup>1</sup>, Tray#1 Only, Tray#2 Only<sup>1</sup> or MP Only.  
  
<sup>1</sup> T2 and Tray#2 Only appears only if the optional lower tray is installed.
- 6 If you do not want to change additional settings, press **Black Start** or **Color Start**.




### Note

To change the default setting for Tray Use, see *Tray Use in copy mode* in Chapter 2 of the *Basic User's Guide*.

## Adjusting Brightness and Contrast


### Brightness

Adjust the copy brightness to make copies darker or lighter.

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


### Contrast

Adjust the contrast to help an image look sharper and more vivid.

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display Contrast. Press Contrast.
- 5 Press ◀ to decrease the contrast or press ▶ to increase the contrast. Press OK.
- 6 If you do not want to change additional settings, press **Black Start** or **Color Start**.

## Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 1 2 3, 1 2 3, 1 2 3, and so on.

- 1 Press  (**COPY**).
- 2 Load your document in the ADF.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display *Stack/Sort*. Press *Stack/Sort*.
- 5 Press *Sort*.
- 6 If you do not want to change additional settings, press **Black Start** or **Color Start**.



### Note

Sort is available only when the document is in the ADF.


## Making N in 1 copies (page layout)

You can reduce the amount of paper used when copying by using the N in 1 copy feature. This allows you to copy two or four pages onto one page. If you want to copy both sides of an ID card onto one page, see *2 in 1 ID Copy* on page 57.

### ! IMPORTANT

- Please make sure the paper size is set to *Letter*, *A4*, *Legal* or *Folio*.
- You cannot use the *Enlarge/Reduce* setting with the N in 1 feature.
- (P) means *Portrait* and (L) means *Landscape*.

7

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display *Page Layout*. Press *Page Layout*.
- 5 Press ◀ or ▶ to display *Off (1in1)*, *2in1 (P)*, *2in1 (L)*, *2in1 (ID)*<sup>1</sup>, *4in1 (P)* or *4in1 (L)*. Press the button you want.
 

<sup>1</sup> For details about *2in1 (ID)*, see *2 in 1 ID Copy* on page 57.
- 6 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, the machine scans the pages and starts printing.

**If you are using the scanner glass, go to step 7.**

- 7 After the machine scans the page, press *Yes* to scan the next page.

- 8 Place the next page on the scanner glass. Press **Black Start** or **Color Start**. Repeat steps 7 and 8 for each page of the layout.

- 9 After all the pages have been scanned, press **No** in step 7 to finish.

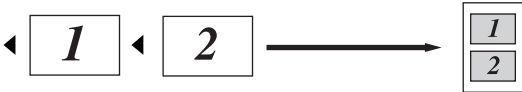
**If you are copying from the ADF:**

Insert your document *face up* in the direction shown below:

■ 2 in 1 (P)



■ 2 in 1 (L)



■ 4 in 1 (P)



■ 4 in 1 (L)



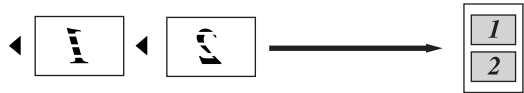
**If you are copying from the scanner glass:**

Insert your document *face down* in the direction shown below:

■ 2 in 1 (P)



■ 2 in 1 (L)



■ 4 in 1 (P)



■ 4 in 1 (L)




## 2 in 1 ID Copy

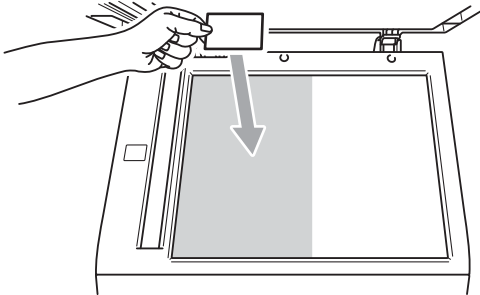
You can copy both sides of your identification card onto one page, keeping the original card size.



### Note

You can copy an identification card to the extent permitted under applicable laws. See *Legal limitations for copying* in the *Safety and Legal Booklet*.

- 1 Press  (**COPY**).
- 2 Place your identification card *face down* on the left side of the scanner glass.



- Even if a document is placed on the ADF, the machine scans the data from the scanner glass.

- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display `Page Layout`. Press `Page Layout`.
- 5 Press ◀ or ▶ to display `2in1 (ID)`. Press `2in1 (ID)`.
- 6 Press **Black Start** or **Color Start**. After the machine scans the first side of the card, the LCD will display `Turn over the ID Card`  
`Then Press Start`.
- 7 Turn over your identification card and place it on the left side of the scanner glass.

- 8 Press **Black Start** or **Color Start**. The machine scans the other side of the card and prints the page.





### Note

When 2 in 1 ID Copy is chosen, the machine sets the quality to `Photo` and the contrast to `+2`.


## Adjusting Color (Saturation)

You can change the default setting for color saturation.

- 1 Press  (**COPY**).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ◀ or ▶ to display **Color Adjust**. Press **Color Adjust**.
- 5 Press **Red**, **Green** or **Blue**.
- 6 Press ◀ to decrease or ▶ to increase the color saturation. Press **OK**.
- 7 Repeat steps 5 and 6 if you want to adjust the next color. Press .
- 8 If you do not want to change additional settings, press **Black Start** or **Color Start**.


## Setting your changes as the new default

You can save the copy settings for **Quality**, **Brightness**, **Contrast** and **Color Adjust** you use most often by setting them as the default. These settings will stay until you change them again.

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



## Restoring all copy settings to the factory settings

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

- 1 Press  (**COPY**).
- 2 After changing the last setting, press ◀ or ▶ to display **Factory Reset**. Press **Factory Reset**.
- 3 Press **Yes**.
- 4 Press **Stop/Exit**.


## Setting your favorites

You can store the copy settings that you use most often by setting them as a favorite. You can set up to three favorites.

- 1 Press  (**COPY**).
- 2 Choose the copy option and settings you want to store.
- 3 Press ◀ or ▶ to display Favorite Settings. Press Favorite Settings.
- 4 Press Store.
- 5 Press the location where you want to store your setting for Favorite:1, Favorite:2 or Favorite:3.
- 6 Do one of the following:
  - If you want to rename your setting, press  to delete characters. Then enter the new name (up to 12 characters). Press OK.
  - If you do not want to rename your setting, press OK.
- 7 Press **Stop/Exit**.


## Retrieving your favorite setting

When you are ready to use one of your favorite set of settings, you can recall it.

- 1 Press  (**COPY**).
- 2 Press Favorite.
- 3 Press the favorite setting you want to retrieve.
- 4 Press **Black Start** or **Color Start**.

## Rename your favorite setting

After you stored your favorite setting, you can rename it.

- 1 Press  (**COPY**).
- 2 Press ◀ or ▶ to display Favorite Settings. Press Favorite Settings.
- 3 Press Rename.
- 4 Press the favorite setting you want to rename.
- 5 Enter the new name (up to 12 characters).
- 6 Press OK.
- 7 Press **Stop/Exit**.



# A

## Routine maintenance

### Cleaning and checking the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

#### WARNING

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray, or any type of flammable substance to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.

See *To use the product safely* in the *Safety and Legal Booklet* for how to clean the machine.



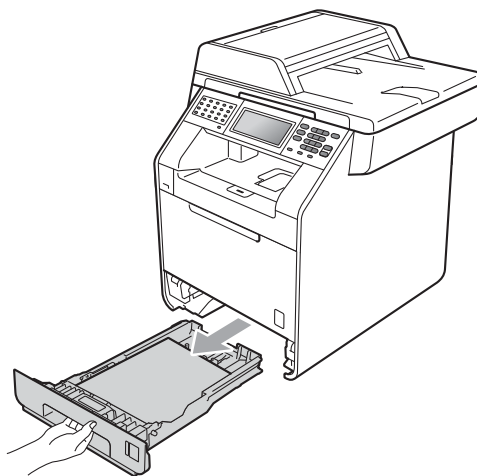
Be careful not to inhale toner.

#### IMPORTANT

Use neutral detergents. Cleaning with volatile liquids such as thinner or benzene will damage the surface of the machine.

### Cleaning the outside of the machine

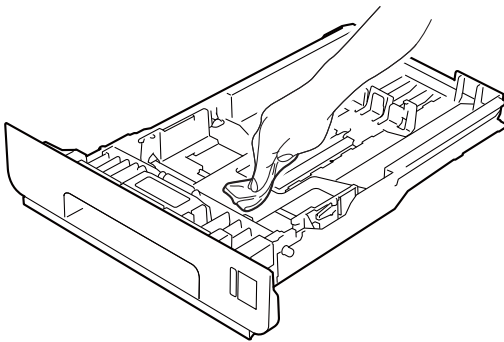
- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.
- 2 Pull the paper tray completely out of the machine.



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



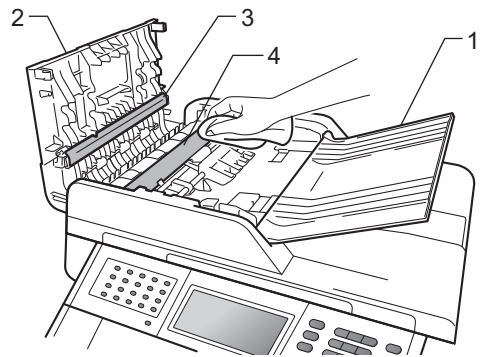
- 4 Remove any paper that is in the paper tray.
- 5 Wipe the inside and the outside of the paper tray with a dry, lint-free soft cloth to remove dust.



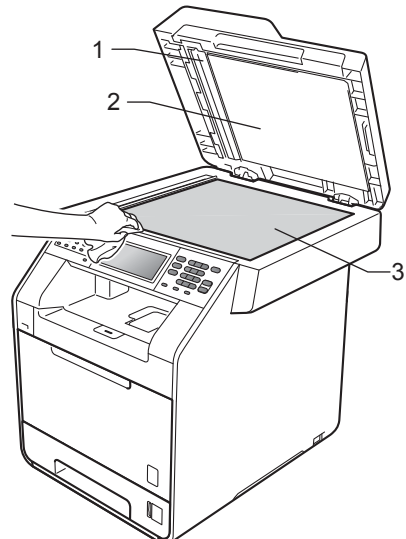
- 6 Re-load the paper and put the paper tray firmly back in the machine.
- 7 Plug the machine's power cord back into the AC power outlet first, connect all cables, and then plug in the telephone line cord. Turn on the machine's power switch.

## Cleaning the scanner

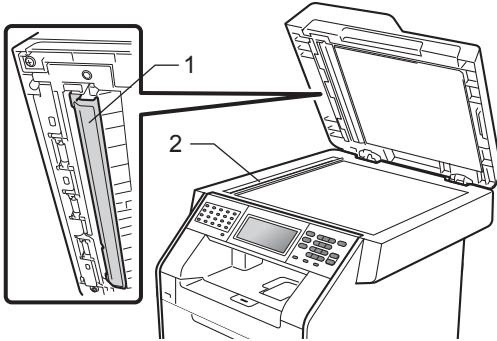
- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.
- 2 Unfold the ADF document support (1) and then open the ADF cover (2). Clean the white bar (3) and the scanner glass strip (4) underneath it with a soft lint-free cloth moistened with water. Close the ADF cover (2) and fold the ADF document support (1).



- 3 Lift the document cover (1). Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.



- 4 In the ADF unit, clean the white bar (1) and the glass strip (2) underneath it with a soft lint-free cloth moistened with water.



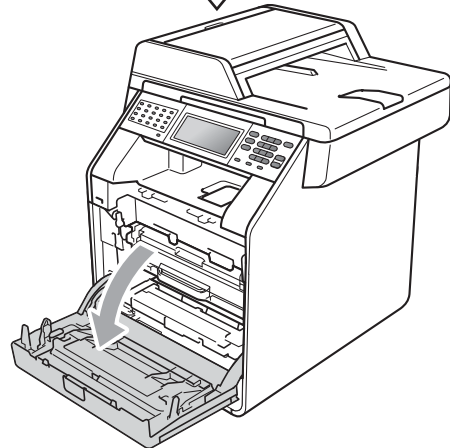
 **Note**

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

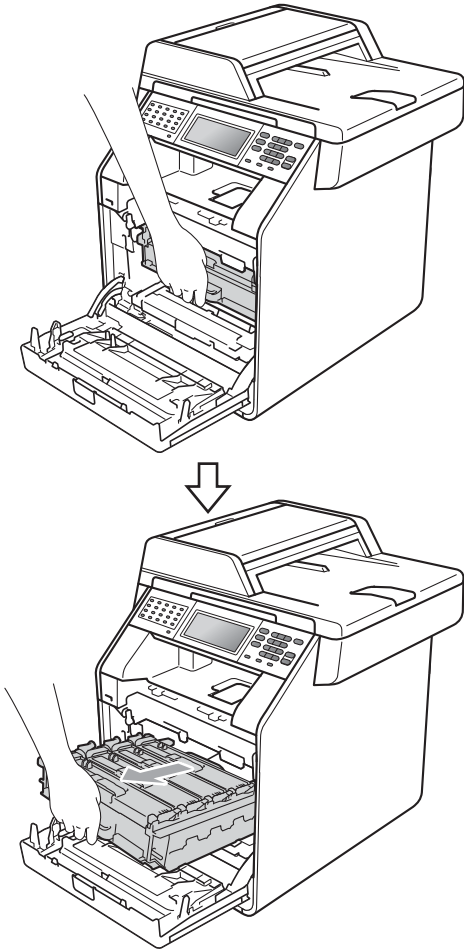
- 5 Plug the machine's power cord back into the AC power outlet first, connect all cables, and then plug in the telephone line cord. Turn on the machine's power switch.

## Cleaning the laser scanner windows

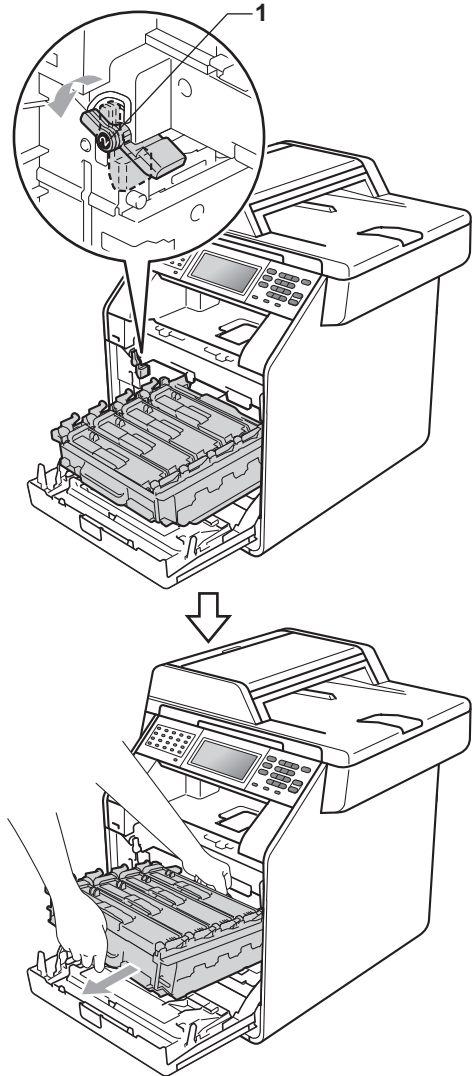
- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

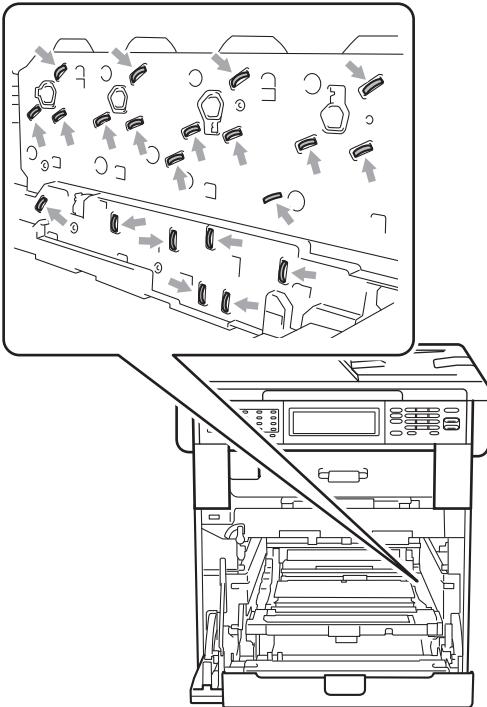


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



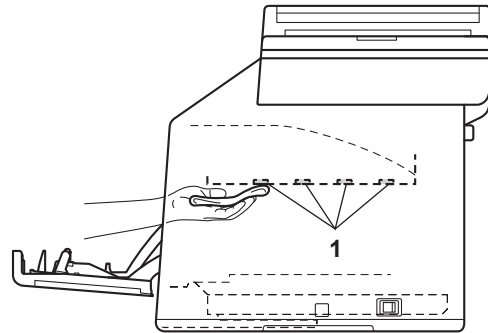
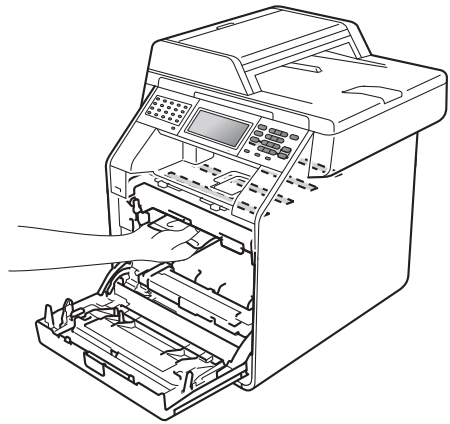
## ! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

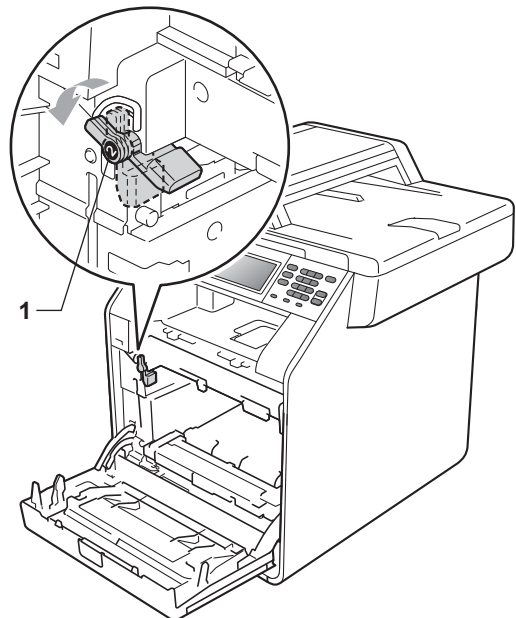


- Hold the green handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.

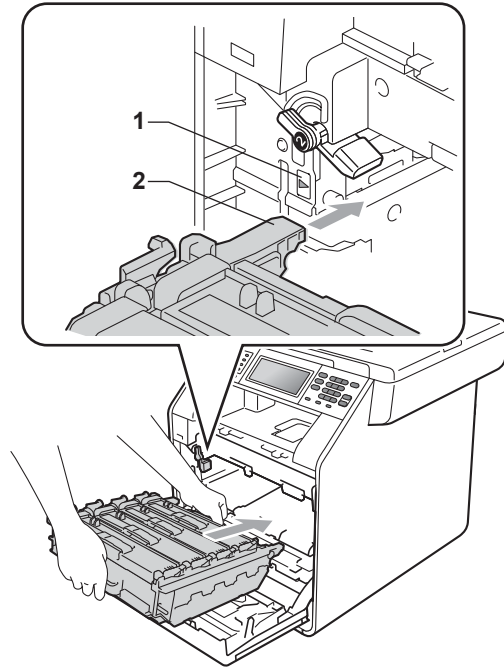
- 5 Wipe the four scanner windows (1) with a dry, lint-free cloth.



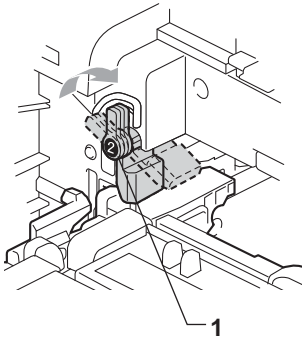
- 6 Make sure the green lock lever (1) is in the release position as shown in the illustration.



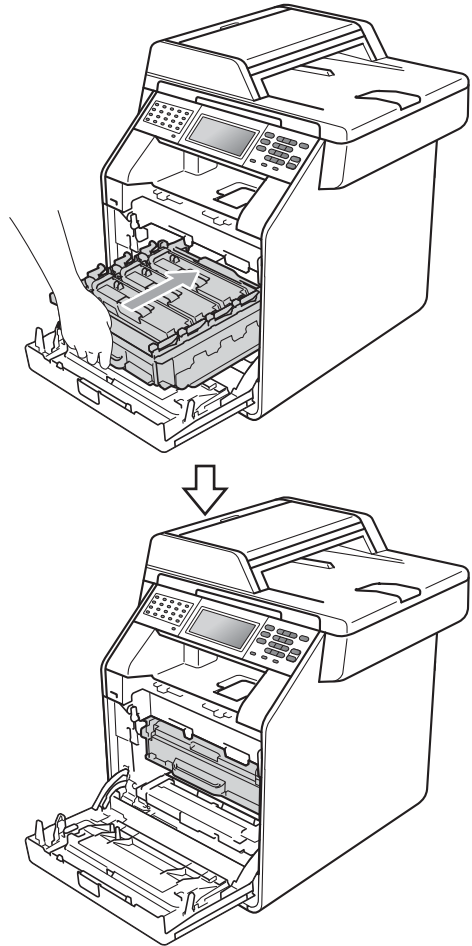
- 7** Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 8** Turn the green lock lever (1) clockwise to the lock position.



- 9** Push the drum unit in until it stops.



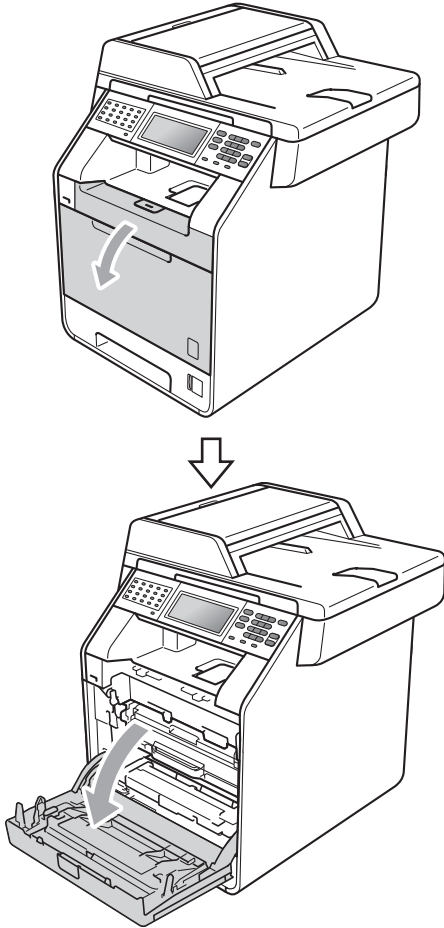
- 10** Close the front cover of the machine.

- 11** Plug the machine's power cord back into the AC power outlet first, connect all cables, and then plug in the telephone line cord. Turn on the machine's power switch.

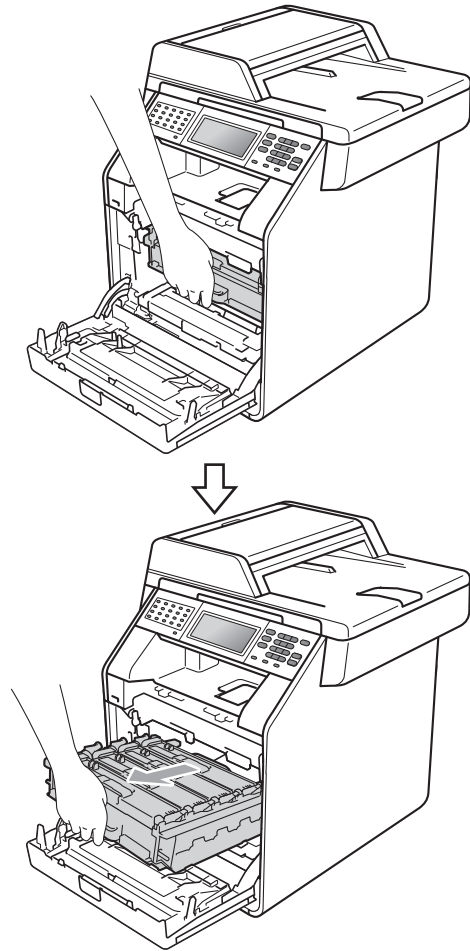
## Cleaning the corona wires

If you have print quality problems, clean the four corona wires as follows:

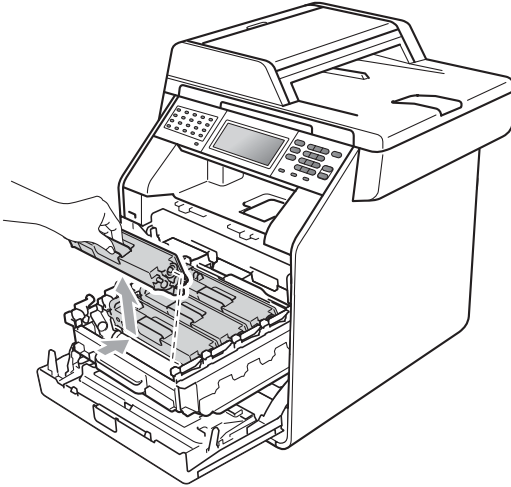
- 1 Press the front cover release button and then open the front cover.



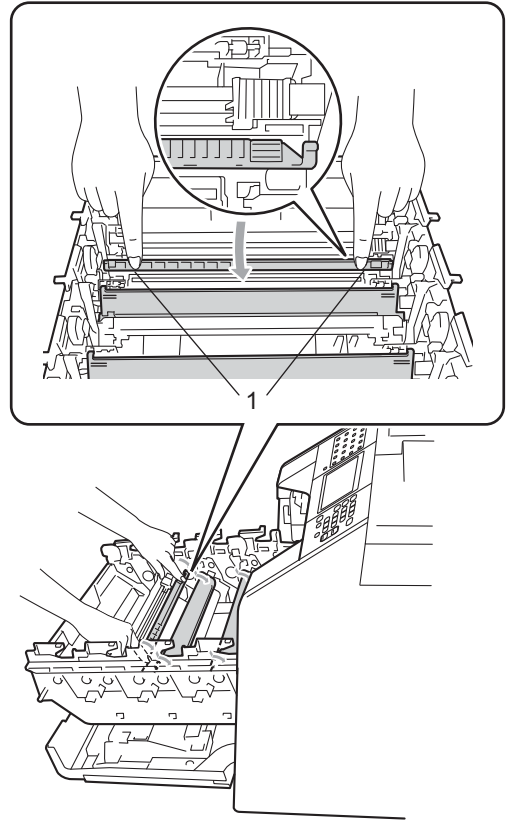
- 2 Hold the green handle of the drum unit. Pull the drum unit out until it stops.



- 3 Hold the handle of the toner cartridge and slightly push it toward the machine to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.

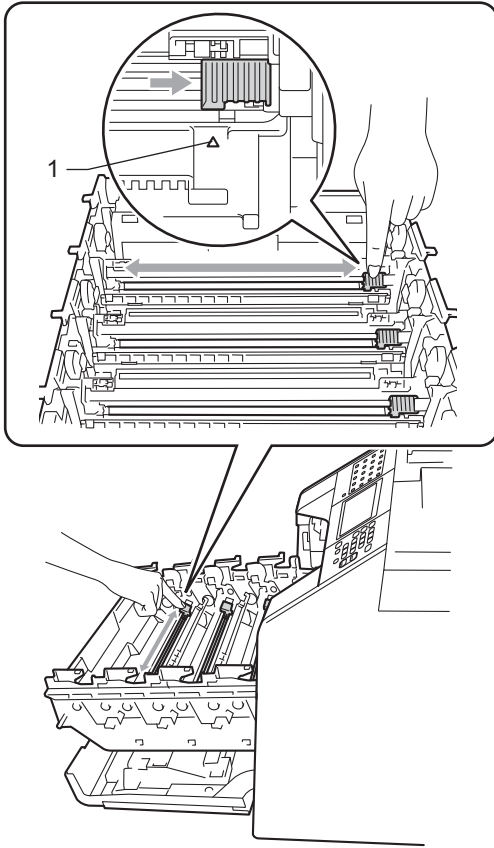


- 4 Push to release the latches of the corona wire cover (1), and then open the cover.



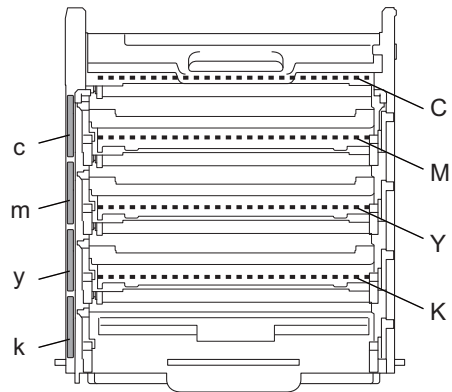


- 5 Clean the corona wires inside the drum unit by gently sliding the green tabs from left to right and right to left several times.



 **Note**

- Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.
- We recommend that you clean the corona wire for each color. If you want to clean only the corona wire of the color that caused the print quality problem, see the illustration below to identify the position of each of the corona wires.

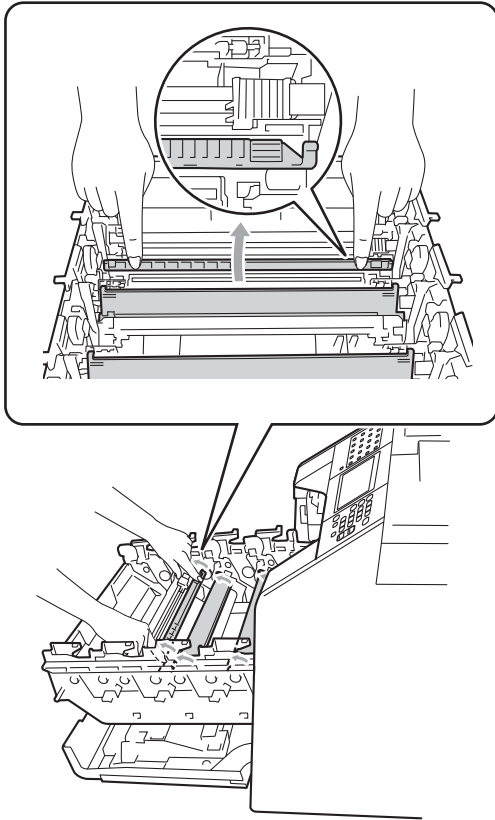


- C: Corona wire for Cyan
- M: Corona wire for Magenta
- Y: Corona wire for Yellow
- K: Corona wire for Black

- c: Cyan toner position label
- m: Magenta toner position label
- y: Yellow toner position label
- k: Black toner position label

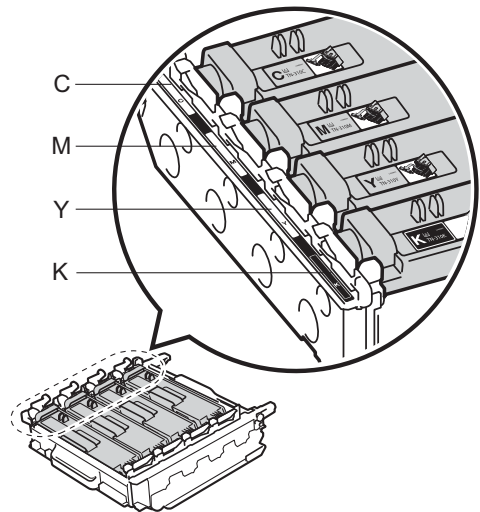
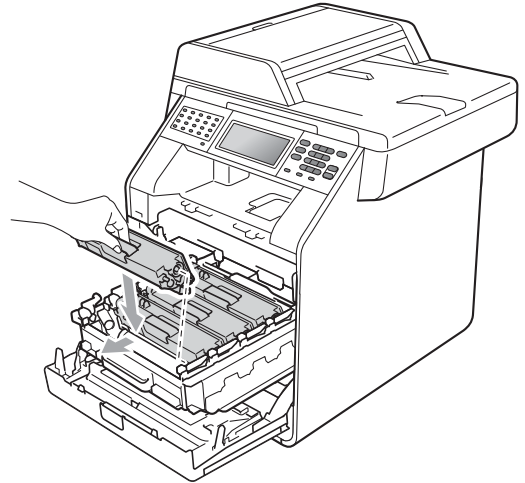
The corona wires for black, yellow and magenta are located under the next toner cartridge. For example, when you clean the corona wire for black, you need to remove the yellow toner cartridge to access the corona wire for black.

- 6 Close the corona wire cover.



- 7 Repeat steps 4 to 6 to clean each of three remaining corona wires.

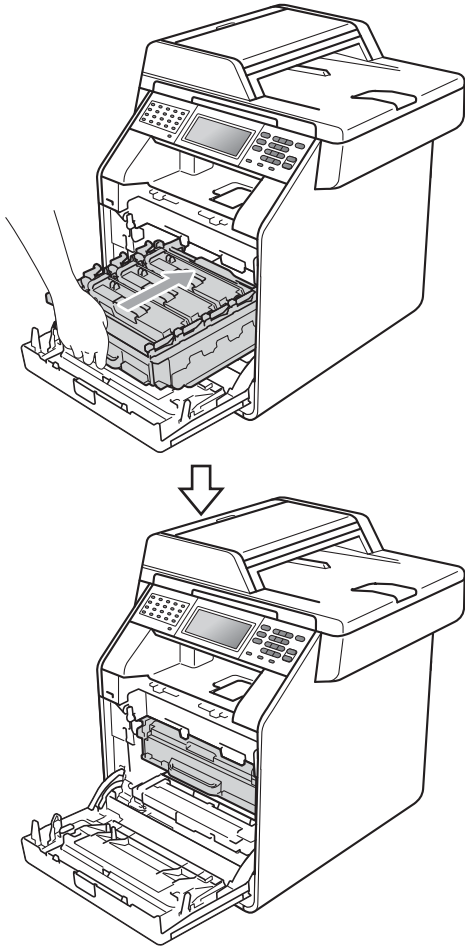
- 8 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



C - Cyan  
Y - Yellow

M - Magenta  
K - Black

- 9 Push the drum unit in until it stops.



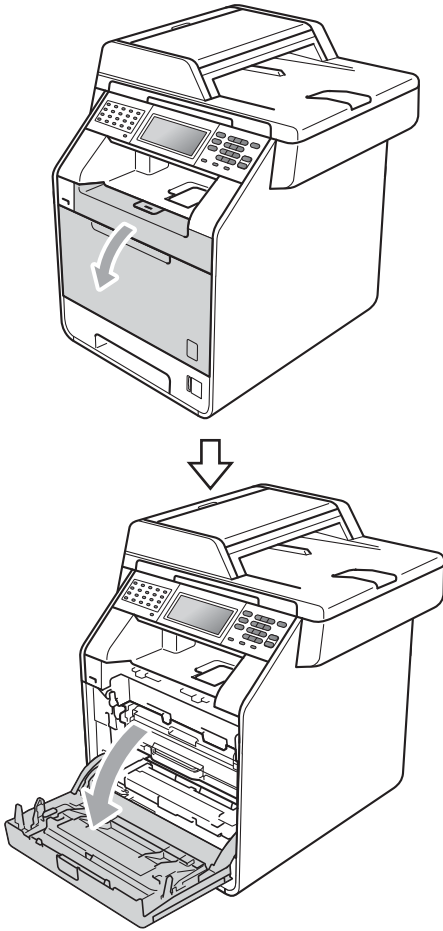
- 10 Close the front cover of the machine.

## Cleaning the drum unit

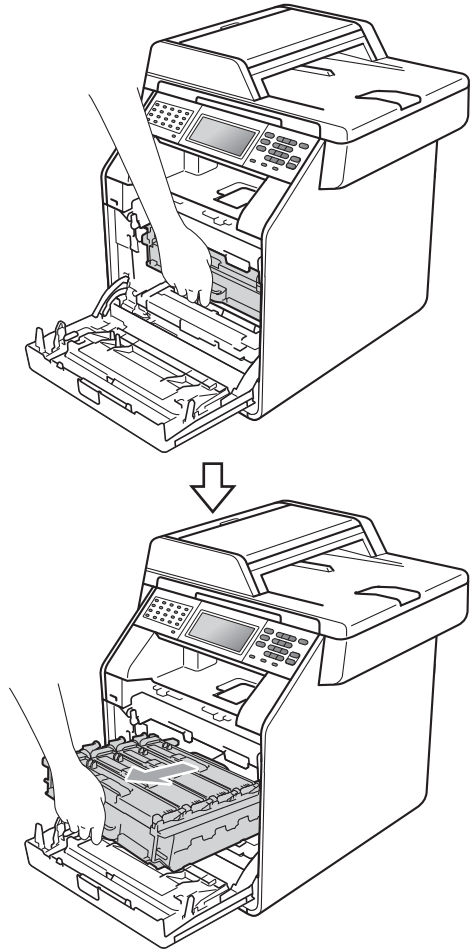
If your printout has colored dots or other repeating marks at 3.7 in. (94 mm) intervals, the drum may have foreign material, such as glue from a label stuck on the drum surface. Follow the steps below to solve the problem.

- 1 Make sure that the machine is in the Ready mode.
- 2 Press MENU.
- 3 Press ▲ or ▼ to display Print Reports.  
Press Print Reports.
- 4 Press ▲ or ▼ to display Drum Dot Print.  
Press Drum Dot Print.
- 5 The machine will display Press Start.  
Press **Black Start** or **Color Start**.
- 6 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.

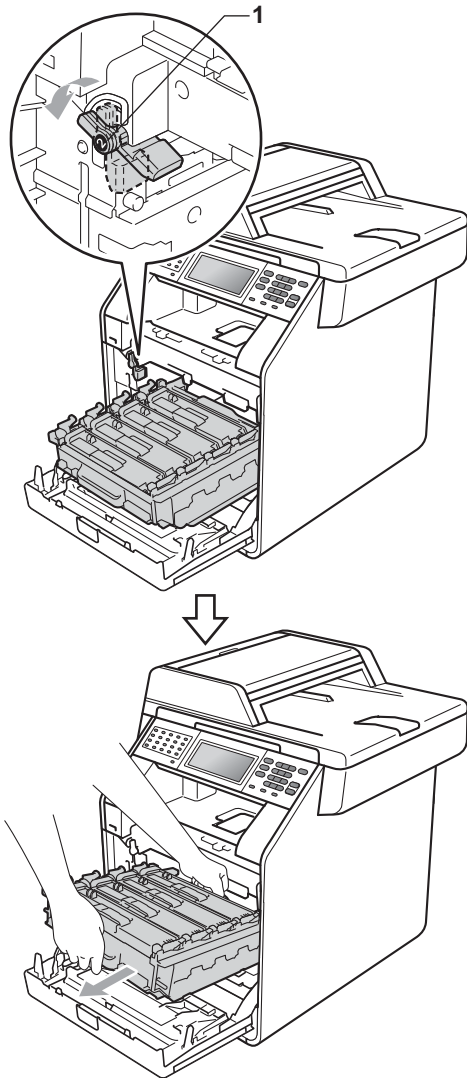
- 7 Press the front cover release button and then open the front cover.



- 8 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

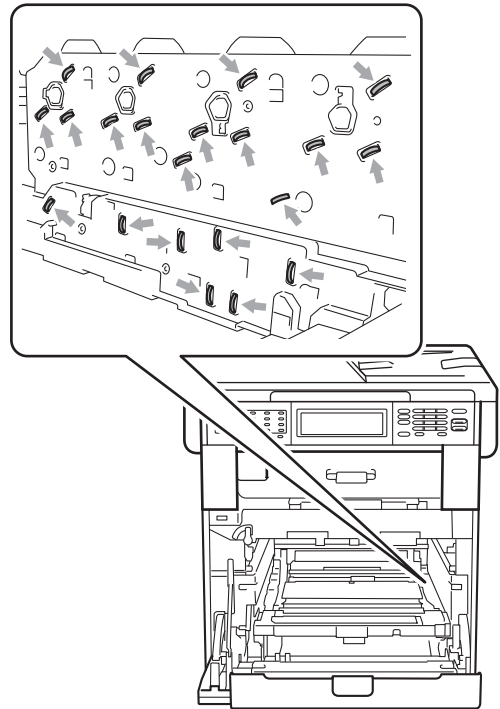


- 9 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



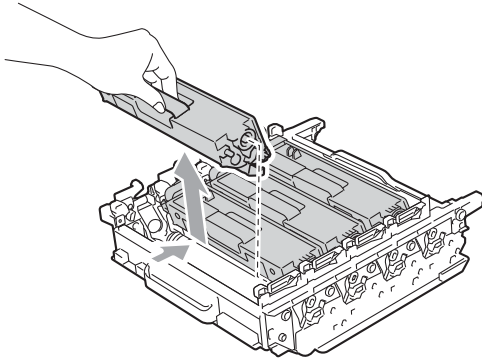
## ! IMPORTANT

- We recommend that you place the drum unit on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, **DO NOT** touch the electrodes shown in the illustration.



- Hold the green handles of the drum unit when you carry it. **DO NOT** hold the sides of the drum unit.

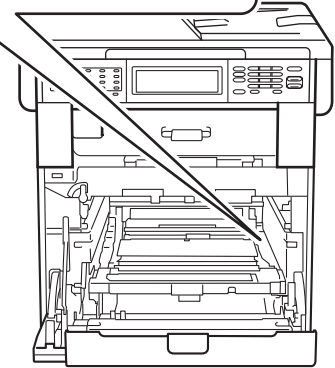
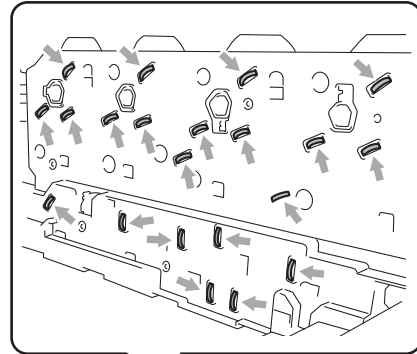
- 10 Hold the handle of the toner cartridge and slightly push it to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



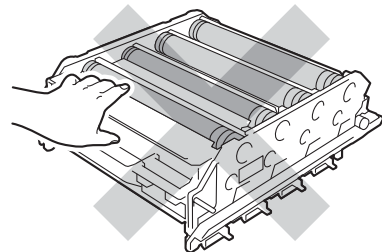
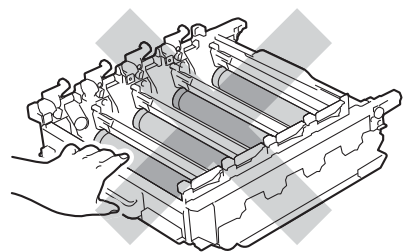
**! IMPORTANT**

- We recommend that you place the toner cartridges on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

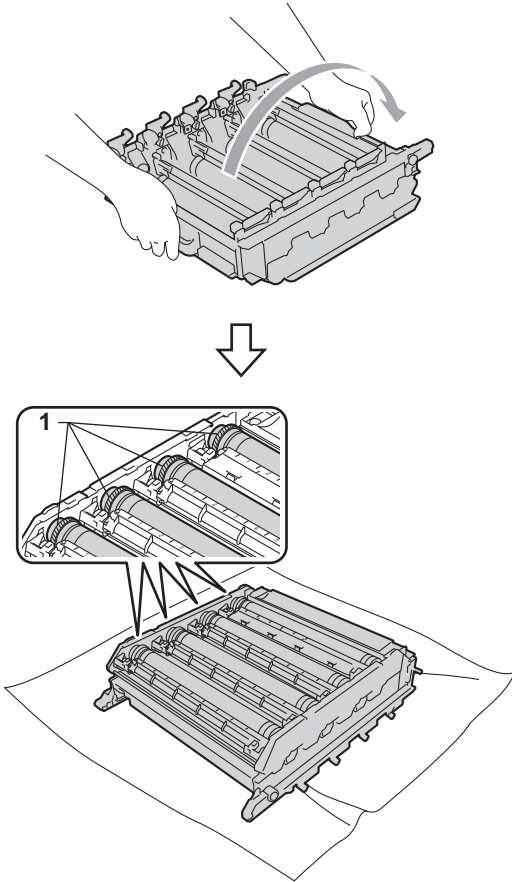


- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



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- 11 Turn the drum unit over by holding the green handles. Make sure that the drum unit gears (1) are on the left hand side.



- 12 Read following information from the drum dot check sheet.

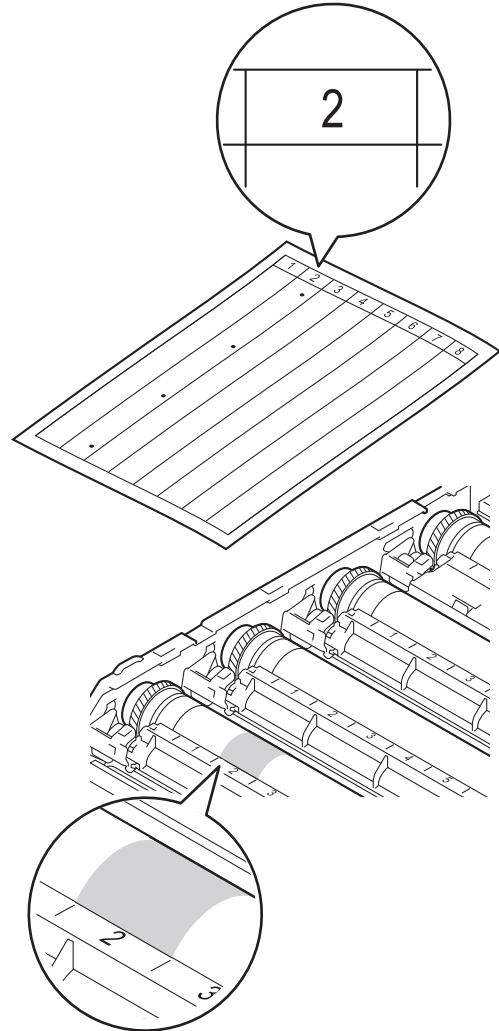
■ Dot color:

The color of printed dots is the color of the drum you should clean.

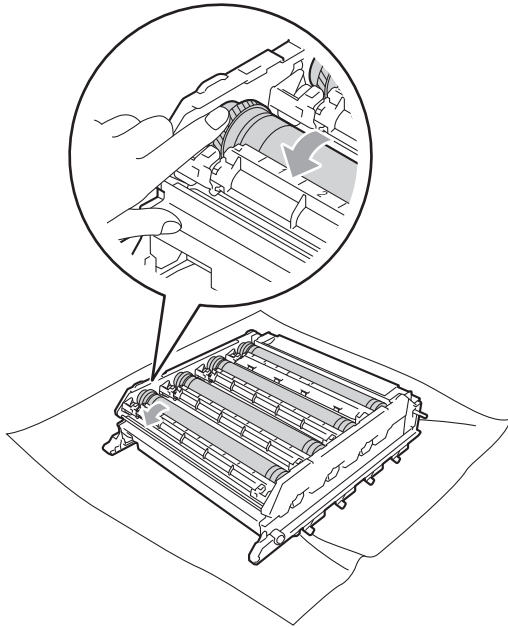
■ Dot location:

The sheet has eight numbered columns. The number of the column with the printed dots in it is used to find the dot position on the drum.

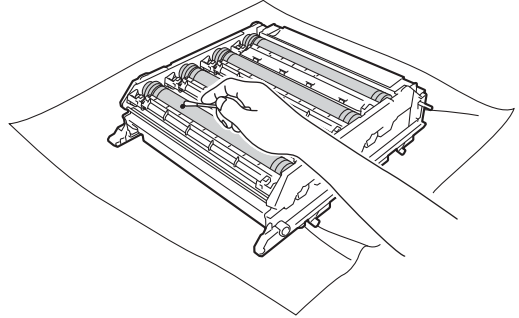
- 13 Confirm suspected area of the appropriate color drum by using the numbers beside the drum which relate to the column numbers.



- 14 Turn the drum unit gear toward you by hand while looking at the surface of the suspected area.



- 15 When you have found the mark on the drum that matches the drum dot check sheet, wipe the surface of the drum gently with a cotton swab until the mark on the surface comes off.



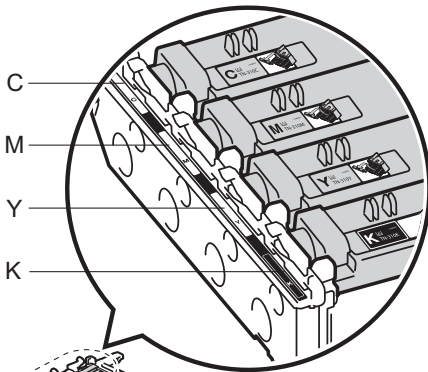
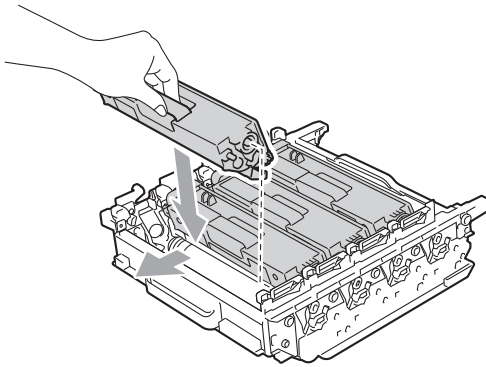
### ! IMPORTANT

- The drum is photosensitive so **DO NOT** touch it with your fingers.
- **DO NOT** clean the surface of the photosensitive drum with a sharp object or any liquids.
- **DO NOT** use a scrubbing or wiping motion because this might damage the drum.

- 16 Turn the drum unit over by holding the green handles.



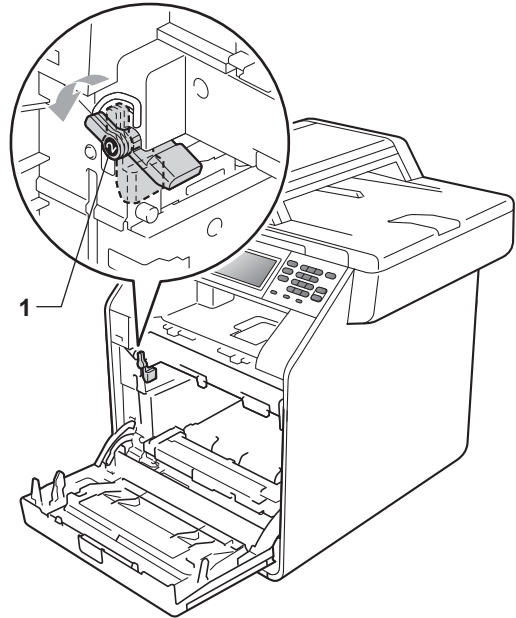
- 17 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



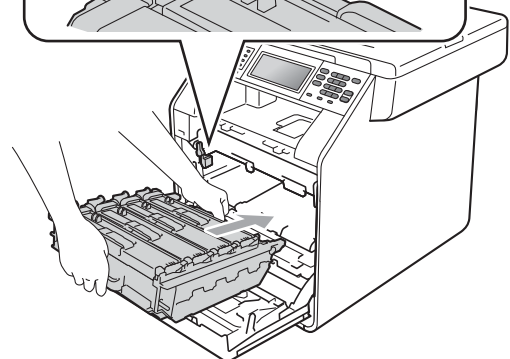
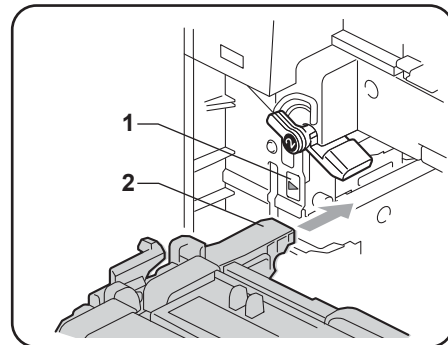
C - Cyan  
Y - Yellow

M - Magenta  
K - Black

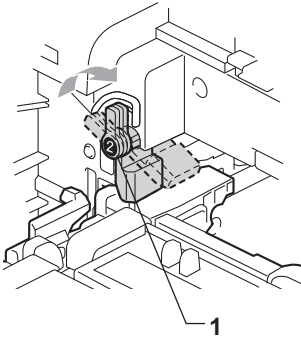
- 18 Make sure the green lock lever (1) is in the release position as shown in the illustration.



- 19 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.

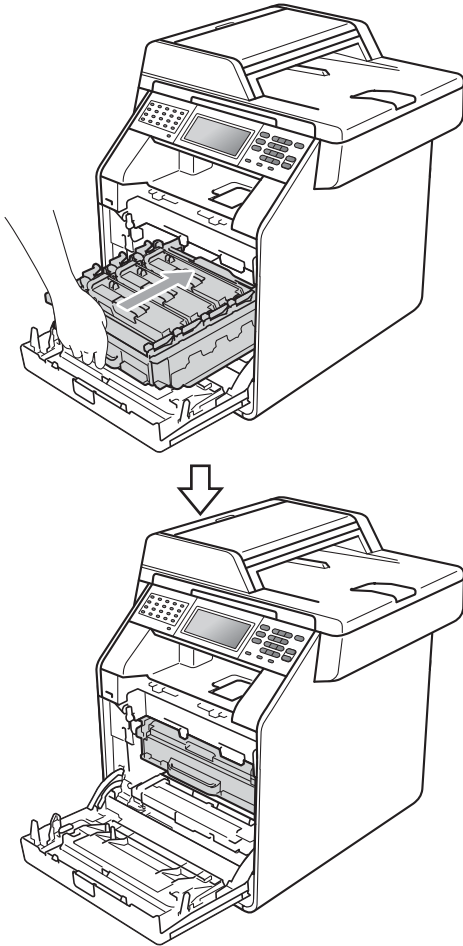


- 20 Turn the green lock lever (1) clockwise to the lock position.



- 23 Plug the machine's power cord back into the AC power outlet first, connect all cables, and then plug in the telephone line cord. Turn on the machine's power switch.

- 21 Push the drum unit in until it stops.

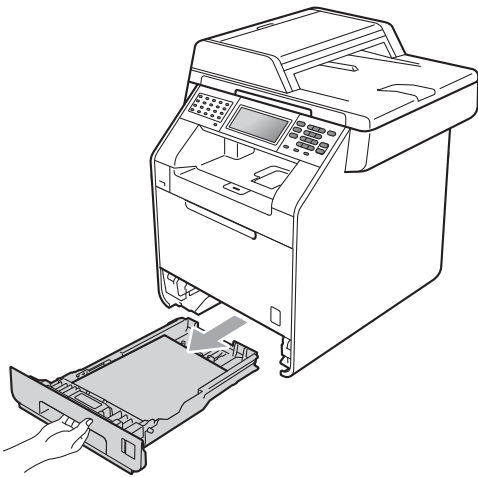


- 22 Close the front cover of the machine.

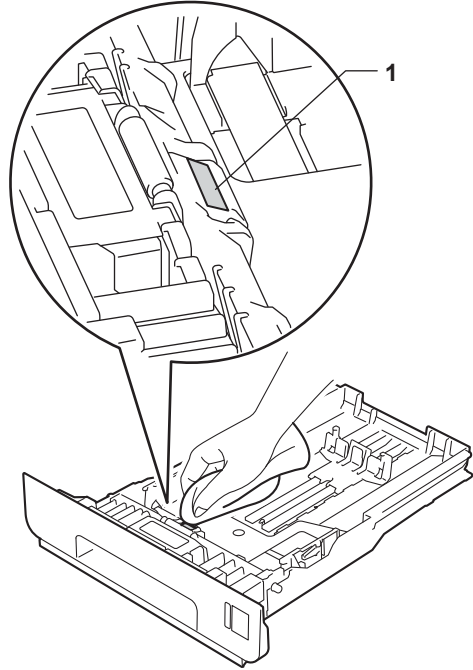
## Cleaning the paper pick-up rollers

If you have paper feed problems, clean the pick-up rollers as follows:

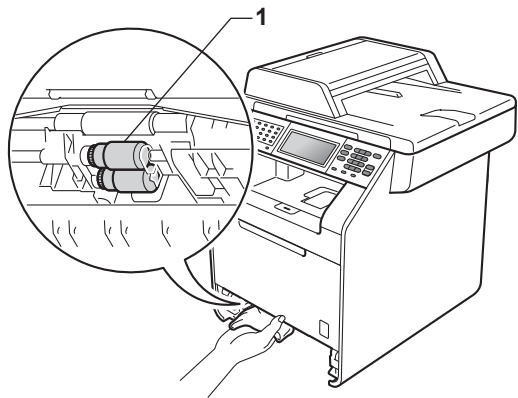
- 1 Turn off the machine's power switch. Unplug the power cord from the AC power outlet.
- 2 Pull the paper tray completely out of the machine.



- 3 Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad (1) of the paper tray with it to remove dust.



- 4 Wipe the two pick-up rollers (1) inside of the machine to remove dust.



- 5 Put the paper tray back in the machine.
- 6 Plug the machine's power cord back into the AC power outlet. Turn on the machine's power switch.

## Calibration

The output density for each color may vary depending on the environment the machine is in, such as temperature and humidity. Calibration helps you to improve the color density.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display **Printer**. Press **Printer**.
- 3 Press ▲ or ▼ to display **Calibration**. Press **Calibration**.
- 4 Press **Calibrate**.
- 5 The machine will display **Calibrate?**. Press **Yes** to confirm.
- 6 The machine will display **Completed**.
- 7 Press **Stop/Exit**.

You can reset the calibration parameters back to those set at the factory.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display **Printer**. Press **Printer**.
- 3 Press ▲ or ▼ to display **Calibration**. Press **Calibration**.
- 4 Press **Reset**.
- 5 The machine will display **Reset?**. Press **Yes** to confirm.
- 6 The machine will display **Completed**.
- 7 Press **Stop/Exit**.



### Note

- If an error message is displayed, press **Black Start** or **Color Start** and try again. (For more information, see *Error and maintenance messages* in *Appendix B* of the *Basic User's Guide*.)
- If you print using the Windows® printer driver, the driver will get the calibration data automatically if both **Use Calibration Data** and **Get Device Data Automatically** are on. (The default settings are on. See *Advanced tab* in the *Software User's Guide*.)
- If you print using the Macintosh printer driver, you need to perform the calibration using the **Status Monitor**. After turning the **Status Monitor** on, choose **Color Calibration** from the Control menu. (See *Status Monitor* in the *Software User's Guide*. When the **Status Monitor** is open, choose **Control / Color Calibration** from the menu bar.)

## Auto Registration

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### Registration

If solid areas of color or images have cyan, magenta or yellow fringes, you can use the auto-registration feature to correct the problem.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Printer**. Press **Printer**.
- 3 Press **▲** or **▼** to display **Auto Regist..** Press **Auto Regist..**
- 4 The machine will display **Registration?.** Press **Yes**.
- 5 The machine will display **Completed**.
- 6 Press **Stop/Exit**.

## Manual Registration

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If color still appears incorrectly after auto-registration, you will need to perform manual registration.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Printer**. Press **Printer**.
- 3 Press **▲** or **▼** to display **Manual Regist..** Press **Manual Regist..**
- 4 Press **Print Chart**.
- 5 Press **Mono Start** or **Color Start**.
- 6 When the machine has finished printing the registration chart, press **Set Regist.** to correct the color manually.
- 7 Starting at 1 Magenta Left on the chart, check which colored bar has the most uniform print density. Press 1 Magenta Left and choose the number on the Touchscreen, using **◀** or **▶** to display more numbers if necessary.  
Repeat for 2 Cyan Left, 3 Yellow Left, 4 Magenta Center, 5 Cyan Center, 6 Yellow Center, 7 Magenta Right, 8 Cyan Right, and 9 Yellow Right, using **▲** or **▼** to display all the options to set.
- 8 Press **OK** if you finished entering the numbers.
- 9 Press **Stop/Exit**.

## Frequency (Color Correction)

You can set how often the color correction (Color Calibration and Auto Registration) occurs. The default setting is Normal. The color correction process consumes some amount of the toner.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Printer**.  
Press **Printer**.
- 3 Press **▲** or **▼** to display **Frequency**.  
Press **Frequency**.
- 4 Press **Normal**, **Low** or **Off**.
- 5 Press **Stop/Exit**.

## Checking the Page Counters

You can see the machine's Page Counters for copies, printed pages, reports and lists, faxes or a summary total.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Machine Info..**  
Press **Machine Info..**
- 3 Press **Page Counter**.  
The LCD shows number of pages for **Total**, **Fax/List**, **Copy** or **Print**.
- 4 Press **Total**, **Fax/List**, **Copy** or **Print** to see the page counters for **Color** and **Black & White**.
- 5 Do one of the following:
  - To see the other options, press **↵**.
  - To exit, press **Stop/Exit**.

## Checking the remaining life of parts

You can see the machine's parts life on the LCD.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display  
Machine Info..  
Press Machine Info..
- 3 Press **Parts Life**.
- 4 Press **▲** or **▼** to see the approximate remaining parts life of the Drum, Belt Unit, Fuser, Laser, PF Kit MP, PF Kit 1 and PF Kit 2.
- 5 Press **Stop/Exit**.



### Note

The life check will be accurate only if you have reset the part counter when you installed a new part. It will not be accurate if that part's life counter was reset during the life of the used part.

## Replacing periodic maintenance parts

The periodic maintenance parts will need to be replaced regularly to maintain the print quality. The parts listed below will have to be replaced after printing approximately 50,000 pages<sup>1</sup> for PF Kit MP and 100,000 pages<sup>1</sup> for PF Kit 1, PF Kit 2, Fuser and Laser. Please call Brother Customer Service when the following messages appear on the LCD.

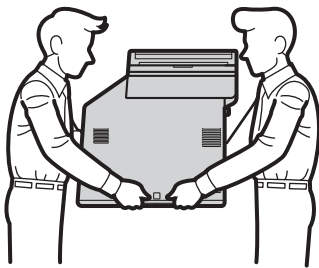
<sup>1</sup> Letter or A4 size single-sided pages.

LCD message	Description
Replace Parts Fuser Unit	Replace the fuser unit.
Replace Parts Laser Unit	Replace the laser unit.
Replace Parts PF Kit 1	Replace the paper feeding kit for the paper tray.
Replace Parts PF Kit 2	Replace the paper feeding kit for the lower tray (option).
Replace Parts PF Kit MP	Replace the paper feeding kit for the multi-purpose tray.

## Packing and shipping the machine

### ⚠ WARNING

This machine is heavy and weighs approximately 62.8 lb (28.5 kg). To prevent possible injuries at least two people should lift the machine. Be careful not to pinch your fingers when you put the machine down.



If you use a Lower Tray, carry it separately from your machine.

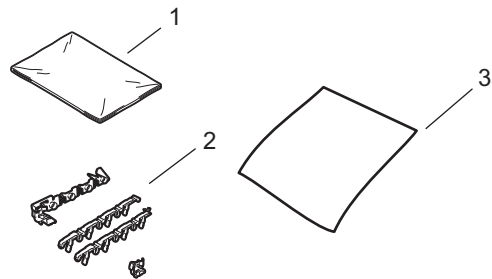
### ! IMPORTANT

When shipping the machine, the waste toner box must be removed from the machine and put in a plastic bag, and then sealed. Failure to remove it and put it in a plastic bag before shipping may cause severe damage to the machine and may void the warranty.

### 📝 Note

- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.
- If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts, including the drum unit, the toner cartridges, and printed materials to use with your 'Exchange' machine.

Make sure that you have the following parts for repacking:

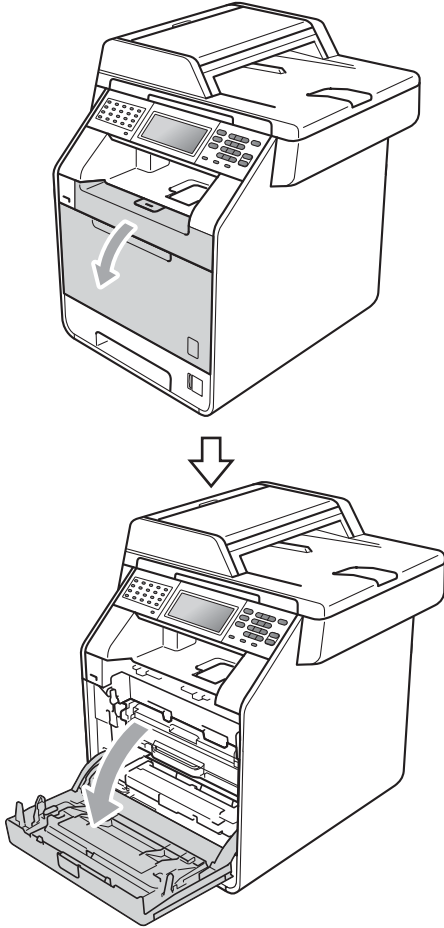


- 1 Plastic bag for the waste toner box
- 2 Orange packing materials for locking the internal parts (4 pieces)
- 3 A piece of paper (Letter or A4) to protect the belt unit (Please supply this yourself)

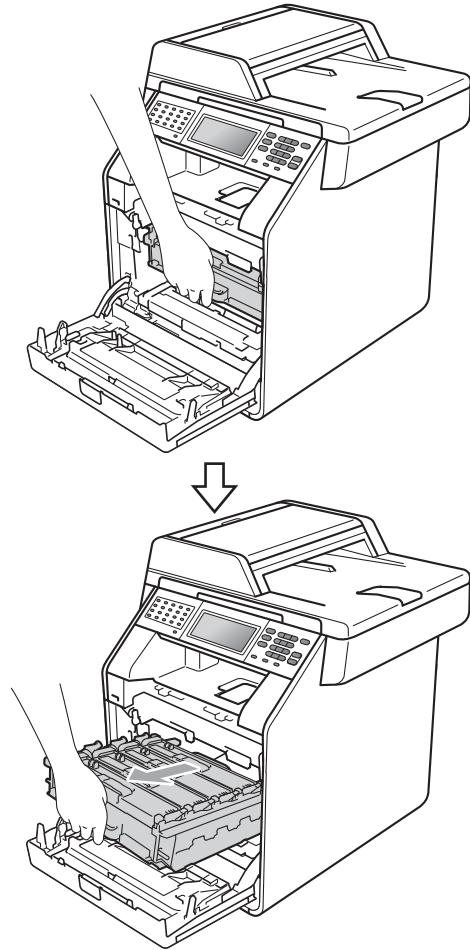


**1** Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.

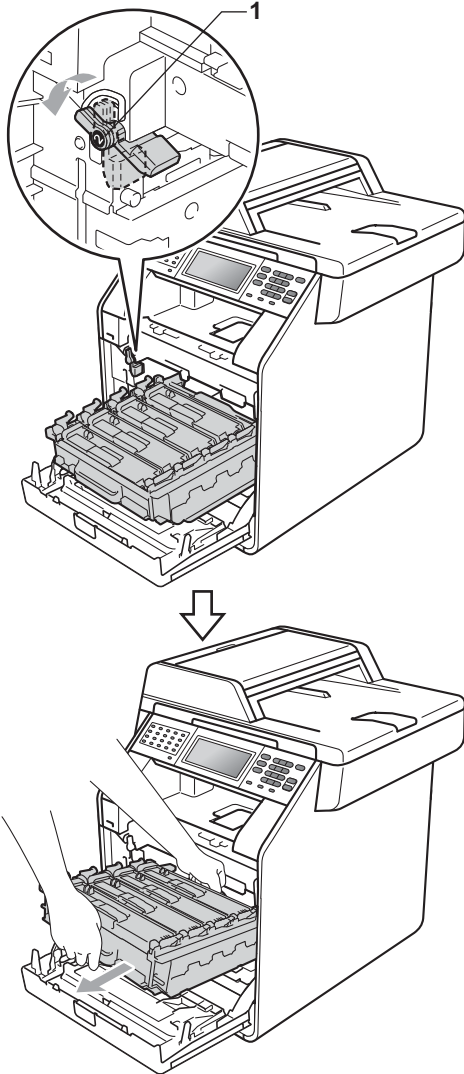
**2** Press the front cover release button and then open the front cover.



**3** Hold the green handle of the drum unit. Pull the drum unit out until it stops.

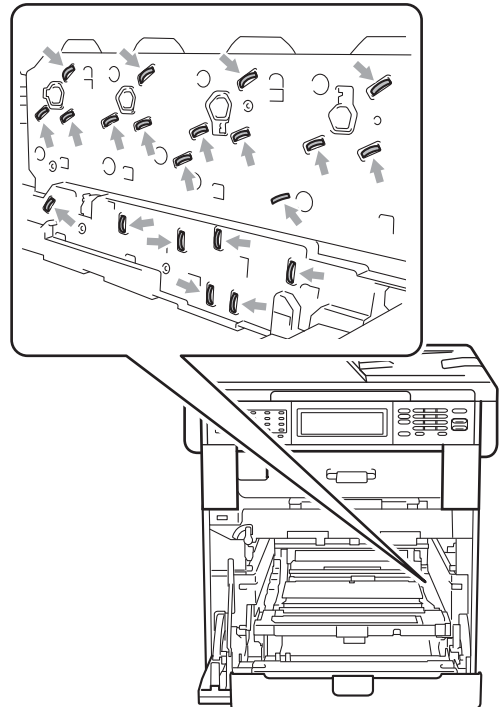


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

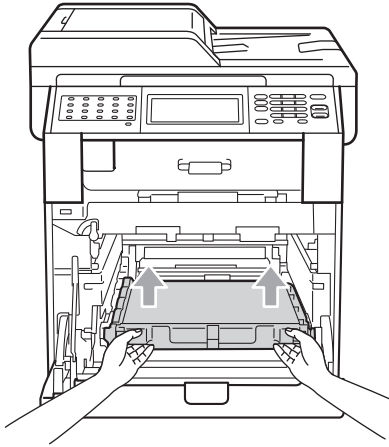


## ! IMPORTANT

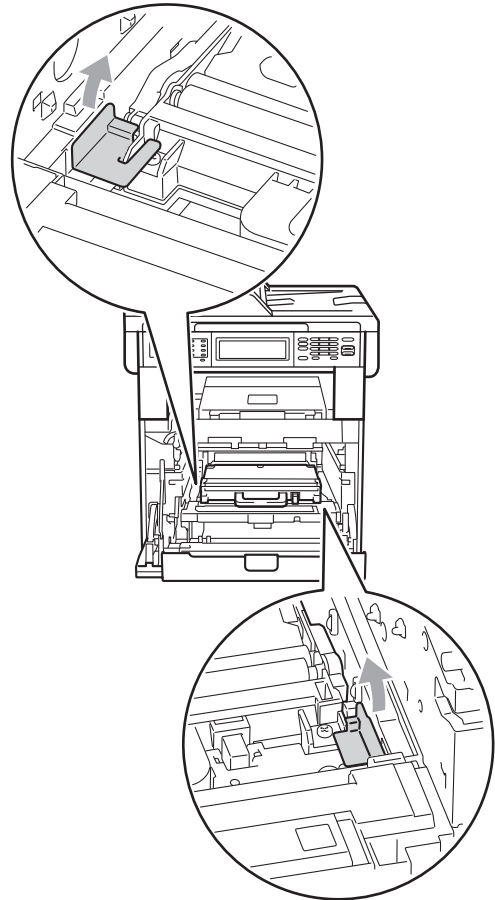
- Hold the green handles of the drum unit when you carry it. **DO NOT** hold the sides of the drum unit.
- We recommend that you place the drum unit on a clean, flat surface with a piece of disposable paper underneath it in case you accidentally spill or scatter toner.
- Handle the toner cartridge and the waste toner box carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- To prevent damage to the machine from static electricity, **DO NOT** touch the electrodes shown in the illustration.



- 5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.



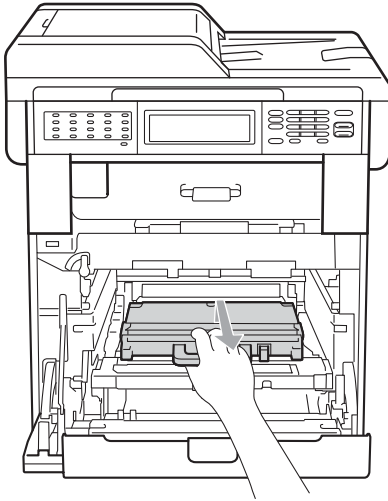
- 6 Remove the two pieces of orange packing material and discard them.



 **Note**

This step is only necessary when you are replacing the waste toner box for the first time, and is not required for the replacement waste toner box. The orange packing pieces are installed at the factory to protect your machine during shipment from the factory.

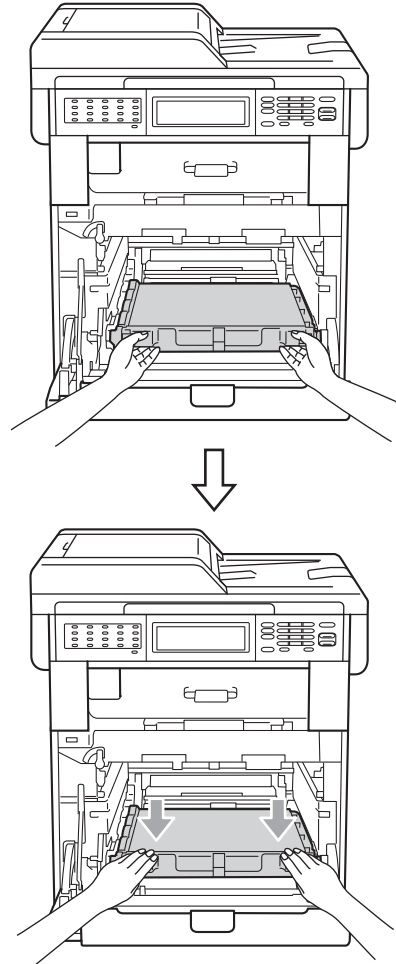
- 7 Remove the waste toner box from the machine using the green handle, and then put it in a plastic bag and seal the bag completely.



**! IMPORTANT**

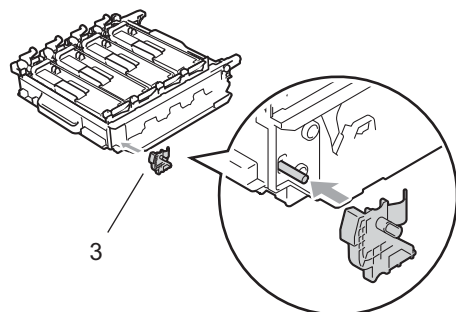
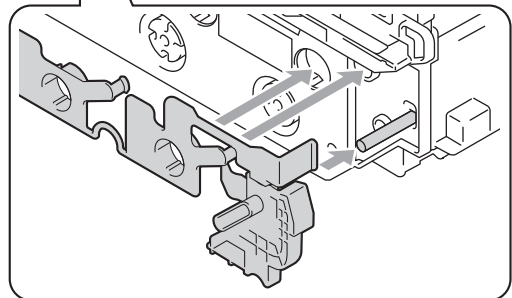
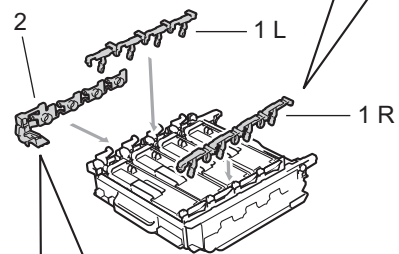
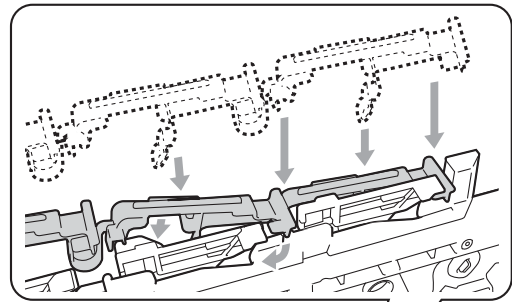
Handle the waste toner box carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

- 8 Put the belt unit back into the machine. Make sure the belt unit is level and fits firmly into place.

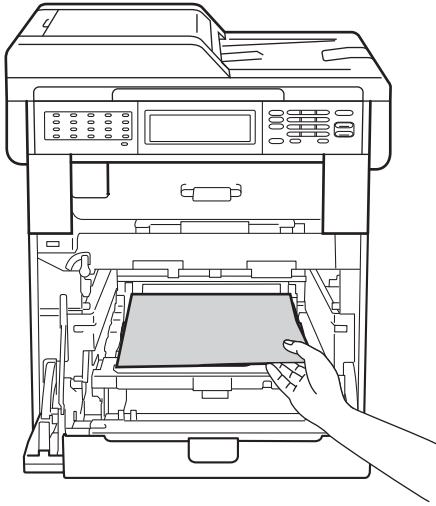


9 Install orange packing materials to the drum unit as follows:

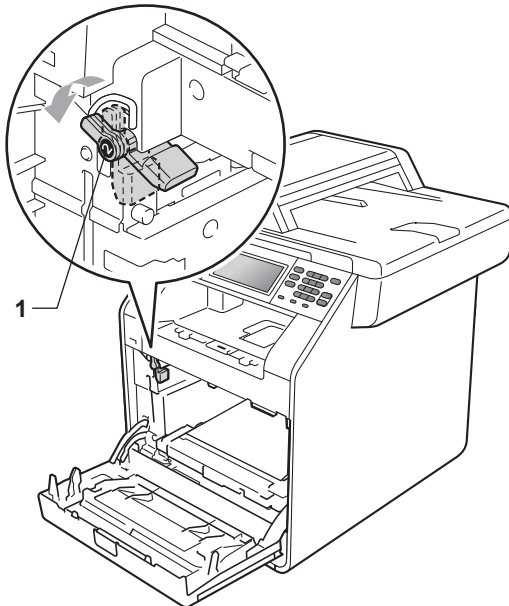
- To secure the toner cartridges, install the matching orange packing strips (1) (marked L and R) to the drum unit on the left and right sides, as shown in the illustration.
- Attach the orange packing strip (2) to the left side of the drum unit, as shown in the illustration.
- Slide the small orange packing material (3) onto the metal shaft on the right side of the drum unit, as shown in the illustration.



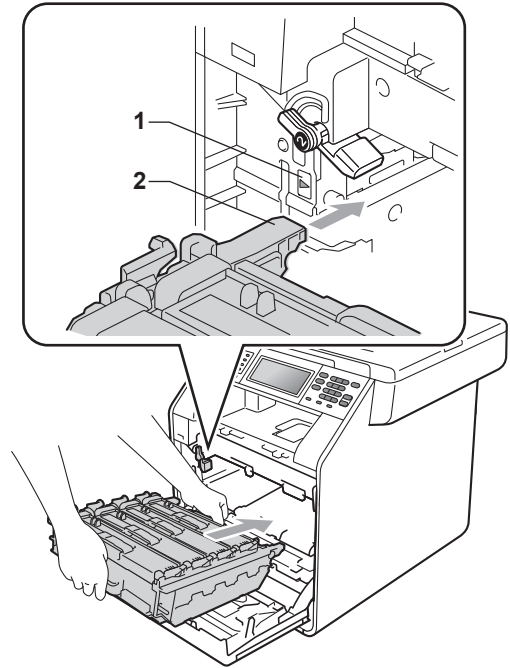
- 10 Put a piece of paper (Letter or A4) on the belt unit to prevent damage to the belt unit.



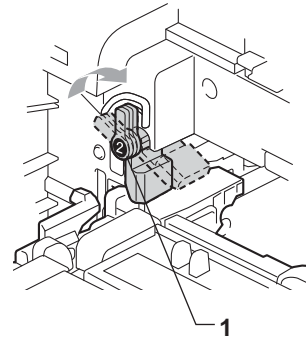
- 11 Make sure the green lock lever (1) is in the release position as shown in the illustration.



- 12 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.

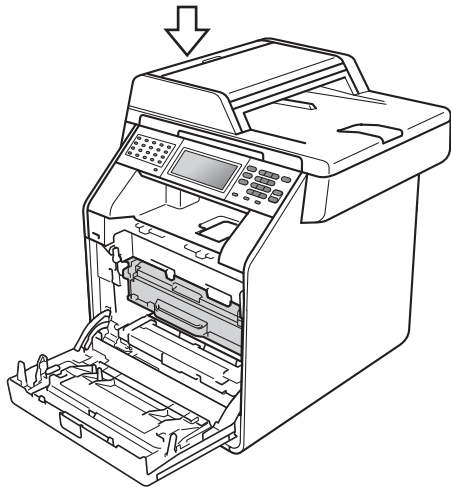
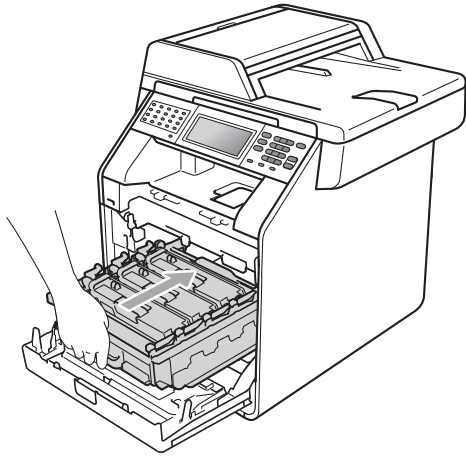


- 13 Turn the green lock lever (1) clockwise to the lock position.



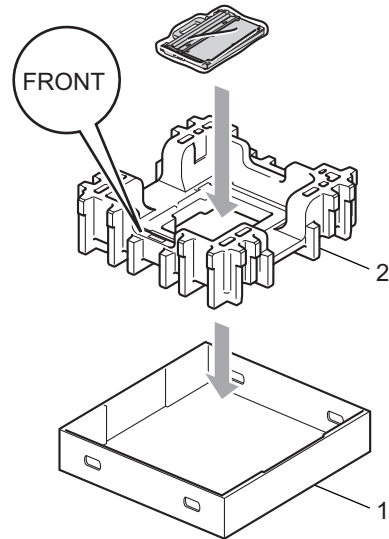
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- 14 Push the drum unit in until it stops.

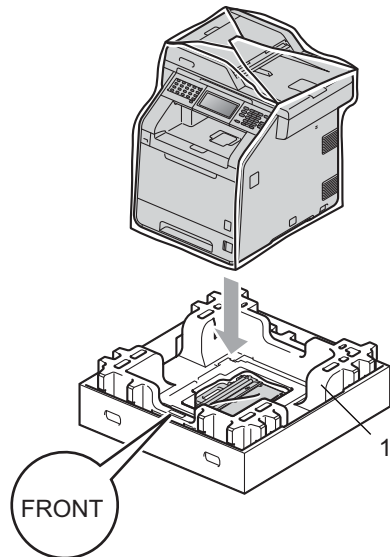


- 15 Close the front cover of the machine.

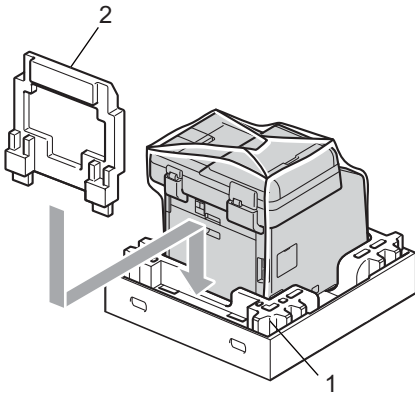
- 16 Put the Styrofoam piece (2) into the lower carton (1). Then put the waste toner box in the Styrofoam piece.



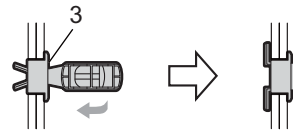
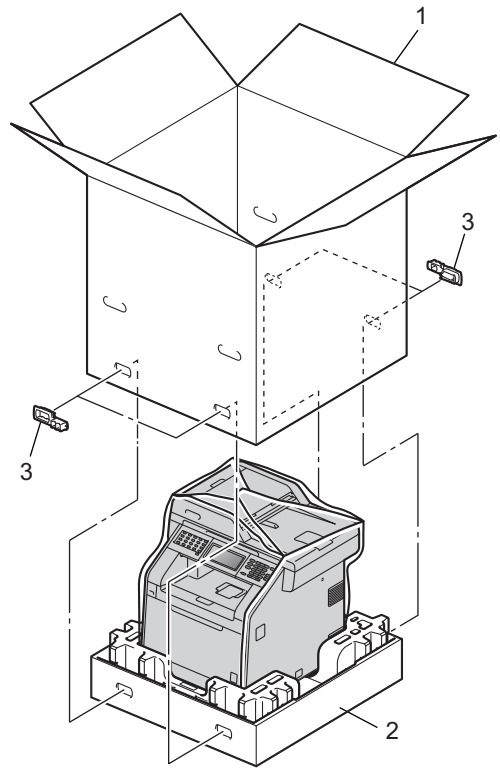
- 17 Wrap the machine with a plastic bag. Put the machine on the Styrofoam piece (1).



- 18 Put the Styrofoam piece (2) into the back side of Styrofoam piece (1) as shown in the illustration.

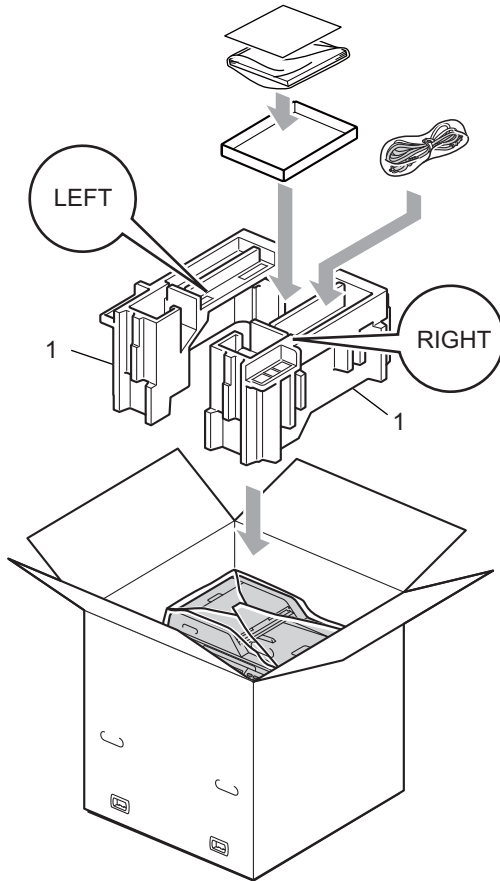


- 19 Place the upper carton (1) over the machine and the lower carton (2). Align the joint holes of the upper carton with the joint holes of the lower carton. Secure the upper carton to the lower carton using the four plastic joints (3) as shown in the illustration.





- 20 Put the two Styrofoam pieces (1) into the carton matching the right of the machine to the "RIGHT" mark on one of the Styrofoam pieces, and the left of the machine to the "LEFT" mark on the other Styrofoam piece. Put the AC power cord and printed materials in the original carton as shown in the illustration.



**Note**

If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts, including the drum unit, toner cartridges, and printed materials to use with your 'Exchange' machine.

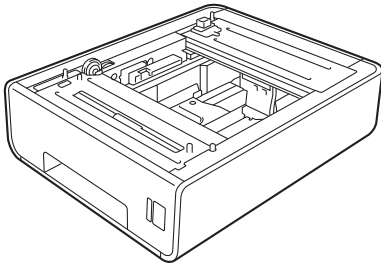
- 21 Close the carton and tape it shut.

## Options

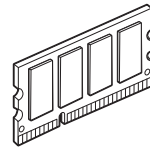
This machine has the following optional accessories. You can increase the capabilities of the machine with these items.

### Lower tray unit

LT-300CL



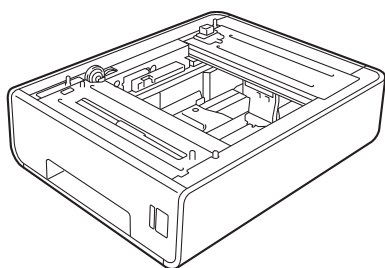
### SO-DIMM memory



## Optional paper tray (LT-300CL)

An optional lower tray can be installed, and it can hold up to 500 sheets of 20 lb (80 g/m<sup>2</sup>) paper.

When an optional tray is installed, the machine can hold up to 800 sheets of plain paper.



For setup, see the Instructions that we have supplied with the lower tray unit.

## Memory board

MFC-9970CDW has 256 MB of standard memory. The machine has one slot for optional memory expansion. You can increase the memory up to maximum of 512 MB by installing one SO-DIMM (Small Outline Dual In-line Memory Module).

### SO-DIMM Types

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You can install the following SO-DIMMs:

- 128 MB Kingston KTH-LJ2015/128
- 256 MB Kingston KTH-LJ2015/256
- 128 MB Transcend TS128MHP422A
- 256 MB Transcend TS256MHP423A



#### Note

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- For more information, visit the Kingston Technology Web site at <http://www.kingston.com/>.
- For more information, visit the Transcend Web site at <http://www.transcend.com.tw/>.

In general, the SO-DIMM must have the following specifications:

Type: 144-pin and 16-bit output

CAS latency: 4

Clock frequency: 267 MHz (533 Mb/S/Pin) or more

Capacity: 64, 128 or 256 MB

Height: 30.0 mm (1.18 in.)

DRAM type: DDR2 SDRAM



#### Note

---

- There might be some SO-DIMMs that will not work with the machine.
  - For more information, call the dealer you bought the machine from or Brother Customer Service.
-

## Installing extra memory

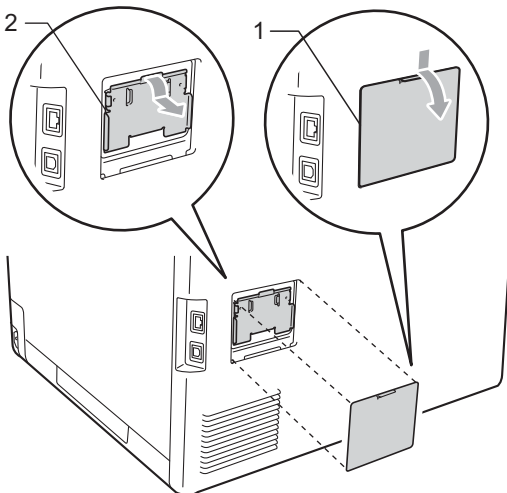
- 1 Turn off the machine's power switch. Unplug the telephone line cord.
- 2 Disconnect the interface cable from the machine, and then unplug the power cord from the AC power outlet.



### Note

Be sure to turn off the machine's power switch before you install or remove the SO-DIMM.

- 3 Remove the plastic (1) and then metal (2) SO-DIMM covers.

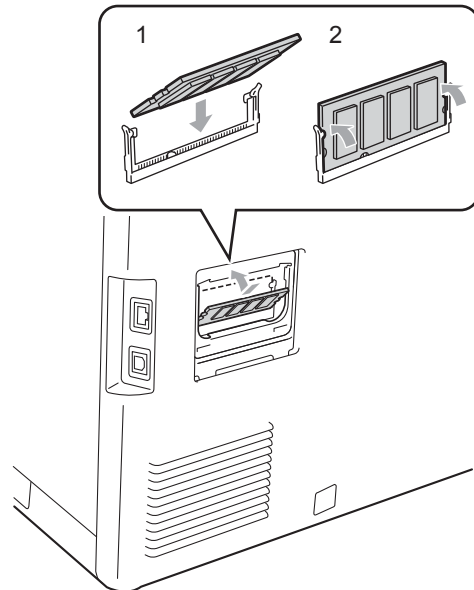


- 4 Unpack the SO-DIMM and hold it by its edges.

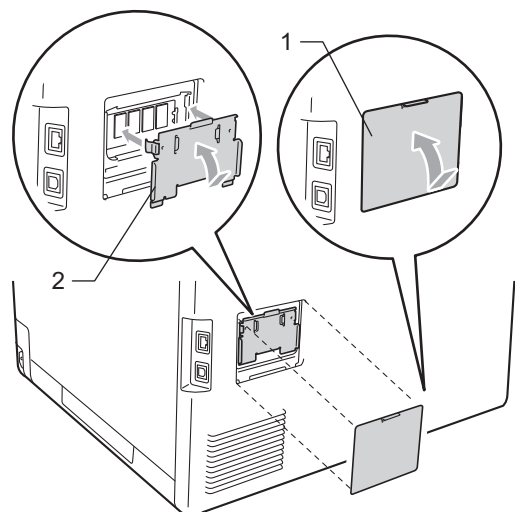
### ! IMPORTANT

To prevent damage to the machine from static electricity, DO NOT touch the memory chips or the board surface.

- 5 Hold the SO-DIMM by the edges and align the notches in the SO-DIMM with the protrusions in the slot. Insert the SO-DIMM diagonally (1), then tilt it toward the interface board until it clicks into place (2).



- 6 Put the metal (2) and then the plastic (1) SO-DIMM covers back on.



- 7 Plug the machine's power cord back into the AC power outlet first, and then connect the interface cable.

- 8 Plug in the telephone line cord. Turn on the machine's power switch.



---

**Note**

To make sure that you have installed the SO-DIMM properly, you can print the user settings page that shows the current memory size. (See *How to print a report* on page 50.)

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This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

**ADF (automatic document feeder)**

The document can be placed in the ADF and scanned one page at a time automatically.

**Auto Reduction**

Reduces the size of incoming faxes.

**Automatic fax transmission**

Sending a fax without picking up the handset of the external telephone or pressing **Hook**.

**Automatic Redial**

A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

**Backup Print**

Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

**Batch Transmission**

As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

**Beeper Volume**

Volume setting for the beep when you press a key or make an error.

**Broadcasting**

The ability to send the same fax message to more than one location.

**Cancel Job**

Cancels a programmed print job and clears the machine's memory.

**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 JBIG, if the receiving machine has the same capability.

**Communication error (or Comm. Error)**

An error during fax sending or receiving, usually caused by line noise or static.

**Compatibility group**

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

**Contrast**

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

**Delayed Fax**

Sends your fax at a specified later time that day.

**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 memory at the same time it is sending a fax or 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 on the fax number that is plugged into a separate telephone 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 pseudo/double-rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

### **Fax Forwarding**

Sends a fax received into the memory to another pre-programmed fax number.

### **Fax Journal**

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

### **Fax Receive Code**

Press this code (\*51) when you answer a fax call on an extension or external telephone.

### **Fax Storage**

You can store faxes in the memory.

### **Fax tones**

The signals sent by sending and receiving fax machines while communicating information.

### **Fax/Tel**

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

### **Fine resolution**

Resolution is 203 × 196 dpi. It is used for small print and graphs.

### **Gray Scale**

The shades of gray available for copying and faxing photographs.

### **Group number**

A combination of One Touch and Speed Dial numbers that are stored on an One Touch key or in a Speed Dial location for Broadcasting.

### **Help List**

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guides with you.

### **Journal Period**

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

### **LCD (liquid crystal display)**

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

### **Manual fax**

When you lift the handset of your external telephone or press **Hook** so you can hear the receiving fax machine answer before you press **Black Start** or **Color Start** to begin transmission.

### **Menu mode**

Programming mode for changing your machine's settings.

### **OCR (optical character recognition)**

ScanSoft™ PaperPort™ 12SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

**One Touch**

Keys on the machine's control panel where you can store numbers for easy dialing. You can store a second number on each key if you press **21-40** and the One Touch key together.

**Out of Paper Reception**

Receives faxes into the machine's memory when the machine is out of paper.

**Overseas Mode**

Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.

**Paging**

This feature enables your machine to call your pager when a fax is received into its memory.

**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 One Touch and Speed Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

**Polling**

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

**Pulse (Canada only)**

A form of rotary dialing on a telephone line.

**Real Time Transmission**

When memory is full, you can send faxes in real time.

**Remaining Jobs**

You can check which programmed fax jobs are waiting in the memory and cancel the jobs individually.

**Remote Access Code**

Your own four-digit code (— — —\*) that allows you to call and access your machine from a remote location.

**Remote Retrieval Access**

The ability to access your machine remotely from a touch tone telephone.

**Resolution**

The number of vertical and horizontal lines per inch.

**Ring Delay**

The number of rings before the machine answers in *Fax Only* and *Fax/Tel* modes.

**Ring Volume**

Volume setting for the machine's ring.

**Scanning**

The process of sending an electronic image of a paper document into your computer.

**Search**

An electronic, alphabetical listing of stored One Touch, Speed Dial, Group numbers and LDAP.

**Speed Dial**

A pre-programmed number for easy dialing.

**Station ID**

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

**TAD (telephone answering device)**

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

**Telephone Answer Code (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 (**#51**).

**Tel Index List**

A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.



### **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 telephone lines from your machine to the receiving fax machine.

### **Transmission Verification Report**

A report for each transmission, that shows its date, time and number.

### **User Settings List**

A printed report that shows the current settings of the machine.

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Wireless Network	
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User's Guide.	

Brother International Corporation  
100 Somerset Corporate Boulevard  
P.O. Box 6911  
Bridgewater, NJ 08807-0911 USA

Brother International Corporation (Canada) Ltd.  
1 rue Hôtel de Ville,  
Dollard-des-Ormeaux, QC, Canada H9B 3H6

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