

WORK SMARTER

NOT HARDER

5 Tips & Tricks for Working from Home

Brought to You by Brother



Working remotely doesn't come naturally to everyone and requires discipline for it to be successful. Fortunately, Brother is an expert at remote work – and amid this new normal worldwide, we are 'at your side' with some tips on how to work remotely with ease:

- 1. Create a work-only space:** Whether it's a spare bedroom or just a cleared-out corner in your living room, this should be your safe haven from personal distractions, allowing you to focus on work and stick to your schedule.
- 2. Remember self-care:** Don't abandon your regular diet just because you're out of the office, and make sure you occasionally pause during the day to stretch and get fresh air. Without a commute, our work day can feel like it begins when we wake up, so it's important to check in often with ourselves mentally and physically.
- 3. Over-communicate with your colleagues:** Nuance gets lost when working remotely. Turn that email into a phone call; turn that phone call into a videoconference. Retaining a sense of camaraderie and teamwork when physically isolated is one of the biggest success factors.
- 4. Over-communicate at home:** Family members or roommates around you during the day can't read your mind, so they may not appreciate your pending deadlines. Inform them of your schedule ahead of time, and when you especially need peace and quiet. If that means creating your own homemade 'Do Not Disturb' sign to hang on your door when you need space, do it!
- 5. Practice stringent IT security:** Just because you're working remotely doesn't mean the information on your device(s) has become any less important; hackers don't care where you are. At minimum, enable Two-Factor Authentication, but also discuss best practices regarding security protocols with your employer.

Brother has a number of secure printing and multifunction products available to help support your home office environment needs.



MFC-L5900DW



MFC-L5700DW



MFC-L5800DW

For more information,
please visit www.brother-usa.com

The Brother MFC-L5000 Series monochrome laser all-in-one printers are a great choice for busy home offices looking for low cost printing, reliable performance and business enhancing features.

THESE PRODUCTS ARE EQUIPPED WITH:

Productivity Enhancing Features:

- Up to 42 pages per minute printing and copying¹
- Automatic duplex (two-sided) default printing
- 70-page capacity automatic document feeder for fast, two-sided scanning and copying²

Cost Efficient Output:

- Comes with a standard-yield 3,000-page cartridge³
- High-yield 8,000-page replacement cartridge to help lower your operating costs⁴

Flexible Connectivity:

- Share via Ethernet or wireless networking
- Print wirelessly from your desktop, laptop, smartphone and tablet⁵

3.7" Color Touchscreen Display:

- Create customized shortcuts for frequently used features
- Scan to and print from cloud services such as DROPBOX, GOOGLE DRIVE™, ONENOTE, and more⁷
- Convert hard copy documents into editable Microsoft text files (Word, Excel, PowerPoint)⁶

Easy Scan to Email

- Send documents to an email address from a Brother device without the need to configure an email server or use a computer⁶

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1 Based on one-sided printing. Change from default setting required.

2 Duplex scanning only available on MFC-L5900DW. MFC-L5700DW has a 50-page capacity ADF.

3 MFC-L5700DW ships with a 2,000-page toner

4 Approximate toner cartridge yield in accordance with ISO/IEC 19752 (letter/A4)

5 Requires connection to a wireless network

6 Requires an Internet connection

7 Requires an Internet connection and an account with desired service