



# **Online User's Guide**

**DCP-J1260W**

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## **Before You Use Your Machine**

- [Definitions of Notes](#)
- [Trademarks](#)
- [Open Source Licensing Remarks](#)
- [Copyright and License](#)
- [Important Notes](#)

## Definitions of Notes

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

 <b>WARNING</b>	WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
 <b>CAUTION</b>	CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
<b>IMPORTANT</b>	IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
<b>NOTE</b>	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.
<b>Bold</b>	Bold style identifies buttons on the machine's control panel or computer screen.
<i>Italics</i>	Italicised style emphasises an important point or refers you to a related topic.



### Related Information

- [Before You Use Your Machine](#)

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### Related Information

- [Before You Use Your Machine](#)
-

## Open Source Licensing Remarks

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](http://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.



### Related Information

- [Before You Use Your Machine](#)
-

## Important Notes

- Check [support.brother.com/downloads](https://support.brother.com/downloads) for Brother driver and software updates.
- To keep your machine performance up to date, check [support.brother.com/downloads](https://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.
- 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](#)

#### Related Topics:

- [Reset Your Machine](#)

## Introduction to Your Machine

- [Before Using Your Machine](#)
- [Control Panel Overview](#)
- [Access Brother Utilities \(Windows\)](#)
- [Access Brother iPrint&Scan \(Windows/Mac\)](#)
- [USB Port Location on Your Brother 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 cable users: Make sure the interface cable is physically secure.

### Selecting the correct type of paper

For high quality printing, it is important to select the correct type of paper. Be sure to read the information about acceptable paper before buying paper, and to determine the printable area depending on the settings in the printer driver or in the application you use to print.

### Firewall (Windows)

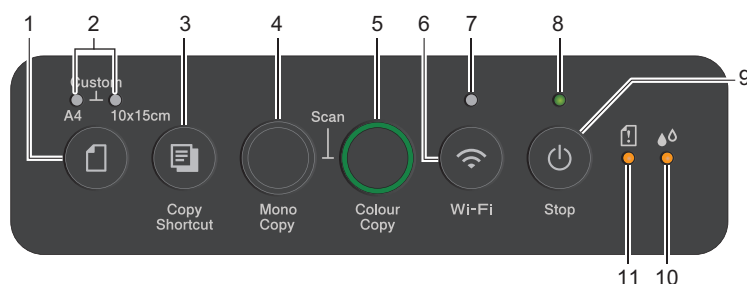
If your computer is protected by a firewall and you are unable to network print or network scan, you may need to configure the firewall settings. If you are using the Windows Firewall and you installed the drivers using the steps in the installer, the necessary firewall settings have been already set. 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. (Paper)


Press this button to set the Paper Size and Paper Type settings.

#### 2. A4 LED/10 x 15cm LED


Indicates the Paper Size and Paper Type setting selected.

	<ul style="list-style-type: none"> <li>Paper type: Plain</li> <li>Paper size: A4</li> </ul> (For printing standard documents)
	<ul style="list-style-type: none"> <li>Paper type: Other glossy</li> <li>Paper size: 10 x 15 cm</li> </ul> (For printing photos)
	Custom Settings

### 3. (Copy Shortcut)

- Press to make a 2 in 1 ID copy.  
If necessary, one of the specific copy functions can be set as a function for this button using Web Based Management. By default, 2 in 1 ID copy is set.
- Press simultaneously with  (**Stop**) to access the Maintenance Mode.


#### 4. Mono Copy

- Press to start making copies in monochrome.
- Press simultaneously with **Colour Copy** to start scanning documents (in colour or monochrome, depending on the scan setting).
- Press simultaneously with  (**Stop**) to access the Reset Mode.

#### 5. Colour Copy




Press to start making copies in full colour.

### 6. (Wi-Fi)

- Press the button by itself or simultaneously with another button to configure the wireless settings or print network reports. Use only when the machine is idle.
- Press this button and **Colour Copy** simultaneously to restart the Wi-Fi if you cannot connect to your wireless network.
- Press simultaneously with  (**Stop**) to access the Wi-Fi Mode.

#### 7. Wi-Fi LED


Indicates the wireless network status.


	Connected (Lit)
	Connecting (Flashing)
	Off


## 8. Power LED

Indicates the machine's status.

## 9. (Stop) Power On/Off

- Press to stop an operation.
- Press to exit from a selected mode.
- Press  (**Stop**) to turn on the machine.

Press and hold down  (**Stop**) to turn off the machine and cancel all of the remaining operations. The **Power LED** flashes and stays on for a few seconds before turning itself off.

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

## 10. Ink LED

Indicates when the machine detects an ink error or is in Maintenance Mode.

## 11. Paper Warning LED

Indicates when the machine detects an error or is in Reset Mode.



## Related Information

- [Introduction to Your Machine](#)

### Related Topics:

- [LED Patterns and Indications](#)

## Access Brother Utilities (Windows)

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


To use **Brother Utilities**, you must install the Brother software on your computer. To install the Brother software, go to your model's **Downloads** page at [support.brother.com/downloads](https://support.brother.com/downloads).

1. Do one of the following:

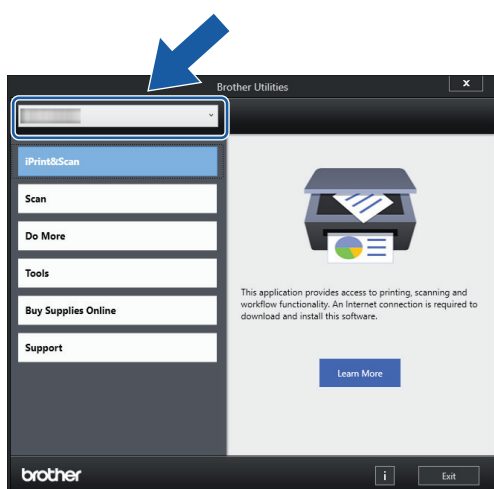
- Windows 11

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

- Windows 10

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

2. Select your machine.



3. Select the operation you want to use.



### Related Information

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


## Uninstall the Brother 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. Click the drop-down list, and then select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Uninstall**.

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.

- This function is not available in countries subject to applicable export regulations.
  - **To download the latest version:**
    - For Windows:  
Go to your model's **Downloads** page at [support.brother.com/downloads](http://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](http://support.brother.com/downloads).

### 1. Start Brother iPrint&Scan.

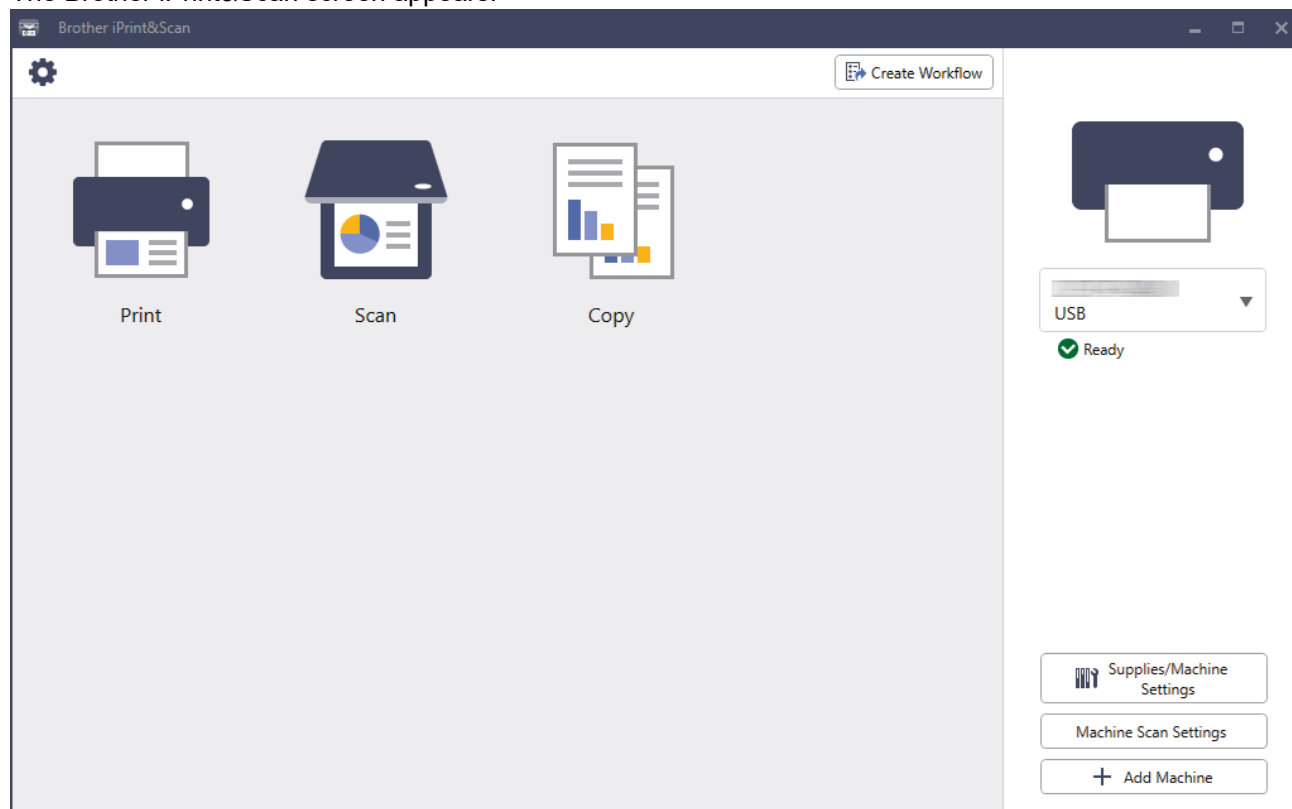
- Windows

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](#)

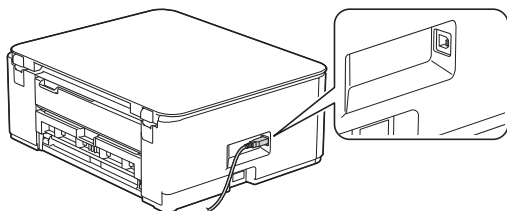
#### Related Topics:

- [Monitor Machine Status Using Brother iPrint&Scan \(Windows/Mac\)](#)
- [Scan Using Brother iPrint&Scan \(Windows/Mac\)](#)

## USB Port Location on Your Brother Machine

- For details on cables, see [Interface Specifications](#).
- To install the driver and software necessary to use your machine, go to your model's **Downloads** page at [support.brother.com/downloads](http://support.brother.com/downloads).

The USB port is located outside the machine as shown.



### Related Information

- [Introduction to Your Machine](#)

## Paper Handling

- [Load Paper](#)
- [Load Documents](#)

## Load Paper

- Load Paper in the Paper Tray
- Unprintable Area
- Paper Settings
- Acceptable Print Media
- LED Patterns and Indications
- Paper Handling Difficulties
- Print Quality Difficulties

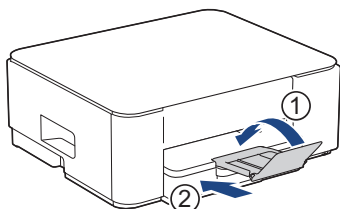
## Load Paper in the Paper Tray

- [Load Cut-Sheet Paper or Photo Paper in the Paper Tray](#)
- [Load Legal Size Paper in the Paper Tray](#)
- [Load Envelopes in the Paper Tray](#)

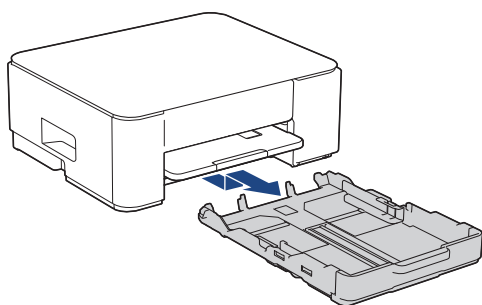
## Load Cut-Sheet Paper or Photo Paper in the Paper Tray

- Load only one size and type of paper in the paper tray at a time.
- When you load a different paper size in the tray, you must change the Paper Size setting in the machine or the paper size setting on your computer.

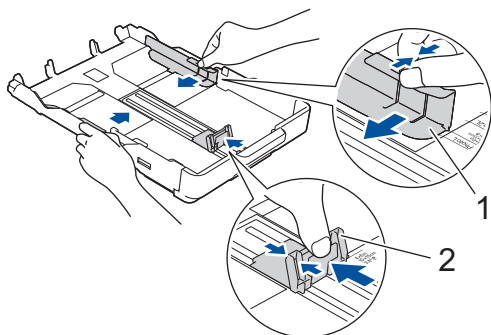
1. If the paper support flap (1) is open, close it, and then close the paper support (2).



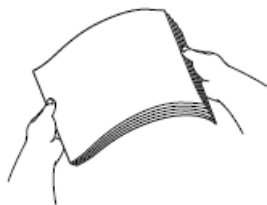
2. Pull the paper tray completely out of the machine.



3. Gently press and slide the paper width guides (1) and then the paper length guide (2) to fit the paper size.

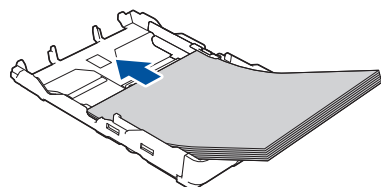


4. Fan the stack of paper well to avoid paper jams and misfeeds.

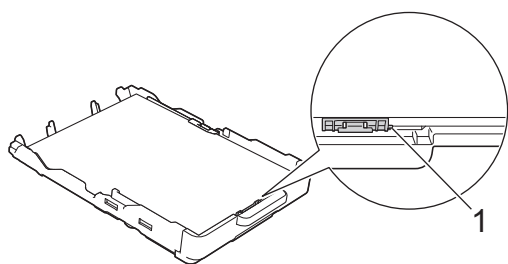


Always make sure the paper is not curled or wrinkled.

5. Gently load paper in the paper tray with the printing surface **face down**.



Make sure the paper is flat in the tray and the paper length guide (1) touches the edges of the paper.



## IMPORTANT

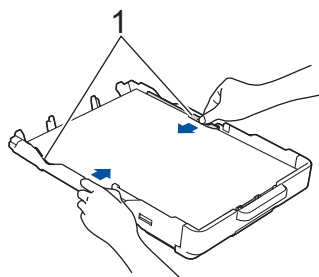
- Be careful not to push the paper in too far; it may lift at the back of the tray and cause paper feed problems.
- Loading more than 20 sheets of photo paper may cause paper jams.



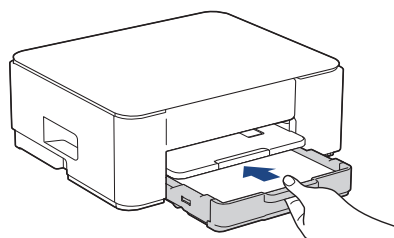
To add paper before the tray is empty, remove the paper from the tray and combine it with the paper you are adding. Always fan the stack of paper well to prevent the machine from feeding multiple pages.

6. Gently adjust the paper width guides (1) to fit the paper.

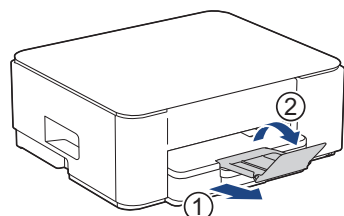
Make sure the paper width guides touch the edges of the paper.



7. Slowly push the paper tray completely into the machine.



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



## Related Information

- [Load Paper in the Paper Tray](#)

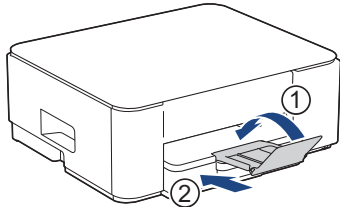
### Related Topics:

- [Choose the Right Print Media](#)

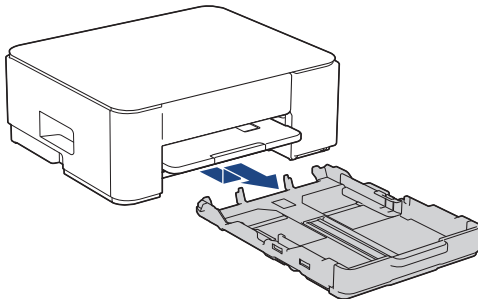
## Load Legal Size Paper in the Paper Tray

- Load only one size and type of paper in the paper tray at a time.
- When you load a different paper size in the tray, you must change the Paper Size setting in the machine or the paper size setting on your computer.

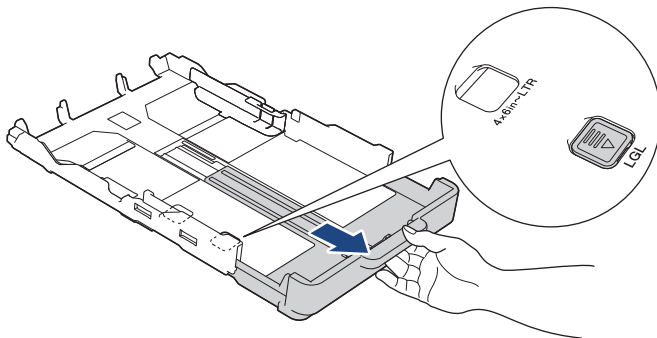
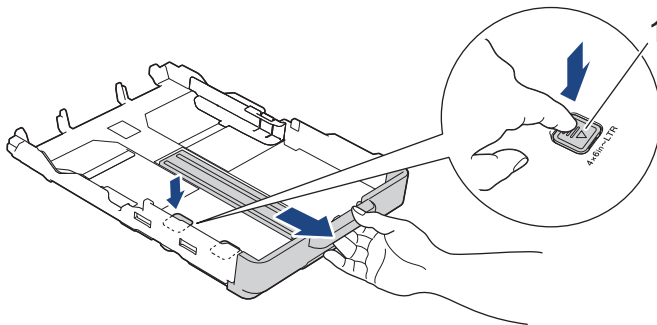
1. If the paper support flap (1) is open, close it, and then close the paper support (2).



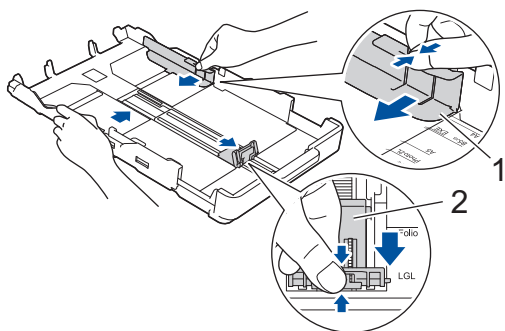
2. Pull the paper tray completely out of the machine.



3. Press the square paper tray expansion button (1) and slide out the paper tray until the square paper tray expansion button locks into the square LGL hole.



4. Gently press and slide the paper width guides (1) and the paper length guide (2) to fit the paper size.

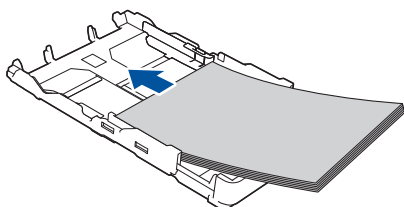


5. Fan the stack of paper well to avoid paper jams and misfeeds.

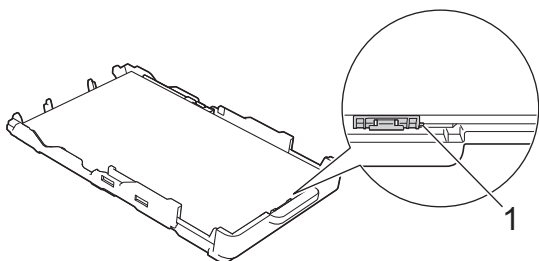


Always make sure the paper is not curled or wrinkled.

6. Gently load paper in the paper tray with the printing surface **face down**.



Make sure the paper is flat in the tray and the paper length guide (1) touches the edges of the paper.



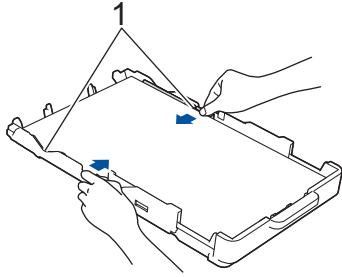
## IMPORTANT

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

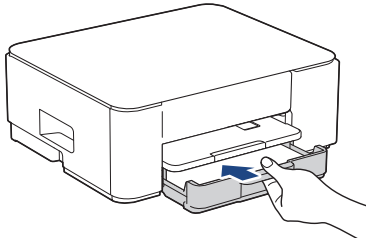


To add paper before the tray is empty, remove the paper from the tray and combine it with the paper you are adding. Always fan the stack of paper well to prevent the machine from feeding multiple pages.

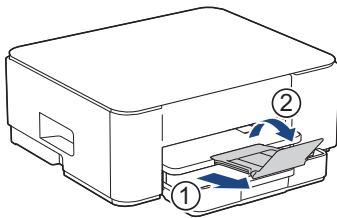
7. Gently adjust the paper width guides (1) to fit the paper.  
Make sure the paper guides touch the edges of the paper.



8. Slowly push the paper tray completely into the machine.



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

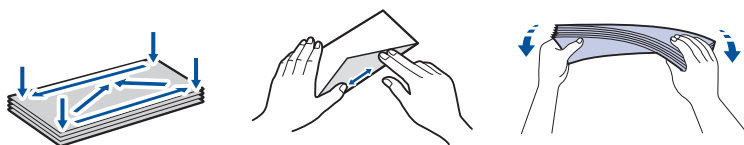


### Related Information

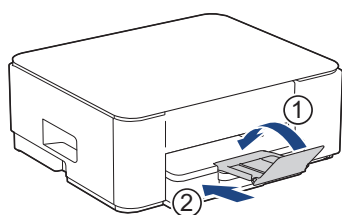
- [Load Paper in the Paper Tray](#)
-

## Load Envelopes in the Paper Tray

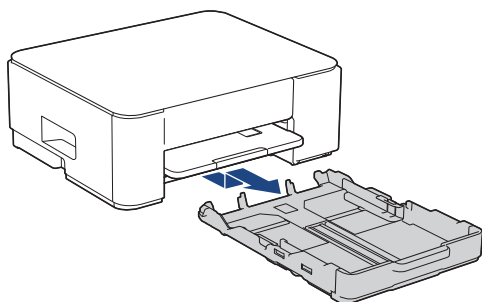
- You can load envelopes in a variety of sizes. See *Related Information: Paper Type and Paper Size for Each Operation*.
- When you load envelopes in the tray, you must change the Paper Size setting in the machine or the paper size setting on your computer.
- Before loading envelopes in the tray, press the corners and sides of the envelopes to make them as flat as possible.



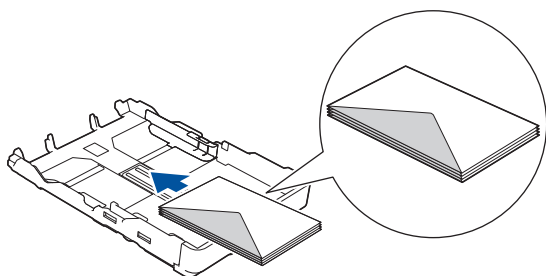
1. If the paper support flap (1) is open, close it, and then close the paper support (2).



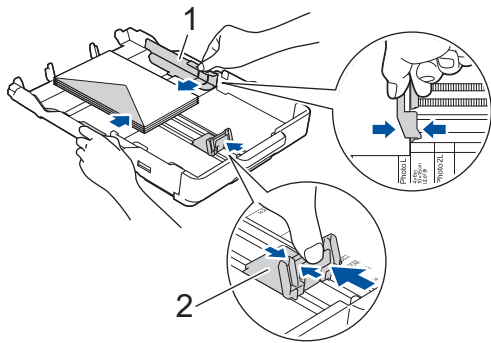
2. Pull the paper tray completely out of the machine.



3. Load up to 10 envelopes in the paper tray with the printing surface **face down**. Loading more than 10 envelopes may cause paper jams.



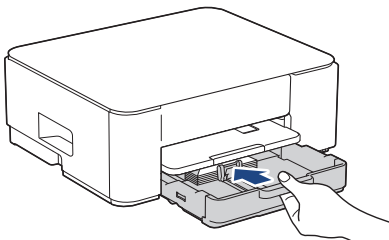
4. Gently press and slide the paper width guides (1) and paper length guide (2) to fit the size of the envelopes. Make sure the envelopes are flat in the tray.



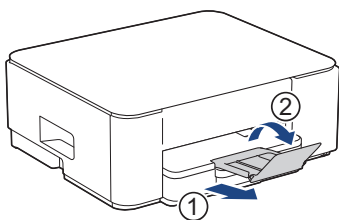
## IMPORTANT

If envelopes are multi-feeding, load one envelope in the paper tray at a time.

5. Slowly push the paper tray completely into the machine.



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



## Related Information

- [Load Paper in the Paper Tray](#)

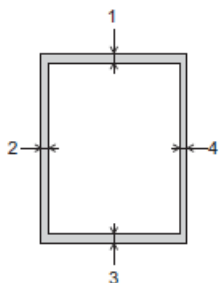
### Related Topics:

- [Choose the Right Print Media](#)
- [Paper Type and Paper Size for Each Operation](#)

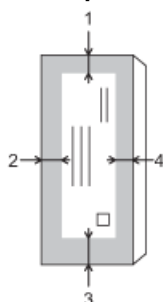
## Unprintable Area

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

### Cut-Sheet Paper



### Envelope



	Top (1)	Left (2)	Bottom (3)	Right (4)
Cut-Sheet	3 mm	3 mm	3 mm	3 mm
Envelopes	12 mm	3 mm	12 mm	3 mm



The Borderless print feature is not available for envelopes and 2-sided printing.



### Related Information

- [Load Paper](#)


#### Related Topics:

- [Printing Difficulties](#)

## Paper Settings

- Change the Paper Size and Paper Type Using the **Paper** Button

## Change the Paper Size and Paper Type Using the Paper Button

You can select A4 size with plain paper, 10 x 15 cm size with other glossy paper, or custom size paper by pressing  (**Paper**).

- When A4 size with plain paper is selected, **A4 LED** lights up.
- When 10 x 15 cm size with other glossy paper is selected, **10 x 15cm LED** lights up.
- When custom size paper is selected, both **A4 LED** and **10 x 15cm LED** light up.



### Related Information

- [Paper Settings](#)
  - [Customise the Paper Size and Paper Type](#)

#### Related Topics:

- [Copy a Document](#)
- [Acceptable Print Media](#)

## Customise the Paper Size and Paper Type

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **Print > Paper Tray (Custom)**.



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

3. Select the **Paper Type** and **Paper Size** options you want to use.
4. Select **Submit**.



### Related Information

- [Change the Paper Size and Paper Type Using the \*\*Paper Button\*\*](#)

#### Related Topics:

- [Acceptable Print Media](#)

## Acceptable Print Media

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

To get the best print quality for the settings you have selected, always set the Paper Type to match the type of paper you load.

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

We recommend testing various paper types before buying large quantities.

For best results, we recommend using Brother paper.

- When you print on inkjet paper (coated paper) and glossy paper, be sure to select the correct print media in the printer driver or in the application you use to print.
- When you print on photo paper, load one extra sheet of the same photo paper in the paper tray.
- When using photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.



### Related Information

- [Load Paper](#)
  - [Recommended Print Media](#)
  - [Handle and Use Print Media](#)
  - [Choose the Right Print Media](#)

#### Related Topics:

- [Print Quality Difficulties](#)
- [Change the Paper Size and Paper Type Using the Paper Button](#)
- [Customise the Paper Size and Paper Type](#)

## Recommended Print Media

For the best print quality, we recommend using the Brother paper listed in the table.

Brother paper may not be available in all countries.

If Brother paper is not available in your country, we recommend testing various paper types before purchasing large quantities.

### Brother paper

Paper Type	Item
A4 / Plain	BP60PA
A4 / Glossy Photo	BP71GA4
A4 / Inkjet (Matte)	BP60MA
10 x 15 cm / Glossy Photo	BP71GP



### Related Information

- [Acceptable Print Media](#)

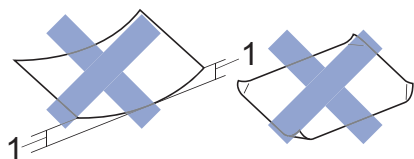
## Handle and Use Print Media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of photo paper.
- Some envelope sizes require that you set margins in the application. Make sure you do a test print first before printing many envelopes.

### IMPORTANT

DO NOT use the following types of paper:

- Damaged, curled, wrinkled, or irregularly shaped



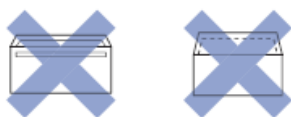
1. **2 mm or greater curl may cause jams to occur.**

- Extremely shiny or highly textured
- Paper that cannot be arranged uniformly when stacked
- Paper with an adhesive surface

DO NOT use envelopes that:

- Are loosely constructed
- Have windows
- Are embossed (have raised writing on them)
- Have clasps or staples
- Are pre-printed on the inside
- Are self-adhesive
- Have double flaps

#### Self-adhesive Double flaps



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



### Related Information

- [Acceptable Print Media](#)

## Choose the Right Print Media

- Paper Type and Paper Size for Each Operation
- Paper Capacity of the Paper Tray
- Load Cut-Sheet Paper or Photo Paper in the Paper Tray
- Load Envelopes in the Paper Tray

## Paper Type and Paper Size for Each Operation

Paper Type	Paper Size		Usage	
			Copy	Printer
Cut-Sheet	A4	210 x 297 mm	Yes	Yes
	Letter	215.9 x 279.4 mm	Yes	Yes
	Legal	215.9 x 355.6 mm	-	Yes
	Mexico Legal	215.9 x 339.85 mm	-	Yes
	India Legal	215 x 345 mm	-	Yes
	Folio	215.9 x 330.2 mm	-	Yes
	Executive	184.1 x 266.7 mm	-	Yes
	A5	148 x 210 mm	Yes	Yes
	A6	105 x 148 mm	-	Yes
Cards	Photo	10 x 15 cm	Yes	Yes
	Photo L	9 x 13 cm	-	Yes
	Photo 2L	13 x 18 cm	-	Yes
	Index Card	13 x 20 cm	-	Yes
Envelopes	C5 Envelope	162 x 229 mm	-	Yes
	DL Envelope	110 x 220 mm	-	Yes
	Com-10	104.7 x 241.3 mm	-	Yes
	Monarch	98.4 x 190.5 mm	-	Yes



### Related Information

- [Choose the Right Print Media](#)

#### Related Topics:

- [Load Envelopes in the Paper Tray](#)

## Paper Capacity of the Paper Tray

	Paper Size	Paper Types	No. of sheets	Weight	Thickness
Paper Tray	A4, Letter, Legal, Mexico Legal, India Legal, Folio, Executive, A5, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (10 x 15 cm), Photo L (9 x 13 cm), Photo 2L (13 x 18 cm), Index card (13 x 20 cm)	Plain Paper, Recycled Paper	150 <sup>1</sup>	64 to 120 g/m <sup>2</sup>	0.08 to 0.15 mm
		Inkjet Paper	20	64 to 200 g/m <sup>2</sup>	0.08 to 0.25 mm
		Glossy Paper <sup>2</sup> , Photo <sup>2</sup>	20	Up to 220 g/m <sup>2</sup>	Up to 0.25 mm
		Index Card	30	Up to 120 g/m <sup>2</sup>	Up to 0.15 mm
		Envelopes	10	80 to 95 g/m <sup>2</sup>	Up to 0.52 mm

<sup>1</sup> When using plain paper 80 g/m<sup>2</sup>.

<sup>2</sup> BP71 260 g/m<sup>2</sup> paper is specially designed for Brother inkjet machines.



### Related Information

- [Choose the Right Print Media](#)

## Load Documents

- [Load Documents on the Scanner Glass](#)
- [Unscannable Area](#)

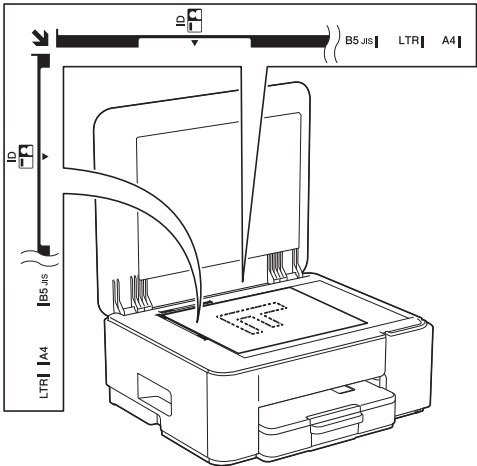
## Load Documents on the Scanner Glass

Use the scanner glass to copy or scan one page at a time.

### Document Sizes Supported

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

1. Lift the document cover.
2. Place the document **face down** in the upper left corner of the scanner glass as shown in the illustration.



3. Close the document cover.

### IMPORTANT

If you are scanning a book or thick document, DO NOT forcefully close or press on the document cover.

### ✓ Related Information

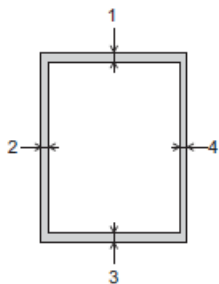
- [Load Documents](#)

#### Related Topics:

- [Copy a Document](#)
- [Other Problems](#)

## Unscannable Area

The unscannable area of a page depends on the settings in the application you are using. The figures below show the typical unscannable measurements.



Usage	Document Size	Top (1) Bottom (3)	Left (2) Right (4)
Copy	All paper sizes	3 mm	3 mm
Scan		1 mm	1 mm



### Related Information

- [Load Documents](#)

## Print

- [Print from Your Computer \(Windows\)](#)
- [Print from Your Computer \(Mac\)](#)
- [Print Using Brother iPrint&Scan \(Windows/Mac\)](#)
- [Print an Email Attachment](#)
- [Cancel a Print Job](#)

## **Print from Your Computer (Windows)**

- [Print a Photo \(Windows\)](#)
- [Print a Document \(Windows\)](#)
- [Print More Than One Page on a Single Sheet of Paper \(N in 1\) \(Windows\)](#)
- [Print as a Poster \(Windows\)](#)
- [Print on Both Sides of the Paper Manually \(Manual 2-sided Printing\) \(Windows\)](#)
- [Print as a Booklet Manually \(Windows\)](#)
- [Print a Colour Document in Greyscale \(Windows\)](#)
- [Print on an Envelope \(Windows\)](#)
- [Prevent Smudged Printouts and Paper Jams \(Windows\)](#)
- [Use a Preset Print Profile \(Windows\)](#)
- [Change the Default Print Settings \(Windows\)](#)
- [Printer Driver Settings \(Windows\)](#)

## Print a Photo (Windows)



- Make sure you have loaded the correct media in the paper tray.
- For best results, we recommend using Brother paper.
- When printing on photo paper, load one extra sheet of the same photo paper in the paper tray.

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 **Basic** tab.
4. Click the **Media Type** drop-down list, and then select the type of paper you are using.

### IMPORTANT

To get the best print quality for the settings you have selected, always set the **Media Type** option to match the type of paper you load.

5. Click the **Paper Size** drop-down list, and then select your paper size.
6. Select the **Borderless** checkbox, if needed.
7. For **Colour / Greyscale**, select **Colour**.
8. 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.

9. Type the number of copies (1-999) you want in the **Copies** field.
10. Change other printer settings, if needed.
11. Click **OK**.
12. Complete your print operation.



### Related Information

- [Print from Your Computer \(Windows\)](#)

#### Related Topics:

- [Printer Driver Settings \(Windows\)](#)
- [Change the Default Print Settings \(Windows\)](#)

## Print a Document (Windows)

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



- 2-sided printing may be the default, depending on your model. For 1-sided printing, turn off the 2-sided printing settings in the printer driver options.

For more information, see *Related Information: Printer Driver Settings (Windows)*.

- 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. 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. [Load paper in the paper tray](#).  
Make sure you have loaded the correct size paper in the paper tray.
4. Click the **Basic** tab.
5. Click the **Media Type** drop-down list, and then select the type of paper you are using.

### IMPORTANT

To get the best print quality for the settings you have selected, always set the **Media Type** option to match the type of paper you load.

6. Click the **Paper Size** drop-down list, and then select your paper size.
7. For **Colour / Greyscale**, select the **Colour** or **Greyscale** option.
8. 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.

9. Type the number of copies (1-999) you want in the **Copies** field.
10. 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.
11. Click the **2-sided / Booklet** drop-down list, and then select the option you want.
12. Change other printer settings, if needed.
13. Click **OK**.
14. Complete your print operation.



### Related Information

- [Print from Your Computer \(Windows\)](#)

#### Related Topics:

- [Printer Driver Settings \(Windows\)](#)
- [Change the Default Print Settings \(Windows\)](#)
- [Printing Difficulties](#)
- [Paper Handling and Printing Problems](#)
- [Paper Settings](#)

## Print More Than One Page on a Single Sheet of Paper (N in 1) (Windows)



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 **Basic** tab.
4. 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.

5. Click the **Multiple Page** drop-down list, and then select the **2 in 1**, **4 in 1**, **9 in 1**, or **16 in 1** option.
6. Click the **Page Order** drop-down list, and then select your page order.
7. Click the **Border Line** drop-down list, and then select your border line type.
8. Change other printer settings, if needed.
9. Click **OK**.
10. Complete your print operation.



### Related Information

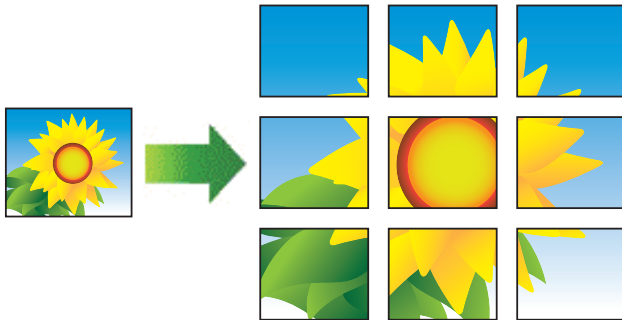
- [Print from Your Computer \(Windows\)](#)

#### Related Topics:

- [Printer Driver Settings \(Windows\)](#)

## Print as a Poster (Windows)

Enlarge your print size and print the document in poster mode.



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 **Basic** tab.
4. Click the **Multiple Page** drop-down list, and then select the **1 in 2x2 Pages** or **1 in 3x3 Pages** option.
5. Change other printer settings, if needed.
6. Click **OK**.
7. Complete your print operation.



### Related Information

- [Print from Your Computer \(Windows\)](#)

#### Related Topics:

- [Printer Driver Settings \(Windows\)](#)

## Print on Both Sides of the Paper Manually (Manual 2-sided Printing) (Windows)

The machine prints all the odd-numbered pages on one side of the paper first. Then, a pop-up message on your computer screen instructs you to reload the odd pages into the machine so it can print the even-numbered pages.



- Before reloading the paper, fan and straighten it to avoid paper jams.
- Very thin or thick paper is not recommended.
- If the paper is thin, it may wrinkle.
- The 2-sided printing function may not be suitable for all types of documents and images. If you experience repeat paper jams or poor print quality during 2-sided printing, we recommend using 1-sided printing.

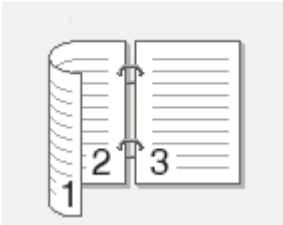
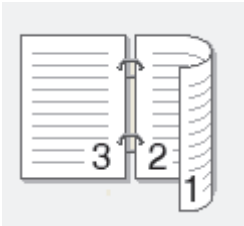
1. Select the print command in your application.
2. Select your model's name, and then click the printer's properties or preferences button.  
The printer driver window appears.
3. Click the **Basic** tab.
4. In the **Orientation** field, select the **Portrait** or **Landscape** option to set the printout orientation.



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

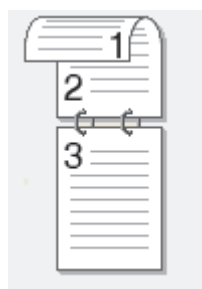
5. Click the **2-sided / Booklet** drop-down list, and then select **2-sided (Manual)**.
6. Click the **2-sided Settings** button.
7. Select one of the options from the **2-sided Type** menu.

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

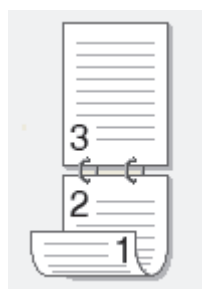
Option for Portrait	Description
Long Edge (Left)	
Long Edge (Right)	

Option for Portrait	Description
---------------------	-------------

Short Edge (Top)



Short Edge (Bottom)



Option for Landscape	Description
----------------------	-------------

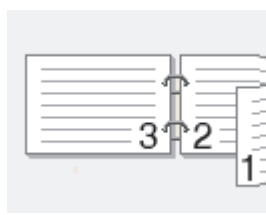
Long Edge (Top)



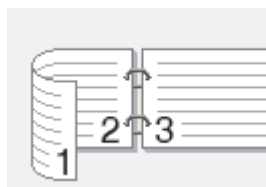
Long Edge (Bottom)



Short Edge (Right)



Short Edge (Left)



8. Select the **Binding Offset** checkbox to specify the offset for binding in inches or millimetres.
9. Click **OK** to return to the printer driver window.
10. Change other printer settings, if needed.



The Borderless feature is not available when using this option.

11. Click **OK**, and then start printing.

---

12. Click **OK** to print the first side of the pages.

The machine prints all the odd numbered pages first. Then, the printing stops and a pop-up message on your computer screen instructs you to reload the paper.

13. Reload the paper.

14. Click **OK**.

The even numbered pages will be printed.

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



### Related Information

- [Print from Your Computer \(Windows\)](#)

#### **Related Topics:**

- [Print as a Booklet Manually \(Windows\)](#)
-

## Print as a Booklet Manually (Windows)

Use this option to print a document in booklet format using 2-sided printing. The document's pages will be arranged according to the correct page number and will allow you to fold at the centre of the print output without having to change the order of the printed pages.



- Before reloading the paper, fan and straighten it to avoid paper jams.
- Very thin or thick paper is not recommended.
- If the paper is thin, it may wrinkle.
- The 2-sided printing function may not be suitable for all types of documents and images. If you experience repeat paper jams or poor print quality during 2-sided printing, we recommend using 1-sided printing.

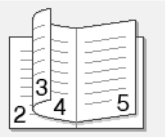
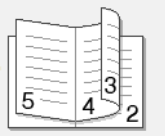
1. Select the print command in your application.
2. Select your model's name, and then click the printer's properties or preferences button.  
The printer driver window appears.
3. Click the **Basic** tab.
4. In the **Orientation** field, select the **Portrait** or **Landscape** option to set the printout orientation.



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

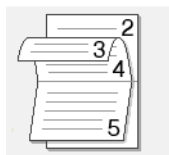
5. Click the **2-sided / Booklet** drop-down list, and then select the **Booklet (Manual)** option.
6. Click the **2-sided Settings** button.
7. Select one of the options from the **2-sided Type** menu.

There are two types of 2-sided binding directions available for each orientation:

Option for Portrait	Description
<b>Left Binding</b>	
<b>Right Binding</b>	

Option for Landscape	Description
----------------------	-------------



Top Binding



Bottom Binding



8. Select one of the options from the **Booklet Printing Method** menu.

Option	Description
<b>All Pages at Once</b>	Every page is printed in booklet format (four pages to every piece of paper, two pages per side). Fold your printout in the middle to create the booklet. 
<b>Divide into Sets</b>	This option prints the whole booklet in smaller individual booklet sets, allowing you to fold at the centre of the smaller individual booklet sets without having to change the order of the printed pages. You can specify the number of sheets in each smaller booklet set (from 1-15). This option can be helpful when folding a printed booklet that has a large number of pages. 

9. Select the **Binding Offset** checkbox to specify the offset for binding in inches or millimetres.

10. Click **OK** to return to the printer driver window.

11. Change other printer settings, if needed.



The Borderless feature is not available when using this option.

12. Click **OK**, and then start printing.

13. Click **OK** to print the first side of the pages.

The machine prints all the odd numbered pages first. Then, the printing stops and a pop-up message on your computer screen instructs you to reload the paper.

14. Reload the paper.

15. Click **OK**.

The even numbered pages are printed.

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



## Related Information

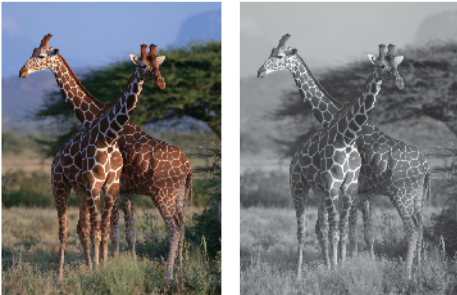
- [Print from Your Computer \(Windows\)](#)

### Related Topics:

- [Print on Both Sides of the Paper Manually \(Manual 2-sided Printing\) \(Windows\)](#)

## Print a Colour Document in Greyscale (Windows)

Greyscale mode makes the print processing speed faster than colour mode. If your document contains colour, selecting Greyscale mode prints your document in 256 levels of greyscale.



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 **Basic** tab.
4. For **Colour / Greyscale**, select **Greyscale**.
5. Change other printer settings, if needed.
6. Click **OK**.
7. Complete your print operation.



### Related Information

- [Print from Your Computer \(Windows\)](#)

## Print on an Envelope (Windows)

- Make sure you have loaded the correct envelopes in the paper tray. For more information on how to load envelopes, see *Related Information*.
- When you create a document to print on envelopes, set the document size in your application in advance.

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 **Basic** tab.
4. Click the **Media Type** drop-down list, and then select the type of paper you are using.
5. Click the **Paper Size** drop-down list, and then select your envelope size.
6. For **Colour / Greyscale**, select the **Colour** or **Greyscale** option.
7. 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.

8. Type the number of copies (1-999) you want in the **Copies** field.
9. Change other printer settings, if needed.
10. Click **OK**.
11. Complete your print operation.



### Related Information

- [Print from Your Computer \(Windows\)](#)

#### Related Topics:

- [Load Envelopes in the Paper Tray](#)

## Prevent Smudged Printouts and Paper Jams (Windows)

Some types of print media may need more drying time. Change the **Reduce Smudge** option if you have problems with smudged printouts or paper jams.

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 **Other Print Options** button.
5. Select the **Reduce Smudge** option on the left side of the screen.
6. Select the **Reduce Smudge** checkbox.
7. Select the level you want using the **Reduction Level** slider.



When using a higher reduction level, the machine prints at a slower speed, using less ink. Printouts may be lighter than they appear in the Print Preview window.

8. Click **OK** to return to the printer driver window.
9. Click **OK**.
10. Complete your print operation.



### Related Information

- [Print from Your Computer \(Windows\)](#)

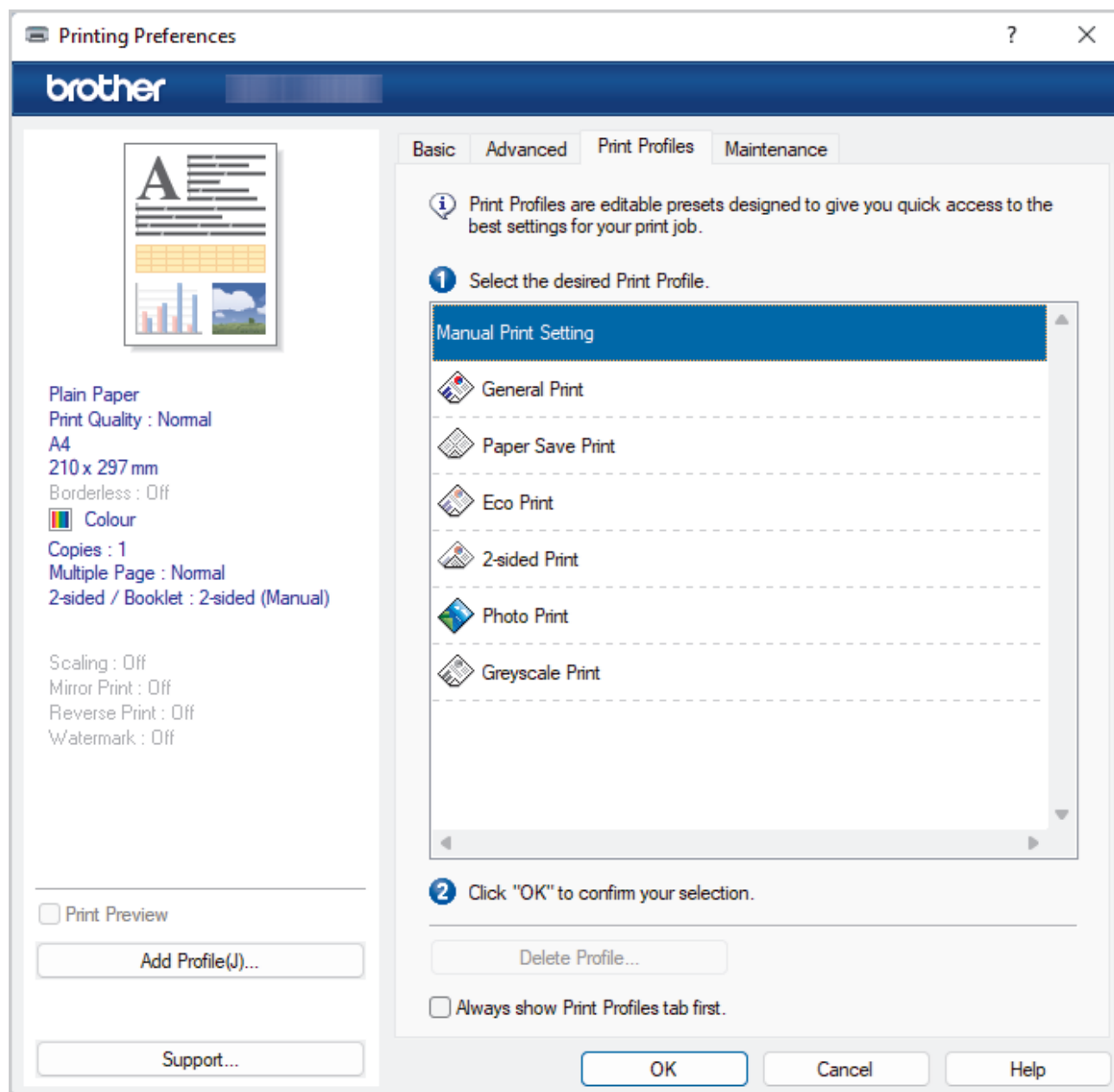
#### Related Topics:

- [Paper Handling Difficulties](#)
- [Change the Print Options to Improve Your Print Results](#)

## Use a Preset Print Profile (Windows)

**Print Profiles** are presets designed to give you quick access to frequently-used printing configurations.

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 **Print Profiles** tab.



4. Select your profile from the print profile list.  
The profile settings are shown on the left side of the printer driver window.
5. Do one of the following:
  - If the settings are correct for your print job, click **OK**.
  - To change the settings, go back to the **Basic** or **Advanced** tab, change settings, and then click **OK**.



To display the **Print Profiles** tab at the front of the window the next time you print, select the **Always show Print Profiles tab first.** checkbox.



## Related Information

- [Print from Your Computer \(Windows\)](#)
  - [Create or Delete Your Print Profile \(Windows\)](#)

### Related Topics:

- [Printer Driver Settings \(Windows\)](#)
-

## Create or Delete Your Print Profile (Windows)

Add up to 20 new print profiles with customised settings.

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. Do one of the following:

### To create a new print profile:

- a. Click the **Basic** tab and the **Advanced** tab, and configure the print settings you want for the new Print Profile.
- b. Click the **Print Profiles** tab.
- c. Click **Add Profile**.  
The **Add Profile** dialog box appears.
- d. Type the new profile name in the **Name** field.
- e. Click the icon you want to use to represent this profile from the icon list.
- f. Click **OK**.

The new Print Profile name is added to the list in the **Print Profiles** tab.

### To delete a print profile that you created:

- a. Click the **Print Profiles** tab.
- b. Click **Delete Profile**.  
The **Delete Profile** dialog box appears.
- c. Select the profile you want to delete.
- d. Click **Delete**.
- e. Click **Yes**.
- f. Click **Close**.




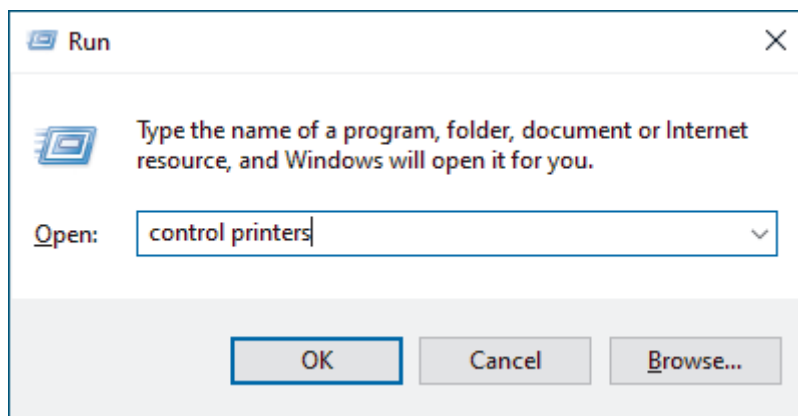
### Related Information

- [Use a Preset Print Profile \(Windows\)](#)

## 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  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.
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 \(Windows\)](#)

#### Related Topics:

- [Printer Driver Settings \(Windows\)](#)
- [Print a Photo \(Windows\)](#)
- [Print a Document \(Windows\)](#)

## Printer Driver Settings (Windows)



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

For more information, see *Related Information: Print a Document (Windows)*.

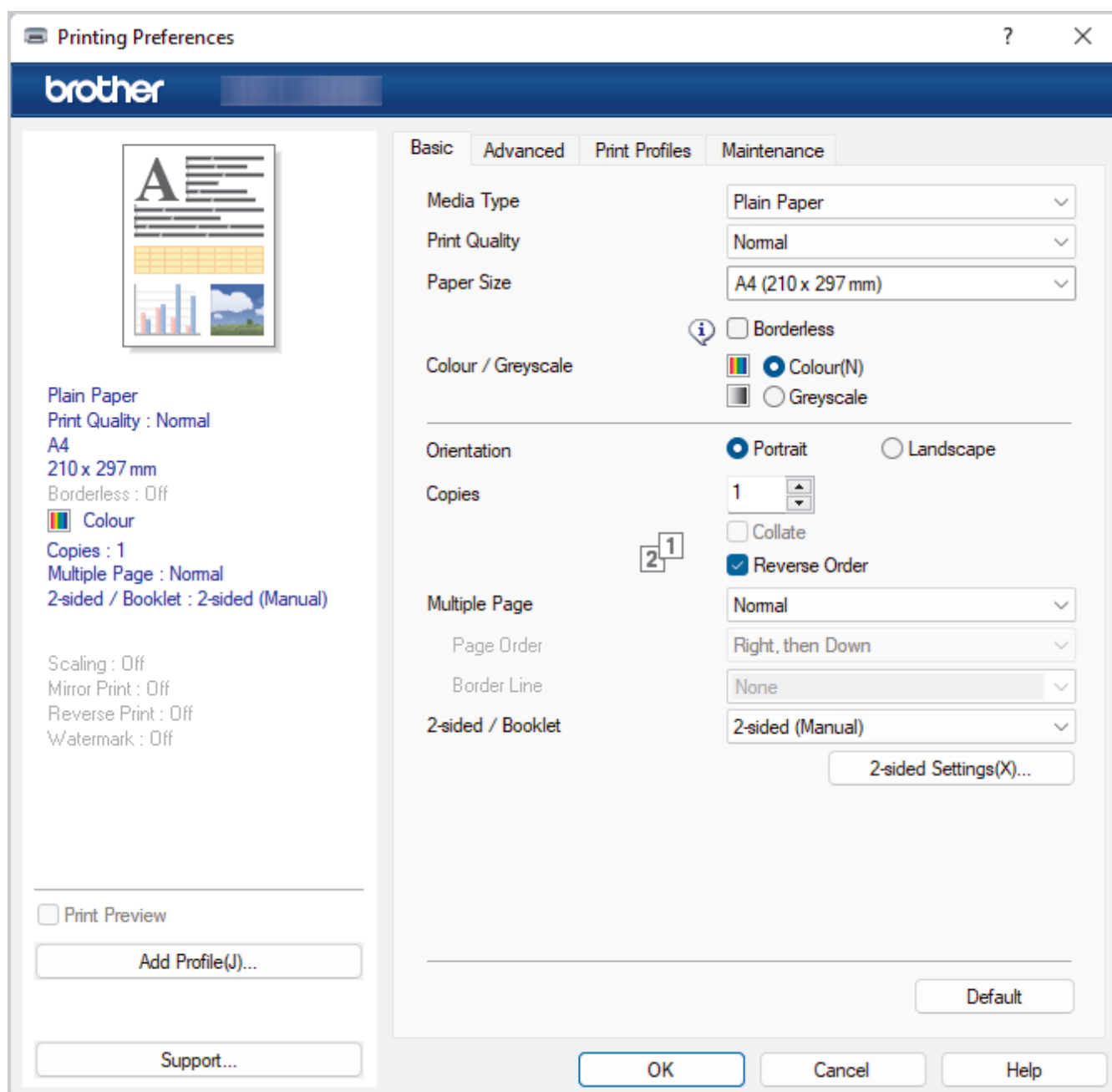
- To change the default print settings, you must configure the printer driver properties.

For more information, see *Related Information: Change the Default Print Settings (Windows)*.

>> **Basic Tab**

>> **Advanced Tab**

### Basic Tab



#### 1. 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.

---

## 2. 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.

## 3. Paper Size

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

### Borderless

Select this option to print photos without borders. Because the image data is created slightly larger than the paper size you are using, this will cause some cropping of the photo edges.

You may not be able to select the Borderless option for some combinations of media type and quality, or from some applications.

## 4. Colour / Greyscale

Select colour or greyscale printing. The print speed is faster in greyscale mode than it is in colour mode. If your document contains colour and you select greyscale mode, your document will be printed using 256 levels of greyscale.

## 5. 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.

## 6. 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.

### Reverse Order

Select this option to print your document in reverse order. The last page of your document will be printed first.

## 7. 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.

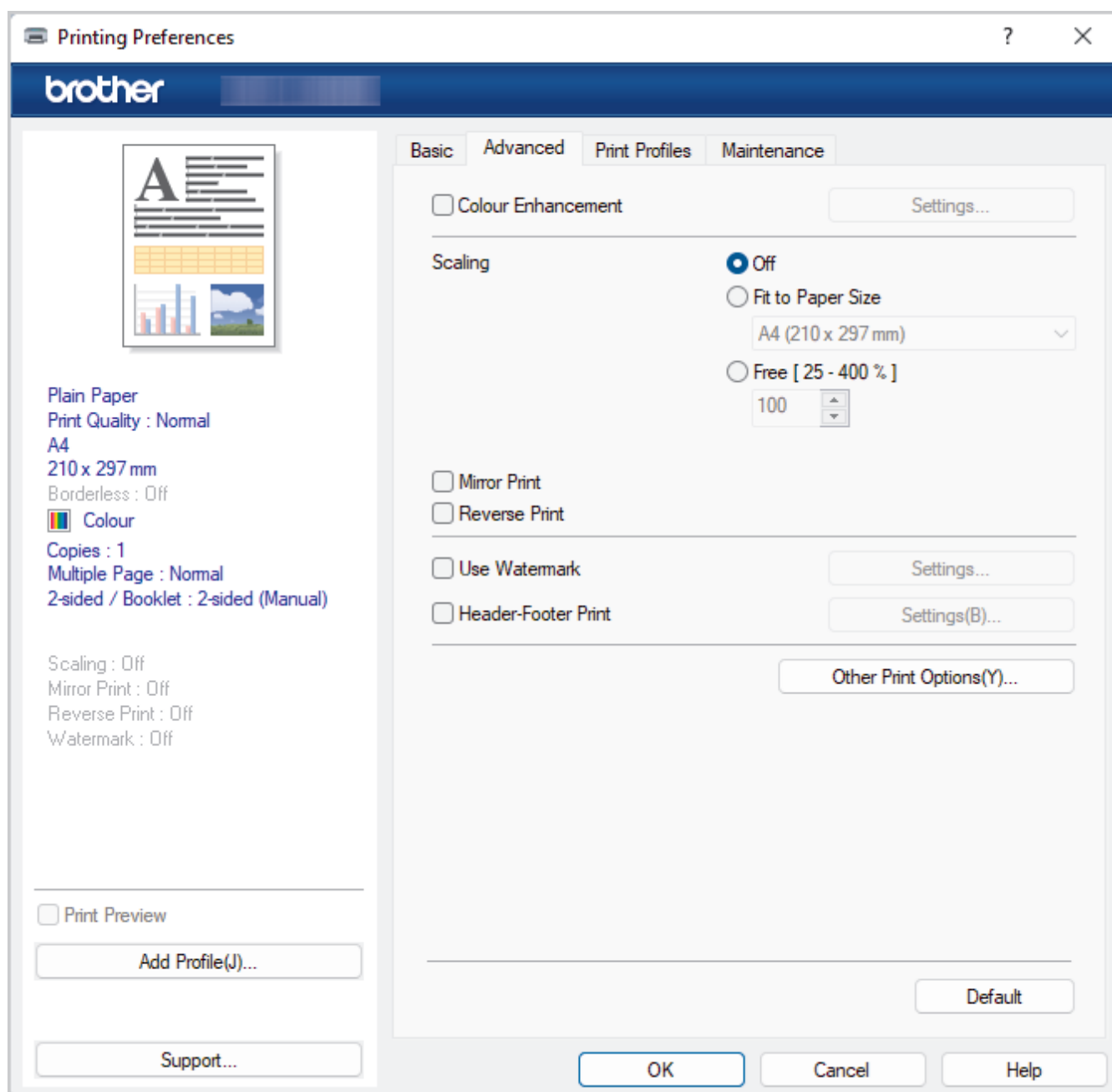
## 8. 2-sided / Booklet

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.

## Advanced Tab



### 1. Colour Enhancement

Select this option to use the Colour Enhancement feature. This feature analyses your image to improve its sharpness, white balance and colour density. This process may take several minutes depending on the image size and your computer's specifications.

### 2. 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.

### 3. Mirror Print

Select this option to reverse the printed image on the page horizontally from left to right.

---

#### 4. Reverse Print

Select this option to rotate the printed image 180 degrees.

#### 5. 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.

#### 6. Header-Footer Print

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

#### 7. Other Print Options button

##### Advanced Colour Settings

Select the method that the machine uses to arrange dots to express halftones.

##### Advanced Quality Settings

Select this option to print your documents at the highest quality.

##### Reduce Smudge

Some types of print media may need more drying time. Change this option if you have problems with smudged printouts or paper jams.

##### Retrieve Printer's Colour Data

Select this option to optimise the print quality using the machine's factory settings, which are set specifically for your Brother machine. Use this option when you have replaced the machine or changed the machine's network address.

##### Print Archive

Select this option to save the print data as a PDF file to your computer.



#### Related Information

- [Print from Your Computer \(Windows\)](#)

##### Related Topics:

- [LED Patterns and Indications](#)
  - [Printing Difficulties](#)
  - [Print Quality Difficulties](#)
  - [Print a Photo \(Windows\)](#)
  - [Print a Document \(Windows\)](#)
  - [Print More Than One Page on a Single Sheet of Paper \(N in 1\) \(Windows\)](#)
  - [Print as a Poster \(Windows\)](#)
  - [Use a Preset Print Profile \(Windows\)](#)
  - [Change the Default Print Settings \(Windows\)](#)
  - [Change the Print Options to Improve Your Print Results](#)
-

## **Print from Your Computer (Mac)**

- [Print Using AirPrint \(macOS\)](#)

## **Print Using Brother iPrint&Scan (Windows/Mac)**

- [Print Photos or Documents Using Brother iPrint&Scan \(Windows/Mac\)](#)
- [Print More Than One Page on a Single Sheet of Paper Using Brother iPrint&Scan \(N in 1\) \(Windows/Mac\)](#)
- [Print a Colour Document in Greyscale Using Brother iPrint&Scan \(Windows/Mac\)](#)

## Print Photos or Documents Using Brother iPrint&Scan (Windows/Mac)



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

### IMPORTANT

For photo printing:

- For best results, we recommend using Brother paper.
- When printing on photo paper, load one extra sheet of the same photo paper in the paper tray.

2. Start Brother iPrint&Scan.

- Windows

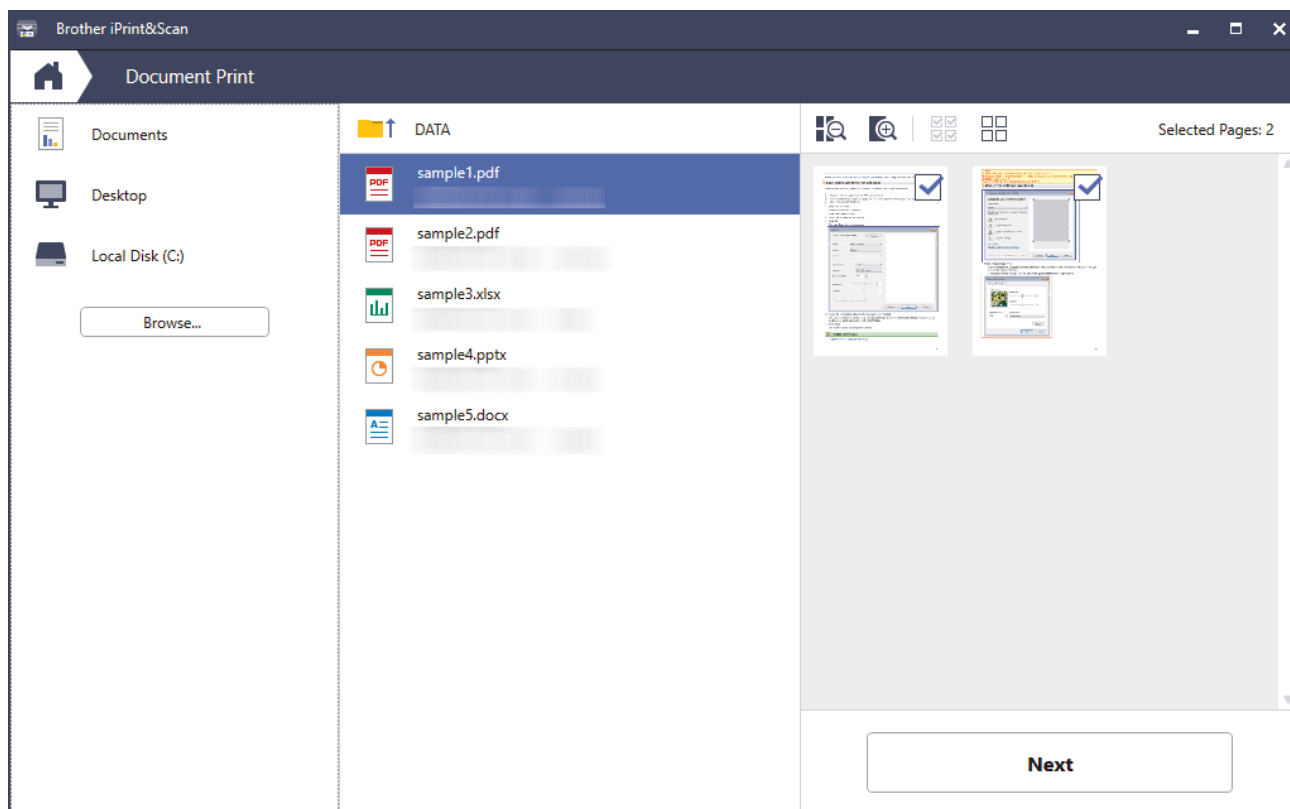
Double-click the  (Brother iPrint&Scan) icon.

- Mac

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

The Brother iPrint&Scan screen appears.

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 **Print**.
5. Select the document type.
6. Select the file you want to print, and then do one of the following:
  - Windows  
Click **Next**.
  - Mac  
Click **Open**, and then click **Next** if prompted.



- The screen that appears may differ, depending on the software version.
- Use the latest version of Brother iPrint&Scan. See *Related Information*.
- When printing documents with many pages, you can also select the pages you want to print.

7. Change other printer settings, if needed.

8. Click **Print**.

## IMPORTANT

For photo printing:

To get the best print quality for the settings you have selected, always set the **Media Type** option to match the type of paper you load.



### Related Information

- [Print Using Brother iPrint&Scan \(Windows/Mac\)](#)

#### Related Topics:

- [Access Brother iPrint&Scan \(Windows/Mac\)](#)

## Print More Than One Page on a Single Sheet of Paper Using Brother iPrint&Scan (N in 1) (Windows/Mac)



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.

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**.
3. Click **Print**.
4. Click **Document / PDF**.
5. Select the file you want to print, and then do one of the following:
- Windows  
Click **Next**.
  - Mac  
Click **Open**, and then click **Next** if prompted.



When printing documents with many pages, you can also select the pages you want to print.

6. Click the **Layout** drop-down list, and then select the number of pages to print on each sheet.
7. Change other printer settings, if needed.
8. Click **Print**.

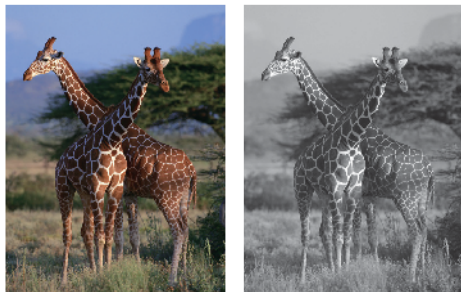



### Related Information

- [Print Using Brother iPrint&Scan \(Windows/Mac\)](#)

## Print a Colour Document in Greyscale Using Brother iPrint&Scan (Windows/Mac)

Greyscale mode makes the print processing speed faster than colour mode. If your document contains colour, selecting Greyscale mode prints your document in 256 levels of greyscale.



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.
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**.
3. Click **Print**.
4. Select the document type.
5. Select the file you want to print, and then do one of the following:
  - Windows  
Click **Next**.
  - Mac  
Click **Open**, and then click **Next** if prompted.



When printing documents with many pages, you can also select the pages you want to print.

6. Click the **Colour / Mono** drop-down list, and then select the **Mono** option.
7. Change other printer settings, if needed.
8. Click **Print**.



### Related Information

- [Print Using Brother iPrint&Scan \(Windows/Mac\)](#)

## Print an Email Attachment

You can print files by emailing them to your Brother machine.

- You can attach up to 10 documents, 20 MB in total, to an email.
- This feature supports the following formats:
  - Document files:PDF, TXT, Microsoft Word files, Microsoft Excel files, and Microsoft PowerPoint files
  - Image files: JPEG, BMP, GIF, PNG, and TIFF
- The machine prints both the email content and attachments by default. To print only email attachments, change the settings as necessary.

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **Online Functions > Online Functions Settings**.



- If the left navigation bar is not visible, start navigating from ☰.
- If this function is locked, contact your Network Administrator for access.

3. Select the **I accept the terms and conditions** button and continue the setting.
4. On your computer, select **General Settings**.  
The **Email Print: General Settings** screen appears.
5. Select **Enable**.  
The machine prints the Instruction Sheet.
6. Send your email to the email address included on the sheet. The machine prints the email attachments.



To confirm or change the settings, including email address and printer settings, access Web Based Management, select **Online Functions > Online Functions Settings** in the left navigation bar, and then select the **Online Functions Settings Page** button.




### Related Information

- [Print](#)

## Cancel a Print Job

1. Press  (**Stop**).



To cancel multiple print jobs, press and hold  (**Stop**) for about four seconds.



### Related Information

- [Print](#)
-

## Scan


- [Scan Using the Buttons on Your Brother Machine](#)
- [Scan Using Brother iPrint&Scan \(Windows/Mac\)](#)
- [Scan from Your Computer \(Windows\)](#)
- [Scan from Your Computer \(Mac\)](#)
- [Secure Scan](#)

## Scan Using the Buttons on Your Brother Machine

- [Configure the Scan Button on Your Machine](#)
- [Scan Using the Buttons on Your Brother Machine](#)
- [Scan to an Editable Text File Using OCR](#)
- [Save Scanned Data as an Email Attachment](#)
- [Web Services for Scanning on Your Network \(Windows\)](#)

## Configure the Scan Button on Your Machine

To scan using your machine's Scan button, add your machine to Brother iPrint&Scan.

1. Go to your model's **Downloads** page at [support.brother.com/downloads](http://support.brother.com/downloads), and then download and install the software compatible with your operating system (Windows or Mac).
  - Windows:  
Download and install the **EasySetup** software package or **Full Driver & Software Package**. Brother iPrint&Scan is included in this installation.
  - Mac:  
Download and install the **Brother iPrint&Scan** application and the **iPrint&Scan Push Scan Tool**.
2. Start Brother iPrint&Scan.
  - Windows:  
Double-click the  (Brother iPrint&Scan) icon on your computer's desktop.
  - Mac:  
In the **Finder** menu bar, click **Go > Applications**, and then double-click the iPrint&Scan icon.  
The Brother iPrint&Scan screen appears.
3. 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.
4. Click the **Machine Scan Settings** button, and then follow the on-screen instructions to change the scan settings, including file type and file storage location.

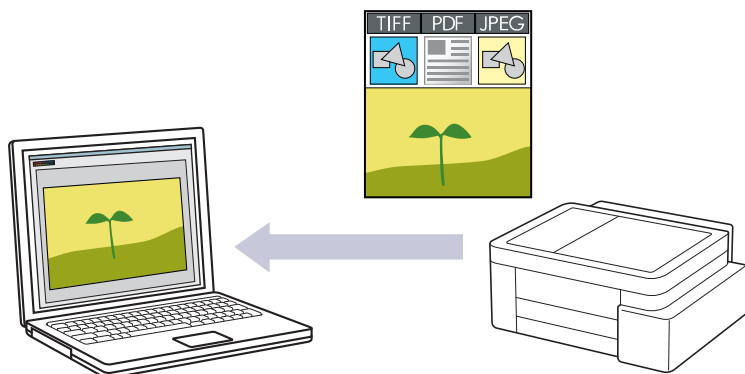


### Related Information

- [Scan Using the Buttons on Your Brother Machine](#)

## Scan Using the Buttons on Your Brother Machine

Send scanned photos or graphics directly to your computer.



- **To scan from your machine:**

You must first configure the Scan button on your machine, including settings such as file type and file storage location. See *Related Information: Configure the Scan Button on Your Machine*.

- **To scan from your computer:**

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

1. Before scanning for the first time, do the following:
  - a. Start Web Based Management. See [Access Web Based Management](#).
  - b. In the left navigation bar, select **Scan > Scan to PC**.



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

- c. Select the scan type you want to use from the **Scan to** drop-down list.
  - d. Select the computer you want to send the data to from the **PC Name** drop-down list.
  - e. Select **Submit**.
2. [Load your document](#).
  3. Press the **Mono Copy** and **Colour Copy** buttons simultaneously.

If you are prompted to select a scanning application, select Brother iPrint&Scan from the list.



### Related Information

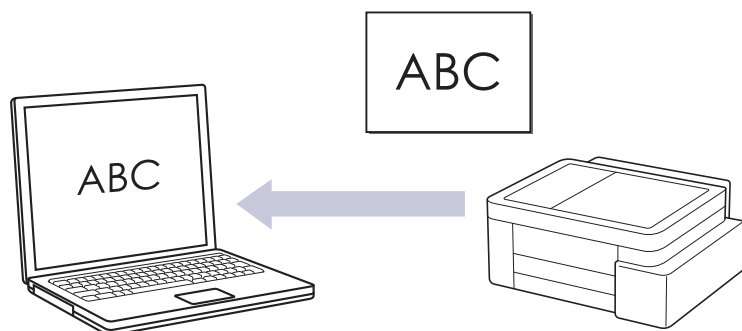
- [Scan Using the Buttons on Your Brother Machine](#)

#### Related Topics:


- [Configure the Scan Button on Your Machine](#)
- [Scan Using Brother iPrint&Scan \(Windows/Mac\)](#)

## Scan to an Editable Text File Using 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 for certain languages.
- **To scan from your machine:**  
You must first configure the Scan button on your machine, including settings such as file type and file storage location. See *Related Information: Configure the Scan Button on Your Machine*.
- **To scan from your computer:**  
See *Related Information: Scan Using Brother iPrint&Scan (Windows/Mac)*.

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.
2. Click **Machine Scan Settings**.
3. Click **OCR**.
4. Configure the scan settings, and then click **OK**.
5. Do one of the following:
  - Windows  
Click **Close**.
  - Mac  
Click **OK**.
6. [Load your document](#).
7. Press the **Mono Copy** and **Colour Copy** buttons simultaneously.



### Related Information

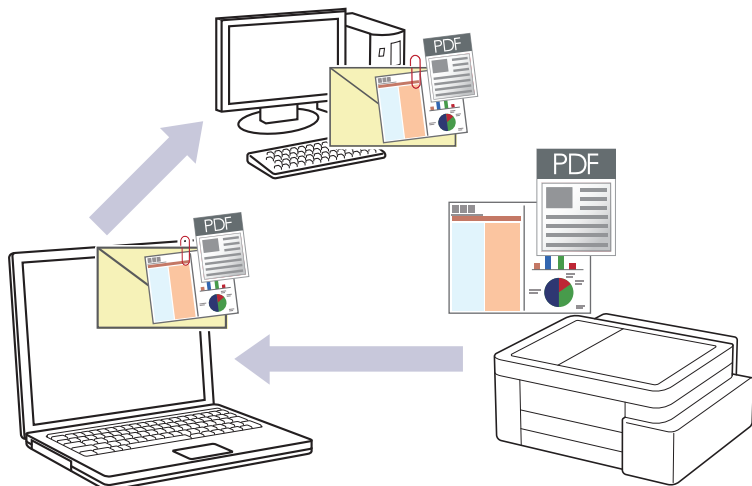
- [Scan Using the Buttons on Your Brother Machine](#)

#### Related Topics:

- [Configure the Scan Button on Your Machine](#)
- [Scan Using Brother iPrint&Scan \(Windows/Mac\)](#)

## Save Scanned Data as an Email Attachment

Send the scanned data from your machine to your email application as an attachment.



- **To scan from your machine:**

You must first configure the Scan button on your machine, including settings such as file type and file storage location. See *Related Information: Configure the Scan Button on Your Machine*.

- **To scan from your computer:**

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

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. 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.

2. Click **Machine Scan Settings**.

3. Click **E-mail**.

4. Configure the scan settings, and then click **OK**.

5. Do one of the following:

- Windows

Click **Close**.

- Mac

Click **OK**.

6. [Load your document](#).

7. Press the **Mono Copy** and **Colour Copy** buttons simultaneously.



## Related Information

- [Scan Using the Buttons on Your Brother Machine](#)

### **Related Topics:**

- [Configure the Scan Button on Your Machine](#)
  - [Scan Using Brother iPrint&Scan \(Windows/Mac\)](#)
-



## **Web Services for Scanning on Your Network (Windows)**

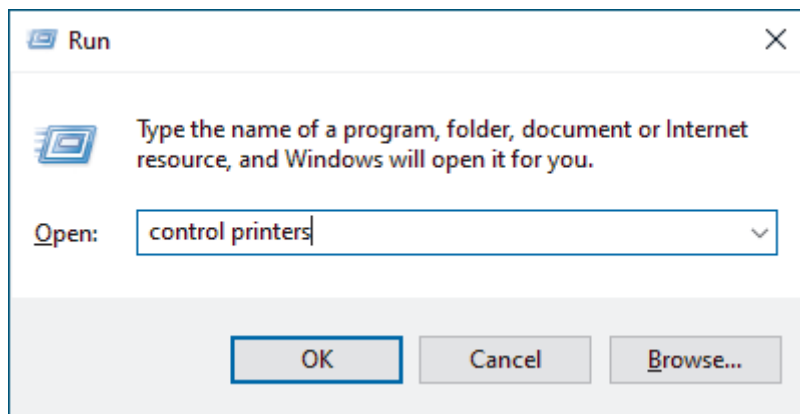
The Web Services protocol enables Windows 10 and Windows 11 users to scan using a Brother machine on the network. You must install the driver via Web Services.

- [Use the Web Services Protocol to Install the Scanner Driver \(Windows\)](#)
- [Scan Using Web Services from Your Machine \(Windows\)](#)
- [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  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

- [Web Services for Scanning on Your Network \(Windows\)](#)

## Scan Using Web Services from Your Machine (Windows)

If you have installed the driver for scanning via Web Services, you can access the Web Services scanning menu using Web Based Management.

If the insufficient memory error occurs, select a smaller size in the **Paper size** setting or a lower resolution in the **Resolution (DPI)** setting.

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **Scan > Scan to PC**.



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

3. Select the **WS Scan** option from the **Scan to** drop-down list.
4. Select the computer you want to send the data to from the **PC Name** drop-down list.
5. Select **Submit**.
6. [Load your document](#).
7. Press the **Mono Copy** and **Colour Copy** buttons simultaneously.



### Related Information

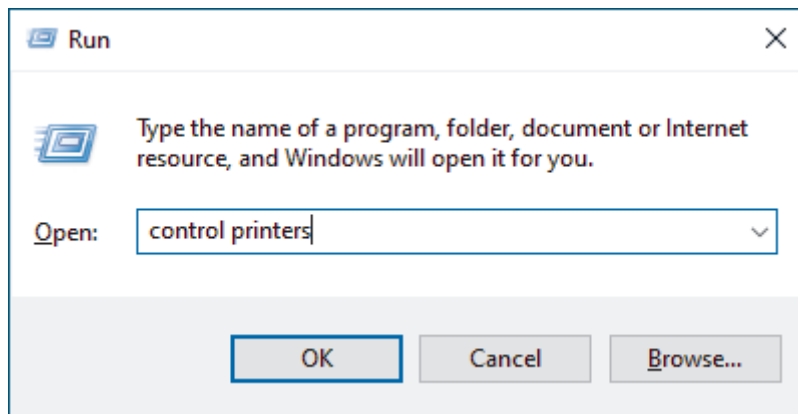
- [Web Services for Scanning on Your Network \(Windows\)](#)

#### Related Topics:

- [Configure the Scan Button on Your Machine](#)

## Configure Scan Settings for the Web Services Protocol

1. Hold down the  key and press the  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**, **Colour 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

- [Web Services for Scanning on Your Network \(Windows\)](#)

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

1. [Load your document.](#)
2. Start Brother iPrint&Scan.
  - Windows:  
Double-click the  (**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](http://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](#)

#### Related Topics:

- [Access Brother iPrint&Scan \(Windows/Mac\)](#)


## 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 Kofax PaperPort™ 14SE or Other Windows Applications](#)
- [Scan Using Windows Fax and Scan](#)

## 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.

Depending on the model of your machine, Kofax PaperPort™ 14SE may not be included. If it is not included, you can use other software applications that support scanning.

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**.

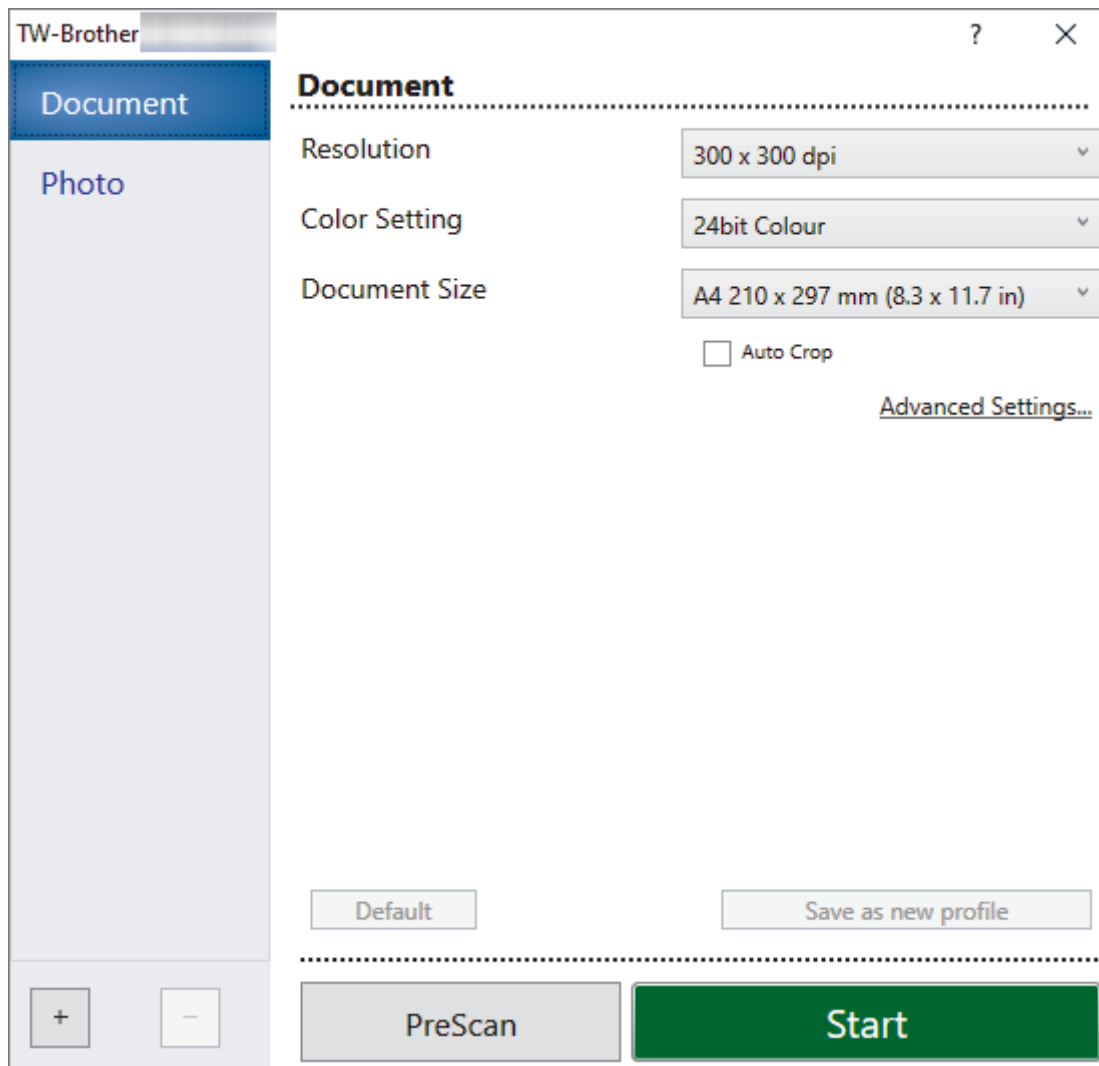
5. From the available Scanners list, select your model with **TWAIN: TW** in the name.

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.

### 1. Scan

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

Scan (Image Type)		Resolution	Colour Setting
<b>Photo</b>	Use for scanning photo images.	300 x 300 dpi	<b>24bit Colour</b>
<b>Document</b>	Use for scanning text documents.	300 x 300 dpi	<b>24bit Colour</b>

### 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.

---

- **True Grey**

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

- **24bit Colour**

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. Advanced Settings

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

- **Document Correction**

- **Auto Deskew**

- Set the machine to correct document skewing automatically as the pages are scanned from the scanner glass.

- **Margin Settings**

- Adjust your document's margins.

- **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.

- **Image Quality**

- **Colour Tone Adjustment**

- Adjust the colour tone.

- **Background Processing**

- **Remove Bleed-through / Pattern**

- Prevent bleed-through.

- **Remove Background Colour**

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

- **Colour Drop**

- Select a colour to remove from the scanned image.

- **Edge Emphasis**

- Sharpen the characters in the original.

- **Reduce Noise**

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

- **B&W Image Quality**

- **B&W Threshold Adjustment**

- Adjust the threshold to generate a monochrome image.

- **Character Correction**

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

- **B&W Inversion**

- Invert black and white in the monochrome image.

---

- **Feed Control**

- 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](#)
-

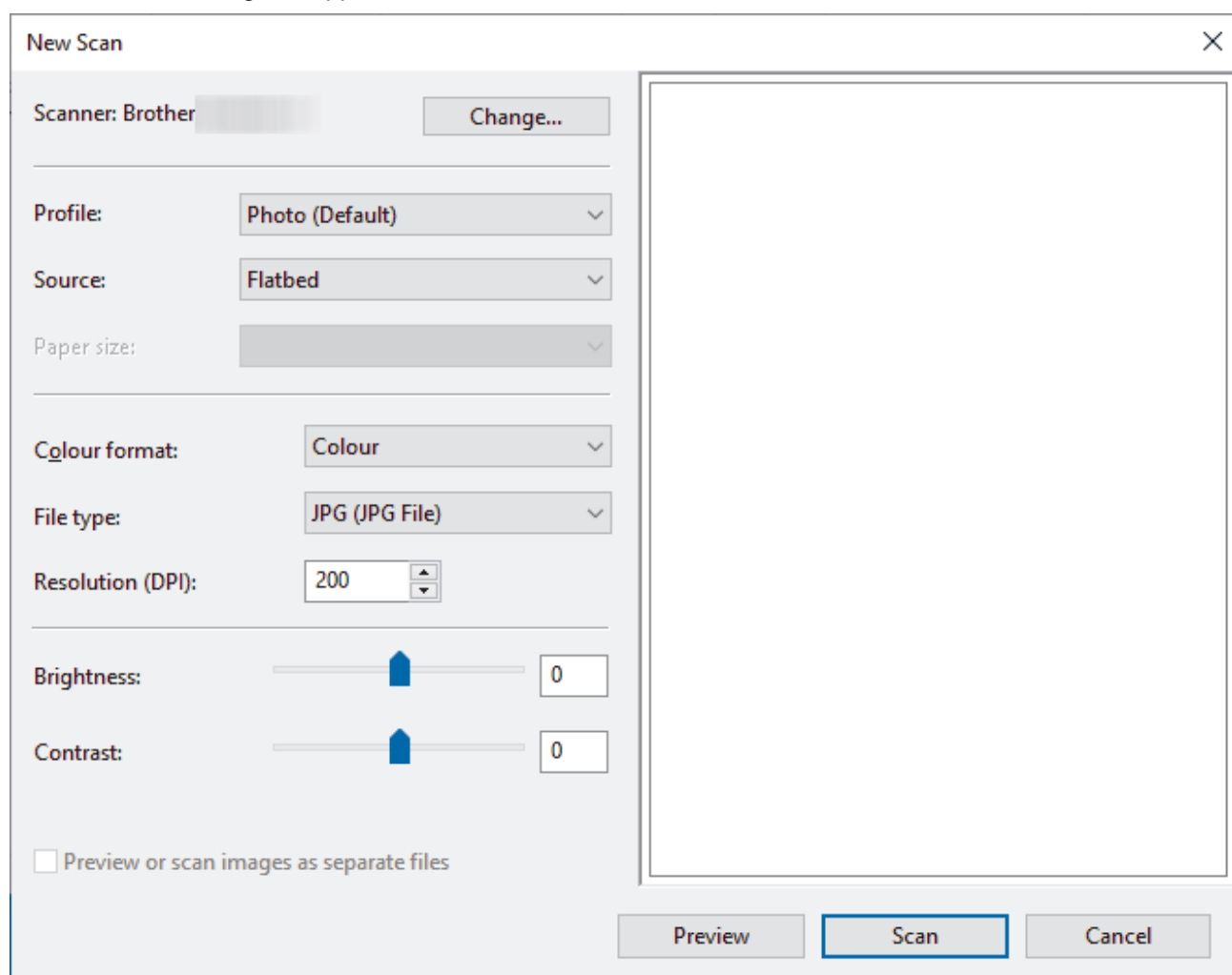
## Scan Using Windows Fax and Scan

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

Windows Fax and Scan uses the WIA scanner driver.

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)

New Scan

Scanner: Brother Change...

Profile: Photo (Default) ▾

Source: Flatbed ▾

Paper size: ▾

Colour format: Colour ▾

File type: JPG (JPG File) ▾

Resolution (DPI): 200 ▴ ▾

Brightness: 0

Contrast: 0

☐ Preview or scan images as separate files

Preview Scan Cancel

### 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.

### Colour format

Select a scan colour format from the **Colour 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.



## Related Information

- [Scan Using Windows Fax and Scan](#)
-

## **Scan from Your Computer (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 the **Security Settings** option.
6. In the **Connect with Another Device** field, select **Enabled**.
7. In the **Password Settings** field, type your password.
8. Select **Submit**.  
You have completed the Secure Scan setup.
9. [Load your document](#).
10. On your computer or mobile device, start your scan operation.



When prompted, type "123" as your user name and your registered password.



### Related Information

- [Scan](#)

#### Related Topics:

- [Access Web Based Management](#)

## Copy

- [Copy Overview](#)
- [Copy a Document](#)
- [Copy an ID Card](#)
- [Change the Copy Shortcut Button Settings Using Web Based Management](#)
- [Copy Using Brother iPrint&Scan](#)
- [Copy Using Brother Mobile Connect](#)

## Copy Overview

To make copies, do one of the following:

- Use the Brother Mobile Connect application.
- Use the Brother iPrint&Scan application.
- Use your machine's **Mono Copy/Colour Copy** button.
- Use your machine's **Copy Shortcut** button. To change the **Copy Shortcut** button's settings, use Web Based Management.

Available Copy Options		Brother Machine		Brother Mobile Connect	Brother iPrint&Scan
		Mono Copy/Colour Copy	Copy Shortcut		
Number of Copies		Yes	Yes	Yes	Yes
Color/Mono		Yes	Yes	Yes	Yes
Quality		Yes	Yes	Yes	Yes
Page Layout	2in1 ID	No	Yes	Yes	Yes
	2in1	No	Yes	Yes	Yes
	4in1	No	No	Yes	Yes
	Poster	No	No	Yes	Yes
Enlarge/Reduce	Fit to Page	No	Yes	Yes	Yes
	A4→A5	No	Yes	Yes	Yes
	Other Settings	No	No	Yes	Yes
Paper Size		Yes <sup>1</sup>	No	Yes	Yes
Paper Type		Yes <sup>1</sup>	No	Yes	Yes
Density		No	No	Yes	Yes
Remove Background Colour		No	No	Yes	Yes

<sup>1</sup> See *Related Information: Change the Paper Size and Paper Type Using the **Paper** Button*



### Related Information

- [Copy](#)


#### Related Topics:

- [What is Web Based Management?](#)
- [Brother Mobile Connect](#)
- [Change the Paper Size and Paper Type Using the \*\*Paper\*\* Button](#)

## Copy a Document

1. Make sure you have loaded the correct size paper in the paper tray.
2. [Load your document](#).
3. Press the **Mono Copy** or **Colour Copy** button.



- If you want to copy with the best quality, press and hold the **Mono Copy** or **Colour Copy** button for two seconds.
- To make multiple copies, press the **Mono Copy** or **Colour Copy** button as many times as the number of copies you want.
- To make multiple copies with the best quality:
  - a. Press and hold the **Mono Copy** or **Colour Copy** button for two seconds to start the first copy.
  - b. Press the **Mono Copy** or **Colour Copy** button once for each additional copy.
- To cancel copying, press  (**Stop**).



### Related Information

- [Copy](#)

#### Related Topics:

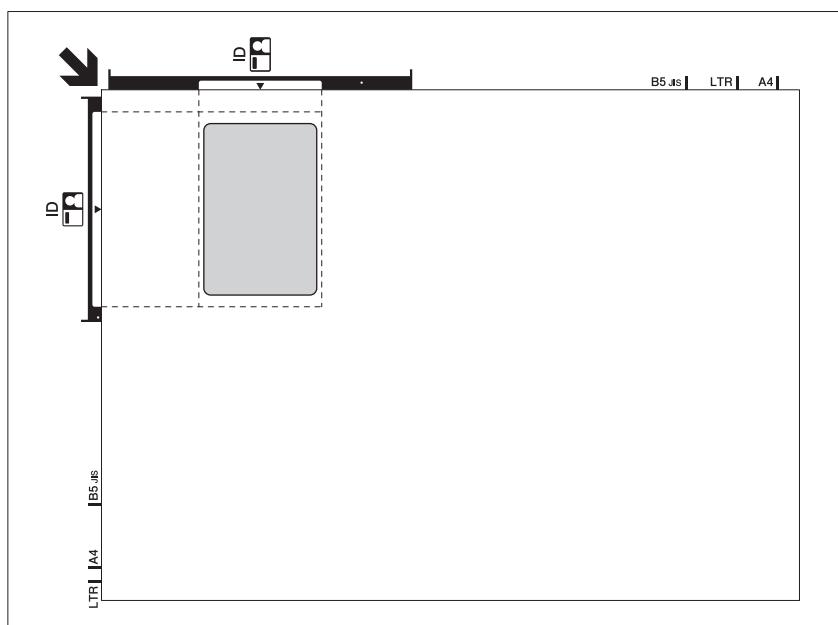
- [Load Documents on the Scanner Glass](#)
- [Copy Settings Using Brother iPrint&Scan \(Windows/Mac\)](#)
- [Copy Settings Using Brother Mobile Connect](#)
- [Change the Paper Size and Paper Type Using the \*\*Paper\*\* Button](#)



## Copy an ID Card

Use the 2 in 1 ID feature to copy both sides of an identification card onto one page, keeping the original card size.




- Make sure the paper size is set to A4 or Letter.
  - You may copy an identification card to the extent permitted under applicable laws. For more detailed information, see the *Product Safety Guide*.
1. Place your identification card **face down** near the upper-left corner of the scanner glass as shown.



2. Press  (**Copy Shortcut**).
- The machine starts scanning one side of the identification card.
3. After the machine has scanned the first side, the **Power LED** flashes slowly. Turn over the identification card and press  (**Copy Shortcut**) to scan the other side.



You can change the  (**Copy Shortcut**) button settings using Web Based Management.

### ✓ Related Information

- [Copy](#)

#### Related Topics:

- [Copy Settings Using Brother iPrint&Scan \(Windows/Mac\)](#)
- [Copy Settings Using Brother Mobile Connect](#)
- [Brother Mobile Connect](#)

## Change the Copy Shortcut Button Settings Using Web Based Management

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **Copy > Copy Shortcut**.



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


3. Select the copy preset you want to use as  **Copy Shortcut** from the **Copy Preset** drop-down list.

Option	Description
<b>2in1 ID (2in1 ID Horizontal)</b>	Copy Layout: 2in1 ID (2in1 ID Horizontal)
<b>2in1 ID (2in1 ID Vertical)</b>	Copy Layout: 2in1 ID (2in1 ID Vertical)
<b>2in1</b>	Copy Layout: 2in1
<b>Continuous Copy</b>	Continuous Copy (Max 99 pages)
<b>Best Quality, A4→A5</b>	Quality: Best, Reduce: A4→A5
<b>Fit to Page</b>	Enlarge/Reduce: Fit to Page

4. Select the **Colour Setting** option.
5. Select **Submit**.



When selecting the **2in1 ID (2in1 ID Horizontal)**, **2in1 ID (2in1 ID Vertical)**, or **2in1** option:

After the machine has scanned the first side, the **Power LED** flashes slowly. Turn over the identification card or document and press  (**Copy Shortcut**) to scan the other side.



### Related Information

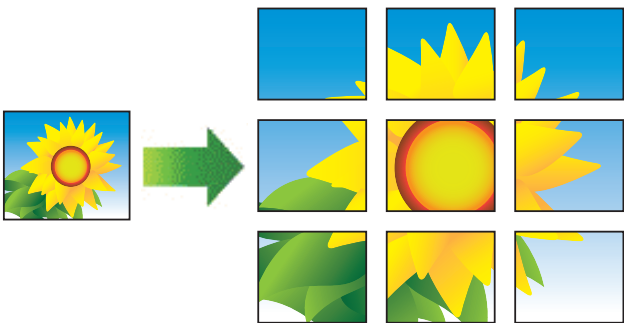
- [Copy](#)

## **Copy Using Brother iPrint&Scan**

- [Make Page Layout Copies \(N in 1 or Poster\) Using Brother iPrint&Scan \(Windows/Mac\)](#)
- [Copy Settings Using Brother iPrint&Scan \(Windows/Mac\)](#)


## Make Page Layout Copies (N in 1 or Poster) Using Brother iPrint&Scan (Windows/Mac)


The N in 1 copy feature saves paper by copying two or four pages of your document onto one page of the copy. The poster feature divides your document into sections, then enlarges the sections so you can assemble them into a poster.






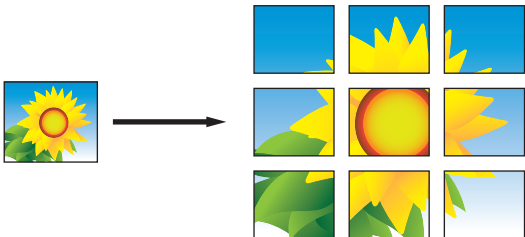


Make sure the paper size is set to A4 or Letter.

You can make only one Poster copy at a time.

1. [Load your document.](#)
2. 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.
3. Click **Copy**.
4. Select the **Page Layout** option you want.

Option	Description
Off(1in1)	-
2in1(Portrait)	

Option	Description
2in1(Landscape)	
2in1 ID Vertical	
2in1 ID Horizontal	
4in1(Portrait)	
4in1(Landscape)	
Poster(3x3)	

5. Click **Copy**.
6. For making a N in 1 copy, do the following:
  - a. Place the next page on the scanner glass, and then click **Continue** to scan the page.
  - b. After scanning all the pages, click **Finish**.

### ✓ Related Information

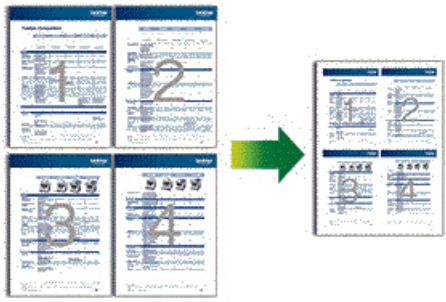
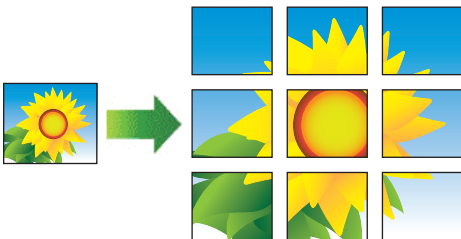
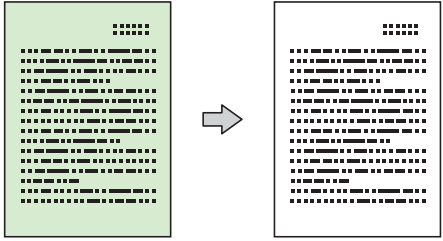
- [Copy Using Brother iPrint&Scan](#)

#### Related Topics:

- [Copy Settings Using Brother iPrint&Scan \(Windows/Mac\)](#)

## Copy Settings Using Brother iPrint&Scan (Windows/Mac)

You can configure the copy settings in the **Copy** screen.

Option	Description	
<b>Copies</b>	Enter the number of copies (1-99).	
<b>Colour / Mono</b>	<b>Colour</b>	Makes copies in full colour.
	<b>Mono</b>	Makes copies in monochrome.
<b>Enlarge/Reduce</b>	<b>100%</b>	-
	<b>Scaling</b>	Select an option to enlarge or reduce the size of the pages in your document.
	<b>Fit to Page</b>	Adjusts the copy size to fit on the paper size you have set.
	<b>Custom(25-400%)</b>	Enter an enlargement or reduction ratio.
<b>Density</b>	Increase the density to make the text darker. Decrease the density to make the text lighter.	
<b>Paper Size</b>	Select a paper size. If copying on paper other than A4 size, you must change the Paper Size setting.	
<b>Page Layout</b>	Make N in 1, 2 in 1 ID, or Poster copies.	
	<b>4 in 1</b> 	<b>Poster</b> 
<b>Quality</b>	Select the Copy resolution for your type of document.	
<b>Paper Type</b>	Select a paper type. If copying on special paper, set the machine for the type of paper you are using to get the best print quality.	
<b>Remove Color Background or Remove Black Background</b>	Removes the document's background colour in copies. The white becomes more apparent. This saves some ink and may make certain copies easier to read. 	



### Related Information

- [Copy Using Brother iPrint&Scan](#)

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**Related Topics:**

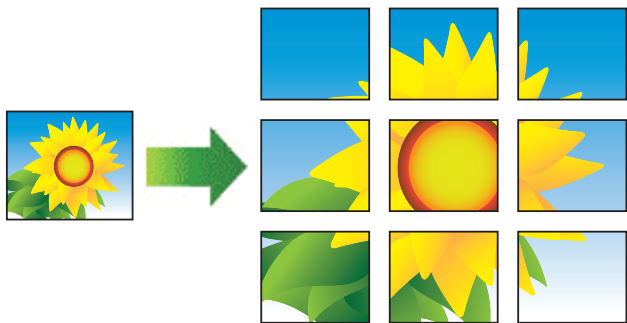
- [Copy a Document](#)
  - [Copy an ID Card](#)
  - [Make Page Layout Copies \(N in 1 or Poster\) Using Brother iPrint&Scan \(Windows/Mac\)](#)
-

## **Copy Using Brother Mobile Connect**

- [Make Page Layout Copies \(N in 1 or Poster\) Using Brother Mobile Connect](#)
- [Copy Settings Using Brother Mobile Connect](#)




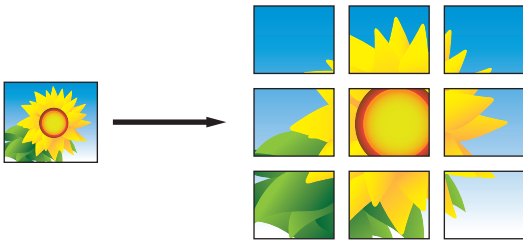
## Make Page Layout Copies (N in 1 or Poster) Using Brother Mobile Connect

The N in 1 copy feature saves paper by copying two or four pages of your document onto one page of the copy. The poster feature divides your document into sections, then enlarges the sections so you can assemble them into a poster.



- Make sure the paper size is set to A4, or Letter.
  - You can make only one Poster copy at a time.
1. [Load your document](#).
  2. Start Brother Mobile Connect on your mobile device.
  3. Tap **Copy**.
  4. Select the **Page Layout** option you want.

Option	Description
Normal	-
2in1 (Portrait)	
2in1 (Landscape)	
2in1 ID Vertical	

Option	Description
2in1 ID Horizontal	
4in1 (Portrait)	
4in1 (Landscape)	
Poster (3x3)	

5. Tap **Copy**.
6. To make a N in 1 copy, do the following:
  - a. Place the next page on the scanner glass, and then tap **Continue** to scan the page.
  - b. After scanning all the pages, tap **Finish**.



### Related Information

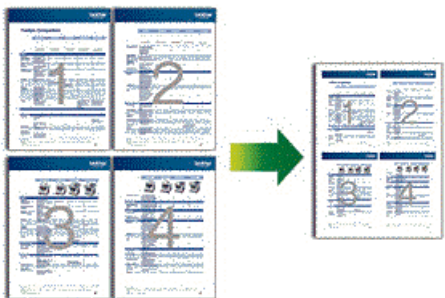
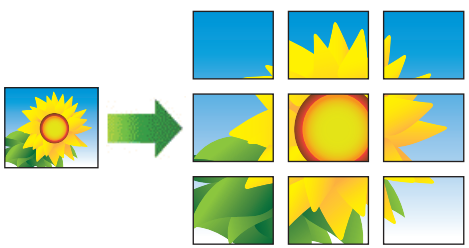
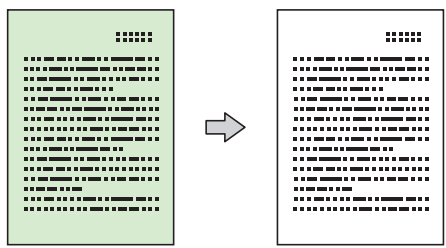
- [Copy Using Brother Mobile Connect](#)

#### Related Topics:

- [Copy Settings Using Brother Mobile Connect](#)
- [Brother Mobile Connect](#)

## Copy Settings Using Brother Mobile Connect

You can configure the copy settings in the **Copy** screen.

Option	Description	
Colour/Mono	Colour	Makes copies in full colour.
	Mono	Makes copies in monochrome.
Copies	Enter the number of copies (1-99).	
Quality	Select the Copy resolution for your type of document.	
Media Type	Select a paper type. If copying on special paper, set the machine for the type of paper you are using to get the best print quality.	
Paper Size	Select a paper size. If copying on paper other than A4 size, you must change the Paper Size setting.	
Density	Increase the density to make the text darker. Decrease the density to make the text lighter.	
Page Layout	Make N in 1, 2 in 1 ID, or Poster copies.	
	<p><b>4 in1</b></p> 	
	<p><b>Poster</b></p> 	
Enlarge/Reduce	Select an option to enlarge or reduce the size of the pages in your document.	
Remove Background Colour	Removes the document's background colour in copies. The white becomes more apparent. This saves some ink and may make certain copies easier to read.	
		



## Related Information

- [Copy Using Brother Mobile Connect](#)

### **Related Topics:**

- [Copy a Document](#)
- [Copy an ID Card](#)
- [Make Page Layout Copies \(N in 1 or Poster\) Using Brother Mobile Connect](#)
- [Brother Mobile Connect](#)

## 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	No	Yes
Web Based Management	Yes	Yes	Yes

### NOTE

- 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](#)
- [Access Web Based Management](#)









## **Configure Network Settings**

- [Configure Network Settings Using the Control Panel](#)
- [Change Machine Settings Using Web Based Management](#)

## Configure Network Settings Using the Control Panel



To configure the machine for your network, use the control panel buttons.

### Network Settings

Function	Button 1	Button 2	Instructions
Enable the One Push Method of Wi-Fi Protected Setup™ (WPS).	 (Wi-Fi)	-	Press the button three times.
Enable the PIN Method of Wi-Fi Protected Setup™ (WPS).	 (Wi-Fi)	-	Press the button five times.
Set Wireless Direct to On. Print the Wireless Direct Information sheet.	 (Wi-Fi)	 (Copy Shortcut)	Press the buttons simultaneously.
Print the Network Configuration Report.	 (Wi-Fi)	<b>Mono Copy</b>	Press the buttons simultaneously.
Restart Wi-Fi and Wireless Direct. Use this function to solve wireless network problems.	 (Wi-Fi)	<b>Colour Copy</b>	Press the buttons simultaneously.
Enter Wi-Fi Mode. For more information, see the Wi-Fi Mode table below.	 (Wi-Fi)	 (Stop)	Press the buttons simultaneously.

### Wi-Fi Mode

To enter Wi-Fi Mode, press  (Wi-Fi) and  (Stop) simultaneously.

Function	Button	Instructions
Print the WLAN Report.	 (Wi-Fi)	Press the button once.
Enable or disable Wireless Direct.	 (Copy Shortcut)	Press the button once.
Enable or disable Wi-Fi.	<b>Mono Copy</b>	Press the button once.
Reset the network settings.	<b>Colour Copy</b>	Press and hold the button for two seconds.



### Related Information

- [Configure Network Settings](#)

## Wireless Network Settings

- [Use the Wireless Network](#)
- [Use Wireless 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 Setup Wizard from Your Mobile Device](#)
- [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™ \(WPS\)](#)

## Before Configuring Your Machine for a Wireless Network

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

- 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 USB for the fastest print speed.

- 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



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. Do one of the following:
  - Windows  
Download the installer from your model's **Downloads** page at [support.brother.com/downloads](http://support.brother.com/downloads).
  - Mac
    - a. Download the installer from your model's **Downloads** page at [support.brother.com/downloads](http://support.brother.com/downloads).
    - b. Start the installer, and then double-click the **Start Here Mac** icon.
2. 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 Setup Wizard from Your Mobile Device

1. Do one of the following:
  - Android™ devices  
Download and install Brother Mobile Connect from Google Play™.
  - All iOS or iPadOS supported devices including iPhone, iPad and iPod touch  
Download and install Brother Mobile Connect from the App Store.
2. Start Brother Mobile Connect, and then follow the on-screen instructions to connect your mobile device to your Brother machine.




### Related Information

- [Use the Wireless Network](#)

## 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 (Push Button Configuration), you can use WPS from your machine's control panel to configure your wireless network settings.

1. Press  (**Wi-Fi**) three times.

The **Wi-Fi LED** starts flashing.

2. Press the WPS button on your wireless access point/router.

If your wireless device is connected successfully, the **Power LED** and **Wi-Fi LED** are lit.

You have completed the wireless network setup. To install the drivers and software necessary to use your machine, go to your model's **Downloads** page at [support.brother.com/downloads](http://support.brother.com/downloads).



### Related Information

- [Use the Wireless Network](#)

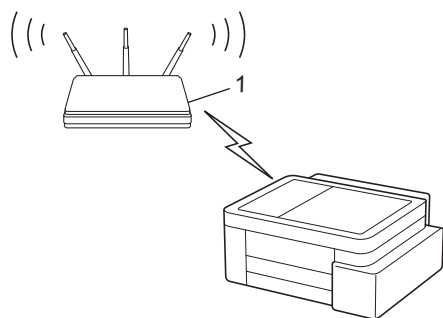
## Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

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.

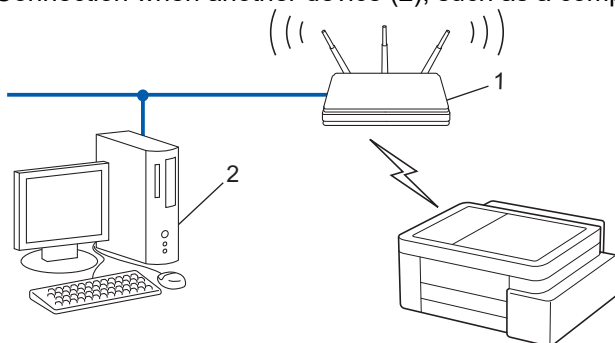
### Type A

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  (**Wi-Fi**) five times.

The **Wi-Fi LED** starts flashing, and the machine prints an eight-digit PIN.

2. 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>).
3. Go to the WPS settings page and type the PIN, and then follow the on-screen instructions.



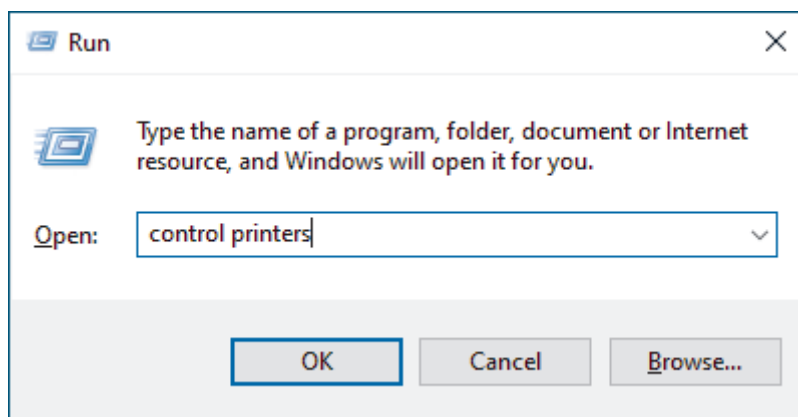
- The Registrar is usually the wireless LAN access point/router.
- The settings page may differ depending on the brand of wireless LAN access point/router. For more information, see the instructions supplied with your wireless LAN access point/router.

If your wireless device is connected successfully, the **Power LED** and **Wi-Fi LED** are lit.

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

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

- 
5. 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**.

---

6. 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](http://support.brother.com/downloads).
- 

7. Select your machine and click **Next**.
8. Type the PIN, and then click **Next**.
9. Click **Close**.

If your wireless device is connected successfully, the **Power LED** and **Wi-Fi LED** are lit.



### Related Information

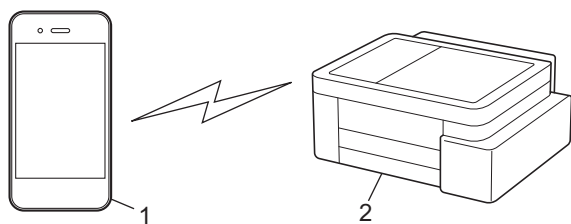
- [Use the Wireless Network](#)
-

## Use Wireless Direct

- [Wireless Direct Overview](#)
- [Configure Your Wireless Direct Network](#)

## Wireless Direct Overview

Wireless Direct allows you to configure a secured wireless network between your Brother machine and your wireless device (computer, smartphone, tablet, or similar), without using a wireless router/access point. You can configure a wireless network by manually setting a Network Name (SSID) and Network Key (Password).



1. Wireless device
2. Your Brother machine



### Related Information

- [Use Wireless Direct](#)

## Configure Your Wireless Direct Network

1. Press  (**Wi-Fi**) and  (**Copy Shortcut**) simultaneously.

Wireless Direct is enabled and the machine starts printing the Wireless Direct Information Sheet.

2. Activate the Wi-Fi function on your wireless device and search for your Brother machine.
3. Select your Brother machine's SSID (Network Name) on your wireless device (DIRECT-#####-#####\_BR#####).
4. Enter the Network Key (Password) when prompted.



- The SSID and Network Key are printed on the Wireless Direct Information Sheet.

- To disable Wireless Direct:

- a. Press  (**Wi-Fi**) and  (**Stop**) simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Wi-Fi LED** starts flashing.

- b. Press  (**Copy Shortcut**).



### Related Information

- [Use Wireless Direct](#)

## Enable/Disable Wireless LAN

1. Press  (**Wi-Fi**) and  (**Stop**) simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Wi-Fi LED** starts flashing.

2. Press **Mono Copy** to enable or disable Wi-Fi.
  - When Wi-Fi is enabled, the **Power LED** flashes once, and then the **Power LED** and **Wi-Fi LED** are lit.
  - When Wi-Fi is disabled, the **Power LED** flashes twice, and then the **Power LED** is lit.



### 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  (**Wi-Fi**) and  (**Stop**) simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Wi-Fi LED** starts flashing.

2. Press  (**Wi-Fi**).

Your Brother machine starts printing the WLAN Report.



### Related Information

- [Wireless Network Settings](#)
  - [Wireless LAN Report Error Codes](#)

#### Related Topics:

- [If You Are Having Difficulty with Your Machine's Network](#)

## 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	<p>The WLAN (Wi-Fi) is not enabled.</p> <p>Check the following points and try to set up your wireless connection again:</p> <p>Enable the WLAN setting on your machine.</p>
TS-02	<p>The wireless router/access point cannot be detected.</p> <p>Check the following points and try to set up your wireless connection again:</p> <ul style="list-style-type: none"><li>• Make sure the wireless router/access point is on.</li><li>• Temporarily place your machine closer to the wireless router/access point when you are configuring the wireless settings.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li></ul>
TS-04	<p>Your machine does not support the authentication and encryption methods used by the selected wireless router/access point.</p> <p>For infrastructure mode (Most common)</p> <p>Change the authentication and encryption methods of the wireless router/access point. Your machine supports the following authentication and encryption methods:</p> <ul style="list-style-type: none"><li>• WPA-Personal: TKIP / AES</li><li>• WPA2-Personal: TKIP / AES</li><li>• WPA3-Personal: AES</li><li>• OPEN: WEP / NONE (without encryption)</li><li>• Shared key: WEP</li></ul> <p>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.</p>
TS-05	<p>The Network Name (SSID) and Network Key (Password) are incorrect.</p> <p>Check the following points and try to set up your wireless connection again:</p> <ul style="list-style-type: none"><li>• Confirm the Network Name (SSID) and Network Key (Password).</li><li>• If your Network Key contains upper-case and lower-case letters, make sure you type them correctly.</li><li>• 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.</li><li>• If your wireless router/access point uses WEP encryption with multiple WEP keys, write down and use only the first WEP key.</li></ul>

Error Code	Problem and Recommended Solutions
TS-06	<p>The wireless security information (authentication method/encryption method/Network Key (Password)) is incorrect.</p> <p>Check the following points and try to set up your wireless connection again:</p> <ul style="list-style-type: none"> <li>• Confirm the Network Key. If your Network Key contains upper-case and lower-case letters, make sure you type them correctly.</li> <li>• Confirm whether the authentication method entered and the authentication method or encryption method supported by the wireless router/access point are the same.</li> <li>• If the Network key, authentication method, and encryption method have been confirmed, restart your wireless router/access point and the machine.</li> <li>• If your wireless router/access point's Stealth Mode is on, you may need to disable it to connect to the wireless network.</li> </ul> <p>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.</p>
TS-07	<p>The machine cannot detect a wireless router/access point that has WPS (Wi-Fi Protected Setup) enabled.</p> <p>Check the following points and try again:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
TS-08	<p>Two or more wireless routers or access points that have WPS enabled are detected.</p> <p>Check the following points and try again:</p> <ul style="list-style-type: none"> <li>• Make sure that only one wireless router/access point within range has WPS enabled, and then try to connect again.</li> <li>• Try to connect again after a few minutes to avoid interference from other access points/routers.</li> </ul>



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:

- [If You Are Having Difficulty with Your Machine's Network](#)
- [Print the Network Configuration Report](#)

## Network Features

- [Print the Network Configuration Report](#)
- [Configure the Proxy Server Settings Using Web Based Management](#)
- [Use Global Network Detection Features](#)
- [Reset the Network Settings to Factory Default](#)

## 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 "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: BRW000ca0000499
  - MAC Address: 00-0c-a0-00-04-99

1. Press  (**Wi-Fi**) and **Mono Copy** simultaneously.

The machine starts printing the Network Configuration Report.



### Related Information

- [Network Features](#)

#### Related Topics:

- [Check Your Machine's Network Settings](#)
- [If You Are Having Difficulty with Your Machine's Network](#)
- [Configure the Proxy Server Settings Using Web Based Management](#)

## 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](#)

## 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/Disable Global IP Address Detection](#)
- [Block Communications from the Global Network](#)

## Enable/Disable 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. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, click **Network > Security > Global IP Address Detection / IP Filter**.



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

3. In the **Global IP Address detection** option, click **Enabled** or **Disabled**.
4. Click **Submit**.



### Related Information

- [Use Global Network Detection Features](#)

#### Related Topics:

- [Access Web Based Management](#)

## Block Communications from the Global Network



When you enable this feature, it limits receiving jobs from devices with global IP addresses

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, click **Network** > **Security** > **Global IP Address Detection / IP Filter**.



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

3. In the **Reject outside network packets from the Global Network** option, click **Disabled**.
4. Click **Submit**.



### Related Information

- [Use Global Network Detection Features](#)

#### Related Topics:

- [Access Web Based Management](#)

## Reset the Network Settings to Factory Default

You can 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  (**Wi-Fi**) and  (**Stop**) simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Wi-Fi LED** starts flashing.

2. Press and hold **Colour Copy** for two seconds.
3. Wait until the machine restarts and the Power LED indicator lights up before disconnecting the machine from the power source.



### Related Information

- [Network Features](#)

## 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](http://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/html/doc/common/sfg/eng/index.html](http://support.brother.com/g/s/id/html/doc/common/sfg/eng/index.html).

- Network Security > Configure Certificates for Device Security
- Network Security > Use SSL/TLS

## Mobile Connect

- [AirPrint](#)
- [Mopria™ Print Service and Mopria™ Scan](#)
- [Brother Mobile Connect](#)

## 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. Select the destination folder or destination application from the destination setting pop-up menu.
7. 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.
8. Click **Scan**.

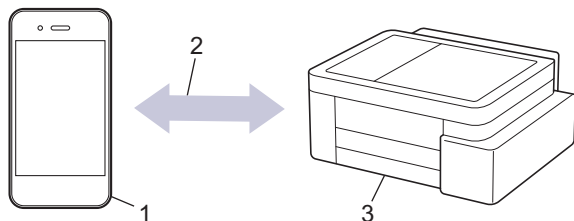


### Related Information

- [AirPrint](#)

## 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

You must download the Mopria™ Print Service or Mopria™ Scan from Google Play™ and install it 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.

Download and install Brother Mobile Connect from Google Play™.

- 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:

- [Configure Your Machine for a Wireless Network Using the Setup Wizard from Your Mobile Device](#)
-

## Troubleshooting

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

You can correct most problems yourself. If you need additional help, visit [support.brother.com](https://support.brother.com) for the latest FAQs and troubleshooting tips:

1. Visit [support.brother.com](https://support.brother.com).
2. Click **FAQs & Troubleshooting** and search for your model name.

First, check the following:

- The machine's power cord is connected correctly and the machine's power is on.
- All of the machine's protective parts have been removed.
- The ink cartridges are installed correctly.
- The Jam Clear Cover is fully closed.
- Paper is inserted correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer, or the wireless connection is set up on both the machine and your computer.
- (For network models) The access point (for wireless), router, or hub is turned on and its link indicator is flashing.

If you did not solve the problem with the checks, identify the problem by checking the LED patterns and indications, and then see *Related Information*.








### Related Information

- [LED Patterns and Indications](#)
  - [Printer Jam or Paper Jam](#)
  - [Paper Handling and Printing Problems](#)
  - [Network Problems](#)
  - [Other Problems](#)
  - [Check the Machine Information](#)
  - [Update Your Machine's Firmware](#)
  - [Reset Your Machine](#)
-

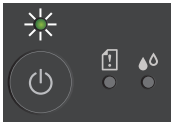
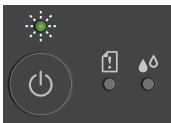
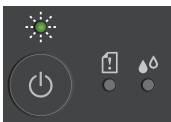
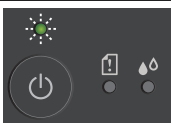


## LED Patterns and Indications

The LEDs on your machine's control panel light up or flash to indicate machine status.

### LED Patterns

LED	Description
	The LED is off.
 	The LED is lit.
 	The LED is flashing.

### General LED Indications

LED	Status	Description
	Standby	The machine is ready to print.
 (Flashing slowly and faintly)	Sleep	In Sleep Mode (Power Save Mode), the machine acts as if it is turned off, but it can still receive data. When you send a print job, the machine wakes up.
 (Flashing by intervals of two seconds)	Warming Up (Low Temperature)	The machine is warming up.
	Cooling Down (High Temperature)	The machine is cooling down.
 (Flashing by intervals of one second)	Busy	The machine is processing a print job.
	Data Remaining	There is print data in the machine's memory. To cancel the job and clear it from the machine's memory, press  (Stop).
 (Flashing alternately)	Job Cancelled	The machine is cancelling the print job.

### Error and Maintenance LED Indications




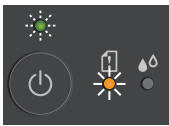
As with any sophisticated office product, errors may occur and supply items may have to be replaced. If this happens, your machine identifies the error or required routine maintenance and indicates this with the LEDs on the control panel. The LED indications are explained in this table.

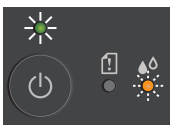
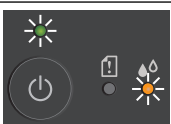
You can correct most errors and perform routine maintenance yourself. If you need more tips, go to your model's **FAQs & Troubleshooting** page at [support.brother.com/faqs](https://support.brother.com/faqs).


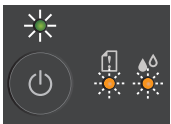

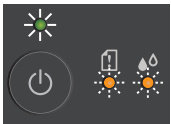


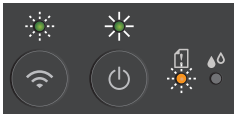

If you use the EcoPro print subscription, check the additional LED indications at [support.brother.com/g/d/arfq/Sm00641](https://support.brother.com/g/d/arfq/Sm00641).

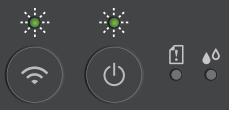




Related Information references are at the bottom of this page.

LED	Status	Cause	Action
	Tray not detected	The paper tray is not completely inserted.	Slowly push the paper tray completely into the machine.
		Paper or a foreign object is preventing the paper tray from being inserted correctly.	Pull the paper tray out of the machine and remove the jammed paper or foreign object. If you cannot find or remove the jammed paper, see <i>Related Information: Printer Jam or Paper Jam</i> .
	No paper fed	The machine is out of paper or paper is not correctly loaded in the paper tray.	Do one of the following: <ul style="list-style-type: none"> <li>Refill the paper tray, and then press the <b>Mono Copy</b> or <b>Colour Copy</b> button.</li> <li>Remove and reload the paper, and then press the <b>Mono Copy</b> or <b>Colour Copy</b> button.</li> </ul> See <i>Related Information: Load Paper</i> .
		The Jam Clear Cover is not closed correctly.	Make sure the Jam Clear Cover is completely closed. See <i>Related Information: Paper is Jammed Inside the Machine</i> .
		Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. See <i>Related Information: Clean the Paper Pick-up Rollers</i> .
	Paper jam	The paper is jammed in the machine.	Carefully remove the jammed paper. See <i>Related Information: Printer Jam or Paper Jam</i> . Make sure the paper guides are set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller paper. After completing these actions, press  ( <b>Stop</b> ).
		Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. See <i>Related Information: Clean the Paper Pick-up Rollers</i> .
	Wrong paper size	The paper size setting does not match the size of paper in the tray. <b>-OR-</b> The paper guides in the tray are not adjusted correctly for the paper size you are using.	If you are printing from your computer, make sure the paper size you selected in the printer driver or in the application you use to print matches the size of paper in the tray. See <i>Related Information: Printer Driver Settings (Windows)</i> .
			1. Check that the paper size you selected from your machine's control panel matches the size of the paper in the tray.

LED	Status	Cause	Action
			<p>See <i>Related Information: Change the Paper Size and Paper Type Using the <b>Paper</b> Button.</i></p> <p>2. Make sure the paper you have loaded is in portrait orientation and the paper guides are correctly adjusted to match the paper size.</p> <p>See <i>Related Information: Load Paper.</i></p> <p>3. After confirming the paper size and the paper position, press the <b>Mono Copy</b> or <b>Colour Copy</b> button.</p>
 (Flashing slowly and faintly)	Cover open	The ink cartridge cover is not locked in the closed position.	Firmly close the ink cartridge cover until it locks into place.
	Replace Ink	One or more of the ink cartridges have reached the end of their lives. The machine will stop all print operations.	Replace the ink cartridges. See <i>Related Information: Replace the Ink Cartridges.</i> You can still scan even if the ink is low or needs to be replaced.
	No cartridge	An ink cartridge is not installed correctly.	Remove the ink cartridge and re-install it slowly and firmly until it locks into place. See <i>Related Information: Replace the Ink Cartridges.</i>
	Monochrome print only	One or more of the colour ink cartridges have reached the end of their lives. You can use the machine in monochrome mode for approximately four weeks depending on the number of pages you print. While <b>Power LED</b> and <b>Ink LED</b> light up, each operation works in the following way: <ul style="list-style-type: none"> <li>• Printing If the media type is set to <b>Plain Paper</b> and you selected <b>Greyscale</b> in the printer driver, you can use the machine as a monochrome printer.</li> <li>• Copying If the paper type is set to <b>Plain Paper</b>, you can make copies in monochrome.</li> </ul>	Replace the ink cartridges. See <i>Related Information: Replace the Ink Cartridges.</i> Although the Cause column lists options for using the machine after this error appears, you may not be able to use the machine if you unplug the machine or remove the ink cartridge.
	Cannot detect	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly and firmly until it locks into place. See <i>Related Information: Replace the Ink Cartridges.</i>

LED	Status	Cause	Action
		The wrong Brother model ink cartridge was installed.	Check the model numbers of the ink cartridges and install the correct ink cartridges. <i>See Related Information: Replace the Ink Cartridges.</i>
	Ink low	The ink level is low.	You can continue printing until one or more of the ink cartridges reach the end of their lives. (The <b>Ink LED</b> will stop blinking and remain lit.) <i>See Related Information: Replace the Ink Cartridges.</i> You can still scan even if the ink is low or needs to be replaced.
 (Flashing simultaneously)	Out of memory	The machine's memory is full.	If a copy operation is in progress: <ul style="list-style-type: none"><li>Press  (<b>Stop</b>) and wait until the other operations that are in progress finish, and then try again.</li><li>Press the <b>Mono Copy</b> or <b>Colour Copy</b> button to copy the pages scanned so far.</li></ul>
 (Flashing three times)	Operation rejected	The machine cannot perform this operation now.	Wait a few minutes, and then try again.
	InkBox full	The ink absorber box or flushing box needs to be replaced. These components may require periodic replacement to ensure optimum performance from your Brother machine. The replacement cycle depends on the number of purges and flushes required to clean the ink system. The more cleaning the machine requires, the faster these boxes will fill up. The replacement is not covered under the warranty.	The ink absorber box must be replaced. Contact Brother customer service or your local Brother Authorised Service Centre to have your machine serviced.
 (Flashing simultaneously)	Network setting error during setup	There is a problem with the machine's network during setup.	After completing the setup from the machine's control panel (see the <i>Quick Setup Guide</i> ), configure the network settings again. For more information, go to your model's <b>FAQs &amp; Troubleshooting</b> page. See the URL below. <a href="http://support.brother.com/g/d/c4f24/">support.brother.com/g/d/c4f24/</a>
 (Flashing alternately)	Network error	There is a problem with the machine's network.	Restart the network by pressing  ( <b>Wi-Fi</b> ) and the <b>Colour Copy</b> button simultaneously. If this does not solve the problem, see <i>Related Information: If You Are Having Difficulty with Your Machine's Network</i> .

LED	Status	Cause	Action
 (Flashing alternately)	Global network detection error	The machine was connected to the global network and assigned a global IP address.	Press  ( <b>Stop</b> ) to clear the error. We recommend connecting your machine to a private network. This notification function can be disabled in Web Based Management. <i>See Related Information: Enable/Disable Global IP Address Detection.</i>
 (Flashing simultaneously)	Machine error	The machine has a mechanical problem.	Disconnect the machine from the power for several minutes, and then reconnect it.



## Related Information

- [Troubleshooting](#)

### Related Topics:

- [Replace the Ink Cartridges](#)
- [Load Paper](#)
- [Printer Jam or Paper Jam](#)
- [Clean the Paper Pick-up Rollers](#)
- [Printer Driver Settings \(Windows\)](#)
- [Paper is Jammed Inside the Machine](#)
- [Change the Paper Size and Paper Type Using the \*\*Paper\*\* Button](#)
- [If You Are Having Difficulty with Your Machine's Network](#)
- [Enable/Disable Global IP Address Detection](#)

## **Printer Jam or Paper Jam**

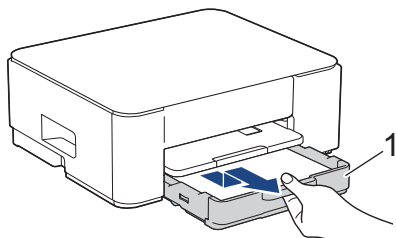
Locate and remove the jammed paper.

- [Paper is Jammed Inside the Machine](#)
- [LED Patterns and Indications](#)
- [Paper Handling Difficulties](#)

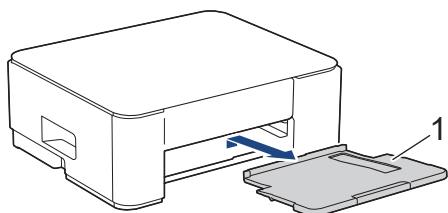
## Paper is Jammed Inside the Machine

If the paper is jammed, follow these steps:

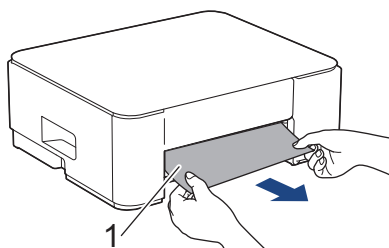
1. Unplug the machine from the electrical socket.
2. Pull the paper tray (1) completely out of the machine.



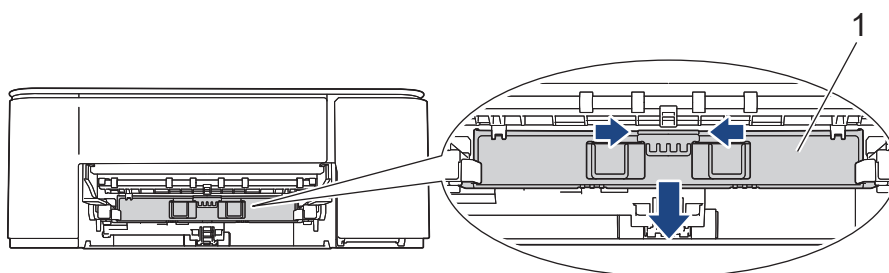
3. Lift the paper support (1), and then pull it at an angle completely out of the machine as shown by the arrow.



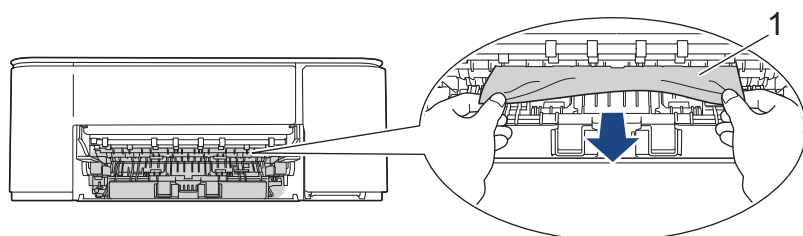
4. Slowly pull the jammed paper (1) out of the machine.



5. Squeeze both green levers together, and then lower the maintenance unit (1).



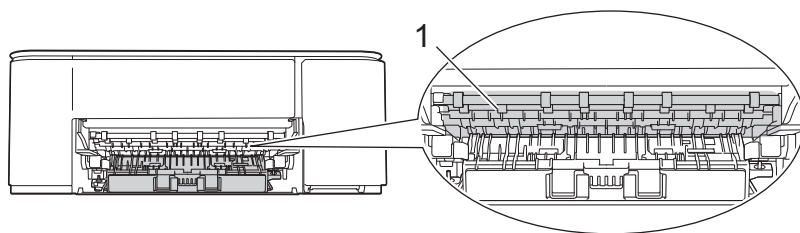
6. Slowly pull the jammed paper (1) out of the machine.



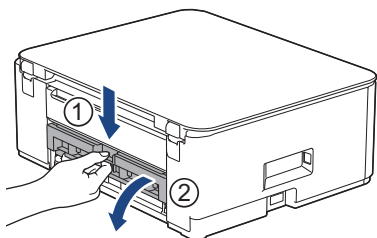
### IMPORTANT

Be careful, as ink can easily get on your hands. If ink gets on your skin or clothing, immediately wash it off with soap or detergent.

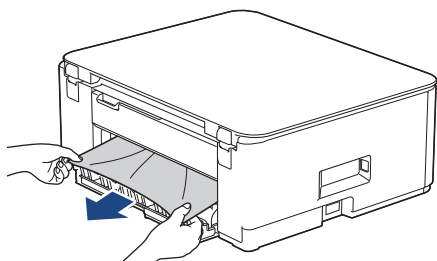
7. Make sure you look carefully inside (1) for any scraps of paper.



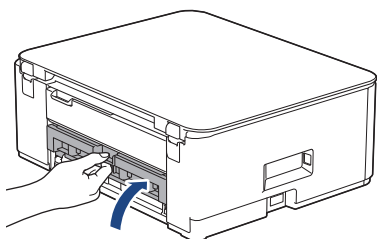
8. Push down on the Jam Clear Cover (1) on the back of the machine, and then open it (2).



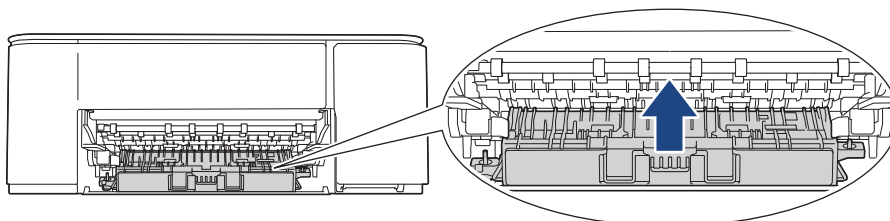
9. Slowly pull the jammed paper out of the machine.



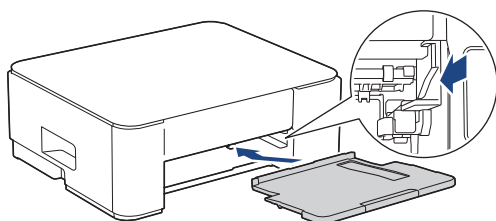
10. Close the Jam Clear Cover. Make sure the cover is closed completely.



11. Raise the maintenance unit.

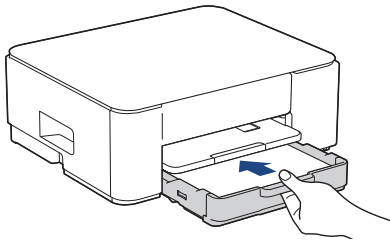


12. Put the paper support firmly back in the machine. Make sure you fit the paper support into the channels.

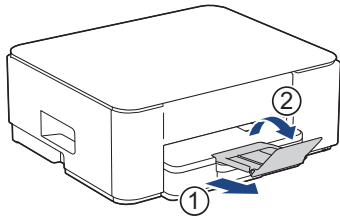


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13. Push the paper tray firmly back in the machine.



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



15. Reconnect the power cord.



### Related Information

- [Printer Jam or Paper Jam](#)

#### Related Topics:

- [LED Patterns and Indications](#)
-

## **Paper Handling and Printing Problems**

- [Paper Handling Difficulties](#)
- [Printing Difficulties](#)
- [Print Quality Difficulties](#)

## Paper Handling Difficulties

If, after reading the information in this table, you still need help, see the latest troubleshooting tips at [support.brother.com/faqs](http://support.brother.com/faqs).

Difficulties	Suggestions
The machine does not feed paper.	Make sure the paper tray is pushed in all the way until it locks into place.
	Make sure the Jam Clear Cover at the back of the machine is closed.
	If the <b>Power LED</b> is lit and the <b>Paper Warning LED</b> is still flashing, see <i>Related Information: LED Patterns and Indications</i> .
	If the paper tray is empty, load a new stack of paper into the paper tray.
	If there is paper in the paper tray, make sure it is straight. If the paper is curled, straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back in the paper tray.
	Reduce the amount of paper in the paper tray, and then try again.
	Clean the paper pick-up rollers. See <i>Related Information: Clean the Paper Pick-up Rollers</i> .
	Make sure that the paper is within specifications for the machine. See <i>Related Information: Paper Capacity of the Paper Tray</i> .
Photo paper does not feed correctly.	When you print on photo paper, load one extra sheet of the same photo paper in the paper tray.
Machine feeds multiple pages.	<ul style="list-style-type: none"> <li>Make sure the paper is loaded correctly in the paper tray.</li> <li>Remove all the paper from the tray and fan the stack of paper well, then put it back in the tray.</li> <li>Make sure you do not push the paper in too far.</li> </ul> See <i>Related Information: Load Paper</i> .
	Make sure the Jam Clear Cover is closed correctly. See <i>Related Information: Printer Jam or Paper Jam</i> .
	Make sure the Base Pad in the paper tray is not dirty. See <i>Related Information: Clean the Base Pad</i> .
There is a paper jam.	See <i>Related Information: Printer Jam or Paper Jam</i> . Make sure the paper guides are set to the correct paper size.
	Use the jam prevention settings. For copying: See <i>Related Information: Change the Print Options to Improve Your Print Results</i> . For printing: See <i>Related Information: Prevent Smudged Printouts and Paper Jams (Windows)</i> .

### ✓ Related Information

- [Paper Handling and Printing Problems](#)



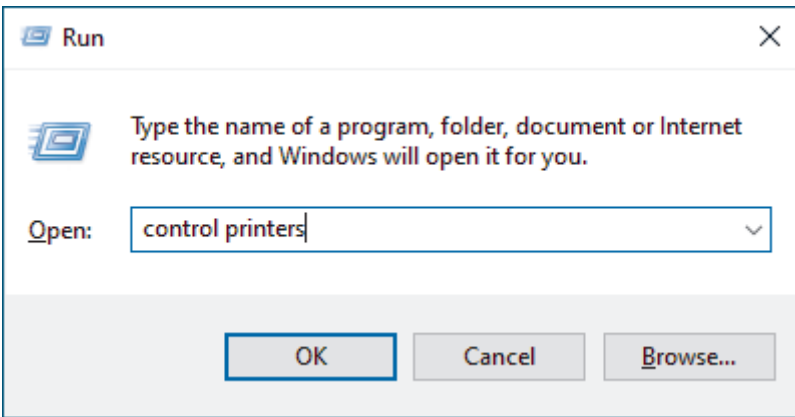



#### Related Topics:

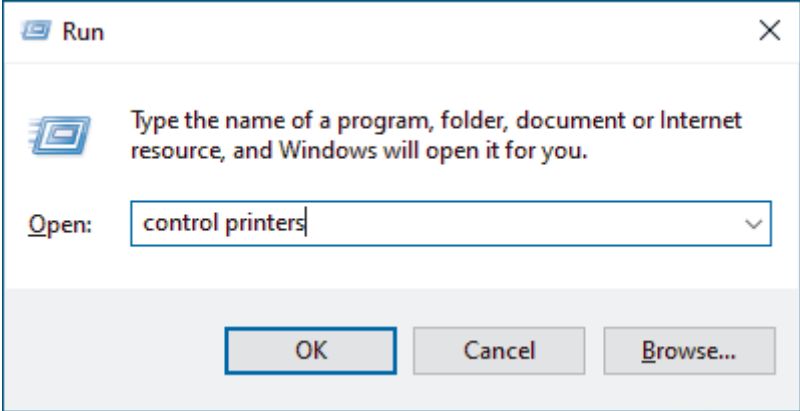

- [Load Paper](#)
- [Clean the Paper Feed Rollers](#)
- [Clean the Paper Pick-up Rollers](#)
- [Printer Jam or Paper Jam](#)
- [Prevent Smudged Printouts and Paper Jams \(Windows\)](#)

- 
- Clean the Base Pad
  - Change the Print Options to Improve Your Print Results
  - LED Patterns and Indications
  - Paper Capacity of the Paper Tray
-

## Printing Difficulties

If, after reading the information in this table, you still need help, see the latest troubleshooting tips at [support.brother.com/faqs](http://support.brother.com/faqs).

Difficulties	Suggestions
No printout	(Windows) Check that the correct printer driver has been installed and selected.
	Check to see if the machine's LEDs are indicating an error. See <i>Related Information: LED Patterns and Indications</i> .
	Check that the machine is online: <ul style="list-style-type: none"> <li>Windows <ol style="list-style-type: none"> <li>Hold down the  key and press the  key on the computer's keyboard to launch <b>Run</b>.</li> <li>Type "<b>control printers</b>" in the <b>Open:</b> field and click <b>OK</b>.</li> </ol>  <p>The <b>Devices and Printers</b> window appears.</p> <p> If the <b>Devices and Printers</b> window does not appear, click <b>Devices &gt; More devices and printer settings</b>.</p> <ol style="list-style-type: none"> <li>Right-click your model's icon, and then click <b>See what's printing</b>.</li> <li>If printer driver options appear, select your printer driver.</li> <li>Click <b>Printer</b> in the menu bar and make sure <b>Use Printer Offline</b> is not selected.</li> </ol> <ul style="list-style-type: none"> <li>Mac <p>Click the <b>System Preferences</b> or <b>System Settings</b> menu, and then select the <b>Printers &amp; Scanners</b> option. When the machine is offline, delete it, and then add it.</p> </li> </ul> </li></ul>
	One or more ink cartridges have reached the end of their life. See <i>Related Information: Replace the Ink Cartridges</i> .
	If old, unprinted data remains in the printer driver spooler, it will prevent new print jobs from printing. Open the printer icon and delete all data as follows: <ul style="list-style-type: none"> <li>Windows <ol style="list-style-type: none"> <li>Hold down the  key and press the  key on the computer's keyboard to launch <b>Run</b>.</li> <li>Type "<b>control printers</b>" in the <b>Open:</b> field and click <b>OK</b>.</li> </ol> </li> </ul>

Difficulties	Suggestions
	 <p>The <b>Devices and Printers</b> window appears.</p> <p> If the <b>Devices and Printers</b> window does not appear, click <b>Devices &gt; More devices and printer settings</b>.</p> <ul style="list-style-type: none"> <li>Mac Click <b>System Preferences</b> or <b>System Settings &gt; Printers &amp; Scanners</b>.</li> </ul>
The headers or footers appear when the document is displayed on the screen but do not appear when the document is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this. See <i>Related Information: Unprintable Area</i> .
Cannot perform 'Page Layout' printing.	(Windows) Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	<p>(Windows)</p> <p>Try changing the printer driver setting. The highest resolution needs longer data processing, sending, and printing time. Try the other quality settings in the printer driver as follows:</p> <p>In the printer driver, clear the <b>Colour Enhancement</b> checkbox on the <b>Advanced</b> tab.</p> <p>Turn the Borderless feature off. Borderless printing is slower than normal printing. See <i>Related Information: Printer Driver Settings (Windows)</i>.</p> <p>Turn the Quiet Mode setting off. Print speed is slower in Quiet Mode. See <i>Related Information: Reduce Printing Noise</i>.</p> <p>Make sure the Media Type setting in the printer drivers, your application, or the Paper Type setting on the machine matches the type of paper you are using. See <i>Related Information: Change the Paper Size and Paper Type Using the Paper Button</i>. See <i>Related Information: Printer Driver Settings (Windows)</i>.</p>
Cannot print on 1-sided or 2-sided.	<p>(Windows) Change the 2-sided option in the printer driver.</p> <ul style="list-style-type: none"> <li>If you want to make a temporary change, select <b>None</b> or <b>2-sided</b> in the printer driver from your application. See <i>Related Information: Print a Document (Windows)</i>.</li> <li>If you want to make a permanent change, change the default printer driver settings. See <i>Related Information: Change the Default Print Settings (Windows)</i>.</li> </ul>



## Related Information

- [Paper Handling and Printing Problems](#)





### Related Topics:



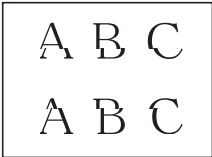
- [Replace the Ink Cartridges](#)

- 
- Unprintable Area
  - Printer Driver Settings (Windows)
  - Reduce Printing Noise
  - Change the Paper Size and Paper Type Using the **Paper** Button
  - LED Patterns and Indications
  - Print a Document (Windows)
  - Change the Default Print Settings (Windows)
-

## Print Quality Difficulties

If, after reading the information in this table, you still need help, see the latest troubleshooting tips at [support.brother.com/faqs](http://support.brother.com/faqs).

Difficulties	Suggestions
Poor print quality	<p>Check the print quality. See <i>Related Information: Check the Print Quality</i>.</p> <p>Make sure the Media Type setting in the printer drivers, your application, or the Paper Type setting on the machine matches the type of paper you are using. See <i>Related Information: Change the Paper Size and Paper Type Using the Paper Button</i>. See <i>Related Information: Printer Driver Settings (Windows)</i>.</p> <p>Make sure your ink cartridges are fresh. The following may cause ink to clog:</p> <ul style="list-style-type: none"> <li>• The expiration date written on the cartridge package has passed.</li> <li>• The ink cartridge may not have been stored correctly before use.</li> </ul> <p>Make sure you are using one of the recommended types of paper. See <i>Related Information: Acceptable Print Media</i>.</p> <p>The recommended environment for your machine is between 20°C to 33°C.</p>
<p>White lines appear in text or graphics.</p> 	<p>Clean the print head. See <i>Related Information: Clean the Print Head from Your Brother Machine</i>. See <i>Related Information: Clean the Print Head Using Web Based Management</i>. See <i>Related Information: Clean the Print Head from Your Computer (Windows)</i>.</p> <p>Check and adjust the print alignment. See <i>Related Information: Check the Print Alignment from Your Brother Machine</i>, <i>Check the Print Alignment Using Web Based Management</i>.</p> <p>Try using the recommended types of paper. See <i>Related Information: Acceptable Print Media</i>.</p> <p>To prolong print head life, provide the best ink cartridge economy and maintain print quality, we do not recommend frequently unplugging the machine and/or leaving the machine unplugged for extended periods of time. We recommend using  (Stop) to power down the machine. Using  (Stop) allows minimal power to the machine, resulting in periodic, but less frequent, cleaning of the print head.</p>
<p>Dark lines appear at regular intervals.</p> 	<p>Check and adjust the print alignment. See <i>Related Information: Check the Print Alignment from Your Brother Machine</i>. See <i>Related Information: Check the Print Alignment Using Web Based Management</i>.</p>
The machine prints blank pages.	<p>Check the print quality. See <i>Related Information: Check the Print Quality</i>.</p> <p>To prolong print head life, provide the best ink cartridge economy and maintain print quality, we do not recommend frequently unplugging the machine and/or</p>

Difficulties	Suggestions
	leaving the machine unplugged for extended periods of time. We recommend using  ( <b>Stop</b> ) to power down the machine. Using  ( <b>Stop</b> ) allows minimal power to the machine, resulting in periodic, but less frequent, cleaning of the print head.
Characters and lines are blurred. 	<p>Check the printing alignment. See <i>Related Information: Check the Print Alignment from Your Brother Machine.</i> See <i>Related Information: Check the Print Alignment Using Web Based Management.</i></p> <p>Change the print options. See <i>Related Information: Change the Print Options to Improve Your Print Results.</i></p>
Printed text or images are skewed.	<p>Make sure the paper is loaded correctly in the paper tray and the paper guides are adjusted correctly. See <i>Related Information: Load Paper.</i></p> <p>Make sure the Jam Clear Cover is closed correctly.</p>
There are smudges or stains at the top centre of the printed page.	<p>Make sure the paper is not too thick or curled. See <i>Related Information: Acceptable Print Media.</i></p>
Printing appears dirty or ink seems to run.	<p>Make sure you are using the recommended types of paper. Do not handle the paper until the ink is dry. See <i>Related Information: Acceptable Print Media.</i></p> <p>Make sure the printing surface is face down in the paper tray.</p> <p>If you are using photo paper, make sure the glossy side of the photo paper is face down in the tray and you have set the correct paper type. If you are printing a photo from your computer, set the Media Type in the printer driver or in the application you use to print.</p>
Ink is smudged or wet when using glossy photo paper.	<p>Be sure to check the front and back of the paper. Place the glossy surface (printing surface) face down. See <i>Related Information: Change the Paper Size and Paper Type Using the <b>Paper</b> Button.</i></p> <p>If you use glossy photo paper, make sure the paper type setting is correct.</p>
Stains appear on the reverse side or at the bottom of the page.	<p>Make sure the printer platen is not dirty with ink. See <i>Related Information: Clean the Machine's Printer Platen.</i></p> <p>Make sure you are using the paper support flap. See <i>Related Information: Load Paper.</i></p> <p>Make sure the paper feed rollers are not dirty with ink. See <i>Related Information: Clean the Paper Feed Rollers.</i></p>
The printouts are wrinkled.	<p>Windows: In the printer driver, select the <b>Advanced</b> tab, click <b>Other Print Options</b>, and then click <b>Advanced Colour Settings</b>. Clear the <b>Bi-Directional Printing</b> checkbox.</p>



## Related Information

- [Paper Handling and Printing Problems](#)

### Related Topics:

- [Check the Print Quality](#)
- [Acceptable Print Media](#)
- [Clean the Print Head from Your Brother Machine](#)
- [Clean the Print Head Using Web Based Management](#)

- 
- [Clean the Print Head from Your Computer \(Windows\)](#)
  - [Load Paper](#)
  - [Clean the Machine's Printer Platen](#)
  - [Clean the Paper Feed Rollers](#)
  - [Printer Driver Settings \(Windows\)](#)
  - [Change the Print Options to Improve Your Print Results](#)
  - [Change the Paper Size and Paper Type Using the \*\*Paper\*\* Button](#)
  - [Check the Print Alignment Using Web Based Management](#)
  - [Check the Print Alignment from Your Brother Machine](#)
-

## Network Problems

- [Check Your Machine's Network Settings](#)
- [If You Are Having Difficulty with Your Machine's Network](#)
- [Wireless LAN Report Error Codes](#)

## Check Your Machine's Network Settings

- [Print the Network Configuration Report](#)
- [Configure Network Settings](#)

## If You Are Having Difficulty with Your Machine's Network



For technical help, you must contact Brother customer support.

If you think there is a problem with your machine, check the following topics. You can correct most problems yourself.

If you need additional help, go to your model's **FAQs & Troubleshooting** page at [support.brother.com/faqs](http://support.brother.com/faqs).

>> [I Cannot Complete the Wireless Network Setup Configuration](#)

>> [My Brother Machine Cannot Print or Scan over the Network](#)

>> [I Want to Check that My Network Devices are Working Correctly](#)

### I Cannot Complete the Wireless Network Setup Configuration

Turn your wireless router off and back on. Then, try to configure the wireless settings again. If you are unable to resolve the problem, follow the instructions below:

Investigate the problem using the WLAN Report.

Cause	Action	Interface
Your security settings (SSID/ Network Key) are not correct.	<ul style="list-style-type: none"> <li>Confirm the security settings using <b>Wireless Setup Helper</b>. For more information and to download the utility, go to your model's <b>Downloads</b> page at <a href="http://support.brother.com/downloads">support.brother.com/downloads</a>.</li> <li>Select and confirm that you are using the correct security settings.                             <ul style="list-style-type: none"> <li>See the instructions supplied with your wireless LAN access point/router for information on how to find the security settings.</li> <li>The manufacturer's name or model number of the wireless LAN access point/router may be used as the default security settings.</li> <li>Consult with the access point/router manufacturer, your Internet provider, or network administrator.</li> </ul> </li> </ul>	Wireless
Your Brother machine's MAC address is not allowed.	Confirm that the Brother machine's MAC Address is allowed in the filter.	Wireless
Your wireless LAN access point/router is in stealth mode (not broadcasting the SSID).	<ul style="list-style-type: none"> <li>Enter the correct SSID name or Network Key manually.</li> <li>Check the SSID name or the Network Key in the instructions supplied with your wireless LAN access point/router and reconfigure the wireless network setup.</li> </ul>	Wireless
The current channel of your wireless LAN access point/router is not supported by your machine when you are trying to connect your machine to a 5 GHz Wi-Fi network.	<p>Change the channel on your wireless LAN access point/router to the channel supported by your machine.</p> <ol style="list-style-type: none"> <li>Confirm the channels supported by your machine. See the <b>Channels Supported by Brother Machines for 5 GHz Wi-Fi Networks</b> document at <a href="http://support.brother.com/manuals">support.brother.com/manuals</a>.</li> <li>Check your wireless LAN access point/router's channel setting. Make sure it is set to one of the channels supported by your machine and is not set to "Auto" or "Automatic". For more information about changing the channel setting, see the instructions supplied with your wireless LAN access point/router.</li> <li>Try to connect your machine to your Wi-Fi network again.</li> </ol>	Wireless
Your security settings (SSID/ password) are not correct.	<p>Confirm the SSID and password.</p> <p>When you configure the network manually, you can find the SSID and password on the Wireless Direct Information sheet.</p> <p>For more information, see <i>Related Information: Configure Your Wireless Direct Network</i>.</p> <p>If your mobile device supports manual configuration, the SSID and password will be displayed on your mobile device's screen.</p>	Wireless Direct


Cause	Action	Interface
You are using Android™ 4.0.	If your mobile device disconnects (approximately six minutes after using Wireless Direct), try the one-push configuration using WPS (recommended) and set the Brother machine as a Group Owner.	Wireless Direct
Your Brother machine is placed too far from your mobile device.	Move your Brother machine within about 3.3 feet (1 metre) of the mobile device when you configure the Wireless Direct network settings.	Wireless Direct
There are some obstructions (walls or furniture, for example) between your machine and the mobile device.	Move your Brother machine to an obstruction-free area.	Wireless Direct
There is a wireless computer, Bluetooth®-supported device, microwave oven, or digital cordless phone near the Brother machine or the mobile device.	Move other devices away from the Brother machine or the mobile device.	Wireless Direct
You have checked and tried all of the above, but your Brother machine still cannot complete the Wireless Direct configuration.	<ul style="list-style-type: none"> <li>Turn your Brother machine off and back on. Then, try to configure the Wireless Direct settings again.</li> <li>If you are using your Brother machine as a client, confirm how many devices are allowed in the current Wireless Direct network, and then check how many devices are connected.</li> </ul>	Wireless Direct



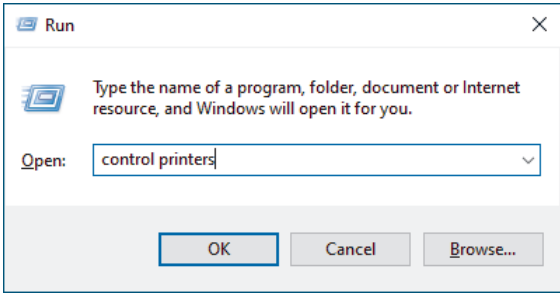

### For Windows

If your wireless connection has been interrupted, and you have checked and tried all of the above, we recommend using the Network Connection Repair Tool.

To install the Network Connection Repair Tool, go to your model's **Downloads** page at [support.brother.com/downloads](http://support.brother.com/downloads).

## My Brother Machine Cannot Print or Scan over the Network

Cause	Action
(Your Brother machine suddenly stopped printing or scanning.)	Press  ( <b>Wi-Fi</b> ) and <b>Colour Copy</b> simultaneously.
Your security software blocks your machine's access to the network. (The Network scanning feature does not work. )	<ul style="list-style-type: none"> <li>Windows           <p>Configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, type the information below:</p> <ul style="list-style-type: none"> <li><b>In Name:</b> Type any description, for example Brother NetScan.</li> <li><b>In Port number:</b> Type 54925. Type 137. Type 161.</li> <li><b>In Protocol:</b> UDP is selected.</li> </ul> <p>See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p> </li> <li>Mac (Brother iPrint&amp;Scan)           <p>In the <b>Finder</b> menu bar, click <b>Go &gt; Applications</b>, and then double-click the Brother iPrint&amp;Scan icon. The Brother iPrint&amp;Scan window appears. Click the <b>Select your Machine</b> button, and then follow the on-screen instructions to reselect your network machine.</p> </li> </ul>

Cause	Action
Your security software blocks your machine's access to the network.	<p>Some security software might block access without showing a security alert dialog box even after successful installation.</p> <p>To allow access, see the instructions for your security software or ask the software manufacturer.</p>
Your Brother machine was not assigned an available IP address.	<ul style="list-style-type: none"> <li>Confirm the IP address and the Subnet Mask. Verify that both the IP addresses and Subnet Masks of your computer and the Brother machine are correct and located on the same network. For more information about how to verify the IP address and the Subnet Mask, ask your network administrator.</li> <li>Windows Confirm the IP address and the Subnet Mask using the Network Connection Repair Tool.</li> </ul>
The failed print job is still in your computer's print queue.	<ul style="list-style-type: none"> <li>If the failed print job is still in your computer's print queue, delete it.</li> <li>Otherwise, double-click the printer icon in the following folder and cancel all documents: <ul style="list-style-type: none"> <li>Windows <ol style="list-style-type: none"> <li>Hold down the  key and press the  key on the computer's keyboard to launch <b>Run</b>.</li> <li>Type "<b>control printers</b>" in the <b>Open:</b> field and click <b>OK</b>.</li> </ol>  <p>The <b>Devices and Printers</b> window appears.</p> <p> If the <b>Devices and Printers</b> window does not appear, click <b>Devices &gt; More devices and printer settings</b>.</p> </li> <li>Mac Click <b>System Preferences</b> or <b>System Settings &gt; Printers &amp; Scanners</b>.</li> </ul> </li> </ul>
Your Brother machine is not connected to the wireless network.	Print the WLAN Report to check the error code on the printed report.

If you have checked and tried all of the above, but your Brother machine still cannot print and scan, uninstall the drivers (Windows) and the Brother software and reinstall the latest version of both.

## I Want to Check that My Network Devices are Working Correctly

Check	Action
Check that your Brother machine, access point/router, or network hub is turned on.	<p><b>Check the following:</b></p> <ul style="list-style-type: none"> <li>The power cord is connected correctly and the Brother machine is turned on.</li> <li>The access point/router or hub is turned on and its link indicator is flashing.</li> <li>All protective packaging has been removed from the machine.</li> <li>The ink cartridges are installed correctly.</li> <li>The document cover and Jam Clear Cover are fully closed.</li> <li>Paper is inserted correctly in the paper tray.</li> </ul>

Check	Action
Check that you can "ping" the Brother machine from your computer.	<p>Ping the Brother machine from your computer using the IP address or the node name in the Windows command prompt or Mac Terminal application:</p> <p>ping &lt;ipaddress&gt; or &lt;nodename&gt;.</p> <ul style="list-style-type: none"> <li>• Successful: Your Brother machine is working correctly and connected to the same network as your computer.</li> <li>• Unsuccessful: Your Brother machine is not connected to the same network as your computer.</li> </ul> <p>Windows:</p> <p>Ask your administrator about the IP address and the subnet mask, and then use the Network Connection Repair Tool.</p> <p>Mac:</p> <p>Confirm that the IP address and the Subnet Mask are set correctly.</p>
Check that your Brother machine is connected to the wireless network.	Print the WLAN Report to check the error code on the printed report.

If you have checked and tried all of the above but you are still having problems, see the instructions supplied with your wireless LAN access point/router to find the SSID (Network Name) and the Network Key (Password) information and set them correctly.



## Related Information

- [Network Problems](#)

### Related Topics:

- [Print the WLAN Report](#)
- [Print the Network Configuration Report](#)
- [Wireless LAN Report Error Codes](#)
- [Configure Your Wireless Direct Network](#)

## Other Problems

- >> [Copying Difficulties](#)
- >> [Scanning Difficulties](#)
- >> [Software Difficulties](#)

### Copying Difficulties

Difficulties	Suggestions
Black marks or spots appear in copies.	Black marks or spots on copies are typically caused by dirt or correction fluid on the scanner glass. Clean the scanner glass and white plastic above it. <i>See Related Information: Clean the Scanner.</i>
Copies are blank.	Make sure you are loading the document correctly. <i>See Related Information: Load Documents on the Scanner Glass.</i>
Fit to Page does not work correctly.	Make sure the document is not skewed on the scanner glass. Reposition the document and try again.
Copy speed is too slow.	To copy with normal quality, briefly press <b>Mono Copy</b> or <b>Colour Copy</b> (do not press and hold). If you press and hold <b>Mono Copy</b> or <b>Colour Copy</b> for two seconds, the machine makes a copy of the best quality, which will take more time.

### Scanning Difficulties

Difficulties	Suggestions
A password is required.	Contact your administrator to check your scan settings. <i>See Related Information: Secure Scan.</i>
TWAIN or WIA errors appear when starting to scan. (Windows)	Make sure the Brother TWAIN or WIA driver is selected as the primary source in your scanning application.
OCR does not work.	Try increasing the scanning resolution.

### Software Difficulties

Difficulties	Suggestions
Cannot print.	Uninstall the drivers (Windows) and the Brother software and reinstall the latest version of both.
"The device is busy." appears on the computer screen.	Make sure the machine's LEDs are not indicating any errors.



### Related Information

- [Troubleshooting](#)

#### Related Topics:

- [Clean the Scanner](#)
- [Load Documents on the Scanner Glass](#)
- [Change the Print Options to Improve Your Print Results](#)
- [Secure Scan](#)

## Check the Machine Information

Follow these instructions to check your machine's information, such as the serial number or the firmware version.

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **General > Maintenance Information**.



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

3. Check your Brother machine's serial number, firmware version, and page counter.



You can also check your Brother machine's serial number and firmware version with the check sheet.



### Related Information

- [Troubleshooting](#)

#### Related Topics:

- [Check the Print Quality](#)

## Update Your Machine's Firmware

To keep your machine up to date, check [support.brother.com/downloads](http://support.brother.com/downloads) periodically for the latest firmware. Without the most current firmware, some of your machine's functions may become unavailable.

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **Administrator** > **Firmware Update**.



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

3. Select **Enable**.
4. Press **Check for new firmware**.  
Follow the on-screen instructions.



### Related Information

- [Troubleshooting](#)

#### Related Topics:

- [Check Your Machine's Password](#)

## Reset Your Machine

The following reset functions are available.

- >> [Machine Reset](#)
- >> [Network](#)
- >> [All Settings](#)

### Machine Reset

You can reset all the machine's settings that you have changed, such as Date and Time.

The following will remain:

- The administrator password
- Network settings

1. Press  (**Stop**) and **Mono Copy** simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Paper Warning LED** starts flashing.

2. Press and hold **Mono Copy** for two seconds.
3. Wait until the machine restarts and the Power LED indicator lights up before disconnecting the machine from the power source.

### Network

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.

1. Press  (**Wi-Fi**) and  (**Stop**) simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Wi-Fi LED** starts flashing.

2. Press and hold **Colour Copy** for two seconds.
3. Wait until the machine restarts and the Power LED indicator lights up before disconnecting the machine from the power source.

### All Settings

Use this reset function to reset all machine's settings to the settings originally set at the factory.

Brother strongly recommends you perform this operation when you dispose of the machine.

1. Press  (**Stop**) and **Mono Copy** simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Paper Warning LED** starts flashing.

2. Press and hold **Colour Copy** for two seconds.
3. Wait until the machine restarts and the Power LED indicator lights up before disconnecting the machine from the power source.



### Related Information

- [Troubleshooting](#)

## **Routine Maintenance**

- [Replace the Ink Cartridges](#)
- [Improve the Print Quality](#)
- [Check Your Brother Machine](#)
- [Clean Your Brother Machine](#)
- [Pack and Ship Your Machine](#)

## Replace the Ink Cartridges

Your Brother machine is equipped with an ink dot counter. The ink dot counter automatically monitors the level of ink in each of the four ink cartridges. When the machine detects that an ink cartridge is running out of ink, the LED will light up or blink.

Even though the machine tells you to replace an ink cartridge, there will be a small amount of ink left in the ink cartridge.

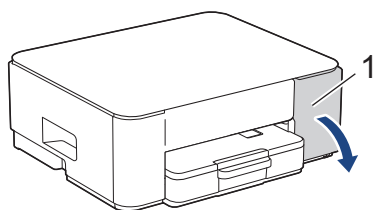
### **CAUTION**

If the ink gets into your eye, rinse it with water immediately. If left as is, it may cause redness or mild inflammation of the eye. In case of any abnormality, consult with your doctor.

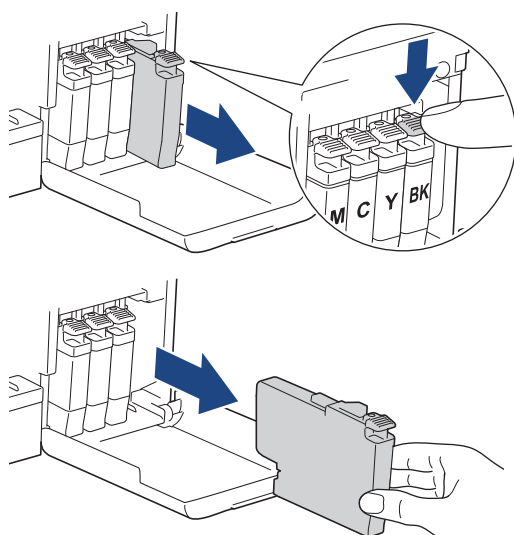
### **IMPORTANT**

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.

1. Open the ink cartridge cover (1).



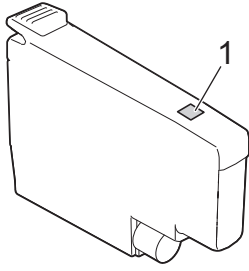
2. Press the lock release lever to release the ink cartridge and remove the ink cartridge from the machine, as shown in the illustration.



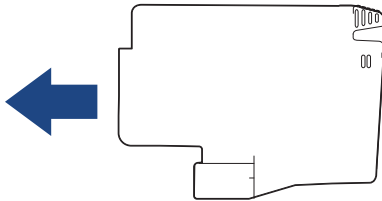
3. Open the new ink cartridge bag, and take out the ink cartridge.

### **IMPORTANT**

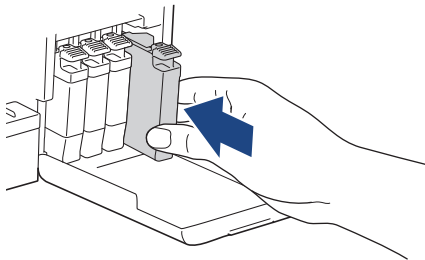
DO NOT touch the ink cartridge in the area indicated (1); this can prevent the machine from detecting the cartridge.



4. Insert the ink cartridge in the direction of the arrow on the label.  
Each colour has its own correct position.



5. Gently push the area marked “PUSH” until the ink cartridge locks into place, and then close the ink cartridge cover.



The machine resets the ink dot counter.



If the machine does not detect the ink cartridge after you install it, check that the ink cartridge is installed correctly. Remove the ink cartridge and reinstall it slowly until it locks into place.

## IMPORTANT

- DO NOT shake the ink cartridges, once installed into the machine. If ink stains your skin or clothing, wash with soap or detergent at once.
- DO NOT remove ink cartridges if you do not need to replace them; otherwise, the machine will not know the ink quantity left in the cartridge.
- DO NOT touch the ink cartridge insertion slots; the ink may stain your skin.
- Use unopened ink cartridges by the expiration date written on the ink cartridge package.
- DO NOT dismantle or tamper with the ink cartridge; this can cause the ink to leak out of the ink cartridge.



## Related Information

- [Routine Maintenance](#)

### Related Topics:

- [LED Patterns and Indications](#)
- [Printing Difficulties](#)

## **Improve the Print Quality**

- [Clean the Print Head from Your Brother Machine](#)
- [Clean the Print Head Using Web Based Management](#)
- [Clean the Print Head from Your Computer \(Windows\)](#)
- [Change the Print Options to Improve Your Print Results](#)

## Clean the Print Head from Your Brother Machine

To maintain good print quality, the machine automatically cleans the print head when needed. If there is a print quality problem, start the cleaning process manually.

- Clean the print head if there is a horizontal line or a blank space in the text or graphics on printed pages. Depending on the problem colour, select to clean Black only or all four colours at once.
- Cleaning the print head consumes ink.
- Cleaning too often uses ink unnecessarily.

### IMPORTANT

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

1. Press  (**Stop**) and  (**Copy Shortcut**) simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Ink LED** starts flashing.

2. Do one of the following:
  - To clean all four colours, press **Colour Copy**. After the cleaning, the machine prints the check sheet.
  - To clean black only, press **Mono Copy**. After the cleaning, the machine prints the check sheet.



You can also clean the print head from your computer.



### Related Information

- [Improve the Print Quality](#)

#### Related Topics:

- [Print Quality Difficulties](#)
- [Clean the Print Head Using Web Based Management](#)
- [Clean the Print Head from Your Computer \(Windows\)](#)

## Clean the Print Head Using Web Based Management

To maintain good print quality, the machine automatically cleans the print head when needed. If there is a print quality problem, start the cleaning process manually.

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **General > Print Head Cleaning**.



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

3. Select the **Normal**, **Strong**, or **Strongest** option for the cleaning strength you want.
4. Select **Start**.
5. Select **Yes**.

The machine starts cleaning.



(Windows) You can also clean the print head using the printer driver.



### Related Information

- [Improve the Print Quality](#)

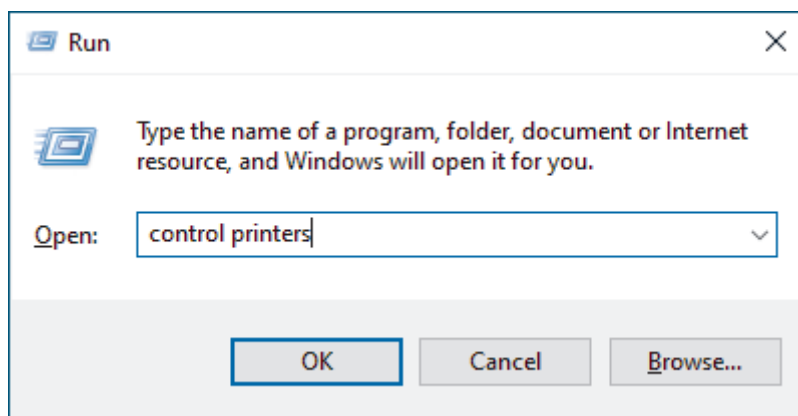
#### Related Topics:

- [Print Quality Difficulties](#)
- [Clean the Print Head from Your Brother Machine](#)
- [Clean the Print Head from Your Computer \(Windows\)](#)

## Clean the Print Head from Your Computer (Windows)

To maintain good print quality, the machine automatically cleans the print head when needed. If there is a print quality problem, start the cleaning process manually.

1. Hold down the  key and press the  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 **Printing preferences**. (If printer driver options appear, select your printer driver.)

The printer driver dialog box appears.

4. Click the **Maintenance** tab.
5. Select one of the following options:

Option	Description
<b>Check Print Quality...</b>	Use to print the test page and check the print quality.
<b>Print Head Cleaning...</b>	Use to start the cleaning process manually. Select if a line or blank spaces appear in text or graphics on the test page.

6. Do one of the following:
  - If you selected the **Check Print Quality...** option, click **Start**.  
The machine prints the test page.
  - If you selected the **Print Head Cleaning...** option, select the **Black only**, **Colour only**, or **All** option for the cleaning type, and then click **Next**.
7. Select the **Normal**, **Strong**, or **Strongest** option for the cleaning strength, and then click **Next**.
8. Click **Start**.



### Related Information

- [Improve the Print Quality](#)

#### Related Topics:

- [Print Quality Difficulties](#)
- [Clean the Print Head from Your Brother Machine](#)
- [Clean the Print Head Using Web Based Management](#)

## Change the Print Options to Improve Your Print Results

If your printouts do not look the way you expect, change the print settings on your Brother machine to improve printout quality. Print speed may be slower when using these settings.



- These instructions allow you to improve your print results when you are using your machine for copying or printing from a mobile device.
- If you are experiencing poor print quality when printing from your computer, change your printer driver settings.

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **General > Print Options**.



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

3. Configure the **Reduce Smudging** settings if you have problems with smudged printouts or paper jams.
4. Select **On** for **Enhance Print** if you have problems with blurred printouts.
5. Select **Submit**.



### Related Information

- [Improve the Print Quality](#)

#### Related Topics:

- [Paper Handling Difficulties](#)
- [Print Quality Difficulties](#)
- [Other Problems](#)
- [Prevent Smudged Printouts and Paper Jams \(Windows\)](#)
- [Printer Driver Settings \(Windows\)](#)

## Check Your Brother Machine


- [Check the Print Quality](#)
- [Check the Print Alignment from Your Brother Machine](#)
- [Check the Print Alignment Using Web Based Management](#)
- [Monitor Machine Status Using Brother iPrint&Scan \(Windows/Mac\)](#)

## Check the Print Quality

If faded or streaked colours and text appear or if text is missing on your printouts, the print head nozzles may be clogged. Print the check sheet and look at the nozzle check pattern.

1. Press  (**Stop**) and  (**Copy Shortcut**) simultaneously.

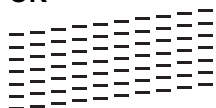
The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Ink LED** starts flashing.

2. Press  (**Copy Shortcut**).

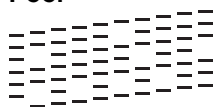
The machine prints the check sheet.

3. Check the quality of the four colour blocks on the sheet.

**OK**



**Poor**



4. If the quality is poor, clean the print head. See *Related Information*.

### IMPORTANT

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



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



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



### Related Information

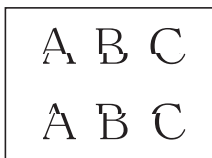
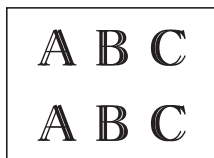
- [Check Your Brother Machine](#)

#### Related Topics:

- [Print Quality Difficulties](#)
- [Clean the Print Head from Your Brother Machine](#)

## Check the Print Alignment from Your Brother Machine

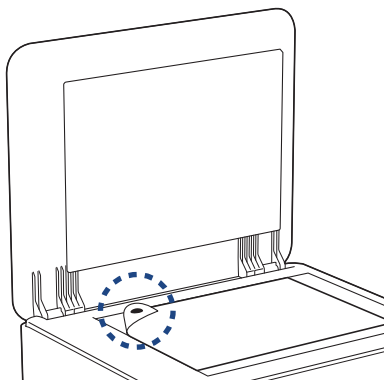
After transporting the machine, adjust the print alignment if the text is blurred or images become faded, and adjust the paper feed to reduce dark lines.



You can also check the print alignment using Web Based Management.

Before starting to check the print alignment, check the print quality. See *Related Information*.

1. Turn the machine off.
2. Press and hold **Mono Copy** and turn the machine on, then hold **Mono Copy** until the check sheet is printed.  
The **Power LED** flashes, and then the machine prints the check sheet.
3. When the **Power LED** flashes slowly, place the check sheet on the scanner glass so that the mark on the check sheet is in the upper left corner.



4. Press the **Mono Copy** or **Colour Copy** button.

The **Power LED** flashes while the machine starts scanning and performs automatic adjustment.



Immediately after scanning is finished, the LED indicates the adjustment results:

- When adjustment is OK:  
The **Power LED** flashes quickly three times, and the machine returns to the standby condition.
- When there is an adjustment error:  
The **Paper Warning LED** and **Ink LED** flash quickly three times, and the machine returns to the standby condition.  
You need to try this adjustment one more time from the beginning.

5. If the print quality has not improved, try the print adjustment again.



### Related Information

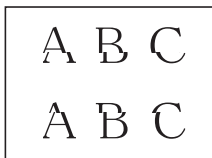
- [Check Your Brother Machine](#)

#### Related Topics:

- [Check the Print Alignment Using Web Based Management](#)
- [Check the Print Quality](#)

## Check the Print Alignment Using Web Based Management

After transporting the machine, adjust the print alignment if the text is blurred or images become faded, and adjust the paper feed to reduce dark lines.



1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **General > Alignment**.



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

3. Follow the on-screen instructions.




### Related Information

- [Check Your Brother Machine](#)

## Monitor Machine Status Using Brother iPrint&Scan (Windows/Mac)

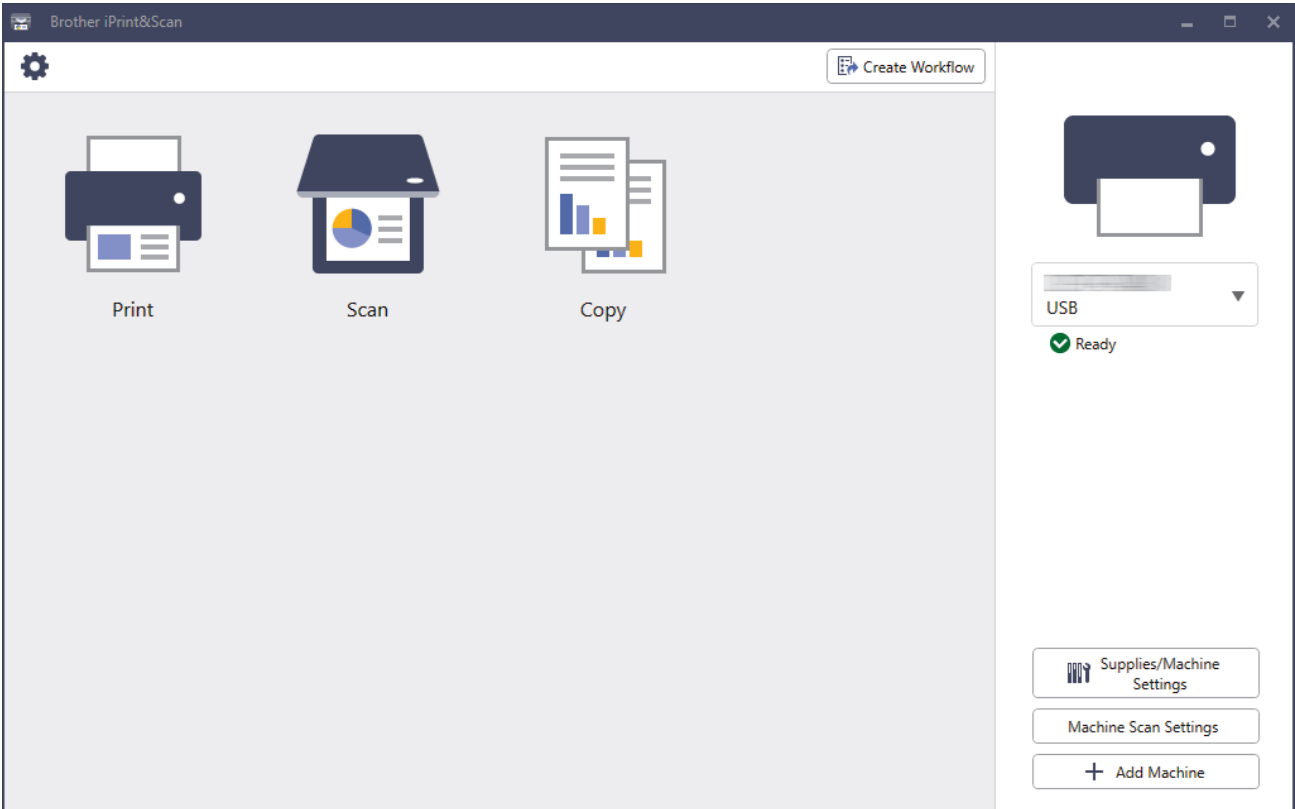
Brother iPrint&Scan allows you to monitor your Brother machine's status.

- 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.
- 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 ink level is low.
	The ink cartridge needs to be replaced.



- The actual screen may differ depending on the version of the application.
- The remaining ink amount is approximate and may differ from the actual amount of remaining ink.
- You can also check the remaining ink amount using Web Based Management.



#### Related Information

- [Check Your Brother Machine](#)

#### Related Topics:

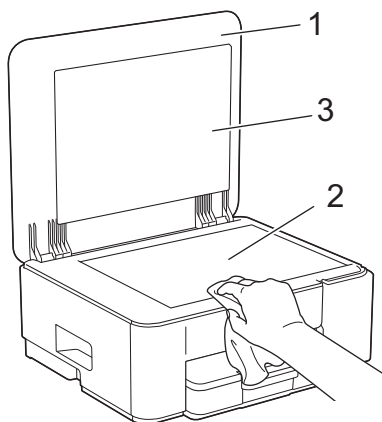
- [Access Brother iPrint&Scan \(Windows/Mac\)](#)

## Clean Your Brother Machine

- [Clean the Scanner](#)
- [Clean the Outside of the Machine](#)
- [Clean the Machine's Printer Platen](#)
- [Clean the Paper Feed Rollers](#)
- [Clean the Base Pad](#)
- [Clean the Paper Pick-up Rollers](#)

## Clean the Scanner

1. Unplug the machine from the electrical socket.
2. Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with water.



3. Reconnect the power cord.



If you feel dirt or debris, clean the glass again. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning attempt.



### Related Information

- [Clean Your Brother Machine](#)

#### Related Topics:

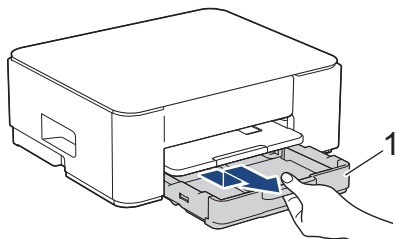
- [Other Problems](#)

## Clean the Outside of the Machine

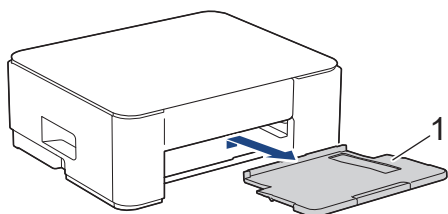
### IMPORTANT

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

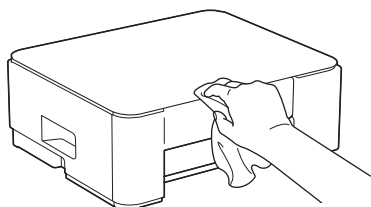
1. If the paper support flap is open, close it, and then close the paper support.
2. Pull the paper tray (1) completely out of the machine.



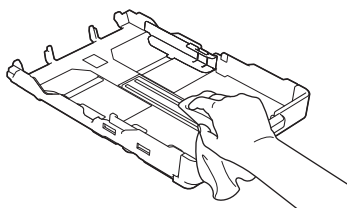
3. Lift the paper support (1), and then pull it at an angle completely out of the machine as shown by the arrow.



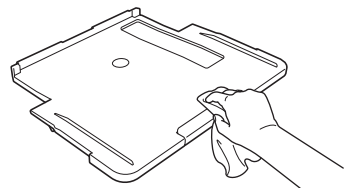
4. Wipe the outside of the machine with a dry, lint-free cloth to remove dust.



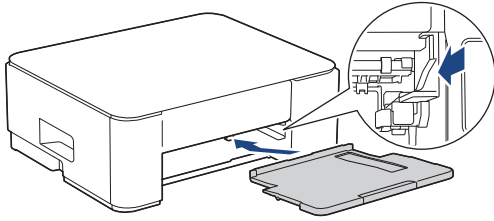
5. Wipe the inside and the outside of the paper tray with a dry, lint-free cloth to remove dust.



6. Wipe the outside of the paper support with a dry, lint-free cloth to remove dust.



- 
7. Put the paper support firmly back in the machine. Make sure you fit the paper support into the channels.



8. Slowly push the paper tray completely into the machine.




### **Related Information**

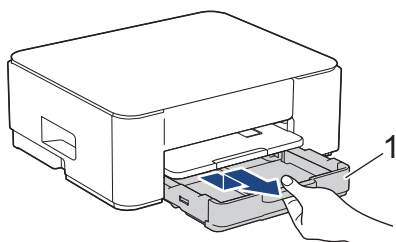
- [Clean Your Brother Machine](#)
-

## Clean the Machine's Printer Platen

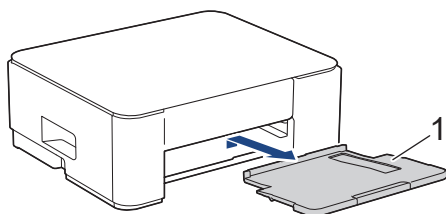
### WARNING

 Be sure to unplug the machine from the electrical socket before cleaning the printer platen to avoid an electrical shock.

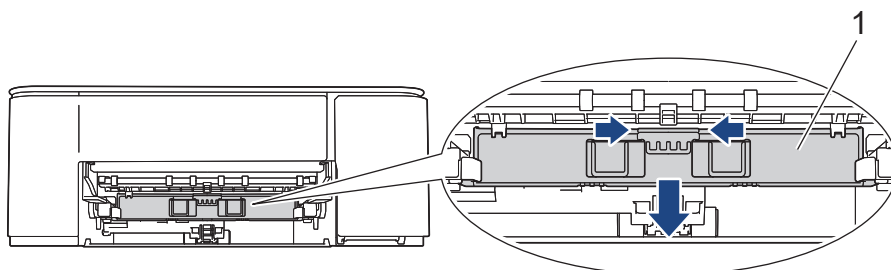
1. Unplug the machine from the electrical socket.
2. If the paper support flap is open, close it, and then close the paper support.
3. Pull the paper tray (1) completely out of the machine.



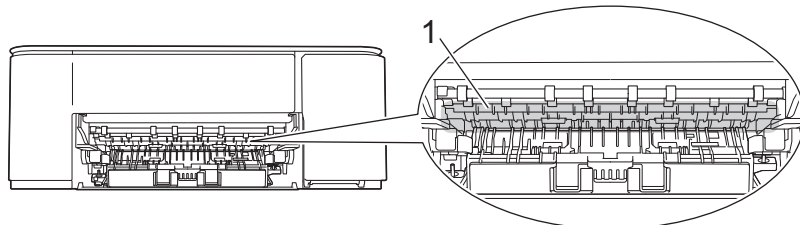
4. Lift the paper support (1), and then pull it at an angle completely out of the machine as shown by the arrow.



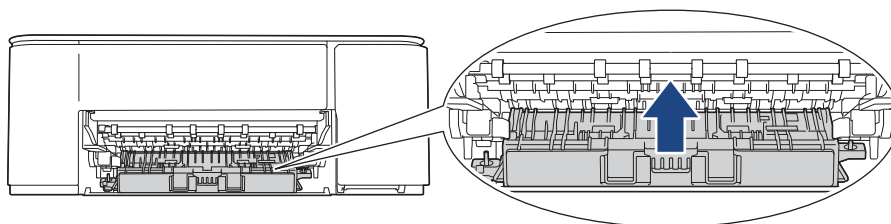
5. Squeeze both green levers together, and then lower the maintenance unit (1).



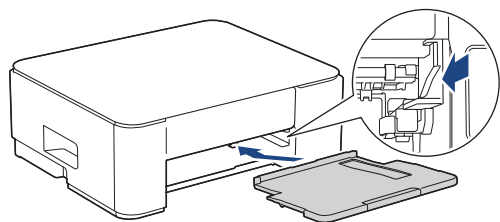
6. Clean the machine's printer platen (1) and the area around it, wiping off scattered ink with a dry, soft lint-free cloth.



7. Raise the maintenance unit.



- 
8. Put the paper support firmly back in the machine. Make sure you fit the paper support into the channels.



9. Slowly push the paper tray completely into the machine.  
10. Reconnect the power cord.



### Related Information

- [Clean Your Brother Machine](#)


#### Related Topics:

- [Print Quality Difficulties](#)
-

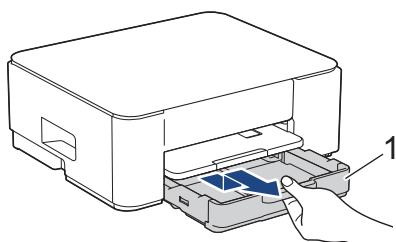
## Clean the Paper Feed Rollers

If the paper feed rollers are stained with ink or have a buildup of paper dust, it may cause paper feed problems.

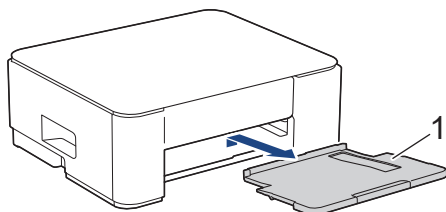
### WARNING

 Be sure to unplug the machine from the electrical socket before cleaning the paper feed rollers to avoid an electrical shock.

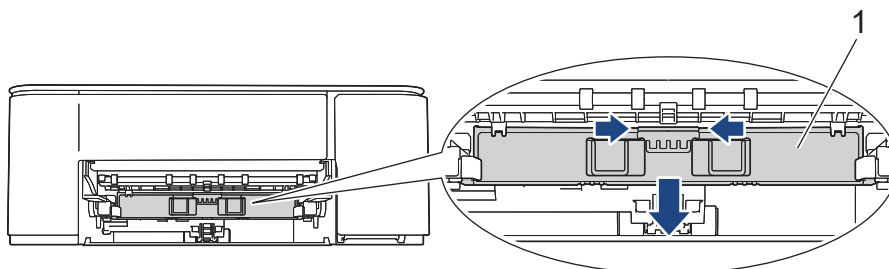
1. Unplug the machine from the electrical socket.
2. If the paper support flap is open, close it, and then close the paper support.
3. Pull the paper tray (1) completely out of the machine as shown by the arrow.



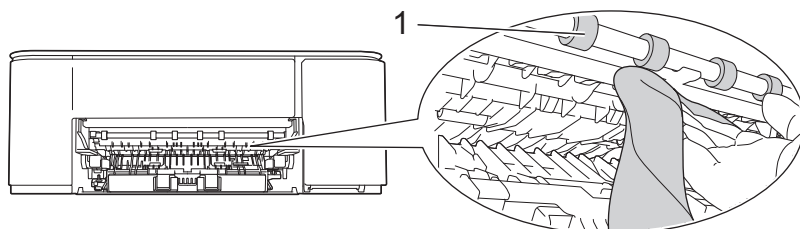
4. Lift the paper support (1), and then pull it at an angle completely out of the machine as shown by the arrow.



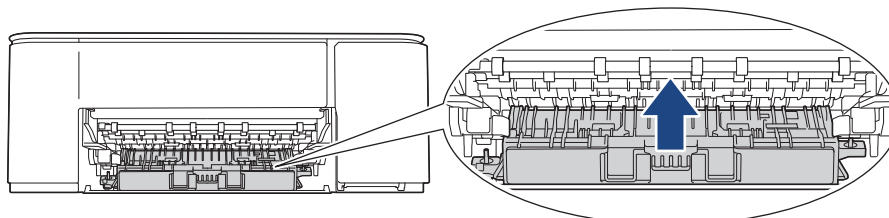
5. Squeeze both green levers together, and then lower the maintenance unit (1).



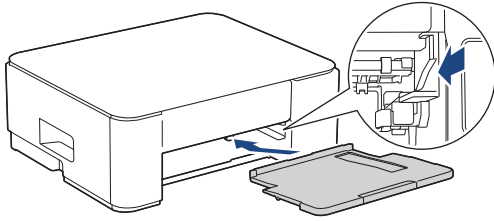
6. Clean the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water, using a side-to-side motion. After cleaning, wipe the rollers with a dry, soft lint-free cloth to remove all moisture.



7. Raise the maintenance unit.



- 
8. Put the paper support firmly back in the machine. Make sure you fit the paper support into the channels.



9. Slowly push the paper tray completely into the machine.  
10. Reconnect the power cord.



---

Do not use the machine again until the rollers are dry. Using the machine before the rollers are dry may cause paper feed problems.

---



### Related Information

- [Clean Your Brother Machine](#)

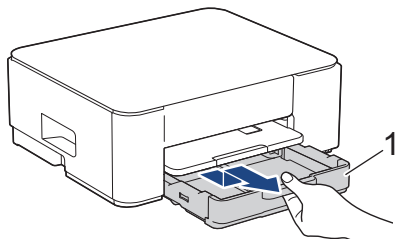
#### Related Topics:

- [Paper Handling Difficulties](#)
  - [Print Quality Difficulties](#)
-

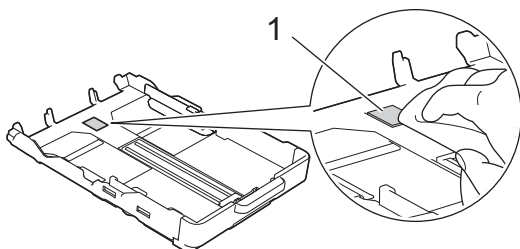
## Clean the Base Pad

Cleaning the Base Pad periodically may prevent the machine from feeding multiple sheets of paper when there are only a few sheets of paper left in the tray.

1. If the paper support flap is open, close it, and then close the paper support.
2. Pull the paper tray (1) completely out of the machine.



3. Clean the Base Pad (1) with a soft lint-free cloth moistened with water.  
After cleaning, wipe the pad with a dry, soft lint-free cloth to remove all moisture.



4. Slowly push the paper tray completely into the machine.



### Related Information

- [Clean Your Brother Machine](#)

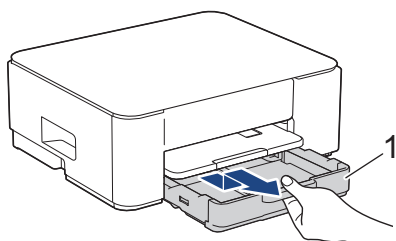
#### Related Topics:

- [Paper Handling Difficulties](#)

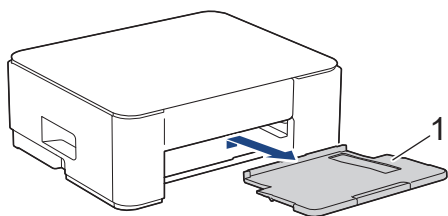
## Clean the Paper Pick-up Rollers

Cleaning the paper pick-up rollers periodically may prevent paper jams by ensuring that paper feeds correctly.

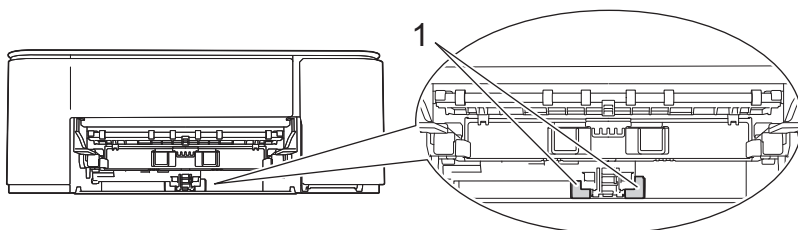
1. Unplug the machine from the electrical socket.
2. If the paper support flap is open, close it, and then close the paper support.
3. Pull the paper tray (1) completely out of the machine as shown by the arrow.



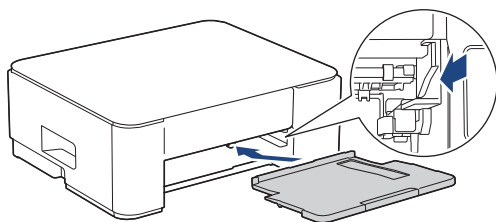
4. Lift the paper support (1), and then pull it at an angle completely out of the machine as shown by the arrow.



5. Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth moistened with water. Slowly turn the rollers so that the whole surface is cleaned. After cleaning, wipe the rollers with a dry, soft lint-free cloth to remove all moisture.



6. Put the paper support firmly back in the machine. Make sure you fit the paper support into the channels.



7. Slowly push the paper tray completely into the machine.
8. Reconnect the power cord.



### Related Information

- [Clean Your Brother Machine](#)

#### Related Topics:

- [LED Patterns and Indications](#)
- [Paper Handling Difficulties](#)

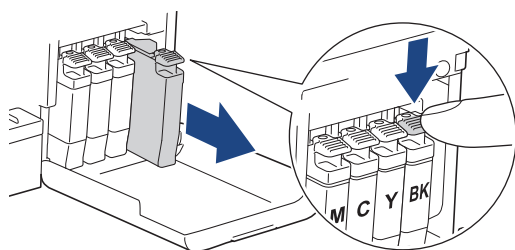
## Pack and Ship Your Machine

- When you transport the machine, use the packing materials that came with your machine. Do not tip or turn the product upside down. If you do not pack the machine correctly, any damage that may occur in transit may not be covered by your warranty.
- The machine should be adequately insured with the carrier.

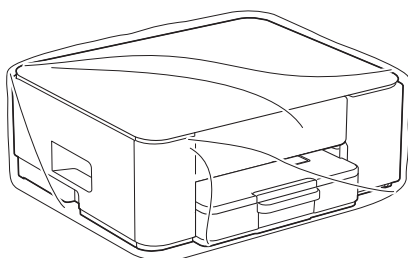
### IMPORTANT

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

1. Unplug the machine from the electrical socket.
2. Unplug the interface cable from the machine, if it is connected.
3. Open the ink cartridge cover.
4. Press the ink release levers to release the ink cartridges and then take out the ink cartridges.

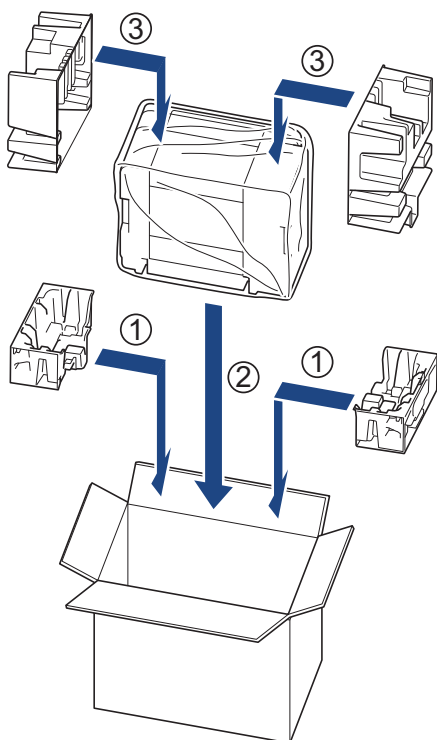


5. Close the ink cartridge cover.
6. Wrap the machine in the bag.



7. Pack the machine in the original carton with the original packing material as shown below.  
(The original packing material may differ depending on your country.)

Do not pack the used ink cartridge in the carton.



8. Close the carton and tape it shut.



### 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](#)
- [In the Event of Power Failure \(Memory Storage\)](#)

## 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**

- [Set the Machine to Power Off Automatically Using the Machine's Control Panel](#)
- [Turn Eco Mode On/Off](#)

## Set the Machine to Power Off Automatically Using the Machine's Control Panel

The Auto Power Off feature can reduce power consumption. 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, or Wiress Direct. The available features and interfaces vary depending on the model.

To turn on the machine after the Auto Power Off feature has turned it Off, press  (**Stop**).

1. Press  (**Stop**) and the **Colour Copy** button simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Power LED** turns off and the **Paper Warning LED** and **Ink LED** start flashing.


2. Press the **Mono Copy** button.

The **Power LED** and **Paper Warning LED** light up and the **Ink LED** turns off for one second, and then the **Power LED** and **Ink LED** start flashing.

3. Press the **Colour Copy** button as shown in the table to set the Power Off time.

Number of button presses	Setting
One time	Off
Two times	20 minutes
Three times	1 hour
Four times	2 hours
Five times	4 hours
Six times	8 hours



- The setting will stay as 8 hours, even if you press the button more than six times. To change the setting again, press  (**Stop**), and then repeat the above steps.
- You can confirm if the correct time has been set by checking the Auto Power Off setting in Web Based Management.

4. Press  (**Copy Shortcut**) to complete the setup.

The **Power LED** flashes three times, and then it stays lit.



### Related Information

- [Change Machine Settings from the Control Panel](#)

#### Related Topics:


- [Set the Machine to Power Off Automatically Using Web Based Management](#)

## Turn Eco Mode On/Off

The Eco Mode setting can reduce power consumption. When you enable Eco Mode from your machine, the following settings are updated to match the existing Eco Mode settings in Web Based Management:

- Sleep Time
  - Quiet Mode
1. Press  (**Stop**) and the **Colour Copy** button simultaneously.

The **Power LED**, **Paper Warning LED**, and **Ink LED** light up for one second, and then the **Power LED** turns off and the **Paper Warning LED** and **Ink LED** start flashing.

2. Press  (**Copy Shortcut**).
  - When Eco Mode is enabled, the **Power LED** flashes once, and then stays lit.
  - When Eco Mode is disabled, the **Power LED** flashes twice, and then stays lit.



### Related Information

- [Change Machine Settings from the Control Panel](#)

#### Related Topics:

- [Set Sleep Mode Countdown](#)
- [Reduce Printing Noise](#)

## 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).

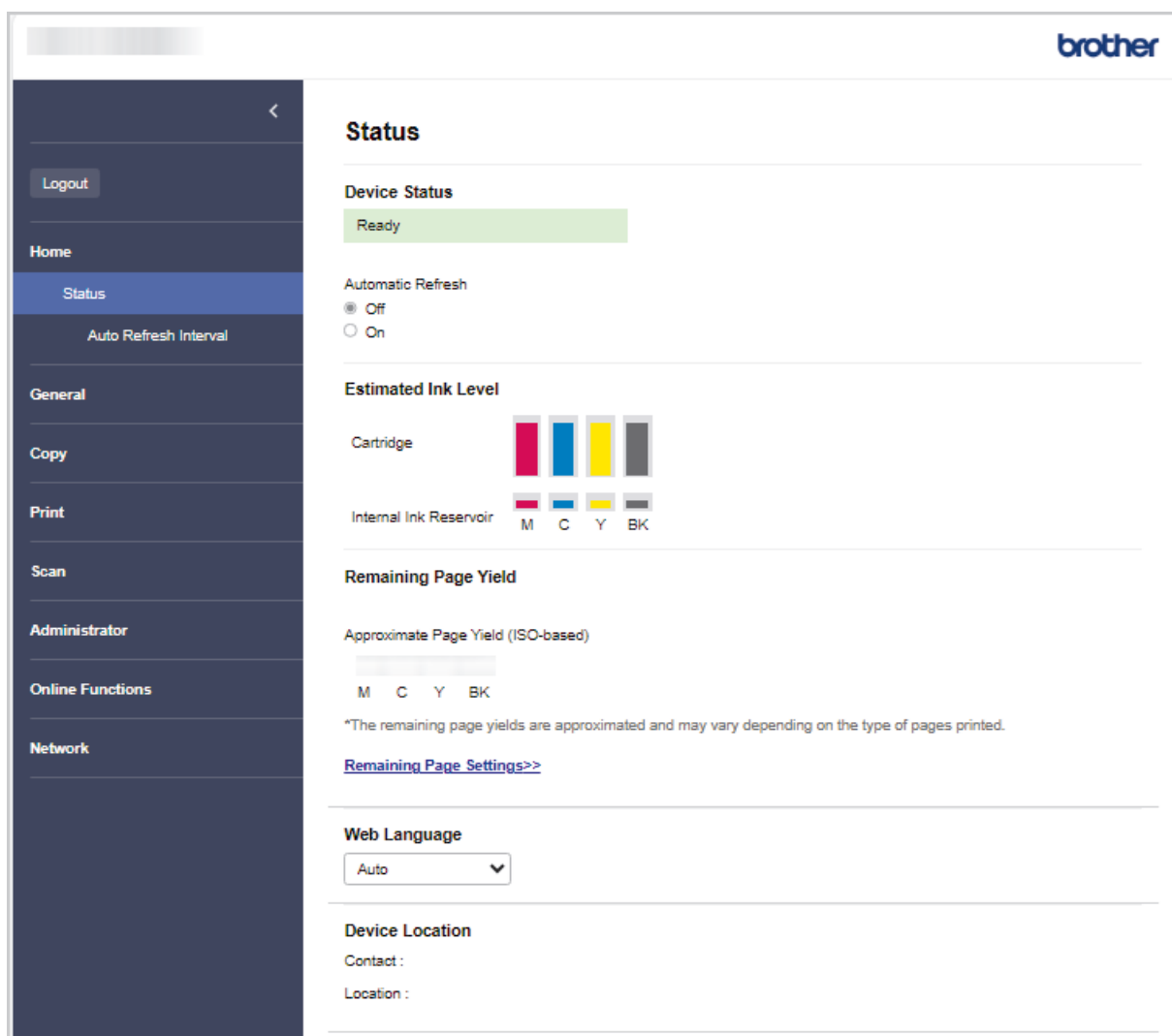
- [What is Web Based Management?](#)
- [Access Web Based Management](#)
- [Change the Login Password Using Web Based Management](#)
- [General Settings](#)

## 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.
- If you set a new password during initial setup, use the new password that you specified for your machine.
- If you have not set a new password, use the default password to manage this machine's settings. The default password is located on the back of the machine and marked "**Pwd**". You can also find the default password in the Network Configuration Report. We recommend immediately changing the default password to protect your machine from unauthorised access.
- If the password is entered incorrectly several times, you will not be able to log in for a while. The lockout settings can be changed in Web Based Management.
- Up to eight computers or mobile devices can be logged in to Web Based Management at the same time. If you log in a ninth device, the first device will be logged out.
- 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 detailed information, see the *Security Features Guide*.

>> [Start from Your Web Browser](#)

>> [Start from Brother iPrint&Scan \(Windows/Mac\)](#)

>> [Start from Brother Utilities \(Windows\)](#)

>> [Start from Brother Mobile Connect](#)

### Start 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

Your machine's IP address can be found 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://brw123456abcdef

- The NetBIOS name can be found in the Network Configuration Report.

Web Based Management appears.

3. If required, type the password in the **Login** field, and then click **Login**.
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 settings.

If you change the protocol settings, you must restart the machine after clicking **Submit** to activate the configuration.

After configuring the settings, click **Logout**.



---

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.

---

## Start from Brother iPrint&Scan (Windows/Mac)

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.

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**.
3. Click the **Supplies/Machine Settings** button.





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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**.
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 settings.

If you change the protocol settings, you must restart the machine after clicking **Submit** to activate the configuration.

After configuring the settings, click **Logout**.






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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.

---

## Start 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**.
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 settings.

If you change the protocol settings, you must restart the machine after clicking **Submit** to activate the configuration.

After configuring the settings, click **Logout**.



---

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.

---

## Start from Brother Mobile Connect

Install and set up Brother Mobile Connect on your mobile device.

1. Start Brother Mobile Connect on your mobile device.
2. Tap your model name on the top of the screen.



If your Brother machine is not displayed on your mobile device, swipe to select your machine's model name.

3. Tap **All Machine Settings**.  
Web Based Management appears.
4. If required, type the password in the **Login** field, and then tap **Login**.
5. If you want to pin the navigation bar on the left side of the screen, tap and then tap .

You can now change the machine settings.

If you change the protocol settings, you must restart the machine after tapping **Submit** to activate the configuration.

After configuring the settings, tap **Logout**.



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.



### Related Information

- [Change Machine Settings Using Web Based Management](#)

#### Related Topics:

- [Brother Mobile Connect](#)

## 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. Do one of the following:
  - If you have previously set your own password, type it, and then select **Login**.
  - If you have not previously set your own password, type the default login password, and then select **Login**.
3. In the left navigation bar, select **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 ☰.

4. To change the password, type your current password in the **Enter Old Password** field.
5. Following the on-screen **Login Password** guidelines, type your new password in the **Enter New Password** field.
6. Retype the password in the **Confirm New Password** field.
7. Select **Submit**.



You can also change the lockout settings in the **Login Password** menu.



### Related Information

- [Change Machine Settings Using Web Based Management](#)

#### Related Topics:

- [Check Your Machine's Password](#)

## General Settings

- [Set Sleep Mode Countdown](#)
- [Set the Machine to Power Off Automatically Using Web Based Management](#)
- [Set the Date and Time](#)
- [Reduce Printing Noise](#)
- [Change the Language Printed in the Reports and Sheets](#)

## Set Sleep Mode Countdown

The Sleep Mode (or Power Save Mode) setting can reduce power consumption. When the machine is in Sleep Mode, it acts as if it is turned off. The machine will wake up and start printing when it receives a print job. Use these instructions to set a time delay (countdown) before the machine enters Sleep Mode.

- The timer will restart if any operation is carried out on the machine, such as receiving a print job.
  - The factory setting is one minute.
1. Start Web Based Management. See [Access Web Based Management](#).
  2. In the left navigation bar, select **General > Sleep Time**.



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

3. Enter the **Sleep Time** field.



(For Europe, Turkey, and some other countries)

You can set sleep time in minutes (up to 20 minutes).

4. Select **Submit**.



### Related Information

- [General Settings](#)

#### Related Topics:


- [Set the Machine to Power Off Automatically Using Web Based Management](#)

## Set the Machine to Power Off Automatically Using Web Based Management

The Auto Power Off feature can reduce power consumption. 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, or Wiress Direct. The available features and interfaces vary depending on the model.


(For Europe, Turkey, and some other countries)

- The Auto Power Off setting cannot be changed in Web Based Management. If the machine does not receive any jobs for 20 minutes, it will automatically enter Power Off mode.
- You can set the Auto Power Off setting from the machine's control panel. See *Related Information*.

To turn on the machine after the Auto Power Off feature has turned it Off, press  (**Stop**).

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **General > Auto Power Off**.



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

3. Select the **Auto Power Off** drop-down list, and then select the option you want.
4. Select **Submit**.



### Related Information

- [General Settings](#)

#### Related Topics:

- [Set Sleep Mode Countdown](#)
- [Set the Machine to Power Off Automatically Using the Machine's Control Panel](#)

## Set the Date and Time

Make sure the date and time setting is set correctly using Web Based Management, so the machine's time matches the time being used by the server providing authentication.

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **Administrator** > **Date&Time**.



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

3. Clear the **Synchronize with SNTP server** checkbox.
4. In the **Date** fields, enter the date.
5. In the **Time** fields, enter the time.
6. Select **Submit**.



### 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. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **Print > Print**.



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

3. Select **On** (or **Off**) in the **Quiet Mode** option.
4. Select **Submit**.



### Related Information

- [General Settings](#)

#### Related Topics:

- [Printing Difficulties](#)

## Change the Language Printed in the Reports and Sheets

Change the language printed in the reports and sheets if needed.

This feature is not available for some countries.

1. Start Web Based Management. See [Access Web Based Management](#).
2. In the left navigation bar, select **General > Local Language**.



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

3. Select your language from the **Local Language** drop-down list.
4. Select **Submit**.



### Related Information

- [General Settings](#)

## In the Event of Power Failure (Memory Storage)

- Your menu settings are stored permanently and will not be lost.
- Temporary settings are lost.
- The date and time must be re-entered.



### Related Information

- [Machine Settings](#)
-

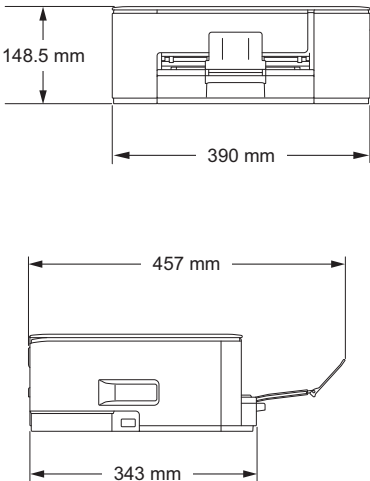
## Appendix

- [Specifications](#)
- [Supply Specifications](#)
- [Environmental and Compliance Information](#)
- [Brother Help and Customer Support](#)

## Specifications

- >> General Specifications
- >> Document Size Specifications
- >> Print Media Specifications
- >> Copy Specifications
- >> Scanner Specifications
- >> Printer Specifications
- >> Interface Specifications
- >> Network Specifications
- >> Computer Requirements Specifications

### General Specifications

<b>Printer Type</b>		Inkjet
<b>Print Head</b>	<b>Mono</b>	Piezo with 210 nozzles x 1
	<b>Colour</b>	Piezo with 70 nozzles x 3
<b>Memory Capacity</b>		128 MB
<b>Power Source</b>		AC 220 to 240 V 50/60 Hz
<b>Power Consumption</b> <sup>1</sup>		<b>Copying</b> <sup>2</sup> : Approx. 21 W <b>Ready</b> <sup>3</sup> : Approx. 2.5 W <b>Sleep</b> <sup>3</sup> : Approx. 0.6 W <b>Power Off</b> <sup>3 4</sup> : Approx. 0.15 W
<b>Dimensions</b>		
<b>Weights</b>		6.3 kg
<b>Noise Level</b>	<b>Sound Pressure</b> <sup>5</sup> <b>Operating</b>	- Printing 55.0 dB (A) (Approx.) - Copying (using the scanner glass) 53.0 dB (A) (Approx.)
<b>Temperature</b>	<b>Operating</b>	10 to 35°C
	<b>Best Print Quality</b>	20 to 33°C
<b>Humidity</b>	<b>Operating</b>	20 to 80% (without condensation)
	<b>Best Print Quality</b>	20 to 80% (without condensation)

<sup>1</sup> Measured when the machine is connected to the USB interface. Power consumption varies slightly depending on the usage environment or part wear.

- 2 When single-sided printing, resolution: standard / document: ISO/IEC 24712 printed pattern.
- 3 Measured according to IEC 62301 Edition 2.0.
- 4 Even when the machine is turned off, it will automatically turn itself on periodically for print head maintenance, and then turn itself off.
- 5 Noise depends on printing conditions.

## Document Size Specifications

<b>Document Size</b>	<b>Scanner Glass Width</b>	Max. 215.9 mm
	<b>Scanner Glass Length</b>	Max. 297 mm

## Print Media Specifications

Paper Input	Paper Tray	Paper Type <sup>1</sup>	Plain Paper, Inkjet Paper (coated paper), Glossy Paper, Recycled Paper
		Paper Size	A4, Letter, Legal, Mexico Legal, India Legal, Folio, Executive, A5, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (10 x 15 cm), Photo L (9 x 13 cm), Photo 2L (13 x 18 cm), Index card (13 x 20 cm)
		Maximum Paper Capacity	Up to 150 sheets of 80 g/m² plain paper
Paper Output <sup>1 2</sup>			Up to 50 sheets of 80 g/m² Plain Paper (face up print delivery to the output paper tray)

<sup>1</sup> For glossy paper, remove any printed pages from the output paper tray immediately to avoid smudging.

<sup>2</sup> Actual output tray capacity may vary depending on environmental conditions.

## Copy Specifications

<b>Colour/Monochrome</b>	Yes/Yes
<b>Copy Width</b>	204 mm <sup>1</sup>
<b>Multiple Copies</b>	Up to 99 pages
<b>Enlarge/Reduce</b>	25% to 400% (in increments of 1%) <sup>2</sup>
<b>Resolution</b>	Prints up to 1200 × 1800 dpi

<sup>1</sup> When copying on A4 size paper.

<sup>2</sup> When copying using Brother iPrint&Scan or Brother Mobile Connect.

## Scanner Specifications

<b>Colour/Monochrome</b>	Yes/Yes
<b>TWAIN Compliant</b>	Yes (Windows 10 / Windows 11)
<b>WIA Compliant</b>	Yes (Windows 10 / Windows 11)
<b>Colour Depth</b>	30 bit colour processing (Input) 24 bit colour processing (Output)
<b>Greyscale</b>	10 bit colour processing (Input) 8 bit colour processing (Output)
<b>Resolution</b>	Up to 19200 × 19200 dpi (interpolated) <sup>1 2</sup> Up to 1200 × 2400 dpi (optical)

<b>Scanning Width and Length</b> (Single-sided document)	Width: Up to 213.9 mm Length: Up to 295 mm
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- 1 The TWAIN driver only (Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows 10 and Windows 11.)
- 2 The scanning range may decrease as the scanning resolution increases.

## Printer Specifications

<b>Resolution</b>	Up to 1200 × 6000 dpi (Windows only)
<b>Printing Width</b> <sup>1</sup>	204 mm Borderless <sup>2</sup> : 210 mm
<b>Borderless</b>	A4, Letter, A6, Photo (10 x 15 cm), Photo L (9 x 13 cm), Photo 2L (13 x 18 cm), Index card (13 x 20 cm)
<b>Print Speed</b>	See your model's page on your local Brother website.

- 1 When printing on A4 size paper.
- 2 When the Borderless feature is set to On.

## Interface Specifications

<b>USB</b> <sup>1 2</sup>	Use a USB 2.0 interface cable (Type A/B) that is no longer than 2 m.
<b>Wireless LAN</b>	IEEE 802.11a/b/g/n (Infrastructure) IEEE 802.11a/g/n (Wireless 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 ports are not supported.

## Network Specifications



You can connect your machine to a network for Network Printing and Network Scanning.

Network Security (Wireless)		SSL/TLS (IPPS, HTTPS)
Wireless Network Security <sup>1</sup>		WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (TKIP/AES), WPA3-SAE (AES)
Wireless Setup Support Utility	WPS	Yes

- 1 Wireless Direct supports WPA2-PSK (AES) only.

## Computer Requirements Specifications

### Supported Operating Systems And Software Functions

Computer Platform & Operating System Version	Computer Interface		Processor	Hard Disk Space to Install <sup>1</sup>	
	USB <sup>2</sup>	Wireless LAN		For Drivers	For Applications (Including Drivers)
Windows 10 Home <sup>3 4</sup> Windows 10 Pro <sup>3 4</sup> Windows 10 Education <sup>3 4</sup>	Printing Scanning		32 bit (x86) or 64 bit (x64) processor	80 MB	2.0 GB

Windows 10 Enterprise <sup>3 4</sup>			64 bit (x64) processor		
Windows 11 Home <sup>3 4</sup>					
Windows 11 Pro <sup>3 4</sup>					
Windows 11 Education <sup>3 4</sup>					
Windows 11 Enterprise <sup>3 4</sup>					
Windows Server 2016	Printing	Printing		80 MB	80 MB
Windows Server 2019	Scanning				
Windows Server 2022					
macOS v13 <sup>5</sup>	Printing Scanning		64 bit processor	N/A	500 MB
macOS v14 <sup>5</sup>					
macOS v15 <sup>5</sup>					
ChromeOS™	Printing Scanning		N/A	N/A	N/A
Linux (Supported Package Management System: dpkg, rpm) <sup>6</sup>	Printing Scanning		32 bit (x86) or 64 bit (x64) processor	20 MB	20 MB

<sup>1</sup> An Internet connection is required to install the software.

<sup>2</sup> Third party USB ports are not supported.

<sup>3</sup> For WIA, 1200 x 1200 resolution.

<sup>4</sup> PaperPort™ 14SE supports Windows 10 and Windows 11.

<sup>5</sup> macOS Disclaimer

AirPrint capable: Printing or scanning via macOS requires the use of AirPrint. Mac drivers are not provided for this machine.

<sup>6</sup> 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](https://support.brother.com/downloads).

For the latest supported OS, go to your model's **Supported OS** page at [support.brother.com/os](https://support.brother.com/os).

All trademarks, brand and product names are the property of their respective companies.



## Related Information

- [Appendix](#)

## Supply Specifications

<b>Ink</b>	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
<b>Service Life of Ink Cartridge</b>	The first time you install the ink cartridges, the machine will use extra ink to fill the ink delivery tubes. This is a one-time process that enables high-quality printing. Actual yield of initial cartridges may be lower than the replacement cartridges, due to ink system initialisation.
<b>Replacement Supplies</b>	<Black> LC521BK <Yellow> LC521Y <Cyan> LC521C <Magenta> LC521M Black - Approximately 500 pages <sup>1</sup> Yellow, Cyan and Magenta - Approximately 500 pages <sup>1</sup>

<sup>1</sup> All replacement cartridges will provide an approximate page yield stated in accordance with ISO/IEC 24711. For more page yield information, see [go.brother/pageyield](http://go.brother/pageyield).



### Related Information

- [Appendix](#)

## Environmental and Compliance Information

- [Information Regarding Recycled Paper](#)
- [Availability of Service Parts](#)
- [Chemical Substances \(EU REACH\)](#)

## Information Regarding Recycled Paper

- Recycled paper is of the same quality as paper made from original forest sources. Standards governing modern recycled paper ensure that it meets the highest quality requirements for different printing processes. The imaging equipment supplied by Brother is suitable for using with recycled paper meeting the EN 12281:2002 standard.
- Purchasing recycled paper saves natural resources and promotes the circular economy. Paper is made using cellulose fibres from wood. Collecting and recycling paper extends the life of fibres over multiple life cycles, making the best use of the resources.
- The recycled paper production process is shorter. The fibres have already been processed, so less water and energy, and fewer chemicals are used.
- Paper recycling has the benefit of saving carbon by diverting paper products from alternative disposal routes such as landfill and incineration. Landfill waste emits methane gas, which has a powerful greenhouse effect.



### Related Information

- [Environmental and Compliance Information](#)
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## Availability of Service Parts

We warrant that service parts will be available for at least seven years after the last date we place models on the market.\*

To obtain service parts, contact your supplier or dealer.

\*(For Spain) without prejudice to other rights you may have as a consumer



### Related Information

- [Environmental and Compliance Information](#)
-

## Chemical Substances (EU REACH)

Information concerning chemical substances within our products required for the REACH Regulation can be found at <https://www.brother.eu/reach>.



### Related Information

- [Environmental and Compliance Information](#)
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## Brother Help and Customer Support

If you need help with using your Brother product, visit [support.brother.com](http://support.brother.com) for FAQs and troubleshooting tips. You can also download the latest software, drivers and firmware, to improve the performance of your machine, and user documentation, to learn how to get the most from your Brother product.

Further product and support information is available from your local Brother office website. Visit [global.brother/en/gateway](http://global.brother/en/gateway) to find the contact details for your local Brother office and to register your new product.



### Related Information

- [Appendix](#)
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