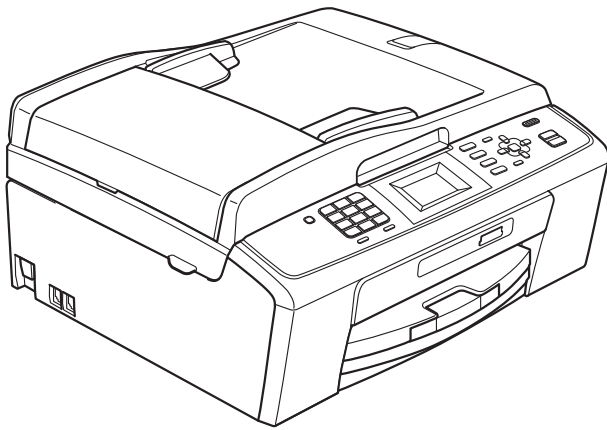**brother**®

ADVANCED USER'S GUIDE

MFC-J220
MFC-J265W
MFC-J270W
MFC-J410W
MFC-J415W

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 PhotoCapture Center® 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, and printing reports. Perform routine maintenance.	PDF file / Documentation CD-ROM
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning (MFC-J265W, MFC-J270W, MFC-J410W and MFC-J415W only), PhotoCapture Center®, PC-Fax Send, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM
Network User's Guide (MFC-J265W, MFC-J270W, MFC-J410W and MFC-J415W only)	This Guide provides more advanced information for configuring the Wireless network connections. In addition, find information about network utilities, network printing, troubleshooting tips and supported network specifications.	PDF file / Documentation CD-ROM

Table of Contents

1

General setup

Memory storage

Even if there is a power failure, you will not lose the settings you have chosen using the **Menu** key because they are stored permanently. Also, you will not lose your settings in the **FAX**, **COPY** and **PHOTO CAPTURE** mode key menus if you have chosen `Set New Default`. You may have to reset the date and time.

Volume Settings

Ring Volume

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

While the machine is idle, press ◁) ◀ or ▶ ◁)) to adjust the volume level. The LCD shows 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 volume through the menu, by following the instructions below:

Setting the Ring Volume from the menu

① Press **Menu**.

② Press ▲ or ▼ to choose
   `General Setup`.
   Press **OK**.

③ Press ▲ or ▼ to choose `Volume`.
   Press **OK**.

④ Press ▲ or ▼ to choose `Ring`.
   Press **OK**.

⑤ Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`.
   Press **OK**.

⑥ 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 beeper volume levels, from High to Off.

1. Press **Menu**.

2. Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3. Press ▲ or ▼ to choose Volume.
   Press **OK**.

4. Press ▲ or ▼ to choose Beeper.
   Press **OK**.

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

6. Press **Stop/Exit**.

Speaker Volume

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

1. Press **Menu**.

2. Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3. Press ▲ or ▼ to choose Volume.
   Press **OK**.

4. Press ▲ or ▼ to choose Speaker.
   Press **OK**.

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

6. Press **Stop/Exit**.

You can also adjust the speaker volume by pressing **Hook**.

1. Press **Hook**.

2. Press ◁) ◄ or ► ◁)).
   This setting will stay until you change it again.

3. Press **Hook**.

Automatic Daylight Saving Time

You can set the machine to change automatically for daylight saving time. It will reset itself forward one hour in the Spring and backward one hour in the Fall. Make sure you have set the correct date and time in the `Date&Time` setting.

The factory setting is `Off`, so you will have to turn on Automatic Daylight Saving Time as follows.

1. Press **Menu**.

2. Press ▲ or ▼ to choose `General Setup`. Press **OK**.

3. Press ▲ or ▼ to choose `Auto Daylight`. Press **OK**.

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

5. Press **Stop/Exit**.

Sleep Mode

You can choose how long the machine must be idle (from 1 to 60 minutes) before it goes into sleep mode. The timer will restart if any operation is carried out on the machine.

1. Press **Menu**.

2. Press ▲ or ▼ to choose `General Setup`. Press **OK**.

3. Press ▲ or ▼ to choose `Sleep Mode`. Press **OK**.

4. Press ▲ or ▼ to choose `1Min`, `2Mins`, `3Mins`, `5Mins`, `10Mins`, `30Mins` or `60Mins`. Press **OK**.

5. Press **Stop/Exit**.

LCD screen

LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD, try changing the contrast setting.

1 Press **Menu**.

2 Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3 Press ▲ or ▼ to choose LCD Settings.
   Press **OK**.

4 Press ▲ or ▼ to choose LCD Contrast.
   Press **OK**.

5 Press ◀ to change darker or press ▶ to change lighter.
   Press **OK**.

6 Press **Stop/Exit**.

Setting the backlight brightness

You can adjust the brightness of the LCD backlight. If you are having difficulty reading the LCD, try changing the brightness setting.

1 Press **Menu**.

2 Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3 Press ▲ or ▼ to choose LCD Settings.
   Press **OK**.

4 Press ▲ or ▼ to choose Backlight.
   Press **OK**.

5 Press ▲ or ▼ to choose Light, Med or Dark.
   Press **OK**.

6 Press **Stop/Exit**.

Setting the Dim Timer for the backlight

You can set how long the LCD backlight stays on after you go back to the Ready screen.

1 Press **Menu**.

2 Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3 Press ▲ or ▼ to choose LCD Settings.
   Press **OK**.

4 Press ▲ or ▼ to choose Dim Timer.
   Press **OK**.

5 Press ▲ or ▼ to choose 10Secs, 20Secs, 30Secs or Off.
   Press **OK**.

6 Press **Stop/Exit**.

Mode Timer

The machine has four temporary mode keys on the control panel: **FAX**, **SCAN**, **COPY** and **PHOTO CAPTURE**. You can change the amount of time the machine takes after the last Scan, Copy or PhotoCapture operation before it returns to Fax mode. If you choose Off, the machine stays in the mode you used last.

FAX

SCAN

COPY

PHOTO
CAPTURE

1. Press **Menu**.

2. Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3. Press ▲ or ▼ to choose Mode Timer.
   Press **OK**.

4. Press ▲ or ▼ to choose 0Sec, 30Secs,
   1Min, 2Mins, 5Mins or Off.
   Press **OK**.

5. Press **Stop/Exit**.

2 Security features

TX Lock

TX Lock lets you prevent unauthorized access to the machine.

While TX Lock is On, the following operations are available:

- Receiving faxes

While TX Lock is On, the following operations are NOT available:

- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture
- Operation from the Control panel

Note

If you forget the TX Lock password, please call Brother Customer Service. (See *Brother numbers* on page i in the *Basic User's Guide*.)

Setting and changing the TX Lock password

Note

If you have already set the password, you will not need to set it again.

Setting the password

1. Press **Menu**.

2. Press ▲ or ▼ to choose `Fax`. Press **OK**.

3. Press ▲ or ▼ to choose `Miscellaneous`. Press **OK**.

4. Press ▲ or ▼ to choose `TX Lock`. Press **OK**.

5. Enter a 4-digit number for the password. Press **OK**.

6. When the LCD shows `Verify:`, re-enter the password. Press **OK**.

7. Press **Stop/Exit**.

Changing the password

1. Press **Menu**.

2. Press ▲ or ▼ to choose Fax.
   Press **OK**.

3. Press ▲ or ▼ to choose
   Miscellaneous.
   Press **OK**.

4. Press ▲ or ▼ to choose TX Lock.
   Press **OK**.

5. Press ▲ or ▼ to choose Set Password.
   Press **OK**.

6. Enter a 4-digit number for the current
   password.
   Press **OK**.

7. Enter a 4-digit number for a new
   password.
   Press **OK**.

8. When the LCD shows Verify:,
   re-enter the password.
   Press **OK**.

9. Press **Stop/Exit**.

Turning TX Lock on/off

Turning TX Lock on

1. Press **Menu**.

2. Press ▲ or ▼ to choose Fax.
   Press **OK**.

3. Press ▲ or ▼ to choose
   Miscellaneous.
   Press **OK**.

4. Press ▲ or ▼ to choose TX Lock.
   Press **OK**.

5. Press ▲ or ▼ to choose Set TX Lock.
   Press **OK**.

6. Enter the registered 4-digit password.
   Press **OK**.
   The machine goes offline and the LCD
   shows TX Lock Mode.

Turning TX Lock off

1. Press **Menu**.

2. Enter the registered 4-digit password.
   Press **OK**.
   TX Lock is automatically turned off.

Note

If you enter the wrong password, the LCD
shows Wrong Password and stays
offline. The machine will stay in TX Lock
mode until the registered password is
entered.

3 Sending a fax

Additional sending options

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, scan size etc.

a Press [ ] (**FAX**).
The LCD shows:

```
 📠  Press Start ■ □
              Enter Number
  Fax Resolution
              Standard
  Contrast
```
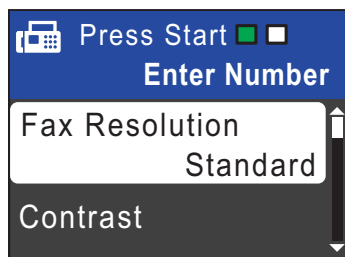
b Press ▲ or ▼ to choose a setting you want to change.
Press **OK**.

c Press ▲ or ▼ to choose an option.
Press **OK**.

d Repeat steps b to c to change more settings.

Note

• Most settings are temporary and the machine returns to its default settings after you send a fax.

• You can save some of the settings you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as the new default* on page 9.)

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents the factory setting Auto can be used. It automatically chooses the suitable contrast for your document.
Choose Light when sending a light document.
Choose Dark when sending a dark document.

a Press [ ] (**FAX**).

b Press ▲ or ▼ to choose Contrast.
Press **OK**.

c 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 in any of the following conditions:

• When you send a color fax.

• When you choose Photo as the Fax Resolution.

Changing fax resolution

The quality of a fax can be improved by changing the fax resolution.

a Press ⬛ (**FAX**).

b Press ▲ or ▼ to choose
Fax Resolution.
Press **OK**.

c 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 faxes.

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. Photo has the slowest transmission.

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.

Setting your changes as the new default

You can save the fax settings for
Fax Resolution, Contrast,
Real Time TX and Glass ScanSize you use most often by setting them as default. These settings will stay until you change them again.

a Press ⬛ (**FAX**).

b Press ▲ or ▼ to choose the setting you want to change, and press **OK**. Then press ▲ or ▼ to choose your new option. Press **OK**.

Repeat this step for each setting you want to change.

c After changing the last setting, press ▲ or ▼ to choose Set New Default. Press **OK**.

d Press **1** to choose Yes.

e Press **Stop/Exit**.

Restoring fax settings to the factory settings

You can restore the fax settings
Fax Resolution, Contrast,
Real Time TX, and Glass ScanSize, that you have changed, to the factory settings. These settings will stay until you change them again.

a Press ⬛ (**FAX**).

b Press ▲ or ▼ to choose
Factory Reset.
Press **OK**.

c Press **1** to choose Yes.

d Press **Stop/Exit**.

Additional sending operations

Sending a fax manually

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

Note

(MFC-J410W and MFC-J415W only)

To send a multiple page fax, use the ADF.

1 Press 🔲 (**FAX**).

2 Load your document.

3 To listen for a dial tone press **Hook** or pick up the handset of the external telephone.

4 Dial the fax number.

5 When you hear the fax tone, press **Black Start** or **Color Start**. If you are using the scanner glass press **1** on the machine to send a fax.

6 If you picked up the handset of the external telephone, replace it.

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 Press 🔲 (**FAX**).

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 the external phone.

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 shows the new job number and available memory.

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

Note

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

Broadcasting (Black & White only)

Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, Speed Dial numbers, and up to 50 manually dialed numbers in the same broadcast.

After the broadcast is finished, a Broadcast Report will be printed.

a Press ⊞ (**FAX**).

b Load your document.

c Press ▲ or ▼ to choose Broadcasting. Press **OK**.

d You can add numbers to the broadcast in the following ways:

■ Press ▲ or ▼ to choose Add Number and press **OK**. Enter a number using dial pad.

Press **OK**.

■ Press ▲ or ▼ to choose Speed Dial and **OK**. Press ▲ or ▼ to choose Alphabetical Order or Numerical Order and **OK**. Press ▲ or ▼ to select a number and **OK**.

e After you have entered all the fax numbers by repeating step d, press ▲ or ▼ to choose Complete. Press **OK**.

f Press **Black Start**.

✎ Note

• If you did not use up any of the numbers for Groups, you can broadcast faxes to as many as 90 different numbers.

• The machine's available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum number available, you will not be able to use dual access.

• If the Out of Memory message appears, press **Stop/Exit** to stop the job. If more than one page has been scanned, press **Black Start** to send the portion that is in the machine's memory.

Canceling a Broadcast in progress

a Press **Menu**.

b Press ▲ or ▼ to choose Fax. Press **OK**.

c Press ▲ or ▼ to choose Remaining Jobs. Press **OK**. The LCD will show the fax number being dialed and the Broadcast job number.

d Press **OK**. The LCD will ask you the following question:
Cancel Job?
Yes → Press 1
No → Press 2

e Press **1** to cancel the fax number being dialed. The LCD will then show the Broadcast job number.

f Press **OK**. The LCD will ask you the following question:
Cancel Job?
Yes → Press 1
No → Press 2

3

⑦ To cancel the Broadcast, press **1**.

⑧ Press **Stop/Exit**.

Real Time Transmission

When you are sending a fax, the machine will scan the document 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 do this by turning on `Real Time TX`.

① Press ▢ (**FAX**).

② Press ▲ or ▼ to choose `Real Time TX`.
Press **OK**.

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

Note

• (MFC-J410W and MFC-J415W only)

  If the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if `Real Time TX` is set to `Off`). 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 you are using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on the Overseas mode. After you send a fax using this feature, the feature will turn itself off.

① Press ▢ (**FAX**).

② Load your document.

③ Press ▲ or ▼ to choose
`Overseas Mode`.
Press **OK**.

④ Press ▲ or ▼ to choose `On` (or `Off`).
Press **OK**.

Checking and canceling waiting jobs

You can check which jobs are still waiting in the memory to be sent and cancel a job.
(If there are no jobs, the LCD shows
`No Jobs Waiting`.)

1 Press **Menu**.

2 Press ▲ or ▼ to choose `Fax`.
Press **OK**.

3 Press ▲ or ▼ to choose
`Remaining Jobs`.
Press **OK**.
Any waiting jobs appear on the LCD.

4 Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel.
Press **OK**.

5 Do one of the following:

■ To cancel, press **1** to choose `Yes`.

If you want to cancel another job go to step 4.

■ To exit without canceling, press **2** to choose `No`.

6 Repeat steps 4 and 5 for each job you want to cancel.

7 When you are finished, press **Stop/Exit**.

4 Receiving a fax

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 Letter, Legal or A4 size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See *Paper Size* in *chapter 2* in the *Basic User's Guide*.)

1. Press **Menu**.

2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.

3. Press ▲ or ▼ to choose
   `Setup Receive`.
   Press **OK**.

4. Press ▲ or ▼ to choose
   `Auto Reduction`.
   Press **OK**.

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

6. Press **Stop/Exit**.

Receiving a fax at the end of a conversation

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

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 other machine's CNG tones (slowly repeating beeps), press **Black Start** or **Color Start**.

3. Press **2** to receive the fax.

4. Replace the handset of the external telephone.

Receiving faxes into memory when paper tray is empty

As soon as the paper tray becomes empty during fax reception, the LCD shows `No Paper Fed`. Put some paper in the paper tray. (See *Loading paper and other print media* in *chapter 2* in 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.

Further incoming faxes will also be stored in memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

5 Dialing and storing numbers

Voice operations

Voice calls can be made either with an external telephone, by dialing manually, or by using Quick Dial numbers.

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:

① Pick up the handset of an external telephone or 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.

Fax/Tel mode

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

If you are at the extension telephone, you'll need to lift the handset during the F/T Ring and then press **# 5 1** 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 **✻ 5 1**.

If you are at the machine, lift the external telephone's handset, and then press **Hook** to answer.

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

You can view the list or choose one of these numbers to fax to, add to Speed Dial, or delete from the history. (See *Caller ID history* on page 18.)

◼ You can see the first 18 characters of the number (or name).

◼ The `# Unavailable` message means the call originated outside your Caller ID service area.

◼ The `Private Call` message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* on page 24.)

📝 Note

• This feature may not be available in certain areas of the USA and Canada.

• The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

Setting up your area code (USA only)

When returning calls from the Caller ID history your machine will automatically dial "1" plus the area code for all calls. If your local dialing plan requires that the "1" not be used for calls within your area code enter your area code in this setting. With the area code setting, calls returned from the Caller ID history to your area code will be dialed using 10 digits (area code + 7-digit number). If your dialing plan does not follow the standard 1 + area code + 7-digit number dialing system for calling outside your area code, you may experience problems returning calls automatically from the Caller ID history. If this is not the procedure followed by your dialing plan, you will not be able to return calls automatically.

1. Press **Menu**.

2. Press ▲ or ▼ to choose Fax.
   Press **OK**.

3. Press ▲ or ▼ to choose Miscellaneous.
   Press **OK**.

4. Press ▲ or ▼ to choose Caller ID.
   Press **OK**.

5. Use the dial pad to enter your area code.
   Press **OK**.

6. Press **Stop/Exit**.

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 will be sent to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**
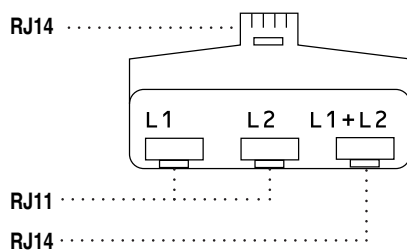
Two-line telephone system

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 mixed 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* in 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 help 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 triple adapter.
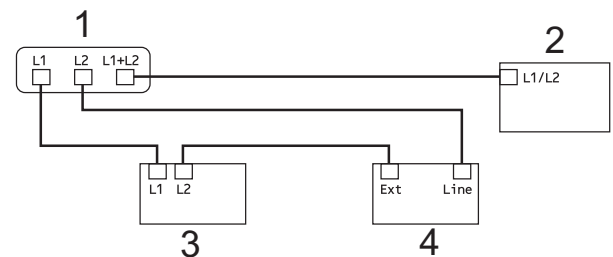
Triplex Adapter

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.

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

b 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.

c 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.

d 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 left 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

Outgoing Call

The last 30 numbers you sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to fax to, add to Speed Dial, or delete from the history.

a Press **Redial/Pause**.
You can also choose Outgoing Call by pressing [📠] (**FAX**).

b Press ▲ or ▼ to choose the number you want.
Press **OK**.

c Do one of the following:

■ To send a fax, press ▲ or ▼ to choose Send a fax.

Press **OK**.

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

■ If you want to store the number, press ▲ or ▼ to choose Add to Speed Dial.

Press **OK**.

(See *Storing Speed Dial numbers from Outgoing Calls* on page 20.)

■ Press ▲ or ▼ to choose Delete.

Press **OK**.

Press **1** to confirm.

d Press **Stop/Exit**.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID* on page 15.)

The number, or name if available, from the last 30 faxes and telephone calls you received will be stored in the Caller ID history. You can view the list or choose one of these numbers to fax to, add to Speed Dial or delete from the history. When the thirty-first call comes into the machine, it replaces information about the first call.

Note

If you are not a Caller ID subscriber, Caller ID history only allows you to view and delete the dates of calls.

a Press **Redial/Pause** and press *.
You can also choose Caller ID hist. by pressing [📠] (**FAX**).

b Press ▲ or ▼ to choose the number you want.
Press **OK**.

c Do one of the following:

■ To send a fax, press ▲ or ▼ to choose Send a fax.
Press **OK**.
Press **Black Start** or **Color Start**.

■ If you want to store the number, press ▲ or ▼ to choose Add to Speed Dial.
Press **OK**.
(See *Storing Speed Dial numbers from Outgoing Calls* on page 20.)

■ Press ▲ or ▼ to choose Delete.
Press **OK**.
Press **1** to confirm.

d Press **Stop/Exit**.

📓 Note

- (USA only) If you redial from the Caller ID history outside your area code, you must set up your AREA CODE in advance. (See *Setting up your area code (USA only)* on page 16.)

- You can print the Caller ID List. (See *How to print a report* on page 24.)

Dialing access codes and credit card numbers

Sometimes, you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as Speed Dial numbers. You can store these long dialing sequences by dividing them and setting them up as separate Speed Dial numbers in any combination. You can even include manual dialing using the dial pad. (See *Storing Speed Dial numbers* in *chapter 7* in the *Basic User's Guide*.)

For example, you might have stored "555" on Speed Dial: 03 and "7000" on Speed Dial: 02. You can use them both to dial "555-7000" if you press the following keys:

1 Press 📖 (**Speed Dial**).

2 Press ▲ or ▼ to choose Search. Press **OK**.

3 Enter **03**.

4 Press ▲ or ▼ to choose Speed Dial. Press **OK**.

5 Press ▲ or ▼ to choose Search. Press **OK**.

6 Enter **02**.

7 Press **Black Start** or **Color Start**. You will dial "555-7000".

To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press 📖 (**Speed Dial**), choose Search, press **03** and then press **7001** using the dial pad.

📓 Note

If you must wait for another dial tone or signal at any point in the dialing sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 3.5-second delay.

5

Additional ways to store numbers

Storing Speed Dial numbers from Outgoing Calls

You can also store Speed Dial numbers from the Outgoing Call history.

1. Press **Redial/Pause**.
   You can also choose `Outgoing Call` by pressing 🖂 (**FAX**).

2. Press ▲ or ▼ to choose the name or number you want to store.
   Press **OK**.

3. Press ▲ or ▼ to choose
   `Add to Speed Dial`.
   Press **OK**.

4. Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number.
   Press **OK**.

5. Do one of the following:
   - Enter the name (up to 16 characters) using the dial pad.
     Press **OK**.

     (To help you enter letters, see *Entering Text* in *appendix C* in the *Basic User's Guide*.)
   - To store the number without a name, press **OK**.

6. Press **OK** to confirm the fax or telephone number.

7. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.

8. Press **Stop/Exit**.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See *Caller ID* on page 15.)

1. Press **Redial/Pause** and press *.
   You can also choose
   `Caller ID hist.` by pressing
   🖂 (**FAX**).

2. Press ▲ or ▼ to choose the number you want to store.
   Press **OK**.

3. Press ▲ or ▼ to choose
   `Add to Speed Dial`.
   Press **OK**.

4. Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number.
   Press **OK**.

5. Do one of the following:
   - If you want to store the displayed name, press **OK**.
   - Enter the name (up to 16 characters) using the dial pad.
     Press **OK**.

     (To help you enter letters, see *Entering Text* in *appendix C* in the *Basic User's Guide*.)
   - To store the number without a name, press **OK**.

6. Press **OK** to confirm the fax or telephone number.

7. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.

8. Press **Stop/Exit**.

Setting up groups for broadcasting

Groups, which can be stored in a Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only ⊡ (**Speed Dial**), Search, **OK**, the two-digit location and **Black Start**.

First, you'll need to store each fax number in a Speed Dial location. Then you can include them as numbers in the Group. Each Group uses up a Speed Dial location. You can have up to six Groups, or you can assign up to 39 numbers in a large Group.

(See *Broadcasting (Black & White only)* on page 11 and *Storing Speed Dial numbers* in *chapter 7* in the *Basic User's Guide*.)

a Press ⊡ (**Speed Dial**).

b Press ▲ or ▼ to choose Setup Groups. Press **OK**.

c Press ▲ or ▼ to choose GROUP1, GROUP2, GROUP3, GROUP4, GROUP5 or GROUP6 for the Group name where you will store the fax numbers. Press **OK**.

d Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the Group. Press **OK**.

e If you want to change the Group name, press ▲ or ▼ to choose Change Group Name and press **OK**. Then enter the new Group name and press **OK**.

f Press ▲ or ▼ to choose Add Number. Press **OK**.

g To add numbers to the group, press ▲ or ▼ to choose Alphabetical Order or Numerical Order and **OK**. Press ▲ or ▼ to select a number and **OK**.

h Do one of the following:

■ To add another number to the group, repeat steps ⑥ to ⑦.

■ If you are finished adding numbers to the group, press ▲ or ▼ to choose Complete.

  Press **OK**.

i Do one of the following:

■ To store another Group for broadcasting, repeat steps ❸ to ❽.

■ To finish storing Groups for broadcasting, press **Stop/Exit**.

Note

You can print a list of all the Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 24.)

5

Changing a Group name

1 Press 🕮 (**Speed Dial**).

2 Press ▲ or ▼ to choose Setup Groups.
Press **OK**.

3 Press ▲ or ▼ to choose the Group name
you want to change.
Press **OK**.

4 Press ▲ or ▼ to choose
Change Group Name.
Press **OK**.

Note

*How to change the stored name or
number:*

If you want to change a character, press
◀ or ▶ to position the cursor under the
character you want to change, and then
press **Clear**. Re-enter the character.

5 Enter the new name (up to 16
characters) using the dial pad.
Press **OK**.
(See *Entering Text* in *appendix C* in the
Basic User's Guide. For example, type
NEW CLIENTS.)

6 Press ▲ or ▼ to choose Complete.
Press **OK**.

7 Press **Stop/Exit**.

Deleting a Group

1 Press 🕮 (**Speed Dial**).

2 Press ▲ or ▼ to choose Setup Groups.
Press **OK**.

3 Press ▲ or ▼ to choose the Group you
want to delete.
Press **OK**.

4 Press ▲ or ▼ to choose Delete.
Press **OK**.
Press **1** to confirm.

5 Press **Stop/Exit**.

Deleting a number from a Group

1 Press 🕮 (**Speed Dial**).

2 Press ▲ or ▼ to choose Setup Groups.
Press **OK**.

3 Press ▲ or ▼ to choose the Group you
want to change.
Press **OK**.

4 Press ▲ or ▼ to choose the number you
want to delete.
Press **OK**.
Press **1** to confirm.

5 Press ▲ or ▼ to choose Complete.
Press **OK**.

6 Press **Stop/Exit**.

6 Printing reports

Fax reports

You need to set up the Transmission Verification Report and Journal Period using the **Menu** keys.

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* in the *Basic User's Guide*.)

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to `Off`, you can still print the report by following the steps in *How to print a report* on page 24. The factory setting is `Every 50 Faxes`.

a Press **Menu**.

b Press ▲ or ▼ to choose `Fax`.
Press **OK**.

c Press ▲ or ▼ to choose `Report Setting`.
Press **OK**.

d Press ▲ or ▼ to choose `Journal Period`.
Press **OK**.

e Press ▲ or ▼ to choose an interval.
Press **OK**.
If you choose `Every 50 Faxes`, go to step ❽.

■ 6, 12, 24 hours, 2 or 7 days

The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory 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 the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.

■ Every 50 Faxes

The machine will print the Journal when the machine has stored 50 jobs.

f Enter the time to start printing in 24-hour format.
Press **OK**.
(For example: enter 19:45 for 7:45 PM.)

Note

When you set `12h Clock` in the `Date&Time` setting, enter the time in 12-hour format.

g If you choose `Every 7 Days`, the LCD will ask you to choose the first day for the 7-day countdown.

h Press **Stop/Exit**.

Reports

The following reports are available:

- **Transmission**

  Prints a Transmission Verification Report for your last transmission.

- **Help List**

  A help list showing how to program your machine.

- **Quick Dial**

  Lists names and numbers stored in the Speed Dial memory, in alphabetical or numerical order.

- **Fax Journal**

  Lists information about the last incoming and outgoing faxes.
  (TX: Transmit.) (RX: Receive.)

- **User Settings**

  Lists your settings.

- **Network Config** (MFC-J265W, MFC-J270W, MFC-J410W and MFC-J415W only)

  Lists your Network settings.

- **WLAN Report** (MFC-J265W, MFC-J270W, MFC-J410W and MFC-J415W only)

  Prints the result of the WLAN connection.

- **Caller ID hist.**

  Lists the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

1. Press **Menu**.

2. Press ▲ or ▼ to choose Print Reports.
   Press **OK**.

3. Press ▲ or ▼ to choose the report you want.
   Press **OK**.

4. (Quick Dial only) Press ▲ or ▼ to choose Alphabetical Order or Numerical Order.
   Press **OK**.

5. Press **Black Start**.

6. Press **Stop/Exit**.

7 Making copies

Copy settings

You can change the copy settings temporarily for the next copy.

These settings are temporary, and the machine returns to its default settings 1 minute after copying, unless you have set the Mode Timer to 30 seconds or less. (See *Mode Timer* on page 5.)

To change a setting, press **COPY** and then press ▲ 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**.

Note

You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as the new default* on page 29.)

Stop copying

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

Changing copy quality

You can choose from a range of quality. The factory setting is Normal.

■ Fast

Fast copy speed and lowest amount of ink used. Use to save time printing documents to be proof-read, large documents or many copies.

■ Normal

Normal is the recommended mode for ordinary printouts. This produces good copy quality with good copy speed.

■ Best

Use Best mode to copy precise images such as photographs. This provides the highest resolution and slowest speed.

a Press [ ] (**COPY**).

b Load your document.

c Enter the number of copies you want.

d Press ▲ or ▼ to choose Quality.
Press **OK**.

e Press ▲ or ▼ to choose Fast, Normal or Best.
Press **OK**.

f If you do not want to change additional settings, press **Black Start** or **Color Start**.

Enlarging or reducing the copied image

You can choose an enlargement or reduction ratio. If you choose `Fit to Page`, your machine will adjust the size automatically to the paper size you set.

a Press 🄴 (**COPY**).

b Load your document.

c Enter the number of copies you want.

d Press ▲ or ▼ to choose `Enlarge/Reduce`.
Press **OK**.

e Press ▲ or ▼ to choose `100%`, `Enlarge`, `Reduce`, `Fit to Page` or `Custom(25-400%)`.

f Do one of the following:

■ If you chose `Enlarge` or `Reduce`, press **OK** and press ▲ or ▼ to choose the enlargement or reduction ratio you want.
Press **OK**.

■ If you chose `Custom(25-400%)`, press **OK** and then enter an enlargement or reduction ratio from `25%` to `400%`.
Press **OK**.

■ If you chose `100%` or `Fit to Page`, press **OK**. Go to step **g**.

`198% 4"x6"→A4`
`186% 4"x6"→LTR`
`104% EXE→LTR`
`100%`
`97% LTR→A4`
`93% A4→LTR`
`85% LTR→EXE`

(MFC-J220, MFC-J265W and MFC-J270W only)
`83%`
 	
(MFC-J410W and MFC-J415W only)
`83% LGL→A4`

(MFC-J220, MFC-J265W and MFC-J270W only)
`78%`
 	
(MFC-J410W and MFC-J415W only)
`78% LGL→LTR`

`46% LTR→4"x6"`
`Fit to Page`
`Custom(25-400%)`

g If you do not want to change additional settings, press **Black Start** or **Color Start**.

Note

• `Page Layout` is not available with `Enlarge/Reduce`.

• `Page Layout` and `Sort` (MFC-J410W and MFC-J415W only) are not available with `Fit to Page`.

• `Fit to Page` does not work properly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper left hand corner, with the document face down on the scanner glass.

• `Fit to Page` is not available when using the ADF.

Making N in 1 copies or a poster (Page Layout)

The N in 1 copy feature can help you save paper by letting you copy two or four pages onto one printed page.

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

❶ IMPORTANT

- Make sure the paper size is set to Letter, A4 or EXE.

- Poster copy is not available for Executive size paper.

- You cannot use the Enlarge/Reduce and Stack/Sort (MFC-J410W and MFC-J415W only) settings with the N in 1 and Poster features.

- N in 1 color copies are not available.

- (P) means Portrait and (L) means Landscape.

- You can only make one poster copy at a time.

Note

Sort (MFC-J410W and MFC-J415W only) and Enlarge/Reduce are not available with Page Layout.

1 Press (**COPY**).

2 Load your document.

3 Enter the number of copies you want.

4 Press ▲ or ▼ to choose Page Layout. Press **OK**.

5 Press ▲ or ▼ to choose Off(1in1), 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L) or Poster (3x3). Press **OK**.

6 If you do not want to change additional settings, press **Black Start** or **Color Start** to scan the page. If you placed the document in the ADF or are making a poster, 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.

8 Place the next page on the scanner glass. Press **OK**.

9 Repeat steps **7** and **8** for each page of the layout.

10 After all the pages have been scanned, press **2** to finish.

Note

If you have chosen photo paper as the Paper Type for N in 1 copies, the machine will print the images as if plain paper had been chosen.

7

Place the document face down in the direction shown below:

- **2 in 1 (P)**

- **2 in 1 (L)**

- **4 in 1 (P)**

- **4 in 1 (L)**
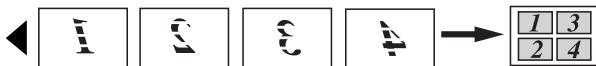
- **Poster(3 x 3)**

  You can make a poster size copy of a photograph.
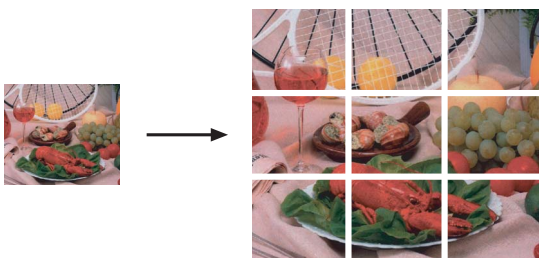
Sorting copies using the ADF (MFC-J410W and MFC-J415W only)

You can sort multiple copies. Pages will be stacked in the order 321, 321, 321, and so on.

1. Press ▣ (**COPY**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ▲ or ▼ to choose Stack/Sort. Press **OK**.

5. Press ▲ or ▼ to choose Sort. Press **OK**.

6. If you do not want to change additional settings, press **Black Start** or **Color Start**.

> **Note**
>
> Fit to Page and Page Layout are not available with Sort.

Adjusting Density

You can adjust the copy density to make copies darker or lighter.

1. Press ▣ (**COPY**).

2. Load your document.

3. Enter the number of copies you want.

4. Press ▲ or ▼ to choose Density. Press **OK**.

5. Press ▶ to make the copy darker or press ◀ to make the copy lighter. Press **OK**.

6. If you do not want to change additional settings, press **Black Start** or **Color Start**.

Setting your changes as the new default

You can save the copy settings for Quality, Enlarge/Reduce, Density and Page Layout that you use most often by setting them as the default settings. These settings will stay until you change them again.

1 Press ⬛ (**COPY**).

2 Press ▲ or ▼ to choose your new setting. Press **OK**.
Repeat this step for each setting you want to change.

3 After changing the last setting, press ▲ or ▼ to choose Set New Default. Press **OK**.

4 Press **1** to choose Yes.

5 Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore the copy settings Quality, Enlarge/Reduce, Density, and Page Layout, that you have changed, to the factory settings.

1 Press ⬛ (**COPY**).

2 Press ▲ or ▼ to choose Factory Reset. Press **OK**.

3 Press **1** to choose Yes.

4 Press **Stop/Exit**.

7

8

PhotoCapture Center®: Printing photos from a memory card

PhotoCapture Center® operations

Memory cards folder structures

Your machine is designed to be compatible with modern digital camera image files, memory cards; however, please read the points below to avoid errors:

■ The image file extension must be .JPG (other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).

■ Direct PhotoCapture Center® printing must be performed separately from PhotoCapture Center® operations using the PC. (Simultaneous operation is not available.)

■ The machine can read up to 999 files on a memory card.

■ The DPOF file on the memory cards must be in a valid DPOF format. (See *DPOF printing* on page 33.)

Please be aware of the following:

■ When printing an index or image, the PhotoCapture Center® will print all valid images, even if one or more images have been corrupted. Corrupted images will not be printed.

■ (memory card users)

Your machine is designed to read memory cards that have been formatted by a digital camera.

When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image files to the memory card we also recommend you use the same folder your digital camera uses. If the data is not saved to the same folder, the machine may not be able to read the file or print the image.

Print Images

Print Index (Thumbnails)

The PhotoCapture Center® assigns numbers for images (such as No.1, No.2, No.3, and so on).
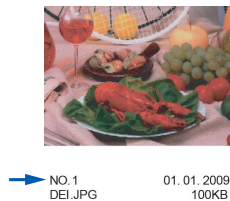
The PhotoCapture Center® does not recognize any other numbers or file names that your digital camera or computer has used to identify the pictures. You can print a thumbnail page. This will show all the pictures on the memory card.

Note

Only file names that are 8 characters or less will be printed correctly on the index sheet.

a Make sure you have put the memory card in the proper slot.
Press [📷] (**PHOTO CAPTURE**).

b Press ▲ or ▼ to choose Print Index.
Press **OK**.

c Press ▲ or ▼ to choose 6 IMGs/Line or 5 IMGs/Line.
Press **OK**.
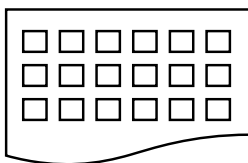
6 IMGs/Line   5 IMGs/Line

Print time for 5 IMGs/Line will be slower than 6 IMGs/Line, but the quality is better.

d Do one of the following:

■ Press ▲ or ▼ to choose Paper Type, and press **OK** and press ▲ or ▼ to choose the type of paper you are using, Plain Paper, Inkjet Paper, Brother BP71, Brother BP61 or Other Glossy.

Press **OK**.

■ Press ▲ or ▼ to choose Paper Size and press **OK** and press ▲ or ▼ to choose the paper size you are using, Letter or A4.

Press **OK**.

■ If you do not want to change the paper settings, go to step e.

e Press **Color Start** to print.

Printing Photos

Before you can print an individual image, you have to know the image number.

a Make sure you have put the memory card in the proper slot.
Press [📷] (**PHOTO CAPTURE**).

b Print the Index. (See *Print Index (Thumbnails)* on page 31.)

c Press ▲ or ▼ to choose Print Photos.
Press **OK**.

d Enter the image number that you want to print from the Index page (Thumbnails).
Press **OK**.

8

e Repeat step **d** until you have entered all the image numbers that you want to print.

Note

• You can enter multiple numbers at one time by using the * key for a comma or the **#** key for a hyphen. For example, Enter **1**, *, **3**, *, **6** to print images No.1, No.3 and No.6. Enter **1**, **#**, **5** to print images No.1 to No.5.

• You can enter up to 12 characters (including commas) for the image numbers you want to print.

f After you have chosen all the image numbers, press **OK** again.

g Enter the number of copies you want using the dial pad.

h Do one of the following:

■ Change the print settings. (See *PhotoCapture Center® print settings* on page 33.)

■ If you do not want to change any settings, press **Color Start** to print.

Print All Photos

You can print all the photos on your memory card.

a Make sure you have put the memory card in the proper slot.

Press [📷] (**PHOTO CAPTURE**).

b Press ▲ or ▼ to choose
Print All Photos.
Press **OK**.

c Enter the number of copies you want using the dial pad.

d Do one of the following:

■ Change the print settings. (See *PhotoCapture Center® print settings* on page 33.)

■ If you do not want to change any settings, press **Color Start** to print.

DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to choose on the digital camera display the images and number of copies you want to print.

When a memory card (Memory Stick™, Memory Stick PRO™, Memory Stick Duo™, Memory Stick PRO Duo™, SD or SDHC) containing DPOF information is put into your machine, you can print the chosen image easily.

1️⃣ Make sure you have put the memory card in the proper slot.

Press 📷 (**PHOTO CAPTURE**). The machine will ask you if you want to use DPOF settings.

2️⃣ Press **1** to choose Yes.

3️⃣ Do one of the following:

■ Change the print settings. (See *PhotoCapture Center® print settings* on page 33.)

■ If you do not want to change any settings, press **Color Start** to print.

✎ Note

An Invalid DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support Web site or accompanying documentation.

PhotoCapture Center® print settings

You can change the print settings temporarily for the next printing.

These settings are temporary, and the machine returns to its default settings 3 minutes after printing, unless you have set the Mode Timer to 2 minutes or less. (See *Mode Timer* on page 5.)

✎ Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as the new default* on page 36.)
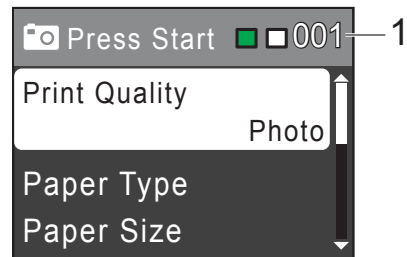
1   No. of prints

(For View Photo(s))
You can see the total number of photos that will be printed.

(For Print All Photos, Print Photos)
You can see the number of copies of each photo that will be printed.

(For DPOF printing) This does not appear.

8

Print Quality

1. Press ▲ or ▼ to choose
   Print Quality.
   Press **OK**.

2. Press ▲ or ▼ to choose Normal or
   Photo.
   Press **OK**.

3. If you do not want to change additional
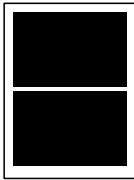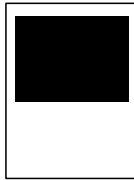   settings, press **Color Start** to print.
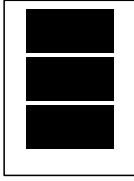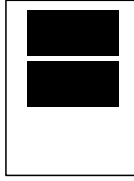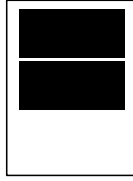
Paper options

Paper Type

1. Press ▲ or ▼ to choose Paper Type.
   Press **OK**.

2. Press ▲ or ▼ to choose the paper type
   you are using, Plain Paper,
   Inkjet Paper, Brother BP71,
   Brother BP61 or Other Glossy.
   Press **OK**.

3. If you do not want to change additional
   settings, press **Color Start** to print.

Paper and print size

1. Press ▲ or ▼ to choose Paper Size.
   Press **OK**.

2. Press ▲ or ▼ to choose the paper size
   you are using, 4"x 6", 5"x 7",
   Letter or A4.
   Press **OK**.

3. If you chose Letter or A4, press ▲ or ▼
   to choose the Print Size.
   Press **OK**.

Example: Printed position for Letter paper		
1 3"x 4"	2 3.5"x 5"	3 4"x 6"
4 5"x 7"	5 6"x 8"	6 Max. Size

4. If you do not want to change additional
   settings, press **Color Start** to print.

Adjusting Brightness, Contrast and Color

Brightness

1. Press ▲ or ▼ to choose `Brightness`. Press **OK**.

2. Press ◄ to make a darker print or press ► to make a lighter print. Press **OK**.

3. If you do not want to change additional settings, press **Color Start** to print.

Contrast

You can choose the contrast setting. Increasing the contrast will make an image look sharper and more vivid.

1. Press ▲ or ▼ to choose `Contrast`. Press **OK**.

2. Press ► to increase the contrast or press ◄ to decrease the contrast. Press **OK**.

3. If you do not want to change additional settings, press **Color Start** to print.

Cropping

If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped.

The factory setting is `On`. If you want to print the whole image, turn this setting to `Off`. When you set `Cropping` to `Off`, also set `Borderless` to `Off`. (See *Borderless printing* on page 36.)

1. Press ▲ or ▼ to choose `Cropping`. Press **OK**.

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

3. If you do not want to change additional settings, press **Color Start** to print.

Cropping: On

Cropping: Off

8
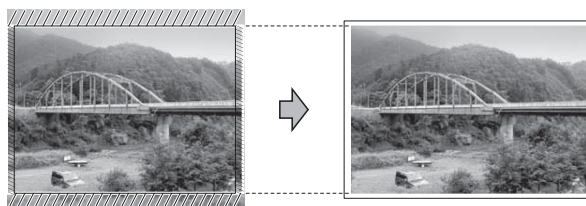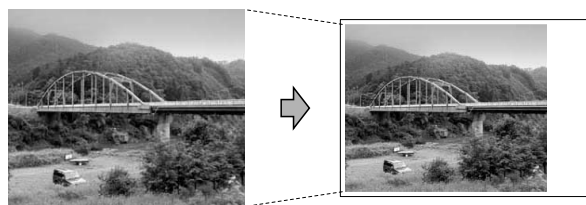
Borderless printing

This feature expands the printable area to the edges of the paper. Printing time will be slightly slower.

1. Press ▲ or ▼ to choose Borderless. Press **OK**.

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

3. If you do not want to change additional settings, press **Color Start** to print.

Print Date

You can print the date if it is already in the data on your photo. The date will be printed on the lower right corner. If the data doesn't have the date information, you cannot use this function.

1. Press ▲ or ▼ to choose Print Date. Press **OK**.

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

3. If you do not want to change additional settings, press **Color Start** to print.

Setting your changes as the new default

You can save the print settings you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Press ▲ or ▼ to choose your new setting. Press **OK**.
   Repeat this step for each setting you want to change.

2. After changing the last setting, press ▲ or ▼ to choose Set New Default. Press **OK**.

3. Press **1** to choose Yes.

4. Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore the PhotoCapture settings Print Quality, Paper Type, Paper Size, Brightness, Contrast, Cropping, Borderless, and Print Date, that you have changed, to the factory settings.

1. Press ▲ or ▼ to choose Factory Reset. Press **OK**.

2. Press **1** to choose Yes.

3. Press **Stop/Exit**.

Scan to a memory card

How to set a new default

You can save the Scan to Media settings (`Quality` and `File Type`) you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Press ⬛ (**SCAN**).

2. Press ▲ or ▼ to choose
   `Scan to Media`.
   Press **OK**.

3. Press ▲ or ▼ to choose
   `Set New Default`. Press **OK** and **1** to choose `Yes`.

4. Press **Stop/Exit**.

How to reset to the factory settings

You can restore all the Scan to Media settings (`Quality` and `File Type`), that you have changed, to the factory settings.

1. Press ⬛ (**SCAN**).

2. Press ▲ or ▼ to choose
   `Scan to Media`.
   Press **OK**.

3. Press ▲ or ▼ to choose
   `Factory Reset`. Press **OK** and **1** to choose `Yes`.

4. Press **Stop/Exit**.

8

A   Routine maintenance

Cleaning and checking the machine

Cleaning the outside of the machine

> **⚠ IMPORTANT**
>
> • Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.
>
> • DO NOT use cleaning materials that contain ammonia.
>
> • DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

a Pull the paper tray (1) completely out of the machine.
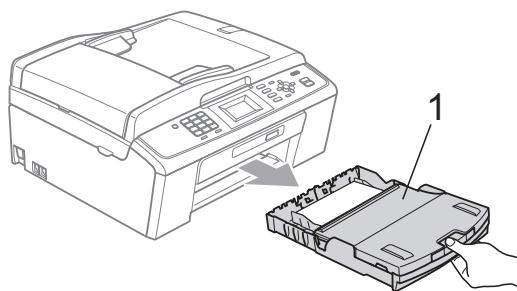
b Wipe the outside of the machine with a *dry*, lint-free soft cloth to remove dust.
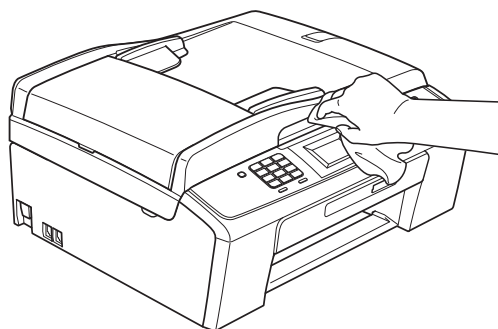
c Lift the output paper tray cover and remove anything that is stuck inside the paper tray.

d Wipe the inside and outside of the paper tray with a *dry*, lint-free soft cloth to remove dust.
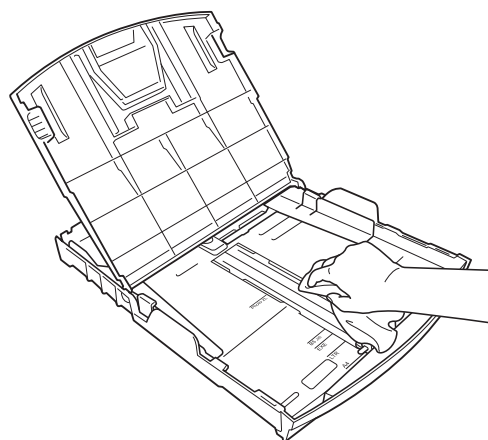
e Close the output paper tray cover and put the output paper tray firmly back in the machine.

Cleaning the scanner

1. Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.
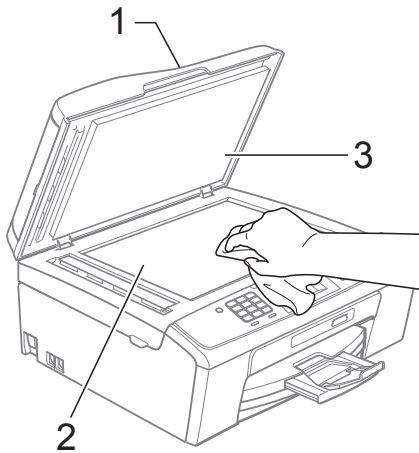
2. (MFC-J410W and MFC-J415W only) In the ADF unit, clean the white bar (1) and the glass strip (2) with a lint-free cloth moistened with a non-flammable glass cleaner.
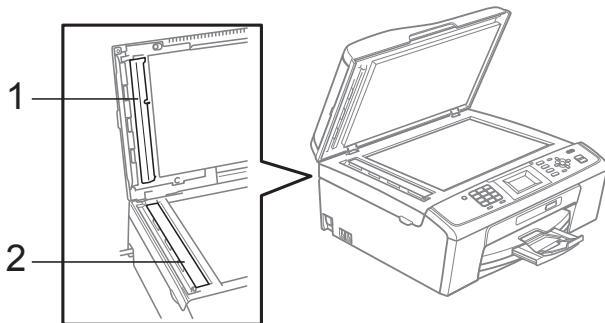
Note

In addition to cleaning the scanner glass and glass strip with a non-flammable glass cleaner, 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 attempt.

When there is a spot of dirt or correction fluid on the glass strip the printed sample shows a vertical line.

After the glass strip is cleaned the vertical line is gone.

A

Cleaning the machine's printer platen

1. Lift the scanner cover until it locks securely in the open position.

2. Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a *dry*, soft lint-free cloth.
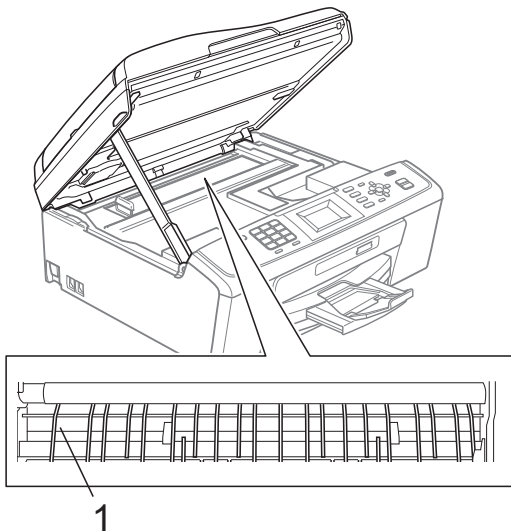
Cleaning the paper pick-up rollers

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

2. Unplug the machine from the AC power outlet and open the Jam Clear Cover (1) at the back of the machine.
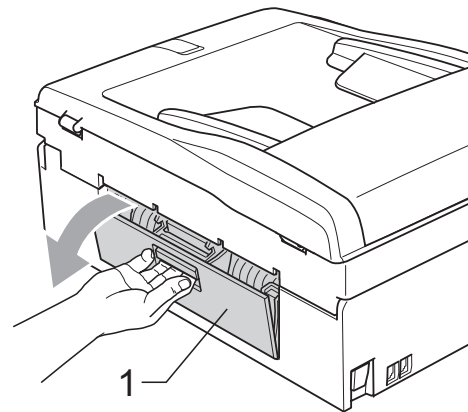
3. Clean the Paper Pick-up Rollers (1) with isopropyl alcohol on a cotton swab.
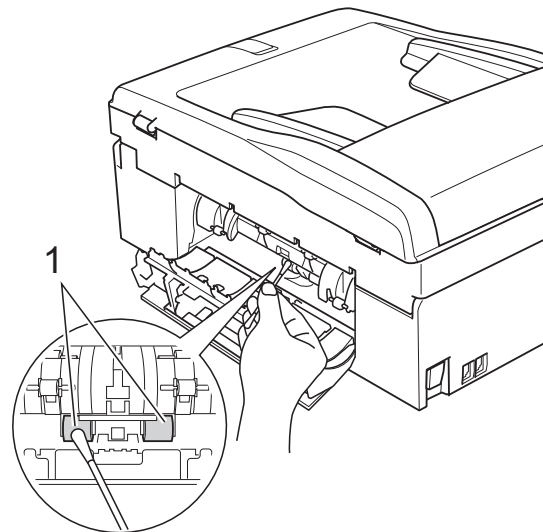
4. Close the Jam Clear Cover.
   Make sure the cover is closed properly.

5. Put the paper tray firmly back in the machine.

6. Re-connect the power cord.

Cleaning the print head

To maintain good print quality, the machine will automatically clean the print head when needed. You can start the cleaning process manually if there is a print quality problem.

Clean the print head and ink cartridges if you get a horizontal line in the text or graphics or blank text on your printed pages. You can clean Black only, three colors at a time (Cyan/Yellow/Magenta), or all four colors at once.

Cleaning the print head consumes ink. Cleaning too often uses ink unnecessarily.

❶ IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

1. Press **Menu**.

2. Press ▲ or ▼ to choose Ink.
   Press **OK**.

3. Press ▲ or ▼ to choose Cleaning.
   Press **OK**.

4. Press ▲ or ▼ to choose Black, Color or All.
   Press **OK**.
   The machine cleans the print head. When cleaning is finished, the machine will go back to the Ready Screen automatically.
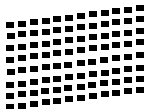
📝 Note

If you clean the print head at least five times and the print has not improved, try installing a new Genuine Brother Brand replacement ink cartridge for each problem color. Try cleaning the print head again up to five more times. If the print has not improved call Brother Customer Service. (See *Brother numbers* on page i in the *Basic User's Guide*.)
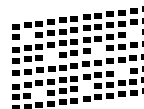
Checking the print quality

If faded or streaked colors and text appear on your output, some of the nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

1. Press **Menu**.

2. Press ▲ or ▼ to choose Ink.
   Press **OK**.

3. Press ▲ or ▼ to choose Test Print.
   Press **OK**.

4. Press ▲ or ▼ to choose Print Quality.
   Press **OK**.

5. Press **Color Start**.
   The machine begins printing the Print Quality Check Sheet.

6. Check the quality of the four color blocks on the sheet.

7. The LCD asks you if the print quality is OK.
   Do one of the following:

   ■ If all lines are clear and visible, press **1** (Yes) to finish the Print Quality check and go to step ⓫.

   ■ If you can see missing short lines as shown below, press **2** to choose No.

   OK   Poor

8. The LCD asks you if the print quality is OK for black and three colors.
   Press **1** (Yes) or **2** (No).

9. The LCD asks you if you want to start cleaning.
   Press **1** (Yes).
   The machine starts cleaning the print head.

A

j After cleaning is finished, press **Color Start**.
The machine starts printing the Print Quality Check Sheet again. Return to step **f**.

k Press **Stop/Exit**.
If you repeat this procedure at least five times and the print quality is still poor, replace the ink cartridge for the clogged color.
After replacing the ink cartridge, check the print quality. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call Brother Customer Service. (See *Brother numbers* on page i in the *Basic User's Guide*.)

> ### ❶ IMPORTANT
>
> DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

> ### 📝 Note

When a print head nozzle is clogged the printed sample looks like this.

After the print head nozzle is cleaned, the horizontal lines are gone.

Checking the print alignment

You may need to adjust the print alignment after transporting the machine if your printed text becomes blurred or images become faded.

a Press **Menu**.

b Press ▲ or ▼ to choose Ink.
Press **OK**.

c Press ▲ or ▼ to choose Test Print.
Press **OK**.

d Press ▲ or ▼ to choose Alignment.
Press **OK**.

e Press **Black Start** or **Color Start**.
The machine starts printing the Alignment Check Sheet.

f Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.

g Do one of the following:
  - If the number 5 samples of both the 600 dpi and 1200 dpi test prints are the best matches, press **1** (Yes) to finish the Alignment Check and go to step **j**.
  - If another test print number is a better match for either 600 dpi or 1200 dpi, press **2** (No) to choose it.

h For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

i For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

j Press **Stop/Exit**.

Checking the ink volume

Although an ink volume icon appears on the LCD, you can use the **Menu** key to see a large graph showing the ink that is left in each cartridge.

1. Press **Menu**.

2. Press ▲ or ▼ to choose Ink.
   Press **OK**.

3. Press ▲ or ▼ to choose Ink Volume.
   Press **OK**.
   The LCD shows the ink volume.

4. Press **Stop/Exit**.

Note

You can check the ink volume from your computer. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide*.)

Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, any damage that may occur in transit may not be covered by your warranty.

IMPORTANT

It is important to allow the machine to "park" the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print head.

1. Open the ink cartridge cover.

2. Press the ink release levels to release the ink cartridges and then take out the ink cartridges. (See *Replacing the ink cartridges* in *appendix A* in the *Basic User's Guide*.)

3. Install the green protective part and then close the ink cartridge cover.

A
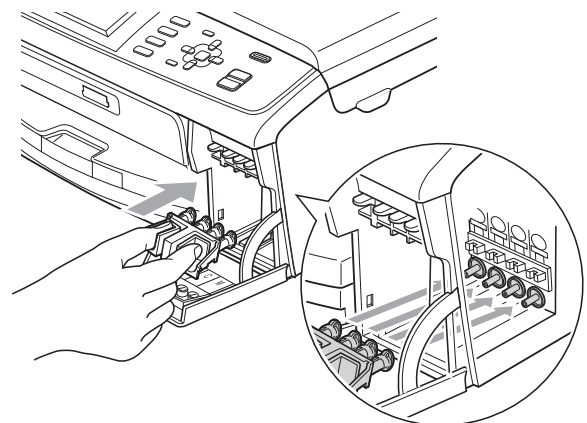
- Make sure that the plastic tabs on both sides of the green protective part (1) have securely clicked into place (2).
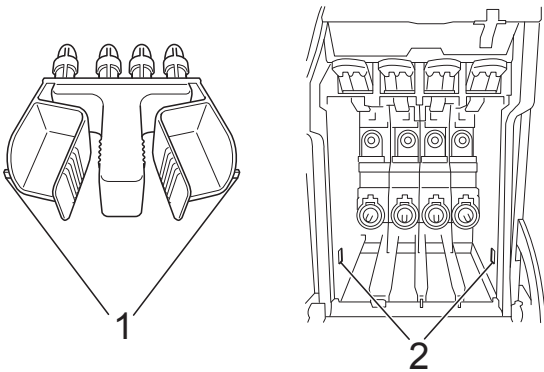
- If you are not able to find the green protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the green protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

d Lift the machine from the front and hook the tab of the green protective part into the keyed opening (1) on the bottom of the paper tray. Then latch the protective part over the raised portion of the paper tray (2).
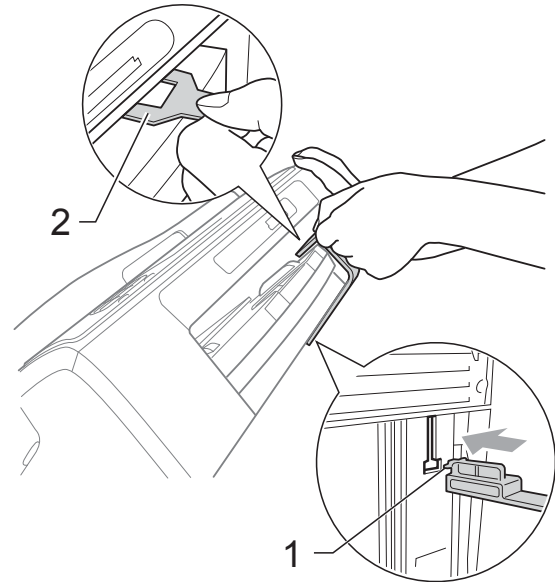
e Unplug the machine from the telephone wall jack and take the telephone line cord out of the machine.

f Unplug the machine from the AC power outlet.

g Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position. Then unplug the interface cable from the machine, if it is connected.

h Lift the scanner cover (①) to release the lock. Gently push the scanner cover support down (②) and close the scanner cover (③) using both hands.
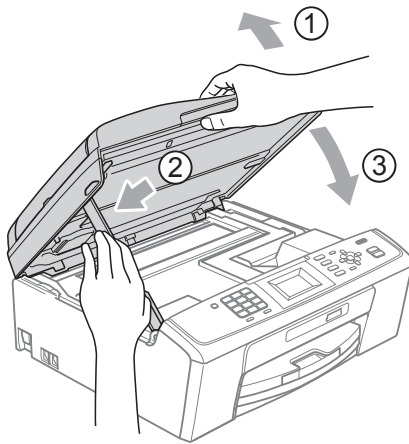
i Wrap the machine in the bag.
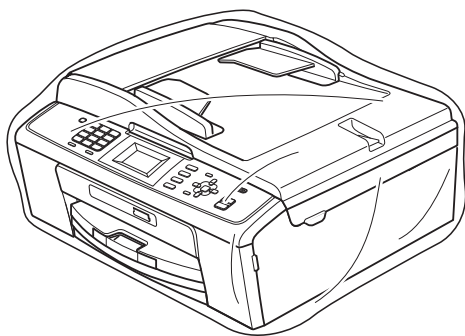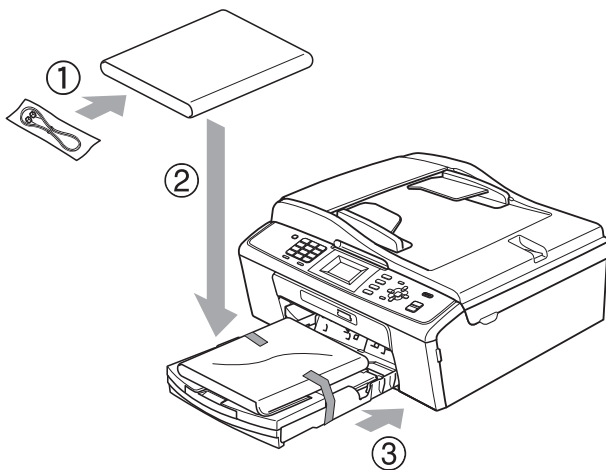
j Pack the machine and the printed materials in the original carton with the original packing material as shown below. Do not pack the used ink cartridges in the carton.

Note

If you are returning your machine to Brother as part of the Exchange Service, pack *only* the machine. Keep all separate parts and printed materials to use with your "Exchange" machine.
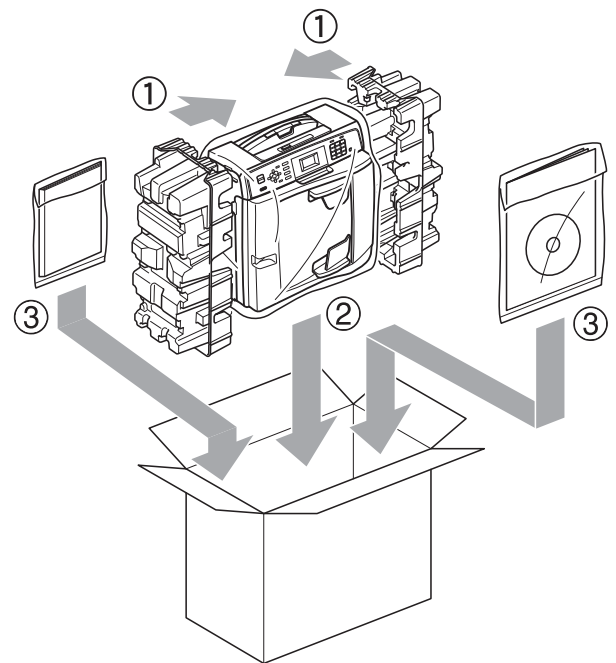
k Close the carton and tape it shut.

A

B 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 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.

Beeper Volume

Volume setting for the beep when you press a key or make an error.

Brightness

Changing the Brightness makes the whole image lighter or darker.

Broadcasting

The ability to send the same fax message to more than one location.

Caller ID

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

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 JPEG, if the receiving machine has the same capability.

Communication error (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.

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.

Density

Changing the Density makes the whole image lighter or darker.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory 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 using the same line as your fax but plugged into a separate 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 rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Receive Code

Press this code (∗ **5 1**) when you answer a fax call on an extension or external telephone.

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, scanning and faxing photographs.

Group number

A combination of Speed Dial numbers that are stored 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 Basic User's Guide with you.

Innobella™

Innobella™ is a range of genuine consumables offered by Brother. For best quality results Brother recommends Innobella™ Ink and Paper.

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 LCD 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

You can lift the handset of the external telephone or you can press **Hook** to hear the receiving fax machine answer before you press **Black Start** or **Color Start** to begin sending.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

ScanSoft™ PaperPort™11SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

Overseas Mode

Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.

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 Speed Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

B

PhotoCapture Center®

Allows you to print digital photos from your digital camera at high resolution for photo quality printing.

Photo resolution (B&W only)

A resolution setting that uses varying shades of gray for the best representation of photographs.

Pulse (Canada only)

A form of rotary dialing on a telephone line.

Quick Dial List

A listing of names and numbers stored in Speed Dial memory, in numerical order.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Resolution

The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

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.

Scan to Media

You can scan a black & white or color document into a memory card. Black & white images can be in TIFF or PDF file format and color images can be in PDF or JPEG file format.

Search

An electronic, numerical or alphabetical listing of stored Speed Dial and Group numbers.

Speed Dial

A pre-programmed number for easy dialing. You must press 📖 (**Speed Dial**), the two digit code, and **Black Start** or **Color Start** to start the dialing process.

Standard resolution

203×97 dpi. It is used for regular size text and quickest transmission.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super Fine resolution (B&W)

392×203 dpi. Best for very small print and line art.

TAD (telephone answering device)

You can connect an external telephone answering device or answering machine to the EXT. jack of your machine.

Telephone Answer Code
(For 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 (**# 5 1**).

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 phone lines from your machine to the receiving fax machine.

Transmission Verification Report

A listing for the last fax sent, that shows its date, time and number.

User Settings

A printed report that shows the current settings of the machine.

WLAN Report

A printed report that shows the result of the WLAN Connection.

B

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V

W

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