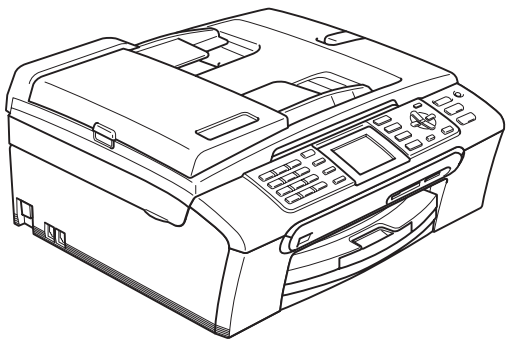
USER'S GUIDE

MFC-440CN
MFC-660CN
MFC-845CW



If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-440CN, MFC-660CN and MFC-845CW (Circle your model number)

Serial Number: [1] _____

Date of Purchase: _____

Place of Purchase: _____

[1] The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

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

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

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

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Approval Information and Compilation and Publication Notice

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

APPROVAL INFORMATION

Brother advises that this product may not function correctly in a country other than where it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country.

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.

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EC Declaration of Conformity under the R & TTE Directive

brother

EC Declaration of Conformity

Manufacturer
Brother Industries, Ltd.
15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561, Japan

Plant
Brother Industries (Shen Zhen) Ltd
G02414-1, Bao Chang Li Bonded Transportation Industrial Park,
Bao Long Industrial Estate, Longgang, Shenzhen, China

Herewith declare that:

Products description	: Facsimile Machine
Type	: Group 3
Model Name	: MFC-440CN, MFC-660CN, MFC-845CW

are in conformity with provisions of the R & TTE Directive (1999/5/EC) and we declare compliance with the following standards :

Harmonized :	Safety	EN60950-1:2001+A11:2004
	EMC	EN55022: 1998 +A1: 2000 +A2: 2003 Class B
		EN55024: 1998 +A1: 2001 +A2: 2003
		EN61000-3-2: 2000
		EN61000-3-3: 1995 +A1: 2001
	Radio	EN301 489-1 V1.6.1
		EN301 489-17 V1.2.1
		EN300 328 V1.6.1
		EN301 406 V1.5.1
		EN301 489-6 V1.2.1

※ Radio applies to MFC-845CW only.

Year in which CE marking was first affixed : 2006

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J. Shiota

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General Manager
Quality Management Dept.
Printing & Solutions Company

Table of Contents

Section I General

1 General Information 2

Using the documentation 2
Symbols and conventions used in the documentation 2
Accessing the Software User's Guide and Network User's Guide 3
Viewing Documentation 3
Control panel overview 6
LCD display indications 8
Basic Operations 9

2 Loading documents and paper 10

Loading documents 10
Using the ADF 10
Using the scanner glass 10
Scanning area 11
Acceptable paper and other media 12
Recommended media 12
Handling and using media 12
Choosing the right media 14
Loading paper, envelopes and other media 16
Loading paper and other media 16
Loading envelopes, post cards and photo paper 18
Printable area 21

3 General setup 22

Power Save mode 22
Putting your machine in Power Save mode 22
Bringing your machine out of Power Save mode 22
Power Save setting 22
Mode Timer 24
Paper settings 24
Paper Type 24
Paper Size 25
Volume Settings 25
Ring Volume 25
Beeper Volume 26
Speaker Volume 26
Automatic Daylight Savings Time 27
LCD display 27
LCD Contrast 27
Setting the backlight brightness 28
Setting the Dim Timer for the backlight 28
Setting the Off Timer 28
Setting the Wallpaper 29

4 Security features 30

TX Lock (MFC-440CN only) 30
Setting and changing the TX Lock password 30
Turning the TX Lock on/off 31
Memory Security (MFC-660CN and MFC-845CW only)....31
Setting and changing the memory security password 32
Turning the memory security on/off 33

Section II Fax

5 Sending a fax 36

Entering Fax mode 36
Faxing from the ADF 36
Faxing from the scanner glass 37
Faxing Letter size documents from the scanner glass 37
Colour fax transmission 37
Cancelling a fax in progress 37
Broadcasting (Monochrome only)....38
Cancelling a Broadcast in progress....38
Additional sending operations....39
Sending faxes using multiple settings 39
Contrast 39
Changing fax resolution 39
Dual access(Monochrome only) 40
Real time transmission 40
Overseas Mode 41
Delayed Faxing (Monochrome only)....41
Delayed Batch Transmission (Monochrome only)....41
Checking and cancelling waiting jobs....41
Setting your changes as a new default....42
Restoring all settings to the factory settings 42
Sending a fax manually 42
Sending a fax at the end of a conversation
(MFC-660CN and MFC-845CW only) 42
Out of Memory message 43

6 Receiving a Fax 44

Receive modes 44
Choosing the Receive Mode 44
Using receive modes 45
Fax only 45
Fax/Tel 45
Manual 45
TAD (MFC-660CN and MFC-845CW only) 46
External TAD (MFC-440CN only) 46
Receive mode settings 46
Ring Delay 46
F/T Ring Time (Fax/Tel mode only) 47
Fax Detect 47
Additional receiving operations 48
Printing a reduced incoming fax 48
Receiving faxes into memory (Monochrome only) 49
Receiving a fax at the end of a conversation (MFC-660CN and MFC-845CW only) 49
Printing a fax from the memory 49

7 Telephone and External devices 50

Voice operations 50
Making a telephone call (MFC-660CN and MFC-845CW only) 50
Answering calls with the Speaker Phone (MFC-660CN and MFC-845CW only) 50
Mute (MFC-660CN and MFC-845CW only) 50
Tone or Pulse 51
Fax/Tel mode 51
Fax/Tel mode in Power Save condition 51
Telephone services 52
Caller ID (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only) 52
Setting the Phone Line Type 53
BT Call Sign (For U.K. only) 54
Connecting an external TAD (telephone answering device) 55
Connections 55
Recording outgoing message (OGM) on an external TAD 56
Multi-line connections (PBX) 56
External and extension phones 56
Connecting an external or extension telephone 56
Operation from extension telephones 56
Using extension telephones (For U.K. only) 57
Using a cordless external telephone (MFC-440CN and MFC-660CN only) 58
Using remote codes 58

8 Dialling and storing numbers 59

How to Dial 59
Manual dialling 59
Speed-Dialling 59
Search 59
Fax Redial 60
Outgoing Call 60
Caller ID history
(MFC-660CN and MFC-845CW only) (For U.K. and Ireland only) 61
Storing numbers 61
Storing a pause 61
Storing Speed-Dial numbers 61
Changing Speed-Dial names or numbers 63
Setting up groups for broadcasting 64
Combining Quick-Dial numbers 66

9 Digital TAD (MFC-660CN and MFC-845CW only) 67

TAD-Mode for internal TAD 67
Setting up the TAD 67
Outgoing message (OGM) 67
Fax/Tel OGM 68
Activating TAD mode 68
Managing your messages 69
Message indicator 69
Playing voice messages 69
Erasing incoming messages 69
Additional TAD operations 70
Setting maximum time for incoming messages 70
Setting toll saver 70
ICM Recording Monitor 71
Recording a conversation (MFC-660CN only) 71

10 Advanced fax operations (Monochrome only) 72

Fax Forwarding 72
Fax Storage 73
Fax Preview (MFC-660CN and MFC-845CW only) 73
Setting Fax Preview 73
How to preview a fax 74
How to delete all faxes in the list 74
How to print all faxes in the list 74
PC Fax Receive 75
Changing the destination PC 76
Turning off Advanced Fax Operations 76
Changing Advanced Fax Operations 77
Remote Retrieval 77
Setting a Remote Access Code 77
Using your Remote Access Code 78
Remote Fax commands 79
Retrieving fax messages 81
Changing your Fax Forwarding number 81

11 Printing Reports 82

Fax reports....82
Transmission Verification Report....82
Fax Journal (activity report)....82
Reports....83
How to print a report....83

12 Polling 84

Polling overview....84
Polling receive....84
Setup to receive polling....84
Setup to receive polling with secure code....84
Setup to receive delayed polling....85
Sequential polling (Monochrome only)....85
Polled transmit (Monochrome only)....86
Setup for polled transmit....86
Setup for polled transmit with secure code....86

Section III Copy

13 Making copies 88

How to copy....88
Entering Copy mode....88
Making a single copy....88
Making multiple copies....88
Stop copying....88
Copy settings....89
Changing copy speed and quality....89
Enlarging or reducing the image copied....89
Making N in 1 copies or a poster (page layout)....90
Sorting copies using the ADF....91
Adjusting Brightness, Contrast and Colour....91
Paper Options....92
Setting your changes as a new default....93
Restoring all settings to the factory settings....93
‘Out of Memory’ message....93

Section IV Direct Photo Printing

14 Printing photos from a memory card 96

PhotoCapture Center™ Operations....96
Printing from a memory card without a PC....96
Scanning to a memory card without a PC....96
Using PhotoCapture Center™ from your computer....96
Using memory cards....96
Memory card folder structure....96
Getting started....97
Entering PhotoCapture mode....98
Print Images....98
View Photo(s)....98
Print Index (Thumbnails)....99
Print All Photos....99
Print Photos....99
DPOF printing....100
PhotoCapture Center™ print settings....101
Print Quality....102
Paper options....102
Adjusting Brightness, Contrast and Colour....102
Cropping....103
Borderless printing....104
Setting your changes as a new default....104
Restoring all settings to the factory settings....104
Scan to Card....105
Entering Scan mode....105
How to scan to card....105
Understanding the Error Messages....106

15 Printing photos from a camera with PictBridge 107

Before Using PictBridge....107
PictBridge requirements....107
Using PictBridge....107
Setting your digital camera....107
Printing Images....108
DPOF printing....108
Understanding the Error Messages....109

Section V Software

16 Software and Network features 112

Section VI Appendixes

A Safety and Legal 114

Choosing a location 114
To use the machine safely 115
Important safety instructions 118
IMPORTANT - For your safety 119
LAN connection 120
EU Directive 2002/96/EC and EN50419 120
Legal limitations for copying 121
Trademarks 122

B Troubleshooting and Routine Maintenance 123

Troubleshooting 123
If you are having difficulty with your machine 123
Error messages 129
Transferring your faxes or Fax Journal report 132
Document jam 133
Printer jam or paper jam 134
Dial Tone detection 135
Phone line interference 136
Routine maintenance 136
Replacing the ink cartridges 136
Cleaning the outside of the machine 138
Cleaning the scanner 139
Cleaning the machine printer platen 140
Cleaning the Paper Pick-up Roller 140
Cleaning the print head 141
Checking the print quality 141
Checking the printing alignment 142
Checking the ink volume 143
Uninstalling or installing the handset and handset cradle (MFC-660CN only) 143
Machine Information 144
Checking the serial number 144
Packing and shipping the machine 144

C Menu and Features 148

On-screen programming 148
Memory storage 148
Menu keys 148
Menu table 149
Entering Text 164

D Specifications 165

General 165
Print media 167
Fax 168
Digital TAD (MFC-660CN and MFC-845CW only) 169
Digital Cordless Handset (MFC-845CW only) 170
Cordless handset (BCL-D20) 170
Battery 170
Battery cradle 171
AC adapter 171
Copy 172
PhotoCapture Center™ 173
PictBridge 173
Scanner 174
Printer 175
Interfaces 176
Computer requirements 177
Consumable items 178
Network (LAN) 179

E Glossary 180

F Index 184

Section I

General

General Information	2
Loading documents and paper	10
General setup	22
Security features	30

1 General Information

Using the documentation

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

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific keys on the machine's control panel.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier New`	Text in the Courier New font identifies messages on the LCD of the machine.

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

Electrical Hazard icons alert you to possible electrical shock.

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

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

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

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

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

Viewing Documentation

Viewing Documentation (For Windows®)

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

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

1. Turn on your PC. Insert the Brother CD-ROM into your CD-ROM drive.
2. If the model name screen appears, click your model name.
3. If the language screen appears, click your language. The CD-ROM main menu will appear.

Note

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

4. Click **User's Guide**.

How to find Scanning instructions

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

Software User's Guide

- *Scanning* (For Windows® 98/98SE/Me/2000 Professional and Windows® XP)
- *ControlCenter3* (For Windows® 98/98SE/Me/2000 Professional and Windows® XP)
- *Network Scanning*

PaperPort® SE with OCR User's Guide

- Instructions for scanning directly from ScanSoft® PaperPort® SE with OCR. The complete ScanSoft® PaperPort® SE with OCR User's Guide can be viewed from the Help selection in the ScanSoft® PaperPort® SE with OCR application.

How to find Network setup instructions (MFC-845CW only)

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. For more information, or if your access point supports SecureEasySetup™, please see the Network User's Guide on the CD-ROM.

Viewing Documentation (For Macintosh®)

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

2. Double-click the **Documentation** icon.
3. Double-click your language folder.
4. Double-click the top page file to view the **Software User's Guide** and **Network User's guide** in HTML format.
5. Click the documentation you want to read.
   - **Software User's Guide**
   - **Network User's Guide**

How to find Scanning instructions

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

Software User's Guide

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

Presto!® PageManager® User's Guide

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

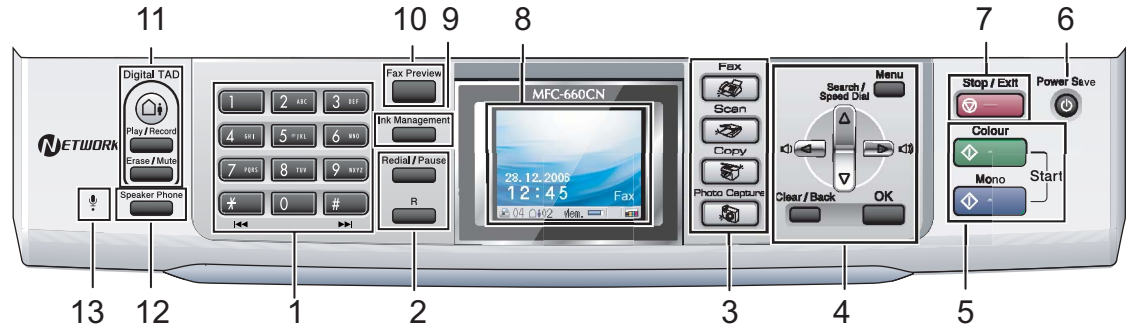
How to find Network setup instructions (MFC-845CW only)

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. For more information, or if your access point supports SecureEasySetup™, please see the Network User's Guide on the CD-ROM.

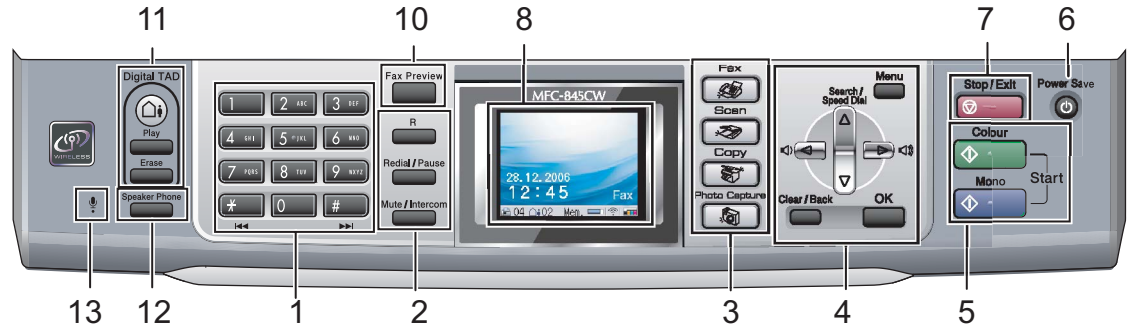
Control panel overview

MFC-440CN

MFC-660CN



MFC-845CW



Note

Most of the illustrations in this User's Guide show the MFC-440CN.

1 Dial Pad

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

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

2 Fax and telephone keys

- **Search/Speed Dial** (MFC-440CN)

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

- **Redial/Pause**

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

- **Tel/R** (MFC-440CN only)

  This key is used to have a telephone conversation after picking up the external handset in F/T pseudo-ringing.

  Also, use this key to gain access to an outside line, or transfer a call to another extension when it is connected to a PBX.

- **R** (MFC-660CN and MFC-845CW only)

  Use this key to gain access to an outside line, or transfer a call to another extension when it is connected to a PBX.

- **Mute/Intercom** (MFC-845CW only)

  Puts the current phone call on hold.

  Also, press this key to speak on the intercom or to transfer an incoming call to the cordless handset.

3 Mode keys:

- **Fax**

  Lets you access Fax mode.

- **Scan**

  Lets you access Scan mode.

- **Copy**

  Lets you access Copy mode.

- **PhotoCapture**

  Lets you access PhotoCapture Center™ mode.

4 Menu keys:

- **Volume keys**

  ◄ ►

  In Fax mode, you can press these keys to adjust the ring volume.

- **▲ Search/Speed Dial** (MFC-660CN and MFC-845CW)

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

- ◄ or ►

  Press to scroll backward or forward to a menu selection.

- ▲ or ▼

  Press to scroll through the menus and options.

- **Menu**

  Accesses the main menu.

- **OK**

  Selects a setting.

- **Clear/Back**

  Press to cancel the current setting.

5 Start keys:

- **Colour Start**

  Lets you start sending faxes or making copies in full colour. Also lets you start a scanning operation (in colour or mono, depending on the scanning setting in the ControlCenter software).

- **Mono Start**

  Lets you start sending faxes or making copies in monochrome. Also lets you start a scanning operation (in colour or mono, depending on the scanning setting in the ControlCenter software).

6 Power Save

Lets you put the machine into Power Save mode.

7 **Stop/Exit**

Stops an operation or exits from a menu.

8 LCD (liquid crystal display)

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

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

9 **Ink Management** (MFC-440CN and MFC-660CN only)

Lets you clean the print head, check the print quality, and check the available ink volume.

10 **Fax Preview** (MFC-660CN and MFC-845CW only)

Lets you preview incoming faxes on the LCD.

11 **TAD keys** (MFC-660CN and MFC-845CW only):

- **On/Off**

  Turns the Telephone Answering Device (TAD) on or off. It will also flash if you have new messages.
- **Play/Record** (MFC-660CN only)

  Plays voice messages stored in the memory. It will also let you record telephone calls.
- **Play** (MFC-845CW only)

  Plays voice messages stored in memory.
- **Erase/Mute** (MFC-660CN only)

  Puts the current phone call on hold. Also, deletes voice messages.
- **Erase** (MFC-845CW only)

  Deletes voice/fax messages.

12 **Speaker Phone** (MFC-660CN and MFC-845CW only)

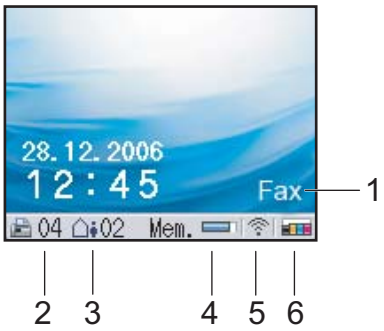
Lets you speak to another party without lifting the handset.

13 **Microphone** (MFC-660CN and MFC-845CW only)

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

LCD display indications

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



1 **Current Receive Mode**

Lets you see the current receive mode.

- `Fax` (Fax only)
- `F/T` (Fax/Tel)
- `TAD` (External TAD or Msg Mgr)
- `Mnl` (Manual)

2 **Faxes in memory**

Shows how many received faxes are in the memory.

3 **Voice messages in memory** (MFC-660CN and MFC-845CW only)

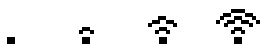
Shows how many received voice messages are in the memory.

4 **Memory Status**

Lets you see the available memory in the machine.

5 **Wireless Status** (MFC-845CW only)

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



6 **Ink indicator**

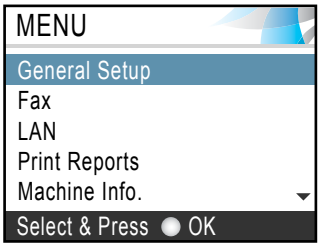
Lets you see the available ink volume.

Basic Operations

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

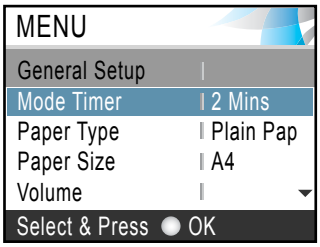
1. Press **Menu**.

2. Press ▲ or ▼ to choose `General Setup`.



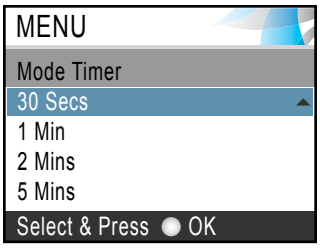
Press **OK**.

3. Press ▲ or ▼ to choose `Mode Timer`.

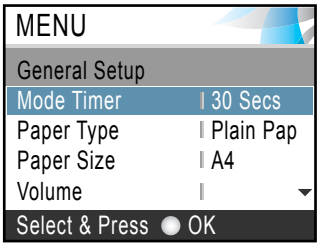


Press **OK**.

4. Press ▲ or ▼ to choose `30 Secs`.



Press **OK**.
You can see the current setting on the LCD:



5. Press **Stop/Exit**.

2 Loading documents and paper

Loading documents

You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass.

Using the ADF

The ADF can hold up to 10 pages and feeds each sheet individually. Use standard 80 g/m^2 (20 lb) paper and always fan the pages before putting them in the ADF.

Recommended environment

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

Document Sizes Supported

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

How to load documents

CAUTION

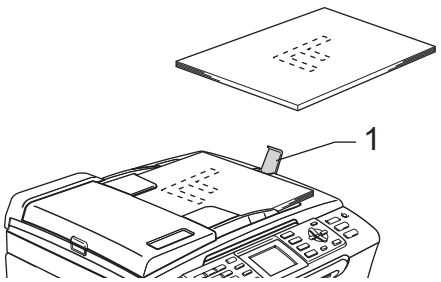
DO NOT pull on the document while it is feeding.

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

DO NOT use cardboard, newspaper or fabric.

- Make sure documents written with ink are completely dry.

1. Fan the pages well. Make sure you put the documents **face down, top edge first** in the ADF until you feel them touch the feed roller.
2. Adjust the paper guides to fit the width of your documents.
3. Unfold the ADF Document Output Support Flap (1).



CAUTION

DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.

Using the scanner glass

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

Document Sizes Supported

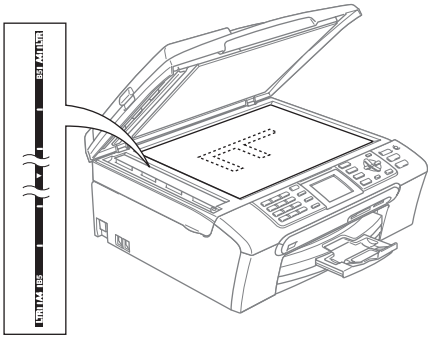
Length:	Up to 297 mm (11.7 in.)
Width:	Up to 215.9 mm (8.5 in.)
Weight:	Up to 2 kg (4.4 lb)

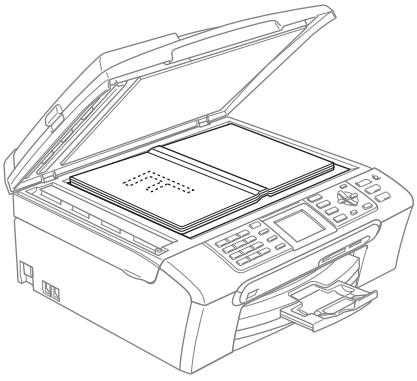
How to load documents

Note

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

1. Lift the document cover.
2. Using the document guidelines on the left, center the document face down on the scanner glass.





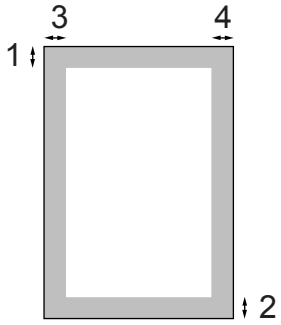
3. Close the document cover.

CAUTION

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

Scanning area

The scanning area depends on the settings in the application you are using. The figures below show the areas you cannot scan on Letter or A4 paper.



Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	Letter	3 mm (0.12 in.)	4 mm (0.16 in.)
	A4	3 mm (0.12 in.)	1 mm (0.04 in.)
Copy	Letter	3 mm (0.12 in.)	3 mm (0.12 in.)
	A4	3 mm (0.12 in.)	3 mm (0.12 in.)
Scan	Letter	3 mm (0.12 in.)	3 mm (0.12 in.)
	A4	3 mm (0.12 in.)	0 mm (0 in.)

Acceptable paper and other media

The print quality can be affected by the type of paper you use in the machine.

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper you load.

You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes.

We recommend testing various paper types before buying large quantities.

- When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to choose the correct media in the '**Basic**' tab of the printer driver or in the Paper Type setting of the menu (See *Paper Type* on page 24).
- When you print on Brother photo paper, load the instruction sheet included with the photo paper in the paper tray first, and then put the photo paper on top of the instruction sheet.
- When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended media

To get the best print quality, we suggest using Brother paper. (See table below.)

If Brother paper is not available in your country, we recommend testing various papers before purchasing large quantities.

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

Brother paper

Paper Type	Item
A4 Plain	BP60PA
A4 Glossy Photo	BP61GLA
A4 Inkjet (Matte)	BP60MA
10 x 15 cm Glossy Photo	BP61GLP

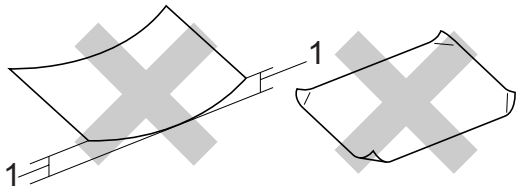
Handling and using media

- Store paper in its original packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- The coated side of photo paper is shiny. Avoid touching the shiny (coated) side. Load photo paper with the shiny side facing down.
- Avoid touching either side of transparencies because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

Improper Setup

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



1 2 mm (0.08 in.) or longer

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

Paper capacity of the output paper tray

Up to 50 sheets of 20 lb Letter or 80 g/m^2 A4 paper.

■ Transparencies or photo paper must be picked up from the output paper tray one page at a time to avoid smudging.

Choosing the right media

Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Sheet	Letter	216 × 279 mm (8 1/2 × 11 in.)	Yes	Yes	Yes	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	Yes	Yes	Yes	Yes
	Legal	216 × 356 mm (8 1/2 × 14 in.)	Yes	Yes	–	Yes
	Executive	184 × 267 mm (7 1/4 × 10 1/2 in.)	–	–	–	Yes
	JIS B5	182 × 257 mm (7.2 × 10.1 in.)	–	–	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes
	A6	105 × 148 mm (4.1 × 5.8 in.)	–	–	–	Yes
Cards	Photo	10 × 15 cm (4 × 6 in.)	–	Yes	Yes	Yes
	Photo L	89 × 127 mm (3 1/2 × 5 in.)	–	–	–	Yes
	Photo 2L	13 × 18 cm (5 × 7 in.)	–	–	Yes	Yes
	Index Card	127 × 203 mm (5 × 8 in.)	–	–	–	Yes
	Post Card 1	100 × 148 mm (3.9 × 5.8 in.)	–	–	–	Yes
	Post Card 2 (Double)	148 × 200 mm (5.8 × 7.9 in.)	–	–	–	Yes
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	–	–	–	Yes
	DL Envelope	110 × 220 mm (4.3 × 8.7 in.)	–	–	–	Yes
	COM-10	105 × 241 mm (4 1/8 × 9 1/2 in.)	–	–	–	Yes
	Monarch	98 × 191 mm (3 7/8 × 7 1/2 in.)	–	–	–	Yes
	JE4 Envelope	105 × 235 mm (4.1 × 9.3 in.)	–	–	–	Yes
Transparencies	Letter	216 × 279 mm (8 1/2 × 11 in.)	–	Yes	–	Yes
	A4	210 × 297 mm (8.3 × 11.7 in.)	–	Yes	–	Yes

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	64 to 120 g/m^2 (17 to 32 lb)	0.08 to 0.15 mm (0.003 to 0.006 in.)	100 [1]
	Inkjet Paper	64 to 200 g/m^2 (17 to 53 lb)	0.08 to 0.25 mm (0.003 to 0.01 in.)	20
	Glossy Paper	Up to 220 g/m^2 (Up to 58 lb)	Up to 0.25 mm (Up to 0.01 in.)	20
Cards	Photo Card	Up to 240 g/m^2 (Up to 64 lb)	Up to 0.28 mm (Up to 0.01 in.)	20 [2]
	Index Card	Up to 120 g/m^2 (Up to 32 lb)	Up to 0.15 mm (Up to 0.006 in.)	30
	Post Card	Up to 200 g/m^2 (Up to 53 lb)	Up to 0.23 mm (Up to 0.01 in.)	30
Envelopes		75 to 95 g/m^2 (20 to 25 lb)	Up to 0.52 mm (Up to 0.02 in.)	10
Transparencies		–	–	10

[1] Up to 50 sheets for Legal size paper 80 g/m^2 (20 lb).
Up to 100 sheets of 80 g/m^2 (20 lb) paper.

[2] For Photo 10×15 cm and Photo L paper, use the photo paper tray. (See *Loading photo paper* on page 19.)

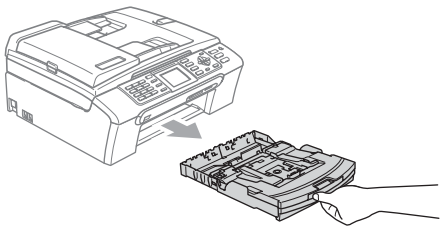
Loading paper, envelopes and other media

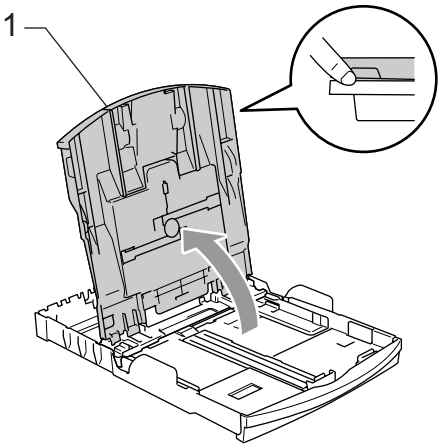
Loading paper and other media

Note

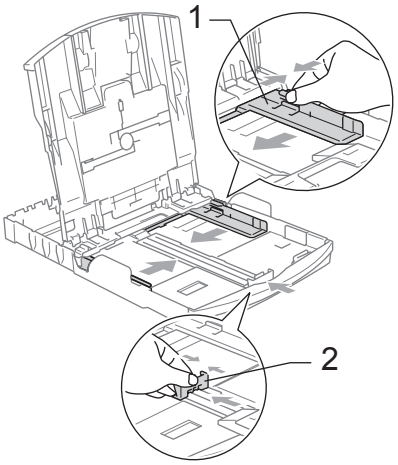
To print on Photo L or 10 × 15 cm paper, please see *Loading photo paper* on page 19.

1. If the paper support flap is open, close it, and then pull the paper tray completely out of the machine.
Lift the output paper tray cover (1).

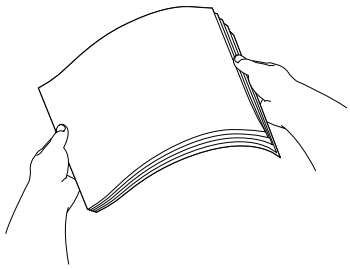




2. Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.



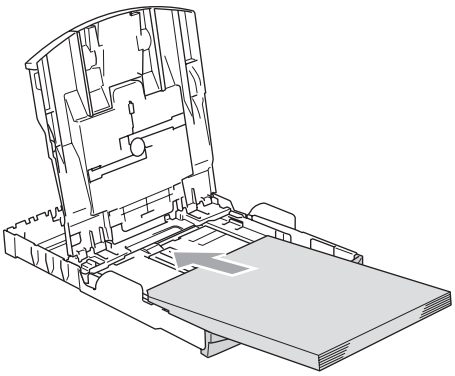
3. Fan the stack of paper well to avoid paper jams and misfeeds.



Note

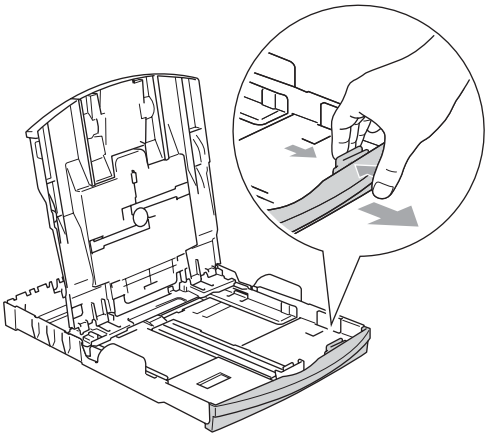
Always make sure that the paper is not curled.

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

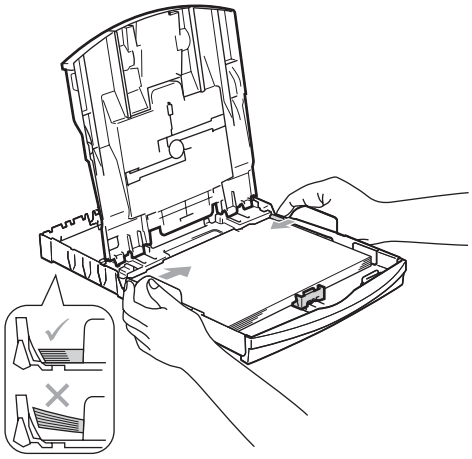


Note

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



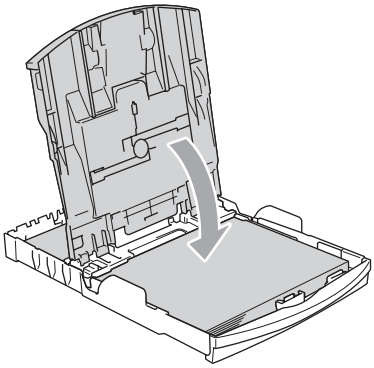
5 Gently adjust the paper side guides with both hands to the paper.
Make sure the paper side guides touch the sides of the paper.



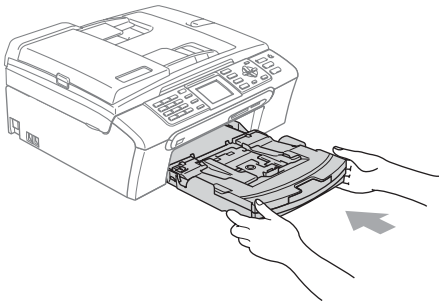
Note

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

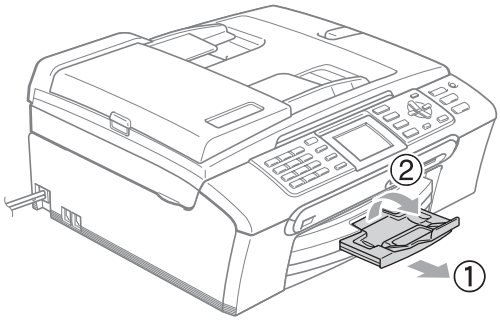
6 Close the output paper tray cover.



7 Slowly push the paper tray completely into the machine.



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



Note

Do not use the paper support flap for Legal paper.

Loading envelopes, post cards and photo paper

Loading envelopes

- Use envelopes that weigh from 75 to 95 g/m^2 (20 to 25 lb).
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first.

CAUTION

Do not use any of the following types of envelopes, as they will cause paper feed problems:

- If they are of a baggy construction.
- That are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.

Glue	Double flap

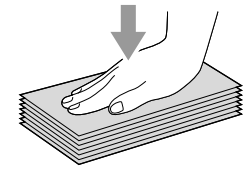
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

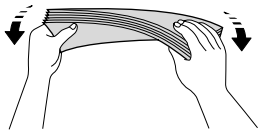
How to load envelopes and post cards

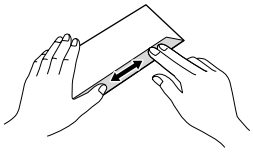
1. Before loading, press the corners and sides of the envelopes or post cards to make them as flat as possible.

Note

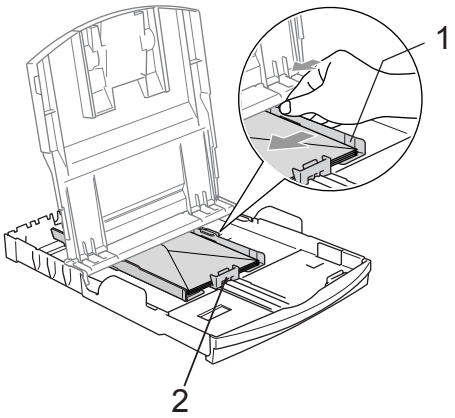
If the envelopes or post cards are 'double-feeding,' put one envelope in the paper tray at a time.





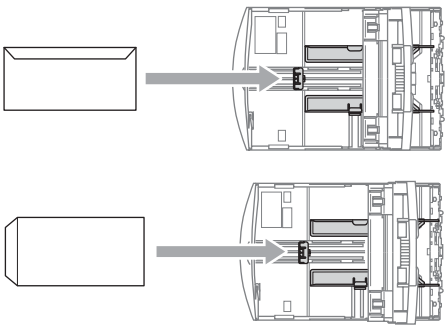


2. Put the envelopes or post cards into the paper tray with the address side down and the leading edge (top of the envelopes) in first. Slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards.



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

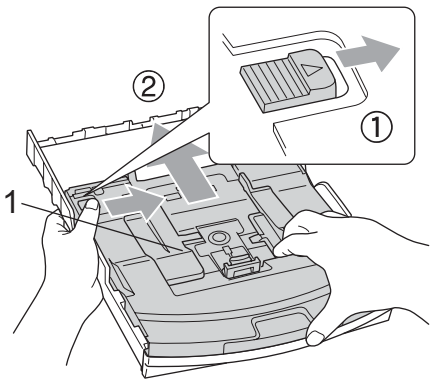
1. Open the envelope flap.
2. Make sure the open flap is either to the side of the envelope or to the back edge of the envelope when printing.
3. Adjust the size and margin in your application.



Loading photo paper

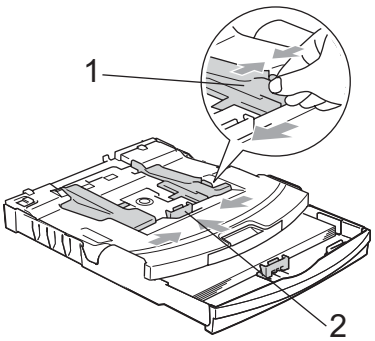
Use the photo paper tray which has been assembled on the top of the paper tray to print on photo 10×15 cm and photo L size paper. You can leave paper in the standard paper tray when using the photo paper tray.

1. Press the photo paper tray release button with your left thumb and push the photo paper tray (the top part of the tray) back until it clicks into the photo printing position.

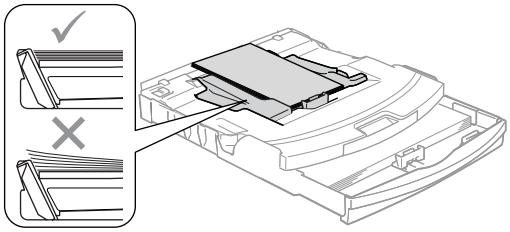


1 Photo Paper Tray

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



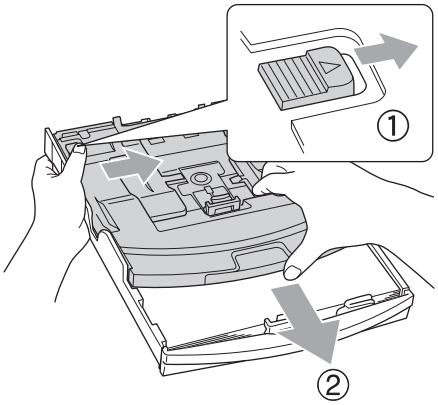
3. Put the photo paper into the photo paper tray and gently adjust the paper side guides to fit the paper.
Make sure the paper side guides touch the sides of the paper.



Note

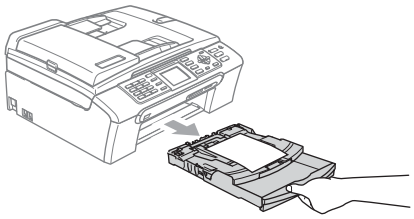
- Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems.
- Always make sure that the paper is not curled.

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



Removing small prints from the machine

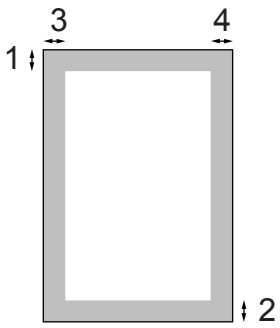
When the machine ejects small paper onto the output paper tray, you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



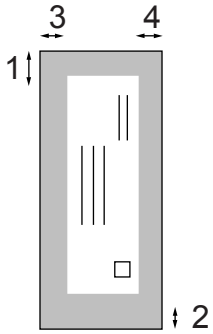
Printable area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes. The machine can only print in the shaded areas when the Borderless print feature is available and turned on.

Cut Sheet Paper



Envelopes



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

Note

The Borderless feature is not available for envelopes.

3 General setup

Power Save mode

When the machine is idle, you can put the machine into Power Save mode by pressing the **Power Save** key. You can still receive telephone calls in Power Save mode. For further information on receiving faxes in the power save condition, please see the table on *On/Off setting* on page 23. The delayed faxes that have been set up will be sent. You can even retrieve faxes using Remote Retrieval if you are away from your machine. If you want to do other operations, you must take the machine out of Power Save mode.

Note

If you have connected an external telephone or TAD, it is always available.

Putting your machine in Power Save mode

1. Press and hold down the **Power Save** key until the LCD shows `Shutting Down`.
   The LCD light goes off.

Bringing your machine out of Power Save mode

1. Press the **Power Save** key.
   The LCD shows the date and time.

Note

- Even if you have put the machine into Power Save mode, it will periodically clean the print head to preserve print quality.
- If you unplug the AC power cord, no machine operations will be available.
- You can customize Power Save mode so that, apart from automatic head cleaning, no machine operations are available. (See *Power Save setting* on page 22.)

Power Save setting

You can customize the machine's **Power Save** key. The factory setting is `Fax Receive:On`. Your machine can receive faxes or calls even when the machine is in Power Save mode. If you do not want your machine to receive faxes or calls, turn this setting to `Fax Receive:Off`. (See *Power Save mode* on page 22.)

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `P.Save Setting`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Fax Receive:Off` (or `Fax Receive:On`).
   Press **OK**.
5. Press **Stop/Exit**.

MFC-440CN

On/Off setting	Receive mode	Available operations
Fax Receive: On [1] (factory setting)	Fax Only External TAD	Fax Receive Fax Detect Delayed Fax [3] Fax Forward [3] Fax Storage [3] PC Fax Receive [3] Remote Retrieval [3]
	Manual Fax/Tel [2]	Fax Detect Delayed Fax [3]
Fax Receive: Off	—	No machine operations will be available other than cleaning the print head.

1 You cannot receive a fax with **Mono Start** or **Colour Start**.

2 You cannot receive a fax automatically if you have set the receive mode to Fax/Tel.

3 Set before you switch off the machine.

MFC-660CN and MFC-845CW

On/Off setting	Receive mode	Available operations
Fax Receive: On [1 2] (factory setting)	Fax Only Fax/Tel [3] Manual [4]	Fax Receive Fax Detect Delayed Fax [6] Fax Forward [6] Fax Storage [6] Fax Preview [6] PC Fax Receive [6] Remote Retrieval [6]
	TAD	Fax Receive Recording Incoming Message Fax Detect Delayed Fax [6] Fax Forward [6] Fax Storage [6] Fax Preview [6] PC Fax Receive [6] Remote Retrieval [6]
	Manual Fax/Tel [5]	Fax Detect Delayed Fax [6]
Fax Receive: Off	—	No machine operations will be available other than cleaning the print head.

1 You cannot receive a fax with **Mono Start** or **Colour Start**.

2 You can receive telephone calls by lifting the handset (MFC-660CN) or using the cordless handset (MFC-845CW).

3 MFC-660CN

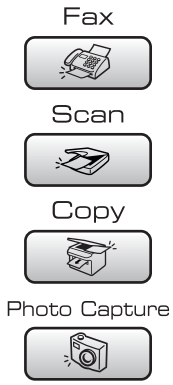
4 When an external TAD is connected and Fax Detect is turned on.

5 You cannot receive a fax automatically if you have set the receive mode to Fax/Tel (MFC-845CW).

6 Set before you switch off the machine.

Mode Timer

The machine has four temporary mode keys on the control panel: **Fax**, **Scan**, **Copy** and **PhotoCapture**. You can change the amount of time the machine takes after the last Scan, Copy or PhotoCapture operation before it returns to Fax mode. If you choose `Off`, the machine stays in the mode you used last.



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

Paper settings

Paper Type

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

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Paper Type`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Plain Paper`, `Inkjet Paper`, `Brother Photo`, `Other Photo` or `Transparency`.
   Press **OK**.
5. Press **Stop/Exit**.

Note

The machine ejects paper with printed surfaces face up onto the paper tray in front of the machine. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

Paper Size

You can use five sizes of paper for printing copies: Letter, Legal, A4, A5, and 10 × 15 cm (4 × 6 in.) and three sizes for printing faxes: Letter, Legal and A4. When you change the size of paper you load in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Paper Size`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Letter`, `Legal`, `A4`, `A5` or `10x15cm`.
   Press **OK**.
5. Press **Stop/Exit**.

Volume Settings

Ring Volume

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

While in Fax mode , press ◀ or ▶ to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it.You can also change the volume through the menu, by following the instructions below:

Setting the Ring Volume from the menu

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Volume`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Ring`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`.
   Press **OK**.
6. Press **Stop/Exit**.

Beeper Volume

When the beeper is on, the machine will 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 choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Volume`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Beeper`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`
   Press **OK**.
6. Press **Stop/Exit**.

Speaker Volume

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

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

You can also adjust the speaker volume by pressing **Speaker Phone** (MFC-660CN and MFC-845CW only).

1. Press **Speaker Phone**.
2. Press ◀ or ▶.
   This setting will stay until you change it again.
3. Press **Speaker Phone**.

Note

You can adjust the speaker volume while you are listening to your outgoing message (OGM) and incoming messages (ICM's) by pressing ◀ or ▶ (MFC-660CN and MFC-845CW only).

Automatic Daylight Savings Time

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

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Auto Daylight`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Off` (or `On`).
   Press **OK**.
5. Press **Stop/Exit**.

LCD display

LCD Contrast

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

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

Setting the backlight brightness

If you are having difficulty reading the LCD, try changing the brightness setting.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `LCD Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Backlight`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Light`, `Med` or `Dark`.
   Press **OK**.
6. Press **Stop/Exit**.

Setting the Dim Timer for the backlight

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

1. Press **Menu**.
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 `10 Secs`, `20 Secs`, `30 Secs` or `Off`.
   Press **OK**.
6. Press **Stop/Exit**.

Setting the Off Timer

You can set how long the LCD stays on after the last key press. This is a power saving feature. The machine can print, scan and receive faxes and voice calls when the LCD is off.

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 `Off Timer`.
   Press **OK**.
5. Press ▲ or ▼ to choose `1 Min`, `2 Mins`, `3 Mins`, `5 Mins`, `10 Mins`, `30 Mins` or `Off`.
   Press **OK**.
6. Press **Stop/Exit**.

Note

When the display is off, you can press any key to turn it back on.

Setting the Wallpaper

You can change the image used for the LCD screen background.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `LCD Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Wallpaper`.
   Press **OK**.
5. Press ▲ or ▼ to choose a wallpaper.
   Press **OK**.
6. Press **Stop/Exit**.

4 Security features

TX Lock (MFC-440CN only)

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

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

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

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

- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture

Note

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

Setting and changing the TX Lock password

Note

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

Setting up the password

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

Changing the TX Lock password

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

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

9 Press **Stop/Exit**.

Turning the TX Lock on/off

Turning TX Lock on

1 Press **Menu**.

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

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

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

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

6 Enter the registered 4-digit password.
Press **OK**.
The machine goes offline and the LCD shows `TX Lock Mode`.

Turning TX Lock off

1 Press **Menu**.

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

Note

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

Memory Security (MFC-660CN and MFC-845CW only)

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

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

- Receiving faxes into memory (limited by memory capacity)
- Fax forwarding (If Fax Forwarding was already On)
- Remote retrieval (If Fax Storage was already On)
- Cordless handset (MFC-845CW only)
  - Making a call
  - Receiving a call
  - Viewing Caller ID (with subscriber service)

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

- Printing received faxes
- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture
- PC Fax Receive
- Cordless handset (MFC-845CW only)
  - Intercom
  - Transferring a call
  - Registering cordless handsets

Note

- To print the faxes in memory, turn off Memory Security.
- You must turn off PC Fax Receive before you can turn on Memory Security. (See *Turning off Advanced Fax Operations* on page 76.)
- If you forget the Memory Security password, please call your Brother dealer for service.

Setting and changing the memory security password

Note

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

Setting a password for the first time

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

Turning the memory security on/off

Turning on the memory security lock

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

Note

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

Turning off the memory security

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

Note

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

Section II

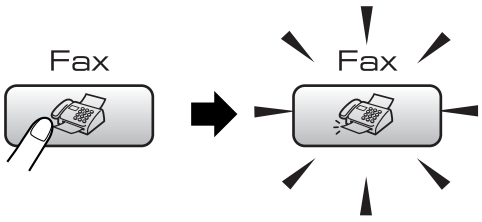
Fax

Sending a fax	36
Receiving a Fax	44
Telephone and External devices	50
Dialling and storing numbers	59
Digital TAD (MFC-660CN and MFC-845CW only)	67
Advanced fax operations (Monochrome only)	72
Printing Reports	82
Polling	84

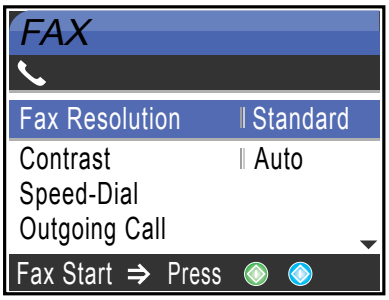
5 Sending a fax

Entering Fax mode

When you want to send a fax, or change fax send or receive settings, press the (**Fax**) key to illuminate it in green.



The LCD shows:



Press ▲ or ▼ to scroll through the **Fax** key options. Some functions are only available when sending monochrome faxes.

- `Fax Resolution` (See page 39.)
- `Contrast` (See page 39.)
- `Speed-Dial` (See page 59.)
- `Outgoing Call` (See page 60.)
- `Caller ID hist.` (MFC-660CN and MFC-845CW only) (UK and Ireland only) (See page 61.)
- `Broadcasting` (See page 38.)
- `Delayed Fax` (See page 41.)
- `Batch TX` (See page 41.)
- `Real Time TX` (See page 40.)
- `Polled TX` (See page 86.)
- `Polling RX` (See page 84.)
- `Overseas Mode` (See page 41.)
- `Scan Size` (See page 37.)
- `Set New Default` (See page 42.)
- `Factory Reset` (See page 42.)

When the option you want is highlighted, press **OK**.

Faxing from the ADF

1. Press (**Fax**).
2. Put the document face down in the ADF.
3. Enter the fax number using the dial pad, Speed-Dial or Search.
4. Press **Mono Start** or **Colour Start**. The machine starts scanning the document.

Note

- To cancel, press **Stop/Exit**.
- If the memory is full, the document will be sent in real time.

Faxing from the scanner glass

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

You cannot send multiple pages for colour faxes.

Note

Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple page document.

1. Press (**Fax**).
2. Load your document face down on the scanner glass.
3. Enter the fax number using the dial pad, Speed-Dial or Search.
4. Press **Mono Start** or **Colour Start**.
   - If you press **Mono Start**, the machine starts scanning the first page. Go to step ❺.
   - If you press **Colour Start**, the machine starts sending the document.
5. Do one of the following:
   - To send a single page, press **2** to choose `No` (or press **Mono Start** again).
     The machine starts sending the document.
   - To send more than one page, press **1** to choose `Yes` and go to step ❻.
6. Put the next page on the scanner glass. Press **OK**.
   The machine starts scanning the page. (Repeat steps ❺ and ❻ for each additional page.)

Note

If the memory is full and you are faxing a single page, it will be sent in real time.

Faxing Letter size documents from the scanner glass

When documents are Letter size, you need to set Scan Size to Letter. If you do not, the side portion of the faxes will be missing.

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Scan Size`. Press **OK**.
3. Press ▲ or ▼ to choose `Letter`. Press **OK**.

Note

You can save the setting you use most often by setting it as default. (See page 42.)

Colour fax transmission

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

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

Cancelling a fax in progress

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

Broadcasting (Monochrome only)

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

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

1. Press (**Fax**).
2. Load your document.
3. Press ▲ or ▼ to choose `Broadcasting`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Add Number`.
   Press **OK**.
5. Enter a number using Speed-Dial, a Group, or the dial pad.
   Press **OK**.
6. Repeat steps ❹ and ❺ to enter more fax numbers, and then press ▲ or ▼ to choose `Complete`.
   Press **OK**.
7. Press **Mono Start**.

Note

- If you did not use up any of the numbers for Groups, you can ‘broadcast’ faxes to as many as 210 (MFC-440CN and MFC-660CN) or 250 (MFC-845CW) different numbers.
- The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access and delayed fax.
- If the memory is full, press **Stop/Exit** to stop the job. If more than one page has been scanned, press **Mono Start** to send the portion that is in the memory.

Cancelling a Broadcast in progress

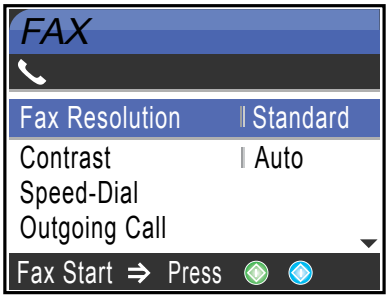
1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Remaining Jobs`.
   Press **OK**.
   The LCD will show the fax number being dialled and the Broadcast job number.
4. Press **OK**.
   The LCD will ask you the following message:
   `Cancel Job?`
   `Yes→Press` **1**
   `No→Press` **2**
5. Press **1** to clear the number being dialled.
   The LCD will then show the Broadcast job number.
6. Press **OK**.
   The LCD will ask you the following message:
   `Cancel Job?`
   `Yes→Press` **1**
   `No→Press` **2**
7. Press **1** to cancel the Broadcast.
8. Press **Stop/Exit**.

Additional sending operations

Sending faxes using multiple settings

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

1. Press (**Fax**).
   The LCD shows:



2. Press ▲ or ▼ to choose any settings you want to change.
   Press **OK**.
3. After each setting is accepted, you can continue to change more settings.

Note

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 42.)

Contrast

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

Use Light when sending a light document.

Use Dark when sending a dark document.

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Contrast`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Auto`, `Light` or `Dark`.
   Press **OK**.

Note

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

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

Changing fax resolution

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

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Fax Resolution`.
   Press **OK**.
3. Press ▲ or ▼ to choose the resolution you want.
   Press **OK**.

Note

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

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

Dual access (Monochrome only)

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

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

Note

If the Out of Memory message appears while scanning documents, press **Stop/Exit** to cancel or **Mono Start** to send the scanned pages.

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 phone line is free, the machine will start dialling and sending.

If the memory is full, the machine will send the document in real time (even if Real Time TX is set to Off).

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

To send a document at once without waiting for memory transmission, set Real Time TX to On.

1. Press (**Fax**).
2. Press ▲ or ▼ to choose Real Time TX.
   Press **OK**.
3. Press ▲ or ▼ to choose On.
   Press **OK**.

Note

- In real time transmission, the automatic redial feature does not work when using the scanner glass.
- If you are sending a colour fax, the machine will send it in real time (even if Real Time TX is set to Off).

Overseas Mode

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

1. Press (**Fax**).
2. Load your document.
3. Press ▲ or ▼ to choose `Overseas Mode`.
   Press **OK**.
4. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.

Delayed Faxing (Monochrome only)

During the day you can store up to 50 faxes in the memory to be sent within 24-hours. These faxes will be sent at the time of day you enter in step ❺.

1. Press (**Fax**).
2. Load your document.
3. Press ▲ or ▼ to choose `Delayed Fax`.
   Press **OK**.
4. Press ▲ or ▼ to choose `On`.
   Press **OK**.
5. Enter the time you want the fax to be sent (in 24-hour format).
   (For example, enter 19:45 for 7:45 PM.)
   Press **OK**.

Note

The number of pages you can scan into the memory depends on the amount of data that is printed on each page.

Delayed Batch Transmission (Monochrome only)

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time. All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Batch TX`.
   Press **OK**.
3. Press ▲ or ▼ to choose `On`.
   Press **OK**.
4. Press **Stop/Exit**.

Checking and cancelling waiting jobs

You can check which jobs are still waiting in the memory to be sent and 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 ❹.
   - To exit without cancelling, press **2** to choose `No`.

6 When you have finished, press **Stop/Exit**.

Setting your changes as a new default

You can save the fax settings for `Fax Resolution`, `Contrast`, `Real Time TX` and `Scan Size` you use most often by setting them as default. These settings will stay until you change them again.

1 Press (**Fax**).

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

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

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

5 Press **Stop/Exit**.

Restoring all settings to the factory settings

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

1 Press (**Fax**).

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

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

4 Press **Stop/Exit**.

Sending a fax manually

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

1 Press (**Fax**).

2 Load your document.

3 To listen for a dial tone, do one of the following:
- (MFC-440CN) Pick up the handset of an external phone.
- (MFC-660CN) Press **Speaker Phone** or pick up the handset.
- (MFC-845CW) Press **Speaker Phone** on the machine or press on the cordless handset.

4 Dial the fax number.

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

6 If you picked up the handset, replace it.

Sending a fax at the end of a conversation (MFC-660CN and MFC-845CW only)

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 Press (**Fax**).

3 Load your document.

4 Press **Mono Start** or **Colour Start**.
- If you are using the scanner glass, press **1** to send a fax.

5 Replace the handset.

Out of Memory message

If you get an `Out of Memory` message while scanning the first page of a fax, press **Stop/Exit** to cancel the fax.

If you get an `Out of Memory` message while scanning a subsequent page, you will have the option to press **Mono Start** to send the pages scanned so far, or to press **Stop/Exit** to cancel the operation.

Note

If you get an `Out of Memory` message while faxing and you do not want to delete your stored faxes to clear the memory, you can send the fax in real time. (See *Real time transmission* on page 40.)

6 Receiving a Fax

Receive modes

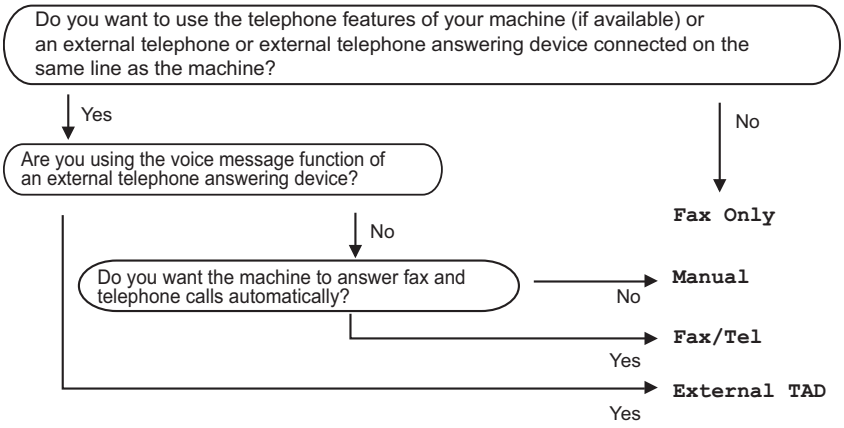
You must choose a receive mode depending on the external devices and telephone services you have on your line.

Choosing the Receive Mode

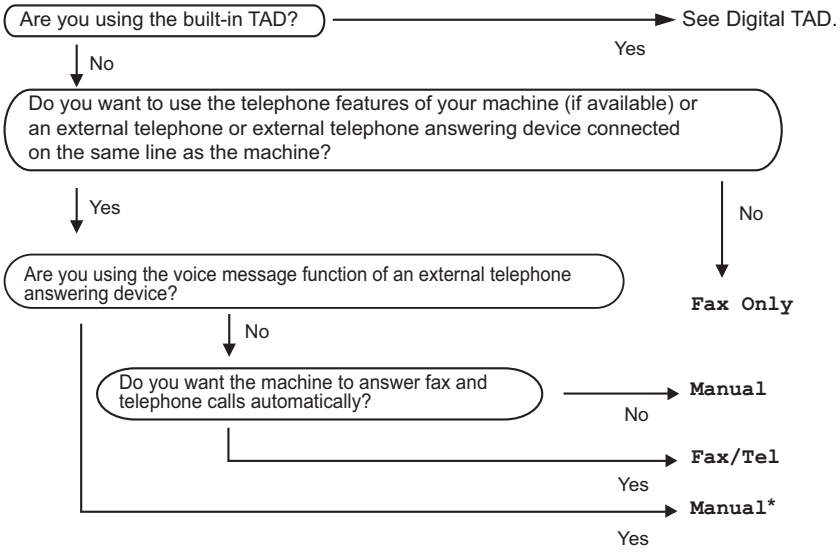
By default, your machine will automatically receive any faxes that are sent to it. The diagram below will help you choose the correct mode.

For more detailed information on the receive modes, see page 45.

MFC-440CN



MFC-660CN and MFC-845CW



* We recommend you set **Fax Detect** to **On**.

To set a receive mode, follow the instructions below.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Receive Mode`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Fax Only`, `Fax/Tel`, `External TAD` (MFC-440CN only) or `Manual`.
   Press **OK**.
5. Press **Stop/Exit**.

The LCD will display the current receive mode.

Using receive modes

Some receive modes answer automatically (`Fax Only` and `Fax/Tel`). You may want to change the ring delay before using these modes. See *Ring Delay* on page 46.

Fax only

Fax only mode will automatically answer every call. If the call is a fax your machine will receive it.

Fax/Tel

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

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

Also see *F/T Ring Time (Fax/Tel mode only)* on page 47 and *Ring Delay* on page 46.

Manual

Manual mode turns off all automatic answering functions unless you are using the BT Call Sign feature or you are using an external TAD with the MFC-660CN or MFC-845CW.

To receive a fax in manual mode, press **Mono Start** or **Colour Start** when you hear fax tones (short repeating beeps). You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

Also see *Fax Detect* on page 47.

TAD (MFC-660CN and MFC-845CW only)

TAD helps you automatically manage incoming calls, by recognising whether they are fax or voice calls and dealing with them in one of the following ways:

- Faxes will be automatically received.
- Voice callers can record a message.

To set up the TAD mode, see page 67.

	If TAD Mode is On, it will override your receive mode setting. The screen shows TAD.
	If TAD Mode is Off, the receive mode returns to your original setting. (See *TAD-Mode for internal TAD* on page 67.)

External TAD (MFC-440CN only)

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

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

For more information, see *Connecting an external TAD (telephone answering device)* on page 55.

Receive mode settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in Fax Only or Fax/Tel mode. If you have external or extension phones on the same line as the machine choose the maximum number of rings.

(See *Operation from extension telephones* on page 56 and *Fax Detect* on page 47.)

If toll saver is on, then the ring delay setting has no effect. See *Setting toll saver* on page 70. (MFC-660CN and MFC-845CW only)

1. Press **Menu**.
2. Press ▲ or ▼ to choose Fax.
   Press **OK**.
3. Press ▲ or ▼ to choose Setup Receive.
   Press **OK**.
4. Press ▲ or ▼ to choose Ring Delay.
   Press **OK**.
5. (MFC-660CN and MFC-845CW only)
   Press ▲ or ▼ to choose Ring Delay.
   Press **OK**.
6. Press ▲ or ▼ to choose how many times the line rings before the machine answers (0-8 UK only) (1-4 Ireland only).
   Press **OK**.
   If you choose 0, the line will not ring at all.
7. Press **Stop/Exit**.

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

If you set the Receive Mode to `Fax/Tel`, you need to decide how long the machine will signal you with its special pseudo/double-ring when you have a voice call. If it's a fax call, the machine receives the fax.

This pseudo/double-ring happens after the initial ringing from the phone company. Only the machine rings and no other phones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any telephone.

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

Note

Even if the caller hangs up during the pseudo/double-ringing, the machine will continue to ring for the set time.

Fax Detect

If Fax Detect is `On`:

The machine receives a fax call automatically, even if you answer the call. When you see `Receiving` on the LCD or when you hear “chirps” through the handset you are using, just replace the handset. Your machine will do the rest.

If Fax Detect is `Semi`: (MFC-660CN and MFC-845CW only)

The machine will only receive a fax call automatically if you answered it using the machine’s handset, cordless handset or Speaker Phone. If you answered at an extension phone, press ✳ **5 1**. (See *Operation from extension telephones* on page 56.)

If Fax Detect is `Off`:

If you are at the machine and answer a fax call by lifting the handset, press **Mono Start** or **Colour Start**, then press **2** to receive the fax.

If you answered at an extension phone, press ✳ **5 1**. (See *Operation from extension telephones* on page 56.)

Note

- If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external phone handset, press the fax receive code ✳ **5 1**.
- If you send faxes from a computer on the same phone line and the machine intercepts them, set Fax Detect to Off.
- (MFC-845CW) If you typically carry the cordless handset away from the machine, we recommend that you turn on Fax Detect. If Fax Detect is turned off and you answer a fax call, you will have to go to the machine and press **Mono Start** or **Colour Start**.

1. Press **Menu**.
2. Press ▲ or ▼ to choose Fax.
   Press **OK**.
3. Press ▲ or ▼ to choose Setup Receive.
   Press **OK**.
4. Press ▲ or ▼ to choose Fax Detect.
   Press **OK**.
5. Press ▲ or ▼ to choose On, Semi (or Off).
   Press **OK**.
6. Press **Stop/Exit**.

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 size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (See *Paper Size* on page 25).

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 faxes into memory (Monochrome only)

As soon as the paper tray becomes empty during fax reception, the LCD shows `No Paper Fed`; put some paper in the paper tray. (See *Loading paper and other media* on page 16.) If you are unable to put paper in the paper tray the following will happen:

If `Memory Receive` is `On`:

The machine will carry on receving the fax, with the remaining pages being stored in memory, if enough memory is available. Further incoming faxes will also be stored into memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put paper in the tray.

If `Memory Receive` is `Off`:

The machine will carry on receiving the fax, with the remaining pages being stored in memory if enough memory is available. The machine will then stop automatically answering calls until paper is put in the paper tray. To print the last fax you received, put paper in the tray.

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 `On` (or `Off`).
   Press **OK**.
6. Press **Stop/Exit**.

Receiving a fax at the end of a conversation (MFC-660CN and MFC-845CW only)

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 person to place the document in their machine and to press the Start or Send key.
2. When you hear the other machine's CNG tones (slowly repeating beeps), press **Mono Start** or **Colour Start**.
3. Press **2** to receive a fax.
4. Replace the handset.

Printing a fax from the memory

If you have chosen fax storage, you can still print a fax from the memory when you are at your machine. (See *Fax Storage* on page 73.)

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Advanced Fax Operation`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Print Document`.
   Press **OK**.
5. Press **Mono Start**.

7 Telephone and External devices

Voice operations

Voice calls can be made either with the handset, the speaker phone, an extension or external telephone, by dialling manually, or by using Quick-Dial numbers.

Note

If you have a MFC-845CW, please also refer to the DECT™ Handset User's Guide.

Making a telephone call (MFC-660CN and MFC-845CW only)

1. To start a voice call, do one of the following:
   - Pick up the handset (MFC-660CN only).
   - Press **Speaker Phone**.
2. When you hear the dial tone, enter a number using the dial pad, Speed-Dial and Search.
3. If you pressed **Speaker Phone**, speak clearly toward the microphone.
4. To hang up, do one of the following:
   - Replace the handset (MFC-660CN only).
   - Press **Speaker Phone**.

Answering calls with the Speaker Phone (MFC-660CN and MFC-845CW only)

When the machine rings, instead of lifting the handset, press **Speaker Phone**. Speak clearly toward the microphone. To end the call, press **Speaker Phone**.

Note

If you have a bad connection, your caller might hear your voice echoed during the call. If you experience this problem, pick up the handset, or hang up and try the call again.

Mute (MFC-660CN and MFC-845CW only)

For MFC-660CN

1. Press **Erase/Mute** to put a call on Hold. You can replace the handset without disconnecting the call.
2. Pick up the machine's handset or press **Speaker Phone** to release the call from Hold.

Note

You can pick up an extension phone and continue speaking without releasing the call from Hold on the machine.

For MFC-845CW

1. If you answered by pressing **Speaker Phone** on the machine, press **Mute/Intercom** on the machine to put a call on Hold.
2. To release the call from Hold, press **Speaker Phone** on the machine.

Note

You can pick up an extension phone and continue speaking without releasing the call from Hold on the machine.

Tone or Pulse

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

1. For MFC-440CN, pick up the handset of the external phone.
   For MFC-660CN and MFC-845CW, press **Speaker Phone**.
2. Press **#** on the machine's control panel. Any digits dialled after this will send tone signals.

When you hang up, the machine will return to the Pulse dialling service.

Fax/Tel mode

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

If you are at the machine, you can lift the handset (MFC-660CN only) or press **Speaker Phone** (MFC-660CN and MFC-845CW only) to answer.

(MFC-440CN only) If you are at an external telephone, lift the handset of the external telephone, and then press **Tel/R** to answer.

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

Fax/Tel mode in Power Save condition

(For MFC-440CN)

Fax/Tel mode does not work in the power save condition. The machine will not answer telephone or fax calls and will keep ringing. If you are at an external or extension phone, lift the handset and talk. If you hear fax tones, hold the handset until Fax Detect activates your machine. If the other party says they want to send you a fax, activate the machine by pressing ✳ **5 1**.

(For MFC-660CN and MFC-845CW)

When the machine is in Fax/Tel mode and F/T rings to tell you to pick up a voice call, you can only answer by picking up the machine's handset or cordless handset.

If you answer before the machine F/T rings, you can also pick up the call at an external or extension phone.

Telephone services

Your machine supports the Caller ID subscriber telephone service that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, answering services, alarm systems or other custom features on one phone line may create problems with the operation of your machine.

Note

Caller ID is available for U.K. and Ireland only.

Caller ID (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only)

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

You can use a number in the Caller ID history to make a phone call, send a fax, add it to Speed-Dial, or delete it from the history. (See *Caller ID history (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only)* on page 61.)

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

- You can see the first 15 characters of the number (or name).
- The `# Unavailable` message means the call originated outside your Caller ID service area.
- The `# Withheld` message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *Printing Caller ID List* on page 53.)

Note

Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

Setting the Caller ID to On

If you have Caller ID on your line, then this function should be set to `On` to display the caller's phone number on the LCD as the telephone rings.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Caller ID`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
6. Press **Stop/Exit**.

Viewing Caller ID List

If Caller ID is set to On, your machine stores information for the last thirty calls in the Caller ID list. You can view or print this list. When the thirty-first call comes in to the machine, it replaces information about the first call.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
   Press **OK**.

4. Press ▲ or ▼ to choose `Caller ID`.
Press **OK**.

5. Press ▲ or ▼ to choose `Display ID`.
Press **OK**.
The Caller ID list will appear on the display. If no ID is stored, the beeper will sound and `No Caller ID` will appear on the display.

6. Press ▲ or ▼ to scroll through the Caller ID memory to view the Caller ID information.
The LCD shows the caller's number (or name if available) and the date and time of the call.

7. To finish viewing, press **Stop/Exit**.

Note

You can also view the Caller ID list by pressing (**Fax**). (See *Caller ID history (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only)* on page 61.)

Printing Caller ID List

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
Press **OK**.
4. Press ▲ or ▼ to choose `Caller ID`.
Press **OK**.
5. Press ▲ or ▼ to choose `Print Report`.
Press **OK**.
If no ID is stored, the beeper will sound and `No Caller ID` will appear on the LCD.
6. Press **Mono Start** or **Colour Start**.
7. After printing has finished, press **Stop/Exit**.

Setting the Phone Line Type

If you are connecting the machine to a line that features PBX or ISDN to send and receive faxes, it is also necessary to change the Phone Line Type accordingly by completing the following steps.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Initial Setup`.
Press **OK**.
3. Press ▲ or ▼ to choose `Phone Line Set`.
Press **OK**.
4. Press ▲ or ▼ to choose `PBX`, `ISDN` (or `Normal`).
Press **OK**.
5. Press **Stop/Exit**.

PBX and TRANSFER

The machine is initially set to `Normal`, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when **Tel/R** or **R** is pressed.

Note

You can program a **Tel/R** or **R** key press as part of a number stored in a Speed-Dial location. When programming the Speed-Dial number, press **Tel/R** or **R** first (the LCD shows '!'), then enter the telephone number. If you do this, you do not need to press **Tel/R** or **R** each time before you dial using a Speed-Dial location. (See *Storing numbers* on page 61.) However, if PBX is not chosen in the Phone Line Type setting, you cannot use the Speed-Dial number that the **Tel/R** or **R** press is programmed into.

BT Call Sign (For U.K. only)

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

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second phone number (on the same phone 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 phone 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**.
   The LCD shows the current setting of this feature.
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 *Choosing the Receive Mode* on page 44.)

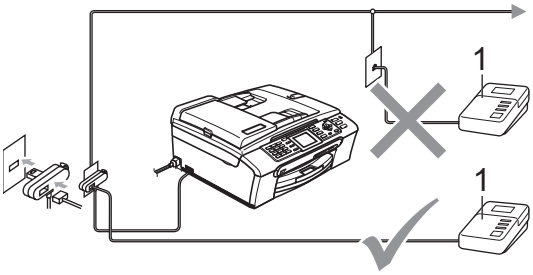
Connecting an external TAD (telephone answering device)

You may choose to connect an external answering device. However, when you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls and the machine 'listens' for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it does not hear CNG tones, the machine lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax 'handshake'. Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.

Note

If you do not receive all your faxes, shorten Ring Delay setting on your external TAD.



1 TAD

When the TAD answers a call, the LCD shows `Telephone` (MFC-440CN only) or `Ext. Tel in Use` (MFC-660CN and MFC-845CW only).

Improper Setup

Do not connect a TAD elsewhere on the same phone line.

Connections

The external TAD must be connected as shown in the previous illustration.

1. Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
2. Record the outgoing message on your external TAD.
3. Set the TAD to answer calls.
4. Do one of the following:
   - (For MFC-440CN) Set the Receive Mode to `External TAD`.
   - (For MFC-660CN and MFC-845CW) Set the Receive Mode to `Manual` and turn Fax Detect on.

   (See *Choosing the Receive Mode* on page 44.)

Recording outgoing message (OGM) on an external TAD

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

1. Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
2. Limit your speaking to 20 seconds.

Note

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

Multi-line connections (PBX)

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

We cannot guarantee that your machine will operate 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.

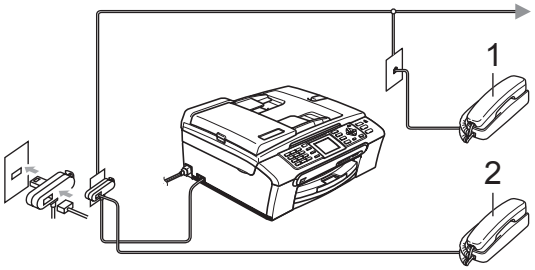
Note

Make sure the Phone Line Type is set to PBX. (See *Setting the Phone Line Type* on page 53.)

External and extension phones

Connecting an external or extension telephone

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



1 Extension telephone

2 External telephone

When you are using an external or extension phone, the LCD shows `Telephone` (MFC-440CN only) or `Ext. Tel in Use` (MFC-660CN and MFC-845CW only).

Operation from extension telephones

If you answer a fax call on an extension or an external telephone plugged into the correct socket on the machine, you can make your machine take the call by using the Fax Receive Code. When you press the Fax Receive Code ✳ **5 1**, the machine starts to receive the fax.

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code **# 5 1** to take the call at an extension phone. (See *F/T Ring Time (Fax/Tel mode only)* on page 47.)

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

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

Press ✳ **5 1** and wait for the chirp or until the LCD shows `Receiving`, and then hang up.

Note

You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* on page 47)

Using extension telephones (For U.K. only)

Your premises may already be wired with parallel extension telephones, or you may plan to add extension telephones to your line, as well as your machine. While the simplest arrangement is a straightforward parallel connection, there are some problems with this arrangement, the most obvious of which is inadvertent interruption of a facsimile transmission caused by someone picking up an extension telephone to make an outgoing call. Also, fax receive code may not operate reliably in such a simple configuration.

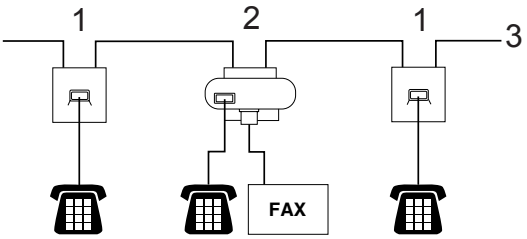
This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

These problems can easily be eliminated, if you arrange modification of your extension wiring circuit, such that extension devices are connected ‘downstream’ of your machine in a master/slave configuration (see fig. 2 on next page). In this configuration the machine can always detect whether a telephone is in use. Thus it will not attempt to seize the line during that time. This is known as ‘telephone off-hook detection.’

The inadvisable configuration is shown in figure 1, and the recommended master/slave configuration is shown in figure 2.

This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be put into the modular socket of the white ‘T’-shaped connector provided as part of the line cord assembly.

Inadvisable connection of extension sockets (Fig. 1.)

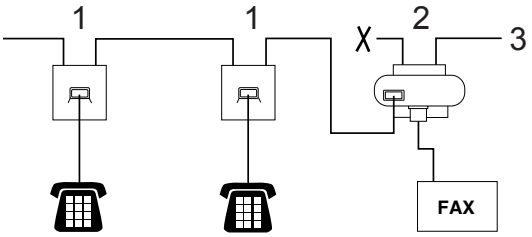


1 Extension socket

2 Master socket

3 Incoming line

Recommended connection of extension sockets (Fig. 2.)



1 Extension socket

2 Master socket

3 Incoming line

The fax machine must be plugged into the master socket.

Note

These phones are now connected as external devices (see *Connecting an external or extension telephone* on page 56), because they are connected to the fax machine via the T-connector.

Using a cordless external telephone (MFC-440CN and MFC-660CN only)

If your cordless telephone is connected to the telephone line cord (See *External and extension phones* on page 56.) 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 **Tel/R** or **Speaker Phone** to send the call to the cordless handset.

Using remote codes

Fax receive code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialling the fax receive code ✳ **5 1**. Wait for the chirping sounds then replace the handset. See *Fax Detect* on page 47. Your caller will have to press **Start** to send the fax.

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 phone you can turn the F/T ring off by pressing **# 5 1** (make sure you press this *between* the rings).

Changing the remote codes

If you want to use Remote Activation, you have to turn on the remote codes. The preset Fax Receive Code is ✳ **5 1**. The preset Telephone Answer Code is **# 5 1**. If you want to, you can replace them with your own codes.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup Receive`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Remote Codes`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
6. Enter the new Fax Receive Code.
   Press **OK**.
7. Enter the new Telephone Answer Code.
   Press **OK**.
8. Press **Stop/Exit**.

Note

- If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another three-digit code using the numbers **0**-**9**, ✳, **#**.
- Remote Codes might not work with some telephone systems.

8 Dialling and storing numbers

How to Dial

Manual dialling

Press all of the digits of the fax or telephone number.

Speed-Dialling

1. Press **Search/Speed Dial**.

   MFC- 440CN

   MFC- 660CN and MFC-845CW

   You can also choose `Speed-Dial` by pressing (**Fax**).

2. Press the two-digit Speed-Dial number. (See *Storing Speed-Dial numbers* on page 61.)

3. If you have two numbers in the location, press ▲ or ▼ to choose the number you want to call.
   Press **OK**.

Note

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

Search

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

1. Press **Search/Speed Dial**.
   You can also choose `Speed-Dial` by pressing (**Fax**).

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

Note

- Press * to make the LCD font size larger.
- Press **#** to make the LCD font size smaller.

3. If you chose `Alphabetical Order` in step ❷, use the dial pad to enter the first letter of the name, and then press ▲ or ▼ to choose the name and number you want to call.
   Press **OK**.

Fax Redial

If you are sending a fax manually and the line is busy, press **Redial/Pause**, and then press **Mono Start** or **Colour Start** to try again. If you want to make a second call to a number you recently dialled, you can press **Redial/Pause** and choose one of the last 30 numbers from the Outgoing Call List.

Redial/Pause only works if you dialled from the control panel. *If you are sending a fax automatically* and the line is busy, the machine will automatically redial up to three times at five minute intervals.

1. Press **Redial/Pause**.
2. Press ▲ or ▼ to choose the number you want to redial.
   Press **OK**.
3. Press ▲ or ▼ to choose `Send a Fax`.
   Press **OK**.
4. Press **Mono Start** or **Colour Start**.

Note

In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

Outgoing Call

The last 30 numbers you telephoned (MFC-660CN and MFC-845CW only) or sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to telephone (MFC-660CN and MFC-845CW only), fax to, add to Speed-Dial, or delete from the history.

1. Press **Redial/Pause**.
   You can also choose `Outgoing Call` by pressing (**Fax**).
2. Press ▲ or ▼ to choose the number you want to call.
   Press **OK**.
3. Do one of the following:
   - (MFC-660CN and MFC-845CW only)
     To make a phone call, press ▲ or ▼ to choose `Make a Phone Call`.
     Press **OK**.
   - To send a fax, press ▲ or ▼ to choose `Send a Fax`.
     Press **OK**.
   - If you want to store the number, press ▲ or ▼ to choose `Add to Speed-Dial`.
     Press **OK**.
     (See *Storing Speed-Dial numbers from Outgoing Calls* on page 62.)
   - Press ▲ or ▼ to choose `Delete`.
     Press **OK**.
     Press **1** to confirm.

Caller ID history (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only)

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only)* on page 52.)

The last 30 numbers of phone calls or faxes you received will be stored in the Caller ID history. You can choose one of these numbers to telephone, fax to, add to Speed-Dial, or delete from the history.

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Caller ID hist.`.
   Press **OK**.
3. Press ▲ or ▼ to choose the number you want to call.
   Press **OK**.
4. Do one of the following:
   - To make a phone call, press ▲ or ▼ to choose `Make a Phone Call`.
     Press **OK**.
   - To send a fax, press ▲ or ▼ to choose `Send a Fax`.
     Press **OK**.
   - If you want to store the number, press ▲ or ▼ to choose `Add to Speed-Dial`.
     Press **OK**.
     (See *Storing Speed-Dial numbers from Outgoing Calls* on page 62.)
   - Press ▲ or ▼ to choose `Delete`.
     Press **OK**.
     Press **1** to confirm.

Note

You can print the Caller ID list. (See *Printing Caller ID List* on page 53.)

Storing numbers

You can set up your machine to do the following types of easy dialling: Speed-Dial and Groups for broadcasting faxes. When you dial a Quick-Dial number, the LCD shows the name, if you stored it, or the number.

Note

If you lose electrical power, the Quick-Dial numbers that are in the memory will not be lost.

Storing a pause

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

Storing Speed-Dial numbers

You can store up to 80 (MFC-440CN and MFC-660CN) or 100 (MFC-845CW) 2-digit Speed-Dial locations with a name, and each name can have two numbers. When you dial, you will only have to press a few keys (For example: **Search/Speed Dial**, the two-digit number, and **Mono Start** or **Colour Start**).

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Set Quick-Dial`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Speed-Dial`.
   Press **OK**.
5. Press ▲ or ▼ to choose the Speed-Dial location you want to store the number in.
   Press **OK**.

6 Do one of the following:
- Enter the name (up to 16 characters) using the dial pad.
  Press **OK**.
  (To help you enter letters, see *Entering Text* on page 164.)
- To store the number without a name, press **OK**.

7 Enter the fax or telephone number (up to 20 digits).
Press **OK**.

8 Do one of the following:
- Enter the second fax or telephone number (up to 20 digits).
  Press **OK**.
- If you do not want to store a second number, press **OK**.

9 Do one of the following:
- To store another Speed-Dial number, go to step ❺.
- To finish the setting, press **Stop/Exit**.

Storing Speed-Dial numbers from Outgoing Calls

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

1 Press **Redial/Pause**.
You can also choose `Outgoing Call` by pressing (**Fax**).

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

3 Press ▲ or ▼ to choose `Add to Speed-Dial`.
Press **OK**.

4 Press ▲ or ▼ to choose the Speed-Dial location you want to store the number in.
Press **OK**.

5 Do one of the following:
- Enter the name (up to 16 characters) using the dial pad.
  Press **OK**.
  (To help you enter letters, see *Entering Text* on page 164.)
- To store the number without a name, press **OK**.

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

7 Do one of the following:
- Enter the second fax or telephone number (up to 20 digits).
  Press **OK**.
- If you do not want to store a second number, press **OK**.

8 Press **Stop/Exit**.

Storing Speed-Dial numbers from the Caller ID history (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only)

If you have the Caller ID subscriber service from your telephone company, you can also store Speed-Dial numbers from incoming calls in the Caller ID history. (See *Caller ID (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only)* on page 52.)

1 Press (**Fax**).

2 Press ▲ or ▼ to choose `Caller ID hist.`.
Press **OK**.

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

4 Press ▲ or ▼ to choose `Add to Speed-Dial`.
Press **OK**.

5 Press ▲ or ▼ to choose the 2-digit Speed-Dial location you want to store the number in.
Press **OK**.

6 Do one of the following:
- Enter the name (up to 16 characters) using the dial pad.
  Press **OK**.
  (To help you enter letters, see *Entering Text* on page 164.)
- To store the number without a name, press **OK**.

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

8 Do one of the following:
- Enter the second fax or telephone number (up to 20 digits).
  Press **OK**
- If you do not want to store a second number, press **OK**.

9 Press **Stop/Exit**.

Changing Speed-Dial names or numbers

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

1 Press **Menu**.

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

3 Press ▲ or ▼ to choose `Set Quick-Dial`.
Press **OK**.

4 Press ▲ or ▼ to choose `Speed-Dial`.
Press **OK**.

5 Press ▲ or ▼ to choose the 2-digit Speed-Dial location you want to change.
Press **OK**.

6 Do one of the following:
- Press ▲ or ▼ to choose `Change`.
  Press **OK**.
- Press ▲ or ▼ to choose `Delete`.
  Press **OK**.
  Press **1** to confirm and press **Stop/Exit**.

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/Back**. Re-enter the character.

7 Do one of the following:
- Enter the name (up to 16 characters) using the dial pad.
  Press **OK**.
  (See *Entering Text* on page 164.)
- If you do not want to change the name, press **OK**.

8 Do one of the following:
- Enter the new fax or telephone number (up to 20 digits).
  Press **OK**.
- If you do not want to change the number, press **OK**.

9 Do one of the following:
- Enter the second new fax or telephone number (up to 20 digits).
  Press **OK**.
- If you do not want to change the number, press **OK**.

10 Press **Stop/Exit**.

Setting up groups for broadcasting

Groups, which can be stored in a Speed-Dial location, allow you to send the same fax message to many fax numbers by pressing only **Search/Speed Dial**, the two-digit location and **Mono Start**. First, you'll need to store each fax number in a Speed-Dial location. Then you can include them as numbers in the Group. Each Group uses up a Speed-Dial location. You can have up to six Groups, or you can assign up to 158 numbers (MFC-440CN and MFC-660CN) or 198 numbers (MFC-845CW) in a large Group if you have two numbers in each location.

(See *Storing Speed-Dial numbers* on page 61 and *Broadcasting (Monochrome only)* on page 38.)

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Set Quick-Dial`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Setup Groups`.
   Press **OK**.
5. Press ▲ or ▼ to choose `GROUP 1`, `GROUP 2`, `GROUP 3`, `GROUP 4`, `GROUP 5` or `GROUP 6` for the Group name where you will store the fax numbers.
   Press **OK**.
6. Press ▲ or ▼ to choose the 2-digit location where you want to add to the Group.
   Press **OK**.
7. Press ▲ or ▼ to choose `Add Number`.
   Press **OK**.
8. Press ▲ or ▼ to choose the number you want to add.
   Press **OK**.
   (See *Search* on page 59.)
9. After you have finished adding numbers by repeating steps ❼ and ❽, press ▲ or ▼ to choose `Complete`.
   Press **OK**.
10. Press **Stop/Exit**.

Note

You can print a list of all the Speed-Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 83.)

Changing Group name

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Set Quick-Dial`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Setup Groups`.
   Press **OK**.
5. Press ▲ or ▼ to choose the Group name you want to change.
   Press **OK**.
6. 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/Back**. Re-enter the character.

7 Enter the new name (up to 16 characters) using the dial pad.
Press **OK**.
(See *Entering Text* on page 164. For example, type NEW CLIENTS.)

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

9 Press **Stop/Exit**.

Deleting a Group

1 Press **Menu**.

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

3 Press ▲ or ▼ to choose `Set Quick-Dial`.
Press **OK**.

4 Press ▲ or ▼ to choose `Setup Groups`.
Press **OK**.

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

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

7 Press ▲ or ▼ to choose `Complete`.
Press **OK**.

8 Press **Stop/Exit**.

Deleting a number from a Group

1 Press **Menu**.

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

3 Press ▲ or ▼ to choose `Set Quick-Dial`.
Press **OK**.

4 Press ▲ or ▼ to choose `Setup Groups`.
Press **OK**.

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

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

7 Press ▲ or ▼ to choose `Complete`.
Press **OK**.

8 Press **Stop/Exit**.

Combining Quick-Dial numbers

Sometimes you may want to choose from several long distance carriers when you make a call. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers and credit card numbers as Speed-Dial numbers. You can store these long dialling sequences by dividing them and setting them up as separate Speed-Dial numbers in any combination. You can even include manual dialling using the dial pad. (See *Storing Speed-Dial numbers* on page 61.)

For example, you have stored ‘555’ on Speed-Dial: 03 and ‘7000’ on Speed-Dial: 02.

1. Press **Search/Speed Dial**.
2. Enter **03**.

Note

If you stored 2 numbers in one Speed-Dial location, you will be asked which number you want to send to.

3. Press ▲ or ▼ to choose `Speed-Dial`. Press **OK**.
4. Enter **02**.
5. Press **Mono Start** or **Colour Start**. You will dial ‘555-7000’.

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to ‘555-7001’ you could press **Search/Speed Dial**, **03** and then press **7001** using the dial pad.

Note

If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 3.5-second delay.

9 Digital TAD (MFC-660CN and MFC-845CW only)

TAD-Mode for internal TAD

The TAD feature will store up to 99 incoming messages. Messages are stored in the order in which they are received.

Voice messages can be up to 3 minutes in length, and can also be picked up remotely (see *Using your Remote Access Code* on page 78). The number of messages you can store will depend on how much memory is being used by other features (for example, delayed and stored faxes).

Setting up the TAD

Recording the TAD outgoing message is the first step you need to follow before you can use the TAD feature.

To enter TAD mode, follow the steps below:

1. Record your TAD OGM.
2. Press to activate the TAD mode.

Outgoing message (OGM)

Recording your OGM

You can record the following two different types of OGM:

- `TAD Message`

  This message will be played when a call is received. The caller will be able to leave a voice or fax message.

- `F/T Message`

  This message is played when a call is received and your machine is set to Fax/Tel mode. The caller will not be able to leave a message. See *Fax/Tel OGM* on page 68.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup TAD`.
   Press **OK**.
4. Press ▲ or ▼ to choose `OGM`.
   Press **OK**.
   The LCD prompts you to choose an OGM.
5. Press ▲ or ▼ to choose either `TAD Message` or `F/T Message`, then press **OK**.
6. Press ▲ or ▼ to choose `Record MSG`.
   Press **OK**.
7. Record your message, using one of the options below:
   - (MFC-660CN only)
     Pickup the handset, record your message, and replace the handset when finished.
   - (MFC-845CW only)
     Use the integrated microphone to record your message. Press **Stop/Exit** when finished.

   The TAD will play your OGM back to you.
8. Press **Stop/Exit**.

Listening to your OGM

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup TAD`.
   Press **OK**.
4. Press ▲ or ▼ to choose `OGM`.
   Press **OK**.
5. Press ▲ or ▼ to choose `TAD Message` or `F/T Message`.
   Press **OK**.
6. Press ▲ or ▼ to choose `Playing OGM`.
   Press **OK**.
   Adjust the volume by pressing Volume ◄ or ►.
7. Press **Stop/Exit**.

Erasing your OGM

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup TAD`.
   Press **OK**.
4. Press ▲ or ▼ to choose `OGM`.
   Press **OK**.
5. Press ▲ or ▼ to choose `TAD Message` or `F/T Message`.
   Press **OK**.
6. Press ▲ or ▼ to choose `Erase MSG`.
   Press **OK**.
7. Choose one of the following:
   - Press **1** to erase the OGM.
   - Press **2** to exit without erasing.
8. Press **Stop/Exit**.

Fax/Tel OGM

If your machine is set to Fax/Tel receive mode, this message will be played by your Brother machine to a caller. Unlike the TAD OGM, the caller *will not* be able to leave a message. The purpose of the fax/tel OGM is to let the caller know that their call will be answered shortly.

To record your Fax/Tel OGM, follow the instructions on *Outgoing message (OGM)* on page 67.

If you need to review the steps for setting up the Fax/Tel receive mode, see *Receive modes* on page 44.

Activating TAD mode

When the light glows, TAD mode is active. Press to enter TAD mode.

Managing your messages

Message indicator

The light flashes if you have any new messages waiting for you.

The LCD displays the total number of voice and fax messages stored in the TAD memory.

Fax messages are only stored when Fax Storage or Fax Preview is turned on. See *Advanced fax operations (Monochrome only)* on page 72.

Playing voice messages

All messages are played in the order they were recorded. The LCD shows the number of the current message, the total number of messages, and the time and date the message was recorded.

Follow the steps below to listen to your voice messages:

1. Press **Play/Record** or **Play**.
   The following commands are available when playing messages:
   - ✳ ⏮ (RWD)
     Repeats a message.
   - # ⏭ (FWD)
     Skips to the next message.
   - 🔉 or 🔊
     Adjusts the volume.
2. Press **Stop/Exit**.

Erasing incoming messages

To erase voice messages individually

1. Press **Play/Record** or **Play**.
   The machine will sound a two second beep and begins message playback. Each message is preceded by one long beep, and followed by two short beeps.
2. To erase a specific message, press **Erase/Mute** or **Erase** immediately after the two short beeps, or while the message is playing.
3. Do one of the following:
   - Press **1** to erase the message.
   - Press **2** to cancel.
4. Press **Stop/Exit**.

To erase all of your messages

1. Press **Erase/Mute** or **Erase**.
2. Do one of the following:
   - Press **1** to erase all of your voice messages.
   - Press **2** to cancel.

Additional TAD operations

Setting maximum time for incoming messages

Your machine's default setting will save incoming messages up to 30 seconds long. To change this setting, follow the steps below:

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup TAD`.
   Press **OK**.
4. Press ▲ or ▼ to choose `ICM Max. Time`.
   Press **OK**.
5. Press ▲ or ▼ to choose the maximum time setting for incoming messages (`30`, `60`, `120` or `180` seconds).
   Press **OK**.
6. Press **Stop/Exit**.

Setting toll saver

When the toll saver feature is on, the machine will answer after two rings if you do have voice or fax messages, and after four rings if you do not have any messages.

This way, when you call your machine for remote retrieval, if it rings three times, you have no messages and can hang up to avoid a toll charge.

The toll saver feature is only available when TAD mode is on. When toll saver is `On`, it overrides your ring delay setting.

If you are using BT Call Sign, do not use the Toll Saver feature.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup Receive`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Ring Delay`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Toll Saver`.
   Press **OK**.
6. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
7. Press **Stop/Exit**.

ICM Recording Monitor

This feature lets you turn the speaker volume for voice messages `On` or `Off`. When you turn the monitor `Off`, you will not hear messages as they come in.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup TAD`.
   Press **OK**.
4. Press ▲ or ▼ to choose `ICM Rec.Monitr`.
   Press **OK**.
5. Use ▲ or ▼ to choose `Off` or `On`.
   Press **OK**.
6. Press **Stop/Exit**.

Recording a conversation (MFC-660CN only)

If you are using the handset, you can record a telephone conversation by pressing **Play/Record** during the conversation. Your recording can be as long as the incoming message maximum time (up to 3 minutes). The other party will hear an intermittent beeping while recording. To stop recording, press **Stop/Exit**.

10 Advanced fax operations (Monochrome only)

You can only use one advanced fax operation at a time:

- Fax Forwarding
- Fax Storage
- Fax Preview (MFC-660CN and MFC-845CW only)
- 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 advanced fax operations, a question will appear on the LCD. (See *Changing Advanced Fax Operations* on page 77.)

Fax Forwarding

When you choose Fax Forward, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Advanced Fax Operation`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Forward/Store`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Fax Forward`.
   Press **OK**.
6. Enter the forwarding number (up to 20 digits).
   Press **OK**.
7. Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off`.
   Press **OK**.

Note

- If you choose `Backup Print:On`, the machine will also print the fax at your machine, so you will have a copy. This is the safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.
- (MFC-660CN and MFC-845CW only) The machine can store faxes up to 24 hours if there is a power failure.
- When Fax Forwarding is turned on, your machine will only receive monochrome faxes into memory. Colour faxes will not be received, unless the sending machine converts them to monochrome before sending.

8. Press **Stop/Exit**.

Fax Storage

If you choose Fax Storage, your machine stores the received fax in the memory. You will be able to retrieve fax messages from another location using the remote retrieval commands.

If you have set Fax Storage, a backup copy will automatically be printed at the machine.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Advanced Fax Operation`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Forward/Store`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Fax Storage`.
   Press **OK**.
6. Press **Stop/Exit**.

Note

If Fax Storage is turned on, your machine cannot receive a colour fax unless the sending machine converts it to monochrome.

Fax Preview (MFC-660CN and MFC-845CW only)

If you choose Fax Preview, you can view received faxes on the LCD by pressing the **Fax Preview** key. When the machine is in Ready mode, a popup message will appear on the LCD to alert you of new faxes. You can continue all operations.

Setting Fax Preview

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Advanced Fax Operation`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Forward/Store`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Fax Preview`.
   Press **OK**.
6. Press **Stop/Exit**.

Note

When Fax Preview is turned on, your machine can only print the colour faxes it receives. Fax Preview operations are only available for monochrome faxes.

How to preview a fax

When you receive a fax, you will see the pop-up message on the LCD. (For example: `New Fax(es):02`)

1. Press **Fax Preview**.
   You can see the new fax list.

Note

You can also see your old fax list by pressing ✳. Press **#** to go back to your new fax list.

2. Press ▲ or ▼ to choose the fax you want to see.
   Press **OK**.

Note

If your fax is large, there may be a delay before it is displayed on the LCD.

3. Press **Stop/Exit**.

When a fax is open, the control panel keys will perform the operations shown below.

Key	Description
✳	Enlarge the fax.
#	Reduce the fax.
▲ or ▼	Scroll vertically.
◀ or ▶	Scroll horizontally.
0	Rotate the fax clockwise.
2 ABC	Delete the fax. Press **1** to confirm.
7 PQRS	Go back to the previous page.
9 WXYZ	Go to the next page.
OK	Go to the next step. (Print, Back and Exit are available.)
Clear / Back	Go back to the fax list.
Mono Start	Print the fax.

How to delete all faxes in the list

1. Press **Fax Preview**.
2. Press ▲ or ▼ to choose `Delete All`.
   Press **OK**.
   Press **1** to confirm.

How to print all faxes in the list

1. Press **Fax Preview**.
2. Press ▲ or ▼ to choose `Print All`.
   Press **OK**.

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 at the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear at the bottom left side of the LCD.

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

To transfer the received faxes to your PC, you must have the PC-FAX Receiving software running on your PC. (For details, see *PC-FAX receiving* in the Software User's Guide on the CD-ROM.)

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 `Advanced Fax Operation`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Forward/Store`.
   Press **OK**.
5. Press ▲ or ▼ to choose `PC Fax Receive`.
   Press **OK**.
6. Press ▲ or ▼ to choose `<USB>` or the PC you want to receive.
   Press **OK**.
7. Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off`.
   Press **OK**.
8. Press **Stop/Exit**.

Note

- PC Fax Receive is not supported in the Mac OS®.
- Before you can set up PC Fax Receive, you must install the MFL-Pro Suite software on you PC. Make sure your PC is connected and turned on. (For details see *PC-FAX Receiving* in the Software User's Guide on the CD-ROM.)
- (MFC-660CN and MFC-845CW only)
  In the event of a power failure, the machine will store your faxes in the memory for up to 24 hours. However, if you choose `Backup Print:On`, the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC.
- If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Error messages* on page 129.)
- When PC Fax Receive is turned on, only monochrome faxes can be received into the memory and sent to the PC. Colour faxes will be received in real time and printed in colour.

Changing the destination PC

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose
   `Advanced Fax Operation`.
   Press **OK**.
4. Press ▲ or ▼ to choose
   `Forward/Store`.
   Press **OK**.
5. Press ▲ or ▼ to choose
   `PC Fax Receive`.
   Press **OK**.
6. Press ▲ or ▼ to choose `Change`.
   Press **OK**.
7. Press ▲ or ▼ to choose `<USB>` or the PC you want to receive.
   Press **OK**.
8. Press ▲ or ▼ to choose
   `Backup Print:On` or
   `Backup Print:Off`.
   Press **OK**.
9. Press **Stop/Exit**.

Turning off Advanced Fax Operations

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose
   `Advanced Fax Operation`.
   Press **OK**.
4. Press ▲ or ▼ to choose
   `Forward/Store`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Off`.
   Press **OK**.
6. Press **Stop/Exit.**

Note

The LCD will give you more options if there are received faxes still in your machine's memory. (See *Changing Advanced Fax Operations* on page 77.)

Changing Advanced Fax Operations

If received faxes are left in your machine's memory when you change the Advanced Fax Operations, the LCD will ask you one of the following questions:

■ `Erase All Doc?`

`Yes`→`Press` **1**

`No`→`Press` **2**

■ `Print All Fax?`

`Yes`→`Press` **1**

`No`→`Press` **2**

- If you press **1**, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
- If you press **2**, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to `PC Fax Receive` from another option [`Fax Forward`, `Fax Storage` or `Fax Preview` (MFC-660CN and MFC-845CW only)], press ▲ or ▼ to choose the PC you want to send the faxes to.

The LCD will ask you the following message:

■ `Send Fax to PC?`

`Yes`→`Press` **1**

`No`→`Press` **2**

- If you press **1**, faxes in the memory will be sent to your PC before the setting changes. Choose `Backup Print:On` or `Backup Print:Off`.
- If you press **2**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Remote Retrieval

You can call your machine from any touch tone telephone or fax machine, then use the remote access code and remote commands to retrieve fax messages.

Setting a Remote Access Code

The remote access code lets you access the remote retrieval features when you are away from your machine. Before you can use the remote access and retrieval features, you have to set up your own code. The factory default code is inactive code (---✳).

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Advanced Fax Operation`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Remote Access`.
   Press **OK**.
5. Enter a three-digit code using numbers **0**-**9**, ✳, or **#**.
   Press **OK**. (The preset '✳' cannot be changed.)

Note

Do not use the same code as your fax receive code (✳ **5 1**) or telephone answer code (**# 5 1**). (See *Operation from extension telephones* on page 56.)

6. Press **Stop/Exit**.

Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press **Clear/Back** in step ❺ to restore the inactive setting (---✳) and press **OK**.

Using your Remote Access Code

1. Dial your fax number from a touch tone telephone or another fax machine.
2. When your machine answers, enter your remote access code (3 digits followed by ✳) at once.
3. The machine signals if it has received messages:
   - **1 long beep — Fax messages**
   - **2 long beeps — Voice messages (MFC-660CN and MFC-845CW only)**
   - **3 long beeps — Fax & Voice messages (MFC-660CN and MFC-845CW only)**
   - **No beeps — No messages**
4. When the machine gives two short beeps, enter a command.
   The machine will hang up if you wait longer than 30 seconds to enter a command.
   The machine will beep three times if you enter an invalid command.
5. Press **9 0** to stop Remote Access when you have finished.
6. Hang up.

Note

If your machine is set to `Manual` mode and you want to use the remote retrieval features, wait about 2 minutes after it starts ringing, and then enter the remote access code within 30 seconds.

Remote Fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your remote access code (3 digits followed by ✳), the system will give two short beeps and you must enter a remote command.

Remote commands			Operation details
91	**Playing Voice messages** (MFC-660CN and MFC-845CW only)		After one long beep, the machine plays the ICM.
	1 Repeat or Skip Backward		Press **1** while listening to an ICM to repeat it. If you press **1** before a message, you will hear the previous message.
	2 Skip Forward		While playing the ICM, you can skip to the next message.
	9 STOP Playing		Stop Playing the ICM.
93	**Erase all ICM** (MFC-660CN and MFC-845CW only)		If you hear one long beep, the erase is accepted. If you hear three short beeps, you cannot erase because all voice messages have not been played, or there are no voice message to erase. *This code erases all recorded messages, not one at a time.
94	**Play and Record OGM in Memory** (MFC-660CN and MFC-845CW only)		
	1 Play	1 TAD Message	The machine plays the selected OGM. You can stop playing OGMs by pressing **9**.
		2 F/T Message	
	2 Record	1 TAD Message	After one long beep, you can record the selected OGM. You will hear the message played once. You can stop recording the message by pressing **9**.
		2 F/T Message	
95	**Change the Fax Forwarding or Fax Storage settings**		
	1 OFF		You can choose `Off` after you have retrieved or erased all your messages.
	2 Fax Forwarding		One long beep means the change is accepted. If you hear three short beeps, you cannot change because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See *Changing your Fax Forwarding number* on page 81.) Once you have registered the number, Fax Forwarding will work.
	4 Fax Forwarding number		
	6 Fax Storage		
96	**Retrieve a fax**		
	2 Retrieve all faxes		Enter the number of a remote fax machine to receive stored fax messages. (See *Retrieving fax messages* on page 81.)
	3 Erase faxes from the memory		If you hear one long beep, fax messages have been erased from the memory.

Remote commands		Operation details
97	**Check the receiving status** (MFC-440CN only)	
	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.
97	**Check the receiving status** (MFC-660CN and MFC-845CW only)	
	1 Fax	You can check whether your machine has received any faxes or voice messages. If yes, you will hear one long beep. If no, you will hear three short beeps.
	2 Voice	
98	**Change the Receive Mode** (MFC-440CN only)	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
98	**Change the Receive Mode** (MFC-660CN and MFC-845CW only)	
	1 TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	Pressing **9 0** allows you to exit remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

You can call your machine from any touch tone phone and have your fax messages sent to a machine.

1. Dial your fax number.
2. When your machine answers, enter your remote access code (3 digits followed by ✳) at once. If you hear one long beep, you have messages.
3. When you hear two short beeps, press **9 6 2**.
4. Wait for the long beep, enter the number of the remote fax machine you want your fax messages sent to using the dial pad, then enter **# #** (up to 20 digits).

Note

You cannot use ✳ and # as dial numbers. However, press **#** if you want to create a pause.

5. Press **9 0** to reset the machine when you've finished.
6. Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing your Fax Forwarding number

You can change the default setting of your fax forwarding number from another touch tone telephone or fax machine.

1. Dial your fax number.
2. When your machine answers, enter your remote access code (3 digits followed by ✳) at once. If you hear one long beep, you have messages.
3. When you hear two short beeps, press **9 5 4**.
4. Wait for the long beep, enter the new number of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter **# #** (up to 20 digits).

Note

You cannot use ✳ and # as dial numbers. However, press **#** if you want to create a pause.

5. Press **9 0** when you have finished.
6. Hang up after you hear your machine beep.

11 Printing Reports

Fax reports

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

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the time and date of transmission and whether the transmission was successful (OK). If you choose `On` or `On+Image`, the report will print for every fax you send.

If you send a lot of faxes to the same place, you may need more than the job numbers to know which faxes you must send again. Choosing `On+Image` or `Off+Image` will print a section of the fax's first page on the report to help you remember.

When the Transmission Verification Report is turned `Off` or `Off+Image`, the Report will only print if there is a transmission error, with NG in the RESULT column.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Report Setting`.
   Press **OK**.
4. Press ▲ or ▼ to choose `XMIT Report`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On`, `On+Image`, `Off` or `Off+Image`.
   Press **OK**.
6. Press **Stop/Exit**.

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 *Reports* on page 83. The factory setting is `Every 50 Faxes`.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Report Setting`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Journal Period`.
   Press **OK**.
5. Press ▲ or ▼ to choose an interval.
   Press **OK**.
   (If you choose 7 days, the LCD will ask you to choose the first day for the 7-day countdown.)
   - 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. Enter the time to start printing in 24-hour format.
   Press **OK**.
   (For example: enter 19:45 for 7:45 PM.)
7. Press **Stop/Exit**.

Reports

The following reports are available:

- `XMIT Verify`

  Prints a Transmission Verification Report for your last transmission.

- `Help List`

  A help list about how to quickly program your machine.

- `Quick-Dial`

  Lists names and numbers stored in the Speed-Dial memory, in alphabetical or numerical order.

- `Fax Journal`

  Lists information about the last incoming and outgoing faxes. (TX: Transmit.) (RX: Receive.)

- `User Settings`

  Lists your settings.

- `Network Config`

  Lists your Network settings.

How to print a report

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Print Reports`.
   Press **OK**.
3. Press ▲ or ▼ to choose the report you want.
   Press **OK**.
4. Press **Mono Start**.

12 Polling

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polling receive

Polling receive lets you call another fax machine to receive a fax.

Setup to receive polling

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Polling RX`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Standard`.
   Press **OK**.
4. Enter the fax number you are polling.
5. Press **Mono Start** or **Colour Start**.

Setup to receive polling with secure code

Secure Polling lets you restrict who can get the documents you set up to be polled.

Secure Polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine, you have to enter the secure code.

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Polling RX`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Secure`.
   Press **OK**.
4. Enter a four-digit secure code.
   This is the same as the security code of the fax machine you are polling.
   Press **OK**.
5. Enter the fax number you are polling.
6. Press **Mono Start** or **Colour Start**.

Setup to receive delayed polling

Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up *one* delayed polling operation.

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Polling RX`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Timer`.
   Press **OK**.
4. Enter the time (in 24-hour format) you want to start polling.
   For example, enter 21:45 for 9:45 PM.
   Press **OK**.
5. Enter the fax number you are polling.
6. Press **Mono Start** or **Colour Start**.
   The machine makes the polling call at the time you entered.

Sequential polling (Monochrome only)

Sequential polling lets you request documents from several fax machines in one operation.

1. Press (**Fax**).
2. Press ▲ or ▼ to choose `Polling RX`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Standard`, `Secure` or `Timer`.
   Press **OK**.
4. Do one of the following:
   - If you chose `Standard`, go to step ❺.
   - If you chose `Secure`, enter a four-digit number, press **OK**, go to step ❺.
   - If you chose `Timer`, enter the time (24-hour format) you want to begin polling and press **OK**, go to step ❺.
5. Press ▲ or ▼ to choose `Broadcasting`.
   Press **OK**.
6. Press ▲ or ▼ to choose `Add Number`.
   Press **OK**.
7. Enter a number using Speed-Dial, a Group, or dial pad.
   Press **OK**.
8. Repeat steps ❻ and ❼ for all the fax numbers you want to poll, and then press ▲ or ▼ to choose `Complete`.
   Press **OK**.
9. Press **Mono Start**.
   The machine polls each number or group in turn for a document.

Press **Stop/Exit** while the machine is dialling to cancel the polling process.

To cancel all sequential polling receive jobs, see *Checking and cancelling waiting jobs* on page 41.

Polled transmit (Monochrome only)

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See *Checking and cancelling waiting jobs* on page 41.)

Setup for polled transmit

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

Setup for polled transmit with secure code

Secure Polling lets you restrict who can get the documents you set up to be polled.

Secure Polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine, they will have to enter the secure code.

1. Press (**Fax**).
2. Load your document.
3. Press ▲ or ▼ to choose `Polled TX`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Secure`.
   Press **OK**.
5. Enter a four-digit number.
   Press **OK**.
6. Press ▲ or ▼ to choose any settings you want to change.
   Press **OK**.
   After each setting is accepted, you can continue to change more settings.
7. Press **Mono Start**.

Section III

Copy

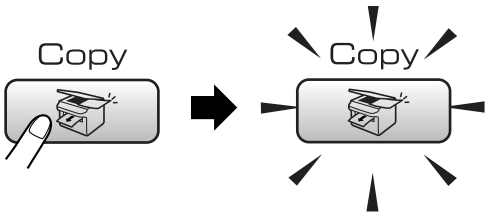
Making copies 88

13 Making copies

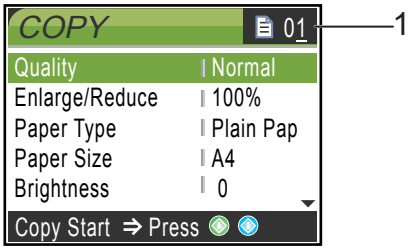
How to copy

Entering Copy mode

When you want to make a copy, press (**Copy**) to illuminate it in green.



The LCD shows:



1 No of Copies

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

Press ▲ or ▼ to scroll through the **Copy** key options.

- `Quality` (See page 89.)
- `Enlarge/Reduce` (See page 89.)
- `Paper Type` (See page 92.)
- `Paper Size` (See page 92.)
- `Brightness` (See page 91.)
- `Contrast` (See page 91.)
- `Color Adjust` (See page 92.)
- `Stack/Sort` (See page 91.)
- `Page Layout` (See page 90.)
- `Set New Default` (See page 93.)
- `Factory Reset` (See page 93.)

When the option you want is highlighted, press **OK**.

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* on page 24.)

Making a single copy

1. Press (**Copy**).
2. Load your document. (See *Loading documents* on page 10.)
3. Press **Mono Start** or **Colour Start**.

Making multiple copies

You can make up to 99 copies.

1. Press (**Copy**).
2. Load your document.
3. Enter the number of copies you want.
4. Press **Mono Start** or **Colour Start**.

Note

To sort the copies, press ▲ or ▼ to choose `Stack/Sort`. (See *Sorting copies using the ADF* on page 91.)

Stop copying

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

Copy settings

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

The machine returns to its default settings after 60 seconds, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 24.)

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

If you want to choose more settings, press ▲ or ▼.

Note

You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 93.)

Changing copy speed and quality

You can choose from a range of quality setting. The factory setting is Normal.

- Fast

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

- Normal

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

- Best

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

1. Press (**Copy**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Quality.
   Press **OK**.
5. Press ▲ or ▼ to choose Fast, Normal or Best.
   Press **OK**.
6. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Enlarging or reducing the image copied

You can choose an enlargement or reduction ratio.

1. Press (**Copy**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Enlarge/Reduce.
   Press **OK**.
5. Do one of the following:
   - Press ▲ or ▼ to choose the enlargement or reduction ratio you want. Press **OK**.
   - Press ▲ or ▼ to choose Custom(25-400%) and then enter an enlargement or reduction ratio from 25% to 400%. Press **OK**.
     (For example, press **5 3** to enter 53%.)

50%
69% A4→A5
78% LGL→LTR
83% LGL→A4
93% A4→LTR
97% LTR→A4
100%*
104% EXE→LTR
142% A5→A4
186% 10×15cm→LTR
198% 10×15cm→A4
200%
Custom(25-400%)

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

Note

Page Layout Options are not available with Enlarge/Reduce.

Making N in 1 copies or a poster (page layout)

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

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

Important

- Please make sure paper size is set to Letter or A4.
- You cannot use the Enlarge/Reduce setting with the N in 1 and Poster features.
- If you are producing multiple colour copies, N in 1 copy is not available.
- (P) means Portrait and (L) means Landscape.
- You can only make one poster copy at a time.

1 Press (**Copy**).

2 Load your document.

3 Enter the number of copies you want.

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

5 Press ▲ or ▼ to choose Off (1 in 1), 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L) or Poster(3 × 3).
Press **OK**.

6 If you do not want to change additional settings, press **Mono Start** or **Colour Start** to scan the page.
If you are making a poster or placed the document in the ADF, the machine scans the pages and starts printing.
If you are using the scanner glass, go to step ❼.

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

8 Place the next page on the scanner glass.
Press **OK**.
Repeat steps ❼ and ❽ for each page of the layout.

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

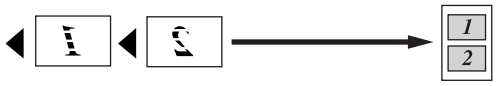
Note

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

Place your document face down in the direction shown below.

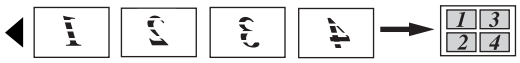
■ **2 in 1 (P)**

■ **2 in 1 (L)**



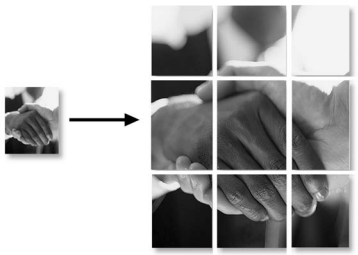
■ **4 in 1 (P)**

■ **4 in 1 (L)**



■ **Poster (3 x 3)**

You can make a poster size copy of a photograph.



Sorting copies using the ADF

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

1. Press (**Copy**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose `Stack/Sort`.
   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**.

Adjusting Brightness, Contrast and Colour

Brightness

You can 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 choose `Brightness`.
   Press **OK**.
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 **Mono Start** or **Colour Start**.

Contrast

You can adjust the copy 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 choose `Contrast`.
   Press **OK**.
5. Press ▶ to increase the contrast or press ◀ to decrease the contrast.
   Press **OK**.

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

Colour Saturation

1 Press (**Copy**).

2 Load your document.

3 Enter the number of copies you want.

4 Press ▲ or ▼ to choose `Color Adjust`.
Press **OK**.

5 Press ▲ or ▼ to choose `Red`, `Green` or `Blue`.
Press **OK**.

6 Press ▶ to increase the colour saturation, or press ◀ to decrease the colour saturation.
Press **OK**.

7 Do one of the following:
- If you want to change saturation for another colour, go to step ❺.
- If you want to change additional settings, press ▲ or ▼ to choose `Exit`.
  Press **OK**.
- If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Paper Options

Paper Type

If you are copying on special paper, set the machine for the type of paper you are using to get the best print quality.

1 Press (**Copy**).

2 Load your document.

3 Enter the number of copies you want.

4 Press ▲ or ▼ to choose `Paper Type`.
Press **OK**.

5 Press ▲ or ▼ to choose `Plain Paper`, `Inkjet Paper`, `Brother Photo`, `Other Photo` or `Transparency`.
Press **OK**.

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

Paper Size

If copying on paper other than A4 size, you will need to change the paper size setting. You can copy only on Letter, Legal, A4, A5 or Photo [10 cm (W) × 15 cm (H)] paper.

1 Press (**Copy**).

2 Load your document.

3 Enter the number of copies you want.

4 Press ▲ or ▼ to choose `Paper Size`.
Press **OK**.

5 Press ▲ or ▼ to choose `Letter`, `Legal`, `A4`, `A5` or `10x15cm`.
Press **OK**.

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

Setting your changes as a new default

You can save the copy settings for Quality, Paper Type, Brightness, Contrast and Color Adjust that you use most often by setting them as default. These settings will stay until you change them again.

1. 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** to choose Yes.
5. Press **Stop/Exit**.

Restoring all settings to the factory settings

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

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

‘Out of Memory’ message

If the Out of Memory message appears while scanning documents, press **Stop/Exit** to cancel or **Mono Start** or **Colour Start** to copy the scanned pages.

You will need to clear some jobs from the memory before you can continue.

To free up extra memory, do the following:

- Turn off Advanced Fax Operation. (See *Turning off Advanced Fax Operations* on page 76.)
- Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 49.)

When you get an Out of Memory message, you may be able to make copies if you first print incoming faxes in the memory to restore the memory to 100%.

Section IV

Direct Photo Printing

Printing photos from a memory card 96

Printing photos from a camera with PictBridge 107

14 Printing photos from a memory card

PhotoCapture Center™ Operations

Printing from a memory card without a PC

Even if your machine is not connected to your computer, you can print photos directly from digital camera media. (See *Print Images* on page 98.)

Scanning to a memory card without a PC

You can scan documents and save them directly to a memory card. (See *Scan to Card* on page 105.)

Using PhotoCapture Center™ from your computer

You can access the memory card that is in the media drive (slot) of the machine from your PC.)

(See *PhotoCapture Center*™ for Windows® or *Remote Setup & PhotoCapture Center*™ for Macintosh® in the Software User's Guide on the CD-ROM.)

Using memory cards

Your Brother machine has media drives (slots) for use with popular digital camera media: CompactFlash®, Memory Stick®, Memory Stick Pro™, SecureDigital™, MultiMediaCard™ and xD-Picture Card™.

CompactFlash®

Memory Stick®

Memory Stick Pro™

SecureDigital™

MultiMediaCard™

xD-Picture Card™

- miniSD™ can be used with a miniSD™ adapter.
- Memory Stick Duo™ can be used with a Memory Stick Duo™ adapter.
- Memory Stick Pro Duo™ can be used with a Memory Stick Pro Duo™ adapter.
- Adapters are not included with the machine. Contact a third party supplier for adapters.

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

Memory card folder structure

Your machine is designed to be compatible with modern digital camera image files and memory cards; however, please read the points below to avoid errors:

- The DPOF file on the memory card must be in a valid format. (See *DPOF printing* on page 100.)

- The image file extension must be .JPG (Other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- PhotoCapture Center™ printing without using a PC must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)
- IBM Microdrive™ is not compatible with the machine.
- The machine can read up to 999 files on a memory card.
- CompactFlash® Type II is not supported.
- This product supports xD-Picture Card™ Type M/Type H (Large Capacity).

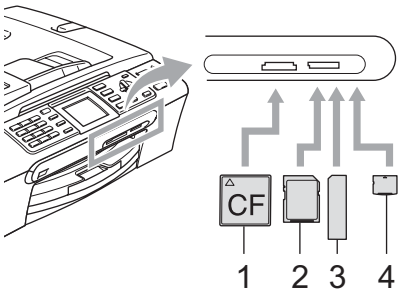
Please be aware of the following:

- When printing the INDEX or IMAGE, the PhotoCapture Center™ will print all the valid images, even if one or more images have been corrupted. A portion of the corrupted image may be printed.
- Your machine is designed to read memory cards that have been formatted by a digital camera.

  When a digital camera formats a memory card, it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image files to the memory card, we also recommend you use the same folder your digital camera uses. If the data is not saved to the same folder, the machine may not be able to read the file or print the image.

Getting started

Firmly put the card into the correct slot.



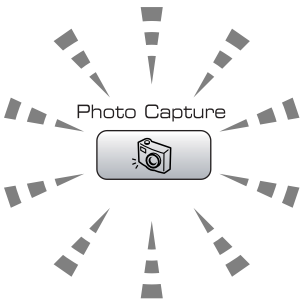
1 CompactFlash®

2 SecureDigital™, MultiMediaCard™

3 Memory Stick®, Memory Stick Pro™

4 xD-Picture Card™

PhotoCapture key indications:



- **PhotoCapture** light is on, the media card is properly inserted.
- **PhotoCapture** light is off, the media card is not properly inserted.
- **PhotoCapture** light is blinking, the media card is being read or written to.

CAUTION

DO NOT unplug the power cord or remove the media card from the media drive (slot) while the machine is reading or writing to the card (the **PhotoCapture** key is blinking). **You will lose your data or damage the card.**

The machine can only read one media card at a time so do not put more than one card in a slot.

Entering PhotoCapture mode

After you insert the media card, press the (**PhotoCapture**) key to illuminate it in green and display the PhotoCapture options on the LCD.

The LCD shows:

Press ▲ or ▼ to scroll through the PhotoCapture key options.

- `View Photo(s)` (See page 98.)
- `Print Index` (See page 99.)
- `Print All Photos` (See page 99.)
- `Print Photos` (See page 99.)

Note

If your digital camera supports DPOF printing, see *DPOF printing* on page 100.

When the option you want is highlighted, press **OK**.

Print Images

View Photo(s)

You can preview your photos on the LCD before you print them. If your photos are large files, there may be a delay before each photo is displayed on the LCD.

1. Make sure you have put the media card in the correct slot.
   Press (**PhotoCapture**).
2. Press ▲ or ▼ to choose `View Photo(s)`.
   Press **OK**.
3. Press ◀ or ▶ to choose your photo.

Note

Instead of scrolling through your photos, you can use the dial pad to enter the number of the image from the index page. (See *Print Index (Thumbnails)* on page 99.)

4. Press ▲ or ▼ to increase or decrease the number of copies.
5. Repeat step ❸ and step ❹ until you have chosen all the photos.

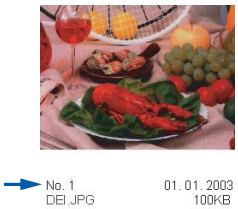
Note

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

6. After you have chosen all the photos, do one of the following:
   - Press **OK** and change the print setting. (See page 101.)
   - If you do not want to change any settings, press **Colour Start** to print.

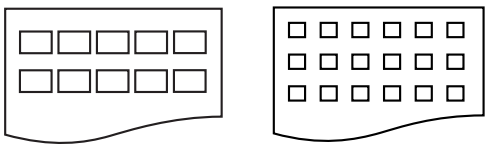
Print Index (Thumbnails)

The PhotoCapture Center™ assigns numbers for images (such as No.1, No.2, No.3, and so on).



The PhotoCapture Center™ does not recognize any other numbers or file names that your digital camera or PC has used to identify the pictures. You can print a thumbnail page (Index page with 6 or 5 images per line). This will show all the pictures on the media card.

1. Make sure you have put the media card in the correct slot.
   Press (**PhotoCapture**).
2. Press ▲ or ▼ to choose `Print Index`.
   Press **OK**.
3. Press ▲ or ▼ to choose
   `6 Images/Line Fast` or
   `5 Images/Line Photo`.
   Press **OK**.



`5 Images/Line Photo` `6 Images/Line Fast`

Print time for 5 Images/Line will be slower than 6 Images/Line, but the quality is better.

4. Press **Colour Start** to print.

Print All Photos

You can print all the photos on your media card.

1. Make sure you have put the media card in the correct slot.
   Press (**PhotoCapture**).
2. Press ▲ or ▼ to choose
   `Print All Photos`.
   Press **OK**.
3. Enter the number of copies you want using the dial pad.
4. Do one of the following:
   - Change the print setting. (See page 101.)
   - If you do not want to change any settings, press **Colour Start** to print.

Print Photos

Before you can print an individual image, you have to know the image number.

1. Make sure you have put the media card in the correct slot.
   Press (**PhotoCapture**).
2. Print the Index. (See *Print Index (Thumbnails)* on page 99.)
3. Press ▲ or ▼ to choose
   `Print Photos`.
   Press **OK**.
4. Enter the image number that you want to print from the Index page (Thumbnails).
   Press **OK**.

5 Repeat step ❹ until you have entered all the image numbers that you want to print.

Note

You can enter all the numbers at one time by using the ✳ key for a comma or the **#** key for a hyphen. For example, Enter **1**, ✳, **3**, ✳, **6** to print images No.1, No.3 and No.6. Enter **1**, **#**, **5** to print images No.1 to No.5.

6 After you have chosen all the image numbers, press **OK** again.

7 Enter the number of copies you want using the dial pad.

8 Do one of the following:
- Change the print setting. (See page 101.)
- If you do not want to change any settings, press **Colour Start** to print.

DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, Fuji Photo Film Co. Ltd., Matsushita Electric Industrial Co. Ltd. and Sony Corporation) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to choose on the digital camera display the images and number of copies you want to print.

When the memory card (CompactFlash®, Memory Stick®, Memory Stick Pro™, SecureDigital™ MultiMediaCard™ or xD-Picture Card™) with DPOF information is put into your machine, you can print the chosen image easily.

1 Make sure you have put the media card into the correct slot.

Press (**PhotoCapture**). The machine will ask you if you want to use DPOF setting.

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

3 Do one of the following:
- Change the print settings. (See page 101.)
- If you do not want to change any settings, press **Colour Start** to print.

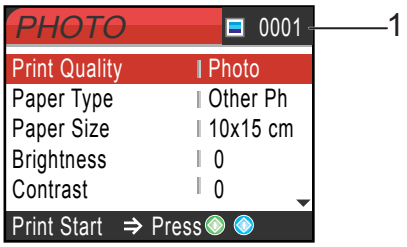
PhotoCapture Center™ print settings

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

The machine returns to its default settings after 180 seconds, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 24.)

Note

You can save the print settings you use most often by setting them as default. (See *Setting your changes as a new default* on page 104.)



1 No of prints

(For View Photo(s))

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

(For Print All Photos, Print Photos)

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

Menu Selections	Option 1	Option 2	Page
Print Quality	Normal/Photo	—	102
Paper Type	Plain Paper/Inkjet Paper/ Brother Photo/Other Photo	—	102
Paper Size	Letter/A4/10x15cm/13x18cm	(When A4 or Letter is chosen) 10x8cm/13x9cm/15x10cm/ 18x13cm/20x15cm/Max. Size	102
Brightness	0 Dark Light	—	102
Contrast	- +	—	102
Color Enhance	On/Off White Balance - + / Sharpness - + / Color Density - + Exit	—	103
Cropping	On/Off	—	103
Borderless	On/Off	—	104
Set New Default	Yes/No	—	104
Factory Reset	Yes/No	—	104

Print Quality

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

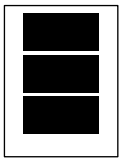
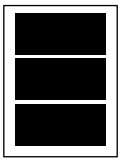
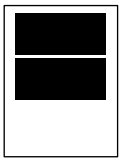
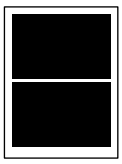
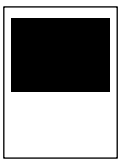
Paper options

Paper Type

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

Paper and print size

1. Press ▲ or ▼ to choose `Paper Size`.
   Press **OK**.
2. Press ▲ or ▼ to choose the type of paper you are using, `Letter`, `10×15cm`, `13×18cm` or `A4`.
   Press **OK**.
3. If you chose Letter or A4, press ▲ or ▼ to choose the print size.
   Press **OK**.

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

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

Adjusting Brightness, Contrast and Colour

Brightness

1. Press ▲ or ▼ to choose `Brightness`.
   Press **OK**.
2. Press ◀ to make a darker print or press ▶ to make a lighter print.
   Press **OK**.
3. If you do not want to change additional settings, press **Colour Start** to print.

Contrast

You can choose the contrast setting. More contrast will make an image look sharper and more vivid.

1. Press ▲ or ▼ to choose `Contrast`.
   Press **OK**.
2. Press ▶ to increase the contrast or press ◀ to decrease the contrast.
   Press **OK**.

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

Colour Enhancement

The colour enhancement feature will produce more vivid images. Your photographs will take slightly longer to print.

1 Press ▲ or ▼ to choose `Color Enhance`.
Press **OK**.

2 Do one of the following:
- If you want to customize the White Balance, Sharpness or Colour Density, press ◀ or ▶ to choose `On` and then go to step ❸.
- If you do not want to customize, press ◀ or ▶ to choose `Off`.
Press **OK** and then go to step ❻.

3 Press ▲ or ▼ to choose `White Balance`, `Sharpness` or `Color Density`.
Press **OK**.

4 Press ◀ or ▶ to adjust the degree of the setting.
Press **OK**.

5 Do one of the following:
- If you want to customize other colour enhancement, press ▲ or ▼ to choose other option.
- If you want to change other settings, press ▲ or ▼ to choose `Exit`, and then press **OK**.

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

Note

- **White Balance**

  This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other factors will effect the appearance of white. By using this adjustment, you can correct this effect and bring the white areas back to pure white.

- **Sharpness**

  This setting enhances the detail of an image. It is similar to adjusting the fine focus on a camera. If the image is not in focus and you cannot see the fine details of the picture, then adjust the sharpness.

- **Colour Density**

  This setting adjusts the total amount of colour in the image. You can increase or decrease the amount of colour in an image to improve a washed out picture.

Cropping

If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped.

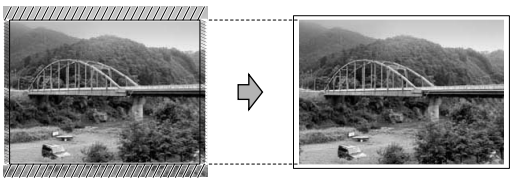
The factory setting is `On`. If you want to print the whole image, turn this setting to `Off`.

1 Press ▲ or ▼ to choose `Cropping`.
Press **OK**.

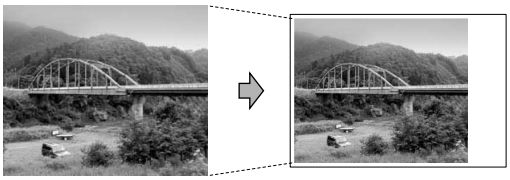
2 Press ▲ or ▼ to choose `Off` (or `On`).
Press **OK**.

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

`Cropping: On`



`Cropping: Off`



Borderless printing

This feature expands the printable area to the edges of the paper. Printing time will be slightly slower.

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

Setting your changes as a new default

You can save the print settings you use most often by setting them as default. These settings will stay until you change them again.

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

Restoring all settings to the factory settings

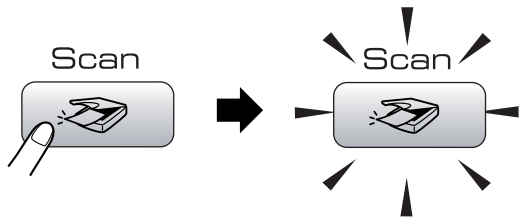
You can restore all the settings you have changed to the factory settings. These settings will stay until you change them again.

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

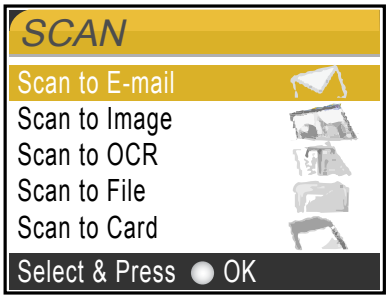
Scan to Card

Entering Scan mode

When you want to scan to card, press (**Scan**) to illuminate it in green.



The LCD shows:



Press ▲ or ▼ to choose `Scan to Card`.

Press **OK**.

If you are not connected to your computer, only the Scan to Card selection will appear on the LCD.

(See *Scanning* for Windows® or Macintosh® in the Software User's Guide on the CD-ROM for details about the other menu options.)

How to scan to card

You can scan monochrome and colour documents into a media card. Monochrome documents will be stored in PDF (*.PDF) or TIFF file formats (*.TIF). Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. For colour documents, the factory setting is `150 dpi Color` and the default file format is PDF. The machine automatically creates file names based on the current date. (For details, see Quick Setup Guide.) For example, the fifth image scanned on July 1, 2006 would be named 01070605.PDF. You can change the colour, quality and file name.

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

1. Insert a CompactFlash®, Memory Stick®, Memory Stick Pro™, SecureDigital™, MultiMediaCard™ or xD-Picture Card™ into your machine.

WARNING

Do not take out the media card while **PhotoCapture** is blinking to avoid damaging the card or data stored on the card.

2. Load your document.
3. Press (**Scan**).
4. Press ▲ or ▼ to choose `Scan to Card`.
   Press **OK**.

5 Do one of the following.
- To change the quality, go to step ❻.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.

6 Press ▲ or ▼ to choose `150 dpi Color`, `300 dpi Color`, `600 dpi Color`, `200x100 dpi B/W` or `200 dpi B/W`.
Press **OK**.

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

8 Press ▲ or ▼ to choose `JPEG`, `PDF` or `TIFF`.
Press **OK**.

Note

- If you chose colour in the resolution setting, you cannot choose `TIFF`.
- If you chose monochrome in the resolution setting, you cannot choose `JPEG`.

9 Do one of the following.
- To change the file name, go to step ❿.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.

10 The file name is set automatically however, you can set a name of your choice using the dial pad. You can only change the first 6 digits.
Press **OK**.

Note

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

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

Understanding the Error Messages

Once you are familiar with the types of errors that can occur while you are using the PhotoCapture Center™, you can easily identify and troubleshoot any problems.

When an error message is displayed on the LCD and you press a key, the machine will beep to get your attention.

- `Media Error`

  This message will appear if you put in a media card that is either bad or not formatted, or when there is a problem with the media drive. To clear this error, take out the media card.

- `No File`

  This message will appear if you try to access a media card in the drive (slot) that does not contain a .JPG file.

- `Out of Memory`

  This message will appear if you are working with images that are too large for the machine's memory.

15 Printing photos from a camera with PictBridge

Your Brother machine supports the PictBridge standard, allowing you to connect to and print photos directly from any PictBridge compatible digital camera.

Before Using PictBridge

PictBridge requirements

To avoid errors, remember the following points:

- The machine and the digital camera must be connected using a suitable USB cable.
- The image file extension must be .JPG (Other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- PhotoCapture Center™ operations are not available when using the PictBridge feature.

Using PictBridge

Setting your digital camera

Make sure your camera is in PictBridge mode. Some of the settings listed below may not be available for your PictBridge compatible digital camera.

Camera Menu Selections	Options
Paper Size	Letter, A4, 10x15 cm, Printer Settings (Default setting) [2]
Paper Type	Plain Paper, Glossy Paper, Inkjet Paper, Printer Settings (Default setting) [2]
Layout	Borderless: On, Borderless: Off, Printer Settings (Default setting) [2]
DPOF setting [1]	-
Print Quality	Normal, Fine, Printer Settings (Default setting) [2]
Colour Enhancement	On, Off, Printer Settings (Default setting) [2]

[1] See *DPOF printing* on page 108 for more details.

[2] If your camera is set to use the Printer Settings (Default setting), the machine will print your photo using the settings below.

Settings	Options
Paper Size	10x15 cm
Paper Type	Glossy Paper
Layout	Borderless: On
Print Quality	Fine
Colour Enhancement	Off

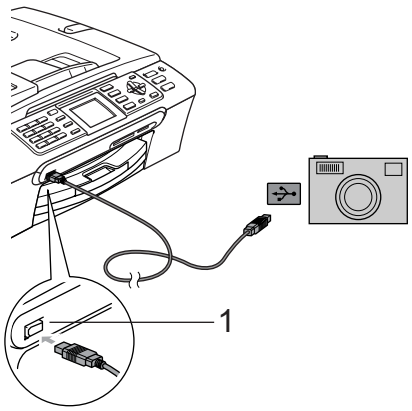
Please refer to the documentation supplied with your camera for more detailed information on changing PictBridge settings.

Printing Images

Note

Remove any memory cards from the machine before connecting the digital camera.

1. Make sure that your camera is turned off. Connect your camera to the PictBridge port on the machine using the USB cable.



1 PictBridge port

2. Turn on the camera.
When the machine has recognized the camera, the LCD shows `Camera Connected`.
When the machine starts printing a photo, the LCD will show `Printing`.

WARNING

To prevent damage to your machine, do not connect any device other than a PictBridge compatible camera to the PictBridge port.

DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, Fuji Photo Film Co. Ltd., Matsushita Electric Industrial Co. Ltd. and Sony Corporation) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to choose on the digital camera display the images and number of copies you want to print.

Understanding the Error Messages

Once you are familiar with the types of errors that can occur while you are using PictBridge, you can easily identify and troubleshoot any problems.

- `Out of Memory`

  This message will appear if you are working with images that are too large for the machine's memory.

- `Wrong USB device`

  This message will appear if you connect a non-PictBridge compatible or broken device to the PictBridge port. To clear the error, unplug the device from the PictBridge port, then press **Power Save** to turn the machine off and then on again.

See *Error messages* on page 129 for the detailed solution.

Section V

Software

Software and Network features 112

16 Software and Network features

The CD-ROM includes the Software User's Guide and Network User's Guide for features available when connected to a computer (for example, printing and scanning). The guide has easy to use links that, when clicked, will take you directly to a particular section.

You can find information on these features:

- Printing
- Scanning
- ControlCenter3 (for Windows®)
- ControlCenter2 (for Macintosh®)
- Remote Setup
- Faxing from your computer
- PhotoCapture Center™
- Network Printing
- Network Scanning
- Wireless Network User's (MFC-845CW only)

How to read HTML User's Guide

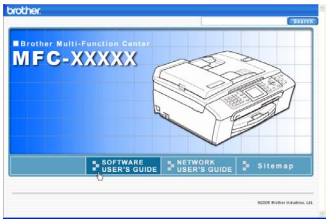
This is a quick reference to use the HTML User's Guide.

(For Windows®)

Note

If you have not installed the software, see *Viewing Documentation* on page 3.

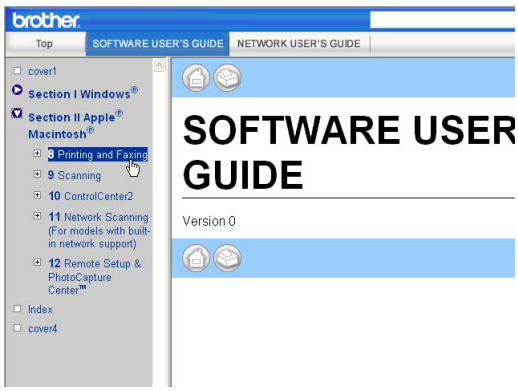
1. From the **Start** menu, point to **Brother**, **MFC-XXXX** (where XXXX is your model number) from the programs group, then click **User's Guide**.
2. Click **SOFTWARE USER'S GUIDE** (or **NETWORK USER'S GUIDE**) from the top menu.



3. Click the heading you would like to read from the list at the left of the window.

(For Macintosh®)

1. Make sure your Macintosh® is turned on. Insert the Brother CD-ROM into your CD-ROM drive.
2. Double-click the **Documentation** icon.
3. Double-click your language folder, and then double-click the top page file.
4. Click **SOFTWARE USER'S GUIDE** (or **NETWORK USER'S GUIDE**) in the top menu, and then click the heading you would like to read from the list at the left of the window.



Section VI

Appendixes

Safety and Legal	114
Troubleshooting and Routine Maintenance	123
Menu and Features	148
Specifications	165
Glossary	180

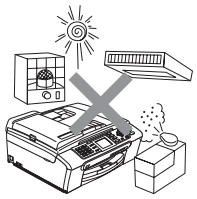
A Safety and Legal

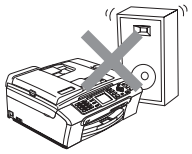
Choosing a location

Put your machine on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the machine near a telephone socket and a standard grounded electrical socket. Choose a location where the temperature remains between 10° and 35° C (50° F and 95° F).

CAUTION

- Avoid placing your machine in a high-traffic area.
- Avoid placing your machine on a carpet.
- DO NOT put the machine near heaters, air conditioners, refrigerators, medical equipment, chemicals or water.
- DO NOT expose the machine to direct sunlight, excessive heat, moisture, or dust.
- DO NOT connect your machine to electrical sockets controlled by wall switches or automatic timers.
- Disruption of power can wipe out information in the machine's memory.
- DO NOT connect your machine to electrical sockets on the same circuit as large appliances or other equipment that might disrupt the power supply.
- Avoid interference sources, such as other cordless telephone systems or speaker.
- DO NOT place the MFC-845CW and the cordless handset near electro-medical equipment.





To use the machine safely

Please keep these instructions for later reference and read them before attempting any maintenance.

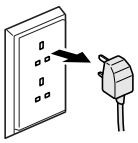
Note

(MFC-660CN and MFC-845CW only)

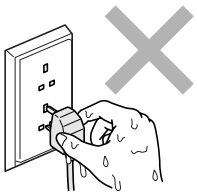
If there are faxes in the machine's memory, you need to print them or save them before you unplug the machine from the electrical socket for more than 24 hours. (To print the faxes in memory, see *Printing a fax from the memory* on page 49. To save the faxes in memory, see *Transferring faxes to another fax machine* on page 132 or *Transferring faxes to your PC* on page 132.)

WARNING

There are high voltage electrodes inside the machine. Before you clean the inside of the machine, make sure you have unplugged the telephone line cord first and then the power cord from the electrical socket. Doing this will prevent an electrical shock.

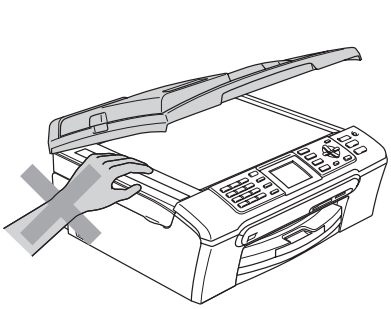


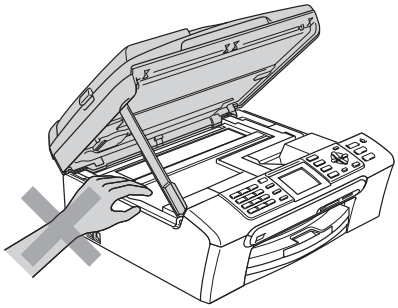
DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.



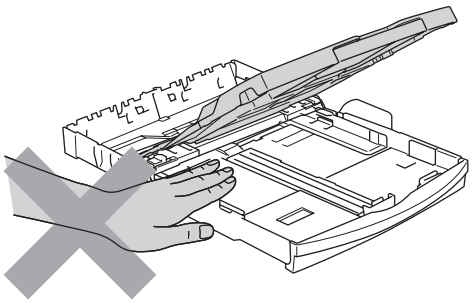
DO NOT pull in the middle of the AC power cord. Doing this might cause an electrical shock.

DO NOT put your hands on the edge of the machine under the document cover or the scanner cover. Doing this may cause injury.

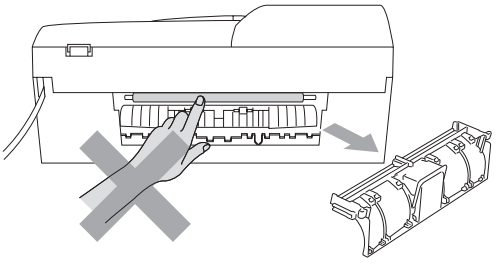




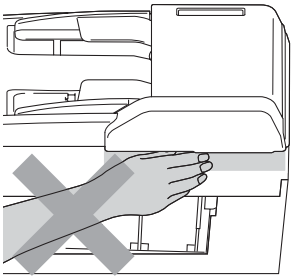
DO NOT put your hands on the edge of the paper tray under the output paper tray cover. Doing this may cause injury.

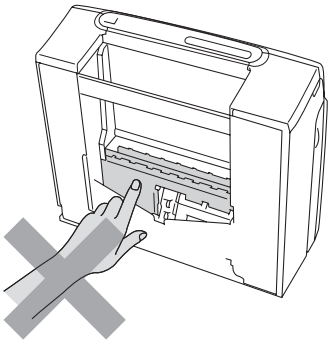


DO NOT touch the paper feed roller. Doing this may cause injury.

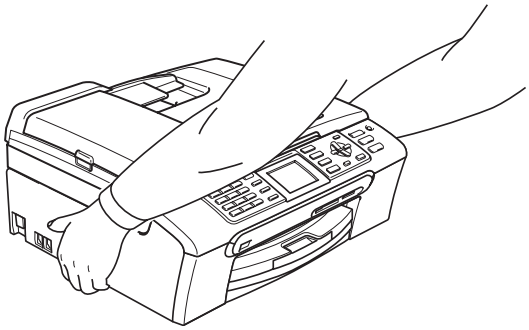


DO NOT touch the area shaded in the illustration. Doing this may cause injury.





When moving the machine you must lift it from the base, by placing a hand at each side of the unit as shown in the illustration. Do not carry the machine by holding the scanner cover.



If the machine becomes hot, releases smoke, or generates any strong smells, immediately unplug the machine from the electrical socket. Call your Brother dealer or Brother Customer Service.

If metal objects, water or other liquids get inside the machine, immediately unplug the machine from the electrical socket. Call your Brother dealer or Brother Customer Service.

WARNING

- 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 socket. Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.
- This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must unplug the power cord from the electrical socket to shut off the power completely.
- Always make sure the plug is fully inserted.

WARNING

IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric 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 machine, 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.

Important safety instructions

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall socket before cleaning the inside of the machine. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 Do not use this product near water.

6 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

7 Slots and openings in the cabinet and the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.

8 This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, call your dealer or local power company.

9 Use only the power cord supplied with this machine.

10 This product is equipped with a 3-wire grounded plug, a plug having a third (grounded) pin. 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.

11 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.

12 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

13 Wait until pages have exited the machine before picking them up.

14 Unplug this product from the power socket and refer all servicing to Brother Authorized Service Personnel under the following conditions:

- When the power cord is damaged or frayed.
- 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. Incorrect 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.

15 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

16 To reduce the risk of fire, electric shock and injury to people, note the following:

- Do not use this product near appliances that use water, a swimming pool, or in a wet basement.
- Do not use the machine during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak in the vicinity of the leak.

IMPORTANT - For your safety

To ensure safe operation, the supplied three-pin plug must be inserted only into a standard three-pin electrical socket that is effectively grounded through the normal household wiring.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

Important - Wiring information (for U.K. only)

If you need to replace the plug fuse, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse.

Always replace the fuse cover. Never use a plug that does not have a cover.

Warning - This machine must be earthed.

The wires in the mains lead are coloured in line with the following code:

- **Green and Yellow: Earth**
- **Blue: Neutral**
- **Brown: Live**

If in any doubt, call a qualified electrician.

LAN connection

CAUTION

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

EU Directive 2002/96/EC and EN50419

European Union only

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

Legal limitations for copying

It is an offence to make reproductions of certain items or documents with the intent to commit fraud. This memorandum is intended to be a guide rather than a complete list.
We suggest you check with relevant legal authorities if in doubt about a particular item or document.

The following are examples of documents which should not be copied:

- Money
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Armed Forces Service or Draft papers.
- Passports
- Postage Stamps (cancelled or uncancelled)
- Immigration Papers
- Welfare documents
- Cheques or Drafts drawn by Governmental Agencies
- Identification Documents, badges or insignias
- Licences and Certificates of Title to motor vehicles

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PictBridge is a trademark.

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B Troubleshooting and Routine Maintenance

Troubleshooting

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips. Visit us at http://solutions.brother.com.

If you are having difficulty with your machine

Printing

Difficulty	Suggestions
No printout	Check the interface cable or wireless connection (MFC-845CW only) on both the machine and your computer. (See the *Quick Setup Guide*.)
	Make sure the machine is plugged in and not in Power Save mode.
	One or more ink cartridges are empty. (See *Replacing the ink cartridges* on page 136.)
	Check to see if the LCD is showing an error message. (See *Error messages* on page 129.)
	Check that the correct printer driver has been installed and chosen.
	Make sure that the machine is online. Click **Start** and then **Printers and Faxes**. Right-click and choose **Brother MFC-XXXX** (where XXXX is your model name), and make sure that **Use Printer Offline** is unchecked.
Poor print quality	Check the print quality. (See *Checking the print quality* on page 141.)
	Make sure that the Media Type setting in the printer driver or the Paper Type setting in the machine's menu matches the type of paper you are using. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: ■ The expiration date written on the cartridge package has passed. (Cartridges stay usable for up to two years if kept in their original packaging.) ■ The ink cartridge was in your machine over six months. ■ The ink cartridge may not have been stored properly before use.
	Try using the recommended types of paper. (See *Acceptable paper and other media* on page 12.)
	The recommended environment for your machine is between 20° C to 33° C (68° F to 91° F).
White horizontal lines appear in text or graphics.	Clean the print head. (See *Cleaning the print head* on page 141.)
	Try using the recommended types of paper. (See *Acceptable paper and other media* on page 12.)
	If you want to print on Photo L or 10 × 15 cm paper, make sure you use the photo paper tray. (See *Loading photo paper* on page 19.)

Printing (Continued)

Difficulty	Suggestions
The machine prints blank pages.	Clean the print head. (See *Cleaning the print head* on page 141.)
Characters and lines are stacked.	Check the printing alignment. (See *Checking the printing alignment* on page 142.)
Printed text or images are skewed.	Make sure the paper is loaded properly in the paper tray and the paper side guide is adjusted correctly. (See *Loading paper and other media* on page 16.)
	Make sure the Jam Clear Cover is set properly.
Smudged stain at the top center of the printed page.	Make sure the paper is not too thick or curled. (See *Acceptable paper and other media* on page 12.)
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See *Acceptable paper and other media* on page 12.) Don't handle the paper until the ink is dry.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See *Cleaning the machine printer platen* on page 140.)
	Make sure you are using the paper support flap. (See *Loading paper and other media* on page 16.)
The machine prints dense lines on the page.	Check **Reverse Order** in the **Basic** tab of the printer driver.
The printouts are wrinkled.	In the printer driver **Basic** tab, click **Settings**, and uncheck **Bi-Directional Printing**.
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.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver **Basic** tab. Also, click **Settings**, and make sure you uncheck **Colour Enhancement**.
	Turn the borderless feature off. Borderless printing is slower than normal printing. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM.)
Colour Enhancement is not working properly.	If the image data is not full colour in your application (such as 256 colour), Colour Enhancement will not work. Use at least 24 bit colour data with the Colour Enhancement feature.
Machine feeds multiple pages.	Make sure the paper is loaded properly in the paper tray. (See *Loading paper and other media* on page 16.)
	Check that more than two types of paper are not loaded in the paper tray at any one time.
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See *Loading paper and other media* on page 16.)
Printed pages re-feed and cause a paper jam.	Make sure you pull out the paper support until it clicks.
Machine does not print from Paint Brush.	Try setting the Display setting to '256 colours.'
Machine does not print from Adobe Illustrator.	Try to reduce the print resolution. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM.)
Machine cannot print full pages of a document. `Out of memory` message occurs.	Reduce the print resolution. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM.) Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software.

Printing Received Faxes

Difficulty	Suggestions
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Received colour fax prints only in black and white.	Replace the colour ink cartridges that are empty or nearly empty, and then ask the other person to send the colour fax again. (See *Replacing the ink cartridges* on page 136.) Check that Advanced Fax Operation is set to off. (See *Turning off Advanced Fax Operations* on page 76.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See *Printing a reduced incoming fax* on page 48.)

Phone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Make sure the machine is plugged in and not in Power Save mode.
	Check all line cord connections.
	Change Tone/Pulse setting. (See *Quick Setup Guide*.)
	Lift the external phone's handset, (or the machine's handset or cordless handset if available), and then dial the number to send a manual fax. Wait to hear fax receiving tone before pressing **Mono Start** or **Colour Start**.
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See *Choosing the Receive Mode* on page 44.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulty	Suggestions
Cannot receive a fax.	Check all line cord connections.
	Make sure the machine is in the correct receiving mode for your setup. (See *Receive mode settings* on page 46.)
	If you often have interference on the phone line, try changing the menu setting of Compatibility to `Basic`. (See *Phone line interference* on page 136.)
	If you connect your machine to PBX or ISDN, set the menu setting of Phone Line Type to your phone type. (See *Setting the Phone Line Type* on page 53.)

Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	Check all line cord connections.
	Make sure that the Fax key is illuminated. (See *Entering Fax mode* on page 36.)
	Ask the other party to check that the receiving machine has paper.
	Print the Transmission Verification Report and check for an error. (See *Reports* on page 83.)
Transmission Verification Report says 'Result:ERROR'.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get 'Result:NG' on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Advanced Fax Operation (see *Turning off Advanced Fax Operations* on page 76), print fax messages in memory (see *Printing a fax from the memory* on page 49) or cancel a Delayed Fax or Polling Job (see *Cancelling a fax in progress* on page 37 or *Checking and cancelling waiting jobs* on page 41). If the problem continues, ask the telephone company to check your phone line.
	If you often get transmission errors due to possible interference on the phone line, try changing the menu setting of Compatibility to `Basic`. (See *Phone line interference* on page 136.)
	If you connect your machine to PBX or ISDN, set the menu setting of Phone Line Type to your phone type. (See *Setting the Phone Line Type* on page 53.)
Poor fax send quality.	Try changing your resolution to `Fine` or `S.Fine`. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See *Cleaning the scanner* on page 139.)
Vertical black lines when sending.	If the copy you made shows the same problem, clean the scanner. (See *Cleaning the scanner* on page 139.)

Handling Incoming Calls

Difficulty	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to on, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing **Stop/Exit**. Try avoiding this problem by turning Fax Detect to off. (See *Fax Detect* on page 47.)
Sending a Fax Call to the machine.	If you answered on an external or extension phone, press your Fax Receive Code (the factory setting is ✳ **5 1**). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, an alarm system or other custom feature on a single phone line with your machine, it may create a problem sending or receiving faxes. **For example:** If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM 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 phone line with no custom features is recommended.

Copying Difficulties

Difficulty	Suggestions
Cannot make a copy.	Make sure that the Copy key is illuminated. (See *Entering Copy mode* on page 88.)
Vertical streaks appear on copies.	If you see vertical streaks on copies, clean the scanner. (See *Cleaning the scanner* on page 139.)
Poor copy results when using the ADF.	Try using the scanner glass. (See *Using the scanner glass* on page 10.)

Scanning Difficulties

Difficulty	Suggestions
TWAIN/WIA errors appear while scanning.	Make sure the Brother TWAIN/WIA driver is chosen as the primary source. In PaperPort® SE with OCR, click **File**, **Scan** and choose the Brother TWAIN/WIA driver.
Poor scanning results when using the ADF.	Try using the scanner glass. (See *Using the scanner glass* on page 10.)

Software Difficulties

Difficulty	Suggestions
Cannot install software or print.	Run the **Repair MFL-Pro Suite** program on the CD-ROM. This program will repair and reinstall the software.
'Device Busy'	Make sure the machine is not showing an error message on the LCD.

PhotoCapture Center™ Difficulties

Difficulty	Suggestions
Removable Disk does not work properly.	1 Have you installed the Windows® 2000 update? If not, do the following: 1) Unplug the USB cable. 2) Install the Windows® 2000 update, and see the Quick Setup Guide. After the installation the PC will be automatically restarted. 3) Wait about 1 minute after you restart the PC, and then connect the USB cable. 2 Take out the media card and put it back in again. 3 If you have tried 'Eject' from within Windows®, take out the media card before you continue. 4 If an error message appears when you try to eject the media card, it means the card is being accessed. Wait a while and then try again. 5 If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)
Cannot access Removable Disk from Desktop icon.	Make sure you have put the media card into the media slot.

Network Difficulties

Difficulty	Suggestions
Cannot print over the Network.	Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see *Reports* on page 83.) and check the current Network settings printed in this list. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows `LAN Active` for 2 seconds. (If you are using a wireless connection (MFC-845CW only) or are having Network problems, see the Network User's Guide on the CD-ROM for more information.)
The network scanning feature does not work. The network PC-Fax Receive feature does not work.	(For Windows® users only) A Firewall setting on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the Firewall. If you are using a personal Firewall software, see the User's Guide for your software or contact the software manufacturer. <Windows® XP SP2 users> 1 Click the **Start** button, **Control Panel** and then **Windows Firewall**. Make sure that Windows Firewall on the **General** tab is set to On. 2 Click **Advanced** tab and **Settings** button in **Network Connection Settings**. 3 Click **Add** button, and in the "Description of service" field, enter any name. In the "Name or IP Address" field enter "localhost". In the internal and external port numbers fields enter "54925" for network scanning. Choose **UDP** and click **OK**. Repeat this step adding Port 54926 for network PC-FAX receiving and Port 137 for Windows®. 4 Make sure the new settings are added and the box is checked, and then click **OK**.
Your computer cannot find your machine.	<Windows® users> The firewall setting on you PC may be rejecting the necessary network connection. For detail, see the instruction above. <Macintosh® users> Re-select your machine in the DeviceSelector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the model of ControlCenter2.

Error messages

As with any sophisticated office product, errors may occur. If this happens, your machine identifies the error and shows an error message. The most common error messages are shown below.

You can correct most errors 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
BT Call Sign On (For UK only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (See *BT Call Sign (For U.K. only)* on page 54.)
Comm.Error	Poor phone line quality caused a communication error.	Try sending the fax again or try connecting the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your phone line.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cover is Open	The scanner cover is not closed completely.	Lift the scanner cover and then close it again.
	The ink cartridge cover is not completely closed.	Firmly close the ink cartridge cover until it clicks.
Data Remaining	Print data is left in the machine's memory.	Re-start printing from your computer.
	Print data is left in the machine's memory. The USB cable was unplugged while the computer was sending the data to the machine.	Press **Stop/Exit**. The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See *Using the ADF* on page 10. See *Document jam* on page 133.
High Temperature	The print head is too warm.	Allow the machine to cool down.

Error Message	Cause	Action
Ink Empty	One or more of the ink cartridges is empty. The machine will stop all print operations. While memory is available, black and white faxes will be stored in the memory. If a sending machine has a colour fax, the machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be stored in the memory as a black and white fax.	Replace the ink cartridges. (See *Replacing the ink cartridges* on page 136.)
Low Temperature	The print head is too cold.	Allow the machine to warm up.
Media Error	The media card is either corrupted, improperly formatted, or there is a problem with the media card.	Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive by putting in another media card that you know is working.
Near Empty	One or more of the ink cartridges are running out of ink. If a sending machine has a colour fax, the machine's 'handshake' will ask that the fax be sent as black and white. If the sending machine has the ability to convert it, the colour fax will be received into memory as a black and white fax.	Order a new ink cartridge.
No Caller ID (U.K. and Ireland only)	There is no incoming call history. You have not received any calls, you have not activated the Caller ID feature on your machine, or you have not subscribed to the Caller ID service from your telephone company.	If you want to use the Caller ID feature call your telephone company. (See *Caller ID (MFC-660CN and MFC-845CW only) (For U.K. and Ireland only)* on page 52.)
No Cartridge	An ink cartridge is not installed properly.	Reinstall the ink cartridge. (See *Replacing the ink cartridges* on page 136.)
No File	The media card in the media drive does not contain a .JPG file.	Put the correct media card into the slot again.
No Paper Fed	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray, and then press **Mono Start** or **Colour Start**. ■ Remove the paper and load it again and then press **Mono Start** or **Colour Start**.
	The paper is jammed in the machine.	See *Printer jam or paper jam* on page 134.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
Not Registered	You tried to access a Speed Dial number that is not programmed.	Set up the Speed Dial number. (See *Storing Speed-Dial numbers* on page 61.)

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	**Fax sending or copy operation in progress** Do one of the following: ■ Press **Stop/Exit** and wait until the other operations in progress finish and then try again. ■ Clear the data in the memory. To gain extra memory, you can turn off Advanced Fax Operation. (See *Turning off Advanced Fax Operations* on page 76.) ■ Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 49.) **Printing operation in progress** Reduce print resolution. (For details, see *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM.)
Paper Jam	Paper is jammed in the machine.	(See *Printer jam or paper jam* on page 134.)
Unable to Change XX Unable to Clean XX Unable to Init. XX Unable to Print XX Unable to Scan XX Unable to use Phone XX	The machine has a mechanical problem. **—OR—** A foreign objects such as a clip or ripped paper is in the machine.	Open the scanner cover and remove any foreign objects inside the machine. If the error message continues, do one of the following: ■ (MFC-440CN only) See *Transferring your faxes or Fax Journal report* on page 132 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and then reconnect it. ■ (MFC-660CN and MFC-845CW only) Disconnect the machine from the power for several minutes, then reconnect it. (The machine can be turned off for up to 24 hours without losing faxes stored in the memory. See *Transferring your faxes or Fax Journal report* on page 132.)
Wrong Paper Size	Paper is not the correct size.	Load the correct size of paper (Letter, Legal or A4), and then press **Mono Start** or **Colour Start**.
Wrong USB device	A non-PictBridge compatible or broken device has been connected to the PictBridge port.	Unplug the device from the PictBridge port, then press **Power Save** to turn the machine off and then on again.

Transferring your faxes or Fax Journal report

If the LCD shows any of the following messages, we recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 132 or *Transferring faxes to your PC* on page 132.)

- Unable to Change XX
- Unable to Clean XX
- Unable to Init. XX
- Unable to Print XX
- Unable to Scan XX
- Unable to use Phone XX

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring Fax Journal report to another fax machine* on page 133.)

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.

1. Press **Stop/Exit** to interrupt the error temporarily.
2. Press **Menu**.
3. Press ▲ or ▼ to choose `Service`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Data Transfer`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Fax Transfer`.
   Press **OK**.
6. Do one of the following:
   - If the LCD shows `No Data`, there are no faxes left in the machine's memory.
     Press **Stop/Exit**.
   - Enter the fax number to which faxes will be forwarded.
7. Press **Mono Start**.

Transferring faxes to your PC

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

1. Press **Stop/Exit** to interrupt the error temporarily.
2. Make sure you have installed **MFL-Pro Suite** on your PC, and then turn on **PC FAX Receiving** on the PC. (For details see *PC- FAX receiving* for Windows® in the Software User's Guide on the CD-ROM.)
3. Make sure you have set PC Fax Receive on the machine. (See *PC Fax Receive* on page 75.)
   If faxes are in the machine's memory when you set up PC Fax Receive the LCD will ask if you want to transfer the faxes to your PC.
4. Do one of the following:
   - To transfer all faxes to your PC, press **1**.
     Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off` and press **OK**.
   - To exit and leave the faxes in the memory, press **2**.
5. Press **Stop/Exit**.

Transferring Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode.

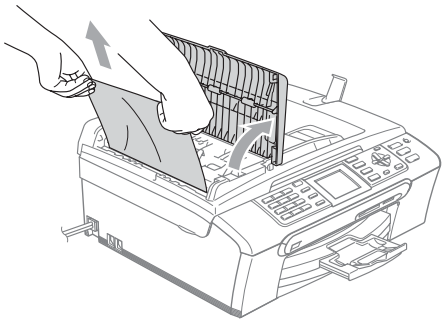
1. Press **Stop/Exit** to interrupt the error temporarily.
2. Press **Menu**.
3. Press ▲ or ▼ to choose `Service`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Data Transfer`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Report Trans.`.
   Press **OK**.
6. Enter the fax number to which Fax Journal report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

Document jam

Documents can jam if they are not inserted or fed properly, or if they are too long. Follow the steps below to clear a document jam.

Document is jammed in the top of the ADF unit

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



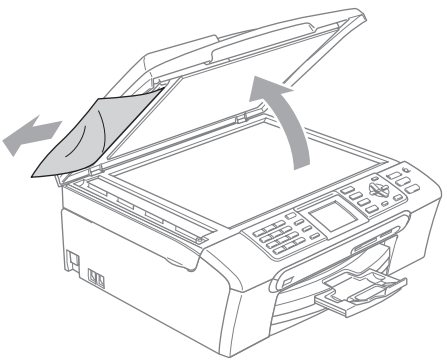
4. Close the ADF cover.
5. Press **Stop/Exit**.

Note

To avoid future document jams, close the ADF cover properly by pushing it gently in the middle.

Document is jammed inside the ADF unit

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

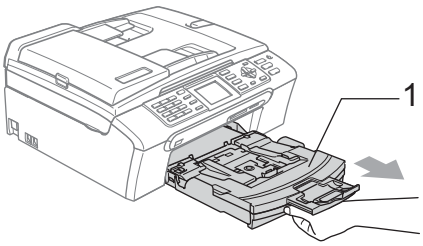


4. Close the document cover.
5. Press **Stop/Exit**.

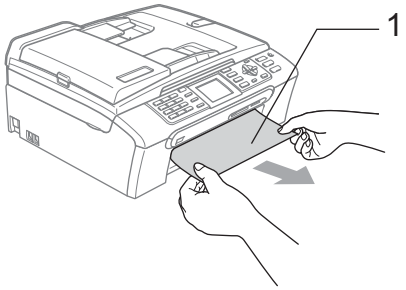
Printer jam or paper jam

Take out the jammed paper depending on where it is jammed in the machine. Open and close the scanner cover to clear the error.

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

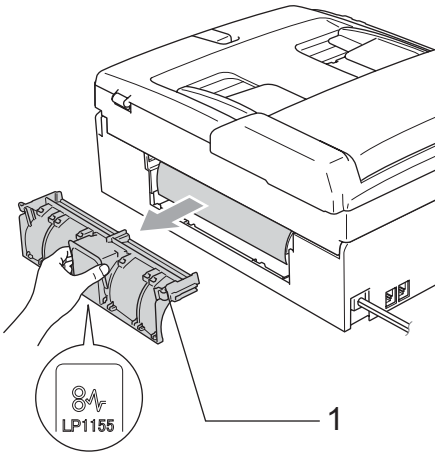


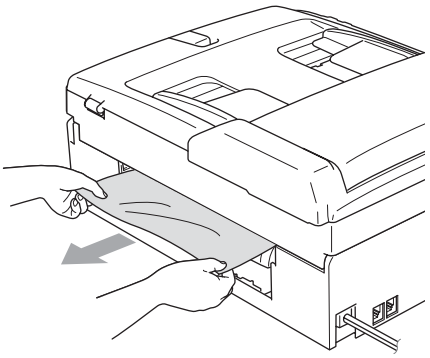
2. Pull out the jammed paper (1).



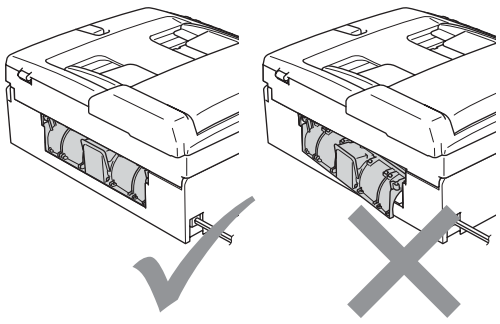
- If you cannot remove the jammed paper from the front side, or the error message still appears on the LCD after you remove the jammed paper, please go to the next step.

3. Remove the Jam Clear Cover (1). Pull the jammed paper out of the machine.

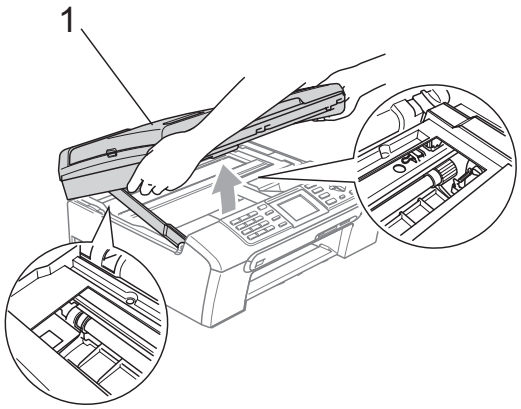




4. Put the Jam Clear Cover back on. Make sure the cover is set properly.



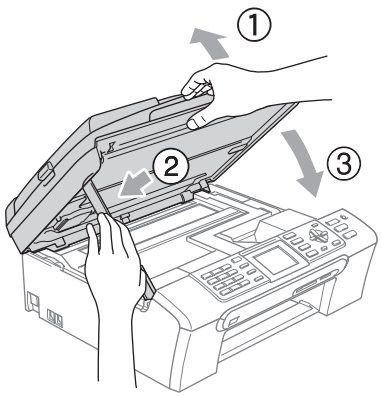
5 Lift the scanner cover (1) from the front of the machine until it locks securely into the open position.
Make sure that there is no jammed paper left inside the machine. Check both ends of the print carriage.



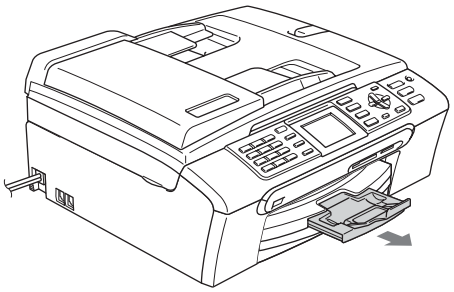
Note

If the paper is jammed under the print head, unplug the machine from the power source, then move the print head to take out the paper.

6 Lift the scanner cover to release the lock (1). Gently push the scanner cover support down (2) and close the scanner cover (3).



7 Push the paper tray firmly back into the machine. While holding the paper tray in place, pull out the paper support until it clicks and unfold the paper support flap.



Dial Tone detection

When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number. By changing the Dial Tone setting to `Detection` you can make your machine dial as soon as it detects a dial tone. This setting can save a small amount of time when sending a fax to many different numbers. If you change the setting and start having problems with dialling, you should change back to the factory `No Detection` setting.

1 Press **Menu**.

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

3 Press ▲ or ▼ to choose `Dial Tone`.
Press **OK**.

4 Press ▲ or ▼ to choose `Detection` or `No Detection`.
Press **OK**.

5 Press **Stop/Exit**.

Phone line interference

If you are having problems sending or receiving a fax due to possible interference on the phone 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 choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Compatibility`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Normal` (or `Basic`).
   - `Basic` cuts the modem speed to 9600 bps. Unless interference is a recurring problem on your phone line, you may prefer to use it only when needed.
   - `Normal` sets the modem speed at 14400 bps. (factory setting)

   Press **OK**.
6. Press **Stop/Exit**.

Note

When you change the compatibility to `Basic`, the ECM feature is only available for colour fax sending.

Routine maintenance

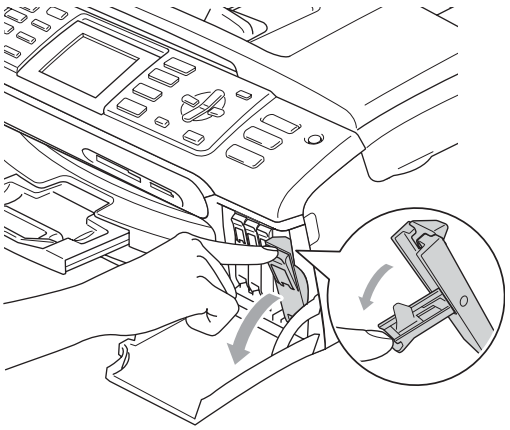
Replacing the ink cartridges

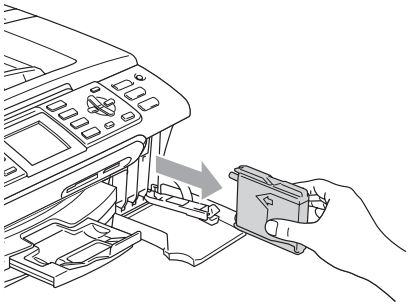
Your machine is equipped with an ink dot counter. The ink dot counter automatically monitors the level of ink in each of the 4 cartridges. When the machine detects an ink cartridge is running out of ink, the machine will tell you with a message on the LCD.

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

Even though the machine tells you that an ink cartridge is empty, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.

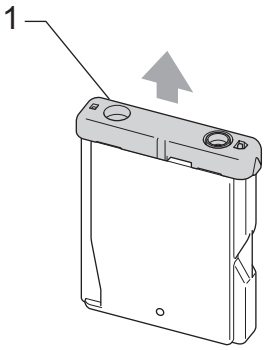
1. Open the ink cartridge cover.
   If one or more ink cartridges are empty, for example Black, the LCD shows `Ink Empty` and `Black`.
2. Pull the lock release lever down and take out the ink cartridge for the colour shown on the LCD.





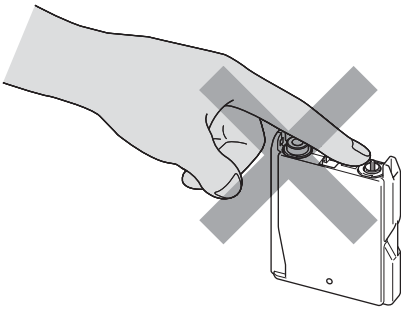
3 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

4 Remove the protective yellow cap (1).



Improper Setup

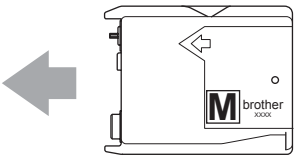
DO NOT touch the area shown in the illustration below.



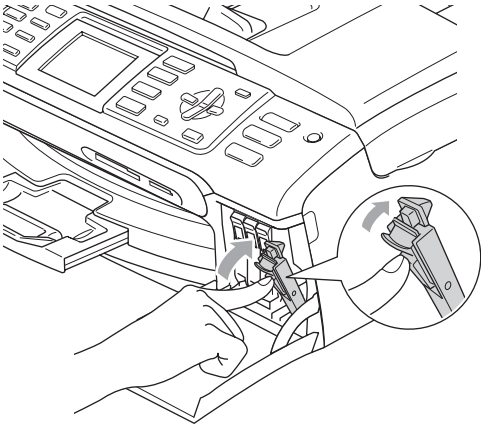
Note

If the protective yellow caps come off when you open the bag, the cartridge will not be damaged.

5 Each colour has its own correct position. Insert the ink cartridge in the direction of the arrow on the label.



6 Lift the lock release lever and push it until it clicks, and then close the ink cartridge cover.



7 If you replaced an ink cartridge, the LCD may ask you to verify that it was a brand new one. (For example, `Did You Change Black`) For each new cartridge you installed, press **1** (`Yes`) to automatically reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, be sure to press **2** (`No`).
If you wait until the LCD shows `Near Empty` and `Ink Empty`, the machine will automatically reset the ink dot counter.

Note

If the LCD shows `No Cartridge` after you install the ink cartridges, check that the ink cartridges are installed properly.

WARNING

If ink gets in your eyes, wash them out with water at once and call a doctor if you are concerned.

CAUTION

DO NOT take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.

DO NOT touch the cartridge insertion slots. If you do so, the ink may stain your skin.

If ink stains your skin or clothing, wash with soap or detergent at once.

If you mix the colours by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation.

Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.

DO NOT dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.

Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance when used with genuine Brother Branded ink cartridges. Brother cannot guarantee this optimum performance if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother Branded cartridges or the refilling of empty cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of using incompatible products with this machine, any repairs required as a result may not be covered by the warranty.

Cleaning the outside of the machine

CAUTION

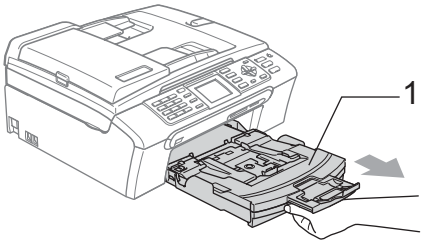
Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.

DO NOT use cleaning materials that contain ammonia.

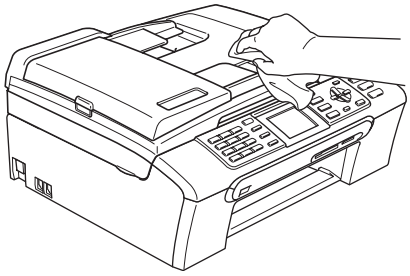
DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

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

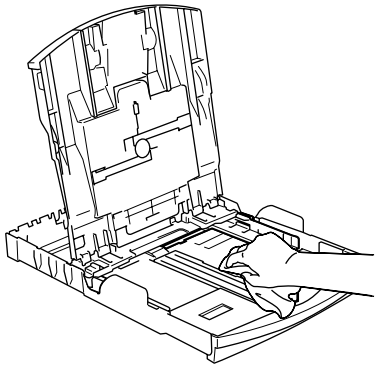


2. Wipe the outside of the machine with a soft cloth to remove dust.



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

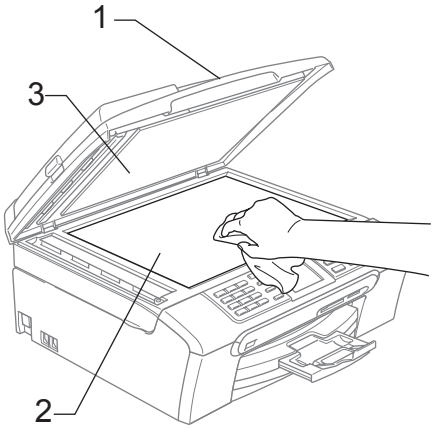
4. Wipe the paper tray with a soft cloth to remove dust.



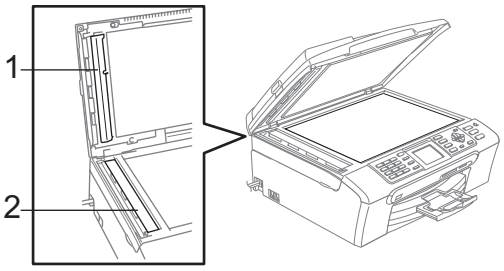
5. Put the paper tray firmly back in the machine.

Cleaning the scanner

1. Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with isopropyl alcohol on a soft lint-free cloth.



2. In the ADF unit, clean the white bar (1) and the glass strip (2) under it with isopropyl alcohol on a lint-free cloth.

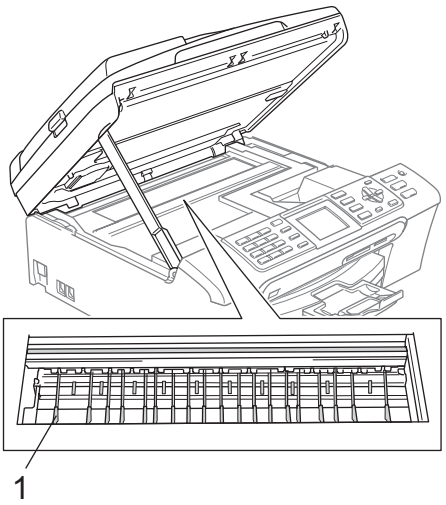


Cleaning the machine printer platen

WARNING

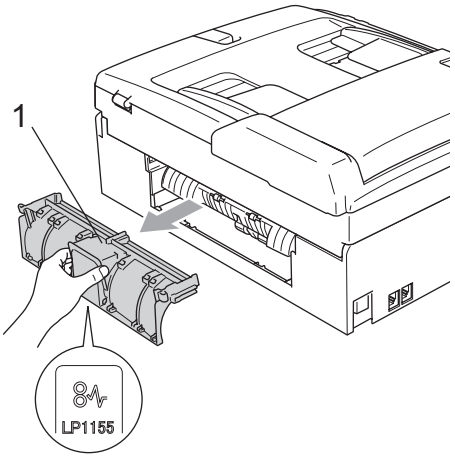
Be sure to unplug the machine from the electrical socket before cleaning the printer platen (1).

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

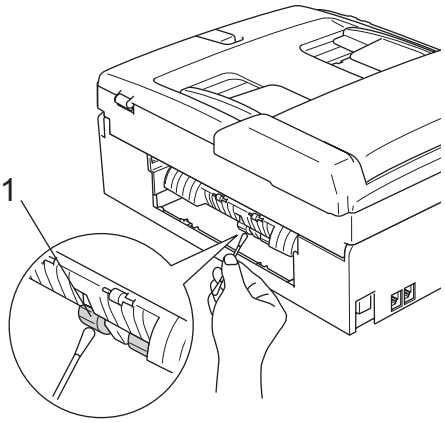


Cleaning the Paper Pick-up Roller

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



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



4. Put the Jam Clear Cover back on. Make sure the cover is set properly.
5. Slowly push the paper tray completely back into the machine.
6. Re-connect the power cord.

Cleaning the print head

To ensure good print quality, the machine will regularly clean the print head. You can start the cleaning process manually if needed.

Clean the print head and ink cartridges if you get a horizontal line in the text or graphics on your printed pages. You can clean Black only, three colours at a time (Cyan/Yellow/Magenta), or all four colours at once.

Cleaning the print head consumes ink. Cleaning too often uses ink unnecessarily.

CAUTION

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

1. Do one of the following:
   - (MFC-440CN and MFC-660CN)
     Press **Ink Management** and go to step ❸
   - (MFC-845CW)
     Press **Menu**.
2. (MFC-845CW)
   Press ▲ or ▼ to choose `Ink Management`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Cleaning`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Black`, `Color` or `All`.
   Press **OK**.
   The machine cleans the print head. When cleaning is finished, the machine will go back to standby mode automatically.

Note

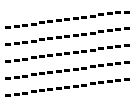
If you clean the print head at least five times and the print has not improved, call your Brother dealer.

Checking the print quality

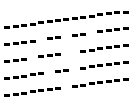
If faded or streaked colours and text appear on your output, some of the nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

1. Do one of the following:
   - (MFC-440CN and MFC-660CN)
     Press **Ink Management** and go to step ❸
   - (MFC-845CW)
     Press **Menu**.
2. (MFC-845CW)
   Press ▲ or ▼ to choose `Ink Management`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Test Print`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Print Quality`.
   Press **OK**.
5. Press **Colour Start**.
   The machine begins printing the Print Quality Check Sheet.
6. Check the quality of the four colour blocks on the sheet.
7. The LCD asks you if the print quality is OK.
   Do one of the following:
   - If all lines are clear and visible, press **1** (`Yes`) to finish the Print Quality check.
   - If you can see missing short lines as shown below, press **2** to choose `No`.

OK



Poor



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

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

10 After cleaning is finished, press **Colour Start**.
The machine starts printing the Print Quality Check Sheet again and then returns to step ❻.

11 Press **Stop/Exit**.
If you repeat this procedure at least five times and the print quality is still poor, replace the ink cartridge for the clogged colour.
After replacing the ink cartridge, check the print quality. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call your Brother dealer.

CAUTION

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

Note

When a print head nozzle is clogged, the printed sample looks like this.

After the print head nozzle is cleaned, the horizontal lines are gone.

Checking the printing alignment

You may need to adjust the printing alignment after transporting the machine if your printed text becomes blurred or images become faded.

1 Do one of the following:
- (MFC-440CN and MFC-660CN)
  Press **Ink Management** and go to step ❸
- (MFC-845CW)
  Press **Menu**.

2 (MFC-845CW)
Press ▲ or ▼ to choose Ink Management.
Press **OK**.

3 Press ▲ or ▼ to choose Test Print.
Press **OK**.

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

5 Press **Mono Start** or **Colour Start**.
The machine starts printing the Alignment Check Sheet.

6 Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.

7 Do one of the following:
- If the number 5 sample of both the 600 dpi and 1200 dpi are the best matches, press **1** (Yes) to finish the Alignment Check.
- If another test print number is a better match for either 600 dpi or 1200 dpi, press **2** (No) to choose it.

8 For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

9 For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

10 Press **Stop/Exit**.

Checking the ink volume

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

1. Do one of the following:
   - (MFC-440CN and MFC-660CN)
     Press **Ink Management** and go to step ❸
   - (MFC-845CW)
     Press **Menu**.
2. (MFC-845CW)
   Press ▲ or ▼ to choose `Ink Management`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Ink Volume`.
   Press **OK**.
   The LCD shows the ink volume.
4. Press **Stop/Exit**.

Note

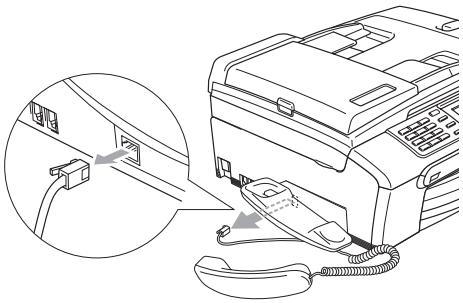
You can check the ink volume from your computer. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh® in the Software User's Guide on the CD-ROM.)

Uninstalling or installing the handset and handset cradle (MFC-660CN only)

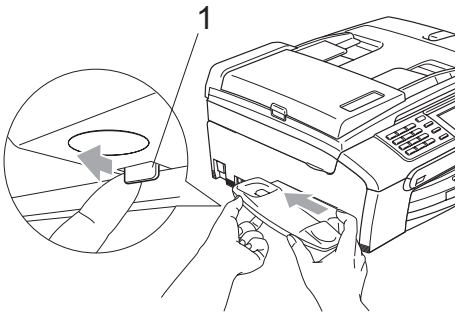
If you do not use the handset and the handset cradle, you can remove them.

Uninstalling the handset and handset cradle

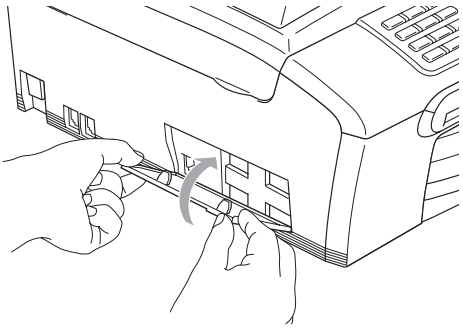
1. Unplug the curled handset cord from the machine.



2. Pull the tab (1) outwards and hold it in position as you push the cradle to the back of the machine.

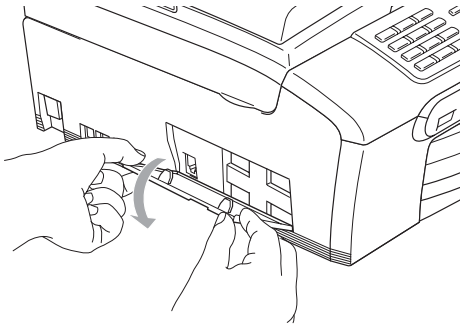


3. Attach the side cover.



Installing the handset and handset cradle

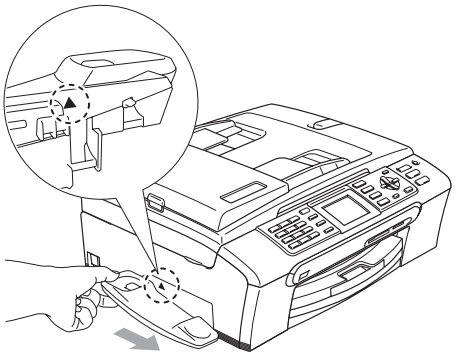
1. Remove the side cover.



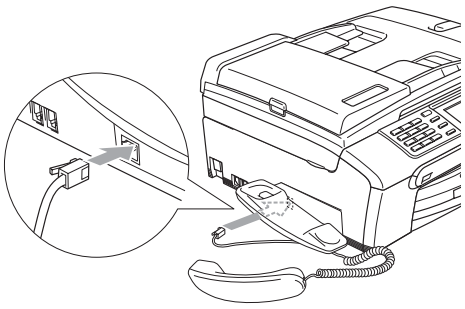
Note

If you cannot open the cover with your hand, use a coin to open.

2. Align the recessed arrows on the cradle with those on the machine, and then slide the cradle toward the front of the machine until it clicks into place.



3. Connect the curled handset cord to the machine.



Machine Information

Checking the serial number

You can see the machine's serial number on the LCD.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Machine Info.`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Serial No.`.
   Press **OK**.
4. Press **Stop/Exit**.

Packing and shipping the machine

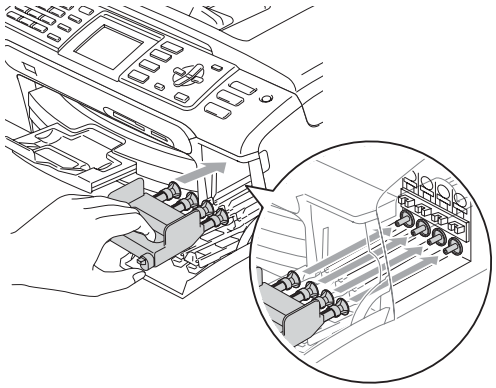
When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, you could void your warranty.

CAUTION

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

1. Open the ink cartridge cover.
2. Pull the lock release levers down and take out all the ink cartridges. (See *Replacing the ink cartridges* on page 136.)

3 Install the yellow protective part, lift each lock release lever and push it until it clicks and then close the ink cartridge cover.



CAUTION

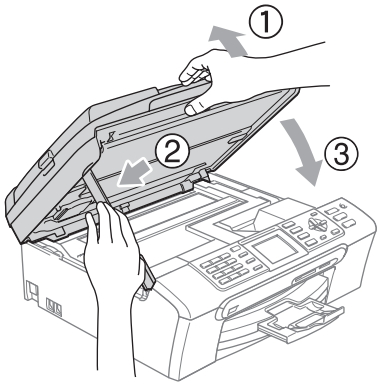
If you are not able to find the yellow protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the yellow protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

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

5 Unplug the power cord from the electrical socket and from the machine.

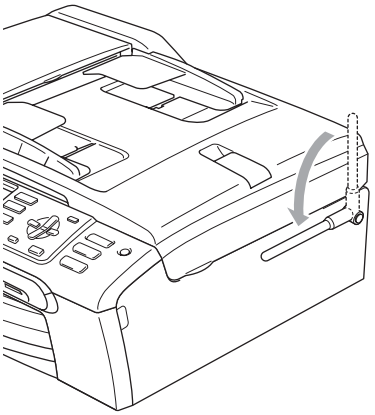
6 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position. Then unplug the interface cable from the machine, if it is connected.

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

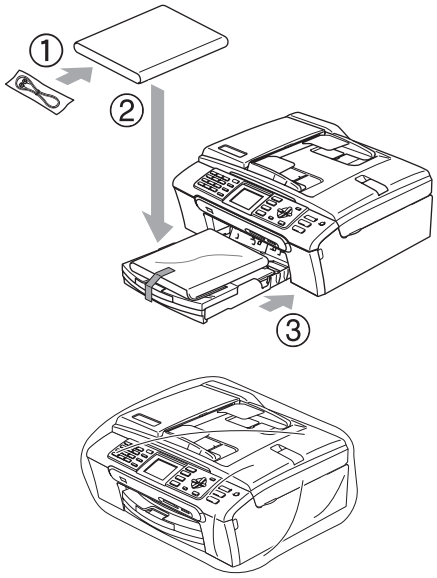


8 If your machine has a handset, remove it and the handset curled cord.

9 (MFC-845CW) Rotate the machine's antenna to the down position.

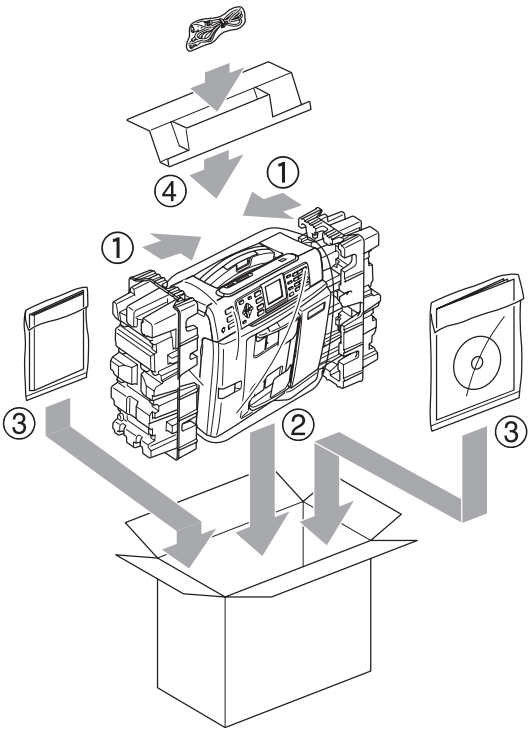


10 Wrap the machine in the bag and put it in the original carton with the original packing material.

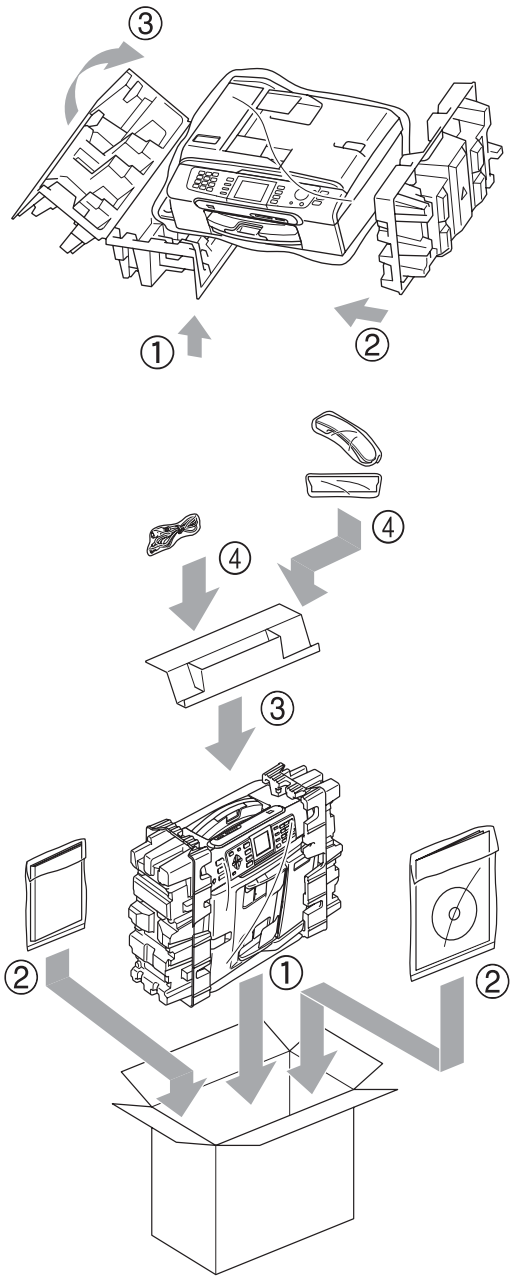


11 Pack the printed materials in the original carton as shown below. Do not pack the used ink cartridges in the carton.

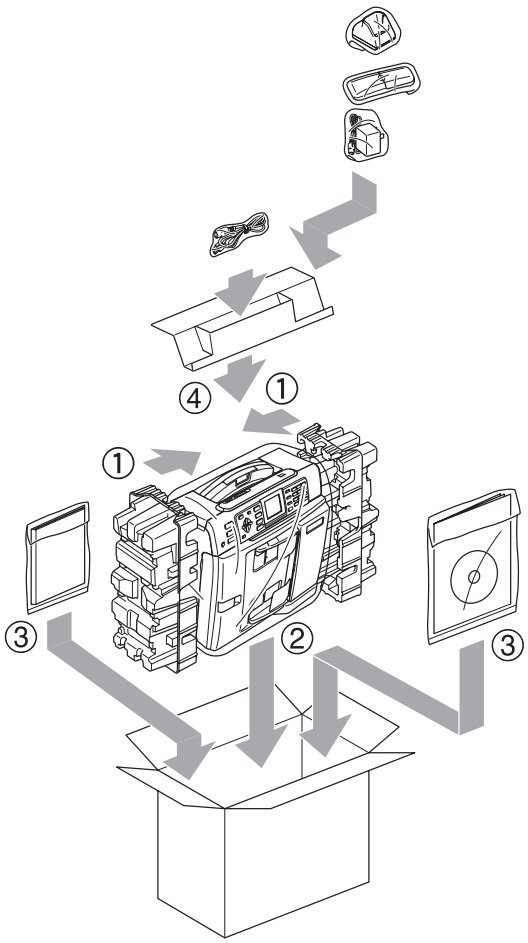
MFC-440CN



MFC-660CN



MFC-845CW



12 Close the carton and tape it shut.

C Menu and Features

On-screen programming

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

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

Memory storage

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

Note

During a power failure the MFC-660CN and MFC-845CW will retain messages that are in the memory for up to 24 hours.

Menu keys

	Access the main menu.
	Access its menu of temporary settings.
▲ ▼	Scroll through the current menu level.
◄	Go back to the previous menu level.
►	Go to the next menu level.
	■ Go to the next menu level. ■ Accept an option.
	■ Cancel the current operation. ■ Go back to the previous menu level.
	■ 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.

Menu (Menu)

Level1	Level2	Level3	Options	Descriptions	Page
General Setup	Mode Timer	—	Off 0 Sec 30 Secs 1 Min **2 Mins*** 5 Mins	Sets the time to return to Fax mode.	24
	Paper Type	—	**Plain Paper*** Inkjet Paper Brother Photo Other Photo Transparency	Sets the type of paper in the paper tray.	24
	Paper Size	—	Letter Legal **A4*** A5 10x15cm	Sets the size of the paper in the paper tray.	25
	Volume	Ring	Off Low **Med*** High	Adjusts the ring volume.	25
		Beeper	Off **Low*** Med High	Adjusts the volume level of the beeper.	26
		Speaker	Off Low **Med*** High	Adjusts the speaker volume.	26
	Auto Daylight	—	**On*** Off	Changes for Daylight Savings Time automatically.	27
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	P.Save Setting	—	**Fax Receive:On*** Fax Receive:Off	Customizes the **Power Save** key not to receive faxes in power save mode.	22
	LCD Settings	LCD Contrast	Light **Med*** Dark	Adjusts the contrast of the LCD.	27
		Backlight	**Light*** Med Dark	You can adjust the brightness of the LCD backlight.	28
		Dim Timer	Off 10 Secs 20 Secs **30 Secs***	You can set how long the LCD backlight stays on for after the last key press.	28
		Off Timer	**Off*** 1 Min 2 Mins 3 Mins 5 Mins 10 Mins 30 Mins	You can set how long the LCD stays on for after the last key press.	28
		Wallpaper	—	You can choose the wallpaper of the LCD.	29
	Echo Control	—	level1 level2 level3 level4	Adjusts the Echo Control level.	See *DECT™ Handset User's Guide*
Ink Management (MFC-845CW only)	Test Print	—	Print Quality Alignment	Checks the print quality and the alignment.	141
	Cleaning	—	Black Color All	Checks the print head.	141
	Ink Volume	—	—	Checks the available ink volume.	143
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
Fax	**Setup Receive**	**Ring Delay** (MFC-440CN only)	0 (Excluding Ireland) 1 **2*** 3 4 5 (UK only) 6 (UK only) 7 (UK only) 8 (UK only)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	46
		Ring Delay (MFC-660CN and MFC-845CW only)	Ring Delay 0 (Excluding Ireland) 1 **2*** 3 4 5 (UK only) 6 (UK only) 7 (UK only) 8 (UK only)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	46
			Toll Saver On **Off***	Cost saving feature: the machine rings 2 times if there are messages and 4 times if there are no messages, so you can hang up and not pay for the call.	70
		F/T Ring Time	20 Sec **30 Sec*** 40 Sec 70 Sec	Sets the pseudo/double-ring time in Fax/Tel mode.	47
		Fax Detect	**On*** Semi (MFC-660CN and MFC-845CW only) Off	Receives fax messages without pressing the **Mono Start** or **Colour Start** key.	47

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	**Setup Receive** (Continued)	**Remote Codes**	**On*** (✳51, #51) Off	Allows you to answer all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes.	58
		Auto Reduction	**On*** Off	Cuts the size of incoming faxes.	48
		Memory Receive	**On*** Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	49
	Set Quick-Dial	**Speed-Dial**	—	Stores Speed-Dial numbers, so you can dial by pressing only a few keys (and Start).	61
		Setup Groups	—	Sets up a Group number for Broadcasting.	64
	Report Setting	**XMIT Report**	On On+Image **Off*** Off+Image	Initial setup for Transmission Verification Report and Fax Journal Report.	82
		Journal Period	Off **Every 50 Faxes*** Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		82
	Advanced Fax Operation	**Forward/Store**	**Off*** Fax Forward Fax Storage Fax Preview (MFC-660CN and MFC-845CW only) PC Fax Receive	Sets the machine to forward fax messages or to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), to preview faxes or send faxes to your PC.	72
		Remote Access	Access Code: ---✳	Set your own code for Remote Retrieval.	77
		Print Document	—	Prints incoming faxes stored in the memory.	49
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	**Remaining Jobs**	—	—	Check which jobs are in the memory and lets you cancel chosen jobs.	41
	Setup TAD (MFC-660CN and MFC-845CW only)	**OGM**	TAD Message F/T Message	Play/Record or erase the outgoing message.	67
		ICM Max.Time	**30 Sec*** 60 Sec 120 Sec 180 Sec	Choose the maximum length of incoming messages.	70
		ICM Rec.Monitr	**On*** Off	Allows you to turn the speaker volume for voice messages as they come in On or Off.	71
	Miscellaneous	**TX Lock** (MFC-440CN only)	—	Prohibits most operations other than receiving faxes.	30
		Mem Security (MFC-660CN and MFC-845CW only)	—	Prohibits most functions except receiving faxes into memory.	31
		Compatibility	**Normal*** Basic	Adjusts the Equalization for transmission problems.	136
		BT Call Sign (U.K. only)	On **Off***	Uses with BT Call Sign.	54
		Caller ID (MFC-660CN and MFC-845CW only) (U.K. and Ireland only)	**On*** Off Display ID Print Report	View or print a list of the last 30 Caller IDs stored in the memory.	52
LAN (MFC-440CN and MFC-660CN only)	**TCP/IP**	**BOOT Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	See *Network User's Guide on the CD-ROM*
		IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
LAN (MFC-440CN and MFC-660CN only) (Continued)	**TCP/IP** (Continued)	**Subnet Mask**	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	See *Network User's Guide on the CD-ROM*
		Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
		Node Name	BRN_XXXXXX	Enter the Node name.	
		WINS Config	**Auto*** Static	Chooses the WINS configuration mode.	
		WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.	
	Setup Misc.	**Ethernet**	**Auto*** 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.	
	Factory Reset	—	Yes No	Restores all network settings to the factory default.	
LAN (MFC-845CW only)	**TCP/IP(Wired)**	**BOOT Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	See *Network User's Guide on the CD-ROM*
		IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
LAN (MFC-845CW only) (Continued)	**TCP/IP(Wired)** (Continued)	**Subnet Mask**	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	See *Network User's Guide on the CD-ROM*
		Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
		Node Name	BRN_XXXXXX	Enter the Node name.	
		WINS Config	**Auto*** Static	Chooses the WINS configuration mode.	
		WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.	
	TCP/IP(WLAN)	**BOOT Method**	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	
		IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
		Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
		Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
	The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Level3	Options	Descriptions	Page
LAN (MFC-845CW only) (Continued)	**TCP/IP(WLAN)** (Continued)	**Node Name**	BRW_XXXXXX	Enter the Node name.	See *Network User's Guide on the CD-ROM*
		WINS Config	**Auto*** Static	Chooses the WINS configuration mode.	
		WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary server.	
		APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.	
	Setup WLAN	**Setup Wizard**	—	You can configure your print server.	
		SecureEasySetup	—	You can configure the wireless network easily.	
	WLAN Status	**Status**	—	You can see the current wireless network status.	
		Signal	—	You can see the current wireless network signal strength.	
		SSID	—	You can see the current SSID.	
		Comm. Mode	—	You can see the current Communication Mode.	
	Setup Misc.	**Wired LAN**	**Auto*** 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.	
	Network I/F	—	**Wired LAN*** WLAN	You can choose the network connection type.	
	Factory Reset	—	Yes No	Restores all wired and wireless network settings to the factory default.	

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Print Reports	XMIT Verify	—	—	Prints these lists and reports.	83
	Help List	—	—		
	Quick-Dial	—	—		
	Fax Journal	—	—		
	User Settings	—	—		
	Network Config	—	—		
Machine Info.	Serial No.	—	—	Lets you check the serial number of your machine.	144
Initial Setup	Receive Mode	—	**Fax Only*** Fax/Tel External TAD (MFC-440CN only) Manual	Choose the receive mode that best suits your needs.	44
	Date/Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See *Quick Setup Guide*
	Station ID	—	Fax: Name:	Set your name and fax number to appear on each page you fax.	
	Tone/Pulse	—	**Tone*** Pulse	Choose the dialling mode.	
	Phone Line Set	—	**Normal*** PBX ISDN	Choose the phone line type.	53
	Dial Tone	—	Detection **No Detection***	Turns Dial Tone Detection on or off.	135
	Register Handset (MFC-845CW only)	—	Register Terminate	Sets the machine to register the cordless handset.	See *DECT™ Handset User's Guide*
	The factory settings are shown in Bold with an asterisk.				

Fax ( )

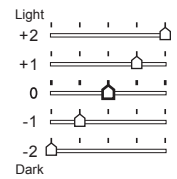
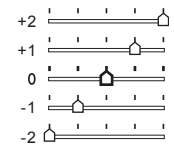
Level1	Level2	Level3	Options	Descriptions	Page
Fax Resolution	—	—	**Standard*** Fine S.Fine Photo	Sets the resolution for outgoing faxes.	39
Contrast	—	—	**Auto*** Light Dark	Changes the lightness or darkness of faxes you send.	39
Speed-Dial	—	—	Alphabetical Order Numerical Order	You can dial by pressing only a few keys (and Start).	59
Outgoing Call	**Make a Phone Call** (MFC-660CN and MFC-845CW only) **Send a fax** **Add to Speed-Dial** **Delete**	—	—	You can choose a number from the Outgoing Call history and then make a phone call to it, send a fax to it, add it to Speed-Dial, or delete it.	60
Caller ID hist. (MFC-660CN and MFC-845CW ony) (U.K. and Ireland only)	**Make a Phone Call** **Send a fax** **Add to Speed-Dial** **Delete**	—	—	You can choose a number from the Caller ID history and then make a phone call to it, send a fax to it, add it to Speed-Dial, or delete it.	61
Broadcasting	**Add Number** **Complete**	—	—	You can send the same fax message to more than one fax number.	38
Delayed Fax	—	—	On **Off***	Sets the time of day in 24-hour format that the delayed faxes will be sent.	41
Batch TX	—	—	On **Off***	Combines delayed faxes to the same fax number at the same time of day into one transmission.	41
Real Time TX	—	—	On **Off***	You can send a fax without using the memory.	40
Polled TX	—	—	Standard Secure **Off***	Sets up the document on your machine to be retrieved by another fax machine.	86
The factory settings are shown in Bold with an asterisk.					

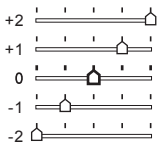
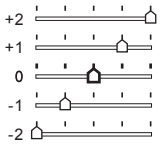
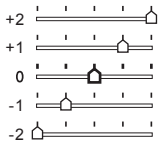
Level1	Level2	Level3	Options	Descriptions	Page
Polling RX	—	—	Standard Secure Timer **Off***	Sets up your machine to poll another fax machine.	84
Overseas Mode	—	—	On **Off***	If you are having difficulty sending faxes overseas, set this to On.	41
Scan Size	—	—	**A4*** Letter	Adjust the scan area of the scanner glass to the size of the document.	37
Set New Default	—	—	Yes No	You can save your fax settings.	42
Factory Reset	—	—	Yes No	You can restore all the settings to factory settings.	42
The factory settings are shown in Bold with an asterisk.					

Scan ( )

Level1	Option1	Option2	Option3	Descriptions	Page
Scan to E-mail	—	—	—	You can scan a monochrome or a colour document into your E-mail application.	*See Software User's Guide on the CD-ROM*
Scan to Image	—	—	—	You can scan a colour picture into your graphics application.	
Scan to OCR	—	—	—	You can have your text document converted to an editable text file.	
Scan to File	—	—	—	You can scan a monochrome or a colour document into your computer.	
Scan to Card (when a card is inserted)	**150 dpi Color*** 300 dpi Color 600 dpi Color 200x100 dpi B/W 200 dpi B/W	**PDF***/JPEG **PDF***/JPEG **PDF***/JPEG **TIFF***/PDF **TIFF***/PDF	(File Name) XXXXXXXX	You can choose the scan resolution, file format and enter a file name for your document.	105
The factory settings are shown in Bold with an asterisk.					

Copy ( )

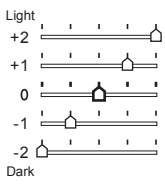
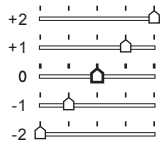
Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast **Normal*** Best	Choose the Copy resolution for your type of document.	89
Enlarge/Reduce	—	—	50% 69% A4→A5 78% LGL→LTR 83% LGL→A4 93% A4→LTR 97% LTR→A4 **100%*** 104% EXE→LTR 142% A5→A4 186% 10x15cm→LTR 198% 10x15cm→A4 200% Custom(25-400%)	You can choose the enlargement or reduction ratio for your type of document.	89
Paper Type	—	—	**Plain Paper*** Inkjet Paper Brother Photo Other Photo Transparency	Choose the paper type that matches the paper in the tray.	92
Paper Size	—	—	Letter Legal **A4*** A5 10x15cm	Choose the paper size that matches the paper in the tray.	92
Brightness	—	—		Adjusts the brightness of copies.	91
Contrast	—	—		Adjusts the contrast of copies.	91
			The factory settings are shown in Bold with an asterisk.		

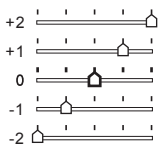
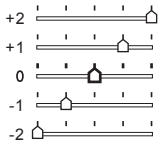
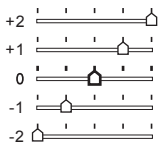
Level1	Level2	Level3	Options	Descriptions	Page
Color Adjust	Red	—		Adjusts the amount of Red in copies.	92
	Green	—		Adjusts the amount of Green in copies.	
	Blue	—		Adjusts the amount of Blue in copies.	
Stack/Sort	—	—	**Stack*** Sort	You can choose to stack or sort multiple copies.	91
Page Layout	—	—	**Off(1 in 1)*** 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L) Poster(3 x 3)	You can make N in 1 or Poster copies.	90
Set New Default	—	—	Yes No	You can save your copy settings.	93
Factory Reset	—	—	Yes No	You can restore all the settings to factory settings.	93
	The factory settings are shown in Bold with an asterisk.				

PhotoCapture ( )

Level1	Level2	Level3	Options	Descriptions	Page
View Photo(s)	—	—	See the print settings table below.	You can preview your photos on the LCD.	98
Print Index	—	—	6 Images/Line Fast 5 Images/Line Photo	You can print a thumbnail page.	99
Print All Photos	—	—	See the print settings table below.	You can print all photos in your media card.	99
Print Photos	—	—	See the print settings table below.	You can print an individual image.	99

Print Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Print Quality	Normal **Photo***	—	—	Choose the print quality.	102
Paper Type	Plain Paper Inkjet Paper Brother Photo **Other Photo***	—	—	Choose the paper type.	102
Paper Size	Letter **10x15cm*** 13x18cm A4	(When A4 or Letter is chosen) 10x8cm 13x9cm 15x10cm 18x13cm 20x15cm **Max. Size***	—	Choose the paper and print size.	102
Brightness		—	—	Adjusts the brightness.	102
Contrast		—	—	Adjusts the contrast.	102
	The factory settings are shown in Bold with an asterisk.				

Option1	Option2	Option3	Option4	Descriptions	Page
Color Enhance	On **Off***	White Balance		Adjusts the hue of the white areas.	103
		Sharpness		Enhances the detail of the image.	
		Color Density		Adjusts the total amount of colour in the image.	
Cropping	**On*** Off	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	103
Borderless	**On*** Off	—	—	Expands the printable area to fit the edges of the paper.	104
Set New Default	Yes No	—	—	You can save your print settings.	104
Factory Reset	Yes No	—	—	You can restore all the settings to factory settings.	104
	The factory settings are shown in Bold with an asterisk.				

Entering Text

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

By pressing the correct dial pads repeatedly, you can access the character you want.

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

Putting spaces

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

Making corrections

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

Repeating letters

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

Special characters and symbols

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

Press ✳	for	(space) ! " # $ % & ' ( ) ✳ + , - . / €
Press **#**	for	: ; < = > ? @ [ ] ^ _
Press **0**	for	Ä Ë Ö Ü À Ç È É 0

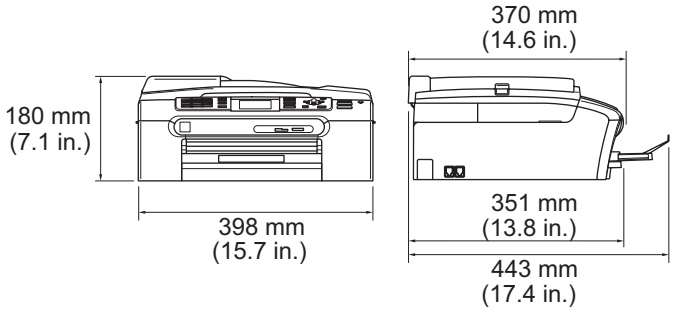
D Specifications

General

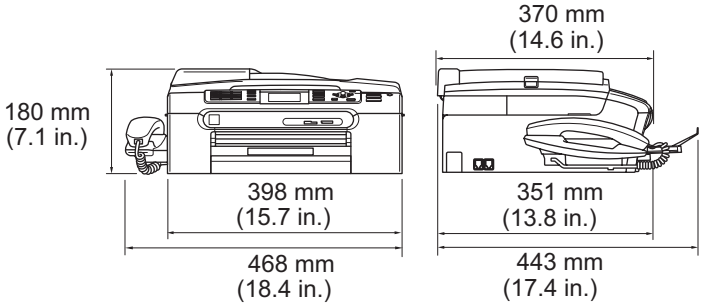
Memory Capacity	32 MB	
ADF (automatic document feeder)	Up to 10 pages	
	Temperature: 20° C - 30° C (68° F - 86° F)	
	Humidity: 50% - 70%	
	Paper: [80 g/m^2 (20 lb)] A4 or Letter size	
Paper Tray	100 Sheets [80 g/m^2 (20 lb)]	
Printer Type	Ink Jet	
Print Method	Mono:	Piezo with 94 × 1 nozzles
	Colour:	Piezo with 94 × 3 nozzles
LCD (liquid crystal display)	(MFC-440CN) 50.8 mm (2.0 in) Colour LCD	
	(MFC-660CN, MFC-845CW) 63.5 mm (2.5 in.) Colour LCD	
Power Source	AC 220 to 240 V 50/60Hz	
Power Consumption	(MFC-440CN)	
	Power Save Mode:	Average 5 W
	Standby:	Average 8 W
	Operating:	Average 33 W
	(MFC-660CN)	
	Power Save Mode:	Average 7 W
	Standby:	Average 9 W
	Operating:	Average 37 W
	(MFC-845CW)	
	Power Save Mode:	Average 8.5 W
	Standby:	Average 11 W
	Operating:	Average 38 W

Dimension

(MFC-440CN, MFC-845CW)



(MFC-660CN)



Weight	MFC-440CN	8.2 kg (18.1 lb)
	MFC-660CN	8.5 kg (18.7 lb)
	MFC-845CW	8.4 kg (18.5 lb)
Noise	Operating:	50 dB or less [1]
Temperature	Operating:	10 to 35° C (50° F to 95° F)
	Best Print Quality:	20 to 33° C (68° F to 91° F)
Humidity	Operating:	20 to 80% (without condensation)
	Best Print Quality:	20 to 80% (without condensation)

[1] This depends on printing conditions.

Print media

Paper Input	**Paper Tray** ■ Paper type: Plain paper, inkjet paper (coated paper), glossy paper [2], transparencies [1] [2] and envelopes ■ Paper size: Letter, Legal, Executive, A4, A5, A6, JIS B5, envelopes (commercial No.10, DL, C5, Monarch, JE4), Photo 2L, Index card and Post card [3] Width: 89 mm (3.5 in.) - 216 mm (8.5 in.) Height: 127 mm (5.0 in.) - 356 mm (14.0 in.) For more details, see *Paper weight, thickness and capacity* on page 15. ■ Maximum paper tray capacity: Approx. 100 sheets of 80 g/m^2 (20 lb) plain paper **Photo Paper Tray** ■ Paper type: Plain paper, inkjet paper (coated paper) and glossy paper [2] ■ Paper size: Photo 10×15 cm and Photo L Width: 89 mm (3.5 in.) - 101.6 mm (4.0 in.) Height: 127 mm (5.0 in.) - 152.4 mm (6.0 in.) ■ Maximum paper tray capacity: Approx. 20 sheets
Paper Output	Up to 50 sheets of 80 g/m^2 (20 lb) plain paper (Face up print delivery to the output paper tray) [2]

1 Use only transparencies recommended for inkjet printing.

2 For glossy paper or transparencies, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

3 See *Paper type and size for each operation* on page 14.

Fax

Compatibility	ITU-T Group 3	
Coding System	MH/MR/MMR/JPEG	
Modem Speed	Automatic Fallback	
	14400 bps	
Document Size	ADF Width: 148 mm to 215.9 mm (5.8 in. to 8.5 in.)	
	ADF Height: 148 mm to 355.6 mm (5.8 in. to 14 in.)	
	Scanner Glass Width: Max. 215.9 mm (8.5 in.)	
	Scanner Glass Height: Max. 297 mm (11.7 in.)	
Scanning Width	208 mm (8.2 in.)	
Printing Width	204 mm (8.03 in.)	
Grayscale	256 levels	
Polling Types	Standard, Secure, Timer Sequential: (Monochrome only)	
Contrast Control	Automatic/Light/Dark	
	(manual setting)	
Resolution	■ Horizontal 8 dot/mm (203 dot/in.)	
	■ Vertical	
	Standard	
	3.85 line/mm (98 line/in.) (Mono)	
	7.7 line/mm (196 line/in.) (Colour)	
	Fine	
	7.7 line/mm (196 line/in.) (Mono/Colour)	
	Photo	
	7.7 line/mm (196 line/in.) (Mono)	
	Superfine	
	15.4 line/mm (392 line/in.) (Mono)	
Speed-Dial	MFC-440CN, MFC-660CN	80 stations × 2 numbers
	MFC-845CW	100 stations × 2 numbers
Broadcasting	MFC-440CN, MFC-660CN	210 stations
	MFC-845CW	250 stations
Automatic Redial		3 times at 5 minute intervals

Auto Answer	0, 1, 2, 3, 4, 5, 6, 7 or 8 rings (1, 2, 3 or 4 rings - Ireland only)
Communication Source	Public switched telephone network.
Memory Transmission	Up to 480 [1]/400 [2] pages
Out of Paper Reception	Up to 480 [1]/400 [2] pages

[1] 'Pages' refers to the 'Brother Standard Chart No. 1' (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

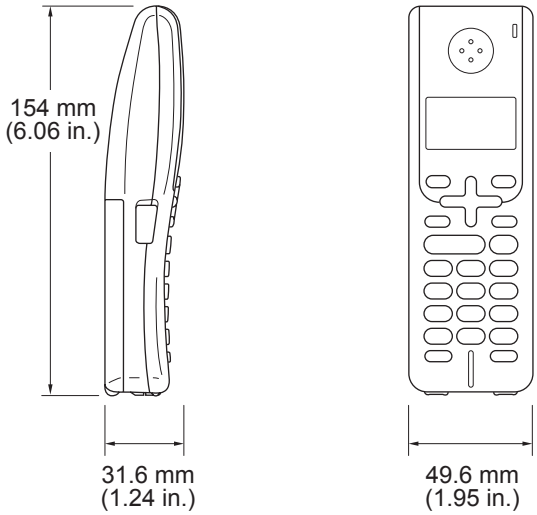
[2] 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

Digital TAD (MFC-660CN and MFC-845CW only)

TAD	Yes
ICM Recording Time	Max. 29 minutes / Max. 99 messages (Max.180 secs / 1 message)
Toll Saver	Yes
Recording Conversation (MFC-660CN only)	Yes
OGM	Yes
Recording OGM Time	20 secs

Digital Cordless Handset (MFC-845CW only)

Cordless handset (BCL-D20)

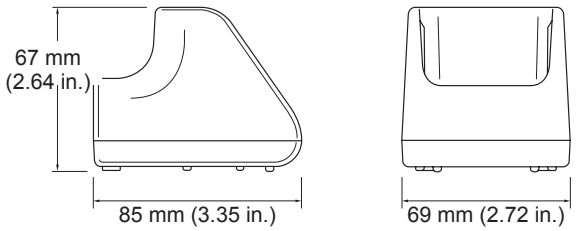
Frequency	1.9 GHz
Standard	DECT™
Multi Handset Capability	Up to 4 handsets
Dimensions	
Weight (including battery)	149 g (5.26 oz)
LCD (liquid crystal display)	16-Digit, 3-Line (+1-Line for Pict), Backlit (Orange)
Charge Indicator	Yes (LED)
Full Charge Time	12 hours
While in Use (TALK)	10 hours
While Not in Use (Standby)	200 hours

Battery

Type	BCL-BT20
Rating	Ni-MH 3.6 V 730 mAh

Battery cradle

Dimensions



Weight	71.6 g (2.53 oz)
Power Consumption (during charge)	Charging: Average 2 W

AC adapter

Type	BCL-ADB (For U.K.) BCL-ADC (For others)
Input	AC 220 to 240 V 50/60 Hz
Output	DC 11.0 V

Copy

Colour/Monochrome		Yes/Yes
Document Size		ADF Width: 148 mm to 215.9 mm (5.8 in. to 8.5 in.) ADF Height: 148 mm to 355.6 mm (5.8 in. to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 297 mm (11.7 in.) Copy Width: Max. 210 mm (8.26 in.)
Copy Speed	MFC-440CN	Monochrome: Up to 18 pages/minute (A4 paper) [1] Colour: Up to 16 pages/minute (A4 paper) [1]
	MFC-660CN, MFC-845CW	Monochrome: Up to 20 pages/minute (A4 paper) [1] Colour: Up to 18 pages/minute (A4 paper) [1]
Multiple Copies		Stacks/Sorts up to 99 pages
Enlarge/Reduce		25% to 400% (in increments of 1%)
Resolution		(Monochrome) ■ Scans up to 600×1200 dpi ■ Prints up to 1200×1200 dpi (Colour) ■ Scans up to 600×1200 dpi ■ Prints up to 600×1200 dpi

[1] Based on Brother standard pattern. (Fast mode/Stack Copy) Copy speeds vary with the complexity of the document.

PhotoCapture Center™

Available Media	CompactFlash® (Type I only) (Microdrive™ is not compatible) (Compact I/O cards such as Compact LAN card and Compact Modem card are not supported.) Memory Stick® Memory Stick Pro™ (Not available for music data with MagicGate™) MultiMediaCard™ Secure Digital™ xD-Picture Card™ [1]
File Extension	
(Media Format)	DPOF, EXIF, DCF
(Image Format)	Photo Print: JPEG [2] Scan to Card: JPEG, PDF (Colour) TIFF, PDF (Black)
Number of Files	Up to 999 files in the memory card
Folder	File must be in the 3rd folder level of the Media Card.
Borderless	Letter, A4, Photo Card [3]

1 xD-Picture Card™ Conventional Card from 16MB to 512MB
xD-Picture Card™ Type M from 256MB to 1GB
xD-Picture Card™ Type H from 256MB to 1GB

2 Progressive JPEG format is not supported.

3 See *Paper type and size for each operation* on page 14.

PictBridge

Compatibility	Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001. Visit http://www.cipa.jp/pictbridge for more information.
Interface	PictBridge (USB) Port

Scanner

Colour/Monochrome	Yes/Yes
TWAIN Compliant	Yes (Windows® 98/98SE/Me/2000 Professional/XP/ Windows® XP Professional x64 Edition)
	Mac OS® X 10.2.4 or greater
WIA Compliant	Yes (Windows® XP [1])
Colour Depth	36 bit colour Processing (Input)
	24 bit colour Processing (Output)
	(Actual Input: 30 bit colour/Actual Output: 24 bit colour)
Resolution	Up to 19200 × 19200 dpi (interpolated) [2]
	Up to 600 × 2400 dpi (optical)
Scanning Speed	Monochrome: Up to 3.82 sec.
	Colour: Up to 6.02 sec.
	(A4 size at 100 × 100 dpi)
Document Size	ADF Width: 148 mm to 215.9 mm (5.8 in. to 8.5 in.)
	ADF Height: 148 mm to 355.6 mm (5.8 in. to 14 in.)
	Scanner Glass Width: Max. 215.9 mm (8.5 in.)
	Scanner Glass Height: Max. 297 mm (11.7 in.)
Scanning Width	210 mm (8.26 in.)
Grayscale	256 levels

1 Windows® XP in this User's Guide includes Windows® XP Home Edition, Windows® XP Professional, and Windows® XP Professional x64 Edition.

2 Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP (resolution up to 19200 × 19200 dpi can be selected by using the Brother scanner utility)

Printer

Printer Driver		Windows® 98/98SE/Me/2000 Professional/XP/ Windows® XP Professional x64 Edition driver supporting Brother Native Compression mode and bi-directional capability
		Brother Ink Driver
		For Mac OS® X 10.2.4 or greater
Resolution		Up to 1200 × 6000 dpi [1]
		1200 × 2400 dpi
		1200 × 1200 dpi
		600 × 600 dpi
		600 × 300 dpi
		600 × 150 dpi
Print Speed	MFC-440CN	Up to 25 pages/minute (Monochrome) [2]
		Up to 20 pages/minute (Colour) [2]
	MFC-660CN, MFC-845CW	Up to 27 pages/minute (Monochrome) [2]
		Up to 22 pages/minute (Colour) [2]
Printing Width		204 mm (210 mm) [3] (A4 size)
Disk-Based Fonts		35 TrueType
Borderless		Letter, A4, A6, Photo Card, Index Card, Post Card [4]

1 Output image quality varies based on many factors including, but not limited to input image resolution and quality and print media.

2 Based on Brother standard pattern.
A4 size in draft mode.

3 When you set the Borderless feature to On.

4 See *Paper type and size for each operation* on page 14.

Interfaces

USB	A USB 2.0 interface cable that is no longer than 6 feet (2.0 m). [1] [2]
LAN cable [3]	Ethernet UTP cable category 5 or greater.
Wireless LAN (MFC-845CW only)	Your machine supports IEEE 802.11b/g wireless communication with your wireless LAN using Infrastructure mode or a wireless Peer-to-Peer connection in Ad-Hoc Mode. [4]

1 Your machine has a full-speed USB 2.0 interface. This interface is compatible with Hi-Speed USB 2.0; however, the maximum data transfer rate will be 12 Mbits/s. The machine can also be connected to a computer that has a USB 1.1 interface.

2 Third party U ports are not supported for Macintosh®.

3 See the **Network User's Guide** on the CD-ROM for detailed network specifications.

4 A wireless network connection is supported only between the machine and an access point for PCs running Windows® XP Professional ×64 Edition (Ad-hoc connection is not supported).

Computer requirements

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		**Supported PC Software Functions**	**Interfaces**	**Minimum Processor Speed**	**Minimum RAM**	Recommended RAM	**Available Hard Disk Space**	
							for Drivers	for Applications
Windows® Operating Systems [1]	98, 98SE	Printing, PC Fax [4], Scanning, Removable Disk [3]	USB Ethernet Wireless 802.11 b/g [5] (MFC-845CW only)	Intel® Pentium® II or equivalent	32MB	128MB	120MB	130MB
	Me				64MB	256MB		
	2000 Professional				128MB	256MB	170MB	220MB
	XP Home XP Professional							
	XP Professional x64 Edition			AMD Opteron™ AMD Athlon™64 Intel® Xeon™ with Intel® EM64T Intel® Pentium® 4 with Intel® EM64T	256MB	512MB	170MB	220MB
Apple® Macintosh® Operating Systems	OS X 10.2.4 or greater	Printing, PC Fax Send [4], Scanning, Removable Disk [3]	USB [2] Ethernet	PowerPC G3/G4/G5, Intel® Core™ Solo/Duo 350MHz	128MB	256MB	80MB	200MB

[1] Microsoft® Internet Explore 5 or greater.

[2] Third party USB ports are not supported.

[3] Removable disk is a function of PhotoCapture Center™.

[4] PC Fax supports monochrome faxing only.

[5] A wireless network connection is supported only between the machine and an access point for PCs running Windows® XP Professional ×64 Edition (Ad-hoc connection is not supported).

For the latest driver updates, access the Brother Solutions Center at http://solutions.brother.com/

Consumable items

Ink	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
Service Life of Ink Cartridge	**Replacement Ink Cartridges** Black - Approximately 500 pages at 5% coverage Yellow, Cyan and Magenta - Approximately 400 pages at 5% coverage ■ The first time you install a set of ink cartridges the machine will use an amount of ink to fill the ink delivery tubes for high quality print outs. This process will only happen once. With all following ink cartridges you can print the specified number of pages. ■ The above figures assume continuous printing at a resolution of 600 x 600 dpi in normal mode after installing new ink cartridge. ■ The number of pages a cartridge will print may change depending on how often you use the machine and how many pages you print with each use. ■ The machine will automatically and periodically clean the print head assembly, a process that uses a small amount of ink. ■ When the machine identifies a cartridge as empty there may be a small amount of ink left in it. This is necessary to prevent air from drying out and damaging the print head assembly.
Replacement Consumables	<Black> LC1000BK, <Cyan> LC1000C, <Magenta> LC1000M, <Yellow> LC1000Y

Network (LAN)

LAN	You can connect your machine to a network for Network Printing, Network Scanning and PC Fax Send and PC Fax Receive [1] (Windows® only). Also included is Brother BRAdmin Professional Network Management software.
Support for	Windows® 98/98SE/Me/2000/XP/XP Professional x64 Edition
	Mac OS® X 10.2.4 or greater
	Ethernet 10/100 BASE-TX Auto Negotiation (Wired LAN)
	IEEE 802.11 b/g (Wireless LAN) (MFC-845CW only)
Protocols	TCP/IP
	ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), NetBIOS Name Resolution, WINS, DNS Resolver, LPR/LPD, Custom Raw Port/Port9100, FTP Server, mDNS, TELNET, SNMP
Network Security (MFC-845CW only)	SSID/ESSID, 128 (104) / 64 (40) bit WEP, WPA/WPA2-PSK (TKIP/AES)
SecureEasySetup™ (MFC-845CW only)	Yes (simple setup with your SecureEasySetup™-capable access point/router)

[1] See the computer requirement table on page 177.

E Glossary

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

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

Auto Reduction
Reduces the size of incoming faxes.

Automatic fax transmission
Sending a fax without picking up the handset of an external phone.

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

Backup Print
Your machine prints a copy of every fax that is received and stored in memory.This is a safety feature so you will not lose messages during a power failure.

Batch Transmission
(Black and white faxes only) As a cost saving feature, all delayed faxes to the same fax number can be sent as one transmission.

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

Brightness
Changing the Brightness makes the whole image lighter or darker.

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

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

Cancel Job
Cancels a programmed job, like Delayed Fax or Polling.

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.

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.

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

Delayed Fax
Sends your fax at a specified time later.

Dual Access

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

ECM (Error Correction Mode)

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

Extension phone

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

External phone

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

F/T Ring Time

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

Fax Detect

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

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Receive Code

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

Fax Storage

You can store received faxes in memory.

Fax tones

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

Fax/Tel

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

Fine resolution

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

Grey scale

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

Group number

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

Help list

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guide with you.

Fax Journal

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

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

On some models you can dial a fax number and listen to the receiving fax machine answer your call before you press **Mono Start** or **Colour Start** to begin sending the fax.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

The bundled ScanSoft® PaperPort® SE with OCR or Presto!® PageManager® software application converts an image of text to text you can edit.

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 phone lines.

Pause

Allows you to place a 3.5 second delay in the dialling sequence stored on Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

PhotoCapture Center™

Allows you to print digital photos from your digital camera at high resolution for photo quality printing.

Photo resolution

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

PictBridge

Allows you to print photos directly from your digital camera at high resolution for photo quality printing.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

A listing of names and numbers stored in Speed-Dial memory, in numerical order.

Real Time Transmission

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

Remaining jobs

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

Remote Access Code

Your own four-digit code (---✳) that allows you to call and access your machine from a remote location.

Remote Retrieval Access

The ability to access your machine remotely from a touch tone phone.

Resolution

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

Ring Delay

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

Ring Volume

Volume setting for the machine's ring.

Scanning

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

Scan to Card

You can scan a monochrome or colour document into a Media Card. Monochrome images will be in TIFF or PDF file format and colour images may be in PDF or JPEG file format.

Search

An electronic, alphabetical listing of stored Speed-Dial and Group numbers.

Speed-Dial

A pre-programmed number for easy dialling. You must press **Search/Speed Dial**, the two digit code, and **Mono Start** or **Colour Start** to start the dialling process.

Standard resolution

203 × 97 dpi. It is used for regular size text and quickest transmission.

Station ID

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

Super Fine resolution

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

TAD (telephone answering device)

You can connect an external TAD to your machine.

Telephone Answer Code (For Fax/Tel mode only)

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

Temporary settings

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

Tone

A form of 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.

Xmit Report (Transmission Verification Report)

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

F Index

A

Access codes, storing and dialling 66
ADF (automatic document feeder) 10, 36
ADF cover 133
Answering machine (TAD) 55
  connecting 55
Apple® Macintosh®
  See Software User's Guide on the CD-ROM. .....
Automatic
  fax receive 44
    Fax Detect 47

B

Broadcasting 38
  setting up Groups for 64

C

Caller ID 52
  print list 53
  view list 52
Cancelling
  Fax Forwarding 79
  jobs awaiting redial 41
Cleaning
  paper pick-up roller 140
  print head 141
  printer platen 140
  scanner 139
Connecting
  external TAD 55
  external telephone 56
Consumable items 178
Control panel overview 6
ControlCenter
  See Software User's Guide on the CD-ROM. .....
Copy
  brightness 91
  colour saturation 92
  contrast 91
  enlarge/reduce 89
  enter Copy mode 88
  multiple 88
  out of memory 93
  page layout (N in 1) 90
  paper size 92
  paper type 92
  quality 89
  return to default 93
  set new default 93
  single 88
  sort (ADF only) 91
  using ADF 88
  using scanner glass 10
Cordless Handset 7
Cordless handset (MFC-845CW only)
  See DECT™ Handset User's Guide .....
Cordless phone 58
Custom telephone features on a single line 126

D

Dialling
  a pause 61
  access codes and credit card numbers 63, 66
  Caller ID history 61
  Groups 38
  manual 59
  Outgoing Call 60
  Speed-Dial 59
Dual Access 40

E

Envelopes 14, 15, 18
Error messages on LCD 129
  Comm. Error 129
  Ink Empty 130
  Near Empty 130
  No Paper Fed 130
  Not Registered 59
  Out of Memory 131
    while scanning a document 93
  Unable to Change 131
  Unable to Clean 131
  Unable to Init. 131
  Unable to Print 131

Unable to Scan 131
Unable to use Phone 131
Extension telephone, using 57, 58
External telephone, connecting 56

F

Fax codes
changing 58, 77
Fax Receive Code 47, 56, 58
Remote Access Code 77
Telephone Answer Code 56, 58
using 58
Fax Detect 47
Fax Forwarding
changing remotely 79, 81
programming a number 72
Fax Storage 73
printing from memory 49
turning on 73
Fax, from PC
See Software User's Guide on the CD-ROM. .....
Fax, stand-alone
receiving 44
at end of conversation 45, 49
difficulties 123, 125
F/T Ring Time, setting 47
Fax Detect 47
Fax Forwarding 79
Fax Preview 73, 74
from extension phone 56, 58
into PC 75
into the memory 49
phone line interference 136
printing from memory 49
Receive Mode, choosing 44
reducing to fit on paper 48
retrieving from a remote site 81
Ring Delay, setting 46
sending 36, 84
at end of conversation 42
Broadcasting 38
cancelling from memory 41
colour fax 37
contrast 39
delayed batch transmission 41
delayed fax 41
enter Fax mode 36
from memory (Dual Access) 40
from scanner glass 37
manual 42
overseas 41
phone line interference 136
Real Time Transmission 40
Resolution 39
return to factory setting 42
set new default 42
Fax/Tel mode
Announcement 67
answering at extension phones 56, 58
double-ringing (voice calls) 47
F/T Ring Time 47
Fax Receive Code 56, 58
Ring Delay 46
Telephone Answer Code 56, 58

G

Grey scale 168, 174
Groups for Broadcasting 64

H

HELP
LCD messages 148
using Menu keys 148
Menu Table 149

I

Ink cartridges
checking ink volume 143
ink dot counter 136
replacing 136

J

Jams
document 133
paper 133

L

LCD (liquid crystal display) 148
  Brightness 28, 29
  Contrast 27
  Dim Timer 28
  Help List 83
  Off Timer 28
Loading envelopes and other media 18
Loading paper 16

M

Macintosh®
  See Software User's Guide on the CD-ROM. .....
Maintenance, routine 136
Manual
  dialling 59
  receive 44
  transmission 42
Memory Security 33, 86
Memory Storage 148
Mode, entering
  Copy 88
  Fax 36
  PhotoCapture 7
  Scan 7
Multi-line connections (PBX) 56

N

Network
  Printing
    See Network User's Guide on the CD-ROM. .....
  Scanning
    See Software User's Guide on the CD-ROM. .....

O

Out of Area (Caller ID) 52
Outgoing Message 67

P

Packing the machine 144
Paper 12, 167
  capacity 15
  loading 16, 18
  size 25
  size of document 10
  type 14, 24
PaperPort® SE with OCR
  See Software User's Guide on the CD-ROM. .....
Phone line
  connections 55
  difficulties 125
  interference 136
  multi-line (PBX) 56
  type 53
PhotoCapture Center™
  Borderless 104
  CompactFlash® 96
  Cropping 103
  DPOF printing 100
  from PC
    See Software User's Guide on the CD-ROM. .....
  Memory Stick Pro™ 96
  Memory Stick® 96
  MultiMediaCard™ 96
  Preview photos 98
  Print settings
    Brightness 102
    Colour enhancement 103
    Contrast 102
    Paper & print size 102
    Paper type 102
    Quality 101, 102
    Return to factory setting 104
    Set new default 104
  Printing Index 99
  Printing photos 99
  Scan to Card 105
  SecureDigital™ 96
  specifications 173
  xD-Picture Card™ 96
PictBridge
  DPOF Printing 108
Power failure 148

Presto!® PageManager®
See Help in Presto!® PageManager® to access the User's Guide. .....
Print
difficulties 123, 125
drivers 175
fax from memory 49
paper jams 134
report 83
resolution 175
specifications 175
Printing
index 99
photos 99
See Software User's Guide on the CD-ROM. .....
Programming your machine 148

Q

Quick-Dial
Broadcasting 38
using Groups 38
Group dial
changing 62, 63
setting up Groups for Broadcasting 64
Search 59
Speed-Dial
changing 62, 63
setting up by 2-digit location 61
setting up from Caller ID history 62
setting up from outgoing calls 62
using 59
Quick-Dial
Access codes and credit card numbers 66

R

Receive Mode 44
External TAD 44
Fax Only 44
Fax/Tel 44
Manual 44
Redial/Pause 60
Reducing
copies 89
incoming faxes 48
Remote Retrieval 77
access code 77, 78
commands 79
getting your faxes 81
Remote Setup
See Software User's Guide on the CD-ROM. .....
Reports 82
Caller ID List 53
Fax Journal 83
Journal Period 82
Help List 83
how to print 83
Network Configuration 83
Quick-Dial List 83
Transmission Verification 82, 83
User Settings 83
Resolution
copy 172
fax 168
print 175
scan 174
setting for next fax 39
Ring Delay, setting 46

S

Safety Instructions 115, 118
Scanning
See Software User's Guide on the CD-ROM. .....
Serial Number
how to find
See inside front cover .....
Shipping the machine 144
Speed-Dial
changing 62, 63
dialling 59
storing 61

T

TAD (telephone answering device), external 44, 55
connecting 55
receive mode 44
recording OGM 56
TAD mode
a conversation 71
erasing messages 69
Fax/Tel OGM 68

playing voice message 69
recording outgoing message 67
setting toll saver 70
setting up 67, 68
Text, entering 164
special characters 164
Transferring your faxes or
Fax Journal report 132
Transparencies 12, 15, 167
Troubleshooting 123
checking ink volume 143
document jam 133
error messages on LCD 129
if you are having difficulty
copying 127
document jam 133
incoming calls 126
Network 128
phone line or connections 125
PhotoCapture Center™ 127
printing 123
printing received faxes 125
receiving faxes 125
scanning 127
sending faxes 126
software 127
paper jam 134
TX Lock 31

V

Volume, setting
beeper 26
ring 25
speaker 26

W

Wireless Network
See Quick Setup Guide and Network
User's Guide on the CD-ROM. .....

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http://www.brother.com

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