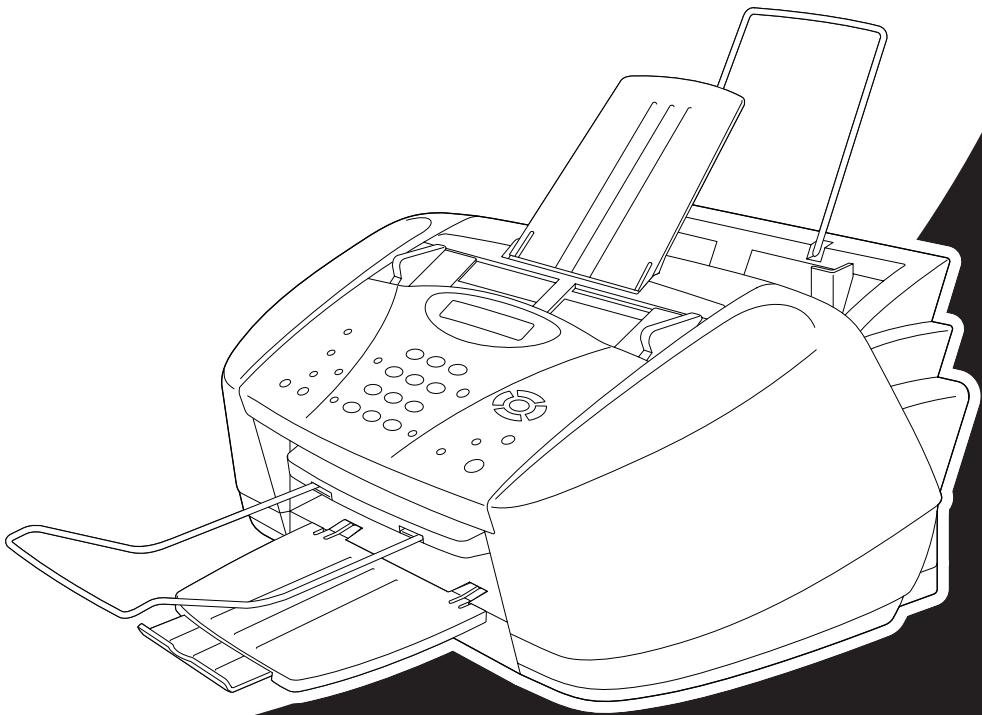


# MFC-3100C

## OWNER'S MANUAL



At your side.  
**brother**<sup>®</sup>

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.

### **Use only GENUINE brother supplies**

DO NOT refill the ink cartridges. Attempting to use refilled cartridges or the use of incompatible inks, may cause damage to the print heads in your product. Any such damages will not be covered by warranty. Warranty coverage does not apply to problems caused by the use of 3rd party ink or 3rd party ink cartridges. We can only recommend the use of genuine Brother consumables.

# Using This Manual

Thank you for purchasing a Brother multifunction centre (MFC).

This machine has been designed to be simple to use, with LCD screen prompts to guide you through functions. Please refer to the manual for explanation of advanced features.



Additionally, the machine has a **Reports** key. Press **Reports** and **1** to print a help list of basic operational steps and functions.

## Finding Information

---

All chapter headings and subheadings are listed in the Table of Contents. You will also be able to find information about a specific feature or function by checking the Index at the back of this manual. Also, throughout this manual, you will see special symbols alerting you to important information, cross-references, and warnings. Illustrations of some screen displays also help you choose the correct key-presses.

## Symbols Used In This Manual

---



**Note or additional information.**



**The machine may be damaged or may not work correctly if this is not observed.**



**Warnings detail precautions you must take to avoid possible personal injury.**

# User-Friendly Programming

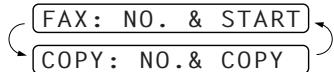
We have designed the machine with on-screen programming. User-friendly programming helps you take full advantage of all the functions the machine has to offer. (See *Using This Manual*, page i)

Since your programming is done on the LCD, we have created step-by-step on-screen prompts to help you. All you need to do is to follow the prompts as they guide you through the function menu selections, programming options and settings. Additionally, you can program settings more quickly by pressing **Menu/Set** and the menu number using the dial pad.

A complete list of the function selections, options, and settings that are available is provided at the beginning of this manual. (See *Menu Mode & Menu Selection Table*, page 9)

## Alternating Displays

The LCD sometimes alternates between the currently selected option, and a help message giving brief instructions about how to proceed. The display you will probably see most often is shown on the right, showing you that when you place a document in the Automatic Document Feeder, you can either dial a number to send it as a fax or press the **Mono Copy** or **Colour Copy** key to make a copy of the document.



FAX: NO. & START

COPY: NO. & COPY



# Quick Reference Guide

For Thai, Arabic, Indonesian, Cantonese, please refer to Quick Reference Guide enclosed in the carton box.

## Sending Black & White Faxes

### Automatic Transmission

- 1 Place the original face down in the Automatic Document Feeder.
- 2 Enter the fax number using Speed Dial, Search or the dial pad.
- 3 Press **Mono Fax Start**.

### Real Time Transmission

You can send faxes in real time.

- 1 Place the original face down in the Automatic Document Feeder.
- 2 Press **Menu/Set, 2, 2, 5**.
- 3 Press or to select **ON** (or **OFF**), and press **Menu/Set**—**OR**—For the next transmission only, press or to select **NEXT FAX ONLY**, and then press **Menu/Set**.
- 4 For the next fax only, press or to select **ON** (or **OFF**), and press **Menu/Set**.
- 5 Press **1** to select additional settings—**OR**—Press **2** to fax.
- 6 Enter the fax number.
- 7 Press **Mono Fax Start**.

## Receiving Faxes

### Select Receive Mode

- 1 Press **Menu/Set, 2, 1, 2**.
- 2 Press or to select **FAX ONLY**, **EXT.TEL/TAD** or **MANUAL** mode, and press **Menu/Set**.

## 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 original face down in the Automatic Document Feeder.
- 2 Press **Search/Speed Dial**, press **#**, and then press the two-digit Speed Dial number.
- 3 Press **Mono Fax Start**.

### Search/Speed Dial

- 1 Place the original face down in the Automatic Document Feeder.
- 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 **Mono Fax Start**, when the LCD shows the name you want to call.





## Making Copies

---

### Making a Single Copy

- 1** Place the original face down in the Automatic Document Feeder.
- 2** Press **Mono Copy** or **Colour Copy**.

### Making Multiple Copies

#### (For Black and White Copies)

- 1** Place the original face down in the Automatic Document Feeder.
- 2** Use the dial pad to enter the number of copies you want (up to 99).
- 3** Press **Mono Copy**.

Brother Global Web Site :

<http://www.brother.com>

Frequently Asked Questions (FAQs) and Product Support :

<http://solutions.brother.com>



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# Preparation and Simple User Guide

## Steps to prepare and use the machine simply

Follow the steps below to prepare and use the machine simply.

However, before you perform these steps, see **Important Safety Information (page 139)**, and **Advice for Preparation and Simple User Guide (page 2)**.

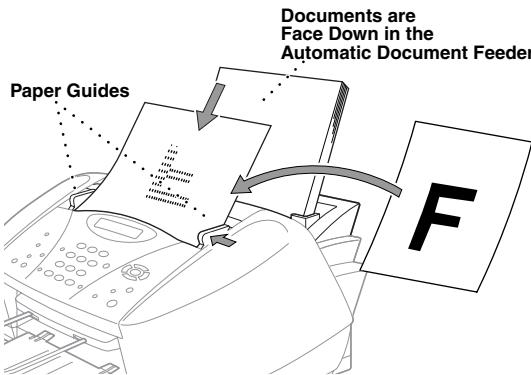
If you need further information, refer to **BASIC FAX USE** or **ADVANCED FAX USE**.

### 1 Read the Quick Setup Guide

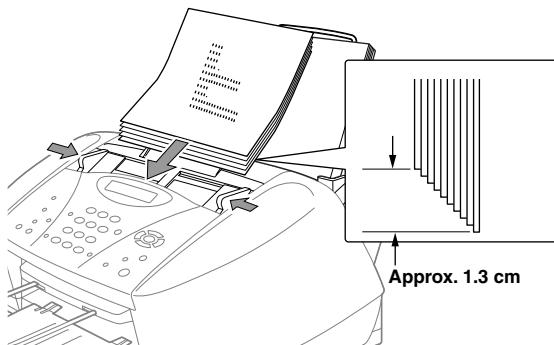
Follow the instructions on the Brother Quick Setup Guide to set up the machine.

### 2 Setting the Document

- Documents must be between 9 and 21.6 cm wide, and 12.7 and 35.6 cm long. This machine can only scan an image 20.8 cm wide, regardless of how wide the document is.
- Make sure you insert documents **face down, top edge first**.
- Adjust the paper guides to fit the width of your document.



- The automatic document feeder (Automatic Document Feeder) can hold up to 20 pages, feeding each one individually through the machine. Use standard (75 gsm) paper when using the Automatic Document Feeder.
- Fan the paper, and then stagger the pages in the Automatic Document Feeder as shown:





- DO NOT use curled, wrinkled, folded, or ripped document, or document with staples, paper clips, paste, liquid paper or tape attached.
- DO NOT use cardboard, newspaper, or fabric.
- Make sure documents written with ink are completely dry.

### 3 Sending a black & white fax

- ① Insert the document *face down* in the Automatic Document Feeder.
- ② Enter the fax number you want to call.
- ③ Press **Mono Fax Start**.

### 4 Making a single copy

- ① Insert the document *face down* in the Automatic Document Feeder.
- ② Press **Mono Copy** or **Colour Copy**.



To stop copying, press **Stop/Exit**. Press **Stop/Exit** again to release the original document. (See *Making Copies*, page 49)

### 5 Multiple Copies

- ① Insert the document *face down* in the Automatic Document Feeder.
- 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**.



Multiple copies are not available with colour copy.

## Advice for Preparation and Simple User Guide

### Choosing a Location

Place the machine on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the machine near a telephone socket and a standard, earthed electrical socket. Choose a location where the temperature remains between 10°C and 35°C (50° – 95°F).

Avoid placing the machine where it may be knocked. 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 the machine to electrical outlets controlled by wall switches or automatic timers as disruption of power can wipe out information in the unit's memory. Do not connect the 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.



Keep the machine out of strong light such as direct sunlight.

## Inserting the Ink Cartridges

---



If ink gets in your eyes, flush them with water immediately and seek medical attention if required.



- 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 machine will not know the quantity of ink left in the cartridge.
- DO NOT shake the ink cartridges. If you do so, the ink may spill when you take off the sealing tape. If ink stains your body or clothing, wash with soap or detergent immediately.
- DO NOT refill the ink cartridges. Attempting to use refilled cartridges or the use of incompatible inks, may cause damage to the print head in your product. Any such damages will not be covered by warranty. Warranty coverage does not apply to problems caused by the use of 3rd party ink or 3rd party ink cartridges. We can only recommend the use of genuine Brother consumables.



- If you install an ink cartridge in the wrong colour position, you must clean the print heads several times after correcting the cartridge installation and before you start printing because the colours 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 cartridge by the expiry date printed on the box.
- If the **INK EMPTY XXXX** error message is on the screen display after you have installed the ink cartridges, check and make sure that the ink cartridges are installed correctly.

## Connecting the Power Cord



- This machine must be fitted with an earthed plug.
- Since the machine is earthed via the mains plug, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to the machine on when you connect it to a telephone line. Similarly, you can protect yourself when you want to move the machine, by disconnecting the telephone line first, and then the power cord.



If you need to remove the moulded mains plug in order to fit an appropriate type, you must discard the moulded plug immediately having cut it off, in order that it is not inadvertently inserted into a live socket, thus presenting a shock hazard. The wires in the mains lead of this appliance are coloured in accordance with the following code.

- Green-and-yellow: Earth
- Blue: Neutral
- Brown: Live

As the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows: The wire which is coloured green-and-yellow must be connected to the terminal in the plug which is marked by the letter "E" or by the safety earth symbol  $\mathbb{E}$  or coloured green or green-and-yellow.

The wire which is coloured blue must be connected to the terminal which is marked with the letter "N" or coloured black.

The wire which is coloured brown must be connected to the terminal which is marked with the letter "L" or coloured red.

## Memory Storage

In the event of a power failure, all settings in the menus are stored permanently except for the settings that are valid for the next fax only (e.g. contrast, overseas mode).

# Connecting an External Telephone Answering Device (TAD)

## Sequence

When you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls. The machine “listens” for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it does not hear the CNG tones, the machine will not take over the call, and messages can be left on the TAD by callers in the normal way.

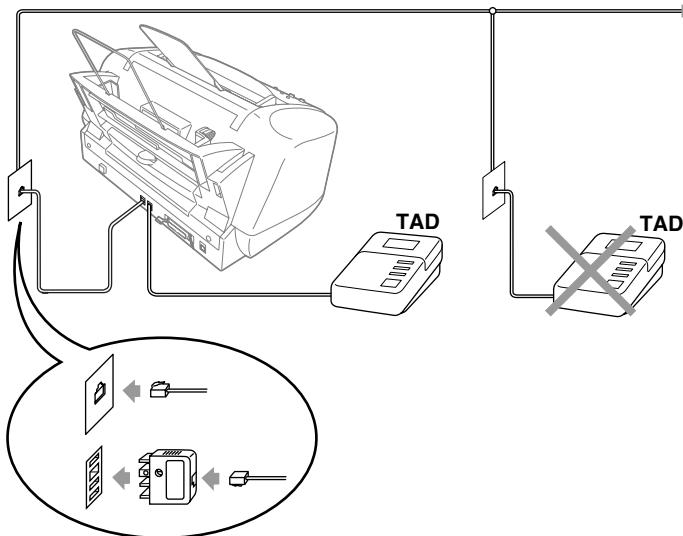
The TAD must answer within a maximum of four rings. However, we recommend two rings as the TAD setting. The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 – 10 seconds of CNG tones left for the fax “handshake”. Make sure you carefully follow instructions 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 4 rings.



**It is important that the TAD is connected via the EXT socket on the machine or on the line jack unit. Do not use a line doubler on the line jack as this can cause answering problems.**

## Connections

- 1 You may connect an external TAD to the machine, as shown below.



(Example for Australia)

- 2 Set your external TAD to two rings or less. (The machine’s Ring Delay setting does not apply).
- 3 Record the outgoing message (see next page).
- 4 Set the TAD to answer calls.
- 5 Set the Receive Mode to **TAD:ANSWER MACH.** (See *To Select or Change Your Receive Mode*, page 24)

## Outgoing Message (OGM) of External TAD

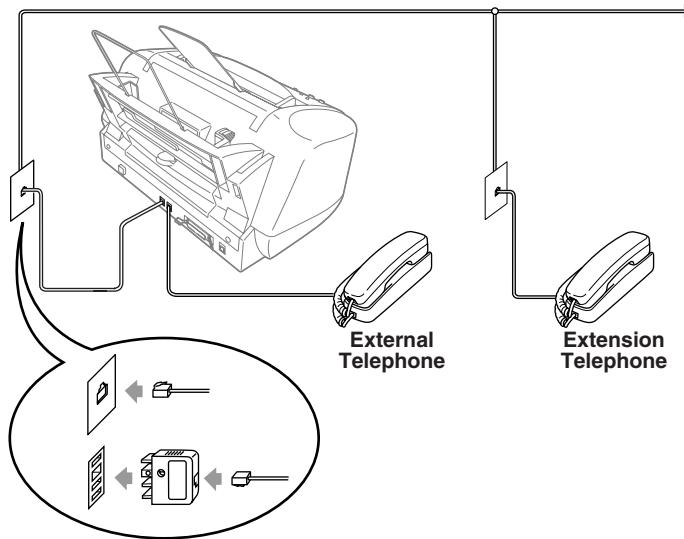
Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

- 1 We recommend the outgoing message (OGM) is no longer than 20 seconds.
- 2 Allow 5 seconds of silence at the beginning of your message.  
(This allows the fax to detect the calling tone prior to OGM, so reception can be faster.)
- 3 We recommend that you end your OGM by giving your Remote Activation Code for people sending manual faxes. For example:  
“After the beep, leave a message or send a fax manually by pressing **\*51** (\*91 for New Zealand) and Start”

Please note that some faxes that are sent manually cannot be received automatically because some fax machines do not send a fax tone if the call is manually dialled. In these cases you must inform callers that they must enter the remote activation code to send a fax.

## Connecting an External or Extension Telephone

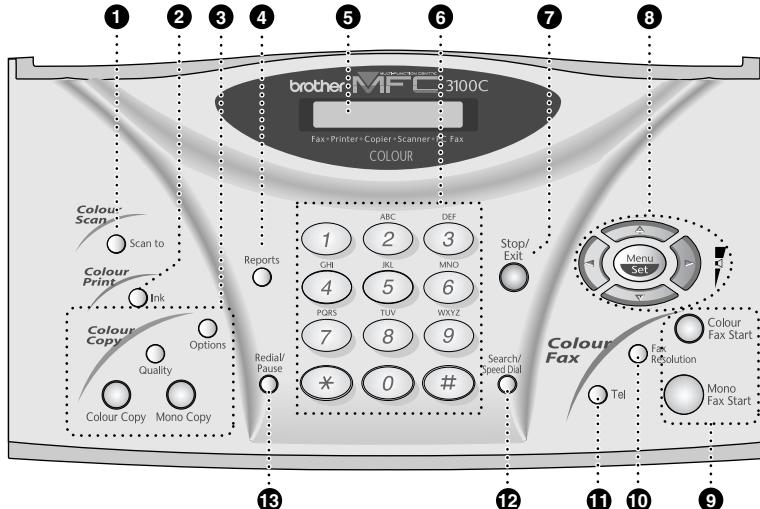
You can connect a separate telephone to the machine, as shown below.



(Example for Australia)

Whenever this external phone (or TAD) is in use, the screen displays **TELEPHONE**.

# Control Panel Overview



## 1 Scan to

Lets you scan the next original into your computer and select the type of destination: word processing, graphics or E-mail application.

## 2 Ink

Use this key to clean the ink print heads and replace an ink cartridge.

## 3 Colour Copy Keys: (For the Next Copy Only)

### Options

You can change the setting of Copy.

### Quality

Use this key to change the quality for Copy.

### Colour Copy

Makes a full-colour copy.

### Mono Copy

Makes a black-and-white copy.

## 4 Reports

You can access the Reports menu so you can select a report to print: Help, Quick-Dial, Journal, Xmit Verify, and System Setup List.

## 5 Liquid Crystal Display (LCD)

LCD displays messages to help you set and operate the machine.

## 6 Dial Pad

Dials phone and fax numbers, and can be used as a keyboard for entering information into the machine.

# key lets you switch the dialling type during a telephone call from "PULSE" to "TONE". (Not available in New Zealand)

## 7 Stop/Exit

Stops a fax, cancels an operation or exits from function mode.

**8 Navigation Keys:****Menu/Set**

Lets you access the menu and programming mode and stores your settings in the machine.



Press to scroll forward or backward to set a menu selection.

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



Press to scroll through the menus and options.

You can press these keys to adjust the ring volume.

**9 Start Keys:****Colour Fax Start**

Starts sending a colour fax.

**Mono Fax Start**

Starts sending a black and white fax.

**10 Fax Resolution****(For the Next Fax Only)**

Sets the resolution when you send a fax.

**11 Tel**

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

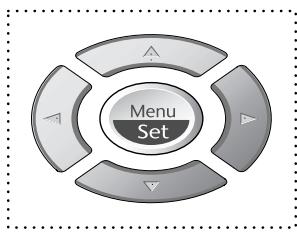
**12 Search/Speed Dial**

Lets you dial stored phone numbers by pressing # key and a two digit number. Also lets you look up numbers stored in the dialling memory.

**13 Redial/Pause**

Redials the last number called. Also inserts a pause in autodial numbers.

# Menu Mode & Menu Selection Table



- Access the Menu
- Go to next menu level
- Accept an option



- Scroll through the current menu level



- Back to previous menu level



- Forward to next menu level



- Exit the Menu

You can access the menu mode by pressing **Menu/Set**.

When you enter the Menu, the LCD scrolls:

Then press **1** for General Setup Menu

—OR—

Press **2** for Fax Menu

—OR—

Press **3** for Copy Menu

—OR—

Press **4** for Test Print

—OR—

You can scroll more quickly through the each menu level by pressing or keys, and then set an option by pressing **Menu/Set** when that option appears on the LCD. Then the LCD shows next menu level. Press or key to scroll to your next menu selection, and then press **Menu/Set**.

When you finish setting an option, the LCD shows **ACCEPTED**.



Use to scroll backward if you passed your choices or to save keystrokes.

You can also program the machine by pressing **Menu/Set** and then the menu numbers. For example: to set **FAX RESOLUTION** to **FINE**, press **Menu/Set**, **2**, **2**, **2** and or to select **FINE**, and then press **Menu/Set**.

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

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

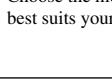
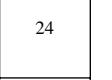
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
				 to accept	
<b>1. GENERAL SETUP</b>	<b>1. PAPER TYPE</b>	—	<b>PLAIN</b> INKJET GLOSSY (4-COLOUR/ 3-COLOUR) TRNSPRNCY	Identifies the type of paper in the cassette Multi-purpose sheet feeder.	14
	<b>2. DATE/TIME</b>	—	—	Enter date and time for LCD display and to print on transmissions.	14
	<b>3. STATION ID</b>	—	—	Program the name, fax number to appear on each transmitted page.	15
<b>4. VOLUME</b>	<b>1. RING</b>	OFF HIGH <b>LOW</b>	—	Adjusts ring volume.	16
	<b>2. BEEPER</b>	OFF HIGH <b>LOW</b>	—	Adjusts beeper volume.	16
<b>5. POWER SAVE</b>	—	ON <b>OFF</b>	—	Power save mode.	16
<b>6. TONE/PULSE (Not available in New Zealand)</b>	—	<b>TONE</b> PULSE	—	Select the dialling mode.	17

\* The factory setting (option) is shown in bold.

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

Stop/  
Exit

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

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
<b>2. FAX</b>	<b>1. SETUP RECEIVE</b>	<b>1. RING DELAY</b>	 to accept	Number of rings before the machine answers in Fax/Tel (F/T) or Fax Mode.	24
		10			
		09			
		08			
		07			
		06			
		05			
		04			
		<b>03</b> (Example for <b>02</b> Australia)			
	<b>2. RECEIVE MODE</b>	<b>FAX ONLY</b> FAX/TEL TAD/ANSWER MACH. MANUAL		Choose the mode that best suits your needs.	24
	<b>3. F/T RING TIME</b>	70 40 <b>30</b> (Example for 20 Australia)		Sets the time for "F/T pseudo-ring" in Fax/Tel (F/T) Mode.	24
	<b>4. FAX DETECT</b>	<b>ON</b> OFF		Receive fax messages without pressing the <b>Mono Fax Start</b> key.	25
	<b>5. REMOTE CODE</b>	ON (*51, #51) (*91, #91 for New Zealand) <b>OFF</b>		Enter code to activate or deactivate the machine from a remote location.	37
	<b>6. AUTO REDUCTION</b>	<b>ON</b> OFF		Reduces size of image.	25
	<b>7. MEM.RECEIVE</b>	<b>ON</b> OFF		Automatically stores any incoming faxes in its memory if it runs out of paper.	26
	<b>8. POLLING RX</b>	<b>STANDARD</b> SECURE TIMER		You call another fax machine to receive a fax from it.	42
	<b>2. SETUP SEND</b>	<b>1. CONTRAST</b>	<b>AUTO</b> LIGHT DARK	Change the lightness or darkness of a fax you are sending.	19
		<b>2. FAX RESOLUTION</b>	<b>STANDARD</b> FINE S.FINE PHOTO	Changes the default setting of fax resolution.	19

\* The factory setting (option) is shown in bold.

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

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

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
					
					to accept
<b>2. FAX (Continued)</b>	<b>2. SETUP SEND (Continued)</b>	<b>3. TIMER</b>	—	Set the machine to send your documents later.	31
		<b>4. BATCH TX</b>	<b>ON</b> <b>OFF</b>	Sends all delayed faxes that are to the same fax number and at the same time as one transmission.	31
		<b>5. REAL TIME TX</b>	<b>NEXT FAX ONLY</b> <b>OFF</b> <b>ON</b>	When memory is full, you can send faxes in real time.	22
		<b>6. POLLED TX</b>	<b>STANDARD</b> <b>SECURE</b>	Set Polled Transmission for someone to poll the machine to receive a fax from you.	44
		<b>7. OVERSEAS MODE</b>	<b>ON</b> <b>OFF</b>	Special setting for international transmissions.	31
	<b>3. SET QUICK-DIAL</b>	<b>1. SPEED-DIAL</b>	—	Store speed-dial numbers in memory.	18
		<b>2. SETUP GROUPS</b>	—	Set up a Group number for broadcasting.	33
	<b>4. REPORT SETTING</b>	<b>1. TRANSMISSIO N</b>	<b>ON</b> <b>ON+IMAGE</b> <b>OFF</b> <b>OFF+IMAGE</b>	Initial setup for Transmission Verification Report and Journal.	29
		<b>2. JOURNAL PERIOD</b>	<b>OFF</b> <b>7/4/2 Days</b> <b>24/12/6/3/1 Hours</b>		29
	<b>5. REMOTE FAX OPT</b>	<b>1. FAX FWD</b>	<b>ON</b> <b>OFF</b>	Set the machine to forward faxes.	45
		<b>2. FAX STORAGE</b>	<b>ON</b> <b>OFF</b>	Store incoming faxes in memory for remote retrieval and fax forward.	45
		<b>3. REMOTE ACCESS</b>	<b>159*</b>	Set code for retrieving faxes.	46
		<b>4. PRINT DOCUMENT</b>	—	Print incoming faxes stored in the memory.	26
	<b>6. REMAINING JOBS</b>	—	—	Check which jobs are in memory or cancel a job waiting (e.g. a delayed fax (timer) or a polling job).	33

\* The factory setting (option) is shown in bold.

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

Stop/  
Exit

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

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
				↑  ↓     to accept	
<b>2. FAX (Continued)</b>	<b>0. MISCELLANEOUS</b>	<b>1. TX LOCK (1. KEY LOCK)</b>	—	Prohibits most functions except receiving faxes.	34
		<b>2. DISTINCTIVE (Not available in New Zealand)</b>	ON OFF	Use with phone company distinctive ringing service to register the ring pattern with the MFC.	38
		<b>2. FAXABILITY (Only for New Zealand)</b>	ON OFF	If you have FaxAbility from Telecom, you can use this function to store the ringing pattern of your fax number. And if you set it to ON, you should use the registered number as a fax number only.	39
<b>3. COPY</b>	<b>1. QUALITY</b>	—	<b>NORMAL</b> FAST BEST	Selects copy quality.	54
	<b>2. COLOUR ADJUST</b>	<b>1. RED</b>	R:-   + R:-   + R:-   + R:-   + R:-   +	Adjusts the amount of Red in copies.	54
		<b>2. GREEN</b>	G:-   + G:-   + G:-   + G:-   + G:-   +	Adjusts the amount of Green in copies.	54
		<b>3. BLUE</b>	B:-   + B:-   + <b>B:-  +</b> B:-   + B:-   +	Adjusts the amount of Blue in copies.	54
<b>4. TEST PRINT</b>	—	—	—	Adjusts the contrast.	54
				You can print a test sample page to check print quality and adjust the Vertical Alignment.	130

\* The factory setting (option) is shown in bold.

# 1 Setup

## Initial Settings

### Setting Paper Type

To achieve the best print results you should choose the Paper Type according to the paper you use.

- 1 Press **Menu/Set**, 1, 1.
- 2 Press  or  to select **PLAIN, INK JET**,

1 . PAPER TYPE

**GLOSSY** or **TRNSPRNCY** (TRANSPARENCY), and then press **Menu/Set**.

- 3 If you selected **GLOSSY**, press  or  to select **GLOSSY:4-COLOUR** or **GLOSSY:3-COLOUR**, and then 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 a paper jam or curling sheets.

### Setting the Date and Time

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

In the event of a power failure, the machine maintains date and time information for several hours. All other settings remain unaffected.

- 1 Press **Menu/Set**, 1, 2.
- 2 Enter the two digits of the year, and press **Menu/Set**. “02” is registered as 2002 in the machine.
- 3 Enter two digits for the month and press **Menu/Set**.
- 4 Enter two digits for the day and press **Menu/Set**.
- 5 Enter the time in 24 hour format and press **Menu/Set**.
- 6 Press **Stop/Exit**.

## Setting the Station ID

---

You can store your name and fax number to be printed on all fax pages that you send.

It is important that you enter the fax number in the internationally standardized format, i.e. in accordance with the following strict sequence:

- The “+” (plus) character (press **\*** key)
- Your Country Code
- Your local area code minus any leading “0”
- A space
- Your number on the local exchange, using spaces to aid readability as appropriate.

- 1 Press **Menu/Set, 1, 3.**
- 2 Enter your fax number (up to 20 digits) and press **Menu/Set**.
- 3 Enter your name (up to 20 characters) using the dial pad and the chart. (See *Entering Text*, page 152) To enter a space press  twice.
- 4 Press **Menu/Set**.
- 5 Press **Stop/Exit**.



- When you enter your name, see *Entering Text*, page 152.
- If you do not enter a fax number, no additional information can be entered.
- To enter a space, press  once between numbers and twice between characters.
- If your Station ID has already been programmed, the screen prompts “1” to make a change, or “2” to exit without changing.

# Custom Settings

## Volume Settings

### Ring Volume

You can select how loud the machine rings for incoming calls. The ring volume can be turned off for silent reception if required.

- 1 Press **Menu/Set, 1, 4, 1.**
- 2 Press  or  to select **OFF, LOW, or HIGH.**
- 3 Press **Menu/Set** when the screen displays your selection.
- 4 Press **Stop/Exit.**

—OR—

You can adjust the ring volume when the machine is idle. You can turn the ring OFF.

Press  or  to adjust the volume level. With each key press, the machine rings so you can hear the current setting and the display shows the setting you are choosing. Each key press changes the volume to the next setting.

The new setting will remain until you change it again.

### Beep Volume

You can set the beeper to **LOW, HIGH** or **OFF**. The machine comes set to **LOW**. When the beeper is set to **LOW** or **HIGH**, the machine beeps every time you press a key or make an error, and at the end of sending or receiving a fax.

- 1 Press **Menu/Set, 1, 4, 2.**
- 2 Press  or  to select your setting.
- 3 When the screen displays the setting you want, press **Menu/Set**.
- 4 Press **Stop/Exit.**

## 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, it drops into power save mode automatically. In the Power Save Mode, you cannot use fax detect function or remote activation.

The machine will not display the date and time in this condition.

- 1 Press **Menu/Set, 1, 5.**
- 2 Press  or  to select **ON** (or **OFF**).
- 3 Press **Menu/Set** when the screen displays your selection.
- 4 Press **Stop/Exit.**

## **Setting the Dialling Mode (Tone/Pulse) (Not available in New Zealand)**

The machine is initially set to **TONE**. If you are using a **PULSE** dial line, you can change the setting to **PULSE** by following the steps below.

- 1** Press **Menu/Set**, **1, 6**. The screen prompts you to select **PULSE** or **TONE**.
- 2** Use  or  to select the dialling mode.
- 3** Press **Menu/Set** when the screen displays the dialling mode you want.
- 4** Press **Stop/Exit**.

# Storing Numbers for Easy Dialling

You can set up the machine to do the following types of easy dialling: Speed Dial and Groups for Broadcasting of faxes. (See *Broadcasting (Not Available for Colour Fax)*, page 32)

Even if you lose electrical power, numbers stored in memory will not be lost.

## Storing Speed Dial Numbers

You can store Speed Dial numbers, which you dial by pressing only five keys or by using the Search function. There are 40 Speed Dial locations. (See *Speed Dialling*, page 20)

- 1 Press **Menu/Set**, **2, 3, 1**. The screen prompts you to enter a location.
- 2 Use the dial pad to enter a two-digit location (01–40), and press **Menu/Set**. The screen displays your entry, then prompts you to enter the number you're storing.
- 3 Enter the number (up to 20 digits), and press **Menu/Set**.  
The screen now prompts you to store a name with this number.
- 4 Use the dial pad to enter the name (up to 15 characters). (See *Entering Text*, page 152)—**OR**—Go to Step 5 to store the number without a name.
- 5 Press **Menu/Set**. Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop/Exit**.

When you dial a Speed dial number, the screen displays the name you have stored or if you have not stored a name, the number you have stored.

## Changing Speed Dial Numbers

If you try to store a Speed Dial number in a location where a number is already stored, the screen displays the current name stored there, then prompts you to either change it or exit.

- 1 Press **Menu/Set**, **2, 3, 1**.  
The screen prompts you to enter a location.
- 2 Use the dial pad to enter a two-digit location (01–40), and press **Menu/Set**.
- 3 Press **1** to change the number stored, or press **2** to exit without making a change.
- 4 Enter a new number.
  - ◆ If you want to erase the number, press **Stop/Exit** when the cursor is to the far left of the digits.
  - ◆ If you want to change a digit, use  or  to position the cursor under the digit you want to change, then enter the new digit—**OR**—Press **Stop/Exit** to delete all characters above and to the right of the cursor.
- 5 Follow the directions in Storing Speed Dial Numbers.



You can print a list of all stored numbers. (See *Using the Reports Key*, page 30)

# 2 Sending a Fax

## Scanning Adjustment

### Contrast

If your document is very light or very dark, you might want to set the contrast accordingly. Use **LIGHT** to send a light document. Use **DARK** to send a dark document. After sending the document the contrast setting is set to **AUTO** (suitable for most documents) automatically.

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Menu/Set, 2, 2, 1**.
- 3 Use  or  to select **AUTO**, **LIGHT**, or **DARK**.
- 4 When the screen displays your selection, press **Menu/Set**.
- 5 Press **2** if you are finished choosing settings, and go to Step 6—**OR**—Press **1** if you want to select additional settings. The display returns to Setup Send menu.
- 6 Enter a fax number and press **Mono Fax Start** to send a fax.

### Fax Resolution

When you have a document in the Automatic Document Feeder, you can use the **Fax Resolution** key to temporarily change the setting. 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, and then press **Menu/Set**.
- 3 Press **Stop/Exit**.

**STANDARD:** Suitable for most typed documents.

**FINE:** Good for small print; transmits a little slower than Standard resolution.

**S.FINE:** Good for small print or artwork; transmits slower than Fine resolution.  
(black and white only)

**PHOTO:** Use when document has varying shades of grey; slow transmission time.  
(black and white only)

# Dialling a Number

## Speed Dialling

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Search/Speed Dial**, then press # and the two-digit Speed Dial number.
- 3 Press **Mono Fax Start**.

## Search

You can search for names you have stored in Speed Dial memories. (See *Storing Speed Dial Numbers*, page 18)

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Search/Speed Dial**.
- 3 To search for numbers alphabetically by name, enter the first letter of the name by using the dial pad, and then press  or .

—OR—

To search for numbers numerically by Speed-Dial number, press  or .

- 4 When the screen displays the name you want to call, press **Mono Fax Start**.

## Chain Dialling

You can store very long dialling sequences by dividing them and setting them up as Speed Dial numbers. Then while dialling, you can combine two or more Speed Dial numbers and even include manual dialling using the dial pad. You can use these numbers in any combination. The combined number will be dialled, in the order you entered it, as soon as you press **Mono Fax Start**.

For example:

You store “555” on Speed Dial #01 and “7000” on Speed Dial #02. If you press **Search/Speed Dial**, #, 0, 1, **Search/Speed Dial**, #, 0, 2 and **Mono Fax Start**, you can dial “555 7000”. To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. So, if you press **Search/Speed Dial**, #, 0, 1 and press 7001 using the dial pad, you can dial “555 7001”.

Using access codes is easy. Sometimes you may want to choose from the among several long distance carriers when you make a call; rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers as Speed Dial numbers.

## Manual and Automatic Fax Redial

If you’re sending a fax manually and the line is busy, press **Redial/Pause** and then press **Mono Fax Start** to try again. Anytime you want to make a second call to the last number dialled, press **Redial/Pause** and then press **Mono Fax Start** to save time.

If you’re sending a fax automatically and the line is busy, the machine will automatically redial up to 2 times at 2 minute intervals for Australia or up to 2 times at 3 minute intervals for New Zealand (10 times at 3 minute intervals for some countries).

## Pause

---

Press **Redial/Pause** to insert a pause between digits to be dialled.



When you press **Redial/Pause**, a dash “-” will appear on the display. By storing a pause, you can create a delay of 3.5 seconds.

## ***Sending Operation***

### **Automatic Transmission**

---

This is the easiest way to send a fax.

**IMPORTANT:** Do not pick up the external telephone’s handset.

- 1** Insert the document face down in the Automatic Document Feeder.
- 2** Dial the number by using Speed Dial, Search or dial pad.
- 3** Press **Mono Fax Start**.

### **Manual Transmission (With an External Telephone)**

---

Manual transmission lets you hear the dial tone, ringing and fax receiving tones before sending the fax.

- 1** Insert the document face down in the Automatic Document Feeder.
- 2** Pick up the handset of the external telephone and listen for a dial tone.
- 3** Enter the fax number you want to call. (See *Dialling a Number*, page 20)
- 4** When you hear the fax tone, press **Mono Fax Start**.
- 5** To hang up, replace the handset of the external phone.



Manual transmission does not use memory.

### **Colour Fax transmission**

---

Your Multi-Function Centre allows you to transmit a colour fax.

- 1** Insert the document face down in the Automatic Document Feeder.
- 2** Enter the fax number using the dial pad, Speed Dial or Search.
- 3** Press **Colour Fax Start**.



When you send a colour fax, the machine starts sending the fax without scanning the original into memory.

## Dual Access (Not Available for Colour fax)

You can scan up to 50 messages into the fax memory, even while the machine is receiving or sending another fax (from the memory). You can set temporary settings for each fax you're scanning, except Timer and Polling.

If you get an **OUT OF MEMORY** message while scanning the first page of a fax, press **Stop/Exit** to cancel the scan. If you get an **OUT OF MEMORY** message while scanning in a subsequent page, you will have the option to press **Mono Fax Start** to transmit the pages scanned so far, or to press **Stop/Exit** to cancel the operation.

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Enter the fax number.
- 3 Press **Mono Fax Start**. The machine starts scanning the document and the screen displays the job number (#XXX) of the fax, and how much memory is available. When the machine starts dialling you can immediately repeat Steps 1 through 3 for the next fax.



- Your machine normally operates in Dual Access mode. However, when you send a colour fax, the machine always starts sending the fax without scanning the original into memory (Real Time Transmission).
- The number of pages you can scan into memory varies with the data they contain.

## Real Time Transmission

When you are sending a fax, the machine will scan documents into memory before sending. Then, as soon as the phone line is free, the machine will start dialling and sending the fax. If 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 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Menu/Set, 2, 2, 5**.
- 3 To change the default setting, press or to select **ON** (or **OFF**) and press **Menu/Set**. Go to Step 6—**OR**—For the next fax transmission only, press or to select **NEXT FAX ONLY**.
- 4 Press **Menu/Set**.
- 5 For the next fax only, press or to select **ON** (or **OFF**) and press **Menu/Set**.
- 6 Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu—**OR**—Press **2** if you have finished choosing settings and go to Step 7.
- 7 If you switched ON Real Time Transmission for the next fax only, enter the fax number and press **Mono Fax Start**.



This setting has no effect on Colour faxes. Colour faxes are always sent by using Real Time Transmission.

# 3 Receiving a Fax

## Receive Mode Settings

### Select Receive Mode

Receive Mode	For
<b>1. FAX ONLY</b>	Use this function if you want to receive fax messages only (no telephone calls). The machine should be connected on its own line. The machine automatically answers every call as a fax call. You cannot receive a voice call but, if you have connected an External telephone, you can still dial out and make voice calls. (This setting is recommended if the machine is on its own dedicated fax line.)
<b>2. FAX/TEL (F/T)</b> (with an External Telephone)	Use this function if you expect to receive many fax messages and few phone calls. The machine automatically answers every call. If the call is a fax, it prints the fax. If the call is not a fax, it signals you with an F/T pseudo-ring, different from the phone company ringing, to alert you to pick up the call. Lift the external telephone's handset, and then press <b>Tel</b> to answer. If you select this setting, you will need to set the Ring Delay and F/T Ring Time features (on the following pages).
<b>3. TAD:ANSWER MACH.</b> (with an External Answering Machine)	This is the only setting in which you can use an <b>external</b> answering machine. Your telephone answering device answers every call. Once the external telephone answering device (TAD) answers, the machine listens for fax tones. If it detects fax tones, fax messages are printed.  The TAD setting works only with an external telephone answering device (TAD). Ring Delay and F/T Ring Time do not work in this setting.
<b>4. MANUAL</b> (with an External Telephone)	Use this function if you receive many telephone calls and few fax messages. You must answer all calls yourself. If you hear fax tones, wait until the machine takes over the call automatically, then hang up (see Fax Detect function).

## To Select or Change Your Receive Mode

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

2 Press  or  to select **FAX ONLY, FAX/TEL, TAD:ANSWER MACH., MANUAL** mode, and press **Menu/Set.**

3 Press **Stop/Exit.**

The screen returns to the date and time display, along with your new receive mode setting.

**FAX ONLY**

**FAX/TEL**

**TAD:ANSWER MACH.**

**MANUAL**



FAX : FAX ONLY  
F/T : FAX/TEL  
TAD : EXTERNAL ANSWERING DEVICE  
MAN : MANUAL

## Setting the Ring Delay

The Ring Delay setting determines the number of times the machine rings before it answers in **FAX ONLY** or **FAX/TEL** mode. (See *Operation from an External or Extension Telephone*, page 36)

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

2 Press  or  to select how many times the line rings before the machine answers (02-10 for Australia, 01-10 for New Zealand, 00 -10 for some countries.).

3 Press **Menu/Set** when the screen displays your selection.

4 Press **Stop/Exit.**

## Setting the F/T (Fax/Tel) Ring Time (Fax/Tel Mode Only)

You need to determine how long the machine will notify you with its special F/T pseudo-ring when you have a voice call. This ringing happens after the initial ringing from the phone company. Only the fax machine rings, for 20, 30, 40 or 70 seconds (for 20, 30, 40 or 55 seconds: Only for New Zealand); no other phones on the same line ring the special F/T pseudo-ring. However, you can answer the call on any extension phone (in a separate wall socket) on the same line as the machine. (See *Operation from an External or Extension Telephone*, page 36)

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

2 Press  or  to select how long the machine will ring to alert you that you have a voice call, and then press **Menu/Set.**

3 Press **Stop/Exit.**

Now, when a call comes in and the machine is set to Fax/Tel (F/T) Mode, all phones on this line will ring the number of times you selected in Ring Delay.

You can let the machine pick up and detect if it's a fax or voice call. If it's a fax call, the machine prints the fax. If it's a voice call, the machine signals you with an F/T pseudo-ring for the length of time you selected in F/T Ring Time. Lift the external telephone's handset, and then press **Tel** to answer.



Even if the caller hangs up during the F/T pseudo-ringing, the machine continues the F/T pseudo-ringing for the set time.

## Fax Detect (with an External or Extension Telephone)

When you use this feature, you don't have to press **Mono Fax Start** or **\* 5 1 (\* 9 1 for New Zealand)** when you answer a fax call with an external or extension telephone and hear calling beeps. Just hold the handset of an external or extension telephone and wait for several seconds. When you see **RECEIVING** on the fax screen or when you hear "chirps" through the handset of an extension phone connected to another wall socket, just replace the handset, and the machine does the rest. Selecting **ON** allows the machine to receive fax calls automatically, even if you lift the handset of an external or extension phone. Selecting **OFF** means you will have to activate the machine yourself, by pressing **Mono Fax Start** or **\* 5 1 (\* 9 1 for New Zealand)** at the external or extension telephone. (You have to set Remote Activation to **ON** in **Menu/Set, 2, 1, 5** to use **\* 5 1 (\* 9 1 for New Zealand)**.) (See *Operation from an External or Extension Telephone*, page 36)

In case Fax Detect does not work, because of a poor phone line connection, just press the Activation Code **\* 5 1 (\* 9 1 for New Zealand)** at the external or extension telephone.

- 1 Press **Menu/Set, 2, 1, 4**.
- 2 Press  or  to select **ON** (or **OFF**), and press **Menu/Set**.
- 3 Press **Stop/Exit**.

## Receiving a Fax

### Printing a Reduced Incoming Document (Auto Reduction)

If you choose **ON**, the machine reduces an incoming document automatically, so that it fits on one page of A4 recording paper, regardless of the size of the original document.

- 1 Press **Menu/Set, 2, 1, 6**. The screen displays **6 . AUTO REDUCTION**
- 2 Use  or  to select **ON** (or **OFF**).
- 3 Press **Menu/Set** when the screen displays your selection.
- 4 Press **Stop/Exit**.



If incoming faxes show that information in the left and right margins has been cut off, make sure this Auto Reduction feature is turned on.



- When you use Auto Reduction to reduce incoming documents to fit on one page of recording paper, you can do so only as long as the original document is not longer than 35 cm. If the original is longer than 35 cm, the data will not be reduced and will carry over to print on a second page.
- When you set **AUTO REDUCTION** to **ON**, even if the document size is the same as the recording paper or smaller than it, the data will be slightly reduced.

## 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 **Mono 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 **Mono Fax Start**.

- 1 Press **Menu/Set**, 2, 1, 7.
- 2 Use  or  to select **ON** (or **OFF**), and press **Menu/Set** when the screen displays your selection.
- 3 Press **Stop/Exit**.

## Printing a Fax from Memory

If you have fax storage ON for remote retrieval or fax forwarding, you can still print a fax from the machine’s memory when you are at the machine: (See *Setting Fax Storage*, page 45)

- 1 Press **Menu/Set**, 2, 5, 4.
- 2 Press **Mono Fax Start**.
- 3 After all the data saved in the memory is printed out, press **Stop/Exit**.

# 4 Telephone (Voice) Operation

## Making Voice Calls with an External Telephone

If you connect an external telephone to the machine, the dial pad on the machine can be used to dial a number for normal telephone calls. You can dial numbers, by using Speed Dial memory, or using the dial pad.



You can also use Chain Dialling or Pause function. (See *Chain Dialling*, page 20 and *Pause*, page 21)

### Manual Dialling with an External Telephone

Manual dialling is simply pressing all of the digits of the phone number.

- 1 Pick up the external telephone's handset.
- 2 When you hear a dial tone, dial the number, using the dial pad.
- 3 To hang up, replace the external telephone's handset.

### Search

You can search for names you have stored in Speed Dial memories. (See *Storing Speed Dial Numbers*, page 18)

- 1 Pick up the external telephone's handset.
- 2 Press **Search/Speed Dial**.
- 3 To search for numbers alphabetically by name, enter the first letter of the name by using the dial pad, and then press or .

—OR—

To search for numbers numerically by Speed-Dial number, press or .

- 4 When the screen displays the name you want to call, press **Mono Fax Start** to begin dialling.
- 5 When the call is over, hang up.

### Speed Dialling

- 1 Pick up the external telephone's handset.
- 2 When you hear a dial tone, press **Search/Speed Dial**, then press **#** and the two-digit Speed Dial number. (See *Storing Speed Dial Numbers*, page 18)
- 3 To hang up, replace the external telephone's handset.

## Tone/Pulse (Not available in New Zealand)

---

If you have pulse dialling service, but need to send tone signals (for telephone banking, for example), follow the directions below. If you have touch tone service, you do not need this feature to send tone signals.

- 1** Lift the external telephone's handset and dial the number.
- 2** When you are asked to enter any number, press **#** on the control panel of the machine. Any digits dialled after this sends tone signals.
- 3** When you hang up, the machine returns to pulse dialling service.

## Fax/Tel (F/T) Mode

---

When you share one line for your telephone and fax machine, in the Fax/Tel (**F/T**) Mode, the machine can determine whether an incoming call is a fax or a telephone call. (See *Select Receive Mode*, page 23)

### Tel Key

This key is used to enter into a telephone conversation having picked up the handset of an external telephone in F/T pseudo-ringing.

# 5 Printing Reports

## Transmission Report and Journal Setting

Two reports require initial setup in the Menu table: Transmission Verification Report and Journal Period. For initial setup:

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

1. TRANSMISSION

—OR—

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

2. JOURNAL PERIOD

### Customizing the Transmission Verification Report

You can use the Transmission Report as confirmation that you sent a fax. This report lists the name or fax number of the receiving party, the time and date of transmission, and if the transmission was successful. When the feature is **OFF**, the report is printed automatically only if an error occurred during transmission. If the report indicates **ERROR**, send the document again. If the report indicates you should check the readability of certain pages, resend those pages.

If you typically send multiple faxes to the same destinations, you may need a reminder to identify each fax transmission. You can select **OFF+IMAGE** or **ON+IMAGE** to print a portion of the first page of the fax message on the report.

- 1 Press **Menu/Set, 2, 4, 1.**
- 2 Press  or  to select **OFF**, **OFF+IMAGE**, **ON** and **ON+IMAGE**.
- 3 Press **Menu/Set**.
- 4 Press **Stop/Exit**.

### Setting the Journal Period

You can set the machine to print activity reports at specific intervals (1, 3, 6, 12, 24 hours, 2, 4 or 7 days). If you set the interval to **OFF**, you can print the report by following the steps in the previous section.

- 1 Press **Menu/Set, 2, 4, 2.**
- 2 Press  or  to choose your setting, and then press **Menu/Set**.
- 3 If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown. Press  or  to choose your setting and press **Menu/Set**.
- 4 Enter the time to begin printing, in 24-hour format (for example, enter 19:45 for 7:45 PM), and press **Menu/Set**.
- 5 Press **Stop/Exit**.



The journal will record only the last 200 Transmissions / Receptions. Therefore, please set the Journal Period depending on the number of transmissions and receptions per day.

For example, if you send 50 documents per day, and receive 50 Fax messages per day, ideally, set the journal period to 12 or 24 Hours.

If it is 100 transmissions and 100 receptions per day, please set the period to 12 Hours.

If the period is set to 24 Hours, there is a risk that some of the messages or received, which are in excess of 200 messages from the time of last journal report, will not show on the Journal Report.

# Using the Reports Key

Six lists are available.

**1. HELP**

Lists basic operational steps and functions.

**2. QUICK-DIAL**

Lists names and numbers stored in Speed Dial memory, in numerical order.

**3. JOURNAL**

Journal lists information about the last 200 incoming and outgoing faxes. TX means Transmit; RX means Receive.

**4. XMIT VERIFY**

Prints a Transmission Verification Report for your last transmission.

**5. SYSTEM SETUP**

Lists settings for **GENERAL SETUP**, **SETUP RECEIVE**, **SETUP SEND**, **REPORT SETTING**, **REMOTE FAX OPT** and **MISCELLANEOUS**.

## To Print a Report

**1** Press **Reports**.

**2** Press  or  to select the report you want, and then press **Menu/Set**.

—OR—

Enter the number of the report you want to print. For example, press **1** to print the Help List.

# 6 Advanced Sending

## Advanced Operations

### Overseas Mode

Sometimes, when sending a fax to overseas numbers, problems may be experienced. This mode makes the machine work better for such calls.

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

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Menu/Set, 2, 2, 7.**
- 3 Press  or  to select **ON** (or **OFF**), and press **Menu/Set** when the screen displays your selection.
- 4 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 5.
- 5 Enter the fax number you're calling, and press **Mono Fax Start**.

### Delayed Transmission (Timer) (Not Available for Colour Fax)

You can use this function to send a fax up to 24 hours later.

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Menu/Set, 2, 2, 3.**
- 3 Enter the time you want the fax to be sent, in 24-hour format (for example, enter 19:45 for 7:45 PM), 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 are finished choosing settings and go to Step 5. The screen prompts you to enter the fax number.
- 5 Enter the fax number, and press **Mono Fax Start**. The machine will wait until the time you have entered to send the fax.

### Delayed Batch Transmission

Before sending the delayed faxes, your Brother machine will economize by sorting all the documents in memory by destination and scheduled time. If you set Batch Transmission to **ON**, all delayed faxes scheduled at the same time to the same fax number will be sent as one transmission.

- 1 Press **Menu/Set, 2, 2, 4.**
- 2 Press  or  to select **ON** (or **OFF**) and press **Menu/Set**.
- 3 Press **Stop/Exit**.

## Broadcasting (Not Available for Colour Fax)

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **Menu/Set** key, you can include up to 40 Speed Dial locations, and up to 50 manually dialled numbers (maximum of 90 locations if you did not use up any locations for Groups, access codes or credit card numbers).

However, available memory will vary with the types of jobs in memory and numbers of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to setup transmissions using dual access and the timer.

The easiest way to broadcast is to first combine frequently used Speed Dial numbers as a Group, which uses up a Speed Dial. (Remember, you can have up to six Groups, and Quick-Dial numbers can be included in more than one Group). Then by pressing **Menu/Set** between each location, you can include Speed Dial, Groups, and manual dialling (using the dial pad) in the same broadcast. Use the **Search/Speed Dial** to help you choose the numbers easily.

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

- 1** Insert the document face down in the Automatic Document Feeder.
- 2** Enter a number using Speed Dial, Group number, Search or the dial pad. (See *Setting Groups for Broadcasting*, page 33)  
Example: Group number
- 3** Press **Menu/Set**. You will be prompted to enter the next number.
- 4** Enter the next number.  
Example: Speed Dial
- 5** Press **Menu/Set**.
- 6** Enter the next fax number.  
Example: Manual dialling, using the dial pad.
- 7** Press **Mono Fax Start**.

The machine will read the documents into memory and then start sending faxes to all the numbers you entered.



- Enter the long dialling sequence numbers as you normally would, but keep in mind that each Speed Dial counts as one location, so the number of locations you can call becomes limited.
- If the line is busy or a connection could not be made for some other reasons while broadcasting, the machine will redial the number automatically.
- If the memory is full, press **Stop/Exit** to abort the job or press **Mono Fax Start** to send the portion that is in the memory (if more than one page has been scanned).

## Setting Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only five keys (**Search/Speed Dial**, **#**, the two-digit location, and **Mono Fax Start**). First, you will need to store each fax number as a Speed Dial number (See *Storing Speed Dial Numbers*, page 18). Then, you can combine them into a Group. Each Group uses up a Speed Dial number. Finally, you can have up to 6 small Groups, or you can assign up to 39 numbers to one large Group.

- 1 Press **Menu/Set**, **2**, **3**, **2**. **PRESS SPEED-DIAL**
- 2 Press **Search/Speed Dial**, and then enter the two-digit location where you wish to store the Group number, and then press **Menu/Set**.  
(For example, press **Search/Speed Dial**, **07**.)
- 3 Use the dial pad to enter the Group Number (for example, press **1** for Group 1). **G01 : #05#09**
- 4 Press **Menu/Set**. To include Speed Dial numbers in the Group, enter the Speed Dial locations one after the other by pressing **Search/Speed Dial** and then the two digit Speed Dial number (e.g. 05) on the dial pad. For example, for Speed Dial location 05 and 09, press **Search/Speed Dial**, **0**, **5** and **Search/Speed Dial**, **0**, **9** on the dial pad.
- 5 Press **Menu/Set**. The screen prompts you to enter a name.
- 6 Use the dial pad to enter a name for the group (up to 15 characters) (for example, NEW CLIENTS) and press **Menu/Set**. (See *Entering Text*, page 152)
- 7 Press **Stop/Exit**.



You can print a list of all Speed Dial numbers. Group numbers will be marked in the column of “**GROUP**”. (See *Printing Reports*, page 29)

## Cancelling a Job While Scanning the Document

You can cancel a job while you are scanning it into memory by pressing **Stop/Exit**.

## Checking and Cancelling a Scheduled Job in Memory

You can check or cancel a job that is waiting in memory.

If the machine is idle,

- 1 Press **Menu/Set**, **2**, **6**.  
Any waiting jobs appear on the display. If nothing is waiting, the screen displays **NO JOB WAITING**.
- 2 If you have more than one job waiting, use or to select the job you want to cancel. Press **Menu/Set** when the screen displays your selection—**OR**—If you have only one job waiting, go to Step 3.
- 3 Press **1** to cancel—**OR**—Press **2** to exit without cancelling.  
To cancel another job, return to Step 2.
- 4 Press **Stop/Exit**.

## TX Lock (KEY Lock for some countries)

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 (KEY Lock for some countries)

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**. NEW PASSWD : XXXX
- 2 Enter a 4-digit number as a new password.
- 3 Press **Menu/Set**.  
The screen prompts you to re-enter the password. VERIFY : XXXX
- 4 Re-enter the password and press **Menu/Set**.
- 5 Press  or  to choose **SET TX LOCK**.  
(**SET KEY LOCK** for some countries)
- 6 Press **Menu/Set**. The screen prompts you to enter the password. 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 (KEY 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*, page 35)

## Changing the TX Lock Password

- 1 Press **Menu/Set, 2, 0, 1.**
- 2 Press  or  to choose **SET PASSWORD**.
- 3 Press **Menu/Set**.  
The screen prompts you to enter the old password.
- 4 Enter the current password.
- 5 Press **Menu/Set**.
- 6 Enter a 4-digit number as a new password.
- 7 Press **Menu/Set**.  
The screen prompts you to re-enter the new password.
- 8 Enter the new password again and press **Menu/Set**.
- 9 Press **Stop/Exit**.

OLD PASSWD : XXXX

NEW PASSWD : XXXX

VERIFY : XXXX

## Switching TX Lock ON

- 1 Press **Menu/Set, 2, 0, 1.**
- 2 Press  or  to choose **SET TX LOCK**.  
**(SET KEY LOCK for some countries)**
- 3 Press **Menu/Set**. The screen prompts you to enter the password.
- 4 Enter a 4-digit password, followed by **Menu/Set**.  
This is the same as the security password of the machine already stored.

PASSWORD : XXXX

The screen displays **ACCEPTED** for 2 seconds, followed by **TX LOCK MODE (KEY 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**.
- 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.

PASSWORD : XXXX



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 (KEY 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.

## Operation from an External or Extension Telephone

An external phone is a telephone that is plugged into the machine (either into the machine's EXT socket or into the back of the connector that plugs into the telephone wall socket).

An extension phone is another phone on the same phone number as the machine, but plugged into a different telephone wall socket. For example, the machine may be connected to a phone line in your study, and you may have another phone on the same line (and same phone number) in your kitchen. This feature enables you to answer the phone in the kitchen if it rings while you are making a coffee, knowing that you can transfer the call to the machine if the incoming call is a fax.

If you answer a fax call on an external or extension phone, you can make the machine take over by using the Activation Code. When you press the Activation Code **\* 5 1** (**\* 9 1** for New Zealand), the machine starts to receive a fax. If you set **FAX DETECT** to **ON**, you don't have to press **\* 5 1** (**\* 9 1** for New Zealand), just hold the handset and wait for several seconds. (See *Fax Detect (with an External or Extension Telephone)*, page 25)

If the machine answers a voice call and F/T pseudo-rings for you to take over, use the Deactivation Code **# 5 1** (**# 9 1** for New Zealand) to take the call at an extension phone. The Deactivation Code is used only in Fax/Tel (F/T) Mode. (You have to set Remote Activation to **ON** in **Menu/Set, 2, 1, 5** to use **\* 5 1** or **# 5 1** (**\* 9 1** or **# 9 1** for New Zealand).)

If you answer a call, and no one is on the line, assume you're receiving a fax. At an extension phone, press **\* 5 1** (**\* 9 1** for New Zealand), wait for fax receiving tones (chirps), then hang up. At an external phone, press **\* 5 1** (**\* 9 1** for New Zealand) and wait for the phone to be disconnected (the screen displays **RECEIVING**) before you hang up. (Your caller will have to press 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** (**\* 9 1** for New Zealand) —From an extension phone, or an external phone, **\* 5 1** (**\* 9 1** for New Zealand) will set the machine in receive mode.
- ◆ **# 5 1** (**# 9 1** for New Zealand) —From an extension phone, **# 5 1** (**# 9 1** for New Zealand) 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** (**\* 9 1** for New Zealand)". (See *Outgoing Message (OGM) of External TAD*, page 6)

### For Fax/Tel Mode Only

When the machine is in Fax/Tel (F/T) Mode, it will use the F/T Ring Time (F/T pseudo-ringing) to alert you to a voice call. If you're at the machine, you can lift the external telephone's handset and press **Tel** to answer.

If you're at an extension phone, you will need to lift the handset during the F/T Ring Time and press **# 5 1** (**# 9 1** for New Zealand) between the F/T pseudo-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** (**\* 9 1** for New Zealand).

## Switching ON Remote Activation and Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Activation Code is **\* 5 1** (\* 9 1 for New Zealand). The preset Deactivation Code is **# 5 1** (# 9 1 for New Zealand).



If you are always disconnected when accessing your external TAD remotely, try changing the Activation Code from **\* 5 1** (\* 9 1 for New Zealand) to **# # #** and the Deactivation Code from **# 5 1** (# 9 1 for New Zealand) to **1 1 1**. You cannot use the same number for the Activation Code, the Deactivation Code and the Remote Access Code.

### To switch Remote Activation ON and change Remote Codes

- 1 Press **Menu/Set**, **2**, **1**, **5**.
- 2 Press or to select **ON** (or **OFF**), and press **Menu/Set** when the screen displays the setting you want.
- 3 If you want to, enter a new Remote Activation Code, then press **Menu/Set**.
- 4 If you want to, enter a new Remote Deactivation Code, then press **Menu/Set**.
- 5 Press **Stop/Exit**.

# 8 Telephone Service

## Telephone Service for Australia

### Distinctive Ringing

This machine feature lets you use the Distinctive Ringing subscriber service offered by Telstra's FaxStream® Duet, which allows you to have at least two separate telephone numbers on the 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 MFC.

Your MFC has a Distinctive Ringing function, allowing you to dedicate one phone number 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.



- To have your external TAD answer only the main number, the machine must be in **Manual Mode**.
- In **FAX/TEL (F/T) or FAX ONLY mode**, the machine will answer all numbers on the phone line.

ADVANCED FAX USE

### Set the Distinctive Ringing to ON

- 1 Disconnect the MFC from any TAD or telephone company voice mail.
- 2 Set the MFC to **Manual** mode.
- 3 Press **Menu/Set, 2, 0, 2**. The screen displays the current setting of this feature.
- 4 Press or to select **ON** (or **OFF**).
- 5 Press **Menu/Set**.
- 6 Press **Stop/Exit**.

# **Telephone Service for New Zealand**

## **FaxAbility**

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FaxAbility is a service offered by Telecom that allows you to have an additional number on one phone line, with its own distinctive ring pattern. This way, when you get an incoming call, you can identify the number being called by its ring.

### **How Will the Fax Machine Treat All Other Numbers?**

FaxAbility mode ensures that the machine will answer calls to the FaxAbility (secondary) number. When a call comes in to your main number, all the phones will ring. You can set an external answering device (TAD) to answer calls on the other number(s). (See the chart in the following page.)

If you change the answer mode on the fax machine to **FAX/TEL (F/T)** or **FAX ONLY** mode, that setting will override the FaxAbility setup. **In FAX/TEL (F/T) or FAX ONLY mode, your fax machine will answer all the phone numbers (including its own ring pattern).**

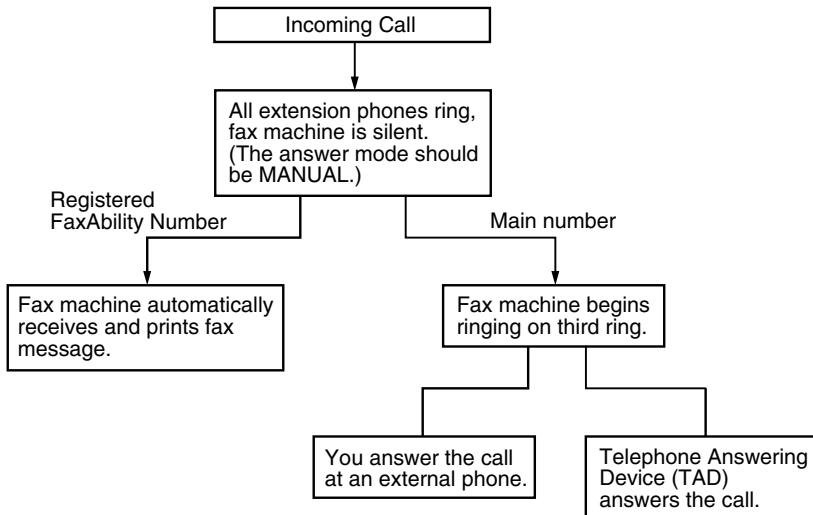
### **What is the Advantage of Using the FaxAbility Function?**

Using FaxAbility is the most efficient way to receive both fax and telephone calls on the same line. It is much easier for your callers who dial manually. The fax machine will answer with receiving tones so they will not have to press an activation code. And the people who call to talk on your main number, will not have to talk to your fax machine. Basically, it gives you two independent numbers without the higher cost of a second line.

### **How Does FaxAbility Work?**

Your telephone number will have the standard ring pattern of long, long tone, while the new number will have a ring pattern of long, silence, long, etc. When FaxAbility is **ON**, you will not hear the first ring of all incoming calls on the fax machine. Extension phones will ring as usual. If the fax machine recognizes the ring pattern, all ringing will stop and the fax machine will answer and automatically receive the fax message. Otherwise, you will hear the extension phones and the fax machine continue to ring. The fax machine always listens to the ring pattern before it answers, so do not pick up the phone during that time. You will quickly learn to recognize the ring pattern for faxes, so you will not be tempted to answer that number. Either you or a telephone answering device can answer the main number(s).

## Flowchart Sequence of Incoming Call



### How to Turn FaxAbility OFF or ON

The FaxAbility function is designed to accommodate the FaxAbility service provided by Telecom. To change the setting, repeat Steps 1-3; Step 2 is where you can select either **ON** or **OFF**.

Call Waiting beeps caused by incoming calls on your main number can affect fax transmissions.

If you have FaxAbility Service but don't have Call Waiting you need do nothing at this stage.

If you do have Call Waiting as well as FaxAbility, set the Call Waiting menu option to **ON**. See below.

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

The screen displays

**2 . FAXABILITY**

**2** Press or to set FaxAbility to **ON** or **OFF**.

If you have FaxAbility service, select **ON**.

**FAXABILITY:OFF**

**FAXABILITY:ON**

**3** Press **Menu/Set**.

**4** Press or to set Call Waiting to **ON** or **OFF**.

If you have Call Waiting service, select **ON** to avoid the trouble caused by Call Waiting.

**CALL\_WAITING:OFF**

**CALL\_WAITING:ON**

**5** Press **Menu/Set**.

**6** Press **Stop/Exit**.

# Telephone Service for Some Countries

## Distinctive Ringing (For Singapore and Hong Kong)

This MFC feature lets you use the Distinctive Ringing subscriber service offered by some telephone companies, which allows you to have several telephone numbers on one phone line. Each phone number has its own Distinctive Ringing pattern, so you'll know which phone number is ringing. This is one way you can have a separate phone number for your MFC.

Your MFC has a Distinctive Ringing function, allowing you to dedicate one phone number just for receiving faxes. You'll need to set Distinctive Ringing to **ON**.



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

- The MFC will answer only calls to the Distinctive Ringing number.
- To have your external TAD answer only the main number, the MFC must be in Manual Mode.
- In TEL (F/T) or FAX ONLY mode, the MFC will answer all numbers on the phone line.

### Setting the Distinctive Ringing

- 1 Set the MFC to **MANUAL** mode.
- 2 Press **Menu/Set, 2, 0, 2**.
- 3 Press or to select **ON** (or **OFF**).
- 4 Press **Menu/Set**.
- 5 Press **Stop/Exit**.

# 9 Polling



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

All parties involved in polling need to set up their machines to accommodate polling. When someone polls the 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. (See *Polling Transmit (Not Available for Colour Fax)*, page 44)



Some machines do not respond to the polling function.

## 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, 8**.
- 2 Press or to choose **STANDARD**, and press **Menu/Set**.
- 3 Enter the fax number you are polling, and press **Mono Fax Start**. ENTER FAX NO.

### 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, 8**.
- 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**. ENTER FAX NO.
- 5 Enter the fax number you are polling.
- 6 Press **Mono 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, 8.**
- 2 Press  or  to choose **TIMER**, and press **Menu/Set**.
- 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. ENTER FAX NO.
- 6 Enter the fax number, and press **Mono 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. Afterwards, a Sequential Polling Report will be printed.

- 1 Press **Menu/Set, 2, 1, 8.**
- 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 90), which you wish to poll by using Speed Dial, Search, a Group (see *Setting Groups for Broadcasting*, page 33), or the dial pad. You must press **Menu/Set** between each location.
- 5 Press **Mono Fax Start**.  
The machine polls each number or group for a document.

# **Polling Transmit (Not Available for Colour Fax)**

Polling Transmit is when you set up the machine to wait with a document so another fax machine can retrieve it.



The document will be stored and can be retrieved from any other machine until you delete the fax in memory by using the Cancelling a Job function. (See *Checking and Cancelling a Scheduled Job in Memory*, page 33)

## **Setup for Polling Transmit (Standard)**

- 1** Insert the document face down in the Automatic Document Feeder.
- 2** Press **Menu/Set, 2, 2, 6**.
- 3** Press  or  to choose **STANDARD**, and press **Menu/Set**.
- 4** Press **1** to select **DOC** if you want the machine to scan the printed document at the time it is polled—**OR**—Press **2** to select **MEMORY**.
- 5** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu—**OR**—Press **2** if you have finished choosing setting and go to Step 5.
- 6** Press **Mono 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 down in the Automatic Document Feeder.
- 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** to select **DOC** if you want the machine to scan the printed document at the time it is polled—**OR**—Press **2** to select **MEMORY**.
- 6** 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.
- 7** Press **Mono Fax Start** and wait for the fax to be polled.



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

# 10 Remote Fax Options (Not Available for Colour Fax)

## Setting Fax Storage

Memory Receive function must be switched to **ON** for fax messages to be received into memory. (See *Reception into Memory*, page 26)

If you set Fax Storage to **ON**, you will be able to retrieve fax messages from another location, using Fax Forwarding or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory. Fax storage only works with black and white fax message. It is not possible to receive colour faxes with fax storage function switched to **ON**.

- 1 Press **Menu/Set, 2, 5, 2.**
- 2 Press  to select **ON** (or **OFF**), and press **Menu/Set** when the screen displays your selection.
- 3 Press **Stop/Exit.**



If there are faxes in memory when you turn the Fax Storage **OFF**, the screen prompts you to erase any faxes in memory.

If you press **1**, all fax data is erased and Fax Storage is turned **OFF**. If the fax data in memory has not been printed before, it will be printed first, and then erased. If you press **2**, data is not erased, and Fax Storage remains **ON**.

### Backup Print

If you've set **FAX STORAGE** to **ON**, the machine automatically prints fax messages as they are received into memory. This is a safety feature in case the power goes out so you won't lose the messages.

## Fax Forwarding



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

### Programming a Fax Forwarding Number

When Fax Forwarding and Fax Storage are set to **ON**, the machine stores the received fax in memory, then dials the fax machine phone number you've programmed, and forwards the fax message.

- 1 Press **Menu/Set, 2, 5, 1.**
- 2 Press  to select **ON** (or **OFF**), and press **Menu/Set**.  
The screen prompts you to enter the number of the fax machine where faxes will be forwarded.
- 3 Enter the forwarding number (up to 20 digits), and press **Menu/Set**.
- 4 Press **Stop/Exit.**



You can also dial into the machine from a remote location to switch this feature on, or to change the number you want your faxes forwarded to. (See *Changing the Fax Forwarding Number*, page 48)

## Changing the Remote Access Code

Enter your Remote Access Code when the machine picks up your call, so you can access features remotely. The access code is preset to **1 5 9 \***, but you can change this.

- 1** Press **Menu/Set, 2, 5, 3**.
- 2** Enter a three-digit number from 000 to 999, and press **Menu/Set**.  
The **\*** cannot be changed. Do not use the same digits that appear in your Remote Activation or Deactivation Code.
- 3** Press **Stop/Exit**.

## Remote Retrieval

### Using Your Remote Access Code

To receive faxes at your location, you must call from a fax machine using touch tone. For convenience, you can retrieve faxes from a touch tone phone by having them sent to a fax machine. For example, if your hotel room does not have a fax machine, you can enter the number of the fax machine at the hotel's Front Desk.

- 1** Dial your fax number from a touch tone phone.
- 2** When the machine answers and beeps, immediately enter your Remote Access Code (the factory setting is **1 5 9 \***).
- 3** The machine signals the kinds of messages received:  
**1 long beep — Fax message(s)**  
**No long beep — No messages**
- 4** The machine prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the machine hangs up. If you enter an invalid command, the machine beeps three times.
- 5** Press **9 0** to reset the machine when you finish.
- 6** Hang up.



If your fax machine is set to Manual Mode, you can access your machine remotely by phoning it and letting it ring for about 100 seconds. Your fax machine will answer the phone after about 100 seconds of ringing, and you then have 30 seconds to enter your Remote Access Code.

## Remote Commands

---

Follow the commands below to access features remotely. When you call the machine and enter your Remote Access Code (the factory setting is **1 5 9 \***), the system will signal you with two short beeps to enter a remote control command.

### Change Fax Forwarding Setting

Press **9 5**

*then to*

**Turn Fax Forwarding OFF**—Press **1**.

**Turn Fax Forwarding ON**—Press **2**.

**Program Fax Forward Number**—Press **4**. (See *Changing the Fax Forwarding Number*, page 48)  
Automatically turns Fax Forwarding **ON**.

**Turn Fax Storage ON**—Press **6**.

**Turn Fax Storage OFF**—Press **7**. (This is only possible if there are no faxes stored in the memory, or if all faxes have been erased using Remote Control **9 6 3**).

### Retrieve or Erase a Fax

Press **9 6**

*then to*

**Retrieve all faxes**—Press **2**, then enter the number of remote fax machine and then press **# #**. After the beep, hang up and wait.

**Erase all fax messages**—Press **3**. If the data stored in the memory has not been printed before, it will be printed first and then erased.

### Check the Receiving Status

Press **9 7**

*then Press 1.*

**1 long beep**—Received fax messages.

**3 short beeps**—No messages.

### Change Receive Mode

Press **9 8**

*then for*

**TAD**—Press **1**.

**F/T (FAX/TEL)**—Press **2**.

**FAX**—Press **3**.

### Exit Remote Operation

Press **9 0**

## Retrieving Fax Messages

- 1 Dial the machine's number.
- 2 When you hear the beep, immediately enter your Remote Access Code (the factory setting is **1 5 9 \***).
- 3 As soon as you hear two short beeps, use the dial pad to press **9 6 2**.
- 4 Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want your fax messages forwarded, and then press **# #**.



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

- 5 After you hear the machine beep, hang up and wait.

The machine calls the remote fax machine and sends the stored documents. The remote fax machine prints your fax messages.

## Changing the Fax Forwarding Number

You can change the default setting of your fax forwarding number from a remote fax machine.

- 1 Dial your fax machine's number.
- 2 When you hear the beep, immediately enter your Remote Access Code (the factory setting is **1 5 9 \***).
- 3 When you hear two short beeps, use the dial pad to press **9 5 4**.
- 4 Enter the new number of the remote fax machine where you want your fax messages forwarded, and then press **# #**.



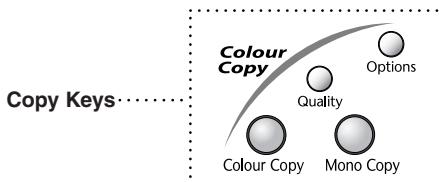
You cannot use **\*** and **#** as dial numbers. However, if you want to store a pause, press **#**.

- 5 After you hear the machine beep, hang up.

# 11 Making Copies

## Basic Copy Operations

Your Multi-Function Centre 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 multi-purpose Sheet Feeder before making copies.



**Do NOT pull on the paper while copying is in progress. To cancel, press Stop/Exit. Press Stop/Exit again to release the original document.**



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

### Making a Single Copy

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Mono Copy** or **Colour Copy**.

**COPYING** P. 01



To stop, press **Stop/Exit**. To release the original document, press **Stop/Exit** again.

### Making Multiple Copies (Not Available for Colour Copies)

You can make multiple copies in black and white.

- 1 Insert the document face down in the Automatic Document Feeder.
- 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**.

## Out of Memory

If the memory becomes full while you're making copies, the screen displays:

OUT OF MEMORY

If you were scanning the first page to be copied, press **Stop/Exit** to cancel the operation and restart to make a single copy. If you were scanning a subsequent page, you will have the option to press **Mono Copy** to copy the pages scanned so far—**OR**—Press **Stop/Exit** to cancel.

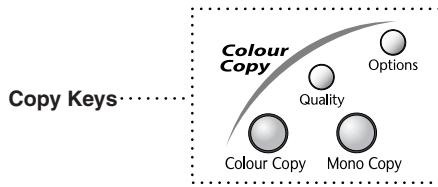
You will need to clear some fax messages to make some additional memory available before you can continue.



To gain extra memory, you can turn off Fax Storage (See *Setting Fax Storage*, page 45)—**OR**—Print fax messages in memory. (See *Printing a Fax from Memory*, page 26)

## Temporary Copy Setting

You can improve your copies by using the **Copy** keys: **Quality** and **Options**. These settings are **temporary**, and the machine returns to its default settings when you finish copying.



COPIER

## Copying Using Multiple Settings

You can try different combinations of settings for the best results. After you finish your settings using the **Quality** and **Options** keys, the screen displays:

PRESS COPY OR  
↑↓ FOR NEXT OPT.

- Press or if you want to select additional settings.  
—**OR**—
- Press **Mono Copy** or **Colour Copy** if you are finished choosing settings.

## Using the Quality Key

The **Quality** key changes the settings for copy quality (**NORMAL**, **FAST** or **BEST**) for the next copy only.

<b>Quality</b> and  or 	<b>NORMAL</b>	Recommended mode for ordinary printouts. Good copy quality with adequate copy speed.
	<b>FAST</b>	Fast copy speed and lowest ink consumption. Use <b>FAST</b> to save time (documents to be proof-read, large documents, or many copies).
	<b>BEST</b>	Use this mode to copy precise images such as photographs. <b>BEST</b> uses the highest resolution and slowest speed.

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Quality**.
- 3 Press  or  to select the copy quality resolution, and then press **Menu/Set**.
- 4 Press **Mono Copy** or **Colour Copy**—OR—Press  or  for additional settings.

## Using the Options Key

The **Options** key changes the settings for number of copies, paper type, brightness, enlargement/reduction ratio and special copy options **for the next copy only**.

<b>Press Options</b>  Options	<b>Menu Selections</b>	<b>Options</b>	<b>Factory Setting</b>
	<b>NO. OF COPIES</b>	<b>NO.OF COPIES:XX</b>	<b>01</b>
	<b>PAPER TYPE</b>	<b>PLAIN/INK JET/ GLOSSY (4-COLOUR or 3-COLOUR)/ TRANSPARENCY</b>	<b>PLAIN</b>
	<b>BRIGHTNESS</b>	<b>- ■ ■ ■ ■ ■ +</b>	<b>- ■ ■ ■ ■ □ □ +</b>
	<b>ENLARGE/REDUCE</b>	<b>50%/78%/94%/100%/ 104%/150%/200%/ MANUAL</b>	<b>100%</b>
	<b>SPECIAL</b>	<b>2IN1*/OFF *(Black and White only)</b>	<b>OFF</b>

## Paper Type

You can change the setting of paper type for next copy only.

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Options**.
- 3 Press  or  to select **PAPER TYPE**, and press **Menu/Set**.
- 4 Press  or  to select the type of paper you are using (**PLAIN**, **INK JET**, **GLOSSY** or **TRANSPARENCY**), and press **Menu/Set**.
- 5 If you selected **GLOSSY**, Press  or  to select **4-COLOUR** or **3-COLOUR**, and then 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 **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 colours.

- 6 Press **Mono Copy** or **Colour Copy**—OR—Press  or  for additional settings.

## Copy Brightness

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Options** and  or  to select **BRIGHTNESS**, and then press **Menu/Set**.  

- 3 Press  to make a lighter copy—OR—press  to make a darker copy, and then press **Menu/Set**.
- 4 Press **Mono Copy** or **Colour Copy**—OR—Press  or  for additional settings.

COPIER

## Enlarge/Reduce Copies

- 1 Insert the document face down in the Automatic Document Feeder.
- 2 Press **Options** and press  or  to select **ENLARGE/REDUCE**, and then press **Menu/Set**.
- 3 Press  or  to choose an enlargement or reduction ratio and press **Menu/Set**.  
You can reduce to **94%**, **78%** or **50%** of the original size  
—OR—  
You can enlarge to **104%**, **150%** or **200%**  
—OR—  
You can select **MANUAL** and press **Menu/Set**, then use the dial pad to enter an enlargement or reduction ratio between **25%** and **400%**, and then press **Menu/Set**. For example, press **5, 3** to enter **53%**.
- 4 Press **Mono Copy** or **Colour Copy**—OR—Press  or  for additional settings.

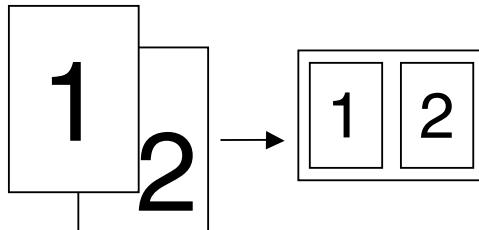
## Special Copy Options (Not available with Colour Copy)

---

You can save paper by copying two pages onto one page.

- 1 Insert the documents face down in the Automatic Document Feeder.
- 2 Press **Options** and  or  to select **SPECIAL**, and then press **Menu/Set**.
- 3 Press  or  to select **2IN1**, and press **Menu/Set**.
- 4 Press **Mono Copy**—OR—Press  or  additional settings.

**2 in 1**



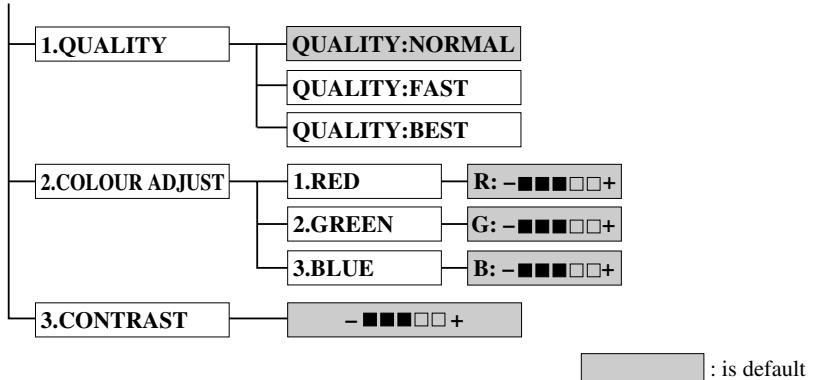
Special Copy Option is not available with reduced, enlarged or colour copies.

# Changing Default Copy Settings

Press **Menu/Set, 3** to change default settings for Copy mode. These settings will remain until you change them again by pressing **Menu/Set**.

By pressing a number, you can adjust the Quality, Colour and Contrast copy settings as shown in the following chart. Press  or  to move through the selections for each setting. Press **Menu/Set** to save your selection. Press **Stop/Exit**—OR—Press  to select the next setting you want to change.

Press **Menu/Set** and 3.



## Select Copy Quality

- 1 Press **Menu/Set, 3, 1**.
- 2 Press  or  to select copy quality (NORMAL, FAST or BEST) and press **Menu/Set** when the screen displays your selection.
- 3 Press **Stop/Exit**.

## Colour Adjustment

- 1 Press **Menu/Set, 3, 2**.
- 2 Press  or  to select **RED**, **GREEN**, or **BLUE**, and press **Menu/Set**.
- 3 Press  or  to adjust the degree of colour, and press **Menu/Set**.
- 4 Return to Step 2 to select the next colour—OR—Press **Stop/Exit**.

Light	Dark
R : - ■ ■ ■ □ □ +	
G : - ■ ■ ■ □ □ +	
B : - ■ ■ ■ □ □ +	

## Copy Contrast

You can choose the contrast setting for a copy. Greater contrast can help an image look sharper and more vivid. This feature is available only for colour copying.

- 1 Press **Menu/Set, 3, 3**.
- 2 Press  to decrease contrast—OR—Press  to increase contrast. Press **Menu/Set** when the screen displays your setting.
- 3 Press **Stop/Exit**.

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- Passports
- Financial institution cheques
- Drivers licences and certificate of title to motor vehicles
- Postage stamps (cancelled or uncancelled)

Please also note, copyrighted works should not be copied without the express permission of the copyright owner. Works of art should be considered to be the equivalent of copyrighted works.

# 12 Using the MFC as a Printer

## Features

The Multi-Function Centre offers you many features you'll find in a high quality ink jet printer.

**Fast Printing Speed**—Using Draft mode, you can print up to 8 pages per minute in full color, and up to 10 pages per minute in black.

**Brilliant High Quality Output**—Printing at  $2400 \times 1200$  dpi resolution on glossy paper gives you highest resolution output.

**Beautiful Elaborate Output**—You can utilize 2 in 1, watermark printing, True2Life technology and other features for making beautiful outputs.

**Low Running Cost**—Whenever you run out of a particular color ink, you'll replace only 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 allows for fast communication with your computer.

**Straight Paper Path**—The MFC can use various types of paper: plain paper, Ink Jet Paper, glossy paper, transparencies, and envelopes. Using the appropriate paper reduces the occurrence of paper jams. For complete information about what kinds of paper to use with the MFC, please read Chapter 3 in this manual.

## Printer Driver

You can change the following printer settings when you print from your computer:

- Quality (Speed) /Media
- Color Matching
- Halftone
- Color Enhance/True2Life
- Fast Draft Mode
- Watermark
- Print Date & Time

PRINTER/SCANNER

## Choosing the Right Kind of Paper

To achieve high quality printing using your MFC, it's very important to select the right kind of paper. Be sure to read *See Paper*, page 149 of Chapter 21 in this manual before selecting and purchasing paper for the MFC.

## Multi-purpose Sheet Feeder

The multi-purpose sheet feeder can feed plain paper, inkjet paper, glossy paper, transparencies and envelopes. When the MFC receives data from your computer, it begins the print process by loading paper from the multi-purpose sheet feeder.

- 1 Select the print command from your PC.
- 2 Your PC sends a print command and data to the MFC. The LCD shows **RECEIVING DATA**.

- 3** If there are more pages, the MFC begins to print the next page automatically.
- 4** When the MFC finishes printing all data, it returns to display the date and time.

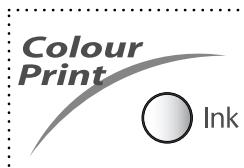


You can select paper source, paper size, and orientation in your application software. If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the right and left margins in your application software.

## ***Simultaneous Printing/Fax***

Your MFC can print data from your computer while sending a fax, or while scanning information into the computer. However, when the MFC is copying or receiving a fax on paper, it pauses the PC printing operation, and resumes when copying or fax receiving is complete. Fax sending will continue during PC printing.

## ***Printer Operation Key***



### ***Ink Key***

When you press **Ink**, the LCD shows:

If you are having trouble with one of the ink colors, you may need to clean the print head. (See *Cleaning the Print Heads*, page 130)

**1 . CLEANING**

**2 . REPLACE INK**

If you got an error message **NEAR EMPTY** or **INK EMPTY**, you will need to replace the ink cartridge for the appropriate color.

(See *Error Messages*, page 121)

### ***Stop/Exit Key***

If the LCD shows **REMAINED DATA**, you can clear data remaining 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*, page 130.

# 13 Printer Driver Settings (For Windows® Only)

## Using the Brother MFC-3100C Printer Driver

A Printer Driver is 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 supplied CD-ROM. The latest printer driver can also be downloaded from the Brother Solutions Centre at <http://solutions.brother.com>.

## Features in the Printer Driver (For Windows® 95/98/98SE/Me/2000 Professional and Windows NT® 4.0)



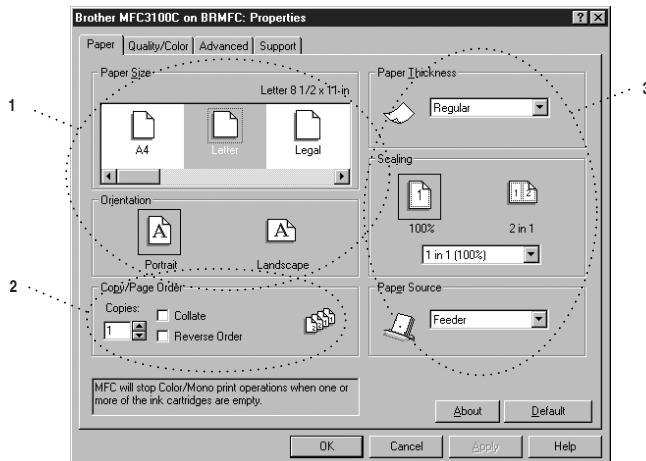
The screens shown in this section are from Windows® 98. The screens on your PC may vary depending on your Windows Operating System.

For more detailed information, please see the on-line Help in the printer driver.

### Paper Tab

The paper tab screen allows you to set up the **Paper Size**, **Paper Source**, **Paper Thickness**, **Orientation**, **Scaling**, and **Copy/Page Order**.

To access the Brother printer driver, select **Print** from the **File** menu. In the **Print** dialog box, select **Brother MFC-3100C** from the name drop down list. Click the **Properties** button. The **Brother MFC-3100C on BRMFC: Properties** dialog box will appear:



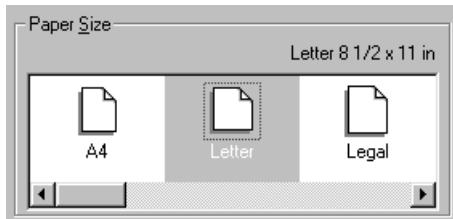
Select the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, then click the **Apply** button.

- 1 Select the **Paper Size** and **Orientation**.
- 2 Select number of **Copies** and **Page Order**.
- 3 Select **Paper Thickness**, **Scaling** and **Paper Source**.

## Paper Size

The paper size selection provides a large selection of standard paper sizes or you can even create custom sizes ranging from 3.5 × 5" to 8.5 × 14" (88.9 × 127 mm to 215.9 × 355.6 mm). To select the paper size you want to use click the icon.



## Orientation

**Orientation** selects the position of how your document will be printed (**Portrait** or **Landscape**).



## Copy/Page Order

### Copies

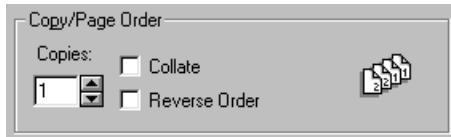
The **Copies** selection sets the number of copies that will be printed (1 to 999).

### 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 in the document is printed.

### Reverse Order

Reverse Order prints the pages of your document in the opposite order.



## Paper Thickness

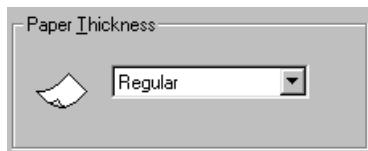
Depending on the thickness of the paper you are using, you can improve the quality of your output by selecting the correct thickness. This setting provides the best positioning of the paper for printing. For example if you were printing on **Thin** paper, you would select Thin in the **Paper Thickness** selection to achieve the best paper handling and improved output for that paper type.

**Regular**

**Thin**

**Thick**

**Thicker**

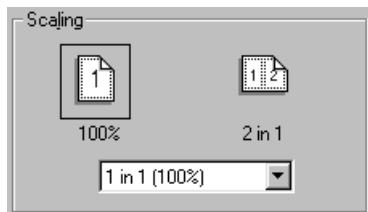


## Scaling

The Scaling feature reduces or enlarges your document from 50% to 200%. From the pull-down box you can select from the preset settings or a free setting. You can also select 2 in 1 printing for printing two pages on one sheet of paper.



For Windows NT® Workstation 4.0 and Windows® 2000 Professional, you can also select 4 in 1 printing.

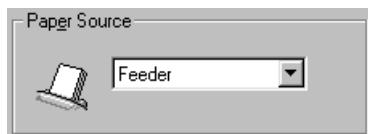


## Paper Source

The Paper Source pull-down allows you to choose the source of the media you are using.

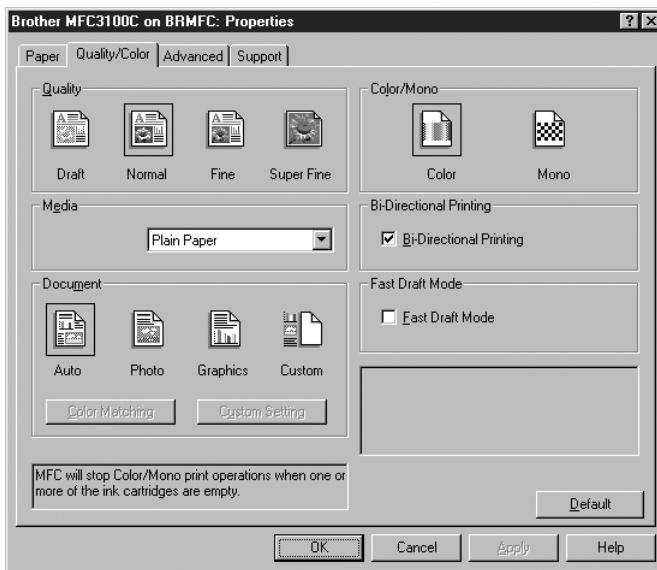
**Feeder**

**Manual Feed**



# Quality/Color Tab

The Quality/Color tab screen provides **Quality**, **Media** type, **Document** type, **Color/Mono** settings, **Bi-directional Printing** settings and **Fast Draft Mode**. All of these selections are designed to offer the best quality output for your document needs.



Select the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, then click the **Apply** button.

## Quality

The quality selection allows you to choose the print resolution you want your document. Print quality and speed are related. The higher the quality the longer it will take to print the document. The quality selections available vary depending on the media selection.

### ■ Draft

The fastest print mode and the lowest ink consumption. Use this mode to print large volume documents or a document for proofing.

### ■ Normal

Recommended for ordinary printouts.

### ■ Fine

Better print quality than normal mode and faster print speed than Super Fine.

### ■ Super Fine

Use this mode to print precise images such as photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.

## Media

To achieve the best print results, the media being printed on should be selected in the driver. The MFC changes the way it places dots, depending on the selected media type.

Paper Type	Recommended Print Quality Selection
Plain Paper	Normal
Inkjet Paper	Fine
Glossy Paper (4 colour)	Super Fine
Glossy Paper (3 colour)	Super Fine
Transparencies	Fine
Transparencies (mirror)	Fine



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 Paper (4 color)**. If the glossy paper you are using repels the black ink, select **Glossy Paper (3 color)**, which simulates black ink by combining the three ink colors.

## Document

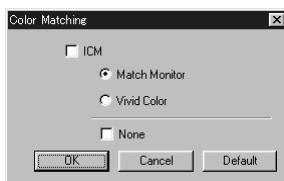
The printer driver will select the most suitable color matching method, depending on your document type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

- **Auto**  
The printer driver automatically selects the document 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 color matching method and halftone method, manually select this mode.

## Color Matching

You can select the color matching method manually. Select the best one for your document.

- **Match Monitor**  
Suitable for photographic images. Color is adjusted to get the closest color match to the PC monitor.
- **Vivid Color**  
Suitable for business graphics such as charts, graphs, and text. The color is adjusted to give more vivid color.



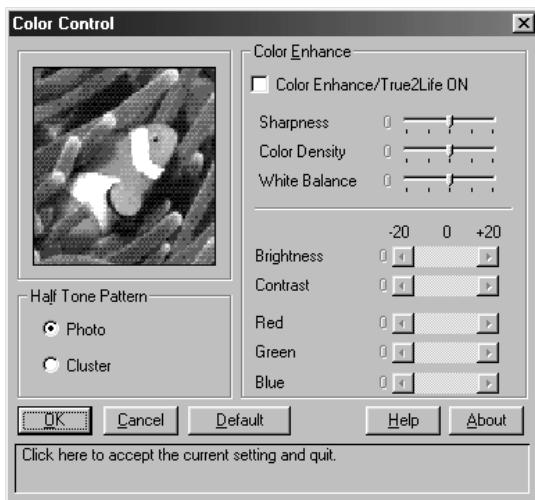
(For Windows® 95/98/98SE/Me user's)



(For Windows® 2000 Professional/  
Windows NT® 4.0 WS user's)

## Custom Setting

You can customize your settings by selecting the type of Halftone or Color Enhance/True2Life.



### Halftone Pattern

The MFC can use several methods to arrange where to place dots to express halftones. There are some predefined patterns used to place dots and you can select which one is used for your document. Select the appropriate method.

#### ■ Photo

This method creates smooth halftones so that this is suitable for photographic images. It takes more time to process data, but this can express more levels of halftones and creates more natural images.

#### ■ Cluster

This is suitable for business graphics such as charts, graphs and drawings, since this creates more sharp printouts. Moreover, the processing time is shorter.

## Color Enhance

Selecting Color Enhance/True2Life ON enables the True2Life feature. This feature analyzes your image to improve quality sharpness, white balance and color density. This process may take several minutes depending on the size of the image, the speed and RAM memory of your computer.

### ■ Color Enhance/True2Life ON

Adjusts the color in the image for better print quality. Print time will be longer with True2Life set to ON.

### ■ Sharpness

This setting enhances the detail of an image. This is similar to adjusting the fine focus on a camera. If the focus is off a little you will not be able to clearly see the fine details of an image.

### ■ Color Density

This adjusts the total amount of color in the image. You can increase or decrease the amount of color in an image to improve a picture which may appear washed out or weak.

### ■ White Balance

This adjusts the hue of the white sections of an image. Lighting, camera settings and other influences will effect the appearance of white. The white parts of a picture may appear to be slightly pink, yellow or some other color. By using this adjustment you can correct this effect and bring the white sections back to pure white.

### ■ Brightness

Change the brightness of the whole image lighter or darker. Moving the scroll bar to the left makes your image darker and moving the scroll bar to the right makes your image lighter.

### ■ Contrast

Change the contrast of an image. Darker sections will be more dark and lighter sections will be more light as you increase the contrast. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

### ■ Red

Increase the intensity of the Red color to add red to the whole image.

### ■ Green

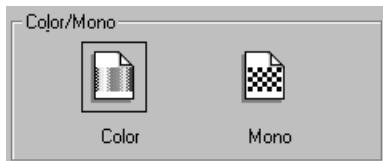
Increase the intensity of the Green color to add green to the whole image.

### ■ Blue

Increase the intensity of the Blue color to add blue to the whole image.

## Color/Mono

This selection allows a color document to be printed in mono only.



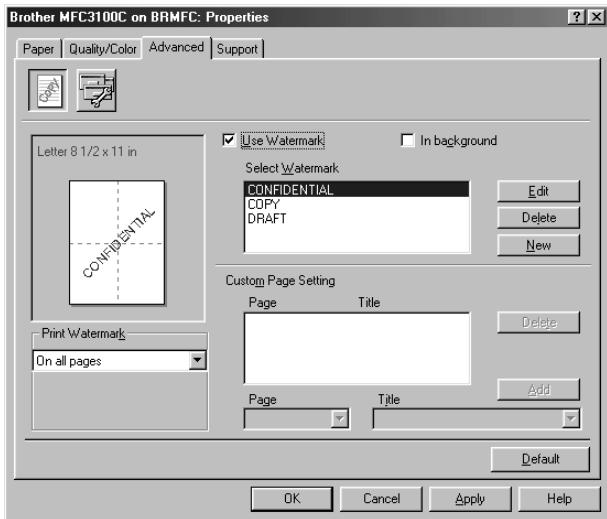
## Bi-Directional Printing

When Bi-Directional Printing is selected, the print head prints in both directions and offers faster print speeds. When not selected the print head prints in one direction only and provides higher print quality.

## Fast Draft Mode

You can print much more quickly than mono draft mode, by using both black and cyan ink.

# Advanced Tab



Select the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, then click the **Apply** button.

Change the tab settings by selecting one of the following icons:

- **Watermark**
- **Device Options**

## Watermark

To place a logo or text into your document as a Watermark, use a bitmap file or text you created as your source file or select one of the preset Watermarks.

### Print Watermark

The **Print Watermark** feature offers the following print choices:

*On all pages*

*On first page only*

*From second page*

*Custom*

### In background

With the **In background** feature checked the Watermark will print on the page behind your document. If this feature is not checked then the Watermark will print on top of your document.

## Watermark Style

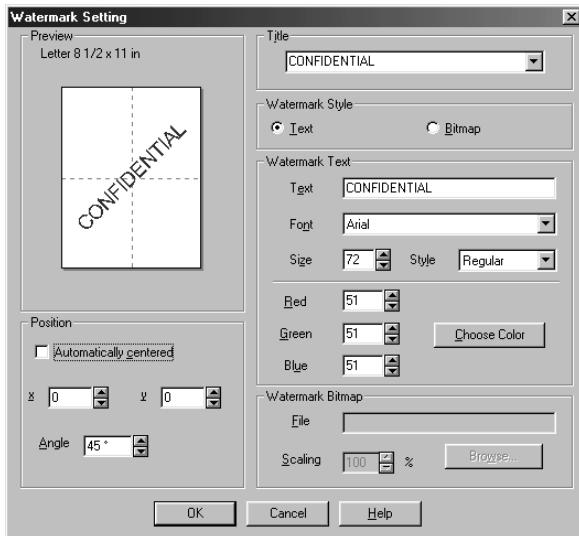
You can change the Watermark's size and the position on the page by selecting the Watermark, and then clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.

### Watermark Text

Enter your **Watermark Text** into the **Text Box**, and then select the **Font**, **Size**, **Color** 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.

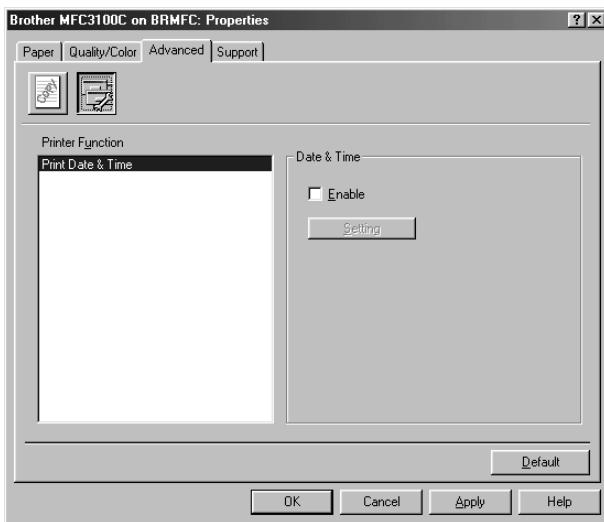


### Position

The position settings offer controls for where the Watermark is positioned on the page.

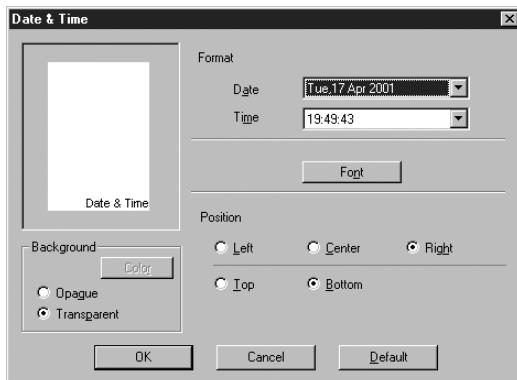
## Device Options

Set the **Print Date & Time** as the Printer Function:



## Print Date & Time

When enabled the **Print Date and Time** feature will automatically print the date and time from your computer's system clock on your document.



Click the **Setting** button to change the **Date** and **Time** in **Format**, **Position** and **Font**. To include a background with the Date and Time, select **Opaque**. When **Opaque** is selected, you can click on the **Color** button to change the color of the Date and Time background.



The Date and Time indicated 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.

# Support

The Support Tab provides driver version information and setting information. In addition there are links to the Brother Solutions Centre and Driver Update Web sites.

Click the Support tab to display the following screen:



## Web Update

Web Update checks the Brother web site for updated drivers, and then it automatically downloads and updates the printer driver on your computer.

## Brother Solutions Centre

The Brother Solutions Centre is a Web site offering information about your Brother product including FAQs, User Guides, Driver updates and Tips for using your machine.

# Features in the Printer Driver (For Windows® XP)

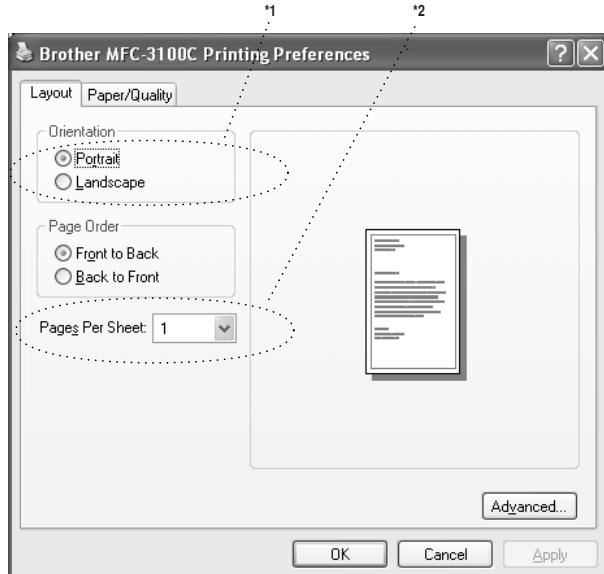
The Windows® XP printer driver utilizes Microsoft's uni-driver architecture.

The following section describes the driver features and selections available for Windows® XP.



You can also install a Brother Native Driver as per the instructions of the Windows® XP Quick Setup Guide. For descriptions on the Printer Driver features refer to the "Features in the Printer Driver (For Windows® 95/98/98SE/Me/2000 Professional and Windows NT® 4.0 user)" section.

## Layout Tab



### \*1 Orientation

Select the Orientation, which is how your document will be positioned on the paper (Portrait or Landscape).



Portrait



Landscape

## \*2 Pages Per Sheet

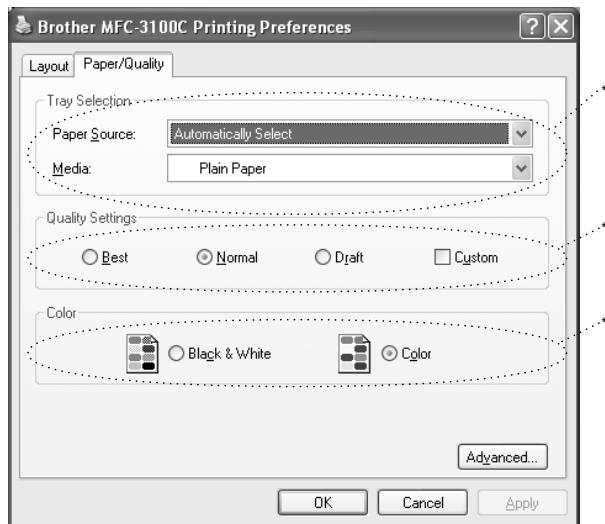
You can select 1, 2, 4, 6, 9 or 16 pages to be printed on one sheet of paper. The image of each page will be reduced as needed to fit on the paper.



2 in 1

4 in 1

## *Paper/Quality Tab*



## \*1 Tray Selection

### ■ Paper Source

The machine feeds subsequent pages automatically even if you select either **Automatically Select** or **Feeder**.

### ■ Media

To achieve the best print results, the media being printed on should be selected in the driver. The MFC changes the way it places dots, depending on the selected media type.

Paper Type	Recommended Print Quality Selection
Plain Paper	Normal
Inkjet Paper	Fine
Glossy Paper (4 color)	Super Fine
Glossy Paper (3 color)	Super Fine
Transparencies	Fine
Transparencies (mirror)	Fine



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 Paper (4 color)**. If the glossy paper you are using repels the black ink, select **Glossy Paper (3 color)**, which simulates black ink by combining the three ink colors.

## \*2 Quality Settings

You can select from the predefined quality settings for your document. If you want to check or access additional selections for the print quality, refer to the Print Quality in the Advanced Options.

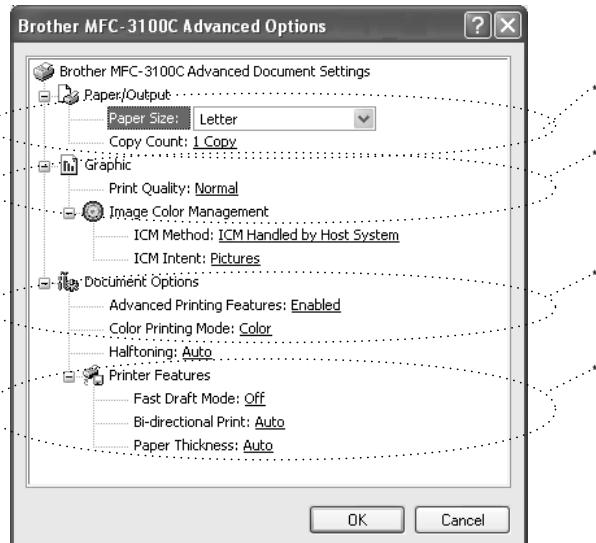
### \*3 Color

This selection allows a color document to be printed in Black & White only.



# Advanced Options

Click the **Advanced...** button in the Layout tab or Paper/Quality tab to access the screen below:



## \*1 Paper /Output

*Paper Size* – Select the paper size of the document you are printing. This size should be the same as the paper size that is set in your application software.

*Copy Count* – Type the number of copies you want.

## \*2 Graphic

*Print 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 available vary depending on the media selection.

**Draft:** The fastest print mode and the lowest ink consumption. Use this mode to print large volume documents or a document for proofing.

**Normal:** Recommended for ordinary printouts.

**Fine:** Better print quality than normal mode and faster print speed than Super Fine.

**Super Fine:** Use this mode to print precise images such as photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.



The print quality that can be selected depends on the media you selected. You can select the following quality settings for each media.

Plain Paper:	Draft, Normal, Fine, Super Fine
Inkjet Paper:	Normal, Fine, Super Fine
Glossy Paper (4 color):	Fine, Super Fine
Glossy Paper (3 color):	Fine, Super Fine
Transparency:	Fine, Super Fine
Transparency (mirror):	Fine, Super Fine

## **\*3 Document Options**

---

*Halftone Pattern* – The MFC can use several methods of arranging where dots are placed on the paper to express halftones. You can select what predefined pattern is used for your document.

### **Photo**

This method creates smooth halftones is suitable for photographic images. It takes more time to process the data, but this selection can express more levels of halftones and creates more natural images.

### **Cluster**

This is suitable for business graphics such as charts, graphs and drawings. This selection creates sharper printouts and has a shorter processing time.

### **Auto**

If you selected Plain Paper and the print resolution is less than Fine Quality, Auto works as Cluster. If you select another media type or a higher resolution, Auto works as Photo.

## **\*4 Printer Features**

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*Fast Draft Mode* – This mode prints using both black and cyan ink offering a faster print speed than mono draft mode.

*Bi-directional Print* – When Bi-Directional Print is set to ON, the print head prints in both directions and offers faster print speeds. When OFF is selected, the print head prints in one direction only and provides higher print quality.

If you selected Plain Paper, Auto works in Bi-Directional Print mode.

*Paper Thickness* – Depending on the thickness of the paper you are using, you can improve the quality of your output by selecting the correct thickness. This setting provides the best positioning of the paper for printing. For example if you were printing on thin paper, you would select **Thin** in the Paper Thickness selection to achieve the best paper handling and improved output for that paper type.

### **Regular**

### **Thin**

### **Thick**

### **Thicker**

### **Auto**

If you selected Envelops in the Print Size, Auto works as Thicker. If you select any other print size, Auto works as Regular.

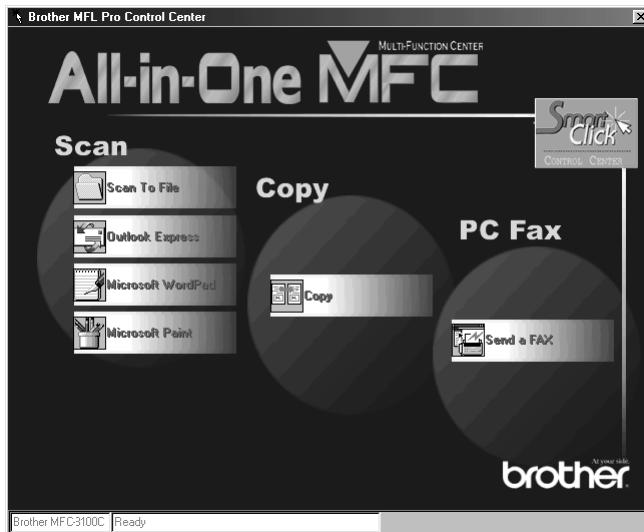
## Brother MFL-Pro Control Centre

The Brother Control Centre is a software utility that pops up on the PC screen whenever paper is placed in the automatic document feeder. This allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the Control Centre eliminates the need to manually launch the specific applications.

The Brother Control Centre provides three categories of functions:

1. Scan directly to a file, E-mail, word processor or graphic application of choice
2. Copy operations
3. PC Faxing using the Brother MFL Pro PC Fax software

MFC-3100C



### AutoLoad the Brother Control Centre

The Control Centre is initially configured to automatically load each time Windows® is started. When the Control Centre is loaded, the Control

Centre  icon will appear in the task bar. If you don't want the Control Centre to load automatically, you can turn off AutoLoad.

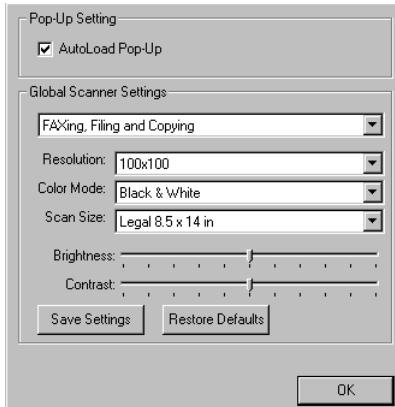


If the Control Centre  icon does not appear in your task bar, you will have to launch this software.

From the **Start** menu, select **Programs**, **PaperPort**, and then double-click **Brother SmartUI PopUp**.

## How to Turn Off AutoLoad

- 1 Left click the Control Centre  icon and click **Show**.
- 2 When the Control Centre icon appears, left click on the Smart Click button. A dialogue box with a check box labeled “AutoLoad Pop-up” will appear:



- 3 Uncheck the AutoLoad Pop-Up option.

## Using the Color Scan Key

You can use the **Scan to** key on the control panel to scan originals 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 PC.



If you have connected a Macintosh, the control panel keys will not work with your computer. Please See *Using the Brother MFC with a New Power Macintosh® G3, G4 or iMac™/iBook™*, page 107.

Before you can use the **Scan to** key on the control panel, you must have connected the MFC to your Windows® based PC 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 Centre application is running on your PC. (For details about how to configure the Brother Control Centre buttons to launch the application of your choice using the **Scan to** key, (See *Brother Control Centre Features*, page 78 to page 80)

## Scan to E-mail

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You can scan either a black and white or a color original into your E-mail application as a file attachment. Although the Brother Control Centre can be configured to send only black and white or color file attachments at one time, you can easily change this setting. (For details see *Scan to E-mail*, page 82 to page 83)

- 1 Place the original face down in the Automatic Document Feeder.
- 2 Press **Scan to**.
- 3 Press  or  to select **SCAN TO E-MAIL**, and then press **Menu/Set**.  
The MFC will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

## Scan to Image

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You can scan a color picture into your graphics application for viewing and editing.

- 1 Place your original face down in the Automatic Document Feeder.
- 2 Press **Scan to**.
- 3 Press  or  to select **SCAN TO IMAGE**, and then press **Menu/Set**.

## Scan to OCR

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If your original is text, you can have it automatically converted by ScanSoft™ TextBridge® to an editable text file and then displayed in your word processing application for further editing.

- 1 Place your original face down in the Automatic Document Feeder.
- 2 Press **Scan to**.
- 3 Press  or  to select **SCAN TO OCR**, and then press **Menu/Set**.  
The MFC will scan the original perform OCR in ScanSoft™ TextBridge®, and then display the result in your word processing application for viewing and editing.

# Brother Control Centre Features

## Auto Configuration

During the installation process the Control Centre checks your system to determine the default applications for E-mail, word processing and graphics viewer/editor. For example, if you are using Outlook as your default E-mail application, the Control Centre automatically will create a link and a scanning application button for Outlook.

You can change a default application by right clicking on any of the scan buttons in the Control Centre and selecting a different application. For example, you can change a scan button from MS

Word  to MS Word Pad  by changing the application that is listed for the **Word Processor**.



## Scanning Operations

*Scan to File*—allows you to scan directly to a disk file with two mouse clicks. You can change the file type, destination directory and file name, as needed.

*Scan to E-mail*—enables you, with just two mouse clicks, to scan a picture or text document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.

*Scan to Word Processor*—enables you to scan a text document, run ScanSoft TextBridge OCR and insert the text original (not graphic image) into a word processing file with just two mouse clicks. You have the option of selecting the destination word processing program, such as Word Pad, MS Word, Word Perfect, etc.

*Scan to Graphic Application*—allows you to scan an image directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint or Corel PhotoPaint.

## Copy Operations

Copy—allows you to use the PC and any Windows® printer driver for enhanced copy functions. You can scan the page on the Brother MFC and print the copies using any of the features of the Brother MFC printer driver—**OR**—you can direct the copy output to any standard Windows® printer driver installed on the PC.

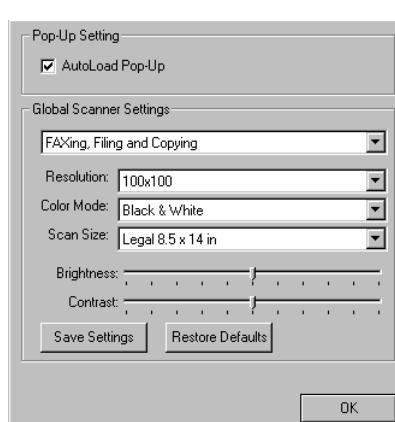
## PC Fax Operation

*Send a Fax*—allows you to scan a picture or text original and automatically send the image as a fax from the PC using the Brother MFL Pro fax software.

## Scanner Settings for Scan, Copy and PC Fax Buttons

When the Pop-Up screen is displayed, you can access the **Scanner Settings** window.

Click the **Smart Click**  icon at the top right of the Brother Control Centre screen—**OR**—Click the **Modify Settings...** button on any of the Configuration screens.



## Global Settings

**AutoLoad Pop-Up**—Click this checkbox if you want Brother MFL Control Centre to load when you boot your computer.

## Setting Up the Scanner Configurations

---

The Pop-Up application stores eight different scanning modes. Each time you scan an original, you will 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**—Select the scanning resolution you most frequently use.

**Color Mode**—From the pull-down list, select

**Scan Size**—From the pull-down list, select

**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 later decide to return to the original default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

## To Access the Scanner Configurations Screen:

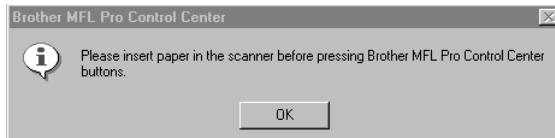
---

- 1 Place the original in the Automatic Document Feeder.
- 2 Right-click the appropriate **Control Centre** button to display **Configurations...**, then click it. The configuration screen for that **Control Centre** button will appear.
- 3 To save your settings, press the **OK** button—**OR**—To return to the factory default settings, press the **Restore Defaults** button.

## Perform an Operation from the Control Centre Screen

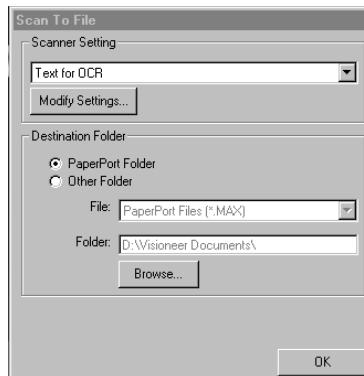
---

If you see this screen it means you left-clicked a button in the Control Centre window without first placing an original in the Automatic Document Feeder.



Place the original in the Brother machine's Automatic Document Feeder, then click **OK** to return to the **Control Centre** screen.

# Scan to File



## Scanner Settings

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 that mode, click the **Modify Settings...** button.

### Destination Folder

**PaperPort Folder**—Select this checkbox to scan the original into your PaperPort folder.

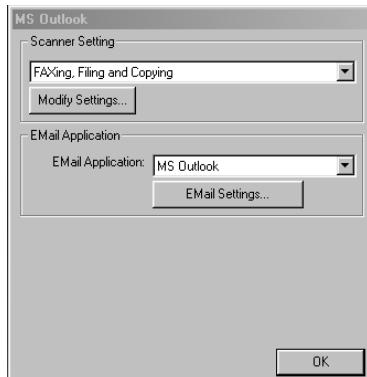
**Other Folder**—Select this checkbox, to scan the original as another file type and/or into another directory/folder.

**File**—If you selected **Other Folder**, from the pull-down list select the type of file:

*PaperPort Files (\*.MAX)  
Self Viewing Files (\*.EXE)  
PaperPort 5.0 Files (\*.MAX)  
PaperPort 4.0 Files (\*.MAX)  
PaperPort 3.0 Files (\*.MAX)  
Windows Bitmap (\*.BMP)  
PC Paintbrush (\*.PCX)  
Multi-page PCX (\*.DCX)  
JPEG Image Files (\*.JPG)  
TIFF-Uncompressed (\*.TIF)  
TIFF Group 4 (\*.TIF)  
TIFF Class F (\*.TIF)  
Multi-Page TIFF-Uncompressed (\*.TIF)  
Multi-Page TIFF Group 4 (\*.TIF)  
Multi-Page TIFF Class F (\*.TIF)  
PDF Files (\*.PDF)  
Portable Network Graphics (\*.PNG)  
FlashPix (\*.FPX)  
HFX Fax Files (\*.HFX)*

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 Settings

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*.

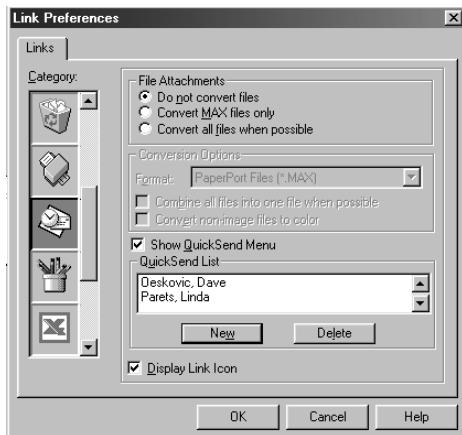
To change any of the settings for that mode, click the **Modify Settings...** button.

## E-mail Application

**E-mail Package**—From the pull-down list, select your E-mail application.

**E-mail Settings**—Click the **EMail Settings...** button to set up links.

The **Links Preferences** window will appear:



## File Attachments

**Do not convert files**—Click this checkbox if you do not want to change the file type of attachments. The Conversion Options will not be available (grayed).

**Convert MAX files only**—Click this checkbox if you want to convert only attachments that are PaperPort files.

**Convert all files when possible**—Click this checkbox if you want to change the file type of all attachments.

## Conversion Options

### Format

**Combine all files into one file when possible**—Click this checkbox to combine all files of the same type into one file.

**Convert non-image files to color**—Click this checkbox to convert all files that have been processed through OCR to color.

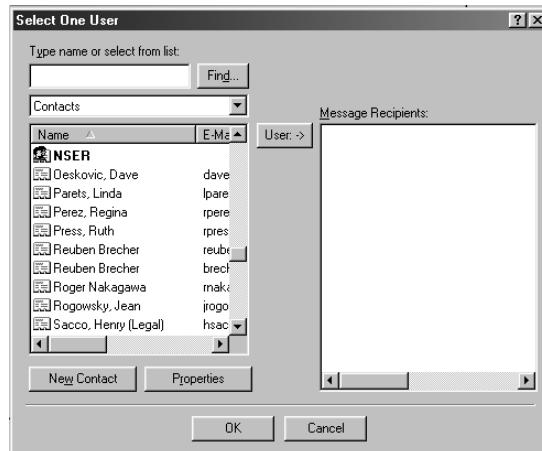
### Show QuickSend Menu

Click this checkbox if you want the **Select QuickSend Recipient** window to be displayed when you choose Scan to E-mail. This feature works only with MAPI type E-mail applications, such as Microsoft Exchange, Microsoft Outlook and Eudora.

### QuickSend List

You can create a list of Email names and addresses for quick selection.

Click the **New** button to add a name(s) to your **QuickSend List**. Your Email phone book listing is displayed, so you can select stored names or create new ones:



Highlight the name(s) you want to add to your list, click the **User** button, then click **OK** to return to the **Link Preference** window.

From the Link Preference window, you can remove a name from the QuickSend list, highlight the name and clicking the **Delete** button.

# Scan to Word Processor



## Scanner Settings

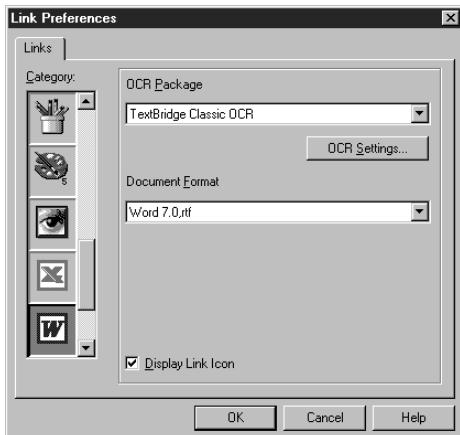
From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy*.

To change any of the settings for that mode, click the **Modify Settings...** button.

## Word Processor

**Word Processor**—From the pull-down list, select the word processor you want to use.

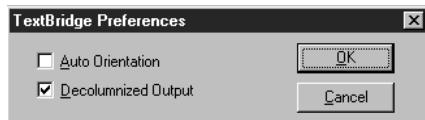
Click the **Link Settings...** button to display a screen to set up a link to the version of OCR and document format that you want to use:



**OCR Package**—From the pull-down list, select *TextBridge Classic OCR* if you want to use the OCR package that was installed with the Brother software.

Click the **OCR Settings...** button to choose how the OCR application will read the pages you scan into your word processor application.

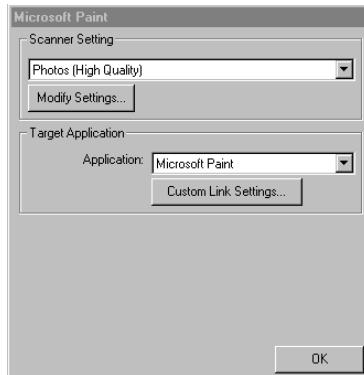
The Preferences window will appear:



Select your setting and click **OK**.

- ◆ **Auto Orientation**—Check this checkbox if you want your word processor application to read the page as it is set up.
- ◆ **Decolumnized Output**—Check this checkbox if you want your word processor application to read across the entire page from left to right.
- ◆ **Document Format**—From the pull-down list, select the file format you want to use for your word processor or text documents.

## User Defined Button



### Scanner Settings

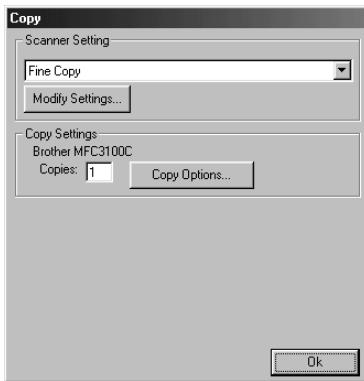
From the pull-down list, select the scanning mode that is appropriate for the type of file: *Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy*.

To change any of the settings for that mode, click the **Modify Settings...** button.

### 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 Settings

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 that mode, click the **Modify Settings...** button.

## Copy Settings

Brother MFC-3100C

**Copies**—Enter the number of copies you want to print.

To change the copy options, click the **Copy Options...** button.

Click the **OK** button to save your **Copy** settings.

# Send a Fax



## Scanner Settings

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 that mode, click the **Modify Settings...** button.

## FAX Settings

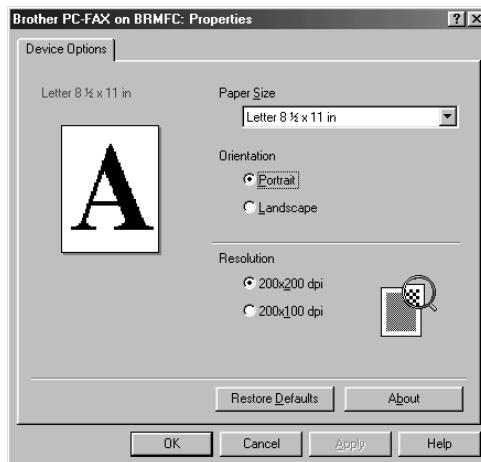
### Brother MFL Pro Fax

**FAX Resolution**—*Fine* (200 × 200)

- 1 To change the fax options, click the **FAX Options...** button.

Click the **OK** button when you are ready to save your FAX settings.

The MFL Pro Fax on COM1 Properties screen appears:



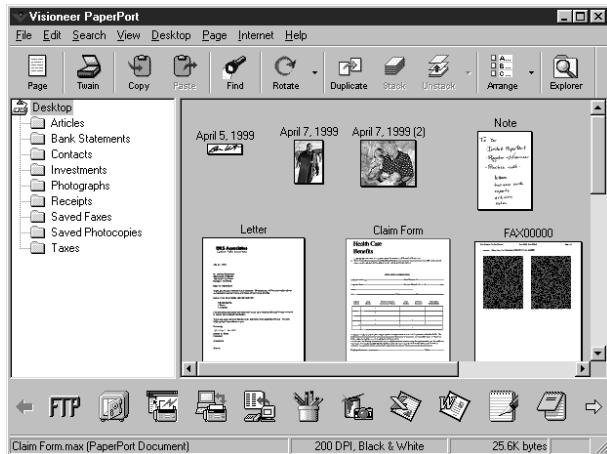
- 2 Select the **Paper Size** and **Orientation** (Portrait or Landscape) and click **OK**.



To return to the factory default settings, click the **Restore Defaults** button.

## Using ScanSoft™ PaperPort® and TextBridge®

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 Multi-Function Link® Pro* on the CD-ROM.



The complete ScanSoft™ PaperPort® Owner's Manual, 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 Multi-Function Link® Pro, ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge® OCR are installed with it automatically.



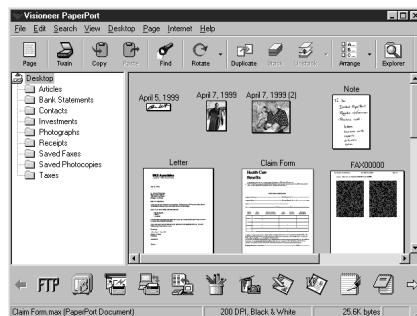
### To Uninstall PaperPort® and ScanSoft™ TextBridge

For Windows® 95/98/98SE, and Windows NT® Workstation 4.0, Windows® ME and Windows® 2000 Professional:

Select Start, Settings, Control Panel, Add/Remove Programs and the Install/Uninstall tab. Select PaperPort® from the list and click the Add/Remove button.

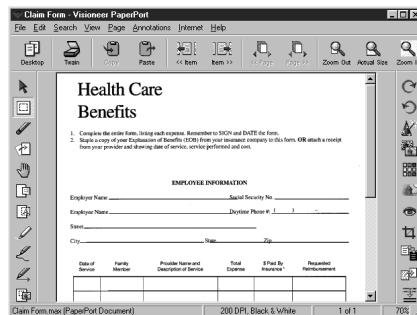
## Viewing Items in ScanSoft™ PaperPort® for Brother

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.



Desktop 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 pane 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 other files) appear on the Desktop.
- You can also use Windows® Explorer to manage the folders and items shown in **Desktop View**.

## Links to Many Other Applications

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ScanSoft™ PaperPort® automatically recognizes many other applications on your computer and creates a “working link” to them. The Link Bar at the bottom of **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 Link Bar is to select an item and then fax it.

This sample Link 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 **Create New Link** command. (See *PaperPort®* in the On-Line-Documentation on the CD-ROM for more information about creating new links.)

## Using ScanSoft™ TextBridge® OCR (Converting Image Text to Text You Can Edit)

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Software by:



ScanSoft™ TextBridge® OCR is installed automatically with PaperPort® when you install Multi-Function Link® Pro 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 As 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.



## Importing Items from Other Applications

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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).

## Exporting Items in Other Formats

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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 **Export** command from the File pull-down menu in the PaperPort® window. The Export 'XXXXX' 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.

## Scanning a Document

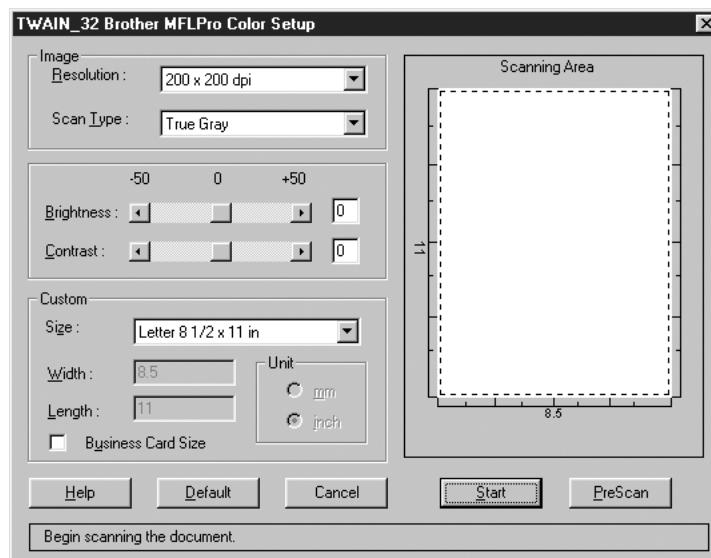
### TWAIN COMPLIANT

The Brother Multi-Function Link® Pro software 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 MFC, 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.

### Accessing the Scanner

To choose **TWAIN\_32 Brother MFLPro Color** as your scanner driver, select it under the **Select scanner—OR—Select source** option in your software.

From the PaperPort® window, select Acquire from the File drop-down menu or select the **TWAIN** or **Scan** button. The TWAIN-32 Brother MFL-Pro Color Setup dialog box will appear:



## Scanning a Document into the PC

---

- 1 Place the original face down in the Automatic Document Feeder.
- 2 Adjust the following settings, if needed, in the Scanner window:
  - ◆ Resolution
  - ◆ Scan Type (*Black & White, Gray [Error Diffusion], True Gray, 256 Color or 24-bit color*)
  - ◆ Brightness
  - ◆ Contrast
  - ◆ Size
- 3 Select the **Start** button from the Scanner window.  
When scanning is completed, press **Cancel** to return to the PaperPort® window.

## Settings in the Scanner Window

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For normal business correspondence, when scanning an A4 or Legal Size document, for a quick proceeding and acceptable image quality, please select the following settings:

TEXT : Resolution =  $300 \times 300$  dpi / Scan Type = Black & White

Line Art : Resolution =  $300 \times 300$  dpi / Scan Type = Gray (Error Diffusion)

Colour Document : Resolution =  $300 \times 300$  dpi / Scan Type = 24 bit Colour

B&W Photo : Resolution =  $300 \times 300$  dpi / Scan Type = Gray (Dithered)

### Resolution

Select the scanning resolution from the Resolution drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. You can choose:

- ◆  $100 \times 100$  dpi
- ◆  $150 \times 150$  dpi
- ◆  $200 \times 200$  dpi
- ◆  $300 \times 300$  dpi
- ◆  $400 \times 400$  dpi
- ◆  $600 \times 600$  dpi
- ◆  $1200 \times 1200$  dpi (*Black & white, Gray [Error Diffusion], True Gray and 24-bit color only*)
- ◆  $2400 \times 2400$  dpi (*Black & white, Gray [Error Diffusion], True Gray and 24-bit color only*)

### Scan Type

Black & White: Set the Scan Type to Black & White for text or line art.

Gray Scale: For photographic images, set the Scan Type to Gray (Error Diffusion) or True Gray.

Colors: Choose either 256 Color, which scans up to 256 colors, 24-bit color which scans up to 16.8 million colors. Although using 24-bit color creates an image with the most accurate colors, the image file will be approximately three times larger than a file created with 256 Color.

### Brightness

Brightness: Adjusting the brightness settings to obtain the best image. The Brother Multi-Function Link® Pro offers 100 brightness settings (-50 to 50). The default value is 0, representing an “average” setting.

You can set the brightness level by dragging the slider 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 settings.

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

The contrast setting is adjustable only when you have selected one of the **Gray Scale** settings, but it is not available when Black & White is selected as the **Gray Scale**.

Increasing the contrast level (by dragging the sidebar to the right) emphasizes dark and light areas of the **Image**, while decreasing the contrast level (by dragging the sidebar to the left) reveals more detail in gray areas. Instead of using the sidebar, you can type a value in the box to set the contrast.

## Size

Set the Size to one of the following:

- ◆ *Letter (8 1/2 × 11 in.)*
- ◆ *A4 (210 × 297 mm.)*
- ◆ *Legal (8 1/2 × 14 in.)*
- ◆ *A5 (148 × 210 mm.)*
- ◆ *B5 (182 × 257 mm.)*
- ◆ *Executive (7 1/4 × 10 1/2 in.)*
- ◆ *Business Card (90 × 60 mm.)*
- ◆ *Custom (User adjustable from 0.35 × 0.35 in. to 8.5 × 14 in.)*

After you select a custom size, you can adjust the scanning area further by using the left mouse button to drag the dotted outline of the scanning area. This is required when you want to crop an image when scanning.

## Business Card Size

To scan business cards, select the **Business Card (90 × 60 mm.)** Size setting and place the business card at the top centre of a carrier sheet.



Carrier sheets are available from your Dealer.

When scanning photographs or other images for use in a word processor or other graphics application, you should try different settings for the contrast, mode and resolution to see which settings best suit your needs.

## Custom

If you selected **Custom** as the size, type the **Width** and **Length**.

Or, you can check the Business Card Size box to adjust the scanning area to business card or a custom size automatically.

## PreScanning an Image

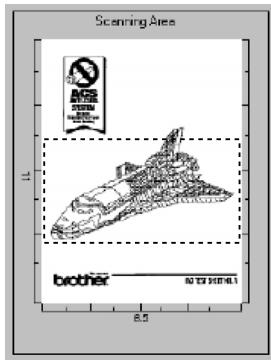
PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version of the image will appear in the **Scanning Area**. This is only a preview of the image so you can see how it will look. The **PreScan** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, select the **Start** button from the scanner window to scan the image.

### How to Use PreScan to Adjust an Image:

- 1 Insert the original face down in the Automatic Document Feeder.
- 2 In the **Twain-32 Brother MFLPro Color Setup** dialog box, click the **PreScan** button. The entire original will be scanned into the PC and will appear in the **Scanning Area**.



PreScanned Image



Cropped Image

- 3 To crop a portion of the original to be scanned, drag any side or corner of the dotted outline in the **Scanning Area** with the left mouse button. Adjust the dotted outline until it surrounds only the portion of the original you wish to scan.
- 4 Place the original face down in the Automatic Document Feeder.
- 5 Adjust the settings for **Resolution**, **Scan Type** and **Size** in the Scanner window, as needed.
- 6 Select the **Start** button.  
This time only the selected area of the original will appear in the PaperPort® window.
- 7 In the PaperPort® window, use the options available to refine the image. (See PaperPort® for Brother Online Documentation on the CD-ROM for details.)

# 16 Setting Up and Using PC-FAX (For Windows® Only)

## Introduction

This chapter outlines the basics of the Brother software, so you can get started using the Multi-Function Link® Pro software. Detailed installation and setup instructions are in the On-Line Documentation section of the Brother CD-ROM that is included with your MFC.

Check the online **README.WRI** file in the root directory of the CD-ROM for last-minute important information and troubleshooting tips that were not included in the On-Line Documentation.

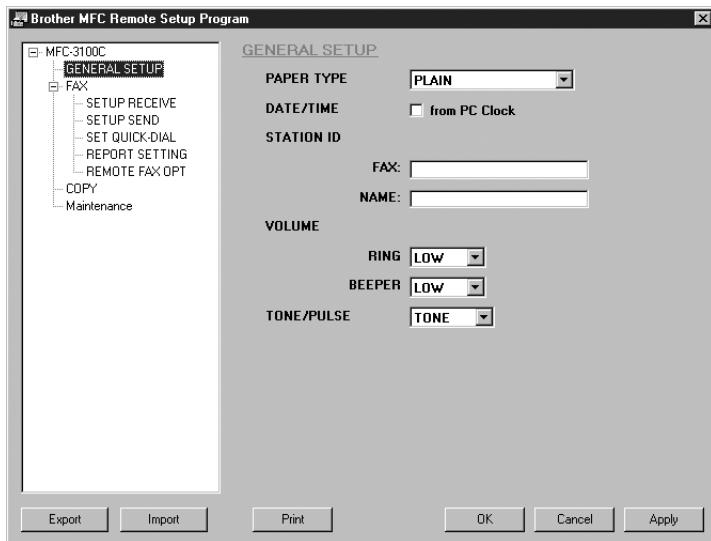
Multi-Function Link® Pro software for your MFC includes ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge®. (See *Using ScanSoft™ PaperPort® for Brother/TextBridge® (For Windows® Only)*, page 87)

## Brother Resource Manager

The Brother Resource Manager application must be running for you to use your MFC with your Windows® computer. Multi-Function Link® Pro software and the MFL Pro Printer Driver automatically load the Resource Manager, as needed. The Resource Manager allows the single bi-directional Parallel port on the MFC to simulate a Communications port for faxing and scanning and to simulate a Parallel port for Windows® GDI printing.

# MFC Remote Setup

The MFC Remote Setup application allows you to quickly set up your MFC by taking advantage of the ease and speed of programming on your PC. When you access this application, the settings on your MFC will be downloaded automatically to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the MFC.



## OK

This starts the process of uploading the data to the MFC and exiting the remote setup program. If an error message is displayed enter the correct data again, then click **OK**.

## Cancel

This exits the remote setup application without uploading the data to the MFC.

## Apply

This uploads the data to the MFC, but does not exit the remote setup application.

## Print

This command prints the selected items on the MFC. You can not print the data until it is uploaded to the MFC. Click **Apply** to upload the new data to the MFC and click **Print**.

## Export

This command saves the current configuration settings to a file.

## Import

This command reads the settings from a file.



You can check the Ink Status in the **Maintenance** menu.

# PC-FAX Sending

The Brother PC-FAX feature allows you to use your PC to send a file. 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.

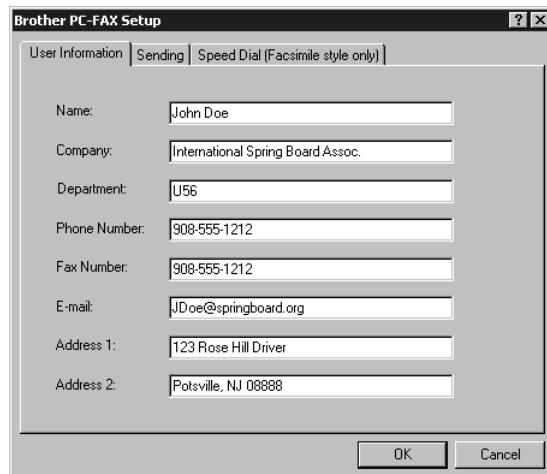
## Setting Up User Information

- 1 From the **Start** menu, select **Programs, Brother, Brother MFL Pro Suite**, and then select **PC-FAX Setting**.



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*, page 104)

The **Brother PC-FAX Setup** dialog box will appear:

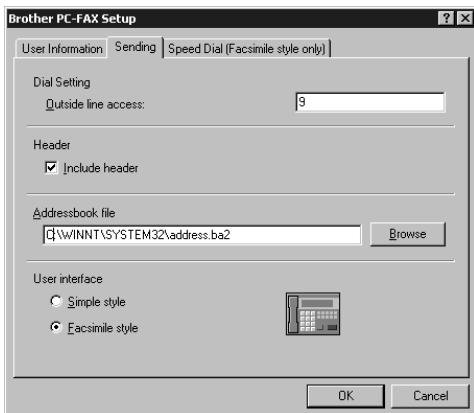


PRINTER/SCANNER

- 2 Enter the required **User information**. This information is required to create the Fax Header and Cover Page.
- 3 To save the **User Information**, click **OK**.

## Setting Up Sending

To access the Sending tab from the **Brother PC-FAX Setup** dialog box, click the **Sending** tab.



### Outside line access

Enter the number needed to access an outside line. This is sometimes required by the local PBX telephone system.

### Include header

To add header information to the top of the fax pages being sent, check the **Header** box.

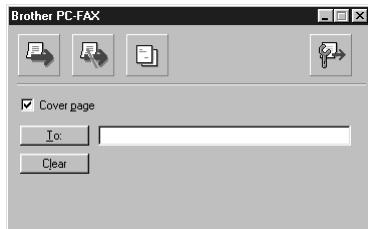
### Address Book file

You can select different database files for use with the Address Book. You must enter the path and file name of the database file or use the **Browse** button to view the file system to select the file.

### User interface

Select the User Interface in the **Sending** tab. You have a choice of the **Simple Style** or the **Facsimile Style**.

#### Simple Style

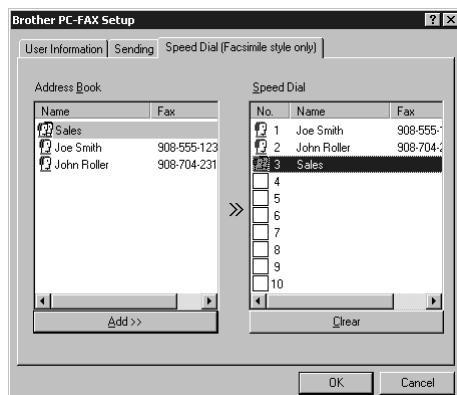


#### Facsimile Style



## Setting Up Speed Dial

Access the **Speed Dial** tab from the **Brother PC-FAX** Setup dialog box by clicking the **Speed Dial** tab. (To use this feature you must select the Facsimile Style user interface.)



You can register any address or group on one of the ten Speed Dial buttons.

### To register an address in a Speed Dial location:

- 1 Click the Speed Dial location you want to program.
- 2 Click the address or group you wish to assign to the Speed Dial location.
- 3 Click **Add >>** to program the Speed Dial location.

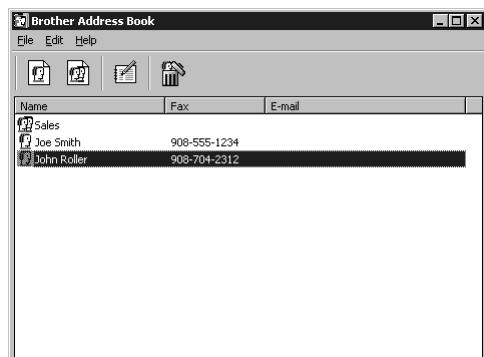
### To clear a Speed Dial location:

- 1 Click the Speed Dial location you want to clear.
- 2 Click **Clear**.

## The Address Book

From the **Start** menu, select **Programs, Brother, Brother MFL Pro Suite**, and then click **Address Book**.

The Brother Address Book dialog box will appear:

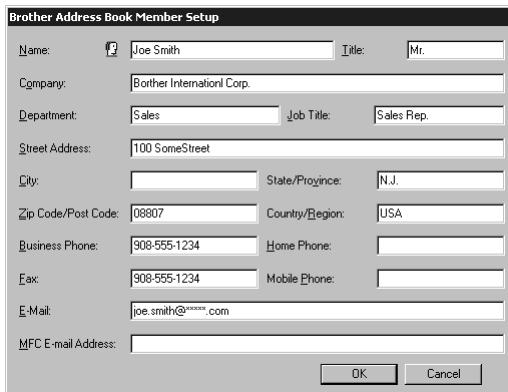


## Setting Up a Member in the Address Book

In the **Brother Address Book** dialog box you can add, edit and delete stored information for 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:



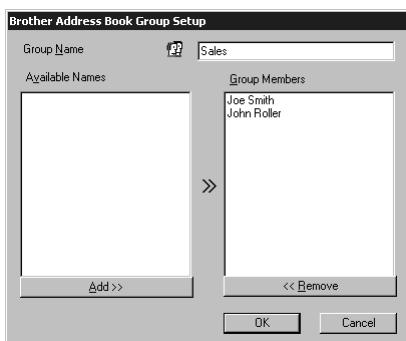
- 2 In the **Brother Address Book Member Setup** dialog box, type the member's information. **Name** and **Fax** are required fields. Click **OK** to save the member's information.

## Setting Up a Group for Broadcasting

If you repeatedly send the same PC-FAX to multiple recipients, you can combine members into a Group.

- 1 In the **Brother Address Book** dialog box, click the  icon to create a group.

The **Brother Address Book 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 listed in the **Group Members** box.
- 4 After all the members have been added, click **OK**.

## Editing Member Information

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- 1 Select the Member or Group you want to edit.
- 2 Click the edit  icon.
- 3 Edit the Member or Group information.
- 4 Click **OK** to save your changes.

## Deleting a Member or Group

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- 1 Select the Member or Group you want to delete.
- 2 Click the delete  icon.
- 3 Click **OK** when the Delete OK? Dialog box appears.

## Exporting the Address Book

---

You can export the Address Book to an ASCII text file (\*.csv). If you wish, you can create a Vcard for selected members that will be attached to all the sender's outgoing e-mail; a Vcard is an electronic business card that contains the sender's contact information.

### To export the current telephone book:



If you are creating a Vcard, you must first select the member.

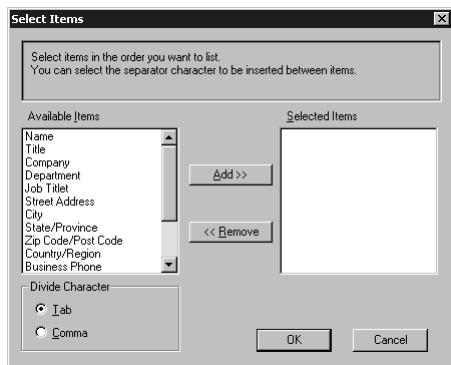
- 1 From the Address Book select **File**, point to **Export**, and then click **Text**—OR—Click **Vcard** and go to Step 5.
- 2 Select the data fields you wish to Export from the **Available Items** column, and then click **Add >>**.



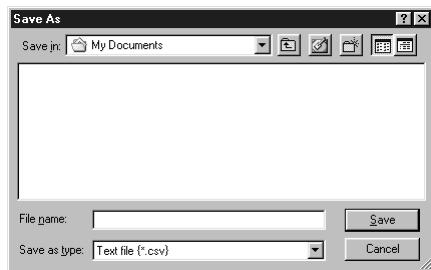
Select items in the order you want them listed.

- 3 If you are exporting to an ASCII file, select **Divide Character - Tab** or **Comma**. This selection inserts a Tab or Comma between each data field when it is Exported.

**4** Select **OK** to save the data.



**5** Type the name of the file, and then select **Save**.



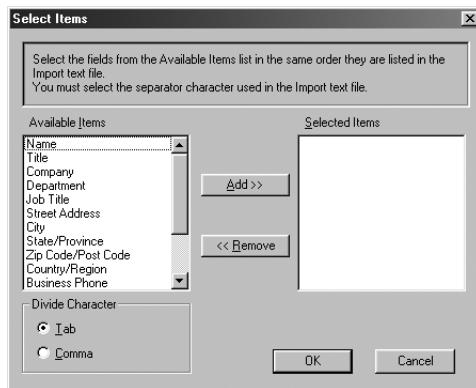
If you selected Vcard in Step 1, the **Save as type:** will be **Vcard (\*.vcf)**.

## 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.

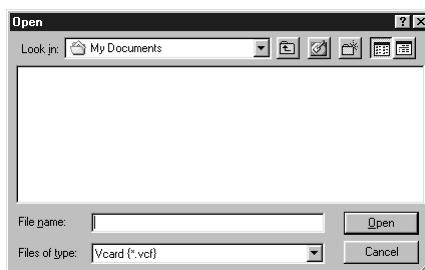


- 2 Select the data fields you wish to Import from the **Available Items** column, and then click **Add >>**.



Select the fields from the **Available Items** list in the same order they are listed in the **Import** text file.

- 3 Select **Divide Character - Tab** or Comma based on what file format you are importing.
- 4 Select **OK** to import the data.
- 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)**.

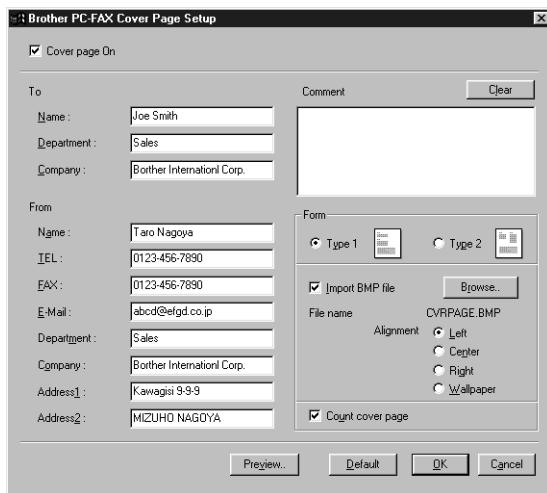
## Setting Up a Cover Page

Access the Brother PC-FAX Cover Page Setup from the FAX Sending dialog box by clicking



. (See *Sending a File as a PC-FAX Using the Facsimile Style*, page 104)

The Brother PC-FAX Cover Page Setup dialog box will appear:



### To

You can enter information in each field.



If you are sending a fax to multiple recipients, the recipient information will not be printed on the Cover Page.

### From

You can enter information in each field.

### Comment

Type the comment you want to add to the cover page.

### Select Cover Page Form

Select the cover page form you want.

### Import BMP file

You can insert a bitmap file, such as your company logo, in the cover page.

Select the BMP file by using the browse button, and then select the alignment style.

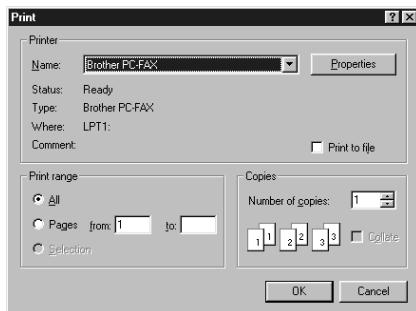
### Count Cover Page

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:



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- 4 Enter the fax number by using any of the following methods:
  - Enter the number using the dial pad.
  - 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 use the click **Clear** to clear 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 wish to cancel the fax, click **Stop**.



## Redial

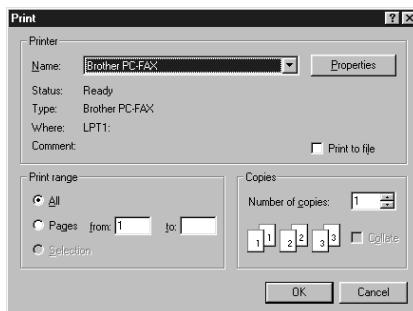
If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

## 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.

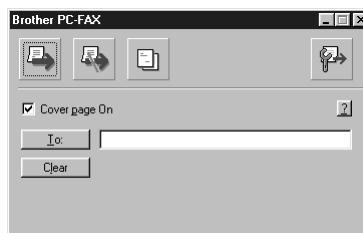
**2** From the **File** menu, select **Print**.

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 receiving party. You can also use the Address Book to select destination fax numbers. If you made a mistake entering a number, click the **Clear** button to clear all entries.

**5** To send a Cover Page and note, check the **Cover Page On** check box.



You can also click the to create or edit an existing 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 icon.

# 17 Using Automatic E-Mail Printing

## For Windows® 95, 98, 98SE, Me only

### Main Features

- You can use Automatic E-Mail Printing with other E-mail software:  
Brother Automatic E-Mail Printing has some extra functions that other E-mail software, such as Netscape Navigator™ or MS Internet Mail, do not support.
- Automatic E-Mail Printing can be configured for a multiple user account:  
In Brother Automatic E-Mail Printing you can set up more than one e-mail account on a single PC so you can print e-mail in each account automatically.
- Automatic access to your specified POP3 server at the specified time:  
You can specify the time when the Brother Automatic E-Mail Printing automatically accesses the server to check for new mail.
- Provides an "In Memory" printer driver:  
You can receive and print e-mail data at the same time, by searching for a specified character string in the mail header. It allows you to see the sender, subject and relevant part of the mail content.

### Before You Use this Software

Please read *Using Automatic E-Mail Printing* in the **On-Line Documentation** on the CD-ROM. Check the online README.WRI file in the root directory of the CD-ROM for last-minute important information and troubleshooting tips not included in the On-Line Documentation.

### To Access the On-Line Documentation



After you have installed the Brother driver(s) for your model and operating system, click **View On-Line Documentation** for operating instructions.

### To Install Automatic E-mail Printing (Optional Application):

- 1 Insert MFL Pro CD-ROM into your CD-ROM drive.
- 2 Click on Install Software from the main CD-ROM screen.
- 3 Click Automatic E-mail Printing.



This is optional software and will not be required for printing, faxing and scanning operations.

*The Automatic E-mail Print option is NOT available for Windows NT® 4.0 and Windows® 2000 Professional.*

## **Set Up Your USB-Equipped Apple® Macintosh® G3, G4 or iMac™ or iBook™ with Mac OS 8.5/8.51/8.6/9.0/9.0.4/9.1**



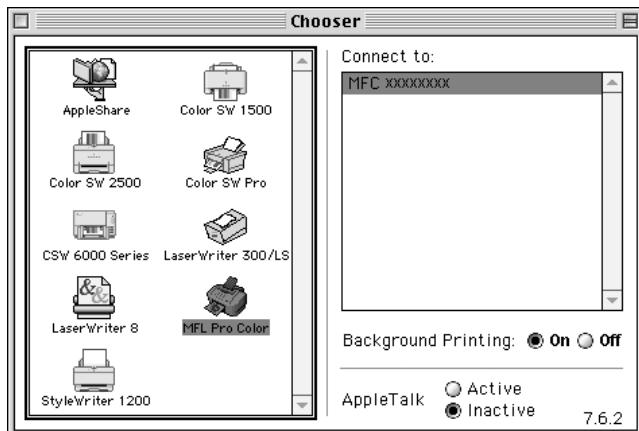
Before you can connect the MFC to your Macintosh®, you must purchase a USB cable that is no longer than 6 feet (1.8 meters).

To work with your MFC, your USB-Equipped Apple® Macintosh® must be set up with Mac OS 8.5/8.51/8.6/9.0/9.0.4/9.1. (The Brother Scanner Driver works only with Mac OS 8.6/9.0/9.0.4/9.1)

## **Using Brother Printer Driver with Your Apple® Macintosh®**

To select the Printer:

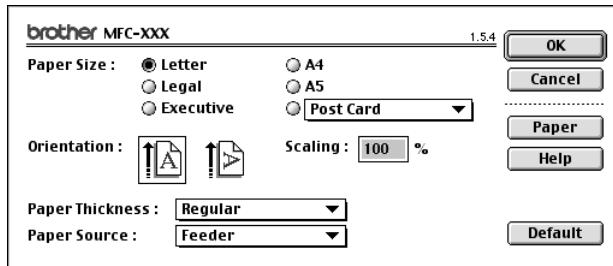
- 1 From the Apple menu, open the **Chooser**.



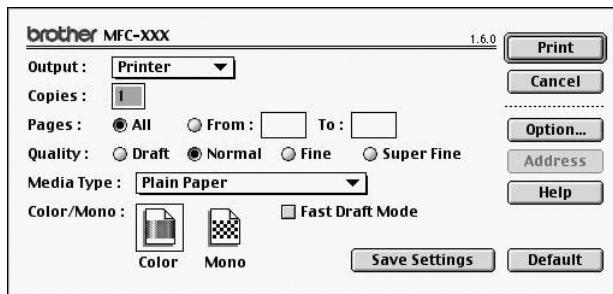
- 2 Click the **MFL Pro Color** icon. On the right side of the **Chooser**, click the printer to which you want to print. Close the **Chooser**.

## To print the document:

3 From 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**, then click **OK**.

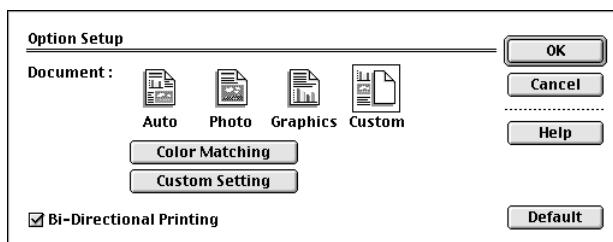


4 From application software such as PaperPort, click **File menu** and select **Print**. Click **Print** to start printing.



If you want to change **Copies**, **Pages**, **Quality**, **Media Type** and **Color/Mono**, select your settings before clicking **Print**.

**Option Setup** allows you to change **Document** and **Printing Options**.

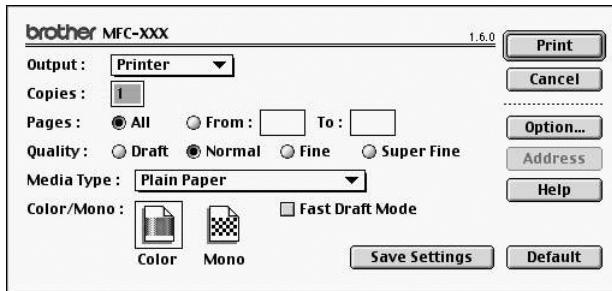


# ***Sending a Fax from Your Macintosh® Application***

You can send a fax directly from your Macintosh® application using the following steps:

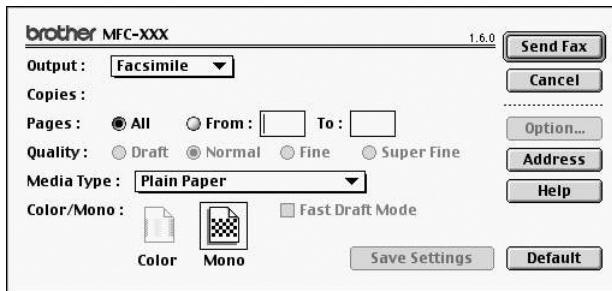
- 1 Create a document in a Macintosh application.
- 2 To begin the fax transmission, select **Print** from the **File** menu.

The **Printer** dialog box appears:



When *Printer* is selected, the top button shows **Print** and the **Address** button is grayed.

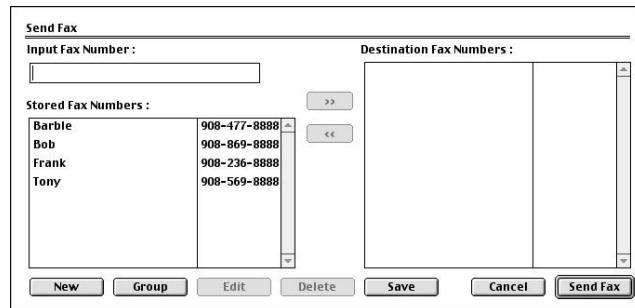
- 3 From the **Output** pull-down menu, select *Facsimile*.



When *Facsimile* is selected, the top button shows **Send Fax** and the **Address** button is 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**; the right box will show 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/number from the **Stored Fax Numbers** box, and then click . Your recipient 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 to, you can add your new recipients to the **Stored Fax Number** at this time by clicking **New**. (See *Adding a New Member*, page 111)**

—OR—

You can add a new group by clicking **Group**. (See *Adding a New Group*, page 112)

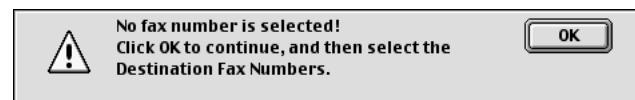
**7 If you are finished addressing your fax, click **Send Fax**.**



To select and send only certain pages of the document, click **OK** to return to the Print dialog box.



If you click **Send Fax** without addressing your fax, the following error message appears:



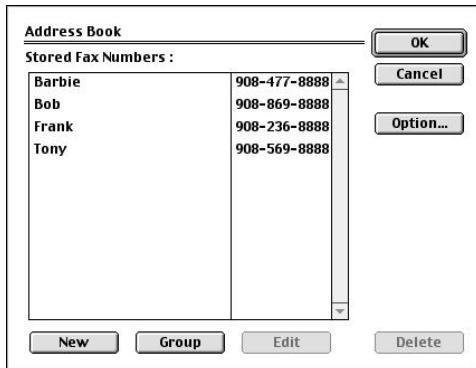
Click **OK** to return to the **Send Fax** dialog box.

## Setting Up Your Address Book

You can add new members and groups to your Address Book, even while you are addressing a fax.

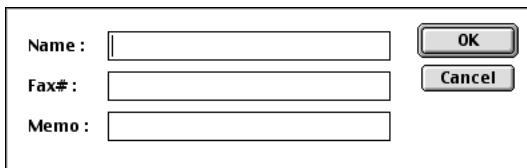
### Adding a New Member

- 1 To add a new member to the Address Book, in the Facsimile dialog box click **Address**. The **Address Book** dialog box appears:



- 2 Click **New**.

The following dialog box appears:



- 3 Type the name and fax number.

- 4 If you want to, you can store a comment in the Memo field if you wish (up to 15 characters).

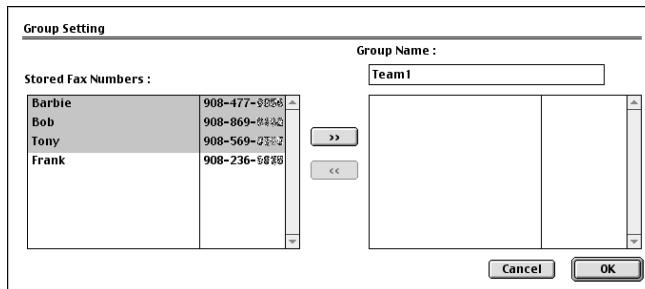
- 5 Click **OK** to return to the **Address Book** dialog box.

## Adding a New Group

You can set up a group of multiple recipients.

### 1 Click Group.

The **Group Setting** dialog box appears.

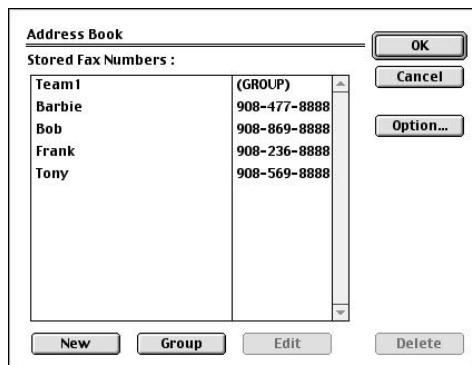


### 2 In the **Group Name** field, type a name for your Group.

3 From the **Stored Fax Numbers** box select the recipients for your Group, and then click . Your selection will appear in the box under the **Group Name** field.

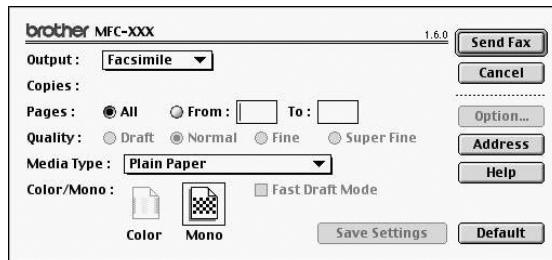
### 4 Click OK.

The **Address Book** dialog box reappears:



### 5 Click OK.

The **Print/Facsimile** dialog box reappears:

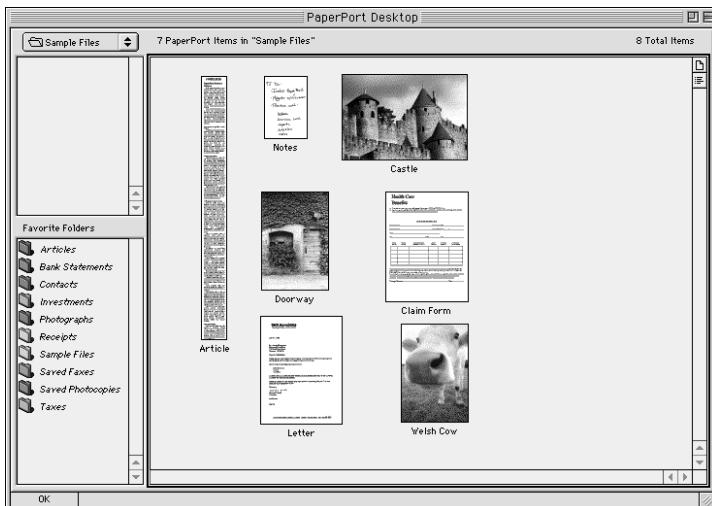


### 6 If you are ready to send your fax, click **Send Fax**.

(Follow the steps on page 109 for sending a fax.)

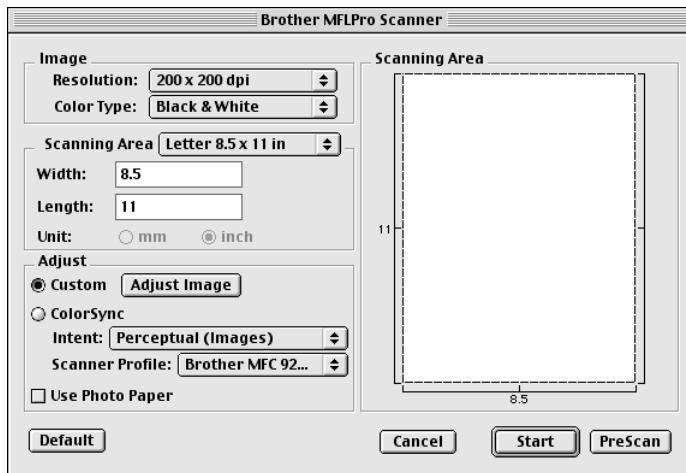
# Using Brother TWAIN Scanner Driver with Your Apple® Macintosh®

The Brother MFC software includes a TWAIN Scanner driver for Macintosh®. This Macintosh® TWAIN Scanner driver can be used with application that supports the TWAIN specification. You can use PaperPort® for scanning.



## Accessing the Scanner

Run your PaperPort® software. You will see the **PaperPort®** icon in the upper right hand corner of your screen. The first time you use the Brother TWAIN driver, set it as the default by choosing the **Select Source**, then click the **PaperPort®** icon. Afterward, for each original you scan choose **Acquire Image** by clicking the **PaperPort®** icon. The Scanner setup dialog box will appear.



## Scanning a Document into Your Macintosh G3, G4 or iMac

- 1 Place the original in the Automatic Document Feeder.
- 2 Adjust the following settings, if needed, in the scanner setup dialog box:

**Resolution**

**Color Type**

**Brightness**

**Contrast**

**Scanning Area**

- 3 Click **Start**.

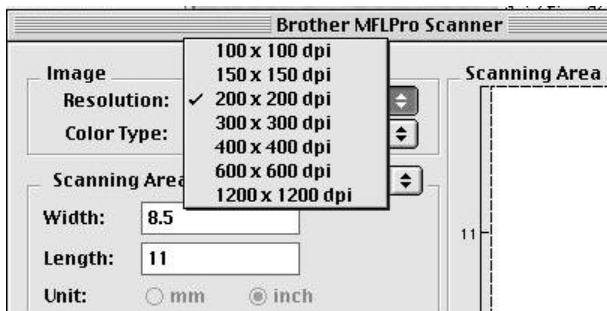
When scanning is finished, the image will appear in your graphics application.

## Settings in the Scanner Window

### Image

#### Resolution

Choose the scanning resolution from the Resolution pop-up menu. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. (Each model has different resolutions. See Specification.)



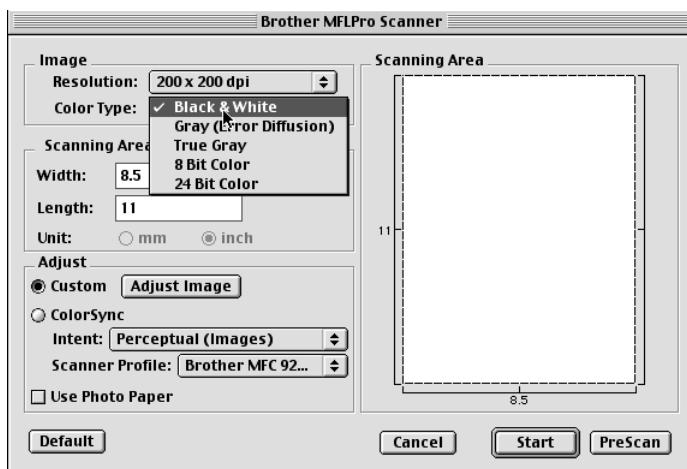
#### Color Type

**Black & White**—Set the image Type to *Black&White* for text or line art. For photographic images, set the image type to *Gray (Error diffusion)* or *True Gray*.

**Gray (Error Diffusion)**—is used for documents that contain photographic images or graphics. (*Error Diffusion* is a method for creating simulated gray images by placing black dots in a specific matrix instead of true gray dots.)

**True Gray**—also is used for documents containing photographic images or graphics. This mode is more exact because it uses up to 256 shades of gray. It requires the most memory and longest transfer time.

**Colors**—Choose either 256 Color, which scans up to 256 colors, 24-bit color which scans up to 16.8 million colors. Although using 24-bit color creates an image with the most accurate colors, the image file will be approximately three times larger than a file created with 256 Color.



## Scanning Area

Set the **Size** to one of the following:

- *Letter (8.5 × 11 inches)*
- *A4 (210 × 297 mm)*
- *Legal (8.5 × 14 inches)*
- *A5 (148 × 210 mm)*
- *B5 (182 × 257 mm)*
- *Executive (7.25 × 10.5 inches)*
- *Business Card (90 × 60 mm)*
- *Custom (User adjustable from 0.35 × 0.35 inches to 8.5 × 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 setting (90 × 60 mm) and place the business card at the top centre of a carrier sheet.



Carrier sheets are available from your Dealer.

When scanning photographs or other images for 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 best.

## Miscellaneous

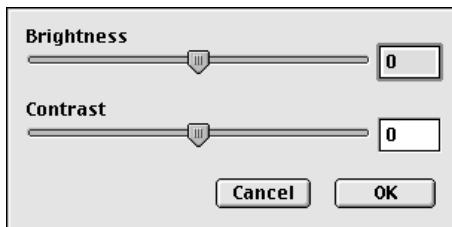
### Brightness

Adjust the brightness settings to obtain the best image. The Brother TWAIN Scanner driver offers 100 brightness settings (-50 to 50). The default value is 0, representing an “average” setting.

You can set the brightness level by dragging the sliderbar 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 setting. Click **OK**.

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.

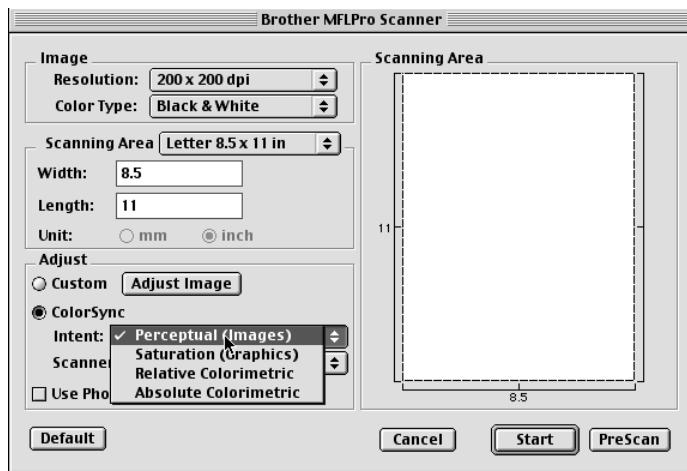


### Contrast

The contrast setting is adjustable only when you have selected one of the gray scale settings, but it is not available when Black & White is selected as the Gray Scale.

Increasing the contrast level (by dragging the sliderbar to the right) emphasizes dark and light areas of the Image, while decreasing the contrast level (by dragging the sliderbar to the left) reveals more detail in gray areas. Instead of using the sliderbar, you can type a value in the box to set the contrast. Click **OK**.

### Color Sync Dialog



*Perceptual Matching*—All the colors of a given gamut are scaled proportionally to fit within another gamut. This intent pretty much maintain the balance between the colors in the image. This intent is the best choice for realistic images, such as scanned photographs.

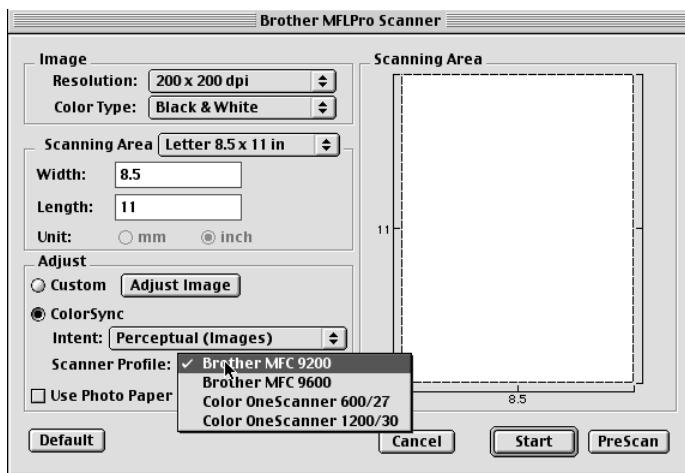
*Saturation Matching*—The relative saturation of colors is maintained from gamut to gamut. So basically the colors are shifted to the edge of the gamut to get the most saturated color possible. Rendering the image using this intent gives the strongest colors and is the best choice for bar graphs and pie charts, in which the actual color displayed is less important than its vividness.

*Relative Colorimetric Matching*—The colors that fall within the gamuts of both devices are left unchanged. Some colors in both images will be exactly the same, a useful outcome when colors must match quantitatively. What that means is that if the color is inside the gamut, it will stay the same color. However, if the color is outside the gamut, it will be mapped to the edge of the gamut. This intent is best suited for logos or “spot colors” where color 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. Colors that fall within the gamuts of both devices are left unchanged.

## Scanner Profile

Select your Brother MFC.



## PreScanning an Image

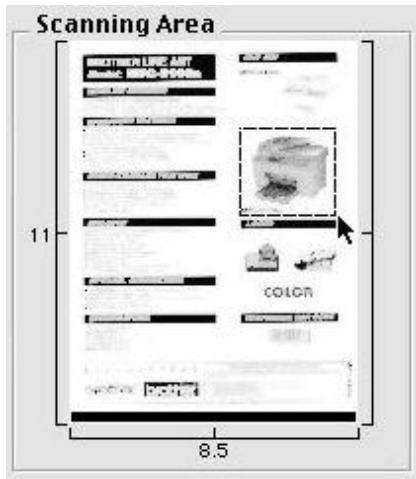
PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the **Scanning Area**. This is only a preview of the image, so you can see how it will look. The **PreScan** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click **Start** to scan the image.

**1** Insert the original face down in the Automatic Document Feeder.

**2** Click **PreScan**.

The entire original will be scanned into your Macintosh G3 or iMac 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 original in the Automatic Document Feeder of the Brother MFC again.

**5** Adjust the settings for **Resolution**, **Color Type** (Gray Scale), **Brightness**, **Contrast**, and **Size** in the Scanner Setup dialog box, as needed.

**6** Click **Start**.

This time only the selected area of the original will appear in the **Scanning Area**.

**7** In your editing software application, refine the image as usual.

# 19 Troubleshooting and Maintenance

## Error Messages

As with any sophisticated office product, errors may sometimes occur. If this happens, the machine often identifies the problem and displays an error message. The table below explains the most common error messages.

ERROR MESSAGE	CAUSE	ACTION
<b>CHECK CARTRIDGE</b>	An ink cartridge is not installed properly.	Re-install the ink, seating it properly. (See <i>Replacing the Ink Cartridges</i> , page 137)
<b>CHECK DOCUMENT</b>	Documents were not inserted or fed properly, or document was longer than 90 cm.	(See <i>Document Jams and Paper Jams</i> , page 122)
<b>CHECK PAPER</b>	The machine is out of paper.	Add recording paper and then press <b>Mono Fax Start</b> .
<b>CHECK PAPER SIZE</b>	Your paper is smaller than A4 size, (The machine can not print fax messages, Help list or any other fax reports if the paper isn't A4 size.)	Reload the A4 paper, and then press <b>Mono Fax Start</b> .
<b>COMM.ERROR</b>	Poor phone line quality caused communication error.	Try the call again. If problem continues, call Telephone Company to check your phone line.
<b>CONNECTION FAIL</b>	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.
<b>COVER OPEN</b>	Control panel cover or top cover is not closed completely.	Open, then close the covers.
<b>DISCONNECTED</b>	The other party or other party's fax machine terminated the call.	Try to transmit, calling the other party to see what happened or receive again.
<b>HIGH TEMPERATURE</b>	The print head detects high temperature.	Use the machine at the cool room or cool your room.

ERROR MESSAGE	CAUSE	ACTION
<b>INK EMPTY XXXX</b>	One or more of the ink cartridges are empty. The machine will stop all print operations (such as printing copies, faxes and jobs from the PC). 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 feature to convert it, the colour fax will be received into memory as a black and white fax. MFCs connected with a USB cable will be able to perform scan operations; MFCs connected with a parallel cable, will not scan. The cleaning process consumes a small amount of ink.	Replace the ink cartridges. (See <i>Replacing the Ink Cartridges</i> , page 137)
<b>LOW TEMPERATURE</b>	The print head detects low temperature.	Use the machine at the warm room or warm your room.
<b>MACHINE ERROR XX</b>	The machine has a mechanical problem.	Unplug the machine, and then call Brother or your dealer for service.
<b>NEAR EMPTY XXXX</b>	One or more of the ink cartridges are running out of ink. The machine will stop receiving colour faxes. The machine's "handshake" will request that it be sent in black and white; if the sending machine has the feature to convert it, the colour fax will be received into memory as a black and white fax.	Order a new ink cartridge now.
<b>NO RESPONSE/BUSY</b>	The number you dialled does not answer or is busy.	Verify the number and try again.
<b>NOT ASSIGNED</b>	You tried to access a Speed Dial number that is not programmed.	Set up the Speed Dial number. (See <i>Storing Speed Dial Numbers</i> , page 18)
<b>OUT OF MEMORY</b>	The data is too large for the machine's memory.	(See <i>Out of Memory</i> , page 50)
<b>PAPER JAM</b>	The recording paper is jammed in the machine.	Remove the jammed paper depending on where it is jammed in the machine. (See <i>Printer Jam or Paper Jam</i> , page 123)

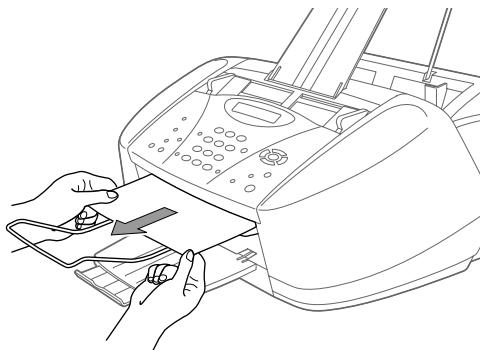
# Document Jams and Paper Jams

Based upon where the original document or printed sheet is jammed, follow the appropriate set of instructions to remove it.

## Document Jam

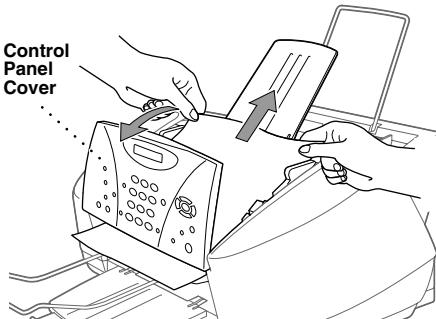
The documents were not inserted or fed properly, or were too long.

- 1 Remove any paper from the Automatic Document Feeder that is not jammed.
- 2 Carefully pull the document toward the front of the machine.
- 3 Press **Stop/Exit**.



## Document Jam Inside Back of Control Panel

- 1 Remove any paper from the Automatic Document Feeder that is not jammed.
- 2 Open the control panel cover.
- 3 Pull the jammed document out toward the back of the machine.
- 4 Close the control panel cover.

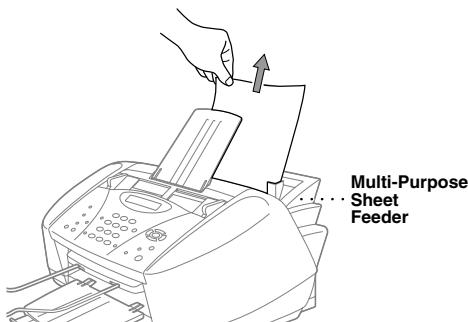


## Printer Jam or Paper Jam

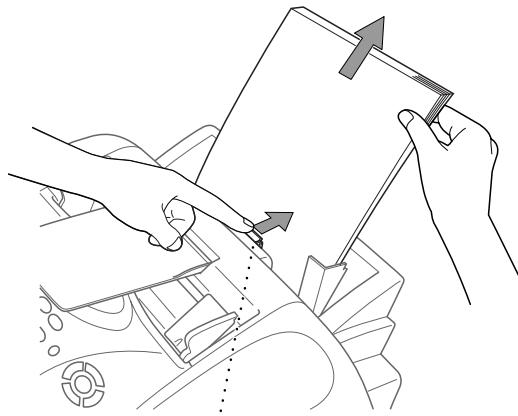
Remove the jammed paper depending on where it is jammed in the machine.

**Paper is jammed in the multi-purpose sheet feeder.**

- 1 Remove any paper from the multi-purpose sheet feeder that is not jammed.
- 2 Pull the jammed paper upward and remove it.



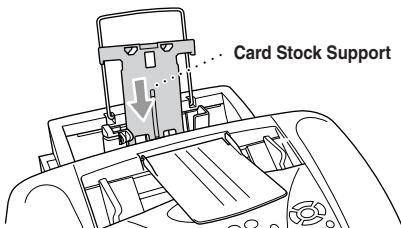
If it is difficult to pull the jammed paper, try to pull it while pushing down the Paper Release Lever.



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.

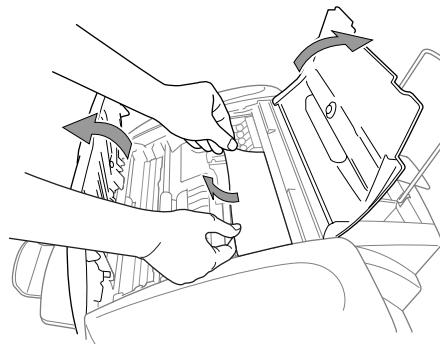


If Paper Jam occurs repeatedly, install the **Card Stock Support** in the feeder, and then re-load the paper.  
Or, try re-loading the paper upside down.



### **Paper is jammed inside the machine.**

- 1 Open the control panel cover by lifting it toward you, then lift the top cover toward the back.
- 2 Remove the jammed paper.

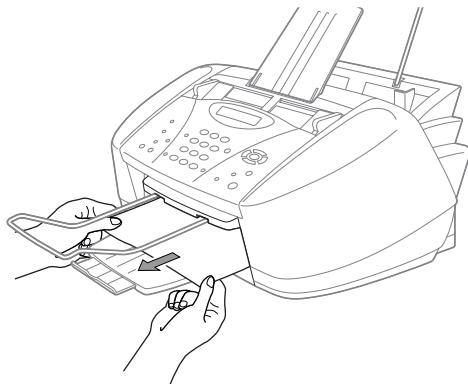


If the jammed paper is under the Print Heads, unplug the machine, and then you can move the Print Heads to remove the paper.

- 3 Close the control panel cover and top cover.

### **Paper is jammed inside front of MFC.**

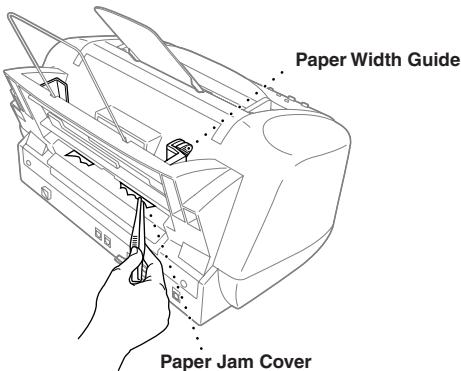
- 1 Pull the paper toward you.



**Paper is jammed at the back the machine.**

If the paper ripped, the pieces of paper may get stuck inside the back of the machine.

- 1 Remove any paper from the multi-purpose Sheet Feeder that is not jammed.
- 2 Open the Paper Jam Cover.
- 3 To loosen the paper, slide the Paper Width Guide to the widest position.
- 4 Use tweezers to pull out the ripped pieces of paper.
- 5 Close the Paper Jam Cover.



# Difficulty with Operation

If you think there is a problem with the machine, make a copy first. If the copy looks good, the problem is probably not the machine. Check the table below and follow the troubleshooting tips.

If you have any other problems, visit us at: <http://solutions.brother.com>

DIFFICULTY	SUGGESTIONS
<b>Printing and Receiving Faxes</b>	
Condensed Print and Horizontal Streaks / 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 matches the type of paper you are using. (See <i>Printer Driver Settings (For Windows® Only)</i> , page 58) If you are using plain paper, try using recommended special paper. (See <i>Paper</i> , page 149) Don't handle the paper until the ink is dry. Adjust the Vertical Alignment. (See <i>Print Quality Check</i> , page 130)
Smudged Stain on the top centre of the printed page.	If you are using the machine as a printer, change the paper thickness to Thick in the Paper tab of the Print dialog box in the printer driver setting. If you are copying or receiving a fax message, make sure the thickness of paper you are using matches the specifications. (See <i>Paper Specifications</i> , page 150)
Printing Too Dark or Too Light	Make sure your ink cartridges are fresh and within their expiry dates. Cartridge expiry dates are printed on the package. Make sure the Printer Driver matches the type of paper you are using. (See <i>Printer Driver Settings (For Windows® Only)</i> , page 58) Try using recommended special paper. (See <i>Paper</i> , page 149) The recommended environment for the machine is between 20 °C to 33 °C.
Printing Appears Dirty or Ink Seems to Run	Make sure you are using the recommended paper. (See <i>Paper</i> , page 149) Don't handle the paper until the ink is dry. The recommended environment for the machine is between 20 °C to 33 °C.
White Lines in Text or Graphics	Clean the print heads. (See <i>Print Quality Check</i> , page 130)
Stains Appear on the Reverse Side or at the Bottom of the Page	Make sure the Printer Platen is not dirty with ink mist. (See <i>Regular Maintenance</i> , page 136)
Vertical Black Lines When Receiving	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother or your dealer for service.

DIFFICULTY	SUGGESTIONS
Received colour fax prints only in B & W.	Replace the colour ink cartridges that are empty or nearly empty, and then ask the other party to send the colour fax again. (See <i>Replacing the Ink Cartridges</i> , page 137)
Left and right margins are cut off.	Turn on Auto Reduction. (See <i>Printing a Reduced Incoming Document (Auto Reduction)</i> , page 25)
Horizontal lines appear in Text or Graphics.	Clean the print heads. (See <i>Print Quality Check</i> , page 130) If you clean the print heads five times and the print has not improved, call Brother or your dealer for service.
<b>Phone Line or Connections</b>	
Dialling does not work	Check for a dial tone. Change <b>TONE/PULSE</b> setting. (See <i>Setting the Dialling Mode (Tone/Pulse) (Not available in New Zealand)</i> , page 17) Check all line cord connections. Check power cord connection. Send a manual fax by lifting the external telephone's handset, and dialling the number. Wait to hear fax receiving tones before pressing <b>Mono Fax Start</b> .
The machine Does Not Answer When Called	Make sure the machine is not in MANUAL mode. Check for dial tone. If possible, call the 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 the machine, call your Telephone Company to check the line.
No dial tone on the external telephone's handset	Lifting the external phone's handset— <b>OR</b> —Press any dial pad key then <b>Mono Fax Start</b> . If you hear no dial tone, check telephone line cord connections at the machine and wall socket. Check that the external telephone is connected to the machine correctly. Test the wall socket with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.
<b>Sending Faxes</b>	
Poor Transmitting Quality	Try changing your resolution to <b>FINE</b> or <b>S.FINE</b> . Make a copy to verify the machine's scanner operation.
Transmission Verification Report says “Result:ERROR” again.	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:ERROR” on the Transmission Verification Report, the machine may be out of memory. To gain extra memory, you can turn off Fax Storage (see <i>Setting Fax Storage</i> , page 45), print fax message in memory (see <i>Printing a Fax from Memory</i> , page 26) or cancel a delayed fax or polling job (see <i>Checking and Cancelling a Scheduled Job in Memory</i> , page 33). If the problem continues, call 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 <i>Cleaning the Scanner</i> , page 136)

DIFFICULTY	SUGGESTIONS
<b>Sending, Copying or Scanning Difficulties</b>	
Vertical Black or White Line When Sending, Copying or Scanning	Clean the flat white pressure bar and the glass strip under the bar with isopropyl alcohol on a lint-free cloth. (See page 136)
<b>Handling Incoming Calls (with external telephone)</b>	
Machine "Hears" Voice as CNG Tone	If the machine is set to Fax Detect ON, it is more sensitive to sounds. The 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 <b>#51</b> ( <b>#91</b> for New Zealand) if you are at an extension phone or press <b>Stop/Exit</b> , if you are at the fax machine or external phone. Try avoiding this problem by turning Fax Detect to OFF. (See <i>Fax Detect (with an External or Extension Telephone)</i> , page 25)
Transferring a fax call to the machine	If you answered at an extension phone, press your Remote Activation Code (default setting is <b>*51</b> ( <b>*91</b> for New Zealand)). When the machine answers, hang up.
Custom Features on a Single Line	If you have Call Waiting, Caller ID, Call Waiting/Caller ID, Voice Mail, an answering machine, alarm system or any other custom feature on a single phone line with the machine, it may create a problem sending or receiving fax data. For example: If you are sending or receiving a fax message while a custom feature signal comes through on the line, the signal can temporarily interrupt or disrupt the fax data. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry, and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.
<b>Scanning Difficulties</b>	
TWAIN Errors appear while scanning.	Make sure the Brother TWAIN Driver is selected as the primary source. In PaperPort®, click File Select Source, highlight the Brother TWAIN Driver and click Select.
<b>Software Difficulties</b>	
"MFC Connect Failure"	If the machine is not connected to your PC and you have loaded the Brother software, the PC will show "MFC Connect Failure" each time you restart Windows®. You can ignore this message or you can turn it off by deselect the AutoLoad PopUp check box in the Brother Control Centre chapter. (See <i>How to Turn Off AutoLoad</i> , page 75)
Cannot perform '2 in 1' printing.	Check if 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 colours'.

DIFFICULTY	SUGGESTIONS
Cannot print when using Adobe Illustrator.	Try to reduce the printing resolution.
Thick line and thin line appear alternately.	Turn OFF ‘Bi-Directional Printing’ from the ‘Quality/Colour’ tab in the printer driver.
There are some dense lines.	Turn ON ‘Reverse Order’ from the ‘Paper’ tab in the printer driver.
When using ATM fonts, some characters are missing or some are printed in the same place.	If you are using Windows® 95/98, select ‘Printer Settings’ from the ‘Start’ menu. Open ‘Brother MFC-3100C’ properties. Click ‘Spool Setting’ on the ‘Details’ tab. Select ‘RAW’ from ‘Spool Data Format’.
Printing is slow.	In the Quality/Colour tab of the Print dialog box, select Auto in the Document section.
Colour enhance is not working correctly.	If the image data is not full colour (such as 256 colour) in your application, Colour enhance does not function. Please use at least 24 bit colour data with the Colour enhance feature.
“Unable to write to LPT1” or “LPT1 already in use” Error Message appears.	<ol style="list-style-type: none"> <li>1. Make sure the machine is on (plugged into the AC outlet) 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).</li> <li>2. Make sure the machine is not displaying an error message on the LCD Display.</li> <li>3. Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you boot up the computer (such as, drivers for Zip Drivers, External CD-ROM Drive, etc.) Suggested areas to check: (Load=, Run=command lines in the winanl file or the Startup Group).</li> <li>4. Check with your computer manufacturer to confirm that the computer’s parallel port settings in the BIOS are set to support a bi-directional machine, i.e., Parallel Port Mode-ECP</li> </ol>
“MFC is Busy” or “MFC Connect Failure” Error Message appears.	

# How to Improve Print Quality

To preserve good quality, the machine periodically cleans the print heads. Also, you can press **Ink** to start the cleaning when needed.

## Cleaning the Print Heads

Clean the print heads if you get a horizontal line in the text or graphics on your printed documents. There are two print heads; each contains two print cartridges. You can clean either black and cyan, yellow and magenta or all four colours by using **Ink** key.



**Do NOT clean the print heads by touching it with your hand or a cloth.**

- 1 Press **Ink**.
- 2 Press **1** to choose **1.CLEANING**.
- 3 Press or to choose the colour combination you want to clean.
- 4 Press **Menu/Set** to clean the print head automatically.

When cleaning is finished, the machine will go back online automatically.



If you clean the print heads at least five times and the print has not improved, call your dealer for service.

## Print Quality Check

If the print quality is not satisfactory, you can print a Print Quality Check Sheet to help you identify settings you may need to change.

- 1 Press **Menu/Set, 4.**
- 2 Press **Mono Fax Start**.

**4 . TEST PRINT**

The machine begins printing the Print Quality Check Sheet.

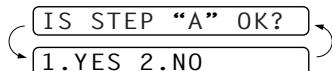
The LCD shows:

IS STEP “A” OK?  
1.YES 2.NO

- 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:



Check the quality of the four colour blocks in the sheet. (BLACK/CYAN/YELLOW/MAGENTA).

If the quality is OK for all colours, press **1 (YES)** to go to **STEP B—OR—**

If white horizontal lines appear in some colour blocks below, press **2 (NO)**.

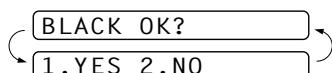
OK



Poor

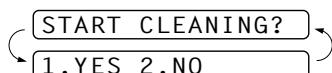


The LCD will ask you if the print quality is OK for each colour.



Press **2 (NO)** for any colour with a problem.

The LCD shows:

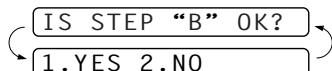


Press **1 (YES)**. The machine will start cleaning the colours.

After cleaning is finished, press **Mono Fax Start**. The machine will start printing the Print Quality Check Sheet again and then return to **STEP A**. If **STEP A** is OK, press **1** to proceed to **STEP B**.

## STEP B: Alignment Check

The LCD shows:

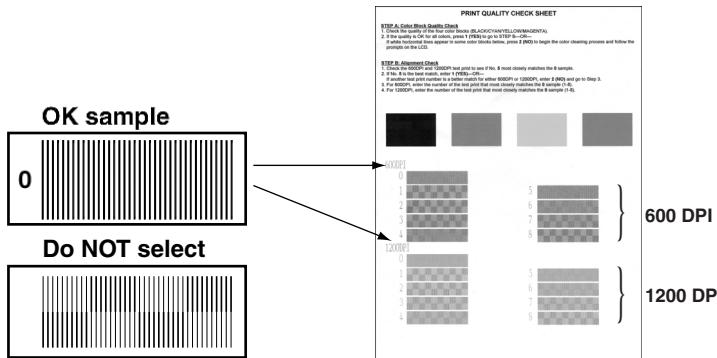


Check the 600 DPI and 1200 DPI test prints to see if number 5 most closely matches number 0. If the number 5 sample of both the 600 DPI and 1200 DPI are the best matches, press **1 (YES)** to finish

**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.



For 600 DPI, press the number of the test print that most closely matches the number 0 sample (1-8).

For 1200 DPI, press the number of the test print that most closely matches the number 0 sample (1-8).

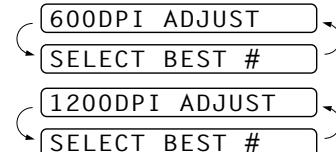
**4** Repeat Steps 1 and 2 (in *Print Quality Check*) to print another sample Print Quality Check Sheet and then check it.

**5** Press **Stop/Exit**.



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 the 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 Brother for Service.





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.



**Do NOT touch the print heads as this may cause damage to the print heads  
or product. Such damages will not be covered by warranty.**

## **Packing and Shipping the Machine**

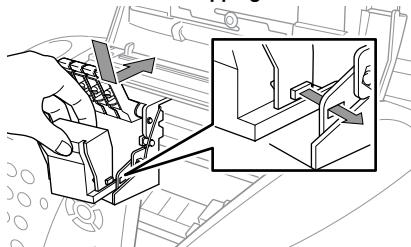
Whenever you transport the machine, use the packing materials that came with the machine. If you do not pack the machine correctly, you could void your warranty.



**Do not unplug the machine until a print job is finished.**

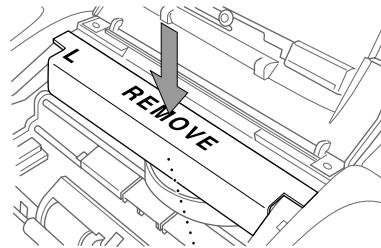
- 1 Remove all the ink cartridges and attach the white shipping cover. (See *Replacing the Ink Cartridges*, page 137) After attaching the white shipping cover, press the all ink cartridge covers down.

### **To attach the white shipping cover**



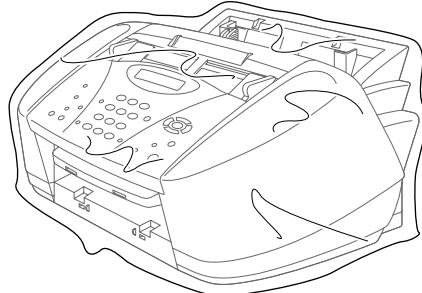
**If you are unable to locate the white shipping cover, do not remove the ink cartridges before shipping. It is essential that either the shipping cover or the ink cartridges be in position during shipment. Otherwise, the print heads will be damaged, and such damages will not be covered by warranty.**

**2** Attach the protective yellow bar, and then close the top cover and control panel cover until they click into place.

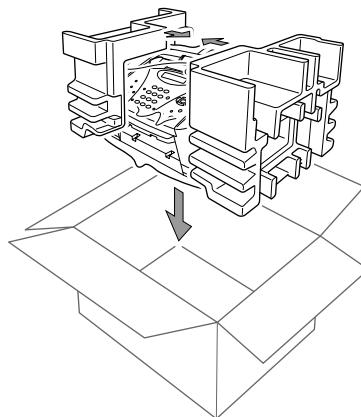


**Protective Yellow Bar**

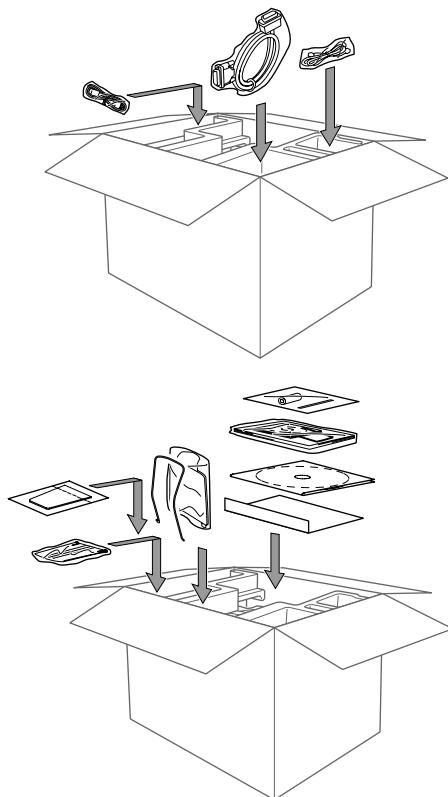
- 3** Unplug the machine from the telephone wall jack.
- 4** Unplug the machine from the AC outlet.
- 5** Unplug the Parallel cable or USB cable from the machine.
- 6** Remove telephone line cord, paper wire extension, paper tray, document support, document wire extension, and place them in original packing materials or protective wrapping.
- 7** Wrap the machine in the plastic bag.



- 8** Place the machine in the original carton with the original packing material.



**9** Pack additional parts (cord, printed materials) into the carton. Do not pack the used ink cartridges in the carton.

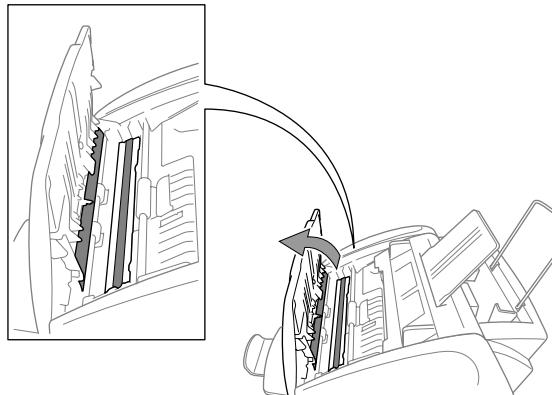


**10** Close the carton.

# Regular Maintenance

## Cleaning the Scanner

Unplug the machine and open the control panel cover and lift the top cover. Clean the flat white pressure bar and the glass strip under the bar with isopropyl alcohol on a lint-free cloth.



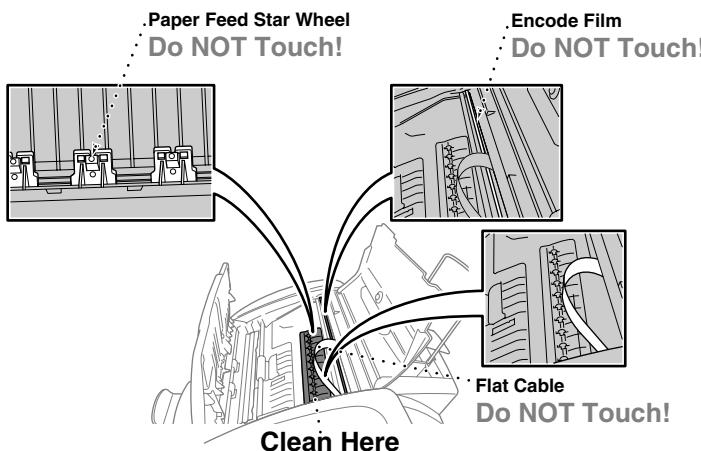
## Cleaning the machine Printer Platen



- Be careful not to touch the paper feed star wheels, flat cable and encode film.
- Be sure to unplug the machine from the main power outlet before cleaning the printer platen.

1 Open the control panel and lift the top cover.

To clean the machine printer platen, wipe it with a lint-free cloth that is dry.



Maintenance

2 Close the top cover and the control panel, and then connect the power cord.

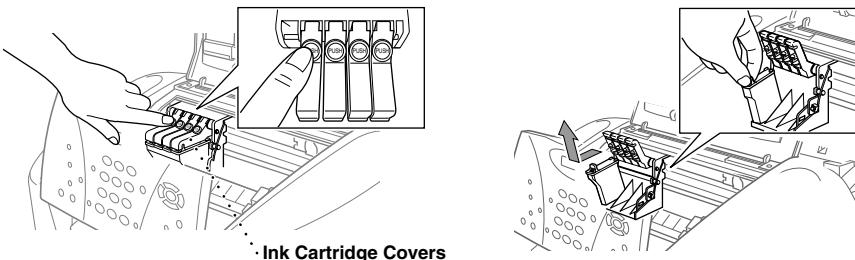
## Replacing the Ink Cartridges

The 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 display shows you which colour cartridges are low or empty. Be sure to follow the display 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 1–3). If the ink is empty, skip to Step 3.**

- 1 Press **INK**.
- 2 Press **2** to choose **2.REPLACE INK**.  
If one or more ink cartridges are empty, for example Black, the screen displays **INK EMPTY BLACK and PLS OPEN COVER**.
- 3 Open control panel cover and lift the top cover.
- 4 Push the appropriate coloured ink cartridge covers and remove the ink cartridge.



- 5 Open the new ink cartridge bag for the colour shown on the display and take out the ink cartridge.
- 6 Hold the new ink cartridge as shown in the illustration, and remove 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.

7 Each colour has its own correct position. Insert each new ink cartridge into the carriage, and then press the ink cartridge cover until it clicks.

8 After installing the ink cartridges, close the top cover and control panel cover. The machine prepares for a “head cleaning” and goes online. The display screen prompts you to verify a new ink cartridge was inserted for each colour you removed. Example: **DID YOU CHANGE BLACK**  
**1.YES 2.NO.**  
If the ink cartridge you installed is not a brand new one, please make sure to select **2**.

9 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 three minutes for each replaced cartridge. The display alternately shows **CLEANING**, and **PLEASE WAIT**.  
When the machine completes the cleaning cycle, the display returns to Standby mode (date and time).



**If ink gets in your eyes, irrigate them with water immediately and consult a doctor if you are concerned.**



- **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 remove the sealing tape.
- **DO NOT** refill the ink cartridges. Attempting to use refilled cartridges or the use of incompatible inks, may cause damages to the print heads in your product. Any such damages will not be covered by warranty.  
**Warranty coverage does not apply to problems caused by the use of 3rd party ink or 3rd party ink cartridges. We can only recommend the use of genuine Brother ink cartridges.**



- If the **INK EMPTY** message is on the display after you have installed ink cartridges, check that the ink cartridges are installed correctly.
- 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 colours 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 cartridge by the expiry date printed on the box.

# 20 Important Safety Information

## ***Important Information for Australia***

### **Important Safety Instructions**

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- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** 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 place this product on an unstable surface, stand, or table. The product may fall, causing serious damage to the product.
- 6** 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 not be placed in a built-in installation unless proper ventilation is provided.
- 7** 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 with your dealer or local power company.
- 8** This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed plug.
- 9** Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.
- 10** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 11** Do not touch a document during printing.
- 12** 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 a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 13** Do not attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.
- 14** This product has no mains ON/OFF switch. It is therefore highly important that access to the mains plug and the mains socket to which the plug is connected, is never obstructed, in case for some reason the mains power to the machine must be quickly disconnected.

**15** Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified 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.

## **IMPORTANT-For Your Safety.**

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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. Incorrectly wired extension cords are a major cause of fatalities.

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.

### **Disconnect device**

This machine must be installed near a power outlet, which is easily accessible. In case of emergencies, you must disconnect the power cord from the power outlet in order to shut off power completely.

## **ENERGY STAR® Compliance Statement**

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As an ENERGY STAR® Partner, Brother Industries, Ltd.

has determined that this product meets the

ENERGY STAR® guidelines for energy efficiency.



## ***Important Information for New Zealand***

### **Important Safety Instructions**

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- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

**5** The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

**6** This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

**7** If a charge for local calls is acceptable, the "Dial Button" should not be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. Do not dial the area code digit or the "0" prefix.

**8** This equipment shall not be set to make automatic calls to the Telecom '111' Emergency Service.

**9** This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.

**10** Not all telephones will respond to incoming ringing when connected to the extension socket.

**11** The answer delay setting of this equipment shall not be set to less than the default setting as this will destroy Caller ID information.

**12** All persons using this device for recording telephone conversations shall comply with New Zealand law. This requires that at least one party to the conversation is to be aware that it is being recorded. In addition, the Principles enumerated in the Privacy Act 1993 shall be complied with in respect to the nature of the personal information collected, the purpose for its collection, how it is to be used and what it disclosed to any other party.

**13** Do not place this product on an unstable surface, stand, or table. The product may fall, causing serious damage to the product.

**14** 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 not be placed in a built-in installation unless proper ventilation is provided.

**15** 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 with your dealer or local power company.

**16** This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed plug.

**17** Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.

**18** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

**19** Do not touch a document during printing.

**20** 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 a risk of fire or electric shock. Never spill liquid of any kind on the product.

**21** Do not attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.

**22** This product has no mains ON/OFF switch. It is therefore highly important that access to the mains plug and the mains socket to which the plug is connected, is never obstructed, in case for some reason the mains power to the machine must be quickly disconnected.

**23** Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified Service Personnel under the following conditions:

- ◆ If 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.

**24** This unit will only work in conjunction with a tone signalling (DTMF) telephone, but some telephones are not compatible. Since noise or speech from the telephone can upset dialling from this unit, errors may result if the devices are used together in other than quiet conditions.

**25** Where it is necessary to dial prefix digits, such as a Caller Display override code ("0196" or "0197"), this unit will have to be used in conjunction with an associated tone signalling (DTMF) telephone.

**26** Note that some telephones are not compatible with this unit and dialling errors may result if the two devices are used together in other than quiet conditions. The Telecom Faults Service is not to be called should such problems arise. In such cases, it is recommended that the prefix and wanted number are dialled manually.

**27** This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

## **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. Incorrectly wired extension cords are a major cause of fatalities.

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.

### **Disconnect device**

This machine must be installed near a power outlet, which is easily accessible. In case of emergencies, you must disconnect the power cord from the power outlet in order to shut off power completely.

## **IMPORTANT NOTICE**

Under power failure conditions, this telephone may not operate. Please ensure that a separate telephone, not dependent on local power, is available for emergency use in emergencies.

# **Important Information for Some Countries**

## **Important Safety Instructions**

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- 1** Read all of these instructions.
- 2** Save them for later reference.
- 3** Follow all warnings and instructions marked on the product.
- 4** 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 place this product near water.
- 6** Do not place this product on an unstable cart, stand, or table. The product may drop, 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 on 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 with your dealer or local power company.
- 9** This product is equipped with a 2-wire grounding type plug or a 3-wire grounding type plug (Only for Singapore, Malaysia, Hong Kong and India), a plug having two or three pins. This plug will only fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact 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** If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating.
- 12** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13** Do not touch a document during printing.
- 14** 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.
- 15** 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. Please refer all servicing to our Authorized Service Personnel. A list of Authorized Service Centres has been included for your convenience, or you may contact the Brother Dealer for Service.
- 16** This product does not have an ON/OFF switch. Therefore, it is very important that you have easy access to the main plug and the main socket to which the plug is connected, if the main power to the MFC need to be disconnected quickly.

**17** Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:

- ◆ If the power cord is damaged or frayed.
- ◆ If the product has been spilled by liquid.
- ◆ 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.

**18** To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).



- **For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.**
- **This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.**
- **Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.**

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# 21 Specifications

## *Fax Specifications*

<b>Compatibility</b>	ITU-T Group 3
<b>Coding system</b>	MH/MR/MMR/JPEG
<b>Modem speed</b>	14400/12000/9600/7200/4800/2400; Automatic Fallback
<b>Document input width</b>	90 mm to 216 mm
<b>Document input length</b>	127 mm to 356 mm
<b>Scanning Width</b>	8.2 inches (208 mm)
<b>Printing Width</b>	8 inches (203.2 mm)
<b>Automatic Document Feeder</b>	up to 20 sheets (75 gsm)
<b>Multi-purpose Sheet Feeder</b>	100 sheets (75 gsm)
<b>Printer type</b>	Ink Jet
<b>Grey scale</b>	256 levels (Error Diffusion)
<b>Display</b>	LCD, 16 characters
<b>Polling types</b>	Standard, Secure, Delayed, Sequential
<b>Contrast control</b>	Automatic/Light/Dark (manual setting)
<b>Resolution</b>	<ul style="list-style-type: none"><li>• Horizontal 8 dot/mm</li><li>• Vertical Standard—3.85 line/mm (B &amp; W) —7.7 line/mm (Color)</li><li>Fine—7.7 line/mm (B &amp; W/Color)</li><li>Photo—7.7 line/mm (B &amp; W)</li><li>Superfine—15.4 lines/mm (B &amp; W)</li></ul>
<b>Memory Capacity</b>	2MB (up to 100 pages *1)
<b>Speed Dial</b>	40 stations
<b>Automatic redial</b>	2 times at 2 minute intervals (for Australia) 2 times at 3 minute intervals (for New Zealand) 10 times at 3 minute intervals (for some countries)
<b>Automatic answer</b>	2, 3, 4, 5, 6, 7, 8, 9 or 10 rings (for Australia) 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 rings (for New Zealand) 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 rings (for some countries)
<b>Communication source</b>	Public switched telephone network
<b>Operating environment</b>	10-35°C (50-95°F)
<b>Best Print Quality</b>	20-33°C (68-91°F)
<b>Power source</b>	220 ~ 240V AC 50/60 Hz
<b>Power consumption</b>	Minimum: under 5.5 Watts *2 Standby: under 6.5 Watts Peak: under 35 Watts
<b>Dimensions</b>	426 × 342 × 217 (mm)
<b>Weight</b>	6.5 kg (without consumables)

\*1 “Pages” refers to the “Brother Standard Chart No.1”, with MMR coding and Standard Resolution.

\*2 With Power Save mode on.

# Printer Specifications

## Printing

<b>Print method</b>	Piezo with 75 × 4 nozzles
<b>Resolution</b>	Monochrome/Colour Printing: 2400 × 1200 dots per inch (DPI), 1200 × 1200 dots per inch (DPI), 600 × 600 dots per inch (DPI), 600 × 300 dots per inch (DPI), 600 × 150 dots per inch (DPI)
<b>Print speed</b>	up to 10 pages / minute (Mono) up to 8 pages / minute (Colour)
<b>Print width</b>	203.2 mm (8 inches)
<b>Disk-based fonts</b>	35

## Interface

<b>Parallel</b>	A shielded cable to IEEE 1284 (bi-directional) specification less than 1.8 m (6 feet) long should be used.
<b>USB</b>	A USB (Universal Serial Bus) Interface that is no longer than 1.8 m (6 feet) should be used.



You must attach the bundled filter core and cable tie to the shield parallel cable or USB cable.

## Computer Requirement

Minimum System Requirements						
Computer Platform & Operating System Version		Processor Minimum Speed	Minimum RAM	Recommended RAM	Available Hard Disk Space	
Windows® Operating Systems	95, 98, 98SE	Pentium 75MHz	24MB	32MB	50MB	
	Me	Pentium 150MHz	32MB	64MB		
	NT® Workstation 4.0	Pentium 75MHz				
	2000 Professional	Pentium 133MHz	64MB	128MB		
	XP	Pentium 233MHz				
Apple iMac™/iBook™/ G3/G4 Operating Systems	OS 8.5 – 8.51 (Printing Only)	All base models meet minimum requirements			50MB	
	OS 8.6 – 9.2 (Printing and Scanning)					
	Mac OS X v.10/10.1 (Printing Only)†					

**NOTE:** USB is not supported under Windows® 95 or Windows NT® 4.0

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† Printer Driver can be downloaded from <http://solutions.brother.com>

## Print Media

---

### Paper input

Automatic loading from the Multi-Purpose Sheet Feeder

- Paper type:  
Plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes.
- Paper size:  
A4, A5, B5, Letter, Legal Executive, envelopes (commercial No. 10, DL, C5), Postcard, Index card
- Paper Width:  
89–216 mm (3.5–8.5")
- Paper Length:  
127–356 mm (5–14")



See *Paper Specifications for Multi-Purpose Sheet Feeder*, page 150.

- Maximum feeder capacity: Approx. 100 sheets of 75 gsm plain paper.

### Paper output

Approximately 50 sheets of plain paper

(Face up print delivery to the paper output tray)

It is recommended that printed sheets are taken from the paper output tray immediately after printing.

## Consumable Item

---

### Ink

Black and 3 individual colour ink cartridges separate from the two print heads

### Service life of ink cartridge

Approximately 950 pages/Black cartridge at 5% coverage with 600 × 150 dpi resolution

Approximately 450 pages/Colour cartridge at 5% coverage with 600 × 150 dpi resolution



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 heads to maintain print quality. This process consumes a small amount of ink.

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## Ordering Accessories and Supplies

For the best quality results use only genuine Brother accessories. These are available from most Brother dealers.

Description	Item
Ink Cartridge <black>	LC21BK
Ink Cartridge <cyan>(blue)	LC21C
Ink Cartridge <magenta>(red)	LC21M
Ink Cartridge <yellow>	LC21Y

## Paper

The quality of your document can be affected by the kind of paper you use in the machine. You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes. We recommend testing various papers before purchasing large quantities. For best results, use the recommended paper.

To ensure the best print quality for the settings you've chosen, always set the Paper Type to match the type of paper you loaded.



When you print on inkjet paper, glossy paper and transparencies, be sure to select the correct media in the "Quality/Colour" tab of the printer driver. When using inkjet paper, glossy paper or transparencies, avoid stacking by removing each page after copying or printing.

## Handling and Using Special Paper

- Store paper in the original bag, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- The coated side of glossy paper is shiny. Do not touch the shiny (coated) side. Load glossy paper with the shiny side facing up toward you.
- Do not touch either side of transparencies, because they absorb water and perspiration easily, and 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 recommended paper for use with the machine.

## Paper Specifications

When used as a printer, the machine can handle paper that has the following specifications:  
But please note that you can receive fax messages only on A4 cut sheet

### Paper Capacity of Multi-Purpose Sheet Feeder

Paper Type	Paper Size	Sheet Feeder Capacity
Plain Paper (Cut Sheet)	A4, Letter, Executive	100 Sheets of 75 gsm
	Legal	100 Sheets of 75 gsm
Ink Jet Paper	A4, Letter	20 Sheets
Glossy Paper*	A4, Letter	20
Transparencies	A4, Letter	10
Envelopes*	DL, COM-10, C5, Monarch	10
Post Card*	101.6 × 152.4 (mm)	30
Index Card*	127 × 203.2 (mm)	30

\* If you want to load thick paper such as postcards, index cards, envelopes and glossy paper in the multi-purpose sheet feeder, you must first install the Card Stock Support in the feeder.

### Paper Specifications for Multi-Purpose Sheet Feeder

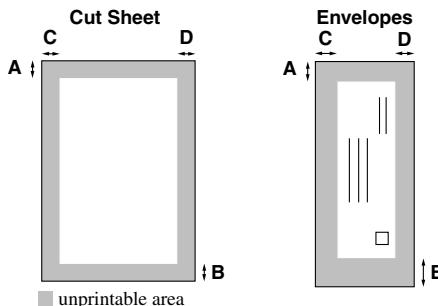
Cut Sheet Paper Weight	Plain Paper: 64 to 120 gsm Inkjet Paper: Up to 120 gsm Glossy Paper: Up to 150 gsm Postcard: Up to 170 gsm Index card: Up to 120 gsm
Thickness	Plain Paper: 0.08 to 0.15 mm Inkjet Paper: Up to 0.15 mm Glossy Paper: Up to 0.18 mm Envelopes: Up to 0.52 mm Postcard: Up to 0.23 mm Index card: Up to 0.15 mm
Sheet Feeder	Up to 10 mm Approximately 100 sheets of 75 gsm
Output Tray	Approximately 50 sheets of 75 gsm (Transparencies and glossy paper must be picked up from the paper tray one page at a time.)



Curled or damaged paper may cause paper jams and misfeeds. If the paper is curled, straighten it as much as possible by rolling it in the opposite direction to the curl.

## Print Area

The Print Area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheets and envelopes.



Paper Type	Paper Size		A	B	C	D
Cut Sheet	A4	Fax	3 mm	11 mm	3.4 mm	3.4 mm
		Mono Copy				
		Colour Copy				
		Printer				
	Executive	Printer	3 mm	11 mm	3.4 mm	3.4 mm
Envelopes		Printer	10 mm	20 mm	3.4 mm	3.4 mm

Printer depends on the Printer driver.

The above figures are approximate and the print area may vary depends on the kind of paper you are using.



### Do not use the following types of paper and envelopes:

- Damaged, curled, wrinkled, or irregularly shaped paper and envelopes
- Extremely shiny or highly textured paper and envelopes
- Envelopes with clasps
- Envelopes of baggy construction
- Envelopes not sharply creased
- Embossed envelopes
- Paper and envelopes already printed with a laser printer
- Envelopes preprinted on the inside
- Paper and envelopes that cannot be arranged uniformly when stacked

# Entering Text

When you are setting certain functions, such as the Station ID, you may need to enter text into the machine. Most keys on the dial pad have three or four letters printed above them. The keys for **0**, **#**, and **\*** don't have printed letters because they are used for special characters.

By pressing the appropriate number on the dial pad the correct number of times, you can access the character you want.

Press Key	one time	two times	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	S	7
8	T	U	V	8	T
9	W	X	Y	Z	9

## 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 letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. You can also back up and type over incorrect letters.

## Repeating letters

If you need to enter a character assigned to the same key as the previous character, press  to move the cursor to the right.

## Special characters and symbols

Press the **\***, **#**, or **0** key repeatedly or press  or  to move the cursor under the special character or symbol you want. Then press **Menu/Set** to select it.

**0** key      Ä Ë Ö Ü À Ç È É Ó

**\*** key      (space) ! " # \$ % & ' ( ) \* + , - . / €

**#** key      : ; < = > ? @ [ ] ^ \_

# Glossary

**Automatic Document Feeder** Capacity Refers to the number of pages that can be placed in the Automatic Document Feeder and fed one at a time automatically.

**Automatic Fax Transmission** Sending a fax without picking up the handset of an external telephone.

**Automatic Redial** A feature that enables the machine to redial the last fax number if the original fax did not go through because the line was busy or there was no answer.

**Auto reduction** Reduces the size of incoming faxes.

**Backup Print** Sets the machine to print a copy of faxes that are received and stored in memory.

**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.

**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.

**COMM. ERROR (Communication error)** An error during fax sending or receiving, usually caused by line noise or static.

**Coding Method** Method of coding the information contained in a document. All fax machines must use a minimum standard of Modified Huffman (MH). The machine is capable of greater compression method, Modified Read (MR), Modified Modified Read (MMR) and Joint Photographic Experts Grop (JPEG), if the receiving machine has the same capability.

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

**Contrast** Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.

**Delayed Transmission (Not available for Colour fax)** Sends your fax at a later time that day.

**Dual Access (Not available for Colour fax)** the 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.

**ECM (Error Correction Mode)** Detects errors during fax transmission and resends the parts of the document that had errors.

**Extension Telephone** A telephone on the same line and with the same phone number as the machine but plugged into different wall socket (e.g. in another room).

**External Telephone** A telephone that is plugged into the EXT. socket of the machine or into the same wall jack as the MFC.

**F/T Ring Time** The length of time the machine rings (when the answer mode setting is Fax/Tel) to notify you to pick up a voice call that has been automatically answered.

**Fax Detect** Enables the machine to respond to CNG tones if you interrupt a fax call by answering it.

**Fax Forwarding** Sends a fax received in memory to another preprogrammed fax number.

**Fax/Tel mode** You can receive faxes and telephone calls. Do not use Fax/Tel if you are using an external answering machine. (With external telephone only)

**Fax Storage** You can store faxes in memory for remote retrieval.

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

**Fine Mode** Resolution is  $203 \times 196$  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 Speed Dial # for Broadcasting.

**Ink Key** You can use this key to clean the print heads and replace an ink cartridge.

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

**Journal Period** The preprogrammed time period between automatically printed Journal Reports. You can print Journal 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 defaults to the date and time when the machine is idle.

**Manual fax** When you lift the external telephone's handset so you can hear the receiving fax machine answer before you press **Mono Fax Start** to begin transmission.

**Menu Mode** The programming mode for changing the setting of the machine.

**OCR (optical character recognition)** The bundled ScanSoft™ TextBridge® software application converts an image of text to text you can edit.

**Out of Paper Reception** Receives faxes into the machine's memory when the machine is out of paper.

**Overseas Mode** Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

**Pause** Allows you to place a 3.5 second delay in the dialling sequence stored.

**Photo Mode** 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.

**Pulse** A form of dialling on a telephone line.

**Quick-Dial List** A listing of names and numbers stored in Speed Dial memory, in numerical order.

**Real Time transmission** When memory is full, you can send 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 access** The ability to access the machine remotely from a touch tone phone.

**Remote retrieval access code** The four-digit code that allows you to call and access the machine to retrieve fax messages or change fax storage settings.

**Resolution** The number of horizontal and vertical lines per inch. See: Standard, Fine, Super Fine, Photo, Colour Fax.

**Ring Delay** The number of telephone rings before the machine answers a call in Fax/Tel (F/T) or Fax Only Mode.

**Ring Volume** Volume setting for the fax machine's ring.

**Scanning** The process of sending an electronic image of an original paper document into your computer.

**ScanSoft™ PaperPort® for Brother** Document management application where you can view received faxes and scanned image.

**Search** You can search for names you have stored in Speed Dial memories.

**Speed dial** A preprogrammed number for easy dialling. You must press the **Search/Speed Dial** key and #, then two digit code to start the dialling process.

**Standard resolution** 203 × 98 dpi. It is used for regular size text and quickest transmission.

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

**Super fine resolution** 392 × 203 dpi. Best for very small print and line art.

**System Setup List** A printed report that shows the current setting of the machine.

**Temporary Setting** You can select certain options for each fax transmission without or copy changing the default settings.

**Timer (Not available for Colour fax)** A feature that lets you program a fax to go out at a certain time, such as Delayed Fax or Delayed Polling Receive.

**Tone** A form of dialling on the telephone line used for Touch Tone telephones.

**Transmission** The process of sending documents over the phone lines from the machine to the receiving fax machine.

**Xmit Report (Transmission Report)** A listing of each transmission, showing caller ID, date, time, and number of pages.



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**Change Receive Mode**

Press **9 8**

*then for* TAD, press **1**.  
FAX/TEL, press **2**.  
FAX, press **3**.

**Exit Remote Operation**

Press **9 0**.

**Change Remote Access Code**

- 1** Press **Menu/Set, 2, 5, 3**.
- 2** Enter the 3-digit number. The **\*** cannot be changed.
- 3** Press **Menu/Set**.
- 4** Press **Stop/Exit**.

**REMOTE ACCESS CARD****Using Remote Access Code**

- 1** Dial the machine phone number from a touch tone phone.
- 2** Enter your Remote Access Code (159\*) after the beep.
- 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.

**④**

**①**

## **Remote Commands**

### **Change Fax Forwarding Setting**

Press **9 5**

*then to* **Turn Fax Forwarding OFF** press **1**.

**Turn Fax Forwarding ON** press **2**.

### **Program Fax Forward Number**

press **4**. Enter the new number of the remote fax machine where you want your fax message forwarded and then press **# #**.

**Turn Fax Storage on** press **6**.

**Turn Fax Storage off** press **7**.

### **Retrieve Fax**

Press **9 6**

*then to* **Retrieve all faxes** press **2**, then enter the number of remote fax machine, and then **# #**. After the beep, hang up and wait.

**Erase all fax messages** press **3**.

### **Check the Receiving Status**

Press **9 7 1**.

**1 long beep** — Fax message(s)

**3 short beeps** — no messages

**2**

**3**





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.