At your side.

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USER'S GUIDE

MFC-8440
MFC-8840D

At your side.

brother®

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

APPROVAL INFORMATION

Brother advises that this product may not function correctly in a country other than where it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country.

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.

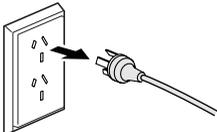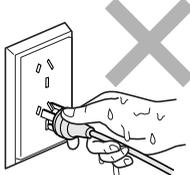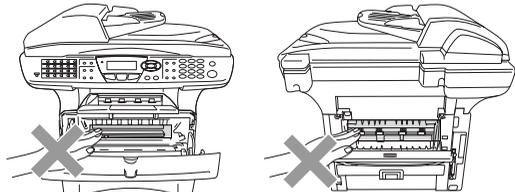The contents of this manual and the specifications of this product are subject to change without notice.

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.

Safety precautions

To use the MFC safely

Save these instructions for later reference.

⚠ WARNING

⚡	There are high voltage electrodes inside the machine. Before you clean the MFC or clear a paper jam, make sure you have unplugged the power cord from the power outlet.	⚡	Do not handle the plug with wet hands. Doing this might cause an electrical shock.
🚫	After you use the MFC, some internal parts are extremely HOT! To prevent injuries, be careful not to put your fingers in the area shown in the illustration.		
🚫	To prevent injuries, be careful not to put your hands on the edge of the MFC under the document cover.	🚫	To prevent injuries, be careful not to put your fingers in the area shown in the illustration.
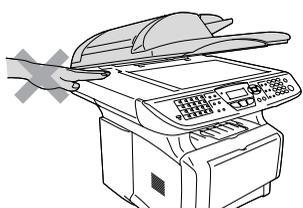
	To prevent injuries, be careful not to put your fingers in the area shown in the illustration.
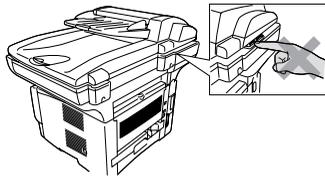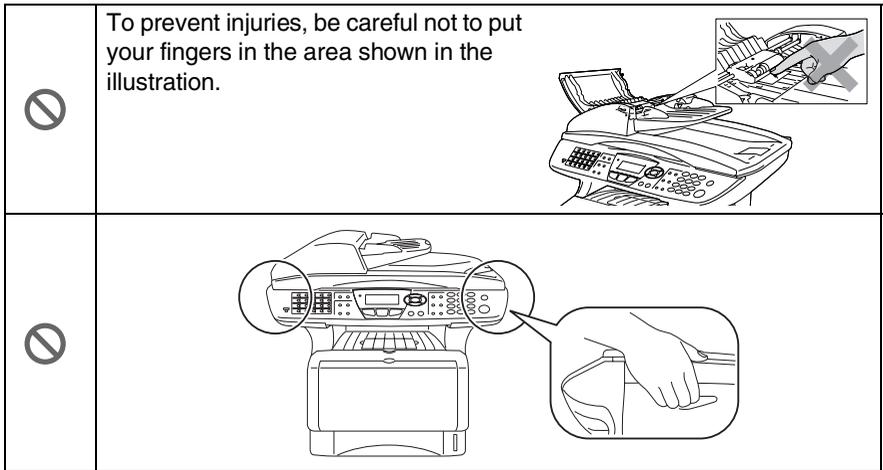
■ When you move the MFC, grasp the side handholds that are under the scanner. Do NOT carry the MFC by holding it at the bottom.

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

■ Install equipment with a power cord near a socket/outlet that is easily accessible.

■ Do not use a telephone in the vicinity of gas leak to report leak.

■ Do not use this product near appliances that use water, in a wet basement or near a swimming pool.

Caution

■ Lightning and power surges can damage this product! There may be a remote risk of electric shock from lightning. We recommend that you use a quality surge protection device on the AC power line and on the telephone line, or unplug the lines during a lightning storm.

Choosing a location

Place your MFC on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the MFC near a telephone socket and a standard, grounded power outlet. Choose a location where the temperature remains between 10° and 32.5°C.

Caution

■ Avoid placing your MFC in a high-traffic area.

■ Do not place near heaters, air conditioners, water, chemicals, or refrigerators.

■ Do not expose the MFC to direct sunlight, excessive heat, moisture, or dust.

■ Do not connect your MFC to electrical outlets controlled by wall switches or automatic timers.

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

■ Do not connect your MFC to electrical outlets on the same circuit as large appliances or other Equipment that might disrupt the power supply.

■ Avoid interference sources, such as speakers or the base units of cordless phones.
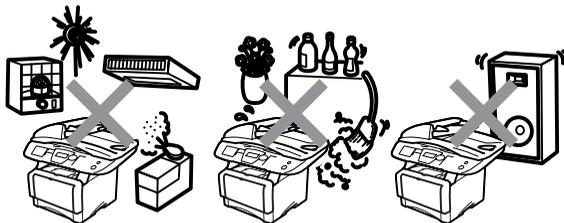
Quick Reference Guide

Sending faxes

Automatic Transmission

1 If it is not illuminated in green, press (**Fax**).

2 Place the document face up in the ADF, or face down on the scanner glass.

3 Enter the fax number using One-Touch, Speed-Dial, Search or the dial pad.

4 Press **Start**.

5 If you are using the scanner glass, press **2** or **Start**.

Real Time Transmission

You can send faxes in real time.

1 If it is not illuminated in green, press (**Fax**).

2 Place the document face up in the ADF, or face down on the scanner glass.

3 Press **Menu**, **2**, **2**, **5**.

4 Press ⬆ or ⬇ to select On, and then press **Set**.

   —**OR**—

   For the next transmission only, press ⬆ or ⬇ to select Next Fax Only, and then press **Set**.

5 For the next fax only, press ⬆ or ⬇ to select Next Fax:On, and then press **Set**.

6 Press **1** if you want to choose more settings and the LCD will return to the Setup send menu.

   —**OR**—

   Press **2** to fax.

7 Enter the fax number.

8 Press **Start**.

Receiving faxes

Select Receive Mode

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

2 Press ⬆ or ⬇ to select Fax Only, Manual, Fax/Tel and External TAD and then press **Set**.

Storing numbers

Storing One-Touch Dial numbers

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

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

3 Enter a number (up to 20 digits), and then press **Set**.

4 Enter a name (up to 15 characters or leave it blank), and then press **Set**.

5 Press **Stop/Exit**.

Storing Speed-Dial numbers

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

2 Enter a three-digit Speed-Dial number, and then press **Set**.

3 Enter a number (up to 20 digits), and then press **Set**.

4 Enter a name (up to 15 characters or leave it blank), and then press **Set**.

5 Press **Stop/Exit**.

Dialling operations

One-Touch Dialling / Speed-Dialling

1 If it is not illuminated in green, press (**Fax**).

2 Place the document face up in the ADF, or face down on the scanner glass.

3 Press the One-Touch key of the number you want to call.

   —**OR**—

   Press **Search/Speed Dial**, press **#**, and then press the three-digit Speed-Dial number.

4 Press **Start**.

Using Search

1 If it is not illuminated in green, press (**Fax**).

2 Press **Search/Speed Dial**, and then enter the first letter of the name you're looking for.

3 Press or to search the memory.

4 Press **Start**.

Making copies

Single copy

1 Press (**Copy**) to illuminate it in green.

2 Place the document face up in the ADF, or face down on the scanner glass.

3 Press **Start**.

Sorting multiple copies (Using the ADF)

1 Press (**Copy**) to illuminate it in green.

2 Place the document face up in the ADF.

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

4 Press **Sort**.

5 Sort icon appears on the LCD.

6 Press **Start**.

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1 Introduction

Using this Guide

Thank you for buying a Brother Multi-Function Center (MFC). Your MFC-8440, MFC-8840D is simple to use, with LCD screen instructions to guide you through programming it. You can make the most of your MFC by taking a few minutes to read this Guide.

Finding information

All the chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or operation by checking the Index at the back of this Guide.

Symbols used in this Guide

Throughout this Guide you'll see special symbols alerting you to important warnings, notes and actions. To make things clearer and to help you press the correct keys, we used special fonts and added some of the messages that will appear in the LCD.

Bold	Bold typeface identifies specific keys on the MFC control panel.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier New`	Courier New typeface identifies the messages on the LCD of the MFC.

⚠ Warnings inform you what to do to avoid possible personal injury or damage to the MFC.

🛈 Cautions specify procedures you must follow or avoid to prevent possible damage to the machine.

📝 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.

🚫 Improper Setup alerts you to devices and operations that are not compatible with the MFC.

MFC part names and operations

■ Front view

5 Automatic Document Feeder (ADF)

4 Control Panel

3 Face-down Output Tray
Support Flap with Extension

2 Front Cover Release Button

1 (MFC-8440) Manual Feed Tray
(MFC-8840D) Multi-purpose
Tray (MP Tray)

6 ADF Document Support
Extension

7 ADF Document
Output Support
Flap

8 Document Cover

9 Power Switch

10 Front Cover

11 Paper Tray (Tray #1)
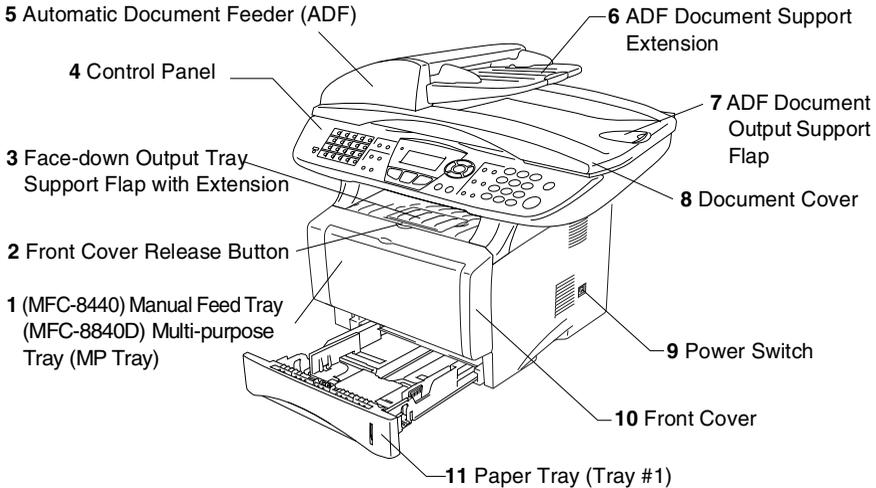
No.	Name	Description
1	(MFC-8440) Manual Feed Tray (MFC-8840D) Multi-purpose Tray (MP Tray)	Load paper here.
2	Front Cover Release Button	Press it to open the front cover.
3	Face-down Output Tray Support Flap with Extension (Support Flap)	Unfold it to prevent the printed paper from sliding off the MFC.
4	Control Panel	Use the keys and display to control the MFC.
5	Automatic Document Feeder (ADF)	Use the ADF unit for multiple page documents.
6	ADF Document Support Extension	Place the document here to use the ADF unit.
7	ADF Document Output Support Flap	Unfold to prevent the scanned pages from sliding off the MFC.
8	Document Cover	Open to place the document on the scanner glass.
9	Power Switch	Switch it on or off.
10	Front Cover	Open to install a toner cartridge or drum unit.
11	Paper Tray (Tray #1)	Load paper here.

■ Back view

16 ADF Cover

15 Face-up Output Tray
(Back Output Tray)

14 AC Power Connector

13 Duplex Tray
(MFC-8840D)

12 Paper Adjustment Lever
for Duplex Printing
(MFC-8840D)

17 Telephone Line
Jack/Socket

18 USB Interface
Connector

19 Parallel Interface
Connector

20 External Telephone
Line Jack/Socket
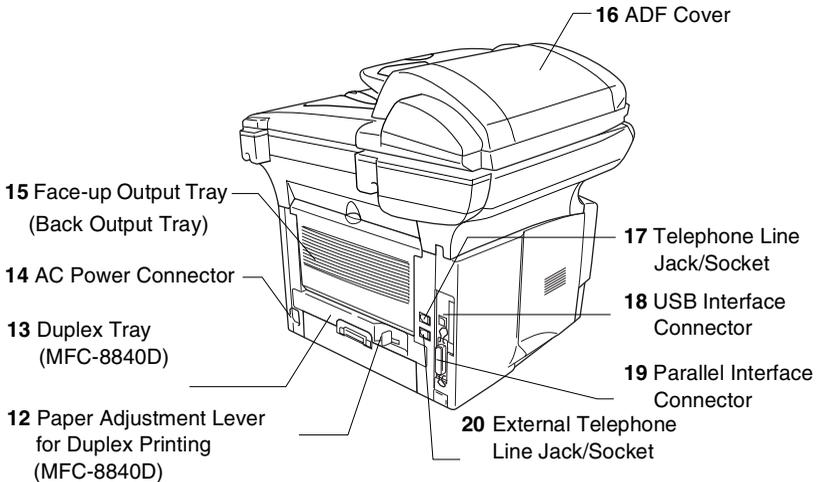
No.	Name	Description
12	Paper Adjustment Lever for Duplex Printing (MFC-8840D)	Use to match your paper size for duplex printing.
13	Duplex Tray (MFC-8840D)	Slide out to remove paper jammed inside the MFC.
14	AC Power Connector	Connect the AC Power Cable here.
15	Face-up Output Tray (Back Output Tray)	Open it when thicker paper is placed in the MP tray or Manual feed tray.
16	ADF Cover	Open to remove paper jammed inside the ADF unit.
17	Telephone Line Jack/Socket	Plug the line cord supplied with the machine here.
18	USB Interface Connector	Connect the USB Cable here.
19	Parallel Interface Connector	Connect the Parallel Cable here.
20	External Telephone Line Jack/Socket (Not for the UK)	Plug in the modular plug on the external telephone line here.

■ Inside view (Document cover open)

24 Document Cover

23 Scanner Lock Lever

22 Glass Strip

21 Document
Guidelines

25 White Film
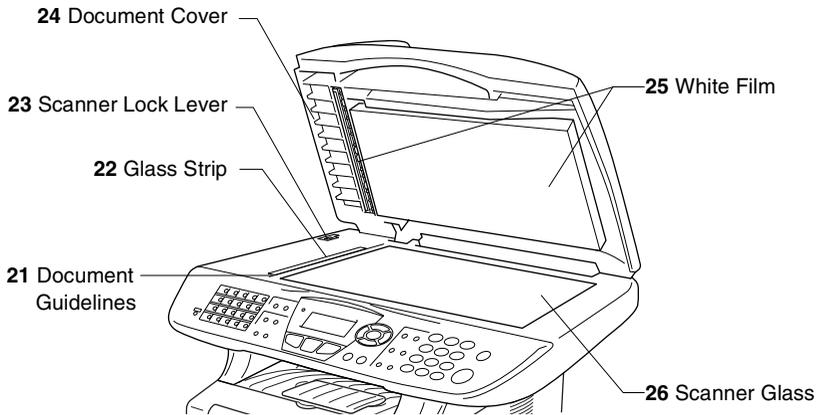
26 Scanner Glass

No.	Name	Description
21	Document Guidelines	Use to center the document on the scanner glass.
22	Glass Strip	This is used to scan documents when using the ADF.
23	Scanner Lock Lever	Use to lock/unlock the scanner when relocating the MFC.
24	Document Cover	Open to place the document on the scanner glass.
25	White Film	Clean it for good quality copying and scanning.
26	Scanner Glass	Place the document to be scanned here.

Control panel overview

MFC-8440 and MFC-8840D have similar control panel keys.
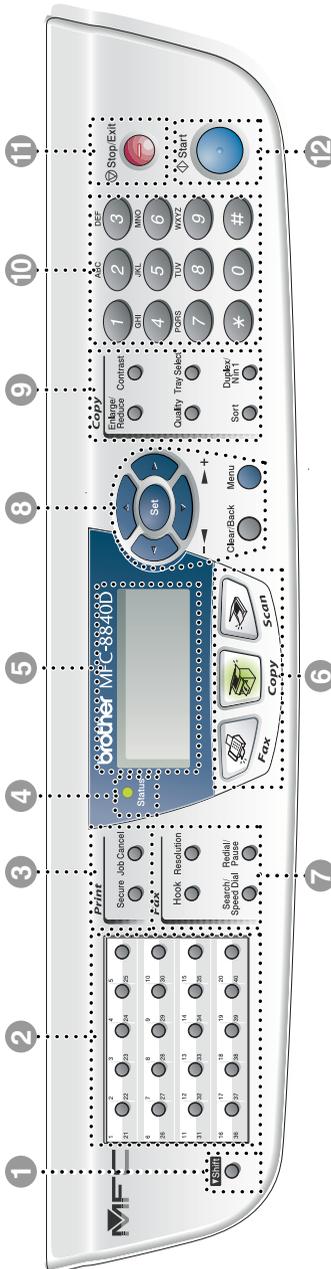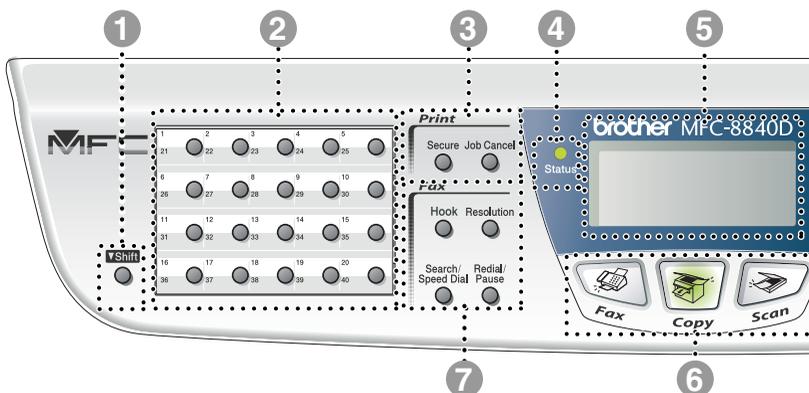
1 **Shift**

To access memory locations 21 through 40 in the One-Touch keys hold down the Shift key.

2 **One-Touch keys**

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

3 **Print keys:**

Secure

Lets you print out data saved in memory by entering your four-digit password.

Job Cancel

Clears data from the printer memory.

4 ☼ **Status LED**

(Light-Emitting Diode)

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

5 **5-Line Liquid Crystal Display (LCD)**

Displays messages on the screen to help you to set up and use your MFC.

6 **Mode keys:**

Fax

Lets you access Fax mode.

Copy

Lets you access Copy mode.

Scan

Lets you access Scan mode.

7 **Fax and telephone keys:**

Hook

This key is used to have a telephone conversation having picked up the external handset in F/T pseudo-ringing etc. Also, use this key to gain access to an outside line and/or to recall the operator or transfer a call to another extension when it is connected to a PABX.

Resolution

Sets the resolution when you send a fax.

Search/Speed Dial

Lets you look up numbers that are stored in the dialling memory. It also lets you dial stored numbers by pressing **#** and a three-digit number.

Redial/Pause

Redials the last number you called. It also inserts a pause in auto dial numbers.
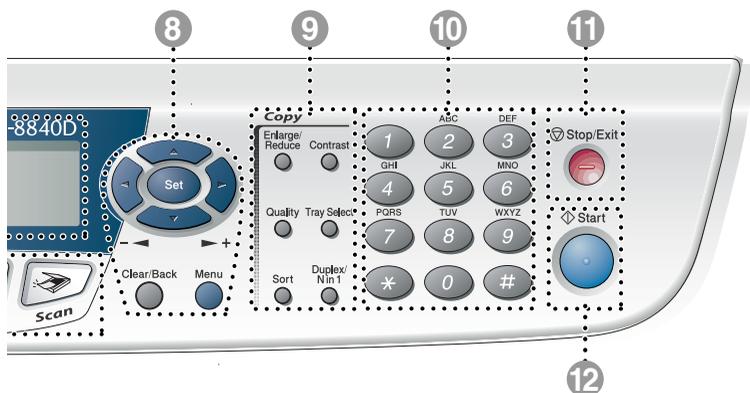
8 **Navigation keys:**

Menu

Lets you access the Menu to program.

Set

Lets you store your settings in the MFC.

Clear/Back

Deletes entered data or lets you exit the menu by pressing repeatedly.

◀ or ▶

Press to scroll forward or backward to a menu selection.

When using the speaker or ring, you can press these keys to adjust the volume in fax mode.

◀▬ or ▬▶
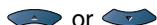
Press to scroll through the menus and options.

Also, you can use these keys to do a numeral search for the names of stored numbers in fax mode.

9 **Copy keys**
(Temporary settings):

Enlarge/Reduce

Lets you reduce or enlarge copies depending upon the ratio you select.

Contrast

Lets you make a copy that is lighter or darker than the document.

Quality

Lets you select the copy quality for your type of document.

Tray Select

You can select which tray you would like to use for the next copy.

Sort

Lets you sort multiple copies using the ADF.

N in 1 (For MFC-8440)

N in 1 lets you copy 2 or 4 pages onto one page.

Duplex/N in 1 (For MFC-8840D)

You can choose Duplex to copy on both sides of the paper or N in 1 to copy 2 or 4 pages onto one page.

10 **Dial Pad**

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

The **#** key lets you temporarily switch the dialling mode during a telephone call from Pulse to Tone.

11 Stop/Exit

Stop/Exit

Stops a fax, copy and scan operation or exits from the menu.

12 Start

Start

Lets you start sending faxes, making copies or scanning.

Status LED indications

The **Status** LED (Light Emitting Diode) will flash and change color depending on the MFC status.

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

LED				LED status
⚪				LED is off.
	🟢 Green	🟡 Yellow	🔴 Red	LED is on.
	🟢 Green	🟡 Yellow	🔴 Red	LED is blinking.

LED	MFC status	Description
⚪	Sleep Mode	The power switch is off or the MFC is in Sleep mode or Power save mode.
🟢 Green	Warming Up	The MFC is warming up for printing.
🟢 Green	Ready	The MFC is ready to print.
🟡 Yellow	Receiving Data	The MFC is either receiving data from the computer, processing data in memory or printing data.
🟡 Yellow	Data Remaining in Memory	Print data remains in the MFC memory.

LED	MFC status	Description
 🔆 Red	Service error	Follow the steps below. 1. Turn off the power switch. 2. Wait a few seconds, and then turn it back on and try to print again. If you cannot clear the error and see the same service call indication after turning the MFC back on, call your dealer or Brother authorized service center.
    🔴 Red	Cover open	The cover is open. Close the cover. (See *Error messages* on page 12-1.)
	Toner empty	Replace the toner cartridge with a new one. (See *Replacing the toner cartridge* on page 12-27.)
	Paper error	Put paper in the tray or clear the paper jam. Check the LCD message. (See *Troubleshooting and routine maintenance* on page 12-1.)
	Scan lock	Check that the scanner lock lever is released. (See *Scanner Lock Lever* on page 1-4.)
	Others	Check the LCD message. (See *Troubleshooting and routine maintenance* on page 12-1.)
	Out of memory	Memory is full. (See *Error messages* on page 12-1.)

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

About fax machines

Fax tones and handshake

When someone is sending a fax, the MFC sends fax calling tones (CNG tones). These are quiet, intermittent beeps every 4-seconds. You'll hear them after you dial and press **Start** and they will continue for about 60 seconds after dialling. During that time, the sending machine must begin the "handshake", or connection, with the receiving machine.

Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these quiet beeps each time you answer a phone on your fax line, so you will know if you are receiving a fax message.

The receiving fax responds with fax receiving tones, which are loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the LCD shows Receiving.

If your MFC is set to the Fax Only mode, it will answer every call automatically with fax receiving tones. If the other person hangs up, your MFC will continue to send the "chirps" for about 40 seconds, and the LCD continues to show Receiving. To cancel receiving, press **Stop/Exit**.

The fax 'handshake' is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so both machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 60 seconds after the number is dialed. So it is important for the receiving machine to answer the call in as few rings as possible.

When you have an external Telephone Answering Device (TAD) on your fax line, your TAD will decide the number of rings before the call is answered.

Pay special attention to the directions for connecting a TAD in this chapter. (See *Connecting an external telephone answering device (TAD)* on page 1-15.)

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the MFC to check a fax transmission while it is in progress. If the MFC detects errors during fax transmission, it resends the pages of the fax that had an error. ECM transmissions are only possible between fax machines that both have this feature. If they do, you may send and receive fax messages that are continuously being checked by the MFC.

Your MFC must have enough memory for this feature to work.

Connecting the MFC

Connecting an external telephone

Although your MFC does not have a handset, you can connect a separate telephone (or telephone answering device) directly to your MFC as shown in the diagram below.
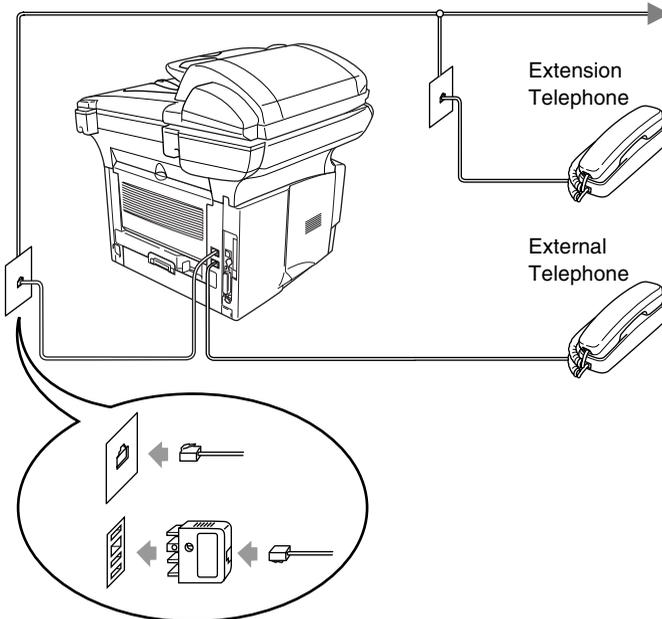
(Example for Australia)

Whenever this phone (or an external or extension Telephone) is in use, the LCD shows Telephone.

Connecting an external telephone answering device (TAD)

Sequence

You may choose to connect an answering device. However, when you have an **external** TAD on the same telephone line as the MFC, the TAD answers all calls and the MFC "listens" for fax calling (CNG) tones. If it hears them, the MFC takes over the call and receives the fax. If it doesn't hear CNG tones, the MFC lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings (the recommended setting is two rings). The MFC cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax "handshake". Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.

If you do not receive all your faxes, reduce the Ring Delay setting on your external TAD, to one or two rings.

⊘ Do not connect a TAD elsewhere on the same phone line.
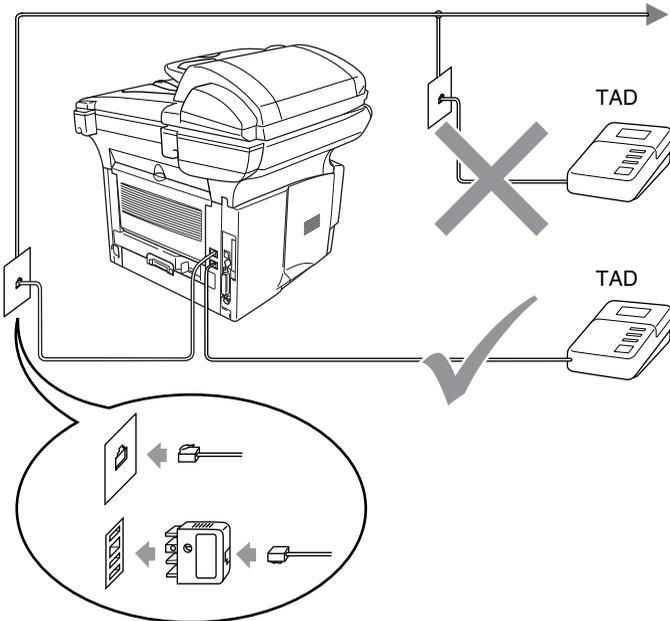
(Example for Australia)

Connections

1 Plug the telephone line cord from the wall socket into the back of the MFC, in the socket labeled LINE.

2 Plug the telephone line cord from your external TAD into the correct socket on the machine. (Make sure this cord is connected to the TAD at the TAD's telephone *line* socket, and not its telephone socket.)

3 Set your external TAD to one or two rings. (The MFC's Ring Delay setting does not apply.)

4 Record the outgoing message on your external TAD.

5 Set the TAD to answer calls.

6 Set the Receive Mode to External TAD.
(See *Choosing the Receive Mode* on page 5-1.)

Recording outgoing message (OGM) on an external TAD

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

1 Record 5 seconds of silence at the beginning of your message. (This allows your MFC time to listen for the fax CNG tones of automatic transmissions before they stop.)

2 Limit your speaking to 20 seconds.

3 End your 20-second message by giving your Remote Activation Code for people sending manual faxes. For example:
"After the beep, leave a message or send a fax by pressing ✳ *51 (*✳ *91 for New Zealand) and Start."*

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

Custom features on your phone line

If you have Voice Mail, Call Waiting, RingMaster, an answering service, an alarm system or other custom feature on one phone line it may create a problem with the operation of your MFC.
(See *Custom features on a single line.* on page 12-13.)

2 **Paper**

About paper

Type and size of paper

The MFC loads paper from the installed paper tray, manual feed tray, multi-purpose tray or optional lower tray (LT-5000).

Tray Type	Model name
Paper tray (Tray #1)	MFC-8440 and MFC-8840D
Manual feed tray	MFC-8440
Multi-purpose tray (MP tray)	MFC-8840D
Optional lower tray (Tray #2)	Option for MFC-8440 and MFC-8840D

Recommended paper

Plain Paper:	Xerox Premier 80 gsm
	Xerox Business 80 gsm
	Mode DATACOPY 80 gsm
	IGEPA X-Press 80 gsm
Recycled paper:	Xerox Recycled Supreme
Transparency:	3M CG 3300
Labels:	Avery laser label L7163

■ Before you buy a large amount of paper, please test some to make sure that the paper is suitable.

■ Use paper that is made for plain-paper copying.

■ Use paper that is 75 to 90 gsm.

■ Use neutral paper. Do not use acidic or alkaline paper.

■ Use long-grain paper.

■ Use paper with a moisture content of approximately 5%.

Caution

Do not use ink jet paper. It may cause a paper jam and damage your MFC.

The output quality depends on the paper type and paper brand. Visit us at http://solutions.brother.com and check the latest recommendations for paper that can be used with the MFC-8440 and MFC-8840D.

Choosing acceptable paper

We recommend that you test paper (especially special sizes and types of paper) on the MFC before purchasing large quantities.

■ Avoid feeding label sheets that are partly used or your MFC will be damaged.

■ Avoid using coated paper, such as vinyl coated paper.

■ Avoid using preprinted or highly textured paper, or paper with an embossed letterhead.

For optimum printing, use a recommended type of paper, especially for plain paper and transparencies. For more information on paper specifications, call your nearest authorized sales representative or the place where you purchased your MFC.

■ Use labels or transparencies that are designed for use in *laser* printers.

■ For the best print quality, we recommend using long-grained paper.

■ If you are using special paper and the paper has problems feeding from the paper tray, try again using the manual feed tray or Multi-purpose tray.

■ You can use recycled paper in this MFC.

Paper capacity of the paper trays

	Paper size	Number of sheets
Multi-purpose tray (MP tray) (MFC-8840D)	Width: 69.8 to 220 mm Height: 116 to 406.4 mm	Up to 50 sheets (80 gsm)
Manual feed tray (MFC-8440)	Width: 69.8 to 220 mm Height: 116 to 406.4 mm	Single sheet
Paper tray (Tray #1)	A4, Letter, Legal, B5 (ISO), B5 (JIS), Executive, A5, A6, B6 (ISO)	Up to 250 sheets (80 gsm)
Optional lower tray (Tray #2)	A4, Letter, Legal, B5 (ISO), B5 (JIS), Executive, A5, B6 (ISO)	Up to 250 sheets (80 gsm)
Duplex printing	A4, Letter, Legal	—

Paper specifications for each paper tray

Model		MFC-8440	MFC-8840D
Paper types	Multi-purpose tray	N/A	Plain paper, Bond paper, Recycled paper, Envelope*1, Labels*2, and Transparency*2
	Manual feed tray	Plain paper, Bond paper, Recycled paper, Envelope, Labels, and Transparency	N/A
	Paper tray	Plain paper, Recycled paper, and Transparency*2	
	Optional Lower tray	Plain paper, Recycled paper, and Transparency*2	
Paper weights	Multi-purpose tray	N/A	60 to 161 gsm
	Manual feed tray	60 to 161 gsm	N/A
	Paper tray	60 to 105 gsm	
	Optional Lower tray	60 to 105 gsm	
Paper sizes	Multi-purpose tray	N/A	Width: 69.8 to 220 mm Height: 116 to 406.4 mm
	Manual feed tray	Width: 69.8 to 220 mm Height: 116 to 406.4 mm	N/A
	Paper tray	A4, Letter, Legal, B5 (ISO), B5 (JIS), Executive, A5, A6, B6 (ISO)	
	Optional Lower Tray	A4, Letter, Legal, B5 (ISO), B5 (JIS), Executive, A5, B6 (ISO)	

*1 Up to 3 envelopes

*2 Up to 10 sheets

When printing transparencies, remove each one from the face-down output tray after it exits the MFC.

How to load paper

To load paper or other media in the paper tray

1 Pull the paper tray completely out of the MFC.
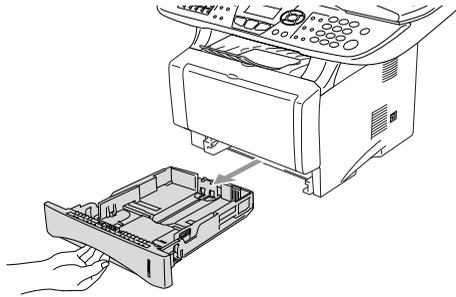
2 While pressing the paper guide release lever, slide the adjusters to fit the paper size.

Check that the guides are firmly in the slots.
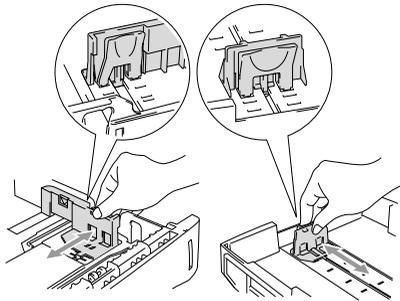
For Legal size paper, press the universal guide release button and pull out the back of the paper tray.

Universal Guide Release Button
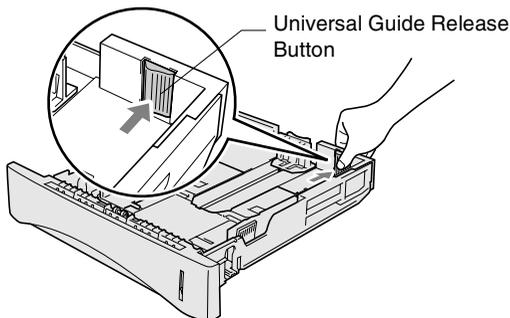
3 Fan the stack of paper well to avoid paper jams and misfeeds.

4 Put paper in the paper tray.

Check that the paper is flat in the tray, below the maximum paper mark, and that the paper guide is flush against the paper stack.

Up to here.
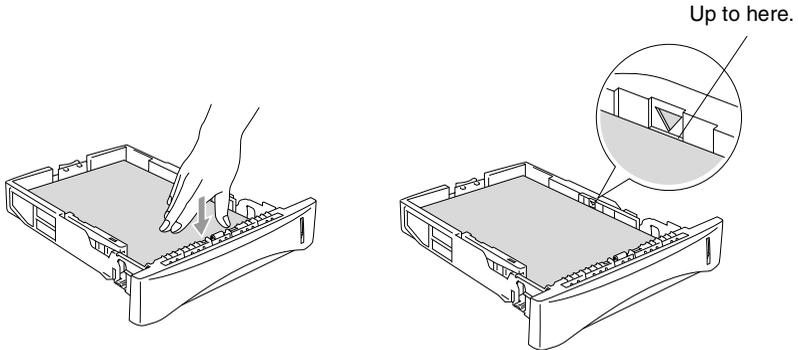
5 Put the paper tray firmly back in the MFC and unfold the support flap before you use the MFC.

Support Flap with Extension
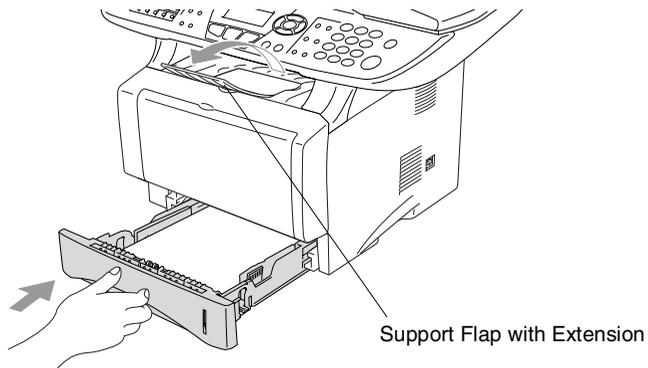
When you put paper in the paper tray, please remember the following:

■ The side to be printed on must be face down.

■ Put the leading edge (top of the paper) in first and push it gently into the tray.

■ To copy or receive faxes on Legal size paper, unfold the support flap extension, too.

To load paper or other media in the manual feed tray (For MFC-8440)

📝 When printing envelopes and labels you should only use the manual feed tray.

1 Open the manual feed tray. Slide the paper guides to fit the paper size.
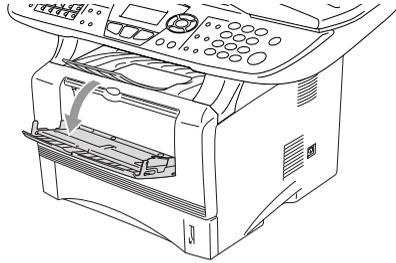
2 Using both hands put paper in the manual feed tray until the front edge of the paper touches the paper feed roller. Hold the paper in this position until the MFC automatically feeds the paper in for a short distance, and then let go of the paper.
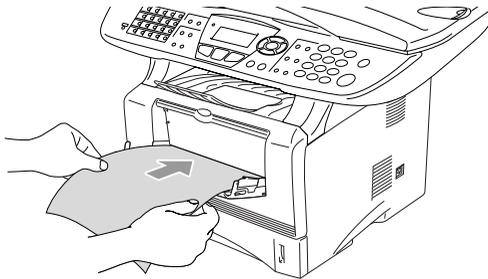
When you put paper in the manual feed, please remember the following:

■ The side to be printed on must be face up.

■ Put the leading edge (top of the paper) in first and push it gently into the tray.

■ Make sure that the paper is straight and in the proper position on the manual feed tray. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.

■ Do not put more than one sheet of paper or envelope in the manual feed tray at any one time, or it may cause a jam.

To load paper or other media in the multi-purpose tray (MP tray) (For MFC-8840D)

✎ When printing envelopes and labels you should only use the multi-purpose tray.

1 Open the MP tray and lower it gently.
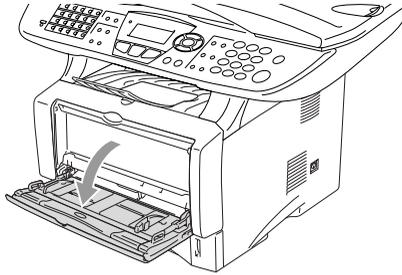
2 Pull out and unfold the MP tray support flap.

MP tray support flap
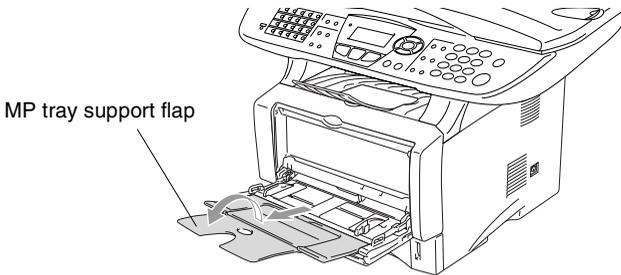
3 When loading paper in the MP tray, make sure it touches the back of the tray.
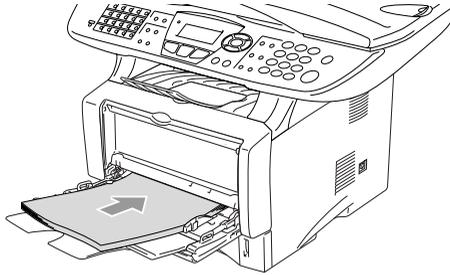
■ Make sure that the paper is straight and in the proper position on the MP tray. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.

■ You can place up to 3 envelopes or up to 50 sheets of 80 gsm paper in the MP tray.

4 While pressing the paper-guide release lever, slide the paper guide to fit the paper size.
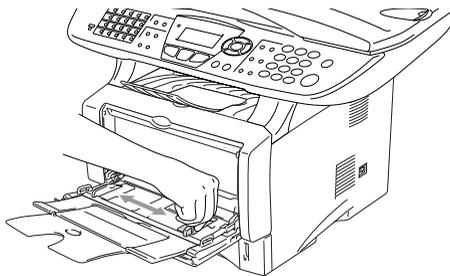
When you put paper in the MP tray, please remember the following:

■ The side to be printed on must be face up.

■ During printing, the inside tray rises to feed paper into the MFC.

■ Put the leading edge (top of the paper) in first and push it gently into the tray.

To use Automatic Duplexing for fax, copy and print operations (For MFC-8840D)

If you want to print on both sides of the paper using the Duplex feature for fax, copy or print, you will need to set the Paper Adjustment Lever to the size of paper you are using.

This feature is available for A4, Letter or Legal size paper. (See *Setting Duplex printing for Fax mode (For MFC-8840D)* on page 5-13, *Duplex/N in 1* on page 10-12 and *Two-sided printing (Duplex Printing)* in Software User's Guide on the CD-ROM.)

1 Load paper in the Paper Tray or Multi-purpose Tray.

2 Set the Paper Adjustment Lever for Duplex Printing, in the back of the MFC, to match your paper size.
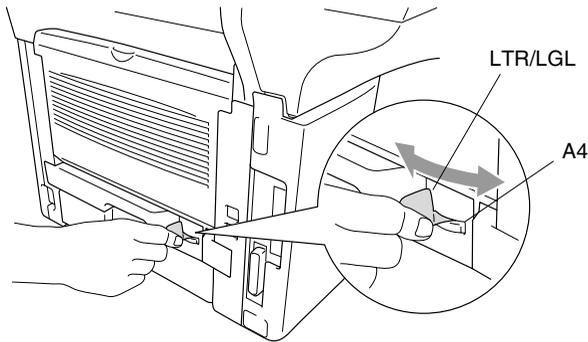
3 Your MFC is now ready to print two-sided pages.

3 On-screen programming

User-friendly programming

Your MFC is designed to be easy to use with LCD on-screen programming using the navigation keys. User-friendly programming helps you take full advantage of all the menu selections your MFC has to offer.

Since your programming is done on the LCD, we have created step-by-step on-screen instructions to help you program your MFC. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

Menu table

You can probably program your MFC without the User's Guide. But to help you understand the menu selections and options that are found in the MFC programs, use the Menu table on page 3-4.

You can program your MFC by pressing **Menu** followed by the menu numbers.
For example to set Fax Resolution to Fine:
Press **Menu**, **2**, **2**, **2** and ⬙ or ⬙ to select Fine.
Press **Set**.

Memory Storage

If there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings (such as Contrast, Overseas Mode, and so on) will be lost. You may also have to reset the date and time.

Navigation keys
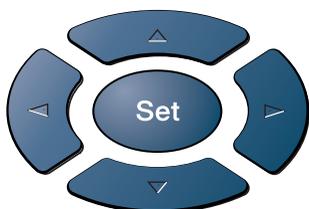
Menu

* Access the menu

Set

* Go to the next menu level
* Accept an option

Clear/Back

* Exit the menu by pressing repeatedly
* Go back to the previous menu level

* Scroll through the current menu level

* Go back to the previous menu level

* Go forward to the next menu level

Stop/Exit

* Exit the menu

You can access the menu mode by pressing **Menu**.

When you enter the menu, the LCD scrolls.

Press **1** for General Setup menu

—**OR**—

Press **2** for Fax menu

—**OR**—

Press **3** for Copy menu

—**OR**—

Press **4** for Printer menu

—**OR**—

Press **5** for Print Reports menu

—**OR**—

Press **6** for LAN menu

(Only if the optional LAN board (NC-9100h) is installed.)

—**OR**—

Press **0** for Initial Setup menu

—**OR**—

```
1.General Setup
2.Fax
3.Copy
4.Printer
Select ▲▼ & Set
```

```
4.Printer
5.Print Reports
6.LAN
0.Initial Setup
Select ▲▼ & Set
```

You can scroll more quickly through each menu level by pressing the arrow for the direction you want: or .

Then set an option by pressing **Set** when that option appears on the LCD.

The LCD will then show the next menu level.

Press ⬅ or ➡ to scroll to your next menu selection.

Press **Set**.

When you finish setting an option, the LCD shows Accepted.

Use ⬅ to scroll backward if you passed your choices or want to save keystrokes.

The current setting is always the option with "✱".

Press the Menu numbers.
(ex. Press **1**, **1** for Mode Timer)
—**OR**—
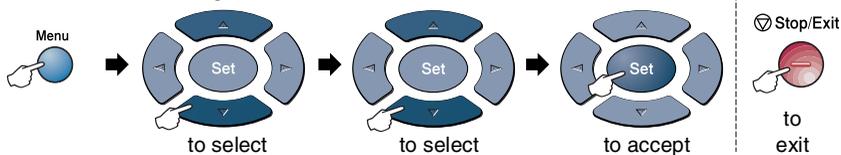
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup	1.Mode Timer	—	0 Sec 30 Sec 1 Min **2 Mins** ✳ 5 Mins Off	Sets how long the MFC will stay in Copy or Scan mode before returning to Fax mode.	4-5
	2.Paper Type	1.MP Tray (MFC-8840D)	Thin **Plain** ✳ Thick Thicker Transparency	Sets the type of paper in the Multi-purpose tray.	4-6
		2.Tray #1 (For MFC-8440, this menu doesn't appear.)	Thin **Plain** ✳ Thick Thicker Transparency	Sets the type of paper in paper tray #1.	4-6
		3.Tray #2 (option)	Thin **Plain** ✳ Thick Thicker Transparency	Sets the type of paper in paper tray #2.	4-6
	3.Paper Size	1.Tray #1 (This menu only appears if you have the optional tray #2.)	**A4** ✳ Letter Legal Executive A5 A6 B5 B6	Sets the size of paper in paper tray #1.	4-7

The factory settings are shown in Bold with ✳ .

Menu

Set → Set → Set

Stop/Exit

to select   to select   to accept   to exit
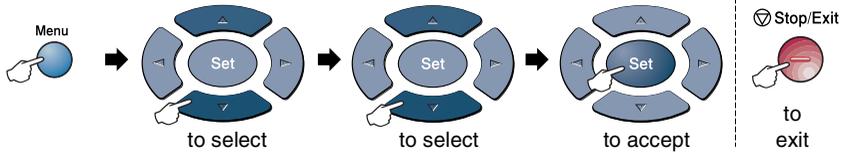
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	3.Paper Size (Continued)	2.Tray #2 (option)	**A4**✳ Letter Legal Executive A5 B5 B6	Sets the size of paper in paper tray #2.	4-7
	4.Volume	1.Ring	High **Med**✳ Low Off	Adjusts the ring volume.	4-8
		2.Beeper	High **Med**✳ Low Off	Adjusts the volume level of the beeper.	4-8
		3.Speaker	High **Med**✳ Low Off	Adjusts the speaker volume.	4-9
	5.Auto Daylight	—	**On**✳ Off	Changes for Daylight Savings Time automatically.	4-9
	6.Ecology	1.Toner Save	On **Off**✳	Increases life of toner cartridge.	4-9
		2.Sleep Time	(00-99) **05Min**✳	Conserves power	4-10
		3.Power Save	On **Off**✳	Power Save Mode	4-11

The factory settings are shown in Bold with ✳.

Menu

Set ▲ ◄ ► ▽ to select

Set ▲ ◄ ► ✓ to select

Set ▲ ◄ ► ▽ to accept

⊘ Stop/Exit

to exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	7.Tray Use: Copy (For MFC-8440, this menu doesn't appear.) (If you have optional tray #2, see page 3-17.)	—	Tray#1 Only MP Only **Auto** ✳	Selects the tray that will be used for copy.	4-12
	8.Tray Use: Fax (This setting only appears if you have the optional tray #2, see page 3-17.)	—		Selects the tray that will be used for fax.	4-13
	7.LCD Contrast (MFC-8440) 8.LCD Contrast (MFC-8840D) 9.LCD Contrast (With optional tray #2)	—	- ▢▢▢▢■ + - ▢▢▢■▢ + - ▢▢■▢▢ + ✳ - ▢■▢▢▢ + - ■▢▢▢▢ +	Adjusts the contrast of LCD.	4-13
2.Fax	1.Setup Receive (In Fax mode only)	1.Ring Delay	10 09 08 07 06 05 04 03 **02** ✳ (Example for Australia)	Sets the number of rings before the MFC answers in FAX or FAX/TEL mode.	5-2
		2.F/T Ring Time	70 40 **30** ✳ 20 (Example for Australia)	Sets the pseudo/double-ring time in FAX/TEL mode.	5-3

The factory settings are shown in Bold with ✳.

Menu

Set → Set → Set

Stop/Exit

to select   to select   to accept   to exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	1.Setup Receive (In Fax mode only) (Continued)	3.Fax Detect	On✶ Off	Receives fax messages without pressing the Start key.	5-4
		4.Remote Code	On (✶51, #51) (✶91, #91 for New Zealand) Off	You can answer all calls at an extension or external phone and use codes to turn the MFC on or off. You can personalize these codes.	5-9
		5.Auto Reduction	On✶ Off	Reduces the size of incoming faxes.	5-5
		6.Memory Receive	On✶ Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	5-6
		7.Print Density	- ▫▫▫▫■ + - ▫▫▫■▫ + - ▫▫■▫▫ +✶ - ▫■▫▫▫ + - ■▫▫▫▫ +	Makes printouts darker or lighter.	5-7
		8.Polling RX	Standard✶ Secure Timer	Sets up your MFC to poll another fax machine.	5-10
		9.Duplex (MFC-8840D)	On Off✶	Receives faxes printed on both sides of the paper.	5-13

The factory settings are shown in Bold with ✶.

Press the Menu numbers.
(ex. Press **1**, **1** for Mode Timer)
—**OR**—

Menu → Set → Set → Set → Stop/Exit

to select   to select   to accept   to exit
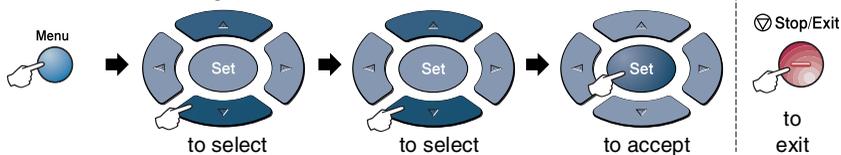
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	2.Setup Send (In Fax mode only)	1.Contrast	**Auto∗** Light Dark	Changes the lightness or darkness of faxes you send.	6-8
		2.Fax Resolution	**Standard∗** Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	6-9
		3.Delayed Fax	—	Set the time of day in 24 hour format that the delayed faxes will be sent.	6-20
		4.Batch TX	On **Off∗**	Combines delayed faxes to the same fax number at the same time of day into one transmission.	6-21
		5.Real Time TX	**Off∗** On Next Fax Only	You can send a fax without using the memory.	6-11
		6.Polled TX	**Standard∗** Secure	Sets up the document on your MFC to be retrieved by another fax machine.	6-21
		7.Coverpg Setup	Next Fax Only On **Off∗** Print Sample	Automatically send a Cover Page you have programmed.	6-14

The factory settings are shown in Bold with ∗.

Menu → Set → Set → Set → Stop/Exit

to select   to select   to accept   to exit
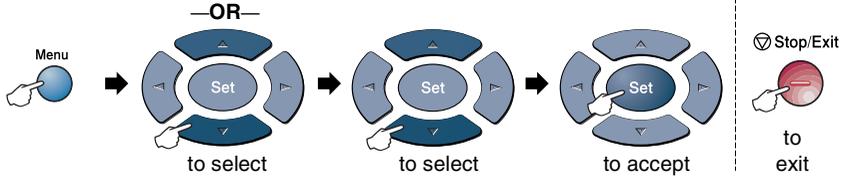
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	2.Setup Send (In Fax mode only) (Continued)	8.Coverpage Note	—	You can set up your own comments for the fax Cover Page.	6-15
		9.Overseas Mode	On **Off✻**	Adjusts for overseas transmissions, which can sometimes cause problems.	6-19
		0.Glass Fax Size	**A4/Letter✻** Legal	Adjusts the scan area of the scanner glass to the size of the document.	6-5
	3.Set Quick-Dial	1.One-Touch Dial		Stores One-Touch Dial numbers, so you can dial by pressing one key (and Start).	7-1
		2.Speed-Dial	—	Stores Speed-Dial numbers, so you can dial by pressing only a few keys (and Start).	7-3
		3.Setup Groups	—	Sets up a Group number for Broadcasting.	7-5
	4.Report Setting	1.Transmission	On **On+Image✻** Off Off+Image	Initial setup for Transmission Verification Report and Journal Report.	9-1
		2.Journal Period	Every 7 Days Every 2 Days Every 24 Hours Every 12 Hours Every 6 Hours **Every 50 Faxes✻** Off		9-2

The factory settings are shown in Bold with ✻.

Press the Menu numbers.
(ex. Press **1**, **1** for Mode Timer)
—**OR**—

Menu

Set   Set   Set

to select   to select   to accept

⊘ Stop/Exit

to
exit
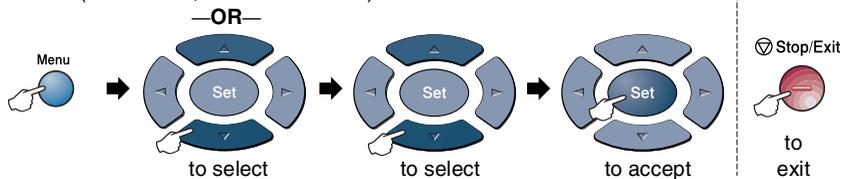
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	5.Remote Fax Opt	1.Fax Forward	On Off✶	Sets the MFC to forward fax messages.	8-1
		2.Fax Storage	On Off✶	Stores incoming faxes in the memory so you can retrieve them while you are away from your MFC.	8-2
		3.Remote Access	---✶	You must set your own code for Remote Retrieval.	8-3
		4.Print Document	—	Prints incoming faxes stored in the memory.	5-7
	6.Remaining Jobs	—	—	Checks which jobs are in the memory or cancels a delayed fax or polling job.	6-12
	0.Miscellaneous	1.Mem Security	—	Prohibits most functions except receiving faxes into memory.	6-23
		2.Drum Life	—	You can check the percentage of drum life that remains available.	12-35
		3.Page Counter	Total Copy Print List/Fax	Lets you check number of total pages the MFC has printed so far.	12-35
		4.Distinctive (Except for New Zealand)	On Off✶	Use with BT Call Sign.	5-14

The factory settings are shown in Bold with ✶.

Menu ▶ Set ◀ to select ▶ Set ◀ to select ▶ Set ◀ to accept | Stop/Exit to exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	**0.Miscellaneous** (Continued)	**4.Faxability** (Only for New Zealand)	On **Off**✳	If you have FaxAbility from Telecom, you can use this function to store the ringing pattern of your fax number. And if you set in to ON ,you should use the registered number only.	5-18
		5.Caller ID	Display# Print Report	View or print a list of the last 30 Caller IDs stored in memory.	5-15
3.Copy	**1.Quality**		Text Photo **Auto**✳	Selects the Copy resolution for your type of document.	10-20
	2.Contrast	—	- ▫▫▫▫■ + - ▫▫▫■▫ + - ▫▫■▫▫ +✳ - ▫■▫▫▫ + - ■▫▫▫▫ +	Adjusts the contrast for copies.	10-20
4.Printer	**1.Emulation**	—	**Auto**✳ HP LaserJet BR-Script 3	Selects the Emulation mode.	See Software User's Guide on the CD-ROM
	2.Print Options	**1.Internal Font**	—	Prints a list of the MFC's internal fonts or current printer settings.	
		2.Configuration	—		
	3.Reset Printer	—	—	Returns the MFC to the original factory default settings.	
5.Print Reports	**1.Help List**	—	—	You can print these lists and reports.	9-3
	2.Quick-Dial	—	—		
	3.Journal	—	—		
	4.XMIT Verify	—	—		
	5.System Setup	—	—		
	6.Order Form	—	—		

The factory settings are shown in Bold with ✳.

Press the Menu numbers.
(ex. Press **1**, **1** for Mode Timer)
—**OR**—

Menu ➤ Set / to select ➤ Set / to select ➤ Set / to accept ┆ Stop/Exit / to exit
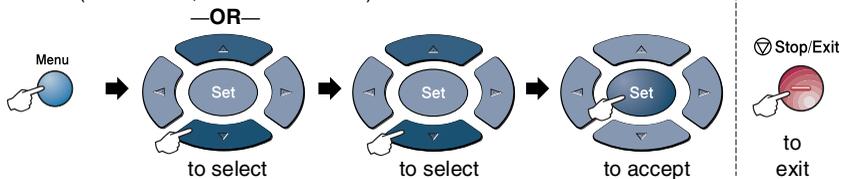
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page

`0.Initial Setup`	`1.Receive Mode`	—	**`Fax Only`** ✱
			`Fax/Tel`
			`External TAD`
			`Manual`
				You can choose the receive mode that best suits your needs.	5-2

	`2.Date/Time`	—	—	Puts the date and time on the LCD and in headings of faxes you send.	4-1

	`3.Station ID`	—	`Fax`
			`Tel`
			`Name`
				Program your name, fax and telephone number to appear on each page you fax.	4-2

	`4.Tone/Pulse` (Except for New Zealand)	—	**`Tone`** ✱ `Pulse`	Selects the dialling mode.	4-14

The factory settings are shown in Bold with ✱.

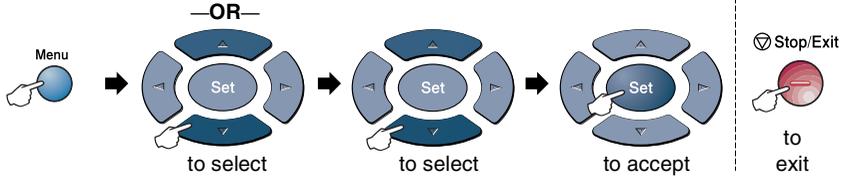Press the Menu numbers.
(ex. Press **1**, **1** for Mode Timer)
—**OR**—

| Menu | to select | to select | to accept | Stop/Exit to exit |
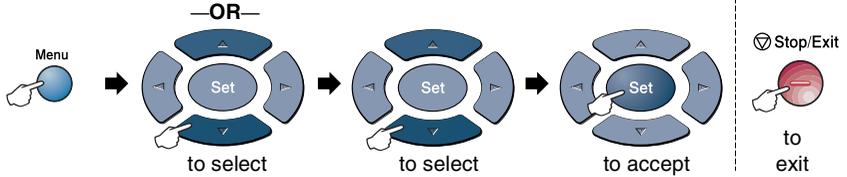
If you installed optional LAN board (NC-9100h), the LCD shows the following LAN menu.

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6.LAN (option)	1.Setup TCP/IP	1.BOOT Method	Auto* Static RARP BOOTP DHCP	You can choose the BOOT method that best suits you needs.	See Network User's Guide on the CD-ROM
		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.Host Name	BRN_XXXXXX	Enter the Host name.	
		6.WINS Config	Auto* Static	You can choose the WINS configuration mode.	
		7.WINS Server	Primary Secondary	Specifies the IP address of the primary or secondary server.	

The factory settings are shown in Bold with *.

Press the Menu numbers.
(ex. Press **1**, **1** for Mode Timer)
—**OR**—

| to select | to select | to accept | to exit |
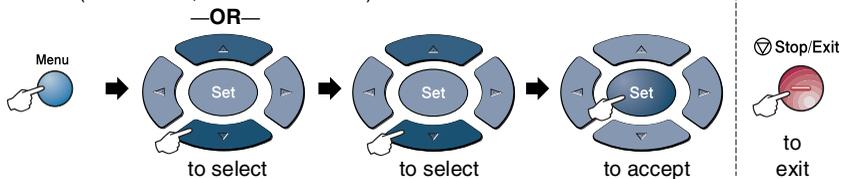
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6.LAN (option) (Continued)	**1.Setup TCP/IP** (Continued)	**8.DNS Server**	Primary Secondary	Specifies the IP address of the primary or secondary server.	See Network User's Guide on the CD-ROM
		9.APIPA	On＊ Off	Automatically allocates the IP address from the link-local address range.	
	2.Setup Internet	**1.Mail Address**	(60 characters)	Enter the mail address.	
		2.SMTP Server	[000-255].[000-255].[000-255].[000-255]	Enter the SMTP server address.	
		3.POP3 Server	[000-255].[000-255].[000-255].[000-255]	Enter the POP3 server address.	
		4.Mailbox Name	(up to 20 characters)	Enter the mail box name.	
		5.Mailbox Pwd	Password:＊＊＊＊＊＊	Enter the password to login to the POP3 server.	
	3.Setup Mail RX	**1.Auto Polling**	On＊ Off	Automatically checks the POP3 server for new messages.	
		2.Poll Frequency	10Min	Sets the interval for checking for new messages on the POP3 server.	

The factory settings are shown in Bold with ＊.

Press the Menu numbers.
(ex. Press **1**, **1** for Mode Timer)
—**OR**—

Menu → Set (to select) → Set (to select) → Set (to accept) | Stop/Exit (to exit)
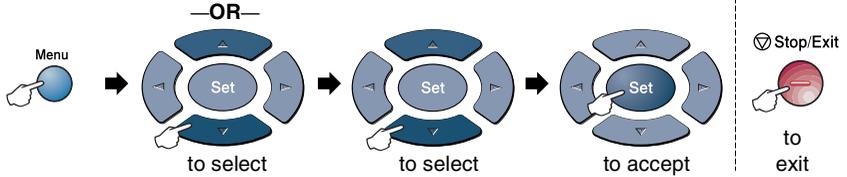
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6.LAN (option) (Continued)	**3.Setup Mail RX** (Continued)	**3.Header**	All Subject+From+To **None** ✳	Selects the contents of the mail header to be printed.	See Network User's Guide on the CD-ROM
		4.Del Error Mail	**On** ✳ Off	Deletes error mails automatically.	
		5.Notification	On MDN **Off** ✳	Sends notification messages.	
	4.Setup Mail TX	**1.Sender Subject**	—	Displays the subject that is attached to the Internet Fax data.	
		2.Size Limit	On **Off** ✳	Limits the size of E-mail documents.	
		3.Notification	On **Off** ✳	Sends notification messages.	
	5.Setup Relay	**1.Rly Broadcast**	On **Off** ✳	Relays a document to another fax machine.	
		2.Relay Domain	Relay**XX:**	Registers the Domain name.	
		3.Relay Report	On **Off** ✳	Prints the Relay Broadcast Report.	

The factory settings are shown in Bold with ✳.

Press the Menu numbers.
(ex. Press **1**, **1** for Mode Timer)
—**OR**—

Menu ➡ Set ➡ Set ➡ Set

Stop/Exit

to select   to select   to accept   to exit
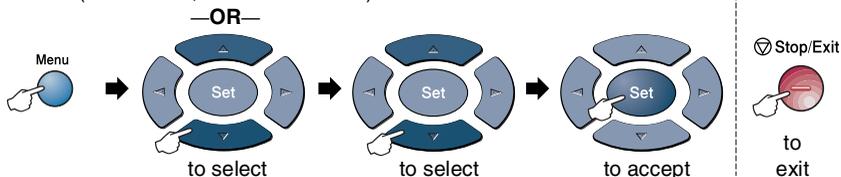
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6.LAN (option) (Continued)	6.Setup Misc.	1.Netware	On ✳ Off	Select On to use the MFC on a Netware network.	See Network User's Guide on the CD-ROM
		2.Net Frame	Auto ✳ 8023 ENET 8022 SNAP	Lets you specify the frame type.	
		3.AppleTalk	On ✳ Off	Select On to use the MFC on a Macintosh network.	
		4.DLC/LLC	On ✳ Off	Select On to use the MFC on a DLC/LLC network.	
		5.Net BIOS/IP	On ✳ Off	Select On to use the MFC on a Net BIOS/IP network.	
		6.Ethernet	Auto ✳ 100B-FD 100B-HD 10B-FD 10B-HD	Selects Ethernet link mode.	
		7.Time Zone	GMT-XX:XX	Sets the time zone for your country.	
	7.Scan to E-Mail	1.Color	PDF ✳ JPEG	Selects the file type.	
		2.B/W	PDF ✳ TIFF		

The factory settings are shown in Bold with ✳.

If you have the optional paper tray, the LCD displays these options. (**Menu**, **1**, **7**/**Menu**, **1**, **8**)

(For MFC-8440 with the optional paper tray #2)

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup	7.Tray Use: Copy	—	Tray#1 Only Tray#2 Only **Auto**✽	Select the tray that will be used for copying.	4-12
	8.Tray Use: Fax	—	Tray#1 Only Tray#2 Only **Auto**✽	Select the tray that will be used for faxing.	4-13

(For MFC-8840D with the optional paper tray #2)

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup	7.Tray Use: Copy	—	Tray#1 Only Tray#2 Only MP Only **Auto**✽	Select the tray that will be used for copying.	4-12
	8.Tray Use: Fax	—	Tray#1 Only Tray#2 Only **Auto**✽	Select the tray that will be used for faxing.	4-13

The factory settings are shown in Bold with ✽.

4 **Getting started**

Initial Setup

Setting the Date and Time

Your MFC displays the date and time and if you set up the Station ID it prints on every fax you send. If there is a power failure, you may have to reset the date and time. All other settings will not be affected.

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

2 Enter the last two digits of the year.
Press **Set**.

```
02.Date/Time


  Year:20XX
Enter & Set Key
```

3 Enter two digits for the month.
Press **Set**.

(For example, enter 09 for September, or 10 for October.)

4 Enter two digits for the day.
Press **Set**.

(For example, enter 06 for 6th.)

5 Enter the time in 24-Hour format.
Press **Set**.

(For example, enter 15:25 for 3:25 P.M.)

6 Press **Stop/Exit**.

The LCD now shows the date and time whenever the MFC is in Standby mode.

Setting the Station ID

You should store your name or company name and fax number and telephone number to be printed on all fax pages that you send.

It is important that you enter the fax and telephone numbers in the internationally standardised format, i.e. in accordance with the following strict sequence:

■ The "+" (plus) character (by pressing ✳ key)

■ Your Country Code (e.g. "61" for Australia, "64" for New Zealand)

■ Your local area code minus any leading "0"

■ A space

■ Your number on the local exchange, using spaces to aid readability as appropriate.

As an example, if the machine is installed in the United Kingdom and the same line is to be used for both fax and voice calls, and your national telephone number is 0161-444 5555, then you must set the fax and telephone number parts of your station ID as: +44 161-444 5555.

1 Press **Menu**, **0**, **3**.

2 Enter your fax number (up to 20 digits).

Press **Set**.

```
03.Station ID


  Fax:
Enter & Set Key
```

3 Enter your telephone number (up to 20 digits).

Press **Set**.

(If your telephone number and fax number are the same, enter the same number again).

■ The telephone number you enter is only used for Cover Page features. (See *Composing the electronic Cover Page* on page 6-14.)

■ You cannot enter a hyphen.

4 Use the dial pad to enter your name (up to 20 characters). Press **Set**.

5 Press **Stop/Exit**.

The LCD will show the date and time.

If the Station ID has already been programmed, the LCD will ask you to press **1** to make a change or **2** to exit without changing.

Entering text

When you are setting certain functions, such as the Station ID, you may need to type text into the MFC. Most number keys have three or four letters printed above them. The keys for **0**, **#** and ✳ do not have printed letters because they are used for special characters.

By pressing the appropriate number key repeatedly, you can access the character you want.

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

Inserting spaces

To enter a space, press ⬦ once between numbers and twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ◄ to move the cursor under the incorrect character. Then press **Clear/Back**. The letter above the cursor will be deleted. Re-enter the correct character.

Repeating letters

If you need to enter a character that is on the same key as the previous character, press ► to move the cursor to the right before you press the key again.

Special characters and symbols

Press ✳, **#** or **0**, and then press ◄ or ► to move the cursor under the special character or symbol you want. Then press **Set** to select it.

Press ✳	for	(space) ! " # $ % & ' ( ) ✳ + , - . /€
Press **#**	for	: ; < = > ? @ [ ] ^ _
Press **0**	for	Ä Ë Ö Ü À Ç È É 0

General Setup

Setting the Mode Timer

The MFC has three temporary mode keys on the control panel: Fax, Copy and Scan. You can change the number of seconds or minutes the MFC takes after the last Copy or Scan operation before it returns to Fax mode. If you select Off, the MFC stays in the mode you used last.
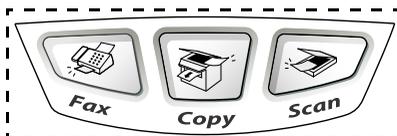
1 Press **Menu**, **1**, **1**.

2 Press ⬆ or ⬇ to select
0 Sec, 30 Secs, 1 Min, 2 Mins,
5 Mins or Off.

3 Press **Set**.

```
11.Mode Timer
▲      0 Sec
       30 Secs
▼      1 Min
Select ▲▼ & Set
```

Setting the Paper Type

To get the best print quality, set the MFC for the type of paper you are using.

For MFC-8440

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

   —**OR**—

   If you have the optional paper tray, press **Menu**, **1**, **2**, **1** to set the paper type for `Tray #1` or **Menu**, **1**, **2**, **2** to set the paper type for `Tray #2`.

2 Press ◁ or ▷ to select `Thin`, `Plain`, `Thick`, `Thicker` or `Transparency`.

3 Press **Set**.

4 Press **Stop/Exit**.

```
12.Paper Type
▲       Plain
        Thick
▼       Thicker
Select ▲▼ & Set
```

```
12.Paper Type

  1.Tray #1
  2.Tray #2
Select ▲▼ & Set
```

For MFC-8840D

1 Press **Menu**, **1**, **2**, **1** to set the paper type for `MP Tray`.

   —**OR**—

   Press **Menu**, **1**, **2**, **2** to set the paper type for `Tray #1`.

   —**OR**—

   If you have the optional paper tray, press **Menu**, **1**, **2**, **3** to set the paper type for `Tray #2`.

2 Press ◁ or ▷ to select `Thin`, `Plain`, `Thick`, `Thicker` or `Transparency`.

3 Press **Set**.

4 Press **Stop/Exit**.

```
12.Paper Type
  1.MP Tray
  2.Tray #1
  3.Tray #2
Select ▲▼ & Set
```

```
12.Paper Type
  1.MP Tray
▲       Plain
▼       Thick
Select ▲▼ & Set
```

You can select `Transparency` for `Tray #1` and `Tray #2` only when `A4`, `Letter` or `Legal` is selected in **Menu**, **1**, **3**.

Setting the Paper Size

You can use eight sizes of paper for printing copies: A4, letter, legal, executive, A5, A6, B5 and B6 and three sizes of paper for printing faxes: A4, letter and legal. When you change the size of paper in the MFC, you will need to change the setting for Paper Size at the same time so your MFC can fit an incoming fax or reduced copy on the page.

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

2 Press ◠ or ◡ to select A4, Letter, Legal, Executive, A5, A6, B5 or B6.

Press **Set**.

```
13.Paper Size
▲      A4
       Letter
▼      Legal
Select ▲▼ & Set
```

3 Press **Stop/Exit**.

With optional paper tray

1 Press **Menu**, **1**, **3**, **1** to set the paper size for Tray #1.

—**OR**—

Press **Menu**, **1**, **3**, **2** to set the paper size for Tray #2.

```
13.Paper Size

 1.Tray #1
 2.Tray #2
Select ▲▼ & Set
```

2 Press ◠ or ◡ to select A4, Letter, Legal, Executive, A5, A6, B5 and B6.

Press **Set**.

3 Press **Stop/Exit**.

- ■ If you are using the optional paper tray, paper size A6 is not available.

- ■ If you select Transparency in **Menu**, **1**, **2**, you can only select A4, Letter or Legal.

Setting the Ring Volume

You can adjust the ring volume when your MFC is idle (not being used). You can turn the ring Off or you can select the ring volume level.

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

2 Press ⬱ or ⬲ to select (Low, Med, High or Off).

Press **Set**.

3 Press **Stop/Exit**.

```
14.Volume
  1.Ring
▲    Med
▼    High
Select ▲▼ & Set
```

—**OR**—

In Fax mode, press ◀ or ▶ to adjust the volume level. Every time you press these keys, the MFC will ring so you can hear the active setting as the LCD shows it. The volume changes with each key press. The new setting will stay until you change it again.

Setting the Beeper Volume

You can change the beeper volume. The default (factory) setting is Med. When the beeper is on, the MFC beeps every time you press a key or make a mistake and after a fax is sent or received.

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

2 Press ⬱ or ⬲ to select your option.
(Low, Med, High or Off)

Press **Set**.

3 Press **Stop/Exit**.

```
14.Volume
  2.Beeper
▲    Med
▼    High
Select ▲▼ & Set
```

Setting the Speaker Volume

You can adjust the MFC's one-way speaker volume.

1 Press **Menu**, **1**, **4**, **3**.

2 Press ⬇ or ⬆ to select
(Low, Med, High or Off).
Press **Set**.

3 Press **Stop/Exit**.

```
14.Volume
  3.Speaker
▲     Med
▼     High
Select ▲▼ & Set
```

Turning on Automatic Daylight Savings Time

You can set the MFC to change automatically for Daylight Savings 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 day and time in the Date/Time setting. The default setting is On.

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

2 Press ⬇ or ⬆ to select On (or
Off).

3 Press **Set**.

4 Press **Stop/Exit**.

```
15.Auto Daylight

▲ On
▼ Off
Select ▲▼ & Set
```

Toner Save

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

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

2 Press ⬇ or ⬆ to select On (or
Off).

3 Press **Set**.

4 Press **Stop/Exit**.

```
16.Ecology
  1.Toner Save
▲     On
▼     Off
Select ▲▼ & Set
```

Sleep Time

Setting the Sleep Time reduces power consumption by turning off the fuser inside the MFC, while it is idle. You can choose how long the MFC is idle (from 00 to 99 minutes) before it goes into sleep mode. The timer is automatically reset when the MFC receives a Fax or PC data, or makes a copy. The factory setting is 05 minutes. While the MFC is in sleep mode, you will see Sleep on the LCD. If you try to print or copy in sleep mode, there will be a short delay while the fuser warms up to working temperature.

1 Press **Menu**, **1**, **6**, **2**.

2 Use the dial pad to enter the length of time the MFC is idle before it goes into sleep mode (00 to 99).

3 Press **Set**.

4 Press **Stop/Exit**.

- If you want to turn sleep mode off, press **Secure** and **Job Cancel** simultaneously in Step 2.

- If the MFC is in Sleep Mode when you change the Sleep Time, the new setting will take effect the next time the MFC copies or prints is restarted.

Turning off the Scanner Lamp

The scanner lamp stays on for 16 hours before automatically switching off to preserve the life of the lamp. You can turn off the scanner lamp manually if you wish by pressing the ◄ and ► keys simultaneously. The scanner lamp will remain turned off until the next time you use the scanning feature.

Turning off the scanner lamp will also reduce the power consumption.

Please note that turning the lamp off regularly will reduce the lamp's life. Some people prefer to turn the lamp off as they leave the office, or late at night at home. This is not necessary for normal day to day use.

Power Save

Setting Power Save mode reduces power consumption. If Power Save Mode is switched On, when the MFC is idle and the scanner lamp is turned off, it drops into power save mode in approx. 10 minutes automatically. In the Power Save Mode, you cannot use the fax detect function or remote activation.

The MFC will not display the date and time in this condition.

1 Press **Menu**, **1**, **6**, **3**.

2 Press ⬆ or ⬇ to select On (or Off).

3 Press **Set** when the screen displays your selection.

4 Press **Stop/Exit**.

```
16.Ecology
  3.Power Save
▲     On
▼     Off
Select ▲▼ & Set
```
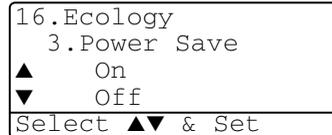
Setting the Tray Use for Copy mode

If your MFC is a MFC-8440 without the optional tray #2, you can skip this setting.

MFC-8440

The default setting of Auto allows *[1]your MFC to choose the optional Tray #2 when paper is out in Tray #1 or *[2]when the size of the document will fit best on the paper in Tray #2.

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

2 Press ⬅ or ➡ to select Tray#1 Only, Tray#2 Only, or Auto.

```
17.Tray Use: Copy
▲     Tray#1 Only
      Tray#2 Only
▼     Auto
Select ▲▼ & Set
```

3 Press **Set**.

4 Press **Stop/Exit**.

MFC-8840D

The default setting of Auto allows *[1]your MFC to choose the optional Tray #2 or the MP tray when paper is out in Tray #1 and *[2]when the size of the document will fit best on the paper in Tray #2.

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

2 Press ⬅ or ➡ to select Tray#1 Only, MP Only, or Auto.

—**OR**—

If you have the optional paper tray. Press ⬅ or ➡ to select Tray#1 Only, Tray#2 Only, MP Only, or Auto.

```
17.Tray Use: Copy
▲     Tray#1 Only
      MP Only
▼     Auto
Select ▲▼ & Set
```

```
17.Tray Use: Copy
▲     Tray#1 Only
      Tray#2 Only
▼     MP Only
Select ▲▼ & Set
```

3 Press **Set**.

4 Press **Stop/Exit**.

*1 Copies will automatically be printed from Tray #2 only if the Paper Size setting for Tray #2 is the same as Tray #1.

*2 When using the ADF, copies will automatically be printed from Tray #2 if the Paper Size setting for Tray #2 is different than Tray #1 and this paper size is more suitable for the scanned original.

Setting the Tray Use for Fax mode

If your MFC doesn't have the optional tray #2, you can skip this setting.

The default setting of Auto allows your MFC to choose the optional Tray #2 if Tray #1 is out of paper or if incoming faxes will fit best on the paper in Tray #2.

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

2 Press ◁▷ or ◁▷ to select Tray#1 Only, Tray#2 Only, or Auto.

```
18.Tray Use: Fax
▲     Tray#1 Only
      Tray#2 Only
▼     Auto
Select ▲▼ & Set
```

3 Press **Set**.

4 Press **Stop/Exit**.

✎ If Auto Reduction is turned on, incoming faxes will be printed from the tray that is set for Auto Reduction. (See *Printing a reduced incoming fax (Auto Reduction)* on page 5-5.)

Setting the LCD Contrast

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

1 (MFC-8440) Press **Menu**, **1**, **7**.
(MFC-8840D) Press **Menu**, **1**, **8**.

—**OR**—

If you have the optional tray #2, press **Menu**, **1**, **9**.

```
19.LCD Contrast

  -□□■□□+

Select ◀▶ & Set
```

2 Press ▷ to increase the contrast.

—**OR**—

Press ◁ to decrease the contrast.

Press **Set**.

3 Press **Stop/Exit**.

Initial Setup depending on Your Country

Setting Tone or Pulse dialling mode (Except for New Zealand)

Your machine comes set for Tone dialling service (multi-frequency). If you have Pulse dialling service (rotary), you need to change the dialling mode.

1 Press **Menu**, **0**, **4**.

2 Press ◁▷ or ◁▷ to select Pulse (or Tone).

Press **Set**.

3 Press **Stop/Exit**.

```
04.Tone/Pulse

▲      Tone
▼      Pulse
Select ▲▼ & Set
```
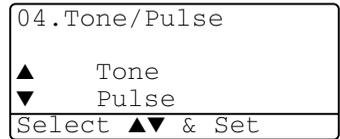
5 Setup Receive

Basic receiving operations

Choosing the Receive Mode

There are four different Receive Modes for your MFC. You can choose the mode that best suits your needs.

LCD	How it works	When to use it
Fax Only* (automatic receive)	The MFC automatically answers every call as a fax.	For dedicated fax lines.
Fax/Tel (fax and telephone) (with an external or extension telephone)	The MFC controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (pseudo/double ring) for you to pick up the call.	Use this mode if you expect to receive lots of fax messages and few telephone calls. You cannot have an answering machine on the same line, even if it is on a separate wall socket/phone socket on the same line. You cannot use the telephone company's Voice Mail in this mode.
External TAD (with an external answering machine)	The external answering machine (TAD) automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.	Use this mode if you have an external answering machine on your phone line. The TAD setting works only with an external answering machine. Ring Delay and F/T Ring Time do not work in this setting.
Manual (manual receive) (with an external or extension telephone or with Distinctive Ring)	You control the phone line and must answer every call yourself.	Use this mode if you do not receive many fax messages. If you answer and hear fax tones, wait until the MFC takes over the call, then hang up. (See *Fax Detect* on page 5-4.) If you use a computer modem on the same line MFC Faxing will not operate correctly.

* In Fax/Tel mode you must set the Ring Delay and F/T Ring Time.

The MP tray is not available with Fax Receive.

To select or change your Receive Mode

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

2 Press ◁▷ or ◁▷ to select
Fax Only, Fax/Tel,
External TAD or Manual.

Press **Set**.

```
01.Receive Mode
▲    Fax Only
     Fax/Tel
▼    External TAD
Select ▲▼ & Set
```

3 Press **Stop/Exit**.

📠 If you are changing the Receive Mode while in another
operation, the LCD will return to that operation.

```
01/03/2005 18:15

External TAD
Dial & Start
```

```
Fax Only
Fax/Tel
External TAD
Manual
```

Setting the Ring Delay

The Ring Delay sets the number of times the MFC rings before it
answers in Fax only or Fax/Tel mode. If you have extension
phones on the same line as the MFC or subscribe to the telephone
company's Distinctive Ring service, keep the Ring Delay setting of 6.
(See *Fax Detect* on page 5-4 and *Operation from extension
telephones* on page 5-8.)

1 If it is not illuminated in green, press 📠 (**Fax**).

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

3 Press ◁▷ or ◁▷ to select how
many times the line rings before
the MFC answers (02-10 for
Australia, 01-10 for New Zealand,
00-10 for some countries).

```
21.Setup Receive
  1.Ring Delay
▲     03
▼     04
Select ▲▼ & Set
```

Press **Set**.

(If you select 00, the line won't ring at all.)

4 Press **Stop/Exit**.

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

If you set the Receive Mode to Fax/Tel, you'll need to decide how long the MFC will signal you with its special pseudo/double-ring when you have a *voice* call. (If it's a fax call, the MFC prints the fax.)

This pseudo/double-ring happens after the initial ringing from the phone company. Only the MFC rings (for 20, 30, 40 or 70 seconds, for 20, 30, 40 or 55 seconds for New Zealand) and no other phones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any extension phone (in a separate wall socket/phone socket) on the same line as the MFC. (See *Operation from extension telephones* on page 5-8.)

1 If it is not illuminated in green, press ✐ (**Fax**).

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

3 Press ⬤ or ⬤ to select how long the MFC will ring to alert you that you have a voice call.

Press **Set**.

```
21.Setup Receive
  2.F/T Ring Time
▲      20
▼      30
Select ▲▼ & Set
```

4 Press **Stop/Exit**.

✎ Even if the caller hangs up during the pseudo/double-ringing, the MFC will continue to ring for the set time.

Fax Detect

When you use this feature, you don't have to press **Start** or the Remote Activation Code ✱ **51** (✱ **91** for NewZealand) when you answer a fax call. Selecting On allows the MFC to receive fax calls automatically, even if you lift the handset of an extension or external phone. When you see Receiving on the LCD or when you hear 'chirps' through the handset of an extension phone connected to another wall socket/phone socket, just replace the handset and your MFC will do the rest. Selecting Off means you'll have to activate the MFC yourself by lifting the handset of an external or extension phone, and then press **Start** on the MFC—**OR**—by pressing ✱ **51** (✱ **91** for NewZealand) if you are not at your MFC. (See *Operation from extension telephones* on page 5-8.)

If this feature is set to On, but your MFC doesn't connect a fax call when you lift a extension or external phone handset, press the Remote Activation Code ✱ **51** (✱ **91** for NewZealand). If you send faxes from a computer on the same phone line and the MFC intercepts them, set Fax Detect to Off.

1 If it is not illuminated in green, press ⌨ (**Fax**).

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

3 Use ◁ or ▷ to select On (or Off).

```
21.Setup Receive
 3.Fax Detect
▲     On
▼     Off
Select ▲▼ & Set
```

Press **Set**.

4 Press **Stop/Exit**.

Printing a reduced incoming fax (Auto Reduction)

If you choose On, the MFC automatically reduces an incoming fax to fit on one page of letter, legal or A4 size paper, regardless of the paper size of the document. The MFC calculates the reduction ratio by using the page size of the document and your Paper Size setting (**Menu**, **1**, **3**).

1 If it is not illuminated in green, press ⌨ (**Fax**).

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

3 If you have the optional paper tray #2, press ⌒ or ⌄ to select Tray #1 or Tray #2.

Press **Set**.

```
21.Setup Receive
  5.Auto Reduction
▲      On
▼      Off
Select ▲▼ & Set
```

4 Use ⌒ or ⌄ to select On (or Off).

Press **Set**.

5 Press **Stop/Exit**.

If you receive faxes that are split onto two pages, turn on this setting.

Reception into memory

As soon as the paper tray becomes empty during fax reception, the screen will display Check Paper; please put some paper in the paper tray. (See Quick Setup Guide.)

If the Memory Receive switch is ON at this time…

The current fax reception will continue, with the remaining pages being stored in memory, if it is available. Subsequent incoming faxes will also be stored into memory until the memory is full, following with no further incoming fax calls will be automatically answered. To print all data, put paper in the paper tray.

If the Memory Receive switch is OFF at this time…

The current fax reception will continue, with the remaining page(s) being stored in memory, subject to available memory. Subsequent incoming fax calls will not be automatically answered until fresh paper is put in the paper tray. To print the last fax received, load paper in the paper tray.

1 If it is not illuminated in green, press ✍ (**Fax**).

2 Press **Menu**, **2**, **1**, **6**.

3 Use ⬅ or ➡ to select On (or Off).

Press **Set**.

4 Press **Stop/Exit**.

```
21.Setup Receive
  6.Memory Receive
▲     On
▼     Off
Select ▲▼ & Set
```

Printing a fax from the memory

If you set Fax Storage to ON for Remote Retrieval, you can still print a fax from the memory when you are at your MFC. (See *Setting Fax Storage* on page 8-2.)

1 Press **Menu**, **2**, **5**, **4**.

2 Press **Start**.

3 After printing has finished, press **Stop/Exit**.

```
25.Remote Fax Opt
  4.Print Document


Press Start
```

Setting the Print Density

You can adjust print density, making your printed pages darker or lighter.

1 If it is not illuminated in green, press 🖷 (**Fax**).

2 Press **Menu**, **2**, **1**, **7**.

3 Press ▸ to make the print darker.

—**OR**—

Press ◂ to make the print lighter.

Press **Set**.

4 Press **Stop/Exit**.

```
21.Setup Receive
  7.Print Density

     -□□■□□+
Select ◀▶ & Set
```

Advanced receiving operations

Operation from extension telephones

If you answer a fax call on an extension telephone, or an external telephone into the correct socket on the machine, you can make your MFC take the call by using the Remote Activation Code. When you press the Remote Activation Code $*$ **51** ($*$ **91** for NewZealand), the MFC starts to receive a fax.
(See *Fax Detect* on page 5-4.)
If the MFC answers a voice call and pseudo/double-rings for you to take over, use the Deactivation Code **#51** (**#91** for NewZealand) to take the call at an extension phone. (See *Setting the F/T Ring Time (Fax/Tel mode only)* on page 5-3.)

If you answer a call and no one is on the line, you should assume that you're receiving a manual fax.

■ At an extension phone (on a separate telephone wall socket/phone socket), press $*$ **51** ($*$ **91** for NewZealand), wait for fax-receiving tones (chirps), and then hang up.

■ At an external phone (connected to the MFC's EXT socket), press $*$ **51** ($*$ **91** for NewZealand) and wait for the phone to be disconnected before you hang up (the LCD shows `Receiving`).

Your caller will have to press **Start** to send the fax.

For FAX/TEL mode only

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

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

If you're at an extension phone, you'll need to lift the handset during the F/T Ring Time and then press **#51** (**#91** for NewZealand) between the double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the MFC by pressing $*$ **51** ($*$ **91** for NewZealand).

Using a cordless external handset

If your cordless telephone is connected to the correct socket on the MFC and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay. If you let the MFC answer first, you will have to go to the MFC so you can press **Hook** to transfer the call to the cordless handset.

Not all brands of cordless phone are compatible for use with your MFC.

Changing the remote codes

Remote Codes might not work with some telephone systems. The preset Remote Activation Code is ✳ **5 1** (✳ **9 1** for New Zealand). The preset Deactivation Code is **# 5 1** (**# 9 1** for New Zealand).

1 If it is not illuminated in green, press 🖅 (**Fax**).

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

3 Press ◁ or ◁ to select On (or Off).

Press **Set**.

```
21.Setup Receive
 4.Remote Code
▲     On
▼     Off
Select ▲▼ & Set
```

4 If you want to, enter a new Remote Activation Code.

Press **Set**.

5 If you want to, enter a new Deactivation Code.

Press **Set**.

6 Press **Stop/Exit**.

Polling

Polling is the process of retrieving faxes from another fax machine. You can use your machine to 'poll' other machines, or you can have someone poll your machine.

Everyone who is involved in Polling needs to set up their fax machines for Polling. When someone polls your machine to receive a fax, they pay for the call. If you poll someone's fax machine to receive a fax, you pay for the call.

Some fax machines do not respond to the Polling feature.

Secure Polling

Secure Polling is a way to keep your documents and others from falling into the wrong hands while the machine is set up for polling. You can use Secure Polling only with another Brother fax machine. Anyone who polls to receive a fax must enter the polling secure code.

Setup for Polling Receive (Standard)

Polling Receive is when you call another fax machine to receive a fax from it.

1 If it is not illuminated in green, press ⌨ (**Fax**).

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

3 Press ⬿ or ⬾ to select Standard.
Press **Set**.

4 Enter the fax number you are polling. Press **Start**.

Setup for Polling Receive with Secure Code

You need to make sure you are using the same secure code as the other party.

1 If it is not illuminated in green, press 🖋 (**Fax**).

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

3 Press ◁ or ▷ to select
Secure.

Press **Set**.

```
21.Setup Receive
  8.Polling RX
▲      Standard
▼      Secure
Select ▲▼ & Set
```

4 Enter a four-digit secure code.

This is the same as the security code of the fax machine you are polling.

5 Press **Set**.

6 Enter the fax number you are polling.

7 Press **Start**.

Setup Delayed Polling Receive

You can set the MFC to begin Polling Receive at a later time.

1 If it is not illuminated in green, press 🖋 (**Fax**).

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

3 Press ◁ or ▷ to select
Timer.

Press **Set**.

```
21.Setup Receive
  8.Polling RX
▲      Standard
▼      Secure
Select ▲▼ & Set
```

4 The screen prompts you to enter the time you want to begin polling.

5 Enter the time (in 24-hour format) you want to begin polling.

For example, enter 21:45 for 9:45 PM.

6 Press **Set**.

7 The screen prompts you to enter the fax number you are polling and then to press **Start**.

The MFC makes the polling call at the time you entered.

✎ You can set up only one Delayed Polling.

Sequential Polling

The MFC can request documents from several fax units in a single operation. You just specify several destinations in Step 4. Afterward, a Sequential Polling Report will be printed.

1 If it is not illuminated in green, press ⟨📠⟩ (**Fax**).

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

3 Press ⟨▲⟩ or ⟨▼⟩ to choose Standard, Secure or Timer.

Press **Set** when the screen displays the setting you want.

4 If you selected Standard, go to Step 5.

■ If you selected Secure, enter a four-digit number and press **Set**, and then go to Step 5.

■ If you selected Timer, enter the time (in 24-hour format) you want to begin polling and press **Set**, and then go to Step 5.

5 Specify the destination fax machines (up to 390), which you wish to poll by using Speed-Dial, Search, a Group (see *Setting up Groups for Broadcasting* on page 7-5) or the dial pad. You must press **Set** between each location.

6 Press **Start**.

The MFC polls each number or group in turn for a document.

📝 Press **Stop/Exit** while the MFC is dialling to cancel the polling process.

To cancel all sequential polling receive jobs, press **Menu**, **2**, **6**. (See *Canceling a scheduled job* on page 6-13.)

Setting Duplex printing for Fax mode (For MFC-8840D)

If you set Duplex to On for fax receive, the MFC prints received faxes on both sides of the paper.

You can use three sizes of paper for this function - letter, legal and A4.

1 If it is not illuminated in green, press ✍ (**Fax**).

2 Press **Menu**, **2**, **1**, **9**.

3 Press ◁ or ▷ to select On (or Off).

Press **Set**.

```
21.Setup Receive
  9.Duplex
▲      On
▼      Off
Select ▲▼ & Set
```

4 Press **Stop/Exit**.

While the Duplex printing for fax is working, auto reduction is also On temporarily.
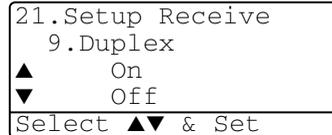
Telephone Service for Australia

Distinctive Ringing (Telstra® FaxStream® Duet®)

This machine feature lets you use the Distinctive Ringing subscriber service offered by Telstra's FaxStream® Duet®, which allows you to have two separate telephone numbers on the one phone line. Each phone number has its own Distinctive Ringing pattern, so you know which phone number is ringing. This is one way you can have a separate phone number for your MFC.

Your MFC has a Distinctive Ringing function, allowing you to dedicate one phone number just for receiving faxes.

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

Flowchart Sequence of Incoming call

```
              ┌─────────────────────┐
              │   Incoming Call     │
              │ (either Voice or Fax)│
              └──────────┬──────────┘
                         │
              ┌──────────▼──────────┐
              │ All extension phones ring,
              │ fax machine is silent.│
              └──────────┬──────────┘
   Registered            │            Main number (Voice Number)
   Duet (Fax) Number     │
   ┌──────────────────┐  │   ┌──────────────────┐
   │ Fax machine automatically│  │ Fax machine begins│
   │ receives and prints fax  │  │ ringing on third ring.│
   │ message without ringing. │  └────┬────────┬───┘
   └──────────────────┘            │        │
                          ┌────────▼──┐  ┌──▼────────────┐
                          │ You answer the call│ Telephone Answering│
                          │ at an external phone│ Device (TAD)│
                          │ or an extension    │ answers the call.│
                          │ phone.             │              │
                          └────────────┘  └──────────────┘
```
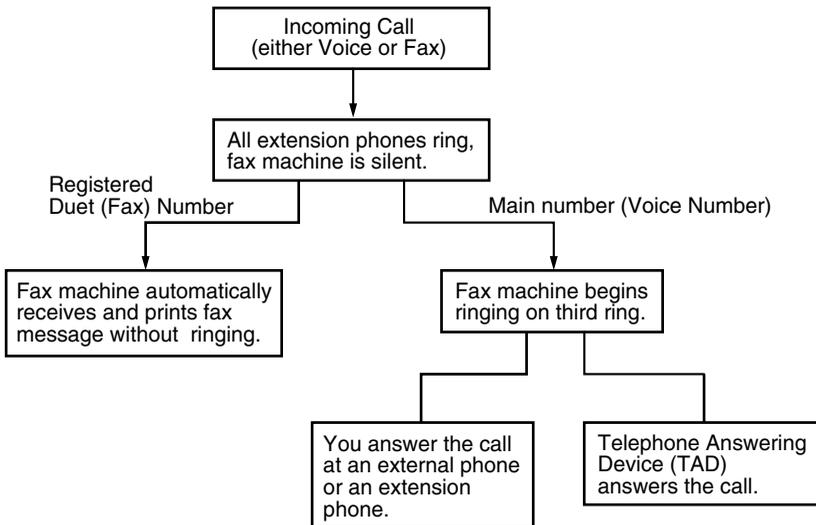
Set the Distinctive Ringing to ON

1 Press **Menu**, **2**, **0**, **4**. The screen displays the current setting of this feature.

2 Press ⬅ or ➡ to select On (or Off).

3 Press **Set**.

4 Press **Stop/Exit**.

```
20.Miscellaneous
  4.Distinctive
▲       On
▼       Off
Select ▲▼ & Set
```

Caller ID (Caller IDentification)

Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number or name as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because Caller IDs are received and stored in your MFC memory.

To get the Caller ID Service: apply for the Caller ID service at your local telephone company, if available.

Advantages of Caller ID

For Business

All businesses profit from a quicker response to customer calls. Businesses that provide mail order services, money-lending services or provide confidential information, can protect themselves from false orders or acceptance of false identification.

At Home

Residential customers can protect themselves from unwanted calls.

How Does the Caller ID Work?

The Caller ID Appears on the Display When Your Telephone Rings

As your telephone rings, the display shows you the caller's phone number or name. Once you pick up the handset, the caller's ID disappears. You will see up to the first 16 characters of the number on the display.

- If `Out of Area` appears on the display, it means that the call came from outside your caller ID service area or a public phone. *
- If `Private Call` appears on the display, it means the caller intentionally blocked the transmission of his/her ID. *

* Depends on network Function.

The Caller ID is Stored in Your MFC Memory

The MFC can store a maximum of the last 30 incoming caller IDs in the memory, along with the time and date of reception. The 31st call will cause the oldest ID to be erased.

The Caller ID information stored in the memory can be used for the following.

- **Selecting a Caller ID from the Memory for Call Reply.**
  You can scroll through the Caller IDs on the display and select one for your MFC to dial.
- **Printing the Caller ID List.**
  You can review calls you received by checking the Caller IDs in memory. This report will list the Date, Time, Phone Number (Caller ID), and type of Call (Comment).

Viewing Caller ID List

Caller ID memory stores information for up to thirty calls; when the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your MFC.

1 Press **Menu**, **2**, **0**, **5**.

2 Press ◁ or ▷ to select Display# and press **Set**.

If the name was not received, it will not be displayed.

```
20.Miscellaneous
  5.Caller ID
▲       Display#
▼     Print Report
Select ▲▼ & Set
```

3 Press ◁ or ▷ to scroll through the Caller ID memory to select the Caller ID you want to view and press **Set**.

The next screen shows the caller's telephone number and the date and time of the call.

4 Press ◁ or ▷ to return to the Caller ID listing

—**OR**—

Press **Stop/Exit** to exit.

Printing Caller ID List

1 Press **Menu**, **2**, **0**, **5**.

2 Press ◁ or ▷ to select Print Report.

3 Press **Set**.

4 Press **Start**.

Telephone Service for New Zealand

FaxAbility

FaxAbility is a service offered by Telecom that allows you to have an additional number on one phone line, with its own distinctive ring pattern. This way, when you get an incoming call, you can identify the number being called by its ring.

How Will the Fax Machine Treat All Other Numbers?

FaxAbility mode ensures that the machine will answer calls to the FaxAbility (secondary) number. When a call comes in to your main number, all the phones will ring. You can set an external answering device (TAD) to answer calls on the other number(s). (See the chart in the following page.)

What is the Advantage of Using the FaxAbility Function?

Using FaxAbility is the most efficient way to receive both fax and telephone calls on the same line. It is much easier for your callers who dial manually. The fax machine will answer with receiving tones so they will not have to press an activation code. And the people who call to talk on your main number will not have to talk to your fax machine. Basically, it gives you two independent numbers without the higher cost of a second line.

How Does FaxAbility Work?

Your telephone number will have the standard ring pattern of long, long tone, while the new number will have a ring pattern of long, silence, long, etc. When FaxAbility is On, you will not hear the first ring of all incoming calls on the fax machine. Extension phones will ring as usual. If the fax machine recognizes the ring pattern, all ringing will stop and the fax machine will answer and automatically receive the fax message. Otherwise, you will hear the extension phones and the fax machine continue to ring. The fax machine always listens to the ring pattern before it answers, so do not pick up the phone during that time. You will quickly learn to recognize the ring pattern for faxes, so you will not be tempted to answer that number. Either you or a telephone answering device can answer the main number(s).

Flowchart Sequence of Incoming call

```
              +---------------------------+
              |      Incoming Call        |
              |  (either Voice or Fax)    |
              +---------------------------+
                           |
              +---------------------------+
              | All extension phones ring,|
              | fax machine is silent.    |
              +---------------------------+
Registered                              Main number (Voice Number)
Duet (Fax) Number
  +-----------------------+      +-----------------------+
  | Fax machine automatically|   | Fax machine begins    |
  | receives and prints fax  |   | ringing on third ring.|
  | message without ringing. |   +-----------------------+
  +-----------------------+         |                |
                      +------------------+   +------------------+
                      | You answer the call |  | Telephone Answering|
                      | at an external phone|  | Device (TAD)      |
                      | or an extension     |  | answers the call. |
                      | phone.              |  +------------------+
                      +------------------+
```
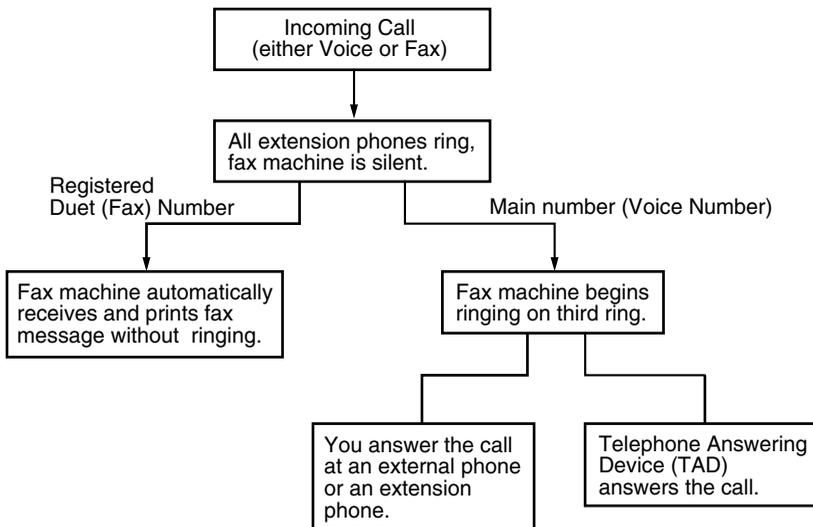
After you have set the FaxAbility feature to ON, the receive mode is set to Manual automatically. Unless you have a TAD or Voice Mail set up on the FaxAbility number, Manual mode means you must answer all the call yourself. You can not change the receive mode to the other mode while the FaxAbility is set to on.

How to Turn FaxAbility OFF or ON

The FaxAbility function is designed to accommodate the FaxAbility service provided by Telecom. To change the setting, repeat Steps 1-3; Step 2 is where you can select either On or Off.

Call Waiting beeps caused by incoming calls on your main number can affect fax transmissions. If you have FaxAbility Service but don't have Call Waiting, you need do nothing at this stage. If you do have Call Waiting as well as FaxAbility, set the Call Waiting menu option to On. See below.

1 Press **Menu**, **2**, **0**, **4**.

The screen displays

2 Press ◁ or ▷ to set FaxAbility to On or Off.

```
20.Miscellaneous
  4.Faxability
▲        On
▼        Off
Select ▲▼ & Set
```

If you have FaxAbility service, select On.

3 Press **Set**.

4 Press ◁ or ▷ to set Call Waiting to On or Off. If you have Call Waiting service, select On to avoid the trouble caused by Call Waiting.

5 Press **Set**.

6 Press **Stop/Exit**.

Caller ID (Caller IDentification)

Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because Caller IDs are received and stored in your MFC memory.

To get the Caller ID Service: apply for the Caller ID service at your local telephone company, if available.

Advantages of Caller ID

For Business

All businesses profit from a quicker response to customer calls. Businesses that provide mail order services, money-lending services or provide confidential information, can protect themselves from false orders or acceptance of false identification.

At Home

Residential customers can protect themselves from unwanted calls.

How Does the Caller ID Work?

The Caller ID Appears on the Display When Your Telephone Rings

As your telephone rings, the display shows you the caller's phone number. Once you pick up the handset, the caller's ID disappears. You will see up to the first 16 characters of the number on the display.

- If `Out of Area` appears on the display, it means that the call came from outside your caller ID service area. *
- If `Private Call` appears on the display, it means the caller intentionally blocked the transmission of his/her ID. *

* Depends on network Function.

Viewing Caller ID List

Caller ID memory stores information for up to thirty calls; when the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your MFC.

1 Press **Menu**, **2**, **0**, **5**.

2 Press ⌐ or ⌐ to select Display# and press **Set**.

```
20.Miscellaneous
  5.Caller ID
▲      Display#
▼      Print Report
Select ▲▼ & Set
```

If the name was not received, it will not be displayed.

3 Press ⌐ or ⌐ to scroll through the Caller ID memory to select the Caller ID you want to view and press **Set**.

The next screen shows the caller's telephone number and the date and time of the call.

4 Press ⌐ or ⌐ to return to the Caller ID listing

—**OR**—

Press **Stop/Exit** .

Printing Caller ID List

1 Press **Menu**, **2**, **0**, **5**.

2 Press ⌐ or ⌐ to select Print Report.

3 Press **Set**.

4 Press **Start**.

If you use the Caller ID for Dial back…

■ Please be sure that you use appropriate dialling procedures for local and national call.

■ Please be sure that you make sure of the details of the exact number to be called back, and the need to insert prefix(es) for manual dialling.

■ Please understand that your MFC may not display precisely the digits to be called.

Telephone Service for Some Countries

Distinctive Ringing (For Singapore and Hong Kong)

This MFC feature lets you use the Distinctive Ringing subscriber service offered by some telephone companies, which allows you to have several telephone numbers on one phone line. Each phone number has its own Distinctive Ringing pattern, so you'll know which phone number is ringing. This is one way you can have a separate phone number for your MFC.

Your MFC has a Distinctive Ringing function, allowing you to dedicate one phone number just for receiving faxes. You'll need to set Distinctive Ringing to On.

You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.

■ The MFC will answer only calls to the Distinctive Ringing number.

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

Setting the Distinctive Ringing

1 Press **Menu**, **2**, **0**, **4**.

2 Press ⬔ or ⬓ to select On (or Off).

3 Press **Set**.

4 Press **Stop/Exit**.

```
20.Miscellaneous
  4.Distinctive
▲      On
▼      Off
Select ▲▼ & Set
```

Caller ID (For Singapore and Hong Kong)

The Caller ID feature of this MFC lets you use the Caller ID subscriber service offered by many local phone companies. This service provides you, by means of the screen display, the telephone number (or name) of your caller as the line rings. (See *Printing Caller ID List* on page 5-25.)

After a few rings, the screen displays the telephone number of your caller (or name, if available). Once you pick up the handset, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory.

■ You will see the first 16 characters of the number or name.

■ Out of Area display means call originates outside your Caller ID service area.

■ Private Call display means the caller has intentionally blocked transmission of information.

If both the name and number are received, the screen displays only the name. You can print a list of Caller ID information received by your MFC.

Caller ID service varies with different carriers. Call your local phone company to determine the kind of service available in your area.

Viewing Caller ID List

Caller ID memory stores information for up to thirty calls; when the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your MFC.

1 Press **Menu**, **2**, **0**, **5**.

2 Press ⬅ or ➡ to select `Display#?` and press **Set**.

If the name was not received, it will not be displayed.

```
20.Miscellaneous
  5.Caller ID
▲      Display#
▼      Print Report
Select ▲▼ & Set
```

3 Press ⬅ or ➡ to scroll through the Caller ID memory to select the Caller ID you want to view and press **Set**.

The next screen shows the caller's telephone number and the date and time of the call.

4 Press ⬅ or ➡ to return to the Caller ID listing

—**OR**—

Press **Stop/Exit**.

Printing Caller ID List

1 Press **Menu**, **2**, **0**, **5**.

2 Press ⬅ or ➡ to select `Print Report?` and press **Set**.
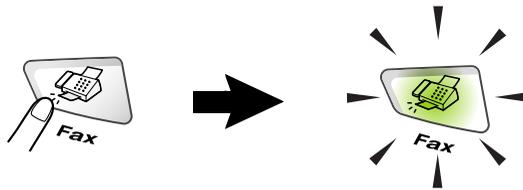
3 Press **Start**.

6 Setup Send

How to Fax

You can send faxes from the ADF (Automatic Document Feeder) or from the scanner glass.

Enter Fax mode

Before sending faxes, make sure (**Fax**) is illuminated in

green. If not, press (**Fax**) to enter Fax mode. The default setting is Fax.

Faxing from the automatic document feeder (ADF)

The ADF can hold up to 50 pages and feeds each sheet individually. Use standard (75 gsm) paper and always fan the pages before putting them in the ADF.

> DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
>
> DO NOT use cardboard, newspaper or fabric. (To fax this kind of document, see *Faxing from the scanner glass* on page 6-3.)

■ Make sure documents written with ink are completely dry.

■ The documents to be faxed must be from 148 to 216 mm wide and 148 to 356 mm long.

Faxing from the ADF

1 If it is not illuminated in green, press [Fax icon] (**Fax**). Pull out the ADF Document Support Extension.

2 Unfold the ADF Document Output Support Flap.

ADF Document Support Extension

ADF Document Output Support Flap

3 Fan the pages well and stagger them at an angle. Make sure you put the documents **face up**, **top edge first** in the ADF until you feel them touch the feed roller.

4 Adjust the paper guides to fit the width of your documents.
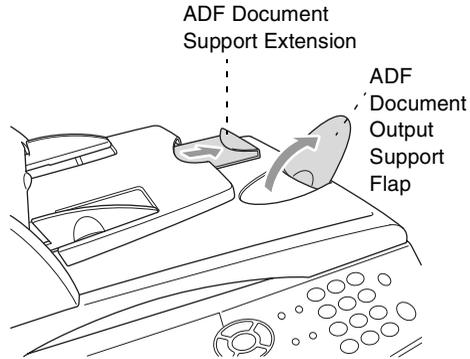
The documents are Face Up in the ADF

Document Support
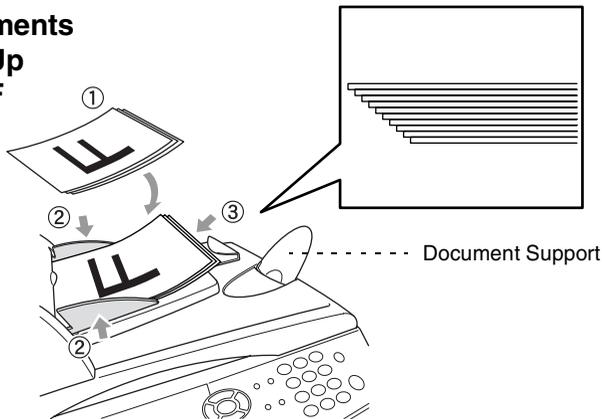
5 Dial the fax number.

Press **Start**. The MFC starts scanning the first page.

Faxing from the scanner glass

You can use the scanner glass to fax pages of a book or one page at a time. The documents can be up to letter, A4 or legal size (216 mm to 356 mm). To cancel, press **Stop/Exit**.

1 If it is not illuminated in green, press (**Fax**). Lift the document cover.

Document Guidelines

The documents are Face Down on the Scanner Glass

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

3 Close the document cover.

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

4 Dial the fax number.

Press **Start**.

The MFC starts scanning the first page.

5 To send a single page, press **2** (or press **Start** again).The MFC starts sending the document.

—**OR**—

To send more than one page, press **1** and go to Step 6.

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

6 Place the next page on the scanner glass.

Press **Set**.

The MFC starts scanning. (Repeat Steps 5 and 6 for each additional page.)

```
Flatbed Fax:

 Set Next Page
 Then Press Set
```

✎ ■ If the memory is full and you are faxing a single page, it will be sent in real time.

■ If you need to cancel before the fax is sent, press **Stop/Exit**.

Faxing legal size documents from the scanner glass

When documents are legal size, you need to set the size to Legal. If you do not, the bottom portion of the faxes will be missing.

1 If it is not illuminated in green, press 🖭 (**Fax**).

2 Press **Menu**, **2**, **2**, **0**.

3 Press ⬤ or ⬤ to select Legal.

Press **Set**.

4 Press **Stop/Exit**.

Out of Memory message

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

Manual transmission

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

1 If it is not illuminated in green, press 🖭 (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Pick up the handset of the external phone and listen for a dial tone.

3 On the external phone, dial the fax number you want to call.

4 When you hear the fax tone, press **Start**.

If you are using the ADF, go to Step 6.

If you are using the scanner glass, go to Step 5.

```
Send or Receive?

▲    1.Send
▼    2.Receive
Select ▲▼ & Set
```

5 Press **1** to send a fax.

6 Replace the handset of the external phone.

Automatic transmission

This is the easiest way to send a fax.

1 If it is not illuminated in green, press ⬛ (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Enter the fax number using the dial pad, One-Touch, Speed-Dial or Search.
(See *One-Touch Dialling* on page 7-7 and *Speed-Dialling* on page 7-8.)

3 Press **Start**.

4 If you are using the scanner glass, press **2** or **Start**.

Sending a fax at the end of a conversation

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

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

2 If it is not illuminated in green, press ⬛ (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

Press **Start**.

The LCD shows:

3 Press **1** to send the fax.

4 Replace the external handset.

```
Send or Receive?

▲    1.Send
▼    2.Receive
Select ▲▼ & Set
```

Basic sending operations

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: cover page, contrast, resolution, overseas mode, delayed fax timer, polling transmission or real time transmission. If it is not illuminated in green, press 🖋 (**Fax**) before pressing **Menu**. After each setting is accepted, the LCD will ask if you want to enter more settings:

Press **1** to select more settings. The LCD will return to the Setup Send menu.

—**OR**—

Press **2** if you have finished choosing settings and go to the next step.

```
22.Setup Send
  Next?
▲     1.Yes
▼     2.No
Select ▲▼ & Set
```

Contrast

If your document is very light or very dark, you may want to set the contrast.

Use Light to make the fax darker.

Use Dark to make the fax lighter.

1 If it is not illuminated in green, press ✍ (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

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

3 Press ⬅ or ➡ to select Auto, Light or Dark.
   Press **Set**.

```
22.Setup Send
  1.Contrast
▲      Auto
▼      Light
Select ▲▼ & Set
```

4 Press **1** if you want to choose more settings and the LCD will return to the Setup Send menu.

   —**OR**—

   Press **2** if you have finished choosing settings for this page, and then go to Step 5.

5 Enter a fax number.

6 Press **Start** to send the fax from the ADF.

   The MFC starts scanning the first page.

   If you are using the scanner glass, go to Step 7.

7 To send a single page, press **2** (or press **Start** again).

   The MFC starts sending the document.

   —**OR**—

   To send more than one page, press **1** and go to Step 8.

8 Place the next page on the scanner glass.

   Press **Set**.

   The MFC starts scanning and returns to Step 7. (Repeat Step 7 and 8 for each additional page).

Fax Resolution

When you have a document in the ADF or on the scanner glass you can use the **Resolution** key to change the setting temporarily (for this fax only). If it is not illuminated in green, press ⬚ (**Fax**). Press **Resolution** repeatedly until the LCD shows the setting you want.

—**OR**—

You can change the default setting.

1 If it is not illuminated in green, press ⬚ (**Fax**).

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

3 Press ⬚ or ⬚ to select the resolution you want.

Press **Set**.

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

4 Press **Stop/Exit**.

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. This has the slowest transmission time.

Manual and automatic fax Redial

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

Redial/Pause only works if you dialed from the control panel. If you are sending a fax automatically and the line is busy, the MFC will automatically redial up to three times at five minutes intervals.

Dual Access

You can dial a number, and begin scanning the fax into memory—even when the MFC is receiving, sending or printing a fax from memory. The LCD shows the new job number.

If you get a Out of Memory message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get a Out of Memory message while scanning a subsequent page, you can press **Start** to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

1 If it is not illuminated in green, press (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Enter the fax number.

3 Press **Start** to send the fax.

The MFC starts scanning the first page and the LCD shows the job number (#XXX) of the fax You can repeat Steps 1 to 3 for the next fax.

—**OR**—

If you are using the scanner glass, go to Step 4.

4 To send a single page, press **2** (or press **Start** again).

The MFC starts sending the document.

—**OR**—

To send more than one page, press **1** and go to Step 5.

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

5 Place the next page on the scanner glass.Press **Set**.

The MFC starts scanning, and then returns to Step 4. (Repeat Steps 4 and 5 for each additional page). To send the next fax, go to Step 1.

```
Flatbed Fax:

 Set Next Page
 Then Press Set

```

Real Time Transmission

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

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

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

If you want to fax multiple pages, use ADF.

1 If it is not illuminated in green, press ⌂ (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

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

3 To change the default setting, press ⬟ or ⬟ to select On (or Off).

```
22.Setup Send
  5.Real Time TX
▲     Next Fax Only
▼     On
Select ▲▼ & Set
```

Press **Set**.

Go to Step 5.

—**OR**—

For the next fax transmission only, press ⬟ or ⬟ to select Next Fax Only.

Press **Set**.

4 Press ⬟ or ⬟ to select Next Fax:On (or Next Fax:Off).

Press **Set**.

5 Press **1** if you want to choose more settings and the LCD will return to the Setup Send menu.

—**OR**—

Press **2** if you have finished choosing settings for this page, and then go to Step 6.

6 Enter the fax number.

7 Press **Start** to send the fax.

In Real Time Transmission using the scanner glass, the auto redial function doesn't work.

Checking job status

Check which jobs are still waiting in the memory to be sent. (If there are no jobs, the LCD shows No Jobs Waiting.)

1 Press **Menu**, **2**, **6**.

2 If you have more than one job waiting, press ⬅ or ➡ to scroll through the list.

```
26.Remaining Jobs
▲ #001 12:34 BROTHER
  #002 15:00 BIC
▼ #003 17:30 ABCDEFG
Select ▲▼ & Set
```

3 Press **Stop/Exit**.

Canceling a job while scanning the document

You can cancel a job while you are scanning it into memory by pressing **Stop/Exit**.

Canceling a scheduled job

You can cancel a fax job that is stored and waiting in memory.

1 Press **Menu**, **2**, **6**.

Any jobs that are waiting will
appear on the LCD.

```
26.Remaining Jobs
▲ #001 12:34 BROTHER
  #002 15:00 BIC
▼ #003 17:30 ABCDEFG
Select ▲▼ & Set
```

2 If you have more than two jobs
waiting, press ◁ or ▷ to
select the job you want to cancel.

Press **Set**.

—**OR**—

If you only have one job waiting, go to Step 3.

3 Press **1** to cancel.

—**OR**—

Press **2** to exit without canceling.

To cancel another job go to Step 2.

4 Press **Stop/Exit**.

Advanced sending operations

Composing the electronic Cover Page

The Cover Page is created at the receiving machine. Your Cover Page includes the name stored in the One-Touch or Speed-Dial memory. If you're dialling manually, the name is left blank.

The Cover Page shows your Station ID and the number of pages you're sending. (See *Setting the Station ID* on page 4-2.) If you have Cover Page set to ON (**Menu**, **2**, **2**, **7**), the number of pages is left blank.

You can select a comment to include on your Cover Page.

```
1.Note 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 page 4-3 for help entering characters.
(See *Composing your own comments* on page 6-15.)

```
5.(User Defined)
6.(User Defined)
```

Most of the Setup Send settings are temporary to allow you to make changes for each fax you send.
However, when you set up your Cover Page and Cover Page Comments, you are changing the default settings so they will be available while faxing.

Composing your own comments

You can set up two comments of your own.

1 If it is not illuminated in green, press ![Fax] (**Fax**).

2 Press **Menu**, **2**, **2**, **8**.

3 Press ⏷ or ⏶ to choose 5 or 6 for your own comment.

Press **Set**.

```
22.Setup Send
  8.Coverpage Note
▲     5.
▼     6.
Select ▲▼ & Set
```

4 Use the dial pad to enter your customized comment.

Press **Set**.

(See *Entering text* on page 4-3.)

5 Press **1** if you want to choose more settings and the LCD will return to the Setup Send menu.

—**OR**—

Press **2** to exit.
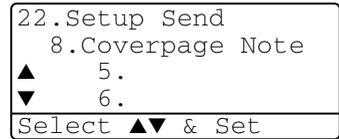
Cover page for the next fax only

This feature does not work without the Station ID. So make sure it has been set. (See *Setting the Station ID* on page 4-2.) If you only want to send a Cover Page with a particular fax, this Cover Page will include the number of pages in your document.

1 If it is not illuminated in green, press ![Fax] (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu**, **2**, **2**, **7**.

3 When LCD shows Next Fax Only.

Press **Set**.

```
22.Setup Send
  7.Coverpg Setup
▲    Next Fax Only
▼    On
Select ▲▼ & Set
```

4 Press ⏷ or ⏶ to select Next Fax:On (or Next Fax:Off).

Press **Set**.

5 Press ⏷ or ⏶ to select one of the standard or your own comments.
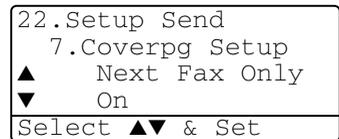
Press **Set**.

6 Enter two digits to show the number of pages you are sending. Press **Set**.

(For example, press **0**, **2** for 2 pages or enter **0 0** to leave the number of pages blank. If you make a mistake, press ◄ to back up and re-enter the number of pages.)

7 Press **1** if you want to choose more settings and the LCD will return to the Setup Send menu.

—**OR**—

Press **2** if you have finished choosing settings.

8 Enter the fax number you're calling.

9 Press **Start**.

Send a cover page for all faxes

This feature does not work without the Station ID. Please be sure it has been set before continuing. (See *Setting the Station ID* on page 4-2.)

You can set the MFC to send a cover page whenever you send a fax. The number of pages in your fax is not included when you use this setting.

1 If it is not illuminated in green, press 🖅 (**Fax**).

2 Press **Menu**, **2**, **2**, **7**.

3 Press ⬙ or ⬙ to select On. Press **Set**.

```
22.Setup Send
  7.Coverpg Setup
▲     Next Fax Only
▼     On
Select ▲▼ & Set
```

4 If you selected On, Press ⬙ or ⬙ to select one of the standard or your own comments. Press **Set**.

5 Press **1** if you want to choose more settings and the LCD will return to the Setup Send menu.

—**OR**—

Press **2** to exit if you have finished choosing settings.
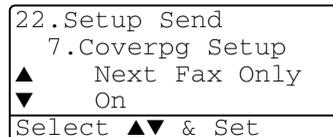
Using a printed cover page

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

1 If it is not illuminated in green, press ⬛ (**Fax**).

2 Press **Menu**, **2**, **2**, **7**.

3 Press ⬛ or ⬛ to select
Print Sample.

Press **Set**.

```
22.Setup Send
  7.Coverpg Setup
▲      Off
▼    Print Sample
Select ▲▼ & Set
```

4 Press **Start**. Your MFC prints a copy of your cover page.

5 Press **Stop/Exit**.

Broadcasting

Broadcasting is when the same fax message is automatically sent to more than one fax number. Using the **Set** key, you can include Groups, One-Touch, Speed-Dial numbers and up to 50 manually dialed numbers. If you did not use up any of the numbers for Groups, access codes or credit card numbers, you can 'broadcast' faxes to as many as 390 different numbers. However, the 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 numbers available, you will not be able to use Dual Access and Delayed fax.

To include One-Touch or Speed-Dial numbers and manually dialed numbers in the same broadcast, you must press **Set** between each of the numbers. Use **Search/Speed Dial** to help you choose the numbers easily.

(See *Setting up Groups for Broadcasting* on page 7-5.)

After the broadcast is finished, a Broadcast Report will be printed to let you know the results.

■ Enter the long dialling sequence numbers as you would normally, but remember that each One-Touch and Speed-Dial number counts as one number, so the number of locations you can store becomes limited.

■ If the memory is full, press **Stop/Exit** to stop the job or if more than one page has been scanned, press **Start** to send the portion that is in the memory.

1 If it is not illuminated in green, press 〈📠〉 (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Enter a number using One-Touch, Speed-Dial, a Group number, Search or manual dialling using the dial pad.

(Example: Group number)

3 When the LCD displays the fax number of the other party, press **Set**.

You will be asked to press the next number.

4 Enter the next number.

(Example: Speed-Dial number)

5 When the LCD displays the fax number of the other party, press **Set**.

6 Enter another fax number.

(Example: Manual dialling using the dial pad.)

7 Press **Start**.

If you are using the scanner glass, go to Step 8.

8 To send a single page, press **2** (or press **Start** again).

The MFC starts sending the fax.

—**OR**—

To send more than one page, press **1** and go to Step 9.

9 Place the next page on the scanner glass.

Press **Set**.

The MFC starts scanning and returns to Step 8. (Repeat Step 8 and 9 for each additional page.)

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the phone 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 If it is not illuminated in green, press ⟨✐⟩ (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu**, **2**, **2**, **9**.

3 Press ⟨◠⟩ or ⟨◡⟩ to select On (or Off).
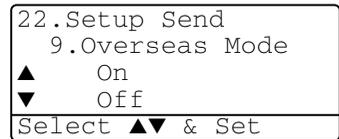
Press **Set**.

```
22.Setup Send
  9.Overseas Mode
▲      On
▼      Off
Select ▲▼ & Set
```

4 Press **1** if you want to choose more settings and the LCD will return to the Setup Send menu.

—**OR**—

Press **2** if you have finished choosing settings, and then go to Step 5.

5 Enter the fax number you're calling.

6 Press **Start**.

If you are using the scanner glass, go to Step 7.

7 To send a single page, press **2** (or press **Start** again).

The MFC starts sending the fax.

—**OR**—

To send more than one page, press **1** and go to Step 8.

8 Place the next page on the scanner glass.

Press **Set**.

The MFC starts scanning and returns to Step 7. (Repeat Steps 7 and 8 for each additional page.)

Delayed Fax

During the day you can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in Step 3. Press **Set** to accept it, or enter another time for the faxes to be sent.

1 If it is not illuminated in green, press [🖼] (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

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

3 Enter the time you want the fax to be sent (in 24-hour format). Press **Set**.

```
22.Setup Send
  3.Delayed Fax

  Set Time=00:00
Enter & Set Key
```

   (For example, enter 19:45 for 7:45 PM.)

4 Press **1** if you want to choose more settings and the LCD will return to the Setup Send menu.

   —**OR**—

   Press **2** if you have finished choosing settings, and then go to Step 5.

5 Enter the fax number.

6 Press **Start**.

   If you are using the scanner glass, go to Step 7.

7 To send a single page, press **2** (or press **Start** again).

   The MFC starts scanning the document.

   —**OR**—

   To send more than one page, press **1** and go to Step 8.

8 Place the next page on the scanner glass.

   Press **Set**.

   The MFC starts scanning and returns to Step 7. (Repeat Step 7 and 8 for each additional page.)

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

Delayed Batch Transmission

Before sending the delayed faxes, your MFC 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 If it is not illuminated in green, press 🖨 (**Fax**).

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

3 Press ◢ or ◣ to select On (or Off).

Press **Set**.

```
22.Setup Send
  4.Batch TX
▲     On
▼     Off
Select ▲▼ & Set
```

4 Press **Stop/Exit**.

Setup for Polled Transmit (Standard)

Polled Transmit is when you set up the machine to wait with a document so another fax machine can retrieve it.

1 If it is not illuminated in green, press 🖨 (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu**, **2**, **2**, **6**.

3 Press ◢ or ◣ to select Standard.

Press **Set**.

4 Press **1** if you want to select additional settings. The display returns to the Setup Send menu.

—**OR**—

Press **2** if you finished selecting settings, and go to Step 5.

5 Press **Start**.

The MFC starts scanning the document.

6 If you placed the document in the ADF, wait for the fax to be polled.

—**OR**—

If you placed it on the scanner glass, go to Step 7.

7 To send a single page, press **2** (or press **Start** again), wait for the fax to be polled.

—**OR**—

To send more than one page, press **1** and go to Step 8.

8 Place next page on the scanner glass.

Press **Set**.

The MFC starts scanning and returns to Step 7. (Repeat Step 7 and 8 for each additional page.)

The document will be stored and can be retrieved from any other fax machine until you delete the fax in memory by using the Canceling a Job function. (See *Canceling a scheduled job* on page 6-13.)

Setup for Polled Transmit with Secure Code

When you choose Secure, anyone who polls the machine must enter the polling secure code.

1 If it is not illuminated in green, press (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Menu**, **2**, **2**, **6**.

3 Press or to select Secure.

Press **Set**.

4 Enter a four-digit number.

Press **Set**.

5 Press **1** if you want to select additional settings. The display returns to the Setup Send menu.

—**OR**—

Press **2** if you finished selecting settings, and go to Step 6.

6 Press **Start**.

The MFC starts scanning the document.

7 If you placed the document in the ADF, wait for the fax to be polled.

—**OR**—

If you placed it on the scanner glass, go to Step 8.

8 To send a single page, press **2** (or press **Start** again), wait for the fax to be polled.

—**OR**—

To send more than one page, press **1** and go to Step 9.

9 Place next page on the scanner glass.

Press **Set**.

The MFC starts scanning and returns to Step 8. (Repeat Step 8 and 9 for each additional page.)

You can use Secure Polling only with another Brother fax machine.

Memory Security

Memory Security lets you prevent unauthorized access to the MFC. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent when you turn Memory Security On, so they won't be lost.

If Fax Storage is On *before* you turn Memory Security On, then Fax Forwarding and Remote Retrieval will continue to work.

While Memory Security is On the following operations are available:

- Receiving faxes into memory (limited by memory capacity)
- Fax Forwarding (If Fax Storage was already On)
- Remote Retrieval

While Memory Security is On the following operations are NOT available:

- Sending faxes
- Printing received faxes
- Copy
- PC printing
- PC scanning

To print the faxes in memory, turn Memory Security Off.

Setting up the password

📠 If you forget the Memory Security password, please call your Brother dealer for service.

Security password is very import for operation. If you lost, a reset procedure must be done by Brother with service charge.

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

2 Enter a 4-digit number for the password.

Press **Set**.

```
20.Miscellaneous
  1.Mem Security

  New Passwd:xxxx
Enter & Set Key
```

If you are entering the password for the first time, the LCD shows Verify:.

3 Re-enter the password.

Press **Set**.

Turning Memory Security on

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

2 Press ⬅ or ➡ to select Set Security.

Press **Set**.

```
20.Miscellaneous
  1.Mem Security
▲    Set Security
▼    Set Password
Select ▲▼ & Set
```

3 Enter the registered 4-digit password.

Press **Set**.

The MFC goes offline and the LCD shows Secure Mode.

📠 If there is a power failure, the data in the memory will remain for up to 4 days.

Turning Memory Security off

1 Press **Menu**.

Enter the registered 4-digit password and press **Set**.

2 Memory Security is automatically turned off and the LCD shows the Date and Time.

📠 If you enter the wrong Password, the LCD shows Wrong Password and stays offline. The MFC will stay in Secure Mode until the registered password is entered.

7 Auto Dial numbers and dialling options

Storing numbers for easy dialling

You can set up your MFC to do three types of easy dialling: One-Touch, Speed-Dial and Groups for Broadcasting faxes.

If you lose electrical power, the auto dial numbers that are in the memory will not be lost.

Storing One-Touch Dial numbers

Your MFC has 20 One-Touch keys where you can store 40 fax or phone numbers for automatic dialling. To access numbers 21 to 40, hold down **Shift** as you press the One-Touch key. When you press a One-Touch key the LCD shows the name, if you stored it, or the number. (See *One-Touch Dialling* on page 7-7.)
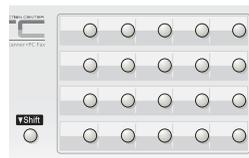
One-Touch keys are the 20 keys (numbers 01–40) located on the left side of the control panel.

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

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

If you have not installed the optional LAN board (NC-9100h), go to Step 4.

—**OR**—

```
23.Set Quick-Dial
  1.One-Touch Dial

  One-Touch:
Select One-Touch
```

If you have installed optional LAN board (NC-9100h), the MFC will ask you if the One-Touch key is for a fax/telephone number or an e-mail address. Go to Step 3.

3 Press ⌒ or ⌄ to select Fax/Tel. Press **Set**.

```
23.Set Quick-Dial
  *007
▲     Fax/Tel
▼     E-Address
Select ▲▼ & Set
```

4 Enter a number (up to 20 digits).

Press **Set**.

■ If you want to enter a pause in the dialling sequence (for example, to access an outside line), press **Redial/Pause** as you are entering the digits.
Each key press of **Redial/Pause** enters a 3.5 second pause when the number is dialed, and a dash appears on the screen.

5 Use the dial pad to enter the name (up to 15 characters).

Press **Set**.

(You can use the chart on page 4-3 to help you enter letters.)

—**OR**—

Press **Set** to store the number without a name.

6 Go to Step 2 to store another One-Touch number.

—**OR**—

Press **Stop/Exit**.

When you dial an auto dial number, the LCD shows the name and number you've stored, or, if you haven't stored a name, only the number you've stored.

Storing Speed-Dial numbers

You can store Speed-Dial numbers, so that when you dial you will only have to press a few keys (**Search/Speed Dial**, **#**, the three-digit number, and **Start**). The MFC can store 300 Speed-Dial numbers.

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

2 Use the dial pad to enter a three-digit Speed-Dial number (001-300).

```
23.Set Quick-Dial
  2.Speed-Dial

  Speed-Dial? #
Enter & Set Key
```

(For example, press **005**.)

Press **Set**.

If you have not installed the optional LAN board (NC-9100h), go to Step 4.

—**OR**—

If you have installed optional LAN board (NC-9100h), the MFC will ask you if have the Speed-Dial is for a fax/telephone number or an e-mail address. Go to Step 3.

3 Press ⬅ or ➡ to select Fax/Tel.

Press **Set**.

```
23.Set Quick-Dial
  #100
▲      Fax/Tel
▼      E-Address
Select ▲▼ & Set
```

4 Enter the phone or fax number (up to 20 digits).

Press **Set**.

5 Use the dial pad to enter the name (up to 15 characters).

Press **Set**.

(You can use the chart on page 4-3 to help you enter letters.)

—**OR**—

Press **Set** to store the number without a name.

6 Go to Step 2 to store another Speed-Dial number.

—**OR**—

Press **Stop/Exit**.

Changing One-Touch and Speed-Dial numbers

If you try to store a One-Touch or Speed-Dial number where a number has already been stored, the LCD will show the name that has been stored there (or number) and will ask you to do one of the following:

1 Press **1** to change the stored number.

—**OR**—

Press **2** to exit without making a change.

```
23.Set Quick-Dial
  *005:MIKE
▲    1.Change
▼    2.Exit
Select ▲▼ & Set
```

2 Enter a new number.

Press **Set**.

■ To erase the whole number or whole name, press **Clear/Back** repeatedly until all digits or letters are deleted.

To erase one digit or letter, use ◄ or ► to position the cursor under it, and then press **Clear/Back**.

■ If you want to insert characters, use ◄ or ► to position the cursor where you want to insert them, and then type.

3 Follow the directions beginning at Step 5 in Storing One-Touch Dial numbers and Storing Speed-Dial numbers. (See *Storing One-Touch Dial numbers* on page 7-1 and *Storing Speed-Dial numbers* on page 7-3.)

Setting up Groups for Broadcasting

Groups, which can be stored on a One-Touch key or a Speed-Dial location, allow you to send the same fax message to many fax numbers by pressing only a One-Touch key and **Start** or **Search/Speed Dial**, **#**, the three-digit location and **Start**.

First, you'll need to store each fax number as a One-Touch or Speed-Dial number. Then, you can combine them into a Group, Each Group uses up a One-Touch key or a Speed-Dial location. Finally, you can have up to six small Groups, or you can assign up to 339 numbers to one large Group.

(See *Storing Speed-Dial numbers* on page 7-3 and *Changing One-Touch and Speed-Dial numbers* on page 7-4.)

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

2 Decide where you wish to store the Group.

```
23.Set Quick-Dial
  3.Setup Groups

  Group Dial:
Press Speed Dial ...
```

—**AND**—

Press a One-Touch key.

—**OR**—

Press **Search/Speed Dial** and enter the three-digit location, and then press **Set**.

(For example, press One-Touch key 2 for Group 1.)

3 Use the dial pad to enter the Group number.

Press **Set**.

(For example, press **1** for Group 1.)

```
23.Set Quick-Dial
  *002

  Group#:0
Enter No. & Set
```

4 To include One-Touch or Speed-Dial numbers in the Group, enter them as if you were dialling.

For example, for One-Touch key **05**, press One-Touch key **05**. For Speed-Dial location 009, press **Search/Speed Dial**, then press **009** on the dial pad. The LCD shows ✲ 005, #009.

5 Press **Set** to accept the numbers for this Group.

6 Use the dial pad and the chart on page 4-3 to enter a name for the Group.

Press **Set**.

(For example, NEW CLIENTS)

7 Press **Stop/Exit**.

You can print a list of all One-Touch and Speed-Dial numbers. (See *Printing reports* on page 9-3.) Group numbers will be marked in the column of "GROUP".

Dialling options

When you dial using an auto dial number, the LCD shows the name and fax number you've stored.

Search

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

(See *Storing One-Touch Dial numbers* on page 7-1 and *Storing Speed-Dial numbers* on page 7-3.)

1 If it is not illuminated in green, press (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Search/Speed Dial**.

3 Press or .

To search alphabetically through the names that are stored, enter the first letter of the name you're looking for and press or .

—**OR**—

Press or .

To search for numbers numerically, press or .

4 When the LCD shows the name you want to call, Press **Start**.

One-Touch Dialling

1 If it is not illuminated in green, press (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Press the One-Touch key of the location you want to call.

3 Press **Start**.

Speed-Dialling

1 If it is not illuminated in green, press (**Fax**). Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Search/Speed Dial**, #, and then the three-digit Speed-Dial number. (See *Storing Speed-Dial numbers* on page 7-3.)

3 Press **Start**.

If you try to use a One-Touch or Speed-Dial location with no number stored in it, you hear a warning sound, and LCD shows `Not Registered`. The LCD returns to normal after 2 seconds.

Manual dialling

Manual dialling means pressing all of the digits of the phone number.

Using an external telephone

The easiest way to use your external telephone is to pick up the handset and dial the number on the external telephone as you normally would.

1 Pick up the handset of the external telephone.

2 Dial the number on the external telephone.

3 To hang up, replace the handset.

Access codes and credit card numbers

Sometimes you may want to choose from several long distance carriers when you make a call. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers and credit card numbers as One-Touch and Speed-Dial numbers. You can store these long dialling sequences by dividing them and setting them up on separate keys in any combination. You can even include manual dialling using the dial pad.

The combined number will be dialed in the order that you entered it as soon as you press **Start**.
(See *Storing One-Touch Dial numbers* on page 7-1.)

For example, you can store '555' on One-Touch key 03 and '7000' on One-Touch key 02. If you press One-Touch key **03**, One-Touch key **02**, and **Start**, you will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad.
For example, to change the number to 555-7001 you could press One-Touch key **03** and then press **7001** using the dialling pad.

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

Pause

Press **Redial/Pause** to insert a 3.5-second pause between numbers. If you are dialling overseas, you can press **Redial/Pause** as many times as needed to increase the length of the pause.

Tone or Pulse (Except for New Zealand)

If you have a Pulse dialling 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   Lift the handset of an external phone.

2   Press **#** on the control panel of your MFC. Any digits dialed after this will send tone signals.

3   When you hang up, the MFC will return to the Pulse dialling service.

8 Remote Fax Options

Fax Forwarding

After you have selected Fax Forwarding, Fax Storage is set to `On` automatically.

Programming a Fax Forwarding number

When Fax Forwarding is set to `On`, your MFC stores the received fax in the memory. Then it dials the fax number you've programmed and forwards the fax message.

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

2 Press ⬛ or ⬛ to select `On` (or `Off`).

   Press **Set**.

```
25.Remote Fax Opt
  1.Fax Forward
▲      On
▼      Off
Select ▲▼ & Set
```

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

3 Enter the forwarding number (up to 20 digits).

   Press **Set**.

4 Press **Stop/Exit**.

Setting Fax Storage

If you set Fax Storage to ON, you will be able to retrieve fax messages from another location using Fax Forwarding, Remote Retrieval operations. The LCD will show when you have a fax stored in memory.

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

   The LCD will ask you to choose a fax setting.

```
25.Remote Fax Opt
  2.Fax Storage
▲     On
▼     Off
Select ▲▼ & Set
```

2 Press ◁ or ▷ to select On (or Off).

   Press **Set**.

3 Press **Stop/Exit**.

✐ If there are faxes in the memory when you turn Fax Storage OFF, the LCD will ask if you want to erase the faxes in the memory.

If you press **1**, all fax data is erased and Fax Storage is turned off.

If you press **2**, faxes are not erased and Fax Storage stays on. (See *Polling* on page 5-10.)

✐ ■ After you have selected Fax Forwarding feature, Fax Storage is set to On automatically. If you bring Fax Forwarding feature back to Off, Fax Storage stays on.

   ■ If there is a power failure, you will not lost the data in memory up to 4 days.

Setting your Remote Access Code

The remote access code lets you access the Remote Retrieval features when you are away from your MFC. Before you use the remote access and retrieval features, you have to set up your own code. The default code is inactive code (--- ✳).

1 Press **Menu**, **2**, **5**, **3**.

2 Enter a three-digit code using numbers **0-9**, ✳ or **#**.

Press **Set**. (The preset '✳' cannot be changed.)

```
25.Remote Fax Opt
  3.Remote Access

   Access Code:---*
Enter & Set Key
```

Do not use the same digits that appear in your Remote Activation Code (✳**51**) or Deactivation Code (**#51**). (See *Operation from extension telephones* on page 5-8.)

3 Press **Stop/Exit**.

You can change your code at any time by entering a new one. If you want to make your code inactive, press **Clear/Back** in Step 2 to restore the inactive setting (--- ✳).

Remote retrieval

You can call your MFC from any telephone or fax machine using touch tone, then use the Remote Access Code and remote commands to retrieve fax messages. Be sure to cut out the Remote Retrieval Access Card on the last page and keep it with you at all times.

Using your Remote Access Code

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

2 When your MFC answers, immediately enter your Remote Access Code (3 digits followed by ✳).

3 The MFC signals if it has received fax messages:

1 long beep — Fax messages
No beeps — No fax messages

4 The MFC gives two short beeps, which tells you to enter a command. The MFC will hang up if you wait longer than 30 seconds to enter a command. The MFC will beep three times, if you enter an invalid command.

5 Press **90** to reset the MFC when you've finished.

6 Hang up.

Remote commands

Follow the commands below to access features when you are away from the MFC. When you call the MFC 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 settings**	
	1 OFF	If you hear one long beep, the change has been accepted. If you hear three short beeps, you cannot change it because the conditions have not been met. You can register your Fax Forwarding number by entering 4. (See *Changing your Fax Forwarding number* on page 8-6). Once you have registered the number, Fax Forwarding will be set to On.
	2 Fax Forwarding	
	4 Fax Forwarding number	
	6 Fax Storage ON	You can turn Fax Storage to On (or Off after you have retrieved or erased all your messages).
	7 Fax Storage OFF	
96	**Retrieve a fax**	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See *Retrieving fax messages* on page 8-6.)
	3 Erase faxes from the memory	If you hear one long beep, you can erase fax messages from the memory.
97	**Check the receiving status**	
	1 Fax	You can check whether your MFC has received any faxes. If it has, you will hear one long beep. If it hasn't, you will hear three short beeps.
98	**Change the Receive Mode**	
	1 External TAD	If you hear one long beep, you can change the Receive Mode.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	After a long beep, you can exit Remote Retrieval.

Retrieving fax messages

1 Dial your fax number.

2 When your MFC answers, immediately enter your Remote Access Code (3 digits followed by ✳). If you hear one long beep, you have messages.

3 As soon as you hear two short beeps, use the dial pad to press **962**.

4 Wait for the long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent to followed by **##** (up to 20 digits).

You cannot use ✳ and **#** as dial numbers. However, press **#** if you want to store a pause.

5 Hang up after you hear your MFC beep. Your MFC will call the other machine, which will then print your fax messages.

Changing your 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.

2 When your MFC 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 **954**.

4 Wait for the 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).

You cannot use ✳ and **#** as dial numbers. However, press **#** if you want to store a pause.

5 Hang up after you hear your MFC beep.

9 **Printing reports**

MFC settings and activity

You need to set up the Transmission Verification Report and Journal Period in the menu table.

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

—**OR**—

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

```
24.Report Setting

  1.Transmission
  2.Journal Period
Select ▲▼ & Set
```

Customizing the Transmission Verification Report

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

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

When the feature is Off, the Report will only print it there is a transmission error. (NG).

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

2 Press ◁ or ▷ to select Off, Off+Image, On or On+Image.

Press **Set**.

3 Press **Stop/Exit**.

```
24.Report Setting
  1.Transmission
▲     On
▼     On+Image
Select ▲▼ & Set
```

Setting the Journal Period

You can set the MFC 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 print the report by following the Steps on the next page. The default setting is Every 50 Faxes.

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

2 Press ⬛ or ⬛ to choose an interval.

Press **Set**.

```
24.Report Setting
 2.Journal Period
▲    Every 50 Faxes
▼    Every 6 Hours
Select ▲▼ & Set
```

(If you choose 7 days, the LCD will ask you to choose a day on which to begin the 7-day countdown.)

3 Enter the time to begin printing in 24-hour format.

Press **Set**.

(For example: enter 19:45 for 7:45 PM.)

4 Press **Stop/Exit**.

If you select 6, 12, 24 hours, 2 or 7 days, the MFC will print the report at the selected time and then erase all jobs from its memory. If the MFC's memory becomes full with 200 jobs before the time you selected has passed, the MFC 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 without erasing the jobs from memory.

If you select Every 50 Faxes, the MFC will print the Journal when the MFC has stored 50 jobs.

Printing reports

Five reports are available:

1.Help List	Prints the Help List so you can see at-a-glance how to quickly program your MFC.
2.Quick-Dial	Lists names and numbers stored in the One-Touch and Speed-Dial memory, in numerical order.
3.Journal	Lists information about the last incoming and outgoing faxes. (TX means Transmit.) (RX means Receive.)
4.XMIT Verify	Prints a Transmission Verification Report for your last transmission.
5.System Setup	Lists your settings.
6.Order Form	You can print an accessories order form to fill out and send to Brother dealer.

To print a report

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

2 Press ⬅ or ➡ to select the report you want.

Press **Set**.

—**OR**—

Enter the number of the report you want to print.

For example, press **1** to print the Help List.

3 Press **Start**.

10 Making copies

Using the MFC as a copier

You can use your MFC as a copier, making up to 99 copies at a time.

Enter Copy mode

Before making copies, make sure that 🖨️ (**Copy**) is illuminated

in green. If it is not, press 🖨️ (**Copy**) to enter **Copy** mode. The

default setting is Fax. You can change the number of seconds or
minutes that the MFC stays in Copy mode after a copy operation.
(See *Setting the Mode Timer* on page 4-5.)
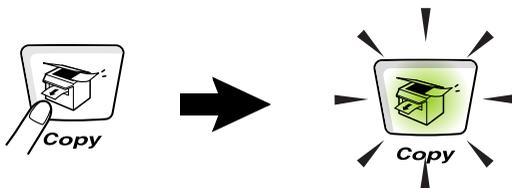
The printable area of your MFC begins at approximately 2 mm from
the both ends and 3 mm from the top or bottom of the paper.

Ex: A4 (Document) → A4 (Paper)

2mm — Unprintable area

3mm
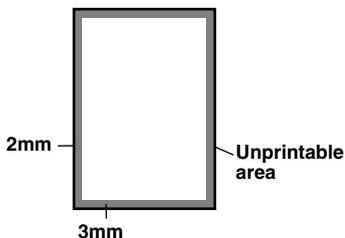
Temporary copy settings

You can improve your copies by using the Temporary Copy Keys:
Enlarge/Reduce, **Contrast**, **Quality**, **Tray Select**, **Sort** and
N in 1 (For MFC-8440) or **Duplex/N in 1** (For MFC-8840D). These
settings are temporary, and the MFC returns to Fax mode 1 minute
after it finishes copying. If you want to use these temporary settings
again, place the next document in the ADF or on the scanner glass
within that time.

However, if you have set the Mode Timer for Copy and Scan modes
to 0 or 30 seconds, the MFC returns to the default settings after the
number of seconds that has been set for Mode Timer. (See *Setting
the Mode Timer* on page 4-5 and *Using the Copy keys (Temporary
settings)* on page 10-6.)

Temporary Copy Keys ———

Copy

Enlarge/Reduce	Contrast
Quality	Tray Select
Sort	Duplex/N in 1
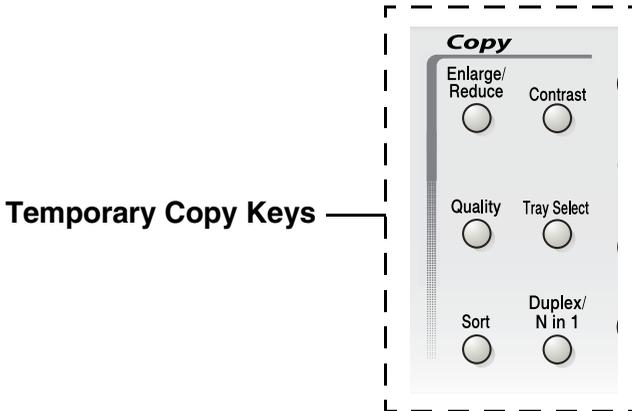
While the MFC is copying, incoming faxes will be received into
the memory instead of being printed.

Making a single copy from the ADF

1 Press (**Copy**) to illuminate it in green. Place the document face up in the ADF.

2 Press **Start**.

Do **NOT** pull on the document while copying is in progress.

To stop copying and eject the document, press **Stop/Exit**.

Making multiple copies from the ADF

1 Press (**Copy**) to illuminate it in green. Insert the document face up in the ADF.

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

3 Press **Start**.

To sort the copies, press the **Sort** key.

Single or multiple copies using the scanner glass

You can make multiple copies using the scanner glass. Multiple copies will be stacked (all copies of page 1, then all copies of page 2, and so on). Use the Temporary Copy keys to choose more settings. (See *Using the Copy keys (Temporary settings)* on page 10-6.)

1 Press (**Copy**) to illuminate it in green. Lift the Document Cover.
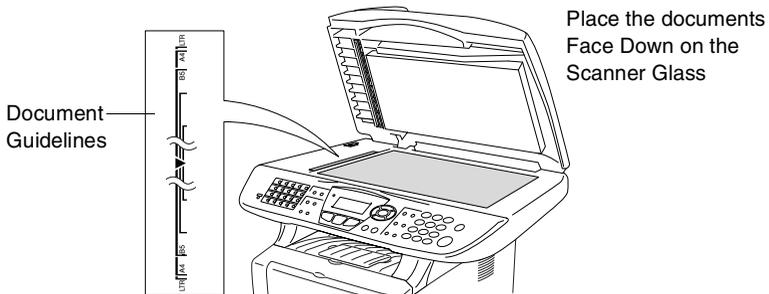
Document Guidelines

Place the documents Face Down on the Scanner Glass

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

3 Using the dial pad, enter the number of copies you want (up to 99).

For example, press **3 8** for 38 copies.

4 Press **Start**.

The MFC will start scanning the document.

If you want to sort multiple copies, use the ADF.
(See *Making a single copy from the ADF* on page 10-3.)

Out of Memory message

If the Out of Memory message appears, press **Stop/Exit** to cancel or press **Start** to copy scanned pages. You will need to clear some jobs from the memory before you can continue.

```
Out of Memory
Copy:Press Start
Quit:Press Stop
```

To gain extra memory, you can turn off Fax Storage.
(See *Setting Fax Storage* on page 8-2.)

—**OR**—

Print the faxes that are in the memory.
(See *Printing a fax from the memory* on page 5-7.)

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

Then if this error message appears more than once you may wish to consider increasing the memory size. For more information on how to increase the memory size, see *Memory board* on page 13-1.

Using the Copy keys (Temporary settings)

When you want to change the settings only for the next copy, use the Temporary Copy keys.

Temporary Copy keys
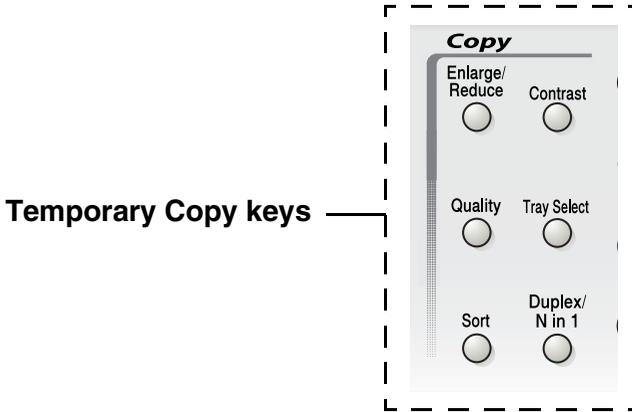
You can use different combinations. The large LCD shows your current Copy mode settings.

```
Enlg/Red:100%      1 2  ──Duplex / N in 1
Quality :Auto
Contrast:-□□■□□+
Tray    :#1(LTR)
Press▲▼ or Start ⎕ 01
```
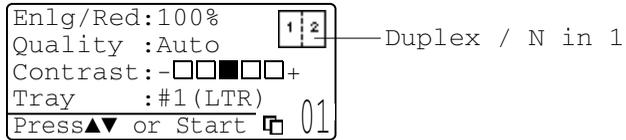
Example of Copy mode LCD

Enlarge/Reduce

You can select the following enlargement or reduction ratios.

`Auto` sets the MFC to calculate the reduction ratio that fits the size of your paper.

`Custom` allows you to enter a ratio from 25% to 400%.

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

Auto appears only when you place the document in the ADF.

1 Press (**Copy**) to illuminate it in green. Place the document face up in the ADF, or face down on the scanner glass.

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

3 Press **Enlarge/Reduce**.

4 Press **Enlarge/Reduce** or .

```
Enlg/Red:100%
Quality :Auto
Contrast:-□□■□□+
Tray    :#1(A4)
                  01
```

5 Press ⏷ or ⏶ to select the enlargement or reduction ratio you want.

Press **Set**.

—**OR**—

You can select Custom and press **Set**.

Use the dial pad to enter an enlargement or reduction ratio from 25% to 400%.

Press **Set**.

(For example, press **5 3** to enter 53%.)

6 Press **Start**.

—**OR**—

Press other temporary copy keys for more settings.

■ Special Copy Options (2in1, 4in1 or Poster) are not available with **Enlarge/Reduce**.

■ Auto is not available with the scanner glass.

Quality (type of document)

You can select the Quality for your type of document. The default setting is Auto, which is used for documents that contain both text and photographs. Text is used for documents containing only text. Photo is used for copying photographs.

1 Press [Copy icon] (**Copy**) to illuminate it in green. Place the document face up in the ADF, or face down on the scanner glass.

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

3 Press **Quality**.

4 Press ◀ or ▶ to choose the type of document (Auto, Text or Photo).
   Press **Set**.

5 Press **Start**.
   —**OR**—
   Press other Temporary Copy keys for more settings.

Sorting copies using the ADF

If you want to sort multiple copies, use the ADF. Pages will be printed in the order 123, 123, 123, and so on.

1 Press [Copy icon] (**Copy**) to illuminate it in green. Place the document face up in the ADF.

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

3 Press **Sort**.

4 Press **Start**.
   —**OR**—
   Press other Temporary Copy keys for more settings.

Contrast

You can adjust copy contrast to make copies darker or lighter.

1 Press ![Copy icon] (**Copy**) to illuminate it in green. Place the document face up in the ADF, or face down on the scanner glass.

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

3 Press **Contrast**.

4 Press ◀ to make a copy lighter.

—**OR**—

Press ▶ to make a copy darker.

Press **Set**.

5 Press **Start**.

—**OR**—

Press other Temporary Copy keys for more settings.

Press **Contrast**	− □□■□□ +
Contrast	− □□□■□ +
	− □□□□■ +
	− ■□□□□ +
	− □■□□□ +
	− □□■□□ +
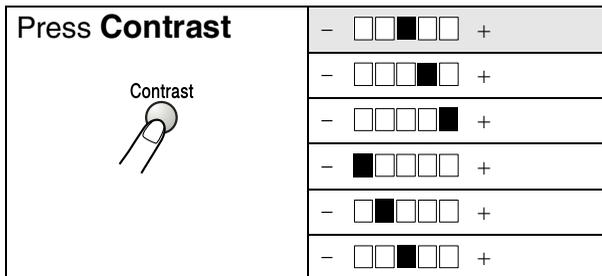
Tray Select

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

1 Press ⌒⌒ (**Copy**) to illuminate it in green. Place the document face up in the ADF, or face down on the scanner glass.

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

3 Press **Tray Select**.

4 Press ◄ or ► to select the tray usage.
Press **Set**.

5 Press **Start**.

—**OR**—

Press other Temporary Copy keys for more settings.

(For MFC-8440 with the optional paper tray #2)

Press **Tray Select**	Auto
Tray Select	#1 (XXX)*
	#2 (XXX)*

(For MFC-8840D with the optional paper tray #2)

Press **Tray Select**	Auto
Tray Select	#1 (XXX)*
	#2 (XXX)*
	MP Tray

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

For MFC-8440 the LCD displays the tray use selections only if the optional paper tray is installed.

Duplex/N in 1

'Duplex' prints on both sides of the paper.

Temporary key	Level 1	Level 2	Option	document → Finished Layout
Press **Duplex/N in 1** (MFC-8840D) **N in 1** (MFC-8440) Duplex/ N in 1	N in 1	—	2 in 1 (P)	
			2 in 1 (L)	
			4 in 1 (P)	
			4 in 1 (L)	
	Duplex(1 in 1) (MFC-8840D)	Portrait1	—	
		Portrait2	Single Sided	
			Double Sided	
		Landscape1	Single Sided	
			Double Sided	
		Landscape2	—	

Temporary key	Level 1	Level 2	Option	document → Finished Layout
Press **Duplex/N in 1** (MFC-8840D) **N in 1** (MFC-8440) Duplex/ N in 1	Duplex(2 in 1) (MFC-8840D)	—	Portrait1	
			Portrait2	
			Landscape1	
			Landscape2	
	Duplex(4 in 1) (MFC-8840D)	—	Portrait1	
			Portrait2	
			Landscape1	
			Landscape2	
	Poster	—		
	Off	—	—	—

Duplex/N in 1 copy

N in 1 copy

You can save paper by copying either two or four pages onto one page. Please make sure paper size is set to A4, Letter or Legal.

1 Press (**Copy**) to illuminate it in green. Place the document face up in the ADF, or face down on the scanner glass.

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

3 Press **Duplex/N in 1**.
  Press **Set** to select N in 1.

4 Press ⬅ or ➡ to select 2 in 1 (P), 2 in 1 (L), 4 in 1 (P) or 4 in 1 (L).
  Press **Set**.

5 If you are ready to copy, go to Step 7.

  —**OR**—

  Press ⬅ or ➡ to select
  Quality, Contrast or Tray.
  Pres **Set**.

```
Enlg/Red:100%
Quality :Auto
Contrast:- ▫▫■▫▫ +
Tray    :#1(LTR)
Press▲▼ or Start  01
```

6 Press ◄ or ► to select a new setting.
  Press **Set**.

7 Press **Start**.

  If you are using the ADF, the MFC scans the originals and prints the copies.

  —**OR**—

  If you are using the scanner glass, the MFC scans the page. Place the next original on the scanner glass.

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

8 Select **1** and press **Set**, or press **1**, to copy next page.

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

10 After all the pages of the document have been scanned, select **2** and press **Set**, or press **2**, to print the copies.

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

■ You can also combine the N in 1 and Duplex operations. (See *Duplex (2 in 1) and Duplex (4 in 1) (For MFC-8840D)* on page 10-19.)

■ For 2 in 1 (P), 2 in 1 (L), 4 in 1 (P) or 4 in 1 (L), you can not use the Enlarge/Reduce setting.

Poster

You can make a poster size copy of a photograph. You must use the scanner glass.
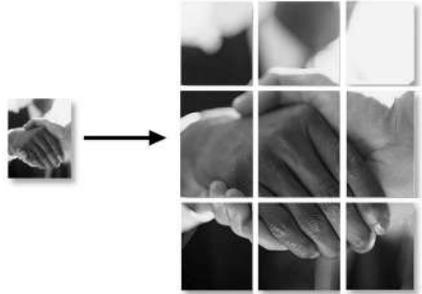
1 Place the original face down on the scanner glass.

2 Press **Duplex/N in 1** and ⬇ or ⬇ to select Poster.

Press **Set**.

3 Press **Start**.

The MFC starts scanning the original and prints the pages for the poster.

For poster copies, you cannot make more than one copy or use the Enlarge/Reduce setting.

Duplex (1 in 1) (For MFC-8840D)

Make a double-sided copy from a single-sided document
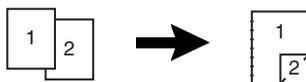
1 Press Copy (**Copy**) to illuminate it in green. Place the document face up in the ADF, or face down the scanner glass.

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

3 Press **Duplex/N in 1** and ⬤ or ⬤ to select Duplex(1 in 1).

   Press **Set**.

4 Press ⬤ or ⬤ to select Portrait2 or Landscape1.

   Press **Set**.

   —**OR**—

   Press ⬤ or ⬤ to select Portrait1 or Landscape2, and then go to Step6.

5 Press ⬤ or ⬤ to select Single Sided for the document (If you are using the scanner glass or changed the number of copies at Step 2, this option will not appear).

   Press **Set**.

6 Press **Start** to scan the document.

   If you placed the document in the ADF, the MFC starts printing.

   —**OR**—

   If you placed the document on the scanner glass, go to Step 7.

7 Place the next document on the scanner glass.

   Select **1** and press **Set** or press **1** to copy next page.

   After all the pages of the document have been scanned, select **2** and press **Set**, or press **2** to print.

Make a double-sided copy from a double-sided document
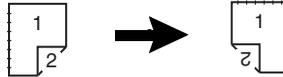
1 Press [📠] (**Copy**) to illuminate it in green. Place the document face up in the ADF.

2 Press **Duplex/N in 1** and ⏷ or ⏶ to select Duplex(1 in 1).

Press **Set**.

3 Press ⏶ or ⏷ to select Portrait2 or Landscape1.

Press **Set**.

4 Press ⏶ or ⏷ to select Double Sided for the document.

Press **Set**.

5 Press **Start**.

6 Make sure that you have put the documents in the ADF as shown on the LCD and press **Start**.

7 After all the pages of the document have been scanned on one side, turn the other side of the document face up in the ADF.

Press **Start**.

Duplex (2 in 1) and Duplex (4 in 1)
(For MFC-8840D)

1 Press (**Copy**) to illuminate it in green. Place the document face up in the ADF, or face down on the scanner glass.

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

3 Press **Duplex/N in 1** and ⬅ or ➡ to select `Duplex(2 in 1)` or `Duplex(4 in 1)`.

   Press **Set**.

4 Press ⬅ or ➡ to select `Portrait1`, `Portrait2`, `Landscape1` or `Landscape2`.

   Press **Set**.

5 Press **Start** to scan the document.

   If you placed the document in the ADF, the MFC starts printing.

   —**OR**—

   If you placed the document on the scanner glass, go to Step 6.

6 Place the next document on the scanner glass.

   Select **1** and press **Set** or press **1** to copy next page.

7 After all the pages of the document have been scanned, select **2** and press **Set** or press **2** to print.

Changing the default copy settings

You can adjust the copy settings that are shown in the chart. These settings will stay until you change them again.

Submenu	Menu Selections	Options	Factory Settings
1.Quality	—	Text	Auto
		Photo	
		Auto	
2.Contrast	—	- ▫▫▫▫■ +	- ▫▫■▫▫ +
		- ▫▫▫■▫ +	
		- ▫▫■▫▫ +	
		- ▫■▫▫▫ +	
		- ■▫▫▫▫ +	

Quality

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

2 Press ⬭ or ⬮ to select Text, Photo or Auto.

Press **Set**.

3 Press **Stop/Exit**.

```
31.Quality
▲     Auto
      Text
▼     Photo
Select ▲▼ & Set
```
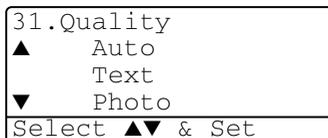
Contrast

You can change the contrast to help an image look lighter or darker.

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

2 Press ◁ to make lighter.

—**OR**—

Press ▷ to make darker.

Press **Set**.

3 Press **Stop/Exit**.

```
32.Contrast
    -□□■□□+
Select ◀▶ & Set
```
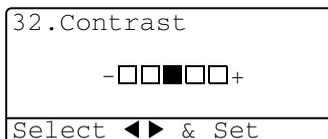
11 **Important information**

IEC 60825 Specification

This machine is a Class 1 laser product as defined in IEC 60825 specifications. The label shown below is attached in countries where required.

CLASS 1 LASER PRODUCT

APPAREIL À LASER DE CLASSE 1

LASER KLASSE 1 PRODUKT
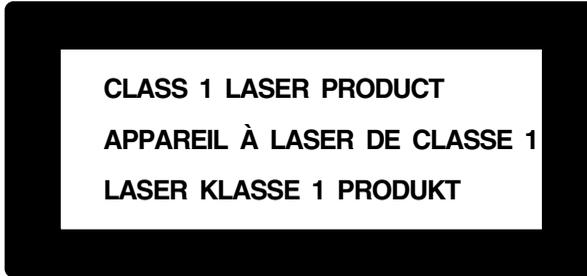
This machine has a Class 3B Laser Diode which emits invisible laser radiation in the Scanner Unit. The Scanner Unit should not be opened under any circumstances.

Laser Diode

Wave length: 760 - 810 nm

Output: 5 mW max.

Laser Class: Class 3B

Caution

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

Important Information for Australia

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 Switch off before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 Do not place this product on an unstable surface, stand, or table. The product may fall, causing serious damage to the product.

6 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.

7 This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.

8 This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed plug.

9 Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.

10 Do not place anything in front of the MFC that will block received faxes. Do not place anything in the path of received faxes.

11 Do not touch a document during printing.

12 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.

13 Do not attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.

14 Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified Service Personnel under the following conditions:

■ When the power cord is damaged or frayed.

■ If liquid has been spilled into the product.

■ If the product has been exposed to rain or water.

■ If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

■ If the product has been dropped or the cabinet has been damaged.

■ If the product exhibits a distinct change in performance, indicating a need for service.

15 The machine does not support the dialling of emergency service numbers after loss of main power.

IMPORTANT-For Your Safety.

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Incorrectly wired extension cords are a major cause of fatalities.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

Disconnect device

This machine must be installed near a power outlet, which is easily accessible. In case of emergencies, you must disconnect the power cord from the power outlet in order to shut off power completely.

LAN Connection

Caution: Connect this product to the LAN connection which is not subjected to overvoltages.

ENERGY STAR® Compliance Statement

As an ENERGY STAR® Partner, Brother Industries, Ltd.

has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Important Information for New Zealand

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 Switch off before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

6 This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

7 If a charge for local calls is acceptable, the "Dial Button" should not be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. Do not dial the area code digit or the "0" prefix.

8 This equipment shall not be set to make automatic calls to the Telecom '111' Emergency Service.

9 This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.

10 Not all telephones will respond to incoming ringing when connected to the extension socket.

11 The answer delay setting of this equipment shall not be set to less than the default setting as this will destroy Caller ID information.

12 All persons using this device for recording telephone conversations shall comply with New Zealand law. This requires that at least one party to the conversation is to be aware that it is being recorded. In addition, the Principles enumerated in the Privacy Act 1993 shall be complied with in respect to the nature of the personal information collected, the purpose for its collection, how it is to be used and what it disclosed to any other party.

13 The Caller ID Information is presented in the form: Area Code + Directory number
When dialling back, always insert a zero in front of the area code for a toll call and omit the area code for a local call, If a zero is inserted in front of the area code for a local call, the call will still proceed correctly but if the line has non-code access to another toll carrier, you should check with that carrier before inserting zero on a local call.

14 Do not place this product on an unstable surface, stand, or table. The product may fall, causing serious damage to the product.

15 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.

16 This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.

17 This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. Do not defeat the purpose of an earthed plug.

18 Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.

19 Do not place anything in front of the MFC that will block received faxes. Do not place anything in the path of received faxes.

20 Do not touch a document during printing.

21 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.

22 Do not attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.

23 Unplug this product from the mains power and telephone line sockets, and refer servicing to qualified Service Personnel under the following conditions:

- If the power cord is damaged or frayed.
- If liquid has been spilled into the product.
- If the product has been exposed to rain or water.
- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the cabinet has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

24 This unit will only work in conjunction with a tone signalling (DTMF) telephone, but some telephones are not compatible. Since noise or speech from the telephone can upset dialling from this unit, errors may result if the devices are used together in other than quiet conditions.

25 Where it is necessary to dial prefix digits, such as a Caller Display override code ("0196" or "0197"), this unit will have to be used in conjunction with an associated tone signalling (DTMF) telephone.

26 Note that some telephones are not compatible with this unit and dialling errors may result if the two devices are used together in other than quiet conditions. The Telecom Faults Service is not to be called should such problems arise. In such cases, it is recommended that the prefix and wanted number are dialled manually.

27 This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

28 Immediately disconnect this equipment should it become physically damaged, and arrange for its disposal or repair.

29 Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:-

There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and,

The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

30 Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. In order to operate within the limits for compliance with Telecom's Specifications, the associated equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less that 5 seconds between the end of one call attempt and the beginning of another.

31 The call log incorporated in this equipment may not record all answered calls. The call log, therefore may not agree with the Telecom account.

32 When using the Caller Line Identification incorporated in this device, verify the integrity of the recorded digits prior to dialling.

IMPORTANT-For Your Safety

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Incorrectly wired extension cords are a major cause of fatalities.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

Disconnect device

This machine must be installed near a power outlet, which is easily accessible. In case of emergencies, you must disconnect the power cord from the power outlet in order to shut off power completely.

LAN Connection

Caution: Connect this product to the LAN connection which is not subjected to overvoltages.

IMPORTANT NOTICE

Under power failure conditions, this fax may not operate. Please ensure that a separate telephone, not dependant on local power, is available for emergency use.

Important Information for Some Countries

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 Switch off before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 Do not place this product near water.

6 Do not place this product on an unstable cart, stand, or table. The product may drop, causing serious damage to the product.

7 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or on a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.

8 This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.

9 This product is equipped with a 2-wire grounding type plug or a 3-wire grounding type plug (Only for Singapore, Malaysia, Hong Kong and India), a plug having two or three pins. This plug will only fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.

10 Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.

11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating.

12 Do not place anything in front of the MFC that will block received faxes. Do not place nything in the path of received faxes.

13 Do not touch a document during printing.

14 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.

15 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Please refer all servicing to our Authorized Service Personnel. A list of Authorized Service Centres has been included for your convenience, or you may contact the Brother Dealer for Service.

16 Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:

■ If the power cord is damaged or frayed.

■ If the product has been spilled by liquid.

■ If the product has been exposed to rain or water.

■ If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

■ If the product has been dropped or the cabinet has been damaged.

■ If the product exhibits a distinct change in performance, indicating a need for service.

17 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

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

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

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12 **Troubleshooting and routine maintenance**

Troubleshooting

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

Error messages

As with any sophisticated office product, errors may occur. If this happens, your MFC identifies the problem and displays an error message. The most common error messages are shown below.

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
`Change Drum Soon`	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem; then replace the drum unit with a new one.
	The drum counter was not reset.	1. Open the front cover, and then press **Clear/Back**. 2. Press **1** to reset.
`Check Original`	The documents were not inserted or fed properly, or document scanned from ADF was longer than about 90cm.	See *Document jams* on page 12-5.

`Check Paper`
`Check Paper #1`
`Check Paper #2`
	The MFC is out of paper or paper is not properly loaded in the paper tray.
	—**OR**—
	The paper is jammed in the MFC.
		Refill the paper in the paper tray or MP tray.
		—**OR**—
		Remove the paper and load it again. See *Paper jams* on page 12-6 and *Paper is jammed in the duplex tray (For MFC-8840D)* on page 12-10.

`Check Paper MP`	Paper in the MP tray runs out.	Reload paper. (See *To load paper or other media in the multi-purpose tray (MP tray) (For MFC-8840D)* on page 2-9.)

ERROR MESSAGES

ERROR MESSAGE	CAUSE	ACTION
Check Paper Size	When you see this error, the paper in the paper tray does not match the paper size you set in **Menu**, **1**, **3**.	Load the appropriate size paper or change the default setting. (See *Setting the Mode Timer* on page 4-5.)
Check Scan Lock	The scanner lock is locked.	Release the scanner lock lever, and then press **Stop/Exit**.
Comm.Error	Poor phone line quality caused communication error.	Try the call again. If problem continues, call Telephone Company to check your phone line.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The MFC will pause its current print job and go in to cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the MFC shows Cooling Down, and Wait for a while.	You must wait 20 minutes for it to cool.
Cover Open Pls Close Cover	The front cover was not completely closed.	Close the front cover for the drum unit.
Disconnected	The other party or other party's fax machine terminated the call.	Try to transmit or receive again.
DX Lever Error	The paper adjustment lever for duplex printing is not correctly set for the paper size.	Set the duplex lever to the correct position. (See *To use Automatic Duplexing for fax, copy and print operations (For MFC-8840D)* on page 2-11.)
Face Up Open	The face-up output tray is open.	Please close the face-up output tray.
Fuser Open	The fuser cover is open.	Please close the jam clear cover. (See *Paper jams* on page 12-6.)
Machine Error XX	MFC has a mechanical problem.	Call Brother or your dealer for service.
No DX Tray	You tried to make duplex printing with duplex cover open.	Install the duplex tray correctly. (See *Paper is jammed in the duplex tray (For MFC-8840D)* on page 12-10.)
No Response/Busy	The number you dialed does not answer or is busy.	Verify the number and try again.

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
Not Registered	You tried to access a One-Touch or Speed-Dial number that is not programmed.	Set up the One-Touch or Speed-Dial number. (See *Storing One-Touch Dial numbers* on page 7-1 and *Storing Speed-Dial numbers* on page 7-3.)
Out of Memory	You can't store data in the memory.	(Fax sending in process) Press **Stop/Exit** and wait until the other operations in progress finish and then try again. —**OR**— Clear the data in the memory. (See *Out of Memory message* on page 10-5.) (Copy operation in process) Press **Stop/Exit** and wait until the other operations in process finish and then try again. —**OR**— Clear the data in the memory. (See *Out of Memory message* on page 10-5.) —**OR**— Add an optional memory. (See *Memory board* on page 13-1.) (Printing operation in process) Reduce print resolution. (See *Print Quality* in Software User's Guide on the CD-ROM.) —**OR**— Clear the data in the memory. (See *Out of Memory message* on page 10-5.) —**OR**— Add an optional memory. (See *Memory board* on page 13-1.)
Paper Jam	The paper is jammed in the MFC.	See *Paper jams* on page 12-6 and *Paper is jammed in the duplex tray (For MFC-8840D)* on page 12-10.

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
`Pls Open Cover`	A page, piece of paper or paper clip, etc. may be jammed inside the MFC.	Open the front cover. If you see any jammed paper or other item, gently pull it out, then close the front cover. If the error message remains, open and close the front cover again. If the MFC cannot reset itself and return to the date and time prompt, it will display `Machine Error` **XX**. Then contact your Brother dealer for service.
`Toner Empty`	Toner cartridge is not installed. —**OR**— Toner is used up and printing is not possible.	Reinstall the toner cartridge. —**OR**— Replace the toner cartridge with a new one. (See *Replacing the toner cartridge* on page 12-27.)
`Toner Low`	If the LCD shows `Toner Low`, you can still print, however the MFC is telling you that the toner will soon run out.	Order a new toner cartridge now.

Document jams

Based upon where the document is jammed, follow the appropriate set of instructions to remove it.

Document is jammed in the top of the ADF unit.

1 Take out any paper from the ADF that is not jammed.

2 Lift the ADF cover.

3 Pull the jammed document out to the right.

4 Close the ADF cover.

5 Press **Stop/Exit**.
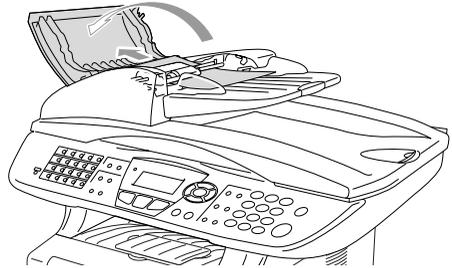
Document is jammed inside the ADF unit.

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**.
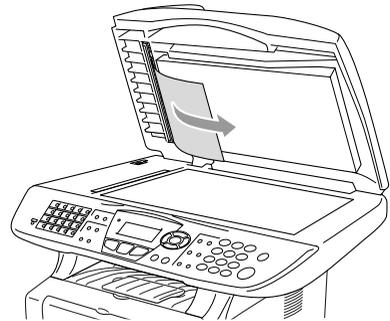
—**OR**—

1 Take the ADF support out of the ADF unit.

2 Pull the jammed document out to the right.

3 Press **Stop/Exit**.

Paper jams

To clear paper jams, please follow the steps in this section.

⚠ WARNING

After you have just used the MFC, some parts inside the MFC are extremely hot. When you open the front cover or back output tray of the MFC, never touch the shaded parts shown in the following diagram.

Front view   Back view
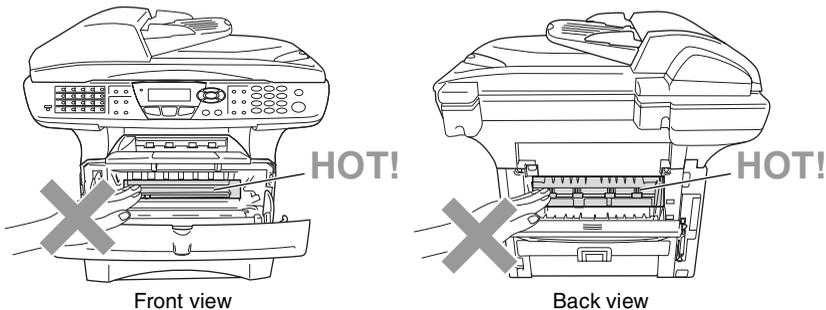
Clear the jammed paper as follows.

If the jammed paper is removed completely by using the information in the following steps, you can install the paper tray first, and then close the front cover and the MFC will resume printing automatically.

- ■ If a paper jam occurs when using the optional lower tray unit, check for correct installation of the upper paper tray.

- ■ Always remove all paper from the paper tray and straighten the stack when you add new paper. This helps prevent multiple sheets of paper from feeding through the MFC at one time and reduces paper jams.

1 Pull the paper tray completely out of the MFC.

2 Pull the jammed paper up and out of the MFC.
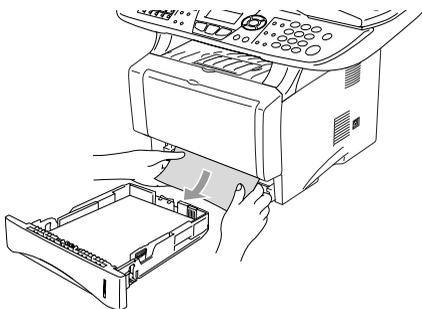
3 Press the cover release button and then open the front cover.

4 Pull out the drum unit assembly. Pull the jammed paper up and out of the MFC. If you cannot remove the drum unit assembly easily at this time, do not use extra force. Instead, pull the edge of the jammed paper from the paper tray.

If the jammed paper can not be pulled out easily, turn the jam dial towards you so that you gently pull the paper out.

Jam Dial
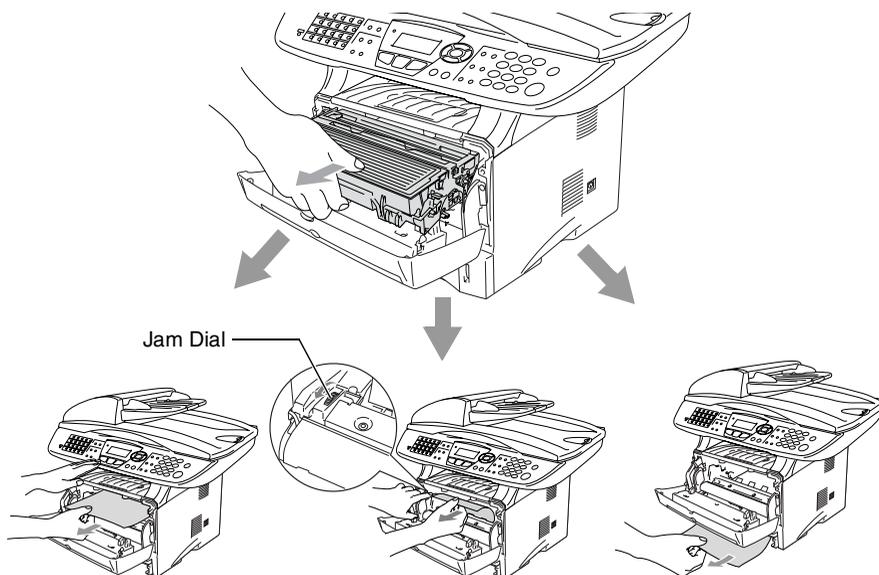
⚠ WARNING

To prevent damage to the MFC caused by static electricity, do not touch the electrodes shown in the following diagram.
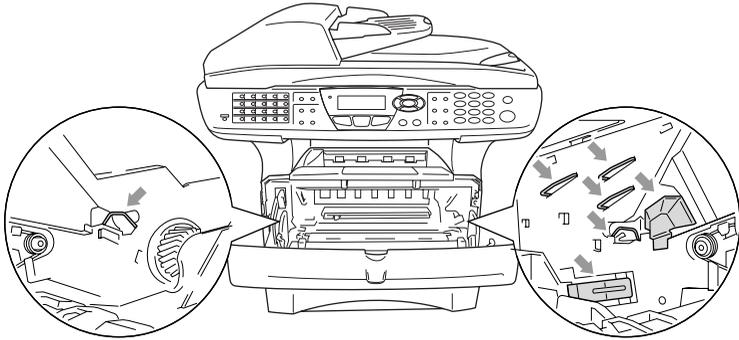
5 Open the back output tray. Pull the jammed paper out of the fuser unit. If the paper jam can be cleared, go to Step 7.
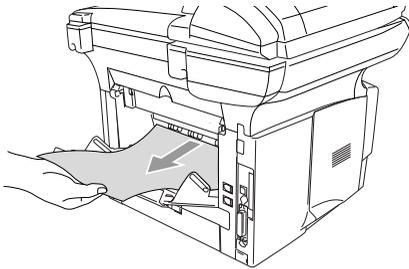
If you have to pull the paper toward the back of the MFC, the fuser may get dirty with toner powder and it may scatter on the next printouts. Print a few copies of the test page until the scattering of toner stops.

⚠ WARNING

After you have just used the MFC, some internal parts of the MFC are extremely **HOT!** Wait for the MFC to cool down before you touch the internal parts of the MFC.
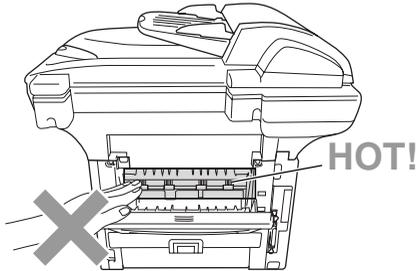
Back view

6 Open the jam clear cover (fuser cover). Pull the jammed paper out of the fuser unit.

Jam Clear Cover
(Fuser Cover)
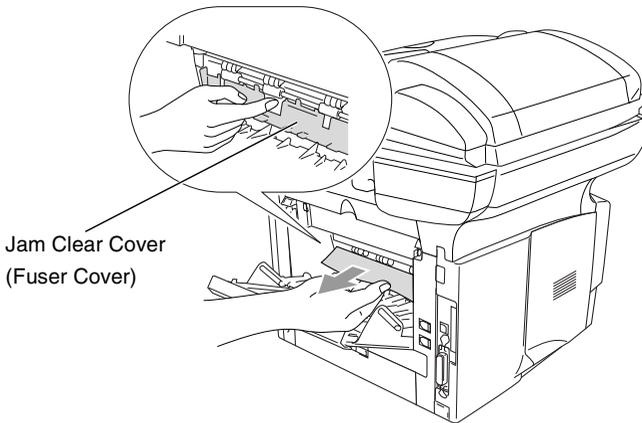
7 Close the jam clear cover. Close the back output tray.

8 Push the lock lever down and take the toner cartridge out of the drum unit assembly. Take out the jammed paper if there is any inside the drum unit.
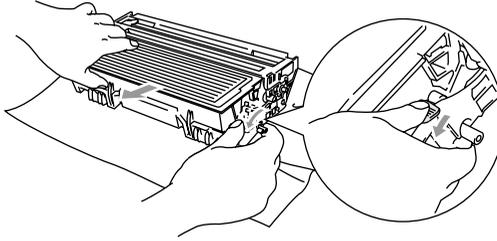
9 Put the drum unit assembly back in the MFC.

10 Put the paper tray in the MFC.

11 Close the front cover.

Paper is jammed in the duplex tray (For MFC-8840D)

1 Pull the duplex tray and paper tray out of the MFC.
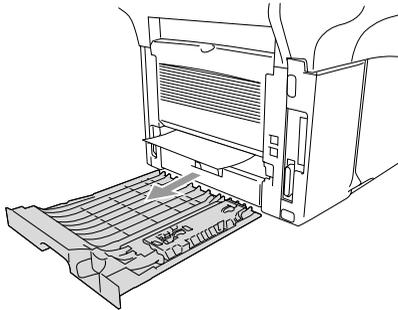
2 Pull the jammed paper out of the MFC.
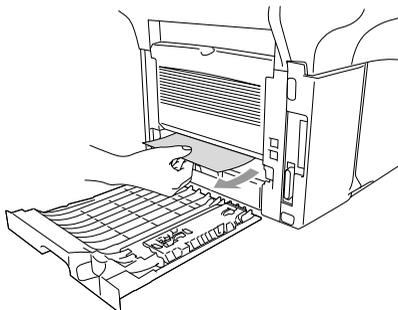
3 Put the duplex tray and paper tray back into the MFC.
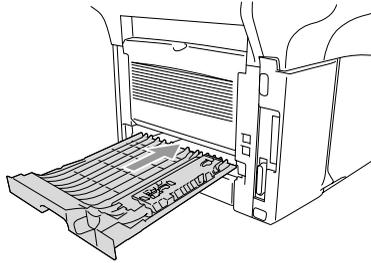
■ The `Jam Duplex` message appears if you remove a sheet of paper from the Face Down Output Tray after only one side has printed.

■ If the Paper Adjustment Lever for Duplex Printing is not set correctly for the paper size, paper jams may occur and the printing will be out of position on the page. (See *To use Automatic Duplexing for fax, copy and print operations (For MFC-8840D)* on page 2-11.)

If you are having difficulty with your MFC

If you think there is a problem with the way your faxes look, *make a copy first*. If the copy looks good, the problem is probably not your MFC. Check the chart below and follow the troubleshooting tips.

DIFFICULTY	SUGGESTIONS
Printing or Receiving Faxes	
Condensed print and horizontal streaks or the top and bottom of sentences are cut off.	If your copy looks good, you probably had a bad connection, with static or interference on the telephone line. If the copy looks bad, clean the scanner area. If there is still problem, call Brother or your dealer for service.
Poor quality print.	See *Improving the print quality* on page 12-17.
Vertical black lines when receiving.	Sometimes you may see vertical streaks/black lines on the faxes you receive. Your MFC's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire (See *Cleaning the drum unit* on page 12-26), or 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 your dealer for service.
Horizontal streaks; lines are missing.	You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
Received faxes appear as split or blank pages.	If the received data is divided and printed on two pages or if you get an additional blank page, your Paper Size setting may not be correct for the paper you are using (See *Type and size of paper* on page 2-1). Make sure that auto reduction function setting is turned on. (See *Printing a reduced incoming fax (Auto Reduction)* on page 5-5.)
Phone Line or Connections	
Dialling does not work	Check for a dial tone. Change Tone/Pulse setting. (See *Setting Tone or Pulse dialling mode (Except for New Zealand)* on page 4-14.) Check all line cord connections. Check power cord connection. Send a manual fax by lifting the external handset and dialling the number. Wait to hear fax receiving tones before pressing **Start**.
The MFC does not answer when called.	Make sure the MFC is in the correct receiving mode for your setup. (See *Basic sending operations* on page 6-7.) Check for a dial tone. If possible, call your MFC to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your MFC, ask your telephone company to check the line.

DIFFICULTY	SUGGESTIONS
Sending Faxes	
Poor sending quality.	Try changing your resolution to Fine or S.Fine. Make a copy to check your MFC's scanner operation. If copy quality is not good, clean the scanner. (See *Cleaning the scanner* on page 12-24.)
Transmission Verification Report says 'RESULT:NG' or 'RESULT:ERROR'.	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC-FAX message and get 'RESULT:NG' or, on the Transmission Verification Report, your MFC may be out of memory. To gain extra memory, you can turn off Fax Storage (see *Setting Fax Storage* on page 8-2), print fax messages in memory (see *Polling* on page 5-10) or cancel a Delayed Fax or Polling Job (see *Canceling a job while scanning the document* on page 6-12). If the problem continues, ask the telephone company to check your phone line.
Vertical black lines when sending.	If the copy you made shows the same problem, your scanner is dirty. (See *Cleaning the scanner* on page 12-24.)
Handling Incoming Calls	
MFC 'Hears' Voice as CNG Tone.	If your MFC is set to Fax Detect ON, it is more sensitive to sounds. Your MFC may mistakenly interpret certain voices or music on the line as a calling fax machine and respond with fax receiving tones. Deactivate the fax by pressing **Stop/Exit**. Try avoiding this problem by turning Fax Detect to OFF. (See *Fax Detect* on page 5-4.)
Sending a Fax Call to the MFC.	If you answered at the MFC, press **Start** and hang up immediately. If you answered on an external or extension phone, enter your Remote Activation Code (default setting is ✱ 51 (✱ 91 for New Zealand). When your MFC answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, RingMaster, Voice Mail, an answering machine, an alarm system or other custom feature on a single phone line with your MFC, it may create a problem sending or receiving fax data.
Menu Setting Difficulties	
The MFC beeps when you try to access the Setup Receive and Setup Send menu.	Make sure that MFC is in Fax mode. If the Fax ⟨📠⟩ key is not illuminated, press it to turn on Fax mode. Setup Receive Setting (**Menu**, **2**, **1**) and Setup Send Setting (**Menu**, **2**, **2**) are available only when the MFC is in Fax mode.
Copy Quality Difficulties	
Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See *Cleaning the scanner* on page 12-24 and *Cleaning the drum unit* on page 12-26.)

DIFFICULTY	SUGGESTIONS
Printer Difficulties	

The MFC does not print.	Check the following:
	• The MFC is plugged in and the power switch turned On.
	  (See the Quick Setup Guide on page 5.)
	• The toner cartridge and drum unit are installed properly.
	  (See *Replacing the drum unit* on page 12-32.)
	• The interface cable is securely connected between the MFC and
	  computer. (See the Quick Setup Guide.)
	• Check to see if LCD is showing an error message.
	  (See *Error messages* on page 12-1.)

The MFC prints unexpectedly or it prints garbage.	Reset the MFC or turn it off and then on again. Check the primary settings in your application software to make sure it is set up to work with your MFC.
The MFC prints first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the printer's input buffer full signal. Please make sure to connect the MFC cable correctly.
The MFC cannot print full pages of a document. `Out of Memory` message occurs.	Reduce the printing resolution. Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software.
My headers or footers appear when I view my document on the screen but do not appear when I print them.	Most laser printers have a restricted area that will not accept print. Usually these are the first two lines and last two lines, leaves 62 printable lines. Adjust the top and bottom margins in your document to allow for this.
Scanning Difficulties	
TWAIN errors appear while scanning.	Make sure the Brother TWAIN driver is selected as the primary source. In PaperPort®, click Scan in the File menu and select the Brother TWAIN driver.
Software Difficulties	
Cannot install software or print.	Run the **MFC-Pro Suite Repair and Install** 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.
Cannot print when using Adobe Illustrator.	Try to reduce the print resolution.
When using ATM fonts, some characters are missing or some characters are printed in their place.	If you are using Windows® 98/98SE/Me, select 'Printer Settings' from the 'Start' menu. Select the properties of the 'Brother MFC-8440 or MFC-8840D (USB) Printer'. Click 'Spool Setting' on the 'Details' tab. Select 'RAW' from 'Spool Data Format.'

DIFFICULTY	SUGGESTIONS
"Unable to write to LPT1" or "LPT1 already in use" Error Message appears. "MFC is Busy" or "MFC Connect Failure" Error Message appears.	1. Make sure the MFC is on (plugged into the AC power outlet and turned the power switch on) and that it is connected directly to the computer using a IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box). 2. Make sure the MFC is not displaying an error message on the LCD Display. 3. Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you boot up the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc.) Suggested areas to check: (*Load=, Run=command lines in the win.ini file or the Statup Group*) 4. Check with you computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine; i.e. (Parallel Port Mode – ECP)
"MFC Connect Failure"	If the MFC is not connected to your PC and you have loaded the Brother software, the PC will show 'MFC Connect Failure' each time you restart Windows®. You can ignore this message or you can turn it off as follows. Double-click "\tool\WarnOFF.REG" from the supplied CD-ROM. The Scan key on the MFC's control panel will not work unless you restart your PC with the MFC connected. To turn it back on, Double-click "\tool\WarnON.REG" from the supplied CD-ROM.
Paper Handling Difficulties	
The MFC does not load paper. The LCD shows Check Paper or Paper Jam.	Check to see if the Check Paper or Paper Jam message appears on the LCD. If it is empty, 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. Check that the manual feed mode or MP tray or MP mode is not selected in the printer driver.
The MFC does not feed paper from the manual feed tray.	Reinsert the paper firmly, load one sheet at a time. Make sure that manual feed mode or MP mode is selected in the printer driver.
How can I load envelopes?	You can load envelopes from the manual feed or MP tray. Your application software 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 software. Refer to your software application manual.
What paper can I use?	You can use plain paper, envelopes, transparencies and labels that are made for laser machines. (For information on paper you can use, see *Printer operation keys* in Software User's Guide on the CD-ROM.)
How can I clear paper jams?	See *Paper jams* on page 12-6.

DIFFICULTY	SUGGESTIONS
Print Quality Difficulties	
Printed pages are curled.	Thin or thick paper below the standard can cause this problem. Make sure you select the Paper Type that suits the media type you use. (See *Setting the Paper Type* and *Media Type* in Software User's Guide on the CD-ROM.)
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 *Setting the Paper Type* and *Media Type* in Software User's Guide on the CD-ROM.)
Printouts are too light.	Set Toner Save mode to off in the Advance tab in the printer driver. (See *Toner Save Mode* in Software User's Guide on the CD-ROM.)
Network Difficulties	
I cannot print over the Network	Make sure that your MFC is powered on and is On Line and in Ready mode. Press the Test switch. Then the current settings of the NC-9100h are printed.Verify that the cabling and Network connections are good. If possible, try connecting the MFC to a different port on your hub using a different cable. Check to see if there is any LED activity. The NC-9100h has a two color LED for diagnosing problems.

Improving the print quality

This section provides information on the following topics:

Examples of poor print quality	Recommendation
Faint	Check the printer's environment. Conditions such as humidity, high temperatures, and so on may cause this print fault. (See *Choosing a location* on page iv.) If the whole page is too light, **Toner Save** mode may be on. Turn off **Toner Save** mode in the printer Properties tab of the driver. —**OR**— If your MFC is not connected to a computer, turn off Toner Save mode in the MFC itself. (See *Toner Save* on page 4-9.) Try installing a new toner cartridge. (See *Replacing the toner cartridge* on page 12-27.) Try installing a new drum unit. (See *Replacing the drum unit* on page 12-32.)
Gray background	Make sure that you use paper that meets the recommended specifications. (See *About paper* on page 2-1.) Check the printer's environment - high temperatures and high humidity can increase the amount of background shading. (See *Choosing a location* on page iv.) Use a new toner cartridge. (See *Replacing the toner cartridge* on page 12-27.) Use a new drum unit. (See *Replacing the drum unit* on page 12-32.)
Ghost	Make sure you use paper that meets our specifications. Rough-surfaced paper or thick print media may cause this problem. Make sure that you choose the appropriate media type in the printer driver. (See *About paper* on page 2-1.) Try using a new drum unit. (See *Replacing the drum unit* on page 12-32.)
Toner specks	Make sure that you use paper that meets our specifications. Rough-surfaced paper may cause the problem. (See *About paper* on page 2-1.) The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 12-32.)
Hollow print	Make sure that you use paper that meets our specifications. (See *About paper* on page 2-1.) Choose **Thick Paper** mode in the printer driver, or use thinner paper than you are currently using. Check the printer's environment because conditions such as high humidity can cause hollow print. (See *Choosing a location* on page iv.)
All black	You may clear the problem by cleaning the primary corona wire inside the drum unit by sliding the blue tab. Make sure you return the blue tab to the home position (▲). (See *Cleaning the drum unit* on page 12-26.) The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 12-32.)
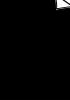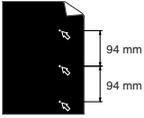
Examples of poor print quality	Recommendation
White Spots on black text and graphics at 94 mm intervals **Black Spots at 94 mm intervals**	If the problem is not solved after printing a few pages, the drum unit may have glue from label stock on the OPC drum surface. Clean the drum unit as follows: 1 Position the print sample in front of the drum unit, and find the exact position of the poor print. 2 Turn the drum unit gear by hand while looking at the surface of the OPC drum. ⚠ **Caution** Be careful not to touch the photosensitive drum with your fingers. Photosensitive drum 3 When you have located the mark on the drum that matches the print sample, wipe the surface of the OPC drum with a cotton swab until the dust or paper powder on the surface comes off. ⚠ **Caution** Do not try to clean the surface of the photosensitive drum with a sharp object, such as a ball-point pen, and so on. The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 12-32.)
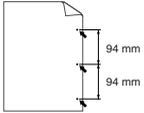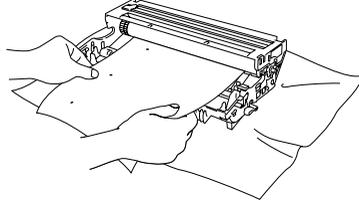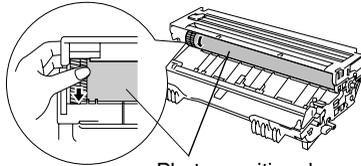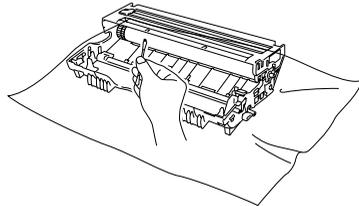
Examples of poor print quality	Recommendation
Black toner marks across the page	The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 12-32.) Make sure that you use paper that meets our specifications. (See *About paper* on page 2-1.) If you use label sheets for laser printers, the glue from the sheets may sometimes stick to the OPC drum surface. Clean the drum unit. (See *Cleaning the drum unit* on page 12-26.) Do not use paper that has clips or staples because they will scratch the surface of the drum. If the unpacked drum unit is in direct sunlight or room light, the unit may be damaged.
White lines across the page	Make sure that you use paper that meets our specifications. A rough surfaced paper or thick print media can cause the problem. Make sure that you select the appropriate media type in the printer driver. The problem may disappear by itself. Try printing multiple pages to clear this problem, especially if the printer has not been used for a long time. The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 12-32.)
Lines across the page	Clean the inside of the printer and the primary corona wire in the drum unit. (See *Cleaning the drum unit* on page 12-26.) The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 12-32.)
Black lines down the page Printed pages have toner stains down the page.	Clean the primary corona wire of the drum unit. Make sure the primary corona wire cleaner is at the home position (▲). The drum unit may be damaged. Install a new drum unit. (See *Replacing the drum unit* on page 12-32.) The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge* on page 12-27.) Make sure that a torn piece of paper is not inside the printer covering the scanner window. The fixing unit may be smudged. Call Customer Service.
White lines down the page	You may clear the problem by wiping the scanner window with a soft cloth. (See *Cleaning the printer* on page 12-25.) The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge* on page 12-27.)
Page skewed	Make sure the paper or other print media is loaded properly in the paper tray and that the guides are not too tight or too loose against the paper stack. Set the paper guides correctly. If you are using the manual feed tray (or the multi-purpose tray). (See *How to load paper* on page 2-5.) The paper tray may be too full. Check the paper type and quality. (See *About paper* on page 2-1.)

Examples of poor print quality	Recommendation
ABCDEFGH abcdefghijk **A B C D** **a b c d e** **0 1 2 3 4** **Curl or wave**	Check the paper type and quality. High temperatures and high humidity will cause paper to curl. If you don't use the printer very often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, try fanning the paper stack and then rotating the paper 180° in the paper tray. Try printing using the straight-through output path. (See *How to load paper* on page 2-5.)
ABCDEFGH abcdefghijk **A B C D** **a b c d e** **0 1 2 3 4** **Wrinkles or creases**	Make sure that paper is loaded properly. Check the paper type and quality. (See *About paper* on page 2-1.) Try printing using the straight-through output path. (See *How to load paper* on page 2-5.) Turn over the stack of paper in the tray or try rotating the paper 180° in the input tray.

The drum unit is a consumable item and it is necessary to replace it periodically.

Packing and shipping the MFC

Whenever you transport the MFC, use the packing materials that came with your machine. If you do not pack the MFC correctly, you may void your warranty.

1 Turn the MFC power switch off.

2 Unplug the MFC from the telephone wall socket.

3 Unplug the MFC from the AC outlet.

Lock the Scanner Lock

4 Push the Scanner Lock Lever up to lock the scanner. This lever is located on the left of the scanner glass.

Scanner Lock Lever
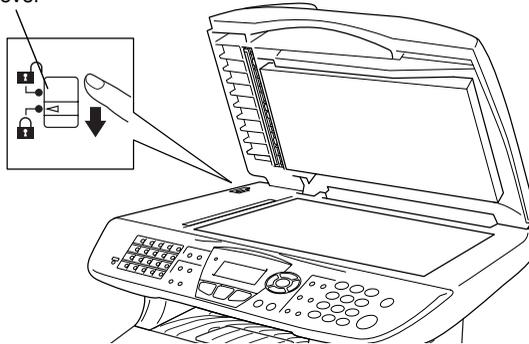
⚠ **Caution**

Damage caused to your MFC by failure to lock the scanner before moving and shipping may void your warranty.

5 Open the front cover.

6 Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
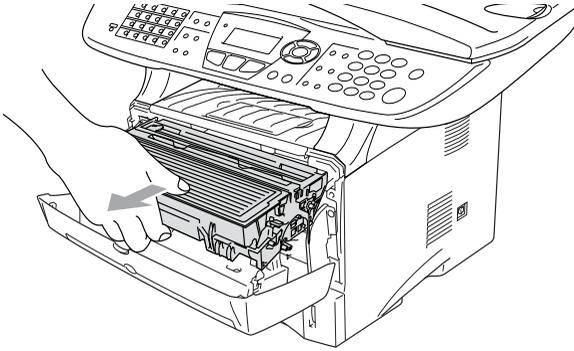
7 Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag.
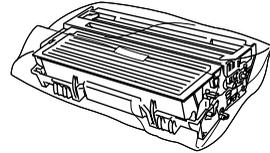
8 Close the front cover. Fold down the face-down output tray flap. Remove the telephone line cord.

9 Wrap the MFC in the plastic bag and place it in the original carton with the original packing material.
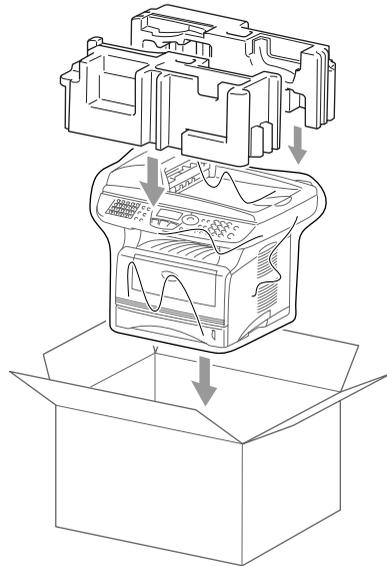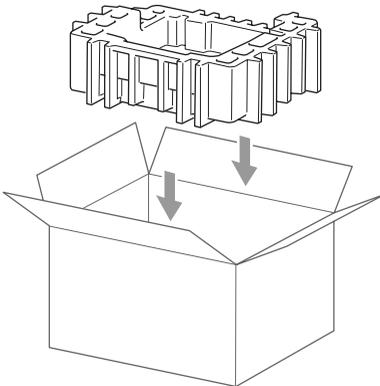
10 Pack the drum unit and toner cartridge assembly, telephone line cord, AC cord and printed materials in the original carton as shown below:
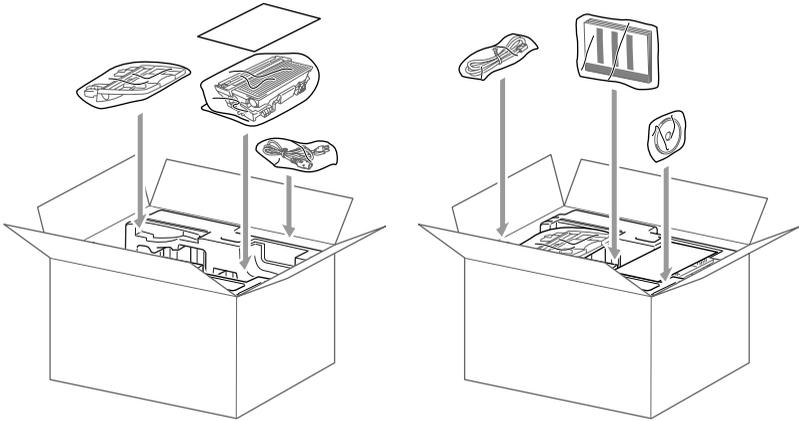
11 Close the carton and tape it shut.

Routine maintenance

Cleaning the scanner

Turn the MFC power switch off and lift the document cover. Clean the scanner glass and glass strip with dry cloth and the white film with isopropyl alcohol on a lint free cloth.

White Film

Glass strip

Document Cover

White film
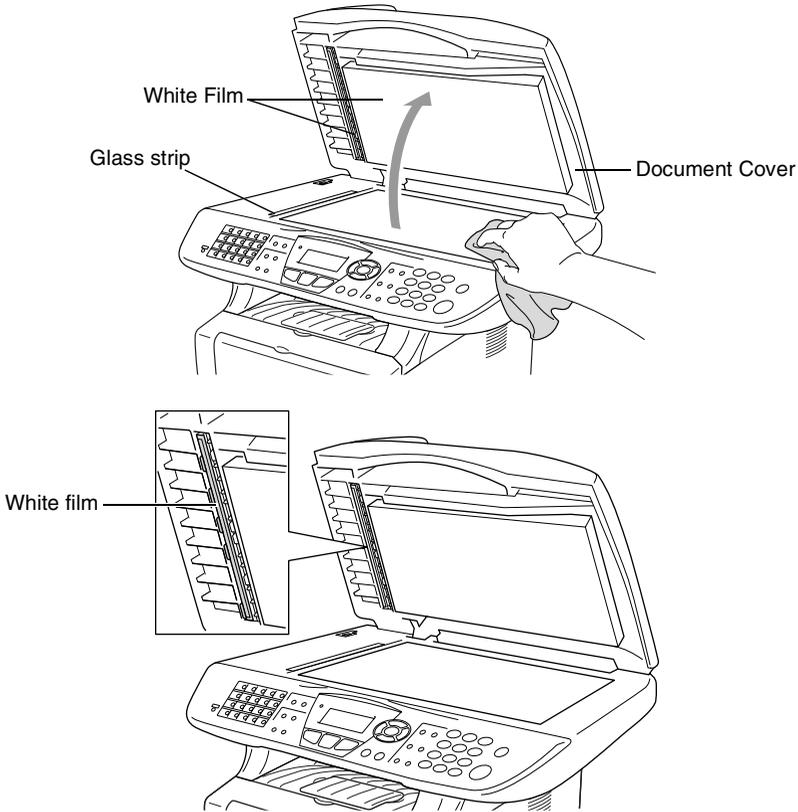
Cleaning the printer

⚠ **Caution**

■ Do *not* use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

■ Do *not* use isopropyl alcohol to clean the laser scanner window.

■ Do *not* touch the scanner window with your finger.

■ The drum unit contains toner, so handle it carefully. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

1 Turn the MFC power switch off and open the front cover.

2 Remove the drum unit and toner cartridge assembly.

⚠ **WARNING**

Just after you have used the MFC, some internal parts of the machine are extremely **HOT!** When you open the front cover of the MFC, never touch the shaded parts shown in the diagram below.

Front view
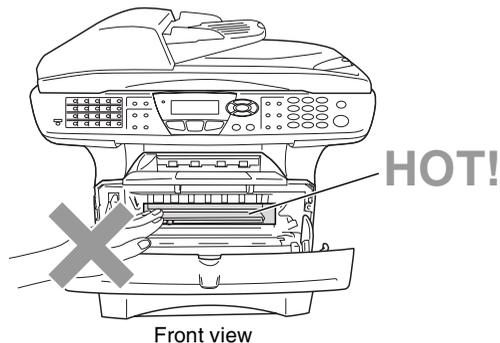
3 Gently clean the scanner window by wiping it with a clean soft dry cloth. Do *not* use isopropyl alcohol.

Scanner Window
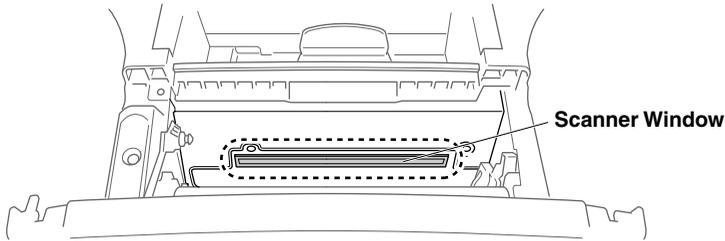
Cleaning the drum unit

We recommend placing the drum unit and toner cartridge assembly on a cloth or large disposable paper to avoid spilling and scattering toner.

1 Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left several times.

2 Return the blue tab and snap it into the Home position (▼).

Home Position(▼)   Tab   Corona Wire
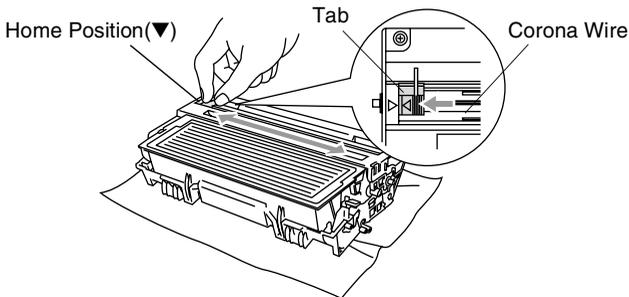
Caution

If the blue tab is not at Home position (▼), printed pages may have vertical stripes.

3 Reinstall the drum unit and toner cartridge assembly into the MFC. (See *Replacing the drum unit* on page 12-32.)

4 Close the front cover.

5 Plug in the power cord *first*, then the telephone cord.

Replacing the toner cartridge

The MFC can print *up to* 6,700 pages using a *high yield* toner cartridge. When the toner cartridge is running low, the LCD shows Toner Low. The MFC is supplied with a *standard* toner cartridge that must be replaced after approximately 3,500 pages. Actual page count will vary depending on your average type of document (i.e., standard letter, detailed graphics).

It is a good idea to keep a new toner cartridge ready for use when you see the Toner Low warning.

Discard the used toner cartridge according to local regulations, keeping it separate from domestic waste. Be sure to seal the toner cartridge tightly so toner powder does not spill out of the cartridge. If you have questions, call your local waste disposal office.

We recommend that you clean the MFC when you replace the toner cartridge.

How to replace the toner cartridge

⚠ WARNING

Just after you use the MFC, some internal parts of the machine will be extremely **HOT!** So, never touch the shaded parts shown in the illustration.
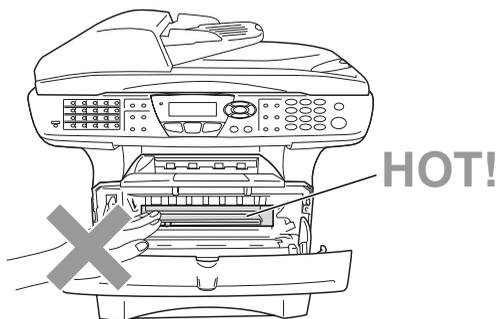
1 Open the front cover and pull out the drum unit.
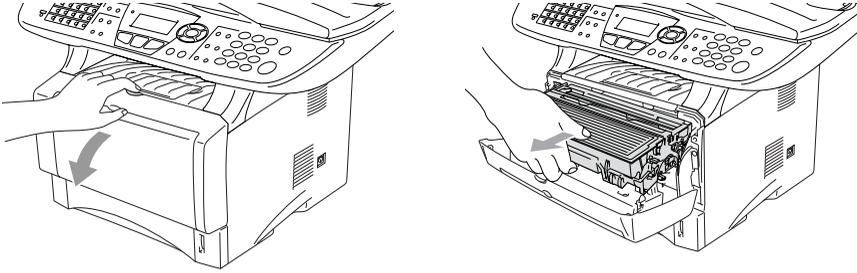
Caution

■ Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

■ To prevent damage to the MFC from static electricity, do not touch the electrodes shown below.
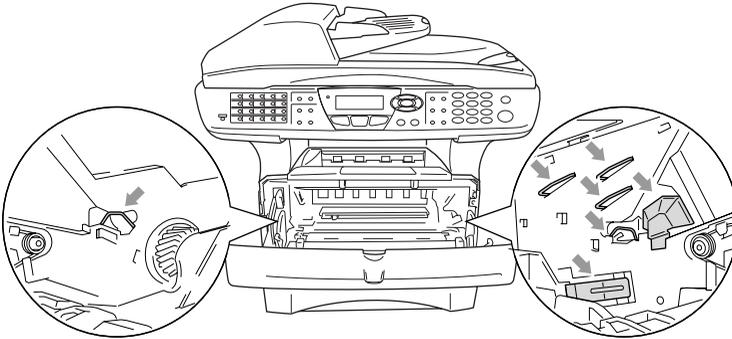
2 Hold down the lock lever on the right and pull the toner cartridge out of the drum unit.

Lock Lever
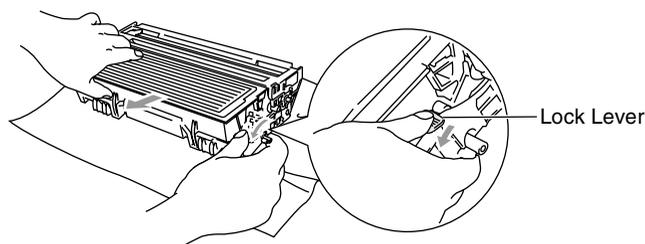
> ⚠️ **Caution**
>
> Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.

3 Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.

> ⚠️ **Caution**
>
> ■ Wait to unpack the toner cartridge until immediately before you install it in the MFC. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.
>
> ■ Brother multifunction machines are designed to work with toner of a particular specification and work to a level of optimum performance, when used with genuine Brother toner cartridges. Brother cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother cartridges with this machine nor does it recommend the refilling of empty cartridges with toner from other sources. If damage is caused to parts of this machine as a result of the use of toner or toner cartridges other than genuine Brother products due to the incompatibility or lack of suitability of those products with the machine, any repairs required as a result will not be covered by the warranty.

4 Gently rock the toner cartridge from side to side five or six times to distribute the toner evenly inside the cartridge.
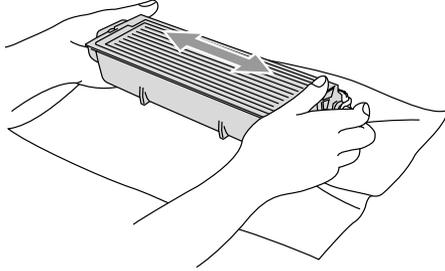
5 Remove the protective cover.
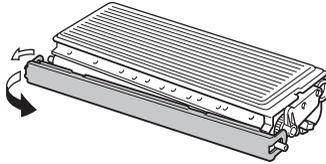
6 Insert the new toner cartridge in the drum unit until it clicks into place. If you put it in properly, the lock lever will lift automatically.

Drum Unit
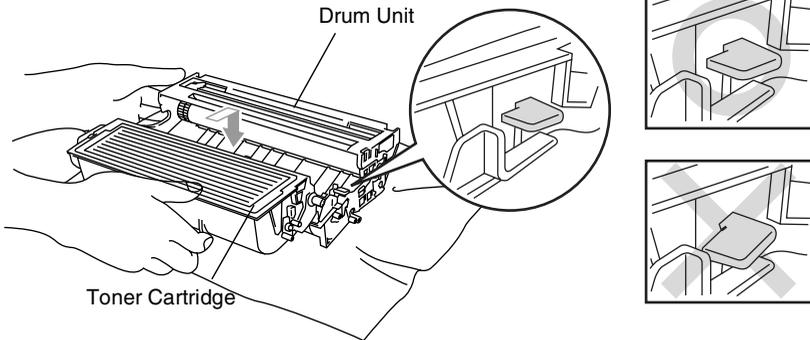
Toner Cartridge

7 Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left several times. Return the blue tab to the Home position (▼) before reinstalling the drum unit and toner cartridge assembly.

Home Position(▼)   Tab   Corona Wire
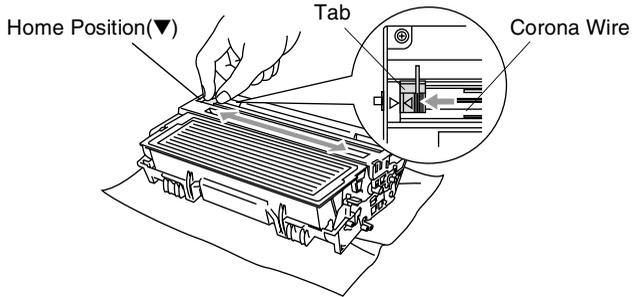
8 Reinstall the drum unit and toner cartridge assembly and close the front cover.
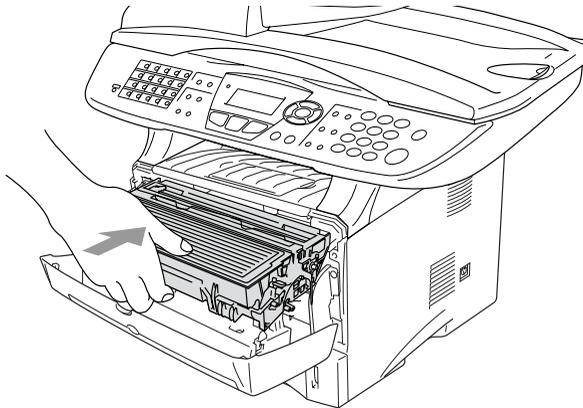
Replacing the drum unit

The MFC uses a drum unit to create print images on paper. If the LCD shows Change Drum Soon, the drum unit is near the end of its life and it is time to purchase a new one.

Even if the LCD shows Change Drum Soon, you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before Change Drum Soon appears), then the drum unit should be replaced. You should clean the MFC when you replace the drum unit. (See *Cleaning the drum unit* on page 12-26.)

⚠ **Caution**

When removing the drum unit, handle it carefully because it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash with cold water.

The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

⚠ **WARNING**

Just after you have used the MFC, some internal parts of the MFC are extremely **HOT!** So please be careful.
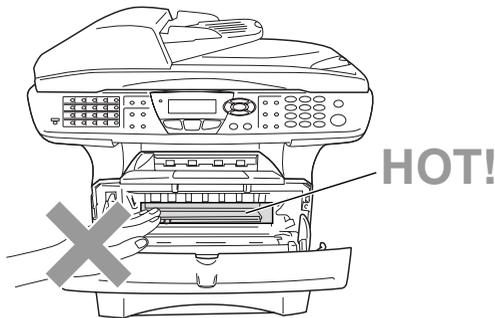
Follow these steps to replace the drum unit:

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

2 Remove the old drum unit and toner cartridge assembly. Place it on a drop cloth or disposable paper to avoid scattering toner.
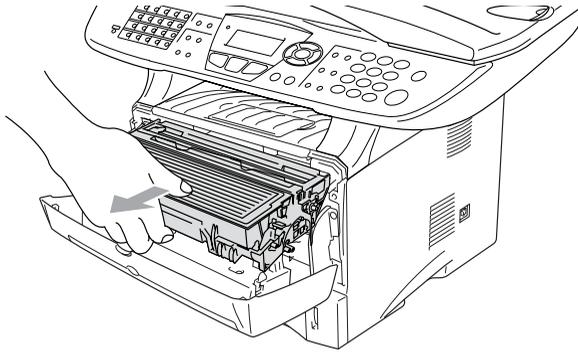
⚠ **Caution**

To prevent damage to the printer from static electricity, do not touch the electrodes shown below.
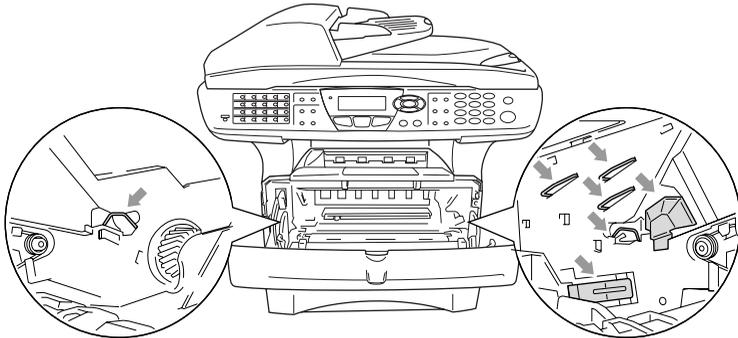
3 Hold down the lock lever on the right and pull the toner cartridge out of the drum unit. (See *Replacing the toner cartridge* on page 12-27.)

Lock Lever
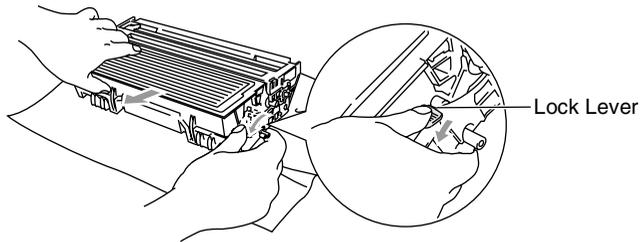
Discard the used drum unit according to local regulations, keeping it separate from domestic waste. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. If you have questions, call your local waste disposal office.

4 Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the plastic bag and discard it according to local regulations.

5 Reinstall the toner cartridge into the new drum unit. (See *Replacing the toner cartridge* on page 12-27.)

6 Reinstall the new drum unit, keeping the front cover *open*.

7 Press **Clear/Back**.

8 Press **1** and when the LCD shows Accepted, and close the front cover.

```
Replace Drum?

▲    1.Yes
▼    2.No
Select ▲▼ & Set
```
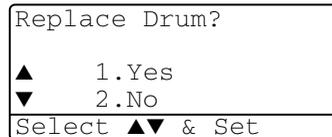
⚠ **Caution**

If toner scatters and your hands or clothes get dirty, immediately wipe off or wash with cold water.

Checking the drum life

You can see the percentage of the drum's life that remains available.

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

2 For five seconds, the LCD shows the available percentage of drum life.

```
20.Miscellaneous
  2.Drum Life

  Remaining:100%
```

Even if the remaining drum life is 0%, you may continue to use the drum unit until you have a print quality problem.

Page Counter

You can see number of total pages, copy pages, print pages and List/Fax (total fax print + total list print) pages that your MFC has printed.

1 Press **Menu**, **2**, **0**, **3**.

2 The LCD shows number of pages for `Total` and `Copy`.

Press ◄► to see `Print` and `List/Fax`.

```
20.Miscellaneous
  3.Page Counter
▲    Total    :123456
▼    Copy     :120002
```

3 Press **Stop/Exit**.

13 **Optional accessories**

Memory board

The memory board is installed on the main controller board inside the MFC. When you add the optional memory board, it increases the performance for both copier and printer operations.

Model Name	Optional Memory
MFC-8440 (32 MB Standard Memory)	32MB TECHWORKS 12457-0001
MFC-8840D (32 MB Standard Memory)	64MB TECHWORKS 12458-0001
	128MB TECHWORKS 12459-0001

In general, the DIMM must have the following specifications:

Type:	100 pin and 32 bit output
CAS Lantency:	2 or 3
Clock Frequency:	100MHz or more
Capacity:	32, 64, 128MB
Height:	35mm or less
Parity:	NONE
DRAM Type:	SDRAM 4 Bank

Some DIMMs might not work with this MFC. For the latest information from Brother visit:

http://solutions.brother.com

Installing the optional memory board

⚠ WARNING

■ DO NOT touch the surface of the main board within 15 minutes after turning off the power.

■ Before installing the optional memory board, make sure there are no faxes in the memory.

1 Disconnect the telephone line cord, turn the MFC power switch off, unplug the MFC power cord from the AC outlet, and then disconnect the interface cable.

⚠ WARNING

Turn the MFC power switch off, before installing (or removing) the memory board.
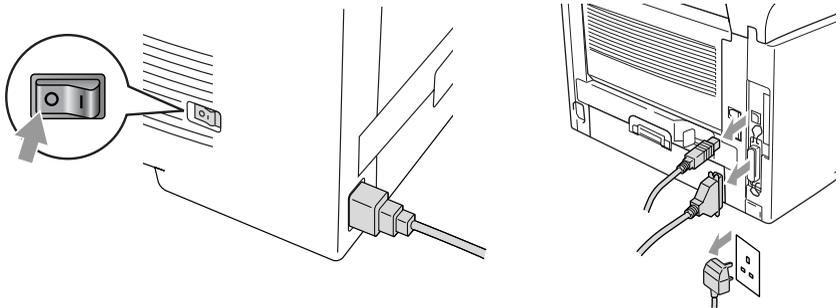
2 Remove the side cover. Loosen the two screws, and then remove the metal shield plate.
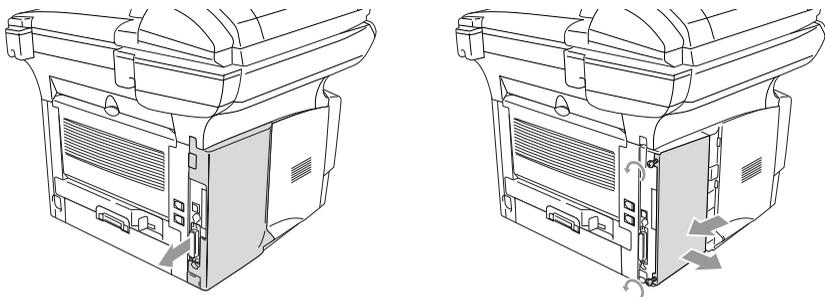
3 Unpack the DIMM and hold it by the edges.

⚠️ WARNING

DIMM boards can be damaged by even a small amount of static electricity. Do not touch the memory chips or the board surface. Wear an antistatic wrist strap when you install or remove the board. If you do not have an antistatic wrist strap, frequently touch the bare metal on the printer.

4 Hold the DIMM with your fingers on the side edges and your thumb on the back edge. Line up the notches on the DIMM with the DIMM slot. (Check that the locks on each side of the DIMM slot are open or facing outwards.)
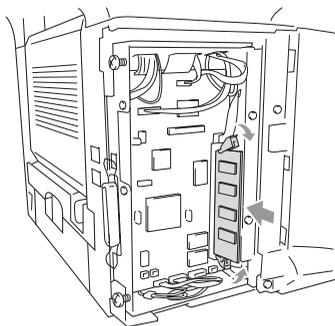
5 Press the DIMM straight into the slot (press firmly). Make sure the locks on each side of the DIMM click into place. (To remove a DIMM, you must release the locks.)

6 Put the metal plate back on and secure the metal plate with the two screws.

7 Put the side cover back on.

8 Reconnect the telephone line cord.

9 Reconnect any additional interface cables that you removed.

10 Reconnect the power cable and then turn on the MFC power switch.

■ To check that you have installed the DIMM correctly, print the printer settings by using the selection in the driver and check the printout to make sure it shows the additional memory.

■ You can check the current memory size in the user setting list. (See the *NC-9100h Network User's Guide* on the CD-ROM.)

⚠ WARNING

If the Status LED turns Red for a Service Error, please call your dealer or Brother authorized service center.

Network (LAN) board

When you add the optional Network (LAN) Board (NC-9100h), you can connect your MFC into the network to use the Internet FAX, Network Scanner, Network Printer and Network Management operations.

⚠ WARNING

DO NOT touch the surface of the main board within 15 minutes after turning off the power.

For more details about how to configure the Network board, please see the NC-9100h Network User's Guide on the CD-ROM supplied with the MFC.

NC-9100h
Print/Fax Server
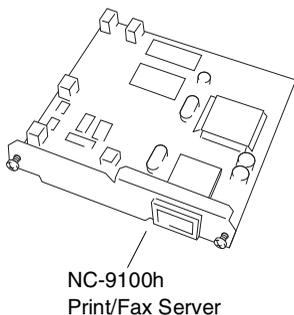
Before starting installation

Be careful when handling the NC-9100h. There are many delicate electronic components that are susceptible to damage from static electricity. To avoid such damage, use the following precautions when handling the board.

■ Leave the NC-9100h in its anti-static bag until you are ready to install it.

■ Make sure that you are adequately grounded before touching the NC-9100h. Use an anti-static wrist strap and a grounding mat if possible. If you do not have an anti-static wrist strap, touch the bare metal surface on the back of the machine before handling the NC-9100h.

■ Avoid moving around the work area in order to eliminate static charge build-up.

■ If possible, do not work on a carpeted area.

■ Do not flex the board and do not touch the components on the card.

Tools Required:

Phillips Screwdriver ⊕

Step 1: Hardware installation

⚠ **WARNING**

DO NOT touch the surface of the main boards within 15 minutes after turning off the power.

1 Disconnect the telephone line cord, turn the MFC power switch off, unplug the MFC power cord from the AC outlet, and then disconnect the interface cable.

⚠ WARNING

Turn the MFC power switch off, before installing (or removing) the NC-9100h board.
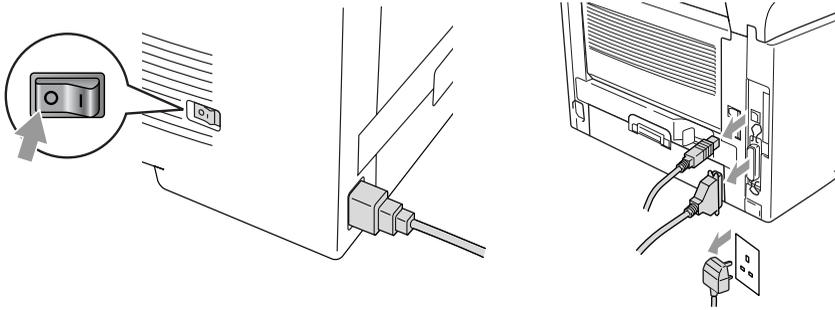
2 Remove the side cover. Loosen the two screws, and then remove the metal shield plate.
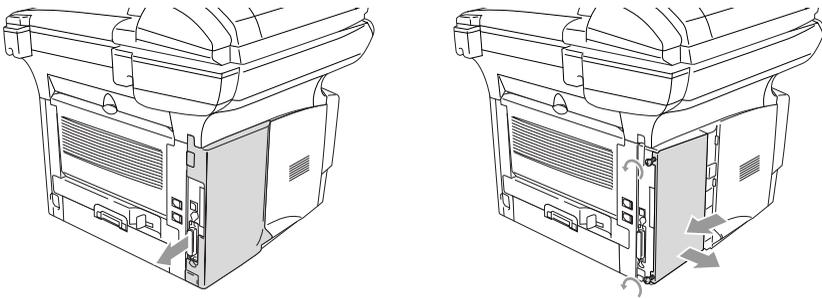
**3** Loosen the two screws, and then remove the metal cover plate.

Cover Plate
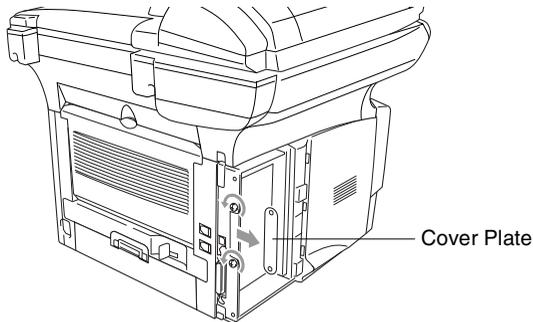
4 Plug the NC-9100h into connector P1 located on the main board as shown in the illustration (press firmly) and secure the NC-9100h with the two screws.
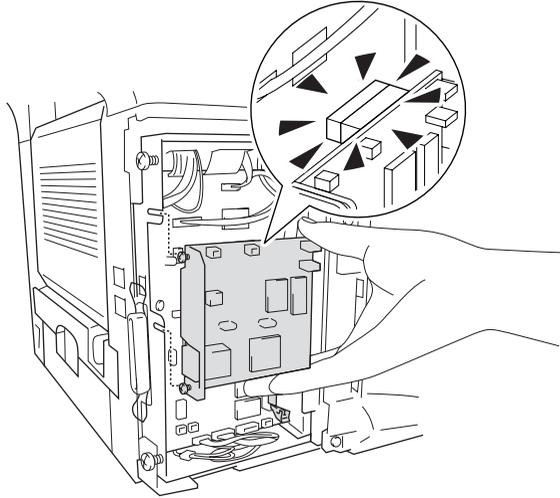
5 Put the metal shield plate back on and secure it with the two screws.

6 Put the side cover back on.

7 Reconnect the telephone line cord.

8 Reconnect any additional interface cables that you removed.

9 Reconnect the power cable and then turn on the MFC power switch.

10 Press the Test switch and print a network configuration page. (See *TEST SWITCH* on page 13-10.)

Step 2: Connecting the NC-9100h to an Unshielded Twisted Pair 10BASE-T or 100BASE-TX Ethernet Network

To connect the NC-9100h to a 10BASE-T or 100BASE-TX Network, you must have an Unshielded Twist Pair Cable. One side of the cable must be connected to a free port on your Ethernet hub and the other side must be connected to the 10BASE-T or 100BASE-TX connector (an RJ45 Connector) of the NC-9100h.
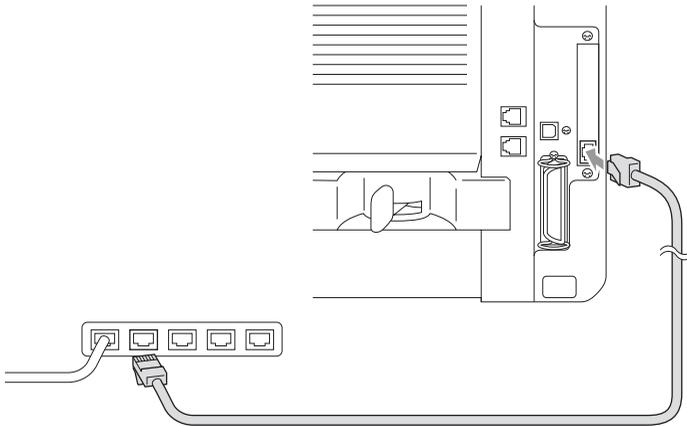
Verifying successful hardware Installation:

Plug in the AC power cord. After initialization and warm-up (this may take several seconds), the machine will come to a Ready state.

LED

No light:

If both of the two LEDs are off, then the print server is not connected to the network.

Link/Speed LED is orange: Fast Ethernet

This Link/Speed LED will be orange if the print server is connected to a 100BASETX Fast Ethernet network.

Link/Speed LED is green: 10 BASE T Ethernet

This Link/Speed LED will be green if the print server is connected to a 10 BASE T Ethernet.

Active LED is yellow:

The Active LED will blink if the print server is receiving or transmitting data.

If there is a valid connection to the network, the LED will blink orange or green.

TEST SWITCH

Short push: Prints the network configuration page.

Long push (more than 5 seconds): Reset the network configuration back to the factory default settings.
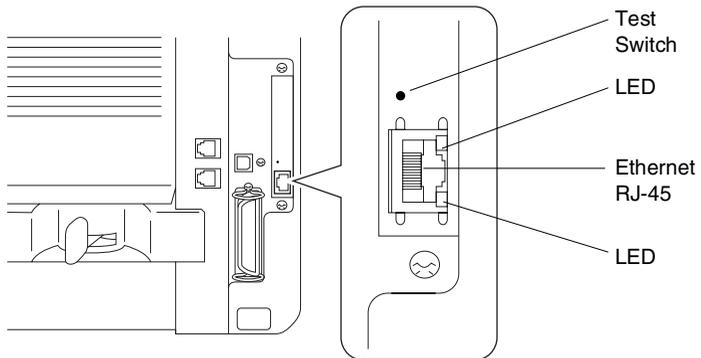
To set up the MFC on the Network, see the *NC-9100h Network User's Guide* on the CD-ROM.

Paper Tray #2

You can purchase the Paper Tray #2 accessory (LT-5000) to use as a third paper source. Tray #2 holds up to 250 sheets of 80 gsm paper.

Paper Tray #2	Holds approx. 250 sheets of 80 gsm
Basis Weight	60 to 105 gsm
Moisture Content	4% to 6% by weight
We Recommend:	Xerox Premier 80 gsm
	Xerox Business 80 gsm
Cut sheet:	Mode DATACOPY 80 gsm
	IGEPA X-Press 80 gsm

G Glossary

ADF (Automatic Document Feeder) Documents 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 an external phone.

Automatic Redial A feature that enables your MFC to redial the last fax number if the fax did not go through because the line was busy.

Batch Transmission As a cost savings feature, all delayed faxes to the same fax number will be sent as one transmission.

Beeper The sound the keys make when they are pressed, an error occurs, or a fax has been received or sent.

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

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

Caller ID A service purchased from the Telephone Company that lets you see the number (or name) of the party calling you.

CNG tones The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are from a fax machine.

Coding Method Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your MFC 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.

Cover Page Prints a page at the other party's fax machine that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.

Cover Page Message The comment that is on the Cover Page. This is a programmable feature.

Deactivation Code (Fax/Tel mode) When the MFC answers a voice call, it pseudo/double-ring. You can pick up at an extension phone by pressing this code **#51**(**#91** for New Zealand).

Delayed Fax Sends your fax at a later time that day.

Distinctive Ring A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother fax machine uses the new number to simulate a dedicated fax line.

Drum Unit A printing device for the MFC.

Dual Access Your MFC 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.

ECM (Error Correction Mode) Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension phone A telephone on the fax number that is plugged into a separate wall socket.

External phone A TAD (telephone answering device) or telephone that is plugged into the correct socket on the MFC.

F/T Ring Time The length of time that the Brother MFC rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

FaxAbility A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother fax machine uses the new number to simulate a dedicated fax line.

Fax Detect Enables your MFC to respond to CNG tones if you interrupt a fax call by answering it.

Fax Forwarding Sends a fax received into the memory to another preprogrammed fax number.

Fax Storage You can print stored faxes later, or retrieve them from another location using Fax Forwarding, or Remote Retrieval operations.

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, Speed-Dial numbers that are stored as a Speed-Dial number for Broadcasting.

Help list A printout of the complete Menu that you can use to program your MFC when you do not have the User's Guide with you.

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

Journal Period The preprogrammed time period between automatically printed Journal Reports. You can print Journal on demand without interrupting this cycle.

LCD (liquid crystal display) The display screen on the MFC that shows interactive messages during On-Screen Programming and shows the date and time when the MFC is idle.

Manual fax When you lift the handset of your external telephone or press **Hook** so you can hear the receiving fax machine answer before you press Start to begin transmission.

Menu mode Programming mode for changing your MFC's settings.

MFL-Pro Suite Turns your MFC into a printer and a scanner and enables PC faxing using the MFC.

OCR (optical character recognition) The bundled ScanSoft® OmniPage® software application converts an image of text to text you can edit.

One-Touch Keys on the MFC control panel where you can store numbers for easy dialling. 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 MFC's memory when the machine is out of paper.

Overseas Mode Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

Pause Allows you to place a 3.5 second delay in the dialling sequence stored on Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

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

Polling The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse A form of rotary dialling 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.

Remote Access Code Your own four-digit code that allows you to call and access your MFC from a remote location.

Remote Activation Code Press this code $\ast$ **51**($\ast$ **91** for New Zealand) when you answer a fax call from an extension or external phone to transfer the call to the MFC.

Remote Retrieval Access The ability to access your MFC remotely from a touch tone phone.

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 MFC answers in FAX mode.

Ring Volume Volume setting for the MFC'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 preprogrammed number for easy dialling. You must press the **Search/Speed Dial** key and then **#**, and the three digit code to start the dialling process.

Standard resolution 203 x 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 203 x 391 dpi. Best for very small print and line art.

System Setup List A printed report that shows the current settings of the MFC.

TAD (telephone answering device) You can connect an external TAD to the EXT. socket of the MFC.

Temporary Settings You can select certain options for each fax transmission and copy without changing the default settings.

Tone A form of dialling on the telephone line used for Touch Tone telephones.

Toner cartridge An accessory that holds toner for the drum unit on Brother laser models.

Toner Save A process that causes less toner to be affixed to the page to extend the life of the toner assembly. This will make the receiving document significantly lighter.

Transmission The process of sending faxes over the phone lines from your MFC to the receiving fax machine.

True Type fonts The fonts that are used in the Windows® operating systems. If you install the Brother True Type fonts, more types of fonts will be available for Windows® applications.

Xmit Report (Transmission Verification Report) A listing for each transmission, that shows its date, time and number.

S Specifications

Product description

The MFC-8440 and MFC-8840D are **5 in 1** Multi-Function Centers: Printer, Copier, Color Scanner, Fax, and PC-FAX (via your PC). The MFC-8840D includes Duplex Printing.

General

Memory Capacity	32 MB
Optional Memory	1 DIMM slot; Memory expandable up to 160 MB
Automatic Document Feeder (ADF)	Up to 50 pages
	Temperature: 20°C - 30°C
	Humidity: 50% - 70%
	Paper: 75 gsm A4 size
Paper Tray	250 Sheets (80 gsm)
Multi-Purpose Tray	50 Sheets (80 gsm) (MFC-8840D only)
Manual Feed Tray	Single sheet (80 gsm) (MFC-8440 only)
Printer Type	Laser
Print Method	Electrophotography by semiconductor laser beam scanning
LCD (Liquid Crystal Display)	22 characters × 5 lines
Warm-up	Max. 18 seconds at 23°C
Power Source	220 - 240V AC 50/60Hz
Power Consumption	Average Operating (Copying): 450W or less (25°C)
	Peak: 1090W or less
	Sleep: 14W or less 16W or less (When Network LAN board (NC-9100h) is installed.)
	Standby: 85W or less (25°C)
Dimensions	532 × 444 × 469 (mm)
Weight	Without Drum/Toner Unit: MFC-8440: 16.6 kg MFC-8840D: 18.1 kg
Noise	Operating: 53 dB A or less
	Standby: 30 dB A or less

General (continued)

Temperature	Operating:	10 - 32.5°C
	Storage:	0 - 40°C
Humidity	Operating:	20 to 80% (without condensation)
	Storage:	10 to 90% (without condensation)

Print media

Paper Input

Paper Tray

- Paper type:

  Plain paper, recycled paper and transparencies, envelopes (Manual Feed/Multi-purpose Tray)

- Paper size:

  A4, Letter, Legal, B5 (ISO), B5 (JIS), Executive, A5, A6, B6 (ISO)

  Weight: 60 - 105 gsm (Paper Tray)

  For more details, see *Paper specifications for each paper tray* on page 2-4.

- Maximum paper tray capacity: Approx. 250 sheets of 80 gsm plain paper

- Maximum multi-purpose tray capacity: Approx. 50 sheets of 80 gsm plain paper (MFC-8840D only)

Manual Feed Tray/Multi-Purpose Tray

- Paper size:

  Width: 69.8 - 220.0 mm

  Hight: 116.0 - 406.4 mm

  Weight: 60 - 161 gsm

Paper Output

Up to 150 sheets of plain paper (Face down print delivery to the output paper support)

Copy

Color/Monochrome	Monochrome
Copy Speed	Up to 20 copies/minute (A4 paper)
Multiple Copies	Stacks or Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	Max. 1200 x 600 dpi

Fax

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR/JBIG
Modem Speed	33600-2400 bps Automatic Fallback

Document Size

ADF Width:	148 mm to 216 mm
ADF Height:	148 mm to 356 mm
Scanner Width:	Max. 212 mm
Scanner Height:	Max. 356 mm

Scanning Width	208 mm
Printing Width	208 mm
Gray Scale	64 levels
Polling Types	Standard, Secure, Timer, Sequential
Contrast Control	Automatic/Light/Dark (manual setting)

Resolution

- Horizontal 8 dot/mm
- Vertical
    - Standard 3.85 line/mm
    - Fine, Photo 7.7 line/mm
    - Superfine 15.4 line/mm

One-Touch Dial	40 (20×2)
Speed-Dial	300 stations
Automatic Redial	3 times at 5 minute intervals
Auto Answer	2, 3, 4, 5, 6, 7, 8, 9 or 10 rings (for Australia) 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 rings (for New Zealand) 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 rings (for some countries)
Communication Source	Public Switched Telephone Network.
Memory Transmission	Up to 600[1]/500[2] pages
Out of Paper Reception	Up to 600[1]/500[2] pages

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[1] "Pages" refers to the "Brother Standard Chart No. 1" (a typical business letter, Standard resolution, JBIG code). Specifications and printed materials are subject to change without prior notice.

[2] "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.

Scanner

Color/Monochrome	Color/Monochrome
TWAIN Compliant	Yes (Windows® 98/98SE/Me/2000 Professional and Windows NT® Workstation Version 4.0) Mac OS® 8.6 - 9.2/Mac OS® X 10.2.1 or greater
WIA Compliant	Yes (Windows® XP)
Resolution	Up to 9,600 × 9,600 dpi (interpolated)* Up to 600 × 2,400 dpi (optical)
	* Maximum 1200 x 1200 dpi scanning with Windows® XP (resolution up to 9600 x 9600 dpi can be selected by using the Brother scanner utility)
Document Size	ADF Width: 148 mm to 216 mm ADF Height: 148 mm to 356 mm Scanner Glass Width: Max. 216 mm Scanner Glass Height: Max. 356 mm
Scanning Width	212 mm
Gray Scale	256 levels

■ Scanning directly to a networked PC is available with Windows® 98/98SE/Me/2000 Professional and XP.

■ Mac OS® X scanning is supported in Mac OS® X 10.2.1 or greater.

Printer

Emulation	PCL6 (Brother Printing System for Windows® emulation mode of HP LaserJet) and BR-Script (PostScript®) Level 3
Printer Driver	Windows® 98/98SE/Me/2000 Professional/XP and Windows NT® Workstation Version 4.0 driver supporting Brother Native Compression mode and bi-directional capability
	Apple® Macintosh® QuickDraw® Driver and PostScript (PPD) for Mac OS® 8.6 - 9.2/ Mac OS® X 10.1/10.2.1 or Greater
Resolution	HQ1200 (Max. 2400 × 600 dots/inch)
Print Quality	Normal printing mode
	Economy printing mode (saves toner usage)
Print Speed	Up to 20 pages/minute A4 size (when loading paper from paper tray)
Duplex Printing	Up to 9 pages/minute: (MFC-8840D only) (9 sides per minute, 4.5 sheets per minute)
First Print	Up to 12 seconds (using A4 size paper in paper tray)

Interfaces

Interface	**Recommended Cable**
Parallel	A bi-directional shielded parallel cable that is IEEE 1284 compliant and not longer than 2 m.
USB	A Hi-Speed USB 2.0 cable that is not longer than 2 m.

- ■ Please make sure that you use a Hi-Speed USB 2.0 certified cable if your computer uses a Hi-Speed USB 2.0 interface.

- ■ Even if your computer has a USB 1.1 interface you can connect the MFC.

Computer requirements

Minimum System Requirements					
Computer Platform & Operating System Version		**Processor Minimum Speed**	**Minimum RAM**	Recommended RAM	**Available Hard Disk Space**
					for Drivers	**for Applications*2**
Windows® *1 Operating System	98, 98SE	Pentium II or equivalent	32 MB	64 MB	90 MB	130 MB
	Me					
	NT® Workstation 4.0		64 MB	128 MB		
	2000 Professional					
	XP		128 MB	256 MB	150 MB	220 MB
Apple® Macintosh® Operating System	Mac OS® 8.6 - 9.2 (Printing, Scanning and PC-FAX Send Only)	All base models meet minimum Requirements	64 MB	64 MB	80 MB	200 MB
	Mac OS® X 10.2.4 or greater (Printing, Scanning*3 and PC-FAX Send Only)		128 MB	160 MB		
NOTE: All registered trademarks referenced herein are the property of their respective companies.						
For the latest drivers, go to the Brother Solutions Center at http://solutions.brother.com/						

*1 Microsoft® Internet Explorer 5 or greater.
*2 Application Software is different for Windows® and Macintosh®
*3 Scanning is supported in 10.2.1 or greater.

Consumable items

Toner Cartridge Life Expectancy

TN-3030: Standard Toner Cartridge - Up to 3,500* pages
TN-3060: High Yield Toner Cartridge - Up to 6,700* pages

*(when printing letter size or A4 paper at 5% print coverage)

Toner life expectancy will vary depending upon the type of average print job.

Drum Unit Life Expectancy

Up to 20,000 pages/drum unit (DR-3000)

There are many factors that determine the actual drum life, such as temperature, humidity, type of paper, toner you use and number of pages per print job.

Network (LAN) board (NC-9100h)

MFC-8440 (Option)
MFC-8840D (Option)

When you add the optional Network (LAN) Board (NC-9100h), you can connect your MFC into the network to use the Internet FAX, Network Scanner, Network Printer and Network Management software.

SMTP/POP3 E-mail Services are required for Internet Fax.

Support for:

Windows® 98/Me/NT® 4.0/2000/XP
Novell NetWare 3.X, 4.X, 5.X
Mac OS® 8.6 - 9.2, X 10.1/10.2.1 or Greater
Ethernet 10/100 BASE-TX Auto Negotiation
TCP/IP, IPX/SPX, AppleTalk, DLC/LLC
RARP, BOOTP, DHCP, APIPA, NetBIOS, WINS
LPR/LPD, Port9100, SMTP/POP3
SMB(NetBIOS/ IP), IPP, SSDP,
mDNS, FTP
MIBII as well as Brother private MIB
TELNET, SNMP, HTTP, TFTP

Included Utilities:

BRAdmin Professional and Web Based Management

■ Scanning directly to a networked PC is not supported in Windows NT® and Mac OS®.

■ BRAdmin Professional is not supported in Mac OS®.

Optional External Wireless Print/Scan Server (NC-2200w)

NC-2200w External Wireless Print/Scan Server (Optional)	Connecting the optional External Wireless Print/Scan Server (NC-2200w) to your MFC will allow you to print and scan over a wireless network.
Network types	IEEE802.11b wireless LAN
Support for	Windows® 98/98SE/Me/2000/XP and Windows NT® Mac OS® X 10.2.4 or greater
Protocols	TCP/IP
	ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), WINS/NetBIOS, DNS, LPR/LPD, Port9100, SMB Print, IPP, RawPort, mDNS, TELNET, SNMP, HTTP

You can assign the scan key to one networked computer only.

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Remote Retrieval Access card

If you plan to receive fax messages while away from your MFC, carrying the Remote Retrieval Access Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit your wallet or organizer. Keeping it handy will help you derive the full benefit of your MFC's Fax Forwarding and Remote Retrieval features.

REMOTE RETRIEVAL ACCESS CARD

Using Remote Access Code

1 Dial your fax number from a telephone or fax machine using touch tone.
2 When your MFC answers, immediately enter your Remote Access Code (3 digits followed by *).
3 Your MFC signals the kinds of messages it received:
   1 long beep — Fax messages
   No beeps — No messages.
4 After 2 short beeps, enter a command.
5 Press **9 0** to reset your MFC when you finish.
6 Hang up.

CHECK RECEIVING STATUS
Press **9 7 1**
   1 long beep — Fax messages
   3 short beeps — No messages

CHANGE RECEIVE MODE
Press **9 8**
then for **External TAD**, press **1**.
   Fax/Tel, press **2**.
   Fax Only, press **3**.

EXIT REMOTE OPERATION
Press **9 0**.

Changing Remote Access Code

When you are at the machine:

1 Press **Menu, 2, 5, 3**.

2 Enter a three-digit number from 000 to 999.

The ✱ cannot be changed.

3 Press **Set**.

4 Press **Stop/Exit**.

Remote Commands

CHANGE FAX FORWARDING SETTING

Press **9 5**.

then to **Turn feature Off**, press **1**.

Select Fax Forwarding, press **2**.

Program Fax Forwarding Number, press **4**. Enter the new fax number where you want your fax messages forwarded followed by **# #**.

Turn Fax Storage On, press **6**.

Turn Fax Storage Off, press **7**.

RETRIEVE A FAX

Press **9 6**.

then to **Retrieve all faxes**, press **2**.

then enter the number of remote fax machine followed by **# #**

After the beep, hang up and wait.

Erase all fax messages, press **3**.

← Fold   Fold →

❷

❸

R - 2

At your side.

brother®

This 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.