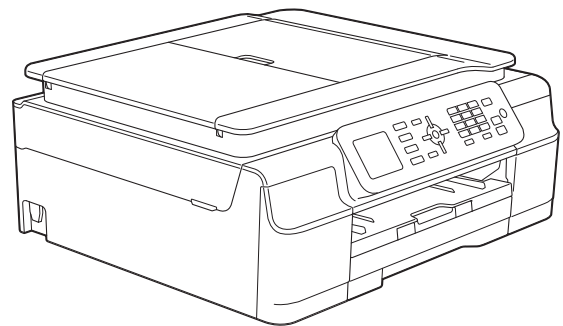


brother[®]

Advanced User's Guide

MFC-J470DW
DCP-J152W



Version 0
UK/IRE/GEN

User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy and Scan operations and how to replace consumables. See troubleshooting tips.	Printed / In the box ¹
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / CD-ROM
Software and Network User's Guide	This Guide provides instructions for Scanning, Printing, PC-Fax and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms.	HTML file/CD-ROM
Web Connect Guide	This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services.	PDF file / Brother Solutions Center ²
AirPrint Guide	This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.	PDF file / Brother Solutions Center ²
Google Cloud Print Guide	This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet.	PDF file / Brother Solutions Center ²
Mobile Print/Scan Guide for Brother iPrint&Scan	This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi network.	PDF file / Brother Solutions Center ²

¹ This may differ depending on your country.

² Visit us at <http://solutions.brother.com/>.

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IMPORTANT NOTE

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

Memory Storage

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

¹ MFC models only

Automatic Daylight Saving Time (MFC models)

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose *Initial Setup*. Press **OK**.
- 3 Press **▲** or **▼** to choose *Date & Time*. Press **OK**.
- 4 Press **▲** or **▼** to choose *Auto Daylight*. Press **OK**.
- 5 Press **▲** or **▼** to choose *Off* (or *On*). Press **OK**.
- 6 Press **Stop/Exit**.

Sleep Mode

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

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

Auto Power Off (DCP model)

The Auto Power Off feature will turn off the machine after it has been in Sleep Mode for the number of hours you set. When this feature is **Off**, the machine will remain in Sleep Mode and not turn itself off.

The default setting is 1h.

NOTE

The machine will not power off automatically when:

- the machine is connected to a wireless network
- WLAN Enable is set to On.

-
- 1 Press **Menu**.
 - 2 Press **▲** or **▼** to choose General Setup.
Press **OK**.
 - 3 Press **▲** or **▼** to choose Auto Power Off.
Press **OK**.
 - 4 Press **▲** or **▼** to choose 1h, 2h, 4h, 8h or Off.
Press **OK**.
 - 5 Press **Stop/Exit**.

LCD

Changing the LCD language (depending on your model)

You can change the LCD language.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose Initial Setup.
Press **OK**.
- 3 Press **▲** or **▼** to choose Local Language.
Press **OK**.
- 4 Press **▲** or **▼** to choose your language.
Press **OK**.
- 5 Press **Stop/Exit**.

Setting the Dim Timer for the backlight

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

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

Mode Timer (MFC models)

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



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

2

Security features (MFC models)

TX Lock

TX Lock lets you prevent unauthorized access to the machine.

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

- Receiving faxes
- PC-Fax Receive ¹
(If PC-Fax Receive was already On)

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

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

- Operation from the control panel
- PC printing

NOTE

If you forget the TX Lock password, contact Brother customer service for support.

Setting and changing the TX Lock password

NOTE

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

Setting the password

Make a careful note of your password.

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

Changing the password

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

Turning TX Lock on/off

Turning TX Lock on

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

Turning TX Lock off

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

NOTE

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

3

Sending a fax (MFC models)


Additional sending options

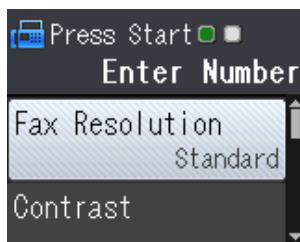
Sending faxes using multiple settings

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

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

Some settings are only available when sending mono faxes.

- 1 Load your document.
- 2 Press  (FAX).
The LCD shows:



- 3 Press **▲** or **▼** to choose the setting you want to change.
Press **OK**.
- 4 Press **▲** or **▼** to choose an option.
Press **OK**.
- 5 Go back to **3** to change additional settings.
- 6 Enter the fax number.
- 7 Press **Mono Start** or **Colour Start**.

NOTE

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by making them the default settings. These settings will remain until you change them again. (See *Setting your changes as a new default* on page 8.)


Stop faxing

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

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents, the factory setting **Auto** can be used. **Auto** chooses the suitable contrast for your document.

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

- 1 Load your document.
- 2 Press  (FAX).
- 3 Press **▲** or **▼** to choose **Contrast**.
Press **OK**.
- 4 Press **▲** or **▼** to choose **Auto**, **Light** or **Dark**.
Press **OK**.
- 5 Enter the fax number.
- 6 Press **Mono Start** or **Colour Start**.


NOTE

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

- When you send a colour fax.
- When you choose **Photo** as the Fax Resolution.

Changing the fax resolution

The quality of a fax can be improved by changing the fax resolution.

- 1 Load your document.
- 2 Press  (**FAX**).
- 3 Press **▲** or **▼** to choose Fax Resolution. Press **OK**.
- 4 Press **▲** or **▼** to choose the resolution you want. Press **OK**.
- 5 Enter the fax number.
- 6 Press **Mono Start** or **Colour Start**.

NOTE

You can choose four different resolution settings for monochrome faxes and two for colour.


Monochrome	
Standard	Suitable for most typed documents.
Fine	Good for small print and transmits a little slower than Standard resolution.
S.Fine	Good for small print or artwork and transmits slower than Fine resolution.
Photo	Use when the document has varying shades of grey or is a photograph. Photo has the slowest transmission.

Colour	
Standard	Suitable for most typed documents.
Fine	Use when the document is a photograph. The transmission time is slower than Standard resolution.

If you choose **S.Fine** or **Photo** and then use the **Colour Start** key to send a fax, the machine will send the fax using the **Fine** setting.

Setting your changes as a new default


You can save the settings for the fax options you use most often by setting them as the default settings, such as `Fax Resolution`, `Contrast`, `Glass ScanSize` and `Real Time TX`. These settings will remain until you change them again.

- 1 Press  (**FAX**).
- 2 Press **▲** or **▼** to choose the menu option that you want to change and press **OK**. Then press **▲** or **▼** to choose the new option. Press **OK**.

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

Restoring fax options to the factory default

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

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


Additional sending operations

Sending a fax manually

Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax.


NOTE

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

- 1 Load your document.
- 2 Press  (**FAX**).
- 3 To listen for a dial tone, pick up the handset of the external telephone.
- 4 Dial the fax number using the external telephone.
- 5 When you hear the fax tones, press **Mono Start** or **Colour Start**. If you are using the scanner glass, press **1** to send the fax.
- 6 Replace the handset of the external phone.

Sending a fax at the end of a conversation

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

- 1 Ask the other party to wait for fax tones (beeps) and then to press the **Start** or **Send** key before hanging up.
- 2 Load your document.
- 3 Press  (**FAX**).

- 4 Press **Mono Start** or **Colour Start**.
 - If you are using the scanner glass, press **1** to send a fax.
- 5 Replace the handset of the external phone.

Dual Access (Monochrome only)

You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD shows the new job number.

The number of pages you can scan into the memory will vary depending on the data that is printed on them.

NOTE

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

Broadcasting (Monochrome only)

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


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

Before you begin the broadcast

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

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored Speed Dial numbers for easier dialling. (See *Setting up Groups for Broadcasting* on page 20.)

How to broadcast a fax

- 1 Load your document.
- 2 Press  (**FAX**).
- 3 Press **▲** or **▼** to choose `Advanced Settings`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Broadcasting`. Press **OK**.
- 5 You can add numbers to the broadcast in the following ways:
 - Press **▲** or **▼** to choose `Add Number` and press **OK**. Enter a number using the dial pad. Press **OK**.
 - Press **▲** or **▼** to choose `Address Book` and press **OK**. Press **▲** or **▼** to choose `Alphabetical Order` or `Numerical Order` and press **OK**. Press **▲** or **▼** to select a number and press **OK**.
- 6 After you have entered all the fax numbers by repeating step 5, press **▲** or **▼** to choose `Complete`. Press **OK**.

7 Press **Mono Start**.

Faxing from the ADF

- The machine starts scanning the document.

Faxing from the scanner glass

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

- To send a single page, press **2** (or press **Mono Start** again).

The machine starts sending the document.

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

Press **OK**.

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

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

NOTE

- If you did not use up any of the numbers for Groups, you can “broadcast” faxes to as many as 90 different numbers.
- The machine’s available memory will vary depending on the types of jobs in the memory and the numbers used for broadcasting. If you broadcast to the maximum amount of numbers available, you will not be able to use Dual Access.
- If the `Out of Memory` message appears, press **Stop/Exit** to cancel or **Mono Start** to send the pages scanned so far.

Cancelling a Broadcast in progress

1 Press **Menu**.

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

3 Press **▲** or **▼** to choose `Remaining Jobs`. Press **OK**.

The LCD will show the fax number being dialled and the Broadcasting job number.

4 Press **OK**. The LCD will ask you the following question:

`Cancel Job?`

`Yes` → Press 1

`No` → Press 2

5 Press **1** to cancel the fax number being dialled.

The LCD will then show the Broadcasting job number.

6 Press **OK**. The LCD will ask you the following question:

`Cancel Job?`

`Yes` → Press 1

`No` → Press 2


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

8 Press **Stop/Exit**.

Real Time Transmission

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

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


- 1 Load your document.
- 2 Press  (**FAX**).
- 3 Press ▲ or ▼ to choose Advanced Settings. Press **OK**.
- 4 Press ▲ or ▼ to choose Real Time TX. Press **OK**.
- 5 Press ▲ or ▼ to choose On (or Off). Press **OK**.
- 6 Press **Clear** so you can continue sending your fax.
- 7 Enter the fax number.
- 8 Press **Mono Start** or **Colour Start**.

NOTE

- If you are sending a colour fax or if the memory is full and you are sending a monochrome fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off).
- In Real Time Transmission, the automatic redial feature does not work when you are using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on Overseas Mode. After you send a fax using this feature, the feature will automatically turn itself off.

- 1 Load your document.
- 2 Press  (**FAX**).
- 3 Press ▲ or ▼ to choose Advanced Settings. Press **OK**.
- 4 Press ▲ or ▼ to choose Overseas Mode. Press **OK**.
- 5 Press ▲ or ▼ to choose On (or Off). Press **OK**.
- 6 Press **Clear** so you can continue sending your fax.
- 7 Enter the fax number.
- 8 Press **Mono Start** or **Colour Start**.

Checking and cancelling waiting jobs

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Remaining Jobs**. Press **OK**. Any waiting jobs appear on the LCD.
- 4 Press **▲** or **▼** to scroll through the jobs and choose the job you want to cancel. Press **OK**.
- 5 Do one of the following:
 - To cancel, press **1** to choose **Yes**.
If you want to cancel another job go to step 4.
 - To exit without cancelling, press **2** to choose **No**.
- 6 When you have finished, press **Stop/Exit**.

Receiving a fax (MFC models)

Memory Receive (Monochrome only)

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

You can select either of the following Memory Receive options:

- PC-Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the Memory Receive operation, a message will appear on the LCD. (See *Changing Memory Receive operations* on page 15.)

Printing a fax from the memory

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Print Document`. Press **OK**.
- 4 Press **Mono Start**.
- 5 Press **Stop/Exit**.

NOTE

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

PC-Fax Receive (Windows®)

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

Even if you have turned off your PC (for example, at night or at the weekend), your machine will receive and store your faxes in its memory.

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

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (See *Software and Network User's Guide*.)

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Setup Receive`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Memory Receive`. Press **OK**.
- 5 Press **▲** or **▼** to choose `PC Fax Receive`. Press **OK**.
- 6 The LCD shows the message `Run PC-Fax on your computer`. Press **OK**.

- 7 Press ▲ or ▼ to choose <USB> or the name of the PC you want to receive faxes if you are on a network. Press **OK**.
- 8 Press ▲ or ▼ to choose Backup Print:On or Backup Print:Off. Press **OK**.
- 9 Press **Stop/Exit**.

NOTE

- PC-Fax Receive is not supported by Mac OS.
- Before you can set up PC-Fax Receive, you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (See Software and Network User's Guide.)
- If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your PC. (See Basic User's Guide: *Transferring your faxes or Fax Journal report*.)
- When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to your PC.
- To change the destination PC, repeat steps 1 to 9.

Turning off Memory Receive operations

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

NOTE

The LCD will show you more options if there are still received faxes in the machine's memory. (See *Changing Memory Receive operations* on page 15.)

Changing Memory Receive operations

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

If all the received faxes have already been printed

- Erase All Doc?
 - If you press **1** (Yes), faxes in the memory will be erased before the setting changes.
 - If you press **2** (No), faxes in the memory will not be erased and the setting will be remain unchanged.

If unprinted faxes remain in the memory

- Print All Fax?
 - If you press **1** (Yes), faxes in the memory will be printed before the setting changes. If a backup copy has already been printed, it will not be printed again.
 - If you press **2** (No), faxes in the memory will not be printed and the setting will be unchanged.

The LCD will ask you the following question:

- Send Fax to PC?
 - If you press **1** (Yes), faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (For more information, see *PC-Fax Receive (Windows®)* on page 13.)
 - If you press **2** (No), faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Additional receiving operations

Out of Paper Reception

As soon as the paper tray becomes empty during fax reception, the LCD shows `No Paper Fed.` Put some paper in the paper tray. (See Basic User's Guide: *Loading paper and other print media.*)

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

Further incoming faxes will also be stored in memory until the memory is full. To print the faxes, put fresh paper in the tray. When the memory is full, the machine will stop answering calls.

Printing a reduced incoming fax

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

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

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `Fax`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Setup Receive`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Auto Reduction`. Press **OK**.
- 5 Press **▲** or **▼** to choose `On` (or `Off`). Press **OK**.

- 6 Press **Stop/Exit**.

Receiving a fax at the end of a conversation

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

- 1 Ask the other party to place the document in their machine and to press the Start or Send key.
- 2 When you hear the other machine's CNG tones, press **Mono Start** or **Colour Start**.
- 3 Press **2** to choose *Receive* to receive the fax.
- 4 Replace the handset of the external telephone.

Dialling and storing numbers (MFC models)

Voice operations

You can use your extension or external telephone to dial voice calls.

BT Call Sign (U.K. only)

This feature of the machine lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one telephone line. Each telephone number has its own distinctive ringing pattern, so you know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second telephone number (on the same telephone line) just for receiving faxes.

NOTE

- You can switch BT Call Sign off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. This machine will automatically answer incoming calls that use your new fax number.
 - When you set the BT Call Sign feature to On, the receive mode is set to **Manual** automatically. **Manual** mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern.
-

To enable the machine to work with BT Call Sign (with your external telephone only)

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**. Press **OK**.
- 3 Press **▲** or **▼** to choose **Miscellaneous**. Press **OK**.
- 4 Press **▲** or **▼** to choose **BT Call Sign**. Press **OK**.
- 5 Press **▲** or **▼** to choose **On** (or **Off**). Press **OK**.
- 6 Press **Stop/Exit**.

NOTE

If you turn off BT Call Sign, the receive mode stays in **Manual**. You will need to set receive mode again. (See Basic User's Guide: *Choose the Receive Mode*.)

Additional dialling operations








Combining Speed Dial numbers



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

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

You can even include manual dialling using the dial pad.

For example, you might have stored '01632' on Address Book: 01 and '960555' on Address Book: 02. You can use them both to dial '01632-960555' as shown in the following example:

- 1 Press  (Address Book).
- 2 Press  or  to choose Search. Press **OK**.
- 3 Enter **01**.
- 4 Press  or  to choose Address Book. Press **OK**.
- 5 Press  or  to choose Search. Press **OK**.
- 6 Enter **02**.
- 7 Press **Mono Start** or **Colour Start**. You will dial '01632-960555'.

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to 01632-960556, you could enter the number (01: 01632) using  (Address Book), choose Search, press , and then press **960556** using the dial pad.


NOTE

If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 3.5 second delay. You can press **Redial/Pause** as many times as needed to increase the length of the pause.

Additional ways to store numbers


Storing Speed Dial numbers from the Outgoing Call history

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


- 1 Press **Redial/Pause**.
You can also choose *Outgoing Call* by pressing  (**FAX**).
- 2 Press **▲** or **▼** to choose the number you want to store.
Press **OK**.
- 3 Press **▲** or **▼** to choose *Add to AddressBook*.
Press **OK**.
- 4 Press **▲** or **▼** to choose the 2-digit Speed Dial location where you want to store the number.
Press **OK**.
- 5 Do one of the following:
 - Enter the name (up to 16 characters) using the dial pad.
Press **OK**.
(For help entering letters, see Basic User's Guide: *Entering Text*.)
 - To store the number without a name, press **OK**.
- 6 Press **OK** to confirm the fax or telephone number.
- 7 Press **▲** or **▼** to choose *Complete*.
Press **OK**.
- 8 Press **Stop/Exit**.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company, you can also store Speed Dial numbers from incoming calls in the Caller ID history. (See Basic User's Guide: *Caller ID (U.K. and Ireland only)*.)


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

Setting up Groups for Broadcasting

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

(See *Broadcasting (Monochrome only)* on page 9.)

First, you'll need to store each fax number in a Speed Dial location. (See Basic User's Guide: *Storing Speed Dial numbers*.) Then you can include them as numbers in the Group. Each Group uses a Speed Dial location. You can have up to six Groups, or you can assign up to 39 numbers to a large Group.


- 1 Press  (Address Book).
- 2 Press **▲** or **▼** to choose Setup Groups. Press **OK**.
- 3 Press **▲** or **▼** to choose GROUP1, GROUP2, GROUP3, GROUP4, GROUP5 or GROUP6 for the Group name where you will store the fax numbers. Press **OK**.
- 4 Press **▲** or **▼** to choose the two-digit Speed Dial location you want to add to the Group. Press **OK**.
- 5 Press **▲** or **▼** to choose Add Number. Press **OK**.
- 6 To add numbers to the Group, press **▲** or **▼** to choose Alphabetical Order or Numerical Order and press **OK**. Press **▲** or **▼** to select a number and press **OK**.

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

NOTE

You can print a list of all the Speed Dial numbers. (See *Reports* on page 23.)

Changing a Group name

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


NOTE

How to change the stored name or number:


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

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

Deleting a Group


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

Adding a number to a Group

- 1 Press  (Address Book).
- 2 Press ▲ or ▼ to choose *Setup Groups*. Press **OK**.
- 3 Press ▲ or ▼ to choose the Group you want to change. Press **OK**.
- 4 Press ▲ or ▼ to choose the *Add Number*. Press **OK**.
- 5 Press ▲ or ▼ to choose *Alphabetical Order* or *Numerical Order*. Press **OK**.

- 6 Press ▲ or ▼ to choose the number you want to add. Press **OK**.
- 7 Repeat steps 4 to 6 to add another number in a group, and then press ▲ or ▼ to choose *Complete*. Press **OK**.
- 8 Press **Stop/Exit**.

Deleting a number from a Group

- 1 Press  (Address Book).
- 2 Press ▲ or ▼ to choose *Setup Groups*. Press **OK**.
- 3 Press ▲ or ▼ to choose the Group you want to change. Press **OK**.
- 4 Press ▲ or ▼ to choose the number you want to delete. Press **OK**. Press **1** to confirm.
- 5 Press ▲ or ▼ to choose *Complete*. Press **OK**.
- 6 Press **Stop/Exit**.

6

Printing reports

Fax reports (MFC models)

You can use the **Menu** keys to set up the Transmission Verification Report and the Journal Period.

Transmission Verification Report

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

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to **Off**, you can still print the report by following the steps in *How to print a report* on page 23. The factory default is **Every 50 Faxes**.

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

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

- 6, 12, 24 hours, 2 or 7 days

The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory is filled with the maximum 200 jobs before the time you chose has passed, the machine will print the Fax Journal report early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.

- Every 50 Faxes

The machine will print the Fax Journal report when the machine has stored 50 jobs.

- 6 Enter the time to start printing (in 24-hour format) using the dial pad. Press **OK**.
(For example: enter 19:45 for 7:45 PM.)
- 7 If you chose **Every 7 Days** in step 5, press **▲** or **▼** to display the days of the week. Then choose the day you want to be the first day of the 7-day countdown. Press **OK**.
- 8 Press **Stop/Exit**.

Reports

The following reports are available:

- **XMIT Verify**
(MFC models)
Prints a Transmission Verification Report for your last transmission.
- **Address Book**
(MFC models)
Prints a list of names and numbers stored in the Address Book memory, in alphabetical or numerical order.
- **Fax Journal**
(MFC models)
Prints a list of information about the last incoming and outgoing faxes.
(TX: Transmit) (RX: Receive)
- **User Settings**
Prints a list of your settings.
- **Network Config**
Prints a list of your Network settings.
- **WLAN Report**
Prints a WLAN connection report.
- **Caller ID hist.**
(MFC models)
Prints a list of the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Print Reports**.
Press **OK**.
- 3 Press **▲** or **▼** to choose the report you want to print.
Press **OK**.
- 4 (Address Book Only) Press **▲** or **▼** to choose **Alphabetical Order** or **Numerical Order**.
Press **OK**.
- 5 Press **Mono Start**.
- 6 Press **Stop/Exit**.

Copy options

You can change the copy settings temporarily for the next copy.

The machine returns to its default settings after being idle for 1 minute.

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

When you have finished choosing settings, press **Mono Start** or **Colour Start**.

¹ MFC models only

NOTE

You can save some of the settings you use most often by setting them as the default settings. These settings will remain until you change them again. (See *Setting your changes as a new default* on page 31.)

Stop copying

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

Changing copy speed and quality

You can choose different settings to change the speed and quality of your copies. The factory default is *Normal*.

NOTE

If you choose *Fast*¹ or *Normal*, you can only choose *Plain Paper* in *Paper Type*.

¹ MFC models only

■ Fast (MFC models)


Fast copy speed and lowest amount of ink used. Use to save time printing documents to be proof-read, large documents or many copies.

■ Normal

Normal is the recommended mode for ordinary print outs. This produces good copy quality with good copy speed.

■ Best

Use *Best* mode to copy precise images, such as photographs. This provides the highest resolution and slowest speed.


- 1 Load your document.
- 2 (MFC models)
Press  (**COPY**).
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose *Quality*.
Press **OK**.
- 5 Press ▲ or ▼ to choose *Fast*¹, *Normal* or *Best*.
Press **OK**.

¹ MFC models only

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

Enlarging or reducing copies

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

- 1 Load your document.
- 2 (MFC models)
Press  (**COPY**).
- 3 Enter the number of copies you want.
- 4 Press **▲** or **▼** to choose **Enlarge/Reduce**.
Press **OK**.
- 5 Press **▲** or **▼** to choose the available options.
- 6 Do one of the following:
 - If you chose **Enlarge** or **Reduce**, press **OK** and press **▲** or **▼** to choose the enlargement or reduction ratio you want.
Press **OK**.
 - If you chose **Custom (25-400%)**, press **OK** and then enter an enlargement or reduction ratio from 25% to 400%.
Press **OK**.
 - If you chose **100%** or **Fit to Page**, press **OK**.

198% 10x15cm→A4
186% 10x15cm→LTR
141% A5→A4
100%
97% LTR→A4
93% A4→LTR
83% (DCP model)
83% LGL→A4 (MFC models)
69% A4→A5
47% A4→10x15cm
Fit to Page
Custom (25-400%)

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

NOTE

- **Page Layout** is not available with **Enlarge/Reduce**.
- **Page Layout**, **2-sided Copy**¹, **Sort and Remove Background** are not available with **Fit to Page**.
- **Fit to Page** does not work correctly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper-left corner, with the document face down on the scanner glass.
- **Fit to Page** is not available when using the **ADF**¹.
- **Fit to Page** is not available for **Legal sized documents**.

¹ MFC models only

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


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

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

NOTE

- Sort, Enlarge/Reduce and Remove Background are not available with Page Layout.
- 2-sided Copy¹ is not available with Poster copy.

¹ MFC models only

- 1 Load your document.
- 2 (MFC models)
Press  (COPY).
- 3 Enter the number of copies you want.¹
¹ You can only make one copy at a time when you are using Poster layout.
- 4 Press ▲ or ▼ to choose Page Layout. Press OK.
- 5 Press ▲ or ▼ to choose Off (1in1), 2in1 (P), 2in1 (L), 4in1 (P), 4in1 (L), Poster (2x1), Poster (2x2), Poster (3x3) or 2in1 (ID)¹. Press OK.

¹ For information about 2 in 1 (ID), see *2 in 1 ID copy (Page Layout)* on page 28.

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

If you placed the document in the ADF¹ or are making a poster, the machine scans the document and starts printing.

¹ MFC models only

If you are using the scanner glass, go to step 7.

- 7 After the machine has scanned the page, press **1** or **+** to scan the next page.
- 8 Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps 7 and 8 for each page of the layout.
- 9 After all the pages have been scanned, press **2** or **-** to finish.

NOTE

- Make sure the paper size is set to A4 or Letter.
- You can only make one colour copy at a time.
- You can only make one Poster copy at a time.
- Poster copy is not available when using transparencies.
- (P) means Portrait and (L) means Landscape.

Place the document face down in the direction shown below:

■ 2in1 (P)



■ 2in1 (L)



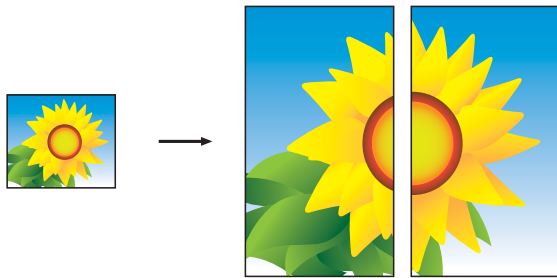
■ 4in1 (P)



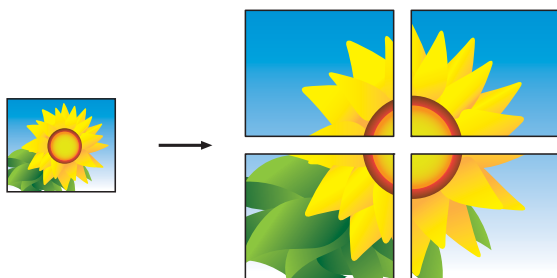
■ 4in1 (L)



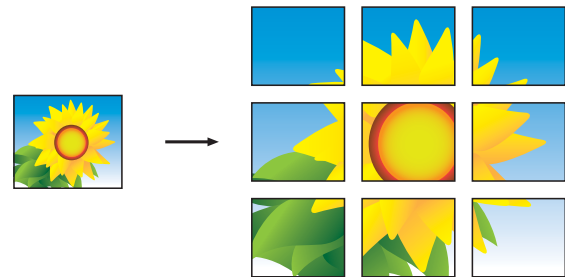
■ Poster (2x1)



■ Poster (2x2)



■ Poster (3x3)



NOTE

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

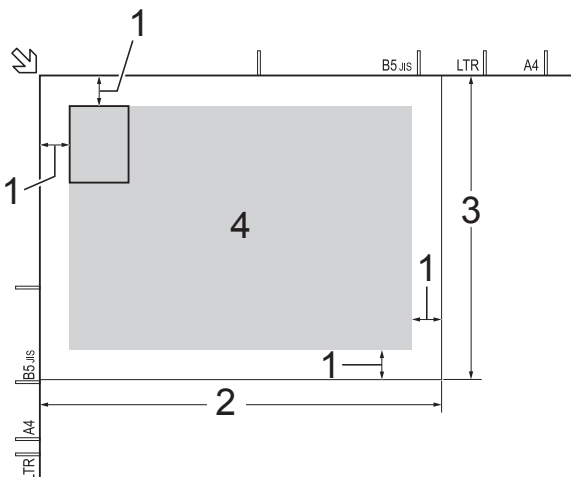
2 in 1 ID copy (Page Layout)

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


NOTE

You can copy an identification card to the extent permitted under applicable laws. (See Product Safety Guide: *Unlawful use of copying equipment.*)

- 1 Place your identification card *face down* near the left corner of the scanner glass as shown in the illustration.



- 1 3 mm or greater (top, left)
- 2 210 mm
- 3 148 mm
- 4 scannable area

- 2 (MFC models)
Press  (COPY).
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose Page Layout.
Press **OK**.
- 5 Press ▲ or ▼ to choose 2in1 (ID).
Press **OK**.

- 6 Press **Mono Start** or **Colour Start**.
The machine starts scanning one side of the identification card.
- 7 After the machine has scanned one side, press **1** or **+**. Turn over the identification card and press **OK** to scan the other side.

NOTE

- Sort, 2-sided Copy¹, Enlarge/Reduce and Remove Background are not available with 2in1 (ID).
- You can only make one colour copy at a time.


¹ MFC models only

Sorting copies

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

We recommend you load single-sided documents in the ADF¹ for sorting copies. For 2-sided documents and books, use the scanner glass.

¹ MFC models only

- 1 Load your document.
- 2 (MFC models)
Press  (COPY).
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to choose Stack/Sort.
Press **OK**.
- 5 Press ▲ or ▼ to choose Sort.
Press **OK**.

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

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

¹ MFC models only

If you are using the scanner glass, go to step 7.


- 7 After the machine scans the page, press **1** or **+** to scan the next page.
- 8 Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps 7 and 8 until all the pages have been scanned.
- 9 Press **2** or **-** to finish scanning. The machine starts printing.

NOTE

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

Adjusting Density

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


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

Remove Background Colour

Removes the background colour of the document when copying. This can save ink and help you read the document clearly.

NOTE

This function is for use only when making colour copies. The background colour is automatically removed for all monochrome copies.

- 1 Load your document.
- 2 (MFC models)
Press  (**COPY**).
- 3 Enter the number of copies you want.
- 4 Press **▲** or **▼** to choose *Advanced Settings*. Press **OK**.
- 5 Press **▲** or **▼** to choose *Remove Background*. Press **OK**.
- 6 Press **▲** or **▼** to choose *Low, Medium or High*. Press **OK**.
- 7 Press **Colour Start**.

NOTE

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

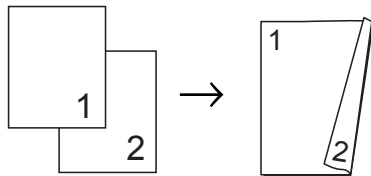
2-sided copying (MFC models)

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

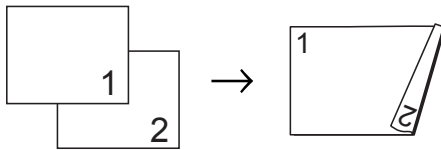
We recommend you load single-sided documents in the ADF for 2-sided copying. For 2-sided documents and books, use the scanner glass.

(Long edge flip)

Portrait

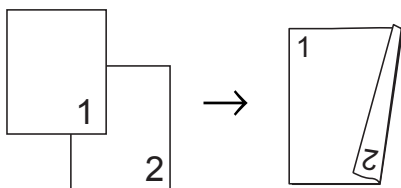


Landscape

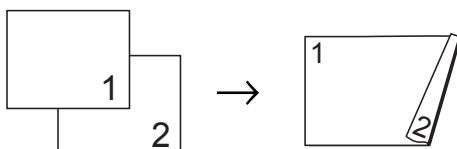


(Short edge flip)

Portrait




Landscape



NOTE

- 2in1 (ID), Poster and Fit to Page are not available with 2-sided Copy.
- You can use only A4, A5 or Letter sized plain paper.

- 1 Load your document.
 - 2 (MFC models)
Press  (**COPY**).
 - 3 Enter the number of copies you want.
 - 4 Press **▲** or **▼** to choose *Stack/Sort*. Press **OK**.
 - 5 Press **▲** or **▼** to choose *Sort*. Press **OK**.
 - 6 Press **▲** or **▼** to choose *2-sided Copy*. Press **OK**.
 - 7 Press **▲** or **▼** to choose *2-sided Copy*. Press **OK**.
 - 8 Press **▲** or **▼** to choose the 2-sided copy type you want
Portrait LongEdgeFlip,
Landscape LongEdgeFlip,
Portrait ShortEdgeFlip or
Landscape ShortEdgeFlip. Press **OK**.
 - 9 Review your settings on the LCD, and then press **OK**.
 - 10 Press **Mono Start** or **Colour Start**.
If you placed the document in the ADF, the machine scans the document and starts printing.
- If you are using the scanner glass, go to step 11.**
- 11 After the machine scans the page, press **1** to scan the next page.

- 12 Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps 11 and 12 until all the pages have been scanned.
- 13 Press **2** to finish scanning. The machine starts printing.

DO NOT touch printed pages until they are ejected the second time. The machine will print and eject the first side, and then pull the paper back in to print the second side.

NOTE

If your document causes paper jams, try using one of the special 2-sided copy settings. Choose *Advanced* and then press **OK** after step 9, and then choose *2-sided1* or *2-sided2*.


2-sided1 helps avoid paper jams when copying by allowing more time for the ink to dry. Choosing *2-sided2* allows more time for the ink to dry while also using less ink.

Setting your changes as a new default

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

¹ MFC models only

These settings will remain until you change them again.


- 1 (MFC models)
Press  (**COPY**).
- 2 Press **▲** or **▼** to choose your new setting. Press **OK**. Repeat this step for each setting you want to change.

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

Restoring all settings to the factory default

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

¹ MFC models only

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

A


Routine maintenance

Cleaning and checking the machine

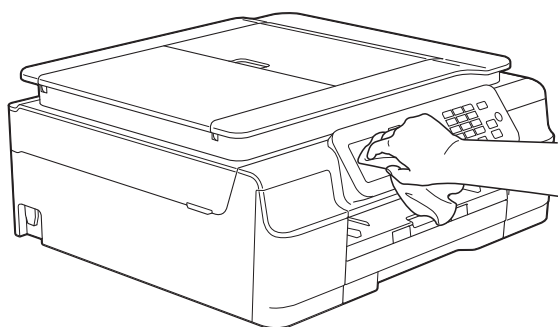
Cleaning the outside of the machine

Clean the LCD screen as follows:

IMPORTANT

- Press and hold down  to turn the machine off. The LCD will show *Shutting Down* for a few seconds before the power goes off.
- DO NOT use any type of liquid cleaners (including ethanol).

- 1 Clean the LCD screen with a *dry*, soft lint-free cloth.

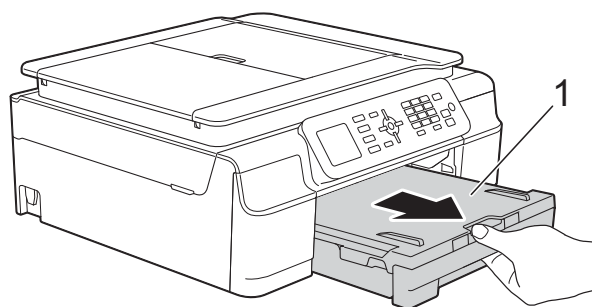


Clean the outside of the machine as follows:

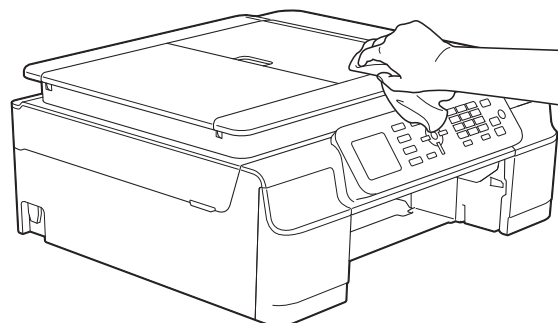
IMPORTANT

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

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

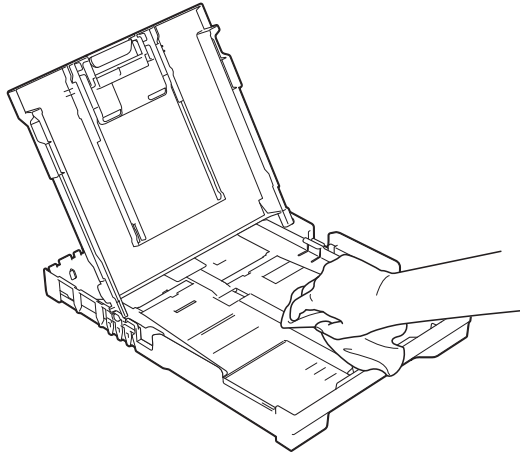


- 2 Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.



- 3 Lift the output paper tray cover and remove anything that is stuck inside the paper tray.

- 4 Wipe the inside and outside of the paper tray with a *dry*, soft lint-free cloth to remove dust.



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

Cleaning the machine's printer platen

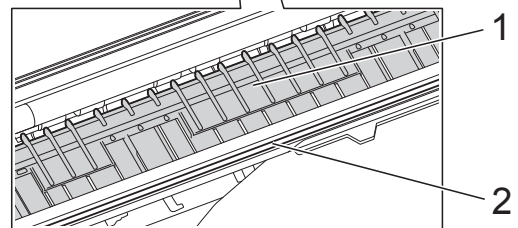
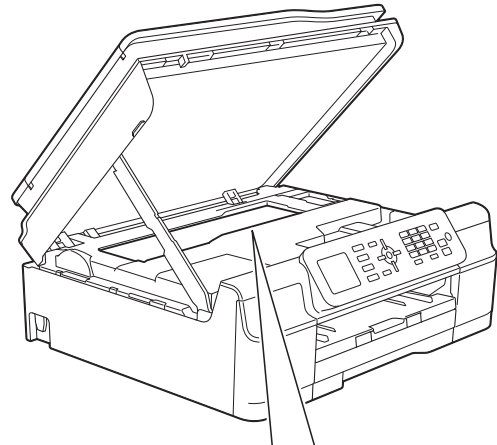
WARNING



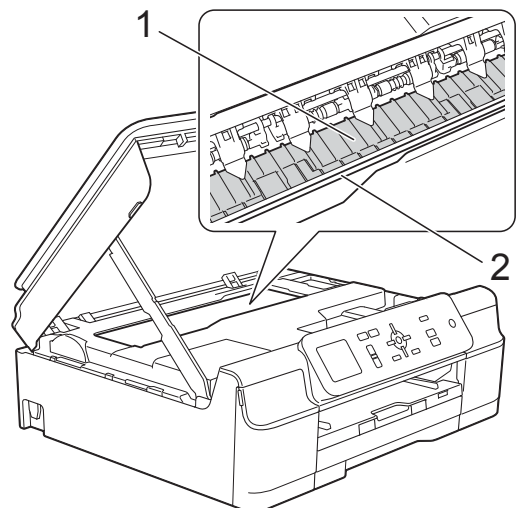
Be sure to unplug the machine from the electrical socket before cleaning the printer platen to avoid an electrical shock.

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

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



(DCP model)



IMPORTANT

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

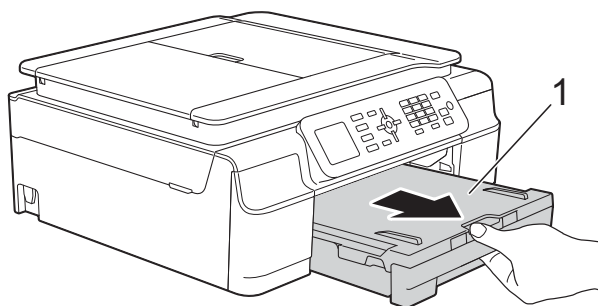
3 Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover using both hands.

4 Re-connect the power cord.

Cleaning the paper feed rollers

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

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

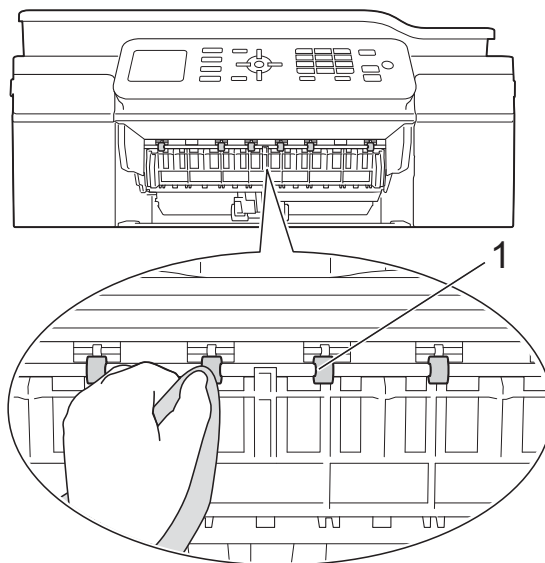


NOTE

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

2 (MFC models)
Clean the front side of the Paper Feed Rollers (1) with a soft lint-free cloth slightly moistened with water, using a side-to-side motion.

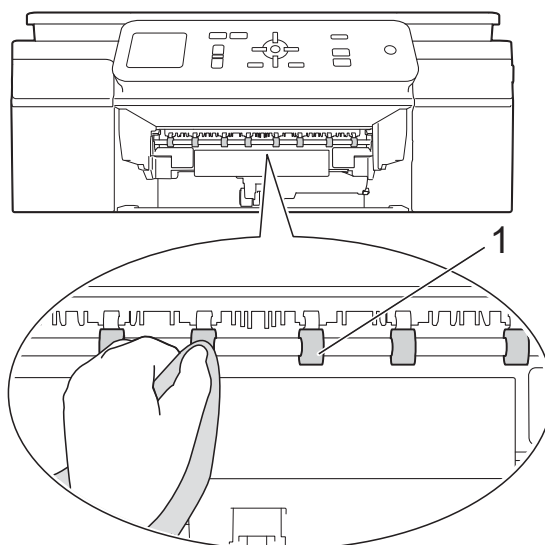
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



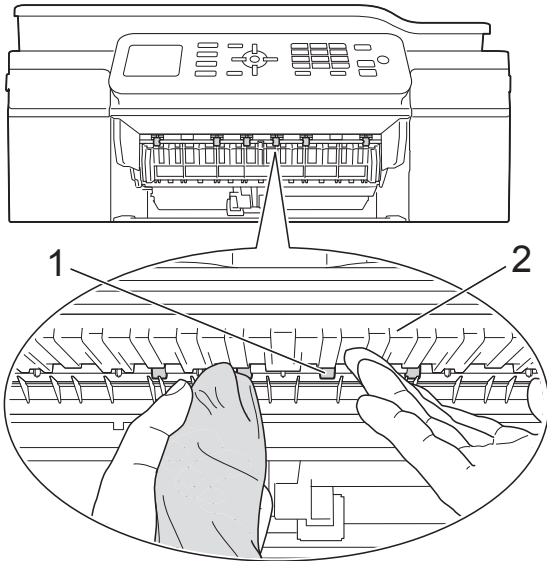
(DCP model)

Clean the Paper Feed Rollers (1) with a soft lint-free cloth slightly moistened with water, using a side-to-side motion.

After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



- 3 (MFC models)
Lift the Jam Clear Flap (2), and then clean the back side of the Paper Feed Rollers (1) with a soft lint-free cloth slightly moistened with water.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



- 4 Put the paper tray firmly back in the machine.
- 5 Re-connect the power cord.

NOTE

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

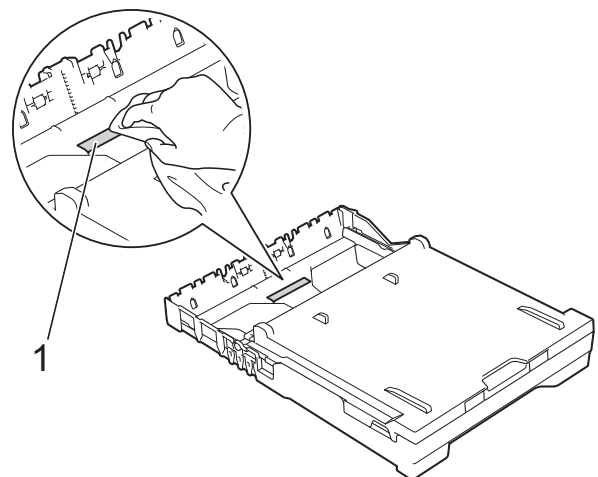
Cleaning the paper pick-up rollers

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

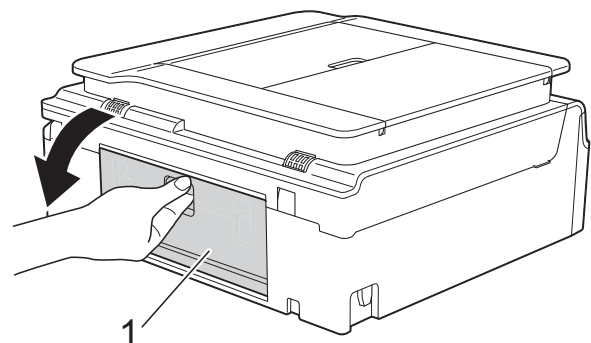
NOTE

If the machine has been feeding multiple pages when there are only a few sheets of paper left in the tray, clean the Base Pad (1) with a soft lint-free cloth slightly moistened with water.

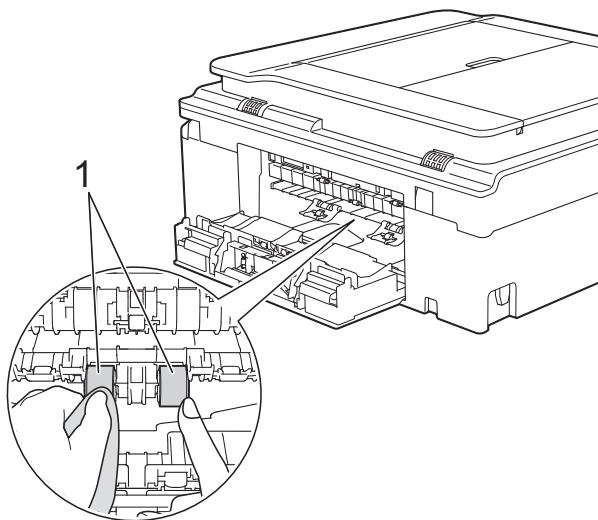
After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.



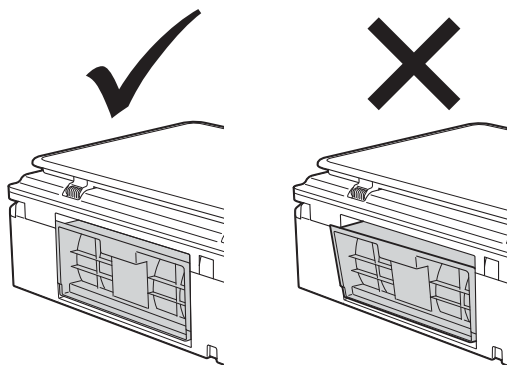
- 3 Open the Jam Clear Cover (1) at the back of the machine.



- 4 Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth slightly moistened with water.
Slowly turn the rollers so that the whole surface is cleaned.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



- 5 Close the Jam Clear Cover. Make sure the cover is closed completely. (DCP model)

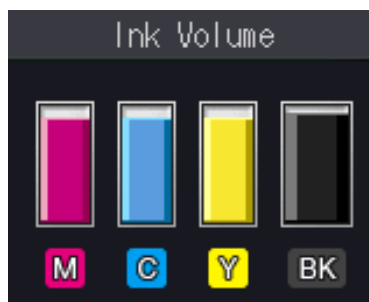


- 6 Put the paper tray firmly back in the machine.
- 7 Re-connect the power cord.

Checking the ink volume

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

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



NOTE

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

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

- 4 Press **Stop/Exit**.

NOTE

You can check the ink volume from your computer.
(See Software and Network User's Guide.)

Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. Follow the instructions below to correctly package your machine. Damage caused to your machine during transit may not be covered by your warranty.

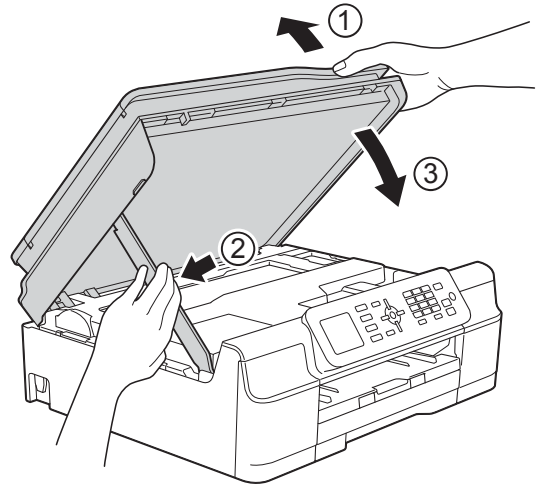
The machine should be adequately insured with the carrier.

IMPORTANT

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

- 1 Unplug the machine from the electrical socket.
- 2 Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position. Then unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.
- 3 Unplug the interface cable from the machine, if it is connected.

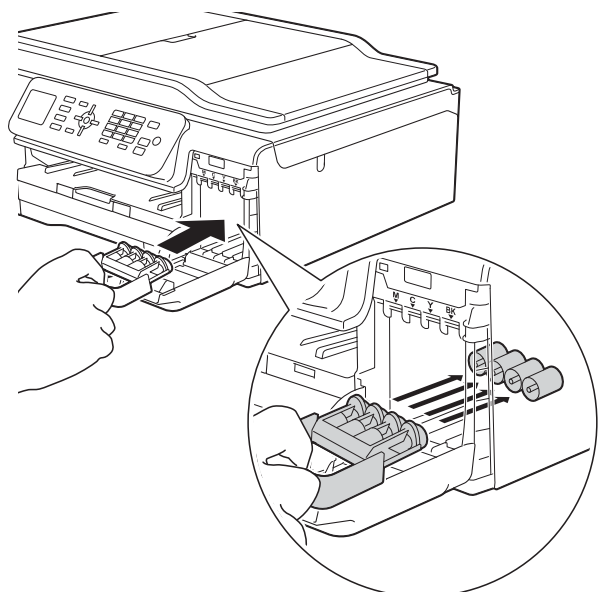
- 4 Lift the scanner cover (1) to release the lock. Gently push the scanner cover support down (2) and close the scanner cover (3) using both hands.



CAUTION

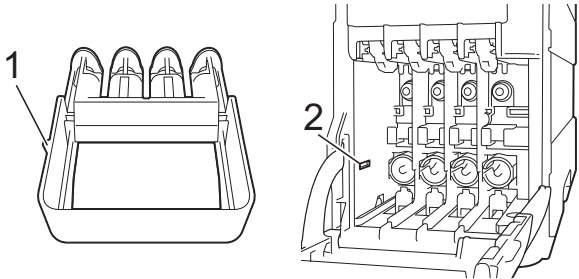
Be careful not to pinch your fingers when the scanner cover closes.

- 5 Open the ink cartridge cover.
- 6 Remove all four ink cartridges. Press the ink release lever above each cartridge to release it. (See Basic User's Guide: *Replacing the ink cartridges*.)
- 7 Install the orange protective part, and then close the ink cartridge cover.



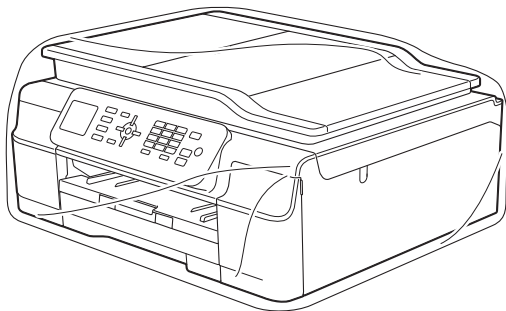
IMPORTANT

- Make sure the plastic tab on the left side of the orange protective part (1) locks securely into place (2).

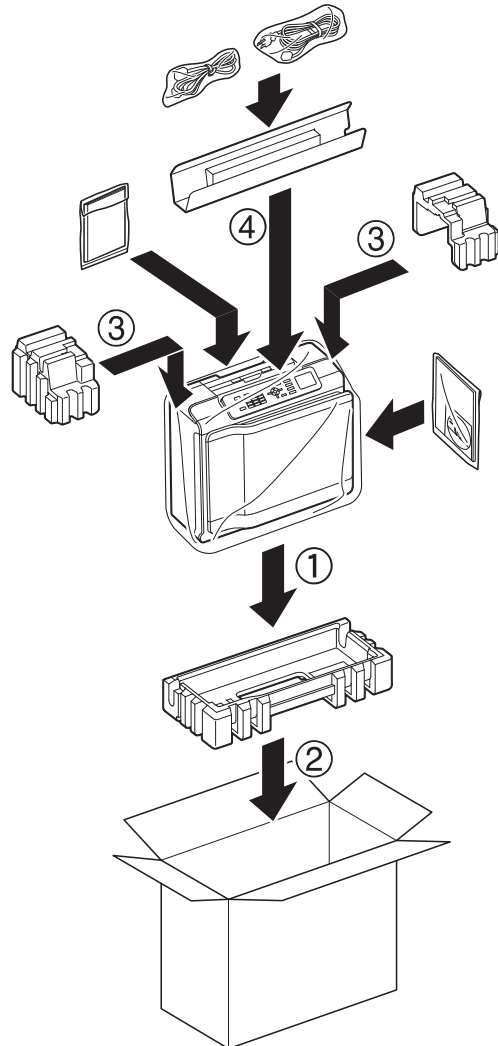


- If you are not able to find the orange protective part, ship the machine without it. DO NOT install the ink cartridges as an alternative before shipping.

- 8 Wrap the machine in the bag.



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



- 10 Close the carton and tape it shut.

B

Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

Address Book

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

ADF (automatic document feeder)

The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

Sending a fax without picking up the handset of an external telephone.

Automatic Redial

A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Beeper Volume

Volume setting for the beep when you press a key or make an error.

Brightness

Changing the Brightness makes the whole image lighter or darker.

Broadcasting

The ability to send the same fax message to more than one location.

Caller ID

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

CNG tones

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Coding method

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability.

Colour Enhancement

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

Communication error (Comm. Error)

An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Density

Changing the Density makes the whole image lighter or darker.

Dual Access

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

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension telephone

A telephone using the same line as your fax but plugged into a separate wall socket.

External telephone

A TAD (telephone answering device) or telephone that is connected to your machine.

F/T Ring Time

The length of time that the Brother machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Detect

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

Fax Journal

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

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Greyscale

The shades of grey available for copying, scanning and faxing photographs.

Group number

A combination of Speed Dial numbers that are stored in a Speed Dial location for Broadcasting.

Innobella™

Innobella™ is a range of genuine consumables offered by Brother. For best quality results, Brother recommends Innobella™ ink and paper.

Journal Period

The pre-programmed time period between automatically printed Fax Journal reports. You can print the Fax Journal report on demand without interrupting the cycle.

LCD (Liquid Crystal Display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

When you lift the handset of your external telephone you can hear the receiving fax machine answer before you press **Mono Start** or **Colour Start** to begin sending the fax.

Memory Receive

Receives faxes into the machine's memory when the machine is out of paper.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

Nuance™ PaperPort™ 12SE or Presto! PageManager software application converts an image of text to text you can edit.

Overseas Mode

Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.

Pause

Allows you to place a 3.5 second delay in the dialling sequence while you are dialling using the dial pad or while you are storing Speed Dial numbers. Press **Redial/Pause** key on the control panel as many times as needed for longer pauses.

Photo resolution (Mono only)

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

Pulse

A form of rotary dialling on a telephone line.

Real Time Transmission

When the memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Remote Activation Code

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

**Remote Deactivation Code
(For Fax/Tel mode only)**

When the machine answers a voice call, it pseudo/double-rings. You can pick up at an extension telephone by pressing this code (# 5 1).

Resolution

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

Ring Delay

The number of rings before the machine answers in Fax Only and Fax/Tel modes.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document to your computer.

Search

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

Settings Tables

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

Speed Dial

You can set up names and numbers for easy dialling.

Standard resolution

203 × 98 dpi (monochrome).
203 × 196 dpi (colour). It is used for regular sized text and the quickest transmission.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super Fine resolution (Mono only)

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

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

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

Tone

A form of dialling on the telephone line used for touch-tone telephones.

Transmission

The process of sending faxes over the phone lines from your machine to the receiving fax machine.

User Settings

A printed report that shows the current settings of the machine.

WLAN Report

A printed report that shows the result of the WLAN Connection.

XMIT Report (Transmission Verification Report)

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

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

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