

# USER'S GUIDE



MFC-8460N MFC-8660DN MFC-8860DN MFC-8870DW

Version B

If you need to call Customer Service
Please complete the following information for future reference:
Model Number: MFC-8460N, MFC-8660DN, MFC-8860DN and MFC-8870DW (Circle your model number)
Serial Number: <sup>1</sup>
Date of Purchase:
Place of Purchase:
<sup>1</sup> The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

#### Register your product on-line at

### http://www.brother.com/registration

By registering your product with Brother, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as confirmation of the purchase date of your product should you lose your receipt;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

The most convenient and efficient way to register your new product is online at <u>http://www.brother.com/registration</u>

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## **Brother numbers**

#### IMPORTANT

For technical help, you must call the country where you bought the machine. Calls must be made *from within* that country.

## **Register your product**

By registering your product with Brother International Corporation, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as confirmation of the purchase date of your product should you lose your receipt;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

Please complete and fax the Brother Warranty Registration And Test Sheet or, for your convenience and most efficient way to register your new product, register on-line at

### http://www.brother.com/registration

## FAQs (frequently asked questions)

The Brother Solutions Center is our one-stop resource for all your Fax Machine/Multi-Function Center needs. You can download the latest software and utilities and read FAQs and troubleshooting tips to learn how to get the most from your Brother product.

### http://solutions.brother.com

## 🖉 Note

You can check here for Brother driver updates.

To keep your machine performance up to date, check here for the latest fimware upgrade (for Windows<sup>®</sup> only).

## **For Customer Service**

In USA:	1-800-284-4329 (voice) 1-901-379-1215 (fax) 1-800-284-3238 (TTY service for the hearing-impaired)
In Canada:	1-877-BROTHER (voice) (514) 685-4898 (fax)

#### Service Center Locator (USA only)

For the location of a Brother authorized service center, call 1-800-284-4357.

#### Service Center Locations (Canada only)

For the location of a Brother authorized service center, call 1-877-BROTHER.

## Brother fax back system (USA only)

Brother has installed an easy-to-use fax back system, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to receive faxed instructions and an Index of fax back subjects.

In USA only: 1-800-521-2846

## Ordering accessories and supplies

For best quality results use only genuine Brother accessories, which are available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover, or American Express credit card, you can order accessories directly from Brother. (In the USA, you can visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.)

In USA:

1-888-879-3232 (voice)

1-800-947-1445 (fax)

#### http://www.brothermall.com

In Canada: 1-877-BROTHER (voice)

Description	Item
Toner Cartridge	TN-550 (Standard, Prints approx. 3,500 pages)
	TN-580 (High yield, Prints approx. 7,000 pages)
Drum Unit	DR-520
Telephone Line Cord	LG3077001
IEEE-1284 Bi-directional Cable	F2A046-10
Paper Tray #2 (Option)	LT-5300
User's Guide	LP2479001 (English for USA and Canada)
	LP2019002 (French for Canada)
Quick Setup Guide	LP2067001 (English for USA and Canada)
	LP2024002 (French for Canada)

# Notice - Disclaimer of Warranties (USA and Canada)

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## **Compilation and Publication Notice**

Under the supervision of Brother Industries Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

## Brother<sup>®</sup> One Year Limited Warranty and Replacement Service (USA only)

#### Who is covered:

- This limited warranty ("warranty") is given only to the original end-use/retail purchaser (referred to in this warranty as "Original Purchaser") of the accompanying product, consumables and accessories (collectively referred to in this warranty as "this Product").
- If you purchased a product from someone other than an authorized Brother reseller in the United States or if the product was used (including but not limited to floor models or refurbished product), prior to your purchase you are not the Original Purchaser and the product that you purchased is not covered by this warranty.

#### What is covered:

- This Product includes a Machine and Consumable and Accessory Items. Consumable and Accessory Items include but are not limited to print heads, toner, drums, ink cartridges, print cartridges, refill ribbons, thermal PLUS paper and thermal paper.
- Except as otherwise provided herein, Brother warrants that the Machine and the accompanying Consumable and Accessory Items will be free from defects in materials and workmanship, when used under normal conditions.
- This warranty applies only to products purchased and used in the United States. For products purchased in, but used outside, the United States, this warranty covers only warranty service within the United States (and does not include shipping outside the United States).

#### What is the length of the Warranty Periods:

- Machines: one year from the original purchase date.
- Accompanying Consumable and Accessory Items: 90 days from the original purchase date or the rated life of consumable, whichever comes first.

#### What is NOT covered:

This warranty does not cover:

- 1 Physical damage to this Product;
- 2 Damage caused by improper installation, improper or abnormal use, misuse, neglect or accident (including but not limited to transporting this Product without the proper preparation and/or packaging);

- 3 Damage caused by another device or software used with this Product (including but not limited to damage resulting from use of non Brother<sup>®</sup>-brand parts and Consumable and Accessory Items);
- 4 Consumable and Accessory Items that expired in accordance with a rated life; and,
- 5 Problems arising from other than defects in materials or workmanship.
- 6 Normal Periodic Maintenance Items, such as Paper Feeding Kit, Fuser and Laser Units.

This limited warranty is VOID if this Product has been altered or modified in any way (including but not limited to attempted warranty repair without authorization from Brother and/or alteration/removal of the serial number).

## What to do if you think your Product is eligible for warranty service:

Report your issue to either our Customer Service Hotline at <u>1–800–284–4329</u> for Fax, MFC and machine and <u>1–800–276–7746</u> for Printers, or to a Brother Authorized Service Center **within the applicable warranty period**. Supply Brother or the Brother Authorized Service Center with a copy of your dated bill of sale showing that this Product was purchased within the U.S. For the name of local Brother Authorized Service Center(s), call 1–800–521–2846.

#### What Brother will ask you to do:

After contacting Brother or a Brother Authorized Service Center, you may be required to deliver (by hand if you prefer) or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale. You are responsible for the cost of shipping, packing product, and insurance (if you desire). You are also responsible for loss or damage to this Product in shipping. What Brother will do:

If the problem reported concerning your Machine and/or accompanying Consumable and Accessory Items is covered by this warranty <u>and</u> if you first reported the problem to Brother or an Authorized Service Center within the applicable warranty period, Brother or its Authorized Service Center will repair or replace the Machine and/or accompanying Consumable and Accessory Items at no charge to you for parts or labor. The decision as to whether to repair or replace the Machine and/or accompanying Consumable and Accessory Items is made by Brother in its sole

## Brother<sup>®</sup> One Year Limited Warranty and Replacement Service (USA only)

discretion. <u>Brother reserves the right to supply</u> a refurbished or remanufactured replacement Machine and/or accompanying Consumable and Accessory Items and use refurbished parts provided such replacement products conform to the manufacturer's specifications for new product/parts. The repaired or replacement Machine and/or accompanying Consumable and Accessory Items will be returned to you freight prepaid or made available for you to pick up at a conveniently located Authorized Service Center.

If the Machine and/or accompanying Consumable and Accessory Items are not covered by this warranty (either stage), you will be charged for shipping the Machine and/or accompanying Consumable and Accessory Items back to you and charged for any service and/or replacement parts/products at Brother's then current published rates.

The foregoing are your sole (i.e., only) and exclusive remedies under this warranty.

## What happens when Brother elects to replace your Machine:

When a replacement Machine is authorized by Brother, and you have delivered the Machine to an Authorized Service Center, the Authorized Service Center will provide you with a replacement Machine after receiving one from Brother. If you are dealing directly with Brother, Brother will send to you a replacement Machine with the understanding that you will, after receipt of the replacement Machine, supply the required proof of purchase information, together with the Machine that Brother agreed to replace. You are then expected to pack the Machine that Brother agreed to replace in the package from the replacement Machine and return it to Brother using the pre-paid freight bill supplied by Brother in accordance with the instructions provided by Brother. Since you will be in possession of two machines, Brother will require that you provide a valid major credit card number. Brother will issue a hold against the credit card account number that you provide until Brother receives your original Product and determines that your original Product is entitled to warranty coverage. Your credit card will be charged up to the cost of a new Product only if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the problems with your original Product are not covered by the limited proper the warranty: (iii) packaging instructions are not followed and has caused damage to the product; or (iv) the warranty

period on your original Product has expired or has not been sufficiently validated with a copy of the proof of purchase (bill of sale). The replacement Machine you receive (even if refurbished or remanufactured) will be covered by the balance of the limited warranty period remaining on the original Product, plus an additional thirty (30) days. You will keep the replacement Machine that is sent to you and your original Machine shall become the property of Brother. **Retain your original Accessory Items and a copy of the return freight bill, signed by the courier.** 

#### Limitations:

Brother is not responsible for damage to or loss of any equipment, media, programs or data related to the use of this Product. Except for that repair or replacement as described above, <u>Brother shall not be liable for any direct, indirect, incidental or consequential damages or specific relief. Because some states do not allow the exclusion or limitation of consequential or incidental damages, the above limitation may not apply to you.</u>

THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL. WHETHER EXPRESSED BY AFFIRMATION, PROMISE, DESCRIPTION, DRAWING, MODEL OR SAMPLE. ANY AND ALL WARRANTIES OTHER THAN THIS ONE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

- This Limited Warranty is the only warranty that Brother is giving for this Product. It is the *final expression and the exclusive and* only statement of Brother's obligations to you. It replaces all other agreements and understandings that you may have with Brother or its representatives.
- This warranty gives you certain rights and you may also have other rights that may vary from state to state.
- This Limited Warranty (and Brother's obligation to you) may not be changed in any way unless you and Brother sign the same piece of paper in which we (1) refer to this Product and your bill of sale date, (2) describe the change to this warranty and (3) agree to make that change.

*Important:* We recommend that you keep all original packing materials, in the event that you ship this Product.

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#### BROTHER MULTIFUNCTION CENTER/FACSIMILE MACHINE LIMITED WARRANTY (Canada only)

Pursuant to this limited warranty of 1 year from the date of purchase for labour and parts, Brother International Corporation (Canada) Ltd. ("Brother"), or its Authorized Service Centers, will repair this MFC/Facsimile machine free of charge if defective in material or workmanship. This Limited Warranty does not include cleaning, consumables (including, without limitation, print cartridges, print head, toner and drum) or damage caused by accident, neglect, misuse or improper installation or operation, any damage caused from service, maintenance, modifications, or tampering by anyone other than a Brother Authorized Service Representative, or from the use of supplies or consumable items that are non-Brother products. Operation of the MFC/Facsimile machine in excess of the specifications or with the Serial Number or Rating Label removed shall be deemed abuse and all repairs thereafter shall be the sole liability of the end-user/purchaser. In order to obtain warranty service, the MFC/Facsimile machine must be delivered or shipped freight prepaid by the end user/purchaser to a "Brother" Authorized Service Center, together with your Proof of Purchase in the form of a Sales Receipt.

For laser products: Failure to remove the Toner Cartridge (and Toner Drum Unit on applicable models) during shipping will cause severe damage to the MFC/Facsimile and will VOID the Warranty. (Refer to your User's Guide for proper packaging.)

For ink-jet products: Do not remove the ink cartridges during shipping. Damage to your print head resulting from packing without the ink cartridges will VOID your warranty. (Refer to your User's Guide for proper packaging.)

BROTHER DISCLAIMS ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EXCEPT TO THE EXTENT THAT ANY WARRANTIES IMPLIED BY LAW CANNOT BE VALIDLY WAIVED.

No oral or written information, advice or representation provided by Brother, its Authorized Service Centers, Distributors, Dealers, Agents or employees, shall create another warranty or modify this warranty. This warranty states Brother's entire liability and your exclusive remedy against Brother for any failure of the MFC/Facsimile machine to operate properly.

Neither Brother nor anyone else involved in the development, production, or delivery of this MFC/Facsimile machine shall be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages, including lost profits, arising from the use of or inability to use the product, even if advised by the end user/purchaser of the possibility of such damages. Since some Provinces do not allow the above limitation of liability, such limitation may not apply to you.

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from Providence to Providence.

Warranty Service is available at Brother Authorized Service Centers throughout Canada. For Technical Support or for the name and location of your nearest Authorized Service Center call 1–877–BROTHER.

Internet support: support@brother.ca or browse

Brother's Web Site: www.brother.com

Brother International Corporation (Canada) Ltd.

1 Rue Hôtel de Ville

Dollard-Des-Ormeaux, QC H9B 3H6



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1

## **General information**

# Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

## Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

- Bold Bold style indentifies keys on the machine control panel or computer screen.
- Italics Italicized style emphasizes an important point or refers you to a related topic.
- Courier New font identifies the New messages shown on the LCD of the machine.



Warning icons tell you what to do to avoid the risk of injury.



Electrical Hazard icons alert you to a possible electrical shock.



Hot Surface icons warn you not to to to MFC parts that are hot.



Caution icons tell you about procedures you must follow to prevent damaging the machine.



Incorrect setup icons alert you to devices and operations that are not compatible with the machine.



Note icons give useful tips.

## Accessing the complete User's Guide

The printed User's Guide does not contain all the information about your machine. The advanced features of the Printer, Network, Scanner, and PC Fax are explained in the complete User's Guide that you can find on the CD-ROM.

## Viewing documentation

### Viewing documentation (Windows<sup>®</sup>)

To view the documentation, from the **Start** menu, point to **Brother**, **MFL Pro Suite** from the program group, and then click **User's Guide**.

If you have not installed the software, you can find the documentation by following the instructions below:

Turn on your PC. (MFC-8460N, MFC-8860DN and MFC-8870DW) Insert the Brother CD-ROM labeled Windows<sup>®</sup> into your CD-ROM drive. (MFC-8660DN) Insert the Brother CD-ROM into your CD-ROM drive.

2) If the language selection screen appears, click your language.

3 If the model name screen appears, click your model name. The CD-ROM main menu will appear.

Ø Macromedia Flash Player 6	
brother	<b>→</b> Exit
Top Menu	5 Back
Install MFL-Pro Suite	
Section 1 Applications	
Documentation	
🖌 On-Line Registration	
Brother Support	
Repair MFL-Pro Suite	

If this window does not appear, use Windows<sup>®</sup> Explorer to find and run the setup.exe program from the root directory of the Brother CD-ROM.

#### 4 Click **Documentation**.

5 Click the documentation you want to read:

- Setup Guide: Setup and software installation instructions.
- User's Guide (3 manuals): User's Guide for stand-alone operations, Network User's Guide, and Software User's Guide.
- PaperPort User's Guide: Document management software.

#### How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

#### Software User's Guide:

- Scanning a document using the TWAIN driver in Chapter 2
- Scanning a document using the WIA driver

(For Windows<sup>®</sup> XP only) in Chapter 2

- Using ControlCenter2 in Chapter 3
- Network Scanning (For models with builtin network support) in Chapter 4

#### PaperPort<sup>®</sup> User's Guide:

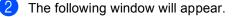
Instructions for scanning directly from ScanSoft<sup>®</sup> PaperPort<sup>®</sup>

#### How to find Internet FAX instructions (MFC-8860DN and MFC-8870DW only)

You can find the instructions in the Network User's Guide on the CD-ROM.

#### Viewing Documentation (Macintosh<sup>®</sup>)

Turn on your Macintosh<sup>®</sup>. (MFC-8460N, MFC-8860DN and MFC-8870DW) Insert the Brother CD-ROM labeled Macintosh<sup>®</sup> into your CD-ROM drive. (MFC-8660DN) Insert the Brother CD-ROM into your CD-ROM drive.





- 3 Double-click the **Documentation** icon.
- If the language selection screen appears, double-click your language.
- 5 Double-click the documentation you want to read:
  - Setup Guide: Setup and Software installation instructions.
  - User's Guides (3 manuals): User's Guide for stand-alone operations, Network User's Guide, and Software User's Guide.

#### How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

#### Software User's Guide:

- Scanning from a Macintosh<sup>®</sup> in Chapter 8 (For Mac OS<sup>®</sup> 9.1-9.2/Mac OS<sup>®</sup> X 10.2.4 or greater)
- Using ControlCenter2 in Chapter 9 (For Mac OS<sup>®</sup> X 10.2.4 or greater) on page 148
- Network Scanning in Chapter 10 (For Mac OS<sup>®</sup> X 10.2.4 or greater)

### Presto!<sup>®</sup> PageManager<sup>®</sup> User's Guide:

Instructions for scanning directly from Presto!<sup>®</sup> PageManager<sup>®</sup>

## How to find Internet FAX instructions (MFC-8860DN and MFC-8870DW only)

You can find the instructions in the Network User's Guide on the CD-ROM.

## Accessing Brother Support (For Windows<sup>®</sup>)

You can find all the contacts you will need, such as Web support (Brother Solutions Center), Customer Service and Brother Authorized Service Centers on page i and on the Brother CD-ROM.

Click Brother Support on the main menu. The following screen will appear:

Ē	Irother Support	
	Brother Home Page	
	Support Information	
	Brother Mall.com	
1	Brother Solutions Center	

- To access our web site (<u>www.brother.com</u>) click
   Brother Home Page.
- To view all Brother Numbers, including Customer Service numbers for the USA and Canada, click Support Information.
- To access the USA Brother online shopping mall (<u>www.brothermall.com</u>) for additional product and service information, click **Brother Mall.com**.
- For the latest news and product support information (<u>http://solutions.brother.com/</u>), click
   Brother Solutions Center.

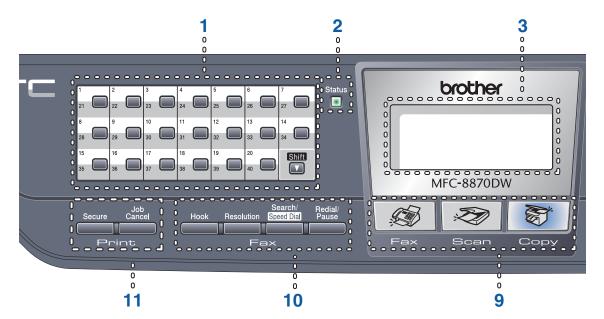
To return to the main page, click Back.

Or, if you have finished, click Exit.

Chapter 1

## **Control panel overview**

MFC-8460N, MFC-8660DN, MFC-8860DN and MFC-8870DW have similar control keys.



#### 1 One-Touch keys

These 20 keys give you instant access to 40 previously stored numbers.

Shift

Lets you access One-Touch numbers 21 to 40 when held down.

#### 2 Status LED

The LED will flash and change color depending on the machine status.

#### 3 LCD

Displays messages to help you use your machine.

#### 4 Menu keys:

#### Menu

Accesses the main menu.

#### Clear/Back

Deletes entered data or lets you exit the menu.

#### ОΚ

Selects a setting.

#### ✓ or ►

Scrolls backwards or forwards through menu selections. Changes the volume when in fax or standby mode.

#### ▲ or ▼

Scrolls through the menus and options.

#### 5 Dial pad

Used to enter telephone and fax numbers or to enter text.

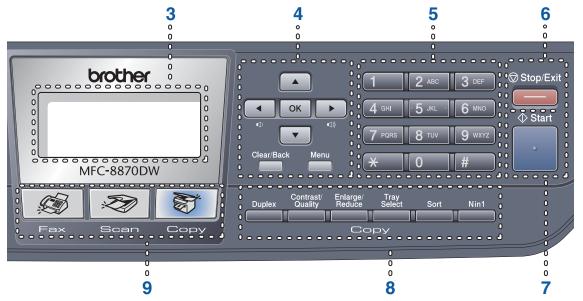
The # key temporarily switches the dialing mode from Pulse to Tone during a telephone call (For Canada only).

#### 6 Stop/Exit

Stops an operation or exits from a menu.

#### 7 Start

Starts sending a fax, copying or scanning.



#### 8 Copy keys

## Duplex (MFC-8860DN and MFC-8870DW only)

You can choose Duplex to copy on both sides of the paper.

## Contrast/Quality (MFC-8860DN and MFC-8870DW only)

Lets you change the quality or contrast for the next copy.

## Contrast (MFC-8460N and MFC-8660DN only)

Lets you change the contrast for the next copy.

## Quality (MFC-8460N and MFC-8660DN only)

Lets you change the quality for the next copy.

#### Enlarge/Reduce

Reduces or enlarges copies.

#### **Tray Select**

Lets you change which tray will be used for the next copy.

#### Sort

Sorts multiple copies using the ADF.

#### N in 1

You can choose N in 1 to copy 2 or 4 pages onto one page.

#### 9 Mode keys



Puts the machine in Fax mode.



Puts the machine in Scan mode. (For details about scanning, see the Software User's Guide on the CD-ROM.)

#### Copy

Puts the machine in Copy mode.

#### 10 Fax and telephone keys

#### Hook

Press before dialing if you want to make sure a fax machine answers, and then press **Start**. Also, press this key after you pick up the handset of an external telephone during the F/T ring (fast double-rings).

#### Resolution

Sets the resolution when sending a fax.

#### Search/Speed Dial

Lets you look up numbers stored in the dialing memory and LDAP server\* (\*MFC-8860DN and MFC-8870DW only).

You can search the stored number by alphabetically.

It also lets you look up the stored number in Speed-Dial numbers by pressing **Shift** and **Search/Speed Dial** simultaneously and then the three-digit number.

#### **Redial/Pause**

Redials the last number called. It also inserts a pause when programming quick dial numbers.

#### 11 Print keys

#### Secure

When using Secure Function Lock, you can switch restricted users by holding down **Shift** as you press **Secure**. (see *Secure Function Lock* on page 25.)

You can print data saved in memory when you enter your four-digit password. (For details about using the Secure key, see the *Software User's Guide on the CD-ROM*.)

#### Job Cancel

Cancels a programmed fax job or print job and clears the machine's memory.

## **Status LED indications**

The **Status** LED (light emitting diode) will flash and change color depending on the machine's status.



The LED indications shown in the table below are used in the illustrations in this chapter.

LED				LED Status
$\bigcirc$				LED is off.
		•	•	LED is on.
	Green	Yellow	Red	
		- <del>``,</del>	- <del>``</del>	LED is blinking.
	Green	Yellow	Red	

LED	Machine Status	Description
$\bigcirc$	Sleep Mode	The power switch is off or the machine is in Sleep mode.
	Warming Up	The machine is warming up for printing.
Green		
	Ready	The machine is ready to print.
Green		
-┿-	Receiving Data	The machine is either receiving data from the computer, processing data in memory, or printing data.
Yellow		
•	Data Remaining in Memory	Print data remains in the machine memory.
Yellow		

#### Chapter 1

1	Service error	Follow the steps below.
-,,,-		1. Turn off the power switch.
Red		2. Wait a few seconds, and then turn it back on and try to print again.
		If you cannot clear the error and you see the same service call indication after turning the machine back on, please call Brother Customer Service. (See <i>Brother numbers</i> on page i.)
	Cover open	The front cover or fuser cover is open. Close the cover.
	Toner Life End	Replace the toner cartridge with a new one.
Red	Paper error	Put paper in the tray or clear the paper jam. Check the LCD message.
	Scan lock	Check that the scanner lock lever is released.
	Others	Check the LCD message.
	Out of memory	Memory is full.

## **Note**

When the power switch is off or the machine is in Sleep mode, the LED is off.

2

## Loading documents and paper

## Loading documents

All fax, scan and copy operations can be performed from the ADF or the scanner glass.

## Using the ADF

You can use the ADF (automatic document feeder) to fax, scan or copy sheets of paper. The ADF feeds each sheet one at a time.

When loading the ADF, make sure that documents written with ink are completely dry.

#### Single-sided Document

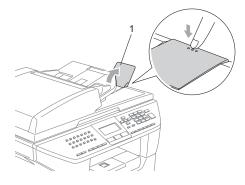
Documents must be from 5.8 to 8.5 inches (148.0 to 215.9 mm) wide and from 5.8 to 14 inches (148.0 to 355.6 mm) long, and of a standard weight [20 lb (80 g/m<sup>2</sup>)].

#### 2-sided Document (MFC-8860DN and MFC-8870DW only)

When you load a 2-sided document, the document must be from 5.8 to 8.5 inches (148.0 to 215.9 mm) wide and from 5.8 to 11.7 inches (148.0 to 297.0 mm) long.

For information on the capacity of the ADF see *Specifications* on page 155.

Unfold the ADF document output support flap (1).

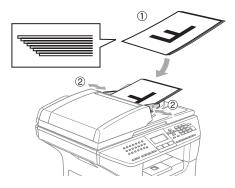




Fan the pages well.

Place your documents face up, top edge first in the ADF until you feel them touch the feed roller.

 Adjust the paper guides to fit the width of your documents.



To avoid damaging your machine while using the ADF, do not pull on the document while it is feeding.

To scan non-standard documents see *Using the scanner glass* on page 12.

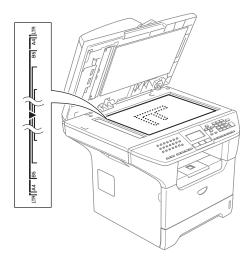
## Using the scanner glass

You can use the scanner glass to fax, scan, or copy the pages of a book or single sheets of paper. Documents can be up to 8.5 inches wide and up to 14 inches long (215.9 mm wide to 355.6 mm long).

To use the scanner glass, the ADF must be empty.

1

Lift the document cover.



2 Using the document guidelines on the left, center the document face down on the scanner glass.

3

CAUTION

Close the document cover.

If the document is a book or is thick, do not slam the cover or press on it.

# Acceptable paper and other media

Print quality may vary according to the type of paper you are using.

You can use the following types of media: plain paper, transparencies, labels or envelopes.

For best results, follow the steps below:

- Use paper made for plain paper copying.
- Use paper that is 20 to 24 lb (75 to 90 g/m<sup>2</sup>).
- Use labels or transparencies which are designed for use in laser printers.
- When using transparencies remove each sheet immediately to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing.
- Use long grain paper with a neutral Ph value, and a moisture content of approx 5%.

## **Recommended media**

To get the best print quality, we suggest using the following paper.

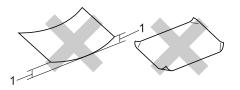
Paper Type	Item
Plain paper	Xerox 4200DP 20 lb
	Hammermill Laser Paper 24 lb
	(Xerox Premier 80 g/m <sup>2</sup> ) (Xerox Business 80 g/m <sup>2</sup> ) (M-real DATACOPY 80 g/m <sup>2</sup> )
Recycled paper	(Xerox Recycled Supreme)
Transparency	3M CG 3300
Labels	Avery laser label #5160 (Avery laser label L7163)

## Handling and using media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching either side of transparencies, as this can decrease the print quality.
- Only use transparencies recommended for laser printing.
- Only use sharply creased envelopes.

#### N Improper Setup

Do not use any of the following paper, as they will cause paper feed problems: damaged, coated, curled, wrinkled, highly textured, irregularly shaped, or paper that has previously been printed on by a printer.



1 0.08 in. (4 mm) or longer

2

### Paper capacity of the paper tray

	Paper size	Paper types	No. of sheets
Paper Tray (Tray #1)	A4, Letter, Legal, Executive, A5, A6, B5,	Plain paper, Recycled paper and Bond paper	up to 250 [20 lb (80 g/m <sup>2</sup> )]
	B6 and Folio <sup>1</sup>	Transparency	up to 10
(MP tray) (69.9 to 215.9 mm) Length: 4.57 to 16.0 in.		Plain paper, Recycled paper, Bond paper, Envelope and Labels	up to 50 [20 lb (80 g/m <sup>2</sup> )]
		Transparency	up to 10
Paper Tray (Tray #2)	A4, Letter, Legal, Executive, A5, B5, B6 and Folio <sup>1</sup>	Plain paper, Recycled paper and Bond paper	up to 250 [20 lb (80 g/m <sup>2</sup> )]

<sup>1</sup> Folio size is 8 in.  $\times$  13 in.

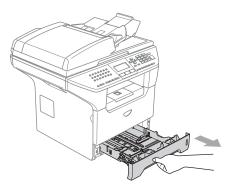
## Loading paper and other media

When printing on plain paper 16 to 28 lb (60 to  $105 \text{ g/m}^2$ ) or laser transparencies use the paper tray.

For printing on other types of media use the MP tray (Multi-purpose tray).

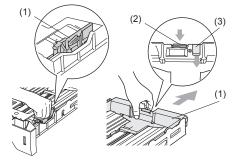
## Loading paper

- 1 Unfold the output paper tray support flap.
- Pull the paper tray completely out of the machine.



3 While pressing the blue paper-guide release lever (1), slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots.

For legal size paper, press the lever (2) located at the back of the tray and pull out the back of the paper tray. Move the tray lock button (3) to the lock position.

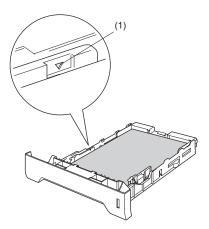


Fan the stack of paper well to avoid paper feeding problems.

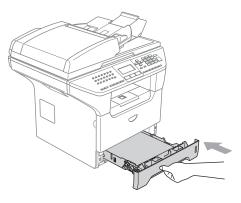


Insert the paper into the paper tray with the top edge of the paper first and the print side down.

Make sure that the paper is flat in the tray and below the maximum paper mark (1).



6 Push the paper tray firmly back into the machine.



## Loading envelopes and other media

Use the MP tray when printing envelopes, labels, and thick paper.

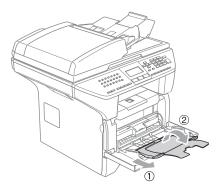


Open the MP tray and lower it gently.





Pull out the MP tray support.



Insert the media into the MP tray with the top edge first and the printing side face up.

#### **Loading Envelopes**

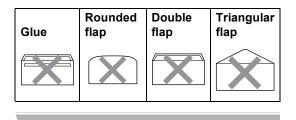
Before loading, press the corners and sides of the envelopes to make them as flat as possible.



### 

Do not use the following types of envelopes, as they will cause paper feed problems:

- That are of a baggy construction.
- That are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.

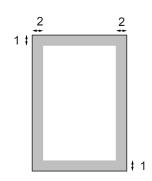


Loading documents and paper

### **Printable Area**

#### **Printable Area for copies**

The printable area of your machine begins at approximately 0.12 in. (3 mm) from the top and bottom and 0.09 in. (2.3 mm) from both sides of the paper.



- 1 0.12 in. (3 mm)
- 2 0.09 in. (2.3 mm)

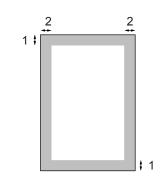
### 🖉 Note

This printable area shown above is for a single copy or a 1 in 1 copy using Letter size paper. The printable area changes with the paper size.

## Printable Area when printing from a computer

When using the default driver the printable area is smaller than the paper size, as shown below.

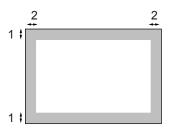
#### Portrait



1 0.16 in. (4.23 mm)

2 0.25 in. (6.35 mm)

#### Landscape



- 1 0.16 in. (4.23 mm)
- **2** 0.2 in. (5.08 mm)

🖉 Note

The printable area shown above is for Letter size paper. The printable area changes with the paper size. 3

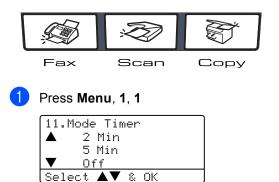
## **General setup**

## Mode timer

The machine has three mode keys on the control panel: **Fax**, **Scan**, and **Copy**.

You can set how much time the machine takes after the last Copy or Scan operation to return to Fax mode. If you select Off, the machine will stay in the mode you used last.

Also, this setting sets the time the machine will change from individual user to public user when using Secure Function Lock. See *Switching Users* on page 28.



- Press ▲ or ▼ to select 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off. Press OK.
- Press Stop/Exit.

## Paper settings

## Paper Type

Set up the machine for the type of paper you are using. This will give you the best print quality.

- Choose one of the options below:
  - To set the paper type for the MP Tray press Menu, 1, 2, 1.
  - To set the paper type for Tray#1 press Menu, 1, 2, 2.
  - To set the paper type for Tray#2 press Menu, 1, 2, 3 if you installed the optional tray.

ſ	12.Paper Type
	1.MP Tray
	▲ Plain
	▼ Thick
	Select ▲▼ & OK

- 2 Press ▲ or ▼ to select Thin, Plain, Thick, Thicker, Transparency or Recycled Paper. Press OK.
- 3 Press Stop/Exit.

## 🖉 Note

- Transparency is not available for the optional Tray #2.
- You can choose Transparency only if A4, Letter, Legal or Folio Size was chosen as the paper size.

### Paper Size

You can use nine sizes of paper for printing copies: A4, Letter, Legal, Executive, A5, A6, B5, B6 and Folio, and four sizes for printing faxes: A4, Letter, Legal or Folio (8"×13").

When you change the size of paper in the tray, you will also need to change the setting for paper size at the same time so your machine can fit the document or an incoming fax on the page.



Choose one of the options below:

- To set the paper size for the MP Tray press Menu, 1, 3, 1.
- To set the paper size for Tray#1 press Menu, 1, 3, 2.
- To set the paper size for Tray#2 press Menu, 1, 3, 3 if you installed the optional tray.

13.	Paper Size	
1	.MP Tray	
	Letter	
▼	Legal	
Sel	.ect <b>▲▼</b> & OK	

- Press ▲ or ▼ to select A4, Letter, Legal, Executive, A5, A6, B5, B6, Folio Or Any. Press OK.
- 3 Press Stop/Exit.

#### Note

- Any (size) appears only when you select the MP tray (Menu, 1, 3, 1).
- If you select Any for the MP Tray Paper Size: You must choose MP Only for the Tray Use setting. You cannot use the Any Paper Size selection for the MP tray when making N in 1 copies. You must choose one of the other available Paper Size selections for the MP tray.
- A6 size is not available for the optional Tray #2.

## Tray use in Copy mode

You can change the priority tray that the machine will use for printing copies.

When you select Tray#1 Only, MP Only or

Tray#2 Only <sup>1</sup>, the machine loads the paper only from that tray. If the selected tray is out of paper, No Paper will appear on the LCD. Insert the paper in the empty tray.

To change the tray setting follow the instructions below:





- Press ▲ or ▼ to select Tray#1 Only, Tray#2 Only<sup>1</sup>, MP Only, MP>T1>T2<sup>1</sup> or T1>T2<sup>1</sup>>MP. Press OK.
  - Tray#2 Only or T2 appears only if the optional tray is installed.

#### 3 Press Stop/Exit.

### 🖉 Note

- When loading the documents from the ADF and MP>T1>T2 or T1>T2>MP is selected, the machine looks for the tray with the most suitable paper and pulls paper from that tray. If no tray has suitable paper, the machine pulls paper from the higher priority tray.
- When using the scanner glass, your document is copied from the higher priority tray even if more suitable paper is in another paper tray.

## Tray use in Fax mode

You can change the default tray that the machine will use for printing received faxes.

Selecting T1>T2 <sup>1</sup>>MP will let your machine take paper from Tray #1 first before the MP tray. MP>T1>T2 <sup>1</sup> will take paper from the MP tray first.

## 🖉 Note

 You can use four sizes of paper for printing faxes: A4, Letter, Legal or Folio.
 When a suitable size is not in any of the trays received faxes will be stored in the machine's memory and

Check Paper Size will appear on the LCD. For details, see Check Paper Size on page 112.

• If the tray is out of paper and received faxes are in the machine's memory, No Paper will appear on the LCD. Insert paper in the empty tray.

#### Press Menu, 1, 7, 2.

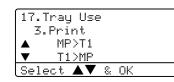
17.7	ray	Use			
2.	Fax				
	MP>	·T1			
▼	T1>	·МР			
Sele	ect 🖌		8	ΟK	

- Press ▲ or ▼ to select Tray#1 Only, Tray#2 Only, MP Only, MP>T1>T2<sup>1</sup> or T1>T2<sup>1</sup>>MP. Press OK.
  - 1 Tray#2 Only or T2 appears only if the optional tray is installed.

## Tray use in Print mode

You can change the default tray the machine will use for printing from your computer.

Press Menu, 1, 7, 3.



- Press ▲ or ▼ to select Tray#1 Only, Tray#2 Only<sup>1</sup>, MP Only, MP>T1>T2<sup>1</sup> or T1>T2<sup>1</sup>>MP. Press OK.
  - <sup>1</sup> Tray#2 Only or T2 appears only if the optional tray is installed.

### 🖉 Note

- The setting in the printer driver will take priority over the setting made on the control panel.
- If the control panel is set to Tray#1 Only, Tray#2 Only, MP Only or MP>T1>T2 and you choose 'Auto Select' in the printer driver, the tray use will be MP>T1>T2. If the control panel is set to T1>T2>MP and you choose 'Auto Select' in the printer

driver, the tray use will remain T1>T2>MP.

## **Volume Settings**

### **Ring volume**

You can select a ring volume level from a range of settings, from High to Off.

While in Fax mode press  $\triangleleft a$  or  $\triangleright \triangleleft a$  to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next. The machine will keep the new setting until you change it.

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



Press Menu, 1, 4, 1.

14.Volume			
1.Ring			
🔺 Med			
▼ High			
Select <b>AV</b>	8	ΟK	

Press ▲ or ▼ to select Off, Low, Med or High. Press OK.

3 Press Stop/Exit.

### **Beeper volume**

When the beeper is on, the machine will beep when you press a key, make a mistake, or after you send or receive a fax. You can select a range of volume levels, from High to Off.



Press Menu, 1, 4, 2.



2 Press ▲ or ▼ to select Off, Low, Med or High. Press OK.



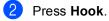
Press Stop/Exit.

### Speaker volume

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

To adjust the speaker volume, follow the instructions below:

1 Press 🐼 (Fax)



3 Press I < or <p>I < 0) </p>
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You can also change the volume through the menu, by following the instructions below:

#### 1 Press Menu, 1, 4, 3.



Press ▲ or ▼ to select Off, Low, Med or High. Press OK.

Press Stop/Exit.

# Automatic daylight savings time

You can set the machine to change automatically for Daylight Savings Time. It will set itself forward one hour in the Spring, and back one hour in the Fall.

IE Out - Devil intert
15.Auto Daylight
▲ On ▼ Off

Press ▲ or ▼ to select On, or Off. Press OK.

3 Press Stop/Exit.

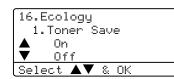
## **Ecology features**

### Toner save

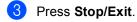
You can save toner using this feature. When you set toner save to On, print appears lighter. The default setting is Off.



Press Menu, 1, 6, 1.



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



### 🖉 Note

We do not recommend Toner Save for printing Photo or Gray Scale images.

# Sleep time

Setting the sleep time reduces power consumption by turning off the fuser while the machine is idle.

You can choose how long the machine must be idle (from 00 to 99 minutes) before it goes into sleep mode. When the machine receives a fax, computer data, or makes a copy, the timer will be reset. The default setting is 05 minutes.

While the machine is in sleep mode the LCD will display Sleep. When printing or copying in sleep mode, there will be a short delay while the fuser warms up.



Press Menu 1, 6, 2.



2 Enter the length of time the machine is idle before entering sleep mode (00 to 99). Press OK.

#### Press Stop/Exit.

To turn off sleep mode, press Secure and Job Cancel at the same time in ②. Press ▲ or ▼ to select Off (or On). Press OK.

### 🖉 Note

When you turn off sleep mode, the setting will take effect the next time the machine copies, prints or is turned off and on.

# Turning off the scanner lamp

The scanner lamp stays on for 16 hours before automatically switching off to preserve the life of the lamp and reduce power consumption.

To turn the scanner lamp off manually press the ◀ and ► keys simultaneously. The scanner lamp will remain turned off until the next time you use the scanning feature.



Turning the lamp off regularly will reduce the lamp's life.

# LCD Contrast

You can change the contrast to make the LCD look lighter or darker.



18.LCD Contrast			
Select ◀ ▶ & OK			

- Press ► to make the LCD darker. Or, press ◄ to make the LCD lighter. Press OK.
- 3 Press Stop/Exit.

4

# **Security features**

# Security

# Setting Lock

Setting Lock lets you set a password to stop other people from accidentally changing your machine settings.

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

While setting lock is On, it is not possible to change the following settings without a password:

- Date/Time
- Station ID
- Quick-Dial settings
- Mode Timer
- Paper Type
- Paper Size
- Volume
- Auto Daylight
- Ecology
- Tray Use
- LCD Contrast
- Security settings

#### Setting up the password

Press Menu, 1, 9, 1.

19.Securitu 1.Setting Lock New Passwd: Enter & OK Key

- 2 Enter a four-digit number for the password. Press OK.
- Re-enter your password when the LCD shows Verify:. Press OK.
- Press Stop/Exit.

#### Changing your password



Press Menu, 1, 9, 1.

19.S	ecurity
1.	Setting Lock
	On
▼	Set Password
Sele	ct ▲▼ & OK

- **Press** ▲ or ▼ to select Set Password. Press OK.
- 3 Enter your four-digit password. Press OK.
- 4 Enter a four-digit number for the new password. Press OK.
- 5 Re-enter your password when the LCD shows Verify:. Press OK.
- 6 Press Stop/Exit.

#### **Turning Setting Lock on/off**

If you enter the wrong password when following the instructions below, the LCD will show Wrong Password. Re-enter the correct password.

#### **Turning Setting Lock on**



Press Menu, 1, 9, 1.





Press ▲ or ▼ to select On. Press OK.

Enter your four-digit password. Press OK.

Press Stop/Exit.

#### Turning Setting Lock off



Press Menu, 1, 9, 1.



- Enter your four-digit password. Press OK twice.
  - Press Stop/Exit.

# Secure Function Lock

Secure Function Lock lets you restrict Public access to certain machine functions (Fax Tx,

Fax Rx, Copy, Scan and PCprint<sup>1</sup>). This feature also prevents users from changing the Default settings of the machine by limiting access to the Menu settings.

PCprint includes PC-Fax Send as well as all print jobs.

Disabling at least one function is required to turn on Secure Function Lock for the Public user.

Access to restricted operations can be enabled by creating a restricted user. Restricted users must select the stored name and enter a password to use the machine.

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

# 🖉 Note

- · You can set up to 25 individual users and one Public user.
- When you set up a Public user, you can restrict one or more of the machine's functions to all users who do not have a password.
- · Only administrators can set limitations and make changes for each user.
- · When PCprint is disabled, PC print job will be lost without notification.
- When Secure Function Lock is on, you can only use 21.Contrast, 26.Polled TX or 27.Coverpg Setup in the Fax menu.

If Fax Tx is disabled, you can not use any function in the Fax menu.

· Polling Receive is enabled only when the both Fax Tx and Fax Rx are enabled.

#### Setting the password for the administrator

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. See Setting up restricted users on page 27 and Turning Secure Function Lock on on page 27.



Press Menu, 1, 9, 2.



- 2 Enter a four-digit number for the password. Press **OK**.
- 3 Re-enter the password when the LCD shows Verify:. Press OK.
- 4 Press Stop/Exit.

#### Setting up the Public user

You can set up the Public user. Public users do not need to enter a password.

#### 🖉 Note

You must disable at least one function.

- Press Menu, 1, 9, 2. 19.Security 2.Function Lock ▲ Lock Off→On ▼ Set Password Select ▲▼ & OK
- Press ▲ or ▼ to select Setup User. Press OK.
- 3 Enter the administrator password. Press **OK**.

19.Security
Setup User
▲ Public
▼ User01
Select ▲▼ & OK

- Press ▲ or ▼ to select Public.
   Press OK.
- 5 Press ▲ or ▼ to select Enable or Disable for Fax Tx. Press OK. After you have set Fax Tx, repeat this step for Fax Rx, Copy, Scan and PCprint <sup>1</sup>. Press OK.
  - <sup>1</sup> You can set PCprint for only the Public user.

#### Press Stop/Exit.

#### Setting up restricted users

You can set up users with restrictions and a password.

#### Press Menu, 1, 9, 2.



- 2 Press ▲ or ▼ to select Setup User. Press OK.
- 3 Enter the administrator password. Press OK.



- 4 Press ▲ or ▼ to select User01. Press OK
- 5 Use the dial pad to enter the user name. (See Entering Text on page 153.) Press OK.
- 6 Enter a four-digit password for the user. Press OK
- Press ▲ or ▼ to select Enable or Disable for Fax Tx. Press OK. After you have set Fax Tx, repeat this step for Fax Rx, Copy and Scan. Press OK.
- 8 Repeat 4 to 6 for entering each additional user and password.
- 9 Press Stop/Exit.

#### **Turning Secure Function Lock on/off**

If you enter the wrong password when following the instructions below, the LCD will show Wrong password. Re-enter the correct password.

#### **Turning Secure Function Lock on**



#### Press Menu, 1, 9, 2.



- 2) Press  $\blacktriangle$  or  $\nabla$  to select Lock Off $\rightarrow$ On. Press OK.
- 3 Enter your four-digit administrator password. Press OK.

#### **Turning Secure Function Lock off**



Press Menu, 1, 9, 2.



- 2) Press  $\blacktriangle$  or  $\forall$  to select Lock On $\rightarrow$ Off. Press OK.
- 3 Enter your four-digit administrator password. Press OK.

#### **Switching Users**

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

# Note

After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode Timer setting (Menu, 1, 1). See Mode timer on page 18. Also, you can exit from an individual user by pressing the lighted Mode key.



1 Hold down **Shift** as you press **Secure**.

Function Lock
Change User
🔺 John
▼ Mary
Select ▲▼ & OK

- 2 Press  $\blacktriangle$  or  $\checkmark$  to select the registered name of the user to be logged on. Press OK.
- 3 Enter your four-digit password. Press OK.

# **Section II**

# Fax

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5

# Sending a fax

# Entering fax mode

To enter fax mode press (Fax), and the key will glow blue.

### Sending a single-sided fax from the ADF

Using the ADF to send your faxes is the easiest way. To cancel a fax in progress press Stop/Exit.



1) Make sure you are in Fax mode 🕼 .

- 2 Put your document *face up* in the ADF.
- 3 Dial the fax number. See How to Dial on page 54.

#### 4 Press Start.

The machine will now scan and send your document.

### Sending a 2-sided fax from the ADF (MFC-8860DN and MFC-8870DW only)

You can send the 2-sided document from the ADF. To cancel a fax in progress press Stop/Exit.

1 Make sure you are in Fax mode [ 😹 ] .

- 2 Put your document in the ADF.
- Press Duplex.
- Dial the fax number. See How to Dial on page 54.
- 5 Press Start.

The machine will now scan and send your document.



Legal size 2-sided documents can not be faxed from the ADF.

# Sending a fax from the scanner glass

You can use the scanner glass to fax the pages of a book, or a single page at a time. The documents can be up to Letter, A4, Legal or Folio size. Press **Stop/Exit** to cancel a fax in progress.

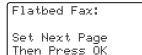
1

Make sure you are in Fax mode 🚺 .

- Put your document on the scanner glass.
- 3 Dial the fax number. See How to Dial on page 54.
- 4 Press Start.
- 5 After the machine scans the page, the LCD will prompt you to choose one of the options below:

Flatbed Fax:
Next Page?
▲ 1.Yes
▼ 2.No (Send)
Select ▲▼ & OK

- Press 1 to send another page.Go to 6.
- Press 2 or Start to send the document. Go to 7.
- 6 Place the next page on the scanner glass, press OK. Repeat (6) and (6) for each additional page.





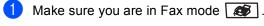
Your machine will automatically send the fax.

#### 🖉 Note

When faxing multiple pages from the scanner glass, real time transmission should be set to Off.

# Faxing legal size documents from the scanner glass

When faxing legal size documents, you need to set the scan glass size to Legal/Folio otherwise a portion of your faxes will be missing.



# Press Menu, 2, 2, 0.



Press ▲ or ▼ to choose Legal/Folio. Press OK.

Press Stop/Exit.

# Canceling a fax in progress

Press **Stop/Exit** to cancel a fax in progress. If the machine is already dialing or sending the fax you will also need to press **1** to confirm.

# Broadcasting

Broadcasting lets you send the same fax message to more than one fax number. You can include Groups, One-Touch, Speed-Dial numbers and up to 50 manually dialed numbers in the same broadcast. For information see *How to Dial* on page 54.

You can broadcast up to 390 different numbers. This will depend on how many groups, access codes or credit card numbers you have stored, and on how many delayed or stored faxes in memory.

# 🖉 Note

Use the **Search/Speed Dial** to help you choose numbers easily.

- 1 Make sure you are in Fax mode [ 🎒 .
- 2 Load your document.
- 3 Enter a number. Press OK. You can use either a One-Touch, Speed-Dial, a Group number, or a number manually entered using the dial pad. See How to Dial on page 54.
- 4 Repeat (3) until you have entered all the fax numbers you want to broadcast to.
- 5 Press Start.

After the broadcast is finished the machine will print a broadcast report to let you know the results.

### 🖉 Note

Ð

- The scan profile of the One-Touch, Speed-Dial or Group number you chose first will be applied to the broadcast.
- If the fax resolution of the fax number you chose first is S.Fine and you want to do a broadcast that includes IFAX, press
   Resolution, and then press ▲ or ▼ to select Standard or Fine resolution.
   Press OK. Then follow the steps above.
- When you create a group or broadcast using Scan to E-mail only B/W200x100 and B/W200dpi are available. The file format can be TIFF or PDF.

# Canceling a Broadcast in progress

While broadcasting you can cancel the fax currently being sent or the whole broadcast job.

Press Menu, 2, 6. The LCD will display the fax job currently being sent (for example, #001:FRIENDS) and the broadcast job

(for example, Broadcast#001):



- Press ▲▼ to choose the job you want to cancel. Press OK.
- Press 1 to clear or 2 to exit. If you chose to only cancel the fax currently being sent in ①, the machine will ask you if you want to cancel the broadcast. Press 1 to clear or 2 to exit.

Press Stop/Exit.

# Additional sending operations

# Sending faxes using multiple settings

Before you send a fax, you can change any combination of these settings: contrast, resolution, overseas mode, delayed fax timer, polling transmission, real time transmission or cover page settings.



Make sure you are in Fax mode *for the LCD*. After each setting is accepted, the LCD asks if you want to enter more settings:

22.	Setup Send
C	)ther Settings?
	1.Yes
▼	2.No
Sel	lect <b>▲▼</b> & OK

2 Do one of the following:

- To choose more settings, press 1. The LCD returns to the Setup Send menu.
- If you have finished choosing settings, press 2 and go to the next step.

# Electronic cover page

This feature will *not* work unless you have already programmed your Station ID. (See *the Quick Setup Guide*.)

You can automatically send a cover page with every fax. Your cover page includes your Station ID, a comment, and the name stored in the One-Touch or Speed-Dial memory.

By choosing Next Fax: On you can also display the number of pages on the cover page.

You can choose one of the following preset comments, or you can store two personal comments, up to 27 characters long:

- Note Off
- Please Call
- Urgent
- Confidential

#### Composing your own comments

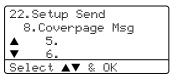
You can set up two comments of your own.



Make sure you are in Fax mode 🚺 .



Press Menu, 2, 2, 8.



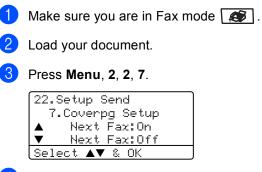
3 Press ▲ or ▼ to choose 5 or 6 to store your own comment. Press **OK**.

Enter your own comment using the dial pad. Press OK.

Use the chart on page 153 for help entering characters.

#### Send a cover page for the next fax

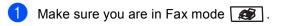
If you want to send a cover page only for the next fax, your machine will ask you to enter the number of pages you are sending so it can be printed on the cover page.



- 4 Press ▲ or ▼ to choose Next Fax:On (or Next Fax:Off). Press OK.
- 5 Press ▲ or ▼ to choose a comment. Press OK.
- 6 Enter two digits to show the number of pages you are sending. Press OK. For example, enter 0, 2 for 2 pages or 0, 0 to leave the number of pages blank. If you make a mistake, press ◄ or Clear/Back to back up and re-enter the number of pages.

#### Send a cover page for all faxes

You can set the machine to send a cover page whenever you send a fax.



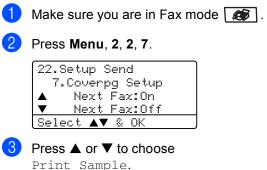
2 Press Menu, 2, 2, 7.

	etup			
7.	Cover	ърд	Setup	
	Next	t Fa:	z:On	
▼	Next	t Fa:	z:Off	
Sele	ect 🔺	▼ &	ΟK	

- 3 Press ▲ or ▼ to choose On (or Off). Press OK.
- Press ▲ or ▼ to choose a comment. Press OK.

#### Using a printed cover page

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



Press OK.

 Press Start. Your machine will print a copy of your cover page.

# Contrast

For most documents the default setting of Auto will give the best results. It automatically chooses the suitable contrast for your document.

If your document is very light or dark, changing the contrast may improve the quality of the fax.

Use  ${\tt Dark}$  to increase the contrast of a light document.

Use  ${\tt Light}$  to decrease the contrast of a dark document.

Make sure you are in Fax mode 🛛 🔊 .



2 Load your document.



Press Menu, 2, 2, 1.

22.Setup	Send
1.Contr	·ast
🔺 Auto	i
▼ Ligh	1t
Select 🔺	▼ & OK

4 Press ▲ or ▼ to select Auto, Light or Dark. Press OK.

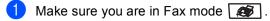
# 🖉 Note

Even if you choose Light or Dark, the machine will send the fax using the Auto setting if you choose Photo as the Fax Resolution.

# Changing fax resolution

The quality of a fax can be improved by changing the fax resolution. Resolution can be changed for the next fax *or* for all faxes.

# To change the fax resolution for the *next* fax



- 2 Load your document.
- Press **Resolution**, then ▲ or ▼ to select the resolution. Press **OK**.

#### To change the default fax resolution

Make sure you are in Fax mode 👩 .

#### Press Menu, 2, 2, 2.

22.Setup Send 2.Fax Resolution ▲ Standard ▼ Fine Select ▲▼ & OK

- 3 Press ▲ or ▼ to select the resolution you want. Press OK. Below is a list of the available fax resolution settings. The finer the resolution, the longer the fax will take to transmit.
  - Standard
  - Suitable for most typed documents.
    - Good for small print.
  - S.Fine
    - Good for small print or artwork.
  - Photo Use when the document has varying shades of gray or is a photograph.

### **Dual access**

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

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

### 🖉 Note

If the Out of Memory message appears while scanning documents, press **Stop/Exit** to cancel or **Start** to send the scanned pages.

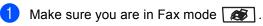
### **Real time transmission**

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

If the memory is full, the machine will send the document in real time (even if Real Time TX is set to Off).

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can set Real Time TX to On for all documents or Next Fax:On for the next fax only.

#### Sending in real time for all faxes



#### Press Menu, 2, 2, 5.

22.Setup 5.Real	Send Time TX
🔺 On	
▼ Off	
Select 🔺	▼ & OK

3 Press ▲ or ▼ to select On. Press OK.

# Sending in real time for the next fax only



#### Press Menu, 2, 2, 5.

22.Setup 5.Real	Send Time TX
🔺 On	
▼ Off	
Select 🔺	▼ & OK
Select 🔺	▼ & UK

3 Press ▲ or ▼ to select Next Fax:On. Press OK.

#### **Note**

In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

### **Overseas mode**

If you are having difficulty sending a fax overseas due to a bad connection, then turning on the overseas mode may help.

This is a temporary setting, and will only be active for your next fax.

Make sure you are in Fax mode 🚺 .



Load your document.



Press Menu, 2, 2, 9.

22.:	Setu	ıp S	end	4	
9.	. Ove	rse	as	Mode	
▲	On	I			
▼	0 f	f			
Sel	ect		8	OK	

4 Press ▲ or ▼ to select On or Off. Press OK.

# **Delayed faxing**

You can store up to 50 faxes in the memory to be sent within a twenty four hour period.

- Make sure you are in Fax mode .
   Load your document.
   Press Menu, 2, 2, 3.
   22.Setup Send 3.Delayed Fax Set Time=00:00 Enter & OK Key
  - Enter the time you want the fax to be sent (in 24-hour format). Press OK.
     (For example, enter 19:45 for 7:45 PM)

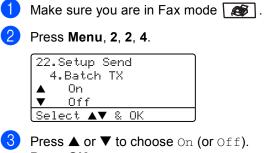


The number of pages you can scan into the memory depends on the amount of data printed on each page.

# **Delayed batch transmission**

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.



- Press OK.
- Press Stop/Exit.

### Checking and canceling waiting jobs

Check which jobs are still waiting in the memory to be sent. If there are no jobs, the LCD will show No Jobs Waiting. You can cancel a fax job that is stored and waiting in the memory.

#### Press Menu, 2, 6.

26.Rema	aining	Jobs
		BROTHER
#002	15:00	BIC
▼ #003	17:30	ABCDEFG
Select	▲▼ &	OK

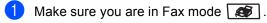
The number of jobs still to be sent will be displayed.

- Choose one of the options below:
  - Press ▲ or ▼ to scroll though the waiting jobs, press **OK** to select a job, and then press 1 to cancel it.
  - Press 2 to exit without canceling.
- When you have finished, press Stop/Exit.

### Sending a fax manually

#### Manual transmission

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

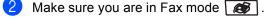


- 2 6
  - Load your document.
- 3 Press **Hook** and listen for a dial tone. Or pick up the handset of the external phone and listen for a dial tone.
- 4 Dial the fax number you want to call.
- When you hear the fax tone, press Start.

# 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.

 Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.



3 Load your document.

4 Press Start.

#### Out of Memory message

If you get an Out of Memory message while scanning the first page of a fax, press **Stop/Exit** to cancel the fax.

If you get an Out of Memory message while scanning a subsequent page, you will have the option to press **Start** to send the pages scanned so far, or to press **Stop/Exit** to cancel the operation



If you get an Out of Memory message while faxing and you do not want to delete your stored faxes to clear the memory, you can send the fax in real time. (See *Real time transmission* on page 36.) 6 Receiving a fax

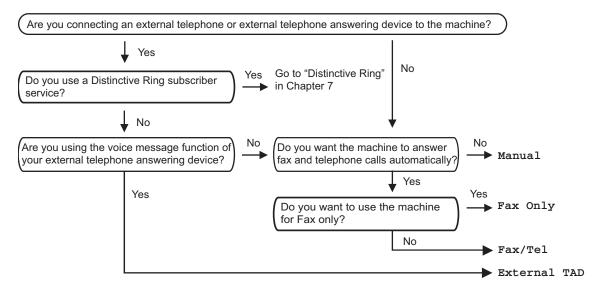
# **Receive modes**

You must choose a receive mode depending on the external devices and telephone subscriber services you have on your line.

### Choosing the receive mode

The diagram below will help you choose the correct mode.

For more detailed information on the receive modes see page 41.



01.Receive Mode ▲ Fax Only

Select ▲▼ & OK

Fax/Tel External TAD

To set a receive mode follow the instructions below.

- 1 Press Menu, 0, 1.
  - Press ▲ or ▼ to select a receive mode. Press OK.
- 3 Press Stop/Exit.

The LCD will display the current receive mode.

# **Using Receive Modes**

Some receive modes answer automatically (Fax Only and Fax/Tel). You may want to change the ring delay before using these modes see page 42.

### Fax Only

Fax only mode will automatically answer every call as a fax.

### Fax/Tel

Fax/Tel mode helps you automatically manage incoming calls, by recognizing whether they are fax or voice calls and dealing with them in one of the following ways:

- Faxes will be automatically received.
- 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.

Also see *F/T Ring Time* on page 42 and *Ring Delay* on page 42.

#### Manual

Manual mode turns off all automatic answering functions unless you are using the Distinctive Ring Receive feature.

To receive a fax in manual mode press **Start** when you hear fax tones (short repeating beeps). You can also use the Easy Receive feature to receive faxes by lifting a handset on the same line as the machine.

Also see Easy Receive on page 43.

### **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.

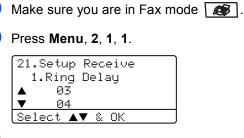
For more information see *Connecting an external TAD (telephone answering device)* on page 49.

# **Receive Mode settings**

# **Ring Delay**

The ring delay sets the number of times the machine rings before it answers in Fax Only and Fax/Tel modes.

If you have extension phones on the same line as the machine or subscribe to the telephone company's Distinctive Ring service, keep the Ring Delay setting of 4. (See *Operation from extension telephones* on page 52 and *Easy Receive* on page 43.)



 Press ▲ or ▼ to select 00, 01, 02, 03 or 04. Press OK.

- 4 Press Stop/Exit.
- 🖉 Note

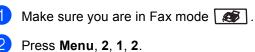
Select 00 in (3) to have the machine answer immediately.

# F/T Ring Time

When somebody calls your machine, you and your caller will hear the normal telephone ring sound. The number of rings is set by the ring delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call 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. For more information see *Using remote codes* on page 53.



21.9	Setup	o Rec	eive	
2.	F/T	Ring	Time	
	20	Secs	;	
▼	30	Secs	5	
Sele	ect /	▲▼ &	OK	

3 Press ▲ or ▼ to select how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds). Press OK.

Press Stop/Exit.

# Easy Receive

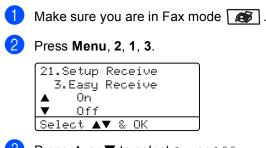
Turning easy receive On allows the machine to receive fax calls automatically if you lift any handset on the same line as the machine.

When you see Receiving on the LCD or when you hear 'chirps' through the handset of an extension phone connected to another telephone wall jack, just replace the handset and your machine will receive the fax.

If this feature is set to on, but your machine does not connect a fax call when you lift the handset of an extension or external phone, press the Fax Receive Code  $\times 51$ .

#### 🖗 Note

If you use a modem, or send faxes from a computer, on the same line and your machine intercepts them, set easy receive to Off.



- 3 Press ▲ or ▼ to select On, or Off. Press OK.
  - Press Stop/Exit.

# **Setting the Print Density**

You can adjust print density to make your printed pages darker or lighter.

1	Make sure you are in Fax mode 🚺.
2	Press Menu, 2, 1, 6.
	21.Setup Receive 6.Print Density -□□■□□+
	Select ◀ ▶ & OK
3	Press  to make the print darker

3 Press ► to make the print darker. Or press ◄ to make the print lighter. Press OK.



# Additional receiving operations

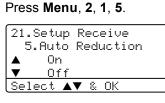
# Printing a reduced incoming fax

If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter, Legal or Folio size paper.

The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (**Menu**, **1**, **3**).



Make sure you are in Fax mode 🚺 .



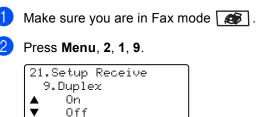
3 Press ▲ or ▼ to select On or Off. Press OK.

Press Stop/Exit.

### Duplex (2-sided) printing for Fax mode (MFC-8860DN and MFC-8870DW only)

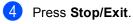
If you set Duplex to On for fax receive the machine will print received faxes on both sides of the paper.

You can use A4, Letter, Legal or Folio (8"×13") size of paper for this function.



3 Press ▲ or ▼ to choose On or Off. Press OK.

Select ▲▼ & OK



#### 🖉 Note

When you turn Duplex on the auto reduction feature is also turned on.

# Setting the Fax Receive Stamp

You can set the machine to print the received date and time in the top center of each received fax page.



Make sure you are in Fax mode 🛃 .

21.	Setup Receive
	.Fax Rx Stamp
	On
▼	Off
Sel	ect ▲▼ & OK

Press Menu, 2, 1, 8.

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

4 Press Stop/Exit.

#### 🖉 Note

- The received time and date will not appear when using Internet Fax\*. (\*MFC-8860DN and MFC-8870DW only).
- Make sure you have set the current date and time in the machine.

# Receiving a fax at the end of a conversation

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

- Ask the other person to place the document in their machine and to press Start or Send key.
- When you hear the CNG tones (slowly repeating beeps), press **Start**.
- 3 Replace the external handset.

# Printing a fax from the memory

If you are using the Fax Storage feature (**Menu**, **2**, **5**, **1**), you can still print a fax from the memory when you are at your machine. See *Paging* on page 63 and *Fax Storage* on page 63.



25.Remote Fax Opt 3.Print Fax Press Start



# Phone services and external devices

# Phone line services

Your machine supports the Caller ID and Distinctive Ring subscriber telephone services that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, RingMaster, answering services, alarm systems or other custom features on one phone line may affect the way your machine works. If you have Voice Mail on your phone line, please read the following carefully.

# **Distinctive Ring**

Brother uses the term 'Distinctive Ring' but different telephone companies have other names for this service such as SmartRing, RingMaster, Teen-Ring, Indent-a-Call or Indent-a-Ring.

#### What does your telephone company's 'Distinctive Ring' do?

Your telephone company's Distinctive Ring service allows you to have more than one number on the same phone line. **If you need more than one phone number, it is cheaper than paying for an extra line.** Each phone number has its own distinctive ring pattern, so you will know which phone number is ringing. This is one way you can have a separate phone number for your machine.



Please call your telephone company for availability and rates.

# What does Brother's 'Distinctive Ring' do?

The Brother machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company's Distinctive Ring service. The new phone number on your line can just receive faxes.

### Rote

You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.

#### Do you have Voice Mail?

If you have Voice Mail on the phone line that you will install your new machine on, *there is a strong possibility that Voice Mail and the machine will conflict with each other while receiving incoming calls.* However, the Distinctive Ring feature allows you to use more than one number on your line, so both Voice Mail and the machine can work together without any problems. If each one has a separate phone number, neither will interfere with the other's operations.

If you decide to get the Distinctive Ring service from the telephone company, you will need to follow the directions below to 'register' the new Distinctive Ring pattern they give you. This is so your machine can recognize its incoming calls.



You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily, and turn it back on later. When you get a new fax number, make sure you reset this feature.

# Before you choose the ring pattern to register

You can only register one Distinctive Ring pattern with the machine. Some ring patterns cannot be registered. The ring patterns below are supported by your Brother machine. Register the one your telephone company gives you.

Ring Pattern	Rings	
1	long-long	
2	short-long-short	
3	short-short-long	
4	very long (normal pattern)	

#### 🖉 Note

If the ring pattern you received is not on this chart, **please call your telephone company and ask for one that is shown**.

- The machine will only answer calls to its registered number.
- The first two rings are silent on the machine. This is because the fax must <<li>sten>> to the ring pattern (to compare it to the pattern that was 'registered').
   (Other telephones on the same line will ring.)
- If you program the machine properly, it will recognize the registered ring pattern of the 'fax number' within 2 ring patterns and then answer with a fax tone. When the 'voice number' is called, the machine will not answer.

#### Registering the Distinctive Ring pattern Very important!

After you have set the Distinctive Ring feature to ON, the receive mode is set to Manual automatically. Unless you have a TAD or Voice Mail set up on the Distinctive Ring number, Manual mode means you must answer all the calls yourself. You can not change the receive mode to another mode while the Distinctive Ring is set to on.



#### Press Menu, 2, 0, 2.

- 20.Miscellaneous 2.Distinctive ▲ Off ▼ Set Select ▲▼ & OK
- 2 Press ▲ or ▼ to select Set.
- 3 Press OK.
- Press ▲ or ▼ to select the stored ring pattern you want to use. Press **OK**.
- 5 (You will hear each pattern as you scroll through the four patterns. Make sure you choose the pattern that the telephone company gave you.)
- 6 Press Stop/Exit. Distinctive Ring is now set to on.

#### **Turning off Distinctive Ring**



Press Menu, 2, 0, 2.



Press  $\blacktriangle$  or  $\blacksquare$  to select Off. Press OK.

Press Stop/Exit.

🖉 Note

If you turn off Distinctive Ring, the machine will stay in Manual receive mode. You will need to set the Receive Mode again. (See *Choosing the receive mode* on page 40.)

# Caller ID

Caller ID is a subscriber service offered by many telephone companies. Call your telephone company for specific details. Your machine can display the telephone number or name of your caller, if it is available, as the line rings. When you pick up the handset, the LCD will stop displaying this information. Your machine will store it in the Caller ID memory.

During a call Caller ID may display one of the messages below:

Out of area

This message means that the call came from outside your Caller ID area.

Private Call

The caller has blocked their Caller ID.

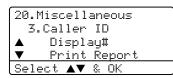
#### **Viewing Caller ID List**

Your machine stores information for the last thirty calls in the Caller ID list. You can view or print this list. When the thirty-first call comes in to the machine, it replaces information about the first call.

- 1 Press Menu, 2, 0, 3.
  - 20.Miscellaneous 3.Caller ID ▲ Display# ▼ Print Report Select ▲▼ & OK
- Press ▲ or ▼ to select Display#. Press OK.
- 3 Press ▲ or ▼ to scroll through the Caller ID memory to select the Caller ID you want to view. Press OK. The LCD shows the caller's number, the date, and time of the call.

#### **Printing Caller ID List**

1 Press Menu, 2, 0, 3.



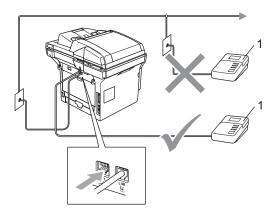
- 2 Press ▲ or ▼ to select Print Report. Press OK.
- 3 Press Start.
- When the printing has finished, press Stop/Exit.

# Connecting an external TAD (telephone answering device)

You can connect an external Telephone Answering Device (TAD) to the same line as your machine. When the TAD answers a call, your machine will "listen" for the CNG (fax calling) tones sent by a sending fax machine. If it hears them it will take over the call and receive the fax. If it does not hear them, it will let your TAD take a voice message and the display will show Telephone.

The external TAD must answer within four rings (we recommend you set it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll saver feature on your external TAD if it needs more than four rings to activate it.

Unless you are using Distinctive Ring, the TAD must be connected to the EXT jack of the machine.



#### 1 TAD

#### 🖉 Note

If you have problems receiving faxes, reduce the ring delay setting on your external TAD.

# Connections

The external TAD must be plugged into the back of the machine, into the jack labeled EXT. Your machine cannot work properly if you plug the TAD into a wall jack (unless you are using Distinctive Ring).

- Plug the telephone line cord from the telephone wall jack into the back of the machine, in the jack labeled LINE.
- Plug the telephone line cord from your external TAD into the back of the machine, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its handset jack.)
- 3 Set your external TAD to four rings or less. (The machine's Ring Delay setting does not apply.)
- 4 Record the outgoing message on your external TAD.
- 5 Set the TAD to answer calls.
- 6 Set the Receive Mode to External TAD. (See Choosing the receive mode on page 40.)

# Recording an outgoing message

- 1 Record 5 seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.
- 2 Limit your speaking to 20 seconds.
- End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or send a fax by pressing ¥51 and Start."

#### 🖉 Note

We recommend beginning your OGM with an initial 5 second silence because the machine cannot hear fax tones over a loud voice. You may try leaving out this pause, but if your machine has trouble receiving, then you should re-record the OGM to include it.

# **Special line considerations**

#### **Roll over phone lines**

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

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

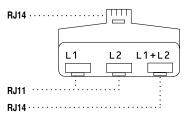
#### Two-line phone system

A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for your machine. (See *Easy Receive* on page 43.)

#### **Converting telephone wall outlets**

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

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



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

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

Place the two-line TAD and the two-line telephone next to your machine.

Plug one end of the telephone line cord for your machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack on the back of the machine.

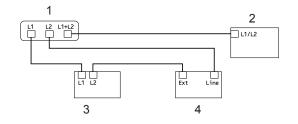
Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

Plug one end of the second telephone line cord for your TAD into the L2 jack of the twoline TAD. Plug the other end into the EXT. jack on the left side of the machine. You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the machine's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

### Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to Manual.

We cannot guarantee that your machine will operate properly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.



- 1 Triplex Adapter
- 2 Two Line Phone
- 3 External Two Line TAD
- 4 Machine

# External and extension phones

# Operation from extension telephones

If you answer a fax call on an extension telephone, or an external telephone connected to the EXT. jack of the machine, you can make your machine take the call by using the Fax Receive Code. When you press the Fax Receive Code  $\times$ **51**. the machine starts to receive the fax. (See *Easy Receive* on page 43.)

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code **#51** to take the call at an extension phone. (See *F/T Ring Time* on page 42.)

# If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press ¥51 and wait for the chirp or until the machine's LCD shows Receiving, and then hang up.

# For Fax/Tel mode only

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

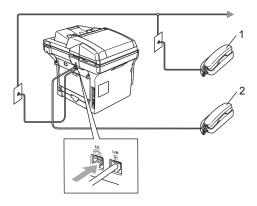
Lift the external telephone's handset, and then press **Hook** to answer.

If you're at an extension phone, you will need to lift the handset during the F/T Ring Time and then press **#51** between the pseudo/double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing  $\times$ **51**.

# Connecting an external phone

You can connect a separate telephone directly to your machine as shown in the diagram below.

Connect the telephone line cord to the jack labeled EXT.



- 1 Extension telephone
- 2 External telephone

When you are using an external telephone, the LCD shows Telephone.

# Using a cordless external handset

If your cordless telephone is connected to the EXT. jack of the machine (see page 52) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press **Hook** to transfer the call to the cordless handset.

### Using remote codes

#### Fax Receive Code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialing the fax receive code  $\times$ **51**. Wait for the chirping sounds then replace the handset. See *Easy Receive* on page 43.

#### **Telephone Answer Code**

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double) ring after the initial ring delay. If you pick up the call on an extension phone you can turn the F/T ring off by pressing **#51** (make sure you press this *between* the rings).

#### Changing the remote codes

The preset fax receive code is  $\times 51$ . The preset telephone answer code is #51. If you are always disconnected when accessing your external TAD, try changing the three-digit remote codes, for example ### and **999**.



Make sure you are in Fax mode 🚺 .

Press Menu 2, 1, 4.

21.Setup Receive
4.Remote Codes
l ▲ 0n
▼ Off
Select ▲▼ & OK

3 Press ▲ or ▼ to select On or Off. Press OK.

4 If you selected On in (3), enter the new Fax Receive Code. Press **OK**.

- 5 Enter the new Telephone Answer Code. Press **OK**.
- 6 Press Stop/Exit.

8 Dialing and storing numbers

# How to Dial

# Manual dialing

Use the dial pad to enter all the digits of the telephone number.

# **One-Touch dialing**

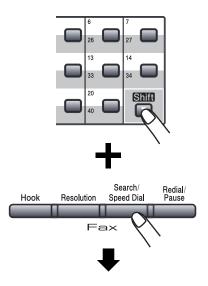
Press the One-Touch key that stores the number you want to call.

1	2	3	4	5	6	7
21	22	23	24	25	26	27
8	9	10	11	12	13	14
28	29	30	31	32	33	34
15	16	17	18	19	20	Shift
35	36	37	38	39	40	

To dial One-Touch numbers 21 to 40, hold down **Shift** as you press the One-Touch key.

### **Speed-Dialing**

Hold down **Shift** as you press **Search/Speed Dial** and then enter the three-digit Speed-Dial number.



Three-digit number



If the LCD shows Not Registered when you enter a One-Touch or a Speed-Dial number, it means that a number is not stored there.

### Search

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



Press Search/Speed Dial.

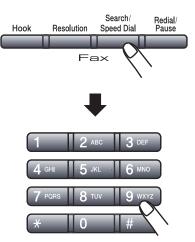
Press the dial pad key for the first letter of the name.
 (Use the chart on *Entering Text* on page 153 to help you enter letters.)
 Press **OK**.

Press ▲ or ▼ to scroll until you find the name you are looking for. Press OK.

#### 🖉 Note

You can press **Resolution** to change the displayed resolution.

#### Press Start.



### LDAP Search (MFC-8860DN and MFC-8870DW only)

If the machine is connected to your LDAP server, you can search for information such as fax numbers and E-mail addresses from your server. (For details about how to set up LDAP see *the Network User's Guide on the CD-ROM*.)

# Fax redial

If you are sending a fax manually and the line is busy, press **Redial/Pause**, wait for the other fax machine to answer, and then press **Start** to try again. If you want to make a second call to the last number dialed, you can save time by pressing **Redial/Pause** and **Start**.

**Redial/Pause** only works if you dialed from the control panel.

If you are sending a fax automatically and the line is busy, the machine will automatically redial one time after five minutes.

# Storing numbers

You can set up your machine to do the following types of easy dialing: One-Touch, Speed-Dial and Groups for Broadcasting faxes. You can also specify the default resolution for each One-Touch and Speed-Dial number. When you dial a quick-dial number, the LCD shows the name, if you stored it, or the number. A scan profile can also be stored along with the fax number or E-mail address.

If you lose electrical power, the quick-dial numbers stored in the memory will not be lost.

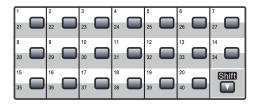
A scan profile is the resolution and other scan settings that you choose when you store a number. For example, you will be asked to select Standard, Fine, S.Fine or Photo if you have selected the Fax/Tel option. Or, you will be asked to select B/W 200 dpi, B/W 200x100 dpi, Color 150 dpi, Color 300 dpi or Color 600 dpi if you selected the E-Mail option.

### Storing a pause

Press **Redial/Pause** to insert a 3.5-second pause between numbers. You can press **Redial/Pause** as many times as needed to increase the length of the pause.

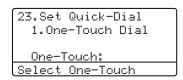
# Storing One-Touch dial numbers

Your machine has 20 One-Touch keys where you can store 40 fax or phone numbers, E-mail addresses for automatic dialing. To access numbers 21 to 40, hold down **Shift** as you press the One-Touch key.



#### MFC-8460N and MFC-8660DN:





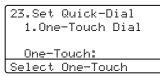
- 2 Press the One-Touch key where you want to store a number.
- 3 Enter the phone or fax number (up to 20 characters). Press **OK**.
- Choose one of the options below:
   Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering Text* on page 153 to help you enter letters. Press **OK**.
  - Press OK to store the number without a name.
- 5 If you want to save a fax resolution along with the number, choose one of the options below:
  - To store the fax resolution, press ▲ or ▼ to select Std, Fine, S. Fine or Photo. Press OK.
  - Press OK if you don't want to change the default resolution.

Choose one of the options below:

- To store another One-Touch number go to 2.
- To finish storing One-Touch numbers press Stop/Exit.

#### MFC-8860DN and MFC-8870DW:

#### 1 Press Menu, 2, 3, 1.



Press the One-Touch key where you want to store a number.

Press  $\blacktriangle$  or  $\triangledown$  to select Fax/Tel, E-Mail or TEAX. Press OK.

- 4 Choose one of the options below: Enter the number (up to 20) characters) if you selected Fax/Tel. Press OK.
  - Enter the E-mail address (up to 60 characters) if you selected E-Mail or IFAX. Use the chart on Entering Text on page 153 to help you enter letters. Press OK.

#### 🖉 Note

If you selected E-Mail and save the E-mail address, you can only use the E-mail address when you are in Scan mode. If you selected IFAX and save the E-mail address, you can only use the E-mail address when you are in Fax mode.

5 Choose one of the options below:

- Enter the name using the dial pad (up to 15 characters). Press OK.
- Press OK to store the number or E-mail address without a name.

- 6 If you want to save a fax/scan resolution along with the number, choose one of the options below:
  - If you selected Fax/Tel in ③, press ▲ or ▼ to select Std, Fine, S. Fine or Photo.
    - Press OK and then go to 8.
  - If you selected E-Mail in ③, press ▲ or ▼ to select B/W200dpi, B/W200x100dpi,Color150dpi, Color300dpi, or Color600dpi. Press OK and then go to 1.
  - If you selected IFAX in ③, press ▲ or ▼ to select Std, Fine or Photo. Press OK and then go to 8.
  - Press OK if you don't want to change the default resolution. Go to 8.
- 7 Choose one of the options below: If you selected Black & White in 6, select the file format (TIFF or PDF) that will be used to send to your PC. If you selected Color in 6, select the file format (PDF or JPEG) that will be used to send your PC.

Choose one of the options below:

- To store another One-Touch number go to 😰.
- To finish storing One-Touch numbers press Stop/Exit.

# Note 🖉

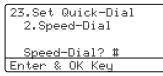
- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One-Touch, Speed-Dial or Group number you chose first will be applied to the broadcast.
- When you create a group or broadcast using Scan to E-mail only B/W200x100 and B/W200dpi are available. The file format can be TIFF or PDF.

# **Storing Speed-Dial numbers**

You can store your frequently used numbers as Speed-Dial numbers. The machine can store 300 Speed-Dial numbers.

#### MFC-8460N and MFC-8660DN:

#### Press Menu, 2, 3, 2.



- Use the dial pad to enter a three-digit Speed-Dial location number (001–300). Press OK.
- 3 Enter the phone or fax number (up to 20 characters). Press **OK**.
- Choose one of the options below:
   Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering Text* on page 153 to help you enter letters. Press **OK**.
  - Press OK to store the number without a name.

5 If you want to save a fax resolution along with the number, choose one of the options below:

- To store the fax resolution, press ▲ or ▼ to select Std, Fine, S. Fine or Photo. Press OK.
- Press OK if you don't want to change the default resolution.

6 Choose one of the options below:
 ■ To store another Speed-Dial number go to ②.

To finish storing Speed-Dial numbers press Stop/Exit.

#### MFC-8860DN and MFC-8870DW:



23.Set Quick-Dial 2.Speed-Dial <u>Speed-Dial?</u> Enter & OK Key

- 2 Use the dial pad to enter a three-digit Speed-Dial location number (001–300). Press OK.
- 3 Press ▲ or ▼ to select Fax/Tel, E-Mail or IFAX. Press OK.
- Choose one of the options below:
   Enter the number (up to 20 characters) when you select
  - Fax/Tel.
     Enter the E-mail address (up to 60 characters) when you select
     E-Mail or IFAX. Use the chart on *Entering Text* on page 153 to help you enter letters. Press OK.

#### 🖉 Note

If you selected E-Mail and save the E-mail address, you can only use the E-mail address when you are in Scan mode. If you selected IFAX and save the E-mail address, you can only use the E-mail address when you are in Fax mode.

- 5 Choose one of the options below:
  - Enter the name using the dial pad (up to 15 characters). Press OK.
  - Press OK to store the number or E-mail address without a name.

- 6 If you want to save a fax/scan resolution along with the number, choose one of the options below:
  - If you selected Fax/Tel in ③, press ▲ or ▼ to select Std, Fine, S. Fine or Photo.
    - Press **OK** and then go to **3**.
  - If you selected E-Mail in ③, press ▲ or ▼ to select B/W200x100, B/W200dpi, Color150dpi, Color300dpi or Color600dpi. Press OK and then go to ⑦.
  - If you selected IFAX in ③, press ▲ or ▼ to select Std, Fine or Photo. Press OK and then go to ⑤.
  - Press OK if you don't want to change the default resolution. Go to (3).
- If you selected Black & White in G, select the file format (TIFF or PDF) that will be used to send to your PC. If you selected Color in G, select the file format (PDF or JPEG) that will be used to send your PC.
- 8 Choose one of the options below:
  - To store another Speed-Dial number go to 2.
  - To finish storing Speed-Dial numbers press Stop/Exit.

#### 🖉 Note

- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One-Touch, Speed-Dial or Group number you chose first will be applied to the broadcast.
- When you create a group or broadcast using Scan to E-mail only B/W200x100 and B/W200dpi are available. The file format can be TIFF or PDF.

## Changing One-Touch and Speed-Dial numbers

If you try to store a One-Touch or Speed-Dial number over an existing number, the LCD will show the name or number already stored there.

Do one of the following:

- To change the stored number, press 1.
- To exit without making a change, press 2.



(MFC-8460N and MFC-8660DN) Go to ③. (MFC-8860DN and MFC-8870DW) Go to ②.

- (MFC-8860DN and MFC-8870DW only) Press ▲ or ▼ to select Fax/Tel, E-Mail or IFAX. Press OK.
- 3 Press ◄ or ► to position the cursor under the character you want to change, and then press Clear/Back to delete it. Repeat for each character you want to delete.
- 4 Enter a new number or character. Press **OK**.
- 5 Follow the directions beginning in (3) in Storing One-Touch Dial numbers and Storing Speed-Dial numbers. (See Storing One-Touch dial numbers on page 56 and Storing Speed-Dial numbers on page 58.)

## Setting up Groups for broadcasting

If you often want to send the same fax message to many fax numbers you can set up a group.

Groups are stored on a One-Touch key or a Speed-Dial number. Each group uses up a One-Touch key or a Speed-Dial location. You can then send the fax message to all the numbers stored in a group just by pressing a One-Touch key or entering a Speed-Dial number, and then pressing **Start**.

Before you can add numbers to a group, you need to store them as One-Touch or Speed-Dial numbers. You can have up to 20 small groups, or you can assign up to 339 numbers to one large group.



Ρ

	M	2	2	2
ress	Menu,	۷,	3,	3.

23.Set Quick-Dial 3.Setup Groups <u>Group Dial:</u> Press Speed-Dial...

- Choose an empty location where you want to store the group in one of the following ways:
  - Press a One-Touch key.
  - Hold down Shift as you press Search/Speed Dial, and then enter the three-digit Speed-Dial location. Press OK.
- Use the dial pad to enter a group number (1 to 20). Press OK.
   (MFC-8460N and MFC-8660DN)
   Go to ⑤.
   (MFC-8860DN and MFC-8870DW)
   Go to ④.
- (MFC-8860DN and MFC-8870DW only) Press ▲ or ▼ to select Fax/IFAX or E-Mail. Press OK.

- To add One-Touch or Speed-Dial numbers follow the instructions below:
  - For One-Touch numbers, press the One-Touch keys one after the other.
  - For Speed-Dial numbers, hold down Shift as you press Search/Speed Dial, and then enter the three-digit Speed-Dial location.
     The LCD will display your chosen One-Touch numbers with a ★ and Speed-Dial numbers with a # (for example ★006, #09).
- 6 Press **OK** when you have finished adding numbers.
  - Do one of the following:
    - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering Text* on page 153 to help you enter letters. Press **OK**.
    - Press OK to store the group without a name.
- 8 You can save a fax/scan resolution along with the number. Do one of the following:
  - (MFC-8460N and MFC-8660DN)
  - To store the fax resolution, press ▲ or ▼ to select Std, Fine, S. Fine or Photo. Press OK.
  - Press OK if you don't want to change the default resolution.
  - (MFC-8860DN and MFC-8870DW)
  - If you selected Fax/IFAX in ④, press ▲ or ▼ to select Std, Fine, S.Fine or Photo. Press OK and then go to ⑩.
  - If you selected E-Mail in ④, press ▲ or ▼ to select B/W200x100 or B/W200dpi.

Press **OK** and then go to **③**.

Press OK if you don't want to change the default resolution. Go to ①.

### 🖉 Note

- If you have selected Fax/IFAX in ④ and added One-Touch or Speed-Dial numbers that are stored as 'IFAX', you cannot select S.Fine.
- When you create a group or broadcast using Scan to E-mail only B/W200x100 and B/W200dpi are available. The file format can be TIFF or PDF.
- Select the file format (TIFF or PDF) that will be used to send to your computer.

#### 10 Do one of the following:

- To store another group for broadcasting, go to 2.
- To finish storing groups for broadcasting, press Stop/Exit.

#### Dialing access codes and credit card numbers

You can combine more than one Quick-Dial number when you dial. This feature may be useful if you need to dial an access code for a cheaper rate long distance carrier.

For example, you might have stored '555' on Speed-Dial #003 and '7000' on Speed-Dial #002. You can use them both to dial '555-7000' if you press the following keys:

Hold down Shift as you press Search/Speed Dial, 003. Hold down Shift as you press Search/Speed Dial, 002 and Start.

Numbers can be added manually by entering them on the dial pad:

Hold down **Shift** as you press **Search/Speed Dial**, **003**, **7001** (on the dial pad), and **Start**.

This would dial '555–7001'. You can also add a pause by pressing the **Redial/Pause** key.

#### Pause

Press **Redial/Pause** to insert 3.5-seconds pause between numbers. You can press **Redial/Pause** as many times as needed to increase the length of the pause.

#### Tone or Pulse (For Canada only)

If you have a Pulse dialing service, but need to send Tone signals (for example, for telephone banking), follow the instructions below. If you have Touch Tone service, you will not need this feature to send tone signals.

#### Press Hook.



Press **#** on the machine's control panel. Any digits dialed after this will send tone signals.

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

9

## **Remote fax options**

Remote fax options let you receive faxes while you are away from the machine.

You can *only* use one fax option at a time.

## **Fax Forwarding**

The fax forwarding feature lets you automatically forward your received faxes to another machine.



Press Menu, 2, 5, 1.



Press ▲ or ▼ to select Fax Forward. Press OK.

The LCD will ask you to enter the fax number you want your faxes to be forwarded to.

Benter the forwarding number using dial pad (up to 20 digits), using a One-Touch Key or using **Search/Speed Dial** and the three-digit location.

#### 🖉 Note

- If you store a group on a One-Touch key or a Speed Dial location, the faxes will be forwarded to several fax numbers.
- (MFC-8860DN and MFC-8870DW only) You can also enter an E-mail address if your machine has been configured for the Internet Fax feature. (For details about Internet Fax, see the Network User's Guide on the CD-ROM. For information about Fax Forward to E-mail, see the Brother Solutions Center at <u>http://solutions.brother.com</u>)

Press OK.

Press ▲ or ▼ to select On or Off.





6 Press Stop/Exit.



If you select 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. The machine can store faxes up to 4 days if there is a power failure.

## Paging

When Paging is selected, your machine dials the pager number you've programmed, and then dials your Personal Identification Number (PIN). This activates your pager so you will know that you have a fax message in the memory.



Press Menu, 2, 5, 1.

25.	Remote Fax Opt
1	.Fwd/Page/Store
	Off
▼	Fax Forward
Sel	.ect ▲▼ & OK



2 Press ▲ or ▼ to select Paging.

Enter your pager phone number followed by # # (up to 20 digits). Press OK. Do not include the area code if it is the same as that of your machine. For example, press 18005551234##.

4 Do one of the following.

- If your pager needs a PIN, enter the PIN, press #, press Redial/Pause, enter your fax number followed by ##. Press OK. (For example, press 1 2 3 4 5 #
- Redial/Pause 1 8 0 0 5 5 5 6 7 8 9 # #) If you do not need a PIN, press
- Redial/Pause, enter your fax number followed by # #. Press OK. (For example, press Redial/Pause 1 8005556789##)

#### 5 Press Stop/Exit.

### Note

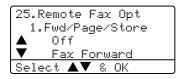
- · You cannot change a Paging number or PIN remotely.
- If you have set Paging, a backup copy will automatically be printed at the machine.

## Fax Storage

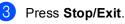
The fax storage feature lets you store your received faxes in the machine's memory. You can retrieve stored fax messages from a fax machine at another location using the remote retrieval commands. see Retrieving fax messages on page 67. Your machine will automatically print a copy of the stored fax.



#### Press Menu, 2, 5, 1.



**Press** ▲ or ▼ to select Fax Storage. Press OK.



## **PC Fax Receive**

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

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

PC Fax Msg:001

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

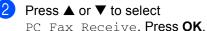
To transfer the received faxes to your PC you must have the PC-FAX Receive software running on your PC. (For details, see PC-FAX receive (including when the PC is turned off) in the Software User's Guide on the CD-ROM.)

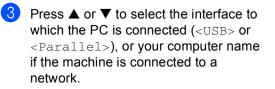
If you select Backup Print On, the machine will also print the fax.



Press Menu, 2, 5, 1.







25.Remote Fax Opt
1.Fwd/Page/Store
<usb></usb>
<parallel></parallel>
Select ▲▼ & OK



Press ▲ or ▼ to select On or Off.

	emote Fax Opt
	ckup Print
	Off
	<u>On</u> ct ▲▼ & OK
OFIE	Ct ▲▼ α UN

Press OK.

#### 5 Press Stop/Exit.

#### 🖉 Note

- If you select 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. The machine can store faxes up to 4 days if there is a power failure.
- PC Fax Receive is not supported in Windows NT<sup>®</sup> workstation Version 4.0 when the machine is connected on a network or in Mac OS<sup>®</sup>. (See PC Fax receiving in the Software User's Guide on the CD-ROM.)

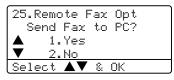
## Changing Remote Fax Options

If received faxes are left in your machine's memory when you change to another remote fax option, the LCD will ask you the following message:

25.Remote Fax Opt	
Erase All Fax?	
🔺 1.Yes	
▼ 2.No	
Select ▲▼ & OK	

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

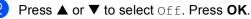
If received faxes are left in the machine's memory when you change to PC Fax Receive from another remote fax option (Fax Forward, Paging or Fax Storage), the LCD will ask you the following message:



- If you press 1, faxes in the memory will be sent to your PC before the setting changes. Faxes in the memory will be sent to your PC when the PC-Fax Receive icon is active on your PC. See the Software User's Guide on the CD-ROM.
- If you press 2, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

#### Turning off Remote Fax Options

Press Menu, 2, 5, 1. 25.Remote Fax Opt 1.Fwd/Page/Store Off Fax Forward Select 🔺 🖲 🛛 K



#### 🖉 Note

The LCD will give you options if there are received faxes still in your machine's memory. (See *Changing Remote Fax Options* on page 65.)

#### Bress Stop/Exit.

## **Remote Retrieval**

The remote retrieval feature lets you retrieve your stored fax messages when you are not at the machine. You can call your machine from any touch tone phone or fax machine, then use the Remote Access Code to retrieve your messages.

#### Setting a remote access code

The remote access code lets you access the remote retrieval features when you are away from your machine. Before you use the remote access and retrieval features, you have to set up your own code. The default code is an inactive code: - - - X.

Press Menu, 2, 5, 2.

25.Remote Fax Opt 2.Remote Access <u>Access Code:---\*</u> Enter & OK Key

- Enter a three-digit code using numbers
   0 9, \* or #. Press OK.
- 3 Press Stop/Exit.



Do not use the same code used for your Fax Receive Code ( $\times$ 51) or Telephone Answer Code (**#51**). See *Changing the remote codes* on page 53.

You can change your code at any time. If you want to make your code inactive, press **Clear/Back** and then **OK** in **2** to restore the default setting  $- - - \mathbf{X}$ .

## Using your Remote Access Code

Dial your fax number from a telephone or another fax machine using touch tone.

When your machine answers, immediately enter your Remote Access Code (3 digits followed by <del>X</del>).

- 3 The machine signals if it has received messages:
  - No beeps No messages received.
  - 1 long beep Fax message received.

The machine gives two short beeps to tell you to enter a command. (See *Remote fax commands* on page 68.) The machine will hang up if you wait longer than 30 seconds before entering a command. If you enter an invalid command the machine will beep three times.

- 5 Press **90** to reset the machine when you have finished.
- 6 Hang up.

#### 🖉 Note

If your machine is set to Manual mode and you want to use the remote retrieval features, you can access your machine by waiting about 2 minutes after it starts ringing, and then entering the remote access code within 30 seconds.

#### **Retrieving fax messages**

- Dial your fax number from a telephone or another fax machine using touch tone.
- When your machine answers, immediately enter your remote access code (3 digits followed by ★). If you hear one long beep, you have messages.
- 3 When you hear two short beeps, use the dial pad to 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 to, followed by ## (up to 20 digits).
- 5 Hang up after you hear your machine beep. Your machine will call the other machine, which will then print your fax messages.

🖉 Note

You can insert a pause in a fax number by using the # key.

## Changing the Fax Forwarding number

You can change the default setting of your fax forwarding number from another telephone or fax machine using touch tone.

- Dial your fax number from a telephone or another fax machine using touch tone.
- When your machine answers, enter your remote access code (3 digits followed by ★). If you hear one long beep, you have messages.
- 3 When you hear two short beeps, use the dial pad to press **9 5 4**.
- 4 Wait for a long beep, and then use the dial pad to enter the new number of the remote fax machine where you want your fax messages forwarded followed by ## (up to 20 digits).
- 5 Press **9 0** to reset the machine when you have finished.
- 6 Hang up after you hear your machine beep.

#### 🖉 Note

You can insert a pause in a fax number by using the # key.

## **Remote fax commands**

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

Rem	ote commands	Operation details
95	Change the fax forwarding, paging or fax storage settings	
	1 OFF	You can choose $\texttt{Off}$ after you have retrieved or erased all your messages.
	2 Fax forwarding	One long beep means the change is accepted. If you hear three
	3 Paging	short beeps, you cannot change because something has not been set up (for example, a fax forwarding or paging number
	4 Fax forwarding number	had not been registered). You can register your fax forwarding
	6 Fax storage	number by entering 4. (See <i>Changing the Fax Forwarding number</i> on page 67.) Once you have registered the number, fax forwarding will work.
96	Retrieve a fax	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax message(s). (See <i>Retrieving fax messages</i> on page 67.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	Check the receiving status	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	Change the receive mode	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	Exit	Press 9, 0 to exit remote retrieval. Wait for the long beep, then replace the handset.

**Printing reports** 

## **Fax reports**

Some fax reports (transmission verification and fax journal) can be printed automatically or manually.

#### Transmission verification report

You can use the transmission report as proof that you sent a fax. This report lists the time and date of transmission and whether the transmission was successful (shown as "OK"). If you select On or On+Image, the report will print for every fax you send.

If you send a lot of faxes to the same place, you may need more than the job numbers to know which faxes you must send again. Selecting On+Image or Off+Image will print a section of the fax's first page on the report to help you remember.

When the verification report is turned Off or to Off+Image, the report will only print if there is a transmission error.



Press Menu, 2, 4, 1.

24.Report Setting
1.Transmission
▲ Off
Off+Image
Select ▲▼ & OK



2 Press ▲ or ▼ to select On, On+Image Off or Off+Image. Press OK.

Press Stop/Exit.

#### Fax journal

You can set the machine to print a fax journal (activity report) at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). The default setting is Every 50 Faxes, this means that your machine will print the journal when the machine has stored 50 jobs.

If you set the interval to Off, you can still print the report by following the steps on the next page.

Press Menu, 2, 4, 2.

24.6	eport Setting
2.	Journal Period
	Every 50 Faxes
▼	Every 6 Hours
Sele	ect ▲▼ & OK

- Press  $\blacktriangle$  or  $\checkmark$  to choose an interval. Press OK. If you choose 7 days, you will be asked to choose a day when you want the 7 day countdown to begin.
- 3) Enter the time to begin printing, in 24 hour format. Press OK. For example: enter 19:45 for 7:45 PM.

#### 4 Press Stop/Exit.

If you select 6, 12, 24 hours, 2 or 7 days, the machine will print the report at the selected time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you selected has passed, the machine will print the journal early and then erase all jobs from memory.

If you want an extra report before it is due to print, you can print it manually without erasing the jobs from memory.

Chapter 10

## Reports

The following reports are available:

1 Transmission

**Displays the Transmission Verification** Report for your last outgoing 200 faxes and prints the last report.

2 Help List

Prints a list of commonly used functions to help you program your machine.

3 Tel Index List

Prints a list of names and numbers stored in the One-Touch and Speed-Dial memory in numerical or alphabetical order.

4 Fax Journal

> Prints a list of information about your last 200 incoming and outgoing faxes. (TX: transmit.) (RX: receive.)

5 User Settings

Print a list of your current settings.

6 Network Config

Lists your network settings.

#### How to print a report



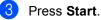
#### Press Menu, 5.

5.Print Reports 1.Transmission 2.Help List 3.Tel Index List Select ▲▼ & OK



2 Choose one of the options below: ■ Press ▲ or ▼ to select the report you want. Press OK.

> Enter the number of the report you want to print. For example, press 2 to print the help list.



Polling

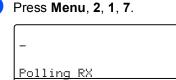
Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines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

## **Polling receive**

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



Make sure you are in Fax mode 🚺.



Dial & Start

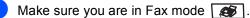


Enter the fax number you are polling. Press Start.

The LCD shows Dialing.

#### Sequential polling

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



Press Menu, 2, 1, 7.

ſ						 	
I	Pol	11	inc	1 R>	<		
I	Dia	al	8	Sta	art		

Specify the fax machines you want to poll by using One-Touch, Speed-Dial, Search, a Group and or the dial pad. You must press OK between each location.

#### 4 Press Start.

The machine polls each number or Group number in turn for a document.

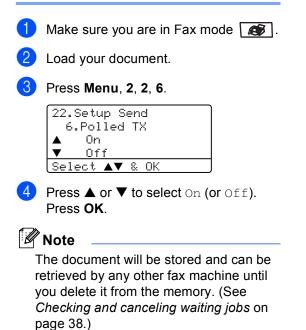
Press Stop/Exit while the machine is dialing to cancel the polling process.

To cancel all sequential polling receive jobs, press Menu, 2, 6.

### **Polled transmit**

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

#### Setup for polled transmit



## **Section III**

# Сору

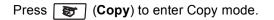
Making copies

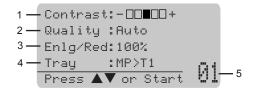
74

**12** Making copies

### How to copy

#### Entering copy mode





- 1 Contrast
- 2 Quality
- 3 Copy Ratio
- 4 Tray Use
- 5 Number of Copies

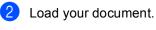
#### Making a single copy

- Make sure you are in Copy mode
   To be a constructed by the second se
- 2 Load your document.
- 3 Press Start.

#### Making multiple copies

Make sure you are in Copy mode

 The sure you are in Copy mode



3 Use the dial pad to enter the number of

- copies (up to 99).
- 4 Press Start.

#### 🖉 Note

To sort your copies, press **Sort**. (See *Sorting copies using the ADF* on page 81.)

### Stop copying

To stop copying, press Stop/Exit.

## Copy options

When you want to quickly change the copy settings temporarily for the next copy, use the Copy keys. You can use different combinations.

(MFC-8460N and MFC-8660DN)

Contrast	Quality	Enlarge/ Reduce	Tray Select	Sort	N in 1
		Cc	ру		

(MFC-8860DN and MFC-8870DW)

Duplex	Contrast/ Quality	Enlarge/ Reduce	Tray Select	Sort	N in 1
		Co	рру		

The machine returns to its default settings one minute after copying, unless you have set the Mode Timer to 30 seconds or less. (See *Mode timer* on page 18.)

#### Changing copy quality

You can select from a range of quality settings. The default setting is Auto.

🗖 Auto

Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.

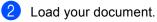
Text

Suitable for documents containing only text.

Photo

Suitable for copying photographs.

To *temporarily* change the quality setting, follow the steps below:



- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 (MFC-8460N and MFC-8660DN) Press Quality. (MFC-8860DN and MFC-8870DW) Press Contrast/Quality. Press ▲ or ▼ to choose Quality. Press OK.
- 5 Press ◀ or ► to choose Auto, Text or Photo. Press OK.

6 Press Start.

## To change the *default* setting, follow the steps below:

Press Menu, 3, 1.

31.0	Qual	ity			
	Αu	ıto Ö			
	Τe	ext			
▼	P٢	oto			
Sele	ect		8	ΟK	

 Press ▲ or ▼ to choose the copy quality. Press OK.

Press Stop/Exit.

## Changing text copy resolution

You can change the text copy resolution to 1200x600dpi if you have selected Text from the **Quality** or **Contrast/Quality** options, and make a copy with 100% ratio using the scanner glass. To change the text copy resolution, follow the steps below:

1

Make sure you are in Copy mode

Put your document on the scanner glass.

3 Press Menu, 3, 2.



Press ▲ or ▼ to choose the text copy resolution. Press OK.

Press Stop/Exit.

## Enlarging or reducing the image copied

You can select the following enlargement or reduction ratios:

Press	100%*				
Enlarge/Reduce	104% EXE→LTR				
Enlarge/	141% A5→A4				
Reduče	200%				
/9	Auto				
· /	Custom(25-400%)				
	50%				
	70% A4→A5				
	78% LGL→LTR				
	83% LGL→A4				
	85% LTR→EXE				
	91% Full Page				
	94% A4→LTR				
	97% LTR→A4				

Custom(25-400%) allows you to enter a ratio from 25% to 400%.

Auto sets the machine to calculate the reduction ratio that best fits the size of paper.

To enlarge or reduce the next copy follow the steps below:

Make sure you are in Copy mode

1

2 Load your document.

Use the dial pad to enter the number of copies (up to 99).



Press Enlarge/Reduce or ▶.



6 Choose one of the options below:

- Press ▲ or ▼ to select the enlargement or reduction ratio you want. Press OK.
- $\blacksquare$  Press  $\blacktriangle$  or  $\blacktriangledown$  to select Custom(25-400%). Press OK. Use the dial pad to enter an enlargement or reduction ratio from 25% to 400%. (For example, press 5 3 to enter 53%.) Press OK.
- Press Start.

#### Note

- The Auto setting is available only when loading from the ADF.
- Page Layout Options 2 in 1(P), 2 in 1(L), 4 in 1(P), 4 in 1(L) or Poster are not available with Enlarge/Reduce.

#### Making N in 1 copies or a poster (page layout)

You can reduce the number of pages for copies by using the N in 1 copy feature. This allows you to copy two or four pages onto one page, which lets you save paper.

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

#### Important

- Please make sure the paper size is set to Letter, A4, Legal **or** Folio.
- (P) means Portrait and (L) means Landscape.
- You can not use the Enlarge/Reduce setting with the N in 1 and poster features.
- You can only make one poster copy at a time.

- Make sure you are in Copy mode 37 .
- Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- Press N in 1.

Press  $\blacktriangle$  or  $\triangledown$  to select 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L), Poster (3 x 3) or Off (1 in 1). Press OK.

6 Press Start to scan the page. If you are making a poster or placed the document in the ADF, the machine scans the pages and starts printing.

#### If you are using the scanner glass:

After the machine scans the page, press 1 to scan the next page.

Flatbed Copy: Next Page? 1.Yes 2.No Select ▲▼ & OK

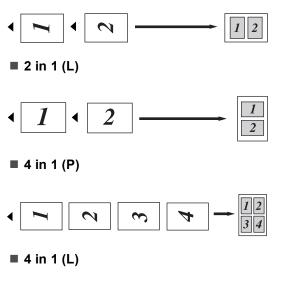
- Place the next page on the scanner glass. Press OK. Repeat (7) and (8) for each page of the layout.
- After all the pages have been scanned, press 2 in 7 to finish.



#### If you are copying from the ADF:

Insert your document face up in the direction shown below:

■ 2 in 1 (P)

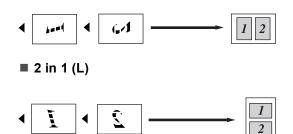




## *If you are copying from the scanner glass:*

Insert your document face down in the direction shown below:

■ 2 in 1 (P)



■ 4 in 1 (P)

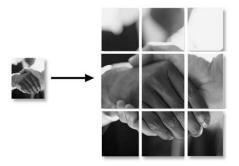


■ 4 in 1 (L)



#### ■ Poster (3x3)

You can make a poster size copy of a photograph.



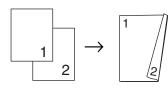
#### Duplex (2-sided) copying (MFC-8860DN and MFC-8870DW only)

If you want to use the duplex copy feature, load your document in the ADF.

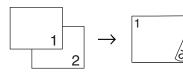
#### **Duplex Copy**

■ 1 sided  $\rightarrow$  2 sided

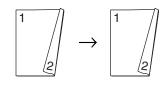
Portrait



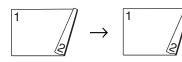
Landscape



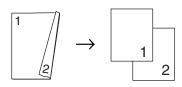
■ 2 sided → 2 sided Portrait



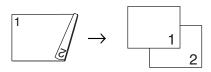
Landscape



■ 2 sided → 1 sided Portrait



Landscape



- Make sure you are in Copy mode
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- Press Duplex and  $\blacktriangle$  or  $\triangledown$  to select 1sided  $\rightarrow$  2sided.

_	~	_	~	~			_	~	_		~	,	
2	s	i	d	e	d	$\rightarrow$	2	S	i	d	e	d	or

```
2sided \rightarrow 1sided.
```

Duplex	
$\blacktriangle$ 1sided $\rightarrow$	2sided
2sided $\rightarrow$	2sided
$\mathbf{V}$ 2sided $\rightarrow$	1sided
Select ▲▼	& OK

Press OK.



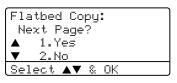
Press Start to scan the document.

#### 🖉 Note

Duplex copy using a 2-sided legal size document is not available from the ADF.

#### If you are using the scanner glass:

After the machine scans the page, press **1** to scan the next page.

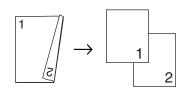


- 12
- Place the next page on the scanner glass. Press OK.
   Repeat (3) and (7) for each page of the layout.
- 8 After all the pages have been scanned, press 2 in 6 to finish.

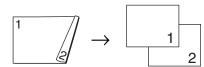
#### **Advanced Duplex Copy**

■ Advanced 2 sided → 1 sided

Portrait

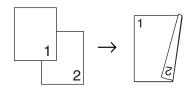


#### Landscape

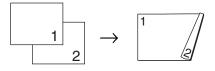


■ Advanced 1 sided → 2 sided

Portrait



Landscape



- Make sure you are in Copy mode 1 8.
- Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).

4 Press **Duplex** and  $\blacktriangle$  or  $\checkmark$  to select Advanced.

Duplex	
$\blacktriangle$ 1sided $\rightarrow$	2sided
2sided $\rightarrow$	2sided
$\mathbf{\nabla}$ 2sided $\rightarrow$	1sided
Select 🔺	& OK

Press OK.

5	Press ▲ or ▼ to select 2sided → 1sided or 1sided → 2sided. Press OK.
	Duplex Advanced ▲2sided → 1sided ▼1sided → 2sided
	Select ▲▼ & OK
6	Press Start to scan the document.

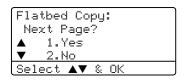
7

#### 🖉 Note

Duplex copy using a 2-sided legal size document is not available from the ADF.

#### If you are using the scanner glass:

After the machine scans the page, press 1 to scan the next page.



- 8 Place the next page on the scanner glass. Press OK. Repeat **7** and **8** for each page of the layout.
  - After all the pages have been scanned, press 2 in 7 to finish.

#### Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 123, 123, 123, and so on.

1

Make sure you are in Copy mode 37 .

2 Load your document.

- 3 Use the dial pad to enter the number of copies (up to 99).
- Press Sort.
- Press Start.

#### Adjusting contrast

#### Contrast

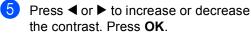
Adjust the contrast to help an image look sharper and more vivid.

To temporarily change the contrast setting, follow the steps below:

Make sure you are in Copy mode **S** .

- 2 Load your document.
- Use the dial pad to enter the number of copies (up to 99).
- 4 (MFC-8460N and MFC-8660DN) Press Contrast. (MFC-8860DN and MFC-8870DW) Press Contrast/Quality. **Press** ▲ or ▼ to choose Contrast. Press OK.

Contrast:-□□■□□+▶
Quality :Auto
Enlg/Red:100%
Tray :MP>T1
Select ◀▶ & OK



#### 6 Press Start.

To change the *default* setting follow the steps below:

1 Press Menu, 3, 3.

33	.Contrast	
Se	lect ◀▶ & OK	

 Press 

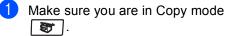
 Press 

 Press OK.

Press Stop/Exit.

#### **Tray Select**

You can change the tray use only for the next copy.



Load your document.



3 Use the dial pad to enter the number of copies (up to 99).

4

#### Press Tray Select.





#### Press $\blacktriangleleft$ or $\blacktriangleright$ to select the tray usage. Press OK.

Press Start.

Press Tray Select	MP>T1 or M>T1>T2
	T1>MP or T1>T2>M
	#1(XXX)*
	#2(XXX)*
	MP(XXX)*

\* XXX is the paper size you set in Menu, 1, 3.

#### 🖉 Note

- T2 or #2 appears only if the optional paper tray is installed.
- To change the Tray Select setting, see Tray use in Copy mode on page 19.

## Out of Memory message

If the memory becomes full while you are making copies, the LCD message will guide you through the next step.

If you get an Out of Memory message while scanning a subsequent page, you will have the option to press **Start** to copy the pages scanned so far, or to press Stop/Exit to cancel the operation.

To gain extra memory, choose one of the solutions below:

- Print the faxes that are in the memory. (See Printing a fax from the memory on page 45.)
- You can turn off Fax Storage. (See Turning off Remote Fax Options on page 65.)
- Add an optional memory (See Memory Board on page 98.)



When you get an Out of Memory message, you may be able to make copies if you first print incoming faxes in the memory to restore the memory to 100%.

## **Section IV**

# Software

Software and Network features

84

# **13** Software and Network features

The User's Guide on the CD-ROM includes the Software User's Guide and Network User's Guide for features available when connected to a computer (for example, Printing and Scanning).

#### Printing

(For Windows<sup>®</sup>, see Chapter 1 in the Software User's Guide on the CD-ROM.)

(For Macintosh<sup>®</sup>, see Chapter 7 in the Software User's Guide on the CD-ROM.)

Scanning

(For Windows<sup>®</sup>, see Chapter 2 in the Software User's Guide on the CD-ROM.)

(For Macintosh<sup>®</sup>, see Chapter 8 in the Software User's Guide on the CD-ROM.)

ControlCenter2

(For Windows<sup>®</sup>, see Chapter 3 in the Software User's Guide on the CD-ROM.)

(For Macintosh<sup>®</sup>, see Chapter 9 in the Software User's Guide on the CD-ROM.)

#### Remote Setup

(For Windows<sup>®</sup>, see Chapter 5 in the Software User's Guide on the CD-ROM.)

(For Macintosh<sup>®</sup>, see Chapter 11 in the Software User's Guide on the CD-ROM.)

Brother PC-FAX

(For Windows<sup>®</sup>, see Chapter 6 in the Software User's Guide on the CD-ROM.)

(For Macintosh<sup>®</sup>, see Chapter 7 in the Software User's Guide on the CD-ROM.)

LDAP

(See the Network User's Guide on the CD-ROM.)

Network Faxing

(See the Chapter 6 in the Software User's Guide on the CD-ROM.)

Network Printing

(See the Network User's Guide on the CD-ROM.)

Network Scanning

(For Windows<sup>®</sup>, see Chapter 4 in the Software User's Guide on the CD-ROM.)

(For Macintosh<sup>®</sup>, see Chapter 10 in the Software User's Guide on the CD-ROM.)

Wireless Network Users (MFC-8870DW only)

(For details on connecting your machine to a wireless Network, see the Quick Setup Guide and Network User's Guide on the CD-ROM.)

#### 🖉 Note

See Accessing the complete User's Guide on page 2.

## **Section V**

# Appendixes

Safety and Legal	86
Options	97
Troubleshooting and routine maintenance	100
Menu and Features	136
Specifications	155
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A Safety and Legal

### **Choosing a location**

Place your machine on a flat, stable surface that is free of vibration and shocks. Put the machine near a telephone wall jack and a standard, grounded AC power outlet. Choose a location where the temperature remains between  $50^{\circ}$  F and  $90.5^{\circ}$  F ( $10^{\circ}$  C and  $32.5^{\circ}$  C) and the humidity is between 20% to 80% (without condensation).



CAUTION

Avoid placing your machine in a high-traffic area.

Do not place the machine near heaters, air conditioners, refrigerators, water, chemicals or devices that contain magnets or generate magnetic fields.

Do not expose the machine to direct sunlight, excessive heat, open flames, salty or corrosive gasses, moisture, or dust.

Do not connect your machine to an AC power outlet controlled by wall switches or automatic timers.

Disruption of power can wipe out information in the machine's memory.

Do not connect your machine to an AC power outlet on the same circuit as large appliances or other equipment that might disrupt the power supply.

Avoid interference sources, such as speakers or the base units of cordless phones.

Do not put objects on top of the machine.

DO NOT use flammable substances near the machine. Doing this might cause a fire or electrical shock.

## To use the machine safely

Please keep these instructions for later reference and read them before attempting any maintenance.



## A

There are high voltage electrodes inside the machine. Before you clean the inside of the machine, make sure you have unplugged the telephone line cord first and then the power cord from the AC power outlet.



Do not handle the plug with wet hands. Doing this might cause an electrical shock.

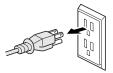


Always make sure the plug is fully inserted.

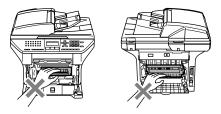


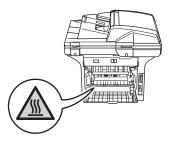
After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, DO NOT touch the shaded parts shown in the illustration.

The fuser unit is marked with a caution label. Please do not remove or damage the label.









To prevent injuries, be careful not to put your hands on the edge of the machine under the document cover.

To prevent injuries, be careful not to put your fingers in the area shown in the illustrations.

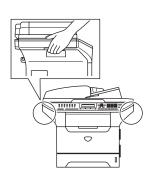
DO NOT use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free cloth and dispose of it according to local regulations.

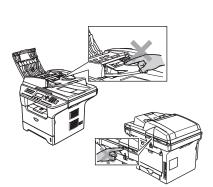
When you move the machine, grasp the side hand holds that are under the scanner. DO NOT carry the machine by holding it at the bottom.

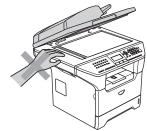
Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall jack. Never install telephone wiring during a lightning storm. Never install a telephone wall jack in a wet location.

This product must be installed near an AC power outlet that is easily accessible. In case of an emergency, you must disconnect the power cord from the AC power outlet to shut off the power completely.

To reduce the risk of shock or fire, use only a No. 26 AWG or larger telecommunication line cord.









#### 

Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line and on the telephone line, or unplug the cords during a lightning storm.

#### WARNING

#### **IMPORTANT SAFETY INSTRUCTIONS**

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to people, including the following:

- 1 Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, washing machine, or in a wet basement or near a swimming pool.
- 2 Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3 Do not use this product to report a gas leak in the vicinity of the leak.
- 4 Use only the power cord provided with the machine.
- 5 Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

## **Important Information**

#### Standard telephone and FCC Notices

#### These notices are in effect on models sold and used in the United States only.

#### When programming emergency numbers or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform these activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the backside of this equipment is a label that contains, among other information, a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX.The digits represented by ## are the REN without a decimal point (e.g., 06 is a REN of 0.6). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact Brother Customer Service. (See *Brother numbers* on page i.) If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, call your telephone company or a qualified installer.

If you are not able to solve a problem with your machine, call Brother Customer Service. (See *Brother numbers* on page i.)



For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

This machine has been certified to comply with FCC standards, which are applied to the USA only. A grounded plug should be plugged into a grounded AC power outlet after checking the rating of the local power supply for the machine to operate properly and safely.

#### Federal Communications Commission (FCC) Declaration of Conformity (USA only)

Responsible Party:	Brother International Corporation
	100 Somerset Corporate Boulevard
	Bridgewater, NJ 08807-0911 USA
	TEL: (908) 704-1700

declares, that the products

Product Name: MFC-8460N, MFC-8660DN, MFC-8860DN, MFC-8870DW

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Call the dealer or an experienced radio/TV technician for help.

#### Important

Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

#### Important—about the interface cable

A shielded interface cable should be used to ensure compliance with the limits for a Class B digital device.

### Industry Canada Compliance Statement (Canada only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

#### **Disconnect device**

This product must be installed near an electrical jack that is easily accessible. In case of emergencies, you must disconnect the power cord from the electrical jack to shut off power completely.

#### LAN connection

#### 

Do not connect this product to a LAN connection that is subject to over-voltages.

#### International ENERGY STAR<sup>®</sup> Compliance Statement

The purpose of the International ENERGY STAR<sup>®</sup> Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR<sup>®</sup> Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR<sup>®</sup> guidelines for energy efficiency.



#### Laser safety

This equipment is certified as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

#### **FDA regulations**

U.S. Food and Drug Administration (FDA) has implemented regulations for laser products manufactured on and after August 2, 1976. Compliance is mandatory for products marketed in the United States. The following label on the back of the machine indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

#### Manufactured:

BROTHER CORP. (ASIA) LTD.

**BROTHER BUJI NAN LING FACTORY** 

Gold Garden Industry, Nan Ling Village, Buji, Rong Gang, Shenzhen, China.

This product complies with FDA performance standards for laser products except for deviations pursuant to Laser Notice No. 50, dated July 26, 2001.

#### WARNING

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

Internal laser radiation

Max. Radiation Power 5 mW

Wave Length 770 – 810 nm

Laser Class Class 3B

## Important safety instructions

- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall outlet before cleaning inside of the machine. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6 Slots and openings in the cabinet at the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.
- 7 This product should be connected to an AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.
- 8 This product is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounded plug.
- 9 Use only the power cord supplied with this machine.
- 10 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the AC power outlet does not exceed 15 amperes (US only).
- 12 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.
- 13 Wait until pages have exited the machine before picking them up.
- 14 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product. Do not attempt to service this product yourself because opening or removing covers may expose you to dangerous voltage points and other risks and may void your warranty. Refer all servicing to a Brother Authorized Service Center. For the location of your nearest Brother Authorized Service Center, please call In USA: 1-800-284-4357

In Canada: 1-877-BROTHER. (See Brother numbers on page i.)

- 15 Unplug this product from the AC power outlet and refer all servicing to Brother Authorized Service Personnel under the following conditions:
  - When the power cord is damaged or frayed.
  - If liquid has been spilled into the product.
  - If the product has been exposed to rain or water.
  - If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - If the product has been dropped or the cabinet has been damaged.
  - If the product exhibits a distinct change in performance, indicating a need for service.
- 16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).
- 17 To reduce the risk of fire, electric shock and injury to people, note the following:
  - Do not use this product near appliances that use water, a swimming pool or in a wet basement.
  - Do not use the machine during an electrical storm (there is the remote possibility of an electrical shock). If you have connected a phone do not use it to report a gas leak in the vicinity of the leak.

## Trademarks

The Brother logo is a registered trademark of Brother Industries, Ltd.

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## Options

This machine has the following optional accessories. You can increase the capabilities of the machine with these items.

**DIMM** memory

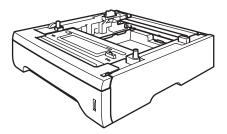
Lower tray unit

LT-5300

## Optional Paper Tray (LT-5300)

An optional lower tray can be installed, and it can hold up to 250 sheets of 20 lb ( $80 \text{ g/m}^2$ ) paper.

When an optional tray is installed, the machine can hold up to 550 sheets of plain paper.



For setup, see the User's Guide that we have supplied with the lower tray unit.

## **Memory Board**

This machine has 32 MB of standard memory and one slot for optional memory expansion. You can expand the memory up to 544 MB by installing dual in-line memory modules (DIMMs). When you add the optional memory, it increases the performance for both copier and printer operations.

## **DIMM types**

You can install the following DIMM:

- 128 MB Buffalo Technology VN133-D128 / VN133-X128
- 256 MB Buffalo Technology VN133-D256
- 512 MB Buffalo Technology VN133-D512
- 64 MB TechWorks 12165-0004
- 128 MB TechWorks 12462-0001
- 256 MB TechWorks 12485-0001
- 512 MB TechWorks 12475-0001

### 🖉 Note

- For more information, visit the Buffalo Technology site at http://www.buffalotech.com.
- For more information, visit the Techworks web site at http://www.techworks.com.

In general, the DIMM must have the following specifications:

Type: 144 pin and 64 bit output

CAS latency: 2

Clock frequency: 100 MHz or more

Capacity: 64, 128, 256 or 512 MB

Height: 1.25 in. (31.75 mm)

Dram Type: SDRAM 2 Bank



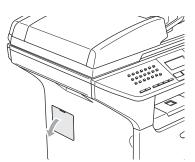
- There might be some DIMMs that will not work with the machine.
- For more information, call Brother Customer Service.

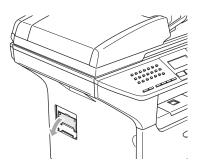
## Installing extra memory

- 1 Turn off the machine's power switch. Unplug the telephone line cord.
- 2 Disconnect the interface cable from the machine, and then unplug the power cord from the AC power outlet.
- 🖉 Note

Be sure to turn off the machine's power switch before you install or remove the DIMM.

3 Remove the DIMM cover and interface access cover.





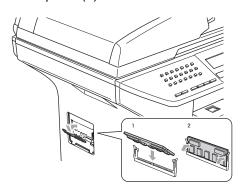
Unpack the DIMM and hold it by its edges.

### 

To prevent damage to the machine from static electricity, DO NOT touch the memory chips or the board surface.

5 Hold the DIMM by the edges and align the notches in the DIMM with the protrusions in the slot. Insert the DIMM diagonally (1), then tilt it toward the interface board until it clicks

into place (2).



- 6 Put the interface access cover and the DIMM cover back on.
- 7 Plug the machine's power cord back into the AC power outlet first, and then connect the interface cable.
- 8 Plug in the telephone line cord. Turn on the machine's power switch.



# Troubleshooting and routine maintenance

## Troubleshooting

#### IMPORTANT

For technical help, you must call the country where you bought the machine. Calls must be made *from within* that country.

## If you are having difficulty with your machine

If you think there is a problem with the way your faxes look, make a copy first. If the copy looks good, the problem is probably not your machine. Check the chart below and follow the troubleshooting tips. You can solve most problems by yourself.

If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at <u>http://solutions.brother.com</u>.

#### Printing or Receiving Faxes

Difficulties	Suggestions
Condensed print	Usually this is caused by a poor telephone connection. If your copy looks good, you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Horizontal streaks	
Top and bottom sentences are cut off	
Missing lines	
Poor print quality	See Improving the print quality on page 106.
Vertical black lines when receiving	Your machine's primary corona wire for printing may be dirty. Clean your primary corona wire. (See <i>Cleaning the corona wire</i> on page 126.)
	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
	If the problem continues, call Brother Customer Service at 1-800-284-4329 (in USA) or 1-877-BROTHER (in Canada).
Received faxes appear as split or blank pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, your paper size setting may not be correct for the paper you are using. (See <i>Paper Size</i> on page 19.)
	Turn on auto reduction. (See Printing a reduced incoming fax on page 44.)

### **Phone Line or Connections**

Difficulties	Suggestions
Dialing does not work.	Check for a dial tone.
	Change Tone/Pulse setting. (See the Quick Setup Guide.)
	Check all line cord connections.
	Check that the machine is plugged in and switched on.
	Send a manual fax by pressing <b>Hook</b> or by lifting the handset of the external phone and dialing the number. Wait to hear fax receiving tones before pressing <b>Start</b> .
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See <i>Receiving a fax</i> on page 40.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

## Sending Faxes

Difficulties	Suggestions
Poor sending quality.	Try changing your resolution to Fine or S.Fine. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 124.)
Transmission Verification Report says 'RESULT:NG'.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get 'RESULT:NG' on the Transmission Verification Report, your machine may be out of memory. To free up extra memory, you can turn off fax storage (see <i>Turning off Remote Fax Options</i> on page 65), print fax messages in memory (see <i>Printing a fax from the memory</i> on page 45) or cancel a delayed fax or polling job (see <i>Checking and canceling waiting jobs</i> on page 38). If the problem continues, ask the telephone company to check your phone line.
	If you often get transmission errors due to possible interference on the phone line, try changing the Compatibility setting to $\texttt{Basic}$ . (See Phone line interference on page 111.)
Vertical black lines when sending.	If the copy you made shows the same problem, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 124.)

### Handling Incoming Calls

Difficulties	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Easy Receive is set to on, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing <b>Stop/Exit</b> . Try avoiding this problem by turning Easy Receive to off. (See <i>Easy Receive</i> on page 43.)
Sending a Fax Call to the machine.	If you answered on an external or extension phone, press your Fax Receive Code [default setting is ( $\times$ 51)]. When your machine answers, hang up.

### Handling Incoming Calls (Continued)

Difficulties	Suggestions
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, RingMaster, Voice Mail, an answering machine, an alarm system or other custom feature on a single phone line with your machine, it may create a problem sending or receiving faxes.
	<b>For Example:</b> Your Brother machine handles the Caller ID subscriber services. However, if you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

### Menu Access

Difficulties	Suggestions
The machine beeps when you try to access the Setup Receive and Setup Send menus.	If the <b>Fax</b> key is not illuminated, press it to turn on Fax mode. The Setup Receive setting ( <b>Menu</b> , <b>2</b> , <b>1</b> ) and Setup Send setting ( <b>Menu</b> , <b>2</b> , <b>2</b> ) are available only when the machine is in Fax mode.

### **Copy Quality Difficulties**

Difficulties	Suggestions
Vertical streaks appear in copies.	Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See <i>Cleaning the scanner glass</i> on page 124 and <i>Cleaning the corona wire</i> on page 126.)

### **Printing Difficulties**

Difficulties	Suggestions
No printout.	Check that the machine is plugged in and the power switch is turned on.
	Check that the toner cartridge and drum unit are installed properly. (See Replacing the drum unit (DR-520) on page 131.)
	Check the interface cable connection on both the machine and your computer. (See the Quick Setup Guide.)
	Check that the correct printer driver has been installed and chosen.
	Check to see if the LCD is showing an error message. (See Error messages on page 112.)
	The machine is online. On your PC, click Start, then Settings, and then Printers and Faxes. Right-click 'Brother MFC-XXXX (where XXXX is your model name)'. Make sure that 'Use Printer Offline' is unchecked.
The machine prints unexpectedly or it prints garbage.	Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes and then try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.)
	Check the settings in your application to make sure it is set up to work with your machine.
	If you are using the parallel port connection, check that the port is BRMFC and not LPT1.

## Printing Difficulties (Continued)

Difficulties	Suggestions
The machine prints the first couple of pages correctly, then some pages have text missing.	<ul> <li>Check the settings in your application to make sure that it is set up to work with your machine.</li> <li>Your computer is not recognizing the machine's input buffer's full signal. Make sure that you connected the interface cable correctly. (See the Quick Setup Guide.)</li> </ul>
The machine cannot print full pages of a document.	Reduce the printing resolution. (See Advanced tab in the Software User's Guide on the CD-ROM.)
Out of Memory message appears.	Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application.
	Add more memory. See Installing extra memory on page 99.
The headers or footers appear when the document displays on the screen but they do not show up when it is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this.
The machine does not print on both sides of the paper even though the printer driver setting is Duplex. (MFC-8860DN and MFC-8870DW only)	Check the paper size setting in the printer driver. You need to select A4, Letter, Legal or Folio.
The machine is not printing or has	Press Job Cancel.
stopped printing and the machine's status LED is yellow.	As the machine cancels the Job and clears it from the memory it may produce an incomplete printout.

### **Scanning Difficulties**

Difficulties	Suggestions
TWAIN errors appear while	Make sure that the Brother TWAIN driver is chosen as the primary source. In
scanning.	PaperPort <sup>®</sup> , click <b>File</b> , <b>Scan</b> and choose the <b>Brother TWAIN driver</b> .

### **Software Difficulties**

Difficulties	Suggestions
Cannot install software or print.	Run the <b>Repair MFL-Pro Suite</b> program on the CD-ROM. This program will repair and reinstall the software.
Cannot perform '2 in 1' or '4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
The machine does not print from Adobe Illustrator.	Try to reduce the print resolution. (See Advanced tab in the Software User's Guide on the CD-ROM.)
When using ATM fonts, some characters are missing or wrong characters are printed in their place.	If you are using Windows <sup>®</sup> 98/98SE/Me, click <b>Start</b> , <b>Settings</b> , and then <b>Printers</b> . Right-click <b>Brother</b> MFC-XXXX (where XXXX is your model name) and click <b>Properties</b> . Click <b>Spool Setting</b> on the <b>Details</b> tab. Choose <b>RAW</b> from <b>Spool</b> <b>Data Format</b> .

### Software Difficulties (Continued)

Difficulties	Suggestions
'Unable to write to LPT1', 'LPT1 already in use' or 'MFC is Busy' error message appears.	Make sure that the machine is on (plugged into the AC power outlet and the power switch turned on) and that it is connected directly to the computer using the IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box).
	Make sure that the LCD does not show an error message.
	Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you turn on the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc.) Suggested areas to check: (Load=, Run=command lines in the win.ini file or the Setup Group)
	Check with your computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine; i.e. (Parallel Port Mode – ECP)

### Paper Handling Difficulties

Difficulties	Suggestions		
The machine does not load paper.	If there is no paper, load a new stack of paper into the paper tray.		
The LCD shows No Paper or a Paper Jam message.	If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray.		
	Reduce the amount of paper in the paper tray, and then try again.		
	Check that the MP tray mode is not chosen in the printer driver.		
	If the LCD shows Paper Jam message and you still have a problem, see Paper jams on page 118.		
The machine does not feed paper	Fan the paper well and put it back in the tray firmly.		
from the MP tray.	Make sure that MP tray mode is chosen in the printer driver.		
Need to know how to load envelopes.	You can load envelopes from the MP tray. Your application must be set up to prin the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application. See your application's manual for more information.		
Need to know which paper is good to use.	You can use plain paper, recycled paper, envelopes, transparencies and labels that are made for laser machines. (For details, see <i>Acceptable paper and other media</i> on page 12.)		
There is a paper jam.	See Paper jams on page 118.		

## Print Quality Difficulties

Difficulties	Suggestions
Printed pages are curled.	Low quality thin or thick paper or not printing on the recommended side of the paper could cause this problem. Try turning over the stack of paper in the paper tray.
	Make sure that you choose the Paper Type that suits the media type you are using. (See Acceptable paper and other media on page 12.)
Printed pages are smeared.	The Paper Type setting may be incorrect for the type of print media you are using, or the print media may be too thick or have a rough surface. (See Acceptable paper and other media on page 12 and Basic tab in the Software User's Guide on the CD-ROM.)

### Print Quality Difficulties (Continued)

Difficulties	Suggestions
Printouts are too light.	If this problem occurs when making copies or printing received faxes, turn Toner Save mode to off in the machine menu settings. (See <i>Toner save</i> on page 22.)
	Set Toner Save mode to off in the Advanced tab in the printer driver. (See Advanced tab in the Software User's Guide on the CD-ROM.)

#### **Network Difficulties**

Difficulties	Suggestions
Cannot print over a wired Network.	Make sure your machine is powered on and is on-line and in Ready mode. Print the Network Configuration list to see your current Network settings. (See How to print a report on page 70.) Reconnect the LAN cable to the hub to verify that the cable and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the upper LED of the back panel of the machine will be green.
	If you are using a wireless connection or are having Network problems see the Network User's Guide on the CD-ROM for more information.
The network scanning feature does not work.	(For Windows <sup>®</sup> only) The firewall setting on your PC may be rejecting the necessary network connection. Follow the steps below to configure the firewall.
The network PC-Fax Receive feature does not work.	If you are using any other than the firewalls mentioned below, see the instructions for that software or contact the software manufacturer.
	<ul> <li><windows<sup>® XP SP2&gt;</windows<sup></li> <li>1. Click the Start button, 'Settings', 'Control Panel' and then 'Windows Firewall'. Make sure that Windows Firewall on the 'Basic' tab is set to on.</li> <li>2. Click the 'Exceptions' tab and 'Add port' button.</li> <li>3. Enter any name, port number (54295 for network scanning and 54926 for network PC-Fax receiving), select 'UPD' and click 'OK'.</li> <li>4. Make sure that the new setting is added and is checked, and then click 'OK'.</li> </ul>
	For Windows $^{\ensuremath{\mathbb{R}}}$ XP SP1, please visit the Brother Solutions Center.
Your computer cannot find your machine.	<for windows<sup="">® users&gt; The firewall setting on your PC may be rejecting the necessary network connection. For details, see the instruction above.</for>
	<for macintosh<sup="">® users&gt; Re-select your machine in the DeviceSelector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the Model pop-up menu of ControlCenter2.</for>

## Improving the print quality

Examples of poor print Recommendation		
quality		
ABCDEFGH abcdefghijk ABCD	Check the machine's environment. Conditions such as humidity, high temperatures, and so on, may cause this print fault. (See <i>Choosing a location</i> on page 86.)	
abcde 01234 Faint	If the whole page is too light, Toner Save mode may be on. Turn off Toner Save mode in the machine's menu settings or in the printer Properties of the driver. (See <i>Toner save</i> on page 22 or <i>Advanced tab in the Software User's</i> <i>Guide on the CD-ROM</i> .)	
	If this problem occurs when making copies or printing received faxes, turn off Toner Save mode in the machine's menu setting. (See <i>Toner save</i> on page 22.)	
	Clean the scanner window and the primary corona wire of the drum unit. (See Cleaning the laser scanner window on page 124 and Cleaning the corona wire on page 126.) If the print quality has not improved, put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)	
	Put in a new toner cartridge. (See Replacing the toner cartridge (TN-550/TN-580) on page 128.)	
	Make sure that you use paper that meets our specifications. (See Acceptable paper and other media on page 12.)	
ABCDEFGH abcdefghijk ABCD abcde 01234	Check the machine's environment. Conditions such as high temperatures and high humidity can increase the amount of background shading. (See Choosing a location on page 86.)	
Gray background	Install a new toner cartridge. (See <i>Replacing the toner cartridge (TN-550/TN-580)</i> on page 128.)	
	Clean the primary corona wire and the drum unit. (See Cleaning the corona wire on page 126 and Cleaning the drum unit on page 127.) If the print quality has not improved, put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)	
В	Make sure that you use paper that meets our specifications. Rough-surfaced paper or thick paper may cause this problem.	
B	Make sure that you choose the proper media type in the printer driver or in the machine's Paper Type menu setting. (See Acceptable paper and other media on page 12 and Basic tab in the Software User's Guide on the CD-ROM.)	
Ghost	Put in a new drum unit. (See <i>Replacing the drum unit (DR-520)</i> on page 131.)	
ABCOLF GH abcaethhik	Make sure that you use paper that meets our specifications. Rough-surfaced paper may cause the problem. (See Acceptable paper and other media on page 12.)	
ABCD abede 01234	Clean the primary corona wire and the drum unit. (See Cleaning the corona wire on page 126 and Cleaning the drum unit on page 127.) If the print quality has not improved, put in a new drum unit. (See Replacing the drum	
Toner specks	<i>unit (DR-520)</i> on page 131.)	

Examples of poor print quality	Recommendation
	Make sure that you use paper that meets our specifications. (See Acceptable paper and other media on page 12.)
B	Choose Thick paper mode in the printer driver or in the machine's Paper Type menu setting, or use thinner paper than you are currently using. (See Paper Type on page 18 and Basic tab in the Software User's Guide on the CD-ROM.)
Hollow print	Check the machine's environment. Conditions such as high humidity can cause hollow print. (See Choosing a location on page 86.)
	Clean the primary corona wire on the drum unit. (See Cleaning the corona wire on page 126.) If the print quality has not improved, put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)
	Clean the primary corona wire on the drum unit. (See Cleaning the corona wire on page 126.) If the print quality has not improved, put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)
	The drum unit may be damaged. Put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)
All black	
White Spots on black text and graphics at 3.7 in. (94 mm) intervals	Dust, paper powder, glue, and so on may stick to the surface of the photosensitive drum (OPC) and cause black or white spots to appear on printed documents. Make a few copies of a blank, white sheet of paper. (See <i>Making multiple copies</i> on page 74.) If you still see the spots on printed documents after making multiple copies, clean the drum unit (see <i>Cleaning the drum unit</i> on page 127). If the print quality still has not improved you need to install a new drum. (See <i>Replacing the drum unit</i> ( <i>DR-520</i> ) on page 131.)
Black toner marks across the page	<ul> <li>Make sure that you use paper that meets our specifications. (See Acceptable paper and other media on page 12.)</li> <li>If you use label sheets for laser printers, the glue from the sheets may sometimes stick to the OPC drum surface. Clean the drum unit. (See Cleaning the drum unit on page 127.)</li> <li>Do not use paper that has clips or staples because they will scratch the surface of the drum.</li> <li>If the unpacked drum unit is in direct sunlight or room light, the unit may be damaged.</li> <li>The drum unit may be damaged. Put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)</li> </ul>

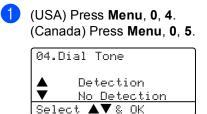
Examples of poor print quality	Recommendation				
- ABCDEFGH- abcdefghijk	Make sure that you use paper that meets our specifications. A rough surfaced paper or thick print media can cause the problem. (See Acceptable paper and other media on page 12.)				
ABCD- abcde <del>01234</del> White lines serves the serve	Make sure that you choose the proper media type in the printer driver or in the machine's Paper Type menu setting. (See Acceptable paper and other media on page 12 and Basic tab in the Software User's Guide on the CD-ROM.)				
White lines across the page	The problem may disappear by itself. Print multiple pages to clear this problem, especially if the machine has not been used for a long time.				
	Clean the scanner window with a soft cloth. (See Cleaning the laser scanner window on page 124.)				
	The drum unit may be damaged. Put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)				
	Clean the primary corona wire in the drum unit. (See Cleaning the corona wire on page 126.)				
ABBC de de la construction de la	Clean the scanner window with a soft cloth. (See Cleaning the laser scanner window on page 124.)				
Lines across the page	The drum unit may be damaged. Put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)				
	Clean the primary corona wire of the drum unit. (See <i>Cleaning the corona</i>				
AB¢DEFGH abcdefghijk	wire on page 126.) ■ Make sure the primary corona wire's blue tab is at the home position (▲).				
ABCD abcde 01234	The drum unit may be damaged. Put in a new drum unit. (See Replacing the drum unit (DR-520) on page 131.)				
Black lines down the page	The toner cartridge may be damaged. Put in a new toner cartridge. (See Replacing the toner cartridge (TN-550/TN-580) on page 128.)				
Printed pages have toner stains or stripes down the page.	The fuser unit may be smudged. Call Brother Customer Service at 1-800-284-4329 (in USA) or 1-877-BROTHER (in Canada).				
	Clean the laser scanner window with a soft cloth. (See Cleaning the laser scanner window on page 124.)				
abcdefghijk ABCD abcde 01234	The toner cartridge may be damaged. Put in a new toner cartridge. (See <i>Replacing the toner cartridge (TN-550/TN-580)</i> on page 128.)				
White lines down the page					
ABCDEFGH	Make sure the paper or other print media is loaded properly in the paper tray and that the guides are not too tight or too loose against the paper stack.				
	Set the paper guides correctly.				
abcde 01234	If you are using the MP tray, see Loading envelopes and other media on page 16.				
Page skewed	The paper tray may be too full.				
raye skeweu	Check the paper type and quality. (See Acceptable paper and other media on page 12.)				

Examples of poor print quality	Recommendation
ABCDEFGH abcdefghijk A B C D a b c d e 0 1 2 3 4 Curled or wave	<ul> <li>Check the paper type and quality. High temperatures and high humidity will cause paper to curl.</li> <li>If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate the paper 180° in the paper tray.</li> </ul>
ABCDEFGH abcdefghijk A B C D a b c d e 0 1 2 3 4 Wrinkles or creases	<ul> <li>Make sure that paper is loaded properly.</li> <li>Check the paper type and quality. (See Acceptable paper and other media on page 12.)</li> <li>Turn over the stack of paper in the tray or rotate the paper 180° in the input tray.</li> </ul>
Envelope creases	<ol> <li>Open the back cover.</li> <li>Press against the "1" on the blue levers on either side of the machine as shown below.</li> <li>As the top of the lever rotates backward, lift the bottom portion of the lever from below until it stops.</li> <li>Close the back cover and resend the print job.</li> <li>Close the back cover and resend the print job.</li> </ol> Image:

Examples of poor print quality	Recommendation
ABCDEFGH abcdefghilk A B C D ab c d e 0 1 2 3 4 Poor fixing	Open the back cover and make sure that the two blue levers on the left and right hand sides are in the down position.

## **Setting Dial Tone Detection**

Setting the dial tone to Detection will shorten the dial tone detect pause.



Press ▲ or ▼ to select Detection or No Detection Press OK.

3 Press Stop/Exit.

## Phone line interference

If you are having difficulty sending or receiving a fax due to possible interference on the phone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

Pre	SS	M	len	u,	2	, <b>0</b>	١,	1	
20			sce )mp						
			Hi						

20.Miscellaneous 1.Compatibility ▲ High ▼ Normal Select ▲▼ & OK

- 2 Press ▲ or ▼ to choose Basic or Normal (or High).
  - Basic cuts the modem speed to 9600 bps. Unless interference is a recurring problem on your phone line, you may prefer to use it only when needed.
  - Normal sets the modem speed at 14400 bps.
  - High sets the modem speed at 33600 bps.

Press OK.

### 3 Press Stop/Exit.

### Mote Note

When you change the Compatibility to  ${\tt Basic},$  the ECM feature is not available.

## **Error messages**

As with any sophisticated office product, errors may occur. If this happens, your machine will identify the error and display an error message. The most common error messages are shown below.

Error Message	Cause	Action		
Check Paper Size	Paper is not the correct size.	Load the correct size of paper (Letter, Legal, A4 or Folio) and then set the "Paper size" ( <b>Menu</b> , <b>1</b> , <b>3</b> ) and "Tray Use in Fax Mode" ( <b>Menu</b> , <b>1</b> , <b>7</b> , <b>2</b> ), See <i>Paper Size</i> on page 19 and <i>Tray use in Fax mode</i> on page 20.		
Comm.Error	Poor phone line quality caused a communication error.	Send the fax again or connect the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your phone line.		
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.		
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print	Make sure that you can hear the fan in the machine spinning and that the exhaust outlet isn't blocked by something.		
	job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD shows Cooling Down, and Wait for a while.	If the fan is spinning, remove any obstacles that surround the exhaust outlet, and then leave the machine turned on but do not use it for several minutes.		
		If the fan is not spinning follow the suggestions below.		
		Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes and then try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.)		
Cover is Open	The front cover is not closed completely.	Close the front cover of the machine.		
	The fuser cover is not closed completely or the paper is jammed at the fuser unit.	Open the back cover, and then open the fuser cover. Remove the jammed paper if there is any, and then close the fuser cover and the back cover.		
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.		
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See <i>Document jams</i> on page 117 or <i>Using the ADF</i> on page 11.		

Error Message	Cause	Action		
DR Mode in Use	The machine is set to Distinctive Ring mode. You can not change the Receive Mode from Manual to another mode.	Set Distinctive Ring to Off. See Turning off Distinctive Ring on page 48.		
Drum Near End	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem; then replace the drum unit with a new one.		
		See <i>Replacing the drum unit (DR-520)</i> on page 131.		
	The drum counter was not reset when a new drum was installed.	1. Open the front cover, and then press <b>Clear/Back</b> .		
		2. Press 1 to reset.		
Duplex Disabled	The duplex tray is not installed properly.	Remove the duplex tray and install it again.		
Dust on Drum	The primary corona wire on the drum unit needs to be cleaned.	Clean the primary corona wire on the drum unit. (See Cleaning the corona wire on page 126.)		
Fuser Error	The temperature of fuser unit does not rise at a specified temperature within specified time.	Turn the power switch off, wait a few seconds, and then turn it on again. Leave the machine for 15 minutes with the power on. (The machine can		
	The fuser unit is too hot.	be turned off for up to 4 days without losing faxes stored in the memory. See <i>Checking if the</i> <i>machine has faxes in its memory</i> on page 116).		
No Paper	The machine is out of paper or	Do one of the following:		
	paper is not properly loaded in the paper tray.	Refill the paper in the paper tray or MP tray.		
		Remove the paper and load it again.		
No Response/Busy	The number you dialed does not answer or is busy.	Verify the number and try again.		
No Tray	The paper tray is not completely closed.	Close the paper tray properly.		
Not Registered	You tried to access a One-Touch or Speed Dial number that is not programmed.	Set up the One-Touch or Speed Dial number. (See <i>Storing One-Touch dial numbers</i> on page 56 and <i>Storing Speed-Dial numbers</i> on page 58.)		

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	Fax sending or copy operation in progress
		Do one of the following:
		Press Start to send or copy the scanned pages.
		Press Stop/Exit and wait until the other operations in progress finish, and then try again.
		Clear the data from the memory. (See Out of Memory message on page 39 or page 82.)
		Printing operation in process
		Do one of the following:
		Reduce print resolution. (See Advanced tab in the Software User's Guide on the CD-ROM.)
		Clear the faxes from the memory. (See Out of Memory message on page 82.)
Paper Jam Back	The paper is jammed in the back of the machine.	(See <i>Paper jams</i> on page 118.)
Paper Jam Duplex	The paper is jammed in the duplex tray.	(See <i>Paper jams</i> on page 118.)
Paper Jam Inside	The paper is jammed inside the machine.	(See <i>Paper jams</i> on page 118.)
Paper Jam MPTray	The paper is jammed in the MP tray of the machine.	(See <i>Paper jams</i> on page 118.)
Paper Jam Tray1	The paper is jammed in the paper tray of the machine.	(See <i>Paper jams</i> on page 118.)
Paper Jam Tray2		
Replace Fuser	It is time to replace the fuser unit.	Call Brother Customer Service to replace the fuser unit.
Replace Laser	It is time to replace the laser unit.	Call Brother Customer Service to replace the laser unit.
Replace PF Kit1	It is time to replace the paper feeding kit for Tray 1.	Call Brother Customer Service to replace the PF Kit 1.
Replace PF Kit2	It is time to replace the paper feeding kit for Tray 2.	Call Brother Customer Service to replace the PF Kit 2.
Replace PF KitMP	It is time to replace the paper feeding kit for the MP tray.	Call Brother Customer Service to replace the PF Kit MP.
Scanner Locked	The scanner lock is locked.	Open the document cover, and then release the scanner lock lever.
		Press Stop/Exit.
Toner Error	The toner cartridge and drum unit assembly is not installed properly.	Reinstall the toner cartridge.

Error Message	Cause	Action
Toner Life	The toner cartridge and drum unit assembly is not installed properly, or the toner cartridge is used up and printing is not possible.	Do one of the following:
End		Re-install the toner cartridge and drum unit assembly.
		Replace the toner cartridge with a new one. (See Replacing the toner cartridge (TN-550/TN-580) on page 128.)
Toner Low	If the LCD shows Toner Low, you can still print; however, the machine is telling you that the toner cartridge is near the end of its life and the toner will soon run out.	Order a new toner cartridge now.
Too Many Trays	More than one optional tray is installed.	The maximum number of optional trays is one. Remove any additional trays.
Unable to Init.	The machine has a mechanical problem.	Turn off the machine's power switch and then turn it on again. If the error message continues
(Initialize)		leave the machine for several minutes and then try it again. (The machine can be turned off for
Unable to Print		up to 4 days without losing faxes stored in the memory. See Checking if the machine has faxes in its memory on page 116.)
Unable to Scan	The machine has a mechanical problem.	Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes before you try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory. See <i>Checking if the machine has faxes</i> <i>in its memory</i> on page 116.)
	Document is too long for duplex scanning.	Press <b>Stop/Exit</b> . Use a suitable size of paper for duplex scanning. See <i>Scan</i> on page 159.

## Checking if the machine has faxes in its memory

If the LCD shows an error message then you can check to see if there are faxes in the machine's memory.



#### Press Menu, 9, 0, 1.

Do one of the following:

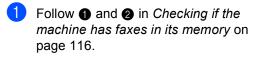
- If the LCD shows No Data, there are no faxes left in the machine's memory.
- If the LCD shows Dial & Start, there are faxes in the machine's memory.
  - You can send the faxes to another fax machine. See Sending faxes to another fax machine on page 116.
  - You can send the faxes from the machine's memory to your PC. See Sending faxes to your PC on page 116.

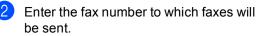
## 🖉 Note

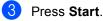
You can send the Fax Journal report to another fax machine by pressing Menu, **9**, **0**, **2** in **1**.

## Sending faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode.







## Sending faxes to your PC

You can move the faxes from your machine's memory to your PC.

- Press Stop/Exit.
- Make sure that you have installed **MFL-Pro Suite** on your PC, and then turn on **PC Fax Receiving** on the PC. (For details about PC Fax Receive, see Using Brother PC-FAX software (For Windows<sup>®</sup>) in the Software User's Guide on the CD-ROM.)

## Make sure that you have set

PC Fax Receive on the machine. (See PC Fax Receive on page 64.) During setup the LCD will ask if you want to send the faxes to your PC.

- Do one of the following:
  - To send all faxes to your PC, press 1.
  - To exit and leave the faxes in the memory, press **2**.

## 🖉 Note

If there is an error message on the machine's LCD after the faxes have been sent, disconnect the machine from the power source for several minutes, and then reconnect it.

## **Document jams**

If the document is jammed, follow the steps below.

### Document is jammed in the top of the **ADF** unit

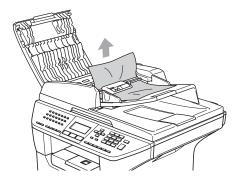
The document may get jammed if it is not inserted or fed properly, or if it is too long. Follow the steps below to clear a document jam.

**(1)** 

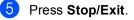
Take out any paper from the ADF that is not jammed.

2 Open the ADF cover.

3 Pull the jammed document out to the left.

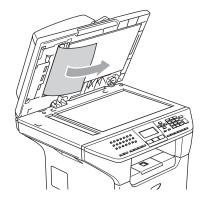


Close the ADF cover.



### Document is jammed under the document cover

- 1 Take out any paper from the ADF that is not jammed.
- Lift the document cover.
- 3 Pull the jammed document out to the right.





- Close the document cover.
- Press Stop/Exit.

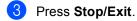
## Document is jammed at the output tray



Take out any paper from the ADF that is not jammed.

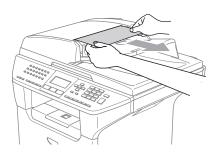
Pull the jammed document out to the right.





## Document is jammed in the duplex slot (MFC-8860DN and MFC-8870DW only)

- Take out any paper from the ADF that is not jammed.
- Pull the jammed document out to the right.



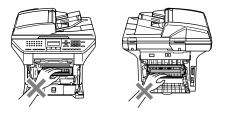
Press Stop/Exit.

## Paper jams

To clear paper jams, please follow the steps in this section.

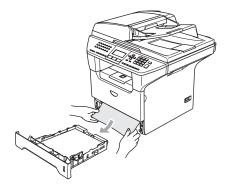
## A HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, DO NOT touch the shaded parts shown in the illustration.

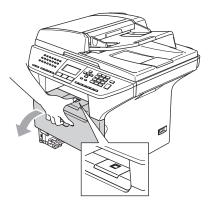


#### Paper is jammed inside the machine

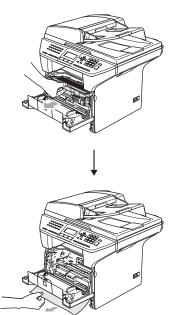
- Pull the paper tray completely out of the machine.
- 2 Use both hands to slowly pull out the jammed paper.



3 Press the cover release lever to open the front cover.

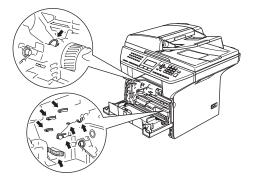


4 Slowly take out the drum unit and toner cartridge assembly. The jammed paper may be pulled out with the toner cartridge and drum unit assembly, or this may release the paper so you can pull it out of the paper tray opening.

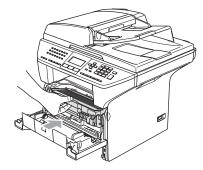




To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



5 Put the drum unit and toner cartridge assembly back in the machine.



6

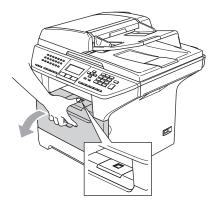
Close the front cover.

Put the paper tray firmly back in the machine.

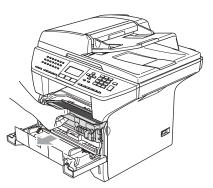
### Paper is jammed at the back of the machine

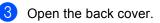


Press the cover release lever to open the front cover.



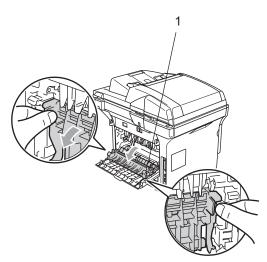
Take out the drum unit and toner 2) cartridge assembly.







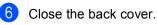
4 Pull the tabs at the left and right hand sides toward you to open the fuser cover (1).



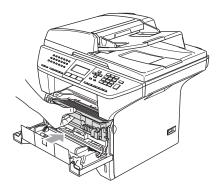


5 Using both hands, gently pull the jammed paper out of the fuser unit.





7 Put the drum unit and toner cartridge assembly back in the machine.

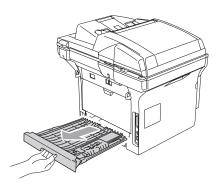




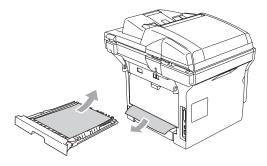
8 Close the front cover.

### Paper is jammed in the duplex tray (MFC-8660DN, MFC-8860DN and MFC-8870DW only)

1 Pull the duplex tray completely out of the machine.



2 Pull the jammed paper out of the machine or the duplex tray.

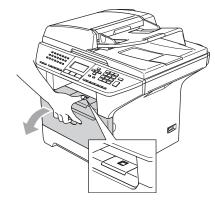


Put the duplex tray back in the machine. 3)



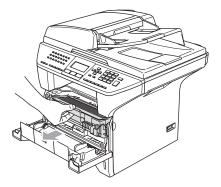
### Paper is jammed inside the drum unit and toner cartridge assembly

D Press the cover release lever to open the front cover.



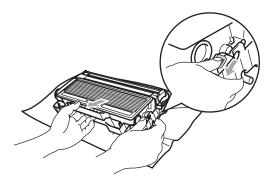


Take out the drum unit and toner cartridge assembly.

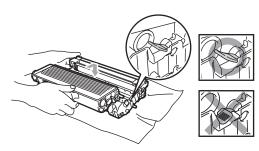


3 Hold down the lock lever on the right and take the toner cartridge out of the drum unit.

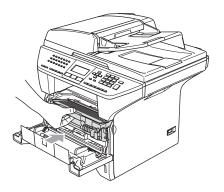
Take out the jammed paper if there is any inside the drum unit.



4 Put the toner cartridge back into the drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



5 Put the drum unit and toner cartridge assembly back in the machine.





Close the front cover.

## **Routine maintenance**

### 

The drum unit contains toner, so handle it carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

## Cleaning the outside of the machine

## 

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

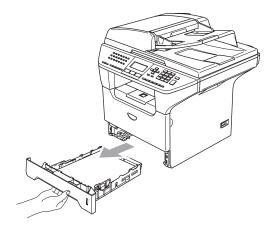
DO NOT use cleaning materials that contain ammonia.

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

Troubleshooting and routine maintenance

## Clean the outside of the machine as follows:

Pull the paper tray completely out of the machine.

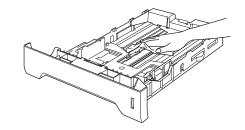


2 Wipe the outside of the machine with a soft cloth to remove dust.



Remove anything that is stuck inside the paper tray.

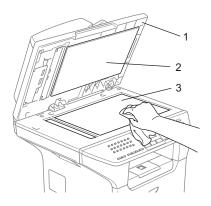
- 4
  - Wipe the inside of the paper tray with a soft cloth to remove dust.



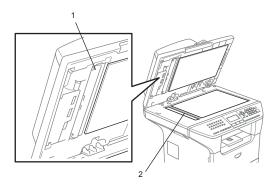
5 Re-load the paper and put the paper tray firmly back in the machine.

## **Cleaning the scanner glass**

- 1 Turn off the machine's power switch.
  - Lift the document cover (1). Clean the white plastic surface (2) and scanner glass (3) underneath it with isopropyl alcohol on a soft lint-free cloth.



In the ADF unit, clean the white plastic bar (1) and the scanner glass strip (2) under it with isopropyl alcohol on a lintfree cloth.



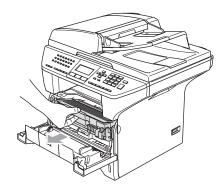
## Cleaning the laser scanner window

### 

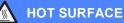
DO NOT use isopropyl alcohol to clean the laser scanner window.

DO NOT touch the laser scanner window with your fingers.

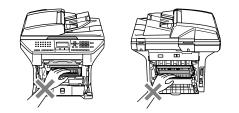
- Turn off the machine's power switch. Unplug the telephone line cord first, and then unplug the power cord from the AC power outlet.
- 2 Open the front cover and take out the drum unit and toner cartridge assembly.



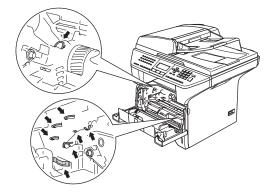
Troubleshooting and routine maintenance



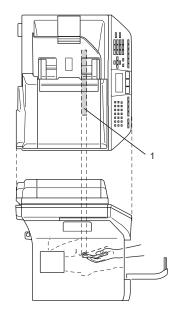
After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front cover of the machine, DO NOT touch the shaded parts shown in the illustration.



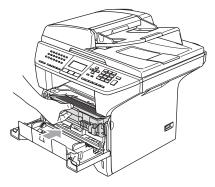
To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



 Gently clean the laser scanner window
 (1) by wiping it with a clean soft, dry lintfree cloth. Do not use isopropyl alcohol.



4 Put the drum unit and toner cartridge assembly back into the machine.



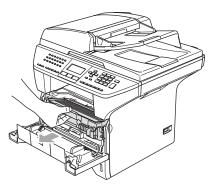
5 Close the front cover.

6 Plug the machine's power cord back into the AC power outlet first, and then plug in the telephone line cord. Turn on the machine's power switch.

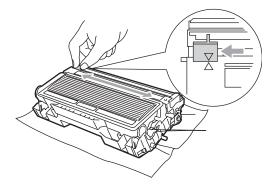
## Cleaning the corona wire

We recommend that you put the drum unit and toner cartridge assembly on a piece of disposable paper or cloth in case you accidentally spill or scatter toner.

 Open the front cover and take out the drum unit and toner cartridge assembly.



Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left and left to right several times.



3 Return the blue tab and snap it into the home position (▼).

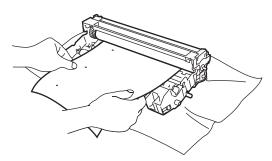
### 

If you do not return the blue tab to the home position ( $\mathbf{\nabla}$ ), your printed pages may have vertical black stripes on them.

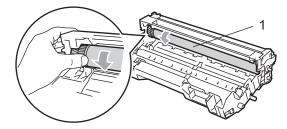
- 4 Put the drum unit and toner cartridge assembly back in the machine.
- 5 Close the front cover.

## Cleaning the drum unit

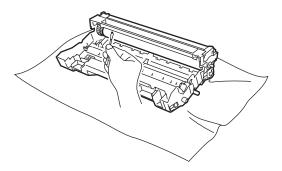
- Take out the drum unit and toner cartridge assembly, and then take out the toner cartridge from the drum unit.
- Put the print sample in front of the drum unit, and find the exact position of the poor print.



3 Turn the white gear on the drum as you check the surface of the OPC drum (1).



When you find the substance on the drum surface that matches the print sample, gently dab the surface of the OPC drum with a cotton swab that is lightly dampened with isopropyl alcohol.





## The OPC drum is photosensitive so do not touch it with your fingers.

Do not use a scrubbing or wiping motion because this might damage the drum.

DO NOT clean the surface of the OPC drum with a sharp object, such as a ballpoint pen, because this might cause permanent damage to the drum unit.

## Replacing the toner cartridge (TN-550/TN-580)

The TN-580 toner cartridge can print approximately 7,000 pages using a high yield toner cartridge. When the toner cartridge is running low, the LCD shows Toner Low. The machine is supplied with a standard TN-550 toner cartridge that must be replaced after approximately 3,500 pages. Actual page count will vary depending on your average type of document (i.e., standard letter, detailed graphics).

### 🖉 Note

It is a good idea to keep a new toner cartridge ready for use when you see the Toner Low warning.

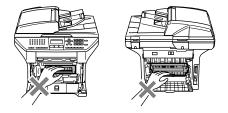
Discard the used toner cartridge according to local regulations, keeping it separate from domestic waste. Be sure to seal up the toner cartridge tightly so that toner powder does not spill out of the cartridge. If you have questions, call your local waste disposal office.

We recommend that you clean the machine and corona wire of the drum unit when you replace the toner cartridge. (See *Cleaning the laser scanner window* on page 124 and *Cleaning the corona wire* on page 126.)

## Replacing the toner cartridge

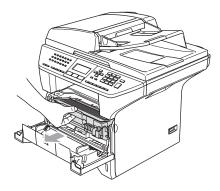
## 🔬 HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, DO NOT touch the shaded parts shown in the illustration.



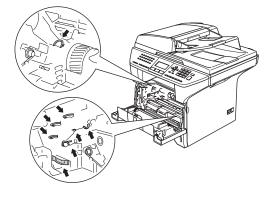


Open the front cover and take out the drum unit and toner cartridge assembly.

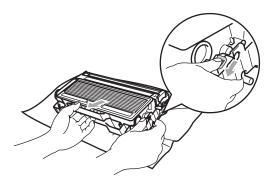


## CAUTION

To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



2 Hold down the lock lever on the right and take the toner cartridge out of the drum unit.





DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.



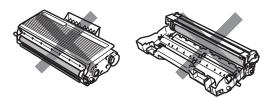
Put the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

### 

Brother strongly recommends that you do not refill the toner cartridge provided with your machine. We also strongly recommend that you continue to use only Genuine Brother Brand replacement toner cartridges (TN-550/TN-580). Use or attempted use of potentially incompatible toner and/or cartridges in the Brother machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our warranty coverage does not apply to any problem that is caused by the use of unauthorized third party toner and/or cartridges. To protect your investment and obtain premium performance from the Brother machine, we strongly recommend the use of Genuine Brother Supplies.

Wait to unpack the toner cartridge until immediately before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.

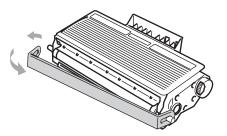


DO NOT touch the shaded parts shown in the illustrations to prevent any degradation to the print quality.

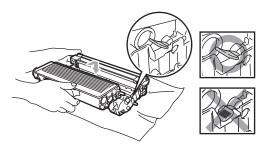
- 3 Unpack the new toner cartridge. Put the used toner cartridge into the aluminum bag and discard it according to local regulations.
- 4 Gently rock the toner cartridge from side to side five or six times to spread the toner evenly inside the cartridge.



5 Pull off the protective cover.



6 Put the new toner cartridge firmly into the drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



- Clean the primary corona wire inside the drum unit by gently sliding the blue tab from left to right and right to left several times. Be sure to return the blue tab to the home position (▼).
- 8 Put the drum unit and toner cartridge assembly back in the machine.
- 9 Close the front cover.

# Replacing the drum unit (DR-520)

The machine uses a drum unit to create print images on paper. If the LCD shows Drum Near End, the drum unit is near the end of its life and it is time to buy a new one.

Even if the LCD shows Drum Near End, you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before Drum Near End appears), then the drum unit should be replaced. You should clean the machine when you replace the drum unit. (See *Cleaning the laser scanner window* on page 124.)

### 

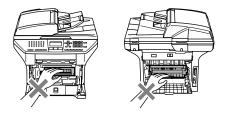
While removing the drum unit, handle it carefully because it may contain toner. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

### 🖉 Note

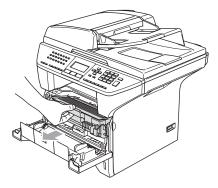
The drum unit is a consumable item, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job. The estimated drum life is approximately 25,000 pages. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

### HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, DO NOT touch the shaded parts shown in the illustration.

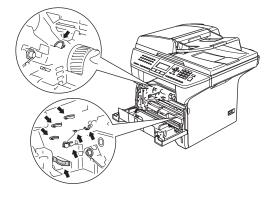


1 Open the front cover and take out the drum unit and toner cartridge assembly.

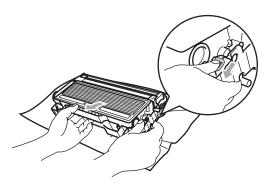


#### 

To prevent damage to the printer from static electricity, DO NOT touch the electrodes shown in the illustration.



2 Hold down the lock lever on the right and take the toner cartridge out of the drum unit.

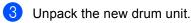




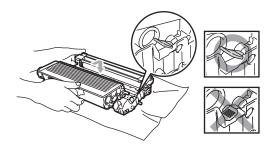
Discard the used drum unit according to local regulations, keeping it separate from domestic waste. Be sure to seal up the drum unit tightly so that toner powder does not spill out of the unit. If you have questions, call your local waste disposal office.



Wait to unpack a new drum unit until immediately before installing it. Put the old drum unit into the plastic bag.

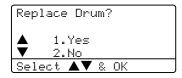


Put the toner cartridge firmly into the new drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



5 Put the drum unit and toner cartridge assembly back in the machine. Do not close the front cover.

#### 6 Press Clear/Back.



To confirm you are installing a new drum, press **1**.

When the LCD shows Accepted, close the front cover.

### CAUTION

7

If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

# **Replacing periodic** maintenance parts

The periodic maintenance parts will need to be replaced regularly to maintain the print guality. The parts listed below will have to be replaced after printing approximately 100,000 pages. Please call Brother Customer Service when the following messages appear on the LCD.

LCD message	Description
Replace PF KitMP	Replace paper feeding kit for MP tray.
Replace PF Kit1	Replace paper feeding kit for Tray 1.
Replace PF Kit2	Replace paper feeding kit for Tray 2.
Replace Fuser	Replace fuser unit.
Replace Laser	Replace laser unit.

# Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, you could void your warranty. The machine should be adequately insured with the carrier.

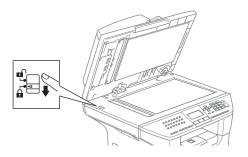
Turn off the machine's power switch.



Unplug the machine from the telephone wall jack.

3 Unplug all the cables and AC power cord from the machine.

Push the Scanner Lock Lever down to lock the scanner. This lever is located on the left of the scanner glass.



### CAUTION

Damage caused to your machine by failure to lock the scanner before packing and shipping may void your warranty.

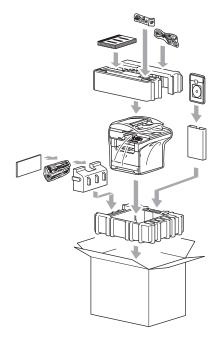
- Open the front cover.
- Take out the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
- Put the drum unit and toner cartridge assembly into the plastic bag and seal the bag.



Close the front cover.

Wrap the machine in the plastic bag and put it in the original carton with the original packing material.

10 Pack the drum unit and toner cartridge assembly, AC power cord and printed materials in the original carton as shown below.



### 🖉 Note

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

1 Close the carton and tape it shut.

# **Machine Information**

### Checking the serial number

You can see the machine's serial number on the LCD.



71.Serial No.

xxxxxxxx

2 Press Stop/Exit.

### Checking the page counters

You can see the machine's page counters for copies, printed pages, reports and lists, faxes or a summary total.



#### Press Menu, 7, 2.

The LCD shows number of pages for Total and Copy.

72.F	°age Coun	ter
	Total	: XXXXXX
▼	Сору	: XXXXXX



Press ▲ or ▼ to see Print or List/Fax.

72.P	'age Counte	r
	Print	:xxxxxx
	List/Fax	<u>: XXXXXX</u>

Press Stop/Exit.

С

### Checking the remaining life of parts

You can view the remaining life of these parts on the LCD.



Press Menu, 7, 3.

73.Parts Life	
1.Drum	
2.Fuser	
3.Laser	
Select ▲▼ & OK	



Press ▲ or ▼ to select 1.Drum, 2.Fuser, 3.Laser, 4.PF Kit MP, 5.PF Kit 1 **or** 6.PF Kit 2. Press OK.

> 73.Parts Life 1.Drum Remaining:100%

Note

The life check of a part will be accurate only if that part's life counter was reset when the new part was installed. It will not be accurate if that part's life counter was reset during the life of the used part.

D

# **Menu and Features**

# On-screen programming

Your machine has been designed to be easy to use. The LCD provides on-screen programming using the menu keys.

We have created step by step on-screen instructions to help you program your machine. Simply follow the steps as they guide you through the menu selections and programming options.

### Menu table

You can program your machine without the User's Guide by using the Menu table on page 138. These pages list the menu selections and options.

Press **Menu** followed by the menu numbers to program your machine.

For example, to set Beeper volume to Low.

Press Menu, 1, 4, 2.

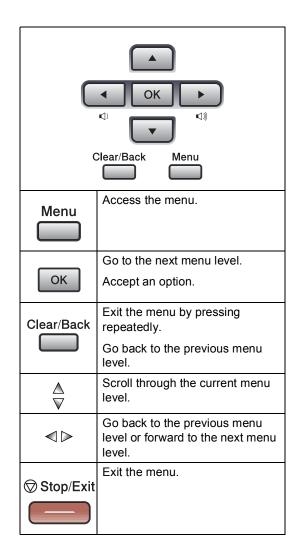
2 Press  $\blacktriangle$  or  $\triangledown$  to choose Low.

3 Press OK.

### Memory storage

Your menu settings are stored permanently, and in the event of a power failure will *not* be lost. Temporary settings (for example, Contrast, Overseas Mode) *will* be lost. Your machine can store the date and time for up to 4 days.

# Menu keys



Menu and Features

To access the menu mode:



1 Press Menu.

- 2 Choose an option.
  - Press 1 for General Setup menu.
  - Press **2** for Fax menu.
  - Press 3 for Copy menu.
  - Press 4 for Printer menu.
  - Press 5 for Print Reports menu.
  - Press 6 for LAN menu.
  - Press 7 for Machine Info. menu.
  - Press 0 for Initial Setup.

You can also scroll through each menu level by pressing  $\blacktriangle$  or  $\checkmark$  for the direction you want.

3 Press **OK** when the option you want is highlighted on the LCD. The LCD will then show the next menu level.

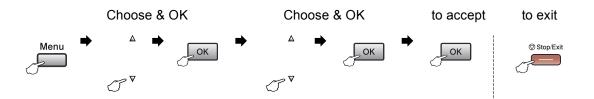
4 Press  $\blacktriangle$  or  $\triangledown$  to scroll to your next menu selection.

5 Press OK.

When you have finished setting an option, the LCD shows Accepted.

# Menu Table

The factory settings are shown in Bold with an asterisk.



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General	1.Mode Timer	—	0 Sec	Sets the time to return to	18
Setup			30 Secs	Fax mode and the time the machine will change from	25
			1 Min	individual user to public	
			2 Mins*	user when using Secure Function Lock.	
			5 Mins		
			Off		
	2.Paper Type	1.MP Tray	Thin	Sets the type of paper in	18
			Plain*	the MP tray.	
			Thick		
			Thicker		
		Transparency			
			Recycled Paper		
		2.Tray#1	Thin	Sets the type of paper in	18
			Plain*	the paper tray.	
			Thick		
			Thicker		
			Transparency		
			Recycled Paper		
		3.Tray#2	Thin	Sets the type of paper in	18
		(This menu only	Plain*	the optional paper tray #2.	
	appears if you have the optional tray #2)	Thick			
			Thicker		
			Recycled Paper		

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General	3.Paper Size	1.MP Tray	A4	Sets the size of the paper	19
Setup			Letter*	in the MP tray.	
(Continued)			Legal		
			Executive		
			A5		
			A6		
			в5		
			В6		
			Folio		
			Any		
		2.Tray#1	A4	Sets the size of the paper	19
			Letter*	in the paper tray.	
			Legal		
			Executive		
			A5		
			A6		
		в5			
		в6			
	Folio				
		3.Tray#2	A4	Sets the size of the paper	19
		(This menu only	Letter*	in the optional paper tray #2.	
		appears if you have	Legal		
		the optional tray #2)	Executive		
			А5		
			в5		
			В6		
			Folio		
	4.Volume	1.Ring	Off	Adjusts the ring volume.	21
			Low		
			Med*		
			High		
		2.Beeper	Off	Adjusts the volume level of	21
		_	Low	the beeper.	
			Med*		
			High		
		3.Speaker	Off	Adjusts the speaker	21
			Low	volume.	
			Med*		
	1	· · · · · · · · · · · · · · · · · · ·			

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General	5.Auto	-	On	Changes for Daylight	22
Setup (Continued)	Daylight		Off*	Savings Time automatically.	
	6.Ecology	1.Toner Save	On	Increases the page yield of	22
			Off*	the toner cartridge.	
		2.Sleep Time	(0-99)	Conserves power.	23
			05 Min*		
	7.Tray Use	1.Copy	Tray#1 Only	Selects the tray that will be	19
			Tray#2 Only	used for Copy mode.	
			MP Only		
			MP>T1>T2*		
			T1>T2>MP		
		(Tray#2 or T2 appears only if you installed the optional paper tray.)			
		2.Fax	Tray#1 Only	Selects the tray that will be used for Fax mode.	20
			Tray#2 Only		l
		MP Only			
			MP>T1>T2		
			T1>T2>MP*		
			(Tray#2 or T2 appears only if you installed the optional paper tray.)		
		3.Print	Tray#1 Only	Selects the tray that will be used for PC print.	20
			Tray#2 Only		
			MP Only		
			MP>T1>T2*		
			T1>T2>MP		
8.LCD			(Tray#2 or T2 appears only if you installed the optional paper tray.)		
	8.LCD	—	+	Adjusts the contrast of the	23
	Contrast		+	LCD.	
			+*		
			+		
			+		

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	Setup	1.Setting Lock	—	Stops unauthorized users from changing the machine's current settings.	24
		2.Function Lock	_	Can restrict selected machine operation for up to 25 individual users and all other non-authorized Public users.	25
2.Fax 1.Setup Receive (In Fax mode only)	1.Ring Delay	00 01 02 03 <b>04*</b>	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	42	
	2.F/T Ring Time	20 Secs* 30 Secs 40 Secs 70 Secs	Sets the pseudo/double- ring time in Fax/Tel mode.	42	
	3.Easy Receive	<b>On*</b> Off	Receives fax messages without pressing <b>Start</b> .	43	
		4.Remote Codes	<b>on* (¥51, #51)</b> Off	Allows you to answer all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes.	53
		5.Auto Reduction	<b>On*</b> Off	Cuts the size of incoming faxes.	44
	6.Print Density	+ + +* +	Makes printouts darker or lighter.	43	
	7.Polling RX		Sets up your machine to poll another fax machine.	71	
	8.Fax Rx Stamp	On Off*	Prints the received time and date on the top of the received faxes.	45	
		9.Duplex (MFC-8860DN and MFC-8870DW only)	On Off*	Prints received faxes on both sides of the paper.	44

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax	2.Setup Send	1.Contrast	Auto*	Changes the lightness or	35
(Continued)	(In Fax mode only)		Light	darkness of faxes you send.	
			Dark		
		2.Fax	Standard*	Sets the default resolution	35
	Resolution	Fine	for outgoing faxes.		
		S.Fine			
		Photo			
		3.Delayed Fax	_	Sets the time of day in 24 hour format that the delayed faxes will be sent.	37
		4.Batch TX	On	Combines delayed faxes	38
			Off*	going to the same fax number at the same time of day into one.	
		5.Real Time TX	Next Fax:On	Sends a fax without using the memory.	36
		Next Fax:Off	the memory.		
			On		
		Off*			
		6.Polled TX	On	Sets up your machine with	72
			Off*	a document to be retrieved by another fax machine.	
		7.Coverpg Setup	Next Fax:On	Automatically sends a	33
			Next Fax:Off	cover page you have programmed.	
			On	P 3	
			Off*		
			Print Sample		
		8.Coverpage Msg	—	Sets up your own comments for the fax cover page.	33
		9.Overseas Mode	On	If you are having difficulty	37
			Off*	sending faxes overseas, set this to on.	
3.Set Quick-Dial		0.Glass Fax	A4/Letter*	Adjusts the scan area of	31
		Size	Legal/Folio	the scanner glass to the size of the document.	
		1.One-Touch Dial	_	Stores up to 40 One-Touch Dial numbers, so you can dial by pressing one key (and Start).	56
		2.Speed-Dial	—	Stores up to 300 Speed- Dial numbers, so you can dial by pressing only a few keys (and Start).	58
		3.Setup Groups	_	Sets up to 20 Group numbers for Broadcasting.	60

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax	4.Report	1.Transmission	On	Sets initial setup for	69
(Continued)	Setting		On+Image	Transmission Verification Report and Fax Journal.	
			Off*		
			Off+Image		
		2.Journal	Off		69
		Period	Every 50 Faxes*		
			Every 6 Hours		
		Every 12 Hours			
		Every 24 Hours			
			Every 2 Days		
5.Remote Fax Opt		Every 7 Days			
	5.Remote	1.Fwd/Page/	Off*	Sets the machine to	62
	Fax Opt	Store	Fax Forward	forward fax messages, to	
		Paging	call your pager, to store incoming faxes in the memory (so you can		
		Fax Storage			
			PC Fax Receive	retrieve them while you are away from your machine),	
				or to send faxes to your PC.	
		(Backup Print)		If you choose Fax Forward or PC Fax Receive, you can turn on the safety	
		2.Remote Access	<del>X</del>	feature backup print. Sets your own code for Remote Retrieval.	66
		3.Print Fax		Prints incoming faxes stored in the memory.	45
	6.Remaining Jobs	_	_	You can check which jobs are in the memory and lets you cancel chosen jobs.	38
	0.Miscellaneous	1.Compatibility	High*	Adjusts the equalization for	111
			Normal	transmission difficulties.	
			Basic		
	2.Distinctive	Off*	Uses the telephone	46	
			Set (On)	company's Distinctive Ring subscriber service to register the ring pattern with the machine.	
		3.Caller ID	Display#*	View or print a list of the	48
			Print Report	last 30 Caller IDs stored in the memory.	

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
3.Сору	1.Quality	-	<b>Auto*</b> Photo Text	You can choose the Copy resolution for your type of document.	75
	2.FB Txt Quality	_	1200×600dpi 600dpi*	You can change to the higher Copy resolution when you make a text copy with 100% ratio using the scanner glass.	76
	3.Contrast	_	+ +* +* +	Adjusts the contrast for copies.	81
4.Printer 1.Emulation 2.Print Options	_	Auto (EPSON)* Auto (IBM) HP LaserJet BR-Script 3 Epson FX-850 IBM Proprinter	Chooses the emulation mode.	See Software User's Guide on the CD-ROM.	
		1.Internal Font 2.Configuration	-	Prints a list of the machine's internal fonts. Prints a list of the	
	3.Reset Printer	_	1.Reset 2.Exit	machine's printer settings.Returns the PCL setting to the default settings.	
5.Print Reports	1.Transmission	1.View on LCD 2.Print Report	_	You can view the Transmission Verification Report for your last 200 outgoing faxes and print the last report.	70
	2.Help List	-	_	Prints the Help List so you can see at-a-glance how to quickly program your machine.	70
3.Tel Index Li 4.Fax Journal	3.Tel Index List	1.Numeric 2.Alphabetic	_	Lists name and numbers stored in the One-Touch and Speed-Dial memory, in numerical or alphabetical order.	70
		_	_	Lists information about your last 200 incoming and outgoing faxes. (TX means Transmit.) (RX means Receive.)	70
	5.User Settings		—	Lists your settings.	70
	6.Network Config.	_	_	Lists your Network settings.	70

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6.LAN	1.TCP/IP	1.BOOT Method	Auto*	Chooses the BOOT method that best suits your needs.	
(For			Static		
WFC-8460N, WFC-8660DN			RARP		
and			BOOTP		
MFC-8860DN)			DHCP		
		2.IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
		3.Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
		4.Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	See Network User's Guide on the CD-ROM.
		5.Node Name	BRN_XXXXXX	Enter the Node name.	the
		6.WINS Config	Auto*	Chooses the WINS configuration mode.	uo e
			Static	configuration mode.	uide
		7.WINS Server	(Primary)	Specifies the IP address of the primary or secondary WINS	r's G
			000.000.000.000	server.	Use
			(Secondary)		ork
			000.000.000.000		letw
		8.DNS Server	(Primary)	Specifies the IP address of the primary or secondary DNS	ee V
			000.000.000.000	server.	S
			(Secondary)		
			000.000.000.000		
		9.APIPA	On*	Automatically allocates the IP address from the	
2.Ethernet			Off	linklocal address range.	
		0.IPv6	On		
			Off*		
	2.Ethernet		Auto*	Chooses the Ethernet link	
			100B-FD	mode.	
			100B-HD		
			10B-FD		
			10B-HD		

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
	3.Setup IFAX (MFC-8860DN)	1.Setup Internet	1.Mail Address		Enter the mail address.	
			2.SMTP Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the SMTP server address.	
			3.POP3 Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the POP3 server address.	
(pən			4.Mailbox Name		Enter the mail box name.	
Contin			5.Mailbox Pwd		Enter the password to login to the POP3 server.	
(ND09		2.Setup Mail RX	1.Auto Polling	<b>On*</b> Off	Automatically checks the POP3 server for new messages.	ROM.
MFC-88			2.Poll Frequency	10 MIN	Sets the interval for checking for new messages on the POP3 server.	he CD-F
DN and I			3.Header	All Subject+From+To	Selects the contents of the mail header to be printed.	See Network User's Guide on the CD-ROM
660				None*		S C
MFC-8			4.Del Error Mail	<b>On*</b> Off	Deletes error mails automatically.	'k User'
460N,			5.Notification	On	Receives notification messages.	Vetwor
MFC-8				MDN Off*		See
6. т.ам (For MFC-8460N, MFC-8660DN and MFC-8860DN) (Continued)		3.Setup Mail TX	1.Sender Subject		Displays the subject that is attached to the Internet Fax data.	
6.1			2.Size Limit	On Off*	Limits the size of E-mail documents.	
			3.Notification	On	Sends notification messages.	
				Off*		_
		4.Setup Relay	1.Rly Broadcast	On Off*	Relays a document to another fax machine.	
			2.Relay Domain	RelayXX:	Registers the Domain name.	
			3.Relay	On	Prints the Relay Broadcast Report.	1

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
(pər	4.Scan to Email	1.Color		PDF*	Chooses the file format to send the scanned data.	
ntinu	(MFC-8860DN)			JPEG	-	
Co		2.B/W		PDF*		
(NC				TIFF		
360[	3.Scan to	1.Color		PDF*		
80	<b>б</b> тр (MFC-8460N			JPEG		
ΨĔ	and	2.B/W		PDF*		
and	MFC-8660DN)			TIFF		
6.LAN (For MFC-8460N, MFC-8660DN and MFC-8860DN) (Continued)	5.Scan to FTP (MFC-8860DN)					
ů L	6.Fax to			On	You can store a prefix/suffix	
N, M	Server (MFC-8860DN)			Off*	address in the machine and can send a document from a fax server system.	
846(	7.Time			UTC-XX:XX	Sets the time zone for your	
MFC-	Zone (MFC-8860DN)				country.	M.
For	0.Factory	1.Reset		1.Yes	Restore all network settings	-RO
AN (	Reset			2.No	to factory default.	g
6.1		2.Exit				See Network User's Guide on the CD-ROM.
	1.Wired	1.TCP/IP	1.BOOT Method	Auto*	Chooses the BOOT method that best suits your needs.	de c
				Static		Gui
				RARP		ser's
				BOOTP		k Us
				DHCP		wor
			2.IP Address	[000-255].	Enter the IP address.	Net
				[000-255].		See
-				[000-255]. [000-255]		-
Ń			3.Subnet Mask	[000-255].	Enter the Subnet mask.	-
3701				[000-255].		
0 80 0				[000-255].		
6. гам (MFC-8870DW)			1 Catavar	[000-255]	Enter the Gateway address.	
AN			4.Gateway	[000-255]. [000-255].		
е.г				[000-255].		
				[000-255]		
			5.Node Name	BRN_XXXXXX	Enter the Node name.	
			6.WINS Config	Auto* Static	Chooses the WINS configuration mode.	
			7.WINS Server	(Primary)	Specifies the IP address of	
			, THING DELVEL	000.000.000.000	the primary or secondary WINS server.	
				(Secondary)		
				000.000.000.000		

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
	1.Wired	1.TCP/IP	8.DNS Server	(Primary)	Specifies the IP address of the primary or secondary	
	(Continued)	(Continued)		000.000.000.000	DNS server.	
				(Secondary)		
				000.000.000.000		
			9.APIPA	On*	Automatically allocates the IP address from the link-	
				Off	local address range.	
			0.IPv6	On	Enable or Disable the IPv6 protocol. If you want to use	
				Off*	the IPv6 protocol, visit http://solutions.brother.com for more information.	
		2.Ethernet		Auto*	Chooses the Ethernet link	
				100B-FD	mode.	
				100B-HD		
6. LAN (MFC-8870DW) (Continued)				10B-FD		Ϋ́.
				10B-HD		ROI
		3.Set to	1.Reset	1.Yes	Restore the wired network setting to factory default.	See Network User's Guide on the CD-ROM
		Default		2.No		the
			2.Exit			le on
70D/		4.Wired Enable		On*		Guid
-88-		Ellabie		Off		er's (
MFC	2.WLAN	1.TCP/IP	1.BOOT Method	Auto*	Chooses the BOOT method that best suits your needs.	( Use
AN (				Static		work
6. Г				RARP		Net
				BOOTP		See
				DHCP		_
			2.IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
			3.Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255].	Enter the Subnet mask.	
			4.Gateway	[000-255]. [000-255]. [000-255]. [000-255].	Enter the Gateway address.	-
			5.Node Name	BRN_XXXXXX	Enter the Node name.	1
			6.WINS Config	Auto*	Chooses the WINS configuration mode.	
				Static		

Submenu	Menu Selections		Options	Descriptions	Page
2.WLAN (Continued)	1.TCP/IP (Continued)	7.WINS Server	(Primary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	
			000.000.000.000		
		8.DNS Server	(Primary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	
			(Secondary) 000.000.000.000		
		9.APIPA	<b>On*</b> Off	Automatically allocates the IP address from the link- local address range.	
		0.IPv6	On	Enable or Disable the IPv6	
			Off*	http://solutions.brother.com for more information.	.MC
	2.Setup WLAN	1.Setup Wizard		You can configure your print server.	See Network User's Guide on the CD-ROM.
		2.SecurEasySetup		You can configure the wireless network easily.	on the
	3.WLAN Status	1.Status	Active(11b)	You can see the current wireless network status.	Suide
					er's (
					k Usi
					twor
		2.Signal	Strong	You can see the current	e Ne
			Medium	wireless network signal strength.	Sec
			Weak		
			None		
		3.SSID		You can see the current SSID.	
		4.Comm.Mode	Ad-hoc	You can see the current Communication Mode.	
	4.Setup to	1.Reset	1.Yes	Restore the wireless network setting to factory	-
	Deraute		2.No	default.	
		2.Exit		Enable or Dischlatha	-
	5.WLAN Enable		Un	Enable or Disable the wireless LAN manually.	
	2.WLAN	2.WLAN (Continued) 2.Setup WLAN 3.WLAN Status	2.WLAN (Continued) 1.TCP/IP (Continued) 7.WINS Server (Continued) 8.DNS Server 9.APIPA 0.IPv6 0.IPv6 2.Setup WLAN 1.Setup Wizard 2.SecurEasySetup 3.WLAN Status 1.Status 2.Signal 2.Signal 4.Comm.Mode 4.Setup to Default 2.Exit	2.WLAN (Continued)     1.TCP/IP (Continued)     7.WINS Server (Primary) 000.000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000       8.DNS Server     (Primary) 000.000.000 (Secondary) 000.000.000       9.APIPA     Oa* 0ff       0.IPv6     On off*       2.Setup WLAN     1.Setup Wizard       3.WLAN Status     1.Status       3.WLAN Status     1.Status       Active(11b) Active(11g) Wired LAN Active WLAN OFF Connection NG       2.Signal     Strong Medium Weak None       3.SSID     1.Acomm.Mode       4.Setup to Default     1.Reset     1.Yes 2.No       2.Exit     1.Yes	2.WLAN (Continued)       1.TCP/IP (Continued)       7.WINS Server (Continued)       (Primary) 000.000.000.000 (Secondary) 000.000.000.000 (Secondary) 000.000.000.000 (Secondary) 000.000.000.000 (Secondary) 000.000.000.000 (Secondary) 000.000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) 000.000.000 (Secondary) (Secondary

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
	3.Setup IFAX	1.Setup Internet	1.Mail address		Enter the mail address.	
			2.SMTP Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the SMTP server address.	
			3.POP3 Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the POP3 server address.	
			4.Mailbox Name		Enter the mail box name.	
			5.Mailbox Pwd		Enter the password to login to the POP3 server.	
		2.Setup Mail RX	1.Auto Polling	<b>On*</b> Off	Automatically checks the POP3 server for new messages.	.MC
6. LAN (MFC-8870DW) (Continued)			2.Poll Frequency	10 MIN	Sets the interval for checking for new messages on the POP3 server.	e CD-R(
			3.Header	All Subject+From+To	Selects the contents of the mail header to be printed.	See Network User's Guide on the CD-ROM.
870				None*		s GL
MFC-8			4.Del Error Mail	<b>On*</b> Off	Deletes error mails automatically.	k User
. LAN (			5.Notification	On	Receives notification messages.	letwor
9				MDN Off*		See A
		3.Setup Mail TX	1.Sender Subject		Displays the subject that is attached to the Internet Fax data.	
		2.Size Limit	On Off*	Limits the size of E-mail documents.		
		3.Notification	On	Sends notification messages.		
				Off*	Data and a south	
		4.Setup Relay	1.Rly Broadcast	On Off*	Relays a document to another fax machine.	
			2.Relay Domain	RelayXX:	Registers the Domain name.	
			3.Relay	On	Prints the Relay Broadcast	1

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
	4.Scan	1.Color	PDF*	Chooses the file format to send the scanned data.	
	to Email		JPEG	send the scanned data.	
		2.B/W	PDF*		M.
LAN (MFC-8870DW) (Continued)			TIFF		-RO
	5.Scan	1.Color	PDF*		∋ CD
	to FTP		JPEG		n the
		2.B/W	PDF*		de oi
7 OD			TIFF		Guid
-88	6.Fax		On	You can store a prefix/suffix address in the machine and	er's
я (MFC	to Server		Off*	can send a document from a fax server system.	ork Us
6.LAI	7.Time Zone		UTC-XX:XX	Sets the time zone for your country.	See Network User's Guide on the CD-ROM.
	0.Factory	1.Reset	1.Yes	Restores all network	See
	Reset		2.No	settings to factory default.	
		2.Exit			

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
7.Machine Info.	1.Serial No.	—	_	You can check the serial number of your machine.	134
	2.Page	—	Total	You can check the number of	134
	Counter		Сору	total pages the machine has printed during its life.	
			Print		
			List/Fax		
	3.Parts Life	1.Drum	—	You can check the percentage of a machine part's life that	135
		2.Fuser		remains available.	
		3.Laser		PF Kit 2 appears only	
		4.PF Kit MP		when the optional LT-5300 tray is installed.	
		5.PF Kit 1			
		6.PF Kit 2			
0.Initial	1.Receive	—	Fax Only*	Chooses the receive mode that best suits your needs.	40
Setup	Mode		Fax/Tel	best suits your needs.	
			External TAD		
			Manual		
	2.Date/Time	_	-	Puts the date and time on the LCD and in headings of faxes you send.	See Quick Setup
	3.Station ID	—	Fax:	Sets your name and fax	Guide.
			Tel:	number to appear on each page you fax.	
			Name:		
	4.Tone/Pulse	—	Tone*	Chooses the dialing mode.	
	(Canada only)		Pulse		
	4.Dial Tone	—	Detection	You can shorten the dial tone detect pause.	111
	(USA only)		No Detection*	delect pause.	
	5.Dial Tone				
	(Canada only)				
	0.Local	_	English*	Allows you to change the LCD language for your country.	See
	Language		French	anguage for your country.	Quick Setup
	(Canada only)				Guide.

# **Entering Text**

When setting certain menu selections, such as the Station ID, you will need to type text characters. The dial pad keys have letters printed on them. The keys: 0, # and  $\times$  do *not* have printed letters because they are used for special characters.

Press the appropriate dial pad key the required number of times to access the characters below:

Press Key	one time	two times	three times	four times	five times	six times	seven times	eight times
2	а	b	С	А	В	С	2	а
3	d	е	f	D	Е	F	3	d
4	g	h	i	G	Н	I	4	g
5	j	k	I	J	К	L	5	j
6	m	n	о	М	Ν	0	6	m
7	р	q	r	S	Р	Q	R	S
8	t	u	v	Т	U	V	8	t
9	w	x	у	Z	W	Х	Y	Z

(For setting an e-mail address and a Node Name)

(For setting other menu selections)

Press Key	one time	two times	three times	four times
2	А	В	С	2
3	D	Е	F	3
4	G	Н	I	4
5	J	К	L	5
6	М	Ν	0	6
7	Р	Q	R	S
8	Т	U	V	8
9	W	Х	Y	Z

#### **Inserting spaces**

To enter a space in a fax number, press  $\blacktriangleright$  once between numbers. To enter a space in a name, press  $\blacktriangleright$  twice between characters.

#### Making corrections

If you entered a letter incorrectly and want to change it, press  $\blacktriangleleft$  to move the cursor under the incorrect character, and then press **Clear/Back**.

#### **Repeating letters**

To enter a character on the same key as the previous character, press ► to move the cursor right before pressing the key again.

#### Special characters and symbols

Press  $\bigstar$ , **#** or **0**, then press  $\blacktriangleleft$  or  $\triangleright$  to move the cursor under the symbol or character you want. Press **OK** to select it.

Press <del>X</del>	for	(space) ! " # \$ % & ' ( ) <del>X</del> + , / € <sup>1</sup>
Press #	for	:;<=>?@[]^_
Press 0	for	Á À Ã Â Ç É È Ê Ë Í Î Ï Ó Õ Ô Ö Œ Ú Ù Û Ø

<sup>1</sup>  $\mathbf{E}$  is not available for I-Fax settings.

**Specifications** 

# General

Е

Memory Capacity	32 MB
ADF (automatic document feeder)	Up to 50 pages (Staggered) Duplex, up to Letter/A4 (MFC-8860DN/8870DW) Recommended Environment: Temperature: 68° F to 86° F (20 to 30° C) Humidity: 50% - 70% Paper: Xerox 4200 or Xerox 4024 (20 lb/Letter)
Paper Tray	250 Sheets [20 lb (80 g/m <sup>2</sup> )]
Printer Type	Laser
Print Method	Electrophotography by semiconductor laser beam scanning
LCD (liquid crystal display)	22 characters $\times$ 5 lines
Power Source	100-120 V AC 50/60 Hz
Power Consumption	Copying: Average 660 W Sleep: Average 17 W (MFC-8460N, MFC-8660DN and MFC-8860DN)
	Average 18 W (MFC-8870DŴ) Standby: Average 85 W
Dimensions	Image: state
Weight	Without Drum/Toner Unit: 36.4 lb (16.5 kg) (MFC-8460N) 36.9 lb (16.7 kg) (MFC-8660DN, MFC-8860DN and MFC-8870DW)
Noise level	Sound powerOperating (Copying):LWAd = 7.0 BellStandby:LWAd = 4.6 BellSound pressureOperating (Copying):UpAm = 55 dBAStandby:LpAm = 30 dBA
Temperature	Operating: 50° F to 90.5° F (10 to 32.5° C) Storage: 32° F to 104° F (0 to 40° C)
Humidity	Operating: 20 to 80% (without condensation) Storage: 10 to 90% (without condensation)

### **Print media**

**Paper Input** 

#### Paper Tray

Paper type:

Plain paper, Bond Paper, Recycled paper or Transparencies

Paper size:

Letter, Legal, A4, Executive, A5, A6, B5, B6 and Folio

Paper Weight:

16 to 28 lb (60 to 105 g/m<sup>2</sup>)

 Maximum paper tray capacity: Up to 250 sheets of 20 lb (80 g/m<sup>2</sup>) plain paper or up to 10 transparencies

#### Multi-purpose tray (MP tray)

Paper type:

Plain paper, Recycled paper, Transparencies, Envelopes, Bond paper or Labels

Paper size:

Width: 2.75 to 8.5 in. (69.9 to 215.9 mm)

Length: 4.57 to 16 in. (116.0 to 406.4 mm)

Paper Weight:

16 to 43 lb (60 to 161 g/m<sup>2</sup>)

 Maximum paper tray capacity: Up to 50 sheets of 20 lb (80 g/m<sup>2</sup>) plain paper

Paper Output

Up to 150 sheets (Face down print delivery to the output paper tray)

### Fax

Compatibility	ITU-T Group 3
Duplex Fax (Receive)	Yes (MFC-8860DN and MFC-8870DW only)
Coding System	MH/MR/MMR/JBIG
Modem Speed	Automatic Fallback: 33600 bps
Single-Sided Document Size	ADF Width: 5.8 to 8.5 in. (148.0 to 215.9 mm)
	ADF Height: 5.8 to 14 in. (148.0 to 355.6 mm)
	Scanner Glass Width: Max. 8.5 in. (215.9 mm)
	Scanner Glass Height: Max. 14 in. (355.6 mm)
2-Sided (Duplex) Document Size	ADF Width: 5.8 to 8.5 in. (148.0 to 215.9 mm)
(MFC-8860DN and MFC-8870DW only)	ADF Height: 5.8 to 11.7 in. (148.0 to 297.0 mm)
Scanning Width	Max. 8.2 in. (208 mm)
Printing Width	Max. 8.2 in. (208 mm)
GrayScale	256 levels
Polling Types	Standard, Sequential
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	Horizontal
	203 dot/inch (8 dot/mm)
	Vertical
	Standard: 98 line/inch (3.85 line/mm)
	Fine: 196 line/inch (7.7 line/mm)
	Photo: 196 line/inch (7.7 line/mm)
	Superfine: 392 line/inch (15.4 line/mm)
One-Touch Dial	40 (20×2)
Speed-Dial	300 stations
Broadcasting	390 stations
Automatic Redial	Yes,1 time after 5 minutes
Auto Answer	0, 1, 2, 3 or 4 rings
Communication Source	Public switched telephone network.
Communication Source Memory Transmission	Public switched telephone network. Up to 600 <sup>1</sup> /500 <sup>2</sup> pages

<sup>1</sup> 'Pages' refers to the 'Brother Standard Chart No. 1' (a typical business letter, Standard resolution, JBIG code). Specifications and printed materials are subject to change without prior notice.

<sup>2</sup> 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, JBIG code). Specifications and printed materials are subject to change without prior notice.

# Сору

Color/Monochrome	Monochrome
Duplex Copying	Yes (MFC-8860DN and MFC-8870DW only)
Single-Sided Document Size	ADF Width: 5.8 to 8.5 in. (148.0 to 215.9 mm)
	ADF Height: 5.8 to 14 in. (148.0 to 355.6 mm)
	Scanner Glass Width: Max. 8.5 in. (215.9 mm)
	Scanner Glass Height: Max. 14 in. (355.6 mm)
	Copy Width: Max. 8.32 in. (211.3 mm)
2-Sided (Duplex) Document Size	ADF Width: 5.8 to 8.5 in. (148.0 to 215.9 mm)
(MFC-8860DN and MFC-8870DW only)	ADF Height: 5.8 to 11.7 in. (148.0 to 297.0 mm)
Multiple Copies	Stacks or Sorts up to 99 pages
Reduce/Enlarge	25% to 400% (in increments of 1%)
Resolution	Up to 1200 $ imes$ 600 dpi <sup>1</sup>
First Copy Out Time	Approx. 10.5 seconds

<sup>1</sup> When making a copy from the scanner glass in text quality mode at the 100% ratio.

# Scan

Color/Monochrome Duplex Scanning TWAIN Compliant	Yes Yes (MFC-8860DN and MFC-8870DW only) Yes (Windows <sup>®</sup> 98/98SE/Me/2000 Professional/XP/Windows NT <sup>®</sup> Workstation Version 4.0) Mac OS <sup>®</sup> 9.1 - 9.2/Mac OS <sup>®</sup> X 10.2.4 or greater
WIA Compliant Color Depth Resolution	Yes (Windows <sup>®</sup> XP) 24 bit color
Single-Sided Document Size	Up to $19200 \times 19200$ dpi (interpolated) <sup>1</sup> Up to $600 \times 2400$ dpi (optical) <sup>2</sup> ADF Width: 5.8 to 8.5 in. (148.0 to 215.9 mm)
	ADF Height: 5.8 to 14 in. (148.0 to 355.6 mm) Scanner Glass Width: Max. 8.5 in. (215.9 mm) Scanner Glass Height: Max. 14 in. (355.6 mm)
2-Sided (Duplex) Document Size (MFC-8860DN and MFC-8870DW only)	ADF Width: 5.8 to 8.5 in. (148.0 to 215.9 mm) ADF Height: 5.8 to 11.7 in. (148.0 to 297.0 mm)
Scanning Width Gray Scale	Max. 8.35 in. (212 mm) 256 levels

<sup>1</sup> Maximum  $1200 \times 1200$  dpi scanning with the WIA driver in Windows<sup>®</sup> XP (resolution up to  $19200 \times 19200$  dpi can be chosen by using the Brother scanner utility)

<sup>2</sup> When using the scanner glass

# Print

Emulation	PCL6 BR-Script (PostScript) Level 3
	IBM <sup>®</sup> Proprinter XL
	Epson <sup>®</sup> FX-850™
Printer Driver	Brother GDI (Graphic Device Interface) printer driver support for Windows <sup>®</sup> 98/98SE/Me/2000 Professional/XP/Windows $NT^{\$}$ Workstation Version 4.0
	Brother Laser Driver for Mac $OS^{\ensuremath{\mathbb{R}}}$ 9.1 - 9.2/Mac $OS^{\ensuremath{\mathbb{R}}}$ X 10.2.4 or greater
Resolution	1200 dpi <sup>1</sup> , HQ1200 (2400 $ imes$ 600 dpi), 600 dpi, 300 dpi
Print Speed	Up to 30 pages/minute (Letter size) <sup>2</sup>
Duplex Printing	Up to 13 sides/minute (6.5 pages) (MFC-8660DN, MFC-8860DN and MFC-8870DW only)
First Print	Less than 8.5 seconds

<sup>1</sup> If you use the high quality 1200 dpi setting (1200 × 1200 dpi) the print speed will be slower.

<sup>2</sup> From standard paper tray and optional paper tray.

# Interfaces

Parallel	A bi-directional shielded parallel cable that is IEEE 1284 compliant and no longer than 6 feet (2.0 m).
USB	A USB 2.0 interface cable that is no longer than 6 feet (2.0 m). <sup>1</sup>
LAN cable	Ethernet UTP cable category 5 or greater.
Wireless LAN (MFC-8870DW only)	Your machine supports IEEE 802.11b/g wireless communication with your wireless LAN using Infrastructure mode or a wireless Peer-to-Peer connection in Ad-hoc mode.

<sup>1</sup> Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

# **Computer requirements**

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System		Supported PC	PC Interface	Processor Minimum	Minimum RAM	Recommended RAM	Available Hard Disk Space	
Version		Software Functions		Speed			For Drivers	For Applications
	98, 98SE		Parallel, USB, Ethernet, Wireless 802.11 b/g	Intel <sup>®</sup> Pentium <sup>®</sup> II or equivalent	32 MB	128 MB	90 MB	130 MB
	Ме		Parallel, USB, Ethernet, Wireless 802.11 b/g					
	NT <sup>®</sup> Workstation 4.0		Parallel, Ethernet, Wireless 802.11 b/g <sup>5</sup>		64 MB	256 MB		
Windows <sup>®</sup> Operating System	2000 Professional	Printing, PC Fax <sup>3</sup> , Scanning <sup>5</sup>	Parallel, USB, Ethernet, Wireless 802.11 b/g					
	XP Home 1 XP Professional <sup>1</sup>		Parallel, USB, Ethernet, Wireless 802.11 b/g		128 MB	256 MB	150 MB	220 MB
	XP Professional x64 bit Edition <sup>1</sup>		Parallel, USB, Ethernet, Wireless 802.11 b/g <sup>5</sup>	AMD Opteron <sup>™</sup> AMD Athlon <sup>™</sup> 64 Intel <sup>®</sup> Xeon <sup>™</sup> with Intel <sup>®</sup> EM64T Intel <sup>®</sup> Pentium <sup>®</sup> 4 with Intel <sup>®</sup> EM64T	256 MB	512 MB	150 MB	220 MB
Apple <sup>®</sup> Macintosh <sup>®</sup> Operating	OS 9.1 - 9.2	Printing, PC Fax Send, Scanning <sup>2</sup>	USB <sup>6</sup> , Ethernet	All base models meet minimum Requirements		64 MB	80 MB	200 MB
System	OS X 10.2.4 or greater	Printing, PC Fax Send, Scanning <sup>2</sup>	USB <sup>6</sup> , Ethernet, Wireless 802.11 b/g		128 MB	160 MB		

<sup>1</sup> For WIA, 1200x1200 resolution. Brother Scanner Utility enables to enhance up to 19200 x 19200 dpi

<sup>2</sup> Dedicated "Scan to" key functions only in the Mac OS<sup>®</sup> X 10.2.4 or greater.

<sup>3</sup> Network PC Fax Receive not supported in Windows NT<sup>®</sup> Workstation 4.0.

<sup>4</sup> Network Scanning not supported in Windows NT<sup>®</sup> Workstation 4.0 and Mac OS<sup>®</sup> 9.1-9.2 (Scan to Email Server <MFC-8860DN/8870DW only> and Scan to FTP are supported).

<sup>5</sup> For Wireless support on Windows Professional x64 bit Edition and NT Workstation 4.0, please visit <u>http://solutions.brother.com.</u>

<sup>6</sup> Third party USB ports are not supported.

# **Consumable items**

**Toner Cartridge Life** 

Drum Unit Life Expectancy

TN-550: Standard Toner Cartridge: Approx. 3,500 pages <sup>1</sup>
TN-580: High-Yield Toner Cartridge: Approx. 7,000 pages <sup>1</sup>
DR-520: Approx. 25,000 pages

<sup>1</sup> When printing Letter or A4 size paper at 5% print coverage

### Ethernet wired network (MFC-8460N, MFC-8660DN and MFC-8860DN only)

Model name	NC-6400h		
LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax and Remote Setup. <sup>1</sup>		
Support for	Windows <sup>®</sup> 98/98SE/Me/2000/XP/Windows NT <sup>®</sup> Workstation Version 4.0		
	Mac $OS^{\textcircled{R}}$ 9.1 - 9.2/Mac $OS^{\textcircled{R}}$ X 10.2.4 or greater <sup>2</sup>		
Protocols	IPv4:		
	TCP/IP		
	ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), ICMP, WINS/NetBIOS, DNS, mDNS, LPR/LPD, Port/Port9100, NetBIOS Print, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client POP3, LDAP (MFC-8860DN only)		
	IPv6:		
	TCP/IP		
	ICMPv6, NDP, DNS, mDNS, LPR/LPD, Port/Port9100, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client POP3, LDAP (MFC-8860DN only)		
Network type	Ethernet 10/100 BASE-TX Auto Negotiation (Wired LAN)		
Management utilities	BRAdmin Professional for Windows <sup>®</sup> 98/98SE/Me/2000/XP/Windows NT <sup>®</sup> Workstation Version 4.0		
	BRAdmin Light for Mac $OS^{ earrow}$ X 10.2.4 or greater		
	Web BRAdmin for Windows <sup>®</sup> 2000		
	Professional/Server/Advanced Server, XP Professional (IIS) <sup>3</sup>		
	Client computers with a web browser supporting Java <sup><math>m</math> 3</sup>		
<sup>1</sup> PC Fax Send for Mac <sup>®</sup>			
<sup>2</sup> Mac $OS^{\mathbb{R}}$ 9.1 - 9.2 (Brother Laser	Driver over TCP/IP)		

 <sup>2</sup> Mac OS<sup>®</sup> 9.1 - 9.2 (Brother Laser Driver over TCP/IP) Mac OS<sup>®</sup> X 10.2.4 or greater (mDNS) Dedicated 'Scan' key and direct Network Scanning supported in Mac OS<sup>®</sup> X 10.2.4 or greater.

<sup>3</sup> Web BRAdmin is available as a download from <u>http://solutions.brother.com</u>

# Ethernet wireless network (MFC-8870DW only)

Model name	NC-7200w
LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax and Remote Setup <sup>1</sup> .
Support for	Windows <sup>®</sup> 98/98SE/Me/2000/XP/Windows NT <sup>®</sup> Workstation Version 4.0
	Mac $OS^{ ext{B}} 9.1 - 9.2/Mac OS^{ ext{B}} X 10.2.4 or greater 2$
Protocols	IPv4:
	TCP/IP
	ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), ICMP, WINS/NetBIOS, DNS, mDNS, LPR/LPD, Port/Port9100, NetBIOS Print, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client, POP3, LDAP
	IPv6:
	TCP/IP
	ICMPv6, NDP, DNS, mDNS, LPR/LPD, Port/Port9100, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client POP3, LDAP
Network type	IEEE 802.11 b/g (Wireless LAN) <sup>3</sup>
Management utilities	BRAdmin Professional for Windows <sup>®</sup> 98/98SE/Me/2000/XP
	BRAdmin Light for Mac $OS^{ entropy}$ X 10.2.4 or greater
	Web BRAdmin for Windows $^{\ensuremath{\mathbb{R}}}$ 2000 Professional / Server / Advanced Server, XP Professional (IIS) $^4$
	Client computers with a web browser supporting Java $^{ m M}$ $^4$
<sup>1</sup> PC Fax Send for Mac <sup>®</sup>	

- <sup>1</sup> PC Fax Send for Mac<sup>®</sup>
- <sup>2</sup> Mac OS<sup>®</sup> 9.1 9.2 (Brother Laser Driver over TCP/IP) Mac OS<sup>®</sup> X 10.2.4 or greater (mDNS) Dedicated 'Scan' key and direct Network Scanning supported in Mac OS<sup>®</sup> X 10.2.4 or greater.
- <sup>3</sup> Wireless LAN is not available for Mac OS<sup>®</sup> 9.1 9.2.
- <sup>4</sup> Web BRAdmin is available as a download from <u>http://solutions.brother.com</u>

### Authentication and encryption for wireless users only

#### Authentication method

The Brother machine supports the following methods:

Open system

Wireless devices are allowed to access the network without any authentication.

Shared key

A secret pre-determined key is shared by all devices that will access the wireless network. The Brother machine uses the WEP keys as the pre-determined key.

WPA-PSK

Enables a Wi-FI Protected Access Pre-Shared key (WPA-PSK), which enables the Brother wireless machine to associate with access points using TKIP encryption (WPA-Personal).

LEAP

Cisco LEAP (Light Extensible Authentication Protocol) has been developed by Cisco Systems, Inc. and enables the Brother wireless product to associate with access points using CKIP and CMIC encryptions.

#### **Encryption methods**

Encryption is used to secure the data that is sent over the wireless network. The Brother machine supports the following encryption methods:

WEP

By using WEP (Wired Equivalent Privacy), the data is transmitted and received with a secure key.

TKIP

TKIP (Temporal Key Integrity Protocol) provides per-packet key mixing a message integrity check and re-keying mechanism.

AES

AES (Advanced Encryption Standard) is Wi-Fi<sup>®</sup> authorized strong encryption standard.

CKIP

The original Key Integrity Protocol for LEAP by Cisco Systems, Inc.

#### **Network key**

There are some rules for each security method:

Open system/Shared key with WEP

This key is a 64-bit or 128-bit value that must be entered in an ASCII or hexadecimal format.

• 64 (40) bit ASCII:

Uses 5 text characters. e.g. "WSLAN" (this is case sensitive).

• 64 (40) bit hexadecimal:

Uses 10 digits of hexadecimal data. e.g. "71f2234aba"

• 128 (104) bit ASCII:

Uses 13 text characters. e.g. "Wirelesscomms" (this is case sensitive)

• 128 (104) bit hexadecimal:

Uses 26 digits of hexadecimal data. e.g. "71f2234ab56cd709e5412aa2ba"

WPA-PSK and TKIP/AES

Uses a Pre-Shared Key (PSK) that is more than 7 and less than 64 characters in length.

Glossary

#### ADF (automatic document feeder)

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

#### Auto Reduction

Reduces the size of incoming faxes.

#### Automatic fax transmission

Sending a fax without picking up the handset of the external phone or pressing **Hook**.

#### **Automatic Redial**

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

#### **Backup Print**

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

#### **Batch Transmission**

As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

#### **Beeper Volume**

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

#### Broadcasting

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

#### Caller ID

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

#### Cancel Job

Cancels a programmed job, like Delayed Fax or Polling.

#### **CNG** tones

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

#### **Coding method**

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

#### Communication error (or Comm. Error)

An error during fax sending or receiving, usually caused by line noise or static.

#### **Compatibility group**

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

#### Contrast

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

#### **Delayed Fax**

Sends your fax at a specified later time that day.

#### **Distinctive Ring**

A subscriber service purchased from the telephone company that gives you another phone number on an existing phone line. The Brother machine uses the new number to simulate a dedicated fax line.

#### **Dual Access**

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

#### **Easy Receive**

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

#### ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

#### Extension phone

A telephone on the fax number that is plugged into a separate telephone wall jack.

#### External phone

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

#### F/T Ring Time

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

#### **Fax Forwarding**

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

#### Fax Journal

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

#### Fax Receive Code

Press this code ( $\times$  5 1) when you answer a fax call on an extension or external phone.

#### Fax Storage

You can store faxes in memory.

#### Fax tones

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

#### Fax/Tel

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

#### **Fine resolution**

Resolution is  $203 \times 196$  dpi. It is used for small print and graphs.

#### Gray scale

The shades of gray available for copying and faxing photographs.

#### Group number

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

#### Help list

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

#### **Journal Period**

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

#### LCD (liquid crystal display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

#### Manual fax

When you lift the handset of your external telephone or press **Hook** so you can hear the receiving fax machine answer before you press **Start** to begin transmission.

#### Menu mode

Programming mode for changing your machine's settings.

#### OCR (optical character recognition)

The bundled ScanSoft<sup>®</sup> PaperPort<sup>®</sup> or Prestol<sup>®</sup> PageManager<sup>®</sup> software application converts an image of text to text you can edit.

#### One-Touch

Keys on the machine's control panel where you can store numbers for easy dialing. You can store a second number on each key if you press **Shift** and the One-Touch Key together.

#### **Out of Paper Reception**

Receives faxes into the machine's memory when the machine is out of paper.

#### **Overseas Mode**

Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

#### Paging

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

#### Pause

Allows you to place a 3.5 second delay in the dialing sequence stored on One-Touch keys and Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

#### Polling

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

#### Pulse

A form of rotary dialing on a telephone line.

#### Quick Dial List

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

#### **Real Time Transmission**

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

#### **Remaining jobs**

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

#### **Remote Access Code**

Your own four-digit code  $(- - - \times)$  that allows you to call and access your machine from a remote location.

#### **Remote Retrieval Access**

The ability to access your machine remotely from a touch tone phone.

#### Resolution

The number of vertical and horizontal lines per inch.

#### **Ring Delay**

The number of rings before the machine answers in Fax Only, Fax/Tel mode.

#### **Ring Volume**

Volume setting for the machine's ring.

#### Scanning

The process of sending an electronic image of a paper document into your computer.

#### Search

An electronic, alphabetical listing of stored One-Touch, Speed-Dial and Group numbers.

#### Speed-Dial

A pre-programmed number for easy dialing. You must hold down **Shift** as you press **Search/Speed Dial**, then enter the three-digit Speed-Dial location and press **Start** to begin the dialing process.

#### Station ID

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

#### TAD (telephone answering device)

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

# Telephone Answer Code (Fax/Tel mode only)

When the machine answers a voice call, it pseudo/double-rings. You can pick up at an extension phone by pressing this code (# 5 1).

#### **Temporary settings**

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

#### Tone

A form of dialing on the telephone line used for Touch Tone telephones.

#### Transmission

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

#### **Transmission Verification Report**

A report for each transmission, that shows its date, time and number.

#### **User Settings List**

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

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Wireless Network (MFC-8870DW only)
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World Wide Webi

# EQUIPMENT ATTACHMENT LIMITATIONS (Canada only)

#### NOTICE

This product meets the applicable Industry Canada technical specifications.

#### NOTICE

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

Brother International Corporation 100 Somerset Corporate Boulevard P.O. Box 6911 Bridgewater, NJ 08807-0911 USA

Brother International Corporation (Canada) Ltd. 1 rue Hôtel de Ville, Dollard-des-Ormeaux, QC, Canada H9B 3H6



Visit us on the World Wide Web http://www.brother.com

These machines are made for use in the USA and Canada only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your multi-function center may not be compatible with the power available in foreign countries. **Using USA or Canada models overseas is at your own risk and may void your warranty**.

USA/CAN