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You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER MFC-J6720DW. You'll find the answers to all your questions on the BROTHER MFC-J6720DW 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-J6720DW
User guide BROTHER MFC-J6720DW
Operating instructions BROTHER MFC-J6720DW
Instructions for use BROTHER MFC-J6720DW
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Advanced User's Guide

MFC-J650DW
MFC-J870DW
DCP-J552DW
DCP-J752DW



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Manual abstract:

Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations. @@@@See troubleshooting tips. @@This Guide provides instructions for Scanning, Printing, PC-Fax, Disc Print 1 and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms. 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, 10.8.x 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 details on how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct™ standard. 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. PDF file / CD-ROM 1 Where is it? Printed / In the box Quick Setup Guide Printed / In the box Basic User's Guide Printed / In the box 2 Software and Network User's Guide HTML file / CD-ROM Web Connect Guide PDF file / Brother Solutions Center 3 AirPrint Guide PDF file / Brother Solutions Center 3 Google Cloud Print Guide Wi-Fi Direct™ Guide 1 PDF file / Brother Solutions Center 3 PDF file / Brother Solutions Center 3 Mobile Print/Scan Guide for Brother iPrint&Scan PDF file / Brother Solutions Center 3 1 2 3 MFC-J870DW only This may differ depending on your country.

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Press . MFC-J650DW only 1 Chapter 1 Sleep Mode You can choose how long the machine will remain idle before it goes into Sleep Mode (up to 60 minutes). The timer will restart if any operation is carried out on the machine. 1 Auto Power Off (DCP models) The Auto Power Down feature will turn the machine off the hours you have set after entering Sleep Mode. When this feature is Off, the machine will not power off automatically.

The default setting is 1hour. 1 a b c d e f g Press (Settings). Press All Settings. Press a or b to display General Setup. Press General Setup. Press a or b to display Sleep Mode. Press Sleep Mode. Press a or b to display 1Min, 2Mins, 3Mins, 5Mins, 10Mins, 30Mins or 60Mins to choose the length of time the machine must be idle before entering Sleep Mode. Press the option you want to set. Press . NOTE The machine will not power off automatically when: • the machine is connected to a wireless network • WLAN Enable is set to On. a b c d e f g h Press (Settings). Press All Settings. Press a or b to display General Setup. Press General Setup.

Press a or b to display Auto Power Off. Press Auto Power Off. Press a or b to display 1hour, 2hours, 4hours, 8hours or Off; and then press the option you want to set. Press . h 2 General setup Touchscreen LCD Changing the Touchscreen language (depending on your model) You can change the Touchscreen language.



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1 Setting the Dim Timer for the backlight You can set how long the Touchscreen LCD backlight stays on after the last finger press. 1 1 a b c d e f g h i Press (Settings). a b c d e f g h Press All Settings. Press a or b to display General Setup. Press General Setup. Press a or b to display LCD Settings. Press LCD Settings. Press Dim Timer. Press a or b to display 10Secs, 20Secs, 30Secs or Off, and then press the option you want to set. Press .

Press (Settings). Press All Settings. Press a or b to display Initial Setup. Press Initial Setup. (MFC models only) Press a or b to display Local Language. Press Local Language. Press your language. Press . 3 2 Security features (MFC models) Setting and changing the TX Lock password 2 2 TX Lock (MFC-J650DW) TX Lock lets you prevent unauthorized access to the machine. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will still be sent even if you turn on TX Lock, so they will not be lost. While TX Lock is On, the following operations are available: Receiving faxes Fax Forwarding (If Fax Forwarding was already On) Remote Retrieval (If Fax Storage was already On) PC-Fax (If PC-Fax Receive was already On) 1 2 NOTE If you have already set the password, you will not need to set it again. Setting the password Make a careful note of your password. 2 a b c d e f g h i Press (Settings). Press All Settings.

Press a or b to display Fax. Press Fax. Press a or b to display Miscellaneous. Press Miscellaneous. Press TX Lock. Enter a 4-digit number for the password using the keyboard on the Touchscreen. Press OK. When the Touchscreen shows Verify, re-enter the password using the keyboard on the Touchscreen. Press OK. Press .

Receive 1 While the TX Lock feature is turned on, your machine will receive faxes and store them in its memory. Then, when TX Lock is turned off, the faxes will be sent to your chosen PC. While TX Lock is On, the following operations are NOT available: Operation from the control panel PC printing NOTE If you forget the TX Lock password, contact Brother customer service for support. j 4 Security features (MFC models) Changing the password 2 Turning TX Lock on/off Turning TX Lock on 2 a b c d e f g h i Press (Settings). 2 Press All Settings.

Press a or b to display Fax. Press Fax. Press a or b to display Miscellaneous. Press Miscellaneous. Press TX Lock. Press Set Password. Enter the 4-digit number of the current password using the keyboard on the Touchscreen. Press OK. Enter a 4-digit number for the new password using the keyboard on the Touchscreen. Press OK. When the Touchscreen shows Verify, re-enter the new password using the keyboard on the Touchscreen. Press OK. Press . a b c d e f g h i Press (Settings). 2 Press All Settings.

Press a or b to display Fax. Press Fax. Press a or b to display Miscellaneous. Press Miscellaneous. Press TX Lock. Press Set TX Lock. Enter the registered 4-digit password using the keyboard on the Touchscreen. Press OK. The machine goes offline and the Touchscreen shows TX Lock. 2 j k Turning TX Lock off a b Press Unlock.

Enter the registered 4-digit password using the keyboard on the Touchscreen. Press OK. TX Lock is turned off. l NOTE If you enter the wrong password, the Touchscreen shows Wrong Password and stays offline. The machine will stay in TX Lock mode until the registered password is entered.

5 Chapter 2 Memory Security (MFC-J870DW) Memory Security lets you prevent unauthorized access to the machine. You will not be able to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on Memory Security, so they will not be lost. While Memory Security is On, the following operations are available: Receiving faxes into memory (limited by memory capacity) Fax Forwarding (if Fax Forwarding was already On) Remote Retrieval (if Fax Storage was already On) While Memory Security is On, the following operations are NOT available: Operation from the control panel Printing received faxes PC printing PC Fax Receive Disc Print Printing with NFC 1 Scanning with NFC 1 1 Setting and changing the Memory Security password 2 2 NOTE If you have already set the password, you will not need to set it again. Setting a password for the first time Make a careful note of your password. 2 a b c d e f g h i Press (Settings). Press All Settings. Press a or b to display Fax. Press Fax. Press a or b to display Miscellaneous. Press Miscellaneous. Press Memory Security. Enter a 4-digit number for the password using the keyboard on the Touchscreen. Press OK. When the Touchscreen shows Verify, re-enter the password using the keyboard on the Touchscreen.

Press OK. Press . See Basic User's Guide: How to print and scan with NFC (Near Field Communication) (MFC-J870DW). NOTE • To print the faxes in memory, you must turn off Memory Security. • You must turn off PC Fax Receive before you can turn on Memory Security. • If you forget the Memory Security password, contact Brother customer service for support. j 6 Security features (MFC models) Changing your Memory Security password 2 Turning Memory Security on/off Turning on Memory Security 2 a b c d e f g h i Press (Settings). 2 Press All Settings. Press a or b to display Fax. Press Fax. Press a or b to display Miscellaneous. Press Miscellaneous. Press Memory Security. Press Set Password. Enter the registered 4-digit number for the current password using the keyboard on the Touchscreen. Press OK. Enter a 4-digit number for a new password using the keyboard on the Touchscreen. Press OK. When the Touchscreen shows Verify, re-enter the new password using the keyboard on the Touchscreen. Press OK.

Press . 2 a b c d e f g h i Press (Settings). Press All Settings. Press a or b to display Fax. Press Fax. Press a or b to display Miscellaneous. Press Miscellaneous. Press Memory Security. Press Set Security. Enter the registered 4-digit password using the keyboard on the Touchscreen.

Press OK. The machine goes offline and the Touchscreen shows Memory Security. j k NOTE If there is a power failure the data will stay in memory for approximately 24 hours. l Turning off Memory Security 2 a b Press Unlock. Enter the registered 4-digit password using the keyboard on the Touchscreen. Press OK. Memory Security is turned off. NOTE If you enter the wrong password, the Touchscreen shows Wrong Password and stays offline. The machine will stay in Secure mode until the registered password is entered. 7 3 Sending a fax (MFC models) The Touchscreen shows: 3 3 Additional sending options Sending faxes using multiple settings When you send a fax, you can choose a combination of settings, such as Fax Resolution, Contrast, Glass Scan Size, and Real Time TX.

You can also choose: Call History, Address Book, Broadcasting, Preview 1, Colour Setting, Delayed Fax, Batch TX, Polled TX, Polling RX, Overseas Mode, Set New Default, and Factory Reset.



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1 3 c d e f g h i Press Options. Press a or b to display the setting you want to change. When the setting is displayed, press it. Press the option you want to set. Go back to step d to change additional settings. Press OK when you have finished changing settings. Enter the fax number. Press Fax Start. MFC-J870DW only Some settings are only available when sending mono faxes.

a b Load your document. (MFC-J650DW) Press (Fax). NOTE • Most settings are temporary and the machine returns to its default settings after you send a fax. • You can save some of the settings you use most often by making them the default settings. These settings will remain until you change them again. (See Setting your changes as a new default on page 10.) • You can also save some of the settings you use most often by setting them as a Shortcut. (See Saving fax options as a Shortcut on page 11.) (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes).

Stop faxing To stop faxing, press 8 3 . Sending a fax (MFC models) Contrast If your document is very light or very dark, you may want to change the contrast. For most documents, the factory setting Auto can be used. Auto chooses the suitable contrast for your document. Choose Light when sending a light document. Choose Dark when sending a dark document. 3 NOTE Even if you choose Light or Dark, the machine will send the fax using the Auto setting in either of the following conditions: • When you send a colour fax. • When you choose Photo as the Fax Resolution. 3 3 a b Load your document. (MFC-J650DW) Press (Fax).

Changing fax resolution The quality of a fax can be improved by changing the fax resolution. (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). a b Load your document. (MFC-J650DW) Press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c d e f g h i Press Options. Press a or b to display Contrast. Press Contrast. Press Auto, Light or Dark. Press OK. Enter the fax number. Press Fax Start. c d e f g h i Press Options. Press a or b to display Fax Resolution. Press Fax Resolution. Press a or b to display Standard, Fine, S.Fine or Photo, and then press the option you want to set. Press OK.

Enter the fax number. Press Fax Start. 9 Chapter 3 NOTE You can choose four different resolution settings for monochrome faxes and two for colour. Monochrome Standard Fine Suitable for most typed documents. Good for small print and transmits a little slower than Standard resolution. Good for small print or artwork and transmits slower than Fine resolution. Use when the document has varying shades of grey or is a photograph. Photo has the slowest transmission. Setting your changes as a new default You can save the settings for the fax options you use most often by setting them as the default settings, such as Fax Resolution, Contrast, Glass Scan Size, Preview 1, Real Time TX and Colour Setting. These settings will remain until you change them again. 1 3 MFC-J870DW only S.Fine a (MFC-J650DW) Press (Fax). Photo (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, Colour Standard Fine Suitable for most typed documents. Use when the document is a photograph. The transmission time is slower than Standard resolution. press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). If you choose S.Fine or Photo and then send a colour fax (choosing Colour in Colour Setting), the machine will send the fax using the Fine setting. b c Press Options.

Press a or b to choose the menu option that you want to change. Press your new option. Repeat this step for each setting you want to change. d e f g 10 After changing the last setting to your preferred option, press a or b to display Set New Default. Press Set New Default. The Touchscreen asks you to confirm the change to the new default settings. Press Yes to confirm. Press . Sending a fax (MFC models) Restoring fax options to the factory default You can restore all the fax options you have changed back to the factory default. These settings will remain until you change them again.

3 Saving fax options as a Shortcut You can store all the new fax options you use frequently by saving them as a Shortcut. 3 a (MFC-J650DW) Press (Fax). a (MFC-J650DW) Press (Fax). 3 (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). b Enter the fax number. b c d e f Press Options. Press a or b to display Factory Reset.

Press Factory Reset. The Touchscreen asks you to confirm to change back to the factory default. Press Yes to confirm. Press . NOTE If the Shortcut is to be used for broadcasting, press Options and choose Broadcasting in step d before entering the fax number in step b. (See Broadcasting (Monochrome only) on page 13.) c d Press Options. Press a or b to display Fax Resolution, Contrast, Preview 1, Colour Setting, Real Time TX, Overseas Mode or Glass Scan Size, and then press the setting you want to change. Then press the new option you want to set. 1 MFC-J870DW only Repeat this step for each setting you want to change.

e f When you have finished choosing new options, press OK. Press Save as Shortcut. 11 Chapter 3 g h Confirm the displayed list of options you have chosen for the Shortcut, and then press OK. Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see Basic User's Guide: Entering Text.) Press OK. Press OK to save your Shortcut. Additional sending operations Sending a fax manually Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax. 3 3 i NOTE To send a multi-page fax, use the ADF. a b c d Load your document.

To listen for a dial tone, pick up the handset of the external telephone. Dial the fax number using the external telephone. When you hear the fax tones, press Fax Start. If you are using the scanner glass, press Send on the Touchscreen to send the fax. Replace the handset of the external phone. e 12 Sending a fax (MFC models) Sending a fax at the end of a conversation At the end of a conversation, you can send a fax to the other party before you both hang up. 3 Broadcasting (Monochrome only) Broadcasting is automatically sending the same fax message to more than one fax number. You can include Groups, Address Book numbers, and up to 50 manually dialled numbers in the same broadcast. After the broadcast is finished, a Broadcast Report will be printed. 3 a b c d Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.



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Load your document. Press Fax Start. If you are using the scanner glass, press Send to send the fax. Replace the handset of the external phone. 3 Before you begin the broadcast Address Book numbers must be stored in the machine's memory before they can be used in a broadcast.

(See Basic User's Guide: Storing Address Book numbers.) Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored Address Book numbers for easier dialling. (See Setting up Groups for Broadcasting on page 34.) 3 Dual Access (Monochrome only) You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data.

The Touchscreen shows the new job number. The number of pages you can scan into the memory will vary depending on the data that is printed on them. 3 How to broadcast a fax 3 a b Load your document. (MFC-J650DW) Press (Fax). NOTE If the Out of Memory message appears, press or Quit to cancel or Send Now to send the pages scanned so far. (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c d e Press Options. Press a or b to display Broadcasting. Press Broadcasting.

13 Chapter 3 f g Press Add Number. You can add numbers to the broadcast in the following ways: Press Add Number and enter a number using the keyboard on the Touchscreen. Press OK. Press Add from Address book. Press a or b to display the number you want to add to the broadcast. Press the check boxes of the numbers you want to add to the broadcast. After you have checked all the numbers you want, press OK. Press Search in Address book. Enter the first letter of the name and press OK. Press the name, and then press the number you want to add to the broadcast.

i Press Fax Start. NOTE Broadcasting is not available when you select Colour in Colour Setting. Faxing from the ADF The machine starts scanning the document. Faxing from the scanner glass When the Touchscreen asks you Next page?, do one of the following: To send a single page, press No. The machine starts sending the document.

To send more than one page, press Yes and place the next page on the scanner glass. Press OK. The machine starts scanning the page. (Repeat this step for each page.) h After you have entered all the fax numbers by repeating steps f and g, press OK.

NOTE • If you did not use up any of the numbers for Groups, you can "broadcast" faxes to as many as 250 different numbers. • The machine's available memory will vary depending on the types of jobs in the memory and the numbers used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access and delayed fax. • If the Out of Memory message appears, press or Quit to cancel or Send Now to send the pages scanned so far. 14 Sending a fax (MFC models) Cancelling a Broadcast in progress 3 b (MFC-J650DW) Press (Fax). a b Press . Do one of the following: To cancel the entire broadcast, press Entire Broadcast. Go to step c. To cancel the current job, press the number being dialled on the Touchscreen. Go to step d.

To exit without cancelling, press . (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). 3 When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c When the Touchscreen asks if you want to cancel the entire broadcast, do one of the following: Press Yes to confirm. To exit without cancelling, press No. d Do one of the following: To cancel the current job, press Yes. To exit without cancelling, press No. Real Time Transmission When you are sending a fax, the machine will scan the documents into the memory before sending. Then, as soon as the telephone line is free, the machine will start dialling and sending. Sometimes, you may want to send an important document immediately, without waiting for the machine to scan it into memory.

You can do this by turning on Real Time TX. 3 c d e f g h i Press Options. Press a or b to display Real Time TX. Press Real Time TX. Press On (or Off). Press OK. Enter the fax number. Press Fax Start. NOTE • If you are sending a colour fax or if the memory is full and you are sending a monochrome fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). • In Real Time Transmission, the automatic redial feature does not work when you are using the scanner glass.

a Load your document. 15 Chapter 3 Overseas Mode If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on Overseas Mode. After you send a fax using this feature, the feature will automatically turn itself off. 3 Delayed Faxing (Monochrome only) 3 You can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in step i. a b Load your document. (MFC-J650DW) Press (Fax). a b Load your document. (MFC-J650DW) Press (Fax). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax).

(MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c d e f g h i Press Options. Press a or b to display Overseas Mode. Press Overseas Mode. Press On (or Off). Press OK. Enter the fax number. Press Fax Start.

c d e f g h i Press Options. Press a or b to display Delayed Fax. Press Delayed Fax. Press Delayed Fax. Press On (or Off).

Press Set Time. Enter the time you want the fax to be sent (in 24-hour format) using the keyboard on the Touchscreen. (For example, enter 19:45 for 7:45 PM.) Press OK. NOTE The number of pages you can scan into the memory depends on the amount of data that is printed on each page.

j 16 Press OK. Sending a fax (MFC models) k l Enter the fax number. Press Fax Start. Checking and cancelling waiting jobs You can check which jobs are still waiting in the memory to be sent, or cancel a job. (If there are no jobs, the Touchscreen shows No Jobs Waiting.) 3 NOTE Delayed Fax is not available when you select Colour in Colour Setting. Delayed Batch Transmission (Monochrome only) Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time. All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time. a 3 Press (Settings). 3 b c d e f g h Press All Settings.

Press a or b to display Fax. Press Fax. Press a or b to display Remaining Jobs. Press Remaining Jobs. Any waiting jobs appear on the Touchscreen. Press a or b to scroll through the jobs and press the job you want to cancel.



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Press OK. Do one of the following: To cancel, press Yes. If you want to cancel another job, go to step g. To exit without cancelling, press No. a (MFC-J650DW) Press (Fax). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). i When you have finished, press . b c d e f Press Options.

Press a or b to display Batch TX. Press Batch TX. Press On (or Off). Press . 17 Chapter 3 Polling overview 3 Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call.

It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling. g h Press Fax Start. If you are using the scanner glass, the Touchscreen will prompt you to choose one of the following options: Press Yes to scan another page. Go to step i. Press No to store the document in the memory. Other fax machines can now call your machine and retrieve the document. Polled Transmit (Monochrome only) Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it. The document will be stored and can be retrieved by any other fax machine until you delete it from the memory.

(See Checking and cancelling waiting jobs on page 17.) 3 i Place the next page on the scanner glass and press OK. Repeat steps h and i for each additional page. The document will be stored in the memory and will be sent when it is polled. Setup for polled transmit with secure code 3 3 Setup for polled transmit Secure Polling lets you restrict who can get the documents you set up to be polled. Secure Polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine, they will have to enter the secure code. a b Load your document. (MFC-J650DW) Press (Fax). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax).

a b Load your document. (MFC-J650DW) Press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). c d e f 18 Press Options. Press a or b to display Polled TX. Press Polled TX. Press Standard. c Press Options.

Sending a fax (MFC models) d e f g h i Press a or b to display Polled TX. Press Polled TX. Press Secure. Enter a four-digit number. Press OK. Press Fax Start. If you are using the scanner glass, the Touchscreen will prompt you to choose one of the following options: Press Yes to scan another page. Go to step j. Press No to send the document. 3 j k Place the next page on the scanner glass and press OK.

Repeat steps i and j for each additional page. Your machine will automatically send the fax. 19 4 Receiving a fax (MFC models) i j k Press a or b to display Fax Forward. Press Fax Forward. Enter the forwarding number (up to 20 digits) using the keyboard on the Touchscreen. Press OK. (MFC-J650DW) Press

Backup Print: On or Backup Print: Off. (MFC-J870DW) If Fax Preview is set to Off, press Backup Print: On or Backup Print: Off. 4 Memory Receive (Monochrome only) Memory Receive lets you receive faxes while you are away from the machine. You can only use one Memory Receive operation at a time: Fax Forwarding Fax Storage PC-Fax Receive Off You can change your selection at any time.

If received faxes are still in the machine's memory when you change the Memory Receive operation, a message will appear on the Touchscreen. (See Changing Memory Receive operations on page 23.) 4 l IMPORTANT • If you choose Backup Print: On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine. • When you receive a colour fax, your machine prints the colour fax at your machine but does not forward the fax to the fax forwarding number you programmed.

Fax Forwarding When you choose Fax Forward, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message. 4 a b c d e f g h 20 Press (Settings). m Press . Press All Settings.

Press a or b to display Fax. Press Fax. Press a or b to display Setup Receive. Press Setup Receive. Press a or b to display Memory Receive. Press Memory Receive. Fax Storage If you choose Fax Storage, your machine stores received faxes in the memory. You will be able to retrieve fax messages from another location using the remote retrieval commands. If you have turned on Fax Storage, a backup copy will be printed at the machine. 4 a b Press (Settings).

Press All Settings. Receiving a fax (MFC models) c d e f g h i j k Press a or b to display Fax. Press Fax. Press a or b to display Setup Receive. Press Setup Receive. Press a or b to display Memory Receive. Press Memory Receive. Press a or b to display Fax Storage. Press Fax Storage. Press .

NOTE • You can also print a fax from the memory by pressing Print on the Touchscreen. (MFC-J870DW: When Fax Preview is set to Off.) • When you print a fax from the memory, the fax data will be erased from your machine. PC-Fax Receive (Windows®) If you turn on the PC-Fax Receive feature, your machine will store received faxes in the memory and send them to your PC. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. When you start your PC and the PC-FAX Receiving software runs, your machine transfers your faxes to your PC. 4 4 4 NOTE Colour faxes cannot be stored in the memory. When you receive a colour fax, your machine prints the colour fax at your machine. Printing a fax from the memory If you have chosen Fax Storage, you can still print a fax from the memory when you are at your machine.

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (See Software and Network User's Guide.) If you choose Backup Print: On, the machine will also print the fax. a b c d e f g h Press (Settings). a b c d e f g Press (Settings). Press All Settings. Press a or b to display Fax. Press Fax. Press a or b to display Print Document. Press Print Document.

Press OK. Press . Press All Settings. Press a or b to display Fax. Press Fax. Press a or b to display Setup Receive. Press Setup Receive. Press a or b to display Memory Receive. 21 Chapter 4 h i j k l Press Memory Receive. Press a or b to display PC Fax Receive.

Press PC Fax Receive. The Touchscreen shows the message Run PC-Fax on your computer. Press OK. Press a or b to display <USB> or the name of the PC you want to receive faxes if you are on a network.



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Press <USB> or the name of the PC.

Press OK. (MFC-J650DW) Press Backup Print: On or Backup Print: Off. (MFC-J870DW) If Fax Preview is set to Off, press Backup Print: On or Backup Print: Off. Press . Turning off Memory Receive operations 4 a b c d e f g h i j Press (Settings).

Press All Settings. Press a or b to display Fax. Press Fax. Press a or b to display Setup Receive. Press Setup Receive. Press a or b to display Memory Receive. Press Memory Receive. Press Off. Press . m n NOTE • PC-Fax Receive is not supported by Mac OS.

• Before you can set up PC-Fax Receive, you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (See Software and Network User's Guide.) • If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your PC. (See Basic User's Guide: Transferring your faxes or Fax Journal report.) • When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to your PC. • To change the destination PC, repeat steps a to n. 22 NOTE The Touchscreen will show you more options if there are still received faxes in the machine's memory. (See Changing Memory Receive operations on page 23.) Receiving a fax (MFC models)

Changing Memory Receive operations If there are received faxes in your machine's memory when you change the Memory Receive operations, the Touchscreen will ask you one of the following questions: The Touchscreen will ask you the following question: 4 Send Fax to PC? • If you press Yes, faxes in the memory will be sent to your PC before the setting changes.

You will be asked if you want to turn on Backup Print. (For more information, see PC-Fax Receive (Windows®) on page 21.) 4 If all the received faxes have already been printed Erase all documents? • If you press Yes, faxes in the memory will be erased before the setting changes. • If you press No, faxes in the memory will not be erased and the setting will be unchanged. • If you press No, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

4 If unprinted faxes remain in the memory Print all faxes? • If you press Yes, faxes in the memory will be printed before the setting changes. If a backup copy has already been printed, it will not be printed again. • If you press No, faxes in the memory will not be printed and the setting will be unchanged. If received faxes are left in the machine's memory when you change to PC Fax Receive from another option [Fax Forward or Fax Storage], press <USB> or the name of the PC if you are on a network. Press OK.

4 23 Chapter 4 Remote Retrieval You can call your machine from any touch-tone telephone or fax machine and then use the Remote Access Code and remote commands to retrieve fax messages. 4 NOTE You can change your code at any time by entering a new one. If you want to make your code inactive, press and hold in step g to restore the inactive setting (---) and press OK. Setting a Remote Access Code The Remote Access Code lets you access the remote retrieval features when you are away from your machine. Before you can use the remote access and retrieval features, you have to set up your own code. The factory default code is the inactive code (---). 4 Using your Remote Access Code 4 a b c Dial your fax number from a touch-tone telephone or another fax machine. When your machine answers, enter your Remote Access Code (3 digits followed by) at once. The machine signals if it has received messages: 1 long beep — Fax messages No beeps — No messages a b c d e f g Press (Settings). Press All Settings.

Press a or b to display Fax. Press Fax. Press a or b to display Remote Access. Press Remote Access. Enter a three-digit code using numbers 0 to 9, 1, or # using the keyboard on the Touchscreen. Press OK. (The preset '1' cannot be changed.) d When the machine gives two short beeps, enter a command. The machine will hang up if you wait longer than 30 seconds to enter a command. The machine will beep three times if you enter an invalid command.

Press 9 0 to stop Remote Access when you have finished. Hang up. e f NOTE Do not use the same code as your Remote Activation Code (1 5 1) or Remote Deactivation Code (# 5 1). (See Basic User's Guide: Operation from external and extension telephones.) NOTE • If your machine is set to Manual mode and you want to use the remote retrieval features, wait for about 100 seconds after it starts ringing, and then enter the remote access code within 30 seconds.

• This function may not be available in some countries or supported by your local telephone company. h Press . 24 Receiving a fax (MFC models) Remote Fax commands Follow the commands in the table to access features when you are away from the machine. When you call the machine and enter your remote access code (3 digits followed by), the system will give two short beeps and you must enter a remote command. Remote commands 95 Change the Fax Forwarding or Fax Storage settings 1 OFF 2 Fax Forwarding 4 Fax Forwarding number 6 Fax Storage You can choose Off after you have retrieved or erased all your messages.

One long beep means the change is accepted. If you hear three short beeps, the change was not accepted because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. (See Changing your Fax Forwarding number on page 26.) Once you have registered the number, Fax Forwarding will work. Enter the number of a remote fax machine to receive stored fax messages. (See Retrieving fax messages on page 26.) If you hear one long beep, fax messages have been erased from the memory. You can check whether your machine has received any faxes. If yes, you will hear one long beep.

If no, you will hear three short beeps. If you hear one long beep, your change has been accepted. Operation details 4 4 96 Retrieve a fax 2 Retrieve all faxes 3 Erase faxes from the memory 97 Check the receiving status 1 Fax 98 Change the Receive Mode 1 External TAD 2 Fax/Tel 3 Fax Only 90 Exit Pressing 9 0 allows you to exit remote retrieval. Wait for the long beep, then replace the handset. 25 Chapter 4 Retrieving fax messages You can call your machine from any touch-tone telephone and have your fax messages sent to another machine. Before you use this feature, you have to turn on Fax Storage or Fax Preview 1. (See Fax Storage on page 20 or see Basic User's Guide: Fax Preview (Monochrome only) (MFC-J870DW).) 1 4 Changing your Fax Forwarding number You can change the default setting of your fax forwarding number from another touch-tone telephone or fax machine. 4 a b Dial your fax number. When your machine answers, enter your remote access code (3 digits followed by) at once.

If you hear one long beep, you have messages.



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When you hear two short beeps, press 9 5 4. Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter ##. MFC-J870DW only a b Dial your fax number. When your machine answers, enter your remote access code (3 digits followed by) at once.

If you hear one long beep, you have messages. When you hear two short beeps, press 9 6 2. Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by ## (up to 20 digits). c d c d NOTE You cannot use l and # as dial numbers. However, press # if you want to create a pause.

NOTE You cannot use l and # as dial numbers. However, press # if you want to create a pause. e f Press 9 0 to stop Remote Access when you have finished. Hang up after you hear your machine beep. e Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages. 26 Receiving a fax (MFC models) Additional receiving operations Out of Paper Reception As soon as the paper tray becomes empty during fax reception, the Touchscreen shows No Paper Fed. Put some paper in the paper tray. (See Basic User's Guide: Loading paper and other print media.) If you don't put paper in the paper tray, the machine will continue receiving the fax.

The remaining pages will be stored in the memory, if enough memory is available. Further incoming faxes will also be stored in memory until the memory is full. To print the faxes, put fresh paper in the tray. When the memory is full, the machine will stop answering calls. 4 h i j Press Auto Reduction. Press On (or Off). Press . 4 Receiving a fax at the end of a conversation At the end of a conversation, you can ask the other party to fax you information before you both hang up. Make sure the ADF is empty. 4 4 a b Ask the other party to place the document in their machine and to press the Start or Send key.

When you hear the other machine's CNG tones (slowly repeating beeps), press Fax Start. NOTE If the Touchscreen is dark for Sleep mode, touch it to display Fax Start. 4 Printing a reduced incoming fax If you choose On, the machine reduces each page of an incoming fax to fit on one sheet of A4 or Letter size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See Basic User's Guide: Paper Size.) c d Press Receive to receive the fax. Replace the handset of the external telephone. a b c d e f g Press (Settings). Press All Settings. Press a or b to display Fax.

Press Fax. Press a or b to display Setup Receive. Press Setup Receive. Press a or b to display Auto Reduction. 27 Chapter 4 Polling overview 4 Setup to receive polling with secure code Secure Polling lets you restrict who can get the documents you set up to be polled. Secure Polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine you have to enter the secure code. 4 Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work.

Not all fax machines support polling. Polling receive Polling receive lets you call another fax machine to receive a fax. a 4 (MFC-J650DW) Press (Fax). (MFC-J870DW) Do one of the following: 4 Setup to receive polling When Fax Preview is set to Off, press (Fax). a (MFC-J650DW) Press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). b c d e f g b c d e f Press Options. Press a or b to display Polling RX. Press Polling RX. Press Secure. Enter a four-digit secure code using the keyboard on the Touchscreen. This is the same as the security code of the fax machine you are polling. Press OK.

Enter the fax number you are polling by either using Address Book or the dial pad on the Touchpanel. Press Fax Start. Press Options. Press a or b to display Polling RX. Press Polling RX.

Press Standard. Enter the fax number you are polling using Address Book or the dial pad on the Touchpanel. Press Fax Start. g h 28 Receiving a fax (MFC models) Setup to receive delayed polling Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up one delayed polling operation. 4 Sequential polling (Monochrome only) Sequential polling lets you request documents from several fax machines in one operation. 4 a (MFC-J650DW) Press (Fax). a (MFC-J650DW) Press (Fax). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax). (MFC-J870DW) Do one of the following: When Fax Preview is set to Off, press (Fax).

4 When Fax Preview is set to On, press (Fax) and then (Sending Faxes). When Fax Preview is set to On, press (Fax) and then (Sending Faxes). b c d e f Press Options. Press a or b to display Polling RX. Press Polling RX. Press Timer. Enter the time (in 24-hour format) you want to start polling. For example, enter 21:45 for 9:45 PM. Press OK. Enter the fax number you are polling by either using Address Book or the dial pad on the Touchpanel.

Press Fax Start. The machine makes the polling call at the time you entered. b c d e f Press Options. Press a or b to display Polling RX. Press Polling RX. Press Standard, Secure or Timer. Do one of the following: If you chose Standard, go to step g. If you chose Secure, enter a fourdigit number, press OK, go to step g. If you chose Timer, enter the time (24-hour format) you want to begin polling and press OK, go to step g. g h g h i j Press Options. Press a or b to display Broadcasting. Press Broadcasting. Press Add Number. 29 Chapter 4 k You can add numbers to the broadcast in the following ways: Press Add Number and enter a number using the keyboard on the Touchscreen. Press OK. Press Add from Address book. Press a or b to display the number you want to add to the broadcast. Press the check boxes of the numbers you want to add to the broadcast. After you have checked all the numbers you want, press OK. Press Search in Address book.

Enter the first letter of the name and press OK. Press the name, and then press the number you want to add to the broadcast. Cancelling a Sequential Polling Job 4 a b Press . Do one of the following: To cancel the entire sequential polling job, press Entire Seq. Poll. Go to step c. To cancel the current job, press the number being dialled on the Touchscreen. Go to step d. To exit without cancelling, press . c When the Touchscreen asks if you want to cancel the entire sequential polling job, do one of the following: Press Yes to confirm. To exit without cancelling, press No.



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d Do one of the following: To cancel the current job, press Yes. To exit without cancelling, press No. l m After you have entered all the fax numbers by repeating steps j and k, press OK. Press Fax Start.

The machine polls each number or group in turn for a document. Press while the machine is dialling to cancel the polling process. To cancel all sequential polling receive jobs, see *Cancelling a Sequential Polling Job* on page 30. 30 5 Dialling and storing numbers (MFC models) 5 5 Voice operations You can use your extension or external telephone to dial voice calls. To enable the machine to work with BT Call Sign (with your external telephone only) 5 a 5 Press (Settings).

BT Call Sign (U.K. only) This feature of the machine lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one telephone line. Each telephone number has its own distinctive ringing pattern, so you know which telephone number is ringing. This is one way you can have a separate telephone number for your machine. b c d e f g h i Press All Settings. Press a or b to display Fax. Press Fax. Press a or b to display Miscellaneous. Press Miscellaneous.

Press BT Call Sign. Press On (or Off). Press . 5 Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second telephone number (on the same telephone line) just for receiving faxes. NOTE • You can switch BT Call Sign Off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. This machine will automatically answer incoming calls that use your new fax number. • When you set the BT Call Sign feature to On, the receive mode is set to Manual automatically. Manual mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern. NOTE If you turn off BT Call Sign, the receive mode stays in Manual.

You will need to set receive mode again. (See *Basic User's Guide: Choose the Receive Mode.*) 31 Chapter 5 Additional dialling operations Combining Address Book numbers 5 j k l Press the number. Press Apply. Press Fax Start.

You will dial '01632-960555'. 5 Sometimes, you may want to choose from several long-distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of longdistance carriers and credit card numbers as Address Book numbers. (See *Basic User's Guide: Storing Address Book numbers.*)

) You can store these long dialling sequences by dividing them and setting them up as separate Address Book numbers in any combination. You can even include manual dialling using the dial pad. For example, you might have stored '01632' on Address Book: Brother 1 and '960555' on Address Book: Brother 2. You can use them both to dial '01632-960555' as shown in the following example: To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to 01632-960556, you could enter the number (Brother 1: 01632) using (Address Book), press Apply, and then press 960556 using the dial pad. NOTE If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing Pause. Each key press adds a 3.5 second delay. You can press Pause as many times as needed to increase the length of the pause. a b c d e f g h i 32 Press Press (Fax).

(Address Book). Press a or b to display the number of Brother 1. Press the number. Press Apply. Press Options. Press a or b to display Address Book. Press Address Book. Press a or b to display the number of Brother 2. Dialling and storing numbers (MFC models) Additional ways to store numbers Storing Address Book numbers from the Outgoing Call history You can also store Address Book numbers from the Outgoing Call history. 5 Storing Address Book numbers from the Caller ID history If you have the Caller ID subscriber service from your telephone company, you can also store Address Book numbers from incoming calls in the Caller ID history.

(See *Basic User's Guide: Caller ID (U.K. and Ireland only).*) 5 5 a b c d e f g h i Press Press (Fax). (Call History).

a b c d e f g h i Press Press (Fax). 5 (Call History). Press Caller ID history. Press a or b to display the name or number you want to store. Press the name or number you want to store.

Press Edit. Press Add to Address Book. Press Name. Enter the name (up to 16 characters) using the keyboard on the Touchscreen. Press OK. (For help entering letters, see *Basic User's Guide: Entering Text.*) If you want to store the second fax or telephone number, press Address 2. Enter the second fax or telephone number using the keyboard on the Touchscreen (up to 20 digits). Press OK. Press OK to confirm the fax or telephone number you want to store.

Press . Press Outgoing Call. Press a or b to display the number you want to store. Press the number you want to store. Press Edit. Press Add to Address Book. Press Name. Enter the name (up to 16 characters) using the keyboard on the Touchscreen. Press OK. (For help entering letters, see *Basic User's Guide: Entering Text.*)

) If you want to store the second fax or telephone number, press Address 2. Enter the second fax or telephone number using the keyboard on the Touchscreen (up to 20 digits). Press OK. Press OK to confirm the fax or telephone number you want to store. Press .

j j k l k l 33 Chapter 5 Setting up Groups for Broadcasting A Group, which is stored in the Address Book, allows you to send the same fax message to many fax numbers by pressing (Address Book), Apply and Fax Start. (See *Broadcasting (Monochrome only)* on page 13.) First, you'll need to store each fax number in the Address Book. (See *Basic User's Guide: Storing Address Book numbers.*) Then you can include them as numbers in the Group.

Each Group uses up an Address Book number. You can have up to six Groups, or you can assign up to 198 numbers to a large Group. (Fax), k 5 Do one of the following: To store another Group for broadcasting, repeat steps c to j. To finish storing Groups for broadcasting, press . NOTE You can print a list of all the Address Book numbers. (See *Reports* on page 37.) Changing a Group name 5 a b c d e f g h i Press Press (Fax). (Address Book). Press Edit. Press a or b to display Change.

Press Change. Press a or b to display the Group you want to change. Press the Group. Press Name. Enter the new name (up to 16 characters) using the keyboard on the Touchscreen. Press OK. (For example, type NEW CLIENTS.) a b c d e f g Press Press (Fax). (Address Book). Press Edit.

Press a or b to display Setup Groups. Press Setup Groups. Press Name. Enter the Group name (up to 16 characters) using the keyboard on the Touchscreen. Press OK.

Press Add/Delete. Add Address Book numbers to the Group by pressing them to display a red check mark.



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Press OK. Read and confirm the displayed list of names and numbers you have chosen, and then press OK to save your Group. NOTE How to change the stored name: If you want to change a character, press d or c to position the cursor to highlight the character you want to change, and then press . Enter the new character. (For help entering letters, see Basic User's Guide: Entering Text.) h i j Press OK. 34 Dialling and storing numbers (MFC models) k Press . j 5 Press a or b to display the number you want to add or delete. Do the following for each number you want to change: To add a number to the Group, press the check box of the number to add a check mark. To delete a number from the Group, press the check box of the number to remove the check mark. Press OK to confirm all your changes. Deleting a Group k a b c d e f g h i Press Press (Fax). (Address Book).

Press Edit. Press a or b to display Delete. Press Delete. Press a or b to display the Group you want to delete. Press the Group name. Press OK. Press Yes to confirm. Press . l m Press OK. Press .

5 Adding or Deleting a number in a Group 5 a b c d e f g h i Press Press (Fax). (Address Book). Press Edit. Press a or b to display Change. Press Change. Press a or b to display the Group you want to change. Press the Group. Press a or b to display Add/Delete. Press Add/Delete. 35 6 Press Printing reports i 6 6 Fax reports (MFC models) (Settings) on the Touchscreen to set up the Transmission Verification Report and the Journal Period.

Press a or b to choose an interval. If you choose Every 50 Faxes, go to step m. 6, 12, 24 hours, 2 or 7 days The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory is filled with the maximum 200 jobs before the time you chose has passed, the machine will print the Fax Journal report early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory. Every 50 Faxes The machine will print the Fax Journal report when the machine has stored 50 jobs. Transmission Verification Report You can use the Transmission Verification Report as proof that you sent a fax. (See Basic User's Guide: Transmission Verification Report.) 6 Fax Journal (activity report) You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to Off, you can still print the report by following the steps in How to print a report on page 37.

The factory default is Every 50 Faxes. 6 j Press Time, and then enter the time to start printing (in 24-hour format) using the keyboard on the Touchscreen. Press OK. (For example: enter 19:45 for 7:45 PM.) If you choose Every 7 Days, press Day. Press a or b to display Every Monday, Every Tuesday, Every Wednesday, Every Thursday, Every Friday, Every Saturday or Every Sunday, and then press the first day for the 7-day countdown. Press . a b c d e f g h Press (Settings). k l Press All Settings. Press a or b to display Fax.

Press Fax. Press a or b to display Report Setting. Press Report Setting. Press Journal Period. Press Journal Period. m 36 Printing reports Reports The following reports are available: XMIT Verify (MFC models only) Prints a Transmission Verification Report for your last transmission. Address Book (MFC models only) Prints a list of names and numbers stored in the Address Book memory, in alphabetical order. Fax Journal (MFC models only) Prints a list of information about the last incoming and outgoing faxes. (TX: Transmit.) (RX: Receive.) User Settings Prints a list of your settings. Network Configuration Prints a list of your Network settings. WLAN Report Prints a WLAN connection report. Caller ID history (MFC models only) Prints a list of the available Caller ID information about the last 30 received faxes and telephone calls. 6 How to print a report 6 a b c d e Press (Settings). Press All Settings. Press a or b to display Print Reports. Press Print Reports. Do one of the following: (MFC models) Press a or b to display the report you want to print, and then press it. (DCP models) Press the report you want to print.

6 f g Press OK. Press . 37 7 Making copies Improving copy speed and quality You can choose from the speed and quality. The factory default is Normal. 7 Copy options You can change the copy settings temporarily for the next copy. The machine returns to its default settings after being idle for 1 minute. Press Copy, and then press Options. Press a or b to scroll through the copy settings. When the setting you want is displayed, press it and choose your preferred option. When you have finished changing the options, press OK and then press Mono Start or Colour Start.

7 7 NOTE If you choose Fast or Normal, you can only choose Plain Paper in Paper Type. Fast Fast copy speed and lowest amount of ink used. @@ Normal Normal is the recommended mode for ordinary print outs. This produces good copy quality with good copy speed. Best Use Best mode to copy precise images, such as photographs.

@@ These settings will remain until you change them again. @@@@ Press (Copy). Enter the number of copies you want. Press Options. Press a or b to display Quality.

Press Quality. Press Fast, Normal or Best. Press OK. @@@@ Press (Copy). Enter the number of copies you want. Press Options. Press a or b to display Enlarge/Reduce. Press Enlarge/Reduce. @@@@ Press OK. @@@@ • Fit to Page is not available when using the ADF 2.

@@ You can also produce a poster. @@@@ Place the next page on the scanner glass. Press OK to scan the page. Repeat steps j and k for each page of the layout. After all the pages have been scanned, press No to finish. Enter the number of copies you want. 1 1 You can only make one copy at a time when you are using Poster layout. l Press Options. Press a or b to display Page Layout. Press Page Layout.

NOTE • Make sure the paper size is set to A4 or Letter. • You can only make one colour copy at a time. • You can only make one Poster copy at a time. • Poster copy is not available when using transparencies. 40 Making copies Place the document face down in the direction shown below: 2in1 (Portrait) Poster(3x3) 2in1 (Landscape) NOTE 4in1 (Portrait) The poster copies have overlapping portions so that you can easily paste them together. 4in1 (Landscape) 7 Poster(2x1) Poster(2x2) 41 Chapter 7 2 in 1 ID Copy (Page Layout) You can copy both sides of your identification card onto one page, keeping the original card size. Make sure the paper size is set to A4 or Letter. 7 h i j k Press 2in1 (ID). Read and confirm the displayed list of settings you have chosen, and then press OK. Press Mono Start or Colour Start.

The machine starts scanning one side of the identification card. After the machine has scanned one side, press Yes. Turn over the identification card and press OK to scan the other side.



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