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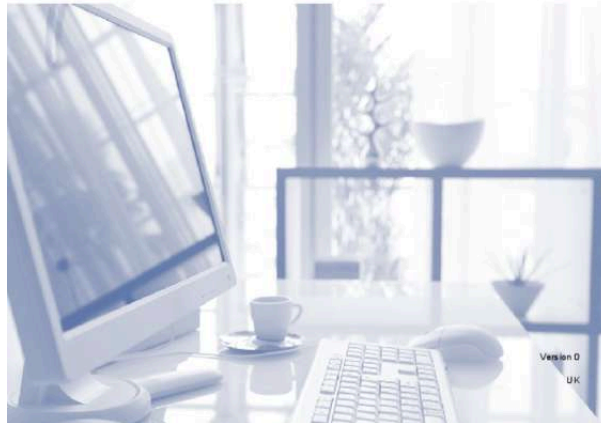
You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER MFC-J4625DW. You'll find the answers to all your questions on the BROTHER MFC-J4625DW in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BROTHER MFC-J4625DW
User guide BROTHER MFC-J4625DW
Operating instructions BROTHER MFC-J4625DW
Instructions for use BROTHER MFC-J4625DW
Instruction manual BROTHER MFC-J4625DW

brother

Basic User's Guide

MFC-J4620DW
MFC-J4625DW



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Manual abstract:

brother.com/manuals.) Printing If your Android™ device supports Near Field Communication (NFC), print and scan just by touching your device to the NFC logo on the control panel. (See Mobile Print/Scan Guide for Brother iPrint&Scan at solutions.brother.com/manuals.) Scanning Add Shortcuts Save your most frequently-used settings as Shortcuts. (See Online User's Guide at solutions.brother.com/manuals.

) i User's Guides and where to find them Which Guide? Product Safety Guide What's in it? Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations. Follow the instructions for setting up your machine, and installing the drivers and software for the operating system and connection type you are using. Learn the basic Fax, Copy, Scan and PhotoCapture Center operations and basic machine maintenance.

See troubleshooting tips. This HTML (Web) guide includes the contents of the Basic User's Guide, and additional information about the machine's settings and operations, security features, troubleshooting tips, and maintenance instructions. In addition to information about the PC-Print, Scan, Copy, Fax (MFC models only), and PhotoCapture Center and Brother ControlCenter operations, useful information is included about using the machine on a network. Web Connect Guide This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services. This Guide provides information for using AirPrint to print from OS X v10.

7.x or later and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver. This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet. This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi® network. 1 Where is it? Printed / In the box Quick Setup Guide Printed / In the box Basic User's Guide Printed / In the box Online User's Guide HTML / CD-ROM (Windows®) / Brother Solution Center 1 (Macintosh) PDF file / Brother Solutions Center 1 AirPrint Guide PDF file / Brother Solutions Center 1 Google Cloud Print Guide Mobile Print/Scan Guide for Brother iPrint&Scan PDF file / Brother Solutions Center 1 PDF file / Brother Solutions Center 1 Visit solutions.brother.com/manuals. ii The Online User's Guide helps you get the most out of your machine. □ Quicker navigation! • Search box • Navigation index in a separate pane □ Comprehensive! • All topics in one guide □ Simplified layout! • Provides step-by-step instructions • Summarizes the feature at the top of the page 1 2 3 4 1 2 3 4 Search Box Navigation Index Feature Summary Step-by-Step Instructions Where can I find the Online User's Guide? (Windows®) Click (Start) > All Programs > Brother > Brother Utilities > MFC-XXXX (Where XXXX is your model name.) > Support > User's Guides.

(Windows® 8) Tap or click (Brother Utilities) > MFC-XXXX (Where XXXX is your model name.) > Support > User's Guides. (Macintosh or other options) Visit Brother Solutions Center: solutions.brother.com/manuals. iii If you have questions or problems, please take a look at your model's FAQs. □ Provides several ways to search □ Displays related questions for additional information □ Receives regular updates based on customer feedback * The FAQ home page will vary depending on your model. Where can I find these FAQs? Brother Solutions Center http://support.brother.com iv Table of Contents 1 General information.

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..... 71 vi 1 General information a 1 1 How to use the documentation Thank you for buying a Brother product! Reading the documentation will help you make the most of your machine. (Windows® XP, Windows Vista®, Windows® 7, Windows Server® 2003, Windows Server® 2008 and Windows Server® 2008 R2) Click (Start) > All Programs > (Brother Utilities), Brother, and 1 Symbols and conventions The following symbols and conventions are used throughout the documentation.

Bold typeface identifies buttons on your computer screen. *Italicized* typeface emphasizes an important point or refers you to a related topic. Text in the *Courier New* font identifies messages displayed on the machine's Touchscreen LCD.



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1 (Windows® 8 and Windows Server® 2012) Tap or click (Brother Utilities) either on the Start screen or the desktop. (Windows® 8.1 and Windows Server® 2012 R2) Move your mouse to the lower left corner of the Start screen and click (if you are using a touch-based device, swipe up from the bottom of the Start screen to bring up the Apps screen). When the Apps screen appears, tap or click (Brother Utilities). Italics Courier New b IMPORTANT IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality. Select your machine.

NOTE NOTE specifies the operating environment, conditions for installation, or special conditions of use.

About Brother Utilities (Windows®) Brother Utilities is an application launcher that offers convenient access to all Brother applications installed on your device. 1 c Choose the operation you want. 1 Chapter 1 Control panel overview The MFC-J4620DW and MFC-J4625DW have the same 3.7"(93.4 mm) Touchscreen LCD and Touchpanel.

1 1 1 NOTE Most of the illustrations in this User's Guide show the MFC-J4620DW. 1 3.7"(93.4 mm) Touchscreen LCD (Liquid Crystal Display) Access the menus and options you want by pressing them as they are displayed on the Touchscreen LCD. You can adjust the angle of the Touchscreen LCD and Touchpanel by lifting it.

To lower this control panel, press the release button that is located behind it, as shown in the illustration. 2 General information 1 2 3 4 2 Touchpanel: □ Back Press to go back to the previous menu level. □ Home Press to return to the Home screen. By default it displays the date and time, but you can change the default settings. □ Cancel Press to cancel an operation when lit. 4 You must download and install Brother iPrint&Scan to your Android™ device to use this feature. (See Printing and scanning with Near Field Communication (NFC) on page 23.) Power On/Off Press to turn the machine on. to turn the machine Press and hold down 3 NFC (Near Field Communication) logo The NFC logo light on the right side of the control panel is on when NFC is set to On. (To turn off the NFC feature, press > off.

The Touchscreen LCD displays Shutting Down and stays on for a few seconds before turning off. If you have connected an external telephone or TAD, it is always available for use. If you turn the machine off using , it still All Settings > Network > NFC > Off. The NFC logo light goes off.) If your Android™ device supports the NFC standard, you can print and scan to your device by touching it to the NFC logo. periodically cleans the print head to maintain print quality. To prolong the life of the print head, provide better ink efficiency, and maintain print quality, keep your machine connected to the power at all times.

3 Chapter 1 3.7"(93.4 mm) Touchscreen LCD Select from three types of screens to set the Home sPress to access the Maintenance menu.

Check and improve the print quality, clean the print head and check the available ink volume. You can also use the Maintenance solution menu to solve a recurring paper jam error. 2 Receive Mode Displays the current Receive Mode: □ Fax (Fax Only) □ Fax/Tel □ External TAD □ Manual 3 Wi-Fi Press to set up a wireless network connection. A four-level indicator on the screen displays the current wireless signal strength if you are using a wireless connection. 7 Chapter 1 Entering Text When you must enter text into the machine, a keyboard appears on the Touchscreen.

1 Press to cycle between letters, numbers and special characters. NOTE To change between lowercase or uppercase, press . Inserting spaces To enter a space, press Space or you can press c to move the cursor. 1 NOTE The characters that are available may differ depending on your country. Making corrections If you entered an incorrect character and want to change it, press d to move the cursor to highlight the incorrect character, and then press . Enter the correct character. You can also use the cursor to go back and insert characters. To erase all the characters, press repeatedly. 1 8 2 Loading paper Loading paper in the paper tray Paper size and loading orientation The paper size determines the orientation when loading paper in the paper tray. Paper tray A4 Letter Executive Landscape orientation 2 Before loading paper Load only one size of paper and one type of paper in the paper tray at a time. □ When loading a different paper size in the tray, you must also change the paper size setting in the machine. (See Set Paper Size and Type on page 14.) □ If the Check Paper setting is set to On, the machine displays a message asking if you want to change the paper type and paper size when you pull the paper tray out of the machine. Change the paper size and paper type settings if needed, according to the instructions on the Touchscreen. (See Check Paper setting on page 15.

) We explain how to load paper for each tray: Paper tray

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. See page 9. 2 2 2 A5 A6 Photo 2L Index card Envelope Photo Photo L Portrait orientation Manual feed slot . . .

. See page 11.

Portrait orientation See the details in this chapter. For information about other paper sizes, see Online User's Guide. 9 Chapter 2 When using A4, Letter or Executive size paper: d 2 Fan the stack of paper well to avoid paper jams and misfeeds. a Pull the paper tray completely out of the machine. NOTE Always make sure the paper is not curled. b Open the output paper tray cover (1). e 1 Load paper in the paper tray with the printing surface face down. Check that the paper is flat in the tray. Landscape orientation 2 c Gently press and slide the paper guides (1) to fit the paper size. Make sure the triangular mark (2) on the paper guide (1) lines up with the mark for the paper size you are using.

1 2 f Gently adjust the paper guides (1) to fit the paper. Make sure the paper guides touch the sides of the paper. 1 10 Loading paper g Check that the paper is flat in the tray and below the maximum paper mark (1). Overfilling the paper tray may cause paper jams. k Change the paper size setting in the machine's menu, if needed.

(See Set Paper Size and Type on page 14.) 1 Loading paper in the manual feed slot Use the manual feed slot to load special print media, one sheet at a time. The manual feed slot cannot be used for printing faxes. 2 2 Paper size and loading orientation 2 h Close the output paper tray cover. The paper size determines the orientation when loading paper in the manual feed slot.

Manual feed slot A4 Letter Executive Landscape orientation i Slowly push the paper tray completely into the machine. A3 Ledger Legal A5 A6 Photo Portrait orientation j Pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2). Photo L Photo 2L Index card Envelope See the details in this chapter. 2 For information about other paper sizes, see Online User's Guide.



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1 11 Chapter 2 When using A3 or Ledger size paper: 2 c a Open the manual feed slot cover. Load only one sheet of paper in the manual feed slot with the printing surface face up. Portrait orientation 2 d b Slide the manual feed slot paper guides to fit the paper width that you are using. Using both hands, gently adjust the manual feed slot paper guides to fit the paper. 12 Loading paper e Using both hands, load one sheet of paper in the manual feed slot until the front edge touches the paper feed rollers. Let go of the paper when you hear the machine pull it in a short distance.

The Touchscreen displays Manual Feed Slot ready. NOTE • If the data does not fit on one sheet, the Touchscreen will prompt you to load another sheet of paper. Place another sheet of paper in the manual feed slot, and then press OK on the Touchscreen. • If you are using paper that is longer than A4 or Letter size or envelopes that are longer than the tray length, close the paper support flap. 2 f Pull out the paper support until it locks into place. 13 Chapter 2 Paper settings Set Paper Size and Type Paper Type To get the best print quality, set the machine for the type of paper you are using. Paper Size 2 2 2 2 You can use the following sizes of paper for copies: A4, A5, A3, Photo (10 □ 15 cm), Ledger, Letter and Legal and the following sizes for printing faxes: A4 or Letter. When loading a different size of paper in the machine, you must change the paper size setting so your machine can fit an incoming fax on the page. a b c d Press (Settings). a b c d Press (Settings).

Press Tray Setting. Press Paper Type. Press Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy. Press Tray Setting. Press Paper Size. Swipe up or down or press a or b to display the paper size options, and then press the option you want. e Press . NOTE The machine ejects paper with the printed surface face up onto the paper tray at the front of the machine. When using glossy paper, remove each sheet at once to prevent smudging or paper jams. e Press .

NOTE When you copy using A3, Legal or Ledger size paper, set the paper size option in Copy mode. 14 Loading paper Check Paper setting If the Check Paper setting is set to On, the machine displays a message asking if you want to change the paper type and paper size setting. This message will appear each time you pull the tray out of the machine. The default setting is On. 2 Handling and using print media IMPORTANT 2 DO NOT use the following kinds of paper: • Damaged, curled, wrinkled, or irregularly shaped paper 2 a b c d e f g h Press (Settings). 1 Press All Settings. Swipe up or down or press a or b to display General Setup. Press General Setup. Swipe up or down or press a or b to display Check Paper. Press Check Paper.

Press Off (or On). Press . 1 1 2 mm or greater curl may cause jams to occur. • Extremely shiny or highly textured paper • Paper that cannot be arranged uniformly when stacked • Short grain paper Recommended print media To get the best print quality, we recommend using the Brother paper in the table. If Brother paper is not available in your country, we recommend testing various papers before purchasing large quantities. 2 Brother paper Paper Type A3 Plain A3 Glossy Photo A3 Inkjet (Matte) A4 Plain A4 Glossy Photo A4 Inkjet (Matte) 10 □ 15 cm Glossy Photo Item BP60PA3 BP71GA3 BP60MA3 BP60PA BP71GA4 BP60MA BP71GP 15 3 Loading documents a 3 3 How to load documents You can send a fax, make copies, or scan from the automatic document feeder (ADF) and from the scanner glass. Lift up and unfold the ADF document support (1). 1 Using the ADF The ADF can hold up to 20 pages and feed each sheet individually. Use paper that is within the sizes and weights shown in the table. Always fan the edges of the pages before placing them in the ADF. 3 Document Sizes and Weights Length: Width: Paper weight: 148 to 355.6 mm 148 to 215.9 mm 64 to 90 g/m² 3 b c Fan the pages well. Adjust the paper guides (1) to fit the width of your documents. 1 How to load documents 3 IMPORTANT • DO NOT pull on the document while it is feeding. • DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, glued or taped. • DO NOT use cardboard, newspaper or fabric. • DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam. Make sure documents written with ink or modified with correction fluid are completely dry.

d Place your documents face down, top edge first in the ADF underneath the guides until you feel them touch the feed rollers. The Touchscreen displays ADF Ready. 16 Loading documents Using the scanner glass Use the scanner glass to fax, copy, or scan single pages or pages of a book. 3 b Place the document face down in the upper left corner of the scanner glass, aligned with the arrow. Document Sizes Supported Length: Width: Weight: Up to 297 mm Up to 215.9 mm Up to 2 kg 3 1 3 How to load documents 3 NOTE To use the scanner glass, the ADF must be empty. 1 Document Cover a Lift the document cover. c Close the document cover. IMPORTANT If you are scanning a book or thick document, DO NOT slam or press on the document cover. 17 4 Printing from a computer 4 How to print a document The machine can receive and print data from your computer.

Before you can print from a computer, you must install the printer driver. (See Online User's Guide.) 4 a b c Install the Brother printer driver from the CD-ROM or Brother Solutions Center. (See Quick Setup Guide.) From your application, select the Print command. Select the name of your machine in the Print dialog box and click Properties or Preferences, depending on the application you are using. Select the settings you want to change in the Properties dialog box. Commonly used settings include: □ Media Type □ Print Quality □ Paper Size □ Orientation □ Colour / Greyscale □ Ink Save Mode □ Scaling □ 2-sided / Booklet d e f Click OK. Click Print (or OK depending on the application you are using) to begin printing. 18 5 a Copying Copy options overview To change the copy options, press Copy, and then press Options.

Swipe up or down or press a or b to scroll through the copy settings. When the setting you want is displayed, press it and choose your option. When you have finished changing options, press OK. For more information about changing the following copy options, see page 20. □ Paper Type □ Paper Size For details about changing the following copy options, see Online User's Guide.

□ Quality □ Enlarge/Reduce □ Page Layout □ 2 in 1 (ID) □ Stack/Sort □ Density □ Ink Save Mode 5 How to copy Do one of the following to load your document: □ Place the document face down in the ADF. (See Using the ADF on page 16.) □ Place the document face down on the scanner glass. (See Using the scanner glass on page 17.) 5 5 5 b Press (Copy).

□ The Touchscreen displays: 1 1 No. of Copies Enter the number of copies: □ Press - or + on the Touchscreen.



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□ Press the displayed number of copies on the Touchscreen, and then enter the number of copies you want. Press OK. □ Thin Paper Copy □ Book Copy □ Watermark Copy □ Remove Background Colour □ 2-sided Copy c d If you want more than one copy, enter the number (up to 99). Press Mono Start or Colour Start. Stop copying To stop copying, press . 5 19 Chapter 5 Paper Type If you are copying on a special type of paper, set the machine for the type of paper you are using to get the best print quality. 5 g Swipe up or down or press a or b to display A4, A5, A3, 10x15cm, Letter, Legal or Ledger, and then press the option you want to set. a b c d e f g h i NOTE • If you select A3, Legal or Ledger, the precautions for loading paper appear.

Read the information on the Touchscreen, and confirm by pressing OK. • If you are using the manual feed slot, insert only one sheet of paper at a time. (See Loading paper in the manual feed slot on page 11.) Load your document. Press (Copy). Enter the number of copies you want. Press Options. Swipe up or down or press a or b to display Paper Type. Press Paper Type. Press Plain Paper, Inkjet Paper, Brother BP71 or Other Glossy. Press OK. Press Mono Start or Colour Start. h i Press OK. Press Mono Start or Colour Start. Paper Size If you are copying on paper other than A4 size, you must change the Paper Size setting.

You can copy only on A4, A5, A3, Photo (10 □ 15 cm), Letter, Legal or Ledger paper. 5 a b c d e f Load your document. Press (Copy). Enter the number of copies you want. Press Options.

Swipe up or down or press a or b to display Paper Size. Press Paper Size. 20 6 Scanning to a computer c 6 6 Before scanning To use the machine as a scanner, install a scanner driver. If the machine is on a network, configure it with a TCP/IP address. □ Install the scanner drivers from the CD-ROM. (See Quick Setup Guide.) □ Configure the machine with a TCP/IP address if network scanning does not work. (See Online User's Guide.) If the ControlCenter4 Mode screen appears, click Advanced Mode, and then click OK. How to scan a document as a PDF file using ControlCenter4 (Windows®) (For detailed information, see Online User's Guide.

) 6 d e 6 Select your machine from the Model drop-down list at the top of the screen. Click the Scan tab. Then click File. NOTE • The screens on your PC may vary depending on your model. • This section is based on using the Advanced Mode of ControlCenter4. ControlCenter4 is a software utility that lets you access the applications you use most often without having to manually launch specific applications. The configuration dialog box appears. Change the default settings if needed. 1 2 3 4 5 a b Load your document. (See How to load documents on page 16.

) Click the (ControlCenter4) icon in the task tray, and then click Open. 21 Chapter 6 1 Select PDF (*.pdf) from the File Type drop-down list. 2 Type a file name for the document. 3 Click Folder.

You can save the file to the default folder, or select your preferred folder by clicking the (Browse) button. 4 Select a scanning resolution from the Resolution drop-down list. 5 Select the document size from the Document Size drop-down list. g h Press Scan Settings, and then press Set at Device. Choose the settings for Scan Type, Resolution, File Type, Scan Size and Remove Background Colour if required.

Press OK. Press Start. The machine starts scanning. i j f Click Scan. The machine starts scanning. The folder where the file is saved opens automatically. NOTE The following scan modes are available: • to OCR • to File • to Image • to Media • to E-mail • to E-mail Server 6 How to scan a document as a PDF file using the Touchscreen a b c d Load your document. (See How to load documents on page 16.) Press (Scan). • to FTP • to Network • to Web • WS Scan 1 (Web Services Scan) 1 Swipe left or right to display to File.

Press to File. is highlighted and appears in the centre of the Touchscreen. Windows® users only. (Includes Windows Vista® SP2 or later, Windows® 7 and Windows® 8) (See Online User's Guide.) e Press OK. If the machine is connected to a network, press the PC Name. Do one of the following: □ To use the default settings, go to step j. □ To change the default settings, go to step f. f 22 Press Options. 7 Printing and scanning with Near Field Communication (NFC) 7 7 How to print with NFC If your Android™ device supports the NFC feature, you can print photos, PDF files, text files, web pages and email messages from your device by touching it to the NFC logo on the right side of the control panel.

How to scan with NFC If your Android™ device supports the NFC feature, you can scan photos and documents to your device by touching it to the NFC logo on the right side of the control panel. 7 7 Before you can scan using the NFC feature, you must download and install Brother iPrint&Scan on your Android™ device. (For more information, see Mobile Print/Scan Guide for Brother iPrint&Scan: For Android™ Devices.) Before you can print using the NFC feature, you must download and install Brother iPrint&Scan on your Android™ device. (For more information, see Mobile Print/Scan Guide for Brother iPrint&Scan: For Android™ Devices.

) NOTE NFC allows for simplified transactions, data exchange and wireless connections between two devices that are in close range of each other. 23 8 Printing photos from a memory card or USB flash drive f Do one of the following: □ To choose the photos you want to print, or to print multiple copies of an image, go to step g. 8 8 PhotoCapture Center operations (PHOTO mode) Even if your machine is not connected to a computer, you can print photos directly from digital camera media or a USB flash drive. □ To print all the photos, press Print All. Press Yes to confirm.

Go to step j. g 8 How to print images View Photos You can preview your photos on the Touchscreen before you print them. If your photos are large files there may be a delay before each photo appears. Swipe left or right or press d or c to display the photo you want to print, and then press it. Enter the number of copies: □ Press - or + on the Touchscreen. □ Press the number of copies to display the dial pad on the Touchscreen, and then use it to enter the number of copies. Press OK. Press OK. h 8 IMPORTANT DO NOT insert more than one media card in the machine at the same time. Doing this may damage the machine.

i j k Repeat steps g and h until you have selected all the photos you want to print. Press OK. Read and confirm the displayed list of options. a Open the media slot cover. b c d e 24 Put the memory card or USB flash drive in the correct slot. Press Photo. Swipe left or right to display View Photos. Press View Photos. Press OK. Printing photos from a memory card or USB flash drive l Press Print Settings to change the paper type and paper size. □ Swipe up or down or press a or b to display Paper Type and press it, and then press the option you want.



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Swipe up or down or press a or b to display Paper Size and press it, and then press the option you want. Change other print settings if needed. When finished, press OK. m n Press Start.

Wait until the message on the Touchscreen disappears after printing, and then remove the memory card or USB flash drive from the media slot. 8 PhotoCapture Center print settings overview You can temporarily change the print settings for the next print. The machine returns to its default settings after printing. 8 NOTE You can save the print settings you use most often by setting them as the default. (See Online User's Guide.

) 25 9 Telephone services and external devices Connecting an external telephone answering device (TAD) You may choose to connect an external answering device to your Brother machine. To receive faxes successfully, you must connect it correctly. Connect your external TAD to the T-piece connector on the Brother line cable supplied with your machine. When recording an outgoing message on your external TAD, we recommend recording 5 seconds of silence at the beginning of your message, and limiting your speaking to 20 seconds. Set your machine's Receive Mode to External TAD. 9 Telephone services overview

You can use a range of services and connections with your Brother machine. For more information or advice on setup, see Online User's Guide. 9 9 Voicemail If you have a voicemail service on the telephone line that your Brother machine is connected to, they may conflict with one another when receiving incoming faxes. If using this service, we suggest setting the Brother machine's Receive Mode to Manual. (See Choose the Receive Mode on page 30.

) 9 External and extension telephones 9 9 Voice over Internet Protocol (VoIP) VoIP is a type of phone system that uses an Internet connection instead of a traditional telephone line. Your machine may not work with some VoIP systems. If you have questions about how to connect your machine to the VoIP system, contact your VoIP provider. You can connect a separate phone into the T-piece connector on your Brother line cable supplied with your machine. If you answer a fax call on an extension or external telephone, you can make your machine receive the fax by pressing l 5 1. If the machine answers a voice call and fast double rings for you to take over, press # 5 1 to take the call on an extension telephone. 26 10 a Sending a fax c 10 10 How to send a fax Do one of the following: Place the document face down in the ADF. (See Using the ADF on page 16.) Place your document face down on the scanner glass. (See Using the scanner glass on page 17.

) To change the fax-sending settings, press Options. Swipe up or down or press a or b to scroll through the fax settings. When the setting you want is displayed, press it and choose your new option. When finished changing options, press OK. For more advanced fax-sending operations and settings, see Online User's Guide.

Fax Resolution Contrast Glass Scan Size Colour Fax Transmission Preview Outgoing Fax Faxing at the end of a call Broadcasting Real Time Transmission Overseas Mode Delayed Fax Batch Transmission Cancelling Waiting Jobs Set New Default Factory Reset Polled Transmit Transmission Verification Report NOTE • To send faxes with multiple pages, use the ADF. • If you send a mono fax from the ADF when the memory is full, it will be sent in real time. • You can use the scanner glass to fax pages of a book one at a time. The documents can be up to A4 or Letter size. b Do one of the following: When Fax Preview is set to Off, press (Fax).

10 When Fax Preview is set to On, press (Fax) and then (Sending Faxes). The Touchscreen displays: 27 Chapter 10 d Enter the fax number. Using the dial pad on the Touchscreen Using (Address Book) f When the Touchscreen displays Next Page?, do one of the following: To send a single page, press No. The machine sends the document. To send more than one page, press Yes and go to step g. Address Book Using Redial Outgoing Call Caller ID history (Call History) g Place the next page on the scanner glass. Press OK. The machine scans the page. (Repeat steps f and g for each additional page.)

NOTE • To preview a fax message before sending it, set Preview to On.

(See Online User's Guide.) • If your network supports the LDAP protocol you can search for fax numbers and email addresses on your server. (See Online User's Guide.) Stop faxing To stop faxing, press . 10 How to store numbers Store fax and telephone numbers in your machine's Address Book or create Groups of fax recipients so you can broadcast a fax to many people at once. 10 10 e Press Fax Start. Faxing from the ADF The machine starts scanning the document to be sent. NOTE If you lose electrical power, stored Address Book numbers will not be lost. Faxing from the scanner glass If you select Mono in Colour Setting (default setting), the machine starts scanning the first page. Go to step f.

If you select Colour in Colour Setting, the Touchscreen asks if you want to send a colour fax. Press Yes (Colour fax) to confirm. The machine dials and sends the page. 10 Storing a pause 10 When storing Address Book numbers, you can insert one or more 3.5 second pauses by pressing Pause on the Touchscreen.

Storing Address Book numbers 10 Store up to 100 Addresses with a name; each name can have two numbers. a Press (Fax). 28 Sending a fax b c d e f Press (Address Book). Press Edit. Press Add New Address.

Press Name. Enter the name (up to 16 characters) using the Touchscreen. Press OK. (See Entering Text on page 8.) Press Address 1. Enter the first fax or telephone number (up to 20 digits) using the Touchscreen. Press OK. How to set your Station ID 10 Set your machine's Station ID so that the date and time appear on each fax you send. a b c d e f g h Press (Settings). Press All Settings.

Swipe up or down or press a or b to display Initial Setup. Press Initial Setup. Press Station ID. Press Fax. Enter your fax number (up to 20 digits) using the Touchscreen, and then press OK. Press Name. Enter your name (up to 20 characters) using the Touchscreen, and then press OK. (See Entering Text on page 8.) Press . g h NOTE • Be sure to include the area code when entering a fax or telephone number.

Depending on the country, the Caller ID names and history may not be displayed correctly if the area code is not registered with the fax or telephone number. • If you downloaded the Internet Fax (I-Fax) feature: To store an email address to use with Internet Fax (I-Fax) or Scan to E-mail server, press and enter the email address, and then press OK. 10 i i To store a second fax or telephone number, press Address 2. Enter the fax or telephone number (up to 20 digits) using the Touchscreen. Press OK.

Press OK to confirm. Do one of the following: To store another Address Book number, repeat steps c to j.



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When finished, press . j k 29 11 Receiving a fax 11 Receive Modes 11 You must choose a Receive Mode depending on the external devices and telephone services you have on your line. Choose the Receive Mode (See Using Receive Modes on page 31.

) Do you want to use the telephone features of your machine (if available), an external telephone or external telephone answering device connected on the same line as the machine? Yes No 11 By default, your machine will automatically receive any faxes that are sent to it. The diagram below will help you choose the correct mode. Are you using the voice message function of an external telephone answering device? No Fax Only Manual Fax/Tel Yes Do you want the machine to answer fax and telephone calls automatically? No External TAD Yes To set the Receive Mode follow the instructions: a b c d e f g 30 Press (Settings). Press All Settings. Swipe up or down or press a or b to display Fax. Press Fax. Swipe up or down or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down or press a or b to display Receive Mode. Receiving a fax h Press Receive Mode.

NOTE If the option to change the receive mode is unavailable, make sure the BT Call Sign feature is set to Off. (See Online User's Guide.) i j Press Fax Only, Fax/Tel, External TAD or Manual. Press . Using Receive Modes 11 Some Receive Modes answer automatically (Fax Only and Fax/Tel). You may want to change the Ring Delay before using these modes. (See Ring Delay on page 32.) Fax Only Fax Only mode will automatically answer every call as a fax call. 11 Fax/Tel Fax/Tel mode helps you manage incoming calls by recognising whether they are fax or voice calls and dealing with them in one of the following ways: Faxes will be automatically received. 11 Voice calls will start the F/T Ring to tell you to pick up the line.

The F/T Ring is a fast double-ring made by your machine. (See F/T Ring Time (Fax/Tel mode only) on page 32.) (See Ring Delay on page 32.) Manual Manual mode turns off all automatic answering functions unless you are using the BT Call Sign feature. 11 11 To receive a fax in Manual mode, lift the handset of an external telephone.

When you hear fax tones (short repeating beeps), press Fax Start and choose Receive. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine. (See Online User's Guide.) External TAD External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in one of the following ways: Faxes will be automatically received.

Voice callers can record a message on the external TAD. To connect your External TAD, see Online User's Guide. 11 31 Chapter 11 Receive Mode settings Ring Delay 11 F/T Ring Time (Fax/Tel mode only) When your machine receives a call, you and your caller will hear the normal telephone ring. The number of rings is set in the ring delay setting. 11 11 Ring Delay sets the number of times the machine rings before it answers in Fax Only or Fax/Tel mode. If you have external or extension telephones on the same line as the machine, choose the maximum number of rings. (See Online User's Guide.) a b c d e f g h i Press (Settings). If the call is a fax, then your machine will receive it. However, if it is a voice call then the machine will sound the F/T Ring (a fast double-ring) for the time you have set in the F/T Ring Time setting.

If you hear the F/T Ring, it means that you have a voice caller on the line. Because the F/T Ring is made by the machine, extension and external telephones will not ring. However, you can still answer the call on any telephone by using a remote code. (See Online User's Guide.) Press All Settings. Swipe up or down or press a or b to display Fax. Press Fax. Swipe up or down or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down or press a or b to display Ring Delay.

Press Ring Delay. Swipe up or down or press a or b to display the options, and then press the number of times the machine will ring before it answers. If you select 0, the machine will answer immediately and the line will not ring at all. Press . a b c d e f g h i j Press (Settings).

Press All Settings. Swipe up or down or press a or b to display Fax. Press Fax. Swipe up or down or press a or b to display Setup Receive. Press Setup Receive.

Swipe up or down or press a or b to display F/T Ring Time. Press F/T Ring Time. Press 20, 30, 40 or 70 seconds. Press . j NOTE Even if the caller hangs up during the fast double-ring, the machine will continue to ring for the set time. 32 A Routine maintenance Checking the print quality A A How to clean and check the machine Cleaning the scanner glass A A a b If faded or streaked colours and text appear on your printouts, some of the print head nozzles may be clogged. Check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern. Unplug the machine from the electrical socket. Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.

a Press . NOTE You can also press Maintenance. and then press 1 3 2 b c d Press Improve Print Quality. Press Check Print Quality. Following the instructions on the Touchscreen, load A4 or Letter size plain paper in the paper tray, and then press OK. The machine prints the Print Quality Check Sheet.

Check the quality of the four colour blocks on the sheet. e c In the ADF unit, clean the white bar (1) and the glass strip (2) with a lint-free cloth moistened with a non-flammable glass cleaner. A 1 2 3 3 f The Touchscreen displays a message asking about the print quality. Do one of the following: If all lines are clear and visible, press No to finish the Print Quality check, and then go to step j.

If you can see missing short lines as shown in the illustration, press Yes. IMPORTANT DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty. NOTE When a print head nozzle is clogged, the printed sample looks like this. OK Poor Letter, A4 and Executive g The Touchscreen displays a message asking you to check the print quality of each colour.

Following the instructions on the Touchscreen, press 1, 2, 3 or 4 to select the example most similar to the Print Quality Check Sheet for each colour. If you press number 2, 3, or 4, the Touchscreen prompts you to start cleaning. Press Start. After the cleaning procedure is finished, press Yes, and return to step d. Press .

h A3, Ledger, Legal, A5, A6, envelopes, Photo (10 15 cm), Photo L (89 127 mm), Photo 2L (13 18 cm) and Index Card (127 203 mm) After the print head nozzle is cleaned, the horizontal lines are gone. i j If you clean the print head at least five times and the print has not improved, try installing a new Brother Original Innobella replacement ink cartridge for each problem colour.



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Try cleaning the print head up to five more times. If the print has not improved, contact Brother customer service or your local Brother dealer. 34 Routine maintenance Checking the print alignment If your printed text becomes blurred or images become faded, you may need to adjust the print alignment after transporting the machine. A i Do one of the following: If you selected Basic alignment, repeat step h for patterns B to H. If you selected Advanced alignment, repeat step h for patterns B to Z. a Press . NOTE NOTE You can also press Maintenance. and then i b c d e f g Press Improve Print Quality.

Press Alignment. Press Next. Swipe up or down or press a or b to display the paper size that needs a print alignment adjustment, and then press it. Press Basic alignment or Advanced alignment. Following the instructions on the Touchscreen, load plain paper of the selected size in the paper tray or manual feed slot, and then press Start. The machine prints the Alignment Check Sheet. When the print alignment is not adjusted correctly, text looks blurry. After the print alignment is adjusted correctly, text looks sharp. j Press . NOTE For more information about cleaning and checking the machine, see Online User's Guide.

A h For the "A" pattern, swipe up or down or press a or b to display the number of the test print that has the least visible vertical stripes (1-9), and then press it. Then press OK. In the example, number 6 is the best choice. 35 B Troubleshooting B If you think there is a problem with your machine, check each of the items below first and follow the troubleshooting tips. You can correct most problems yourself.

If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips. Visit <http://support.brother.com>. Identifying the problem First, check the following.

B The machine's power cord is connected correctly and the machine's power switch is turned on. All of the protective parts have been removed. Paper is loaded correctly in the paper tray. The interface cables are securely connected to the machine and the computer, or the wireless connection is set up on both the machine and your computer. Touchscreen Messages (See Error and maintenance messages on page 36.) If you did not solve the problem with the above checks: See If you are having difficulty with your machine on page 55. Error and maintenance messages As with any sophisticated office product, errors may occur and supplies must be replaced. If this happens, your machine identifies the error or required routine maintenance and displays the appropriate message. The most common error and maintenance messages are shown in the table. If the Touchscreen displays errors and your Android™ device supports the NFC feature, touch your device to the NFC logo on the right side of the control panel to access the Brother Solutions Center and browse the latest FAQs from your device.

(Your mobile telephone provider's message and data rates may apply to your use of this function.) Make sure the NFC setting of your machine and Android™ device is set to On. B 36 Troubleshooting Error Message B&W 1-sided Print Only Replace ink. Cause One or more of the colour ink cartridges have reached the end of their life. You can use the machine in monochrome mode for approximately four weeks depending on the number of pages you print. While this message appears on the Touchscreen, each operation works in the following way: Printing If the media type is set to Plain Paper in the Basic tab and Greyscale is chosen in the Advanced tab of the printer driver, you can use the machine as a monochrome printer. 2-sided printing is not available when this message appears. Copying If the paper type is set to Plain Paper you can make copies in monochrome. 2-sided copying is not available when this message appears. Faxing If the paper type is set to Plain Paper or Inkjet Paper, the machine will receive and print the faxes in monochrome.

If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome. Action Replace the ink cartridges. (See Online User's Guide.) NOTE The machine will stop all print operations, you cannot use the machine until a new ink cartridge is installed in the following cases: • If you unplug the machine or take out the ink cartridge. • (Windows®) If you select Slow Drying Paper in the Basic tab of the printer driver.

(Macintosh) If you select Slow Drying Paper in the Print Settings drop-down list of the printer driver. B Set BT Call Sign to OFF. (See Online User's Guide.) BT Call Sign On (U.K.

only) BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode. 37 Error Message Cannot Detect Cause You installed a new ink cartridge too quickly and the machine did not detect it. An ink cartridge is not installed correctly. A used ink cartridge was reinstalled. If you are using non Brother Original ink, the machine may not detect the ink cartridge. Action Take out the new ink cartridge and reinstall it slowly and firmly until the cartridge lever lifts. (See Online User's Guide.) Remove the used ink cartridge and install a new one. Replace the cartridge with a Brother Original ink cartridge.

If the error message remains, contact Brother customer service or your local Brother dealer. Replace the ink cartridge with a new, genuine Brother ink cartridge. Slowly turn the ink cartridge so that the ink supply port is pointing downward, and then reinstall the cartridge. Check the model numbers of the ink cartridges and install the correct ink cartridges. (See Supplies on page 71.) Replace the cartridge with a Brother Original ink cartridge. If the error message remains, contact Brother customer service or your local Brother dealer. Replace the ink cartridges. (See Online User's Guide.) The ink cartridge must be replaced.

The new ink cartridge has an air bubble. The wrong Brother model ink cartridge was installed. Cannot Detect Ink Volume If you are using non Brother Original ink, the machine may not detect the ink volume. Cannot Print Replace ink. One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, monochrome faxes will be stored in the memory. If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome. Poor telephone line quality caused a communication error. You tried to poll a fax machine that is not in Polled Waiting mode.

Comm.Error If the problem continues, call the telephone company and ask them to check your telephone line. Check the other fax machine's polling setup. To not display this confirmation message, set the Check Paper setting to Off. (See Check Paper setting on page 15.) Connection Failed Current Tray Settings This message is displayed when the Check Paper setting to confirm the paper type and size is enabled.



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38 Troubleshooting Error Message Data Remaining in Memory Disconnected Cause Print data is left in the machine's memory. The other person or other person's fax machine stopped the call. Action Press . The machine will cancel the job and clear it from the memory.

Try to print again. Try to send or receive again. If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system, try changing the Compatibility to Basic(for VoIP). (See Telephone Line Interference or VoIP System on page 65.) (See Using the ADF on page 16.) (See Document jam on page 47.) After lowering the room temperature, allow the machine to cool down to room temperature. Try again when the machine has cooled down. Hubs, including USB flash drives with built-in hubs, are not supported. Unplug the device from the USB direct interface.

Choose a regularly proportioned image. Choose a larger image. Document Jam/too Long The document was not inserted or fed correctly, or the document scanned from the ADF was too long. High Temperature The room temperature is too high. Hub is Unusable.

A hub or USB flash drive with hub has been connected to the USB direct interface. The proportions of your photo are irregular so effects could not be added. The size of your photo is too small to trim. Image Too Long Image Too Small B 39 Error Message Cause Action The ink absorber box or flushing box must be replaced. Contact Brother customer service or your local Brother Authorised Service Centre to have your machine serviced.

Other reasons for cleaning are: 1 After a paper jam has been cleared, the machine automatically cleans itself before the next received fax page is printed. The machine automatically cleans itself after sitting idle for more than 30 days (infrequent use). The machine automatically cleans itself after ink cartridges of the same colour have been replaced 12 times. Ink Absorber Pad Full The ink absorber box or flushing box is full. These components are periodic maintenance items that may require replacement after a period of time to ensure optimum performance from your Brother machine. Because these components are periodic maintenance items, the replacement is not covered under the warranty. The need to replace these items and the time period before replacement is dependent on the number of purges and flushes required to clean the ink system. These boxes acquire amounts of ink during the different purging and flushing operations. The number of times a machine purges and flushes for cleaning varies depending on different situations. For example, frequently powering the machine on and off will cause numerous cleaning cycles since the machine automatically cleans itself upon power up.

The use of non-Brother ink may cause frequent cleanings because non-Brother ink could cause poor print quality, which is resolved by cleaning. @@@@The ink absorber box or flushing box must be replaced soon. Contact Brother customer service or your local Brother dealer. @@@@Order a new ink cartridge. @@@@Try again when the machine has warmed up. @@@@Delete unused files and try again. @@@@Remove and reload the paper, then press OK on the Touchscreen. @@@@Clean the paper pick-up rollers. (See Online User's Guide.

) The Jam Clear Cover is not closed correctly. Paper dust has accumulated on the surface of the paper pick-up rollers. The paper is jammed in the machine. Remove the jammed paper by following the steps. (See Printer jam or paper jam on page 48.

) If this error occurs often during 2-sided copying or 2-sided printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See Online User's Guide.) Out of Fax Memory The fax memory is full. Do one of the following: Clear the data from the memory.

To gain extra memory, you can turn off Memory Receive. (See Online User's Guide.) Print the faxes that are in the memory. (See Online User's Guide.) 42 Troubleshooting Error Message Out of Memory Cause The machine's memory is full. Action If a fax-sending or copy operation is in process: Press or Quit or Close and wait until the other operations that are in process finish, and then try again. Press Send Now to send the pages scanned so far. Press Partial Print to copy the pages scanned so far. Clear the data in the memory. To gain extra memory, you can turn off Memory Receive.

(See Online User's Guide.) Print the faxes that are in the memory. (See Online User's Guide.) Paper Jam [Front] Paper Jam [Front,Rear] Paper Jam [Rear] The paper is jammed in the machine. Remove the jammed paper by following the steps. (See Printer jam or paper jam on page 48.) Make sure the paper guides are set to the correct paper size. If there is a repeat paper jam, try another paper jam operation. (See Additional paper jam clear operations on page 53.) Paper Tray not detected The paper tray is not completely inserted.

Jammed paper or a foreign object has prevented the paper tray from being inserted properly. Slowly push the paper tray completely into the machine. Pull the paper tray out of the machine and remove the paper or foreign object. If you cannot find or remove the jammed paper, follow the steps. (See Printer jam or paper jam on page 48.

) Slowly push the paper tray completely into the machine. Make sure that nothing is touching or resting on the Touchscreen, especially when plugging in the machine. Insert a piece of stiff paper between the lower part of the Touchscreen and its frame and slide it back and forth to push out the debris. B Touchscreen Initialisation Failed The Touchscreen was pressed before the power on initialization was completed. Debris may be stuck between the lower part of the Touchscreen and its frame.

43 Error Message Unable to Clean XX Unable to Initialize XX Unable to Print XX Cause The machine has a mechanical problem. —OR— A foreign object, such as a paper clip or a piece of ripped paper, is in the machine. Action Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, disconnect the machine from the power for several minutes, and then reconnect it. You can try additional paper jam clear operations. (See Additional paper jam clear operations on page 53.) (The machine can be turned off without losing faxes stored in the memory. (See Transferring your faxes or Fax Journal report on page 46.)) Unable to Scan XX The machine has a mechanical problem. Disconnect the machine from the power for several minutes, and then reconnect it.

The machine can be turned off without losing faxes stored in the memory. (See Transferring your faxes or Fax Journal report on page 46.) Unusable Device Disconnect device from front connector & turn machine off & then on Unusable Device Please disconnect USB device. Wrong Ink Colour A broken device has been connected to the USB direct interface. Unplug the device from the USB direct interface, and then press to turn the machine off and then on again.



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A USB device or USB flash drive that is not supported has been connected to the USB direct interface. An ink cartridge has been installed in the wrong position. Unplug the device from the USB direct interface. Turn the machine off and then on again. Check which ink cartridges are not matched by colour to their ink cartridge positions and move them to their correct positions.

44 Troubleshooting Error Message Wrong Paper Cause The paper size setting does not match the size of paper in the tray. The paper orientation is incorrect for the paper size. You did not set the paper guides in the tray to the indicators for the paper size you are using. Action 1 Check that the paper size you choose on the Touchscreen matches the size of the paper in the tray. (See Set Paper Size and Type on page 14.

) 2 Make sure you load the paper in the proper orientation, and set the paper guides to the indicators for your paper size. (See Before loading paper on page 9.) After you have checked the paper size and the paper orientation, press OK on the Touchscreen. 3 If you are printing from your computer, make sure the paper size you choose in the printer driver matches the size of paper in the tray. (See Online User's Guide.

) B 45 Error animations Error animations display step-by-step instructions when paper gets jammed. You can read the steps at your own pace by pressing c to see the next step and d to go back a step. B f g h Press Data Transfer. Press Fax Transfer. Do one of the following: If the Touchscreen displays No Data, there are no faxes in the machine's memory. Press Close, and then press . Transferring your faxes or Fax Journal report If the Touchscreen displays: Unable to Clean XX Unable to Initialize XX Unable to Print XX Unable to Scan XX We recommend transferring your faxes to another fax machine or to your PC. (See Transferring faxes to another fax machine on page 46.) (See Transferring faxes to your PC on page 46.) Transfer the Fax Journal report to see if there are any faxes you must transfer.

(See Transferring the Fax Journal report to another fax machine on page 47.) B Enter the fax number where faxes will be forwarded. i Press Fax Start. B Transferring faxes to your PC Transfer faxes from your machine's memory to your PC. a b Press error. to temporarily interrupt the Make sure you have installed MFL-Pro Suite on your PC, and then turn on PC-FAX Receive on the PC. Do one of the following: (Windows® XP, Windows Vista® and Windows®

7) From (Start), select All Programs, Brother, Brother Utilities, MFC-XXXX, PC-FAX Receive, and select Receive. (Where XXXX is your model name.) (Windows® 8) Click (Brother Utilities), and then Transferring faxes to another fax machine B If you have not set up your Station ID, you cannot enter fax transfer mode. (See How to set your Station ID on page 29.

) a b c d e 46 Press error. Press to temporarily interrupt the (Settings). click the drop-down list and select your model name (if not already selected). Click PC-FAX Receive in the left navigation bar, and then click Receive. Press All Settings.

Swipe up or down or press a or b to display Service. Press Service. Troubleshooting c Make sure you have set PC-Fax Receive on the machine. (See Online User's Guide.) If faxes are in the machine's memory when you set up PC-Fax Receive, the Touchscreen displays a message asking if you want to transfer the faxes to your PC.

Do one of the following: To transfer all faxes to your PC, press Yes. If Fax Preview is set to Off, the Touchscreen displays a message asking if you also want to turn on the backup print option. To exit and leave the faxes in the machine's memory, press No. Document jam Documents can jam in the ADF if they are not inserted or fed correctly, or if they are too long. Follow the steps to clear a document jam. B d Document is jammed in the top of the ADF B a b c Take out any paper from the ADF that is not jammed. Open the ADF cover. Remove the jammed document by pulling it upward. e Press . 1 Transferring the Fax Journal report to another fax machine B If you have not set up your Station ID, you cannot enter fax transfer mode.

(See How to set your Station ID on page 29.) a b c d e f g h i Press error. Press to temporarily interrupt the 1 ADF cover d (Settings). Close the ADF cover. Press . e Press All Settings. Swipe up or down or press a or b to display Service. Press Service. Press Data Transfer. Press Report Transfer.

Enter the fax number where the Fax Journal report will be forwarded. Press Fax Start. IMPORTANT To avoid document jams, close the ADF cover correctly by pushing it gently in the centre. B Document is jammed inside the ADF B a b Take any paper that is not jammed out of the ADF. Lift the document cover.

47 c Pull the jammed document out to the left. Printer jam or paper jam Follow these steps to locate and remove the jammed paper if the Touchscreen displays: Paper Jam [Front] or Paper Jam [Front,Rear] B 1 B NOTE If the Touchscreen displays Paper Jam [Rear], see page 51. a 1 Document Cover Unplug the machine from the electrical socket. Pull the paper tray (1) completely out of the machine. d e a b Close the document cover.

Press . b Small document is jammed in the ADF Lift the document cover. Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through. B 1 c 1 Pull out the jammed paper (1). 1 1 Document Cover c d Close the document cover. Press . 48 Troubleshooting d Lift the Jam Clear Flap, and remove the jammed paper. g Using both hands, use the finger holds on each side of the machine to lift the scanner cover (1) into the open position. 1 h e Make sure you look carefully inside the machine above and below the Jam Clear Flap for scraps of paper. Slowly pull the jammed paper (1) out of the machine.

1 i f Put the paper tray firmly back in the machine. Move the print head (if necessary) to reach any paper remaining in this area. Make sure no jammed paper is left in the corners of the machine (1) and (2). 1 2 B 49 IMPORTANT • If paper is jammed under the print head, unplug the machine from the power source, and then move the print head to reach the paper. • If the print head is in the right corner as shown in the illustration, you cannot move the print head.

Reconnect the power cord. Hold down until the print head moves to the centre. Then unplug the machine from the power source and remove the paper. k Open the Jam Clear Cover (1) at the back of the machine. 1 l Open the inside cover (1).

1 • If ink gets onto your skin, immediately wash with soap and plenty of water. m j Gently close the scanner cover using the finger holds on each side. Make sure you look carefully inside for jammed paper. If there is any jammed paper, slowly pull it out of the machine. Do one of the following: If the Touchscreen displays Paper Jam [Front], go to step o.

If the Touchscreen displays Paper Jam [Front,Rear], go to step k.



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