At your side.

brother®

USER'S GUIDE

MFC-890

C E

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.

Brother reserves the right to make changes without notice in the
specifications and materials contained herein and shall not be
responsible for any damages (including consequential) caused by
reliance on the materials presented, including but not limited to
typographical and other errors relating to the publication.

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EC Declaration of Conformity under the R & TTE Directive

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

Plant
Brother Industries (Johor) Sdn. Bhd., IT Factory
No. 28, Jalan Angkasa Mas Utama,
Kawasan Perindustrian Tebrau II,
Johor Bahru, Johor Darul Takzim, Malaysia

Brother Industries (Johor) Sdn. Bhd., PT Factory
PTD57028,Jalan Lambak,
Taman Johor,
Johor Bahru, Malaysia

Herewith declare that:

Products description : Facsimile Machine
Type   : Group 3
Model Name   : MFC-890

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

Safety : EN60950:2000

EMC : EN55022:1998 Class B
EN55024:1998
EN61000-3-2:1995 + A1:1998 + A2:1998
EN61000-3-3:1995

Year in which CE marking was First affixed : 2002

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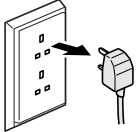Date   : 4th June 2002
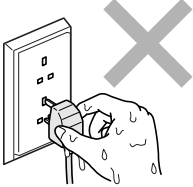
Place   : Nagoya, Japan
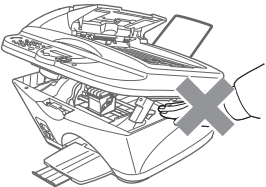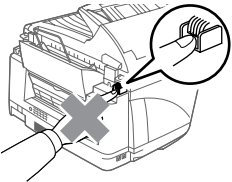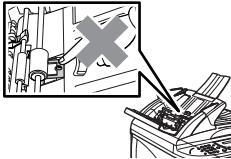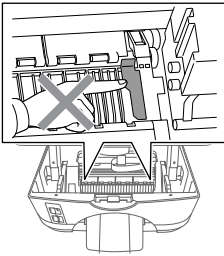
Signature   :

Koichi Asai
Manager
Quality Audit Group
Quality Management Dept.
Information & Document Company

ii

Safety Precautions

To use the machine safely

⚠ **WARNING**

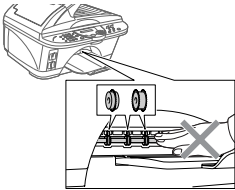|			
⚡	There are high voltage electrodes inside the machine. Before you replace internal parts, clean the machine or clear a paper jam, make sure you have unplugged the power cord from the power outlet.	⚡	Do not handle the plug with wet hands. Doing this might cause an electrical shock.
🚫	To prevent injuries, be careful not to put your hands on the edge of the machine under the scanner cover.	🚫	To prevent injuries, be careful not to put your fingers in the area shown in the illustration.
🚫	To prevent injuries, be careful not to touch the edge of metallic part shown in the illustration.	🚫	To prevent injuries, be careful not to touch the area shaded in the illustration.
🚫	To prevent injuries, be careful not to touch the edge of the metallic part shown in the illustration.		

⚠ 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 disconnected at the wall jack. Never install telephone wiring during a lightning storm. Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.

■ The machine should be installed near a mains socket-outlet and should be easily accessible.

ⓘ Caution

■ Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line and on the telephone line, or unplug the lines during a lightning storm.

■ Do not use this product near appliances that use water, in a wet basement or near a swimming pool.

■ Avoid using a telephone other than a cordless type during an electrical storm. There may be a remote risk of electric shock from lightning.

Choosing a Location

Place your machine on a flat, stable surface that is free of vibration and shocks, such as a desk. Locate the machine near a telephone jack and a standard, grounded power outlet. Choose a location where the temperature remains between 10°C-35°C.

Caution

■ Avoid placing your machine in a high-traffic area.

■ Do not place near heaters, air conditioners, water, chemicals, or refrigerators.

■ Do not expose the machine to direct sunlight, excessive heat, moisture, or dust.

■ Do not connect your machine to electrical outlets 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 outlets on the same circuit as large appliances or other Equipment that might disrupt the power supply.

■ Avoid interference sources, such as speakers or the base units of cordless phones.
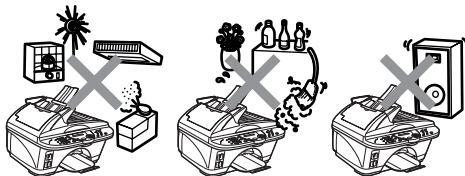
Quick Reference Guide

Sending Black & White Faxes

Automatic Transmission

1 Place the document face up in the ADF (Automatic Document Feeder), or face down on the scanner glass.

2 Enter the fax number using the dial pad or **Search/Speed Dial**.

3 Press **Fax Start**.

Sending a Cover Page*[1]

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu/Set**, **2**, **2**, **7**.

3 When NEXT FAX ONLY appears, press **Menu/Set**.

4 Press ⬆ or ⬇ to select ON, and then press **Menu/Set**.

5 Press ⬆ or ⬇ to select a comment, and then press **Menu/Set**.

6 Enter two digits for the number of pages being sent, and then press **Menu/Set**.

7 Press **1** to select additional settings—**OR**—Press **2** if you are ready to fax.

8 Enter the fax number.

9 Press **Fax Start**.

Real Time Transmission

You can send faxes in real time.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu/Set**, **2**, **2**, **5**.

3 Press ⬆ or ⬇ to select ON, and then press **Menu/Set**—**OR**—For the next fax only, press ⬆ or ⬇ to select NEXT FAX ONLY, and then press **Menu/Set**.

4 For the next fax only, press ⬆ or ⬇ to select ON, and then press **Menu/Set**.

5 Press **1** to select additional settings—**OR**—Press **2** if you are ready to fax.

6 Enter the fax number.

7 Press **Fax Start**.

Receiving Faxes

Select Receive Mode

Press **Receive Mode** to select FAX ONLY, FAX/TEL, EXTERNAL TAD or MANUAL. If you select FAX/TEL, make sure you set Ring Delay and F/T Ring Time.

*[1] You must have set up the Station ID before you can program the Cover Page.

Storing Numbers

Storing Speed Dial Numbers

1 Press **Menu/Set**, **2**, **3**, **1**.

2 Enter a two-digit Speed Dial number, and then press **Menu/Set**.

3 Enter a number (up to 20 digits), and then press **Menu/Set**.

4 Enter a name (or leave it blank), and then press **Menu/Set**.

5 Press **Stop/Exit**.

Dialing Operations

Speed Dialing

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Search/Speed Dial**, press **#**, and then press the two-digit Speed Dial number.

3 Press **Fax Start**.

Search

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Search/Speed Dial**, and then enter the first letter of the name you're looking for.

3 Press ⦇ or ⦈ to search the memory.

4 Press **Fax Start**, when the LCD shows the name you want to call.

Making Copies

Making a Single Copy

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Mono Copy** or **Colour Copy**.

Sorting Multiple Copies (Using the ADF)

1 Place the document face up in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options**.

4 Press ⬙ or ⬘ to select STACK/SORT, and then press **Menu/Set**.

5 Press ⬙ or ⬘ to select SORT, and then press **Menu/Set**.

Press **Mono Copy** or **Colour Copy**.

Table of Contents

6 Setup Send 6-1

14   Using the Brother Control Center 14-1

1 Introduction

Using this Guide

Thank you for buying a Brother multi-function center (MFC). This machine is simple to use, with LCD screen instructions to guide you through programming your machine. You can make the most of your machine by taking a few minutes to read this Guide.

Finding information

All the chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or operation by checking the Index at the back of this Guide.

Symbols used in this Guide

Throughout this Guide you'll see special symbols alerting you to important warnings, notes and actions. To make things clearer and to help you press the correct keys, we've added some of the messages that will appear in the LCD.

Bold	Bold typeface identifies specific keys on the machine control panel and on PC screens.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic also used for selections on PC screens.

⚠ Warnings inform you what to do to avoid possible personal injury or damage to the machine.

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

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

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

MFC-890 control panel overview
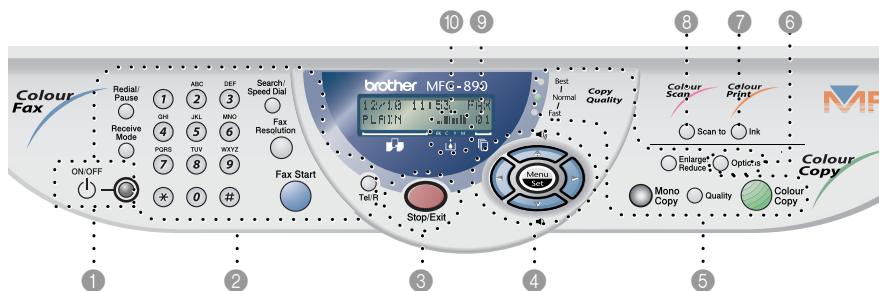
① ON/OFF

You can turn the machine on or off.

② Fax and telephone keys:
Redial/Pause

Redials the last number you called. It also inserts a pause in auto dial numbers.

Receive Mode

Use to select how the machine will handle incoming calls.

Dial Pad

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

The **#** key lets you switch the dialing type during a telephone call from Tone to Pulse.

Search/Speed Dial

Lets you look up numbers that are stored in the dialing memory. It also lets you dial stored numbers by pressing **#** and a two-digit number.

Fax Resolution

Sets the resolution when you send a fax.

Fax Start

Starts an operation, such as sending a fax.

Tel/R

This key is used to have a telephone conversation having picked up the external handset in F/T pseudo-ringing etc. Also, use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

③ **Stop/Exit**

Stops a fax, cancels an operation or exits from the Menu.

④ **Navigation keys:**
Menu/Set

Lets you access the Menu to program and store your settings in the machine.

◁ or ▷
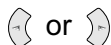
Press to scroll forward or backward to a menu selection.

Also, you can use these keys to do an alphabetical search for the names of stored numbers.

◀)) ⌒ or ⌄ ◀
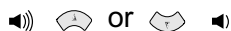
Volume

Press these keys to scroll through the menus and options.

You can also use these keys to adjust the ring volume and speaker volume.

⑤ **Copy keys**
(Temporary settings):
Quality

Use this key to temporarily change the quality for Copying.

Quality indicator lights

These lights show the copy quality you selected with the **Quality** key.

Enlarge/Reduce

Lets you enlarge or reduce copies depending on the ratio you select.

Mono Copy

Makes a black-and-white copy.

Colour Copy

Makes a full-colour copy.

⑥ **Options**

You can quickly and easily select temporary settings for copying or PhotoCapture Center™.

⑦ **Colour Print key:**
Ink

Lets you clean the print heads and replace an ink cartridge.

⑧ **Colour Scan key:**
Scan to

Lets you scan the next document and select the destination in your computer. (Such as a Word processing, graphics or E-mail application, Media card or on a Network (only with optional NC-8100h).)

⑨ **Liquid Crystal Display (LCD)**

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

⑩ **Ink Volume**

You can see the ink volume that is left in the cartridge.

BK—Black

C—Cyan

Y—Yellow

M—Magenta

Turning the MFC on and off

When the MFC is idle, you can turn it on and off by pressing the **ON/OFF** key. In OFF mode, the MFC will send delayed faxes that have been set up and can still receive faxes in FAX ONLY mode. You can even retrieve faxes using remote retrieval if you are away from your MFC. If you want to do other operations, you must turn the machine back on.

Turning the MFC off

Press and hold down the **ON/OFF** key until the LCD shows:

The LCD and scanner light will go off.

```
SHUTTING DOWN
PLAIN     ■■■■ 01
```

Turning the MFC on

Press and hold down the **ON/OFF** key until the LCD shows:

The LCD will show the date and time (standby mode).

```
PLEASE WAIT
```

Even if you turned the MFC off, it will periodically clean the print head to preserve print quality.

If you unplug the AC power cord, no MFC operations will be available.

Turning Off the Scanner Lamp

The scanner lamp stays on for 16 hours before switching off to preserve the life of the lamp. You can turn off the scanner lamp manually if you wish by pressing the ⊲ and ⊳ keys simultaneously. The scanner lamp will remain turned off until the next time you use the scanning feature.

Turning off the scanner lamp will also reduce the power consumption.

Please note that turning the lamp off regularly will reduce the lamps life.

About fax machines

If you've never used an machine before, it might seem a little mysterious. But you'll soon recognize the unusual fax tones on your phone line, and be able to send and receive faxes easily.

Fax tones and handshake

When someone is sending a fax, the machine sends fax calling tones (CNG tones). These are quiet, intermittent beeps every 4-seconds. You'll hear them after you dial and press **Fax Start**, and they will continue for about 60 seconds after dialing. During that time, the sending machine must begin the "handshake" with the receiving machine.

Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these quiet beeps each time you answer a phone on your fax line, so you will know if you are receiving a fax message.

The receiving fax responds with fax receiving tones, which are loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the LCD shows RECEIVING.

If your machine is set to the FAX ONLY mode, it will answer every call automatically with fax receiving tones. If the other person hangs up, your machine will continue to send the "chirps" for about 40 seconds, and the LCD continues to show RECEIVING. To cancel the receiving mode. Press **Stop/Exit**.

The fax 'handshake' is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so the machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 60 seconds after the number is dialed. So it is important for the receiving machine to answer the call in as few rings as possible.

When you have an external Telephone Answering Device (TAD) on your fax line, your TAD will decide the number of rings before the call is answered. (See *Connecting an External Telephone Answering Device (TAD)* on page 1-9.)

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the machine to check a fax transmission while it is in progress. ECM transmissions are only possible between machines that both have this feature. If they do, you may send and receive fax messages that are continuously being checked by the machine.

Your machine must have enough memory for this feature to work.

Connecting the Machine

Connecting an External Telephone

Although your machine does not have a handset, you can connect a separate telephone (or telephone answering device) directly to your machine.

Connect a separate telephone to the machine, as shown below.

Extension
Telephone

External
Telephone

(Example
for the U.K.)
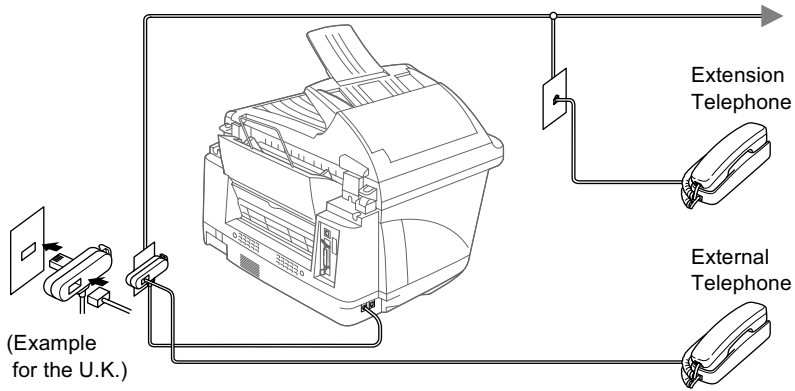
Whenever this phone (or TAD) is in use, the LCD shows
TELEPHONE.

Connecting an External Telephone Answering Device (TAD)

Sequence

You may choose to connect an answering system. 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 doesn't 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 manual for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds four rings.

If you do not receive all your faxes, you must reset the setting on your external TAD to four rings.

⊘ **Do not connect a TAD elsewhere on the same phone line**
(unless you have the Distinctive Ring service).

TAD

TAD

(Example
 for the U.K.)
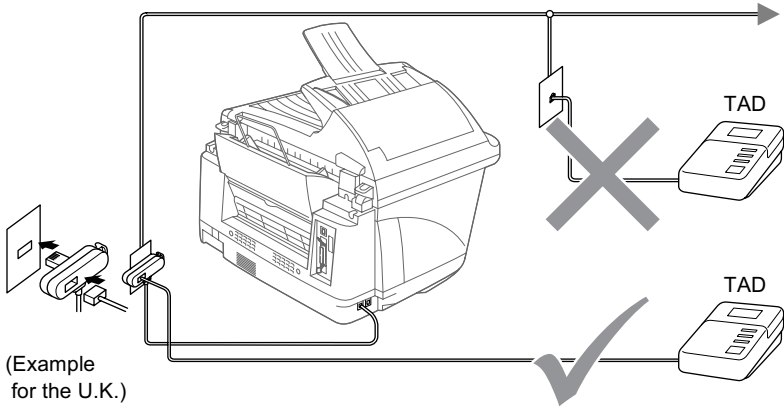
Connections

The external TAD must be plugged into the correct socket on the machine. Your machine cannot work properly if you plug the TAD into a wall jack (unless you are using Distinctive Ring).

1 Plug the telephone line cord from the wall jack into the back of the machine, in the jack labeled LINE.

2 Plug the telephone line cord from your external TAD into the T connector on the telephone line cord supplied with the machine.

3 Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)

4 Record the outgoing message on your external TAD.

5 Set the TAD to answer calls.

6 Set the Receive Mode to EXTERNAL TAD. (See *Choosing the Receive Mode* on page 5-1.)

Recording Outgoing Message (OGM)

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.

3 End your 20-second message by giving your remote activation code for people sending manual faxes. For example:

"*After the beep, leave a message or send a fax by pressing* ✱ *51 and Start.*"

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 rerecord the OGM to include it.

Using Extension Telephones (For U.K. Only)

It may be that your premises are already wired with parallel extension telephones, or you intend to add extension telephones to your line, in addition to your machine. While the simplest arrangement is straightforward parallel connection, there are some reasons as to why this arrangement will cause unsatisfactory service, the most obvious of which is inadvertent interruption of a facsimile transmission by someone picking up an extension telephone in order to make an outgoing call. Additionally, remote activation 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.

Such problems can easily be eliminated however, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration. In such a configuration, this 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 below, and the recommended master/slave configuration is shown in figure 2.

This new connection configuration can be arranged by your contacting BT, Kingston upon Hull Telecommunications, your PABX 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 inserted 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.
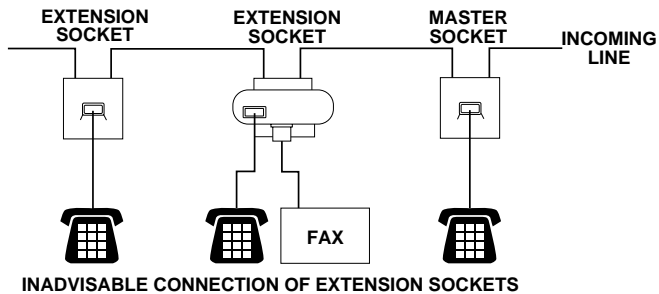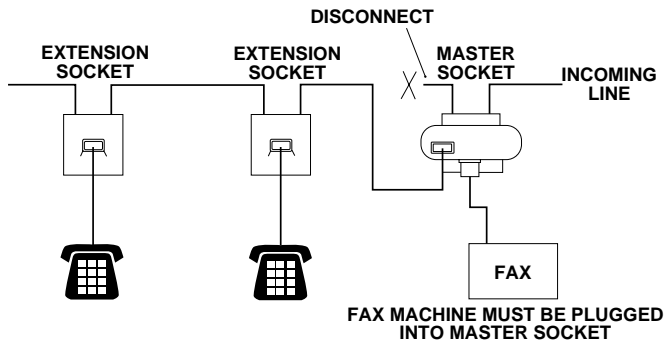
RECOMMENDED CONNECTION OF EXTENSION SOCKETS
Fig. 2.

Multi-Line Connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the machine for you. It is advisable to have a separate line for the machine. You can then leave the machine in FAX mode to receive faxes any time of day or night.

If the machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received.

⊘ As with all fax units, this machine must be connected to a two wire system. If your line has more than two wires, proper connection of the machine cannot be made.

If You are Installing the Machine to Work with a PBX

1 It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.

2 If all incoming calls will be answered by a switchboard operator, it is recommended that the Receive Mode be set to MANUAL. All incoming calls should initially be regarded as telephone calls.

3 The machine may be used with either pulse or tone dialing telephone service.

Custom Features on Your Phone Line

If you have Voice Mail, Caller Waiting/Caller ID, an answering service, an alarm system or other custom feature on one phone line it may create a problem with the operation of your machine.

2 **Paper**

About paper

The print quality of your document can be affected by the kind of paper you use in the machine.

To ensure the best print quality for the settings you've 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 purchasing large quantities.

For best results, use the recommended paper.

When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to select the proper media in the "Basic" tab in the printer driver.

Also avoid stacking by removing each page after it exits the machine to avoid smudging.

Handling and using special paper

■ Store paper in its document packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

■ The coated side of glossy paper is shiny. Avoid touching the shiny (coated) side. Load glossy paper with the shiny side facing up toward you.

■ 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 recommended transparencies.

Recommended paper

The output quality depends on the paper type and paper brand.

Visit us at http://solutions.brother.com and check the latest recommendations for paper that can be used with the MFC-890.

Paper capacity of the Paper Tray

Paper Type	Paper Size	Number of sheets
Plain Paper (Cut Sheet)	A4, Executive	100 of 80 g/m^2
Inkjet Paper	A4	20
Glossy Paper	A4	20
Transparencies	A4	10
Envelopes	DL, COM-10, C5, Monarch	10
Postcard	101.6 x 152.4 (mm)	30
Index Card	127 x 203.2 (mm)	30

Paper specifications for the Paper Tray

Cut Sheet Paper Weight	Plain Paper / Inkjet Paper: 64 to 120 g/m^2
	Glossy Paper: Up to 180 g/m^2
	Postcard: Up to 180 g/m^2
	Index card: Up to 120 g/m^2
Thickness	Plain Paper / Inkjet Paper: 0.08 to 0.15 mm
	Glossy Paper: Up to 0.2 mm
	Envelopes: Up to 0.52mm
	Postcard: Up to 0.23 mm
	Index card: Up to 0.15 mm
Paper Tray	Up to 10 mm
	Up to 100 sheets of 80 g/m^2
Output Paper Support	Up to 50 sheets of 80 g/m^2
	(Transparencies and glossy paper must be picked up from the output paper support one page at a time to avoid smudging.)

You can receive fax messages only on A4 paper.

Paper specifications for the manual feed slot

Paper Width	89 to 210 mm
Paper Length	100 to 356 mm
Paper Thickness	0.15 to 0.25 mm
	Postcard: Up to 0.45 mm

You have to remove paper from the paper tray and load one sheet at a time.

🚫 Do not use paper or envelopes:

- ■ that are damaged, curled, wrinkled, or irregularly shaped
- ■ that are extremely shiny or highly textured
- ■ that were previously printed by a laser printer
- ■ that cannot be arranged uniformly when stacked
- ■ that are made with a short grain

🚫 Do not use envelopes:

- ■ that are of a baggy construction
- ■ that are embossed (have raised writing on them)
- ■ that have clasps on them
- ■ that are not sharply creased
- ■ that are preprinted on the inside

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.

Cut Sheet Paper   Envelopes

■ unprintable area
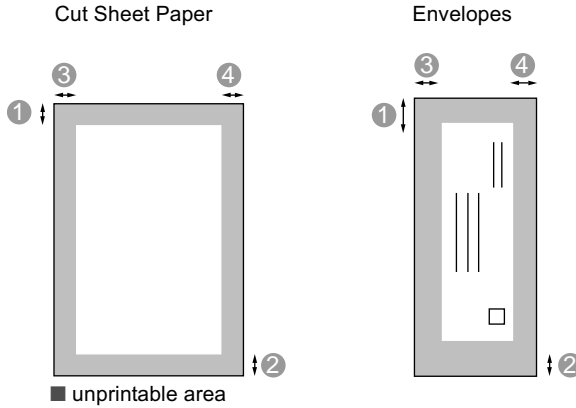
Paper	Paper Size		❶Top	❷Bottom	❸Left	❹Right
Cut Sheet	A4	Fax	3 mm	12 mm	3 mm	3 mm
		Printer	3 mm	12 mm (3 mm)[*1]	3 mm	3 mm
		Copy	3 mm	12 mm (3 mm)[*1]	3 mm	3 mm
	Executive	Printer	3 mm	12 mm (3 mm)[*1]	3 mm	3 mm
Envelopes	DL,C5, COM10, Monarch	Printer	10 mm	20 mm	3 mm	3 mm

Printer depends on the Printer driver.

The figures above are approximate and the printable area may vary depending on the type of cut sheet paper you are using.

*1 When you set the NEAR EDGE feature to ON.

3 On-Screen Programming

User-friendly programming

Your machine is designed to be easy to use with LCD on-screen programming using the navigation 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.

Menu table

You can probably program your machine without the User's Guide. A complete list of the function selections, options, and settings that are available is provided as follows.

You can program your machine by pressing **Menu/Set** followed by the menu numbers.

For example to set FAX RESOLUTION to FINE:

Press **Menu/Set**, **2**, **2**, **2** and ⬙ or ⬗ to select FINE. Press **Menu/Set**.

Navigation keys

* Access the menu
* Go to the next menu level
* Accept an option
* Scroll through the current menu level
* Go back to the previous menu level
* Go forward to the next menu level
* Exit the menu

You can access the menu mode by pressing **Menu/Set**. When you enter the menu, the LCD scrolls.

Press **1** for General Setup menu

—**OR**—

```
SELECT ↑ ↓ & SET
1.GENERAL SETUP
```

Press **2** for Fax menu

—**OR**—

```
SELECT ↑ ↓ & SET
2.FAX
```

Press **3** for Copy menu

—**OR**—

```
SELECT ↑ ↓ & SET
3.COPY
```

Press **4** for PhotoCapture menu

—**OR**—

```
SELECT ↑ ↓ & SET
4.PHOTOCAPTURE
```

Press **5** for Test Print menu

—**OR**—

```
SELECT ↑ ↓ & SET
5.TEST PRINT
```

Press **6** for Print Reports menu

—**OR**—

```
SELECT ↑ ↓ & SET
6.PRINT REPORTS
```

You can scroll more quickly through each menu level by pressing or , and then set an option by pressing **Menu/Set** when that option appears on the LCD.

Then the LCD shows the next menu level.

Press ⌒ or ⌒ to scroll to your next menu selection.

Press **Menu/Set**.
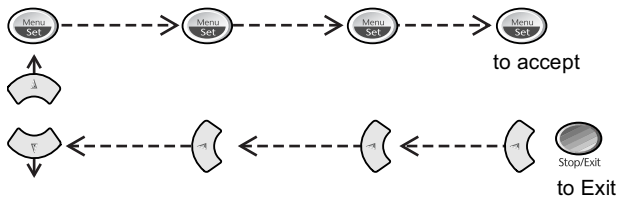
When you finish setting an option, the LCD shows ACCEPTED.

📝 Use ⌒ to scroll backward if you passed your choices or want to save keystrokes.
The current setting is always the option without a "?".

To access the menu, press ⊙ **Menu/Set**.

to accept

to Exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.GENERAL SETUP	**1.PAPER TYPE**	—	**PLAIN** INK JET GLOSSY (4-COLOUR or 3-COLOUR) TRANSPARENCY	Sets the type of paper in the paper tray.	4-1
	2.DATE/TIME	—	—	Puts the date and time on the LCD and in headings of faxes you send.	4-2
	3.STATION ID	—	—	Program your name, fax and telephone number to appear on each page sent.	4-3
	4.VOLUME	**1.RING**	HIGH MED **LOW** OFF	Adjusts the ring volume.	4-5
		2.BEEPER	HIGH MED **LOW** OFF	Adjusts the volume level of the beeper.	4-6
		3.SPEAKER	HIGH MED **LOW** OFF	Adjusts the speaker volume.	4-6

The factory settings are shown in Bold.

To access the menu, press 🔵 **Menu/Set**.

to accept

to Exit
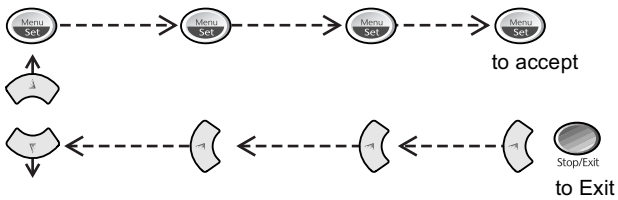
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.GENERAL SETUP (Continued)	5.PBX	—	ON **OFF**	Turn on this function if the machine is connected to PABX (private automatic Branch Exchange.)	4-7
	6.CLOCK CHANGE	—	—	Adjust the machine's clock by one hour for summer/winter time.	4-8
	7.POWER SAVE	—	ON **OFF**	Power save mode.	4-8
	8.TONE/PULSE (Except for the Nordic countries)	—	**TONE** PULSE	Select the dialling mode.	4-9
	9.LOCAL LANGUAGE *1 (For Czech, Hungarian and Polish)	—	CZECH HUNGARIAN POLISH **ENGLISH**	Allows you to change the LCD language.	See Quick Setup Guide
	9.LOCAL LANGUAGE *1 (For Norwegian, Swedish, Danish and Finnish)	—	NORWEGIAN SWEDISH DANISH FINNISH **ENGLISH**	Allows you to change the LCD language.	See Quick Setup Guide

The factory settings are shown in Bold.

*1 Not available on UK machine.

To access the menu, press 🔘 **Menu/Set**.

to accept

to Exit
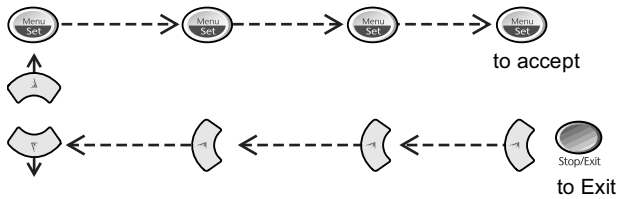
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX	**1.SETUP RECEIVE**	**1.RING DELAY**	00-04 (**02**)	Sets the number of rings before the machine answers in FAX or FAX/TEL mode.	5-2
			00-05 (**02**) (Nordic countries only)		
		2.F/T RING TIME	70 40 **30** 20	Sets the pseudo/double-ring time in FAX/TEL mode.	5-3
		3.FAX DETECT	**ON** OFF	Receives fax messages without pressing the **Fax Start** key.	5-4
		4.REMOTE CODE	**ON** (✱51, #51) OFF	You can answer all calls at an extension or external phone and use codes to activate or deactivate the machine. You can personalize these codes.	5-8
		5.AUTO REDUCTION	**ON** OFF	Reduces the size of the incoming faxes.	5-5

📝 The factory settings are shown in Bold.

To access the menu, press 🔘 **Menu/Set**.
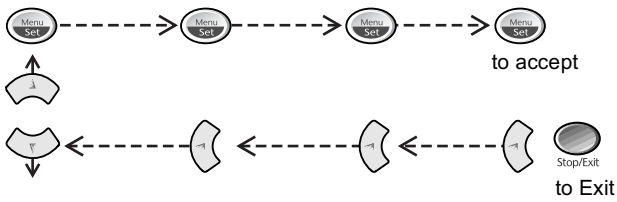
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX (Continued)	**1.SETUP RECEIVE** (Continued)	**6.MEMORY RECEIVE**	**ON** OFF	Automatically stores any incoming faxes in its memory if it runs out of paper.	5-9
		7.POLLING RX	STANDARD SECURE TIMER	Sets up your machine to poll another fax machine.	5-11
	2.SETUP SEND	**1.CONTRAST**	**AUTO** LIGHT DARK	Changes the lightness or darkness of a fax you are sending.	6-6
		2.FAX RESOLUTION	**STANDARD** FINE S.FINE PHOTO COLOUR STD COLOUR FINE	Sets the default resolution for outgoing faxes.	6-7
		3.TIMER	—	Sets the time of day that the delayed faxes will be sent.	6-19
		4.BATCH TX	ON **OFF**	Sends all delayed faxes that are to the same fax number at the same time of day as one transmission.	6-20

The factory settings are shown in Bold.

To access the menu, press ⬭ **Menu/Set**.

to accept

to Exit
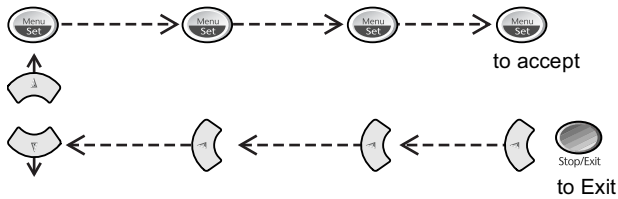
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX (Continued)	**2.SETUP SEND** (Continued)	**5.REAL TIME TX**	**OFF** ON NEXT FAX ONLY	You can send a fax without using the memory.	6-11
		6.POLLED TX	STANDARD SECURE	Sets up your machine with a document to be retrieved by another fax machine.	6-21
		7.COVERPG SETUP	NEXT FAX ONLY ON **OFF** PRINT SAMPLE	Automatically sends a Cover Page you have programmed.	6-17
		8.COVERPAGE NOTE	—	You can set up your own comments for fax Cover Page.	6-15
		9.OVERSEAS MODE	ON **OFF**	Adjusts for overseas transmissions, which can sometimes cause problems.	6-18
	3.SET QUICK-DIAL	**1.SPEED-DIAL**	—	Stores Speed Dial numbers, so you can dial by pressing only a few keys.	7-1
		2.SETUP GROUPS	—	Sets up a Group number for Broadcasting.	7-3

The factory settings are shown in Bold.

To access the menu, press 🔘 **Menu/Set**.

to accept

to Exit
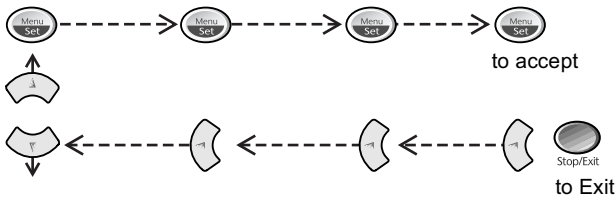
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX (Continued)	4.REPORT SETTING	1.XMIT REPORT	ON ON+IMAGE **OFF** OFF+IMAGE	Initial setup for Transmission Verification Report and Activity Report.	9-1
		2.JOURNAL PERIOD	EVERY 7 DAYS EVERY 2 DAYS EVERY 24 HOURS EVERY 12 HOURS EVERY 6 HOURS **EVERY 50 FAXES** OFF		9-1
	5.REMOTE FAX OPT	1.FAX FORWARD	**OFF** ON	Sets the machine to forward fax messages.	8-1
		2.FAX STORAGE	ON **OFF**	Stores incoming faxes in the memory so you can retrieve them while you are away from your machine.	8-2
		3.REMOTE ACCESS	159✱	You can set your own code for remote retrieval.	8-3
		4.PRINT DOCUMENT (Backup Print)	—	Prints incoming faxes stored in the memory.	5-10

The factory settings are shown in Bold.

To access the menu, press 🔘 **Menu/Set**.

to accept

to Exit
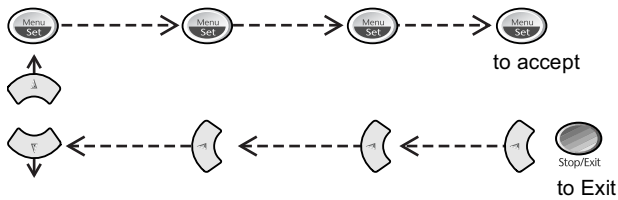
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.FAX (Continued)	**6.REMAINING JOBS**	—	—	Checks which jobs are in the memory or cancels a delayed fax or polling job.	5-14 6-13
	0.MISCELLANEOUS	**1.TX LOCK**	—	Prohibits most functions except receiving faxes.	5-15
		2.BT CALL SIGN (For U.K. only)	ON **OFF**	Use with BT Call Sign.	5-18
		2.Distinctive (For Denmark only)	—	—	See Danish manual included on the CD-ROM
3.COPY	**1.QUALITY**	—	**NORMAL** BEST FAST	Selects the copy quality.	10-18
	2.NEAR EDGE	—	**ON** OFF	Expands the printable area on the left, right and bottom edges of the paper up to 3 mm.	10-18
	3.BRIGHTNESS	—	- ▪▪▪▪▪ + - ▪▪▪▪▫ + - ▪▪▪▫▫ + - ▪▪▫▫▫ + - ▪▫▫▫▫ +	Adjusts the brightness	10-18
	4.CONTRAST	—	- ▪▪▪▪▪ + - ▪▪▪▪▫ + - ▪▪▪▫▫ + - ▪▪▫▫▫ + - ▪▫▫▫▫ +	Adjusts the contrast.	10-19

📝 The factory settings are shown in Bold.

To access the menu, press [Menu/Set] **Menu/Set**.

to accept

to Exit
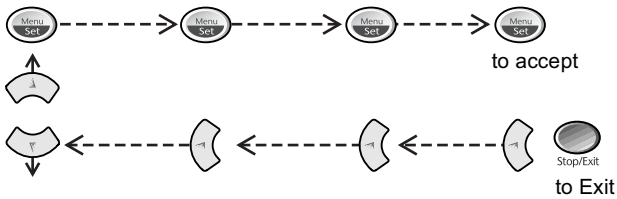
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
3.COPY (Continued)	5.COLOUR ADJUST	1.RED	R:- ■■■■■ + R:- ■■■■□ + **R:- ■■■□□ +** R:- ■■□□□ + R:- ■□□□□ +	Adjusts the amount of Red in copies.	10-19
		2.GREEN	G:- ■■■■■ + G:- ■■■■□ + **G:- ■■■□□ +** G:- ■■□□□ + G:- ■□□□□ +	Adjusts the amount of Green in copies.	
		3.BLUE	B:- ■■■■■ + B:- ■■■■□ + **B:- ■■■□□ +** B:- ■■□□□ + B:- ■□□□□ +	Adjusts the amount of Blue in copies.	
4.PHOTOCAPTURE	1.PRINT QUALITY	—	NORMAL **FINE** PHOTO	Selects the print quality.	11-17
	2.PRINT SIZE	—	(13 X 9 CM) **(15 X 10 CM)** (18 X 13 CM) (20 X 25 CM)	Selects the print size.	11-17
	3.BRIGHTNESS	—	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	Adjusts the brightness.	11-17
	4.CONTRAST	—	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	Adjusts the contrast.	11-18

✎ The factory settings are shown in Bold.

To access the menu, press �’ **Menu/Set**.

to accept

to Exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
4.PHOTOCAPTURE (Continued)	5.COLOUR ENHANCE	ON **OFF**	1.WHITE BALANCE - ∎∎∎∎∎ + - ∎∎∎∎□ + - ∎∎∎□□ + - ∎∎□□□ + - ∎□□□□ +	Adjusts the hue of the white areas.	11-18
			2.SHARPNESS - ∎∎∎∎∎ + - ∎∎∎∎□ + - ∎∎∎□□ + - ∎∎□□□ + - ∎□□□□ +	Enhances the detail of the image.	
			3.COLOUR DENSITY - ∎∎∎∎∎ + - ∎∎∎∎□ + - ∎∎∎□□ + - ∎∎□□□ + - ∎□□□□ +	Adjusts the total amount of colour in the image.	
	6.SCAN TO CARD	—	**PDF** JPEG	Selects the default file format for colour scanning.	15-20
5.TEST PRINT	—	—	—	You can print a test sample page to check the print quality and adjust the Vertical Alignment.	21-13

✐ The factory settings are shown in Bold.

To access the menu, press ⊙ **Menu/Set**.

to accept

to Exit
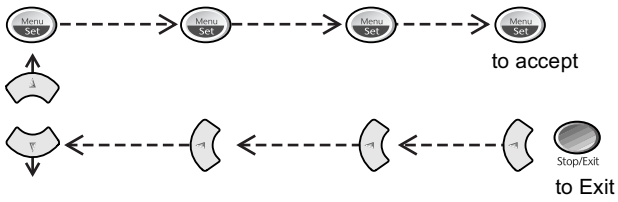
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6.PRINT REPORTS	1.HELP	—	—	You can print lists & reports.	9-3
	2.QUICK-DIAL	—	—		
	3.JOURNAL	—	—		
	4.XMIT VERIFY	—	—		
	5.SYSTEM SETUP	—	—		
	6.ORDER FORM	—	—		

The factory settings are shown in Bold.

4 Initial setup

Getting started

Setting the Paper Type

Set the machine for the type of paper you are using.

1 Press **Menu/Set**, **1**, **1**.

2 Press ⊙ or ⊚ to select PLAIN, INK JET, GLOSSY or TRANSPARENCY.

```
GENERAL SETUP
1.PAPER TYPE
```

   Press **Menu/Set**.

3 If you selected GLOSSY, press ⊙ or ⊚ to select GLOSSY:4-COLOUR or GLOSSY:3-COLOUR.

   Press **Menu/Set**.

The print quality of black ink varies depending on the kind of glossy paper you are using. Black ink is used when you select GLOSSY:4-COLOUR. If the glossy paper you are using repels the black ink, select GLOSSY:3-COLOUR, which simulates black ink by combining the three ink colours.

4 Press **Stop/Exit**.

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

Setting the Date and Time

Your machine displays the date and time, and prints it on every fax you send.

If there is a power failure, you may have to reset the date and time. All other settings will not be affected.

1 Press **Menu/Set**, **1**, **2**.

```
GENERAL SETUP
2.DATE/TIME
```

2 Enter the last two digits of the year.
   Press **Menu/Set**.

```
DATE/TIME
YEAR:XX
```

3 Enter two digits for the month.
   Press **Menu/Set**.

   (For example, enter 09 for September, or 10 for October.)

```
DATE/TIME
MONTH:XX
```

4 Enter two digits for the day.
   Press **Menu/Set**.

   (For example, enter 06).

```
DATE/TIME
DAY:XX
```

5 Enter the time in 24-Hour format.
   Press **Menu/Set**.

   (For example, enter 15:25 for 3:25 P.M.)

```
DATE/TIME
TIME:XX:XX
```

6 Press **Stop/Exit**.

   The LCD now shows the date and time you set whenever the machine is in Standby mode.

Setting the Station ID

You should store your name or company name and fax and telephone number to be printed on all fax pages that you send.

1 Press **Menu/Set**, **1**, **3**.

```
GENERAL SETUP
3.STATION ID
```

2 Enter your fax number (up to 20 digits).

```
STATION ID
FAX:
```

Press **Menu/Set**.

You must enter a fax number to continue (up to 20 digits).

3 Enter your telephone number (up to 20 digits).

```
STATION ID
TEL:
```

Press **Menu/Set**.

(If your telephone number and fax number are the same, enter the same number again.)

The telephone number you enter is only used for Cover Page features. (See *Composing the electronic Cover Page* on page 6-14.)

4 Use the dial pad to enter your name (up to 20 characters).

```
STATION ID
NAME:
```

Press **Menu/Set**.

(See *Entering text* on page 4-4.)

5 Press **Stop/Exit**.

The LCD will show the date and time.

If the Station ID has already been programmed, the LCD will ask you to press **1** to make a change or **2** to exit without changing.

Entering text

When you are setting certain functions, such as the Station ID, you may need to type text into the machine. Most number keys have three or four letters printed above them. The keys for **0**, **#** and ✳ do not have printed letters because they are used for special characters.

By pressing the appropriate number key 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

Inserting spaces

To enter a space, press ⟩ once between numbers and twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ⟨ to move the cursor after the last correct letter. Then press **Stop/Exit**. All the letters above and to the right of the cursor will be deleted. Re-enter the correct characters. You can also back up and type over incorrect letters.

Repeating letters

If you need to enter a character that is on the same key as the previous character, press ⟩ to move the cursor to the right.

Special characters and symbols

Press ✱ , **#** or **0**, and then press ⟨ or ⟩ to move the cursor under the special character or symbol you want. Then press **Menu/Set** to select it.

Press ✱	for	(space) ! " # $ % & ' ( ) ✱ + , - . / €
Press **#**	for	: ; < = > ? @ [ ] ^ _
Press **0**	for	Ä Ë Ö Ü À Ç È É 0

Setting the Ring Volume

1 Press **Menu/Set**, **1**, **4**, **1**.

2 Press ⌢ or ⌣ to select (OFF, LOW, MED, or HIGH).

Press **Menu/Set**.

```
VOLUME
1.RING
```

3 Press **Stop/Exit**.

—**OR**—

You can adjust the ring volume when your machine is idle (not being used). You can turn the ring OFF or you can select the ring volume level.

Press ⌢ or ⌣ to adjust the volume level. Every time you press a key, the machine will ring so you can hear the active setting as the LCD shows it. The volume changes with each key press. The new setting will stay until you change it again.

Setting the Beeper Volume

You can set the beeper volume to LOW, MED, HIGH or OFF. The default (original) setting is LOW. When the beeper is set to LOW, MED or HIGH, the machine beeps every time you press a key or make a mistake and when a fax is being sent or received.

1 Press **Menu/Set**, **1**, **4**, **2**.

2 Press ⌄ or ⌄ to select your option.

```
VOLUME
2.BEEPER
```

3 When the LCD shows the option you want.

Press **Menu/Set**.

4 Press **Stop/Exit**.

Setting the Speaker Volume

You can set the volume of the machine's one-way speaker.

1 Press **Menu/Set**, **1**, **4**, **3**.

2 Press ⌄ or ⌄ to select (OFF, LOW, MED, or HIGH).

```
VOLUME
3.SPEAKER
```

Press **Menu/Set**.

3 Press **Stop/Exit**.

PABX and TRANSFER

The machine is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However, many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your fax can be connected to most types of PABX. The recall facility on the machine supports timed break recall only (TBR), PBXS normally can work with this for gaining access to an outside line, or for transferring a call to another extension: The feature works when the **Tel/R** key is pressed.

Setting PABX

If the machine is connected to a PABX system, set PBX to ON. If not, set OFF.

1 Press **Menu/Set**, **1**, **5**.

2 Press ⬙ or ⬙ to select ON (or OFF).

> GENERAL SETUP
> 5.PBX

Press **Menu/Set**.

3 Press **Stop/Exit**.

You can program a **Tel/R** keypress as part of a number stored in a Speed Dial location. When programming the Speed dial number (Function menu 2-3-1) press **Tel/R** first (the screen displays "!"), then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a Speed Dial location. (See *Storing numbers for easy dialing* on page 7-1.)

However, if PBX is set to OFF, you can't use the Speed Dial number that a **Tel/R** keypress is programmed into.

Setting the Clock Change

You can easily let the machine's clock gain or lose one hour by using this feature.

1 Press **Menu/Set**, **1**, **6**.

2 Press ⊙ or ⊙ to select
TO SUMMER TIME
(or TO WINTER TIME).

Press **Menu/Set**.

```
GENERAL SETUP
6.CLOCK CHANGE
```

3 Press **1** to change to Winter Time or Summer Time.

—**OR**—

Press **2** to exit without changing.

```
TO SUMMER TIME ?
1.CHANGE   2.QUIT
```

Power Save

Setting Power Save Mode reduces power consumption by turning off the CPU etc. inside the machine. If Power Save Mode is switched ON, when the machine is idle and the scanner lamp is turned off, it drops into power save mode automatically. In the Power Save Mode, you cannot use fax detect function or remote activation.

The machine will display SLEEP instead of the date and time and receive mode.

1 Press **Menu/Set**, **1**, **7**.

2 Press ⊙ or ⊙ to select ON (or OFF).

Press **Menu/Set**.

```
GENERAL SETUP
7.POWER SAVE
```

3 Press **Stop/Exit**.

✎ Power Save mode is invalid if you installed the optional network LAN board (NC-8100h).

Memory Storage

If there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings (such as Contrast, Overseas Mode, and so on) will be lost. You may also have to reset the date and time.

Setting Tone or Pulse dialing mode (Except for the Nordic Countries)

Your machine comes set for Tone dialing service (multi-frequency). If you have Pulse dialing service (rotary), you need to change the dialing mode.

1 Press **Menu/Set**, **1**, **8**.

2 Press ⬦ or ⬦ to select PULSE (or TONE).

```
GENERAL SETUP
8.TONE/PULSE
```

Press **Menu/Set**.

3 Press **Stop/Exit**.

5 Setup Receive

Basic receiving operations

Choosing the Receive Mode

There are four different Receive Modes for your machine. You can choose the mode that best suits your needs by pressing **Receive Mode** repeatedly.

LCD	How it works	When to use it
FAX ONLY (automatic receive)	The machine automatically answers every call as a fax.	For dedicated fax lines.
FAX/TEL* (fax and telephone) (with an External or Extension Telephone)	The machine controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (pseudo/double ring) for you to pick up the call.	Use this mode if you expect to receive lots of fax messages and few telephone calls. You cannot have an answering machine on the same line, even if it is on a separate wall jack (phone socket) on the same line. You cannot use the telephone company's Voice Mail in this mode.
EXTERNAL TAD (with an External Answering Machine)	The external answering machine (TAD) automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.	Use this mode if you have an external answering machine on your phone line. The TAD setting works only with an external answering machine. Ring Delay and F/T Ring Time do not work in this setting.
MANUAL (manual receive) (with an External or Extension Telephone)	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you don't receive many fax messages. If you hear fax tones, wait until the machine takes over the call, then hang up. (See *Fax Detect* on page 5-4.)

* In FAX/TEL mode you must set the Ring Delay and F/T Ring Time.

To select or change your Receive Mode

Press **Receive Mode** repeatedly until your new selection appears. After three seconds the LCD shows the date and time, along with your new Receive Mode.

```
RECEIVE MODE
FAX/TEL
```

📝 If you are changing the Receive Mode while in another operation, the LCD will return to that operation.

Current Receive Mode

FAX : FAX ONLY
F/T : FAX/TEL
TAD : EXTERNAL TAD
MAN : MANUAL
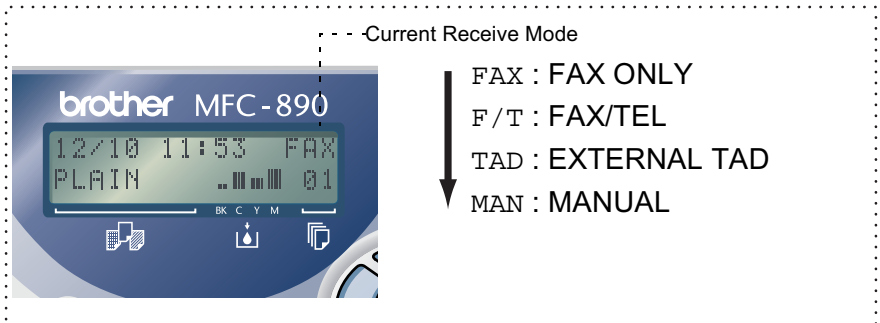
Setting the Ring Delay

The Ring Delay sets the number of times the machine rings before it answers.

(See *Fax Detect* on page 5-4 and *Operation from extension telephones* on page 5-6.)

1 Press **Menu/Set**, **2**, **1**, **1**.

2 Press ⌄ or ⌄ to select how many times the line rings before the machine answers.

```
SETUP RECEIVE
1.RING DELAY
```

Press **Menu/Set**.

(If you select 00, the line won't ring at all.)

3 Press **Stop/Exit**.

Setting the F/T Ring Time (F/T mode only)

If you set the Receive Mode to F/T, you'll 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 prints the fax.) This ringing happens after the initial ringing from the phone company. Only the fax machine rings (for 20, 30, 40 or 70 seconds) and no other phones on the same line will ring with the special pseudo/double-ring. However, you can answer the call on any extension phone (in a separate wall jack/phone socket) on the same line as the machine. (See *Operation from extension telephones* on page 5-6.)

1 Press **Menu/Set**, **2**, **1**, **2**.

2 Press ⬇ or ⬆ to select how long the machine will ring to alert you that you have a voice call.

Press **Menu/Set**.

```
SETUP RECEIVE
2.F/T RING TIME
```

3 Press **Stop/Exit**.

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

Fax Detect

When you use this feature, you don't have to press **Fax Start** when you answer a fax call. Selecting ON allows the machine to receive fax calls automatically, even if you lift the handset of an extension or external phone. When you see RECEIVING on the LCD or when you hear "chirps" through the handset of an extension phone connected to another wall jack (phone socket), just replace the handset and your machine will do the rest. Selecting OFF means you'll have to activate the machine yourself by lifting the handset of an external or extension phone, and then press **Fax Start** on the machine—**OR**—by pressing ✳ **5 1** if you are not at your machine. (See *Operation from extension telephones* on page 5-6.)

If this feature is set to ON, but your machine doesn't connect a fax call when you lift a phone handset, press the Remote Activation 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.

1 Press **Menu/Set**, **2**, **1**, **3**.

2 Use ⬙ or ⬙ to select ON (or OFF).

   Press **Menu/Set**.

3 Press **Stop/Exit**.

```
SETUP RECEIVE
3.FAX DETECT
```

Printing a reduced incoming fax (Auto Reduction)

You can reduce the size of all incoming faxes to a fixed percentage, regardless of the size of the paper in your machine. ON lets your machine choose the level of reduction for you.

1 Press **Menu/Set**, **2**, **1**, **5**.

2 Use ⌣ or ⌣ to select ON (or OFF).

Press **Menu/Set**.

```
SETUP RECEIVE
5.AUTO REDUCTION
```

3 Press **Stop/Exit**.

If incoming faxes show that the left and right margins have been cut off, make sure this Auto Reduction feature is ON.

Advanced receiving operations

Operation from extension telephones

If you answer a fax call on an extension or external telephone in the EXT. jack or on the line jack unit, you can make your machine take the call by using the Remote Activation Code. When you press the Remote Activation Code ✳ **5 1**, the machine starts to receive a fax. (See *Fax Detect* on page 5-4.)

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Deactivation Code **# 5 1** to take the call at an extension phone. (See *Setting the F/T Ring Time (F/T mode only)* on page 5-3.)

If you answer a call at an extension or external phone and no one is on the line, you should assume that you're receiving a fax. At an extension phone, press ✳ **5 1**, wait for fax-receiving tones (chirps), and then hang up. At an external phone, press ✳ **5 1** and wait for the phone to be disconnected before you hang up (the LCD shows RECEIVING). Your caller will have to press **Fax Start** to send the fax.

If you accidentally pick up an extension phone when a fax message is being received, you may disrupt the transmission or render some portions unreadable.

■   ✳ **5 1**—From an extension phone, or an external phone, ✳ **5 1** will set the machine in receive mode.

■ **# 5 1**—From an extension phone, **# 5 1** can stop the machine receiving. This is effective in F/T and Fax Detect modes.

The Remote Activation Code can also be used by your callers. When you are using an external TAD, your outgoing message (OGM) should end with the statement "to send a fax, press ✳ **5 1**". (See *Recording Outgoing Message (OGM)* on page 1-12.)

For FAX/TEL mode only

When the machine is in F/T mode, it will use the F/T Ring Time (pseudo/double-ringing) to alert you to pick up a voice call. Lift the external telephone's handset, and then press **Tel/R** to answer.

If you're at an extension phone, you'll need to lift the handset during the F/T Ring Time and then press **# 5 1** between the 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**.

Using a cordless external handset

If your cordless telephone is connected to the EXT. jack of the fax machine or on the line jack unit and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay. If you let the fax machine answer first, you will have to answer using the cordless and then go to the fax machine so you can press **Tel/R** to transfer the call to the cordless handset.

Changing the remote codes

Remote Codes might not work with some telephone systems. The preset Remote Activation Code is ✳ **5 1**. The preset Deactivation Code is **# 5 1**.

If you are always disconnected when accessing your external TAD remotely, try changing the Remote Activation Code and Deactivation Code to another three-digit code (such as **# # #**).

1 Press **Menu/Set**, **2**, **1**, **4**.

2 Press 🔼 or 🔽 to select ON (or OFF).

Press **Menu/Set**.

```
SETUP RECEIVE
4.REMOTE CODE
```

3 If you want to, enter a new Remote Activation Code.

Press **Menu/Set**.

4 If you want to, enter a new Deactivation Code.

Press **Menu/Set**.

5 Press **Stop/Exit**.

Reception into memory (Not available for colour fax reception)

As soon as the multi-purpose sheet feeder becomes empty during fax reception, the screen will display CHECK PAPER; please put some paper in the multi-purpose sheet feeder. (See Quick Setup Guide.)

If the MEMORY RECEPTION switch is ON at this time…

The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming faxes will also be stored into memory until the memory is full, following with no further incoming fax calls will be automatically answered. To print all data put fresh paper in the multi-purpose sheet feeder and press **Fax Start**.

If the MEMORY RECEPTION switch is OFF at this time…

The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming fax calls will not be automatically answered until fresh paper is put in the multi-purpose sheet feeder. To print the last fax received, put paper in the multi-purpose sheet feeder and press **Fax Start**.

1 Press **Menu/Set**, **2**, **1**, **6**.

2 Use ⌣ or ⌢ to select ON (or OFF).

Press **Menu/Set**.

3 Press **Stop/Exit**.

```
SETUP RECEIVE
6.MEMORY RECEIVE
```

Printing a fax from the memory

If you set Fax Storage to ON for Remote Retrieval, you can still print a fax from the memory when you are at your machine. (See *Setting Fax Storage* on page 8-2.)

1 Press **Menu/Set**, **2**, **5**, **4**.

2 Press **Fax Start**.

```
REMOTE FAX OPT
4.PRINT DOCUMENT
```

3 After printing has finished, press **Stop/Exit**.

Polling

Polling is the process of retrieving faxes from another fax machine. You can use your machine to 'poll' other machines, or you can have someone poll your machine.

Everyone who is involved in Polling needs to set up their fax machines for Polling. When someone polls your machine to receive a fax, they pay for the call. If you poll someone's fax machine to receive a fax, you pay for the call.

Some fax machines do not respond to the Polling feature.

Secure Polling

Secure Polling is a way to keep your documents and others from falling into the wrong hands while the machine is set up for polling. You can use Secure Polling only with another Brother fax machine. Anyone who polls to receive a fax must enter the polling secure code.

Polling Receive

Polling Receive is when you call another fax machine to receive a fax from it.

Setup for Polling Receive (Standard)

1 Press **Menu/Set**, **2**, **1**, **7**.

2 Press ⌒ or ⌒ to choose STANDARD, and press **Menu/Set**.

3 Enter the fax number you are polling, and press **Fax Start**.

Setup for Polling Receive with Secure Code

You need to make sure you are using the same secure code as the other party.

1 Press **Menu/Set**, **2**, **1**, **7**.

```
SETUP RECEIVE
7.POLLING RX
```

2 Press ⌒ or ⌒ to choose SECURE, and press **Menu/Set**.

3 Enter a four-digit secure code.

This is the same as the security code of the fax machine you are polling.

4 Press **Menu/Set**.

5 Enter the fax number you are polling.

6 Press **Fax Start**.

Setup Delayed Polling Receive

You can set the machine to begin Polling Receive at a later time.

1 Press **Menu/Set**, **2**, **1**, **7**.

2 Press ⬇ or ⬆ to choose TIMER, and press **Menu/Set**.

```
SETUP RECEIVE
7.POLLING RX
```

3 The screen prompts you to enter the time you want to begin polling.

4 Enter the time (in 24-hour format) you want to begin polling.

For example, enter 21:45 for 9:45 PM.

5 Press **Menu/Set**. The screen prompts you to enter the fax number you are polling and then to press **Fax Start**.

6 Enter the fax number, and press **Fax Start**.

The machine makes the polling call at the time you entered.

✎ You can set up only one Delayed Polling.

Sequential Polling

The machine can request documents from several fax units in a single operation. You just specify several destinations in Step 4. Afterward, a Sequential Polling Report will be printed.

1 Press **Menu/Set**, **2**, **1**, **7**.

2 Press ⬇ or ⬆ to choose STANDARD, SECURE or TIMER, and press **Menu/Set** when the screen displays the setting you want.

3 If you selected STANDARD, go to Step 4.

■ If you selected SECURE, enter a four-digit number and press **Menu/Set**, and then go to Step 4.

■ If you selected TIMER, enter the time (in 24-hour format) you want to begin polling and press **Menu/Set**, and then go to Step 4.

4 Specify the destination fax machines (up to 150), which you wish to poll by using Speed Dial, Search, a Group (See *Setting up Groups for Broadcasting* on page 7-2) or the dial pad. You must press **Menu/Set** between each location.

5 Press **Fax Start**.

The machine polls each number or group in turn for a document.

Canceling a job

Press **Stop/Exit** while the machine is dialling to cancel the current polling process. To cancel all sequential polling receive jobs, press **Menu/Set**, **2**, **6**. (See *Canceling a job in the memory* on page 6-13.)

TX Lock

This feature allows you to prevent unauthorised access to the machine. When switched ON, TX Lock prohibits most functions. The following functions listed are available while TX Lock is switched ON.

■ Receiving faxes

■ Answering & making telephone calls with an external telephone

■ Scheduled Delayed Transmission*

■ Polling*

■ Fax Forwarding*

■ Remote Retrieval

* Provided it was set before TX Lock was switched ON.

Using TX Lock

You must use a password to switch TX Lock ON and OFF.

Setting Up the TX Lock for the First Time

1 Press **Menu/Set**, **2**, **0**, **1**.

```
MISCELLANEOUS
1.TX LOCK
```

2 Enter a 4-digit number as a new password.

```
TX LOCK
NEW PASSWD:XXXX
```

3 Press **Menu/Set**.

The screen prompts you to re-enter the password.

```
TX LOCK
VERIFY:XXXX
```

4 Re-enter the password and press **Menu/Set**.

5 Press ⬱ or ⬲ to choose SET TX LOCK.

6 Press **Menu/Set**. The screen prompts you to enter the password.

```
TX LOCK
PASSWORD:XXXX
```

7 Enter a 4-digit password, followed by **Menu/Set**.

This is the same as the security password of the machine already stored.

The screen displays ACCEPTED for 2 seconds, followed by TX LOCK MODE - TX Lock is now switched ON.

If the password you enter at Step 7 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to normal (displaying the date & time). You must then switch ON TX Lock again. (See *Switching TX Lock ON* on page 5-16.)

Changing the TX Lock Password

1 Press **Menu/Set**, **2**, **0**, **1**.

```
MISCELLANEOUS
1.TX LOCK
```

2 Press ⬠ or ⬡ to choose SET PASSWORD.

3 Press **Menu/Set**.

The screen prompts you to enter the old password.

```
TX LOCK
OLD PASSWD:XXXX
```

4 Enter the current password.

5 Press **Menu/Set**.

6 Enter a 4-digit number as a new password.

```
TX LOCK
NEW PASSWD:XXXX
```

7 Press **Menu/Set**.

The screen prompts you to re-enter the new password.

```
TX LOCK
VERIFY:XXXX
```

8 Enter the new password again and press **Menu/Set**.

9 Press **Stop/Exit**.

Switching TX Lock ON

1 Press **Menu/Set**, **2**, **0**, **1**.

```
MISCELLANEOUS
1.TX LOCK
```

2 Press ⬠ or ⬡ to choose SET TX LOCK.

3 Press **Menu/Set**. The screen prompts you to enter the password.

```
TX LOCK
PASSWORD:XXXX
```

4 Enter a 4-digit password, followed by **Menu/Set**.

This is the same as the security password of the machine already stored.

The screen displays ACCEPTED for 2 seconds, followed by TX LOCK MODE - TX Lock is now switched ON.

If the password you enter at Step 4 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to normal (displaying the date & time). You must then start from Step 1 to set TX Lock.

Switching OFF TX Lock

1 When TX Lock is switched ON, press **Menu/Set**.

```
TX LOCK
PASSWORD:XXXX
```

2 Enter a 4-digit password and press **Menu/Set**.

The screen displays ACCEPTED, then after 2 seconds the display reverts to normal. TX Lock is now switched OFF.

✎ If the password you enter at Step 2 is incorrect, the screen would display WRONG PASSWORD. After 2 seconds the display will then return to displaying TX LOCK MODE. You must then start from Step 1 to switch OFF TX Lock.

If you forget the TX Lock password, please contact your Brother dealer or Brother for assistance.

Telephone services

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.

You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.

When you set the BT Call Sign feature to ON, the receive mode is set to MANUAL automatically. MANUAL mode will never pick up a call by itself since it is <<Neutral>>. You can not change the receive mode to the other mode while the BT Call Sign is set to on.

To enable the machine to work with BT Call Sign (Only with your external phone)

1 Set the machine to MANUAL mode with Receive Mode.

2 Press **Menu/Set**, **2**, **0**, **2**. The screen displays the current setting of this feature.

3 Press ⌢ or ⌣ to select ON (or OFF).

4 Press **Menu/Set**.

5 Press **Stop/Exit**.

6 **Setup Send**

Before you begin

Before you can begin sending faxes, make sure you read all the instructions and cautions listed for putting documents in the Automatic Document Feeder (ADF).

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: contrast, resolution, overseas mode, delayed fax timer, polling transmission or real time transmission. After each setting is accepted, the LCD will ask if you want to enter more settings:

Press **1** to select more settings. The LCD will return to the SETUP SEND menu.

```
NEXT
1.YES 2.NO
```

—**OR**—

Press **2** if you have finished choosing settings and go to the next step.

Faxing from the automatic document feeder (ADF)

The ADF can hold up to 30 pages and feeds each sheet individually. Use standard (75 g/m^2) paper and always fan the pages before putting them in the ADF.

Recommended environment

Temperature: 20° C - 30° C

Humidity: 50% - 70%

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

DO NOT use cardboard, newspaper or fabric. (See *Faxing from the scanner glass* on page 6-4.)

■ Make sure documents written with ink are completely dry.

■ Documents to be faxed must be from 14.7 to 21.6 cm wide and 14.7 to 35.6 cm long.

1 Unfold the ADF Document Support.

ADF Document Support

ADF Document Output Support Extension
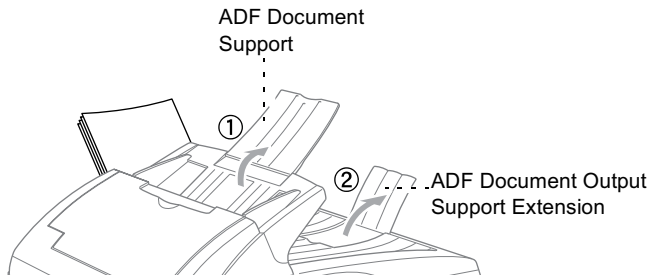
2 Unfold the ADF Document Output Support Extension.

3 Fan the pages well and stagger them at an angle. Make sure you put the documents **face up, top edge first** in the ADF until you feel them touch the feed roller.

4 Adjust the paper guides to fit the width of your documents.

Documents are Face Up in the ADF

ADF Document Output Support Extension
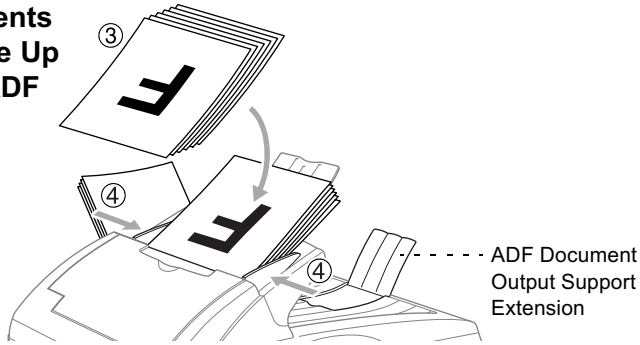
5 Dial the fax number.

Press **Fax Start**. The machine starts scanning the first page.

If the documents 'double-feed,' try again by inserting only one page at a time in the ADF or use the scanner glass.

Setting the special media lever

This is to feed special types of documents (such as thin paper, thick paper, coated paper or glossy paper). It will allow the documents to feed through the ADF without slipping or jamming.

Use the special media lever to select the Special position. (⬜)

Regular Position
Special Position
Special Media Lever
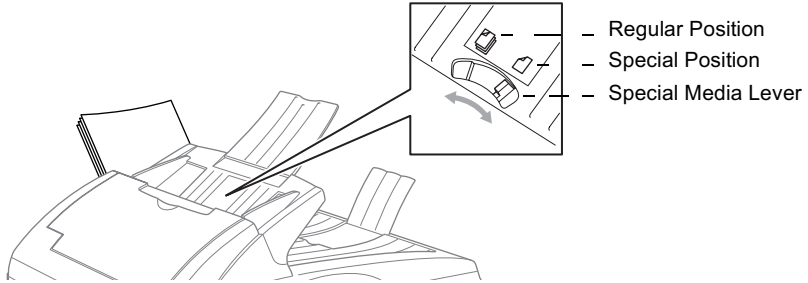
Faxing from the scanner glass

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

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

1 Lift the document cover.
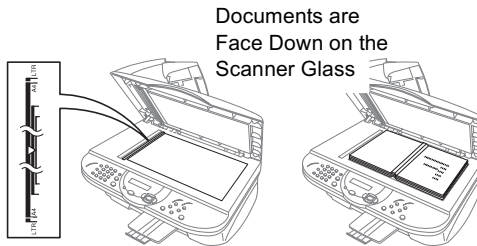
Documents are Face Down on the Scanner Glass

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

3 Close the document cover.

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

4 Dial the fax number, press **Fax Start**.

```
MEMORY   #001 97%
PLAIN    ▪▪▪▪ 01
```

The machine starts scanning the first page.

5 To send a single page, go to Step 7.

—**OR**—

```
NEXT:PRESS SET
DIAL:PRESS START
```

To send more than one page, go to Step 6.

6 Place the next page on the scanner glass.

Press **Menu/Set**.

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

7 Press **Fax Start** to begin dialing.

Press **Stop/Exit** to cancel.

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

Basic sending operations

Contrast

If your document is very light or very dark, you may want to set the contrast.

Use LIGHT to send a very light document.

Use DARK to send a very dark document.

1 Place the document face up in the ADF, or face down on the scanner glass.

```
SETUP SEND
1.CONTRAST
```

   Press **Menu/Set**, **2**, **2**, **1**.

2 Press ⌒ or ⌒ to select AUTO, LIGHT or DARK.
   Press **Menu/Set**.

3 Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

   —**OR**—

   Press **2** if you have finished choosing settings, and then go to Step 4.

4 Enter a fax number.

5 Press **Fax Start** to send a fax.

Fax resolution

When you have an document in the ADF or on the scanner glass you can use the **Fax Resolution** key to change the setting temporarily (for this fax only). Press **Fax Resolution** repeatedly until the LCD shows the setting you want.

—**OR**—

You can change the default setting.

1 Press **Menu/Set**, **2**, **2**, **2**.

2 Press ⬇ or ⬆ to select the resolution you want.

Press **Menu/Set**.

3 Press **Stop/Exit**.

```
SETUP SEND
2.FAX RESOLUTION
```

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. This has the slowest transmission time.
COLOUR STD	Use to send the document in colour.
COLOUR FINE	Better quality than COLOUR STD. Use to send the document as Art-work or photographs in colour.

Manual transmission

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

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Pick up the handset of the external phone and listen for a dial tone.

—**OR**—

Press **Tel/R** and listen for a dial tone.

3 On the external phone, dial the fax number you want to call. If you pressed **Tel/R**, dial using the machine dial pad.

4 When you hear the fax tone, press **Fax Start**.

5 If you picked up the handset of the external phone, replace the handset.

Automatic transmission

This is the easiest way to send a fax.

You must not pick up the handset of the external phone or press **Tel/R** to listen for a dial tone.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Enter the fax number using the dial pad, Speed Dial or Search. (See *Speed dialing* on page 7-5.)

3 Press **Fax Start**.

Colour fax transmission

Your machine allows you to send a colour fax.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Fax Resolution** to select the COLOUR STD or COLOUR FINE.

3 Enter the fax number using the dial pad, Speed Dial or Search.

4 Press **Fax Start**.

When you send a colour fax, the machine will send it in real time.

Automatic and manual fax redial

Automatic Fax Redial: If you are sending a fax automatically and the line is busy, the machine will automatically redial up to 3 times at 5 minutes intervals.

Manual Fax Redial: Place the document to be re-sent and press **Redial/Pause** and then **Fax Start** to make a second call to the last number dialled.

Dual Access (Not available for colour faxes)

You can place an document in the ADF and set temporary settings, dial a number, and begin scanning the fax into memory-even when the machine is receiving a fax, printing PC data or sending a fax from memory. The LCD shows the new job number and available memory.

If you get a OUT OF MEMORY message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get a OUT OF MEMORY message while scanning a subsequent page, you can press **Fax Start** to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Enter the fax number.

3 Press **Fax Start**.

The machine scans the document and the LCD shows the job number (#XXX) of the fax and how much memory is available. Then the machine starts dialing. You can repeat Steps 1 to 3 for the next fax.

Your machine normally uses Dual Access. However, to send a colour fax, you must use Real Time Transmission.
The Number of pages you can scan into the memory will vary depending on the data that is printed on them.

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 dialing and sending.

If the memory becomes 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 set REAL TIME TX to ON.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu/Set**, **2**, **2**, **5**.

```
SETUP SEND
5.REAL TIME TX
```

3 To change the default setting, press ⌃ or ⌄ to select ON (or OFF).

Press **Menu/Set**.

Go to Step 5.

—**OR**—

For the next fax transmission only, press ⌃ or ⌄ to select NEXT FAX ONLY.

Press **Menu/Set**.

4 Press ⌃ or ⌄ to select ON (or OFF).

Press **Menu/Set**.

5 Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

—**OR**—

Press **2** if you have finished choosing settings, and then go to Step 6.

6 Enter the fax number.

Press **Fax Start**.

📝 If you are sending a colour fax, the machine will send it in real time even if REAL TIME TX is set to OFF.

Checking job status

Check which jobs are still waiting in the memory to be sent. (If there are no jobs, the LCD shows NO JOB WAITING.) (See *Canceling a job in the memory* on page 6-13.)

1 Press **Menu/Set**, **2**, **6**.

2 If you have more than one job waiting, press 🔽 or 🔽 to scroll through the list.

```
FAX
6.REMAINING JOBS
```

3 Press **Stop/Exit**.

Canceling a job in the memory

You can cancel tasks you've scheduled, such as Polling Transmit or fax jobs waiting in the Memory to be sent. (See *Checking job status* on page 6-12.)

1 Press **Menu/Set**, **2**, **6**.

Any jobs that are waiting will appear on the LCD.

```
FAX
6.REMAINING JOBS
```

2 If you have more than two jobs waiting, press ⬇ or ⬆ to select the job you want to cancel.

Press **Menu/Set**.

—**OR**—

If you only have one job waiting, go to Step 3.

3 Press **1** to cancel.

—**OR**—

Press **2** to exit without canceling.

To cancel another job go to Step 2.

4 Press **Stop/Exit**.

Canceling a job by using the Stop/Exit key

While the machine is dialing, scanning or sending a document you can press **Stop/Exit** to cancel the function.

Advanced sending operations

Composing the electronic Cover Page

The Cover Page is created at the receiving machine. Your Cover Page includes the name stored in the Speed Dial memory. If you're dialing manually, the name is left blank.

The Cover Page shows your Station ID and the number of pages you're sending. (See *Setting the Station ID* on page 4-3.) If you have Cover Page set to ON (**Menu/Set**, **2**, **2**, **7**), the number of pages is left blank.

You can select a comment to include on your Cover Page.

```
NEXT FAX ONLY
1.COMMENT OFF
```

```
NEXT FAX ONLY
2.PLEASE CALL
```

Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long. (See *Entering text* on page 4-4 and *Composing your own comments* on page 6-15.)

```
NEXT FAX ONLY
3.URGENT
```

```
NEXT FAX ONLY
4.CONFIDENTIAL
```

```
NEXT FAX ONLY
5.(USER DEFIND)
```

Most of the SETUP SEND settings are temporary to allow you to make changes for each fax you send.

```
NEXT FAX ONLY
6.(USER DEFIND)
```

However, so you can set up your Cover Page and Cover Page comments in advance, the Cover Page Setup and Cover Page Note features will change the default settings.

Composing your own comments

You can set up two comments of your own.

1 Press **Menu/Set**, **2**, **2**, **8**.

2 Press ⌄ or ⌄ to choose 5 or 6 for your own comment.

```
SETUP SEND
8.COVERPAGE NOTE
```

Press **Menu/Set**.

3 Use the dial pad to enter your customized comment.

Press **Menu/Set**.

(See *Entering text* on page 4-4.)

4 Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

—**OR**—

Press **2** to exit.

Cover page for the next fax only

This feature does not work without the Station ID. So make sure it has been set. (See *Setting the Station ID* on page 4-3.)

If you only want to send a cover page with a particular fax, this cover page will include the number of pages in your document.

1 Place the document face up in the ADF, or on the scanner glass.

```
SETUP SEND
7.COVERPG SETUP
```

2 Press **Menu/Set**, **2**, **2**, **7**.

3 Press ⌃ or ⌄ to select NEXT FAX ONLY.
   Press **Menu/Set**.

4 Press ⌃ or ⌄ to select ON.
   Press **Menu/Set**.

5 Press ⌃ or ⌄ to select a comment.
   Press **Menu/Set**.

6 Enter two digits to show the number of pages you are sending.
   Press **Menu/Set**.

   (For example, press **0**, **2** for 2 pages or enter **0 0** to leave the number of pages blank. If you make a mistake, press ⟨ to back up and re-enter the number of pages.)

7 Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.
   —**OR**—
   Press **2** if you have finished choosing settings.

8 Enter the fax number you're calling.

9 Press **Fax Start**.

Send a cover page for all faxes

This feature does not work without the Station ID. So make sure it has been set. (See *Setting the Station ID* on page 4-3.)

You can set the fax machine to send a cover page whenever you send a fax. The number of pages in your fax is not included when you use this setting.

1 Press **Menu/Set**, **2**, **2**, **7**.

2 Press ⌃ or ⌄ to select ON.
Press **Menu/Set**.

```
SETUP SEND
7.COVERPG SETUP
```

3 If you selected ON, Press ⌃ or ⌄ to select one of the standard or your own comments.

Press **Menu/Set**.

4 Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

—**OR**—

Press **2** to exit if you have finished choosing settings.

Using a printed cover page

If you prefer to use a printed cover page that you can write on, you can print the sample page and attach it to your fax.

1 Press **Menu/Set**, **2**, **2**, **7**.

2 Press ⌃ or ⌄ to select PRINT SAMPLE.

```
SETUP SEND
7.COVERPG SETUP
```

Press **Menu/Set**.

3 Press **Fax Start**. Your fax machine prints a copy of your cover page.

4 Press **Stop/Exit**.

```
        ===COVER PAGE===

TO:          _____

FROM:     _____
    FAX:
    TEL:
            PAGE[S] TO FOLLOW
COMMENT:
```

Overseas Mode

After you send a fax using this feature, the feature will turn itself off.

1 Place the document face up in the ADF, or face down on the scanner glass.

```
SETUP SEND
9.OVERSEAS MODE
```

2 Press **Menu/Set**, **2**, **2**, **9**.

3 Press ⌃ or ⌄ to select ON (or OFF).
Press **Menu/Set**.

4 Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

—**OR**—

Press **2** if you have finished choosing settings, and then go to Step 5.

5 Enter the fax number you're calling.

6 Press **Fax Start**.

Delayed Fax (Not available for colour faxes)

During the day you can store up to 50 faxes in the memory to be sent later on. These faxes will be sent at the time of day you enter in Step 3. Press **Menu/Set** to accept it, or enter another time for the faxes to be sent.

1 Place the document face up in the ADF, or face down on the scanner glass.

```
SETUP SEND
3.TIMER
```

2 Press **Menu/Set**, **2**, **2**, **3**.

3 Enter the time you want the fax to be sent (in 24-hour format). Press **Menu/Set**.

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

4 Press **1** if you want to choose more settings and the LCD will return to the SETUP SEND menu.

—**OR**—

Press **2** if you have finished choosing settings, and then go to Step 5.

5 Enter the fax number.

6 Press **Fax Start**. The machine will wait to send the fax at the time you set.

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 (Not available for colour faxes)

Before sending the delayed faxes, your machine will economize by sorting all the documents 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.

1 Press **Menu/Set**, **2**, **2**, **4**.

2 Press ⬤ or ⬤ to select ON (or OFF).

Press **Menu/Set**.

```
SETUP SEND
4.BATCH TX
```

3 Press **Stop/Exit**.

Setting up Polled Transmission (Not available for colour faxes)

Polled Transmission is when you set up your machine to wait with an document so another fax machine can retrieve it.

The document will be stored and can be retrieved from any other fax machine until you delete the fax in memory by using the Cancelling a Job function. (See *Canceling a job in the memory* on page 6-13.)

Setup for Polling Transmit (Standard)

1 Insert the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu/Set**, **2**, **2**, **6**.

3 Press ⌒ or ⌒ to choose STANDARD, and press **Menu/Set**.

4 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu.

　　　—**OR**—

　Press **2** if you choosing setting and go to Step 5.

5 Press **Fax Start** and wait for the fax to be polled.

Setup for Polling Transmit with Secure Code

When you choose POLLING:SECURE, anyone who polls the machine must enter the polling ID number.

1 Insert the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu/Set**, **2**, **2**, **6**.

3 Press ⌒ or ⌒ to choose SECURE, and press **Menu/Set**.

4 Enter a four-digit number, and press **Menu/Set**.

5 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu.

　　　—**OR**—

　Press **2** if you are finished choosing settings and go to Step 6.

6 Press **Fax Start** and wait for the fax to be polled.

✎ You can use Secure Polling only with another Brother fax machine.

7 Auto Dial numbers and Dialing options

Storing numbers for easy dialing

You can set up your machine to do two types of easy dialing: Speed Dial and Groups for Broadcasting faxes.

If you lose electrical power, the auto dial numbers that are in the memory will not be lost.

Storing Speed Dial numbers

You can store Speed Dial numbers, so that when you dial you will only have to press a few keys (**Search/Speed Dial**, **#**, the two-digit number, and **Fax Start**). The machine can store 100 Speed Dial numbers.

1 Press **Menu/Set**, **2**, **3**, **1**.

```
SET QUICK-DIAL
1.SPEED-DIAL
```

2 Use the dial pad to enter a two-digit Speed Dial number (00-99).

(For example, press **05**.)

Press **Menu/Set**.

```
SPEED-DIAL
SPEED-DIAL? #
```

3 Enter the number (up to 20 digits).
Press **Menu/Set**.

```
SPEED-DIAL
#05:_
```

4 Use the dial pad to enter the name (up to 15 characters).

Press **Menu/Set**.

(See *Entering text* on page 4-4.)

—**OR**—

Press **Menu/Set** to store the number without a name.

```
SPEED-DIAL
NAME:_
```

5 Go to Step 2 to store another Speed Dial number.

—**OR**—

Press **Stop/Exit**.

Changing Speed Dial numbers

If you try to store a Speed Dial number where a number is already stored, the LCD will show the current name stored there and will ask you to do one of the following:

1 Press **1** to change the stored number.

```
#05:XXXXXXXX
1.CHANGE   2.QUIT
```

—**OR**—

Press **2** to exit without making a change.

2 Enter a new number.

Press **Menu/Set**.

- If you want to erase the whole number or whole name, press **Stop/Exit** when the cursor is under the first digit or letter. The characters above and to the right of the cursor will be deleted.

- If you want to change a character, use ◁ or ▷ to position the cursor under the character you want to change, and then type over it.

3 Follow the directions beginning at Step 4 in Storing Speed Dial numbers on the previous page.

Setting up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only a few keys (**Search/Speed Dial**, **#**, the two-digit number, and **Fax Start**). First, you'll need to store each fax number as a Speed Dial number.

Then, you can combine them into a Group. Each Group uses up a Speed Dial number. You can have up to six Groups, or you can assign up to 99 numbers to one large Group. (See *Storing Speed Dial numbers* on page 7-1 and *Broadcasting (Not available for colour faxes)* on page 7-6.)

1 Press **Menu/Set**, **2**, **3**, **2**.

```
SET QUICK-DIAL
2.SETUP GROUPS
```

2 Press **Search/Speed Dial**, use the
dial pad to enter the two-digit Speed
Dial number where you want to store
the Group.

```
SETUP GROUPS
PRESS SPEED-DIAL
```

```
SETUP GROUPS
SPEED-DIAL? #07
```

Press **Menu/Set**.

(For example, press **Search/Speed Dial**, **07** and **Menu/Set**.)

3 Use the dial pad to enter the Group
number.

```
SETUP GROUPS
SETUP GROUP:G01
```

Press **Menu/Set**.

(For example, press **1** for Group 1.)

The Group number must be between 1 and 6.

4 To include Speed Dial numbers in
the Group, enter them as if you were
dialing.

```
SETUP GROUPS
G01:#05#09
```

(For example, for Speed Dial numbers 05 and 09. Press
Search/Speed Dial, **05**, **Search/Speed Dial**, **09**. The LCD
shows: #05#09.)

5 Press **Menu/Set** to accept the Speed Dial numbers for this
Group.

6 Use the dial pad and the chart on
page 4-3 to enter a name for the
Group.

```
SETUP GROUPS
NAME:
```

Press **Menu/Set**.

(For example, type NEW CLIENTS).

7 Press **Stop/Exit**.

You can print a list of all the Speed Dial numbers. (See *Printing
Reports* on page 9-1.)

Dialing options

When you dial using an auto dial number, the LCD shows the name you've stored, or if you haven't stored a name, the fax number you've stored.

Manual dialing with an external telephone

Manual dialing means pressing all of the digits of the phone number.

1   Pick up the external telephone's handset.

—**OR**—

Press **Tel/R**.

2   When you hear a dial tone, dial the number using the dial pad.

3   If you pressed **Tel/R** to dial the number, pick up the handset when the other person answers.

(The speaker only works one way so the other person won't be able to hear you unless you pick up the handset.)

4   To hang up, replace the external telephone's handset.

Search

You can search for names you have stored in the Speed Dial memory. (See *Storing Speed Dial numbers* on page 7-1.)

1   Place the document face up in the ADF, or face down on the scanner glass.

2   Press **Search/Speed Dial**.

3   To search through the names that are stored alphabetically, enter the first letter of the name you're looking for and press ◁ or ▷ .

—**OR**—

To search for numbers numerically, press ◠ or ◡ .

4   When the LCD shows the name you want to call, press **Fax Start**.

Speed dialing

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Search/Speed Dial**, **#**, and then the two-digit Speed Dial number. (See *Storing Speed Dial numbers* on page 7-1.)

3 Press **Fax Start**.

Access codes and credit card 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 dialing sequences by dividing them and setting them up on separate keys in any combination. You can even include manual dialing using the dial pad.

The combined number will be dialed in the order that you entered it as soon as you press **Fax Start**. (See *Storing Speed Dial numbers* on page 7-1.)

For example, you can store '555' on Speed Dial #03 and '7000' on Speed Dial #02. If you press **Search/Speed Dial**, **#03**, **Search/Speed Dial**, **#02**, and **Fax Start**, you will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialing 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 dialing pad.

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

Broadcasting (Not available for colour faxes)

Broadcasting is when the same fax message is automatically sent to more than one fax number. Using the **Menu/Set** key, you can include Groups, Speed Dial numbers and up to 50 manually dialed numbers. If you did not use up all the numbers for Groups, access codes or credit card numbers, you can 'broadcast' faxes to up to 150 different numbers. However, 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 more than the maximum numbers available, you will not be able to use Dual Access and the Timer.

To include Speed Dial numbers and manually dialed numbers in the same broadcast, you must press **Menu/Set** between each of the numbers. Use **Search/Speed Dial** to help you choose the numbers easily. (See *Setting up Groups for Broadcasting* on page 7-2.)

After the broadcast is finished, a Broadcast Report will be printed to let you know the results.

■ Enter the long dialing sequence numbers as you would normally, but remember that each Speed Dial number counts as one number, so the number of locations you can store becomes limited.

■ If the line is busy a connection cannot be made so the machine will redial the number.

■ If the memory is full, press **Stop/Exit** to stop the job or if more than one page has been scanned, press **Fax Start** to send the portion that is in the memory.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Enter a number using Speed Dial, a Group number, Search or the dial pad.

(Example: Group number)

3 Press **Menu/Set** if you use Search, press **Menu/Set** again after selecting the number (or name). You will be asked to press the next number.

4 Enter the next number.

(Example: Speed Dial number)

5 Press **Menu/Set**.

6 Enter another fax number.

(Example: Manual dialing using the dial pad.)

7 Press **Fax Start**.

Your machine will read the document into the memory and then start sending faxes to the numbers you entered.

Pause

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

Automatic and manual fax redial

Automatic Fax Redial: If you are sending a fax automatically and the line is busy, the machine will automatically redial up to 3 times at 5 minutes intervals.

Manual Fax Redial: Place the document to be re-sent and press **Redial/Pause** and then **Fax Start** to make a second call to the last number dialled.

Tone or Pulse (Except for the Nordic Countries)

If you have a Pulse dialing service, but need to send Tone signals (for example, for telephone banking), follow the instructions below. If you have Touch Tone service, you will not need this feature to send tone signals.

1 Lift the handset of an external phone.

2 Press **#**. Any digits dialed after this will send tone signals.

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

8 **Remote fax options**

(Not available for colour faxes)

Fax Forwarding

You cannot use Fax Forwarding when Fax Storage is set to OFF.

Programming a Fax Forwarding number

When Fax Forwarding is set to ON, your machine stores the received fax in the memory. Then it dials the fax number you've programmed and forwards the fax message.

1 Press **Menu/Set**, **2**, **5**, **1**.

```
REMOTE FAX OPT
1.FAX FORWARD
```

2 Press ⌃ or ⌄ to select ON (or OFF).

Press **Menu/Set**.

The LCD will ask you to enter the fax number to which faxes will be forwarded.

```
FAX FORWARD
#:_
```

3 Enter the forwarding number (up to 20 digits).

Press **Menu/Set**.

4 Press **Stop/Exit**.

Setting Fax Storage

Memory Receive must be switched to ON for faxes to be received into memory. (See *Reception into memory (Not available for colour fax reception)* on page 5-9.)

If you set Fax Storage to ON, you will be able to retrieve fax messages from another location using Fax Forwarding or Remote Retrieval operations. The LCD will show when you have a fax stored in memory.

✎ You cannot receive colour faxes if fax storage is set to ON.

1 Press **Menu/Set**, **2**, **5**, **2**.

The LCD will ask you to choose a fax setting.

```
REMOTE FAX OPT
2.FAX STORAGE
```

2 Press ⬆ or ⬇ to select ON (or OFF).

Press **Menu/Set**.

3 Press **Stop/Exit**.

✎ If there are faxes in the memory when you turn FAX STORAGE OFF, the LCD will ask if you want to erase the faxes in the memory.

```
ERASE ALL DOC?
1.YES 2.NO
```

If you press **1**, all fax data is erased and FAX STORAGE is turned OFF.

If you press **2**, faxes are not erased and FAX STORAGE stays ON. (See *Printing a fax from the memory* on page 5-10.)

Backup Print

If you've set FAX STORAGE to ON, your machine automatically prints faxes as they are received into the memory.

This is a safety feature in case the power goes off so you won't lose your messages.

Changing your remote access code

Enter your Remote access Code when the machine picks up your call, so you can access features while you are away from your machine. The access code is preset to 1 5 9 ✳ , but you can change it.

1 Press **Menu/Set**, **2**, **5**, **3**.

2 Enter a three-digit number from 000 to 998.
Press **Menu/Set**. (The "✳" cannot be changed).

```
REMOTE FAX OPT
3.REMOTE ACCESS
```

Do not use the same digits that appear in your Remote Activation Code or Deactivation Code. (See *Operation from extension telephones* on page 5-6.)

3 Press **Stop/Exit**.

Remote retrieval

You can call your machine from any fax machine using touch tone, then use the Remote Access Code and other key presses to retrieve fax messages. Cut out the Remote Retrieval Access Card on the last page and keep it in your wallet to help you.

Using your remote access code

1 Dial your fax number from a telephone or another fax machine using touch tone.

2 When your machine answers, immediately enter your Remote Access Code (159 ✳).

The machine signals the kinds of messages it has received:

1 long beep — Fax message(s)

No beeps — No messages

3 The machine gives you two short beeps, which tells you to 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.

4 Press **90** to reset the machine when you've finished.

5 Hang up.

If your machine is set to MANUAL mode and you want to use the remote retrieval features, you can access your machine by waiting about 100 seconds after it starts ringing, and then entering the Remote Access Code within 30 seconds.

Remote 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 (159 ✶), the system will give you two short beeps and you must enter a remote command.

Remote commands		Operation details
95	**Change the Fax Forwarding settings**	
	1 OFF	If you hear one long beep, the change has been accepted. If you hear three short beeps, you cannot change it because the conditions have not been met. You can register your Fax Forwarding number by entering 4. (See *Changing your Fax Forwarding number* on page 8-7.) Once you have registered the number, the machine will change FAX FORWARD to ON mode.
	2 Fax Forwarding	
	4 Fax Forwarding number	
	6 Fax Storage ON	You can turn FAX STORAGE to ON or OFF. (You can turn off the Fax Storage only if there are no faxes stored in the memory, or if all faxes have been erased using Remote Command 963.)
	7 Fax Storage OFF	
96	**Retrieve a fax**	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax message(s). (See *Retrieving fax messages* on page 8-7.)
	3 Erase faxes from the memory	If you hear one long beep, you can erase fax messages from the memory.

Remote commands		Operation details
97	**Check the Receiving Status**	
	1 Fax	You can check whether your machine has received any faxes. If it has, you will hear one long beep. If it hasn't, you will hear three short beeps.
98	**Change the Receive Mode**	
	1 EXTERNAL TAD	If you hear one long beep, you can change the Receive Mode. If you hear three short beeps, you cannot change it.
	2 F/T	
	3 FAX ONLY	
90	Exit	After a long beep, you can exit Remote Retrieval.

Retrieving fax messages

1 Dial your fax number.

2 When your machine answers, immediately enter your Remote Retrieval Access Code (**159 ✳**).

3 As soon as you hear two short beeps, use the dial pad to press **962**.

4 Using the dial pad, enter the number of the remote fax machine that you want your fax messages sent to (up to 20 digits) followed by **# #**.

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

5 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 telephone or fax machine using Touch Tone.

1 Dial your fax number.

2 When your machine answers, immediately enter your Remote Access Code (**159 ✳**).

3 When you hear two short beeps, use the dial pad to press **954**.

4 Enter the new number of the fax machine where you want your fax messages sent to followed by **# #** (up to 20 digits).

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

5 Hang up after you hear your machine beep.

9 **Printing Reports**

Machine settings and activity

You need to set up the Transmission Verification Report and Activity Report Interval in the menu table.

Press **Menu/Set**, **2**, **4**, **1**.

—**OR**—

Press **Menu/Set**, **2**, **4**, **2**.

```
REPORT SETTING
1.XMIT REPORT
```

```
REPORT SETTING
2.JOURNAL PERIOD
```

Customizing the Transmission Verification Report

You can use the Transmission 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 select ON or ON+IMAGE, the report will print for every fax you send.

When the feature is OFF, the Report will only print it there is a transmission error. (NG).

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.

Selecting OFF+IMAGE will print a section of the fax's first page on the report to help you remember.

1 Press **Menu/Set**, **2**, **4**, **1**.

2 Press ⬙ or ⬘ to select OFF, OFF+IMAGE, ON or ON+IMAGE.

```
REPORT SETTING
1.XMIT REPORT
```

Press **Menu/Set**.

3 Press **Stop/Exit**.

Setting the Fax Activity Report Interval

You can set the machine to print activity reports at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to OFF, you can print the report by following the steps on the next page. The default setting is EVERY 50 FAXES.

1 Press **Menu/Set**, **2**, **4**, **2**.

```
REPORT SETTING
2.JOURNAL PERIOD
```

2 Press ⌣ or ⌣ to choose an interval.

```
JOURNAL PERIOD
EVERY 50 FAXES
```

Press **Menu/Set**.

(If you choose 7 days, the LCD will ask you to choose a day on which to begin the 7-day countdown.)

3 Enter the time to begin printing in 24-hour format.

Press **Menu/Set**.

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

4 Press **Stop/Exit**.

If you select 6, 12, 24 hours, 2 or 7 days, the machine will print the Activity Report when the machine has stored 200 jobs. Even if the time you selected has not passed yet, the machine will print the report because the memory is full then all the reported jobs will be erased from the machine's memory.

When the machine prints the activity report at any of the intervals you selected, all the reported jobs will be erased from the machine's memory.

Printing reports

Five reports are available:

```
PRINT REPORTS
1.HELP
```
Prints the HELP so you can see at-a-glance how to quickly program your machine.

```
PRINT REPORTS
2.QUICK-DIAL
```
Lists names and numbers stored in the Speed Dial memory, in numerical order.

```
PRINT REPORTS
3.JOURNAL
```
Lists information about the last incoming and outgoing faxes.
(TX means Transmit.) (RX means Receive.)

```
PRINT REPORTS
4.XMIT VERIFY
```
Prints a Transmission Verification Report for your last transmission.

```
PRINT REPORTS
5.SYSTEM SETUP
```
Lists settings for GENERAL SETUP, SETUP RECEIVE, SETUP SEND, REPORT SETTING, MISCELLANEOUS and REMOTE FAX OPT.

```
PRINT REPORTS
6.ORDER FORM
```
You can print an accessories order form to your Brother dealer for service.

To Print a Report

1 Press **Menu/Set**, **6**.

2 Press ⬀ or ⬂ to select the report you want.

```
SELECT ↑ ↓ & SET
6.PRINT REPORTS
```

Press **Menu/Set**.

—**OR**—

Enter the number of the report you want to print.

For example, press **1** to print the HELP.

10 **Making copies**

Using the machine as a copier

Your machine allows you to make high-quality photocopies and transparencies. Copies can be in black and white or full colour. Always make sure you have paper in the paper tray before making copies. Do not pull on the paper while copying is in progress.

Copy Keys

Incoming faxes cannot be received on paper or into the memory while the machine is copying.

If the document is a post card, place it on the scanner glass. Post cards can NOT be put through the ADF.

Documents are *Face Up* in the ADF

Documents are Face Down on the Scanner Glass

Making a single copy

1 Place the document face up in the ADF, or face down on the scanner glass.

2 As needed, use **Options** and **Enlarge/Reduce** to change the settings.

3 Press **Mono Copy** or **Colour Copy**.

To stop copying and release the document, press **Stop/Exit**.

Making more than one copy (Using the ADF)

You can make multiple copies using the ADF. Multiple copies will be stacked or sorted. Use the **Options** key to select SORT. (See *Using the Options key* on page 10-9.)

1 Place the document face up in the ADF.

2 Using the dial pad, enter the number of copies you want (up to 99).

(For example, press **3 8** for 38 copies.)

3 Press **Mono Copy** or **Colour Copy**.

To sort the copies, use the **Options** key. (See *Sorting copies using the ADF* on page 10-13.)

Single or multiple copies (Using the scanner glass)

You can make multiple copies using the scanner glass. Multiple copies will be stacked (all copies of page 1, then all copies of page 2, and so on). Use the **Options** key to choose more settings. (See *Using the Options key* on page 10-9.)

1 Lift the Document Cover.

White Film   Document Guidelines

Document Cover

Scanner Glass

① ②

2 Using the document guidelines on the left, center the document face down on the scanner glass and close the document cover.

3 Using the dial pad, enter the number of copies you want (up to 99).

For example, press **3 8** for 38 copies.
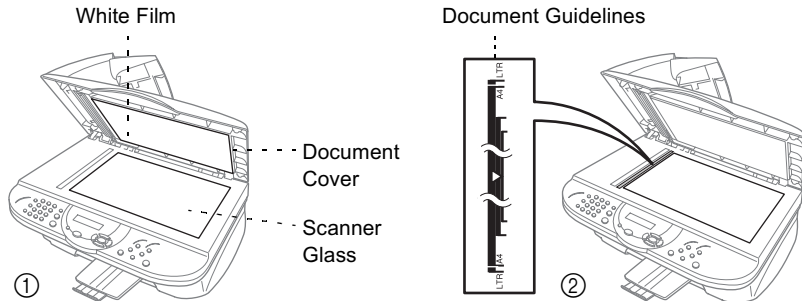
4 Press **Mono Copy** or **Colour Copy**.

The machine will start scanning the document.

Out of memory message

If the memory becomes full while you are
making copies, the LCD will show this
message:

```
OUT OF MEMORY
PLAIN     ■■■■ 01
```

If the OUT OF MEMORY message appears while you are scanning the
first page of your document, press **Stop/Exit** to cancel. You will
need to clear some jobs from the memory before you can continue.

If you were scanning a subsequent page, press **Mono Copy** or
Colour Copy to print the scanned pages or press **Stop/Exit** to
cancel.

To gain extra memory, you can turn off Fax Storage. (See *Setting
Fax Storage* on page 8-2.)

—**OR**—

Print the faxes that are in the memory. (See *Printing a fax from the
memory* on page 5-10.)

When you get an OUT OF MEMORY message, you may be able to
make copies if you first print incoming faxes in memory and restore
the memory to 100%.

Using more than one temporary copy setting

When you want to change the settings only for the next copy, use the **Enlarge/Reduce**, **Quality** and **Options** keys.
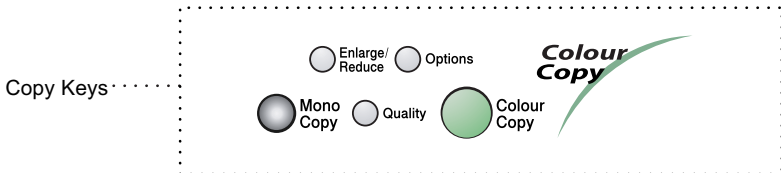
You can use different combinations. For example, if you want to copy a photograph on glossy paper with best print quality, press the **Quality** key to select **Best** and then press the **Options** key to select GLOSSY in the PAPER TYPE setting.

■ Improve Quality (See *Using the Quality key* on page 10-6.)

■ Enlarge and Reduce (See *Using the Enlarge/Reduce key* on page 10-7.)

■ Paper Type (See *Paper Type* on page 10-10.)

■ Near Edge Copy (See *Near Edge* on page 10-11.)

■ Brightness (See *Brightness* on page 10-11.)

■ Contrast (See *Contrast* on page 10-12.)

■ Sort Copies (See *Sorting copies using the ADF* on page 10-13.)

■ Page Layout (See *Page Layout using the ADF* on page 10-13 and *Page Layout using the scanner glass* on page 10-14.)

■ Manual Feed Copy (See *Turning on Manual Feed* on page 10-15.)

Press ⌢ or ⌣ to select more settings.

—**OR**—

```
PRESS COPY OR
↑↓ FOR NEXT OPT.
```

Press **Mono Copy** or **Colour Copy** if
you're finished choosing settings.

✍ These settings are temporary and if you set the document on the
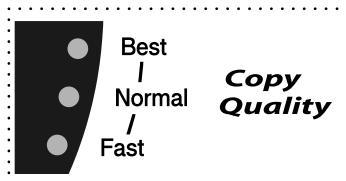scanner glass, the machine returns to its document settings 30
seconds after it finishes copying. If you want to re-use these
temporary settings, put the next document on the scanner glass
before the 30 seconds expire.

Using the Quality key

The **Quality** key temporarily changes the copy quality to **Normal**,
Best or **Fast**.

Press **Quality** key repeatedly to light the indicator for your setting.

—**OR**—

Press **Quality** and ⌢ or ⌣ until the LCD shows the setting you
want as shown.

Press **Quality** and ⌢ or ⌣	**Normal**	Recommended mode for ordinary printouts. Good copy quality with adequate copy speed.
	Fast	Fast copy speed and lowest ink consumption. Use **Fast** to save time (documents to be proof-read, large documents or many copies).
	Best	Use this mode to copy precise images such as photographs. **Best** uses the highest resolution and slowest speed.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Quality** repeatedly for your setting.

```
SELECT ↑ ↓ & SET
NORMAL
```

—**OR**—

Press **Quality** and ⌒ or ⌒ to select the quality on the LCD and the LED lights up.

Press **Menu/Set**.

3 To start copying now, press **Mono Copy** or **Colour Copy**.

—**OR**—

Press ⌒ or ⌒ for more settings.

Using the Enlarge/Reduce key

You can select the following enlargement or reduction ratios.

MANUAL allows you to enter a ratio from 25% to 400%.

Press **Enlarge/Reduce** and ⌒ or ⌒	100%
	94%
	78%
	50%
	25%
	MANUAL
	400%
	200%
	150%
	104%

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Enlarge/Reduce**.

4 Press ⌢ or ⌣ to select the enlargement or reduction ratio you want.

```
SELECT ↑ ↓ & SET
100%
```

Press **Menu/Set**.

—**OR**—

You can select MANUAL and press **Menu/Set**.

Use the dial pad to enter an enlargement or reduction ratio from 25% to 400%.

Press **Menu/Set**.

(For example, press **5 3** to enter 53%.)

5 Press **Mono Copy** or **Colour Copy**.

—**OR**—

Press ⌢ or ⌣ for more settings.

■ Special Copy Options (2 IN 1, 4 IN 1 or POSTER) are not available with **Enlarge/Reduce**.

■ The best reduction and enlargement ratio to copy from A4 to A5 or from A5 to A4 are as follows;

A4 → A5	A5 → A4	
70%	142%	Near Edge: ON
69%	144%	Near Edge: OFF

Using the Options key

Use the **Options** key to set the number of copies, paper type, near edge, brightness, contrast, sort and page layout settings **only for the next copy**.

Press Options	Menu Selections	Options	Factory Setting
Options	`NO. OF COPIES:01`	`NO. OF COPIES:01` `(01-99)`	`01`
	`PAPER TYPE`	`PLAIN`/`INK JET`/`GLOSSY` (`4-COLOUR` or `3-COLOUR`)/ `TRANSPARENCY`	`PLAIN`
	`NEAR EDGE`	`OFF`/`ON`	`ON`
	`BRIGHTNESS`	`- ▪▪▪▪▪ +`	`- ▪▪▪□□ +`
	`CONTRAST`	`- ▪▪▪▪▪ +`	`- ▪▪▪□□ +`
	`STACK/SORT`	`STACK`/`SORT`	`STACK`
	`PAGE LAYOUT`	`OFF(1 IN 1)`/`2 IN 1`/ `4 IN 1`/`POSTER`	`OFF` `(1 IN 1)`
	`MANUAL FEED`	`ON`/`OFF`	`OFF`

Paper Type

You can change the paper type only for the next copy. (You can change the default setting in the function menu 1-1. See *Setting the Paper Type* on page 4-1.) Select the type of media that you are using to get the best print quality.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ⬠ or ⬡ to select PAPER TYPE.

Press **Menu/Set**.

4 Press ⬠ or ⬡ to select the type of paper you are using (PLAIN, INK JET, GLOSSY or TRANSPARENCY).

Press **Menu/Set**.

5 If you selected GLOSSY, press ⬠ or ⬡ to select GLOSSY:4-COLOUR or GLOSSY:3-COLOUR.

Press **Menu/Set**.

The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select GLOSSY:4-COLOUR. If the glossy paper you are using repels the black ink, select GLOSSY:3-COLOUR, which simulates black ink by combining the three ink colours.

6 Press **Mono Copy** or **Colour Copy**.

—**OR**—

Press ⬠ or ⬡ for more settings.

Near Edge

The Near Edge feature expands the printable area closer to the left, right and bottom edges of the paper up to 3 mm.

Copy time will be slightly slower.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ⌃ or ⌄ to select NEAR EDGE.

Press **Menu/Set**.

4 Press ⌃ or ⌄ to select ON (or OFF).

Press **Menu/Set**.

5 Press **Mono Copy** or **Colour Copy**.

—**OR**—

Press ⌃ or ⌄ for more settings.

Brightness

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

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ⌃ or ⌄ to select BRIGHTNESS.

```
BRIGHTNESS
 -  ■ ■ ■ ■ ■  +
```

Press **Menu/Set**.

4 Press ⌃ to make a lighter copy.

—**OR**—

Press ⌄ to make a darker copy.

Press **Menu/Set**.

5 Press **Mono Copy** or **Colour Copy**.

—**OR**—

Press ⌃ or ⌄ for more settings.

Contrast

You can change the contrast to help an image look sharper and more vivid.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Use the dial pad to enter the number of copies you want (up to 99).

```
CONTRAST
 –  ■ ■ ■ ■ ■  +
```

3 Press **Options** and press ⌃ or ⌄ to select CONTRAST.

Press **Menu/Set**.

4 Press ⌃ to increase the contrast.

—**OR**—

Press ⌄ to decrease the contrast.

Press **Menu/Set**.

5 Press **Mono Copy** or **Colour Copy**.

—**OR**—

Press ⌃ or ⌄ for more settings.

Sorting copies using the ADF

If you want to sort multiple copies, use the ADF.

1 Place the documents face up in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ⌃ or ⌄ to select STACK/SORT.

Press **Menu/Set**.

4 Press ⌃ or ⌄ to select SORT (or STACK).

Press **Menu/Set**.

5 Press **Mono Copy** or **Colour Copy**.

—**OR**—

Press ⌃ or ⌄ for more settings.

Sorting copies uses more memory. How much memory is used depends on the data (text or graphic, resolution, colour copies or B & W copies).

Page Layout using the ADF

You can save paper by copying either two or four pages onto one page. If you want to print a poster, use the scanner glass.

1 Place the documents face up in the ADF.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ⌃ or ⌄ to select PAGE LAYOUT.

Press **Menu/Set**.

4 Press ⌃ or ⌄ to select 2 IN 1, 4 IN 1 (or OFF(1 IN 1)).

Press **Menu/Set**.

5 Press **Mono Copy** or **Colour Copy**.

—**OR**—

Press ⌃ or ⌄ for more settings.

Page Layout using the scanner glass

You can save paper by copying either two or four pages onto one page, or you can make poster size copy.

1 Place the document face down on the scanner glass.

2 Use the dial pad to enter the number of copies you want (up to 99).

3 Press **Options** and ⌒ or ⌒ to select PAGE LAYOUT.
Press **Menu/Set**.

4 Press ⌒ or ⌒ to select 2 IN 1, 4 IN 1, POSTER (or OFF(1 IN 1)).
Press **Menu/Set**.

5 Press **Mono Copy** or **Colour Copy**.
—**OR**—
Press ⌒ or ⌒ for more settings.

If you selected 2 IN 1 or 4 IN 1 in Step 4, put the next document on the scanner glass. Press **Menu/Set**.

```
NEXT:PRESS SET
END:PRESS COPY
```

2 in 1

4 in 1
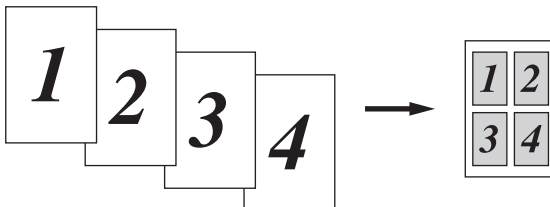
Poster

You can make a poster size copy of a photograph.
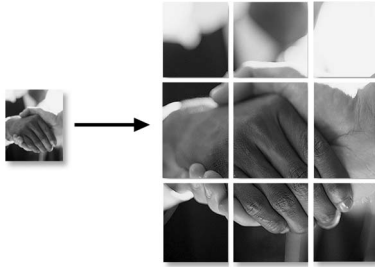
📝 For 2 IN 1 or 4 IN 1 copies, you can not use the **Enlarge/Reduce** key, print glossy paper, or Near Edge feature.

For colour 2 IN 1 or 4 IN 1 copies, you can only use A4. You cannot make more than one copy.

For POSTER copies, you cannot make more than one copy, use the **Enlarge/Reduce** key, Near Edge feature, or the ADF (Automatic Document Feeder).

Turning on Manual Feed

Your machine has a manual feed slot at the back of machine.

Use the manual feed slot when you want to copy on thicker paper.

📝 If there is paper in the paper tray you will have to take it out, and then load one sheet of paper at a time in the manual feed slot.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Options** and 🔼 or 🔽 to select MANUAL FEED.
Press **Menu/Set**.

3 Press 🔼 or 🔽 to select ON (or OFF).
Press **Menu/Set**.

4 Take the paper out of the paper tray.

5 Open the manual feed slot cover.
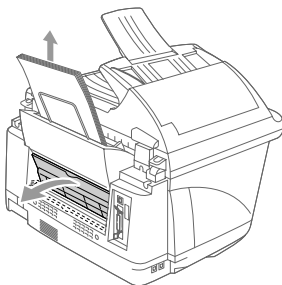
6 In the manual feed slot, insert one sheet of paper with the side you wish to print on face up.
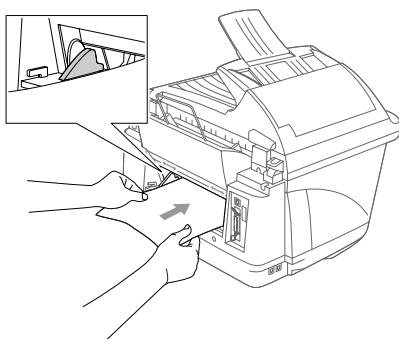
7 Align the paper at the center of the manual feed slot and insert it all the way in. Adjust the paper guides to the width of the paper.

8 Press **Mono Copy** or **Colour Copy**.

The LCD shows:

```
MANUAL FEED
PRESS FAX START
```

9 Press **Fax Start**.

Changing the default copy settings

You can adjust copy settings that are shown in the chart. These settings will stay until you change them again.

Submenu	Menu Selections	Options	Factory Settings
1.QUALITY	—	NORMAL	NORMAL
		BEST	
		FAST	
2.NEAR EDGE	—	ON	ON
		OFF	
3.BRIGHTNESS	—	- ■■■■■ +	- ■■■□□ +
		- ■■■■□ +	
		- ■■■□□ +	
		- ■■□□□ +	
		- ■□□□□ +	
4.CONTRAST	—	- ■■■■■ +	- ■■■□□ +
		- ■■■■□ +	
		- ■■■□□ +	
		- ■■□□□ +	
		- ■□□□□ +	
5.COLOUR ADJUST	1.RED	R:- ■■■■■ +	R:- ■■■□□ +
		R:- ■■■■□ +	
		R:- ■■■□□ +	
		R:- ■■□□□ +	
		R:- ■□□□□ +	
	2.GREEN	G:- ■■■■■ +	G:- ■■■□□ +
		G:- ■■■■□ +	
		G:- ■■■□□ +	
		G:- ■■□□□ +	
		G:- ■□□□□ +	
	3.BLUE	B:- ■■■■■ +	B:- ■■■□□ +
		B:- ■■■■□ +	
		B:- ■■■□□ +	
		B:- ■■□□□ +	
		B:- ■□□□□ +	

Copy Quality

1 Press **Menu/Set**, **3**, **1**.

2 Press ⊙ or ⊙ to select NORMAL, BEST or FAST.

Press **Menu/Set**.

3 Press **Stop/Exit**.

```
COPY
1.QUALITY
```

Near Edge

1 Press **Menu/Set**, **3**, **2**.

2 Press ⊙ or ⊙ to select ON (or OFF).

Press **Menu/Set**.

3 Press **Stop/Exit**.

```
COPY
2.NEAR EDGE
```

Brightness

1 Press **Menu/Set**, **3**, **3**.

2 Press ⊙ to make a lighter copy.

—**OR**—

Press ⊙ to make a darker copy.

Press **Menu/Set**.

3 Press **Stop/Exit**.

```
COPY
3.BRIGHTNESS
```

Contrast

You can change the contrast to help an image look sharper and more vivid.

1 Press **Menu/Set**, **3**, **4**.

2 Press ⌣ to increase the contrast.

—**OR**—

Press ⌣ to decrease the contrast.

Press **Menu/Set**.

3 Press **Stop/Exit**.

```
COPY
4.CONTRAST
```

Colour Adjustment

1 Press **Menu/Set**, **3**, **5**.

2 Press ⌣ or ⌣ to select RED,
GREEN or BLUE.

Press **Menu/Set**.

3 Press ⌣ to make a darker copy.

—**OR**—

Press ⌣ to make a lighter copy.

Press **Menu/Set**.

4 Return to Step 2 to select the next colour.

—**OR**—

Press **Stop/Exit**.

```
COPY
5.COLOUR ADJUST
```

Legal limitations

Colour reproductions of certain documents are illegal and may result in either criminal or civil liability. This memorandum is intended to be a guide rather than a complete listing of every possible prohibition. In case of doubt, we suggest that you check with counsel as to any particular questionable documents.

The following are examples of documents which should not be copied:

■ Paper 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.

Copyrighted works cannot be copied. Sections of a copyrighted work can be copied for 'fair use'. Multiple copies would indicate improper use.

Works of art should be considered the equivalent of copyrighted works.

11 **Walk-Up PhotoCapture Center™**

Introduction

Your Brother machine includes three media drives (slots) to use with popular digital camera media: CompactFlash®, SmartMedia® and Memory Stick®.

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

Basic flow

1 Insert the media card firmly into the media drive (slot). (See *Getting started* on page 11-2.)

2 Print the index (Thumbnails) of all the images on your media card by selecting PRINT INDEX. The images will be numbered. (See *Printing the Index (Thumbnails)* on page 11-5.)

3 To print the images, select PRINT IMAGES. (See *Printing images* on page 11-6.)

4 You can change the settings for printing images, such as the number of Copies, Paper Type, Paper & Print Size, Print Quality, Brightness, COLOUR ENHANCE and Manual Feed by selecting CHANGE SETTINGS. (See *Changing the settings for printing images* on page 11-7.)

■ The PhotoCapture Center™ prints only in colour. Black & White printing and Enlargement/Reduction is not available when using this feature.

■ The PhotoCapture Center™ returns to its default setting when you take out the media card, print images or press **Stop/Exit**.

Getting started

✎ There are separate slots on your machine, for a CompactFlash® card, a SmartMedia® card and a Memory Stick®.

Use only media cards with 3.3 voltage in your machine.

The top left slot is for a SmartMedia® Card, the top right slot is for a Memory Stick® and the bottom is for a CompactFlash® Card.

Firmly insert the card into the appropriate slot.
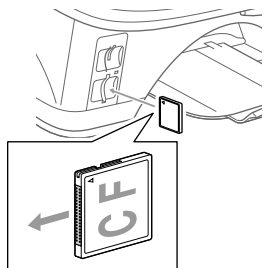
CompactFlash®
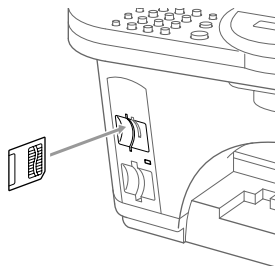
SmartMedia®
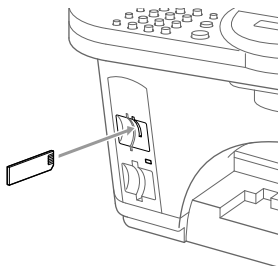
Memory Stick®

Media Card Indicator Lights:

■ **LED** light is ON, the media card is inserted properly.

■ **LED** is OFF, the media card is not properly inserted.

■ **LED** is BLINKING, the media card is being read or written to.
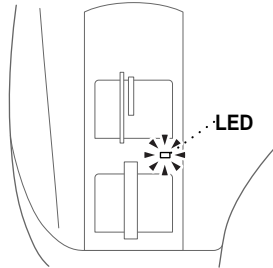
⚠ Do NOT unplug the power cord or remove the media card from the PhotoCapture Center™ while the machine is reading or writing to the card (LED is blinking). **You will loose your data or damage the card.**

The machine can only read one Media card at a time so do not insert more than one card. The settings that you want to use with the card will be kept until you take out the media card from the drive (slot), print images or press **Stop/Exit**.

1   Insert the media card firmly into the media drive (slot).

2   When you insert your media card into the proper slot, the LCD shows.

```
C.FLASH ACTIVE
Press Options key -----
```

3   Press **Options**.

4   Press ⊙ or ⊙ to select PHOTOCAPTURE.

```
SELECT ↑ ↓ & SET
PHOTOCAPTURE
```

    Press **Menu/Set**.

✐ Do not select COPY because you will enter the copy operations and not the PhotoCapture Center™.

5   The LCD scrolls:

```
PHOTOCAPTURE
PRINT INDEX
```

```
PHOTOCAPTURE
PRINT IMAGES
```

```
PHOTOCAPTURE
CHANGE SETTINGS
```
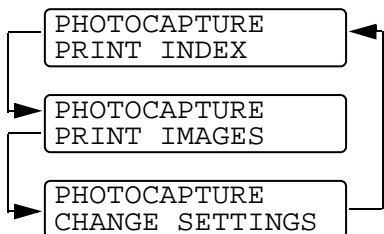
(See *Printing the Index (Thumbnails)* on page 11-5.)

(See *Printing images* on page 11-6.)

(See *Changing the settings for printing images* on page 11-7.)

Printing the Index (Thumbnails)

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

→ No. 1
DEL.JPG

01.01.2003.
100KB

It does not recognize any other numbers or file names that your digital camera or PC have used to identify the pictures. You can print a thumbnail page (Index page with 6 or 4 images per line). This will show all the pictures on the media card.

5 Press ⌃ or ⌄ to select
PRINT INDEX.

```
PHOTOCAPTURE
PRINT INDEX
```

Press **Menu/Set**.

6 Press ⌃ or ⌄ to select
6 IMAGES/LINE or
4 IMAGES/LINE.

```
PRINT INDEX
6 IMAGES/LINE
```

Press **Menu/Set**.
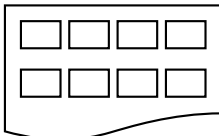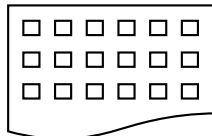
4 IMAGES/LINE   6 IMAGES/LINE

7 Press **Colour Copy** to start printing.

Print time for 4 IMAGES/LINE will be slower than 6 IMAGES/LINE, but the quality is better. (See *Printing images* on page 11-6.)

Printing images

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

📝 Print the Index first. (See *Printing the Index (Thumbnails)* on page 11-5.)

5 Press ⊙ or ⊙ to choose PRINT IMAGES.

> PHOTOCAPTURE
> PRINT IMAGES

Press **Menu/Set**.

6 Use the dial pad to enter the image number that you want to be printed from the Index page (Thumbnails).

> ENTER & SET KEY
> IMG:1,3,6

Press **Menu/Set**.

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

📝 You can enter all the numbers at one time by using the ✳ key for a comma or the **#** key for 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.)

7 After you have selected all the image numbers.

Press **Menu/Set**.

The LCD shows:

> PRESS COLOUR CPY
> OR ↑↓ FOR OPTION

8 To print, press **Colour Copy**.

—**OR**—

To change settings, press ⊙ or ⊙ the LCD scrolls through the settings again. You can select these options by pressing ⊙ or ⊙ and **Menu/Set**. (See *Changing the settings for printing images* on page 11-7.)

After you select all the options you want.

Press **Colour Copy**.

Changing the settings for printing images

You can use the **Options** key to change the settings for the number of Copies, Paper Type, Paper & Print Size, Print Quality, Brightness, COLOUR ENHANCE and Manual Feed only for the next printed image.

8 Press ⌃ or ⌄ to change the settings.

The LCD scrolls through the options again.

Menu Selections	Options (1)	Options (2)	Factory Setting	Page
NO. OF COPIES:XX	—	—	01	11-9
PAPER TYPE	PLAIN	—	PLAIN	11-9
	INK JET			
	GLOSSY	GLOSSY:4-COLOUR		
		GLOSSY:3-COLOUR		
	TRANSPARENCY	—		
PAPER&PRINT SIZE	A4	**PRINT SIZE** 13X9CM 15X10CM 18X13CM 20X25CM	15X10CM	11-10
	15(W)X10(H)CM 10(W)X15(H)CM	**PRINT SIZE** FULL PAGE or HALF PAGE	FULL PAGE	
PRINT QUALITY	NORMAL	—	FINE	11-11
	FINE			
	PHOTO			
BRIGHTNESS	- ▪▪▪▪▪ +	—	- ▪▪▪□□ +	11-11
	- ▪▪▪▪□ +			
	- ▪▪▪□□ +			
	- ▪▪□□□ +			
	- ▪□□□□ +			
COLOUR ENHANCE	ON	—	OFF	11-12
	OFF			
MANUAL FEED	ON	—	OFF	11-13
	OFF			

9 Press ⬭ or ⬬ to scroll through the menu selections.

Press **Menu/Set** when the LCD shows the menu you want to change. (See *Menu selections* on page 11-9.)

10 After you have selected all your settings, the LCD shows.

```
PRESS COPY OR
↑↓ FOR NEXT OPT.
```

Press **Colour Copy** to print the image.

📝 If you did not select any image numbers to print, the LCD shows: Press **Menu/Set** and ⬭ or ⬬ to select PRINT IMAGES, and enter the image numbers. (See *Printing images* on page 11-6.)

```
PRESS SET KEY OR
↑↓ FOR NEXT OPT.
```

Menu selections

Number of Copies

9 Press ⌃ or ⌄ to select NO. OF COPIES:01.

Press **Menu/Set**.

10 Use the dial pad to enter the number of copies you want.

Press **Menu/Set**.

11 Press **Colour Copy** to print.

—**OR**—

Press ⌃ or ⌄ for more settings.

Paper Type

9 Press ⌃ or ⌄ to select PAPER TYPE.

Press **Menu/Set**.

10 Press ⌃ or ⌄ to select the type of paper you are using (PLAIN, INK JET, GLOSSY or TRANSPARENCY).

Press **Menu/Set**.

11 If you selected GLOSSY, press ⌃ or ⌄ to select GLOSSY:4-COLOUR or GLOSSY:3-COLOUR.

Press **Menu/Set**.

✐ The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select 4-COLOUR.

If the glossy paper you are using repels the black ink, select 3-COLOUR, which simulates black ink by combining the three ink colors.

12 Press **Colour Copy** to print.

—**OR**—

Press ⌃ or ⌄ for more settings.

Paper and Print Size

9 Press ⌣ or ⌣ to select PAPER&PRINT SIZE.

Press **Menu/Set**.

10 Press ⌣ or ⌣ to select the size of the paper you are using (A4, 15(W)X10(H)CM or 10(W)X15(H)CM).

Press **Menu/Set**.

11 If you select A4, press ⌣ or ⌣ to select the print size 13X9CM, 15X10CM, 18X13CM or 20X25CM.

Press **Menu/Set**.

—**OR**—

If you selected 15(W)X10(H)CM or 10(W)X15(H)CM, press ⌣ or ⌣ to select FULL PAGE or HALF PAGE.

Press **Menu/Set**.

12 Press **Colour Copy** to print.

—**OR**—
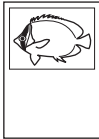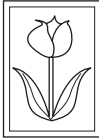
Press ⌣ or ⌣ for more settings.

■ Load the paper (post card) top down and print side is towards you.

■ You can print an image on the post card as below.

	10 (W) × 15 (H) CM	15 (W) × 10 (H) CM
Half Page		
Full Page		

Print Quality

9 Press ⌃ or ⌄ to select PRINT QUALITY.

Press **Menu/Set**.

10 Press ⌃ or ⌄ to select NORMAL, FINE or PHOTO.

Press **Menu/Set**.

NORMAL	Recommended mode for ordinary printouts. Good print quality with adequate print speed.
FINE	Better print quality than normal and faster copy speed than PHOTO.
PHOTO	Use this mode to print precise images such as photographs. PHOTO uses the highest resolution and slowest speed.

11 Press **Colour Copy** to print.

—**OR**—

Press ⌃ or ⌄ for more settings.

Brightness

9 Press ⌃ or ⌄ to select BRIGHTNESS.

Press **Menu/Set**.

10 Press ⌃ to make a lighter print.

—**OR**—

Press ⌄ to make a darker print.

Press **Menu/Set**.

11 Press **Colour Copy** to print.

—**OR**—

Press ⌃ or ⌄ for more settings.

Colour enhancement

You can turn on the colour enhancement feature to print more vivid images.

If you want to customize the White Balance, Sharpness or Colour Density, press **Menu/Set**, **4**, **5**. (See *Colour enhancement* on page 11-18.)

9 Press ⌃ or ⌄ to select COLOUR ENHANCE.

Press **Menu/Set**.

10 Press ⌃ or ⌄ to select ON (or OFF).

Press **Menu/Set**.

11 Press **Colour Copy** to print.

—**OR**—

Press ⌃ or ⌄ for more settings.

Turning on Manual Feed

Use the manual feed slot when you want to print on thick paper.

If there is paper in the paper tray you will have to take it out, and then load one sheet of paper at a time in the manual feed slot.

9 Press ⌄ or ⌄ to select MANUAL FEED.

Press **Menu/Set**.

10 Press ⌄ or ⌄ to select ON (or OFF).

Press **Menu/Set**.

11 Take the paper out of the paper tray.

12 Open the manual feed slot cover.
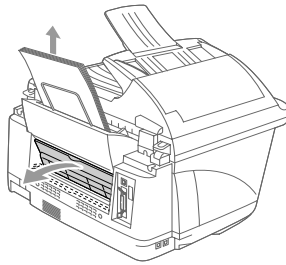
13 In the manual feed slot, insert one sheet of paper with the side you wish to print on face up.
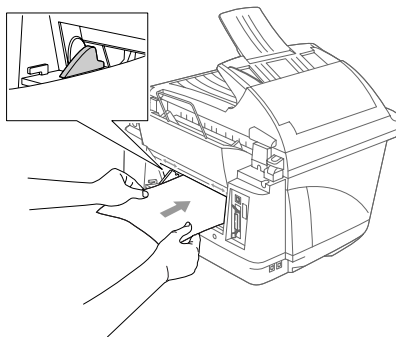
14 Align the paper at the center of the manual feed slot and insert it all the way in.

Adjust the paper guides to the width of the paper.

15 Press **Colour Copy** to print.

Press **Fax Start**.

—**OR**—

Press ⌃ or ⌄ for more settings.

```
MANUAL FEED
PRESS FAX START
```

DPOF printing

DPOF stands for Digital Print Order Format.

Major Digital Camera manufacturers (Canon Inc, Eastman Kodak Company, Fuji Photo Film Co., Ltd. and 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 select on the Digital Camera display the images and number of copies you want to print.

When the memory card (CompactFlash®, SmartMedia® or Memory Stick®) with DPOF information is put into your machine, the images you selected will be printed.

1 Insert your media card into the proper drive (slot).

```
C.FLASH ACTIVE
Press Options key -----
```

2 Press **Options**.

3 Press ⌃ or ⌄ to select PHOTOCAPTURE.

Press **Menu/Set**.

4 Press ⌃ or ⌄ to select PRINT IMAGES to select individual images.

Press **Menu/Set**.

5 If there is a DPOF file on the card, the LCD shows:

```
DPOF PRINT
1.YES 2.NO
```

6 Press **1** to select 1.YES.

```
PRESS COLOUR CPY
OR ↑↓ FOR OPTION
```

✎ If you want to print an Index (thumbnails) or choose the images and their print options now, select 2.NO.

7 Press **Colour Copy** to print.

—**OR**—

Press ◌ or ◌ to change the settings for the number of Copies, Paper Type, Paper & Print Size, Print Quality, Brightness, Colour Enhance or Manual Feed. (See *Changing the settings for printing images* on page 11-7.)

Changing the default settings

You can adjust the Print Quality, Print Size, Brightness, Contrast and COLOUR ENHANCE and Scan to Card settings, that are shown in the chart. These settings will remain set until you change them again.

Press **Menu/Set**, **4**, followed by the number of the setting you want to change.

Submenu	Menu Selections	Options (1)	Options (2)	Factory Settings
1.PRINT QUALITY	—	NORMAL FINE PHOTO	—	FINE
2.PRINT SIZE	—	13X9CM 15X10CM 18X13CM 20X25CM	—	15X10CM
3.BRIGHTNESS	—	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	—	- ■■■□□ +
4.CONTRAST	—	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	—	- ■■■□□ +
5.COLOUR ENHANCE	ON	1.WHITE BALANCE - ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	(- ■■■□□ +)
		2.SHARPNESS - ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	(- ■■■□□ +)
		3.COLOUR DENSITY - ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	(- ■■■□□ +)
	OFF	—	—	OFF
6.SCAN TO CARD (See *How to scan using Windows®* on page 15-1.)	—	PDF JPEG	—	PDF

Print Quality

1 Press **Menu/Set**, **4**, **1**.

2 Press ⌃ or ⌄ to select NORMAL, FINE or PHOTO.

Press **Menu/Set**.

3 Press **Stop/Exit**.

```
PHOTOCAPTURE
1.PRINT QUALITY
```

Print Size

1 Press **Menu/Set**, **4**, **2**.

2 Press ⌃ or ⌄ to select 13x9CM, 15x10CM, 18x13CM or 20x25CM.

Press **Menu/Set**.

3 Press **Stop/Exit**.

```
PHOTOCAPTURE
2.PRINT SIZE
```

Brightness

1 Press **Menu/Set**, **4**, **3**.

2 Press ⌃ or ⌄ to select BRIGHTNESS.

Press **Menu/Set**.

3 Press ⌃ to make a lighter print.

—**OR**—

Press ⌄ to make a darker print.

Press **Menu/Set**.

4 Press **Stop/Exit**.

```
PHOTOCAPTURE
3.BRIGHTNESS
```

Contrast

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

1 Press **Menu/Set**, **4**, **4**.

2 Press ⌄ or ⌄ to select CONTRAST.

Press **Menu/Set**.

```
PHOTOCAPTURE
4.CONTRAST
```

3 Press ⌄ to increase the contrast.

—**OR**—

Press ⌄ to decrease the contrast.

Press **Menu/Set**.

4 Press **Stop/Exit**.

Colour enhancement

1 Press **Menu/Set**, **4**, **5**.

2 Press ⌄ or ⌄ to select COLOUR ENHANCE.

Press **Menu/Set**.

```
PHOTOCAPTURE
5.COLOUR ENHANCE
```

3 Press ⌄ or ⌄ to select ON (or OFF).

Press **Menu/Set**.

If you select ON, you can customize the White Balance, Sharpness or Colour Density.

4 If you selected ON, press ⌄ or ⌄ to select the WHITE BALANCE.

Press **Menu/Set**.

To skip the White Balance.

Press ⌄ or ⌄ to select the SHARPNESS or the COLOUR DENSITY.

5 Press ⌃ or ⌄ to adjust the degree of White Balance.

Press **Menu/Set**.

6 Repeat Step 4 and Step 5 to adjust the degree of Sharpness and Colour Density.

—**OR**—

Press **Stop/Exit**.

■ **White Balance**

This setting adjusts the hue of the white areas of an image. Lighting, Camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. 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 true 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 or weak picture.

Understanding the Error Messages

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

When an error message appears on the LCD, the machine will beep to get your attention.

MEDIA ERROR—This message will appear if you insert a media card that is either bad or not formatted, or when there is a problem with the media drive, or if the DPOF print file on the media card tried to select a .JPG image that is not there. To clear this error, take out the media card.

NO FILE—This message will appear if you select PHOTOCAPTURE and the media card in the drive (slot) 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.

PhotoCapture Center™ Requirements

To avoid error conditions, please remember:

■ The DPOF file on the media card must be in a valid format.

■ The image file extension must be .JPG (Other image file extensions .JPEG, .TIF, .GIF and so on will not be recognized).

■ Walk-up PhotoCapture Center™ printing must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)

When printing the INDEX or IMAGE, the PhotoCapture Center™ will print all the valid images, even if one or more images has been corrupted. A portion of the corrupted image may be printed.

Using PhotoCapture Center™ from your PC

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

(See *Using the PhotoCapture Center™ from your PC* on page 18-1 and *Using the PhotoCapture Center™ from Macintosh®* on page 19-24.)

Using PhotoCapture Center™ for scanning originals

You can scan the originals into a media card. (See *Scan to Card* on page 15-18.)

12 Using the Machine as a printer

Using the Brother MFC-890 printer driver

A Printer Driver is a software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.

The printer drivers are on the CD-ROM we have supplied. Install the drivers first by following the Quick Setup Guide. Also, the latest printer driver can be downloaded from the Brother Solutions Center at:

http://solutions.brother.com

Features

This machine offers many features you'll find in a high quality ink jet printer.

Fast Printing Speed—Using Fast mode, you can print up to 16 pages per minute in full colour, and up to 20 pages per minute in black.

Brilliant High Quality Output—Printing at 2400 x 1200 dpi resolution on glossy paper gives you highest resolution output.

Beautiful Elaborate Output—You can use 2 in 1, Watermark printing, Colour Enhance (True2Life®) technology and other features to get high quality printouts.

Low Running Cost—Whenever you run out of a particular colour ink, you will only have to replace the cartridge that's empty.

Bi-directional Parallel Interface—The parallel interface allows bi-directional (IEEE 1284 compliant) communication with your computer.

USB—Universal Serial Bus Interface provides fast communication with your computer.

Straight Paper Path—The machine can print on many types of paper. Plain paper, inkjet paper, glossy paper, transparencies and envelopes. Use the appropriate type of paper to avoid paper jams.

Please refer to complete information about what kinds of paper to use with the machine. (See *Paper* on page 2-1.)

Choosing the right type of paper

To get high quality printing using your machine, it's very important to select the right type of paper. (See *Paper* on page 2-1.)

How to print your document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes.

1 From your computer select the Print command.

   If your computer is also connected to any other printers, select **Brother MFC-890 (USB) Printer** as your printer driver from the Print or Print Settings menu in your software application, and then click on OK to begin printing.

2 Your computer sends a print command and data to the machine. The LCD shows RECEIVING DATA.

3 When the machine finishes printing all the data, the LCD show the date and time.

You can select the paper source, paper size, and orientation in your application software.

If your application software does not support your custom paper size, select the next larger paper size.

Then adjust the print area by changing the right and left margins in your application software.

Use the manual feed slot for thicker paper.

(See *Paper specifications for the manual feed slot* on page 2-3.)

Using the manual feed slot

Your machine has a manual feed slot at the back of the machine.
Use the manual feed slot when you want to print on thicker paper.

If there is paper in the paper tray you will have to take it out, and then load one sheet of paper at a time in the manual feed slot.

1 Take the paper out of the paper tray.

2 Open the manual feed slot cover.

3 In the manual feed slot, insert one sheet of paper with the side you wish to print on face up.
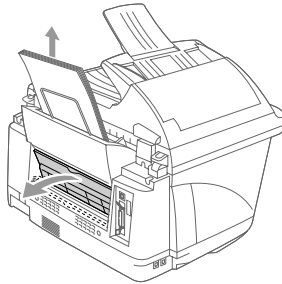
4 Align the paper at the center of the manual feed slot and insert it all the way in. Adjust the paper guides to the width of the paper.
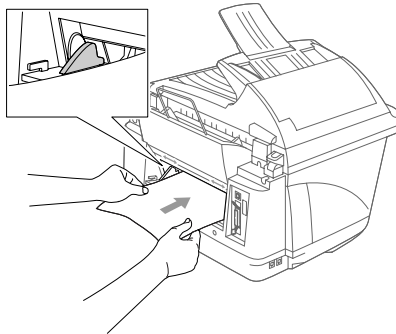
5 Open the Properties dialog box of the Windows® printer driver and select Manual Feed in the Paper Source section. (See *Paper Feed* on page 13-7.)

6 Click **OK**.

7 The machine's LCD shows:

8 Press **Fax Start** to print.

```
MANUAL FEED
PRESS FAX START
```

9 Insert the next sheet of paper to continue printing.

Press **Fax Start**.

10 Repeat Step 9 until you have finished printing.

11 Close the manual feed slot cover when you finished.

To stop or clear the manual feed, and stop it with a PC command take the machine offline by pressing the **Stop/Exit** key.

Simultaneous printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during PC printing. However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.

Clearing data from the memory

If the LCD shows DATA REMAINS, you can clear the data that is left in the printer memory by pressing **Stop/Exit**.

Checking the Print Quality

If you want to check the print quality and find out how to improve it, (See *How to improve print quality* on page 21-13.).

13 **Printer driver settings**
(Windows® Only)

Printer driver settings

You can change the following printer settings when you print from your computer:

- **Media Type/Quality** (Speed)
- **Page Layout**
- **Near Edge Print**
- **Colour Matching/Halftone Pattern**
- **Colour Enhancement** (**True2Life**®)
- **Scaling**
- **Watermark**
- **Print Date & Time**
- **Quick Print Setup**

How to access the printer driver settings

1   Select **Print** from the **File** menu in your application software.
2   Select **Brother MFC-890 (USB) Printer** as your printer and click **Properties**. The **Brother MFC-890 (USB) Printer** dialog box will appear.

The way you access the printer driver settings depends on your operating system and software applications.

The screens shown in this section are from Windows® 98 Second Edition. The screens on your Computer may vary depending on your Windows Operating System.

Basic tab
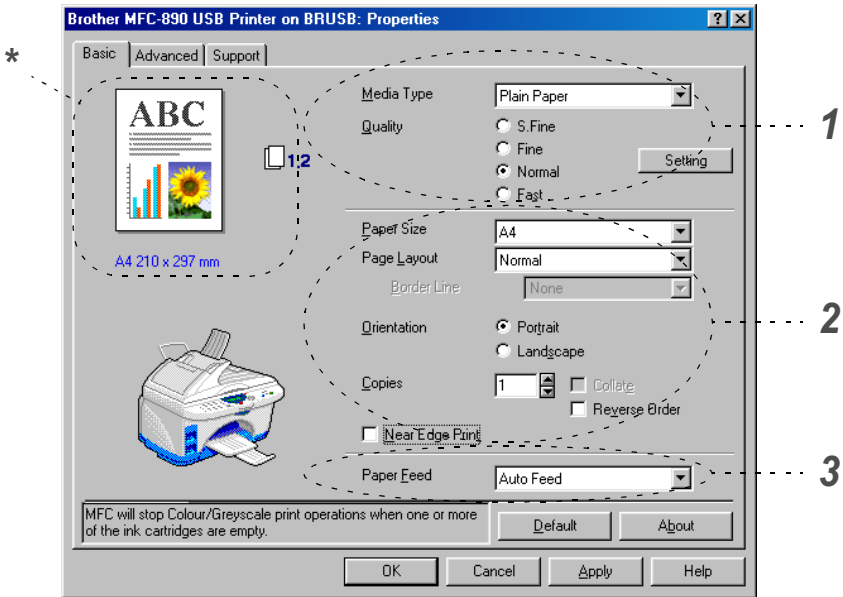
1 Select the **Media Type** and **Quality**.

2 Select the **Paper Size**, **Page Layout**, **Border Line** (if any), **Orientation**, number of **Copies**, the page order and **Near Edge Print**.

3 Select the **Paper Feed**.

4 Click the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, then click the **Apply** button.

This area shows the current settings of **Quality**, **Paper Size**, **Page Layout**, **Orientation**, **Collate/Reverse Order**, **Near Edge Print** and Colour/Greyscale.

Media Type

To achieve the best print results, the media being printed on should be selected in the driver. The machine changes the way it prints, depending on the selected media type.

Plain Paper

Inkjet Paper

Glossy Paper (4 colour)

Glossy Paper (3 colour)

Transparencies

The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select *Glossy Paper (4 colour)*. If the glossy paper you are using repels the black ink, select *Glossy Paper (3 colour)*, which simulates black ink by combining the three ink colors.

Quality

The **Quality** selection allows you to choose the print resolution you want for your document. Print quality and speed are related. The higher the quality the longer it will take to print the document. The quality selections that are available will vary depending on the media type you select.

- **Photo:** 2400 x 1200 dpi. Use this mode to print precise images such as photographs. This is the highest resolution and slowest speed.

- **S.Fine** (Super Fine)**:** 1200 x 1200 dpi. Use this mode to print precise text and photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.

- **Fine:** 600 x 600 dpi. Better print quality than **Normal** and faster print speed than **S.Fine**.

- **Normal:** 600 x 300 dpi. Good print quality with typical print speed.

- **Fast:** 450 x 150 dpi. The fastest print mode and the lowest ink consumption. Use this mode to print large volume documents or a document for proofing.

Media Type	Print Quality Selection
Plain Paper	*Fast*, ***Normal***, *Fine*, *S.Fine*
Inkjet Paper (Colour)	***Fine***, *Photo*, *S.Fine*
Inkjet Paper (Greyscale)	*Fine*, ***S.Fine***, *Photo*
Glossy Paper (4 / 3 colour) (Colour)	*S.Fine*, ***Photo***
Glossy Paper (4 / 3 colour) (Greyscale)	***S.Fine***, *Photo*
Transparencies	***Fine***, *S.Fine*

The factory settings are shown in bold.

Bi-Directional Printing

When **Bi-Directional Printing** is selected, the print heads print in both directions and offer faster print speeds. When not selected, the print heads will only print in one direction to provide higher quality printouts.
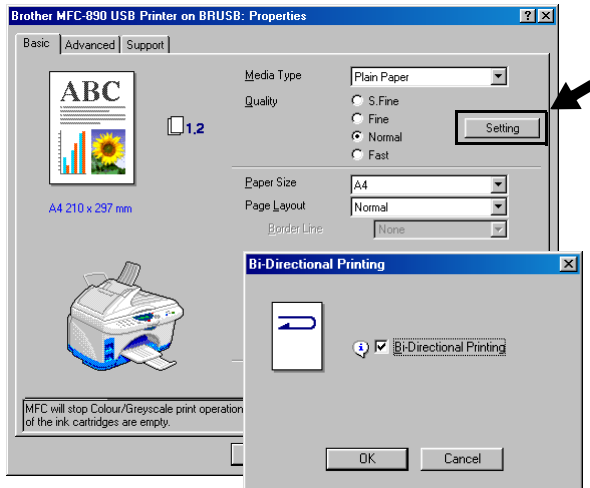
Paper Size

The **Paper Size** selection provides a large selection of standard paper sizes. If you wish, you can create a custom size ranging from 88.9 x 101.6 mm to 216.0 x 355.6 mm. From the drop-down box, select the **Paper Size** you are using.

You can enter custom size by selecting *User Defined*. Select the proper paper thickness to improve the quality of your output.
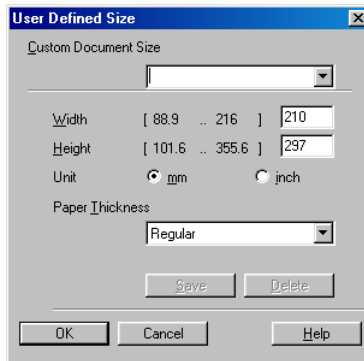
Page Layout

The **Page Layout** selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing one page on multiple sheets of paper. If you are using Windows® 95/98/98SE/Me, the 4 in 1 layout is not available.

Border Line

When printing multiple pages on one sheet with the **Page Layout** feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.
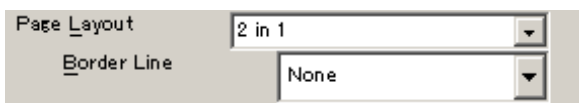
Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).

Portrait (Vertical)	**Landscape** (Horizontal)
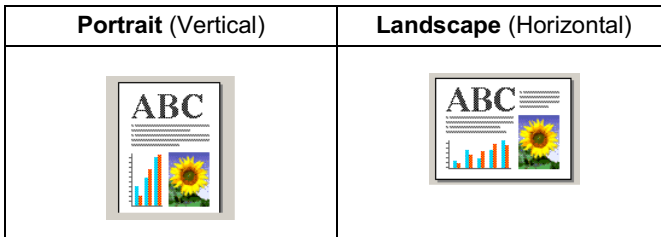
Copies

The **Copies** selection sets the number of copies that will be printed (1 to 999).

Collate

With the **Collate** check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the **Collate** check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.

Reverse Order

Reverse Order prints the pages of your document in the opposite order.
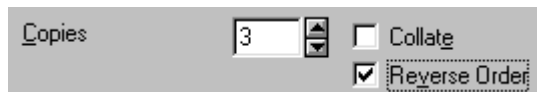
Near Edge Print

Near Edge Print feature expands the printable area at the bottom edge of the paper up to 3 mm. Print time will be slightly slower.

☑ Near Edge Print

Paper Feed

The **Paper Feed** pull-down box allows you to choose how the machine feeds paper.

Paper Feed | Auto Feed ▼

- *Auto Feed*: The machine feeds subsequent pages automatically.
- *Manual Feed*: The machine feeds one sheet at a time. After the first page is printed, the machine's LCD instructs you to insert a sheet of paper. Use this mode if you are using the Manual Feed Slot for thicker paper. (*See Using the manual feed slot* on page 12-4.)

Advanced tab
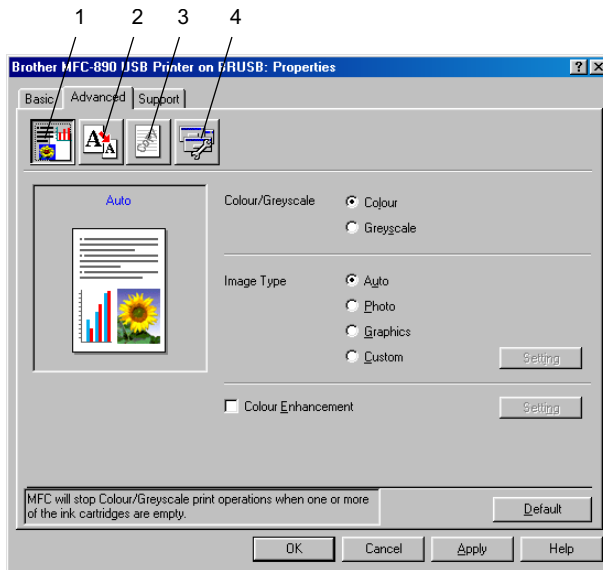
To return to the default settings, click the **Default** button.

Change the tab settings by selecting one of the following icons:

1.Colour
2.Scaling
3.Watermark
4.Device Options

Colour

Colour/Greyscale

This selection allows a colour document to be printed in black and white using grey scale.
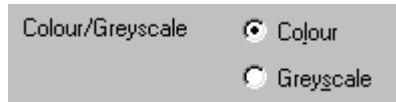
Image Type

The printer driver will select the most suitable colour matching and half tone method, depending on your image type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

■ **Auto:** The printer driver automatically selects the image type.

■ **Photo:** Select this mode for photographic images.

■ **Graphics:** Select this mode for documents that contain text or business graphics (charts or clip art).

■ **Custom:** If you want to select the colour matching and halftone method, manually select this mode.
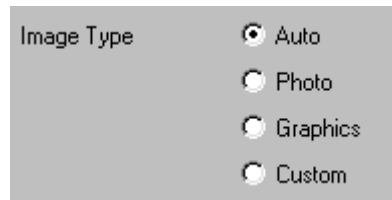
Custom Image Type

You can select the colour matching method manually. Select the best one for your document.
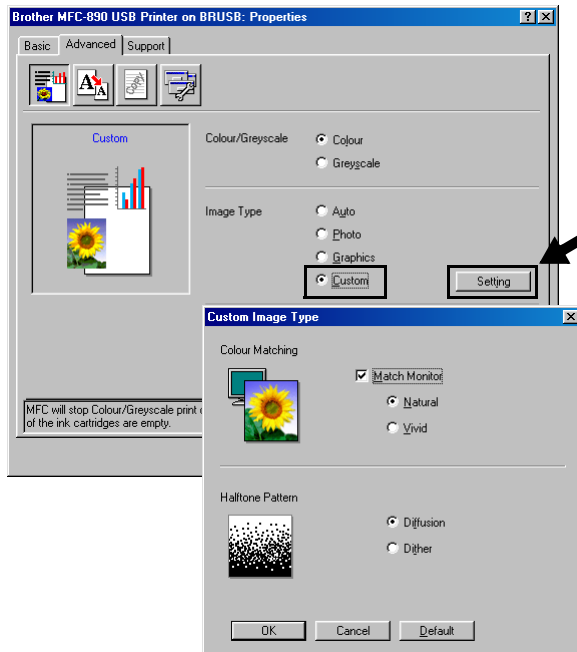
Match Monitor

Colour is adjusted to get the closest colour match to the PC monitor.

■ **Natural:** Suitable for photographic images. This colour is adjusted to set the natural colour.

■ **Vivid:** Suitable for business graphics such as charts, graphics and text. The colour is adjusted to give more vivid colour.

Halftone Pattern

The machine can use two methods (**Diffusion** or **Dither**) to arrange where to place dots to express halftones. There are some predefined patterns set for this and you can select which one to use for your document. Select the appropriate method.

■ **Diffusion:** Dots are placed at random to create the halftones. This method of printing is more suitable for printing photographs that have delicate shades and graphics.

■ **Dither:** Dots are arranged in a pre-defined pattern to make halftones. This type of printing is more suitable to printing graphics that have definite colour boundaries or for printing charts such as business charts.

Some halftone settings cannot be selected with certain combinations of **Media Type** and **Quality** selections.

Colour Enhancement

This feature analyzes your image to improve quality sharpness, white balance and colour density. This process may take several minutes depending on the size of the image and the specifications of your computer.
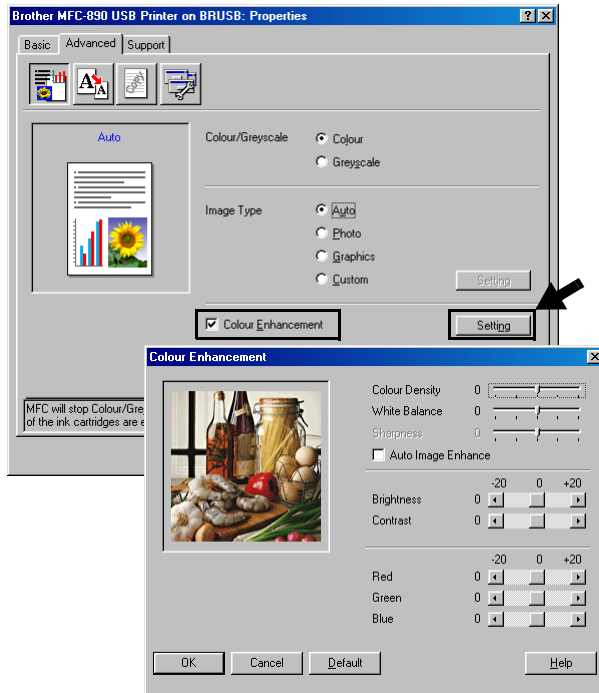
- ■ **Colour Density**

    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 or weak picture.

- ■ **White Balance**

    This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. 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 true focus cannot see the fine details of the picture, then adjust the sharpness.

■ **Auto Image Enhance**

Auto Image Enhance allows individual adjustment of picture settings to improve the printed image and analyzes data from surrounding or neighbouring pixels in the document.

■ **Brightness**

This setting adjusts the **Brightness** of the whole image. To lighten or darken the image move the scroll bar to the left or right.

■ **Contrast**

This setting adjusts the **Contrast** of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

■ **Red**

Increases the intensity of the **Red** colour to make the image redder.

■ **Green**

Increase the intensity of the **Green** colour to make the image greener.

■ **Blue**

Increase the intensity of the **Blue** colour to make the image bluer.

Scaling

You can change the print size of your document with the **Scaling** feature.
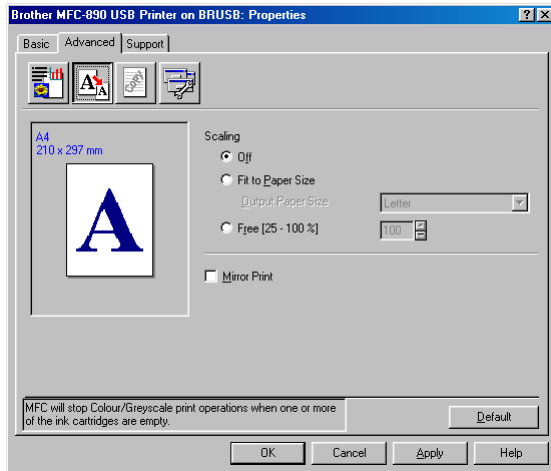
- ■ Check **Off** if you want to print the document as it appears on your screen.
- ■ Check **Fit to Paper Size**, if your document has an unusual size, or if you have only the standard size paper.
- ■ Check **Free** if you want to reduce the size.
- ■ Check **Mirror Print** to reverse the data from left to right.

Watermark

You can place a logo or text into your document as a Watermark.
You can select one of the preset Watermarks, or you can use a
bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.
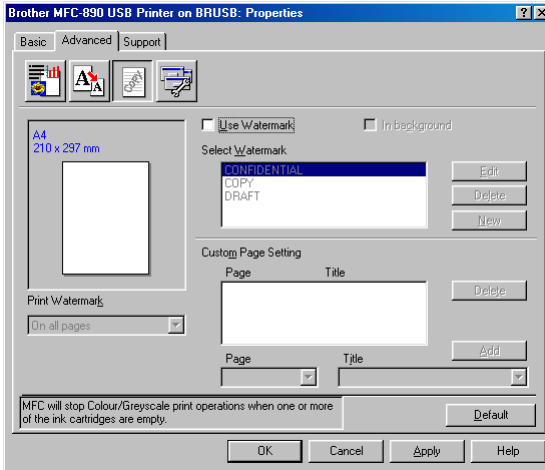
In background

Check **In background** with the Watermark to print the watermark
image in the background of your document. If this feature is not
checked then the Watermark will be printed on top of your document.

In Outline Text (Window® 2000 Professional/XP/ Windows NT® 4.0 Only)

Check **In Outline Text** if you only want to print an outline of the
watermark.

Print Watermark

The **Print Watermark** feature offers the following print choices:

- *On all pages*
- *On first page only*
- *From second page*
- *Custom*

Watermark Setting

You can change the Watermark's size and position on the page by selecting the Watermark, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.
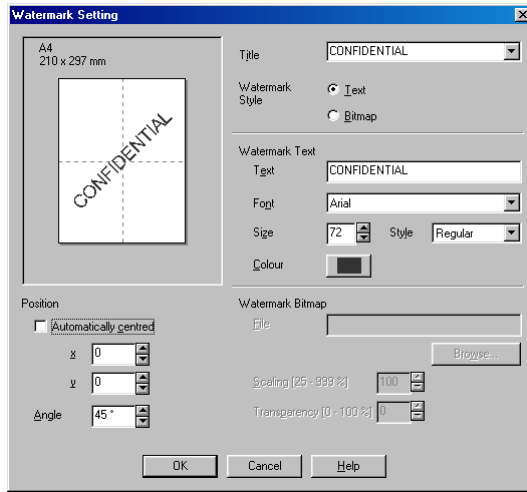
- ■ **Watermark Text**

    Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Colour** and **Style**.

- ■ **Watermark Bitmap**

    Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

- ■ **Position**

    This setting offers you the control for where the Watermark is to be positioned on the page.

Device Options

Lets you set the following Printer Functions:
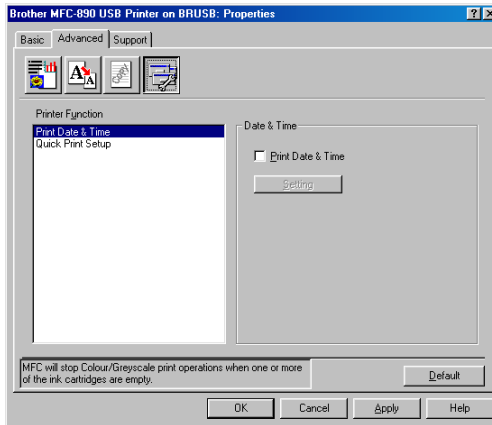
Print Date & Time

When enabled the **Print Date & Time** feature will print the date and time on your document from your computer's system clock.
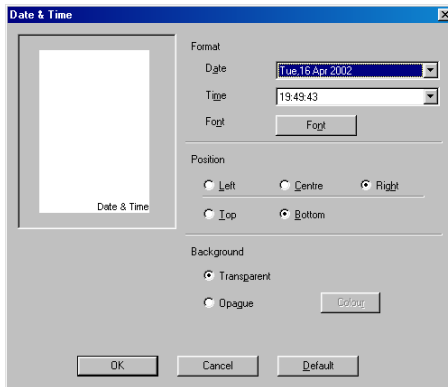
Click the **Setting** button to change the **Date** and **Time** in **Format**, and the **Position** and **Font**. To include a background with the **Date** and **Time**, select **Opaque**. When **Opaque** is selected, you can click on the **Colour** button to change the colour of the **Date** and **Time** background.

The **Date** and **Time** in the selection box shows the format that will be printed. The actual **Date** and **Time** printed on your document is automatically retrieved from the settings of your computer.

Quick Print Setup
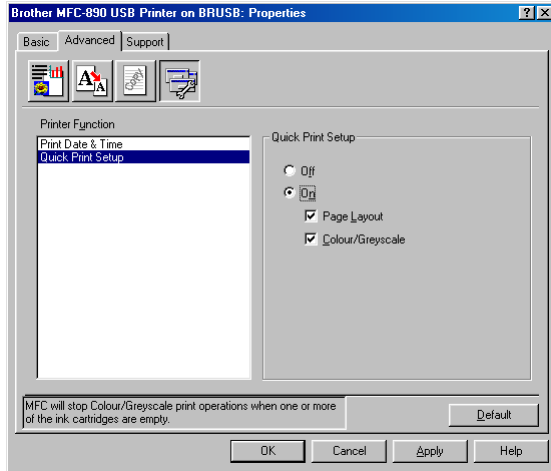
The **Quick Print Setup** feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray icon. This feature can be set to **On** or **Off** from the **Device Options**.
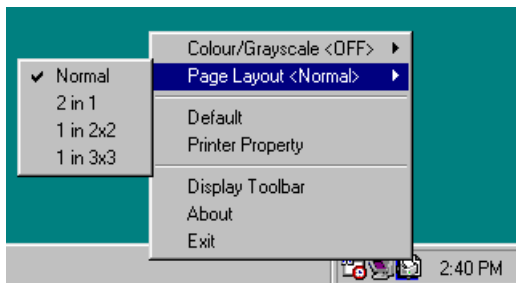
Support tab

The **Support** Tab provides driver version and setting information. In addition there are links to the **Brother Solutions Center** and the Driver Update Web sites.

Click the **Support** tab to display the following screen:
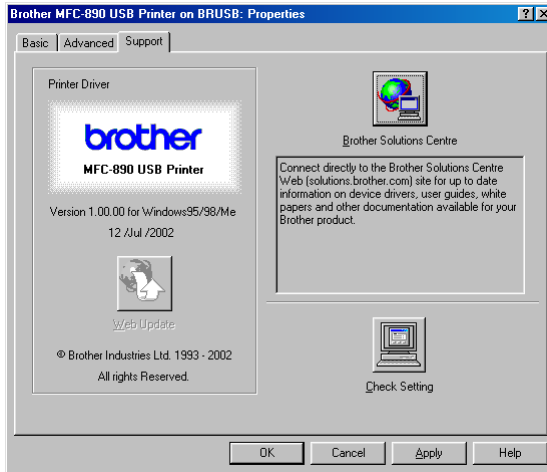
Brother Solutions Center

The **Brother Solutions Center** is a Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User Guides, Driver Updates and Tips for using your machine.

Web Update

Web Update checks the Brother web site for updated drivers, and automatically downloads and updates the printer driver on your computer.

Check Setting

The **Check Setting** selection displays a list of your current driver settings.

14 Using the Brother Control Center

(For Windows® 95/98/98SE/Me/2000 Professional and Windows NT® Workstation 4.0)

For Windows® XP, please see the SmartUI User's Guide, which is in the PaperPort® Program Group on your PC. (The MFL Pro Software Suite must be installed.)

If you are using Windows® 2000 Professional, we recommend that you are logged on as an administrator.

Brother MFL-Pro Control Center

The Brother Control Center is a software utility that pops up on the PC screen whenever paper is put in the ADF of the machine. This allows you to quickly and with very few mouse clicks, to access the most frequently used scanning applications. Using the Control Center stops the need to manually startup any specific applications.

The Brother Control Center provides three operations (**Scan**, **Copy** and **PC Fax**):

■ Scan directly to a file, E-mail, word processor or graphic application of your choice

■ Copy

■ PC Faxing using the Brother MFL Pro PC-FAX software
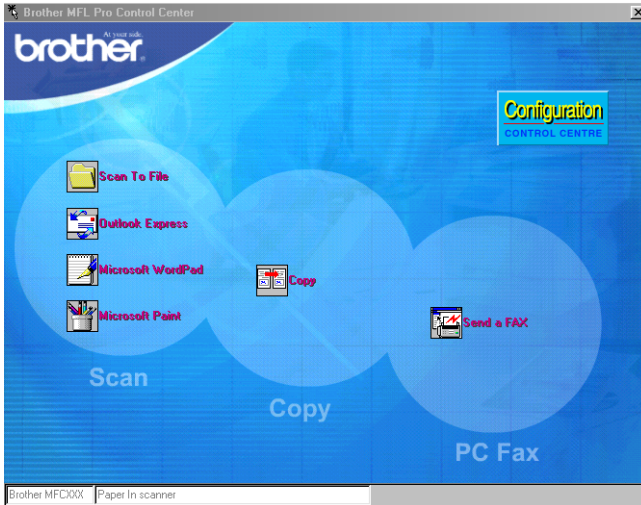
AutoLoad the Brother Control Center

The Control Center is loaded every time Windows® is started.

When the Control Center is loaded, the Control Center ✳ icon will appear on the task bar.

If you don't want the Control Center to load automatically, you can turn off AutoLoad.

If the Control Center ✳ icon does not appear on your task bar, you will have to launch the software.

From the **Start** menu, select **Programs**, **ScanSoft PaperPort 8.0**, and then click **Brother SmartUI PopUp**.

How to turn off AutoLoad

1 Left-click the Control Center ✳ icon and click **Show**.

2 When the Control Center window appears, left click the **Configuration** Control Centre button.

A dialogue box will appear:
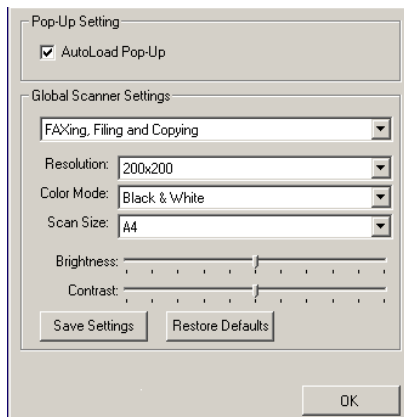
3 Uncheck the **AutoLoad Pop-Up** check box.

Brother Control Center Features

Auto Configuration

During installation the Control Center will check your system to set up the default applications for E-mail, word processing and the graphics viewer/editor.

For example, if you are using Outlook as your default E-mail application, the Control Center will create a link and a scanning application button for Outlook.

You can change a default application. Right-click the appropriate Control Center button to display *Configurations* and then click it. Select a different application.

For example, you can change a scan button from MS Word Pad [Microsoft WordPad] to MS Word [W Microsoft Word 2000] by changing the application that is listed for the Word Processor.

Scanning operations

Scan to File—Allows you to scan directly to a file with two mouse clicks. You can change the file type and directory.

Scan to E-mail—Allows you, with just two mouse clicks, scan a picture or text document directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

Scan to Word Processor—Allows you to scan a text document, run ScanSoft TextBridge OCR and insert the text document (not graphic image) into a word processing file with just two mouse clicks. You can choose word processing application, such as Word Pad, MS Word, Word Perfect, and so on.

Scan to Graphic Application—Allows you to scan an image directly into any graphic viewer/editor application. You can choose the graphics application, such as Microsoft Paint or Corel PhotoPaint.

Copy operations

Copy—Allows you use the PC and any Windows® printer driver for enhanced copy operations.

You can scan the page on the Brother machine and print the copies using any of the features of the Brother machine printer driver.

—**OR**—

You can send the copy output to any standard Windows® printer driver that is on your PC.

PC-Fax operation

Send a Fax—Allows you scan a picture or text document and send the image as a fax from the PC using the Brother PC-FAX software.

Scanner settings for Scan, Copy and PC-Fax buttons

When the Pop-Up screen appears, you can access the Scanner Settings window.

Click the **Configuration** **Control Centre** icon at the top right of the Brother Control Center screen

—**OR**—

Click the **Modify Settings** button on any of the Configuration screens.
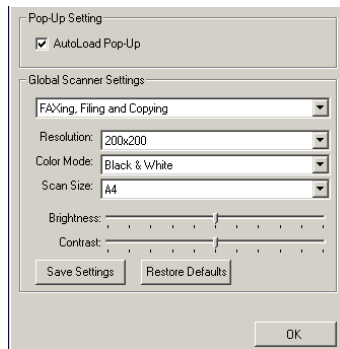
Global settings

AutoLoad Pop-Up—Select this checkbox if you want Brother MFL Control Center to load when you turn on your computer.

Setting up the scanner configurations

The Pop-Up application stores eight different scanning modes. Each time you scan a document, you can choose the most appropriate scanning mode from the following:

Faxing, Filing and Copying

Text for OCR

Photos

Photos (High Quality)

Photos (Quick Scan)

Custom

Draft Copy

Fine Copy

Each mode has its own set of stored settings. You can keep the factory default settings or change them at any time:

Resolution—From the pull-down list, select the scanning resolution you most often use.

Colour Mode—From the pull-down list, select the colour settings you most often use.

Scan Size—From the pull-down list, select the scan size you most often use.

Brightness—Slide the adjuster from 0% to 100%

Contrast—Slide the adjuster from 0% to 100%

Click **OK** to save your changes. If you make a mistake or want the document default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

To access the scanner Configurations screen

1 Place the document face up in the ADF. The Brother Control Center screen will pop up.

2 Right-click the appropriate Control Center button to display Configurations and then click on it. Click the **Modify Settings** button. The configuration screen for the **Control Center** button will appear.

3 To save your settings, click the **OK** button

   —**OR**—

   To go back to the factory default settings, click the **Restore Defaults** button.

Perform an operation from the Control Center screen

If you see this screen it means you left-clicked a button in the Control Center window without first placing a document in the ADF.
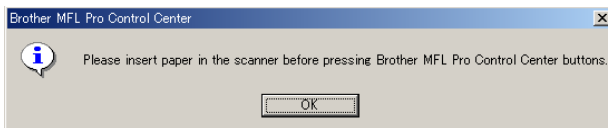
Place the document in the machine ADF and then click **OK** to go to the Control Center screen.

If you want to scan the document from the scanner glass, please use the **Scan to** key on the control panel of the machine.

Scan to File
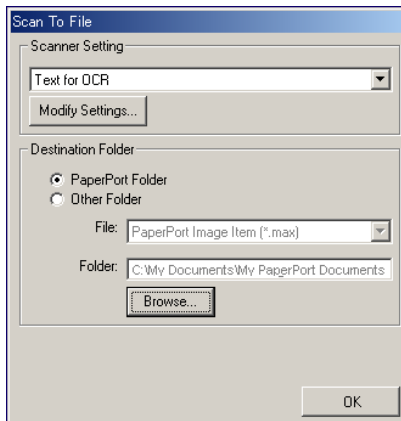
Scanner Setting

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying*; *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)*; *Custom*; *Draft Copy* or *Fine Copy*.

To change any of the settings for the mode, click **Modify Settings**.

Destination Folder

PaperPort Folder—Select this checkbox to scan the document into your PaperPort folder.

Other Folder—Select this checkbox, to scan the document as another file type or to store it in another directory/folder.

File—If you selected Other folder from the pull-down list, select the type of file:

PaperPort Image Item (*.max)

PaperPort Self-Viewing (*.exe)

PaperPort Browser-Viewable (*.htm)

PaperPort 5.0 Image Item (*.max)

PaperPort 4.0 Image Item (*.max)

PaperPort 3.0 Image Item (*.max)

Windows Bitmap (*bmp)

PC Paintbrush (*.pcx)

PCX Multi-page (*.dcx)

JPEG (*.jpg)

TIFF-Uncompressed (*.tif)

TIFF-Group 4 (*.tif)

TIFF-Class F (*.tif)

TIFF Multi-page - Uncompressed (*.tif)

TIFF Multi-page - Group 4 (*.tif)

TIFF Multi-page - Class F (*.tif)

Portable Network Graphics (*.png)

FlashPix (*.fpx)

To Search your system for the directory and folder you want, click the **Browse** button. Click **OK** to save your settings.

Scan to E-mail
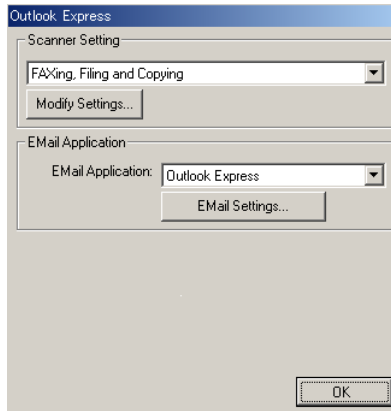
Scanner Setting

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying*; *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)*; *Custom*; *Draft Copy* or *Fine Copy*.

To change any of the settings for this mode, click **Modify Settings**.

E-mail Application

E-mail Application—From the pull-down list, select your E-mail application.

E-mail Settings—Click the **E-mail Settings** button to set up links.

The **Send to Options** window will appear:
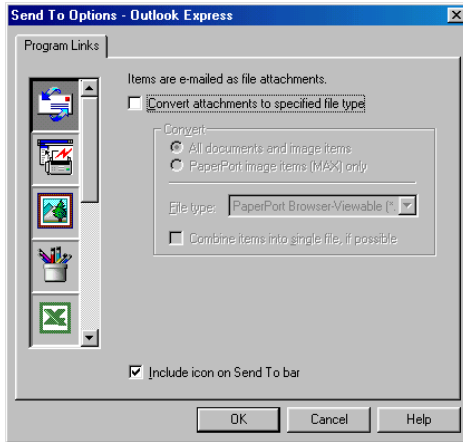
Send to Options

Convert attachments to specified file type—Converts items to the type in the **File type** box. Clear this check box to keep flies in their source format; for example, to keep Word documents in the .doc format and JPEG images in the .jpg format.

All documents and image items—Converts all items regardless of the program in which the item was created; for example, converts all Word (doc) files and JPEG (.jpg) flies to the file type.

PaperPort image items (max) only—Converts only PaperPort image items (.max) files. PaperPort does not convert other file types, such as JPEG images and Word documents.

File type—Identifies the format in which to convert items; for example, JPEG or TIFF.

Combine items into a single file attachment—Combines all selected items into a single file that contains multiple pages. This option is available only when the file type supports multiple pages, such as multi-page TIFF.

Scan to Word Processor

Scanner Setting

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying*; *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)*; *Custom*; *Draft Copy* or *Fine Copy*.

To change any of the settings for this mode, click **Modify Settings**.

Word Processor

Word Processor—From the pull-down list, select the word processor you want to use.

Click the **Link Settings** button to display the screen to set up the document format you want to use and identify the OCR program:
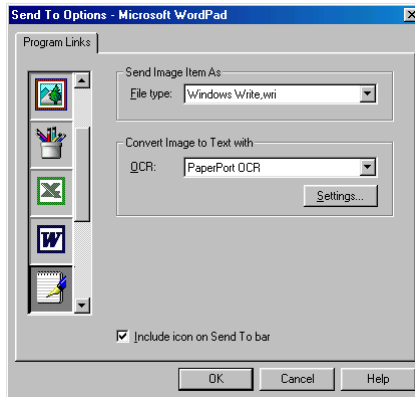
File type—From the pull-down list, select the file type you want to use for your word processor or text documents.

OCR—Identify the OCR program to use to convert scanned document images to editable documents. This option is available only when you have an OCR program other than the one provided with PaperPort. (PaperPort 8.0 uses the same OCR engine that is in ScanSoft's TextBridge Pro Millennium product.)

Click the **Settings** button to choose how the OCR application will read the pages that you scan into your word processor application.

The **OCR Settings** window will appear:
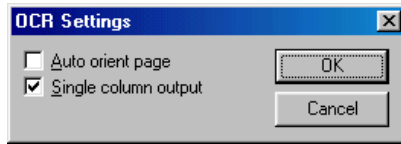
Select your setting and click **OK**.

■ **Auto orient page**—Click this checkbox if you want to automatically rotate pages so that the text is upright.

■ **Single column output**—Click this checkbox if you want to remove columns from multi-column documents so that converted text appears in a one-column format.

User-defined button
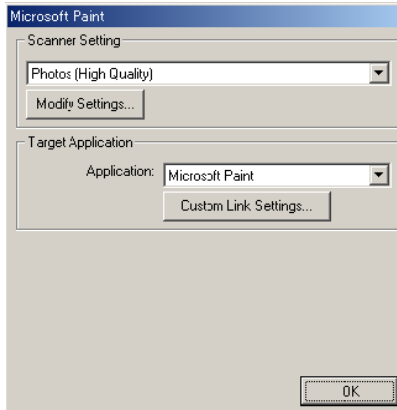
Scanner Setting

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying*; *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)*; *Custom*; *Draft Copy* or *Fine Copy*.

To change any of the settings for this mode, click **Modify Settings**.

Target Application

Application—From the pull-down list, select the application you want to add to this Pop-Up screen.

Click the **Custom Link Settings** button to set up links for your user-defined application.

Copy
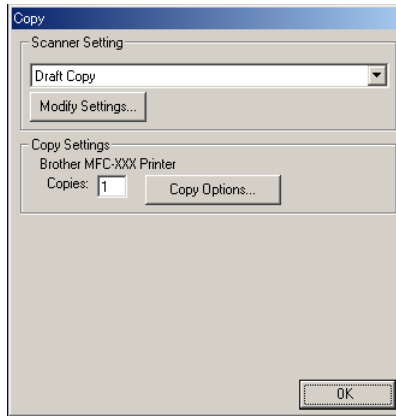
Scanner Setting

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Draft Copy* or *Fine Copy*.

To change any of the settings for this mode, click **Modify Settings**.

Number of copies

Copies—Enter the number of copies you want to print.

To change the copy options, click the **Copy Options** button.

Click **OK** to save your Copy settings.

Send a Fax
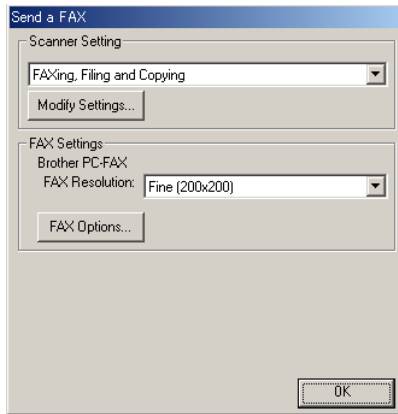
Scanner Setting

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying*; *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)*; *Custom*; *Draft Copy* or *Fine Copy*.

To change any of the settings for this mode, click **Modify Settings**.

FAX Settings

Brother PC-FAX

FAX Resolution—*Fine (200 x 200)*

1 To change the fax options, click the **FAX Options** button.

The Brother PC-FAX Properties screen appears:
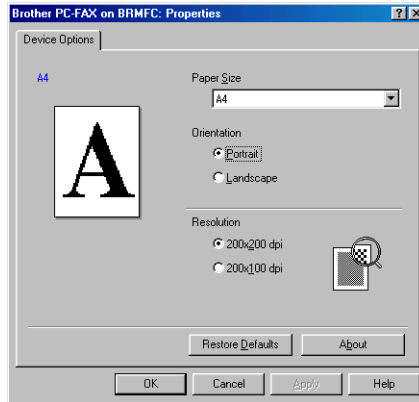
(For Windows® 95/98/98SE/Me and Windows NT® WS 4.0)
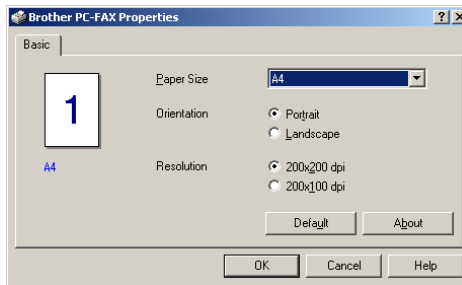
(For Windows® 2000 Professional)

2 Select the **Paper Size** and **Orientation** (**Portrait** or **Landscape**) and click **OK**.

To go back to the factory default settings, click the **Restore Defaults** or **Default** button.

15 How to scan using Windows®

The scanning operations and drivers will be different depending on your operating system.

For Windows® 95/98/98SE/Me/2000 Professional and Windows NT® Workstation 4.0

The machine uses a TWAIN Compliant driver for scanning documents from your applications. (See *Scanning a document* on page 15-1 and *TWAIN compliant* on page 15-1.)

For Windows® XP

Use Windows® Imaging Acquisition (WIA) for scanning documents. (See *Scanning a document (For Windows® XP only)* on page 15-10.)

For Scansoft™, PaperPort® and TextBridge® OCR
(See *Using ScanSoft® PaperPort® and TextBridge® OCR* on page 15-21.)

Scanning a document

TWAIN compliant

The Brother MFC Software Suite includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort® viewer that Brother included with your machine, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, Adobe® PageMaker®, CorelDraw® and many more.

How to Access the Scanner

1 Open the software application (ScanSoft® PaperPort®) to scan a document.

📝 The instructions for scanning in this guide are for when you use ScanSoft® PaperPort® Ver. 8.0.

2 Select **Scan** from the **File** drop-down menu or select the **Scan** button. The **Scan** pane appears in the left panel.

3 Select **TWAIN_32 Brother MFL Pro Scanner** from the **Scanner** drop-down list box.

The **TWAIN_32 Brother MFL-Pro Scanner Setup** dialog box will appear:
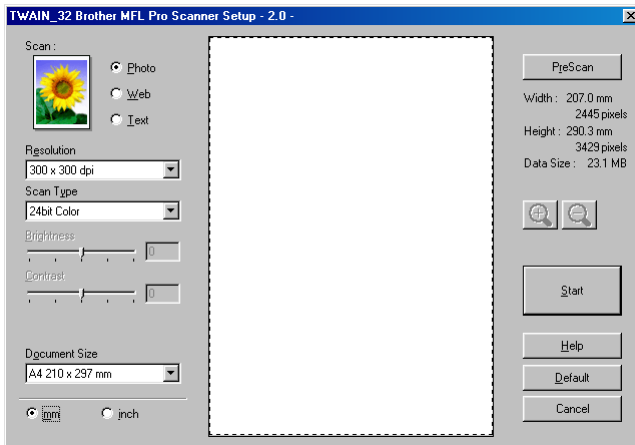
Scanning a document into the PC

You can scan a whole page

—**OR**—

scan a portion of the page after pre-scanning the document.

Scanning a whole page

1 Place the documents face up in the ADF (automatic document feeder), or face down on the scanner glass.

2 Adjust the following settings, if required, in the Scanner window:

- ■ **Image Type**
- ■ **Resolution**
- ■ **Scan Type**
- ■ **Brightness**
- ■ **Contrast**
- ■ **Document Size**

After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning.

(See *Settings in the Scanner window* on page 15-6.)

3 Click the **Start** button in the scanner window.

When scanning is completed, click **Cancel** to return to the PaperPort® window.

PreScanning to crop a portion you want to scan

The **PreScan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.

1 Place the document face up in the ADF, or face down on the scanner glass.
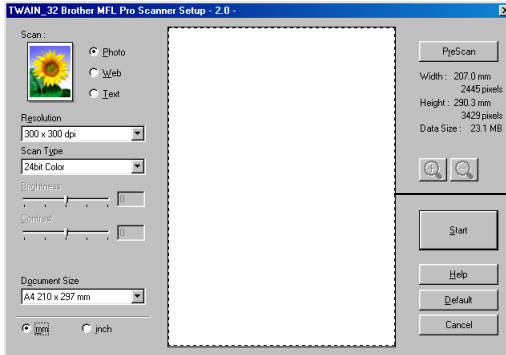
Scanning area

2 Select the settings for **Image Type**, **Resolution**, **Scan Type**, **Brightness** and **Contrast**, as needed.

3 In the **TWAIN_32 Brother MFL Pro Scanner Setup** dialog box, click the **PreScan** button.

The entire document will be scanned into the PC and will appear in the Scanning Area.

Scanning area

4 Select the portion you want to scan by clicking the left mouse button and dragging it.

✎ You can enlarge the portion you selected by pressing ⊕ to check it. If you want to select the different portion, use ⊖ to undo the image.

5 Place the document face up in the ADF again or face down on scanner glass as in step 1.

6 Click **Start**.

This time only the selected area of the document will appear in the PaperPort® window (or your software application window).

7 In the PaperPort® window, use the options available to refine the image.

Settings in the Scanner window

Image Type

Select the image type of output from **Photo**, **Web** or **Text**. **Resolution** and **Scan Type** will be altered for each default setting.

The default settings are:

Image Type		Resolution	Scan Type
Photo	Select for scanning photo images.	*300 x 300 dpi*	*24 bit Colour*
Web	Select for attaching the scanned image to web pages.	*100 x 100 dpi*	*24 bit Colour*
Text	Select for scanning text documents.	*200 x 200 dpi*	*Black & White*

Resolution

You can change the scanning resolution from the **Resolution** drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. The following table shows the resolution you can choose and the available colours.

Resolution	Black & White / Grey (Error Diffusion)	256 Color	True Grey / 24 bit colour
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes

Scan Type

Black & White:	Set the Scan Type to *Black & White* for text or line art.
Greyscale:	Set the Scan Type to *Grey* or *True Grey* for photographic images.
Colours:	Set either:
	256 Colour, which scans up to 256 colours, or *24 bit Colour* which scans up to 16.8 million colours.
	Although using *24 bit Colour* creates an image with the most accurate colours, the image file will be approximately three times larger than a file created with 256 Colour.

Brightness

Adjust this settings (-50 to 50) to obtain the best image. The default value is 0, representing an 'average'.

You can set the level by dragging the slidebar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

If the scanned image is too light, set a lower brightness value and scan the document again. If the image is too dark, set a higher brightness value and scan the document again.

Contrast

This setting is adjustable only when you have selected one of the grey scale settings. It is not available when *Black & White* and colour setting are selected as the *Scan Type*.

You can increase or decrease the contrast level by moving the slidebar to the left or right. An increase emphasizes dark and light areas of the Image, while a decrease reveals more detail in grey areas. You can also type a value in the box for the setting.

Document Size

Set the Size to one of the following:

- *Letter (8 1/2 x 11 in.)*
- *A4 (210 x 297 mm)*
- *Legal (8 1/2 x 14 in.)*
- *A5 (148 x 210 mm)*
- *B5 (182 x 257 mm)*
- *Executive (7 1/4 x 10 1/2 in.)*
- *Business Card*
- *Photo 9 x 13cm (3.5 x 5 in.)*
- *Photo 13 x 18cm (5 x 7 in.)*
- *APS C 10 x 15cm (4 x 6 in)*
- *Custom* (*User adjustable from 8.9 x 8.9 mm to 215.9 x 355.6 mm*)

To scan photographs or business cards, select the document size, and then place the document face down at the center of scanner glass.

When scanning photographs or other images for use in a word processor or other graphics application. You should try different settings for the contrast and resolution modes to see which best suits your needs.

If you selected *Custom* as the size, The **Custom Document Size** dialog box will appear.
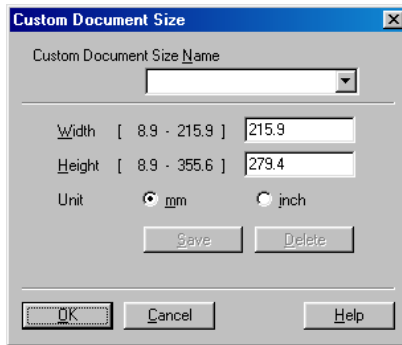
Type the Name, Width and Height for the document.

You can choose "**mm**" or "**inch**" as the unit for **Width** and **Height**.

✎ You can see the actual paper size you selected on the screen.
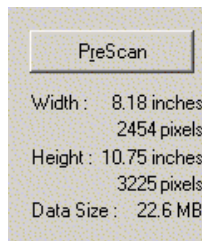
- ■ **Width:** shows the width of scanning area
- ■ **Height:** shows the height of scanning area
- ■ **Data Size:** shows the approximate data size calculated in a Bitmap format. The size will be different for other file formats such as JPEG.

Scanning a document (For Windows® XP only)

WIA compliant

Windows® XP uses Windows Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort® viewer that Brother included with your machine or you can scan images directly into any other software application that supports WIA or TWAIN scanning.

How to Access the Scanner

1 Open your software application to scan a document.

The instructions for scanning in this guide are for when you use ScanSoft® PaperPort® ver.8.0. The steps for scanning from another application may vary.

2 Select **Scan** from the **File** drop-down menu or select the **Scan** button.

The **Scan** pane appears in the left panel.

3 Select the scanner you are using from the Scanner drop-down list box.

The Scan dialog box will appear:
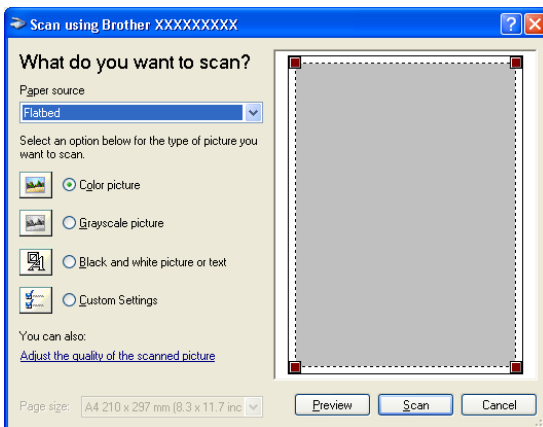
Scanning a document into the PC

If you want to scan a whole page, use the ADF
(*automatic document feeder*).

—**OR**—

If you want to scan a portion of the page after pre-scanning the
document, use the scanner glass (*Flatbed*).

Scanning a document using the ADF

1 Place the document face up in the ADF (automatic document
feeder).
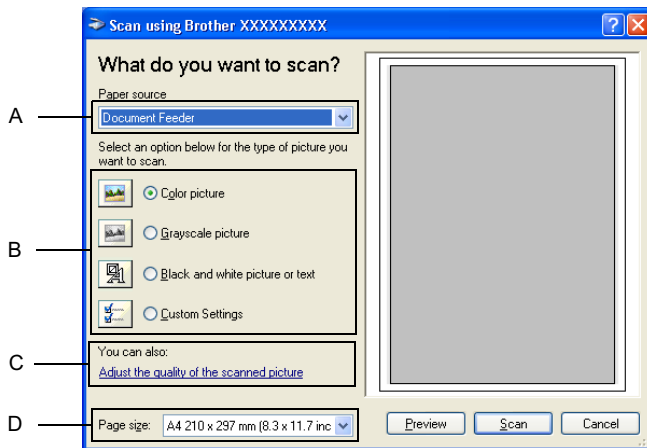
2 Select the *Document Feeder* from the **Paper source** drop-down
list box (A).

3 Select the picture type (B).

4 Select the **Page size** from the drop-down list box (D).

5 If you require advanced settings, click on the tab **Adjust the quality of the scanned picture** (C). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.
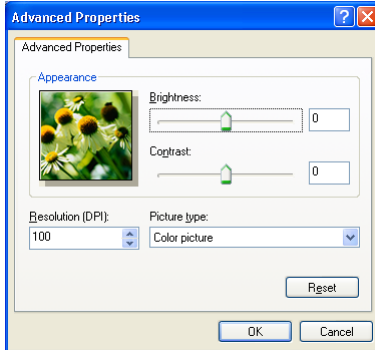
The scanner resolution you can select is up to 1200 x 1200 dpi.

6 To start scanning your document, click the **Scan** button in the Scan dialog box.

Pre-scanning to crop a portion you want to scan using the Scanner Glass

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button from the scanner window to scan the image.

1 Place the document face down on the scanner glass.

2 Make sure you selected *Flatbed* in the **Paper source** pull-down box (A).

A — Paper source / Flatbed

B — picture type options
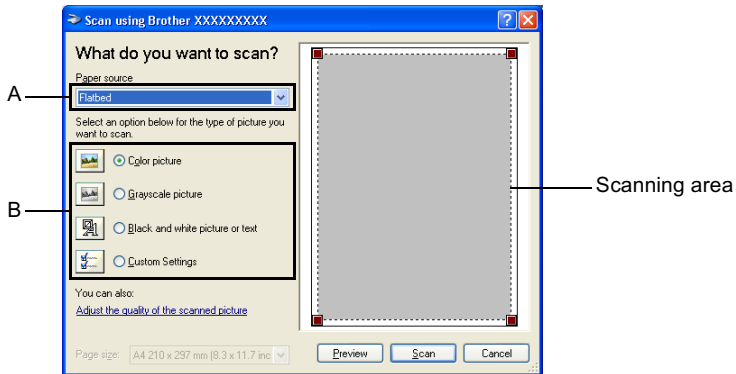
Scanning area

3 Select the picture type (B).

4 In the Scan dialog box, click the **Preview** button. The entire document will be scanned into the PC and will appear in the scanning area.

5 Select the portion you want to scan by clicking the left mouse button and dragging it over the area.

Scanning area
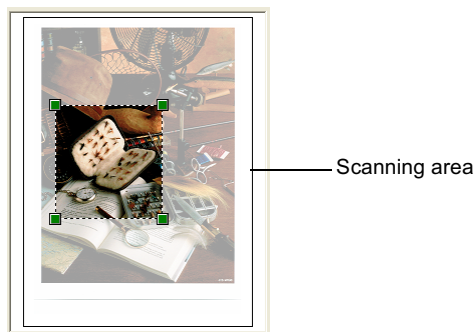
6 If you require advanced settings, click on the tab.
Adjust the quality of the scanned picture (C). You can select
Brightness, **Contrast**, **Resolution** and **Picture Type** from the
Advanced Properties. Click the **OK** button after you choose
your settings.
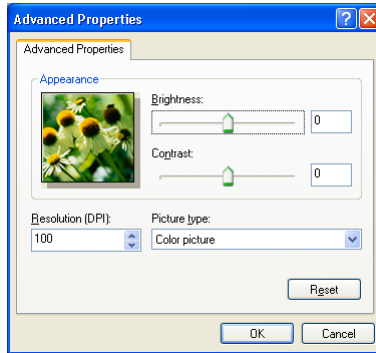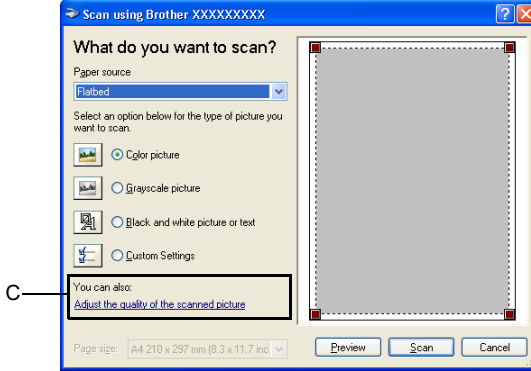
7 To start scanning your document, click the **Scan** button in the
Scan dialog box.

This time only the selected area of the document will appear in
the PaperPort® window (or your software application window).

Brother Scanner Utility

The Brother Scanner Utility is used for configuring the scanner driver for resolutions greater than 1200 dpi and scanning Legal size paper from the ADF when using Windows® XP.

To run the utility:

You can run the utility by selecting the **Scanner Utility** located in the **Start/All Programs/Brother/Brother MFC Software Suite** menu.

■ Scanning at resolutions greater than 1200 dpi may cause problems with some scanning applications.

■ You can only scan legal size pages from the ADF.

Using the colour scan key

You can use the **Scan to** key on the control panel to scan documents into your word processing, graphics or E-mail applications. The advantage of using the **Scan to** key is that you avoid the mouse clicks required to scan from your computer.

Colour Scan
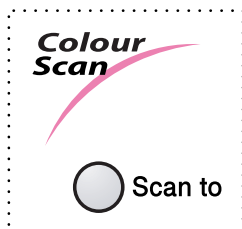
◯ Scan to

The **Scan to** key will work only for Scan to Card if you are using a Macintosh® computer.

For Scan to E-mail, Scan Image and Scan/OCR only

Before you can use the **Scan to** key on the control panel, you must have connected the machine to your Windows® based computer and loaded the appropriate Brother Drivers for your version of Windows®.

When you are ready to use the **Scan to** key, make sure the Brother Control Center application is running on your computer. (For Windows® 95/98/98SE/Me/2000 Professional and Windows NT® 4.0 only) See *Brother MFL-Pro Control Center* on page 14-2 to 14-3.

Scan to E-mail

You can either scan a black and white or colour document into your E-mail application as a file attachment. Although the Brother Control Center can be configured to send only black and white or colour file attachments at one time, you can easily change this setting. (See *Scan to E-mail* on page 14-11.)

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press the **Scan to** key.

3 Press ⌃ or ⌄ to select SCAN TO E-MAIL.

Press **Menu/Set**.

The machine will scan the document, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

Scan Image

You can scan a colour picture into your graphics application for viewing and editing.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press the **Scan to** key.

3 Press ⌃ or ⌄ to select SCAN TO IMAGE.

Press **Menu/Set**.

Scan/OCR

If your document is text, you can have it converted by ScanSoft® TextBridge® to an editable text file and then have the result displayed in your word processing application for viewing and editing.

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press the **Scan to** key.

3 Press ⬂ or ⬃ to select SCAN TO OCR.

Press **Menu/Set**.

The machine start the scanning process.

Scan to Card

You can scan black and white and colour documents into a media card. Black and white documents will be stored in TIFF file format (*.TIF). Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file format. The default setting is COLOUR STD and the default file format is PDF. File names default to the current date. For example, the fifth image scanned on July 1, 2002 would be named 07010205.PDF. You can change the colour, quality and file name as you want.

Quality	Selectable File Format	Default File Format
B/W STD	TIFF	TIFF
B/W FINE	TIFF	TIFF
COLOUR STD	JPEG / PDF	PDF*
COLOUR FINE	JPEG / PDF	PDF*
COLOUR S.FINE	JPEG / PDF	PDF*

📝 You can choose the default file format in the **Menu/Set**, **4**, **6** for colour files. (See *Changing the default colour file format* on page 15-20.)

1 Insert a SmartMedia®, CompactFlash® or Memory Stick® card into your machine.

🚫 Do not take out the media card while the LED on the machine is blinking to keep from damaging it.

2 Place the document face up in the ADF, or face down on the scanner glass.

3 Press **Scan to**.

4 Press ⌃ or ⌄ to select SCAN TO CARD.

Press **Menu/Set**.

5 Press ⌃ or ⌄ to select START SCANNING.

Press **Menu/Set**. The machine will start scanning.

—**OR**—

Press ⌃ or ⌄ to select CHANGE QUALITY to change the quality.

Press **Menu/Set**. Go to Step 6.

—**OR**—

Select CHANGE FILE NAME to change the file name.

Press **Menu/Set**. Go to Step 7.

6 Press ⌃ or ⌄ to select the quality you want.

Press **Menu/Set**.

If you selected COLOUR STD, COLOUR FINE or COLOUR S.FINE, press ⌃ or ⌄ to select the file format (PDF or JPEG).

Press **Menu/Set**.

—**OR**—

To start scanning, press ⌃ or ⌄ to select START SCANNING.

Press **Menu/Set**.

—**OR**—

To change the file name, go to Step 7.

7 If you selected CHANGE FILE NAME, press **1** to select 1.CHANGE.

Use the dial pad to enter the file name.

Press **Menu/Set**. (You can only change the first 6 digits.)

Press ⌒ or ⌄ to select START SCANNING.

Press **Menu/Set**.

✎ If you placed the document on the scanner glass, when the machine has finished scanning the page, the LCD shows:

```
NEXT:PRESS SET
END:PRESS SCAN
```

Place the next page to be scanned, and then press **Menu/Set**.

—**OR**—

Press **Scan to** to exit.

Changing the default colour file format

1 Press **Menu/Set**, **4**, **6**.

2 Press ⌒ or ⌄ to select PDF or JPEG.

```
PHOTOCAPTURE
6.SCAN TO CARD
```

Press **Menu/Set**.

3 Press **Stop/Exit**.

Using ScanSoft® PaperPort® and TextBridge® OCR

ScanSoft® PaperPort® for Brother is a document management application. You will use PaperPort® to view scanned documents.

PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your graphics and text documents. It allows you to combine or "stack" documents of different formats for printing, faxing or filing.

ScanSoft® PaperPort® can be accessed through the ScanSoft® PaperPort® program group.

See On-Line Documentation for Brother MFC Software Suite on the CD-ROM.
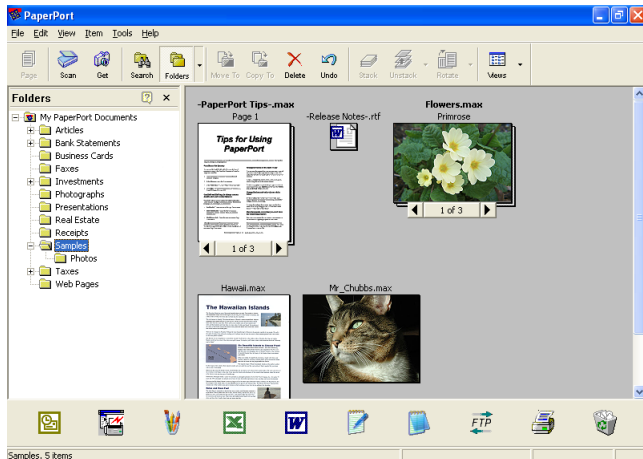
The complete ScanSoft® PaperPort® Users Guide, including ScanSoft® TextBridge® OCR, is in the On-Line documentation on the CD-ROM.

This chapter is only an introduction to the basic operations.

When you install Brother MFC Software Suite, ScanSoft® PaperPort® for Brother and ScanSoft® TextBridge® OCR are installed with it automatically.

If you are using Windows® XP or Windows® 2000 Professional, we recommend that you are logged on as an administrator.

Viewing items

ScanSoft® PaperPort® provides several ways to view items:

Desktop View displays a thumbnail (a small graphic that represents each item in a Desktop or folder).

Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications).

Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.
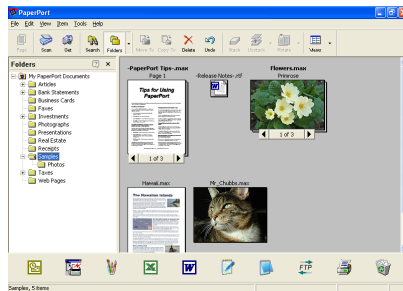
Destop View displays items as thumbnails

Page View displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it.

As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.
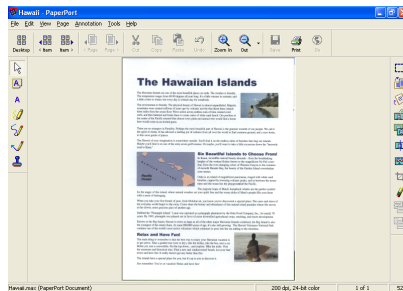
Page View displays each item as a full page

Organizing your items in folders

PaperPort® has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in **Desktop** View. An item can be a PaperPort® item or a non-PaperPort® item:

■ Folders are arranged in a "tree" structure in the Folder View.

You use this section to select folders and view their items in Desktop View.

■ You can simply drag and drop an item onto a folder.

When the folder is highlighted, release the mouse button and the item is stored in that folder.

■ Folders can be "nested"—that is, stored in other folders.

■ When you double-click a folder, its items (both PaperPort® MAX files and non Paperport® files) appear on the Desktop.

■ **You can also use Windows® Explorer to manage the folders and items shown in Desktop View.**

Quick links to other applications

ScanSoft® PaperPort® automatically recognizes many other applications on your computer and creates a "working link" to them.

The Send To Bar at the bottom of the Desktop view shows icons of those linked applications.

To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Send To Bar is to select an item and then fax it.

This sample Send To Bar shows several applications with links to PaperPort®.

If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Add to Send To Bar** command. (See PaperPort® in the On-Line-Documentation on the CD-ROM for more information about creating new links.)

ScanSoft® TextBridge® OCR lets you convert image text in to text you can edit

Software by: **ScanSoft**™

ScanSoft® TextBridge® OCR is installed automatically with PaperPort® when you install Brother MFC Software Suite on your computer.

ScanSoft® PaperPort® can quickly convert the text on a ScanSoft® PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application.

PaperPort® uses the optical character recognition application ScanSoft® TextBridge®, which comes with PaperPort®.

—**OR**—

PaperPort® uses your application if it is already on your computer. You can convert the entire item, or by using the **Copy Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®'s built-in OCR application, or you can use your own OCR application.

You can Import items from other applications

In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

■ Print to the Desktop View from another application, such as Microsoft Excel.

■ Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

You can Export items in other formats

You can export or save PaperPort® items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing.

For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

Exporting an image file

1 Select the **Save As** command from the File pull-down menu in the PaperPort® window. The Save As dialog box will be displayed.

2 Select the drive and directory where you want to store the file.

3 Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)

4 Select the OK button to save your file, or Cancel to return to the PaperPort® without saving it.

To Uninstall PaperPort® and ScanSoft® TextBridge

For Windows® 95/98/98SE, and Windows NT® Workstation 4.0 and Windows® Me.

Select **Start**, **Settings**, **Control Panel**, **Add/Remove Programs** and the **Install/Uninstall** tab.

Select **PaperPort® 8.0 SE** from the list and click the **Add/Remove** button.

Select **Brother Extensions for Paperport** and click the **Add/Remove** button.

For Windows® 2000 Professional:

Select **Start**, **Settings**, **Control Panel** and **Add/Remove Programs**.

Select **Brother Extensions for Paperport** and click the **Change/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Remove** button.

For Windows® XP:

Select **Start**, **Control Panel**, **Add/Remove Programs** and the **Change or Remove Programs** icon.

Select **PaperPort® 8.0 SE** from the list and click the **Change** button.

16 Using Remote Setup

(For Windows®)

Machine Remote Setup

The machine Remote Setup application lets you to set up your machine by using the ease and speed of programming on your PC. When you access this application, the settings on your machine will be downloaded to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.
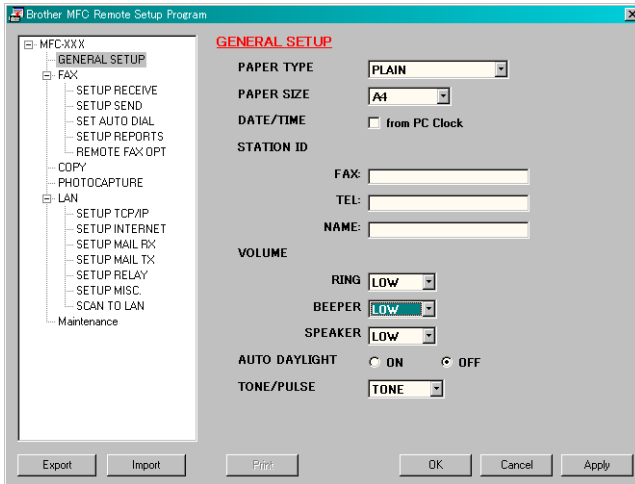
OK button

When you click **OK**, the process of uploading the data to the machine begins. The Remote Setup program is closed if an error message is displayed, enter the correct data again and then click **OK**.

Cancel button

The **Cancel** button clears your changes and exits the Remote Setup application without uploading any data to the machine.

Apply button

The **Apply** button uploads the data to the machine, but stays in the Remote Setup application so you can make more changes.

Print button

The **Print** button prints the selected items on the machine. You cannot print the Remote Setup changes until you click the **Apply** button to upload the new data to the machine. Then you can click the **Print** button to get an up-to-date printout.

Export button

Click the **Export** button to save your current settings to a file.

Import button

Click the **Import** button to read the settings from your saved file into the Remote Setup screen.

You can use the **Export** and **Import** buttons to save and use several sets of settings for your machine.

17 Using PC-FAX

(Windows® only)

PC-FAX sending (Windows® only)

The Brother PC-FAX feature lets you send a file from your PC.

You can create a file in any application on your PC, and then send it as a PC FAX. You can even attach a cover page note.

All you have to do is set up the receiving parties as Members or Groups in your PC FAX Address Book. Then you can use the Address Book Search feature to quickly find them to address your fax.
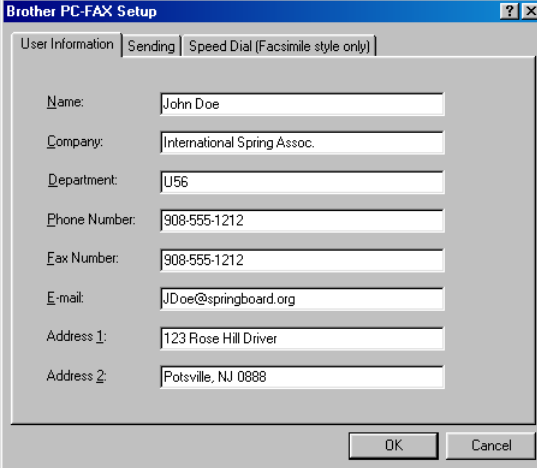
PC FAX is available in Black & White only.

If you are using Windows® XP or Windows® 2000 Professional, we recommend that you are logged on as an administrator.

Setting up user information

📠 You can access the User Information from the FAX Sending dialog box by clicking 🔁 . (See *Sending a file as a PC-FAX using the Facsimile style* on page 17-14.)

1 From the **Start** menu, select **Programs**, **Brother**, **Brother MFC Software Suite**, and then select **PC-FAX Setup**.

The **Brother PC-Fax Setup** dialog box will appear:

2 You must enter this information create the Fax Header and Cover Page.

3 Click **OK** to save the **User Information**.

Sending setup

From the **Brother PC-FAX Setup** dialog box, click the **Sending** tab to display the screen below.
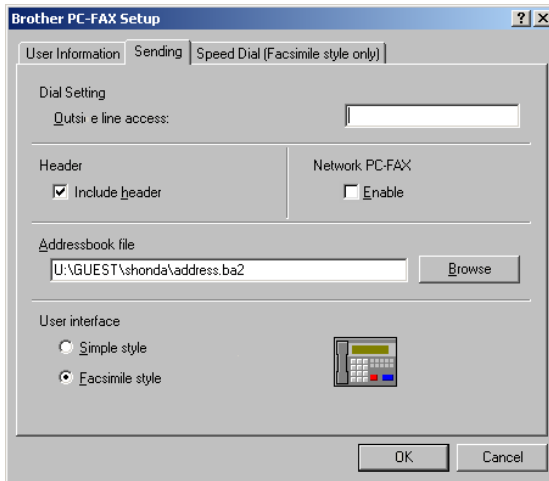
Outside line access

If you need to enter a number to access an outside line, enter it here. This is sometimes required by a local PBX telephone system (for example, if you must dial 9, to get an outside line in your office.)

Include header

To add header information to the top of the fax pages you send, check the Include header box.

Addressbook file

You can select more than one database file to use with the Address Book. To select you must enter the path and file name of the database file

—**OR**—

Use the **Browse** button to find the database to select.

User interface

In the **Sending** tab select user interface.

You can choose the **Simple style** or the **Facsimile style**.

Simple style
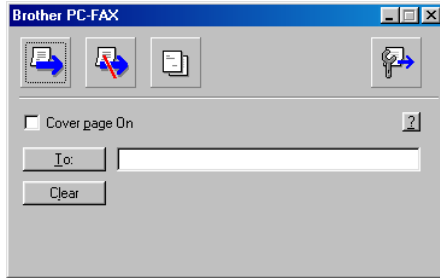
Facsimile style

Speed Dial setup

From the **Brother PC-FAX Setup** dialog box, click the **Speed Dial** tab. (To use this feature you must select the **Facsimile style** user interface.)
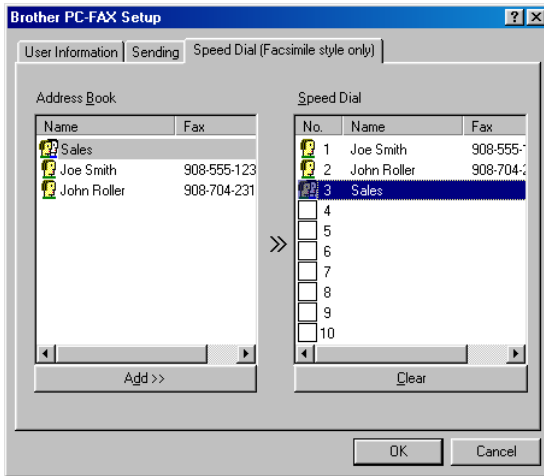
You can register any Member or Group on each of the ten Speed Dial buttons.

To register an address in a Speed Dial button:

1 Click the Speed Dial button you want to program.
2 Click the Member or Group you want to store on the Speed Dial button.
3 Click **Add >>** to save it.

To clear a Speed Dial button:

1 Click the Speed Dial button you want to clear.
2 Click **Clear** to erase it.

The Address Book

From the **Start** menu, select **Programs**, **Brother**, **Brother MFC Software Suite**, and then click **Address Book**.

The **Brother Address Book** dialog box will appear:
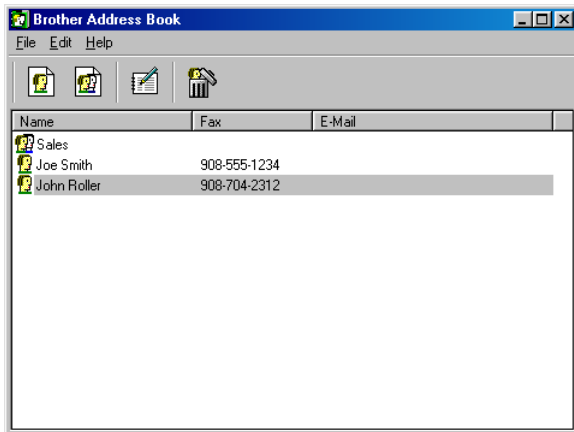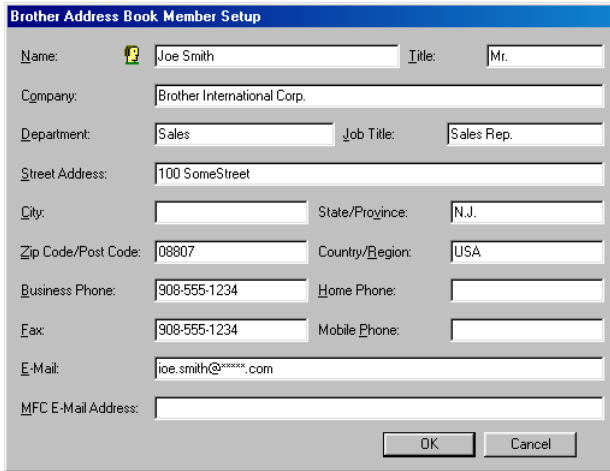
Setting up a Member in the Address Book

In the **Brother Address Book** dialog box you can add, edit and delete stored information of Members and Groups.

1 In the Address Book dialog box, click the ⬛ icon to add a Member.

The **Brother Address Book Member Setup** dialog box will appear:

Brother Address Book Member Setup			
Name:	Joe Smith	Title:	Mr.
Company:	Brother International Corp.		
Department:	Sales	Job Title:	Sales Rep.
Street Address:	100 SomeStreet		
City:		State/Province:	N.J.
Zip Code/Post Code:	08807	Country/Region:	USA
Business Phone:	908-555-1234	Home Phone:	
Fax:	908-555-1234	Mobile Phone:	
E-Mail:	joe.smith@*****.com		
MFC E-Mail Address:			

2 In the Member Setup dialog box, type the Member's information. **Name** and **Fax** are required fields. Click **OK** to save the information.

Setting up a Group for Broadcasting

If you often send the same PC-FAX to several Members, you can combine them in a Group.

1 In the **Brother Address Book** dialog box, click the ![icon] icon to create a Group.

The Group Setup dialog box appears:
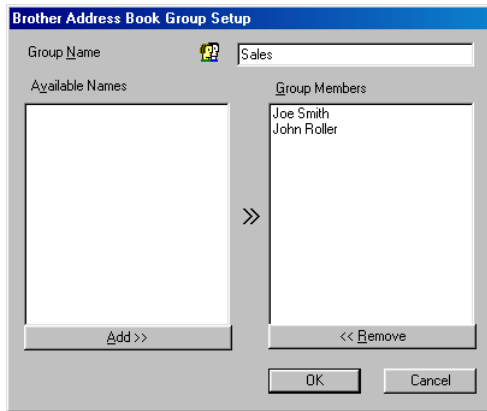
2 Type the name of the new Group in the **Group Name** field.

3 In the **Available Names** box, select each Member to be included in the Group, and then click **Add >>**.

Members you add to the Group will be added to the **Group Members** box.

4 After all the members you want have been added, click **OK**.

Editing Member information

1 Select the Member or Group you want to edit.

2 Click the edit ✎ icon.

3 Change the Member or Group information.

4 Click **OK** to save your changes.

Deleting a Member or Group

1 Select the Member or Group you want to delete.

2 Click the delete 🗑 icon.

3 When the **Delete OK?** dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). Or if you wish, you can select and create a Vcard that will be attached to that Member's outgoing e-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

To export the whole current Address book:

📝 If you are creating a Vcard, you must first select the member.

If you select Vcard in Step 1, **Save as type:** will be **Vcard (*.vcf)**.

1 From the Address Book select **File**, point to **Export**, and then click **Text**

    —**OR**—

Click **Vcard** and go to Step 5.

2 From the **Available Items** column, select the data fields you wish to Export and then click **Add >>**.

📝 Select the items in the order you want them listed.

3 If you are exporting to an ASCII file, select the **Divide Character** - **Tab** or **Comma**. This selects between a **Tab** or **Comma** to separate the data fields.

4 Select **OK** to save the data.
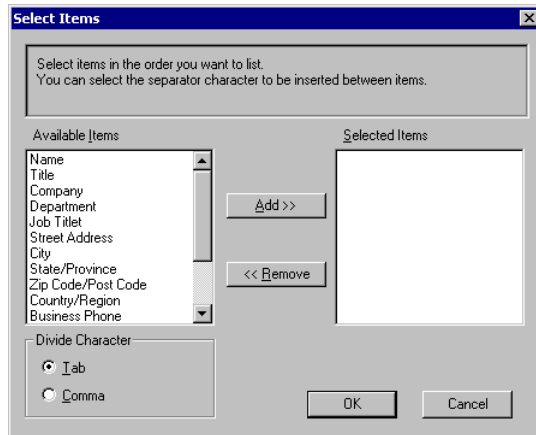
5 Type the name of the file, and then select **Save**.
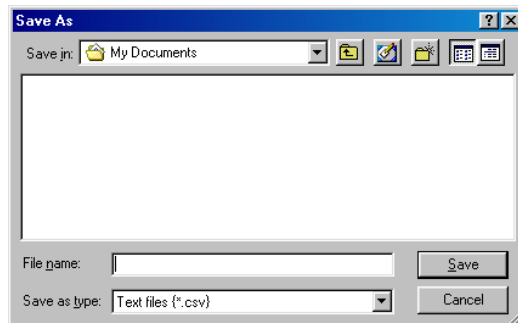
Importing to the Address Book

You can import ASCII text files (*.csv) or Vcards (electronic business cards) into your Address Book.

To import an ASCII text file:

1 From the Address Book select **File**, point to **Import**, and then click **Text**

   —**OR**—

   Click **Vcard** and go to Step 5.
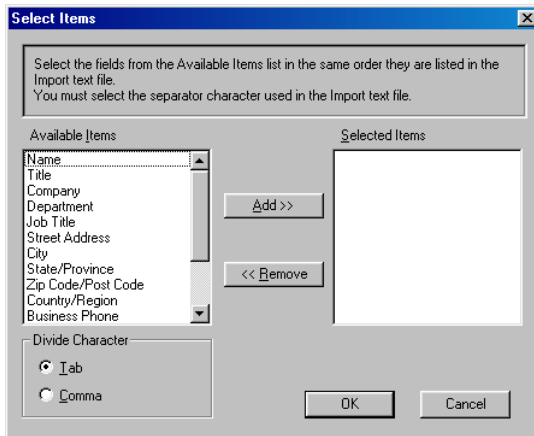
2 From the **Available Items** column select the data fields you want to Import, and click **Add >>**.

📝 From the Available Items list select the fields in the same order they are listed in the Import text file.

3 Select the **Divide Character** - **Tab** or **Comma** based on the file format you are importing.

4 To import the data click **OK**.

5 Type the name of the file, and then select **Open**.
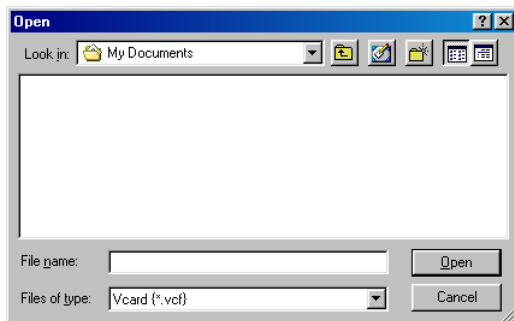
If you selected a text file in Step 1, the **Files of type:** will be **Text file (*.csv)**.

Setting up a Cover Page

From the PC-FAX dialog box click 🗐. To access the PC-Fax Cover page setup screen. (See *Sending a file as a PC-FAX using the Facsimile style* on page 17-14.)

The **Brother PC-FAX Cover Page Setup** dialog box will appear:

You can enter information in each field

If you are sending a fax to more than one recipient, the recipient information will not be printed on the Cover Page.

To

From

Comment

Type the comment you want to add to the cover page.

Select Cover Page Form

Select the cover page format you want to use.

Import BMP file

You can insert a bitmap file, such as your company logo, in the cover page.

Use the browse button to select the BMP file, and then select the alignment style.

Count Cover Page

When the Count Cover Page box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

Sending a file as a PC-FAX using the Facsimile style

1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.

2 From the **File** menu, select **Print**.

The **Print** dialog box will appear:
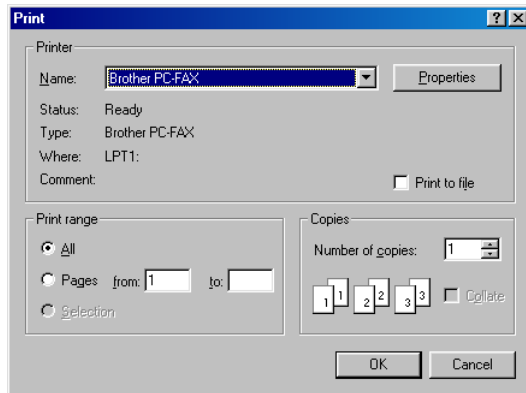
3 Select **Brother PC-FAX** as your printer, and then click **OK**.

The Fax Sending dialog box will appear.

4 Enter the fax number using any of the following methods:

- ■ Using the dial pad enter the number.
- ■ Click any of the 10 **Speed Dial** buttons.
- ■ Click the **Address Book** button, and then select a Member or Group from the Address Book.

If you make a mistake you can click **Clear** to delete all the entries.

5 To include a Cover Page, click ⬭ **Cover Page On**, and then click the Cover Page 🗐 icon to enter or edit the Cover Page information.

6 Click **Start** to send the fax.

If you want to cancel the fax, click **Stop**.

Redial

If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

Sending a file as a PC-FAX using the Simple style

1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.

2 From the **File** menu, select **Print**.

The **Print** dialog box will appear:
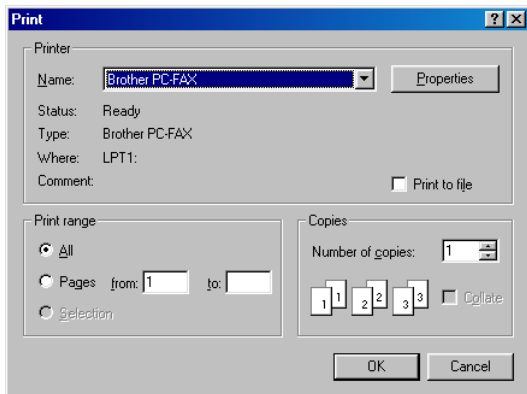
3 Select **Brother PC-FAX** as your printer, and then click **OK**.

The FAX Sending dialog box will appear:
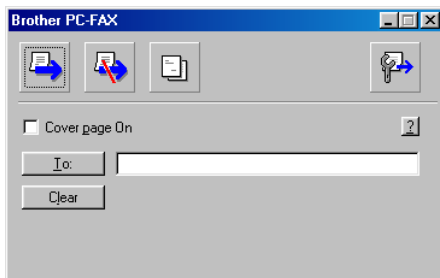
4 In the **To:** field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the **To:** button. If you made a mistake entering a number, click the **Clear** button to delete all the entries.

5 To send a Cover Page and note, click the **Cover Page On** check box.

✎ You can also click the 🗐 icon to create or edit a cover page.

6 When you are ready to send your fax, click the Send 📤 icon.

7 If you wish to cancel the fax, click the Cancel 📤 icon.

Setting up PC-FAX receiving (Windows® 95/98/98SE/Me/ 2000 Professional and Windows NT® WS 4.0 only)

Running PC-FAX Receiving

From the **Start** menu, select **Program File**, **Brother**, **Brother MFC Software Suite** and then select '**PC-FAX Receiving**'. The PC-FAX ⬛ ◀ 🔊 10:40 icon will appear on your PC Task bar for this Windows® session.

Setting up your PC

1 Right-click the PC-FAX ⬛ ◀ 🔊 10:40 icon on your PC Task Bar, and then click **PC-Fax RX Setup**.

2 The **PC-Fax RX Setup** dialog box will appear:
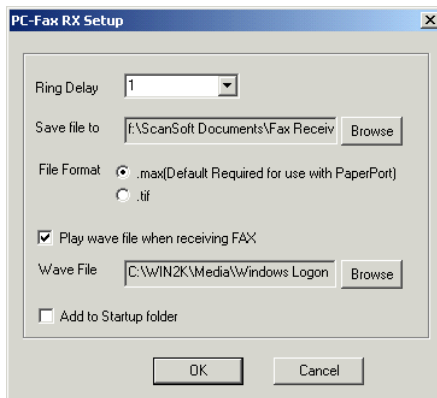
3 In **Ring Delay**, select the number of rings before you want your PC to answer Incoming calls.

4 In **Save file to**, use the **Browse** button if you want to change the path where PC-FAX files will be saved.

5 Make sure **File Format** is checked for
.max (Default Required to use with PaperPort).

6 If you want to, you can check the **Play wave file when receiving FAX** check box, and then enter the path.

7 To load PC FAX receiving automatically when you start up Windows®, select the **Add to Startup folder** check box.

Viewing new PC-FAX messages

Each time you start to receive a PC-FAX, the icon will flash 🖥 🖥 blue and red. Once the fax has been received the icon will remain red. The red icon will change to green once the received fax has been read.

1 Run PaperPort.

2 Open the Fax Received folder.

3 Double-click any of the new faxes to open and view them.

The title of your unread PC message will be the date and time until you assign a file name.

For example "Fax 2-20-2002 16:40:21 max"

Receiving a Fax into the PC (Windows® XP only)

How to receive a Fax automatically

Before you can start receiving faxes, please install the appropriate Windows XP driver (Windows XP In-box driver or Brother Windows XP driver). After the driver is installed, refer to the following information to configure your Windows XP PC for Fax receiving.

1 To activate Faxing receiving, click **Set up faxing** in the **Printer Tasks** menu.
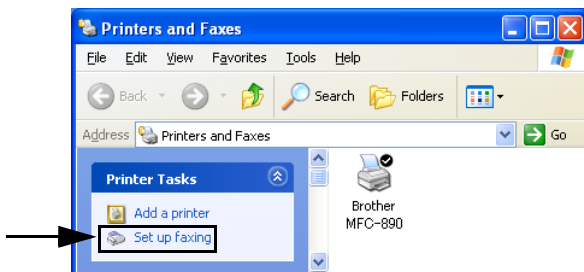
2 The FAX services will be installed on your PC.
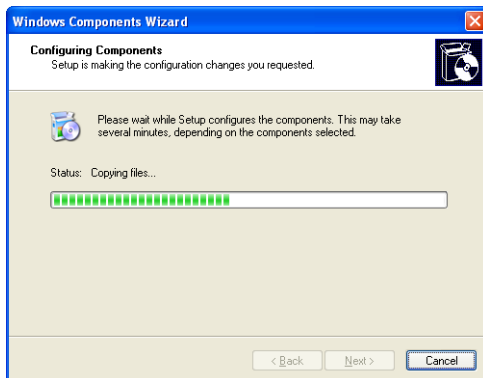
3 A **Fax** icon will then appear in the **Printers and Faxes** folder. If Fax icon does not appear, click **Install a local fax printer** in the **Printer Tasks** menu.
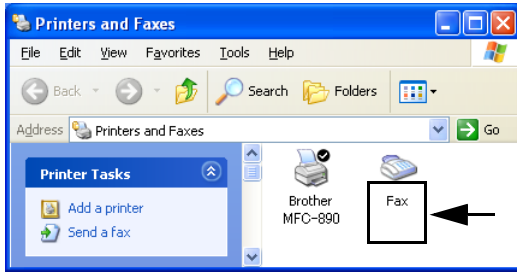
4 Select the **Start**, **All Programs**, **Accessories**, **Communications**, **Fax**, **Fax Console**.
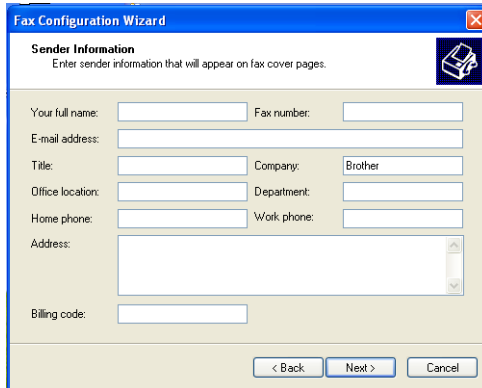
If you have not configured your fax connection, the screen for your local information will be displayed. Enter your details, ensuring you specify the outside line access number if necessary and click **OK**.

Select the **My location** radio button if it is not selected and then click **OK**.

5 The **Fax Configuration Wizard** starts. Click **Next**.
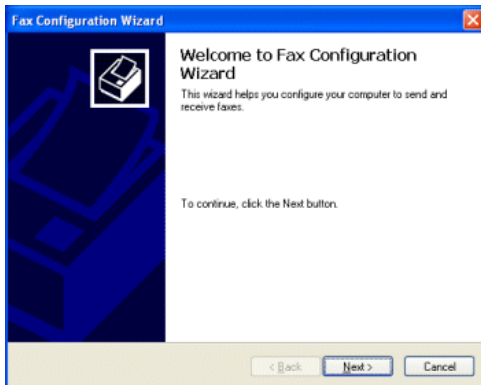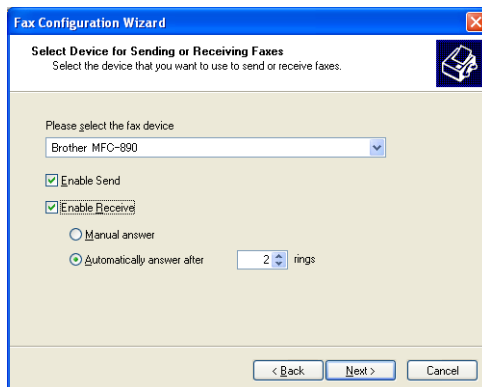
6 Enter the sender information, and then click **Next**.

7 Select **Brother MFC-890** in the **Please select the fax device** pull-down list. Click to select the **Enable Receive** check box. Specify the number of rings before your MFC will attempt to answer the fax. Click **Next**.

8 Enter the **Transmitting Subscriber Identification (TSI)**, and then click **Next**.
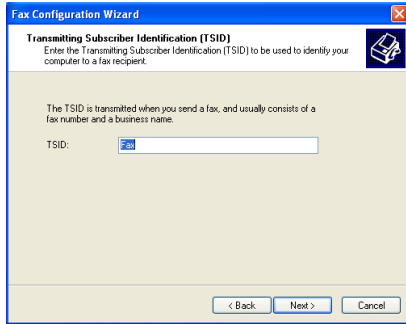
9 Enter the **Called Subscriber Identification (CSI)**, and then click **Next**.
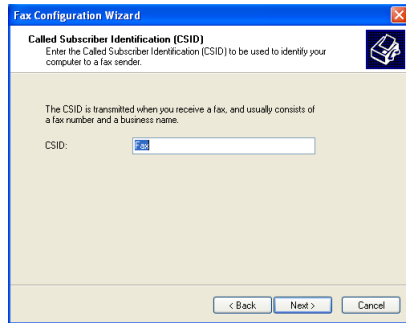
10 Select if you print a fax or save it in a folder, and then click **Next**.
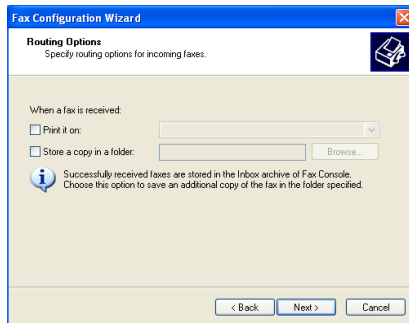
11 Click **Finish**.

> When PC-FAX Receiving is active, you cannot run the Remote Setup utility. To use Remote Setup, check off **Enable Receive** in step 7.
>
> For information on how to use PC-FAX Sending and Receiving, please refer to Help in the Fax Console.

The PC-FAX installation is now complete.

How to view the received faxes

Faxes that are received into the PC will appear in the **Fax Console**.

Click **Start**, point to **All Programs**, **Accessories**, **Communications**, **Fax**, and then click **Fax Console** to open the **Fax Console**. In the left pane, expand the Fax folder (if it is not already expanded).
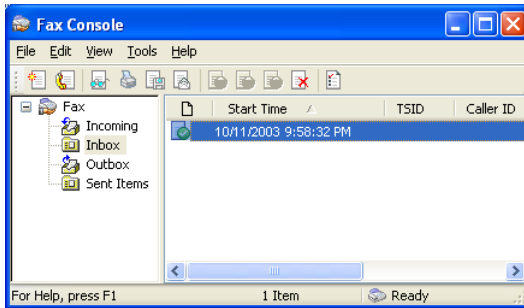
The Fax folder contains the following folders:

■ The Incoming folder contains faxes that are currently being received.

■ The Inbox folder contains faxes that have been received.

■ The Outbox folder contains faxes that are scheduled to be sent.

The Sent Items folder contains faxes that have been successfully sent.

18 Using the PhotoCapture Center™ from your PC

(For Windows®)

Introduction

The PhotoCapture Center™ feature requires a USB cable connection to your PC and will work only with Windows® 98/98SE, Me, 2000 Professional and XP.

1 Insert a SmartMedia® card (3.3 volts), CompactFlash® card (type 1 or 2) or Sony™ Memory Stick® into your machine.

For Windows® 2000 users, to access the PhotoCapture Center features from your PC you must first install a Windows® 2000 update. Please see the Quick Setup Guide for installation instructions.

2 In Windows® Explorer on your PC, double-click the **Removable Disk** icon. The files and folders that are on the media card will appear on your PC screen.

If you are using Windows® XP and you create a name for the volume label of the media card, the name will appear instead of "Removal Disk".

3 You can edit the file and save it to another drive on your PC.
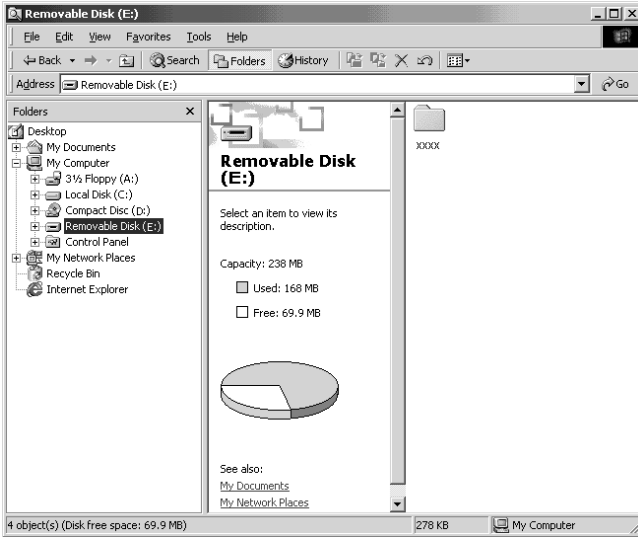
When you take out a media card, do the following to keep from damaging it:

1 In the My Computer window, right-click the removable disk icon and select **Eject** from the Context menu.

2 Wait until the LED on the MFC stops blinking before taking out the media card.

⚠ Do **NOT** unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash® or Memory Stick® card from the machine while the machine is reading the card (LED is flashing). You will loose your data or damage the card.

If you took out the media card while the LED was flashing, you must immediately restart your PC before putting the media card back in. If you put in another media card before the PC is rebooted, the data on it may be destroyed.

📖 While the machine is printing from the PhotoCapture Center™, the PC cannot access the PhotoCapture Center™ for any other operation.

📖 If two or three media cards are inserted at the same time, the PhotoCapture Center™ will read only the card that was put in first. To have access to another card, you must first take out all the cards, and then put in the media card you wish to access.

19 Using your Machine with a Macintosh®

Setting up your USB-equipped Apple® Macintosh® G3, G4 or iMac™ or iBook™ with Mac OS 8.5 - 9.2 or Mac OS X 10.1, 10.2.1 or greater

Before you can connect the machine to your Machintosh®, you must buy a USB cable that is not longer than 1.8 metres.

Do not connect the machine to a USB port on a key board or a non-powered USB hub.

The features supported by the machine will depend on the operating system you are using. The chart below shows which features are supported.

Feature	MAC OS			MAC OS X	
	8.5	8.6	9.X	10.1	10.2.1 or greater*2
Printing	Yes	Yes	Yes	Yes	Yes
Scanning (TWAIN)	No	Yes	Yes	No	Yes
PC-FAX sending	Yes	Yes	Yes	No	No
Remote Setup	No	No	No	Yes	Yes
PhotoCapture Center	No	*1	Yes	Yes	Yes

*1 You need to download USB Mass Storage Support 1.3.5 from Apple® Web site (www.apple.com).

*2 For Mac OS X 10.2 user, please upgrade to Mac OS X 10.2.1 or greater. (The latest information for Mac OS X, please visit at: http://solutions.brother.com.)

Using the Brother printer driver with your Apple® Macintosh® (OS 8.5 - 9.2)

To select a Printer:

1 Open the **Chooser** from the Apple menu.
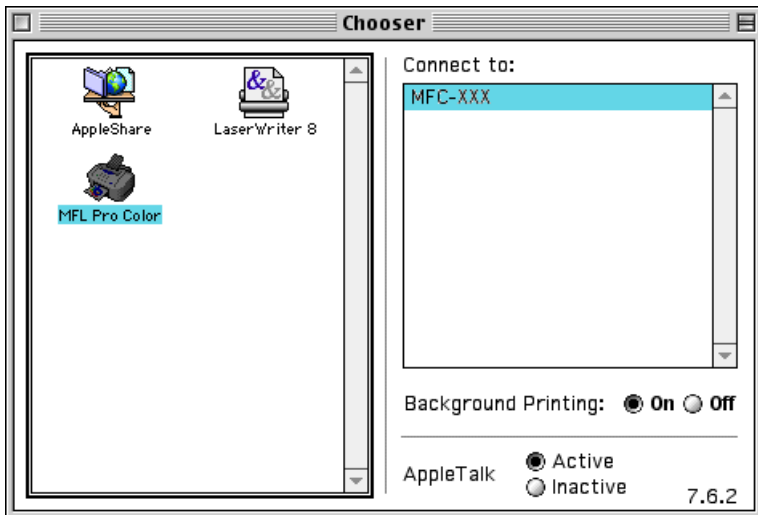
2 Click the **MFL Pro Color** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.

To print a document:

3 From the application software such as PaperPort®, click **File** menu and select **Page Setup**. You can change the settings for **Paper Size**, **Paper Thickness**, **Paper Source**, **Orientation**, and **Scaling** and then click **OK**.
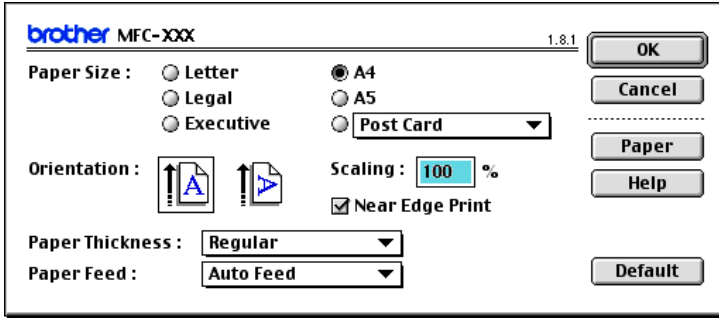
4 From application software such as PaperPort®, click **File** menu and select **Print**. Click **Print** to start printing.
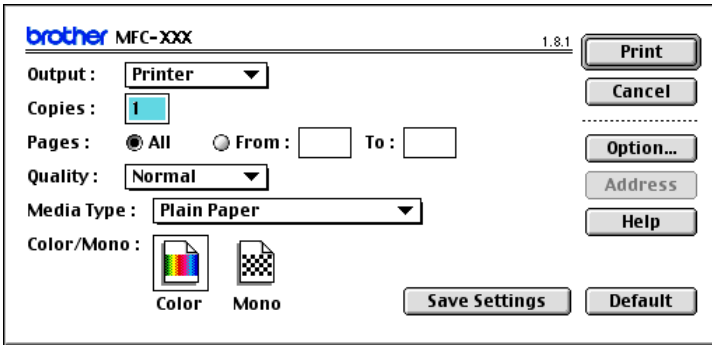
If you want to change **Copies**, **Pages**, **Quality**, **Media Type** and **Colour/Mono**, select your settings before clicking **Print**.

Click the **Option** button to change **Document** and **Bi-Directional Printing**.
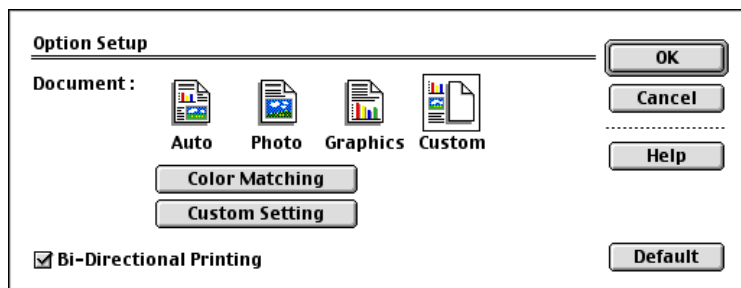
Using the Brother Printer Driver with Your Apple® Macintosh® (OS X 10.1, 10.2.1 or greater)

Choosing page setup options

From application software such as TextEdit, click the **File** menu and select **Page Setup**. Make sure *MFC-890* is selected in the **Format for** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scaling**, then click **OK**.
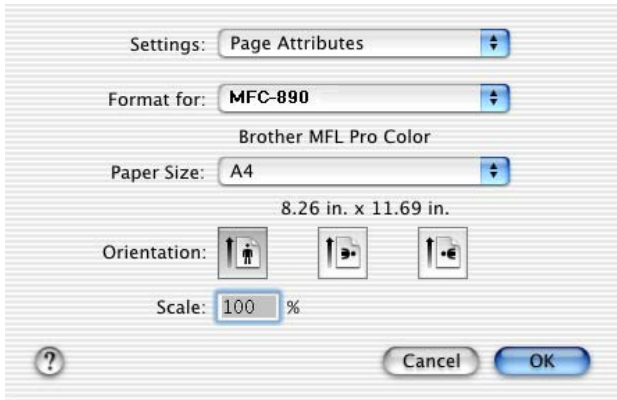
Printing a document

From application software such as TextEdit, click the **File** menu and select **Print**. The print dialog box appears.

Make sure *MFC-890* is selected in the **Printer** pop-up menu.

Choosing printing options

If you want to print multiple copies, a specific range of pages, or multiple pages on a single sheet of paper, or want to control the special printing features of a printer or application, choose options in the Print dialog.
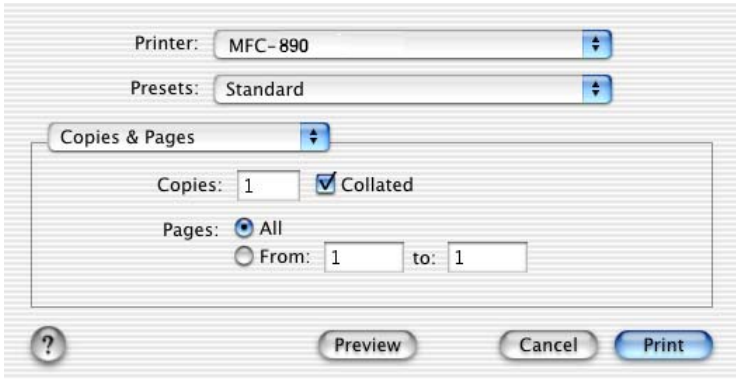
Sending a fax from your Macintosh® application (OS 8.5 - 9.2)

You can send a fax directly from a Macintosh® application by doing the following:

1 Create a document in a Macintosh application.

2 To send a fax, select **Print** from the **File** menu.

The Printer dialog box will appear:
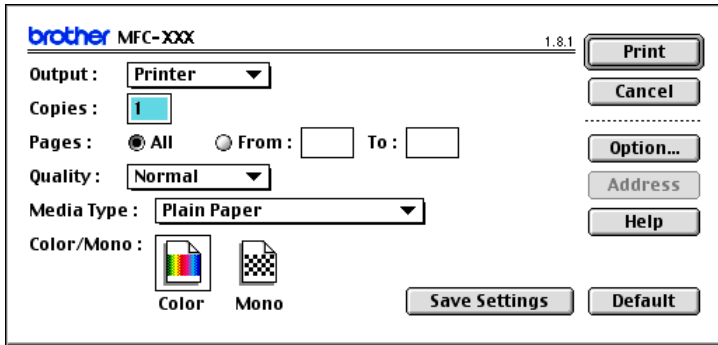
When *Printer* is selected, the top button shows **Print** and the **Address** button is greyed.

3 From the **Output** pull-down menu, select *Facsimile*.
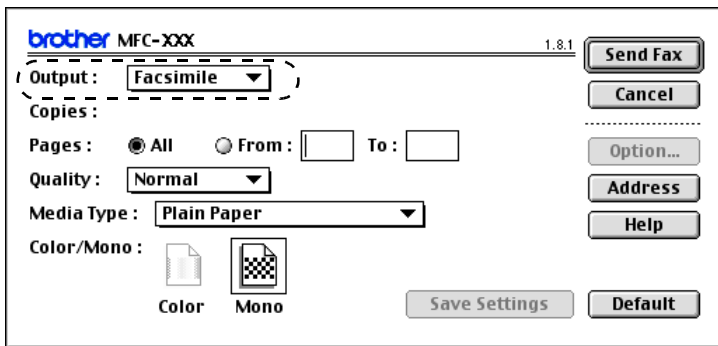
When *Facsimile* is selected, the top button changes to **Send Fax** and the **Address** button will be available.

4 Click **Send Fax**.

The **Send Fax** dialog box appears:

The **Send Fax** dialog box has two list boxes. The left box shows all the previously **Stored Fax Numbers** and the right box shows the **Destination Fax Numbers** as you select them.

5 To address the fax, type a fax number in the **Input Fax Number** box.

—**OR**—

Select a name or number from the **Stored Fax Numbers** box, and then click ⬜»⬜. The name or number of the person you are sending the fax to will appear in the **Destination Fax Numbers** box.

You can select several stored numbers at once by using the Shift and Ctrl keys.

6 If you want, you can add your new members to the **Stored Fax Numbers** at this time by clicking **New** to open the address book. (See *Setting up your Address Book* on page 19-11.)

—**OR**—

You can add a new Group by clicking **Group** to open the address book. (See *Adding a new Group* on page 19-12.)

7 When you are finished addressing your fax, click **Send Fax**.

To select and only send certain pages of the document, click **OK** to go to the Print dialog box.

If you click **Send Fax** without addressing your fax, the following error message will appear:

> ⚠ No fax number is selected!
> Click OK to continue, and then select the
> Destination Fax Numbers.
>
> [OK]
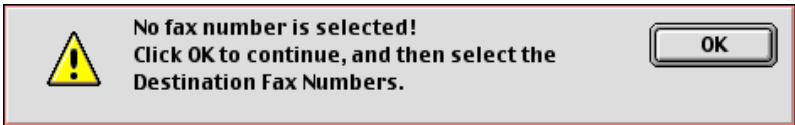
Click **OK** to go to the **Send Fax** dialog box.

Setting up your Address Book

You can add new Members and Groups to your Address Book, while you are addressing a fax.

Adding a new Member

1 To add a new Member to the **Address Book**, in the Facsimile dialog box click **Address**.

The **Address Book** dialog box will appear:

2 Click **New**. The following dialog box will appear:

3 Type the name and fax number.

4 You can store a comment in the Memo field (up to 15 characters).

5 Click **OK** to go back to the **Address Book** dialog box.

Adding a new Group

You can set up a Group of people that you send the same fax to.

1 Click **Group**.

The **Group Setting** dialog box will appear.

2 In the **Group Name** field, type a name for your Group.

3 In the **Stored Fax Numbers** box select the people for your Group, and then click **>>**.

The selected people will appear in the box under the **Group Name** field.

4 Click **OK** to go back to the **Address Book** dialog box.

Address Book

Stored Fax Numbers :

Team1	(GROUP)
Barble	908-477-8888
Bob	908-869-8888
Frank	908-236-8888
Tony	908-569-8888

OK Cancel Option...

New Group Edit Delete
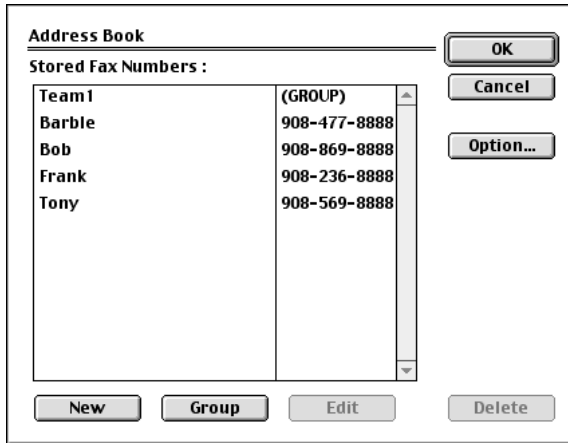
5 Click **OK** to go back to the Print/Facsimile dialog box.

brother MFC-XXX   1.8.1

Output :	Facsimile ▼
Copies :	
Pages :	◉ All ○ From : ☐ To : ☐
Quality :	Normal ▼
Media Type :	Plain Paper ▼
Color/Mono :	Color Mono

Send Fax Cancel Option... Address Help Save Settings Default
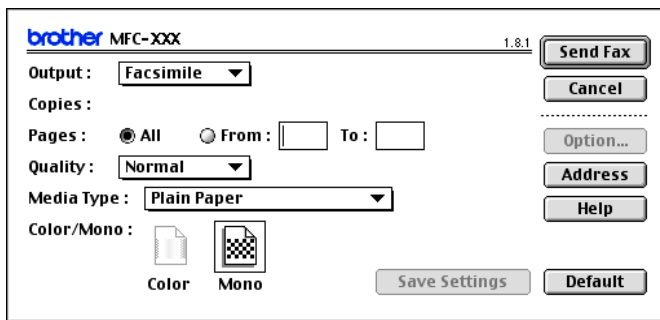
6 Then if you are ready to send your fax, click **Send Fax**.

Using the Brother TWAIN scanner driver with your Macintosh® (For Mac® OS 8.6 - 9.2 and OS X 10.2.1 or greater)

The Brother machine software includes a TWAIN Scanner driver for Macintosh®. You can use this Macintosh® TWAIN Scanner driver with any applications that support the TWAIN specifications.

Accessing the scanner

Run your Macintosh® TWAIN-compliant application software. The first time you use the Brother TWAIN driver (MFL Pro/P2500), set it as the default by choosing **Select Source** (or the other menu name to select the device). Afterwards, for each document you scan choose **Acquire Image** or **Scan**. The scanner setup dialog box will appear.
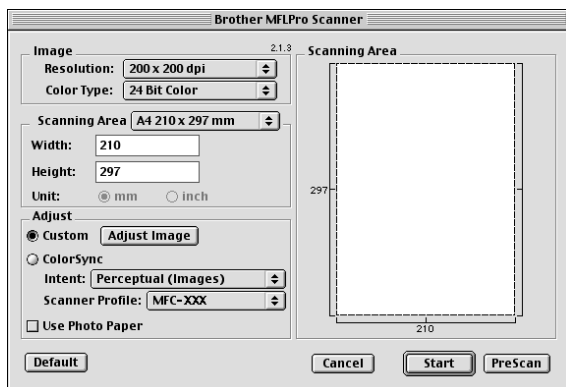
Scanning an image into your Macintosh®

You can scan a whole page

—**OR**—

scan a portion after prescanning the document.

Scanning a whole page

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Adjust the following settings, if needed, in the Scanner Setup dialog box:

Resolution

Colour Type

Scanning Area

Brightness

Contrast

Colour Sync

3 Click **Start**.

When scanning has finished, the image will appear in your graphics application.

PreScanning an image

PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the **Scanning Area**. This is only a preview of the image, so you can see how it will look. The **PreScan** button will allow you to crop unwanted areas from the images. When you are satisfied with the preview, click **Start** to scan the image.

1 Insert the document face up in the ADF, or face down on the scanner glass.

2 Click **PreScan**.

The whole image will be scanned into your Macintosh® and will appear in the **Scanning Area** of the Scanner dialog box:

3 To scan a portion of the prescanned image, click and drag the mouse to crop it.
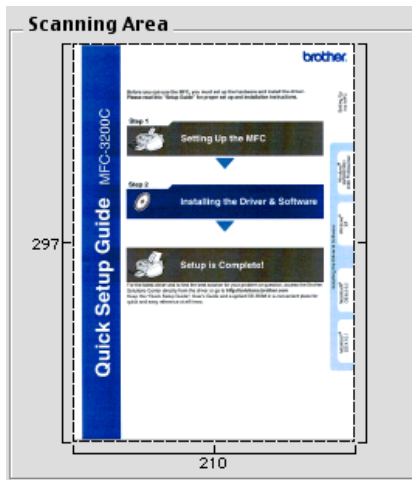
4 Insert the document again face up in the ADF, or face down on the scanner glass.

5 Make your adjustments to the settings for **Resolution**, **Colour Type** (Grey Scale), **Brightness**, **Contrast**, and Size in the Scanner Setup dialog box.

6 Click **Start**.

This time only the cropped area of the document will appear in the Scanning Area.

7 In your editing software, you can refine the image.

Settings in the Scanner window

Image

Resolution

From the **Resolution** pop-up menu choose the scanning resolution. Higher resolutions use more memory and transfer time, but produce a finer scanned image.
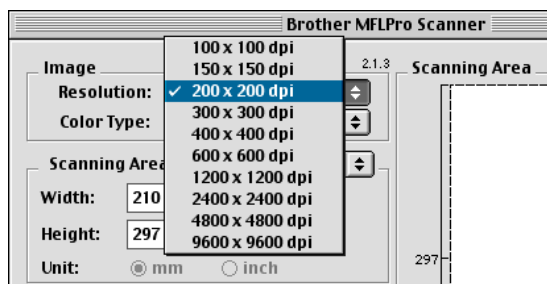
Colour Type

Black & White—Set the image Type to *Black & White* for text or line art. For photographic images, set the image type to Grey (Error diffusion) or True Grey.

Grey (Error Diffusion)—is used for documents with photographic images or graphics. (Error Diffusion is a method for creating simulated grey images by placing black dots instead of the true grey dots in a specific matrix.)

True Grey—is used for documents with photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey. It requires the most memory and takes the longest transfer time.

Colors—Choose either 8-bit Colour, which scans up to 8-bit colors or 24-bit colour which scans up to 16.8 million colors. Although using 24-bit colour creates an image with the most accurate colors, the image file will be about three times larger than a file created with 8-bit Colour.
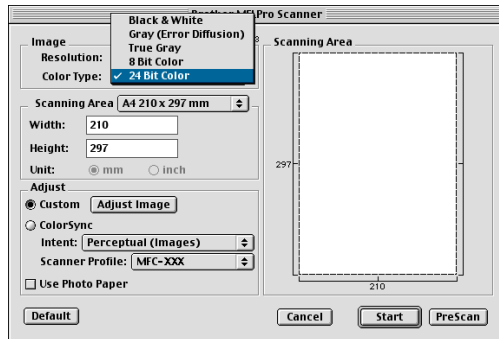
Scanning Area

Set the **Size** to one of the following:

- *Letter (8.5 x 11 inches)*
- *A4 (210 x 297 mm)*
- *Legal (8.5 x 14 inches)*
- *A5 (148 x 210 mm)*
- *B5 (182 x 257 mm)*
- *Executive (7.25 x 10.5 inches)*
- *Business Card (90 x 60 mm)*
- *Custom (adjusts it from 0.35 x 0.35 inches to 8.5 x 14 inches)*

After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

> **Width:** Enter the width of the custom size.

> **Length:** Enter the length of the custom size.

Business Card Size

To scan business cards, select the Business Card size (90×60 mm) and place the business card at the center of scanner glass.

When you are scanning photographs or other images to use in a word processor or other graphics application, it is a good idea to try different settings for the Contrast, Mode and Resolution to determine which settings look the best.

Adjusting the Image

Brightness

Adjust the **Brightness** setting to get the best image. The Brother TWAIN Scanner driver offers 100 Brightness levels (-50 to 50). The default value is 0, representing an 'average' setting.

You can set the **Brightness** level by dragging the slidebar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the level. Click **OK**.

If the scanned image is too light, set a lower Brightness level and scan the image again.

If the image is too dark, set a higher Brightness level and scan the image again.
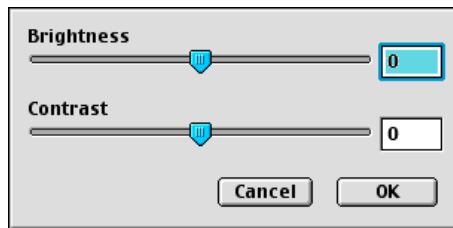
Contrast

You can only adjust the **Contrast** level when you have selected one of the Grey Scale settings, it is not available when you have selected Black & White as the selected Colour Type.

Increasing the **Contrast** level (by dragging the slidebar to the right) emphasizes dark and light areas of the image, while reducing the **Contrast** level (by dragging the slidebar to the left) reveals more detail in the grey areas. Instead of using the slidebar, you can type a value in the box to set the Contrast. Click **OK**.

Colour Sync Dialog
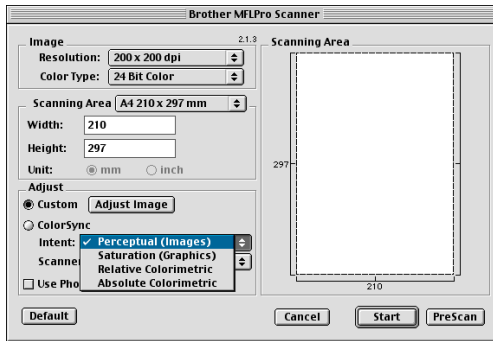
Perceptual Matching—All the colours of a given gamut are scaled proportionally to fit within another gamut. The purpose is to maintain the balance between the colours of the image. This is the best way to get realistic images, for photographs and other realistic graphics.

Saturation Matching—The relative saturation of colors is maintained from gamut to gamut. So basically the colours are shifted to the edge of the gamut to get the most saturated colour possible. Rendering the image using this intent gives the strongest colours and is the best choice for bar graphs and pie charts, in which the actual colour displayed is less important than its vividness.

Relative Colorimetric Matching—The colours that fall within the gamuts of both devices are left unchanged. Some colours in both images will be exactly the same, a useful outcome when colours must match quantitatively. What that means is that if the colour is inside the gamut, it will stay the same colour. However, if the colour is outside the gamut, it will be mapped to the edge of the gamut. This intent is best suited for logos or "spot colours" where colour must match.

Absolute Colorimetric Matching—A close appearance match may be achieved over most of the tonal range, but if the minimum density of the idealized image is different from that of the output image, the areas of the image that are left blank will be different. Colours that fall within the gamuts of both devices are left unchanged.

Scanner Profile

Select your Brother machine.
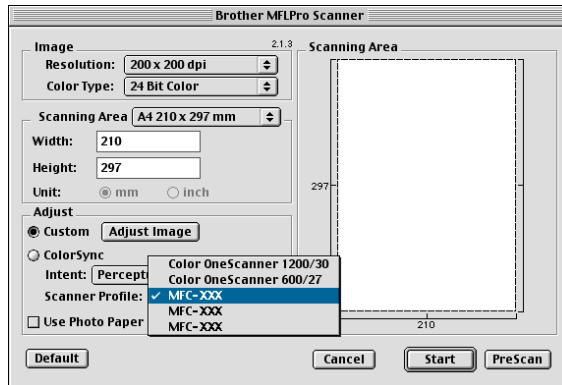
Machine Remote Setup (Mac OS X 10.1, 10.2.1 or greater)

The machine Remote Setup application allows you to quickly set up your machine by taking advantage of the ease and speed of programming on your Macintosh®. When you access this application, the settings on your machine will be downloaded automatically to your Macintosh® and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.

The "Remote Setup" application icon is in Macintosh HD/Library/Printers/Brother/Utility.
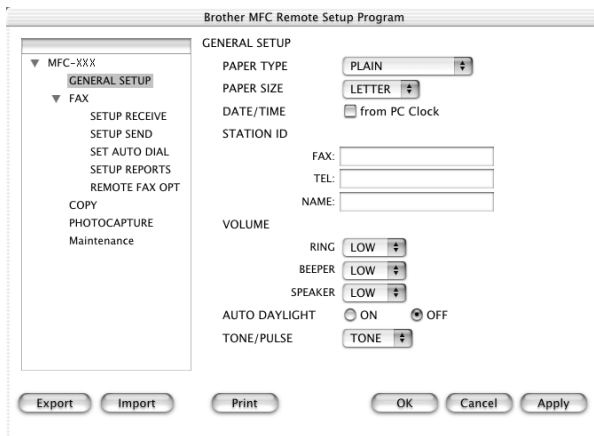
OK

This starts the process of uploading the data to the machine and exiting the remote setup program. If an error message is displayed enter the correct data again. Click **OK**.

Cancel

This exits the remote setup application without uploading the data to the machine.

Apply

This uploads the data to the machine, but does not exit the remote setup application.

Print

This command prints the selected items on the machine. You can not print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and click **Print**.

Export

This command saves the current configuration settings to a file.

Import

This command reads the settings from a file.

Using the PhotoCapture Center™ from Macintosh®

You can access the Media Card inserted into the machine from Macintosh®.

For Mac OS 8.6 only

You have to download "USB Mass Storage Support 1.3.5" software from the web site of Apple® Macintosh®.

1 Insert a SmartMedia®, CompactFlash® or Memory Stick® card into your machine. The removal disk icon will appear on the Desktop.

2 Double-click the Removable Disk icon. The files and folders that are on the media card will be displayed on your screen.

3 You can edit the file and save it to another drive on your Macintosh®.
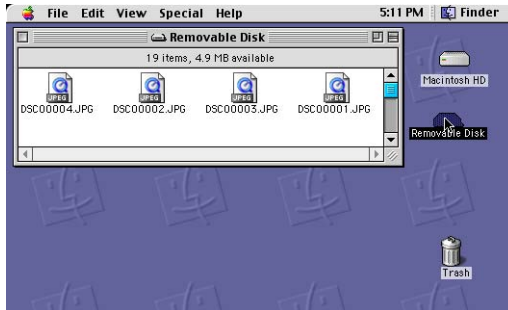
4 Quit all running applications that are stored on the media card and drag the removal disk icon onto Trash before you remove the media card from the machine.

The Photo Capture Center™ will only read one card at a time so do not insert more than one media card at a time.

Do NOT unplug the power cord, USB cable or remove a SmartMedia® or CompactFlash® card from the machine while the machine is reading the card (LED is flashing). You will loose your data or damage the card.

While the machine is printing from the PhotoCapture Center™, the Macintosh® cannot access the PhotoCapture Center™ for another operation.

20 Important information

International ENERGY STAR® Compliance Statement

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

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 outlet before cleaning. 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 proper 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, consult your dealer or local power company.

9 This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type 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 grounding-type plug.

10 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.

11 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

12 Wait until pages have exited the machine before picking them up.

13 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.

14 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to Authorized Service Personnel.

15 Unplug this product from the wall outlet and refer servicing to 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. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the cabinet has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

Trademarks

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Brother is a registered trademark of Brother Industries, Ltd.

PhotoCapture Center is a trademark of Brother International Corporation.

Multi-Function Link and True2Life® are registered trademarks of Brother International Corporation.

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Hammermill and JetPrint PHOTO are registered trademarks of International Paper.

SmartMedia is a trademark of Toshiba Corporation.

CompactFlash is a trademark of SanDisk Corporation.

Memory Stick is a trademark of Sony Corporation.

Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.

All other brand and product names mentioned in this manual are registered trademarks of their respective companies.

IMPORTANT-For Your Safety

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Use of extension cords is not recommended.

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.

IT Power System (For Norway Only)

This product is also designed for IT power distribution system with phase-to-phase voltage 230V.

21 Troubleshooting and routine maintenance

Troubleshooting

Error Messages

As with any sophisticated office product, errors may occur. If this happens, your machine identify the problem and displays an error message. The most common error messages are shown below.

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
BT CALL SIGN ON	The machine is set BT Call Sign to ON. You can not 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 5-18.)
CHECK CARTRIDGE	An ink cartridge is not properly installed.	Take out the ink cartridge and put it in again it seating it properly. (See *Replacing the ink cartridge* on page 21-22.)
CHECK DOCUMENT	Document was not inserted or fed properly, or was larger than 90 cm when it was scanned through the ADF.	(See *Document jams* on page 21-4.)
CHECK PAPER SIZE	The paper in the paper tray is smaller than A4. (The machine can not print fax message, Help list or any other fax reports if it is not A4 paper.)	Reload the A4 paper, and then press **Fax Start**.
CHECK PAPER	The machine is out of paper.	Add paper, and then press **Fax Start**.
COMM. ERROR	Poor phone line quality caused a communication error.	Try the call again. If the problem continues, call the telephone company and ask them to check your phone line.

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
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 OPEN	The scanner cover is not closed completely.	Pull the Scanner Cover Release lever and lift the scanner cover and then close it again.
DISCONNECTED	The other person or other person's fax machine stopped the call.	Try to send or receive again.
DOC. COVER OPEN	The document cover is open.	Remove any paper from the ADF and close the document cover, and then press **Stop/Exit**.
HIGH TEMPERATURE	The print heads are too warm.	Allow the machine to cool down.
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 received into memory. If a sending machine has a colour fax, the machine's 'handshake' will request 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. Only machine's that are connected with a USB cable will be able to perform scan operations when the memory has faxes stored in the machine. To ensure good print quality, the machine will regularly clean the print heads. You can press **Ink** to start the cleaning process when needed. (The cleaning process uses up ink and can cause the ink to run out.)	(See *Replacing the ink cartridge* on page 21-22.)

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
LOW TEMPERATURE	The print heads are too cold.	Allow the machine to warm up.
MACHINE ERROR XX	The machine has a mechanical problem.	Unplug the machine, and then call Brother or your dealer for service.
MEDIA ERROR	The media card is either bad or not formatted.	Reinsert the correct media card.
NEAR EMPTY	One or more of the ink cartridges are running out of ink. See INK EMPTY.	Order a new ink cartridge.
NO FILE	The media card in the media drive does not contain a.JPG file.	Reinsert the correct media card.
NO RESPONSE/BUSY	The number you dialed does not answer or is busy.	Verify the number and try again.
NOT ASSIGNED	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 7-1.)
OUT OF MEMORY	The data is too large for the machine's memory.	(See *Out of memory message* on page 10-4.)
PAPER JAM	The paper is jammed in the machine.	(See *Printer Jam or Paper Jam* on page 21-5.)
UNSUPPORTED CARD	You inserted the media card which can not be used.	Reinsert the correct media card.

Document jams

Based upon where the document or printed sheet is jammed, follow the appropriate set of instructions to remove it.

Document is jammed in the top of the ADF unit.

1 Take out any paper from the ADF that is not jammed.

2 Lift the ADF cover.

3 Pull the jammed document out to the right.
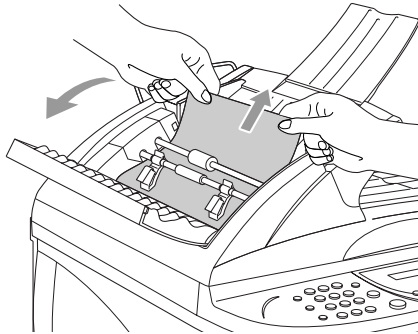
4 Close the ADF cover.

5 Press **Stop/Exit**.

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 right.
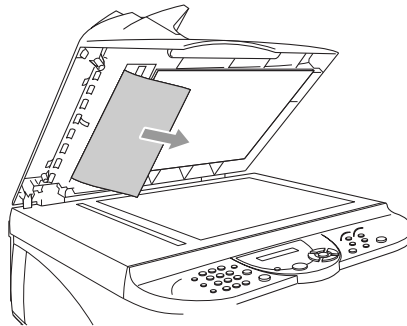
4 Close the document cover.

5 Press **Stop/Exit**.

Printer Jam or Paper Jam

Remove the jammed paper depending on where it is jammed in the machine.

Paper is jammed in the paper tray.

1 Remove any paper from the paper tray that is not jammed.

2 Pull up the jammed paper to remove it.
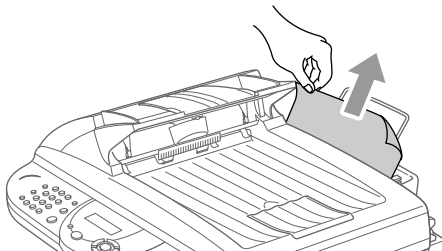
📎 If you have difficulty removing the jammed paper, press and hold the paper Release lever as you pull out the page.

Paper Release Lever
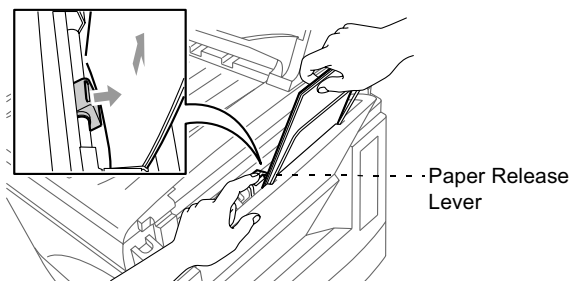
📎 To improve the reliability of paper feeding, turn on Secure Feed mode by pressing the **Ink** and **Scan to** keys simultaneously. The machine will then feed paper more securely, but paper feeding will take a longer time. To turn off the Secure Feed mode, simultaneously press **Ink** and **Scan to** again.

Paper is jammed inside the machine.

1 Open the scanner cover by releasing the scanner cover release lever and lifting the scanner cover.

2 Remove the jammed paper.

Scanner Cover

Release Lever
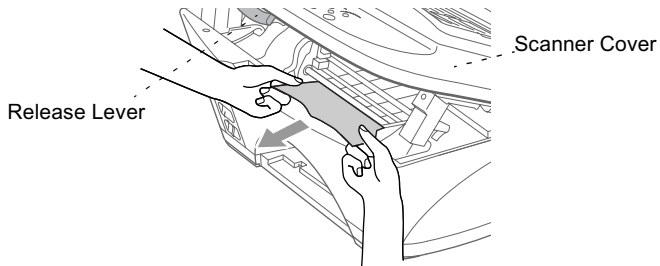
If the jammed paper is under the print heads, unplug the machine, and then you can move the print heads to take out the paper.

3 Close the scanner cover.

Paper is jammed inside the front of the machine.

Pull the jammed paper toward you.
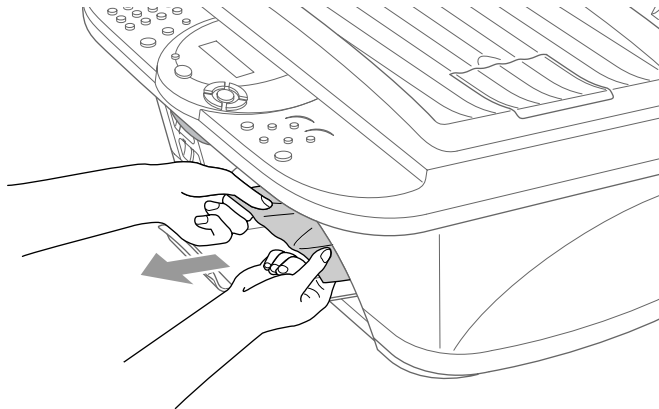
Paper is jammed inside the back of the machine.

If the paper rips, the pieces of paper may get stuck inside the back of the machine.

1 Remove any paper from the paper tray that is not jammed.

2 Open the manual feed cover.
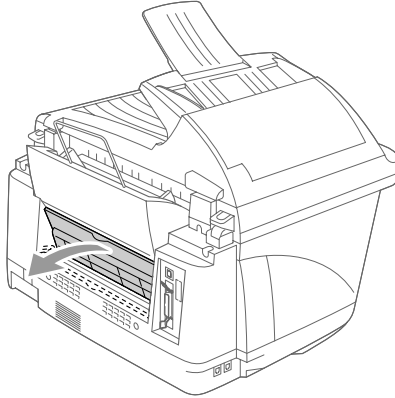
3 Use tweezers to pull out the ripped pieces of paper.
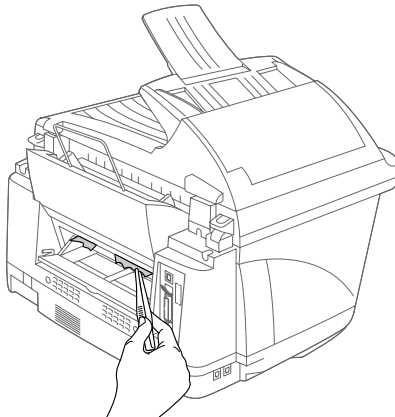
4 Close the manual feed cover.
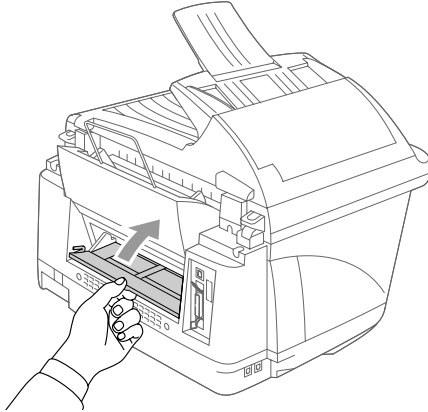
If you are having difficulty with your machine

If you think there is a problem with your machine, *make a copy first*. If the copy looks good, the problem is probably not your machine. Check the chart below and follow the troubleshooting tips.

DIFFICULTY	SUGGESTIONS
Printing or Receiving Faxes	
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	This can be caused by static or interference on the telephone line. You can make a copy using the Copy function and see if the same problem occurs. If the copy is also bad, call your Brother dealer for service.
Poor quality print	Make sure the Printer Driver or Paper Type setting in the function menu matches the type of paper you are using. (See *Media Type* on page 13-3 and *Setting the Paper Type* on page 4-1.) If you are using plain paper, try using different types of paper. (See *Recommended paper* on page 2-2.) Don't handle the paper until the ink is dry. Adjust the Vertical Alignment. (See *Print Quality Check* on page 21-13.)
Smudged stain at the top center of the printed page	Make sure the paper is not thick. (See *Paper* on page 2-1.)
Printing is too dark or too light.	Make sure your ink cartridges are fresh. Cartridges are good for up to two years, after that the ink may become clogged. Cartridge expiration dates are printed on the package. Make sure the Printer Driver matches the type of paper you are using. (See *Media Type* on page 13-3.) Try using the recommended types of paper. (See *Paper* on page 2-1.) The recommended environment for your machine is between 20°C to 33°C.
Printing appears dirty or ink seems to run.	Make sure you are using the proper types of paper. (See *Paper* on page 2-1.) Don't handle the paper until the ink is dry. The recommended environment for your machine is between 20°C to 33°C.
White lines appear in text or graphics.	Clean the print heads. (See *Cleaning the print head* on page 21-13.)
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 21-21.)

DIFFICULTY	SUGGESTIONS
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 on with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother or your dealer for service.
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 cartridge* on page 21-22.) Check the Fax Storage is set to OFF. (See *Setting Fax Storage* on page 8-2.)
Left and Right margins are cut off.	Turn on Auto Reduction. (See *Printing a reduced incoming fax (Auto Reduction)* on page 5-5.)
The machine does not feed the paper in the manual feed slot correctly.	1. Make sure the printer platen is not dirty with ink. If it is dirty, clean it. (See *Cleaning the machine printer platen* on page 21-21.) 2. If the paper is curled, straighten it. 3. Re-insert the paper all the way in so that the top touches the internal parts. 4. Make sure you set the MANUAL FEED to ON by pressing the **Options** key on the control panel or select the Manual Feed in your printer driver.
Phone Line or Connections	
The machine does not answer when called.	If the Manual mode is switched on, the machine cannot answer a call. (See *Choosing the Receive Mode* on page 5-1.) If the receive mode is set to TAD, please check that the external answering machine is set properly to answer a call. (See *Connecting an External Telephone Answering Device (TAD)* on page 1-9.) 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.
Sending Faxes	
Poor sending quality	Try changing your resolution to FINE or S.FINE. Make a copy to check your machine's scanner operation.
Transmission Verification Report says 'Result:NG' or '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' or, on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Fax Storage (See *Setting Fax Storage* on page 8-2), print fax messages in memory (See *Printing a fax from the memory* on page 5-10) or cancel a Delayed Fax or Polling Job (See *Canceling a job in the memory* on page 6-13). If the problem continues, ask the telephone company to check your phone line.
Vertical black lines when sending	If the copy you made shows the same problem, your scanner is dirty. (See *Cleaning the Scanner* on page 21-20.)

DIFFICULTY	SUGGESTIONS
Handling Incoming Calls (with external telephone only)	
Machine 'hears' Voice as CNG Tone	If your machine is set to Fax Detect ON, it is more sensitive to sounds. Your machine may mistakenly interpret certain voices or music on the line as a calling fax machine and respond with fax receiving tones. Deactivate the fax by pressing **Stop/Exit**. Try avoiding this problem by turning Easy Receive to OFF. (See *Fax Detect* on page 5-4.)
Sending a Fax Call to the machine	If you answered at the machine, press **Fax Start** and hang up immediately. If you answered on an extension phone, enter your Remote Activation Code (default setting is (✳51). When your machine answers, hang up.
Printer Difficulties	
Horizontal lines appear in text or graphics.	Clean the print head. (See *Cleaning the print head* on page 21-13.) If you clean the print heads five times and the print has not improved, call Brother or your dealer for service.
Scanning Difficulties	
TWAIN errors appear while scanning.	Make sure the Brother TWAIN driver is selected as the primary source. In PaperPort®, click Scan in the File menu and select the Brother TWAIN driver.
Software Difficulties	
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.
Cannot print when using Paint Brush.	Try setting the Display setting to '256 colors'.
Cannot print when using Adobe Illustrator.	Try to reduce the print resolution.
Thick lines and thin lines appear alternately. (banding)	1. Open 'Basic' tab in the printer driver. 2. Click 'Setting' in the 'Quality' section. 3. Turn OFF 'Bi-Directional Printing' by un-checking it. (See *Bi-Directional Printing* on page 13-4.)
There are some dense lines.	Check 'Reverse Order' in the Basic tab of the printer driver.
When using ATM fonts, some characters are missing or some characters are printed in their place.	If you are using Windows® 95/98/98SE/Me, select 'Printer Settings' from the 'Start' menu. Open 'Brother XXXX' properties. Click 'Spool Setting' on the 'Details' tab. Select 'RAW' from 'Spool Data Format.'
Printing is slow.	In the 'Colour' tab from the 'Advanced' tab in the printer driver, turn off "Colour Enhancement".

DIFFICULTY	SUGGESTIONS
True2Life® is not working correctly.	If the image data is not full colour in your application (Such as 256 colour), True2Life® will not work. Please use at least 24 bit colour data with the True2Life feature.
'Unable to write to LPT1' or 'LPT1 already in use' Error Message appears. 'MFC is Busy' or 'MFC Connect Failure' Error Message appears.	1. Make sure the machine is on (plugged into the AC outlet and switched on) and that it is connected directly to the computer using the IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box) and should not be longer than 2 m. 2. Make sure the machine is not showing an error message on the LCD. 3. Make sure that there are no other device drivers, using the parallel port, or software applications running automatically that start up when you turn on the computer (such as, drivers for Zip Drivers, External CD-ROM Drive, and so on.). Suggested areas to check: (Load=, Run=command lines in the win.ini file or the Startup Group). 4. Ask with your computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine, such as Parallel Port Mode-ECP.
'MFC Connect Failure'	If the machine is not connected to your PC and you have loaded the Brother software, the PC will show 'machine Connect Failure' each time you restart Windows®. You can ignore this message or you can turn it off by deselecting the **AutoLoad PopUp** check box in the Brother Control Center chapter. (See *How to turn off AutoLoad* on page 14-3.)
Removable Disk does not work properly.	a) Have you installed the Windows 2000® update? If not, do the following:. 1. Disconnect the USB cable. 2. Install the Windows 2000® update. Please see the Quick Setup Guide.After the installation the PC will be automatically restarted. 3. Wait about 1 minute after you reboot the PC, and then connect the USB cable. b) Take out the media card and put it back in again. c) If you have tried "Eject", you must take out the media card before you continue. d) 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. e) If all of the above do not wark, please turn off your PC and MFC, and then turn them on again. (You will have to unplug the power cord of the MFC to turn it off.)

How to improve print quality

Cleaning the print head

Clean the print head if you get a horizontal line in the text or graphics on your printed pages. You can clean the four colour print heads (black, cyan, yellow, magenta) or a single colour by using the **Ink** key.

⚠ WARNING

Do NOT clean the print head by touching it with your hand or a cloth.

1 Press **Ink**.

2 Press **1** to select 1.CLEANING.

3 Press ⌣ or ⌣ to select the colour you want to clean or select all colours.

Press **Menu/Set**.

The machine will clean the print head. When cleaning is finished, the LCD shows date and time.

If you clean the print head at least five times and the print has not improved, call your dealer for service or Brother support.

Print Quality Check

If the print quality is not good, you can print a Print Quality Check Sheet to help you find the settings you may need to change.

1 Press **Menu/Set**, **5**.

```
SELECT ↑ ↓ & SET
5.TEST PRINT
```

2 Press **Fax Start**.

The machine begins printing the Print Quality Check Sheet.

```
TEST PRINT
PRESS FAX START
```

3 Check the sheet to see if the quality and alignment are OK by following STEPs A and B.

STEP A: Colour block quality check

The LCD shows:

```
IS STEP "A" OK?
1.YES 2.NO
```

4 Check the quality of the four colour blocks on the sheet. (BLACK/CYAN/YELLOW/MAGENTA).

5 If all lines are clear and visible, press **1** (YES) to go to STEP B.

—**OR**—

If you can see missing short lines below, press **2** (NO).
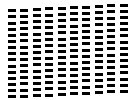
OK   Poor
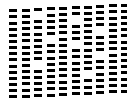
The LCD will ask you if the print quality is OK for each colour.

```
BLACK OK?
1.YES 2.NO
```

6 Press **2** (NO) for any colour with a problem.

The LCD shows:

```
START CLEANING?
1.YES 2.NO
```

Press **1** (YES). the machine will start cleaning the colors.

7 After cleaning is finished, press **Fax Start**. The machine will start printing the Print Quality Check Sheet again and then return to STEP A.

8 If STEP A is OK, press **1** to proceed to STEP B.

STEP B: Alignment Check

The LCD shows:

```
IS STEP "B" OK?
1.YES 2.NO
```

9 Check the 600 DPI and 1200 DPI test prints to see if number 5 most closely matches number 0. If the number 5 sample of both the 600 DPI and 1200 DPI are the best matches, press **1** (YES) to finish STEP B.

—**OR**—

If another test print number is a better match for either 600 DPI or 1200 DPI, press **2** (NO) to select it.

10 For 600 DPI, press the number (1-8) of the test print that most closely matches the number 0 sample.

```
600DPI ADJUST
SELECT BEST #
```

11 For 1200 DPI, press the number (1-8) of the test print that most closely matches the number 0 sample.

```
1200DPI ADJUST
SELECT BEST #
```

12 Repeat Steps 1 and 2 (in *Print Quality Check*) to print another sample Print Quality Check Sheet and then check it.

13 Press **Stop/Exit**.

When an ink head nozzle is clogged the printed sample looks like this.

After the ink head nozzle is cleaned, the horizontal lines are gone.

If you still see missing ink in this Print Quality Check Sheet, repeat the cleaning and test print procedures at least five times. If ink is still missing after the fifth cleaning and test print, replace the ink cartridge for the clogged colour. (Perhaps the ink cartridge was in your machine over six months or the expiration date written on the cartridge package has passed. Or, the ink may not have been stored properly before use.)

After replacing the ink cartridge, check it by printing another Print Quality Check Sheet. 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 or contact Brother support.

！ Caution

Do NOT touch the print head. Touching the print heads may cause permanent damage and may void the print head's warranty.

Packing and shipping the machine

Whenever you transport the machine, use the packaging that came with it. If you do not pack the machine properly, you may void your warranty.

⚠️ WARNING

Do NOT unplug the machine after a print job until you hear the final click.

1 Remove all the ink cartridges and attach the white shipping cover. (See *Replacing the ink cartridge* on page 21-22.)

To attach the white shipping cover
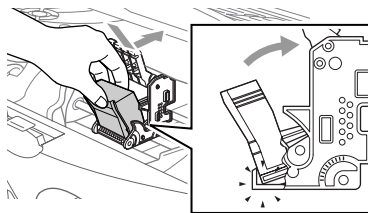
If you are unable to locate the white shipping cover, do not remove the ink cartridges before shipping. It is essential that either the shipping cover or the ink cartridges be in position during shipment. Otherwise, the print heads will be damaged, voiding your warranty.

2 Attach the protective yellow bar and the wiper stopper.

Protective Yellow Bar   Wiper Stopper
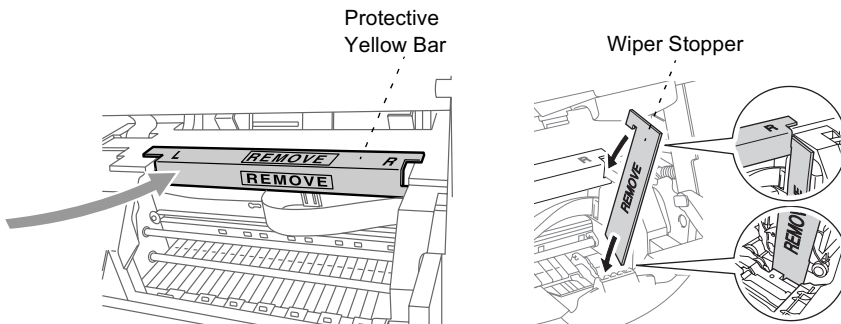
3 Unplug the machine from the telephone wall jack (phone socket).

4 Unplug the machine from the AC power outlet.

5 Unplug the Parallel cable or USB cable from the machine.

6 Remove the telephone line cord, and put all the parts in their document packaging or protective wrapping.

7 Wrap the machine in the plastic bag.
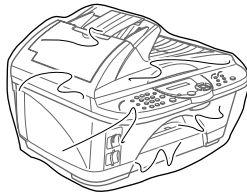
8 Place the machine in the document box with the document packaging material.
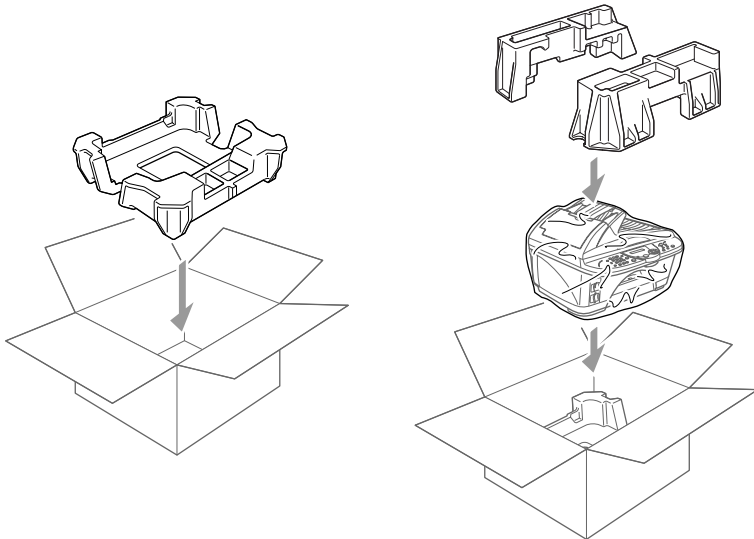
9 Pack any extra parts (cord and printed materials) in the box. DO NOT pack the used ink cartridges.
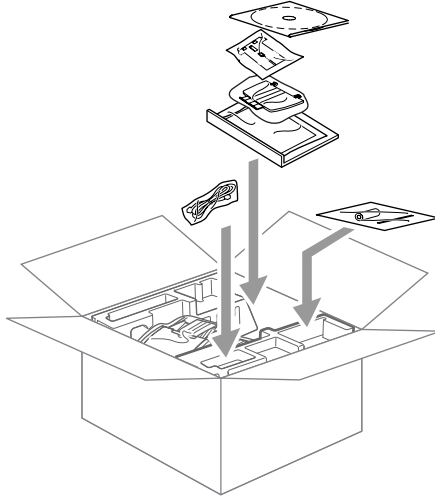
10 Close the carton.

Routine maintenance

Cleaning the Scanner

Unplug the machine and lift the document cover. Clean the scanner glass and the white film with isopropyl alcohol on a soft lint-free cloth.

White Film
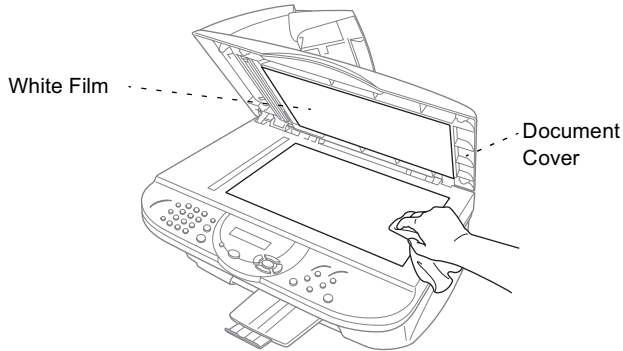
Document Cover

Open the document cover. Clean the white film and the glass strip under the film with isopropyl alcohol on a lint-free cloth.

White Film

Glass Strip
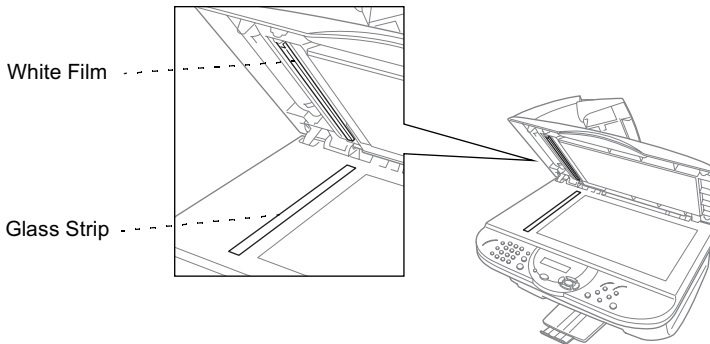
Cleaning the machine printer platen

⚠️ **WARNING**

■ Be careful not to touch the paper feed star wheels and flat cable, and encoding film.

■ Be sure to unplug the machine from the AC power outlet before cleaning the printer platen.

To clean your machine printer platen, wipe it with a soft lint free cloth that is dry.

Paper Feed Star Wheel
Do NOT Touch!

Encode Film
Do NOT Touch!

Clean Here

Flat Cable
Do NOT Touch!
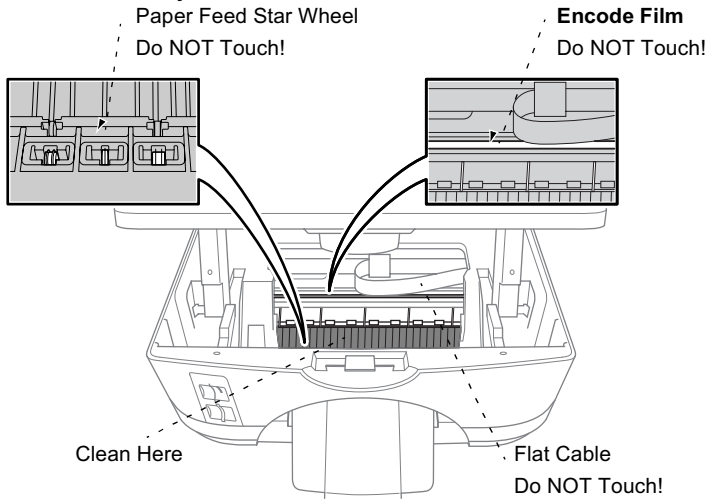
Replacing the ink cartridge

Your machine is equipped with an optical sensor that automatically monitors the ink level in each colour cartridge. When the sensor detects an ink cartridge is running out of ink, the machine will notify you with a message on the LCD.

The LCD shows you which colour cartridges are low or empty. Be sure to follow the LCD prompts so you replace the colour cartridges in the appropriate order.

When the ink cartridges are running low, you must use the Ink key to begin the cartridge replacement (Steps 1 to 3). If the ink is empty, skip to Step 4.

1 Press **Ink**.

2 Press ⬱ or ⬳ to choose 2.REPLACE INK.

3 Press **Menu/Set**.

If one or more ink cartridges are empty, for example Black, the LCD shows INK EMPTY BLACK and PLS OPEN COVER.

4 Pull the Scanner cover release lever and lift the Scanner cover.

5 Press the appropriate colored ink cartridge cover to open it, and then remove the ink cartridge.

Release Lever

Ink Cartridge Covers

Scanner Cover
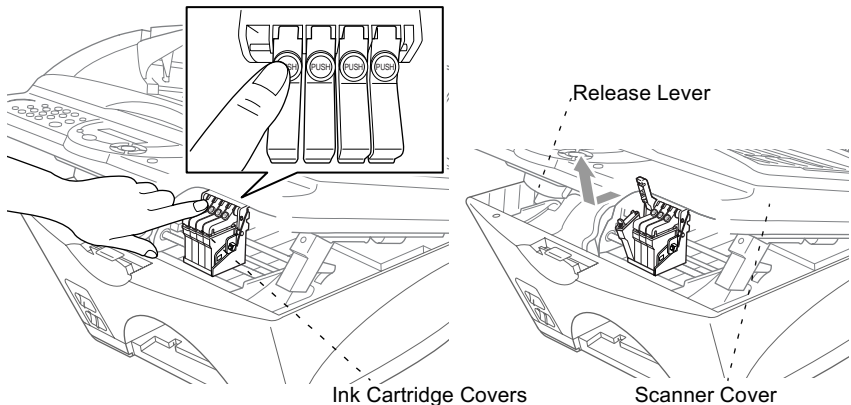
6 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

7 Hold the new ink cartridge as shown in the illustration, and then peel the sealing tape from the side of the ink cartridge. Carefully peel the tape in the direction away from you.
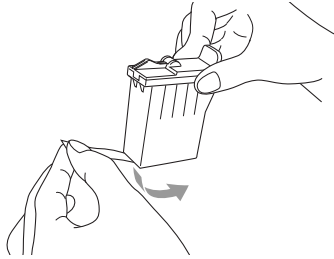
To prevent spilling ink and staining your hands and clothing, remove the sealing tape gently.

8 Each colour has its own correct position. Insert the new ink cartridge into its carriage, and then close the ink cartridge cover by pressing until it clicks.

9 After installing the ink cartridges, close the Scanner cover. Your machine prepares for a "head cleaning" and goes online. The LCD prompts you to verify a new ink cartridge was inserted for each colour you removed. Example: DID YOU CHANGE BLCK? 1.YES 2.NO.

10 If the ink cartridge you installed is not a brand new one, please make sure to select 2. For each new cartridge, press **1** on the dial pad to reset the ink dot counter for that colour automatically.

The machine will enter a cleaning cycle for approximately 3 minutes for each replaced cartridge. The LCD alternately shows CLEANING and PLEASE WAIT.

When the machine completes the cleaning cycle, the LCD returns to Standby mode (date and time).

⚠ WARNING

If ink gets in your eyes, irrigate them with water immediately and consult a doctor if you are concerned.

ⓘ Caution

■ DO NOT remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the printer will not know the quantity of ink left in the cartridge.

■ DO NOT shake the ink cartridges, because the ink may spill when you take off the sealing tape.

■ If ink stains your body or clothing, wash with soap or detergent immediately.

■ If you install an ink cartridge in the wrong colour position, you must clean the print head several times before you start printing (after correcting the cartridge installation) because the colors were mixed.

■ 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.

■ Brother multifunction machines are designed to work with ink of a particular specification and work to a level of optimum performance when used with genuine Brother 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 cartridges with this machine 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 the use of ink or ink cartridges other than genuine Brother products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result will not be covered by the warranty.

If the INK EMPTY message is on the display after you have installed ink cartridges, check that the ink cartridges are installed correctly.

If you still cannot solve a problem with your machine, call your dealer for service.

S Specifications

Product description

The MFC-890 is a **6in1** Multi-Function Center: Colour Printer, Colour Copier (multiple copies), Colour Scanner, Plain Paper Colour Fax, PhotoCapture Center™ and PC Fax (via your PC).

General

Memory Capacity	8MB
Automatic Document Feeder (ADF)	up to 30 sheets
Paper Tray	100 Sheets
Printer Type	Ink Jet
Print Method	Piezo with 150 x 4 nozzles
LCD (Liquid Crystal Display)	16 characters x 2 Lines
Operating Environment	10-35 °C
Best Print Quality	20-33 °C
Power Source	220-240V AC 50/60Hz
Power Consumption	Minimum: under 5 watts * Power Save: 8 watts Standby: under 19 watts ** Operating: under 50 watts
Dimensions	492 x 466 x 378 (mm) (Without Paper Support and Output Paper Support)
Weight	13 kg (Without Paper Support and Output Paper Support)

* When Power Switch (ON/OFF) is turned off and Network LAN Board (NC-8100h) is not installed.

** When Network LAN Board (NC-8100h) is not installed.

Print media

Paper Input   **Paper Tray**
■ Paper type:
  Plain paper, inkjet paper (coated paper), glossy paper,
  transparencies and envelopes
■ Paper size:
  A4, Letter, Legal, A5, Executive, envelopes (commercial No. 10,
  DL, C5), Postcard, Index card.
  Width: 89-216 mm
  Height: 100-356 mm
  Weight: 64-120 g/m^2
  (See *Paper specifications for the Paper Tray* on page 2-3.)
■ Maximum paper tray capacity:
  Approx. 100 sheets of 80 g/m^2 plain paper.

Manual Feed Slot
■ Paper size:
  Width: 89-210 mm
  Height: 100-356 mm
  Paper Thickness: 0.15-0.25 mm
                  Postcard: Up to 0.45 mm

Paper Output   Up to 50 sheets of plain paper (Face up print delivery to
                          the output paper support)
                          To prevent smearing the ink, we recommend removing
                          printed pages from the output paper support immediately
                          after they exit the machine.

Copy

Colour/Mono   Colour/Mono

Copy Speed   Mono
                         Up to 15 pages/minute (A4 paper)
                         Colour
                         Up to 12 pages/minute (A4 paper)

Multiple Copies   Stacks or Sorts up to 99 pages

Enlarge/Reduce   25% to 400% (in increments of 1%)

Resolution   Max. 1200 dpi

Fax

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR/JPEG
Modem Speed	33600-2400 bps Automatic Fallback
Document Size	ADF Width: 148 mm to 216 mm ADF Height: 148 mm to 356 mm Scanner Width: Max. 216 mm Scanner Height: Max. 297 mm
Scanning Width	208 mm
Printing Width	204 mm
Grey Scale	Error Diffusion
Polling Types	Standard, Secure, Delayed, Sequential
Contrast Control	Automatic/Super Light/Super Dark (manual setting)

Resolution	• Horizontal 8 dot/mm
	• Vertical Standard - 3.85 line/mm (Black)
	  7.7 line/mm (Colour)
	  Fine - 7.7 line/mm (Black/Colour)
	  Photo - 7.7 line/mm (Black)
	  Superfine - 15.4 line/mm (Black)

Speed Dial	100 stations
Broadcasting	Up to 150 locations; Up to 6 Groups
Automatic Redial	3 times at 5 minute internals
Auto Answer	0, 1, 2, 3 or 4 rings (0, 1, 2, 3, 4 or 5 rings — Nordic countries only)
Speaker Type	Monitor
Communication Source	Public switched telephone network
Memory Transmission	Up to 400 pages *
Out of Paper Reception	Up to 400 pages *

* "Pages" refers to the "ITU-T Chart" (a typical business letter, Standard resolution, MMR code).
   Specifications and printed materials are subject to change without prior notice.

Scanner

Colour/Mono	Colour/Mono
TWAIN Compliant	Yes
Resolution	Up to 9,600 x 9,600 dpi (interpolated) Up to 600 x 2,400 dpi (optical)
Document Size	ADF Width: 148 mm to 216 mm ADF Height: 148 mm to 356 mm Scanner Width: Max. 216 mm Scanner Height: Max. 297 mm
Scanning Width	208 mm
Grey Scale	256 levels

Printer

Printer Driver	Windows® 95/98/98SE/Me/2000 Professional/XP and Windows NT® Workstation Version 4.0 driver supporting Brother Native Compression mode and bi-directional capability Apple® Macintosh® QuickDraw® Driver For OS 8.5-9.2/OS X v.10.1
Resolution	2400 x 1200 dots per inch (DPI) 1200 x 1200 dots per inch (DPI) 600 x 600 dots per inch (DPI) 600 x 300 dots per inch (DPI) 450 x 150 dots per inch (DPI)
Print Speed	Up to 20 pages/minute (Mono) Up to 16 pages/minute (Colour)
Printing Width	204 mm
Disk-Based Fonts	35

Interface

Parallel	A bi-directional shielded parallel that is IEEE 1284 compliant and not longer than 1.8 m
USB	A Standard Universal Serial Bus (1.1) cable that is not longer than 1.8 m.

You must attach the included filter core and cable tie to the parallel interface cable.

Photo Capture Center

Available Media	CompactFlash® (Microdrive™ is not compatible) (Compact LAN card and Compact Modem card are not available.) SmartMedia® (3.3V) (Not available for use with ID) Memory Stick® (Not available for music data with MagicGate)
File extension	JPEG (Progressive JPEG format is not available)
Number of files	Up to 999 files in the media card
Folder	File must be in the 3rd stratum of the folder of Media Card

Computer Requirements

Minimum System Requirements					
Computer Platform & Operating System Version		**Processor Minimum Speed**	**Minimum RAM**	**Recommended RAM**	**Available Hard Disk Space**
Windows® Operating System	95, 98, 98SE	Pentium 75MHz	24 MB	32 MB	110 MB
	Me	Pentium 150MHz	32 MB	64 MB	
	NT® Workstation 4.0	Pentium 75MHz			
	2000 Professional	Pentium 133MHz	64 MB	128 MB	
	XP	Pentium 233MHz			240 MB
Apple® Macintosh® Operating System	OS 8.5 - 8.51 (Printing & PC-FAX Only)	All base models meet minimum Requirements	32 MB	64 MB	50 MB
	OS 8.6 - 9.2 (Printing, Scanning and PC-FAX Only)				
	OS X 10.1 (Printing and Remote Setup Only)		128 MB	160 MB	
	OS X 10.2.1 or greater (Printing, Scanning and Remote Setup Only)				
NOTE: USB is not supported under Windows® 95 or Windows NT® WS 4.0. All registered trademarks referenced herein are the property of their respective companies.					
For the latest drivers, access the Brother Solutions Center at http://solutions.brother.com.					

Consumable Items

Ink   Black and 3 individual colour ink cartridges separate from the four print heads.

Service Life of Ink Cartridge   Approximately 950 page/Black cartridge at 5% coverage with 450 x 150 dpi resolution (Fast).
                                          Approximately 450 page/Colour cartridge at 5% coverage with 450 x 150 dpi resolution (Fast).

These numbers are based on consecutive printing; the numbers will vary based on print frequency and number of pages.
The machine periodically cleans the print head to maintain print quality. This process consumes a small amount of ink.

Network (LAN) Board (Option)

When you add the optional Network (LAN) Board (NC-8100h), you can connect your MFC into the network to use the Internet FAX, Network Scanner, Network Printer and Network Management operations.

G Glossary

ADF (Automatic Document Feeder) Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

Auto Dial List A listing of names and numbers stored in Speed Dial memory, in numerical order.

Automatic fax transmission Sending a fax without picking up the handset of an external phone or pressing **Tel/R**.

Automatic Redial A feature that enables your machine to redial the last fax number if the document fax did not go through because the line was busy.

Auto Reduction Reduces size of incoming faxes.

Batch Transmission As a cost savings feature, all delayed faxes to the same fax number will be sent as one transmission.

Backup Print Sets your machine to print a copy of every fax that is received and stored in memory.
This is a safety feature so you will not lose message during a power failure.

Beeper The sound the keys make when they are pressed, an error occurs or a document has been received or transmitted.

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.

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 they are from a fax machine.

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

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

Communication error (or Comm. Error) An error during fax sending or receiving, usually caused by line noise or static.

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

Contrast Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.

Cover Page Prints a page at the other party's machine, that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.

Cover Page Note The comment that is on the Cover Page. This is a programmable feature.

Delayed Fax Sends your fax at a later time that day.

Distinctive Ring A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother machine uses the new number to simulate a dedicated fax line.

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

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

ECM (Error Correction Mode) Detects errors during fax transmission and resends the page(s) of the document that had an error.

Extension phone A telephone on the fax number that is plugged into a separate wall jack.

External phone A TAD (telephone answering device) or telephone that is plugged into the EXT jack of your machine.

F/T Ring Time The length of time that the Brother machine rings (when the receive mode setting is F/T) to notify you to pick up a voice call that it answered.

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

Fax Forwarding Sends a fax received in memory to another preprogrammed fax number.

Fax Storage You can print stored faxes later, or retrieve them from another location using Fax Forwarding, Paging, or Remote Retrieval functions.

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

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

Fine resolution Resolution is 196 x 203 dpi. It is used for small print and graphs.

Grey scale The shades of grey available for copying and faxing photographs.

Group number A combination of Speed Dial numbers that are stored on a Speed Dial for Broadcasting.

Help list A printout of the complete Menu that you can use to program your machine when you do not have the User's Guide with you.

Ink button Cleans the print head, replaces an ink cartridge and/or check the available ink volume.

Interval The preprogrammed time period between automatically printed Activity Reports. You can print Activity Reports on demand without interrupting this cycle.

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

Manual fax When you lift the handset of your external telephone so you can hear the receiving fax machine answer before you press **Fax Start** to begin transmission.

Menu mode Programming mode for changing your machine's settings.

Multi-Function Link Pro® Suite Turns your machine into a printer and a scanner and enables PC faxing using the machine.

Near Edge Allows you to reduce unprintable areas.

Next Fax Reservation Dual Access accepts the next document in the ADF for transmission while the Memory is full.

OCR (optical character recognition) The bundled ScanSoft® TextBridge® software application converts an image of text to text you can edit.

Overseas Mode Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

Pause Allows you to place a 3.5 second delay in the dialing sequence stored on Speed Dial numbers.

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 grey for the best representation of photographs.

Polling The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Printer alarm Audible alarm when the printer is not able to print.

Pulse A form of rotary dialing on a telephone line.

Real Time Transmission When memory is full, you can send documents in real time.

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

Remote Activation Allows you to transfer a fax call, answered at an external or extension phone, to the machine.

Remote Activation Code Press this code (✱ 51) when you answer a fax call from an extension or external phone.

Remote Deactivation Code (F/T mode only) When the machine answers a voice call, it pseudo/double-ring. You can pick up at an extension phone by pressing this code (#51).

Remote Retrieval Access The ability to access your machine remotely from a touch tone phone.

Remote Retrieval Access Code The four-digit code (159 $*$) that allows you to call and access your machine from a remote location.

Resolution The number of vertical and horizontal lines per inch. See: Standard, Super Fine and Photo.

Ring Delay The number of rings before the machine answers in FAX mode.

Ring Volume Volume setting for the machine's ring.

Scanning The process of sending an electronic image of an original paper document into your computer.

Scan to Card You can scan a black and white or colour document into a Media Card. Black and white images will be in TIFF 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.

Speaker Volume You can set the volume of the machine speaker.

Speed Dial A preprogrammed number for easy dialing. You must press the **Search/Speed Dial** button and then **#**, two digit code to start the dialing process.

Standard resolution 97 x 203 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 x 203 dpi. Best for very small print and line art.

TAD (telephone answering device) You can connect an external TAD to the EXT. jack of the machine for EXTERNAL TAD mode.

Temporary Settings You can select certain options for each fax transmission without changing the default settings.

Tone A form of dialing on the telephone line used for Touch Tone telephones.

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

Transmission Verification Report A listing of each transmission, that shows its date, time and number.

User Settings A printed report that shows the current settings of your machine.

INDEX

The items in the upper case represent LCD messages.

Remote Retrieval Access Card

If you plan to receive fax messages while away from the machine, carrying the Remote Retrieval Access Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit your wallet or organizer. Keeping it handy will help you derive the full benefit of the machine's forwarding, paging and remote retrieval features.

REMOTE RETRIEVAL ACCESS CARD

Using Remote Retrieval Access Code

1 Dial your fax number from a fax machine using touch tone.

2 When the machine answers, immediately enter your Remote Retrieval Access Code (159✱).

3 The machine signals the kinds of messages received:
 1 long beep — Fax message(s)
 No beeps — No messages.

4 After 2 short beeps, enter a command.

5 Press **9 0** to reset the machine when you finish.

6 Hang up.

CHECK RECEIVING STATUS

Press **9 7 1**
 1 long beep — Fax message(s)
 3 short beeps — No messages

CHANGE ANSWER MODE

Press **9 8**
then for **EXTERNAL TAD**, press **1**.
 FAX/TEL, press **2**.
 FAX ONLY, press **3**.

EXIT REMOTE OPERATION

Press **9 0**.

Fold ⟶   ⟵ Fold

Changing Remote Retrieval Access Code

1 Press **Menu/Set, 2, 5, 3.**

2 Enter a three-digit number from 000 to 999.

The ✳ cannot be changed.

3 Press **Menu/Set.**

4 Press **Stop/Exit** .

Remote Commands

CHANGE PAGING/FAX FORWARDING SETTING

Press **9 5**.

then to

Turn feature off, press **1**.

Select Fax Forwarding, press **2**.

Select Paging, press **3**.

Program Fax Forwarding Number, press **4.** Enter the new fax number where you want your fax messages forwarded followed by **# #**.

Turn Fax Storage on, press **6.**

Turn Fax Storage off, press **7.**

RETRIEVE A FAX

Press **9 6**

then to

Retrieve all faxes, press **2.**

then enter the number of remote fax machine, followed by **# #**.

After the beep, hang up and wait.

Erase all fax messages, press **3**.

❷

❸

Fold →   ← Fold

R - 2 REMOTE RETRIEVAL ACCESS CARD

At your side.

brother®

This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support machines purchased in their own countries.