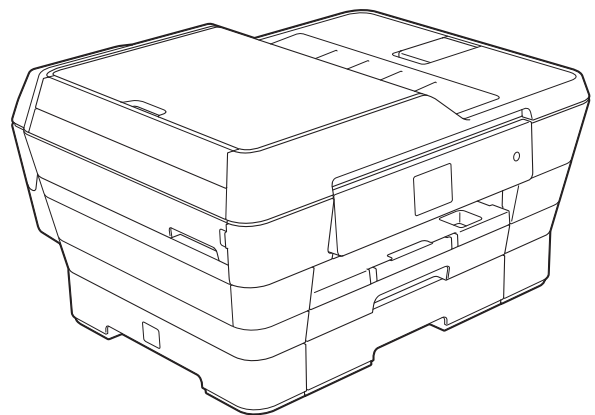


# Basic User's Guide

**MFC-J6520DW**  
**MFC-J6720DW**



## **If you need to call Customer Service**

**Please complete the following information for future reference:**

**Model Number: MFC-J6520DW and MFC-J6720DW**  
**(Circle your model number)**

**Serial Number:** <sup>1</sup> \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

**Place of Purchase:** \_\_\_\_\_

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

**Register your product on-line at**

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

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

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

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

# Brother numbers

## NOTE

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

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## Register your product

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

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

For your convenience and most efficient way to register your new product, register on-line at

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

## FAQs (frequently asked questions)

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

**<http://solutions.brother.com/>**

## NOTE

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- You can check here for Brother driver updates.
  - To keep your machine performance up to date, check here for the latest firmware upgrade.
- 

## For Customer Service

---

### In USA:

<http://www.brother-usa.com/support> (Self-Service/Email/Chat)

1-877-BROTHER (1-877-276-8437)

1-901-379-1215 (assistance via fax)

1-877-268-9575 (test your fax-sending and fax-receiving operations)

### In Canada:

1-877-BROTHER

(514) 685-4898 (assistance via fax)

## Service Center Locator (USA only)

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

## Service Center Locations (Canada only)

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

# Ordering accessories and supplies

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

## NOTE

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In Canada only Visa and MasterCard are accepted.

---

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

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

**In Canada:** 1-877-BROTHER

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

## Accessories and Supplies

Description	Item
Ink Cartridge Super High Yield <black>	LC109BK (Prints approx. 2,400 pages) <sup>1</sup>
Ink Cartridge Super High Yield <yellow>	LC105Y (Prints approx. 1,200 pages) <sup>1</sup>
Ink Cartridge Super High Yield <cyan> (blue)	LC105C (Prints approx. 1,200 pages) <sup>1</sup>
Ink Cartridge Super High Yield <magenta> (red)	LC105M (Prints approx. 1,200 pages) <sup>1</sup>
Ink Cartridge High Yield <black>	LC103BK (Prints approx. 600 pages) <sup>1</sup>
Ink Cartridge High Yield <yellow>	LC103Y (Prints approx. 600 pages) <sup>1</sup>
Ink Cartridge High Yield <cyan> (blue)	LC103C (Prints approx. 600 pages) <sup>1</sup>
Ink Cartridge High Yield <magenta> (red)	LC103M (Prints approx. 600 pages) <sup>1</sup>
Premium Plus Glossy Photo Paper (Ledger size / 20 sheets) (Letter size / 20 sheets) (4" × 6" size / 20 sheets)	BP71GLGR BP71GLTR BP71GP20
Multipurpose Paper - Plain Paper (Letter size / 500 sheets)	BP60MPLTR (USA only)
Plain Inkjet Paper (Ledger size / 100 sheets)	BP60PLGR (USA only)
Telephone Line Cord	LG3077001 (USA only)
Basic User's Guide	LEL905001 (English for USA and Canada) LEL905002 (French for Canada)
CD ROM for Windows® & Mac	LEK862001 (MFC-J6520DW) LEK863001 (MFC-J6720DW)

<sup>1</sup> For more information about the replacement consumables, visit us at <http://www.brother.com/pageyield/>.

## **Notice - Disclaimer of Warranties (USA and Canada)**

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# Compilation and Publication Notice

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

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

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

# User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
<b>Product Safety Guide</b>	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
<b>Quick Setup Guide</b>	Follow the instructions for setting up your machine, and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
<b>Basic User's Guide</b>	Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips.	Printed / In the box
<b>Advanced User's Guide</b>	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / CD-ROM
<b>Software and Network User's Guide</b>	This Guide provides instructions for Scanning, Printing, PC-Fax and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms.	HTML file / CD-ROM
<b>Web Connect Guide</b>	This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services.	PDF file / Brother Solutions Center <sup>1</sup>
<b>AirPrint Guide</b>	This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.	PDF file / Brother Solutions Center <sup>1</sup>
<b>Google Cloud Print Guide</b>	This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet.	PDF file / Brother Solutions Center <sup>1</sup>
<b>Wi-Fi Direct™ Guide</b>	This Guide provides details on how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct™ standard.	PDF file / Brother Solutions Center <sup>1</sup>
<b>Mobile Print/Scan Guide for Brother iPrint&amp;Scan</b>	This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi network.	PDF file / Brother Solutions Center <sup>1</sup>

<sup>1</sup> Visit us at <http://solutions.brother.com/>.

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## (Advanced User's Guide)

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

You can view the Advanced User's Guide on the CD-ROM.

### **1 General setup**

---

*Memory Storage*  
*Volume Settings*  
*Automatic Daylight Saving Time*  
*Sleep Mode*  
*Touchscreen LCD*  
*Dial Prefix*

### **2 Security features**

---

*Secure Function Lock 2.0*  
*Restricting dialing*

### **3 Sending a fax**

---

*Additional sending options*  
*Additional sending operations*  
*Polling*

### **4 Receiving a fax**

---

*Memory Receive (Black & White only)*  
*Remote Retrieval*  
*Additional receiving operations*  
*Polling*

### **5 Dialing and storing numbers**

---

*Voice operations*  
*Additional dialing operations*  
*Additional ways to store numbers*

### **6 Printing reports**

---

*Fax reports*  
*Reports*

### **7 Making copies**

---

*Copy options*  
*Ledger Copy Shortcuts*

### **8 PhotoCapture Center™: Printing photos from a memory card or USB Flash drive**

---

*PhotoCapture Center™ operations*  
*Print Images*  
*PhotoCapture Center™ print settings*  
*Scan to a memory card or USB Flash  
drive*

### **9 Printing photos from a camera**

---

*Printing photos directly from a  
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*Printing photos directly from a digital  
camera (without PictBridge)*

### **A Routine maintenance**

---

*Cleaning and checking the machine*  
*Packing and shipping the machine*

### **B Glossary**

---

### **C Index**

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## 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.

<b>Bold</b>	Bold typeface identifies the dial pad numbers of the Touchpanel and buttons on your computer screen.
<i>Italics</i>	Italicized typeface emphasizes an important point or refers you to a related topic.
<code>Courier New</code>	Text in Courier New font identifies messages on the Touchscreen of the machine.

## WARNING

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

## CAUTION

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

## IMPORTANT

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

## NOTE

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



Electrical Hazard icons alert you to possible electrical shocks.

## Accessing Brother Utilities (Windows® 8)

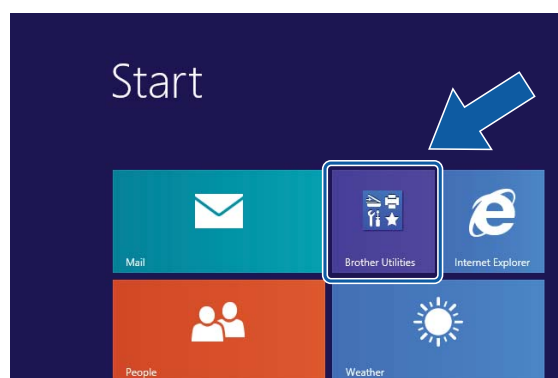
If you are using a tablet or computer running Windows® 8, you can make your selections either by tapping the screen or by clicking with your mouse.

After the printer driver is installed,

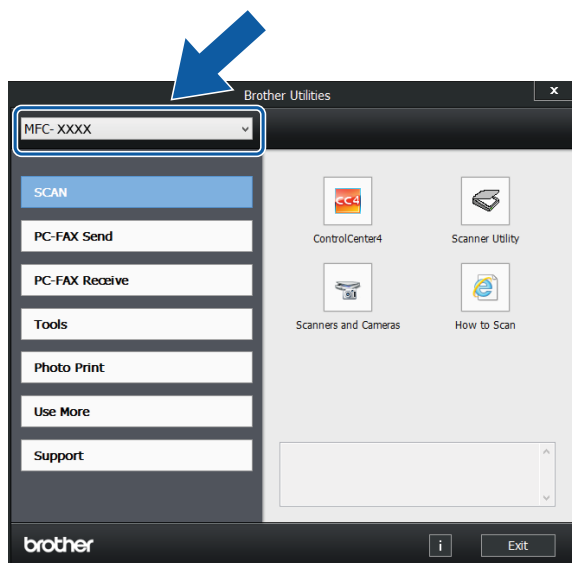


**(Brother Utilities)** appears on both the Start screen and the desktop.

- 1 Tap or click **Brother Utilities** either on the Start screen or the desktop.



- 2 Select your machine.



- 3 Choose the function you want to use.

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

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

## Viewing User's Guides

### (Windows®)


(Windows® XP/Windows Vista®/Windows® 7/Windows Server® 2003/Windows Server® 2008/Windows Server® 2008 R2)

To view the documentation, from



**(Start)**, **All Programs**, select **Brother**, **MFC-XXXX** (where XXXX is your model name) from the programs group, and then choose **User's Guides**.

(Windows® 8/Windows Server® 2012)


Click  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **Support** in the left navigation bar, and then click **User's Guides**.

If you have not installed the software, you can find the documentation on the CD-ROM by following the instructions:

- 1 Turn on your PC. Insert the Brother CD-ROM into your CD-ROM drive.

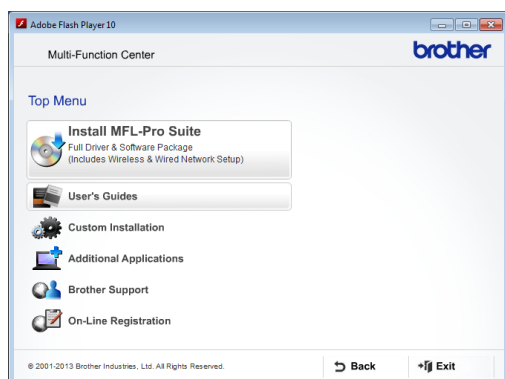
### NOTE

If the Brother screen does not appear, go to **Computer (My Computer)**. (For Windows® 8 and Windows Server® 2012:

Click  (**File Explorer**) on the taskbar, and then go to **Computer**.) Double-click the CD-ROM icon, and then double-click **start.exe**.

- 2 If the model name screen appears, click your model name.

- 3 If the language screen appears, click your language. The CD-ROM **Top Menu** will appear.



- 4 Click **User's Guides**.
- 5 Click **PDF/HTML documents**. If the country screen appears, choose your country. After the list of User's Guides appears, choose the guide you want to read.

### (Macintosh)

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



- 2 Double-click the **User's Guides** icon.
- 3 Select your model and language if needed.
- 4 Click **User's Guides**. If the country screen appears, choose your country.
- 5 After the list of User's Guides appears, choose the Guide you want to read.

## How to find Scanning instructions

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

### Software and Network User's Guide

- *Scan*
- *ControlCenter*

### Nuance™ PaperPort™ 12SE How-to-Guides (Windows®)

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

### Presto! PageManager User's Guide (Macintosh)

#### NOTE

Presto! PageManager is available as a download from  
[http://nj.newsoft.com.tw/download/brother/PM9SEInstaller\\_BR\\_multilang2.dmg](http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang2.dmg)

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

## How to find Network setup instructions

Your machine can be connected to a wireless or wired network.

- Basic setup instructions (See Quick Setup Guide.)
- The wireless access point or router supports Wi-Fi Protected Setup™ or AOSS™ (See Quick Setup Guide.)
- More information about network setup  
 For more information, see Software and Network User's Guide: *Network*.

## How to access Guides for Advanced Features

You can view and download these Guides from the Brother Solutions Center at: <http://solutions.brother.com/>.

Click **Manuals** on your model's page to download the documentation.

### Web Connect Guide

This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services.

### AirPrint Guide

This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.

### Google Cloud Print Guide

This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet.

### Wi-Fi Direct™ Guide

This Guide provides details on how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct™ standard.

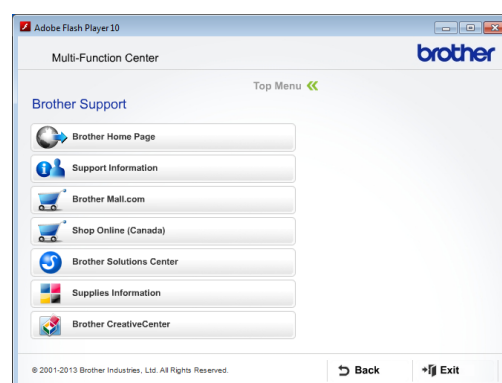
### Mobile Print/Scan Guide for Brother iPrint&Scan

This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected to a Wi-Fi network.

## Accessing Brother Support (Windows®)

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

- Click **Brother Support** on the **Top Menu**. The following screen will appear:



- To access our website (<http://www.brother.com/>), click **Brother Home Page**.
- To view all Brother Numbers, including Customer Service numbers for the USA and Canada, click **Support Information**.
- To access the USA Brother online shopping mall (<http://www.brothermall.com/>) for additional product and services information, click **Brother Mail.com**.
- To access Canada's Brother online shopping mall (<http://www.brother.ca/>) for additional product and services information, click **Shop Online (Canada)**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our website for genuine Brother Supplies (<http://www.brother.com/original/>), click **Supplies Information**.

- To access the Brother CreativeCenter (<http://www.brother.com/creativecenter/>) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.
- To return to the **Top Menu**, click **Back** or if you are finished, click **Exit**.

## Accessing Brother Support (Macintosh)

You can find all the contacts you will need, such as Web support (Brother Solutions Center), on the CD-ROM.

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

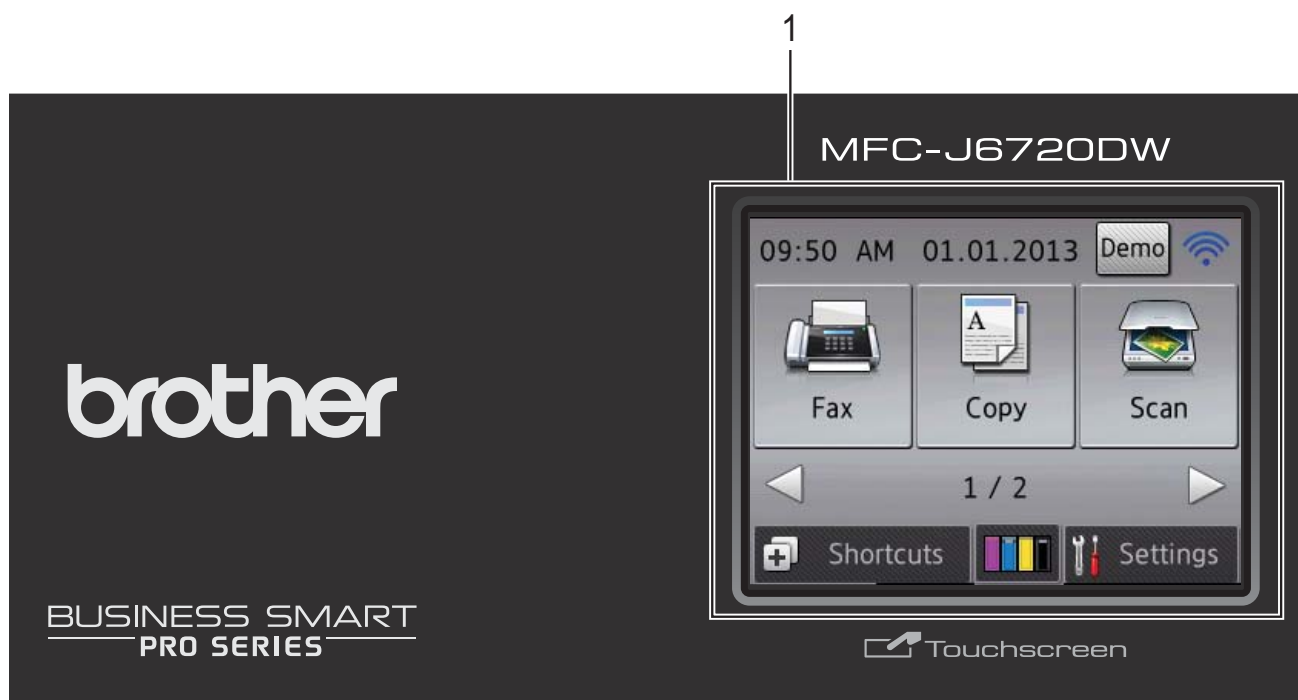


- To download and install Presto! PageManager, click **Presto! PageManager**.
- To access the Brother Web Connect page, click **Brother Web Connect**.
- To register your machine from the Brother Product Registration Page (<http://www.brother.com/registration/>), click **On-Line Registration**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our website for genuine Brother Supplies (<http://www.brother.com/original/>), click **Supplies Information**.

## Control panel overview

The MFC-J6520DW and MFC-J6720DW have the same 2.7" Touchscreen LCD and Touchpanel <sup>1</sup>.

<sup>1</sup> This is a Touchscreen LCD with an electrostatic Touchpanel that only shows the LEDs that can be used.



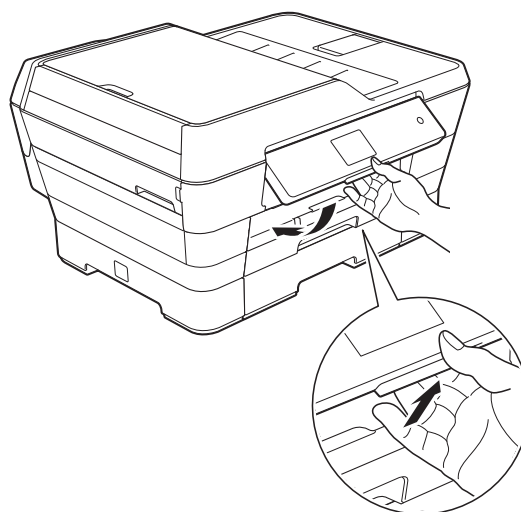
### NOTE

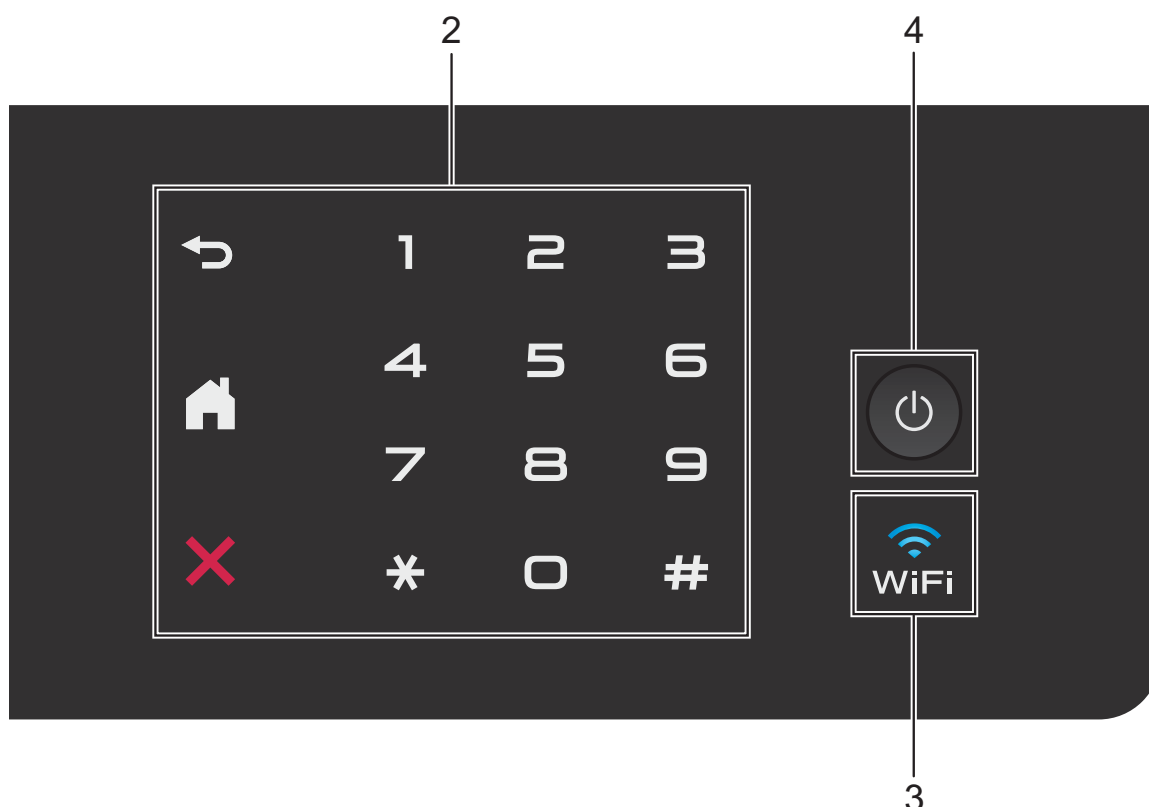
Most of the illustrations in this User's Guide show the MFC-J6720DW.

#### 1 2.7" Touchscreen LCD (Liquid Crystal Display)

This is a Touchscreen LCD. You can access the menus and options by pressing them as they are displayed on this screen.

You can adjust the angle of the Touchscreen LCD and Touchpanel by lifting it. To lower this control panel, push the release button that is located behind the control panel, as shown in the illustration.





## 2 Touchpanel:

The LEDs on the Touchpanel only light up when they are available for use.

- **Back**  
Press to go back to the previous menu level.
- **Home**  
Press to return to the Home screen.
- **Cancel**  
Press to cancel an operation when illuminated in red.
- **Dial Pad**  
Press the numbers on the Touchpanel to dial telephone or fax numbers and to enter the number of copies.

## 3

The WiFi light is on when the network interface is WLAN.

## 4 Power On/Off

Press to turn on the machine.

Press and hold down to turn off the machine. The Touchscreen LCD will show *Shutting Down* and will stay on for a few seconds before turning itself off.




If you have connected an external telephone or TAD, it is always available.

If you turn off the machine using , it will still periodically clean the print head to maintain print quality. To prolong print head life, provide better ink efficiency, and maintain print quality, you should keep your machine connected to the power at all times.

## 2.7" Touchscreen LCD

The Touchscreen LCD shows the machine's status when the machine is idle.



- 1  **Fax**  
Lets you access Fax mode.
- 2  **Copy**  
Lets you access Copy mode.
- 3  **Scan**  
Lets you access Scan mode.

### 4 Wireless Status

A four-level indicator on the Ready mode screen shows the current wireless signal strength when using a wireless connection.



If you see **WiFi** at the top of the screen, you can easily configure the wireless settings by pressing it. For more information, see Quick Setup Guide.

### 5 Demo Demo (MFC-J6720DW)


See the main features of the machine by pressing **Demo** to print a list the main features followed by a slide show.

After you print from a computer, **Demo** will disappear from the Home screen.

### NOTE


To restore the **Demo** icon you must delete all the settings you have changed by performing a Machine Reset. For more information, see *Reset functions* on page 136 and *How to reset the machine* on page 137.

### 6 Web

Lets you connect the Brother machine to an Internet service when you press ►, and then press .

For more information, see Web Connect Guide.

### 7 Photo

Lets you access Photo mode when you press ►, and then press .

## 8 LGR Copy Shortcuts

You can quickly copy to Ledger or A3 size paper using this preset menu. For details, see *Advanced User's Guide: Ledger Copy Shortcuts*.

## 9 Settings

Lets you access the main settings. For more information, see *Settings screen* on page 10.

## 10 Ink

Lets you see the available ink volume. Also, lets you access the *Ink* menu.

When the ink cartridge is near the end of its life or having a problem, the error icon is displayed on the ink color. For more information, see *Advanced User's Guide: Checking the ink volume*.

## 11 Shortcuts

Lets you set up Shortcuts.

You can quickly send a fax, make a copy, scan and connect to a Web service using the options that you have set as a Shortcut.

## NOTE



- Three Shortcut screens are available. You can set up to 4 Shortcuts on each Shortcut screen. A total of 12 Shortcuts are available.
- To display the other Shortcut screens, press ◀ or ▶.

## 12 Faxes in memory

You can see how many received faxes are in the memory <sup>1</sup>.

Press **Print** to print the faxes.

<sup>1</sup> When Fax Preview is set to Off.



## 13 New Fax(es)





When Fax Preview is set to On, you can see how many new faxes you have received and stored in the memory.

Press **View** to see your faxes on the Touchscreen.


## 14 Warning icon



The warning icon  appears when there is an error or maintenance message; press **Detail** to view it, and then press  to return to Ready mode.

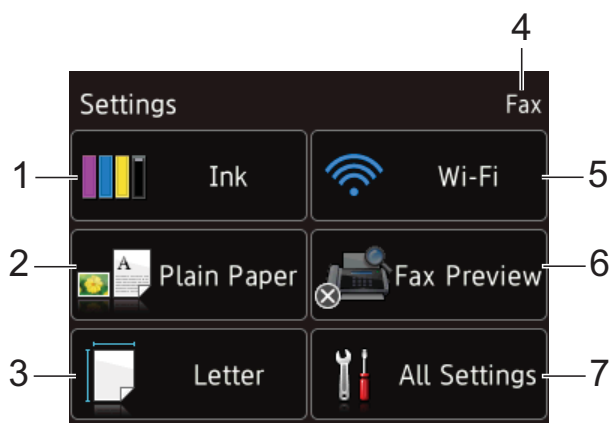
For information about error messages, see *Error and maintenance messages* on page 103.

## Settings screen

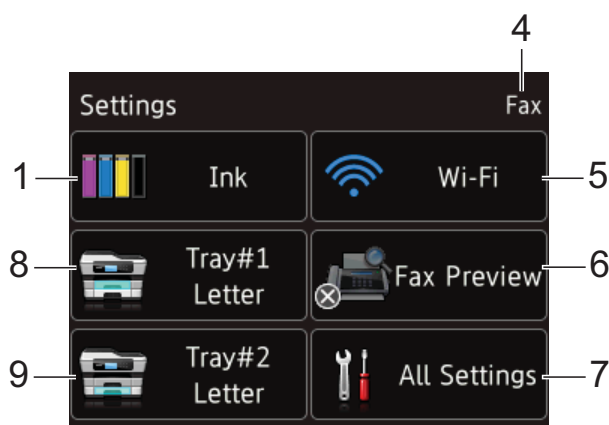
The Touchscreen LCD shows the machine status when you press  (**Settings**).

You can check and access all the machine's settings from the following screen.

### (MFC-J6520DW)



### (MFC-J6720DW)



#### 1 Ink

See the remaining ink volume.

When the ink cartridge is near the end of its life or having a problem, the error icon is displayed on the ink color. For more information, see *Advanced User's Guide: Checking the ink volume*.

Press to access the **Ink** menu.

#### 2 **Paper Type (MFC-J6520DW)**

See the selected paper type.

Press to change the **Paper Type** setting if needed.

**3 Paper Size (MFC-J6520DW)**

See the selected paper size.

Press to change the **Paper Size** setting if needed.

**4 Receive Mode**

See the current Receive Mode:

- Fax (Fax Only)
- Fax/Tel
- External TAD
- Manual

**NOTE**

When the Distinctive Ring feature is turned on, the Touchscreen shows **D/R**. For more information, see *Distinctive Ring* on page 64.

**5 Wi-Fi**

Press to set up a wireless network connection. A four-level indicator on the screen shows the current wireless signal strength if you are using a wireless connection.

**6 Fax Preview**

See the Fax Preview setting.

Press to access the **Fax Preview** setting.

**7 All Settings**

Press to access the full Settings menu.

**8 Tray #1 (MFC-J6720DW)**

Press to check the size of paper in Tray #1. Also, lets you access the **Tray #1** setting. You can change the paper size and paper type.

**9 Tray #2 (MFC-J6720DW)**

Press to check the size of paper in Tray #2. Also, lets you access the **Tray #2** setting. You can change the paper size.


**Basic Operations**

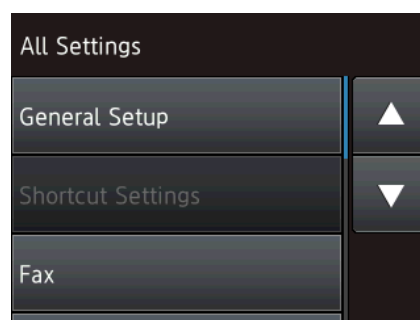
Press your finger on the Touchscreen LCD to operate it. To display and access all the screen menus and options, press ◀▶ or ▲▼ to scroll through them.

**IMPORTANT**

- DO NOT touch the Touchscreen immediately after plugging in the power cord or turning on the machine. Doing this may cause an error.
- DO NOT press the Touchscreen with a sharp object, such as a pen or stylus. It may damage the machine.

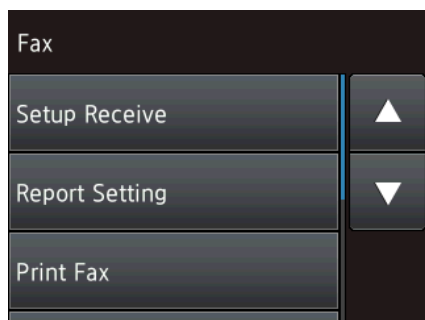
The following steps show how to change a setting in the machine. In this example, the **Receive Mode** setting is changed from **Fax Only** to **Fax/Tel**.

- 1 Press  (Settings).
- 2 Press **All Settings**.
- 3 Press ▲ or ▼ to display **Fax**.

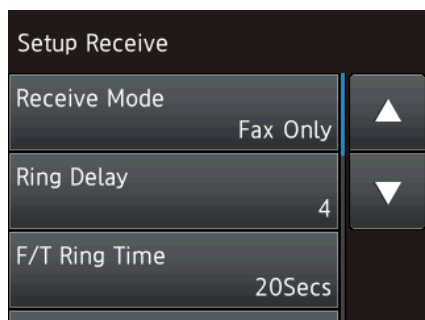


- 4 Press **Fax**.

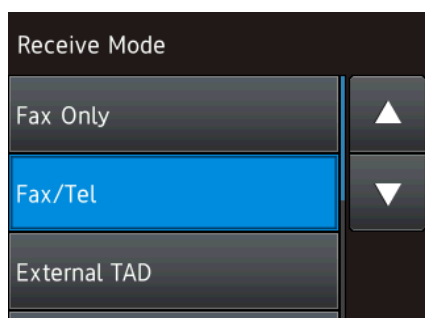
- 5 Press ▲ or ▼ to display Setup Receive.




- 6 Press Setup Receive.
- 7 Press ▲ or ▼ to display Receive Mode.



- 8 Press Receive Mode.
- 9 Press ▲ or ▼ to display Fax/Tel.
- 10 Press Fax/Tel.



## NOTE

Press  if you want to go back to the previous level.

- 11 Press .

## Changing the keyboard setting

You can choose the type of keyboard for the Touchscreen.

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Press ▲ or ▼ to display Keyboard Settings.
- 6 Press Keyboard Settings.
- 7 Press QWERTY or ABC.
- 8 Press .



# Shortcut Settings

You can add the fax, copy, scan and Web Connect settings you use most frequently by setting them as your Shortcuts. Later you can quickly and easily recall and apply these settings. You can add up to 12 Shortcuts.

## Adding Copy Shortcuts

The following settings can be included in a copy Shortcut:

- ADF HighSpeed Mode
- Quality
- Paper Type
- Paper Size
- Tray Select (MFC-J6720DW)
- Enlarge/Reduce
- Density
- Stack/Sort
- Page Layout
- Auto Deskew
- 2-sided Copy
- Advanced Settings



- 1 Press  (Shortcuts).
- 2 Press  where you have not added a Shortcut.
- 3 Press ▲ or ▼ to display Copy.
- 4 Press Copy.
- 5 Read the information on the Touchscreen, and then confirm it by pressing OK.
- 6 Press ▲ or ▼ to display the available settings, and then press the setting you want to change.

- 7 Press ▲ or ▼ to display the available options for the setting, and then press the option you want to set. Repeat steps 6 and 7 until you have chosen all the settings for this Shortcut.
- 8 When you are finished changing the settings, press **Save as Shortcut**.
- 9 Read and confirm the displayed list of settings you have chosen, and then press OK.
- 10 Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 186.) Press OK.
- 11 Press OK to save your Shortcut.

## Adding Fax Shortcuts

The following settings can be included in a fax Shortcut:

- Address
- Fax Resolution
- Contrast
- Glass Scan Size
- Broadcasting
- Preview
- Color Setting
- Real Time TX
- Overseas Mode

- 1 Press  (Shortcuts).
- 2 Press  where you have not added a Shortcut.
- 3 Press ▲ or ▼ to display Fax.
- 4 Press Fax.

- 5 Read the information on the Touchscreen, and then confirm it by pressing **OK**.
- 6 Enter the fax number using the dial pad on the Touchpanel, or the Address Book or Call History on the Touchscreen. When you are finished, go to step 7.

## NOTE

- You can enter up to 20 digits for a fax number.
- If the Shortcut is to be used for broadcasting, press **Options** and choose **Broadcasting** in step 8 before entering the fax number in step 6.
- You can enter up to 20 fax numbers if the Shortcut is for broadcasting. The fax numbers can be entered in any combination of Group numbers from the Address Book and individual fax numbers from the Address Book or entered manually. (See *Advanced User's Guide: Broadcasting (Black & White only)*.)
- When you enter a fax number in a Shortcut, it will be added to the Address Book. The name in the Address Book will be the Shortcut name plus a sequential number.

- 7 Press **Options**.
- 8 Press **▲** or **▼** to display the available settings, and then press the setting you want to change.
- 9 Press the new option you want to set. Repeat steps 8 and 9 until you have chosen all the settings for this Shortcut. Press **OK**.
- 10 When you are finished choosing new options, press **Save as Shortcut**.
- 11 Read and confirm the displayed list of options you have chosen, and then press **OK**.

- 12 Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 186.) Press **OK**.

- 13 Press **OK** to save your Shortcut.

## Adding Scan Shortcuts

The following settings can be included in a scan Shortcut:

to Media

- ADF HighSpeed Mode
- Scan Type
- Resolution
- File Type
- Scan Size
- Scan Long Paper
- File Name
- Auto Crop
- Remove Background Color

to E-mail Server (Available after IFAX has been downloaded)



- Address
- ADF HighSpeed Mode
- Scan Type
- Resolution
- File Type
- Scan Size
- Scan Long Paper

to File/to OCR/to Image/to E-mail

- PC Select

to FTP/to Network

- Profile Name

- 1 Press  (Shortcuts).
- 2 Press  where you have not added a Shortcut.
- 3 Press ▲ or ▼ to display Scan.
- 4 Press Scan.
- 5 Press ▲ or ▼ to display the type of scan you want to do, and then press it.
- 6 Do one of the following:
  - If you pressed to Media, read the information on the Touchscreen, and then press OK to confirm it. Go to step 9.
  - If you pressed to E-mail Server, read the information on the Touchscreen, and then press OK to confirm it. Go to step 7.
  - If you pressed to File, to OCR, to Image or to E-mail, read the information on the Touchscreen, and then press OK to confirm it. Go to step 8.
  - If you pressed to Network or to FTP, read the information on the Touchscreen, and then press OK to confirm it.  
Press ▲ or ▼ to display the Profile Name, and then press it.  
Press OK to confirm the Profile Name you have chosen. Go to step 14.


## NOTE

To add a Shortcut for to Network and to FTP, you must have added the Profile Name beforehand.

- 7 Do one of the following:
  - To enter an E-mail address manually, press Manual. Enter the E-mail address using the keyboard on the Touchscreen. (See *Entering Text* on page 186.)  
Press OK.
  - To enter an E-mail address from the Address Book, press Address Book. Press ▲ or ▼ to display the E-mail address you want, and then press it.  
Press OK.

After you confirm the E-mail address you entered, press OK. Go to step 9.

## NOTE

Press  to view the list of addresses you have entered.

- 8 Do one of the following:
  - When the machine is connected to a PC using a USB connection:  
Press OK to confirm <USB> is chosen as the PC Name. Go to step 14.
  - When the machine is connected to a network:  
Press ▲ or ▼ to display the PC Name, and then press it. Press OK to confirm the PC Name you have chosen. Go to step 14.
- 9 Press Options.
- 10 Press ▲ or ▼ to display the available settings, and then press the setting you want to change or store.
- 11 Press ▲ or ▼ to display the available options for the setting, and then press the new option you want to set.  
Repeat steps 10 and 11 until you have chosen all the settings for this Shortcut. When you are finished changing settings, press OK.

- 12 Review the settings you have chosen:
  - If you need to make more changes, return to step 9.
  - If you are satisfied with your changes, press `Save as Shortcut`.
- 13 Review your settings on the Touchscreen, and then press `OK`.
- 14 Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 186.) Press `OK`.
- 15 Read the information on the Touchscreen, and then press `OK` to save your Shortcut.



## Adding Web Connect Shortcuts

The settings for the following services can be included in a Web Connect Shortcut:

- SKYDRIVE®
- BOX
- GOOGLE DRIVE™
- EVERNOTE®
- DROPBOX
- FACEBOOK
- PICASA WEB ALBUMS™
- FLICKR®

### NOTE

- Web services may have been added and/or service names may have been changed by the provider since this document was published.
- To add a Web Connect Shortcut, you need to have an account with the desired service. (For more information, see *Web Connect Guide*.)

- 1 Press  (`Shortcuts`).
  - 2 Press  where you have not added a Shortcut.
  - 3 Press `▲` or `▼` to display `Web`.
  - 4 Press `Web`.
  - 5 If information about the Internet connection is displayed, read and confirm it by pressing `OK`.
  - 6 Press `▲` or `▼` to display the available services, and then press the desired service.
  - 7 Press your account.  
If the account needs a PIN, enter the PIN for the account using the keyboard on the Touchscreen.  
Press `OK`.
  - 8 Choose the function you want to use.
- 
- NOTE** The available functions vary depending on the chosen service.
- 
- 9 Read and confirm the displayed list of functions you have chosen, and then press `OK`.
  - 10 Enter a name for the Shortcut using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 186.) Press `OK`.
  - 11 Press `OK` to save your Shortcut.



## Changing Shortcuts

You can change the settings in a Shortcut.

### NOTE


You cannot change a Web Connect Shortcut.

To change a Web Connect Shortcut, delete it, and then add a new Shortcut. (For more information, see *Deleting Shortcuts* on page 18 and *Adding Web Connect Shortcuts* on page 16.)

- 1 Press  (Shortcuts).
- 2 Press ◀ or ▶ to display the Shortcut you want to change.
- 3 Press the Shortcut you want to change. The settings for the Shortcut that you chose are displayed.
- 4 Press `Options`.
- 5 Change the settings for the Shortcut you chose in step 3. (For example, see *Adding Copy Shortcuts* on page 13.)
- 6 Press `Save as Shortcut` when you are finished changing the settings.
- 7 Press `OK` to confirm.
- 8 Do one of the following:
  - If you want to overwrite the Shortcut, press `Yes`. Go to step 10.
  - If you do not want to overwrite the Shortcut, press `No` to enter a new Shortcut name. Go to step 9.
- 9 To edit the name, hold down  to delete the current name, and then enter a new name using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 186.) Press `OK`.
- 10 Press `OK` to confirm.



## Editing Shortcut Names

You can edit a Shortcut name.

- 1 Press  (Shortcuts).
- 2 Press ◀ or ▶ to display the Shortcut you want to edit.
- 3 Press and hold the Shortcut until the options appear.

### NOTE


You can also press `Edit/Delete`, and then press the Shortcut you want.

- 4 Press `Edit Shortcut Name`.
- 5 To edit the name, hold down  to delete the current name, and then enter a new name using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 186.) Press `OK`.
- 6 Press .

## Deleting Shortcuts

---


You can delete a Shortcut.

- 1 Press  (Shortcuts).
- 2 Press ◀ or ▶ to display the Shortcut you want to delete.
- 3 Press and hold the Shortcut until the options appear.

### NOTE

---


You can also press `Edit/Delete`, and then press the Shortcut you want.

- 4 Press `Delete` to delete the Shortcut that you chose in step 3.  
Press `Yes` to confirm.
- 5 Press .

## Recalling Shortcuts

---

The Shortcut settings are displayed on the Shortcut screen. To recall a Shortcut, simply press the Shortcut name.

- 1 Press  (Shortcuts).
- 2 Press ◀ or ▶ to display the Shortcut you want to recall.
- 3 Press the Shortcut.

## Loading paper and other print media

### ⚠ CAUTION

DO NOT carry the machine by holding the scanner cover, the Jam Clear Cover, the manual feed slot cover, or the control panel. Doing this may cause the machine to slip out of your hands. Carry the machine by sliding your hands into the handhold indentations located on each side of the machine.

For detailed information, see Product Safety Guide.

### NOTE

(MFC-J6720DW)

For Tray #2 (lower tray), see *Loading paper in paper tray #2 (MFC-J6720DW)* on page 27.

## Loading paper in paper tray #1

Load only one size of paper and one type of paper in the paper tray at a time.

(For more information about paper size, weight and thickness, see *Choosing the right print media* on page 40.)

You must load paper sizes Letter, A4 or Executive in *Landscape* position. Load Ledger, Legal, Folio or A3 or smaller paper (A5/A6/Photo/Photo L/Photo 2L/Index cards/envelopes) in *Portrait* position.

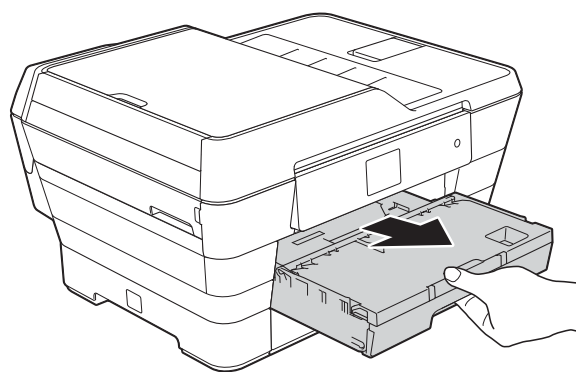
### NOTE

When you load a different paper size in the tray, you must change the machine's Paper Size setting at the same time.

(MFC-J6520DW: See *Paper Size (MFC-J6520DW)* on page 36.)

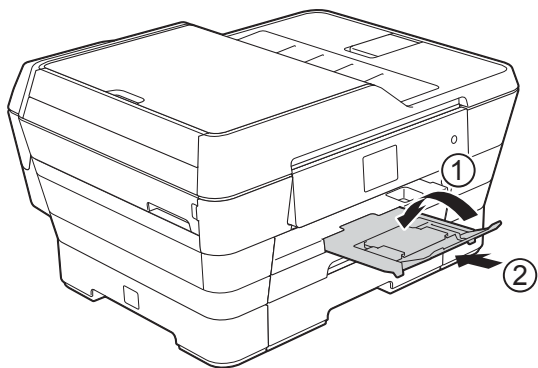
(MFC-J6720DW: See *Paper Size and Type (MFC-J6720DW)* on page 36.)

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



**NOTE**

If the paper support flap (1) is open, close it, and then close the paper support (2).

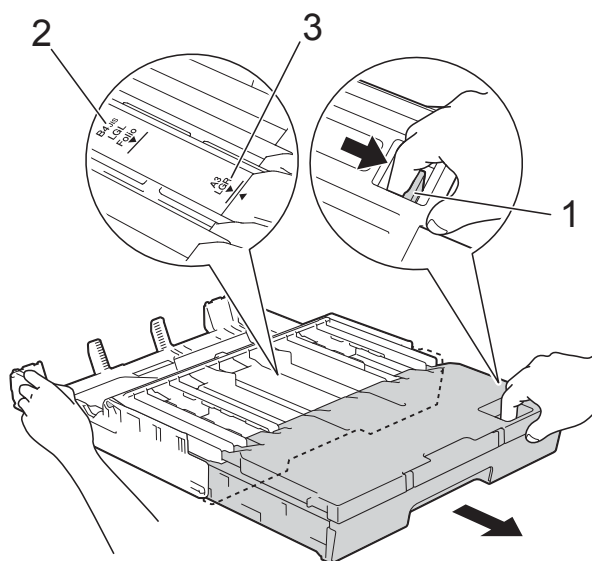


**2** Adjust the tray length if needed:

■ **When using Ledger, Legal, Folio or A3 size paper**

Press the universal guide release button (1) as you slide out the front of the paper tray.

Make sure that the triangular mark on the output paper tray cover is aligned with the line indicating Legal or Folio (2) or Ledger or A3 (3) size, as shown in the illustration.

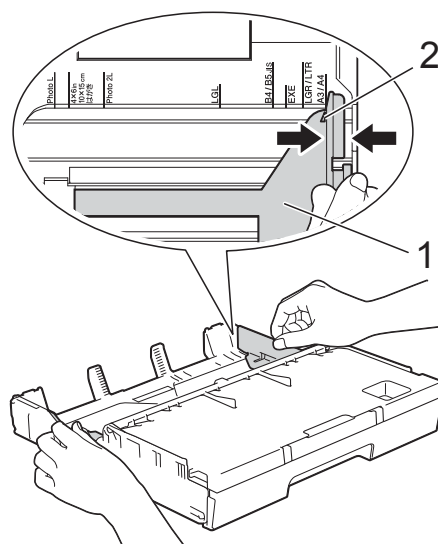


■ **When using Letter, A4, or smaller size paper**

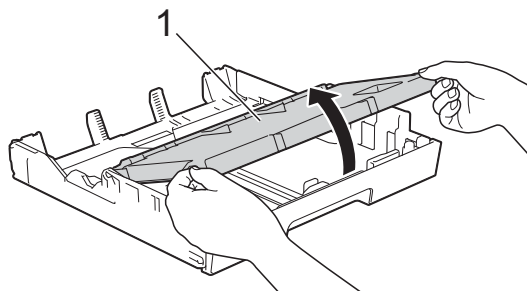
If you are using Letter or A4, you do not have to extend the tray. If Tray #2 is extended, then extend Tray #1 and pull up the stopper.

If you are using 5.8 × 8.3 in. (148 × 210 mm) or smaller size paper, make sure the paper tray is not extended.

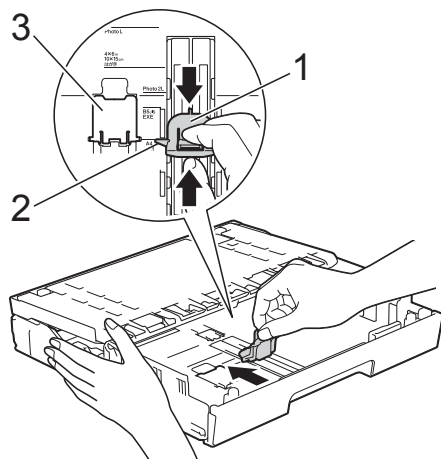
- 3** Gently press and slide the paper side guides (1) to fit the paper size. Make sure that the triangular mark (2) on the paper side guide (1) lines up with the mark for the paper size you are using.



- 4** Open the output paper tray cover (1).



- 5 Gently press and slide the paper length guide (1) to fit the paper size. Make sure that the triangular mark (2) on the paper length guide (1) lines up with the mark for the paper size you are using.



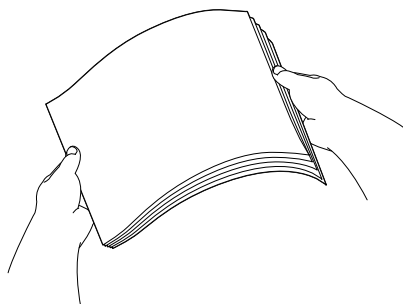
## NOTE

(MFC-J6720DW)

If you are loading Letter or A4 size paper in Tray #1 and must extend it, because Tray #2 is extended, lift up the A4/LTR stopper (3) to hold the paper in landscape position.

(For instructions about how to extend Tray #1 over Tray #2, see *Loading paper in paper tray #2 (MFC-J6720DW)* on page 27.)

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



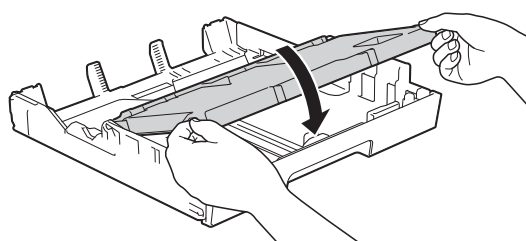
## NOTE

Always make sure that the paper is not curled.

- 7 To load paper in the tray, do one of the following:

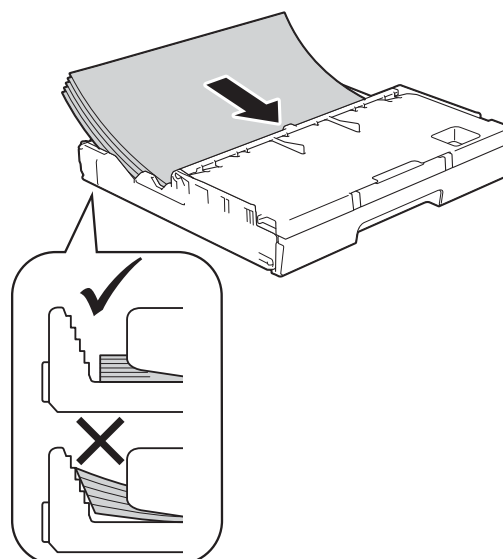
### ■ When using Letter, A4 or Executive size paper

- 1 Close the output paper tray cover.



- 2 Gently put the paper into the paper tray printing surface face down. Check that the paper is flat in the tray.

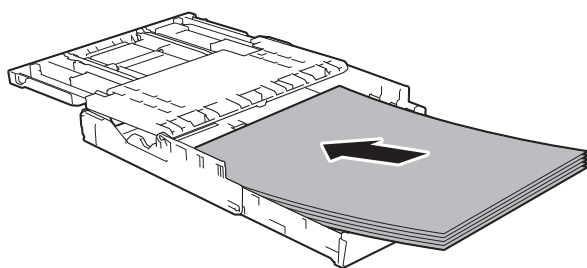
### Landscape orientation



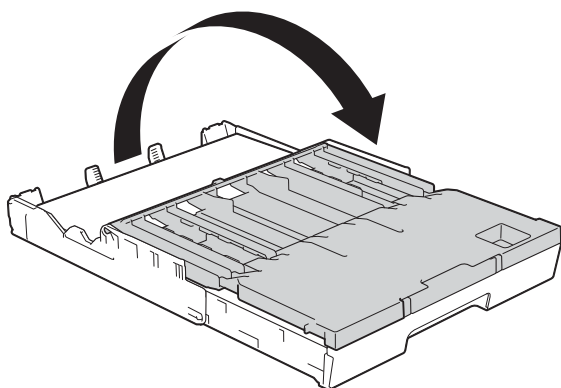
■ **When using Ledger, Legal, Folio or A3 size paper**

- 1 Gently put the paper into the paper tray printing surface face down and top edge first. Check that the paper is flat in the tray.

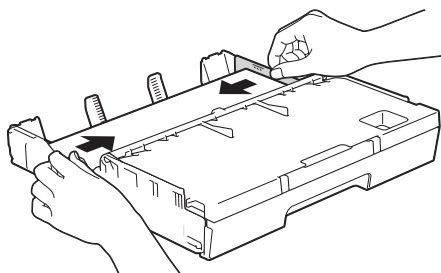
**Portrait orientation**



- 2 Close the output paper tray cover.



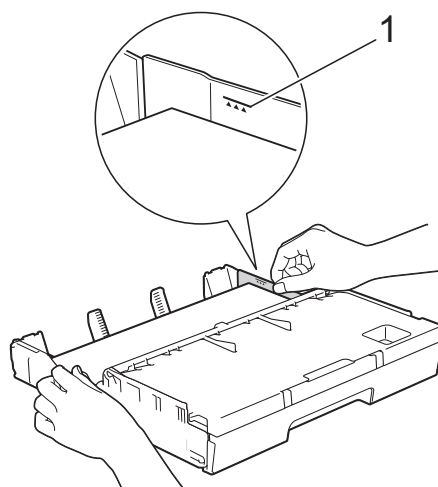
- 8 Gently adjust the paper side guides to fit the paper using both hands. Make sure the paper side guides touch the sides of the paper.



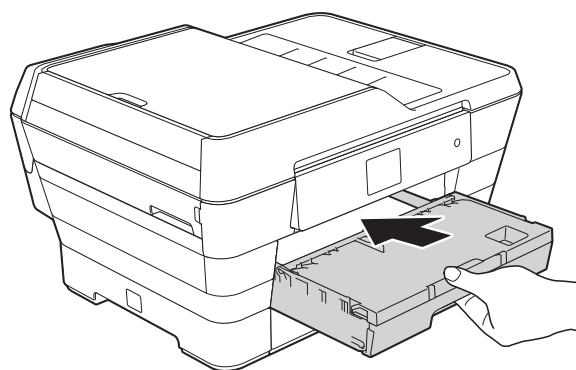
**NOTE**

Be careful not to push the paper in too far; it may lift at the back of the tray and cause feed problems.

- 9 Check that the paper is flat in the tray and below the maximum paper mark (1). Overfilling the paper tray may cause paper jams.



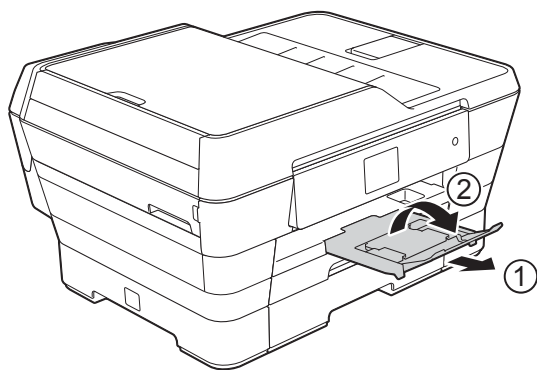
- 10 Slowly push the paper tray completely into the machine.



**⚠ CAUTION**

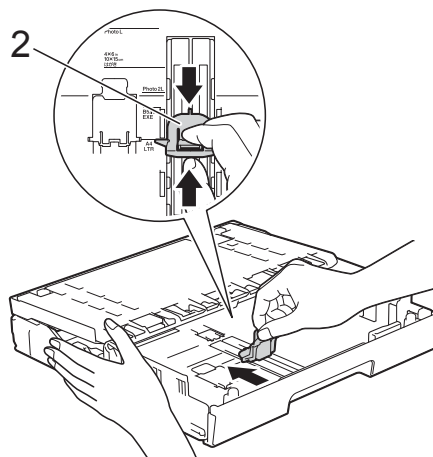
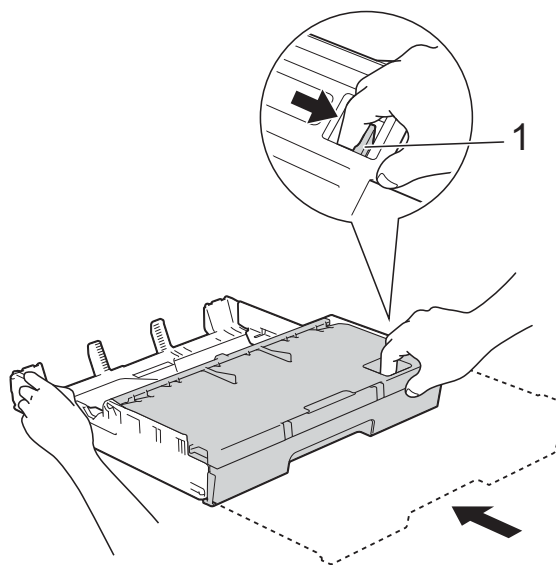
DO NOT push Tray #1 into the machine too quickly. Doing this may cause injury to your hand by trapping it between Tray #1 and Tray #2. Please push Tray #1 slowly.

- 11** While holding the paper tray in place, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



## NOTE

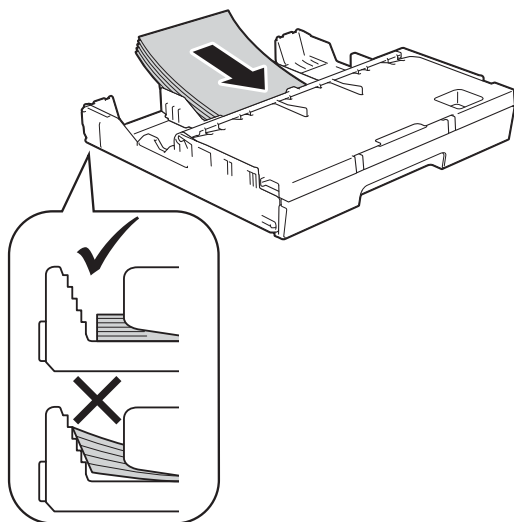
Before you shorten Tray #1, take the paper out of the tray. Then shorten the tray by pressing the universal guide release button (1). Adjust the paper length guide (2) to fit the paper size you are going to use. Then put the paper in the tray.



## Loading smaller paper (Photo, Photo L, Photo 2L or envelopes)

### Portrait orientation

(5.8 × 8.3 in. (A5, 148 × 210 mm) or smaller size paper)



### IMPORTANT

Be careful not to push the paper in too far; it may lift at the back of the tray and cause paper feed problems.

## Loading Photo, Photo L and Photo 2L paper

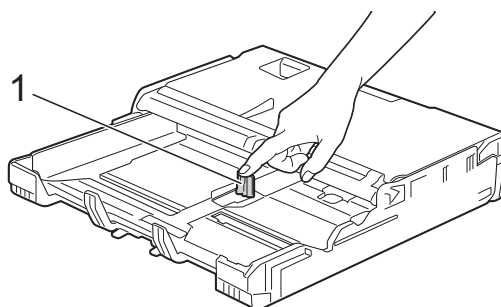
- 1 Before loading, press the corners and sides of the Photo, Photo L and Photo 2L paper to make them as flat as possible.

### IMPORTANT

If Photo (4 × 6 in.)/(10 × 15 cm) or Photo L (3.5 × 5 in.)/(89 × 127 mm) or Photo 2L (5 × 7 in.)/(13 × 18 cm) paper is “double-feeding,” put only one sheet of Photo or Photo L paper in the paper tray at a time.

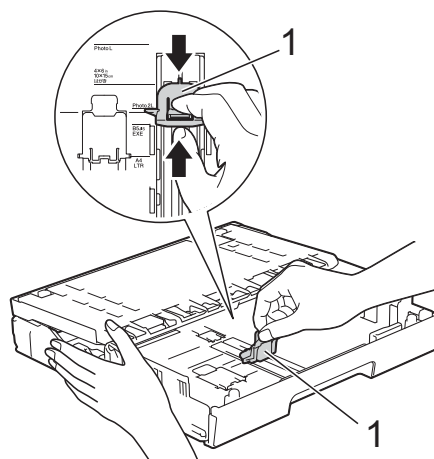
- 2 Do one of the following:

- If you load Photo L (3.5 × 5 in.)/(89 × 127 mm) in the paper tray, lift up the Photo L stopper (1).

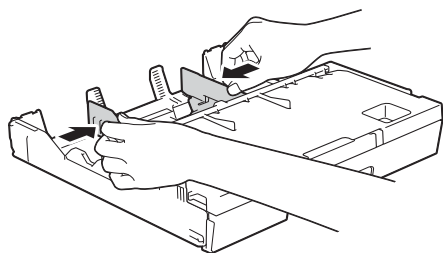


- If you load Photo (4 × 6 in.)/(10 × 15 cm) or Photo 2L (5 × 7 in.)/(13 × 18 cm) in the paper tray, open the output paper tray cover.

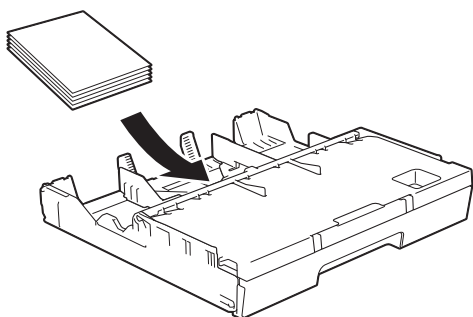
Gently press the paper length guide (1) to fit the paper size, and then close the output paper tray cover.



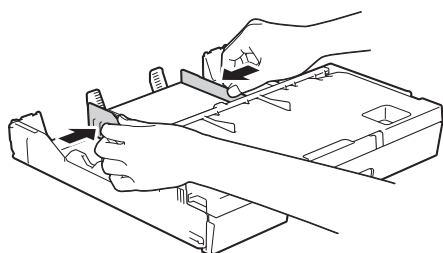
- 3 Gently press the paper side guides to fit the paper size.



- 4 Put Photo, Photo L, or Photo 2L paper in the paper tray printing surface face down.



- 5 Gently adjust the paper side guides to fit the paper. Make sure the paper side guides touch the sides of the paper.




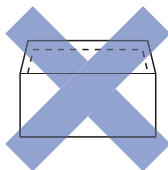
## About envelopes

- Use envelopes that weigh from 20 to 25 lb (80 to 95 g/m<sup>2</sup>).
- Some envelopes need margin settings to be set in the application you are using. Make sure you do a test print first before printing many envelopes.

## IMPORTANT

DO NOT use the following types of envelopes, as they will not feed correctly:

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

Glue	Double flaps
	

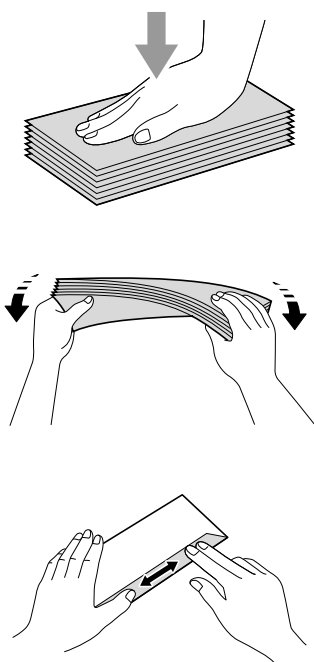
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

## Loading envelopes

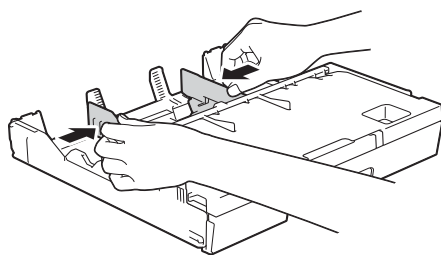
- 1 Before loading, press the corners and sides of the envelopes to make them as flat as possible.

### IMPORTANT

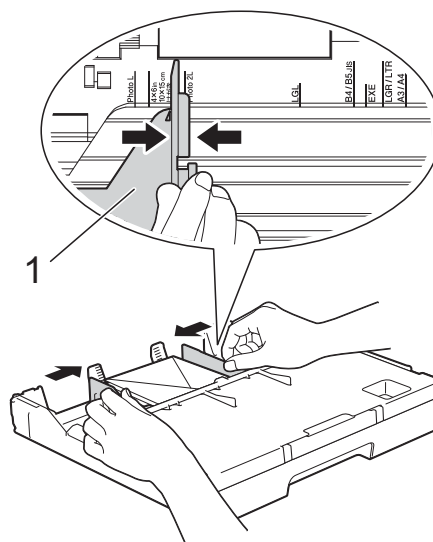
If envelopes are “double-feeding,” put one envelope in the paper tray at a time.



- 2 Gently press and slide the paper side guides to fit the paper size.

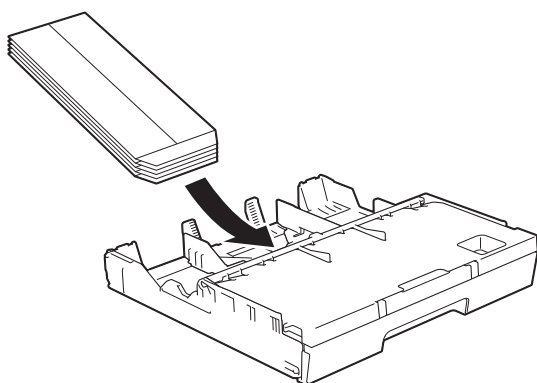


- 3 Put envelopes in the paper tray #1 with the printing surface face down. If the envelope flaps are on the long edge, load the envelopes with the flap on the left, as shown in the illustration. Gently adjust the paper side guides (1) to fit the size of the envelopes.



If you have problems printing on envelopes with the flap on the short edge, try the following:

- 1 Open the envelope flap.
- 2 Put the envelope into the paper tray #1 with the printing surface face down and the flap positioned as shown in the illustration.



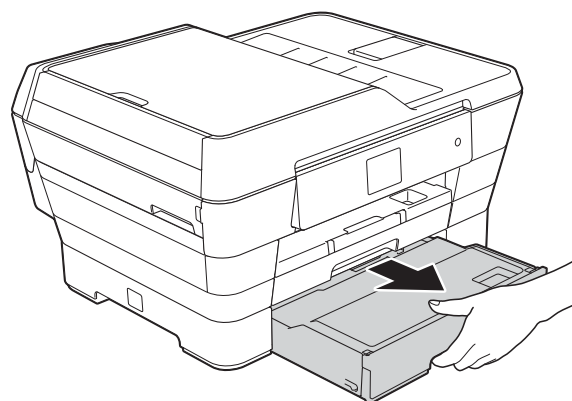
- 3 Select **Reverse Print** (Windows®) or **Reverse page orientation** (Macintosh) in the printer driver's dialog box, and then adjust the size and margin in your application.  
For more information, see Software and Network User's Guide: *Reverse Print* (Windows®) or *Reverse Print* (Macintosh).

## Loading paper in paper tray #2 (MFC-J6720DW)

### NOTE

You can only use plain paper sizes Letter or A4 (in Landscape position) and Ledger, Legal or A3 (in Portrait position) in Tray #2.

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

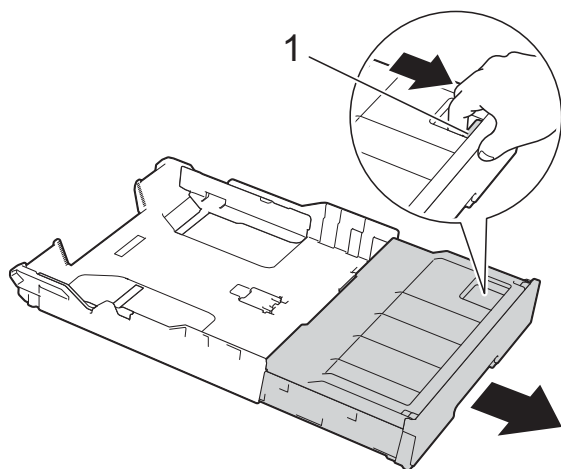


**2** Adjust the tray length, if needed:

■ **When using Ledger, Legal, or A3 size paper**

Press the universal guide release button (1) as you slide out the front of the paper tray.

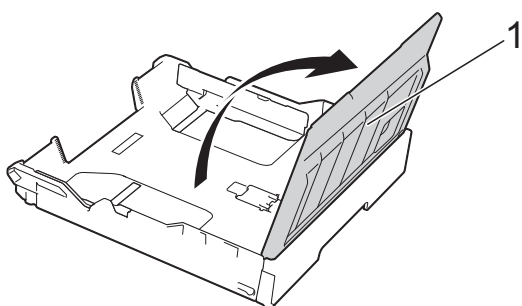
You can check if the length of the tray is adjusted correctly by opening the paper tray cover.



■ **When using Letter or A4**

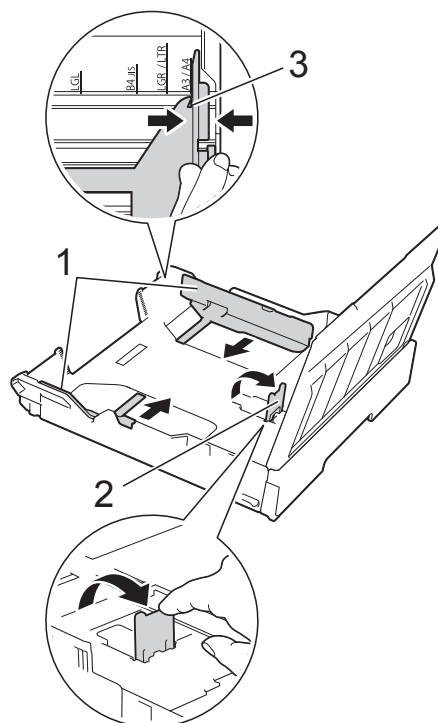
If you are using Letter or A4, you do not have to extend the tray.

**3** Open the paper tray cover (1).



**4** Gently press and slide the paper side guides (1) to fit the paper size. If you are loading Letter or A4 size paper, put it in landscape position and lift up the A4/LTR stopper (2).

Make sure that the triangular mark (3) on the paper side guide lines up with the marks for the paper size you are using.



**5** Fan the stack of paper well to avoid paper jams and misfeeds.

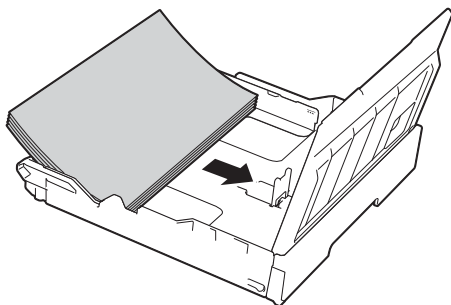
**NOTE**

Always make sure that the paper is not curled.

- 6 Gently put the paper into the paper tray printing surface face down.

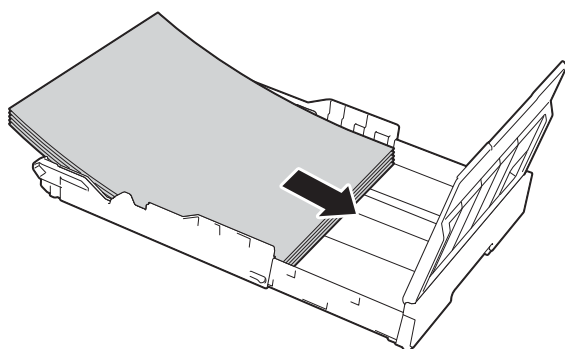
■ When using Letter or A4 size paper

Landscape orientation

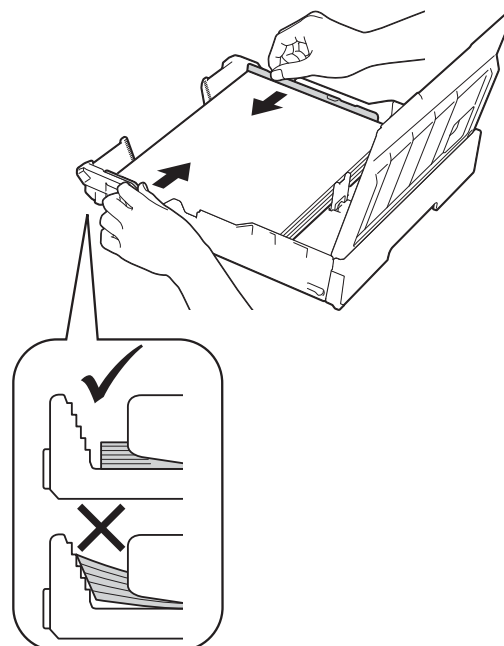


■ When using Ledger, Legal or A3 size paper

Portrait orientation



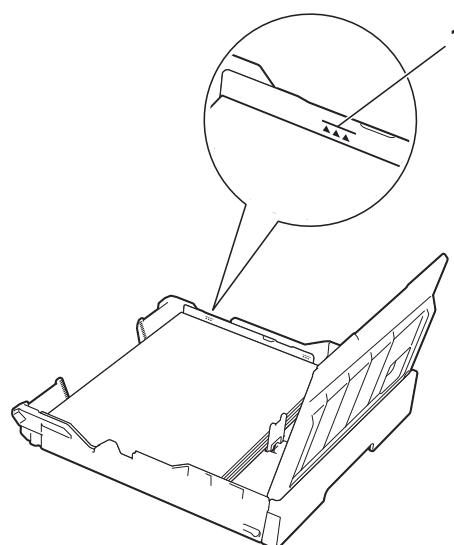
- 7 Gently adjust the paper side guides so they touch the sides of the paper stack.



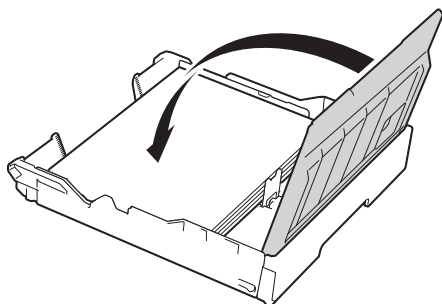
## NOTE

Be careful not to push the paper in too far; it may lift at the back of the tray and cause feed problems.

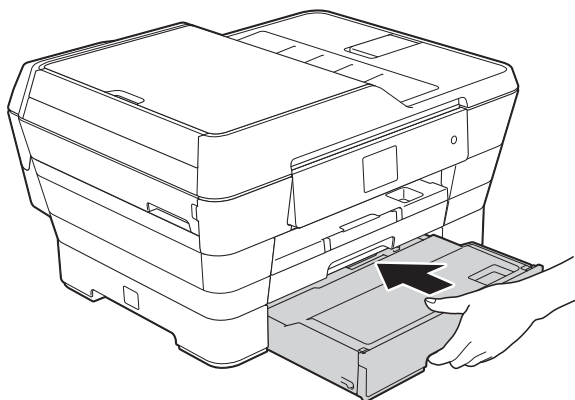
- 8 Check that the paper is flat in the tray and below the maximum paper mark (1). Overfilling the paper tray may cause paper jams.



- 9 Close the paper tray cover.



- 10 *Slowly* push the paper tray back into the machine.

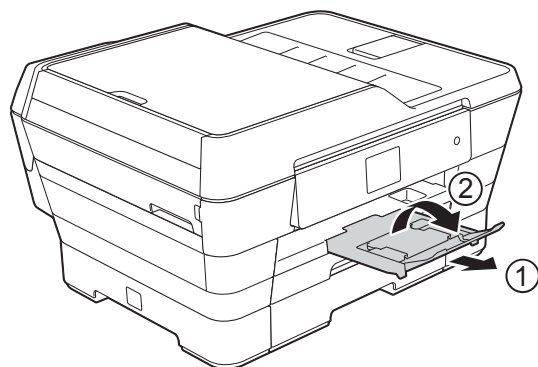


- 11 Do one of the following:
- If you are using Ledger, Legal or A3 size paper, go to step 12.

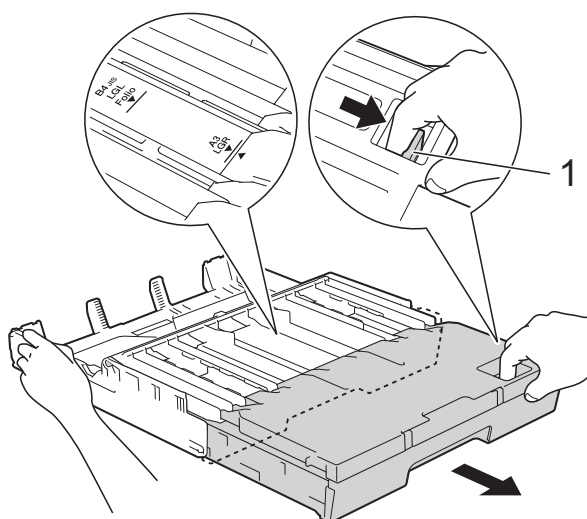
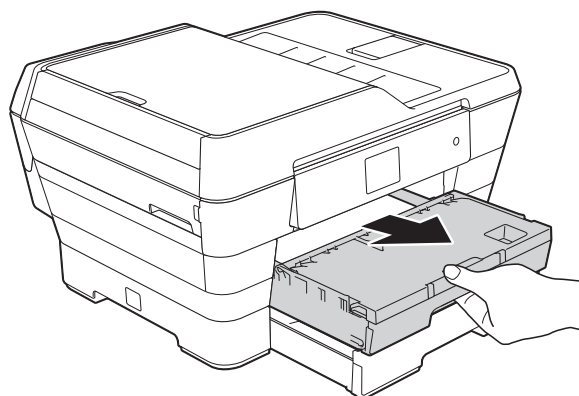
## NOTE

When Tray #2 is extended for large size paper, you must also extend Tray #1 out over Tray #2 to prevent printed pages from falling off the output tray.

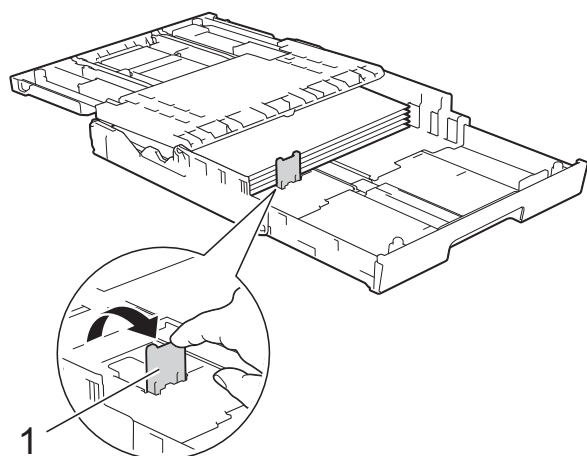
- If you are using Letter or A4 size paper, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



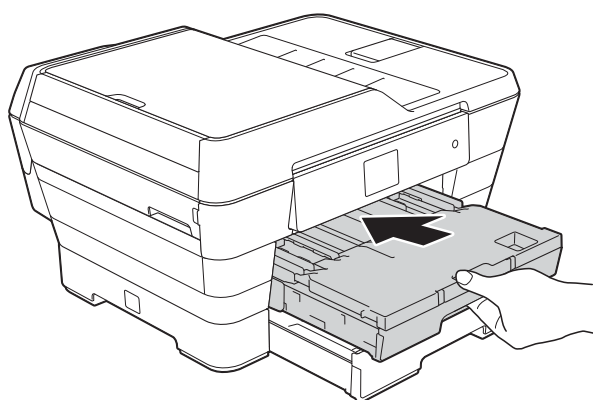
- 12 **Extending Tray #1 over Tray #2**  
Pull Tray #1 out of the machine. Press the universal guide release button (1) as you slide out the front of the paper tray.



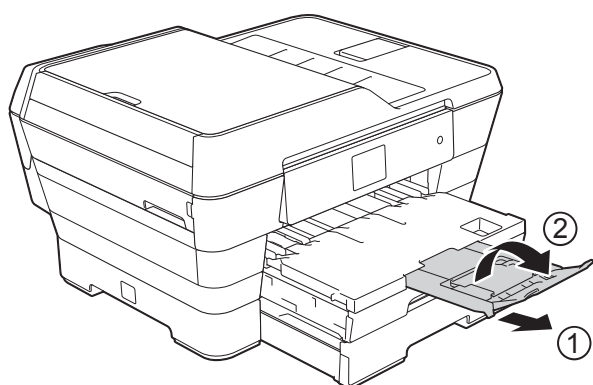
- 13 Open the output paper tray cover and lift the A4/LTR stopper (1).



- 14 Close the output paper tray cover and *slowly* push the paper tray into the machine.



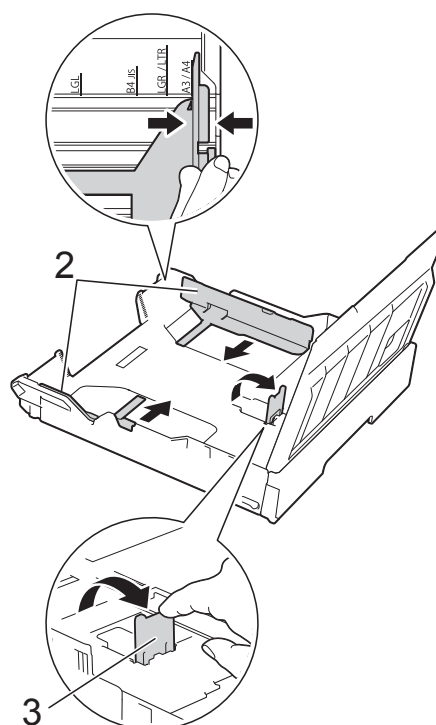
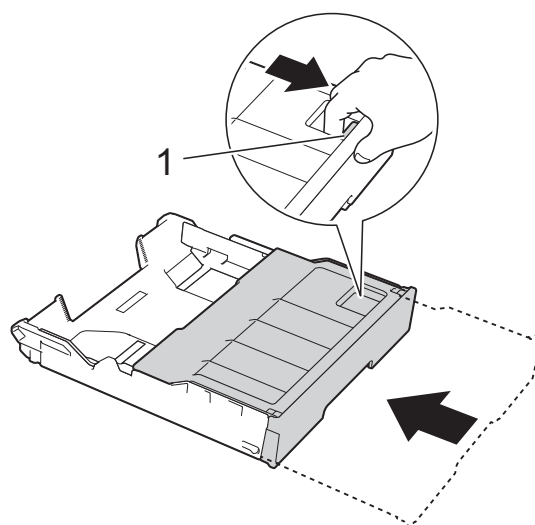
- 15 Pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



## NOTE

If you are finished using Ledger, Legal or A3 size paper and want to use Letter or A4 size paper, take the paper out of the tray.

Shorten the tray by pressing the universal guide release button (1). Adjust the paper side guides (2) to fit Letter or A4 you are going to use. Lift up the A4/LTR stopper (3). Then put the paper into the tray.



## Loading paper in the manual feed slot

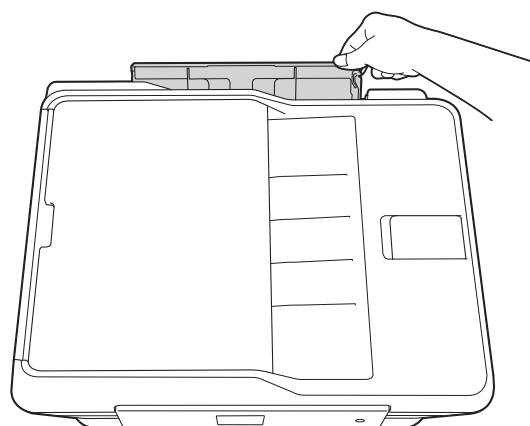
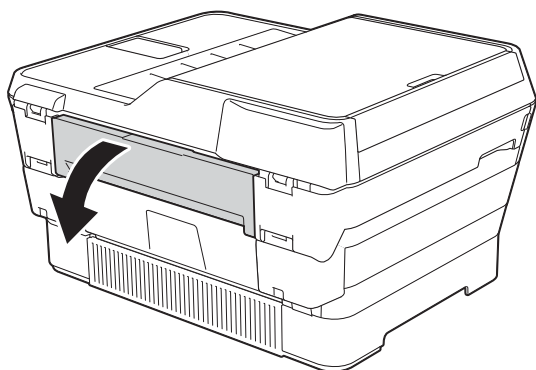
You can load special print media into this slot one sheet at a time.

Use the manual feed slot to print or copy on Ledger, A3, Legal, Folio, Letter, A4, Executive, A5, A6, envelopes, Photo (4 × 6 in.)/(10 × 15 cm), Photo L (3.5 × 5 in.)/(89 × 127 mm), Photo 2L (5 × 7 in.)/(13 × 18 cm) and Index Card (5 × 8 in.)/(127 × 203 mm).

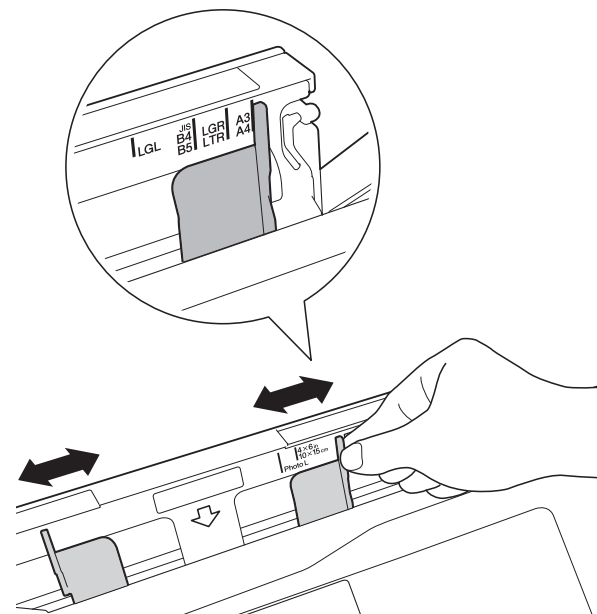
### NOTE

The machine automatically turns on Manual Feed mode when you load paper in the manual feed slot.

- 1 Open the manual feed slot cover.

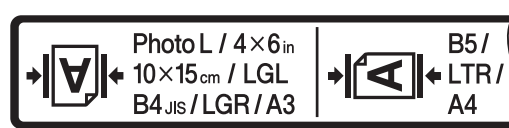


- 2 Slide the manual feed slot paper guides to match the width of the paper you are going to use.



### NOTE

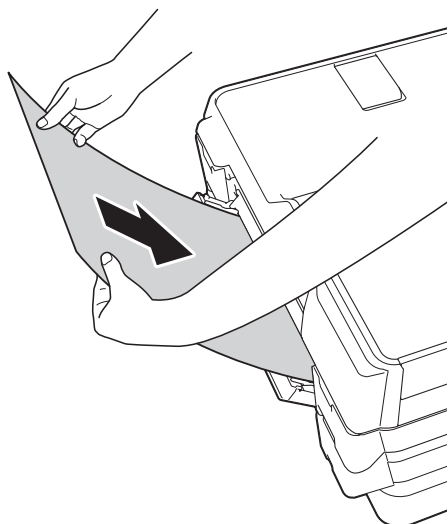
For information about the paper orientation, follow the label attached on the right side of the manual feed slot.



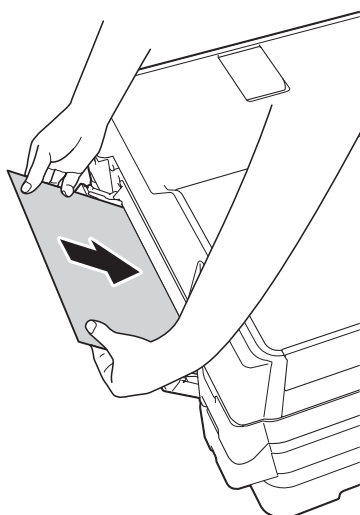
When you slide the paper guides, confirm that they are in these positions.

- 3 Load *only one* sheet of paper in the manual feed slot with the side to be printed on *face up*.

- When using Ledger, A3, Legal, Folio, A5, A6, envelopes, Photo, Photo L, Photo 2L or Index Card  
Portrait orientation



- When using Letter, Executive or A4  
Landscape orientation



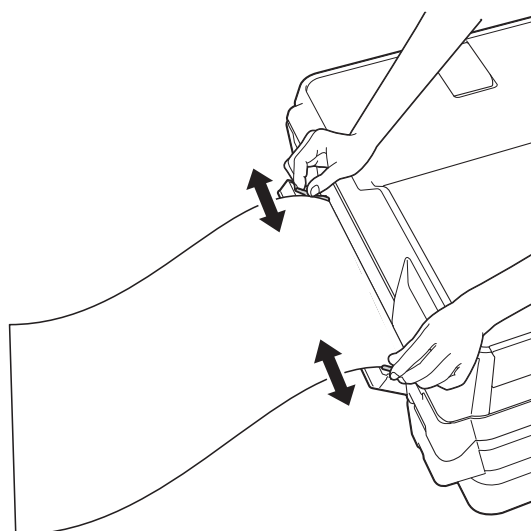
## IMPORTANT

- DO NOT put more than one sheet of paper in the manual feed slot at any one time. Doing this may cause a paper jam. Even if you are printing multiple pages, do not feed the next sheet of paper until the Touchscreen shows a message instructing you to feed the next sheet.



- DO NOT put paper in the manual feed slot when you are printing from the paper tray. Doing this may cause a paper jam.
- For details about the paper orientation, see *Paper orientation and capacity of the paper trays* on page 41.

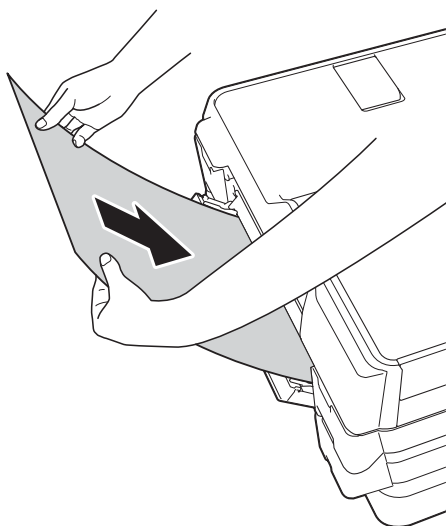
- 4 Using both hands, gently adjust the manual feed slot paper guides to fit the paper.



## NOTE

- DO NOT press the paper guides too tightly against the paper. Doing this may cause the paper to fold.
- Place the paper in the center of the manual feed slot between the paper guides. If the paper is not centered, pull it out and insert it again at the center position.

- 5 Using both hands, put one sheet of paper in the manual feed slot until the front edge touches the paper feed roller. Let go of the paper when you hear the machine pull it in a short distance. The Touchscreen will show  
Manual Feed Slot ready.



## NOTE

When loading an envelope or a sheet of thick paper, push the envelope into the manual feed slot until you feel it grab the envelope.

- 6 If the data does not fit on one sheet, the Touchscreen will prompt you to load another sheet of paper. Place another sheet of paper in the manual feed slot, and then press **OK** on the Touchscreen.

## NOTE

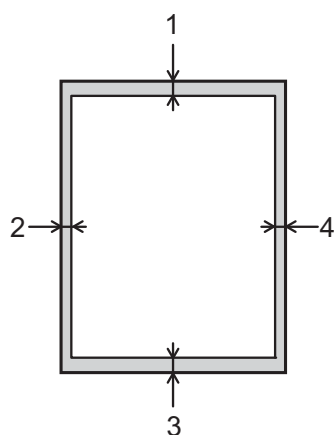
- Make sure printing has finished before you close the manual feed slot cover.
- When paper is placed in the manual feed slot, the machine always prints from the manual feed slot.
- Paper inserted in the manual feed slot while a test page, fax or report is being printed will be ejected.
- During the machine's cleaning process, paper you place in the manual feed slot will be ejected. Wait until the machine finishes its cleaning, and then put the paper into the manual feed slot again.

## Unprintable area

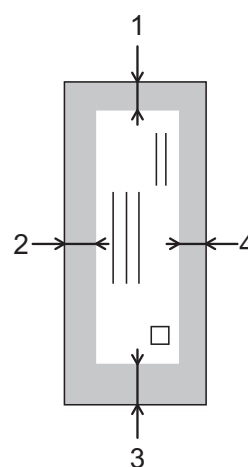
The printable area depends on the settings in the application you are using. The figures show the unprintable areas on cut-sheet paper and envelopes. The machine can print in the shaded areas of cut-sheet paper only when the Borderless print feature is available and turned on.

For more information, see Software and Network User's Guide: *Print without a Border* (Windows®) or *Print without a Border* (Macintosh).

### Cut-Sheet Paper



### Envelopes



	Top (1)	Left (2)	Bottom (3)	Right (4)
Cut-Sheet	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)
Envelopes	0.87 in. (22 mm)	0.12 in. (3 mm)	0.87 in. (22 mm)	0.12 in. (3 mm)




### NOTE

- The Borderless print feature is not available for envelopes and 2-sided printing.
- The Borderless print feature is not available for some paper sizes, such as Legal and Executive. For more information, see *Printer* on page 196.

## Paper settings

### Paper Type (MFC-J6520DW)

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




- 1 Press  (Settings).
- 2 Press  (shows type of paper).
- 3 Press **▲** or **▼** to display Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency, and then press the option you want.
- 4 Press .

#### NOTE

The machine ejects paper onto the paper tray on the front of the machine with the printed side face up. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

### Paper Size (MFC-J6520DW)


You can use the following sizes of paper for copies: Letter, Legal, Ledger, A4, A5, A3, Executive and Photo (4" × 6")/(10 × 15 cm). You can use the following sizes for printing faxes: Ledger, Letter, Legal, A3 or A4. When you change the size of paper you load in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.

- 1 Press  (Settings).
- 2 Press  (shows size of paper).
- 3 Press **▲** or **▼** to display Letter, Legal, Ledger, A4, A5, A3, EXE or 4"×6", and then press the option you want.
- 4 Press .

### Paper Size and Type (MFC-J6720DW)

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

You can use the following sizes of paper for copies: Letter, Legal, Ledger, A4, A5, A3, Executive and Photo (4" × 6")/(10 × 15 cm). You can use the following sizes for printing faxes: Ledger, Letter, Legal, A3 or A4. When you load a different size of paper in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.

- 1 Press  (Settings).
- 2 Press the displayed paper size for Tray #1 or Tray #2.

### 3 Do one of the following:

- If you press the displayed paper size for Tray #1, press **Paper Type**.

Press ▲ or ▼ to display

Plain Paper, Inkjet Paper, Brother BP71, Other Glossy or Transparency, and press the option you want.

Press **Paper Size**.

Press ▲ or ▼ to display Letter, Legal, Ledger, A4, A5, A3, EXE or 4"x6", and press the option you want.

- If you press the displayed paper size for Tray #2, press **Paper Size**.

Press ▲ or ▼ to display Letter, Legal, Ledger, A4 or A3, and press the option you want.

### 4 Press .

#### NOTE



- You can use only plain paper in Tray #2.
- The machine ejects paper onto the paper tray on the front of the machine with the printed side face up. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

## Tray use in Copy mode (MFC-J6720DW)

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

Auto Tray Select will allow your machine to feed paper from either Tray #1 or Tray #2, using the paper type and size settings from the Copy menu.

To change the default setting follow the instructions below:

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Press ▲ or ▼ to display Tray Setting.
- 6 Press Tray Setting.
- 7 Press ▲ or ▼ to display Tray Use: Copy.
- 8 Press Tray Use: Copy.
- 9 Press Tray #1, Tray #2 or Auto Tray Select.
- 10 Press .

#### NOTE



You can change the paper size and tray selection temporarily for the next copy. (See *Paper Size* on page 76 and *Tray Select (MFC-J6720DW)* on page 77.)

## Tray use in Fax mode (MFC-J6720DW)

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

Auto Tray Select will allow your machine to take paper from Tray #1 first, or from Tray #2 if:

- Tray #2 is set to a different paper size that is more suitable for the received faxes.
- Both trays are using the same size paper and Tray #1 is not set to use plain paper.

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Press ▲ or ▼ to display Tray Setting.
- 6 Press Tray Setting.
- 7 Press ▲ or ▼ to display Tray Use: Fax.
- 8 Press Tray Use: Fax.
- 9 Press Tray #1, Tray #2 or Auto Tray Select.
- 10 Press .

## Acceptable paper and other print media

The print quality can be affected by the type of paper you use in the machine.

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper that is loaded in the tray.

You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes.

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to choose the correct print media in the **Basic** tab of the printer driver or in the Paper Type setting of the machine's menu.

(MFC-J6520DW: See *Paper Size (MFC-J6520DW)* on page 36)

(MFC-J6720DW: See *Paper Size and Type (MFC-J6720DW)* on page 36.)

- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
- When using transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

## Recommended print media

To get the best print quality, we suggest using the Brother paper in the table.

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

### Brother paper

Paper Type	Item
Premium Plus Glossy Photo	
■ Ledger	BP71GLGR
■ Letter	BP71GLTR
■ 4" × 6"	BP71GP20
Plain Inkjet	
■ Ledger	BP60PLGR (USA only)

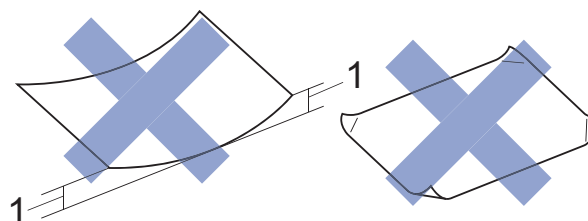
## Handling and using print media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of the photo paper.
- Avoid touching either side of the transparency paper because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

## IMPORTANT

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped



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

- Extremely shiny or highly textured
- Paper that cannot be arranged uniformly when stacked
- Paper made with a short grain

## Paper capacity of the output paper tray cover

Up to 50 sheets of Letter, Legal or A4 20 lb (80 g/m<sup>2</sup>) paper.

- Transparencies and photo paper must be picked up from the output paper tray cover one page at a time to avoid smudging.

## Choosing the right print media

### Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut-Sheet	Ledger	11 × 17 in. (279.4 × 431.8 mm)	Yes	Yes	Yes	Yes
	Letter	8 1/2 × 11 in. (215.9 × 279.4 mm)	Yes	Yes	Yes	Yes
	A3	11.7 × 16.5 in. (297 × 420 mm)	Yes	Yes	Yes	Yes
	A4	8.3 × 11.7 in. (210 × 297 mm)	Yes	Yes	Yes	Yes
	Legal	8 1/2 × 14 in. (215.9 × 355.6 mm)	Yes	Yes	–	Yes
	Folio	8 1/2 × 13 in. (215.9 × 330.2 mm)	–	–	–	Yes
	Executive	7 1/4 × 10 1/2 in. (184 × 267 mm)	–	Yes	–	Yes
	A5	5.8 × 8.3 in. (148 × 210 mm)	–	Yes	–	Yes
	A6	4.1 × 5.8 in. (105 × 148 mm)	–	–	–	Yes
Cards	Photo	4 × 6 in. (10 × 15 cm)	–	Yes	Yes	Yes
	Photo L	3 1/2 × 5 in. (89 × 127 mm)	–	–	–	Yes
	Photo 2L	5 × 7 in. (13 × 18 cm)	–	–	Yes	Yes
	Index Card	5 × 8 in. (127 × 203 mm)	–	–	–	Yes
Envelopes	C5 Envelope	6.4 × 9 in. (162 × 229 mm)	–	–	–	Yes
	DL Envelope	4.3 × 8.7 in. (110 × 220 mm)	–	–	–	Yes
	Com-10	4 1/8 × 9 1/2 in. (105 × 241 mm)	–	–	–	Yes
	Monarch	3 7/8 × 7 1/2 in. (98 × 191 mm)	–	–	–	Yes
Transparencies	Letter	8 1/2 × 11 in. (215.9 × 279.4 mm)	–	Yes	–	Yes
	A4	8.3 × 11.7 in. (210 × 297 mm)	–	Yes	–	Yes
	Legal	8 1/2 × 14 in. (215.9 × 355.6 mm)	–	Yes	–	Yes
	A5	5.8 × 8.3 in. (148 × 210 mm)	–	Yes	–	Yes

## Paper orientation and capacity of the paper trays

	Paper size	Paper types	No. of sheets
Paper Tray #1	<Landscape> Letter, Executive, A4  <Portrait> Ledger, A3, Legal, Folio, A5, A6, Photo, Photo L, Photo 2L, Index card, Envelopes (C5, Com-10, DL, Monarch)	Plain Paper	250 <sup>1</sup>
		Inkjet Paper	20
		Glossy Paper, Photo	20
		Index Card	30
		Envelopes, Transparencies	10
Paper Tray #2 (MFC-J6720DW)	<Landscape> Letter, A4  <Portrait> Ledger, A3, Legal	Plain Paper	250 <sup>1</sup>
Manual Feed Slot	<Landscape> Letter, Executive, A4  <Portrait> Ledger, A3, Legal, Folio, A5, A6, Photo, Photo L, Photo 2L, Index card, Envelopes (C5, Com-10, DL, Monarch)	Plain Paper, Inkjet Paper, Glossy Paper, Photo, Envelopes and Transparencies	1

<sup>1</sup> When using plain paper 20 lb (80 g/m<sup>2</sup>).

### NOTE

When you choose User Defined in the Paper Size drop-down list of the printer driver, the paper orientation will differ depending on the size and thickness of the paper.

(For details, see *Paper orientation using User Defined as the Paper Size in the printer driver* on page 42.)

## Paper orientation using User Defined as the Paper Size in the printer driver

	User Defined Size	Paper Orientation
Paper Tray #1	When both of the following conditions are satisfied: ■ Width: 5.83 in. – 8.5 in. (148.0 mm – 215.9 mm) ■ Height: 8.51 in. – 11.7 in. (216.0 mm – 297.0 mm)	Landscape
	When any of the following conditions is satisfied: ■ Width: less than 5.83 in. (148.0 mm) ■ Width: greater than 8.5 in. (215.9 mm) ■ Height: less than 8.51 in. (216.0 mm) ■ Height: greater than 11.7 in. (297.0 mm)	Portrait
Manual Feed Slot	When both of the following conditions are satisfied: ■ Width: 5 in. – 8.5 in. (127.0 mm – 215.9 mm) ■ Height: 8.51 in. – 11.7 in. (216.0 mm – 297.0 mm)	Landscape
	When any of the following conditions is satisfied: ■ Width: less than 5 in. (127.0 mm) ■ Width: greater than 8.5 in. (215.9 mm) ■ Height: less than 8.51 in. (216.0 mm) ■ Height: greater than 11.7 in. (297.0 mm)	Portrait

### NOTE

- When choosing Envelope in the Paper Thickness drop-down list, you must load the envelopes in Portrait orientation.
- Tray #2 cannot be used for user defined paper sizes.

## Paper weight and thickness

Paper Type		Weight	Thickness
Cut-Sheet	Plain Paper	17 to 32 lb (64 to 120 g/m <sup>2</sup> )	3 to 6 mil (0.08 to 0.15 mm)
	(Tray #2) Plain Paper	17 to 28 lb (64 to 105 g/m <sup>2</sup> )	3 to 6 mil (0.08 to 0.15 mm)
	Inkjet Paper	17 to 53 lb (64 to 200 g/m <sup>2</sup> )	3 to 10 mil (0.08 to 0.25 mm)
	Glossy Paper <sup>1</sup>	Up to 58 lb (Up to 220 g/m <sup>2</sup> )	Up to 10 mil (Up to 0.25 mm)
Cards	Photo (4" × 6")/ (10 × 15 cm) <sup>1</sup>	Up to 58 lb (Up to 220 g/m <sup>2</sup> )	Up to 10 mil (Up to 0.25 mm)
	Index Card	Up to 32 lb (Up to 120 g/m <sup>2</sup> )	Up to 6 mil (Up to 0.15 mm)
Envelopes		20 to 25 lb (80 to 95 g/m <sup>2</sup> )	Up to 20 mil (Up to 0.52 mm)
Transparencies		—	—

<sup>1</sup> BP71 69 lb (260 g/m<sup>2</sup>) paper is especially designed for Brother inkjet machines.

# 3

## Loading documents

### How to load documents

You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass.

### Using the ADF

The ADF can hold up to 35 pages and feeds each sheet individually. Use paper that is within the sizes and weights shown in the table. Always fan the pages before placing them in the ADF.

### Document Sizes and Weights

Length:	5.8 to 17.0 in. (148 to 431.8 mm)
Width:	5.8 to 11.7 in. (148 to 297 mm)
Weight:	17 to 24 lb (64 to 90 g/m <sup>2</sup> )

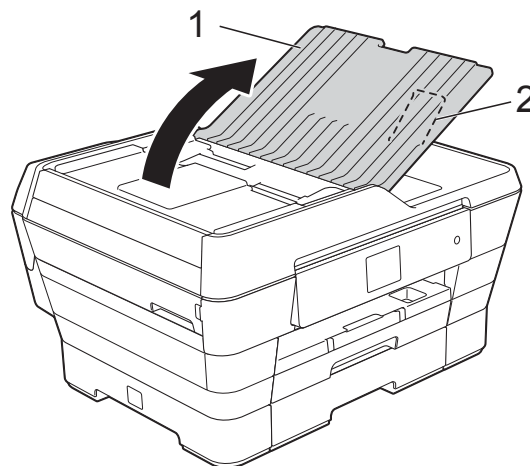
### How to load documents

#### IMPORTANT

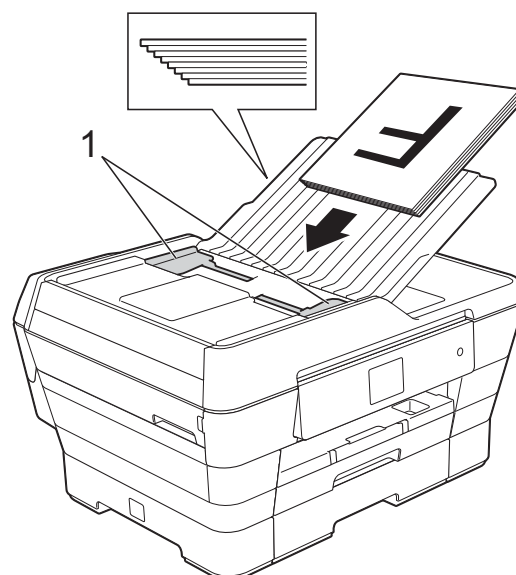
- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, glued or taped.
- DO NOT use cardboard, newspaper or fabric.

Make sure documents with ink or correction fluid are completely dry.

- 1 Unfold the ADF Document Support (1) and the ADF Document Output Support Flap (2).



- 2 Fan the pages well.
- 3 Adjust the paper guides (1) to fit the width of your document.

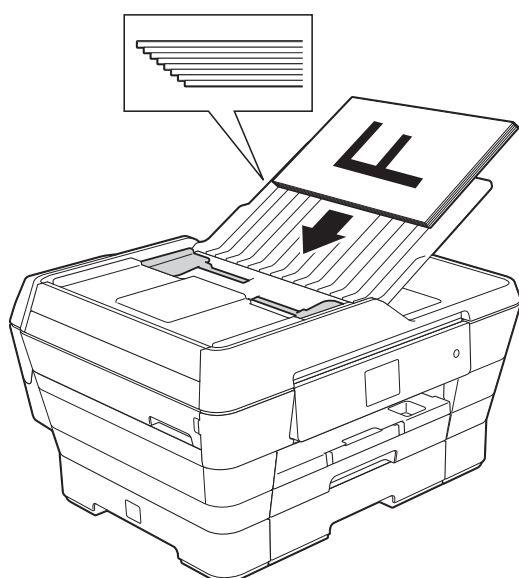


- 4 Place your document in the ADF, **face up, short edge first** until the Touchscreen shows *ADF Ready*. and you feel it touch the feed rollers.

■ **When using ADF High Speed Mode in Copy and Scan mode**

Make sure your document size is Letter, A4 or Executive.

Placing your document in the ADF, **face up, long edge first** until the Touchscreen shows *ADF Ready*. and you feel it touch the feed rollers.



## NOTE

ADF High Speed Mode is available with Copy and Scan mode. For the information about ADF High Speed Mode, see the following:

- (Copy)  
*ADF High Speed Mode copying*  
on page 77
- (Scan)  
*ADF High Speed Mode scanning*  
on page 92

## IMPORTANT

DO NOT leave a thick document on the scanner glass. If you do this, the ADF may jam.

## Using the scanner glass

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

## Document Sizes Supported

Length:	Up to 17.0 in (431.8 mm)
Width:	Up to 11.7 in (297 mm)
Weight:	Up to 4.4 lb (2 kg)

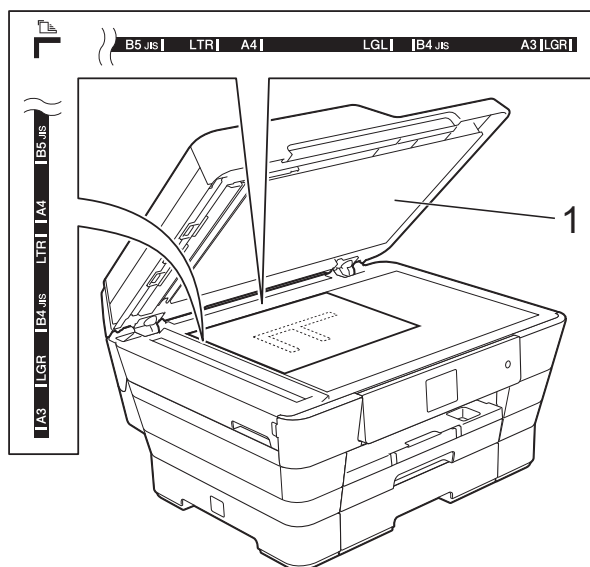
## How to load documents

### NOTE

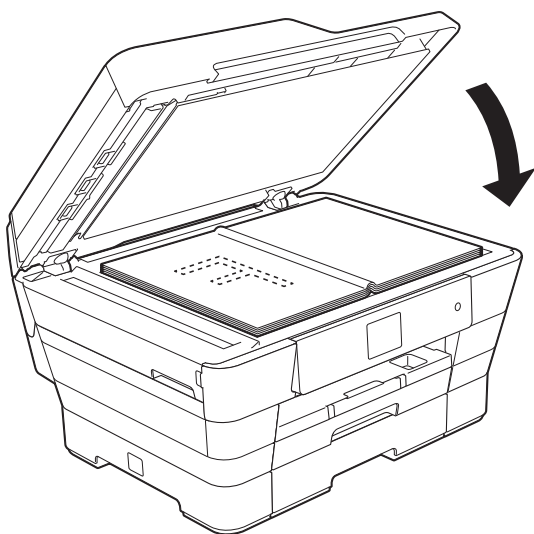
To use the scanner glass, the ADF must be empty.

- 1 Lift the document cover.

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



1 document cover



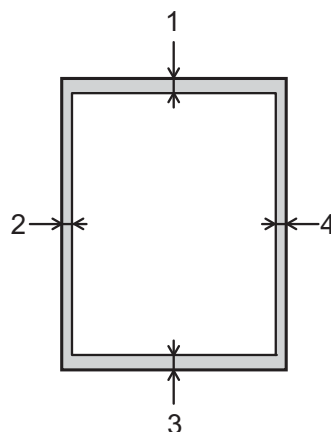
- 3 Close the document cover.

## IMPORTANT

If you are scanning a book or thick document, DO NOT slam the cover down or press on it.

## Unscannable area

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



Usage	Document Size	Top (1) Bottom (3)	Left (2) Right (4)
Fax	Ledger	0.12 in. (3 mm)	0.15 in. (3.7 mm)
	Letter		0.16 in. (4 mm)
	Legal		0.18 in. (4.5 mm)
	A3		0.12 in. <sup>1</sup> (3 mm)
	A4		0.12 in. (3 mm)
Copy	All paper sizes	0.08 in. (2 mm)	0.12 in. (3 mm)
Scan			0.08 in. (2 mm)

<sup>1</sup> The unscannable area is 0.04 in. (1 mm) when you use the ADF.




## How to send a fax

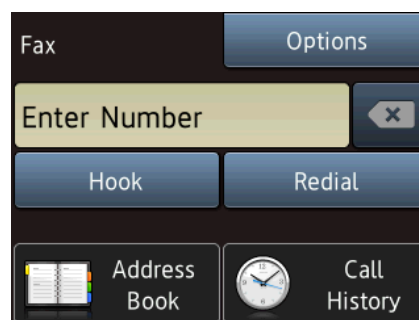
The following steps show how to send a fax.

- 1 Do one of the following to load your document:
  - Place the document *face up* in the ADF. (See *Using the ADF* on page 44.)
  - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 45.)

### NOTE

- To send color faxes with multiple pages, use the ADF.
- If you send a black & white fax from the ADF when the memory is full, it will be sent in real time.
- You can use the scanner glass to fax pages of a book one at a time. The document can be up to Ledger or A3 size.
- Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple-page document.

- 2 Do one of the following:
  - When Fax Preview is set to **Off**, press  (Fax).
  - When Fax Preview is set to **On**, press  (Fax) and then  (Sending Faxes).
  - The Touchscreen shows:



- 3 You can change the following fax-sending settings. Press **Options**. Press **▲** or **▼** to scroll through the fax settings. When the setting you want is displayed, press it and choose your new option. When you are finished changing the options, press **OK**.

### (Basic User's Guide)

For information about changing the following fax-sending settings, see pages 49 to 51.

- Glass Scan Size
- Color Fax Transmission
- Preview Outgoing Fax
- Transmission Verification Report (Setup)

**(Advanced User's Guide)**

For more advanced fax-sending operations and settings (see Advanced User's Guide: *Sending a fax*).


- Contrast
- Fax Resolution
- Set New Defaults
- Factory Reset
- Faxing at the end of a call
- Broadcasting
- Real Time Transmission
- Overseas Mode
- Delayed Fax
- Batch Transmission
- Canceling Waiting Jobs
- Polled Transmit

- 4** Enter the fax number.

**Using the dial pad**

Using  (**Address Book**)

- Address Book

Using  (**Call History**)

- Outgoing Call
- Caller ID history

**NOTE**

- You can preview a fax message before sending it by setting **Preview** to **On**. (See *How to preview an outgoing fax* on page 50.)
- If your network supports the LDAP protocol you can search for fax numbers and E-mail addresses on your server.

For more information, see Software and Network User's Guide: *Perform an LDAP Search Using the Control Panel*.

- 5** Press **Fax Start**.

**Faxing from the ADF**

- The machine starts scanning and sending the document.

**Faxing from the scanner glass**

- If you choose **Black** in the **Color Setting** (default setting), the machine starts scanning the first page. Go to step **6**.
- If you choose **Color** in the **Color Setting**, the Touchscreen asks if you want to send a color fax. Press **Yes (Color fax)** to confirm. The machine starts dialing and sending the document.

- 6** When the Touchscreen asks you **Next page?**, do one of the following:

- To send a single page, press **No**.  
The machine starts sending the document.
- To send more than one page, press **Yes** and go to step **7**.




- 7** Place the next page on the scanner glass.  
Press **OK**.  
The machine starts scanning the page. (Repeat steps **6** and **7** for each additional page.)

**Stop faxing**

To stop faxing, press .

## Setting scanner glass size for faxing

When documents are A4 size, you need to set the Scan Size to A4. If you do not, the bottom portion of the faxes will be missing.

- 1 Load your document.
- 2 Do one of the following:
  - When Fax Preview is set to Off, press  (Fax).
  - When Fax Preview is set to On, press  (Fax) and then  (Sending Faxes).
- 3 Press Options.
- 4 Press ▲ or ▼ to display Glass Scan Size.
- 5 Press Glass Scan Size.
- 6 Press ▲ or ▼ to display Letter, Legal, Ledger, A4 or A3, and then press the option you want to set.
- 7 Press OK.
- 8 Enter the fax number.
- 9 Press Fax Start.




### NOTE

- You can save the setting you use most often by making it the default setting. (See Advanced User's Guide: *Setting your changes as the new default.*)
- This setting is only available for sending documents from the scanner glass.


## Color fax transmission

Your machine can send a color fax to machines that support this feature.

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




- 1 Load your document.
- 2 Do one of the following:
  - When Fax Preview is set to Off, press  (Fax).
  - When Fax Preview is set to On, press  (Fax) and then  (Sending Faxes).
- 3 Press Options.
- 4 Press ▲ or ▼ to display Color Setting.
- 5 Press Color Setting.
- 6 Press Color.
- 7 Press OK.
- 8 Enter the fax number.
- 9 Press Fax Start.



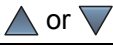
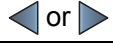



## Canceling a fax in process

If you want to cancel a fax while the machine is scanning, dialing or sending, press .

## How to preview an outgoing fax

You can preview a fax message before you send it. You must set Real Time Transmission and Polling RX to **Off** before you use this feature.

- 1 Load your document.
- 2 Do one of the following:
  - When Fax Preview is set to **Off**, press  (Fax).
  - When Fax Preview is set to **On**, press  (Fax) and then  (Sending Faxes).
- 3 Press **Options**.
- 4 Press **▲** or **▼** to display **Preview**.
- 5 Press **Preview**.
- 6 Press **On**.
- 7 Press **OK**.
- 8 Enter the fax number using the dial pad or Address Book.
- 9 Press **Fax Start**.  
The machine starts scanning the document and the outgoing fax appears on the Touchscreen.  
When the fax is displayed, press the Touchscreen to perform the following operations.

	Description
	Enlarge the fax.
	Reduce the fax.
	Scroll vertically.
	Scroll horizontally.
	Rotate the fax clockwise.
	Go back to the previous page.
	Go to the next page.

- 10 Press **Start**.

### NOTE

- To send a color fax, do not use Fax Preview.
- The fax message in the memory will be sent and then erased when you press **Start**.

## Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the sender's name or fax number, the time and date of the transmission, duration of the transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- **On:** Prints a report after every fax you send.
- **On+Image:** Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- **Off:** Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if the receiving machine modifies the size of the document you fax, or if you send a color fax that the receiving machine prints in black and white. **Off** is the default setting.
- **Off+Image:** Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if your fax is successful, but the receiving machine modifies the size of the document you fax, or if you send a color fax that the receiving machine prints in black and white. A portion of the fax's first page appears on the report.
- **Off2:** Prints a report *only* if your fax is unsuccessful due to a transmission error.
- **Off2+Image:** Prints a report *only* if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

1 Press  (Settings).

2 Press **All Settings**.

3 Press **▲** or **▼** to display **Fax**.

4 Press **Fax**.

5 Press **▲** or **▼** to display **Report Setting**.

6 Press **Report Setting**.

7 Press **Transmission**.

8 Press **▲** or **▼** to display **On**, **On+Image**, **Off**, **Off+Image**, **Off2** or **Off2+Image**, and then press the option you want to set.

9 Press .

### NOTE

- If you choose **On+Image**, **Off+Image** or **Off2+Image** the image will only appear on the Transmission Verification Report if **Real Time Transmission** is set to **Off**. The image will not appear on the report when you send a color fax. (See Advanced User's Guide: *Real Time Transmission*.)
- If your transmission is successful, **OK** will appear next to **RESULT** on the Transmission Verification Report. If the transmission is not successful, **NG** will appear next to **RESULT**.

## Receive Modes

### Choose the correct Receive Mode

---

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

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

Brother uses the term “Distinctive Ring” but different telephone companies may have other names for this service, such as Custom Ringing, RingMaster, Personalized Ring, Teen Ring, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Smart Ring and SimpleBiz Fax & Alternate Number Ringing. (See *Distinctive Ring* on page 64 for instructions on setting up your machine using this feature.)

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

If you have Voice Mail on the same telephone line as your Brother machine, there is a strong possibility that Voice Mail and the Brother machine will conflict with each other when receiving incoming calls. (See *Voice Mail* on page 63 for instructions on setting up your machine using this service.)

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

Your external telephone answering device (TAD) will automatically answer every call. Voice messages are stored on the external TAD and fax messages are printed. Choose **External TAD** as your Receive Mode. (See *Connecting an external TAD (telephone answering device)* on page 67.)

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

Your machine automatically answers every call as a fax. Choose **Fax Only** as your Receive Mode. (See *Fax Only* on page 54.)

**Will you be using your Brother machine on the same line as your telephone?****Do you want to receive voice calls and faxes automatically?**


**Fax/Tel** mode is used when sharing the Brother machine and your telephone on the same line. Choose **Fax/Tel** as your Receive Mode. (See *Fax/Tel* on page 54.)

**Important Note:** You cannot receive voice messages on either Voice Mail or an answering machine with **Fax/Tel** mode.

**Do you expect to receive very few faxes?**


Choose **Manual** as your Receive Mode. You control the telephone line and must answer every call yourself. (See *Manual* on page 54.)

**To set the Receive Mode, follow the instructions:**

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- 7 Press ▲ or ▼ to display Receive Mode.
- 8 Press Receive Mode.

#### NOTE

If you cannot change the Receive Mode, make sure the Distinctive Ring feature is set to Off.  
(See *Turning off Distinctive Ring* on page 65.)

- 9 Press ▲ or ▼ to display Fax Only, Fax/Tel, External TAD or Manual, and then press the option you want.
- 10 Press .

## Using Receive Modes

Some Receive Modes answer automatically (**Fax Only** and **Fax/Tel**). You may want to change the *Ring Delay* before using these modes. (See *Ring Delay* on page 55.)

### Fax Only

**Fax Only** mode will automatically answer every call as a fax call.

### Fax/Tel

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

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

If you use **Fax/Tel** mode, see *F/T Ring Time (Fax/Tel mode only)* on page 55 and *Ring Delay* on page 55.

## Manual

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

To receive a fax in **Manual** mode, lift the handset of the external telephone or press **Hook**. When you hear fax tones (short repeating beeps), press **Fax Start** and choose **Receive**. You can also use the *Easy Receive* feature to receive faxes by lifting a handset on the same line as the machine.

(See *Easy Receive* on page 56.)

## External TAD

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

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



To connect your External TAD, see *Connecting an external TAD (telephone answering device)* on page 67.

## Receive Mode settings

### Ring Delay

Ring Delay sets the number of times the machine rings before it answers in **Fax Only** or **Fax/Tel** mode. If you have external or extension telephones on the same line as the machine, keep the ring delay setting of 4 rings.

(See *Using external and extension telephones* on page 70 and *Easy Receive* on page 56.)

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- 7 Press ▲ or ▼ to display Ring Delay.
- 8 Press Ring Delay.
- 9 Press the number of times you want the machine to ring before it answers (0, 1, 2, 3 or 4).  
If you choose 0, the machine will answer immediately and the line will not ring at all.
- 10 Press .



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

When somebody calls your machine, you and your caller will hear the normal telephone ring. 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 pseudo/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 by using a remote code.

(For more information, see *Using remote codes* on page 70.)

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- 7 Press ▲ or ▼ to display F/T Ring Time.
- 8 Press F/T Ring Time.
- 9 Press how long the machine will ring to alert you that you have a voice call (20Secs, 30Secs, 40Secs or 70Secs).
- 10 Press .

**NOTE**

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

**Easy Receive****If Easy Receive is On:**

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


**If Easy Receive is Off:**

If you are at the machine and answered a call first by lifting the external handset, press *Fax Start*, and then press *Receive* to receive.

If you answered at an extension telephone, press \* **5 1**. (See *Using external and extension telephones* on page 70.)

**NOTE**

- If this feature is set to *On*, but your machine does not connect a fax call when you lift an extension or external telephone, press the fax receive code \* **5 1**.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set *Easy Receive* to *Off*.

- 7 Press ▲ or ▼ to display *Easy Receive*.
- 8 Press *Easy Receive*.
- 9 Press *On* (or *Off*).
- 10 Press .

1 Press  (*Settings*).

2 Press *All Settings*.

3 Press ▲ or ▼ to display *Fax*.



4 Press *Fax*.

5 Press ▲ or ▼ to display *Setup Receive*.




6 Press *Setup Receive*.

# Fax Preview (Black & White only)

## How to preview a received fax

You can view received faxes on the Touchscreen by pressing  (Fax) and then  (Received Faxes). When the machine is in Ready mode, a pop-up message will appear on the Touchscreen to alert you of new faxes.

## Setting Fax Preview

- 1 Press  (Settings).
- 2 Press  (Fax Preview).
- 3 Press On (or Off).
- 4 Press Yes.
- 5 The Touchscreen will tell you that any future faxes will not be printed as you receive them.  
Press Yes (or No).
- 6 Press .

## NOTE


When Fax Preview is turned on, a backup copy of received faxes will not be printed for Fax Forwarding and PC-Fax Receiving operations, even if you have set Backup Print to On.


## Using Fax Preview

When you receive a fax, you will see a pop-up message on the Touchscreen. (For example: New Fax(es) : 01 [View])

- 1 Press View.  
The Touchscreen will display the fax list.

## NOTE

- The fax list includes the old faxes and the new fax. The new fax is indicated by a blue mark.
- If you want to see a fax that has already been previewed, press  (Fax) and



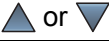
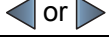






 (Received Faxes).

- 2 Press ▲ or ▼ to display the fax number of the fax you want to see.
- 3 Press the fax you want to see.

## NOTE





- If your fax is large there may be a delay before it is displayed.
- The Touchscreen will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as "XX."

Press the Touchscreen or Touchpanel to perform the following operations.




	Description
	Enlarge the fax.
	Reduce the fax.
	Scroll vertically.
	Scroll horizontally.
	Rotate the fax clockwise.
	Delete the fax. Press <b>Yes</b> to confirm.
	Go back to the previous page.
	Go to the next page.
	Go back to the fax list.
	Print the fax. Do one of the following: <ul style="list-style-type: none"> <li>■ Press <b>Print All Pages</b> to print the whole message.</li> <li>■ Press <b>Print Displayed Only</b> to print only the displayed page.</li> <li>■ Press <b>Print From Displayed</b> to print from the displayed page to the last page.</li> </ul>

4 Press .




## How to print a fax

- 1 Press  (Fax).
- 2 Press  (Received Faxes).
- 3 Press the fax you want to view.
- 4 Press .
  - If the fax is multiple pages, go to step 5.
  - If the fax is a single page, it will start printing. Go to step 6.
- 5 Do one of the following:
  - Press **Print All Pages** to print all pages of the fax. Go to step 6.
  - Press **Print Displayed Only** to print the displayed page. Go to step 7.
  - Press **Print From Displayed** to print from the displayed page to the last page. Go to step 7.
- 6 Do one of the following:
  - To delete the fax, press **Yes**.
  - To keep the fax in the memory, press **No**.
- 7 Press .




## How to print all faxes in the list

- 1 Press  (Fax).
- 2 Press  (Received Faxes).
- 3 Press **Print/Delete**.
- 4 Do one of the following:
  - To print all new faxes, press **▲** or **▼** to display **Print All (New Faxes)**. Press **Print All (New Faxes)**.
  - To print all old faxes, press **▲** or **▼** to display **Print All (Old Faxes)**. Press **Print All (Old Faxes)**.
- 5 Press .

## How to delete all faxes in the list

- 1 Press  (Fax).
- 2 Press  (Received Faxes).
- 3 Press **Print/Delete**.
- 4 Do one of the following:
  - To delete all new faxes, press **▲** or **▼** to display **Delete All (New Faxes)**. Press **Delete All (New Faxes)**.
  - To delete all old faxes, press **▲** or **▼** to display **Delete All (Old Faxes)**. Press **Delete All (Old Faxes)**.
- 5 Press **Yes** to confirm.
- 6 Press .

## Turning off Fax Preview

- 1 Press  (Settings).
- 2 Press  (Fax Preview).
- 3 Press **Off**.
- 4 Press **Yes** to confirm.
- 5 If there are faxes stored in the memory, do one of the following:
  - If you do not want to print the stored faxes, press **Continue**. The machine asks you to confirm the deletion of the stored faxes. Press **Yes** to confirm. Your faxes will be deleted.
  - If you want to print all the stored faxes, press **Print All Faxes Before Delete**.
  - If you do not wish to turn off Fax Preview, press **Cancel**.
- 6 Press .

# 6

## Using PC-FAX

### PC-FAX Sending

You can send a file created in any application on your PC as a standard fax.

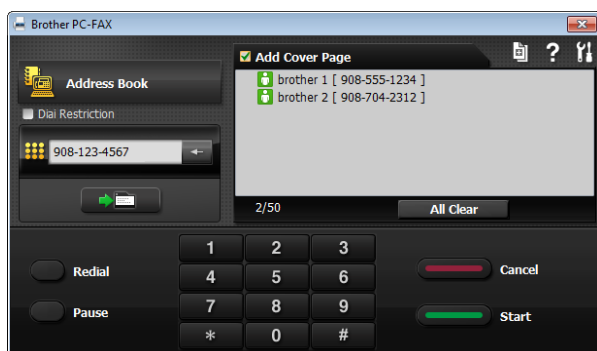
#### NOTE

The PC-FAX software can only send Black & White fax documents.

### Sending a file as a PC-FAX

Please install MFL-Pro Suite software, connect your machine and PC before using PC-FAX sending.

- 1 Create a file in any application on your PC.
- 2 Click **File**, then **Print**. The **Print** dialog box appears.
- 3 Choose **Brother PC-FAX** as your printer, and then click **Print**. The PC-FAX sending dialog box appears:



- 4 Enter a fax number using any of the following methods:

- Use the dial pad to enter the number.

#### NOTE


If you check the **Dial Restriction** check box, a confirmation dialog box will appear for you to re-enter the fax number. This feature helps to prevent transmissions to the wrong destination.

- Click the **Address Book** button, and then choose a member or group from the Address Book.

If you make a mistake, click **All Clear** to delete all the entries.


- 5 To include a cover page, click **Add Cover Page**.

#### NOTE

You can also click the cover page  icon to create or edit a cover page.

- 6 Click **Start** to send the fax.

#### NOTE

- If you want to cancel the fax, click **Cancel**, or press  on the Touchpanel.
- If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

## PC-FAX Receiving (Windows®)

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


Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory.

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


To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC.

Do one of the following:

(Windows® XP, Windows Vista® and Windows® 7)


From  (**Start**), select **All Programs**, **Brother, MFC-XXXX, PC-FAX Receiving**, and select **Receive**. (where XXXX is your model name.)

(Windows® 8)

Click  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**.

If you choose **Backup Print: On**, the machine will also print the fax.

- 1 Press  (Settings).
- 2 Press **All Settings**.
- 3 Press **▲** or **▼** to display **Fax**.
- 4 Press **Fax**.

- 5 Press **▲** or **▼** to display **Setup Receive**.
- 6 Press **Setup Receive**.
- 7 Press **▲** or **▼** to display **Memory Receive**.
- 8 Press **Memory Receive**.
- 9 Press **▲** or **▼** to display **PC Fax Receive**.
- 10 Press **PC Fax Receive**.
- 11 The Touchscreen shows the message **Run PC-Fax on your computer. Press OK**.
- 12 Press **▲** or **▼** to display **<USB>** or the name of the PC you want to receive faxes if you are on a network. Press **<USB>** or the name of the PC. Press **OK**.
- 13 If **Fax Preview** is set to **Off**, press **Backup Print: On** or **Backup Print: Off**.
- 14 Press .

## NOTE

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- PC-FAX Receive is not supported by Mac OS.
- Before you can set up PC-FAX Receive, you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on.

For more information, see Software and Network User's Guide: *Receive Faxes Using Brother's PC-FAX Receive Software (Windows®)*.

- If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your PC. (See *Transferring your faxes or Fax Journal report* on page 113.)
- When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to your PC.

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## Changing the destination PC

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To change the destination PC, see *PC-FAX Receiving (Windows®)* on page 61 and repeat steps ❶ to ❷.

## Telephone services

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

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

### Voice Mail

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

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

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

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

Get the Distinctive Ring service from your telephone company. Distinctive Ring is a feature of your Brother machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line.

Brother uses the term “Distinctive Ring,” but telephone companies market the service under a variety of names, such as Custom Ringing, Personalized Ring, Smart Ring, RingMaster, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Teen Ring, and SimpleBiz Fax & Alternate Number Ringing. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes. (See *Distinctive Ring* on page 64.)

### OR

Set your Brother machine's Receive Mode to **Manual**. Manual mode requires that you answer every incoming call if you want to be able to receive a fax. If the incoming call is a telephone call, then complete the call as you normally would. If you hear fax-sending tones, you must transfer the call to the Brother machine. (See *Using external and extension telephones* on page 70.)

Unanswered fax and voice calls will go to your Voice Mail. (To set the machine in **Manual Mode**, see *Choose the correct Receive Mode* on page 52.)

## Distinctive Ring

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

### NOTE

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

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

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

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

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

## Do you have Voice Mail?

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





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

### NOTE

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

### Before you choose the ring pattern to register

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

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

**NOTE**

Ring Pattern #1 is often called Short-Short and is the most commonly used.


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


- The machine will only answer calls to its registered number.
- The first two rings are silent on the machine. This is because the machine must “listen” to the ring pattern to compare it to the pattern that was registered. Other telephones on the same line will ring.
- If you program the machine correctly, it will recognize the registered ring pattern of the “fax number” within two ring patterns and then answer with fax tones. When the “voice number” is called, the machine will not answer.

## Registering the Distinctive Ring pattern



### Very Important!

After you have set the Distinctive Ring feature to **On**, your Distinctive Ring number will receive faxes automatically. You will see **D/R** on the Settings screen and **Manual** as the Receive Mode setting. You cannot change the Receive Mode from **D/R (Manual)** to another Receive Mode while Distinctive Ring is set to **On**. This ensures the Brother machine will only answer the Distinctive Ring number and will not interfere when your main telephone number is called.

- 1 Press  (Settings).
- 2 Press **All Settings**.
- 3 Press **▲** or **▼** to display **Fax**.
- 4 Press **Fax**.
- 5 Press **▲** or **▼** to display **Miscellaneous**.

- 6 Press **Miscellaneous**.
- 7 Press **Distinctive**.
- 8 Do one of the following:
  - If you haven't registered the Distinctive Ring, press **Distinctive**, and then press **On**. Go to step 9.
  - If you have already registered the Distinctive Ring, and want to change the pattern, go to step 9.
- 9 Press **Ring Pattern**.
- 10 Press the stored ring pattern you want to use.  
(You will hear each ring pattern as you press its number. Make sure you choose the pattern that the telephone company gave you.)  
Press **OK**.
- 11 Press .  
Distinctive Ring is now set to **On**.

## Turning off Distinctive Ring

- 1 Press  (Settings).
- 2 Press **All Settings**.
- 3 Press **▲** or **▼** to display **Fax**.
- 4 Press **Fax**.
- 5 Press **▲** or **▼** to display **Miscellaneous**.
- 6 Press **Miscellaneous**.
- 7 Press **Distinctive**.
- 8 Press **Distinctive**.
- 9 Press **Off**.
- 10 Press .

**NOTE**

If you turn off Distinctive Ring, you will see *Manual* on the Settings screen. You will need to set the Receive Mode again. (See *Choose the correct Receive Mode* on page 52.)

## Voice over Internet Protocol (VoIP)

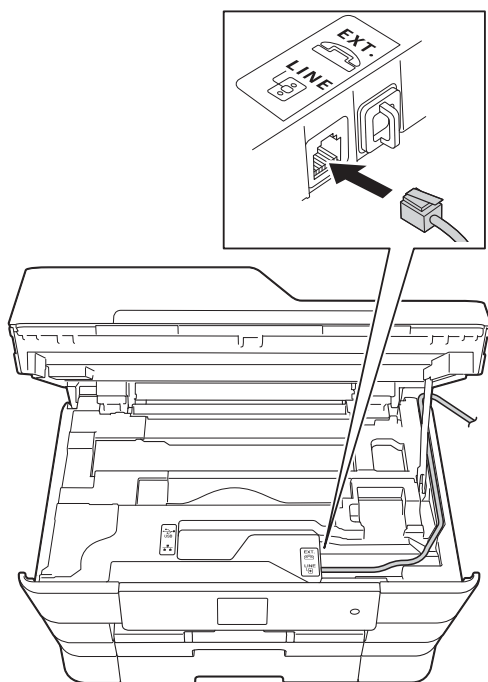
VoIP is a type of phone system that uses an Internet connection instead of a traditional telephone line. Telephone providers frequently bundle VoIP together with Internet and cable services.

Your machine may not work with some VoIP systems. If you want to use your machine to send and receive faxes on a VoIP system, make sure that one end of your telephone cord is connected to the jack labeled **LINE** on your machine. The other end of the telephone cord may be connected to a modem, interface box, phone adapter, splitter, or other such device.

- If you have questions about how to connect your machine to the VoIP system, call your VoIP provider.

After you have connected your machine to the VoIP system, press **Hook** on the Touchscreen to verify that the machine has a dial tone. If the machine does not have a dial tone, call your VoIP provider.

If you are having problems sending or receiving faxes over a VoIP system, we recommend changing the machine's modem speed to the *Basic (for VoIP)* setting (see *Telephone line interference / VoIP* on page 135).



## Connecting an external TAD (telephone answering device)

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

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

### NOTE

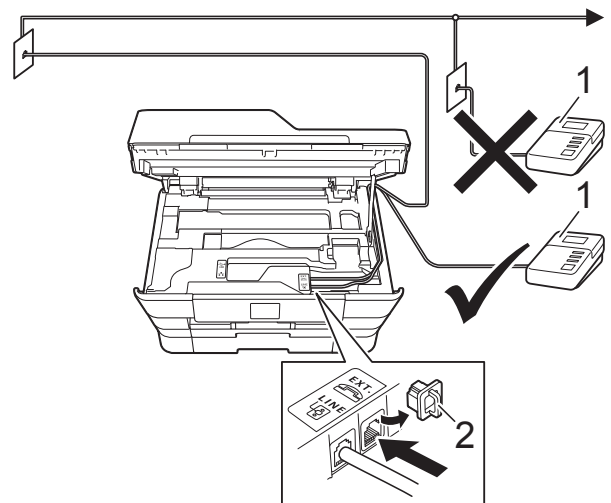
- If you do not receive all your faxes, shorten the Ring Delay setting on your external TAD.
- **If you subscribe to your telephone company's Distinctive Ring service:**

You may connect an external TAD to a separate wall jack only if you subscribe to your telephone company's Distinctive Ring service, have registered the distinctive ring pattern on your machine, and use that number as a fax number. The recommended setting is at least four rings on the external TAD when you have the telephone company's Distinctive Ring service. You cannot use the Toll Saver setting.

- **If you do not subscribe to Distinctive Ring service:**

You must plug your TAD into the EXT. jack of your machine. If your TAD is plugged into a wall jack, both your machine and the TAD will try to control the telephone line. (See the illustration.)

- Before you connect the external TAD, remove the protective cap (2) from the EXT. jack on the machine.



1 TAD

2 Protective Cap

When the TAD answers a call, the Touchscreen shows **Telephone**.

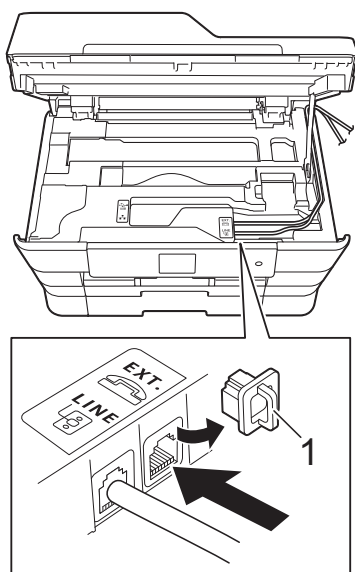
### IMPORTANT

DO NOT connect a TAD elsewhere on the same telephone line.

## Connections

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

- 1 Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position.
- 2 Plug the telephone line cord from the telephone wall jack into the jack labeled LINE.
- 3 Remove the protective cap (1) from the jack labeled EXT., and then plug the telephone line cord from the external TAD into the EXT. jack. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its handset jack.)



- 4 Carefully guide the telephone line cord into the cable channel and out the back of the machine.
- 5 Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover using both hands.

- 6 Set your external TAD to four rings or fewer. (The machine's Ring Delay setting does not apply.)
- 7 Record the outgoing message on your external TAD.
- 8 Set the TAD to answer calls.
- 9 Set the Receive Mode to *External TAD*. (See *Choose the correct Receive Mode* on page 52.)

## Recording an outgoing message (OGM) on the external TAD

Timing is important in recording this message. The way you record this message will affect both manual and automatic fax reception.

- 1 Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Limit your speaking to 20 seconds.
- 3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or send a fax by pressing \* 5 1 and **Start**."

### NOTE

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

## Multi-line connections (PBX)

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

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

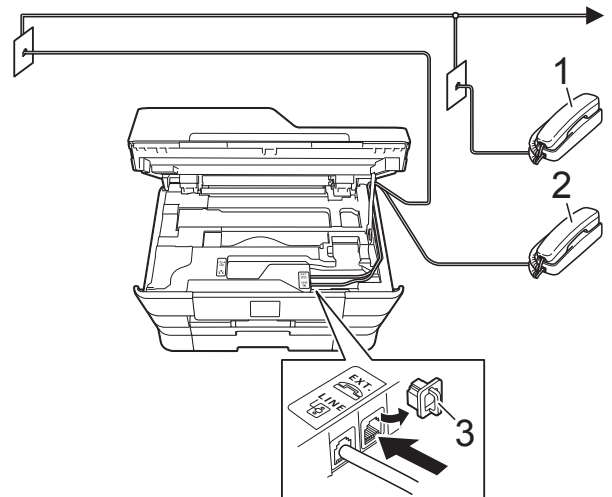
## External and extension telephones

### Connecting an external or extension telephone

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

Connect the telephone line cord to the jack labeled EXT inside the machine.

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



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

## Using external and extension telephones

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### Using extension telephones

If you answer a fax call at an extension telephone, you can make your machine receive the fax by pressing the Fax Receive Code \* 5 1.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at an extension telephone by pressing the Telephone Answer Code # 5 1. (See *F/T Ring Time (Fax/Tel mode only)* on page 55.)

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

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

You can also use the Fax Receive Code \* 5 1.

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

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

Assume you are receiving a manual fax.

Press \* 5 1 and wait for the chirp or until the Touchscreen shows `Receiving`, and then hang up.

### NOTE

You can also use the Easy Receive feature to make your machine automatically take the call. (See *Easy Receive* on page 56.)

## Using a non-Brother cordless external telephone

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If your non-Brother cordless telephone is connected to the machine's EXT. jack 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 `Pickup` to send the call to the cordless handset.

## Using remote codes

---

### Fax Receive Code

If you answer a fax call on an extension telephone, you can tell your machine to receive it by dialing the Fax Receive Code \* 5 1. Wait for the chirping sounds and then replace the handset. (See *Easy Receive* on page 56.)

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



### Telephone Answer Code

If you receive a voice call and the machine is in Fax/Tel mode, it will start to sound the F/T (pseudo/double) ring after the initial ring delay. If you pick up the call on an extension telephone, you can turn the F/T Ring off by pressing # 5 1 (make sure you press this *between* the rings).

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at the external telephone connected to the EXT. jack of the machine by pressing `Pickup`.

## Changing the remote codes

The preset Fax Receive Code is \* **5 1**. The preset Telephone Answer Code is # **5 1**. If you want to, you can replace them with your own codes.




- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- 7 Press ▲ or ▼ to display Remote Codes.
- 8 Press Remote Codes.
- 9 Do one of the following:
  - If you want to change the Fax Receive Code, press Fax Receive Code.  
Enter the new code, and then press OK.
  - If you want to change the Telephone Answer Code, press Tel Answer.  
Enter the new code, and then press OK.
  - If you do not want to change the Codes, go to step 10.
  - If you want to turn the Remote Codes Off (or On), press Remote Codes.  
Press Off (or On).
- 10 Press .

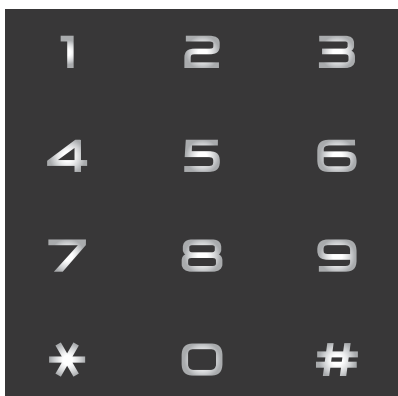
## NOTE

- If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another three-digit code (such as # # # and 9 9 9).
- Remote Codes might not work with some telephone systems.

## How to dial




### Manual dialing

- 1 Load your document.
- 2 Do one of the following:
  - When Fax Preview is set to Off, press  (Fax).
  - When Fax Preview is set to On, press  (Fax) and then  (Sending Faxes).
- 3 Press all of the digits of the fax number.



- 4 Press **Fax Start**.

### Dialing from the Address Book

- 1 Load your document.
- 2 Press  (Fax).
- 3 Press  (Address Book).
- 4 Do one of the following:
  - Press **▲** or **▼** to display the number you want to dial.
  - Press , and then enter the first letter of the name and press **OK**. Press the name you want to dial. If the name has two numbers, go to step 5. If the name has one number, go to step 6.

#### NOTE

If the LDAP search is available, the result will be shown on the Touchscreen with






For more information, see Software and Network User's Guide: *Perform an LDAP Search Using the Control Panel*.

- 5 Press the number you want to dial.
- 6 To send a fax, press **Apply**.
- 7 Press **Fax Start**. The machine scans and sends the fax.

## Fax Redial

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

Redial only works if you dialed from the machine.

- 1 Load your document.
- 2 Do one of the following:
  - When Fax Preview is set to Off, press  (Fax).
  - When Fax Preview is set to On, press  (Fax) and then  (Sending Faxes).
- 3 Press Redial.
- 4 Press Fax Start.

### NOTE

- In Real Time Transmission the automatic redial feature does not work when you are using the scanner glass.
- If you are sending a fax manually and the line is busy, press Hook before performing step 3 above.
- Redial will change to Pause when you enter a fax number.

## Storing numbers

You can set up your machine to do the following types of easy dialing: Address Book and Groups for broadcasting faxes.

### NOTE



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


## Storing a pause

When you are storing Address Book numbers, you can insert one or more 3.5-second pauses by pressing Pause on the Touchscreen.

## Storing Address Book numbers



You can store up to 100 Addresses with a name, and each name can have two numbers.

- 1 Press  (Fax).
- 2 Press  (Address Book).
- 3 Press Edit.
- 4 Press ▲ or ▼ to display Add New Address.
- 5 Press Add New Address.
- 6 Press Name.
- 7 Enter the name using the keyboard on the Touchscreen (up to 16 characters). Press OK.  
(For help entering letters, see *Entering Text* on page 187.)
- 8 Press Address 1.

- 9 Enter the first fax or telephone number using the keyboard on the Touchscreen (up to 20 digits).  
Press **OK**.
- 10 If you want to store the second fax or telephone number, press **Address 2**. Enter the second fax or telephone number using the keyboard on the Touchscreen (up to 20 digits).  
Press **OK**.
- 11 Press **OK** to confirm.
- 12 Do one of the following:
  - To store another Address Book number, repeat steps 3 to 11.
  - To finish storing numbers, press .

## Changing or deleting Address Book names or numbers


You can change or delete an Address Book name or number that has already been stored.


- 1 Press  (**Fax**).
- 2 Press  (**Address Book**).
- 3 Press **Edit**.
- 4 Do one of the following:
  - Press **▲** or **▼** to display **Change**.  
Press **Change** to edit the name or numbers of an address. Go to step 5.
  - Press **▲** or **▼** to display **Delete**.  
Press **Delete**.  
Choose the numbers you want to delete by pressing them to display a red check mark.  
Press **OK**.  
Press **Yes** to confirm. Go to step 9.

- 5 Press **▲** or **▼** to display the number you want to change.
- 6 Press the number you want to change.
- 7 Do one of the following:
  - If you want to change the name, press **Name**.  
Enter the new name (up to 16 characters) using the keyboard on the Touchscreen. (For help entering letters, see *Entering Text* on page 187.)  
Press **OK**.
  - If you want to change the first fax or telephone number, press **Address 1**.  
Enter the new fax or telephone number (up to 20 digits) using the keyboard on the Touchscreen.  
Press **OK**.
  - If you want to change the second fax or telephone number, press **Address 2**.  
Enter the new fax or telephone number (up to 20 digits) using the keyboard on the Touchscreen.  
Press **OK**.

### NOTE

*How to change the stored name or number:*

If you want to change a character or a stored number, press **◀** or **▶** to position the cursor to highlight the character or the number you want to change, and then press . Enter the new character or number.

- 8 Do one of the following:
  - Press **OK** to finish.  
To change another Address Book number, repeat steps 3 to 8.
  - To make more changes, return to 7.
- 9 Press .

## How to copy

The following steps demonstrate a basic copy operation.

- 1 Do one of the following to load your document:
  - Place the document *face up* in the ADF.  
(See *Using the ADF* on page 44.)
  - Place the document *face down* on the scanner glass.  
(See *Using the scanner glass* on page 45.)

- 2 Press  (Copy).

- The Touchscreen shows:



### 1 No. of Copies

You can enter the number of copies by pressing – or + on the Touchscreen (as shown above) or by using the dial pad.

- 3 If you want more than one copy, enter the number (up to 99).
- 4 Press **Black Start** or **Color Start**.

## Stop copying

To stop copying, press .

## Copy options

You can change copy settings as follows:

- 1 Press **Copy**.
- 2 Press **Options**.
- 3 Press **▲** or **▼** to scroll through the copy settings.  
When the setting you want is displayed, press it and choose your option.
- 4 When you are finished changing options, press **OK**.

### (Basic User's Guide)

For information about changing the following copy settings, see pages 76 to 77.

- Paper Type
- Paper Size
- Tray Select (MFC-J6720DW)
- ADF HighSpeed Mode

### (Advanced User's Guide)

For information about changing the following copy settings, see Advanced User's Guide: *Copy options*.


- Quality
- Enlarge/Reduce
- Page Layout
- 2in1 (ID)
- Stack/Sort
- Density
- 2-sided Copy
- Ink Save Mode
- Thin Paper Copy
- Auto Des skew
- Book Copy
- Watermark Copy
- Remove Background Color
- Set New Default
- Factory Reset

## NOTE

If you want to sort copies, use the ADF.


## Paper Type

If you are copying on special paper, set the machine for the type of paper you are using to get the best print quality.

- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Press **▲** or **▼** to display **Paper Type**.
- 6 Press **Paper Type**.
- 7 Press **▲** or **▼** to display **Plain Paper**, **Inkjet Paper**, **Brother BP71**, **Other Glossy** or **Transparency**, and then press the option you want to set.
- 8 If you do not want to change additional settings, press **OK**.
- 9 Press **Black Start** or **Color Start**.

## Paper Size

If you are copying on paper other than Letter size, you will need to change the Paper Size setting. You can copy only on Letter, Legal, Ledger, A4, A5, A3, Executive or Photo (4" × 6")/(10 × 15 cm) paper.

- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies you want.
- 4 Press **Options**.

- 5 Press ▲ or ▼ to display `Paper Size`.
- 6 Press `Paper Size`.
- 7 Press ▲ or ▼ to display `Letter`, `Legal`, `Ledger`, `A4`, `A5`, `A3`, `EXE` or `4"x6"`, and then press the option you want to set.


### NOTE

If you are using the manual feed slot, insert only one sheet of paper at a time. (See *Loading paper in the manual feed slot* on page 32.)

- 8 If you do not want to change more settings, press `OK`.
- 9 Press `Black Start` or `Color Start`.


## Tray Select (MFC-J6720DW)

You can change the tray temporarily for the next copy. To change the default tray setting, see *Tray use in Copy mode (MFC-J6720DW)* on page 37.

- 1 Load your document.
- 2 Press  (`Copy`).
- 3 Enter the number of copies you want.
- 4 Press `Options`.
- 5 Press ▲ or ▼ to display `Tray Select`.
- 6 Press `Tray Select`.
- 7 Press `Tray #1`, `Tray #2` or `Auto Tray Select`.
- 8 If you do not want to change additional settings, press `OK`.
- 9 Press `Black Start` or `Color Start`.

## ADF High Speed Mode copying

When copying multi-page `Letter`, `A4`, or `Executive` size documents, you can print multiple copies faster by placing the documents **face up, long edge first** in the ADF. (See *Using the ADF* on page 44.)

- 1 Place your document face up, long edge first in the ADF.
- 2 Press  (`Copy`).
- 3 Press `Options`.
- 4 Press ▲ or ▼ to display `ADF HighSpeed Mode`.
- 5 Press `ADF HighSpeed Mode`.
- 6 Press `On` (or `Off`)
- 7 Read the information on the Touchscreen, and then confirm it by pressing `OK`.
- 8 If you do not want to change more settings, press `OK`.

### NOTE

Change `Paper Size` to `Letter`, `A4`, or `EXE` to match the paper size of your document.

- 9 Press `Black Start` or `Color Start`. The machine scans the document and starts printing.

### NOTE

`Enlarge/Reduce`, `Page Layout`, `Auto Deskew` and `Advanced Settings` are not available with `ADF HighSpeed Mode`.

# PhotoCapture Center™: Printing photos from a memory card or USB Flash drive

## PhotoCapture Center™ operations (PHOTO mode)

Even if your machine is *not* connected to your computer, you can print photos directly from digital camera media or a USB Flash drive. (See *Print Images* on page 81.)

You can scan documents and save them directly to a memory card or USB Flash drive. (See *How to scan to a memory card or USB Flash drive* on page 82.)

If your machine is connected to a computer, you can use your computer to access a memory card or USB Flash drive that is inserted in the front of the machine.

For more information, see Software and Network User's Guide: *Copy Photos from Media to a Computer*.

## Using a memory card or USB Flash drive

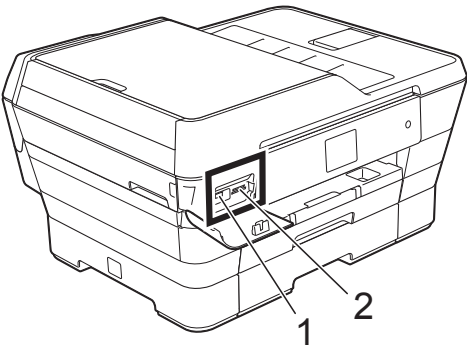
---

Your Brother machine has media drives (slots) for use with the following popular digital camera media: Memory Stick Duo™, Memory Stick PRO Duo™, SD Memory Card, SDHC Memory Card, SDXC Memory Card, MultiMedia Card, MultiMedia Card plus and a USB Flash drive.

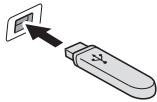
The PhotoCapture Center™ feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

# Getting started

- 1 Open the media slot cover.
- 2 Firmly put a memory card or USB Flash drive into the correct slot.



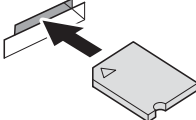


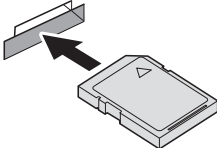


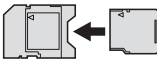
## 1 USB Flash drive



### IMPORTANT

The USB direct interface supports only a USB Flash drive, a PictBridge-compatible camera, or a digital camera that uses the USB mass storage standard. Any other USB devices are not supported.

## 2 Memory card slot

Slot	Compatible memory cards	
<div>Upper slot</div> 		Memory Stick Duo™ Memory Stick PRO Duo™
		Memory Stick Micro™ (M2™) (Adapter required)
<div>Lower slot</div> 		SD Memory Card SDHC Memory Card SDXC Memory Card MultiMedia Card MultiMedia Card plus 
		miniSD (Adapter required) miniSDHC (Adapter required) microSD (Adapter required) microSDHC (Adapter required) MultiMedia Card mobile (Adapter required)

## IMPORTANT

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- DO NOT insert a Memory Stick Duo™ into the lower SD slot. Doing this may cause damage to the machine.
  - DO NOT insert more than one media card in the machine at the same time. Doing this may cause damage to the machine.
  - DO NOT unplug the power cord or remove the memory card or USB Flash drive from the media drive (slot) or USB direct interface while the machine is reading or writing to the memory card or USB Flash drive. **You will lose your data or damage the card.**
- 

The machine can only read one memory card or USB Flash drive at a time.

# Print Images

## View Photos

You can preview your photos on the Touchscreen before you print them. If your photos are large files there may be a delay before each photo is displayed.

- 1 Open the media slot cover.
- 2 Put the memory card or USB Flash drive in the correct slot.
- 3 Press **Photo**.
- 4 Press ◀ or ▶ to display **View Photos**.
- 5 Press **View Photos**.
- 6 Do one of the following:
  - If you want to choose photos to print or print more than one for an image, go to step 7.
  - If you want to print all photos, press **Print All**. Press **Yes** to confirm. Go to step 10.
- 7 Press ◀ or ▶ to display the photo you want to print, and then press it.
- 8 Enter the number of copies you want either by entering the number of copies or by pressing + or -. Press **OK**.
- 9 Repeat steps 7 and 8 until you have chosen all the photos you want to print.
- 10 Press **OK**.

- 11 Read and confirm the displayed list of options and do one of the following:
  - If you want to change the print settings, press **Print Settings**. (See Advanced User's Guide: *PhotoCapture Center™ print settings*.)
  - If you do not want to change any settings, go to step 12.
- 12 Press **Start** to print.

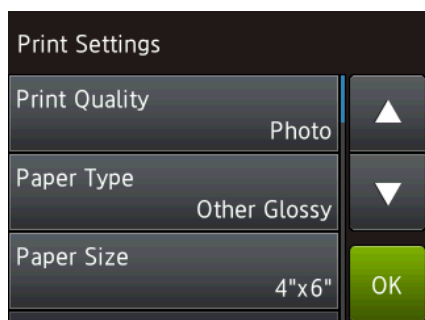
## PhotoCapture Center™ print settings

You can change the print settings for the next print operation.

These settings are temporary, and the machine returns to its default settings 1 minute after printing.

### NOTE

You can save the print settings you use most often by setting them as the default. (See Advanced User's Guide: *Setting your changes as the new default.*)



## How to scan to a memory card or USB Flash drive

You can scan black & white and color documents to a memory card or USB Flash drive. Black & white documents will be stored in PDF (\*.PDF) or TIFF (\*.TIF) file formats. Color documents may be stored in PDF (\*.PDF) or JPEG (\*.JPG) file formats. The factory setting is **Color** and **200 dpi** and the default format is **PDF**. The machine creates file names based on the current date. (See Quick Setup Guide.) For example, the fifth image scanned on July 1, 2013 would be named 07011305.PDF. You can change the color and resolution.

- 1 Load your document.
- 2 Open the media slot cover.
- 3 Put the memory card or USB Flash drive in the correct slot.
- 4 Press **Scan to Media**.

### IMPORTANT

DO NOT take out the memory card or USB Flash drive while the machine is reading or writing to it to avoid damaging the card, USB Flash drive, or the data stored on them.

- 5 Do one of the following:
  - If you want to use the default settings, go to 10.
  - If you want to change the default settings, go to 6.
- 6 Press **Options**.

- 7** Choose the settings for  
ADF High Speed Mode, Scan Type,  
Resolution, File Type,  
Scan Size, Scan Long Paper,  
File Name, Auto Crop and  
Remove Background Color as  
needed.

## NOTE

- If you chose color in the scan type setting, you cannot choose TIFF.
- If you chose black & white in the scan type setting, you cannot choose JPEG.
- Scan Long Paper is available only when using the ADF.
- Remove Background Color removes the base color of documents to make the scanned data more recognizable.

- 8** The file name is set automatically.  
However, you can create a name of your  
choice using the keyboard on the  
Touchscreen. Press File Name, and  
then enter the file name. You can only  
change the first 6 digits of the file name.  
Press OK.

- 9** Press OK.

## NOTE

If you want to save the settings as a  
shortcut, press Save as Shortcut.

- 10** Press Start.  
If you are using the scanner glass, the  
Touchscreen shows Next page?.  
Press Yes or No. After you finish  
scanning, make sure you choose No  
before removing the memory card or  
USB Flash drive from the machine.

## Printing a document

The machine can receive and print data from your computer. To print from a computer, you must install the printer driver.

For more information, see Software and Network User's Guide: *Print*.

- 1 Install the Brother printer driver from the CD-ROM or Brother website.  
(See Quick Setup Guide.)
- 2 From your application, choose the **Print** command.
- 3 Choose the name of your machine in the **Print** dialog box and click **Properties** or **Preferences**, depending on the application you are using.
- 4 Choose the settings you want to change in the **Properties** dialog box.  
Commonly used settings include:
  - **Media Type**
  - **Print Quality**
  - **Paper Size**
  - **Orientation**
  - **Color / Grayscale**
  - **Ink Save Mode**
  - **Scaling**
  - **2-sided / Booklet**
- 5 Click **OK**.
- 6 Click **Print** (or **OK** depending on the application you are using) to begin printing.

## Before scanning

To use the machine as a scanner, install a scanner driver. If the machine is on a network, configure it with a TCP/IP address.

- Install the scanner drivers from the CD-ROM. (See Quick Setup Guide: *Install MFL-Pro Suite*.)
- Configure the machine with a TCP/IP address if network scanning does not work.

For more information, see Software and Network User's Guide: *Configure Network Scanning for Windows®*.

# Scanning a document as a PDF file using ControlCenter4 (Windows®)

For more information, see Software and Network User's Guide: *Scan Using ControlCenter4 Advanced Mode (Windows®)*.


## NOTE


The screens on your PC may vary depending on your model.

ControlCenter4 is a software utility that lets you quickly and easily access the applications you use most often. Using ControlCenter4 eliminates the need to manually launch specific applications. You can use ControlCenter4 on your computer.

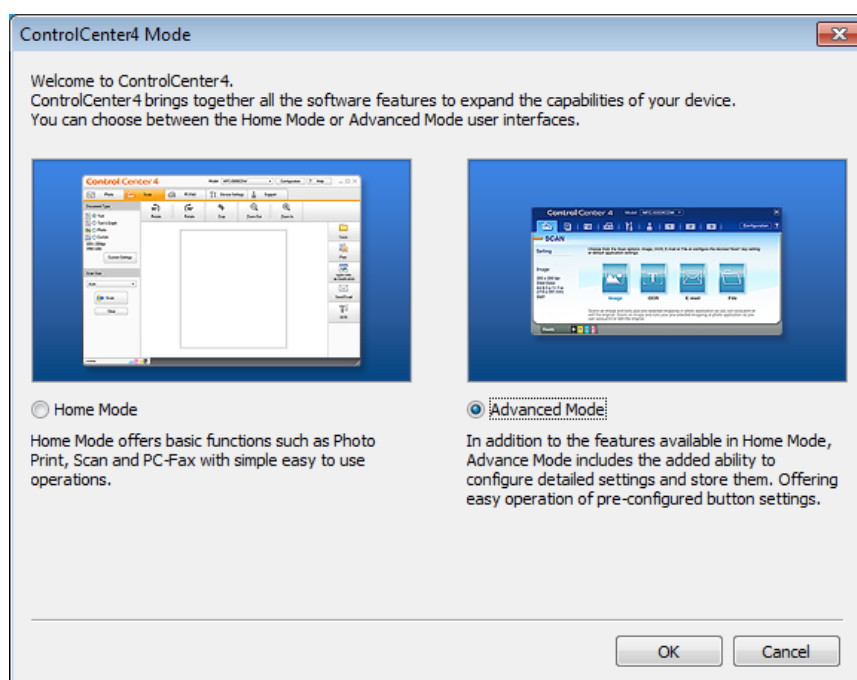
1 Load your document. (See *How to load documents* on page 44.)

2 (Windows® XP, Windows Vista® and Windows® 7)

Open ControlCenter4 by clicking  (**Start**)/**All Programs**/**Brother/MFC-XXXX** (where XXXX is your model name)/**ControlCenter4**. The ControlCenter4 application will open.  
(Windows® 8)

Click  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**. The ControlCenter4 application will open.

3 If the ControlCenter4 Mode screen appears, choose the **Advanced Mode**, and then click **OK**.

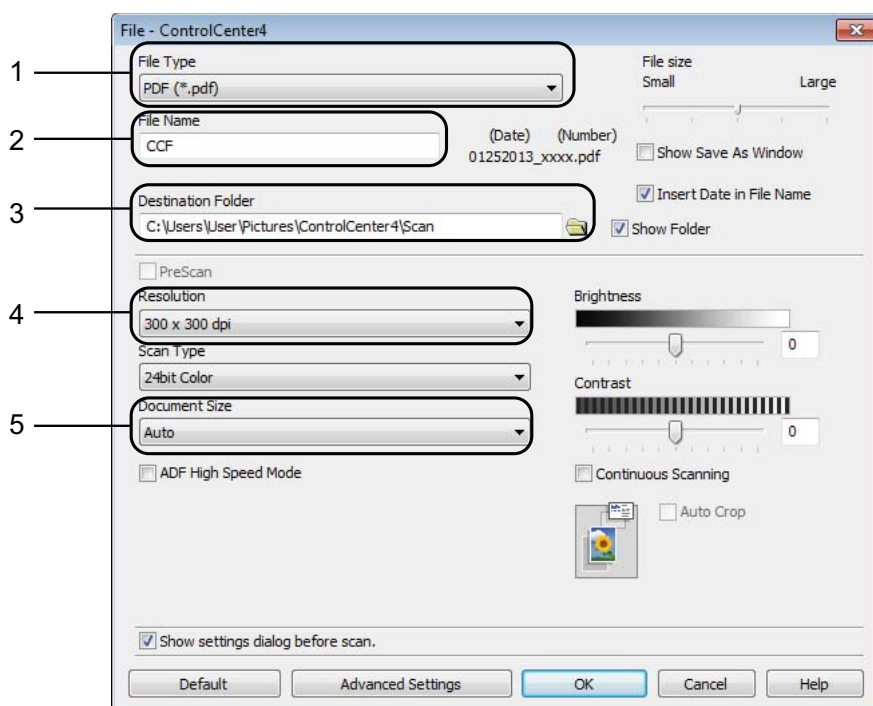



4 Make sure the machine you want to use is selected from the **Model** drop-down list.

- 5 Set the scanning configuration.  
Click **Configuration**, and then select **Button settings**, **Scan** and **File**.



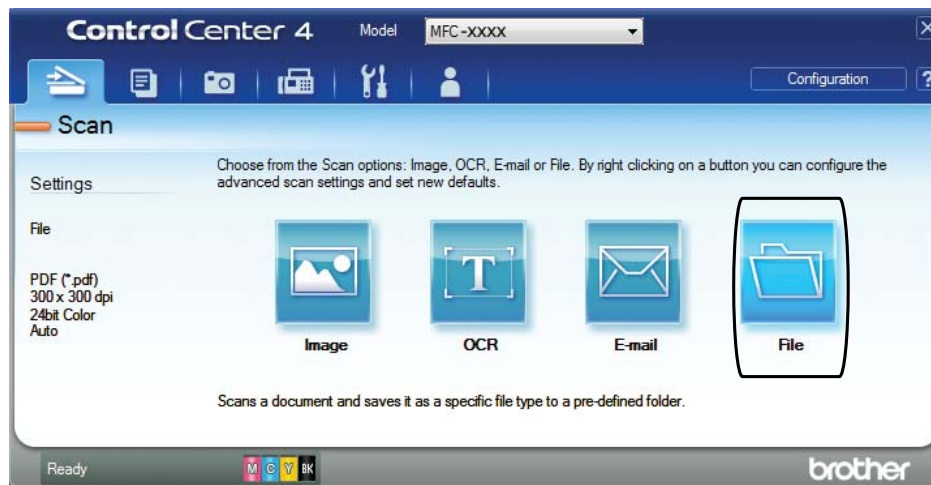
The configuration dialog box appears. You can change the default settings.



- 1 Choose **PDF (\*.pdf)** from the **File Type** drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 You can save the file to the default folder, or choose your preferred folder by clicking the  (**Browse**) button.
- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.

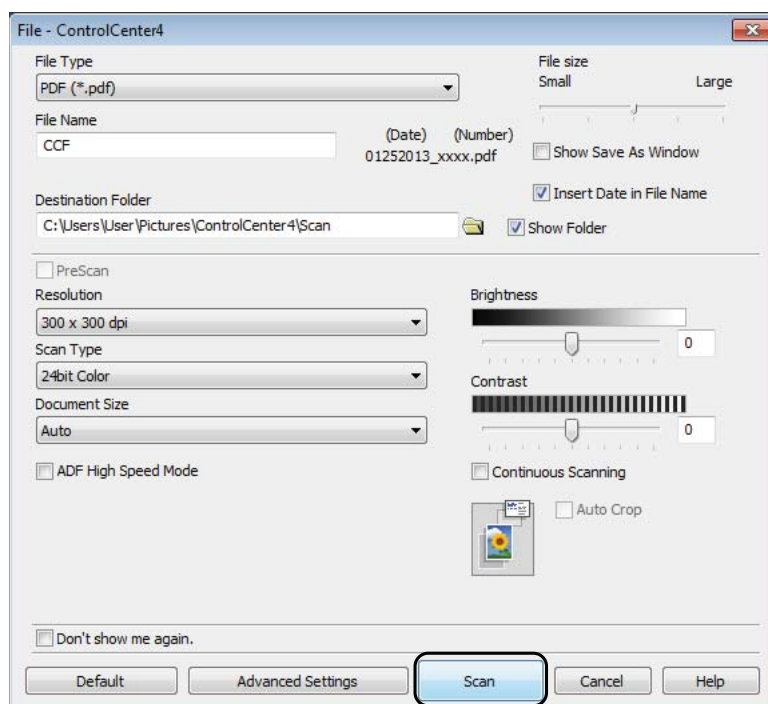
- 6 Click **OK**.

**7** Click **File**.





**8** Press **Scan**.

The machine starts the scanning process. The folder where the scanned data is saved will open automatically.



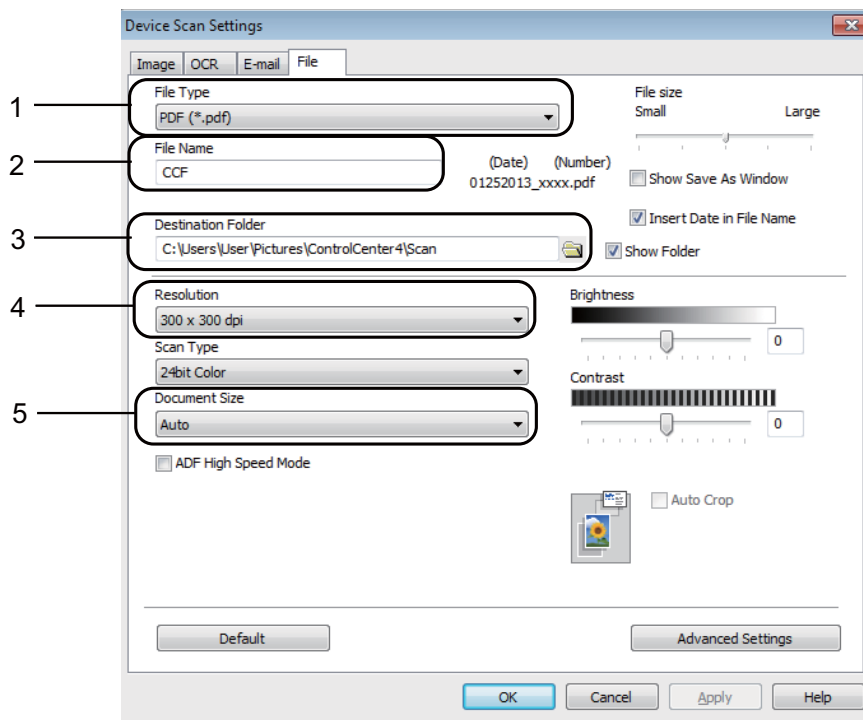
# How to change the machine's SCAN mode settings for PDF scanning


You can change your machine's *Scan* mode settings using ControlCenter4. (Windows®)

- 1 (Windows® XP, Windows Vista® and Windows® 7)  
Open ControlCenter4 by clicking  (**Start**)/**All Programs**/**Brother**/**MFC-XXXX** (where XXXX is your model name)/**ControlCenter4**. The ControlCenter4 application will open.  
(Windows® 8)  
Click  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**. The ControlCenter4 application will open.
- 2 Make sure the machine you want to use is selected from the **Model** drop-down list.
- 3 Click the **Device Settings** tab.
- 4 Click **Device Scan Settings**.




- 5 Choose the **File** tab. You can change the default settings.



- 1 Choose **PDF (\*.pdf)** from the **File Type** drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 You can save the file to the default folder, or choose your preferred folder by clicking the  (**Browse**) button.
- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.

- 6 Click **OK**.

## How to scan a document as a PDF file using the Touchscreen

- 1 Load your document. (See *How to load documents* on page 44.)
- 2 Press  (Scan).
- 3 Press ◀ or ▶ to display to File.
- 4 Press to File.
- 5 If the machine is connected to a network, press the PC Name.  
Do one of the following:
  - If you want to use the default settings, go to step 10.
  - If you want to change the default settings, go to step 6.
- 6 Press Options.
- 7 Press Set with Touch Panel.  
Press On.
- 8 Choose the settings for ADF High Speed Mode, Scan Type, Resolution, File Type, Scan Size, and Remove Background Color as needed.
- 9 Press OK.
- 10 Press Start.  
The machine starts the scanning process.

### NOTE

The following scan modes are available.


- to OCR
- to File
- to Image
- to Media
- to E-mail
- to E-mail Server
- to FTP
- to Network
- WS Scan<sup>1</sup> (Web Services Scan)

<sup>1</sup> Windows® users only. (Windows Vista® SP2 or later, Windows® 7 and Windows® 8)  
For more information, see Software and Network User's Guide: *Scan Using Web Services from the Brother Machine* (Windows Vista® SP2 or greater, Windows® 7 and Windows® 8).

## ADF High Speed Mode scanning

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When scanning multi-page Letter, A4, or Executive size documents, you can scan faster by placing them **face up, long edge first** in the ADF. (See *How to load documents* on page 44.)

- 1 Place your document in the ADF face up, long edge first.  
If you want to scan to a memory card or USB Flash drive, open the media slot cover and put the memory card or USB Flash drive in the correct slot.
- 2 Press  (Scan).
- 3 Press ◀ or ▶ to display to OCR, to File, to Image, to Media, to E-mail, to E-mail Server, to FTP or to Network and press the option you want to use.
- 4 When the machine connected to a network, press the PC name.
- 5 Press Options.  
For to OCR, to File, to Image and to E-mail, press Set with Touch Panel, and then press On.
- 6 Press ADF High Speed Mode.
- 7 Press On (or Off).
- 8 Read the information on the Touchscreen, and then confirm it by pressing OK.
- 9 If you do not want to change more settings, press OK.

### NOTE

---

Change Scan Size to Letter, A4, or EXE to match the size of your document.

---

- 10 Press Start.  
The machine starts scanning the document.

### NOTE

---

- Auto Crop and Scan Long Paper are not available with ADF High Speed Mode.
  - The Scan Size options will be limited to Letter, A4 and EXE when using ADF High Speed Mode.
-

## Replacing the ink cartridges

Your machine is equipped with an ink dot counter. The ink dot counter monitors the level of ink in each of the four cartridges. When the machine detects an ink cartridge is running out of ink, the machine will display a message.

The Touchscreen will show which ink cartridge is low or needs replacing. Be sure to follow the Touchscreen prompts to replace the ink cartridges in the correct order.

Even though the machine tells you to replace an ink cartridge, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.

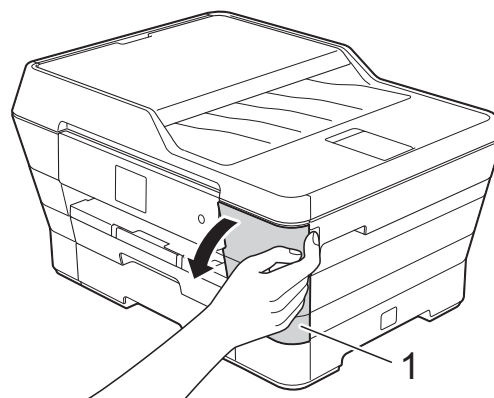
### CAUTION

If ink gets in your eyes, wash it out with water at once and call a doctor if you are concerned.

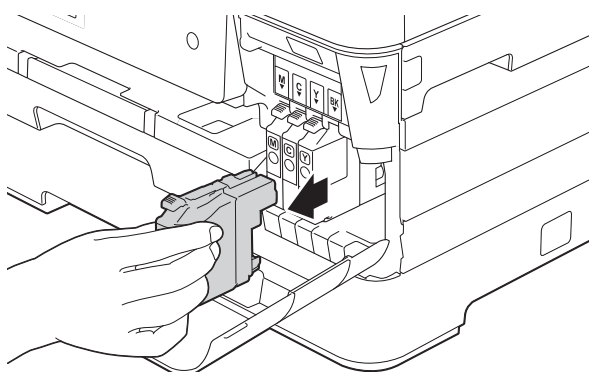
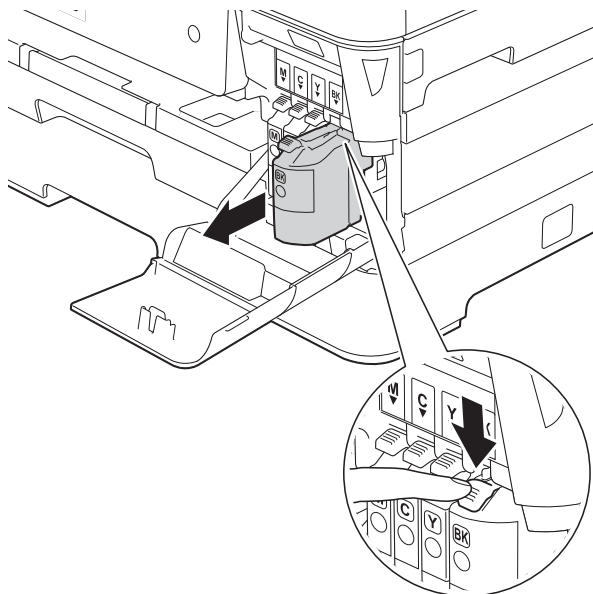
## IMPORTANT

Brother strongly recommends that you do not refill the ink cartridges provided with your machine. We also strongly recommend that you continue to use only Genuine Brother Brand replacement ink cartridges. Use or attempted use of potentially incompatible ink and/or cartridges in the Brother machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our warranty coverage does not apply to any problem that is caused by the use of unauthorized third-party ink and/or cartridges. To protect your investment and obtain premium performance from the Brother machine, we strongly recommend the use of Genuine Brother Supplies.

- 1 Open the ink cartridge cover (1). If one or more of the ink cartridges have reached the end of their life, the Touchscreen shows  
B&W 1-sided Print Only or  
Cannot Print.

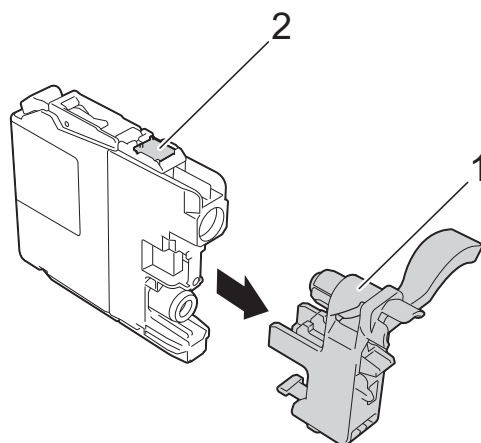
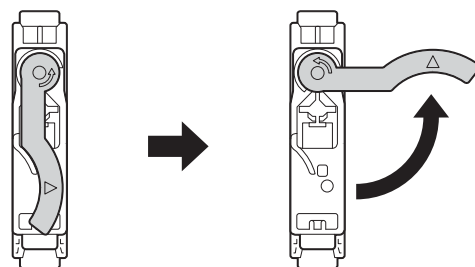
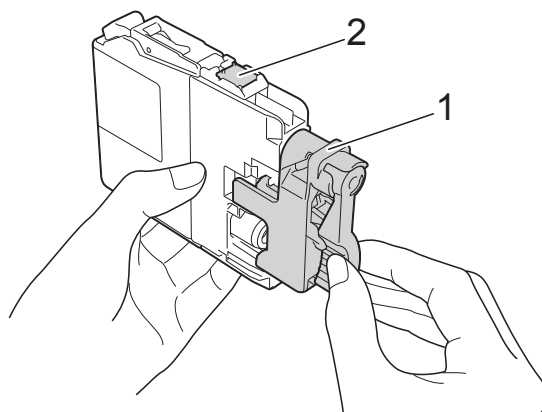


- 2 Press the lock release lever as shown to release the cartridge color indicated on the Touchscreen. Remove the cartridge from the machine.



- 3 Open the new ink cartridge bag for the color indicated on the Touchscreen, and then take out the ink cartridge.

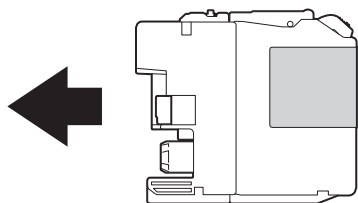
- 4 Turn the green release lever on the orange protective packing (1) counterclockwise until it releases the vacuum seal. Then remove the orange protective packing as shown.



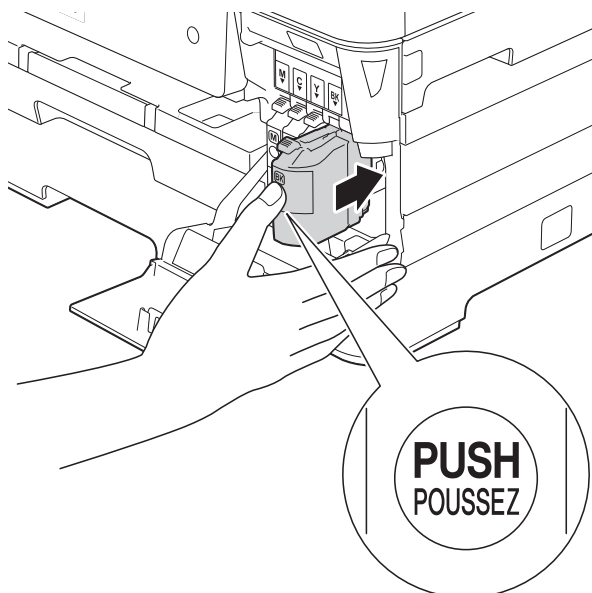
## IMPORTANT

DO NOT touch the cartridge in the area indicated (2); this can prevent the machine from detecting the cartridge.

- 5 Each color has its own correct position. Insert the ink cartridge in the direction of the arrow on the label.



- 6 Gently push the back of the ink cartridge marked PUSH until it latches, and then close the ink cartridge cover.



- 7 The machine will automatically reset the ink dot counter.

## NOTE

- If you replaced an ink cartridge, the Touchscreen may ask you to verify that it was a brand new one (for example, Did you change **BK** Black). For each new cartridge you installed, press **Yes** to reset the ink dot counter for that color. If the ink cartridge you installed is not a brand new one, be sure to press **No**.
- If the Touchscreen shows **No Ink Cartridge** or **Cannot Detect** after you install the ink cartridge, check that the ink cartridge is installed correctly. Remove the ink cartridge and reinstall it slowly and firmly until it latches.

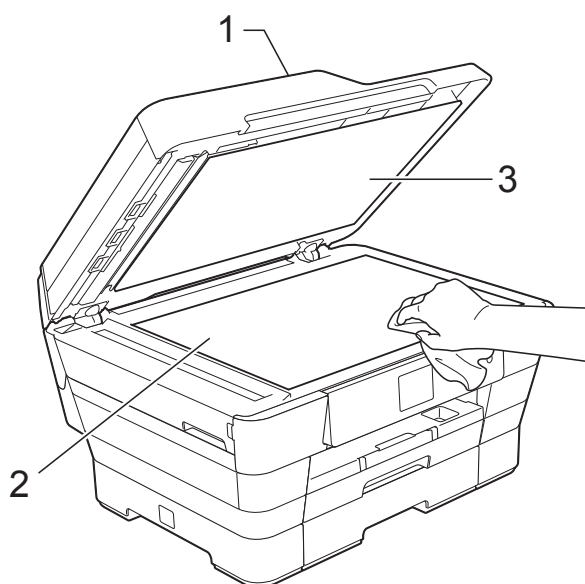
## IMPORTANT

- DO NOT take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.
- DO NOT touch the cartridge insertion slots. If you do so, the ink may stain your skin.
- DO NOT shake the ink cartridges. If ink gets on your skin or clothing, immediately wash it off with soap or detergent.
- If you mix the colors by installing an ink cartridge in the wrong position, the Touchscreen shows **Wrong Ink Color**. Check which ink cartridges are not matched by color to their ink cartridge positions and move them to their correct positions.
- Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT dismantle or tamper with the ink cartridge; this can cause the ink to leak out of the cartridge.

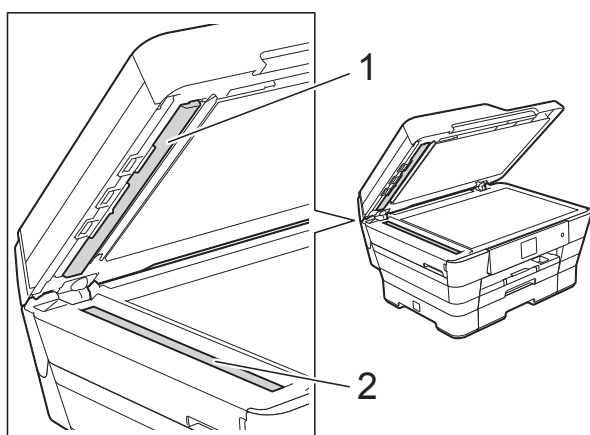
# Cleaning and checking the machine

## Cleaning the scanner

- 1 Unplug the machine from the AC power outlet.
- 2 Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



- 3 In the ADF unit, clean the white bar (1) and the glass strip (2) with a lint-free cloth moistened with a non-flammable glass cleaner.



## NOTE

In addition to cleaning the scanner glass and glass strip with a non-flammable glass cleaner, run your fingertip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning attempt.



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



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

## Cleaning the print head


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

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

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

### IMPORTANT

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

- 1 Press .

### NOTE

You can also press  (Settings) and then Ink.

- 2 Press **Cleaning**.
- 3 Press **Black**, **Color** or **All**.  
The machine cleans the print head.  
When cleaning is finished, the machine will go back to Ready mode.

### NOTE

- If you clean the print head at least five times and the print has not improved, try installing a new Genuine Brother Brand replacement ink cartridge for each problem color. Try cleaning the print head again up to five more times. If the print has not improved, call Brother Customer Service. (See *Brother numbers* on page i.)
- You can also clean the print head from your PC.

For more information, see Software and Network User's Guide: *Clean the Print Head (Windows®)* or *Clean the Print Head (Macintosh)*.

## Checking the print quality

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

- 1 Press .

### NOTE

You can also press  (Settings) and then Ink.

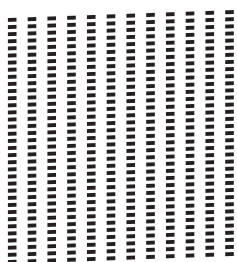
- 2 Press **Test Print**.
- 3 Press **Print Quality**.
- 4 Press **OK**.  
The machine begins printing the Print Quality Check Sheet.
- 5 Check the quality of the four color blocks on the sheet.

- 6 The Touchscreen asks you if the print quality is OK.

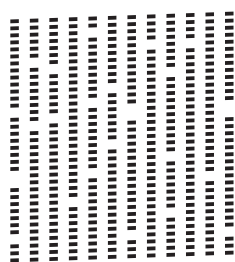
Do one of the following:

- If all lines are clear and visible, press **Yes** to finish the Print Quality check and go to step 10.
- If you can see missing short lines as shown below, press **No**.

OK



Poor



- 7 The Touchscreen asks you if the print quality is OK for black and then the three colors.

Press **Yes** or **No**.

- 8 The Touchscreen asks you if you want to start cleaning.

Press **OK**.

The machine starts cleaning the print head.

- 9 After the cleaning procedure is finished, press **OK**.

The machine prints the Print Quality Check Sheet again. Return to step 6.

- 10 Press .

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

## IMPORTANT

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

## NOTE

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



Letter, A4 and Executive



Ledger, A3, Legal, Folio, A5, A6, Envelopes, Photo (4 × 6 in.)/(10 × 15 cm), Photo L (3.5 × 5 in.)/(89 × 127 mm), Photo 2L (5 × 7 in.)/(13 × 18 cm) and Index Card (5 × 8 in.)/(127 × 203 mm)

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



## Checking the print alignment

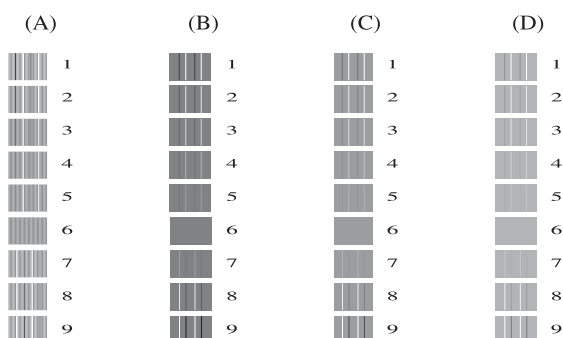
You may need to adjust the print alignment after transporting the machine if your printed text becomes blurred or images become faded.

- 1 Press .

### NOTE

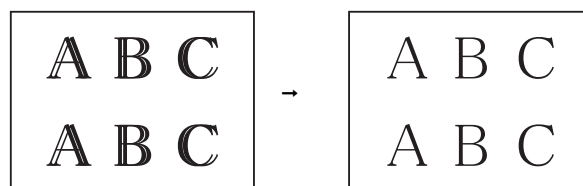
You can also press  (Settings) and then Ink.

- 2 Press Test Print.
- 3 Press Alignment.
- 4 Press OK.  
The machine starts printing the Alignment Check Sheet.



- 5 For the "A" pattern, press ▲ or ▼ to display the number of the test print that has the least visible vertical stripes (1-9), and then press it.  
Press OK.  
Repeat this step for the B, C and D patterns.  
In the example, number 6 is the best choice for A, B, C and D.

### NOTE



When the print alignment is not adjusted correctly, text looks blurry like this.


After the print alignment is adjusted correctly, text looks like this.

- 6 Press .

# Setting the date and time

The Touchscreen displays the date and time. If it is not current, re-enter it here.

You can add the date and time to each fax you send by setting your Station ID.

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Initial Setup.
- 4 Press Initial Setup.
- 5 Press ▲ or ▼ to display Date & Time.
- 6 Press Date & Time.
- 7 Press Date.
- 8 Enter the last two digits of the year on the Touchscreen, and then press OK.
- 9 Enter the two digits for the month on the Touchscreen, and then press OK.
- 10 Enter the two digits for the day on the Touchscreen, and then press OK.
- 11 Press Clock Type.
- 12 Press 12h Clock or 24h Clock.
- 13 Press Time.

- 14 To enter the time, do one of the following:

- If you chose 12h Clock in step 12, enter the time (in 12-hour format) using the keyboard on the Touchscreen, and then press AM or PM.

Press OK.

- If you chose 24h Clock in step 12, enter the time (in 24-hour format) using the keyboard on the Touchscreen.

Press OK.

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

- 15 Press .

If you think there is a problem with your machine, check each of the items below first and follow the troubleshooting tips.

You can correct most problems by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

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

## Identifying your problem

First, check the following:

- The machine's power cord is connected correctly and the machine's power switch is turned on.
- All of the protective parts have been removed.
- Paper is inserted correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer, or the wireless connection is set up on both the machine and your computer.
- Touchscreen Messages

(See *Error and maintenance messages* on page 103.)

If you did not solve your problem with the above checks, identify your problem and then go to the suggested page.

Paper handling and Printing problems:

- *Printing Difficulties* on page 122
- *Print Quality Difficulties* on page 124
- *Paper Handling Difficulties* on page 126
- *Printing Received Faxes* on page 127

Telephone and Fax problems:

- *Telephone Line or Connections* on page 128
- *Handling Incoming Calls* on page 131
- *Receiving Faxes* on page 129
- *Sending Faxes* on page 130

Copying problems:

- *Copying Difficulties* on page 131

Scanning problems:

- *Scanning Difficulties* on page 132
- *PhotoCapture Center™ Difficulties* on page 132

Software and Network problems:

- *Software Difficulties* on page 133
- *Network Difficulties* on page 133
- *Data Entry Difficulties* on page 134


## Error and maintenance messages

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

You can correct most errors and perform routine maintenance 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/>.

Error Message	Cause	Action
B&W 1-sided Print Only Replace ink.	<p>One or more of the color ink cartridges have reached the end of their life.</p> <p>You can use the machine in black &amp; white mode for approximately four weeks depending on the number of pages you print.</p> <p>While this message appears on the Touchscreen, each operation works in the following way:</p> <ul style="list-style-type: none"> <li>■ <b>Printing</b> If you choose <b>Grayscale</b> in the <b>Advanced</b> tab of the printer driver, you can use the machine as a black &amp; white printer. 2-sided printing is not available when this message appears.</li> <li>■ <b>Copying</b> If the paper type is set to <b>Plain Paper</b> you can make copies in black &amp; white. 2-sided copying is not available when this message appears.</li> <li>■ <b>Faxing</b> If the paper type is set to <b>Plain Paper</b> or <b>Inkjet Paper</b>, the machine will receive and print the faxes in black &amp; white.  If a sending machine has a color fax, the machine's "handshake" will ask that the fax be sent as black &amp; white.</li> </ul>	<p>Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 93.)</p> <p><b>NOTE</b></p> <p>The machine will stop all print operations and you will not be able to use the machine until you change to a new ink cartridge in the following cases:</p> <ul style="list-style-type: none"> <li>• If you unplug the machine or take out the ink cartridge.</li> <li>• If the paper type is set to anything except <b>Plain Paper</b> or <b>Inkjet Paper</b>.</li> <li>• (Windows®) If you check <b>Slow Drying Paper</b> in the <b>Basic</b> tab of the printer driver.</li> <li>(Macintosh) If you check <b>Slow Drying Paper</b> in the <b>Print Settings</b> of the printer driver.</li> </ul>


Error Message	Cause	Action
Cannot Detect	You installed a new ink cartridge too quickly and the machine did not detect it.	Take out the new ink cartridge and re-install it slowly and firmly until it latches. (See <i>Replacing the ink cartridges</i> on page 93.)
	An ink cartridge is not installed correctly.	
	If you are not using Genuine Brother Innobella™ ink, the machine may not detect the ink cartridge.	Use a new Genuine Brother Innobella™ Ink Cartridge. If the error is not cleared, call Brother Customer Service.
Cannot Detect Ink Volume	If you are not using Genuine Brother Innobella™ ink, the machine may not detect the ink volume.	Use a new Genuine Brother Innobella™ Ink Cartridge. If the error is not cleared, call Brother Customer Service.
Cannot Print Replace ink.	One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, black & white faxes will be stored in the memory. If a sending machine has a color fax, the machine's "handshake" will ask that the fax be sent as black & white. If the sending machine has the ability to convert it, the color fax will be stored in the memory as a black & white fax.	Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 93.)
Comm. Error	Poor telephone line quality caused a communication error.	Send the fax again or connect the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your telephone line.
Connection Failed	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cover is Open.	The scanner cover is not locked in the closed position.	Lift the scanner cover, and then close it again.
		Make sure the telephone line cord and USB cable (if used) have been guided correctly through the cable channel and out the back of the machine.
	The ink cartridge cover is not locked in the closed position.	Firmly close the ink cartridge cover until it locks into place.
Data Remaining in Memory	Print data is left in the machine's memory.	Press  . The machine will cancel the job and clear it from the memory. Try to print again.

Error Message	Cause	Action
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again. If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system, try changing the Compatibility to <b>Basic</b> (for VoIP). (See <i>Telephone line interference / VoIP</i> on page 135.)
Document Jam/too Long	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	(See <i>Using the ADF</i> on page 44.) (See <i>Document jam</i> on page 114.)
DR Mode in Use	The machine is in Distinctive Ring mode. You cannot change the Receive Mode from <b>Manual</b> to another mode.	Set Distinctive Ring to <b>Off</b> . (See <i>Turning off Distinctive Ring</i> on page 65.)
High Temperature	The room temperature is too high.	After cooling the room, allow the machine to cool down to room temperature. Try again later.
Hub is Unusable.	A hub or USB Flash drive with hub has been connected to the USB direct interface.	Hubs, including a USB Flash drive that have a hub built in, are not supported. Unplug the device from the USB direct interface.
Image Too Long	The proportions of your photo are irregular so effects could not be added.	Choose a regularly proportioned image.
Image Too Small	The size of your photo is too small to trim.	Choose a larger image.



Error Message	Cause	Action
Ink Absorber Full	<p>The ink absorber box or flushing box is full. These components are periodic maintenance items that may require replacement after a period of time to ensure optimum performance from your Brother machine. Because these components are periodic maintenance items, the replacement is not covered under the warranty. The need to replace these items and the time period before replacement is dependent on the number of purges and flushes required to clean the ink system. These boxes acquire amounts of ink during the different purging and flushing operations. The number of times a machine purges and flushes for cleaning varies depending on different situations. For example, frequently powering the machine on and off will cause numerous cleaning cycles since the machine automatically cleans itself upon power up. The use of non-Brother ink may cause frequent cleanings because non-Brother ink could cause poor print quality, which is resolved by cleaning. The more cleaning the machine requires, the faster these boxes will fill up.</p> <p><b>NOTE</b></p> <p><i>Repairs resulting from the use of non-Brother supplies may not be covered under the stated product warranty.</i></p>	<p>The ink absorber box or flushing box will need to be replaced. Call Brother Customer Service or a Brother Authorized Service Center to have your machine serviced. (See <i>Brother numbers</i> on page i.)</p> <p>Other reasons for cleaning are:</p> <ol style="list-style-type: none"> <li>1 After a paper jam has been cleared, the machine automatically cleans itself before the next received fax is printed.</li> <li>2 The machine automatically cleans itself after sitting idle for more than 30 days (infrequent use).</li> <li>3 The machine automatically cleans itself after ink cartridges of the same color have been replaced 12 times.</li> </ol>
Ink Absorber NearFull	The ink absorber box or flushing box is nearly full.	The ink absorber box or flushing box will need to be replaced soon. Call Brother Customer Service or a Brother Authorized Service Center to have your machine serviced. (See <i>Brother numbers</i> on page i.)

Error Message	Cause	Action
Ink Low	One or more of the ink cartridges are near the end of their life. If one of the color ink cartridges is near the end of its life and someone is sending you a color fax, your machine's "handshake" will ask that the fax be sent as black & white. If the sending machine has the ability to convert it, the color fax will be printed at your machine as a black & white fax.	Order a new ink cartridge. You can continue printing until the Touchscreen shows <i>Cannot Print</i> . (See <i>Ordering accessories and supplies</i> on page ii and <i>Replacing the ink cartridges</i> on page 93.)
Low Temperature	The room temperature is too low.	After warming the room, allow the machine to warm up to room temperature. Try again later.
Media Error	The memory card is either corrupted, incorrectly formatted, or there is a problem with the memory card.	Remove the memory card from the media drive (slot) of the machine and format it correctly.
		Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive (slot) of the machine by putting in another memory card that you know is working.
Media is Full.	The memory card or USB Flash drive you are using already contains 999 files.	Your machine can only save to your memory card or USB Flash drive if it contains less than 999 files. Delete unused files and try again.
	The memory card or USB Flash drive you are using does not have enough free space to scan the document.	Press  . Delete unused files from your memory card or USB Flash drive to make some free space, and then try again.
No Caller ID	There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.	If you want to use the Caller ID feature, call your telephone company. (See <i>Advanced User's Guide: Caller ID</i> .)
No File	The memory card or USB Flash drive in the media drive does not contain a .JPG file.	Put the correct memory card or USB Flash drive into the slot again.
No Ink Cartridge	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly and firmly until it latches. (See <i>Replacing the ink cartridges</i> on page 93.)

Error Message	Cause	Action
(MFC-J6520DW) No Paper Fed (MFC-J6720DW) No Paper Fed No Paper Fed #1 No Paper Fed #2	The machine is out of paper, or paper is not correctly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> <li>■ Refill the paper in the paper tray, and then press <b>OK</b> on the Touchscreen.</li> <li>■ Remove and reload the paper, then press <b>OK</b> on the Touchscreen. (See <i>Loading paper and other print media</i> on page 19.)</li> </ul>
	The paper tray was not fully inserted.	Remove the paper tray and re-install it until it locks into place, and then press <b>OK</b> on the Touchscreen.
	The paper was not inserted in the center position of the manual feed slot.	Remove the paper and re-insert it in the center of the manual feed slot, and then press <b>OK</b> on the Touchscreen. (See <i>Loading paper in the manual feed slot</i> on page 32.)
	The Jam Clear Cover is not closed correctly.	Make sure the Jam Clear Cover is closed evenly at both ends. (See <i>Printer jam or paper jam</i> on page 116.)
	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. (See Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i> .)
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 116.
		If this error occurs often during 2-sided copying or 2-sided printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See Advanced User's Guide: <i>Cleaning the paper feed rollers</i> .)
No Response/Busy	The number you dialed does not answer or is busy.	Verify the number and try again.
Out of Fax Memory	The fax memory is full.	Do one of the following: <ul style="list-style-type: none"> <li>■ Clear the data from the memory. To gain extra memory, you can turn off Memory Receive. (See Advanced User's Guide: <i>Turning off Memory Receive operations</i>.)</li> <li>■ Print the faxes that are in the memory. (See Advanced User's Guide: <i>Printing a fax from the memory</i>.)</li> </ul>

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	<p><b>If a fax-sending or copy operation is in process:</b></p> <ul style="list-style-type: none"> <li>■ Press  or Quit or Close and wait until the other operations that are in process finish, and then try again.</li> <li>■ Press Send Now to send the pages scanned so far.</li> <li>■ Press Partial Print to copy the pages scanned so far.</li> <li>■ Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. (See Advanced User's Guide: <i>Turning off Memory Receive operations</i>.)</li> <li>■ Print the faxes that are in the memory. (See Advanced User's Guide: <i>Printing a fax from the memory</i>.)</li> </ul>
Paper Jam [Front]	The paper is jammed in the machine.	<p>Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 116.</p> <p>Make sure the paper length guide is set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.</p> <p>If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 120.)</p>

Error Message	Cause	Action
Paper Jam [Front,Rear]	The paper is jammed in the machine.	<p>Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 116.</p> <p>Make sure the paper length guide is set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.</p> <p>If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 120.)</p>
	<p>More than one sheet of paper was placed in the manual feed slot.</p> <p>—OR—</p> <p>Another sheet of paper was placed in the manual feed slot before the Touchscreen showed</p> <p>Put paper in Manual Feed Slot, and then Press [OK].</p>	<p>Do not put more than one sheet of paper in the manual feed slot at any one time. Wait until the Touchscreen shows</p> <p>Put paper in Manual Feed Slot, and then Press [OK]. before you feed the next sheet of paper in the manual feed slot.</p> <p>Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 116.</p>
Paper Jam [Rear]	The paper is jammed in the machine.	<p>Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 116.</p> <p>Make sure the paper length guide is set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.</p> <p>If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 120.)</p>
	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. (See Advanced User's Guide: <i>Cleaning the paper pick-up rollers.</i> )
Touchscreen Init. Failed	The Touchscreen was pressed before the power on initialization was completed.	Make sure that nothing is touching or resting on the Touchscreen.
	Debris may be stuck between the lower part of the Touchscreen and its frame.	Insert a piece of stiff paper between the lower part of the Touchscreen and its frame and slide it back and forth to push out the debris.

Error Message	Cause	Action
<p>Unable to Clean XX</p> <p>Unable to Initialize XX</p> <p>Unable to Print XX</p>	<p>The machine has a mechanical problem.</p> <p>—OR—</p> <p>A foreign object, such as a paper clip or a piece of ripped paper, is in the machine.</p>	<p>Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, disconnect the machine from the power for several minutes and then reconnect it.</p> <p>For more information, see <i>Additional paper jam clear operations</i> on page 120.</p> <p>(The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. See <i>Transferring your faxes or Fax Journal report</i> on page 113.)</p>
<p>Unable to Scan XX</p>	<p>The machine has a mechanical problem.</p>	<p>Disconnect the machine from the power for several minutes, and then reconnect it.</p> <p>The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. (See <i>Transferring your faxes or Fax Journal report</i> on page 113.)</p>
<p>Unusable Device</p> <p>Disconnect device from front connector &amp; turn machine off &amp; then on</p>	<p>A broken device has been connected to the USB direct interface.</p>	<p>Unplug the device from the USB direct interface, then press  to turn the machine off and then on again.</p>
<p>Unusable Device</p> <p>Please disconnect USB device.</p>	<p>A USB device or USB Flash drive that is not supported is connected to the USB direct interface.</p> <p>For more information, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.</p>	<p>Unplug the device from the USB direct interface, then press  to turn the machine off and then on again.</p>
<p>Wrong Ink Color</p>	<p>An ink cartridge has been installed in the wrong position.</p>	<p>Check which ink cartridges are not matched by color to their ink cartridge positions and move them to their correct positions.</p>

Error Message	Cause	Action
(MFC-J6520DW) Wrong Paper (MFC-J6720DW) Wrong Paper Wrong Paper #1 Wrong Paper #2	The paper size setting does not match the size of paper in the tray.	<p>1 Check that the paper size you choose matches the size of paper in the tray.</p> <p>(MFC-J6520DW: See <i>Paper Size (MFC-J6520DW)</i> on page 36.) (MFC-J6720DW: See <i>Paper Size and Type (MFC-J6720DW)</i> on page 36.)</p> <p>2 Make sure you loaded the paper in a correct position by setting the paper guides at the indicators for your paper size. (See <i>Loading paper and other print media</i> on page 19.)</p> <p>3 After you have checked the paper size and the paper position, press <b>OK</b> on the Touchscreen.</p> <p>If you are printing from your computer, make sure the paper size you choose in the printer driver matches the size of paper in the tray.</p> <p>For more information, see <i>Software and Network User's Guide: Change the Paper Size (Windows®)</i> or <i>Change the Paper Size (Macintosh)</i>.</p>
	The paper orientation is not correct for the paper size.	
	You did not set the paper guides in the tray to the indicators for the paper size you are using.	
Wrong Tray Setting (MFC-J6720DW)	The machine's Paper Size and Tray Use settings do not match the size of paper in the tray you are using.	Follow the on-screen instructions and try to print again.
		Configure the paper size setting for the tray according to the on-screen instructions.

## Error animation

Error animations display step-by-step instructions when paper gets jammed. You can read the steps at your own pace by pressing ► to see the next step and ◀ to go back a step.

## Transferring your faxes or Fax Journal report

If the Touchscreen shows:



- Unable to Clean XX
- Unable to Initialize XX
- Unable to Print XX
- Unable to Scan XX


We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 113 or *Transferring faxes to your PC* on page 113.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* on page 114.)

### Transferring faxes to another fax machine


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

- 1 Press  to temporarily interrupt the error.
- 2 Press  (Settings).
- 3 Press All Settings.
- 4 Press ▲ or ▼ to display Service.
- 5 Press Service.
- 6 Press Data Transfer.


- 7 Press Fax Transfer.
- 8 Do one of the following:
  - If the Touchscreen shows No Data, there are no faxes left in the machine's memory.  
  
Press Close, and then press .
  - Enter the fax number to which faxes will be forwarded.
- 9 Press Fax Start.

### Transferring faxes to your PC


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

- 1 Press  to temporarily interrupt the error.
- 2 Make sure you have installed **MFL-Pro Suite** on your PC, and then turn on **PC-FAX Receiving** on the PC. Do one of the following:

(Windows® XP, Windows Vista® and Windows® 7)

From  (Start), select **All Programs**, **Brother**, **MFC-XXXX**, **PC-FAX Receiving**, and select **Receive**. (where XXXX is your model name.)

(Windows® 8)

Click  (Brother Utilities), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**.



- 3 Make sure you have set PC-Fax Receive on the machine. (See *PC-FAX Receiving (Windows®)* on page 61.) If faxes are in the machine's memory when you set up PC-Fax Receive, the Touchscreen will ask if you want to transfer the faxes to your PC.

- 4 Do one of the following:
- To transfer all faxes to your PC, press **Yes**. If Fax Preview is set to **Off**, you will be asked if you want to also turn on the backup print option.
  - To exit and leave the faxes in the memory, press **No**.

- 5 Press .

## Transferring the Fax Journal report to another fax machine

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

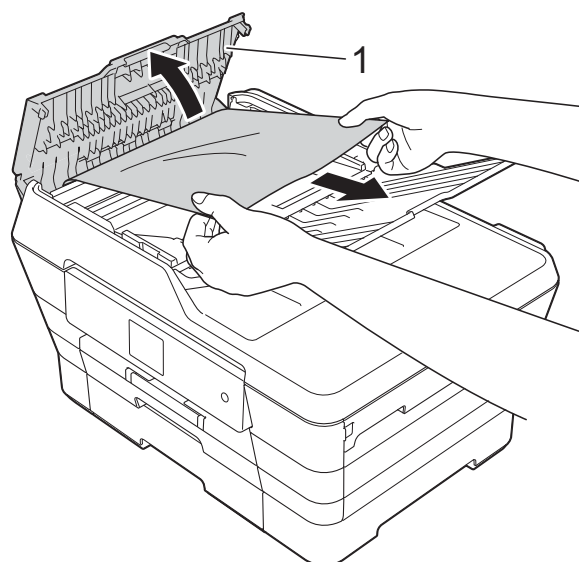
- 1 Press  to temporarily interrupt the error.
- 2 Press  (Settings).
- 3 Press **All Settings**.
- 4 Press **▲** or **▼** to display **Service**.
- 5 Press **Service**.
- 6 Press **Data Transfer**.
- 7 Press **Report Transfer**.
- 8 Enter the fax number to which the Fax Journal report will be forwarded.
- 9 Press **Fax Start**.

## Document jam


Documents can jam in the ADF unit if they are not inserted or fed correctly, or if they are too long. Follow the steps to clear a document jam.

### Document is jammed in the top of the ADF unit

- 1 Take out any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- 3 Remove the jammed document by pulling it upward.



1 ADF cover

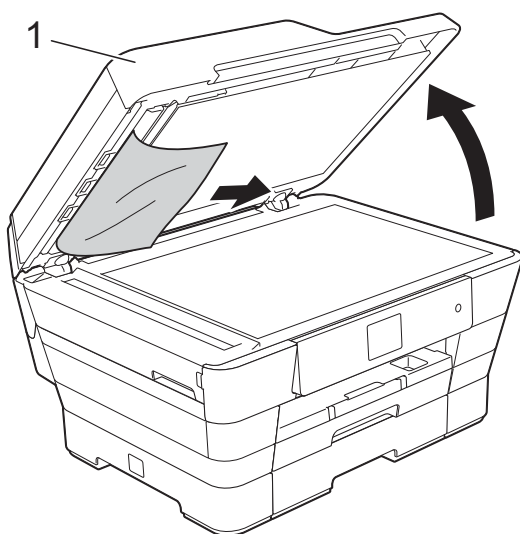
- 4 Close the ADF cover.
- 5 Press .

### IMPORTANT


To avoid future document jams, close the ADF cover correctly by pressing it down gently in the center.

## Document is jammed inside the ADF unit

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

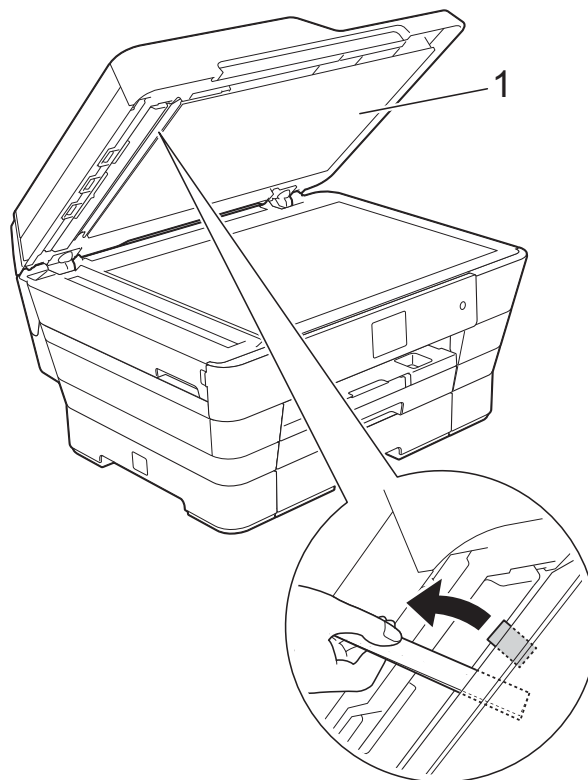


1 document cover


- 4 Close the document cover.
- 5 Press .

## Removing small documents jammed in the ADF

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



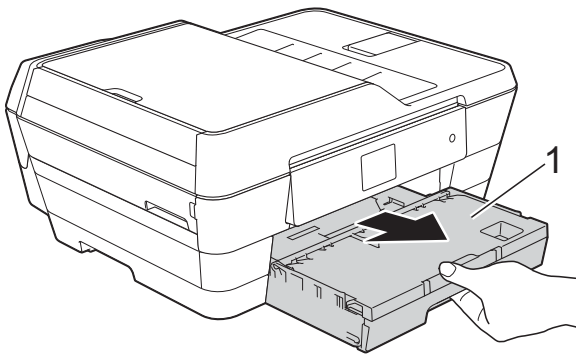
1 document cover

- 3 Close the document cover.
- 4 Press .

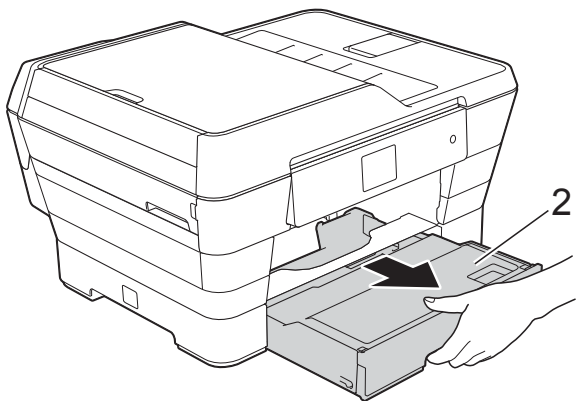
## Printer jam or paper jam

Locate and remove the jammed paper by following these steps.

- 1 Unplug the machine from the AC power outlet.
- 2 (MFC-J6520DW)  
Pull the paper tray #1 (1) completely out of the machine.

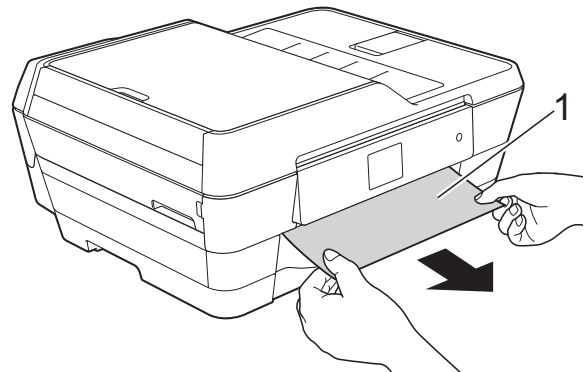


(MFC-J6720DW)  
Pull the paper tray #1 and then tray #2 (2) completely out of the machine.

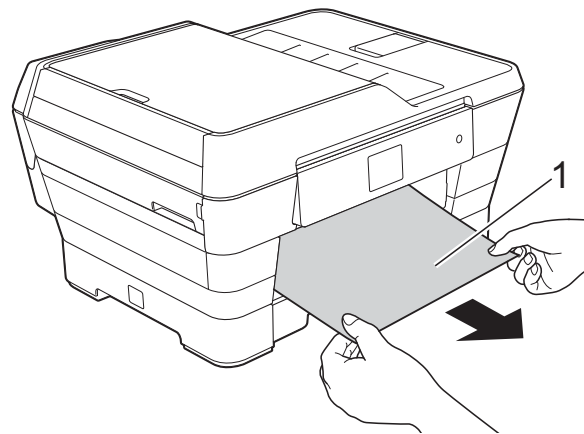


- If the Touchscreen shows Paper Jam [Rear], go to step 10.

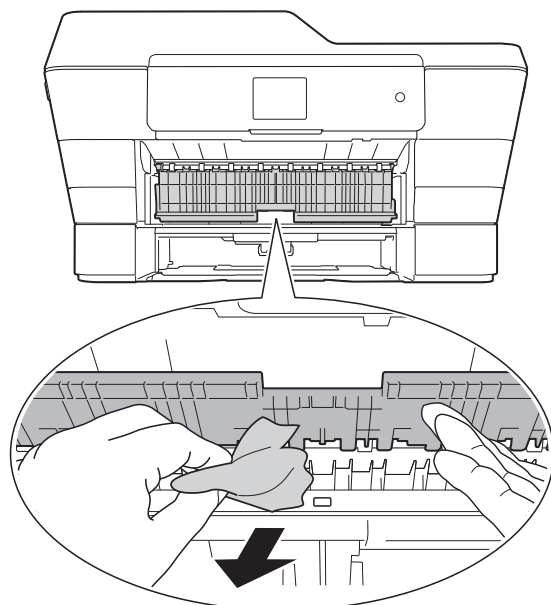
- 3 Pull out the jammed paper (1).  
(MFC-J6520DW)



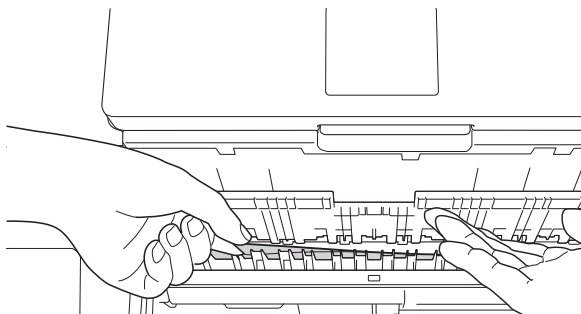
(MFC-J6720DW)



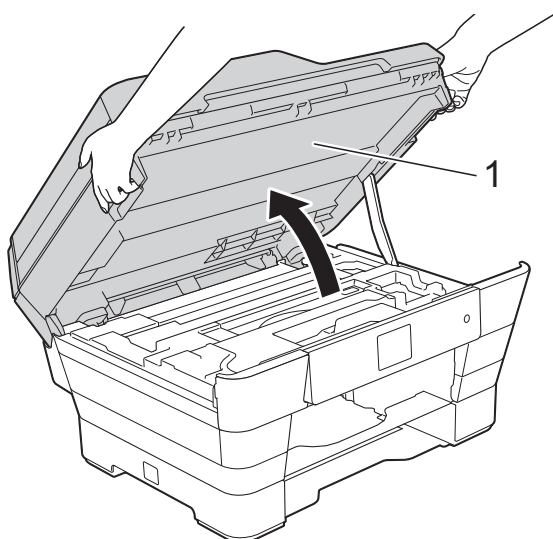
- 4 Lift the green Jam Clear Flap, and remove the jammed paper.



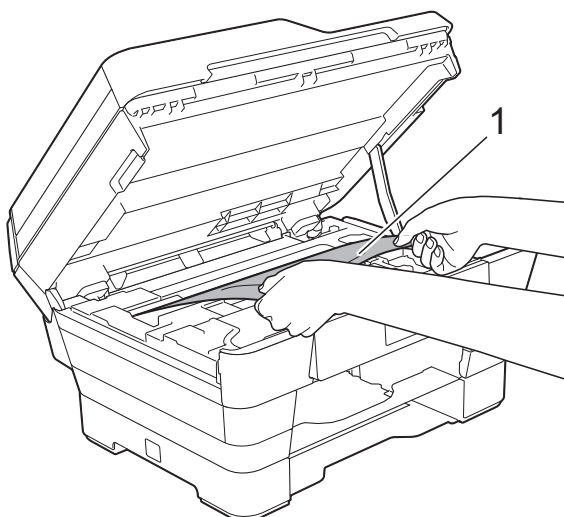
- 5 Make sure you look carefully inside the machine above and below the green Jam Clear Flap for any pieces of paper.



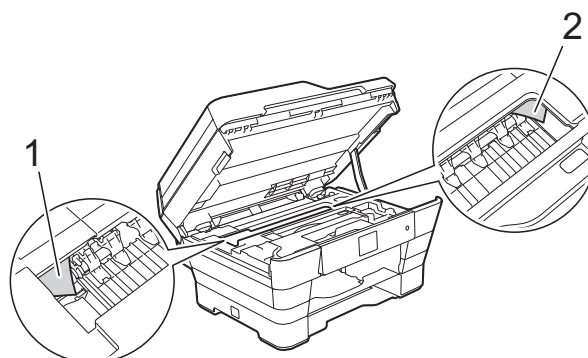
- 6 Using both hands, use the finger holds on each side of the machine to lift the scanner cover (1) into the open position.




- 7 Slowly pull the jammed paper (1) out of the machine.

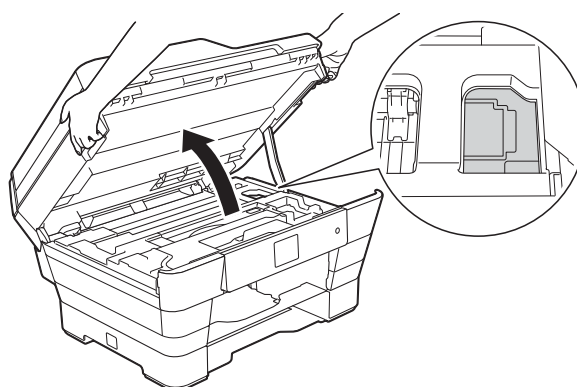


- 8 Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine (1) and (2).



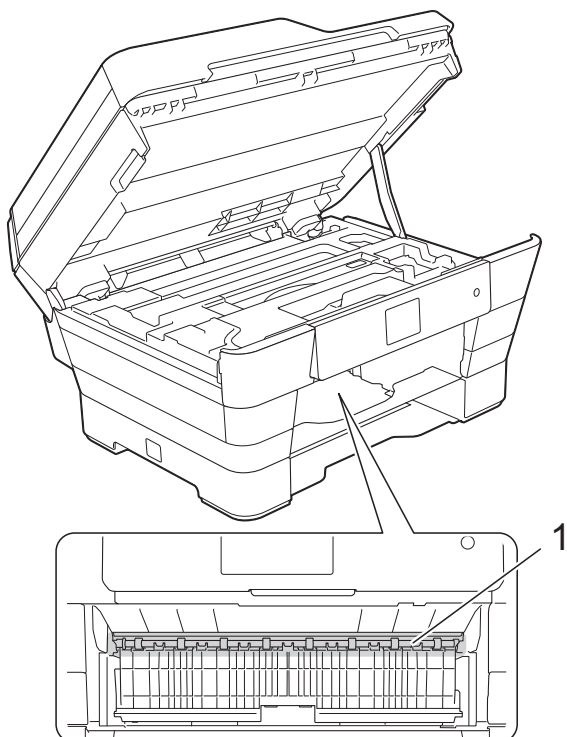
## IMPORTANT

- If the paper is jammed under the print head, unplug the machine from the power source, and then move the print head to take out the paper.
- If the print head is in the right corner as shown in the illustration, you cannot move the print head. Re-connect the power cord. Hold down  until the print head moves to the center. Then unplug the machine from the power source and take out the paper.



- If ink gets on your skin or clothing, immediately wash it off with soap or detergent.

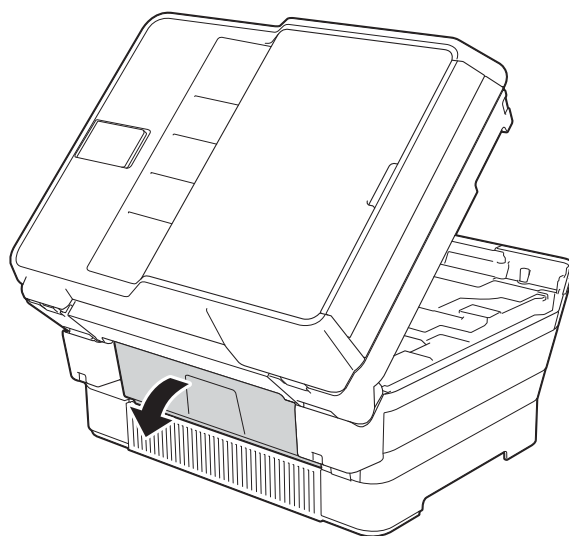
- 9 Make sure you look carefully inside (1) for any pieces of paper.



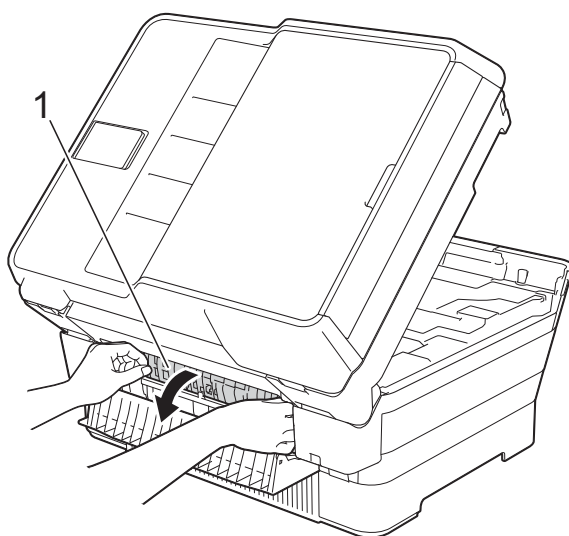
Do one of the following:

- If the Touchscreen shows Paper Jam [Front], go to step 14.
- If the Touchscreen shows Paper Jam [Front, Rear], go to step 10.

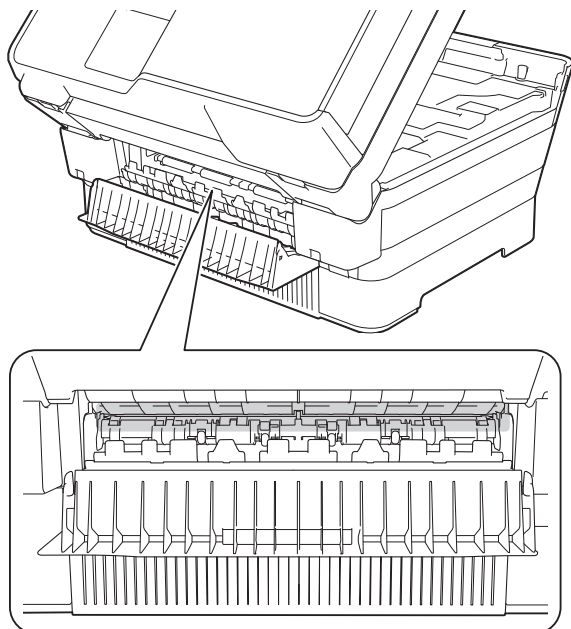
- 10 Open the Jam Clear Cover at the back of the machine.



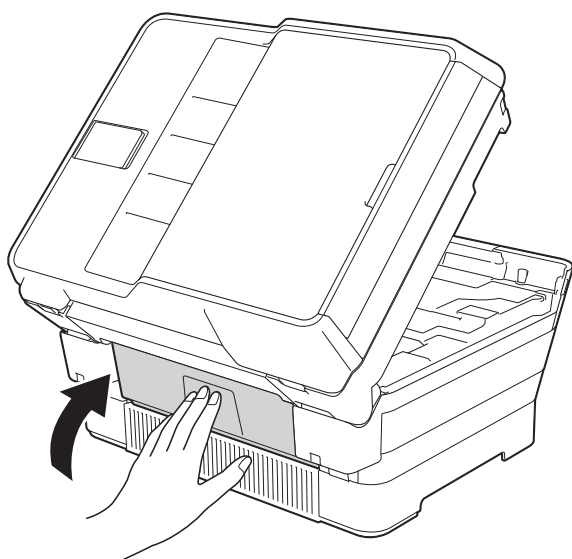
- 11 Open the inside cover (1).



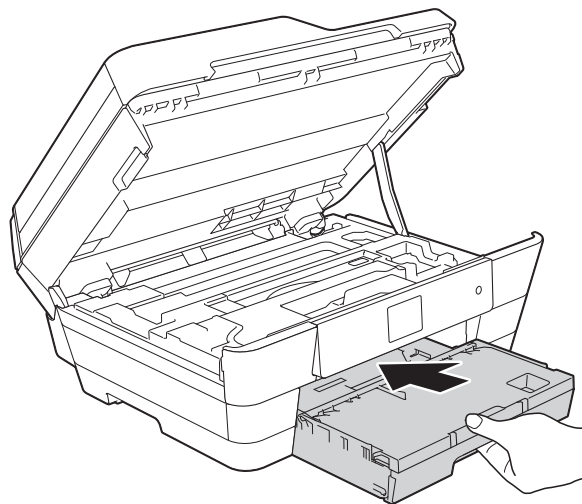
- 12** Make sure you look carefully inside for any jammed paper. If there is any jammed paper, slowly pull it out of the machine.



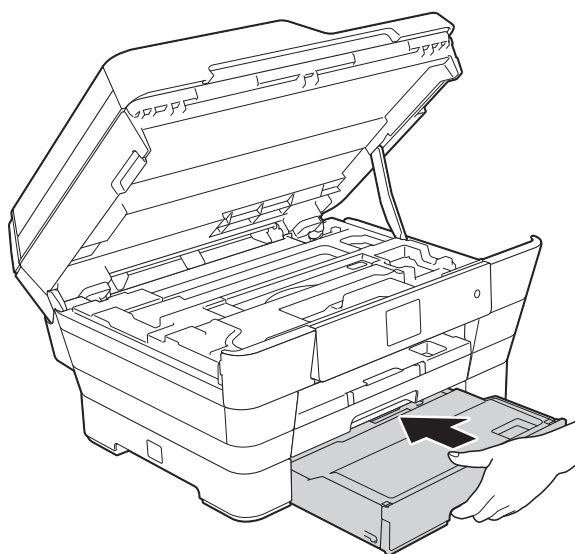
- 13** Close the inside cover and Jam Clear Cover. Make sure the covers are closed completely.



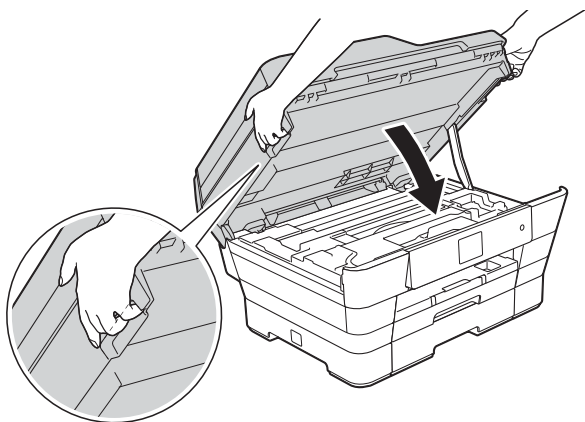
- 14** Put the paper tray firmly back in the machine.  
(MFC-J6520DW)



(MFC-J6720DW)



- 15 Gently close the scanner cover using the finger holds on each side.



## ⚠ CAUTION

Be careful not to pinch your fingers when you close the scanner cover. Always use the finger holds provided on each side of the scanner cover when opening and closing it.

## NOTE

Make sure you pull out the paper support until it clicks.

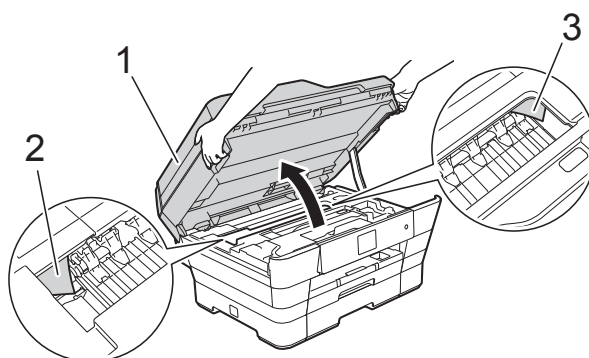
- 16 Re-connect the power cord.

## NOTE


If there is a repeat paper jam, a small piece of paper may be stuck in the machine. (See *Additional paper jam clear operations* on page 120.)

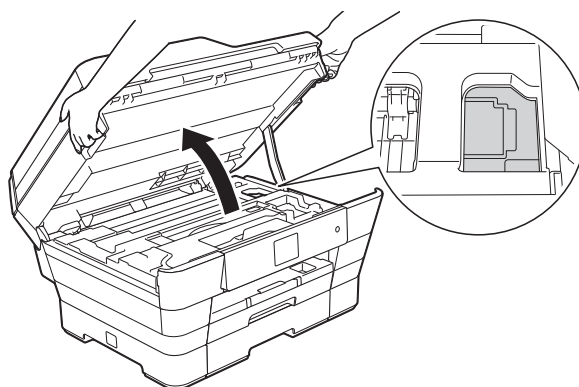
## Additional paper jam clear operations

- 1 Using both hands, use the finger holds on each side of the machine to lift the scanner cover (1) into the open position. Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine (2) and (3).



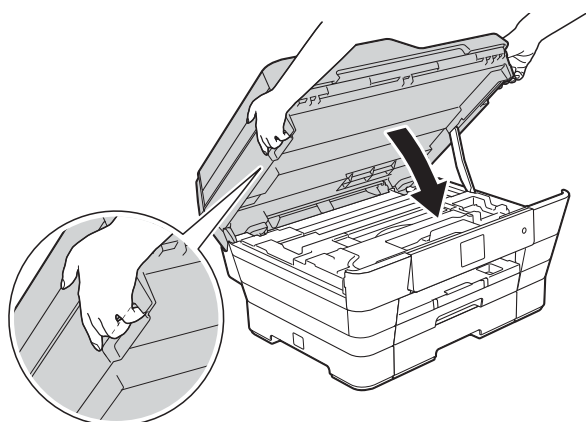
## NOTE

If the print head is at the right corner as shown in the illustration, hold down  until the print head moves to the center.



- 2 Unplug the machine from the AC power outlet.

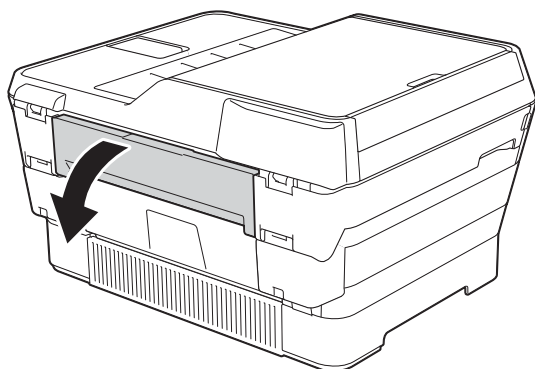
- 3 Gently close the scanner cover using the finger holds on each side.



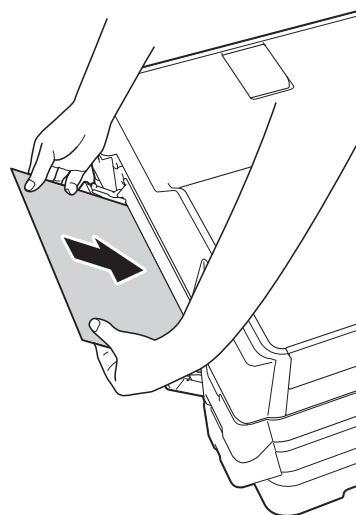
### ⚠ CAUTION

Be careful not to pinch your fingers when you close the scanner cover. Always use the finger holds provided on each side of the scanner cover when opening and closing it.

- 4 Open the manual feed slot cover.



- 5 Put only one sheet of Letter or A4 size thick paper, such as glossy paper, in Landscape position in the manual feed slot. Push the paper into the manual feed slot.



### NOTE

- We recommend you use glossy paper.
- If you don't push the paper deep into the manual feed slot, the machine will not feed it when you re-connect the power cord.

- 6 Re-connect the power cord. The paper you placed in the manual feed slot will be fed through the machine and ejected.
- 7 Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position. Make sure that a piece of paper is not still jammed inside the machine. Gently close the scanner cover using the finger holds on each side.

# If you are having difficulty with your machine



## NOTE

- For technical help, you must call the country where you bought the machine. Calls must be made from within that country.
- If you think there is a problem with your machine, check the following chart and follow the troubleshooting tips. You can correct most problems by yourself.
- If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.



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

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





## Printing Difficulties

Difficulty	Suggestions
No printout.	Check that the correct printer driver has been installed and chosen.
	Check to see if the Touchscreen is showing an error message. (See <i>Error and maintenance messages</i> on page 103.)
	Make sure that the machine is online.  (Windows® XP and Windows Server® 2003) Click <b>Start/Printers and Faxes</b> . Right-click <b>Brother MFC-XXXX Printer</b> (where XXXX is your model name). If the printer is offline, it will show <b>Use Printer Online</b> . Select this option to enable the printer.  (Windows Vista® and Windows Server® 2008) Click  <b>/Control Panel/Hardware and Sound/Printers</b> . Right-click <b>Brother MFC-XXXX Printer</b> (where XXXX is your model name). If the printer is offline, it will show <b>Use Printer Online</b> . Select this option to enable the printer.  (Windows® 7 and Windows Server® 2008 R2) Click  <b>/Devices and Printers</b> . Right-click <b>Brother MFC-XXXX Printer</b> (where XXXX is your model name) and choose <b>See what's printing</b> . Click <b>Printer</b> and make sure that <b>Use Printer Offline</b> is unchecked.  (Windows® 8 and Windows Server® 2012) Move your mouse to the lower right corner of your desktop. When the menu bar appears, click <b>Settings</b> , and then click <b>Control Panel</b> . In the <b>Hardware and Sound</b> (Hardware) group, click <b>View devices and printers</b> . Right-click <b>Brother MFC-XXXX Printer</b> (where XXXX is your model name) and select <b>See what's printing</b> . If printer driver options appear, select your printer driver. Click <b>Printer</b> in the menu bar and make sure that <b>Use Printer Offline</b> is not selected.
	One or more ink cartridges have reached the end of their life. (See <i>Replacing the ink cartridges</i> on page 93.)



## Printing Difficulties (continued)

Difficulty	Suggestions
No printout. (continued)	<p>If old, unprinted data remains in the printer driver spooler, it will prevent new jobs from printing. Open the printer icon and delete all data as follows:</p> <p>(Windows® XP and Windows Server® 2003) Click <b>Start/Printers and Faxes</b>.</p> <p>(Windows Vista® and Windows Server® 2008) Click  <b>Control Panel/Hardware and Sound/Printers</b>.</p> <p>(Windows® 7 and Windows Server® 2008 R2) Click  <b>Devices and Printers/Printers and Faxes</b>.</p> <p>(Windows® 8 and Windows Server® 2012) Move your mouse to the lower right corner of your desktop. When the menu bar appears, click <b>Settings/Control Panel/Hardware and Sound (Hardware) group/View devices and printers/Printers</b>.</p> <p>(Mac OS X v10.6.8) Click <b>System Preferences/Print &amp; Fax</b>.</p> <p>(OS X v10.7.x, 10.8.x) Click <b>System Preferences/Print &amp; Scan</b>.</p>
The headers or footers appear when the document displays on the screen but they do not show up when it is printed.	<p>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.</p> <p>(See <i>Unprintable area</i> on page 35.)</p>
Cannot perform "Page Layout" printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	<p>Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver as follows:</p> <p>(Windows®) Click <b>Color Settings</b> on the <b>Advanced</b> tab, and make sure you uncheck <b>Color Enhancement (True2Life)</b>.</p> <p>(Macintosh) Choose <b>Color Settings</b>, click <b>Advanced Color Settings</b>, and make sure you uncheck <b>Color Enhancement</b>.</p> <p>Turn the Borderless feature off. Borderless printing is slower than normal printing. For more information, see Software and Network User's Guide: <i>Print without a Border (Windows®)</i> or <i>Print without a Border (Macintosh)</i>.</p>
True2Life™ is not working correctly.	If the image data is not full color in your application (such as 256 color), True2Life™ will not work. Use at least 24 bit color data with the True2Life™ feature.
Machine does not print from Adobe® Illustrator®.	<p>Try to reduce the print resolution.</p> <p>For more information, see Software and Network User's Guide: <i>Change the Print Quality (Windows®)</i> or <i>Change the Print Quality (Macintosh)</i>.</p>

## Print Quality Difficulties

Difficulty	Suggestions
Poor print quality.	<p>Check the print quality. (See <i>Checking the print quality</i> on page 97.)</p> <p>Make sure that the <b>Media Type</b> setting in the printer driver or the <b>Paper Type</b> setting in the machine's menu matches the type of paper you are using. (See <i>Paper Type (MFC-J6520DW)</i> on page 36.)</p> <p>For more information, see Software and Network User's Guide: <i>Change the Media Type (Windows®)</i> or <i>Change the Media Type (Macintosh)</i>.</p> <p>Make sure that your ink cartridges are fresh. The following may cause ink to clog:</p> <ul style="list-style-type: none"> <li>■ The expiration date written on the cartridge package has passed. (Genuine Brother Innobella™ ink cartridges stay usable for up to two years if kept in their original packaging.)</li> <li>■ The ink cartridge has been in your machine for over six months.</li> <li>■ The ink cartridge may not have been stored correctly before use.</li> </ul> <p>Make sure you are using Genuine Brother Innobella™ Ink. Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.</p> <p>Make sure you are using one of the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 38.)</p> <p>The recommended environment for your machine is between 68 °F to 91 °F (20 °C to 33 °C).</p>
<p>White horizontal lines appear in text or graphics.</p>  <p>Letter, A4 and Executive</p>  <p>Ledger, A3, Legal, Folio, A5, A6, Envelopes, Photo (4 × 6 in.)/(10 × 15 cm), Photo L (3.5 × 5 in.)/(89 × 127 mm), Photo 2L (5 × 7 in.)/(13 × 18 cm) and Index Card (5 × 8 in.)/(127 × 203 mm)</p>	<p>Clean the print head. (See <i>Cleaning the print head</i> on page 97.)</p> <p>Make sure you are using Genuine Brother Innobella™ Ink.</p> <p>Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 38.)</p> <p>To prolong print head life, provide the best ink cartridge economy and maintain print quality, we do not recommend frequently unplugging the machine and/or leaving the machine unplugged for extended periods of time. We recommend using  to power down the machine. Using  allows minimal power to the machine ensuring periodic cleanings of the print head occur.</p>

## Print Quality Difficulties (continued)

Difficulty	Suggestions
The machine prints blank pages.	Clean the print head. (See <i>Cleaning the print head</i> on page 97.)
	Make sure you are using Genuine Brother Innobella™ Ink.
	To prolong print head life, provide the best ink cartridge economy and maintain print quality, we do not recommend frequently unplugging the machine and/or leaving the machine unplugged for extended periods of time. We recommend using  to power down the machine. Using  allows minimal power to the machine ensuring periodic cleanings of the print head occur.
Characters and lines are blurred.	Check the print alignment. (See <i>Checking the print alignment</i> on page 99.)
Printed text or images are skewed.	Make sure the paper is loaded correctly in the paper tray and the paper guides are adjusted correctly. (See <i>Loading paper and other print media</i> on page 19.)
	Make sure the Jam Clear Cover is closed correctly.
Smudge or stain at the top center of the printed page.	Make sure the paper is not too thick or curled. (See <i>Acceptable paper and other print media</i> on page 38.)
Print appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 38.) Don't handle the paper until the ink is dry.
	Make sure the printing surface is face down in the paper tray.
	Make sure you are using Genuine Brother Innobella™ Ink.
	If you are using photo paper, make sure that you have set the correct paper type. If you are printing a photo from your PC, set the <b>Media Type</b> in the printer driver.
Ink is smudged or wet when using glossy photo paper.	Be sure to check the front and back of the paper. Place the glossy surface (printing surface) face down. (See <i>Paper Type (MFC-J6520DW)</i> on page 36.)
	If you use glossy photo paper, make sure that the paper type setting is correct.
Printouts appear dirty or the paper jams when using Ledger paper.	(PC print for Windows®) Check <b>Slow Drying Paper</b> in the <b>Basic</b> tab of the printer driver.
	(PC print for Macintosh) Select <b>Print Settings</b> from drop-down list and then check <b>Slow Drying Paper</b> of the printer driver.
	(Copy) Adjust the copy density to make copies lighter. (See Advanced User's Guide: <i>Adjusting Density</i> .)
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See Advanced User's Guide: <i>Cleaning the machine's printer platen</i> .)
	Make sure you are using Genuine Brother Innobella™ Ink.
	Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> on page 19.)
	Make sure the paper feed rollers are not dirty with ink. (See Advanced User's Guide: <i>Cleaning the paper feed rollers</i> .)
The machine prints dense lines on the page.	(Windows®) Check <b>Reverse Order</b> in the <b>Basic</b> tab of the printer driver.

## Print Quality Difficulties (continued)

Difficulty	Suggestions
The printouts are wrinkled.	(Windows®) In the printer driver <b>Advanced</b> tab, click <b>Color Settings</b> , and uncheck <b>Bi-Directional Printing</b> .
	(Macintosh) In the printer driver, choose <b>Print Settings</b> , click <b>Advanced</b> , choose <b>Other Print Options</b> , and uncheck <b>Bi-Directional Printing</b> .
	Make sure you are using Genuine Brother Innobella™ Ink.

## Paper Handling Difficulties

Difficulties	Suggestions
The machine does not feed paper.	Make sure the paper tray is pushed in all the way until it clicks into place.
	Make sure the Jam Clear Cover at the back of the machine is closed.
	If the Touchscreen shows the Paper Jam message and you still have a problem, see <i>Error and maintenance messages</i> on page 103.
	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, 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.
	Clean the paper pick-up rollers. (See Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i> .)
Photo paper does not feed correctly.	When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
Machine feeds multiple pages.	Do the following: (See <i>Loading paper and other print media</i> on page 19.)
	■ Make sure the paper is loaded correctly in the paper tray.
	■ Remove all the paper from the tray and fan the stack of paper well, then put it back in the tray.
	■ Make sure you do not push the paper in too far.
	Make sure the Jam Clear Cover is closed correctly. (See <i>Printer jam or paper jam</i> on page 116.)
	Make sure the Base Pad in the paper tray is not dirty. (See Advanced User's Guide: <i>Cleaning the paper pick-up rollers</i> .)
	When using the manual feed slot, load only one sheet of paper at a time.
There is a paper jam.	See <i>Printer jam or paper jam</i> on page 116. Make sure the paper guides are set to the correct paper size. Do not extend the paper tray when you load A5 or smaller size paper.
Paper jam reoccurs.	If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 120.)

## Paper Handling Difficulties (continued)

Difficulties	Suggestions
The paper jams when you use 2-sided copy or 2-sided print.	Use one of the jam prevention settings, 2-sided 1 or 2-sided 2.  For copying: (See Advanced User's Guide: <i>2-sided copying</i> .)  For printing: For more information, see Software and Network User's Guide: <i>Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper (Windows®)</i> or <i>Prevent Smudged Printouts and Paper Jams When Printing on Both Sides of the Paper (Macintosh)</i> .
	If paper jams occur often during 2-sided copying or 2-sided printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See Advanced User's Guide: <i>Cleaning the paper feed rollers</i> .)

## Printing Received Faxes

Difficulty	Suggestions
<ul style="list-style-type: none"> <li>■ Condensed print</li> <li>■ Horizontal streaks</li> <li>■ Top and bottom sentences are cut off</li> <li>■ Missing lines</li> </ul>	Usually this is caused by a poor telephone connection. Make a copy; 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.
Vertical black lines when receiving.	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.
Left and right margins are cut off or a single page is printed on two pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, your paper size setting may not be correct for the paper you are using. (See <i>Paper Size (MFC-J6520DW)</i> on page 36.)
	Turn on Auto Reduction. (See Advanced User's Guide: <i>Printing a reduced incoming fax</i> .)
Received color fax prints only in black & white.	Replace the color ink cartridges that have reached the end of their life, and then ask the other person to send the color fax again. (See <i>Replacing the ink cartridges</i> on page 93.)

## Telephone Line or Connections

Difficulty	Suggestions
Dialing does not work. (No dial tone)	Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack inside the machine.
	(Canada only) Change the Tone/Pulse setting. (See Quick Setup Guide.)
	Send a manual fax by pressing <b>Hook</b> and dialing the number. Wait to hear fax-receiving tones before pressing <b>Fax Start</b> .
	If there is no dial tone, connect a known-working telephone and telephone line cord to the jack. Then lift the external telephone's handset and listen for a dial tone. If there is still no dial tone, ask your telephone company to check the line and/or wall jack.
The machine does not answer when called.	Make sure the machine is in the correct Receive Mode for your setup. (See <i>Choose the correct Receive Mode</i> on page 52.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check that the telephone line cord is plugged into the telephone wall jack and the LINE jack inside the machine. If there is no ringing when you call your machine, ask your telephone company to check the line.

## Receiving Faxes

Difficulty	Suggestions
Cannot receive a fax.	<p>Make sure your machine has a dial tone by pressing <b>Hook</b> in <b>Fax</b> mode. If you hear static or interference on your fax line, call your local telephone provider.</p> <p>Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the <b>LINE</b> jack inside the machine. If you subscribe to DSL, VoIP or MagicJack services, call your service provider for connection instructions. To lower the modem speed and turn off ECM (error correction mode), see <i>Telephone line interference / VoIP</i> on page 135.</p> <p>Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine. (See <i>Choose the correct Receive Mode</i> on page 52.)</p> <p>If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, select <b>Fax Only</b> mode.</p> <p>If your Brother machine shares a line with an external answering machine, select <b>External TAD</b> mode. In <b>External TAD</b> mode, your Brother machine will automatically receive incoming faxes and voice callers will be able to leave a message on your answering machine.</p> <p>If your Brother machine shares the line with a Voice Mail subscriber service, see <i>Voice Mail</i> on page 63.</p> <p>If your Brother machine is on a line with the Distinctive Ring subscriber service, see <i>Distinctive Ring</i> on page 64.</p> <p>If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, select <b>Fax/Tel</b> mode. In <b>Fax/Tel</b> mode, your Brother machine will automatically receive faxes and produce a pseudo/double-ring to alert you to answer voice calls.</p> <p>If you do not want your Brother machine to automatically answer incoming faxes, select <b>Manual</b> mode. In <b>Manual</b> mode, you must answer every incoming call and activate the machine to receive faxes.</p> <p>Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the Ring Delay setting:</p> <ul style="list-style-type: none"> <li>■ If the Receive Mode is set to <b>Fax Only</b> or <b>Fax/Tel</b>, reduce the Ring Delay to 1 ring. (See <i>Ring Delay</i> on page 55.)</li> <li>■ If the Receive Mode is set to <b>External TAD</b>, reduce the number of rings programmed on your answering machine to 2.</li> <li>■ If the Receive Mode is set to <b>Manual</b>, DO NOT adjust the Ring Delay setting.</li> </ul> <p>Have someone send you a test fax:</p> <ul style="list-style-type: none"> <li>■ If you received the test fax successfully, your machine is operating correctly. Remember to reset your Ring Delay or answering machine setting back to your original setting. If receiving problems recur after resetting the Ring Delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer.</li> <li>■ If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line.</li> </ul>

## Receiving Faxes (continued)

Difficulty	Suggestions
Cannot receive a fax. (continued)	<p>If you are using a telephone answering machine (<b>External TAD mode</b>) on the same line as the Brother machine, make sure your answering machine is set up correctly. (See <i>Connecting an external TAD (telephone answering device)</i> on page 67.)</p> <ol style="list-style-type: none"> <li>1 Plug the telephone line cord directly from the wall telephone jack to your Brother machine's LINE jack.</li> <li>2 Remove the protective cap from your Brother machine's EXT. jack, and then plug the telephone line cord from your answering machine into the EXT. jack.</li> <li>3 Set your answering machine to answer within 4 rings. If you are having problems receiving faxes or voice messages, set your answering machine to answer within 2 or 3 rings.</li> <li>4 Record the outgoing message on your answering machine. <ul style="list-style-type: none"> <li>■ Record five seconds of silence at the beginning of your outgoing message.</li> <li>■ Limit your speaking to 20 seconds.</li> <li>■ End your outgoing message with your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or press * <b>5 1</b> and <b>Start</b> to send a fax."</li> </ul> </li> <li>5 Set your answering machine to answer calls.</li> <li>6 Set your Brother machine's Receive Mode to <b>External TAD</b>. (See <i>Choose the correct Receive Mode</i> on page 52.)</li> </ol> <p>Make sure your Brother machine's Easy Receive feature is turned On. Easy Receive is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone. (See <i>Easy Receive</i> on page 56.)</p> <p>If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to <b>Basic (for VoIP)</b>. (See <i>Telephone line interference / VoIP</i> on page 135.)</p>


## Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	<p>Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack inside the machine.</p> <p>Print the Transmission Verification Report and check for an error. (See <i>Advanced User's Guide: Reports</i>.)</p> <p>Call your administrator to check your Secure Function Lock Settings.</p> <p>Ask the other party to check that the receiving machine has paper.</p>
Poor fax send quality.	<p>Try changing your resolution to <b>Fine</b> or <b>S.Fine</b>. Make a copy to check your machine's scanner operation. If the copy quality is poor, clean the scanner. (See <i>Cleaning the scanner</i> on page 96.)</p>

## Sending Faxes (continued)

Difficulty	Suggestions
Transmission Verification Report says <b>RESULT:NG</b> .	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get <b>RESULT:NG</b> on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Memory Receive (See Advanced User's Guide: <i>Turning off Memory Receive operations.</i> ), print fax messages from the machine's memory (See Advanced User's Guide: <i>Printing a fax from the memory.</i> ), or cancel a Delayed Fax or Polling Job. (See <i>Canceling a fax in process</i> on page 49.) (See Advanced User's Guide: <i>Checking and canceling waiting jobs.</i> ) If the problem continues, ask the telephone company to check your telephone line.  If you often get transmission errors due to possible interference on the telephone line, try changing the machine's Compatibility setting to <b>Basic (for VoIP)</b> . (See <i>Telephone line interference / VoIP</i> on page 135.)
Sent faxes are blank.	Make sure you are loading the document correctly. (See <i>Loading documents</i> on page 44.)
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See <i>Cleaning the scanner</i> on page 96.)

## Handling Incoming Calls

Difficulty	Suggestions
The machine "hears" a voice as a CNG Tone.	If Easy Receive is set to <b>On</b> , 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  . Try avoiding this problem by turning Easy Receive to <b>Off</b> . (See <i>Easy Receive</i> on page 56.)
Sending a fax call to the machine.	If you answered on an extension telephone, press your Fax Receive Code (the factory setting is * <b>5 1</b> ). If you answered on the external telephone (connected to the EXT. jack), press <b>Fax Start</b> , and then press <b>Receive</b> to receive the fax. When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Caller ID, RingMaster, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.  <b>For example:</b> If you subscribe to Call Waiting or another custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt the faxes. Brother's ECM (Error Correction Mode) 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, we recommend using a separate telephone line with no custom features.

## Copying Difficulties

Difficulty	Suggestions
Cannot make a copy.	Call your administrator to check your Secure Function Lock Settings.
Vertical black lines or streaks appear in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip, scanner glass, and the white bar and white plastic above them. (See <i>Cleaning the scanner</i> on page 96.)

## Copying Difficulties (continued)

Difficulty	Suggestions
Copies are blank.	Make sure you are loading the document correctly. (See <i>Loading documents</i> on page 44.)
Poor copy results when using the ADF.	Try using the scanner glass. (See <i>Using the scanner glass</i> on page 45.)
Fit to Page does not work correctly.	Make sure the document is not skewed on the scanner glass. Reposition the document and try again.

## Scanning Difficulties

Difficulty	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	Make sure the Brother TWAIN or WIA driver is chosen as the primary source in your scanning application. For example, in Nuance™ PaperPort™ 12SE, click <b>Scan Settings, Select</b> to choose the Brother TWAIN/WIA driver.
TWAIN or ICA errors appear when starting to scan. (Macintosh)	Make sure the Brother TWAIN driver is chosen as the primary source. In Presto! PageManager, click <b>File, Select Source</b> and choose the Brother TWAIN driver. You can also scan documents using the ICA Scanner Driver. For more information, see Software and Network User's Guide: <i>Scan Using Apple Image Capture (ICA Driver)</i> .
OCR does not work.	Try increasing the scanner resolution. (Macintosh) Make sure you have finished downloading and installing Presto! PageManager from: <a href="http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang2.dmg">http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang2.dmg</a>
Poor scanning results when using the ADF. ■ Vertical black lines appear in the scanned data.	Clean the white bar in the ADF and the glass strip underneath it. (See <i>Cleaning the scanner</i> on page 96.) Try using the scanner glass. (See <i>Using the scanner glass</i> on page 45.)

## PhotoCapture Center™ Difficulties

Difficulty	Suggestions
Removable Disk does not work correctly.	<ol style="list-style-type: none"> <li>1 Take out the memory card or USB Flash drive and put it back in again.</li> <li>2 If you have tried "Eject" from within Windows®, take out the memory card or USB Flash drive before you continue.</li> <li>3 If an error message appears when you try to eject the memory card or USB Flash drive, it means the card is being accessed. Wait a while, and then try again.</li> <li>4 If all of the above do not work, turn off your PC and machine, and then turn them on again.</li> </ol>
Cannot access Removable Disk from the computer.	Make sure that you have correctly inserted the memory card or USB Flash drive.
Part of my photo is missing when printed.	Make sure that Borderless printing and Cropping are turned off. (See Advanced User's Guide: <i>Borderless printing</i> and <i>Cropping</i> .)


## Software Difficulties

Difficulty	Suggestions
Cannot install software or print.	(Windows®) Run the <b>Repair MFL-Pro Suite</b> program on the CD-ROM. This program will repair and reinstall the software.
"Device Busy"	Make sure the machine is not showing an error message on the Touchscreen.

## Network Difficulties

Difficulty	Suggestions
Cannot print over the network.	<p>Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see Advanced User's Guide: <i>Reports</i>) and check the current Network settings printed in this list.</p> <p>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 machine shows <b>LAN Active</b> for 2 seconds.</p> <p>If you are using a wireless connection or are having Network problems, see Software and Network User's Guide: <i>Troubleshooting</i>.</p>
The network scanning feature does not work.	<p>It is necessary to configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below:</p> <p>In Name: Enter any description, for example Brother NetScan.</p> <p>In Port number: Enter 54925.</p> <p>In Protocol: UDP is selected.</p> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or call the software manufacturer.</p> <p>(Macintosh)</p> <p>Select <b>Other</b> from the <b>Model</b> drop-down list in the main screen of ControlCenter2. In the <b>Device Selector</b> window, make sure <b>Network</b> is selected in the <b>Connection Type</b>, and then click <b>Browse</b>. Reselect your network machine, and press <b>OK</b>.</p>
The network PC-Fax Receive feature does not work.	<p>(Windows®)</p> <p>It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below:</p> <p>In Name: Enter any description, for example Brother PC-FAX Rx.</p> <p>In Port number: Enter 54926.</p> <p>In Protocol: UDP is selected.</p> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or call the software manufacturer.</p>

## Network Difficulties (continued)



Difficulty	Suggestions
The Brother software cannot be installed.	<p>(Windows®)</p> <p>If the Security Software warning appears on the PC screen during the installation, change the Security Software settings to permit the Brother product setup program or other program to run.</p> <p>(Macintosh)</p> <p>If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it, and then install the Brother software.</p>
Cannot connect to wireless network.	<p>Investigate the problem using the WLAN Report.</p> <p>Press  (Settings), All Settings, and then press ▲ or ▼ to display Print Reports. Press Print Reports. Press ▲ or ▼ to display WLAN Report, and then press WLAN Report.</p> <p>For more information, see Software and Network User's Guide: <i>Print the WLAN Report</i>.</p>

## Data Entry Difficulties

Difficulty	Suggestions
The dial pad does not work when entering numbers or characters.	Use the keyboard on the Touchscreen to enter information.


## Dial Tone

Setting the dial tone to Detection will shorten the dial detect pause.

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Initial Setup.
- 4 Press Initial Setup.
- 5 Press ▲ or ▼ to display Dial Tone.
- 6 Press Dial Tone.
- 7 Press Detection or No Detection.
- 8 Press .

## Telephone line interference / VoIP

If you are having problems sending or receiving a fax due to possible interference on the telephone line, we recommend that you change the modem speed to minimize errors in fax operations.

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Initial Setup.
- 4 Press Initial Setup.
- 5 Press ▲ or ▼ to display Compatibility.
- 6 Press Compatibility.

- 7 Press High, Normal or Basic(for VoIP).

- Basic(for VoIP) reduces the modem speed to 9,600 bps and turns off color fax receiving and ECM, except for color fax-sending. Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.

To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to Basic(for VoIP).

- Normal sets the modem speed at 14,400 bps.
- High increases the modem speed to 33,600 bps. (factory setting)

- 8 Press .



### NOTE

VoIP (Voice over IP) is a type of phone system that uses an Internet connection, rather than a traditional phone line.

# Machine Information

## Checking the serial number

You can see the machine's serial number on the Touchscreen.

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Machine Info.
- 4 Press Machine Info.
- 5 Press Serial No.  
Your machine's serial number will appear on the Touchscreen.
- 6 Press .

## Checking the firmware version

You can see the machine's firmware version on the Touchscreen.

- 1 Press  (Settings).
- 2 Press All Settings.
- 3 Press ▲ or ▼ to display Machine Info.
- 4 Press Machine Info.
- 5 Press Firmware Version.
- 6 Press Main Version.  
Your machine's firmware version will appear on the Touchscreen.
- 7 Press .


## Reset functions

The following reset functions are available:

### 1 Machine Reset

You can reset all the machine's settings that you have changed, such as Date and Time and Ring Delay.

(MFC-J6720DW)

The  icon will be restored to the Home screen.

### 2 Network

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

### 3 Address Book & Fax

Address Book & Fax resets the following settings:

- Address Book  
(Address Book and Setup Groups)
- Programmed fax jobs in the memory  
(Polled Transmit, Delayed Fax and Delayed Batch Transmission)
- Station ID  
(Name and Number)
- Remote Fax Options  
(Fax Forwarding and Paging)
- Report settings  
(Transmission Verification Report, Address Book and Fax Journal)
- History  
(Caller ID history and Outgoing Call)
- Faxes in memory

### 4 All Settings


You can restore all settings to the factory settings.

Brother strongly recommends performing this procedure before handing over or disposing of the machine.

**NOTE**

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

**How to reset the machine**

- 1 Press  (`Settings`).
- 2 Press `All Settings`.
- 3 Press `▲` or `▼` to display `Initial Setup`.
- 4 Press `Initial Setup`.
- 5 Press `▲` or `▼` to display `Reset`.
- 6 Press `Reset`.
- 7 Press `▲` or `▼` to display the type of reset (`Machine Reset`, `Network`, `Address Book & Fax` or `All Settings`), and then press it.
- 8 Press `Yes` to confirm.
- 9 Press `Yes` for 2 seconds to reboot the machine.

## Using the Settings Tables

Your machine's Touchscreen LCD is easy to set up and operate. All you have to do is press the settings and options you want to set as they are displayed on the screen.

We have created step-by-step Settings Tables and Features Tables so you can see at-a-glance all the available choices for each setting and feature. You can use these tables to quickly set up your preferred settings in the machine.

## Memory Storage


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




# Settings tables

The Settings tables will help you understand the settings selections and options that are found in the machine's programs. The factory settings are shown in **Bold** with an asterisk.



## (Settings)

Level1	Level2	Level3	Options	Descriptions	Page
<b>Ink</b>	(See <i>(Ink)</i> on page 184.)				
<b>Wi-Fi</b>	<b>TCP/IP</b>	—	—	Lets you configure the TCP/IP protocol.	See <b>+</b> .
	<b>WLAN Assistant</b>	—	—	You can configure your wireless network settings using the Brother CD-ROM.	
	<b>Setup Wizard</b>	—	—	You can manually configure your print server for a wireless network.	See <b>‡</b> .
	<b>WPS/AOSS</b>	—	—	You can easily configure your wireless network settings using the one-button push method.	
	<b>WPS w/ PIN Code</b>	—	—	You can easily configure your wireless network settings using WPS with a PIN.	See <b>+</b> .
	<b>WLAN Status</b>	—	—	You can see the current wireless network status.	
	<b>MAC Address</b>	—	—	You can see your machine's MAC address.	
 <b>(Paper Type)</b> (MFC-J6520DW)	—	—	<b>Plain Paper*</b> Inkjet Paper Brother BP71 Other Glossy Transparency	Sets the type of paper in the paper tray.	36
<b>+</b> See Software and Network User's Guide. <b>‡</b> See Quick Setup Guide.					
The factory settings are shown in <b>Bold</b> with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
 <b>(Paper Size)</b> (MFC-J6520DW)	—	—	<b>Letter*</b> Legal Ledger A4 A5 A3 EXE 4"x6"	Sets the size of paper in the paper tray.	36
 <b>(Tray #1)</b> (MFC-J6720DW)	<b>Paper Type</b>	—	<b>Plain Paper*</b> Inkjet Paper Brother BP71 Other Glossy Transparency	Sets the type of paper in the paper tray #1.	36
	<b>Paper Size</b>	—	<b>Letter*</b> Legal Ledger A4 A5 A3 EXE 4"x6"	Sets the size of paper in the paper tray #1.	
 <b>(Tray #2)</b> (MFC-J6720DW)	<b>Paper Size</b>	—	<b>Letter*</b> Legal Ledger A4 A3	Sets the size of paper in the paper tray #2.	36
<b>Fax Preview</b>	—	—	On <b>Off*</b>	You can view faxes you receive on the Touchscreen.	57
<b>All Settings</b>	—	—	For more information, see <i>All Settings</i> in the following table.	Configures the detailed settings.	—
† See Software and Network User's Guide. ‡ See Quick Setup Guide. The factory settings are shown in Bold with an asterisk.					



## All Settings

Level1	Level2	Level3	Options	Descriptions	Page
General Setup	Ink	Test Print	Print Quality Alignment	Lets you check the print quality or alignment.	97 99
		Cleaning	Black Color All	Lets you clean the print head.	97
		Ink Volume	—	Lets you check the available ink volume.	See ◆.
	Paper Type (MFC-J6520DW)	—	Plain Paper* Inkjet Paper Brother BP71 Other Glossy Transparency	Sets the type of paper in the paper tray.	36
	Paper Size (MFC-J6520DW)	—	Letter* Legal Ledger A4 A5 A3 EXE 4"x6"	Sets the size of paper in the paper tray.	36
	◆ See Advanced User's Guide.				
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	Tray Setting (MFC-J6720DW)	Tray #1	Paper Type (Options)  <b>Plain Paper*</b>  Inkjet Paper Brother BP71 Other Glossy Transparency	Sets the type of paper in the paper tray #1.	36
			Paper Size (Options)  <b>Letter*</b>  Legal Ledger A4 A5 A3 EXE 4"x6"	Sets the size of paper in the paper tray #1.	
		Tray #2	Paper Size (Options)  <b>Letter*</b>  Legal Ledger A4 A3	Sets the size of paper in the paper tray #2.	36
		Tray Use: Copy	Tray #1 Tray #2  <b>Auto Tray Select*</b>	Choose the tray that will be used for copying.	37
		Tray Use: Fax	Tray #1 Tray #2  <b>Auto Tray Select*</b>	Choose the tray that will be used for faxing.	38
		◆ See Advanced User's Guide.			
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	Volume	Ring	Off  Low <b>Med*</b>  High	Adjusts the ring volume.	See ♦.
		Beep	Off  <b>Low*</b>  Med  High	Adjusts the volume of the sounds when you press the Touchscreen or Touchpanel.	
		Speaker	Off  Low <b>Med*</b>  High	Adjusts the speaker volume.	
	LCD Settings	Backlight	<b>Light*</b>  Med  Dark	You can adjust the brightness of the Touchscreen backlight.	
		Dim Timer	Off  10Secs  20Secs  <b>30Secs*</b>	You can set how long the Touchscreen backlight stays on after the last finger press.	
	Keyboard Settings	—	<b>QWERTY*</b>  ABC	You can choose the type of keyboard for the Touchscreen.	12
	Sleep Mode	—	1Min  2Mins  3Mins  <b>5Mins*</b>  10Mins  30Mins  60Mins	You can choose how long the machine must be idle before it goes into Sleep Mode.	See ♦.
	Function Lock	Set Password	—	You can restrict selected machine operations for up to 10 restricted users and for all other non-authorized Public users.	
		Lock Off-On	—		
	Shortcut Settings	Shortcut Name	Edit Shortcut Name	—	You can change the shortcut name.
Delete			—	Deletes the shortcut.	18
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Fax	Setup Receive	Receive Mode	<b>Fax Only*</b> Fax/Tel External TAD Manual	Choose the Receive Mode that best suits your needs.	52
		Ring Delay	0 1 2 3 <b>4*</b>	Sets the number of rings before the machine answers in <b>Fax Only</b> or <b>Fax/Tel</b> mode.	55
		F/T Ring Time	<b>20Secs*</b> 30Secs 40Secs 70Secs	Sets the length of the pseudo/double-ring time in <b>Fax/Tel</b> mode.	55
		Fax Preview	On <b>Off*</b>	You can view faxes you receive on the Touchscreen.	57
		Easy Receive	<b>On*</b> Off	Receives fax messages automatically when you answer a call and hear fax tones.	56
		Remote Codes	Remote Codes (Options) <b>On*</b> Off Fax Receive Code (*51) Tel Answer (#51)	Allows you to answer all calls at an extension telephone and use codes to turn the machine on or off. You can personalize these codes.	70
		Auto Reduction	<b>On*</b> Off	Reduces the size of incoming faxes to fit the paper size.	See ♦.
		Memory Receive	<b>Off*</b> Fax Forward Paging Fax Storage PC Fax Receive	You can set the machine to either forward fax messages, call your pager, store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or send faxes to your PC.  If you choose <b>Fax Forward</b> or <b>PC Fax Receive</b> , you can turn on the safety feature Backup Print.	
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
<b>Fax</b> (Continued)	<b>Report Setting</b>	<b>Transmission</b>	On On+Image <b>Off*</b> Off+Image Off2 Off2+Image	Choose the initial setup for the Transmission Verification Report.	51
			<b>Journal Period</b> Journal Period Time Day	Sets the interval for the automatic printing of the Fax Journal. If you have chosen other than Off and Every 50 Faxes, you can set the time for the chosen option. If you have chosen Every 7 Days, you can set the day of the week.	See ♦.
	<b>Print Fax</b>	—	—	Prints incoming faxes stored in the memory.	
	<b>Remote Access</b>	—	---*	Set your own code for Remote Retrieval.	
	<b>Dial Restriction</b>	<b>Dial Pad</b>	Enter # Twice On <b>Off*</b>	You can set whether to restrict fax transmissions, or require that the user enters the number twice in order to prevent transmissions to an incorrect address.	
		<b>Address Book</b>	Enter # Twice On <b>Off*</b>		
		<b>Shortcuts</b>	Enter # Twice On <b>Off*</b>		
		<b>LDAP Server</b>	Enter # Twice On <b>Off*</b>		
	<b>Remaining Jobs</b>	—	—	Check which jobs are in the memory and cancel chosen jobs.	
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	Miscellaneous	Distinctive	Distinctive (Options)  On <b>off*</b>	Uses the telephone company's Distinctive Ring subscriber service to register the ring pattern with the machine.	64
			Ring Pattern (Options)  <b>1*/2/3/4</b>		65
		Area Code (USA only)	000	Set up your 3-digit area code only if you do not dial it within your own area code.	See ♦.
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network	Wired LAN	TCP/IP	BOOT Method	Auto*  Static  RARP  BOOTP  DHCP	Choose the BOOT method that best suits your needs.	See +.
			IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
			Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
			Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
			Node Name	BRNXXXXXXXXXXXX	Enter the Node name.	
			WINS Configuration	Auto*  Static	Chooses the WINS configuration mode.	
			WINS Server	(Primary) 000.000.000.000  (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	
			DNS Server	(Primary) 000.000.000.000  (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	
			APIPA	On*  Off	Automatically allocates the IP address from the link-local address range.	
+ See Software and Network User's Guide.						
♣ Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> .						
● Please go to the Brother Solutions Center to download the Web Connect Guide at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> .						
The factory settings are shown in Bold with an asterisk.						

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	Wired LAN (Continued)	TCP/IP (Continued)	IPv6	On  <b>Off*</b>	Enable or disable the IPv6 protocol. If you want to use the IPv6 protocol, visit <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> for more information.	See <b>+</b> .
		Ethernet	—	<b>Auto*</b>  100B-FD 100B-HD 10B-FD 10B-HD	Chooses the Ethernet link mode.	
		Wired Status	—	Active 100B-FD Active 100B-HD Active 10B-FD Active 10B-HD Inactive Wired OFF	You can see the current wired network status.	
		MAC Address	—	—	You can see your machine's MAC address.	
	WLAN	TCP/IP	BOOT Method	<b>Auto*</b>  Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	
			IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	

**+** See Software and Network User's Guide.

**♣** Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <http://solutions.brother.com/>.

**●** Please go to the Brother Solutions Center to download the Web Connect Guide at <http://solutions.brother.com/>.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	WLAN (Continued)	TCP/IP (Continued)	Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	See +.
			Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
			Node Name	BRWXXXXXXXXXX	Enter the Node name.	
			WINS Configuration	Auto* Static	Chooses the WINS configuration mode.	
			WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	
			DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	
			APIPA	On* Off	Automatically allocates the IP address from the link-local address range.	
			IPv6	On Off*	Enable or disable IPv6 protocol for a wireless LAN. If you want to use the IPv6 protocol, visit <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> for more information.	

+ See Software and Network User's Guide.

♣ Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <http://solutions.brother.com/>.

● Please go to the Brother Solutions Center to download the Web Connect Guide at <http://solutions.brother.com/>.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	WLAN (Continued)	WLAN Assistant	—	—	You can configure your wireless network settings using the Brother CD-ROM.	See +.
		Setup Wizard	—	—	You can manually configure your print server for a wireless network.	
		WPS/AOSS	—	—	You can easily configure your wireless network settings using the one-button push method.	
		WPS w/ PIN Code	—	—	You can easily configure your wireless network settings using WPS with a PIN.	
		WLAN Status	Status	—	You can see the current wireless network status.	
			Signal	—	You can see the current wireless network signal strength.	
			SSID	—	You can see the current SSID.	
			Comm. Mode	—	You can see the current Communication Mode.	
		MAC Address	—	—	You can see your machine's MAC address.	

+ See Software and Network User's Guide.

♣ Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <http://solutions.brother.com/>.

● Please go to the Brother Solutions Center to download the Web Connect Guide at <http://solutions.brother.com/>.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	Wi-Fi Direct	Push Button	—	—	You can easily configure your Wi-Fi Direct™ network settings using the one-button push method.	See ♣.
		PIN Code	—	—	You can easily configure your Wi-Fi Direct™ network settings using WPS with a PIN.	
		Manual	—	—	You can manually configure your Wi-Fi Direct™ network settings.	
		Group Owner	—	On <b>off*</b>	Sets your machine as the Group Owner.	
		Device Information	Device Name	—	You can see the device name of your machine.	
			SSID	—	Shows SSID of Group Owner. When the machine is not connected, Touchscreen shows Not Connected.	
			IP Address	—	You can see the current IP address of your machine.	

✚ See Software and Network User's Guide.

♣ Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <http://solutions.brother.com/>.

● Please go to the Brother Solutions Center to download the Web Connect Guide at <http://solutions.brother.com/>.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
<b>Network</b> (Continued)	<b>Wi-Fi Direct</b> (Continued)	<b>Status Information</b>	<b>Status</b>	G/O Active (**) Client Active Not Connected Off ** = the number of devices	You can see the current Wi-Fi Direct™ network status.	See ♣.
			<b>Signal</b>	Strong Medium Weak None	You can see the current Wi-Fi Direct™ network signal strength. When your machine acts as Group Owner, the Touchscreen always shows Strong.	
		<b>I/F Enable</b>	—	On <b>Off*</b>	Enable or Disable the Wi-Fi Direct™ connection.	

† See Software and Network User's Guide.

♣ Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <http://solutions.brother.com/>.

● Please go to the Brother Solutions Center to download the Web Connect Guide at <http://solutions.brother.com/>.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	E-mail/IFAX (Available after IFAX is downloaded)	Mail Address	—	—	Enter the mail address. (Up to 60 characters)	See +.
		Setup Server	SMTP Server	Name (Up to 30 characters)	Enter the SMTP server address.	
				IP Address [000-255]. [000-255]. [000-255]. [000-255]		
			SMTP Port	[00001-65535]	Enter the SMTP port number.	
			Auth. for SMTP	None*  SMTP-AUTH  POP bef. SMTP	Selects the Security method for E-mail notification.	
			SMTP SSL/TLS	None*  SSL  TLS	Send or receive an E-mail via an E-mail server that requires secure SSL/TLS communication.	
			Verify SMTPCert.	On  Off*	Verify the SMTP Server Certificate automatically.	
			POP3 Server	Name (Up to 30 characters)	Enter the POP3 server address.	
				IP Address [000-255]. [000-255]. [000-255]. [000-255]		
				POP3 Port		
			Mailbox Name	—	Enter the mail box name. (Up to 60 characters)	
		Mailbox Password	—	Enter the password to login to the POP3 server. (Up to 32 characters)		

+ See Software and Network User's Guide.

♣ Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <http://solutions.brother.com/>.

● Please go to the Brother Solutions Center to download the Web Connect Guide at <http://solutions.brother.com/>.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	E-mail/IFAX (Available after IFAX is downloaded) (Continued)	Setup Server (Continued)	POP3 SSL/TLS	<b>None*</b> SSL TLS	You can send or receive an E-mail via an E-mail server that requires secure SSL/TLS communication.	See +.
			Verify POP3Cert.	On <b>Off*</b>	Verify the POP3 Server Certificate automatically.	
			APOP	On <b>off*</b>	Enables or disables APOP.	
		Setup Mail RX	Auto Polling	Auto Polling (Options) <b>On*</b> Off	Automatically checks the POP3 server for new messages.	
				(When On chosen) Poll Frequency (Options) 1Min 3Mins 5Mins <b>10Mins*</b> 30Mins 60Mins	Sets the interval for checking for new messages on the POP3 server.	
			Header	All Subject+From+To <b>None*</b>	Selects the contents of the mail header to be printed.	
			Delete Error Mail	<b>On*</b> Off	Deletes error mails automatically.	
			Notification	On MDN <b>Off*</b>	Receives notification messages.	

+ See Software and Network User's Guide.

♣ Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <http://solutions.brother.com/>.

● Please go to the Brother Solutions Center to download the Web Connect Guide at <http://solutions.brother.com/>.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Level4	Options	Descriptions	Page
Network (Continued)	E-mail/IFAX (Available after IFAX is downloaded) (Continued)	Setup Mail TX	Sender Subject	—	Displays the subject that is attached to the Internet Fax data.	See +.
			Size Limit	On Off*	Limits the size of E-mail documents.	
			Notification	On Off*	Sends notification messages.	
		Setup Relay	Relay Broadcast	On Off*	Relays a document to another fax machine over the Internet.	
			Relay Domain	—	Registers the Domain name.	
			Relay Report	On Off*	Prints the Relay Broadcast Report.	
		Manual POP3 Receive	—	—	Accesses the POP3 server and confirms whether an e-mail has been received.	
	Web Connect Settings	Proxy Settings	Proxy Connection	On Off*	You can change the Web connection settings.	See ●.
			Address	—		
			Port	—		
			User Name	—		
			Password	—		
	Network I/F	—	—	Wired LAN* WLAN	You can choose the network connection type.	See +.
	Network Reset	—	—	Yes No	Restore all network settings back to the factory settings.	

+ See Software and Network User's Guide.

♣ Please go to the Brother Solutions Center to download the Wi-Fi Direct™ Guide at <http://solutions.brother.com/>.

● Please go to the Brother Solutions Center to download the Web Connect Guide at <http://solutions.brother.com/>.

The factory settings are shown in Bold with an asterisk.



## All Settings (continued)


Level1	Level2	Level3	Options	Descriptions	Page
Print Reports	Transmission	—	—	Prints these lists and reports.	See ♦.
	Address Book	—	—		
	Fax Journal	—	—		
	User Settings	—	—		
	Network Configuration	—	—		
	WLAN Report	—	—		
	Caller ID history	—	—		
Machine Info.	Serial No.	—	—	Lets you check the serial number of your machine.	136
	Firmware Version	Main Version	—	Lets you check the firmware version of your machine.	136
Initial Setup	Date & Time	Date	—	Puts the date and time on the screen and in the headings of the faxes you send.	100
		Time	—		
		Clock Type	12h Clock* 24h Clock		
		Auto Daylight	On Off*	Change this setting to On if you want the machine to change automatically for Daylight Saving Time.	See ♦.
		Time Zone	—	Sets the time zone for your country.	See ‡.
	Station ID	Fax Name	—	Enter your name and fax number to appear on each page you fax.	
	Tone/Pulse (Canada only)	—	Tone* Pulse	Choose the dialing mode.	
	Dial Tone	—	Detection No Detection*	You can shorten the dial tone detect pause.	135
	Dial Prefix	—	On Off*	Sets a prefix number that will always be added before the fax number every time you dial.	See ♦.
	Compatibility	—	High* Normal Basic(for VoIP)	Adjusts the modem speed to help resolve transmission problems.	135

♦ See Advanced User's Guide.

‡ See Quick Setup Guide.

+ See Software and Network User's Guide.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Initial Setup (Continued)	Reset	Machine Reset	Yes No	You can reset all the machine's settings that you have changed, such as Date and Time and Ring Delay.  (MFC-J6720DW)  The  icon will be restored to the Home screen.	136
		Network	Yes No	Resets the print server back to its factory default settings, such as the password and IP address information.	
		Address Book & Fax	Yes No	Deletes all stored Address Book numbers and faxes, restores the Station ID, Address Book List, Transmission Verification Report and Fax Journal back to the factory default settings.	
		All Settings	Yes No	Resets all the machine's settings back to the factory settings.	
	Local Language (USA only)	—	English* Spanish	Allows you to change the Touchscreen language for your country.	See ‡.
	Local Language (Canada only)	—	English* French	Allows you to change the Touchscreen language for your country.	
	◆ See Advanced User's Guide.				
‡ See Quick Setup Guide.					
+ See Software and Network User's Guide.					
The factory settings are shown in Bold with an asterisk.					

# Features tables




## Fax (When Fax Preview is Off.)

Level1	Level2	Level3	Options	Descriptions	Page
<b>Redial (Pause)</b>	—	—	—	Redials the last number called. When you are entering a fax or telephone number on the Touchpanel, <b>Redial</b> changes to <b>Pause</b> on the Touchscreen. Press <b>Pause</b> when you need a delay while dialing numbers, such as access codes and credit card numbers. You can also store a pause when you set up addresses.	73
<b>Hook</b>	—	—	—	Press before dialing when you want to listen to make sure a fax machine has answered, and then press <b>Fax Start</b> .	See ♦.
<b>Address Book</b>	 (Search:)	—	—	When LDAP is off, the search will be within the Local Address Book. When LDAP is on, the search will be within the Local Address Book and LDAP Server.	72
		<b>Detail</b> (This will appear only when LDAP is on.)	—	Displays the detailed information about the selected address.	
	<b>Edit</b>	—	Add New Address	You can store Address Book numbers, so you can dial by pressing <b>Address Book</b> on the Touchscreen (and <b>Apply</b> , then <b>Fax Start</b> ).	73
			Setup Groups	You can set up Group numbers for Broadcasting.	See ♦.
			Change	You can change Address Book numbers.	74
			Delete	You can delete Address Book numbers.	
	—	<b>Apply</b>	—	You can send a fax using the Address Book.	72
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Call History	Outgoing Call	Apply	—	You can choose a number from the Outgoing Call history and then send a fax to it, add it to the Address Book, or delete it.	See ♦.
		Edit	Add to Address Book Delete		
	Caller ID history	Apply	—	You can choose a number from the Caller ID history and then send a fax to it, add it to the Address Book, or delete it.	
		Edit	Add to Address Book Delete		
Options	Fax Resolution	—	Standard* Fine S.Fine Photo	Sets the resolution for outgoing faxes.	49
	Contrast	—	Auto* Light Dark	Changes the lightness or darkness of faxes you send.	
	Glass Scan Size	—	Letter* Legal Ledger A4 A3	Adjust the scan area of the scanner glass to the size of the document.	
	Broadcasting	Add Number	Add Number	You can send the same fax message to more than one fax number.	See ♦.
			Add from Address book		
			Search in Address book		
	Preview	—	On Off*	You can preview a fax message before you send it.	50
	Color Setting	—	Black* Color	Sets whether faxes are sent in black & white or color.	49
	Delayed Fax	Delayed Fax	On Off*	Sets the time of day in 24-hour format that the delayed faxes will be sent.	See ♦.
		Set Time	—		
	Batch TX	—	On Off*	Combines delayed faxes to the same fax number at the same time of day into one transmission.	
	Real Time TX	—	On Off*	You can send a fax without using the memory.	

♦ See Advanced User's Guide.

The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page	
Options (Continued)	Polled TX	—	On  Off*	Sets up your machine with a document to be retrieved by another fax machine.	See ♦.	
	Polling RX	—	On  Off*	Sets up your machine to poll another fax machine.		
	Overseas Mode	—	On  Off*	If you are having difficulty sending faxes overseas, set this to On.		
	Call History	Outgoing Call	Apply	You can choose a number from the Outgoing Call history and then send a fax to it, add it to the Address Book, or delete it.		
			Edit (Options) Add to Address Book Delete			
			Caller ID history		Apply	You can choose a number from the Caller ID history and then send a fax to it, add it to the Address Book, or delete it.
					Edit (Options) Add to Address Book Delete	
	Address Book	 (Search:)	—	The search will be within the Address Book.	72	
		Edit	Add New Address	You can store Address Book numbers, so you can dial by pressing Address Book on the Touchscreen (and Apply, then Fax Start).	73	
			Setup Groups	You can set up Group numbers for Broadcasting.	See ♦.	
			Change	You can change Address Book numbers.	74	
			Delete	You can delete Address Book numbers.		
		—	Apply	You can send a fax using the Address Book.	72	
	Set New Default	—	Yes No	You can save your fax settings.	See ♦.	
	Factory Reset	—	Yes No	You can restore all settings back to the factory settings.		
	Save as Shortcut	—	—	—	Saves the current settings as a shortcut.	

♦ See Advanced User's Guide.

The factory settings are shown in Bold with an asterisk.



## Fax (When Fax Preview is On.)

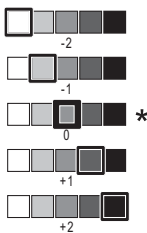
Level1	Level2	Level3	Options	Descriptions	Page
<b>Sending Faxes</b>	(See <i>Fax (When Fax Preview is Off.)</i> on page 158.)				
<b>Received Faxes</b>	<b>Print/Delete</b>	<b>Print All (New Faxes)</b>	—	Prints the new received faxes.	59
		<b>Print All (Old Faxes)</b>	—	Prints the old received faxes.	
		<b>Delete All (New Faxes)</b>	—	Deletes the new received faxes.	59
		<b>Delete All (Old Faxes)</b>	—	Deletes the old received faxes.	
<b>Address Book</b>	(See <i>Address Book</i> in <i>Fax (When Fax Preview is Off.)</i> on page 158.)				
<b>Call History</b>	(See <i>Call History</i> in <i>Fax (When Fax Preview is Off.)</i> on page 158.)				
The factory settings are shown in Bold with an asterisk.					



## Copy

Level1	Level2	Level3	Options	Descriptions	Page
<b>Options</b>	<b>ADF HighSpeed Mode</b>	—	On <b>Off*</b>	You can copy Letter, A4 or Executive documents faster by placing them long side edge first in the ADF.	77
	<b>Quality</b>	—	<b>Normal*</b> Best	Choose the Copy resolution for the next copy.	See ♦.
	<b>Paper Type</b>	—	<b>Plain Paper*</b> Inkjet Paper Brother BP71 Other Glossy Transparency (MFC-J6720DW, when Tray #2 is selected in Tray Select.)  Plain Paper	Choose the paper type that matches the paper in the tray.	76
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page	
Options (Continued)	Paper Size	—	<b>Letter*</b>  Legal  Ledger  A4  A5  A3  EXE  4"x6"  (MFC-J6720DW, when Tray #2 is selected in Tray Select.)  <b>Letter*</b>  Legal  Ledger  A4  A3	Choose the paper size that matches the paper in the tray.	76	
	Tray Select (MFC-J6720DW)	—	Tray #1  Tray #2  <b>Auto Tray Select*</b>	Choose the tray that will be used for Copy mode.	77	
	Enlarge/Reduce	100%*	—	—	—	See ♦.
		Enlarge	198% 4"x6" → A4  186% 4"x6" → Letter  130% Letter → Ledger  104% EXE → Letter	You can choose the enlargement ratio for the next copy.		
Reduce		97% Letter → A4  93% A4 → Letter  85% Letter → EXE  83% Legal → A4  78% Legal → Letter  64% Ledger → Letter  46% Letter → 4"x6"	You can choose the reduction ratio for the next copy.			
Fit to Page		—	Your machine will adjust the size of the next copy to the paper size you set.			
Custom (25-400%)		—	You can enter an enlargement or reduction ratio.			
♦ See Advanced User's Guide.						
The factory settings are shown in Bold with an asterisk.						

Level1	Level2	Level3	Options	Descriptions	Page
Options (Continued)	Density	—		Adjusts the density of copies.	See <b>◆</b> .
	Stack/Sort	—	<b>Stack*</b> Sort	You can choose to stack or sort multiple copies.	
	Page Layout	—	<b>Off (1in1) *</b> 2in1 (Portrait) 2in1 (Landscape) 2in1 (ID) 4in1 (Portrait) 4in1 (Landscape) 1 to 2 Poster (2x1) Poster (2x2) Poster (3x3)	You can make N in 1, 2 in 1 ID, 1 to 2, or Poster copies.	
	Layout Format (When you set Ledger or A3, and then choose 2 in 1 or Poster 2x2)	—	(When 2 in 1 is chosen.) Ledgerx2 → Ledgerx1 Letterx2 → Ledgerx1 A3x2 → A3x1 A4x2 → A3x1 (When Poster 2x2 is chosen) Ledgerx1 → Ledgerx4 Letterx1 → Ledgerx4 A3x1 → A3x4 A4x1 → A3x4		
	Auto Deskew	—	<b>Auto*</b> Off	If your scanned copy is skewed, your machine can correct the data automatically.	
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Options (Continued)	2-sided Copy	Off*	—	You can choose the 2-sided print settings.	See ♦.
		Portrait Long Edge Flip	—		
		Landscape Long Edge Flip	—		
		Portrait Short Edge Flip	—		
		Landscape Short Edge Flip	—		
		Advanced	Normal* 2-sided 1 2-sided 2		
	Advanced Settings	—	Off* Ink Save Mode Thin Paper Copy Book Copy Watermark Copy Remove Background Color	You can choose various copy settings, such as Watermark Copy or Remove Background Color.	
	Set New Default	—	Yes No	You can save your copy settings.	
	Factory Reset	—	Yes No	You can restore all the settings back to the factory settings.	
	Save as Shortcut	—	—	Saves the current settings as a shortcut.	
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

**Scan**

Level1	Level2	Level3	Options	Descriptions	Page
to OCR  (Available after Presto! PageManager is downloaded for Macintosh users. See <i>Accessing Brother Support (Macintosh)</i> on page 5.)	PC Select	Options	(For more information, see the <i>Options</i> on page 167.)	Configure the detailed settings.	See +.
		Save as Shortcut	—	Saves the current settings as a shortcut.	
to File*	PC Select	Options	(For more information, see the <i>Options</i> on page 168.)	Configure the detailed settings.	
		Save as Shortcut	—	Saves the current settings as a shortcut.	
to Image	PC Select	Options	(For more information, see the <i>Options</i> on page 168.)	Configure the detailed settings.	
		Save as Shortcut	—	Saves the current settings as a shortcut.	
to Media  (when a memory card or USB Flash drive is inserted)	—	Options	(For more information, see the <i>Options</i> on page 170.)	Configure the detailed settings.	82
		Save as Shortcut	—	Saves the current settings as a shortcut.	See ◆.
to E-mail	PC Select	Options	(For more information, see the <i>Options</i> on page 168.)	Configure the detailed settings.	See +.
		Save as Shortcut	—	Saves the current settings as a shortcut.	
+ See Software and Network User's Guide.					
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
to <b>E-mail Server</b>  (Available after IFAX is downloaded)	<b>Address Book</b>	—	—	Choose the address of the recipient from the address book.	See <b>+</b> .
	<b>Manual</b>	—	—	Manually enter the address of the recipient.	
	<b>OK</b>	Options	(For details, see the <i>Options</i> on page 171.)	Configure the detailed settings.	
		Save as Shortcut	—	Saves the current settings as a shortcut.	
to <b>FTP</b>	<b>Profile Name</b>	Options	(For details, see the <i>Options</i> on page 172.)	Configure the detailed settings.	
		Save as Shortcut	—	Saves the current settings as a shortcut.	
to <b>Network</b>	<b>Profile Name</b>	Options	(For details, see the <i>Options</i> on page 172.)	Configure the detailed settings.	
		Save as Shortcut	—	Saves the current settings as a shortcut.	
<b>WS Scan</b>  (Appears when you install a Web Services Scanner, which is displayed in your computer's Network Explorer.)	—	Scan	PC Select	You can scan data by using the Web Services protocol.	
		Scan for E-mail			
		Scan for Fax			
		Scan for Print			
+ See Software and Network User's Guide.					
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

## Options (for to OCR)

Level1	Level2	Options	Descriptions	Page
Options	Set with Touch Panel	Off(Set with Computer)* On	If you want to use the Touchscreen to change the machine's settings, choose On.	See +.
	The settings below will appear when On is selected in Set with Touch Panel.			
	ADF High Speed Mode	On Off*	You can scan Letter, A4 or Executive documents faster by placing them long side edge first in the ADF.	92
	Scan Type	Color Black and White*	You can choose the scan type for your document.	See +.
	Resolution	100 dpi 200 dpi* 300 dpi 600 dpi	You can choose the scan resolution for your document.	
	File Type	Text* HTML RTF	You can choose the file format for your document.	
	Scan Size	Letter* Legal Ledger A4 A5 A3 EXE 4"x6" Business Card (3.5x2.4inch)	You can choose the scan size for your document.	
+ See Software and Network User's Guide.				
The factory settings are shown in Bold with an asterisk.				

## Options

(for to File, to Image Or to E-mail)

Level1	Level2	Options	Descriptions	Page
Options	Set with Touch Panel	Off (Set with Computer) *  On	If you want to use the Touchscreen to change the machine's settings, choose On.	See +.
	The settings below will appear when On is selected in Set with Touch Panel.			
	ADF High Speed Mode	On  Off*	You can scan Letter, A4 or Executive documents faster by placing them long side edge first in the ADF.	92
	Scan Type	Color*  Black and White	You can choose the scan type for your document.	See +.
	Resolution	100 dpi  200 dpi*  300 dpi  600 dpi	You can choose the scan resolution for your document.	
	File Type	(If you choose the Color option in the Scan Type setting)  PDF*  JPEG  (If you choose the B&W option in the Scan Type setting)  PDF*  TIFF	You can choose the file format for your document.	
	Scan Size	Letter*  Legal  Ledger  A4  A5  A3  EXE  4"x6"  Business Card (3.5x2.4inch)	You can choose the scan size for your document.	
+ See Software and Network User's Guide.				
The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Options	Descriptions	Page
<b>Options</b> (Continued)	<b>Remove Background Color</b>	<b>Off*</b> Low Medium High	Change the amount of background color that is removed.	See <b>+</b> .
+ See Software and Network User's Guide.				
The factory settings are shown in Bold with an asterisk.				

## Options

(for to Media)

Level1	Level2	Options	Descriptions	Page
Options	ADF High Speed Mode	On <b>Off*</b>	You can scan Letter, A4 or Executive documents faster by placing them long side edge first in the ADF.	92
	Scan Type	<b>Color*</b> Black and White	You can choose the scan type for your document.	82
	Resolution	100 dpi <b>200 dpi*</b> 300 dpi 600 dpi Auto	You can choose the scan resolution for your document.	
	File Type	(If you choose the Color option in the Scan Type setting) <b>PDF*</b> JPEG (If you choose the B&W option in the Scan Type setting) <b>PDF*</b> TIFF	You can choose the file format for your document.	
	Scan Size	<b>Letter*</b> Legal Ledger A4 A5 A3 EXE 4"x6" Business Card (3.5x2.4inch)	You can choose the scan size for your document.	
	Scan Long Paper	On <b>Off*</b>	You can scan a long document using the ADF.	82 See ♦.
	File Name	—	You can rename the file.	
	Auto Crop	On <b>Off*</b>	Scan multiple documents placed on the scanner glass to a memory card or USB Flash drive one at a time.	
♦ See Advanced User's Guide.				
The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Options	Descriptions	Page
Options (Continued)	Remove Background Color	Off*  Low  Medium  High	Change the amount of background color that is removed.	82
	Set New Default	Yes  No	You can save your scan settings as the default settings.	See ♦.
	Factory Reset	Yes  No	You can restore all settings to the original factory default settings.	
♦ See Advanced User's Guide.				
The factory settings are shown in Bold with an asterisk.				

## Options

(for to E-mail Server)

### NOTE

It is available after IFAX is downloaded.

Level1	Level2	Options1	Descriptions	Page
Options	ADF High Speed Mode	On  <b>Off*</b>	You can scan Letter, A4 or Executive documents faster by placing them long side edge first in the ADF.	92
	Scan Type	<b>Color*</b> Black and White	You can choose the scan type for your document.	See +.
	Resolution	100 dpi <b>200 dpi*</b> 300 dpi 600 dpi Auto	You can choose the scan resolution for your document.	
	File Type	(If you choose the Color option in the Scan Type setting)  <b>PDF*</b> JPEG  (If you choose the B&W option in the Scan Type setting)  <b>PDF*</b> TIFF	You can choose the file format for your document.	
+ See Software and Network User's Guide.				
The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Options1	Descriptions	Page
Options (Continued)	Scan Size	<b>Letter*</b>  Legal  Ledger  A4  A5  A3  EXE  4"x6"  Business Card (3.5x2.4inch)	You can choose the scan size for your document.	See +.
	Scan Long Paper	On  <b>off*</b>	You can scan a long document using the ADF.	
	Set New Default	Yes  No	You can save your scan settings as the default settings.	
	Factory Reset	Yes  No	You can restore all settings to the original factory default settings.	
+ See Software and Network User's Guide.				
The factory settings are shown in Bold with an asterisk.				

## Options

(for to FTP or to Network)

Level1	Level2	Options1	Descriptions	Page
Options	ADF High Speed Mode	On  <b>Off*</b>	You can scan Letter, A4 or Executive documents faster by placing them long side edge first in the ADF.	92
	Scan Type	<b>Color*</b> Black and White	You can choose the scan type for your document.	See <b>+</b> .
	Resolution	100 dpi <b>200 dpi*</b> 300 dpi 600 dpi Auto	You can choose the scan resolution for your document.	
<b>+</b> See Software and Network User's Guide.				
The factory settings are shown in Bold with an asterisk.				

Level1	Level2	Options1	Descriptions	Page
Options (Continued)	File Type	(If you choose the Color option in the Scan Type setting)  <b>PDF*</b>  JPEG  (If you choose the B&W option in the Scan Type setting)  <b>PDF*</b>  TIFF	You can choose the file format for your document.	See +.
	Scan Size	<b>Letter*</b>  Legal  Ledger  A4  A5  A3  EXE  4"x6"  Business Card (3.5x2.4inch)	You can choose the scan size for your document.	
	Scan Long Paper	On  <b>Off*</b>	You can scan a long document using the ADF.	
	File Name	<b>BRNXXXXXXXXXXXX*</b>  Estimate  Report  Order sheet  Contract sheet  Check  Receipt  <Manual>	Choose preset file names. If you choose Manual, you can name the file as you like.	
	Remove Background Color	<b>Off*</b>  Low  Medium  High	Change the amount of background color that is removed.	
	User Name	—	Enter the user name.	
+ See Software and Network User's Guide.				
The factory settings are shown in Bold with an asterisk.				



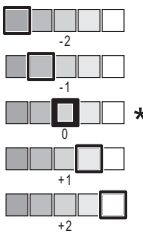
## Photo

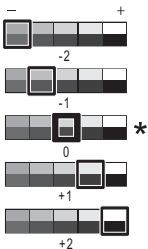
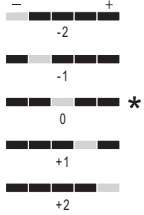
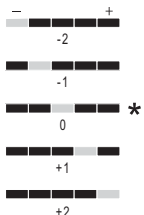
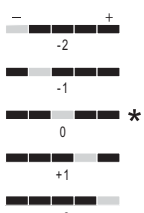
Level1	Level2	Level3	Options	Descriptions	Page
<b>Index Print</b>	<b>Print Index Sheet</b>	Print Settings	For more information, see the <i>Print Settings</i> on page 178.	You can print a thumbnail page.	See ♦.
	<b>Print Photos</b>	Print Settings	For more information, see the <i>Print Settings</i> on page 176.	You can print an individual image.	
<b>View Photos*</b>	<b>OK</b>	Print Settings	For more information, see the <i>Print Settings</i> on page 176.	You can adjust your photos with the options.	81
	<b>Print All</b>	—	—	You can print all photos in your memory card or USB Flash drive.	
<b>Enhance Photos</b>	<b>Enhance</b>	Auto Correct	Print Settings (For more information, see the <i>Print Settings</i> on page 176.)	You can adjust and crop your photos with these settings.	See ♦.
		Enhance Skin			
		Enhance Scenery			
		Remove Red-Eye			
		Night Scene			
		Fill Light			
		Whiteboard			
		Monochrome			
		Sepia			
		Auto Correct & Remove Red-Eye			
	<b>Crop</b>	Print Settings	For more information, see the <i>Print Settings</i> on page 176.	You can crop your photo and print a part of the image.	
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
ID Photo Print	Select ID Photo to Size	2x2inch 25x36mm 35x45mm 36x51mm 45x45mm 45x55mm 35x48mm 50x70mm (2x2.75in)	Print Settings (For more information, see the <i>Print Settings</i> on page 179.)	You can print ID photos for your resume, passport and so on.	See ◆.
Slide Show	Show Each Photo for	3Secs* 10Secs 30Secs 1Min 5Mins	—	Sets the time each photo in the Slide Show is shown before the machine switches to the next photo.	
	Start	—	—	The machine starts a Slide Show of your photos.  You can choose a photo during the Slide Show and change the print settings. (For more information, see the <i>Print Settings</i> on page 176.)	
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

## Print Settings

(for View Photos, Print Photos, Enhance Photos or Slide Show)

Option1	Option2	Option3	Option4	Descriptions	Page
<b>Print Quality</b> (Does not appear when DPOF Print is chosen.)	Normal <b>Photo*</b>	—	—	Choose the print quality.	See ◆.
<b>Paper Type</b>	Plain Paper Inkjet Paper Brother BP71 <b>Other Glossy*</b>	—	—	Choose the paper type.	
<b>Paper Size</b>	<b>4"x6"*</b> 5"x7" Letter Ledger A4 A3	—	—	Choose the paper size.	
(When Letter or A4 is chosen) <b>Print Size</b>	3"x4" 3.5"x5" 4"x6" 5"x7" 6"x8" <b>Max. Size*</b>	—	—	Choose the print size if you are using Letter or A4 size paper.	
<b>Auto Correct</b> (Does not appear when DPOF Print is chosen.) (View Photos and Slide Show only)	On <b>Off*</b>	—	—	The machine decides the appropriate effect for your photo.	
<b>Brightness</b> (Does not appear when Enhance is chosen.)		—	—	Adjusts the brightness.	
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Option1	Option2	Option3	Option4	Descriptions	Page
<b>Contrast</b> (Does not appear when Enhance is chosen.)		—	—	Adjusts the contrast.	See ♦.
<b>Color Enhance</b> (Does not appear when Enhance is chosen.)	<b>Color Enhance</b> (Options) On <b>Off*</b>	White Balance		Adjusts the hue of the white areas.	
		Sharpness		Enhances the detail of the image.	
		Color Density		Adjusts the total amount of color in the image.	
<b>Cropping</b>	<b>On*</b> Off	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	
<b>Borderless</b>	<b>On*</b> Off	—	—	Expands the printable area to fit the edges of the paper.	
<b>Print Date</b> (Does not appear when DPOF Print is chosen.)	On <b>Off*</b>	—	—	Prints the date on your photo.	
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

Option1	Option2	Option3	Option4	Descriptions	Page
<b>Set New Default</b>	Yes No	—	—	You can save your print settings as the default settings.	See ◆.
<b>Factory Reset</b>	Yes No	—	—	You can restore all the settings back to the factory settings.	
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

## Print Settings

(for Print Index Sheet)

Level1	Level2	Level3	Options	Descriptions	Page
Paper Type	Plain Paper* Inkjet Paper Brother BP71 Other Glossy	—	—	Choose the paper type.	See ◆.
Paper Size	Letter* A4	—	—	Choose the paper size.	
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

## Print Settings

(for ID Photo Print)

Level1	Level2	Level3	Options	Descriptions	Page
Print Quality	Normal <b>Photo*</b>	—	—	Choose the print quality.	See ◆.
Paper Type	Plain Paper Inkjet Paper Brother BP71 <b>Other Glossy*</b>	—	—	Choose the paper type.	
Paper Size	<b>4"x6"*</b> 5"x7" Letter A4	—	—	Choose the paper size.	
Photo Enhance	<b>Off*</b> Auto Correct Remove Red-Eye Auto Correct & Remove Red-Eye	—	—	You can adjust your photos with these settings.	
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

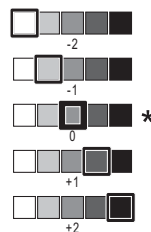


## Web

Level1	Level2	Level3	Options	Descriptions	Page
Web	Apps	—	—	Lets you connect the Brother machine to an Internet service.	See ●.
	SKYDRIVE®	—	—		
	BOX	—	—		
	GOOGLE DRIVE™	—	—		
	EVERNOTE®	—	—		
	DROPBOX	—	—		
	FACEBOOK	—	—		
	PICASA WEB ALBUMS™	—	—		
	FLICKR®	—	—		
● Please go to the Brother Solutions Center to download Web Connect Guide at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> .					
The factory settings are shown in Bold with an asterisk.					



## LGR Copy Shortcuts

Level1	Level2	Option1	Option2	Descriptions	Page
Ledger 2in1 <b>Ledger*</b>  Letter → Ledger Ledger → Letter  Letter + Note(L) Letter + Note(P)  Letter + Grid Letter + Blank  Letter Center	<b>Options</b>	Quality	<b>Normal*</b> Best	Choose the Copy resolution for the next copy.	See ◆.
		Paper Type	Plain Paper	Displays the available paper type.	
		Paper Size	<b>Ledger*</b> A3  (When Ledger → Letter is chosen)  <b>Letter*</b> A4	Sets the size of paper in the paper tray.	
		Tray Select (MFC-J6720DW)	Auto Tray Select	Automatically chooses the tray that contains the most suitable paper.	
		Density		Adjusts the density of copies.	
		Auto Deskew	<b>Auto*</b> Off	If your scanned copy is skewed, your machine can correct the data automatically.	
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

 (Shortcuts)

Level1	Level2	Level3	Options	Descriptions	Page
Add Shortcut	Copy	ADF HighSpeed Mode	For more information, see <i>Options in Copy</i> on page 161.	You can change the settings in the Copy Options.	13
		Quality			
		Paper Type			
		Paper Size			
		Tray Select (MFC-J6720DW)			
		Enlarge/Reduce			
		Density			
		Stack/Sort			
		Page Layout			
		Auto Deskew			
		2-sided Copy			
		Advanced Settings			
The factory settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Add Shortcut (Continued)	Fax (Options)	Fax Resolution	<b>Standard*</b> Fine S.Fine Photo	Sets the resolution for outgoing faxes.	13
		Contrast	<b>Auto*</b> Light Dark	Changes the lightness or darkness of faxes you send.	
		Glass Scan Size	<b>Letter*</b> Legal Ledger A4 A3	Adjusts the scan area of the scanner glass to the size of the document.	
		Broadcasting	Add Number (Options) Add Number Add from Address book Search in Address book	You can send the same fax message to more than one fax number.	
		Preview	On <b>Off*</b>	You can preview a fax message before you send it.	
		Color Setting	<b>Black*</b> Color	Sets whether faxes are sent in black & white or color.	
		Real Time TX	On <b>Off*</b>	You can send a fax without using the memory.	
		Overseas Mode	On <b>Off*</b>	If you are having difficulty sending faxes overseas, set this to On.	
		Call History	Outgoing Call	You can choose a number from the Outgoing Call history.	
			Caller ID history	You can choose a number from the Caller ID history.	
		Address Book	—	You can choose a number from the Address Book.	


The factory settings are shown in Bold with an asterisk.

Level1	Level2	Level3	Options	Descriptions	Page
Add Shortcut (Continued)	Scan	to File	PC Select	You can scan a black & white or a color document into your computer.	14
		to OCR	PC Select	You can have your text document converted to an editable text file.	
		to Image	PC Select	You can scan a color picture into your graphics application.	
		to Media (Options)	ADF High Speed Mode  Scan Type  Resolution  File Type  Scan Size  Scan Long Paper  File Name  Auto Crop  Remove Background Color	You can scan documents into a memory card or USB Flash drive.	
		to E-mail	PC Select	You can scan a black & white or a color document into your E-mail application.	
		to E-mail Server (Options)	ADF High Speed Mode  Scan Type  Resolution  File Type  Scan Size  Scan Long Paper	You can scan a black & white or a color document into your E-mail Server.	
		to Network	Profile Name	You can send scanned data to a CIFS server on your local network or on the Internet.	
		to FTP	Profile Name	You can send scanned data via FTP.	
		The factory settings are shown in Bold with an asterisk.			

Level1	Level2	Level3	Options	Descriptions	Page
Add Shortcut (Continued)	Web	SKYDRIVE®	—	Lets you connect the Brother machine to an Internet service.	16
		BOX	—		
		GOOGLE DRIVE™	—	Web services may have been added and/or service names may have been changed by the provider since this document was published.	
		EVERNOTE®	—		
		DROPBOX	—		
		FACEBOOK	—		
		PICASA WEB ALBUMS™	—		
		FLICKR®	—		
This list appears when each Shortcut name is pressed for 2 seconds.	Edit Shortcut Name	—	—	You can change the shortcut name.	17
	Delete	—	—	Deletes the shortcut.	18
Edit/Delete	Shortcut Name	Edit Shortcut Name	—	You can change the shortcut name.	17
		Delete	—	Deletes the shortcut.	18
The factory settings are shown in Bold with an asterisk.					




(Ink)

Level1	Level2	Level3	Options	Descriptions	Page
 (Ink)	Test Print	—	Print Quality Alignment	Lets you check the print quality or alignment.	97 99
	Cleaning	—	Black Color All	Lets you clean the print head.	97
	Ink Volume	—	—	Lets you check the available ink volume.	See ♦.
♦ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					

## WiFi (Wi-Fi Setup)

### NOTE

After the Wi-Fi® is set up, you cannot change the settings from your Home screen.  
Change the settings for Wi-Fi in the Settings screen.

Level1	Level2	Level3	Options	Descriptions	Page
 <b>WiFi</b> <b>(Wi-Fi Setup)</b>	<b>Setup Wizard</b>	—	—	You can manually configure your print server for a wireless network.	See ‡.
	<b>Setup with PC</b>	—	—	You can configure the Wi-Fi settings using a PC.	
	<b>WPS/AOSS</b>	—	—	You can easily configure your wireless network settings using the one-button push method.	
	<b>WPS w/ PIN Code</b>	—	—	You can easily configure your wireless network settings using WPS with a PIN.	See †.
‡ See Quick Setup Guide.					
† See Software and Network User's Guide.					
The factory settings are shown in Bold with an asterisk.					

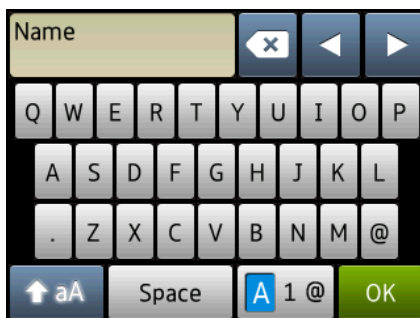
### When you have put the memory card or USB Flash drive in the correct slot

Level1	Level2	Level3	Options	Descriptions	Page
<b>Photo</b>	(See <i>Photo</i> on page 174.)				
<b>Scan to Media</b>	(See <i>to Media</i> on page 165.)				
<b>Web</b>	(See <i>Web</i> on page 179.)				
<b>DPOF</b>	—	—	—	Displays the DPOF setting screen.	See ◆.
◆ See Advanced User's Guide.					
The factory settings are shown in Bold with an asterisk.					


## Entering Text

When you need to enter text into the machine the keyboard will appear on the Touchscreen.


Press  to cycle between letters, numbers and special characters.



### NOTE

- To change between lowercase or uppercase, press .
- You can change the keyboard setting of the Touchscreen.  
(For more information, see *Changing the keyboard setting* on page 12.)



## Inserting spaces



To enter a space, press `Space`. Or, you can press  to move the cursor.

### NOTE

The characters that are available may differ depending on your country.

## Making corrections

If you entered an incorrect character and want to change it, press  to move the cursor to highlight the incorrect character, and then press . Enter the correct character. You can also back up and insert letters.

Press  for each character you want to erase, or press and hold  to erase all the characters.

## General

### NOTE

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

<b>Printer Type</b>	Inkjet
<b>Print Head</b>	Black: Piezo with 420 nozzles × 1 Color: Piezo with 420 nozzles × 3
<b>Memory Capacity</b>	128 MB
<b>LCD (Liquid Crystal Display)</b>	2.7 in. (67.5 mm) TFT Color Touchscreen LCD <sup>1</sup> and Touchpanel
<b>Power Source</b>	AC 100 to 120 V 50/60 Hz
<b>Power Consumption <sup>2</sup></b>	Copying Mode: Approx. 28 W <sup>3</sup> Ready Mode: Approx. 4.5 W <sup>4</sup> Sleep Mode: Approx. 1.5 W <sup>4</sup> Off: Approx. 0.04 W <sup>4 5</sup>

<sup>1</sup> Measured diagonally.

<sup>2</sup> Measured when the machine is connected to the USB interface. Power consumption varies slightly depending on the usage environment or part wear.

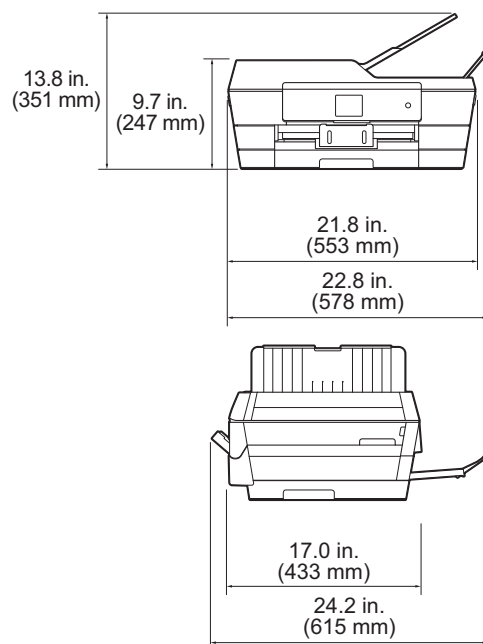
<sup>3</sup> When using ADF, single-sided printing, resolution: standard / document: ISO/IEC 24712 printed pattern.

<sup>4</sup> Measured according to IEC 62301 Edition 2.0.

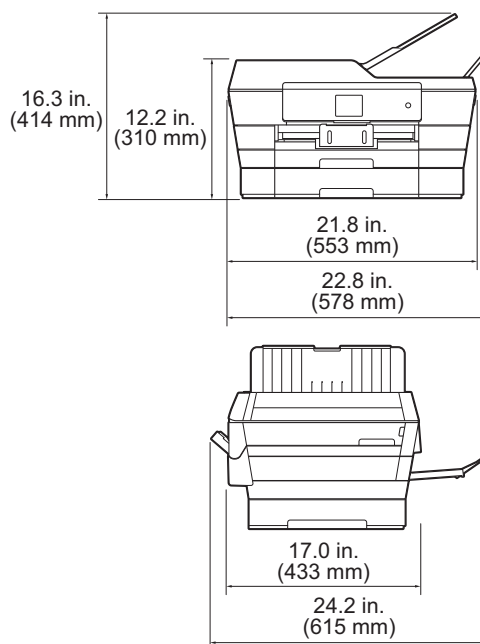
<sup>5</sup> Even when the machine is turned off, it will automatically turn itself on periodically for print head maintenance, and then turn itself off.

## Dimensions

### (MFC-J6520DW)



### (MFC-J6720DW)



## Weight

(MFC-J6520DW) 31.5 lb (14.3 kg)

(MFC-J6720DW) 36.4 lb (16.5 kg)

## Noise Level

### Sound Pressure

Operating: 50 dB(A) (Maximum) <sup>1</sup>

## Temperature

Operating: 50 to 95 °F (10 to 35 °C)

Best Print Quality: 68 to 91 °F (20 to 33 °C)

## Humidity

Operating: 20 to 80% (without condensation)

Best Print Quality: 20 to 80% (without condensation)

## ADF (automatic document feeder)

Up to 35 pages

Paper: 20 lb (80 g/m<sup>2</sup>) Letter or A4 size

## Document Size

ADF Width: 5.8 in. to 11.7 in. (148 mm to 297 mm)

ADF Length: 5.8 in. to 17.0 in. (148 mm to 431.8 mm)

Scanner Glass Width: Max. 11.7 in. (297 mm)

Scanner Glass Length: Max. 17.0 in. (431.8 mm)

<sup>1</sup> Noise depends on print conditions.

# Print media

## Paper Input

### Paper Tray #1

- Paper Type:

Plain Paper, Inkjet Paper (coated paper),  
Glossy Paper <sup>1</sup> and Transparency <sup>1 2</sup>

- Paper Size <sup>3</sup>:

(Landscape)

Letter, Executive, A4

(Portrait)

Ledger, A3, Legal, Folio, A5, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (4" × 6")/(10 × 15 cm), Photo L (3.5" × 5")/(89 × 127 mm), Photo 2L (5" × 7")/(13 × 18 cm) and Index card (5" × 8")/(127 × 203 mm)

Width: 3.5 in. - 11.7 in. (89 mm - 297 mm)

Length: 5.0 in. - 17 in. (127 mm - 431.8 mm)

For more details, see *Paper weight and thickness* on page 43.

- Maximum paper tray capacity:

Up to 250 sheets of 20 lb (80 g/m<sup>2</sup>) plain paper

### Paper Tray #2 (MFC-J6720DW)

- Paper Type:

Plain Paper

- Paper Size:

(Landscape)

Letter, A4

(Portrait)

Ledger, A3, Legal

Width: 8.3 in. - 11.7 in. (210 mm - 297 mm)

Length: 11 in. - 17.0 in. (279.4 mm - 431.8 mm)

For more details, see *Paper weight and thickness* on page 43.

- Maximum paper tray capacity:

Up to 250 sheets of 20 lb (80 g/m<sup>2</sup>) plain paper

<sup>1</sup> For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

<sup>2</sup> Use only transparencies recommended for inkjet printing.

<sup>3</sup> See *Paper type and size for each operation* on page 40.

## Paper Input

(Continued)

## Manual Feed Slot

### ■ Paper Type:

Plain Paper, Inkjet Paper (coated paper),  
Glossy Paper <sup>1</sup>, Transparency <sup>1 2</sup> and Envelopes

### ■ Paper Size <sup>3</sup>:

(Landscape)

Letter, Executive, A4

(Portrait)

Ledger, A3, Legal, Folio, A5, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (4" × 6" / (10 × 15 cm), Photo L (3.5" × 5" / (89 × 127 mm), Photo 2L (5" × 7" / (13 × 18 cm) and Index card (5" × 8" / (127 × 203 mm)

Width: 3.5 in. - 11.7 in. (89 mm - 297 mm)

Length: 5.0 in. - 17.0 in. (127 mm - 431.8 mm)

For more details, see *Paper weight and thickness* on page 43.

### ■ Maximum paper tray capacity:

1 sheet of special print media

## Paper Output

Up to 50 sheets of 20 lb (80 g/m<sup>2</sup>) plain paper (face up print delivery to the output paper tray) <sup>1</sup>

<sup>1</sup> For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

<sup>2</sup> Use only transparencies recommended for inkjet printing.

<sup>3</sup> See *Paper type and size for each operation* on page 40.

# Fax

<b>Compatibility</b>	ITU-T Super Group 3
<b>Modem Speed</b>	Automatic Fallback 33,600 bps
<b>Scanning Width</b>	10.7 in. (272 mm) (Ledger)
<b>Printing Width</b>	10.76 in. (273.4 mm) (Ledger)
<b>Gray Scale</b>	B&W: 8 bit (256 levels) Color: 24 bit (8 bit per color/ 256 levels)
<b>Resolution</b>	Standard 203 × 98 dpi (Black) 203 × 196 dpi (Color) Fine 203 × 196 dpi (Black/Color) Superfine 203 × 392 dpi (Black) Photo 203 × 196 dpi (Black)
<b>Address Book</b>	100 names × 2 numbers or E-mail addresses <sup>1</sup>
<b>Groups</b>	Up to 6
<b>Broadcasting</b>	250 (200 Address Book/50 Manual Dial)
<b>Automatic Redial</b>	1 time after 5 minutes
<b>Memory Transmission</b>	Up to 200 <sup>2</sup> pages
<b>Out of Paper Reception</b>	Up to 200 <sup>2</sup> pages

<sup>1</sup> E-mail addresses are available after IFAX is downloaded.

<sup>2</sup> "Pages" refers to the "ITU-T Test Chart #1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

# Copy

Color/Black	Yes/Yes
Copy Width	10.76 in. (273.4 mm) <sup>1</sup>
Multiple Copies	Stacks/Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	Prints up to 1200 × 2400 dpi
2-sided	Yes
	■ Paper Type:
	Plain paper
	■ Paper Size:
	Letter, Ledger, A3, Legal, A4, A5, Executive

<sup>1</sup> When copying on Ledger size paper.

# PhotoCapture Center™

<b>Compatible Media</b> <sup>1</sup>	Memory Stick Duo™ (16 MB - 128 MB) Memory Stick PRO Duo™ (256 MB - 32 GB) (Not available for music data with MagicGate™) Memory Stick Micro™ (M2™) with Adapter (256 MB - 32 GB) MultiMedia Card (32 MB - 2 GB) MultiMedia Card plus (128 MB - 4 GB) MultiMedia Card mobile with Adapter (64 MB - 1 GB) SD Memory Card (16 MB - 2 GB) miniSD with Adapter (16 MB - 2 GB) microSD with Adapter (16 MB - 2 GB) SDHC Memory Card (4 GB - 32 GB) miniSDHC with Adapter (4 GB - 32 GB) microSDHC with Adapter (4 GB - 32 GB) SDXC Memory Card (48 GB - 128 GB) USB Flash drive <sup>2</sup>
<b>Resolution</b>	Up to 1200 × 4800 dpi
<b>File Extension</b> (Media Format)	DPOF (ver. 1.0, ver. 1.1), Exif DCF (up to ver. 2.1)
(Image Format)	Photo Print: JPEG <sup>3</sup> , AVI <sup>4</sup> , MOV <sup>4</sup> Scan to Media: JPEG, PDF (Color) TIFF, PDF (Black & White)
<b>Color Enhancement</b>	Yes
<b>Photo Enhance</b>	Auto Correct, Enhance Skin, Enhance Scenery, Cropping, Remove Red-eye, Night Scene, Fill Light, Whiteboard, Monochrome and Sepia
<b>Number of Files</b>	Up to 999 files (Folders inside memory cards or USB Flash drives are also counted as files.)
<b>Folder</b>	Files can be stored up to four folder levels deep on the memory card or USB Flash drive.
<b>Borderless</b>	Letter, A4, Ledger, A3, Photo (4" × 6" / (10 × 15 cm), Photo 2L (5" × 7" / (13 × 18 cm)) <sup>5</sup>

<sup>1</sup> Memory cards, adapters and USB Flash drives are not included.

<sup>2</sup> USB 2.0 Standard  
 USB Mass Storage standard up to 64 GB  
 Support format: FAT12/FAT16/FAT32/exFAT

<sup>3</sup> Progressive JPEG format is not supported.

<sup>4</sup> Motion JPEG only

<sup>5</sup> See *Paper type and size for each operation* on page 40.

# PictBridge

## Compatibility

Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001.

Visit <http://www.cipa.jp/pictbridge/> for more information.

## Interface

USB direct interface

# Scanner

<b>Color/Black</b>	Yes/Yes
<b>TWAIN Compliant</b>	Yes (Windows® XP <sup>1</sup> /Windows Vista®/Windows® 7/Windows® 8) (Mac OS X v10.6.8, 10.7.x, 10.8.x)
<b>WIA Compliant</b>	Yes (Windows® XP <sup>1</sup> /Windows Vista®/Windows® 7/Windows® 8)
<b>ICA Compliant</b>	Yes (Mac OS X v10.6.8, 10.7.x, 10.8.x)
<b>Color Depth</b>	48 bit color Processing (Input) 24 bit color Processing (Output) / 256 levels per color
<b>Gray Scale</b>	16 bit color Processing (Input) 8 bit color Processing (Output) / 256 levels per color
<b>Resolution</b>	Up to 19200 × 19200 dpi (interpolated) <sup>2</sup> Up to 2400 × 2400 dpi (optical) (Scanner Glass) Up to 2400 × 1200 dpi (optical) (ADF)
<b>Scanning Width and Length</b>	Width: Up to 11.5 in. (293 mm) Length: Up to 16.8 in. (427.8 mm)

<sup>1</sup> Windows® XP in this User's Guide includes Windows® XP Home Edition, Windows® XP Professional, and Windows® XP Professional x64 Edition.

<sup>2</sup> Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP, Windows Vista®, Windows® 7 and Windows® 8 (resolution up to 19200 × 19200 dpi can be selected by using the Brother scanner utility).

# Printer

<b>Resolution</b>	Up to 1200 × 6000 dpi
<b>Printing Width <sup>3</sup></b>	10.76 in. [11 in. (borderless) <sup>1</sup> ]
<b>Borderless <sup>2</sup></b>	Letter, A4, Ledger, A3, A6, Photo (4" × 6")/(10 × 15 cm), Photo L (3.5" × 5")/(89 × 127 mm), Photo 2L (5" × 7")/(13 × 18 cm), Index Card (5" × 8")/(127 × 203 mm)
<b>2-sided</b>	■ Paper Type: Plain paper ■ Paper Size: Letter, A4, Ledger, A3, Legal, Folio, A5, Executive

## Print Speed <sup>4</sup>

- <sup>1</sup> When the Borderless feature is set to On.
- <sup>2</sup> See *Paper type and size for each operation* on page 40.
- <sup>3</sup> When printing on Ledger size paper.
- <sup>4</sup> For detailed specifications visit <http://www.brother.com/>.

# Interfaces

<b>USB</b> <sup>1 2</sup>	Use a USB 2.0 interface cable that is no longer than 16 feet (5 m).
<b>LAN</b> <sup>3</sup>	Use an Ethernet UTP cable category 5 or greater.
<b>Wireless LAN</b>	IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode) IEEE 802.11g/n (Wi-Fi Direct™)

- <sup>1</sup> Your machine has a USB 2.0 Hi-Speed interface. The machine can also be connected to a computer that has a USB 1.1 interface.
- <sup>2</sup> Third party USB ports are not supported.
- <sup>3</sup> See *Network* on page 198.  
For more information, see Software and Network User's Guide: *Supported Protocols*.

# Network

## NOTE

For more information about the Network specifications, see Software and Network User's Guide.

You can connect your machine to a network for Network Printing, Network Scanning, PC Fax Send, PC Fax Receive (Windows<sup>®</sup> only), Remote Setup, and access photos from PhotoCapture Center<sup>™</sup> <sup>1</sup>. Also included is Brother BRAdmin Light <sup>2</sup> Network Management software.

<b>Wireless Network Security</b>	SSID (32 characters), WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
<b>Wireless Setup</b>	<b>AOSS<sup>™</sup></b>	Yes
<b>Support Utility</b>	<b>WPS</b>	Yes

<sup>1</sup> See *Computer requirements* on page 199.

<sup>2</sup> (Windows<sup>®</sup>) If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from <http://solutions.brother.com/>.  
(Macintosh) The latest Brother BRAdmin Light is available as a download from <http://solutions.brother.com/>.

# Computer requirements

SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS							
Computer Platform & Operating System Version		PC Interface			Processor	Hard Disk Space to install	
		USB <sup>2</sup>	10/100 Base-TX (Ethernet)	Wireless 802.11b/g/n		For Drivers	For Applications (including Drivers)
Windows® Operating System	Windows® XP Home <sup>1 4</sup>	Printing PC Fax <sup>3</sup> Scanning Removable Disk (USB or Memory card) <sup>5</sup> Network Media Access (LAN) <sup>5</sup>			32bit (x86) or 64bit (x64) processor	150 MB	1 GB
	Windows® XP Professional <sup>1 4</sup>						
	Windows Vista® <sup>1 4</sup>					500 MB	1.3 GB
	Windows® 7 <sup>1 4</sup> Windows® 8 <sup>1 4</sup>					650 MB	
	Windows Server® 2003 Windows Server® 2003 R2 Windows Server® 2008	N/A	Printing		64bit (x64) processor	50 MB	N/A
	Windows Server® 2008 R2 Windows Server® 2012						
	Macintosh Operating System	Mac OS X v10.6.8 OS X v10.7.x OS X v10.8.x	Printing PC Fax (Send) <sup>3</sup> Scanning Removable Disk (USB or Memory card) <sup>5</sup> Network Media Access (LAN) <sup>5</sup>			Intel® Processor	80 MB
Conditions:							
<sup>1</sup> For WIA, 1200 × 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 × 19200 dpi. <sup>2</sup> Third party USB ports are not supported. <sup>3</sup> PC Fax supports black and white only. <sup>4</sup> PaperPort™ 12SE supports Windows® XP Home (SP3 or greater), XP Professional (SP3 or greater), XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or greater), Windows® 7 and Windows® 8. <sup>5</sup> Removable disk and Network Media Access are functions of PhotoCapture Center™.				For the latest driver updates, visit us at (in USA) <a href="http://www.brother.com/">http://www.brother.com/</a> (in Canada) <a href="http://www.brother.ca/">http://www.brother.ca/</a> All trademarks, brand and product names are the property of their respective companies.			

# Consumable items

<b>Ink</b>	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
<b>Service Life of Ink Cartridge</b>	<p>Starter ink cartridges are in the box. The first time you install the ink cartridges the machine will use extra ink to fill the ink delivery tubes. This is a one-time process that enables high-quality printing. Afterward, replacement ink cartridges will print the specified number of pages. Starter cartridge yield is approx. 65% of the yield of the LC103 replacement cartridges.</p>
<b>Replacement Consumables</b>	<p>&lt;Super High Yield Black&gt; LC109BK &lt;Super High Yield Yellow&gt; LC105Y &lt;Super High Yield Cyan&gt; LC105C &lt;Super High Yield Magenta&gt; LC105M</p> <p>Black - Approximately 2,400 pages <sup>1</sup> Yellow, Cyan and Magenta - Approximately 1,200 pages <sup>1</sup></p> <p>&lt;High Yield Black&gt; LC103BK &lt;High Yield Yellow&gt; LC103Y &lt;High Yield Cyan&gt; LC103C &lt;High Yield Magenta&gt; LC103M</p> <p>Black, Yellow, Cyan and Magenta - Approximately 600 pages <sup>1</sup></p> <p><sup>1</sup> Approx. cartridge yield is declared in accordance with ISO/IEC 24711</p> <p>For more information about the replacement consumables, visit us at <a href="http://www.brother.com/pageyield/">http://www.brother.com/pageyield/</a>.</p>

## What is Innobella™?

Innobella™ is a range of genuine consumables offered by Brother. The name "Innobella™" derives from the words "Innovation" and "Bella" (meaning "Beautiful" in Italian) and is a representation of the "innovative" technology providing you with "beautiful" and "long lasting" print results.

When you print photo images, Brother recommends Innobella™ glossy photo paper (BP71 series) for high quality. Brilliant prints are made easier with Innobella™ Ink and paper.



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