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Memory storage

Even if there is a power failure, you will not lose the settings you have chosen using the Menu key because they are stored permanently. Also, you will not lose your settings in the FAX, SCAN, COPY and PHOTO CAPTURE mode key menus if you have chosen Set New Default. You may have to reset the date and time.

Note

During a power failure the machine will retain messages that are in the memory for approximately 24 hours.

Volume Settings

Ring Volume

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

While the machine is idle, press ¸ or ¸ to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it.

You can also change the volume through the menu, by following the instructions below:

Setting the Ring Volume from the menu

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

**Beeper Volume**

When the beeper is on, the machine will beep when you press a key, make a mistake, or after you send or receive a fax.

You can choose a range of beeper volume levels, from **High** to **Off**.

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

**Speaker Volume**

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

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

You can also adjust the speaker volume by pressing **Hook**.

1. Press **Hook**.
2. Press ▲ or ▼ to choose Speaker. Press **OK**.
3. Press ◀ or ► to choose Low, Med, High or Off.
4. Press **Hook**.
Automatic Daylight Saving Time

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

The factory setting is Off, so you will have to turn on Automatic Daylight Saving Time as follows.

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

Sleep Mode

You can choose how long the machine must be idle (from 1 to 60 minutes) before it goes into sleep mode. The timer will restart if any operation is carried out on the machine.

1. Press Menu.
2. Press ▲ or ▼ to choose General Setup. Press OK.
3. Press ▲ or ▼ to choose Sleep Mode.
4. Press ◀ or ▶ to choose 1Min, 2Mins, 3Mins, 5Mins, 10Mins, 30Mins or 60Mins. Press OK.
5. Press Stop/Exit.
LCD screen

Setting the backlight brightness

You can adjust the brightness of the LCD backlight. If you are having difficulty reading the LCD, try changing the brightness setting.

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

Setting the Dim Timer for the backlight

You can set how long the LCD backlight stays on after you go back to the Ready screen.

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

Setting the Wallpaper

You can change the wallpaper.

1. Press Menu.
2. Press ▲ or ▼ to choose General Setup. Press OK.
3. Press ▲ or ▼ to choose LCD Settings. Press OK.
4. Press ▲ or ▼ to choose Wallpaper. Press OK.
5. Press ▲ or ▼ to choose your wallpaper from the four available designs. Press OK.
6. Press Stop/Exit.
Dial Prefix

The Dial Prefix setting will automatically dial a predefined number before every fax number you dial. For example: If your telephone system requires a 9 to dial an outside number use this setting to automatically dial 9 for every fax you send.

Setting up the prefix number

1. Press Menu.
2. Press ▲ or ▼ to choose Initial Setup. Press OK.
3. Press ▲ or ▼ to choose Dial Prefix. Press OK.
4. Press ▲ or ▼ to choose On (or Off). Press OK.
5. Enter the prefix number (up to 5 digits) on the dial pad. Press OK.

Note

- If your telephone system requires a timed break recall (hookflash), press Hook to enter the break.
- You can use the numbers 0 to 9, #, * and !. (Press Hook to display !.)
  You cannot use ! with any other numbers or characters.
- (Canada only) If the pulse dialing mode is on, # and * are not available to use.

6. Press Stop/Exit.

Changing the prefix number

1. Press Menu.
2. Press ▲ or ▼ to choose Initial Setup. Press OK.
3. Press ▲ or ▼ to choose Dial Prefix. Press OK.
4. Press ▲ or ▼ to choose On. Press OK.
5. Do one of the following:
   - To change the prefix number, press ▲ or ▼ to choose Change. Press OK.
   - To exit without making a change, press ▲ or ▼ to choose Exit. Press OK. Go to step 7.
6. Enter a new prefix number using the dial pad (up to 5 digits), press OK.
7. Press Stop/Exit.
Mode Timer

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

1. Press Menu.
2. Press ▲ or ▼ to choose General Setup. Press OK.
3. Press ▲ or ▼ to choose Mode Timer.
4. Press ▼ or ▲ to choose 0Sec, 30Secs, 1Min, 2Mins, 5Mins or Off. Press OK.
5. Press Stop/Exit.
Secure Function Lock 2.0

Secure Function Lock lets you restrict public access to certain machine functions:
- Fax Tx (Fax Transmit)
- Fax Rx (Fax Receive)
- Copy
- Scan
- PCC
- PC Print
- Color Print
- Page Limit

This feature also prevents users from changing the default settings of the machine by limiting access to the menu settings.

Before using the security features you must first enter an administrator password. Access to restricted operations can be enabled by creating a restricted user. Restricted users must enter a user password to use the machine.

Make a careful note of your password. If you forget it, please call Brother Customer Service.

Note
- Only administrators can set limitations and make changes for each user.
- If Fax Tx is disabled, you cannot use any functions in the Fax menu.
- Polling Receive is enabled only when both Fax Tx and Fax Rx are enabled.

Before you begin to use Secure Function Lock 2.0

You can configure Secure Function Lock 2.0 settings using a Web browser. Before configuration, following preparations are needed.

1. Start your Web browser.
2. Type "http://machine’s IP address/" into your browser (where “machine’s IP address” is the machine’s IP address).
   - For example: http://192.168.1.2/

   Note
   You can find the machine’s IP address in the Network Configuration List. (See Printing the Network Configuration List in the Network User’s Guide.)

3. Enter a password in Login box. (This is a password to log into the machine’s Web page, not the administrator password for Secure Function Lock.)
   Click.

   ![Secure Function Lock 2.0 configuration page](image)
Note

If you are using a Web browser to configure the machine’s setting for the first time, set a password.

1. Click Please configure the password.
2. Enter a password you want to use (up to 32 characters).
3. Re-enter the password in Confirm new password box.
4. Click Submit.

Setting and changing the Administrator Password

You can configure these settings using a Web browser. To set up the Web page, see Before you begin to use Secure Function Lock 2.0 on page 7. Then follow the instructions below.

Setting the administrator password

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. (See Setting up restricted users on page 9 and Turning Secure Function Lock on/off on page 10.)

1. Click Administrator.
2. Click Secure Function Lock.
3. Enter a four-digit number for the password in the New Password box.
4. Re-enter the password in the Retype Password box.
5. Click Submit.
Changing the administrator password

1. Click Administrator.
2. Click Secure Function Lock.
3. Enter a four-digit number for the new password in the New Password box.
4. Re-enter the password in the Retype Password box.
5. Click Submit.

Setting up restricted users

You can set up users with restrictions and a password. You can set up to 10 restricted users.

You can configure these settings using a Web browser. To set up the Web page, see Before you begin to use Secure Function Lock 2.0 on page 7. Then follow the instructions below.

1. Click Administrator.
2. Click Secure Function Lock.
3. Enter an up to 15 digit alphanumeric group name or user name in the ID Number/Name box and then enter a four-digit password in the PIN box.

4. Uncheck the functions that you want to restrict in the Print box or the Others box. If you want to configure the maximum page count, check the On box in Page Limit, and then enter the number in the Max. box. Then click Submit.

Note

- You cannot use the same password as another user’s password.
- You can set up one Public user. Public users do not need to enter a password. For more information, see the Network User’s Guide.
Turning Secure Function Lock on/off

Note
Make a careful note of the administrator password. If you enter the wrong password, the LCD will show Wrong Password. Enter the correct password. If you forget it, please call Brother Customer Service.

Turning Secure Function Lock on

1. Press Menu.
2. Press ▲ or ▼ to choose General Setup. Press OK.
3. Press ▲ or ▼ to choose Function Lock. Press OK.
4. Press ▲ or ▼ to choose Lock Off-On. Press OK.
5. Enter your four-digit administrator password. Press OK.

Turning Secure Function Lock off

1. Press Menu.
2. Press ▲ or ▼ to choose Lock On-Off. Press OK.
3. Enter your four-digit administrator password. Press OK.

Switching users

This setting allows a restricted user to log on the machine when Secure Function Lock is turned on.

1. Hold down Shift as you press *. Or, press Menu. Then press ▲ or ▼ to choose Change User and press OK.
2. Press ▲ or ▼ to choose your user name and press OK.
3. Enter your four-digit user password. Press OK.

Changing to the Public mode

1. Press Menu.
2. Press ▲ or ▼ to choose Go to Public. Press OK.

Note
After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode Timer setting. (See Mode Timer on page 6.)
Sending a fax

Additional sending options

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, scan size, etc.

1. Press (FAX).
   The LCD shows:

   **FAX**
   **Enter Number**
   **Fax Resolution**  ← Standard  →
   **Contrast**  Auto
   **Glass ScanSize**  Letter

2. Press ▲ or ▼ to choose a setting you want to change.

3. Press ◀ or ► to choose an option.
   Press OK.

4. Repeat steps 2 to 3 to change more settings.

**Note**
- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as the default. These settings will stay until you change them again. (See Setting your changes as the new default on page 12.)

Stop faxing

To stop faxing, press Stop/Exit.

Contrast

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

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

1. Press (FAX).

2. Press ▲ or ▼ to choose Contrast.

3. Press ◀ or ► to choose Auto, Light or Dark.
   Press OK.

**Note**

   Even if you choose Light or Dark, the machine will send the fax using the Auto setting in any of the following conditions:
   - When you send a color fax.
   - When you choose Photo as the Fax Resolution.
Changing fax resolution

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

1. Press \(\text{FAX}\).
2. Press \(\text{A}\) or \(\text{V}\) to choose Fax Resolution.
3. Press \(\text{C}\) or \(\text{D}\) to choose the resolution you want. Press OK.

**Note**

You can choose four different resolution settings for black & white faxes and two for color faxes.

### Black & White

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Suitable for most typed documents.</td>
</tr>
<tr>
<td>Fine</td>
<td>Good for small print and transmits a little slower than Standard resolution.</td>
</tr>
<tr>
<td>S.Fine</td>
<td>Good for small print or artwork and transmits slower than Fine resolution.</td>
</tr>
<tr>
<td>Photo</td>
<td>Use when the document has varying shades of gray or is a photograph. Photo has the slowest transmission.</td>
</tr>
</tbody>
</table>

### Color

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Suitable for most typed documents.</td>
</tr>
<tr>
<td>Fine</td>
<td>Use when the document is a photograph. The transmission time is slower than Standard resolution.</td>
</tr>
</tbody>
</table>

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

Setting your changes as the new default

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

1. Press \(\text{FAX}\).
2. Press \(\text{A}\) or \(\text{V}\) to choose the setting you want to change, and then press \(\text{C}\) or \(\text{D}\) to choose your new option. Press OK.

Repeat this step for each setting you want to change.

3. After changing the last setting, press \(\text{A}\) or \(\text{V}\) to choose Set New Default. Press OK.

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

Restoring fax settings to the factory settings

You can restore the fax settings Fax Resolution, Contrast, Glass ScanSize and Real Time TX, that you have changed, to the factory settings.

1. Press \(\text{FAX}\).
2. Press \(\text{A}\) or \(\text{V}\) to choose Factory Reset. Press OK.

3. Press 1 to choose Yes.
4. Press Stop/Exit.
Additional sending operations

Sending a fax manually

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

Note
To send a multiple page fax, use the ADF.

1. Press \(\text{\(\text{FAX}\)}\).
2. Load your document.
3. To listen for a dial tone press \(\text{Hook}\) or pick up the handset of the external telephone.
4. Dial the fax number.
5. When you hear the fax tone, press \(\text{Black Start}\) or \(\text{Color Start}\).
   - If you are using the scanner glass, press 1 to send a fax.
6. If you picked up the handset of the external telephone, replace it.

Sending a fax at the end of a conversation

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

1. Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.
2. Press \(\text{\(\text{FAX}\)}\).
3. Load your document.
4. Press \(\text{Black Start}\) or \(\text{Color Start}\).
   - If you are using the scanner glass, press 1 to send a fax.
5. Replace the handset of the external phone.

Dual Access (Black & White only)

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

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

Note
If the Out of Memory message appears while scanning a document, press \(\text{Stop/Exit}\) to cancel or \(\text{Black Start}\) to send the scanned pages.
Broadcasting (Black & White only)

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

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

Before you begin the broadcast

One Touch and Speed Dial numbers must be stored in the machine’s memory before they can be used in a broadcast. (See Storing One Touch Dial numbers and Storing Speed Dial numbers in chapter 7 of the Basic User’s Guide.)

Group numbers must also be stored in the machine’s memory before they can be used in a broadcast. Group numbers include many stored One Touch Dial and Speed Dial numbers for easier dialing. (See Setting up groups for broadcasting on page 35.)

How to broadcast a fax

1. Press \textit{\((FAX)\)}.
2. Load your document.
3. Press ▲ or ▼ to choose \textit{Broadcasting}. Press \textit{OK}.
4. You can add numbers to the broadcast in the following ways:
   - Press ▲ or ▼ to choose \textit{Add Number} and enter a number using the dial pad. Press \textit{OK}.
   - Press ▲ or ▼ to choose \textit{Phone Book and \textit{OK}. Press ▲ or ▼ to choose \textit{Alphabetic Order or Numeric Order and \textit{OK}. Press ▲ or ▼ to select a number and \textit{OK}.
5. After you have entered all the fax numbers by repeating step 4, press ▲ or ▼ to choose \textit{Complete}. Press \textit{OK}.
6. Press \textit{Black Start}.

Note

If you chose \textit{Numeric Order}:

One Touch Dial locations begin with *.
Speed Dial locations begin with #.

Note

• If you did not use up any of the numbers for Groups, you can broadcast faxes to as many as 266 different numbers.

• The machine’s available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum number available, you will not be able to use dual access and delayed fax.

• If the Out of Memory message appears, press \textit{Stop/Exit} to stop the job. If more than one page has been scanned, press \textit{Black Start} to send the portion that is in the machine’s memory.
Canceling a Broadcast in progress

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

Real Time Transmission

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

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

1. Press (FAX).
2. Press ▲ or ▼ to choose Real Time TX.
3. Press ◀ or ▶ to choose On (or Off). Press OK.

Note

• If the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). Faxes from the scanner glass cannot be sent until you clear some of the memory.
• In Real Time Transmission, the automatic redial feature does not work when you are using the scanner glass.

Overseas Mode

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

1. Press (FAX).
2. Load your document.
3. Press ▲ or ▼ to choose Overseas Mode.
4. Press ◀ or ▶ to choose On (or Off). Press OK.
Delayed Faxing (Black & White only)

You can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in step 6.

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

Note
• When you set 12h Clock in the Date&Time setting, enter the time in 12-hour format.
• The number of pages you can scan into the memory depends on the amount of data that is printed on each page.

Delayed Batch Transmission (Black & White only)

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

1. Press (FAX).
2. Press ▲ or ▼ to choose Batch TX.
3. Press ◀ or ► to choose On. Press OK.
4. Press Stop/Exit.

Checking and canceling waiting jobs

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

1. Press Menu.
2. Press ▲ or ▼ to choose Fax. Press OK.
3. Press ▲ or ▼ to choose Remaining Jobs. Press OK.

Any waiting jobs appear on the LCD.

4. Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel. Press OK.

5. Do one of the following:
   ■ To cancel, press 1 to choose Yes.
   If you want to cancel another job go to step 4.
   ■ To exit without canceling, press 2 to choose No.

6. Repeat steps 4 and 5 for each job you want to cancel.

7. When you are finished, press Stop/Exit.
Polling overview

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

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

Polled Transmit (Black & White only)

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

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See Checking and canceling waiting jobs on page 16.)

Setup for polled transmit

1. Press (FAX).

2. Load your document.

3. Press ▲ or ▼ to choose Polled TX.

4. Press ▼ or ▲ to choose On (or Off). Press OK.

5. Press ▲ or ▼ to choose any settings you want to change, and then press ▼ or ▲ to choose your option and press OK. After each setting is accepted, you can continue to change more settings.


7. If you are using the scanner glass, the LCD will prompt you to choose one of the options.
   - Press 1 to send another page. Go to step 8.
   - Press 2 or Black Start to send the document.

8. Place the next page on the scanner glass. Press OK. Repeat steps 1 and 8 for each additional page. Your machine will automatically send the fax.
Receiving a fax

Memory Receive (Black & White only)

You can only use one Memory Receive operation at a time:

- Fax Forwarding
- Paging
- Fax Storage
- PC-Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine’s memory when you change the Memory Receive operation, a question will appear on the LCD. (See Changing Memory Receive operations on page 22.)

Receiving faxes into memory when paper tray is empty

As soon as the paper tray becomes empty during fax reception, the LCD shows No Paper Fed. Put some paper in the paper tray. (See Loading paper and other print media in chapter 2 of the Basic User’s Guide.)

If you don't put paper in the paper tray, the machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

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

Fax Forwarding

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

1. Press Menu.
2. Press ▲ or ▼ to choose Fax. Press OK.
3. Press ▲ or ▼ to choose Setup Receive. Press OK.
4. Press ▲ or ▼ to choose Memory Receive. Press OK.
5. Press ▲ or ▼ to choose Fax Forward. Press OK.
6. Enter the forwarding number (up to 20 digits). Press OK.
7. Press ▲ or ▼ to choose Backup Print:On or Backup Print:Off. Press OK.

! IMPORTANT

- If you choose Backup Print:On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.
- When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to the fax forwarding number you programmed.

8. Press Stop/Exit.
Paging

When you choose Paging, your machine dials the cell phone or pager number you have programmed. This activates your cell phone or pager so you will know that you have a fax message in the memory.

If you have set Paging, a backup copy of the received fax will automatically be printed at the machine.

1. Press Menu.
2. Press ▲ or ▼ to choose Fax. Press OK.
3. Press ▲ or ▼ to choose Setup Receive. Press OK.
4. Press ▲ or ▼ to choose Memory Receive. Press OK.
5. Press ▲ or ▼ to choose Paging. Press OK.
6. Enter your cell phone or pager number followed by ## (up to 20 digits). Press OK.
   Do not include the area code if it is the same as that of your machine.
   For example, press: 1 8 0 0 5 5 1 2 3 4 ##

7. Do one of the following:
   ■ If you are programming your cell phone number and do not need to enter a PIN, press OK.
   ■ If your pager needs a PIN, enter the PIN, press #, press Redial/Pause, and then enter your fax number followed by ##.
   Press OK.
   For example, press: 1 2 3 4 5 # Redial/Pause 1 8 0 0 5 5 5 6 7 8 9 ##
   ■ If your pager does not need a PIN, press:
     Redial/Pause, and then enter your fax number followed by ##.
     Press OK.
     For example, press: Redial/Pause 1 8 0 0 5 5 5 6 7 8 9 ##

8. Press Stop/Exit.

Note
You cannot change a paging number or PIN remotely.
Fax Storage

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

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

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

Note
Color faxes cannot be stored in the memory. When you receive a color fax your machine prints the color fax at your machine.

Printing a fax from the memory

If you have chosen Paging or Fax Storage, you can still print a fax from the memory when you are at your machine. (See Memory Receive (Black & White only) on page 18.)

1. Press Menu.
2. Press ▲ or ▼ to choose Fax. Press OK.
3. Press ▲ or ▼ to choose Print Fax. Press OK.
5. Press Stop/Exit.

Note
When you print a fax from the memory, the fax data will be erased.
PC-Fax Receive (Windows® only)

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

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear at the bottom left side of the LCD.

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

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

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

1. Press Menu.
2. Press ▲ or ▼ to choose Fax. Press OK.
3. Press ▲ or ▼ to choose Setup Receive. Press OK.
4. Press ▲ or ▼ to choose Memory Receive. Press OK.
5. Press ▲ or ▼ to choose PC Fax Receive. Press OK.
6. The LCD shows the message Run PC-Fax on your computer. Press OK.
7. Press ▲ or ▼ to choose <USB> or the PC you want to receive faxes. Press OK.

8. Press ▲ or ▼ to choose Backup Print: On or Backup Print: Off. Press OK.


Note

• PC-Fax Receive is not supported in the Mac OS.

• Before you can set up PC-Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see PC-FAX receiving in the Software User’s Guide.)

• If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see Transferring your faxes or Fax Journal report in appendix B of the Basic User’s Guide.)

• When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to your PC.

Changing the destination PC

1. Press Menu.
2. Press ▲ or ▼ to choose Fax. Press OK.
3. Press ▲ or ▼ to choose Setup Receive. Press OK.
4. Press ▲ or ▼ to choose Memory Receive. Press OK.
5. Press ▲ or ▼ to choose PC Fax Receive. Press OK.
Chapter 4

6 The LCD shows the message
Run PC-Fax on your computer.
Press OK.

7 Press ▲ or ▼ to choose Change.
Press OK.

8 Press ▲ or ▼ to choose <USB>, or the PC
you want to receive faxes.
Press OK.

9 Press ▲ or ▼ to choose
Backup Print:On or
Backup Print:Off.
Press OK.

10 Press Stop/Exit.

Turning off Memory Receive operations

1 Press Menu.

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

3 Press ▲ or ▼ to choose
Setup Receive.
Press OK.

4 Press ▲ or ▼ to choose
Memory Receive.
Press OK.

5 Press ▲ or ▼ to choose Off.
Press OK.

6 Press Stop/Exit.

Note
The LCD will give you more options if
there are received faxes still in the
machine’s memory. (See Changing
Memory Receive operations on page 22.)

Changing Memory Receive operations

If received faxes remain in your machine’s
memory when you change the Memory
Receive Operations, the LCD will ask you
one of the following questions:

- Erase All Fax?
  Yes ▶ Press 1
  No ▶ Press 2

- Print All Fax?
  Yes ▶ Press 1
  No ▶ Press 2

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

If received faxes are left in the machine’s
memory when you change to
PC Fax Receive from another option
[Fax Forward, Paging or Fax Storage],
press ▲ or ▼ to choose the PC.

The LCD will ask you the following question:

- Send Fax to PC?
  Yes ▶ Press 1
  No ▶ Press 2

  • If you press 1, faxes in the memory will
    be sent to your PC before the setting
    changes. You will be asked if you want
    to turn on Backup Print. (For details,
    see PC-Fax Receive (Windows® only)
    on page 21.)
  • If you press 2, faxes in the memory will
    not be erased or transferred to your PC
    and the setting will be unchanged.
Remote Retrieval

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

Setting a Remote Access Code

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

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

**Note**

Do not use the same code as your Fax Receive Code (∗51) or Telephone Answer Code (#51). (See Using external and extension telephones in chapter 6 of the Basic User’s Guide.)

5. Press **Stop/Exit**.

**Note**

You can change your code at any time by entering a new one. If you want to make your code inactive, press **Clear** in step 4 to restore the inactive setting (---*) and press **OK**.

Using your Remote Access Code

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

**Note**

If your machine is set to **Manual mode** and you want to use the remote retrieval features, wait for about 100 seconds after it starts ringing, and then enter the remote access code within 30 seconds.
Remote Fax commands

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

<table>
<thead>
<tr>
<th>Remote commands</th>
<th>Operation details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>95</strong> Change the Fax Forwarding, Paging or Fax Storage settings</td>
<td>1 OFF You can choose <strong>Off</strong> after you have retrieved or erased all your messages.</td>
</tr>
<tr>
<td></td>
<td>2 Fax Forwarding One long beep means the change is accepted. If you hear three short beeps, you cannot make a change because something has not been set up (for example, a Fax Forwarding or Paging number has not been registered). You can register your Fax Forwarding number by entering 4. (See Changing your Fax Forwarding number on page 25.) Once you have registered the number, Fax Forwarding will work.</td>
</tr>
<tr>
<td></td>
<td>3 Paging</td>
</tr>
<tr>
<td></td>
<td>4 Fax Forwarding number</td>
</tr>
<tr>
<td></td>
<td>6 Fax Storage</td>
</tr>
<tr>
<td><strong>96</strong> Retrieve a fax</td>
<td>2 Retrieve all faxes Enter the number of a remote fax machine to receive stored fax messages. (See Retrieving fax messages on page 25.)</td>
</tr>
<tr>
<td></td>
<td>3 Erase faxes from the memory If you hear one long beep, fax messages have been erased from the memory.</td>
</tr>
<tr>
<td><strong>97</strong> Check the receiving status</td>
<td>1 Fax You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.</td>
</tr>
<tr>
<td><strong>98</strong> Change the Receive Mode</td>
<td>1 External TAD If you hear one long beep, your change has been accepted.</td>
</tr>
<tr>
<td></td>
<td>2 Fax/Tel</td>
</tr>
<tr>
<td></td>
<td>3 Fax Only</td>
</tr>
<tr>
<td><strong>90</strong> Exit</td>
<td>Pressing 9 0 allows you to exit remote retrieval. Wait for the long beep, then replace the handset.</td>
</tr>
</tbody>
</table>
Receiving a fax

Retrieving fax messages
You can call your machine from any touch-tone telephone and have your fax messages sent to a machine. Before you use this feature, you have to turn on Fax Storage.

1. Dial your fax number.
2. When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.
4. Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by # # (up to 20 digits).

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

5. Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

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

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

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

5. Press 9 0 to stop Remote Access when you have finished.
6. Hang up after you hear your machine beep.
Additional receiving operations

Printing a reduced incoming fax

If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of Letter, Legal, Ledger, A4 or A3 size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See Paper Size in chapter 2 of the Basic User’s Guide.)

1. Press Menu.
2. Press ▲ or ▼ to choose Fax. Press OK.
3. Press ▲ or ▼ to choose Setup Receive. Press OK.
4. Press ▲ or ▼ to choose Auto Reduction.
5. Press ◀ or ▶ to choose On (or Off). Press OK.
6. Press Stop/Exit.

Receiving a fax at the end of a conversation

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

1. Ask the other party to place the document in their machine and to press the Start or Send key.
2. When you hear the other machine’s CNG tones (slowly repeating beeps), press Black Start or Color Start.
3. Press 2 to receive the fax.
4. Replace the handset of the external telephone.
Polling overview

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

Polling receive

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

Setup to receive polling

1. Press (FAX).
2. Press ▲ or ▼ to choose Polling RX.
3. Press ◀ or ▶ to choose On (or Off). Press OK.
4. Enter the fax number you are polling.
5. Press Black Start or Color Start. The LCD shows Dialing.

Sequential polling
(Black & White only)

Sequential polling lets you request documents from several fax machines in one operation. Afterwards, a Sequential Polling Report will be printed.

1. Press (FAX).
2. Press ▲ or ▼ to choose Polling RX.
3. Press ◀ or ▶ to choose On (or Off). Press OK.
4. Press ▲ or ▼ to choose Broadcasting. Press OK.

5. Do one of the following:
   - Press ▲ or ▼ to choose Add Number and enter the number using a dial pad.
     Press OK.
   - Press ▲ or ▼ to choose Phone Book and OK. Press ▲ or ▼ to choose Alphabetic Order or Numeric Order and OK. Press ▲ or ▼ to select a number and OK.

Note

If you chose Numeric Order:

One Touch Dial locations begin with *. Speed Dial locations begin with #.

6. After you have entered all the fax numbers by repeating step 5, press ▲ or ▼ to choose Complete. Press OK.

7. Press Black Start.
   The machine polls each number or Group number in turn for a document.

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

To cancel all sequential polling receive jobs, see Checking and canceling waiting jobs on page 16.
Voice operations

Voice calls can be made either with an external telephone by dialing manually or by using Quick Dial numbers.

Tone or Pulse (Canada only)

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

1. Pick up the handset of an external telephone or press Hook.
2. Press # on the machine’s control panel. Any digits dialed after this will send tone signals.

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

Fax/Tel mode

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

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

If you are at the machine, lift the external telephone’s handset, and then press Hook to answer.

Caller ID

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

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

You can view the list or choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history. (See Caller ID history on page 31.)

- You can see the first 20 characters of the number (or name).
- The # Unavailable message means the call originated outside your Caller ID service area.
- The Private Call message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See How to print a report on page 38.)

Note

- This feature may not be available in certain areas of the USA and Canada.
- The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.
Setting up your area code (USA only)

When returning calls from the Caller ID history your machine will automatically dial “1” plus the area code for all calls. If your local dialing plan requires that the “1” not be used for calls within your area code enter your area code in this setting. With the area code setting, calls returned from the Caller ID history to your area code will be dialed using 10 digits (area code + 7-digit number). If your dialing plan does not follow the standard 1 + area code + 7-digit number dialing system for calling outside your area code, you may experience problems returning calls automatically from the Caller ID history. If this is not the procedure followed by your dialing plan, you will not be able to return calls automatically.

1. Press **Menu**.
2. Press ▲ or ▼ to choose **Fax**. Press **OK**.
3. Press ▲ or ▼ to choose **Miscellaneous**. Press **OK**.
4. Press ▲ or ▼ to choose **Caller ID**. Press **OK**.
5. Use the dial pad to enter your area code. Press **OK**.
6. Press **Stop/Exit**.

Special line considerations

Roll-over telephone lines

A roll-over telephone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or “rolled over” to the next available telephone line in a preset order.

Your machine can work in a roll-over system as long as it is the last number in the sequence, so the call cannot roll away. Do not put the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call will be sent to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**

Two-line telephone system

A two-line telephone system is nothing more than two separate telephone numbers on the same wall outlet. The two telephone numbers can be on separate jacks (RJ11) or mixed into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line telephone and see if it can access both lines. If it can, you must separate the line for your machine. (See Easy receive in chapter 5 of the Basic User’s Guide.)
Converting telephone wall outlets

There are three ways to convert to an RJ11 jack. The first two ways may require help from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or you can have an RJ11 wall outlet installed and slave or jump one of the telephone numbers to it.

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triplex adapter.

Triplex Adapter

Installing machine, external two-line TAD and two-line telephone

When you are installing an external two-line telephone answering device (TAD) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the machine on Line 2, which is explained in the following steps. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

1. Put the two-line TAD and the two-line telephone next to your machine.
2. Plug one end of the telephone line cord for your machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack on the back of the machine.
3. Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.
4. Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack on the left side of the machine.
Additional dialing operations

Outgoing Call

The last 30 numbers you sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history.

1. Press Redial/Pause. You can also choose Outgoing Call by pressing (FAX).
2. Press ▲ or ▼ to choose the number you want. Press OK.
3. Do one of the following:
   - To send a fax, press ▲ or ▼ to choose Send a fax. Press OK. Press Black Start or Color Start.
   - If you want to store the number, press ▲ or ▼ to choose Add To Phone Book. Press OK.
   (See Storing One Touch numbers from Outgoing Calls on page 33 or Storing Speed Dial numbers from Outgoing Calls on page 34.)
   - Press ▲ or ▼ to choose Delete. Press OK. Press 1 to confirm.
4. Press Stop/Exit.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See Caller ID on page 28.) The number, or name if available, from the last 30 faxes and telephone calls you received will be stored in the Caller ID history. You can view the list or choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history. When the thirty-first call comes into the machine, it replaces information about the first call.

Note

If you are not a Caller ID subscriber, Caller ID history only allows you to view and delete the dates of calls.

1. Press Redial/Pause and press *. You can also choose Caller ID hist. by pressing (FAX).
2. Press ▲ or ▼ to choose the number you want. Press OK.
3. Do one of the following:
   - To send a fax, press ▲ or ▼ to choose Send a fax. Press OK. Press Black Start or Color Start.
   - If you want to store the number, press ▲ or ▼ to choose Add To Phone Book. Press OK.
   (See Storing One Touch numbers from the Caller ID history on page 33 or Storing Speed Dial numbers from the Caller ID history on page 34.)
   - Press ▲ or ▼ to choose Delete. Press OK. Press 1 to confirm.
4. Press Stop/Exit.
Note

- (USA only) If you redial from the Caller ID history outside your area code, you must set up your AREA CODE in advance. (See Setting up your area code (USA only) on page 29.)
- You can print the Caller ID List. (See How to print a report on page 38.)

Dialing access codes and credit card numbers

Sometimes, you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as One Touch and Speed Dial numbers. You can store these long dialing sequences by dividing them and setting them up as separate One Touch and Speed Dial numbers in any combination. You can even include manual dialing using the dial pad. (See Storing One Touch Dial numbers or Storing Speed Dial numbers in chapter 7 of the Basic User’s Guide.)

For example, you might have stored ‘555 ’ on Speed Dial: 03 and ‘7000’ on One Touch: 02. You can use them both to dial ‘555-7000’ if you press the following keys:

1. Press  Phone Book.
2. Press ▲ or ▼ to choose Search. Press OK.
3. Press ▲ or ▼ to choose Numeric Order. Press OK.
4. Press ▲ or ▼ to choose #03. Press OK.

Note

One Touch Dial locations begin with *. Speed Dial locations begin with #.

5. Press OK to choose Send a fax.
6. Press ▲ or ▼ to choose Phone Book. Press OK.
7. Press ▲ or ▼ to choose Search. Press OK.
8. Press ▲ or ▼ to choose Numeric Order. Press OK.
9. Press ▲ or ▼ to choose #02. Press OK.
10. Press OK to choose Send a fax.
11. Press Black Start or Color Start. You will dial ‘555-7000’.

To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press  Phone Book, choose Search, press 03 and then press 7001 using the dial pad.

Note

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

Storing One Touch numbers from Outgoing Calls

You can store One Touch numbers from the Outgoing Call history.

1. Press **Redial/Pause**. You can also choose **Outgoing Call** by pressing (FAX).
2. Press ▲ or ▼ to choose the name or number you want to store. Press **OK**.
3. Press ▲ or ▼ to choose **Add To Phone Book**. Press **OK**.
4. Press ▲ or ▼ to choose the 2-digit One Touch Dial number where you want to store the number. Press **OK**.

**Note**

One Touch Dial numbers begin with * (for example, *02).

5. Do one of the following:
   - Enter the name using the dial pad (up to 16 characters). Press **OK**.
     (To help you enter letters, see Entering Text in appendix C of the Basic User’s Guide.)
   - To store the number without a name, press **OK**.

6. Press **OK** to confirm the fax or telephone number.
7. Press ▲ or ▼ to choose **Complete**. Press **OK**.
8. Press **Stop/Exit**.

Storing One Touch numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store One Touch numbers from incoming calls in the Caller ID History. (See Caller ID on page 28.)

1. Press (FAX).
2. Press ▲ or ▼ to choose **Caller ID hist.** Press **OK**.
3. Press ▲ or ▼ to choose the number you want to store. Press **OK**.
4. Press ▲ or ▼ to choose **Add To Phone Book**. Press **OK**.
5. Press ▲ or ▼ to choose the 2-digit One Touch location where you want to store the number. Press **OK**.

**Note**

One Touch Dial numbers begin with * (for example, *02).

6. Do one of the following:
   - If you want to store the displayed name, press **OK**.
   - Enter the name (up to 16 characters) using the dial pad. Press **OK**.
     (To help you enter letters, see Entering Text in appendix C of the Basic User’s Guide.)
   - To store the number without a name, press **OK**.
7. Press **OK** to confirm the fax or telephone number.
8. Press ▲ or ▼ to choose Complete. Press OK.


Storing Speed Dial numbers from Outgoing Calls

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

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

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

3. Press ▲ or ▼ to choose Add To Phone Book. Press OK.

4. Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number. Press OK.

Note: Speed Dial locations begin with # (for example, # 0 2).

5. Do one of the following:
   - Enter the name (up to 16 characters) using the dial pad. Press OK.
     (To help you enter letters, see Entering Text in appendix C of the Basic User’s Guide.)
   - To store the number without a name, press OK.

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

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

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


Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See Caller ID on page 28.)

1. Press Redial/Pause and press *. You can also choose Caller ID hist. by pressing (FAX).

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

3. Press ▲ or ▼ to choose Add To Phone Book. Press OK.

4. Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number. Press OK.

Note: Speed Dial locations begin with # (for example, # 0 2).
Do one of the following:

- If you want to store the displayed name, press **OK**.
- Enter the name (up to 16 characters) using the dial pad.
  
  Press **OK**.

  (To help you enter letters, see *Entering Text* in appendix C of the *Basic User’s Guide*.)

- To store the number without a name, press **OK**.

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

Do one of the following:

- Enter a second fax or telephone number (up to 20 digits).
  
  Press **OK**.

- If you do not want to store a second number, press **OK**.

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

Press **Stop/Exit**.

---

### Setting up groups for broadcasting

Groups, which can be stored in a One Touch or Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only One Touch key or ▲ (Phone Book), Search, **OK**, the two-digit location and Black Start.

First, you'll need to store each fax number in a One Touch or Speed Dial location. Then you can include them as numbers in the Group. Each Group uses up a One Touch or Speed Dial location. You can have up to six Groups, or you can assign up to 214 numbers in a large Group.

(See *Broadcasting (Black & White only)* on page 14 and *Storing Speed Dial numbers* in chapter 7 of the *Basic User’s Guide*.)

1. Press ▲ (Phone Book).
2. Press ▲ or ▼ to choose Setup Groups. Press **OK**.
3. Press ▲ or ▼ to choose GROUP1, GROUP2, GROUP3, GROUP4, GROUP5 or GROUP6 for the Group name where you will store the fax numbers. Press **OK**.
4. Press ▲ or ▼ to choose the 2-digit One Touch or Speed Dial location where you want to store the Group. Press **OK**.

**Note**

One Touch Dial locations begin with *. Speed Dial locations begin with #.

5. If you want to change the Group name, press ▲ or ▼ to choose Change Group Name and press **OK**. Then enter the new Group name and press **OK**.
6. Press ▲ or ▼ to choose Add Number. Press **OK**.
To add numbers to the group, press ▲ or ▼ to choose Alphabetic Order or Numeric Order and OK. Press ▲ or ▼ to select a number and OK.

Do one of the following:
- To add another number to the group, repeat steps 6 to 7.
- If you are finished adding numbers to the group, press ▲ or ▼ to choose Complete.
  Press OK.

Do one of the following:
- To store another Group for broadcasting, repeat steps 3 to 8.
- To finish storing Groups for broadcasting, press Stop/Exit.

Note
You can print a list of all the One Touch and Speed Dial numbers. Group numbers will be marked in the GROUP column. (See Reports on page 38.)

Changing a Group name

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

Note
How to change the stored name or number:
If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press Clear. Re-enter the character.

Enter the new name (up to 16 characters) using the dial pad.
Press OK.
(See Entering Text in appendix C of the Basic User's Guide. For example, type NEW CLIENTS.)

Press ▲ or ▼ to choose Complete. Press OK.

Press Stop/Exit.

Deleting a Group

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

Deleting a number from a Group

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

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

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see Transmission Verification Report in chapter 4 of the Basic User's Guide.)

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to Off, you can still print the report by following the steps in How to print a report on page 38. The factory setting is Every 50 Faxes.

1. Press Menu.
2. Press ▲ or ▼ to choose Fax. Press OK.
3. Press ▲ or ▼ to choose Report Setting. Press OK.
4. Press ▲ or ▼ to choose Journal Period.
5. Press ◀ or ► to choose an interval. Press OK.
   If you choose Every 50 Faxes, go to step 6.

   • 6, 12, 24 hours, 2 or 7 days
     The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.

   • Every 50 Faxes
     The machine will print the Journal when the machine has stored 50 jobs.

6. Enter the time to start printing in 24-hour format. Press OK.
(For example: enter 19:45 for 7:45 PM.)

Note

When you set 12h Clock in the Date&Time setting, enter the time in 12-hour format.

7. If you choose Every 7 Days, the LCD will ask you to choose the first day for the 7-day countdown.
8. Press Stop/Exit.
Reports

The following reports are available:

- Transmission
  Prints a Transmission Verification Report for your last transmission.

- Help List
  A help list showing how to program your machine.

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

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

- User Settings
  Lists your settings.

- Network Config
  Lists your Network settings.

- WLAN Report
  Prints the result of the WLAN connection.

- Caller ID hist.
  Lists the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

1. Press Menu.
2. Press ▲ or ▼ to choose Print Reports. Press OK.
3. Press ▲ or ▼ to choose the report you want. Press OK.
4. (Quick Dial only) Press ▲ or ▼ to choose Alphabetic Order or Numeric Order. Press OK.
5. Press Black Start.
6. Press Stop/Exit.
Making copies

Copy settings

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

These settings are temporary, and the machine returns to its default settings 1 minute after copying, unless you have set the Mode Timer to 30 seconds or less. (See Mode Timer on page 6.)

To change a setting, press COPY and then press ▲ or ▼ to scroll through the copy settings. When the setting you want is highlighted, then press ◀ or ▶ to choose your option, and press OK.

When you are finished choosing settings, press Black Start or Color Start.

Note

• You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See Setting your changes as the new default on page 49.)

• The Ink Save Mode, Thin Paper Copy, Book Copy and Watermark Copy features are supported by technology from Reallusion, Inc.

Changing copy quality

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

■ Fast

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

■ Normal

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

■ Best

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

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

Stop copying

To stop copying, press Stop/Exit.
Enlarging or reducing the copied image

You can choose an enlargement or reduction ratio. If you choose Fit to Page, your machine will adjust the size automatically to the paper size you set.

1. Press (COPY).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Enlarge/Reduce.
5. Press ◀ or ▶ to choose 100%, Enlarge, Reduce, Fit to Page or Custom (25-400%).
6. Do one of the following:
   - If you chose Enlarge or Reduce, press OK and press ◀ or ▶ to choose the enlargement or reduction ratio you want. Press OK.
   - If you chose Custom (25-400%), press OK and then enter an enlargement or reduction ratio from 25% to 400%. Press OK.
   - If you chose 100% or Fit to Page, go to step 7.

7. If you do not want to change additional settings, press Black Start or Color Start.

**Note**

- Page Layout is not available with Enlarge/Reduce.
- Page Layout, Book Copy, Sort, Thin Paper Copy and Watermark Copy are not available with Fit to Page.
- Fit to Page does not work properly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper left hand corner, with the document face down on the scanner glass.
- Fit to Page is not available for a Legal size document.
- When using Ledger or A3 size paper, Duplex Copy is not available with Enlarge/Reduce.
Making N in 1 copies or a poster (Page Layout)

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

The 1 to 2 feature copies one Ledger or A3 size page onto two Letter or A4 size pages. If you use this setting, use the scanner glass.

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

**IMPORTANT**

- Make sure the paper size is set to Letter, Ledger, A4, A3 or Executive.
- Poster copy is not available for Executive size paper.
- If you are producing multiple color copies, N in 1 copy is not available.
- (P) means Portrait and (L) means Landscape.
- You can only make one poster copy and 1 to 2 copy at a time.
- Poster copy is not available when using transparencies.

**Note**

- Watermark Copy, Book Copy, Sort, Thin Paper Copy, Ink Save Mode and Enlarge/Reduce are not available with Page Layout.
- Skew Adjustment is not available with Poster and 1 to 2 copy.
- Duplex Copy is not available with Poster copy.

1. Press \(\text{COPY}\).
2. Load your document.
3. Enter the number of copies you want.
4. Press \(\text{A} or \text{V}\) to choose Page Layout.
5. Press \(\text{H} or \text{J}\) to choose Off(1 in 1), 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L), 1 to 2, Poster(2 x 1), Poster(2 x 2), Poster(3 x 3) or 2 in 1 (ID) \(^1\). Press OK.

\(^1\) For details about 2 in 1 (ID), see 2 in 1 ID Copy on page 43.

If you chose 2 in 1 or Poster(2 x 2) with Ledger or A3, go to step 6 to choose the paper size of your document.
If you choose another setting, go to step 7.

6. Do one of the following:

- If you chose 2 in 1 (P) or 2 in 1 (L), press \(\text{A} or \text{V}\) to choose Layout Format. Press \(\text{H} or \text{J}\) to choose LGRx2 -> LGRx1, LTRx2 -> LGRx1, A3x2 -> A3x1 or A4x2 -> A3x1.
- If you chose Poster(2 x 2), press \(\text{A} or \text{V}\) to choose Layout Format. Press \(\text{H} or \text{J}\) to choose LGRx1 -> LGRx4, LTRx1 -> LGRx4, A3x1 -> A3x4 or A4x1 -> A3x4.

7. If you do not want to change additional settings, press Black Start or Color Start to scan the page.
If you placed the document in the ADF or are making a poster, the machine scans the pages and starts printing.

If you are using the scanner glass, go to step 8.

8. After the machine scans the page, press 1 to scan the next page.
9. Place the next page on the scanner glass. Press OK.

10. Repeat steps 8 and 9 for each page of the layout.

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

Note

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

If you are copying from the ADF, insert the document face up in the direction shown below:

- 2 in 1 (P)
- 2 in 1 (L)
- 4 in 1 (P)
- 4 in 1 (L)
- 1 to 2
- Poster (2 x 1)

If you are copying from the scanner glass, place the document face down in the direction shown below:

- 2 in 1 (P)
- 2 in 1 (L)
- 4 in 1 (P)
- 4 in 1 (L)
- 1 to 2
- Poster (2 x 1)
Making copies

2 in 1 ID Copy

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

Note
You can copy an identification card to the extent permitted under applicable laws. See Legal limitations for copying in the Safety and Legal Booklet.

1  Press \( \text{(COPY)} \).

2 Place your identification card face down at the left corner of the scanner glass.

3 Enter the number of copies you want.

4 Press ▲ or ▼ to choose Page Layout.

5 Press ◄ or ► to choose 2 in 1 (ID). Press OK.

6 Press Black Start or Color Start. The machine starts scanning the first page.

7 After the machine copies the one side, press 1. Turn over the identification card and press OK to scan the other side.

Note
• Watermark Copy, Book Copy, Sort, Duplex Copy, Thin Paper Copy, Ink Save Mode and Enlarge/Reduce are not available with 2 in 1 (ID).
• If you are producing multiple color copies, 2 in 1 (ID) copy is not available.
Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 321, 321, 321, and so on.

1. Press (COPY).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Stack/Sort.
5. Press ◄ or ► to choose Sort. Press OK.
6. If you do not want to change additional settings, press Black Start or Color Start.

Note
Fit to Page, Page Layout and Book Copy are not available with Sort.

Adjusting Density

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

1. Press (COPY).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Density.
5. Press ► to make the copy darker or press ◄ to make the copy lighter. Press OK.
6. If you do not want to change additional settings, press Black Start or Color Start.

Ink Save Mode

Ink Save Mode can help you save some ink. Your machine detects the edges of the image and prints the outline of the image.

The amount of ink saved will vary depending on the document.

Ink Save Mode: Off

Ink Save Mode: On

Adjusting Density

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

1. Press (COPY).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Advanced Settings. Press OK.
5. Press ▲ or ▼ to choose Ink Save Mode. Press OK.
6. Press OK.
Making copies

7 If you do not want to change any additional settings, press Black Start or Color Start.

Note
- Watermark Copy, Book Copy, Skew Adjustment, Thin Paper Copy and Page Layout are not available with Ink Save Mode.
- Ink Save Mode may make your printouts look different from your original document.

Thin Paper Copy

If your document is a duplex copy on thin paper, choose Thin Paper Copy so the print on the other side does not bleed through.

1 Press (COPY).
2 Load your document.
3 Enter the number of copies you want.
4 Press ▲ or ▼ to choose Advanced Settings. Press OK.
5 Press ▲ or ▼ to choose Thin Paper Copy. Press OK.
6 Press Black Start or Color Start.

Note
- Fit to Page, Page Layout, Skew Adjustment, Ink Save Mode, Book Copy and Watermark Copy are not available with Thin Paper Copy.

Skew Adjustment

If your scanned copy is skewed, your machine can correct the data automatically. This setting is only available when using the scanner glass.

1 Press (COPY).
2 Load your document.
3 Enter the number of copies you want.
4 Press ▲ or ▼ to choose Skew Adjustment.
5 Press ▲ or ▼ to choose Auto (or Off). Press OK.
6 If you do not want to change additional settings, press Black Start or Color Start.

Note
- 1 to 2, Poster, Ink Save Mode, Thin Paper Copy, Book Copy and Watermark Copy are not available with Skew Adjustment.
- You cannot use this setting with Ledger, A3 or paper that is smaller than 2.52 in. × 3.58 in. (64 mm × 91 mm).
- This setting is only available for paper that is rectangular or square.
- You cannot use this setting with a thick document, such as a book.
- Skew Adjustment is only available if the document is skewed by less than 3 degrees.
Book Copy

Book copy corrects dark borders and skew when copying from the scanner glass. Your machine can correct the data automatically or you can make specific corrections.

1. Press (COPY).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Advanced Settings. Press OK.
5. Press ▲ or ▼ to choose Book Copy.
6. Press OK.
7. If you are finished making corrections, press Black Start or Color Start.

Note

Page Layout, Sort, Duplex Copy, Skew Adjustment, Ink Save Mode, Fit to Page, Thin Paper Copy and Watermark Copy are not available with Book Copy.

Watermark Copy

You can place a logo or text into your document as a Watermark. You can select one of the template watermarks, data from your media cards or USB Flash memory drive, or scanned data.

Note

Fit to Page, Page Layout, Thin Paper Copy, Skew Adjustment, Ink Save Mode and Book Copy are not available with Watermark Copy.

Using a template

1. Press (COPY).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Advanced Settings. Press OK.
5. Press ▲ or ▼ to choose Watermark Copy. Press OK.
6. Press ▲ or ▼ to choose Template. Press OK.
7. Change the settings from the options displayed on the LCD if required.
8. If you do not want to change additional settings, press Black Start or Color Start.
Using a media card or USB Flash memory drive

1. Press \COPY\ (COPY).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Advanced Settings. Press OK.
5. Press ▲ or ▼ to choose Watermark Copy. Press OK.
6. Insert a media card or USB Flash memory drive. Press ▲ or ▼ to choose Media.
7. Press OK and then press ◀ or ▶ to choose the data you want to use for the watermark.
8. Press OK and change any additional settings from the options shown on the LCD.
9. If you do not want to change additional settings, press Black Start or Color Start.

**IMPORTANT**

DO NOT take out the memory card or USB Flash memory drive while PHOTO CAPTURE is blinking to avoid damaging the card, USB Flash memory drive, or the data stored on them.

Using a scanned paper document as your watermark

1. Press \COPY\ (COPY).
2. Enter the number of copies you want.
3. Press ▲ or ▼ to choose Advanced Settings. Press OK.
4. Press ▲ or ▼ to choose Watermark Copy. Press OK.
5. Press ▲ or ▼ to choose Scan. Press OK, and place the page that you want to use as a watermark on the scanner glass.
6. Press Black Start or Color Start.
7. Take out the watermark document you scanned and load the document you want to copy.
8. Press ◀ or ▶ to change the Transparency of the watermark. Press OK.
9. If you do not want to change any additional settings, press Black Start or Color Start.

**Note**

You cannot enlarge or reduce the scanned watermark.
**Duplex (2-sided) copying**

You can reduce the amount of paper used for copies by copying on both sides of the paper. We recommend you load your document in the ADF for duplex copying. For 2-sided documents and books use the scanner glass.

**long edge flip**

*Portrait*

```
1  
2  
```

```
1  
2  
```

*(short edge flip)*

*Portrait*

```
1  
2  
```

```
1  
2  
```

**Note**

- 2 in 1 (ID), Poster and Book Copy are not available with Duplex Copy.
- You can only use plain paper sizes Letter, Legal, Ledger, A4, A5, A3 or Executive.
- When using Ledger or A3 size paper, Enlarge/Reduce is not available with Duplex Copy.
- (P) means Portrait and (L) means Landscape.

1. Press Duplex Copy on the machine’s panel.
2. Press ◀ or ▶ to choose On to turn on the duplex settings.
3. Press ▲ or ▼ to choose Flip Type. Press OK.
4. Press ▲ or ▼ to choose LongEdge Flip(P), LongEdge Flip(L), ShortEdge Flip(P) or ShortEdge Flip(L). Press OK.
5. Do one of the following:
   - If you are copying Ledger or A3 size paper, go to step 6.
   - If you are copying Letter, Legal, A4, A5 or Executive size paper, go to step 6.
6. Press ▲ or ▼ to choose A3/LGR DX Setting. Press OK.
7. Press ▲ or ▼ to choose Fit to Page or Keep Scale. Press OK.
8. Press ▲ or ▼ to choose Exit. Press OK.
9. Load your document. Press OK.
10. Enter the number of copies you want.

11. Press Black Start or Color Start.
   If you placed the document in the ADF, the machine scans the pages and starts printing.
   If you are using the scanner glass, go to step 12.

12. Do one of the following:
   - Place the next page on the scanner glass.
   - After all the pages have been scanned, press 2.

13. Press OK.
    The machine starts scanning and printing the page.

   DO NOT touch the printed page until it is ejected the second time. The machine will print the first side and eject the paper and then pull the paper in to print the second side.

   **Note**
   - If you get a paper jam, press ▲ or ▼ to choose Advanced and then press OK after step 5, and then press one of the jam prevention settings: DX1 or DX2. DX1 uses a longer print time for the ink to dry.
   - DX2 uses a longer print time and will also print in lighter colors.
   - DX1 is not available for Ledger or A3 size paper.

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### Setting your changes as the new default

You can save the copy settings for **Quality, Tray Select (MFC-J6710DW), Enlarge/Reduce, Density, Page Layout, Skew Adjustment, Ink Save Mode, Thin Paper Copy and Duplex Copy** that you use most often by setting them as the default settings. These settings will stay until you change them again.

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

### Restoring all settings to the factory settings

You can restore the copy settings **Quality, Tray Select (MFC-J6710DW), Enlarge/Reduce, Density, Page Layout, Skew Adjustment, Ink Save Mode, Thin Paper Copy and Duplex Copy**, that you have changed, to the factory settings.

1. Press (COPY).
2. Press ▲ or ▼ to choose Factory Reset. Press OK.
3. Press 1 to choose Yes.
4. Press Stop/Exit.
PhotoCapture Center™ operations

Memory cards, USB Flash memory drive and folder structures

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

- The image file extension must be .JPG (other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- Direct PhotoCapture Center™ printing must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)
- The machine can read up to 999 files on a memory card or USB Flash memory drive.
- The DPOF file on the memory cards must be in a valid DPOF format. (See DPOF printing on page 58.)

Please be aware of the following:

- When printing an index or image, the PhotoCapture Center™ will print all valid images, even if one or more images have been corrupted. Corrupted images will not be printed.
- (memory card users)
  Your machine is designed to read memory cards that have been formatted by a digital camera.
  When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image files to the memory card we also recommend you use the same folder your digital camera uses. If the data is not saved to the same folder, the machine may not be able to read the file or print the image.
- (USB Flash memory drive users)
  This machine supports USB Flash memory drives that have been formatted by Windows®.
Movie printing

You can print images from movie files that are stored on a memory card or USB Flash memory drive.

A movie file is automatically divided into 9 parts by movie recording times and is placed in 3 lines, then you can see and print the scenes that have been automatically divided.

Note

- You cannot choose a particular movie scene.
- You can use AVI or MOV movie file formats. However, if an AVI file size is 1 GB or more (the shooting time is about 30 minutes) or a MOV file size is 2 GB or more (the shooting time is about 60 minutes), these files cannot be printed.

Print Images

Print Index (Thumbnails)

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

The PhotoCapture Center™ does not recognize any other numbers or file names that your digital camera or computer has used to identify the pictures. You can print a thumbnail page. This will show all the pictures on the memory card or USB Flash memory drive.

Note

Only file names that are 8 characters or less will be printed correctly on the index sheet.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot.
   Press (PHOTO CAPTURE).

2. Press ▲ or ▼ to choose Print Index. Press OK.
Press ▲ or ▼ to choose Layout Format. Press ◄ or ► to choose 6 Images/Line or 5 Images/Line. Press OK.

6 Images/Line 5 Images/Line

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

4 Do one of the following:

- Press ▲ or ▼ to choose Paper Type, and press ◄ or ► to choose the type of paper you are using, Plain Paper, Inkjet Paper, Brother BP71, Brother BP61 or Other Glossy. Press OK.
- Press ▲ or ▼ to choose Paper Size and press ◄ or ► to choose the paper size you are using, Letter or A4. Press OK.
- If you do not want to change the paper settings, go to step 5.

5 Press Color Start to print.

Printing Photos

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

1 Make sure you have put the memory card or USB Flash memory drive in the proper slot. Press PHOTO CAPTURE. (PHOTO CAPTURE).

2 Print the Index. (See Print Index (Thumbnails) on page 51.)

3 Press ▲ or ▼ to choose Print Photos. Press OK.

4 Enter the image number that you want to print from the Index page (Thumbnails). Press OK.

5 Repeat step 4 until you have entered all the image numbers that you want to print.

Note

- You can enter multiple numbers at one time by using the * key for a comma or the # key for a hyphen. For example, Enter 1, *, 3, *, 6 to print images No.1, No.3 and No.6. Enter 1, #, 5 to print images No.1 to No.5.
- You can enter up to 12 characters (including commas) for the image numbers you want to print.

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

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

8 Do one of the following:

- Change the print settings. (See PhotoCapture Center™ print settings on page 59.)
- If you do not want to change any settings, press Color Start to print.
Print All Photos

You can print all the photos on your memory card or USB Flash memory drive.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot.
   Press \(\text{PHOTO CAPTURE}\).

2. Press \(\text{PHOTO CAPTURE}\) or \(\text{PHOTO CAPTURE}\) to choose Print All Photos. Press OK.

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

4. Do one of the following:
   - Change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.

Enhance Photos

You can edit and add effects to your photos and view them on the LCD before printing.

Note

- After adding each effect, you can enlarge the view of the image by pressing \(*\). To go back to the original size, press \(*\) again.
- The Enhance Photos feature is supported by technology from Reallusion, Inc.

Auto Correct

Auto Correct is available for most photos. The machine decides the suitable effect for your photo.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot.
   Press \(\text{PHOTO CAPTURE}\).

2. Press \(\text{PHOTO CAPTURE}\) or \(\text{PHOTO CAPTURE}\) to choose Enhance Photos. Press OK.

3. Press \(<\) or \(>\) to choose your photo. Press OK.

4. Press \(\text{PHOTO CAPTURE}\) or \(\text{PHOTO CAPTURE}\) to choose Auto Correct. Press OK.

Note

- If Remove Red-Eye appears on the LCD, press \# to attempt to remove red-eye from your photo.
- Press Clear to undo the effect.

5. Press OK and enter the number of copies you want using the dial pad.

6. Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.
Enhance Skin-Tone

Enhance Skin-Tone is best used for adjusting portrait photographs. It detects human skin color in your photos and adjusts the image.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot. Press (PHOTO CAPTURE).

2. Press ▲ or ▼ to choose Enhance Photos. Press OK.

3. Press ◀ or ▶ to choose your photo. Press OK.

4. Press ▲ or ▼ to choose Enhance Skin. Press OK.

Note: You can also adjust the effect level manually, by pressing ▲ or ▼.

5. Press OK and enter the number of copies you want using the dial pad.

6. Do one of the following:

   ■ Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)

   ■ If you do not want to change any settings, press Color Start to print.

Enhance Scenery

Enhance Scenery is best used for adjusting landscape photographs. It highlights green and blue areas in your photo, so that the landscape looks more sharp and vivid.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot. Press (PHOTO CAPTURE).

2. Press ▲ or ▼ to choose Enhance Photos. Press OK.

3. Press ◀ or ▶ to choose your photo. Press OK.

4. Press ▲ or ▼ to choose Enhance Scenery. Press OK.

Note: You can also adjust the effect level manually, by pressing ▲ or ▼.

5. Press OK and enter the number of copies you want using the dial pad.

6. Do one of the following:

   ■ Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)

   ■ If you do not want to change any settings, press Color Start to print.

Remove Red-Eye

The machine detects eyes in your photos and will attempt to remove red-eye from your photo.

Note: There are some cases when red-eye may not be removed.

   • When the face is too small in the image.

   • When the face is turning too far up, down, left or right.
4 Press ▲ or ▼ to choose Remove Red-Eye. Press OK.
   - When Remove Red-Eye is successful, the photo with the effect is shown. The adjusted part is shown in a red frame.
   - When Remove Red-Eye is unsuccessful, Unable to Detect. is shown. Press OK.

Note
Press # to try Remove Red-Eye once again.

5 Press OK and enter the number of copies you want using the dial pad.

6 Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.

Night Scene
Night Scene is best used for adjusting night view photographs to make them more vivid.

1 Make sure you have put the memory card or USB Flash memory drive in the proper slot. Press (PHOTO CAPTURE).
2 Press ▲ or ▼ to choose Enhance Photos. Press OK.
3 Press ◀ or ▶ to choose your photo. Press OK.
4 Press ▲ or ▼ to choose Night Scene. Press OK.

Note
You can also adjust the effect level manually, by pressing ▲ or ▼.

5 Press OK and enter the number of copies you want using the dial pad.

6 Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.

Fill Light
Fill Light is best used for adjusting photographs against the light.

1 Make sure you have put the memory card or USB Flash memory drive in the proper slot. Press (PHOTO CAPTURE).
2 Press ▲ or ▼ to choose Enhance Photos. Press OK.
3 Press ◀ or ▶ to choose your photo. Press OK.
4 Press ▲ or ▼ to choose Fill Light. Press OK.

Note
You can also adjust the effect level manually, by pressing ▲ or ▼.

5 Press OK and enter the number of copies you want using the dial pad.

6 Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.
Whiteboard
Whiteboard is best used for adjusting photographs. It detects letters on a whiteboard in your photo and makes them more legible.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot.
   Press (PHOTO CAPTURE).

2. Press ▲ or ▼ to choose Enhance Photos.
   Press OK.

3. Press ◀ or ► to choose your photo.
   Press OK.

4. Press ▲ or ▼ to choose Whiteboard.
   Press OK.

5. Press OK and enter the number of copies you want using the dial pad.

6. Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.

Monochrome
You can convert your photo to black & white.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot.
   Press (PHOTO CAPTURE).

2. Press ▲ or ▼ to choose Enhance Photos.
   Press OK.

3. Press ◀ or ► to choose your photo.
   Press OK.

4. Press ▲ or ▼ to choose Monochrome.
   Press OK.

5. Press OK and enter the number of copies you want using the dial pad.

6. Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.

Sepia
You can convert the color of your photo to sepia.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot.
   Press (PHOTO CAPTURE).

2. Press ▲ or ▼ to choose Enhance Photos.
   Press OK.

3. Press ◀ or ► to choose your photo.
   Press OK.

4. Press ▲ or ▼ to choose Sepia.
   Press OK.

5. Press OK. Then enter the number of copies you want using the dial pad.

6. Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.
**Search by Date**

You can find your photos based on date.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot. Press \( \text{(PHOTO CAPTURE)} \).
2. Press \( \text{▲} \) or \( \text{▼} \) to choose Search by Date. Press OK.
3. Press \( \text{▲} \) or \( \text{▼} \) to choose the date that you want to search from. Press OK.
4. Press \( \text{◄} \) or \( \text{►} \) to choose your photo.

**Note**
You can view photos with other dates by pressing \( \text{◄} \) or \( \text{►} \) continuously. Press \( \text{◄} \) to view an older photo and \( \text{►} \) to view a more recent photo.

5. Enter the number of copies you want using the dial pad.
6. Repeat steps 1 and 5 until you have chosen all your photos.
7. After you have chosen all your photos, do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.

**Slide Show**

You can view all your photos on the LCD using Slide Show. You can also choose a photo during the operation.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot. Press \( \text{(PHOTO CAPTURE)} \).
2. Press \( \text{▲} \) or \( \text{▼} \) to choose Slide Show. Press OK.
3. Press Stop/Exit to finish Slide Show.

**Printing a photo during a Slide Show**

1. Press OK to stop at one image while Slide Show is operating.
2. Enter the number of copies you want using the dial pad.
3. Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.
Trimming

You can trim your photo and print a part of the image.

Note

If your photo is very small or an irregular shape you may not be able to trim the photo. The LCD will show Image Too Small. or Image Too Long.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot.
   Press (PHOTO CAPTURE).

2. Press ▲ or ▼ to choose Trimming. Press OK.

3. Press ◄ or ► to choose your photo. Press OK.

4. Adjust the red frame around your photo. The part inside of the red frame will be printed.
   - Press * or # to enlarge or reduce the frame size.
   - Press each arrow key to move the position of the frame.
   - Press 0 to rotate the frame.
   - Press OK when you have finished adjusting the frame setting.

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

6. Do one of the following:
   - Press OK and change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.

DPOF printing

DPOF stands for Digital Print Order Format. Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

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

When a memory card (Memory Stick™, Memory Stick PRO™, Memory Stick Duo™, Memory Stick PRO Duo™ SD or SDHC) containing DPOF information is put into your machine, you can print the chosen image easily.

1. Make sure you have put the memory card in the proper slot.
   Press (PHOTO CAPTURE). The machine will ask you if you want to use DPOF settings.

2. Press 1 to choose Yes.

3. Do one of the following:
   - Change the print settings. (See PhotoCapture Center™ print settings on page 59.)
   - If you do not want to change any settings, press Color Start to print.

Note

An Invalid DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer’s support Web site or accompanying documentation.
PhotoCapture Center™ print settings

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

These settings are temporary, and the machine returns to its default settings 3 minutes after printing, unless you have set the Mode Timer to 2 minutes or less. (See Mode Timer on page 6.)

Note

You can save the print settings you use most often by setting them as the default. (See Setting your changes as the new default on page 62.)

1 No. of prints
(For View Photo(s), Search by Date, Slide Show)
You can see the total number of photos that will be printed.

(For Print All Photos, Print Photos, Enhance Photos, Trimming)
You can see the number of copies of each photo that will be printed.

(For DPOF printing) This does not appear.

Print Quality

1 Press ▲ or ▼ to choose Print Quality.

2 Press ◁ or ▷ to choose Normal or Photo.
Press OK.

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

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Paper options

Paper Type

1 Press ▲ or ▼ to choose Paper Type.

2 Press ◁ or ▷ to choose the paper type you are using, Plain Paper, Inkjet Paper, Brother BP71, Brother BP61 or Other Glossy.
Press OK.

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

Paper and print size

1 Press ▲ or ▼ to choose Paper Size.

2 Press ◁ or ▷ to choose the paper size you are using, 4"x 6", 5"x 7", Letter, Ledger, A4 or A3.
Press OK.

3 If you chose Letter or A4, press ▼. Then press ◁ or ▷ to choose the Print Size.
Press OK.

Example: Printed position for Letter paper

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3&quot; × 4&quot;</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="3x4.png" /></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5&quot; × 7&quot;</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="5x7.png" /></td>
<td></td>
</tr>
</tbody>
</table>

4 If you do not want to change additional settings, press Color Start to print.
Adjusting Brightness, Contrast and Color

Brightness

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

Contrast

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

1. Press ▲ or ▼ to choose Contrast.
2. Press ▲ to increase the contrast or press ▼ to decrease the contrast. Press OK.
3. If you do not want to change additional settings, press Color Start to print.

Color Enhancement (True2Life™)

You can turn on the color enhancement (True2Life™) feature to print more vivid images. Printing time will be slower.

1. Press ▲ or ▼ to choose True2Life. Press OK.
2. Do one of the following:
   - If you want to customize the White Balance, Sharpness or Color Density, press ▼ or ▲ to choose On, and then go to step 3.
   - If you do not want to customize, press ▼ or ▲ to choose Off.
     Press OK and then go to step 6.

3. Press ▲ or ▼ to choose White Balance, Sharpness or Color Density.
4. Press ▼ or ▲ to adjust the degree of the setting. Press OK.
5. Do one of the following:
   - If you want to customize another color enhancement, press ▲ or ▼ to choose another option.
   - If you want to change other settings, press ▲ or ▼ to choose Exit, and then press OK.
6. If you do not want to change additional settings, press Color Start to print.

Note

• White Balance
  This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will affect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other color. By using this setting, you can correct that effect and bring the white areas back to pure white.

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

• Color Density
  This setting adjusts the total amount of color in the image. You can increase or decrease the amount of color in an image to improve a washed out or weak picture.
Cropping

If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped. The factory setting is On. If you want to print the whole image, turn this setting to Off. When you set Cropping to Off, also set Borderless to Off. (See Borderless printing on page 61.)

1 Press ▲ or ▼ to choose Cropping.

2 Press ◀ or ► to choose Off (or On). Press OK.

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

Borderless printing

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

1 Press ▲ or ▼ to choose Borderless.

2 Press ◀ or ► to choose Off (or On). Press OK.

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

Print Date

You can print the date if it is already in the data on your photo. The date will be printed on the lower right corner. If the data doesn’t have the date information, you cannot use this function.

1 Press ▲ or ▼ to choose Print Date.

2 Press ◀ or ► to choose On (or Off). Press OK.

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

Note

The DPOF setting on your camera must be turned off to use the Print Date feature.
Setting your changes as the new default

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

1. Press ▲ or ▼ and ◀ or ▶ to choose your new setting. Press OK.
   Repeat this step for each setting you want to change.

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

3. Press 1 to choose Yes.

4. Press Stop/Exit.

Restoring all settings to the factory settings

You can restore the PhotoCapture settings Print Quality, Paper Type, Paper Size, Brightness, Contrast, True2Life, Cropping, Borderless and Print Date, that you have changed, to the factory settings.

1. Press ▲ or ▼ to choose Factory Reset. Press OK.

2. Press 1 to choose Yes.

3. Press Stop/Exit.

Scan to a memory card or USB Flash memory drive

Glass Scan Size

To scan a Legal, Ledger, A3 or A4 size document, you need to change the Glass ScanSize setting. The default setting is Letter.

1. Press (SCAN).

2. Press ▲ or ▼ to choose Scan to Media. Press OK.

3. Press ▲ or ▼ to choose Glass ScanSize.

4. Press ◀ or ▶ to choose Letter, Legal, Ledger, A3 or A4. Press OK.

Note

- You can save the setting you use most often by setting it as the default. (See Setting your changes as the new default on page 62.)
- This setting is only available for scanning documents from the scanner glass.
Auto Crop

You can scan multiple documents placed on the scanner glass. An individual document can be previewed on the LCD before you save it. When you choose Auto Crop, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three page file, choose PDF or TIFF for File Type. (If you choose JPEG, each document is created as three separate files.)

1. 0.4 in. (10 mm) or greater (top, left, right)
2. 0.8 in. (20 mm) or greater (bottom)

Note
- Auto Crop works properly for all Glass ScanSize settings.
- Auto Crop is supported by technology from Reallusion, Inc.

1. Make sure you have put the memory card or USB Flash memory drive in the proper slot.
2. Load your document.
3. Press (SCAN).
4. Press ▲ or ▼ to choose Scan to Media. Press OK.
5. Press ▲ or ▼ to choose Auto Crop.
6. Press ◄ or ► to choose On. Press OK.
7. If you do not want to change additional settings, press Black Start or Color Start to start scanning.
8. The number of the scanned documents appears on the LCD. Press OK.
9. Press ◄ or ► to preview each document data.
10. Press OK to save the data.

Note
- Auto Crop is available for paper that has all four corners with right angles of 90 degrees. If one of the angles is not square, Auto Crop cannot detect the document.
- If your document is too long or wide, this setting does not work properly.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 0.4 in. (10 mm) apart from each other.
- Auto Crop adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- The ADF must be empty to use the Auto Crop.
- The Auto Crop feature is available for up to a maximum of 16 documents depending on the size of your documents.
IMPORTANT

DO NOT take out the memory card or USB Flash memory drive while PHOTO CAPTURE is blinking to avoid damaging the card, USB Flash memory drive or the data stored on them.

How to set a new default

You can save the Scan to Media settings (Quality, File Type, Glass ScanSize and Auto Crop) you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Press (SCAN).
2. Press ▲ or ▼ to choose Scan to Media. Press OK.
3. Press ▲ or ▼ to choose Set New Default. Press OK and 1 to choose Yes.
4. Press Stop/Exit.

How to reset to the factory settings

You can restore all the Scan to Media settings (Quality, File Type, Glass ScanSize and Auto Crop), that you have changed, to the factory settings.

1. Press (SCAN).
2. Press ▲ or ▼ to choose Scan to Media. Press OK.
3. Press ▲ or ▼ to choose Factory Reset. Press OK and 1 to choose Yes.
4. Press Stop/Exit.
Printing photos from a camera

Printing photos directly from a PictBridge camera

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

If your camera is using the USB Mass Storage standard, you can also print photos from a digital camera without PictBridge. (See Printing photos directly from a digital camera (without PictBridge) on page 67.)

PictBridge requirements

To avoid errors, remember the following points:

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

Setting your digital camera

Make sure your camera is in PictBridge mode. The following PictBridge settings may be available from the LCD of your PictBridge compatible camera.

Depending on your camera some of these settings may not be available.

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<th>Options</th>
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</tr>
<tr>
<td>Paper Type</td>
<td>Plain Paper, Glossy Paper, Inkjet Paper, Printer Settings (Default setting) ²</td>
</tr>
<tr>
<td>Layout</td>
<td>Borderless: On, Borderless: Off, Printer Settings (Default setting) ²</td>
</tr>
<tr>
<td>DPOF setting ¹</td>
<td>-</td>
</tr>
<tr>
<td>Print Quality</td>
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</tr>
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</tr>
<tr>
<td>Print Date</td>
<td>On, Off, Printer Settings (Default setting) ²</td>
</tr>
</tbody>
</table>

¹ See DPOF printing on page 66 for more details.
² If your camera is set to use the Printer Settings (Default setting), the machine will print your photo using the following settings.
When your camera does not have any menu selections, these settings are also used.

The names and availability of each setting depends on the specification of your camera.

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

### Printing Images

**Note**

Remove any memory cards or USB Flash memory drive from the machine before connecting a digital camera.

1. Make sure that your camera is turned off. Connect your camera to the USB direct interface (1) on the machine using the USB cable.

2. Turn on the camera. When the machine has recognized the camera, the LCD shows Camera Connected.

3. Choose the photo you want to print following the instructions from your camera. When the machine starts printing a photo, the LCD will show **Printing**.

**IMPORTANT**

To prevent damage to your machine, do not connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.

### DPOF printing

DPOF stands for Digital Print Order Format. Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

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

**Note**

An Invalid DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer’s support Web site or accompanying documentation.
Printing photos directly from a digital camera (without PictBridge)

If your camera is using the USB Mass Storage standard, you can connect your camera in storage mode. This enables you to print photos from your camera.

(If you would like to print photos in PictBridge mode, see Printing photos directly from a PictBridge camera on page 65.)

Note

The name, availability and operation differ among digital cameras. Please refer to the documentation supplied with your camera for detailed information, such as how to switch from PictBridge mode to USB mass storage mode.

Printing Images

Note

Remove any memory cards or USB Flash memory drive from the machine before connecting a digital camera.

1 Make sure that your camera is turned off. Connect your camera to the USB direct interface (1) on the machine using the USB cable.

1 USB direct interface

2 Turn on the camera.

3 Follow the steps in Print Images on page 51.

IMPORTANT

To prevent damage to your machine, do not connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.
Cleaning and checking the machine

Cleaning the outside of the machine

IMPORTANT

• Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.

• DO NOT use cleaning materials that contain ammonia.

• DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

1. Pull the paper trays (1) completely out of the machine.

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

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

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

5. Close the output paper tray cover and put the output paper tray firmly back in the machine.
Cleaning the machine’s printer platen

**CAUTION**

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

1. Using both hands, use the plastic tabs on each side of the machine to lift the scanner cover into the open position.

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

**IMPORTANT**

DO NOT touch the plate (2) and lever (3). Doing this may cause damage to the machine.

Cleaning the paper feed rollers

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

1. Unplug the machine from the AC power outlet. Pull the paper tray completely out of the machine.

2. Clean the front side of the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water, using a side-to-side motion. After cleaning, wipe the rollers with a *dry*, lint-free soft cloth to remove all moisture.

**Note**

If the paper support flap is open, close it, and then close the paper support.
Lift the Jam Clear flap (2), and then clean the back side of the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water. After cleaning, wipe the rollers with a dry, lint-free soft cloth to remove all moisture.

Put the paper tray firmly back in the machine.

Re-connect the power cord.

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

---

**Cleaning the paper pick-up rollers**

1. Unplug the machine from the AC power outlet.

2. Pull the paper tray completely out of the machine.

**Note**
If the machine starts multiple-feeding the last few sheets of paper in the tray, clean the Base Pad (1) with a soft, lint-free soft cloth moistened with water. After cleaning, wipe the pad with a dry, lint-free soft cloth to remove all moisture.
3 Open the Jam Clear Cover (1) at the back of the machine.

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

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

Note
Don't touch the metal shaft.

6 Close the Jam Clear Cover. Make sure the cover is closed completely.

7 Put the paper tray firmly back in the machine.

8 Re-connect the power cord.
Cleaning the paper pick-up rollers for paper tray #2 (MFC-J6710DW only)

1. Unplug the machine from the AC power outlet. Pull tray #2 completely out of the machine.

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

2. Clean the paper pick-up rollers for tray #2 (1) with a soft lint-free cloth moistened with water. Slowly turn the rollers so that the whole surface is cleaned. After cleaning, wipe the rollers with a dry, lint-free soft cloth to remove all moisture.

3. Put tray #2 firmly back in the machine.

4. Re-connect the power cord.

Checking the ink volume

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

1. Press Menu.

2. Press ▲ or ▼ to choose Ink. Press OK.

3. Press ▲ or ▼ to choose Ink Volume. Press OK. The LCD shows the ink volume.

4. Press Stop/Exit.

Note
You can check the ink volume from your computer. (See Printing for Windows® or Printing and Faxing for Macintosh in the Software User’s Guide.)
Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, any damage that may occur in transit may not be covered by your warranty.

**IMPORTANT**

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

1. Unplug the machine from the telephone wall jack and take the telephone line cord out of the machine.
2. Unplug the machine from the AC power outlet.
3. Using both hands, use the plastic tabs on each side of the machine to lift the scanner cover into the open position. Then unplug the interface cable from the machine, if it is connected.
4. Remove the orange protective part from the inside right corner of the machine.
5. Gently close the scanner cover using the plastic tabs on each side as you push down on the Scanner Cover Support (1).

**WARNING**

Be careful not to trap your fingers under the scanner cover. Always use the finger holds provided on each side of the scanner cover when opening and closing it.

6. Open the ink cartridge cover.
7. Press the ink release levers to release the ink cartridges and then take out the ink cartridges. (See Replacing the ink cartridges in appendix A of the Basic User’s Guide.)
8 Install the orange protective part and then close the ink cartridge cover.

9 Wrap the machine in the bag.

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

**Note**

If you are returning your machine to Brother as part of the Exchange Service, pack *only* the machine. Keep all separate parts and printed materials to use with your “Exchange” machine.

11 Close the carton and tape it shut.
This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

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

Auto Reduction
Reduces the size of incoming faxes.

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

Backup Print
Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

Batch Transmission
(Black & white faxes only) As a cost saving feature, all delayed faxes to the same fax number can be sent as one transmission.

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

Brightness
Changing the Brightness makes the whole image lighter or darker.

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

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

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

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

Communication error (Comm. Error)
An error during fax sending or receiving, usually caused by line noise or static.

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

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

Delayed Fax
Sends your fax at a specified time later.

Density
Changing the Density makes the whole image lighter or darker.

Distinctive Ring
A subscriber service purchased from the telephone company that gives you another telephone number on an existing telephone line. The Brother machine uses the new number to simulate a dedicated fax line.
Dual Access
Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory or receiving or printing an incoming fax.

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

ECM (Error Correction Mode)
Detects errors during fax transmission and resends the pages of the fax that had an error.

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

External telephone
A telephone that is plugged into the EXT.jack of your machine.

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

Fax Forwarding
Sends a fax received into the memory to another pre-programmed fax number.

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

Fax Preview
If you turn on Fax Preview you will be able to view incoming and outgoing faxes on the LCD screen by pressing the Fax Preview key.

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

Fax Storage
You can store received faxes in memory.

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

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

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

Gray Scale
The shades of gray available for copying, scanning and faxing photographs.

Group number
A combination of One Touch and Speed Dial numbers that are stored on a One Touch key or in a Speed Dial location for Broadcasting.

Help list
A printout of the complete Menu table that you can use to program your machine when you do not have the Basic User's Guide with you.

Innobella™
Innobella™ is a range of genuine consumables offered by Brother. For best quality results Brother recommends Innobella™ Ink and Paper.

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

LCD (Liquid Crystal Display)
The LCD screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.
Manual fax
You can lift the handset of the external telephone or you can press Hook to hear the receiving fax machine answer before you press Black Start or Color Start to begin sending.

Memory Receive
Receives faxes into the machine’s memory when the machine is out of paper.

Menu mode
Programming mode for changing your machine’s settings.

OCR (optical character recognition)
ScanSoft™ PaperPort™ 12SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

One Touch
Keys on the machine’s control panel where you can store numbers for easy dialing. You can store a second number on each key if you hold down Shift as you press the One Touch key.

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

Paging
This feature enables your machine to call your pager when a fax is received into its memory. The machine will also page for voice messages.

Pause
Allows you to place a 3.5 second delay in the dialing sequence while you are dialing using the dial pad or while you are storing One Touch and Speed Dial numbers. Press Redial/Pause as many times as needed for longer pauses.

PhotoCapture Center™
Allows you to print digital photos from your digital camera at high resolution for photo quality printing.

Photo resolution (B&W only)
A resolution setting that uses varying shades of gray for the best representation of photographs.

PictBridge
Allows you to print photos directly from your digital camera at high resolution for photo quality printing.

Polling
The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse (Canada only)
A form of rotary dialing on a telephone line.

Quick Dial List
A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Real Time Transmission
When memory is full, you can send faxes in real time.

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

Remote Access Code
Your own four-digit code (---*) that allows you to call and access your machine from a remote location.

Remote Retrieval Access
The ability to access your machine remotely from a touch-tone telephone.

Resolution
The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

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

Ring Volume
Volume setting for the machine's ring.
Scanning
The process of sending an electronic image of a paper document into your computer.

Scan to Media
You can scan a black & white or color document into a memory card or USB Flash memory drive. Black & white images can be in TIFF or PDF file format and color images can be in PDF or JPEG file format.

Search
An electronic, numerical or alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Speed Dial
A pre-programmed number for easy dialing. You must press (Phone Book), the two digit code, and Black Start or Color Start to start the dialing process.

Standard resolution
203 × 97 dpi. It is used for regular size text and quickest transmission.

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

Super Fine resolution (B&W)
392 × 203 dpi. Best for very small print and line art.

TAD (telephone answering device)
You can connect an external telephone answering device or answering machine to the EXT. jack of your machine.

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

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

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

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

Transmission Verification Report
A listing for the last fax sent, that shows its date, time and number.

True2Life™
Adjusts the color in the image for better print quality by improving sharpness, white balance and color density.

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

WLAN Report
A printed report that shows the result of the WLAN Connection.
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Windows®

Wireless Network
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.