# OWNER'S MANUAL

$\mathsf{C}\mathsf{E}$

# MFC-860

**•••••••••••••••••••••••••••••••••••**

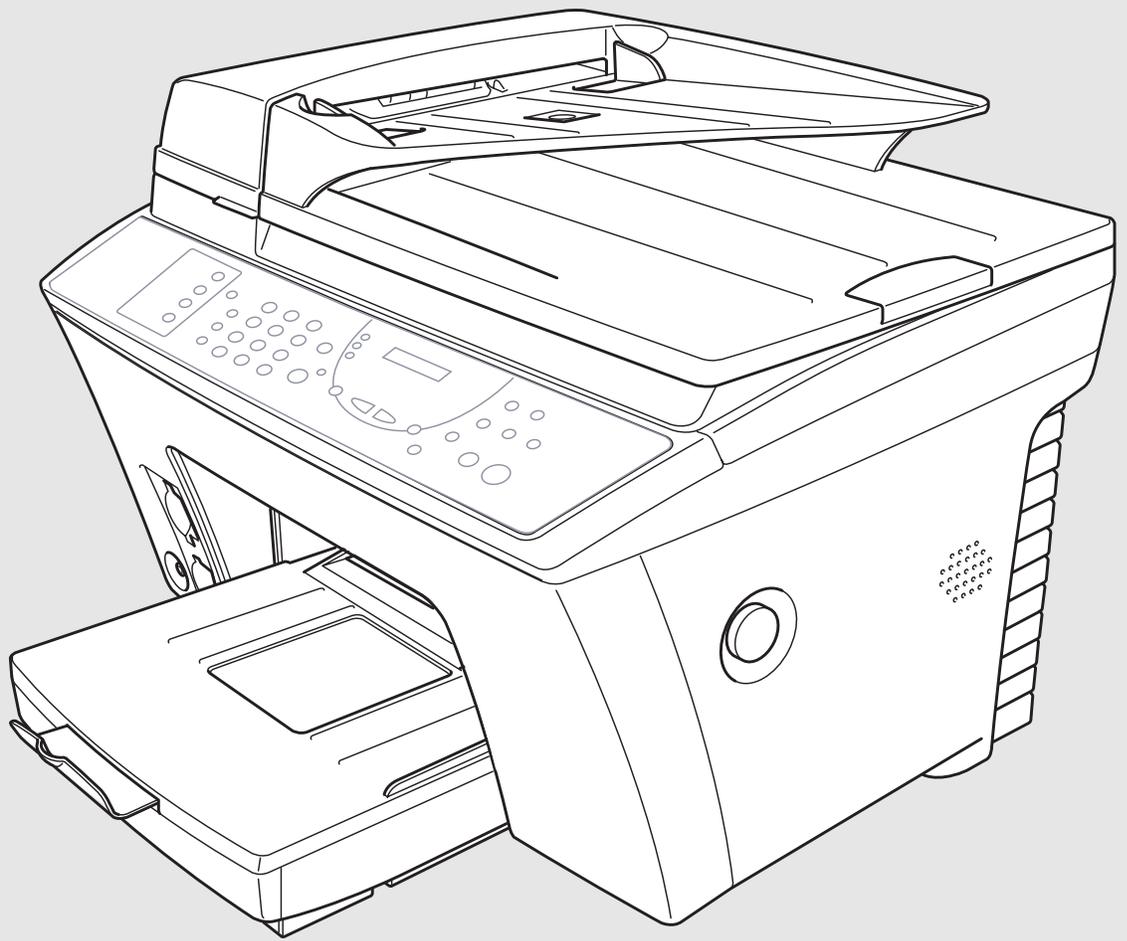## brother.

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

## APPROVAL INFORMATION

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

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# Using This Manual

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

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

Additionally, your MFC has a Help Key. Press **Help** to print a list of basic operational steps and functions.

## Finding Information

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

## Symbols Used In This Manual

Note or additional information.

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

**Caution please take care with sections marked with this symbol.**

# User-Friendly Programming

We have designed your Multi-Function Centre with on-screen programming. User-friendly programming helps you take full advantage of all the functions your MFC has to offer. See *Using This Manual.*

Since your programming is done on the LCD, we have created step-by-step on-screen prompts to help you. All you need to do is follow the prompts as they guide you through the function menu selections, programming options and settings.

A complete list of the function selections, options, and settings that are available is provided in the appendix of this manual. (See *Menu Selection Table* in Chapter 22.)

## Menu Mode

After processing **Menu** key the following options are available.

Then press **1** for Fax Menu—**OR**—press **2** for Printer Menu—**OR**—press **3** for Copy Menu —**OR**—press **4** for Video Menu—**OR**—press **5** for PhotoCapture Centre™ Menu.

When you enter the Menu Mode, your MFC displays a list of Level One Menus from which you can choose. These menu options appear one after the other on the display. Select an option by pressing **Set** when the option appears on the LCD.

You can "scroll" more quickly through options by pressing ►. When the screen displays your selection, press **Set**. (Use ◄ to scroll backward if you passed your choice or to save key strokes. Both arrow keys show all options, in the opposite order.)

When you finish selection, the screen displays **ACCEPTED**.

If you want to exit the Menu Mode, press **Stop**.

## Alternating Displays

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

```
FAX: NO. & START
COPY: PRESS COPY
```

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# Preparation and Simple Use Guide

## Steps to prepare and use the MFC simply

Setting up your MFC.

**However, before you perform these steps, see Important Safety Information, Precaution, and Advice for Preparation and Simple Use Guide.**

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

### 1 Make sure you have the items shown below.



**Bi-directional Parallel Cable**

**Telephone Line Cord**

**Paper Cassette**

**Ink Cartridges**

**Owner's Manual**

**Brother Colour Suite CD-ROM**
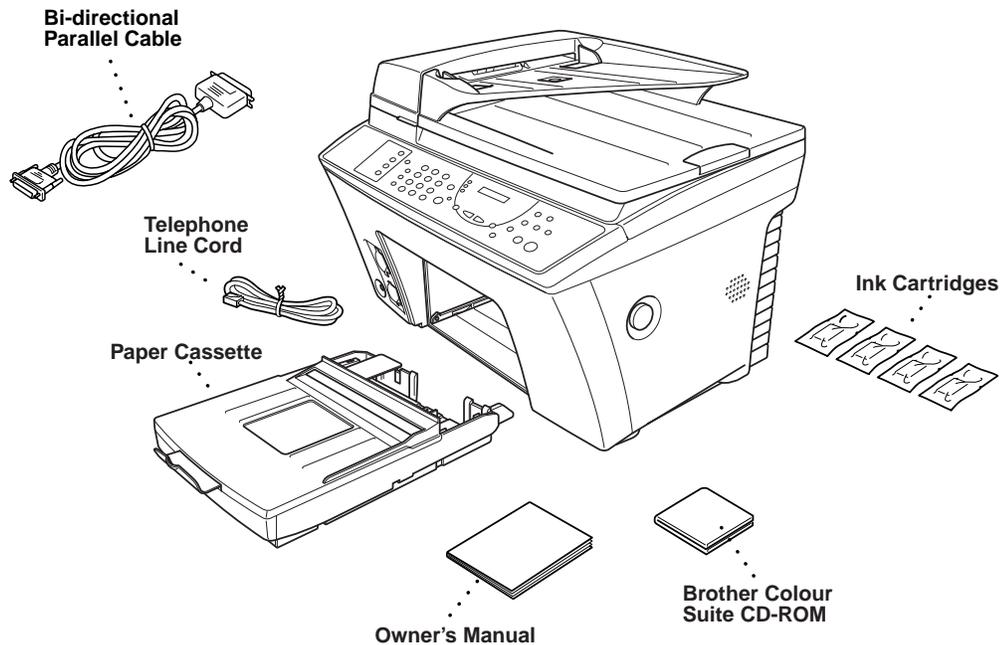
**Caution**

Whenever you transport the MFC, use the packing materials that came with your MFC. If you do not pack the MFC correctly, you may invalidate your warranty.

### 2 Release the Scanner Lock.

① Press the blue scanner cover release button on the right side of the MFC and lift the scanner cover until it locks in the open position.



**Scanner Cover**

**Scanner Cover Release Button**
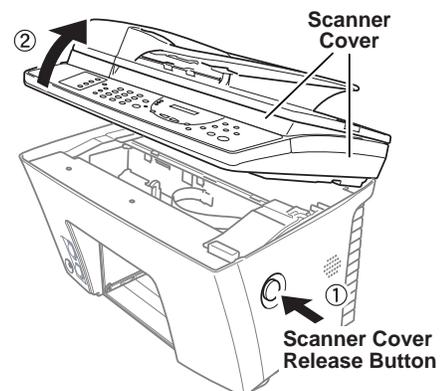
② The blue scanner lock lever is on the back left under side of the scanner cover. Pull the lever toward you to unlock the scanner.

**Lock** **Unlock**

**Scanner Lock Lever**
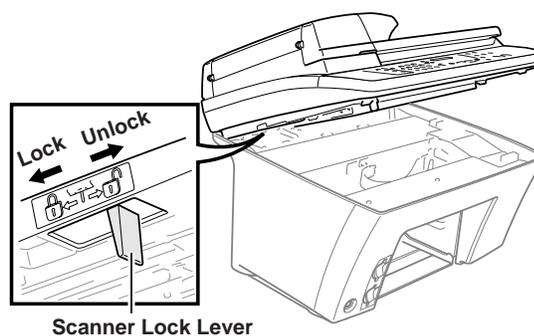
## 3   Load Paper in the Multi-Purpose Paper Cassette

The paper cassette can hold up to 250 sheets of paper (75 $g/m^2$).

① Remove the cassette cover.

② Adjust guides to A4 paper size.

A4 / LTR

**Button**

**Letter Position**
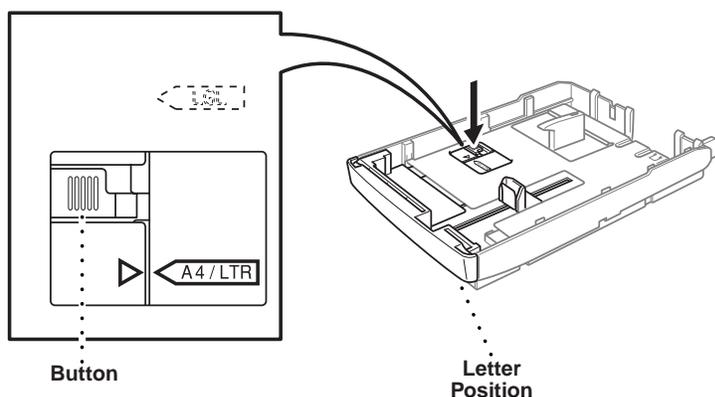
③ Stack up to 250 sheets of paper face down in the cassette and slide the paper adjusters at the front and right to fit around it. Do not place paper above the maximum paper height line, as paper may not feed correctly.

**Maximum Height Line**

**Paper Adjusters**
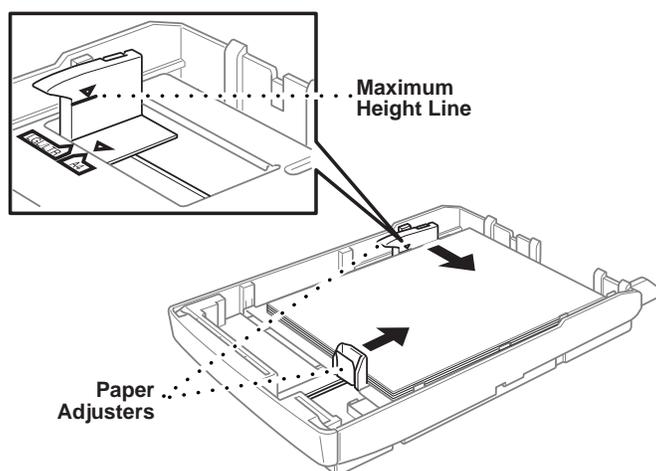
④ Replace the cassette cover.

⑤ Slide the paper cassette into the MFC until it locks into place.

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⑥ Pull out the paper output tray on
top of cassette.

**Paper Output Tray**

---
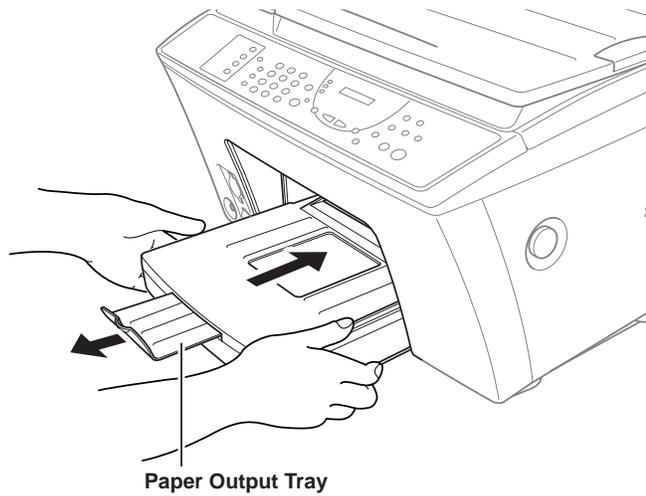
## 4    Connecting Your Machine.

**Operating the MFC before you install the ink cartridges will permanently
damage the print head.**

**EXT.**

**LINE**

**Telephone
Line Cord**
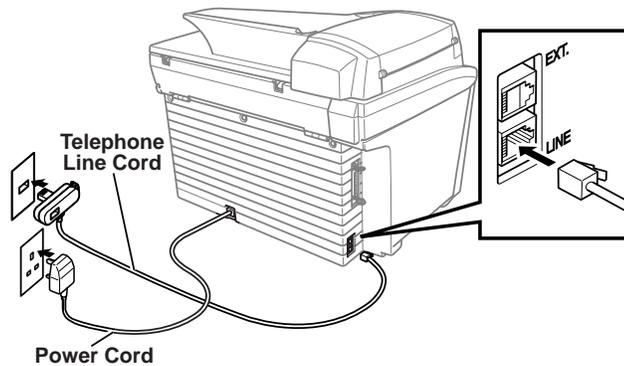
**Power Cord**

① Connect the power cord.
When you connect the power, the screen alternately
displays

SET CARTRIDGES

PLS OPEN COVER

② Connect the telephone line cord.
Connect one end of the telephone line cord to the socket on the MFC and the other end to a
modular wall socket.

*Preparation and Simple Use Guide* **3**

## 5　Install the Ink Cartridges

① The screen alternately displays

```
SET CARTRIDGES
PLS OPEN COVER
```

② Press the blue Scanner Cover Release Button on the right side of the MFC and lift the scanner cover. After a few seconds, the print head will move left to its replacement position.

**Print Head**
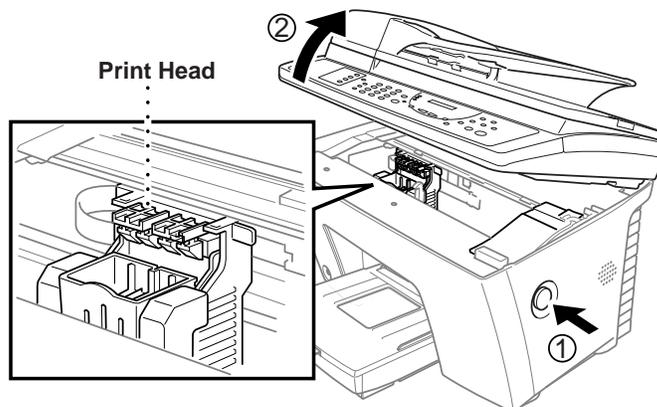
③ Remove the yellow shipping cover by pulling it toward you and lifting it up and out.

The bottom of the yellow shipping cover may have a small amount of wet ink so it should be wiped after removal.

We recommend that you install the ink cartridges from left to right in this order: Black, Yellow, Cyan, Magenta.

**Yellow Shipping Cover**
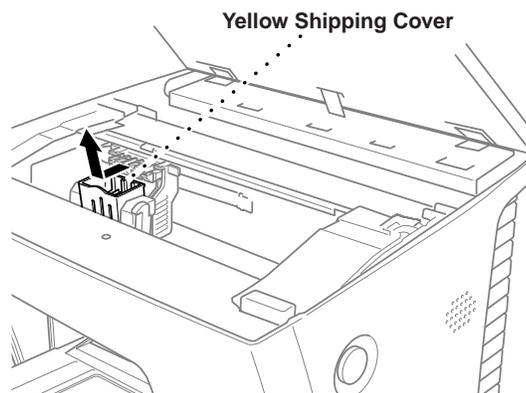
④ Open the Black ink cartridge bag and remove the ink cartridge.

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⑤ Carefully remove the sealing tape from the side of the ink cartridge. Be sure to peel the tape in the direction away from you.

**Important**

To prevent spilling ink and staining your hands and clothing, peel the sealing tape gently and slowly. Do not touch the ink opening on the cartridge or the removed tape.

**Opening**

**Peel in the direction away from you!**
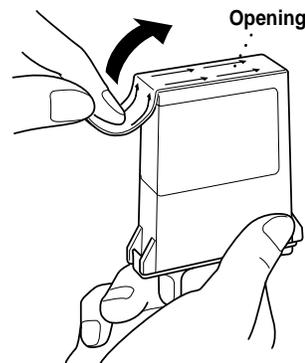
⑥ Each colour has its own correct position. Match the markings of the colour indicators on the cartridge holder as a guide. Then, gently insert the Black ink cartridge by tilting it toward you and then pressing it backward until it clicks into place.
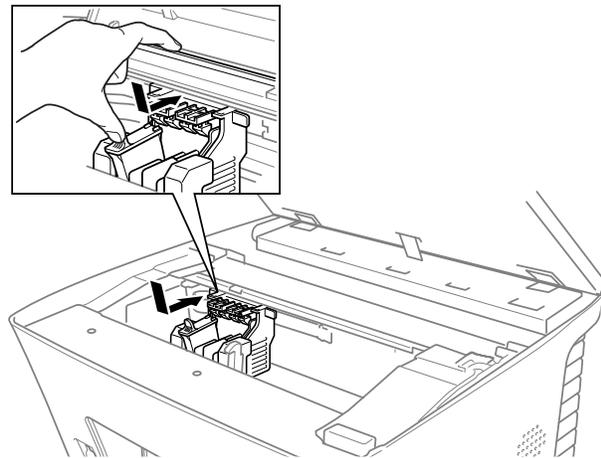
⑦ Repeat Steps 4 – 6 to install each colour ink cartridge.

⑧ After installing all ink cartridges, close the scanner cover. Your MFC enters a "head cleaning" cycle for approximately 6 minutes. The dot counters for each colour are initialised and the machine goes online ready for printing.

Make sure the paper is loaded in the paper cassette. The LCD displays **CLEANING BLACK**. After the cleaning cycle is finished, the LCD shows **PRESS START KEY**.

⑨ Press **Start** within one minute. The MFC starts printing the Test Sheet. (Only during initial ink cartridge installation) The LCD shows:

```
PRINT OK?
1.YES 2.NO
```
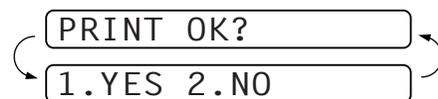
⑩ Check the print quality of the test sheet. If it is not good, clean the print head again by pressing **2**. The screen will ask you if the print quality is OK for each colour. Select **NO** for the colour(s) which have not printed correctly.
After cleaning is finished, press **Start**. The MFC starts printing Test Sheet No. 2.

⑪ Adjust the Vertical Alignment by following the instructions printed on the Test Print page.

⚠️ 
- **If ink gets in your eyes, flush them with water immediately and seek medical attention if required.**
- **DO NOT remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the MFC will not know the quantity of ink left in the cartridge.**
- **DO NOT shake the ink cartridges. If you do so, the ink may spill when you take off the sealing tape. If ink stains your body or clothing, wash with soap or detergent immediately.**
- **If you install an ink cartridge in the wrong colour position, you must clean the print head several times after correcting the cartridge installation and before you start printing because the colours were mixed.**
- **Once you open an ink cartridge, install it in the MFC and use it up within six months of installation. Use unopened ink cartridge by the expiry date printed on the box.**
- **DO NOT refill the ink cartridges. Attempting to use refilled cartridges may cause damage to the print head and will void your product warranty.**

If the **INK EMPTY XXXX** error message is on the screen display after you have installed the ink cartridges, check and make sure that the ink cartridges are installed correctly.

## 6  Set the date and time

① Press **Menu**, **1**, **1**, **2**.

② Enter the last two digits of the year, and press **Set**. "01" is registered as 2001 in the machine.

> YEAR:XX

③ Enter two digits for the month and press **Set**.

> MONTH:XX

④ Enter two digits for the day and press **Set**.

> DAY:XX

⑤ Enter the time in 24 hour format and press **Set**.

> TIME:

⑥ Press **Stop** to exit. (See *Setting the Date and Time* in this Chapter.)

## 7  Set the station ID

① Press **Menu**, **1**, **1**, **3**.

② Enter your fax number (up to 20 digits) and press **Set**.

> FAX:

③ Enter your telephone number (up to 20 digits) and press **Set**.

> TEL:

④ Enter your name (up to 20 characters) using the dial pad and the chart.
To enter a space press ►.

> NAME:

⑤ Press **Set**.

⑥ Press **Stop**.
(See *Setting the Station ID* in this Chapter.)

| Press Key | once | twice | three times | four times | five times |
|-----------|------|-------|-------------|------------|------------|
| 2 | A | B | C | 2 | A |
| 3 | D | E | F | 3 | D |
| 4 | G | H | I | 4 | G |
| 5 | J | K | L | 5 | J |
| 6 | M | N | O | 6 | M |
| 7 | P | Q | R | S | 7 |
| 8 | T | U | V | 8 | T |
| 9 | W | X | Y | Z | 9 |

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## 8   Select the Receive mode

There are three different receive modes for your MFC. You may choose the mode that best suits your needs by pressing **Receive Mode** repeatedly until the screen displays the setting you want to use.

| LCD | How it works | When to use it |
|---|---|---|
| FAX ONLY (automatic receive) | The MFC automatically answers every call as a fax. | For dedicated fax lines. |
| EXT.TEL/TAD (External telephone / External Telephone Answering Device) | If an external telephone is connected to the EXT. jack, you control the phone line and must answer every call yourself. | Use this mode if you receive very few faxes. |
| | If an external TAD (telephone answering device) is connected to the EXT. jack, the TAD automatically answers every call. Voice messages are stored in the external TAD. Fax messages are printed. | Use this mode if you have an external answering machine on your phone line. |
| MANUAL (manual receive) | You control the phone line and must answer every call yourself by using external phone. | Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. |

## 9   Insert Originals

You can scan the original for faxing, copying from either the ADF (Automatic Document Feeder) or from the glass platen.

### Using the ADF (Automatic Document Feeder)

The automatic document feeder (ADF) can hold up to 50 pages, feeding each one individually through the machine. Use standard ($75g/m^2$) paper when using the ADF. Always fan the pages well before placing them in the feeder.

**DO NOT use curled, wrinkled, folded, or ripped paper, or paper with staples, paper clips, paste or tape attached. DO NOT use cardboard, newspaper, or fabric. (To copy or scan this kind of document, see "Using the Glass Platten" next page.)**

■ Make sure documents written with ink are completely dry.

■ Documents must be from 14.7 to 21.6 cm wide, and from 12.7 to 35.6 cm long.

① Insert documents *FACE UP, TOP EDGE FIRST*.

② Adjust the paper guides to fit the width of your pages.

③ Multiple pages should be fanned first as shown in the diagram on the right.

**Documents are Face Up**
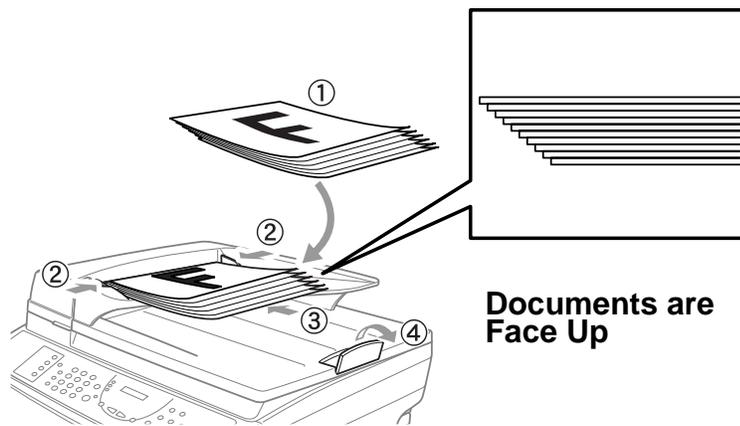
④ Pull up the document stopper.

Using the Glass Platen
To use the glass platen, the ADF must be empty.

**Documents is Face Down**
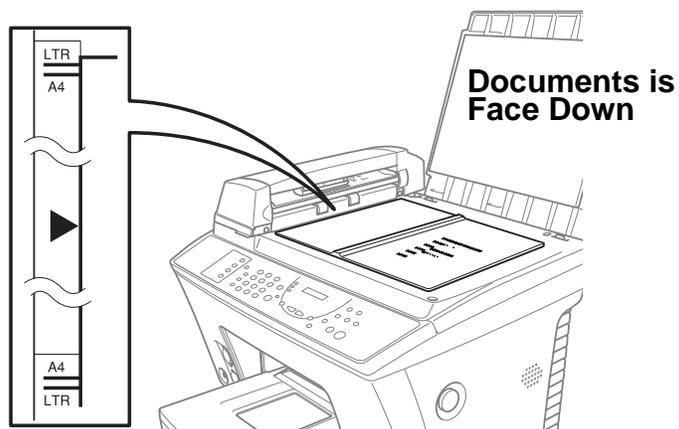
① Lift the document cover.

② Using the document guidelines on the left, center the document FACE DOWN on the glass platen.

③ Close the document cover.

**If the document is a book or is thick, do not slam the cover or press on it, as damage to the glass platen may result.**

## 10 Faxing from the ADF (Automatic Document Feeder)

① Insert the documents face up in the feeder.

② Dial the fax number, then press **Start**.

## 11 Faxing from the Glass Platen

① Place the document *face down* on the glass platen.

② Dial the fax number, then press **Start**. The MFC starts scanning the first page.

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③ To send a single page, go to Step 5 —**OR**— To send multiple pages, go to Step 4.

```
MEMORY #01 100%
SET:NEXT PAGE
START:TO DIAL
```
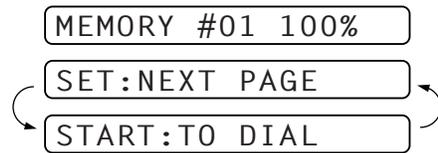
④ Place the next page on the scanner glass and press **Set**. The MFC starts scanning. (Repeat Step 4 for each additional page.)

⑤ Press **Start** to begin dialling.

## 12  Making a Single copy

① Insert the document *face up* in the feeder, or *face down* on the glass platen.

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

③ Press **Mono Copy** or **Colour Copy** again.
(Make sure it's the same key you pressed in Step 2.)

To stop the copy process and release the original, press **Stop**.

## 13  Multiple Copies (Using the ADF)

① Insert the document *face up* in the feeder.

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

To sort the copies, use Option key.
(See *Using the Options Key* in Chapter 9.)

③ Using the dial pad, enter the number of copies you want (up to 99). For example, press **3**, **8** for 38 copies.

④ Press **Mono Copy** or **Colour Copy** again.

You must press the same button you pressed in Step 2.

## 14  Set up the MFC and your PC to Work Together.

• For Windows®95, 98, 98SE, WindowsNT® Workstation Version4.0 and Windows2000 Professional users, please see Chapter 12.
• For New Power Macintosh®, G3, G4 or iMac™/iBook users, please see Chapter 19.

# *Advice for Preparation and Simple Use Guide*

## Choosing a Location

Place your MFC on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the MFC near a telephone socket and a standard, earthed electrical socket. Choose a location where the temperature remains between 10°C and 32°C (50° – 90°F).

Avoid placing your MFC where it may be knocked. Do not place near heaters, air conditioners, water, chemicals, or refrigerators. Do not expose the MFC to direct sunlight, excessive heat, moisture, or dust. Do not connect your MFC to electrical outlets controlled by wall switches or automatic timers as disruption of power can wipe out information in the unit's memory. Do not connect your MFC to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones.

**Keep the MFC out of strong light such as direct sunlight.**

## Connecting the Power Cord

**If CHECK SCAN LOCK appears on the LCD, immediately release the scanner lock lever and press Stop.**
**If you see MACHINE ERROR AF (or AE), stop operation. Make sure the scanner lock was released and then press Stop. Contact your Brother dealer for service.**

- **The MFC must be fitted with an earthed plug.**
- **Since the MFC is earthed via the mains plug, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your MFC on when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your MFC, by disconnecting the telephone line first, and then the power cord.**
- **Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.**
- **Use caution when installing or modifying telephone lines.**

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

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

As the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured green-and-yellow must be connected to the terminal in the plug which is marked by the letter "E" or by the safety earth symbol ⏚ or coloured green or green-and-yellow.

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

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

## Memory Storage

In the event of a power failure, all settings in the **INITIAL SETUP**, **SETUP RECEIVE**, **SET QUICK-DIAL**, **REMOTE FAX OPT**, plus the **COVERPG SETUP** and **COVERPAGE NOTE** (from **SETUP SEND**) functions are stored permanently.

## Setting the Date and Time

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

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

**1** Press **Menu**, **1**, **1**, **2**.

**2** Enter the two digits of the year, and press **Set**. "01" is registered as 2001 in the machine.

**3** Enter two digits for the month and press **Set**.

**4** Enter two digits for the day and press **Set**.

**5** Enter the time in 24 hour format and press **Set**.

**6** Press **Stop** to exit.

## Setting the Station ID

You can store your name, fax number, and telephone number to be printed on the fax Cover Page, and on all fax pages that you send. (See *Electronic Cover Page* in Chapter 5.)

It is important that you enter the fax and telephone numbers in the internationally standardized format, i.e. in accordance with the following strict sequence:
- The "+" (plus) character
- Your Country Code (e.g. "44" for the United Kingdom, "41" for Switzerland)
- Your local area code minus any leading "0" ("9" in Spain)
- A space
- Your number on the local exchange, using spaces to aid readability as appropriate.

As an example, if your MFC is installed in the United Kingdom, is to be used for both fax and voice calls, and your national telephone number is 0161 444 5555, then you must set the fax and telephone number parts of your station ID as: +44 161 444 5555

**1** Press **Menu**, **1**, **1**, **3**.

**2** Enter your fax number (up to 20 digits) and press **Set**.

**3** Enter your telephone number (up to 20 digits) and press **Set**.

**4** Enter your name (up to 20 characters) using the dial pad and the chart. To enter a space press ▶.

**5** Press **Set**.

**6** Press **Stop**.

- ■ When you enter your name. (See *Entering Text* in Chapter 22.)
- ■ The telephone number you enter is used only for the Call Back Message and Cover Page features.
- ■ If you do not enter a fax number, no additional information can be entered.
- ■ To enter a space, press ▶ once between numbers and twice between characters.
- ■ If your Station ID has already been programmed, the screen prompts "1" to make a change, or "2" to exit without changing.

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## Setting the Dialling Mode (Tone/Pulse)

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

**1** Press **Menu**, **1**, **1**, **1**. The screen prompts you to select **TONE** or **PULSE**.

**2** Use ◄ or ► to select the dialling mode.

**3** Press **Set** when the screen displays the dialling mode you want.

**4** Press **Stop** to exit.

## Multi-Line Connections (PABXs)

Most offices use a central telephone system, or PABX. The MFC will work with most PABX or key systems that allow a two-wire analogue connection. However, we recommend that you have a separate telephone line for your MFC. You can then leave the MFC in Fax Mode to receive faxes any time of day or night.

### If you are installing the machine to work with a PABX:

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

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

**3** The unit may be used with either pulse or tone dialling telephone service.

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# Using Extension Telephones

It may be that your premises are already wired with parallel extension telephones, or you intend to add extension telephones to your line, in addition to your machine. While the simplest arrangement is straightforward parallel connection, there are some reasons as to why this arrangement will cause unsatisfactory service, the most obvious of which is inadvertent interruption of a facsimile transmission by someone picking up an extension telephone in order to make an outgoing call. Additionally, remote activation may not operate reliably in such a simple configuration.

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

Such problems can easily be eliminated however, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration. In such a configuration, this machine can always detect whether a telephone is in use, thus it will not attempt to seize the line during that time. This is known as "telephone off-hook detection."

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

This new connection configuration can be arranged by your contacting BT, Kingston upon Hull Telecommunications, your PABX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be inserted into the modular socket of the white "T"-shaped connector provided as part of the line cord assembly.

**INADVISABLE CONNECTION OF EXTENSION SOCKETS**
**Fig. 1.**

**RECOMMENDED CONNECTION OF EXTENSION SOCKETS**
**Fig. 2.**

*14*
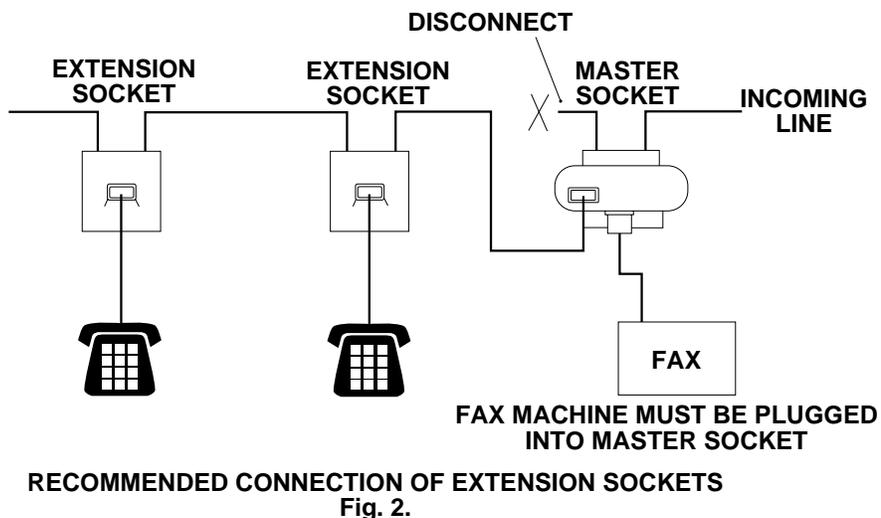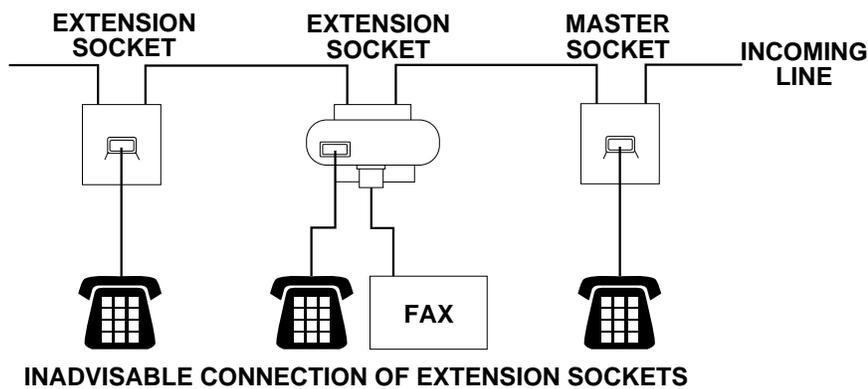
# Connecting an External Telephone Answering Device (TAD)

## Sequence

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

The TAD must answer within a maximum of four rings. However, we recommend two rings as the TAD setting. The MFC cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 – 10 seconds of CNG tones left for the fax "handshake". Make sure you carefully follow instructions in this manual for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds 4 rings.

**Do not connect a TAD elsewhere on the same phone line—your machine and TAD will both try to control the line.**

## Connections

**1** You may connect an external TAD to your MFC, as shown below.
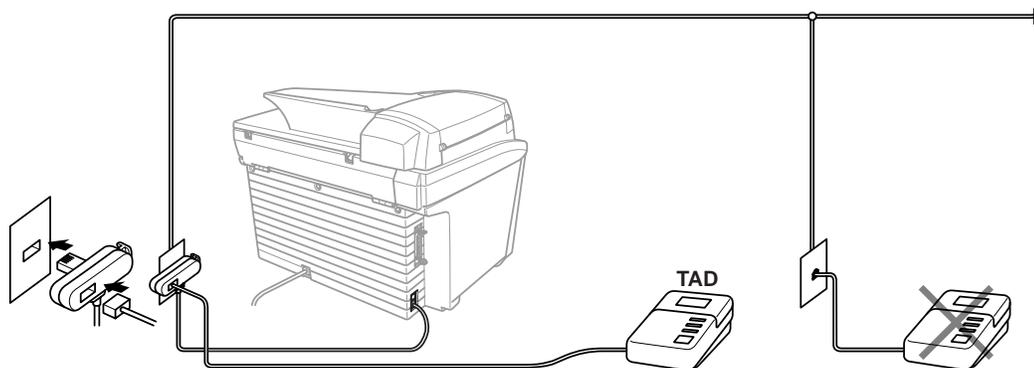


(Example for UK)

**2** Set your external TAD to two rings or less. (The MFC's Ring Delay setting does not apply).

**3** Record the outgoing message (see next page).

**4** Set the TAD to answer calls.

**5** Set the Receive Mode to **EXT. TEL/TAD**. (See *Select Receive Mode* in Chapter 3.)

### Outgoing Message (OGM) of External TAD

Timing is important in recording this message.

**1** Limit your speaking to 20 seconds.

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

**3** End your 20-second message by giving your Remote Activation Code for people sending manual faxes. For example:
"After the beep, leave a message or send a fax manually by pressing ＊ 5 1 and **Start**."

## Connecting an External Telephone

Your MFC is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone to your MFC, as shown below.
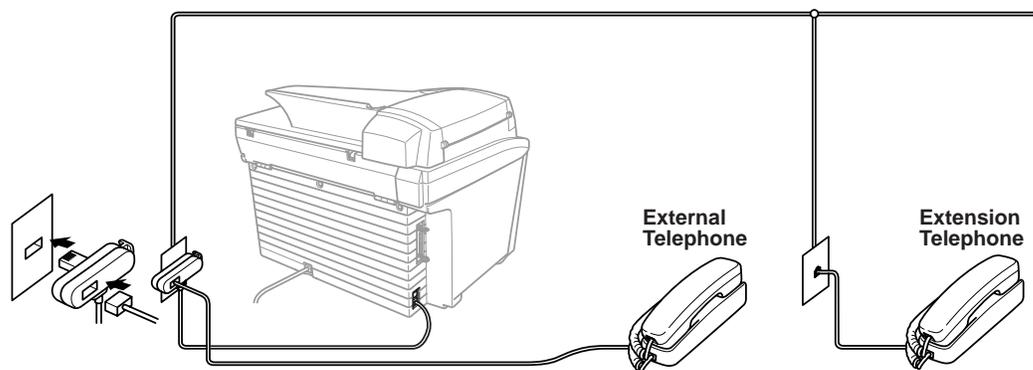


Whenever this external phone (or TAD) is in use, the screen displays **TELEPHONE**.

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# Control Panel Overview
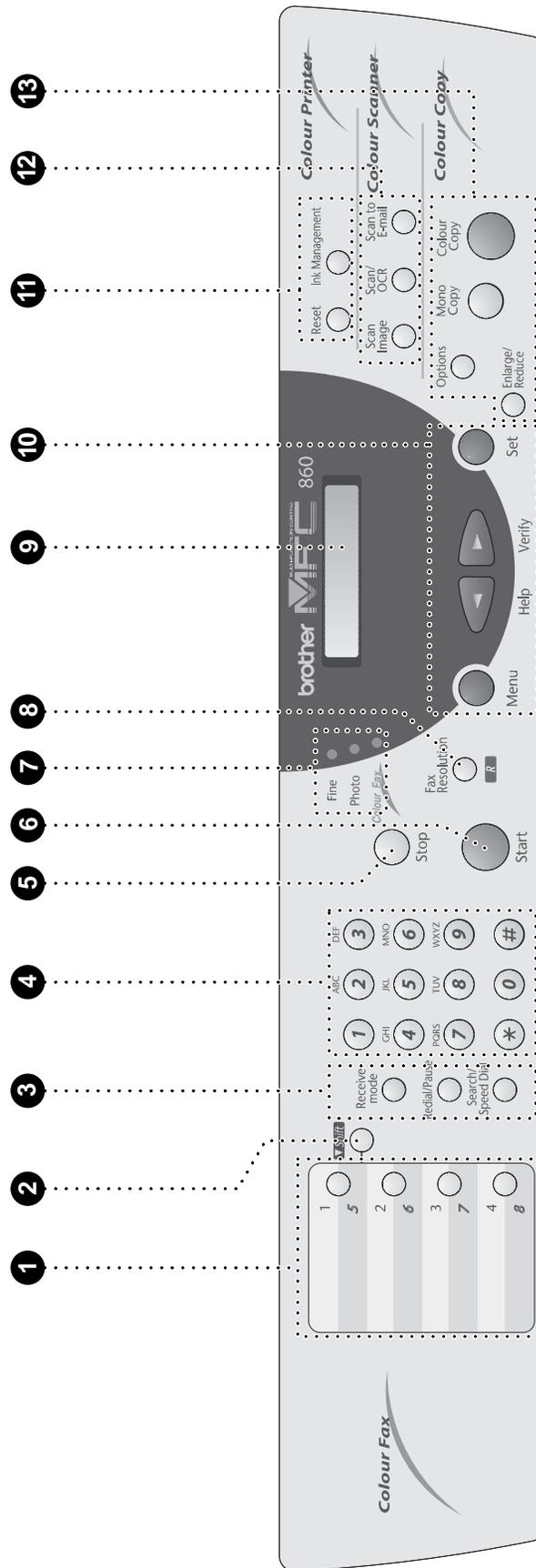
**1 One Touch Keys**

These 4 keys give you instant access to previously stored phone numbers.

**2 Shift**

Use to access memory locations 5 through 8 in the One Touch keys. Press this key with **R** key whenever you want to gain access to the out side line/or to transfer a call to another extension when it is connected to a PABX.

**3 Receive and Dialing Keys:**
**Receive Mode**

Use to select how the MFC will handle incoming calls.

**Redial/Pause**

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

**Search/Speed Dial**

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

**4 Dial Pad**

Dials phone and fax numbers, and can be used as a keyboard for entering information into the MFC.
**#** key lets you switch the dialling type during a telephone call from "**PULSE**" to "**TONE**".

**5 Stop**

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

**6 Start**

Starts an operation, such as sending a fax.

**7 Resolution indicator lights**

These LEDs show the resolution mode you selected.

**8 Fax Resolution**
**R (Recall)**

Sets the resolution when you send a fax. You can also use this key with **Shift** key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

**9 Liquid Crystal**

LCD displays messages to help you set and operate your MFC.

**10 Programming Keys:**
**Menu**

Lets you access the function and programming mode.

**◄ (Left Arrow)**
**Help**

Moves the LCD cursor to the left. Press this key with **Shift** key whenever you want a quick reference Help List printed. The Help List shows how to perform functions, how to register information, and how to get basic information.

**► (Right Arrow)**
**Verify**

Moves the LCD cursor to the right. When the machine is idle, you can also use this key to print the Transmission Verification Report for your last transmission.

**Set**

Stores a function setting in the MFC.
Also, use this key whenever you want to broadcast faxes to many different locations, maximum of 158 locations at once.

**11 Colour Printer Keys:**
**Reset**

Clears data from the printer memory, and then resets and restores to the factory default settings.

**Ink Management**

Cleans the ink print heads and/or resets the ink dot counter after replacing an ink cartridge.

**12 Scanner Function Keys:**
**Scan Image**

Press this key to scan a colour picture into your graphics application for viewing and editing.

**Scan/OCR**

Press this key to start scanning a text document. ScanSoft™ TextBridge® will convert it to editable text and display it in your word processor application for further editing.

**Scan to E-mail**

Press this key to start scanning an original into your E-mail application, setting it up automatically as an attachment.

**13 Colour Copy Keys:**
**Enlarge/Reduce**

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

**Options**

You can change the setting of Copy, Video printing and PhotoCapture Centre™.

**Colour Copy**

Makes a full-colour copy.

**Mono Copy**

Makes a black-and-white or one-colour copy.

## *Custom Settings*

### Volume Settings

#### Beeper Volume

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

**1** Press **Menu**, **1**, **1**, **4**.

**2** Press ◄ or ► to select your setting.

**3** When the screen displays the setting you want, press **Set**.

**4** Press **Stop** to exit.

#### Setting the Speaker Volume

You can set the volume of the MFC speaker.

**1** Press **Menu**, **1**, **1**, **5**.

**2** Press ◄ or ► to select your volume setting (**OFF**, **LOW**, **MED**, or **HIGH**).

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

**4** Press **Stop** to exit.

#### Setting the Ring Volume

You can select how loud, or if, the MFC rings.

**1** Press **Menu**, **1**, **1**, **6**.

**2** Press ◄ or ► to select **OFF**, **LOW**, **MED**, or **HIGH**.

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

**4** Press **Stop** to exit.

### PABX and TRANSFER

Your MFC is initially set to be connected with PSTN (Public Switched Telephone Network) lines. However many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your MFC can be connected to most types of PABX. You can easily gain access to the outside line from your MFC connected to PABX by just pressing **Shift** and **R**.

Also, you can transfer a call to another extension by pressing **Shift** and **R**.

### Setting PABX

If your MFC is connected to a PABX system, set **PBX:ON**. If not, set **OFF**.

**1** Press **Menu**, **1**, **1**, **7**. The screen displays

```
PBX:OFF
SELECT ← → & SET
```

**2** Press ◄ or ► to select **ON** (or **OFF**), and press **Set** when the screen displays your selection.

**3** Press **Stop** to exit.
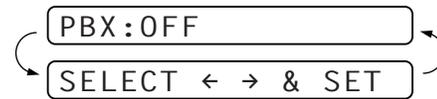
> You can program an **R** keypress as part of a number stored in a One Touch or Speed Dial location. When programming the One Touch or Speed dial number (Function menu 1-5-1 or 1-5-2) press **Shift** and **R** first (the screen displays "!"), then enter the telephone number. If you do this, you do not need to press **Shift** and **R** each time before you dial using a One Touch or Speed Dial location. (See *Storing Numbers for Easy Dialling* in this Chapter.)
> However, if PBX is set to OFF, you can't use the One Touch or Speed Dial number that an **R** keypress is programmed into.

## Setting the Clock Change

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

**1** Press **Menu**, **1**, **1**, **8**. The screen displays

```
TO SUMMER TIME?
SELECT ← → & SET
```

**2** Press ◄ or ► to select Summer Time to gain an hour or Winter time to lose an hour, and press **Set**.

**3** Press **1** to change to Winter Time or Summer Time —**OR**— Press **2** to exit without changing.
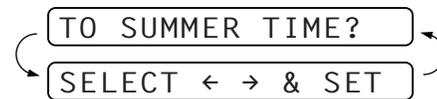
# Storing Numbers for Easy Dialling

You can set up your MFC to do three types of easy dialling: One Touch, Speed Dial and Groups for Broadcasting of faxes. See *Broadcasting (Not Available for Colour Fax)* in Chapter 5.

## Storing One Touch Dial Numbers

You can store 8 fax/phone numbers that you can dial by pressing one key. You can also store names with these numbers. Even if you lose electrical power, numbers stored in memory will not be lost. When you press a One Touch key, the screen displays the name or number as the call is dialled. (See *One Touch Dialling* in Chapter 2.).

One Touch Dial keys are not the dial pad keys. They are the 4 keys (numbers 1-4). One Touch Dial Numbers 5-8 are accessed by holding down **Shift** while you press the appropriate One Touch Dial key.

**1** Press **Menu**, **1**, **5**, **1**.

**2** Press the One Touch Dial key where you want to store a number. The screen displays the location you selected.

**3** Enter a number (up to 20 digits), and press **Set**. The screen prompts you to enter a name for this number.

**4** Use the dial pad to enter the name (up to 15 characters). (See *Entering Text* in Chapter 22.) — **OR**—Go to Step 5 to store the number without a name.

**5** Press **Set**. The screen prompts you to select the type of number this is. Use ◄ or ► to select the type you want.

> **FAX**   a fax only number
>
> **TEL**   a telephone (voice) number
>
> **F/T**   both a fax and telephone (voice) number

**6** Press **Set**. Return to Step 2 to store another One Touch dial number—**OR**—Press **Stop** to exit.

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

## Storing Speed Dial Numbers

You can store Speed Dial numbers, which you dial by pressing only four keys. There are 100 Speed Dial locations. (See *Speed Dialling* in Chapter 2.)

**1** Press **Menu**, **1**, **5**, **2**. The screen prompts you to enter a location.

**2** Use the dial pad to enter a two-digit location (00–99), and press **Set**. The screen displays your entry, then prompts you to enter the number you're storing.

**3** Enter the number (up to 20 digits), and press **Set**.
The screen now prompts you to store a name with this number.

**4** Use the dial pad to enter the name (up to 15 characters). (See *One Touch Dialling* in Chapter 2. Also see *Speed Dialling* in Chapter 2.)—**OR**—go to Step 7 to store the number without a name.

**5** Press **Set**. The screen prompts you to select the type of number this is. Use ◄ or ► to select the type you want.

| | |
|---|---|
| **FAX** | a fax number |
| **TEL** | a telephone (voice) number |
| **F/T** | both a fax and telephone number |

**6** Press **Set**. Return to Step 2 to store another Speed Dial number —**OR**— Press **Stop** to exit.

## Changing One Touch and Speed Dial Numbers

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

**1** Press **1** to change the number stored, or press **2** to exit without making a change.

**2** Enter a new number.
◆ If you want to erase the number, press **Stop** when the cursor is to the far left of the digits.
◆ If you want to change a digit, use ◄ or ► to position the cursor under the digit you want to change, then enter it.

**3** Follow the directions in Storing One Touch Dial or Speed Dial Numbers.

## Scanning Adjustment

### Contrast

If your document is very light or very dark, you might want to set the contrast accordingly. Use **S.LIGHT** to send a light document. Use **DARK** to send a dark document.

**1** Insert the document face up in the feeder, or face down on the glass platen.

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

**3** Use ◄ or ► to select **AUTO**, **LIGHT**, or **DARK**.

**4** When the screen displays your selection, press **Set**.

**5** Press **2** if you are finished choosing settings, and go to Step 6 —**OR**— Press **1** if you want to select additional settings. The display returns to Setup Send menu.

**6** Enter a fax number and press **Start** to send a fax.

### Fax Resolution

When you have a document in the feeder, you can use the **Fax Resolution** key. Press **Fax Resolution** continuously until you see your selection on the screen. (See *Multiple Resolution Transmission (Not Available for Colour Fax)* in Chapter 5.)

| | |
|---|---|
| **Standard:** | Suitable for most typed documents. (No lights) |
| **Fine:** | Good for small print; transmits a little slower than Standard resolution. |
| **Photo:** | Use when document has varying shades of grey; slow transmission time. |
| **Colour fax:** | Use to send the original in colour. |

You can also change the Fax resolution to S.Fine, please see *Multiple Resolution Transmission (Not Available for Colour Fax)* Chapter 5.

## Dialling a Number

### One Touch Dialling

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Press the One Touch key of the location you want to call.

**3** Press **Start**.

If you try to use a One Touch or Speed Dial location with no number stored in it, you hear a warning sound, and screen displays **NOT ASSIGNED**. The display returns to normal after 2 seconds.

## Speed Dialling

**1** Insert the document in face up the feeder, or face down on the glass platen.

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

**3** Press **Start**.

## Search

You can search for names you have stored in One Touch and Speed Dial memories. Names are stored alphabetically.

**1** Insert the document face up in the feeder, or face down on the glass platen.

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

**3** Press ◄ or ► to search the memory.

**4** Press **Start**, when the screen displays the name you want to call.

## Chain Dialling

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

For example:

You store "555" on One Touch Dial key **1** and "7000" on One Touch Dial key **2**. If you press One Touch **1**, **2** and **Start**, you can dial "555-7000". To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. So, if you press One Touch **1** and press 7001 using the dial pad, you can dial "555-7001".

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

## Fax Redial

If you're sending a fax manually and the line is busy, you can retry the number by pressing **Redial/Pause**.

**1** Press **Redial/Pause**.

**2** Press **Start**.

If you're sending a fax automatically and the line is busy, the machine will automatically redial up to 4 times (3 times for Ireland) at 2 minute intervals.

## Pause

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

If your machine is connected to a PABX, you may need to insert an additional number prefix (e.g. "9") and a "pause" before each fax or telephone number to gain access to the outside line. When you press **Redial/Pause**, a dash "-" will appear on the display. By storing a pause, you can create a delay of 3.5 seconds.

## Tone/Pulse

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

**1** Lift the handset of an external phone.

**2** Press **#**. Any digits dialled after this sends tone signals.

**3** When you hang up, the machine returns to pulse dialling service.

# *Sending Operation*

## Automatic Transmission

This is the easiest way to send a fax.

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Enter the fax number using the dial pad, One Touch, Speed Dial or Search.

**3** Press **Start**.

## Manual Transmission (With an External Telephone)

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

**1** Insert the document face up in the feeder, or face down on the glass platen.

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

**3** Enter the fax number you want to call. (See *Dialling a Number* in this Chapter.)

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

**5** To hang up, replace the handset of the external phone.

Manual transmission does not use memory.

# Colour Fax transmission

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

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Press **Fax Resolution** to select the Colour Fax.

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

**4** Press **Start**.

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

# Dual Access (Not Available for Colour fax)

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

If you get a **MEMORY FULL** message while scanning the first page of a fax, press **Stop** to cancel a scan. If you get a **MEMORY FULL** message while scanning in a subsequent page, you'll have the option to press **Start** to transmit the pages scanned so far, or to press **Stop** to cancel the operation.

**1** Make sure the document feeder is empty.

**2** Place the document face up in the feeder.

**3** Enter the fax number.

**4** Press **Start**. The machine starts scanning the document and the screen displays the job number (#XX) of the fax, and how much memory is available. When the machine starts dialling you can immediately repeat Steps 1 through 4 for the next fax.

Your machine normally operates in Dual Access mode. However, to send a colour fax, you must override Dual Access and use Real Time Transmission.

# Real Time Transmission

When memory is full, the machine cannot continue to scan documents into memory before sending. However, you can turn on **REAL TIME TX**. Then place the documents in the feeder and enter the fax number. As soon as the phone line is free, the machine starts dialling and sending the fax.

**1** Place the document face up in the feeder, or face down on the glass platen.

**2** Press **Menu**, **1**, **3**, **8**.

The screen displays

```
8.REAL TIME TX
```
```
REAL TIME TX:ON
```
```
SELECT ← → & SET
```

**3** To change the default setting, press ◄ or ► to select **ON** (or **OFF**) and press **Set**. Go to Step 6. —**OR**— For the next fax transmission only, press ◄ or ► to select **NEXT FAX ONLY**.

**4** Press **Set**.

**5** For the next fax only, press ◄ or ► to select **ON** (or **OFF**) and press **Set**.

**6** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu. —**OR**—Press **2** if you have finished choosing settings and go to Step 7.

**7** Enter the fax number and press **Start**.

> This setting has no effect on Colour faxes.

# *3* Receiving a Fax

## *Receive Mode Settings*

### Select Receive Mode

There are three different receive modes for your MFC. You may choose the mode that best suits your needs by pressing **Receive Mode** repeatedly until the screen displays the setting you want to use.

| LCD | How it works | When to use it |
|---|---|---|
| FAX ONLY (automatic receive) | The MFC automatically answers every call as a fax. | For dedicated fax lines. |
| EXT.TEL/TAD (External telephone / External Telephone Answering Device) | If an external telephone is connected to the EXT. jack, you control the phone line and must answer every call yourself. | Use this mode if you receive very few faxes. |
|  | If an external TAD (telephone answering device) is connected to the EXT. jack, the TAD automatically answers every call. Voice messages are stored in the external TAD. Fax messages are printed. | Use this mode if you have an external answering machine on your phone line. |
| MANUAL (manual receive) | You control the phone line and must answer every call yourself by using external phone. | Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. |

### To select or change your Receive Mode

**1** Press **Receive Mode**. The screen displays your current selection.

**2** Continue to press **Receive Mode** until your new selection appears. After two seconds, the screen returns to the date and time display, along with your new Receive Mode setting.

```
                    FAX  ONLY
              EXT.TEL/TAD
                    MANUAL
```

If you are changing the Receive Mode while in another operation, the screen returns to that operation.

```
brother MFC 860
09/06 15:25  FAX
Fax • Printer • Copier • Scanner
plus PhotoCapture Centre
```

FAX : **FAX ONLY**
EXT : **EXTERNAL TEL / TAD**
MAN : **MANUAL**

**Current Receive Mode**

## Setting the Ring Delay

The Ring Delay setting determines the number of times the MFC rings before it answers in FAX mode. See *Operation from an External or Extension Telephone* in Chapter 6.

**1** Press **Menu**, **1**, **2**, **1** and press **Set**.

**2** Press ◄ or ► to select how many times the line rings before the MFC answers (01-04 for UK or 02-04 for IRE).

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

**4** Press **Stop** to exit.

## Fax Detect (with an External Telephone)

When you use this feature, you don't have to press **Start** when you answer a fax call and hear calling beeps. Just hold the handset and wait for several seconds. When you see **RECEIVE** on the fax screen or when you hear "chirps" through the handset of an extension phone connected to another wall socket, just replace the handset, and your machine does the rest. Selecting **ON** allows the machine to receive fax calls automatically, even if you lift the handset of an extension or external phone. Selecting **OFF** means you'll have to activate the machine yourself, by pressing
＊ **5 1** if you are not at your machine.
See *Operation from an External or Extension Telephone* in Chapter 6.

**1** Press **Menu**, **1**, **2**, **2**.

**2** Press ◄ or ► to select **ON** or **OFF** and press **Set**.

**3** Press **Stop** to exit.

If you've set the feature to ON, but your MFC doesn't automatically connect a fax call when you lift an external or extension phone handset, press ＊ **5 1**.

# *Receiving a Fax*

## Automatic Fax Only Reception (Fax Mode)

You can automatically receive all your faxes in Automatic Fax Reception mode. Select this mode by pressing **Receive Mode**.

## Printing a Reduced Incoming Document

You can always reduce the size of an incoming fax to a fixed percentage with your MFC. If you choose **AUTO**, the MFC chooses the level of reduction for you regardless of the original size of the incoming document.

**1** Press **Menu**, **1**, **2**, **4**. The screen displays

**2** Use ◄ or ► to select the reduction ratio you want— **AUTO**, **100%**, **88%**, **83%**, or **70%**. Choose **100%** if you don't want a reduction.

| 4.REDUCTION |
|---|

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

**4** Press **Stop** to exit.

If you receive faxes that are split on two pages, change the reduction to **AUTO** —**OR**—choose a lower reduction percentage.

- When you use Auto Reduction to reduce incoming documents to fit on one page of recording paper, you can do so only as long as the original document is not longer than 35 cm. If the original is longer than 35 cm, the data will not be reduced and will carry over to print on a second page.
- When you use Auto Reduction and you receive an incoming document that is smaller than your recording paper, no reduction will take place, and you will get the same size recorded as the original.

## Reception into Memory (Not Available for Colour fax reception)

As soon as the paper cassette becomes empty during fax reception, the screen will display "**CHECK PAPER**"; please put some paper in the paper cassette. (See *Load Paper in the Multi-Purpose Paper Cassette* in Preparation and Simple Use Guide.)

**If the MEMORY RECEPTION switch is ON at this time…**

The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming faxes will also be stored into memory until the memory is full, following which no further incoming fax calls will be automatically answered; all data will be printed as soon as fresh paper is put in the paper cassette.

**If the MEMORY RECEPTION switch is OFF at this time…**

The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming fax calls will not be automatically answered until fresh paper is put in the paper cassette. The last fax received will be printed as soon as fresh paper is put in the cassette.

**1** Press **Menu**, **1**, **2**, **5**. The screen displays

**2** Use ◄ or ► to select **ON** or **OFF**, and press **Set** when the screen displays your selection.

**3** Press **Stop** to exit.

> 5.MEM.RECEIVE

## Printing a Fax from Memory

If you have fax storage ON for remote retrieval, you can still print a fax from the machine's memory when you are at your machine: (See *Setting Fax Storage* in Chapter 8.)

**1** Press **Menu**, **1**, **7**, **4**.

**2** Press **Start**.

**3** After all the data saved in the memory is printed out. Press **Stop**.

# *4* **Printing Reports**

## *Types of Reports*

You can print the following lists and reports:

| | |
|---|---|
| ┌──────────────────────┐<br>│ 1.XMIT REPORT │<br>└──────────────────────┘ | Choose if Transmission Verification Report is printed after all fax are sent. |
| ┌──────────────────────┐<br>│ 2.JOURNAL │<br>└──────────────────────┘ | Journal lists information about the last 50 incoming and outgoing faxes. TX means Transmit; RX means Receive. |
| ┌──────────────────────┐<br>│ 3.QUICK-DIAL │<br>└──────────────────────┘ | Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order. |
| ┌──────────────────────┐<br>│ 4.TEL. INDEX │<br>└──────────────────────┘ | Quick-Dial list (above), in alphabetical order. |
| ┌──────────────────────┐<br>│ 5.SYSTEM SETUP │<br>└──────────────────────┘ | Lists settings for **INITIAL SETUP**, **SETUP RECEIVE**, **SETUP SEND**, **PRINT REPORT**, **REMOTE FAX OPT** and **MISCELLANEOUS**. |
| ┌──────────────────────┐<br>│ 6.MEMORY STATUS │<br>└──────────────────────┘ | Lists summary information and amount of occupied memory. |
| ┌──────────────────────┐<br>│ 7.ORDER FORM │<br>└──────────────────────┘ | You can print an accessories order form to your Brother dealer for service. |

## *Transmission Report*

### Transmission Verification (Xmit) Report

You can use the Xmit Report as confirmation that you sent a fax. This report lists the name or fax number of the receiving party, the time and date of transmission, and if the transmission was successful.

When the feature is **OFF**, the report is printed automatically only if an error occurred during transmission. If the report indicates ERROR, send the document again. If the report indicates you should check the readability of certain pages, resend those pages.

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

**1**▶Press **Menu**, **1**, **6**, **1**.

**2**▶Press ◄ or ► to select **OFF**, **OFF+IMAGE**, **ON** and **ON+IMAGE**.

**3**▶Press **Set**.

**4**▶Press **Stop** to exit.

> When the MFC is idle, you can print the Transmission Verification Report by pressing **Verify** when you wish to confirm the last transmission was successful or not.

---

*32* *Chapter 4*

# *Setting Reports*

## To Print a Report

**1** Press **Menu**, **1**, **6**.

**2** Enter the number of the report you want to print. For example, press **4** to print the **TEL INDEX**.

**3** Press **Start**.

**4** Press **Stop** to exit.

## Journal Period

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

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

**2** Press ◄ or ► to display **JOURNAL PERIOD**, and press **Set**.

**3** Press ◄ or ► to choose your setting. If you choose 7 days, the screen prompts you to choose a day at which to begin the 7-day countdown.

**4** When the screen displays the setting you want, press **Set**.

**5** Enter the time to begin printing, in 24-hour format (for example, enter 19:45 for 7:45 PM), and press **Set**.

**6** Press **Stop** to exit.

# 5 Advanced Sending

## *Advanced Operations*

### Electronic Cover Page

The cover page is sent to the receiving party's machine. Your cover page includes the name stored in the One Touch or Speed Dial memory, if you have used this feature to start the call.

The cover page indicates the fax is from your Station ID, and the number of pages you're sending. If you have **COVERPG SETUP** set to **ON** (Function menu 1-3-1), the number of pages remains blank.

You can select a comment to include on your cover page, or you can select **1. NOTE OFF** if you do not wish to include a comment. (See *Entering Text* in Chapter 22.)

As well as using one of the comments above, you can also enter up to two customized messages, each 27 characters long. (See *Entering Text* in Chapter 22.)

Most of the **SETUP SEND** functions are temporary settings that allow you to make adjustments for each document you send. However, so you can set up your cover page and cover page comments in advance, the Cover Page Setup and Cover Page Message functions will change their default settings.

> 1.NOTE OFF
>
> 2.PLEASE CALL
>
> 3.URGENT
>
> 4.CONFIDENTIAL

### Cover Page for Next Fax Only

Make sure Station ID is set up (See *Setting the Station ID* in Preparation and Simple Use Guide.) This feature does not work without the Station ID.

You can set the MFC to send a cover page with a particular document. This cover page will include the number of pages in your document.

**1** Insert the document in face up the feeder, or face down on the glass platen.

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

**3** Press **Set** when the screen displays **NEXT FAX ONLY**.

**4** Press ◄ or ► to select **ON** (or **OFF**), and press **Set**.

**5** Press ◄ or ► to view the comment selections.

**6** Press **Set** when the screen displays your selection.

**7** Enter two digits to indicate the number of pages you are sending. (Enter 00 to leave the number of pages blank.) If you make a mistake, press ◄ to back up and re-enter the number of pages.

**8** Press **Set**. The screen prompts you to continue.

**9** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 10.

**10** Enter the fax number and then press **Start**.

---

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## Always Send Cover Page

Make sure Station ID is set up (See *Setting the Station ID* in Preparation and Simple Use Guide.). This feature does not work without the Station ID.

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

**1** Press **Menu**, **1**, **3**, **1**.

**2** Press ◄ or ► to select on or off.

**3** Press **Set** when the screen displays **COVERPAGE:ON**.
(If you select **ON**, a coverpage is always sent when you send a fax.)

**4** If you selected **ON**, the screen displays the cover page comment options.
Press ◄ or ► to view comment selections.

**5** Press **Set** when the screen displays your selection. The screen prompts you to continue.

**6** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu—**OR**—Press **2** to exit if you are finished choosing settings.

## Using a Printed Cover Page

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

**1** Press **Menu**, **1**, **3**, **1**.

**2** Press ◄ or ► to select **PRINT SAMPLE**, and press **Set** when the screen displays your selection.

**3** Press **Start**. Your MFC prints a copy of your cover page.

```
=== COVER PAGE ===

TO:          _____

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

COMMENT:
```

## Composing Your Own Comments

**1** Press **Menu**, **1**, **3**, **2**. The screen displays: **COVERPAGE NOTE**.

**2** Use ◄ or ► to choose position 5 or 6 for your customized comment, and press **Set**.

**3** Use the dial pad to enter your customized comment. (See *Entering Text* in Chapter 22.)

**4** Press **Set**. The screen prompts you to continue

**5** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu—**OR**—Press **2** to exit.

ADVANCED USE

## Overseas Mode

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

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

**1** Insert the document face up in the feeder, or face down on the glass platen.

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

**3** Press ◄ or ► to select **ON** (or **OFF**), and press **Set** when the screen displays your selection.

**4** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu—**OR**—Press **2** if you are finished choosing settings and go to Step 5.

**5** Enter the fax number you're calling, and press **Start**.

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

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

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Press **Menu**, **1**, **3**, **6**.

**3** Enter the time you want the fax to be sent, in 24-hour format (for example, enter 19:45 for 7:45 PM), and press **Set**.

**4** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu —**OR**— Press **2** if you are finished choosing settings and go to Step 5. The screen prompts you to enter the fax number.

```
ENTER FAX NO.
THEN PRESS START
```

**5** Enter the fax number, and press **Start**. The MFC will wait until the time you have entered to send the fax.

### Delayed Batch Transmission

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

**1** Press **Menu**, **1**, **3**, **9**.

**2** Press ◄ or ► to select **ON** (or **OFF**) and press **Set**.

**3** Press **Stop** to exit.

```
BATCH TX:ON
SELECT ← → & SET
```
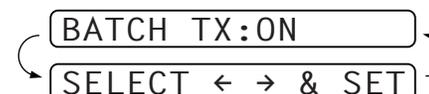
# Broadcasting (Not Available for Colour Fax)

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **Set** key, you can include up to 8 One Touch locations, up to 100 Speed Dial locations, and up to 50 manually dialled numbers 158 locations if you did not use up any locations for Groups, access codes or credit card numbers).  Real Time  Transmission needs to be set to **OFF**.

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

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

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

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Enter a number using One Touch, Speed Dial, Group number, Search or the dial pad. (See *Setting Groups for Broadcasting* in this Chapter.)
Example: Group number

**3** Press **Set**. You will be prompted to press the next number.

**4** Enter the next number.
Example: Speed Dial

**5** Press **Set**.

**6** Enter the next fax number.
Example: Manual dialling, using the dial pad.

**7** Press **Start**.

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

- To stop the broadcasting in progress, press **Stop**. The display asks if you want to cancel all locations or just the location that is being sent to.
- Enter the long dialling sequence numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call becomes limited.
- If the line is busy or a connection could not be made for some other reasons while broadcasting, the MFC will redial the number automatically.
- If the memory is full, press **Stop** to abort the job or press **Start** to send the portion that is in the memory (if more than one page has been scanned).

## Setting Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch Dial key (This is called Broadcasting.). **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. Each Group uses up a One Touch Dial key.  Finally, you can have up to 6 small Groups, or you can assign up to 107 numbers to one large Group. See *Storing One Touch Dial Numbers* in Chapter 1. Also see *Storing Speed Dial Numbers* in Chapter 1.

**1** Press **Menu**, **1**, **5**, **3**. The screen displays **SELECT ONE-TOUCH**.

**2** Select a One Touch Dial key where you wish to store the number. (For example, press One Touch Dial key **02** to use as a Group.)

**3** Use the dial pad to enter the Group Number (for example, press **1** for Group 1).

**4** Press **Set**. To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialling. For example, for One Touch Dial key **5**, press One Touch Dial key **5**. For Speed Dial location 09, press **Search/Speed Dial**, then press **0**, **9** on the dial pad. The LCD shows ∗05, #09.

> G01:∗05#09_

**5** Press **Set**. The screen prompts you to enter a name.

**6** Use the dial pad to enter a name for the group (for example, NEW CLIENTS) and press **Set**. (See *Entering Text* in Chapter 22.)

**7** Press **Stop** to exit.

> You can print a list of all One Touch and Speed Dial numbers. Group numbers will be marked in the column of "**GROUP**". (See *Printing Reports* in Chapter 4.)

## Cancelling a Scheduled Job in Memory

You can cancel tasks you've scheduled, such as Delayed Fax, Delayed Polling Receive or Polling Transmit.

If the MFC is idle,

**1** Press **Menu**, **1**, **4**.

Any waiting jobs appear on the display. If nothing is waiting, the screen displays **NO JOB WAITING**.

**2** If you have more than two jobs waiting, use ◄ or ► to select the job you want to cancel. Press **Set** when the screen displays your selection.—**OR**—If you have only one job waiting, go to step 3.

**3** Press **1** to cancel—**OR**—Press **2** to exit without cancelling.

To cancel another job, return to step 2.

**4** Press **Stop** to exit.

> ■ If the MFC is busy, press **Stop**, then follow Steps 2 through 4 to cancel a job.
> ■ You can check which jobs are remaining in memory by following Steps 1 and 2 above.

## Multiple Resolution Transmission (Not Available for Colour Fax)

Use this feature to select separate resolution settings for each page of the fax you're sending. This could be useful if you're sending a fax with photos and letters, or some pages with small print and others with normal print. Resolution settings return to **STANDARD** after the fax is sent.

**1** Insert documents in feeder, or on the glass platen then press **Menu**, **1**, **3**, **4**.

**2** Use ◄ or ► to select resolution for page 1, and press **Set**.

**3** Repeat Step 2 for subsequent pages. Press **Stop** when you're finished.

**4** Press **1** if you want to select additional settings. The display returns to the Setup Send menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 5. The screen prompts you to enter the fax number you want to call.

**5** Enter the fax number you're calling, and press **Start**.

**STANDARD**—For most typed documents.

**FINE**—Good for small print; transmits slower than standard resolution.

**S.FINE**—Good for small print or art work; transmits slower than fine resolution.

**PHOTO**—Use when document has varying shades of gray and for photographs; slowest transmission time.

## TX Lock

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

- Receiving faxes
- Scheduled Delayed Transmission*
- Polling*
- Fax Forwarding*
- Remote Retrieval

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

# Using TX Lock

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

## Setting Up the TX Lock for the First Time

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

The screen prompts you to enter the password, and then press **Set**.

```
NEW PASSWD:XXXX
ENTER & SET
```

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

**3** Press **Set**.

The screen prompts you re-enter the password.

```
VERIFY:XXXX
ENTER & SET
SET TX LOCK
SET PASSWORD
```

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

**5** The screen displays

**6** Press ◄ or ► to choose **SET TX LOCK**.

**7** Press **Set**. The screen prompts you to enter the password.

```
PASSWORD:XXXX
ENTER & SET
```

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

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

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

> If the password you enter at Step 8 is incorrect, the screen would display **WRONG PASSWORD**. After 2 seconds the display will then return to normal (displaying the date & time). You must then start from Step 1 to set TX Lock.

## Changing the TX Lock Password

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

```
SET TX LOCK
SET PASSWORD
```

**2** Press ◄ or ► to choose **SET PASSWORD**.

**3** Press **Set**.

The screen prompts you to enter the old password.

```
OLD PASSWD:XXXX
ENTER & SET
```

**4** Enter the current password.

**5** Press **Set**.

The screen prompts you to enter the new password.

```
NEW PASSWD:XXXX
ENTER & SET
```

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

**7** Press **Set**.
The screen prompts you to re-enter the new password.

```
VERIFY:XXXX
ENTER & SET
```

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

**9** Press **Stop** to exit.

## Switching TX Lock ON

**1** Press **Menu**, **1**, **0**, **2**.
The screen displays

```
SET TX LOCK
SET PASSWORD
```

**2** Press ◄ or ► to choose **SET TX LOCK**.

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

```
PASSWORD:XXXX
ENTER & SET
```
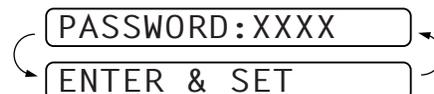
**4** Enter a 4-digit password, followed by **Set**.
This is the same as the security password of your machine already stored.

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

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

## Switching OFF TX Lock

**1** When TX Lock is switched **ON**, press **Menu**.
The screen prompts you to enter the password, followed by **Set**.

```
PASSWORD:XXXX
ENTER & SET
```

**2** Enter a 4-digit password and press **Set**.
The screen displays **ACCEPTED**, then after 2 seconds the display reverts to normal. TX Lock is now switched OFF.

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

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

# 6 Advanced Receiving

## *Operation from an External or Extension Telephone*

If you answer a fax call on an external or extension phone, you can make your MFC take over by using the Activation Code. When you press the Activation Code ✳ **5 1**, the MFC starts to receive a fax.

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

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

The Remote Activation Code also can be used by your callers. When you are using a external TAD, your outgoing message (OGM) should end with the statement "to send a fax, press ✳ **5 1**". (See *Outgoing Message (OGM) of External TAD* in Preparation and Simple Use Guide.)

## Changing Remote Codes

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

> If you are always disconnected when accessing your external TAD remotely, try changing the Activation Code from ✳ **5 1** to **# # #**.

### To change Remote Codes

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

**2** Press ◄ or ► to select **ON** (or **OFF**), and press **Set**.

**3** Enter a new Remote Activation Code, then press **Set**.

**4** Press **Stop** to exit.

# Telephone Service

## BT Call Sign (For U.K. Only)

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

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second phone number (on the same phone line) just for receiving faxes.

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

- ■ **To have your external TAD answer only the main number, the machine must be in Manual Mode.**
- ■ **In FAX mode, the machine will answer all numbers on the phone line.**

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

**1** Set the machine to **MANUAL** mode.

**2** Press **Menu**, **1**, **0**, **1**. The screen displays the current setting of this feature.

**3** Press ◄ or ► to select **ON** (or **OFF**).

**4** Press **Set**.

**5** Press **Stop** to exit.

# 7 Polling

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

All parties involved in polling need to set up their machines to accommodate polling. When someone polls your MFC to receive a fax, they pay for the call; if you poll someone's fax machine to receive a fax, you pay for the call. (See *Polling Transmit (Not Available for Colour Fax)* in this Chapter.)

## Polling Receive

### Secure Polling

Secure Polling is a way to keep your documents and others' from falling into the wrong hands while the MFC is set up for polling. You can use Secure Polling only with another Brother fax machine. Your four-digit ID number must be entered on the fax machine that polls for your documents.

**Some machines do not respond to the polling function.**

### Setup for Polling Receive

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

**1** Press **Menu**, **1**, **2**, **6**. The screen displays

**2** Press ◄ or ► to choose **STANDARD**, and press **Set**. The screen prompts you to enter the fax number you want to poll, and then to press **Start**.

```
POLLING:STANDARD
SELECT ← → & SET
```

**3** Enter the fax number you are polling, and press **Start**. The screen displays **DIALING #XX**.

```
ENTER FAX NO.
THEN PRESS START
```
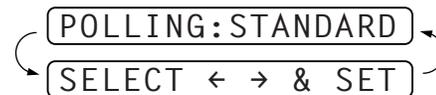
## Setup for Polling Receive with Secure Code

You need to make sure you are using the same ID number as the other party.

**1** Press **Menu**, **1**, **2**, **6**. The screen displays

```
POLLING:STANDARD
SELECT ← → & SET
```

**2** Press ◄ or ► to choose **SECURE**, and press **Set**.
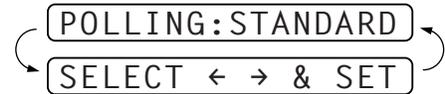
**3** Enter a four-digit number.

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

**4** Press **Set**.

The screen prompts you to enter the fax number you want to poll, and then to press **Start**.

```
ENTER FAX NO.
THEN PRESS START
```

**5** Enter the fax number you are polling.

**6** Press **Start**.

## Setup Delayed Polling Receive

You can set your MFC to begin Polling Receive at a later time.

**1** Press **Menu**, **1**, **2**, **6**. The screen displays

```
POLLING:STANDARD
SELECT ← → & SET
```

**2** Press ◄ or ► to choose **TIMER**, and press **Set**.

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

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

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

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

```
ENTER FAX NO.
THEN PRESS START
```

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

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

You can set up only one Delayed Polling.

## Sequential Polling

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

**1** Press **Menu**, **1**, **2**, **6**. The screen displays

`POLLING:STANDARD`

**2** Press ◄ or ► to choose **STANDARD**, **SECURE** or **TIMER**, and press **Set** when the screen displays the setting you want.

**3** If you selected **STANDARD**, the screen prompts you to enter the fax number you want to poll, and then to press **Start**.
   • If you selected **SECURE**, enter a four-digit number and press **Set**.
   • If you selected **TIMER**, enter the time (in 24-hour format) you want to begin polling and press **Set**.

**4** Specify the destination fax machines, which you wish to poll by using One Touch, Speed Dial, a Group, Tel-Index or the dial pad. You must press **Set** between each location.

**5** Press **Start**.
   Your MFC polls each number or group number in turn for a document.

# Polling Transmit (Not Available for Colour Fax)

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

**1** Place document in feeder, or on the glass platen.

**2** Press **Menu**, **1**, **3**, **7**. The screen displays

`POLLING:STANDARD`
`SELECT ← → & SET`

**3** Press ◄ or ► to choose **STANDARD**, and press **Set**.

**4** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu —**OR**— Press **2** if you choosing setting and go to Step 5.

**5** Press **Start**.

## Setup for Polling Transmit with Secure Code

When you set **POLLING:SECURE** to on, anyone who polls your MFC must enter the polling ID number.

**1** Place document face up in feeder, or face down on the glass platen.

**2** Press **Menu**, **1**, **3**, **7**. The screen displays

**3** Press ◄ or ► to choose **SECURE**.

```
POLLING:STANDARD
SELECT ← → & SET
```

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

**5** Press **1** if you want to select additional settings. The display returns to the **SETUP SEND** menu —**OR**— Press **2** if you are finished choosing settings and go to Step 6.

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

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

<div style="writing-mode: vertical-rl">ADVANCED USE</div>

## Cancelling a Job While Scanning the Document

You can cancel a job while you are scanning it into memory by pressing **Stop**. Eject the document by pressing **Stop** again.

## Checking Job Status

You can check which jobs are in memory waiting to be sent. Press **Menu**, **1**, **4** to check it. While the MFC is sending or receiving a fax, press **Stop**. The screen display job numbers. Press ◄ or ► to see them.

## *Fax Forwarding*

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

### Setting Fax Storage

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

**1** Press **Menu**, **1**, **7**, **2**. The screen prompts you to choose a fax setting.

**2** Press ◄ or ► to select **ON** (or **OFF**), and press **Set** when the screen displays your selection.

**3** Press **Stop** to exit.

If there are faxes in memory when you turn the Fax Storage **OFF**, the screen prompts you to erase any faxes in memory.
If you press **1**, all fax data is erased and Fax Storage is turned **OFF**. If the fax data in memory has not been printed before, it will be printed first, and then erased. If you press **2**, data is not erased, and Fax Storage remains **ON**.

### Programming a Fax Forwarding Number

When Fax Forwarding is set to **ON**, your fax machine stores the received fax in memory, then dials the fax machine phone number you've programmed, and forwards the fax message. (See *Changing the Fax Forwarding Number* in this Chapter.)

**1** Press **Menu**, **1**, **7**, **1**.

**2** Press ◄ or ► to select **ON** (or **OFF**), and press **Set**.
The screen prompts you to enter the number of the fax machine where faxes will be forwarded.

**3** Enter the forwarding number (up to 20 digits), and press **Set**.

**4** Press **Stop** to exit.

# *Remote Retrieval*

You can also dial into your machine from a remote location to switch this feature on, or to change the number you want your faxes forwarding to.

## Changing the Remote Access Code

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

**1** Press **Menu**, **1**, **7**, **3**.

**2** Enter a three-digit number from 000 to 998, and press **Set**.

The ✳ cannot be changed. Do not use the same digits that appear in your Remote Activation or Deactivation Code.

**3** Press **Stop** to exit.

## Using Your Remote Access Code

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

**1** Dial your fax number from a touch tone phone.

**2** When your fax machine answers and beeps, immediately enter your Remote Access Code (The factory setting is 1 5 9 ✳).

**3** The fax machine signals the kinds of messages received:

**1 long beep — Fax message(s)**
**No long beep — No messages**

**4** The fax machine prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the machine hangs up. If you enter an invalid command, the machine beeps three times.

**5** Press **9 0** to reset the machine when you finish.

**6** Hang up.

# Remote Commands

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

## Change Fax Forwarding Setting

Press **9 5**

*then to*

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

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

**Program Fax Forward Number**—Press **4**. Automatically turn on Fax Forwarding **ON**.

**Turn Fax Storage ON**—Press **6**.

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

## Retrieve a Fax

Press **9 6**

*then to*

**Print a Memory Status List**—Press **1**, then enter the number of remote fax machine and then press **# #**, After the beep, hang up and wait.

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

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

## Check the Receiving Status

Press **9 7**

*then for*

**Fax messages**—Press **1**.

　　**1 long beep** — Received messages.
　　**3 short beeps** — No messages.

## Change Receive Mode

Press **9 8**

*then for*

**EXT. TEL/TAD**—Press **1**.

**Fax**—Press **2**.

## Exit Remote Operation

Press **9 0**

## Retrieving the Memory Status List

You can retrieve the Memory Status List from a remote fax machine to see if you have any fax messages.

**1** Dial your fax machine's number.

**2** When you hear the beep, immediately enter your Remote Access Code (the factory setting is 1 5 9 ✳).

**3** When you hear two short beeps, use the dial pad to press **9 6 1**.

**4** Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want the Memory Status List forwarded, and then press **# #**.

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

**5** After you hear your fax machine beep, hang up and wait.
Your fax machine calls the remote fax machine. Your fax machine then sends the Memory Status List to the fax machine that you are calling from.

## Retrieving Fax Messages

**1** Dial your fax machine's number.

**2** When you hear the beep, immediately enter your Remote Access Code (the factory setting is 1 5 9 ✳).

**3** As soon as you hear two short beeps, use the dial pad to press **9 6 2**.

**4** Using the dial pad, enter the number (up to 20 digits) of the remote fax machine where you want your fax messages forwarded, and then press **# #**.

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

**5** After you hear your fax machine beep, hang up and wait.
Your fax machine calls the remote fax machine. The fax machine that you are calling from prints your fax messages.

# Changing the Fax Forwarding Number

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

**1** Dial your fax machine's number.

**2** When you hear the beep, immediately enter your Remote Access Code
(the factory setting is **1 5 9** ✳ ).

**3** When you hear two short beeps, use the dial pad to press **9 5 4**.

**4** Enter the new number of the remote fax machine where you want your fax messages forwarded,
and then press **# #**.

> You cannot use ✳ and **#** as dial numbers. However, if you want to store a pause,
> press **#**. Also, if your fax machine is connected to a PABX, you can press **#** first
> before the fax machine's number. The **#** works as well as **R** key.

**5** To retrieve the Memory Status List, when you hear two short beeps, use the dial pad to press **9 6 1**.

**6** Use the dial pad to enter the number of the remote fax machine (up to 20 digits), and then press
**# #**.

**7** After you hear your fax machine beep, hang up and wait.
Your fax machine calls the remote fax machine. Your fax machine then sends the Memory
Status List showing the new forwarding number to the fax machine that you are calling from.

**8** Check the forwarding number.
If the forwarding number is incorrect, return to Step 1 to reset it.

## Basic Copy Operations

Your Multi-Function Centre allows you to make high-quality photocopies and transparencies. Copies can be in black and white, one colour, or full colour. Always make sure you have paper in the cassette before making copies.

**Copy Keys** ········

Options   Mono Copy   Colour Copy   *Colour Copy*

Enlarge/ Reduce
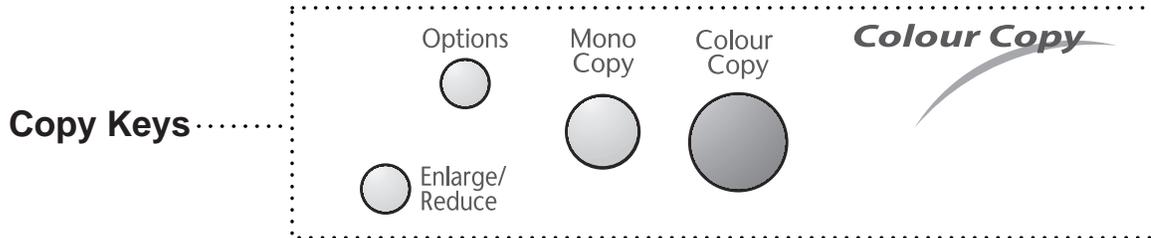
**Do not pull on the paper while copying is in progress.**

### Making a Single Copy

**1** Insert the document face up in the feeder, or face down on the glass platen.

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

**3** Press **Mono Copy** or **Colour Copy** again. (Make sure it's the same key that you pressed in Step 2.)

    NOTE:  To stop the copy process and release the original, press **Stop**.

COPYING        P.01

### Multiple Copies (Using the ADF)

You can make multiple copies using the ADF. Unless you select **SORT**, multiple copies will be STACKED (all copies of page 1, then all copies of pages etc.). Use **Options** key to select SORT (collated).

**1** Insert the document face up in the feeder, or face down on the glass platen.

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

> To sort the copies, use **Options** key. (See *Using the Options Key* in this Chapter.)

**3** Using the dial pad, enter the number of copies you want (up to 99). For example, press **3**, **8** for 38 copies.

**4** Press **Mono Copy** or **Colour Copy** again.

    NOTE: You must press the same button you pressed in Step 2.

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# Multiple Copies (Using the Scanner Glass)

Use the **Options** key to choose additional settings; paper type, brightness, copy quality, sort and special copy options. For details about using the Options keys in step 3, please see *Using the Options Key* in this Chapter.

**1** Lift the Document Cover.

**White Film**

**Document Cover**
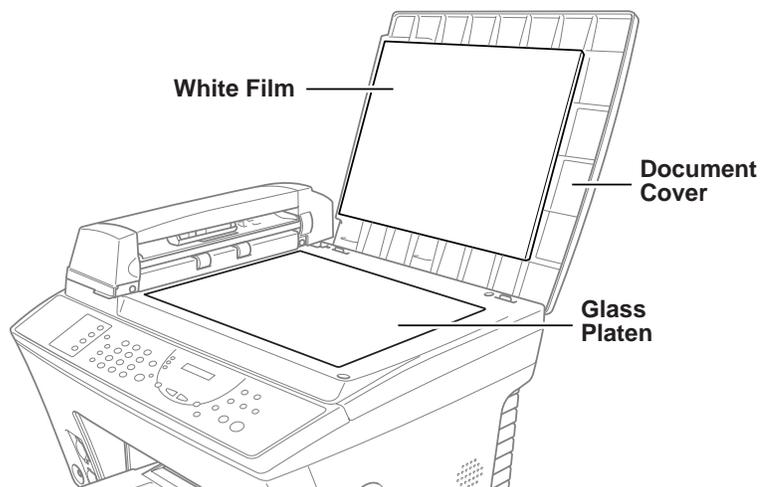
**Glass Platen**

**2** Using the document guidelines on the left, centre the document face down on the glass platen.

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

> To sort the copies, use the **Options** key. (See *Using the Options Key* in this Chapter.)

**4** Using the dial pad, enter the number of copies you want (up to 99) and press **Set**. *For example*, press **3**, **8** for 38 copies. The MFC starts scanning the original.

> If you get a **MEMORY FULL** message, you may be able to make multiple copies if you first print incoming faxes in memory and restore the memory to 100%.

**5** Place the next page to be copied on the scanner glass and press **Set**.

```
SET:NEXT SCAN
COPY:TO END
```

**6** Press **Mono Copy** or **Colour Copy** again.
(You must press the same key that you pressed in Step 3.)

---

## Memory Full Message

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

$$\boxed{\texttt{MEMORY FULL P.02}}$$

followed by

$$\boxed{\texttt{COPY TO COPY}}$$
$$\boxed{\texttt{STOP TO ABORT}}$$

If you were scanning the first page of your document, press **Stop** to cancel the job and restart to make a single copy. If you were scanning a subsequent page, press **Mono Copy** or **Colour Copy** to print the pages already scanned —**OR**— Press **Stop** to cancel.

You'll need to clear some fax or voice messages to make some additional memory available before you can continue.

> To gain extra memory, you can turn off Fax Storage in Chapter 8 —**OR**— Print fax messages in memory in Chapter 3.

# *Temporary Copy Setting*

You can quickly improve the copy quality by using the **Enlarge/Reduce** and **Options** keys. These settings are temporary, and the MFC returns to its default settings when you finish copying. You might want to try different combinations of settings to see which best suits your needs.

> After you press **Mono Copy** or **Colour Copy**, you can use **Enlarge/Reduce** and **Options** to try different combinations of settings for best results.

## Making Enlarged or Reduced Copies (Temporary Setting)

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Press **Enlarge/Reduce**. The screen displays

$$\boxed{\texttt{ELG/RDC:100\%}}$$
$$\boxed{\texttt{THEN COPY OR SET}}$$

**3** Press ◄ or ► to choose an enlargement or reduction ratio.

You can reduce to **93%**, **87%**, **75%**, **50%** or **25%** of the original size
—**OR**—
You can enlarge to **120%**, **125%**, **150%**, **200%** or **400%**
—**OR**—
You can select **MANUAL** and press **Set**, then use the dial pad to enter an enlargement or reduction ratio between **25%** and **400%**. For example, press **5**, **3** to enter **53%**.

**4** Press **Set**.

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

**6** Using the dial pad, enter the number of copies —**OR**— Keep the default (01).

**7** Press **Set**.

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*Making Copies* **55**

# Using the Options Key

The **Options** key changes the settings for paper type, brightness, quality and special copy options **for the next fax only**. These options will be displayed in the order of the chart below.

Press **Options**.

```
COPY:PAPER TYPE ─── PAPER:PLAIN
                 ├── PAPER:INK JET ─── INK JET:BROTHER
                 ├── PAPER:GLOSSY  ─── INK JET:OTHER
                 ├── PAPER:PHOTO
                 └── PAPER:TRNSPRNCY

COPY:BRIGHTNESS ─── −□□□□□■□□□□□+
COPY:QUALITY ─── QUALITY:DRAFT
             ├── QUALITY:NORMAL
             ├── QUALITY:HIGH
             └── QUALITY:PHOTO

COPY:OPTIONS ─── OPTIONS:STACK
             ├── OPTIONS:SORT
             ├── OPTIONS:2 IN 1
             ├── OPTIONS:4 IN 1
             └── OPTIONS:POSTER
```

: is default

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Press **Options**.

**3** Press ◄ or ► to select **COPY:PAPER TYPE**, **COPY:BRIGHTNESS**, **COPY:QUALITY** or **COPY:OPTIONS**, and press **Set**.

*If you selected the* **COPY:PAPER TYPE**:

If you use premium paper, the copy quality will be improved. For best results, we recommend using Brother special paper.

**4** Press ◄ or ► to select the type of paper you are using (**PLAIN**, **INK JET**, **GLOSSY**, **PHOTO** or **TRNSPRNCY**), and press **Set**.

Brother coated paper is ink jet paper.

If you are using non-Brother ink jet paper or Brother coated paper, select **INK JET**.

*56* Chapter 9

*If you selected* **INK JET**:

**5** Press ◄ or ► to select **BROTHER** (BP72CA) or **OTHER** (non-Brother ink jet) paper type, and press **Set**.

*To select* **COPY:BRIGHTNESS**:

**6** Repeat Step 3.

**7** Press ◄ to make a lighter copy —**OR**— press ► to make a darker copy, and press **Set**.

*To select* **COPY:QUALITY**:

**8** Repeat Step 3.

**9** Press ◄ or ► to select **DRAFT**, **NORMAL**, **HIGH** or **PHOTO**, and press **Set**.
NOTE:  See *Choosing the Quality.*, next page.

*To select special* **COPY:OPTIONS**:

**10** Repeat Step 3.

**11** Press ◄ or ► to select **STACK**, **SORT**, **2 IN 1**, **4 IN 1**, or **POSTER**, and press **Set**.

**2 in 1**



Page 1

Page 2

Page 1     Page 2

**4 in 1**



Page 1

Page 2

Page 3

Page 4

Page 1     Page 2

Page 3     Page 4
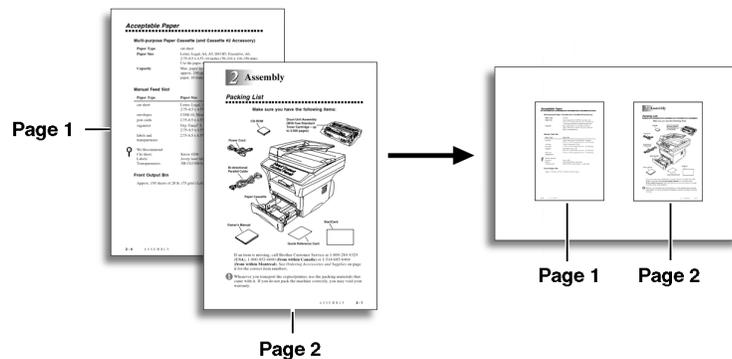
COPIER

## Poster

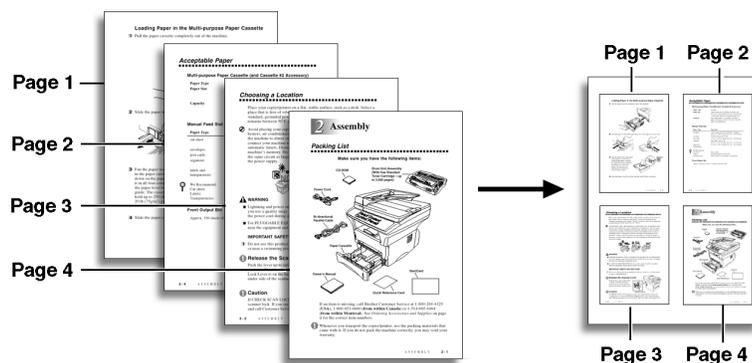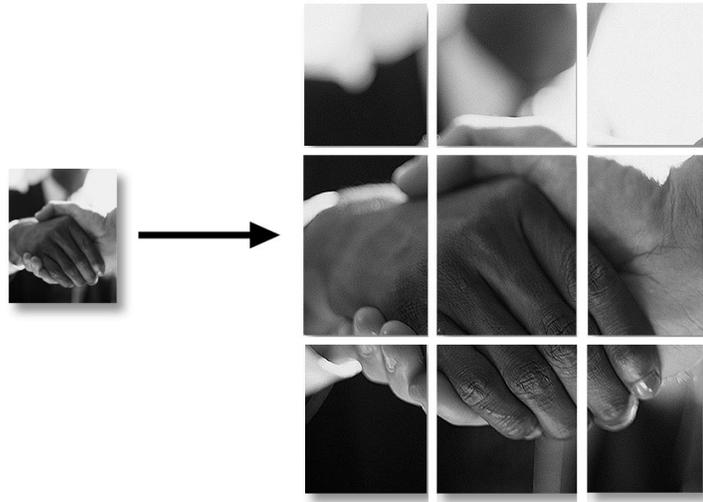You can create a poster size copy of a photograph.



  Poster size copy can be made only by using scanner glass.

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

**13** Using the dial pad, enter the number of copies you want (up to 99). For example, press **3**, **8** for 38 copies.

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

## Choosing the Quality

The copy quality can be NORMAL, HIGH, PHOTO, or DRAFT.

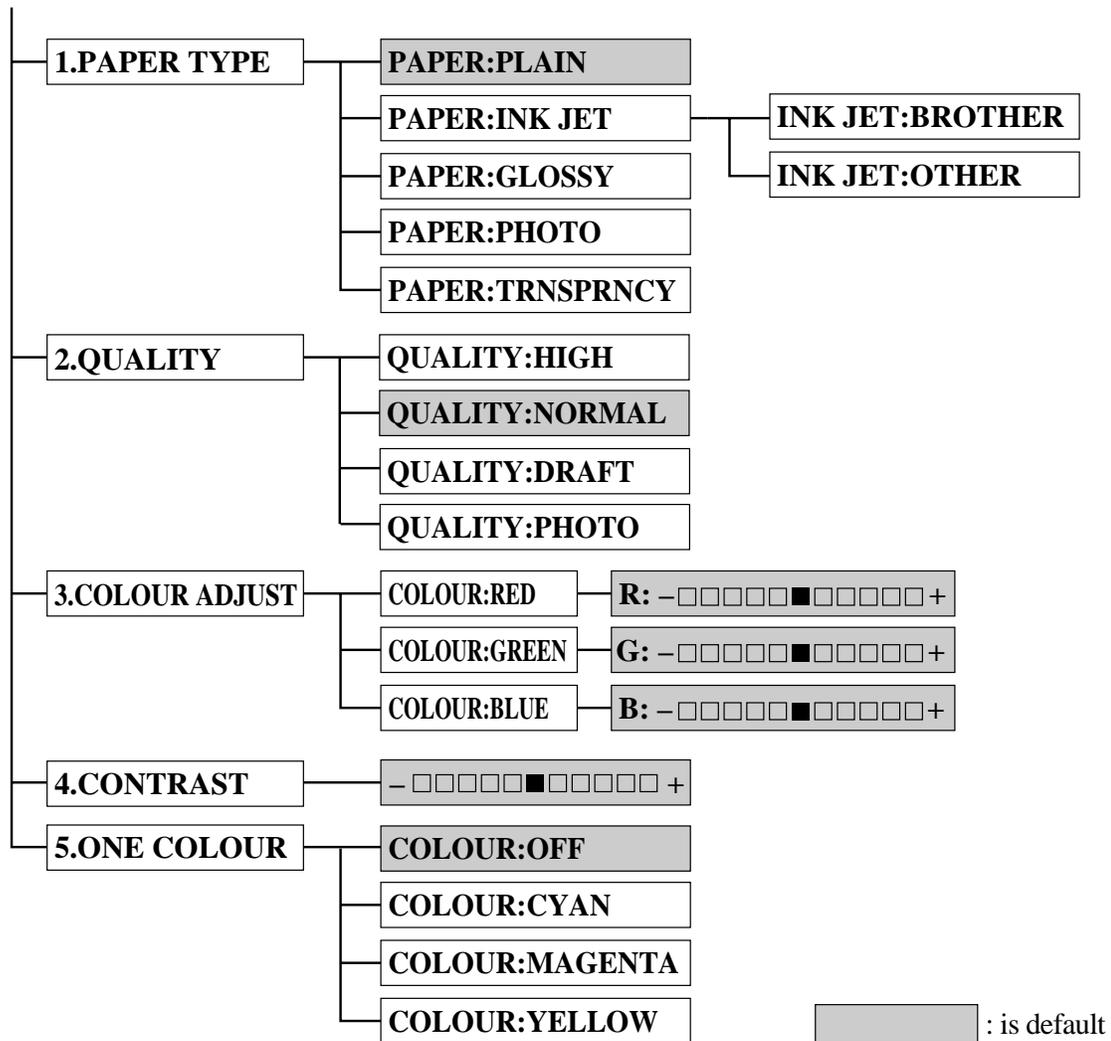| | |
|---|---|
| **DRAFT:** | Fast copy speed and lowest ink consumption. Use DRAFT to save time (documents to be proof-read, large documents, or many copies). |
| **NORMAL:** | Recommended mode for ordinary printouts. Good copy quality with adequate copy speed. |
| **HIGH:** | Better copy quality than normal and faster copy speed than PHOTO. |
| **PHOTO:** | Use this mode to copy precise images such as photographs. PHOTO uses the highest resolution and slowest speed. |

# Copy Quality – Default Settings

## Changing Default Settings

Press **Menu**, **3** to change default settings for Copy mode. These settings will remain until you change them again by pressing **Menu**. Adjust the colours using the Colour Adjustment, and Contrast settings.

By pressing a number, you can adjust copy settings as shown in the following chart. Press ◄ or ► to move through the selections for each setting. Press **Set** to save your selection. Press **Stop** to exit —**OR**— Press ► to select the next setting you want to change.

Press **Menu** and **3**.

| | | |
|---|---|---|
| **1.PAPER TYPE** | PAPER:PLAIN | |
| | PAPER:INK JET | INK JET:BROTHER |
| | PAPER:GLOSSY | INK JET:OTHER |
| | PAPER:PHOTO | |
| | PAPER:TRNSPRNCY | |
| **2.QUALITY** | QUALITY:HIGH | |
| | QUALITY:NORMAL | |
| | QUALITY:DRAFT | |
| | QUALITY:PHOTO | |
| **3.COLOUR ADJUST** | COLOUR:RED | R: –□□□□□■□□□□□ + |
| | COLOUR:GREEN | G: –□□□□□■□□□□□ + |
| | COLOUR:BLUE | B: –□□□□□■□□□□□ + |
| **4.CONTRAST** | – □□□□□■□□□□□ + | |
| **5.ONE COLOUR** | COLOUR:OFF | |
| | COLOUR:CYAN | |
| | COLOUR:MAGENTA | |
| | COLOUR:YELLOW | |

☐ : is default

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## Select Paper Type

**1** Press **Menu**, **3**, **1**. The screen displays

```
1.PAPER TYPE
```

**2** Press **Set**.

**3** Press ◄ or ► to select your paper setting.

**4** Press **Set** when the screen displays your selection.

If you use Brother coated paper, select **INK JET**, then select **BROTHER** (BP72CA). If you use non-Brother ink jet paper, select **INK JET**, then select **OTHER**. If you did not select **INK JET**, skip to Step 6. (For information on ordering Brother paper, see the page before the Table of Contents.)

**5** Press ◄ or ► to select **BROTHER** or **OTHER**, and press **Set**.

**6** Press **Stop** to exit.

> The MFC ejects paper with printed surfaces face up into the paper tray at the front of the MFC. When you use transparencies, remove each sheet immediately, to prevent a paper jam or curled sheets.

## Select Copy Quality

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

**2** Press ◄ or ► to select copy quality and press **Set** when the screen displays your selection.

**3** Press **Stop** to exit.

## Colour Adjustment

**1** Press **Menu**, **3**, **3**.

**2** Press ◄ or ► to select **RED**, **GREEN**, or **BLUE**, and press **Set**.

Light      Dark

```
R: −□□□□□■□□□□□+
```

```
G: −□□□□□■□□□□□+
```

```
B: −□□□□□■□□□□□+
```

**3** Press ◄ or ► to adjust the degree of colour, and press **Set**.

**4** Return to Step 2 to select the next colour—**OR**—Press **Stop** to exit.

## Copy Contrast

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

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

**2** Press ◄ to decrease contrast —**OR**— Press ► to increase contrast.
Press **Set** when the screen displays your setting.

**3** Press **Stop** to exit.

## Selecting a Single Colour (One Colour)

For black and white originals, you can select a single colour, instead of black, as the default to be used when you press **Mono Copy**. **OFF** is the setting for Black.

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

**2** Press ◄ or ► to select a copy colour: The options are **OFF**, **CYAN**, **MAGENTA** and **YELLOW**.

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

**4** Press **Stop** to exit.

# *Legal Limitations*

Colour reproductions of certain documents are illegal and may result in either criminal or civil liability. This Notice is intended to be a guide rather than a complete listing of every possible prohibition. In case of doubt we suggest that you consult with the legal authorities in your individual country as to the legality of any particular questionable documents.

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

Paper money.

Bonds or other certificates of indebtedness.

Certificates of Deposit.

Armed Forces Service or Draft papers.

Passports.

Postage stamps (cancelled or uncancelled).

Immigration papers.

Welfare documents.

Cheques or Drafts drawn by Governmental Agencies.

Identification Documents, badges or insignias.

Licences and Certificates of Title to motor vehicles.

Copyrighted works cannot be copied: however, sections of a copyrighted work can be copied for "personal use". Multiple copies would indicate improper use.

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

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# 10 Walk-Up Video Printing

Walk-Up Video Printing lets you use your MFC, connected to your camcorder, digital camera, video game, or VCR, to view a video on the attached equipment. The input is compatible with PAL video signal only.

## Getting Started

With no documents in the feeder, plug the cable from your video camera's Video Out jack into the MFC's RCA pin jack. Play the video.
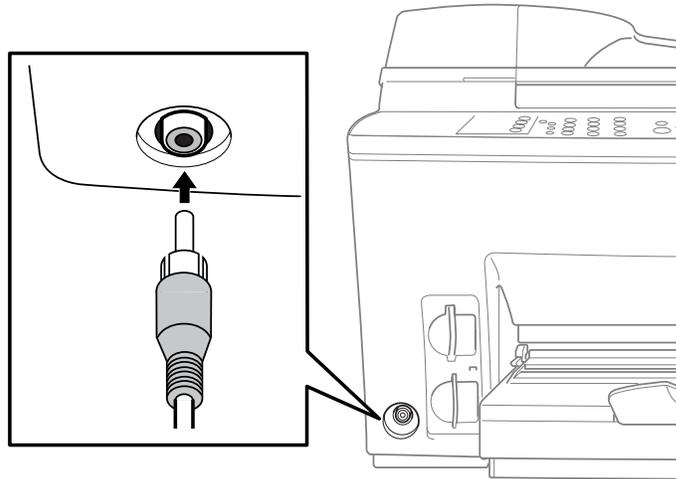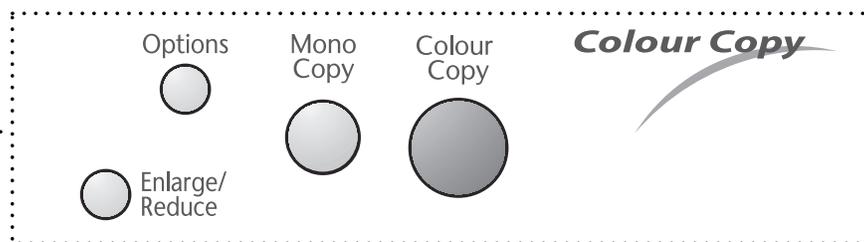
Some camcorders, digital cameras, video games or VCRs do not **correctly** conform with PAL standards. If they are not 100% PAL compatible then printing problems may be experienced.

### Auto Switch

Whenever you connect video equipment to the MFC and turn the video signal on, the MFC **Copy** keys automatically switch to video printing mode

**Video Keys** ...... Options    Mono Copy    Colour Copy    *Colour Copy*

Enlarge/Reduce

and the screen displays

```
VIDEO:PRESS COPY
CAPTURE READY
```

As soon as you turn off the video equipment or disconnect it, the Colour Copy keys return to normal copy mode. You cannot access video printing mode if you have too much in memory. Print out stored documents to free some memory to enable the video printing to work.

# Colour Video Printing

**1** With no documents in the feeder, plug the cable from your video camera's Video Out jack into the MFC's RCA pin jack.

**2** Play the video. When the MFC begins receiving the video signals, the MFC screen displays

```
VIDEO:PRESS COPY
CAPTURE READY
```

**3** Press **Colour Copy** when you see the picture you want to capture and print. The MFC begins printing, and beeps when printing is complete.

> If the MFC is not receiving video signals, **Colour Copy** will not work. However, if there is a document in the feeder, the MFC will print a colour copy of the document.

# Black & White Video Printing

For Black and white video printing, follow the steps for Colour Video Printing, using **Mono Copy** instead of **Colour Copy**.
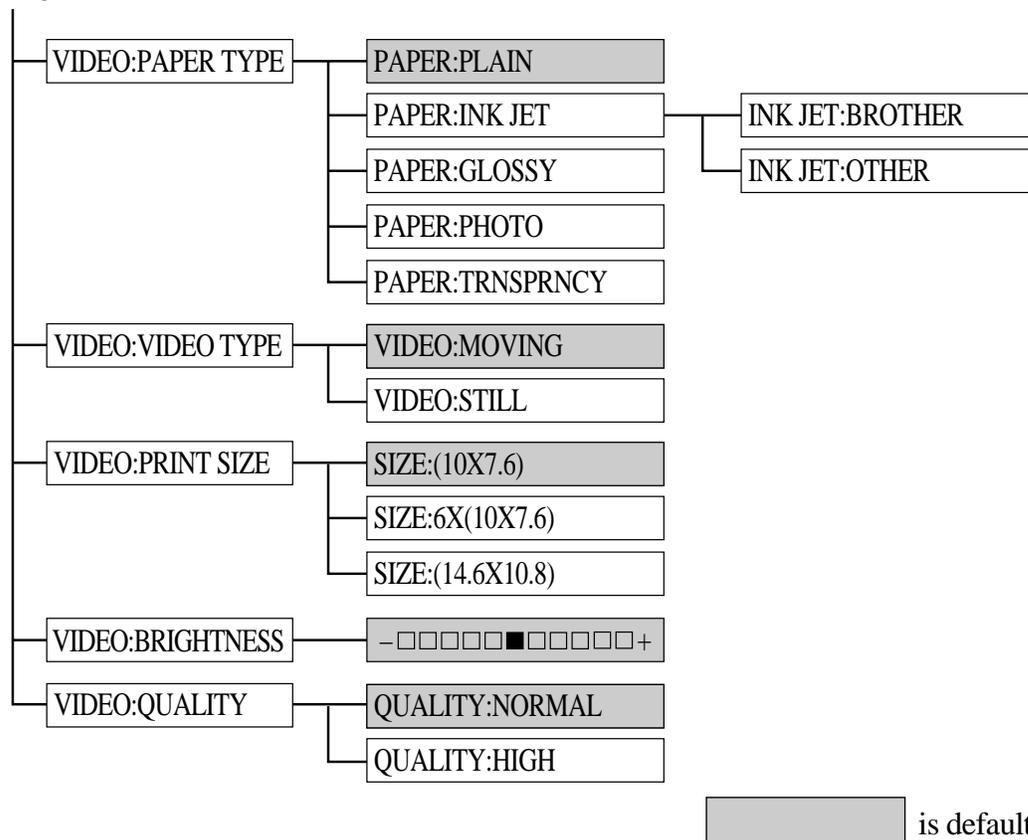
# *Temporary Video Print Setting*

You can quickly improve the copy quality of video printouts by using the **Options** key. These settings are temporary, and the MFC returns to its default settings when you finish printing. You might want to try different combinations of settings to see which best suits your needs.

## Using the Options Key

The **Options** key changes the settings for paper type, video type, print size, quality and brightness *for the next video printing only*. These options will be displayed in the order of the chart below.

Press **Options**.

```
VIDEO:PAPER TYPE ─┬─ PAPER:PLAIN
                  ├─ PAPER:INK JET ──┬─ INK JET:BROTHER
                  ├─ PAPER:GLOSSY    └─ INK JET:OTHER
                  ├─ PAPER:PHOTO
                  └─ PAPER:TRNSPRNCY

VIDEO:VIDEO TYPE ─┬─ VIDEO:MOVING
                  └─ VIDEO:STILL

VIDEO:PRINT SIZE ─┬─ SIZE:(10X7.6)
                  ├─ SIZE:6X(10X7.6)
                  └─ SIZE:(14.6X10.8)

VIDEO:BRIGHTNESS ─── –□□□□■□□□□+

VIDEO:QUALITY ─┬─ QUALITY:NORMAL
               └─ QUALITY:HIGH
```

▨ is default.

**1** Make sure the ADF is empty. Plug the cable from your video camera's Out jack into the MFC's RCA pin jack.

**2** Press **Options**.

**3** Press ◄ or ► to select **VIDEO:PAPER TYPE**, **VIDEO:VIDEO TYPE**, **VIDEO:PRINT SIZE**, **VIDEO:BRIGHTNESS** and **VIDEO:QUALITY** and press **Set**.

*If you selected the* **VIDEO:PAPER TYPE**:

If you use premium paper, the copy quality will be improved. For best results, we recommend using Brother special paper.

**4** Press ◄ or ► to select the type of paper you are using (**PLAIN**, **INK JET**, **GLOSSY**, **PHOTO** or **TRNSPRNCY**), and press **Set**.

Brother coated paper is ink jet paper.

If you are using non-Brother ink jet paper or Brother coated paper, select **INK JET**.

*If you selected* **INK JET**:

**5** Press ◄ or ► to select **BROTHER** (BP72CA) or **OTHER** (non-Brother ink jet) paper type, and press **Set**.

*To select* **VIDEO:VIDEO TYPE**:

**6** Repeat Step 3.

**7** Press ◄ or ► to select **MOVING** or **STILL**, and press **Set**.

*To select* **VIDEO:PRINT SIZE**:

**8** Repeat Step 3.

**9** Press ◄ or ► to select (**14.6x10.8**), (**10x7.6**) or **6x(10x7.6)**, and press **Set**.

*To select* **VIDEO:BRIGHTNESS**:

**10** Repeat Step 3.

**11** Press ◄ to make a lighter copy—**OR**—press ► to make a darker copy, and press **Set**.

*To select* **VIDEO:QUALITY**:

**12** Repeat Step 3.

**13** Press ◄ or ► to select **NORMAL** or **HIGH** and press **Set**.
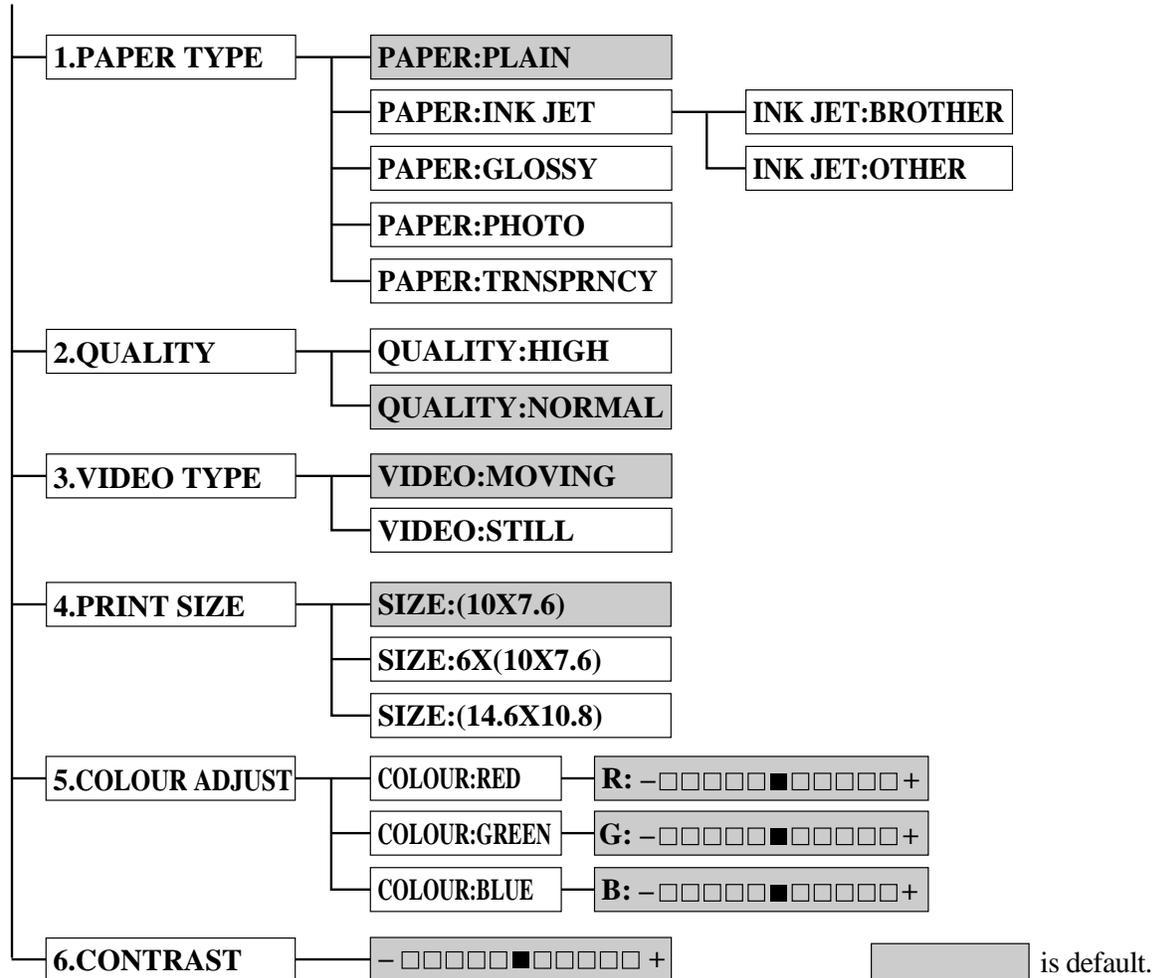
NOTE: See *Choosing the Quality* in Chapter 9.

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

**15** Using the dial pad, enter the number of copies you want (up to 99).
For example, press **3**, **8** for 38 copies.

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

**VIDEO PRINTING**

# Changing Default Settings

Press **Menu** and **4** to change default settings for video printing.

By pressing **Menu**, **4** and a number, you can adjust video printing settings as shown in the following chart. Press ◄ or ► to move through the selection for each setting. Press **Set** to save your selection.

Press **Menu** and **4**:

| | | |
|---|---|---|
| **1.PAPER TYPE** | **PAPER:PLAIN** | |
| | **PAPER:INK JET** | **INK JET:BROTHER** |
| | **PAPER:GLOSSY** | **INK JET:OTHER** |
| | **PAPER:PHOTO** | |
| | **PAPER:TRNSPRNCY** | |
| **2.QUALITY** | **QUALITY:HIGH** | |
| | **QUALITY:NORMAL** | |
| **3.VIDEO TYPE** | **VIDEO:MOVING** | |
| | **VIDEO:STILL** | |
| **4.PRINT SIZE** | **SIZE:(10X7.6)** | |
| | **SIZE:6X(10X7.6)** | |
| | **SIZE:(14.6X10.8)** | |
| **5.COLOUR ADJUST** | **COLOUR:RED** | **R:** −□□□□□■□□□□□ + |
| | **COLOUR:GREEN** | **G:** −□□□□□■□□□□□ + |
| | **COLOUR:BLUE** | **B:** −□□□□□■□□□□□ + |
| **6.CONTRAST** | −□□□□□■□□□□□ + | |

is default.

## Setting Paper Type

**1** ► Press **Menu**, **4**, **1**.

**2** ► The screen displays
**PAPER:PLAIN**
**PAPER:INK JET**
**PAPER:GLOSSY**
**PAPER:PHOTO**
**PAPER:TRNSPRNCY**

**3** ► Press ◄ or ► to select a paper type, and press **Set** when the screen displays your selection.
If you are using Brother coated paper, select **INK JET**, then select **BROTHER**.
If you are using non-Brother ink jet paper, select **OTHER**.

**4** ► Press **Stop** to exit.

## Setting Video Printing Quality

**1** Press **Menu**, **4**, **2**. The screen displays **2. QUALITY**.

**2** Press ◄ or ► to select a quality.
**QUALITY:NORMAL**
**QUALITY:HIGH**

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

**4** Press **Stop** to exit.

## Setting Video Type

Before you turn on the video signal, you must set the MFC to receive either a moving or a still image. You can watch the video play on the video camera and press **Mono Copy** or **Colour Copy** when you see the frame you want to print.

**1** Press **Menu**, **4**, **3**. The screen displays **3.VIDEO TYPE**.

**2** Press ◄ or ► to select video type, and press **Set** when the screen displays your selection.
**VIDEO:STILL**
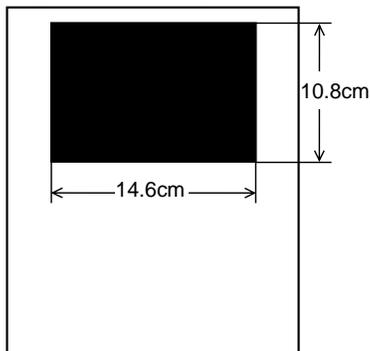**VIDEO:MOVING**

**3** Press **Stop** to exit.

> If you don't have enough memory to process the selected video image, the print quality may be poor even for a still frame.
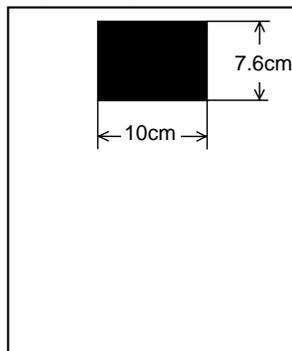
## Setting Print Size

**1** Press **Menu**, **4**, **4**.

**2** Press ◄ or ► to select print size:
**SIZE: (14.6 X 10.8)**
**SIZE: (10 X 7.6)**
**SIZE: 6 X (10 X 7.6)**

**3** Press **Set** when the screen displays your selection.
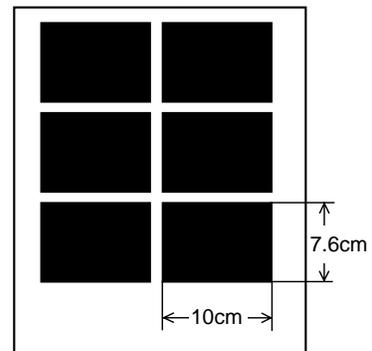
**4** Press **Stop** to exit.

Printed Position
① 14.6cm x 10.8cm (5.75" x 4.25")
② 10cm x 7.6cm (4" x 3")
③ 6 x 10cm x 7.6cm (6 x 4" x 3")

10.8cm
14.6cm
7.6cm
←10cm→
7.6cm
←10cm→

## Video Printing Colour Adjustment

**1** Press **Menu**, **4**, **5**.

**2** Press ◄ or ► to select **RED**, **GREEN**, or **BLUE**, and press **Set**.

Light              Dark

**R:** −□□□□□■□□□□□+

**G:** −□□□□□■□□□□□+

**B:** −□□□□□■□□□□□+

**3** Press ◄ or ► to adjust the degree of colour, and press **Set**.

**4** Return to Step 2 to select the next colour—**OR**—Press **Stop** to exit.

## Video Printing Contrast

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

**1** Press **Menu**, **4**, **6**.

**2** Press ◄ to decrease contrast—**OR**—
Press ► to increase contrast, and press **Set** when the screen displays your setting.

−□□□□□■□□□□□+

**3** Press **Stop** to exit.

# *11* Walk-Up PhotoCapture Centre™

## *General Description*

Your Brother MFC includes two media drives for use with popular digital camera media: Compact Flash™ and SmartMedia™. The PhotoCapture Centre™ feature of your MFC enables you to print digital photos from your digital camera at high resolution for photo quality printing. You can also print colour video frames from VCR, camcorder or digital camera using standard PAL video port connection.

This unique feature of your Brother MFC allows you to capture video frames to be stored on your PC, as well as to print, fax, save or integrate images into other files quickly and easily.

## *Getting Started*

**1** Insert the media card into the media drive (PhotoCapture Centre™).

Please note that there are two slots on your MFC, one is for a CompactFlash™ card, and the other is for a SmartMedia™ card.
Please note to use the media cards for 3.3 volts only.

The top slot is for a CompactFlash™ Card, the bottom is for a SmartMedia™ Card. Insert the card by positioning the top of the card pointing to the left. Firmly insert the card into the appropriate slot.

**For CompactFlash Card**      **For SmartMedia Card**
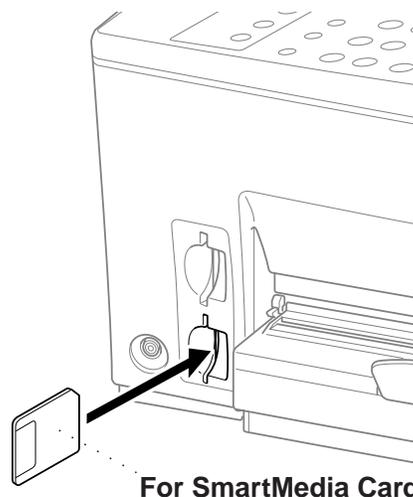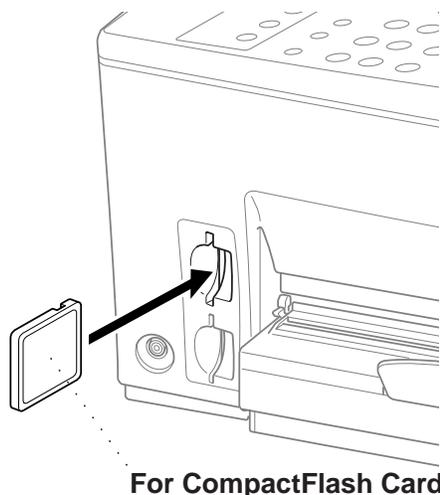
Media Card Indicator Lights:
- **LED** light is on when the media card is inserted properly.
- If **LED** is not on, the media card is not properly inserted.
- If **LED** is blinking, the media card is being read or written.

**Do NOT unplug the power cord or remove the SmartMedia™ or CompactFlash™ card from the PhotoCapture Centre™ while the MFC is reading the card (LED is flashing), you can loose your data or damage the card.**

> If both media cards are inserted at the same time, the PhotoCapture Centre™ (will only read the card that was installed first.

> To have access to the other card, you must first remove both cards, then insert only the media card.

User settings are kept until the media card is removed.

## DPOF Printing

DPOF stands for Digital Print Order Format. Major Digital Camera manufacturers (Canon Inc, Eastman Kodak Company, Fuji Photo Film Co., Ltd. and Matsushita Electric Industrial Co., Ltd.) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to select on the Digital Camera display the images and number of copies you wish to print. When the memory card (CompactFlash™ or SmartMedia™) with DPOF information is inserted into your Brother MFC, the images you selected will be printed automatically.

**1** Insert your media card into the appropriate slot.
The LCD shows:

```
S. MEDIA ACTIVE
PRESS COLOUR CPY
```
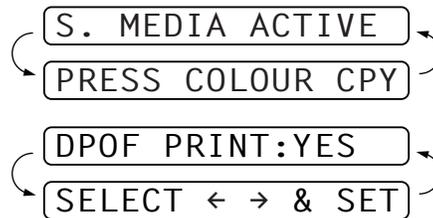
If there is a DPOF file on the card, the LCD shows:

```
DPOF PRINT:YES
SELECT ← → & SET
```

> If you want to change the settings for paper type, quality, print size and colour enhancement, press **Options**. (See *Using the Options Key* in this Chapter.)

**2** Press ◄ or ► to select **DPOF PRINT:YES** and press **Set**.
The LCD shows:

```
PRINTING
```

—**OR**—

If you want to print an Index (thumbnails) or choose the images and their print option now, select **DPOF PRINT:NO** and press **Set**. (For details, see *Printing the index (Thumbnails)* and *Printing Images* in this Chapter.)

## Printing the index (Thumbnails)

The PhotoCapture Centre™ assigns numbers for images (ie, 001, 002, 003, etc.). It does not recognize any other numbers or files names that your digital camera or PC have used to identify the pictures. You can print a thumbnail page (Index) that shows all the pictures on the media card. Or, you can select only the images you want to print and use the **Options** key to select paper type, quality, print size and colour enhancement.

The LCD shows:

**1** Press **Colour Copy**.

The LCD shows:

**2** Press **1** to print the Index (thumbnails) of all the images on your media card.

```
S. MEDIA ACTIVE
PRESS COLOUR CPY
```

```
1.INDEX 2.IMAGE
```
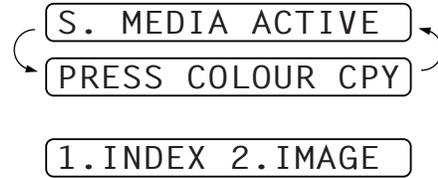
## Printing Images

**The LCD shows:**

**1** Press **Colour Copy** to select whether you want to print a thumbnail page, or the images from your media card.

**2** Press **2** to select individual images.

**3** Enter the image number. You can select more than one image at the same time:
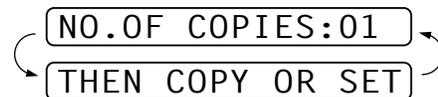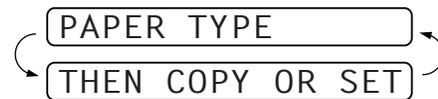Press ✳ for comma, (**1✳3✳6** - meaning image 1, 3 and 6),
Press **#** to print in sequence (**1#5** - meaning images 1 through 5).

**4** If you want to change the paper type, quality, print size or colour enhancement, press **Options**.
(See *Using the Options Key* in this Chapter.)
—**OR**—
If you are ready to print, press **Colour Copy**.

**5** Enter the number of copies you want, then press **Colour Copy** again.
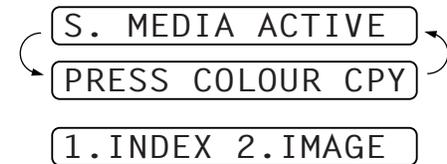
```
S. MEDIA ACTIVE
PRESS COLOUR CPY
```

```
1.INDEX 2.IMAGE
```

```
IMG:
ENTER & SET
```

```
PAPER TYPE
THEN COPY OR SET
```

```
NO.OF COPIES:01
THEN COPY OR SET
```

# Using the Options Key

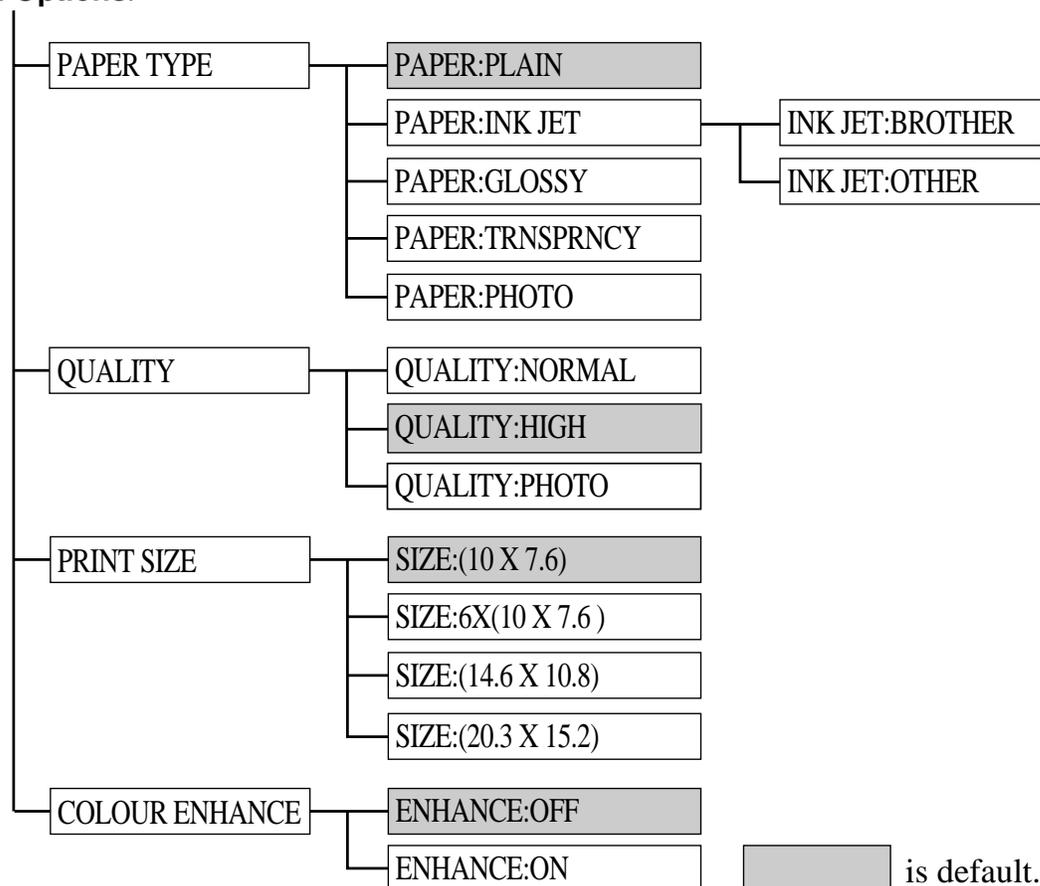The **Options** key changes the settings for paper type, quality, print size and colour enhancement. These options will be displayed in the order of the chart below.

Press **Options**.

| PAPER TYPE | → | PAPER:PLAIN | | |
| | | PAPER:INK JET | → | INK JET:BROTHER |
| | | PAPER:GLOSSY | | INK JET:OTHER |
| | | PAPER:TRNSPRNCY | | |
| | | PAPER:PHOTO | | |
| QUALITY | → | QUALITY:NORMAL | | |
| | | QUALITY:HIGH | | |
| | | QUALITY:PHOTO | | |
| PRINT SIZE | → | SIZE:(10 X 7.6) | | |
| | | SIZE:6X(10 X 7.6 ) | | |
| | | SIZE:(14.6 X 10.8) | | |
| | | SIZE:(20.3 X 15.2) | | |
| COLOUR ENHANCE | → | ENHANCE:OFF | | |
| | | ENHANCE:ON | | |

is default.

**1** Press **Options**.

**2** Press ◄ or ► to select **PAPER TYPE**, **QUALITY**, **PRINT SIZE** or **COLOUR ENHANCE**, and press **Set**.

*If you selected the* **PAPER TYPE**:

If you use premium paper, the copy quality will be improved. For best results, we recommend using Brother special paper.

**3** Press ◄ or ► to select the type of paper you are using (**PLAIN**, **INK JET**, **GLOSSY**, **PHOTO** or **TRNSPRNCY**), and press **Set**.

Brother coated paper is ink jet paper.

If you are using non-Brother ink jet paper or Brother coated paper select **INK JET**.

*If you selected* **INK JET**:

**4** Press ◄ or ► to select **BROTHER** (BP72CA) or **OTHER** (non-Brother ink jet) paper type, and press **Set**.

*To select* **QUALITY**:

**5** Repeat Step 3.

**6** Press ◄ or ► to select **NORMAL**, **HIGH** or **PHOTO**, and press **Set**.
NOTE: See *Choosing the Quality* in Chapter 9.

*To select* **PRINT SIZE**:

**7** Repeat Step 3.

**8** Press ◄ or ► to to select (**14.6x10.8**), (**10x7.6**), **6x(10x7.6)** or (**20.3x15.2**) and press **Set**.

*To select* **COLOUR ENHANCE**:

**9** Repeat Step 3.

**10** Press ◄ or ► to select **ENHANCE:ON** or **ENHANCE:OFF**, and press **Set**.
The MFC allows you to customize the colour enhance is set by using Function key if you select **ENHANCE:ON**. (See *Colour Enhancement* in this Chapter.)

**11** Press **Colour Copy** to return to the screen:
Select the number of copies you wish to make and press **Colour Copy**.

```
NO.OF COPIES:01
THEN COPY OR SET
```
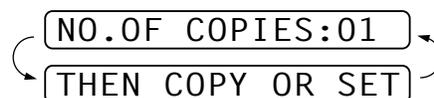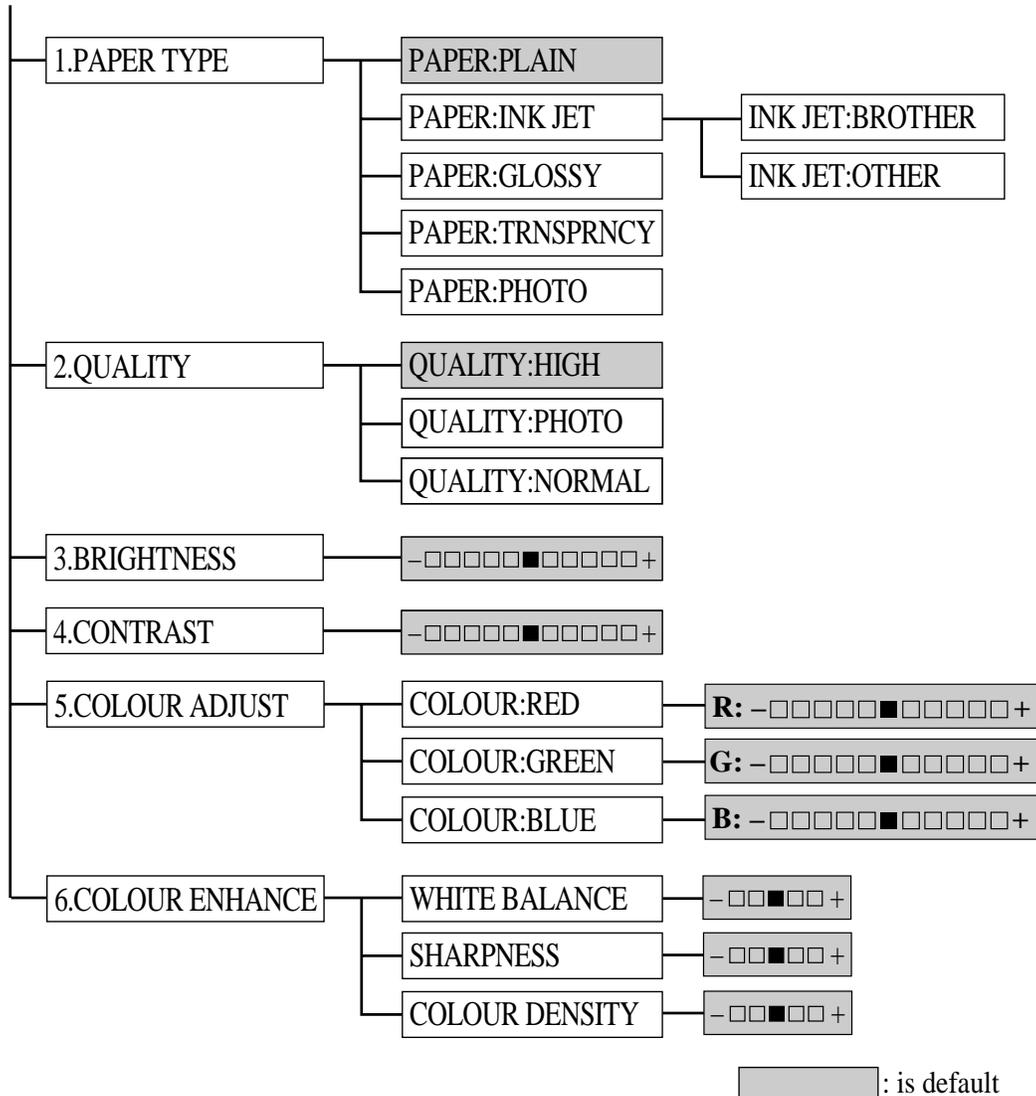
**VIDEO PRINTING**

■ The PhotoCapture Centre™ only prints in colour, no Black & White printing is available when using this feature.

■ Enlargement or reduction is not available while using the PhotoCapture Centre™.

■ User settings are kept until media card is inserted. The PhotoCapture Centre™ automatically goes back into its default setting after the media card is removed.

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# Changing Default Settings

By pressing **Menu**, **5** and a number, you can adjust the PhotoCapture Centre™ settings as shown in the following chart. Press the arrow ( ◄ or ► ) keys to move through the options for each setting. Press **Set** to save your selection.

Press **Menu**, **5**.

| 1.PAPER TYPE | → | PAPER:PLAIN | | |
| | | PAPER:INK JET | → | INK JET:BROTHER |
| | | PAPER:GLOSSY | | INK JET:OTHER |
| | | PAPER:TRNSPRNCY | | |
| | | PAPER:PHOTO | | |

1.PAPER TYPE
- PAPER:PLAIN
- PAPER:INK JET → INK JET:BROTHER / INK JET:OTHER
- PAPER:GLOSSY
- PAPER:TRNSPRNCY
- PAPER:PHOTO

2.QUALITY
- QUALITY:HIGH
- QUALITY:PHOTO
- QUALITY:NORMAL

3.BRIGHTNESS
- −□□□□□■□□□□□+

4.CONTRAST
- −□□□□□■□□□□□+

5.COLOUR ADJUST
- COLOUR:RED → **R:** −□□□□□■□□□□□+
- COLOUR:GREEN → **G:** −□□□□□■□□□□□+
- COLOUR:BLUE → **B:** −□□□□□■□□□□□+

6.COLOUR ENHANCE
- WHITE BALANCE → −□□■□□+
- SHARPNESS → −□□■□□+
- COLOUR DENSITY → −□□■□□+

▭ : is default

## Paper Type

**1** Press **Menu**, **5**, **1**.

The screen displays:

**2** Press ◄ or ► to select a paper type, and press **Set**.
- If you are using Brother coated paper select **INKJET**, then select **BROTHER**.
- If you are using non-Brother ink jet paper, select **OTHER**.

**3** When the screen displays the type of **INK JET** paper, press **Set**. If you did not select **INK JET**, go to Step 4.

**4** Press **Stop** to exit.

```
1.PAPER TYPE
PAPER:PLAIN
PAPER:INK JET
PAPER:GLOSSY
PAPER:PHOTO
PAPER:TRNSPRNCY
```

## Setting PhotoCapture Centre™ Quality

**1** Press **Menu**, **5**, **2**. The screen displays **2. QUALITY**.

**2** Press ◄ or ► to select a quality, and press **Set**.

**3** Press **Stop** to exit.

```
2.QUALITY

QUALITY:NORMAL
QUALITY:HIGH
QUALITY:PHOTO
```

## Photo Brightness

You can adjust the brightness setting before making a copy.

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

**2** Press ◄ to make a darker copy and press **Set**—**OR**—
Press ► to make a lighter copy and press **Set**.

**3** Press **Stop** to exit.

## Photo Contrast

You can choose the contrast setting for a copy. Greater contrast can help an image look sharper and more vivid.

**1** Press **Menu**, **5**, **4**.

**2** Press ◄ to decrease contrast and press **Set**—**OR**—Press ► to increase contrast and press **Set**.

**3** Press **Stop** to exit.

**VIDEO PRINTING**

## Colour Adjustment

**1** Press **Menu**, **5**, **5**.

**2** Press ◄ or ► to select **RED**, **GREEN** or **BLUE** and press **Set**.

**3** Press ◄ or ► to adjust the degree of colour and press **Set**.

**4** Return to Step 2 to select the next colour—**OR**—Press **Stop** to exit.

Light                              Dark

R: −□□□□□■□□□□□ +

G: −□□□□□■□□□□□ +

B: −□□□□□■□□□□□ +
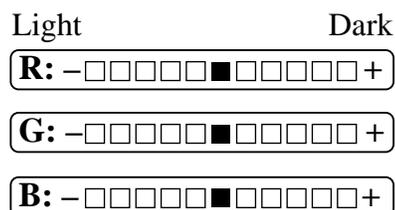
## Colour Enhancement

**1** Press **Menu**, **5**, **6**.

**2** Press ◄ or ► to select **WHITE BALANCE** and press **Set**.
To skip White Balance, press ► to select **SHARPNESS** or **COLOUR DENSITY**.

**3** Press ◄ or ► to adjust the degree of White Balance and press **Set**.

**4** Repeat Step 2 and Step 3 to adjust the degree of Sharpness and Colour Density
—**OR**—Press **Stop** to exit

■ **White Balance**

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

■ **Sharpness**

This setting enhances the detail of an image. This is similar to adjusting the fine focus on a camera. If the focus is off a small amount you can not clearly, see the fine details of an image.

■ **Colour Density**

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

## Understanding Error Messages

Once you are familiar with the types of errors that might occur while you're using the PhotoCapture Centre™, you can easily identify and troubleshoot difficulties. When an error message appears on the LCD, the MFC will beep to get your attention.

**MEDIA ERROR**—This message appears when you insert a media card that is either bad or not formatted, or if there is a problem with the media drive. To clear this error, remove the media card.

**NO FILE**—After you press the Colour Copy key, this message will appear if the media card in the media drive does not contain a .JPG file, or if the DPOF print file on the media card selects a .JPG image that is not on the card.

**MEMORY FULL**—This message appears when you are working with images that are too large for the MFC's memory.

## PhotoCapture Centre™ Requirements

To avoid error conditions, please remember:

- The DPOF file on the media card must be in a valid format.
- The image file extension must be .JPG (JPEG, TIF and other image file extensions will not be recognized).
- Walk-Up PhotoCapture Centre™ printing must be performed separately from PhotoCapture Centre™ operations using the PC. (Simultaneous operation is not available.)

> When printing the INDEX or IMAGE, the PhotoCapture Centre™ will print all the valid images, even if one or more images has been corrupted. Depending on where the bad data occurs, a portion of a corrupted image may be printed.

**VIDEO PRINTING**

# 12 Setting Up the MFC and PC to Work Together

## *Using the Brother Machine with Your PC*

Multi-Function Link® Pro software (MFL Pro) turns your Brother machine into a multi-function centre, by enabling you to use your fax machine as a printer and a scanner and to use it from Windows® applications in your computer.

MFC-860 is a 5 in 1 multi-function centre. Install the Multi-Function Link® Pro and other Brother software from the enclosed CD-ROM.

> If you have previously installed Brother Multi-Function Link® Pro software for another machine, uninstall it first.

## *Before You Install Multi-Function Link® Pro*

> If you have a USB cable (For Windows® 98, 98SE and Windows® 2000 Professional users only), see *Using a USB Cable to Connect the MFC to the PC (Using Windows® 98, 98SE and Windows® 2000 Professional Only)* in this Chapter.

> If you have a bi-directional IEEE-1284 compliant parallel cable, see *Using a bi-directional IEEE-1284 compliant parallel cable to Connect the MFC to the PC (Using Windows® 95, 98, 98SE, Windows NT® Workstation Version 4.0 and Windows® 2000 Professional)* in this Chapter.

> It is important that you connect your MFC to your computer *before* you install the software.

---

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## Computer Requirements

The following are the minimum computer requirements you need to set up and operate the MFC drivers.

| COMPUTER REQUIREMENTS | | | | |
|---|---|---|---|---|
| Windows® Operating System | Speed (or Higher) | RAM | HD Space | CD-ROM Speed |
| 95, 98, 98SE | Pentium 75MHz | 24MB (32MB rec.) | 50MB | 2X |
| NT 4.0 Workstation | Pentium 75MHz | 32MB (64MB rec.) | 50MB | 2X |
| 2000 Professional | Pentium 133MHz | 64MB (128MB rec.) | 50MB | 2X |

Use only a shielded parallel interface cable that is IEEE-1284 compliant and/or a USB cable that is no longer than 6 feet long (1.8 meters).

# Using a bi-directional IEEE-1284 compliant parallel cable to Connect the MFC to the PC (Using Windows® 95, 98, 98SE, Windows NT® Workstation Version 4.0 and Windows® 2000 Professional)

| IMPORTANT |
|---|
| To install the software using Windows NT® Workstation Version 4.0 or Windows® 2000 Professional, you must be logged on as the Administrator. |

**1** Unplug the MFC power cord from the electrical outlet before connecting the parallel interface cable.

**2** Make sure the computer is turned off and unplugged from the electrical power before you connect the interface cable.

**3** Connect the parallel interface cable to the parallel interface port of the MFC and secure the wire clips.

When you connect the MFC to your computer, you must use the included Brother bi-directional IEEE-1284 compliant parallel cable.

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**4** Connect the interface cable to the printer port of the computer and secure it with the two screws.

For the location of your computer's parallel printer port, see the User's Guide for your computer.

**5** Before plugging in your computer and turning it on, plug in the AC cord of the Brother machine, then turn on your PC.
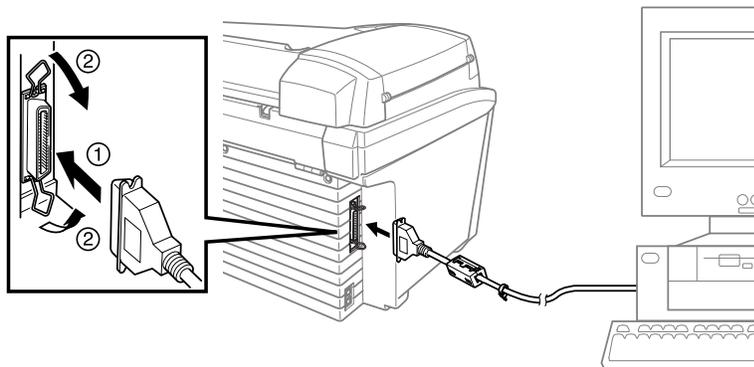
Please follow the instructions for the operating system you are using.
Now begin the installation of the Brother Drivers:
- If you are using Windows® 2000 Professional, go to *Using Windows® 2000 Professional* on page 84.
- If you are using Windows NT® Workstation Version 4.0, go to *Using Windows NT® Workstation Version 4.0* on page 88.

# Using Windows® 95, 98 and 98SE

**For Windows® 95, OSR2, 98, 98SE user:**

**6** When the Add New Hardware Wizard screen appears, click **Next**.

Each operating system has different dialog box. Some text may be different depending on which operating system you are using.

**For Windows® 95 user:**

Select "**Driver from disk provided by hardware manufacturer**" and click **OK**.

**New Hardware Found**                    `? X`

Brother xxxxxxxx

Select which driver you want to install for your new hardware:

○ Windows default driver

◉ Driver from disk provided by hardware manufacturer

○ Do not install a driver (Windows will not prompt you again)

○ Select from a list of alternate drivers

[  OK  ]   [ Cancel ]   [ Help ]

---

The instructions in Steps 7 to 16 are samples for Windows® 98SE.

**7** Select **(Recommended)** and click **Next**.

**Add New Hardware Wizard**

What do you want Windows to do?

◉ Search for the best driver for your device. (Recommended).

○ Display a list of all the drivers in a specific location, so you can select the driver you want.

[ < Back ]   [ Next > ]   [ Cancel ]

**8** Insert the **MFL Pro CD-ROM** into your CD-ROM drive.

**9** Select **Specify a location** and remove the other check marks, then click **Browse** to locate the file.

**Add New Hardware Wizard**

Windows will search for new drivers in its driver database on your hard drive, and in any of the following selected locations. Click Next to start the search.

☐ Floppy disk drives

☐ CD-ROM drive

☐ Microsoft Windows Update

☑ Specify a location:

`A:\`

[ Browse... ]

[ < Back ]   [ Next > ]   [ Cancel ]

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**10** Double-click the CD icon and click the "**x:\w9x\para**" folder. (X:is the drive letter for your CD-ROM drive), then click **OK**.

**Browse for Folder**
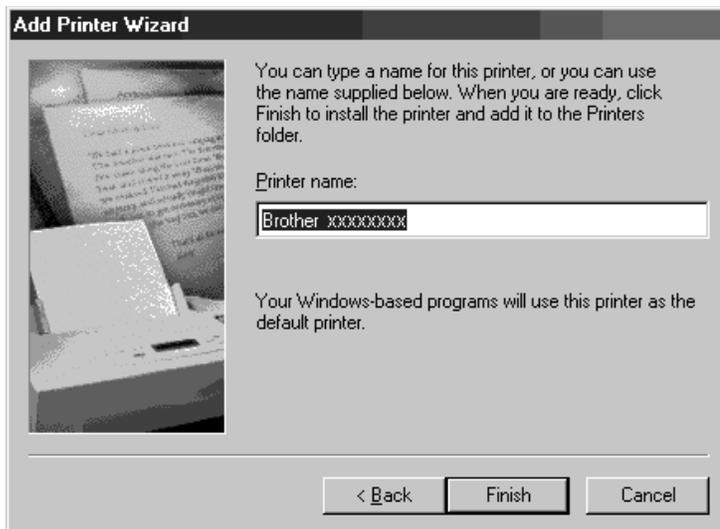
Select the folder that contains driver information (.INF file) for this device.

- Desktop
  - My Computer
    - 3½ Floppy (A:)
    - Win98 (C:)
    - (D:)
    - Printers
    - Control Panel
    - Dial-Up Networking
    - Scheduled Tasks
  - My Documents
  - Internet Explorer
  - Network Neighborhood
  - Recycle Bin

OK    Cancel

**11** Make sure **Specify a location** is selected and click **Next**.

**Add New Hardware Wizard**

Windows will search for new drivers in its driver database on your hard drive, and in any of the following selected locations. Click Next to start the search.

- ☐ Floppy disk drives
- ☐ CD-ROM drive
- ☐ Microsoft Windows Update
- ☑ Specify a location:

X:\xxxxxxxxx

Browse...

< Back    Next >    Cancel

**12** Make sure your printer driver name is displayed and click **Next**.

**Add New Hardware Wizard**

Windows driver file search for the device:

Brother xxxxxxxx

Windows is now ready to install the best driver for this device. Click Back to select a different driver, or click Next to continue.

Location of driver:

X:\xxxxxxxxx

< Back    Next >    Cancel

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**13** You can type a name for this printer, or you can use the name supplied on screen. When you have finished, click **Finish**.

**Add Printer Wizard**

You can type a name for this printer, or you can use the name supplied below. When you are ready, click Finish to install the printer and add it to the Printers folder.

Printer name:

Brother  xxxxxxxx

Your Windows-based programs will use this printer as the default printer.

< Back    Finish    Cancel

**14** When the Add New Hardware Wizard displays click **Finish**.

**Add New Hardware Wizard**

Brother  xxxxxxxx

Windows has finished installing the software that your new hardware device requires.

< Back    Finish    Cancel

**15** When the Setup Window appears, and the status bar reaches 100%, the remaining drivers will be copied.

**Setup**

Brother Drivers Setup is preparing the InstallShield(R) Wizard which will guide you through the rest of the setup process.  Please wait.

83 %

Now Copying ...

**16** Click **OK**.

**Brother Drivers Installation Ver.X.XX**

Brother Drivers Installation Completed!
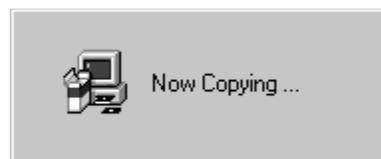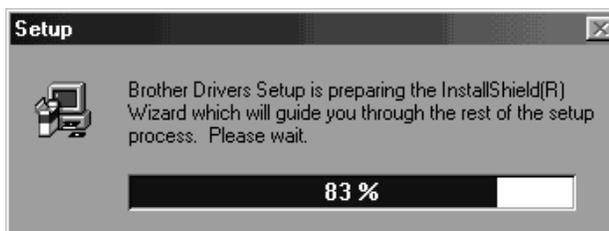
OK

**17** All the drivers have been installed. Now you can print and scan.

PRINTER/SCANNER

If you want to install PaperPort® or Multi-Function Link® Pro, go to the CD section. (See *Installing the Brother Software* in this Chapter.)

# Using Windows® 2000 Professional

**6** When the Found New Hardware Wizard screen appears, click **Next**.



**Found New Hardware Wizard**

**Welcome to the Found New Hardware Wizard**

This wizard helps you install a device driver for a hardware device.

To continue, click Next.

< Back    Next >    Cancel

**7** Select (**Recommended**) and click **Next**.



**Found New Hardware Wizard**

**Install Hardware Device Drivers**
A device driver is a software program that enables a hardware device to work with an operating system.

This wizard will complete the installation for this device:

Brother xxxxxxxx

A device driver is a software program that makes a hardware device work. Windows needs driver files for your new device. To locate driver files and complete the installation click Next.

What do you want the wizard to do?

◉ Search for a suitable driver for my device (recommended)

○ Display a list of the known drivers for this device so that I can choose a specific driver

< Back    Next >    Cancel

**8** Insert the **MFL Pro CD-ROM** into your CD-ROM drive.

**9** Select **Specify a location** and remove the other check marks, then click **Next**.

**Found New Hardware Wizard**

**Locate Driver Files**
Where do you want Windows to search for driver files?

Search for driver files for the following hardware device:

Brother xxxxxxxx

The wizard searches for suitable drivers in its driver database on your computer and in any of the following optional search locations that you specify.

To start the search, click Next. If you are searching on a floppy disk or CD-ROM drive, insert the floppy disk or CD before clicking Next.

Optional search locations:
- ☐ Floppy disk drives
- ☐ CD-ROM drives
- ☑ Specify a location
- ☐ Microsoft Windows Update

[< Back] [Next >] [Cancel]

**10** Click **Browse** to locate the file.

**Found New Hardware Wizard**

Insert the manufacturer's installation disk into the drive selected, and then click OK.

[OK]
[Cancel]

Copy manufacturer's files from:

X:\xxxxxxxx   [Browse...]

**11** Double-click on the CD icon and click on the "*x:*\w2k\para" (*x:*is the drive letter for your CD-ROM drive.) folder, then click **OK**.

**Locate File**

Look in: 🖥 My Computer

- 🖬 3½ Floppy (A:)
- 🖴 Win2000(C:)
- 💿 xxxxxx (X:)

History
Desktop
My Computer
My Network P...

File name: hardware.inf   [Open]

Files of type: Setup Information (*.inf)   [Cancel]

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**12** Make sure **Specify a location** is selected and click **Next**.



**13** Click **Finish**.



**14** Repeat Steps 6 - 13 to install the Printer and Scanner drivers.

You might see "Digital Signature Not Found" dialog during installation. If you see it, click **Yes** to install the driver.

**Digital Signature Not Found**

The Microsoft digital signature affirms that software has been tested with Windows and that the software has not been altered since it was tested.

The software you are about to install does not contain a Microsoft digital signature. Therefore, there is no guarantee that this software works correctly with Windows.

Brother xxxxxxxx

If you want to search for Microsoft digitally signed software, visit the Windows Update Web site at http://windowsupdate.microsoft.com to see if one is available.

Do you want to continue the installation?

[Yes] [No] [More Info]

**15** Click **Finish**.

**Found New Hardware Wizard**

Completing the Found New Hardware Wizard

Brother xxxxxxxx

Windows has finished installing the software for this device.

To close this wizard, click Finish.

[< Back] [Finish] [Cancel]

**16** When the Setup window appears, and the status bar reaches 100%, the remaining drivers will be copied.

**Setup**

Brother Drivers Setup is preparing the InstallShield(R) Wizard which will guide you through the rest of the setup process. Please wait.

83 %

Now Copying ...

**17** Click **OK**.

**Brother Drivers Installation Ver.X.XX**

Brother Drivers Installation Completed!

[OK]

**18** All the drivers have been installed. Now you can print and scan.

PRINTER/SCANNER

If you want to install PaperPort® or Multi-Function Link® Pro, go to the CD section. (See *Installing the Brother Software* in this Chapter.)

## Using Windows NT® Workstation Version 4.0

**6** Windows NT® Workstation 4.0 does not have Plug & Play, so you have to install the drivers manually. Click the **Start** button in the Task bar, and select **Setting**, then **Printer**. Then double click **Add Printer**.

**7** Select **My Computer** and click **Next**.
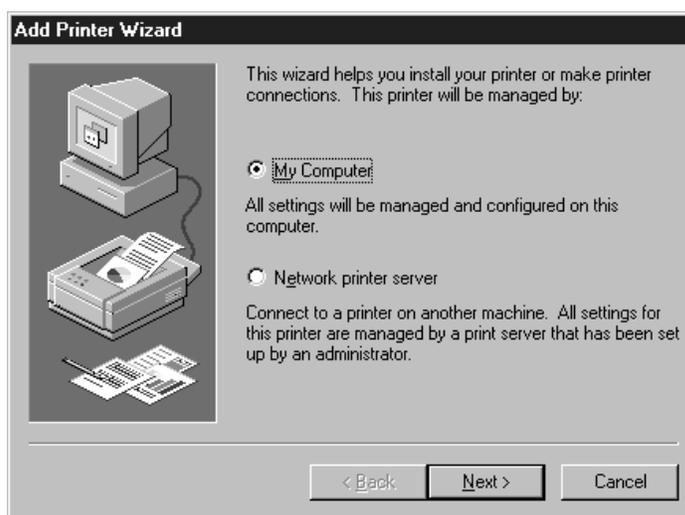
**8** Select **LPT1:** and click **Next**.

**9** Insert the **MFL Pro CD-ROM** into your CD-ROM drive. Click **Have Disk**...

**Add Printer Wizard**

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Manufacturers:          Printers:
Agfa                    AGFA-AccuSet v52.3
Apple                   AGFA-AccuSetSF v52.3
APS-PS                  AGFA-AccuSet 800
AST                     AGFA-AccuSet 800SF v52.3
AT&T                    AGFA-AccuSet 800SF v2013.108
Brother                 AGFA-AccuSet 1000
Bull                    AGFA-AccuSet 1000SF v52.3

Have Disk...

< Back     Next >     Cancel

**10** Click **Browse** to locate the file.

**Install From Disk**                                    ☒

Insert the manufacturer's installation disk into the drive selected, and then click OK.                OK

Cancel

Copy manufacturer's files from:
A:\                                                   Browse...

**11** Double-click on the CD icon and click on the "*x:\nt40*" (*x*: is the drive letter for your CD-ROM drive.) folder, then click **Open**.

**Locate File**                                          ? ☒

Look in:    yyyyyyyy

xxxxxxxxx

File name:     xxxxxxxx                               Open
Files of type: Setup Information (*.inf)              Cancel

**12** Make sure **Specify a location** is selected and click **OK**.

**Install From Disk**                                    ☒

Insert the manufacturer's installation disk into the drive selected, and then click OK.                OK

Cancel

Copy manufacturer's files from:
X:\xxxxxxxxx                                          Browse...

*Setting Up the MFC and PC to Work Together* **89**
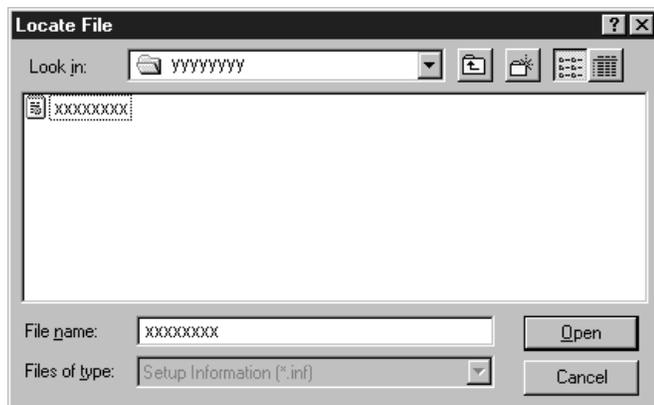
**13** Select your printer model, then click **Next**. This dialog box may not be displayed on some MFC models.

**Add Printer Wizard**

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

```
Brother yyyyyyyy
Brother xxxxxxxx
```

Have Disk...

< Back    Next >    Cancel

**14** Click **Next**.

**Add Printer Wizard**

Type in the name of this printer. When you have finished, click Next.

Note: Exceeding 31 characters in the Server and Printer name combination may not be supported by some applications.

Printer name:

```
Brother  xxxxxxxx
```

< Back    Next >    Cancel

**15** Select **Not Shared**, then click **Next**.

**Add Printer Wizard**

Indicate whether this printer will be shared with other network users. If you choose sharing give this printer a share name.

○ Shared    ⦿ Not shared

Share Name:

Select the operating systems of all computers that will be printing to this printer.

```
Windows 95
Windows NT 4.0 MIPS
Windows NT 4.0 Alpha
Windows NT 4.0 PPC
Windows NT 3.5 or 3.51 x86
Windows NT 3.5 or 3.51 MIPS
```

< Back    Next >    Cancel

**16** Select **Yes** (**Recommended**) to Print a Test Page and click **Finish**.

**Add Printer Wizard**

After your printer is installed, you can print a test page so you can confirm that the printer is set up properly.

Would you like to print a test page?

⦿ Yes (recommended)
○ No

< Back | Finish | Cancel

**17** After the test page has been printed, click **Yes**.

**Brother  xxxxxxxx**

Printer test page completed!

A test page is now being sent to the printer. Depending on the speed of your printer, it may take a minute or two before the page is printed.

The test page briefly demonstrates the printer's ability to print graphics and text, as well as providing technical information about the printer driver.

Did the test page print correctly?

Yes | No

**18** Now the printer driver has been installed, and you can see the driver in the Printer list.

**Printers**
File Edit View Help

Printers

Add Printer    Brother xxxxxxxx

1 object(s) selected
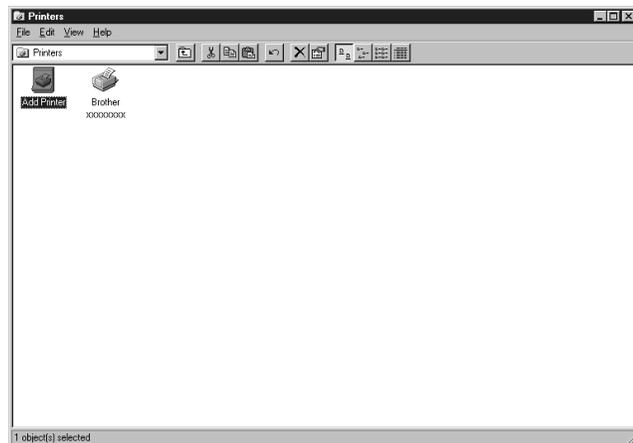
**19** The rest of the Brother drivers, will have to be installed manually. Click the **Start** button in the task bar, then select **Run**. Enter *x:\nt40\setup\setup.exe* and click **OK**.

**Run**

Type the name of a program, folder, or document, and Windows will open it for you.

Open: X:\xxxxxxxx

☑ Run in Separate Memory Space

OK | Cancel | Browse...

**20** When the Setup Window appears, and the status bar reaches 100%, the remaining drivers will be copied.

Setup

Brother Drivers Setup is preparing the InstallShield(R) Wizard which will guide you through the rest of the setup process. Please wait.

83 %

Now Copying ...

**21** Click **OK**.

Brother Drivers Installation Ver.X.XX

Brother Drivers Installation Completed!
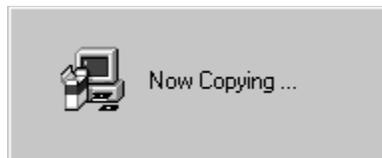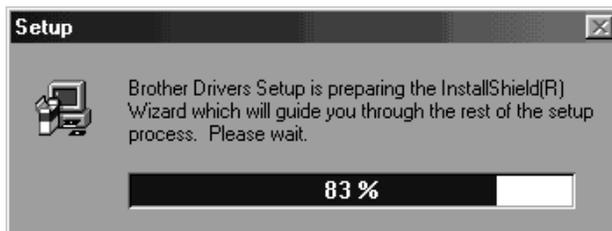
OK

**22** All the drivers have been installed. Now you can print and scan.

If you want to install PaperPort® or Multi-Function Link® Pro, go to the CD section. (See *Installing the Brother Software* in this Chapter.)

# Using a USB Cable to Connect the MFC to the PC (Using Windows® 98, 98SE and Windows® 2000 Professional Only)

| IMPORTANT |
|-----------|
| To install the software using Windows® 2000 Professional, you must be logged on as the Administrator. |

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

**1** After you have set up the MFC and checked that it is working properly, make your PC is turned off.

**2** Connect the USB cable to both the MFC and the PC.
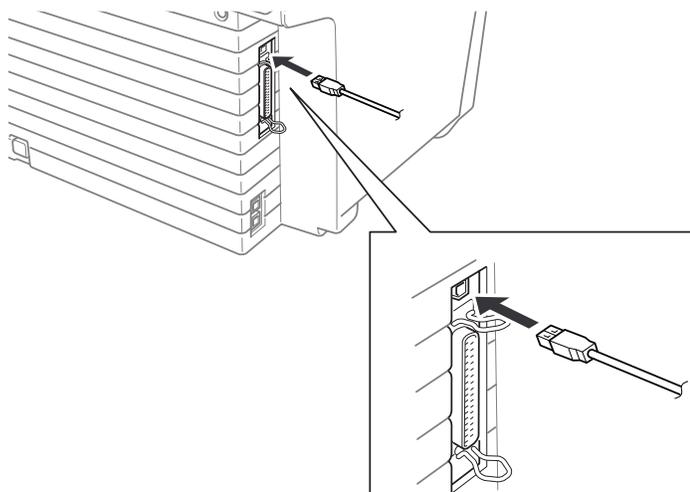
**3** Turn on your PC.

Now begin the installation of the Brother Drivers:
- If you are using Windows® 2000 Professional, go to *Using Windows® 2000 Professional* on page 99.

PRINTER/SCANNER

# Using Windows® 98, 98SE

**4** **For Windows® 98, 98SE users:**
When the Add New Hardware Wizard
screen appears, click Next.

Each operating system has
different dialog.
Each driver may be installed
in different order depending
on which operating system
you are using.

**5** Select (**Recommended**) and
click **Next**.

**6** Insert the **MFL Pro CD-ROM** into your CD-ROM drive.

**7** Select **Specify a location** and
remove the other check marks,
then click **Browse** to locate the
file.

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**8** Double-click the CD icon and click the "**x:\W98\usb**" folder for Windows® 98, 98SE user, then click **OK**.

**9** Make sure **Specify a location** is selected and click **Next**.

Make sure the location is "**x:\W98\usb**" for Windows® 98/98SE.

**10** Click **Next**.

If the Insert Disk Wizard appears, remove the **MFL Pro CD-ROM** and insert the **Windows® 98/98SE CD-ROM** (to get the Windows® standard driver) and click **OK**.

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**11** Click **Finish**.

(If you inserted the **Windows®
98/98SE CD-ROM**, remove
the
**CD-ROM** and reinsert the
**MFL Pro CD-ROM**)



**12** After the **Composite USB
Device** is installed and the Add
New Hardware Wizard
reappears, click **Next**.



**13** Select (**Recommended**) and
click **Next**.

**14** Select **Specify a location** and click **Next**.

**15** Click **Next**.

**16** When the Add New Hardware Wizard displays the message that installation is completed, click **Finish**.

To install all the drivers, repeat Steps 4 to 10.

**17** After the USB Composite Device, PhotoCapture Centre™, Scanner and Printer Drivers have been installed, select **BRUSB: USB Printer Port** as the printer port and click **Next**.
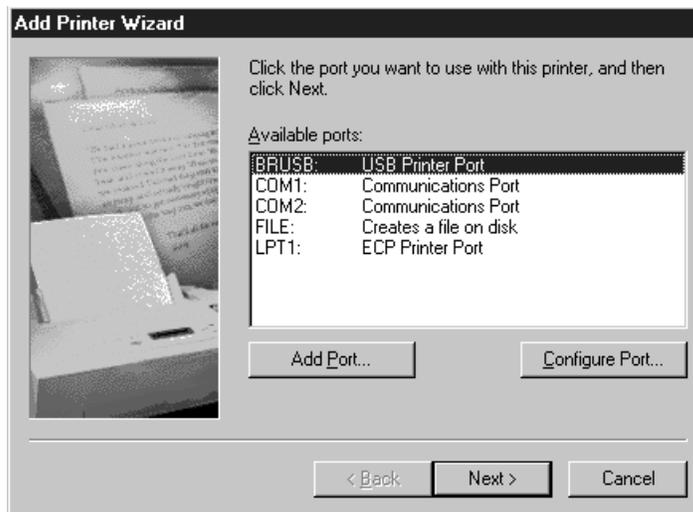
**18** Enter a name for the printer, or you can use the name supplied. When you have finished, click **Next**.
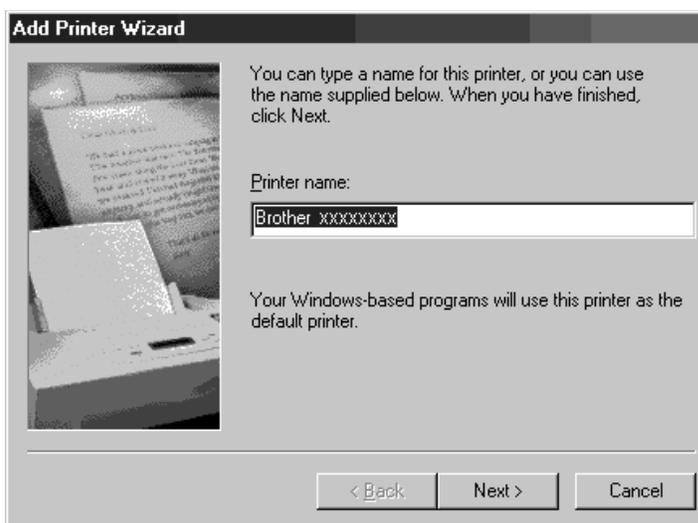
**19** Select **Yes** (**Recommended**) to Print a Test Page and click **Finish**.

**20** After the test page has been printed, click **Yes**.

> **Brother** xxxxxxxx
>
> Printer test page completed!
>
> A test page is now being sent to the printer. Depending on the speed of your printer, it may take a minute or two before the page is printed.
>
> The test page briefly demonstrates the printer's ability to print graphics and text, as well as providing technical information about the printer driver.
>
> Did the test page print correctly?
>
> [ Yes ]   [ No ]
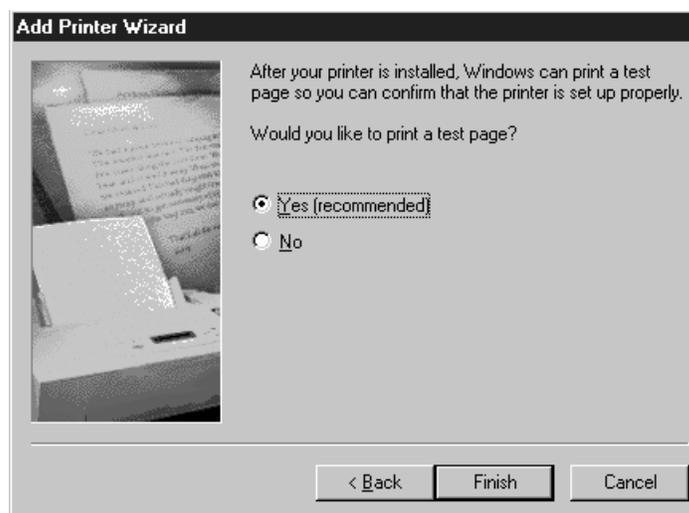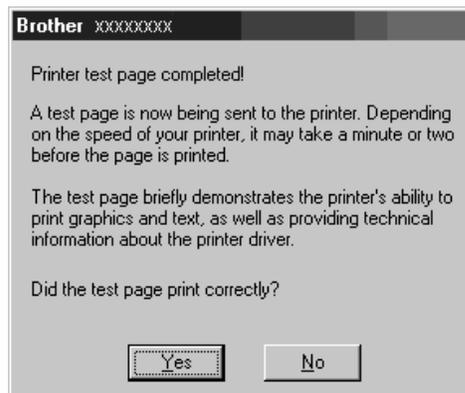
**21** When the Add New Hardware Wizard displays the message that the software has been installed, click **Finish**.

> **Add New Hardware Wizard**
>
> Brother xxxxxxxx
>
> Windows has finished installing the software that your new hardware device requires.
>
> [ < Back ]  [ Finish ]  [ Cancel ]

**22** All the drivers have been installed. Now you can print and scan.

If you want to install PaperPort® or Multi-Function Link® Pro, go to the CD section. (See *Installing the Brother Software* in this Chapter.)

## Using Windows® 2000 Professional

**4** When the Found New Hardware Wizard screen appears, then click **Next**.

> **Found New Hardware Wizard**
>
> Welcome to the Found New Hardware Wizard
>
> This wizard helps you install a device driver for a hardware device.
>
> To continue, click Next.
>
> [ < Back ]  [ Next > ]  [ Cancel ]

**PRINTER/SCANNER**

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**5** Select (**Recommended**) and click **Next**.

> **Found New Hardware Wizard**
>
> **Install Hardware Device Drivers**
> A device driver is a software program that enables a hardware device to work with an operating system.
>
> This wizard will complete the installation for this device:
>
> Composite USB Device
>
> A device driver is a software program that makes a hardware device work. Windows needs driver files for your new device. To locate driver files and complete the installation click Next.
>
> What do you want the wizard to do?
>
> ⦿ Search for a suitable driver for my device (recommended)
>
> ○ Display a list of the known drivers for this device so that I can choose a specific driver
>
> < Back    Next >    Cancel

**6** Insert the **MFL Pro CD-ROM** into your CD-ROM drive.

**7** Select **Specify a location** and remove the other check marks, then click **Next**.

> **Found New Hardware Wizard**
>
> **Locate Driver Files**
> Where do you want Windows to search for driver files?
>
> Search for driver files for the following hardware device:
>
> Composite USB Device
>
> The wizard searches for suitable drivers in its driver database on your computer and in any of the following optional search locations that you specify.
>
> To start the search, click Next. If you are searching on a floppy disk or CD-ROM drive, insert the floppy disk or CD before clicking Next.
>
> Optional search locations:
>
> ☐ Floppy disk drives
> ☐ CD-ROM drives
> ☑ Specify a location
> ☐ Microsoft Windows Update
>
> < Back    Next >    Cancel

**8** Click **Browse** to locate the file.

> **Found New Hardware Wizard**
>
> Insert the manufacturer's installation disk into the drive selected, and then click OK.
>
> OK
> Cancel
>
> Copy manufacturer's files from:
>
> F:\    Browse...

**9** Double-click on the CD icon and click on the "***x:\W2K\usb***" (*x*: is the driver letter for your CD-ROM drive) folder, then click **OK**.
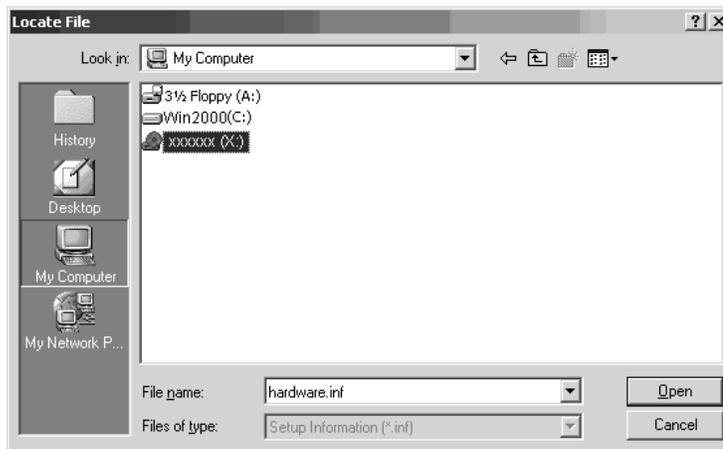
**10** Make sure **Specify a location** is displayed.

**11** Click **Next**.

**12** Click **Finish**.

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**13** To install the other drivers, repeat Steps 4 to 12.

You might see "Digital Signature Not Found" dialog during installation. If you see it, click **Yes** to install the driver.
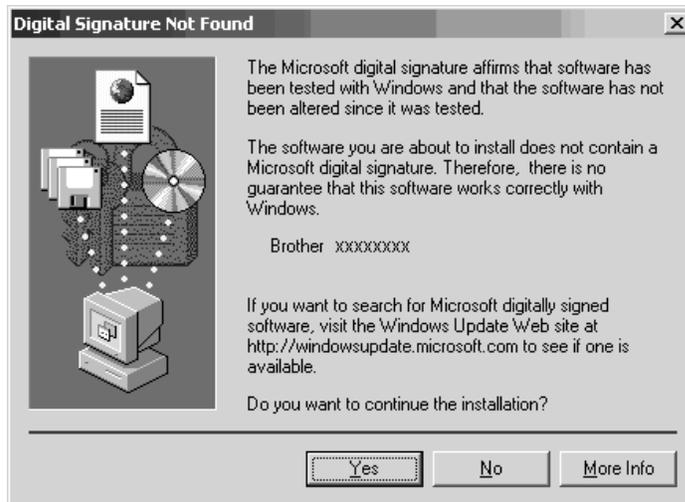


**14** All the drivers have been installed. Now you can print and scan.

If you want to install PaperPort® or Multi-Function Link® Pro, go to the CD section. (See *Installing the Brother Software* in this Chapter.)

# Installing the Brother Software

| **IMPORTANT** |
|---|
| You must install drivers for Printer and Scanner before you install the software (MFL Pro). See *the beginning* of this chapter. |

**1** Insert MFL Pro CD-ROM into your CD-ROM drive.

The Language Selection Screen appears. Click on your language menu.

(If this window does not appear, please use Windows Explorer to run the setup.exe program from the root directory of the Brother CD.)

A window appears listing the following options:



If you are using Windows® 2000 Professional or NT® 4.0, you must be logged on as the Administrator, before you can install the software.

## To install Multi-Function Link® Pro (Main Application):

**1** Click on the first button "Install MFL-Pro".

**2** Follow the instructions on the screen. ScanSoft™ PaperPort® will be installed first, then MFL-Pro will be installed. After the installation, you must restart your PC.

Clicking **Install MFL-Pro**, will install the Multi-Function Link® Pro, ScanSoft™ PaperPort®, and ScanSoft™ TextBridge® OCR applications.

Muti-Function Link® Pro includes, Remote Setup and True Type fonts. PaperPort® is a document management application for viewing incoming faxes and scanned documents. ScanSoft™ TextBridge® is an OCR application that converts an image into text and integrates it into PaperPort®.

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## To view On-Line Documentation:

**1** When you click "*View On-Line Documentation*" from the main menu, the following screen appears:



**1** To view documentation, click on the appropriate **Menu**.

If you do not have Adobe Acrobat Reader on your system at this time, you can install it now by clicking **Install Adobe Acrobat Reader**. The latest English language Adobe Acrobat Reader has been included on the enclosed CD. For further information, and other languages. contact : **http://www.adobe.com.** This software is free to download.

**2** When you are finished viewing On-Line Documentation, click **Back** to return the main CD-ROM screen.

## To View Brother Home Page:

From the main screen you can access the Brother Home Page, by clicking **Brother Home Page**.

To access our web site at www.brother.com, where you will find additional information about Brother products and services, such as specification sheets and Frequently Asked Questions (FAQs), click **Brother Home Page**.

# Helpful Hints for Windows® 95/98/98SE/ 2000 Professional or Windows NT® 4.0

The installer automatically sets the printer port to the parallel interface, BRMFC (for Windows® 95/98/98SE) and BMFC (for Windows NT® Workstation 4.0 and Windows® 2000 Professional).

To uninstall Multi-Function Link® Pro, click the Uninstall icon in the Brother MFL Pro Program group and follow the instructions on the screen.

## *Features*

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

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

**Brilliant 4-Colour Output at 300 dpi**—Printing at 300 dpi resolution gives you normal resolution output.

**Brilliant 4-Colour Output at 600 dpi**—Printing at 600 dpi resolution on special coated paper or glossy paper gives you high resolution output.

**Brilliant 4-Colour Output at 1200 dpi**—Printing at 1200 dpi resolution on special coated paper or glossy paper gives you highest resolution output.

**Low Running Cost**—Whenever you run out of a particular colour ink, you will replace only the cartridge that's empty.

**Bi-directional Parallel Interface**—The parallel interface allows bi-directional (IEEE 1284 compliant) communication with your computer.

**USB**—Universal Serial Bus Interface allows for fast comunication with your computer.

## *Printer Driver*

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

■   Quality (Speed) /Media
■   Colour Matching
■   Halftone/Colour Enhance

**PRINTER/SCANNER**

# Choosing the Right Kind of Paper

To achieve high quality printing using your MFC, it's very important to select the right kind of paper. Be sure to read *Brother Paper*, Chapter 22 in this manual before selecting and purchasing paper for the MFC.

# Multi-Purpose Paper Cassette

You can use plain paper, coated paper, transparencies, glossy paper, envelopes and organizer (K, L) in the multi-purpose paper cassette. (See *Load Paper in the Multi-Purpose Paper Cassette* in Preparation and Simple Use Guide and *Paper Specifications for Cassette and Manual Slot* in Chapter 22.)

## Loading Paper in Multi-Purpose Paper Cassette

**1** Remove the paper cassette (lift and pull out).

**2** Remove any paper from the paper cassette, and fan the stack of paper before loading. Load the paper stack with the print (coated) side face down. Slide the paper guide. Make sure the paper is stacked below the maximum paper height line. You can load up to 250 sheets of 75g/m$^2$ plain paper.

**3** Close the paper cassette cover and reinstall the cassette.

### Adjusting for Thick Paper and Envelopes

If the paper is thicker than 75 g/m$^2$, you must adjust the paper thickness lever.

**1** Press the Scanner Cover Release Button and lift up the scanner cover.
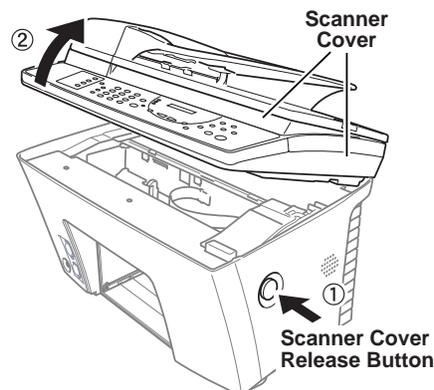
**2** Move the purple paper thickness adjustment lever down. (When you print on regular paper, keep the lever up.)

UP
(For regular paper)

Paper
Adjustment
Lever

DOWN
(For thick paper)
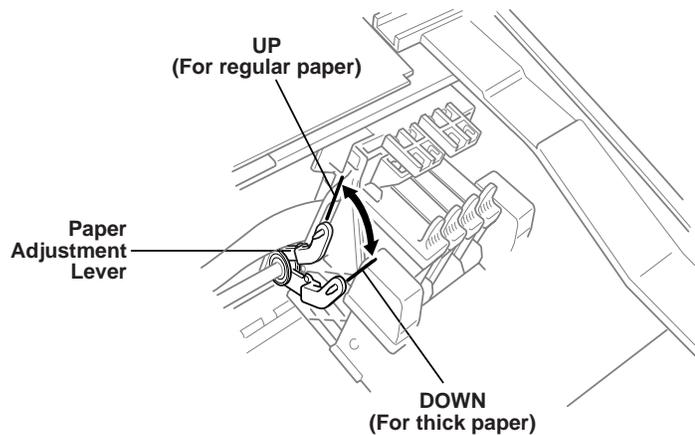
**3** Close the scanner cover.

If you see ink smudges on the top centre of the printed pages, press the purple thickness adjustment lever down.

## Manual Feed Slot

You can feed one sheet at a time into the Manual Feed Slot. Paper loaded in the Manual Feed Slot is printed first, even when there is paper in the multi-purpose paper cassette.

If you want to print more than one page using the Manual Feed Slot, on your PC, in the printer driver Properties Paper tab, select "manual feed".

**1** Place the paper on top of the paper cassette with the print side face down.

**2** Align the paper against the right paper guide and slide it into the manual feed slot.

Manual
Feed Slot

Right Paper Guide
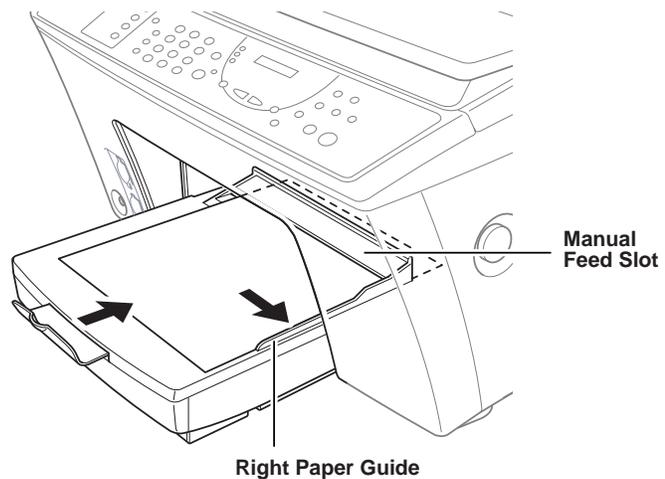
If you forget to insert paper in the manual feed slot, the MFC will print from the cassette.

## Setup for Envelopes

You can use the manual feed slot to print one envelope at a time.

**1** Select the paper size setting in the printer driver Properties window.

**2** Press the Scanner Cover Release Button, then lift the scanner cover.

**3** Move the purple paper thickness adjustment lever down.

**4** Close the scanner cover.

**5** Place an envelope on top of the paper cassette, with the print side face down.

**6** Align the envelope against the right paper guide and slide it into the manual feed slot.

**7** From your PC application, tell the MFC to begin printing. On completion, you can place another envelope in the manual feed slot.



**Manual Feed Slot**

**Right Paper Guide**
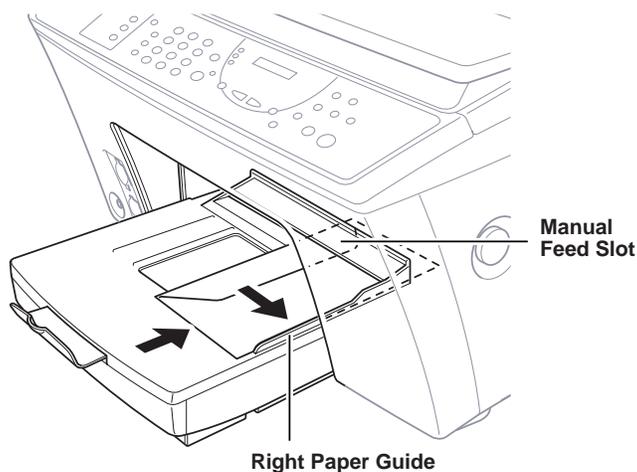
# Simultaneous Printing/Fax

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

# Printer Operation Keys



**Print Keys**

Reset   Ink Management   *Colour Printer*
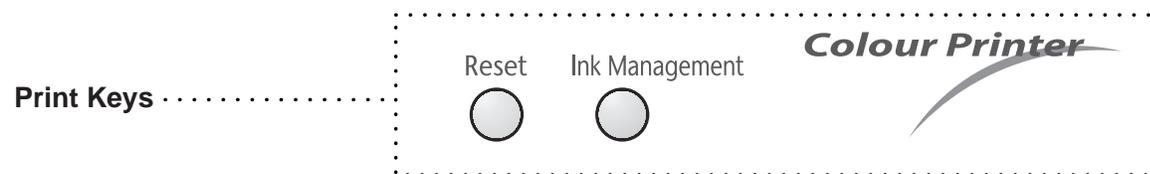
## Reset Key

If the screen displays **REMAINED DATA**, you can clear data remaining in the printer memory by pressing **Reset**.

## Ink Management Key

When you press **Ink Management**, the LCD displays:

If you are having trouble with one of the ink colours, you may need to clean the print head. (See *Troubleshooting and Maintenance* in Chapter 20.)

$$\boxed{\texttt{1.CLEANING}}$$

$$\boxed{\texttt{2.REPLACE INK}}$$

If you got an error message **NEAR EMPTY** or **INK EMPTY**, you will need to replace the ink cartridge for the appropriate colour. (See *Troubleshooting and Maintenance* in Chapter 20.)

## Turning Off Bi-directional Printing

You can further improve print quality by turning off bi-directional printing and setting the MFC to print in one direction only. However, this will reduce print speed by one half.

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

$$\boxed{\texttt{3.BI-DIR PRINT}}$$

**2** Press ◄ or ► to select **OFF** (or **ON**).

$$\boxed{\texttt{BI-DIR:ON}}$$
$$\boxed{\texttt{SELECT ← → \& SET}}$$

**PRINTER/SCANNER**

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## *Using the Brother MFC860 Series Printer Driver*

The Brother MFC860 Series printer driver enables you to change settings and override defaults as you change your paper, document type, and colours for printing. In the Brother MFC860 Series on BRMFC: Properties dialog box there are two tabs: Paper and Quality/Colour, so you can change print properties as needed.

## *The Paper Tab*

The paper tab screen allows you to set up the Paper Size, Paper Source, Orientation, Scaling, and Copies.

To access the Brother printer driver, select Print from the File menu. In the Print dialog box, select Brother MFC 860 Series from the Name drop down list. Click the Properties button. The Brother MFC 860 Series on BRMFC: Properties dialog box will appear:
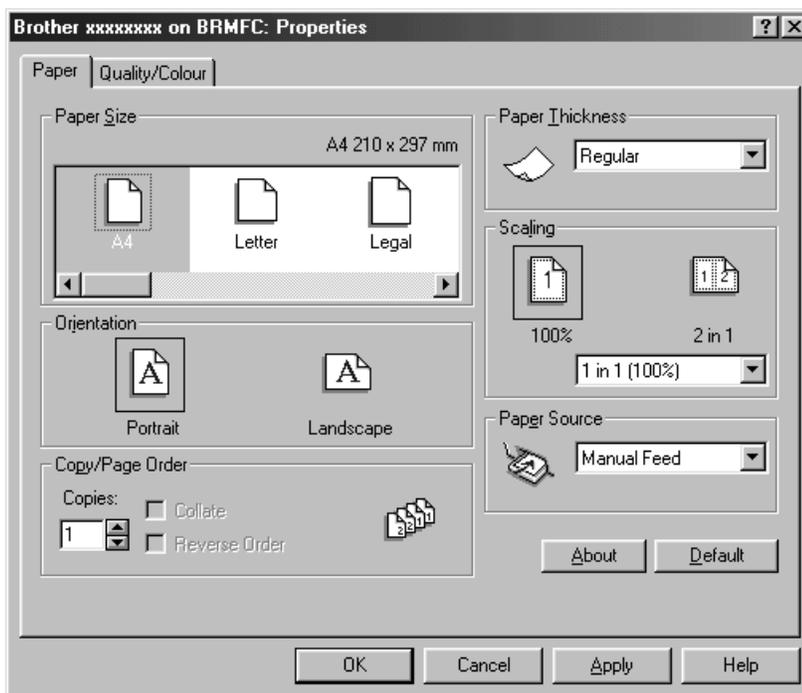


Select the **Apply** button to apply your selected settings.

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

---

## Paper Size

You can select from the following sizes of paper and envelopes:

| | |
|---|---|
| Letter (US) | 215.9 x 279.4 mm (8 1/2 x 11 inches) |
| Legal (US) | 215.9 x 355.6 mm (8 1/2 x 14 inches) |
| Executive (US) | 184.2 x 266.7 mm (7 1/4 x 10 1/2 inches) |
| A4 (International) | 210 x 297 mm |
| A5 (International) | 148 x 210 mm (5.8 x 8.3 inches) |
| Post Card (US) | 127 x 177.8 mm (5 x 7 inches) |
| Photo Card (US) | 101.6 x 152.4 mm (4 x 6 inches) |
| Envelopes | |
| B5 (International envelope) | 176 x 250 mm (6.9 x 9.8 inches) |
| C5 (International envelope) | 162 x 229 mm (6.4 x 9 inches) |
| COM-10 | 104.8 x 241 mm (4 1/8 x 9 1/2 inches) |
| DL (International envelope) | 110 x 220 mm (4.3 x 8.7 inches) |
| Monarch (US envelope) | 98.4 x 190.5 mm (3 7/8 x 7 1/2 inches) |
| Organizer K | 95.3 x 171.5 mm (3 3/4 x 6 3/4 inches) |
| Organizer L | 139.7 x 215.9 mm (5 1/2 x 8 1/2 inches) |

## User Defined Paper Size

The printer can handle any paper size within the following range:

| | | |
|---|---|---|
| **Minimum** | 95.3 x 171.5 mm | (3.75 x 6.75 inches) |
| **Maximum** | 216 x 355.6 mm | (8.5 x 14 inches) |

In this option, you can specify a custom paper size and save it by following this procedure:

**1** Measure the paper size you want to use.

**2** Select User Defined... in the paper size option.

**3** Enter a unique name for your paper in the Custom Paper Size Name box.

**4** Select either inch or mm for the unit of measure.

**5** Type in the length and width.

**6** Click the **Save** button to store the size. If necessary, you can delete a preset size by choosing the Delete button.

Your Windows application software may override this setting. Make sure you have set the proper paper size in your application software. In addition, check the margin settings when you select the smallest paper size. If they are too large, it may result in nothing being printed.

# Orientation

Print orientation may be **Portrait** or **Landscape**. Portrait orientation means the page is taller than it is wide when you view the printed text upright. Landscape orientation means the page is wider than it is tall when you view the printed text upright.

# Copies

The **Copies** selection tells Windows how many copies you want to print from a software application.

This setting is independent of the "copies selection" that may be available within the print menus of your software application.
**Do not use the two selections simultaneously!**

### Collate

In multiple page jobs that are **uncollated**, several copies of Page 1 are printed followed by several copies of Page 2, followed by several copies of Page 3, etc. For example, for 2 copies of a 3 page document, the MFC prints Page 1, Page 1, Page 2, Page 2, Page 3, and Page 3 in order.

In multiple page jobs that are **collated**, a complete set of pages in a job are printed followed by another complete set of pages. For example, printing 2 copies of a 3 page document, the MFC prints Page 1, Page 2, Page 3, then Page 1, Page 2, and Page 3 in order. In this case, the MFC starts printing after processing all the print data so that it takes a longer time for collated printing than uncollated printing.

### Reverse Order

The MFC normally prints Page 1 and ejects it face-up so that the following pages are stacked on top of previous pages. (Page 5, Page 4, Page 3 ..... Page 1) When you want to get correct-ordered printouts, use this function. The MFC spools the job in your computer and sends the data starting from the last page to the printer. Since the MFC prints from the last page forward, the printouts are stacked Page 1, 2, 3, ...Page 5. Please note that this function takes more time.

# Paper Thickness

To insure that the paper moves through the MFC without slipping (thin paper) or jamming (thick paper), be sure to select the appropriate paper thickness setting.

**Regular** — Select for ordinary plain paper.

**Thin** — Select when the paper is thinner than plain paper (for example organizer)

**Thick** — Select for thick paper. (for example 321b, Postcard)

**Thicker** — Select for thicker paper. (for example envelopes )

# Scaling

Use this function to reduce or enlarge your document, from 50% to 200%.

### 2 in 1

Two pages are printed on one sheet at a reduced size. If you checked the "2 in 1 box", you cannot specify the scaling percentage manually.

If your application software contains a similar function to this, both settings will be effective. **Do not use the two selections simultaneously**!

## Paper Source

### Multi-Purpose Paper Cassette

The **multi-purpose paper cassette** is primarily used for printing on standard-size paper.

### Manual Feed

If your paper has difficulty feeding from the paper cassette, we recommend using the Manual paper feed method. You will have to load paper sheet by sheet. The MFC stops before printing and the Printer Driver shows "Load one sheet…" message. Insert a sheet into the manual feed slot and click "OK" to resume printing.

# The Quality/Colour Tab

The Quality/Colour tab enables you to select the print quality, media, colours (matched to PC monitor, custom colours, or mono), and document type.

Click the Quality/Colour tab to display this screen:



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

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

PRINTER/SCANNER

# Quality

Select the print quality. The print quality and speed are related. Higher quality takes a longer time to print.

**Draft:** 300 x 150 dpi. The fastest print mode (approximately two to four times faster than normal mode) and gives lower ink consumption. Use this mode to print large volume documents or a document for proofing.

**Normal:** 300 x 300 dpi. Recommended mode for ordinary printouts. Good print quality with comfortable printing speed.

**Fine:** 600 x 600 dpi. Better print quality than normal and faster print speed than Super Fine.

**Super Fine:** 1200 x 1200 dpi. Use this mode to print precise images such as photographs. Since the print data is much larger than normal mode, processing time, data transfer time, and printing time will be longer.

# Media

Select the media (type of paper). The MFC changes the way it places dots depending on the selected media type. To get the best print output, make sure to select the correct media type.

Selecting media type changes the print quality selection to the most suitable one as listed below. We recommend that you print with the preset quality for best printing result.

| Paper Type | Suitable print quality |
| --- | --- |
| Plain Paper | Normal |
| Ink Jet Paper (Coated Paper) | Fine |
| Glossy Paper | Super Fine |
| Photo Graphic Paper | Super Fine |
| Transparency | Normal |
| Transparency (mirror) | Normal |

Use only genuine Brother Ink Jet Paper (Coated Paper), Glossy Paper, or Transparencies to get the best print quality. Non-Brother special paper may not produce the best quality.

# Document

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

■ **Auto**
The printer driver automatically selects the document type. In most cases, we recommend using the Auto setting.

■ **Photo**
Select this mode for Photographic images.

- **Graphics**

  Select this mode for documents that contain text or business graphics (charts or clip art).
- **Custom**

  If you want to select the colour matching method and halftone method manually, select this mode and press the Colour Matching and the Custom Setting button to access further settings.

## Colour/Mono

### Colour

When your document contains colour and you want to print it in colour, select this mode. Only generic colours will appear on the printout (unless you also select colour matching).

### Mono

Select this mode if your document has only black and grey scale text and/or objects. Mono mode makes the print processing speed faster than colour mode. If your document contains colour, selecting Mono mode prints it in 256 levels of grey scale.

### Colour Matching

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

- **Match Monitor**

  Suitable for photographic images. Colour is adjusted to get the closest colour match to the PC monitor.
- **Vivid Colour**

  Suitable for business graphics such as charts, graphs, and text. The colour is adjusted to give more vivid colour.

## Bi-Directional Printing

The MFC prints by moving its print head. Normally, it prints in both directions. By turning this option OFF (default setting is ON), the MFC prints (uni-directional) so that the print speed will be reduced to half.

Sometimes the moving speed of the print head may not be stable due to temperature changes, etc., and the printed vertical line may not be aligned exactly. If you encounter this problem, turn this option off or use the Maintenance menu and adjust the vertical line.

## Custom Setting

You can customize your settings by selecting the type of Halftone or Colour Enhance.

### Halftone Pattern

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

- **Photo**

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

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

**PRINTER/SCANNER**

**Colour Enhance**

■ **COLOUR ENHANCE:ON**

Adjusts the colour in the image for better print quality. Print time will be longer with Colour Enhance set to ON.

■ **Sharpness**

This setting enhances the detail of an image. This is similar to adjusting the fine focus on a camera. If the focus is off a small amount you can not clearly, see the fine details of an image.

■ **Colour Density**

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

■ **White Balance**

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

■ **Brightness**

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

■ **Contrast**

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

■ **Red**

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

■ **Green**

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

■ **Blue**

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

# *Printing from your PC*

When you select the print command from your PC, your PC sends a print command and data to the MFC. The screen displays the date and time, and RECEIVING DATA. If there are more pages, the MFC begins to print the next page automatically. When the MFC finishes printing all data, it returns to online status.

# Brother Control Centre

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

The Brother Control Centre provides three categories of functions:

**1** Scan directly to a file, E-mail, word processor or graphic application of choice

**2** Enhanced copy functions, such as Two on One Copying
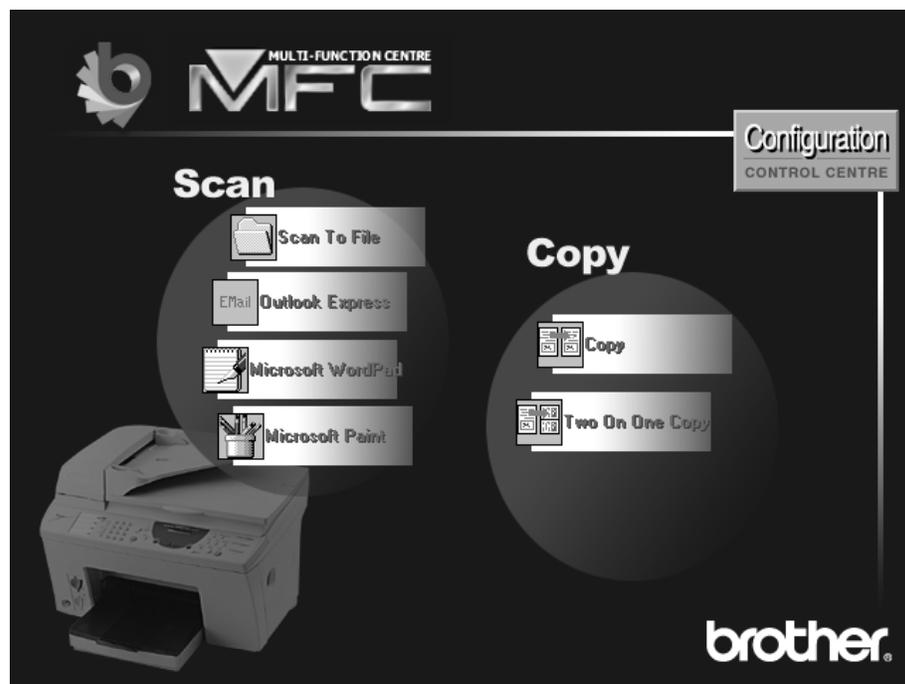


## AutoLoad the Brother Control Centre

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

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

**PRINTER/SCANNER**

## How to Turn Off AutoLoad

**1** Left click the Control Centre [icon] icon and click **Show**.

**2** When the Control Centre icon appears, left click on the Configuration [Configuration] Control Centre button. A dialogue box with a check box labeled "AutoLoad Pop-up" will appear:
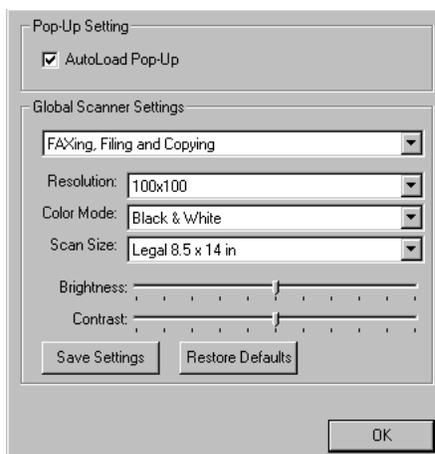


**3** Uncheck the AutoLoad Pop-Up option.

# Using the Scan Keys with PC Windows

If you have connected a Macintosh, the control panel keys will not work with your computer. Please see *Using the Brother MFC with a New Power Macintosh®* *G3, G4 or iMac™/iBook* in Chapter 19.

You can use the Scan keys on the control panel to scan originals into your word processing, graphics or E-mail applications. The advantage of using the Scan keys is that you avoid the mouse clicks required to scan from your PC.
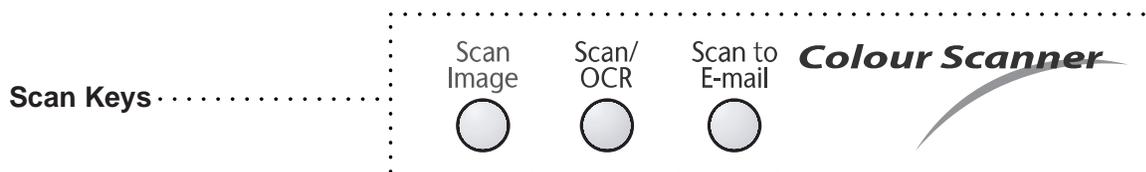


# Using the Control Panel Keys

Before you can use the Scan keys on the control panel, you must have connected the MFC to your Windows® based PC and loaded the appropriate Brother Drivers for your version of Windows®. When you are ready to use the Scan keys, make sure the Brother Control Centre application is running on your PC. (For details about how to configure the Brother Control Centre buttons to launch the application of your choice using the Scan keys, see *Brother Control Centre Features* in this Chapter.)

## Scan Image

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

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Press **Scan Image**.

The MFC will scan the original and send a colour image to your graphics application.

## Scan/OCR

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

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Press **Scan/OCR**.

**3** The MFC will scan the original perform OCR in ScanSoft™ TextBridge®, and then display the result in your word processing application for viewing and editing.

## Scan to E-mail

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

**1** Insert the document face up in the feeder, or face down on the glass platen.

**2** Press **Scan to E-mail**.

**3** The MFC will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

**PRINTER/SCANNER**

# Brother Control Centre Features

## Auto Configuration

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

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

you can change a scan button from MS Word  to MS Word Pad  by changing the application that is listed for the Word Processor.
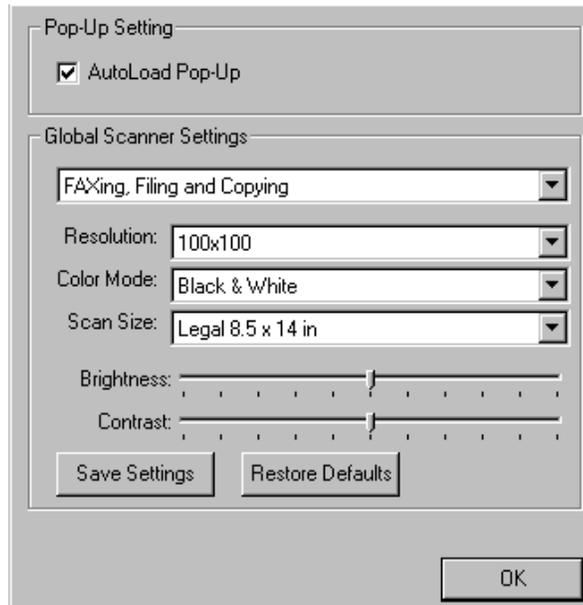


## Scanning Operations

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

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

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

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

## Copy Operations

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

*Two on One Copy*—allows you to use the Two on One page feature of the Brother printer driver to copy two original pages onto a single output page. This feature creates a thumbnail of each page and prints both images on a single page.

## Scanner Settings for Scan and Copy Buttons

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

Click the Configuration [Configuration CONTROL CENTRE] icon at the top right of the Brother Control Centre screen—**OR**—Click the **Modify Settings**… button on any of the Configuration screens.
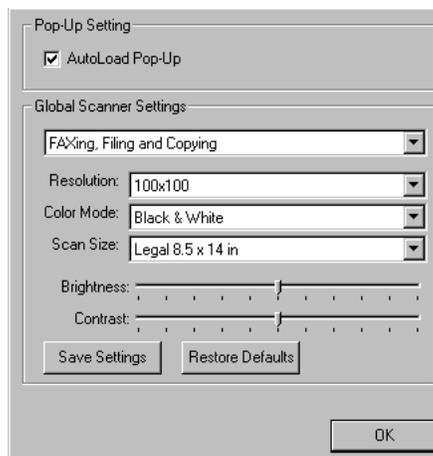


## Global Settings

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

## Setting Up the Scanner Configurations

The Pop-Up application stores eight different scanning modes. Each time you scan an original, you will choose the most appropriate scanning mode from the following:

> Faxing, Filing and Copying
> Text for OCR
> Photos
> Photos (High Quality)
> Photos (Quick Scan)
> Custom
> Draft Copy
> Fine Copy

Each mode has its own set of stored settings. You can keep the factory default settings or change them at any time:

> *Resolution*—Select the scanning resolution you most frequently use.
> *Colour Mode*—From the pull-down list.
> *Scan Size*—From the pull-down list.
> *Brightness*—Slide the adjuster from 0% to 100%
> *Contrast*—Slide the adjuster from 0% to 100%

Click **OK** to save your changes. If you make a mistake or later decide to return to the original default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

## To access the Scanner Configurations screen:

**1** Insert the document in the feeder, or on the glass platen.

**2** Right-click the appropriate Control Centre button to display *Configurations*…, then click it. The configuration screen for that **Control Centre** button will appear.

**3** To save your settings, press the **OK** button—**OR**—To return to the factory default settings, press the **Restore Defaults** button.

## Perform an Operation from the Control Centre Screen

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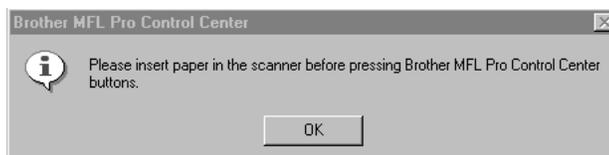


Place the original in the Brother machine's ADF, then click **OK** to return to the Control Centre screen.

# *Scan to File*
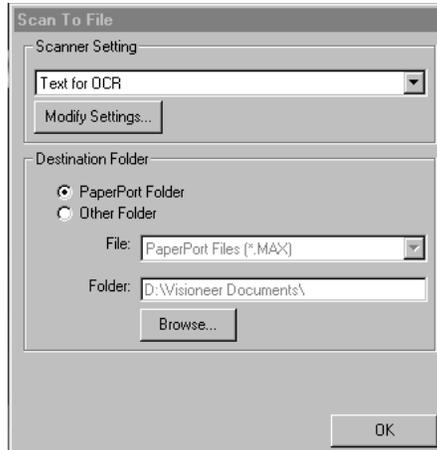


## Scanner Settings

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

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

PRINTER/SCANNER

## Destination Folder

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

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

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

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

To Search your system for the directory and folder you want, click the **Browse**… button. Click **OK** to save your settings.

# *Send Scan to E-mail*
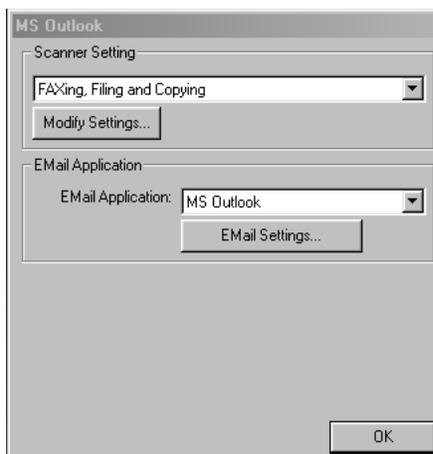
## Scanner Settings

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

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

## Email Application

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

*Email Settings*—Click the **EMail Settings…** button to set up links.

The Links Preferences window will appear:
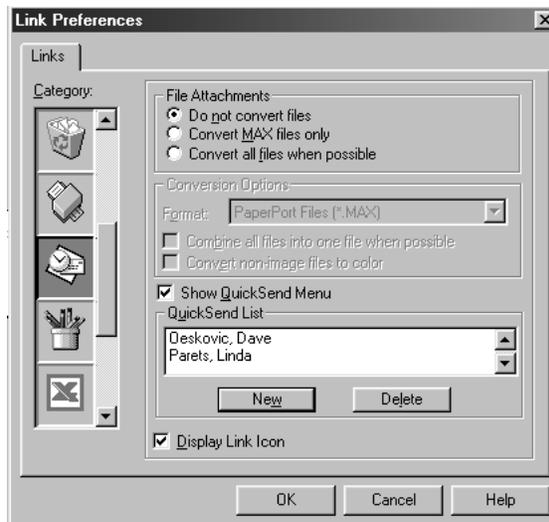


## File Attachments

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

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

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

# Conversion Options

## Format

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

(For Brother Colour Models Only) *Convert non-image files to colour*—Click this checkbox to convert all files that have been processed through OCR to colour.

## Show QuickSend Menu

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

## QuickSend List

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

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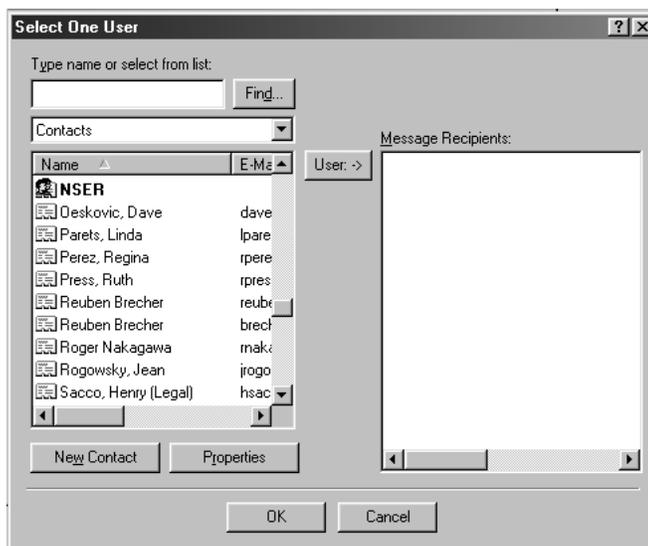


Highlight the name(s) you want to add to your list, click the **User** button, then click **OK** to return to the Link Preference window.

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

# Send Scan to Word Processor



## Scanner Settings

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

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

PRINTER/SCANNER

# Word Processor

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

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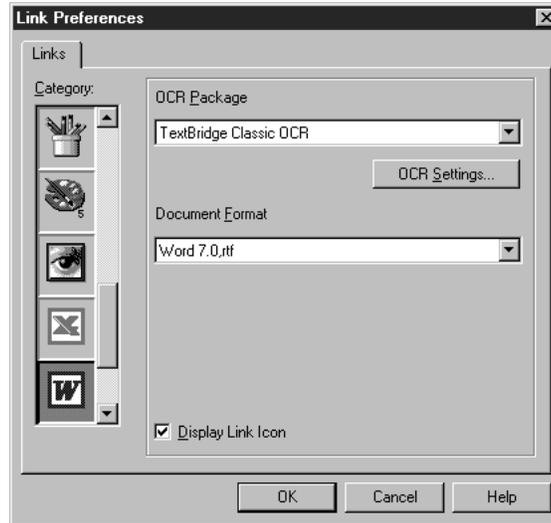


*OCR Package*—From the pull-down list, select *TextBridge Classic OCR* if you want to use the OCR package that was installed with the Brother software.

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

The Preferences window will appear:
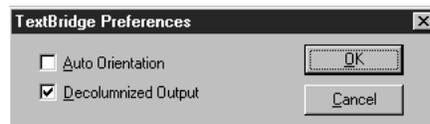


Select your setting and click **OK**.

◆ *Auto Orientation*—Check this checkbox if you want your word processor application to read the page as it is set up.

◆ *Decolumnized Output*—Check this checkbox if you want your word processor application to read across the entire page from left to right.

◆ *Document Format*—From the pull-down list, select the file format you want to use for your word processor or text documents.

# *User Defined Button*
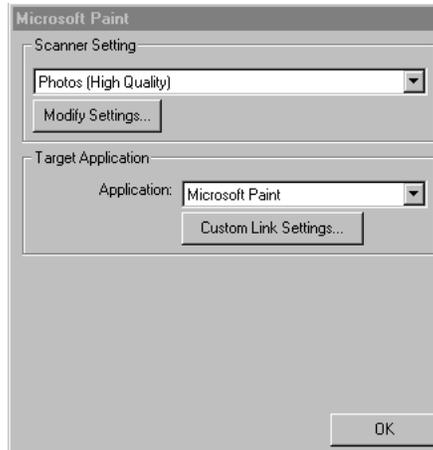


## Scanner Settings

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

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

## Target Application

*Application*—From the pull-down list, select the application you want to add to this Pop-Up screen.

Click the **Custom Link Settings**… button to set up links for your user-defined application.
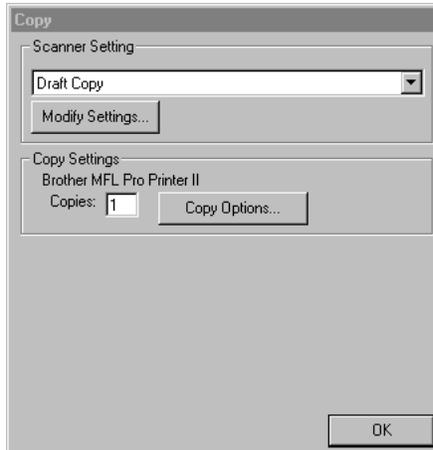
*Using the Windows®-Based Brother Control Centre* **129**

# Copy/Two on One Copy



## Scanner Settings

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

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

## Copy Settings

Brother MFC860

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

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

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

# Using ScanSoft™ PaperPort® and TextBridge®

ScanSoft™ PaperPort® for Brother is a document management application. You will use PaperPort® to view and scanned documents. PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your graphics and text documents. It allows you to combine or "stack" documents of different formats for printing, or filing. ScanSoft™ PaperPort® can be accessed through the ScanSoft™ PaperPort® program group. See On-Line Documentation for Multi-Function Link® Pro on the CD-ROM.
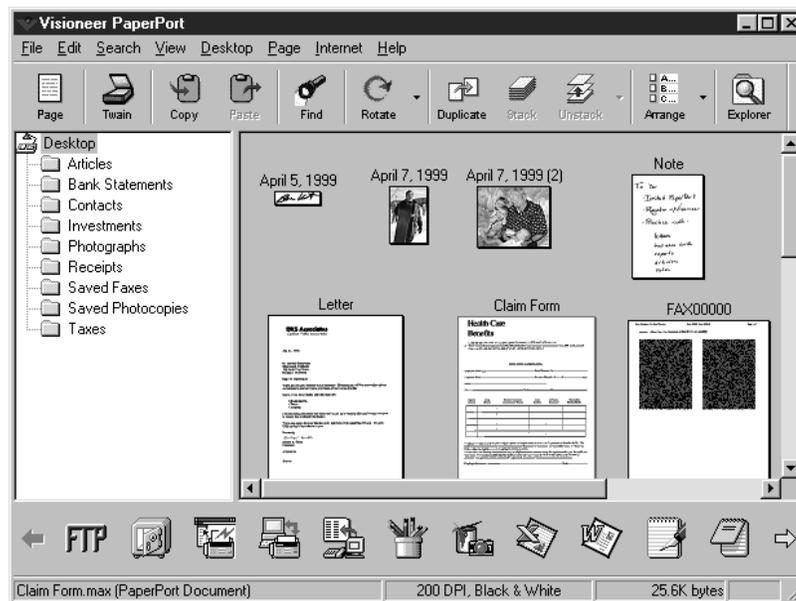


The complete ScanSoft™ PaperPort® Owner's Manual, including ScanSoft™ TextBridge® OCR, is in the On-Line Documentation on the CD-ROM. This chapter is only an introduction to the basic operations.

## Viewing Items in ScanSoft™ PaperPort®

ScanSoft™ PaperPort® provides several ways to view items:

**Desktop View** displays a **thumbnail**, a small graphic that represents each item in a Desktop or folder. Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications). Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.

**Page View** displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it. As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.
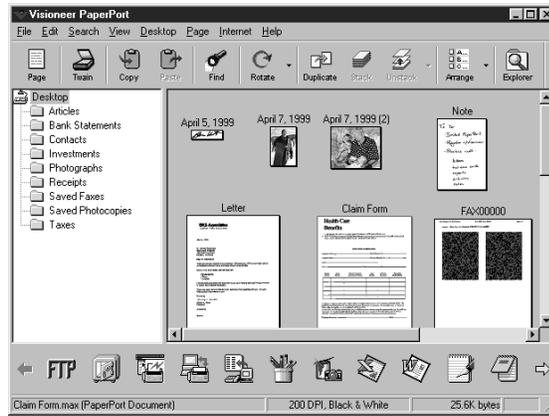


Destop View displays items
as thumbnails
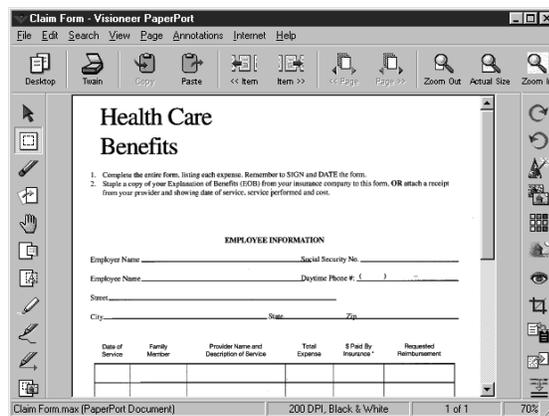


Page View displays each item
as a full page

## Organizing Your Items in Folders

PaperPort® has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in Desktop View. An item can be a PaperPort® item or a non-PaperPort® item:

■ Folders are arranged in a "tree" structure in the Folder View. You use this pane to select folders and view their items in Desktop View.

■ You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.

■ Folders can be "nested"—that is, stored in other folders.

■ When you double-click a folder, its items (both PaperPort® MAX files and other files) appear on the Desktop.

■ You can also use Windows® Explorer to manage the folders and items shown in Desktop View.

## Links to Many Other Applications

ScanSoft™ PaperPort® automatically recognizes many other applications on your computer and creates a "working link" to them. The Link Bar at the bottom of Desktop view shows icons of those linked applications. To use a link, drag an item onto one of the icons to start the application represented by the icon.

This sample Link Bar shows several applications with links to PaperPort®.

If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Create New Link** command. (See PaperPort® in the On-Line-Documentation on the CD-ROM for more information about creating new links.)

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

Software by: **ScanSoft™**   ScanSoft™

ScanSoft™ TextBridge® OCR is automatically installed when you install ScanSoft™ PaperPort® on your computer.

ScanSoft™ PaperPort® can quickly convert the text on a ScanSoft™ PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application. PaperPort® uses the optical character recognition application ScanSoft™ TextBridge®, which comes with PaperPort®—**OR**—PaperPort® uses your application if it is already on your computer. You can convert the entire item, or by using the **Copy As Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®'s built-in OCR application, or you can use your own OCR application.

## Importing Items from Other Applications

In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

■ Print to the Desktop View from another application, such as Microsoft Excel.
■ Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

## Exporting Items in Other Formats

You can export or save PaperPort® items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing. For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

# Scanning a Document

## TWAIN COMPLIANT

The Brother Multi-Function Link® Pro software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort® viewer that Brother included with your MFC, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe Photoshop, Adobe PageMaker, CorelDraw and many more.

To choose Brother Multi-Function Link® Pro as your scanner driver, select it under the Select scanner—**OR**—Select source option in your software.

## Accessing the Scanner

From the PaperPort® window, select the **Scan** or **TWAIN** button or from the File drop-down menu choose Acquire. Multi-Function Link® Pro's TWAIN dialog box will appear:
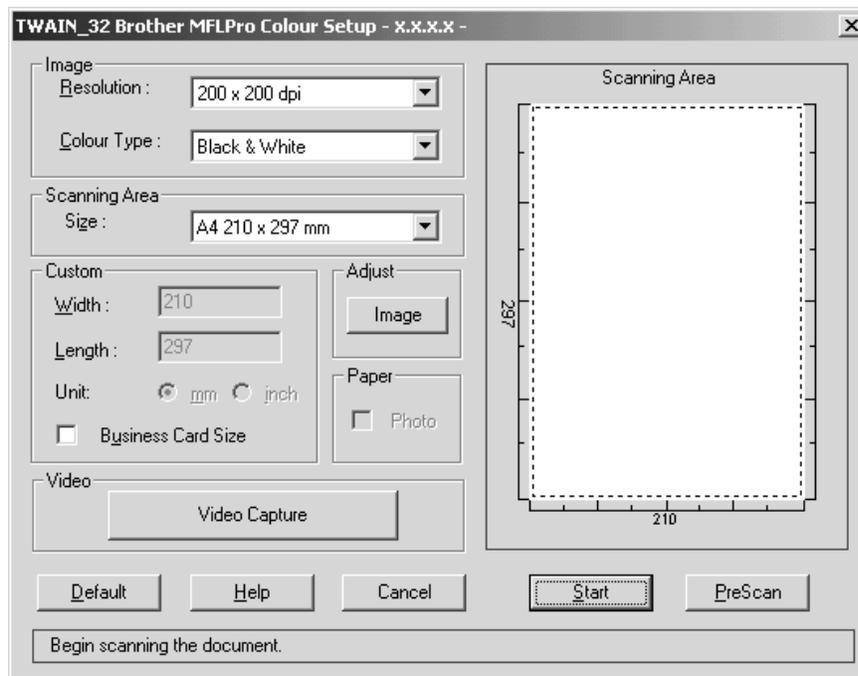


## Scanning a Document into the PC

**1** Place the original face up in the feeder or face down on the glass platen.

**2** Adjust the following settings, if needed, in the Scanner window:
   ◆ Resolution
   ◆ *Colour Type* (Black & White, Grey [Error Diffusion], True Grey, 256 Colour or 24-bit colour)
   ◆ Size

**3** Select the **Start** button from the scanner window.

   When scanning is completed, press **Cancel** to return to the PaperPort® window.

## Settings in the Scanner Window

### Resolution:

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

- ◆ 100 x 100 dpi
- ◆ 150 x 150 dpi
- ◆ 200 x 200 dpi
- ◆ 300 x 300 dpi
- ◆ 400 x 400 dpi
- ◆ 600 x 600 dpi
- ◆ 1200 x 1200 dpi (Black & White, Grey [Error Diffusion]. True Grey and 24-bit colour only)
- ◆ 2400 x 2400 dpi (Black & White, Grey [Error Diffusion]. True Grey and 24-bit colour only)
- ◆ 4800 x 4800 dpi (Black & White, Gray [Error Diffusion]. True Gray and 24-bit colour only)
- ◆ 9600 x 9600 dpi (Black & White, Gray [Error Diffusion]. True Gray and 24-bit colour only)

### Colour Type:

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

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

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

### Size:

Set the Size to one of the following:

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

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

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

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

**PRINTER/SCANNER**

*Using ScanSoft™ PaperPort® for Brother/TextBridge®* **135**

### Custom:

This section displays the size you selected.  To adjust the scanning area size to business card size automatically, check the Business Card Size box.

### Adjust:

In the Adjust section, click the **Image** button.  The Image screen will  appear:
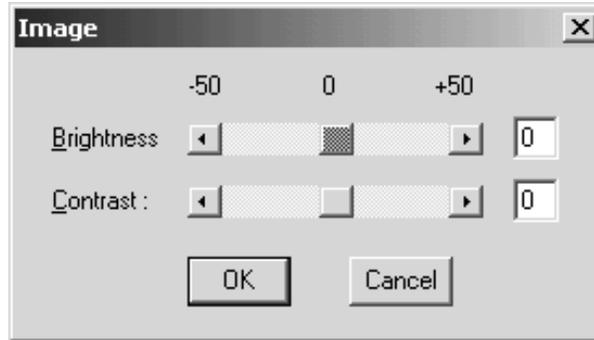


Use the cursor to drag the indicator buttons to the left or right to adjust the Brightness and the Contrast, as needed.

### Paper:

Check the Photo box if the image is a photograph.

### Video Capture:

The Video Capture button displays the video frame grabber window.
(See *Video Capture from the PC*  in this Chapter for details.)

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# PreScanning an Image

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

## How to use PreScan to adjust an image:

**1** Place the original face up in the feeder or face down on the glass platen.

**2** Select the **PreScan** button.
   The entire original will be scanned into the PC and will appear in the Scanning Area of the Scanner window.
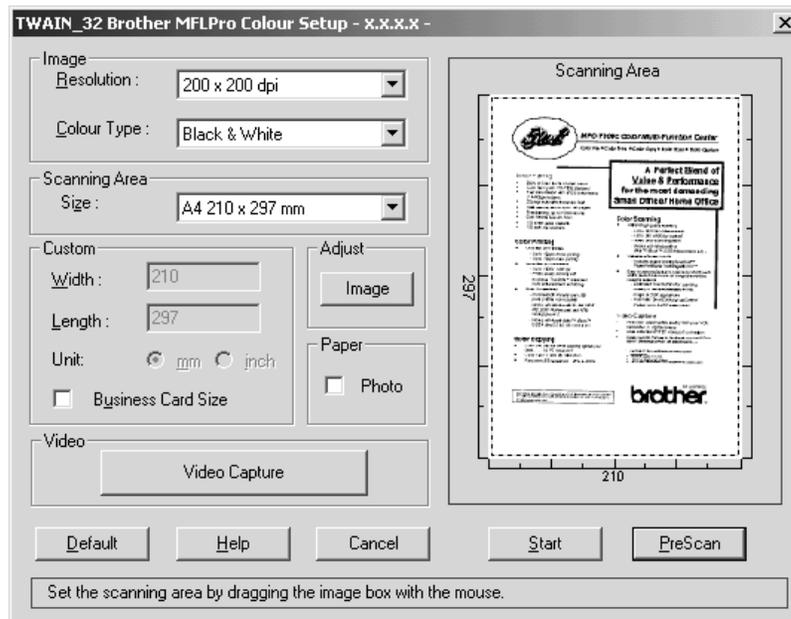


**3** To crop a portion of the original to be scanned, drag any side or corner of the dotted outline in the Scanning Area with the left mouse button. Adjust the dotted outline until it surrounds only the portion of the original you wish to scan.

**4** Place the original face down in the feeder or face down on the glass platen.

**5** Adjust the settings for Resolution, Colour Type and Size in the Scanner window, as needed.

*Using ScanSoft™ PaperPort® for Brother/TextBridge®* **137**

**6** Select the **Start** button.

This time only the selected area of the original will appear in the PaperPort® window.
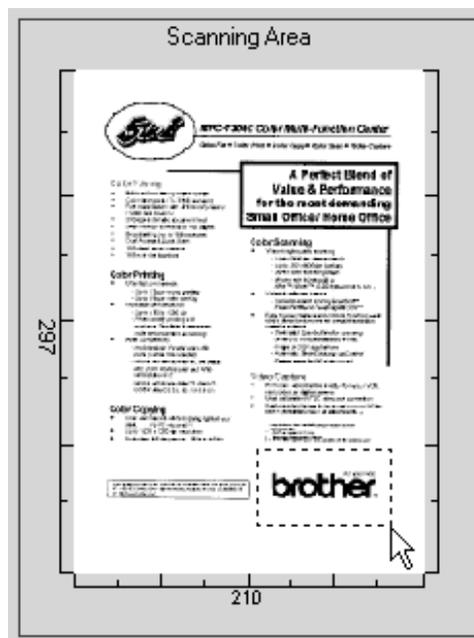
**7** In the PaperPort® window, use the options available to refine the image. (See PaperPort® for Brother Online Documentation on the CD-ROM for details.)

# *Video Capture from the PC*

Video Capture is the process of isolating a single frame (or picture) from media played on video equipment (such as a video camera or VCR) and then converting that frame into an image file on your PC. Once the frame is an image file, it can be saved, printed, faxed, and inserted into other files.

## Connecting Your Video Equipment

Before you can begin to capture a video frame, you must first connect your video equipment to the MFC.

### To connect your video equipment:

**1** Connect your video cable to the connector on your video equipment labeled **VIDEO OUT**.

**2** Connect the RCA male plug on the other end of the video cable to the RCA female jack on the front of the MFC.
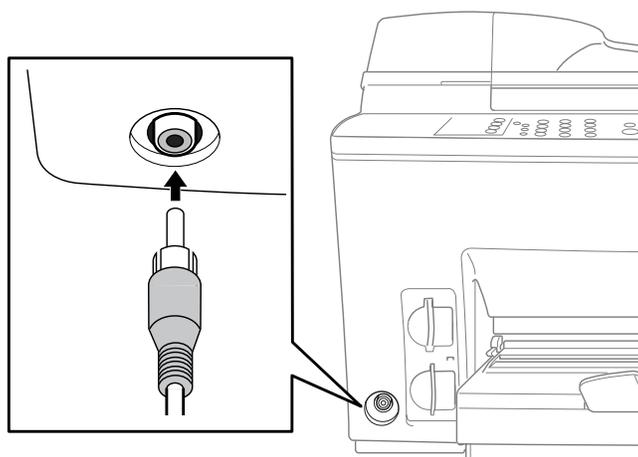
# Capturing An Image

You can access Multi-Function Link® Pro's TWAIN™ dialog box from the ScanSoft™ PaperPort® for Brother viewer or from any application that is compatible with TWAIN scanning devices.

**To capture a frame as an image:**

**1** Connect your video equipment to the MFC.

**2** From PaperPort®, select **Acquire** from the **File** menu, or click on the

Scan (TWAIN) icon.

Multi-Function Link® Pro's TWAIN dialog box will appear:
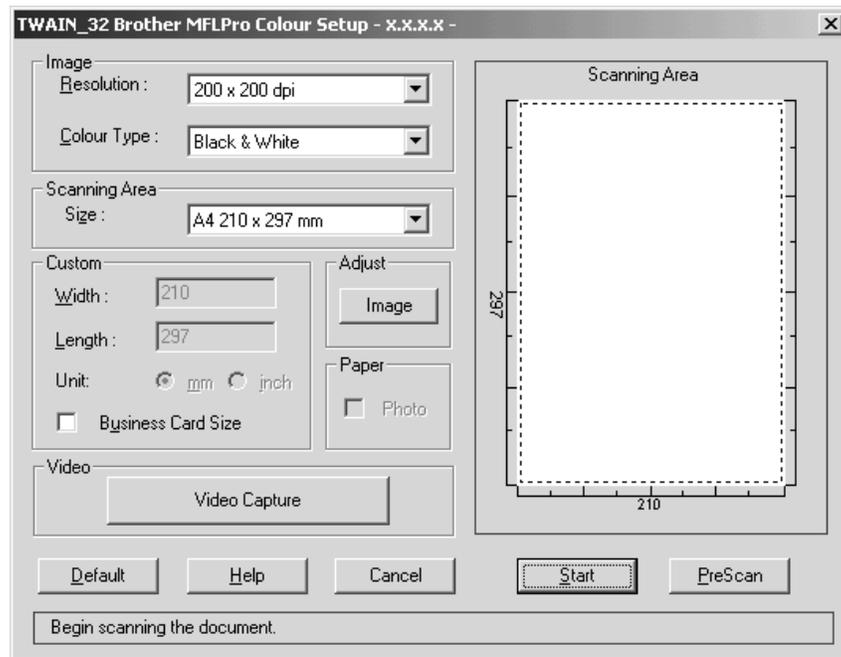


**3** In the Multi-Function Link® Pro Setup (TWAIN) dialog box, click the **Video Capture** button. The Video Capture dialog box will appear:

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**4** Select the **Source** of the video:
- ◆ Live Camera
- ◆ Tape/VCR
- ◆ Laser Disc®
- ◆ Digital Camera

**5** Select the **Type** of video:
- ◆ Auto-is the most common choice, since the system will determine the Type for you.
- ◆ Moving
- ◆ Still
- ◆ High Quality
- ◆ Pro Quality-is the highest quality.

**6** Select the **Preview** type:
- ◆ B & W-Black and White displays approximately four frames per second.
- ◆ Colour-displays approximately one frame every two seconds because colour images contain much more data.

**7** Select the **Size** (dots per inch) of the image file to be created:
- ◆ 1280 x 960-is the best quality. The image file will be large and take more space on your PC.
- ◆ 750 x 562
- ◆ 640 x 480-is suitable for most images.
- ◆ 320 x 240

**8** Turn on your video equipment and start running the video.

**9** When you see the frame you want to capture, click the **Pause** button. The frame will be displayed in the viewer screen section of Multi-Function Link® Pro's TWAIN dialog box.

**10** If you wish to capture the displayed frame, click the **OK** button—**OR**—

If you are not satisfied with the frame that is displayed, resume running the video by clicking the **Pause** button a second time.

The video will resume running.

**11** Click the **Quit** button to exit the Video Capture dialog box.

**12** Run PaperPort®, where a thumbnail image of your frame will be displayed. (See ScanSoft™ PaperPort® Online Documentation on the CD-ROM for details).

## *Introduction*

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

Multi-Function Link® Pro software for your MFC includes ScanSoft™ PaperPort® for Brother and ScanSoft™ TextBridge®.
(See *Using ScanSoft™ PaperPort® for Brother/TextBridge®* in Chapter 16.)

### Brother Resource Manager

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

**PRINTER/SCANNER**

# MFC Remote Setup

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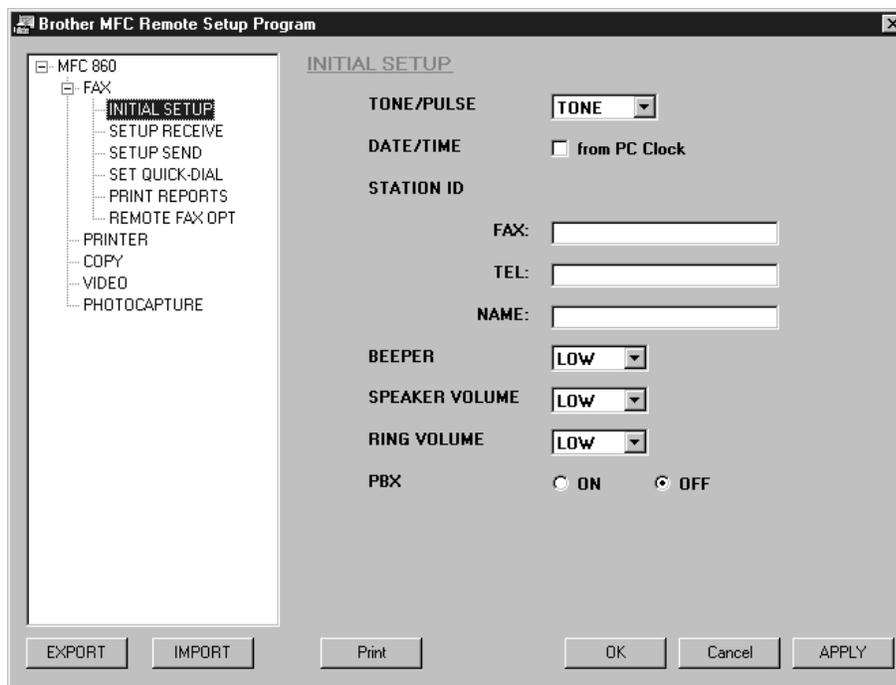


**OK**

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

**CANCEL**

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

**APPLY**

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

**Print**

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

**EXPORT**

This command saves the current configuration settings to a file.

**IMPORT**

This command reads the settings from a file.

## Introduction

The PhotoCapture Centre™ feature requires a USB cable to connection to your PC and will work only with Windows® 98, 98SE and 2000 Professional.

**1** Insert a SmartMedia™ or CompactFlash™ card into your MFC.

**2** In Windows® Explorer on your PC, double-click the Removable Disk icon.

The files and folders that are on the media card will be displayed on your PC screen.
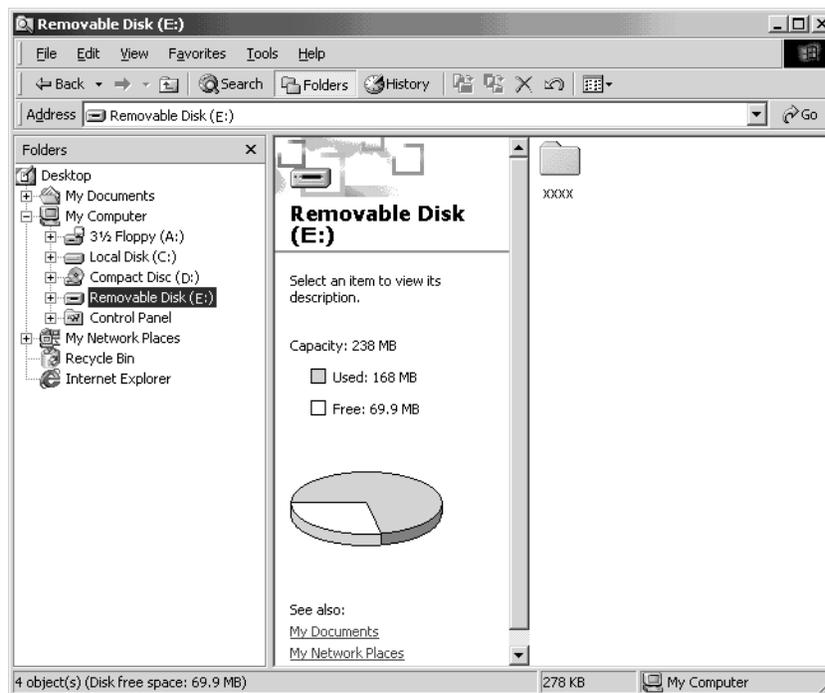


If both media cards are inserted at the same time, the PhotoCapture Centre™ will read only the card that was installed first. To have access to the other card, you must first remove both cards, then insert the media card you wish to access.

Do not unplug the power cord, USB cable or remove a SmartMedia™ or CompactFlash™ card from the MFC while the MFC is reading the card (LED is flashing). You can loose data or damage the card.

While the MFC is printing from the PhotoCapture Centre™ function, the PC can not access the PhotoCapture Centre™ for another operation.

**PRINTER/SCANNER**

## Set up Your USB Equipped Apple® Macintosh® G3, G4 or iMac™ with Mac OS 8.5/8.51/8.6/9.0

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

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

## Installing the Brother Printer and Scanner Drivers

**1** Turn on the power to your Macintosh and wait for the startup process to be completed.

**2** Insert the Brother CD-ROM into your CD-ROM drive. The window below will appear automatically.

**3** To install the Printer and Scanner Drivers, click **MFL Pro Driver Installer**.

**4** After installation is completed, connect a standard USB cable to both the MFC and the Macintosh.
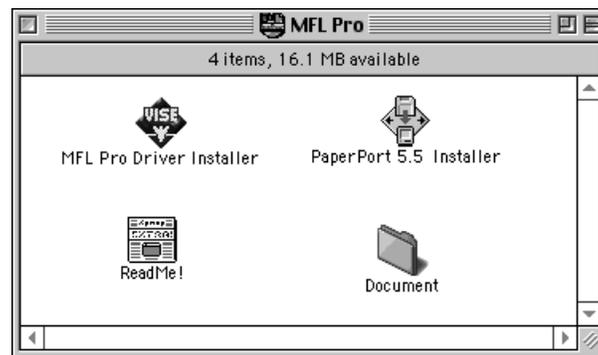


Restart your Macintosh® so it can recognize the new drivers.

# Using Brother Printer Driver with your Apple® Macintosh®

**To select the Printer:**

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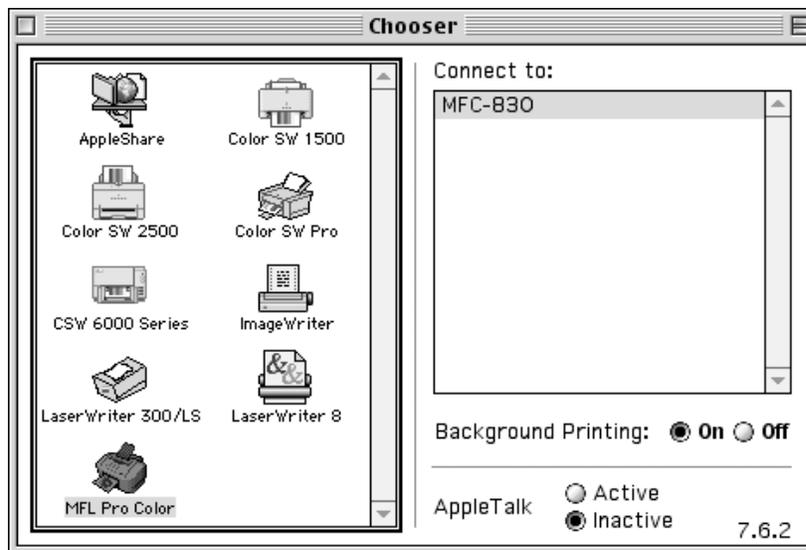


**2** Click the printer driver you installed to highlight it. On the right side of the Chooser, click the printer to which you want to print. Close the Chooser.

**To print the document:**

**3** From application software such as PaperPort®, click **File menu** and select **Page Setup**. You can change the settings for **Paper Size**, **Paper Thickness**, **Paper Source**, **Orientation**, and **Scaling**, then click **OK**.
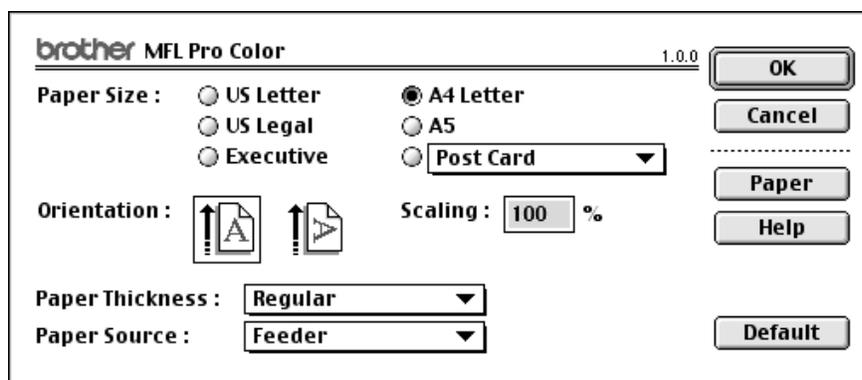
**4** From application software such as PaperPort, click **File menu** and select **Print**. Click **Print** to start printing.
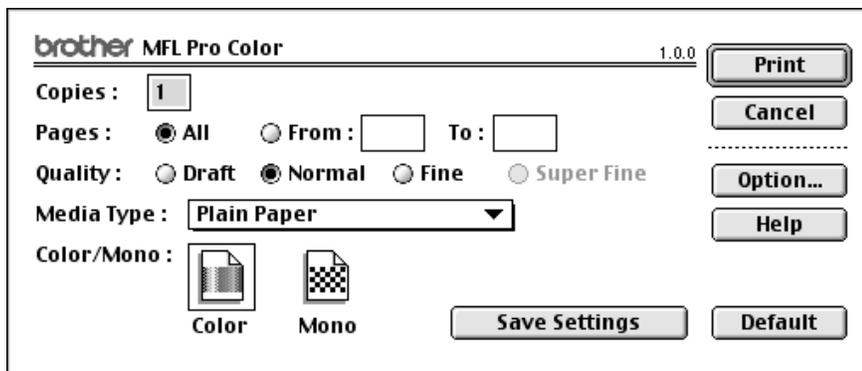


If you want to change **Copies**, **Pages**, **Quality**, **Media Type** and **Colour/ Mono**, select your settings before clicking **Print**.
Set **Option** allows you to change **Document** and **Printing Options**.
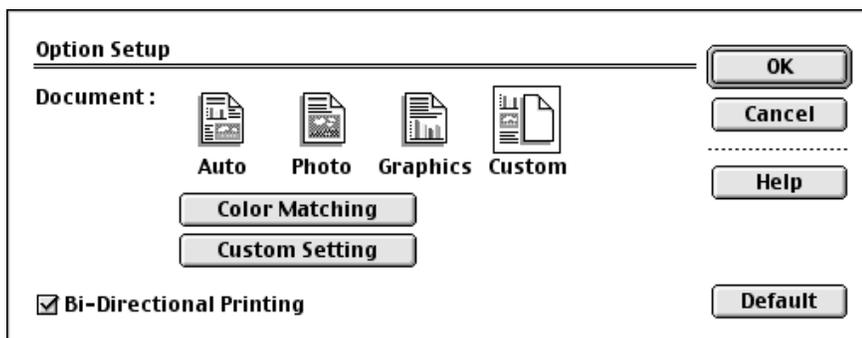
# Using Brother TWAIN Scanner Driver with Your Apple® Macintosh®

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

## Accessing the Scanner

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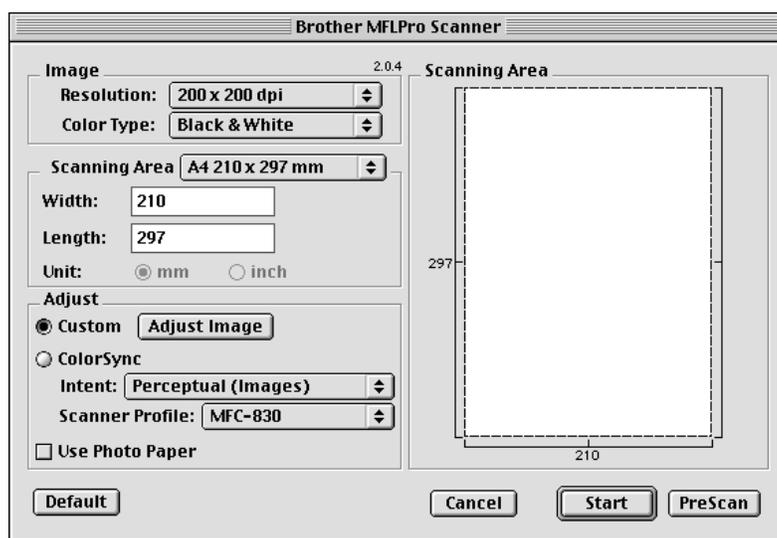


## Scanning a Document into Your Macintosh G3, G4 or iMac

**1** Place the original face up in the feeder or face down on the glass platen.

**2** Adjust the following settings, if needed, in the scanner setup dialog box:
- *Resolution*
- *Colour Type*
- *Brightness*
- *Contrast*
- *Scanning Area*

**3** Click **Start**.

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

PRINTER/SCANNER

# Settings in the Scanner Window

### Image

*Resolution*

Choose the scanning resolution from the Resolution pop-up menu. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. (Each model has different resolutions. See *Specifications* in Chapter 22.)
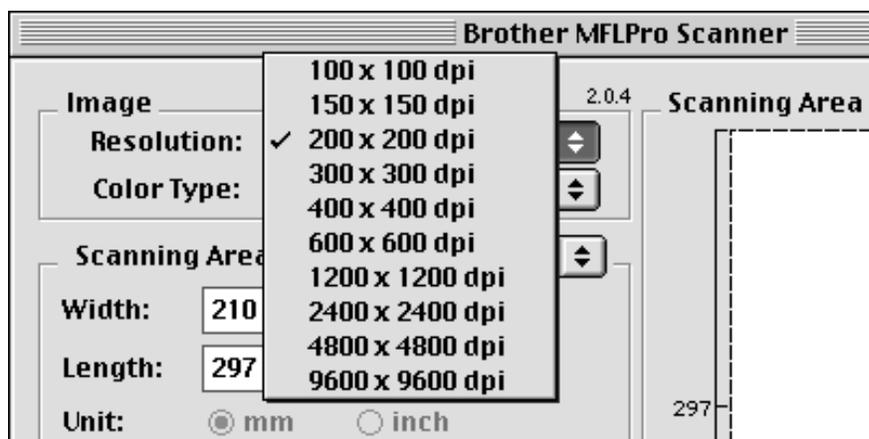


*Colour Type*

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

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

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

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



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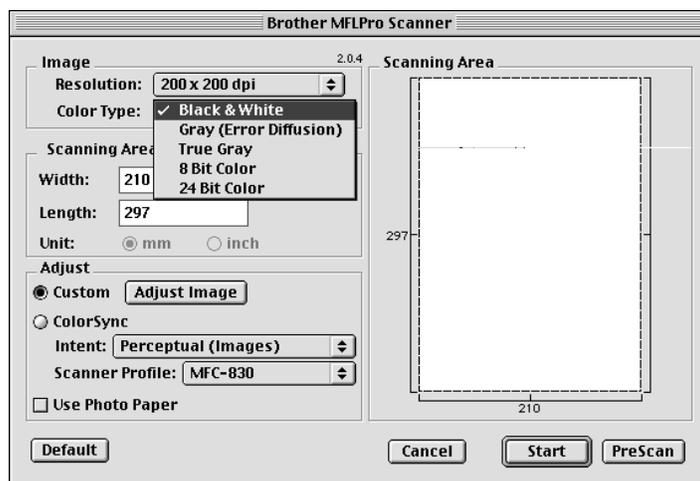
## Scanning Area

Set the **Size** to one of the following:
- ◆ Letter (8.5 x 11 inches)
- ◆ A4 (210 x 297 mm)
- ◆ Legal (8.5 x 14 inches)
- ◆ A5 (148 x 210 mm)
- ◆ B5 (182 x 257 mm)
- ◆ Executive (7.25 x 10.5 inches)
- ◆ Business Card (90 x 60 mm)
- ◆ Custom (User adjustable from 0.35 x 0.35 inches to 8.5 x 14 inches)

After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

Width:    Enter the width of the custom size.

Length:   Enter the length of the custom size.

## Business Card Size

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

When scanning photographs or other images for use in a word processor or other graphics application, it is a good idea to try different settings for the contrast, mode and resolution to determine which settings look best.

## Miscellaneous

*Brightness*

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

You can set the brightness level by dragging the slidebar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the setting. Click **OK**.

If the scanned image is too light, set a lower brightness value and scan the document again.

If the image is too dark, set a higher brightness value and scan the document again.
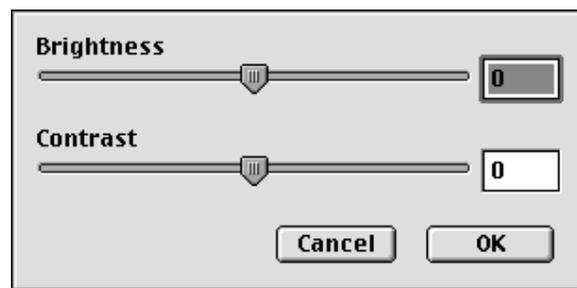
## Contrast

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

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

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## Colour Sync Dialog
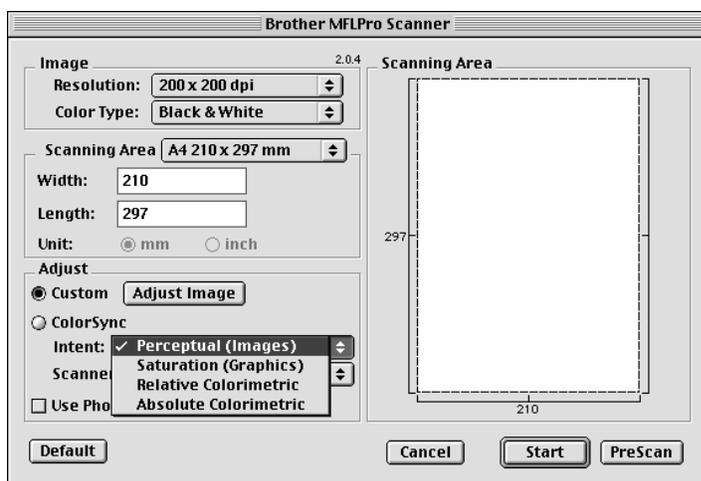


*Perceptual Matching*—All the colours of a given gamut are scaled proportionally to fit within another gamut. This intent pretty much maintain the balance between the colours in the image. This intent is the best choice for realistic images, such as scanned photographs.

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

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

*Absolute Colourimetric Matching*—A close appearance match may be achieved over most of the tonal range, but if the minimum density of the idealized image is different from that of the output image, the areas of the image that are left blank will be different. Colours that fall within the gamuts of both devices are left unchanged.

## Scanner Profile

Select your Brother MFC.
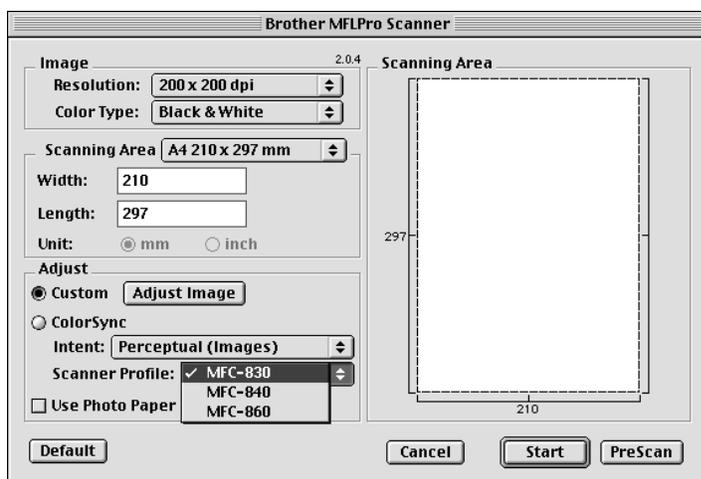
# PreScanning an Image

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

**1** Insert the original face up in the feeder or face down on the glass platen.

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

The entire original will be scanned into your Macintosh G3 or iMac and will appear in the Scanning Area of the Scanner dialog box:

**3** To scan a portion of the prescanned image, click and drag the mouse to crop it.
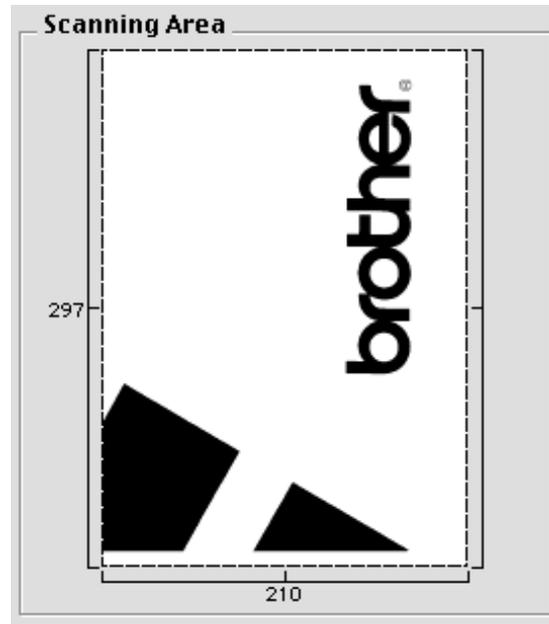


**4** Insert original in the ADF of the Brother MFC again.

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

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

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

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

**PRINTER/SCANNER**

## *Error Messages*

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

| ERROR MESSAGE | CAUSE | ACTION |
|---|---|---|
| **CHECK CASSETTE** | MFC cassette cover is open or MFC cassette is not installed properly. | Close cassette cover or install cassette properly. |
| **CHECK PAPER** | MFC is out of paper. | Add paper to cassette, or install cassette properly. |
| **CHECK SCAN LOCK** or **MACHINE ERROR AF** or **MACHINE ERROR AE** | The scanner lock is locked. | Release the scanner lock lever and then press **Stop**. If you see **MACHINE ERROR AF** (or **AE**), stop operation and contact your Brother dealer for service. |
| **COMM.ERROR** | Poor phone line quality caused communication error. | Try the call again. If problem continues, call Telephone Company to check your phone line. |
| **CONNECTION FAIL** | You tried to poll a fax machine that is not in Polled Waiting mode. | Verify the other party's polling setup. |
| **COVER OPEN** | Scanner cover is not closed completely. | Press the scanner cover release button and lift the scanner cover, then close it. |
| **DISCONNECTED** | The other party or other party's fax machine terminated the call. | Try to transmit, calling the other party to see what happened or receive again. |
| **DOCUMENT JAM** | Documents were not inserted or fed properly, or document was longer than 90 cm. | (See *Document Jams and Paper Jams* in this Chapter.) |
| **INK EMPTY XXXX** | One or more of the ink cartridges is out of ink. | Replace the ink cartridges. (See *Replacing the Ink Cartridges* in this Chapter.) |
| **MACHINE ERROR XX** | MFC has a mechanical problem | Cut the power off. Then contact your Brother dealer for service. |
| **MEDIA ERROR** | You inserted a media card that is either bad or not formatted or there is a problem with the media drive. | Remove the media card. (See *Walk-Up PhotoCapture Centre*™ in Chapter 11.) |
| **MEMORY FULL** | The data is too large for the MFC's memory. | (See *Memory Full Message* in Chapter 9.) |
| **NEAR EMPTY XXXX** | One or more of the ink cartridges is running out of ink where XXXX shows the colour. | Order a new ink cartridge now. |

| ERROR MESSAGE | CAUSE | ACTION |
|---|---|---|
| **NO RESPONSE/ BUSY** | The number you dialled does not answer or is busy. | Verify the number and try again. |
| **NOT ASSIGNED** | You tried to access a One Touch or Speed Dial number that is not programmed. | Set up the One Touch or Speed Dial number. See *Storing One Touch Dial Numbers* in Chapter 1. Also see *Storing Speed Dial Numbers* in Chapter 1. |
| **NO FILE** | The media card in the media drive does not contain a .JPG file, or the DPOF print file on the media card selects a .JPG image that is not on the Card. | See *PhotoCapture Centre™ Requirements* in Chapter 11. |
| **PLS OPEN COVER** | A page, piece of paper or paper clip, etc. may be jammed inside the MFC. | Press the Scanner cover release button and lift the scanner cover. If you see any jammed paper or other item, gently pull it out, then close the scanner cover. If the error message remains, open and close the scanner cover again. If the MFC cannot reset itself and return to the date and time prompt, it will display **MACHINE ERROR XX**. Then contact your Brother dealer for service. |
| **PRINTER JAM** | The recording paper is jammed in the MFC. | (See *Document Jams and Paper Jams* in this Chapter.) |
| **SET CARTRIDGES** | An ink cartridge is not installed properly. | Re-install the ink, seating it properly. (See *Replacing the Ink Cartridges* in this Chapter.) |

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# Document Jams and Paper Jams

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

## Document Jam in the Top of the ADF Unit

**1** Remove any paper from the document feeder that is not jammed.

**2** Lift the ADF cover.

**3** Pull the jammed document out to the left.

**4** Close the ADF cover.

**5** Press **Stop**.

**OK!**

**ADF Cover**
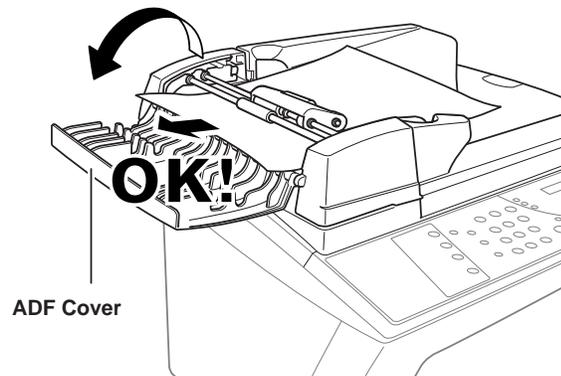
## Document Jam inside the ADF Unit

**1** Open the document cover.

**2** Remove any paper from the document feeder that is not jammed.

**3** Lift the ADF unit.

**4** Pull the jammed document out to the right.

**5** Close the ADF unit.

**6** Press **Stop**.

**ADF Unit**

**OK!**

---

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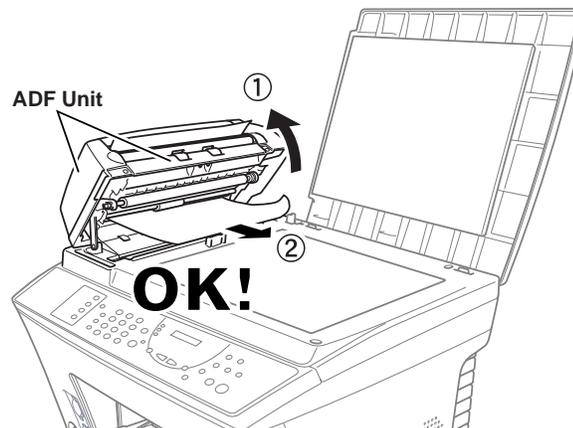
## Paper Jam

**1** Remove the paper cassette.
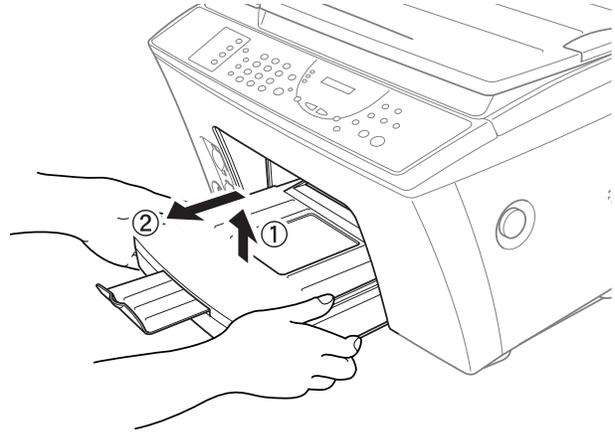
**2** Press the blue release button and pull the jammed paper out toward you.

**Blue Release Button**
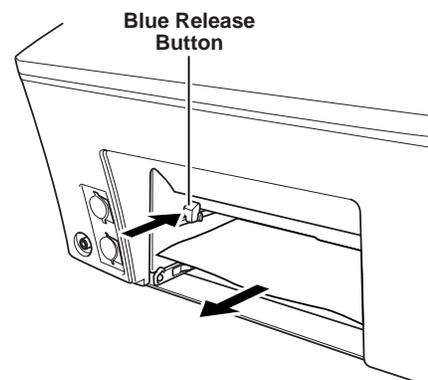
**3** Slide the paper cassette into the MFC until it locks into place.

MAINTENANCE

# Difficulty with Operation

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

| DIFFICULTY | SUGGESTIONS |
|---|---|
| **Printing or Receiving Faxes** | |
| Condensed Print and Horizontal Streaks / Top and Bottom of Sentences Are Cut Off | If your copy looks good, you probably had a bad connection, with interference on the phone line. |
| Poor Quality Print | Make sure the Printer Driver matches the type of paper you are using (See *The Quality/Colour Tab* in Chapter 14.) If you are using plain paper, try using recommended special paper. (See *Brother Paper* in Chapter 22.) Don't handle the paper until the ink is dry. Adjust the Vertical Alignment (See *Aligning Ink Cartridges* in this Chapter.) |
| Smudged Stain on the top centre of the printed page. | Press the purple paper thickness adjustment lever down. (See *Load Paper in the Multi-Purpose Paper Cassette* in Preparation and Simple Use Guide.) |
| Printing Too Dark or Too Light | Make sure your ink cartridges are fresh and within their expiry dates.<br><br>Cartridge expiry dates are printed on the package. Make sure the Printer Driver matches the type of paper you are using (See *The Quality/Colour Tab* in Chapter 14.) Try using recommended special paper (See *Brother Paper* in Chapter 22.) The recommended environment for your MFC is between 15 °C to 30 °C. |
| Printing Appears Dirty or Ink Seems to Run | Make sure you are using the recommended paper (See *Brother Paper* in Chapter 22.)<br><br>Don't handle the paper until the ink is dry. The recommended environment for your MFC is between 15 °C to 30 °C. |
| White Lines in Text or Graphics | Clean the print head (See *Cleaning the Print Head* in this Chapter.) |
| Stains Appear on the Reverse Side or at the Bottom of the Page | Make sure the Printer Platen and Pick Up Roller are not dirty with ink mist. (See *Regular Maintenance* in this Chapter.) |
| Vertical Black Lines When Receiving | The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. |
| Received colour fax prints only in B & W. | Replace the colour ink cartridges that are empty or nearly empty. (See *Replacing the Ink Cartridges* in this Chapter.) |

| DIFFICULTY | SUGGESTIONS |
|---|---|
| **Phone Line or Connections** | |
| MFC Does Not Answer When Called | Make sure the MFC is not in MANUAL mode. Check for dial tone. If possible, call your MFC to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the MFC telephone socket. If there is no ringing when you call your MFC, call your Telephone Company to check the line. |
| **Sending Faxes** | |
| Poor Transmitting Quality | Try changing your resolution to **FINE** or **S.FINE**. Make a copy to verify your MFC's scanner operation. |
| Transmission Verification Report says "Result:NG" again. | There is probably temporary noise or static on the line. Try sending the fax If the problem continues, call the Telephone Company to check your phone line. |
| Vertical Black Lines When Sending | If the copy you made shows the same problem, your scanner is dirty. (See *Cleaning the Scanner* in this Chapter.) |
| **Handling Incoming Calls** | |
| Transferring a Fax Call to the MFC | If you answered at an extension phone, press your Remote Activation Code (default setting is $*51$). When your MFC answers, hang up. |
| Custom Features on a Single Line | If you have, Caller ID, RingMaster, Voice Mail, an answering machine, alarm system or any other on a single phone line with your MFC, it may create a problem sending or receiving fax data. For example: If you are sending or receiving a fax message while a custom feature signal comes through on the line, the signal can temporarily interrupt or disrupt the fax data. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry, and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended. |
| **Printer Difficulties** | |
| Horizontal lines appear in Text or Graphics. | Clean the print head (See *Cleaning the Print Head* in this Chapter.) |
| An image from the PhotoCapture Centre™ can be printed only partially or not at all. | Make sure the image is not corrupted and that it has a .JPG extension that is compliant with Exif version 2. (See *PhotoCapture Centre™ Requirements* in Chapter 11.) |
| **Scanning Difficulties** | |
| TWAIN Errors appear while scanning. | Make sure the Brother TWAIN Driver is selected as the primary source. In PaperPort®, click File Select Source, highlight the Brother TWAIN Driver and click Select. |

**MAINTENANCE**

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| DIFFICULTY | SUGGESTIONS |
|---|---|
| **Software Difficulties** | |
| Cannot perform '2 in 1' printing. | Check if the paper size setting in the application and in the printer driver are the same. |
| Cannot print when using Paint Brush. | Try setting the Display setting to '256 colours'. |
| Cannot print when using Adobe Illustrator. | Try to reduce the printing resolution. |
| Thick line and thin line appear alternately. | Turn OFF 'Bi-Directional Printing' from the 'Control/Maintenance' tab in the printer driver. |
| There are some dense lines. | Turn ON 'Reverse Order' from the 'Paper' tab in the printer driver. |
| When using ATM fonts, some characters are missing or some are printed in the same place. | If you are using Windows$^{®}$95/98, select 'Printer Settings' from the 'Start' menu. Open 'Brother MFC-860' properties. Click 'Spool Setting' on the characters 'Details' tab. Select 'RAW' from 'Spool Data Format'. |
| When using Power Point or Excel, hatch pattern is not what you are expecting. | Open the 'Quality/Colour' tab in the printer driver, and change the 'Document' type to 'Photo'. |
| Printing is slow. | In the Quality/Colour tab of the Print dialog box, select Auto in the Document section. |
| Colour enhance is not working correctly. | If the image data is not full colour (such as 256 colour) in your application, Colour enhance does not function. Please use at least 256 colour data with the Colour enhance feature. |
| "Unable to write to LPT1" or "LPT1 already in use" Error Message appears.<br><br>"MFC is Busy" or "MFC Connect Failure" Error Message appears. | 1. Make sure the MFC is on (plugged into the AC outiet) and that it is connected directly to the computer using the IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box).<br>2. Make sure the MFC is not displaying an error message on the LCD Display.<br>3. Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you boot up the computer (such as, drivers for Zip Drivers, External CD-ROM Drive, etc.)<br>Suggested areas to check: (Load=, Run=command lines in the winanl file or the Statup Group).<br>4. Check with you computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine, i.e., Parallel Port Mode-ECP |

| DIFFICULTY | SUGGESTIONS |
|---|---|
| **Video Capture** | |
| LCD does not show **"VIDEO: PRESS COPY CAPTURE READY"** | Check the video cable connection to the MFC's RCA pin jack. Check that the video equipment is sending a signal (video equipment is turned on and set to the correct setting). |

# *How to Improve Print Quality*

## Test Print

If the quality is not satisfactory, first print a test page to help you identify settings you may want to change.

**1** Press **Menu**, **2**, **1**, and press **Set**.

**2** Press **Start**. The MFC begins printing.

**3** Press **Stop** to exit.

## Cleaning the Print Head

Clean the print head if you get a horizontal line in the text or graphics on your printed documents. You can clean the four colour (black, cyan, yellow, magenta) print heads (or a single colour) using the **Ink Management** key.

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

**1** Press **Ink Management**.

**2** Press **1** to choose **1.CLEANING**.

**3** Press ◄ or ► to choose the colour you want to clean.

**4** Press **Set** to clean the print head automatically.

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

⚠ **Do NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.**

MAINTENANCE

# Aligning Ink Cartridges

This feature allows you to check and align the ink cartridges to assure best print quality. Make sure there is paper in the cassette before you start the alignment procedure.

**1** Press **Menu**, **2**, **2**.

**2** Press **Start**. The MFC prints a sample page.
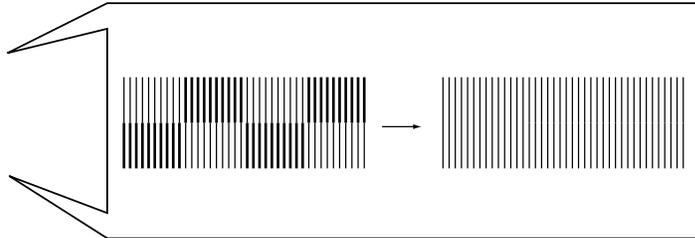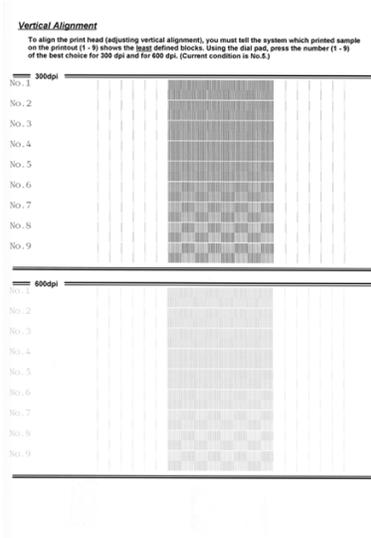


Study the alignment page and decide which sample numbers show the most evenly printed ink lines for 300 and 600 dpi. The screen displays

```
300DPI ADJUST
ENTER NO.(1-9)
```

**3** Using the dial pad, enter the level of adjustment needed for 300 dpi (1 to 9).

**4** The screen displays

**5** Using the dial pad, enter the level of adjustment needed for 600 dpi (1 to 9).

```
600DPI ADJUST
ENTER NO.(1-9)
```

**6** Print another sample Test Print and check it (See *Test Print* in this Chapter.)

**7** Press **Stop** to exit.

---

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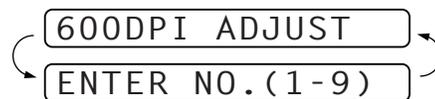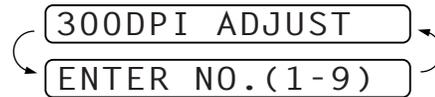
# Packing and Shipping the MFC

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



Do not unplug the MFC after a print job **until you hear the final click**.

**1** Lock the scanner lock lever.

   A  Press the blue scanner cover release button on the right side of the MFC and lift the scanner cover until it locks in the open position.
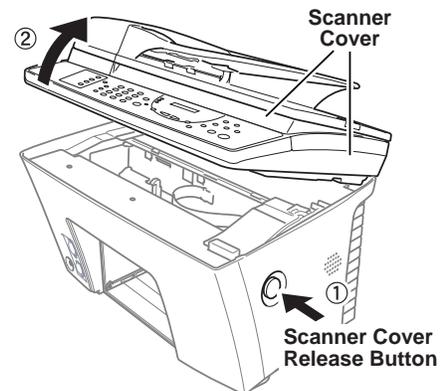


   B  The blue Scanner Lock Lever is on the back left underside of the scanner cover. Press it backward to lock it.
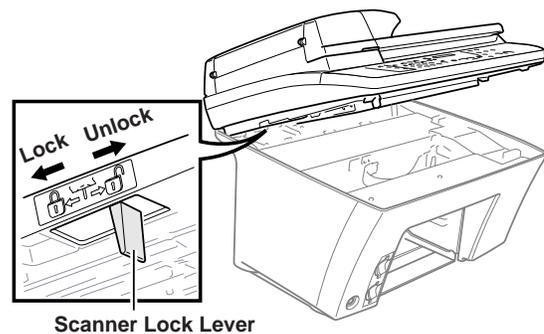




**Damage caused to your MFC by failure to lock the scanner before moving and shipping will void your warranty.**

**2** Close the scanner cover.

**3** Wait until the LCD returns to the date and time display.

**4** Unplug the MFC from the telephone wall socket.

**5** Unplug the MFC from the AC outlet.

**6** Remove the paper cassette and telephone line cord and, and place them in original packing materials or protective wrapping.

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**7** Remove the ink cartridges and replace them with the yellow shipping cover that was part of the original packing materials.

**8** Wrap the MFC in the plastic bag.
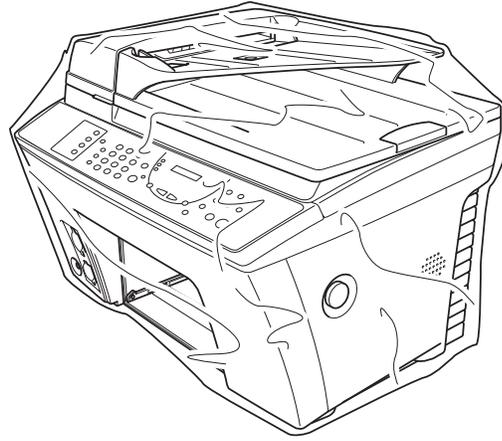
**9** Place the MFC and paper cassette in the original carton with the original packing material.
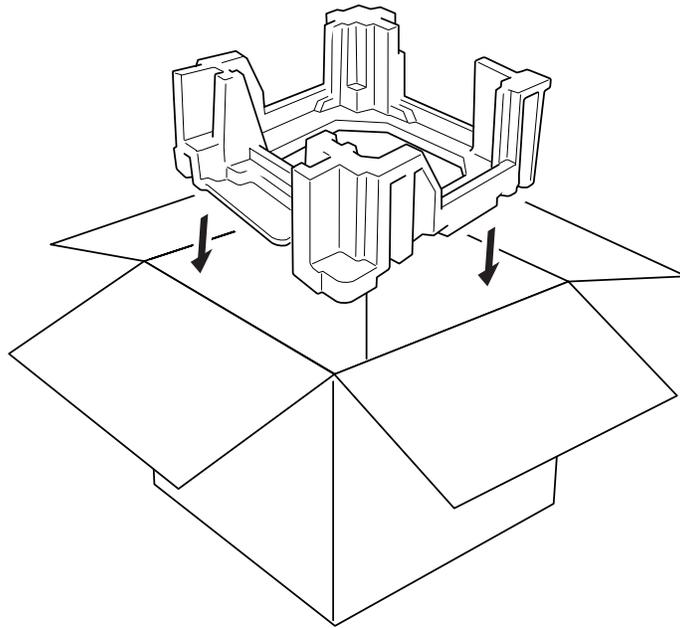
**If you are unable to locate the shipping cover, do not remove the ink cartridges before shipping. It is essential that either the yellow shipping cover or the ink cartridges be in position during shipment. Otherwise, the print head will be damaged, voiding your warranty.**
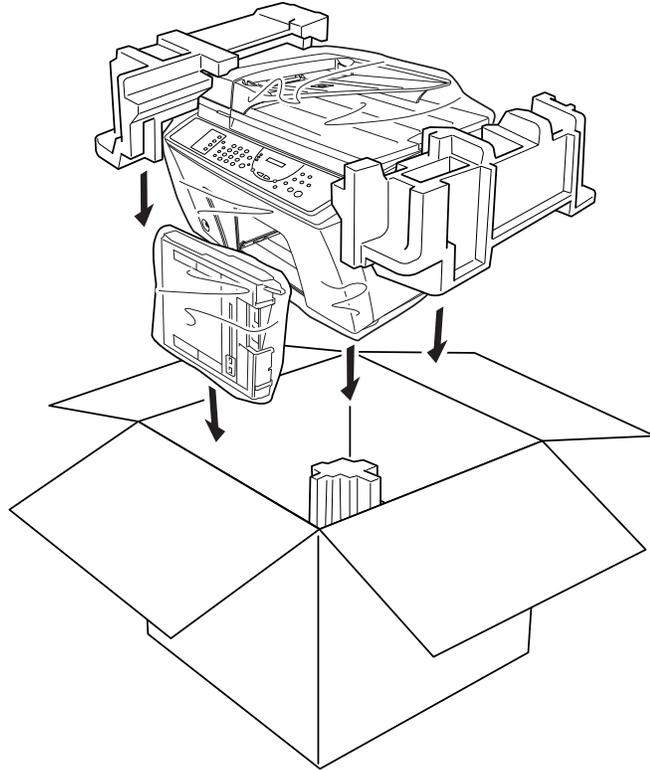
**10** Pack additional parts (cord, paper cassette, printed materials) into the carton.

**11** Close the carton.

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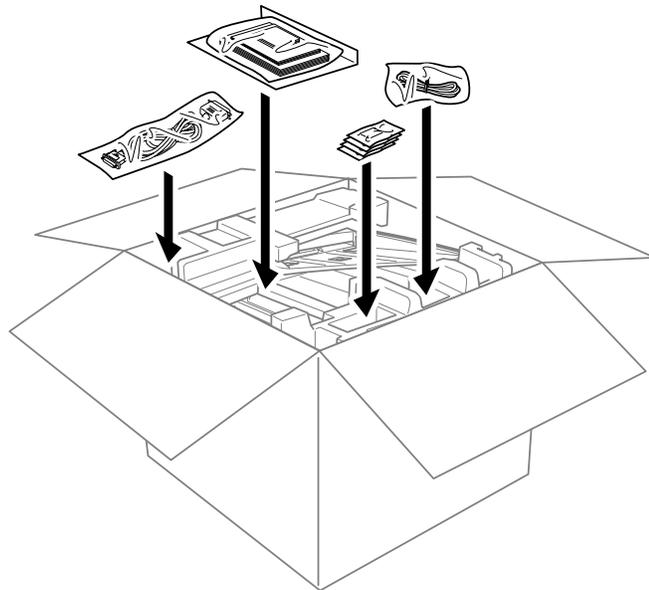
# Regular Maintenance

## Cleaning the Scanner

Unplug the MFC and lift the document cover. Clean the scanner glass and white film with isopropyl alcohol on a lint-free cloth.
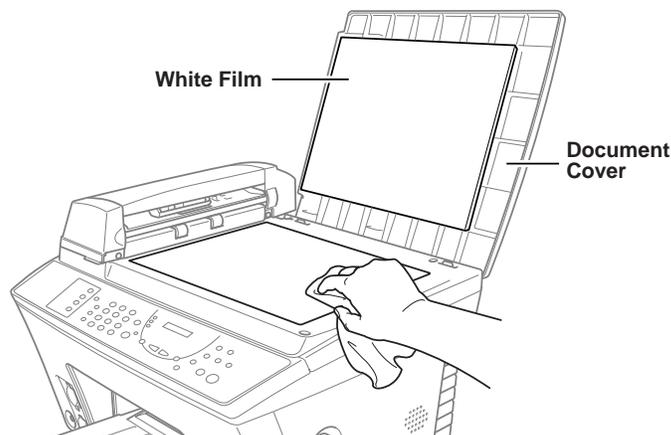
Lift the ADF unit. Clean the white roller, and the glass strip under the roller with isopropyl alcohol on a lint-free cloth. If the screen still displays a scanner error, please contact your Brother dealer for service.
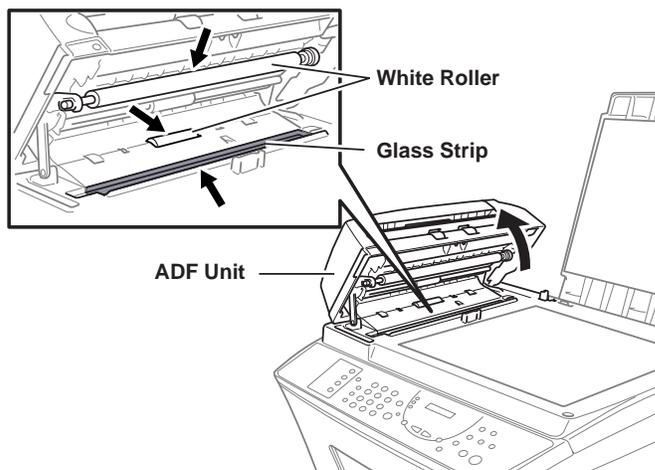
# Cleaning the MFC Printer Platen

To clean your MFC printer platen, wipe it with a lint-free cloth that is dry or lightly moistened with isopropyl alcohol.

**Printer Platen**  **Flat Cable**  **Paper Feed Star Wheel**
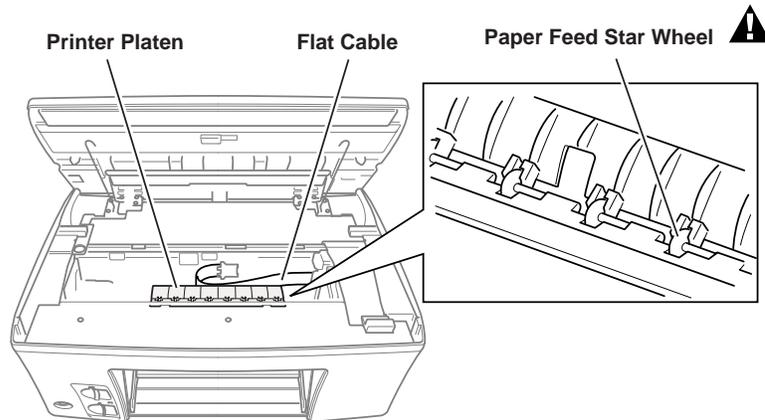
⚠️ **Be careful not to touch the paper feed star wheels and flat cable.**

# Cleaning the Pick-up Roller

**1** Remove the paper cassette from the MFC.

**2** Wipe the pick-up rollers with a cloth moistened with isopropyl alcohol.
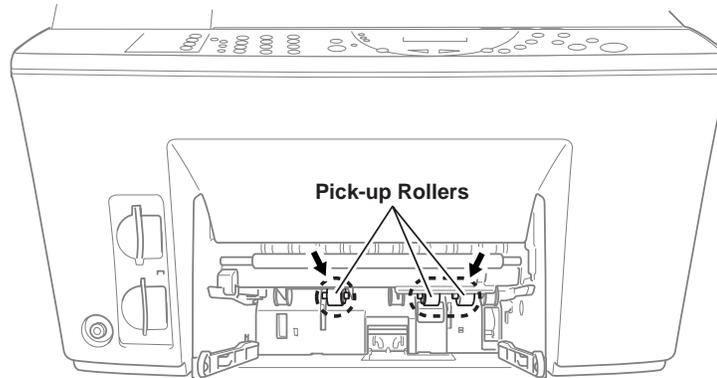
**Pick-up Rollers**

**3** Slide the paper cassette into the MFC until it locks into place.

⚠️ **Be sure to unplug the MFC from the main power outlet before cleaning the printer platen and pick-up rollers.**

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# Replacing the Ink Cartridges

Your MFC is equipped with an ink dot counter that automatically monitors the ink level in each colour cartridge. When the counter detects an ink cartridge is running out of ink, the MFC will notify you with a message on the LCD.

The display shows you which colour cartridges are low or empty. Be sure to follow the display prompts so you replace the colour cartridges in the appropriate order.

**When the ink cartridges are running low, you must use Ink Management to begin the cartridge replacement (Steps 1–3). If the ink is empty, skip to Step 3.**

**1** Press **Ink Management**.

**2** Press ◄ or ► to choose **2. REPLACE INK**, and press **Set**.

If one or more ink cartridges are empty, for example Black, the screen displays **INK EMPTY BLACK** and **PLS OPEN COVER**.

**3** Press the scanner cover release button and lift the scanner cover.

**4** Remove the ink cartridge by pulling it toward you and lifting it up and then out of the print head.
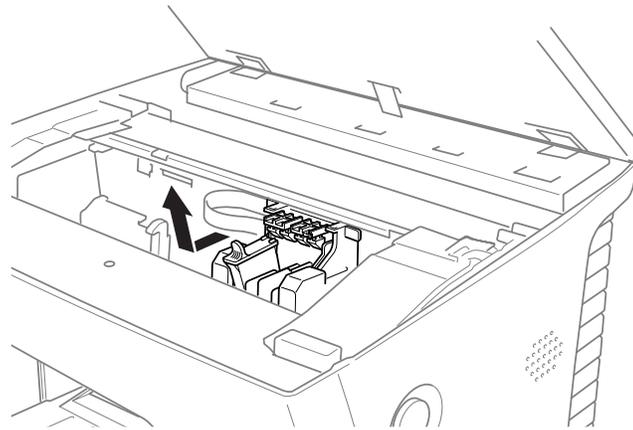
**5** Open the new ink cartridge bag for the colour on the display and remove the ink cartridge.

**6** Hold the new ink cartridge as shown in the illustration, and remove the sealing tape from the side of the ink cartridge. Carefully peel the tape in the direction away from you.

**Opening**

**Peel in the direction away from you!**
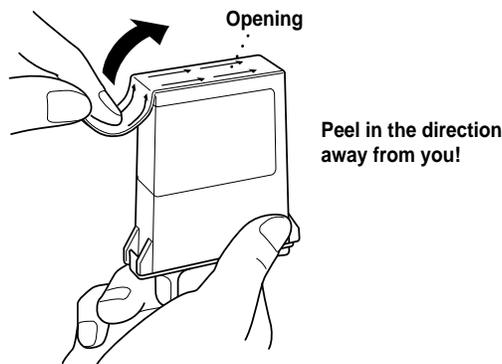
To prevent spilling ink and staining your hands and clothing, remove the sealing tape gently.

**7** Each colour has its own correct position. Insert each new ink cartridge into the carriage using the colour indicator on the cartridge holder as a guide.

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

**9** For each new cartridge, press **1** on the key pad to reset the ink dot counter for that colour automatically. (The ink dot counter enables the MFC to notify you when a colour is running low.)
The MFC will enter a cleaning cycle for approximately two minutes for each replaced cartridge. The display screen shows **CLEANING**.
When the MFC completes the cleaning cycle, the display returns to Standby mode (date and time).

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

- **DO NOT remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the printer will not know the quantity of ink left in the cartridge.**
- **DO NOT shake the ink cartridges, because the ink may spill when you take off the sealing tape.**
- **If ink stains your body or clothing, wash with soap or detergent immediately.**
- **If you install an ink cartridge in the wrong colour position, you must clean the print head several times before you start printing, after correcting the cartridge installation, because the colours were mixed.**
- **Once you open an ink cartridge, install it in the MFC and use it up within six months of installation. Use unopened ink cartridge by the expiry date printed on the box.**
- **DO NOT refill the ink cartridges. Attempting to use refilled cartridges may cause damage to the print head and will void your warranty.**

If the **INK EMPTY** error message is on the display after you have installed ink cartridges, check that the ink cartridges are installed correctly.

# 21 Important Safety Information

## *Important Safety Instructions*

**1** Read all of these instructions.

**2** Save them for later reference.

**3** Follow all warnings and instructions marked on the product.

**4** Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

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

**6** Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.

**7** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.

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

**9** Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.

**10** Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

**11** Do not touch a document during printing.

**12** Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.

**13** Do not attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.

**14** This product has no mains ON/OFF switch. It is therefore highly important that access to the mains plug and the mains socket to which the plug is connected, is never obstructed, in case for some reason the mains power to the machine must be quickly disconnected.

**15** Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified Service Personnel under the following conditions:

◆ When the power cord is damaged or frayed.

◆ If liquid has been spilled into the product.

◆ If the product has been exposed to rain or water.

◆ If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

◆ If the product has been dropped or the cabinet has been damaged.

◆ If the product exhibits a distinct change in performance, indicating a need for service.

**16** We do not advise the use of an extension lead.

# *IMPORTANT-For Your Safety*

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Use do not recommend the use of extension cards.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

# 22 Specifications

## *Fax Specifications*

| | |
|---|---|
| **Compatibility** | ITU-T Group 3 |
| **Coding system** | MH/MR/MMR/JBIG/JPEG |
| **Modem speed** | 14400/12000/9600/7200/4800/2400; Automatic Fallback |
| **Document input width** | 147 mm to 216 mm(ADF)    Max. 216(Scanner) |
| **Document input length** | 127 mm to 356 mm(ADF)    Max. 297(Scanner) |
| **Scanning/Printing width** | 208 mm |
| **Paper Cassette** | 250 Sheets (75 g/m$^2$) |
| **Printer type** | Ink Jet |
| **Grey scale** | 256 levels (Error Diffusion) |
| **Display** | LCD, 16 characters |
| **Polling types** | Standard, Secure, Delayed, Sequential |
| **Contrast control** | Automatic/Super Light/Super Dark (manual setting) |
| **Resolution** | • Horizontal 8 dot/mm |
| | • Vertical Standard—3.85 line/mm |
| | Fine, Photo—7.7 line/mm |
| | Superfine, Photo (copy)—15.4 line/mm |
| **Memory Capacity** | 8MB (up to 550 pages) |
| **One Touch Dial** | 4 x 2 stations |
| **Speed Dial** | 100 stations |
| **Automatic redial** | 4 times at 2 minute intervals |
| **Auto answer** | 1, 2, 3 or 4 rings |
| **Communication source** | Public switched telephone network |
| **Operating environment** | 10-35°C (50-95°F) |
| **Best Print Quality** | 20-33°C (68-91°F) |
| **Power source** | 220 ~ 240V AC 50/60 Hz |
| **Power consumpion** | Standby: under 13 watts<br>Peak: under 50 watts |
| **Dimensions** | 492 x 481 x 372 (mm) |
| **Weight** | 17kg |

* "Pages" refers to the "ITU-T Chart", with JBIG coding and Standard Resolution.

# *Printer Specifications*

## Printing

| | |
|---|---|
| **Print method** | Piezo with 64 x 4 nozzles |
| **Resolution** | Monochrome/Colour Printing:<br>1200 x 1200 dots per inch (DPI), 600 x 600 dots per inch (DPI)<br>300 x 300 dots per inch (DPI), 300 x 150 dots per inch (DPI) |
| **Print speed** | up to 14 pages / minute (Mono)<br>up to 12 pages /minute (Colour) |
| **Print width** | 203.2 mm (8 inches) |
| **Disk-based fonts** | 35 |

## Controller

| | |
|---|---|
| **Interface** | A shielded cable to IEEE 1284 (bi-directional) specification less than 2 m (6.5 feet) long should be used.<br>USB (Universal Serial Bus) Interface that is no longer than 2 m (6.5 feet). |

## Print Media

| | |
|---|---|
| **Paper input** | Automatic loading from the Feeder or manual loading from the Manual Feed Slot |

■ Paper type:
Plain paper, coated paper, glossy paper, transparancies, organizer paper and envelopes.

■ Paper size:
A4, A5, B5, Letter, Legal Executive, envelopes (commercial No. 10, DL, C4, C5) organizer (K, L), Postcard, Photo

Width:148–216 mm (5.8–8.5")

Length:127–356 mm (5–14")

Weight:64–120 $g/m^2$ (17–32 lb)

■ Maximum feeder capacity: Approx. 100 sheets of 75 $g/m^2$ plain paper.

| | |
|---|---|
| **Paper output** | Approximately 50 sheets of plain paper<br>(Face up print delivery to the paper output tray)<br>It is recommended that printed sheets are taken from the paper output tray immediately after printing. |
| **Ink** | Black and 3 individual colour ink cartridges<br>separate from the print head |
| **Service life of ink cartridge** | Approximately 850 pages/Black cartridge at 5% coverage<br>Approximately 410 pages/Colour cartridge at 5% coverage |

# Compilation and Publication Notice

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The contents of this manual and the specifications of this product are subject to change without notice.

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## Ordering Accessories and Supplies

For the best quality results use only genuine Brother accessories. These are available from most Brother dealers or alternatively you can contact our mail order department on telephone number 0161 931 2258 or fax number 0161 931 2218.

| Description | Item |
|---|---|
| Ink Cartridge <black> | LC50BK |
| Ink Cartridge <cyan>(blue) | LC50C |
| Ink Cartridge <magenta>(red) | LC50M |
| Ink Cartridge <yellow> | LL50Y |
| 720 dpi High Quality Coated Paper (200 sheets) | BP72CA |
| Glossy Paper (20 sheets) | BPGLA |
| Transparancies (ink jet compatible) | BRTRA |

Brother Coated Paper is Ink Jet Paper.

# *Brother Paper*

The quality of your document can be affected by the kind of paper you use in the MFC. You can use plain paper, coated paper, transparencies, glossy paper, organizer paper, and envelopes. We recommend testing various papers before purchasing large quantities. For best results, use Brother special coated paper, glossy paper, and transparencies. (See the page next to front page for information about ordering Brother accessories).

When you print on coated paper, transparencies, and glossy paper, be sure to select the correct media in the "Quality/Colour" tab in the printer driver. When using coated paper, transparencies or glossy paper, avoid stacking by removing each page after copying or printing.

Brother paper is manufactured specifically for this MFC, to provide you with optimum print quality.

**High Quality Coated Paper for 720 dpi Colour Ink Jet printing**—super fine mode (BP72CA for A4)

**Colour Ink Jet Transparencies**— fine mode (BPTRA for A4)

**Colour Ink Jet Glossy Paper**— superfine mode (BPGLA for A4)

■ Brother coated (ink jet) paper is coated only on one side. When loading paper in the paper cassette, make sure that the whiter side (the coated side) is facing down.

■ The coated side of glossy paper is shiny. Do not touch the shiny side. Load glossy paper in the paper cassette with the shiny side facing down.

■ DO NOT touch the coated side of the paper or either side of transparencies, because the media absorbs water and perspiration easily, and this might cause decreased output quality.

■ For optimum output quality, be sure to use paper appropriate for your resolution setting.

- Store paper in the original bag, and keep it sealed. Keep the paper flat and away from moisture and direct sunlight and heat.
- Transparencies designed for laser printers/copiers may stain your next document. Use only recommended transparencies for ink jet printer.

## Paper Specifications for Cassette and Manual Slot

When used as a printer, the MFC can handle paper that has the following specifications:

But please note that you can receive <u>fax messages</u> only on A4 cut sheet

| Paper Type | Paper Size | Cassette Capacity |
|---|---|---|
| Cut Sheet | A4, Letter, Executive | 250 Sheets of 75 g/m$^2$ |
| | Legal | 100 Sheets of 75 g/m$^2$ |
| Coated Paper | A4, Letter | 100 Sheets |
| Transparencies | A4, Letter | 50 |
| Glossy Paper | A4, Letter | 20 |
| Envelopes | DL, COM-10, C5, B5, Monarch | 10 |
| Organizer | K, L | 10 |
| Photo | 127 x 177.8 | 10 |
| Post Card | 106.1 x 152.4 | 30 |
| Paper Capacity for Paper Cassette<br>     Cut Sheet Paper Weight 64 to 120 g/m$^2$<br>     Paper Cassette: Up to 27 mm/Approximately 250 Sheets of 75 g/m$^2$<br>     Output Stacker: Approximately 75 Sheets of 75 g/m$^2$<br>     Transparencies and glossy paper must be picked up from the paper tray page by page. | | |

When you use glossy paper in the paper cassette, place a sheet of plain paper in the cassette first, then stack the glossy paper on top of it.

- **Curled or damaged paper may cause paper jams and misfeeds. If the paper is curled, straighten it as much as possible by rolling it in the opposite direction to the curl.**
- **For optimum output quality, we recommend you use only genuine Brother paper.**

# Print Area

The Print Area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheets and envelopes.

unprintable area
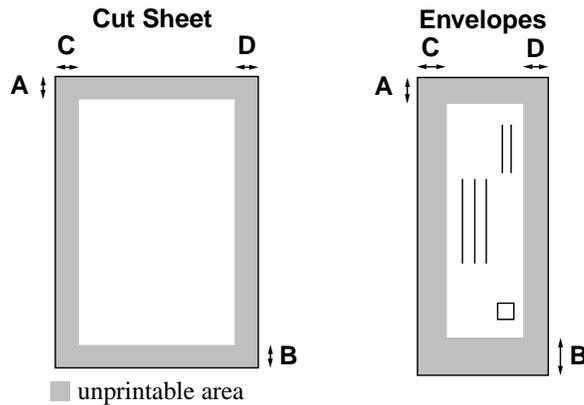
| Paper Type | Paper Size | | A | B | C | D |
|---|---|---|---|---|---|---|
| Cut Sheet | A4 | Fax | 3mm | 11mm | 3.4mm | 3.4mm |
| | | Mono Copy | | | | |
| | | Colour Copy | | | 3.4mm | 3.4mm |
| | | Printer | 3mm | 11mm | 3.4mm | 3.4mm |
| | Executive | Printer | 3mm | 11mm | 3.4mm | 3.4mm |
| Organizer | K, L | Printer | 3mm | 11mm | 3.4mm | 3.4mm |
| Envelopes | | Printer | 10mm | 20mm | 3.4mm | 3.4mm |

Printer depends on the Printer driver.



**Do not use the following types of paper and envelopes:**
- **Damaged, curled, wrinkled, or irregularly shaped paper and envelopes**
- **Extremely shiny or highly textured paper and envelopes**
- **Envelopes with clasps**
- **Envelopes of baggy construction**
- **Envelopes not sharply creased**
- **Embossed envelopes**
- **Paper and envelopes already printed with a laser printer**
- **Envelopes preprinted on the inside**
- **Paper and envelopes that cannot be arranged uniformly when stacked**

# *Entering Text*

When you are setting certain functions, such as the Station ID, you may need to enter text into the MFC. Most keys on the dial pad have three or four letters printed above them. The keys for **0**, **#**, and ✳ don't have printed letters because they are used for special characters.

By pressing the appropriate number on the dial pad the correct number of times, you can access the character you want.

| Press Key | one time | two times | three times | four times | five times |
|:---:|:---:|:---:|:---:|:---:|:---:|
| 2 | A | B | C | 2 | A |
| 3 | D | E | F | 3 | D |
| 4 | G | H | I | 4 | G |
| 5 | J | K | L | 5 | J |
| 6 | M | N | O | 6 | M |
| 7 | P | Q | R | S | 7 |
| 8 | T | U | V | 8 | T |
| 9 | W | X | Y | Z | 9 |

## Inserting spaces

If you want to enter a blank space, press ► twice.

## Making corrections

If you entered a letter incorrectly and want to change it, press ◄ to move the cursor after the last correct letter. Then press **Stop**; all letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. You can also back up and type over incorrect letters.

## Repeating letters

If you need to enter a character assigned to the same key as the previous character, press ► to move the cursor to the right.

## Special characters and symbols

Press the ✳ , **#**, or **0** key, until the cursor appears under the character/symbol you want to enter. Then press ► or enter the next letter.

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

# Menu Selection Table

If you have a basic understanding of how to program your MFC, you can perform most of the programming settings without the Owner's Manual. To help you understand the function selections, options, and settings that are available, use the Menu Selection Table below.

## 1. Fax Menus

### 1. INITIAL SETUP

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. TONE/PULSE** | Selects the dialling mode. | **TONE** | |
| **2. DATE/TIME** | Enter date and time for LCD display and to print on transmissions. | 01/01 2001 00:00 | **Preparation and Simple Use Guide** |
| **3. STATION ID** | Program the name, fax number to appear on each transmitted page. | — | |
| **4. BEEPER** | Adjust the volume level of the beeps when you press a key, an error occurs or a document is sent or received. | **LOW** | 1 |
| **5. SPEAKER VOLUME** | Adjust speaker volume. | **LOW** | 1 |
| **6. RING VOLUME** | Adjust volume of ringer. | **LOW** | 1 |
| **7. PBX** | Turn on if PABX (Private Automatic Branch Exchange) is connected to your MFC. | **OFF** | 1 |
| **8. CLOCK CHANGE** | Adjust the MFC's clock by one hour for summer/winter time. | — | 1 |

### 2. SETUP RECEIVE

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. RING DELAY** | Number of rings before the MFC answers in FAX mode. | **RING DELAY:02** | 3 |
| **2. FAX DETECT** | Receive fax messages without pressing the **Start** key. | **ON** | 3 |
| **3. REMOTE CODE** | Enter code to activate or deactivate your MFC from a remote location. | **OFF** ( $*$ 51) | 6 |
| **4. REDUCTION** | Reduces size of image. | **AUTO** | 3 |
| **5. MEM. RECEIVE** | Automatically stores any incoming faxes in its memory if it runs out of paper. | **ON** | 3 |
| **6. POLLING RX** | You call another fax machine to receive a fax from it. | **STANDARD** | 7 |

**APPENDIX**

## 3. SETUP SEND

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. COVERPG SETUP** | Automatically sends a programmable cover page or prints a sample coverpage. | **OFF** | 5 |
| **2. COVERPAGE NOTE** | Program customized message for fax cover page. | — | 5 |
| **3. CONTRAST** | Change the lightness or darkness of a fax you are sending. | **AUTO** | 2 |
| **4. RESOLUTION** | Allows you to change resolutions page by page. | **STANDARD** | 5 |
| **5. OVERSEAS MODE** | Special setting for international transmissions. | **OFF** | 5 |
| **6. TIMER** | Set the MFC to send documents later. | — | 5 |
| **7. POLLED TX** | Set Polled Transmission for someone to poll your MFC to receive a fax from you. | **STANDARD** | 7 |
| **8. REAL TIME TX** | When memory is full, you can send faxes in real time. | **OFF** | 2 |
| **9. BATCH TX** | Sends all delayed faxes that are to the same fax number and at the same time as one transmission. | **OFF** | 5 |

## 4. REMAINING JOBS

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| | Check which jobs are in memory or cancel a delayed fax (timer) or polling job. | | 5, 7 |

## 5. SET QUICK-DIAL

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. ONE-TOUCH DIAL** | Dial numbers stored in memory by pressing only one key. | — | 1 |
| **2. SPEED-DIAL** | Dial numbers stored in memory by pressing only three keys. | — | 1 |
| **3. SETUP GROUPS** | Set up a Group number for broadcasting. | — | 5 |

## 6. PRINT REPORTS

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. XMIT REPORT** | Print confirmation of transmission after each document is sent. | **ON+IMAGE** | 4 |
| **2. JOURNAL** | Lists information about the last 50 incoming and outgoing faxes. | **JOURNAL :OFF** | 4 |
| **3. QUICK-DIAL** | Lists names and numbers stored in One Touch and Speed Dial memory (in numerical order). | — | 4 |
| **4. TEL. INDEX** | Alphabetical lists of stored numbers. | | 4 |
| **5. SYSTEM SETUP** | Lists various system settings. | — | 4 |
| **6. MEMORY STATUS** | Lists information about memory use. | — | 4 |
| **7. ORDER FORM** | Print accessories order form to your dealer. | | 4 |

## 7. REMOTE FAX OPT

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. FAX FWD** | Set your fax machine to forward faxes. | **OFF** | 8 |
| **2. FAX STORAGE** | Store incoming faxes into memory for remote retrieval. | **OFF** | 8 |
| **3. REMOTE ACCESS** | Set code for retrieving faxes. | 159 ∗ | 8 |
| **4. PRINT DOCUMENT** | Print incoming faxes stored in the memory. | — | 3 |

## 0. MISCELLANEOUS

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. BT CALL SIGN** | Use with BT Call Sign. | **OFF** | 6 |
| **2. TX LOCK** | Prohibits most functions except Receiving faxes. | **OFF** | 5 |

## 2. Printer Menus

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. TEST PRINT** | Use these functions when you need to adjust the print quality. | — | 20 |
| **2. VERTICAL ALIGN** | | — | 20 |
| **3. BI-DIR PRINT** | | **ON** | 13 |

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APPENDIX

### 3. Copy Menus

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. PAPER TYPE** | Identify the type of paper in the cassette. | **PLAIN** | 9 |
| **2. QUALITY** | Select Draft, Normal, High or Photo copy quality. | **NORMAL** | 9 |
| **3. COLOUR ADJUST** | Adjust the amount of Red, Green, or Blue in copies. | — | 9 |
| **4. CONTRAST** | Adjust the contrast. | — | 9 |
| **5. ONE COLOUR** | Select a single colour to use, instead of Black, when you use **Mono Copy** key. | **OFF**=Black | 9 |

### 4. Video Menus

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. PAPER TYPE** | Identify the type of paper in the cassette. | **PLAIN** | 10 |
| **2. QUALITY** | Select **NORMAL** or **HIGH** print | **NORMAL** | 10 |
| **3. VIDEO TYPE** | Select **MOVING** or **STILL** video signal. | **MOVING** | 10 |
| **4. PRINT SIZE** | Select the size you want the captured frame to print. | **(10x7.6)** | 10 |
| **5. COLOUR ADJUST** | Adjust the amount of Red, Green, or Blue in Copies. | — | 10 |
| **6. CONTRAST** | Adjust the contrast. | — | 10 |

### 5. PhotoCapture Centre Menus

| Function | Description | Factory Set | Chapter |
|---|---|---|---|
| **1. PAPER TYPE** | Identify the type of paper in the cassette. | **PLAIN** | 11 |
| **2. QUALITY** | Select Normal, High or Photo print. | **HIGH** | 11 |
| **3. BRIGHTNESS** | Adjust the brightness. | — | 11 |
| **4. CONTRAST** | Adjust the contrast. | — | 11 |
| **5. COLOUR ADJUST** | Adjust the amount of Red, Green or Blue in colour printing. | — | 11 |
| **6. COLOUR ENHANCE** | Adjust the White balance, Sharpness and Colour density of an image. | — | 11 |

# *About Fax Machines*

If you are a first-time fax machine user, fax operation might seem a little mysterious. You will soon get used to the unusual fax tones on your phone line, and be able to send and receive faxes easily.

## Fax Tones and Handshake

When someone is sending a fax, the MFC sends fax calling tones, (CNG tones)—soft, intermittent beeps at 4-second intervals. You will hear them when you dial and press **Start**, and they continue for about 40 seconds after dialling. During that time, the sending machine must begin the "handshake" with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You will soon learn to listen for these soft beeps each time you answer a phone on your MFC line, so you can know if you are about to receive a fax message.

The receiving fax responds with fax receiving tones—loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the screen displays **RECEIVE**. If your MFC is set to the Fax mode, it will answer every call automatically with fax receiving tones. Even if the other party hangs up, your MFC continues to send the "chirps" for about 40 seconds, and the screen continues to display **RECEIVE**. To cancel the receiving mode, press **Stop**.

The fax "handshake" is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so the fax machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 40 seconds after the number is dialled. Therefore, it is important for the receiving machine to answer the call in as few rings as possible. We suggest 2 rings as the standard setting.



When you have an external telephone answering device (TAD) on your MFC line, your TAD will determine the number of rings before the call is answered. Pay special attention to the directions in the Installation chapter for connecting a TAD (or answering machine) to your MFC.

## ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the MFC to check the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. If they do, you may send and receive fax messages that are continuously checked for their integrity. Because of this you should send and receive error free documents, thus avoiding the need to resend.

Sufficient memory must be available in your MFC for this feature to work.

# *Glossary*

**ADF (Automatic Document Feeder Capacity)**  Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

**Automatic Fax Transmission**  Sending a fax without picking up the handset.

**Automatic Redial**  A feature that enables your fax machine to redial the last fax number if the original fax did not go through because the line was busy or there was no answer.

**Backup Print**  Sets your MFC to print a copy of faxes that are received and stored in memory.

**Beeper**  The sound the keys make when they are pressed, an error occurs or a document has been received or transmitted.

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

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

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

**Cancel Job**  Cancels a programmed job, like Delayed Fax or Polling.

**CNG tones**  The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are from a fax machine.

**COMM. ERROR (Communication error)**  An error during fax sending or receiving, usually caused by line noise or static.

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

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

**Contrast**  Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.

**Cover Page**  Prints a page at the other party's machine, that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.

**Cover Page Message**  The comment that is on the Cover Page. This is a programmable feature.

**Delayed Transmission (Not available for Colour fax)**  Sends your fax at a later time that day.

**Dual Access (Not available for Colour fax)**  Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

**ECM (Error Correction Mode)**  Detects errors during fax transmission and resends the parts of the document that had errors.

**Electronic Cover Page**  A preprogrammed cover page that is transmitted from the fax machine's memory, eliminating the need for making up cover pages manually.

**Extension Phone**  A telephone on the fax number that is plugged into a separate wall jack.

**External Phone**  A TAD (telephone answering device) or telephone that is plugged into the socket on the telephone line cord of your MFC.

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**Fax Forwarding** Sends a fax received in memory to another preprogrammed fax number.

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

**Fine Mode** Resolution is 196 x 203 dpi. It is used for small print and graphs.

**Function Mode** The programming mode for changing the setting of your MFC.

**grey scale** The shades of grey available for copying and faxing photographs.

**group number** A combination of One Touch and/or Speed Dial numbers that are stored on a One Touch Dial key for Broadcasting.

**Ink Management button** Cleans the print head and / or resets the ink dot counter after replacing an ink cartridge.

**Journal** Lists information about the last 50 incoming and outgoing faxes. TX means Transmit. RX means Receive.

**Journal Period** The preprogrammed time period between automatically printed Journal Reports. You can print Journal on demand without interrupting this cycle.

**LCD (Liquid crystal display)** The display screen on the MFC that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.

**Memory Status List** Shows how much memory is being used, how much is left, and the type of messages in memory.

**Memory usage** Instructs the MFC how to allocate the memory.

**One Touch Dial** Keys on the MFC control panel where you can store numbers for easy dialling. You must use a separate key for each number.

**Out of Paper Reception** Receives faxes into the MFC's memory when the machine is out of paper.

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

**Pause** Allows you to place a 3.5 second delay in the dialling sequence stored.

**Photo Mode** A resolution setting that uses varying shades of grey for the best representation of photographs.

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

**Pulse** A form of dialling on a telephone line.

**Print reduction** Reduces the size of incoming faxes.

**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 documents in real time.

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

**Remote retrieval access** The ability to access your MFC remotely from a touch tone phone.

**Remote retrieval access code** The four-digit code that allows you to call and access your MFC to retrieve fax messages or change fax storage settings.

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

**Ring Delay** The number of telephone rings before the MFC answers a call in Fax mode.

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**Ring Volume**  Volume setting for the fax machine's ring.

**Scanning**  The process of sending an electronic image of an original paper document into your computer.

**Speaker Volume**  You can set the volume of the MFC speaker.

**Speed dial**  A preprogrammed number for easy dialling. You must press the **Search/Speed Dial** key and **#**, then two digit code to start the dialling process.

**Standard resolution**  98 x 203 dpi. It is used for regular size text and quickest transmission.

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

**Super fine resolution**  392 x 203 dpi. Best for very small print and line art.

**System Setup List**  A printed report that shows the current setting of your machine.

**Temporary Setting**  You can select certain options for each fax transmission without changing the default settings.

**Timer (Not available for Colour fax)**  A feature that lets you program a fax to go out at a certain time, such as Delayed Fax or Delayed Polling Receive.

**Tone**  A form of dialling on the telephone line used for Touch Tone telephones.

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

**Xmit Report (Transmission Report)**  A listing of each transmission, showing caller ID, date, time, and number of pages.

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**Change Answer Mode**
Press **9 8**
*then for*   **EXT. TEL/TAD**, press **1**.
            **Fax**, press **2**.

**Exit Remote Operation**
Press **9 0**.

**Change Remote Access Code**

*1* Press **Menu**, **1**, **7**, **3**.
*2* Enter the 3-digit number. The ✳ cannot be changed.
*3* Press **Set**.
*4* Press **Stop** to exit.

❹

**Using Remote Access Code**

*1* Dial your MFC phone number from a touch tone phone.
*2* Enter your Remote Control Access Code (159✳) after the beep.
*3* Your machine signals the kinds of messages received:
    **1 long beep — Fax message(s)**
    **No beeps — no messages**
*4* After 2 short beeps, enter a command.
*5* Press **9 0** to reset your machine when you finish.
*6* Hang up.

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## Remote Commands

### Change Fax Forwarding Setting

Press **9 5**

*then to*   **Turn feature off** press **1**.
**Enter Fax Forwarding** press **2**.
**Program Fax Forward Number** press **4**.
  Enter the new number of the remote fax
  machine where you want your fax message
  forwarded and then press **# #**.
  Press **9 6 1** after two short beeps, then
  enter the number of remote fax machine,
  and then **# #** to retrieve Memory Status
  List.
**Turn Fax Storage on** press **6**.
**Turn Fax Storage off** press **7**.

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### Retrieve Fax

Press **9 6**

*then to*   **Print a Memory Status List** press **1**,
  then enter the number of remote fax
  machine, and then **# #**.  After the beep,
  hang up and wait.
**Retrieve all faxes** press **2**, then enter the
  number of remote fax machine, and
  then **# #**.  After the beep, hang up and
  wait.
**Erase all fax messages** press **3**.

### Check the Receiving Status

Press **9 7 1**
  **1 long beep — Fax message(s)**
  **3 short beeps — no messages**

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# brother

# EC Declaration of Conformity for Facsimile machines under R & TTE DIRECTIVE.

| **Manufacturer** | **Authorised Representative** |
|---|---|
| **KYOWA PLASTICS IND. (SHENZHEN) CO.,LTD.** | **Brother International Europe Ltd.,** |
| Fada Road, Wuhe Street Bantian Industry Zone, Buji Shenzhen, P.R.China | Brother House, 1 Tame Street, Audenshaw, Manchester, M34 5JE, UK. |

Herewith declare that:

| **Products description** | : | Brother Fax Machines |
|---|---|---|
| **Type** | : | Group 3 Ink Jet |
| **Model Name** | : | MFC-860 |

Are in conformity with provisions of the R & TTE DIRECTIVE (99/5/EC)

Standards applied:

| **Harmonized** | : Safety | : EN 60950 : up to Amd 11, 1997 |
|---|---|---|
| | : EMC | : EN55022 / 1998 Class B |
| | | : EN55024 / 1998 |
| | | : EN61000-3-2 /1995 + A2 / 1998 |
| | | : EN61000-3-3 / 1995 |

**Year in which CE marking was First affixed** : 2000

**brother** ®

This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support fax machines purchased in their own countries.

UK
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Printed in Malaysia