Online User's Guide

DCP-L8630CDW

!CAUTION Before using this product, read carefully these instructions for correct operation. Keep the User's Guide in a secure place for future reference.

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Before You Use Your Machine

- Definitions of Notes

- Trademarks

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Definitions of Notes

We use the following symbols and conventions throughout this User's Guide:

⚠️ **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	NOTE specifies the operating environment, conditions for installation, or special conditions of use.
✏️	Tips icons indicate helpful hints and supplementary information.
⚡	Electrical Hazard icons alert you to possible electrical shock.
🔥	Fire Hazard icons alert you to the possibility of a fire.
♨️	Hot Surface icons warn you not to touch hot machine parts.
🚫	Prohibition icons indicate actions you must not perform.
Bold	Bold style identifies buttons on the machine's control panel or computer screen.
Italics	Italicised style emphasises an important point or refers you to a related topic.
`Courier New`	Courier New font identifies messages shown on the machine's LCD.

✅ Related Information

- Before You Use Your Machine

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✅ Related Information

- Before You Use Your Machine

Open Source Licensing

This product includes open source software.

To view Open Source Licensing Remarks and Copyright Information, go to your model's **Manuals** page at support.brother.com/manuals.

☑ **Related Information**

- Before You Use Your Machine

Copyright and License

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This product includes software developed by the following vendors:

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

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✅ Related Information

- Before You Use Your Machine

Important Notes

- Check support.brother.com/downloads for Brother driver and software updates.

- To keep your machine performance up to date, check support.brother.com/downloads for the latest firmware upgrade. Otherwise, some of your machine's functions may not be available.

- Do not use this product outside the country of purchase as it may violate the wireless telecommunication and power regulations of that country.

- Before giving your machine to anyone else, replacing it, or disposing of it, we strongly recommend resetting it to its factory settings to remove all personal information.

- Windows 10 in this document represents Windows 10 Home, Windows 10 Pro, Windows 10 Education, and Windows 10 Enterprise.

- Windows 11 in this document represents Windows 11 Home, Windows 11 Pro, Windows 11 Education, and Windows 11 Enterprise.

- For macOS v15 Users:

  This machine supports macOS v15.

  For machine setup and software installation instructions, see the *Quick Setup Guide* included in the carton.

  All features in macOS v13 and macOS v14 are available in the macOS v15 environment and work in a similar way.

- The screens or images in this User's Guide are for illustration purposes only and may differ from those of the actual products.

- The screens in this manual may differ from the screens on your computer depending on your operating system.

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

✅ Related Information

- Before You Use Your Machine

Introduction to Your Machine

- Before Using Your Machine

- Control Panel Overview

- Touchscreen LCD Overview

- How to Navigate the Touchscreen LCD

- How to Enter Text on Your Machine

- Set the Main Home Screen

- Access Brother Utilities (Windows)

- Access Brother iPrint&Scan (Windows/Mac)

- Input/Output Port Locations on Your Machine

Before Using Your Machine

Before attempting any printing operation, confirm the following:

- Make sure you have installed the correct software and drivers for your machine.
- For USB or network cable users: Make sure the interface cable is physically secure.

Simultaneous printing, scanning, and faxing

Your machine can print from your computer while sending or receiving a fax into memory or while scanning a document into the computer. Fax sending will not be stopped during printing from your computer. However, when the machine is copying or receiving a fax on paper, it pauses the printing operation, and then continues printing when copying or fax receiving has finished.

> DCP models do not support the fax feature.

Firewall (Windows)

If you are using the Windows Firewall and you installed the drivers using the steps in the installer, the necessary firewall settings have been already set. If you are using any other personal firewall software, see the User's Guide for your software or contact the software manufacturer.

✅ **Related Information**

- Introduction to Your Machine

Control Panel Overview
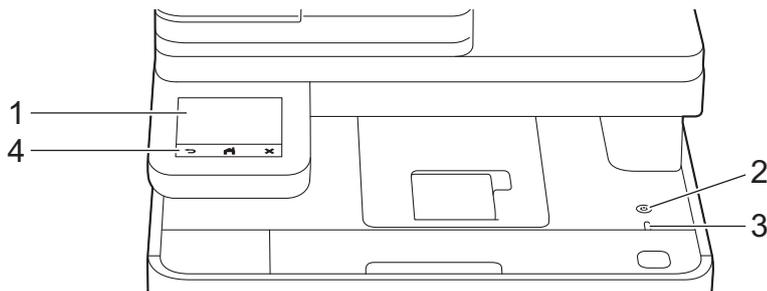
1. **Touchscreen Liquid Crystal Display (LCD)**

   Access menus and options by pressing them on the touchscreen.

2. ⏻ **Power On/Off**

   - Turn the machine on by pressing ⏻.

   - Turn the machine off by holding down ⏻. The LCD displays [Shutting Down] for a few seconds before the machine turns off.

3. **LED Power Indicator**

   The LED lights up depending on the machine's power status.

4. **Touchpanel**

   ↩ **(Back)**

   Press to go back to the previous menu.

   🏠 **(Home)**

   Press to return to the Main Home screen.

   ✕ **(Cancel)**

   Press to cancel an operation.

✅ **Related Information**

- Introduction to Your Machine

Touchscreen LCD Overview

You can select from two types of screens to set as the Main Home screen: Home screens and Shortcuts screens. When a Home screen is displayed, swipe left or right or press ◀ or ▶ to display the other Home screens.

The Main Home screen displays the machine's status when the machine is idle. When displayed, this screen indicates that your machine is ready for the next command.

If Active Directory Authentication or LDAP Authentication is enabled, the machine's control panel is locked.

The available features vary depending on your model.

From the Home screens, you can access the various settings.

Home screen: Screen 1
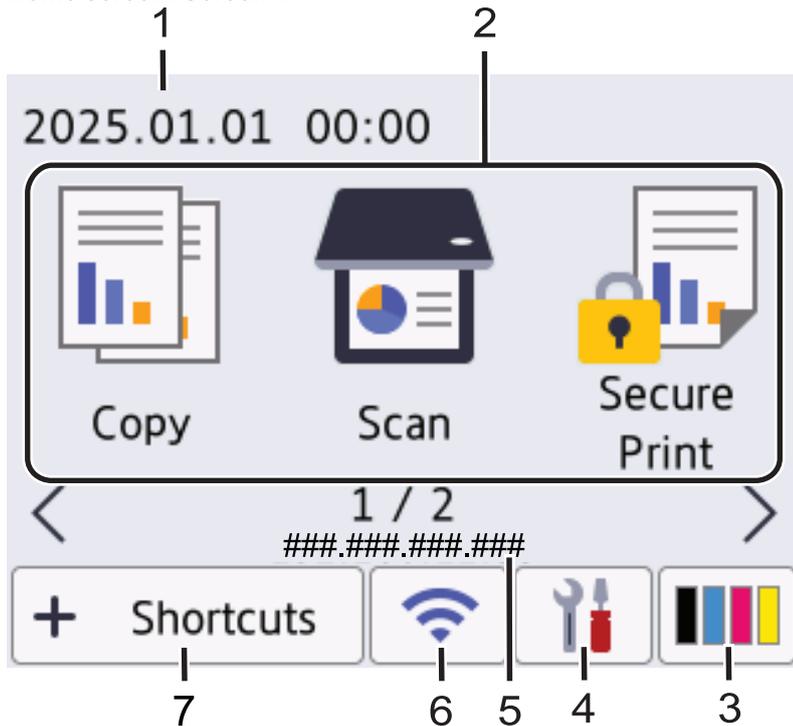
Home screen: Screen 2
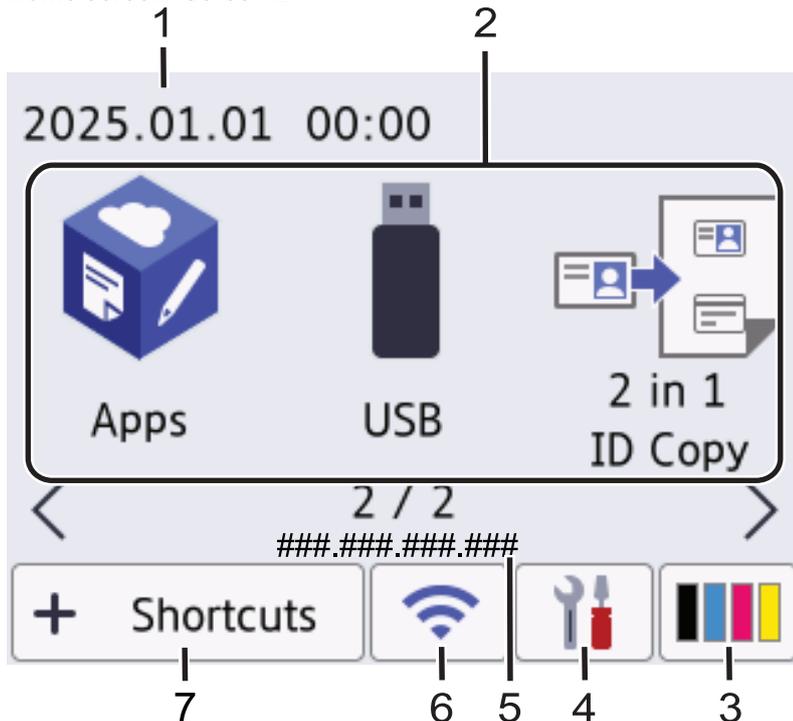
Shortcuts screen

Create Shortcuts for frequently used operations, such as sending a fax, making a copy, and scanning.

10

Eight Shortcuts tabs are available with six Shortcuts on each Shortcuts tab. A total of 48 Shortcuts are available.
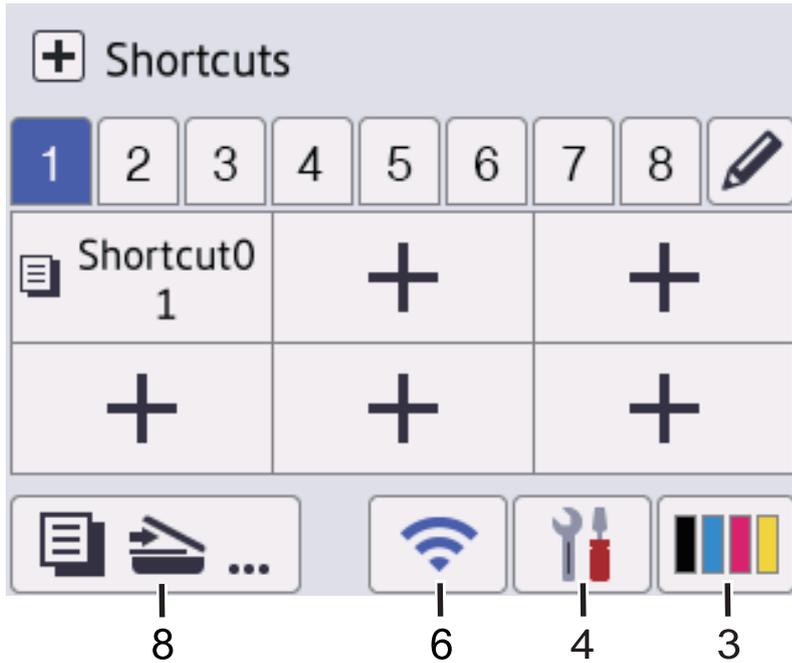
1. **Date & Time**

   Displays the date and time set on the machine.

2. **Function Icons**

   - [Copy]

     Press to access Copy mode.

   - [Scan]

     Press to access Scan mode.

   - [Secure Print]

     Press to access the [Secure Print] option.

   - [Apps]

     Press to connect your machine to the Brother Apps service.

   - [USB]

     Press to access the USB menu and select [Scan to USB] or [Direct Print] options.

   - [2 in 1 ID Copy]

     Press to access the 2 in 1 ID Copy option.

3. (Toner)

   Displays the remaining toner life. Press to access the [Toner] menu.

4. (Settings)

   Press to access the [Settings] menu.

   If the Setting Lock function has been turned on, a lock icon appears on the LCD. You must unlock the machine to change the settings.
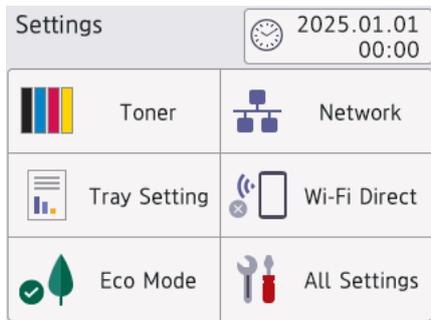
- **▮▮▮ Toner**
  - Displays the remaining toner life.
  - Press to access the `[Toner]` menu.

- **📶/📇 Network**
  - Press to set up a network connection.
  - A four level indicator on the screen displays the current wireless signal strength if you are using a wireless connection.

- **📱 Wi-Fi Direct** (For DCP Models)

  Press to access the `[Wi-Fi Direct]` menu.

- **📄 Tray Setting**

  Press to access the `[Tray Setting]` menu.

- **🍃 Eco Mode**

  Press to access the `[Eco Mode]` menu.

- **🔧 All Settings**

  Press to access all machine settings.

- **🕐 Date & Time**
  - Displays the date and time set on the machine.
  - Press to access the `[Date & Time]` menu.

5. **IP Address**

   If the IP Address setting in the Display Information menu has been turned on, your machine's IP Address appears on the Home screens.

6. 📶 or 📶 **(Wireless Status)**

   Press to configure wireless settings.

   If you are using a wireless connection, a four-level indicator displays the current wireless signal strength.

   0   Max

   📶   Wireless LAN Disabled
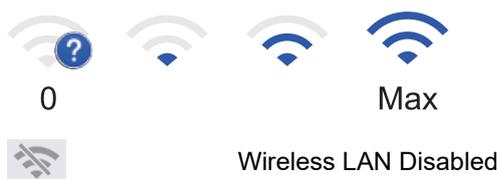
7. ➕ **[Shortcuts]**

   Press to access the `[Shortcuts]` screen.

8. 📋 **(Home screen)**

   Press to access the Home screens.

Warning Icon
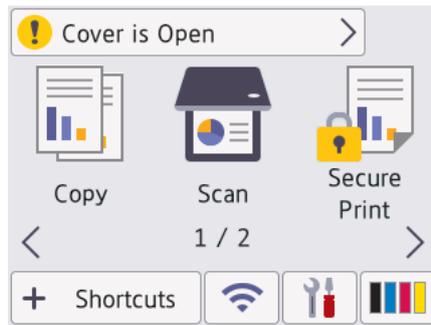
The warning icon appears when there is an error or maintenance message. Press the message area to view it, and then press to return to the Main Home screen.

✓ Related Information

- Introduction to Your Machine

How to Navigate the Touchscreen LCD

Press your finger on the LCD to operate it. To display and access all the options, swipe left, right, up, and down, or press ◄, ►, ▲, or ▼ on the LCD to scroll through them.

IMPORTANT

DO NOT press the LCD with a sharp object, such as a pen or stylus. It may damage the machine.

NOTE

DO NOT touch the LCD immediately after plugging in the power cord or turning the machine on. Doing this may cause an error.

This product uses fonts owned by ARPHIC TECHNOLOGY CO., LTD.

✓ Related Information

- Introduction to Your Machine

How to Enter Text on Your Machine

- When you must enter text on your machine, a keyboard appears on the LCD.
- The characters that are available may differ depending on your country.
- The keyboard layout may differ depending on the operation you perform.
- The keyboard display may differ depending on your model.
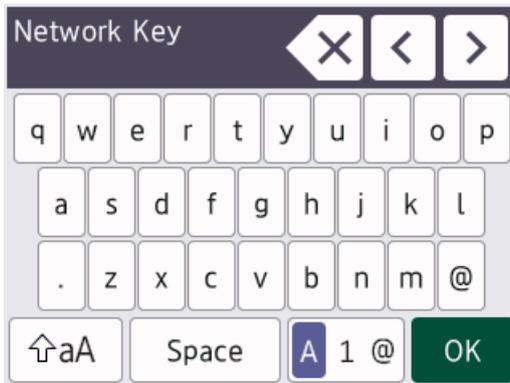
- Press [A 1 @] to cycle between letters, numbers, and special characters.

- Press [⇧aA] to cycle between lowercase and uppercase letters.

- To move the cursor to the left or right, press ◀ or ▶.

Inserting spaces

- To enter a space, press [Space] or ▶.

Making corrections

- If you entered a character incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, and then press [✕]. Enter the correct character.

- To insert a character, press ◀ or ▶ to move the cursor to the correct place, and then enter the character.

- Press [✕] for each character you want to erase, or press and hold [✕] to erase all the characters.

Entering Chinese characters

- You can use Chinese characters for some of the text input to your machine. Simplified Chinese can be converted from Pinyin entry.

  If [Convert] appears on the touchscreen, conversion of Pinyin to Chinese characters is available.

  For example, if you want to enter " [Good 公司] ", follow the procedures:

  1. Press [G,o,o,d,] and then press [OK].
  2. Press [g,o,n,g,s,i,] and then press [Convert].

     Some candidate Chinese characters and phrases will appear on the touchscreen.

  3. Swipe up or down, or press ▲ or ▼ to display "[公司]".
  4. Press "[公司]".
  5. Press [OK] to complete.

✅ Related Information

- Introduction to Your Machine

Set the Main Home Screen

You can change the LCD to display a specific Home screen or Shortcut screen.

When the machine is idle or you press ⌂ , the touchscreen will return to the screen you set.

1. Press ⚙ [Settings] > [All Settings] > [General Setup] > [Screen Settings] > [Home Screen].

2. Swipe up or down or press ▲ or ▼ to display the screen settings, and then press the setting you want.

3. Press ⌂ .

   The LCD displays the screen you selected. You can change this main screen as needed.

☑ **Related Information**

- Introduction to Your Machine

Access Brother Utilities (Windows)

Brother Utilities is an application launcher that offers convenient access to all Brother applications installed on your computer.

1. Do one of the following:
   - (Windows 11)

     Click ▦ > **All apps** > **Brother** > **Brother Utilities**.

   - (Windows 10)

     Click ⊞ > **Brother** > **Brother Utilities**.

2. Select your machine.
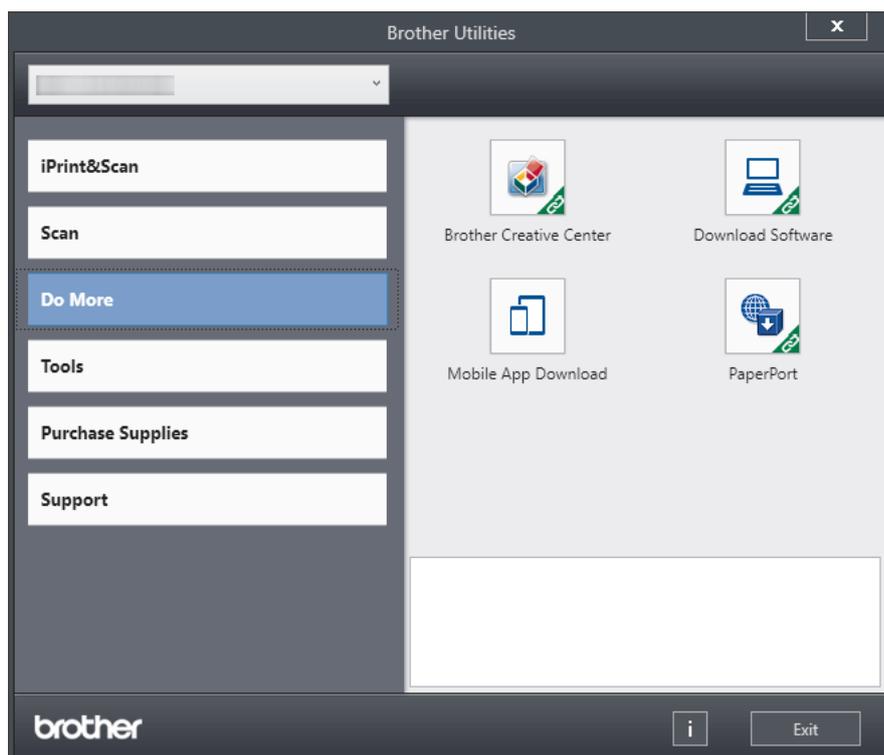
3. Choose the option you want.

✅ **Related Information**

- Introduction to Your Machine
  - Uninstall the Software and Drivers (Windows)

Uninstall the Software and Drivers (Windows)

1. Do one of the following:
   - Windows 11

     Click > **All apps** > **Brother** > **Brother Utilities**.
   - Windows 10

     Click > **Brother** > **Brother Utilities**.

2. Select your model from the drop-down list (if it is not already selected).

3. Click **Tools** in the left navigation bar.
   - If the **Software Update Notification** icon is visible, select it, and then click **Check now** > **Check for Software Updates** > **Update**. Follow the on-screen instructions.
   - If the **Software Update Notification** icon is not visible, go to the next step.

4. Click **Uninstall** in the **Tools** section of **Brother Utilities**.

   Follow the instructions in the dialog box to uninstall the software and drivers.

✅ Related Information

- Access Brother Utilities (Windows)

Access Brother iPrint&Scan (Windows/Mac)

Use Brother iPrint&Scan for Windows and Mac to print and scan from your computer.

To download the latest version:

- For Windows:

  Go to your model's **Downloads** page at support.brother.com/downloads, and then download and install Brother iPrint&Scan.

- For Mac:

  Download and install Brother iPrint&Scan from the Apple App Store.

  If prompted, install the driver and software necessary to use your machine. Download your machine's latest driver and software from your model's **Downloads** page at support.brother.com/downloads.

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1. Start Brother iPrint&Scan.

   - Windows

     Double-click the (**Brother iPrint&Scan**) icon.

   - Mac

     In the **Finder** menu bar, click **Go** > **Applications**, and then double-click the iPrint&Scan icon.

   The Brother iPrint&Scan screen appears.
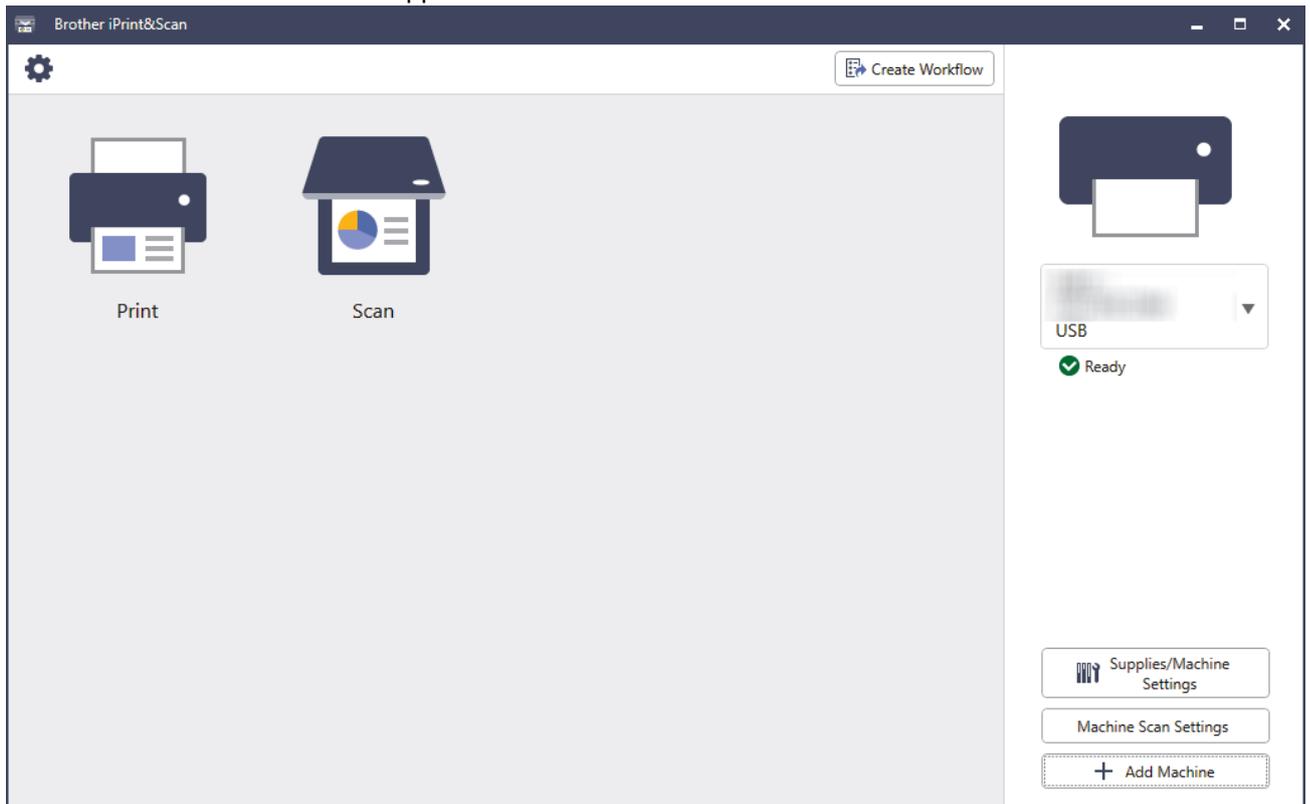
   The actual screen may differ depending on the version of the application.

✅ **Related Information**

- Introduction to Your Machine

Related Topics:

- Brother Mobile Connect
- Scan Using Brother iPrint&Scan (Windows/Mac)

Input/Output Port Locations on Your Machine

The ports are located on the front or back of the machine.
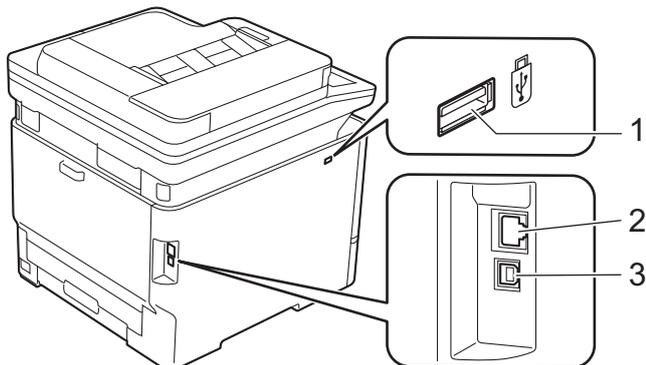
1. USB accessory port (Front)
2. 10BASE-T / 100BASE-TX / 1000BASE-T port (For network models)
3. USB port

When connecting the USB or network cable, follow the instructions in the software/driver installer.

To install the necessary driver and software for operating your machine, go to your model's **Downloads** page at support.brother.com/downloads.

✅ Related Information

- Introduction to Your Machine

Paper Handling

- Load Paper

- Paper Settings

- Recommended Print Media

- Load Documents

- Unscannable and Unprintable Areas

- Using Special Paper

Load Paper

- Load Paper in the Paper Tray

- Load Paper in the Multi-purpose Tray (MP Tray)

- Load and Print Labels Using the MP Tray

- Load and Print Envelopes Using the MP Tray

Load Paper in the Paper Tray

> • If, when the Check Paper setting is set to On and you pull the paper tray out of the machine, a message appears on the LCD asking if you want to change the paper size and paper type, change these settings, if needed, following the LCD instructions.
>
> • When you load a different size and type of paper in the tray, you must also change the Paper Size and Paper Type settings on the machine, or on your computer.

1. Pull the paper tray completely out of the machine.
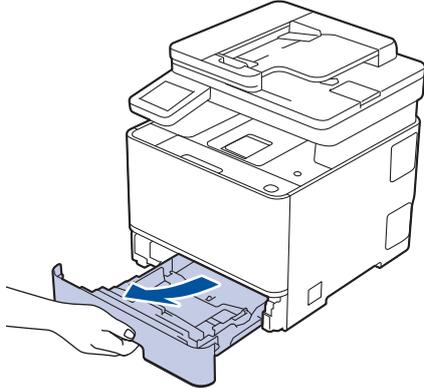
2. Press the green levers to slide the paper guides to fit the paper.
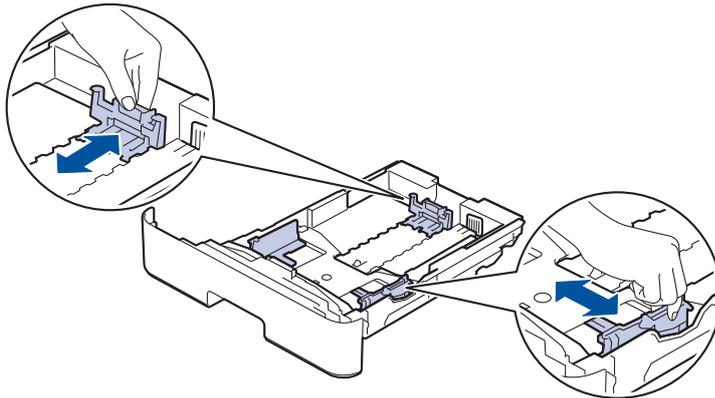
> ✏ For Legal or Folio size paper, press the release lever (1) in the back of the tray, and then pull out the back of the paper tray. (Legal and Folio size paper are not available in some regions.)
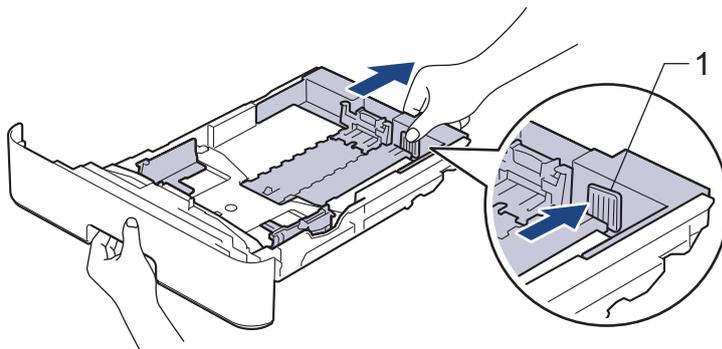
3. Fan the stack of paper well.

4. Load paper in the paper tray with the printing surface *face down*.

> ✏ When you use letterhead or preprinted paper, load the paper in the correct orientation.See *Related Information*: *Change Machine Settings to Print on Letterhead or Preprinted Paper Using the Paper Tray*.

5. Make sure the paper is below the maximum paper mark (▼ ▼ ▼).

    Overfilling the paper tray will cause paper jams.
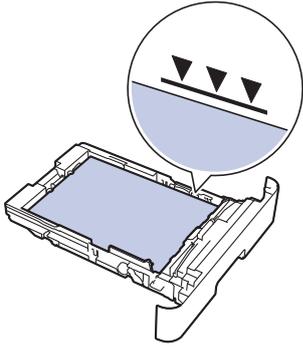
6. Slowly push the paper tray completely into the machine.
7. Lift the support flap to prevent paper from sliding off the output tray.
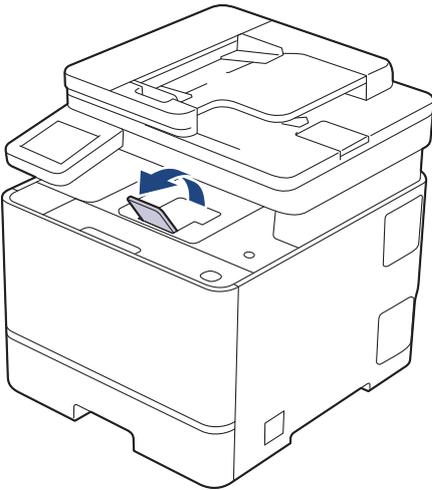
✅ **Related Information**

- Load Paper
    - Change Machine Settings to Print on Letterhead or Preprinted Paper Using the Paper Tray

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Change Machine Settings to Print on Letterhead or Preprinted Paper Using the Paper Tray

When you use letterhead or preprinted paper for 2-sided printing, change the machine's settings.

> • DO NOT load different sizes and types of paper in the paper tray at the same time. Doing this may cause the paper to jam or misfeed.
>
> • If the print position is misaligned with the letterhead or preprinted objects, the print position is adjustable using the Print Position setting for the paper tray.
>
> • Some preprinted paper may cause print stains, depending on the printing method and ink type.

Orientation
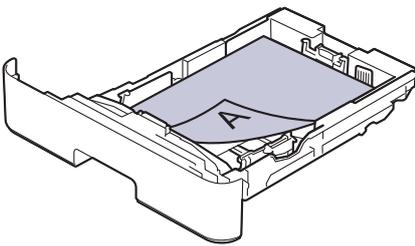
	For 1-sided printing • face down • top edge towards the front of the paper tray
	For automatic 2-sided printing (long edge binding) • face up • bottom edge towards the front of the paper tray
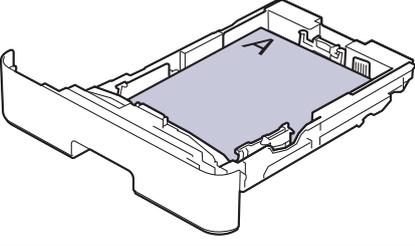
1. Press ![settings icon] [Settings] > [All Settings] > [Printer] > [2-sided] > [Single Image] > [2-sided Feed].

> If your machine displays the [All Settings] menu on the Home screen, skip the [Settings] menu.

2. Press ![home icon].

✅ **Related Information**

• Load Paper in the Paper Tray

Load Paper in the Multi-purpose Tray (MP Tray)

> When you load a different size and type of paper in the tray, you must also change the Paper Size and Paper Type settings on the machine, or on your computer.

- Plain Paper
- Letterhead
- Coloured Paper
- Thin Paper
- Thick Paper
- Recycled Paper
- Bond Paper
- Glossy Paper

1. Lift the support flap to prevent paper from sliding off the face down output tray.
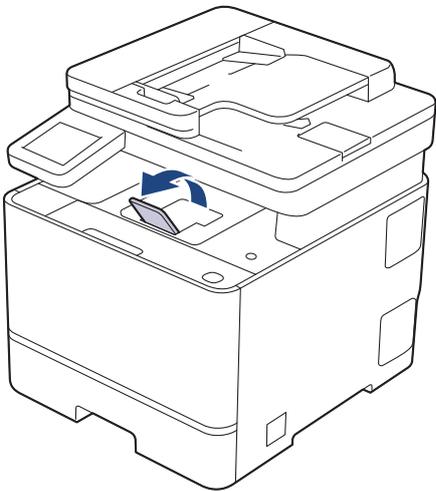
2. Open the MP tray and lower it gently.
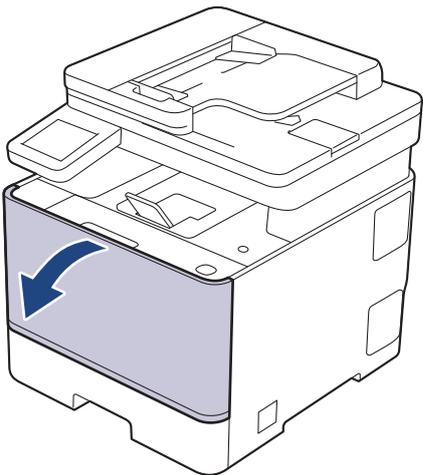
3. Extend the MP tray support.
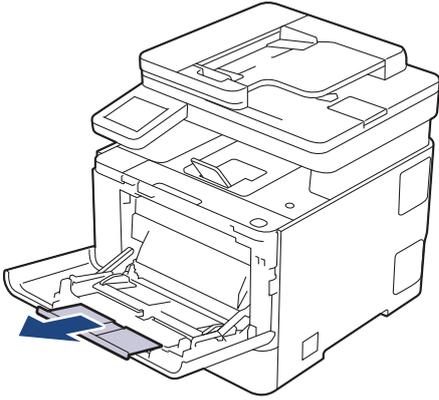
4. Slide the MP tray paper guides to fit the width of the paper you are using.
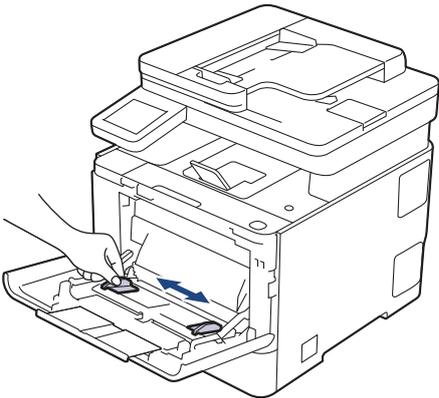
5. Load paper with the printing surface *face up* in the MP tray.
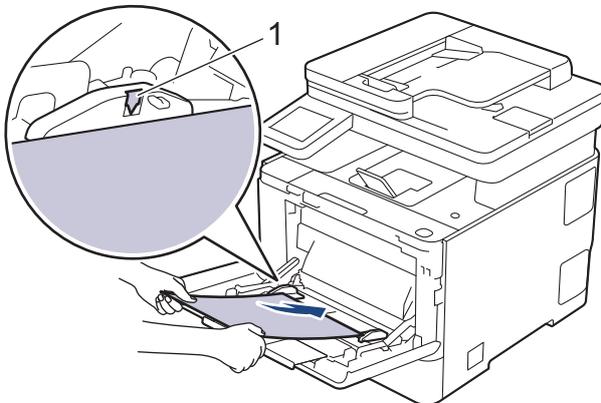
> • Make sure the paper is below the maximum paper mark (1).
>
> • When using glossy paper, load only one sheet at a time in the MP tray to avoid a paper jam.
>
> • When you use letterhead or preprinted paper, load the paper in the correct orientation.See *Related Information*: *Change Machine Settings to Print on Letterhead or Preprinted Paper Using the MP Tray*.

✔ Related Information

- Load Paper
  - Change Machine Settings to Print on Letterhead or Preprinted Paper Using the MP Tray

Change Machine Settings to Print on Letterhead or Preprinted Paper Using the MP Tray

When you use letterhead or preprinted paper for 2-sided printing, change the machine's settings.

> • DO NOT load different sizes and types of paper in the paper tray at the same time. Doing this may cause the paper to jam or misfeed.
>
> • If the print position is misaligned with the letterhead or preprinted objects, the print position is adjustable using the Print Position setting for the MP tray.
>
> • Some preprinted paper may cause print stains, depending on the printing method and ink type.

Orientation
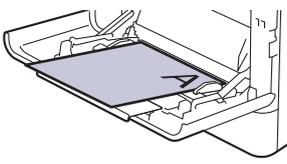
	For 1-sided printing • face up • top edge first
	For automatic 2-sided printing (long edge binding) • face down • bottom edge first
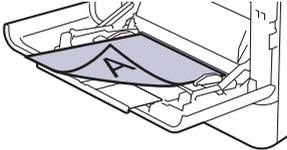
1. Press ⚙ [Settings] > [All Settings] > [Printer] > [2-sided] > [Single Image] > [2-sided Feed].

> If your machine displays the [All Settings] menu on the Home screen, skip the [Settings] menu.

2. Press ⌂.

✅ Related Information

Load and Print Labels Using the MP Tray

> When you print on labels, open the back cover (face up output tray) and use the MP tray.
>
> When you load a different size and type of paper in the tray, you must also change the Paper Size and Paper Type settings on the machine, or on your computer.

1. Open the machine's back cover (the face up output tray).
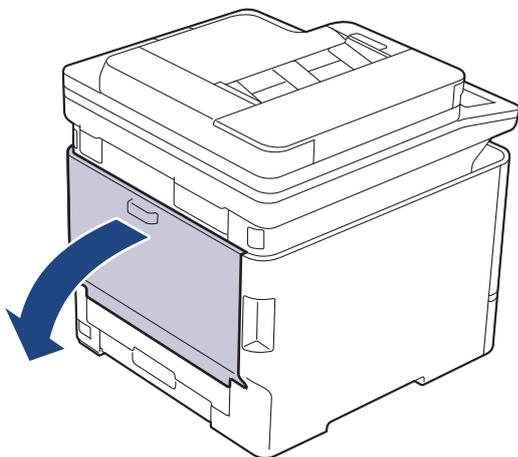
2. On the front of the machine, open the MP tray and lower it gently.
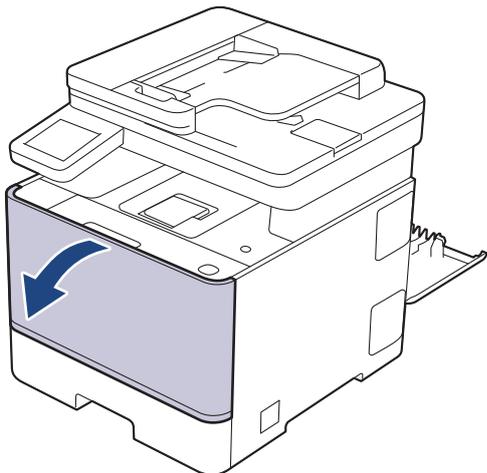
3. Extend the MP tray support.
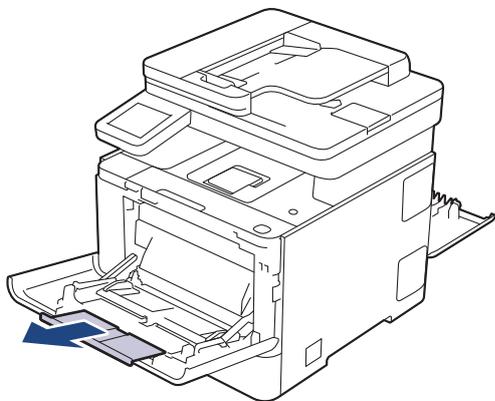
4. Slide the MP tray paper guides to fit the width of the labels you are using.
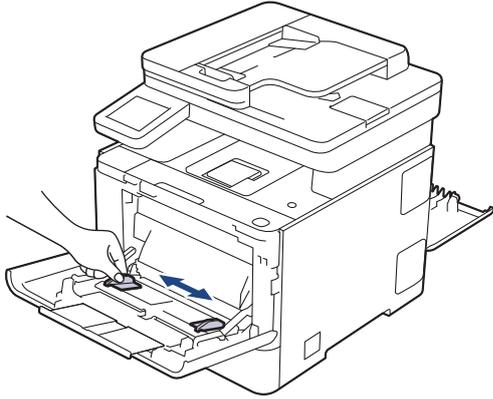
5. Load labels with the printing surface *face up* in the MP tray.
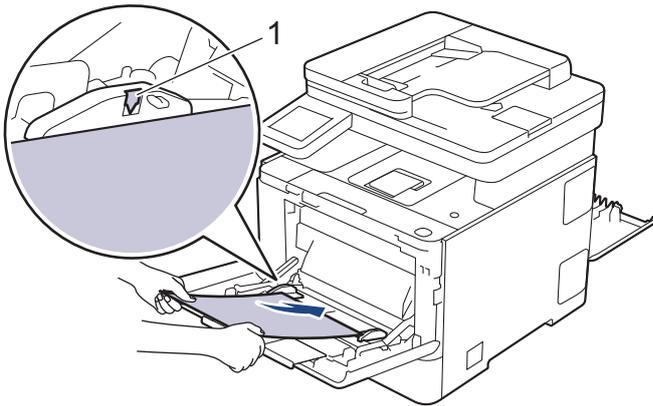
Make sure the labels are below the maximum paper mark (1).

6. Change your print preferences in the Print screen.
7. Send your print job to the machine.
8. When finished, close the back cover (the face up output tray) until it locks in the closed position.

✅ Related Information

- Load Paper

Load and Print Envelopes Using the MP Tray

> Before loading, press the corners and sides of the envelopes to make them as flat as possible.
>
>
>
> When you load a different size and type of paper in the tray, you must also change the Paper Size and Paper Type settings on the machine, or on your computer.

1. Open the machine's back cover (the face up output tray).

2. On the front of the machine, open the MP tray and lower it gently.

3. Extend the MP tray support.

4. Slide the MP tray paper guides to fit the width of the envelopes that you are using.

5. Load envelopes with the printing surface *face up* in the MP tray.

> Load the envelopes in the MP tray with the printing surface face up. Make sure the envelopes are below the maximum paper mark (1).

6. Change your print preferences in the Print dialog box.

Settings	Options for Envelopes
Paper Size	Com-10
	DL
	C5
	Monarch
Media Type	Envelopes
	Env. Thick
	Env. Thin

7. Send your print job to the machine.
8. When finished, close the back cover (the face up output tray) until it locks in the closed position.

✅ Related Information

- Load Paper
- Print

Paper Settings

- Change the Paper Size and Paper Type

- Select the Paper Tray For Printing

- Change the Check Paper Setting

Change the Paper Size and Paper Type

When you change the size and type of paper you load in the tray, you must also change the Paper Size and Paper Type settings on the LCD.

1. Press ![Settings icon] [Settings] > [All Settings] > [General Setup] > [Tray Setting] > [Paper Type].

2. Press the option you want.

3. Swipe up or down or press ▲ or ▼ to display the paper type options, and then press the option you want.

4. Press ![Back icon].

5. Press [Paper Size].

6. Press the option you want.

7. Swipe up or down or press ▲ or ▼ to display the paper size options, and then press the option you want.

8. Press ![Home icon].

✅ **Related Information**

• Paper Settings

Select the Paper Tray For Printing

Change the machine's default paper tray for printing copies, received faxes, and print jobs from your computer.

> 🖉 DCP models do not support the fax feature.

1. Press ⚙ [Settings] > [All Settings] > [General Setup] > [Tray Setting].

2. Swipe up or down or press ▲ or ▼ to display the [Copy], [Fax], or [Print] option, and then press the option you want.

3. Swipe up or down or press ▲ or ▼ to display the option you want, and then press it. For example, when you select the [MP>T1] option, the machine pulls paper from the MP tray until it is empty, and then from Tray 1.

4. Press 🏠.

> 🖉
> •   When you make a copy using the ADF and give priority to multiple trays, the machine looks for the tray with the most suitable paper and pulls paper from that tray.
>
> •   When you make a copy using the scanner glass, your document is copied from the higher priority tray even if more suitable paper is in another paper tray.
>
> •   (For models with facsimile function) Use the following sizes of paper for printing faxes: Letter, A4, Legal, Folio, Mexico Legal, or India Legal. When an appropriate size is not in any of the trays, the machine stores received faxes and [Size Mismatch] appears on the touchscreen.
>
> •   (For models with facsimile function) If the tray is out of paper and received faxes are in the machine's memory, [No Paper] appears on the touchscreen. Load paper in the empty tray.

✅ **Related Information**

- Paper Settings

Change the Check Paper Setting

When the Check Paper setting is set to On and you pull the paper tray out of the machine, or load paper in the MP tray, a message appears on the LCD asking if you want to change the paper size and paper type.

The default setting is On.

1. Press ⚙️ [Settings] > [All Settings] > [General Setup] > [Tray Setting] > [Check Paper].

2. Press [On] or [Off].

3. Press 🏠.

✅ **Related Information**

- Paper Settings

Recommended Print Media

To get the best print quality, we recommend using the paper listed in the table.

Paper Type	Item
Plain Paper	APP Blue Flag Ship 70 g/m^2
	APP Gold Flag Ship 80 g/m^2
	Advanced Agro Double A 80 g/m^2

✔ Related Information

- Paper Handling

Load Documents

- Load Documents in the Automatic Document Feeder (ADF)

- Load Documents on the Scanner Glass

Load Documents in the Automatic Document Feeder (ADF)

Use the ADF when copying or scanning multi page, standard-sized documents.

- The ADF can hold the following sheets and feed each sheet individually:

  Up to 80 sheets

- Use standard 80 g/m^2 paper.

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

IMPORTANT

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

Supported Document Sizes

Length:	148 mm to 355.6 mm
Width:	105 mm to 215.9 mm
Weight:	60 to 105 g/m²

1. Unfold the ADF document output support flap.
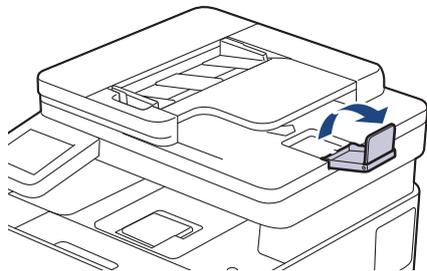
2. Fan the pages well.
3. Stagger the pages of your document and load it into the ADF *face up* and *top edge first*, as shown in the illustration.
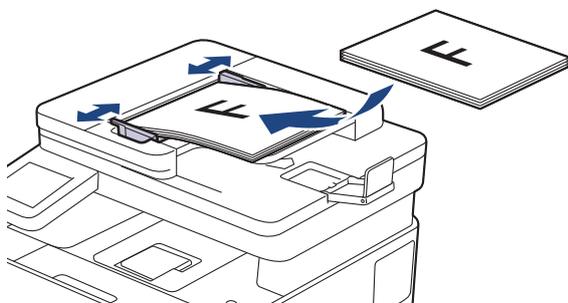
4. Adjust the paper guides to fit the width of your document.

✅ **Related Information**

- Load Documents

Load Documents on the Scanner Glass

Supported Document Sizes

Length:	Up to 297 mm
Width:	Up to 215.9 mm
Weight:	2 kg

> **NOTE**
>
> (For ADF models) To use the scanner glass, the ADF must be empty.

1. Lift the document cover.
2. Place the document on the scanner glass *face down*.
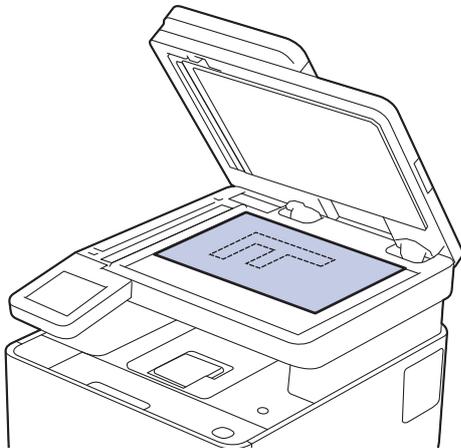
3. Place the corner of the page in the upper left corner of the scanner glass.
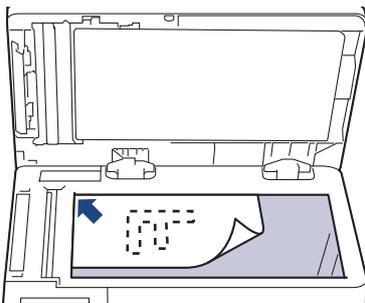
4. Close the document cover.

   If the document is a book or is thick, gently press on the document cover.

> ✅ **Related Information**
>
> • Load Documents

Unscannable and Unprintable Areas

The measurements in the table below show the maximum unscannable and unprintable areas from the edges of the most commonly-used paper sizes. These measurements may vary depending on the paper size or settings in the application you are using.
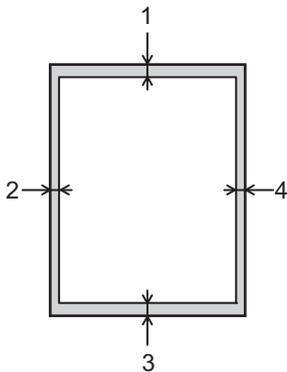
✎ Do not attempt to scan, copy, or print in these areas. Any content included in such areas will not be reflected in the output.

Usage	Document Size	Top (1) Bottom (3)	Left (2) Right (4)
Copy [1]	Letter, Legal	4.0 mm	4.0 mm
	A4	4.0 mm	3.0 mm
Scan	Letter	3.0 mm [2]	3.0 mm [2]
	A4	3.0 mm [2]	3.0 mm [2]
	Legal	3.0 mm [2]	3.0 mm [2]
Print	Letter, Legal	4.2 mm	4.2 mm
	A4	4.2 mm	4.2 mm

[1] A 1 in 1 copy and 100% document size copy

[2] The number shown is the default value. This number is adjustable to 0 mm. If the number is set to 0 mm, a black shadow may appear around the edges on the scanned image.

✔ Related Information

- Paper Handling

Using Special Paper

Always test paper samples before purchasing them to ensure desirable performance.

- DO NOT use inkjet paper; it may cause a paper jam or damage your machine.
- If you use bond paper, paper with a rough surface, or paper that is wrinkled or creased, the paper may exhibit degraded performance.

Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight, and heat.

IMPORTANT

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

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped
- that is coated or has a chemical finish
- that is damaged, creased, or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterhead using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing
- that has an adhesive substance applied to the surface

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

✓ Related Information

- Paper Handling

Print

- Print from Your Computer (Windows)

- Print from Your Computer (Mac)

- Load and Print Envelopes Using the MP Tray

- Print Data Directly from a USB Flash Drive or Digital Camera Supporting Mass Storage

- Print Duplicate Copies

- Cancel a Print Job

Print from Your Computer (Windows)

- Print a Document (Windows)

- Print on Both Sides of the Paper (Windows)

- Secure Print (Windows)

- Change the Default Print Settings (Windows)

- Print Settings (Windows)

- Print a Document Using the BR-Script3 Printer Driver (PostScript® 3™ Language Emulation) (Windows)

Print a Document (Windows)

When you change an application's print settings, the changes apply only to documents printed with that application.

> ✎ To change print settings for all Windows applications, you must configure the printer driver properties.
> For more information, see *Related Information:Change the Default Print Settings (Windows)*.

1. Load paper in the paper tray.
2. Select the print command in your application.
3. Select your model's name, and then click the printer's properties or preferences button.

   The printer driver window appears.
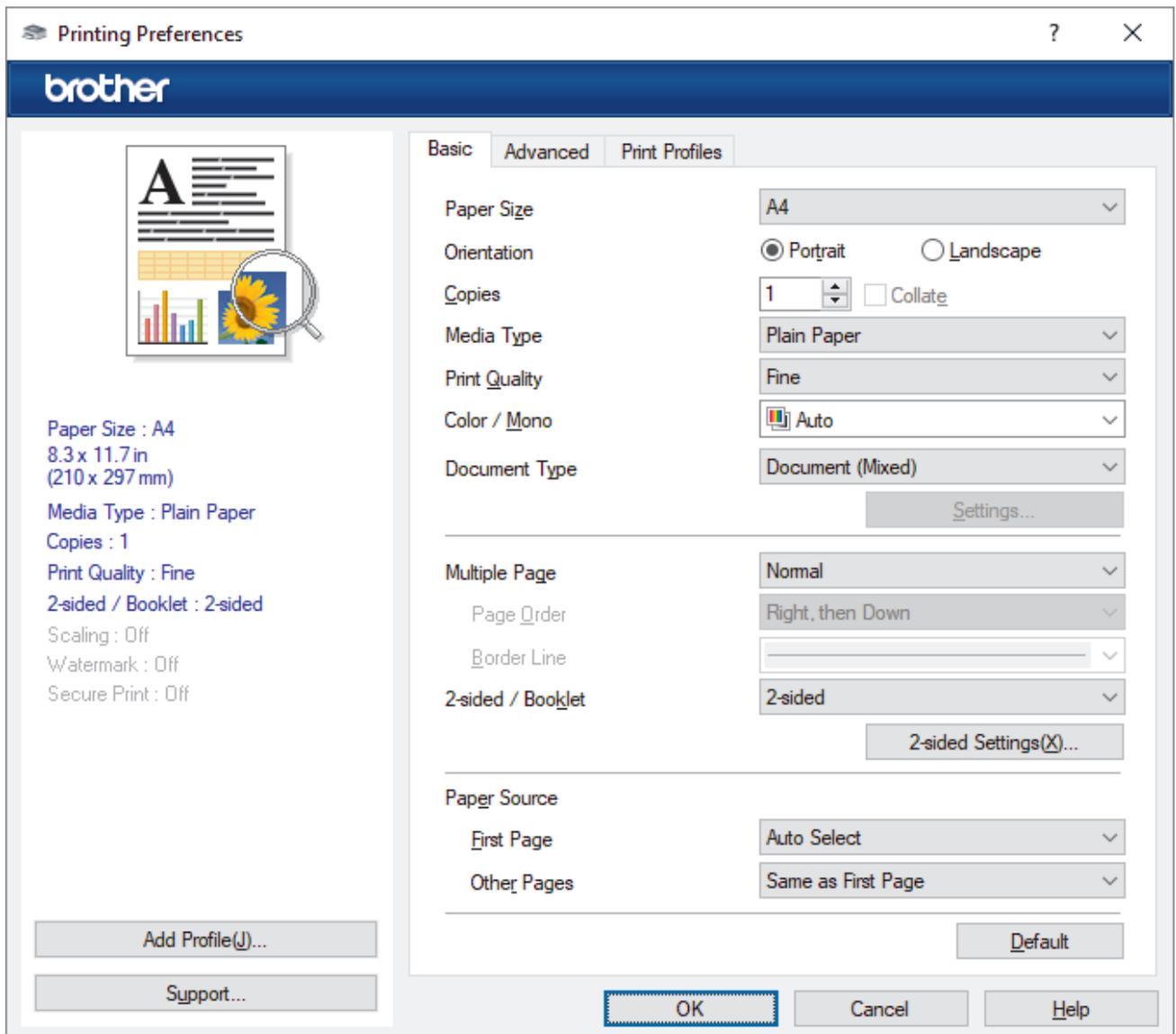
4. Make sure you have loaded the correct size paper in the paper tray.
5. Click the **Paper Size** drop-down list, and then select your paper size.
6. In the **Orientation** field, select the **Portrait** or **Landscape** option to set the printout orientation.

> ✎ If your application contains a similar setting, we recommend that you set the printout orientation using the application.

7. Type the number of copies (1-999) you want in the **Copies** field.
8. Click the **Media Type** drop-down list, and then select the type of paper you are using.

9. To print multiple pages on a single sheet of paper or print one page of your document on multiple sheets, click the **Multiple Page** drop-down list, and then select your options.

10. Click the **2-sided / Booklet** drop-down list, and then select the option you want.

11. Click the **Paper Source** drop-down list and select the paper source.

> • You can set the paper size and paper type for each tray using the machine's control panel.
>
> • You can set the priority of each tray using the machine's control panel.
>
> For more information, see *Related Information*:*Paper Settings*.

12. Change other printer settings, if needed.

13. Click **OK**.

14. Complete your print operation.

✅ Related Information

• Print from Your Computer (Windows)

Related Topics:

• Change the Default Print Settings (Windows)

• Paper Settings

• Print Settings (Windows)

Print on Both Sides of the Paper (Windows)
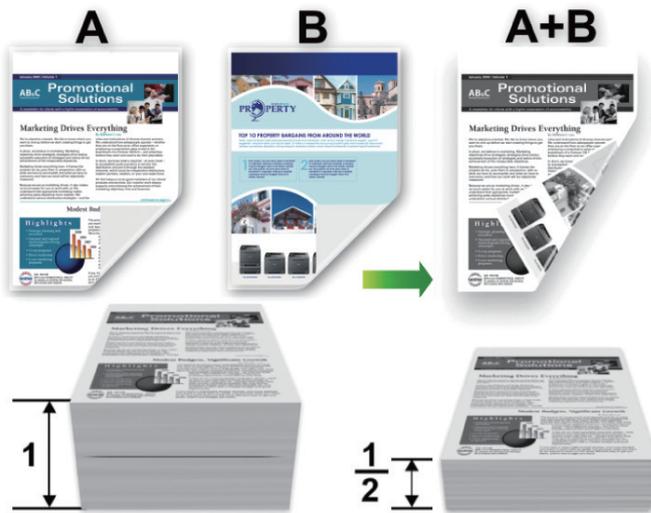
- If paper is curled, straighten it and put it back in the paper tray.
- Use regular paper or thin paper. DO NOT use bond paper.
- If the paper is too thin, it may wrinkle.
- When you use the manual 2-sided printing function, it is possible there may be paper jams or poor print quality.

---

1. Select the print command in your application.
2. Select your model's name, and then click the printer's properties or preferences button.

   The printer driver window appears.
3. In the **Orientation** field, select the **Portrait** or **Landscape** option to set the printout orientation.

   > If your application contains a similar setting, we recommend that you set the printout orientation using the application.

4. Click the **2-sided / Booklet** drop-down list, and then select **2-sided**.
5. Click the **2-sided Settings** button.
6. Select one of the options from the **2-sided Type** menu.

   When 2-sided is selected, four types of 2-sided binding are available for each orientation:

Option for Portrait	Description
Long Edge (Left)	
Long Edge (Right)	

Option for Portrait	Description
Short Edge (Top)	
Short Edge (Bottom)	

Option for Landscape	Description
Long Edge (Top)	
Long Edge (Bottom)	
Short Edge (Right)	
Short Edge (Left)	
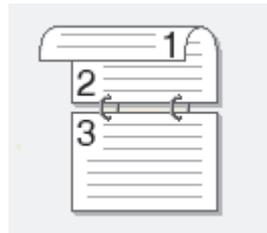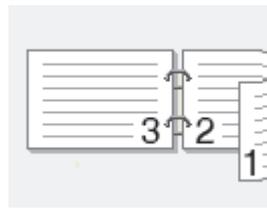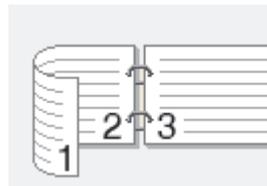
7. Select the **Binding Offset** checkbox to specify the offset for binding in inches or millimetres.

8. Click **OK**.

9. Change other printer settings, if needed.

10. Click **OK**.

11. Complete your print operation.

If the paper is not feeding correctly, it may be curled. Remove the paper, straighten it, and put it back in the paper tray.

Secure Print (Windows)

Use Secure Print to ensure that confidential or sensitive documents do not print until you enter a password on the machine's control panel.

The secure data is deleted from the machine when you turn the machine off.

---

1. Select the print command in your application.
2. Select your model's name, and then click the printer's properties or preferences button.

   The printer driver window appears.
3. Click the **Advanced** tab.
4. Click the **Settings** button in the **Secure Print** field.
5. Select the **Secure Print** checkbox.
6. Type your four-digit password in the **Password** field.
7. Type the user name and job name in the **User Name** and **Job Name** fields, if needed.
8. Click **OK** to close the **Secure Print Settings** window.
9. Click **OK**.
10. Complete your print operation.
11. On the machine's control panel, swipe left or right or press ◄ or ► to display the [Secure Print] option, and then press it.
12. Swipe up or down or press ▲ or ▼ to display user names, and then press your user name.
13. Enter your four-digit password, and then press [OK].
14. Swipe up or down or press ▲ or ▼ to display the print job, and then press it.
15. Enter the number of copies you want, and then press [OK].
16. Press [Start].

The secured data will be cleared from the machine's memory after printing.

✅ **Related Information**

- Print from Your Computer (Windows)

Change the Default Print Settings (Windows)

When you change an application's print settings, the changes apply only to documents printed with that application. To change print settings for all Windows applications, you must configure the printer driver properties.

1. Hold down the ⊞ key and press the R key on the computer's keyboard to launch **Run**.

2. Type **"control printers"** in the **Open:** field and click **OK**.
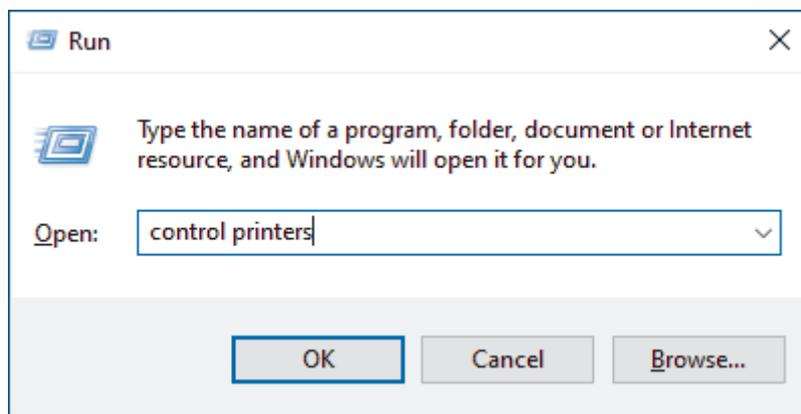
The **Devices and Printers** window appears.

📝 If the **Devices and Printers** window does not appear, click **Devices** > **More devices and printer settings**.

3. Right-click your model's icon, and then select **Printer properties**. (If the printer driver options appear, select your printer driver.)

The printer properties dialog box appears.

4. Click the **General** tab, and then click the **Printing Preferences...** or **Preferences...** button.

The printer driver dialog box appears.

📝 • To configure the tray settings, click the **Device Settings** tab (available for certain models).
  • To change the printer port, click the **Ports** tab.

5. Select the print settings you want to use as the default for all of your Windows programs.

6. Click **OK**.

7. Close the printer properties dialog box.

✅ Related Information

• Print from Your Computer (Windows)
  • Configure the Optional Tray Settings (Windows)

Configure the Optional Tray Settings (Windows)

Access your machine's Properties to auto-detect your machine's Optional Tray and check the machine's serial number.

> The printer driver automatically detects the Optional Tray during the driver installation. If you added the Optional Tray after the driver installation, follow these steps:

1. Hold down the ⊞ key and press the ⎡R⎤ key on the computer's keyboard to launch **Run**.

2. Type **"control printers"** in the **Open:** field and click **OK**.

Run	✕
	Type the name of a program, folder, document or Internet resource, and Windows will open it for you.
Open:	control printers
	OK Cancel Browse...
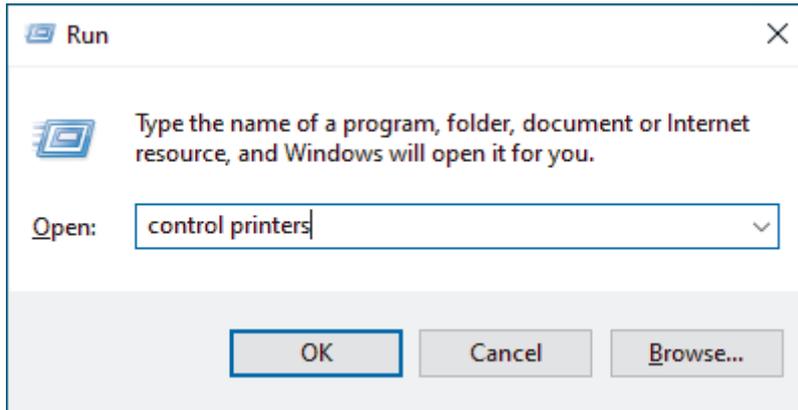
   The **Devices and Printers** window appears.

   ✎ If the **Devices and Printers** window does not appear, click **Devices** > **More devices and printer settings**.

3. Right-click your model's icon, and then select **Printer properties**. (If the printer driver options appear, select your printer driver.)

   The printer properties dialog box appears.

4. Click the **Device Settings** tab.

5. Click the **Auto Detect** button.

   The Optional Tray and the machine's serial number are automatically detected.

6. Click the **Apply** button.

7. Close the printer properties dialog box.

The **Auto Detect** function is not available under the following machine conditions:

- The machine is turned off.
- The machine is shared via a Print Server.
- The machine and your computer are not connected.

✅ Related Information

- Change the Default Print Settings (Windows)

Print Settings (Windows)

> ✎
> - When you change an application's print settings, the changes apply only to documents printed with that application.
>
>   For more information, see *Related Information*: *Print a Document (Windows)*.
>
> - To change the default print settings, you must configure the printer driver properties.
>
>   For more information, see *Related Information*: *Change the Default Print Settings (Windows)*.

>> **Basic** Tab
>> **Advanced** Tab

Basic Tab

1. **Paper Size**

   Select the paper size you want to use. You can either choose from standard paper sizes or create a custom paper size.

2. **Orientation**

   Select the orientation (portrait or landscape) of your printout.

   If your application contains a similar setting, we recommend that you set the orientation using the application.

3. **Copies**

Type the number of copies (1-999) that you want to print in this field.

Collate

Select this option to print sets of multi-page documents in the original page order. When this option is selected, one complete copy of your document will print, and then reprint according to the number of copies you choose. If this option is not selected, then each page will print according to the number of copies chosen before the next page of the document is printed.

4. **Media Type**

Select the media type you want to use. To achieve the best print results, the machine automatically adjusts its print settings according to the selected media type.
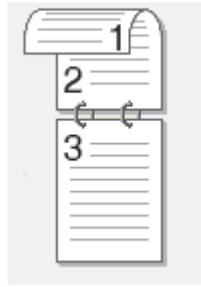
5. **Print Quality**

Select the print quality you want. Because print quality and speed are related, the higher the quality, the longer it will take to print the document.

6. **Color / Mono**

Select the Colour/Mono settings to use.

> **NOTE**
>
> - The machine's colour sensor is very sensitive and may perceive faded black text or an off-white background as colour. If you know that your document is black and white and you want to conserve colour toner, select the **Mono** mode.
>
> - If either the Cyan, Magenta, or Yellow toner reaches the end of its life while printing a colour document, the print job cannot be completed. Cancel your print job and select to start the print job again in the **Mono** mode, as long as the Black toner is available.

7. **Document Type**

Select the type of document you want to print.

Settings button

Specify advanced settings, such as colour mode.

Color Mode

Select the colour mode to suit your preference.

Import

To adjust the print configuration of a particular image, click **Settings**. When you have finished adjusting the image parameters, such as brightness and contrast, import those settings as a print configuration file. Use the **Export** option to create a print configuration file from the current settings.

Export

To adjust the print configuration of a particular image, click **Settings**. When you have finished adjusting the image parameters, such as brightness and contrast, export those settings as a print configuration file. Use the **Import** option to load a previously exported configuration file.

Improve Gray Color

Select this option to improve the image quality of shaded areas.

Enhance Black Printing

If a black graphic does not print correctly, select this setting.

Improve Pattern Printing

Select this option to improve the pattern printing if printed fills and patterns are different from the fills and patterns you see on your computer screen.

8. **Multiple Page**

Select this option to print multiple pages on a single sheet of paper, or print one page of your document on multiple sheets.

Page Order

Select the page order when printing multiple pages on a single sheet of paper.

Border Line

Select the type of border to use when printing multiple pages on a single sheet of paper.

9. **2-sided / Booklet (available for certain models)**

Select this option to print on both sides of the paper, or print a document in booklet format using 2-sided printing.

2-sided Settings button

Click this button to select the type of 2-sided binding. Four types of 2-sided bindings are available for each orientation.

10. **Paper Source**

Select the paper source setting according to your print conditions or purpose.

First Page

Select the paper source to use for printing the first page.

Other Pages

Select the paper source to use for printing the second and subsequent pages.

Advanced Tab
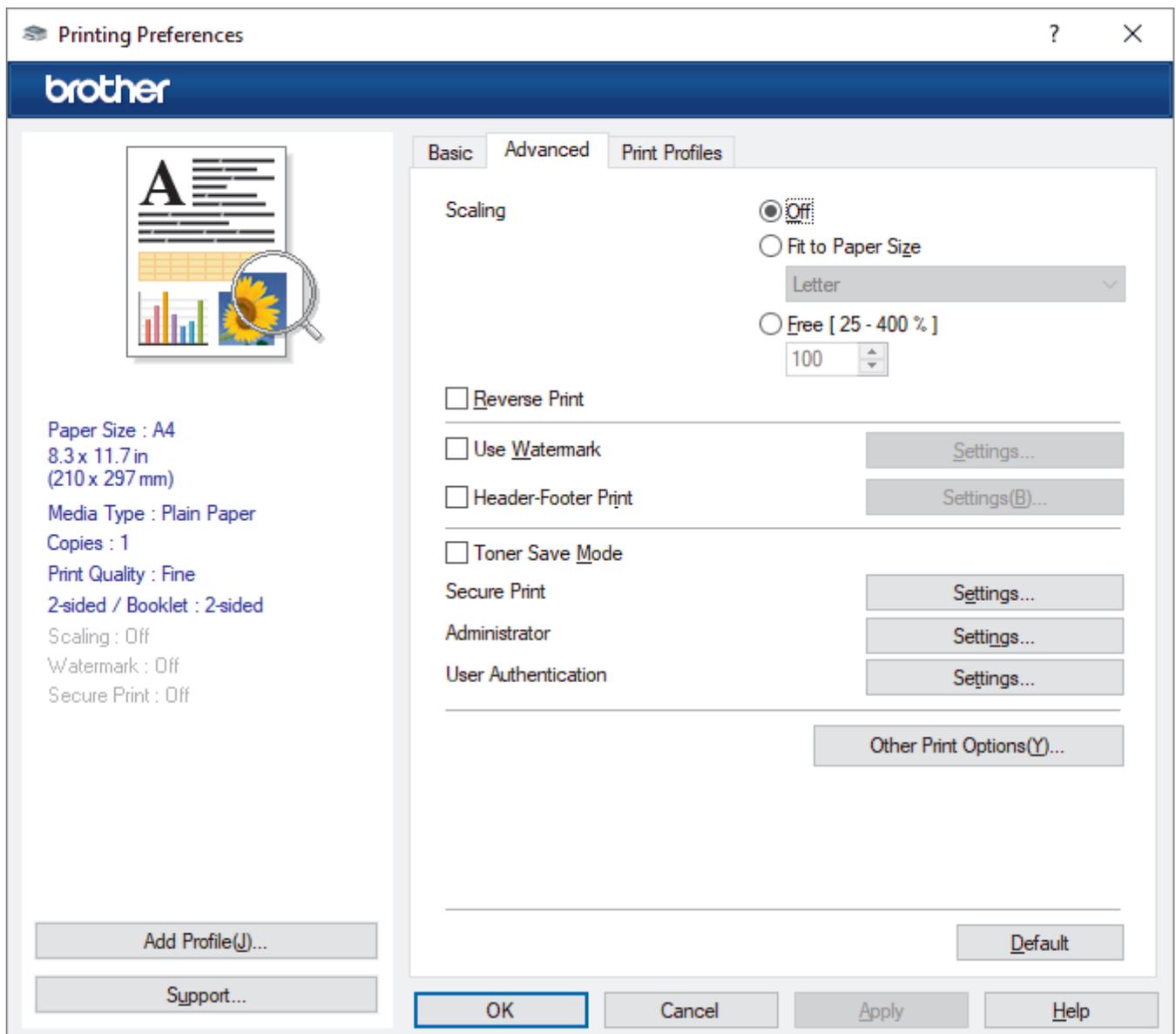
1. **Scaling**

   Select these options to enlarge or reduce the size of the pages in your document.

   Fit to Paper Size

   Select this option to enlarge or reduce the document pages to fit a specified paper size. When you select this option, select the paper size you want from the drop-down list.

   Free [25 - 400 %]

   Select this option to enlarge or reduce the document pages manually. When you select this option, type a value into the field.

2. **Reverse Print**

   Select this option to rotate the printed image 180 degrees.

3. **Use Watermark**

   Select this option to print a logo or text on your document as a watermark. Select one of the preset watermarks, add a new watermark, or use an image file you have created.

4. **Header-Footer Print**

   Select this option to print the date, time, and login user name on the document.

5. **Toner Save Mode**

   Select this feature to use less toner to print documents; printouts appear lighter, but are still legible.

6. **Secure Print**

   This feature ensures that confidential or sensitive documents are not printed out until you enter a password on the machine's control panel.

7. **Administrator**

   This feature allows you to change the administrator password and restrict various printing functions.

8. **User Authentication**

   This feature allows you to confirm the restrictions for each user.

9. **Other Print Options button**

   Sleep Time

   Select this option to set the machine to enter sleep mode immediately after printing.

   Macro/Stream (available for certain models)

   Select this feature to print an electronic form (macro/stream), which you have stored in your machine's memory, as an overlay on the print job.

   Improve Print Output

   Select this option to reduce the amount of paper curling and improve the toner fixing.

   Edge Emphasis

   Select this option to make the text appear sharper.

   Skip Blank Page

   Select this option to allow the printer driver to automatically detect blank pages and exclude them from printing.

   Special Red Color (available only for some countries)

   Use several red colour to meet your needs. If you could accept our recommended colour, select the **Use the recommended red color**. If you cannot accept our recommended red colour, select the **Select another red color**. Click the **Print the red color patch** button and select another red colour number. Enter the colour number in the **Enter color number** box.

   > **NOTE**
   >
   > • The showed red colour is just image sample, please note that it possibly happens the difference between the image and the actual printed red colour.

- For the best output effect, when you select **Special Red Color** mode, **Toner Save Mode** is unavailable. If you need to use **Toner Save Mode**, close **Special Red Color** mode.

TrueType Mode

Mode

Select how the fonts are processed for printing.

Use Printer TrueType Fonts (available for certain models)

Select whether to use built-in fonts for the font processing.

Eco settings

Select this option to reduce printing noise.

Document Position Adjustment

Select this option to adjust the print start position.

✅ Related Information

- Print from Your Computer (Windows)

Related Topics:

- Change the Default Print Settings (Windows)
- Print a Document (Windows)

Print a Document Using the BR-Script3 Printer Driver (PostScript® 3™ Language Emulation) (Windows)

The BR-Script3 printer driver lets you print PostScript® data more clearly.

Go to your model's **Downloads** page at support.brother.com/downloads to install the PS driver (BR-Script3 printer driver).

1. Select the print command in your application.

2. Select your model with **BR-Script3** in the name, and then click the printer's properties or preferences button.

   The printer driver window appears.
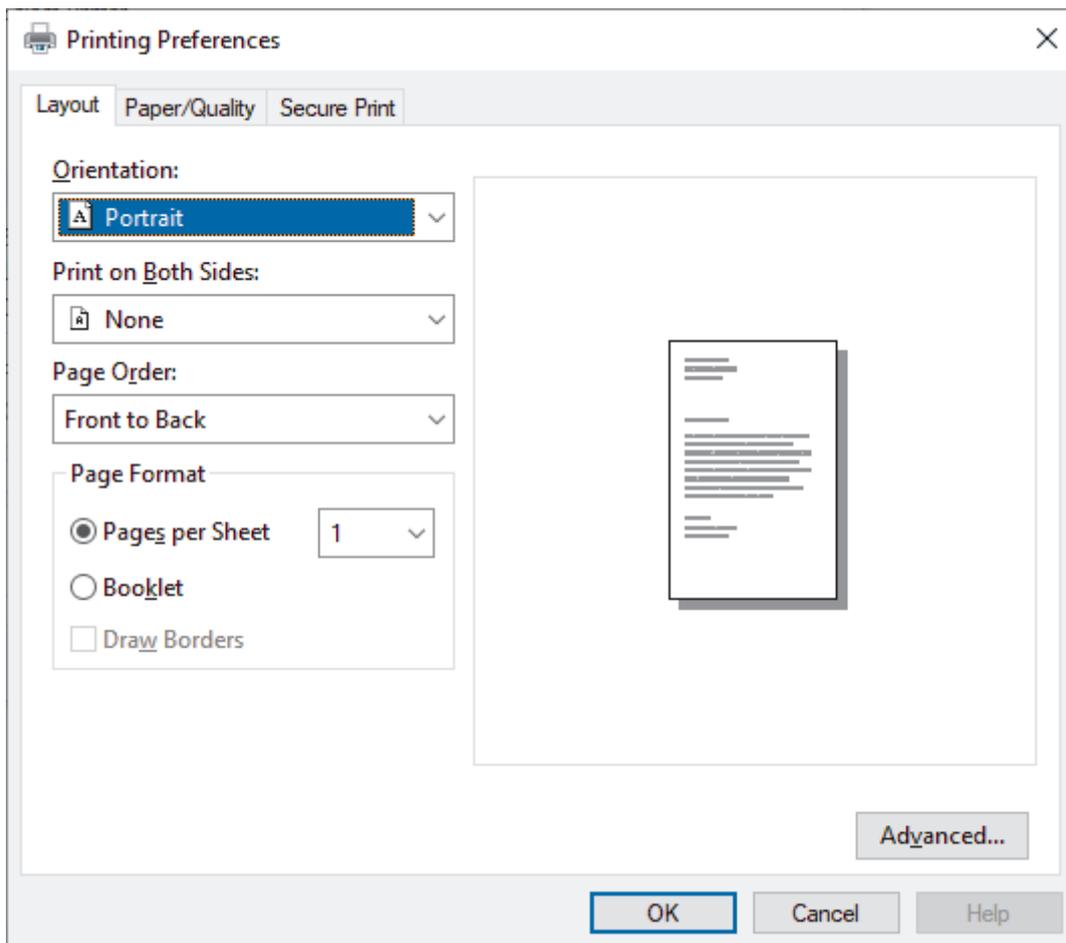
3. Click the **Layout**, **Paper/Quality**, or **Secure Print** tab to change basic print settings. (available for certain models)

   Click the **Layout** or **Paper/Quality** tab, and then click the **Advanced...** button to change advanced print settings. Click **OK**.

4. Click **OK**.

5. Complete your print operation.

✅ **Related Information**

- Print from Your Computer (Windows)

58

Print from Your Computer (Mac)

- Before Using AirPrint (macOS)

- Print Using AirPrint

Load and Print Envelopes Using the MP Tray

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

When you load a different size and type of paper in the tray, you must also change the Paper Size and Paper Type settings on the machine, or on your computer.

1. Open the machine's back cover (the face up output tray).

2. On the front of the machine, open the MP tray and lower it gently.

3. Extend the MP tray support.

4. Slide the MP tray paper guides to fit the width of the envelopes that you are using.

5. Load envelopes with the printing surface *face up* in the MP tray.

> Load the envelopes in the MP tray with the printing surface face up. Make sure the envelopes are below the maximum paper mark (1).

6. Change your print preferences in the Print dialog box.

Settings	Options for Envelopes
Paper Size	Com-10
	DL
	C5
	Monarch
Media Type	Envelopes
	Env. Thick
	Env. Thin

7. Send your print job to the machine.

8. When finished, close the back cover (the face up output tray) until it locks in the closed position.

✅ **Related Information**

- Load Paper
- Print

Print Data Directly from a USB Flash Drive or Digital Camera Supporting Mass Storage

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- Make sure your digital camera is turned on.
- Supported file types are PDF, JPEG, TIFF, and PRN.
- Your digital camera must be switched from PictBridge mode to Mass Storage mode.
- USB flash drive requirements:
    - Class: USB Mass Storage Class
    - Formats: FAT12/FAT16/FAT32/exFAT

IMPORTANT

To prevent damage to your machine, DO NOT connect any device other than a digital camera or USB flash drive to the USB direct interface.

USB Port Location (Front View)
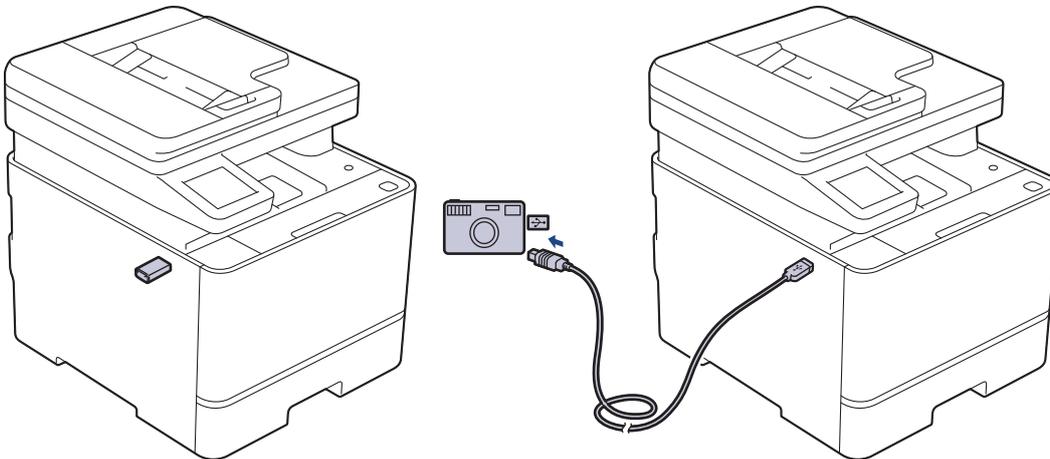
1. Connect your USB flash drive or digital camera to the USB direct interface. The touchscreen will automatically display the USB menu to confirm that the USB flash drive or digital camera is correctly connected.

    - If an error occurs, the USB menu will not appear on the touchscreen.
    - When the machine is in Deep Sleep mode, the touchscreen does not display any information even if you connect a USB flash drive to the USB direct interface. Press the touchscreen to wake up the machine.
    - If your machine's Secure Function Lock is On, you may not be able to print from a USB flash drive or digital camera.

2. Press [Direct Print].

3. Swipe up or down, or press ▲ or ▼ to display the file you want to print, and then select the file.

    To print an index of the files stored on the USB flash drive or digital camera, press [Index Print] on the touchscreen. Press [Mono Start] or [Colour Start] to print the data.

4. Do one of the following:
    - To change the settings, press [Print Settings]. Go to the next step.
    - If you want to use the default settings, enter the number of copies, and then press [Mono Start] or [Colour Start].

5. Select the print settings you want to change:

- [Print Quality]
- [Select Tray]
- [Paper Type]
- [Paper Size]
- [Multiple Page]
- [Orientation]
- [2-sided]
- [Collate]
- [PDF Print Options]
- [PDF Fit to Page]

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

6. Press [OK].
7. Enter the number of copies you want.
8. Press [Mono Start] or [Colour Start] to print the data.
9. Press .

IMPORTANT

DO NOT remove the USB flash drive or digital camera from the USB direct interface until the machine has finished printing.

✅ **Related Information**

- Print

Print Duplicate Copies

Use the Carbon Copy function to make multiple copies of the same print data, as if printing on carbon paper. Send the data to individual paper trays that you loaded with different paper types or colours.

For example, you may want to set the machine to send your print data to Tray 1, which you have pre-loaded with blue coloured paper, and then reprint the data in a certain location on the page from the MP Tray, which you have loaded with yellow coloured paper that already contains text.

If you load blue paper in Tray 1 and yellow paper in the MP tray, the printer will automatically feed paper for Sheet 1 from Tray 1 and Sheet 2 from the MP Tray.

If you enable the Carbon Copy function, the machine will always make copies automatically.

> Windows
>
> The Carbon Copy function also allows you to select a different printing macro/stream for each page.

1. Press ⚏ [Settings] > [All Settings] > [Printer] > [Carbon Menu] > [Carbon Copy] > [On].

2. Swipe up or down or press ▲ or ▼ to display the [Copies] option, and then press the [Copies] option.

3. Enter the number of copies you want, and then press [OK].

4. Swipe up or down or press ▲ or ▼ to display the [Copy1 Tray] option, and then press the [Copy1 Tray] option.

5. Swipe up or down or press ▲ or ▼ to display the paper tray you want to configure for the [Copy1 Tray] option, and then press to select the paper tray.

> Windows
>
> a. Swipe up or down or press ▲ or ▼ to display the [Copy1 Stream] option, and then press it.
>
> b. Swipe up or down or press ▲ or ▼ to display the ID number of the macro/stream you want to use, and then press it.

6. Repeat these steps until you have selected all the tray settings for each copy.

7. Press 🏠.

8. Send your print job to the machine.

✅ Related Information

- Print

Cancel a Print Job

Press ❌.

> 🖉 To cancel multiple print jobs, press and hold ❌ for about four seconds.

✅ Related Information

- Print

Scan

- Scan Using the Scan Button on Your Machine

- Scan from Your Computer (Windows)

- Scan from Your Computer (Mac)

- Secure Scan

- Configure Scan Settings Using Web Based Management

Scan Using the Scan Button on Your Machine

- Scan Photos and Graphics

- Scan Documents as a Single PDF File

- Save Scanned Data to a USB Flash Drive

- Scan Multiple Business Cards and Photos (Auto Crop)

- Scan to an Editable Text File (OCR)

- Save Scanned Data as an Email Attachment

- Send Scanned Data to an Email Recipient

- Scan to FTP

- Scan to SSH Server (SFTP)

- Scan to Network (Windows)

- Scan to SharePoint

- Use the Web Services Protocol for Network Scanning (Windows)

- Change the Scan Button Settings from Brother iPrint&Scan

- Configure Certificates for Signed PDFs

- Disable Scanning from Your Computer

Scan Photos and Graphics

Send scanned photos or graphics directly to your computer.
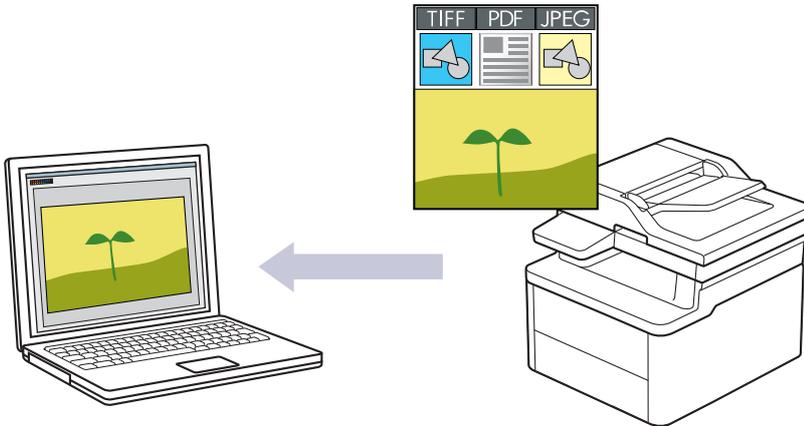
- **To scan from your machine:**
  - You must select your machine using Brother iPrint&Scan.
  - Use Brother iPrint&Scan to change scan settings, such as the file type and file storage location.

  For more information, see *Related Information*: *Change the Scan Button Settings from Brother iPrint&Scan.*
- **To scan from your computer:**

  See *Related Information*: *Scan Using Brother iPrint&Scan (Windows/Mac).*

1. Load your document.
2. Press [Scan] > [to PC] > [to Image].
3. If the machine is connected over the network, select the computer name where you want to send data.

   If the LCD prompts you to enter a PIN for the computer, enter the four-digit PIN on the LCD, and then press [OK].

4. To change the settings, press ⚙ [Options], and then select the scan settings you want to change. If you use the default settings, skip this step.

   Available options may differ depending on your model and settings.

   - [Scan Settings]
   - [Colour Setting]
   - [Resolution]
   - [File Type]
   - [Document Size]
   - [Brightness]
   - [Contrast]
   - [Auto Deskew]
   - [Skip Blank Page]
   - [Skip Blank Page Sensitivity]
   - [Remove Background Colour]
   - [Margin Settings]

- [Moire Reduction]
- [Colour/Grey TIFF Compress]
- [B&W TIFF Compress]

> - To change scan settings, a computer with the Brother iPrint&Scan software installed must be connected to your machine.
> - If your machine displays the [OK] button, press [OK].
> - To save the settings as a shortcut, press [Save as Shortcut].

5. Press [Start].

The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

✅ Related Information

- Scan Using the Scan Button on Your Machine

Related Topics:

- Change the Scan Button Settings from Brother iPrint&Scan
- Scan Using Brother iPrint&Scan (Windows/Mac)

Scan Documents as a Single PDF File

Combine multiple pages into a single PDF document.

- **To scan from your machine:**
    - You must select your machine using Brother iPrint&Scan.
    - Use Brother iPrint&Scan to change scan settings, such as the file type and file storage location.

  For more information, see *Related Information*: *Change the Scan Button Settings from Brother iPrint&Scan.*
- **To scan from your computer:**

  See *Related Information*: *Scan Using Brother iPrint&Scan (Windows/Mac).*

> ✎ When scanning multiple pages to a PDF file, set the file type on your machine to `[PDF Multi-Page]`.

1. Load your document.
2. Press `[Scan]` > `[to PC]` > `[to File]`.
3. If the machine is connected over the network, select the computer name where you want to send data.

> ✎ If the LCD prompts you to enter a PIN for the computer, enter the four-digit PIN on the LCD, and then press `[OK]`.

4. To change the settings, press ⚙ `[Options]`, and then select the scan settings you want to change. If you use the default settings, skip this step.

> ✎ Available options may differ depending on your model and settings.

- `[Scan Settings]`
- `[Colour Setting]`
- `[Resolution]`
- `[File Type]`
- `[Document Size]`
- `[Brightness]`
- `[Contrast]`
- `[Auto Deskew]`
- `[Skip Blank Page]`
- `[Skip Blank Page Sensitivity]`
- `[Remove Background Colour]`
- `[Margin Settings]`

- [Moire Reduction]

- [Colour/Grey TIFF Compress]

- [B&W TIFF Compress]

- To change scan settings, a computer with the Brother iPrint&Scan software installed must be connected to your machine.

- If your machine displays the [OK] button, press [OK].

- To save the settings as a shortcut, press [Save as Shortcut].

---

5. Press [Start].

The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

✅ Related Information

- Scan Using the Scan Button on Your Machine

Related Topics:

- Change the Scan Button Settings from Brother iPrint&Scan
- Scan Using Brother iPrint&Scan (Windows/Mac)

Save Scanned Data to a USB Flash Drive

Scan documents directly to a USB flash drive.

1. Load your document.
2. Insert a USB flash drive into your machine.
3. Press [Scan to USB].
4. To change the settings, press ⚙️ [Options], and then select the scan settings you want to change. If you use the default settings, skip this step.

   ✏️ Available options may differ depending on your model and settings.

   - [Colour Setting]
   - [Resolution]
   - [File Type]
   - [Document Size]
   - [Brightness]
   - [Contrast]
   - [File Name]
   - [File Name Style]
   - [File Size]
   - [Auto Crop]
   - [Auto Deskew]
   - [Skip Blank Page]
   - [Skip Blank Page Sensitivity]
   - [Remove Background Colour]
   - [Margin Settings]
   - [Moire Reduction]
   - [Document Separation]
   - [Colour/Grey TIFF Compress]
   - [B&W TIFF Compress]

   ✏️
   - If your machine displays the [OK] button, press [OK].
   - To set your own default settings: after making changes to settings, press the [Set New Default] option, and then press [Yes].
   - To restore the factory settings: press [Factory Reset], and then press [Yes].
   - To save the settings as a shortcut, press [Save as Shortcut].

5. Press [Start].

   The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

   IMPORTANT

   The LCD displays a message while reading the data. DO NOT unplug the power cord or remove the USB flash drive from the machine while it is reading the data. You could lose your data or damage the USB flash drive.

✅ **Related Information**

- Scan Using the Scan Button on Your Machine

Scan Multiple Business Cards and Photos (Auto Crop)

You can scan multiple documents placed on the scanner glass. The machine will scan each document and use the Auto Crop feature to create separate files or a single multi-page file.

Guidelines for Auto Crop
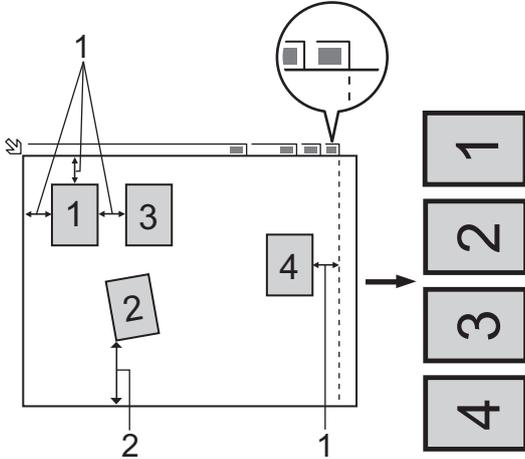
1. 10 mm or greater
2. 20 mm or greater (bottom)

• This setting is available only for documents that are rectangular or square.

• If your document is too long or wide, this feature will not work as described here.

• You must place the documents away from the edges of the scanner glass as shown in the illustration.

• You must place the documents at least 10 mm away from each other.

• Auto Crop adjusts the skew of the document on the scanner glass; however, if your document is skewed more than 45 degrees at less than 300 x 300 dpi or 10 degrees at 600 x 600 dpi, this feature will not work.

• The ADF must be empty to use Auto Crop.

• The Auto Crop feature is available for a maximum of 16 documents, depending on the size of the documents.

> 📝 To scan documents using the Auto Crop feature, you must place the documents on the scanner glass.

1. Load documents on the scanner glass.

2. Insert a USB flash drive into your machine.

   The LCD automatically changes.

3. Press [Scan to USB] > ⚙ [Options] > [Auto Crop].

4. Press [On].

5. Press [OK].

6. Press [Start].

   The machine starts scanning. Follow the LCD instructions to complete the scanning job.

> ✅ **Related Information**
>
> • Scan Using the Scan Button on Your Machine

Scan to an Editable Text File (OCR)

Your machine can convert characters in a scanned document to text using the optical character recognition (OCR) technology. You can edit this text using your preferred text-editing application.
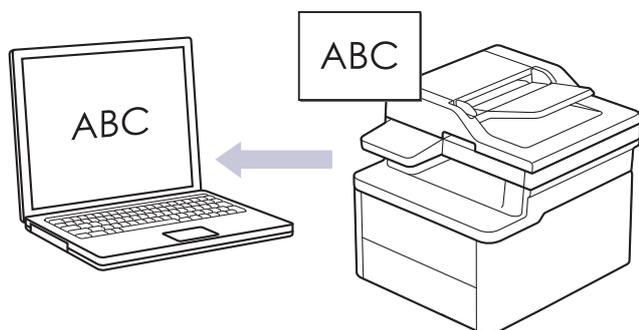
- The Scan to OCR feature is available only for certain languages.
- Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use Brother iPrint&Scan.

---

1. Load your document.

2. Press [Scan] > [to PC] > [to OCR].

3. If the machine is connected over the network, select the computer name where you want to send data.

🖉   If the LCD prompts you to enter a PIN for the computer, enter the four-digit PIN on the LCD, and then press [OK].

4. To change the settings, press ⚙ [Options], and then select the scan settings you want to change. If you use the default settings, skip this step.

🖉   Available options may differ depending on your model and settings.

- [Scan Settings]
- [Colour Setting]
- [Resolution]
- [File Type]
- [Document Size]
- [Brightness]
- [Contrast]
- [Auto Deskew]
- [Skip Blank Page]
- [Skip Blank Page Sensitivity]
- [Remove Background Colour]
- [Margin Settings]
- [Moire Reduction]

🖉
- To change scan settings, a computer with the Brother iPrint&Scan software installed must be connected to your machine.
- If your machine displays the [OK] button, press [OK].
- To save the settings as a shortcut, press [Save as Shortcut].

5. Press [Start].

   The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

✅ **Related Information**

- Scan Using the Scan Button on Your Machine

  Related Topics:
- Change the Scan Button Settings from Brother iPrint&Scan

Save Scanned Data as an Email Attachment

Send the scanned data from your machine to your email application as an attachment.
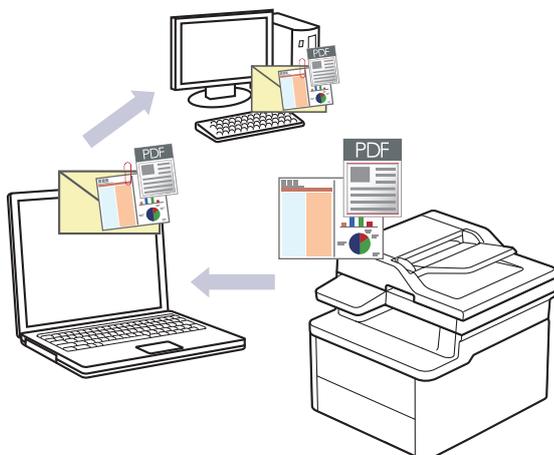
- Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use Brother iPrint&Scan.
- To use this feature with your machine's Scan button, make sure you select one of these applications in Brother iPrint&Scan:
  - Windows: Microsoft Outlook
  - Mac: Apple Mail

  For other applications and Webmail services, use the Scan to Image or Scan to File feature to scan a document, and then attach the scanned file to an email message.

1. Load your document.
2. Press [Scan] > [to PC] > [to E-mail].
3. If the machine is connected over the network, select the computer name where you want to send data.

   If the LCD prompts you to enter a PIN for the computer, enter the four-digit PIN on the LCD, and then press [OK].

4. To change the settings, press ⚙️ [Options], and then select the scan settings you want to change. If you use the default settings, skip this step.

   Available options may differ depending on your model and settings.

   - [Scan Settings]
   - [Colour Setting]
   - [Resolution]
   - [File Type]
   - [Document Size]
   - [Brightness]
   - [Contrast]
   - [Auto Deskew]
   - [Skip Blank Page]
   - [Skip Blank Page Sensitivity]
   - [Remove Background Colour]

- [Margin Settings]

- [Moire Reduction]

- [Colour/Grey TIFF Compress]

- [B&W TIFF Compress]

> • To change scan settings, a computer with the Brother iPrint&Scan software installed must be connected to your machine.
>
> • If your machine displays the [OK] button, press [OK].
>
> • To save the settings as a shortcut, press [Save as Shortcut].

5. Press [Start].

   The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.
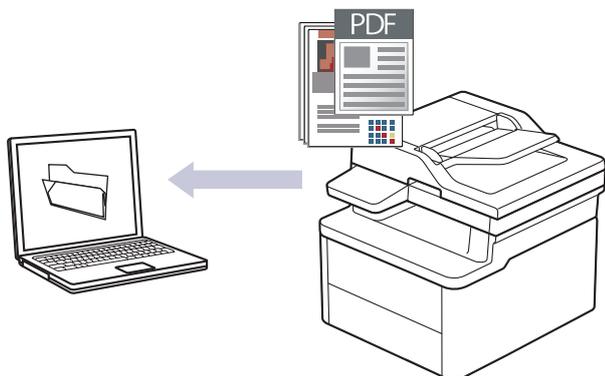
✅ Related Information

- Scan Using the Scan Button on Your Machine

Related Topics:

- Change the Scan Button Settings from Brother iPrint&Scan

Send Scanned Data to an Email Recipient

Send scanned data directly from your machine to an email recipient without using a computer. This function allows your machine to scan documents and send them to an email address without your machine being connected to a computer. To send the scanned data as an attachment directly to your default email application using the iPrint&Scan software on your computer or the Scan button on your machine, use the "Scan to Email Attachment" function instead.

- To send scanned data to an email recipient, you must configure your machine to communicate with your network and email server, which is used to send and receive emails.

- Configure these items from the machine's control panel or Web Based Management.

- To use the Scan to Email Server function, connect your machine to the network and access an SMTP server. Set up the following SMTP email settings:

    - Server address

    - Port number

    - User name

    - Encryption type (SSL or TLS)

    - Email server certificate (if used)

    If you do not know these settings, contact your email service provider or network administrator.

---

1. Load your document.

2. Press [Scan] > [to E-mail Server].

✎ • If you registered your email address with your user ID, the [to My E-mail] option appears when you log on to the machine using Secure Function Lock, Active Directory Authentication, or LDAP Authentication.

- To send scanned data to your email address, press [to My E-mail]. When your email address appears on the LCD, press [Next].

- To enable this feature in Web Based Management, click **Scan** > **Scan to E-mail Server** in the left navigation bar. In the **Send to My E-mail** field, select **On**. Click **Submit**.

---

3. Do one of the following to enter the destination email address:

    - To enter the email address manually, press [Manual], and then enter the email address using the keyboard on the LCD. When finished, press [OK].

    - If the email address is stored in the machine's address book, press [Address Book], and then select the email address.

        Press [OK].

4. Confirm the email address, and then press [Next].

5. To change the settings, press ⚙ [Options], and then select the scan settings you want to change.

✎ Available options may differ depending on your model and settings.

- [Colour Setting]

- [Resolution]

- [File Type]

- [Document Size]

- [Sender Subject]

- [Brightness]

- [Contrast]

- [File Name]
- [File Name Style]
- [File Size]
- [Auto Deskew]
- [Skip Blank Page]
- [Skip Blank Page Sensitivity]
- [Remove Background Colour]
- [Margin Settings]
- [Moire Reduction]
- [Document Separation]
- [Colour/Grey TIFF Compress]
- [B&W TIFF Compress]
- [Preview]

- To preview the scanned results before the scanned data is saved, press [Preview], and then press [Preview] ([Start]). The machine scans the document and displays the scanned results on the LCD. If the scanned results are acceptable, press [Start] to save them and to finish processing.
- If your machine displays the [OK] button, press [OK].
- To set your own default settings: after making changes to settings, press the [Set New Default] option, and then press [Yes].
- To restore the factory settings: press [Factory Reset], and then press [Yes].
- To save the settings as a shortcut, press [Save as Shortcut].

6. Press [Start].

The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

✅ Related Information

- Scan Using the Scan Button on Your Machine

Scan to FTP

Scan documents directly to an FTP server when you need to share the scanned information. For added convenience, configure different profiles to save your favourite Scan to FTP destinations.
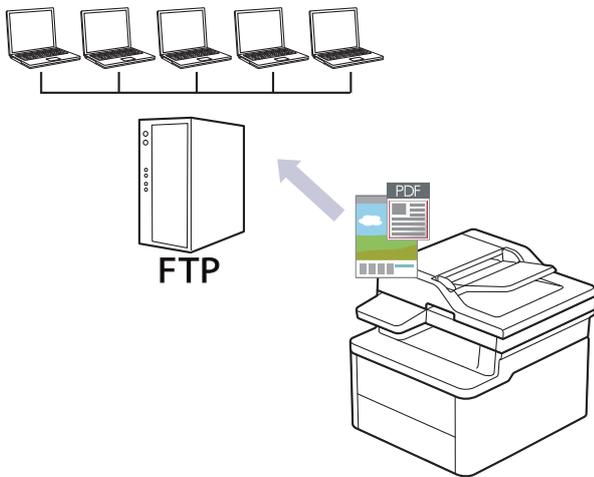
- Set up a Scan to FTP Profile

- Upload Scanned Data to an FTP Server

Set up a Scan to FTP Profile

Set up a Scan to FTP Profile to scan and upload the scanned data directly to an FTP location.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Scan** > **Scan to FTP/SFTP/Network/SharePoint**.

> 🖉 If the left navigation bar is not visible, start navigating from ≡.

3. Select the **FTP** option, and then click **Submit**.

4. Click the **Scan to FTP/SFTP/Network/SharePoint Profile** menu.

5. Select the profile you want to set up or change.

> 🖉 Using the following characters: ?, /, \, ", :, <, >, | or * may cause a sending error.

Option	Description
Profile Name	Type a name for this server profile (up to 15 alphanumeric characters). The machine will display this name on the LCD.
Host Address	Type the Host Address (for example: ftp.example.com; up to 64 characters) or the IP address (for example: 192.23.56.189).
Port Number	Change the **Port Number** setting used to access the FTP server. The default setting is port 21. In most cases, this setting does not need to be changed.
Username	Type a user name (up to 32 characters) of a user that has permission to write data to the FTP server.
Password	Type the password (up to 32 characters) associated with the user name you entered in the **Username** field. Type the password again in the **Retype password** field.
SSL/TLS	Set the **SSL/TLS** option to scan securely using SSL/TLS communication. Change the **CA Certificate** setting, if needed.
Store Directory	Type the path to the folder on the FTP server where you want to send your scanned data. Do not type a slash mark at the beginning of the path.
File Name	Select a file name prefix from the preset names provided, or from user-defined names. The file name used for the scanned document will be the file name prefix you select, followed by the last six digits of the flatbed/ADF scanner counter and the file extension (for example: "Estimate_098765.pdf").
Quality	Select a quality setting. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
File Type	Select the file type you want to use for the scanned document. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
Document Size	Select your document size from the list. This is necessary to make sure the scanned file is the correct size. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
File Size	Select your file size from the list. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.

Option	Description
Auto Deskew (ADF Auto Deskew)	Select the **Auto** option to set the machine to correct document skewing automatically as the pages are scanned.
Skip Blank Page	Select the **On** option to remove blank pages of the document from the scanning results.
Skip Blank Page Sensitivity	Select the sensitivity level for detecting blank pages in the scanned data. The higher the sensitivity, the easier it is for the machine to detect blank pages.
Remove Background Color	Change the amount of background colour that is removed.
Margin Settings	Adjust your document's margins.
Moire Reduction	Select **On** to reduce the moire pattern, or cross-hatching, in a scanned image.
Document Separation	Split a scanned image. When multiple documents have been scanned, you can split and save the documents separately by using this function.
Color/Gray TIFF Compression	Select the TIFF compression option for a colour or grey document.
B&W TIFF Compression	Select the TIFF compression option for a black and white document.
Brightness	Select the brightness level.
Contrast	Select the contrast level.
Passive Mode	Set the **Passive Mode** option to off or on depending on your FTP server and network firewall configuration. The default setting is on. In most cases, this setting does not need to be changed.

6. Click **Submit**.

> ✅ **Related Information**
>
> • Scan to FTP
>
> **Related Topics:**
>
> • Access Web Based Management

Upload Scanned Data to an FTP Server

Share scanned information by saving it to your FTP server.

1. Load your document.

2. Press [Scan] > [to FTP/SFTP].

3. When the server profiles you set up using Web Based Management appear, select the profile you want. If the profile is not complete (for example, if the logon account name and password are missing, or if the quality or file type is not specified), you will be prompted to enter any missing information.

> ✎
>
> To preview the scanned results before the scanned data is saved, press 🔲🔍 [Preview], and then press [Preview] ([Start]). The machine scans the document and displays the scanned results on the LCD. If the scanned results are acceptable, press [Start] to save them and to finish processing.

4. Press [Start].

   The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

✅ **Related Information**

• Scan to FTP

Scan to SSH Server (SFTP)

Uses the Secure Shell Protocol to establish a private and safe data stream when scanning documents to a network destination. For added convenience, configure different profiles to save your favourite Scan to SFTP destinations.
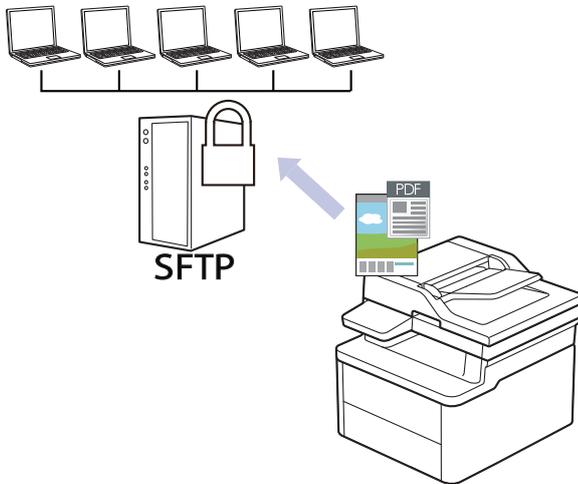
- Set up a Scan to SFTP Profile

- Create a Client Key Pair Using Web Based Management

- Export a Client Key Pair Using Web Based Management

- Import a Server Public Key Using Web Based Management

- Upload Scanned Data to an SFTP Server

Set up a Scan to SFTP Profile

Set up a Scan to SFTP Profile to scan and upload scanned data directly to an SFTP location.

1. Start Web Based Management. See Access Web Based Management.
2. In the left navigation bar, click **Scan** > **Scan to FTP/SFTP/Network/SharePoint**.

> 🖉 If the left navigation bar is not visible, start navigating from ≡.

3. Select the **SFTP** option, and then click **Submit**.
4. Click the **Scan to FTP/SFTP/Network/SharePoint Profile** menu.
5. Select the profile you want to set up or change.

> 🖉 Using the following characters: ?, /, \, ", :, <, >, | or * may cause a sending error.

Option	Description
Profile Name	Type a name for this server profile (up to 15 alphanumeric characters). The machine will display this name on the LCD.
Host Address	Type the Host Address (for example: ftp.example.com; up to 64 characters) or the IP address (for example: 192.23.56.189).
Username	Type a user name (up to 32 characters) of a user that has permission to write data to the SFTP server.
Auth. Method	Select **Password** or **Public Key**.
Password	When you select **Password** for the **Auth. Method** option, type the password (up to 32 characters) associated with the user name you typed in the **Username** field. Type the password again in the **Retype password** field.
Client Key Pair	When you select **Public Key** for the **Auth. Method** option, select the authentication type.
Server Public Key	Select the authentication type.
Store Directory	Type the path to the folder on the SFTP server where you want to send your scanned data. Do not type a slash mark at the beginning of the path.
File Name	Select a file name prefix from the preset names provided, or from user-defined names. The file name used for the scanned document will be the file name prefix you select, followed by the last six digits of the flatbed/ADF scanner counter and the file extension (for example: "Estimate_098765.pdf").
Quality	Select a quality setting. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
File Type	Select the file type you want to use for the scanned document. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
Document Size	Select your document size from the list. This is necessary to make sure the scanned file is the correct size. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
File Size	Select your file size from the list. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.

Option	Description
Auto Deskew (ADF Auto Deskew)	Select the **Auto** option to set the machine to correct document skewing automatically as the pages are scanned.
Skip Blank Page	Select the **On** option to remove blank pages of the document from the scanning results.
Skip Blank Page Sensitivity	Select the sensitivity level for detecting blank pages in the scanned data. The higher the sensitivity, the easier it is for the machine to detect blank pages.
Remove Background Color	Change the amount of background colour that is removed.
Margin Settings	Adjust your document's margins.
Moire Reduction	Select **On** to reduce the moire pattern, or cross-hatching, in a scanned image.
Document Separation	Split a scanned image. When multiple documents have been scanned, you can split and save the documents separately by using this function.
Color/Gray TIFF Compression	Select the TIFF compression option for a colour or grey document.
B&W TIFF Compression	Select the TIFF compression option for a black and white document.
Brightness	Select the brightness level.
Contrast	Select the contrast level.
Port Number	Change the **Port Number** setting used to access the SFTP server. The default setting is port 22. In most cases, this setting does not need to be changed.

6. Click **Submit**.

✅ **Related Information**

• Scan to SSH Server (SFTP)

Related Topics:

• Access Web Based Management

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Create a Client Key Pair Using Web Based Management

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Network** > **Security** > **Client Key Pair**.

   🖉 If the left navigation bar is not visible, start navigating from ≡.

3. Click **Create New Client Key Pair**.

4. In the **Client Key Pair Name** field, type the name (up to 20 characters) you want.

5. Click the **Public Key Algorithm** drop-down list, and then select the algorithm you want.

6. Click **Submit**.

   The client key pair is created and saved in your machine's memory. The client key pair name and public key algorithm will be displayed in the **Client Key Pair List**.

✅ **Related Information**

- Scan to SSH Server (SFTP)

   Related Topics:

- Access Web Based Management

Export a Client Key Pair Using Web Based Management

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Network** > **Security** > **Client Key Pair**.

    ✎ If the left navigation bar is not visible, start navigating from ☰.

3. Click **Export Public Key** shown with **Client Key Pair List**.

4. Click **Submit**.

The client key pair is exported to your computer.

✅ **Related Information**

- Scan to SSH Server (SFTP)

Related Topics:

- Access Web Based Management

Import a Server Public Key Using Web Based Management

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Network** > **Security** > **Server Public Key**.

   🖉 If the left navigation bar is not visible, start navigating from ☰.

3. Click **Import Server Public Key**.

4. Specify the file that you want to import.

5. Click **Submit**.

The server public key is imported to your machine.

✅ **Related Information**

• Scan to SSH Server (SFTP)

Related Topics:

• Access Web Based Management

Upload Scanned Data to an SFTP Server

1. Load your document.

2. Press [Scan] > [to FTP/SFTP].

3. When the server profiles you set up using Web Based Management appear, select the profile you want. If the profile is not complete (for example, if the logon account name and password are missing, or if the quality or file type is not specified), you will be prompted to enter any missing information.

   > 🖉
   >
   > To preview the scanned results before the scanned data is saved, press ▣🔍 [Preview], and then press [Preview] ([Start]). The machine scans the document and displays the scanned results on the LCD. If the scanned results are acceptable, press [Start] to save them and to finish processing.

4. Press [Start].

   The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

✅ **Related Information**

- Scan to SSH Server (SFTP)

Scan to Network (Windows)

Scan documents directly to a CIFS server on your local network. For added convenience, you can configure different profiles to save your favourite Scan to Network destinations.

- Set up a Scan to Network Profile

- Upload Scanned Data to a CIFS Server

Set up a Scan to Network Profile

Set up a Scan to Network Profile to scan and upload scanned data directly to a folder on a CIFS server.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Scan** > **Scan to FTP/SFTP/Network/SharePoint**.

   🖉 If the left navigation bar is not visible, start navigating from ≡.

3. Select the **Network** option, and then click **Submit**.

   🖉 If you want to send the data to your designated folder on the CIFS server, select **On** for the **Send to My Folder** option.

4. Click the **Scan to FTP/SFTP/Network/SharePoint Profile** menu.

5. Select the profile you want to set up or change.

   🖉 Using the following characters: ?, /, \, ", :, <, >, | or * may cause a sending error.

Option	Description
Profile Name	Type a name for this server profile (up to 15 alphanumeric characters). The machine will display this name on the LCD.
Network Folder Path	Type the path to the folder on the CIFS server where you want to send your scanned data.
File Name	Select a file name prefix from the preset names provided, or from user-defined names. The file name used for the scanned document will be the file name prefix you select, followed by the last six digits of the flatbed/ADF scanner counter and the file extension (for example: "Estimate_098765.pdf").
Quality	Select a quality setting. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
File Type	Select the file type you want to use for the scanned document. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
Document Size	Select your document size from the list. This is necessary to make sure the scanned file is the correct size. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
File Size	Select your file size from the list. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
Auto Deskew (ADF Auto Deskew)	Select the **Auto** option to set the machine to correct document skewing automatically as the pages are scanned.
Skip Blank Page	Select the **On** option to remove blank pages of the document from the scanning results.
Skip Blank Page Sensitivity	Select the sensitivity level for detecting blank pages in the scanned data. The higher the sensitivity, the easier it is for the machine to detect blank pages.
Remove Background Color	Change the amount of background colour that is removed.
Margin Settings	Adjust your document's margins.
Moire Reduction	Select **On** to reduce the moire pattern, or cross-hatching, in a scanned image.

Option	Description
Document Separation	Split a scanned image.
	When multiple documents have been scanned, you can split and save the documents separately by using this function.
Color/Gray TIFF Compression	Select the TIFF compression option for a colour or grey document.
B&W TIFF Compression	Select the TIFF compression option for a black and white document.
Brightness	Select the brightness level.
Contrast	Select the contrast level.
Use PIN for Authentication	To PIN-protect this profile, select **On** and type a four-digit PIN in the **PIN Code** field.
Auth. Method	To set your authentication method, select **Auto**, **Kerberos**, or **NTLMv2**.
Username	Type a user name (up to 96 characters) of a user that has permission to write data to the folder specified in the **Network Folder Path** field. If the user name is part of a domain, enter the user name in one of the following styles:
	• **user@domain**
	• **domain\user**
Password	Type the password (up to 32 characters) associated with the user name you entered in the **Username** field. Type the password again in the **Retype password** field.
Kerberos Server Address	When you select **Kerberos** for the **Auth. Method** option, you must type the Kerberos Server Address (for example: kerberos.example.com; up to 64 characters).

6. Click **Submit**.

7. You must configure the SNTP protocol (network time server) or set the date, time and time zone correctly on the control panel for all authentication methods. The machine's time must match the time used by the Kerberos Server and CIFS Server.

✅ **Related Information**

• Scan to Network (Windows)

Related Topics:

• Access Web Based Management
• Configure Date and Time Using Web Based Management

Upload Scanned Data to a CIFS Server

1. Load your document.

2. Press [Scan] > [to Network].

> ✎
> • If you registered your user ID, the [to My Folder] option appears when you log on to the machine using Active Directory Authentication or LDAP Authentication.
>
> • To send scanned data to your designated folder on the CIFS server, press [to My Folder].
>
> • To enable this feature in Web Based Management, click **Scan** > **Scan to FTP/SFTP/Network/ SharePoint** in the left navigation bar. In the **Send to My Folder** field, select **On**.

3. When the server profiles you set up using Web Based Management appear, select the profile you want. If the profile is not complete (for example, if the logon account name and password are missing, or if the quality or file type is not specified), you will be prompted to enter any missing information.

> ✎
> • If the LCD prompts you to enter a PIN for the computer, enter the four-digit PIN on the LCD, and then press [OK].
>
> • To preview the scanned results before the scanned data is saved, press ▯🔍 [Preview], and then press [Preview] ([Start]). The machine scans the document and displays the scanned results on the LCD. If the scanned results are acceptable, press [Start] to save them and to finish processing.

4. Press [Start].

The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

✓ **Related Information**

• Scan to Network (Windows)

Scan to SharePoint

Scan documents directly to a SharePoint server when you need to share the scanned information. For added convenience, configure different profiles to save your favourite Scan to SharePoint destinations.

- Set up a Scan to SharePoint Profile

- Upload Scanned Data to a SharePoint Server

Set up a Scan to SharePoint Profile

Set up a Scan to SharePoint Profile to scan and upload the scanned data directly to a SharePoint location.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Scan** > **Scan to FTP/SFTP/Network/SharePoint**.

> 🖉   If the left navigation bar is not visible, start navigating from ☰.

3. Select the **SharePoint** option, and then click **Submit**.

4. Click the **Scan to FTP/SFTP/Network/SharePoint Profile** menu.

5. Select the profile you want to set up or change.

> **NOTE**
>
> Using the following characters: ?, /, \, ", :, <, >, | or * may cause a sending error.

Option	Description
Profile Name	Type a name for this server profile (up to 15 alphanumeric characters). The machine will display this name on the LCD.
SharePoint Site Address	Copy and paste the full destination address shown in the address bar of your browser (for example: http://SharePointSiteAddress/Shared%20Documents/Forms/AllItems.aspx) or the IP address (for example: http://192.168.0.1/Shared%20Documents/Forms/AllItems.aspx).
SSL/TLS	If the address in the **SharePoint Site Address** field starts with "https://", you can verify the server certificate by selecting the **Verify Server Certificate** checkbox.
File Name	Select a file name prefix from the preset names provided, or from user-defined names. The file name used for the scanned document will be the file name prefix you select, followed by the last six digits of the flatbed/ADF scanner counter and the file extension (for example: "Estimate_098765.pdf").
Quality	Select a quality setting. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
File Type	Select the file type you want to use for the scanned document. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
Document Size	Select your document size from the list. This is necessary to make sure the scanned file is the correct size. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
File Size	Select your file size from the list. If you choose the **User Select** option, the machine will prompt users to select a setting each time they use the scan profile.
Auto Deskew (ADF Auto Deskew)	Select the **Auto** option to set the machine to correct document skewing automatically as the pages are scanned.
Skip Blank Page	Select the **On** option to remove blank pages of the document from the scanning results.
Skip Blank Page Sensitivity	Select the sensitivity level for detecting blank pages in the scanned data. The higher the sensitivity, the easier it is for the machine to detect blank pages.

Option	Description
Remove Background Color	Change the amount of background colour that is removed.
Margin Settings	Adjust your document's margins.
Moire Reduction	Select **On** to reduce the moire pattern, or cross-hatching, in a scanned image.
Document Separation	Split a scanned image. When multiple documents have been scanned, you can split and save the documents separately by using this function.
Color/Gray TIFF Compression	Select the TIFF compression option for a colour or grey document.
B&W TIFF Compression	Select the TIFF compression option for a black and white document.
Brightness	Select the brightness level.
Contrast	Select the contrast level.
Use PIN for Authentication	To PIN-protect this profile, select **On** and type a four-digit PIN in the **PIN Code** field.
Auth. Method	To set your authentication method, select **Auto**, **NTLMv2**, **Kerberos**, or **Basic**. If you choose **Auto**, the authentication method will be detected automatically.
Username	Type the user name (up to 96 characters) of a user that has permission to write data to the folder specified in the **SharePoint Site Address** field. If the user name is part of a domain, enter the user name in one of the following styles: • **user@domain** • **domain\user**
Password	Type the password (up to 32 characters) associated with the user name you entered in the **Username** field. Type the password again in the **Retype password** field.
Kerberos Server Address	When you select **Kerberos** for the **Auth. Method** option, you must type the Kerberos Server Address (for example: kerberos.example.com; up to 64 characters).

6. Click **Submit**.

> ✅ **Related Information**
>
> • Scan to SharePoint
>
> **Related Topics:**
>
> • Access Web Based Management

Upload Scanned Data to a SharePoint Server

1. Load your document.

2. Press [Scan] > [to SharePoint].

3. When the server profiles you set up using Web Based Management appear, select the profile you want. If the profile is not complete (for example, if the logon account name and password are missing, or if the quality or file type is not specified), you will be prompted to enter any missing information.

   🖉 • If the LCD prompts you to enter a PIN for the computer, enter the four-digit PIN on the LCD, and then press [OK].

   • To preview the scanned results before the scanned data is saved, press ▢🔍 [Preview], and then press [Preview] ([Start]). The machine scans the document and displays the scanned results on the LCD. If the scanned results are acceptable, press [Start] to save them and to finish processing.

4. Press [Start].

   The machine starts scanning. If using the machine's scanner glass, follow the touchscreen instructions to complete the scanning job.

✅ Related Information

• Scan to SharePoint

Use the Web Services Protocol for Network Scanning (Windows)

The Web Services protocol enables Windows 10 and Windows 11 users to scan using a Brother machine on the network. You must install the driver via Web Services.

- Use the Web Services Protocol to Install the Scanner Driver (Windows)

- Scan From Your Machine Using the Web Services Protocol (Windows)

- Configure Scan Settings for the Web Services Protocol

Use the Web Services Protocol to Install the Scanner Driver (Windows)

- Make sure you have installed the correct software and drivers for your machine.
- Verify that the host computer and the Brother machine are on the same subnet, or that the router is correctly configured to pass data between the two devices.
- You must configure the IP address on your Brother machine before you configure this setting.

1. Hold down the [⊞] key and press the [R] key on the computer's keyboard to launch **Run**.

2. Type **"control printers"** in the **Open:** field and click **OK**.
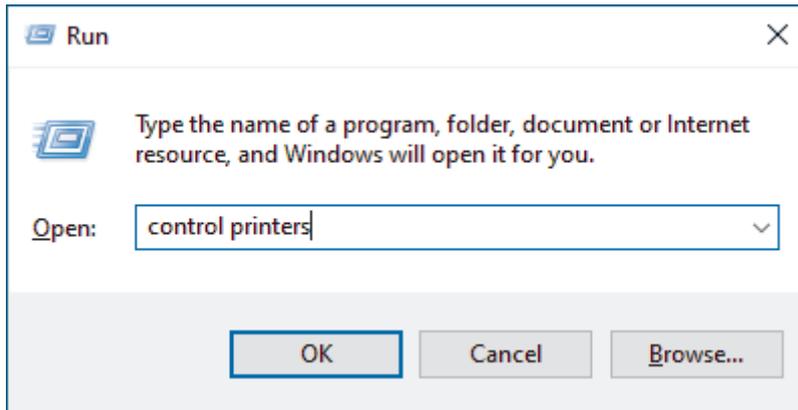
The **Devices and Printers** window appears.

✎ If the **Devices and Printers** window does not appear, click **Devices** > **More devices and printer settings**.

3. Click **Add a device**.

✎ The Web Services Name for the Brother machine is your model's name and the MAC Address.

4. Select the machine you want to install, and then follow the on-screen instructions.

✎ To uninstall the drivers, click **Remove device**.

✅ **Related Information**

- Use the Web Services Protocol for Network Scanning (Windows)

Scan From Your Machine Using the Web Services Protocol (Windows)

If you have installed the scanner driver via Web Services, you can access the Web Services scanning menu on your machine's LCD.

> Certain characters in the messages displayed on the LCD may be replaced with spaces if the language settings of your operating system and your machine are different.

1. Load your document.
2. Press [Scan] > [WS Scan].
3. Select the scan type.
4. Select the computer name where you want to send scanned data.
5. Press [Start].

   The machine starts scanning.

If you are requested to select a scanning application, select Windows Fax and Scan from the list.

✅ **Related Information**

- Use the Web Services Protocol for Network Scanning (Windows)

Configure Scan Settings for the Web Services Protocol

1. Hold down the [⊞] key and press the [R] key on the computer's keyboard to launch **Run**.

2. Type **"control printers"** in the **Open:** field and click **OK**.
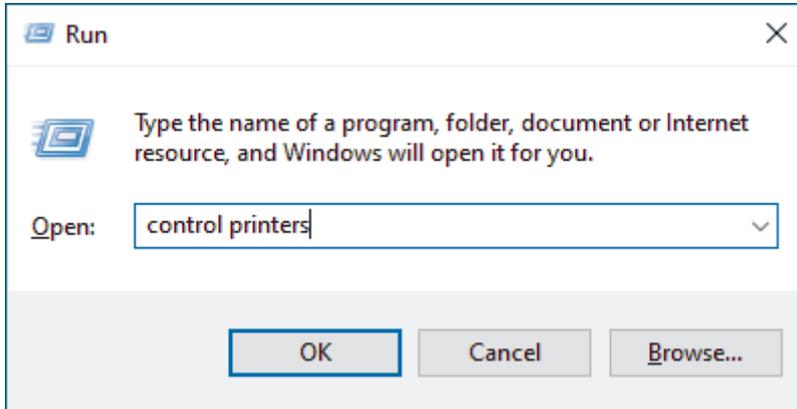
The **Devices and Printers** window appears.

✏️ If the **Devices and Printers** window does not appear, click **Devices** > **More devices and printer settings**.

---

3. Right-click the machine icon, and then select **Scan profiles...**. The **Scan Profiles** dialog box appears.

4. Select the scan profile you want to use.

5. Make sure the scanner selected in the **Scanner** list is a machine that supports Web Services for scanning, and then click the **Set as Default** button.

6. Click **Edit...**.

The **Edit Default Profile** dialog box appears.

7. Select the **Source**, **Paper size**, **Color format**, **File type**, **Resolution (DPI)**, **Brightness** and **Contrast** settings. (The available options will vary depending on your model.)

8. Click the **Save Profile** button.

These settings will be applied when you scan using the Web Services protocol.

If the machine prompts you to select a scanning application, select Windows Fax and Scan from the list.

✅ **Related Information**

- Use the Web Services Protocol for Network Scanning (Windows)

Change the Scan Button Settings from Brother iPrint&Scan

Brother iPrint&Scan allows you to change the machine's Scan Button settings.

1. Start Brother iPrint&Scan.

   • Windows:

   Double-click the ![icon](Brother iPrint&Scan) icon on your computer's desktop.

   For more information, see *Related Information*.

   • Mac:

   In the **Finder** menu bar, click **Go** > **Applications**, and then double-click the iPrint&Scan icon.

   The Brother iPrint&Scan screen appears.

> **NOTE**
>
> **To download the latest application:**
>
> • For Windows:
>
> Go to your model's **Downloads** page at support.brother.com/downloads, and then download and install Brother iPrint&Scan.
>
> • For Mac:
>
> Download and install Brother iPrint&Scan from the Apple App Store.

2. If your Brother machine is not selected, click the **Add Machine** / **Select your Machine** button, and then follow the on-screen instructions to select your Brother machine.

3. Click the **Machine Scan Settings** button, and then follow the on-screen instructions to change the scan settings, such as document size, colour, and resolution.

✅ Related Information

• Scan Using the Scan Button on Your Machine

Related Topics:

• Access Brother iPrint&Scan (Windows/Mac)
• Scan Photos and Graphics
• Scan Documents as a Single PDF File
• Scan to an Editable Text File (OCR)
• Save Scanned Data as an Email Attachment

Configure Certificates for Signed PDFs

If you select Signed PDF for Scan features (available only for certain models), you must configure a certificate on your machine using Web Based Management.

> To use Signed PDF, you must install a certificate on your machine and your computer.

1. Start Web Based Management. See Access Web Based Management.
2. In the left navigation bar, click **Administrator** > **Signed PDF**.

> If the left navigation bar is not visible, start navigating from ≡.

3. Click the **Select the Certificate** drop-down list, and then select the certificate.
4. Click **Submit**.

✅ **Related Information**

- Scan Using the Scan Button on Your Machine

Related Topics:

- Access Web Based Management

Disable Scanning from Your Computer

To disable the scan function on your computer, disable the Pull Scan setting using Web Based Management.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Scan** > **Scan from PC**.

> 🖉 If the left navigation bar is not visible, start navigating from ☰.

3. In the **Pull Scan** field, click **Disabled**.

4. Click **Submit**.

> ✅ **Related Information**

- Scan Using the Scan Button on Your Machine

Related Topics:

- Access Web Based Management

Scan from Your Computer (Windows)

There are several ways you can use your computer to scan photos and documents on your machine. Use the software applications we provide or use your favourite scanning application.

- Scan Using Brother iPrint&Scan (Windows/Mac)

- Scan Using Kofax PaperPort™ 14SE or Other Windows Applications

- Scan Using Windows Fax and Scan

Scan Using Brother iPrint&Scan (Windows/Mac)

1. Load your document.
2. Start Brother iPrint&Scan.

   - Windows:

     Double-click the ![icon](Brother iPrint&Scan) icon on your computer's desktop.

     For more information, see *Related Information*.

   - Mac:

     In the **Finder** menu bar, click **Go** > **Applications**, and then double-click the iPrint&Scan icon.

   The Brother iPrint&Scan screen appears.

> **NOTE**
>
> **To download the latest application:**
>
> - For Windows:
>
>   Go to your model's **Downloads** page at support.brother.com/downloads, and then download and install Brother iPrint&Scan.
>
> - For Mac:
>
>   Download and install Brother iPrint&Scan from the Apple App Store.

3. If your Brother machine is not selected, click the **Add Machine** / **Select your Machine** button, and then select your model's name from the list. Click **OK**.
4. Click the **Scan** icon.
5. Configure the scan settings, and then click the **Scan** button to start scanning.
6. After all the documents have been scanned, select the option for saving and sharing scanned data.
7. Configure detailed settings, including the **File Name** and the **File Type**.

   To combine multiple scans into a file, select PDF as the **File Type**.

8. Complete the scanning process.

✅ **Related Information**

- Scan from Your Computer (Windows)

Related Topics:

- Access Brother iPrint&Scan (Windows/Mac)
- Scan Photos and Graphics
- Scan Documents as a Single PDF File

Scan Using Kofax PaperPort™ 14SE or Other Windows Applications

You can use the Kofax PaperPort™ 14SE application for scanning.

To download the Kofax PaperPort™ 14SE application, click ▦ (**Brother Utilities**), select **Do More** in the left navigation bar, and then click **PaperPort**.

🖉 The instructions for scanning in these steps are for PaperPort™ 14SE. For other Windows applications, the steps will be similar. PaperPort™ 14SE supports both TWAIN and WIA drivers; the TWAIN driver (recommended) is used in these steps.

---

1. Load your document.
2. Start PaperPort™ 14SE.

   Do one of the following:

   - Windows 11

     Click 🪟 > **All apps** > **Kofax PaperPort 14** > **PaperPort**.

   - Windows 10

     Click 🪟 > **Kofax PaperPort 14** > **PaperPort**.

3. Click the **Desktop** menu, and then click **Scan Settings** in the **Desktop** ribbon.

   The **Scan or Get Photo** panel appears on the left side of the screen.

4. Click **Select**.
5. From the available Scanners list, select your model with **TWAIN: TW** in the name.
6. Click **OK**.
7. Select the **Display scanner dialog box** checkbox in the **Scan or Get Photo** panel.
8. Click **Scan**.

   The Scanner Setup dialog box appears.
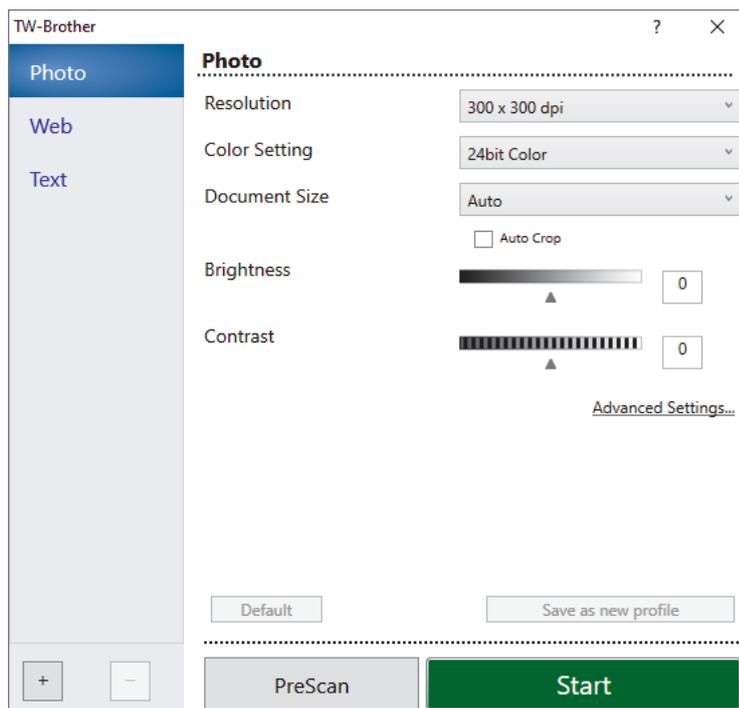
9. Adjust the settings in the Scanner Setup dialog box, if needed.

10. Click the **Document Size** drop-down list, and then select your document size.

11. Click **PreScan** to preview your image and crop unwanted portions before scanning.

12. Click **Start**.

The machine starts scanning.

 Related Information

- Scan from Your Computer (Windows)
    - TWAIN Driver Settings (Windows)

TWAIN Driver Settings (Windows)
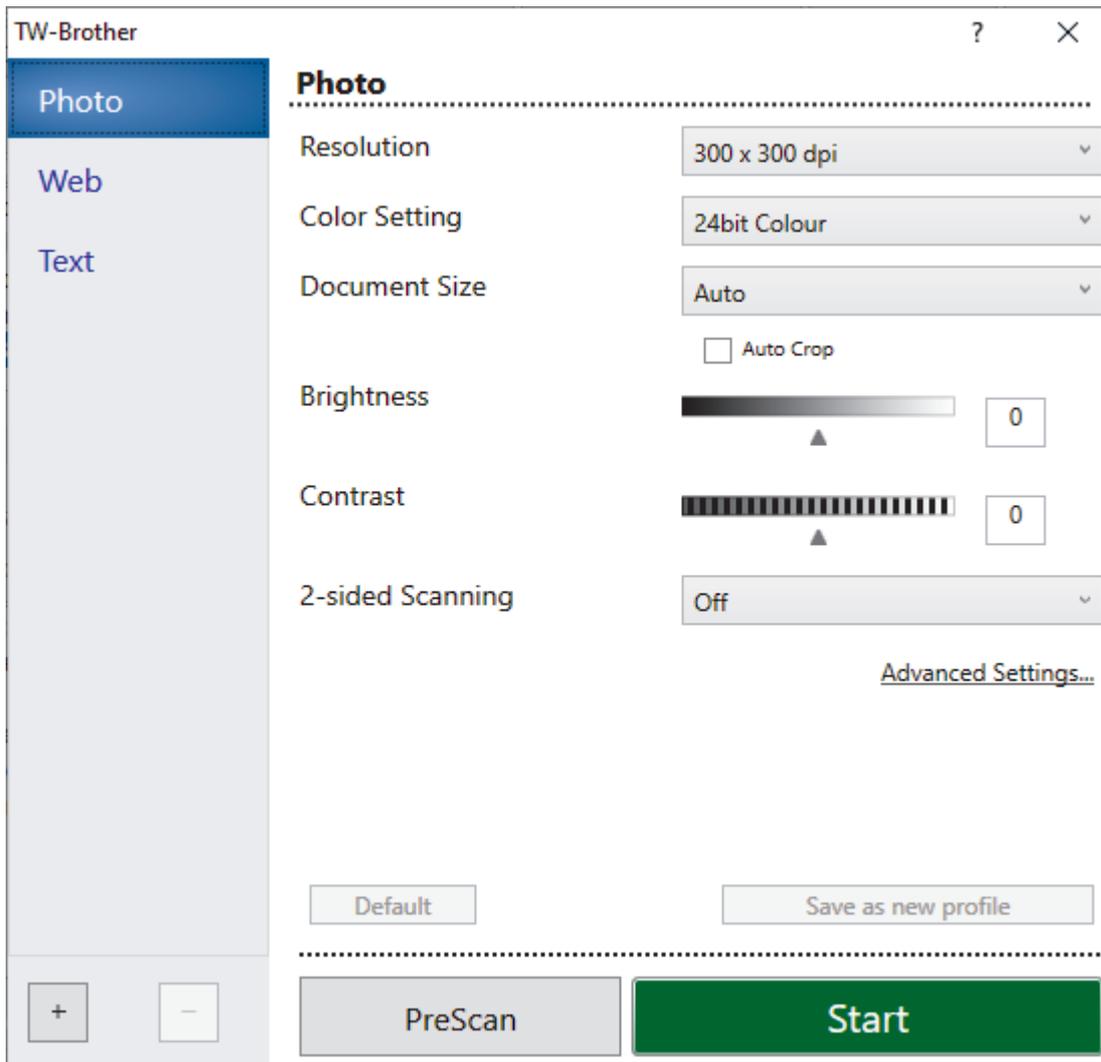
✎ • Note that the item names and assignable values will vary depending on the machine.

• The **Contrast** option is available only when selecting the **Gray (Error Diffusion)**, **True Gray**, or **24bit Color** options from the **Color Setting** settings.

1. **Scan**

   Select the **Photo**, **Web**, or **Text** option depending on the type of document you want to scan.

Scan (Image Type)		Resolution	Colour Setting
Photo	Use for scanning photo images.	300 x 300 dpi	**24bit Color**
Web	Use for attaching scanned images to web pages.	100 x 100 dpi	**24bit Color**
Text	Use for scanning text documents.	200 x 200 dpi	**Black & White**

2. **Resolution**

   Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and a longer transfer time, but produce a higher quality scanned image.

3. **Color Setting**

   Select from a range of scan colour depths.

- **Black & White**

   Use for text or line art images.

- **Gray (Error Diffusion)**

   Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are arranged in a specific pattern to give a grey appearance.)

- **True Gray**

   Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of grey.

- **24bit Color**

   Use to create an image with the most accurate colour reproduction. This mode uses up to 16.8 million colours to scan the image, but it requires the most memory and has the longest transfer time.

4. **Document Size**

   Select the exact size of your document from a selection of preset scan sizes.

   If you select **Custom**, the **Custom Document Size** dialog box appears and you can specify the document size.

5. **Auto Crop**

   Scan multiple documents placed on the scanner glass. The machine will scan each document and create separate files or a single multi-page file.

6. **Brightness**

   Set the brightness level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value in the field to set the brightness level.

7. **Contrast**

   Increase or decrease the contrast level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value in the field to set the contrast level.

8. **Advanced Settings**

   Configure advanced settings by clicking the **Advanced Settings** link in the Scan Settings dialog box.

   - **Document Correction**
     - **Auto Deskew**

        Set the machine to correct document skewing automatically as the pages are scanned.

     - **Detect End of Page (ADF)**

        Detects the end of page and automatically adjusts the size of a page when the length of the document scanned from the ADF is shorter than the selected document size.

     - **Margin Settings**

        Adjust the margins in your document.

     - **Rotate Image**

        Rotate the scanned image.

     - **Fill With Color**

        Fill in the edges on four sides of the scanned image using the selected colour and range.

     - **Skip Blank Page**

        Remove the document's blank pages from the scanning results.

     - **Fixed-size Output Mode (Letter/Legal)**

        Scan mixed size documents. The machine detects each document size and creates a file including Letter and Legal size pages. To use this mode, select the **Auto** option from the **Document Size** drop-down list.

   - **Image Quality**
     - **Background Processing**

- • **Remove Bleed-through / Pattern**

    Prevent bleed-through.

- • **Remove Background Color**

    Remove the base colour of documents to make the scanned data more legible.

- **Color Drop**

    Select a colour to remove from the scanned image.

- **Edge Emphasis**

    Make the characters of the original sharper.

- **Reduce Noise**

    Improve the quality of your scanned images with this selection. The **Reduce Noise** option is available when selecting the **24bit Color** option and the **300 x 300 dpi**, **400 x 400 dpi**, or **600 x 600 dpi** scan resolution.

- **Moire Reduction**

    Improve the quality of your scanned images with this selection. The **Moire Reduction** option is available when selecting the **100 x 100 dpi**, **150 x 150 dpi**, **200 x 200 dpi** or **300 x 300 dpi** scan resolution.

- • **B&W Image Quality**

    - **Character Correction**

        - • **Blurred Character Correction**

            Correct the broken or incomplete characters of the original to make them easier to read.

        - • **Boldface Formatting**

            Emphasise the characters of the original by making them bold.

    - **B&W Inversion**

        Invert black and white in the monochrome image.

- • **Feed Control**

    - **Layout**

        Select the layout.

    - **Continuous Scan**

        Select this option to scan multiple pages. After a page is scanned, select whether to continue scanning or finish.

✅ Related Information

- • Scan Using Kofax PaperPort™ 14SE or Other Windows Applications

Scan Using Windows Fax and Scan

The Windows Fax and Scan application is another option that you can use for scanning.

> - Windows Fax and Scan uses the WIA scanner driver.
> - If you plan to crop a portion of a scanned page, you must scan the original document using the scanner glass (also called the flatbed), not by feeding it through the Automatic Document Feeder (ADF).

1. Load your document.
2. Launch Windows Fax and Scan.
3. Click **File** > **New** > **Scan**.
4. Select the scanner you want to use.
5. Click **OK**.

   The **New Scan** dialog box appears.
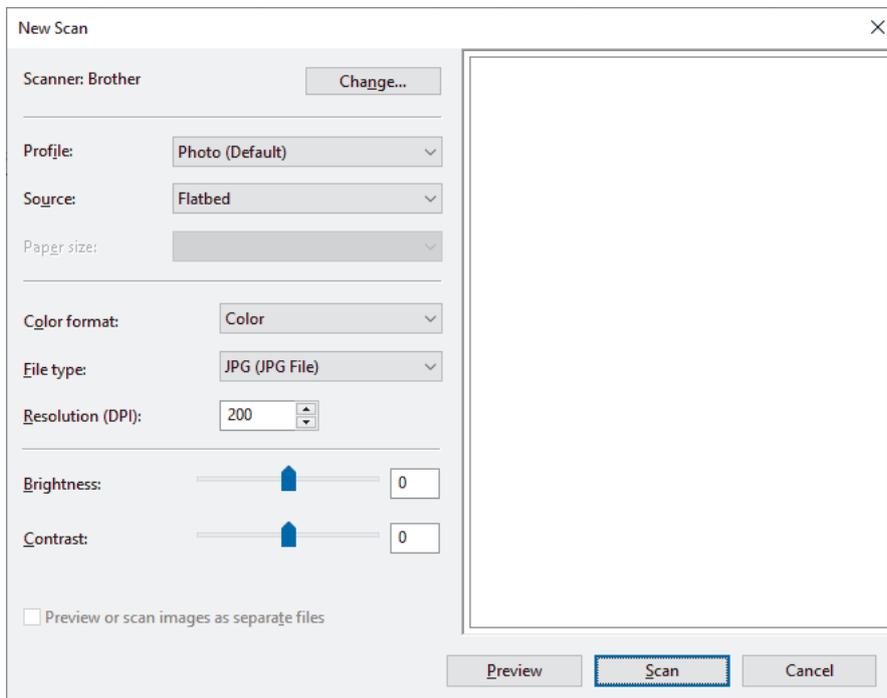
6. Adjust the settings in the dialog box, if needed.

7. Click **Scan**.

   The machine starts scanning the document.

✅ **Related Information**

- Scan from Your Computer (Windows)
  - WIA Driver Settings (Windows)

WIA Driver Settings (Windows)
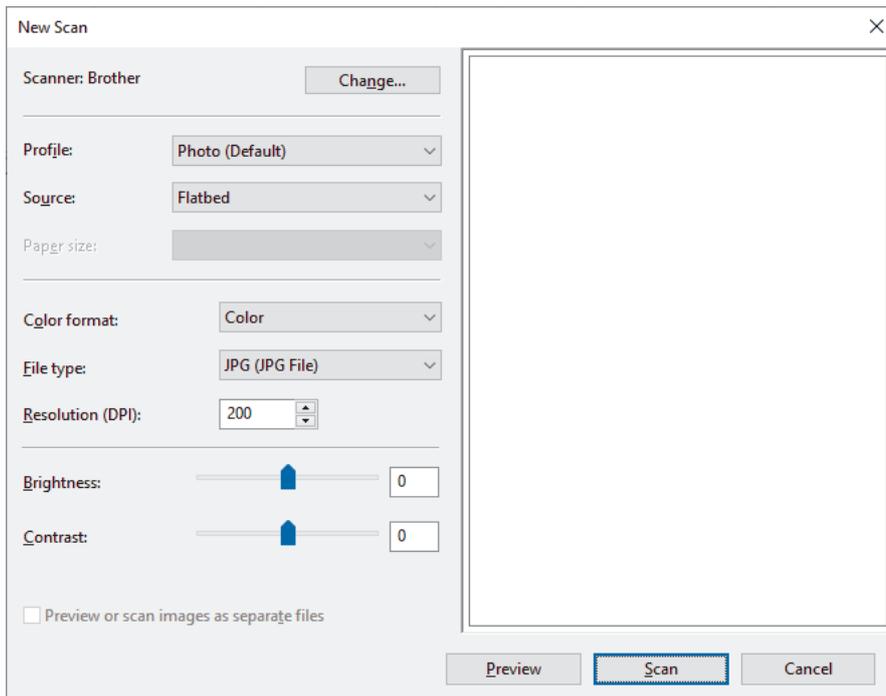
Profile

Select the scan profile you want to use from the **Profile** drop-down list.

Source

(ADF models only)

Select the **Flatbed** or **Feeder (Scan one side)** option from the drop-down list.

Paper size

(ADF models only)

The **Paper size** option is available if you select the **Feeder (Scan one side)** option from the **Source** drop-down list.

Color format

Select a scan colour format from the **Color format** drop-down list.

File type

Select a file format from the **File type** drop-down list.

Resolution (DPI)

Set a scanning resolution in the **Resolution (DPI)** field. Higher resolutions take more memory and a longer transfer time, but produce a higher quality scanned image.

Brightness

Set the brightness level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value in the field to set the brightness level.

Contrast

Increase or decrease the contrast level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value in the field to set the contrast level.

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☑ **Related Information**

- Scan Using Windows Fax and Scan

Scan from Your Computer (Mac)

- Scan Using Brother iPrint&Scan (Windows/Mac)

- Scan Using AirPrint (macOS)

Secure Scan

Use the Secure Scan feature to ensure that confidential or sensitive documents are not scanned until you enter your user name and password on your computer or mobile device.

- The Secure Scan feature supports scanning from your computer or mobile device.
- This feature is available only for certain applications and online services.

---

1. Start Web Based Management. See Access Web Based Management.
2. In the left navigation bar, select **Network** > **Network** > **Protocol**.

✎ If the left navigation bar is not visible, start navigating from ☰.

---

3. Make sure the **Network Scan** checkbox is selected, and then select the **Advanced Settings** option.
4. Make sure the **Unencrypted Scan Settings** option is set to **Enabled**.
5. Select **User Restriction Function**.
6. Select **Secure Function Lock**.
7. Select **Submit**.
8. Select the **Restricted Functions** menu.
9. In the **Public Mode** row, make sure the **Scan** checkbox is unchecked.
10. In the **User List / Restricted Functions** field, type a group name, and then select the **Scan** checkbox.
11. Select **Submit**.
12. Select the **User List** menu, and then configure the User List.
13. Select **Submit**.

    You have completed the Secure Scan setup.

14. Load your document.
15. On your computer or mobile device, start your scan operation.

✎ When prompted, type your user name and password.

✅ **Related Information**

- Scan

Configure Scan Settings Using Web Based Management

- Set the Scan File Name Using Web Based Management

- Set the Scan Job Email Report Using Web Based Management

Set the Scan File Name Using Web Based Management

Set up a file name for scanned data using Web Based Management.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Scan** > **Scan File Name**.

> If the left navigation bar is not visible, start navigating from ≡.

3. Select the **File Name Style** from the drop-down list.

4. If you selected the option to include the date in **File Name Style** field, select the date format from the drop-down list.

5. In the **Time** field, select **On** to include the time information in the file name.

6. In the **Counter** field, select **Continuous** or **Reset after each job**.

> If you select **Reset after each job**, duplication of file names may occur.

7. If you want to create a user-defined file name prefix, type a file name in the user-defined fields of each scan function.

> Do not use the following characters: ? / \ *

8. Click **Submit**.

✅ **Related Information**

- Configure Scan Settings Using Web Based Management

Related Topics:

- Access Web Based Management

Set the Scan Job Email Report Using Web Based Management

When you scan a document, the machine will send a scan job email report automatically to the registered email address.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Scan** > **Scan Job e-mail report**.

> ✎ If the left navigation bar is not visible, start navigating from ☰.

3. In the **Administrator Address** field, type the email address.

4. For the scan functions you want, select **On** to send a scan job email report.

5. Click **Submit**.

✅ Related Information

- Configure Scan Settings Using Web Based Management

Related Topics:

- Access Web Based Management

Copy

- Copy on One Side of the Paper (1-sided)

- Copy on Both Sides of the Paper (2-sided)

- Enlarge or Reduce Copied Images

- Make N in 1 Copies Using the Page Layout Feature

- Copy an ID Card

- Copy Options

Copy on One Side of the Paper (1-sided)

1. Make sure you have loaded the correct size paper in the paper tray.

2. Do one of the following:
   - Place the document *face up* in the ADF.

     (If you are copying multiple pages, we recommend using the ADF.)
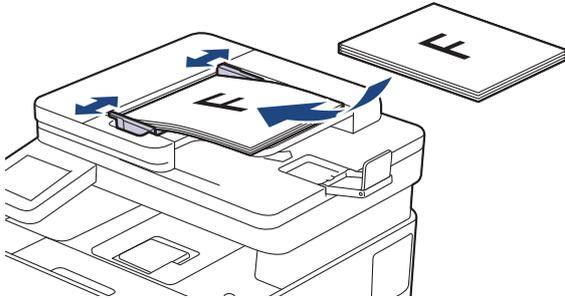
   - Place the document *face down* on the scanner glass.
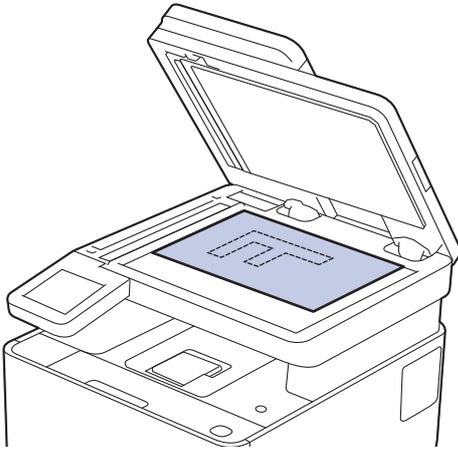
> **NOTE**
>
> For important or fragile documents, use the machine's scanner glass, not the ADF.

3. Press 📋 [Copy].

   The LCD displays:

4. Change the copy settings, if needed.

   - ×001 (Number of copies)

     Enter the number of copies in one of the following ways:

     - Press ➕ or ➖ on the LCD.

- Press ✕001 to display a numeric keypad on the LCD, and then enter the number of copies. Press [OK].

- ⚙ [Options]

  Press ⚙ to change the copy settings for the next copy only.

  - When finished, press [OK]. (If the [OK] button is displayed.)

  - After you have finished choosing new options, you can save them by pressing the [Save as Shortcut] button.

> Current setting
>
> Press the following display area to change these settings for the next copy only. The icon displayed varies depending on the model.
>
> - 🏅 [Quality]
>
> - ☰ [Select Tray]
>
> - ▯ [Enlarge/Reduce]

5. Press [Colour Start] or [Mono Start].

> To stop copying, press ✕.

✅ **Related Information**

- Copy

Copy on Both Sides of the Paper (2-sided)

Reduce the amount of paper you use by copying onto both sides of the paper.

> • You must choose a 2-sided copy layout from the following options before you can start 2-sided copying.
> • The layout of your original document determines which 2-sided copy layout you should choose.
> • (For ADF models) For important or fragile documents, use the machine's scanner glass, not the ADF.
> • When you manually make 2-sided copies from a 2-sided document, use the scanner glass.

Portrait

   2–sided to 2–sided
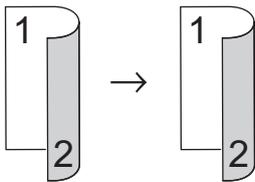
   1–sided to 2–sided (Long Edge Flip)
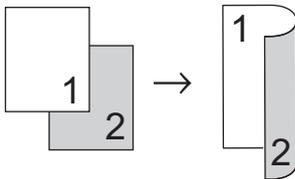
   1–sided to 2–sided (Short Edge Flip)
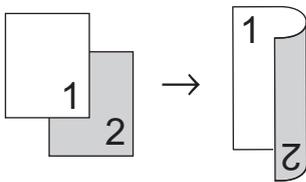
Landscape

   2–sided to 2–sided
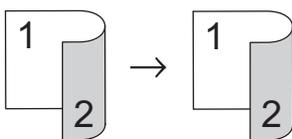
   1–sided to 2–sided (Long Edge Flip)
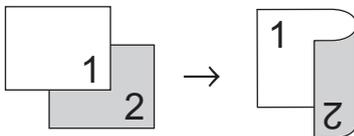
   1–sided to 2–sided (Short Edge Flip)
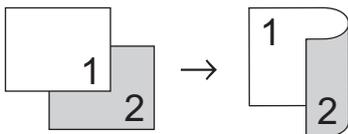
1. Load your document.

> **NOTE**

2. Press ▬ [Copy].

3. Enter the number of copies.

4. Press ⚙ [Options] > [2-sided Copy].

5. Do one of the following:
   - To make 2-sided copies of a 2-sided document, press [2-sided⇒2-sided].
   - To make 2-sided copies from a 1-sided document, follow these steps:
     a. To change the layout options, press [Layout], and then press [Long Edge Flip] or [Short Edge Flip].
     b. Press [1-sided⇒2-sided].

6. When finished, press [OK]. (If the [OK] button is displayed.)

7. Press [Colour Start] or [Mono Start].

   If you placed the document in the ADF, the machine scans the pages and starts printing.

8. **If you are using the scanner glass, repeat the following steps for each page of the document:**

   ✎ For a 2-sided document, turn the sheet over along the long edge to scan the other side.

   - Place the next page on the scanner glass, and then press [Scan] to scan the page.
   - After scanning all the pages, press [Print].

✔ **Related Information**

- Copy

Enlarge or Reduce Copied Images

Select an enlargement or reduction ratio to resize your copied data.
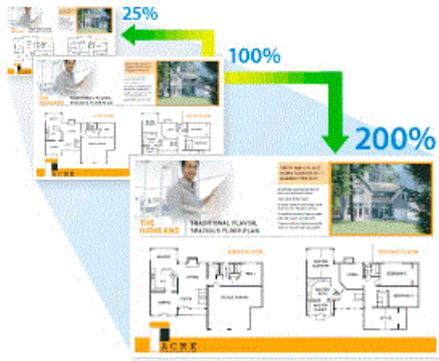
1. Load your document.

2. Press [Copy].

3. Enter the number of copies.

4. Press [Options] > [Enlarge/Reduce].

5. Swipe up or down or press ▲ or ▼ to display the available options, and then press the option you want.

6. Set the value for the option you selected.

7. When finished, press [OK]. (If the [OK] button is displayed.)

8. Press [Colour Start] or [Mono Start].

✅ **Related Information**

- Copy

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Make N in 1 Copies Using the Page Layout Feature

The N in 1 copy feature saves paper by copying two or four pages of your document onto one page of the copy.

1. Load your document.

2. Press ⬚ [Copy].

3. Enter the number of copies.

4. Press ⚙ [Options] > [Page Layout].

5. Swipe up or down or press ▲ or ▼ to display the options, and then press the option you want.

Option	Description
2in1(Portrait)	
2in1(Landscape)	
4in1(Portrait)	
4in1(Landscape)	

6. When finished, press [OK]. (If the [OK] button is displayed.)

7. Press [Colour Start] or [Mono Start].

   If you placed the document in the ADF, the machine scans the pages and starts printing.

8. If you are using the scanner glass, repeat the following steps for each page of the document:

   • Place the next page on the scanner glass, and then press [Scan] to scan the page.

   • After scanning all the pages, press [Print].

✅ **Related Information**

• Copy

Copy an ID Card

You may copy an identification card only to the extent permitted under applicable laws. For more detailed information, see the *Product Safety Guide*.

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1. Place your identification card *face down* near the upper left corner of the scanner glass.
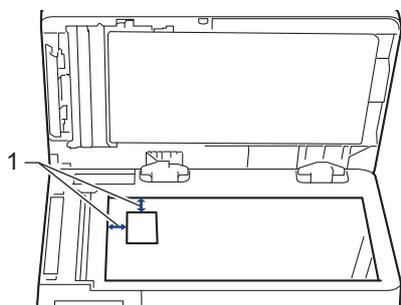
1: Distance 4.0 mm or greater (top, left)

2. Press 📋 [Copy].

3. Press [ID].

4. Enter the number of copies.

5. Press [Colour Start] or [Mono Start].

   The machine scans one side of the identification card.

6. After the machine has scanned the first side, turn over the identification card.
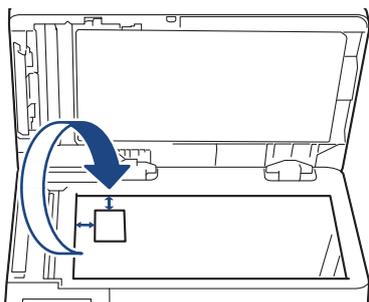
7. Press [Continue] to scan the other side.

✅ **Related Information**

- Copy

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Copy Options

To change the Copy settings, press ⚙️ [Options].

> 📝 Available options may differ depending on your model and settings.

Option	Description	
Quality	Select the copy quality for your type of document.	
Select Tray	Select a paper tray for the next copy.	
Enlarge/Reduce	100%	-
	Enlarge	Select an enlargement ratio for the next copy.
	Reduce	Select a reduction ratio for the next copy.
	Custom(25-400%)	Enter an enlargement or reduction ratio.
Density	Increase the density to make the text darker. Decrease the density to make the text lighter.	
Remove Background Colour	Select to remove the background colour of the document when copying.	
2-sided Copy	Select to copy on both sides of the paper. **1-sided → 2-sided** **2-sided → 2-sided** The available options will vary depending on your model.	
2-sided Copy Page Layout (Available only under certain settings)	Select long edge binding or short edge binding.	
Contrast	Increase the contrast to make an image clearer. Decrease the contrast to make an image more subdued.	
Stack/Sort	Select to stack or sort multiple copies. **Stack** **Sort**	
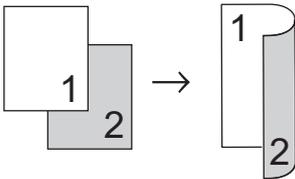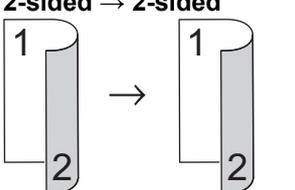
Option	Description
Page Layout	Make N in 1 copies. **4 in 1**
Auto Deskew	Set the machine to automatically correct skewed copies.
Colour Adjust	Change the default setting for colour saturation.

✅ Related Information

- Copy

Network

- Supported Basic Network Features

- Configure Network Settings

- Wireless Network Settings

- Network Features

- Brother Management Tools

Supported Basic Network Features

The machine supports various features depending on the operating system. Use this table to see which network features and connections are supported by each operating system.

Operating Systems	Windows	Windows Server	macOS
Printing	Yes	Yes	Yes
Scanning	Yes		Yes
Web Based Management [1]	Yes	Yes	Yes

[1] The default password to manage your machine's settings is located on the back of the machine and marked **"Pwd"**. We recommend immediately changing the default password to protect your machine from unauthorised access.

> 🖉
> - When connecting your machine to an outside network such as the Internet, make sure your network environment is protected by a separate firewall or other means in order to prevent information leaks due to inadequate settings or unauthorised access by malicious third parties.
>
> - When your machine is connected to the global network, a warning appears. When you see this warning, we strongly recommend confirming your network settings, and then re-connecting to a secure network.
>
> - Enabling your machine's global network communication filtering feature blocks access from the global network. The global network communication filtering feature may prevent the machine from receiving certain print or scan jobs from a computer or mobile device that uses a global IP address.

✅ Related Information

- Network

Related Topics:
- Change the Login Password Using Web Based Management

Configure Network Settings

- Configure Network Details Using the Control Panel

- Change Machine Settings Using Web Based Management

Configure Network Details Using the Control Panel

To configure the machine for your network, use the control panel's [Network] menu selections.

> ✎ • For information about the network settings you can configure using the control panel, see *Related Information*: *Settings Tables*.
>
> • You can also use Web Based Management, to configure and change your machine's network settings.

1. Press ⚙ [Settings] > [All Settings] > [Network].

> ✎ If your machine displays the [All Settings] menu on the Home screen, skip the [Settings] menu.

2. Swipe up or down or press ▲ or ▼ to display the network option you want, and then press it. Repeat this step until you access the menu you want to configure, and then follow the LCD instructions.

✅ **Related Information**

• Configure Network Settings

Related Topics:

• Settings Tables

• Supported Basic Network Features

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Wireless Network Settings

- ### Use the Wireless Network

- ### Use Wi-Fi Direct®

- ### Enable/Disable Wireless LAN

- ### Print the WLAN Report

Use the Wireless Network

- Before Configuring Your Machine for a Wireless Network

- Configure Your Machine for a Wireless Network Using the Setup Wizard from Your Computer

- Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard

- Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ (WPS)

- Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

- Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast

- Configure Your Machine for an Enterprise Wireless Network

Before Configuring Your Machine for a Wireless Network

Before attempting to configure a wireless network, confirm the following:

- If you are using an enterprise wireless network, you must know the User ID and Password.

- To achieve optimum results with normal everyday document printing, place your machine as close to the wireless LAN access point/router as possible with minimal obstructions. Large objects and walls between the two devices and interference from other electronic devices can affect the data transfer speed of your documents.

  Due to these factors, wireless may not be the best method of connection for all types of documents and applications. If you are printing large files, such as multi-page documents with mixed text and large graphics, you may want to consider selecting wired Ethernet for faster data transfer (supported models only), or USB for the fastest throughput speed.

- Although your machine can be used in a wired and wireless network (supported models only), only one connection method can be used at a time. However, a wireless network connection and Wi-Fi Direct connection, or a wired network connection (supported models only) and Wi-Fi Direct connection can be used at the same time.

- If there is a signal in the vicinity, wireless LAN allows you to freely make a LAN connection. However, if security settings are not correctly configured, the signal may be intercepted by malicious third-parties, possibly resulting in:

  - Theft of personal or confidential information

  - Improper transmission of information to parties impersonating the specified individuals

  - Dissemination of transcribed communication contents that were intercepted

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🖉 Make sure you know your wireless router/access point's Network Name (SSID) and Network Key (Password). If you cannot find this information, consult the manufacturer of your wireless router/access point, your system administrator, or Internet provider. Brother cannot provide this information.

✅ Related Information

- Use the Wireless Network

Configure Your Machine for a Wireless Network Using the Setup Wizard from Your Computer

1. Download the installer from your model's **Downloads** page at <u>support.brother.com/downloads</u>.

2. Start the installer, and then follow the on-screen instructions.

3. Select **Wireless Network Connection (Wi-Fi)**, and then click **Next**.

4. Follow the on-screen instructions.

You have completed the wireless network setup.

✓ Related Information

- Use the Wireless Network

Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard

Before configuring your machine, we recommend writing down your wireless network settings. You will need this information before you continue with the configuration.

1. Check and record the current wireless network settings of the computer to which you are connecting.

Network Name (SSID)	Network Key (Password)

For example:

Network Name (SSID)	Network Key (Password)
HELLO	12345

> • Your access point/router may support the use of multiple WEP keys, but your Brother machine supports the use of only the first WEP key.
>
> • If you need assistance during setup and want to contact Brother customer service, make sure you have your SSID (Network Name) and Network Key (Password) ready. We cannot assist you in locating this information.
>
> • If you do not know this information (SSID and Network Key), you cannot continue with the wireless setup.
>
>   **How can I find this information?**
>   a. Check the documentation provided with your wireless access point/router.
>   b. The initial SSID could be the manufacturer's name or the model name.
>   c. If you do not know the security information, consult the router manufacturer, your system administrator, or your Internet provider.

2. Press ⚙ [Settings] > [All Settings] > [Network] > [WLAN(Wi-Fi)] > [Find Wi-Fi Network].

3. When [Switch Network interface to wireless?] appears, press [Yes].

   This will start the wireless setup wizard. To cancel, press [No].

4. The machine searches for your network and display a list of available SSIDs.

   If a list of SSIDs is displayed, swipe up or down or press ▲ or ▼ to display the SSID to which you want to connect, and then press the SSID.

> If the SSID you want is not displayed, press [Search again] to search your network again.

5. Press [OK].

6. If required, enter the Network Key you wrote down in the first step, and then press [OK].

7. The machine attempts to connect to the wireless device you have selected.

If your wireless device is connected successfully, the machine's LCD displays [Connected]. Press [OK], and then press 🏠.

You have completed the wireless network setup. To install the drivers or the application necessary for operating your machine, go to your model's **Downloads** page at support.brother.com/downloads.

✅ **Related Information**

• Use the Wireless Network

Related Topics:

• How to Enter Text on Your Machine
• Wireless LAN Report Error Codes

Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ (WPS)

If your wireless access point/router supports WPS (PBC: Push Button Configuration), you can use WPS from your machine's control panel menu to configure your wireless network settings.

1. Press ![icon] [Settings] > [All Settings] > [Network] > [WLAN(Wi-Fi)] > [WPS/Push Button].

2. When [Switch Network interface to wireless?] appears, press [Yes].

   This will start the wireless setup wizard. To cancel, press [No].

3. When the touchscreen displays [Start WPS on your wireless access point/router, then press [OK].], press the WPS button on your wireless access point/router. Then press [OK] on your machine. Your machine will automatically detect your wireless access point/router and try to connect to your wireless network.

If your wireless device is connected successfully, the machine's LCD displays [Connected]. Press [OK], and then press ![icon].

You have completed the wireless network setup. To install the drivers or the application necessary for operating your machine, go to your model's **Downloads** page at support.brother.com/downloads.

✅ **Related Information**

- Use the Wireless Network

Related Topics:
- Wireless LAN Report Error Codes

Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

If your wireless LAN access point/router supports WPS, you can use the Personal Identification Number (PIN) Method to configure your wireless network settings.

The PIN Method is one of the connection methods developed by the Wi-Fi Alliance®. By submitting a PIN created by an Enrollee (your machine) to the Registrar (a device that manages the wireless LAN), you can set up the wireless network and security settings. For more information on how to access WPS mode, see the instructions provided with your wireless access point/router.

Type A

Connection when the wireless LAN access point/router (1) doubles as the Registrar:
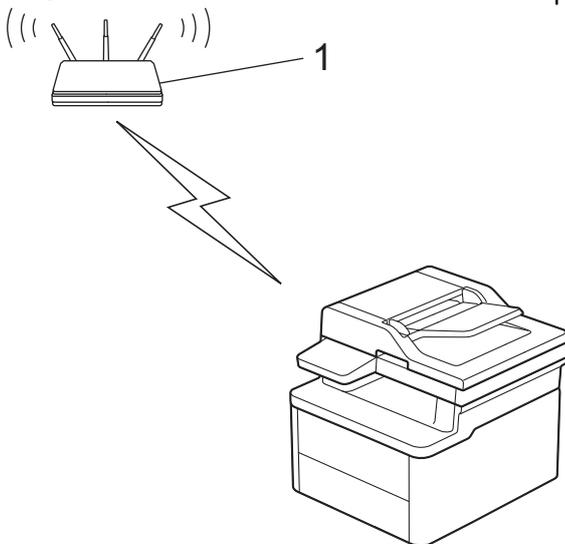
Type B

Connection when another device (2), such as a computer, is used as the Registrar:
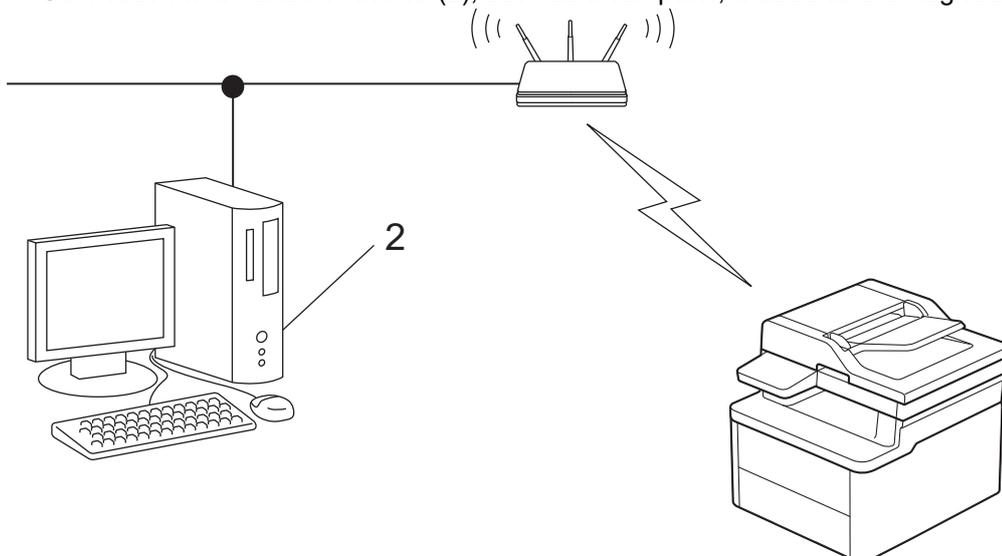
1. Press ⚙ [Settings] > [All Settings] > [Network] > [WLAN(Wi-Fi)] > [WPS/PIN Code].

2. When [Switch Network interface to wireless?] appears, press [Yes].

    This will start the wireless setup wizard. To cancel, press [No].

3. The LCD displays an eight-digit PIN and the machine starts searching for a wireless LAN access point/router.

4. Using a computer connected to the network, in your browser's address bar, type the IP address of the device you are using as the Registrar (for example: http://192.168.1.2).

5. Go to the WPS settings page and type the PIN, and then follow the on-screen instructions.

> - The Registrar is usually the wireless LAN access point/router.
> - The settings page may differ depending on the brand of wireless LAN access point/router. For more information, see the instructions supplied with your wireless LAN access point/router.

If your wireless device is connected successfully, the machine's LCD displays [Connected]. Press [OK], and then press ⌂.

If you are using a Windows 10 or Windows 11 computer as a Registrar, complete the following steps:

6. Hold down the [⊞] key and press the [R] key on the computer's keyboard to launch **Run**.

7. Type **"control printers"** in the **Open:** field and click **OK**.
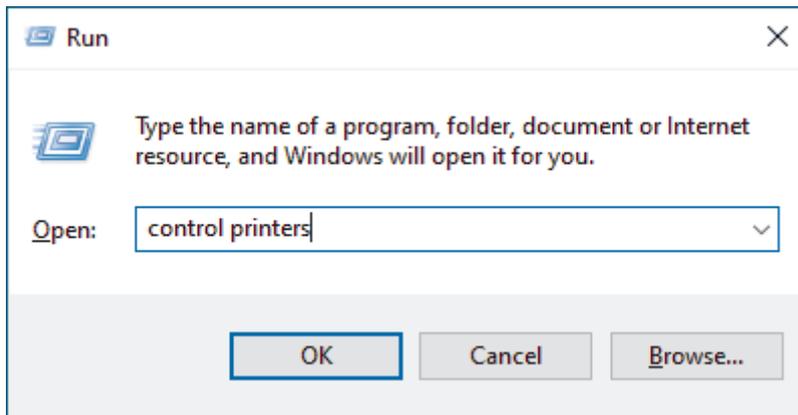
The **Devices and Printers** window appears.

> If the **Devices and Printers** window does not appear, click **Devices** > **More devices and printer settings**.

8. Click **Add a device**.

> - To use a Windows 10 or Windows 11 computer as a Registrar, you must register it to your network in advance. For more information, see the instructions supplied with your wireless LAN access point/router.
> - If you use Windows 10 or Windows 11 as a Registrar, you can install the printer driver after the wireless configuration by following the on-screen instructions. To install the driver and software necessary to use your machine, go to your model's **Downloads** page at support.brother.com/downloads.

9. Select your machine and click **Next**.

10. Type the PIN displayed on the machine's LCD, and then click **Next**.

11. Click **Close**.

If your wireless device is connected successfully, the machine's LCD displays [Connected]. Press [OK], and then press ⌂.

You have completed the wireless network setup. To install the drivers or the application necessary for operating your machine, go to your model's **Downloads** page at support.brother.com/downloads.

✅ **Related Information**

- Use the Wireless Network

Related Topics:
- Wireless LAN Report Error Codes

Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast

Before configuring your machine, we recommend writing down your wireless network settings. You will need this information before you continue with the configuration.

1. Check and write down the current wireless network settings.

Network Name (SSID)

Authentication Method	Encryption Mode	Network Key
Open System	NONE	-
	WEP [1]	
Shared Key	WEP [1]	
WPA/WPA2-PSK	AES	
	TKIP	
WPA3-SAE	AES	

[1] You cannot select the WEP option from the control panel. To select the WEP option for the encryption mode, use Web Based Management .

For example:

Network Name (SSID)
HELLO

Authentication Method	Encryption Mode	Network Key
WPA3-SAE	AES	12345678

2. Press 🛠 [Settings] > [All Settings] > [Network] > [WLAN(Wi-Fi)] > [Find Wi-Fi Network].

3. When [Switch Network interface to wireless?] appears, press [Yes].

   This will start the wireless setup wizard. To cancel, press [No].

4. The machine will search for your network and display a list of available SSIDs. Swipe up or down or press ▲ or ▼ to display [Add SSID]. Press [Add SSID], and then press [OK].

5. Enter the SSID name, and then press [OK].

6. Select the Authentication Method.

7. Follow the instructions on the LCD to configure the settings.

8. The machine attempts to connect to the wireless device you have selected.

If your wireless device is connected successfully, the machine's LCD displays [Connected]. Press [OK], and then press 🏠.

You have completed the wireless network setup. To install the drivers or the application necessary for operating your machine, go to your model's **Downloads** page at support.brother.com/downloads.

✅ **Related Information**

- Use the Wireless Network

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Related Topics:

- Access Web Based Management
- How to Enter Text on Your Machine
- Wireless LAN Report Error Codes

Configure Your Machine for an Enterprise Wireless Network

Before configuring your machine, we recommend writing down your wireless network settings. You will need this information before you continue with the configuration.

1. Check and write down the current wireless network settings.

Network Name (SSID)

Authentication Method	Encryption Mode	User ID	Password
EAP-FAST/NONE	AES		
	TKIP		
EAP-FAST/MS-CHAPv2	AES		
	TKIP		
EAP-FAST/GTC	AES		
	TKIP		
PEAP/MS-CHAPv2	AES		
	TKIP		
PEAP/GTC	AES		
	TKIP		
EAP-TTLS/CHAP	AES		
	TKIP		
EAP-TTLS/MS-CHAP	AES		
	TKIP		
EAP-TTLS/MS-CHAPv2	AES		
	TKIP		
EAP-TTLS/PAP	AES		
	TKIP		
EAP-TLS	AES		-
	TKIP		-

For example:

Network Name (SSID)
HELLO

Authentication Method	Encryption Mode	User ID	Password
EAP-FAST/MS-CHAPv2	AES	Brother	12345678

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> ✏️ • If you configure your machine using EAP-TLS authentication, you must install the client certificate issued by a CA before you start configuration. Contact your network administrator about the client certificate. If you have installed more than one certificate, we recommend writing down the certificate name you want to use.
>
> • If you verify your machine using the common name of the server certificate, we recommend writing down the common name before you start configuration. Contact your network administrator about the common name of the server certificate.

2. Press 🔧 [Settings] > [All Settings] > [Network] > [WLAN(Wi-Fi)] > [Find Wi-Fi Network].

3. When [Switch Network interface to wireless?] appears, press [Yes].

   This will start the wireless setup wizard. To cancel, press [No].

4. The machine will search for your network and display a list of available SSIDs. Swipe up or down or press ▲ or ▼ to display [Add SSID]. Press [Add SSID], and then press [OK].

5. Enter the SSID name, and then press [OK].

6. Select the Authentication Method.

7. Follow the instructions on the LCD to configure the settings.

8. The machine attempts to connect to the wireless device you have selected.

If your wireless device is connected successfully, the machine's LCD displays [Connected]. Press [OK], and then press 🏠.

You have completed the wireless network setup. To install the drivers or the application necessary for operating your machine, go to your model's **Downloads** page at support.brother.com/downloads.

✅ **Related Information**

• Use the Wireless Network

Related Topics:

• Wireless LAN Report Error Codes

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Use Wi-Fi Direct®

- Wi-Fi Direct Overview

- Configure Your Wi-Fi Direct Network Manually

- Configure Wi-Fi Direct Network Using the Push Button Method

Wi-Fi Direct Overview

Wi-Fi Direct is one of the wireless configuration methods developed by the Wi-Fi Alliance®. It allows you to securely connect your mobile device to your machine without using a wireless router/access point.
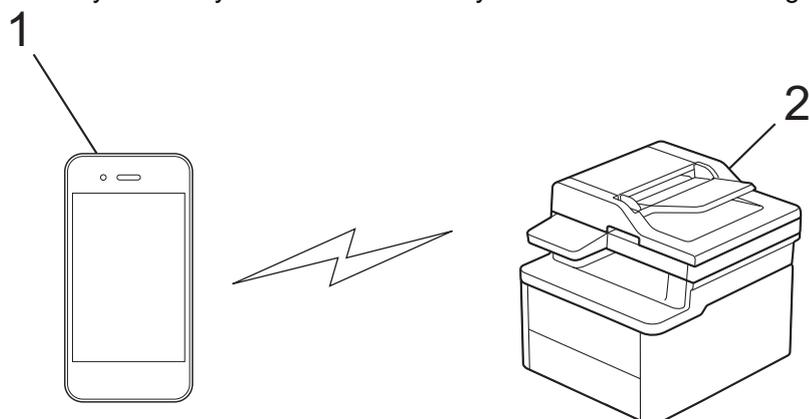
1. Mobile device
2. Your machine

✎ • You can use Wi-Fi Direct with the wired or wireless network connection at the same time.

  • The Wi-Fi Direct-supported device can become a Group Owner. When configuring the Wi-Fi Direct network, the Group Owner serves as an access point.

☑ **Related Information**

  • Use Wi-Fi Direct®

Related Topics:

  • Configure Your Wi-Fi Direct Network Manually
  • Configure Wi-Fi Direct Network Using the Push Button Method

Configure Your Wi-Fi Direct Network Manually

Depending on the device, if you connect to the Wi-Fi Direct network manually, your mobile device may disconnect from the connected wireless network and automatically switch to mobile data communication. If necessary, reconnect to the original wireless network after use. If your device continues to automatically switch to the Wi-Fi Direct network, turn off the automatic connection setting on your mobile device.

Configure the Wi-Fi Direct settings from the machine's control panel:

> 🖉 When the machine receives a Wi-Fi Direct request from your mobile device, the message `[Wi-Fi Direct connection request received.Press [OK] to connect.]` appears on the LCD. Press `[OK]` to connect.

1. Press `📐` `[Settings] > [All Settings] > [Network] > [Wi-Fi Direct] > [Manual]`.

2. The machine will display the SSID (Network Name) and Password (Network Key). Go to your mobile device's wireless network settings screen, select the SSID, and then enter the password.

> 🖉
> - You can also configure a Wi-Fi Direct network using the QR Code displayed on the LCD. Scan the QR Code, and then follow the LCD instructions.
>
> - Read the QR Code from the standard camera app on the iOS 11 or later, or from the Wi-Fi settings menu or standard camera app on Android™ 10 or later. If the QR Code cannot be read, manually enter the Network Name (SSID) and Network Key (Password) to connect.

3. When your mobile device connects successfully, the machine's LCD displays `[Connected]`.

✅ Related Information

- Use Wi-Fi Direct®

Related Topics:
- Wi-Fi Direct Overview
- Configure Wi-Fi Direct Network Using the Push Button Method

Configure Wi-Fi Direct Network Using the Push Button Method

> 🖉 To perform Wi-Fi Direct network settings when using an Android™ device, install Brother Mobile Connect, select Wi-Fi Direct as the method for connecting to this product, and follow the on-screen directions.
>
> When the machine receives a Wi-Fi Direct request from your mobile device, the message `[Wi-Fi Direct connection request received.Press [OK] to connect.]` appears on the LCD. Press `[OK]` to connect.

1. Press ⚙️ `[Settings]` > `[All Settings]` > `[Network]` > `[Wi-Fi Direct]` on your machine's LCD.

2. If your mobile device does not support Wi-Fi Direct, press `[Group Owner]` > `[On]`.

> 🖉 Depending on the device, if you connect with `[Group Owner]` set to `[On]`, your mobile device may disconnect from the connected wireless network and automatically switch to mobile data communication. If necessary, reconnect to the original wireless network after use. If your device continues to automatically switch to the Wi-Fi Direct network, turn off the automatic connection setting on your mobile device.

3. Press `[Push Button]`.

4. When the `[Activate Wi-Fi Direct on other device. Then Press [OK].]` message appears, turn your mobile device's Wi-Fi Direct function on (for more information, see your mobile device's user's guide). Press `[OK]` on your machine.

5. Do one of the following:
   - If your mobile device displays a list of machines with Wi-Fi Direct enabled, select your Brother machine.
   - If your Brother machine displays a list of mobile devices with Wi-Fi Direct enabled, select your mobile device. To search for available devices again press `[Rescan]`.

6. When your mobile device connects successfully, the machine's LCD displays `[Connected]`.

✅ **Related Information**

- Use Wi-Fi Direct®

Related Topics:
- Wi-Fi Direct Overview
- Configure Your Wi-Fi Direct Network Manually

Enable/Disable Wireless LAN

1. Press ⚙ [Settings] > [All Settings] > [Network] > [WLAN(Wi-Fi)].

2. Swipe up or down or press ▲ or ▼ to select the [WLAN Enable] option. Press [WLAN Enable].

3. Do one of the following:

    • To enable Wi-Fi, select [On].

    • To disable Wi-Fi, select [Off].

4. Press ⌂.

☑ **Related Information**

    • Wireless Network Settings

Print the WLAN Report

The WLAN Report shows your machine's wireless status. If the wireless connection fails, check the error code on the printed report.

1. Press ![settings icon] [Settings] > [All Settings] > [Print Reports] > [WLAN Report].

2. Press [Yes].

   The machine will print the WLAN Report.

3. Press ![home icon].

If the WLAN Report does not print, check your machine for errors. If there are no visible errors, wait for one minute and then try to print the report again.

> ✓ **Related Information**
>
> - Wireless Network Settings
>   - Wireless LAN Report Error Codes

Wireless LAN Report Error Codes

If the Wireless LAN Report shows that the connection failed, check the error code on the printed report and see the corresponding instructions in the table:

Error Code	Problem and Recommended Solutions
TS-01	The WLAN (Wi-Fi) is not enabled. Check the following points and try to set up your wireless connection again: • Enable the WLAN setting on your machine. • If a network cable is connected to your machine, disconnect it.
TS-02	The wireless router/access point cannot be detected. Check the following points and try to set up your wireless connection again: • Make sure the wireless router/access point is on. • Temporarily place your machine closer to the wireless router/access point when you are configuring the wireless settings. • If your wireless router/access point is using MAC address filtering, confirm that the MAC address of the machine is allowed in the filter. You can find the MAC address by printing the Network Configuration Report or the Printer Settings page. • If you manually entered the Network Name (SSID) and security information (authentication method/encryption method), the information may be incorrect. Check the Network Name and security information again and re-enter the correct information. • Restart your wireless router/access point. If you cannot find the Network Name (SSID) and security information, see the documentation provided with your wireless router/access point, or contact the router manufacturer, your system administrator, or Internet service provider.
TS-03	The wireless enterprise network and security settings you entered may be incorrect. Check the following points and try to set up your wireless connection again: Verify the following information: - Network Name (SSID) you selected to configure your machine. - Security information you selected to configure your machine (such as the authentication method, encryption method, or User ID). If you still cannot find the Network Name (SSID) and security information, see the documentation provided with your wireless router/access point, or contact the router manufacturer, your system administrator, or Internet service provider.

TS-04	Your machine does not support the authentication and encryption methods used by the selected wireless router/access point.
	
	For infrastructure mode (Most common)
	
	Change the authentication and encryption methods of the wireless router/access point. Your machine supports the following authentication and encryption methods:
	
	• WPA-Personal:
	
	  TKIP / AES
	
	• WPA2-Personal:
	
	  TKIP / AES
	
	• WPA3-Personal:
	
	  AES
	
	• OPEN:
	
	  WEP / NONE (without encryption)
	
	• Shared key:
	
	  WEP
	
	If your issue is not resolved, the Network Name (SSID) or security settings you entered may be incorrect. Check that all wireless network settings are correct for your network.

Error Code	Problem and Recommended Solutions
TS-05	The Network Name (SSID) and Network Key (Password) are incorrect. Check the following points and try to set up your wireless connection again: • Confirm the Network Name (SSID) and Network Key (Password). • If your Network Key contains upper-case and lower-case letters, make sure you type them correctly. • If you cannot find the Network Name (SSID) and security information, see the documentation provided with your wireless router/access point, or contact the router manufacturer, your system administrator, or Internet service provider. • If your wireless router/access point uses WEP encryption with multiple WEP keys, write down and use only the first WEP key.
TS-06	The wireless security information (authentication method/encryption method/Network Key (Password)) is incorrect. Check the following points and try to set up your wireless connection again: • Confirm the Network Key. If your Network Key contains upper-case and lower-case letters, make sure you type them correctly. • Confirm whether the authentication method entered and the authentication method or encryption method supported by the wireless router/access point are the same. • If the Network key, authentication method, and encryption method have been confirmed, restart your wireless router/access point and the machine. • If your wireless router/access point's Stealth Mode is on, you may need to disable it to connect to the wireless network. If you cannot find the Network Name (SSID) and security information, see the documentation provided with your wireless router/access point, or contact the router manufacturer, your system administrator, or Internet service provider.
TS-07	The machine cannot detect a wireless router/access point that has WPS (Wi-Fi Protected Setup) enabled. Check the following points and try again: • To check if your wireless router/access point supports WPS, look for the WPS symbol displayed on the router/access point. For more information, see the documentation provided with your wireless router/access point. • To set up your wireless connection using WPS, you must configure both your machine and the wireless router/access point. For more information, see the user's guide. • If you do not know how to set up your wireless router/access point using WPS, see the documentation provided with your wireless router/access point, or contact the router manufacturer, your system administrator, or Internet service provider.
TS-08	Two or more wireless routers or access points that have WPS enabled are detected. Check the following points and try again: • Make sure that only one wireless router/access point within range has WPS enabled, and then try to connect again. • Try to connect again after a few minutes to avoid interference from other access points/routers.

How to confirm wireless security information (SSID/authentication method/encryption method/Network Key) of your WLAN access point/router:

1. The default security settings may be provided on a label attached to the WLAN access point/router. Or the manufacturer's name or model number of the WLAN access point/router may be used as the default security settings.

2. See the documentation provided with your WLAN access point/router for information on how to find the security settings.

- If the WLAN access point/router is set to not broadcast the SSID, the SSID will not automatically be detected. You will have to manually enter the SSID name.

- The Network Key may also be described as the Password, Security Key, or Encryption Key.

If you do not know the SSID and wireless security settings of your WLAN access point/router or how to change the configuration, see the documentation provided with your WLAN access point/router, ask the manufacturer of your access point/router or ask your Internet provider or network administrator.

✅ Related Information

- Print the WLAN Report

Related Topics:

- Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ (WPS)
- Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)
- Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard
- Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast
- Configure Your Machine for an Enterprise Wireless Network

Network Features

- Configure the Proxy Server Settings Using Web Based Management

- Print the Network Configuration Report

- Configure and Operate LDAP Search

- Synchronise Time with the SNTP Server Using Web Based Management

- Gigabit Ethernet (Wired Network Only)

- Use Global Network Detection Features

- Reset the Network Settings to the Factory Settings

Configure the Proxy Server Settings Using Web Based Management

If your network uses a proxy server, the following proxy server information must be configured using Web Based Management: • Proxy server address   • Port number   • User Name   • Password

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Network** > **Network** > **Protocol**.

   🖉   If the left navigation bar is not visible, start navigating from ☰.

3. Make sure the **Proxy** checkbox is selected, and then click **Submit**.

4. In the **Proxy** field, click **Advanced Settings**.

5. Enter the proxy server information.

6. Click **Submit**.

✅ **Related Information**

• Network Features

Related Topics:

• Access Web Based Management

Print the Network Configuration Report

The Network Configuration Report lists the network configuration, including the network print server settings.

> 🖉
> - The Node Name appears on the Network Configuration Report. The default Node Name is "BRN123456abcdef" for a wired network or "BRW123456abcdef" for a wireless network (where "123456abcdef" is your machine's MAC Address / Ethernet Address.)
> - If the IP Address on the Network Configuration Report shows 0.0.0.0, wait for one minute and try printing it again.
> - You can find your machine's settings, such as the IP address, subnet mask, node name, and MAC Address on the report, for example:
>   - IP address: 192.168.0.5
>   - Subnet mask: 255.255.255.0
>   - Node name: BRN000ca0000499
>   - MAC Address: 00-0c-a0-00-04-99

1. Press 🔧 [Settings] > [All Settings] > [Print Reports] > [Network Configuration].
2. Press [Yes].
3. Press 🏠.

✅ **Related Information**

- **Network Features**

Related Topics:
- **Access Web Based Management**

Configure and Operate LDAP Search

The LDAP feature allows you to search for information, such as fax numbers and email addresses, on your server. When you use the Fax, I-Fax, or Scan to Email server feature, you can use the LDAP search to find fax numbers or email addresses.

> • The LDAP feature does not support simplified Chinese, traditional Chinese, or Korean.
>
> • The LDAP feature supports LDAPv3.

✅ Related Information

- Network Features
  - Change LDAP Configuration Using Web Based Management
  - Perform an LDAP Search Using Your Machine's Control Panel

Change LDAP Configuration Using Web Based Management

Use Web Based Management to configure your LDAP settings in a web browser.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Network** > **Network** > **Protocol**.

> 🖉 If the left navigation bar is not visible, start navigating from ☰.

3. Select the **LDAP** checkbox, and then click **Submit**.

4. Restart your Brother machine to activate the configuration.

5. On your computer, in Web Based Management, click **Address Book** > **LDAP** in the left navigation bar.

    *   **LDAP Search**
    *   **LDAP Server Address**
    *   **SSL/TLS**
    *   **Port**
    *   **Authentication**
    *   **Username**

        This selection will be available depending on the authentication method used.

    *   **Password**

        This selection will be available depending on the authentication method used.

> 🖉 - If the LDAP server supports Kerberos authentication, we recommend selecting Kerberos for the Authentication settings. It provides strong authentication between the LDAP server and your machine.
>
> - You must configure the SNTP protocol (network time server), or you must set the date, time and time zone correctly on the control panel for Kerberos authentication.

    *   **Kerberos Server Address**

        This selection will be available depending on the authentication method used.

    *   **Search Root**
    *   **Timeout for LDAP**
    *   **Attribute of Name (Search Key)**
    *   **Attribute of E-mail**

6. When finished, click **Submit**. Make sure the **Status** field reads **OK**.

> ✅ **Related Information**
>
> *   Configure and Operate LDAP Search
>
> **Related Topics:**
> *   Access Web Based Management
> *   Synchronise Time with the SNTP Server Using Web Based Management

Perform an LDAP Search Using Your Machine's Control Panel

When you have configured LDAP settings, you can use the LDAP search feature to find fax numbers or email addresses to use for:

- Sending a Fax (not available for DCP models)
- Sending an Internet Fax (I-Fax) (not available for DCP models)
- Scanning to Email Server

> - The LDAP feature supports LDAPv3.
>
> - You may need to use Kerberos Authentication or Simple Authentication to connect to your LDAP server, depending on the security policy set by your network administrator.
>
> - You must configure the SNTP protocol (network time server), or you must set the date, time and time zone correctly on the control panel for Kerberos authentication.

1. Press 🔍 to search.

2. Enter the initial characters for your search using the LCD.

3. Press [OK].

   The LDAP search result will be shown on the LCD; the 🖥 icon appears before the fax number (local) or the email (local) address book search results.

   If there is no match on the server or in the local address book, the LCD displays [Results cannot be found.] for about 60 seconds.

4. Swipe up or down or press ▲ or ▼ to display the name you want.

5. Press the name.

   To view the details of the name, press [Detail].

6. If the result includes more than one fax number or email address, the machine will prompt you to select just one. Press [Apply]. Do one of the following:

   - If you are sending a fax or an I-Fax, press [Fax Start].
   - If you are scanning to the Email Server, load your document, press [Next], and then press [Start].

✅ Related Information

- Configure and Operate LDAP Search

Related Topics:

- Synchronise Time with the SNTP Server Using Web Based Management

Synchronise Time with the SNTP Server Using Web Based Management

The Simple Network Time Protocol (SNTP) is used to synchronise the time used by the machine for authentication with the SNTP time server. (This is not the time displayed on the machine's LCD.) You can automatically or manually synchronise the machine's time with the Coordinated Universal Time (UTC) provided by the SNTP time server.

- Configure Date and Time Using Web Based Management

- Configure the SNTP Protocol Using Web Based Management

Configure Date and Time Using Web Based Management

Configure the date and time to synchronise the time used by the machine with the SNTP time server.

> This feature is not available in some countries.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Administrator** > **Date&Time**.

> If the left navigation bar is not visible, start navigating from ☰.

3. Verify the **Time Zone** settings.

> Select the time difference between your location and UTC from the **Time Zone** drop-down list. For example, the time zone for Eastern Time in the USA and Canada is UTC-05:00.

4. Select the **Synchronize with SNTP server** checkbox.

5. Click **Submit**.

> You can also configure date and time manually.

✅ Related Information

• Synchronise Time with the SNTP Server Using Web Based Management

Related Topics:

• Access Web Based Management

Configure the SNTP Protocol Using Web Based Management

Configure the SNTP protocol to synchronise the time the machine uses for authentication with the time kept by the SNTP time server.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Network** > **Network** > **Protocol**.

   🖉 If the left navigation bar is not visible, start navigating from ≡.

3. Select the **SNTP** checkbox to activate the settings.

4. Click **Submit**.

5. Restart your Brother machine to activate the configuration.

6. Next to the SNTP checkbox, click **Advanced Settings**.

7. Configure the settings.

Option	Description
Status	Displays whether the SNTP protocol is enabled or disabled.
Synchronization Status	Confirm the latest synchronisation status.

SNTP Server Method	Select **AUTO** or **STATIC**.
	• **AUTO**
	  If you have a DHCP server on your network, the SNTP server will obtain the address from that server automatically.
	• **STATIC**
	  Type the address you want to use.

Primary SNTP Server Address **Secondary SNTP Server Address**	Type the server's address (up to 64 characters). The secondary SNTP server's address is used as a backup to the primary SNTP server's address. If the primary server is unavailable, the machine will contact the secondary SNTP server.
Primary SNTP Server Port **Secondary SNTP Server Port**	Type the port number (1-65535). The secondary SNTP server port is used as a backup to the primary SNTP server port. If the primary port is unavailable, the machine will contact the secondary SNTP port.
Synchronization Interval	Type the number of hours between server synchronisation attempts (1-168 hours).

8. Click **Submit**.

✅ **Related Information**

• Synchronise Time with the SNTP Server Using Web Based Management

Related Topics:

• Access Web Based Management

Gigabit Ethernet (Wired Network Only)

Your machine supports 1000BASE-T Gigabit Ethernet. To connect to a 1000BASE-T Gigabit Ethernet Network, you must set the machine's Ethernet link mode to Auto from the machine's control panel or Web Based Management (web browser).

Use a Category 5e (or greater) network cable. The machine can automatically negotiate the highest supported network speed, for example: to achieve 1000BASE-T network speeds, all connecting infrastructure, including network switches and cables must also support 1000BASE-T speeds. Otherwise the machine will communicate at either 10BASE-T or 100BASE-TX.

✓ Related Information

- Network Features

Use Global Network Detection Features

When you use your machine on a private network, use the Global Network Detection feature to avoid a risk from unexpected attacks from the global network.

- Enable Global IP Address Detection

- Block Communications from the Global Network

Enable Global IP Address Detection

Use this feature to check your machine's IP address. When your machine is assigned to a global IP address, an alert is displayed on the machine.

1. Press ⚙ [Settings] > [All Settings] > [Network] > [Global Detect] > [Allow Detect] > [On].

2. Press ⌂.

✅ Related Information

- Use Global Network Detection Features

| **Block Communications from the Global Network** |

> ✏️ When you enable this feature, it limits receiving jobs from devices with global IP addresses

1. Press 🛠️ [Settings] > [All Settings] > [Network] > [Global Detect] > [Reject Access] > [On].

2. Press 🏠.

> ✅ **Related Information**
>
> • Use Global Network Detection Features

Reset the Network Settings to the Factory Settings

Use your machine's control panel to reset the machine's network settings to its default factory settings. This resets all information except the administrator password.

> 🖉 You can also reset the print server to its factory settings using Web Based Management.

1. Press ▮ [Settings] > [All Settings] > [Network] > [Network Reset].

2. [Machine will reboot after resetting. Press [OK] for 2 seconds to confirm.] appears. Press [OK] for two seconds to confirm.

   The machine will restart.

✅ **Related Information**

- Network Features

Related Topics:

- Reset Your Machine

Brother Management Tools

Use one of Brother's management tools to configure your Brother machine's network settings.

Go to your model's **Downloads** page at support.brother.com/downloads to download the tools.

✅ **Related Information**

- Network

Security

Your machine supports the security features listed below. For more information about each security feature, go to your model's *Security Features Guide* at support.brother.com/g/s/id/htmldoc/common/sfg/eng/index.html.

- Network Security > Configure Certificates for Device Security
- Network Security > Use SSL/TLS
- Network Security > Use SNMPv3
- Network Security > Use IPsec
- Network Security > Use IEEE 802.1x Authentication for Your Network
- User Authentication > Use Active Directory Authentication
- User Authentication > Use LDAP Authentication
- User Authentication > Use Secure Function Lock 3.0
- Send or Receive an Email Securely
- Store Print Log to Network

Mobile Connect

- AirPrint

- Mopria™ Print Service and Mopria™ Scan

- Brother Mobile Connect

- WeChat Print

AirPrint

- AirPrint Overview

- Before Using AirPrint (macOS)

- Print Using AirPrint

- Scan Using AirPrint (macOS)

AirPrint Overview

AirPrint is a printing solution for Apple operating systems that allows you to wirelessly print photos, email, web pages, and documents from your iPad, iPhone, iPod touch, and Mac computer without the need to install a driver.

AirPrint also allows you to scan documents to your Mac computer.

For more information, visit Apple's website.

Use of the Works with Apple badge means that an accessory has been designed to work specifically with the technology identified in the badge and has been certified by the developer to meet Apple performance standards.

✅ Related Information

- AirPrint

Before Using AirPrint (macOS)

Before printing using macOS, add your machine to the printer list on your Mac computer.

1. Select **System Settings** from the Apple menu.

2. Select **Printers & Scanners**.

3. Click **Add Printer, Scanner, or Fax…**.

   The **Add Printer** screen appears.

4. Select your machine, and then select your model's name from the **Use** pop-up menu.

5. Click **Add**.

✅ **Related Information**

- AirPrint

Print Using AirPrint

- • Print from iPad, iPhone, or iPod touch

- • Print Using AirPrint (macOS)

Print from iPad, iPhone, or iPod touch

> The procedure used to print may vary by application. Safari is used in the example below.

1. Make sure your machine is turned on.
2. Load the paper in the paper tray and change the paper tray settings on your machine.
3. Use Safari to open the page that you want to print.
4. Tap ⬀ or ⬆.
5. Tap **Print**.
6. Make sure your machine is selected.
7. If a different machine (or no machine) is selected, tap **Printer**.

   A list of available machines appears.
8. Tap your machine's name in the list.
9. Select the options you want, such as the number of pages to print and 2-sided printing (if supported by your machine).
10. Tap **Print**.

✅ Related Information

- Print Using AirPrint

Print Using AirPrint (macOS)

The procedure used to print may vary by application. Safari is used in the example below. Before printing, make sure your machine is in the printer list on your Mac computer.

1. Make sure your machine is turned on.

2. Load the paper in the paper tray and change the paper tray settings on your machine.

3. On your Mac computer, use Safari to open the page that you want to print.

4. Click the **File** menu, and then select **Print**.

5. Make sure your machine is selected. If a different machine (or no machine) is selected, click the **Printer** pop-up menu, and then select your machine.

6. Select the desired options, such as the number of pages to print and 2-sided printing (if supported by your machine).

7. Click **Print**.

✅ **Related Information**

• Print Using AirPrint

Related Topics:

• Before Using AirPrint (macOS)

Scan Using AirPrint (macOS)

Before scanning, make sure your machine is in the scanner list on your Mac computer.

1. Load your document.
2. Select **System Settings** from the Apple menu.
3. Select **Printers & Scanners**.
4. Select your machine from the scanner list.
5. Click the **Open Scanner…** button.

   The Scanner screen appears.
6. If you place the document in the ADF, select **Use Document Feeder** checkbox, and then select the size of your document from the scan size setting pop-up menu.
7. Select the destination folder or destination application from the destination setting pop-up menu.
8. Click **Show Details** to change the scanning settings if needed.

   You can crop the image manually by dragging the mouse pointer over the portion you want to scan when scanning from the scanner glass.
9. Click **Scan**.

✅ **Related Information**

- AirPrint

   Related Topics:
- Before Using AirPrint (macOS)

Mopria™ Print Service and Mopria™ Scan

Mopria™ Print Service is a print feature and Mopria™ Scan is a scan feature on Android™ mobile devices developed by the Mopria Alliance™. With this service, you can connect to the same network as your machine to print and scan without additional setup.
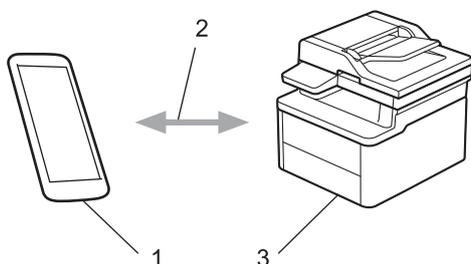
1. Android™ Mobile Device
2. Wi-Fi® Connection
3. Your Machine

The Mopria™ Print Service or Mopria™ Scan must be downloaded from a search engine and installed on your Android™ device. Before using these Mopria™ features, make sure you enable them on your mobile device.

For more information on Mopria™ Print Service and Mopria™ Scan, visit https://www.mopria.org.

✅ **Related Information**

• Mobile Connect

Brother Mobile Connect

Use Brother Mobile Connect to print and scan from your mobile device.

- For Android™ devices:

  Brother Mobile Connect allows you to use your Brother machine's features directly from your Android™ device.

  Go to your model's **Downloads** page at support.brother.com/downloads to download Brother Mobile Connect.

- For all iOS or iPadOS supported devices including iPhone, iPad, and iPod touch:

  Brother Mobile Connect allows you to use your Brother machine's features directly from your iOS or iPadOS device.

  Download and install Brother Mobile Connect from the App Store.

✔ Related Information

- Mobile Connect

  Related Topics:

- Access Brother iPrint&Scan (Windows/Mac)

WeChat Print

Your machine can print through an app for WeChat, which is called "兄弟畅享印". "兄弟畅享印" lets you wirelessly print photos and documents without installing a driver.

- Connect your machine before using WeChat print function for the first time. Go to www.brother.cn/minisite/bcnactivity/FAQ.html for operation instructions.
- You need to install and set up Brother Mobile Connect on your mobile device. For more information, see *Related Information*.
- For network setups that use a proxy server, the machine must also be configured to use a proxy server. If you are unsure of your network configuration, check with your network administrator.

---

1. Start Brother Mobile Connect on your mobile device.
2. Tap **WeChat Print** on the Home screen.
3. Follow the on-screen instructions.
4. When the **Online Functions Settings** screen appears, tap the **Enable** button, and then follow the on-screen instructions.

> You can also configure the settings from your machine. Press `[Apps]` > `[Online Functions]`, and then follow the on-screen instructions.
> If the End-User License Agreement (EULA) screen appears, follow the on-screen instructions.

✅ Related Information

- Mobile Connect

Related Topics:

- Access Web Based Management

Troubleshooting

For the latest FAQs & Troubleshooting tips, visit support.brother.com/faqs.

Routine Maintenance

- Replace Supplies

- Clean the Machine

- Correct Colour Printing

- Check the Remaining Part Life

- Monitor Machine Status Using Brother iPrint&Scan (Windows/Mac)

- Check the Machine Information

- Update Your Machine's Firmware

- Reset Your Machine

- Pack and Ship Your Machine

Replace Supplies

You must replace supplies when the machine indicates that the life of the supply is over.

The toner cartridge and drum unit are two separate supplies. Make sure both are installed as an assembly. The product code of supplies may vary depending on the country.
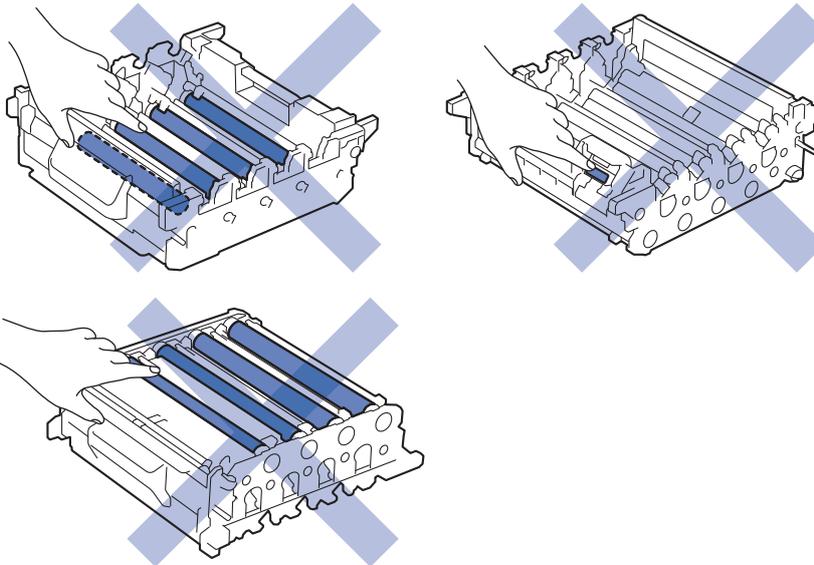
IMPORTANT

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.
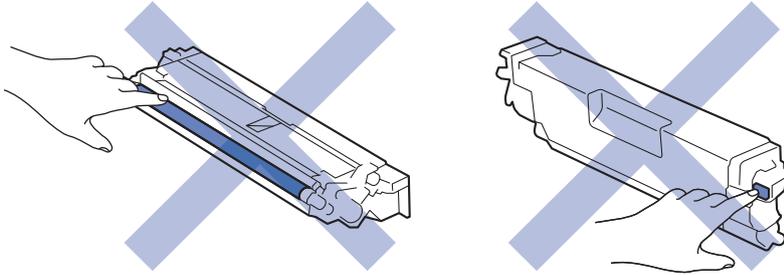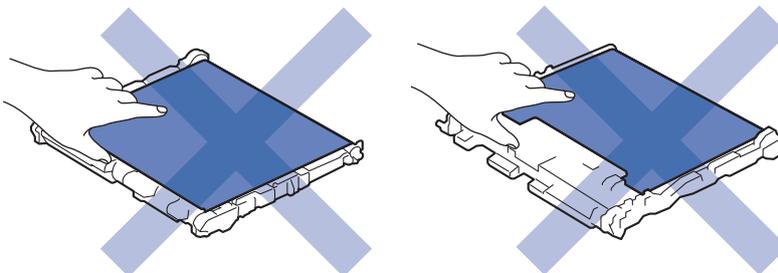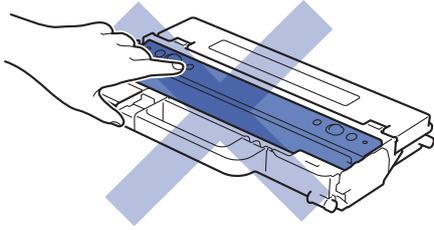
Toner Cartridge
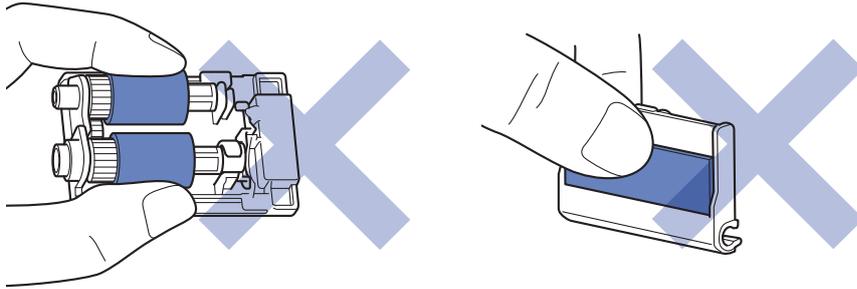
Drum Unit

Belt Unit

Waste Toner Box

Paper Feeding Kit for the Multi-purpose (MP) Tray

NOTE

- Be sure to seal the used supplies tightly in a bag so that toner powder does not spill out of the cartridge.

- Discard used consumable items according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. Be sure to reseal the consumable items tightly so that the material inside does not spill.

- We recommend placing both the new and the used supplies on a piece of paper to prevent accidentally spilling or scattering the contents.

- Using paper that is not a direct equivalent for a recommended print media may reduce the life of supplies and machine parts.

- The projected life for each of the toner cartridges is based on ISO/IEC 19798. Frequency of replacement will vary depending on the print volume, percentage of coverage, types of media used, and powering on/off the machine.

- Frequency of replacing supplies except toner cartridges will vary depending on the print volume, types of media used, and powering on/off the machine.

- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

- DO NOT turn the waste toner box upside down, otherwise the toner may spill out.

- DO NOT touch the IC chip surfaces on the toner cartridge and the drum unit. Contamination and damage may interfere with the detection of each unit.


✔ Related Information

- Routine Maintenance
  - Replace the Toner Cartridge
  - Replace the Drum Unit
  - Replace the Belt Unit
  - Replace the Waste Toner Box
  - Replace the Fuser Unit

- Replace the Paper Feeding Kit for the Multi-purpose (MP) Tray

Replace the Toner Cartridge

Before starting the replacement procedure, see *Related Information*: *Replace Supplies*.

1. Make sure the machine is turned on.

2. Press the front cover release button and open the front cover.
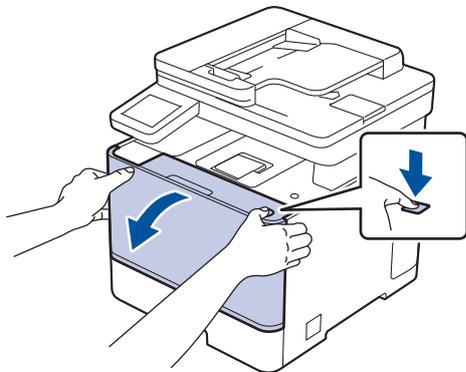
3. Hold the drum unit's green labeled handle. Pull the drum unit out of the machine until it stops.
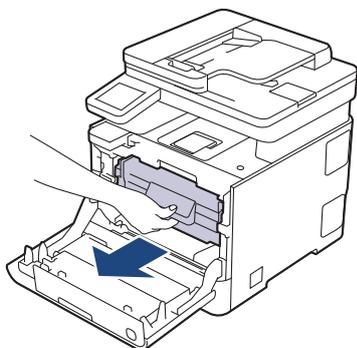

> **IMPORTANT**
>
> We recommend placing the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.

4. Hold the handle of the toner cartridge and pull the toner cartridge up and out of the drum unit. Repeat this for all toner cartridges.
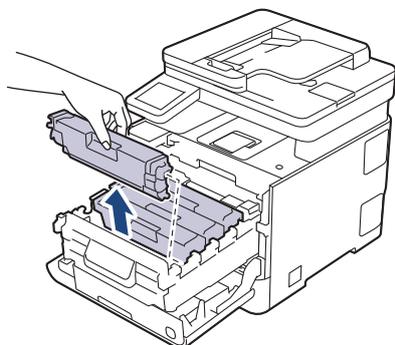
5. Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times. Repeat this for all the corona wires.
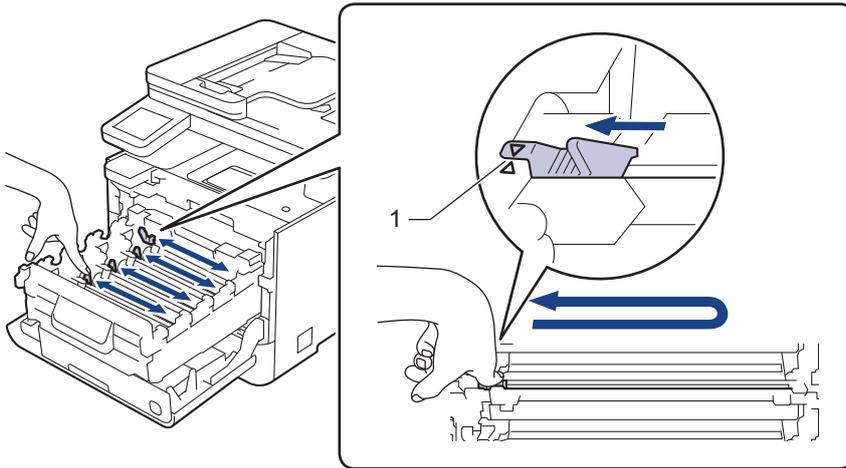
> To avoid poor print quality, be sure to lock the green tab into the home position (1), flush left with the left side of the drum.

6. Unpack the new toner cartridge.

7. Remove the protective materials.
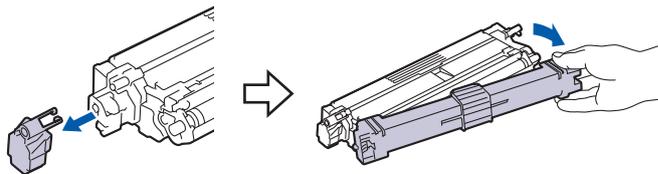
8. Insert the toner cartridge into the drum unit. Make sure that you match the toner cartridge colour to the same colour label on the drum unit. Repeat this for all toner cartridges.
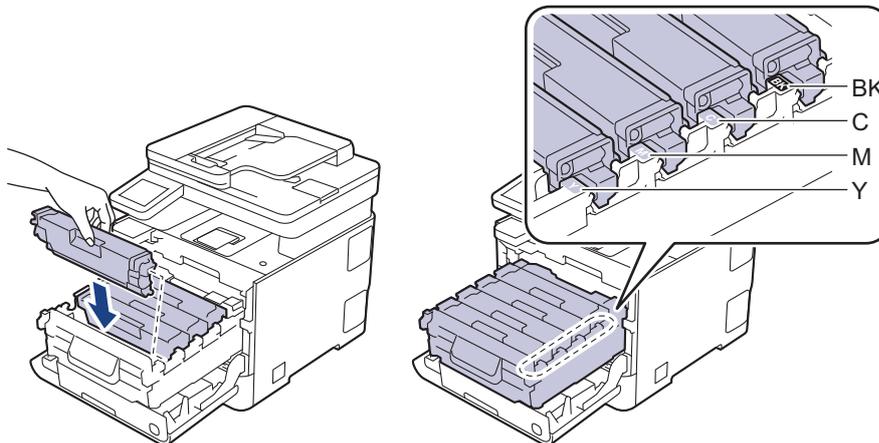
- BK: Black
- C: Cyan
- M: Magenta
- Y: Yellow

> Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

9. Using the green labeled handle, push the drum unit back into the machine until it locks in place.

10. Close the machine's front cover.

> • After replacing a toner cartridge, DO NOT turn the machine off or open the front cover until the machine's display returns to Ready Mode.
>
> • The toner cartridge that comes with your Brother machine is an Inbox toner cartridge.
>
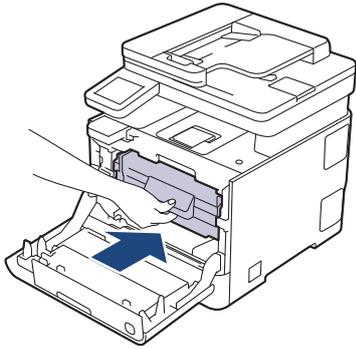> • We recommend keeping a new toner cartridge ready for use when you see the Toner Low warning.
>
> • DO NOT unpack the new toner cartridge until you are ready to install it.
>
> • If a toner cartridge is left unpacked for a long time, the toner life will be shortened.
>
> • We recommend using genuine Brother supplies to ensure stable print quality and performance. Although not all non-genuine supplies may cause quality issues, it is possible that some may adversely affect print quality or cause machine malfunction. Brother may charge for repairing your machine if it is proven that non-genuine supplies caused the damage, even if the machine is still covered by the warranty.

✅ Related Information

- Replace Supplies

Replace the Drum Unit

Before starting the replacement procedure, see *Related Information*: *Replace Supplies*.

1. Make sure the machine is turned on.

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

3. Hold the drum unit's green labeled handle. Pull the drum unit out of the machine until it stops.

> **IMPORTANT**
>
> We recommend placing the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.

4. Holding the green labeled handles of the drum unit, lift the front of the drum unit and remove it from the machine.

> **IMPORTANT**
>
> Hold the handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.

5. Unpack the new drum unit.

6. Remove the blue tape from the back of the drum unit, and then remove the protective cover.
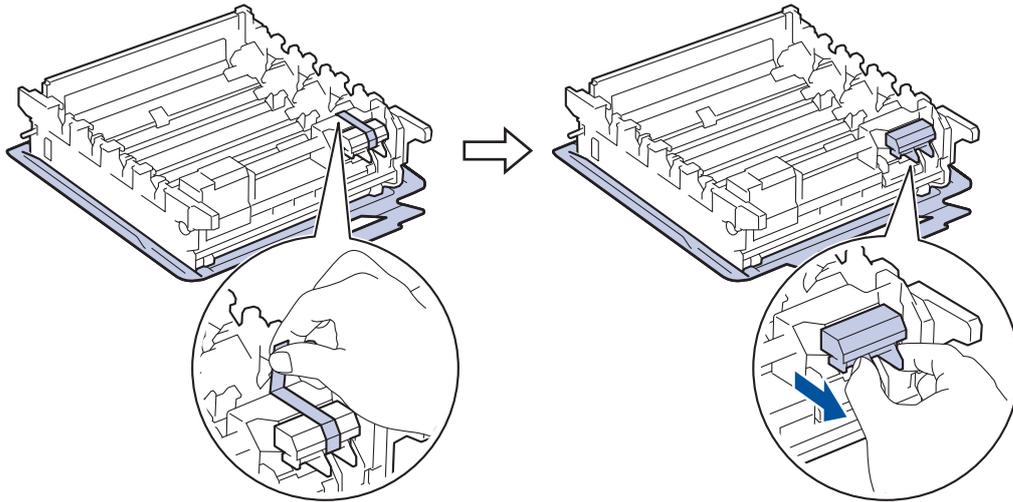
7. Remove the protective cover under the drum unit.
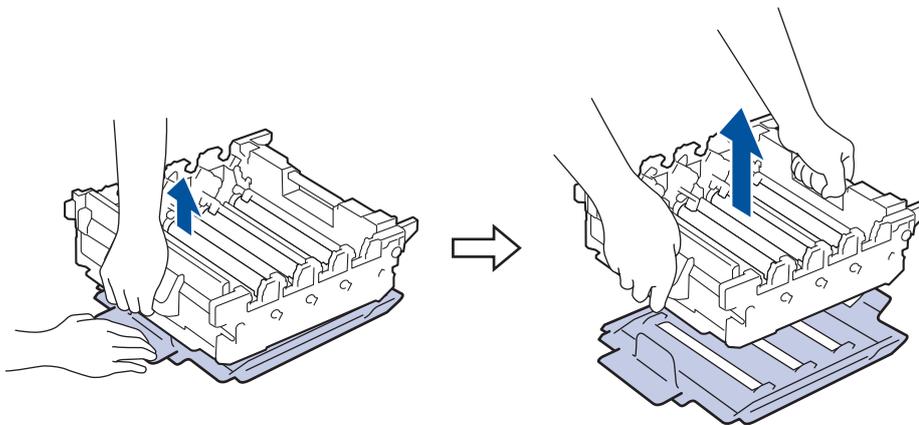
8. Hold the handle of the toner cartridge and pull the toner cartridge up and out of the drum unit. Repeat this for all toner cartridges.
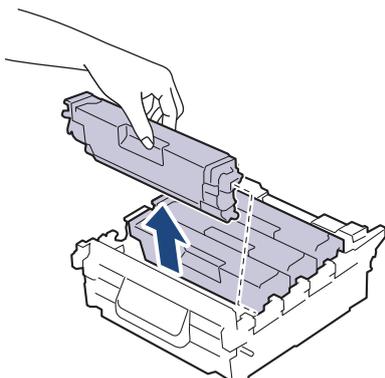
9. Reinsert the toner cartridge into the new drum unit. Make sure that you match the toner cartridge colour to the same colour label on the drum unit. Repeat this for all toner cartridges.
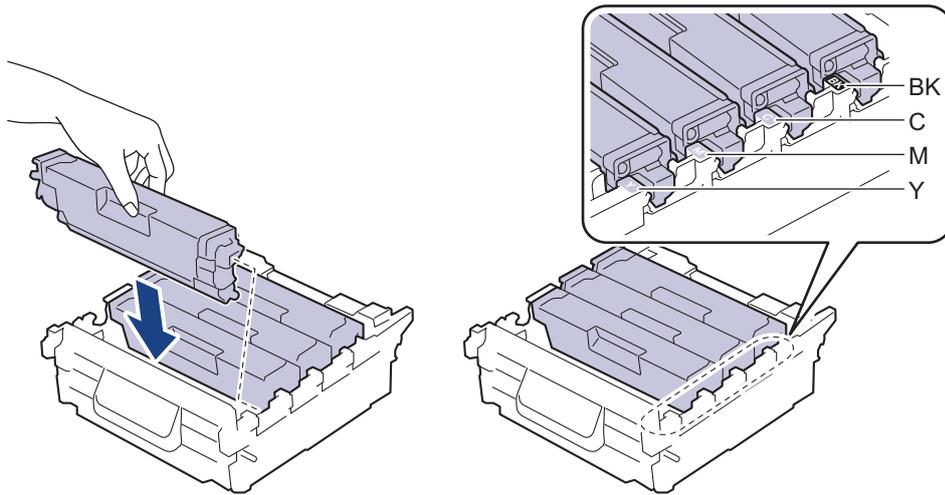
- BK: Black
- C: Cyan
- M: Magenta
- Y: Yellow

Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

10. Gently slide the drum unit into the machine until it stops.
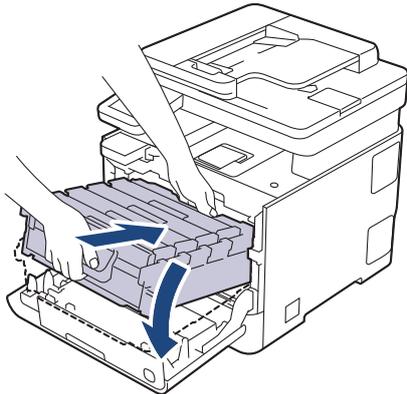
11. Using the green labeled handle, push the drum unit back into the machine until it locks in place.
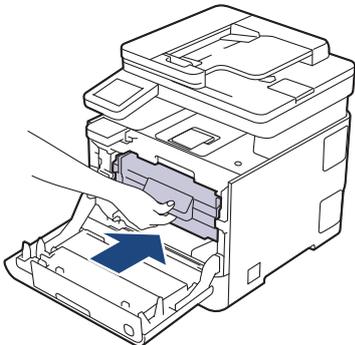
12. Close the machine's front cover.

NOTE

- Drum wear and tear occurs due to use and rotation of the drum and interaction with paper, toner, and other materials in the paper path. In designing this product, Brother decided to use the number of

rotations of the drum as a reasonable determinant of the drum life. When a drum reaches the factory-established rotation limit corresponding to the rated page yield, the product's LCD will advise you to replace the drum. The product will continue to function; however, print quality may not be optimal.

• If an unpacked drum unit is placed in direct sunlight (or artificial light for long periods of time), the unit may be damaged.

• There are many factors that determine the actual drum life, such as the temperature, humidity, type of paper, type of toner used and so on. Under ideal conditions, the average drum life is estimated at:

  - Approximately 30,000 pages based on one page per job (A4/letter single-sided pages)

  - Approximately 50,000 pages based on three pages per job (A4/letter single-sided pages)

  The number of pages may be affected due to a variety of factors including but not limited to media type and media size.

  Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

• The machine should be used only in a clean, dust-free environment with adequate ventilation.

  We recommend using genuine Brother supplies to ensure stable print quality and performance. Although not all non-genuine supplies may cause quality issues, it is possible that some may adversely affect print quality or cause machine malfunction. Brother may charge for repairing your machine if it is proven that non-genuine supplies caused the damage, even if the machine is still covered by the warranty.

✅ Related Information

• Replace Supplies

Replace the Belt Unit

Before starting the replacement procedure, see *Related Information*: *Replace Supplies*.

>> Replace the Belt Unit
>> Reset the Belt Unit Counter

Replace the Belt Unit

1. Make sure the machine is turned on.

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

3. Hold the drum unit's green labeled handle. Pull the drum unit out of the machine until it stops.
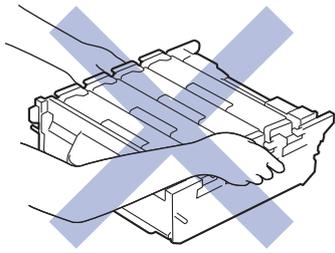

> **IMPORTANT**
>
> We recommend placing the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.

4. Holding the green labeled handles of the drum unit, lift the front of the drum unit and remove it from the machine.

IMPORTANT

Hold the handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.
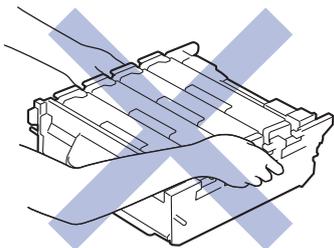
5. Hold the handle of the belt unit with both hands and lift the belt unit up, then pull it out.

6. Unpack the new belt unit and install it in the machine. Make sure the belt unit is level and fits firmly into place.
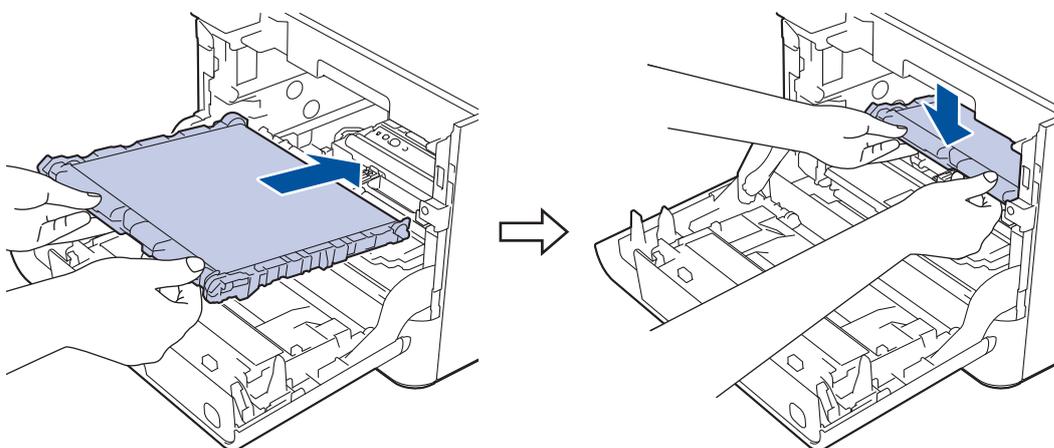
7. Gently slide the drum unit into the machine until it stops.
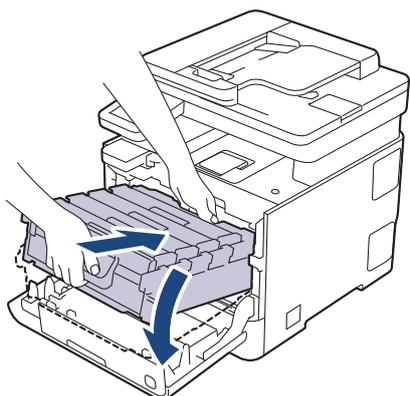
8. Using the green labeled handle, push the drum unit back into the machine until it locks in place.
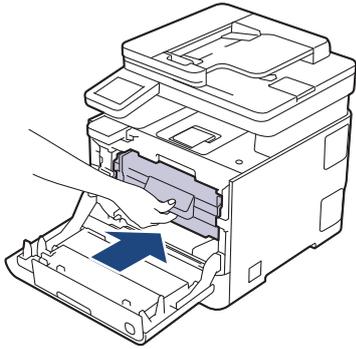
9. Close the machine's front cover.

Reset the Belt Unit Counter

1. Make sure the machine is turned on.

2. Press and hold ▐▐▐▐ (Toner) for about five seconds.

3. Press [Belt].

4. Press [Yes].

> ### ✓ Related Information
>
> - Replace Supplies

Replace the Waste Toner Box

> Before starting the replacement procedure, see *Related Information*: *Replace Supplies*.

1. Make sure the machine is turned on.

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

3. Hold the drum unit's green labeled handle. Pull the drum unit out of the machine until it stops.

> **IMPORTANT**
>
> We recommend placing the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.

4. Holding the green labeled handles of the drum unit, lift the front of the drum unit and remove it from the machine.

> **IMPORTANT**
>
> Hold the handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.

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

6. Remove the orange packing material.
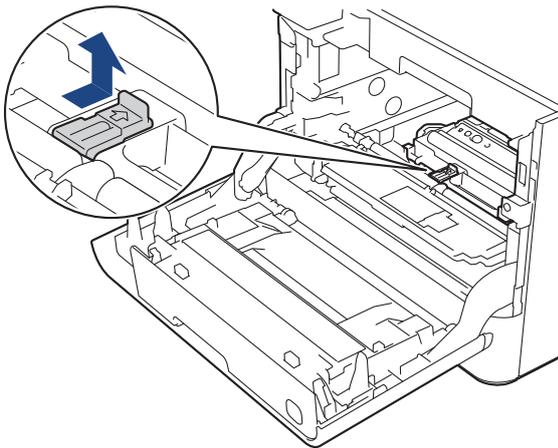
✎ This step is only necessary when you are replacing the waste toner box for the first time.

7. Hold the green handle of the waste toner box and remove the waste toner box from the machine.
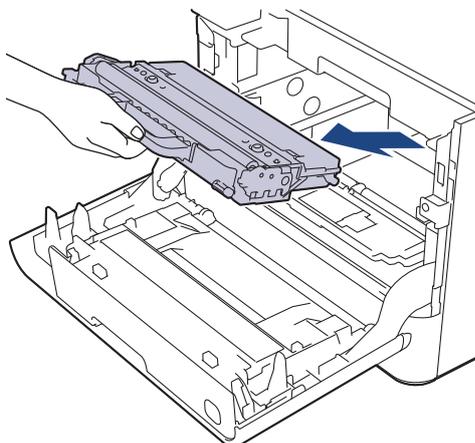
✎ DO NOT reuse the waste toner box.

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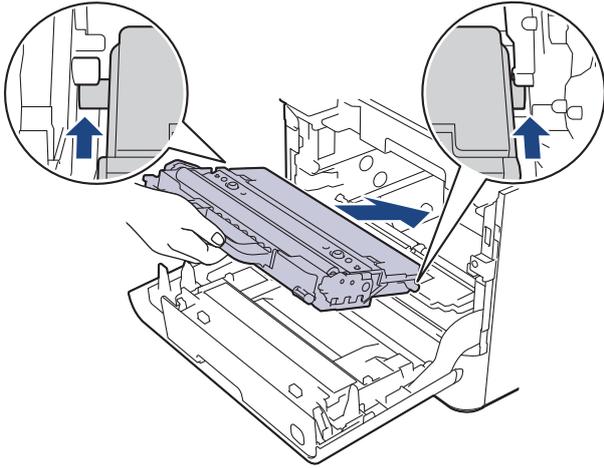
IMPORTANT

To avoid breaking the clips, insert the waste toner box so that it does not hit the clips.
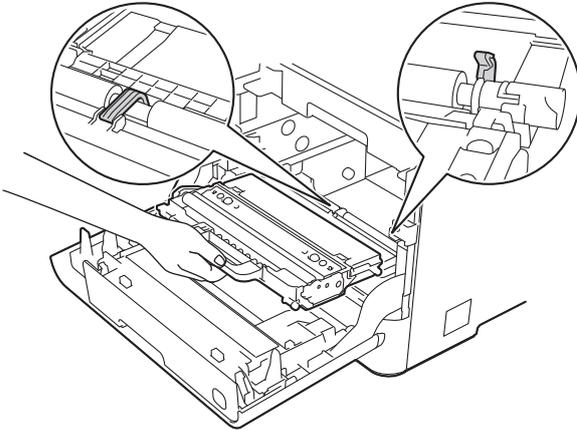
NOTE

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.
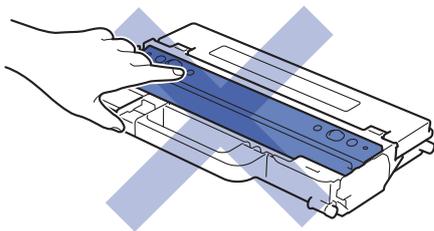
9. Slide the belt unit back into the machine. Make sure the belt unit is level and fits firmly into place.
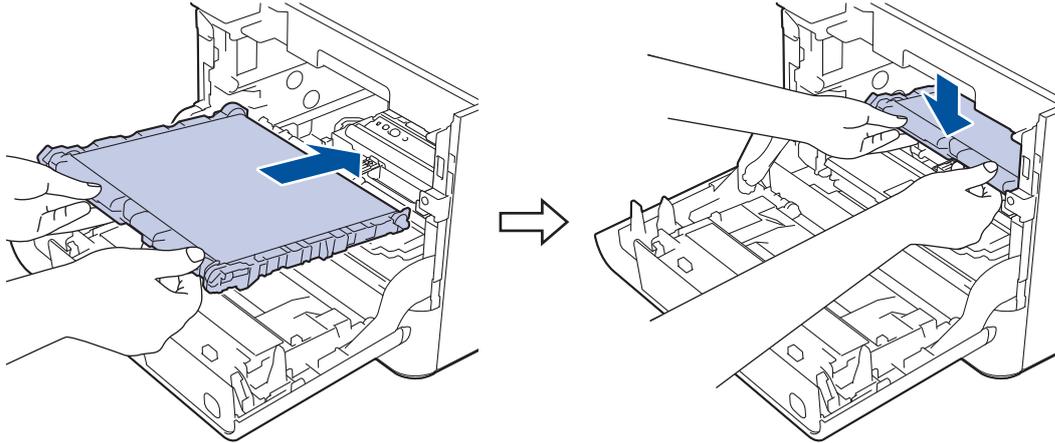
10. Gently slide the drum unit into the machine until it stops.
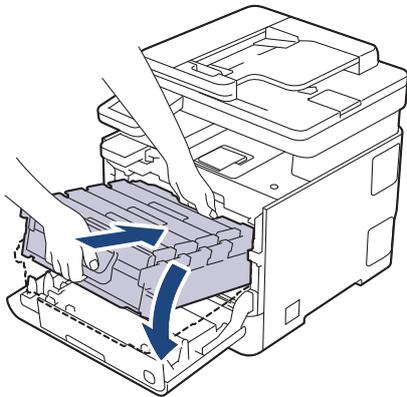
11. Using the green labeled handle, push the drum unit back into the machine until it locks in place.
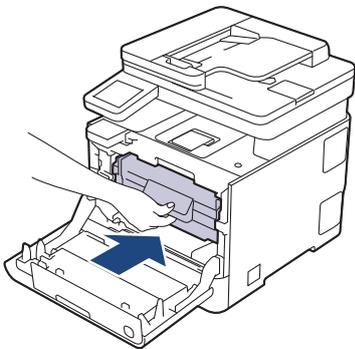
12. Close the machine's front cover.

✅ **Related Information**

- Replace Supplies

Replace the Fuser Unit

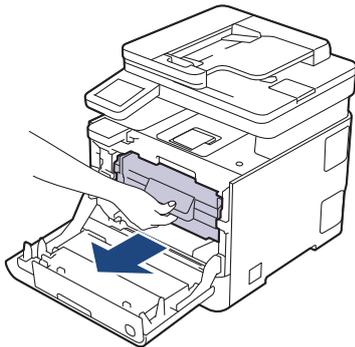Before starting the replacement procedure, see *Related Information*: *Replace Supplies*.

Replace the Fuser Unit

1. Press and hold ⏻ to turn the machine off.

2. Unplug the power cord from the electrical socket.

3. Open the back cover.
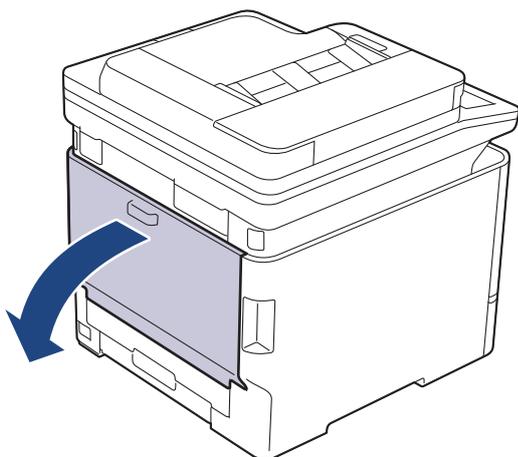
⚠ WARNING

HOT SURFACE

The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them.

---
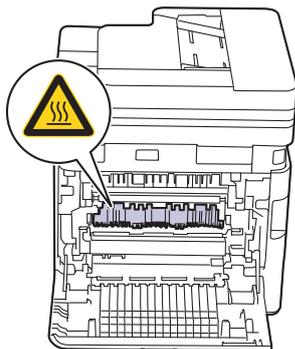
4. Holding the handles on both sides, squeeze the grey levers on the fuser unit and pull downward. Apply downward pressure on the fuser unit and pull it out of the machine.
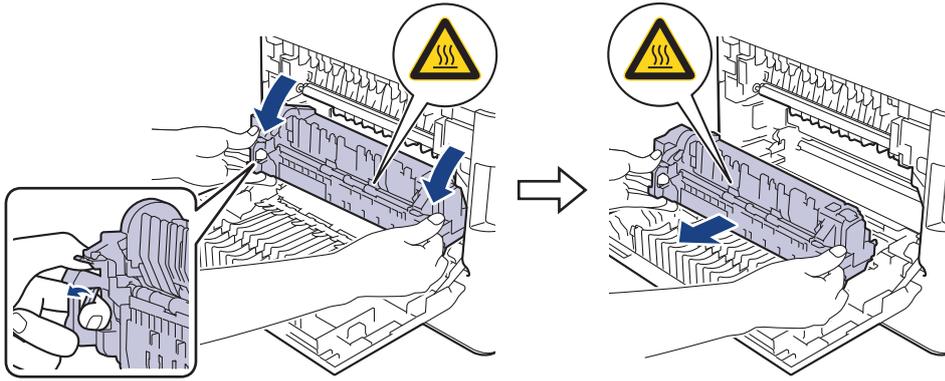
NOTE

DO NOT pull the green tabs down.
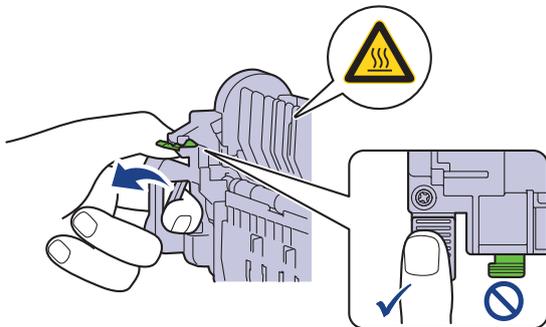
5. Unpack the new fuser unit.

6. Push the new fuser unit firmly into the machine. Be sure to insert the fuser unit completely into the machine.
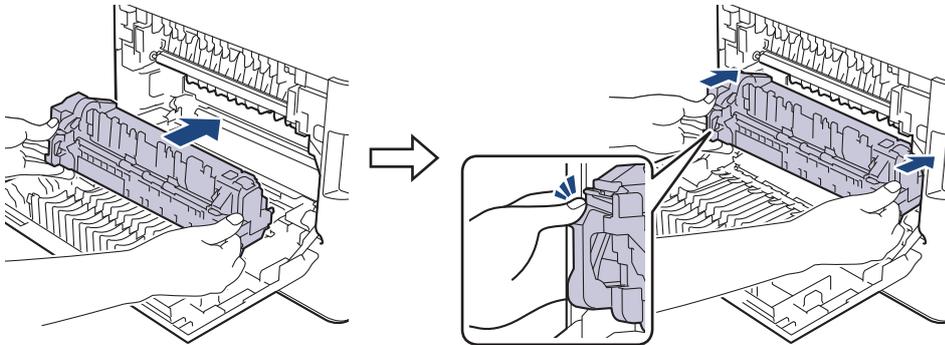
IMPORTANT

Do not use a fuser unit if it has been dropped.

7. Close the back cover until it locks in the closed position.

8. Plug in the power cord and press ⏻ to turn the machine on.

Reset the Fuser Unit Counter

1. Make sure the machine is turned on.

2. Press and hold ▌▌▌▌ **(Toner)** for about five seconds.

3. Press [Fuser].

4. Press [Yes].

✅ **Related Information**

- Replace Supplies

Replace the Paper Feeding Kit for the Multi-purpose (MP) Tray

Before starting the replacement procedure, see *Related Information*: *Replace Supplies*.

>> Replace the Paper Feeding Kit for the Multi-purpose (MP) Tray
>> Reset the Paper Feeding Kit for the Multi-purpose (MP) Tray Counter

Replace the Paper Feeding Kit for the Multi-purpose (MP) Tray

1. Press and hold ⏻ to turn the machine off.

2. Unplug the power cord from the electrical socket.

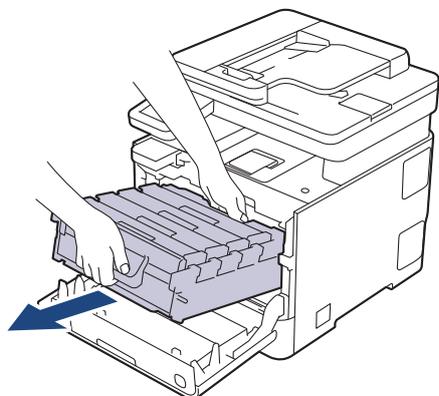3. Press the front cover release button and open the front cover.
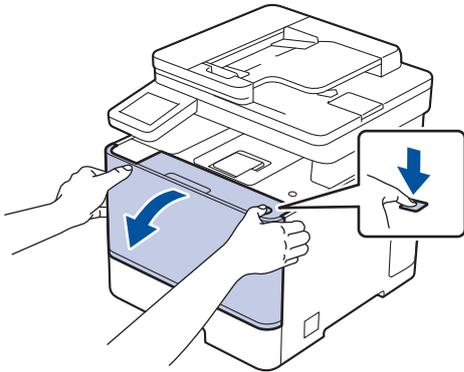
4. Hold the drum unit's green labeled handle. Pull the drum unit out of the machine until it stops.
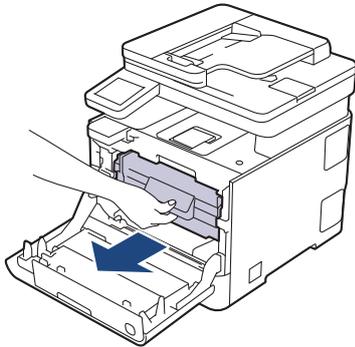
> **IMPORTANT**
>
> We recommend placing the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.

5. Holding the green labeled handles of the drum unit, lift the front of the drum unit and remove it from the machine.
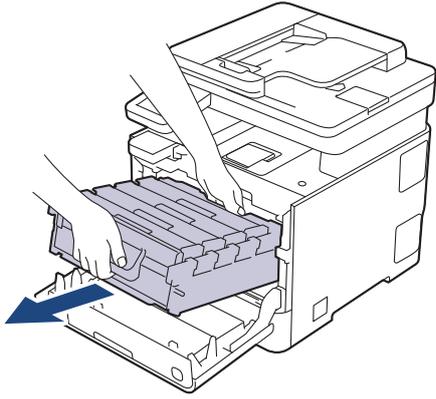
> **IMPORTANT**
>
> Hold the handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.
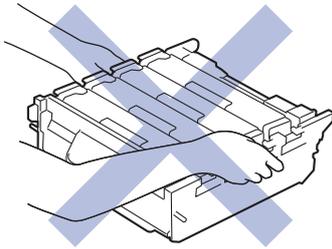
6. Raise the MP roller holder stopper.
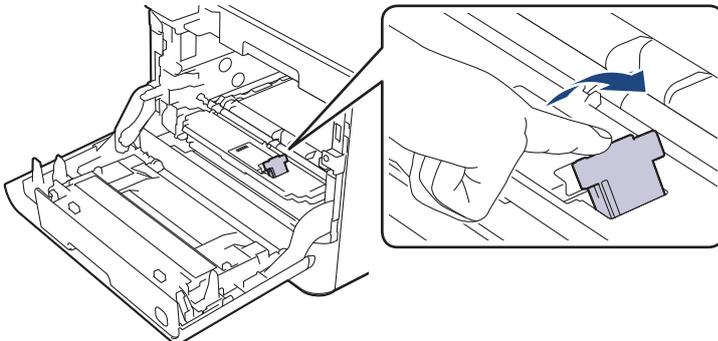
7. Slide the MP roller holder to the right, and then remove it.
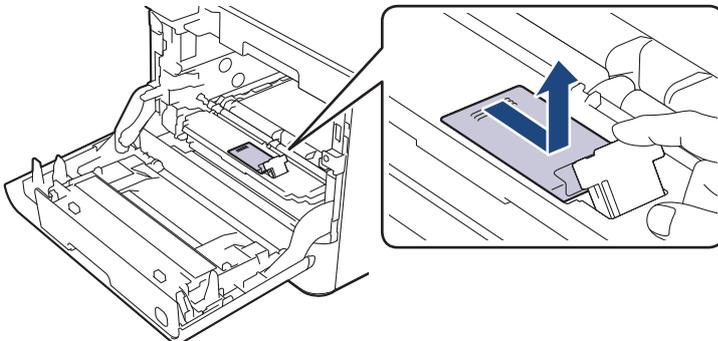
8. Raise the MP separation pad, and then pull it straight up and out of the machine.
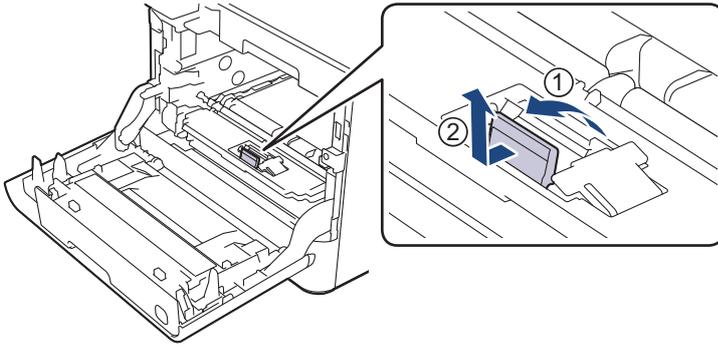
9. Unpack the new paper feeding kit for the MP tray.

10. Insert the new MP separation pad with the grey pad facing you.
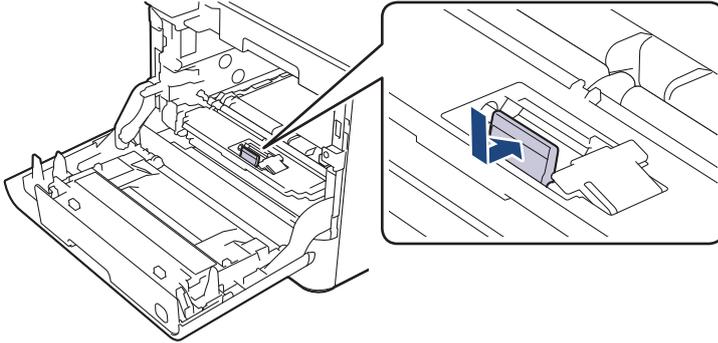
11. Press the MP separation pad forward until you hear a click.
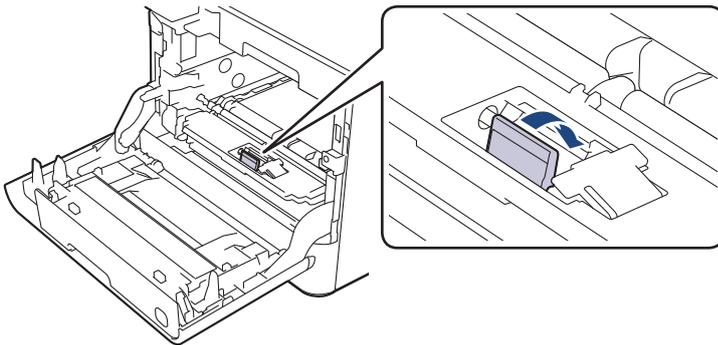
12. Insert the MP roller holder, and then slide it to the left.
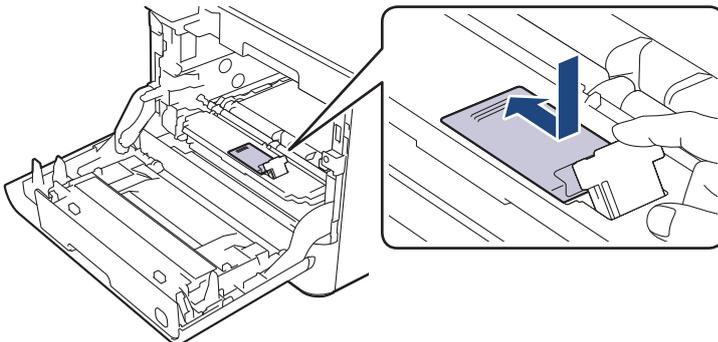
13. Press down to close the MP roller holder stopper.
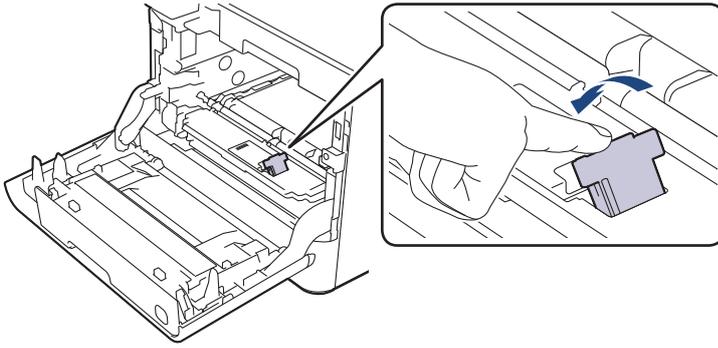
14. Gently slide the drum unit into the machine until it stops.
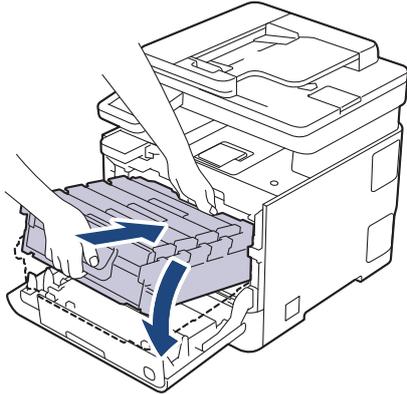
15. Using the green labeled handle, push the drum unit back into the machine until it locks in place.
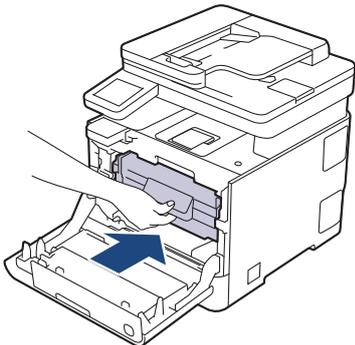
16. Close the machine's front cover.

17. Plug in the power cord and press ⏻ to turn the machine on.

Reset the Paper Feeding Kit for the Multi-purpose (MP) Tray Counter

1. Make sure the machine is turned on.

2. Press and hold ▮▮▮▮ **(Toner)** for about five seconds.

3. Press [PF Kit MP].

4. Press [Yes].

✅ **Related Information**

- Replace Supplies

Clean the Machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth.

When you replace the toner cartridge or the drum unit, make sure you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

⚠ WARNING

DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire. Instead, use only a dry, lint-free cloth.

IMPORTANT

- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.
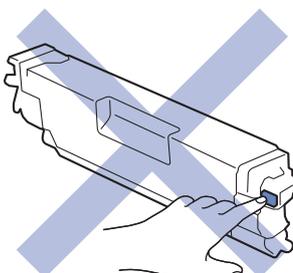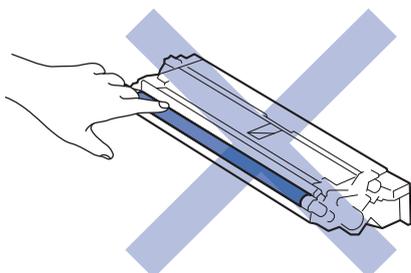
  Toner Cartridge
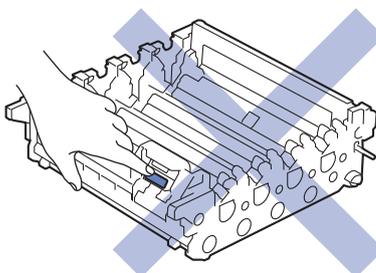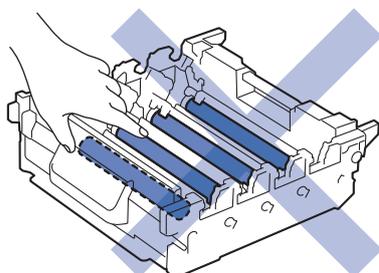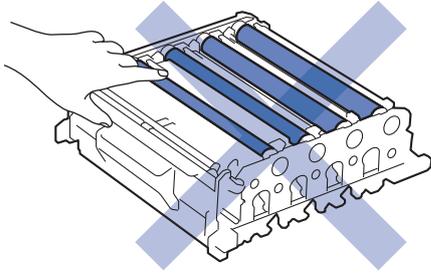
  Drum Unit

DO NOT touch the IC chip surfaces on the toner cartridge and the drum unit. Contamination and damage may interfere with the detection of each unit.

✅ Related Information

- Routine Maintenance
    - Clean the Scanner
    - Clean the Touchscreen LCD
    - Clean the Corona Wires
    - Clean the Drum Unit
    - Clean the Paper Pick-up Rollers

Clean the Scanner

Before starting the cleaning procedure, see *Related Information*: *Clean the Machine*.

1. Press and hold ⏻ to turn the machine off.

2. Lift the document cover (1). Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.
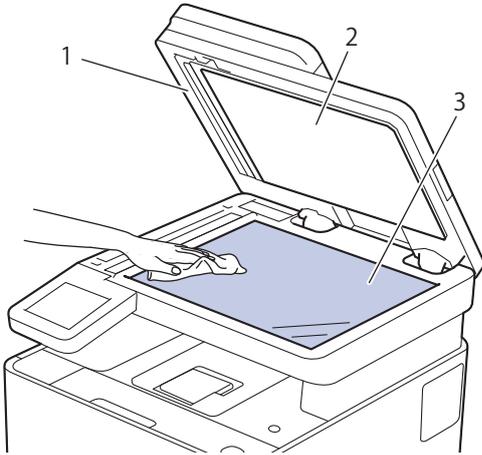
3. In the ADF unit, clean the white bar (1) and the scanner glass strip (2) underneath it with a soft lint-free cloth moistened with water.
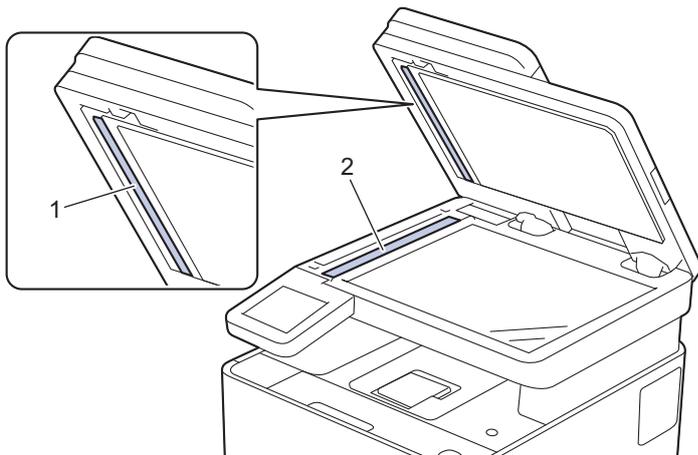
4. Close the document cover.

5. Press ⏻ to turn the machine on.

✅ **Related Information**

- Clean the Machine

Clean the Touchscreen LCD

Before starting the cleaning procedure, see *Related Information*: *Clean the Machine*.

IMPORTANT

DO NOT use any type of liquid cleaners (including ethanol).

1. Press and hold ⏻ to turn the machine off.

2. Clean the touchscreen with a dry, soft lint-free cloth.
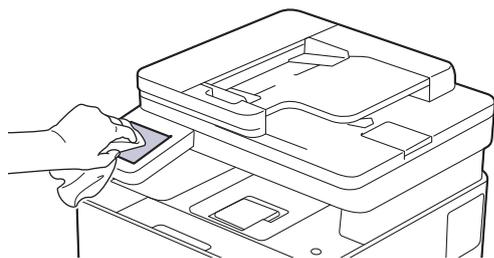
3. Press ⏻ to turn the machine on.

✅ Related Information

- Clean the Machine

Clean the Corona Wires

Before starting the cleaning procedure, see *Related Information*: *Clean the Machine*.

1. Press the front cover release button and open the front cover.
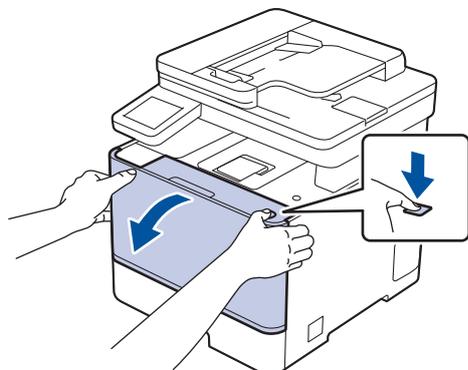
2. Hold the drum unit's green labeled handle. Pull the drum unit out of the machine until it stops.
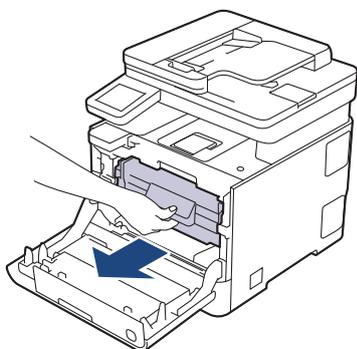
IMPORTANT

We recommend placing the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.

3. Hold the handle of the toner cartridge and pull the toner cartridge up and out of the drum unit. Repeat this for all toner cartridges.
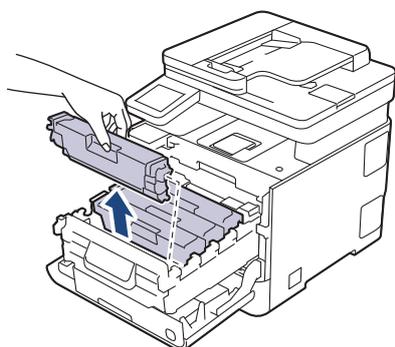
4. Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times. Repeat this for all the corona wires.
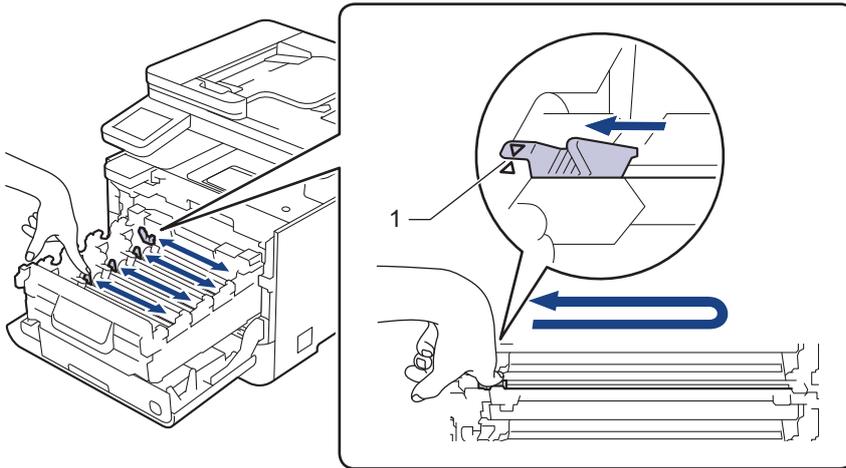
To avoid poor print quality, be sure to lock the green tab into the home position (1), flush left with the left side of the drum.

5. Insert the toner cartridge into the drum unit. Make sure that you match the toner cartridge colour to the same colour label on the drum unit. Repeat this for all toner cartridges.
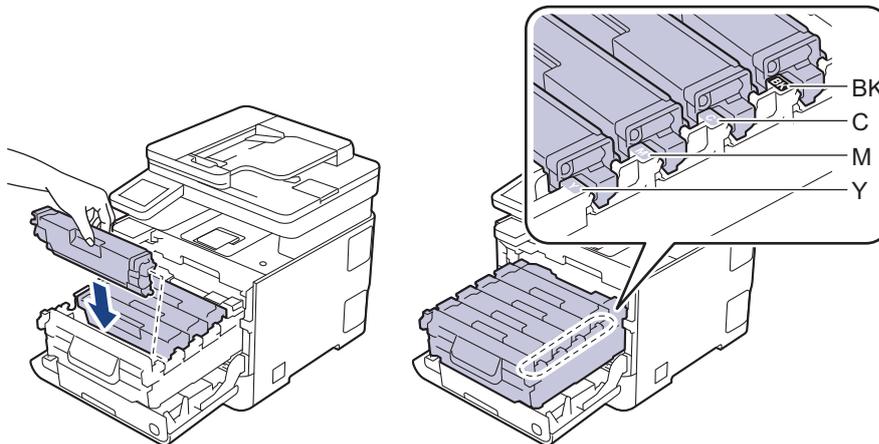
- • BK: Black
- • C: Cyan
- • M: Magenta
- • Y: Yellow

Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

6. Using the green labeled handle, push the drum unit back into the machine until it locks in place.
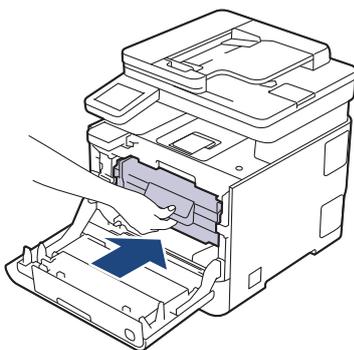
7. Close the machine's front cover.

✓ **Related Information**

• Clean the Machine

Clean the Drum Unit

> • If your printout has black or white dots or other repeating marks at 75 mm intervals, the drum may have foreign material, such as glue from a label, stuck on the drum surface.
> • Before starting the cleaning procedure, see *Related Information*: *Clean the Machine*.

1. Make sure the machine is in Ready Mode.

2. Press 🔧 [Settings] > [All Settings] > [Print Reports] > [Drum Dot Print].

3. Press [Yes].

   The machine prints the Drum Dot Check Sheet.

4. Press 🏠.

5. Press and hold ⏻ to turn the machine off.

6. Press the front cover release button and open the front cover.
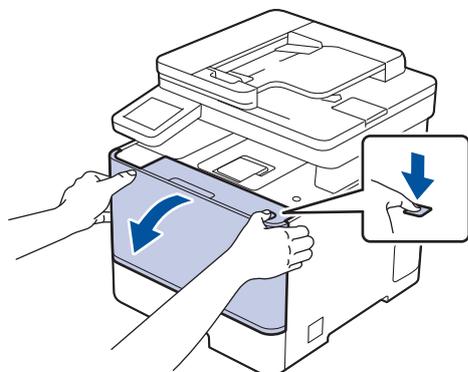
7. Hold the drum unit's green labeled handle. Pull the drum unit out of the machine until it stops.
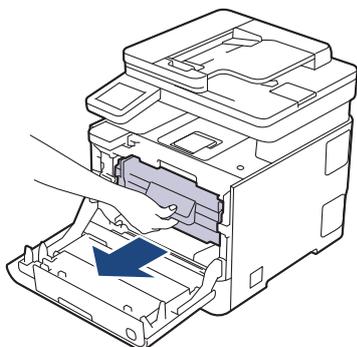
IMPORTANT

We recommend placing the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.

8. Holding the green labeled handles of the drum unit, lift the front of the drum unit and remove it from the machine.
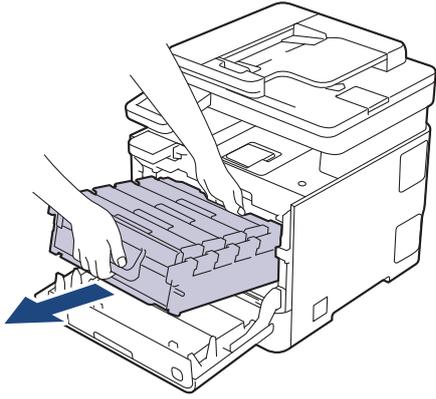
> **IMPORTANT**
>
> Hold the handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.
>
>
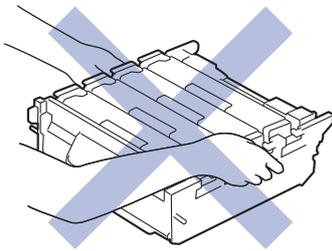
9. Hold the handle of the toner cartridge and pull the toner cartridge up and out of the drum unit. Repeat this for all toner cartridges.
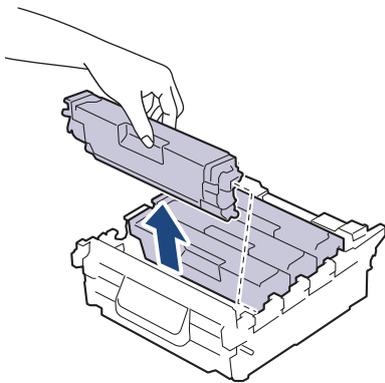
10. Turn the drum unit over by holding the green labeled handles. Make sure that the drum unit gears (1) are on the side shown in the illustration.
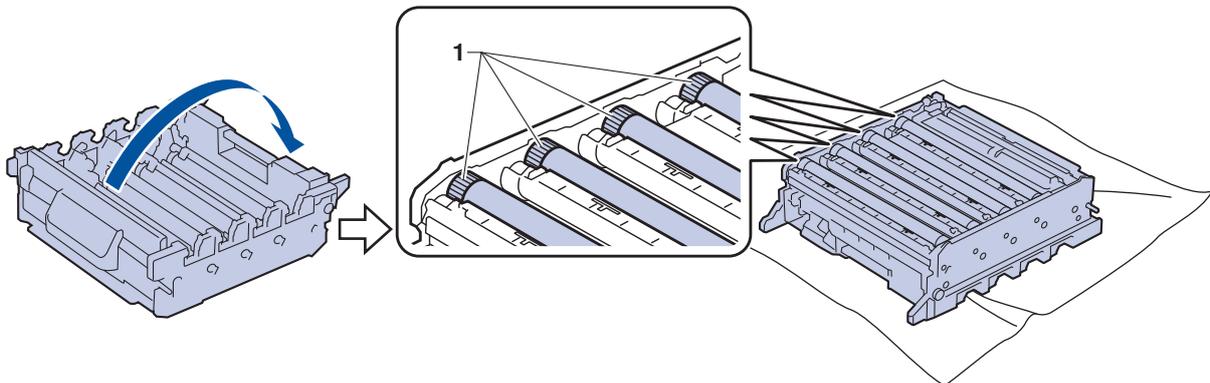
11. Use the column numbers next to the drum roller to find the mark. For example, a cyan dot in column 2 on the check sheet would mean that there is a mark in the "2" region of the cyan drum.
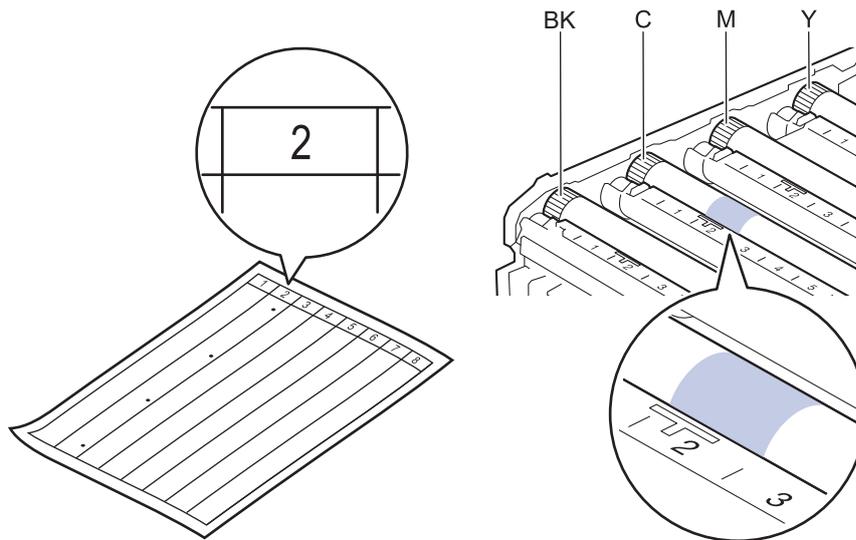
- BK: Black
- C: Cyan
- M: Magenta
- Y: Yellow

12. Hold the drum unit frame with both hands, place your thumb on the drum unit gear, and roll the drum towards you by hand while looking at the surface of the suspected area.
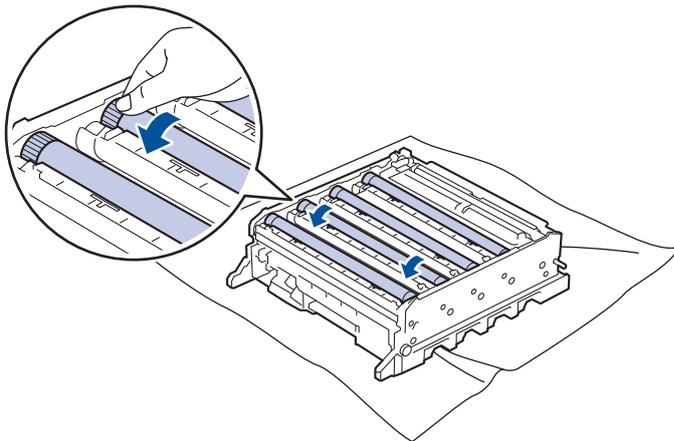
✎ To avoid print quality problems, DO NOT touch any surface of the drum rollers except the drum unit gear.

13. Wipe the surface of the drum gently with a dry cotton swab until the mark on the surface comes off.
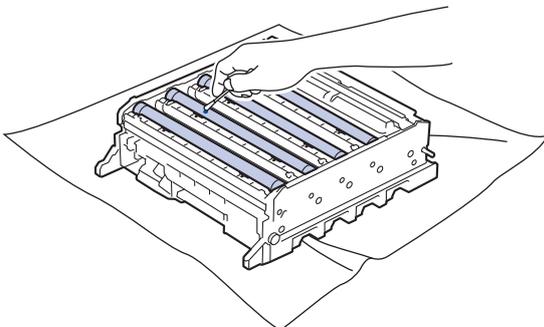
NOTE

DO NOT clean the surface of the photosensitive drum with a sharp object or any liquids.

14. Turn the drum unit over by holding the green labeled handles.

15. Reinsert the toner cartridge into the drum unit. Make sure that you match the toner cartridge colour to the same colour label on the drum unit. Repeat this for all toner cartridges.
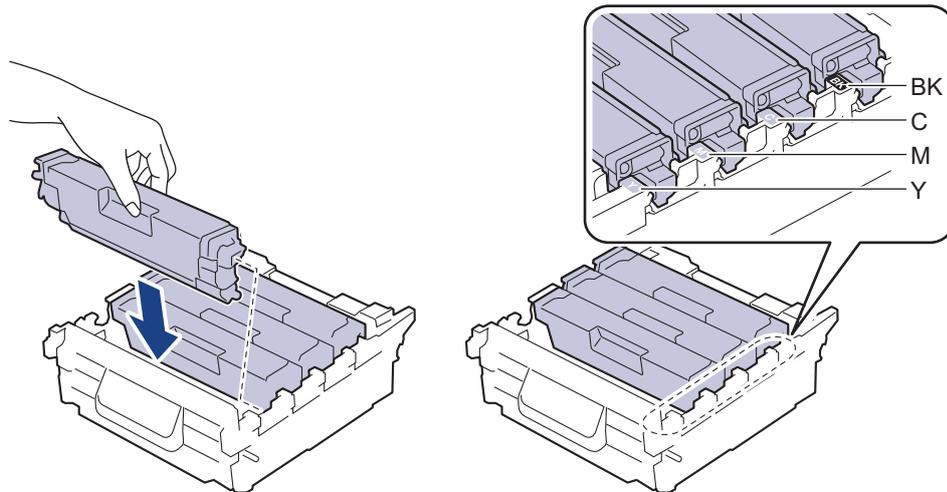
- • BK: Black
- • C: Cyan
- • M: Magenta
- • Y: Yellow

> Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

16. Gently slide the drum unit into the machine until it stops.
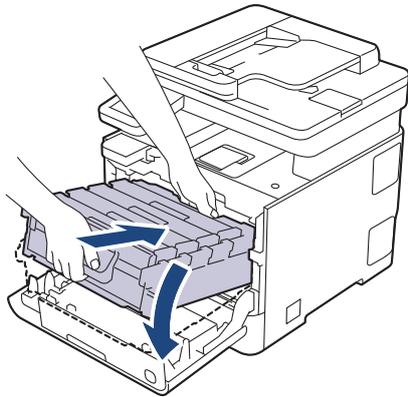
17. Using the green labeled handle, push the drum unit back into the machine until it locks in place.
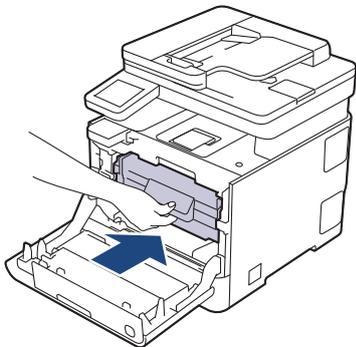
18. Close the machine's front cover.

19. Press ⏻ to turn the machine on.

✅ **Related Information**

- Clean the Machine

Clean the Paper Pick-up Rollers

Cleaning the paper pick-up rollers periodically may prevent paper jams by ensuring that paper feeds correctly.

Before starting the cleaning procedure, see *Related Information*: *Clean the Machine*.

If you have paper feed problems, clean the pick-up rollers as follows:

1. Press and hold (⏻) to turn the machine off.

2. Pull the paper tray completely out of the machine.
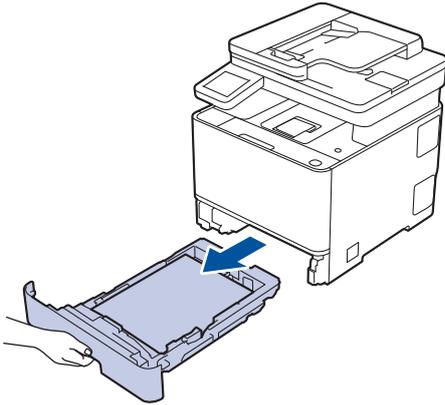
3. If paper is loaded or something is stuck inside in the paper tray, remove it.

4. Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad on the paper tray to remove dust.
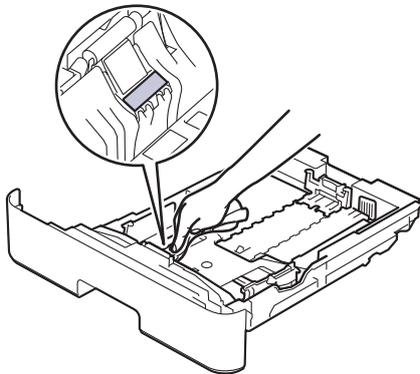
5. Wipe the two pick-up rollers inside the machine to remove dust.
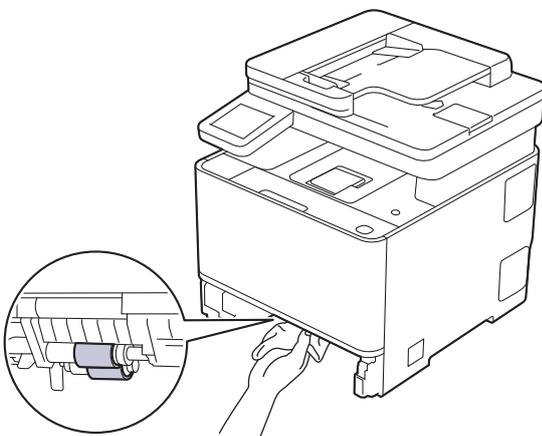
6. Reload the paper and put the paper tray firmly back in the machine.

7. Press (⏻) to turn the machine on.

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✅ **Related Information**

- Clean the Machine

Correct Colour Printing

If the colour print quality is poor, calibrate the output density of each colour, and then perform the colour alignment.

> To perform the calibrations of each colour's output density and colour alignment in sequence, set the Auto Correction function to On.

1. Press [Settings] > [All Settings] > [Printer] > [Colour Correction] > [Correction Start].

   > If your machine displays the [All Settings] menu on the Home screen, skip the [Settings] menu.

2. Press [Yes].

   > The Colour correction starts automatically, and will take a few minutes.

3. Press .

✅ **Related Information**

- Routine Maintenance
  - Set the Auto Correction Function
  - Reset the Machine's Colour Correction Settings

Set the Auto Correction Function

If you want your machine to automatically perform colour alignment after calibrating colours, turn on the Auto Correction function.

1. Press ![Settings icon] [Settings] > [All Settings] > [Printer] > [Colour Correction] > [Auto Correction] > [On].

   ✎ If your machine displays the [All Settings] menu on the Home screen, skip the [Settings] menu.

2. Press ![Home icon].

✅ **Related Information**

- Correct Colour Printing

Reset the Machine's Colour Correction Settings

If the output colour differs from what you see on your screen, try resetting your machine's colour correction settings.

1. Press ![settings icon] [Settings] > [All Settings] > [Printer] > [Colour Correction] > [Reset].

   ✎ If your machine displays the [All Settings] menu on the Home screen, skip the [Settings] menu.

2. Press [Yes].

3. Press ![home icon].

✅ **Related Information**

- Correct Colour Printing

Check the Remaining Part Life

1. Press ⚙ [Settings] > [All Settings] > [Machine Info.] > [Parts Life].

2. Press the machine part you want to check.

   The LCD displays the approximate remaining part life.

3. Press 🏠.

   To display the approximate remaining life of the toner cartridge, press ▮▮▮▮ [Toner] > [Toner Life].

✅ **Related Information**

- Routine Maintenance

Monitor Machine Status Using Brother iPrint&Scan (Windows/Mac)

Brother iPrint&Scan allows you to monitor your Brother machine's status.

1. Start Brother iPrint&Scan.

   - Windows

     Double-click the ![icon](Brother iPrint&Scan) icon.

   - Mac

     In the **Finder** menu bar, click **Go** > **Applications**, and then double-click the iPrint&Scan icon.

   The Brother iPrint&Scan screen appears.

2. If your Brother machine is not selected, click the **Add Machine** / **Select your Machine** button, and then select your model's name from the list. Click **OK**.
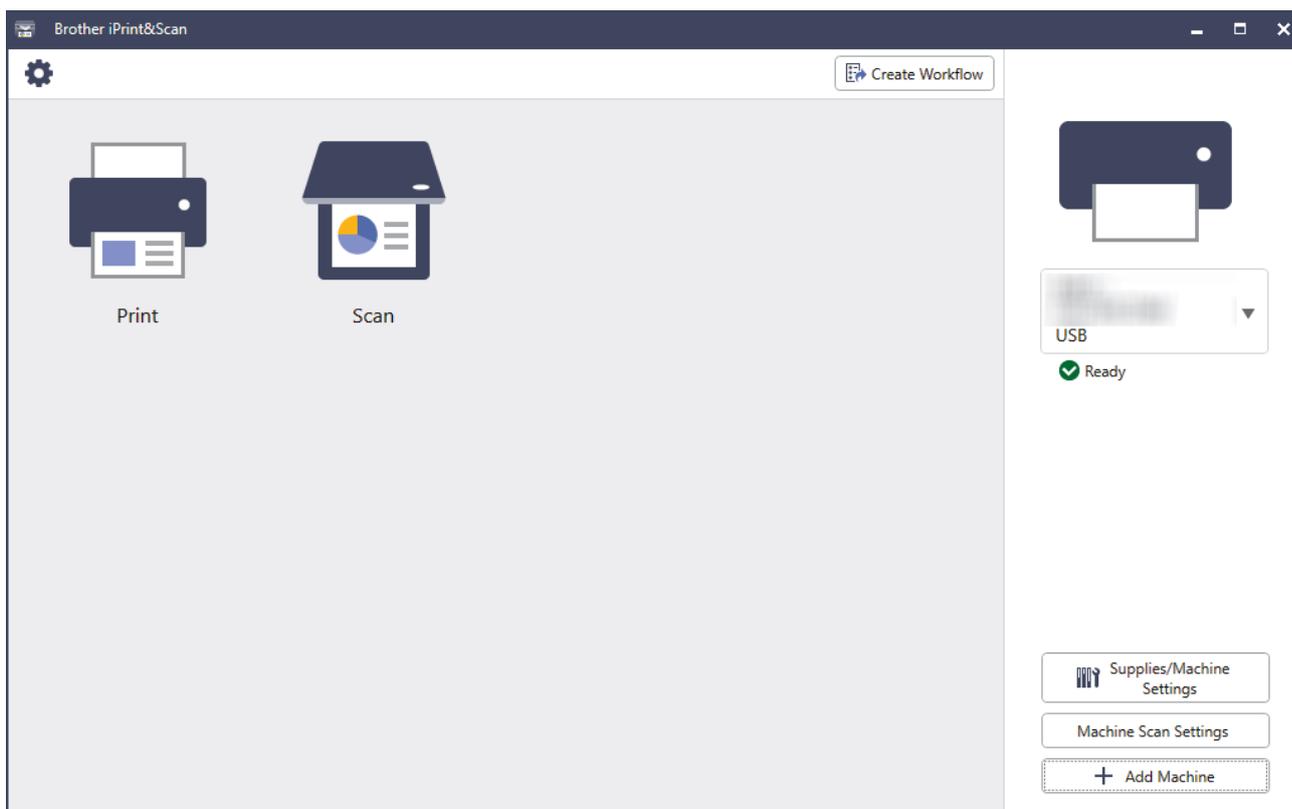
Status icons

Icon	Description
✅	A green icon indicates the normal stand-by condition.
⚠️	A yellow icon indicates a warning.
❌	A red icon indicates an error has occurred.

Icon	Description
	A grey icon indicates the machine is offline.

Error icons

Icon	Description
	The toner level is low.
	The toner cartridge needs to be replaced.

- The actual screen may differ depending on the version of the application.
- The remaining toner amount is approximate and may differ from the actual amount of remaining toner.
- You can also check the remaining toner amount using Web Based Management.

Related Information

- Routine Maintenance

Check the Machine Information

Follow these instructions to check your machine's serial number and firmware version.

1. Press 🔧 [Settings] > [All Settings] > [Machine Info.].

2. Press one of the following options:

Option	Description
Serial No.	Check your machine's serial number.
Firmware Version	Check your machine's firmware version.
Firmware Update	Update your machine to the latest firmware.
Firmware Update Setup	Set the days and times for automatic firmware updates.
Page Counter	Check the total number of pages the machine has printed.
Parts Life	Check the percentage of the supplies' life that remains available.

3. Press 🏠.

✅ **Related Information**

- Routine Maintenance

Update Your Machine's Firmware

- An Internet connection is required to update the firmware.
- Do not unplug the power cord during the firmware update.

To keep your machine up to date, check support.brother.com/downloads periodically for the latest firmware. Without the most current firmware, some of your machine's functions may become unavailable.

You can also manually update the firmware directly from your machine or set it to update periodically, by following these steps:

1. Press ⚙ [Settings] > [All Settings] > [Machine Info.].

2. Do one of the following:

Option	Description
Update the firmware manually.	Press Firmware Update.
Set your machine to automatically update the firmware. (available for certain models)	Press Firmware Update Setup > Update Method > Auto Install, then select the days of the week and enter the time slot for the firmware update.

3. Press 🏠.

✅ Related Information

- Routine Maintenance

Related Topics:

- Check Your Machine's Password

Reset Your Machine

- Reset Functions Overview

- Reset Your Machine

Reset Functions Overview

The following reset functions are available:

> ✎ Unplug the interface cable before you choose Network Settings Reset function, All Settings Reset function or Factory Reset function.

1. Machine Reset

   Reset all the machine's settings that you have changed, such as Date and Time and Ring Delay.

   The following will remain:

   - The Address Book, fax data, and Call history (For models with facsimile function)
   - The administrator password
   - Network settings

2. Network Settings Reset (For Network Models)

   Reset the print server to its default factory settings (including all IP Address information except the administrator password).

   > ✎ You can reset the administrator password using the All Settings Reset option.

3. Address Book and Fax Settings Reset

   This function resets the following settings:

   > ✎ The following settings, with the exception of the Address Book and the Setting Lock password, apply to models with facsimile function.

   - Address Book
     (Addresses and Groups)
   - Programmed fax jobs in the memory
     (Delayed Fax)
   - Station ID
     (name and number)
   - Fax receive settings
     (PC-Fax Receive (Windows only))
   - Report
   - Setting Lock password (available models only)

4. All Settings Reset

   Reset all the machine's settings back to the settings that were set at the factory.

   All Settings Reset takes less time than Factory Reset.

5. Factory Reset

   Use the All Setting Reset function to reset all of the machine's settings to the settings originally set at the factory.

   Factory Reset takes more time than All Settings Reset.

   We strongly recommend you perform this operation when you dispose of the machine.

✅ Related Information

- Reset Your Machine

Reset Your Machine

1. Press ![settings icon] `[Settings]` > `[All Settings]` > `[Initial Setup]` > `[Reset]`.

2. Press the reset function you want to use.

> ✎
> *   For more information about resetting your machine's password, see *Related Information*: *Reset Functions Overview*.
>
> *   The network settings, the security settings and address book data will not be reset by the `[Machine Reset]`.
>
> *   If you discard or dispose the machine, we recommend performing a `[Factory Reset]` to erase the personal data in the machine.

3. `[Machine will reboot after resetting. Press [OK] for 2 seconds to confirm.]` appears. Press `[OK]` for two seconds to confirm.

> ✎
> You can also reset the network settings by pressing ![settings icon] `[Settings]` > `[All Settings]` > `[Network]` > `[Network Reset]`.

The machine will restart.

✅ Related Information

*   Reset Your Machine

Related Topics:

*   Reset the Network Settings to the Factory Settings
*   Reset Functions Overview

Pack and Ship Your Machine

> ⚠ **WARNING**
>
> - To prevent possible injuries, at least two people should lift the product by holding it at the front and back.
>
> - When you move the machine, carry the machine as shown in the illustration.
>
>
>
> - If the machine has Optional Tray(s) installed, remove the Optional Tray(s) BEFORE moving the machine. Attempting to move the machine without removing the Optional Tray(s) may cause injury to you or damage to the machine.
>
> - Pack the Optional Tray(s) separately in the original carton with original packing material.

> 🖉 If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.

1. Press and hold ⏻ to turn the machine off. Leave the machine off for at least 10 minutes to cool down.

2. Disconnect all the cables, and then unplug the power cord from the electrical socket.

3. Put the machine into the bag it originally came in.

4. Pack the machine in the original carton with the original packing material as shown below.
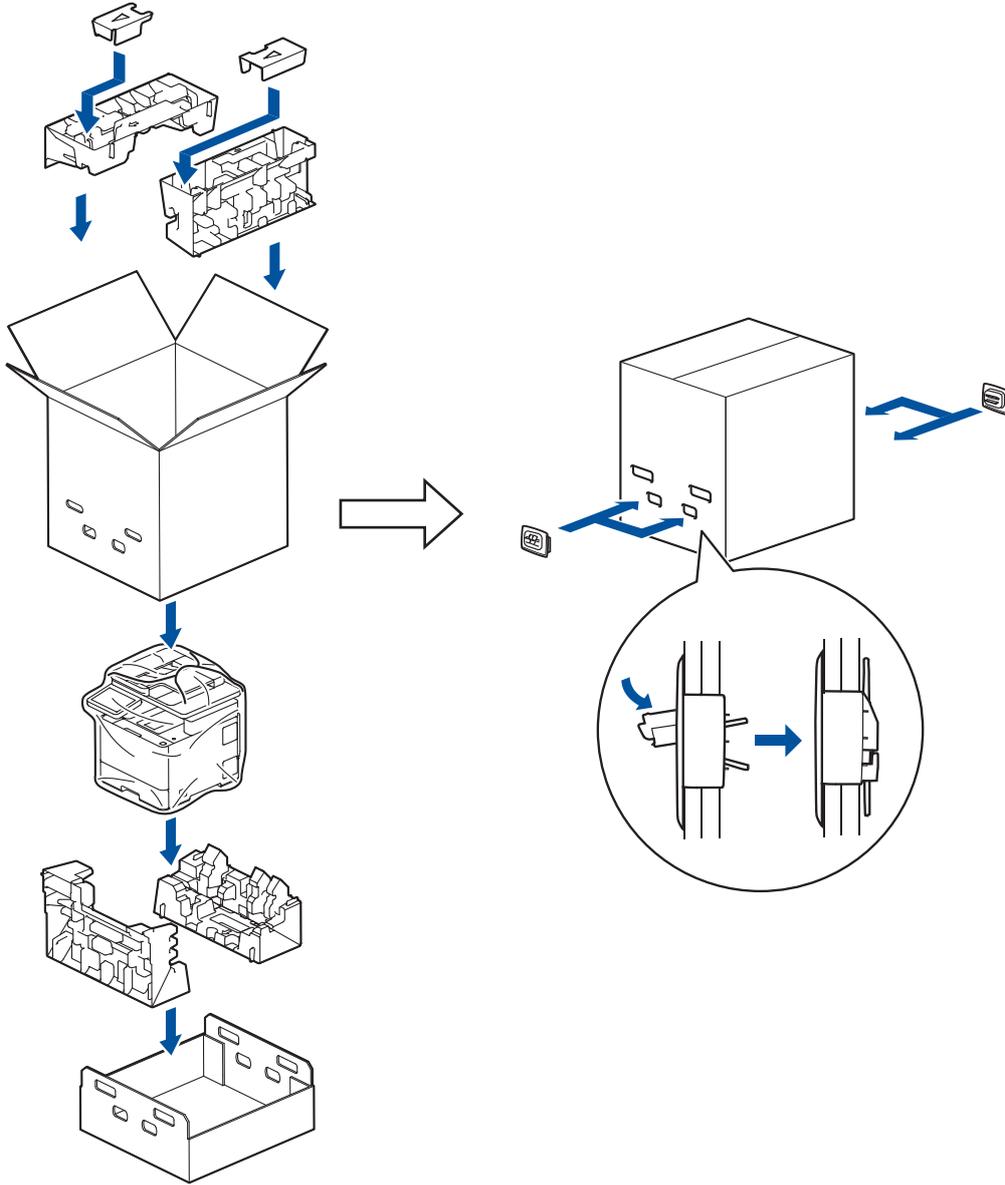
5. Close the carton and tape it shut.

6. If you have a Lower Tray, repack it as shown.
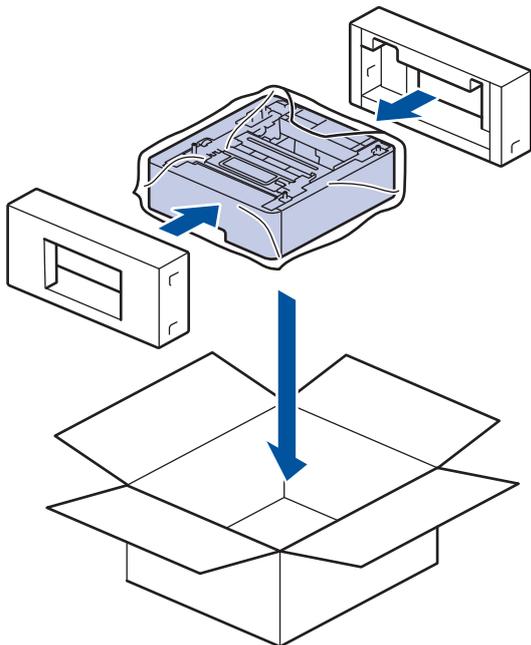
✅ **Related Information**

- Routine Maintenance

Machine Settings

Customise settings and features to make your machine a more efficient work tool.

- Check Your Machine's Password

- Change Machine Settings from the Control Panel

- Change Machine Settings Using Web Based Management

Check Your Machine's Password

If prompted to enter a password, check the following information:

>> Find the Default Password
>> Change the Password
>> Reset the Password

Find the Default Password

The default password to manage this machine's settings is located on the back of the machine and marked **"Pwd"**.

Change the Password

We recommend immediately changing the default password to protect your machine from unauthorised access.

Use Web Based Management to change the password.
For more information, see *Related Information*.

Reset the Password

If you forget your password, reset your machine to its factory default settings. The password will also be reset to the default password.

For more information, see *Related Information*.

✅ Related Information

- Machine Settings

Related Topics:

- Reset Your Machine
- Change the Login Password Using Web Based Management

Change Machine Settings from the Control Panel

- In the Event of Power Failure (Memory Storage)

- General Settings

- Save Your Favourite Settings as a Shortcut

- Print Reports

- Settings and Features Tables

In the Event of Power Failure (Memory Storage)

Your menu settings are stored permanently, and in the event of a power failure will not be lost.

During a power failure, the machine will retain the date and time and programmed fax timer jobs (for example, Delayed Fax) for approximately 60 hours. Other fax jobs in the machine's memory will not be lost.

✅ Related Information

- Change Machine Settings from the Control Panel

General Settings

- Adjust the Machine's Volume

- Set Sleep Mode Countdown

- About Deep Sleep Mode

- Set Auto Power Off Mode

- Set the Date and Time

- Reduce Toner Consumption

- Reduce Printing Noise

- Lock the Machine Settings

- Change the Language on the LCD

Adjust the Machine's Volume

1. Press [Settings] > [All Settings] > [General Setup] > [Beep].

2. Select the [Off], [Low], [Med] or [High] option, and then press the option you want.

3. Press .

✅ Related Information

- General Settings

Set Sleep Mode Countdown

- You can choose how long the machine must be idle before it goes into Sleep Mode.
- The timer will restart if any operation is carried out on the machine, such as receiving a print job.

---

1. Press ▮▮ [Settings] > [All Settings] > [General Setup] > [Ecology] > [Sleep Time].

2. Enter the length of time (maximum 50 minutes) the machine will remain idle before entering Sleep Mode, and then press [OK].

3. Press ⌂.

✅ Related Information

- General Settings

About Deep Sleep Mode

If the machine is in Sleep Mode and does not receive any jobs for a certain length of time, the machine will automatically enter Deep Sleep Mode. The length of time is based on your specific model and settings.

Deep Sleep Mode uses less power than Sleep Mode.

> The Deep Sleep Mode setting cannot be disabled due to environmental considerations.

Applicable Models	Machine's Control Panel in Deep Sleep Mode	Conditions That Will Wake the Machine
DCP-L8630CDW	The LCD backlight turns off and the Power LED brightens and dims.	• The machine receives a job. • Someone presses 🏠, ⏻, or the touchscreen LCD.

✔ Related Information

- General Settings

Set Auto Power Off Mode

If the machine does not receive any jobs for a certain length of time, based on your model and settings, the machine will automatically enter Power Off mode. The machine will not go into Power Off mode if it is connected to a network, a USB cable, NFC, Wi-Fi Direct, or a telephone line, or if there is any secure print data stored in its memory. The available features and interfaces vary depending on the model.

To start printing, press ⏻ on the control panel and then send a print job.

1. Press 🔧 [Settings] > [All Settings] > [General Setup] > [Ecology] > [Auto Power Off].

2. Press the [Off], [20 Mins], [1 hour], [2 hours], [4 hours] or [8 hours] option you want.

3. Press 🏠.

✅ **Related Information**

- General Settings

Set the Date and Time

1. Press [Settings] > [All Settings] > [Initial Setup] > [Date & Time] > [Date].

2. Enter the last two digits of the year using the LCD, and then press [OK].

3. Enter the two digits for the month using the LCD, and then press [OK].

4. Enter the two digits for the day using the LCD, and then press [OK].

5. Press [Time].

6. Enter the time (in 24-hour format) using the LCD, and then press [OK].

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

7. Press .

✔ Related Information

- General Settings

▌ Reduce Toner Consumption

Using the Toner Save feature may reduce toner consumption. When Toner Save is set to on, the print on your documents appears lighter.

We DO NOT recommend using the Toner Save feature for printing photo or greyscale images.

1. Press ![settings icon] [Settings] > [All Settings] > [General Setup] > [Ecology] > [Toner Save].

2. Press [On] or [Off].

3. Press ![home icon].

✅ **Related Information**

- General Settings

Reduce Printing Noise

The Quiet Mode setting can reduce printing noise. When Quiet Mode is turned on, the print speed becomes slower. The factory setting is off.

1. Press ▮▮ [Settings] > [All Settings] > [General Setup] > [Ecology] > [Quiet Mode].

2. Press [On] or [Off].

3. Press ⌂.

✅ Related Information

- General Settings

Lock the Machine Settings

Use the Setting Lock feature to block unauthorised access to machine settings. When Setting Lock is set to On, you cannot access the machine settings without entering the password.

Before turning the machine's Setting Lock on, write down and save your password. If you forget the password, you must reset all passwords stored in the machine by contacting your administrator or Brother customer service.

- Set the Setting Lock Password

- Change the Setting Lock Password

- Turn Setting Lock On

Set the Setting Lock Password

1. Press [Settings icon] `[Settings]` > `[All Settings]` > `[General Setup]` > `[Setting Lock]`.

2. Enter a four-digit number for the password.

3. Press `[OK]`.

4. When the LCD displays `[Verify:]`, re-enter the password.

5. Press `[OK]`.

6. Press [home icon].

✅ **Related Information**

- Lock the Machine Settings

Change the Setting Lock Password

1. Press ▮▮ [Settings] > [All Settings] > [General Setup] > [Setting Lock] > [Set Password].

2. Enter the current four-digit password.

3. Press [OK].

4. Enter a new four-digit password.

5. Press [OK].

6. When the LCD displays [Verify:], re-enter the password.

7. Press [OK].

8. Press ⌂.

✓ Related Information

- Lock the Machine Settings

▌ Turn Setting Lock On

1. Press [⚙] [Settings] > [All Settings] > [General Setup] > [Setting Lock] > [Lock Off⇒On].

2. Enter the current four-digit password.

3. Press [OK].

🖉
To turn Setting Lock off, press 🔒 on the LCD, enter the current four-digit password, and then press [OK].

After configuring the settings, press [⚙] [Settings] > [All Settings] > [General Setup] > [Setting Lock] > [Lock On⇒Off], and then repeat steps 2 and 3.

✅ **Related Information**

• Lock the Machine Settings

Change the Language on the LCD

Change the LCD language if needed.

This feature is not available in some countries.

1. Press [Settings] > [All Settings] > [Initial Setup] > [Local Language].
2. Press your language.
3. Press .

✅ Related Information

- General Settings

Save Your Favourite Settings as a Shortcut

- **Add Shortcuts**

- **Change or Delete Shortcuts**

Add Shortcuts

1. Press ➕ [Shortcuts]. (If ➕ [Shortcuts] is displayed.)

2. Press a tab.

3. Press any ➕ to add a new Shortcut.

4. Press [Copy].

5. Press the copy preset you want.

6. Press ⚙ [Options].

7. Swipe up or down or press ▲ or ▼ to display the available settings, and then press the setting you want to change.

8. Swipe up or down or press ▲ or ▼ to display the available options for the setting, and then press the option you want.

   Repeat these two steps until you have selected all the settings and options you want.

9. When you have finished changing settings, press [OK]. (If the [OK] button is displayed.)

10. Press [OK].

11. Read and confirm the displayed list of settings you have selected, and then press [OK].

12. Enter a name for the Shortcut using the LCD, and then press [OK].

✅ Related Information

- Save Your Favourite Settings as a Shortcut

Change or Delete Shortcuts

1. Press ➕ [Shortcuts]. (If ➕ [Shortcuts] is displayed.)

2. Press a tab to display the Shortcut you want to change.

3. Press the Shortcut you want to change.

   The settings for the Shortcut you selected appear.

   🖉 To delete the Shortcut or edit the name, press and hold the Shortcut until the options appear, and then follow the on-screen menus.

4. Press ⚙ [Options].

5. Change the settings for the Shortcut if needed.

6. Press [OK] (if needed).

7. When finished, press [Save as Shortcut].

8. Read and confirm the displayed list of settings you have selected, and then press [OK].

9. Do one of the following:

   • To overwrite the Shortcut, press [Yes].

   • If you do not want to overwrite the Shortcut, press [No] to enter a new Shortcut name.

     Press any ➕ to add a new Shortcut.

     Enter a new name using the LCD, and then press [OK].

   🖉 To edit the name, hold down ◀✕ to delete the current name.

✅ **Related Information**

• Save Your Favourite Settings as a Shortcut

Print Reports

- Reports

- Print a Report

Reports

The following reports are available:

Address Book

The Address Book report prints a list of names and numbers stored in the Address Book memory.

User Settings

The User Settings report prints a list of your current settings.

Printer Settings

The Printer Settings report prints a list of your current printer settings.

Network Configuration (Models with network functionality)

The Network Configuration report prints a list of your current network settings.

Print File List (available for certain models)

The Print File List prints a list of the fonts and print macro/stream setting stored in the machine.

Drum Dot Print

The Drum Dot Print prints the drum dot sheet, which helps when it is time to clean the drum unit.

WLAN Report (Models with wireless network functionality)

The WLAN Report prints the wireless LAN connectivity diagnosis.

Caller ID History (For models with facsimile function)

The Caller ID History report prints a list of the available Caller ID information for the last 30 received faxes and telephone calls.

✅ Related Information

- Print Reports

Print a Report

1. Press ![Settings icon] [Settings] > [All Settings] > [Print Reports].

2. Swipe up or down or press ▲ or ▼ to display the report you want to print, and then press it.

3. Press [Yes].

4. Press ![Home icon].

✅ Related Information

- **Print Reports**

Settings and Features Tables

The Settings tables will help you understand the menu selections and options that are found in the machine's programs.

- Settings Tables

- Feature Tables

Settings Tables

>> [Settings]
>> [General Setup]
>> [Shortcut Settings]
>> [Printer]
>> [Network]
>> [Print Reports]
>> [Machine Info.]
>> [Initial Setup]

[Settings]

[Settings]

Level 1	Level 2	Level 3	Descriptions
(Date & Time)	-	-	Access the Date and Time setting menus.
Toner	Toner Life	-	View the approximate remaining toner life.
	Test Print	-	Print a test page.
	Colour Correction	Correction Start	Initiate colour calibration to check and correct colours.
		Reset	Reset the calibration parameters to the default settings.
	Toner Cartridge Check	Black Cyan Magenta Yellow	View the installed toner cartridge information on the LCD, for example, if the toner cartridge is genuine.
Network	Wired LAN	-	Access the Wired LAN setting menus.
	WLAN(Wi-Fi)	-	Access the WLAN setting menus.
Tray Setting	-	-	Access the tray setting menus.
Wi-Fi Direct	-	-	Access the Wi-Fi Direct setting menus.
Eco Mode	-	-	Turn the following machine settings on: • `2-sided Print: Long Edge` (available for certain models) [1] • `Sleep Time: 0Min` • `Dim Timer: 10Secs` • `Quiet Mode:On` [1] • `Toner Save:On` [1]
All Settings	-	-	Configure the detailed settings.

[1]   Changing this setting is possible only after you change certain machine settings in Web Based Management.

[General Setup]

[All Settings] > [General Setup]

Level 3	Level 4	Level 5	Level 6	Descriptions
Tray Setting	Paper Type	MP Tray	-	Select the paper type that matches the paper in the MP tray.
		Tray 1	-	Select the paper type that matches the paper in the standard paper tray.
		Tray 2 [1]	-	Select the paper type that matches the paper in the Optional Tray (Tray 2).
		Tray 3 [1]	-	Select the paper type that matches the paper in the Optional Tray (Tray 3).
	Paper Size	MP Tray	-	Select the paper size you loaded in the MP tray.
		Tray 1	-	Select the paper size you loaded in the standard paper tray.
		Tray 2 [1]	-	Select the paper size you loaded in the Optional Tray (Tray 2).
		Tray 3 [1]	-	Select the paper size you loaded in the Optional Tray (Tray 3).
	Copy	-	-	Select the tray you want to use for making a Copy.
	Print	-	-	Select the tray you want to use to Print.
	Print Position	MP Tray	X Offset	Adjust the print start position (usually at the upper left corner of a page) for the paper you loaded in the MP tray horizontally from -500 (left) to +500 (right) dots when printing at 300 dpi.
			Y Offset	Adjust the print start position (usually at the upper left corner of a page) for the paper you loaded in the MP tray vertically from -500 (up) to +500 (down) dots when printing at 300 dpi.
		Tray 1	X Offset	Adjust the print start position (usually at the upper left corner of a page) for the paper you loaded in the standard paper tray horizontally from -500 (left) to +500 (right) dots when printing at 300 dpi.
			Y Offset	Adjust the print start position (usually at the upper left corner of a page) for the paper you loaded in the standard paper tray vertically from -500 (up) to +500 (down) dots when printing at 300 dpi.
		Tray 2 [1]	X Offset	Adjust the print start position (usually at the upper left corner of a page) for the paper you loaded in the Optional tray (Tray 2) horizontally from -500 (left) to +500 (right) dots when printing at 300 dpi.
			Y Offset	Adjust the print start position (usually at the upper left corner of a page) for the paper you loaded in the Optional tray (Tray 2) vertically from -500 (up) to +500 (down) dots when printing at 300 dpi.
		Tray 3 [1]	X Offset	Adjust the print start position (usually at the upper left corner of a page) for the paper you loaded in the Optional tray (Tray 3) horizontally from -500 (left) to +500 (right) dots when printing at 300 dpi.
			Y Offset	Adjust the print start position (usually at the upper left corner of a page) for the paper you loaded in the Optional tray (Tray 3) vertically from -500 (up) to +500 (down) dots when printing at 300 dpi.

Level 3	Level 4	Level 5	Level 6	Descriptions
Tray Setting	Skip Tray [1]	-	-	Select a specific tray to skip if you know it is loaded with the wrong size paper.
	Separator Tray [1]	-	-	Select the tray that contains the paper used as the separator paper, which is inserted between each print job.
	Paper Low Notice	Paper Low Notice	-	Select whether or not to display a message indicating the paper tray is nearly empty.
		Notice Level	-	Select the minimum paper level that will trigger the message.
	Check Paper	-	-	Select whether or not to display a message indicating you must check the paper type and paper size.
Beep	-	-	-	Adjust the beeper volume.
LCD Settings	Backlight	-	-	Adjust the brightness of the LCD backlight.
	Dim Timer	-	-	Set how long the LCD backlight stays on after you go back to your Main Home screen and other functions.
	Backlight Timer	-	-	Set how long the LCD backlight turns off after you go back to your Main Home screen and other functions.
Screen Settings	Home Screen	-	-	Set the Main Home screen.
	Scan Screen	-	-	Set the default Scan screen.
	Display Information	IP Address	-	Select whether or not to display your machine's IP Address on the Home screens.
Notice Settings	Scan Result(Skip Blank Page)	-	-	Displays the total scanned pages and skipped pages after scanning is completed.
Ecology	Eco Mode	-	-	Turn the following machine settings on: • `2-sided Print: Long Edge` (available for certain models) [2] • `Sleep Time: 0Min` • `Dim Timer: 10Secs` • `Quiet Mode: On` [2] • `Toner Save: On` [2]
	Toner Save	-	-	Increase the page yield of the toner cartridge.
	Sleep Time	-	-	Set how much time should pass before the machine enters Power Saving mode.
	Quiet Mode	-	-	Decrease printing noise.
	Auto Power Off	-	-	Set the number of minutes or hours before the machine enters Power Off mode.
Setting Lock	-	-	-	Restrict unauthorised users from changing the machine's settings.
Delete Storage	Macro ID	-	-	Delete the registered Macro data.
	Stream ID	-	-	Delete the registered Stream data.
	Font ID	-	-	Delete the registered Font data.
	Delete All	-	-	Restore your machine's Macro/Stream and Font data to the factory settings.

[1] Available if the Optional Tray(s) is installed.

[2] Changing this setting is possible only after you change certain machine settings in Web Based Management.

[Shortcut Settings]

[All Settings] > [Shortcut Settings]

Level 3	Level 4	Descriptions
(Select a Shortcut)	**Rename**	Change the shortcut name.
	Edit	Change the shortcut settings.
	Delete	Delete the shortcut.
	Register Card/NFC	Assign a shortcut to an IC card.
	Delete Card/NFC	Remove a shortcut from an IC card.

[Printer]

[All Settings] > [Printer]

Level 3	Level 4	Level 5	Descriptions
Emulation	-	-	Select the emulation mode.
Quality	-	-	Select the print quality.
Print Options	**Font List**	**HP LaserJet**	Print a list of the machine's internal fonts.
		BR-Script 3	
	Test Print	-	Print a test page.
	Print the red colour patch	-	Print the red colour patch page.
2-sided	**2-sided Print**	-	Enable or disable 2-sided printing and choose long edge or short edge.
	Single Image	-	For a print job where the last page is a 1-sided image, select the `1-sided Feed` option to reduce printing time. When you use preprinted paper, you must select the `2-sided Feed` option. If you select `1-sided Feed` for preprinted paper, the last page will be printed on the reverse side.
Auto Continue	-	-	Select if you want the machine to clear paper size errors or media type errors automatically, and use paper from other trays.
Output Colour	-	-	Set the output colour.
Paper Type	-	-	Set the paper type.
Paper Size	-	-	Set the paper size.
Copies	-	-	Set the number of printed pages.
Orientation	-	-	Set pages to print in either portrait or landscape orientation.
Edge Emphasis	-	-	Make the text appear sharper.
Print Position	-	-	Access the Print Position setting menus.
Auto FF	-	-	Allow the machine to print any remaining data automatically.
HP LaserJet	**Font No.**	**Font No.**	Set the font number. This menu appears if a soft font is installed on your Brother machine.
		Soft Font No.	Set the soft font number.

Level 3	Level 4	Level 5	Descriptions
HP LaserJet	Font No.		This menu appears if a soft font is installed on your Brother machine.
	Font Pitch	-	Set the font pitch. (Available only for certain fonts.)
	Font Point	-	Set the font size. (Available only for certain fonts.)
	Symbol Set	-	Select the symbol or character set.
	Table Print	-	Print the code table.
	Auto LF	-	ON: CR -> CR+LF, OFF: CR -> CR
	Auto CR	-	ON: LF -> LF+CR, FF -> FF+CR, or VT -> VT+CR OFF: LF -> LF, FF -> FF, or VT -> VT
	Auto WRAP	-	Select whether you want a line feed and carriage return when the carriage position reaches the right margin.
	Auto SKIP	-	Select whether you want a line feed and carriage return when the carriage position reaches the bottom margin.
	Left Margin	-	Set the left margin at column 0 to 70 columns at 1 cpi.
	Right Margin	-	Set the right margin at column 10 to 80 columns at 1 cpi.
	Top Margin	-	Set the top margin distance from the top edge of the paper.
	Bottom Margin	-	Set the bottom margin distance from the bottom edge of the paper.
	Lines	-	Set the number of lines on each page.
	Tray Command	-	Select this setting if a tray mismatch appears when you use the HP drivers.
BR-Script 3	Error Print	-	Choose whether the machine prints the error information when errors occur.
	CAPT	-	Use CAPT (Colour Advanced Printing Technology) for optimal print quality when printing a PS file created by a non-Brother PS driver. Colours and photos appear clearer and more accurate. Print speed will be slower.
PDF	Multiple Page	-	Set the page layout when printing multiple pages.
	PDF Print Options	-	Set the PDF Print setting to print either comments (Markup) or stamps in the PDF file, along with the text.
	PDF Fit to Page	-	Select if the machine scales or resizes the pages in the PDF file to fit the selected paper size.
Carbon Menu	Carbon Copy	-	Enable or disable the Carbon Copy function.
	Copies	-	Set the number of printed pages.
	Copy1 Tray	-	Select the tray you use for Copy1.
	Copy1 Stream	-	Select a stream for Copy1.
	Copy2 Tray ... Copy8 Tray	-	Select the tray you use for Copy2 to Copy8.
	Copy2 Stream	-	Select a stream for Copy2 to 8.

Level 3	Level 4	Level 5	Descriptions
Carbon Menu	... Copy8 Stream		
Colour Correction	Correction Start	-	Perform colour calibration to check and correct colours, and then perform registration to align the print position of each colour.
	Reset	-	Reset the calibration parameters to the default settings.
	Auto Correction	-	Set the machine to perform Colour Calibration and Registration automatically.
	Colour Settings	Setting Mode	Select whether to apply the colour print settings of the machine or the printer driver.
		Colour Mode	Select the colour mode.
		Improve Grey Colour	Turn on or off to improve the image quality of shaded areas.
		Enhance Black Printing	Turn on or off if a black graphic does not print correctly.
		Brightness	Adjust the brightness.
		Contrast	Adjust the contrast.
		Red	Adjust the red colour.
		Green	Adjust the green colour.
		Blue	Adjust the blue colour.
Reset Printer	-	-	Restore the machine settings to the factory settings.

[Network]

[All Settings] > [Network]

Level 3	Level 4	Level 5	Level 6	Descriptions
Wired LAN	TCP/IP	Boot Method	-	Select the Boot method that best suits your needs.
		IP Address	-	Enter the IP address.
		Subnet Mask	-	Enter the Subnet mask.
		Gateway	-	Enter the Gateway address.
		Node Name	-	Enter the Node name. (up to 32 characters)
		WINS Configuration	-	Select the WINS configuration mode.
		WINS Server	Primary	Specify the IP address of the primary WINS server.
			Secondary	Specify the IP address of the secondary WINS server.
		DNS Server	Primary	Specify the IP address of the primary DNS server.
			Secondary	Specify the IP address of the secondary DNS server.
		APIPA	-	Set the machine to allocate the IP address from the link-local address range automatically.
		IPv6	-	Turn the IPv6 protocol on or off.

Level 3	Level 4	Level 5	Level 6	Descriptions
`Wired LAN`	`Ethernet`	-	-	Select the Ethernet link mode.
	`Wired Status`	-	-	View the current wired status.
	`MAC Address`	-	-	View the machine's MAC address.
	`Set to Default`	-	-	Restore the wired network settings to the factory settings.
	`Wired Enable`	-	-	Turn the Wired LAN interface on or off manually.
`WLAN(Wi-Fi)`	`Find Wi-Fi Network`	-	-	Configure your wireless network settings manually.
	`WPS/Push Button`	-	-	Configure your wireless network settings using the one-button push method.
	`WPS/PIN Code`	-	-	Configure your wireless network settings using WPS with a PIN.
	`Recover WLAN`	-	-	Reset and restart your wireless network.
	`WLAN Status`	`Status`	-	View the current wireless network status.
		`Signal`	-	View the current wireless network signal strength.
		`SSID`	-	View the current SSID.
		`Comm. Mode`	-	View the current Communication mode.
	`TCP/IP`	`Boot Method`	-	Select the Boot method that best suits your needs.
		`IP Address`	-	Enter the IP address.
		`Subnet Mask`	-	Enter the Subnet mask.
		`Gateway`	-	Enter the Gateway address.
		`Node Name`	-	Enter the Node name. (up to 32 characters)
		`WINS Configuration`	-	Select the WINS configuration mode.
		`WINS Server`	`Primary`	Specify the IP address of the primary WINS server.
			`Secondary`	Specify the IP address of the secondary WINS server.
		`DNS Server`	`Primary`	Specify the IP address of the primary DNS server.
			`Secondary`	Specify the IP address of the secondary DNS server.
		`APIPA`	-	Set the machine to allocate the IP address from the link-local address range automatically.
		`IPv6`	-	Turn the IPv6 protocol on or off.
	`MAC Address`	-	-	View the machine's MAC address.
	`Set to Default`	-	-	Restore the wireless network settings to the factory settings.
	`WLAN Enable`	-	-	Turns the wireless interface on or off.

Level 3	Level 4	Level 5	Level 6	Descriptions
`Wi-Fi Direct`	`Manual`	-	-	Configure your Wi-Fi Direct network settings manually.
	`Group Owner`	-	-	Set your machine as the Group Owner.
	`Push Button`	-	-	Configure your Wi-Fi Direct network settings using the one-button push method.
	`PIN Code`	-	-	Configure your Wi-Fi Direct network settings using WPS with a PIN code.
	`Device Information`	`Device Name`	-	View your machine's device name.
		`SSID`	-	View the Group Owner's SSID.
		`IP Address`	-	View your machine's current IP Address.
	`Status Information`	`Status`	-	View the current Wi-Fi Direct network status.
		`Signal`	-	View the current Wi-Fi Direct network signal strength. When your machine acts as Group Owner, the LCD always indicates a strong signal.
	`I/F Enable`	-	-	Turn the Wi-Fi Direct connection on or off.
`E-mail`	`Mail Address`	-	-	Enter the email address.
	`Setup Server`	`SMTP`	`Server`	Enter the SMTP server name and address.
			`Port`	Enter the SMTP port number.
			`Auth. for SMTP`	Select the Security method for email notification.
			`SSL/TLS`	Send or receive an email via an email server that requires secure SSL/TLS communication.
			`Verify Cert.`	Verify the SMTP Server Certificate automatically.
	`Setup Mail TX`	`Size Limit`	`Size Limit`	Limit the size of email documents.
			`Maximum Size(MB)`	
		`Notification`	-	Send notification messages.
`Web Based Mgmt`	-	-	-	Enable or disable Web Based Management. If you enable this function, make sure you specify the connection method to use Web Based Management.
`IPsec`	-	-	-	IPsec is an optional security feature of the IP protocol that provides authentication and encryption services. We recommend contacting your network administrator before changing this setting.
`IP Filter`	-	-	-	Restrict access to your machine by enabling the IP filter.
`Global Detect`	`Allow Detect`	-	-	Enable or disable Global Detect, a function that detects and notifies the

Level 3	Level 4	Level 5	Level 6	Descriptions
Global Detect				user when the user unintentionally connects to a global network.
	Reject Access	-	-	Disable connections to the global network.
Network Reset	-	-	-	Restore all network settings back to the factory settings.

[Print Reports]

[All Settings] > [Print Reports]

Level 3	Level 4	Descriptions
Address Book	-	Print a list of recipients stored in the Address Book.
User Settings	-	Print a list of your User settings.
Printer Settings	-	Print a list of your Printer settings.
Network Configuration	-	Print a list of your Network settings.
Print File List	-	Print a list of data saved in the machine's memory.
Drum Dot Print	-	Print the Drum Dot Check Sheet.
WLAN Report	-	Print the wireless LAN connection results.

[Machine Info.]

[All Settings] > [Machine Info.]

Level 3	Level 4	Level 5	Descriptions
Serial No.	-	-	Check your machine's serial number.
Firmware Version	Main Version	-	Check your machine's firmware version.
	Security Version	-	
Firmware Update	-	-	Update your machine to the latest firmware.
Firmware Update Setup	Update Method	-	Set the days and times for automatic firmware updates.
	Update Days	-	
	Update Time	-	
Page Counter	Total	Colour	Check the total number of pages the machine has printed.
		Black and White	
	Copy	Colour	
		Black and White	
	Print	Colour	
		Black and White	
	Other	Colour	
		Black and White	
Parts Life [1]	Drum	-	Display the remaining life of the drum unit.
	Belt	-	Display the remaining life of the belt unit.

Level 3	Level 4	Level 5	Descriptions
Parts Life [1]	**Fuser**	-	Display the remaining life of the fuser unit.
	Laser Unit	-	Display the remaining life of the laser unit.
	PF Kit MP	-	Display the remaining life of PF Kit MP.
	PF Kit 1	-	Display the remaining life of PF Kit 1.
	PF Kit 2 [2]	-	Display the remaining life of PF Kit 2.
	PF Kit 3 [2]	-	Display the remaining life of PF Kit 3.

[1] The parts life is approximate and may vary by type of use.

[2] Available if the Optional Tray(s) is installed.

[Initial Setup]

[All Settings] > [Initial Setup]

Level 3	Level 4	Descriptions
Date & Time	**Date**	Set the date and time on your machine.
	Time	
	Clock Type	Select the time format (12-hour or 24-hour).
	Time Zone	Set your time zone.
Reset	**Machine Reset**	Restore the machine settings that you have changed.
	Network Reset	Restore all network settings back to the factory settings.
	Address Book	Erase all stored phone numbers.
	All Settings	Restore all the machine's settings back to the factory settings and delete the personal data in the memory. You cannot see the data on the machine.
	Factory Reset	Restore all the machine settings back to the factory settings and delete the personal data in the machine's memory. We recommend using this menu option if you want to delete all the data from the machine.
Local Language (Available only for certain countries)	-	Change your LCD language.

✅ Related Information

- Settings and Features Tables

Feature Tables

>> Wi-Fi Setup
>> [Toner]
>> [Copy]
>> [Scan]
>> [Shortcuts]
>> [Secure Print]
>> [Apps]
>> [USB]
>> [2 in 1 ID Copy]

Wi-Fi Setup

📶 (Wi-Fi Setup)

Level 2	Level 3	Descriptions
📶 (Wi-Fi Setup)	**Find Wi-Fi Network**	Configure your wireless network settings manually.
	WPS/Push Button	Configure your wireless network settings using the one-button push method.
	WPS/PIN Code [1]	Configure the wireless network settings using WPS with a PIN code.
	Recover WLAN [1]	Reset and restart your wireless network.
	WLAN Status [1]	Display the wireless network connection status.
	TCP/IP [1]	Change the TCP/IP settings.
	MAC Address [1]	Display your machine's MAC address.
	Set to Default [1]	Restore your machine's wireless network settings to the factory settings.
	WLAN Enable [1]	Turn the wireless interface on or off.

[1] Available after a Wi-Fi® connection has been configured.

[Toner]

▐▐▐▐ [Toner]

Level 2	Level 3	Descriptions
Toner Life	-	View the approximate remaining toner life for each colour.
Test Print	-	Print a test page.
Colour Correction	**Correction Start**	Initiate colour calibration to check and correct colours.
	Reset	Reset the calibration parameters to the default settings.
Toner Cartridge Check	**Black** **Cyan** **Magenta** **Yellow**	View the installed toner cartridge information on the LCD, for example, if the toner cartridge is genuine.

[Copy]

[Copy]

Level 3	Level 4	Level 5	Descriptions
`Mono Start`	-	-	Make a monochrome or greyscale copy.
`Colour Start`	-	-	Make a colour copy.
`ID`	-	-	Make a copy of your ID card.
`Options`	`Quality`	-	Select the Copy resolution for your document type.
	`Select Tray`	-	Select the paper tray you want to use.
	`Enlarge/Reduce`	`100%`	-
		`Enlarge`	Select an enlargement ratio for the next copy.
		`Reduce`	Select a reduction ratio for the next copy.
		`Custom(25-400%)`	Enter an enlargement or reduction ratio.
	`Density`	-	Adjust the density.
	`Remove Background Colour`	-	Change the amount of background colour that is removed.
	`2-sided Copy`	`Layout`	Turn off or turn on 2-sided copying and select flip on long edge or flip on short edge.
	`2-sided Copy Page Layout`	-	Select a page layout option when you make 2-sided N in 1 copies from a 2-sided document.
	`Contrast`	-	Adjust the contrast.
	`Stack/Sort`	-	Select to stack or sort multiple copies.
	`2in1/1in1`	-	If you select 2 in 1 (ID), you can select the layout options.
	`Page Layout`	-	Make N in 1 copies.
	`Auto Deskew`	-	Set the machine to correct document skewing automatically.
	`Colour Adjust`	`Red`	Adjust the colour for copies.
		`Green`	
		`Blue`	
`Save as Shortcut`	-	-	Save the current settings as a shortcut.

[Scan]

[Scan]

Level 3	Level 4	Level 5	Level 6	Descriptions
`to USB`	`Other Scan to Actions`	-	-	Scan documents to a USB flash drive.
	`Options`	`Colour Setting`	-	
		`Resolution`	-	
		`File Type`	-	
		`Document Size`	-	
		`Brightness`	-	

Level 3	Level 4	Level 5	Level 6	Descriptions
to USB	⚙ **Options**	**Contrast**	-	Scan documents to a USB flash drive.
		File Name	-	
		File Name Style	-	
		File Size	-	
		Auto Crop	-	
		Auto Deskew	-	
		Skip Blank Page		
		Skip Blank Page Sensitivity	-	
		Remove Background Colour	-	
		Margin Settings	-	
		Moire Reduction	-	
		Document Separation	**Document Separation**	
			Copies	
			Number of Pages	
		Colour/Grey TIFF Compress	-	
		B&W TIFF Compress	-	
		Set New Default	-	
		Factory Reset	-	
	Save as Shortcut	-	-	
	Start	-	-	
to My E-mail	-	-	-	Scan a monochrome or a colour document to your email address.
to My Folder	-	-	-	Send scanned data to your folder in the CIFS server on your local network or on the Internet.
to PC	**to File**	**Other Scan to Actions**	-	Scan documents and save them to a folder on your computer.
		(Select USB or PC)	⚙ **Options**	
			Save as Shortcut	
			Start	
	to OCR	**Other Scan to Actions**	-	Convert your scanned document to an editable text file.
		(Select USB or PC)	⚙ **Options**	
			Save as Shortcut	
			Start	

Level 3	Level 4	Level 5	Level 6	Descriptions
to PC	**to Image**	**Other Scan to Actions**	-	Scan photos or graphics into your graphics applications.
		(Select USB or PC)	⚙️**Options**	
			Save as Shortcut	
			Start	
	to E-mail	**Other Scan to Actions**	-	Send a scanned document as an email attachment.
		(Select USB or PC)	⚙️**Options**	
			Save as Shortcut	
			Start	
to E-mail Server	**Other Scan to Actions**	-	-	Scan a monochrome or a colour document to the email address you want.
	Manual	-	-	
	Address Book	🔍 (**Search:**)	-	
		Edit	-	
		(Select Address Book)	-	
to FTP/SFTP	**Other Scan to Actions**	-	-	Send scanned data via FTP/SFTP.
	(Select Profile name)	**Preview**	-	
		⚙️**Options**	**Colour Setting**	
			Resolution	
			File Type	
			Document Size	
			Brightness	
			Contrast	
			File Name	
			File Name Style	
			File Size	
			Auto Deskew	
			Skip Blank Page	
			Skip Blank Page Sensitivity	
			Remove Background Colour	
			Margin Settings	

Level 3	Level 4	Level 5	Level 6	Descriptions
to FTP/SFTP	(Select Profile name)	⚙**Options**	**Moire Reduction**	Send scanned data via FTP/SFTP.
			Document Separation	
			Colour/Grey TIFF Compress	
			B&W TIFF Compress	
			User Name	
			Preview	
		Save as Shortcut	-	
		Start	-	
to Network	**Other Scan to Actions**	-	-	Send scanned data to a CIFS server on your local network or on the Internet.
	(Select Profile name)	**Preview**	-	
		⚙**Options**	**Colour Setting**	
			Resolution	
			File Type	
			Document Size	
			Brightness	
			Contrast	
			File Name	
			File Name Style	
			File Size	
			Auto Deskew	
			Skip Blank Page	
			Skip Blank Page Sensitivity	
			Remove Background Colour	
			Margin Settings	
			Moire Reduction	
			Document Separation	
			Colour/Grey TIFF Compress	
			B&W TIFF Compress	
			User Name	
			Preview	

Level 3	Level 4	Level 5	Level 6	Descriptions
`to Network`	(Select Profile name)	`Save as Shortcut`	-	Send scanned data to a CIFS server on your local network or on the Internet.
		`Start`	-	
`to SharePoint`	`Other Scan to Actions`	-	-	Send scanned data via a SharePoint server.
	(Select Profile name)	`Preview`	-	
		⚙️`Options`	`Colour Setting`	
			`Resolution`	
			`File Type`	
			`Document Size`	
			`Brightness`	
			`Contrast`	
			`File Name`	
			`File Name Style`	
			`File Size`	
			`Auto Deskew`	
			`Skip Blank Page`	
			`Skip Blank Page Sensitivity`	
			`Remove Background Colour`	
			`Margin Settings`	
			`Moire Reduction`	
			`Document Separation`	
			`Colour/Grey TIFF Compress`	
			`B&W TIFF Compress`	
			`User Name`	
			`Preview`	
		`Save as Shortcut`	-	
		`Start`	-	
`WS Scan` (Appears when you install a Web Services Scanner, which is displayed in your computer's Network explorer.)	`Other Scan to Actions`	-	-	Scan data using the Web Service protocol.
	`Scan`	-	-	
	`Scan for E-mail`	-	-	
	`Scan for Fax`	-	-	

Level 3	Level 4	Level 5	Level 6	Descriptions
WS Scan (Appears when you install a Web Services Scanner, which is displayed in your computer's Network explorer.)	**Scan for Print**	-	-	Scan data using the Web Service protocol.

[Shortcuts]

➕ **[Shortcuts]**

Level 1	Level 2	Level 3	Descriptions
➕ **Add Shortcut**	**Copy**	**Copy**	Select the settings you want.
		2 in 1 ID Copy	
	Scan	**to File**	Scan a monochrome or a colour document to your computer.
		to OCR	Convert your scanned document to an editable text file.
		to Image	Scan a colour picture into your graphics application.
		to USB	Scan documents to a USB flash drive.
		to E-mail	Scan a monochrome or a colour document into your email application.
		to E-mail Server	Scan a monochrome or a colour document to the email address you want.
		to Network	Send scanned data to a CIFS server on your local network or on the Internet.
		to FTP/SFTP	Send scanned data via FTP/SFTP.
		to SharePoint	Send scanned data via a SharePoint server.
(These settings are available when each Shortcut name is pressed for two seconds.)	**Rename**	-	Change the shortcut name.
	Edit	-	Change the shortcut settings.
	Delete	-	Delete the shortcut.
	Register Card/NFC	-	Assign a shortcut to an IC card.
	Delete Card/NFC	-	Remove a shortcut from an IC card.
✏️ **Edit/ Delete**	(Select shortcut button.)	**Rename**	Change the shortcut name.
		Edit	Change the shortcut settings.
		Delete	Delete the shortcut.
		Register Card/NFC	Assign a shortcut to an IC card.
		Delete Card/NFC	Remove a shortcut from an IC card.

[Secure Print]

[Secure Print]

Level 1	Level 2	Level 3	Descriptions
Secure Print	(Select User)	(Select Secure Print Job)	You can print data saved in the machine's memory when you enter your four-digit password. Active only when the machine has secure print data.

[Apps]

[Apps]

Level 1	Descriptions
Apps	Connect the Brother machine to the Brother Apps service.

[USB]

[USB]

Level 1	Level 2	Descriptions
USB	Scan to USB	Scan documents to a USB flash drive.
	Direct Print	Print the data directly from a USB flash drive.

[2 in 1 ID Copy]

[2 in 1 ID Copy]

Level 1	Descriptions
2 in 1 ID Copy	Copy both sides of an identification card onto one page.

✓ **Related Information**

- Settings and Features Tables

Change Machine Settings Using Web Based Management

Web Based Management is a utility that uses a standard web browser to manage your machine using the Hyper Text Transfer Protocol (HTTP) or Hyper Text Transfer Protocol over Secure Socket Layer (HTTPS).

- • What is Web Based Management?

- • Access Web Based Management

- • Change the Login Password Using Web Based Management

What is Web Based Management?

Web Based Management is a utility that uses a standard web browser to manage your machine using the Hyper Text Transfer Protocol (HTTP) or Hyper Text Transfer Protocol over Secure Socket Layer (HTTPS).

> 🖉
> - We recommend using the latest version of the following web browsers:
>   - Microsoft Edge, Firefox, and Google Chrome™ for Windows
>   - Safari, Firefox, and Google Chrome™ for Mac
>   - Google Chrome™ for Android™
>   - Safari and Google Chrome™ for iOS
> - Ensure that JavaScript and Cookies are always enabled, regardless of which browser you use.
> - Make sure your machine is On and connected to the same network as your computer, and that your network supports the TCP/IP protocol.

The actual screen may differ from the screen shown above.

✅ **Related Information**

- Change Machine Settings Using Web Based Management

Access Web Based Management

> - We recommend using the latest version of the following web browsers:
>   - Microsoft Edge, Firefox, and Google Chrome™ for Windows
>   - Safari, Firefox, and Google Chrome™ for Mac
>   - Google Chrome™ for Android™
>   - Safari and Google Chrome™ for iOS
> - Ensure that JavaScript and Cookies are always enabled, regardless of which browser you use.
> - We recommend using the HTTPS security protocol when configuring settings using Web Based Management. If you use HTTP when configuring settings using Web Based Management, follow the screen prompts to switch to a secure HTTPS connection.
> - When you use HTTPS for Web Based Management configuration, your browser will display a warning dialog box. To avoid displaying the warning dialog box, you can install a self-signed certificate to use SSL/TLS communication. For more information, see the *Security Features Guide*.
> - The default password to manage this machine's settings is located on the back of the machine and marked "**Pwd**". Change the default password by following the on-screen instructions when you first log in. We recommend immediately changing the default password to protect your machine from unauthorised access.
>
>   You can also find the default password in the Network Configuration Report or on the Printer Settings page.

>> Access Web Based Management from your Web Browser
>> Access Web Based Management from Brother iPrint&Scan (Windows/Mac)
>> Access Web Based Management from Brother Utilities (Windows)

Access Web Based Management from your Web Browser

1. Start your web browser.

2. Type "https://machine's IP address" in your browser's address bar (where "machine's IP address" is your machine's IP address).

    For example:

    https://192.168.1.2

    You will find your machine's IP address in the Network Configuration Report.

    See Print the Network Configuration Report.

> - If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.
>
>   For example: https://SharedPrinter
> - If you enable a NetBIOS name, you can also use the node name.
>
>   For example: https://brn123456abcdef
> - The NetBIOS name can be found in the Network Configuration Report or on the Printer Settings page.

3. If required, type the password in the **Login** field, and then click **Login**.

> The default password to manage this machine's settings is located on the back of the machine and marked "**Pwd**". Change the default password by following the on-screen instructions when you first log in.

4. If you want to pin the navigation bar to the left side of the screen, click ☰ and then click 📌.

You can now change the machine's settings.

Access Web Based Management from Brother iPrint&Scan (Windows/Mac)

1. Start Brother iPrint&Scan.

   - Windows

     Launch (**Brother iPrint&Scan**).

   - Mac

     In the **Finder** menu bar, click **Go** > **Applications**, and then double-click the iPrint&Scan icon.

   The Brother iPrint&Scan screen appears.

2. If your Brother machine is not selected, click the **Add Machine** / **Select your Machine** button, and then select your model name from the list. Click **OK**.

3. Click the **Supplies/Machine Settings** button.

   > If the **Supplies/Machine Settings** window appears, click the **All Settings** link.

   Web Based Management appears.

4. If required, type the password in the **Login** field, and then click **Login**.

   > The default password to manage this machine's settings is located on the back of the machine and marked "**Pwd**". Change the default password by following the on-screen instructions when you first log in.

5. If you want to pin the navigation bar to the left side of the screen, click ≡ and then click 📌.

You can now change the machine's settings.

> - You can also access Web Based Management from Brother Mobile Connect for mobile devices.
> - If the machine is idle for a specified amount of time, the user is automatically logged out. Change the logout settings in the **Web Based Management Logout Time** menu.

Access Web Based Management from Brother Utilities (Windows)

1. Launch (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected).

2. Click **Tools** in the left navigation bar, and then click **Machine Settings**.

   Web Based Management appears.

3. If required, type the password in the **Login** field, and then click **Login**.

   > The default password to manage this machine's settings is located on the back of the machine and marked "**Pwd**". Change the default password by following the on-screen instructions when you first log in.

4. If you want to pin the navigation bar to the left side of the screen, click ≡ and then click 📌.

You can now change the machine's settings.

> If the machine is idle for a specified amount of time, the user is automatically logged out. Change the logout settings in the **Web Based Management Logout Time** menu.

If you change the protocol settings, you must restart the machine after clicking **Submit** to activate the configuration.

After configuring the settings, click **Logout**.

✓ Related Information

- Change Machine Settings Using Web Based Management

Related Topics:
- Print the Network Configuration Report

Change the Login Password Using Web Based Management

The default password to manage this machine's settings is located on the back of the machine and marked "**Pwd**". Change the default password by following the on-screen instructions when you first log in. We recommend immediately changing the default password to protect your machine from unauthorised access.

1. Start Web Based Management. See Access Web Based Management.

2. In the left navigation bar, click **Administrator** > **Login Password**.

   > • The default password to manage this machine's settings is located on the back of the machine and marked "**Pwd**".
   >
   > • If the left navigation bar is not visible, start navigating from ☰.

3. To change the password, type your current password in the **Enter Old Password** field.

4. Following the on-screen **Login Password** guidelines, type your new password in the **Enter New Password** field.

5. Retype the new password in the **Confirm New Password** field.

6. Click **Submit**.

   > You can also change the lockout settings in the **Login Password** menu.

✅ Related Information

- Change Machine Settings Using Web Based Management

Related Topics:
- Access Web Based Management
- Check Your Machine's Password

Appendix

- Specifications

- Supplies

- Important Information About Toner Cartridge Life

- Accessories

- Notice

- Brother Help and Customer Support

Specifications

General Specifications

Printer Type		Laser
Print Method		Electrophotographic Laser Printer
Memory Capacity	Standard	512 MB
Machine Display		3.5 in. (8.8 cm) TFT Colour touchscreen LCD [1]
Power Source		220 V to 240 V AC 50/60 Hz
Power Consumption (Average)	Peak	Approximately 1,010 W
	Printing [2]	Approximately 540 W at 25°C
	Printing (Quiet Mode) [2]	Approximately 330 W at 25°C
	Copying [2]	Approximately 540 W at 25°C
	Copying (Quiet Mode) [2]	Approximately 330 W at 25°C
	Ready [2]	Approximately 60 W at 25°C
	Sleep [2]	Approximately 8.4 W
	Deep Sleep [2]	Approximately 0.53 W
	Power Off [2] [3] [4]	Approximately 0.04 W
Dimensions (Typical outline view)		Unit: mm * : 404 ** : 460 *** : 473
Weight (with supplies)		25.6 kg
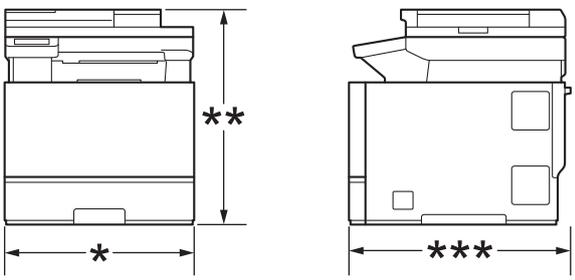
Noise Level	Sound Pressure [6]	Printing	LpAm = 49 dB (A)	
		Printing (Quiet Mode)	LpAm = 44 dB (A)	
		Ready	Default: LpAm = 31 dB (A) [5]	
	Sound Power [6]	Printing	Monochrome LWAc = 6.47 B (A)	
			Colour LWAc = 6.47 B (A)	
		Printing (Quiet Mode)	Monochrome LWAc = 5.83 B (A)	
			Colour LWAc = 5.88 B (A)	
		Ready	Default: LWAc = 4.43 B (A) [7]	
Temperature	Operating		From 10°C to 32.5°C [8]	
	Storage		From 0°C to 40°C	
Humidity	Operating		20% to 80% (without condensation)	
	Storage		35% to 85% (without condensation)	
Automatic Document Feeder (ADF)			Up to 80 sheets For best results we recommend: • Temperature: 20°C to 30°C • Humidity: 50% to 70% • Paper: 80 g/m^2	

1. Measured diagonally.
2. Measured when the machine is connected using the same network connection as the ENERGY STAR Ver. 3.2 test method.
3. Measured according to IEC 62301 Edition 2.0.
4. Power consumption varies slightly depending on the usage environment.
5. If fan motor is functioning: LpAm = 35 dB (A)
6. Measured in accordance with the method described in ISO 7779.
7. If fan motor is functioning: LWAc = 4.98 B (A)
8. To ensure the high print quality, the maximum ambient temperature we recommend is 32°C. The maximum ambient temperature to safely use this machine is 35°C.

Document Size Specification

Document Size	ADF Width	105 mm to 215.9 mm
	ADF Length	148 mm to 355.6 mm
	Scanner Glass Width	Up to 215.9 mm
	Scanner Glass Length	Up to 297 mm

Print Media Specifications

Paper Input	Paper Tray (Standard)	Paper Type	Plain Paper, Letterhead, Coloured Paper, Thin Paper, Recycled Paper
		Paper Size	A4, Letter, B5 (JIS), A5, A5 (Long Edge), B6 (JIS), A6, Executive, Legal, Mexico Legal, India Legal, Folio, 16K (195x270 mm), A4 Short (270 mm Paper)
		Paper Weight	60 to 105 g/m^2

Paper Input	Paper Tray (Standard)	Maximum Paper Capacity	Up to 250 sheets of 80 g/m^2 Plain Paper
	Multi-Purpose Tray (MP tray)	Paper Type	Plain Paper, Letterhead, Coloured Paper, Thin Paper, Thick Paper, Recycled Paper, Bond Paper, Label, Envelope, Env.Thin, Env.Thick, Glossy Paper

		Paper Size	• Width:
			  76.2 to 216 mm
			• Length:
			  116 to 355.6 mm
			• Envelope:
			  COM-10, DL, C5, Monarch

		Paper Weight	60 to 163 g/m^2
		Maximum Paper Capacity	• Up to 50 sheets of 80 g/m^2 Plain Paper • Envelope: 10 envelopes up to 10 mm thick
	Paper Tray 2, 3 (Optional) [1]	Paper Type	Plain Paper, Letterhead, Coloured Paper, Thin Paper, Recycled Paper
		Paper Size	A4, Letter, B5 (JIS), A5, B6 (JIS), Executive, Legal, Mexico Legal, India Legal, Folio, 16K (195x270 mm), A4 Short (270 mm Paper)
		Paper Weight	60 to 105 g/m^2
		Maximum Paper Capacity	LT-350CL Up to 250 sheets of 80 g/m^2 Plain Paper
Paper Output [2]	Face Down Output Tray		Up to 150 sheets of 80 g/m^2 Plain Paper (face-down delivery to the face-down output paper tray)
	Face Up Output Tray		One sheet (face up delivery to the face up output tray)
2-sided	Automatic 2-sided Printing	Paper Type	Plain Paper, Letterhead, Coloured Paper, Thin Paper, Recycled Paper, Glossy Paper
		Paper Size	A4, A4 Short (270 mm Paper)
		Paper Weight	60 to 105 g/m^2

[1] Maximum number of Lower Trays: Up to two LT-350CL Lower Trays.

[2] For labels, we recommend removing the printed sheets from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

Copy Specification

Copy Width	Maximum 8.19 in. (208 mm)	
Sort Copy	Yes	
Stack Copy	Up to 999 pages	
Enlarge/Reduce	25 to 400% (in increments of 1%)	
Resolution	Maximum 1200 x 600 dpi	
First Copy Out Time [1]	**Monochrome** Less than 12.5 seconds	
	Colour Less than 12.5 seconds	

[1] From Ready Mode and standard tray.

Scanner Specifications

Colour / Black	Yes / Yes
TWAIN Compliant	Yes (Windows 10 / Windows 11)
WIA Compliant	Yes (Windows 10 / Windows 11)
Colour Depth	• 48 bit colour Processing (Input) • 24 bit colour Processing (Output)
Grey Scale	• 16 bit colour Processing (Input) • 8 bit colour Processing (Output)
Resolution [1]	• Up to 19200 x 19200 dpi (interpolated) • Up to 1200 x 1200 dpi (from Scanner Glass) • Up to 600 x 600 dpi (from the ADF)
Scanning Width	Maximum 210 mm

[1] Maximum 600 × 600 dpi scanning with the WIA driver in Windows 10 and Windows 11.

Printer Specifications

Automatic 2-sided Print		Yes
Emulation		PCL6, BR-Script3, PDF Version 2.0
Resolution		Physical resolution: 600 x 600 dpi Best print resolution: 2,400 dpi (2400 x 600) quality [1]
Print Speed [2] [3]	1-sided Print	**Monochrome** Up to 33 pages/minute (Letter size) Up to 31 pages/minute (A4 size)
		Colour Up to 33 pages/minute (Letter size) Up to 31 pages/minute (A4 size)
	2-sided Print	**Monochrome** Up to 21 sides per minute (Up to 10.5 sheets per minute) (Letter size) Up to 20 sides per minute (Up to 10 sheets per minute) (A4 size)
		Colour Up to 21 sides per minute (Up to 10.5 sheets per minute) (Letter size) Up to 20 sides per minute (Up to 10 sheets per minute) (A4 size)
First Print Time [4] [5] [6] [7]		**Monochrome** Less than 9.9 seconds
		Colour Less than 9.9 seconds

[1] Data is based on Brother lab test results and may vary from actual print quality due to usage environment and settings. Best print resolution is 2,400 dpi (2400 x 600) quality (measured with print quality set to best mode).

[2] The print speed may change depending on the type of document you print.

[3] The print speed may be slower when the machine is connected by wireless LAN.

[4] Printing from Ready mode and standard tray.

[5] Length of time from when the machine is started until paper output is complete (except when the machine is turned on or when an error is fixed).

[6] May vary when calibration or registration is in progress.

Interface Specifications

USB [1] [2]	Hi-Speed USB 2.0
	Use a USB 2.0 interface cable (TypeA/B) that is no more than 2 metres long.
LAN	10Base-T/100Base-TX/1000Base-T [3]
Wireless LAN	**5 GHz**
	IEEE 802.11a/n (Infrastructure Mode)
	IEEE 802.11a/n (Wi-Fi Direct)
	2.4 GHz
	IEEE 802.11b/g/n (Infrastructure Mode)
	IEEE 802.11g/n (Wi-Fi Direct)

1 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.

2 Third party USB hub devices are not supported.

3 Use a Category 5e (or greater) network cable.

Direct Print Feature Specifications

Compatibility	PDF version2.0, JPEG, TIFF (scanned by Brother models), PRN-GDI (created by the machine's own printer driver), PRN-PS (created by the machine's own printer driver)
Interface	USB direct interface: Front x1

Supported Protocols and Security Features

Supported protocols and security features may differ depending on the model.

Ethernet

10Base-T/100Base-TX/1000Base-T

Wireless LAN (5GHz)

IEEE 802.11a/n (Infrastructure Mode), IEEE 802.11a/n (Wi-Fi Direct)

Wireless LAN (2.4GHz)

IEEE 802.11b/g/n (Infrastructure Mode), IEEE 802.11g/n (Wi-Fi Direct)

Protocols (IPv4)

ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), WINS/NetBIOS name resolution, DNS Resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/Port9100, SMTP Client, IPP/IPPS, FTP Client and Server, CIFS Client, TELNET Server, SNMPv1/v2c/v3, HTTP/HTTPS server, TFTP client and server, ICMP, Web Services (Print/Scan), SNTP Client, LDAP, LDAPS, Syslog

Protocols (IPv6)

NDP, RA, DNS resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/Port9100, IPP/IPPS, SMTP Client, FTP Client and Server, CIFS Client, TELNET Server, SNMPv1/v2c/v3, HTTP/HTTPS server, TFTP client and server, ICMPv6, Web Services (Print/Scan), SNTP Client, LDAP, LDAPS, Syslog

Network Security (Wired)

SMTP-AUTH, SSL/TLS (IPP, HTTP, SMTP, FTP, LDAP), SNMP v3, 802.1x (EAP-MD5, EAP-FAST, PEAP, EAP-TLS, EAP-TTLS), Kerberos, IPsec

Network Security (Wireless)

SMTP-AUTH, SSL/TLS (IPP, HTTP, SMTP, FTP, LDAP), SNMP v3, 802.1x (EAP-FAST, PEAP, EAP-TLS, EAP-TTLS), Kerberos, IPsec

Wireless Network Security

WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (TKIP/AES), WPA3-SAE (AES) (Wi-Fi Direct supports WPA2-PSK (AES) only)

Wireless Certification

Wi-Fi CERTIFIED, WPA3-Enterprise/Personal, Wi-Fi Protected Setup, Wi-Fi Direct

Computer Requirements Specifications

Supported Operating Systems And Software Functions

Computer Platform & Operating System Version		Computer Interface			Processor	Hard Disk Space to Install [1]	
		USB [2]	Wired LAN	Wireless LAN		For Drivers	For Applications (including Drivers)
Windows Operating System	Windows 10 Home / 10 Pro / 10 Education / 10 Enterprise [3] [4]	Printing Scanning			32 bit (x86) or 64 bit (x64) processor	80 MB	2.0 GB
	Windows 11 Home / 11 Pro / 11 Education / 11 Enterprise [3] [4]				64 bit (x64) processor		
	Windows Server 2016	Printing Scanning	Printing		64 bit (x64) processor	80 MB	80 MB
	Windows Server 2019						
	Windows Server 2022						
Mac Operating System [5]	macOS v13	Printing Scanning			64bit processor	N/A	500 MB
	macOS v14						
	macOS v15						
Linux (Supported Package Management System: dpkg, rpm) [6]		Printing Scanning			32bit (x86) or 64bit (x64) processor	20 MB	20 MB
KYLIN Linux Desktop / UOS Desktop		Printing Scanning			x64, ARM64, MIPS64, or Loongarch64 processor	15 MB	15 MB

[1] An Internet connection is required to install the software.

[2] Third party USB ports are not supported.

[3] For WIA, 1200x1200 resolution.

[4] PaperPort™ 14SE supports Windows 10 and Windows 11.

[5] macOS Disclaimer
AirPrint capable: Printing or scanning via macOS requires the use of AirPrint. Mac drivers are not provided for this machine.

[6] The driver is known to work on the following Linux Distributions:
Red Hat Enterprise Linux 8.6 64bit, Red Hat Enterprise Linux 9.1 64bit, Fedora 39 64bit, Mageia 9 32bit, Mageia 9 64bit, openSUSE 15.5 64bit, SUSE Enterprise15-SP4 64bit, Debian 12.2.0 32bit, Debian 12.2.0 64bit, Ubuntu MATE 18.04 32bit, Ubuntu 22.04 64bit, Ubuntu 23.10 64bit, Linux Mint 21.2 64bit, Ubuntu 24.04 64bit.

For the latest driver updates, go to your model's **Downloads** page at support.brother.com/downloads.

For the latest supported OS, go to your model's **Supported OS** page at support.brother.com/os.

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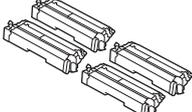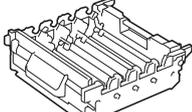
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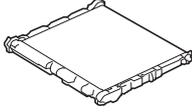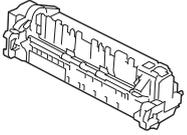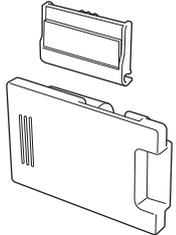
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Supplies

When the time comes to replace supplies, such as the toner cartridge or drum unit, an error will appear on your machine's control panel. For more information about the supplies for your machine, visit go.brother/original or contact your local Brother dealer.

> ✎ Supply product codes vary by country and region.

Supply Items	Supply Product Codes	Approximate Life (Page Yield)	Applicable Models
Toner Cartridge	Standard Toner: • Black: TN675BK • Cyan: TN675C • Magenta: TN675M • Yellow: TN675Y	• Black: Approximately 3,000 pages [1] [2] • Cyan / Magenta / Yellow: Approximately 1,800 pages [1] [2]	DCP-L8630CDW
	Ultra High Yield Toner: • Black: TN677BK • Cyan: TN677C • Magenta: TN677M • Yellow: TN677Y	• Black: Approximately 10,000 pages [1] [2] • Cyan / Magenta / Yellow: Approximately 10,000 pages [1] [2]	DCP-L8630CDW
	Inbox Toner: (Supplied with your machine)	• Black: Approximately 3,000 pages [1] [2] • Cyan / Magenta / Yellow: Approximately 1,800 pages [1] [2]	DCP-L8630CDW
Drum Unit	DR675CL	Approximately 30,000 pages [3]	DCP-L8630CDW
Belt Unit	BU635CL	Approximately 50,000 pages [4]	DCP-L8630CDW
Waste Toner Box	WT229CL	Approximately 50,000 pages [5]	DCP-L8630CDW
Fuser Unit	FD-5000 230V	Approximately 100,000 pages [6]	DCP-L8630CDW

Supply Items	Supply Product Codes	Approximate Life (Page Yield)	Applicable Models
Paper Feeding Kit for the Multi-purpose (MP) Tray	PF-M5000	Approximately 50,000 pages [7]	DCP-L8630CDW

[1] The approximate cartridge yield is declared in accordance with ISO/IEC 19798.

[2] A4 or Letter size single-sided pages

[3] • Approximately 30,000 pages based on one page per job (A4/letter single-sided pages)
   • Approximately 50,000 pages based on three pages per job (A4/letter single-sided pages)
   The number of pages may be affected due to a variety of factors including but not limited to media type and media size.

[4] • Approximately 50,000 pages based on one page per job (A4/letter single-sided pages)
   • Approximately 100,000 pages based on three pages per job (A4/letter single-sided pages)
   The number of pages may be affected due to a variety of factors including but not limited to media type and media size.

[5] Approximately 50,000 pages based on five pages per job (A4/Letter single-sided pages). The number of pages may be affected due to a variety of factors including but not limited to media type and media size.

[6] Approximately 100,000 pages based on five pages per job (A4/Letter single-sided pages). The number of pages may be affected due to a variety of factors including but not limited to media type and media size.

[7] Approximately 50,000 pages based on five pages per job (A4/Letter single-sided pages). The number of pages may be affected due to a variety of factors including but not limited to media type and media size.

✅ **Related Information**

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Important Information About Toner Cartridge Life

Toner Cartridge Life

This product detects the life of the toner cartridges using the following two methods:

- Detection by counting the dots of each colour that are necessary to create an image
- Detection by counting the rotations of the developer roller

The print operation will stop when either of the upper limits is reached. The upper limit is set above the number of dots or rotations that would be required for the cartridge to perform consistently with its advertised page yield. This function is intended to reduce the risk of poor print quality and damage to the machine.

There are two messages that indicate when the toner is low or needs replacing: Toner Low and Replace Toner.

Toner Low is displayed on the LCD when the number of dots or rotations of the developer roller nears its maximum count. Replace Toner is displayed on the LCD when the number of dots or rotations of the developer roller reaches its maximum count.

Colour Correction

The number of developer roller rotations that is counted may not only be for normal operations, such as printing and copying, but also for machine adjustments, such as Colour Calibration and Colour Registration.

Colour Calibration (Adjustment of Colour Density)

To obtain stable print quality, the density of each toner cartridge needs to be maintained at a fixed value. If the density balance between the colours cannot be kept, the tint becomes unstable, and accurate colour reproduction becomes impossible. The toner density can change due to chemical changes to the toner that affect its electrical charge, deterioration of the developer unit, and temperature and humidity levels in the machine. During calibration, the density level adjustment test patterns are printed on the belt unit.

Calibration is mainly performed at the following times:

- When you start the Colour Correction from the control panel to improve the colour density.
- When you replace a used toner cartridge or drum unit with a new one.
- When the machine detects that the ambient temperature and humidity have changed.
- When a specified number of printed pages is reached.

Colour Registration (Correction of Colour Position)

In this machine, the drum unit and developer unit are prepared for black (K), yellow (Y), magenta (M), and cyan (C), respectively. Four colour images are combined into one image, and therefore colour registration errors (for example, how the four colour images align) may occur. When registration errors occur, registration correction test patterns are printed on the belt unit.

Registration is mainly performed at the following times:

- When you start the Colour Correction to clear the colour registration error.
- When a specified number of printed pages is reached.

✅ Related Information

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Accessories

Availability of accessories may vary depending on your country or region. For more information about the accessories for your machine, visit go.brother/original or contact your Brother dealer or Brother customer service.

Product Codes	Items	Applicable Models
LT-350CL	Lower Tray (250 sheets)	DCP-L8630CDW

✅ **Related Information**

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▌ Notice

To create a better environment

Please cooperate.

Firstly, thank you very much indeed for using our Brother products!

Brother focuses on the earth environment concerned. And make a basic policy which is to concern about the earth environment, including any workflow from product development to discard. The local citizen should be responsible for local society and its environment during these environment protection activities.

Therefore, we hope you'll take part in this environment plan, and pay attention to environment protection points as below while discarding used consumables.

1. Please deliver the used package materials to relevant waste disposal office for recycle.

2. When you discard used consumables, please follow and carry on relevant local regulations properly.

3. When the machine need replacing parts for the maintenance and repair, please discard used circuit boards, used electrical parts and products as disposed electrical materials.

4. The power consumption is 0 W after you turn off the machine and unplug it from the AC outlet.

5. Some parts in the machine can be used on the same series model machines which are produced in the same factory.

   Note: If you want to replace the parts, please contact Brother Authorized Service Centers.

6. Machines with an LWAd > 63.0 dB(A) are recommended to be set up in separate rooms due to their noise emissions.

7. The machine can use recycled paper.

8. Ensure that during use the machine is used in a well ventilated area.

9. Brother will accept machines and consumables for recycling. For details of the return scheme please refer to the webpage

   www.brother.cn/company/info/declaration/20090304.html.

✅ Related Information

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Brother Help and Customer Support

IMPORTANT

For technical and operational assistance, call the call center in mainland China.

To search Frequently asked questions (FAQs)/ASCs/Driver/Manuals, etc, please visit our service website:

support.brother.com

To search where to purchase consumables, please visit the official website of BROTHER (CHINA) LTD.:

www.brother.cn

✅ Related Information

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