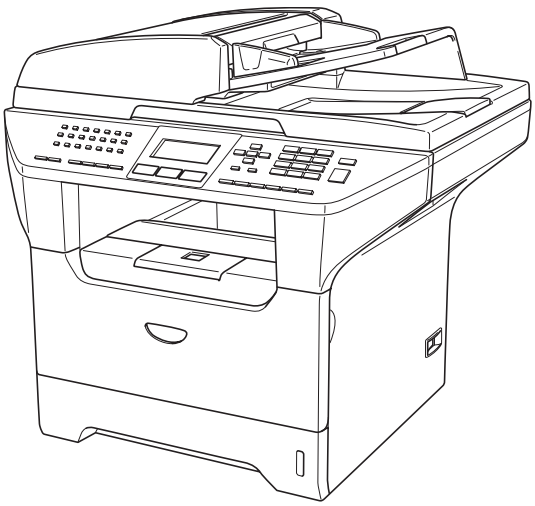
USER'S GUIDE



MFC-8460N
MFC-8860DN

Version B

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-8460N and MFC-8860DN
(Circle your model number)

Serial Number: [1] _____

Date of Purchase: _____

Place of Purchase: _____

[1] The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

http://www.brother.com/registration

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

- may serve as confirmation of the purchase date of your product should you lose your receipt; and,
- may support an insurance claim by you in the event of product loss covered by insurance.

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Approval Information and Compilation and Publication Notice

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 other countries.

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.

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General

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1 General information

Using the documentation

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

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

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

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

Electrical Hazard icons alert you to a possible electrical shock.

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

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

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

Note icons give useful tips.

Accessing the complete User's Guide

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

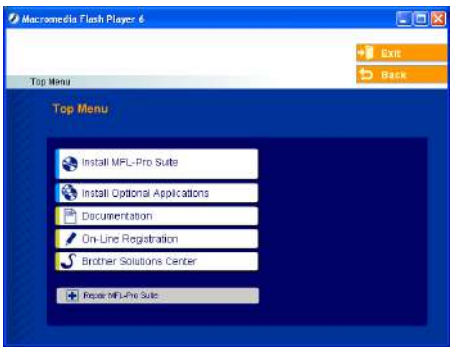
Viewing documentation

Viewing documentation (Windows®)

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

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

1. Turn on your PC. Insert the Brother CD-ROM labelled Windows® into your CD-ROM drive.
2. If the language selection screen appears, click your language.
3. If the model name screen appears, click your model name.The CD-ROM main menu will appear.



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

4. Click **Documentation**.

5. Click the documentation you want to read:
   - *Setup Guide*: Setup and software installation instructions.
   - *User's Guide*: User's Guide for stand-alone operations, Network User's Guide, and Software User's Guide.
   - *PaperPort User's Guide*: Document management software.

How to find Scanning instructions

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

Software User's Guide:

- Scanning a document using the TWAIN driver in Chapter 2
- Scanning a document using the WIA driver (For Windows® XP only) in Chapter 2
- Using ControlCenter2 in Chapter 3
- Network Scanning (For models with built-in network support) in Chapter 4

PaperPort® User's Guide:

- Instructions for scanning directly from ScanSoft® PaperPort®

How to find Internet FAX instructions (MFC-8860DN only)

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

Viewing Documentation (Macintosh®)

1. Turn on your Macintosh®. Insert the Brother CD-ROM labelled Macintosh® into your CD-ROM drive. The following window will appear.

2. Double-click the **Documentation** icon.

3. If the language selection screen appears, double-click your language.

4. Double-click the documentation you want to read:
   - *Setup Guide*: Setup and Software installation instructions.
   - *User's Guides*: User's Guide for stand-alone operations, Network User's Guide, and Software User's Guide.

How to find Scanning instructions

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

Software User's Guide:

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

Presto!® PageManager® User's Guide:

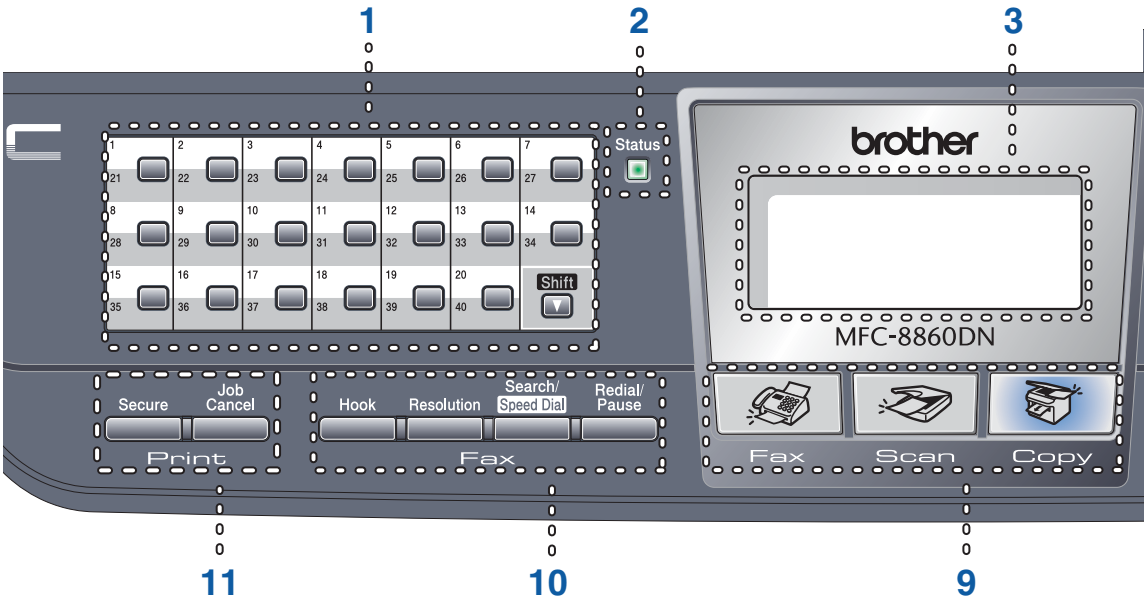
- Instructions for scanning directly from Presto!® PageManager®

How to find Internet FAX instructions (MFC-8860DN only)

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

Control panel overview

MFC-8460N and MFC-8860DN have similar control keys.



1 One-Touch keys

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

Shift

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

2 Status LED (light emitting diode)

The LED will flash and change colour depending on the machine's status.

3 LCD (liquid crystal display)

Displays messages to help you use your machine.

4 Menu keys:

Menu

Accesses the main menu.

Clear/Back

Deletes entered data or lets you exit the menu.

OK

Selects a setting.

◀ or ▶

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

▲ or ▼

Scrolls through the menus and options.

5 Dial pad

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

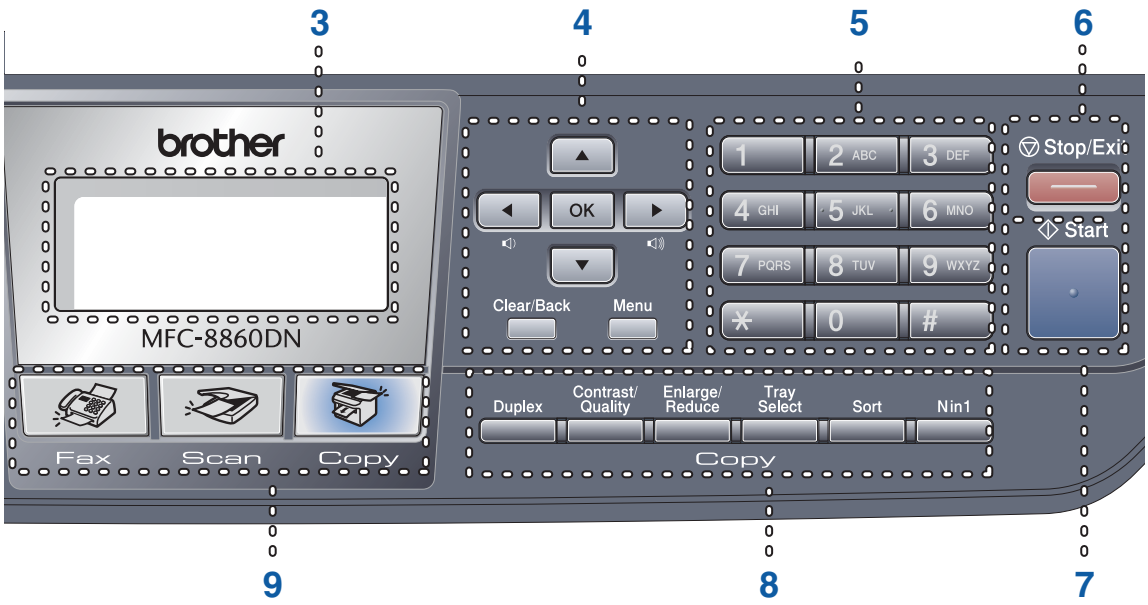
The # key temporarily switches the dialling mode from Pulse to Tone during a telephone call (not available in New Zealand).

6 Stop/Exit

Stops an operation or exits from a menu.

7 Start

Starts sending a fax, coping or scanning.



8 Copy keys

Duplex (MFC-8860DN only)

Lets you print copies on both sides of the paper.

Contrast/Quality (MFC-8860DN only)

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

Contrast (MFC-8460N only)

Lets you change the contrast for the next copy.

Quality (MFC-8460N only)

Lets you change the quality for the next copy.

Enlarge/Reduce

Reduces or enlarges copies.

Tray Select

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

Sort

Sorts multiple copies using the ADF.

N in 1

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

9 Mode keys

Fax

Puts the machine in Fax mode.

Scan

Puts the machine in Scan mode.

(For details about scanning, see *Software User's Guide on the CD-ROM*.)

Copy

Puts the machine in Copy mode.

10 Fax and telephone keys

Hook

Lets you answer an incoming call on an external phone.

When connected to a PBX, you can use this key to gain access to an outside line, to recall an operator, or to transfer a call to another extension.

Resolution

Sets the resolution when sending a fax.

Search/Speed Dial

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

You can search the stored number alphabetically.

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

Redial/Pause

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

11 Print keys

Secure

When using Secure Function Lock, you can switch restricted users by holding down **Shift** as press **Secure**. (See *Secure Function Lock* on page 24.)

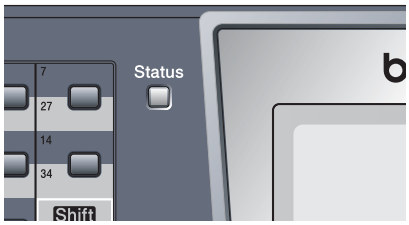
You can print data saved in memory by entering your four-digit password. (For details about using the **Secure** key, see the *Software User's Guide on the CD-ROM*.)

Job Cancel

Press this key to cancel a print job and clear the machine's memory.

Status LED indications

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



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

LED				LED Status
				LED is off.
	Green	Orange	Red	LED is on.
	Green	Orange	Red	LED is blinking.

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

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 machine back on, please call your Brother dealer for service.
Red	Cover open	The front cover or fuser cover is open. Close the cover.
	Toner Life End	Replace the toner cartridge with a new one.
	Paper error	Put paper in the tray or clear the paper jam. Check the LCD message.
	Scan lock	Check that the scanner lock lever is released.
	Others	Check the LCD message.
	Out of memory	Memory is full.

Note

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

2 Loading documents and paper

Loading documents

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

Using the ADF

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

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

Single-Sided Document

Documents must be from 148.0 to 215.9 mm wide (5.8 to 8.5 inches) wide and from 148.0 to 355.6 mm (5.8 to 14 inches) long, and of a standard weight (80 gsm (20 lb)).

2-Sided Document (MFC-8860DN only)

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

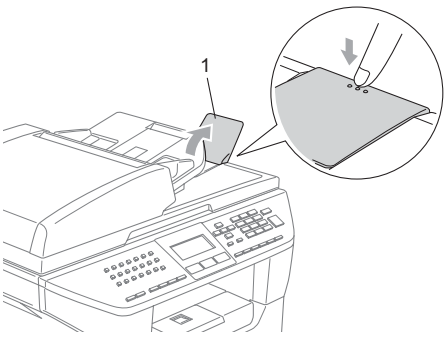
For information on the capacity of the ADF see *Specifications* on page 156.

CAUTION

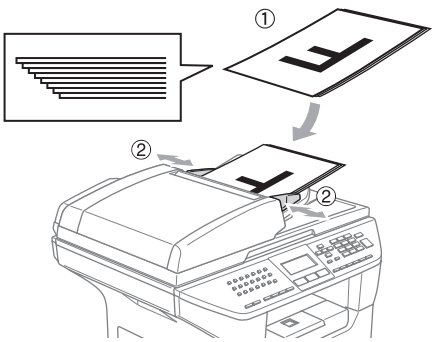
Do not use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.

Do not use cardboard, newspaper or fabric.

1. Unfold the ADF document output support flap (1).



2. Fan the pages well.
3. Place your 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.



CAUTION

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

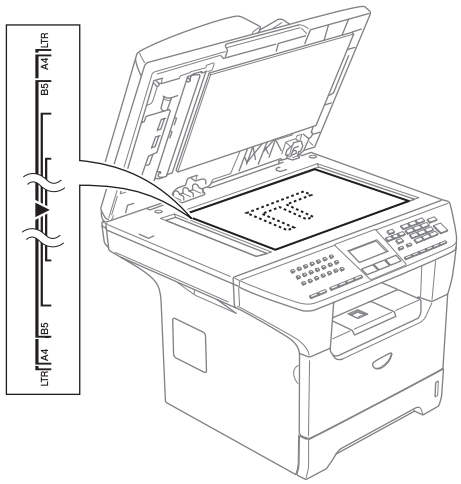
To scan non-standard documents, see *Using the scanner glass (Flatbed)* on page 11.

Using the scanner glass (Flatbed)

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

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

1. Lift the document cover.



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

3. Close the document cover.

CAUTION

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

Acceptable paper and other media

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

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

For best results, follow the instructions below:

- Use paper made for plain paper copying.
- Use paper that is 75 to 90 gsm (20 to 24 lb).
- Use labels or transparencies which are designed for use in laser printers.
- When using transparencies remove each sheet immediately to prevent smudging or paper jams.
- Let printed paper cool down before removing it from the output tray.
- Use long grain paper with a neutral Ph value, and a moisture content around 5%.

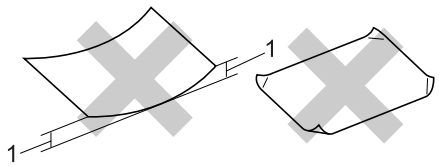
We recommend using “3M Transparency Film” when you print on transparencies.

Handling and using media

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

Improper Setup

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



1 4 mm (0.08 in.) or longer

Paper capacity of the paper tray

	Paper size	Paper types	No. of sheets
Paper Tray (Tray #1)	A4, Letter, Executive, A5, A6, B5 and B6	Plain paper, Recycled paper and Bond paper	up to 250 [80 g/m^2 (20 lb)]
		Transparency	up to 10
Multi-purpose tray (MP tray)	Width: 69.9 to 215.9 mm (2.75 to 8.5 in.) Length: 116.0 to 406.4 mm (4.57 to 16.0 in.)	Plain paper, Recycled paper, Bond paper, Envelope and Labels	up to 50 [80 g/m^2 (20 lb)]
		Transparency	up to 10
Paper Tray (Tray #2)	A4, Letter, Executive, A5, B5 and B6	Plain paper, Recycled paper and Bond paper	up to 250 [80 g/m^2]

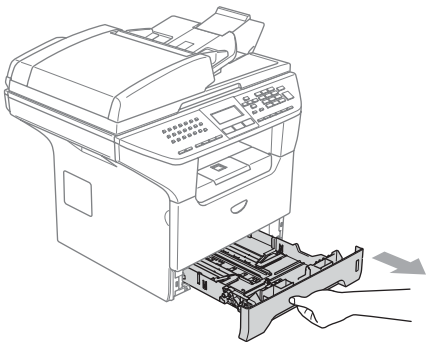
Loading paper and other media

When printing on plain paper 60 to 105 gsm (16 to 28 lb) or laser transparencies use the paper tray.

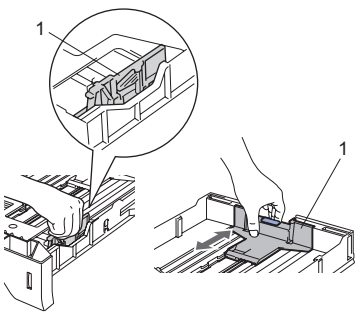
For printing on other types of media use the MP tray (Multi-purpose tray).

Loading paper

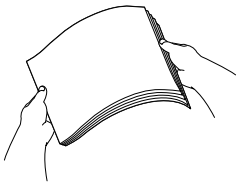
1. Unfold the output paper tray support flap.
2. Pull the paper tray completely out of the machine.



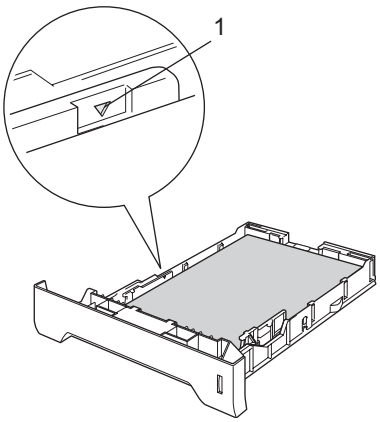
3. While pressing the blue paper-guide release lever (1), slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots.



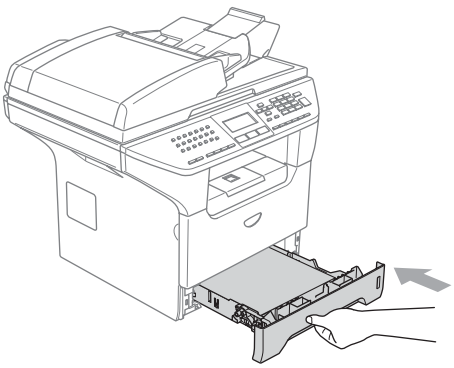
4. Fan the stack of paper well to avoid paper feeding problems.



5. Insert the paper into the paper tray with the top edge of the paper first and the print side down.
Make sure that the paper is flat in the tray and below the maximum paper mark (1).



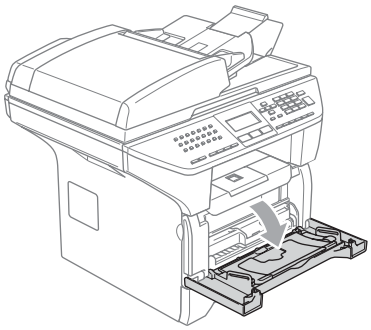
6. Push the paper tray firmly back into the machine.



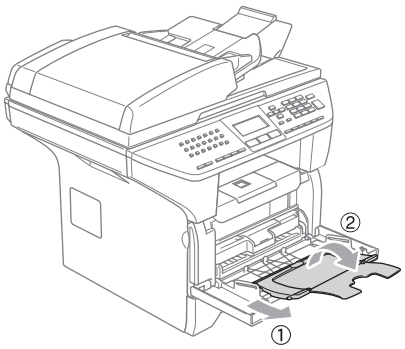
Loading envelopes and other media

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

1. Open the MP tray and lower it gently.



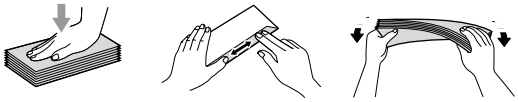
2. Pull out the MP tray support.



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

Loading Envelopes

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



CAUTION

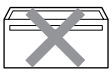
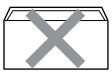
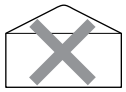
Do not use the following types of envelopes, as they will cause paper feed problems:

1 Envelopes with a baggy construction.

2 Embossed envelopes (those with a raised surface).

3 Envelopes with clasps or staples.

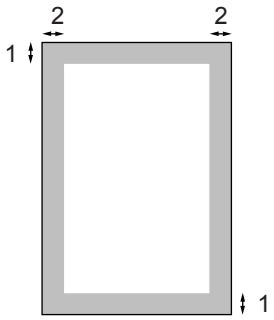
4 Envelopes that are pre-printed on the inside.

Glue	Rounded flap	Double flap	Triangular flap
			

Printable Area

Printable Area for copies

The printable area of your machine begins at approximately 3 mm (0.12 in.) from the top and bottom and 2.05 mm (0.08 in.) from both sides of the paper.



1 3 mm (0.12 in.)

2 2.05 mm (0.08 in.)

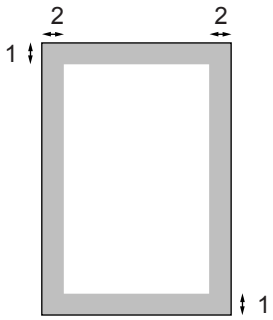
Note

This printable area shown above is for a single copy or a 1 in 1 copy using A4 size paper. The printable area changes with the paper size.

Printable Area when printing from a computer

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

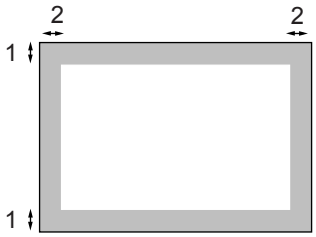
Portrait



1 4.23 mm (0.16 in.)

2 6.01 mm (0.24 in.)

Landscape



1 4.23 mm (0.16 in.)

2 5 mm (0.19 in.)

Note

The printable area shown above is for A4 size paper. The printable area changes with the paper size.

3 General setup

Mode timer

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

You can set how much time the machine takes after the last Copy or Scan operation to return to Fax mode. If you select `Off`, the machine will stay in the mode you used last. This setting also sets the time the machine will change from individual user to public user when using Secure Function Lock. See *Switching Users* on page 27.

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

```
11.Mode Timer
▲    2 Mins
     5 Mins
▼    Off
Select ▲▼ & OK
```

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

3. Press **Stop/Exit**.

Paper settings

Paper Type

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

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

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

2. Press ▲ or ▼ to select `Thin`, `Plain`, `Thick`, `Thicker`, `Transparency` or `Recycled Paper`. Press **OK**.

3. Press **Stop/Exit**.

Note

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

Paper Size

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

So that the auto tray select and auto reduction features of your machine can work properly, when you change the size of paper in the tray, you will also need to change the paper size setting at the same time.

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

```
13.Paper Size
  1.MP Tray
▲    A4
▼    Letter
Select ▲▼ & OK
```

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

3. Press **Stop/Exit**.

Note

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

Tray use in Copy mode

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

When you select `Tray#1 Only`, `MP Only` or `Tray#2 Only` [1], the machine takes paper only from that tray. If the selected tray is out of paper, `No Paper` will appear on the LCD. Insert the paper in the empty tray.

To change the tray settings follow the instructions below:

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

```
17.Tray Use
  1.Copy
▲    MP>T1
▼    T1>MP
Select ▲▼ & OK
```

2. Press ▲ or ▼ to select `Tray#1 Only`, `Tray#2 Only` [1], `MP Only`, `MP>T1>T2` [1] or `T1>T2` [1]`>MP`. Press **OK**.

   [1] `Tray#2 Only` and `T2` appear only if the optional tray is installed.

3. Press **Stop/Exit**.

Note

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

Tray use in Fax mode

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

When you select `Tray#1 Only`, `MP Only` or `Tray#2 Only` [1], the machine takes paper only from that tray. If the selected tray is out of paper, `No Paper` will appear on the LCD. Insert the paper in the empty tray.

When you select `T1>T2>MP`, the machine takes paper from Tray #1 until it is empty, then from Tray #2, then from the MP tray. When you select `MP>T1>T2`, the machine takes paper from the MP tray until it is empty, then from Tray #1, then from Tray #2.

Note

- You can use four sizes of paper for printing faxes: A4, Letter, Legal or Folio. When a suitable size is not in any of the trays received faxes will be stored in the machine's memory and `Check Paper Size` will appear on the LCD. For details, see *Check Paper Size* on page 117.
- If the tray is out of paper and received faxes are in the machine's memory, `No Paper` will appear on the LCD. Insert paper in the empty tray.

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

```
17.Tray Use
  2.Fax
▲    MP>T1
▼    T1>MP
Select ▲▼ & OK
```

2. Press ▲ or ▼ to select `Tray#1 Only`, `Tray#2 Only`, `MP Only`, `MP>T1>T2` [1] or `T1>T2` [1]`>MP`. Press **OK**.

[1] `Tray#2 Only` and `T2` appear only if the optional tray is installed.

Tray use in Print mode

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

1. Press **Menu**, **1**, **7**, **3**.

```
17.Tray Use
  3.Print
▲    MP>T1
▼    T1>MP
Select ▲▼ & OK
```

2. Press ▲ or ▼ to select `Tray#1 Only`, `Tray#2 Only` [1], `MP Only`, `MP>T1>T2` [1] or `T1>T2` [1]`>MP`. Press **OK**.

[1] `Tray#2 Only` and `T2` appear only if the optional tray is installed.

Note

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

Volume Settings

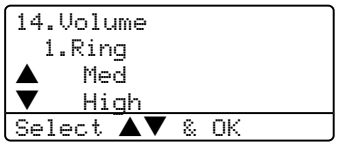
Ring volume

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

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

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

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



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

3. Press **Stop/Exit**.

Beeper volume

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

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

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

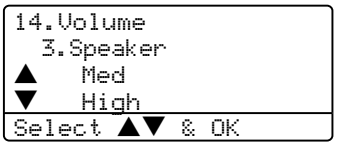
3. Press **Stop/Exit**.

Speaker volume

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

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

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



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

3. Press **Stop/Exit**.

Setting daylight savings time

You can set the machine to change for Daylight Savings Time. If you select `On`, it will reset the time forward one hour and it you select `Off`, it will reset the time backward one hour.

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

2. Press ▲ or ▼ to select `On`, or `Off`.
Press **OK**.

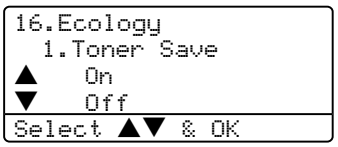
3. Press **Stop/Exit**.

Ecology features

Toner save

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

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



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

3. Press **Stop/Exit**.

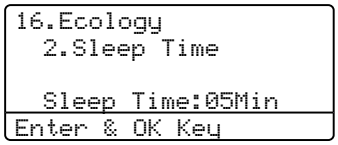
Sleep time

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

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

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

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



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

3. Press **Stop/Exit**.

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

Note

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

Turning off the scanner lamp

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

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

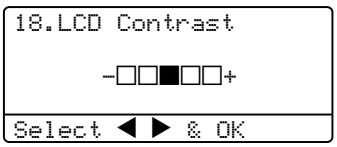
Note

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

LCD Contrast

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

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



2. Press ▶ to make the LCD darker. Or, press ◀ to make the LCD lighter. Press **OK**.

3. Press **Stop/Exit**.

4 Security features

Security

Setting Lock

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

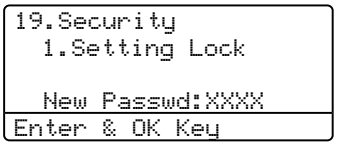
Make a careful note of your password. If you forget it, please call your Brother dealer or Brother Customer Service.

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

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

Setting up the password

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



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

Changing your password

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

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

Turning Setting Lock on/off

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

Turning Setting Lock on

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

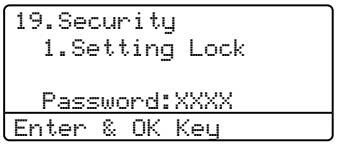
2. Press ▲ or ▼ to select `On`.
Press **OK**.

3. Enter your four-digit password.
Press **OK**.

4. Press **Stop/Exit**.

Turning Setting Lock off

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



2. Enter your four-digit password.
Press **OK** twice.

3. Press **Stop/Exit**.

Secure Function Lock

Secure Function Lock lets you restrict Public access to certain machine functions (Fax Tx, Fax Rx, Copy, Scan and PCprint [1]).

[1] PCprint includes PC Fax Send as well as all print jobs.

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

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

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

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

Note

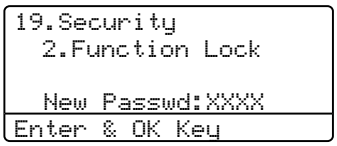
- You can set up to 25 individual users and one Public user.
- When you set up a Public user, you can restrict one or more of the machine's functions to all users who do not have a password.
- Only administrators can set limitations and make changes for each user.
- When PCprint is disabled, computer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

  If Fax Tx is disabled, you cannot use any function in the Fax menu.
- Polling Receive is enabled only when the both Fax Tx and Fax Rx are enabled.

Setting the password for the administrator

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. See *Setting up restricted users* on page 26 and *Turning Secure Function Lock on* on page 26.

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



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

Setting up the Public user

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

Note

You must disable at least one function.

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

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

4. Press ▲ or ▼ to select `Public`. Press **OK**.
5. Press ▲ or ▼ to select `Enable` or `Disable` for Fax Tx. Press **OK**. After you have set Fax Tx, repeat this step for Fax Rx, Copy, Scan and PCprint [1]. Press **OK**.

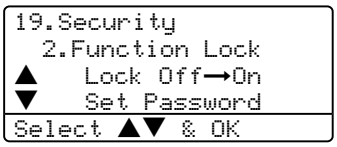
   [1] You can set PCprint for only the Public user.

6. Press **Stop/Exit**.

Setting up restricted users

You can set up users with restrictions and a password.

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



2. Press ▲ or ▼ to select `Setup User`. Press **OK**.

3. Enter the administrator password. Press **OK**.

4. Press ▲ or ▼ to select `User01`. Press **OK**.

5. Use the dial pad to enter the user name. (See *Entering Text* on page 154.) Press **OK**.

6. Enter a four-digit password for the user. Press **OK**.

7. Press ▲ or ▼ to select `Enable` or `Disable` for Fax Tx. Press **OK**. After you have set Fax Tx, repeat this step for Fax Rx, Copy and Scan. Press **OK**.

8. Repeat ❹ to ❼ for entering each additional user and password.

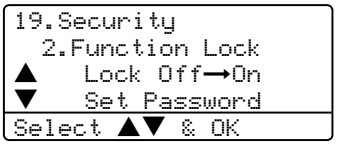
9. Press **Stop/Exit**.

Turning Secure Function Lock on/off

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

Turning Secure Function Lock on

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

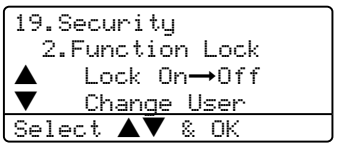


2. Press ▲ or ▼ to select `Lock Off→On`. Press **OK**.

3. Enter your four-digit administrator password. Press **OK**.

Turning Secure Function Lock off

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



2. Press ▲ or ▼ to select `Lock On→Off`. Press **OK**.

3. Enter your four-digit administrator password. Press **OK**.

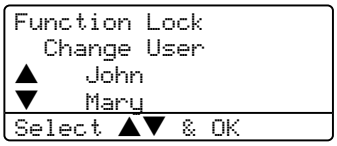
Switching Users

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

Note

Affer a restricted user has finished using the machine, it will return to the public setting within the same time as the Mode Timer setting (**Menu**, **1**, **1**). See *Mode timer* on page 17. Also, you can exit from an individual user by pressing the illuminated Mode key.

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



2. Press ▲ or ▼ to select registered name of the user to be logged on. Press **OK**.

3. Enter your four-digit password.
Press **OK**.

Section II

Fax

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Remote fax options	67
Printing reports	73
Polling	75

5 Sending a fax

How to fax

Entering fax mode

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

Sending a single-sided fax from the ADF

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

1. Make sure you are in Fax mode .
2. Put your document *face up* in the ADF.
3. Dial the fax number.
   See *How to Dial* on page 59
4. Press **Start**.

The machine will now scan and send your document.

Sending a 2-sided fax from the ADF (MFC-8860DN only)

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

1. Make sure you are in Fax mode .
2. Put your document in the ADF.
3. Press **Duplex**.
4. Dial the fax number.
   See *How to Dial* on page 59
5. Press **Start**.

The machine will now scan and send your document.

Note

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

Sending a fax from the scanner glass

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

1. Make sure you are in Fax mode .
2. Put your document on the scanner glass.
3. Dial the fax number.
   See *How to Dial* on page 59.
4. Press **Start**.
5. After the machine scans the page, the LCD will prompt you to choose one of the options below:

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

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

   ```
   Flatbed Fax:

   Set Next Page
   Then Press OK
   ```
7. Your machine will automatically send the fax.

Note

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

Faxing legal size documents from the scanner glass

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

1. Make sure you are in Fax mode.
2. Press **Menu**, **2**, **2**, **0**.

   ```
   22.Setup Send
     0.Glass Fax Size
   ▲   A4/Letter
   ▼   Legal/Folio
   Select ▲▼ & OK
   ```
3. Press ▲ or ▼ to choose `Legal/Folio`. Press **OK**.
4. Press **Stop/Exit**.

Cancelling a fax in progress

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

Broadcasting

Broadcasting lets you send the same fax message to more than one fax number. You can include Groups, One-Touch, Speed-Dial numbers and up to 50 manually dialled numbers in the same broadcast. For information see *How to Dial* on page 59.

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

Note

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

1. Make sure you are in Fax mode .
2. Load your document.
3. Enter a number. Press **OK**.
   You can use either a One-Touch, Speed-Dial, a Group number, or a number manually entered using the dial pad. See *How to Dial* on page 59.
4. Repeat ❸ until you have entered all the fax numbers you want to broadcast to.
5. Press **Start**.

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

Note

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

Cancelling a Broadcast in progress

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

1. Press **Menu**, **2**, **6**.
   The LCD will display the fax job currently being sent (e.g. #001:FRIENDS) and the broadcast job (e.g. Broadcast#001):

   ```
   26.Remaining Jobs
   ▲#001 FRIENDS
   ▼Broadcast#001
   Select ▲▼ & OK
   ```

2. Press ▲▼ to choose the job you want to cancel.
   Press **OK**.
3. Press **1** to clear or **2** to exit.
   If you chose to only cancel the fax currently being sent in ❶, the machine will ask you if you want to cancel the broadcast. Press **1** to clear or **2** to exit.
4. Press **Stop/Exit**.

Additional sending operations

Sending faxes using multiple settings

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

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

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

2. Do one of the following:
   - To choose more settings, press **1**. The LCD returns to the `Setup Send` menu.
   - If you have finished choosing settings, press **2** and go to the next step.

Electronic cover page

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

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

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

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

- `Note Off`
- `Please Call`
- `Urgent`
- `Confidential`

Composing your own comments

You can set up two comments of your own.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **2**, **8**.

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

3. Press ▲ or ▼ to choose `5` or `6` to store your own comment. Press **OK**.
4. Enter your own comment using the dial pad. Press **OK**.

Use the chart on page 154 for help entering characters.

Send a cover page for the next fax

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

1. Make sure you are in Fax mode .
2. Load your document.
3. Press **Menu**, **2**, **2**, **7**.

```
22.Setup Send
  7.Coverpg Setup
▲    Next Fax:On
▼    Next Fax:Off
Select ▲▼ & OK
```

4. Press ▲ or ▼ to choose `Next Fax:On` (or `Next Fax:Off`). Press **OK**.
5. Press ▲ or ▼ to choose a comment. Press **OK**.
6. Enter two digits to show the number of pages you are sending. Press **OK**.

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

Send a cover page for all faxes

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

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **2**, **7**.

```
22.Setup Send
  7.Coverpg Setup
▲    Next Fax:On
▼    Next Fax:Off
Select ▲▼ & OK
```

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

Using a printed cover page

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

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **2**, **7**.

```
22.Setup Send
  7.Coverpg Setup
▲    Next Fax:On
▼    Next Fax:Off
Select ▲▼ & OK
```

3. Press ▲ or ▼ to choose `Print Sample`. Press **OK**.
4. Press **Start**. Your machine will print a copy of your cover page.

Contrast

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

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

Use Dark to increase the contrast of a light document.

Use Light to decrease the contrast of a dark document.

1. Make sure you are in Fax mode .
2. Load your document.
3. Press **Menu**, **2**, **2**, **1**.

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

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

Note

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

Changing fax resolution

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

To change the fax resolution for the next fax

1. Make sure you are in Fax mode .
2. Load your document.
3. Press **Resolution** then ▲ or ▼ to select the resolution. Press **OK**.

To change the default fax resolution

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **2**, **2**.

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

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

Dual access

Your machine supports dual access, which lets you dial a number and begin scanning a fax into memory while you are already sending or receiving a fax.

The LCD will show the new job number. The number of pages you can scan into the memory will vary depending on what is printed on them.

Note

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

Real time transmission

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

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

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

Sending in real time for all faxes

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **2**, **5**.

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

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

Sending in real time for the next fax only

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **2**, **5**.

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

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

Note

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

Not sending in real time for the next fax only

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **2**, **5**.

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

3. Press ▲ or ▼ to select `Next Fax:Off`. Press **OK**.

Note

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

Overseas mode

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

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

1. Make sure you are in Fax mode .
2. Load your document.
3. Press **Menu**, **2**, **2**, **9**.

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

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

Delayed faxing

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

1. Make sure you are in Fax mode .
2. Load your document.
3. Press **Menu**, **2**, **2**, **3**.

```
22.Setup Send
  3.Delayed Fax

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

4. Enter the time you want the fax to be sent (in 24-hour format). Press **OK**.
   (For example, enter 19:45 for 7:45 PM)

```
22.Setup Send
  3.Delayed Fax

  Set Time=19:45
Enter & OK Key
```

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

Delayed batch transmission

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time.

All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **2**, **4**.

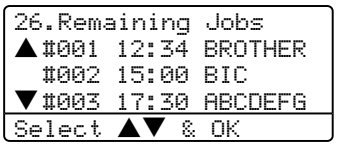
```
22.Setup Send
  4.Batch TX
▲    On
▼    Off
Select ▲▼ & OK
```

3. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
4. Press **Stop/Exit**.

Checking and cancelling waiting jobs

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

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



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

2. Choose one of the options below:
   - Press ▲ or ▼ to scroll though the waiting jobs, press **OK** to select a job, and then press **1** to cancel it.
   - Press **2** to exit without cancelling.

3. When you have finished, press **Stop/Exit**.

Sending a fax manually

Manual transmission

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

1. Make sure you are in Fax mode .
2. Load your document.
3. Pick up the handset of the external phone and listen for a dial tone.
4. Dial the fax number you want to call.
5. When you hear the fax tone, press **Start**.

Out of Memory message

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

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

Note

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

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

- Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 45.)
- You can turn off Fax Storage. (See *Turning off remote fax options* on page 69.)
- Add an optional memory (See *Memory Board* on page 103.)

Note

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

6 Receiving a fax

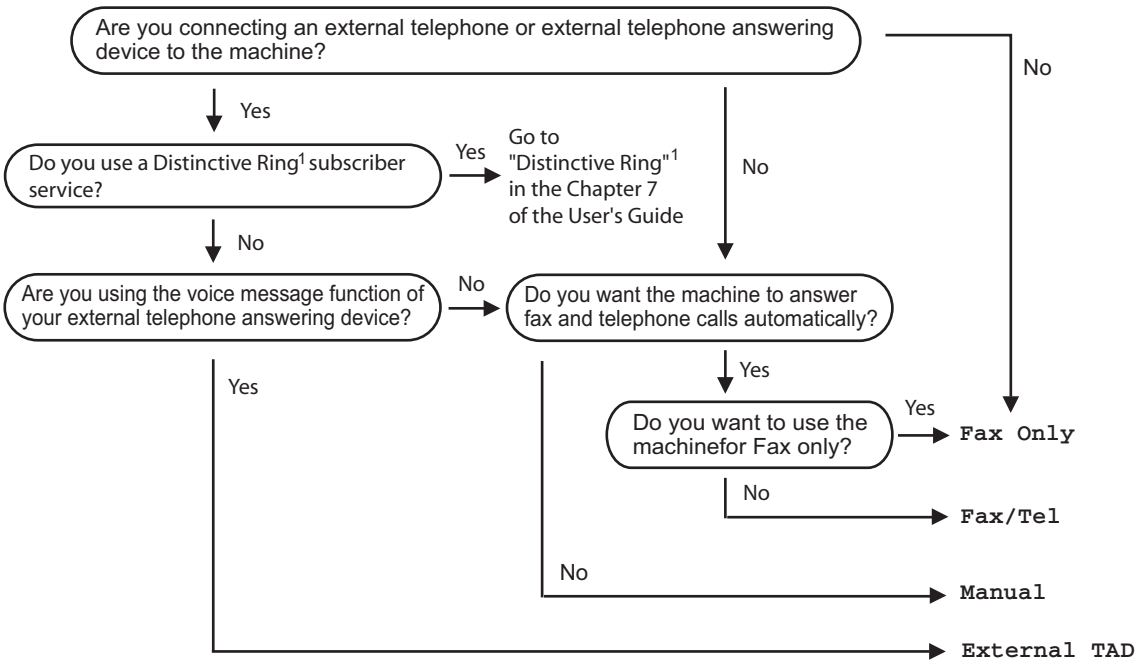
Receive modes

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

Choosing the receive mode

The diagram below will help you choose the correct mode.

For more detailed information on the receive modes see page 40.

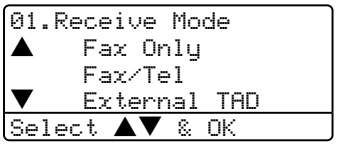


[1] FaxAbility in New Zealand

To set a receive mode follow the instructions below.

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

The LCD will display the current receive mode.



Using Receive Modes

Some receive modes answer automatically (`Fax Only` and `Fax/Tel`). You may want to change the ring delay before using these modes see page 41.

Fax only

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

Fax/Tel

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

- Faxes will be automatically received.
- Voice calls will start the F/T ring to tell you to pick up the line. The F/T ring is a fast double ring made by your machine.

Also see *F/T Ring Time* on page 41 and *Ring Delay* on page 41.

Manual

Manual mode turns off all automatic answering functions unless you are using the Distinctive Ring [1] feature.

[1] FaxAbility in New Zealand

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

Also see *Fax Detect* on page 42.

If you use a computer modem on the same line, Faxing will not operate correctly.

External TAD

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in one of the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

For more information see *Connecting an external TAD* on page 55.

Receive Mode settings

Ring Delay

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

If you have external or extension phones on the same line as the machine or subscribe to the Distinctive Ring [1] service, keep the Ring Delay setting of 6. (See *Operation from extension telephones* on page 56 and *Fax Detect* on page 42.)

[1] FaxAbility in New Zealand

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **1**.

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

3. Press ▲ or ▼ to select how many times the line rings before the machine answers (02-10 for Australia, 01-10 for New Zealand, 00-10 for some countries). Press **OK**.
4. Press **Stop/Exit**.

F/T Ring Time

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

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T ring (a fast double-ring) for the time you have set in the F/T ring time setting. If you hear the F/T ring it means that you have a voice caller on the line.

Because the F/T ring is made by the machine, extension and external telephones will not ring; however, you can still answer the call on any telephone. For more information see *Using remote codes* on page 57.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **2**.

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

3. Press ▲ or ▼ to select how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds for Australia and some countries, 20, 30, 40, or 55 seconds for New Zealand). Press **OK**.
4. Press **Stop/Exit**.

Fax Detect

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

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

If this feature is set to on, but your machine does not connect a fax call when you lift the handset of an external or extension phone, press ✳**51** on the external or extension phone. (See *Operation from extension telephones* on page 56.)

Note

- You need to turn the Remote Codes setting to on to use the Fax Receive Code ✳**51**. See *Using remote codes* on page 57.
- We do not recommend having a PC and the machine on the same phone line.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **3**.

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

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

Setting the Print Density

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

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **7**.

```
21.Setup Receive
  7.Print Density
      -□□■□□+
Select ◀ ▶ & OK
```

3. Press ▶ to make the print darker.
   Or press ◀ to make the print lighter.
   Press **OK**.
4. Press **Stop/Exit**.

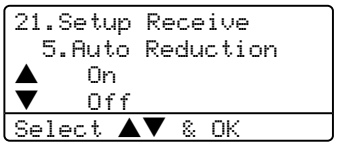
Additional receiving operations

Printing a reduced incoming fax

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

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

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **5**.



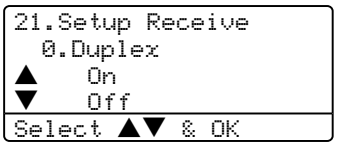
3. Press ▲ or ▼ to select On or Off. Press **OK**.
4. Press **Stop/Exit**.

Duplex printing for Fax mode (MFC-8860DN only)

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

You can use A4, Letter, Legal or Folio size of paper for this function.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **0**.



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

Note

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

Setting the Fax Receive Stamp

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

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **9**.

```
21.Setup Receive
  9.Fax Rx Stamp
▲    On
▼    Off
Select ▲▼ & OK
```

3. Press ▲ or ▼ to choose `On` or `Off`. Press **OK**.
4. Press **Stop/Exit**.

Note

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

Receiving faxes into memory

As soon as the paper tray becomes empty during fax reception, the screen will display `No Paper`, asking you to put paper in the paper tray. (See *Loading paper and other media* on page 14.) If you are unable to put paper in the paper tray the following will happen:

If `Memory Receive` is `On`:

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available. Further incoming faxes will also be stored into memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

If `Memory Receive` is `Off`:

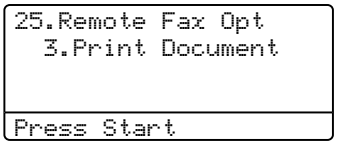
The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available. The machine will then stop automatically answering calls until fresh paper is put in the paper tray. To print the last fax you received, put fresh paper in the tray.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **6**.
3. Use ▲ or ▼ to select `On` or `Off`. Press **OK**.
4. Press **Stop/Exit**.

Printing a fax from the memory

If you are using the Fax Storage feature (**Menu**, **2**, **5**, **1**), you can still print a fax from the memory when you are at your machine. See *Fax storage* on page 68.

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



2. Press **Start**.

7 Phone and external devices

Phone line services

Your machine supports the Caller ID subscriber telephone service that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, RingMaster, answering services, alarm systems or other custom features on one phone line may create problems with the operation of your machine.

Do you have Voice Mail?

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

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

Telephone Service for Australia

Telstra® FaxStream® Duet® (Distinctive Ringing)

Telstra® FaxStream® Duet® is an enhanced Public Switched Telephone Service (PSTS) offered by Telstra® that allows you to have an additional number on one phone line, with its own distinctive ring pattern. Telstra® FaxStream® Duet® is a call handling feature that helps users distinguish voice and facsimile calls. With FaxStream® Duet®, incoming calls to a fax number are announced by a different, distinctive ring signal. Only one call can be answered (or made) at any one time and while this call is in progress, incoming calls to either number will be presented with a busy tone.

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

Note

After you have set the Distinctive Ring feature to `On`, the receive mode is set to `Manual` automatically. If you don't have a TAD or Voice Mail set up on the Distinctive Ring number, `Manual` mode means you must answer all the calls yourself. You can not change the receive mode from `Manual` mode while the Distinctive Ring is set to on.

What is the Advantage of using Telstra® FaxStream® Duet® Function?

Using Telstra® FaxStream® Duet® is the most efficient way to receive both fax and telephone calls on the same line. When the voice call comes in, all phones (extension and external) and the fax machine will ring to alert you to pick it up. If a fax call comes in, the fax machine will answer automatically without ringing, whereas the extension and external phones will ring with a distinctive ring pattern. It is also a more efficient way of operating a Fax machine with an extension phone as you do not have to use the remote activation codes. It gives you two independent numbers without the higher cost of a second line.

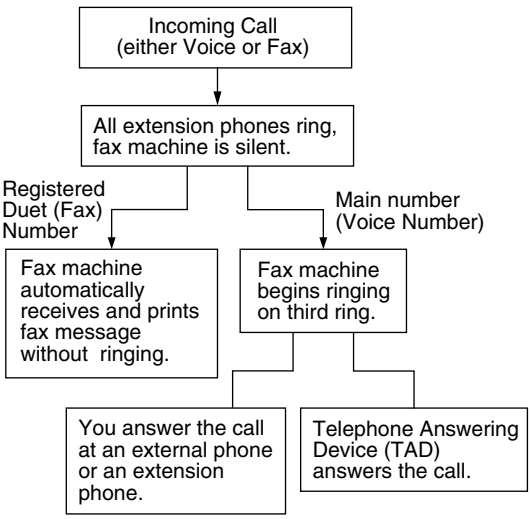
How does Telstra® FaxStream® Duet® Work?

Incoming calls to the voice number, will have the standard ring pattern of long, long tone, followed by a pause, repeated, while the new fax number will have a different ring pattern of three short bursts of ring, repeated at regular intervals.

When FaxStream® Duet® is `On` and you receive a voice call all extension and external phones will ring with a standard ring pattern. The fax machine will ring on the third ring with a standard ring pattern. All external and the extension phones will continue to ring, until you or a telephone answering device can answer the voice number.

When FaxStream® Duet® is `On` and you receive a fax call on the Duet® number the Fax machine will answer and automatically receive the fax message without ringing. On the other hand, all extension and external phones will ring with a distinctive ring pattern. Do not answer the phone as you are receiving a fax message.

Flowchart Sequence of Incoming call

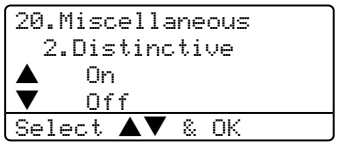


Set the Distinctive Ring to ON

Very important!*

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

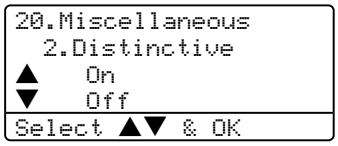
1. Press **Menu**, **2**, **0**, **2**.



2. Press ▲ or ▼ to select `On`.
3. Press **OK**.
4. Press **Stop/Exit**. Distinctive Ring is now set to on.

Turning off Distinctive Ring

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



2. Press ▲ or ▼ to select `Off`. Press **OK**.
3. Press **Stop/Exit**.

Note

If you turn off Distinctive Ring, the machine will stay in `Manual` receive mode. You will need to set the Receive Mode again. (See *Choosing the receive mode* on page 39.)

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 machine memory.

Note

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 if the name has stored in the One-Touch and Speed-Dial. Once you press **Hook** and answer the call, the caller's ID disappears. You will see up to the first 16 characters of the number on the display.

Note

- 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. [1]
- If `Private Call` appears on the display, it means the caller intentionally blocked the transmission of his/her ID. [1]

[1] Depends on network Function.

The Caller ID is Stored in Your Machine Memory

The machine 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.

■ **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) name, and type of Call (Comment) if available.

Viewing Caller ID List

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

1. Press **Menu**, **2**, **0**, **3**.

```
20.Miscellaneous
  3.Caller ID
▲   Display#
▼   Print Report
Select ▲▼ & OK
```

2. Press ▲ or ▼ to select `Display#`. Press **OK**.
3. Press ▲ or ▼ to scroll through the Caller ID memory to select the Caller ID you want to view. Press **OK**. The LCD shows the caller's number, the date, and time of the call.
4. Press ◀ to return to the Caller ID listing, or press **Stop/Exit**.

Printing Caller ID List

1. Press **Menu**, **2**, **0**, **3**.

```
20.Miscellaneous
  3.Caller ID
▲   Display#
▼   Print Report
Select ▲▼ & OK
```

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

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.)

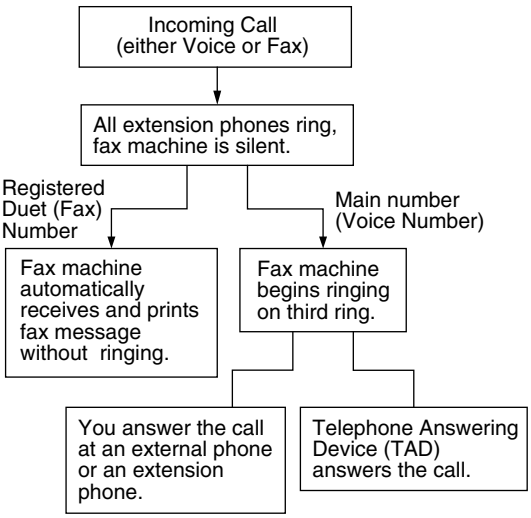
What is the Advantage of Using the FaxAbility Function?

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



Note

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**, **2**.
   The screen displays

```
20.Miscellaneous
  2.Faxability
▲    On
▼    Off
Select ▲▼ & OK
```

2. Press ▲ or ▼ to set FaxAbility to On or Off.
   If you have FaxAbility service, select On.
   Press **OK**.

3. 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.
   Press **OK**.

4. 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 and name if available 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 machine memory.

Note

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 if available. Once you press **Hook** and answer the call, the caller's ID disappears. You will see up to the first 16 characters of the number and name if available on the display.

Note

- If `Out of Area` appears on the display, it means that the call came from outside your caller ID service area. [1]
- If `Private Call` appears on the display, it means the caller intentionally blocked the transmission of his/her ID. [1]

[1] Depends on network Function.

Viewing Caller ID List

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

1. Press **Menu**, **2**, **0**, **3**.

```
20.Miscellaneous
  3.Caller ID
▲   Display#
▼   Print Report
Select ▲▼ & OK
```

2. Press ▲ or ▼ to select `Display#`. Press **OK**.
3. Press ▲ or ▼ to scroll through the Caller ID memory to select the Caller ID you want to view. Press **OK**. The LCD shows the caller's number, the date, and time of the call.
4. Press ◀ to return to the Caller ID listing, or press **Stop/Exit**.

Printing Caller ID List

1. Press **Menu**, **2**, **0**, **3**.

```
20.Miscellaneous
  3.Caller ID
▲   Display#
▼   Print Report
Select ▲▼ & OK
```

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

Note

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 machine may not display precisely the digits to be called.

Telephone Service for Some Countries

Distinctive Ringing (For Singapore and Hong Kong)

This machine 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 will know which phone number is ringing. This is one way you can have a separate phone number for your machine.

Your machine has a Distinctive Ringing function, allowing you to dedicate one phone number just for receiving faxes. You will need to set Distinctive Ringing to `On`.

Note

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 machine will answer only calls to the Distinctive Ringing number.

Note

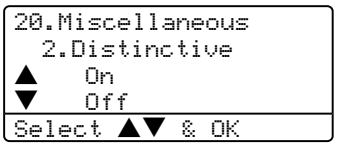
After you have set the Distinctive Ring feature to `On`, the receive mode is set to `Manual` automatically. Unless you have a TAD or Voice Mail set up on the Distinctive Ring number, `Manual` mode means you must answer all the call yourself. You can not change the receive mode to the other mode while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

Registering the Distinctive Ring pattern

Very important!

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

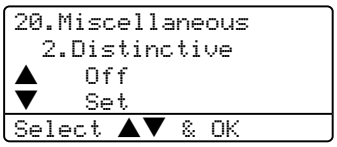
1. Press **Menu**, **2**, **0**, **2**.



2. Press ▲ or ▼ to select `On`.
3. Press **OK**.
4. Press **Stop/Exit**. Distinctive Ring is now set to on.

Turning off Distinctive Ring

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



2. Press ▲ or ▼ to select `Off`. Press **OK**.
3. Press **Stop/Exit**.

Note

If you turn off Distinctive Ring, the machine will stay in `Manual` receive mode. You will need to set the Receive Mode again. (See *Choosing the receive mode* on page 39.)

Caller ID (For Singapore and Hong Kong)

The Caller ID feature of this machine 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 54.)

After a few rings, the screen displays the telephone number of your caller (or name, if available). Once you press **Hook** and answer the call, 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.

Note

You can print a list of Caller ID information received by your machine.

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

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

1. Press **Menu**, **2**, **0**, **3**.

```
20.Miscellaneous
  3.Caller ID
▲   Display#
▼   Print Report
Select ▲▼ & OK
```

2. Press ▲ or ▼ to select `Display#`. Press **OK**.
3. Press ▲ or ▼ to scroll through the Caller ID memory to select the Caller ID you want to view. Press **OK**. The LCD shows the caller's name or number, the date, and time of the call.
4. Press ◀ to return to the Caller ID listing, or press **Stop/Exit**.

Printing Caller ID List

1. Press **Menu**, **2**, **0**, **3**.

```
20.Miscellaneous
  3.Caller ID
▲   Display#
▼   Print Report
Select ▲▼ & OK
```

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

Connecting an external TAD

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

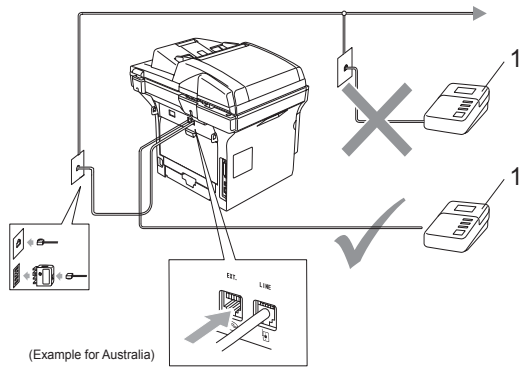
The external TAD must answer within four rings (we recommend you set it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll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

Note

If you have problems receiving faxes, reduce the ring delay setting on your external TAD to one or two rings.

Connections

The external TAD must be connected as shown in the illustration below.



1 TAD

1. Set your external TAD to one or two rings. (The machine’s Ring Delay setting does not apply.)
2. Record the outgoing message on your external TAD.
3. Set the TAD to answer calls.
4. Set the Receive Mode to `External TAD`. (See *Choosing the receive mode* on page 39.)

Recording an outgoing message

1. Record 5 seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.
2. Limit your speaking to 20 seconds.
3. End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: “After the beep, leave a message or send a fax by pressing ✳**51** (✳**91** for New Zealand) and Start.”

Note

- You need to turn the Remote Codes setting to on to use the Fax Receive Code ✳**51**. See *Using remote codes* on page 57.
- We recommend beginning your OGM with an initial 5 second silence because the machine cannot hear fax tones over a loud voice. You may try leaving out this pause, but if your machine has trouble receiving, then you should re-record the OGM to include it.

Multi-Line connections (PABX)

Most offices use a central telephone system.

Brother recommends that all our Fax/MFC machines be connected to a discreet (dedicated) line. Although a particular PABX may appear to work with a particular model of fax machine, we cannot guarantee that the unit will operate correctly.

While it is often relatively simple to connect a fax machine to a PABX, (Private Automatic Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you.

Brother does not recommend the use of a PABX line. PABX limitations in general can cause some functions of the fax machine not to work correctly.

External and extension phones

Note

You need to turn the Remote Codes setting to on to use the Fax Receive Code ✳**51**. and telephone Answer Code **#51**. See *Using remote codes* on page 57.

Operation from extension telephones

If you answer a fax call on an extension telephone, or an external telephone that is correctly connected to the machine into the correct socket on the machine, you can make your machine take the call by using the Fax Receive Code. When you press the Fax Receive Code ✳**51** (✳**91** for New Zealand), the machine starts to receive the fax. (See *Fax Detect* on page 42.)

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

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

1. Press ✳**51** (✳**91** for New Zealand) and wait for the chirp or until the machine's LCD shows `Receiving`, and then hang up.

Note

You can also use the Fax Detect feature to make your machine tactically take the call. (See *Fax Detect* on page 42.)

For Fax/Tel mode only

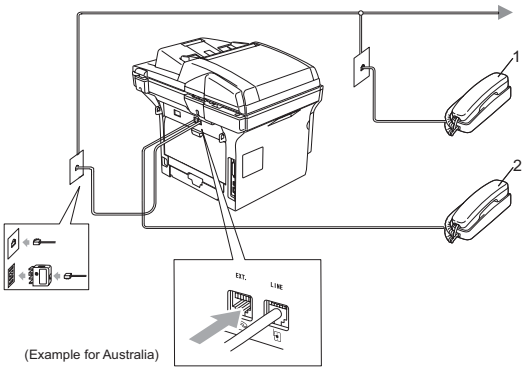
When the machine is in Fax/Tel mode, it will use the F/T Ring Time (pseudo/double-ringing) to alert you to pick up a voice call.

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

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

Connecting an external or extension phone

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



(Example for Australia)

1 Extension telephone

2 External telephone

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

Using a cordless external handset

If your cordless telephone is connected to the telephone line cord (see page 57) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

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

Note

Not all brands of cordless phones are compatible for use with your machine.

Using remote codes

Fax Receive Code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialling the fax receive code ✳**51** (✳**91** for New Zealand). Wait for the chirping sounds then replace the handset. See *Fax Detect* on page 42. Your caller will have to press **Start** to send the fax.

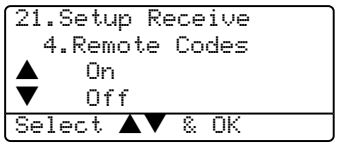
Telephone Answer Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (double) ring after the initial ring delay. If you pick up the call on an extension phone you can turn the F/T ring off by pressing **#51** (**#91** for New Zealand) (make sure you press this *between* the rings).

Turning on the remote codes

You need to turn the Remote Codes setting to on to use the Fax Receive Code and Telephone Answer Code.

1. Make sure you are in Fax mode .
2. Press **Menu 2**, **1**, **4**.

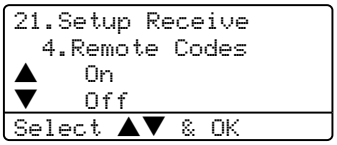


3. Press ▲ or ▼ to select On.
4. If you don't want to change the Fax Receive Code, Press **OK**.
5. If you don't want to change the Telephone Answer Code, Press **OK**.
6. Press **Stop/Exit**.

Changing the remote codes

The preset fax receive code is ✳**51** (✳**91** for New Zealand). The preset telephone answer code is **#51** (**#91** for New Zealand). If you are always disconnected when accessing your external TAD, try changing the three digit remote codes, for example **###** and **555**.

1. Make sure you are in Fax mode .
2. Press **Menu 2**, **1**, **4**.



3. Press ▲ or ▼ to select On or Off. Press **OK**.
4. If you selected On in ❸, enter the new fax receive code. Press **OK**.
5. Enter the new telephone answer code. Press **OK**.
6. Press **Stop/Exit**.

8 Dialling and storing numbers

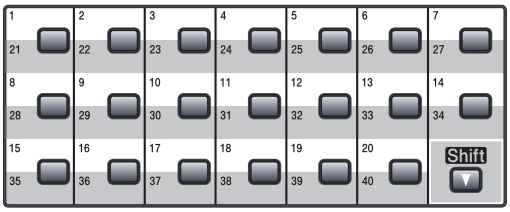
How to Dial

Manual dialling

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

One-Touch dialling

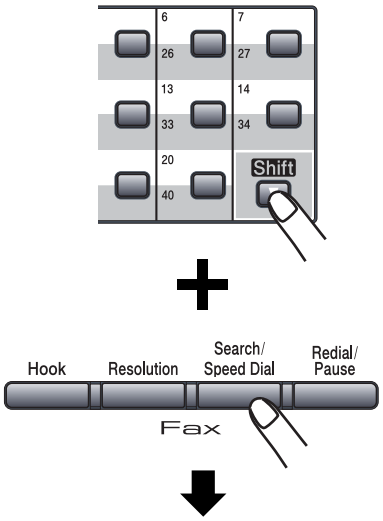
Press the One-Touch key that stores the number you want to call.



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

Speed-Dialling

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



Three-digit number

Note

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

Search

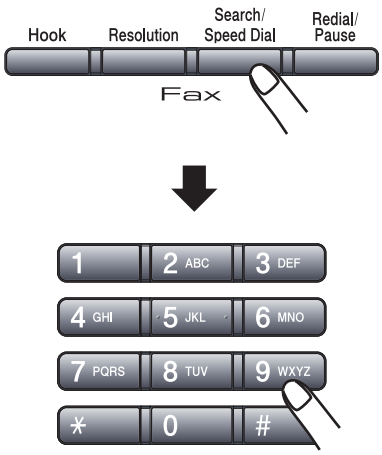
You can search alphabetically for names you have stored in the One-Touch and Speed-Dial memories.

1. Press **Search/Speed Dial**.
2. Press the dial pad key for the first letter of the name.
   (Use the chart *Entering Text* on page 154 to help you enter letters.)
   Press **OK**.
3. Press ▲ or ▼ to scroll until you find the name you are looking for.
   Press **OK**.

Note

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

4. Press **Start**.



LDAP (Lightweight Directory Access Protocol) Search (MFC-8860DN only)

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

Fax redial

If you are sending a fax automatically and the line is busy, the machine will automatically redial up to three times at five minute intervals.

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

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

Storing numbers

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

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

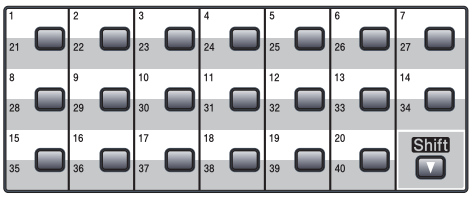
A scan profile is the resolution and other scan settings that you choose when you store a number. For example, you will be asked to select Standard, Fine, S.Fine or Photo if you have selected the Fax/Tel option. Or, you will be asked to select B/W 200 dpi, B/W 200x100 dpi, Color 150 dpi, Color 300 dpi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

Storing a pause

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

Storing One-Touch dial numbers

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



MFC-8460N:

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

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

  One-Touch:
Select One-Touch
```

2. Press the One-Touch key where you want to store a number.
3. Enter the phone or fax number (up to 20 characters). Press **OK**.
4. Choose one of the options below:
   - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering Text* on page 154 to help you enter letters. Press **OK**.
   - Press **OK** to store the number without a name.
5. Choose one of the options below:
   - If you want to change the fax resolution, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`. Press **OK**.
   - Press **OK** if you don't want to change the resolution.

6 Choose one of the options below:
- To store another One-Touch number go to ❷.
- To finish storing One-Touch numbers press **Stop/Exit**.

MFC-8860DN:

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

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

  One-Touch:
Select One-Touch
```

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

3 Press ▲ or ▼ to select `Fax/Tel`, `E-Mail` or `IFAX`. Press **OK**.

4 Choose one of the options below:
- Enter the number (up to 20 characters) if you selected `Fax/Tel`. Press **OK**.
- Enter the E-mail address (up to 60 characters) if you selected `E-Mail` or `IFAX`. Use the chart *Entering Text* on page 154 to help you enter letters. Press **OK**.

Note

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

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

6 Choose one of the options below:
- If you selected `Fax/Tel` in ❸, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`. Press **OK** and then go to ❽.
- If you selected `E-Mail` in ❸, press ▲ or ▼ to select `B/W 200dpi`, `B/W 200x100dpi`, `Color 150dpi`, `Color 300dpi`, or `Color 600dpi`. Press **OK** and then go to ❼.
- If you selected `IFAX` in ❸, press ▲ or ▼ to select `Std`, `Fine` or `Photo`. Press **OK** and then go to ❽.
- Press **OK** if you don't want to change the default resolution. Go to ❽.

7 Choose one of the options below:
If you selected Black & White in ❻, select the file format (TIFF or PDF) that will be used to send to your PC.
If you selected Colour in ❻, select the file format (PDF or JPEG) that will be used to send to your PC.

8 Choose one of the options below:
- To store another One-Touch number go to ❷.
- To finish storing One-Touch numbers press **Stop/Exit**.

Note

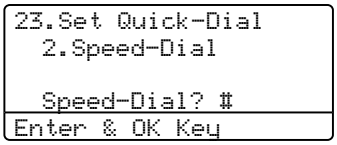
- When you do a broadcast and you have saved a scan profile along with the number or E-mail address, the scan profile of the One-Touch, Speed-Dial or Group number you chose first will be applied to the broadcast.
- When you create a group or broadcast using Scan to E-mail only `B/W200x100` and `B/W200dpi`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

Storing Speed-Dial numbers

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

MFC-8460N:

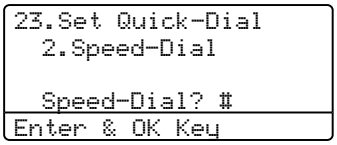
1. Press **Menu**, **2**, **3**, **2**.



2. Use the dial pad to enter a three digit Speed-Dial location number (001–300). Press **OK**.
3. Enter the phone or fax number (up to 20 characters). Press **OK**.
4. Choose one of the options below:
   - Enter the name using the dial pad (up to 15 characters). Use the chart *Entering Text* on page 154 to help you enter letters. Press **OK**.
   - Press **OK** to store the number without a name.
5. Choose one of the options below:
   - To store the fax resolution, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`. Press **OK**.
   - Press **OK** if you don't want to change the default resolution.
6. Choose one of the options below:
   - To store another Speed-Dial number go to ❷.
   - To finish storing Speed-Dial numbers press **Stop/Exit**.

MFC-8860DN:

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



2. Use the dial pad to enter a three digit Speed-Dial location number (001–300). Press **OK**.
3. Press ▲ or ▼ to select `Fax/Tel`, `E-Mail` or `IFAX`. Press **OK**.
4. Choose one of the options below:
   - Enter the number (up to 20 characters) when you select `Fax/Tel`.
   - Enter the E-mail address (up to 60 characters) when you select `E-Mail` or `IFAX`. Use the chart *Entering Text* on page 154 to help you enter letters. Press **OK**.

Note

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

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

6 Choose one of the options below:
- If you selected `Fax/Tel` in ❸, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`. Press **OK** and then go to ❽.
- If you selected `E-Mail` in ❸, press ▲ or ▼ to select `B/W200x100`, `B/W200dpi`, `Color150dpi`, `Color300dpi` or `Color600dpi`. Press **OK** and then go to ❼.
- If you selected `IFAX` in ❸, press ▲ or ▼ to select `Std`, `Fine` or `Photo`. Press **OK** and then go to ❽.
- Press **OK** if you don't want to change the default resolution. Go to ❽.

7 If you selected Black & White in ❻, select the file format (TIFF or PDF) that will be used to send to your PC.
If you selected Colour in ❻, select the file format (PDF or JPEG) that will be used to send to your PC.

8 Choose one of the options below:
- To store another Speed-Dial number go to ❷.
- To finish storing Speed-Dial numbers press **Stop/Exit**.

Note

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

Changing One-Touch and Speed-Dial numbers

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

1 Do one of the following:
- To change the stored number, press **1**.
- To exit without making a change, press **2**.

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

(MFC-8460N) Go to ❸.
(MFC-8860DN) Go to ❷.

2 (MFC-8860DN only)
Press ▲ or ▼ to select `Fax/Tel`, `E-Mail` or `IFAX`.
Press **OK**.

3 Press ◀ or ▶ to position the cursor under the character you want to change, and then press **Clear/Back** to delete it. Repeat for each character you want to delete.

4 Enter a new number or character.
Press **OK**.

5 Follow the directions for Storing One-Touch Dial numbers and Storing Speed-Dial numbers. (See *Storing One-Touch dial numbers* on page 61 and *Storing Speed-Dial numbers* on page 63.)

Setting up Groups for broadcasting

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

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

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

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

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

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

2. Choose an empty location where you want to store the group in one of the following ways:
   - Press a One-Touch key.
   - Hold down **Shift** as you press **Search/Speed Dial**, and then enter the three-digit Speed-Dial location. Press **OK**.

Note

Please select a One-Touch key or a Speed-Dial number that has not already been used to store a number.

3. Use the dial pad to enter a group number (1 to 20). Press **OK**.
   (MFC-8460N) Go to ❺.
   (MFC-8860DN) Go to ❹.

4. (MFC-8860DN only) Press ▲ or ▼ to select `Fax/IFAX` or `E-Mail`.
   Press **OK**.

5. To add One-Touch or Speed-Dial numbers follow the instructions below:
   - For One-Touch numbers, press the One-Touch keys one after the other.
   - For Speed-Dial numbers, hold down **Shift** as you press **Search/Speed Dial**, and then enter the three-digit Speed-Dial location.

   The LCD will display your chosen One-Touch numbers with a ✳ and Speed-Dial numbers with a # (for example ✳006, #09).

6. Press **OK** when you have finished adding numbers.

7. Do one of the following:
   - Enter the name using the dial pad (up to 15 characters). Use the chart Entering Text on page 146 to help you enter letters. Press **OK**.
   - Press **OK** to store the group without a name.

8. Choose one of the options below:
   (MFC-8460N)
   - To store the fax resolution, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`.
     Press **OK**.
   - Press **OK** If you don't want to change the default resolution.

   (MFC-8860DN)
   - If you selected `Fax/IFAX` in ❹, press ▲ or ▼ to select `Std`, `Fine`, `S.Fine` or `Photo`.
     Press **OK** and then go to ❿.
   - If you selected `E-Mail` in ❹, press ▲ or ▼ to select `B/W200x100` or `B/W200dpi`.
     Press **OK** and then go to ❾.
   - Press **OK** if you don't want to change the default resolution. Go to ❿.

Note

- If you have selected `Fax/IFAX` in ❹ and added One-Touch or Speed-Dial numbers that are stored as ‘IFAX’, you cannot select `S.Fine`.
- When you create a group or broadcast using Scan to E-mail only `B/W200x100` and `B/W200dpi` are available. The file format can be TIFF or PDF.

9 Select the file format (TIFF or PDF) that will be used to send to your computer.

10 Do one of the following:
- To store another group for broadcasting, go to ❷.
- To finish storing groups for broadcasting, Press **Stop/Exit**.

Combining Quick-Dial numbers

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

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

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

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

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

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

Tone or Pulse (not available in 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 the external phone.

2 Press # on the machine’s control panel. Any digits dialled after this will send tone signals.
When you hang up, the machine will return to the Pulse dialling service.

9 Remote fax options

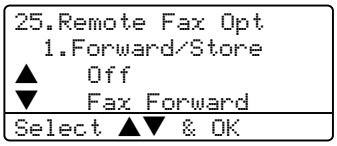
Remote fax options let you receive faxes while you are away from the machine.

You can only use one fax option at a time.

Fax forwarding

The fax forwarding feature lets you automatically forward your received faxes to another machine. If you select Backup Print On, the machine will also print the fax.

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



2. Press ▲ or ▼ to select `Fax Forward`.
Press **OK**.
The LCD will ask you to enter the fax number you want your faxes to be forwarded to.

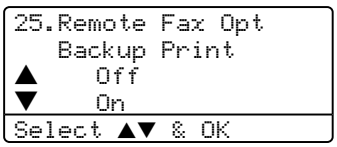
3. Enter the forwarding number using dial pad (up to 20 digits), using a One-Touch Key or using **Search/Speed Dial** and the three-digit location.

Note

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

4. Press **OK**.

5. Press ▲ or ▼ to select `On` or `Off`.



Press **OK**.

6. Press **Stop/Exit**.

Note

If you select Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine. The machine can store faxes for up to 4 days if there is a power failure. After 4 days, the faxes in the machine's memory will be deleted.

Fax storage

The fax storage feature lets you store your received faxes in the machine's memory. You can retrieve stored fax messages from a fax machine at another location using the remote retrieval commands, see *Retrieving fax messages* on page 71. Your machine will automatically print a copy of the stored fax.

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

```
25.Remote Fax Opt
  1.Forward/Store
▲    Off
▼    Fax Forward
Select ▲▼ & OK
```

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

3. Press **Stop/Exit**.

PC fax receive

The PC fax receive feature lets you automatically send your received faxes to your PC. You can then use your PC to view and store these faxes. If your PC is off when faxes are received, your machine will store them in memory until your PC is turned on again. If you select Backup Print On, the machine will also print the fax. (See *Fax forwarding* on page 67.)

For PC fax receive to work you must be connected to a PC that has the MFL-Pro Suite software installed. (See *PC-FAX receive in the Software User's Guide on the CD-ROM*.)

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

```
25.Remote Fax Opt
  1.Forward/Store
▲    Off
▼    Fax Forward
Select ▲▼ & OK
```

2. Press ▲ or ▼ to select `PC Fax Receive`. Press **OK**.

3. Press ▲ or ▼ to select the interface to which the PC is connected (`<USB>` or `<Parallel>`), or your computer name if the machine is connected to a network.

```
25.Remote Fax Opt
  1.Forward/Store
▲    <USB>
▼    <Parallel>
Select ▲▼ & OK
```

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

```
25.Remote Fax Opt
   Backup Print
▲    Off
▼    On
Select ▲▼ & OK
```

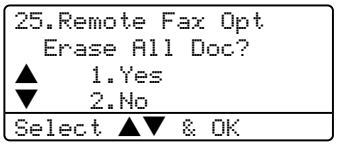
5. Press **Stop/Exit**.

Note

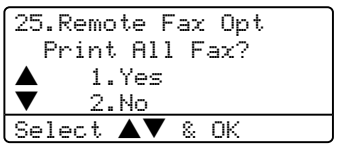
- If your machine has a problem and is unable to print faxes in memory, you can use this setting to transfer your faxes to a PC. (For details, see *Error messages* on page 117.)
- PC fax receive is not supported in Windows NT® Workstation Version 4.0 when the machine is connected on a network or in Mac OS®. (See *PC FAX receiving in the Software User's Guide on the CD-ROM*.)

Changing remote fax options

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

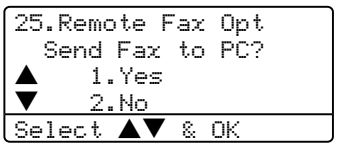


or



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

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



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

Turning off remote fax options

If you set the remote fax options to `Off` and there are faxes in your machine's memory, the LCD will give you two options:

1. If you press **1**, all unprinted faxes will be printed and erased before the setting turns off. If a backup copy has already been printed it will not be printed again.
2. If you press **2**, the memory will not be erased and the setting will be unchanged.

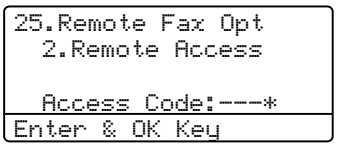
Remote retrieval

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

Setting a remote access code

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

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



2. Enter a three-digit code using numbers **0** – **9**, ✳ or **#**. Press **OK**.

3. Press **Stop/Exit**.

Note

Do not use the same code used for your Fax Receive Code (✳**51**, ✳**91** for New Zealand) or Telephone Answer Code (**#51**, **#91** for New Zealand). See *Changing the remote codes* on page 58.

You can change your code at any time. If you want to make your code inactive, press **Clear/Back** and then **OK** in ❷ to restore the default setting – – –✳.

Using your remote access code

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

2. When your machine answers, immediately enter your remote access code (3 digits followed by ✳).

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

4. The machine gives two short beeps to tell you to enter a command. The machine will hang up if you wait longer than 30 seconds before entering a command. If you enter an invalid command the machine will beep three times.

5. Press **9** **0** to reset the machine when you have finished.

6. Hang up.

Note

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

Retrieving fax messages

1. Dial your fax number.
2. When your machine answers, immediately enter your remote access code (3 digits followed by ✳). If you hear one long beep, you have messages.
3. When you hear two short beeps, use the dial pad to press **9 6 2**.
4. Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent to, followed by **##** (up to 20 digits).
5. Hang up after you hear your machine beep. Your machine will call the other machine, which will then print your fax messages.

Note

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

Changing the fax forwarding number

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

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

Note

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

Remote fax commands

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

Remote commands		Operation details
95	**Change the fax forwarding or fax storage settings**	
	1 OFF	You can choose `Off` after you have retrieved or erased all your messages.
	2 Fax forwarding	One long beep means the change is accepted. If you hear three short beeps, you cannot change because the conditions have not been met (for example, registering a fax forwarding number). You can register your fax forwarding number by entering 4. (See *Changing the fax forwarding number* on page 71.) Once you have registered the number, fax forwarding will work.
	4 Fax forwarding number	
	6 Fax storage	
96	**Retrieve a fax**	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax message(s). (See *Retrieving fax messages* on page 71.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	**Check the receiving status**	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change the receive mode**	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	Press **9**, **0** to exit remote retrieval. Wait for the long beep, then replace the handset.

10 Printing reports

Fax reports

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

Transmission verification report

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

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

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

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

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

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

3. Press **Stop/Exit**.

Fax journal

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

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

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

```
24.Report Setting
  2.Journal Period
▲    Every 50 Faxes
▼    Every 6 Hours
Select ▲▼ & OK
```

2. Press ▲ or ▼ to choose an interval. Press **OK**. If you choose 7 days, you will be asked to choose a day when you want the 7 day countdown to begin.

3. Enter the time to begin printing, in 24 hour format.
   Press **OK**.
   For example: enter 19:45 for 7:45 PM.

4. Press **Stop/Exit**.

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

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

Reports

The following reports are available:

1 `XMIT Verify`

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

2 `Help List`

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

3 `Tel Index List`

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

4 `Fax Journal`

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

5 `User Settings`

Print a list of your current settings.

6 `Network Config`

Lists your network settings.

7 `Order Form`

You can print an accessories order form to fill out and send to your Brother dealer.

How to print a report

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

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

2 Choose one of the options below:

- Press ▲ or ▼ to select the report you want. Press **OK**.
- Enter the number of the report you want to print. For example, press **2** to print the help list.

3 Press **Start**.

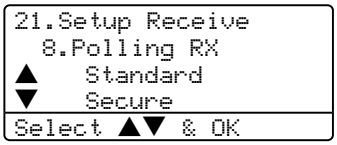
11 Polling

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

Polling receive

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

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **8**.



3. Press ▲ or ▼ to select `Standard`. Press **OK**.
4. Enter the fax number you are polling. Press **Start**.

Secure polling

Secure Polling lets you restrict who can get the documents you set up to be polled. Secure Polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine you have to enter the secure code.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **8**.
3. Press ▲ or ▼ to select `Secure`. Press **OK**.
4. Enter a four-digit secure code. Press **OK**. This is the security code of the fax machine you are polling.
5. Enter the fax number you are polling.
6. Press **Start**.

Delayed polling

Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up one delayed polling operation.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **8**.
3. Press ▲ or ▼ to select `Timer`. Press **OK**.
4. Enter the time (in 24-hour format) you want to begin polling. Press **OK**.
   For example, enter 21:45 for 9:45 PM.
5. Enter the fax number you are polling. Press **Start**.
   The machine makes the polling call at the time you entered.

Note

If the other fax machine that you are calling has not been set-up for Polling, you will receive the message `Connection Fail`.

Sequential polling

Sequential polling lets you request documents from several fax machines in one operation.

1. Make sure you are in Fax mode .
2. Press **Menu**, **2**, **1**, **8**.

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

3. Press ▲ or ▼ to choose `Standard`, `Secure` or `Timer`. Press **OK**.
4. Choose one of the options below.
   - If you selected `Standard` go to ❺.
   - If you selected `Secure`, enter a four-digit number, press **OK**, go to ❺.

Note

If you did not enter the correct Secure Code, you will receive the message `Disconnected`.

   - If you selected `Timer`, enter the time (in 24-hour format) you want to begin polling and press **OK**, go to ❺.
5. Specify the destination fax machines you want to poll by using One-Touch, Speed-Dial, Search, a Group and or the dial pad. You must press **OK** between each location.
6. Press **Start**.
   The machine polls each number or group in turn for a document.

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

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

Polled transmit

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

Setup for polled transmit

1. Make sure you are in Fax mode .
2. Load your document.
3. Press **Menu**, **2**, **2**, **6**.

```
22.Setup Send
  6.Polled TX
▲    Standard
▼    Secure
Select ▲▼ & OK
```

4. Press ▲ or ▼ to select `Standard`.
   Press **OK**.

Note

Once a document has been stored in the memory for polling transmit, it can be sent and received more than once.

Setup for polled transmit with a secure code

Secure Polling lets you restrict who can get the documents you set up to be polled. Secure Polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine they will have to enter the secure code.

1. Make sure you are in Fax mode .
2. Load your document.
3. Press **Menu**, **2**, **2**, **6**.

```
22.Setup Send
  6.Polled TX
▲    Standard
▼    Secure
Select ▲▼ & OK
```

4. Press ▲ or ▼ to select `Secure`.
   Press **OK**.
5. Enter a four-digit number. Press **OK**.

Section III

Copy

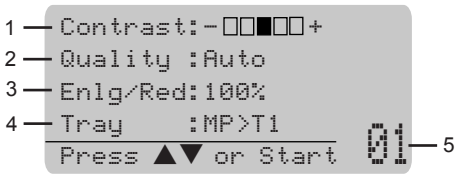
Making copies 78

12 Making copies

How to copy

Entering copy mode

Press (**Copy**) to enter Copy mode.



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

Making a single copy

1. Make sure you are in Copy mode .
2. Load your document.
3. Press **Start**.

Making multiple copies

1. Make sure you are in Copy mode .
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Start**.

Note

To sort your copies, press **Sort**. (See *Sorting copies using the ADF* on page 85.)

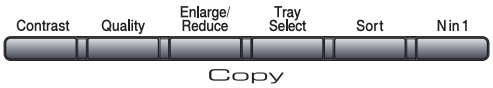
Stop copying

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

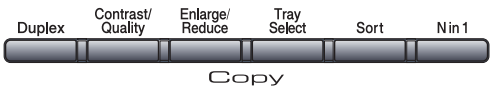
Copy options

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

(MFC-8460N)



(MFC-8860DN)



The machine returns to its default settings after 60 seconds or if the Mode Timer returns the machine to Fax mode. (See *Mode timer* on page 17.)

Changing copy quality

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

- Auto

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

- Text

  Suitable for documents containing only text.

- Photo

  Suitable for copying photographs.

To temporarily change the quality setting, follow the instruction below:

1. Make sure you are in Copy mode .
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. (MFC-8460N)
   Press **Quality**.
   (MFC-8860DN)
   Press **Contrast/Quality**.
   Press ▲ or ▼ to choose Quality.
   Press **OK**.
5. Press ◀ or ▶ to choose Auto, Text or Photo. Press **OK**.
6. Press **Start**.

To change the default setting, follow the instructions below:

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

   ```
   31.Quality
   ▲    Auto
        Text
   ▼    Photo
   Select ▲▼ & OK
   ```

2. Press ▲ or ▼ to choose the copy quality. Press **OK**.
3. Press **Stop/Exit**.

Changing text copy resolution

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

1. Make sure you are in Copy mode .
2. Put your document on the scanner glass.
3. Press **Menu**, **3**, **2**.

```
32.FB Txt Quality

▲    1200x600dpi
▼    600dpi
Select ▲▼ & OK
```

4. Press ▲ or ▼ to choose the text copy resolution. Press **OK**.
5. Press **Stop/Exit**.

Enlarging or reducing the image copied

You can select the following enlargement or reduction ratios:

Press **Enlarge/Reduce**	**100%***
	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

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

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

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

1. Make sure you are in Copy mode .
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Enlarge/Reduce**.
5. Press **Enlarge/Reduce** or ▶.

6 Choose one of the options below:
- Press ▲ or ▼ to select the enlargement or reduction ratio you want. Press **OK**.
- Press ▲ or ▼ to select `Custom (25-400%)`. Press **OK**. Use the dial pad to enter an enlargement or reduction ratio from `25%` to `400%`. (For example, press **5** **3** to enter `53%`.) Press **OK**.

7 Press **Start**.

Note

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

Making N in 1 copies or a poster

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

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

Important

- Please make sure the paper size is set to `Letter`, `A4`, `Legal` or `Folio`.
- (`P`) means Portrait and (`L`) means Landscape.
- You can only use the N in 1 copy and poster feature with 100% copy size.
- You can only make one poster copy at a time.

1 Make sure you are in Copy mode .

2 Load your document.

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

4 Press **N in 1**.

5 Press ▲ or ▼ to select `2 in 1 (P)`, `2 in 1 (L)`, `4 in 1 (P)`, `4 in 1 (L)`, `Poster (3 x 3)` or `Off (1 in 1)`.
Press **OK**.

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

If you are using the scanner glass, go to ❼.

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

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

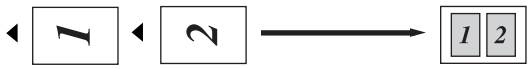
8 Put the next page on the scanner glass.
Press **OK**.
Repeat ❼ and ❽ for each page of the layout.

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

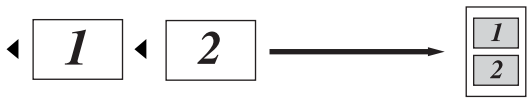
If you are copying from the ADF:

Insert your document face up in the direction shown below:

■ **2 in 1 (P)**



■ **2 in 1 (L)**



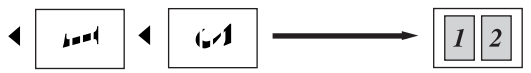
■ **4 in 1 (P)**

■ **4 in 1 (L)**

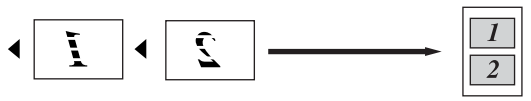
If you are copying from the scanner glass:

Insert your document face down in the direction shown below:

■ **2 in 1 (P)**



■ **2 in 1 (L)**

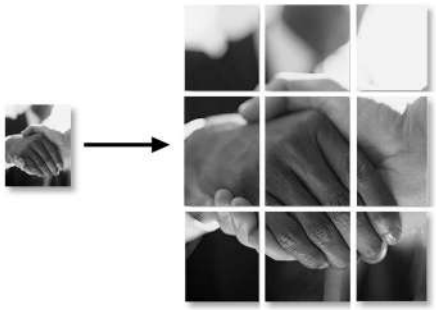


■ **4 in 1 (P)**

■ **4 in 1 (L)**

■ **Poster (3x3)**

You can make a poster size copy of a photograph.



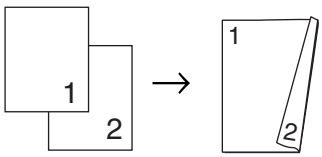
Duplex (2-sided) copying (MFC-8860DN only)

If you want to automatically copy 2-sided document using the duplex copy feature, load your document in the ADF.

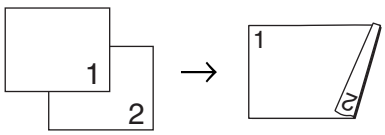
Duplex Copy

■ **1 sided → 2 sided**

Portrait

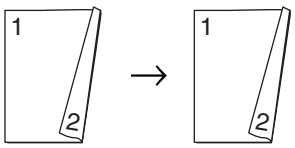


Landscape

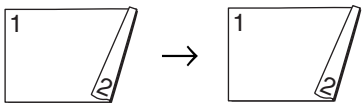


■ **2 sided → 2 sided**

Portrait

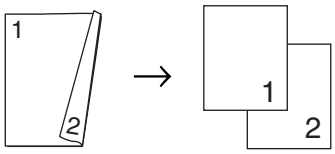


Landscape

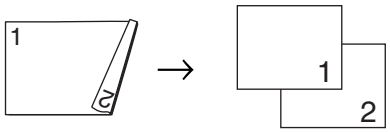


■ **2 sided → 1 sided**

Portrait



Landscape



1. Make sure you are in Copy mode.
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Duplex** and ▲ or ▼ to select
   `1sided → 2sided`,
   `2sided → 2sided` or
   `2sided → 1sided`.

   ```
   Duplex
   ▲1sided → 2sided
    2sided → 2sided
   ▼2sided → 1sided
   Select ▲▼ & OK
   ```

   Press **OK**.
5. Press **Start** to scan the document.

Note

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

If you are using the scanner glass, go to ❻.

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

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

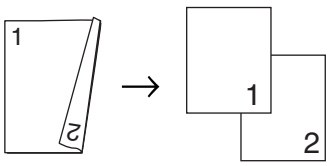
7 Put the next page on the scanner glass. Press **OK**.
Repeat ❻ and ❼ for each page of the layout.

8 After all the pages have been scanned, press **2** in ❻ to finish.

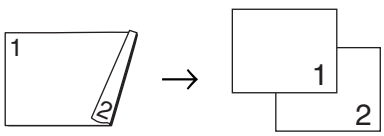
Advanced Duplex Copy

■ **Advanced 2 sided → 1 sided**

Portrait

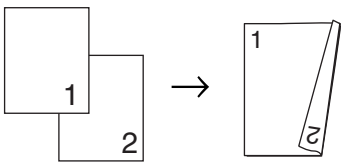


Landscape

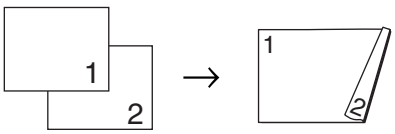


■ **Advanced 1 sided → 2 sided**

Portrait



Landscape



1 Make sure you are in Copy mode

2 Load your document.

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

4 Press **Duplex** and ▲ or ▼ to select `Advanced`.

```
Duplex
▲1sided → 2sided
 2sided → 2sided
▼2sided → 1sided
Select ▲▼ & OK
```

Press **OK**.

5 Press ▲ or ▼ to select `2sided → 1sided` or `1sided → 2sided`. Press **OK**.

```
Duplex Advanced
▲2sided → 1sided
▼1sided → 2sided

Select ▲▼ & OK
```

6 Press **Start** to scan the document.

Note

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

If you are using the scanner glass, go to ❼.

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

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

8 Put the next page on the scanner glass. Press **OK**.
Repeat ❼ and ❽ for each page of the layout.

9 After all the pages have been scanned, press **2** in ❼ to finish.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 1 2 3, 1 2 3, 1 2 3, and so on.

1. Make sure you are in Copy mode .
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Sort**.
5. Press **Start**.

Adjusting contrast

Contrast

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

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

1. Make sure you are in Copy mode .
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. (MFC-8460N)
   Press **Contrast**.
   (MFC-8860DN)
   Press **Contrast/Quality**.
   Press ▲ or ▼ to choose `Contrast`.
   Press **OK**.

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

5. Press ◀ or ▶ to increase or decrease the contrast. Press **OK**.
6. Press **Start**.

To change the default setting follow the instructions below:

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

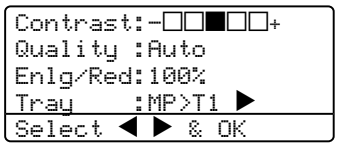
   ```
   33.Contrast
         -□□■□□+
   Select ◀ ▶ & OK
   ```

2. Press ◀ or ▶ to change the contrast. Press **OK**.
3. Press **Stop/Exit**.

Tray Select

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

1. Make sure you are in Copy mode .
2. Load your document.
3. Use the dial pad to enter the number of copies (up to 99).
4. Press **Tray Select**.



5. Press ◀ or ▶ to select the tray usage. Press **OK**.
6. Press **Start**.

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

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

Note

- T2 and #2 appear only if the optional paper tray is installed.
- To change the Tray Select setting, see *Tray use in Copy mode* on page 18.

Out of Memory message

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

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

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

- Print the faxes that are in the memory. (See *Printing a fax from the memory* on page 45.)
- You can turn off remote fax options. (See *Turning off remote fax options* on page 69.)
- Add optional memory. (See *Memory Board* on page 103.)

Note

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

Section IV

Software

Software and Network features 88

13 Software and Network features

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

- Printing

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

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

- Scanning

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

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

- ControlCenter2

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

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

- Remote Setup

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

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

- Brother PC-FAX

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

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

- LDAP

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

- Network Faxing

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

- Network Printing

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

- Network Scanning

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

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

Note

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

Section V

Appendices

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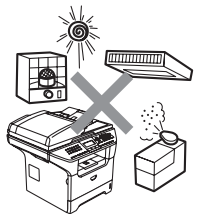
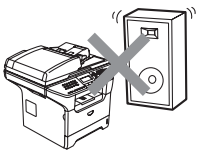
A Safety and Legal

Choosing a location

Place your machine on a flat, stable surface that is free of vibration. Put the machine near a telephone socket and a standard, grounded electrical socket. Choose a location where the temperature remains between 10° and 32.5° C.

- Make sure cables leading to the machine do not constitute a trip hazard.
- Avoid placing your machine on the carpet.
- Do not place near heaters, air conditioners, water, chemicals, or refrigerators.
- Do not expose the machine to direct sunlight, excessive heat, moisture, or dust.
- Do not connect your machine to electrical sockets controlled by wall switches or automatic timers, or to the same circuit as large appliances that might disrupt the power supply.
- Avoid sources of interference, such as speakers, or the base units of cordless phones.





Important Information

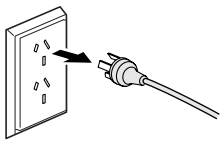
Safety precautions

Please read these instructions before attempting any maintenance, and keep them for later reference. When using your telephone equipment, follow basic safety precautions to reduce the risk of fire, electric shock or personal injury.

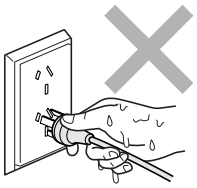
- Do not use this product near water, or in a damp environment.
- Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- We do not advise using an extension lead.
- Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.
- If any cables become damaged, disconnect your machine, and contact your Brother dealer.
- Do not place any objects on the machine, or obstruct the air vents.
- Do not use flammable substances near the machine.
  Doing this might cause a fire or electrical shock.
- This product should be connected to an adjacent grounded AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.
- Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

WARNING

Before cleaning the inside of the machine, first unplug the telephone line cord, and then the power cord from the electrical socket.

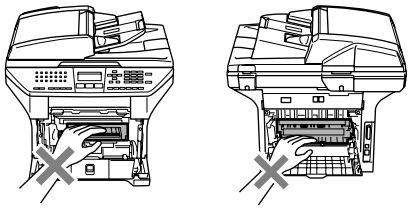


Do not handle the plug with wet hands. Doing this might cause an electrical shock.

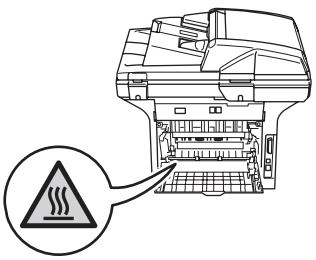


Always make sure the plug is fully inserted.

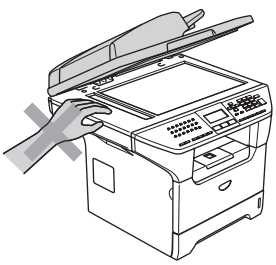
After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine,
DO NOT touch the shaded parts shown in the illustration.



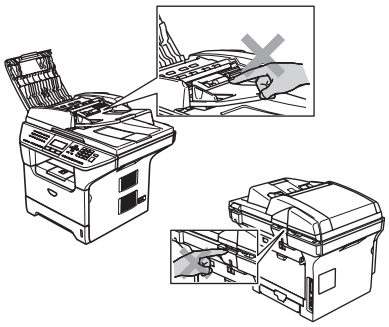
The fuser unit is marked with a caution label. DO NOT remove or damage the label.



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

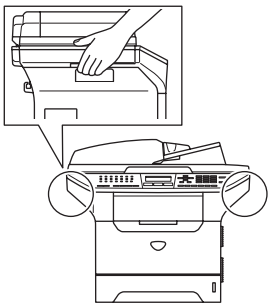


To prevent injuries, DO NOT put your fingers in the area shown in the illustrations.



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

If moving your machine, use the handholds provided. First making sure to disconnect any cables.



IEC 60825-1 Specification

This machine is a Class 1 laser product as defined in IEC 60825-1 specifications. The label shown below is attached in countries where required.

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:	770 - 810 nm
Output:	5 mW max.
Laser Class:	Class 3B

WARNING

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

Disconnect device

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

LAN connection

CAUTION

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

Radio interference

This product complies with EN55022 (CISPR Publication 22)/Class B. When connecting the machine to a computer, ensure that you use the following interface cables.

1 A shielded parallel interface cable with twisted-pair conductors and that is marked IEEE 1284 compliant. The cable must not exceed 2.0 metres in length.

2 A USB cable which must not exceed 2.0 metres in length.

Important Information for Australia

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.

Important safety instructions

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall socket before cleaning the outside of the machine and the scanner glass. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 Do not use this product near water.

6 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

7 Slots and openings in the casing at the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.

8 This product should be connected to an AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.

9 This product is equipped with a 3-wire grounded plug, a plug having a third (grounded) pin. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounded plug.

10 Do not place anything on top of the power cord including this machine. Do not allow the power cord to be stepped on.

11 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

12 Do not touch a document during printing.

13 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.

14 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.

15 Wait until pages have exited the machine before picking them up.

16 Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:

- When the power cord is damaged or frayed.
- If liquid has been spilled into the product.
- If the product has been exposed to rain or water.
- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

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 Unplug this product from the wall outlet before cleaning the outside of the machine and the scanner glass. 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 Do not place this product on an unstable surface, stand, or table. The product may fall, causing serious damage to the product.

14 Slots and openings in the casing 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.

15 This product should be connected to an AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.

16 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.

17 Do not place anything on top of the power cord including this machine. Do not allow the power cord to be stepped on.

18 Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

19 Do not touch a document during printing.

20 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.

21 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.

22 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. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

23 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.

24 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.

25 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.

26 This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

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.

IMPORTANT NOTICE

Under power failure conditions, this telephone may not operate. Please ensure that a separate telephone, not dependent on local power, is available for emergency use in emergencies.

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 Unplug this product from the wall outlet before cleaning the outside of the machine and the scanner glass. 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 casing at the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or on a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.

8 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.

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 place anything on top of the power cord including this machine. Do not allow the power cord to be stepped on.

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 machine 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. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

17 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

WARNING

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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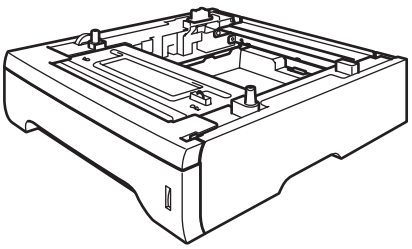
B Options

Optional Paper Tray (LT-5300)

An optional lower tray can be installed, and it can hold up to 250 sheets of 80 gsm (20 lb) paper.

When an optional tray is installed, the machine can hold up to 550 sheets of plain paper. If you want to buy an optional lower tray unit, contact your Brother dealer.



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

Memory Board

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

DIMM types

You can install the following DIMM:

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

Note

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

In general, the DIMM must have the following specifications:

Type: 144 pin and 64 bit output

CAS latency: 2

Clock frequency: 100 MHz or more

Capacity: 64, 128, 256 or 512 MB

Height: 31.75 mm (1.25 in.)

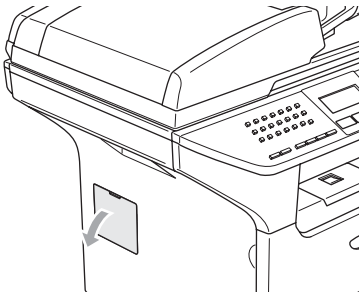
Dram Type: SDRAM 2 Bank

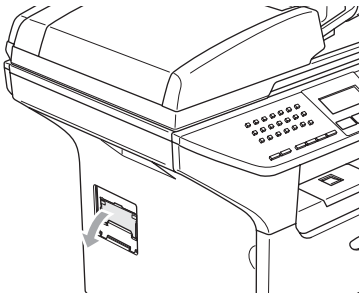
Note

- There might be some DIMMs that will not work with the machine.
- For more information, contact your Brother dealer.

Installing extra memory

1. Turn off the machine's power switch. Unplug the telephone line cord.
2. Disconnect the interface cable from the machine, and then unplug the power cord from the electrical socket.
3. Remove the DIMM cover and interface access cover.



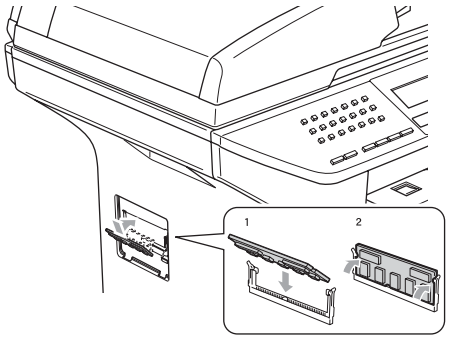


4. Unpack the DIMM and hold it by its edges.

CAUTION

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

5. Hold the DIMM by the edges and align the notches in the DIMM with the protrusions in the slot.
   Insert the DIMM diagonally (1), then tilt it toward the interface board until it clicks into place (2).



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

C Troubleshooting and routine maintenance

Troubleshooting

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips. Visit us at http://solutions.brother.com.

Solutions to common problems

If you think there is a problem with the way your faxes look, make a copy first. If the copy looks good, the problem may not be your machine. Check the chart below and follow the troubleshooting tips.

Printing or Receiving Faxes

Difficulties	Suggestions
■ Condensed print ■ Horizontal streaks ■ Top and bottom sentences are cut off ■ Missing lines	Usually this is caused by a poor telephone connection. If your copy looks good, you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Poor print quality	See *Improving the print quality* on page 111.
Vertical black lines when receiving.	The primary corona wire may be dirty. Clean the primary corona wire. (See *Cleaning the corona wire* on page 131.)
	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
	If the problem continues, call Brother or your dealer for service.
Received faxes appear as split or blank pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, your paper size setting may not be correct for the paper you are using. (See *Paper Size* on page 18.)
	Turn on auto reduction. (See *Printing a reduced incoming fax* on page 43.)

Phone Line or Connections

Difficulties	Suggestions
Dialling does not work.	Check for a dial tone.
	Change `Tone/Pulse` setting. (See *the Quick Setup Guide*.)
	Check all line cord connections.
	Check that the machine is plugged in and switched on.
	If an external phone is connected to the machine, send a manual fax by lifting the handset of the external phone and dialling the number. Wait to hear fax receiving tones before pressing **Start**.

Phone Line or Connections (Continued)

Difficulties	Suggestions
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See *Receiving a fax* on page 39.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

Sending Faxes

Difficulties	Suggestions
Poor sending quality.	Try changing your resolution to `Fine` or `S.Fine`. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See *Cleaning the scanner glass* on page 129.)
Transmission Verification Report says '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' on the Transmission Verification Report, your machine may be out of memory. To free up extra memory, you can turn off fax storage (see *Turning off remote fax options* on page 69), print fax messages in memory (see *Printing a fax from the memory* on page 45) or cancel a delayed fax or polling job (see *Checking and cancelling waiting jobs* on page 38). If the problem continues, ask the telephone company to check your phone line.
	If you often get transmission errors due to possible interference on the phone line, try changing the Compatibility setting to `Basic`. (See *Compatibility* on page 116.)
Vertical black lines when sending.	If the copy you made shows the same problem, clean the scanner. (See *Cleaning the scanner glass* on page 129.)

Handling Incoming Calls

Difficulties	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to on, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing **Stop/Exit**. Try avoiding this problem by turning Fax Detect to off. (See *Fax Detect* on page 42.)
Sending a Fax Call to the machine.	If you answered on an external or extension phone, press your Fax Receive Code (default setting is (✳ 51). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Voice Mail, an answering machine, an alarm system EFTPOS, PC/FAX modem or other custom feature on a single phone line with your machine, it may create a problem sending or receiving faxes. **For Example:** If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

Menu Setting Difficulties

Difficulties	Suggestions
Key operations do not work.	Check that the control panel is fitted correctly on the machine. Reinstall the control panel.
The machine beeps when you try to access the Setup Receive and Setup Send menus.	If the **Fax** key is not illuminated, press it to turn on Fax mode. The Setup Receive setting (**Menu**, **2**, **1**) and Setup Send setting (**Menu**, **2**, **2**) are available only when the machine is in Fax mode.

Copy Quality Difficulties

Difficulties	Suggestions
Vertical streaks appear in copies.	Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See *Cleaning the scanner glass* on page 129 and *Cleaning the corona wire* on page 131.)

Printing Difficulties

Difficulties	Suggestions
No printout.	■ Check that the machine is plugged in and the power switch is turned on. ■ Check that the toner cartridge and drum unit are installed properly. (See *Replacing the drum unit (DR-3115)* on page 135.) ■ Check the interface cable connection on both the machine and your computer. (See *the Quick Setup Guide*.) ■ Check that the correct printer driver has been installed and chosen. ■ Check to see if the LCD is showing an error message. (See *Error messages* on page 117.) ■ The machine is online. On your PC, click **Start** and then **Printers and Faxes**. Right-click 'Brother MFC-XXXX (where XXXX is your model name)'. Make sure that 'Use Printer Offline' is unchecked.
The machine prints unexpectedly or it prints garbage.	■ Pull out the paper tray and wait until the machine stops printing, then switch off the machine and disconnect from the power for several minutes. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.) ■ Check the settings in your application to make sure it is set up to work with your machine. ■ If you are using the parallel port connection, check that the port is set to BRMFC and not LPT1.
The machine prints the first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the machine's input buffer's full signal. Make sure that you connected the interface cable correctly. (See *the Quick Setup Guide*.)
The machine cannot print full pages of a document. `Out of Memory` message appears.	■ Reduce the printing resolution. (See *Advanced tab in the Software User's Guide on the CD-ROM*.) ■ Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application. ■ Add more memory. See *Installing extra memory* on page 104.
The headers or footers in the document are displayed on the screen but they do not show up when it is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this.

Printing Difficulties (Continued)

Difficulties	Suggestions
The machine does not print on both sides of the paper even though the printer driver setting is Duplex. (MFC-8860DN only)	Check the paper size setting in the printer driver. You need to select A4, Letter, Legal or Folio.
The machine is not printing or has stopped printing and the machine's status LED is yellow.	Press **Job Cancel**. As the machine cancels the job and clears it from the memory it may produce an incomplete printout. Try to print again.

Scanning Difficulties

Difficulties	Suggestions
TWAIN errors appear while scanning.	Make sure that the Brother TWAIN driver is chosen as the primary source. In PaperPort®, click **File**, **Scan** and choose the **Brother TWAIN driver**.

Software Difficulties

Difficulties	Suggestions
Cannot install software or print.	Run the **Repair MFL-Pro Suite** program on the CD-ROM. This program will repair and reinstall the software.
Cannot perform '2 in 1' or '4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
The machine does not print from Adobe Illustrator.	Try to reduce the print resolution. (See *Advanced tab in the Software User's Guide on the CD-ROM*.)
When using ATM fonts, some characters are missing or wrong characters are printed in their place.	If you are using Windows® 98/98SE/Me, click **Start**, **Settings**, and then **Printers**. Right-click **Brother** MFC-XXXX (where XXXX is your model name) and click **Properties**. Click **Spool Setting** on the **Details** tab. Choose **RAW** from **Spool Data Format**.
'Unable to write to LPT1', 'LPT1 already in use' or 'MFC is Busy' error message appears.	Make sure that the machine is on (plugged into the electrical socket and the power switch turned on) and that it is connected directly to the computer using the IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box).
	Make sure that the LCD does not show an error message.
	Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you turn on the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc.) Suggested areas to check: (Load=, Run=command lines in the win.ini file or the Setup Group)
	Check with your computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine; i.e. (Parallel Port Mode – ECP)

Paper Handling Difficulties

Difficulties	Suggestions
The machine does not load paper. The LCD shows `No paper` or a Paper Jam message.	■ If there is no paper, load a new stack of paper into the paper tray. ■ If there is no paper, load a new stack of paper into the paper tray. ■ If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray. ■ Reduce the amount of paper in the paper tray, and then try again. ■ Check that the MP tray mode is not selected in the printer driver. ■ If the LCD shows a Paper Jam message and you still have a problem, see *Paper jams* on page 123.
The machine does not feed paper from the MP tray.	■ Fan the paper well and put it back in the tray firmly. ■ Make sure that MP tray mode is chosen in the printer driver.
I need to know how to load envelopes.	You can load envelopes from the MP tray. Your application must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application. See your application's manual for more information.
I need to know which paper is good to use.	You can use plain paper, recycled paper, envelopes, transparencies and labels that are made for laser machines. (For details, see *Acceptable paper and other media* on page 11.)
There is a paper jam.	See *Paper jams* on page 123.

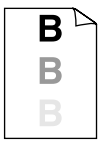
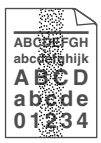
Print Quality Difficulties

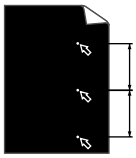
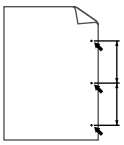
Difficulties	Suggestions
Printed pages are curled.	Low quality thin or thick paper or not printing on the recommended side of the paper could cause this problem. Try turning over the stack of paper in the paper tray. Make sure that you choose the Paper Type that suits the media type you are using. (See *Acceptable paper and other media* on page 11.)
Printed pages are smeared.	The Paper Type setting may be incorrect for the type of print media you are using, or the print media may be too thick or have a rough surface. (See *Acceptable paper and other media* on page 11 and *Basic tab in the Software User's Guide on the CD-ROM*.)
Printouts are too light.	■ If this problem occurs when making copies or printing received faxes, turn Toner Save mode to off in the machine menu settings. (See *Toner save* on page 21.) ■ Set Toner Save mode to off in the Advanced tab in the printer driver. (See *Advanced tab in the Software User's Guide on the CD-ROM*.)

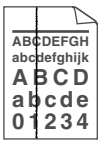
Network Difficulties

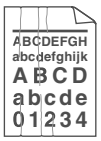
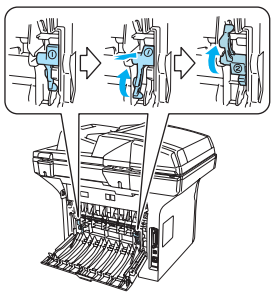
Difficulties	Suggestions
Cannot print over a wired Network.	■ Make sure your machine is powered on and is on-line and in Ready mode. Print the Network Configuration list to see your current Network settings. (See *How to print a report* on page 74.) Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the upper LED of the back panel of the machine will be green. ■ If you are having Network problems see *the Network User's Guide on the CD-ROM* for more information.
The network scanning feature does not work. The network PC-Fax Receive feature does not work.	(For Windows® only) The firewall setting on your PC may be rejecting the necessary network connection. Follow the instructions below to configure the firewall. If you are using a third party firewall (anything other than the built-in Windows firewall), see *the instructions for that software* or *contact the software manufacturer*. <Windows® XP SP2> 1. Click the Start button, 'Settings', 'Control Panel' and then 'Windows Firewall'. Make sure that Windows Firewall on the 'Basic' tab is set to on. 2. Click the 'Exceptions' tab and 'Add port' button. 3. Enter any name, port number (54295 for network scanning and 54926 for network PC-Fax receiving), select 'UPD' and click 'OK'. 4. Make sure that the new setting is added and is checked, and then click 'OK'. For Windows® XP SP1, please visit the Brother Solutions Center.
Your computer cannot find your machine.	<For Windows® users> The firewall setting on your PC may be rejecting the necessary network connection. For details, see the instruction above. <For Macintosh® users> Re-select your machine in the DeviceSelector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the model of ControlCenter2.

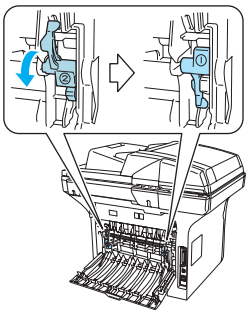
Improving the print quality

Examples of poor print quality	Recommendation
 Faint	■ Check the machine's environment. Conditions such as humidity, high temperatures, and so on, may cause this print fault. (See *Choosing a location* on page 90.) ■ If the whole page is too light, Toner Save mode may be on. Turn off Toner Save mode in the machine's menu settings or in the printer Properties of the driver. (See *Toner save* on page 21 or *Advanced tab in the Software User's Guide on the CD-ROM*.) ■ If this problem occurs when making copies or printing received faxes, turn off Toner Save mode in the machine's menu setting. (See *Toner save* on page 21.) ■ Clean the scanner window and the primary corona wire of the drum unit. (See *Cleaning the laser scanner window* on page 129 and *Cleaning the corona wire* on page 131.) If the print quality has not improved, put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.) ■ Put in a new toner cartridge. (See *Replacing the toner cartridge (TN-3145/TN-3185)* on page 132.)
 Grey background	■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other media* on page 11.) ■ Check the machine's environment. Conditions such as high temperatures and high humidity can increase the amount of background shading. (See *Choosing a location* on page 90.) Install a new toner cartridge. (See *Replacing the toner cartridge (TN-3145/TN-3185)* on page 132.) ■ Clean the primary corona wire and the drum unit. (See *Cleaning the corona wire* on page 131 and *Cleaning the drum unit* on page 131.) If the print quality has not improved, put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.)
 **Ghost**	■ Make sure that you use paper that meets our specifications. Rough-surfaced paper or thick paper may cause this problem. ■ Make sure that you choose the correct media type in the printer driver or in the machine's Paper Type menu setting. (See *Acceptable paper and other media* on page 11 and *Basic tab in the Software User's Guide on the CD-ROM*.) ■ Put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.)
 **Toner specks**	■ Make sure that you use paper that meets our specifications. Rough-surfaced paper may cause the problem. (See *Acceptable paper and other media* on page 11.) ■ Clean the primary corona wire and the drum unit. (See *Cleaning the corona wire* on page 131 and *Cleaning the drum unit* on page 131.) If the print quality has not improved, put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.)

Examples of poor print quality	Recommendation
 Hollow print	■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other media* on page 11.) ■ Choose **Thick paper** mode in the printer driver or in the machine's Paper Type menu setting, or use thinner paper than you are currently using. (See *Paper Type* on page 17 and *Basic tab in the Software User's Guide on the CD-ROM*.) ■ Check the machine's environment. Conditions such as high humidity can cause hollow print. (See *Choosing a location* on page 90.) ■ Clean the primary corona wire on the drum unit. (See *Cleaning the corona wire* on page 131.) If the print quality has not improved, put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.)
 All black	■ Clean the primary corona wire on the drum unit. (See *Cleaning the corona wire* on page 131.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.)
 **White Spots on black text and graphics at 94 mm (3.7 in.) intervals**  **Black Spots at 94 mm (3.7 in.) intervals**	Dust, paper powder, glue, or other substances may stick to the surface of the photosensitive drum (OPC) and cause black or white spots to appear on printed documents. Make a few copies of a blank, white sheet of paper. (See *Making multiple copies* on page 78.) If you still see the spots on printed documents after making multiple copies, clean the drum unit (see*Cleaning the drum unit* on page 131). If the print quality still has not improved you need to install a new drum. (See *Replacing the drum unit (DR-3115)* on page 135.)
 Black toner marks across the page	■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other media* on page 11.) ■ 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 131.) ■ 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. ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.)

Examples of poor print quality	Recommendation
 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. (See *Acceptable paper and other media* on page 11.) ■ Make sure that you choose the correct media type in the printer driver or in the machine's Paper Type menu setting. (See *Acceptable paper and other media* on page 11 and *Basic tab in the Software User's Guide on the CD-ROM*.) ■ The problem may disappear by itself. Print multiple pages to clear this problem, especially if the machine has not been used for a long time. ■ Clean the scanner window with a soft cloth. (See *Cleaning the laser scanner window* on page 129.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.)
 Lines across the page	■ Clean the primary corona wire in the drum unit. (See *Cleaning the corona wire* on page 131.) ■ Clean the scanner window with a soft cloth. (See *Cleaning the laser scanner window* on page 129.) ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.)
 **Black lines down the page** Printed pages have toner stains or stripes down the page.	■ Clean the primary corona wire of the drum unit. (See *Cleaning the corona wire* on page 131.) ■ Make sure the primary corona wire's blue tab is at the home position (▲). ■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit (DR-3115)* on page 135.) ■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge (TN-3145/TN-3185)* on page 132.) ■ The fuser unit may be smudged. Call Brother or your dealer for service.
 White lines down the page	■ Clean the laser scanner window with a soft cloth. (See *Cleaning the laser scanner window* on page 129.) ■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing the toner cartridge (TN-3145/TN-3185)* on page 132.)
 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 MP tray, see *Loading paper and other media* on page 14. ■ The paper tray may be too full. ■ Check the paper type and quality. (See *Acceptable paper and other media* on page 11.)

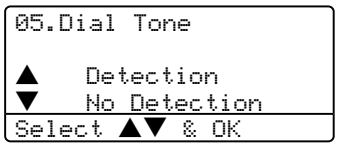
Examples of poor print quality	Recommendation
 Curled or wave	■ Check the paper type and quality. High temperatures and high humidity will cause paper to curl. ■ If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate the paper 180° in the paper tray.
 **Wrinkles or creases**	■ Make sure that paper is loaded properly. ■ Check the paper type and quality. (See *Acceptable paper and other media* on page 11.) ■ Turn over the stack of paper in the tray or rotate the paper 180° in the input tray.
 Envelope creases	1 Open the back cover. 2 Press against the “1” on the blue levers on either side of the machine as shown below. 3 As the top of the lever rotates backward, lift the bottom portion of the lever from below until it stops. 4 Close the back cover and resend the print job.  **Note** When you have finished printing, open the back cover and reset the two blue levers back to their original position.

Examples of poor print quality	Recommendation
 Poor fixing	Open the back cover and make sure that the two blue levers on the left and right hand sides are in the down position. 

Setting Dial Tone detection

When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number. By changing the Dial Tone setting to `Detection` you can make your machine dial as soon as it detects a dial tone. This setting can save a small amount of time when sending a fax to many different numbers. If you change the setting and start having problems with dialling you should change back to the default `No Detection` setting.

1. Press **Menu**, **0**, **5**.
   (For New Zealand)
   Press **Menu**, **0**, **4**.



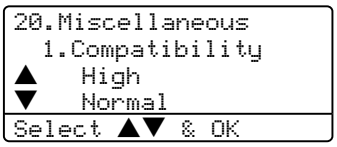
2. Press ▲ or ▼ to select `Detection` or `No Detection`.
   Press **OK**.

3. Press **Stop/Exit**.

Compatibility

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

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



2. Press ▲ or ▼ to choose `Basic` or `Normal` (or `High`).
   - `Basic` cuts the modem speed to 9600 bps. Unless interference is a recurring problem on your phone line, you may prefer to use it only when needed.
   - `Normal` sets the modem speed at 14400 bps.
   - `High` sets the modem speed at 33600 bps.

   Press **OK**.

3. Press **Stop/Exit**.

Note

When you change the Compatibility to `Basic`, the ECM feature is not available.

Error messages

As with any sophisticated office product, errors may occur. If this happens, your machine will identify the problem and display an error message. The most common error messages are shown below.

Error Message	Cause	Action
Check Paper Size	Paper is not the correct size.	Load the correct size of paper (A4, Letter, Legal or Folio) and then set the Paper Size (**Menu**, **1**, **3**) and Tray Use in Fax Mode (**Menu**, **1**, **7**, **2**). See *Paper Size* on page 18 and *Tray use in Fax mode* on page 19.
Comm.Error	Poor phone line quality caused a communication error.	Try sending the fax again or try connecting the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your phone line.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD shows Cooling Down, and Wait for a while.	Make sure that you can hear the fan in the machine spinning and that the exhaust outlet isn't blocked by something. If the fan is spinning, remove any obstacles that surround the exhaust outlet, and then leave the machine turned on but do not use it for several minutes. If the fan is not spinning follow the suggestions below. Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes and then try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory.)
Cover is Open	The front cover is not closed completely.	Close the front cover of the machine.
	The fuser cover is not closed completely or the paper is jammed at the fuser unit.	Open the back cover, and then open the fuser cover. Remove the jammed paper if there is any, and then close the fuser cover and the back cover.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.

Error Message	Cause	Action
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See *Document jams* on page 122 or *Using the ADF* on page 10.
Drum Near End	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem; then replace the drum unit with a new one. See *Replacing the drum unit (DR-3115)* on page 135.
	The drum counter was not reset when a new drum was installed.	1. Open the front cover, and then press **Clear/Back**. 2. Press **1** to reset.
Duplex Disabled	The duplex tray is not installed properly.	Remove the duplex tray and install it again.
Dust on Drum	The primary corona wire on the drum unit needs to be cleaned.	Clean the primary corona wire on the drum unit. (See *Cleaning the corona wire* on page 131.)
Fuser Error	The temperature of the fuser unit does not rise at a specified temperature within specified time.	Turn the power switch off, wait a few seconds, and then turn it on again. Leave the machine for 15 minutes with the power on. (The machine can be turned off for up to 4 days without losing faxes stored in the memory. See *Checking if the machine has faxes in its memory* on page 121).
	The fuser unit is too hot.	
No Paper	The machine is out of paper or paper is not properly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray or MP tray. ■ Remove the paper and load it again.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
No Tray	The paper tray is not completely closed.	Close the paper tray properly.
Not Registered	You tried to access a One-Touch or Speed Dial number that is not programmed.	Set up the One-Touch or Speed Dial number. (See *Storing One-Touch dial numbers* on page 61 and *Storing Speed-Dial numbers* on page 63.)

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	**Fax sending or copy operation in progress** Do one of the following: ■ Press **Start** to send or copy the scanned pages. ■ Press **Stop/Exit** and wait until the other operations in progress finish, and then try again. ■ Clear the data from the memory. (See *Out of Memory message* on page 38 or page 86.) **Printing operation in process** Do one of the following: ■ Reduce print resolution. (See *Advanced tab in the Software User's Guide on the CD-ROM*.) ■ Clear the faxes from the memory. (See *Out of Memory message* on page 38 or page 86.)
Paper Jam Back	The paper is jammed in the back of the machine.	See *Paper jams* on page 123.
Paper Jam Duplex	The paper is jammed in the duplex tray.	See *Paper jams* on page 123.
Paper Jam Inside	The paper is jammed inside the machine.	See *Paper jams* on page 123.
Paper Jam MPTray	The paper is jammed in the MP tray of the machine.	See *Paper jams* on page 123.
Paper Jam Tray1 Paper Jam Tray2	The paper is jammed in the paper tray of the machine.	See *Paper jams* on page 123.
Replace Fuser	It is time to replace the fuser unit.	Call Brother Customer Service to replace the fuser unit.
Replace Laser	It is time to replace the laser unit.	Call Brother Customer Service to replace the laser unit.
Replace PF Kit1	It is time to replace the paper feeding kit for Tray 1.	Call Brother Customer Service to replace the PF Kit 1.
Replace PF Kit2	It is time to replace the paper feeding kit for Tray 2.	Call Brother Customer Service to replace the PF Kit 2.
Replace PF KitMP	It is time to replace the paper feeding kit for the MP tray.	Call Brother Customer Service to replace the PF Kit MP.
Scanner Locked	The scanner lock is locked.	Open the document cover, and then release the scanner lock lever. Press **Stop/Exit**.
Toner Error	The toner cartridge and drum unit assembly is not installed properly.	Reinstall the toner cartridge.

Error Message	Cause	Action
Toner Life End	The toner cartridge and drum unit assembly is not installed properly, or the toner cartridge is used up and printing is not possible.	Do one of the following: ■ Re-install the toner cartridge and drum unit assembly. ■ Replace the toner cartridge with a new one. (See *Replacing the toner cartridge (TN-3145/TN-3185)* on page 132.)
Toner Low	If the LCD shows Toner Low, you can still print; however, the machine is telling you that the toner cartridge is near the end of its life and the toner will soon run out.	Order a new toner cartridge now.
Too Many Trays	More than one optional tray is installed.	The maximum number of optional trays is one. Remove any additional trays.
Unable to Init. (Initialize) Unable to Print	The machine has a mechanical problem.	Turn off the machine's power switch and then on again. If the error message continues leave the machine for several minutes and then try to print, copy or scan again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory. See *Checking if the machine has faxes in its memory* on page 121.)
Unable to Scan	The machine has a mechanical problem.	Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes before you try it again. (The machine can be turned off for up to 4 days without losing faxes stored in the memory. See *Checking if the machine has faxes in its memory* on page 121.)
	Document is too long for duplex scanning.	Press **Stop/Exit**. Use a suitable size of paper for duplex scanning. See *Scan* on page 160.

Checking if the machine has faxes in its memory

If the LCD shows an error message then you can check to see if there are faxes in the machine's memory.

1. Press **Menu**, **9**, **0**, **1**.
2. Do one of the following:
   - If the LCD shows `No Data`, there are no faxes left in the machine's memory.
   - If the LCD shows `Dial & Start`, there are faxes in the machine's memory.
     - You can send the faxes to another fax machine. See *Sending faxes to another fax machine* on page 121.
     - You can send the faxes from the machine's memory to your PC. See *Sending faxes to your PC* on page 121.

Note

You can send the Fax Journal report to another fax machine by pressing **Menu**, **9**, **0**, **2** in ❶.

Sending faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode.

1. Follow ❶ and ❷ in *Checking if the machine has faxes in its memory*.
2. Enter the fax number to which faxes will be sent.
3. Press **Start**.

Sending faxes to your PC

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

1. Press **Stop/Exit**.
2. Make sure that you have installed **MFL-Pro Suite** on your PC, and then turn on **PC Fax Receiving** on the PC. (For details about PC Fax Receive, see *Using Brother PC-FAX software (For Windows®) in the Software User's Guide on the CD-ROM*.)
3. Make sure that you have set `PC Fax Receive` on the machine. (See *PC fax receive* on page 68.) During setup the LCD will ask if you want to send the faxes to your PC.
4. Do one of the following:
   - To send all faxes to your PC, press **1**.
   - To exit and leave the faxes in the memory, press **2**.

Note

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

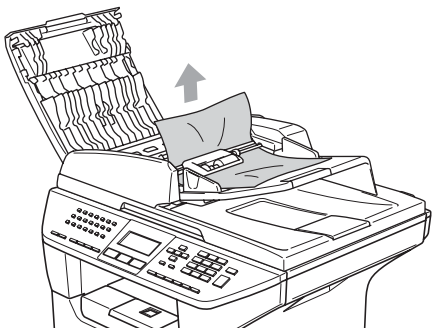
Document jams

If the document is jammed, follow the steps below.

Document is jammed in the top of the ADF unit

The document may get jammed if it is not inserted or fed properly, or if it is too long. Follow the steps below to clear a document jam.

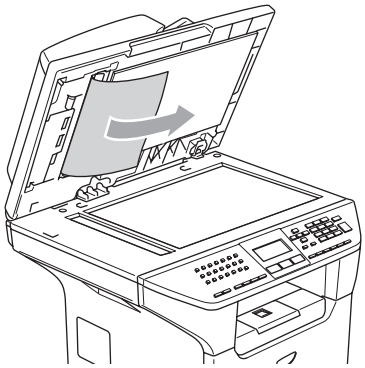
1. Take out any paper from the ADF that is not jammed.
2. Open the ADF cover.
3. Pull the jammed document out to the left.



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

Document is jammed inside the ADF unit

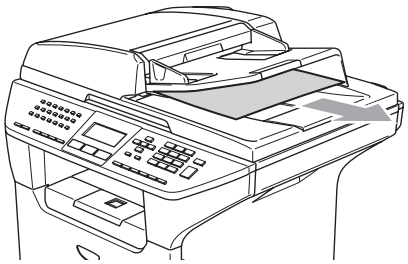
1. Take out any paper from the ADF that is not jammed.
2. Lift the document cover.
3. Pull the jammed document out to the right.



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

Document is jammed at the output tray

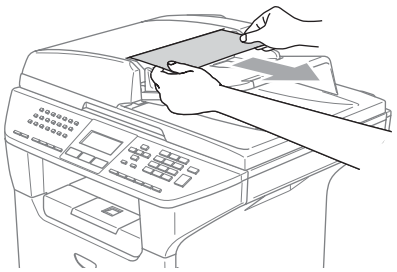
1. Take out any paper from the ADF that is not jammed.
2. Pull the jammed document out to the right.



3. Press **Stop/Exit**.

Document is jammed in the duplex slot (MFC-8860DN only)

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



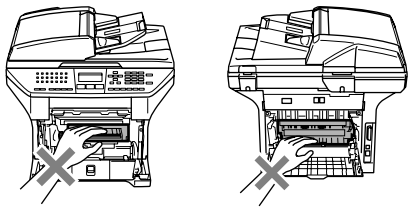
3. Press **Stop/Exit**.

Paper jams

To clear paper jams, please follow the steps in this section.

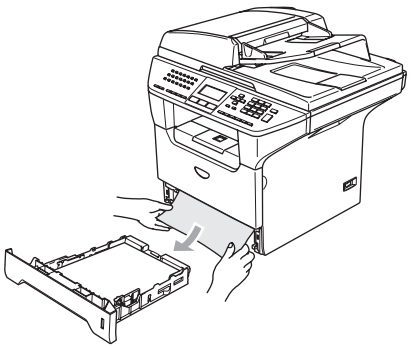
HOT SURFACE

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

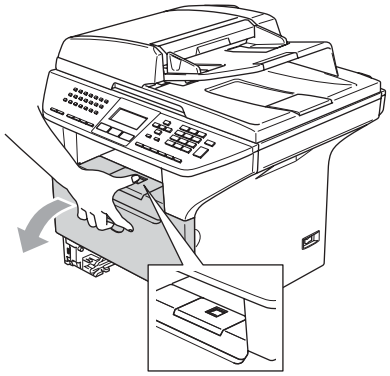


Paper is jammed inside the machine

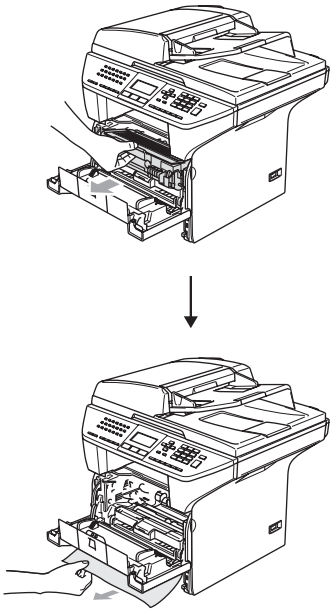
1. Pull the paper tray completely out of the machine.
2. Use both hands to slowly pull out the jammed paper.



3 Press the cover release lever to open the front cover.

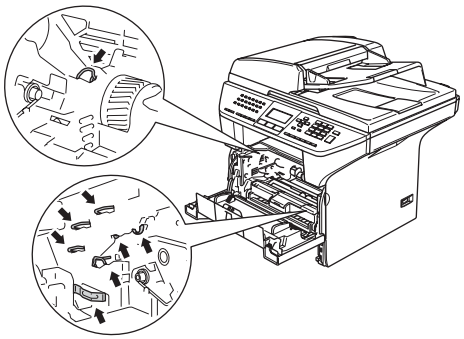


4 Slowly take out the drum unit and toner cartridge assembly. The jammed paper may be pulled out with the toner cartridge and drum unit assembly, or this may release the paper so you can pull it out of the paper tray opening.

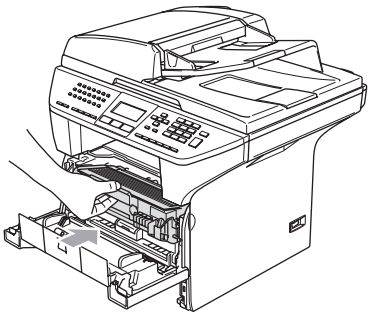


CAUTION

To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



5 Put the drum unit and toner cartridge assembly back in the machine.

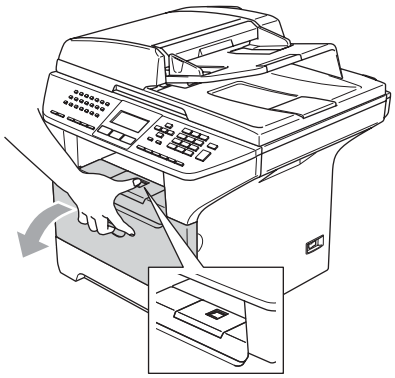


6 Close the front cover.

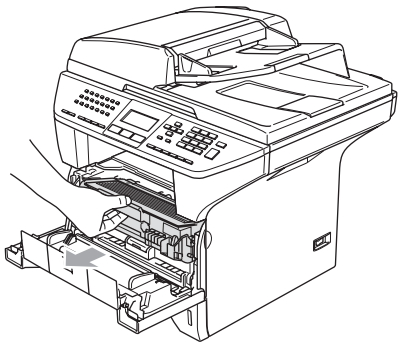
7 Put the paper tray firmly back in the machine.

Paper is jammed at the back of the machine

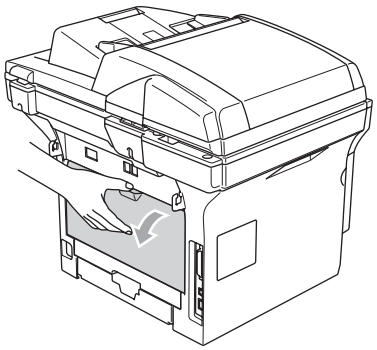
1. Press the cover release lever to open the front cover.



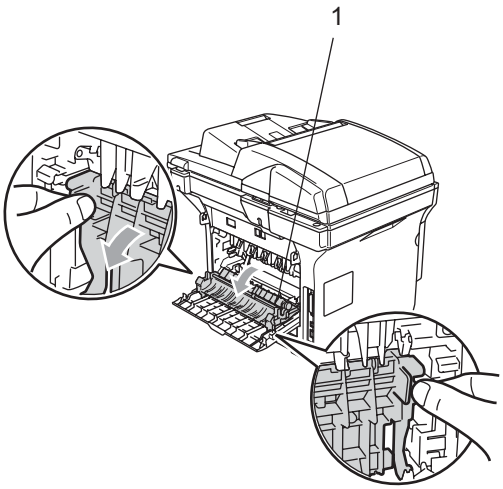
2. Take out the drum unit and toner cartridge assembly.



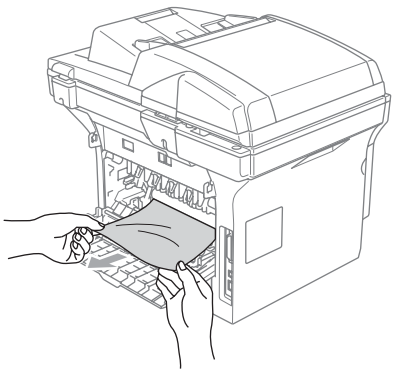
3. Open the back cover.



4. Pull the tabs at the left and right hand sides toward you to open the fuser cover (1).

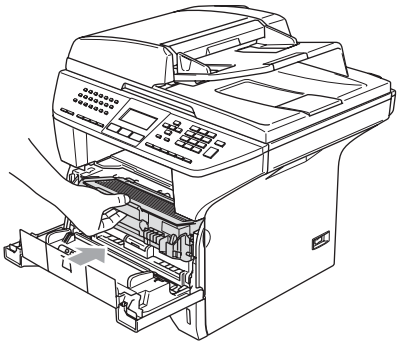


5. Using both hands, gently pull the jammed paper out of the fuser unit.



6. Close the back cover.

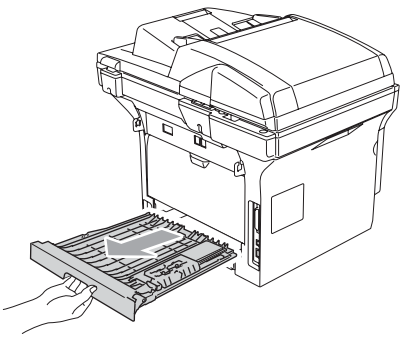
7 Put the drum unit and toner cartridge assembly back in the machine.



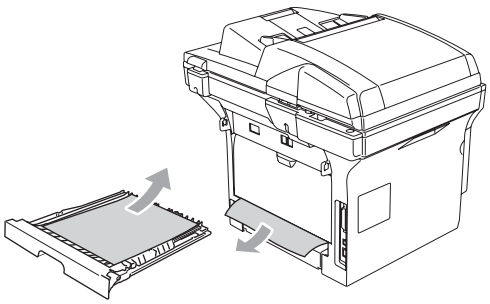
8 Close the front cover.

Paper is jammed in the duplex tray (MFC-8860DN only)

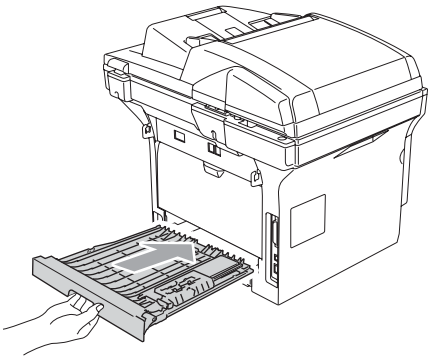
1 Pull the duplex tray completely out of the machine.



2 Pull the jammed paper out of the machine or the duplex tray.

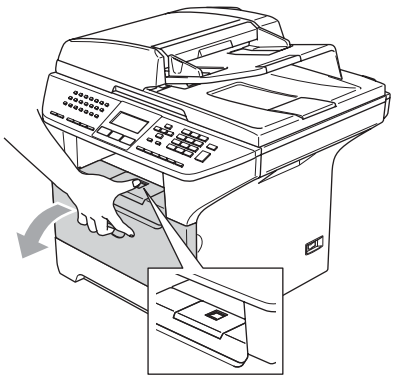


3 Put the duplex tray back in the machine.

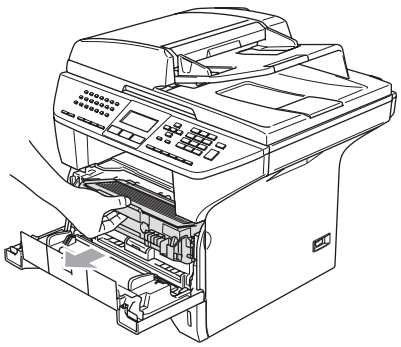


Paper is jammed inside the drum unit and toner cartridge assembly

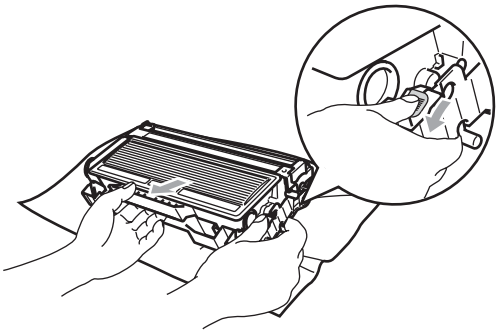
1 Press the cover release lever to open the front cover.



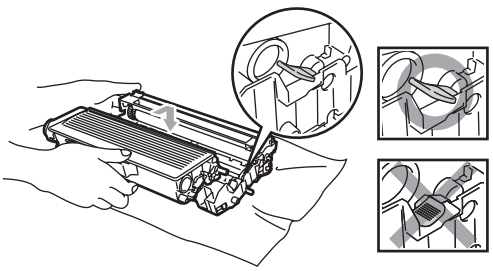
2 Take out the drum unit and toner cartridge assembly.



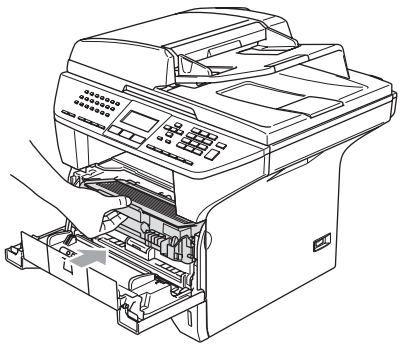
3 Hold down the lock lever on the right and take the toner cartridge out of the drum unit.
Take out the jammed paper if there is any inside the drum unit.



4 Put the toner cartridge back into the drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



5 Put the drum unit and toner cartridge assembly back in the machine.



6 Close the front cover.

Routine maintenance

CAUTION

The drum unit contains toner, so handle it carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

Cleaning the outside of the machine

CAUTION

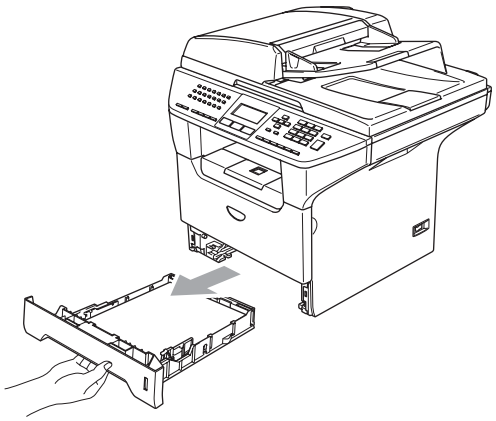
Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.

DO NOT use cleaning materials that contain ammonia.

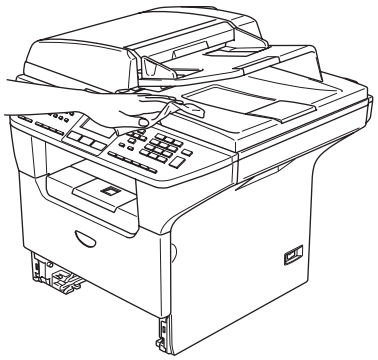
DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

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

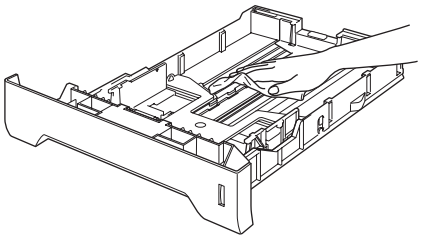


2. Wipe the outside of the machine with a soft cloth to remove dust.



3. Remove anything that is stuck inside the paper tray.

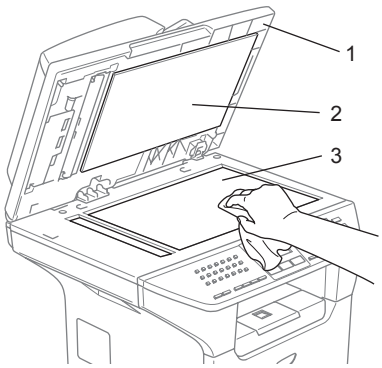
4. Wipe the inside of the paper tray with a soft cloth to remove dust.



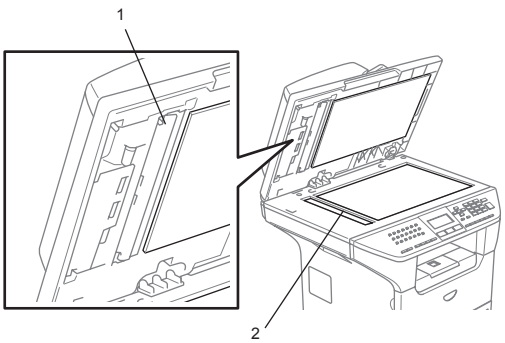
5. Re-load the paper and put the paper tray firmly back in the machine.

Cleaning the scanner glass

1. Turn off the machine's power switch.
2. Lift the document cover (1).
   Clean the white plastic surface (2) and scanner glass (3) underneath the document cover with isopropyl alcohol on a soft lint-free cloth.



3. In the ADF unit, clean the white plastic bar (1) and the scanner glass strip (2) under it with isopropyl alcohol on a lint-free cloth.



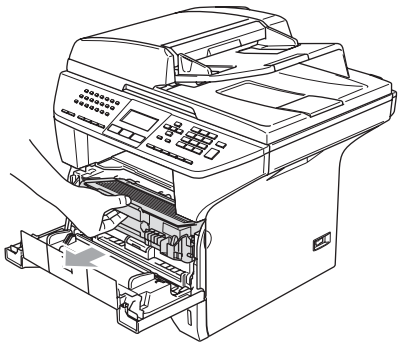
Cleaning the laser scanner window

CAUTION

DO NOT use isopropyl alcohol to clean the laser scanner window.

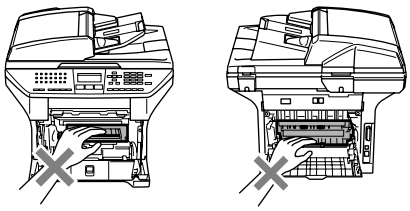
DO NOT touch the laser scanner window with your fingers.

1. Turn off the machine's power switch. Unplug the telephone line cord first, and then unplug the power cord from the electrical socket.
2. Open the front cover and take out the drum unit and toner cartridge assembly.



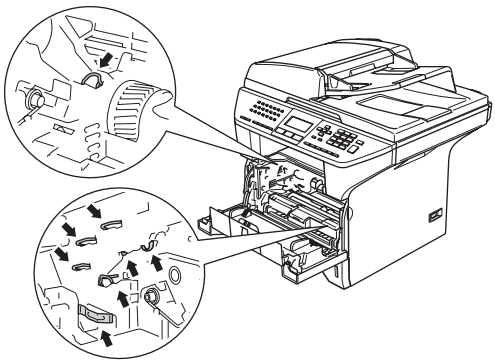
HOT SURFACE

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

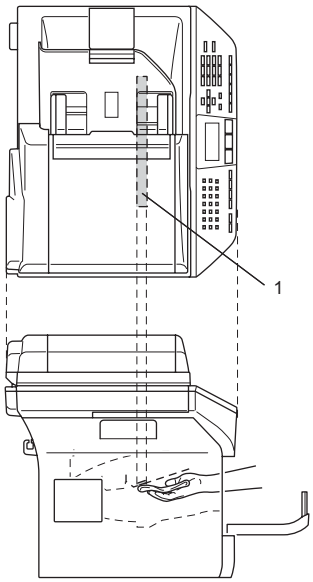


CAUTION

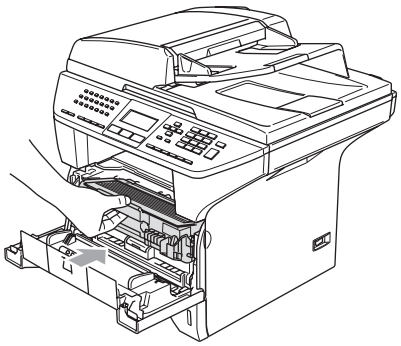
To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



3 Gently clean the laser scanner window (1) by wiping it with a clean soft, dry lint-free cloth. Do not use isopropyl alcohol.



4 Put the drum unit and toner cartridge assembly back into the machine.



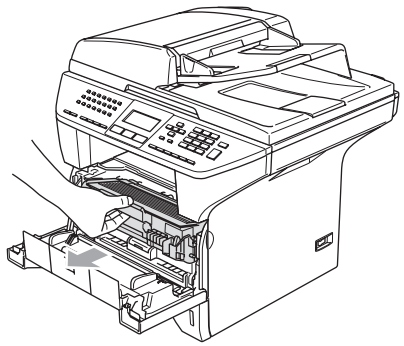
5 Close the front cover.

6 Plug the machine's power cord back into the electrical socket first, and then plug in the telephone line cord.
Turn on the machine's power switch.

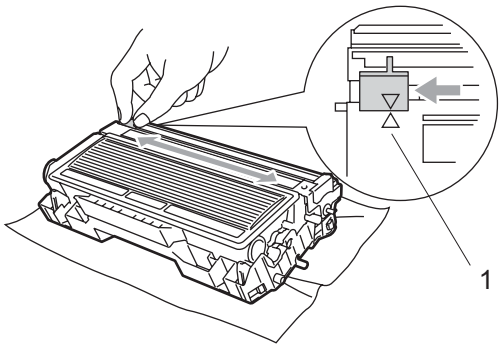
Cleaning the corona wire

We recommend that you put the drum unit and toner cartridge assembly on a piece of disposable paper or cloth in case you accidentally spill or scatter toner.

1. Open the front cover and take out the drum unit and toner cartridge assembly.



2. Clean the primary corona wire inside the drum unit by gently sliding the blue tab from right to left and left to right several times.



3. Return the blue tab and snap it into the home position (▼).

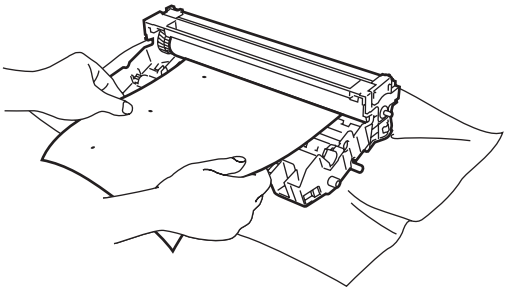
CAUTION

If you do not return the blue tab to the home position (▼), your printed pages may have vertical black stripes on them.

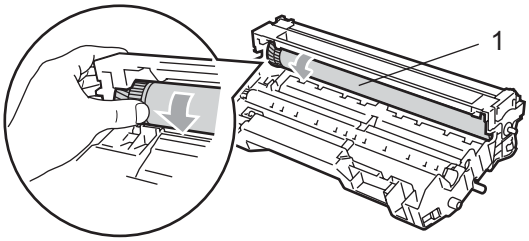
4. Put the drum unit and toner cartridge assembly back in the machine.
5. Close the front cover.

Cleaning the drum unit

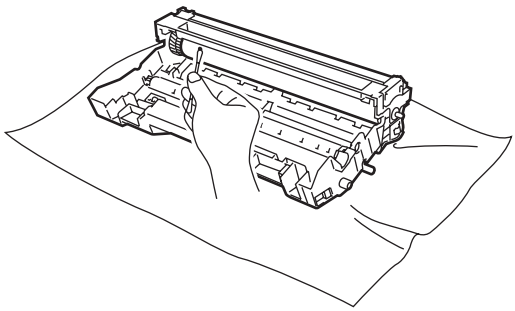
1. Take out the drum unit and toner cartridge assembly, and then take out the toner cartridge from the drum unit.
2. Put the print sample in front of the drum unit, and find the exact position of the poor print.



3. Turn the white gear on the drum as you check the surface of the OPC drum (1).



4 When you find the substance on the drum surface that matches the print sample, gently dab the surface of the OPC drum with a cotton swab that is lightly dampened with isopropyl alcohol.



CAUTION

The OPC drum is photosensitive so do not touch it with your fingers.

Do not use a scrubbing or wiping motion because this might damage the drum.

DO NOT clean the surface of the OPC drum with a sharp object, such as a ball-point pen, because this might cause permanent damage to the drum unit.

Replacing the toner cartridge (TN-3145/TN-3185)

The TN-3185 toner cartridge can print approximately 7,000 pages using a high yield toner cartridge. When the toner cartridge is running low, the LCD shows `Toner Low`. The machine is supplied with a standard TN-3145 toner cartridge that must be replaced after approximately 3,500 pages. Actual page count will vary depending on your average type of document (i.e., standard letter, detailed graphics).

Note

It is a good idea to keep a new toner cartridge ready for use when you see the `Toner Low` warning.

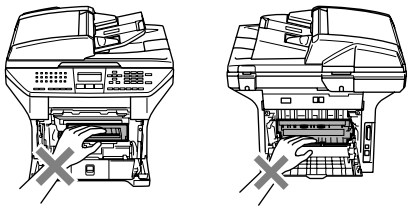
Discard the used toner cartridge according to local regulations, keeping it separate from domestic waste. You can also check our ecology website www.brothergreen.co.uk for recycling information. Be sure to seal up the toner cartridge tightly so that toner powder does not spill out of the cartridge. If you have questions, call your local waste disposal office.

We recommend that you clean the machine and corona wire of the drum unit when you replace the toner cartridge. (See *Cleaning the laser scanner window* on page 129 and *Cleaning the corona wire* on page 131.)

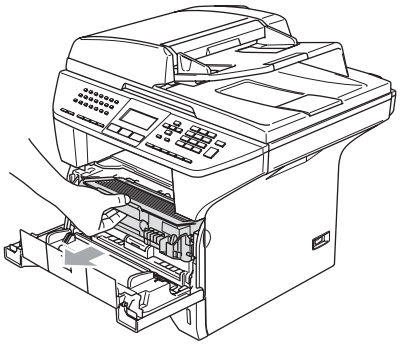
Replacing the toner cartridge

HOT SURFACE

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

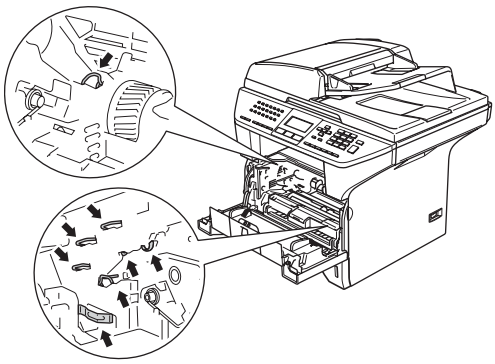


1. Open the front cover and take out the drum unit and toner cartridge assembly.

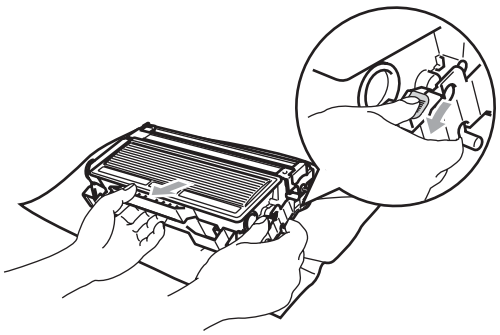


CAUTION

To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



2. Hold down the lock lever on the right and take the toner cartridge out of the drum unit.



WARNING

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

CAUTION

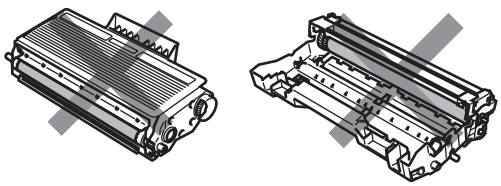
Put the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

CAUTION

Brother printers 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 (**TN–3145/TN–3185**). 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 Brother cartridges with this printer, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other part 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 this machine, any repairs required as a result may not be covered by the warranty.

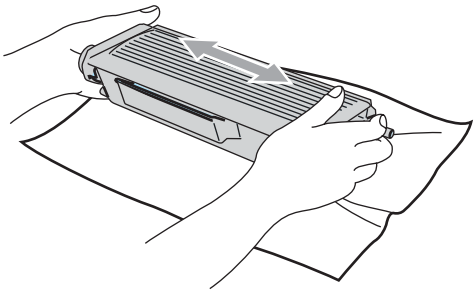
Unpack the toner cartridge just before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.



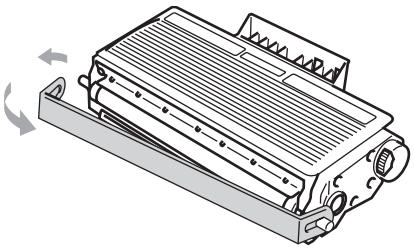
DO NOT touch the shaded parts shown in the illustrations to prevent any degradation to the print quality.

3. Unpack the new toner cartridge. Put the used toner cartridge into the aluminium bag and discard it according to local regulations.

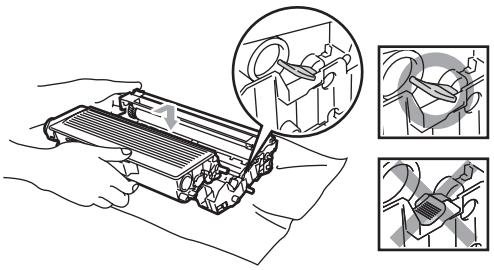
4. Gently rock the toner cartridge from side to side five or six times to spread the toner evenly inside the cartridge.



5. Pull off the protective cover.



6. Put the new toner cartridge firmly into the drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



7. Clean the primary corona wire inside the drum unit by gently sliding the blue tab from left to right and right to left several times. Be sure to return the blue tab to the home position (▼).

8. Put the drum unit and toner cartridge assembly back in the machine.

9. Close the front cover.

Replacing the drum unit (DR-3115)

The machine uses a drum unit to create print images on paper. If the LCD shows `Drum Near End`, the drum unit is near the end of its life and it is time to buy a new one.

Even if the LCD shows `Drum Near End`, you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before `Drum Near End` appears), then the drum unit should be replaced. You should clean the machine when you replace the drum unit. (See *Cleaning the laser scanner window* on page 129.)

CAUTION

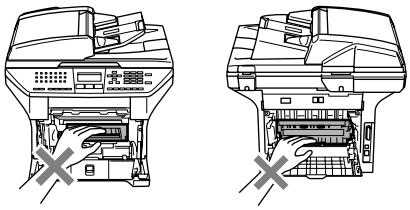
While removing the drum unit, handle it carefully because it may contain toner. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

Note

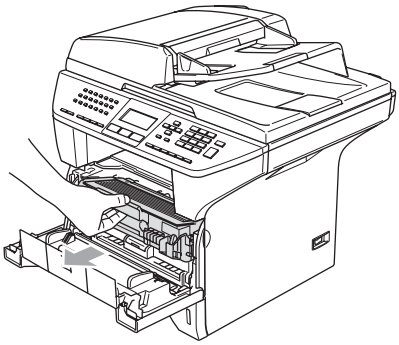
The drum unit is a consumable item, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job. The estimated drum life is approximately 25,000 pages. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

HOT SURFACE

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

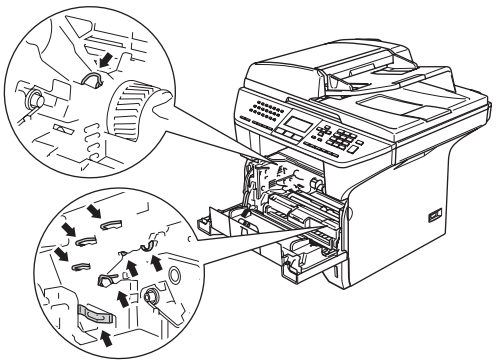


1. Open the front cover and take out the drum unit and toner cartridge assembly.

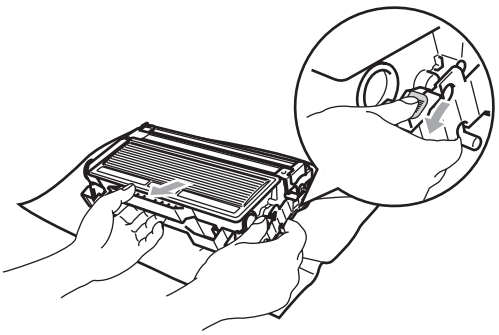


CAUTION

To prevent damage to the printer from static electricity, DO NOT touch the electrodes shown in the illustration.



2. Hold down the lock lever on the right and take the toner cartridge out of the drum unit.



Note

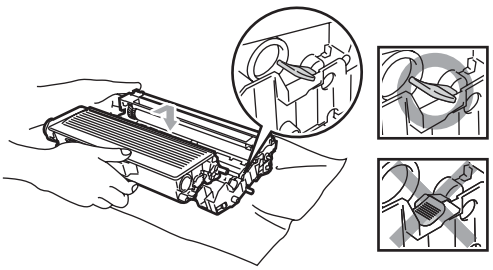
Discard the used drum unit according to local regulations, keeping it separate from domestic waste. Be sure to seal up the drum unit tightly so that toner powder does not spill out of the unit. If you have questions, call your local waste disposal office.

CAUTION

Unpack the drum unit just before you put it in the machine. Put the old drum unit into the plastic bag.

3. Unpack the new drum unit.

4. Put the toner cartridge firmly into the new drum unit until you hear it lock into place. If you put it in properly, the lock lever will lift automatically.



5. Put the drum unit and toner cartridge assembly back in the machine.
Do not close the front cover.

6. Press **Clear/Back**.

```
Replace Drum?

▲    1.Yes
▼    2.No
Select ▲▼ & OK
```

To confirm you are installing a new drum, press **1**.

7. When the LCD shows `Accepted`, close the front cover.

CAUTION

If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

Replacing periodic maintenance parts

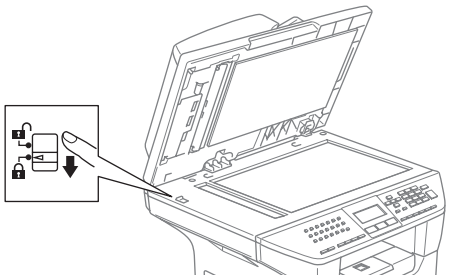
The periodic maintenance parts will need to be replaced regularly to maintain the print quality. The parts listed below will have to be replaced after printing approximately 100,000 pages.

LCD message	Description
`Replace PF KitMP`	Replace paper feeding kit for MP tray.
`Replace PF Kit1`	Replace paper feeding kit for Tray 1.
`Replace PF Kit2`	Replace paper feeding kit for Tray 2.
`Replace Fuser`	Replace fuser unit.
`Replace Laser`	Replace laser unit.

Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, you could void your warranty. The machine should be adequately insured with the carrier.

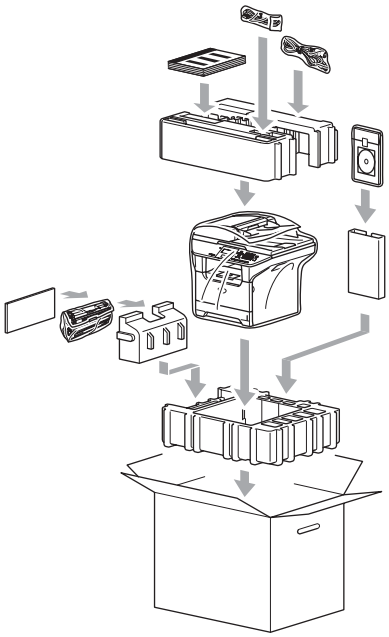
1. Turn off the machine's power switch.
2. Unplug the machine from the telephone wall socket.
3. Unplug all the cables and AC power cord from the machine.
4. Push the Scanner Lock Lever down to lock the scanner. This lever is located on the left of the scanner glass.



CAUTION

Damage caused to your machine by failure to lock the scanner before packing and shipping may void your warranty.

5. Open the front cover.
6. Take out the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
7. Put the drum unit and toner cartridge assembly into the plastic bag and seal the bag.
8. Close the front cover.
9. Wrap the machine in the plastic bag and put it in the original carton with the original packing material.
10. Pack the drum unit and toner cartridge assembly, AC power cord and printed materials in the original carton as shown below.



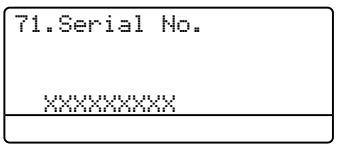
11. Close the carton and tape it shut.

Machine Information

Checking the serial number

You can see the machine's serial number on the LCD.

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

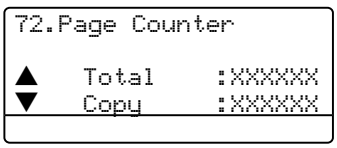


2. Press **Stop/Exit**.

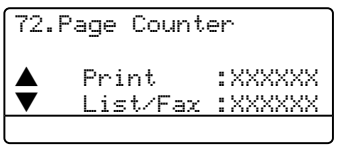
Checking the page counters

You can see the machine's page counters for copies, printed pages, reports and lists, faxes or a summary total.

1. Press **Menu**, **7**, **2**.
The LCD shows number of pages for `Total` and `Copy`.



2. Press ▲ or ▼ to see `Print` or `List/Fax`.

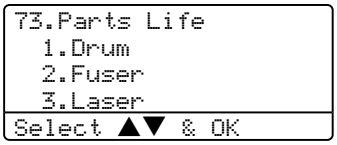


3. Press **Stop/Exit**.

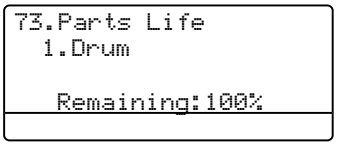
Checking the remaining life of parts

You can view the remaining life of maintenance parts on the LCD.

1. Press **Menu**, **7**, **3**.



2. Press ▲ or ▼ to select `1.Drum`, `2.Fuser`, `3.Laser`, `4.PF Kit MP`, `5.PF Kit 1` or `6.PF Kit 2`.
Press **OK**.



Note

The life check of a part will be accurate only if that part's life counter was reset when the new part was installed. It will not be accurate if that part's life counter was reset during the life of the used part.

D Menu and Features

On screen programming

Your machine has been designed to be easy to use. The LCD provides on screen programming using the menu keys.

We have created step by step on screen instructions to help you program your machine. Simply follow the instructions as they guide you through the menu selections and programming options.

Menu table

You can program your machine by using the *Menu Table* on page 142. These pages list the menu selections and options.

Press **Menu** followed by the menu numbers to program your machine.

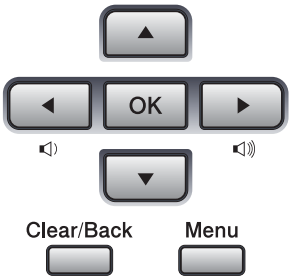
For example, to set `Beeper` volume to `Low`.

1. Press **Menu**, **1**, **4**, **2**.
2. Press ▲ or ▼ to choose `Low`.
3. Press **OK**.

Memory storage

Your menu settings are stored permanently, and in the event of a power failure will not be lost. Temporary settings (for example, Contrast, Overseas Mode) will be lost. Your machine can store the date and time for up to 4 days.

Menu keys



Menu	Access the menu.
OK	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 or forward to the next menu level.
Stop/Exit	Exit the menu.

To access the menu mode:

1. Press **Menu**.

2. Choose an option.
   - Press **1** for General Setup menu.
   - Press **2** for Fax menu.
   - Press **3** for Copy menu.
   - Press **4** for Printer menu.
   - Press **5** for Print Reports menu.
   - Press **6** for LAN menu.
   - Press **7** for Machine Info. menu.
   - Press **0** for Initial Setup.

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

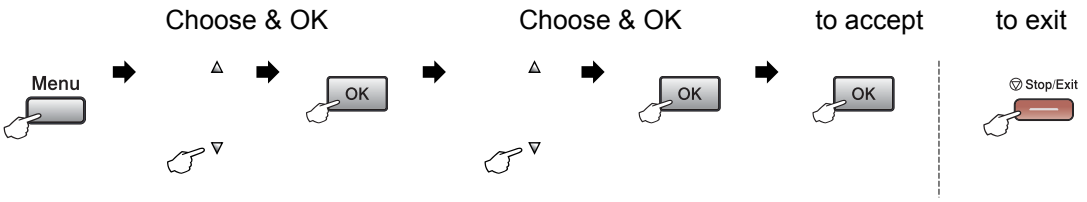
3. Press **OK** when the option you want is highlighted on the LCD.
   The LCD will then show the next menu level.

4. Press ▲ or ▼ to scroll to your next menu selection.

5. Press **OK**.
   When you have finished setting an option, the LCD shows `Accepted`.

Menu Table

The factory settings are shown in Bold with an asterisk.



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup	**1.Mode Timer**	—	0 Sec 30 Secs 1 Min **2 Mins*** 5 Mins Off	Sets the time to return to Fax mode and the time the machine will change from individual user to public user when using Secure Function Lock.	17 24
	2.Paper Type	1.MP Tray	Thin **Plain*** Thick Thicker Transparency Recycled Paper	Sets the type of paper in the MP tray.	17
		2.Tray#1	Thin **Plain*** Thick Thicker Transparency Recycled Paper	Sets the type of paper in the paper tray.	17
		3.Tray#2 (This menu only appears if you have the optional tray #2)	Thin **Plain*** Thick Thicker Recycled Paper	Sets the type of paper in the optional paper tray #2.	17

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	**3.Paper Size**	**1.MP Tray**	**A4*** Letter Legal Executive A5 A6 B5 B6 Folio Any	Sets the size of the paper in the MP tray.	18
		2.Tray#1	**A4*** Letter Legal Executive A5 A6 B5 B6 Folio	Sets the size of the paper in the paper tray.	18
		3.Tray#2 (This menu only appears if you have the optional tray #2)	**A4*** Letter Legal Executive A5 B5 B6 Folio	Sets the size of the paper in the optional paper tray #2.	18
	4.Volume	**1.Ring**	Off Low **Med*** High	Adjusts the ring volume.	20
		2.Beeper	Off Low **Med*** High	Adjusts the volume level of the beeper.	20
		3.Speaker	Off Low **Med*** High	Adjusts the speaker volume.	20

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	**5.Daylight Save**	—	On Off	Resets the time forward or backward one hour.	21
	6.Ecology	**1.Toner Save**	On **Off***	Increases the page yield of the toner cartridge.	21
		2.Sleep Time	(0-99) **05 Min***	Conserves power.	22
	7.Tray Use	**1.Copy**	Tray#1 Only Tray#2 Only MP Only **MP>T1>T2*** T1>T2>MP (Tray#2 Only or T2 appears only if the optional tray is installed.)	Selects the tray that will be used for Copy mode.	18
		2.Fax	Tray#1 Only Tray#2 Only MP Only MP>T1>T2 **T1>T2>MP*** (Tray#2 Only or T2 appears only if the optional tray is installed.)	Selects the tray that will be used for Fax mode.	19
		3.Print	Tray#1 Only Tray#2 Only MP Only **MP>T1>T2*** T1>T2>MP (Tray#2 Only or T2 appears only if the optional tray is installed.)	Selects the tray that will be used for PCprint.	19
	8.LCD Contrast	—	-□□□□■+ -□□□■□+ **-□□■□□+*** -□■□□□+ -■□□□□+	Adjusts the contrast of the LCD.	22

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	9.Security	1.Setting Lock	—	Stops unauthorized users from changing the machine's current settings.	23
		2.Function Lock	—	Can restrict selected machine operation for up to 25 individual users and all other non-authorized Public users.	24
2.Fax	1.Setup Receive (In Fax mode only)	1.Ring Delay	(02 - 10) **02*** (Example for the Australia)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	41
		2.F/T Ring Time	20 Secs **30 Secs*** 40 Secs 70 Secs (Example for the Australia)	Sets the pseudo/double-ring time in Fax/Tel mode.	41
		3.Fax Detect	**On*** Off	Receives fax messages without pressing **Start**.	42
		4.Remote Codes	On (✳51, #51) (✳91, #91 for New Zealand) **Off***	Allows you to answer all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes.	57
		5.Auto Reduction	**On*** Off	Cuts the size of incoming faxes.	43
		6.Memory Receive	**On*** Off	Automatically stores any incoming faxes in its memory if it runs out of paper.	44
		7.Print Density	-□□□□■+ -□□□■□+ **-□□■□□+*** -□■□□□+ -■□□□□+	Makes printouts darker or lighter.	42
		8.Polling RX	**Standard*** Secure Timer	Sets up your machine to poll another fax machine.	75
		9.Fax Rx Stamp	On **Off***	Prints the received time and date on the top of the received faxes.	44
		0.Duplex (For MFC-8860DN)	On **Off***	Prints received faxes on both sides of the paper.	43

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.	35
		2.Fax Resolution	**Standard*** Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	35
		3.Delayed Fax	—	Sets the time of day in 24 hour format that the delayed faxes will be sent.	37
		4.Batch TX	On **Off***	Combines delayed faxes going to the same fax number at the same time of day into one.	37
		5.Real Time TX	Next Fax:On Next Fax:Off On **Off***	Sends a fax without using the memory.	36
		6.Polled TX	**Standard*** Secure	Sets up your machine with a document to be retrieved by another fax machine.	76
		7.Coverpg Setup	Next Fax:On Next Fax:Off On **Off*** Print Sample	Automatically sends a cover page you have programmed.	33
		8.Coverpage Note	—	Sets up your own comments for the fax cover page.	33
		9.Overseas Mode	On **Off***	If you are having difficulty sending faxes overseas, set this to on.	37
		0.Glass Fax Size	**A4/Letter*** Legal/Folio	Adjusts the scan area of the scanner glass to the size of the document.	31

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	**3.Set Quick-Dial**	**1.One-Touch Dial**	—	Stores up to 40 One-Touch Dial numbers, so you can dial by pressing one key (and Start).	61
		2.Speed-Dial	—	Stores up to 300 Speed-Dial numbers, so you can dial by pressing only a few keys (and Start).	63
		3.Setup Groups	—	Sets up a Group number for Broadcasting.	65
	4.Report Setting	**1.Transmission**	On **On+Image*** Off Off+Image	Sets initial setup for Transmission Verification Report and Fax Journal.	73
		2.Journal Period	Off **Every 50 Faxes*** Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		73
	5.Remote Fax Opt	**1.Forward/Store** (Backup Print)	**Off*** Fax Forward Fax Storage PC Fax Receive	Sets the machine to forward fax messages, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your PC. If you chose Fax Forward or PC Fax Receive, you can turn on the safety feature backup print.	68
		2.Remote Access	---✳	Sets your own code for Remote Retrieval.	70
		3.Print Document	—	Prints incoming faxes stored in the memory.	45
	6.Remaining Jobs	—	—	You can check which jobs are in the memory and lets you cancel chosen jobs.	38

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	**0. Miscellaneous**	**1.Compatibility**	**High*** Normal Basic	Adjusts the equalization for transmission difficulties.	116
		2.Distinctive (Not available in New Zealand)	On **Off***	Use with phone company distinctive ringing service allows you to have a voice number and fax number on the one phone line.	46 53
		2.Faxability (For New Zealand Only)	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.	50
		3.Caller ID	Display# Print Reports	View or print a list of the last 30 Caller IDs stored in memory.	48 52 54
3.Copy	**1.Quality**	—	Photo Text **Auto***	You can choose the Copy resolution for your type of document.	79
	2.FB Txt Quality	—	1200×600dpi **600dpi***	You can change to the higher Copy resolution when you make a text copy with 100% ratio using the scanner glass.	80
	3.Contrast	—	-□□□□■+ -□□□■□+ **-□□■□□+*** -□■□□□+ -■□□□□+	Adjusts the contrast for copies.	85
4.Printer	**1.Emulation**	—	**Auto(EPSON)*** Auto(IBM) HP LaserJet BR-Script 3 Epson FX-850 IBM Proprinter	Chooses the emulation mode.	See *Software User's Guide on the CD-ROM.*
	2.Print Options	**1.Internal Font**	—	Prints a list of the machine's internal fonts.	
		2.Configuration	—	Prints a list of the machine's printer settings.	
	3.Reset Printer	—	1.Reset 2.Exit	Returns the PCL setting to the default settings.	

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
5.Print Reports	1.XMIT Verify	1.View on LCD 2.Print Report	—	You can view the your last 200 outgoing faxes at most and print the last report.	74
	2.Help List	—	—	Prints the Help List so you can see at-a-glance how to quickly program your machine.	74
	3.Tel Index List	1.Numeric 2.Alphabetic	—	Lists name and numbers stored in the One-Touch and Speed-Dial memory, in numerical or alphabetical order.	74
	4.Fax Journal	—	—	Lists information about your last 200 incoming and outgoing faxes. (TX means Transmit.) (RX means Receive.)	74
	5.User Settings	—	—	Lists your settings.	74
	6.Network Config	—	—	Lists your Network settings.	74
	7.Order Form	—	—	You can print an accessories order form to fill out and send to you Brother dealer.	74

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6.LAN	1.TCP/IP	1.BOOT Method	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your 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.Node Name	BRN_XXXXXX	Enter the Node name.	
		6.WINS Config	**Auto*** Static	Chooses the WINS configuration mode.	
		7.WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	
		8.DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	
		9.APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.	
		0.IPv6	On **Off***		
	2.Ethernet	—	**Auto*** 100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.	

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
6.LAN (Continued)	3.Setup IFAX (MFC-8860DN)	1.Setup Internet	1.Mail address	—	Enter the mail address.	See *Network User's Guide on the CD-ROM.*
			2.SMTP Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the SMTP server address.	
			3.POP3 Server	[000-255]. [000-255]. [000-255]. [000-255]	Enter the POP3 server address.	
			4.Mailbox Name	—	Enter the mail box name.	
			5.Mailbox Pwd	—	Enter the password to login to the POP3 server.	
		2.Setup Mail RX	1.Auto Polling	**On*** Off	Automatically checks the POP3 server for new messages.	
			2.Poll Frequency	10 MIN	Sets the interval for checking for new messages on the POP3 server.	
			3.Header	All Subject+From+To **None***	Selects the contents of the mail header to be printed.	
			4.Del Error Mail	**On*** Off	Deletes error mails automatically.	
			5.Notification	On MDN **Off***	Receives notification messages.	
		3.Setup Mail TX	1.Sender Subject	—	Displays the subject that is attached to the Internet Fax data.	
			2.Size Limit	On **Off***	Limits the size of E-mail documents.	
			3.Notification	On **Off***	Sends notification messages.	
		4.Setup Relay	1.Rly Broadcast	On **Off***	Relays a document to another fax machine.	
			2.Relay Domain	RelayXX:	Registers the Domain name.	
			3.Relay Report	On **Off***	Prints the Relay Broadcast Report.	

Main Menu	Submenu	Menu Selections		Options	Descriptions	Page
6.LAN (Continued)	4.Scan to Email (MFC-8860DN)	1.Color	—	**PDF*** JPEG	Chooses the file format to send the scanned data.	See *Network User's Guide on the CD-ROM.*
		2.B/W	—	**PDF*** TIFF		
	3.Scan to FTP (MFC-8460N) 5.Scan to FTP (MFC-8860DN)	1.Color	—	**PDF*** JPEG		
		2.B/W	—	**PDF*** TIFF		
	6.Fax to Server (MFC-8860DN)	—	—	On **Off*** Prefix Suffix	You can store a prefix/suffix address in the machine and can send a document from a fax server system.	
	7.Time Zone (MFC-8860DN)	—	—	UTC-XXX:XX	Sets the time zone for your country.	
	0.Factory Reset	1.Reset	—	1.Yes 2.No	Restores all network settings to factory default.	
		2.Exit	—	—		

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
7.Machine Info.	**1.Serial No.**	—	—	You can check the serial number of your machine.	139
	2.Page Counter	—	Total Copy Print List/Fax	You can check the number of total pages the machine has printed during its life.	139
	3.Parts Life	**1.Drum** **2.Fuser** **3.Laser** **4.PF Kit MP** **5.PF Kit 1** **6.PF Kit 2**	—	You can check the percentage of a machine part's life that remains available. PF Kit 2 appears only when the optional LT-5300 tray is installed.	139
0.Initial Setup	**1.Receive Mode**	—	**Fax Only*** Fax/Tel External TAD Manual	Chooses the receive mode that best suits your needs.	39
	2.Date/Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See *Quick Setup Guide*
	3.Station ID	—	Fax: Tel: Name:	Sets your name and fax number to appear on each page you fax.	
	4.Tone/Pulse (not available in New Zealand)	—	**Tone*** Pulse	Chooses the dialling mode.	66
	4.Dial Tone (for New Zealand) **5.Dial Tone**	—	Detection **No Detection***	You can shorten the dial tone detect pause.	116

Entering Text

When setting certain menu selections, such as the Station ID, you will need to type text characters. The number keys have letters printed on keys. The keys: 0, # and ✳ do *not* have printed letters because they are used for special characters.

Press the appropriate number key the required number of times to access the characters below:

(For setting an e-mail address and a Node Name)

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

(For setting other menu selections)

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

Making corrections

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

Repeating letters

To enter a character on the same key as the previous character, press ▶ to move the cursor right before pressing the key again.

Special characters and symbols

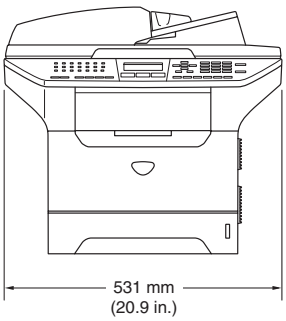
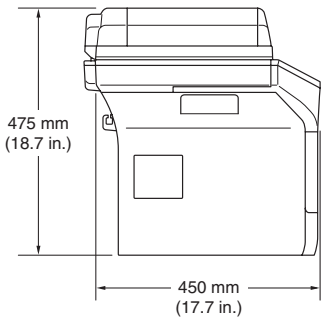
Press ✳, **#** or **0**, then press ◀ or ▶ to move the cursor under the symbol or character you want. Press **OK** to select it.

Press ✳	for	(space) ! " # $ % & ' ( ) ✳ + , - . / € [1]
Press **#**	for	: ; < = > ? @ [ ] ^ _
Press **0**	for	Ä Ë Ö Ü À Ç È É 0

[1] € is not available for I-Fax settings.

E Specifications

General

Memory Capacity	32 MB
ADF (automatic document feeder)	Up to 50 pages (Staggered) Recommended Environment: Temperature: 20 to 30°C (68°F to 86°F) Humidity: 50% - 70%
Paper Tray	250 Sheets [80 gsm (20 lb)]
Printer Type	Laser
Print Method	Electrophotography by semiconductor laser beam scanning
LCD (liquid crystal display)	22 characters × 5 lines
Power Source	220 - 240V 50/60Hz
Power Consumption	Copying: Average 660 W Sleep: Average 17 W Standby: Average 85 W
Dimensions	 
Weight	Without Drum/Toner Unit: 16.5 kg (36.4 lb) (MFC-8460N) 16.7 kg (36.9 lb) (MFC-8860DN)
Noise level	Sound power Operating (Copying): LWAd = 7.0 Bell Standby: LWAd = 4.6 Bell Sound pressure Operating (Copying): LpAm = 55 dBA Standby: LpAm = 30 dBA
Temperature	Operating: 10 to 32.5°C (50°F to 90.5°F) Storage: 0 to 40°C (32°F to 104°F)
Humidity	Operating: 20 to 80% (without condensation) Storage: 10 to 90% (without condensation)

Print media

Paper Input	**Paper Tray** ■ Paper type: Plain paper, Bond Paper, Recycled paper or Transparencies ■ Paper size: A4, Letter, Executive, A5, A6, B5 and B6 ■ Paper Weight: 60 to 105 gsm (16 to 28 lb) ■ Maximum paper tray capacity: Up to 250 sheets of 80 gsm (20 lb) plain paper or up to 10 transparencies **Multi-purpose tray (MP tray)** ■ Paper type: Plain paper, Recycled paper, Transparencies, Envelopes, Bond paper or Labels ■ Paper size: Width: 69.9 to 215.9 mm (2.75 to 8.5 in.) Length:116 to 406.4 mm (4.57 to 16 in.) ■ Paper Weight: 60 to 161 gsm (16 to 43 lb) ■ Maximum paper tray capacity: Up to 50 sheets of 80 gsm (20 lb) plain paper
Paper Output	Up to 150 sheets (Face down print delivery to the output paper tray)

Fax

Compatibility	ITU-T Group 3
Duplex Fax (Receive)	Yes (MFC-8860DN only)
Coding System	MH/MR/MMR/JBIG
Modem Speed	Automatic Fallback: 33600 bps
Single-Sided Document Size	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 355.6 mm (5.8 to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 355.6 mm (14in.)
Double-Sided Document Size (MFC-8860DN only)	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 297.0 mm (5.8 to 11.7 in.)
Scanning Width	Max. 208 mm (8.2 in.)
Printing Width	Max. 208 mm (8.2 in.)
Greyscale	256 levels
Polling Types	Standard, Secure, Timer, Sequential
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	■ Horizontal 203 dot/inch (8 dot/mm) ■ Vertical Standard: 3.85 line/mm (98 line/in.) Fine: 7.7 line/mm (196 line/in.) Photo: 7.7 line/mm (196 line/in.) Superfine: 15.4 line/mm (392 line/in.)
One-Touch Dial	40 (20 × 2)
Speed-Dial	300 stations
Broadcasting	390 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

[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.

Copy

Colour/Monochrome	Monochrome
Duplex Copying	Yes (MFC-8860DN only)
Single-Sided Document Size	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 355.6 mm (5.8 to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 355.6 mm (14 in.) Copy Width: Max. 211.3 mm (8.32 in.)
Double-Sided Document Size (MFC-8860DN only)	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 297.0 mm (5.8 to 11.7 in.)
Multiple Copies	Stacks or Sorts up to 99 pages
Reduce/Enlarge	25% to 400% (in increments of 1%)
Resolution	Up to 1200 × 600 dpi [1]
First Copy Out Time	Approx. 10.5 seconds

[1] When making a copy from the scanner glass in text quality mode at the 100% ratio.

Scan

Colour/Monochrome	Yes
Duplex Scanning	Yes (MFC-8860DN only)
TWAIN Compliant	Yes (Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0) Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater
WIA Compliant	Yes (Windows® XP)
Colour Depth	24 bit colour
Resolution	Up to 19200 × 19200 dpi (interpolated) [1] Up to 600 × 2400 dpi (optical) [2]
Single-Sided Document Size	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 355.6 mm (5.8 to 14 in.) Scanner Glass Width: Max. 215.9 mm (8.5 in.) Scanner Glass Height: Max. 355.6 mm (14 in.)
Double-Sided Document Size (MFC-8860DN only)	ADF Width: 148.0 to 215.9 mm (5.8 to 8.5 in.) ADF Height: 148.0 to 297.0 mm (5.8 to 11.7 in.)
Scanning Width	Max. 212 mm (8.35 in.)
Greyscale	256 levels

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

2 When using the scanner glass

Print

Emulation	PCL6 BR-Script (PostScript) Level 3 IBM® Proprinter XL Epson® FX-850™
Printer Driver	Brother GDI (Graphic Device Interface) printer driver support for Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0 Brother Laser Driver for Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater
Resolution	1200 dpi [1], HQ1200 (2400 × 600 dpi), 600 dpi, 300 dpi
Print Speed	Up to 28 pages/minute (A4 size) [2]
Duplex Printing	Up to 13 pages/minute (MFC-8860DN only)
First Print	Less than 8.5 seconds

[1] If you use the high quality 1200 dpi setting (1200 × 1200 dpi) the print speed will be slower.

[2] From standard paper tray and optional paper tray.

Interfaces

Parallel	A bi-directional shielded parallel cable that is IEEE 1284 compliant and no longer than 2.0 m (6 feet).
USB	A USB 2.0 interface cable that is no longer than 2.0 m (6 feet). [1]
LAN cable	Ethernet UTP cable category 5 or greater.

[1] Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

Computer requirements

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		**Supported PC Software Functions**	**PC Interface**	**Processor Minimum Speed**	**Minimum RAM**	**Recommended RAM**	**Available Hard Disk Space**	
							for Drivers	**for Applications**
Windows® Operating System	98, 98SE	Printing, PC Fax [3], Scanning [4]	Parallel, USB, Ethernet	Intel® Pentium® II or equivalent	32 MB	128 MB	90 MB	130 MB
	Me		Parallel, USB, Ethernet					
	NT® Workstation 4.0		Parallel, Ethernet		64 MB	256 MB		
	2000 Professional		Parallel, USB, Ethernet					
	XP Home [1] XP Professional [1]		Parallel, USB, Ethernet		128 MB	256 MB	150 MB	220 MB
	XP Professional x64 bit Edition [1]		Parallel, USB, Ethernet	AMD Opteron™ AMD Athlon™ 64 Intel® Xeon™ with Intel® EM64T Intel® Pentium® 4 with Intel® EM64T	256 MB	512 MB	150 MB	220 MB
Apple® Macintosh® Operating System	OS 9.1 - 9.2	Printing, PC Fax send, Scanning [2]	USB [5], Ethernet	All base models meet minimum Requirements		64 MB	80 MB	200 MB
	OS X 10.2.4 or greater	Printing, PC Fax send, Scanning [2]	USB [5], Ethernet		128 MB	160 MB		

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

2 Dedicated "Scan to" key functions only in the Mac OS® X 10.2.4 or greater.

3 Network PC Fax Receive not supported in Windows NT® 4.0.

4 Network Scanning not supported in Windows NT® Workstation 4.0 and Mac OS® 9.1-9.2
(Scan to Email Server <MFC-8860DN only> and Scan to FTP are supported).

5 Third party USB ports are not supported.

Consumable items

Toner Cartridge Life	**TN-3145**: Standard Toner Cartridge: Approx. 3,500 pages [1]
	TN-3185: High-Yield Toner Cartridge: Approx. 7,000 pages [1]
Drum Unit Life Expectancy	**DR-3115**: Approx. 25,000 pages

[1] When printing Letter or A4 size paper at 5% print coverage

Note

Brother does not recommend the use of consumables other than genuine Brother consumables.
Your machine warranty may not cover any damage arising from the use of non genuine Brother consumables.

Ethernet wired network

Model name	NC-6400h
LAN	You can connect your machine to a network for Network Printing, Network Scanning, PC Fax and Remote Setup. [1]
Support for	Windows® 98/98SE/Me/2000/XP/Windows NT® Workstation Version 4.0 Mac OS® 9.1 - 9.2/Mac OS® X 10.2.4 or greater [2]
Protocols	IPv4: TCP/IP ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), ICMP, WINS/NetBIOS, DNS, mDNS, LPR/LPD, Port/Port9100, NetBIOS Print, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client POP3, LDAP (MFC-8860DN only) IPv6: TCP/IP ICMPv6, NDP, DNS, mDNS, LPR/LPD, Port/Port9100, IPP, FTP Server, Telnet, SNMP, HTTP, TFTP, SMTP Client POP3, LDAP (MFC-8860DN only)
Network type	Ethernet 10/100 BASE-TX Auto Negotiation (Wired LAN)
Management utilities	BRAdmin Professional for Windows® 98/98SE/Me/2000/XP/ Windows NT® Workstation Version 4.0 BRAdmin Light for Mac OS® X 10.2.4 or greater Web BRAdmin for Windows® 2000 Professional / Server / Advanced Server, XP Professional (IIS) [3] Client computers with a web browser supporting Java™ [3]

1 PC Fax Send for Mac®

2 Mac OS® 9.1 - 9.2 (Brother Laser Driver over TCP/IP)
Mac OS® X 10.2.4 or greater (mDNS)
Dedicated ‘Scan’ key and direct Network Scanning supported in Mac OS® X 10.2.4 or greater.

3 Web BRAdmin is available as a download from http://solutions.brother.com.

F Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

ADF (automatic document feeder)
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 the external phone or pressing **Hook**.

Automatic Redial
A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Backup Print
Your machine prints a copy of every fax that is received and stored in memory.This is a safety feature so you will not lose messages during a power failure.

Batch Transmission
As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

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

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

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

Cancel Job
Cancels a programmed job, like Delayed Fax or Polling.

CNG tones
The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Coding method
Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JBIG, if the receiving machine has the same capability.

Communication error (or Comm. Error)
An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group
The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast
Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Delayed Fax
Sends your fax at a specified later time that day.

Distinctive Ring
A subscriber service purchased from the telephone company that gives you another phone number on an existing phone line. The Brother machine uses the new number to simulate a dedicated fax line.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

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 connected to your machine.

F/T Ring Time

The length of time that the Brother machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

FaxAbility

A subscriber 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 machine 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 pre-programmed fax number.

Fax Receive Code

Press this code (✳ 5 1) when you answer a fax call on an extension or external phone.

Fax Storage

You can store faxes in memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Grey scale

The shades of grey available for copying and faxing photographs.

Group number

A combination of One-Touch and Speed-Dial numbers that are stored on a One-Touch key or in a Speed-Dial location for Broadcasting.

Help list

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guide with you.

Fax Journal

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

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (liquid crystal display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

When you lift the handset of your external telephone or press **Hook** so you can hear the receiving fax machine answer before you press **Start** to begin transmission.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

The bundled ScanSoft® PaperPort® or Presto!® PageManager® software application converts an image of text to text you can edit.

One-Touch

Keys on the machine's control panel where you can store numbers for easy 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 machine's memory when the machine is out of paper.

Overseas Mode

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

Pause (not available in New Zealand)

Allows you to place a 3.5 second delay in the dialling sequence stored on One-Touch keys and Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

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

Real Time Transmission

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

Remaining jobs

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

Remote Access Code

Your own four-digit code (– – –✳) that allows you to call and access your machine from a remote location.

Remote Retrieval Access

The ability to access your machine remotely from a touch tone phone.

Resolution

The number of vertical and horizontal lines per inch.

Ring Delay

The number of rings before the machine answers in `Fax Only`, `Fax/Tel` mode.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document into your computer.

Search

An electronic, alphabetical listing of stored One-Touch, Speed-Dial and Group numbers.

Speed-Dial

A pre-programmed number for easy dialing. You must hold down **Shift** as you press **Search/Speed Dial**, then enter the three-digit Speed-Dial location and press **Start** to begin the dialing process.

Station ID

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

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

You can select certain options for each fax transmission and copy without changing the default settings.

Tone (not available in New Zealand)

A form of dialling on the telephone line used for Touch Tone telephones.

Transmission

The process of sending faxes over the phone lines from your machine to the receiving fax machine.

Transmission Verification Report

A listing of each fax sent, that shows its date, time and number.

User Settings List

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

Xmit Report (Transmission Verification Report)

A listing for each transmission, that shows its date, time and number.

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For Australia

Warranty – For details about the warranty on your Brother Product, please visit: www.brother.com.au

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Support – For support for your Brother Product other than what you can resolve through the User Guide,
Visit our website: www.brother.com.au
or visit our Solutions website for FAQs (Frequently Asked Questions), Driver Updates & Utilities, Product Support: http://solutions.brother.com

You can contact the Product Support Centre for any technical or customer care/support enquiry you may have about your Brother Product.

Product Support Centre – Australia

Brother Intenational (Aust) Pty Ltd

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email: productsupport@brother.com.au

http://www.brother.com.au

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