

brother®

User's Guide

Safety and Legal

Basic User's Guide

Advanced User's Guide

Safety and Legal

(HL-4150CDN / 4570CDW(T) / MFC-9460CDN / 9560CDW)

Please read this booklet before attempting to operate the product, or before attempting any maintenance. Failure to follow these instructions may result in an increased risk of personal injury or damage to property, including through fire, electrical shock, burns or suffocation.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific keys on the product's control panel, on the computer screen.
<i>Italics</i>	Italicized typeface emphasizes an important point or refers you to a related topic.
Courier New	Text in Courier New font identifies messages on the LCD of the product.

WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.



Electrical Hazard icons alert you to possible electrical shock.



Improper Setup icons alert you to devices and operations that are not compatible with the product.



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

Follow all warnings and instructions marked on the product.



Note

The illustrations in this guide show the HL-4150CDN and MFC-9460CDN.

(HL-4150CDN /MFC-9560CDW) In USA:

Please go to the Brother Solutions Center at <http://solutions.brother.com/> and click Manuals on your model page to download the other manuals.

Compilation and Publication

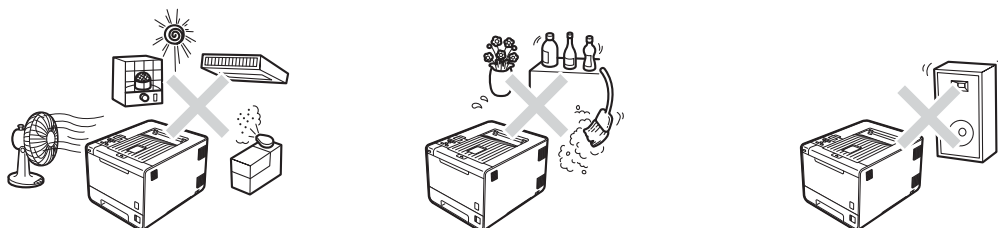
Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

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.

Choosing a location

Put your product on a flat, level, stable surface that is free of vibration and shocks, such as a desk. Put the product near a telephone wall jack and a standard grounded AC power outlet. Choose a location where the temperature remains between 50°F and 90.5°F (10°C and 32.5°C) and the humidity is between 20% to 80% (without condensation).



⚠ WARNING

DO NOT expose the product to direct sunlight, excessive heat, open flames, salty or corrosive gasses, moisture or dust. Doing so may create a risk of an electrical short or fire. It may also damage the product and/or render it inoperable.

DO NOT place the product near heaters, air conditioners, electrical fan, refrigerators, or water. Doing so may create the risk of a short circuit or fire, should water come into contact with the product (including condensation caused by heating/air conditioning/ventilation equipment).

DO NOT place the product near chemicals. Should the chemicals come into contact with the product, there may be a risk of fire. The chemicals may also cause the product to malfunction or become discolored.

DO NOT put the product in a location where any slot or opening in the product is obstructed or blocked. These slots and openings are provided for ventilation. Blocking the product's ventilation could create a risk of overheating and/or fire.

Instead:

- Keep a gap of roughly 4 in. (100 mm) between the ventilation hole and the wall.
- Place the product on a solid surface, never on a bed, sofa, rug, or other similar soft surface.
- Do not place this product near or over a radiator or heater.
- Do not place this product in a “built-in” installation unless adequate ventilation is provided.

DO NOT put objects on top of the product. Doing so could increase the risk of overheating and/or fire should the product malfunction.

DO install your product near an AC power outlet that is easily accessible. In the event of an emergency, easy access to the plug and outlet will allow you to shut off power to the product quickly and completely.

Plastic bags are used in the packing of your product and drum unit. Plastic bags are not toys. To avoid the danger of suffocation, keep these bags away from babies and children and dispose of them properly.

CAUTION

Avoid placing your product in a high-traffic area. If you must place it in a high-traffic area, ensure that the product is in a safe location where it cannot be accidentally knocked-over, which could cause injury to you and serious damage to the product. Also ensure that cords are secured so as not to pose a tripping hazard. DO NOT place this product on an unstable cart, stand, or table. The product is heavy and may fall, causing injury to you, and serious damage to the product.

DO NOT eat Silica Pack. Discard immediately.

IMPORTANT

- DO NOT place your product next to devices that contain magnets or generate magnetic fields. Doing so may interfere with the operation of the product, causing print quality problems.
 - DO NOT place your product next to sources of interference, such as speakers or the base units of non Brother cordless telephones. Doing so may interfere with the operation of the product's electronic components.
 - DO NOT connect your product to an AC power outlet controlled by wall switches or automatic timers. Disruption of power can delete information from the product's memory.
 - DO NOT connect your product to an AC power outlet on the same circuit as large appliances or other equipment that requires a significant amount of electricity to operate. Operating this product in conjunction with the other product(s) could create an overvoltage, tripping your circuit breaker or blowing your fuse.
-

To use the product safely

Please keep these instructions for later reference and read them before attempting any maintenance. If you do not follow these safety instructions, there is a possibility of a fire, electrical shock, burn or suffocation.

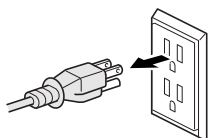
WARNING

ELECTRICAL HAZARDS

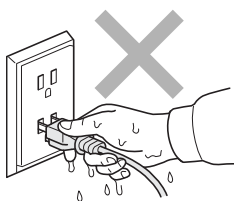
Failure to follow the warnings in this section may create the risk of an electrical shock. In addition, you could create an electrical short, which may create the risk of a fire.



There are high voltage electrodes inside the product. Before you access the inside of the product, including for routine maintenance such as cleaning, make sure you have unplugged the telephone line cord first (MFC only) and then the power cord from the AC power outlet, as well as any telephone (RJ-11) or Ethernet (RJ-45) cables (Network models only) from the product. Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts.



DO NOT handle the plug with wet hands.



Always make sure the plug is fully inserted. Do not use the product or handle the cord if the cord has become worn or frayed.

DO NOT use this product during an electrical storm.

DO NOT allow this product to come into contact with water. This product should not be used around standing water including a bathtub, sink, or swimming pool, around appliances containing water including a refrigerator, or in a wet basement.

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 or inverter. If you are not sure what kind of power source you have, contact a qualified electrician.

Power Cord Safety:

- 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.
 - Use only the power cord supplied with this product.
 - DO NOT allow anything to rest on the power cord. DO NOT place this product where people can walk on the cord. Do not place this product in a position where the cord is stretched or strain is otherwise put on the cord. Doing so may cause the cord to become worn or fray.
 - 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.
 - The power cord, including extensions, should be no longer than 16.5 feet (5 meters).
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(MFC only)

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

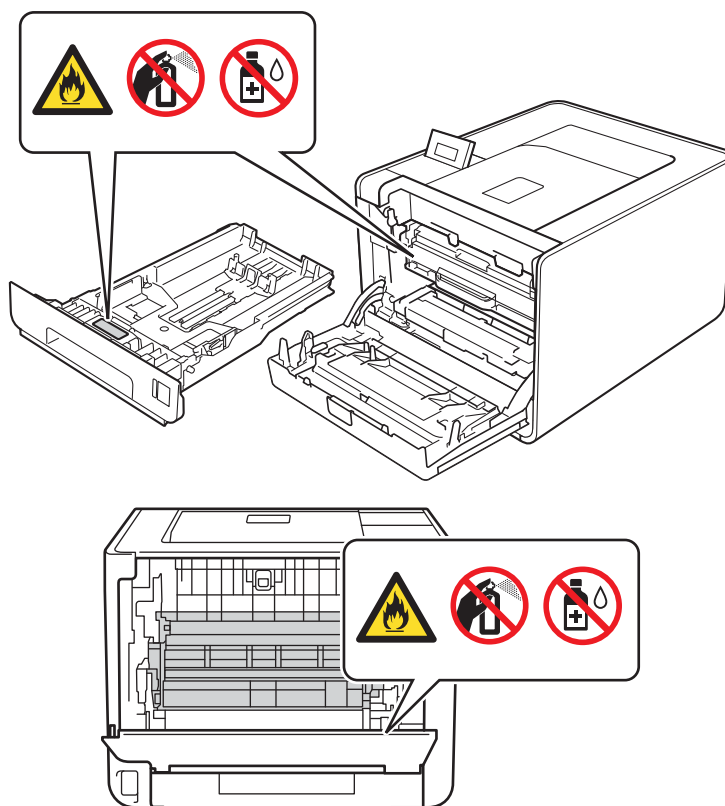
(MFC only)

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.

FIRE HAZARDS

DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire. Instead, use only a dry, lint-free cloth. See *Routine Maintenance* in the *User's Guide/Basic User's Guide* for more information on how to clean the product.



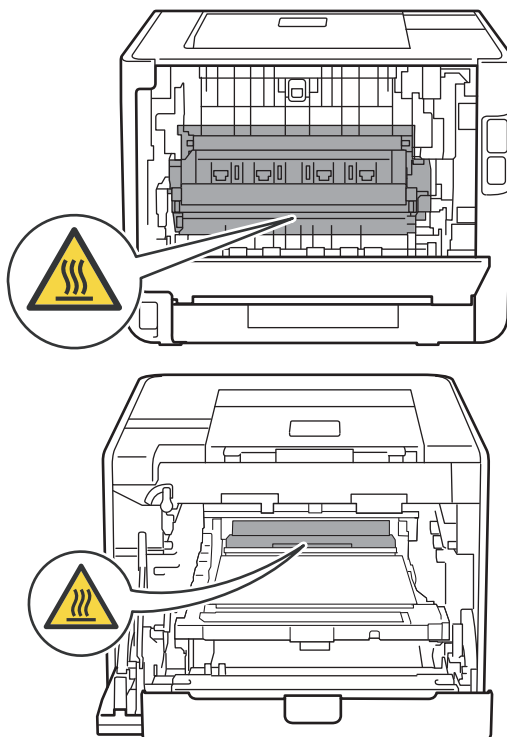
DO NOT attempt to operate this product with a paper jam or with stray pieces of paper inside the product. Prolonged contact of the paper with the drum unit could cause a fire.

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 soft cloth and dispose of it according to local regulations.

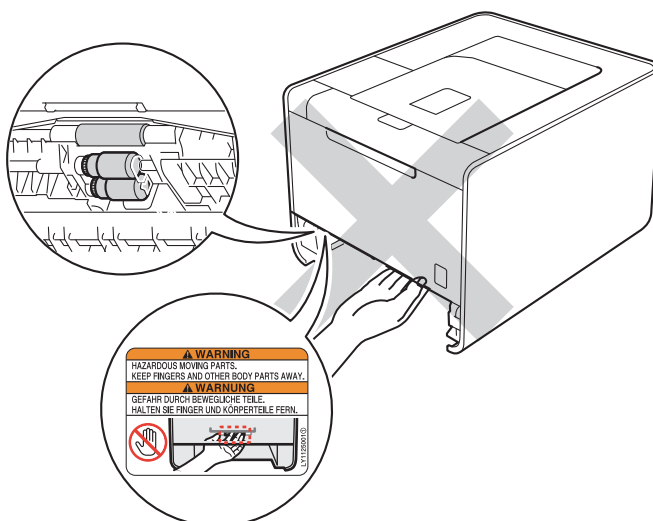
DO NOT use this product in the vicinity of a gas leak or combustible dust.

HOT SURFACE

After you have just used the product, some internal parts of the product will be extremely hot. Wait for the product to cool down before you touch the internal parts of the product.

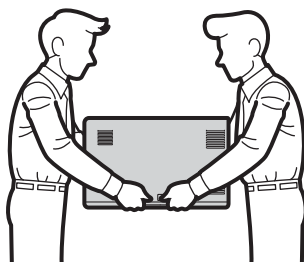


DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed and can pinch or entrap your hand.



Languages on the label may vary depending on your country.

-
- This product is heavy and weighs more than 46.3 lb (21.0 kg) for Printer, and more than 58.4 lb (26.5 kg) for MFC. To prevent injuries when moving or lifting this product, make sure to use at least two people. Be careful not to pinch your fingers when you set the product back down.
 - If you use a Lower Tray, carry it separately from your product.



(MFC only)

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

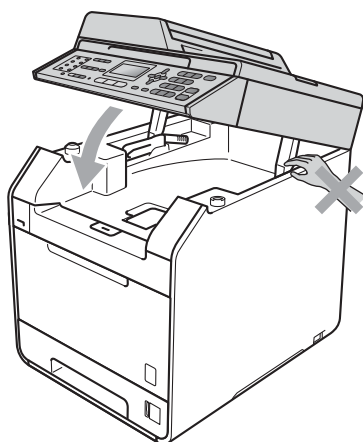
- 1 DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing product, in a wet basement or near a swimming pool.
- 2 Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3 DO NOT use this product to report a gas leak in the vicinity of the leak.
- 4 Use only the power cord provided with the product.

SAVE THESE INSTRUCTIONS

⚠ CAUTION

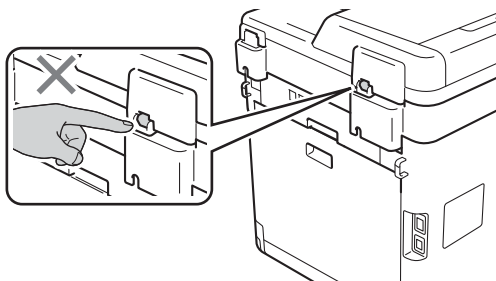
(MFC only)

To prevent injuries, be careful not to put your hands on the edge of the product under the scanner as shown in the illustrations.



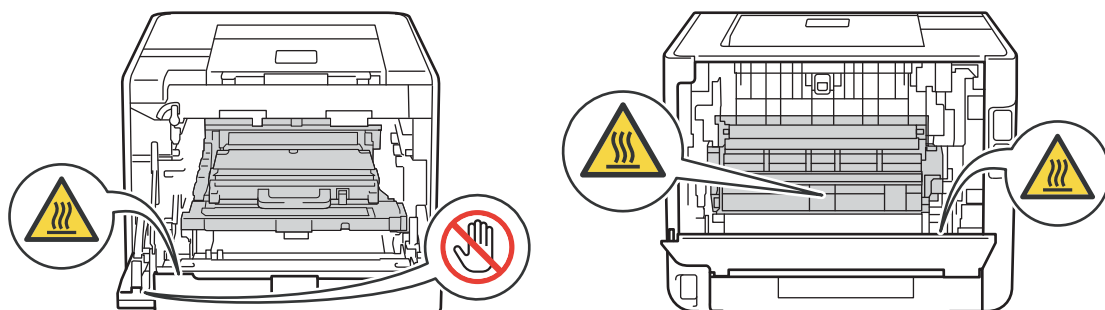
(MFC only)

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



! IMPORTANT

DO NOT remove or damage any of the caution or warning labels inside the product.



Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line and any telephone (RJ-11) or Ethernet (RJ-45) cable (Network models only) plugged into the product, or that you unplug the cords during a lightning storm.

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 Be careful not to inhale toner.
- 5 DO NOT place anything in front of the product that will block received faxes or printed pages.
DO NOT place anything in the path of received faxes or printed pages.
- 6 Wait until pages have exited the product before picking them up.
- 7 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: 1-877-BROTHER (1-877-276-8437)
In Canada: 1-877-BROTHER
- 8 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. (Do not touch the damaged/frayed part while unplugging your product.)
 - 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 casing has been damaged.
 - If the product exhibits a distinct change in performance, indicating a need for service.
- 9 For Material Safety Data Sheet for applicable accessories, visit <http://www.brother.com/>. (USA only)

Regulation

Standard telephone and FCC notices (MFC only)

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 is not 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* in the *Basic User's Guide*.) 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 product, call Brother Customer Service. (See *Brother numbers* in the *Basic User's Guide*.)

WARNING

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

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: HL-4150CDN/HL-4570CDW/HL-4570CDWT/MFC-9460CDN/MFC-9560CDW

Model Numbers: HL-41/HL-45/MFC-9460CDN/MFC-9560CDW

Product Options: LT-300CL

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.

■ (Wireless network models only)

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

! IMPORTANT

- Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.
- A shielded interface cable should be used to ensure compliance with the limits for a Class B digital device.

- (MFC only)

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

- (MFC only)

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.

- (MFC only)

This product 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 product to operate properly and safely.

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.

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes:

(1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

EQUIPMENT ATTACHMENT LIMITATIONS (Canada only) (MFC only)

NOTICE

This product meets the applicable Industry Canada technical specifications.

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

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.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

Laser safety (For 110-120V Models Only)

This equipment is certified as a Class 1 laser product as defined in IEC60825-1:2007 specifications 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 product during any phase of user operation.

FDA regulations (For 110-120V Models Only)

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. One of the following labels on the back of the product indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

Manufactured:

BROTHER TECHNOLOGY (SHENZHEN) LTD.

NO6 Gold Garden Ind., Nanling Buji, Longgang, Shenzhen, China

This product complies with FDA performance standards for laser products except for deviations pursuant to Laser Notice No. 50, dated June 24, 2007.

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: 20 mW

Wave Length: 770 - 800 nm

Laser Class: Class 3B

For use in the USA or Canada only

These products are made for use in the USA and Canada only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations (for MFC models only) of that country and the power requirements of your product 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.

Disconnect device

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

LAN connection (Network models only)

⚠ CAUTION

DO NOT connect this product to a LAN connection that is subject to over-voltages.

International ENERGY STAR® Qualification Statement

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

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® specifications for energy efficiency.



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This product includes open-source software.

Please see Open Source Licensing Remarks and Copyright information on the supplied CD-ROM.

(For Windows®) “X:\\License.txt” (where X is your drive letter).

(For Macintosh) Double-click the CD-ROM icon on your desktop. Then double-click the **Utilities** icon. License.rtf will appear.

Copyright and License

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This product includes software developed by the following vendors:

©1983-1998 PACIFIC SOFTWARES, INC.

©2010 Devicescape Software, Inc.

This product includes the “KASAGO TCP/IP” software developed by ZUKEN ELMIC, Inc.

Other Information

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U.S. Patent Office 5,860,082/6,260,156

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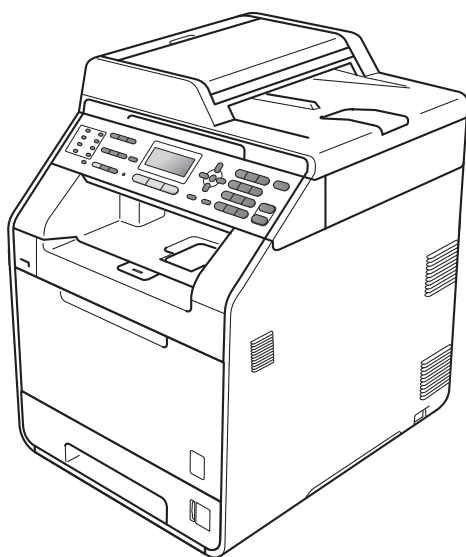
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- Money
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Internal Revenue Stamps (canceled or uncanceled)
- Selective Service or draft papers
- Passports
- United States/Canadian Postage Stamps (canceled or uncanceled)
- Food Stamps
- Immigration Papers
- Checks or drafts drawn by Governmental agencies
- Identifying badges or insignias
- Licenses and Certificates of Title to motor vehicles, under certain State/Provincial law

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brother®

BASIC USER'S GUIDE



MFC-9460CDN
MFC-9560CDW

Not all models are available in all countries.

MFC-9560CDW (in USA):

Please go to the Brother Solutions Center at <http://solutions.brother.com/> and click Manuals on your model page to download the other manuals.

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-9460CDN and MFC-9560CDW
(Circle your model number)

Serial Number: ¹ _____

Date of Purchase: _____

Place of Purchase: _____

¹ **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 <http://www.brother.com/registration/>.

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's performance up to date, check here for the latest firmware upgrade.

For Customer Service

In USA: 1-877-BROTHER (1-877-276-8437)
1-901-379-1215 (fax)

In Canada: 1-877-BROTHER
(514) 685-4898 (fax)

Service Center Locator (USA only)

For the location of a Brother authorized service center, call 1-877-BROTHER (1-877-276-8437) or visit us on-line at <http://www.brother-usa.com/service/>.

Service Center Locations (Canada only)

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

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. (You can visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.)



Note

In Canada, only Visa and MasterCard are accepted.

In USA: 1-877-552-MALL (1-877-552-6255)
1-800-947-1445 (fax)

<http://www.brothermall.com/>

In Canada: 1-877-BROTHER

<http://www.brother.ca/>

Description	Item
Toner Cartridge <Black>	TN-310BK (Approx. 2,500 pages) ^{1 2 3} TN-315BK (Approx. 6,000 pages) ^{1 2 4}
Toner Cartridge <Cyan>	TN-310C (Approx. 1,500 pages) ^{1 2 3} TN-315C (Approx. 3,500 pages) ^{1 2 4}
Toner Cartridge <Magenta>	TN-310M (Approx. 1,500 pages) ^{1 2 3} TN-315M (Approx. 3,500 pages) ^{1 2 4}
Toner Cartridge <Yellow>	TN-310Y (Approx. 1,500 pages) ^{1 2 3} TN-315Y (Approx. 3,500 pages) ^{1 2 4}
Drum Unit	DR-310CL (Approx. 25,000 pages) ^{5 6}
Waste Toner Box	WT-300CL (Approx. 50,000 pages) ¹
Belt Unit	BU-300CL (Approx. 50,000 pages) ¹
Telephone Line Cord	LG3077001
Basic User's Guide	LX4374001 (English for USA and Canada)
	LX4374002 (French for Canada)
Quick Setup Guide	(MFC-9460CDN) LX4371001 (English for USA and Canada)
	(MFC-9560CDW) LX4384001 (English for USA and Canada)
	(MFC-9460CDN) LX4371002 (French for Canada) (MFC-9560CDW) LX4384002 (French for Canada)

¹ Letter or A4 size single-sided pages.

² Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

³ Standard toner cartridge

⁴ High capacity toner cartridge

⁵ 1 page per job.

⁶ Drum life is approximate and may vary by type of use.

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® Color Laser One-Year On-Site Limited Warranty (USA only)

Who is covered:

- This limited warranty ("warranty") is given only to the original end-user/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 Toner Cartridges, Drum Unit, Belt Unit, and Waste Toner Box.
- 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®-brand parts and Consumable and Accessory Items);
- 4 Consumable and Accessory Items that expired in accordance with a rated life;
- 5 Problems arising from other than defects in materials or workmanship; and,
- 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 our Customer Service Hotline at 1-877-BROTHER (1-877-276-8437) 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 1-877-BROTHER (1-877-276-8437) or visit www.brother-usa.com.

Brother® Color Laser One-Year On-Site Limited Warranty (USA only)

What Brother will ask you to do:

After contacting Brother or a Brother Authorized Service Center, you may be required to provide information pertaining to the defect or malfunction of this Product.

What Brother will do:

If the problem reported concerning your Machine and/or accompanying Consumable and Accessory Items is covered by this warranty and 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 evaluate your report of a possible defect to determine whether a defect exists, and if it does exist, Brother or an Authorized Service Center will provide "On-site Warranty Service" during "Normal Working Hours" and will repair the Machine and/or accompanying Consumable and Accessory Items at no charge to you for parts or labor. "On-site Warranty Service" shall consist of the remedial service, as necessitated by normal usage, to restore this product to good operating condition at your location and does not guarantee uninterrupted operation of this Product. "Normal Working Hours" shall mean 9:00am to 5:00pm (local time), Monday through Friday, excluding legal and local holidays observed by Brother or the Authorized Service Center.

If the Machine and/or accompanying Consumable and Accessory Items are not covered by this warranty, you will be charged for any service and/or replacement parts/products at Brother's or the Authorized Service Center's then current published rates.

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

What you must provide:

Reasonable cooperation with the Brother Representative in troubleshooting as they diagnose the problem, provide access to this Product at reasonable times and provide adequate working space including heat, light, ventilation, electric current and outlets for the use of the Brother representative.

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 the repair as described above, 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.

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.

**BROTHER LASER PRINTER / MULTIFUNCTION CENTER® / FAX
ON-SITE LIMITED WARRANTY
(Canada Only)**

For a limited on-site warranty of 1 year labour and parts from the date of purchase, Brother International Corporation (Canada) Ltd. ("Brother"), or its authorized on-site service providers, will repair or replace (at Brother's sole discretion) this Laser Printer/MFC/Fax machine free of charge if defective in material or workmanship.

This warranty applies only to products purchased and used in Canada. This limited Warranty does not include cleaning, consumables (including, without limitation, toner cartridges and drum units, OPC belts, fixing units, print heads, paper feed rollers, transfer rolls, cleaning rollers, waste toner packs, oil bottles) or damage caused by accident, neglect, misuse or improper installation or operation or any damage caused from service, maintenance, modifications, or tampering by anyone other than a Brother Authorized Service Representative, or if shipped out of the country. Damage caused by the use of non-Brother toner is not covered under this warranty. This limited warranty ceases when this machine is rented, sold, or otherwise disposed of. Operation of the laser printer/MFC/Fax 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. The Laser Printer/MFC/Fax machine will be serviced on-site. Canadian Proof of Purchase in the form of a Sales Receipt must be provided if requested by the service personnel. In the event that geographical location does not permit us to provide on-site service to you, Brother reserves the right to exchange your machine with an equivalent or better one through a courier service.

When shipping or transporting your Laser Printer/MFC/Fax machine, please refer to your Operation Manual for the proper packaging procedures. Failure to remove the Toner Cartridge (and Toner Drum Unit, waste toner packs or oil bottles on applicable models) during shipping or transport will cause severe damage to the Laser Printer/MFC/Fax machine and will void the Warranty. Improper packaging may cause severe damage to the machine during shipping and will void the warranty.

BROTHER DISCLAIMS ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING, WITHOUT LIMITATIONS, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR 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 Centres, Distributors, Dealers, Agents or employees, shall create another warranty or modify this warranty. The warranty states Brother's entire liability and your exclusive remedy against Brother for any failure of the Laser Printer/MFC/Fax machine to operate properly. Neither Brother nor anyone else involved in the development, production, or delivery of this Laser Printer/MFC/Fax 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 Province to Province.

Warranty Service is available at Brother Authorized Service Centres throughout Canada. For Technical Assistance or for the name and location of your nearest Authorized Service Centre call 1-877-Brother.

Internet support: support@brother.ca or browse Brother's Web Site www.brother.ca.

brother®

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Please read the Safety Instructions before you set up your machine.	Printed / In the Box
Quick Setup Guide	Read this Guide first. Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the Box
Basic User's Guide	Learn the basic Fax, Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	For USA: (MFC-9460CDN) PDF file / Documentation CD-ROM / In the Box (MFC-9560CDW) PDF file / Brother Solutions Center at http://solutions.brother.com/ For Other Countries: PDF file / Documentation CD-ROM / In the Box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along general networking and common terms.	
Network User's Guide	This Guide provides useful information of wired and wireless network settings and security settings using Brother machine. You can also find supported protocol information for your machine and the detailed troubleshooting tips.	

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(ADVANCED USER'S GUIDE)

The Advanced User's Guide explains the following features and operations.

You can view the Advanced User's Guide on:

In USA:	Documentation CD-ROM / In the Box (MFC-9460CDN) Brother Solutions Center at http://solutions.brother.com/ (MFC-9560CDW)
In Other Countries:	Documentation CD-ROM / In the Box

1 General Setup

Memory storage
Volume settings
Automatic daylight savings time
Ecology features
LCD Contrast
Dial Prefix
Mode Timer

2 Security features

Secure Function Lock 2.0
Setting Lock
Restricting dialing

3 Sending a fax

Additional sending options
Additional sending operations
Polling overview

4 Receiving a fax

Remote Fax Options (black & white only)
Additional receiving operations
Polling overview

5 Dialing and storing numbers

Telephone line services
Additional dialing operations
Additional ways to store numbers

6 Printing reports

Fax reports
Reports

7 Making copies

Copy settings
Duplex (2-sided) copying

A Routine maintenance

Cleaning and checking the machine
Replacing periodic maintenance parts
Packing and shipping the machine

B Options

Options
Optional paper tray (LT-300CL)
Memory board

C Glossary

D Index

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

WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



Electrical Hazard icons alert you to a possible electrical shock.



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



Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features.

Accessing the Advanced User's Guide, Software User's Guide and Network User's Guide

This Basic User's Guide does not contain all the information about the machine such as how to use the advanced features for Fax, Copy, Printer, Scanner, PC-Fax and Network. When you are ready to learn detailed information about these operations, read the **Advanced User's Guide**, **Software User's Guide**, **Network Glossary** and **Network User's Guide** that are on the Documentation CD-ROM¹.

- ¹ (MFC-9560CDW) **In USA:** You can find the Advanced User's Guide, Software User's Guide, Network Glossary and Network User's Guide on the Brother Solutions Center at <http://solutions.brother.com/>.

Viewing Documentation

- 1 Turn on your computer. Insert the Documentation CD-ROM into your CD-ROM drive. For Windows® users, go to step 3.

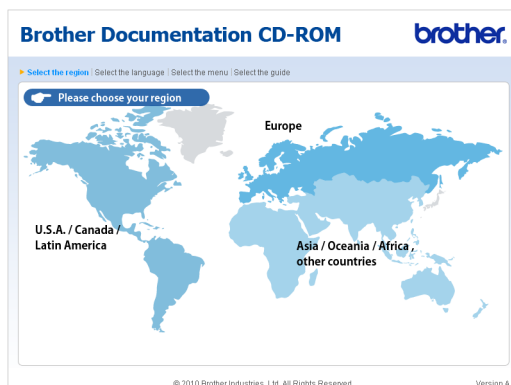


Note

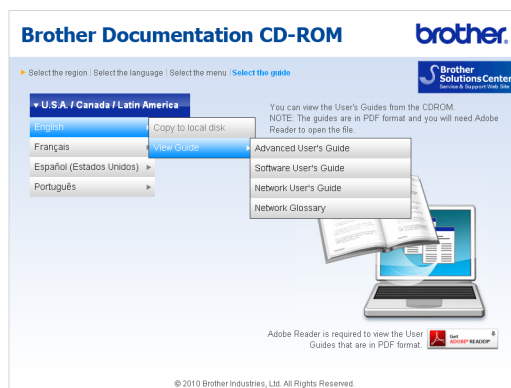
(Windows® users) If the screen does not appear automatically, go to **My Computer (Computer)**, double-click the CD-ROM icon, and then double-click **index.html**.

- 2 (Macintosh users) Double-click the Documentation CD-ROM icon, and then double-click **index.html**.

- 3 Click your country.



- 4 Point to your language, point to **View Guide**, and then click the guide you want to read.



**Note**

- (Windows® users only) Your Web browser may display a yellow bar at the top of the page that contains a security warning about Active X controls. For the page to display correctly you must click on the bar, click **Allow Blocked Content**, then click **Yes** in the Security Warning dialog box.
- (Windows® users only) ¹ For faster access, you can copy all user documentation in PDF format to a local folder on your computer. Point to your language, then click **Copy to local disk**.

¹ Microsoft® Internet Explorer® 6.0 or greater.

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*
- *ControlCenter*
- *Network Scanning*

ScanSoft™ PaperPort™ 12SE with OCR How-to-Guides**(Windows®)**

- The complete ScanSoft™ PaperPort™ 12SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™ 12SE application.

Presto! PageManager User's Guide**(Macintosh)****Note**

Presto! PageManager is available as a download from
http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg

- The complete Presto! PageManager User's Guide can be viewed from the Help selection in the Presto! PageManager application.

How to find Network setup instructions

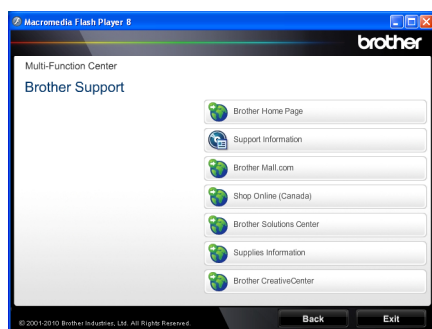
Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the *Quick Setup Guide*. If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, you can also follow the steps in the *Quick Setup Guide*. For more information about network setup please see the *Network User's Guide* on the Documentation CD-ROM ¹.

¹ (MFC-9560CDW) **In USA:** You can find the Network User's Guide on the Brother Solutions Center at <http://solutions.brother.com/>.

Accessing Brother Support (Windows®)

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 Installation CD-ROM.

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



- To access our Web site (<http://www.brother.com/>) 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 (<http://www.brothermall.com/>) for additional product and service information, click **Brother Mall.com**.
- To access Canada's Brother online shopping mall (<http://www.brother.ca/>) for additional product and services information, click **Shop Online (Canada)**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our web site for original/genuine Brother supplies (<http://www.brother.com/original/>), click **Supplies Information**.

- To access the Brother CreativeCenter (<http://www.brother.com/creativecenter/>) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.

To return to the main page, click **Back**.

Or, if you have finished, click **Exit**.

Accessing Brother Support (Macintosh)

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

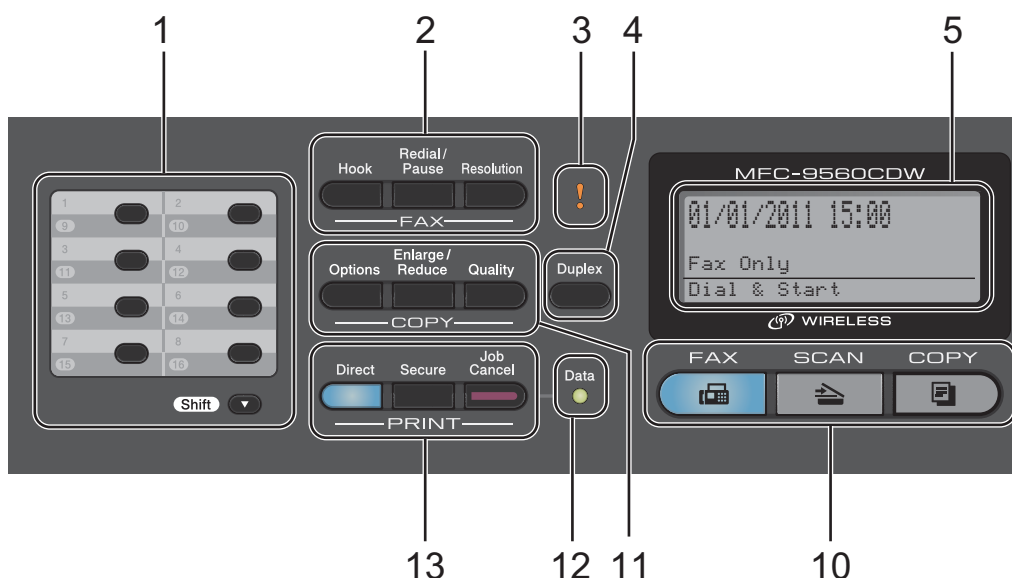
- Double-click the **Brother Support** icon. The following screen will appear:



- To download and install Presto! PageManager, click **Presto! PageManager**.
- To register your machine from the Brother Product Register Page (<http://www.brother.com/registration/>), click **On-Line Registration**.
- To view all Brother Numbers, including Customer Service numbers for the USA and Canada, click **Support Information**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our Web site for original/genuine Brother Supplies (<http://www.brother.com/original/>), click **Supplies Information**.

Control panel overview

MFC-9460CDN and **MFC-9560CDW** have the same keys. The illustration is based on the **MFC-9560CDW**.



1 One Touch keys

These 8 keys give you instant access to 16 previously stored numbers.

Shift

Lets you access One Touch numbers 9 to 16 when held down.

2 FAX keys:

Hook

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

Redial/Pause

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

Resolution

Sets the resolution when sending a fax.

3 Error LED

Blinks in orange when the LCD displays an error or an important status message.

4 Duplex

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

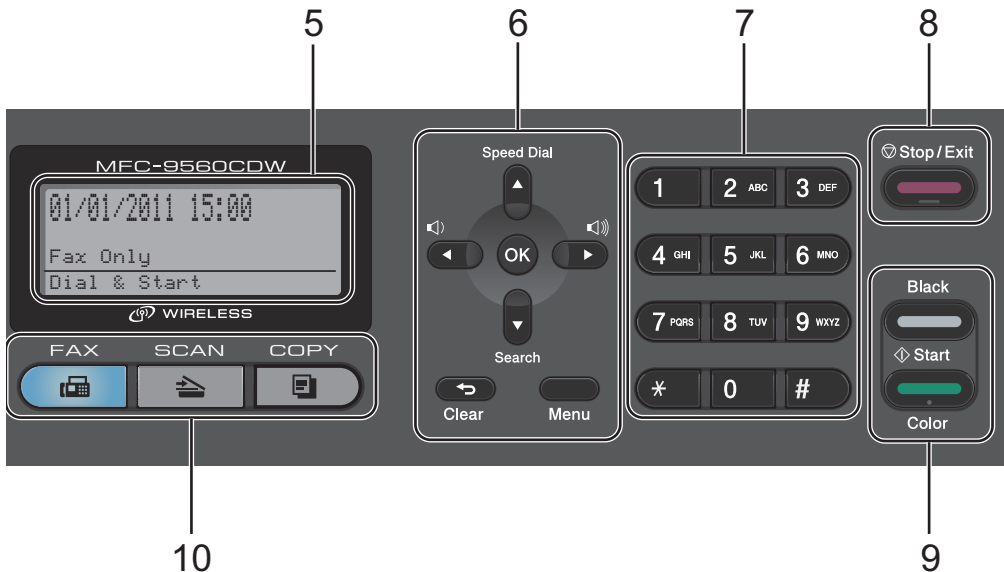
(MFC-9560CDW) Also, this key enables automatic 2-sided (Duplex) fax sending when the machine is in Fax mode.

5 LCD

Displays messages to help you set up and use your machine.

(MFC-9560CDW) In FAX mode and SCAN mode a four level indicator shows the current wireless signal strength if you are using a wireless connection.





6 Clear

Deletes entered data or lets you cancel the current setting.

Menu

Lets you access the Menu to program your settings in this machine.

OK

Lets you store your settings in the machine.

Volume keys:

◀ or ▶

Press to scroll backwards or forwards through menu selections. Press to change the volume when in fax or standby mode.

▲ or ▼

Press to scroll through the menus and options.

Speed Dial

▲

Lets you access speed dial numbers directly.

Search

▼

Lets you look up numbers that are stored in memory.

7 Dial pad

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

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

8 Stop/Exit

Stops an operation or exits from a menu.

9 Start:

Color

Lets you start sending faxes or making copies in full color.

Black

Lets you start sending faxes or making copies in black & white.

10 Mode keys:



FAX

Puts the machine in Fax mode.



SCAN

Puts the machine in Scan mode.



COPY

Puts the machine in Copy mode.

11 COPY keys:

Options

You can quickly and easily choose temporary settings for copying.

Enlarge/Reduce

Reduces or enlarges copies.

Quality

Lets you change the quality for the next copy.

12 Data LED

The LED will flash depending on the machine status.

13 PRINT keys:

Direct

Lets you print data from a USB flash memory drive or a digital camera supporting mass storage that you can connect directly to the machine.

(See *Printing data from a USB Flash memory drive or digital camera supporting mass storage* on page 52.)

Secure

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

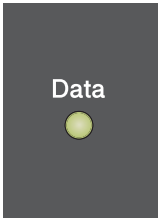
When using Secure Function Lock, you can switch restricted users by holding down **Shift** as you press **Secure**. (See *Secure Function Lock 2.0* in *Chapter 2* of the *Advanced User's Guide*.)

Job Cancel

Cancels a programmed print job and clears it from the machine's memory. To cancel multiple print jobs, hold down this key until the LCD shows **Job Cancel (All)**.

Data LED indications

The **Data** LED (light emitting diode) will flash depending on the machine's status.



LED	Machine Status	Description
	Ready Mode	The machine is ready to print, in sleep mode, there is no print data, or the power switch is off.
 Green (blinking)	Receiving Data	The machine is either receiving data from the computer, processing data in memory, or printing data.
 Green	Data Remaining in Memory	Print data remains in the machine memory.

2

Loading paper

Loading paper and print media

The machine can feed paper from the standard paper tray, optional lower tray or multi-purpose tray.

When you put paper into the paper tray, note the following:

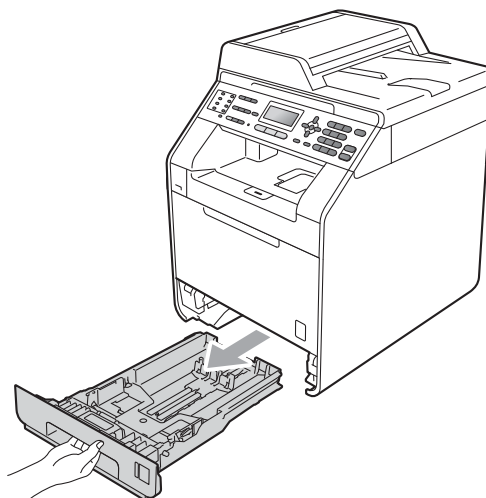
- If your application software supports paper size selection on the print menu, you can select it through the software. If your application software does not support it, you can set the paper size in the printer driver or by using the control panel buttons.

Loading paper in the standard paper tray

You can load up to 250 sheets for Tray 1 and 500 sheets for Tray 2. Paper can be loaded up to the maximum paper mark (▼▼▼) on the sliding paper with guide. (For recommended paper to use, see *Paper capacity of the paper trays* on page 22.)

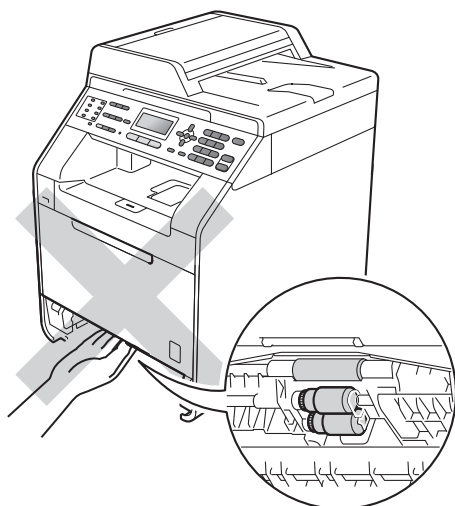
Printing on plain paper, thin paper or recycled paper from the standard paper tray

- 1 Pull the paper tray completely out of the machine.

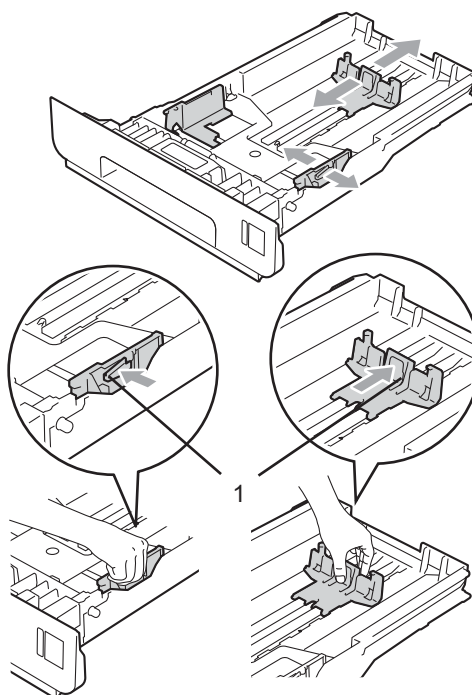


! WARNING

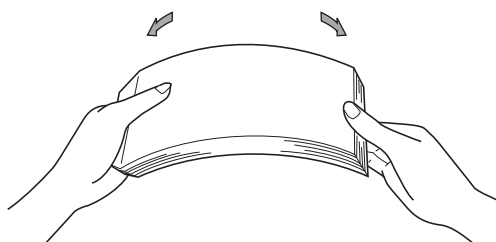
DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed and can pinch or entrap your hand.



- 2 While pressing the green paper-guide release lever (1), slide the paper guides to fit the paper size you are loading in the tray. Make sure that the guides are firmly in the slots.

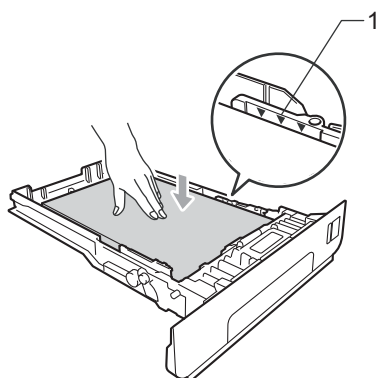


- 3 Fan the stack of paper well to avoid paper jams and misfeeds.



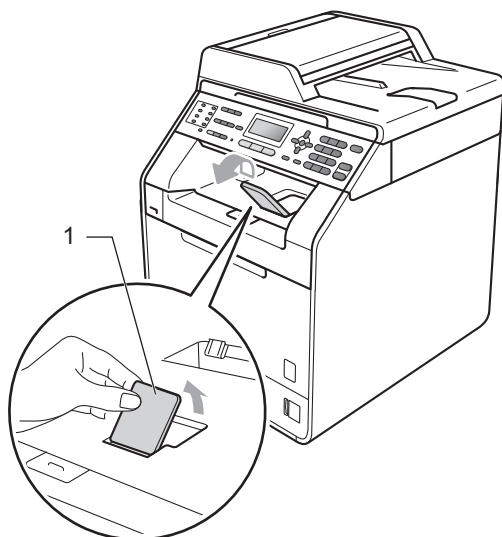
4 Put paper in the tray and make sure:

- The paper is below the maximum paper mark (▼▼▼) (1).
Over filling the paper tray will cause paper jams.
- The side to be printed on must be *face down*.
- The paper guides touch the sides of the paper so it will feed properly.



5 Put the paper tray firmly back in the machine. Make sure that it is completely inserted into the machine.

6 Lift up the support flap (1) to prevent paper from sliding off the *face down* output tray or remove each page as soon as it comes out of the machine.

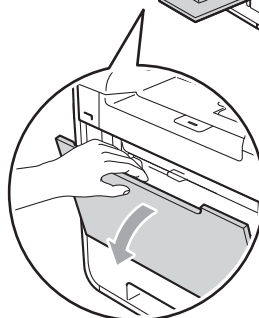
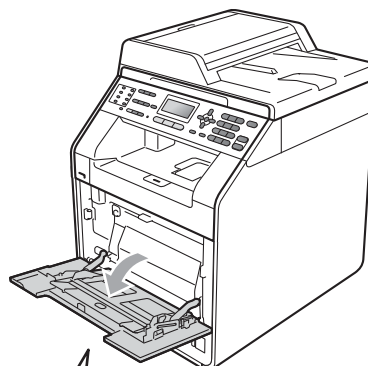


Loading paper in the multi-purpose tray (MP tray)

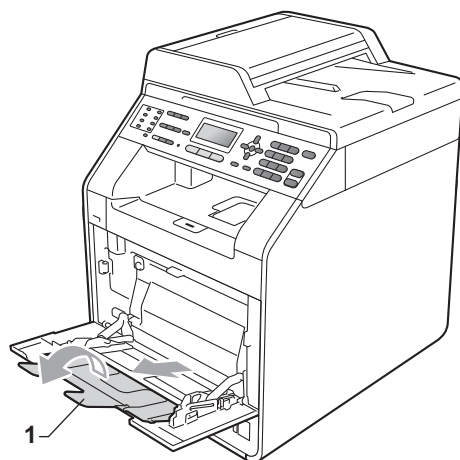
You can load up to 3 envelopes or special print media in the MP tray or up to 50 sheets of plain paper. Use this tray to print or copy on thick paper, bond paper, labels or envelopes. (For recommended paper to use, see *Paper capacity of the paper trays* on page 22.)

Printing on plain paper, bond paper, labels or glossy paper from the MP tray

1 Open the MP tray and lower it gently.

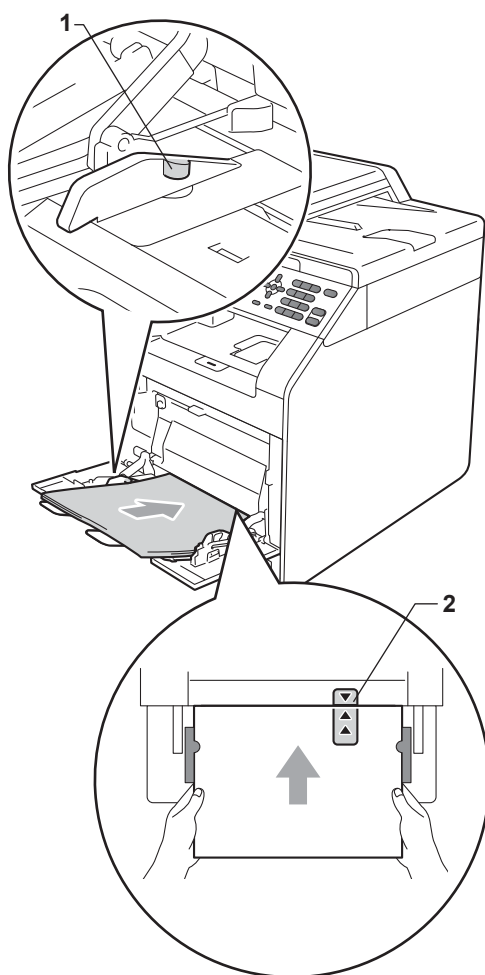


- 2 Pull out the MP tray support and unfold the flap (1).



- 3 Put paper in the MP tray and make sure:

- The paper stays under the maximum paper mark (1).
- The top of paper edge is positioned between the arrows (2).
- The side to be printed on must be *face up* with the leading edge (top of the paper) in first.



Note

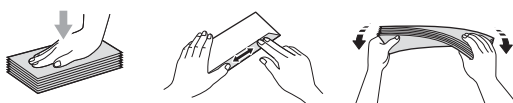
When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

- 4 Lift up the support flap to prevent paper from sliding off the *face down* output tray, or remove each page as soon as it comes out of the machine.

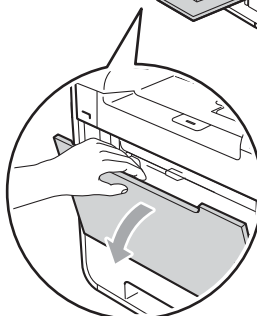
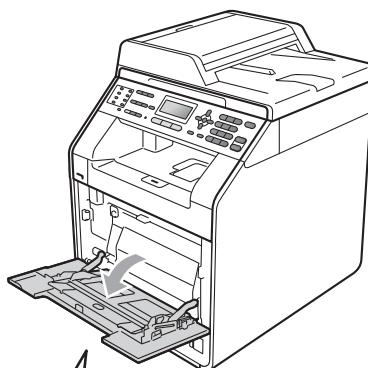


Printing on envelopes and thick paper from the MP tray

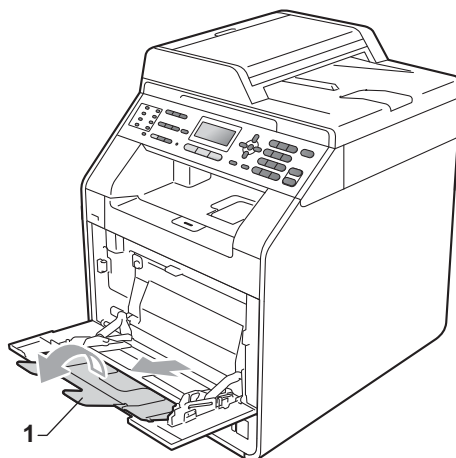
Before loading, press the corners and sides of the envelopes to make them as flat as possible.



- 1 Open the MP tray and lower it gently.



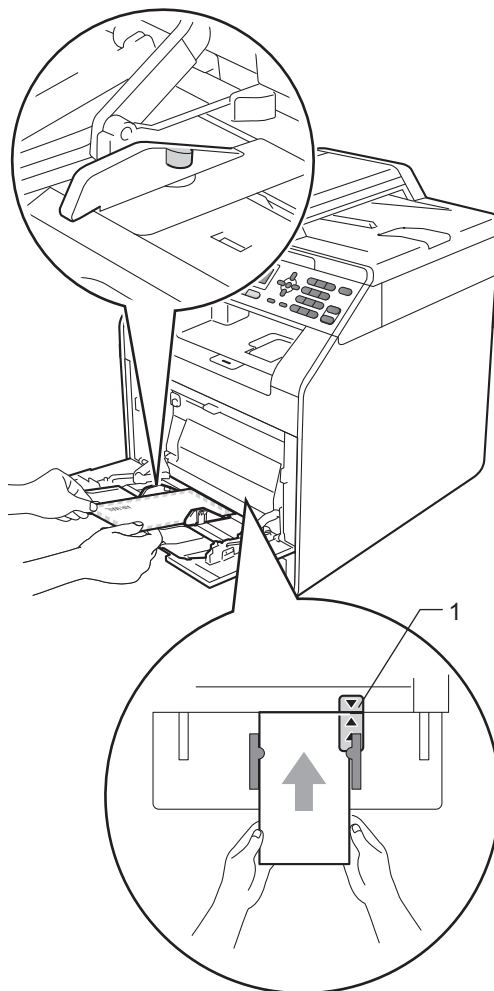
- 2 Pull out the MP tray support and unfold the flap (1).



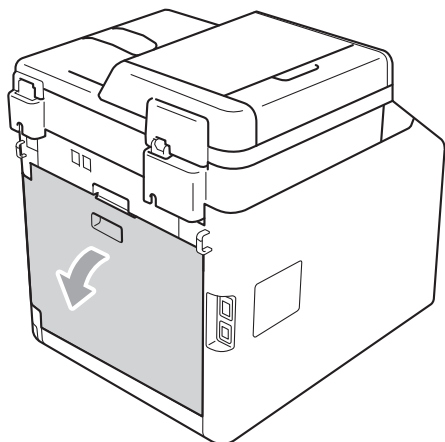
- 3 Lift up the support flap to prevent envelopes and thick sheets of paper from sliding off the *face down* output tray. If the support flap is closed you should remove each envelope as soon as it comes out of the machine.



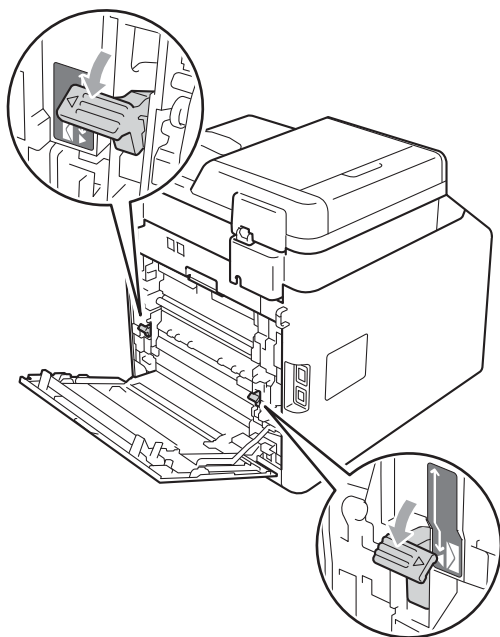
- 4 Put up to 3 envelopes or up to 25 sheets of thick paper [43 lb (163 g/m²)] in the MP tray. If you add more envelopes or paper it may cause a jam. Make sure:
- The top of envelope edge is positioned between the arrows (1).
 - The side to be printed on must be *face up*.



- 5 Open the back cover (*Face up output tray*).



- 6 Pull down the two gray levers, one on the left-hand side and one on the right-hand side, to the envelope position as shown in the illustration below.

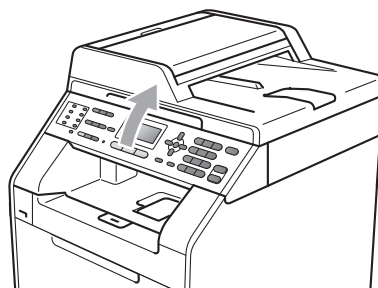


- 7 Close the back cover.
- 8 Send the print data to the machine.
- 9 When you have finished printing, open the back cover and reset the two gray levers which were pulled down in step 6 back to their original positions.

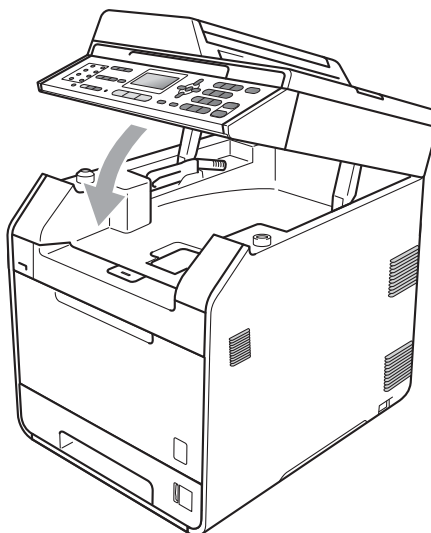


Note

- Remove each printed envelope immediately to prevent a paper jam.
- If your thick paper curls during printing, put only one sheet at a time in the MP tray and open the back cover (back output tray) to let the printed pages exit to the back output tray.
- To easily remove a small printout from the output tray, lift up the scanner by using both hands as shown in the illustration.

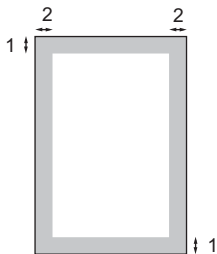


- You can still use the machine while the scanner is up. To close the scanner, push it down with both hands.



Unscannable area

The scannable area depends on the settings in the application you are using. The figures below show unscannable areas.



Usage	Document Size	Top (1) Bottom (1)	Left (2) Right (2)
Fax	Letter	0.16 in. (4 mm)	0.15 in. (3.95 mm)
	A4	0.16 in. (4 mm)	0.04 in. (1 mm)
Copy	Letter	0.16 in. (4 mm)	0.15 in. (3.96 mm)
	A4	0.16 in. (4 mm)	0.08 in. (2 mm)



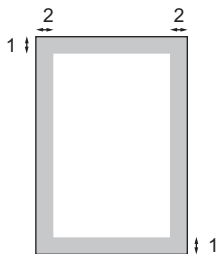
Note

This unprintable area shown above is for a single copy or a 1 in 1 copy using Letter size paper. The area that cannot be printed on will vary by paper size.

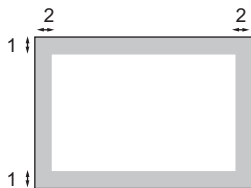
Unprintable area when printing from a computer

When using the printer driver the printable area is smaller than the paper size. The figures below show unprintable areas.

Portrait



Landscape



	Windows® printer driver and Macintosh printer driver BRScript printer driver for Windows® and Macintosh
1	0.16 in. (4.23 mm)
2	0.16 in. (4.23 mm)



Note

The area that cannot be printed on may vary depending on the paper size and the printer driver you are using. The unprintable area shown above is for Letter size paper.

Paper settings

Paper Type

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

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

¹ Tray#2 appears only if the optional tray is installed.

21.Paper Type	
1.MP Tray	
▲	Plain
▼	Thick
Select ▲▼ or OK	

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



Note

You can choose Glossy Paper for MP Tray.

Paper Size

You can use ten sizes of paper for printing copies: A4, Letter, Legal, Executive, A5, A5 L, A6, B5, B6 and Folio and four sizes for printing faxes: A4, Letter, Legal or Folio (8.5 in. × 13 in.).

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.

- 1 Do one of the following:
 - To set the paper size for the MP Tray press **Menu, 1, 2, 2, 1.**
 - To set the paper size for Tray#1 press **Menu, 1, 2, 2, 2.**
 - To set the paper size for Tray#2 ¹ press **Menu, 1, 2, 2, 3** if you installed the optional tray.

¹ Tray#2 appears only if the optional tray is installed.

22.Paper Size	
1.MP Tray	
▲	Letter
▼	Legal
Select ▲▼ or OK	

- 2 Press ▲ or ▼ to choose A4, Letter, Legal, Executive, A5, A5 L, A6, B5, B6, Folio or Any.
Press **OK**.

3 Press **Stop/Exit**.



Note

- Any size appears only when you choose the MP tray.
- If you choose 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.
- A5 L and A6 size are not available for Tray#2.

Tray Use in copy mode

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

When you choose Tray#1 Only, MP Only or Tray#2 Only¹, the machine pulls 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:

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

```
15.Tray Use
  1.Copy
  ▲  MP>T1>T2
  ▼  T1>T2>MP
Select ▲▼ or OK
```

2 Press ▲ or ▼ to choose Tray#1 Only, Tray#2 Only¹, MP Only, MP>T1>T2¹ or T1>T2¹>MP. Press **OK**.

¹ Tray#2 Only or T2 appears only if the optional tray is installed.

3 Press **Stop/Exit**.



Note

- When loading the documents in 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.

When you choose **Tray#1 Only**, **MP Only** or **Tray#2 Only**¹, the machine pulls 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.

When you choose **T1>T2**¹>**MP**, the machine pulls paper from **Tray #1** until it is empty, then from **Tray #2**, and then from the **MP** tray.

When you choose **MP>T1>T2**¹, the machine pulls paper from the **MP** tray until it is empty, then from **Tray #1**, and then from **Tray #2**.



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 **Size mismatch** will appear on the LCD. (For details, see *Error and maintenance messages* on page 92.)
- 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.

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

```
15.Tray Use
 2.Fax
▲ MP>T1>T2
▼ T1>T2>MP
Select ▲▼ or OK
```

2 Press ▲ or ▼ to choose **Tray#1 Only**, **Tray#2 Only**¹, **MP Only**, **MP>T1>T2**¹ or **T1>T2**¹>**MP**. Press **OK**.

¹ **Tray#2 Only** or **T2** appears only if the optional tray is installed.

3 Press **Stop/Exit**.

Tray Use in print mode

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

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

```
15.Tray Use
 3.Print
▲ MP>T1>T2
▼ T1>T2>MP
Select ▲▼ or OK
```

2 Press ▲ or ▼ to choose **Tray#1 Only**, **Tray#2 Only**¹, **MP Only**, **MP>T1>T2**¹ or **T1>T2**¹>**MP**. Press **OK**.

¹ **Tray#2 Only** or **T2** appears only if the optional tray is installed.

3 Press **Stop/Exit**.

Acceptable paper and other print media

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

You can use the following types of print media: thin paper, plain paper, thick paper, bond paper, recycled paper, glossy paper, labels or envelopes.

For best results, follow the instructions below:

- **DO NOT** put different types of paper in the paper tray at the same time because it may cause paper jams or misfeeds.
- For proper printing, you must choose the same paper size from your software application as the paper in the tray.
- Avoid touching the printed surface of the paper immediately after printing.
- Before you buy a lot of paper, test a small quantity to make sure the paper is suitable.

Recommended paper and print media

Paper Type	Item
Plain Paper	Xerox 4200DP 20 lb
	Hammermill Laser Print (24 lb=90 g/m ²)
Recycled Paper	No specific brand recommended
Labels	Avery laser labels white #5160
Envelope	No specific brand recommended
Glossy Paper	Office Depot Brand Glossy Laser Presentation Paper 65 lb

Type and size of paper

The machine feeds paper from the installed standard paper tray, multi-purpose tray or optional lower tray.

The name for the paper trays in the printer driver in this Guide are as follows:

Tray and optional unit	Name
Standard paper tray	Tray 1
Multi-purpose tray	MP Tray
Optional lower tray	Tray 2

Paper capacity of the paper trays

	Paper size	Paper types	No. of sheets
Paper Tray (Tray 1)	A4, Letter, Legal, B5, Executive, A5, A5 (Long Edge), A6, B6, Folio ¹	Plain paper, Thin paper and Recycled paper	up to 250 [20 lb (80 g/m ²)]
Multi-purpose Tray (MP Tray)	Width: 2.75 to 8.5 in. (69.8 to 216 mm) Length: 4.57 to 16 in. (116 to 406.4 mm)	Plain paper, Thin paper, Thick paper, Thicker paper, Bond paper, Recycled paper, Envelopes, Labels and Glossy paper.	50 sheets [20 lb (80 g/m ²)] 3 Envelopes 1 Glossy paper
Optional lower Tray (Tray 2)	A4, Letter, Legal, B5, Executive, A5, B6, Folio ¹	Plain paper, Thin paper and Recycled paper	up to 500 [20 lb (80 g/m ²)]

¹ Folio size is 8.5 in. × 13 in. (215.9 mm x 330.2 mm)

Recommended paper specifications

The following paper specifications are suitable for this machine.

Basis weight	20-24 lb (75-90 g/m ²)
Thickness	80-110 μm
Roughness	Higher than 20 sec.
Stiffness	90-150 cm ³ /100
Grain direction	Long grain
Volume resistivity	10e ⁹ -10e ¹¹ ohm
Surface resistivity	10e ⁹ -10e ¹² ohm-cm
Filler	CaCO ₃ (Neutral)
Ash content	Below 23 wt%
Brightness	Higher than 80%
Opacity	Higher than 85%

- Use paper made for plain paper copying.
- Use paper that is 20 to 24 lb (75 to 90 g/m²).
- Use long grain paper with a neutral Ph value, and a moisture content of approx. 5%.
- This machine can use recycled paper that meets DIN 19309 specifications.

Handling and using special paper

The machine is designed to work well with most types of xerographic and bond paper. However, some paper variables may have an effect on print quality or handling reliability. Always test samples of paper before purchasing to ensure desirable performance. Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

Some important guidelines when selecting paper are:

- DO NOT use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the temperature of the machine's fusing process 392 degrees Fahrenheit (200 degrees centigrade).
- If you use bond paper, paper having a rough surface or paper that is wrinkled or creased, the paper may exhibit degraded performance.
- When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

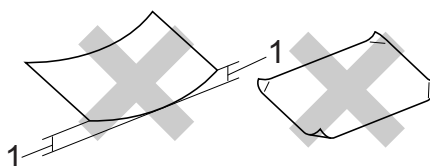
Types of paper to avoid

! IMPORTANT

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped



1 A curl of 0.08 in. (2 mm) or greater may cause jams to occur.

- that is coated or has a chemical finish
- that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing

If you use any of the types of paper listed above, they may damage your machine. This damage is not covered under any Brother warranty or service agreement.

Envelopes

Most envelopes designed for laser printers will be suitable for your machine. However, some envelopes may have feed and print-quality problems because of the way they have been made. A suitable envelope should have edges with straight, well-creased folds and the leading edge should not be thicker than two sheets of paper. The envelope should lie flat and not be of baggy or flimsy construction. You should buy quality envelopes from a supplier who understands that you will be using the envelopes in a laser machine.

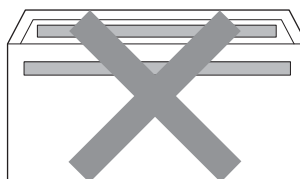
We recommend that you print a test envelope to make sure the print results are what you want.

Types of envelopes to avoid

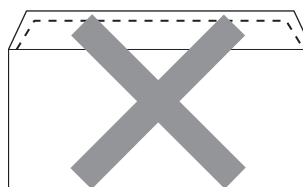
! IMPORTANT

DO NOT use envelopes:

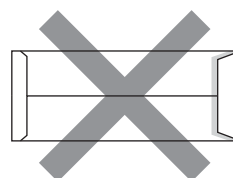
- that are damaged, curled, wrinkled or an unusual shape
- that are extremely shiny or textured
- with clasps, staples, snaps or tie strings
- with self-adhesive closures
- that are of a baggy construction
- that are not sharply creased
- that are embossed (have raised writing on them)
- that were previously printed by a laser machine
- that are pre-printed on the inside
- that cannot be arranged neatly when stacked
- that are made of paper that weighs more than the paper weight specifications for the machine
- with edges that are not straight or consistently square
- with windows, holes, cut-outs or perforations
- with glue on surface as shown in figure below



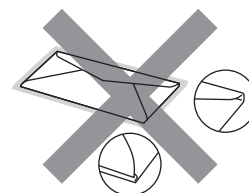
- with double flaps as shown in figure below



- with sealing flaps that are not folded down when purchased
- with sealing flaps as shown in figure below



- with each side folded as shown in figure below



If you use any of the types of envelopes listed above, they may damage your machine. This damage may not be covered under any Brother warranty or service agreement.

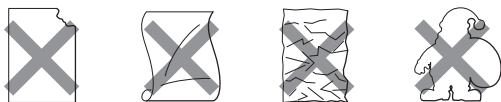
Labels

The machine will print on most types of labels designed for use with a laser machine. Labels should have an adhesive that is acrylic-based since this material is more stable at the high temperatures in the fuser unit. Adhesives should not come in contact with any part of the machine, because the label stock may stick to the drum unit or rollers and cause jams and print quality problems. No adhesive should be exposed between the labels. Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

All labels used in this machine must be able to withstand a temperature of 392 degrees Fahrenheit (200 degrees centigrade) for a period of 0.1 seconds.

Types of labels to avoid

Do not use labels that are damaged, curled, wrinkled or an unusual shape.



! IMPORTANT

- Avoid feeding labels with the carrier sheet exposed because your machine will be damaged.
- Label sheets should not exceed the paper weight specifications described in this User's Guide. Labels exceeding this specification may not feed or print properly and may cause damage to your machine.
- DO NOT reuse or insert labels that have previously been used or are missing few labels on the sheet.

3

Loading documents

How to load documents

You can send a fax, make copies, and scan from the ADF (Automatic Document Feeder) and the scanner glass.

Using the automatic document feeder (ADF)

The ADF can hold up to 35 pages and feeds each sheet individually. Use standard 20 lb (80 g/m²) paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Length:	5.8 to 14 in. (147.3 to 356.0 mm)
Width:	5.8 to 8.5 in. (147.3 to 215.9 mm)
Weight:	17 to 24 lb (64 to 90 g/m ²)

How to load documents

! IMPORTANT

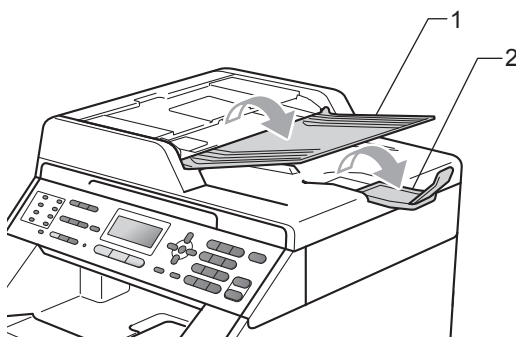
- DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.
- To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.



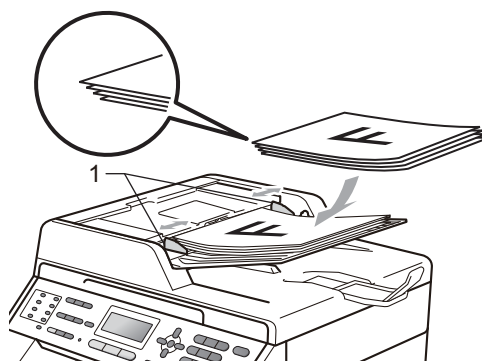
Note

- To scan documents that are not suitable for the ADF, see *Using the scanner glass* on page 27.
- It is easier to use the ADF if you are loading a multiple page document.
- Make sure documents with correction fluid or written with ink are completely dry.

- 1 Unfold the ADF document support (1). Lift up and unfold the ADF document output support flap (2).



- 2 Fan the pages well.
- 3 Place your document *face up top edge first*, in the ADF until the LCD display message changes and you feel it touch the feed rollers.
- 4 Adjust the paper guides (1) to fit the width of your document.



! IMPORTANT

- 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 27.

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book one page at a time.

Document Sizes Supported

Length:	Up to 11.7 in. (297.0 mm)
Width:	Up to 8.5 in. (215.9 mm)
Weight:	Up to 4.4 lb (2.0 kg)

How to load documents

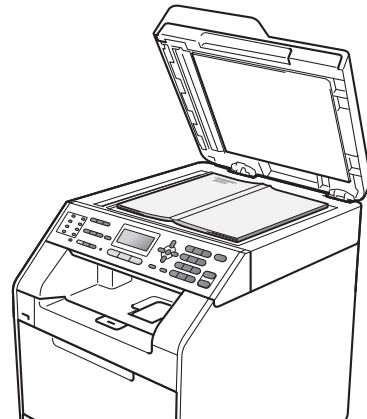
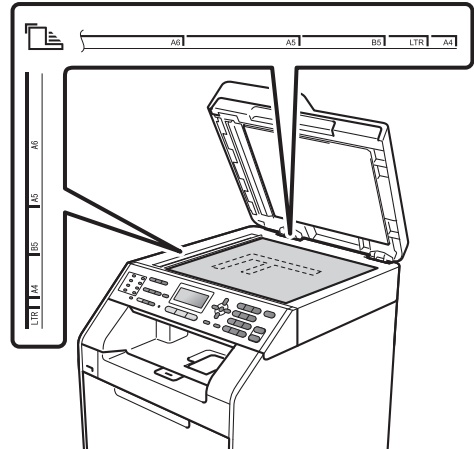


Note

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

- 1 Lift the document cover.

- 2 Using the document guidelines on the left and top, place the document **face down** in the upper left corner of the scanner glass.



- 3 Close the document cover.

! IMPORTANT

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

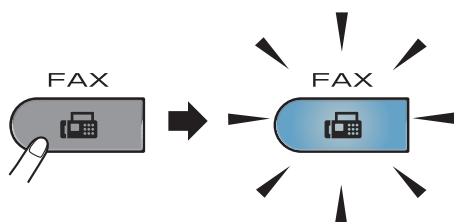
4

Sending a fax

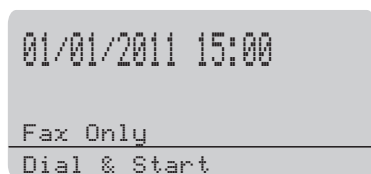
How to send a fax

The following steps show how to send a fax.

- 1 When you want to send a fax, or change fax send or receive settings, press the  (FAX) key to illuminate it in blue.



- The LCD shows:



- 2 Do one of the following to load your document:
 - Place the document *face up* in the ADF. (See *Using the automatic document feeder (ADF)* on page 26.)
 - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 27.)



Note

To send color faxes with multiple pages use the ADF.

- 3 Set the scanner glass size, fax resolution or contrast if you want to change them.
For more advanced fax sending operations and settings, see *Sending a fax* in *Chapter 3* of the *Advanced User's Guide*:

- Broadcast
- Duplex Scan (2-sided fax layout)
- Delayed Fax
- Batch TX
- Real Time TX
- Polled TX
- Overseas Mode
- Fax Resolution
- Contrast
- Coverpg Setup (Coverpage Setup)
- Coverage Msg

- 4 Choose one of the options below:
 - If you want to send a single-sided document, go to Step 5.
 - If you want to send a 2-sided document, press **Duplex**.



Note

- You can send 2-sided documents from the ADF.
- When the machine is ready to scan 2-sided documents the LCD shows  for Duplex in the lower right corner.

- 5 Enter the fax number using the dial pad (up to 20 digits), a One touch key or **▲ Speed Dial** and enter three-digit number.

- 6 Press **Black Start** or **Color Start**.

Faxing from the ADF

- The machine starts scanning the document.

Faxing from the scanner glass

- If you press **Black Start**, the machine starts scanning the first page.

Do one of the following:

- To send a single page, press **2** to choose **No (Send)** (or press **Black Start** again). The machine starts sending the document.
- To send more than one page, press **1** to choose **Yes** and place the next page on the scanner glass. Press **OK**. The machine starts scanning the page. (Repeat this step for each additional page.)

- If you press **Color Start**, the machine starts sending the document.



Note

To cancel, press **Stop/Exit**.

Faxing A4 size documents from the scanner glass

When faxing A4 size documents, you will need to set the scan glass size to A4; otherwise, a portion of your faxes will be missing.

- 1 Make sure you are in Fax mode .

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

```
18.Document Scan
  1.Glass ScanSize
  ▲      A4
  ▼      Letter
Select ▲▼ or OK
```

- 3 Press **▲** or **▼** to choose **A4**. Press **OK**.

- 4 Press **Stop/Exit**.

Color fax transmission

Your machine can send a color fax to machines that support this feature. Color faxes cannot be stored in the machine's memory. When you send a color fax, the machine will send it in real time (even if Real Time TX is set to **Off**).

Canceling a fax in progress

Press **Stop/Exit** to cancel the fax. If you press **Stop/Exit** while the machine is dialing or sending, the LCD will show as below:

```

Clear Fax?
▲  1.Yes
▼  2.No
Select ▲▼ or OK
  
```

Press **1** to cancel the fax.

Transmission verification report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in *Chapter 6* of the *Advanced User's Guide*.) This report lists the receiving party's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- **On:** Prints a report after every fax you send.
- **On+Image:** Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- **Off:** Prints a report if your fax is unsuccessful due to a transmission error. Off is the default setting.
- **Off+Image:** Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

1 Press **Menu, 2, 4, 1**.

```

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

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

3 Press **Stop/Exit**.**Note**

- If you choose **On+Image** or **Off+Image**, the image will only appear on the Transmission Verification Report if Real Time Transmission is set to **off**. (See *Real Time Transmission* in *Chapter 3* of the *Advanced User's Guide*.)
- If your transmission is successful, **OK** will appear next to **RESULT** on the Transmission Verification Report. If transmission is not successful, **NG** will appear next to **RESULT**.

Receive modes

Choose the correct Receive Mode

The correct Receive Mode is determined by the external devices and telephone subscriber services (Voice Mail, Distinctive Ring, etc.) you have (or will be using) on the same line as the Brother machine.

Will you be using a Distinctive Ring number for receiving faxes?

Brother uses the term "Distinctive Ring" but different telephone companies may have other names for this service such as Custom Ringing, RingMaster, Personalized Ring, Teen Ring, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Smart Ring and SimpleBiz Fax & Alternate Number Ringing. (See *Distinctive Ring* on page 38 for instructions on setting up your machine using this feature.)

Will you be using Voice Mail on the same telephone line as your Brother machine?

If you have Voice Mail on the same telephone line as your Brother machine, there is a strong possibility that Voice Mail and the Brother machine will conflict with each other when receiving incoming calls. (See *Voice Mail* on page 37 for instructions on setting up your machine using this service.)

Will you be using a Telephone Answering Device on the same telephone line as your Brother machine?

Your external telephone answering device (TAD) will automatically answer every call. Voice messages are stored on the external TAD and fax messages are printed. Choose **External TAD** as your receive mode. (See *Connecting an external TAD (telephone answering device)* on page 40.)

Will you be using your Brother machine on a dedicated fax line?

Your machine automatically answers every call as a fax. Choose **Fax Only** as your receive mode. (See *Fax Only* on page 34.)

Will you be using your Brother machine on the same line as your telephone?

Do you want to receive voice calls and faxes automatically?

The **Fax/Tel** receive mode is used when sharing the Brother machine and your telephone on the same line. Choose **Fax/Tel** as your receive mode. (See *Fax/Tel* on page 34.)

Important Note: You can not receive voice messages on either Voice Mail or an answering machine when choosing the **Fax/Tel** mode.

Do you expect to receive very few faxes?

Choose **Manual** as your receive mode. You control the telephone line and must answer every call yourself. (See *Manual* on page 34.)

To set the receive mode follow the instructions below:

- 1 Press **Menu**, **0**, **1**.

01.Receive Mode	
▲	Fax Only
	Fax/Tel
▼	External TAD
Select ▲▼ or OK	

- 2 Press ▲ or ▼ to choose the 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 *Ring Delay* on page 35.)

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 handling 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 doubling ring made by your machine.

(Also see *F/T Ring Time (Fax/Tel mode only)* on page 35 and *Ring Delay* on page 35.)

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 lift the handset of the external telephone or press **Hook**. When you hear fax tones (short repeating beeps), press **Black Start** or **Color Start**, and then press **2** to receive a fax. 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 36.)

External TAD

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be handled in 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 40.)

Receive Mode settings

Ring Delay

The Ring Delay setting sets the number of times the machine rings before it answers in *Fax Only* and *Fax/Tel* modes.

If you have external or extension telephones on the same line as the machine, keep the Ring Delay setting of 4. (See *Easy Receive* on page 36.)

1 Make sure you are in Fax mode .

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

```

21.Setup Receive
 1.Ring Delay
▲    03
▼    04
Select ▲▼ or OK
  
```

3 Press ▲ or ▼ to choose 00, 01, 02, 03 or 04 for how many times the line rings before the machine answers. Press **OK**.

4 Press **Stop/Exit**.



Note

Choose 00 in step 3 to have the machine answer immediately.

F/T Ring Time (Fax/Tel mode only)

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 43.)

1 Make sure you are in Fax mode .

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

```

21.Setup Receive
 2.F/T Ring Time
▲    20 Secs
▼    30 Secs
Select ▲▼ or OK
  
```

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

4 Press **Stop/Exit**.

Easy Receive

If Easy Receive is **On**:

The machine can receive a fax automatically, even if you answer the call. When you see **Receiving** on the LCD or hear a click on the phone line through the handset you are using, just replace the handset. Your machine will do the rest.

If Easy Receive is **Off**:

If you are at the machine and answer a fax call first by lifting the external handset, then press **Black Start** or **Color Start**, and then press **2** to receive.

If you answered at an extension telephone press ***51**.



Note

- If this feature is set to **On**, but your machine does not connect a fax call when you lift an extension telephone handset, press the fax receive code ***51**.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Easy Receive to **Off**.

1 Make sure you are in Fax mode .

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

```

21.Setup Receive
 3.Easy Receive
▲      On
▼      Off
Select ▲▼ or OK
  
```

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

4 Press **Stop/Exit**.

Telephone line services

Voice Mail

If you have Voice Mail on the same telephone line as your Brother machine, Voice Mail and the Brother machine will conflict with each other when receiving incoming calls.

For example, if your Voice Mail is set to answer after 4 rings and your Brother machine is set to answer after 2 rings, then your Brother machine will answer first. This will prevent callers from being able to leave a message in your Voice Mail.

Similarly, if your Brother machine is set to answer after 4 rings and your Voice Mail is set to answer after 2 rings, then your Voice Mail will answer first. This will prevent your Brother machine from being able to receive an incoming fax, since Voice Mail cannot transfer the incoming fax back to the Brother machine.

To avoid conflicts between your Brother machine and your Voice Mail service, do one of the following:

Get the Distinctive Ring service from your telephone company. Distinctive Ring is a feature of your Brother machine that allows a person with one line to receive fax and voice calls through two different telephone numbers on that one line. Brother uses the term 'Distinctive Ring,' but telephone companies market the service under a variety of names, such as Custom Ringing, Personalized Ring, Smart Ring, RingMaster, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call,

Teen Ring, and SimpleBiz Fax & Alternate Number Ringing. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes. (See *Distinctive Ring* on page 38.)

OR

Set your Brother machine's Receive Mode to "Manual". Manual Mode requires that you answer every incoming call if you want to be able to receive a fax. If the incoming call is a telephone call, then complete the call as you normally would. If you hear fax sending tones you must transfer the call to the Brother machine. (See *Using external and extension telephones* on page 43.) Unanswered fax and voice calls will go to your Voice Mail. (To set the machine in **MANUAL** Mode, see *Choose the correct Receive Mode* on page 32.)

Distinctive Ring

Distinctive Ring is a function of your Brother machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line. Brother uses the term "Distinctive Ring," but telephone companies market the service under a variety of names, such as Smart Ring, Ring Master or Ident-a-Ring. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes.



Note

- You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.
- Please call your telephone company for availability and rates.

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 telephone line. **If you need more than one telephone number, it is cheaper than paying for an extra line.** Each telephone number has its own distinctive ring pattern, so you will know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.



Note

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 telephone number on your line can just receive faxes.



Note

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 telephone 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 telephone 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.



Note

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

- Ring Pattern #1 is often called Short-Short and is the most commonly used.
 - 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 <<listen>> 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, your Distinctive Ring number will receive faxes automatically. The receive mode is automatically set to **Manual** and you cannot change it to another receive mode while Distinctive Ring is set to On. This ensures the Brother machine will only answer the Distinctive Ring number and not interfere when your main telephone number is called.

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

```

20.Miscellaneous
 2.Distinctive
▲   Off
▼   Set
Select ▲▼ or OK
  
```

- 2 Press **▲** or **▼** to choose **Set**.
- 3 Press **OK**.
- 4 Press **▲** or **▼** to choose the prestored ring pattern you want to use.
Press **OK**.
(You will hear each pattern as you scroll through the four patterns. Make sure you choose the pattern that the telephone company gave you.)
- 5 Press **Stop/Exit**.
Distinctive Ring is now set to On.

Turning off distinctive ring

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

```

20.Miscellaneous
 2.Distinctive
▲      On
▼      Off
Select ▲▼ or OK
  
```

- 2 Press ▲ or ▼ to choose **Off**. Press **OK**.

- 3 Press **Stop/Exit**.



Note

If you do not want to receive faxes on your Distinctive Ring number, you can turn off Distinctive Ring. The machine will stay in **Manual** receive mode so you will need to set the Receive Mode again. (See *Choose the correct Receive Mode* on page 32.)

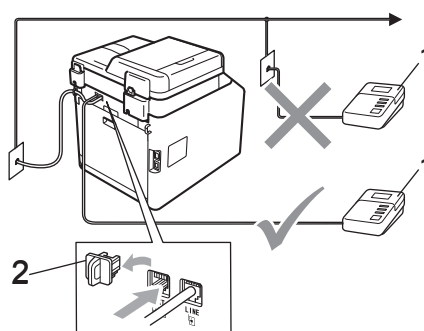
Connecting an external TAD (telephone answering device)

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.

Before you connect an external TAD (telephone answering device), remove the protective cap (2) from the **EXT.** jack on the machine.



- 1 TAD
- 2 Protective Cap

**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).

- 1 Plug the telephone line cord from the telephone wall jack into the back of the machine, in the jack labeled LINE.
- 2 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 *Choose the correct Receive Mode* on page 32.)

Recording an outgoing message (OGM)

- 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.
- 3 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 press *51 and **Start** to send a fax."



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.

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.

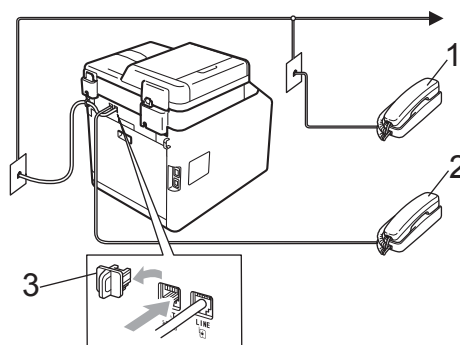
External and extension telephones

Connecting an external or extension telephone

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.

Before you connect an external telephone, remove the protective cap (3) from the EXT. jack on the machine.



- 1 Extension telephone
- 2 External telephone
- 3 Protective Cap

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

Using external and extension telephones

Using extension telephones

If you answer a fax call at an extension telephone, you can make your machine receive the fax by pressing the Fax Receive Code ***51**.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at an extension telephone by pressing the Telephone Answer Code **#51**. (See *F/T Ring Time (Fax/Tel mode only)* on page 35.)

Using an external telephone (Connected to the EXT. jack of the machine)

If you answer a fax call at the external telephone connected to the EXT jack of the machine, you can make the machine receive the fax by pressing **Black Start** or **Color Start** and choosing *Receive*.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at the external telephone by pressing **Hook**.

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 LCD shows *Receiving*, and then hang up.



Note

You can also use the Easy Receive feature to make your machine automatically take the call. (See *Easy Receive* on page 36.)

Using a non-Brother cordless external handset

If your non-Brother cordless telephone is connected to the EXT. jack of the machine (see page 42) 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 telephone, you can tell your machine to receive it by pressing the Fax Receive Code ***51**. Wait for the chirping sounds then replace the handset. (See *Easy Receive* on page 36.)

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing **Black Start** or **Color Start**.

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 telephone you can turn the F/T ring off by pressing **#51** (make sure you press this *between* the rings).

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at the external telephone by pressing **Hook**.

Changing the Remote Codes

The preset Fax Receive Code is *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.

- 1 Make sure you are in Fax mode .

- 2 Press **Menu**, **2**, **1**, **4**.

```

21.Setup Receive
  4.Remote Codes
▲      On
▼      Off
-----
Select ▲▼ or OK
  
```

- 3 Press ▲ or ▼ to choose On (or Off). Press **OK**.
- 4 If you chose On in step 3, enter the new Fax Receive Code. Press **OK**.
- 5 Enter the new Telephone Answer Code. Press **OK**.
- 6 Press **Stop/Exit**.

How to dial

You can dial in any of the following ways.

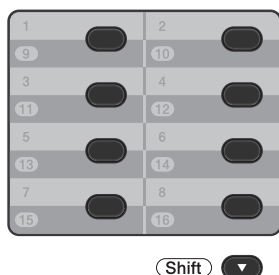
Manual dialing

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



One touch dialing

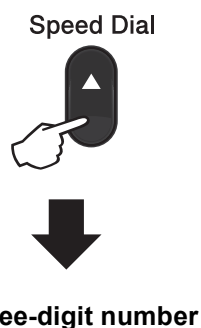
Press the One Touch key that stores the number you want to call. (See *Storing One Touch Dial numbers* on page 47.)



To dial One Touch numbers 9 to 16, hold down **Shift** as you press the One Touch key.

Speed dialing

Press **▲ Speed Dial** and enter the three digit Speed Dial number. (See *Storing Speed Dial numbers* on page 48.)



Note

If the LCD shows *Register Now?* 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. (See *Storing One Touch Dial numbers* on page 47 and *Storing Speed Dial numbers* on page 48.)

- 1 Press **▼ Search**.
- 2 Press the dial pad key for the first few letters of the name. (Use the chart on *Entering text* on page 155 to help you enter letters.)
Press **OK**.
- 3 Press **▲** or **▼** to scroll until you find the name you are looking for.
Press **OK**.
- 4 Press **Black Start** or **Color Start**.



Note

- If you do not enter a letter and press **OK** in step 2, all registered names will appear. Press **▲** or **▼** to scroll until you find the name you are looking for.
 - If the LCD shows `No Contact Found` when you enter the first few letters of the name, it means that a name for the letter is not stored.
-

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 **Black Start** or **Color 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 **Black Start** or **Color 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.

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

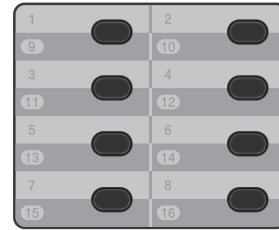
A scan profile is the resolution and other scan settings that you choose when you store a number.

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 8 One Touch keys where you can store 16 fax or telephone numbers for automatic dialing. To access numbers 9 to 16, hold down **Shift** as you press the One Touch key.



- 1 Press the One Touch key where you want to store the number.
If a number is not stored there, the LCD shows *Register Now?*. Press **1** to choose *Yes*.
- 2 Enter the telephone or fax number (up to 20 characters).
Press **OK**.
- 3 Choose one of the following:
 - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* on page 155 to help you enter letters.
Press **OK**.
 - Press **OK** to store the number without a name.
- 4 If you want to save a fax resolution along with the number, choose one of the following:
 - 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.

Storing Speed Dial numbers

You can store your frequently used numbers as Speed Dial numbers, so that when you dial you will only have to press a few keys (**▲ Speed Dial**, the three-digit number and **Black Start** or **Color Start**). The machine can store 300 Speed Dial numbers (001 - 300).

- 1 Press **▲ Speed Dial** and enter a three-digit Speed Dial location number (001-300).
If a number is not stored there, the LCD shows *Register Now?*
Press **1** to choose *Yes*.
- 2 Enter the telephone or fax number (up to 20 characters).
Press **OK**.
- 3 Choose one of the following:
 - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* on page 155 to help you enter letters.
Press **OK**.
 - Press **OK** to store the number without a name.
- 4 If you want to save a fax resolution along with the number, choose one of the following:
 - 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.

Changing One Touch and Speed Dial numbers

You can change a One Touch or Speed Dial number that has already been stored. The LCD will show the name or number, and if the number has a scheduled job, such as a delayed fax or a fax forwarding number, it will display a message.

- 1 Do one of the following:
 - To change a stored One Touch number, press **Menu**, **2**, **3**, **1**.

```

23.Address Book
  1.One Touch Dial

One Touch:
Select One Touch
  
```

Press the One Touch key number you want to change.

- To change a stored Speed Dial number, press **Menu**, **2**, **3**, **2**.

```

23.Address Book
  2.Speed Dial

Speed Dial? #_
Enter & OK Key
  
```

Enter the Speed Dial number you want to change then press **OK**.

- 2 Do one of the following:
 - To change the stored data, press **1**. Go to step 3.
 - To exit without making a change, press **Stop/Exit**.

```

23.Address Book
  #005:MIKE
▲ 1.Change
▼ 2.Clear
Select ▲▼ or OK
  
```

- 3 Edit the number and name by the following the instruction. When you are finished editing, press **OK**.
 - To edit the stored name or number, press ◀ or ▶ to position the cursor under the character you want to change and press **Clear**. Then enter the correct character.
- 4 If you want to save a fax resolution along with the number, do one of the following:
 - 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.
- 5 Press **Stop/Exit**.

Deleting One Touch and Speed Dial numbers

You can delete a One Touch or Speed Dial number that has already been stored. The LCD will show the name or number, and if the number has a scheduled job, such as a delayed fax or a fax forwarding number, it will display a message.

- 1 Do one of the following:
 - To delete a stored One Touch number, press **Menu, 2, 3, 1**.

```

23.Address Book
  1.One Touch Dial

One Touch:
Select One Touch
  
```

Press the One Touch key number you want to change.

- To delete a stored Speed Dial number, press **Menu, 2, 3, 2**.

```

23.Address Book
  2.Speed Dial

Speed Dial? #_
Enter & OK Key
  
```

Enter the Speed Dial number you want to change then press **OK**.

- 2 To delete the stored data, press **2**.

```

23.Address Book
  #005:MIKE
▲    1.Change
▼    2.Clear
Select ▲▼ or OK
  
```

- 3 Do one of the following:
- To delete the stored data, press **1**.
 - To exit without deleting the stored data, press **2**.

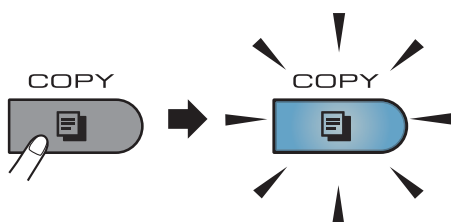
23.Address Book
Erase This Data?
▲ 1.Yes
▼ 2.No
Select ▲▼ or OK

- 4 Press **Stop/Exit**.

How to copy

The following steps show the basic copy operation. For details about each option, see *Advanced User's Guide*.

- 1 When you want to make a copy, press  (**COPY**) to illuminate it in blue.
 - Make sure you are in Copy mode.



- The LCD shows:

```
Contrast:-□□■□□+
Quality :Auto
Enlg/Red:100%
Tray    :MP>T1
Press▲▼ or Start 01—1
```

1 No. of Copies

You can enter the number of copies you want by using the dial pad.



Note

The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Mode Timer* in *Chapter 1* of the *Advanced User's Guide*.)

- 2 Do one of the following to load your document:
 - Place the document *face up* in the ADF. (See *Using the automatic document feeder (ADF)* on page 26.)
 - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 27.)

- 3 Press **Black Start** or **Color Start**.



Note

If the LCD shows *Please Wait* and the machine stops copying while you are making multiple copies, please wait for 30 to 40 seconds until the machine finishes the color registrations and cleaning process of the belt unit.

Stop copying

To stop copying, press **Stop/Exit**.

Copy settings

Press **COPY** and then press ◀, ▶, ▲ or ▼ to scroll through the copy settings. When the setting you want is highlighted, press ▶ and then press **OK**.

For details about changing the copy settings, see *Copy settings* in *Chapter 7* of the *Advanced User's Guide*.

You can change the following copy settings:

- Enlg/Red (Enlarge/Reduce)
- Quality
- Stack/Sort
- Contrast
- Brightness
- Color Adjust (Color Saturation)
- Page Layout
- Tray Select (Tray Selection)
- Duplex

9

Printing data from a USB Flash memory drive or digital camera supporting mass storage

With the Direct Print feature, you do not need a computer to print data. You can print by just plugging your USB Flash memory drive into the machine's USB direct interface. You can also connect and print directly from a camera set to USB mass storage mode.



Note

- Some USB Flash memory drives may not work with the machine.
- If your camera is in PictBridge mode, you cannot print data. Please refer to the documentation supplied with your camera to switch from PictBridge mode to mass storage mode.

Creating a PRN or PostScript® 3™ file for direct printing

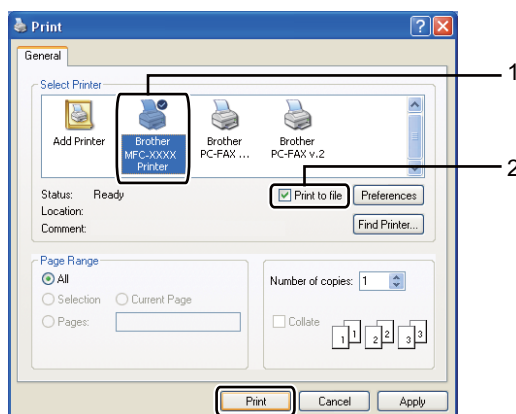


Note

The screens in this section may vary depending on your application and operating system.

- 1 From the menu bar of an application, click **File**, then **Print**.

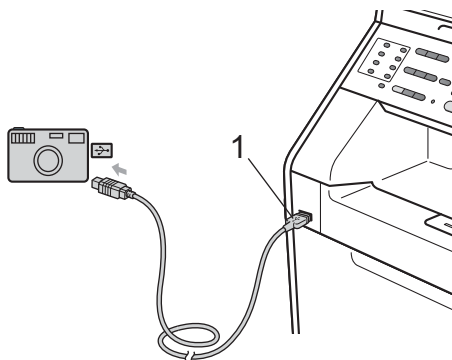
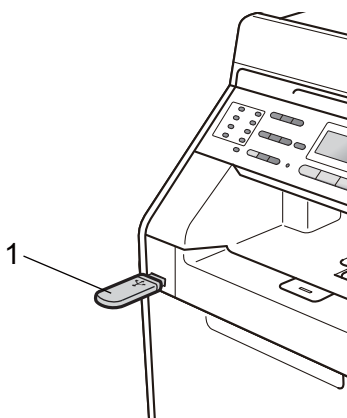
- 2 Choose **Brother MFC-XXXX Printer** (1) and check the **Print to file** box (2). Click **Print**.



- 3 Choose the folder you want to save the file to and enter the file name if you are prompted to.
If you are prompted for a file name only, you can also specify the folder you want to save the file in by entering the directory name. For example:
C:\Temp\FileName.prn
If you have a USB Flash memory drive or digital camera connected to your computer, you can save the file directly to the USB Flash memory drive.

Printing data directly from the USB Flash memory drive or digital camera supporting mass storage

- 1 Connect your USB Flash memory drive or digital camera to the USB direct interface (1) on the front of the machine. The **Direct** key will light up. Press the **Direct** key. Your machine will enter Direct Print Mode.



Note

- Make sure your digital camera is turned on.
- If your machine has been set to Secure Function Lock On, you may not be able to access Direct Print. (See *Switching Users* in chapter 2 of the *Advanced User's Guide*.)

- If Direct Print has been **Enable** and Color Print has been **Disable** in Secure Function Lock and you insert a USB Flash memory drive into the machine and press **Direct**, the LCD will flash **Mono Print Only**. You can only print in black & white.
- If your ID has been restricted to a page limit in Secure Function Lock and you insert a USB Flash memory drive into the machine and press **Direct**, the LCD will show **Remaining Pages** with the number of pages you have left to print.

- 2 Press **▲** or **▼** to choose the folder name or file name you want to print. Press **OK**.
If you have chosen the folder name, press **▲** or **▼** to choose the file name you want to print. Press **OK**.

```
Direct Print
▲1. /FOLDER1
  2. FILE_1.PDF
▼3. FILE_2.PDF
Select ▲▼ or OK
```



Note

- Your digital camera must be switched from PictBridge mode to mass storage mode.
- You can only print in black & white. If you want to print an index of the files, choose **Index Print**, and then press **OK**. Press **Black Start** or **Color Start** to print the data.
- When the machine is in the Deep Sleep mode, the LCD does not show any information even if you connect a USB flash memory drive to the USB direct interface. Press **Direct** to wake up the machine and light up the Direct key, and then press **Direct** again to view the Direct Print menu.

3 Do one of the following:

- Press ▲ or ▼ to choose a setting you need to change and press **OK**, and then press ▲ or ▼ to choose an option for the setting and press **OK**.
- If you do not need to change the current default settings, go to step 4.

```
Print File Set
▲Paper Size
Media Type
▼Multiple Page
Select ▲▼ or OK
```



Note

- You can choose the following settings:

```
Paper Size
Media Type
Multiple Page
Orientation
Duplex
Collate
Tray Use
Print Quality
PDF Option
```

- Depending on the file type, some of these settings may not appear.

4 Press **Black Start** or **Color Start** if you have finished.

5 Press the dial pad key to enter the number of copies you want. Press **OK**.

```
Direct Print
FILE_1.PDF
No. of Copies:
Press Start
```

6 Press **Black Start** or **Color Start** to print the data.

! IMPORTANT

- To prevent damage to your machine, **DO NOT** connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.
- **DO NOT** remove the USB Flash memory drive or digital camera from the USB direct interface until the machine has finished printing.



Note

You can change the default settings for Direct Print by using the control panel when the machine is not in the Direct Print mode. Press **Menu, 5** to enter the USB Direct I/F menu. (See *Menu table* on page 131.)

Printing a document

The machine can receive data from your computer and print it. To print from a computer, install the printer driver. (See *Printing for Windows*® or *Printing and Faxing* for Macintosh in *Software User's Guide* for details about the print settings.)

- 1 Install the Brother printer driver on the Installation CD-ROM. (See the *Quick Setup Guide*.)
- 2 From your application, choose the Print command.
- 3 Choose the name of your machine in the **Print** dialog box and click **Properties**.
- 4 Choose the settings you want in the **Properties** dialog box.
 - **Paper Size**
 - **Orientation**
 - **Copies**
 - **Media Type**
 - **Resolution**
 - **Print Settings**
 - **Multiple Page**
 - **Duplex / Booklet**
 - **Paper Source**
- 5 Click **OK** to begin printing.

Scanning a document

There are several ways to scan documents. You can use the  (**SCAN**) key on the machine or the scanner drivers on your computer.

- 1 To use the machine as a scanner, install a scanner driver. If the machine is on a Network, configure it with a TCP/IP address.
 - Install the scanner drivers on the Installation CD-ROM. (See the *Quick Setup Guide* and *Scanning* in the *Software User's Guide*.)
 - Configure the machine with a TCP/IP address if network scanning does not work. (See *Configuring Network Scanning* in the *Software User's Guide*.)
- 2 Load your document. (See *How to load documents* on page 26.)
 - Use the ADF to scan multiple pages of documents. It feeds each sheet automatically.
 - Use the scanner glass to scan a page of a book or one sheet at a time.
- 3 Do one of the following:
 - To scan using the  (**SCAN**) key, go to *Scanning using the scan key* on page 56.
 - To scan using a scanner driver at your computer, go to *Scanning using a scanner driver* on page 57.

Scanning using the scan key

For more information, see *Using the Scan key* in the *Software User's Guide*.

- 1 Press the  (**SCAN**) key.
 - 2 Choose the scan mode you want.
Scan to:
 - File
 - USB
 - E-mail
 - OCR ¹
 - Image
 - FTP
 - Network
- ¹ (Macintosh users)
This function is available after you download and install Presto! PageManager from http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg
- 3 (For network users)
Choose the computer you want to send the data to.
 - 4 Press **Black Start** or **Color Start** to begin scanning.

Scanning using a scanner driver

For more information, see *Scanning a document using the TWAIN driver* or *Scanning a document using the WIA driver* in the *Software User's Guide*.

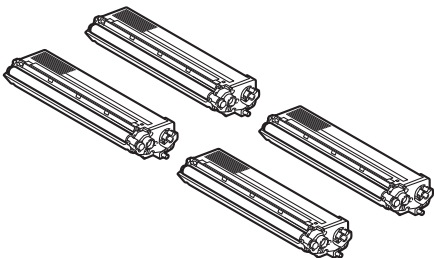
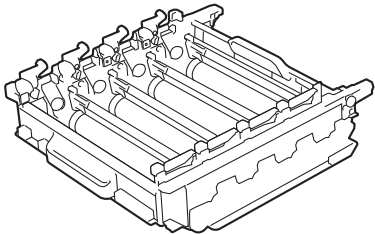
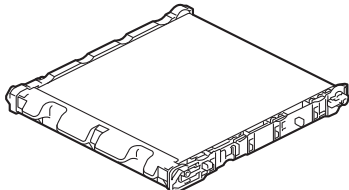
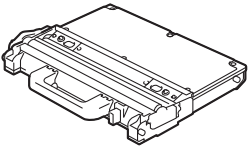
- 1 Start a scanning application and click the **Scan** button.
- 2 Adjust the settings such as Resolution, Brightness and Scan Type in the Scanner Setup dialog box.
- 3 Click **Start** or **Scan** to begin scanning.

A

Routine maintenance

Replacing the consumable items

The following messages appear on the LCD in the Ready mode. These messages provide advanced warnings to replace the consumable items before they reach the end of their life. To avoid any inconvenience, you may want to buy spare consumable items before the machine stops printing.

Toner cartridge	Drum unit
See <i>Replacing a Toner cartridge</i> on page 62. Order No. TN-310BK, TN-315BK, TN-310C, TN-315C, TN-310M, TN-315M, TN-310Y, TN-315Y	See <i>Replacing the drum unit</i> on page 72. Order No. DR-310CL
	
Belt unit	Waste toner box
See <i>Replacing the belt unit</i> on page 79. Order No. BU-300CL	See <i>Replacing the waste toner box</i> on page 85. Order No. WT-300CL
	

LCD messages	Consumable item to replace	Approximate life	How to replace	Order No.
Toner Low Prepare New X Toner Cartridge.	Toner cartridge X = Black, Cyan, Magenta, Yellow	<Black> 2,500 pages ^{1 2 3} 6,000 pages ^{1 2 4} <Cyan, Magenta, Yellow> 1,500 pages ^{1 2 3} 3,500 pages ^{1 2 4}	See page 62.	TN-310BK ³ , TN-315BK ⁴ , TN-310C ³ , TN-315C ⁴ , TN-310M ³ , TN-315M ⁴ , TN-310Y ³ , TN-315Y ⁴
WT Box End Soon	Waste toner box	50,000 pages ¹	See page 85.	WT-300CL

¹ Letter or A4 size single-sided pages.

² Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

³ Standard toner cartridge

⁴ High capacity toner cartridge

You will need to clean the machine regularly and replace the consumable items when the following messages are displayed on the LCD.

LCD messages	Consumable item to replace	Approximate life	How to replace	Order No.
Replace Toner	Toner cartridge	<Black> 2,500 pages ^{1 2 5} 6,000 pages ^{1 2 6} <Cyan, Magenta, Yellow> 1,500 pages ^{1 2 5} 3,500 pages ^{1 2 6}	See page 62.	TN-310BK ⁵ , TN-315BK ⁶ , TN-310C ⁵ , TN-315C ⁶ , TN-310M ⁵ , TN-315M ⁶ , TN-310Y ⁵ , TN-315Y ⁶
Replace Parts Drum	Drum unit	25,000 pages ^{1 3 4}	See page 73.	DR-310CL
Drum Stop				
Replace Parts Belt Unit	Belt unit	50,000 pages ¹	See page 79.	BU-300CL
Replace WT Box	Waste toner box	50,000 pages ¹	See page 85.	WT-300CL
Replace Parts Fuser Unit	Fuser unit	100,000 pages ¹	Call your dealer or Brother Customer Service for a replacement fuser unit.	
Replace Parts Laser Unit	Laser unit	100,000 pages ¹	Call your dealer or Brother Customer Service for a replacement laser unit.	
Replace Parts PF Kit 1	Paper feeding kit 1	100,000 pages ¹	Call your dealer or Brother Customer Service for a replacement paper feeding kit 1.	
Replace Parts PF Kit 2	Paper feeding kit 2	100,000 pages ¹	Call your dealer or Brother Customer Service for a replacement paper feeding kit 2.	
Replace Parts PF Kit MP	Paper feeding kit MP	50,000 pages ¹	Call your dealer or Brother Customer Service for a replacement paper feeding kit MP.	

¹ Letter or A4 size single-sided pages.

² Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

³ 1 page per job.

⁴ Drum life is approximate and may vary by type of use.

⁵ Standard toner cartridge

⁶ High capacity toner cartridge

**Note**

- Go to <http://www.brother.com/original/index.html> for instructions on how to return your used consumable items to the Brother collection program. If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.
 - We recommend placing used consumable items on a piece of paper to prevent accidentally spilling or scattering the material inside.
 - If you use paper that is not a direct equivalent for the recommended paper, the life of consumable items and machine parts may be reduced.
 - The projected life of the toner cartridges is based on ISO/IEC 19798. Frequency of replacement will vary depending on the complexity of printed pages, percentage of coverage and type of media used.
-

Replacing a Toner cartridge

Order No. For the Order No. of toner cartridges, see *Replacing the consumable items* on page 58.

The Standard toner cartridges can print approximately 2,500 pages (black) or approximately 1,500 pages (cyan, magenta, yellow)¹. The High Yield toner cartridges can print approximately 6,000 pages (black) or approximately 3,500 pages (cyan, magenta, yellow)¹. Actual page count will vary depending on your average type of document. When a toner cartridge is running low, the LCD shows **Toner Low**.

The toner cartridges that come supplied with the machine are standard toner cartridges.

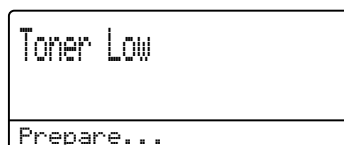
¹ Approx. cartridge yield is declared in accordance with ISO/IEC 19798.



Note

- It is a good idea to keep a new toner cartridge ready for use when you see the **Toner Low** warning.
 - To ensure high quality printing, we recommend that you use only Genuine Brother Brand toner cartridges. When you want to buy toner cartridges, please call Brother Customer Service.
 - We recommend that you clean the machine when you replace the toner cartridge. See *Cleaning and Checking the machine* in *Appendix A* of the *Advanced User's Guide*.
 - If you change the print density setting for lighter or darker printing, the amount of toner used will change.
 - Wait to unpack the toner cartridge until immediately before you put it into the machine.
-

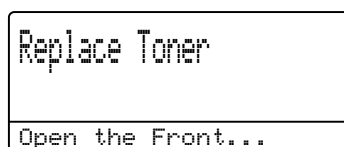
Toner Low



If the LCD shows **Toner Low** Prepare New X Toner Cartridge., buy a new toner cartridge and have it ready before you get a **Replace Toner** message. The LCD shows the toner color that is near the end of its life (Cyan, Magenta, Yellow or Black).

Replace Toner

When the following message appears on the LCD, you need to replace the toner cartridge:

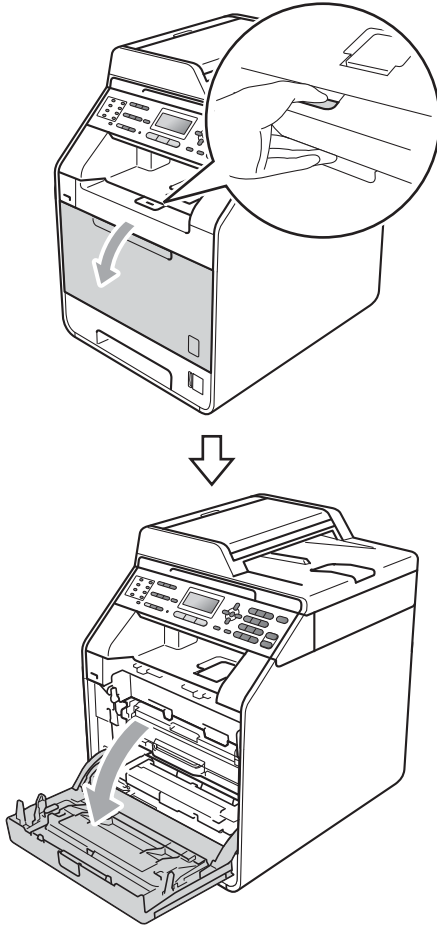


The message in the last line of the LCD indicates which color you need to replace.

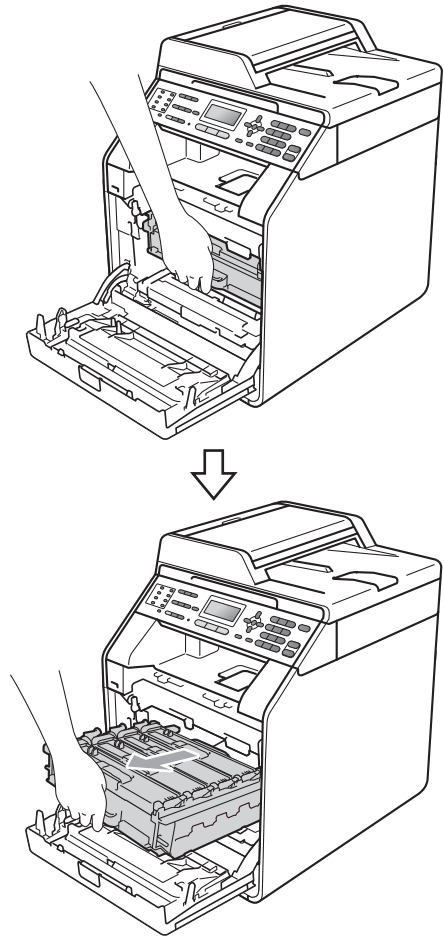
The machine will stop printing until you replace the toner cartridge. A new or unused genuine Brother toner cartridge will reset the **Replace Toner** mode.

Replacing the toner cartridges

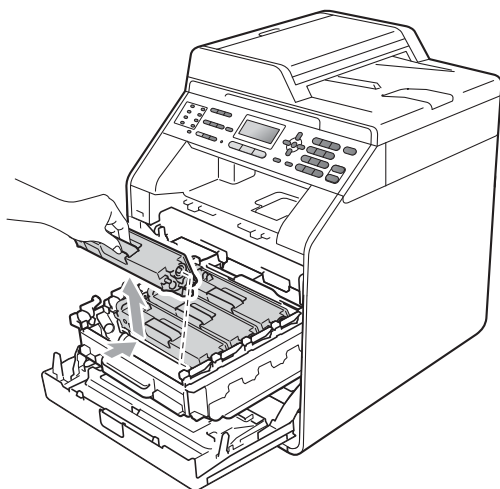
- 1 Make sure that the machine is turned on.
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.



- 4 Hold the handle of the toner cartridge and slightly push it toward the machine to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



! WARNING

DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray or any type of flammable substance to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock.

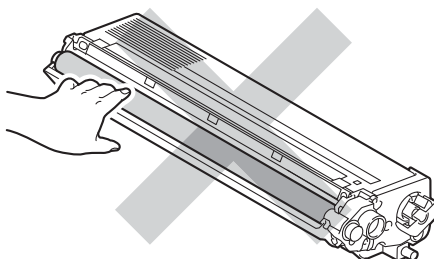
See *To use the product safely* in the *Safety and Legal Booklet* for how to clean the machine.



Be careful not to inhale toner.

! IMPORTANT

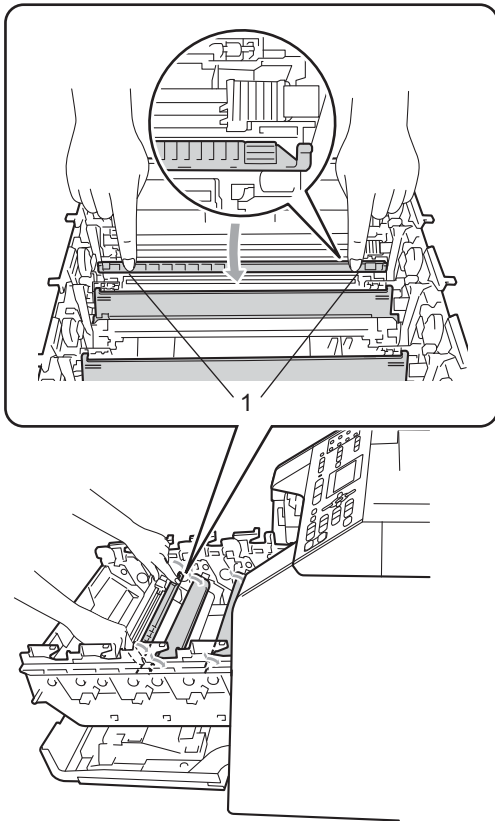
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat, level, stable surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.



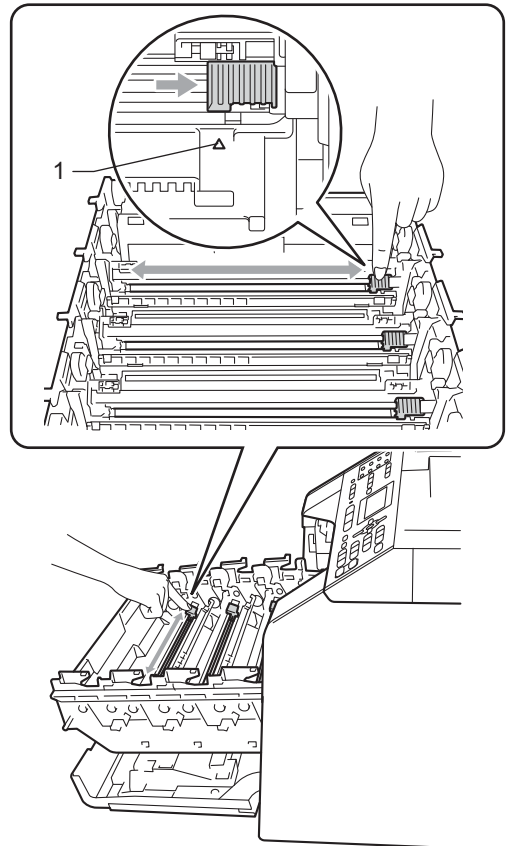
Note

- Be sure to seal up the toner cartridge tightly in a suitable bag so that toner powder does not spill out of the cartridge.
- Go to <http://www.brother.com/original/index.html> for instructions on how to return your used consumable items to the Brother collection program. If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

- 5 Push to release the latches of the corona wire cover (1), and then open the cover.



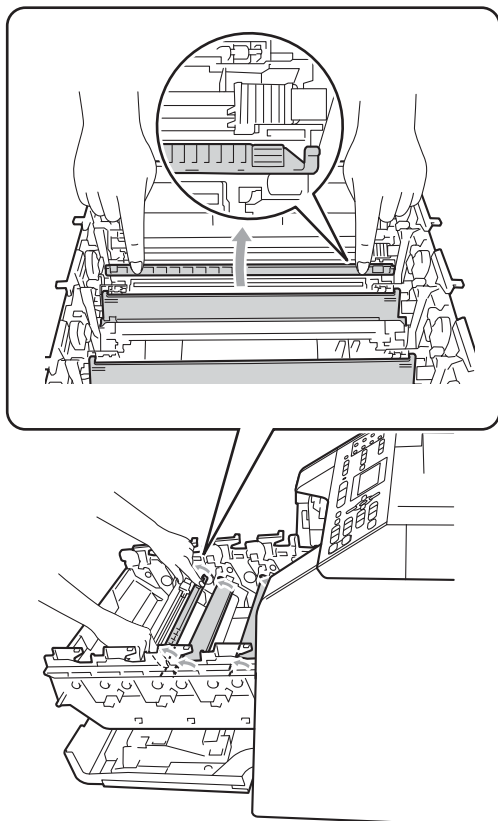
- 6 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



Note

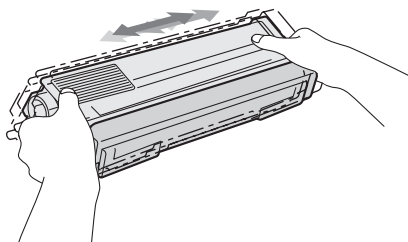
Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

- 7 Close the corona wire cover.



- 8 Repeat steps 5 to 7 to clean each of three remaining corona wires.

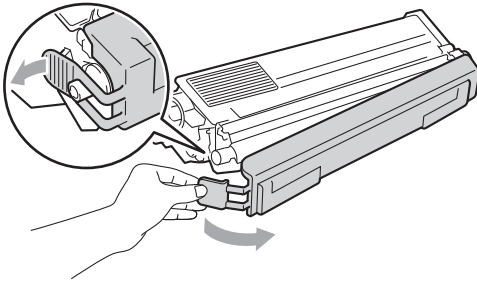
- 9 Unpack the new toner cartridge. Gently shake it from side to side several times to distribute the toner evenly inside the cartridge.



! IMPORTANT

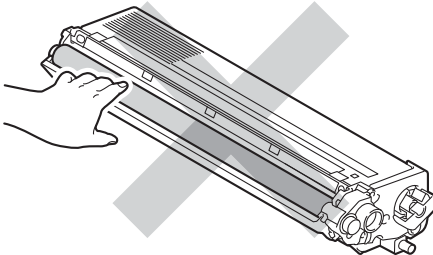
- Wait to unpack the new toner cartridge until immediately before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.
- If an unpacked drum unit is put in direct sunlight or room light, the unit may be damaged.
- Brother strongly recommends 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. 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.

- 10 Pull off the protective cover.

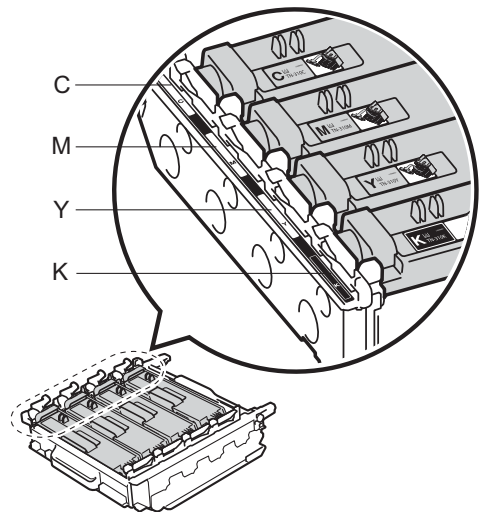
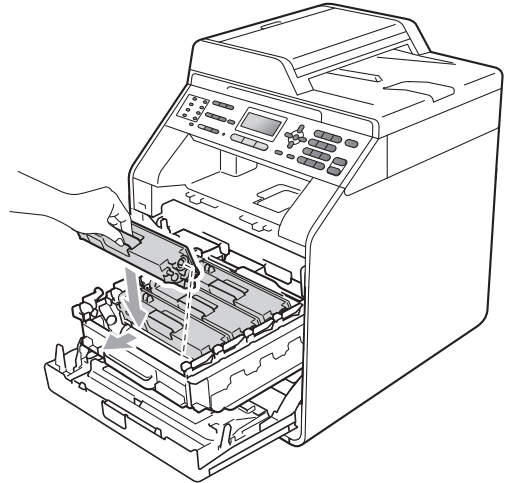


! IMPORTANT

Put the toner cartridge in the drum unit immediately after you have removed the protective cover. To prevent any degradation to the print quality, DO NOT touch the shaded parts shown in the illustrations.



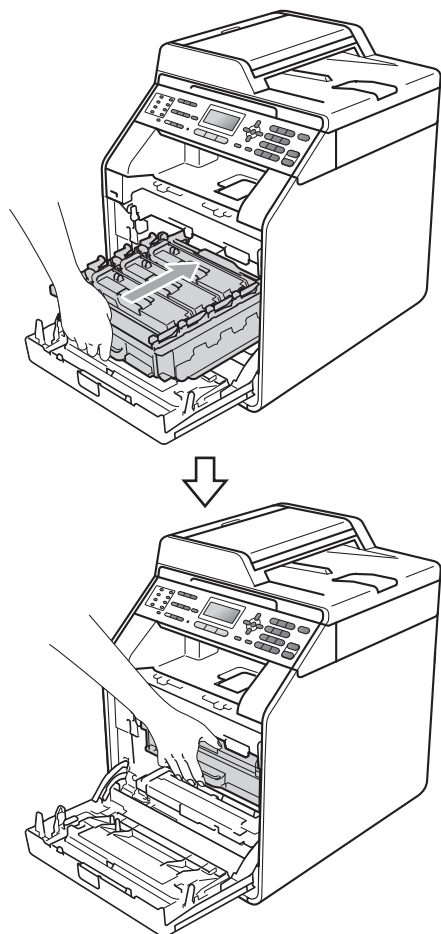
- 11 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



C - Cyan
Y - Yellow

M - Magenta
K - Black

- 12 Push the drum unit in until it stops.



- 13 Close the front cover of the machine.



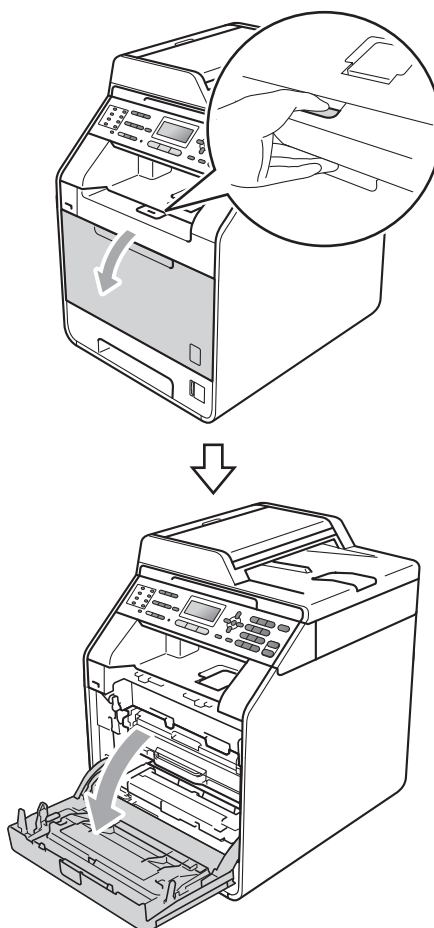
Note

After you replace a toner cartridge, DO NOT turn off the machine's power switch or open the front cover until the LCD clears the **Please Wait** message and returns to **Ready** mode.

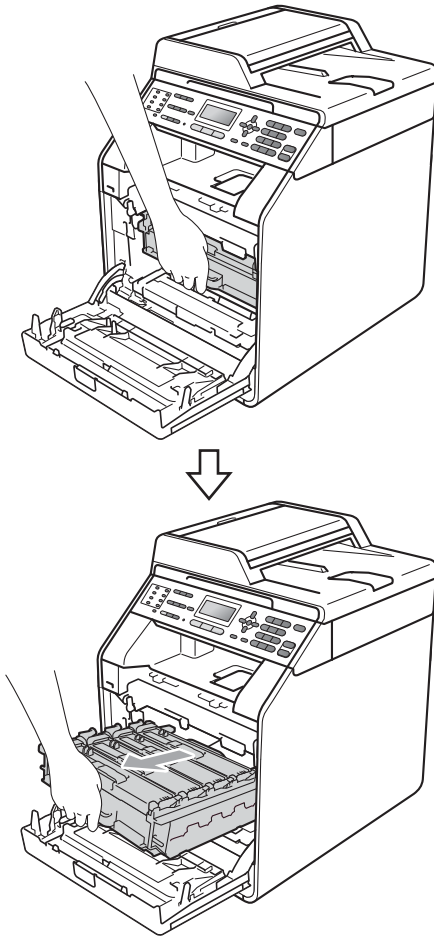
Cleaning the corona wires

If you have print quality problems, clean the four corona wires as follows:

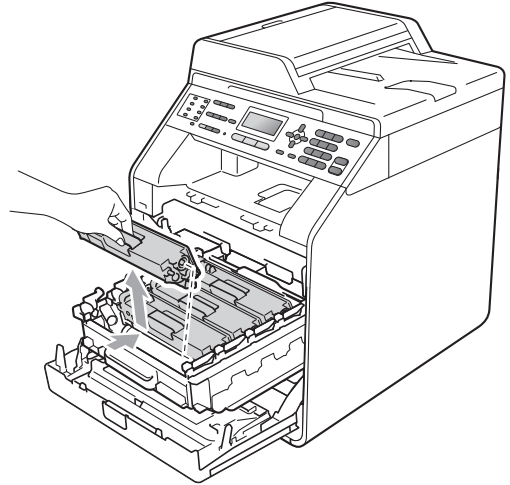
- 1 Press the front cover release button and then open the front cover.



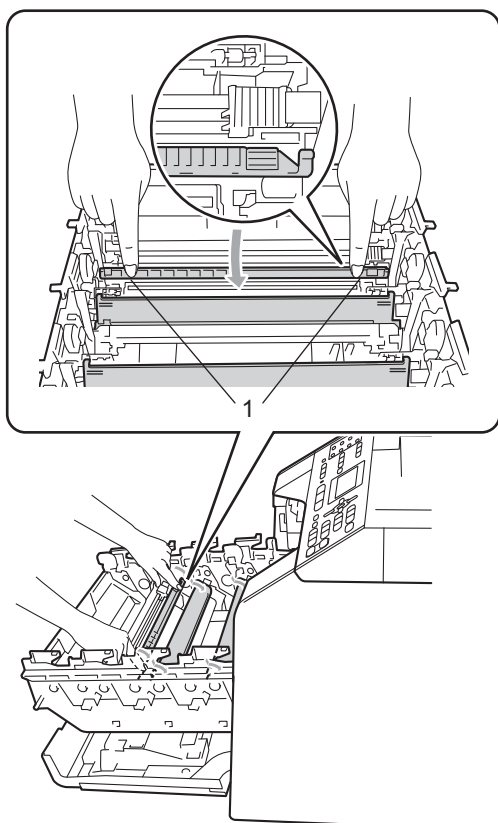
- 2 Hold the green handle of the drum unit. Pull the drum unit out until it stops.



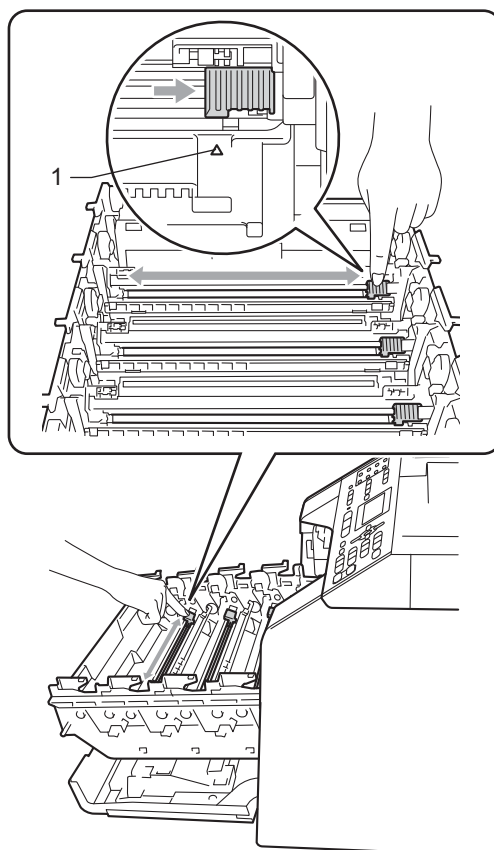
- 3 Hold the handle of the toner cartridge and slightly push it toward the machine to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



- 4 Push to release the latches of the corona wire cover (1), and then open the cover.



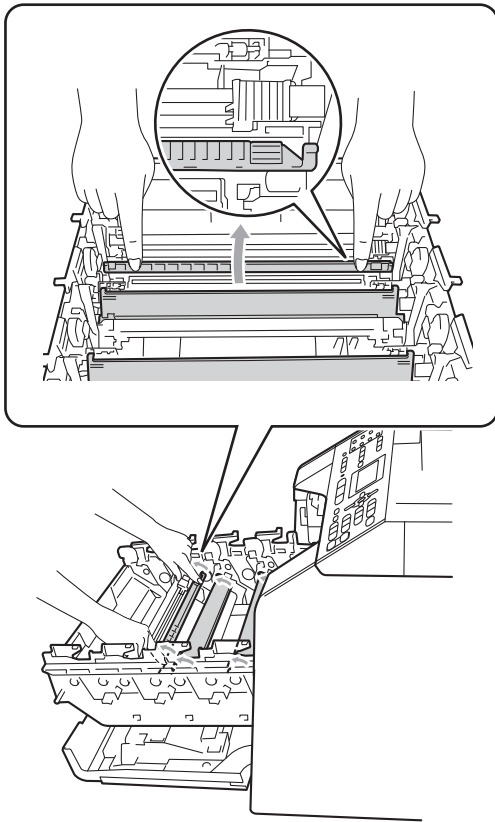
- 5 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



Note

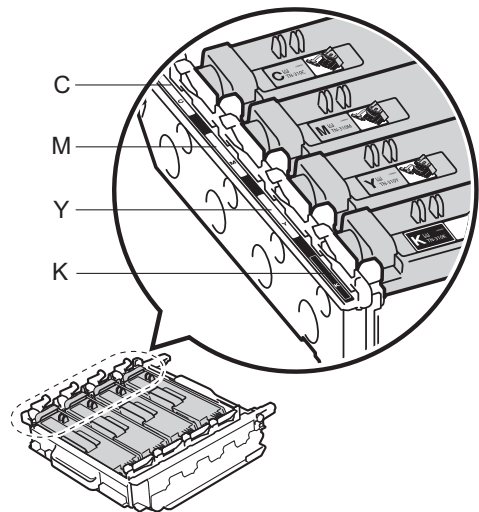
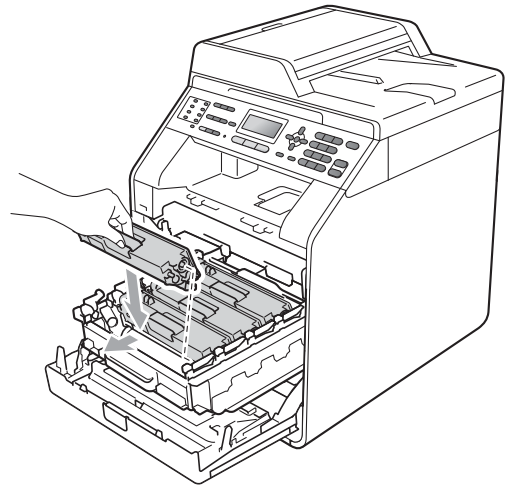
Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

- 6 Close the corona wire cover.



- 7 Repeat steps 4 to 6 to clean each of three remaining corona wires.

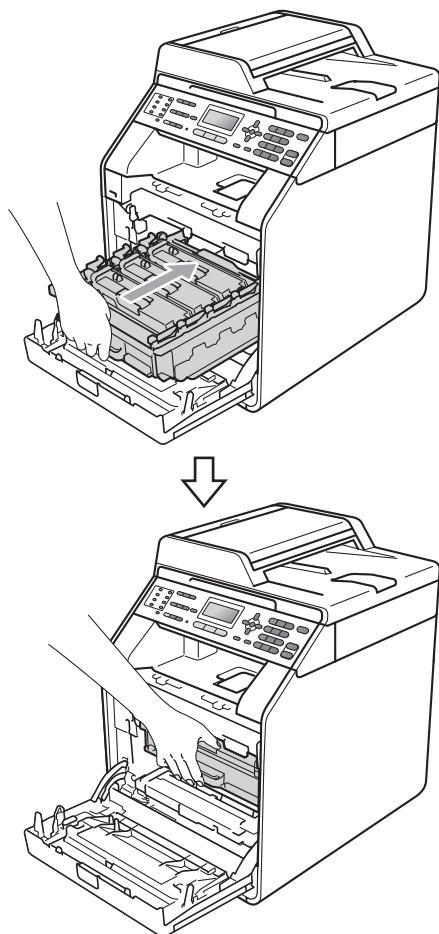
- 8 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



C - Cyan
Y - Yellow

M - Magenta
K - Black

- 9 Push the drum unit in until it stops.



- 10 Close the front cover of the machine.

Replacing the drum unit

Order No. DR-310CL

A new drum unit can print approximately 25,000 Letter or A4 size single-sided pages.



Note

- There are many factors that determine the actual drum life, such as the temperature, humidity, type of paper, type of toner used and so on. Under ideal conditions, the average drum life is estimated at approximately 25,000 pages. The actual number of pages that your drum will print may be significantly less than this estimate. 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.
- For best performance, use only genuine Brother toner. The machine should be used only in a clean, dust-free environment with adequate ventilation.
- Printing with a non-Brother drum unit may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage does not apply to problems caused by the use of a non-Brother drum unit.

Drum Error



The corona wires have become dirty. Clean the corona wires in the drum unit. (See *Cleaning the corona wires* on page 68.)

If you cleaned the corona wires and **Drum Error** was not cleared then the drum unit is at the end of its life. Replace the drum unit with a new one.

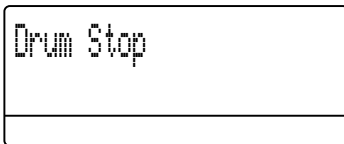
Replace Drum



The drum unit has exceeded its rated life. Please replace the drum unit with a new one. We recommend a genuine Brother drum unit be installed at this time.

After replacement, reset the drum counter by following the instructions included with the new drum unit.

Drum Stop



We cannot guarantee the print quality. Please replace the drum unit with a new one. We recommend a genuine Brother drum unit be installed at this time.

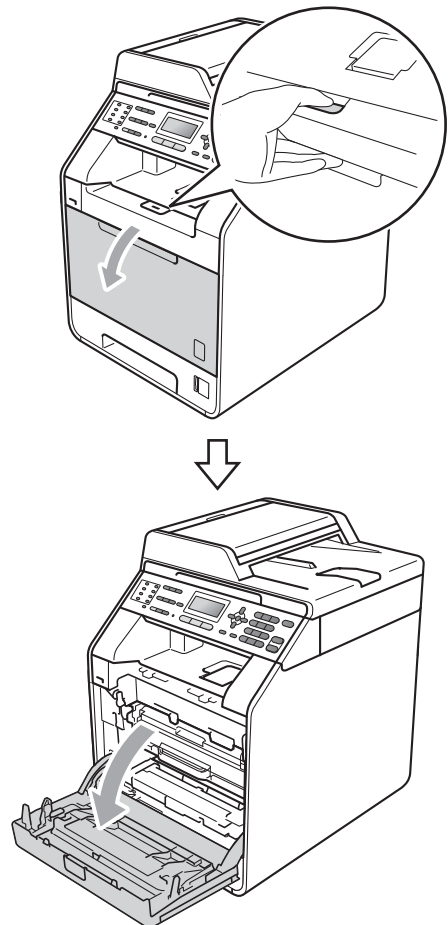
After replacement, reset the drum counter by following the instructions included with the new drum unit.

Replacing the drum unit

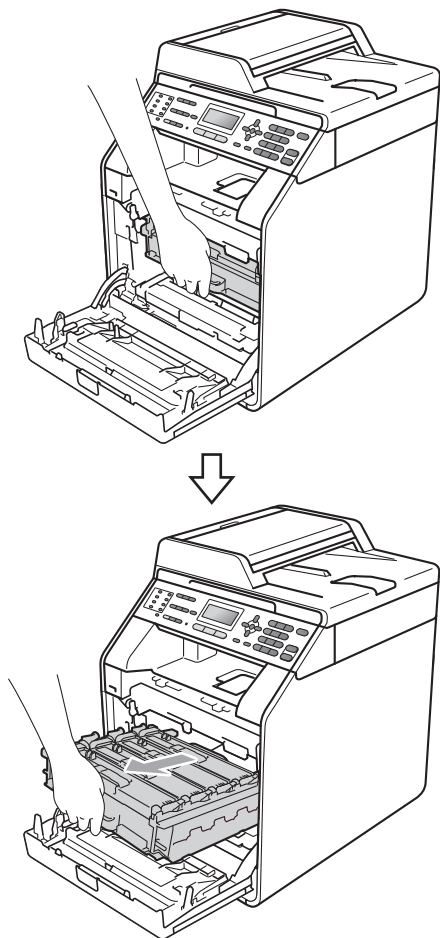
! IMPORTANT

- 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.
- Every time you replace the drum unit, clean the inside of the machine. (See *Cleaning and Checking the machine* in Appendix A of the *Advanced User's Guide*.)

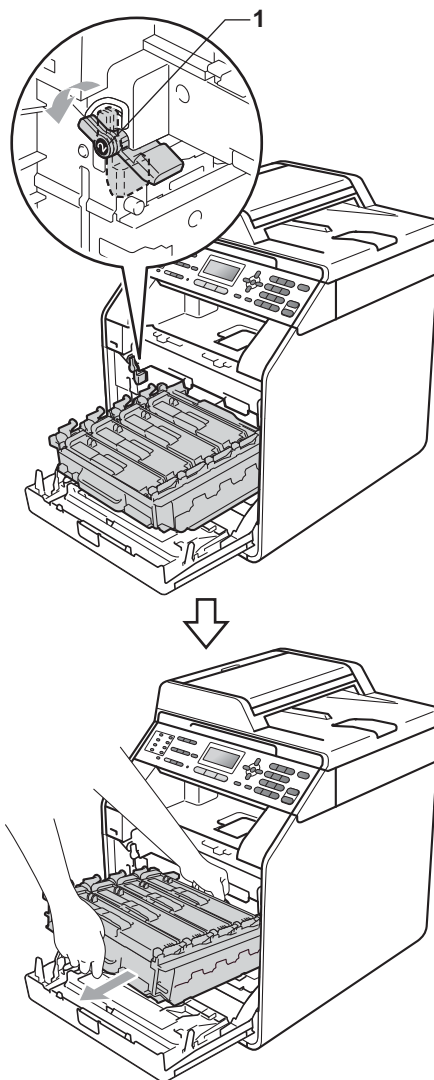
- 1 Make sure that the machine is turned on.
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

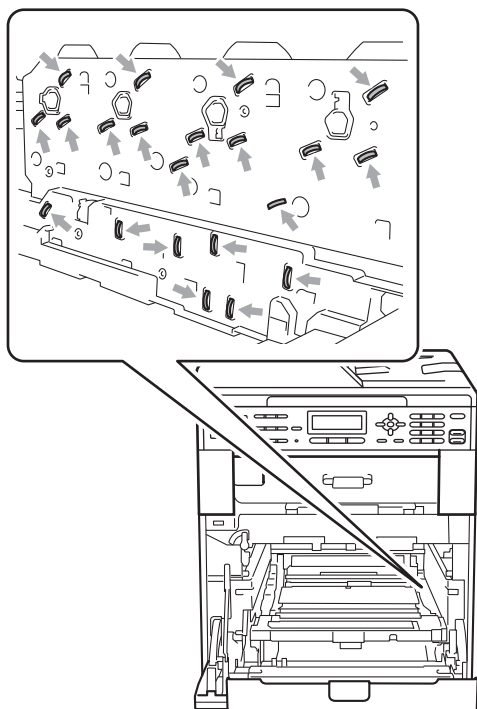


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



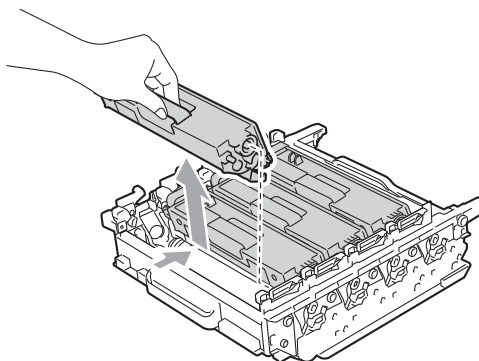
! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



- Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit.

- 5 Hold the handle of the toner cartridge and slightly push it to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



! WARNING

DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray, or any type of flammable substance to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.

See *To use the product safely* in the *Safety and Legal Booklet* for how to clean the machine.

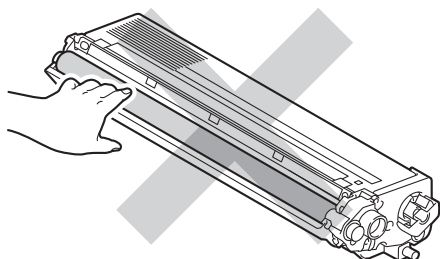


A

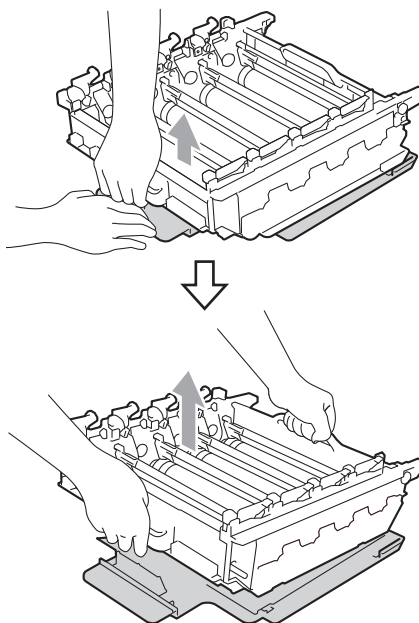
Be careful not to inhale toner.

! IMPORTANT

- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



- 6 Unpack the new drum unit and remove the protective cover.

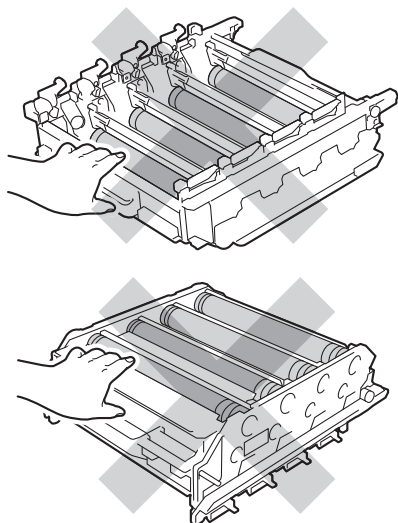


Note

Go to <http://www.brother.com/original/index.html> for instructions on how to return your used consumable items to the Brother collection program. If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

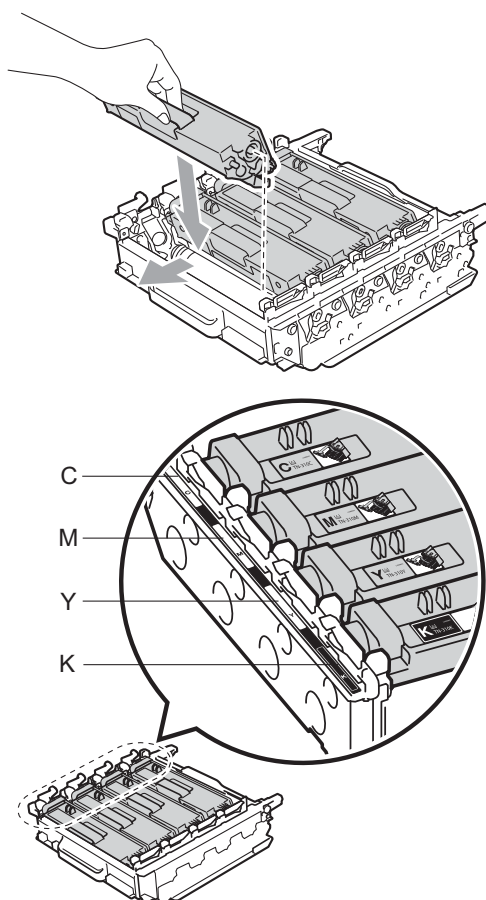
! IMPORTANT

- To avoid print quality problems, **DO NOT** touch the shaded parts shown in the illustrations.



- Wait to unpack the new drum unit until immediately before you put it in the machine. Exposure to direct sunlight or room light may damage the drum unit.

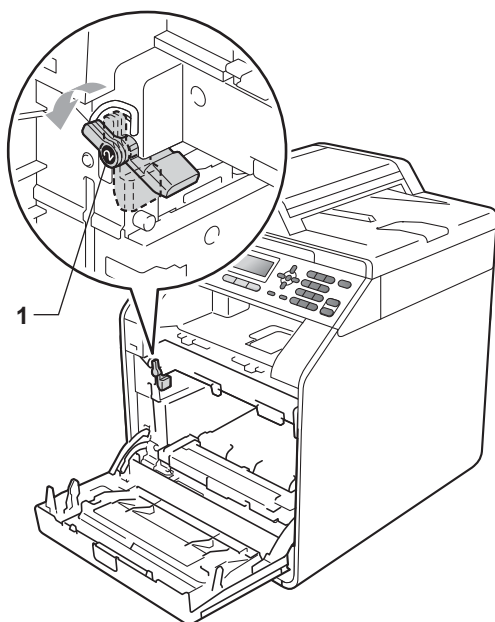
- Hold the handle of the toner cartridge and slide the toner cartridge into the new drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



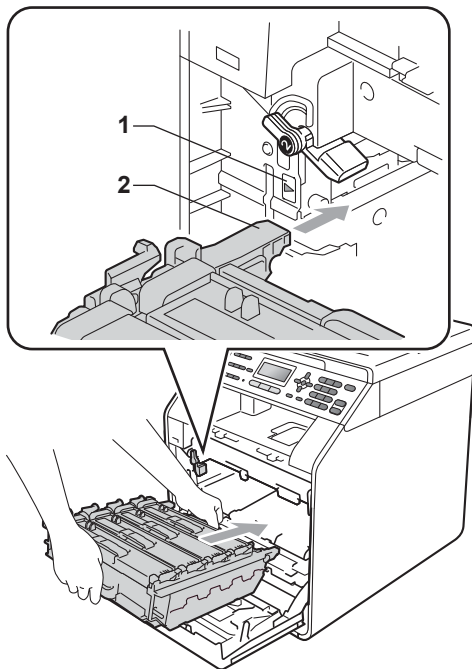
C - Cyan
Y - Yellow

M - Magenta
K - Black

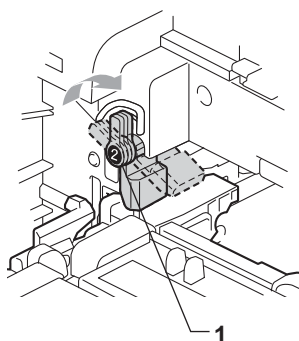
- 8 Make sure the green lock lever (1) is in the release position as shown in the illustration.



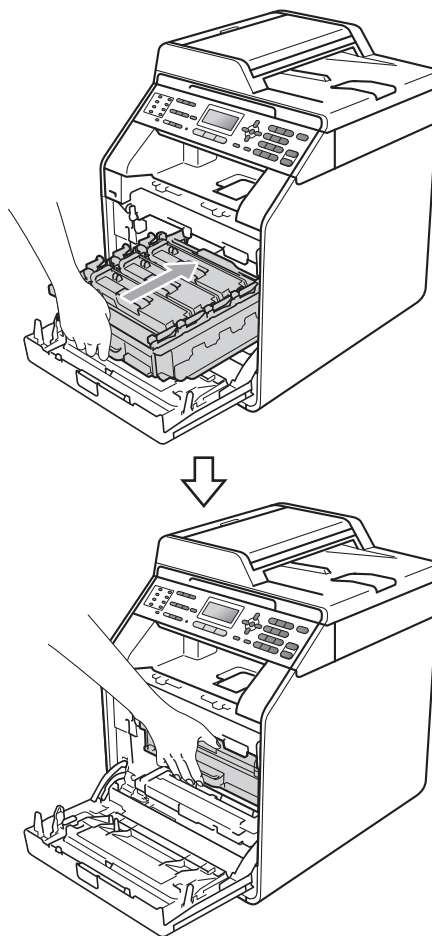
- 9 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 10 Turn the green lock lever (1) clockwise to the lock position.



- 11 Push the drum unit in until it stops.



- 12 Close the front cover of the machine.

Resetting the drum counter

When you replace a drum unit with a new one, you need to reset the drum counter by completing the following steps:

- 1 Press **Menu**, **8**, **4**.
- 2 Press **▲** or **▼** to choose **Drum**. Press **OK**.
- 3 Press **1** to reset the drum unit counter.
- 4 Press **Stop/Exit**.

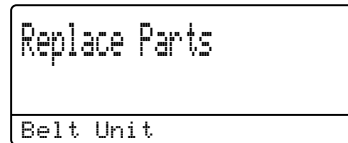
Replacing the belt unit

Order No. BU-300CL

A new belt unit can print approximately 50,000 Letter or A4 size single-sided pages.

Replace Belt

When the following message appears on the LCD, you need to replace the belt unit:

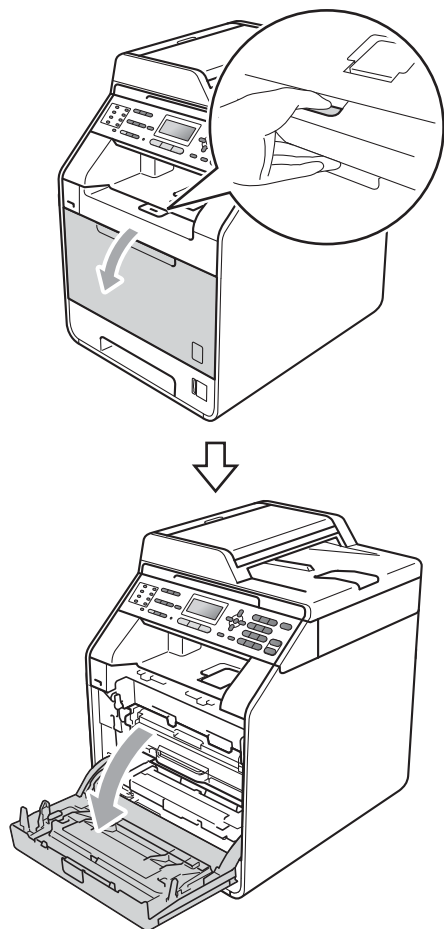


! IMPORTANT

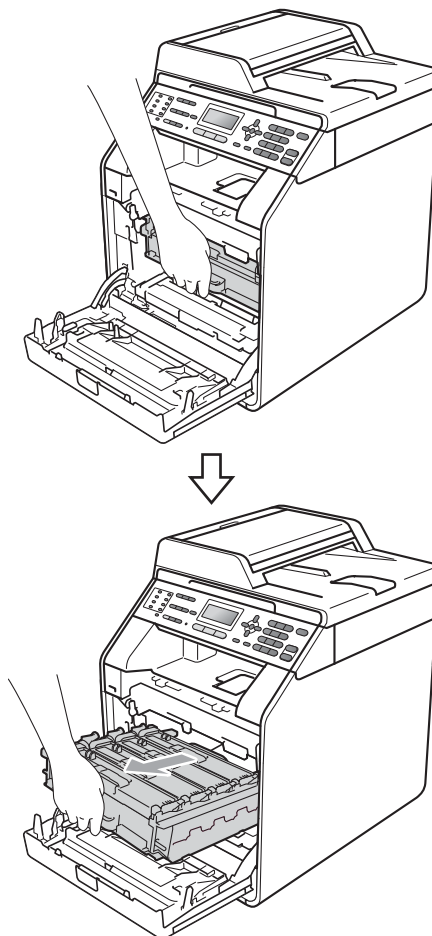
- DO NOT touch the surface of the belt unit. If you touch it, it could degrade print quality.
- Damage caused by incorrect handling of the belt unit may void your warranty.

1 Make sure that the machine is turned on.

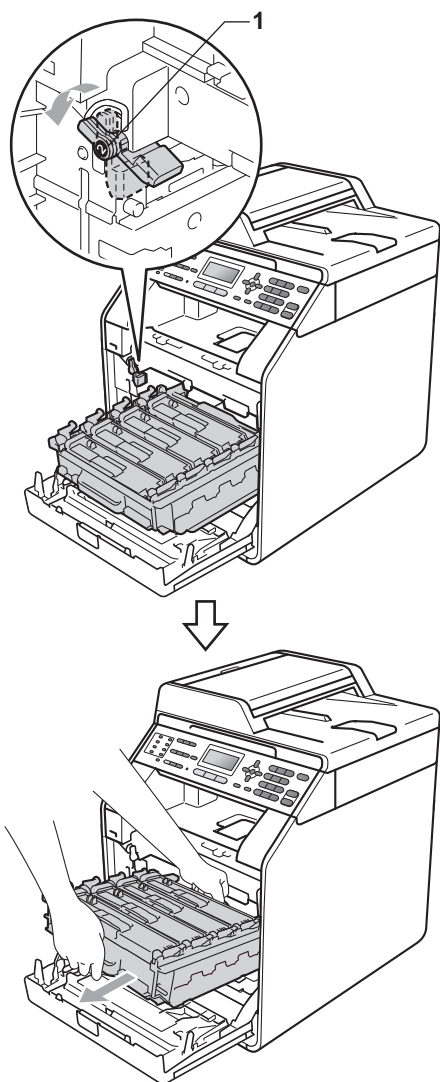
2 Press the front cover release button and then open the front cover.



3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

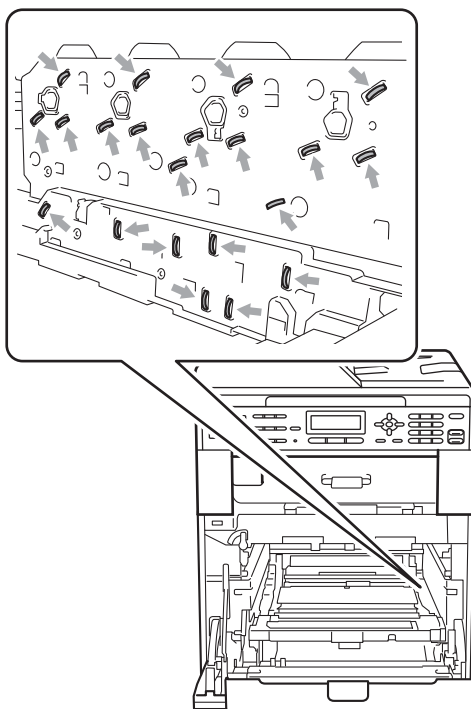


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



! IMPORTANT

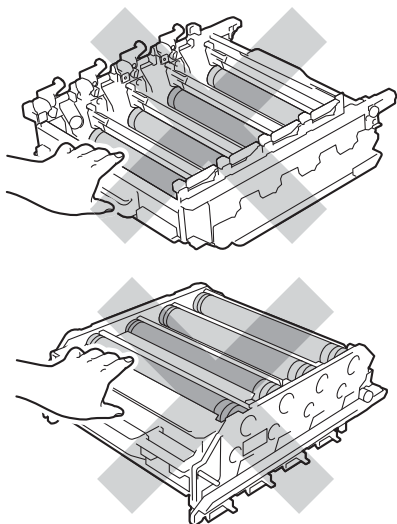
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



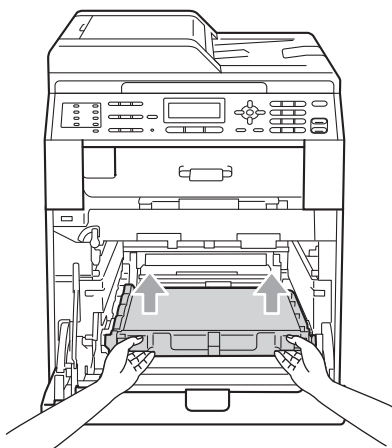
- Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit.

A

- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

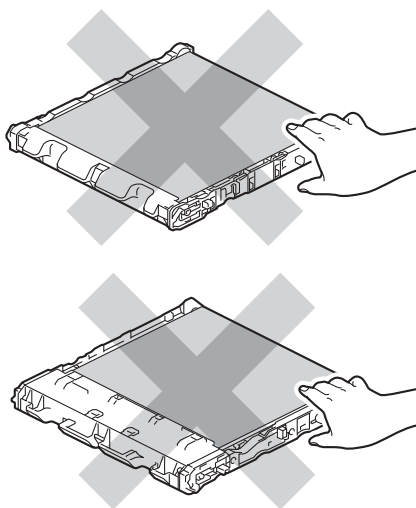


- 5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.



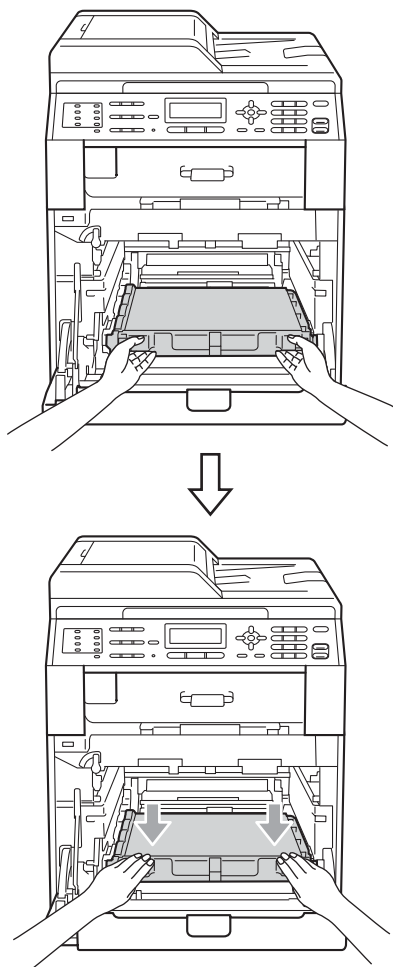
! IMPORTANT

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.

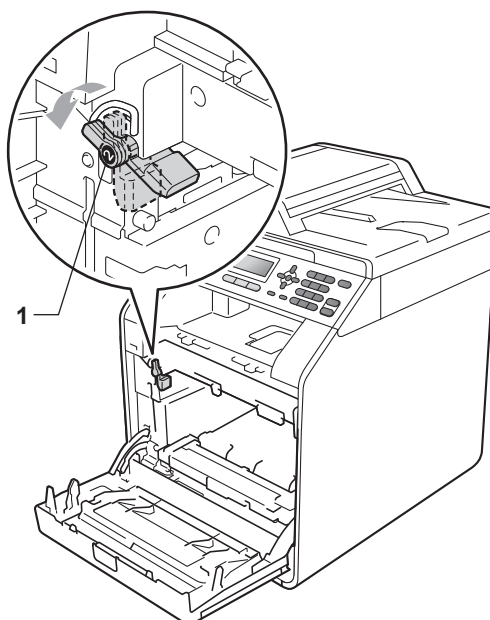


- 6 Unpack the new belt unit.

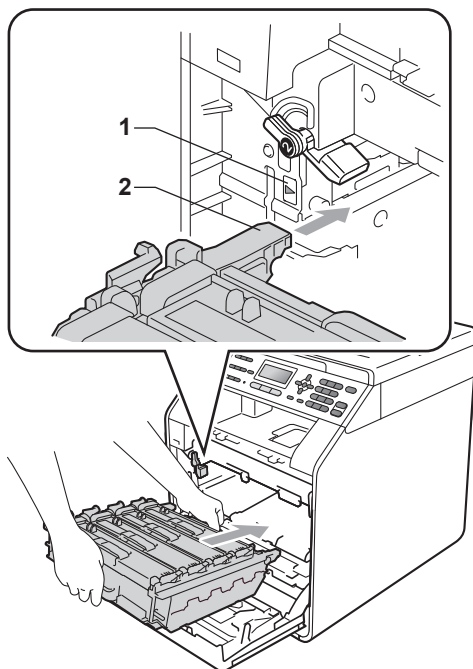
- 7** Put the new belt unit back in the machine. Make sure the belt unit is level and fits firmly into place.



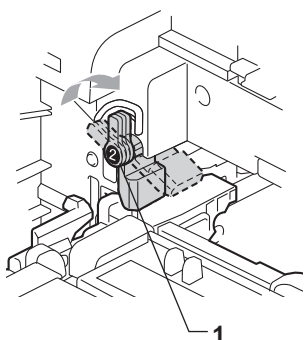
- 8** Make sure the green lock lever (1) is in the release position as shown in the illustration.



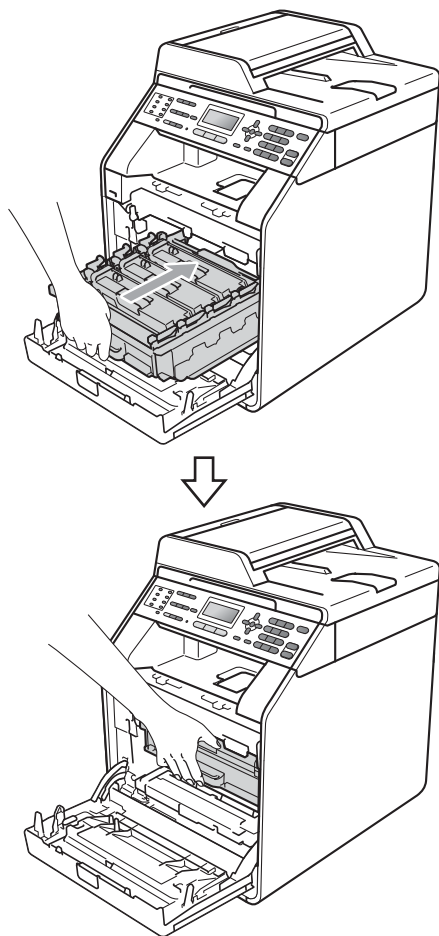
- 9** Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 10 Turn the green lock lever (1) clockwise to the lock position.



- 11 Push the drum unit in until it stops.



- 12 Close the front cover of the machine.

Resetting the belt unit counter

When you replace a belt unit with a new one, you need to reset the belt unit counter by completing the following steps:

- 1 Press **Menu**, **8**, **4**.
- 2 Press **▲** or **▼** to select **Belt Unit**. Press **OK**.
- 3 Press **1** to reset the belt unit counter.
- 4 Press **Stop/Exit**.

Replacing the waste toner box

Order No. WT-300CL

A new waste toner box can print approximately 50,000 Letter or A4 size single-sided pages.

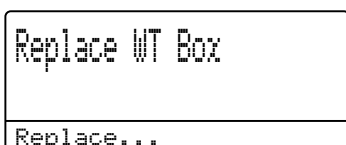
WT Box End Soon



If the LCD shows WT Box End Soon, it means the waste toner box is near the end of its life. Buy a new waste toner box and have it ready before you get a Replace WT Box message.

Replace WT Box

When the following message appears on the LCD, you need to replace the waste toner box:



! WARNING

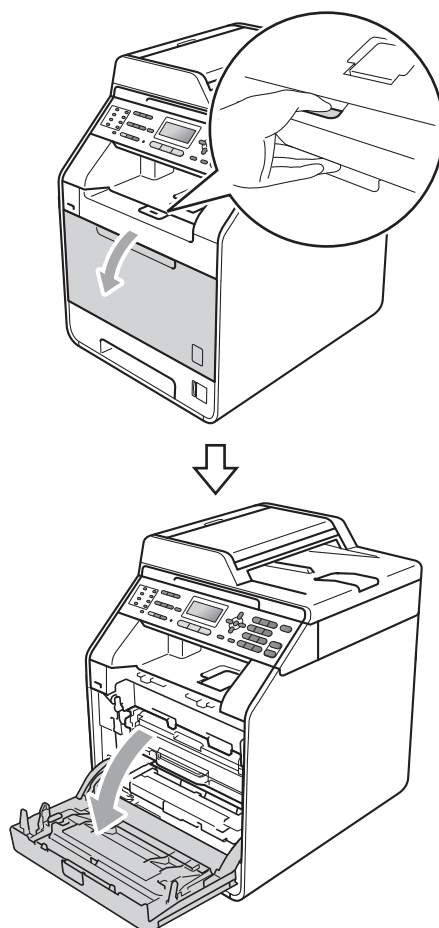
DO NOT put the waste toner box into a fire. It could explode.

Be careful not to spill the toner. DO NOT inhale or allow it to get into your eyes.

! IMPORTANT

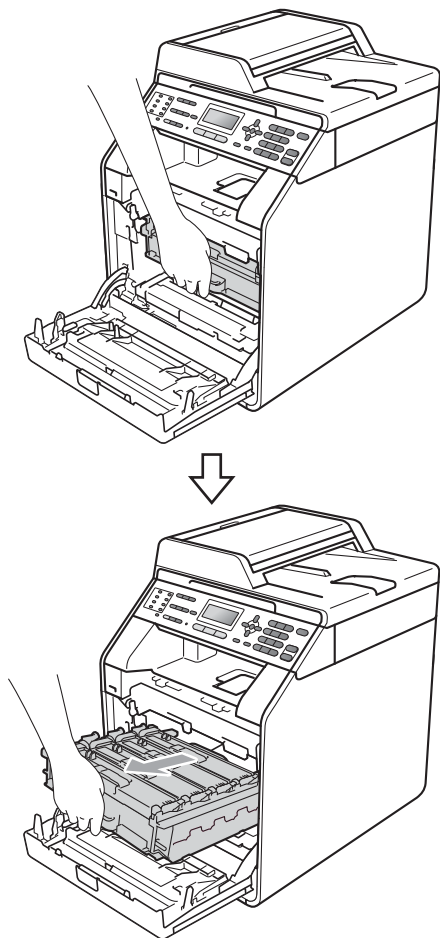
DO NOT reuse the waste toner box.

- 2 Press the front cover release button and then open the front cover.

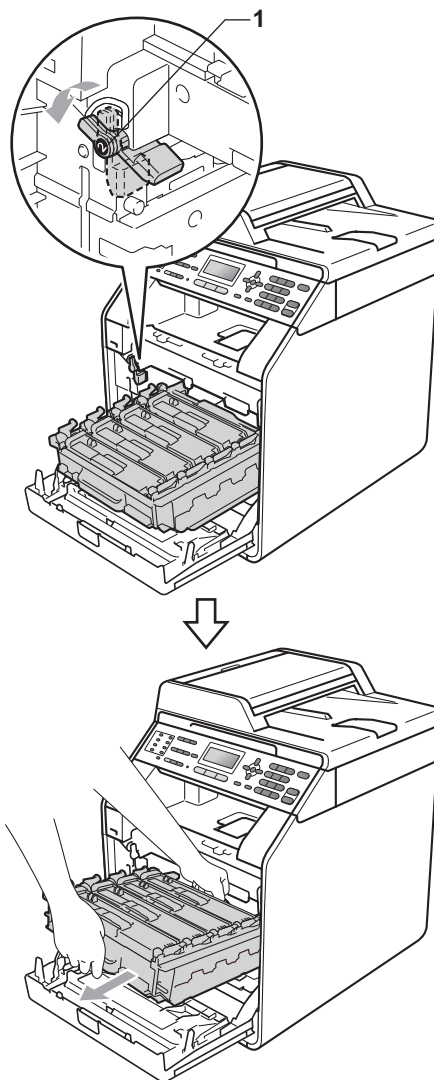


- 1 Make sure that the machine is turned on.

- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

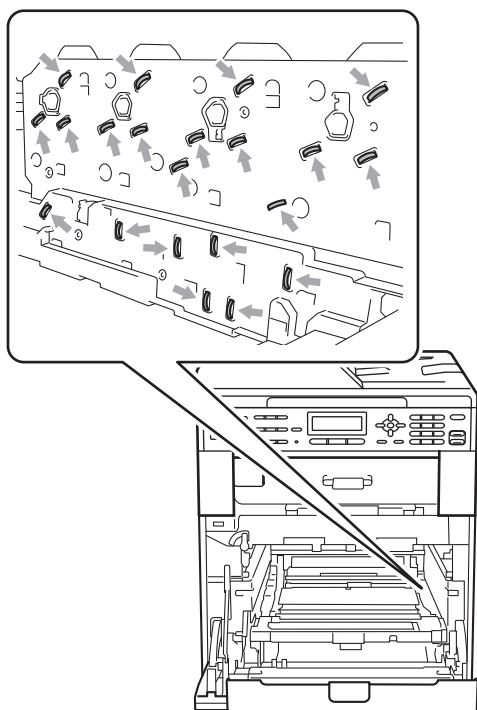


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



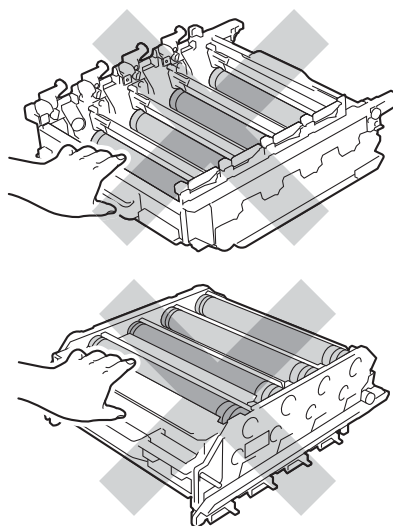
! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

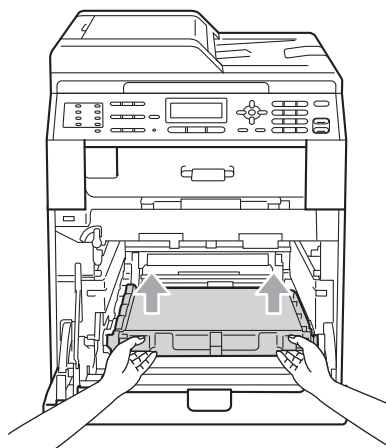


- Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit.

- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



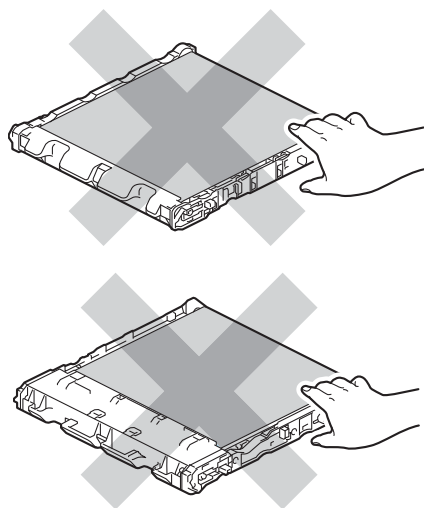
- 5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.



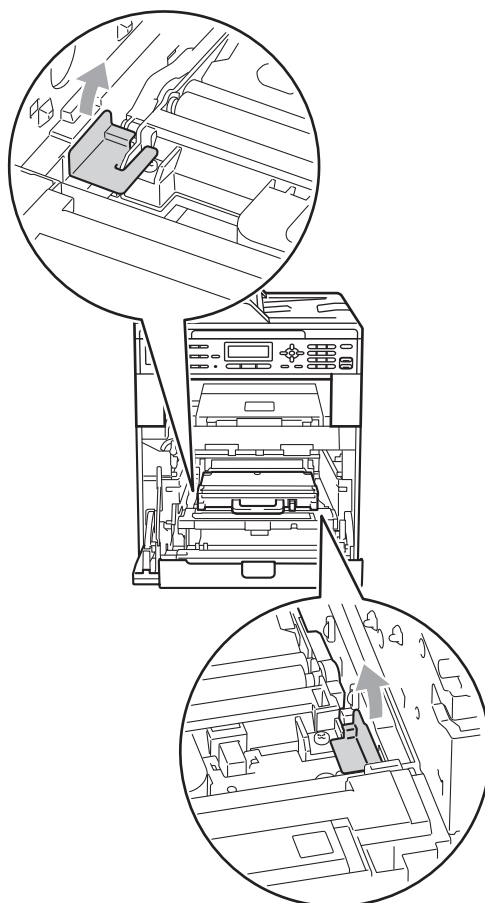
A

! IMPORTANT

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.



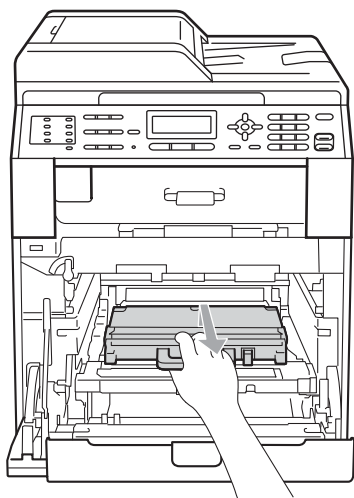
- 6 Remove two pieces of orange packing material and discard them.



Note

This step is only necessary when you are replacing the waste toner box for the first time, and are not required for the replacement waste toner box. The orange packing pieces are installed at the factory to protect your machine during shipment.

- 7 Hold the green handle of the waste toner box and remove the waste toner box from the machine.



⚠ CAUTION

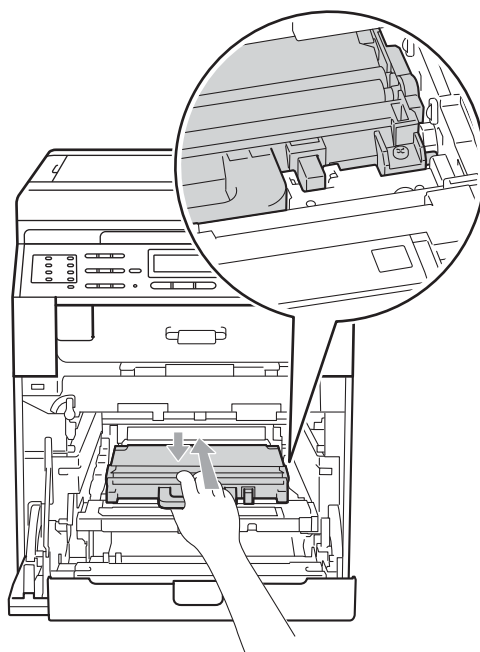
Handle the waste toner box carefully in case you accidentally spill or scatter toner. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.



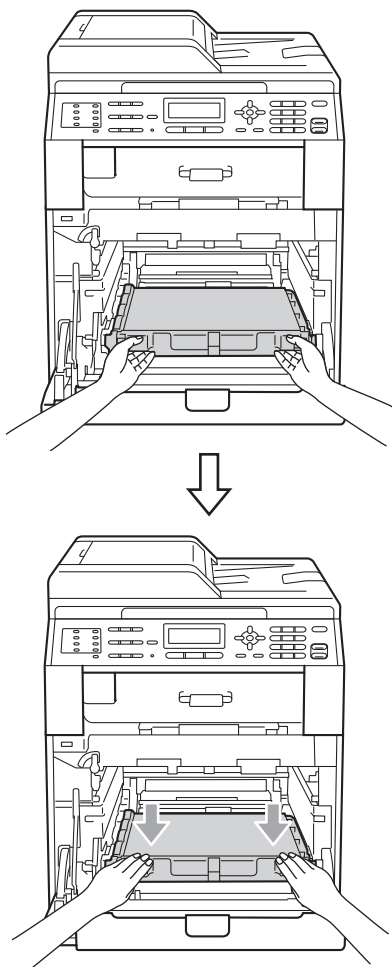
Note

Discard the used waste toner box according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

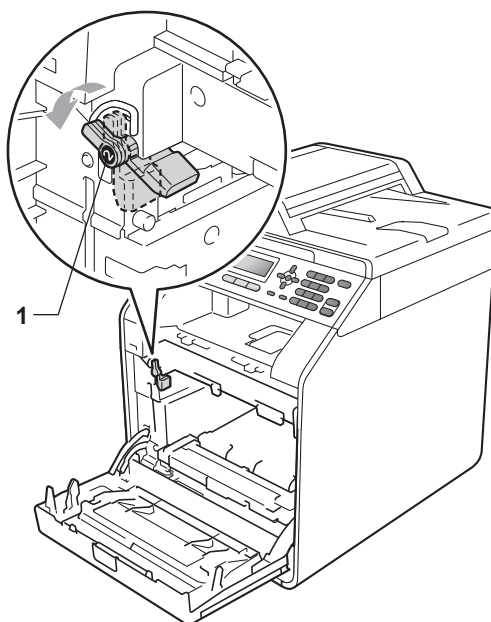
- 8 Unpack the new waste toner box and put the new waste toner box in the machine using the green handle. Make sure the waste toner box is level and fits firmly into place.



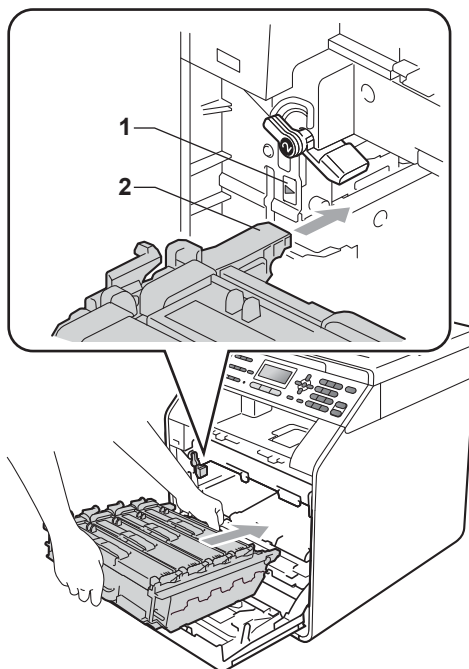
- 9 Put the belt unit back into the machine. Make sure the belt unit is level and fits firmly into place.



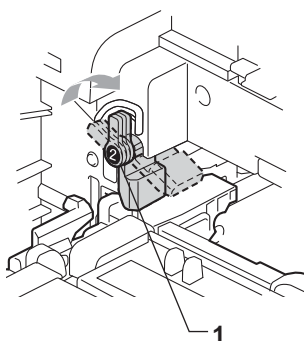
- 10 Make sure the green lock lever (1) is in the release position as shown in the illustration.



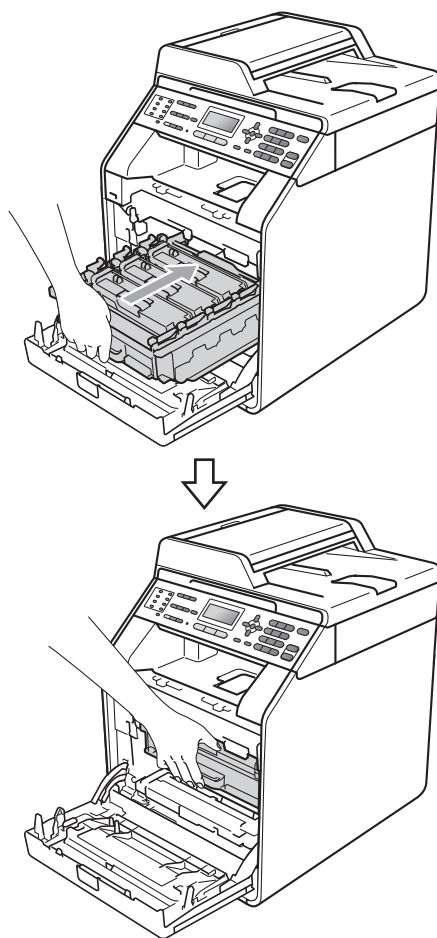
- 11 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 12** Turn the green lock lever (1) clockwise to the lock position.



- 13** Push the drum unit in until it stops.



- 14** Close the front cover of the machine.

Error and maintenance messages

As with any sophisticated office product, errors may occur and consumable items may need to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown below.

You can correct most errors and perform routine maintenance by yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips:

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

Error Message	Cause	Action
Access Denied	The function you want to use is restricted by Secure Function Lock.	Contact your administrator to check your Secure Function Lock Settings.
Access Error	The device is removed from the USB direct interface while the data is processing.	Press Stop/Exit . Reinsert the device and try to print with Direct Print.
Calibrate	Calibration failed.	Press Black Start or Color Start and try it again. ■ Turn off the machine. Wait a few seconds, then turn it on again. ■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.) ■ Put in a new belt unit. (See <i>Replacing the belt unit</i> on page 79.) ■ Put in a waste toner box. (See <i>Replacing the waste toner box</i> on page 85.) ■ If the problem continues, call Brother Customer Service.
Cartridge Error Put the Black (K) Toner Cartridge back in. ¹ ¹ The toner cartridge color with the problem is shown in the message.	The toner cartridge is not installed properly.	Pull out the drum unit and remove the toner cartridge for the color that is indicated on the LCD, then re-install the toner cartridge in the drum unit.
Comm. Error	Poor telephone 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 telephone line.

Error Message	Cause	Action
Condensation	One of the issues that can cause this error is that condensation may form inside the machine after a room temperature change.	Leave switched ON. Fully open the front cover. Wait 30 minutes, switch OFF and close cover, then switch ON. If this does not clear the error, call Brother Customer Service.
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 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.	Make sure that you can hear the fan in the machine spinning and that the exhaust outlet is not blocked by something. 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, disconnect the machine from the power for several minutes, then reconnect it.
Cover is Open	The front cover is not completely closed.	Close the front cover of the machine.
Cover is Open	The ADF cover is not completely closed.	Close the ADF cover of the machine.
	The ADF is open while loading a document.	Close the ADF cover of the machine, then press Stop/Exit .
Cover is Open	The fuser cover is not completely closed or paper was jammed in the back of the machine when you turned on the power.	■ Close the fuser cover of the machine. ■ Make sure paper is not jammed inside the back of the machine, and then close the fuser cover and press Black Start or Color Start.
DIMM Error	■ The DIMM is not installed correctly. ■ The DIMM is broken. ■ The DIMM does not meet the required specifications.	■ Turn off the machine and remove the DIMM. ■ Confirm the DIMM meets the required specifications. (See <i>Memory board</i> in <i>Appendix B</i> of the <i>Advanced User's Guide</i>.) ■ Re-install the DIMM correctly. Wait a few seconds, and then turn it on again. ■ If this error message appears again, replace the DIMM with a new one. (See <i>Installing extra memory</i> in <i>Appendix B</i> of the <i>Advanced User's Guide</i>.)
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.

Error Message	Cause	Action
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See <i>Document is jammed in the top of the ADF unit</i> on page 101 or <i>Using the automatic document feeder (ADF)</i> on page 26.
DR Mode in Use	The machine is set to Distinctive Ring mode. You cannot change the Receive Mode from Manual to another mode.	Set Distinctive Ring to OFF. (See <i>Turning off distinctive ring</i> on page 40.)
Drum Error	The corona wire on the drum unit needs to be cleaned.	Clean the corona wire on the drum unit. (See <i>Cleaning the corona wires</i> on page 68.)
Drum Stop	It is time to replace the drum unit.	Replace the drum unit. (See <i>Replacing the drum unit</i> on page 73.)
Duplex Disabled Close the Back Cover of the machine.	The back of the machine is not closed completely.	Close the back cover of the machine.
Duplex Disabled Reload paper, then press Start.	Although the size of paper in the paper tray matches the paper size that was selected from the control panel or printer driver, the machine has stopped printing when it encountered an additional, different size of paper in the tray.	Make sure the paper tray contains only the size of paper you select in either the control panel or printer driver, then press Black Start or Color Start .
	The paper tray was pulled out before the machine completed printing on both sides of the paper.	Re-install the paper tray and press Black Start or Color Start .
EL Error	The machine has a mechanical problem.	Open the front cover and close it again.
Fuser Error	The temperature of the fuser unit does not rise to a specified temperature within the 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 fuser unit is too hot.	
Init Unable XX	The machine has a mechanical problem.	■ Turn the power switch off, and then turn it on again. (See <i>Transferring your faxes or Fax Journal report</i> on page 100.) ■ If the problem continues, call Brother Customer Service.
Jam Duplex	The paper is jammed underneath Paper Tray 1 or in the fuser unit.	(See <i>Paper is jammed underneath paper tray 1</i> on page 111.)
Jam Inside	The paper is jammed inside the machine.	(See <i>Paper is jammed inside the machine</i> on page 107.)
Jam MP Tray	The paper is jammed in the MP tray of the machine.	(See <i>Paper is jammed in the MP tray</i> on page 103.)

Error Message	Cause	Action
Jam Rear	The paper is jammed in the back of the machine.	(See <i>Paper is jammed at the back of the machine</i> on page 105.)
Jam Tray 1 Jam Tray 2	The paper is jammed in the paper tray of the machine.	(See <i>Paper is jammed in paper tray 1 or tray 2</i> on page 104.)
Limit Exceeded	It reached to the printing limit on the number of sheets set by Secure Function Lock 2.0.	Contact your administrator to check your Secure Function Lock Settings.
Low Temperature	The room temperature is too low for the machine to operate.	Increase the room temperature to allow the machine to operate.
No Belt Unit	The belt unit is not installed properly.	Re-install the belt unit. (See <i>Replacing the belt unit</i> on page 79.)
No Paper	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray. ■ Remove the paper and load it again. ■ If the problem is not resolved, the paper pick-up roller may need to be cleaned. Clean the paper pick-up roller. (See <i>Cleaning the paper pick-up rollers</i> in Appendix A of the <i>Advanced User's Guide</i>.)
No Permission	Printing color documents is restricted by Secure Function Lock 2.0. The print job will be canceled.	Contact your administrator to check your Secure Function Lock Settings.
No Response/Busy	The number you dialed does not answer or is busy.	Verify the number and try again.
No Toner	The toner cartridge for the color indicated on the LCD is not installed correctly.	Pull out the drum unit. Take out the toner cartridge for the color indicated on the LCD, and then put it back into the drum unit.
No Tray	The paper tray indicated on the LCD is not installed properly.	Re-install the paper tray that is indicated on the LCD.
No Waste Toner	The waste toner box is not installed properly.	Re-install the waste toner box. (See <i>Replacing the waste toner box</i> on page 85.)
Not Available	The tried function is not permitted to all IDs by Secure Function Lock 2.0.	Contact your administrator to check your Secure Function Lock Settings.

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 Black Start or Color 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 faxes from the memory. Print the faxes that are stored in the memory to restore the memory to 100%. Then turn off Fax Storage to avoid storing more faxes in the memory. (See <i>Printing a fax from the memory</i> in Chapter 4 of the <i>Advanced User's Guide</i> and <i>Fax Storage</i> in Chapter 4 of the <i>Advanced User's Guide</i>.) ■ Add optional memory. (See <i>Memory board</i> in Appendix B of the <i>Advanced User's Guide</i>.) Print operation in process Do one of the following: ■ Reduce the print resolution. (See <i>Advanced tab</i> in the <i>Software User's Guide</i>.) ■ Clear the faxes from the memory. (See the above explanation.)
Print Unable XX	The machine has a mechanical problem.	Do one of the following: ■ Turn the power switch off, wait a few minutes, and then turn it on again. (See <i>Transferring your faxes or Fax Journal report</i> on page 100.) ■ If the problem continues, call Brother Customer Service.
Protected Device	The protect switch of the USB Flash memory drive is on.	Turn off the protect switch of the USB Flash memory drive.

Error Message	Cause	Action
Registration	Registration failed.	Press Black Start or Color Start and try again. Do one of the following: ■ Turn off the machine's power switch. Wait a few seconds, then turn it on again. ■ Try Manual Registration, Menu, 4, 8. (See <i>Manual Registration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.) ■ Put in a new belt unit. (See <i>Replacing the belt unit</i> on page 79.) ■ If the problem continues, call Brother Customer Service.
Rename the File	There is already a file on the USB Flash memory drive with the same name as the file you are trying to save.	Change the file name of the file on the USB Flash memory drive or the file you are trying to save.
Replace Parts Belt Unit	It is time to replace the belt unit.	Replace the belt unit. (See <i>Replacing the belt unit</i> on page 79.)
Replace Parts Drum	It is time to replace the drum unit.	Replace the drum unit. (See <i>Replacing the drum unit</i> on page 73.)
	The drum unit counter was not reset when a new drum was installed.	Reset the drum unit counter. (See <i>Resetting the drum counter</i> on page 79.)
Replace Parts Fuser Unit	It is time to replace the fuser unit.	Call Brother Customer Service or a Brother Authorized Service Center to replace the fuser unit. To replace Fuser Unit call Brother Customer Service at: 1-877-BROTHER (1-877-276-8437) (in USA) 1-877-BROTHER (in Canada) or to locate a Brother Authorized Service Center, visit us at: http://www.brother-usa.com/service/

Error Message	Cause	Action
Replace Parts PF Kit 1 PF Kit 2 PF Kit MP	It is time to replace the paper feeding kit.	Call Brother Customer Service or a Brother Authorized Service Center to replace the PF Kit. To replace PF Kit call Brother Customer Service at: 1-877-BROTHER (1-877-276-8437) (in USA) 1-877-BROTHER (in Canada) or to locate a Brother Authorized Service Center, visit us at: http://www.brother-usa.com/service/
Replace Toner	The toner cartridge is at the end of its life.	Replace the toner cartridge for the color indicated on the LCD. (See <i>Replacing a Toner cartridge</i> on page 62.)
Replace WT Box	It is time to replace the waste toner box.	Replace the waste toner box. (See <i>Replacing the waste toner box</i> on page 85.)
Scan Unable XX	The machine has a mechanical problem.	■ Turn the power switch off, and then turn it on again. (See <i>Transferring your faxes or Fax Journal report</i> on page 100.) ■ If the problem continues, call Brother Customer Service.
	Document is too long for duplex scanning.	Press Stop/Exit . Use the suitable size of paper for duplex scanning. (See <i>Print media</i> on page 160.)
Short paper	The length of the paper in the tray is too short for the machine to deliver it to the <i>Face down</i> output tray.	Open the back cover to let the printed paper out on the back output tray. Remove the printed pages and then press Black Start or Color Start .
Size Error DX	The paper size defined in the printer driver is not usable for the automatic duplex printing.	Press Black Start or Color Start . Choose a paper size which is supported by the duplex tray. (See <i>Type and size of paper</i> on page 21.)
Size mismatch	The paper in the tray is not the correct size.	Load the correct size of paper in the tray and set the "Paper Size" (Menu, 1, 2, 2). (See <i>Paper Size</i> on page 18.)
Small paper	The paper size specified in the printer driver is too small for the machine to deliver it to the <i>Face down</i> output tray.	Open the back cover to let the printed paper out on the back output tray and then press Black Start or Color Start .
Toner Error	One or more toner cartridges are not installed correctly.	Pull out the drum unit. Take out all the toner cartridges, and then put them back into the drum unit.
Toner Low	The toner cartridge is near the end of its life.	Buy a new toner cartridge for the color that is indicated on the LCD before you get a <i>Replace Toner</i> message.

Error Message	Cause	Action
Too Many Files	There are too many files stored on the USB Flash memory drive.	Reduce the number of files stored on the USB Flash memory drive.
Unusable Device	An incompatible or defective device has been connected to the USB direct interface.	Remove the USB Flash memory drive from the USB direct interface.
WT Box End Soon	The waste toner box is near the end of its life.	Buy a new waste toner box before you get a Replace WT Box message.

Transferring your faxes or Fax Journal report

If the LCD shows:

- Init Unable XX
- Print Unable XX
- Scan Unable XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 100 or *Transferring faxes to your PC* on page 100.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring Fax Journal report to another fax machine* on page 100.)



Note

If there is an error message on the machine's LCD, after the faxes have been transferred, disconnect the machine from the power source for several minutes, and then reconnect it.

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Set your Station ID* in the *Quick Setup Guide*.)

- 1 Press **Menu**, **9**, **0**, **1**.
- 2 Do one of the following:
 - If the LCD shows **No Data**, there are no faxes left in the machine's memory. Press **Stop/Exit**.
 - Enter the fax number to which faxes will be forwarded.
- 3 Press **Black Start** or **Color Start**.

Transferring faxes to your PC

You can transfer the faxes from your machine's memory to your PC.

- 1 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 *PC-FAX receiving* in the *Software User's Guide*.)
- 2 Make sure that you have set **PC Fax Receive** on the machine. (See *PC-Fax Receive* in *Chapter 4* of the *Advanced User's Guide*.)
If faxes are in the machine's memory when you set up PC-Fax Receive, the LCD will ask if you want to transfer the faxes to your PC.
- 3 Do one of the following:
 - To transfer all faxes to your PC, press **1**. You will be asked if you want a backup print.
 - To exit and leave the faxes in the memory, press **2**.
- 4 Press **Stop/Exit**.

Transferring Fax Journal report to another fax machine

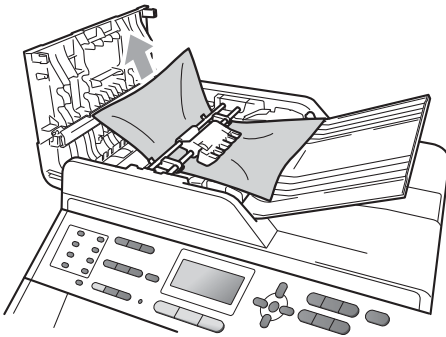
If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Set your Station ID* in the *Quick Setup Guide*.)

- 1 Press **Menu**, **9**, **0**, **2**.
- 2 Enter the fax number to which the Fax Journal report will be forwarded.
- 3 Press **Black Start** or **Color Start**.

Document Jams and Paper Jams

Document is jammed in the top of the ADF unit

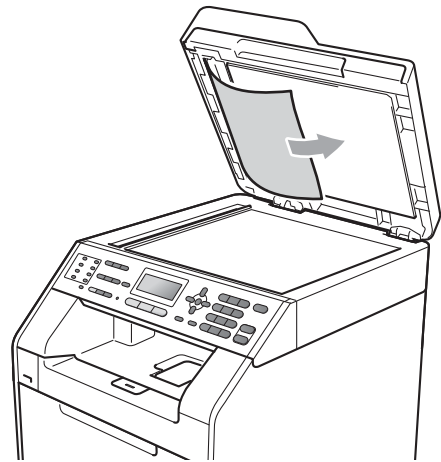
- 1 Take out any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- 3 Pull the jammed document out to the left.



- 4 Close the ADF cover.
- 5 Press **Stop/Exit**.

Document is jammed under the document cover

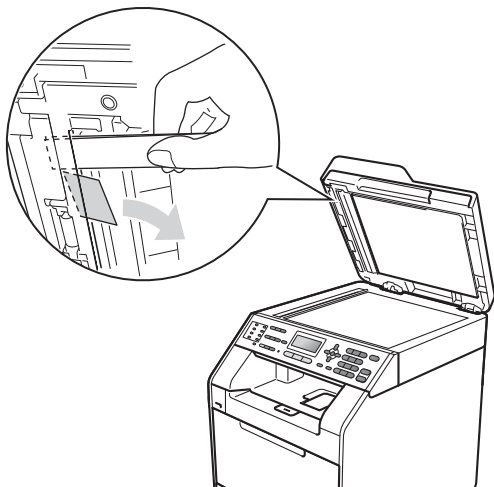
- 1 Take out any paper from the ADF that is not jammed.
- 2 Lift the document cover.
- 3 Pull the jammed document out to the right.



- 4 Close the document cover.
- 5 Press **Stop/Exit**.

Removing small documents jammed in the ADF

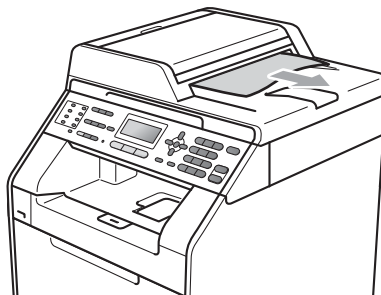
- 1 Lift the document cover.
- 2 Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



- 3 Close the document cover.
- 4 Press **Stop/Exit**.

Document is jammed at the output tray

- 1 Take out any paper from the ADF that is not jammed.
- 2 Pull the jammed document out to the right.

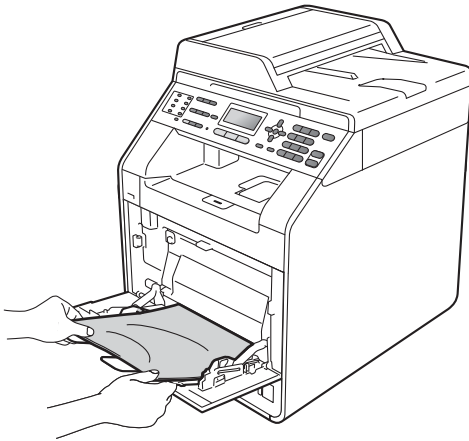


- 3 Press **Stop/Exit**.

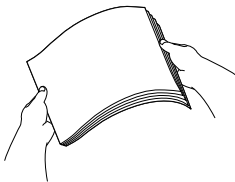
Paper is jammed in the MP tray

If the LCD shows **Jam MP Tray**, follow these steps:

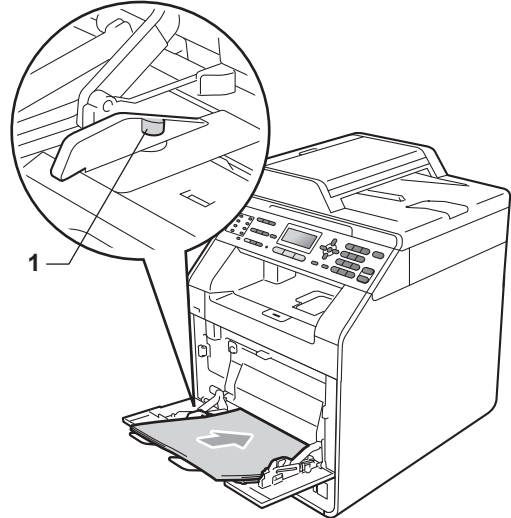
- 1 Remove the paper from the MP tray.
- 2 Remove any jammed paper from in and around the MP tray.



- 3 Fan the paper stack, and then put it back in the MP tray.



- 4 When loading paper in the MP tray, make sure that the paper stays under the maximum paper height guides (1) on both sides of the tray.



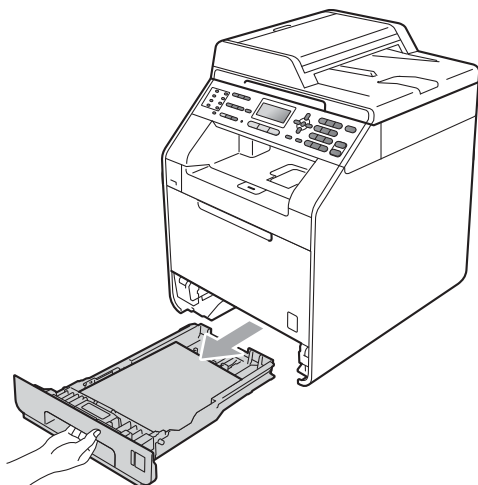
- 5 Press **Black Start** or **Color Start** to resume printing.

Paper is jammed in paper tray 1 or tray 2

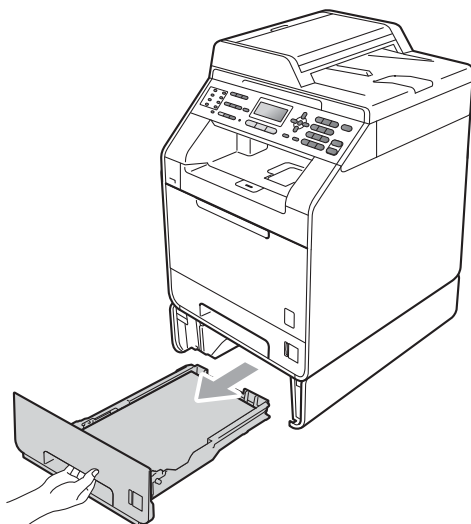
If the LCD shows Jam Tray 1 or Jam Tray 2, follow these steps:

- 1 Pull the paper tray completely out of the machine.

For Jam Tray 1:

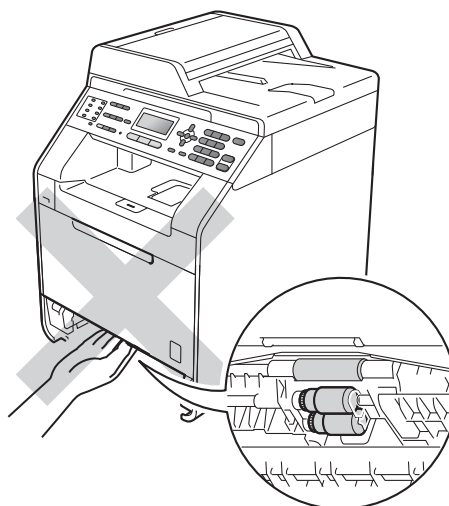


For Jam Tray 2:

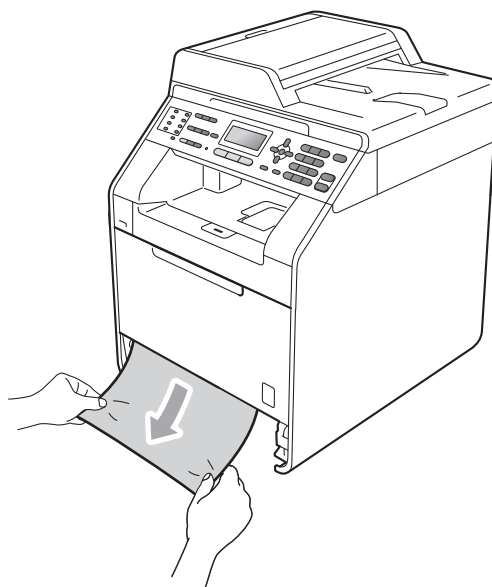


WARNING

DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed and can pinch or entrap your hand.



- 2 Use both hands to slowly pull out the jammed paper.



! IMPORTANT

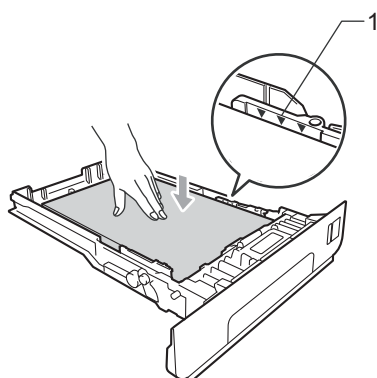
If the paper cannot easily be removed in this direction, stop and follow the instructions for *Paper is jammed inside the machine* on page 107.



Note

Pulling out the jammed paper downwards allows you to remove the paper easier.

- 3 Make sure the paper is below the maximum paper mark (▼▼▼) (1) of the paper tray. While pressing the green paper-guide release lever, slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots. (See *Loading paper in the standard paper tray* on page 10.)

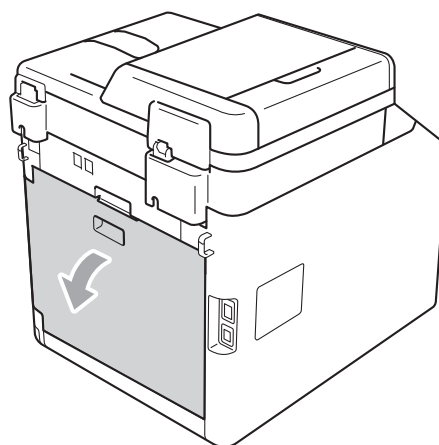


- 4 Put the paper tray firmly back in the machine.

Paper is jammed at the back of the machine

If the LCD shows **Jam Rear**, a paper jam occurred behind the back cover. Follow these steps:

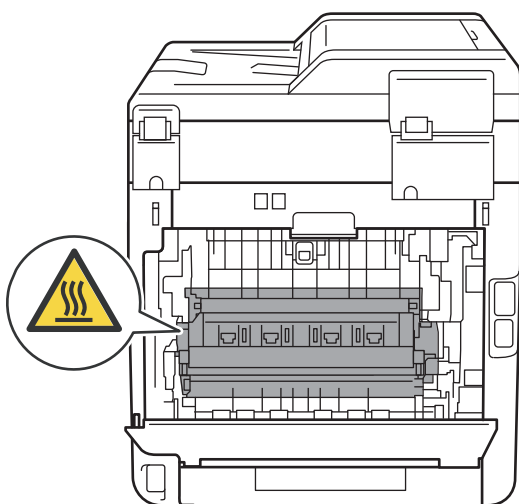
- 1 Leave the machine turned on for 10 minutes to cool down.
- 2 Open the back cover.



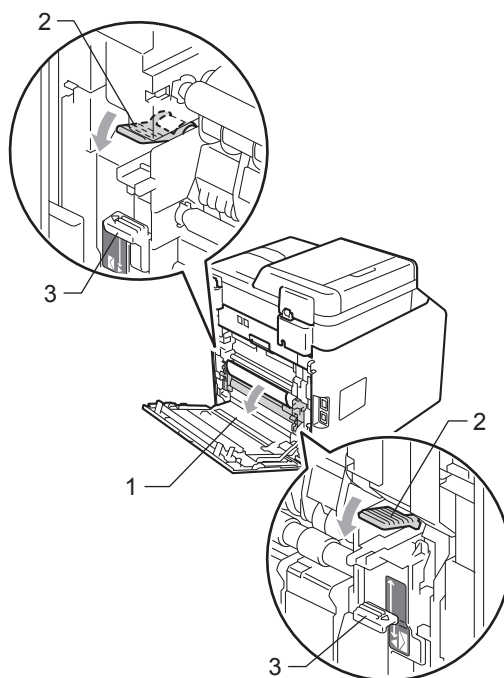
WARNING

HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.



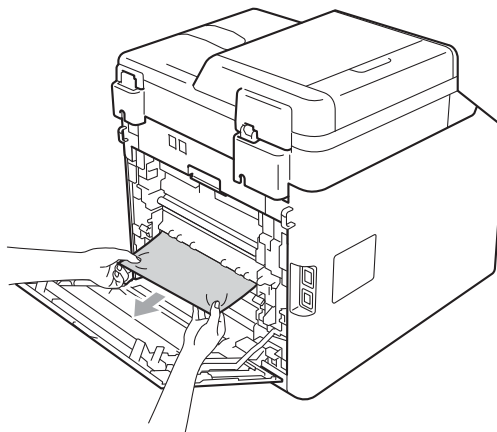
- 3** Pull the green tabs (2) at the left and right hand sides toward you and fold down the fuser cover (1).



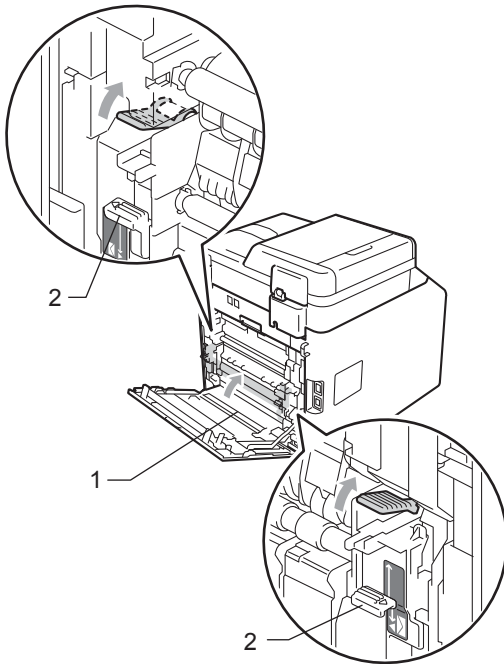
Note

If the envelope levers (3) inside the back cover are pulled down to the envelope position, lift these levers to the original position before pulling the green tabs (2) down.

- 4** Using both hands, gently pull the jammed paper out of the fuser unit.



- 5 Close the fuser cover (1).



Note

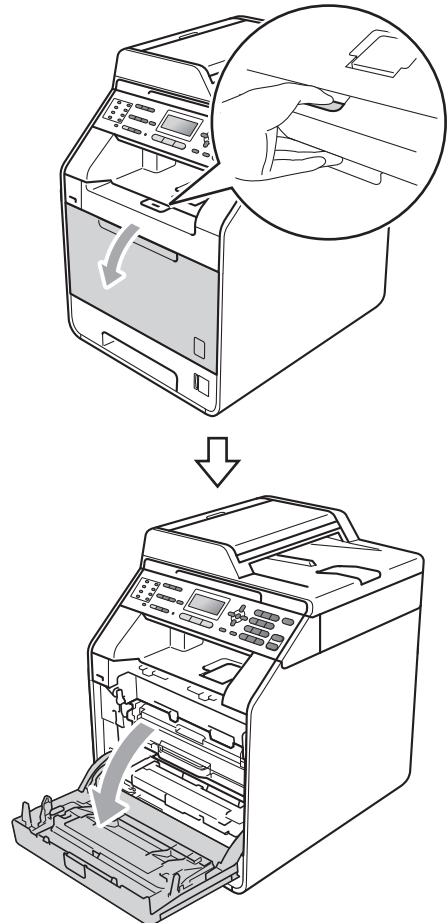
If you are printing on envelopes, pull down the envelope levers (2) to the envelope position again before closing the back cover.

- 6 Fully close the back cover.

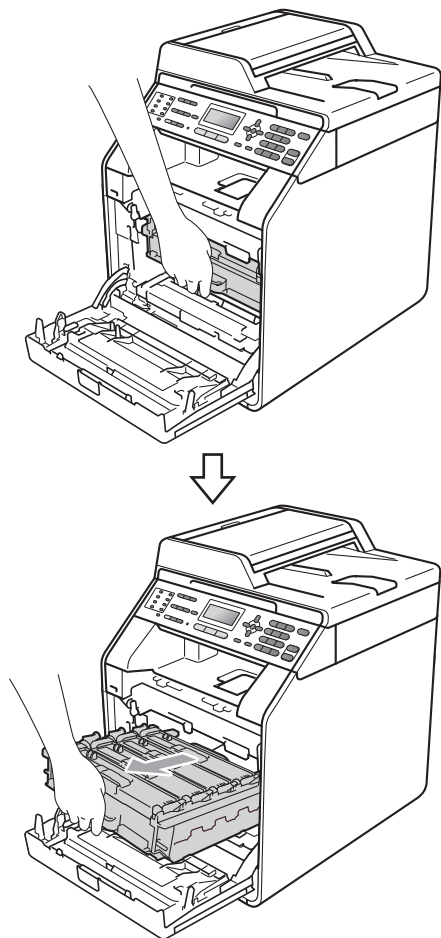
Paper is jammed inside the machine

If the LCD shows **Jam Inside**, follow these steps:

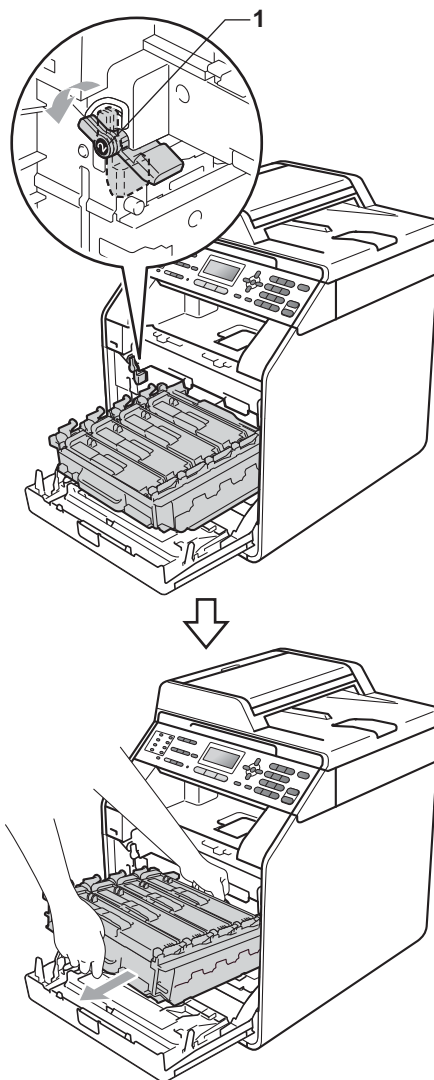
- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

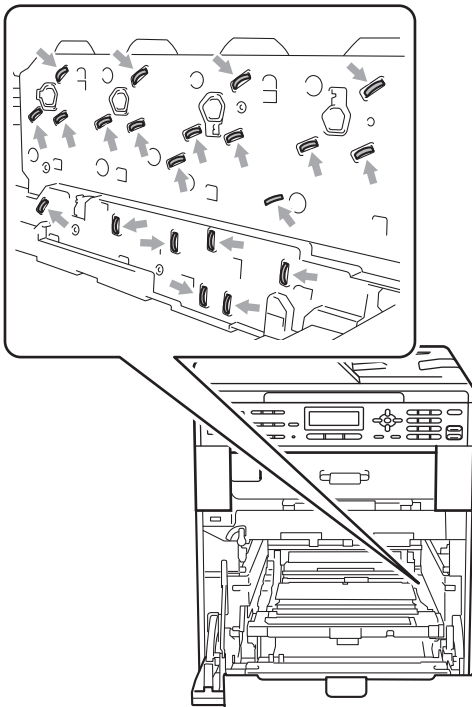


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



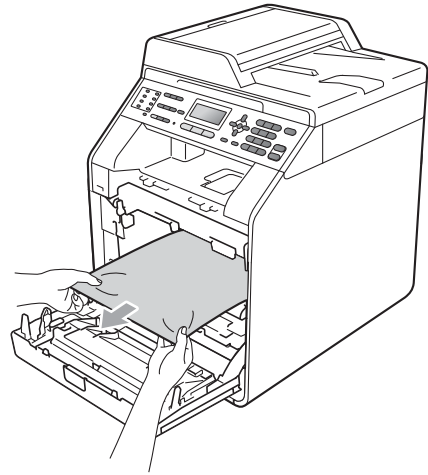
! IMPORTANT

- We recommend that you place the drum unit and the toner cartridges on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

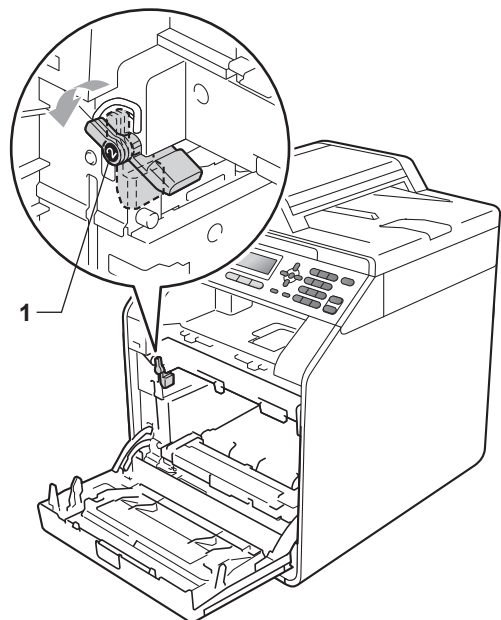


- Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit.

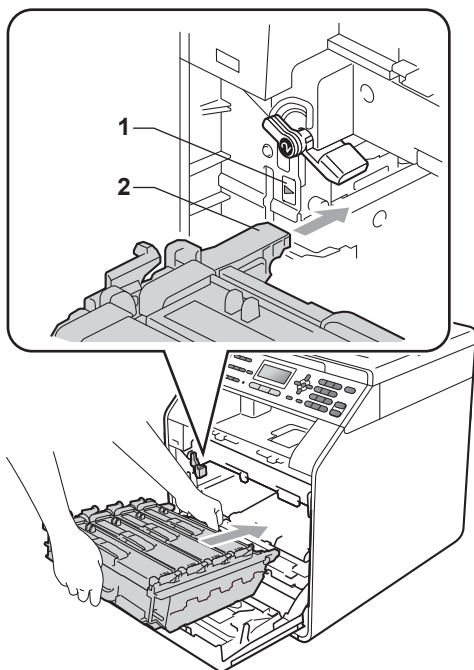
- 5 Pull out the jammed paper slowly.



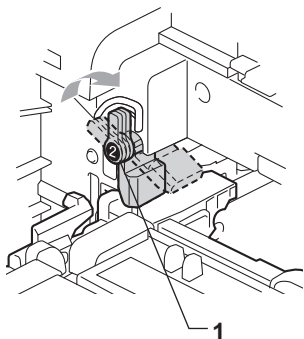
- 6 Make sure the green lock lever (1) is in the release position as shown in the illustration.



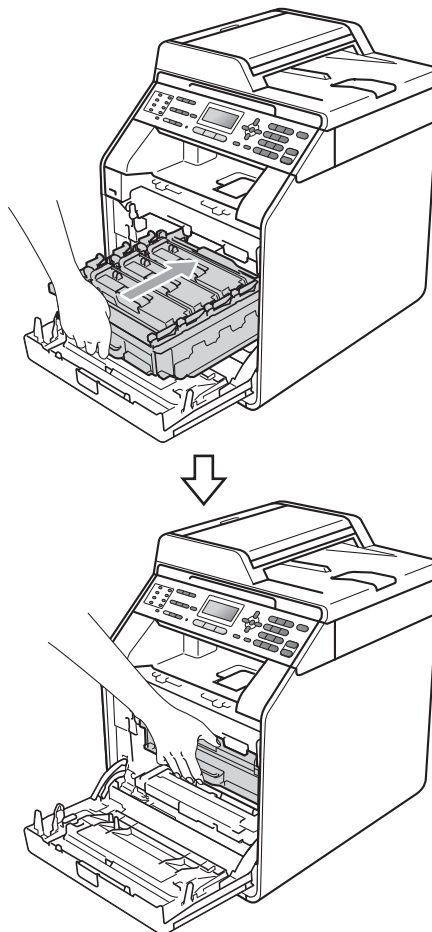
- 7 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 8 Turn the green lock lever (1) clockwise to the lock position.



- 9 Push the drum unit in until it stops.



- 10 Close the front cover of the machine.



Note

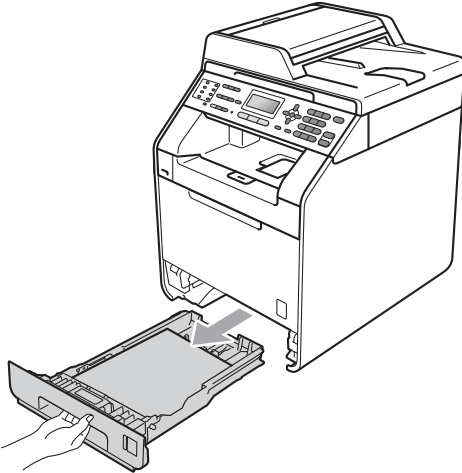
If you turn off the machine while the LCD shows **Jam Inside**, the machine will print incomplete data from your computer. Before you turn on the machine, delete the print spool job on your computer.

- 11 Plug the machine's power cord back into the AC power outlet first, and reconnect all cables and the telephone line cord. Turn on the machine's power switch.

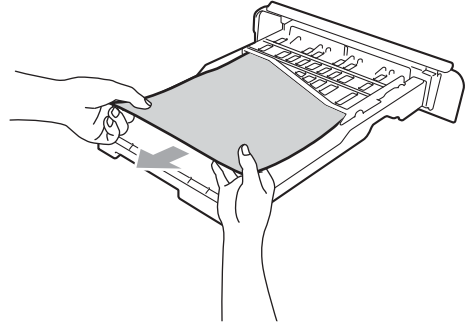
Paper is jammed underneath paper tray 1

If the LCD shows Jam Duplex, follow these steps:

- 1 Pull the paper tray completely out of the machine.



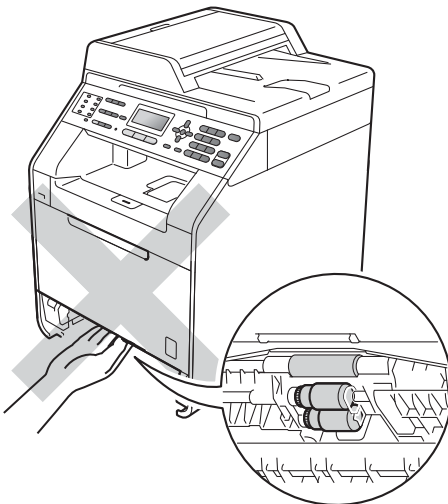
- 2 If paper is not caught inside the machine, check underneath the paper tray.



- 3 Put the paper tray firmly back in the machine.

! WARNING

DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed and can pinch or entrap your hand.



If you are having difficulty with your machine

! IMPORTANT

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

(MFC-9560CDW) In USA:

Please go to the Brother Solutions Center at <http://solutions.brother.com/> and click Manuals on your model page to download the other manuals.

If you think there is a problem, 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 <http://solutions.brother.com/>.

Printing or printing received faxes

Difficulties	Suggestions
■ Condensed print ■ Horizontal streaks ■ Top and bottom sentences are cut off ■ Missing lines	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.
Poor print quality	See <i>Improving the print quality</i> on page 121.
Vertical black lines when receiving	The corona wires for printing may be dirty. Clean the corona wires on the drum unit. (See <i>Cleaning the corona wires</i> on page 68.)
	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 1-877-BROTHER (1-877-276-8437) (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 18.)
	Turn on Auto Reduction. (See <i>Printing a reduced incoming fax</i> in Chapter 4 of the <i>Advanced User's Guide</i> .)

Telephone line or connections

Difficulties	Suggestions
Dialing does not work.	Check for a dial tone.
	Change Tone/Pulse setting. (See the <i>Quick Setup Guide</i> .) (Canada only)
	Check all line cord connections.
	Check that the machine is plugged in and switched on.
	Send a manual fax by pressing Hook or by lifting the handset of an external telephone and dialing the number. Wait to hear fax receiving tones before pressing Black Start or Color Start .
The machine does not answer when called.	Make sure the machine is in the correct receive mode for your setup. (See <i>Receive Mode settings</i> on page 35.) 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 you do not hear ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulties	Suggestions
Cannot receive a fax.	Make sure your machine has a dial tone by pressing the Hook key. If you hear static or interference on your fax line, please contact your local telephone company.
	Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine. If you subscribe to DSL or VoIP services, please contact your service provider for connection instructions.
	Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine. (See <i>Receive Mode settings</i> on page 35.)
	If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, you should select Fax Only mode.
	If your Brother machine shares a line with an external answering machine, you should select the External TAD mode. In External TAD mode, your Brother machine will automatically receive incoming faxes and voice callers will be able to leave a message on your answering machine.
	If your Brother machine shares the line with a Voice Mail subscriber service, please see <i>Voice Mail</i> on page 37.
	If your Brother machine is on a line with the Distinctive Ring subscriber service, please see <i>Distinctive Ring</i> on page 38.
	If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, you should select the Fax/Tel mode. In Fax/Tel mode, your Brother machine will automatically receive faxes and produce a pseudo/double-ring to alert you to answer voice calls.
	If you do not want your Brother machine to automatically answer any incoming faxes, you should select the Manual mode. In Manual mode, you must answer every incoming call and activate the machine to receive faxes.

Receiving Faxes (continued)

Difficulties	Suggestions
Cannot receive a fax. (continued)	Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the ring delay setting: ■ If the answer mode is set to Fax Only or Fax/Tel, reduce the ring delay to 1 ring. (See <i>Ring Delay</i> on page 35.) ■ If the answer mode is set to External TAD, reduce the number of rings programmed on your answering machine to 2. ■ If the answer mode is set to Manual, DO NOT adjust the ring delay setting. Have someone send you a test fax: ■ If you received the test fax successfully, your machine is operating properly. Remember to reset your ring delay or answering machine setting back to your original setting. If receiving problems recur after resetting the ring delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer. ■ If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line. If you are using a telephone answering machine (External TAD mode) on the same line as the Brother machine, make sure your answering machine is set up correctly. (See <i>Connecting an external TAD (telephone answering device)</i> on page 40.) 1 Plug the telephone line cord directly from the wall telephone jack to your Brother machine's LINE jack. 2 Remove the protective cap from your Brother machine's EXT jack, and then plug the telephone line cord from your answering machine into the EXT jack. 3 Set your answering machine to answer within 4 rings. If you are having problems receiving faxes or voice messages, set your answering machine to answer within 2 or 3 rings. 4 Record the outgoing message on your answering machine. ■ Record five seconds of silence at the beginning of your outgoing message. ■ Limit your speaking to 20 seconds. ■ End your outgoing message with your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax." 5 Set your answering machine to answer calls. 6 Set your Brother machine's Receive Mode to External TAD. (See <i>Receive Mode settings</i> on page 35.) Make sure your Brother machine's Easy Receive feature is turned On. Easy Receive is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone. (See <i>Easy Receive</i> on page 36.) If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to Basic (for VoIP). (See <i>Telephone line interference</i> on page 120.) Contact your administrator to check your Secure Function Lock Settings.

Sending faxes

Difficulties	Suggestions
Poor sending quality.	Try changing your resolution to <i>Fine</i> or <i>S.Fine</i> . 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> in <i>Appendix A</i> of the <i>Advanced User's Guide</i> .)
Transmission Verification Report says <i>RESULT:NG</i> .	There is probably temporary noise or static on the line. Try sending the fax again. If you are sending a PC-Fax message and get <i>RESULT:NG</i> 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>Changing Remote Fax Options</i> in <i>Chapter 4</i> of the <i>Advanced User's Guide</i>), print fax messages in memory (see <i>Printing a fax from the memory</i> in <i>Chapter 4</i> of the <i>Advanced User's Guide</i>) or cancel a delayed fax or polling job (see <i>Checking and canceling waiting jobs</i> in <i>Chapter 3</i> of the <i>Advanced User's Guide</i>). If the problem continues, ask the telephone company to check your telephone line. If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to <i>Basic</i> (for VoIP). (See <i>Telephone line interference</i> on page 120.)
Sent faxes are blank.	Make sure you are loading the document properly. (See <i>Loading documents</i> on page 26.)
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. (See <i>Cleaning the scanner glass</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i> .)
Cannot send a fax.	Contact your administrator to check your Secure Function Lock Settings.

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 Stop/Exit . Try avoiding this problem by turning Easy Receive to Off. (See <i>Easy Receive</i> on page 36.)
Sending a Fax Call to the machine.	If you answered on an external or extension telephone, press your Fax Receive Code (default setting is *51). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Caller ID, RingMaster, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes. For Example: 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

Difficulties	Suggestions
The machine beeps when you try to access the Setup Receive and Setup Send menus.	If FAX  is not illuminated, press it to turn on Fax mode. The Setup Receive settings (Menu, 2, 1) and Setup Send settings (Menu, 2, 2) are available only when the machine is in Fax mode.

Copy difficulties

Difficulties	Suggestions
Cannot make a copy.	■ Make sure that COPY  is illuminated. (See <i>How to copy</i> on page 51.) ■ Contact your administrator to check your Secure Function Lock Settings.
Vertical black line appears in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip, or the corona wire is dirty. (See <i>Cleaning the scanner glass</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i> and <i>Cleaning the corona wires</i> on page 68.)
Copies are blank.	Make sure you are loading the document properly. (See <i>Using the automatic document feeder (ADF)</i> on page 26 or <i>Using the scanner glass</i> on page 27.)

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 <i>Replacing the drum unit</i> on page 73.) ■ Check the interface cable connection on both the machine and your computer. (See the <i>Quick Setup Guide</i>.) ■ Check that the correct printer driver has been installed and chosen. ■ Check to see if the LCD is showing an error message. (See <i>Error and maintenance messages</i> on page 92.) ■ Check that the machine is online: (Windows® 7 and Windows Server® 2008 R2) Click the Start button and Devices and Printers. Right-click Brother MFC-XXXX Printer. Make sure that Use Printer Offline is unchecked. (Windows Vista®) Click the Start button, Control Panel, Hardware and Sound, and then Printers. Right-click Brother MFC-XXXX Printer. Make sure that Use Printer Offline is unchecked. (Windows® XP and Windows Server® 2003/2008) Click the Start button and choose Printers and Faxes. Right-click Brother MFC-XXXX Printer. Make sure that Use Printer Offline is unchecked. (Windows® 2000) Click the Start button and choose Settings and then Printers. Right-click Brother MFC-XXXX Printer. Make sure that Use Printer Offline is unchecked. ■ Contact your administrator to check your Secure Function Lock settings.
The machine prints unexpectedly or it prints garbage.	■ Press Job Cancel to cancel print jobs. ■ Check the settings in your application to make sure it is set up to work with your machine.
The machine prints the first couple of pages correctly, then some pages have text missing.	■ Check the settings in your application to make sure that it is set up to work with your machine. ■ Your computer is not recognizing the machine's input buffer's full signal. Make sure that you connected the interface cable correctly. (See the <i>Quick Setup Guide</i>.)
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. (See <i>Unprintable area when printing from a computer</i> on page 17.)

Printing difficulties (continued)

Difficulties	Suggestions
The machine does not print on both sides of the paper even though the printer driver setting is Duplex.	Check the paper size setting in the printer driver. You need to choose Letter, Legal or Folio [16 to 28 lb (60 to 105 g/m ²)].
The machine is not printing or has stopped printing.	Press Job Cancel . As the machine cancels the job and clears it from the memory it may produce an incomplete printout.
The machine does not change to Direct Print mode when a USB flash memory drive is connected to the USB direct interface.	When the machine is in Deep Sleep mode, the machine does not wake up when a USB flash memory drive is connected to the USB direct interface. Press Direct to wake up the machine and light up the Direct key, and then press Direct again to view the Direct Print menu.

Scanning difficulties

Difficulties	Suggestions
TWAIN errors appear while scanning.	Make sure that the Brother TWAIN driver is chosen as the primary source. In PaperPort™ 12SE, click File, Scan or Get Photo and choose the Brother TWAIN driver.
OCR does not work.	Try increasing the scanning resolution. (Macintosh users) Make sure you have downloaded and installed Presto! PageManager from http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg
Network scanning does not work.	See <i>Network difficulties</i> on page 118.
Cannot scan.	Contact your administrator to check your Secure Function Lock Settings.

Software difficulties

Difficulties	Suggestions
Cannot install software or print.	Run the Repair MFL-Pro Suite 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 <i>Advanced tab</i> in the <i>Software User's Guide</i> .)

Paper handling difficulties

Difficulties	Suggestions
The machine does not feed paper. The LCD shows No Paper or a Paper Jam message.	■ If there is no paper, load a new stack of paper into the paper tray. ■ 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. ■ Make sure that manual feed mode is not chosen in the printer driver. ■ Clean the paper pick-up roller. See <i>Cleaning the paper pick-up rollers</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>. ■ If the LCD shows the Paper Jam message and you still have a problem, see <i>Error and maintenance messages</i> on page 92.

Paper handling difficulties (continued)

Difficulties	Suggestions
The machine does not feed paper from the MP tray.	■ Make sure that MP tray is chosen in the printer driver. ■ Fan the paper well and put it back in the tray firmly.
How do I print on envelopes?	You can load envelopes in the MP tray. Your application must be set up to print 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.)
What paper can I use?	You can use thin paper, plain paper, thick paper, bond paper, recycled paper, glossy paper, envelopes and labels that are made for laser machines. (For details, see <i>Acceptable paper and other print media</i> on page 21.)
There is a paper jam.	Clear the jammed paper. (See <i>Error and maintenance messages</i> on page 92.)

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 print media type you are using. (See <i>Acceptable paper and other print media</i> on page 21.)
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 <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i> .)
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> in <i>Chapter 1</i> of the <i>Advanced User's Guide</i>.) ■ Set Toner Save mode to OFF in the Advanced tab in the printer driver. (See <i>Advanced tab</i> in the <i>Software User's Guide</i>.) ■ In the Basic tab of the printer driver, click the Settings button and check the Enhance Black Printing check box.

Network difficulties

Difficulties	Suggestions
Cannot print over a wired Network.	If you are having Network problems see the <i>Network User's Guide</i> for more information. Make sure your machine is powered on and is on-line and in the Ready mode. Print the Network Configuration list to see your current Network settings. (See <i>Reports</i> in <i>Chapter 6</i> of the <i>Advanced User's Guide</i>.) 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. You can check the current wired network status from the Network control panel menu.

Network difficulties (continued)

Difficulties	Suggestions
The network scanning feature does not work.	(Windows®) It is necessary to set the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below: ■ In Name: Enter any description, for example Brother NetScan. ■ In Port number: Enter 54925. ■ In Protocol: UDP is selected. Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. For more details, you can read FAQs and troubleshooting suggestions at http://solutions.brother.com/. (Macintosh) Re-select your machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the model list in ControlCenter2.
The network PC-Fax Receive feature does not work.	(Windows® only) It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below: ■ In Name: Enter any description, for example Brother PC-FAX Rx. ■ In Port number: Enter 54926. ■ In Protocol: UDP is selected. Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. For more details, you can read FAQs and troubleshooting suggestions at http://solutions.brother.com/.
Your computer cannot find your machine.	(Windows®) The firewall setting on your PC may be rejecting the necessary network connection. (For details, see the instructions above.) (Macintosh) Re-select your machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the Model pop-up menu of ControlCenter2.
Cannot connect to wireless network. (MFC-9560CDW)	Investigate the problem using the WLAN Report . Press Menu , 6 , 8 , and then press Black Start or Color Start . For more details, see <i>Quick Setup Guide</i> .

Other

Difficulties	Suggestions
The machine will not turn on.	Adverse conditions on the power connection (such as lightning or a power surge) may have triggered the machine's internal safety mechanisms. Turn the machine off and unplug the power cord. Wait for ten minutes, then plug in the power cord and turn the machine on. If the problem is not solved, turn off the machine. Plug the power cord into a different known working outlet and turn on the machine.

Setting Dial Tone detection

Setting the Dial Tone to `Detection` will shorten the Dial Tone detect pause.

- 1 (USA) Press **Menu, 0, 4**.
(Canada) Press **Menu, 0, 5**.

```
04.Dial Tone
▲      Detection
▼      No Detection
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose `Detection` or `No Detection`.
Press **OK**.
- 3 Press **Stop/Exit**.

Telephone line interference

If you are having difficulty sending or receiving a fax due to possible interference on the telephone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

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

```
20.Miscellaneous
  1.Compatibility
  ▲      High
  ▼      Normal
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose `Basic (for VoIP)`, `Normal` or `High`.

- `Basic (for VoIP)` reduces the modem speed to 9600 bps and turns the error correction mode (ECM) off.

For a standard telephone line: If you regularly experience interference on your standard telephone line try this setting.

If you are using VoIP: VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors try this setting.

- `Normal` sets the modem speed at 14400 bps.
- `High` sets the modem speed at 33600 bps.

Press **OK**.

- 3 Press **Stop/Exit**.



Note

When you change the Compatibility to `Basic (for VoIP)`, the ECM feature is only available for color fax sending.

Improving the print quality

If you have a print quality problem, print a test page first (**Menu, 4, 2, 3**). If the printout looks good, the problem is probably not the machine. Check the interface cable connections or try printing a different document. If the printout or test page printed from the machine has a quality problem, check the following steps first. And then, if you still have a print quality problem, check the chart below and follow the recommendations.

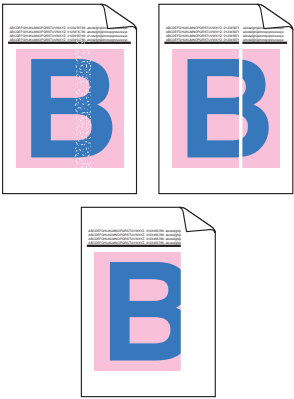
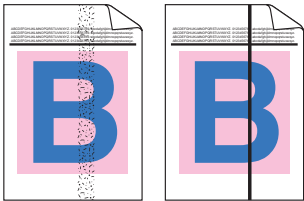
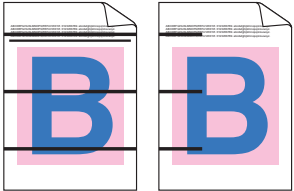


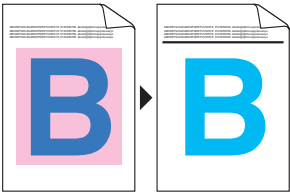
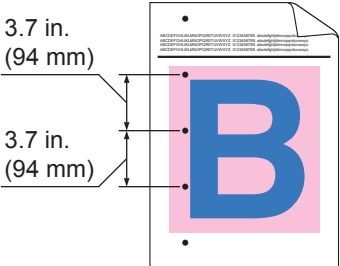
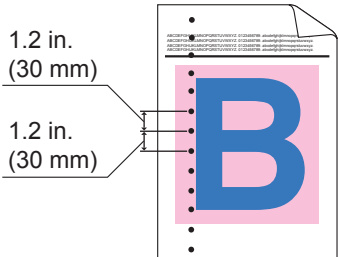
Note

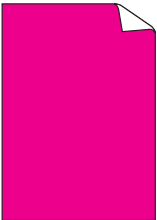
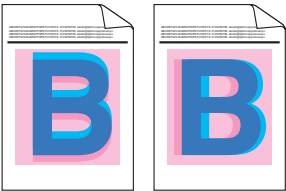
Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.

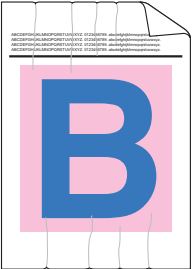
- 1 To get the best print quality, we suggest using the recommended paper. Check that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 21.)
- 2 Check that the drum unit and toner cartridges are installed properly.

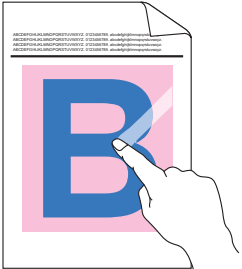
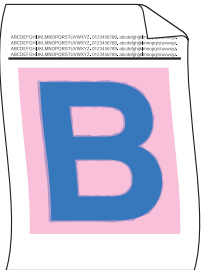
Examples of poor print quality	Recommendation
White lines, bands or ribbing across the page 	■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)
Colors are light or unclear on the whole page 	■ Make sure Toner Save mode is off in the control panel of the machine or the printer driver. ■ Make sure that you choose the proper media type in the printer driver or in the machine's Paper Type menu setting. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i>.) ■ Shake all four toner cartridges gently. ■ Wipe the laser scanner windows with a dry lint-free soft cloth. (See <i>Cleaning the laser scanner windows</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.) ■ Perform the calibration. (See <i>Calibration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.)

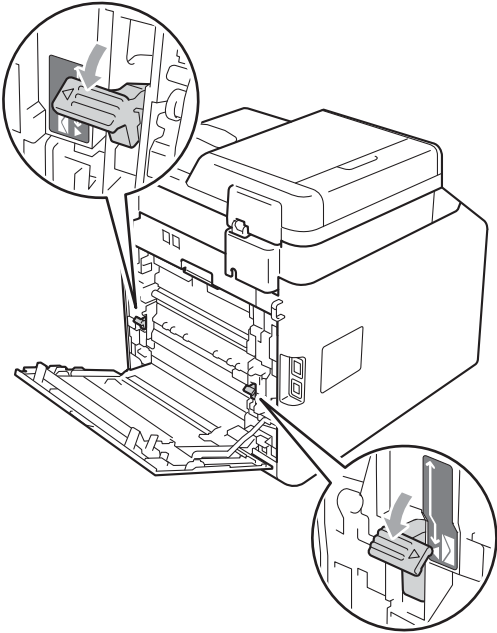
Examples of poor print quality	Recommendation
White streaks or bands down the page 	■ Wipe the laser scanner windows with a dry lint-free soft cloth. (See <i>Cleaning the laser scanner windows</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.) ■ Clean the drum unit. (See <i>Cleaning the drum unit</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.) ■ Identify the missing color and put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 62.) To identify the color of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.
Colored streaks or bands down the page 	■ Clean all four corona wires (one for each color) inside the drum unit by sliding the green tab. (See <i>Cleaning the corona wires</i> on page 68.) ■ Make sure the corona wire green tabs are at their home positions (▲). ■ Clean the scanner glass and scanner glass strip. (See <i>Cleaning the scanner glass</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.) ■ Replace the toner cartridge that matches the color of the streak or band. (See <i>Replacing a Toner cartridge</i> on page 62.) To identify the color of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)
Colored lines across the page 	■ If colored lines appear at 1.2 in. (30 mm) intervals, replace the toner cartridge that matches the color of the line. (See <i>Replacing a Toner cartridge</i> on page 62.) To identify the color of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ If colored lines appear at 3.7 in. (94 mm) intervals, put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)
White spots or hollow print 	■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu match the type of paper you are using. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i>.) ■ Check the machine's environment. Conditions such as high humidity can cause white spots or hollow print. (See <i>To use the product safely</i> in the <i>Safety and Legal Booklet</i>.)

Examples of poor print quality	Recommendation
Completely blank or some colors are missing 	■ Put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 62.) To identify the color of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)
Colored spots at 3.7 in. (94 mm) 	■ If the problem is not solved after printing, the drum may have foreign material, such as glue from a label, stuck on the drum surface. Clean the drum unit. (See <i>Cleaning the drum unit</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.) ■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)
Colored spots at 1.2 in. (30 mm) 	■ Identify the color causing the problem and put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 62.) To identify the color of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.
Toner scatter or toner stain 	■ Check the machine's environment. Conditions such as high humidity and high temperatures may cause this print quality problem. (See <i>Choosing a location</i> in the <i>Safety and Legal Booklet</i>.) ■ Identify the color causing the problem and put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 62.) To identify the color of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ If the problem continues, put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)

Examples of poor print quality	Recommendation
The color of your printouts is not what you expected	■ Make sure Toner Save mode is off in the control panel of the machine or the printer driver. ■ Perform the calibration. (See <i>Calibration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.) ■ Adjust the color by using the custom setting in the printer driver and by using the control panel of the machine. Colors the machine can print and colors you see on a monitor are different. The machine may not be able to reproduce the colors on your monitor. ■ If colors appear in the printed gray areas, make sure there is a check in the Improve Gray Color check box of the printer driver. (See <i>Basic tab</i> for Windows® printer driver, <i>Advanced tab</i> for Macintosh printer driver or <i>Features</i> for Macintosh BR-Script printer driver in the <i>Software User's Guide</i>.) ■ If shaded areas look dull, remove the check from the Improve Gray Color check box. ■ If a printed black graphic is too light, choose Enhance Black Printing mode in the printer driver. (See <i>Settings Dialog</i> for Windows® printer driver, <i>Advanced options</i> for Windows® BR-Script printer driver, <i>Print Settings</i> for Macintosh printer driver or <i>Printer Features</i> for Macintosh BR-Script printer driver in the <i>Software User's Guide</i>.) ■ Identify the color causing the problem and put in a new toner cartridge. (See <i>Replacing a Toner cartridge</i> on page 62.) ■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)
All one color 	■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)
Color misregistration 	■ Make sure that the machine is on a solid level surface. ■ Perform the auto color registration using the control panel (see <i>Auto Registration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>) or perform the manual color registration using the control panel (see <i>Manual Registration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>). ■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.) ■ Put in a new belt unit. (See <i>Replacing the belt unit</i> on page 79.)

Examples of poor print quality	Recommendation
Uneven density appears periodically across the page 	■ Perform the calibration. (See <i>Calibration</i> in <i>Appendix A</i> of the <i>Advanced User's Guide</i>.) ■ Adjust the contrast or brightness when you are in copy mode. (See <i>Adjusting Contrast, Color and Brightness</i> in <i>Chapter 7</i> of the <i>Advanced User's Guide</i>.) ■ Identify the color that is uneven and put in a new toner cartridge for that color. (See <i>Replacing a Toner cartridge</i> on page 62.) To identify the color of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)
Thin lines do not print	■ Make sure Toner Save mode is off in the control panel of the machine or the printer driver. ■ Change the print resolution. ■ If you use a Windows® printer driver, choose Improve Pattern Printing or Improve Thin Line in Settings of Basic tab. (See <i>Settings Dialog</i> in the <i>Software User's Guide</i>.)
Wrinkle 	■ Change to the recommended type of paper. (See <i>Recommended paper and print media</i> on page 21 .) ■ Make sure that the back cover is closed properly. ■ Make sure that the two gray levers inside the back cover are in the up position. ■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic</i> tab in the <i>Software User's Guide</i>.)
Offset image 	■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic</i> tab in the <i>Software User's Guide</i>.) ■ Make sure that the two gray levers inside the back cover are in the up position. ■ Check the machine's environment. Conditions such as low humidity and low temperatures may cause this print quality problem. (See <i>Choosing a location</i> in the <i>Safety and Legal Booklet</i>.) ■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 73.)

Examples of poor print quality	Recommendation
Poor fixing 	■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See <i>Acceptable paper and other print media</i> on page 21 and <i>Basic tab</i> in the <i>Software User's Guide</i>.) ■ Make sure that the two gray levers inside the back cover are in the up position. ■ Choose Improve Toner Fixing mode in the printer driver. (See <i>Other Print Options</i> (For Windows® printer driver), <i>Advanced options</i> (For Windows® BR-Script printer driver), <i>Print Settings</i> (For Macintosh printer driver) or <i>Printer Features</i> (For Macintosh BR-Script printer driver) in the <i>Software User's Guide</i>.) If this selection does not provide enough improvement, change the printer driver setting in Media Type to a thick setting.
Curled or wavy 	■ Choose Reduce Paper Curl mode in the printer driver when you do not use our recommended paper. (See <i>Other Print Options</i> (For Windows® printer driver), <i>Advanced options</i> (For Windows® BR-Script printer driver), <i>Print Settings</i> (For Macintosh printer driver) or <i>Printer Features</i> (For Macintosh BR-Script printer driver) in the <i>Software User's Guide</i>.) ■ 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. ■ Store the paper where it will not be exposed to avoid high temperatures and high humidity. ■ Open the back cover (<i>face up</i> output tray) to let the printed paper out on the back output tray.

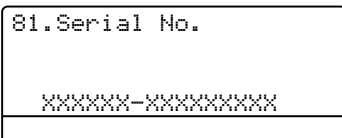
Examples of poor print quality	Recommendation
Envelope creases 	■ Make sure that the two gray envelope levers are pulled down when you are printing envelopes.  ■ If creases occur with the envelope levers in the envelope position, print with the back cover opened and feed one envelope at a time from the MP tray.

Machine Information

Checking the Serial Number

You can see the machine's Serial Number on the LCD.

- 1 Press **Menu**, **8**, **1**.



- 2 Press **Stop/Exit**.

Reset functions

The following reset functions are available:

1 Network

You can reset the internal print server back to its default factory settings such as the password and IP address information.

2 Address & Fax

Address & Fax resets the following settings:

- Address Book
(One Touch Dial/Speed Dial/Setup Groups)
- Programmed fax jobs in the memory
(Polled TX, Delayed Fax)
- Station ID
(name and number)
- Coverpage Msg
(comments)
- Remote Fax Option
(Remote Access Code, Fax Storage, Fax Forwarding, Paging and PC-Fax)
- Report settings
(Transmission Verification Report/Tel Index List/Fax Journal)
- Setting Lock password

3 All Settings

You can reset all the machine settings back to the settings that were set at the factory.

Brother strongly recommends you perform this operation when you dispose of the machine.



Note

Unplug the interface cable before you choose **Network** or **All Settings**.

How to reset the machine

- 1 (USA) Press **Menu, 0, 6**.
(Canada) Press **Menu, 0, 7**.

```

06.Reset
  1.Network
  2.Address & Fax
  3.All Settings
Select ▲▼ or OK

```

- 2 Press ▲ or ▼ to choose the reset function you want to use.
Press **OK**.
- 3 Do one of the following;
 - To reset the settings, press **1** and go to step 4.
 - To exit without making changes, press **2** and go to step 5.
- 4 You will be asked to reset the machine. Do one of the following;
 - To reset the machine press **1**. The machine will begin the reset.
 - To exit without resetting the machine, press **2**. Go to step 5.
- 5 Press **Stop/Exit**.



Note

You can also reset the Network settings by pressing **Menu, 7, 0**.

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.

How to access the menu mode

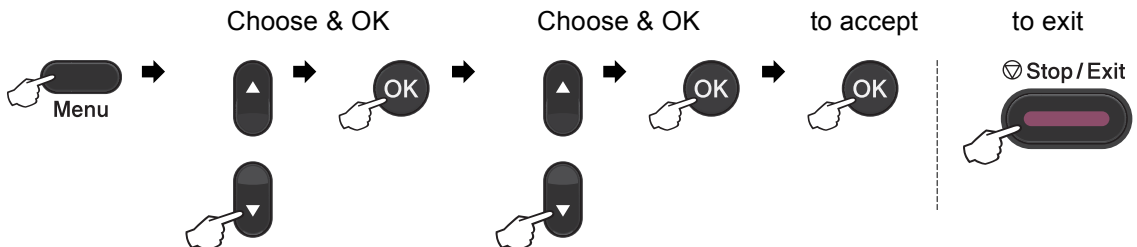
- 1 Press **Menu**.
- 2 Choose an option.
 - Press **1** for General Setup menu.
 - Press **2** for Fax menu.
 - Press **3** for Copy menu.
 - Press **4** for Printer menu.
 - Press **5** for USB Direct I/F menu.
 - Press **6** for Print Reports menu.
 - Press **7** for Network menu.
 - Press **8** for Machine Info. menu.
 - Press **9** for Service menu.¹
 - Press **0** for Initial Setup menu.
- 3 Press **OK** when the option you want appears on the LCD.
The LCD will then show the next menu level.
- 4 Press **▲** or **▼** to scroll to your next menu selection.
- 5 Press **OK**.
When you have finished setting an option, the LCD will show *Accepted*.
- 6 Press **Stop/Exit** to exit Menu mode.

¹ This will appear only when the LCD shows an error message.

You can also scroll through each menu level by pressing **▲** or **▼** for the direction you want.

Menu table

The factory settings are shown in Bold with an asterisk.



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup	1.Mode Timer	—	—	0 Sec 30 Secs 1 Min 2 Mins* 5 Mins Off	Sets the time to return to Fax mode and the time the machine will change from individual user to public user when using Secure Function Lock.	See ¹ .
	2.Paper	1.Paper Type	1.MP Tray	Thin Plain* Thick Thicker Recycled Paper Glossy Paper	Sets the type of paper in the paper tray.	18
			2.Tray#1	Thin Plain* Thick Thicker Recycled Paper	Sets the type of paper in the paper tray.	18
			3.Tray#2 (This menu only appears if you have the optional tray#2.)	Thin Plain* Thick Thicker Recycled Paper	Sets the type of paper in the paper tray.	18
1 See <i>Advanced User's Guide</i>. 2 See <i>Software User's Guide</i>						
The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup (Continued)	2.Paper (Continued)	2.Paper Size	1.MP Tray	A4 Letter* Legal Executive A5 A5 L A6 B5 B6 Folio Any	Sets the size of the paper in the paper tray.	18
			2.Tray#1	A4 Letter* Legal Executive A5 A5 L A6 B5 B6 Folio	Sets the size of the paper in the paper tray.	18
			3.Tray#2 (This menu only appears if you have the optional tray#2.)	A4 Letter* Legal Executive A5 B5 B6 Folio	Sets the size of the paper in the paper tray.	18
1 See <i>Advanced User's Guide</i>. 2 See <i>Software User's Guide</i>						
The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup (Continued)	3.Volume	1.Ring	—	Off Low Med* High	Adjusts the ring volume.	See ¹ .
		2.Beeper	—	Off Low Med* High	Adjusts the volume level of the beeper.	
		3.Speaker	—	Off Low Med* High	Adjusts the speaker volume.	
	4.Ecology	1.Toner Save	—	On Off*	Increases the page yield of the toner cartridge.	
		2.Sleep Time	—	Range varies depending on models. 003Min*	Conserves power.	
	5.Tray Use	1.Copy	—	Tray#1 Only Tray#2 Only MP Only MP>T1>T2* T1>T2>MP (Tray#2 or T2 appears only if you installed the optional paper tray.)	Chooses the tray that will be used for Copy mode.	19
		2.Fax	—	Tray#1 Only Tray#2 Only MP Only MP>T1>T2 T1>T2>MP* (Tray#2 or T2 appears only if you installed the optional paper tray.)	Chooses the tray that will be used for Fax mode.	20
1 See <i>Advanced User's Guide</i>. 2 See <i>Software User's Guide</i>						
 The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup (Continued)	5.Tray Use (Continued)	3.Print	—	Tray#1 Only Tray#2 Only MP Only MP>T1>T2* T1>T2>MP (Tray#2 or T2 appears only if you installed the optional paper tray.)	Chooses the tray that will be used for Print mode.	20
				6.LCD Contrast	—	—
	7.Security	1.Function Lock	—	—	Can restrict selected machine operation for up to 25 individual users and all other non-authorized Public users.	See ¹ .
		2.Setting Lock	—	—	Stops unauthorized users from changing the machine's current settings.	
	8.Document Scan	1.Glass ScanSize	—	A4 Letter*	Adjusts the scan area of the scanner glass to the size of the document.	29
			2.File Size	1.Color	Small Middle* Large	You can set your own default settings of the data compression rate.
		2.Gray		Small Middle* Large		
		3.Duplex Scan (MFC-9560CDW only)	—	Long edge* Short edge	Chooses the duplex scanning format.	See ¹ .
	1 See <i>Advanced User's Guide</i>. 2 See <i>Software User's Guide</i>					
 The factory settings are shown in Bold with an asterisk.						

Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax	1.Setup Receive (In Fax mode only)	1.Ring Delay	00 01 02 03 04*	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	35
		2.F/T Ring Time	20 Secs* 30 Secs 40 Secs 70 Secs	Sets the pseudo/double-ring time in Fax/Tel mode.	35
		3.Easy Receive	On* Off	Receives fax messages without pressing Black Start or Color Start .	36
		4.Remote Codes	On* (*51, #51) Off	Allows you to answer all calls at an extension or external telephone and use codes to turn the machine on or off. You can personalize these codes.	43
		5.Auto Reduction	On* Off	Reduces the size of incoming faxes.	See ¹ .
		6.Print Density	-□□□■+ -□□□■+ -□□■□+* -□■□□+ -■□□□+	Makes printouts darker or lighter.	
		7.Polling RX	—	Sets up your machine to poll another fax machine.	
		8.Fax Rx Stamp	On Off*	Prints the received time and date on the top of the received faxes.	
		9.Duplex	On Off*	Prints receive faxes on both sides of the paper.	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
2. Fax (Continued)	2. Setup Send (In Fax mode only)	1. Contrast	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	See ¹ .
		2. Fax Resolution	Standard* Fine S. Fine Photo	Sets the default resolution for outgoing faxes.	
		3. Delayed Fax	—	Sets the time of day in 24 hour format that the delayed faxes will be sent.	
		4. Batch TX	On Off*	Combines delayed faxes going to the same fax number at the same time of day into one transmission.	
		5. Real Time TX	Next Fax: On Next Fax: Off On Off*	Sends a fax without using the memory.	
		6. Polled TX	On Off*	Sets up your machine with a document to be retrieved by another fax machine.	
		7. Coverpg Setup	Next Fax: On Next Fax: Off On Off* Print Sample	Automatically sends a cover page you have programmed.	
		8. Coverpage Msg	—	Sets up your own comments for the fax cover page.	
		9. Overseas Mode	On Off*	If you are having difficulty sending faxes overseas, set this to On.	

¹ See *Advanced User's Guide*.



The factory settings are shown in Bold with an asterisk.

Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax (Continued)	3.Address Book	1.One Touch Dial	—	Stores up to 16 One Touch Dial numbers, so you can dial by pressing one key (and Black Start or Color Start).	47
		2.Speed Dial	—	Stores up to 300 Speed Dial numbers, so you can dial by pressing only a few keys (and Black Start or Color Start).	48
		3.Setup Groups	—	Sets up to 20 Group numbers for Broadcasting.	See ¹ .
	4.Report Setting	1.Transmission	On On+Image Off* Off+Image	Sets initial setup for Transmission Verification Report.	30
		2.Journal Period	Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days Off	Sets the interval for automatic printing of the Fax Journal.	See ¹ .
	5.Remote Fax Opt	1.Fwd/Page/Store (Backup Print)	Off* Fax Forward Paging Fax Storage PC Fax Receive	Sets the machine to forward fax messages, to call your pager, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your PC. If you choose Fax Forward or PC-Fax Receive, you can turn on the safety feature Backup Print.	
		2.Remote Access	---*	Sets your own code for Remote Retrieval.	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax (Continued)	5.Remote Fax Opt (Continued)	3.Print Fax	—	Prints incoming faxes stored in the memory.	See ¹ .
	6.Dial Restrict.	1.Dial Pad	Off* Enter # twice On	You can set the machine to restrict dialing when using the dial pad.	
		2.One Touch Dial	Off* Enter # twice On	You can set the machine to restrict the dialing of One Touch numbers.	
		3.Speed Dial	Off* Enter # twice On	You can set the machine to restrict the dialing of Speed Dial numbers.	
	7.Remaining Jobs	—	—	You can check which jobs are in the memory and lets you cancel scheduled jobs.	
	0.Miscellaneous	1.Compatibility	High* Normal Basic (for VoIP)	Adjusts the equalization for transmission difficulties. VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors, choose Basic (for VoIP).	120
2.Distinctive		Off* Set	Uses the telephone company's Distinctive Ring subscriber service to register the ring pattern with the machine.	38	
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
3.Copy	1.Quality	—	Auto* Text Photo Graph	You can choose the Copy resolution for your type of document.	See ¹ .
	2.Brightness	—	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjust the brightness for copies.	
	3.Contrast	—	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the contrast for copies.	
	4.Color Adjust	1.Red	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the red color for copies.	
		2.Green	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the green color for copies.	
		3.Blue	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Adjusts the blue color for copies.	
	¹ See <i>Advanced User's Guide</i> .				
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
4. Printer	1. Emulation	—	Auto* HP LaserJet BR-Script 3	Chooses the emulation mode.	See ² .
	2. Print Options	1. Internal Font	1. HP LaserJet 2. BR-Script 3	Prints a list of the machine's internal fonts.	
		2. Configuration	—	Prints a list of the machine's printer settings.	
		3. Test Print	—	Prints a test page.	
	3. Duplex	—	Off* On (Long Edge) On (Short Edge)	Enables or disables duplex printing. You can also choose long edge or short edge duplex printing.	
	4. Output Color	—	Auto* Color B&W	Chooses color or black & white printed documents. If you choose Auto, the machine selects a suitable option for the document (color or B&W).	See ¹ .
	5. Reset Printer	—	1. Reset 2. Exit	Restores the printer settings to the original factory default settings.	
	6. Calibration	—	Calibrate Reset	Adjusts the color density or returns the color calibration to the factory settings.	
	7. Auto Regist.	—	1. Start 2. Exit	Adjust the print position of each color automatically.	
¹ See <i>Advanced User's Guide</i> . ² See <i>Software User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
4.Printer (Continued)	8.Manual Regist.	1.Print Chart	—	Print the chart to manually check the registration of the colors.	See ¹ .
		2.Set Regist.	1 Magenta Left 2 Cyan Left 3 Yellow Left 4 Magenta Center 5 Cyan Center 6 Yellow Center 7 Magenta Right 8 Cyan Right 9 Yellow Right	Sets the correction value on the chart you printed from Print Chart.	
	9.Frequency	—	Normal* Low Off	Sets the interval time you want to carry out the auto registration and the calibration.	
¹ See <i>Advanced User's Guide</i> .					
² See <i>Software User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
5.USB Direct I/F	1.Direct Print	1.Paper Size	A4 Letter* Legal Executive A5 A5 L A6 B5 B6 Folio	Sets the paper size when printing directly from the USB flash memory drive.	52
		2.Media Type	Thin Plain* Thick Thicker Recycled Paper Glossy Paper	Sets the media type when printing directly from the USB flash memory drive.	52
		3.Multiple Page	1in1* 2in1 4in1 9in1 16in1 25in1 1 in 2x2 pages 1 in 3x3 pages 1 in 4x4 pages 1 in 5x5 pages	Sets the page style when printing multiple pages directly from the USB Flash memory drive.	53
		4.Orientation	Portrait* Landscape	Sets the page orientation when printing directly from the USB Flash memory drive.	53
		5.Collate	On* Off	Enables or disables the page collation when printing directly from the USB Flash memory drive.	53
¹ See Software User's Guide.					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
5.USB Direct I/F (Continued)	1.Direct Print (Continued)	6.Print Quality	Normal* Fine	Sets the print quality option when printing directly from the USB Flash memory drive.	53
		7.PDF Option	Document* Document&Markup Document&Stamps	Sets the PDF option whether to print comments (Markup) or stamps in the PDF file along with the text.	53
		8.Index Print	Simple* Details	Sets the index print option, simple format or details.	53
	2.Scan to USB	1.Resolution	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	Sets the resolution to send the scanned data to USB Flash memory drive.	See ¹ .
		2.File Name	—	Enter the file name of the scanned data.	
¹ See <i>Software User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
6.Print Reports	1.Transmission	1.View on LCD	—	You can view the Transmission Verification Report for your last 200 outgoing faxes and print the last report.	See ¹ .
		2.Print Report	—		
	2.Help List	—	—	Prints the Help List so you can see at-a-glance how to quickly program your machine.	
	3.Tel Index List	1.Numeric	—	Lists names and numbers stored in the One Touch and Speed Dial memory, in numerical or alphabetical order.	
		2.Alphabetic	—		
	4.Fax Journal	—	—	Lists information about your last 200 incoming and outgoing faxes. (TX means Transmit. RX means Receive.)	
	5.User Settings	—	—	Lists your settings.	
	6.Network Config	—	—	Lists your Network settings.	
	7.Drum Dot Print	—	—	Prints the drum dot check sheet.	
8.WLAN Report (MFC-9560CDW)	—	—	Prints the result of wireless LAN connectivity diagnosis.	See ² .	
¹ See <i>Advanced User's Guide</i> .					
² See <i>Quick Setup Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7.Network (MFC-9460CDN)	1.TCP/IP	1.Boot Method	—	Auto* Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
		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	—	BRNXXXXXXXXXXXX	Enter the Node name.
		6.WINS Config	—	Auto* Static	Chooses the WINS configuration mode.
		7.WINS Server	—	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.
		8.DNS Server	—	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.
		9.APIPA	—	On* Off	Automatically allocates the IP address from the link-local address range.
0.IPv6	—	On Off*	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information.		
See Network User's Guide.					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7.Network (MFC-9460CDN) (Continued)	2.Ethernet	—	—	Auto* 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.
	3.Status	—	—	Active 100B-FD Active 100B-HD Active 10B-FD Active 10B-HD Inactive	Shows the Ethernet link status.
	4.MAC Address	—	—	—	Shows the MAC address of the machine.
	5.Scan To FTP	—	—	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	Chooses the file format to send the scanned data via FTP.
	6.ScanTo Network	—	—	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	You can scan a black and white or color document directly to a CIFS server on your local network or on the internet.
	0.Network Reset	1.Reset	—	1.Yes 2.No	Restore all network settings to factory default.
		2.Exit	—	—	
See Network User's Guide.					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7.Network (MFC-9560CDW)	1.Wired LAN	1.TCP/IP	1.Boot Method	Auto* Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.
			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	BRNXXXXXXXXXXXX	Enter the Node name.
			6.WINS Config	Auto* Static	Chooses the WINS configuration mode.
			7.WINS Server	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.
			8.DNS Server	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.
			9.APIPA	On* Off	Automatically allocates the IP address from the link-local address range.
			0.IPv6	On Off*	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information.
See Network User's Guide.					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7.Network (MFC-9560CDW) (Continued)	1.Wired LAN (Continued)	2.Ethernet	—	Auto* 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.
		3.Wired Status	—	Active 100B-FD Active 100B-HD Active 10B-FD Active 10B-HD Inactive Wired OFF	You can see the current wired status.
		4.MAC Address	—	—	Shows the MAC address of the machine.
		5.Set to Default	—	1.Reset 2.Exit	Restore the wired network setting to factory default.
		6.Wired Enable	—	On* Off	Enable or Disable the Wired LAN manually.
		2.WLAN	1.TCP/IP	1.Boot Method	Auto* Static RARP BOOTP 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			BRWXXXXXXXXXXXXX	Enter the Node name.
	6.WINS Config			Auto* Static	Chooses the WINS configuration mode.
See Network User's Guide.					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7. Network (MFC-9560CDW) (Continued)	2. WLAN (Continued)	1. TCP/IP (Continued)	7. WINS Server	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.
			8. DNS Server	Primary [000-255]. [000-255]. [000-255]. [000-255] Secondary [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.
			9. APIPA	On* Off	Automatically allocates the IP address from the link-local address range.
			0. IPv6	On Off*	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information.
		2. Setup Wizard	—	—	You can configure your internal print server.
		3. WPS/AOSS	—	—	You can easily configure your wireless network settings using the one-button push method.
		4. WPS w/PIN Code	—	—	You can easily configure your wireless network settings using WPS with a PIN code.
See Network User's Guide.					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7. Network (MFC-9560CDW) (Continued)	2. WLAN (Continued)	5. WLAN Status	1. Status	Active (11b) Active (11g) Wired LAN Active WLAN OFF AOSS Active Connection Fail	You can see the current wireless network status.
			2. Signal	Strong Medium Weak None	You can see the current wireless network signal strength.
			3. SSID	—	You can see the current SSID.
			4. Comm. Mode	Ad-hoc Infrastructure	You can see the current Communication Mode.
		6. MAC Address	—	—	Shows the MAC address of the machine.
		7. Set to Default	—	1. Reset 2. Exit	Restore the wireless network settings to factory default.
		8. WLAN Enable	—	On Off*	Enable or disable the wireless LAN manually.
	3. Scan To FTP	—	—	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	Chooses the file format to send the scanned data via FTP.
See Network User's Guide.					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7. Network (MFC-9560CDW) (Continued)	4. ScanTo Network	—	—	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200x100 dpi	You can scan a black and white or color document directly to a CIFS server on your local network or on the internet.
	0. Network Reset	1. Reset	—	1. Yes 2. No	
			2. Exit	—	—
See Network User's Guide.					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
8.Machine Info.	1.Serial No.	—	—	You can check the serial number of your machine.	128
	2.Page Counter	—	Total Fax/List Copy Print	You can check the number of total pages the machine has printed during its life.	See ¹ .
	3.Parts Life	1.Drum	—	You can check the percentage of a machine part's life that remains available. (PF Kit 2 appears only if you installed the optional paper tray.)	
		2.Belt Unit	—		
		3.Fuser	—		
		4.Laser	—		
		5.PF Kit MP	—		
		6.PF Kit 1	—		
	7.PF Kit 2	—			
¹ See <i>Advanced User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
0.Initial Setup	1.Receive Mode	—	Fax Only* Fax/Tel External TAD Manual	Chooses the receive mode that best suits your needs.	32
	2.Date&Time	1.Date&Time	—	Puts the date and time on the LCD and in headings of faxes you send.	See ² .
		2.Auto Daylight	On Off*	Changes for Daylight Savings Time automatically.	See ¹ .
		3.Time Zone	UTCXXX:XX	Sets the time zone for your country.	See ³ .
	3.Station ID	—	Fax: Tel: Name:	Sets your name and fax number to appear on each page you fax.	See ² .
	4.Tone/Pulse (in Canada)	—	Tone* Pulse	Chooses the dialing mode.	
	4.Dial Tone (in USA) 5.Dial Tone (in Canada)	—	Detection No Detection*	You can shorten the dial tone detect pause.	120
	5.Dial Prefix (in USA) 6.Dial Prefix (in Canada)	—	—	Sets a prefix number that will always be added before the fax number every time you dial.	See ¹ .
	6.Reset (in USA) 7.Reset (in Canada)	1.Network	1.Reset 2.Exit	Restores all network settings to factory default.	128
		2.Address & Fax	1.Reset 2.Exit	Restores all stored phone numbers and fax settings.	
		3.All Settings	1.Reset 2.Exit	Restores all the machine settings to factory default.	
¹ See <i>Advanced User's Guide</i> . ² See <i>Quick Setup Guide</i> . ³ See <i>Network User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

Level 1	Level 2	Level 3	Options	Descriptions	Page
0.Initial Setup (Continued)	0.Local Language	—	(in USA) English* Español (in Canada) English* Français	Allows you to change the LCD language for your country.	See ² .
¹ See <i>Advanced User's Guide</i> . ² See <i>Quick Setup Guide</i> . ³ See <i>Network User's Guide</i> .					
 The factory settings are shown in Bold with an asterisk.					

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 ***** do *not* have printed letters because they are used for special characters.

Press the appropriate dial pad key the number of times shown in this reference table to access the character you want.

Press Key	one time	two times	three times	four times	five times	six times	seven times	eight times	nine times
1	@	.	/	1	@	.	/	1	@
2	a	b	c	A	B	C	2	a	b
3	d	e	f	D	E	F	3	d	e
4	g	h	i	G	H	I	4	g	h
5	j	k	l	J	K	L	5	j	k
6	m	n	o	M	N	O	6	m	n
7	p	q	r	s	P	Q	R	S	7
8	t	u	v	T	U	V	8	t	u
9	w	x	y	z	W	X	Y	Z	9

For menu selections that do not allow lower case character selection, please use this reference table.

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

Inserting spaces

To enter a space in a fax number, press ► once between numbers. To enter a space in a name, press ► twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, and then press **Clear**.

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 *, # or 0, then press ◀ or ▶ to move the cursor to the symbol or character you want. Press **OK** to choose it. The symbols and characters below will appear depending on your menu selection.

Press *	for	(space) ! " # \$ % & ' () * + , - . / €
Press #	for	: ; < = > ? @ [] ^ _ \ ~ ' { }
Press 0	for	Á À Ã Ä Ç È É Ê Ë Ì Í Î Ï Ó Ô Õ Ö Ø Ù Ú Û Ü

General



Note

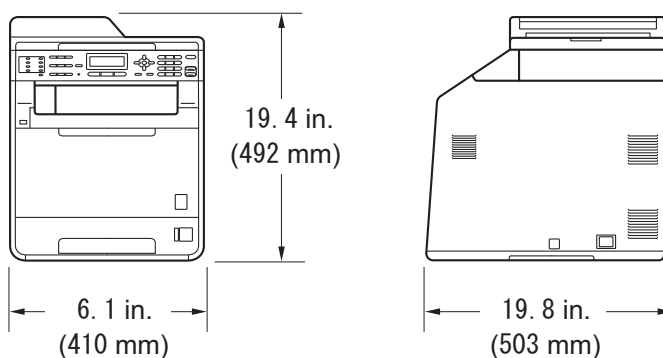
This chapter provides a summary of the machines' specifications. For additional specifications visit <http://www.brother.com/> for details.

Printer Type	Laser	
Print Method	Electrophotography by semiconductor laser beam scanning	
Memory Capacity	(MFC-9560CDW)	256 MB
	(MFC-9460CDN)	128 MB
LCD (liquid crystal display)	22 characters × 5 lines	
Power Source	110 - 120 V AC 50/60 Hz	
Power Consumption ¹	Peak:	1200 W
	Copying (Average):	Approx. 575 W ²
	Sleep (WLAN: On) (Average):	Approx. 9 W
	Deep Sleep (Average):	Approx. 1.5 W
	Ready (Average):	Approx. 70 W

¹ USB connected to PC

² When making a copy from one sheet

Dimensions



Weight

With Consumables: 58.4 lb (26.5 kg)

Noise level

Sound power

Operating (Color Printing):	LWAd = 6.82 B (A)
Operating (Monochrome Printing):	LWAd = 6.74 B (A)
Standby:	LWAd = 4.8 B (A)

Sound pressure

Operating (Printing):	LPAm = 57 dB (A)
Standby:	LPAm = 33 dB (A)

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)

ADF (automatic document feeder)

Up to 35 pages (Staggered) 20 lb (80 g/m²)

Document Size

Document Size (Single-sided)	ADF Width:	5.8 to 8.5 in. (147.3 to 215.9 mm)
	ADF Length:	5.8 to 14 in. (147.3 to 356.0 mm)
	Scanner Glass Width:	Max. 8.5 in. (215.9 mm)
	Scanner Glass Length:	Max. 11.7 in. (297 mm)
Document Size (2-sided (Duplex)) (MFC-9560CDW)	ADF Width:	5.8 to 8.5 in. (147.3 to 215.9 mm)
	ADF Length:	5.8 to 14 in. (147.3 to 356.0 mm)

Print media

Paper Input	Paper Tray	
	■ Paper Type:	Plain Paper, Thin Paper or Recycled Paper
	■ Paper Size:	Letter, A4, B5 (ISO/JIS), A5, A5 (Long Edge), B6 (ISO), A6, Executive, Legal and Folio
	■ Paper Weight:	16 to 28 lb (60 to 105 g/m ²)
	■ Maximum Paper Tray Capacity:	Up to 250 sheets of 20 lb (80 g/m ²) Plain Paper
	Multi-purpose tray (MP tray)	
	■ Paper Type:	Envelope, Env. Thin, Env. Thick, Labels ¹ , Glossy Paper, Thin Paper, Thick Paper, Thicker Paper, Recycled Paper, Bond Paper or Plain Paper
	■ Paper Size:	Width: 2.75 to 8.5 in. (69.8 to 216 mm) Length: 4.57 to 16 in. (116.0 to 406.4 mm)
	■ Paper Weight:	16 to 43 lb (60 to 163 g/m ²) ²
	■ Maximum Paper Tray Capacity:	Up to 50 sheets of 20 lb (80 g/m ²) Plain Paper
	Paper Tray 2 (option)	
	■ Paper Type:	Plain Paper, Thin Paper or Recycled Paper
	■ Paper Size:	Letter, A4, B5 (ISO/JIS), A5, B6 (ISO), Executive, Legal and Folio
	■ Paper Weight:	16 to 28 lb (60 to 105 g/m ²)
	■ Maximum Paper Tray Capacity:	Up to 500 sheets of 20 lb (80 g/m ²) Plain Paper
Paper Output	Face-Down Output Tray	Up to 150 sheets (<i>face down</i> print delivery to the output paper tray)
	Face-Up Output Tray	One sheet (<i>face up</i> print delivery to the <i>Face up</i> output tray)

**Duplex
Printing**

■ Manual Duplex:	Yes
■ Automatic Duplex:	Yes
■ Paper Size (Automatic Duplex):	Letter, Legal and Folio
■ Paper Weight (Automatic Duplex):	16 to 28 lb (60 to 105 g/m ²)
■ Paper Type (Automatic Duplex):	Plain Paper, Thin Paper, Recycled Paper or Glossy Paper

¹ For labels, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

² 16 to 28 lb (60 to 105 g/m²) for duplex print.

Fax

Compatibility	ITU-T Super Group 3	
Modem Speed	Automatic Fallback:	33,600 bps
2-sided (Duplex) Print Receiving	Yes	
Automatic 2-sided (Duplex) Sending (MFC-9560CDW)	Yes (from ADF)	
Scanning Width	Max. 8.2 in. (208 mm)	
Printing Width	Max. 8.2 in. (208 mm)	
Gray Scale	8 bit/256 levels	
Resolution	Horizontal:	203 dot/in. (8 dot/mm)
	Vertical	
	■ Standard:	98 line/in. (3.85 line/mm) (Mono) 196 line/in. (7.7 line/mm) (Color)
	■ Fine:	196 line/in. (7.7 line/mm) (Mono) 196 line/in. (7.7 line/mm) (Color)
	■ Photo:	196 line/in. (7.7 line/mm) (Mono)
	■ Superfine:	392 line/in. (15.4 line/mm) (Mono)
One Touch Dial	16 (8 × 2)	
Speed Dial	300 stations	
Groups	Up to 20	
Broadcasting	366 stations	
Automatic Redial	Yes, 1 time after 5 minutes	
Memory Transmission	Up to 500 ¹ pages ²	
Out of Paper Reception	Up to 500 ¹ pages ²	

¹ '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.

² Black & White only

Copy

Color/Mono	Yes/Yes
Copy Width	Max. 8.3 in. (210 mm)
Automatic 2-sided (Duplex) Copy (MFC-9560CDW)	Yes (from ADF)
Multiple Copies	Stacks or Sorts up to 99 pages
Reduce/Enlarge	25% to 400% (in increments of 1%)
Resolution	Up to 1200 × 600 dpi
First Copy Out Time (Monochrome)	Less than 19 seconds (from Ready mode and standard tray)
First Copy Out Time (Color)	Less than 21 seconds (from Ready mode and standard tray)

Scanner

Color/Mono	Yes/Yes
TWAIN Compliant	Yes (Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®/ Windows® 7) Mac OS X 10.4.11 – 10.6.x ¹
WIA Compliant	Yes (Windows® XP/Windows Vista®/Windows® 7)
Color Depth	48 bit internal / 24 bit external color
Resolution	Up to 19200 × 19200 dpi (interpolated) ² Up to 1200 × 2400 dpi (optical) (from Scanner Glass) Up to 1200 × 600 dpi (optical) (from ADF)
Scanning Width	Max. 8.3 in. (210 mm)
Automatic 2-sided (Duplex) Scanning (MFC-9560CDW)	Yes (from ADF)
Gray Scale	256 levels

¹ For the latest driver updates for the Mac OS X you are using, visit us at <http://solutions.brother.com/>.

² Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows® XP (resolution up to 19200 × 19200 dpi can be chosen by using the scanner utility)

Printer

Automatic 2-sided (Duplex) Print	Yes
Emulations	PCL6, BR-Script3 (PostScript® 3™)
Resolution	600 dpi × 600 dpi, 2400 dpi (2400 × 600) quality
Print Speed (Monochrome Duplex)	Up to 14 sides/minute (Up to 7 sheets/minute) (Letter size) ¹
Print Speed (Color Duplex)	Up to 14 sides/minute (Up to 7 sheets/minute) (Letter size) ¹
Print Speed (Monochrome)	Up to 25 pages/minute (Letter size) ¹
Print Speed (Color)	Up to 25 pages/minute (Letter size) ¹
First Print Out Time (Monochrome)	Less than 16 seconds (from Ready mode and standard tray)
First Print Out Time (Color)	Less than 16 seconds (from Ready mode and standard tray)

¹ The print speed may vary depending on the type of document you print.

Interfaces

USB Use a USB cable (Type A/B) that is no more than 6 feet (2 meters) long.^{1 2}

Ethernet³ Use an Ethernet UTP cable category 5 or greater.

Wireless LAN IEEE 802.11 b/g (Infrastructure / Ad-hoc Mode)
(MFC-9560CDW)

¹ 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.

² Third-party USB ports are not supported.

³ See *Network (LAN)* on page 171 and the Network User's Guide for detailed network specifications.

Direct Print feature

Compatibility	PDF version 1.7 ¹ , JPEG, Exif + JPEG, PRN (created by Brother printer driver), TIFF (scanned by all Brother MFC or DCP models), PostScript® 3™ (created by Brother BR-Script 3 printer driver), XPS version 1.0.
Interface	USB direct interface

¹ PDF data including a JBIG2 image file, a JPEG2000 image file or a transparency file is not supported.

Computer requirements

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		Processor Minimum Speed	Minimum RAM	Recommended RAM	Hard Disk Space to install		Supported PC Software Functions	Supported PC Interface ³
					For Drivers	For Applications		
Windows® Operating System ¹	Windows® 2000 Professional ⁵	Intel® Pentium® II or equivalent	64 MB	256 MB	150 MB	500 MB	Printing, PC-Fax ⁴ , Scanning	USB, 10/100 Base Tx (Ethernet), Wireless 802.11 b/g ⁷
	Windows® XP Home ^{2 6} Windows® XP Professional ^{2 6}		128 MB					
	Windows® XP Professional x64 Edition ^{2 6}	64-bit (Intel®64 or AMD64) supported CPU	256 MB	512 MB	500 MB	1.2 GB		
	Windows Vista® ⁶	Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	512 MB	1 GB				
	Windows® 7 ⁶	Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	1 GB (32-bit) 2 GB (64-bit)	1 GB (32-bit) 2 GB (64-bit)	650 MB			

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		Processor Minimum Speed	Minimum RAM	Recommended RAM	Hard Disk Space to install		Supported PC Software Functions	Supported PC Interface ³
					For Drivers	For Applications		
Windows® Operating System ¹	Windows Server® 2003 (print only via network)	Intel® Pentium® III or equivalent	256 MB	512 MB	50 MB	N/A	Printing	10/100 Base Tx (Ethernet), Wireless 802.11 b/g ⁷
	Windows Server® 2003 x64 Edition (print only via network)	64-bit (Intel®64 or AMD64) supported CPU						
	Windows Server® 2008 (print only via network)	Intel® Pentium® 4 or equivalent 64-bit (Intel®64 or AMD64) supported CPU	512 MB	2 GB				
	Windows Server® 2008 R2 (print only via network)	64-bit (Intel®64 or AMD64) supported CPU						
Macintosh Operating System	Mac OS X 10.4.11 10.5.x	PowerPC® G4/G5 Intel® Core™ Processor	512 MB	1 GB	80 MB	400 MB	Printing, PC-Fax Send ⁴ , Scanning	USB, 10/100 Base Tx (Ethernet), Wireless 802.11 b/g ⁷
	Mac OS X 10.6.x	Intel® Core™ Processor	1 GB	2 GB				

¹ Internet Explorer® 6.0 or greater.

² For WIA, 1200 x 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 x 19200 dpi.

³ Third-party USB ports are not supported.

⁴ PC-Fax supports black and white only.

⁵ PaperPort™ 11SE supports Microsoft® SP4 or higher for Windows® 2000.

⁶ PaperPort™ 12SE supports Microsoft® SP3 or higher for Windows® XP and SP2 or higher for Windows Vista® and Windows® 7.

⁷ For MFC-9560CDW.

For the latest driver updates, visit <http://solutions.brother.com/>.

All trademarks, brand and product names are property of their respective companies.

Consumable items

Toner Cartridge Life	Starter Toner Cartridge:	
	Black	Approx. 2,500 pages (Letter) ¹
	Cyan, Magenta, Yellow	Approx. 1,500 pages (Letter) ¹
	Standard Toner Cartridge:	
	TN-310BK (Black):	Approx. 2,500 pages (Letter) ¹
	TN-310C (Cyan):	Approx. 1,500 pages (Letter) ¹
	TN-310M (Magenta):	Approx. 1,500 pages (Letter) ¹
	TN-310Y (Yellow):	Approx. 1,500 pages (Letter) ¹
	High Capacity Toner Cartridge:	
	TN-315BK (Black):	Approx. 6,000 pages (Letter) ¹
	TN-315C (Cyan):	Approx. 3,500 pages (Letter) ¹
	TN-315M (Magenta):	Approx. 3,500 pages (Letter) ¹
	TN-315Y (Yellow):	Approx. 3,500 pages (Letter) ¹
Drum Unit	DR-310CL	Approx. 25,000 pages (Letter) ²
Belt Unit	BU-300CL	Approx. 50,000 pages (Letter)
Waste Toner Box	WT-300CL	Approx. 50,000 pages (Letter)

¹ Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

² Drum yield is approximate, and may vary by type of use.

Network (LAN)



Note

For details about the full Network specifications, see *Network User's Guide*.

LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC-Fax Send, PC-Fax Receive (Windows® only) and Remote Setup ¹ . Also included is Brother BRAdmin Light ² Network Management software.		
Wired Network Security	APOP, POP before SMTP, SMTP-AUTH, SSL/TLS (IPPS, HTTPS, SMTP, POP), SNMP v3, 802.1x (EAP-MD5, EAP-FAST, PEAP, EAP-TLS, EAP-TTLS), Kerberos		
Wireless Network Security (MFC-9560CDW)	WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES), APOP, POP before SMTP, SMTP-AUTH, SSL/TLS (IPPS, HTTPS, SMTP, POP), SNMP v3, 802.1x (LEAP, EAP-FAST, PEAP, EAP-TLS, EAP-TTLS), Kerberos		
Wireless Network Setup Support Utility (MFC-9560CDW)	AOSS™		Yes
	WPS		Yes

¹ See *Computer requirements* on page 168.

² BRAdmin Professional and Web BRAdmin are available as a download from <http://solutions.brother.com/>.

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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.

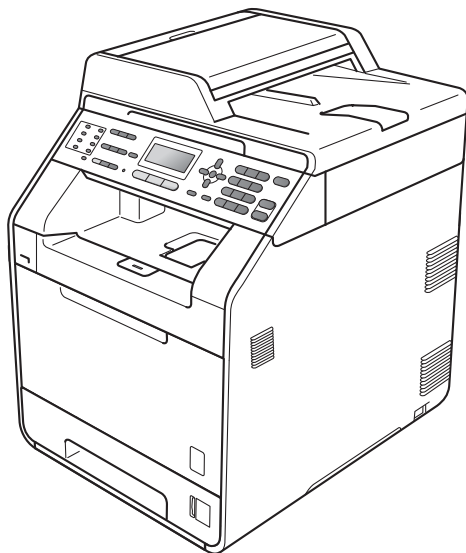
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Visit us on the World Wide Web
<http://www.brother.com/>

The machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support machines purchased in their own countries.

ADVANCED USER'S GUIDE



MFC-9460CDN
MFC-9560CDW

Not all models are available in all countries.

MFC-9560CDW (in USA):

Please go to the Brother Solutions Center at <http://solutions.brother.com/> and click Manuals on your model page to download the other manuals.

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Please read the Safety Instructions before you set up your machine.	Printed / In the Box
Quick Setup Guide	Read this Guide first. Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the Box
Basic User's Guide	Learn the basic Fax, Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	For USA: (MFC-9460CDN) PDF file / Documentation CD-ROM / In the Box (MFC-9560CDW) PDF file / Brother Solutions Center at http://solutions.brother.com/ For Other Countries: PDF file / Documentation CD-ROM / In the Box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along general networking and common terms.	
Network User's Guide	This Guide provides useful information of wired and wireless network settings and security settings using Brother machine. You can also find supported protocol information for your machine and the detailed troubleshooting tips.	

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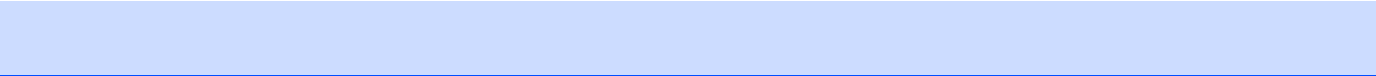
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Memory storage

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. Also, during a power failure the machine will retain the date and time and programed fax timer jobs (fx. Delayed Fax) for approximately 60 hours. Other fax jobs in the machine memory will not be lost.

Volume settings

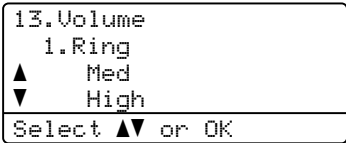
Ring volume

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

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

You can also change the ring volume through the menu:

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



```
13. Volume
  1. Ring
  ▲   Med
  ▼   High
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose 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 choose a range of volume levels, from High to Off.

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

```

13.Volume
 2.Beeper
▲   Med
▼   High
Select ▲▼ or OK
  
```

- 2 Press ▲ or ▼ to choose Off, Low, Med or High.
Press **OK.**
- 3 Press **Stop/Exit.**

Speaker volume

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

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

```

13.Volume
 3.Speaker
▲   Med
▼   High
Select ▲▼ or OK
  
```

- 2 Press ▲ or ▼ to choose Off, Low, Med or High.
Press **OK.**

- 3 Press **Stop/Exit.**

You can also adjust the speaker volume with the control panel keys.

- 1 Press  (**FAX**).

- 2 Press **Hook.**

- 3 Press  or .
- This setting will stay until you change it again.

- 4 Press **Hook.**

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.

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

```

02.Date&Time
  2.Auto Daylight
▲      On
▼      Off
Select ▲▼ or OK
  
```

- 2 Press ▲ or ▼ to choose 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**.

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

```

14.Ecology
  1.Toner Save
▲      On
▼      Off
Select ▲▼ or OK
  
```

- 2 Press ▲ or ▼ to choose On or Off. Press **OK**.
- 3 Press **Stop/Exit**.



Note

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

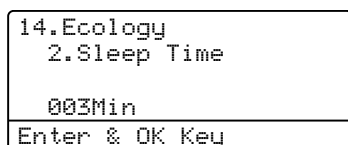
Sleep Mode

The Sleep Mode Setting can reduce power consumption. When the machine is in Sleep Mode (Power Save mode) it acts as though it were turned off. Receiving data or starting an operation wakes up the machine from Sleep mode to Ready mode.

You can choose how long the machine must be idle 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 3 minutes.

While the machine is in sleep mode the LCD will show *Sleep*.

- 1 Press **Menu**, **1**, **4**, **2**.



- 2 Enter the length of time the machine is idle before entering sleep mode. Press **OK**.
- 3 Press **Stop/Exit**.

Deep Sleep mode

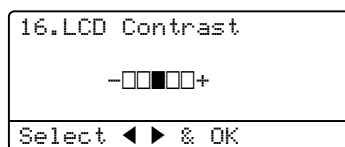
If the machine is in Sleep mode and does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically and the LCD will show *Deep Sleep*. Deep Sleep mode reduces more power consumption than Sleep mode. The machine will wake up and start warming up, when the machine receives a fax, computer data or makes a copy or when you press a key on the control panel.

(For MFC-9560CDW only) If a wireless network is enabled, the machine does not enter Deep Sleep mode. To disable the wireless network, see *chapter 5* in the *Network User's Guide*.

LCD Contrast

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

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



- 2 Press **▶** to make the LCD darker. Or, press **◀** to make the LCD lighter. Press **OK**.
- 3 Press **Stop/Exit**.

Dial Prefix

The Dial Prefix setting will automatically dial a predefined number before every fax number you dial. For example: If your telephone system requires a 9 to dial an outside number use this setting to automatically dial 9 for every fax you send.

Setting up the prefix number

- 1 (USA) Press **Menu, 0, 5**.
(Canada) Press **Menu, 0, 6**.
- 2 Enter the prefix number (up to 5 digits) on the dial pad.
Press **OK**.



Note

- You can use the numbers 0 to 9, #, * and !. (Press **Hook** to display "!".)
You cannot use ! with any other numbers or characters.
If your telephone system requires a timed break recall (hookflash), press **Hook** to enter the break.
- (Canada only) If the pulse dialing mode is on, # and * are not available to use.

- 3 Press **Stop/Exit**.

Changing the prefix number

- 1 (USA) Press **Menu, 0, 5**.
(Canada) Press **Menu, 0, 6**.
- 2 Do one of the following:
 - To change the prefix number, press **1**.
 - To delete the prefix number, press **1**, and then press **Clear** to delete the digits. Press **OK**.
Go to step 4.
 - To exit without making a change, press **2**. Go to step 4.
- 3 Enter a new prefix number using the dial pad (up to 5 digits). Press **OK**.
- 4 Press **Stop/Exit**.

Mode Timer

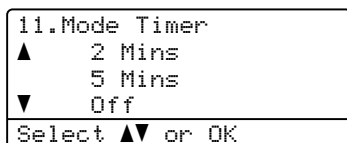
The machine has three mode keys on the control panel: **FAX**, **SCAN**, and **COPY**.

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

This setting also sets the time the machine will change from individual user to the Public mode when using Secure Function Lock. (See *Switching Users* on page 10.)



- 1 Press **Menu**, **1**, **1**.



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

Secure Function Lock 2.0

Secure Function Lock lets you restrict Public access to the following machine functions:

- Fax Tx
- Fax Rx
- Copy
- Scan
- USB Direct
- PC Print
- Color Print

This feature also prevents users from changing the Default settings of the machine by limiting access to the Menu settings.

Before using the security features you must first enter an administrator password.

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

Make a careful note of your password. If you forget it, you will have to reset the password stored in the machine. For information about how to reset the password call Brother Customer Service.



Note

- Secure Function Lock can be set manually at the control panel or by using Web Based Management. We recommend using Web Based Management to configure this feature. For more information, see the *Network User's Guide*.
- Only administrators can set limitations and make changes for each user.
- When Secure Function Lock is on, you can only use 1.Contrast, 6.Polled TX and 7.Coverpg Setup under 2.Setup Send in the Fax menu.
If Fax Tx is disabled, you cannot use any function in the Fax menu.
- Polling Receive is enabled only when 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 9 and *Turning Secure Function Lock on/off* on page 10.)

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

```
17.Security
 1.Function Lock

New Passwd:XXXX
Enter & OK Key
```

- 2 Enter a four-digit number for the password using numbers 0-9.
Press **OK**.
- 3 Re-enter the password when the LCD shows *Verify:.*
Press **OK**.
- 4 Press **Stop/Exit**.

Changing the password for the administrator

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

```
17.Security
 1.Function Lock
▲ Lock Off-On
▼ Set Password
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose *Set Password*.
Press **OK**.
- 3 Enter the registered four-digit password.
Press **OK**.
- 4 Enter a four-digit number for the new password.
Press **OK**.
- 5 If the LCD shows *Verify:* re-enter the new password.
Press **OK**.
- 6 Press **Stop/Exit**.

Setting up the public user mode

Public user mode restricts the functions that are available for Public users. Public users do not need to enter a password to access the features made available through this setting. You can set up one Public user.

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

```
17.Security
  1.Function Lock
  ▲ Set Password
  ▼ Setup ID
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose Setup ID. Press **OK**.
- 3 Enter the administrator password. Press **OK**.
- 4 Press **▲** or **▼** to choose Public. Press **OK**.
- 5 Press **▲** or **▼** to choose Enable or Disable for Fax Tx. Press **OK**.
After you have set Fax Tx, repeat this step for Fax Rx, Copy, Scan, USB Direct, PC Print and Color Print. When the LCD shows Exit, press **OK**.
- 6 Press **Stop/Exit**.

Setting up restricted users

You can set up users with restrictions and a password for functions that are available to them. You can set up more advanced restrictions, such as by page count or PC user login name, through Web Based Management. (For more information, see the *Network User's Guide*.) You can set up to 25 restricted users with restrictions and a password.

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

```
17.Security
  1.Function Lock
  ▲ Set Password
  ▼ Setup ID
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose Setup ID. Press **OK**.
- 3 Enter the administrator password. Press **OK**.
- 4 Press **▲** or **▼** to choose User01. Press **OK**.
- 5 Use the numeric keys to enter the user name. (See *Entering text in Appendix C of the Basic User's Guide*.) Press **OK**.
- 6 Enter a four-digit password for the user. Press **OK**.
- 7 Press **▲** or **▼** to choose Enable or Disable for Fax Tx. Press **OK**.
After you have set Fax Tx, repeat this step for Fax Rx, Copy, Scan, USB Direct, PC Print and Color Print. When the LCD shows Exit, press **OK**.
- 8 Repeat steps 4 to 7 for entering each additional user and password.

- 9 Press **Stop/Exit**.



Note

You cannot use the same name as another user's name.

Turning Secure Function Lock on/off

If you enter the wrong password, the LCD will show **Wrong Password**. Re-enter the correct password.

Turning Secure Function Lock on

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

```
17.Security
 1.Function Lock
▲ Lock Off→On
▼ Set Password
Select ▲▼ or OK
```

- 2 Press ▲ or ▼ to choose **Lock Off→On**. Press **OK**.
- 3 Enter your four-digit administrator password. Press **OK**.

Turning Secure Function Lock off

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

```
17.Security
 1.Function Lock
▲ Lock On→Off
▼ Change ID
Select ▲▼ or OK
```

- 2 Press ▲ or ▼ to choose **Lock On→Off**. Press **OK**.
- 3 Enter your four-digit administrator password. Press **OK**.

Switching Users

This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on.

Changing to the restricted user Mode

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

```
Function Lock
Change ID
▲ BROTHER
▼ ABC
Select ▲▼ or OK
```

- 2 Press ▲ or ▼ to choose ID. Press **OK**.
- 3 Enter your four-digit password. Press **OK**.

Changing to the Public Mode

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 6.) You can also exit from the restricted user mode by pressing the current Mode key you are in. Then LCD will ask you **Go to Public?**.

Press **1** to choose **1.Yes**.



Note

- If the current ID is restricted to the function you want to use, `Access Denied` will appear on the LCD and then the machine will ask your name. If you are allowed to access the function you want to use, press ▲ or ▼ to choose your name and enter your four-digit password.
- If the function you want to use is restricted for all users, `Not Available` will appear on the LCD and then the machine will go back to the Ready mode. You cannot access to the function you want to use. Contact your administrator to check your Secure Function Lock Settings.
- If your ID has set page limit restrictions and already reached the maximum number of pages, the LCD will show `Limit Exceeded` when you print data. Contact your administrator to check your Secure Function Lock Settings.
- If your ID has set Color Print restrictions to `Disable`, the LCD will show `No Permission` when you print data. The machine prints the data in black & white only.

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, you will have to reset the passwords stored in the machine. Please call your administrator or Brother Customer Service.

While Setting Lock is `On`, you cannot change the following settings without a password:

- Mode Timer
- Paper
- Volume
- Ecology
- Tray Use
- LCD Contrast
- Security
- Document Scan
- Address Book
- Dial Restrict
- Printer (Emulation, Duplex, Output Color, Reset Printer, Frequency)
- Network settings (except Status, Mac Address, Scan to FTP, Scan to Network)
- Receive Mode
- Date&Time
- Station ID
- Tone/Pulse (For Can, BZL, CHNARG)
- Dial Tone
- Dial Prefix
- Reset

Also, machine settings cannot be changed through the Remote Setup while Setting Lock is `On`.

Setting up the password

- 1 Press **Menu**, **1**, **7**, **2**.

```
17.Security
 2.Setting Lock

New Passwd:XXXX
Enter & OK Key
```

- 2 Enter a four-digit number for the password using numbers 0-9.
Press **OK**.
- 3 Re-enter your password when the LCD shows *Verify:.*
Press **OK**.
- 4 Press **Stop/Exit**.

Changing your Setting Lock password

- 1 Press **Menu**, **1**, **7**, **2**.

```
17.Security
 2.Setting Lock
▲      On
▼      Set Password
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose *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 new 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

- 1 Press **Menu, 1, 7, 2**.

```

17.Security
 2.Setting Lock
▲   On
▼   Set Password
Select ▲▼ or OK
  
```

- 2 Press **▲** or **▼** to choose **On**. Press **OK**.
- 3 Enter your four-digit password. Press **OK**.
- 4 Press **Stop/Exit**.

Turning Setting Lock off

- 1 Press **Menu, 1, 7, 2**.

```

17.Security
 2.Setting Lock

Password:XXXX
Enter & OK Key
  
```

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

Restricting dialing

This feature is to prevent users from sending a fax or call to a wrong number by mistake. You can set the machine to restrict dialing by using the dial pad, One Touch and Speed Dial.

If you choose **Off**, the machine does not restrict any dialing method.

If you choose **Enter # twice**, the machine will prompt you to re-enter the number, and then if you re-enter the same number correctly, the machine will start dialing. If you re-enter the wrong number, the LCD will show an error message.

If you choose **On**, the machine will restrict all fax sending and outbound calls for that dialing method.

Dial pad restriction

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

```

26.Dial Restrict.
 1.Dial Pad
▲   Off
▼   Enter # twice
Select ▲▼ or OK
  
```

- 2 Press **▲** or **▼** to choose **Off**, **Enter # twice** or **On**. Press **OK**.
- 3 Press **Stop/Exit**.

One Touch restriction

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

```

26.Dial Restrict.
 2.One Touch Dial
▲   Off
▼   Enter # twice
Select ▲▼ or OK

```

- 2 Press ▲ or ▼ to choose Off, Enter # twice or On. Press **OK.**

- 3 Press **Stop/Exit.**

Speed Dial restriction

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

```

26.Dial Restrict.
 3.Speed Dial
▲   Off
▼   Enter # twice
Select ▲▼ or OK

```

- 2 Press ▲ or ▼ to choose Off, Enter # twice or On. Press **OK.**

- 3 Press **Stop/Exit.**



Note

- The Enter # twice setting will not work if you use an external phone or press **Hook** before entering the number. You will not be asked to re-enter the number.
 - You can not restrict dialing when you use **Redial/Pause.**
 - If you chose On or Enter # twice, you can not use the Broadcasting feature and can not combine quick dial numbers when dialing.
-

Additional sending options

Changing a 2-sided fax layout

You need to choose the duplex scanning format before you send a 2-sided fax. The format you choose will depend on the layout of your 2-sided document.

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

```
18.Document Scan
 3.Duplex Scan
▲ Long edge
▼ Short edge
Select ▲▼ or OK
```

- 2 Do one of the following:

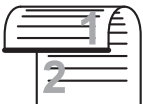
- If your document is flipped on the Long edge, press **▲** or **▼** to choose Long edge.

Press **OK**.

Long edge	
Portrait	Landscape
	

- If your document is flipped on the Short edge, press **▲** or **▼** to choose Short edge.

Press **OK**.

Short edge	
Portrait	Landscape
	

- 3 Press **Stop/Exit**.

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.

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

```
22.Setup Send
  Other Settings?
▲ 1.Yes
▼ 2.No
Select ▲▼ or OK
```

- 2 Do one of the following:

- To choose more settings, press **1**. The LCD returns to the **Setup Send** menu so you can choose another setting.
- If you have finished choosing settings, press **2** and go to the next step for sending your fax.

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 **Dark** to make the faxed document lighter.

Use **Light** to make the faxed document darker.

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Menu**, **2**, **2**, **1**.

```
22.Setup Send
 1.Contrast
▲   Auto
▼   Light
Select ▲▼ or OK
```

- 4 Press **▲** or **▼** to choose 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 setting for the *next* fax

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Resolution**, then **▲** or **▼** to choose the resolution.
Press **OK**.

To change the default Fax Resolution setting

- 1 Make sure you are in Fax mode .
- 2 Press **Menu**, **2**, **2**, **2**.

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

- 3 Press **▲** or **▼** to choose the resolution you want.
Press **OK**.

**Note**

You can choose four different resolution settings for black & white faxes and two for color.

Black & white:

Standard: Suitable for most typed documents.

Fine: Good for small print and transmits a little slower than **Standard** resolution.

S.Fine: Good for small print or artwork and transmits slower than **Fine** resolution.

Photo: Use when the document has varying shades of gray or is a photograph. This has the slowest transmission time.

Color:

Standard: Suitable for most typed documents.

Fine: Use when the document is a photograph. The transmission time is slower than **Standard** resolution.

If you choose **S.Fine** or **Photo** and then use the **Color Start** key to send a fax, the machine will send the fax using the **Fine** setting.

Additional sending operations

Sending a fax manually

Manual transmission

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

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Hook** and listen for a dial tone. Or pick up the handset of the external telephone and listen for a dial tone.
- 4 Dial the fax number you want to call.
- 5 When you hear the fax tone, press **Black Start** or **Color Start**.
 - If you are using the scanner glass, press **1** to send a fax.
- 6 Replace the handset of an external telephone.

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.

- 1 Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.
- 2 Make sure you are in Fax mode .
- 3 Load your document.
- 4 Press **Black Start** or **Color Start**.
 - If you are using the scanner glass, press **1** to send a fax.
- 5 Replace the handset of an external telephone.

Dual access (black & white only)

You can dial a number, and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD will show 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 you get an **Out of Memory** message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get an **Out of Memory** message while scanning a subsequent page, you can press **Black Start** to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

Broadcasting (black & white only)

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.

You can broadcast up to 366 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.

Before you begin the broadcast

One Touch and Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See *Storing One Touch Dial numbers* and *Storing Speed Dial numbers* in Chapter 7 of the *Basic User's Guide*.)

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored One Touch Dial and Speed Dial numbers for easier dialing. (See *Setting up Groups for Broadcasting* on page 39.)

How to broadcast a fax



Note

Use ▼ **Search** 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* in Chapter 7 of the *Basic User's Guide*.)
- 4 Repeat step 3 until you have entered all the fax numbers you want to broadcast to.
- 5 Press **Black Start**.

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



Note

The scan profile of the One Touch, Speed Dial or Group number you chose first will be applied to the broadcast.

Canceling a Broadcast in progress

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

- 1 Press **Menu, 2, 7**.
The LCD will display the Broadcast job number followed by the fax number or name being dialed (for example, #001 123456789) and the broadcast job number (for example, Broadcast#001).

```

27.Remaining Jobs
▲ #001 0123456789
▼ Broadcast#001

Select ▲▼ or OK

```

- 2 Press **▲** or **▼** to choose one of the following:
 - Choose the fax number being dialed, and press **OK**.
 - Choose the broadcast job number, and press **OK**.
- 3 Press **1** to cancel the fax number or Broadcast job number you chose in step 2, or press **2** to exit without canceling. If you chose to only cancel the fax currently being sent in step 2, the LCD will ask you if you want to cancel the broadcast job. Press **1** to clear the whole broadcast job or **2** to exit.
- 4 Press **Stop/Exit**.

Real Time Transmission

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

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.



Note

- If the memory is full and you are sending a black and white fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory.
- In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

Sending in real time for all faxes

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 5**.

```

22.Setup Send
  5.Real Time TX
▲      On
▼      Off

Select ▲▼ or OK

```
- 3 Press **▲** or **▼** to choose On. Press **OK**.

Sending in real time for the next fax only

- 1 Make sure you are in Fax mode .

- 2 Press **Menu, 2, 2, 5**.

```

22.Setup Send
 5.Real Time TX
▲      On
▼      Off
Select ▲▼ or OK
  
```

- 3 Press ▲ or ▼ to choose Next Fax:On.
Press **OK**.

Overseas Mode

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

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

- 1 Make sure you are in Fax mode .

- 2 Load your document.

- 3 Press **Menu, 2, 2, 9**.

```

22.Setup Send
 9.Overseas Mode
▲      On
▼      Off
Select ▲▼ or OK
  
```

- 4 Press ▲ or ▼ to choose On or Off.
Press **OK**.

Delayed Fax (black & white only)

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

- 1 Make sure you are in Fax mode .

- 2 Load your document.

- 3 Press **Menu, 2, 2, 3**.

```

22.Setup Send
 3.Delayed Fax

Set Time=00:00
Enter & OK Key
  
```

- 4 Enter the time you want the fax to be sent (in 24-hour format).
(For example, enter 19:45 for 7:45 PM)
Press **OK**.



Note

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

Delayed batch transmission (black & white only)

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time.

All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

- 1 Make sure you are in Fax mode .

- 2 Press **Menu, 2, 2, 4**.

```

22.Setup Send
 4.Batch TX
▲      On
▼      Off
Select ▲▼ or OK
  
```

- 3 Press ▲ or ▼ to choose On or Off.
Press **OK**.
- 4 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.

- 1 Press **Menu, 2, 7**.
The number of jobs still to be sent will be displayed.
- 2 Do one of the following:
 - Press ▲ or ▼ to scroll through the waiting jobs, press **OK** to choose a job, and then press **1** to cancel it.
 - Press **2** to exit without canceling.
- 3 When you have finished, press **Stop/Exit**.

Electronic cover page (black & white only)

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 (or number) 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.

- 1.Comment Off
- 2.Please Call
- 3.Urgent
- 4.Confidential

Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long. Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* for help entering characters.

(See *Composing your own comments* on page 23.)

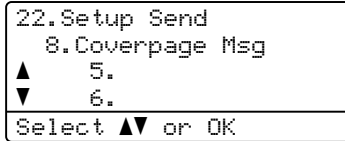
- 5.(User Defined)
- 6.(User Defined)

Composing your own comments

You can set up two comments of your own.

- 1 Make sure you are in Fax mode .

- 2 Press **Menu, 2, 2, 8**.



```

22.Setup Send
 8.Coverpage Msg
▲  5.
▼  6.
Select ▲▼ or OK
  
```

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

- 4 Enter your own comment using the dial pad.
Press **OK**.

Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* 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.

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Menu, 2, 2, 7**.

```
22.Setup Send
 7.Coverpg Setup
▲ Next Fax:On
▼ Next Fax:Off
Select ▲▼ or OK
```

- 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** 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.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 7**.

```
22.Setup Send
 7.Coverpg Setup
▲ Next Fax:On
▼ Next Fax:Off
Select ▲▼ or OK
```

- 3 Press ▲ or ▼ to choose On (or Off). Press **OK**.
- 4 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.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 2, 7**.

```
22.Setup Send
 7.Coverpg Setup
▲ Next Fax:On
▼ Next Fax:Off
Select ▲▼ or OK
```

- 3 Press ▲ or ▼ to choose Print Sample. Press **OK**.
- 4 Press **Black Start** or **Color Start**.
- 5 After the machine prints a copy of your cover page, press **Stop/Exit**.

Polling overview

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.

Polled transmit (black & white only)

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

- 1 Make sure you are in Fax mode .
- 2 Load your document.
- 3 Press **Menu, 2, 2, 6**.

```
22.Setup Send
 6.Polled TX
▲ On
▼ Off
Select ▲▼ or OK
```

- 4 Press ▲ or ▼ to choose On (or Off). Press **OK**.
- 5 Press **2** to choose 2.No if you do not want to enter more settings when the LCD asks you the following message:

```
22.Setup Send
 Other Settings?
▲ 1.Yes
▼ 2.No
Select ▲▼ or OK
```

- 6 Press **Black Start**.

- 7 If you are using the scanner glass, the LCD will prompt you to choose one of the options below:

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

- Press **1** to send another page. Go to step 8.
- Press **2** or **Black Start** to send the document.

- 8 Place the next page on the scanner glass, press **OK**. Repeat steps 7 and 8 for each additional page.

The document will be stored in memory and wait to be polled.



Note

The document will be stored and can be retrieved from any other fax machine until you delete the fax from memory.

To delete the fax from memory, press **Menu, 2, 7**. (See *Checking and canceling waiting jobs* on page 22.)

4

Receiving a fax

Remote Fax Options (black & white only)

Remote Fax Options ARE NOT available for color fax.

Remote Fax Options let you receive faxes while you are away from the machine.

You can use *only one* Remote Fax Option at a time.

Receiving faxes into memory when the paper tray is empty

As soon as the paper tray becomes empty during fax reception, the LCD shows **No Paper** and begins receiving faxes into the machine's memory. Put some paper in the paper tray. (See *Loading paper and print media* in *Chapter 2* of the *Basic User's Guide*)

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Incoming faxes will continue to be stored in the memory until the memory becomes full or paper is loaded in the paper tray. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

Fax Forwarding

The Fax Forwarding feature lets you automatically forward your received faxes to another machine.

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

```

25.Remote Fax Opt
 1.Fwd/Page/Store
▲      Off
▼      Fax Forward
Select ▲▼ or OK
    
```

- 2 Press **▲** or **▼** to choose **Fax Forward**. Press **OK**.

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

- 3 Enter the forwarding number using the dial pad (up to 20 digits), a One Touch key or **▼ Search** and the three-digit location. Press **OK**.



Note

If you store a group on a One Touch key or a Speed Dial location, the faxes will be forwarded to multiple fax numbers.

- 4 Press **▲** or **▼** to choose **On** or **Off**. Press **OK**.

```

25.Remote Fax Opt
 Backup Print
▲      Off
▼      On
Select ▲▼ or OK
    
```

- 5 Press **Stop/Exit**.

! IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

Paging

When Paging is chosen, the machine dials the cell phone number you programmed. This activates your cell phone or pager so you will know that you have a fax message in the machine's memory.

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

```

25.Remote Fax Opt
  1.Fwd/Page/Store
  ▲      Off
  ▼      Fax Forward
Select ▲▼ or OK
  
```

- 2 Press **▲** or **▼** to choose Paging.
Press **OK**.

- 3 Enter your cell 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
1 8 0 0 5 5 1 2 3 4 #.

- 4 Do one of the following:
 - If you 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 **OK**.
 - If you are programming a cell phone number, press **OK**.

- 5 Press **Stop/Exit**.



Note

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

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 31.) Your machine will automatically print a copy of the stored fax.

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

```

25.Remote Fax Opt
  1.Fwd/Page/Store
  ▲      Off
  ▼      Fax Forward
Select ▲▼ or OK
  
```

- 2 Press **▲** or **▼** to choose Fax Storage.
Press **OK**.

- 3 Press **Stop/Exit**.



Note

If Fax Storage is turned on your machine cannot receive a color fax unless the sending machine converts it to black & white.

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.

For PC-Fax Receive to work you must have the PC-FAX Receive software running on your PC. (For details, see *PC-FAX receiving* in the *Software User's Guide*.)

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

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

```

25.Remote Fax Opt
  1.Fwd/Page/Store
▲      Off
▼      Fax Forward
Select ▲▼ or OK
  
```

- 2 Press ▲ or ▼ to choose PC Fax Receive.
Press **OK**.

- 3 The LCD shows a reminder to start the PC-FAX Receive program on your computer. If you have started the PC-FAX Receive program, press **OK**. If you have not started the PC-FAX Receive program, see *PC-FAX receiving* in the *Software User's Guide*.

- 4 Press ▲ or ▼ to choose <USB> or your computer name if the machine is connected to a network.

```

25.Remote Fax Opt
  1.Fwd/Page/Store
▲      <USB>
▼      PCNAME01
Select ▲▼ or OK
  
```

Press **OK**.

- 5 Press ▲ or ▼ to choose On or Off.

```

25.Remote Fax Opt
  Backup Print
▲      Off
▼      On
Select ▲▼ or OK
  
```

Press **OK**.

- 6 Press **Stop/Exit**.

! IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

**Note**

- Before you can set up PC-Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see *PC-FAX receiving* in the *Software User's Guide*.)
- If your machine has a problem and is unable to print faxes in memory, you can use this setting to transfer your faxes to a PC. (For details, see *Error and maintenance messages* in *Appendix B* of the *Basic User's Guide*.)
- PC-Fax Receive is not supported in Mac OS. (See *PC-FAX receiving* in the *Software User's Guide*.)
- Even if you have turned on the PC-Fax Receive feature, color faxes will not be transferred to your PC. The machine prints received color faxes.

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 ▲▼ or OK
  
```

or

```

25.Remote Fax Opt
  Print All Fax?
▲      1.Yes
▼      2.No
Select ▲▼ or 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:

```

25.Remote Fax Opt
  Send Fax to PC?
▲      1.Yes
▼      2.No
Select ▲▼ or OK
  
```

- 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*.)

- If you press **2**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

The LCD will ask you the following message:

25.Remote Fax Opt
Backup Print
▲ Off
▼ On
Select ▲▼ or OK

Press **▲** or **▼** to choose On or Off.

Press **OK**.

Press **Stop/Exit**.

! IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

Turning off Remote Fax Options

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

25.Remote Fax Opt
1.Fwd/Page/Store
▲ Off
▼ Fax Forward
Select ▲▼ or OK

- 2 Press **▲** or **▼** to choose Off.
Press **OK**.



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 29.)

- 3 Press **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 telephone or fax machine, then use the Remote Access Code to retrieve your messages.

Setting a Remote Access Code

The Remote Access Code feature 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: -- --*.

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

25.Remote Fax Opt
2.Remote Access
Access Code:---*
Enter & OK Key

- 2 Enter a three-digit code using the numbers **0 – 9, *** or **#**.
Press **OK**.

- 3 Press **Stop/Exit**.



Note

DO NOT use the same code used for your Fax Receive Code (***51**) or Telephone Answer Code (**#51**). (See *Using Remote Codes* in Chapter 6 of the *Basic User's Guide*.)

You can change your code at any time. If you want to make your code inactive, press **Clear** and then **OK** in ② to restore the inactive setting -- --*.

Using your Remote Access Code

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- 2 When your machine answers, immediately enter your Remote Access Code (3 digits followed by *).
- 3 The machine signals if it has received messages:
 - *No beeps*
No messages received.
 - *1 long beep*
Fax message received.
- 4 The machine gives two short beeps to tell you to enter a command (See *Remote fax commands* on page 33). 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 **9 0** to reset the machine when you have finished.
- 6 Hang up.



Note

If your machine is set to **Manual** mode, you can still access the remote retrieval features. Dial the fax number as normal and let the machine ring. After 100 seconds you will hear a long beep to tell you to enter the remote access code. You will then have 30 seconds to enter the code.

Retrieving fax messages

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- 2 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**.
- 4 Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by **##** (up to 20 digits).
- 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.

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- 2 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 *), the system will give two short beeps and you must enter a remote command.

Remote commands		Operation details
95	Change the fax forwarding, paging or fax storage settings	
	1 OFF	You can choose 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 short beeps, you cannot make the change because something has not been set up (for example, a fax forwarding or paging number has not been registered). You can register your fax forwarding number by entering 4. (See <i>Changing the Fax Forwarding number</i> on page 32.) Once you have registered the number, fax forwarding will work.
	3 Paging	
	4 Fax Forwarding number	
	6 Fax Storage	
96	Retrieve a fax	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See <i>Retrieving fax messages</i> on page 31.)
	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.

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, 2, 2**).

- 1 Make sure you are in Fax mode .

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

```

21.Setup Receive
 5.Auto Reduction
▲      On
▼      Off
Select ▲▼ or OK
  
```

- 3 Press ▲ or ▼ to choose **On** or **Off**. Press **OK**.
- 4 Press **Stop/Exit**.

Duplex (2-sided) printing for Fax mode

Your machine can automatically print received faxes onto both sides of the paper when Duplex is set to **On**.

You can use Letter, Legal or Folio (8.5 in. × 13 in.) size of paper for this function [16 to 28 lb (60 to 105 g/m²)].

- 1 Make sure you are in Fax mode .

- 2 Press **Menu, 2, 1, 9**.

```

21.Setup Receive
 9.Duplex
▲      On
▼      Off
Select ▲▼ or OK
  
```

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

- 4 Press **Stop/Exit**.

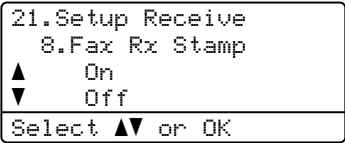


Note

When Duplex is turned on incoming faxes will automatically be reduced to fit the size of paper in the paper tray.

Setting the Fax Receive Stamp (black & white only)

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

- 1 Make sure you are in Fax mode .
- 2 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.
- Make sure you have set the current date and time in the machine. (See the *Quick Setup Guide*.)

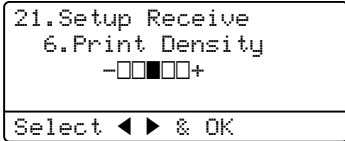
Receiving a fax at the end of a conversation

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

- 1 Ask the other party to place the document in their machine and to press the Start or Send key.
- 2 When you hear the CNG tones (slowly repeating beeps), press **Black Start** or **Color Start**.
- 3 Press **2** to receive a fax.
- 4 Replace the external handset.

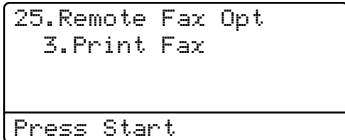
Setting the Print Density

You can adjust the Print Density setting to make your printed pages darker or lighter.

- 1 Make sure you are in Fax mode .
- 2 Press **Menu, 2, 1, 6**.

- 3 Press **▶** to make the print darker. Or, press **◀** to make the print lighter. Press **OK**.
- 4 Press **Stop/Exit**.

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 *Fax Storage* on page 27.)

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

- 2 Press **Black Start**.
- 3 Press **Stop/Exit**.

Polling overview

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.

- 1 Make sure you are in Fax mode .

- 2 Press **Menu**, **2**, **1**, **7**.



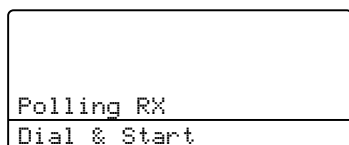
- 3 Enter the fax number you are polling. Press **Black Start** or **Color Start**. The LCD will show *Dialing #XXX*.

Sequential polling

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

- 1 Make sure you are in Fax mode .

- 2 Press **Menu**, **2**, **1**, **7**.



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

- 4 Press **Black Start** or **Color Start**. The machine polls each number or Group number in turn for a document.

Stop polling

To cancel the polling process, press **Stop/Exit** while the machine is dialing.

To cancel all sequential polling receive jobs, press **Menu**, **2**, **7**. (See *Checking and canceling waiting jobs* on page 22.)

Telephone line services

Tone or Pulse (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.

- 1 Press **Hook**.
- 2 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.

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 are at an extension telephone, 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 ***51**.

Special line considerations

Roll over telephone lines

A roll over telephone 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 telephone 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.**

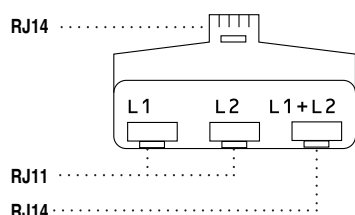
Two-line telephone system

A two-line telephone system is nothing more than two separate telephone numbers on the same wall outlet. The two telephone 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 telephone and see if it can access both lines. If it can, you must separate the line for your machine. (See *Easy Receive* in *Chapter 5* of the *Basic User's Guide*.)

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 telephone 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 triplex adapter.



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

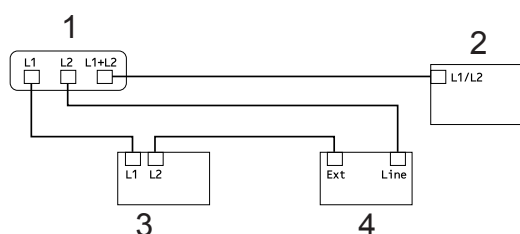
When you are installing an external two-line telephone answering device (TAD) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the machine on Line 2, which is explained in the following steps. The back of the 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 two-line TAD. Plug the other end into the EXT. jack on the back side of the machine.



- 1 Triplex Adapter
- 2 Two Line Telephone
- 3 External Two Line TAD
- 4 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.

Additional dialing operations

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 from another 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:

Press **▲ Speed Dial, 003**.

Press **▲ Speed Dial, 002** and **Black Start** or **Color Start**.

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

Press **▲ Speed Dial, 003, 7001** (on the dial pad), and **Black Start** or **Color Start**.

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

Additional ways to store numbers

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 **Black 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 315 numbers to one large group.

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

23.Address Book
3.Setup Groups
Group Dial:
Press Speed Dial or On

- 2 Choose the One Touch key or Speed Dial location where you want to store the group.

- Press a One Touch key.
- Press **▲ Speed Dial** and then enter the three-digit Speed Dial location.

Press **OK**.

- 3 Use the dial pad to enter a group number (01 to 20). Press **OK**.

- 4 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, press **▲ 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, #009).

- 5 Press **OK** when you have finished adding numbers.

- 6 Do one of the following:

- Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* in Appendix C of the *Basic User's Guide* to help you enter letters.

Press **OK**.

- Press **OK** to store the group without a name.

- 7 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 do not want to change the default resolution.

- 8 Do one of the following:

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

Changing Group numbers

You can change a Group number that has already been stored. The LCD will show the name or number, and if the Group has a fax forwarding number, it will display a message.

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

```
23.Address Book
  3.Setup Groups

Group Dial:
Press Speed Dial or On
```

- 2 Choose the One Touch key or Speed Dial number where the group is stored. Do one of the following:

- Press the One Touch key. Press **OK**.
- Press **▲ Speed Dial** and enter the three-digit Speed Dial number. Press **OK**.

- 3 Do one of the following:

- To change the stored data, press **1**. Go to step 4.
- To exit without making a change, press **Clear**. Then press **Stop/Exit**.

```
23.Address Book
  G01:*001*002#001
  ▲ 1.Change
  ▼ 2.Clear
Select ▲▼ or OK
```

- 4 Add or delete One Touch or Speed Dial numbers by following the instructions below:

- To add One Touch numbers, press **◀** or **▶** to position the cursor just after the last number. Then press the additional One Touch key.
- To add Speed Dial numbers, press **◀** or **▶** to position the cursor just after the last number. Then press **▲ Speed Dial** and then enter the additional three-digit Speed Dial number.

- To delete One Touch or Speed Dial numbers, press ◀ or ▶ to position the cursor under the number you want to delete, and then press **Clear**.

Press **OK**.

- 5 Edit the name by the following instruction.

- When you edit the existing name, press ◀ or ▶ to position the cursor under the character you want to change. Then enter characters or press **Clear** to delete it.

When you have finished editing, press **OK**.

- 6 If you want to change the existing fax resolution along with the number, press ▲ or ▼ to choose the resolution you want.
Press **OK**.

- 7 Press **Stop/Exit**.

Deleting Group numbers

You can delete a Group number that has already been stored. The LCD will show the name or number, and if the Group has a fax forwarding number, it will display a message.

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

```
23.Address Book
  3.Setup Groups

Group Dial:
Press Speed Dial or On
```

- 2 Choose the One Touch key or Speed Dial number where the group is stored. Do one of the following:

- Press the One Touch key. Press **OK**.
- Press ▲ **Speed Dial** and enter the three-digit Speed Dial number. Press **OK**.

- 3 To clear the stored data, press **2**.

```
23.Address Book
  G01:*001*002#001
▲      1.Change
▼      2.Clear
Select ▲▼ or OK
```

- 4 Do one of the following:

- To clear the stored data, press **1**.
- To exit without deleting the group, press **2**.

```
23.Address Book
Erase This Data?
▲      1.Yes
▼      2.No
Select ▲▼ or OK
```

- 5 Press **Stop/Exit**.

6

Printing reports

Fax reports

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

Transmission verification report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in *Chapter 4* of the *Basic User's Guide*.)

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.

- 1 Press **Menu**, **2**, **4**, **2**.

```

24.Report Setting
 2.Journal Period
▲   Every 50 Faxes
▼   Every 6 Hours
Select ▲▼ or OK
  
```

- 2 Press **▲** or **▼** 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.
If you choose *Every 50 Faxes*, the LCD shows *Accepted*. Then go to step 4.

- 3 Enter the time to begin printing, in 24 hour format.
For example: enter 19:45 for 7:45 PM. Press **OK**.

- 4 Press **Stop/Exit**.

If you choose 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 chose 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.

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.
- 7 **Drum Dot Print**
Prints the drum dot check sheet for troubleshooting of the dotted prints problem.
- 8 **WLAN Report (MFC-9560CDW)**
Prints the result of wireless LAN connectivity diagnosis.

How to print a report

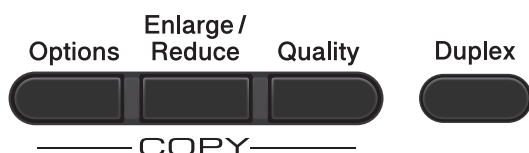
- 1 Press **Menu**, 6.

6.Print Reports
1.Transmission
2.Help List
3.Tel Index List
Select ▲▼ or OK

- 2 Do one of the following:
 - Press ▲ or ▼ to choose 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.
- 3 Press **Black Start** or **Color Start**.
- 4 Press **Stop/Exit**.

Copy settings

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



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 6.)

To change a setting, press **COPY** and then press ▲ or ▼ and ◀ or ▶ to scroll through the COPY settings. When the setting you want is highlighted, press **OK**.

When you are finished choosing settings, press **Black Start** or **Color Start**.

Stop copying

To stop copying, press **Stop/Exit**.

Enlarging or reducing the image copied

You can choose the following enlargement or reduction ratios:

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

* The factory setting is shown in Bold with an asterisk.

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

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

- 1 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).
- 4 Press **Enlarge/Reduce**, then press ▶.

- 5 Do one of the following:
- Press ▲ or ▼ to choose the enlargement or reduction ratio you want.
Press **OK**.
 - Press ▲ or ▼ to choose 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**.

- 6 Press **Black Start** or **Color Start**.



Note

Page Layout Options 2 in 1 (P), 2 in 1 (L), 2 in 1 (ID), 4 in 1 (P) and 4 in 1 (L) are *not* available with Enlarge/Reduce.

Improving copy quality

You can choose 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.
- **Graph**
Suitable for copying receipts.

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

- 1 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).
- 4 Press **Quality**.
- 5 Press ◀ or ▶ to choose Auto, Text, Photo or Graph.
Press **OK**.
- 6 Press **Black Start** or **Color Start**.

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

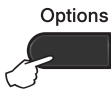
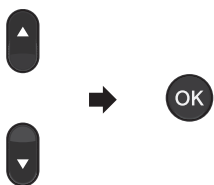
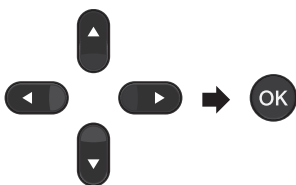
- 1 Press **Menu, 3, 1**.

31.Quality
▲ Auto
Text
▼ Photo
Select ▲▼ or OK

- 2 Press ▲ or ▼ to choose the copy quality.
Press **OK**.
- 3 Press **Stop/Exit**.

Using the Options key

Use the **Options** key to quickly set the following copy settings temporarily for the next copy.

Press	Menu selections	Options	Page
Press 	Press ▲ or ▼, then press OK 	Press ▲, ▼, ◀ or ▶, then press OK 	
	Stack/Sort (Appears when the document is in the ADF)	Stack* Sort	47
	Brightness	-■■■■+ -■ ■■■+ -□■ ■+* -□□■+ -□□□■+	48
	Contrast	-■■■■+ -■ ■■■+ -□■ ■+* -□□■+ -□□□■+	47
	Page Layout	Off (1 in 1) 2 in 1 (P) 2 in 1 (L) 2 in 1 (ID) 4 in 1 (P) 4 in 1 (L)	49
	Tray Select	MP>T1* or M>T1>T2* ¹ T1>MP or T1>T2>M ¹ #1 (XXX) ² #2 (XXX) ^{1 2} MP (XXX) ²	51
The factory settings are shown in Bold with an asterisk.			

¹ T2 and #2 appear only if the optional lower tray is installed.

² XXX is the paper size you set in **Menu, 1, 2, 2**.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 1 2 3, 1 2 3, 1 2 3, and so on.

- 1 Make sure you are in Copy mode .
- 2 Load your document in the ADF.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Options**. Press ▲ or ▼ to choose *Stack/Sort*. Press **OK**.
- 5 Press ▲ or ▼ to choose *Sort*. Press **OK**.
- 6 Press **Black Start** or **Color Start**.

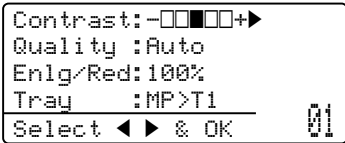
Adjusting Contrast, Color and Brightness

Contrast

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

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

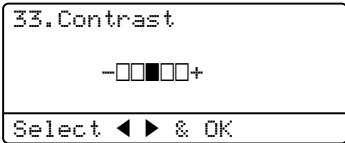
- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press **Options**. Press ▲ or ▼ to choose *Contrast*. Press **OK**.
- 5 Press ◀ or ▶ to increase or decrease the contrast. Press **OK**.



- 6 Press **Black Start** or **Color Start**.

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

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



- 2 Press ◀ or ▶ to increase or decrease the contrast. Press **OK**.
- 3 Press **Stop/Exit**.

Brightness

Adjust the copy brightness to make copies darker or lighter.

To *temporarily* change the copy brightness setting, follow the steps below:

- 1 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).
- 4 Press **Options**.
Press **▲** or **▼** to choose **Brightness**.
Press **OK**.
- 5 Press **►** to make a lighter copy or press **◄** to make a darker copy.
Press **OK**.

```

Quality :Auto
Enlg/Red:100%
Tray    :MP>T1
Bright  :-□□■□□+►
Select ◄ ► & OK 01
  
```

- 6 Press **Black Start** or **Color Start**.

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

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

```

32.Brightness
      -□□■□□+
Select ◄ ► & OK
  
```

- 2 Press **►** to make a lighter copy or press **◄** to make a darker copy.
Press **OK**.
- 3 Press **Stop/Exit**.

Color Adjust (Saturation)

You can change the default setting for color saturation.

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

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

```

34.Color Adjust
▲ 1.Red
  2.Green
▼ 3.Blue
Select ▲▼ or OK
  
```

- 2 Press **▲** or **▼** to choose 1.Red, 2.Green, or 3.Blue.
Press **OK**.
- 3 Press **◄** or **►** to increase or decrease the color saturation.
Press **OK**.
- 4 Return to step 2 to choose the next color. Or press **Stop/Exit**.

Making N in 1 copies (page layout)

You can reduce the amount of paper used when copying by using the N in 1 copy feature. This allows you to copy two or four pages onto one page. If you want to copy both sides of an ID card onto one page, see *2 in 1 ID Copy* on page 50.

! IMPORTANT

- Please make sure the paper size is set to Letter, A4, Legal or Folio.
- (P) means Portrait and (L) means Landscape.
- You cannot use the Enlarge/Reduce setting with the N in 1 feature.

- 1 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).
- 4 Press **Options**. Press **▲** or **▼** to choose Page Layout. Press **OK**.
- 5 Press **▲** or **▼** to choose 2 in 1 (P), 2 in 1 (L), 2 in 1 (ID)¹, 4 in 1 (P), 4 in 1 (L) or Off (1 in 1). Press **OK**.

¹ For details about 2 in 1 (ID), see *2 in 1 ID Copy* on page 50.
- 6 Press **Black Start** or **Color Start** to scan the page.
If you placed the document in the ADF, the machine scans the pages and starts printing.
If you are using the scanner glass, go to step 7.

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

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

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

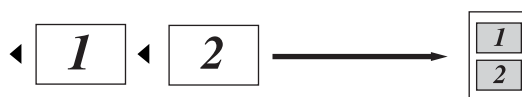
If you are copying from the ADF:

Insert your document *face up* in the direction shown below:

■ 2 in 1 (P)



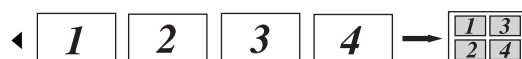
■ 2 in 1 (L)



■ 4 in 1 (P)



■ 4 in 1 (L)



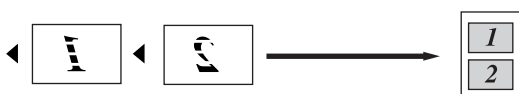
If you are copying from the scanner glass:

Insert your document *face down* in the direction shown below:

■ 2 in 1 (P)



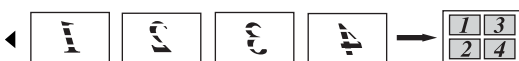
■ 2 in 1 (L)



■ 4 in 1 (P)



■ 4 in 1 (L)



2 in 1 ID Copy

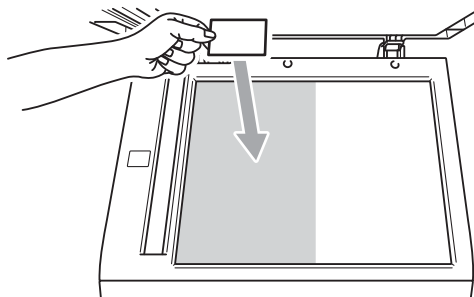
You can copy both sides of your identification card onto one page, keeping the original card size.



Note

You can copy an identification card to the extent permitted under applicable laws. See *Legal limitations for copying* in the *Safety and Legal Booklet*.

- 1 Press  (**COPY**).
- 2 Place your identification card *face down* on the left side of the scanner glass.



- Even if a document is placed on the ADF, the machine scans the data from the scanner glass.

- 3 Press **Options**. Press **▲** or **▼** to choose **Page Layout**. Press **OK**.
- 4 Press **▲** or **▼** to choose **2 in 1 (ID)**. Press **OK**.
- 5 Press **Black Start** or **Color Start**. After the machine scans the first side of the card, the LCD will display the following instruction.

Turn over the ID
Then Press Start

- 6 Turn over your identification card and place it at the left side of the scanner glass.

- 7 Press **Black Start** or **Color Start**. The machine scans the other side of the card and prints the page.

**Note**

When 2 in 1 ID Copy is chosen, the machine sets the quality to **Photo** and the contrast to +2 (-□□□□■+).

Tray selection

You can change the Tray Use only for the next copy.

- 1 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).
- 4 Press **Options**. Press **▲** or **▼** to choose Tray Select. Press **OK**.
- 5 Press **◀** or **▶** to choose the MP>T1, M>T1>T2¹, T1>MP, T1>T2>M¹, #1 (XXX)², #2 (XXX)^{1 2} or MP (XXX)².
 - ¹ T2 and #2 appears only if the optional lower tray is installed.
 - ² XXX is the paper size you set in **Menu, 1, 2, 2**.
- 6 Press **Black Start** or **Color Start**.

**Note**

To change the default setting for Tray Select, see *Tray Use in copy mode* in *Chapter 2 of the Basic User's Guide*.

Duplex (2-sided) copying

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

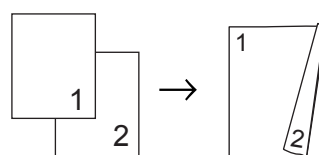
If you get an Out of Memory message while you are making duplex copies, try installing extra memory. (See *Installing extra memory* on page 86.)

Duplex Copy (long edge flip)

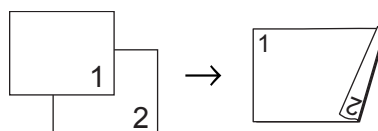
MFC-9460CDN

■ 1 sided → 2 sided L

Portrait



Landscape



- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Enter the number of copies (up to 99) using the dial pad.
- 4 Press **Duplex** and **▲** or **▼** to select 1sided→2sided L.

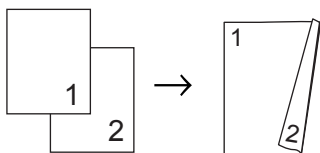
```
Duplex
▲1sided→2sided L
  1sided→2sided S
▼Off
Select ▲▼ or OK
```

Press **OK**.

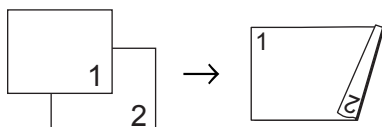
- 5 Press **Black Start** or **Color Start** to copy the document.

MFC-9560CDW**■ 1 sided → 2 sided**

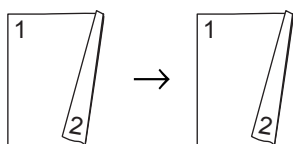
Portrait



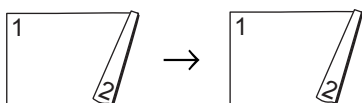
Landscape

**■ 2 sided → 2 sided**

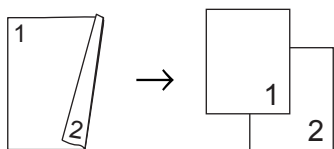
Portrait



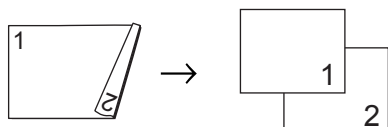
Landscape

**■ 2 sided → 1 sided**

Portrait



Landscape

**1** Make sure you are in Copy mode .**2** Load your document.**3** Enter the number of copies (up to 99) using the dial pad.

- 4** Press **Duplex** and ▲ or ▼ to select
 1sided → 2sided,
 2sided → 2sided or
 2sided → 1sided.

Duplex
1sided → 2sided
2sided → 2sided
2sided → 1sided
Select ▲▼ or OK

Press **OK**.

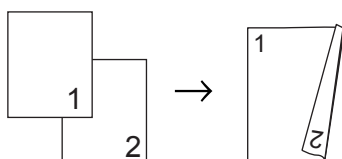
- 5** Press **Black Start** or **Color Start** to copy the document.

Advanced Duplex Copy (short edge flip)

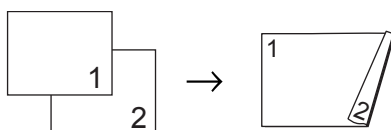
MFC-9460CDN

■ 1 sided → 2 sided S

Portrait



Landscape



- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Enter the number of copies (up to 99) using the dial pad.
- 4 Press **Duplex** and ▲ or ▼ to select 1sided→2sided S.

```
Duplex
▲1sided→2sided L
 1sided→2sided S
▼Off
Select ▲▼ or OK
```

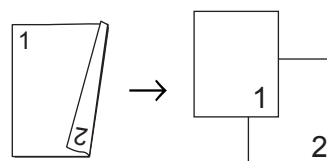
Press **OK**.

- 5 Press **Black Start** or **Color Start** to copy the document.

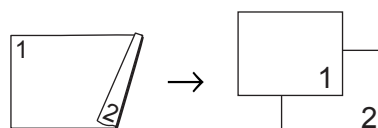
MFC-9560CDW

■ Advanced 2 sided → 1 sided

Portrait

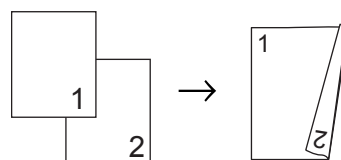


Landscape

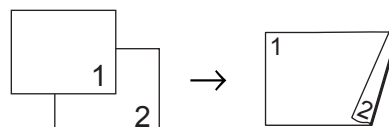


■ Advanced 1 sided → 2 sided

Portrait



Landscape



- 1 Make sure you are in Copy mode .
- 2 Load your document.
- 3 Enter the number of copies (up to 99) using the dial pad.
- 4 Press **Duplex** and ▲ or ▼ to select Advanced.

```
Duplex
▲Off
 1sided → 2sided
▼2sided → 2sided
Select ▲▼ or OK
```

Press **OK**.

- 5 Press ▲ or ▼ to select
2sided → 1sided or
1sided → 2sided.
Press **OK**.

Duplex Advanced
▲2sided → 1sided
▼1sided → 2sided
Select ▲▼ or OK

- 6 Press **Black Start** or **Color Start** to
copy the document.

A

Routine maintenance

Cleaning and checking the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

WARNING

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray, or any type of flammable substance to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.

See *To use the product safely* in the *Safety and Legal Booklet* for how to clean the machine.



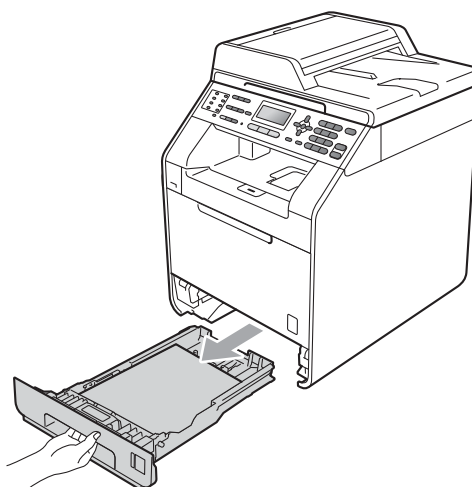
Be careful not to inhale toner.

IMPORTANT

Use neutral detergents. Cleaning with volatile liquids such as thinner or benzene will damage the surface of the machine.

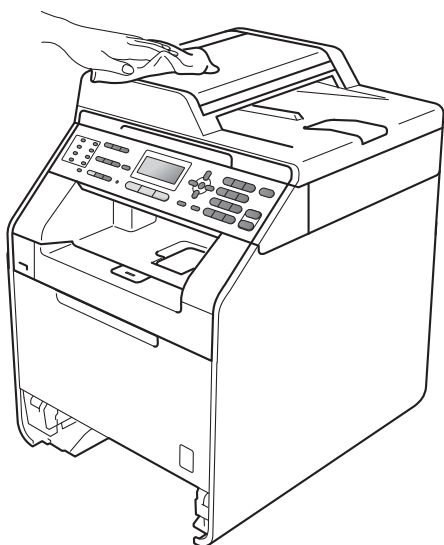
Cleaning the outside of the machine

- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.
- 2 Pull the paper tray completely out of the machine.



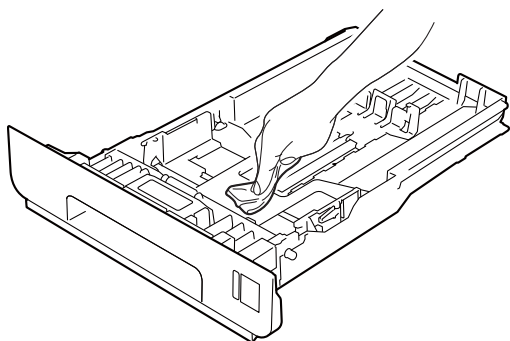
A

- 3 Wipe the outside of the machine with a dry, lint-free soft cloth to remove dust.



- 4 Remove any paper that is in the paper tray.

- 5 Wipe the inside and the outside of the paper tray with a dry, lint-free soft cloth to remove dust.



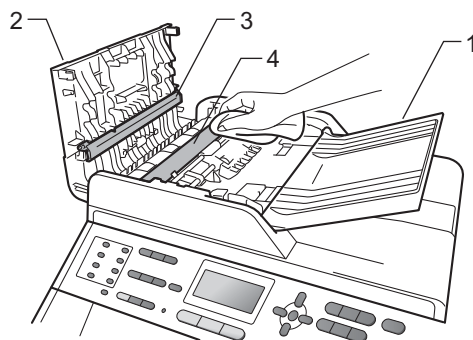
- 6 Re-load the paper and put the paper tray firmly back in the machine.

- 7 Plug the machine's power cord back into the AC power outlet first, connect all cables, and then plug in the telephone line cord. Turn on the machine's power switch.

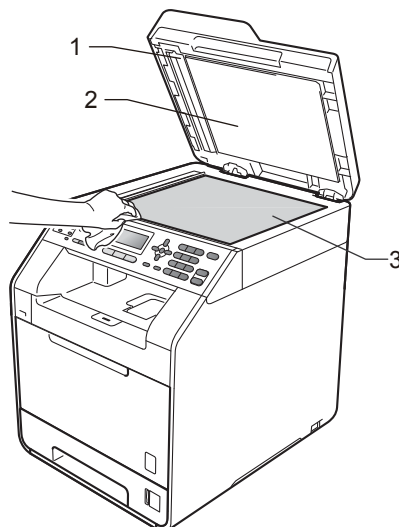
Cleaning the scanner

- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.

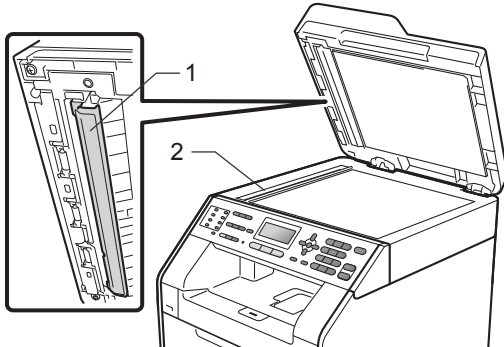
- 2 (MFC-9560CDW) Unfold the ADF document support (1) and then open the ADF cover (2). Clean the white bar (3) and the scanner glass strip (4) underneath it with a soft lint-free cloth moistened with water. Close the ADF cover (2) and fold the ADF document support (1).



- 3 Lift the document cover (1). Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.



- 4 In the ADF unit, clean the white bar (1) and the glass strip (2) underneath it with a soft lint-free cloth moistened with water.



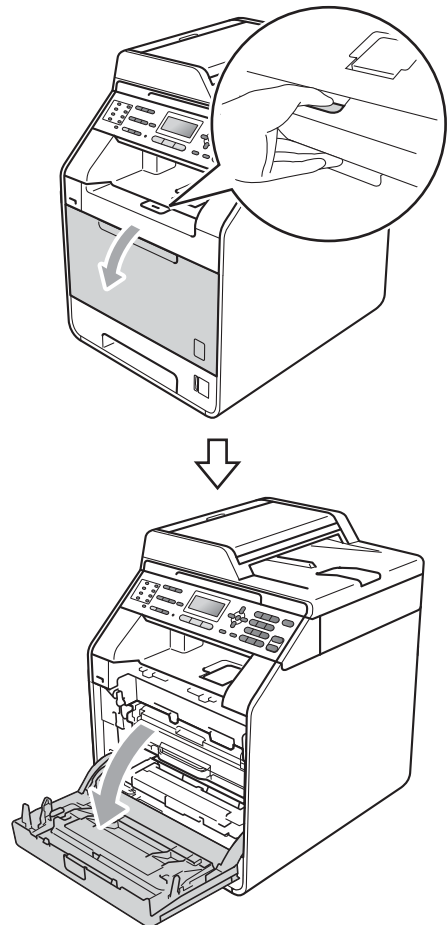
Note

In addition to cleaning the scanner glass and glass strip with a soft lint-free cloth moistened with water, run your finger tip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning.

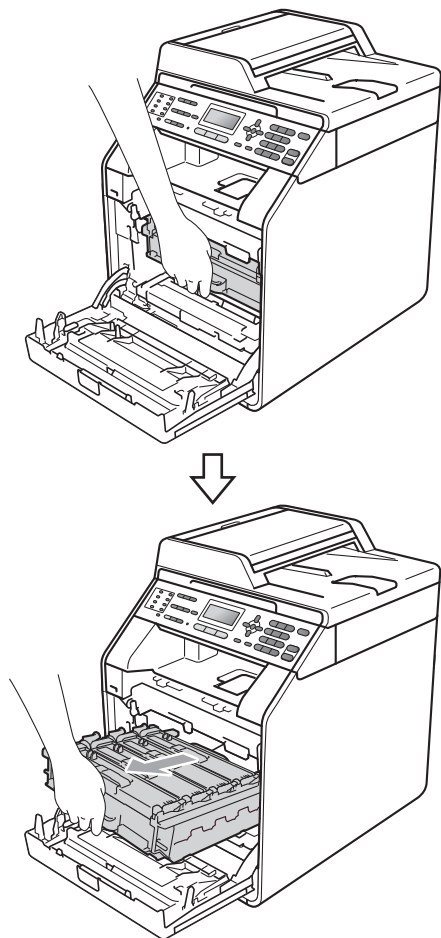
- 5 Plug the machine's power cord back into the AC power outlet first, connect all cables, and then plug in the telephone line cord. Turn on the machine's power switch.

Cleaning the laser scanner windows

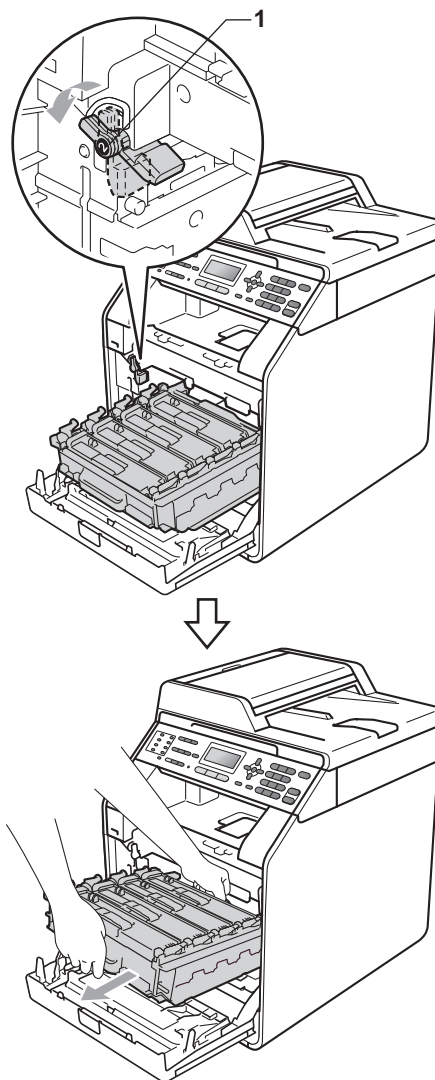
- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

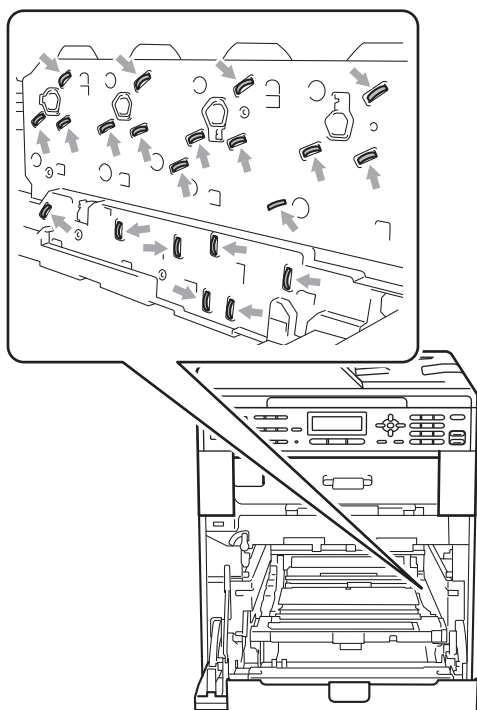


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



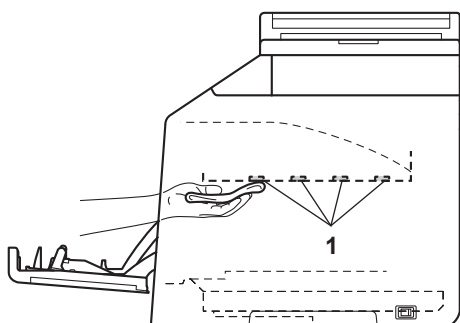
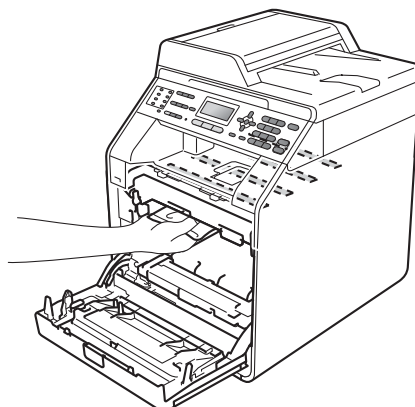
! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

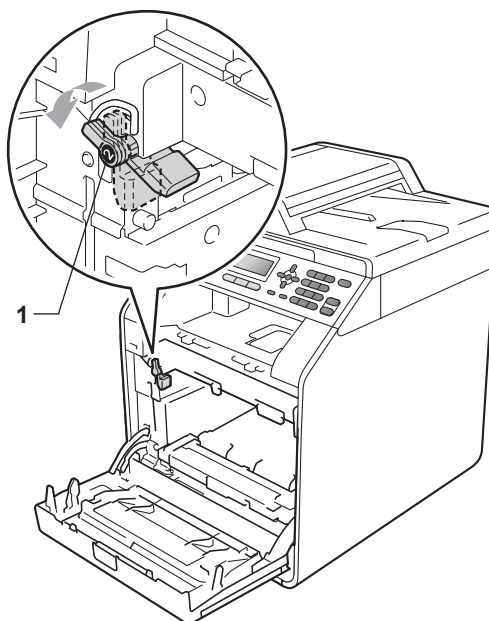


- Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit.

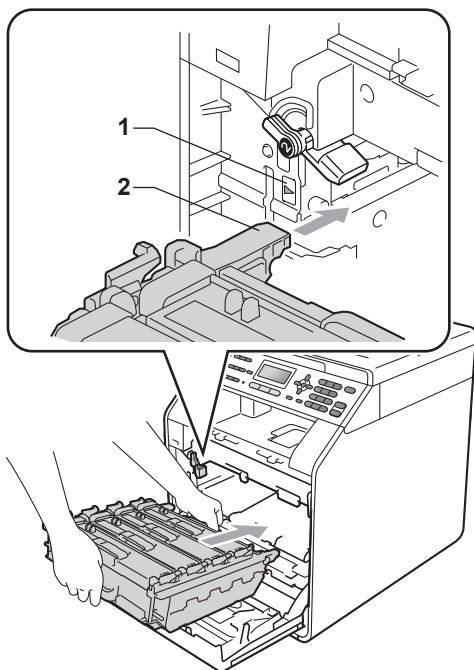
- 5 Wipe the four scanner windows (1) with a dry, lint-free cloth.



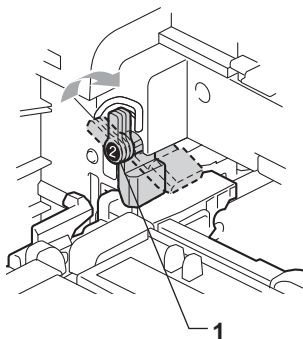
- 6 Make sure the green lock lever (1) is in the release position as shown in the illustration.



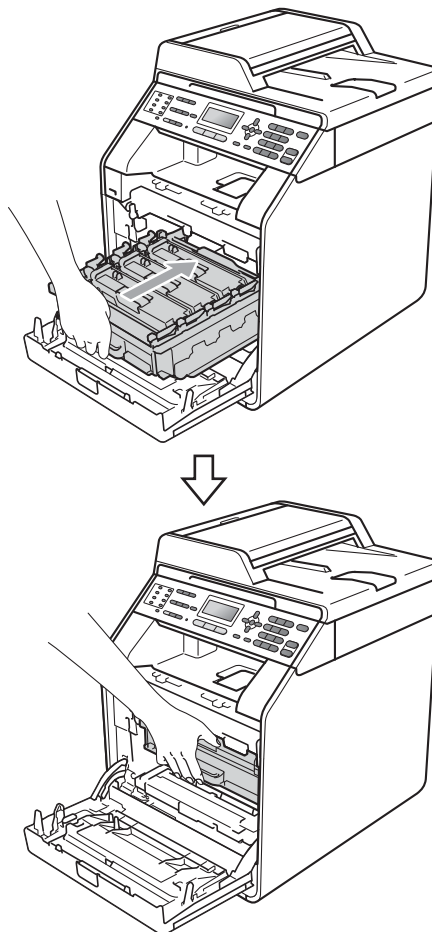
- 7 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 8 Turn the green lock lever (1) clockwise to the lock position.



- 9 Push the drum unit in until it stops.



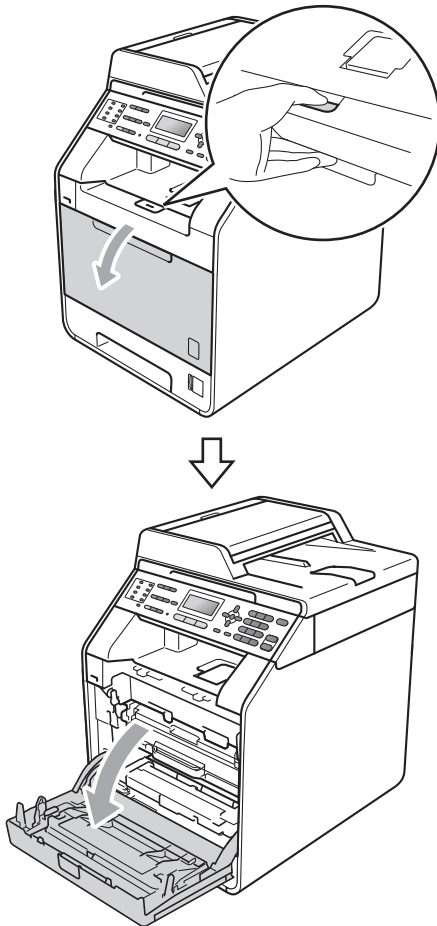
- 10 Close the front cover of the machine.

- 11 Plug the machine's power cord back into the AC power outlet first, connect all cables, and then plug in the telephone line cord. Turn on the machine's power switch.

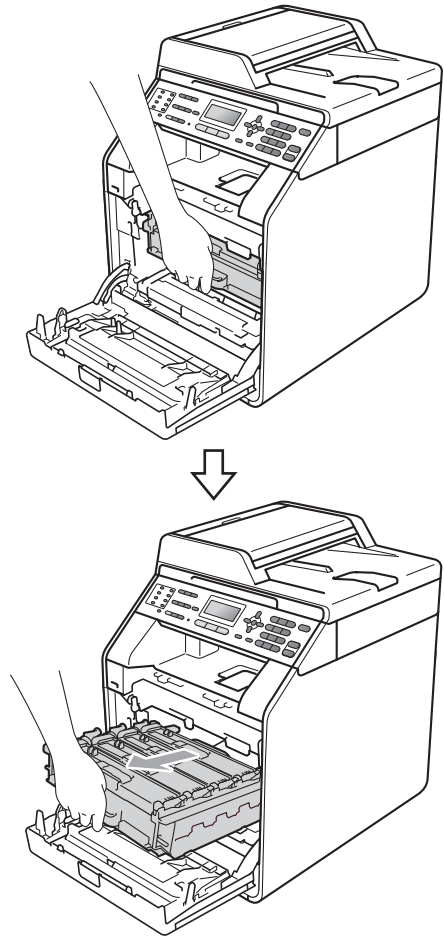
Cleaning the corona wires

If you have print quality problems, clean the four corona wires as follows:

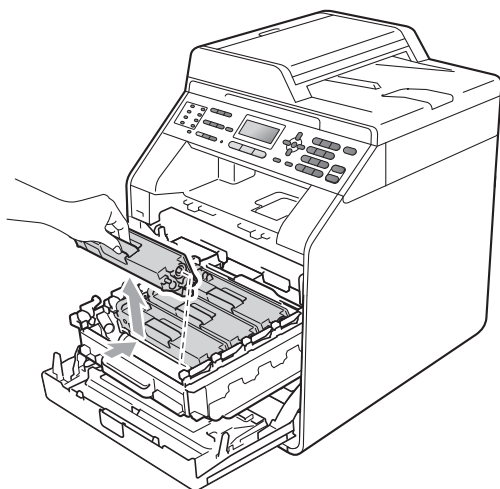
- 1 Press the front cover release button and then open the front cover.



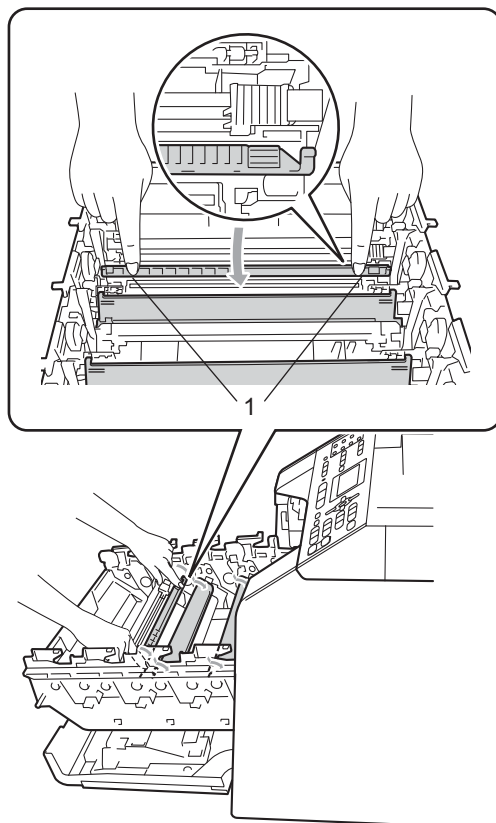
- 2 Hold the green handle of the drum unit. Pull the drum unit out until it stops.



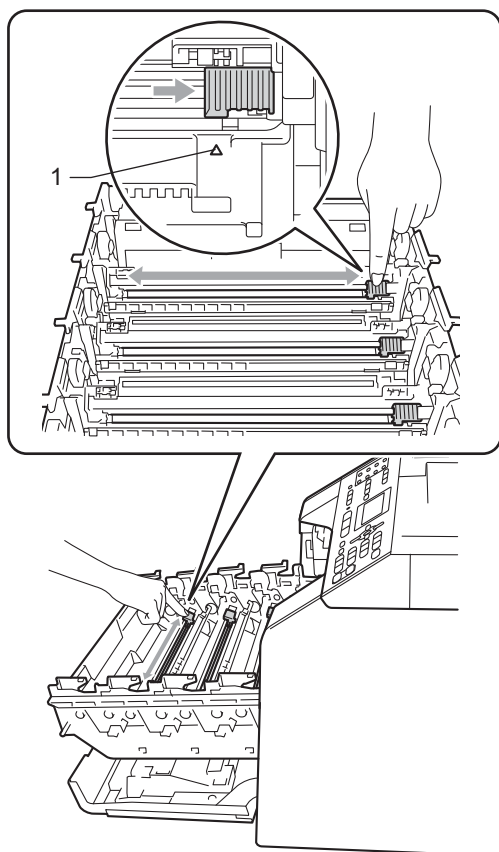
- 3 Hold the handle of the toner cartridge and slightly push it toward the machine to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



- 4 Push to release the latches of the corona wire cover (1), and then open the cover.



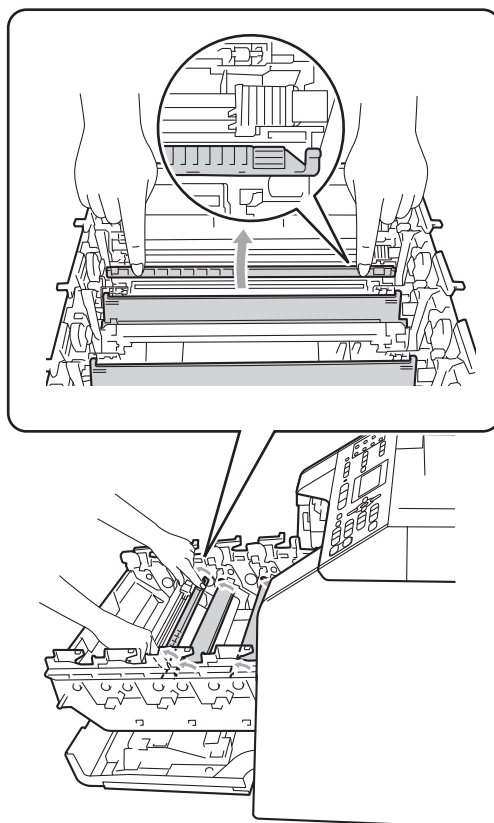
- 5 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



Note

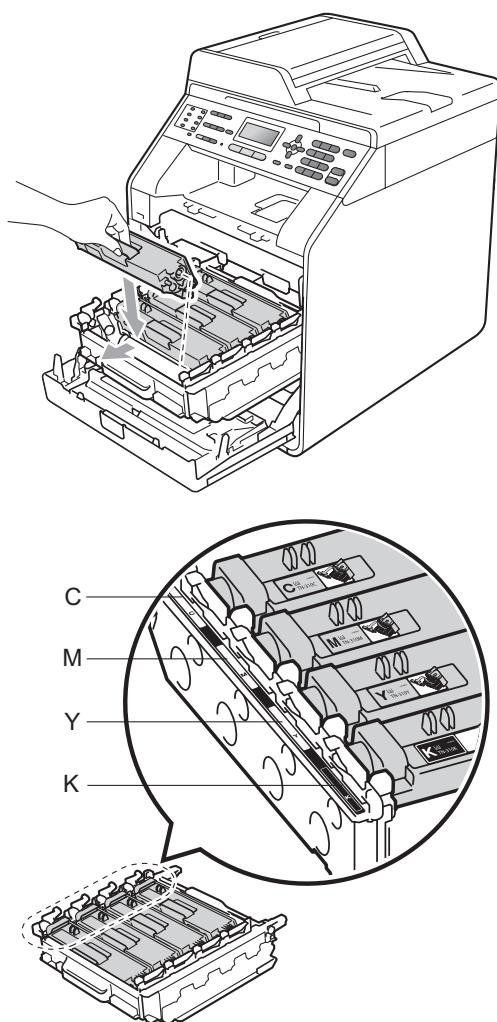
Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

- 6 Close the corona wire cover.

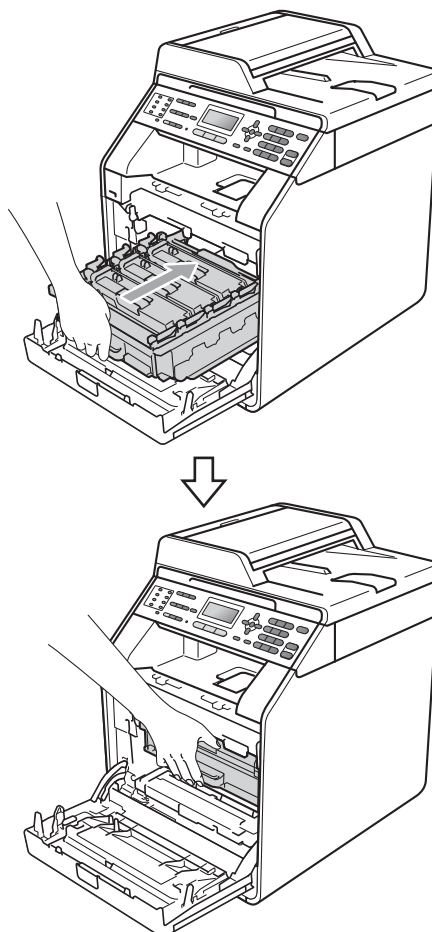


- 7 Repeat steps 4 to 6 to clean each of three remaining corona wires.

- 8 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



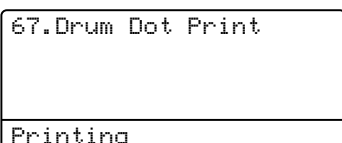
- 9 Push the drum unit in until it stops.



Cleaning the drum unit

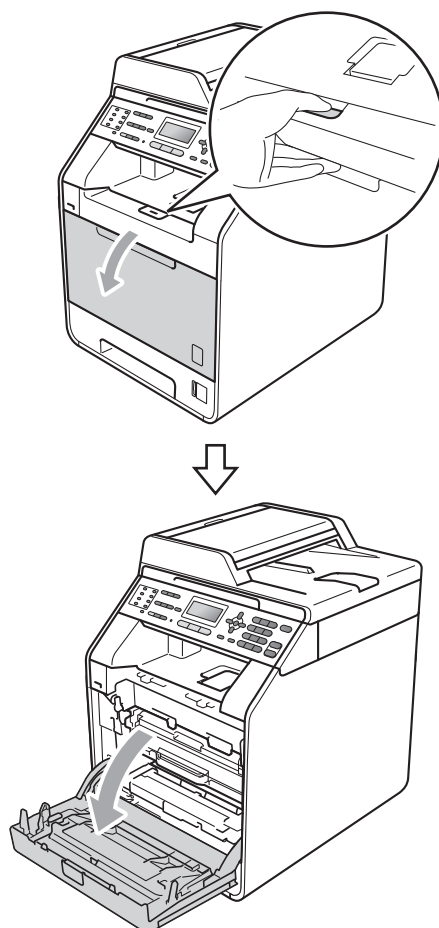
If your printout has colored dots at 3.7 in. (94 mm) intervals, the drum may have foreign material, such as glue from a label stuck on the drum surface. Follow the steps below to solve the problem.

- 1 Make sure that the machine is in the Ready mode.
Press **Menu**, **6**, **7**, then press **Black Start** or **Color Start** to print the drum dot check sheet.



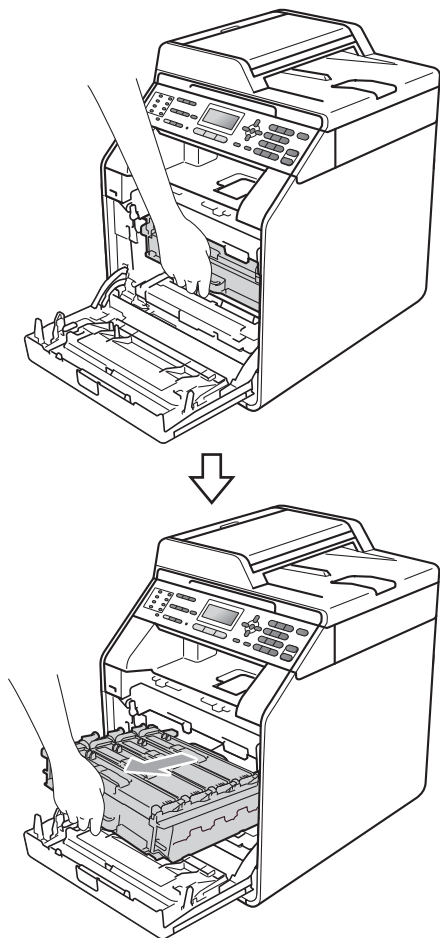
- 2 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.

- 3 Press the front cover release button and then open the front cover.

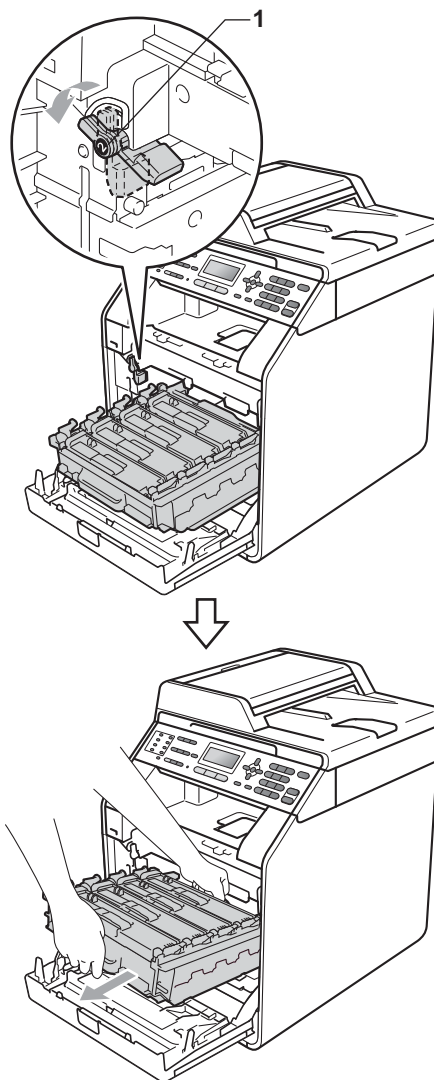


A

- 4 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

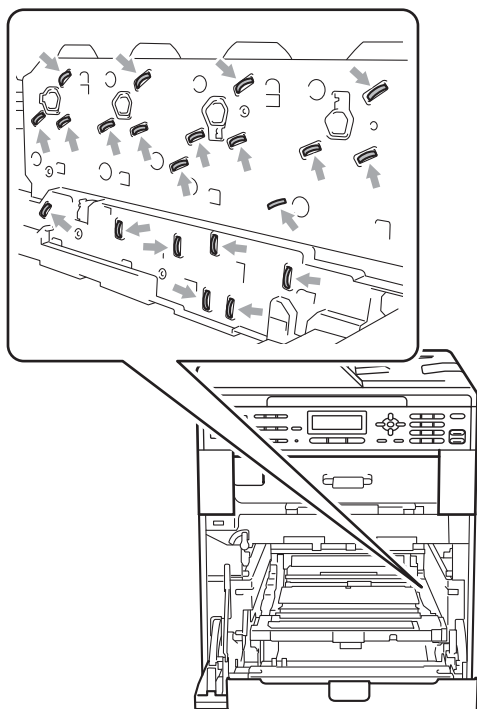


- 5 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.



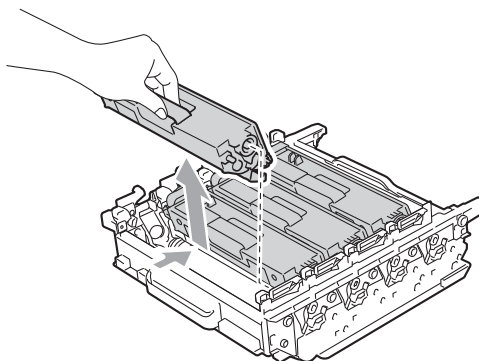
! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



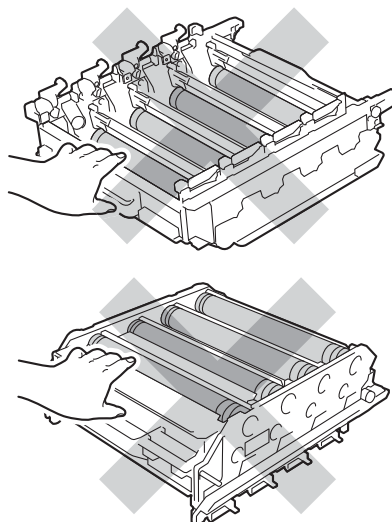
- Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit.

- 6 Hold the handle of the toner cartridge and slightly push it to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



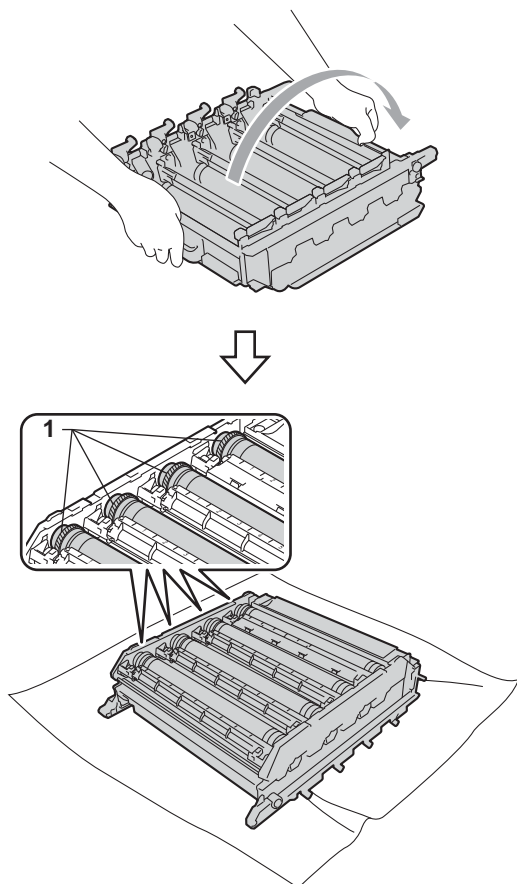
! IMPORTANT

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



A

- 7 Turn the drum unit over by holding the green handles. Make sure that the drum unit gears (1) are on the left hand side.



- 8 Read following information from the drum dot check sheet.

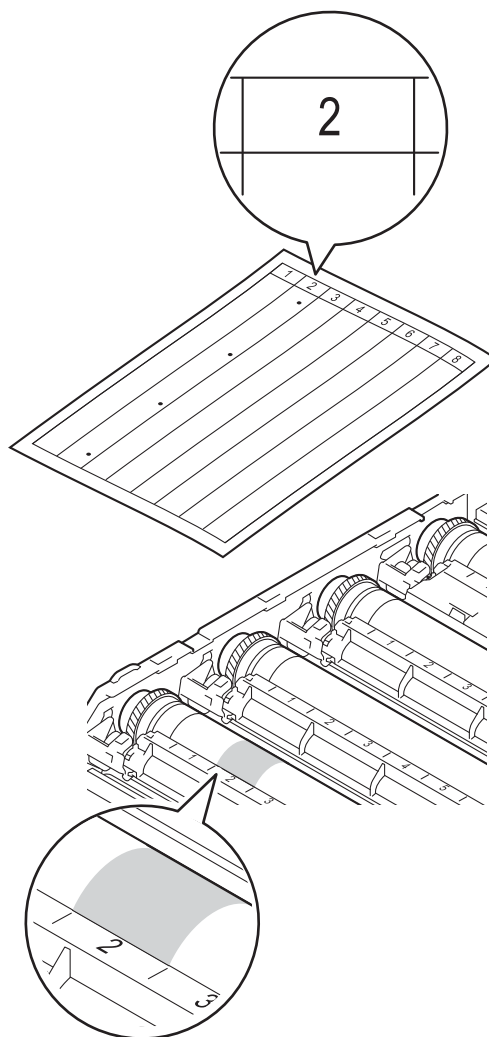
■ Color in problem:

The color of printed dots is the color of the drum you should clean.

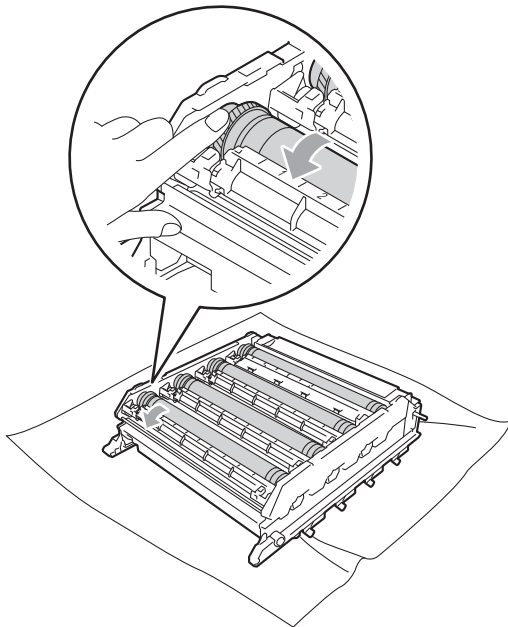
■ Dot location:

The sheet has eight numbered columns. The number of the column with the printed dots in it is used to find the dot position on the drum.

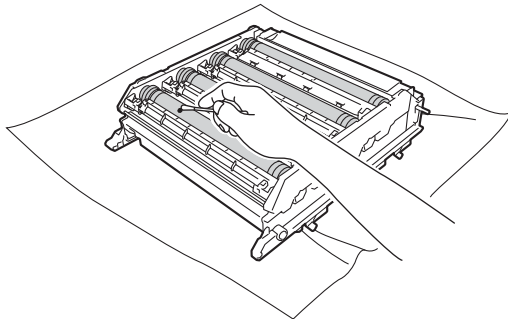
- 9 Confirm suspected area of the appropriate color drum by using the numbers beside the drum which relate to the numbers of column.



- 10 Turn the drum unit gear toward you by hand while looking at the surface of the suspected area.



- 11 When you have found the mark on the drum that matches the drum dot check sheet, wipe the surface of the drum gently with a cotton swab until the mark on the surface comes off.

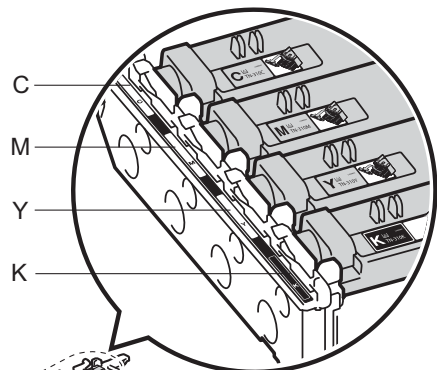
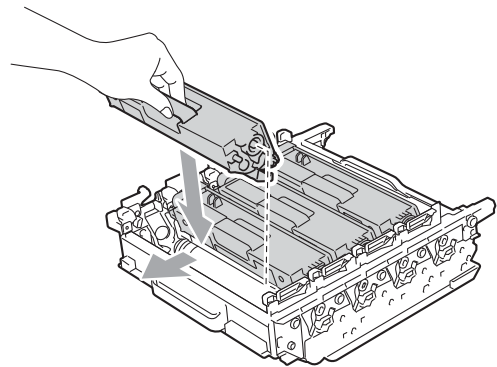


! IMPORTANT

DO NOT clean the surface of the photosensitive drum with a sharp object.

- 12 Turn the drum unit over by holding the green handles.

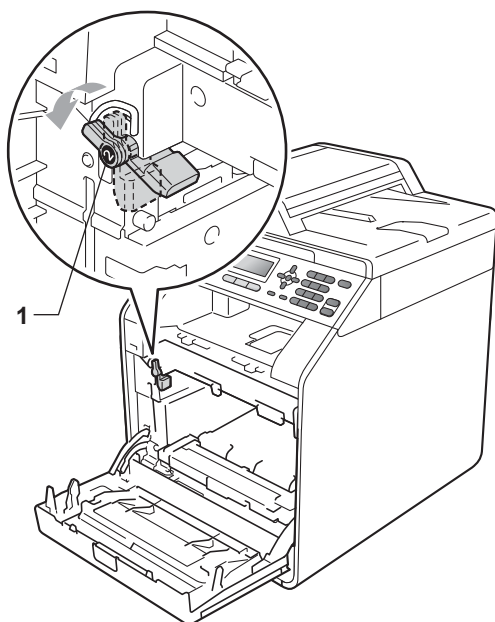
- 13 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge color to the same color label on the drum unit. Repeat this for all the toner cartridges.



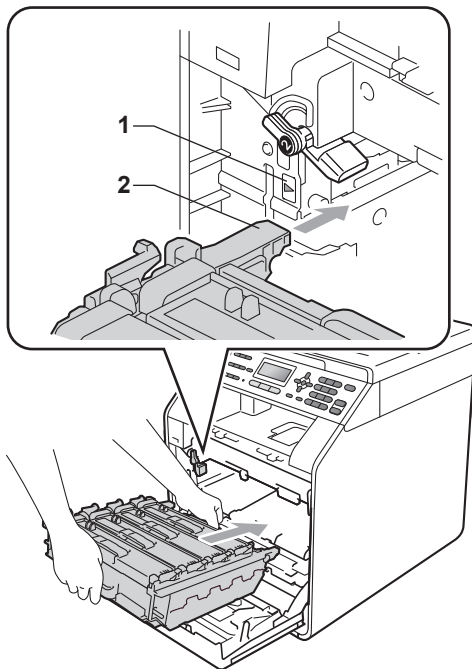
C - Cyan
Y - Yellow

M - Magenta
K - Black

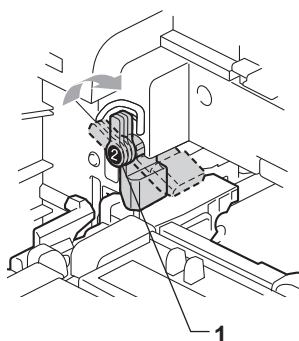
- 14 Make sure the green lock lever (1) is in the release position as shown in the illustration.



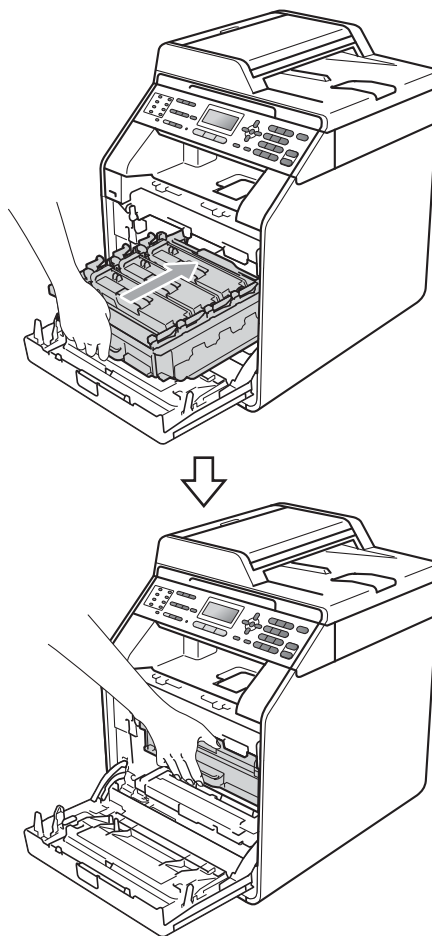
- 15 Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 16 Turn the green lock lever (1) clockwise to the lock position.



- 17 Push the drum unit in until it stops.



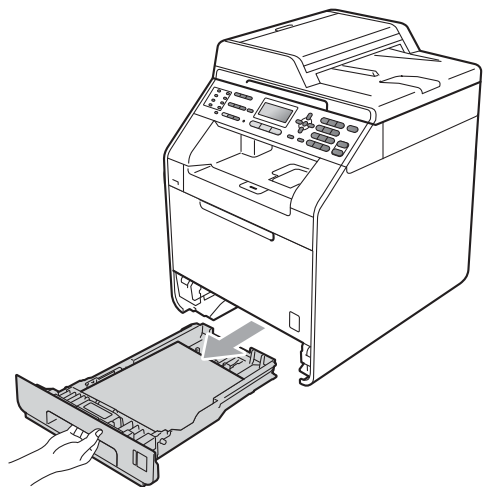
- 18 Close the front cover of the machine.

- 19 Plug the machine's power cord back into the AC power outlet first, connect all cables, and then plug in the telephone line cord. Turn on the machine's power switch.

Cleaning the paper pick-up rollers

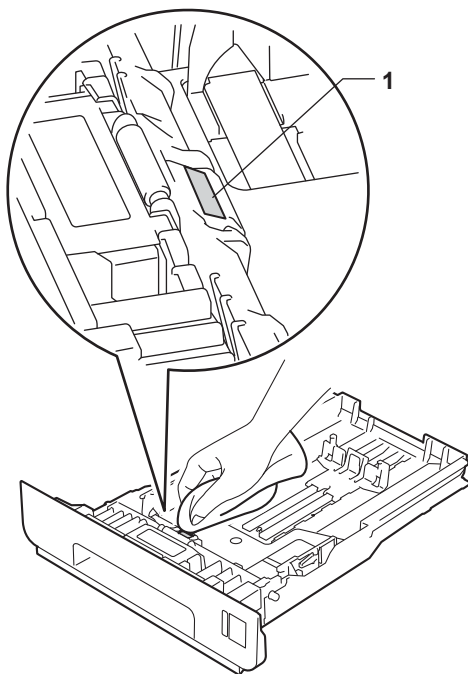
If you have paper feed problems, clean the pick-up rollers as follows:

- 1 Turn off the machine's power switch. Unplug the power cord from the AC power outlet.
- 2 Pull the paper tray completely out of the machine.

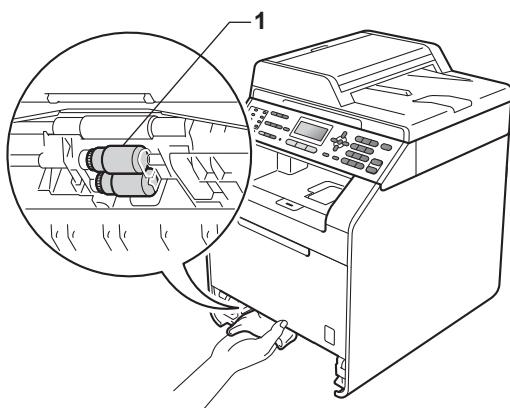


A

- 3 Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad (1) of the paper tray with it to remove dust.



- 4 Wipe the two pick-up rollers (1) inside of the machine to remove dust.



- 5 Put the paper tray back in the machine.
- 6 Plug the machine's power cord back into the AC power outlet. Turn on the machine's power switch.

Calibration

The output density for each color may vary depending on the environment the machine is in such as temperature and humidity. Calibration helps you to improve the color density.

- 1 Press **Menu**, **4**, **6**.
- 2 Press **▲** or **▼** to select **Calibrate**.
- 3 Press **OK**.
- 4 Press **1** to select **Yes**.
- 5 Press **Stop/Exit**.

You can reset the calibration parameters back to those set at the factory.

- 1 Press **Menu**, **4**, **6**.
- 2 Press **▲** or **▼** to select **Reset**.
- 3 Press **OK**.
- 4 Press **1** to select **Yes**.
- 5 Press **Stop/Exit**.

**Note**

- If an error message is displayed, press **Black Start** or **Color Start** and try again. (For more information, see *Error and maintenance messages* in *Appendix B* of the *Basic User's Guide*.)
- If you print using the Windows® printer driver, the driver will get the calibration data automatically if both **Use Calibration Data** and **Get Device Data Automatically** are on. The default settings are on. (See *Advanced tab* in the *Software User's Guide*.)
- If you print using the Macintosh printer driver, you need to perform the calibration using the **Status Monitor**. After turning the **Status Monitor** on, choose **Color Calibration** from the **Control** menu. (See *Status Monitor* in the *Software User's Guide*. When the **Status Monitor** is open, choose **Control / Color Calibration** from the menu bar.)

Auto Registration

Registration

If solid areas of color or images have cyan, magenta or yellow fringes, you can use the auto-registration feature to correct the problem.

- 1 Press **Menu**, **4**, **7**.
- 2 To start, press **1**.
To exit, press **2**.
- 3 Press **Stop/Exit**.

Manual Registration

If color still appears incorrectly after auto-registration, you will need to perform manual registration.

- 1 Press **Menu**, **4**, **8**, **1**.
- 2 Press **Black Start** or **Color Start** to start printing the color registration chart.
- 3 When the machine has finished printing the registration chart, press **2** (**Set Regist.**) to correct the color manually.
- 4 Starting at **1** (**1 Magenta Left**) on the chart, check which colored bar has the most uniform print density and enter its number into the machine using the **▲** and **▼** keys.
Press **OK**.
Repeat for **2** (**2 Cyan Left**), **3** (**3 Yellow Left**), **4**, **5**, **6** to **9**.
- 5 Press **Stop/Exit**.

Frequency (Color Correction)

You can set how often the color correction (Color Calibration and Auto Registration) occurs. The default setting is Normal. The color correction process consumes some amount of the toner.

- 1 Press **Menu**, **4**, **9**.
- 2 Press **▲** or **▼** to choose Normal, Low or Off.
Press **OK**.
- 3 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.

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

```
82.Page Counter
▲   Total      :XXXXXX
    Fax/List   :XXXXXX
▼   Copy       :XXXXXX
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to see Total, Fax/List, Copy or Print.
- 3 Press **Stop/Exit**.

Checking the remaining life of parts

You can see the machine's parts life on the LCD.

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

```
83.Parts Life
  1.Drum
  2.Belt Unit
  3.Fuser
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose 1.Drum, 2.Belt Unit, 3.Fuser, 4.Laser, 5.PF Kit MP, 6.PF Kit 1 or 7.PF Kit 2.
Press **OK**.
- 3 Press **Stop/Exit**.



Note

The life check will be accurate only if you have reset the part counter when you installed a new part. It will not be accurate if that part's life counter was reset during the life of the used part.

Replacing periodic maintenance parts

The periodic maintenance parts will need to be replaced regularly to maintain the print quality. The parts listed below will have to be replaced after printing approximately 50,000 pages¹ for PF Kit MP and 100,000 pages¹ for PF Kit 1, PF Kit 2, Fuser and Laser.

Please call Brother Customer Service when the following messages appear on the LCD.

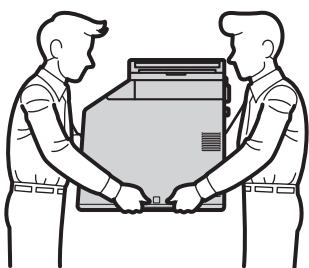
¹ Letter or A4 size single-sided pages.

LCD message	Description
Replace Parts Fuser Unit	Replace the fuser unit.
Replace Parts Laser Unit	Replace the laser unit.
Replace Parts PF Kit 1	Replace the paper feeding kit for the paper tray.
Replace Parts PF Kit 2	Replace the paper feeding kit for the lower tray (option).
Replace Parts PF Kit MP	Replace the paper feeding kit for the multi-purpose tray.

Packing and shipping the machine

⚠ WARNING

This machine is heavy and weighs approximately 58.4 lb (26.5 kg). To prevent possible injuries at least two people should lift the machine. Be careful not to pinch your fingers when you put the machine down.



If you use a Lower Tray, carry it separately from your machine.

! IMPORTANT

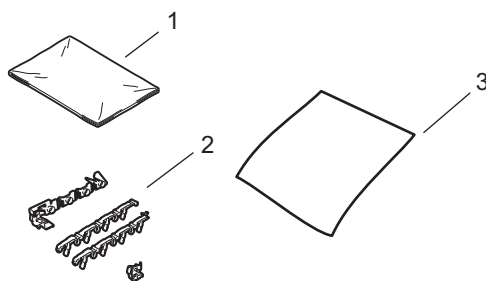
When shipping the machine, the waste toner box must be removed from the machine and put in a plastic bag, and then sealed. Failure to remove it and put it in a plastic bag before shipping may cause severe damage to the machine and may void the warranty.



Note

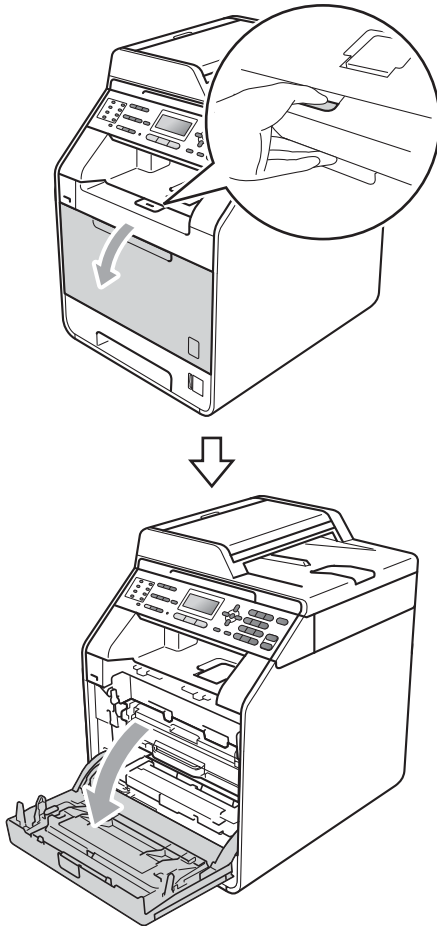
- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.
- If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts, including the drum unit, the toner cartridges, and printed materials to use with your 'Exchange' machine.

Make sure that you have the following parts for repacking:

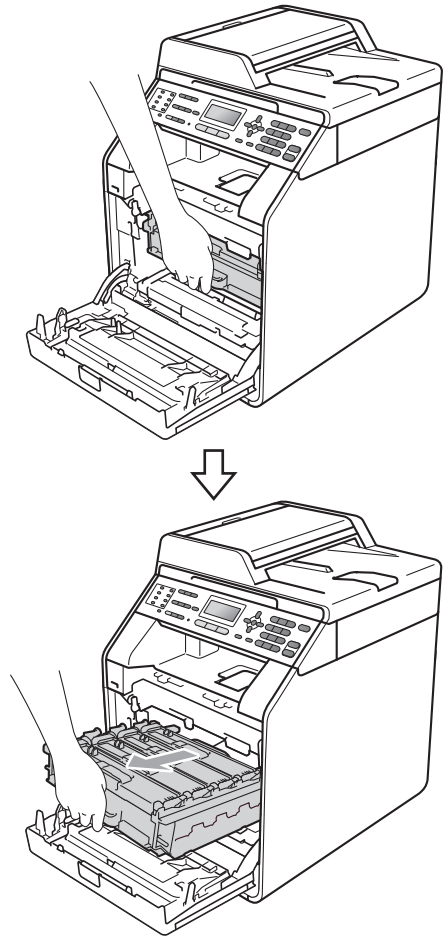


- 1 Plastic bag for the waste toner box
- 2 Orange packing materials for locking the internal parts (4 pieces)
- 3 A piece of paper (Letter or A4) to protect the belt unit (supplied by the user)

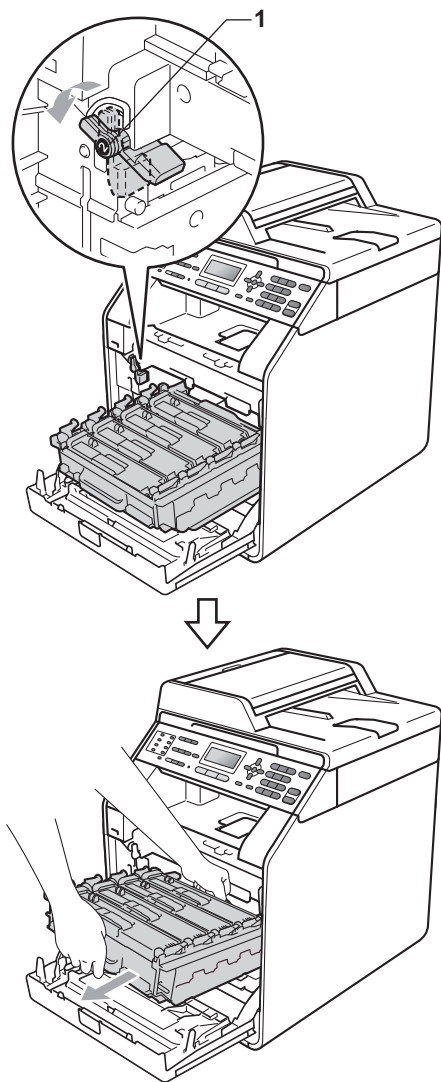
- 1 Turn off the machine's power switch. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the AC power outlet.
- 2 Press the front cover release button and then open the front cover.



- 3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

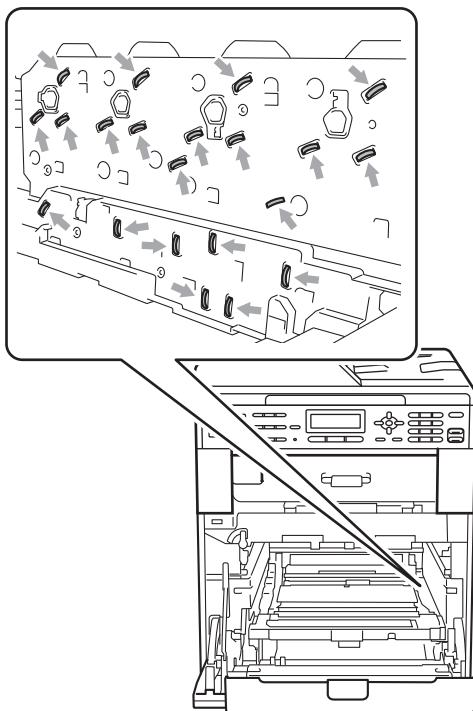


- 4 Turn the green lock lever (1) at the left of the machine counterclockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

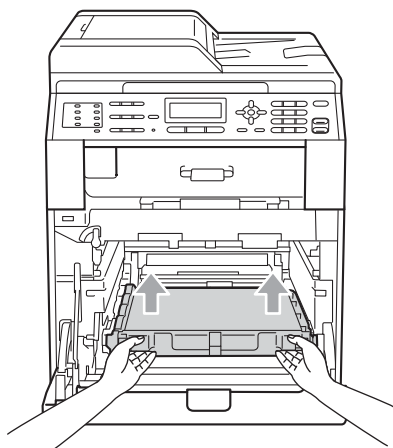


! IMPORTANT

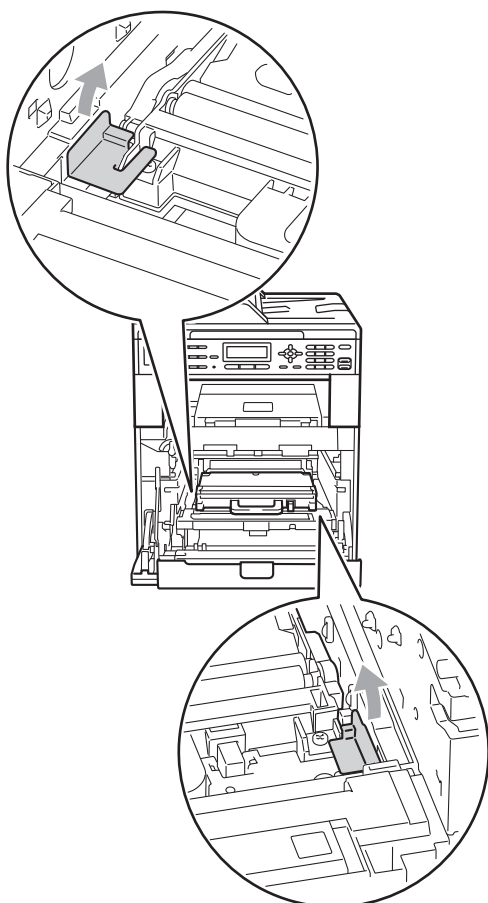
- Hold the green handles of the drum unit when you carry it. **DO NOT** hold the sides of the drum unit.
- We recommend that you place the drum unit on a clean, flat surface with a piece of disposable paper underneath it in case you accidentally spill or scatter toner.
- Handle the toner cartridge and the waste toner box carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.
- To prevent damage to the machine from static electricity, **DO NOT** touch the electrodes shown in the illustration.



- 5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.



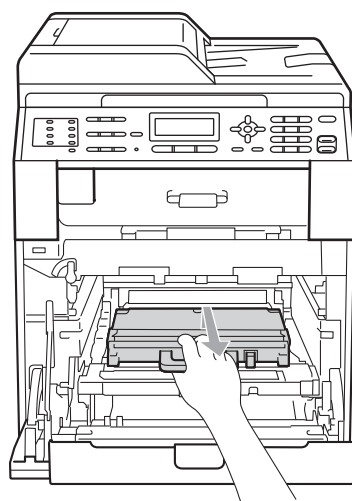
- 6 Remove two pieces of orange packing material and discard them.



Note

This step is only necessary when you are replacing the waste toner box for the first time, and is not required for the replacement waste toner box. The orange packing pieces are installed at the factory to protect your machine during shipment.

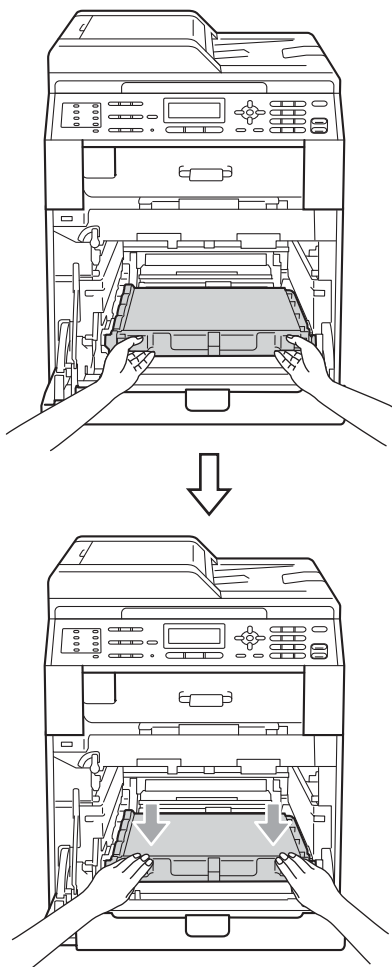
- 7 Remove the waste toner box from the machine using the green handle, and then put it in a plastic bag and seal the bag completely.



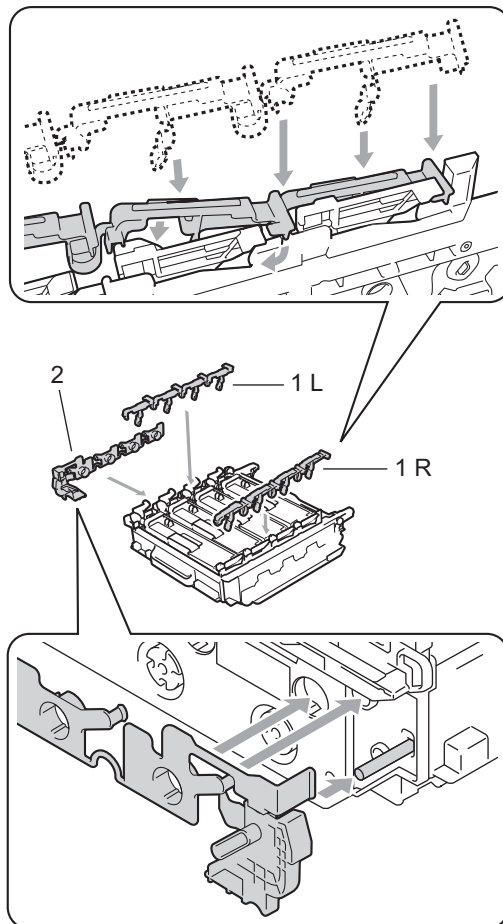
! IMPORTANT

Handle the waste toner box carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

- 8** Put the belt unit back into the machine. Make sure the belt unit is level and fits firmly into place.

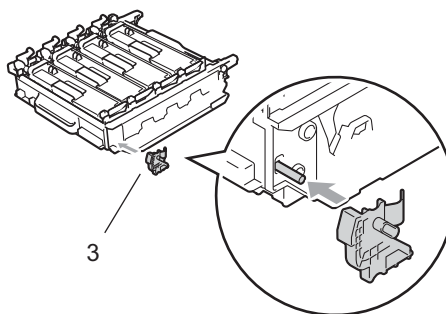


- Slide the small orange packing material (3) onto the metal shaft on the right side of the drum unit, as shown in the illustration.

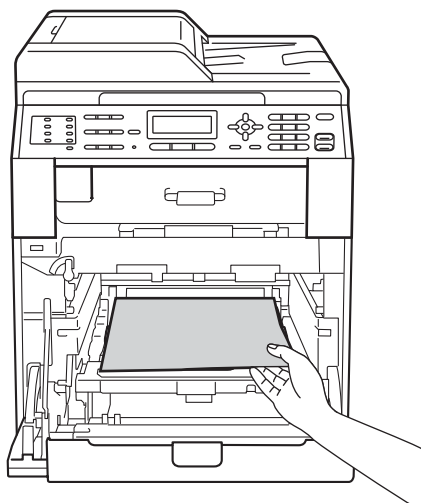


- 9** Install orange packing materials to the drum unit as follows:

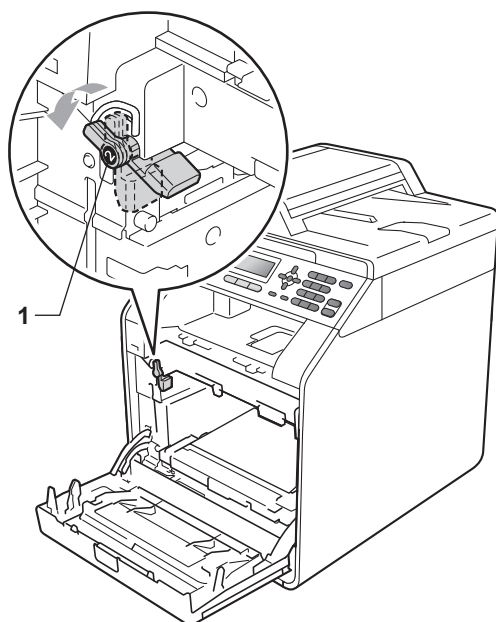
- To secure the toner cartridges, install the matching orange packing strips (1) (marked L and R) to the drum unit on the left and right sides, as shown in the illustration.
- Attach the orange packing strip (2) to the left side of the drum unit, as shown in the illustration.



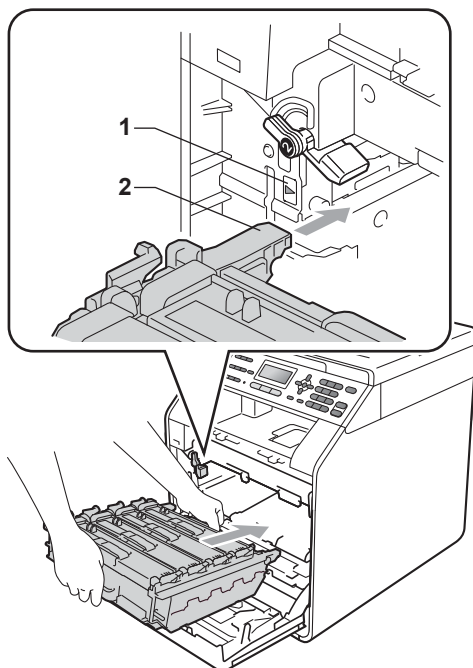
- 10** Put a piece of paper (Letter or A4) on the belt unit to prevent damage to the belt unit.



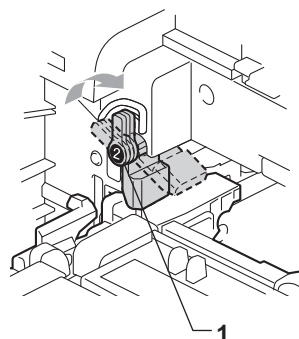
- 11** Make sure the green lock lever (1) is in the release position as shown in the illustration.



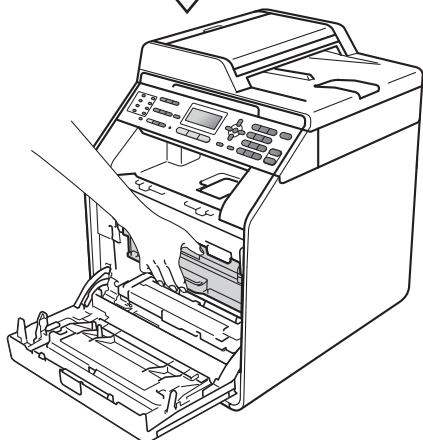
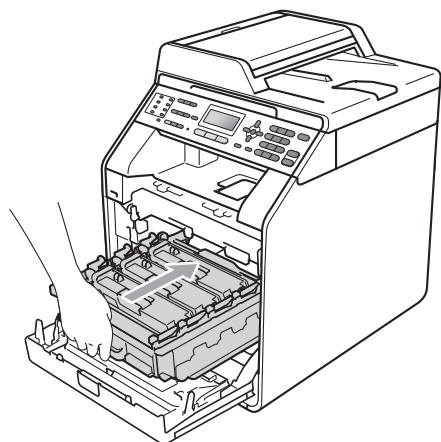
- 12** Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



- 13** Turn the green lock lever (1) clockwise to the lock position.

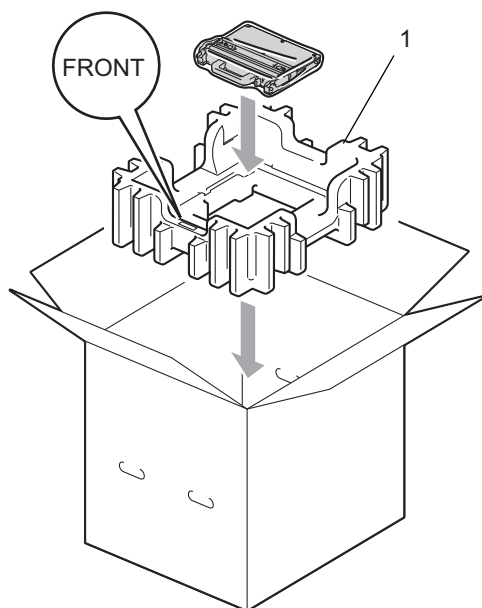


- 14 Push the drum unit in until it stops.

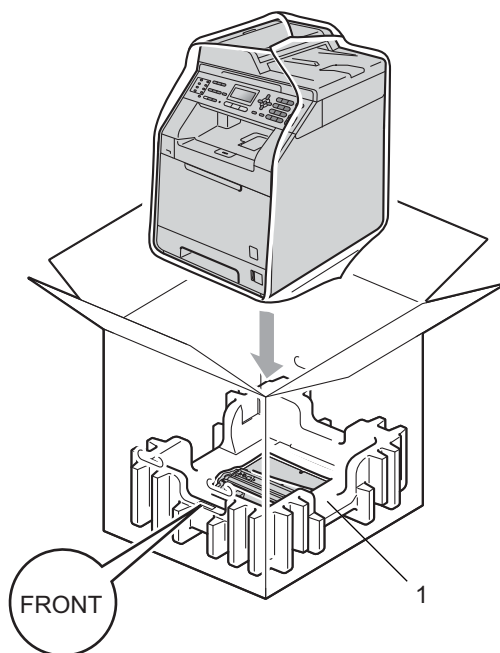


- 15 Close the front cover of the machine.

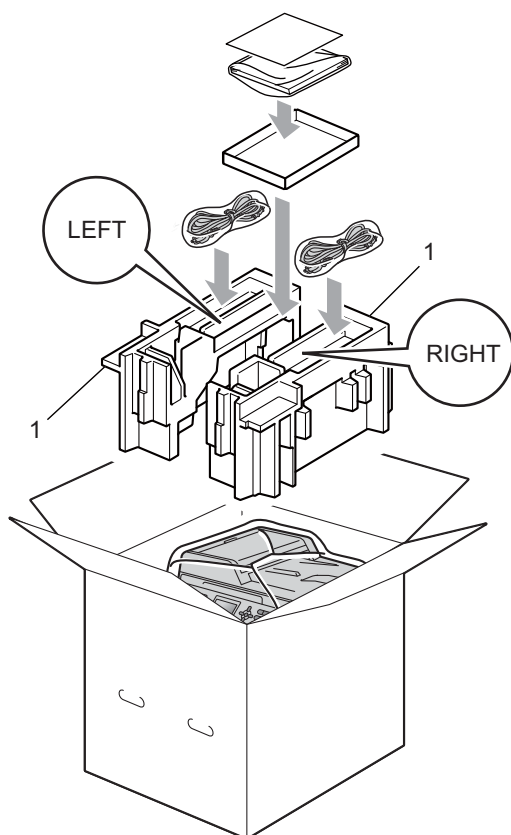
- 16 Put the Styrofoam piece (1) into the carton. Then put the waste toner box in the Styrofoam piece.



- 17 Wrap the machine with a plastic bag. Put the machine on the Styrofoam piece (1).



- 18 Put the two styrofoam pieces (1) into the carton matching the right of the machine to the "RIGHT" mark on one of the styrofoam pieces, and the left of the machine to the "LEFT" mark on the other styrofoam piece. Put the AC power cord and printed materials in the original carton as shown in the illustration.

**Note**

If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts, including the drum unit, toner cartridges, and printed materials to use with your 'Exchange' machine.

- 19 Close the carton and tape it shut.

B

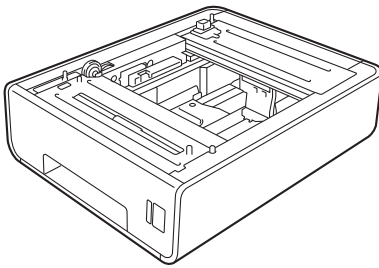
Options

Options

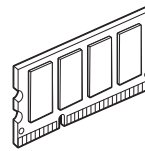
This machine has the following optional accessories. You can increase the capabilities of the machine with these items.

Lower tray unit

LT-300CL



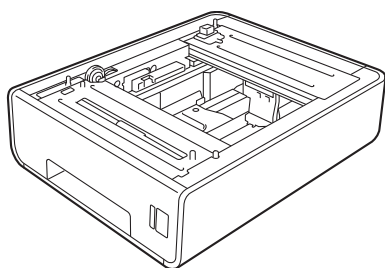
SO-DIMM memory



Optional paper tray (LT-300CL)

An optional lower tray can be installed, and it can hold up to 500 sheets of 20 lb (80 g/m²) paper.

When an optional tray is installed, the machine can hold up to 800 sheets of plain paper.



For setup, see the Instructions that we have supplied with the lower tray unit.

Memory board

MFC-9560CDW has 256 MB of standard memory and MFC-9460CDN has 128 MB. Both models have one slot for optional memory expansion. You can increase the memory up to maximum of 512 MB for MFC-9560CDW and 384 MB for MFC-9460CDN by installing one SO-DIMM (Small Outline Dual In-line Memory Module).

SO-DIMM Types

You can install the following SO-DIMMs:

- 128 MB Kingston KTH-LJ2015/128
- 256 MB Kingston KTH-LJ2015/256
- 128 MB Transcend TS128MHP422A
- 256 MB Transcend TS256MHP423A



Note

- For more information, visit the Kingston Technology Web site at <http://www.kingston.com/>.
- For more information, visit the Transcend Web site at <http://www.transcend.com.tw/>.

In general, the SO-DIMM must have the following specifications:

Type: 144-pin and 16-bit output

CAS latency: 4

Clock frequency: 267 MHz (533 Mb/S/Pin) or more

Capacity: 64, 128 or 256 MB

Height: 30.0 mm (1.18 in.)

DRAM type: DDR2 SDRAM



Note

- There might be some SO-DIMMs that will not work with the machine.
- For more information, call the dealer you bought the machine from or Brother Customer Service.

Installing extra memory

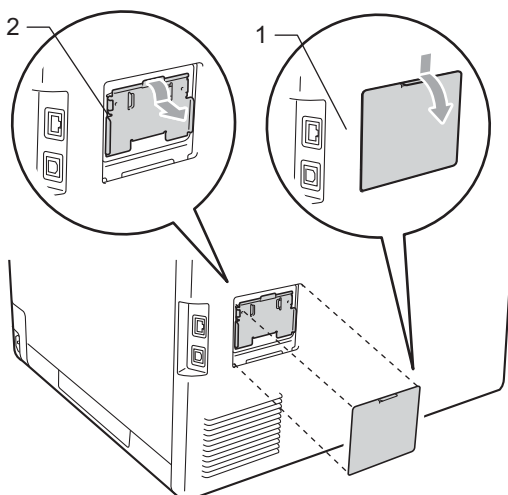
- 1 Turn off the machine's power switch. Unplug the telephone line cord.
- 2 Disconnect the interface cable from the machine, and then unplug the power cord from the AC power outlet.



Note

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

- 3 Remove the plastic (1) and then metal (2) SO-DIMM covers.

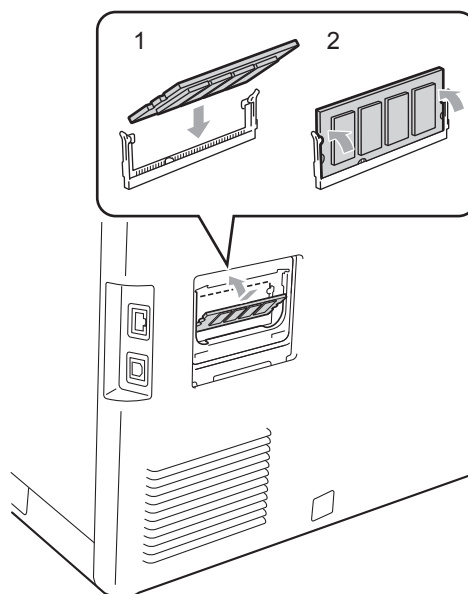


- 4 Unpack the SO-DIMM and hold it by its edges.

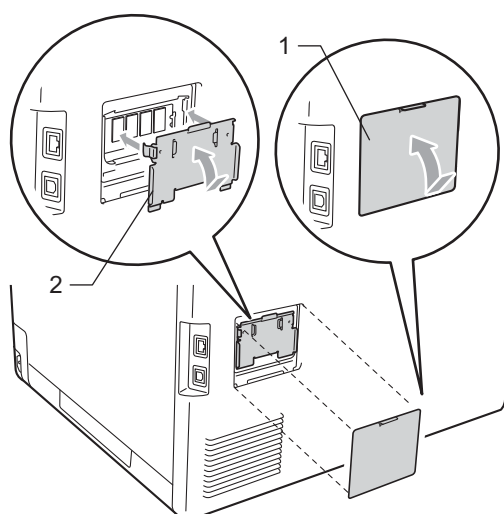
! IMPORTANT

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

- 5 Hold the SO-DIMM by the edges and align the notches in the SO-DIMM with the protrusions in the slot. Insert the SO-DIMM diagonally (1), then tilt it toward the interface board until it clicks into place (2).



- 6 Put the metal (2) and then the plastic (1) SO-DIMM covers 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.

**Note**

To make sure that you have installed the SO-DIMM properly, you can print the user settings page that shows the current memory size. (See *How to print a report* on page 43.)

C

Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

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 telephone 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.

Cancel Job

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

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 telephone number on an existing telephone 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 telephone

A telephone on the fax number that is plugged into a separate telephone wall jack.

External telephone

A telephone that is plugged into the EXT jack of your machine.

F/T Ring Time

The length of time that the Brother machine pseudo/double-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 (*51) when you answer a fax call on an extension or external telephone.

Fax Storage

You can store faxes in the 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 × 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 Guides 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 **Black Start** or **Color Start** to begin transmission.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

ScanSoft™ PaperPort™ 12SE with OCR or Presto! PageManager 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 telephone lines.

Paging

This feature enables your machine to call your pager when a fax is received into its memory.

Pause

Allows you to place a 3.5 second delay in the dialing sequence while you are dialing using the dial pad or while you are storing One Touch 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 (Canada only)

A form of rotary dialing on a telephone line.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining Jobs

You can check which programmed fax jobs are waiting in the memory and cancel the jobs individually.

Remote Access Code

Your own four-digit code (— — —*) 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 telephone.

Resolution

The number of vertical and horizontal lines per inch.

Ring Delay

The number of rings before the machine answers in **Fax Only** and **Fax/Tel** modes.

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. Press **▲ Speed Dial**, then enter the three-digit Speed Dial location and press **Black Start** or **Color 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 telephone by pressing this code (**#51**).

Tel Index List

A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Temporary settings

You can choose 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 telephone 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.

D

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