Brother numbers

IMPORTANT

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

Register your product

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

- may serve as confirmation of the purchase date of your product should you lose your receipt;

- may support an insurance claim by you in the event of product loss covered by insurance; and,

- will help us notify you of enhancements to your product and special offers.

Please complete and fax the Brother Warranty Registration And Test Sheet or, for your convenience and most efficient way to register your new product, register on-line at

http://www.brother.com/registration/

FAQs (frequently asked questions)

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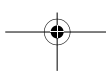
http://solutions.brother.com

Note

- You can check here for Brother driver updates.

- To keep your machine performance up to date, check here for the latest firmware upgrade (for Windows® only).
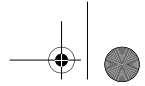
For Customer Service

In USA:	1-800-284-4329 (voice)
	1-901-379-1215 (fax)
	1-800-284-3238 (TTY service for the hearing-impaired)
In Canada:	1-877-BROTHER (voice)
	(514) 685-4898 (fax)

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Service Center Locator (USA only)

For the location of a Brother authorized service center, call 1-800-284-4357.

Service Center Locations (Canada only)

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

Brother fax back system (USA only)

Brother has installed an easy-to-use fax back system, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to receive faxed instructions and an Index of fax back subjects.

| **In USA only:** | 1-800-521-2846 |

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Ordering accessories and supplies

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

In USA: 1-888-879-3232 (voice)

                 1-800-947-1445 (fax)

http://www.brothermall.com

In Canada: 1-877-BROTHER (voice)

Description	Item
Ink Cartridge Standard \<black\>	LC51BK (Prints approx. 500 pages)
Ink Cartridge \<cyan\> (blue)	LC51C (Prints approx. 400 pages)
Ink Cartridge \<magenta\> (red)	LC51M (Prints approx. 400 pages)
Ink Cartridge \<yellow\>	LC51Y (Prints approx. 400 pages)
Premium Glossy Photo Paper (Letter size / 20 sheets) (4"×6" size / 20 sheets)	 BP61GLL [1] BP61GLP [1]
Matte Inkjet Paper (Letter size / 25 sheets)	BP60ML (USA only)
Inkjet Plain Paper (Letter size / 250 sheets)	BP60PL (USA only)
Telephone Line Cord	LG3077001 (USA only)
Telephone Handset (MFC-665CW only)	LE5803016 (USA only)
Handset Curled Cord (MFC-665CW only)	UL8019005 (USA only)
Cordless Handset (MFC-845CW only)	BCL-D10
Battery (MFC-845CW only)	BCL-BT10
User's Guide	LP5196001 (English for USA and Canada) LP3290002 (French for Canada)

[1] Available in the USA and from November 2006 in Canada.

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Notice - Disclaimer of Warranties
(USA and Canada)

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Compilation and Publication Notice

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

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

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

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Brother® One Year Limited Warranty and Replacement Service
(USA only)

Who is covered:
- This limited warranty ("warranty") is given only to the original end-use/retail purchaser (referred to in this warranty as "Original Purchaser") of the accompanying product, consumables and accessories (collectively referred to in this warranty as "this Product").
- If you purchased a product from someone other than an authorized Brother reseller in the United States or if the product was used (including but not limited to floor models or refurbished product), prior to your purchase you are not the Original Purchaser and the product that you purchased is not covered by this warranty.

What is covered:
- This Product includes a Machine and Consumable and Accessory Items. Consumable and Accessory Items include but are not limited to print heads, toner, drums, ink cartridges, print cartridges, refill ribbons, therma PLUS paper, thermal paper, and the cordless handset battery.
- Except as otherwise provided herein, Brother warrants that the Machine and the accompanying Consumable and Accessory Items will be free from defects in materials and workmanship, when used under normal conditions.
- This warranty applies only to products purchased and used in the United States. For products purchased in, but used outside, the United States, this warranty covers only warranty service within the United States (and does not include shipping outside the United States).

What is the length of the Warranty Periods:
- Machines: one year from the original purchase date.
- Accompanying Consumable and Accessory Items: 90 days from the original purchase date or the rated life of consumable, whichever comes first.

What is NOT covered:
This warranty does not cover:
1. Physical damage to this Product;
2. Damage caused by improper installation, improper or abnormal use, misuse, neglect or accident (including but not limited to transporting this Product without the proper preparation and/or packaging);

3. Damage caused by another device or software used with this Product (including but not limited to damage resulting from use of non Brother®-brand parts and Consumable and Accessory Items);
4. Consumable and Accessory Items that expired in accordance with a rated life; and,
5. Problems arising from other than defects in materials or workmanship.
6. Normal Periodic Maintenance Items, such as Paper Feeding Kit, Fuser and Laser Units.

This limited warranty is VOID if this Product has been altered or modified in any way (including but not limited to attempted warranty repair without authorization from Brother and/or alteration/removal of the serial number).

What to do if you think your Product is eligible for warranty service:
Report your issue to either our Customer Service Hotline at 1-800-284-4329 for Fax, MFC and DCP and 1-800-276-7746 for Printers, or to a Brother Authorized Service Center **within the applicable warranty period.** Supply Brother or the Brother Authorized Service Center with a copy of your dated bill of sale showing that this Product was purchased within the U.S. For the name of local Brother Authorized Service Center(s), call 1-800-521-2846.

What Brother will ask you to do:
After contacting Brother or a Brother Authorized Service Center, you may be required to deliver (by hand if you prefer) or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale. **You are responsible for the cost of shipping, packing product, and insurance (if you desire). You are also responsible for loss or damage to this Product in shipping.**

What Brother will do:
If the problem reported concerning your Machine and/or accompanying Consumable and Accessory Items is covered by this warranty and if you first reported the problem to Brother or an Authorized Service Center within the applicable warranty period, Brother or its Authorized Service Center will repair or replace the Machine and/or accompanying Consumable and Accessory Items at no charge to you for parts or labor. The decision as to whether to repair or replace the Machine and/or accompanying Consumable and Accessory Items is made by Brother in its sole

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discretion. Brother reserves the right to supply a refurbished or remanufactured replacement Machine and/or accompanying Consumable and Accessory Items and use refurbished parts provided such replacement products conform to the manufacturer's specifications for new product/parts. The repaired or replacement Machine and/or accompanying Consumable and Accessory Items will be returned to you freight prepaid or made available for you to pick up at a conveniently located Authorized Service Center.

If the Machine and/or accompanying Consumable and Accessory Items are not covered by this warranty (either stage), you will be charged for shipping the Machine and/or accompanying Consumable and Accessory Items back to you and charged for any service and/or replacement parts/products at Brother's then current published rates.

The foregoing are your sole (i.e., only) and exclusive remedies under this warranty.

What happens when Brother elects to replace your Machine:

When a replacement Machine is authorized by Brother, and you have delivered the Machine to an Authorized Service Center, the Authorized Service Center will provide you with a replacement Machine after receiving one from Brother. If you are dealing directly with Brother, Brother will send to you a replacement Machine with the understanding that you will, after receipt of the replacement Machine, supply the required proof of purchase information, together with the Machine that Brother agreed to replace. You are then expected to pack the Machine that Brother agreed to replace in the package from the replacement Machine and return it to Brother using the pre-paid freight bill supplied by Brother in accordance with the instructions provided by Brother. Since you will be in possession of two machines, Brother will require that you provide a valid major credit card number. Brother will issue a hold against the credit card account number that you provide until Brother receives your original Product and determines that your original Product is entitled to warranty coverage. Your credit card will be charged up to the cost of a new Product only if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the problems with your original Product are not covered by the limited warranty; (iii) the proper packaging instructions are not followed and has caused damage to the product; or (iv) the warranty

period on your original Product has expired or has not been sufficiently validated with a copy of the proof of purchase (bill of sale). The replacement Machine you receive (even if refurbished or remanufactured) will be covered by the balance of the limited warranty period remaining on the original Product, plus an additional thirty (30) days. You will keep the replacement Machine that is sent to you and your original Machine shall become the property of Brother. **Retain your original Accessory Items and a copy of the return freight bill, signed by the courier.**

Limitations:

Brother is not responsible for damage to or loss of any equipment, media, programs or data related to the use of this Product. Except for that repair or replacement as described above, Brother shall not be liable for any direct, indirect, incidental or consequential damages or specific relief. Because some states do not allow the exclusion or limitation of consequential or incidental damages, the above limitation may not apply to you.

THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, WHETHER EXPRESSED BY AFFIRMATION, PROMISE, DESCRIPTION, DRAWING, MODEL OR SAMPLE. ANY AND ALL WARRANTIES OTHER THAN THIS ONE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

- This Limited Warranty is the only warranty that Brother is giving for this Product. It is *the final expression and the exclusive and only statement* of Brother's obligations to you. It replaces all other agreements and understandings that you may have with Brother or its representatives.

- This warranty gives you certain rights and you may also have other rights that may vary from state to state.

- This Limited Warranty (and Brother's obligation to you) may not be changed in any way unless you and Brother sign the same piece of paper in which we (1) refer to this Product and your bill of sale date, (2) describe the change to this warranty and (3) agree to make that change.

Important:

We recommend that you keep all original packing materials, in the event that you ship this Product.

© 2003, 2006 Brother International Corporation

BROTHER MULTIFUNCTION CENTER/FACSIMILE MACHINE
LIMITED WARRANTY
(Canada only)

Pursuant to this limited warranty of 1 year from the date of purchase for labour and parts, Brother International Corporation (Canada) Ltd. ("Brother"), or its Authorized Service Centers, will repair this MFC/Facsimile machine free of charge if defective in material or workmanship. This Limited Warranty does not include cleaning, consumables (including, without limitation, print cartridges, print head, toner and drum) or damage caused by accident, neglect, misuse or improper installation or operation, any damage caused from service, maintenance, modifications, or tampering by anyone other than a Brother Authorized Service Representative, or from the use of supplies or consumable items that are non-Brother products. Operation of the MFC/Facsimile machine in excess of the specifications or with the Serial Number or Rating Label removed shall be deemed abuse and all repairs thereafter shall be the sole liability of the end-user/purchaser. In order to obtain warranty service, the MFC/Facsimile machine must be delivered or shipped freight prepaid by the end user/purchaser to a "Brother" Authorized Service Center, together with your Proof of Purchase in the form of a Sales Receipt.

For laser products: Failure to remove the Toner Cartridge (and Toner Drum Unit on applicable models) during shipping will cause severe damage to the MFC/Facsimile and will VOID the Warranty. (Refer to your User's Guide for proper packaging.)

For ink-jet products: Do not remove the ink cartridges during shipping. Damage to your print head resulting from packing without the ink cartridges will VOID your warranty. (Refer to your User's Guide for proper packaging.)

BROTHER DISCLAIMS ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EXCEPT TO THE EXTENT THAT ANY WARRANTIES IMPLIED BY LAW CANNOT BE VALIDLY WAIVED.

No oral or written information, advice or representation provided by Brother, its Authorized Service Centers, Distributors, Dealers, Agents or employees, shall create another warranty or modify this warranty. This warranty states Brother's entire liability and your exclusive remedy against Brother for any failure of the MFC/Facsimile machine to operate properly.

Neither Brother nor anyone else involved in the development, production, or delivery of this MFC/Facsimile machine shall be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages, including lost profits, arising from the use of or inability to use the product, even if advised by the end user/purchaser of the possibility of such damages. Since some Provinces do not allow the above limitation of liability, such limitation may not apply to you.

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from Providence to Providence.

Warranty Service is available at Brother Authorized Service Centers throughout Canada. For Technical Support or for the name and location of your nearest Authorized Service Center call 1-877-BROTHER.

Internet support: support@brother.ca or browse

Brother's Web Site: www.brother.com

Brother International Corporation (Canada) Ltd.

1 Rue Hôtel de Ville

Dollard-Des-Ormeaux, QC H9B 3H6

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Section I

General

1 General Information

Using the documentation

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

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific keys on the machine's control panel.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
Courier New	Text in the Courier New font identifies messages on the LCD of the machine.

⚠️ Warnings tell you what to do to prevent possible personal injury.

⚡ Electrical Hazard icons alert you to possible electrical shock.

🚫 Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.

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

🚫 Improper Setup icons alert you to devices and operations that are not compatible with the machine.

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

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

Viewing Documentation

Viewing Documentation (For Windows®)

To view the documentation, from the **Start** menu, point to **Brother**, **MFC-XXXX** (where XXXX is your model name) from the programs group, and then choose **User's Guide**.

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

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

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

2

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General Information

3 If the language screen appears, click your language. The CD-ROM main menu will appear.

Note

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

4 Click **User's Guide** to view the **Software User's Guide** and **Network User's Guide** in HTML format.

How to find Scanning instructions

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

Software User's Guide

■ *Scanning*
(For Windows® 98/98SE/Me/2000 Professional and Windows® XP)

■ *ControlCenter3*
(For Windows® 98/98SE/Me/2000 Professional and Windows® XP)

■ *Network Scanning*

PaperPort® SE with OCR User's Guide

■ The complete ScanSoft® PaperPort® SE with OCR User's Guide can be viewed from the Help selection in the ScanSoft® PaperPort® SE with OCR application.

How to find Network setup instructions (MFC-665CW only)

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. For more information, or if your access point supports SecureEasySetup™, please see the Network User's Guide on the CD-ROM.

3

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Viewing Documentation (For Macintosh®)

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

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

3️⃣ Double-click your language folder.

4️⃣ Double-click the top page file to view the **Software User's Guide** and **Network User's Guide** in HTML format.

5️⃣ Click the documentation you want to read:
- **Software User's Guide**
- **Network User's Guide**

How to find Scanning instructions

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

Software User's Guide

- *Scanning*
  (For Mac OS® X 10.2.4 or greater)

- *ControlCenter2*
  (For Mac OS® X 10.2.4 or greater)

- *Network Scanning*
  (For Mac OS® X 10.2.4 or greater)

Presto!® PageManager® User's Guide

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

How to find Network setup instructions (MFC-665CW and MFC-845CW only)

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. For more information, or if your access point supports SecureEasySetup™, please see the Network User's Guide on the CD-ROM.

Accessing Brother Support (For Windows®)

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

■ Click **Brother Support** on the main menu. The following screen will appear:
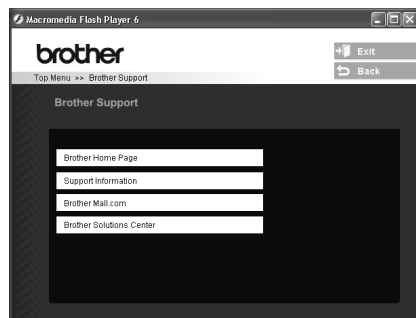
■ To access our web site (www.brother.com), click **Brother Home Page**.

■ To view all Brother Numbers, including Customer Service numbers for the USA and Canada, click **Support Information**.

■ To access the USA Brother online shopping mall (www.brothermall.com) for additional product and services information, click **Brother Mall.com**.

■ For the latest news and product support information (http://solutions.brother.com), click **Brother Solutions Center**.

■ To return to the main page, click **Back** or If you have finished, click **Exit**.

Control panel overview

MFC-440CN

MFC-665CW

MFC-845CW

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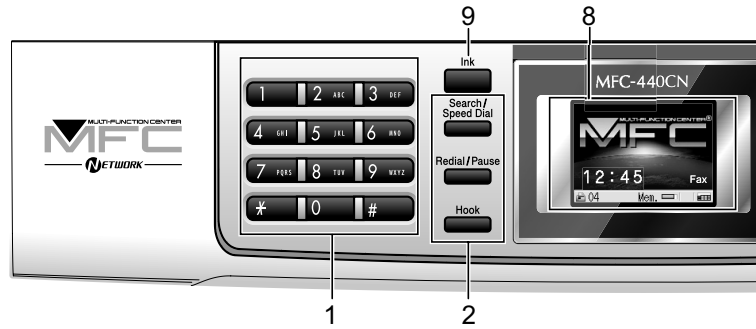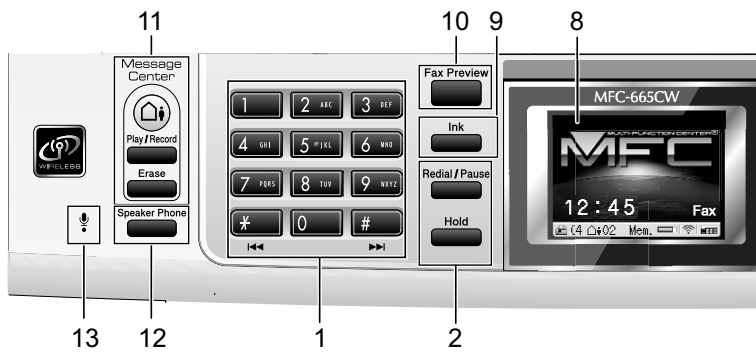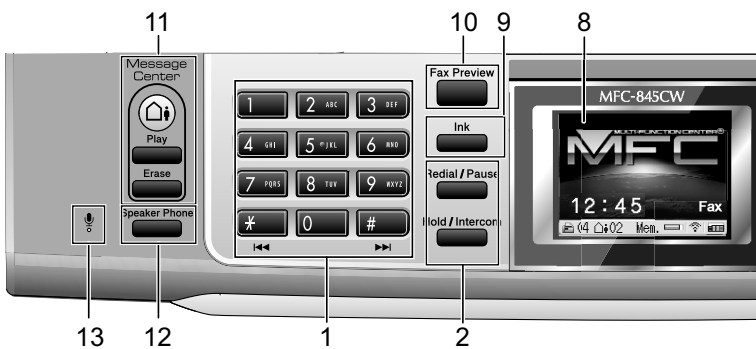
General Information

1

8   7   6

3   4   5

3   4   5

3   4   5

7
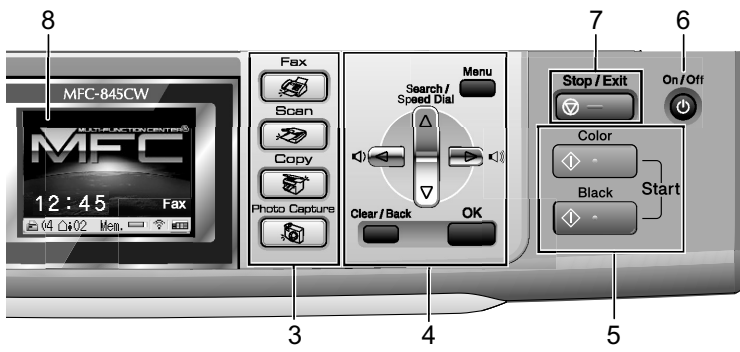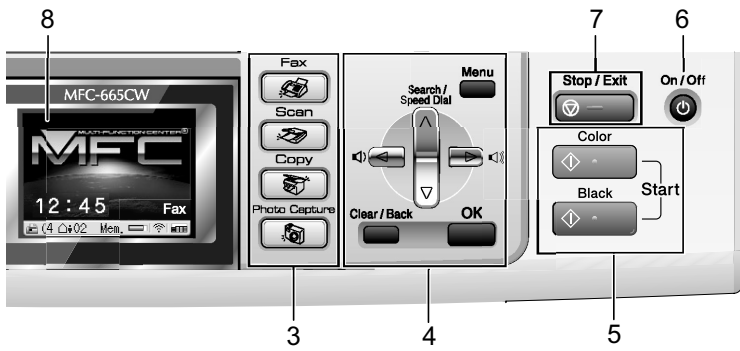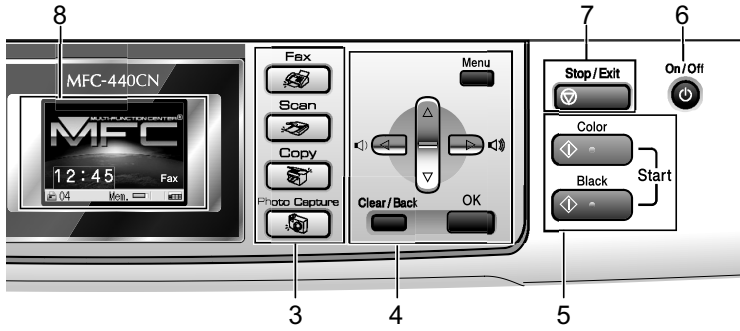
Chapter 1

📝 **Note**

Most of the illustrations in this User's Guide show the MFC-440CN.

1 Dial Pad

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

(Canada only) The **#** key lets you temporarily switch the dialing mode during a telephone call from Pulse to Tone.

2 Fax and telephone keys

■ **Search/Speed Dial** (MFC-440CN)

Lets you look up and dial numbers that are stored in the memory.

■ **Redial/Pause**

Redials the last 30 numbers called. It also inserts a pause when programming quick dial numbers.

■ **Hook** (MFC-440CN)

Press before dialing if you want to make sure a fax machine will answer, and then press **Black Start** or **Color Start**.

Also, press this key after picking up the handset of an external telephone during the F/T double/pseudo-ring.

■ **Hold** (MFC-665CW)

Lets you place telephone calls on hold.

■ **Hold/Intercom** (MFC-845CW)

Lets you place telephone calls on hold.

Also, press this key to speak on the intercom or to transfer an incoming call to the cordless handset.

3 Mode keys:

■ 📠 **Fax**

Lets you access Fax mode.

■ 🖨 **Scan**

Lets you access Scan mode.

■ 📑 **Copy**

Lets you access Copy mode.

■ 📷 **PhotoCapture**

Lets you access PhotoCapture Center® mode.

4 Menu keys:

■ **Volume keys**

🔈 ◀ ▶ 🔊

In Fax mode, you can press these keys to adjust the ring volume.

■ ▲ **Search/Speed Dial** (MFC-665CW and MFC-845CW)

Lets you look up and dial numbers that are stored in the memory.

■ ◀ or ▶

Press to scroll backward or forward to a menu selection.

■ ▲ or ▼

Press to scroll through the menus and options.

■ **Menu**

Access the main menu.

■ **OK**

Selects a setting.

■ **Clear/Back**

Press to cancel the current setting.

5 Start keys:

■ ◇ **Color Start**

Lets you start sending faxes or making copies in full color. Also lets you start a scanning operation (in color or black & white, depending on the scanning setting in the ControlCenter software).

■ ◇ **Black Start**

Lets you start sending faxes or making copies in black & white. Also lets you start a scanning operation (in color or black & white depending on the scanning setting in the ControlCenter software).

6 On/Off

You can turn the machine on or off.

7 ⊘ **Stop/Exit**

Stops an operation or exits from a menu.

Color:Black

8 LCD (liquid crystal display)

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

Also, you can adjust the angle of the LCD display by lifting it.

9 Ink

Lets you clean the print head, check the print quality, and check the available ink volume.

10 Fax Preview (MFC-665CW and MFC-845CW)

Lets you preview incoming faxes on the LCD.

11 Message Center keys (MFC-665CW and MFC-845CW only):

■ 🏠 **MC** On/Off

Turns the Message Center on or off. Will also flash if you have new messages.

■ **Play/Record** (MFC-665CW)

Plays voice messages stored in the memory. Will also let you record telephone calls.

■ **Play** (MFC-845CW)

Plays voice messages stored in memory.

■ **Erase**

Deletes voice messages.

12 Speaker Phone (MFC-665CW and MFC-845CW)

Turns the speaker phone on or off.

13 Microphone (MFC-665CW and MFC-845CW)

Picks up your voice when you speak to another party using **Speaker Phone**.

LCD display screen

The LCD shows the current machine status when the machine is idle.

1

12:45 Fax — 1

📠 04 📞 02 Mem. 🔋 📶 🔋

2 3   4 5 6
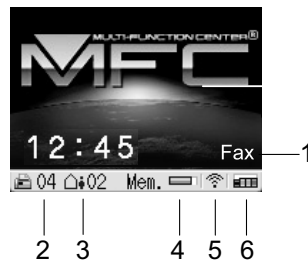
1 Current Receive Mode

Lets you see the current receive mode.

■ Fax (Fax only)
■ F/T (Fax/Tel)
■ TAD (External TAD) (MFC-440CN)
■ MC (Msg Ctr) (MFC-665CW and MFC-845CW)
■ Mnl (Manual)

2 Fax in the machine's memory

Shows how many received faxes are in the memory.

3 Voice message in the machine's memory. (MFC-665CW and MFC-845CW)

Shows how many received voice messages are in the memory.

4 Memory Status

Lets you see the available memory in the machine.

5 Wireless Status (MFC-665CW and MFC-845CW)

A four level indicator shows the current wireless signal strength if you are using a wireless connection.

0   Max

6 Ink indicator

Lets you see the available ink volume.

9

Basic Operations

The following steps show how to change a setting in the machine. In this example the Mode Timer setting is changed from 2 minutes to 30 seconds.

1 Press **Menu**.

2 Press ▲ or ▼ to choose General Setup.

> MENU
> ──────────────
> General Setup
> Fax
> LAN
> Print Reports
> Machine Info. ▼
> Select & Press ● OK

3 Press **OK**.

4 Press ▲ or ▼ to choose Mode Timer.

> MENU
> ──────────────
> General Setup |
> Mode Timer | 2 Mins
> Paper Type ‖ Plain Pap
> Paper Size ‖ Letter
> Volume ‖ ▼
> Select & Press ● OK
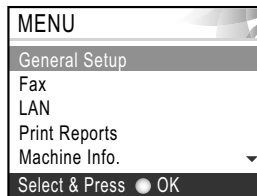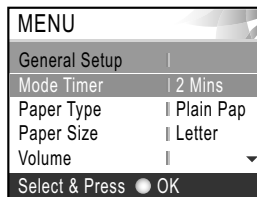
5 Press **OK**.

6 Press ▲ or ▼ to choose 30 Secs.

> MENU
> ──────────────
> Mode Timer
> 30 Secs ▲
> 1 Min
> 2 Mins
> 5 Mins
> Select & Press ● OK
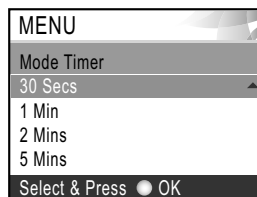
7 Press **OK**.
You can see the current setting on the LCD:

> MENU
> ──────────────
> General Setup
> Mode Timer | 30 Secs
> Paper Type ‖ Plain Pap
> Paper Size ‖ Letter
> Volume ‖ ▼
> Select & Press ● OK

8 Press **Stop/Exit**.

10

Color:Black
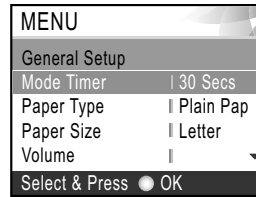
2 Loading documents and paper

Loading documents

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

Using the ADF

The ADF can hold up to 10 pages and feeds each sheet individually. Use standard 20 lb (80 g/m^2) paper and always fan the pages before putting them in the ADF.

Recommended environment

Temperature:	68 to 86° F (20 to 30° C)
Humidity:	50% to 70%
Paper:	20 lb LTR (80 g/m^2 A4)

Document Sizes Supported

Length:	5.8 to 14 in. (148 to 355.6 mm)
Width:	5.8 to 8.5 in. (148 to 215.9 mm)
Weight:	17 to 24 lb (64 to 90 g/m^2)

How to load documents

⚠ CAUTION

DO NOT pull on the document while it is feeding.

DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.

DO NOT use cardboard, newspaper or fabric.

■ Make sure documents written with ink are completely dry.

1. Fan the pages well. Make sure you put the documents **face down, top edge first** in the ADF until you feel them touch the feed roller.

2. Adjust the paper guides to fit the width of your documents.

3. Unfold the ADF Document Output Support Flap (1).
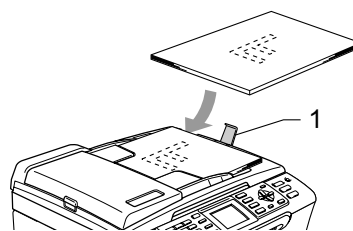
⚠ CAUTION

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

2

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Chapter 2

Using the scanner glass

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

Document Sizes Supported

Length:	Up to 11.7 in. (297 mm)
Width:	Up to 8.5 in. (215.9 mm)
Weight:	Up to 4.4 lb (2 kg)

How to load documents

Note

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

1 Lift the document cover.

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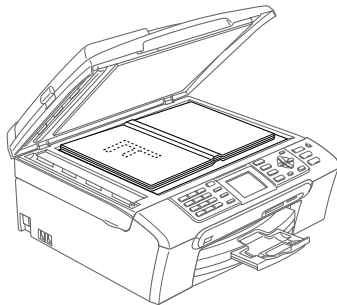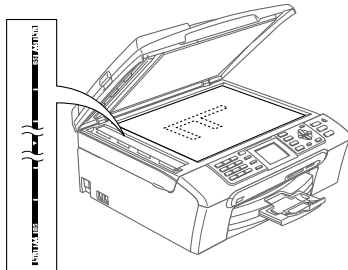
3 Close the document cover.

CAUTION

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

Scannable area

The scannable area depends on the settings in the application you are using. The figures below show the areas you cannot scan on paper.
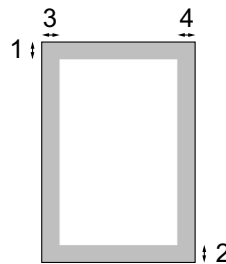
Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	Letter	0.12 in. (3 mm)	0.16 in. (4 mm)
	A4	0.12 in. (3 mm)	0.04 in. (1 mm)
Copy	Letter	0.12 in. (3 mm)	0.12 in. (3 mm)
	A4	0.12 in. (3 mm)	0.12 in. (3 mm)
Scan	Letter	0.12 in. (3 mm)	0.12 in. (3 mm)
	A4	0.12 in. (3 mm)	0 in. (0 mm)

12

Color:Black

Acceptable paper and other media

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

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

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

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

■ When you print on inkjet paper (coated paper), transparencies and photo paper, be sure to choose the proper media in the '**Basic**' tab of the printer driver or in the Paper Type setting of the menu (See *Paper Type* on page 26).

■ When you print on Brother photo paper, load the instruction sheet included with the photo paper in the paper tray first, and then put the photo paper on top of the instruction sheet.

■ When you use transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.

■ Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended media

To get the best print quality, we suggest using Brother paper. (See table below.)

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

Brother paper

Paper Type	Item
Letter Plain	BP60PL (USA only)
Letter Glossy Photo	BP61GLL [1]
Letter Inkjet (Matte)	BP60ML (USA only)
4 × 6 in. Glossy Photo	BP61GLP [1]

[1] Available in the USA and from November 2006 in Canada.

Handling and using media

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

■ The coated side of photo paper is shiny. Avoid touching the shiny (coated) side. Load photo paper with the shiny side facing down.

■ Avoid touching either side of transparencies because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

2

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🚫 Improper Setup

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper
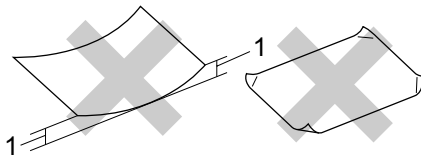
1   0.08 in. (2 mm) or longer

- Extremely shiny or highly textured paper
- Paper already printed on by a printer
- Paper that cannot be arranged uniformly when stacked
- Paper made with a short grain

Paper capacity of the output paper tray

Up to 50 sheets of 20 lb Letter or 80 g/m^2 A4 paper.

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

Color:Black

Choosing the right media

Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Sheet	Letter	8 1/2 × 11 in. (216 × 279 mm)	Yes	Yes	Yes	Yes
	A4	8.3 × 11.7 in. (210 × 297 mm)	Yes	Yes	Yes	Yes
	Legal	8 1/2 × 14 in. (216 × 356 mm)	Yes	Yes	–	Yes
	Executive	7 1/4 × 10 1/2 in. (184 × 267 mm)	–	–	–	Yes
	JIS B5	7.2 × 10.1 in. (182 × 257 mm)	–	–	–	Yes
	A5	5.8 × 8.3 in. (148 × 210 mm)	–	Yes	–	Yes
	A6	4.1 × 5.8 in. (105 × 148 mm)	–	–	–	Yes
Cards	Photo	4 × 6 in. (10 × 15 cm)	–	Yes	Yes	Yes
	Photo L	3 1/2 × 5 in. (89 × 127 mm)	–	–	–	Yes
	Photo 2L	5 × 7 in. (13 × 18 cm)	–	–	Yes	Yes
	Index Card	5 × 8 in. (127 × 203 mm)	–	–	–	Yes
	Post Card 1	3.9 × 5.8 in. (100 × 148 mm)	–	–	–	Yes
	Post Card 2 (Double)	5.8 × 7.9 in. (148 × 200 mm)	–	–	–	Yes
Envelopes	C5 Envelope	6.4 × 9 in. (162 × 229 mm)	–	–	–	Yes
	DL Envelope	4.3 × 8.7 in. (110 × 220 mm)	–	–	–	Yes
	COM-10	4 1/8 × 9 1/2 in. (105 × 241 mm)	–	–	–	Yes
	Monarch	3 7/8 × 7 1/2 in. (98 × 191 mm)	–	–	–	Yes
	JE4 Envelope	4.1 × 9.3 in. (105 × 235 mm)	–	–	–	Yes
Transparencies	Letter	8 1/2 × 11 in. (216 × 279 mm)	–	Yes	–	Yes
	A4	8.3 × 11.7 in. (210 × 297 mm)	–	Yes	–	Yes

2

Color:Black

Chapter 2

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	17 to 32 lb (64 to 120 g/m^2)	0.003 to 0.006 in. (0.08 to 0.15 mm)	100 [1]
	Inkjet Paper	17 to 53 lb (64 to 200 g/m^2)	0.003 to 0.01 in. (0.08 to 0.25 mm)	20
	Glossy Paper	Up to 58 lb (Up to 220 g/m^2)	Up to 0.01 in. (Up to 0.25 mm)	20
Cards	Photo 4"×6"	Up to 64 lb (Up to 240 g/m^2)	Up to 0.01 in. (Up to 0.28 mm)	20 [2]
	Index Card	Up to 32 lb (Up to 120 g/m^2)	Up to 0.006 in. (Up to 0.15 mm)	30
	Post Card	Up to 53 lb (Up to 200 g/m^2)	Up to 0.01 in. (Up to 0.23 mm)	30
Envelopes		20 to 25 lb (75 to 95 g/m^2)	Up to 0.02 in. (Up to 0.52 mm)	10
Transparencies		–	–	10

[1]   Up to 50 sheets for Legal size paper 20 lb (80 g/m^2).
     Up to 100 sheets of 20 lb (80 g/m^2) paper.

[2]   For Photo 4"×6" and Photo L 3.5"×5" paper, use the photo bypass tray (in USA) or the photo paper tray (in Canada). (See *Loading photo paper* on page 21.)

Loading paper and other media

Note

To print on Photo (4"×6") or Photo L (3.5"×5") paper, see *Loading photo paper* on page 21.

1. If the paper support flap is open, close it, and then pull the paper tray completely out of the machine.

   Lift the output paper tray cover (1).
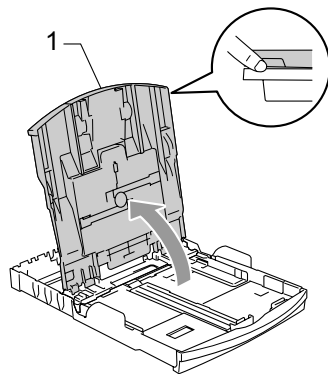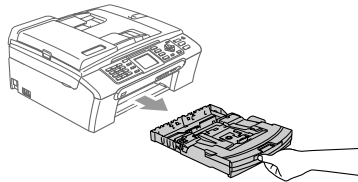
2. Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.
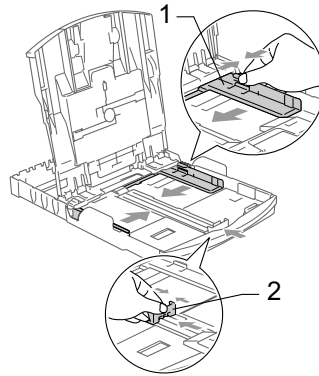
3. Fan the stack of paper well to avoid paper jams and misfeeds.
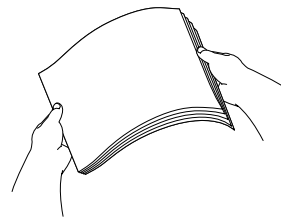
Note

Always make sure that the paper is not curled.

2

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4 Gently put the paper into the paper tray print side down and top edge first. Check that the paper is flat in the tray.
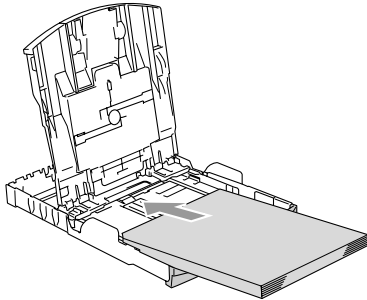
Note

When you use Legal size paper, press and hold the universal guide release button as you slide out the front of the paper tray.
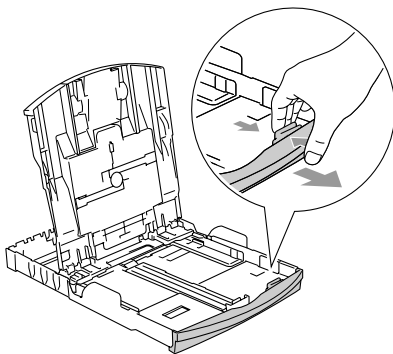
5 Gently adjust the paper side guides with both hands to the paper. Make sure the paper side guides touch the sides of the paper.
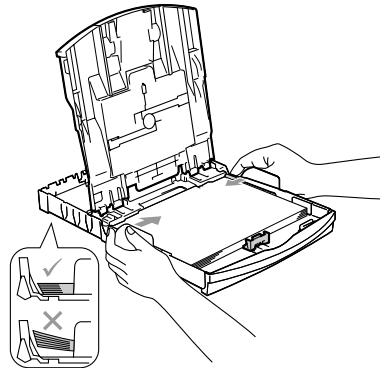
Note

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

6 Close the output paper tray cover.

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Loading documents and paper
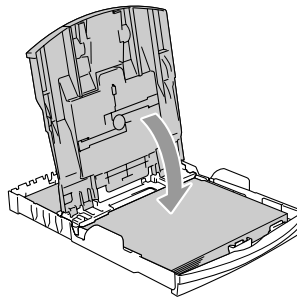
7 Slowly push the paper tray completely into the machine.

8 While holding the paper tray in place, pull out the paper support (1) until it clicks and unfold the paper support flap (2).
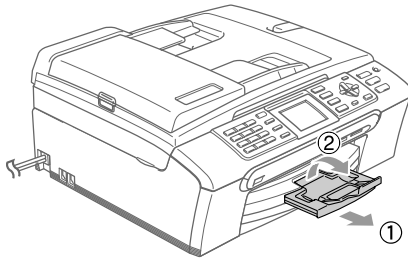
Note

Do not use the paper support flap for Legal paper.

Loading envelopes and post cards

About envelopes

■ Use envelopes that weigh from 20 to 25 lb (75 to 95 g/m^2).

■ Some envelopes need margin settings to be set in the application. Make sure you do a test print first.

⚠ **CAUTION**

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

• That are of a baggy construction.

• That are embossed (have raised writing on them).

• That have clasps or staples.

• That are pre-printed on the inside.

Glue	Double flap

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

2

Color:Black

How to load envelopes and post cards

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

📝 **Note**

If the envelopes or post cards are 'double-feeding', put one envelope in the paper tray at a time.
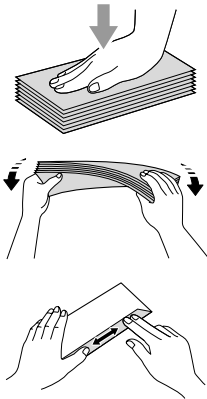
2 Put the envelopes or post cards into the paper tray with the address side down and the leading edge in first as shown in the illustration. Slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or post cards.
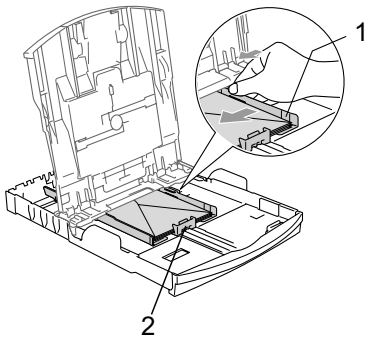
If you have problems when printing on envelopes, try the following suggestions:

1 Open the envelope flap.

2 Make sure the open flap is either to the side of the envelope or to the back edge of the envelope when printing.

3 Adjust the size and margin in your application.

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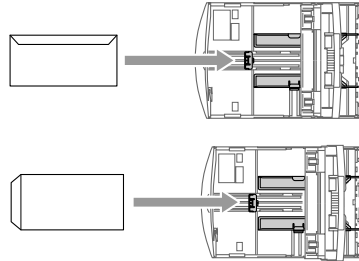
Loading photo paper

📝 **Note**

In Canada, the **photo bypass tray** is called the **photo paper tray**.

Use the photo bypass tray, which has been assembled on the top of the output paper tray cover, to print on photo 4"×6" and photo L 3.5"×5" size paper. When you use the photo bypass tray, you do not have to take out the paper that is in the tray beneath it.

1. Press the photo bypass tray (1) release button with your left thumb and push the photo bypass tray backward until it clicks into the photo printing position.
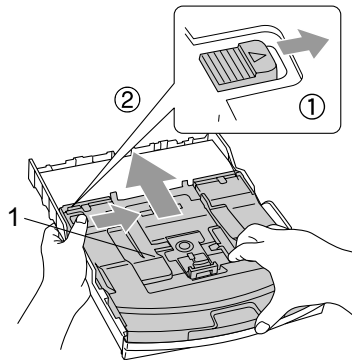
1   Photo Bypass Tray

2. Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.
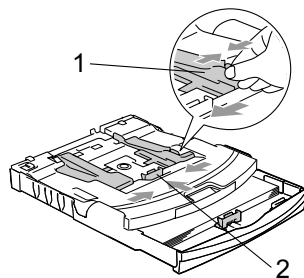
3. Put the photo paper into the photo bypass tray and gently adjust the paper side guides to the paper.
Make sure the paper side guides touch the sides of the paper.
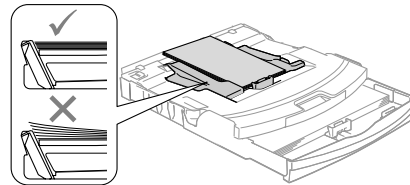
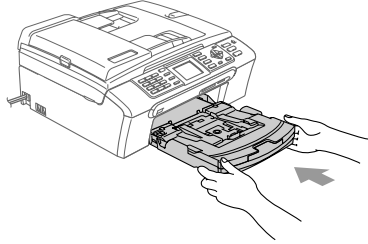📝 **Note**

- Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems.
- Always make sure that the paper is not curled.

4. When you have finished printing photos return the photo bypass tray to the normal printing position.
Press the photo bypass tray release button with your left thumb and pull the photo bypass tray forward until it clicks.

2

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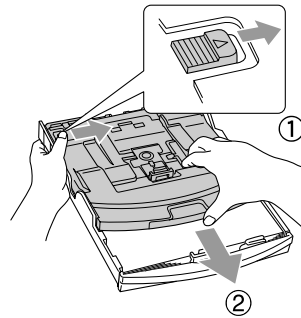
Removing small printouts from the machine

When the machine ejects small paper onto the output paper tray you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.
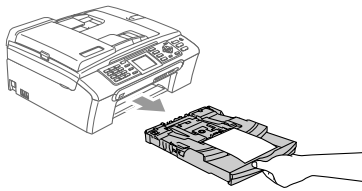
Loading documents and paper

Printable area

The printable 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 only print in the shaded areas when the Borderless print feature is available and turned on.

Cut Sheet Paper   **Envelopes**
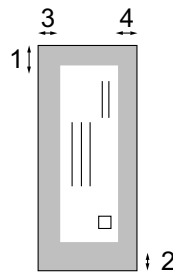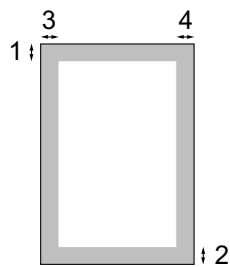
	Top (1)	**Bottom (2)**	**Left (3)**	**Right (4)**
Cut Sheet	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)
Envelopes	0.47 in. (12 mm)	0.95 in. (24 mm)	0.12 in. (3 mm)	0.12 in. (3 mm)

Note

The Borderless feature is not available for envelopes.

2

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Color:Black

3 General setup

On/Off key

When the machine is idle, you can turn it on and off by pressing the **On/Off** key.

Note

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

Turning the machine off

1 Press and hold down the **On/Off** key until the LCD shows Shutting Down. The LCD light goes off.

Turning the machine on

1 Press the **On/Off** key.

On/Off setting

You can customize the machine's **On/Off** key. The factory setting is Fax Receive:Off. Your machine will not work when it is switched off, but it will clean the print head periodically. If you turn this setting to Fax Receive:On, you can receive faxes or calls even when the machine is switched off. (See *On/Off key* on this page.)

1 Press **Menu**.

2 Press ▲ or ▼ to choose General Setup. Press **OK**.

3 Press ▲ or ▼ to choose On/Off Setting. Press **OK**.

4 Press ▲ or ▼ to choose Fax Receive:On (or Fax Receive:Off). Press **OK**.

5 Press **Stop/Exit**.

General setup

3

MFC-440CN

On/Off setting	Receive mode	Available operations
Fax Receive: Off (factory setting)	—	No machine operations will be available.
Fax Receive: On [1]	Fax Only External TAD	Fax Receive Easy Receive Delayed Fax [3] Fax Forward [3] Paging [3] Fax Storage [3] PC Fax Receive [3] Remote Retrieval [3]
	Manual Fax/Tel [2]	Easy Receive Delayed Fax [3]

[1]   You cannot receive a fax with **Black Start** or **Color Start**.

[2]   You cannot receive a fax automatically if you have set the receive mode to Fax/Tel.

[3]   Set before you switch off the machine.

MFC-665CW and MFC-845CW

On/Off setting	Receive mode	Available operations
Fax Receive: Off (factory setting)	—	No machine operations will be available.
Fax Receive: On [1] [2]	Fax Only Fax/Tel [3] Manual [4]	Fax Receive Easy Receive Delayed Fax [6] Fax Forward [6] Paging [6] Fax Storage [6] Fax Preview PC Fax Receive [6] Remote Retrieval [6]
	MC	Fax Receive Recording Incoming Message Easy Receive, Delayed Fax [6] Fax Forward [6] Paging [6] Fax Storage [6] Fax Preview [6] PC Fax Receive [6] Remote Retrieval [6]
	Manual Fax/Tel [5]	Easy Receive Delayed Fax [6]

[1]   You cannot receive a fax with **Black Start** or **Color Start**.

[2]   You can receive telephone calls by lifting the handset (MFC-665CW) or using the cordless handset (MFC-845CW).

[3]   MFC-665CW

[4]   When an external TAD is connected and Easy Receive is turned on.

[5]   You cannot receive a fax automatically if you have set the receive mode to Fax/Tel (MFC-845CW).

[6]   Set before you switch off the machine.

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Mode Timer

The machine has four temporary mode keys on the control panel: **Fax**, **Scan**, **Copy** and **PhotoCapture**. You can change the amount of time the machine takes after the last Scan, Copy or PhotoCapture operation before it returns to Fax mode. If you choose Off, the machine stays in the mode you used last.

Fax

Scan

Copy

Photo Capture
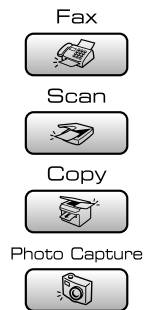
1 Press **Menu**.

2 Press ▲ or ▼ to choose General Setup.
Press **OK**.

3 Press ▲ or ▼ to choose Mode Timer.
Press **OK**.

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

5 Press **Stop/Exit**.

Paper settings

Paper Type

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

1 Press **Menu**.

2 Press ▲ or ▼ to choose General Setup.
Press **OK**.

3 Press ▲ or ▼ to choose Paper Type.
Press **OK**.

4 Press ▲ or ▼ to choose Plain Paper, Inkjet Paper, Brother Photo, Other Photo or Transparency.
Press **OK**.

5 Press **Stop/Exit**.

✐ **Note**

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

Paper Size

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

1. Press **Menu**.

2. Press ▲ or ▼ to choose General Setup. Press **OK**.

3. Press ▲ or ▼ to choose Paper Size. Press **OK**.

4. Press ▲ or ▼ to choose Letter, Legal, A4, A5 or 4"×6". Press **OK**.

5. Press **Stop/Exit**.

Volume Settings

Ring Volume

You can choose a range of ring volume levels, from High to Off.

While in Fax mode ⎙, press ⊲)◄ or ►⊲)) to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it.You can also change the volume through the menu, by following the instructions below:

3

Setting the Ring Volume from the menu

1. Press **Menu**.

2. Press ▲ or ▼ to choose General Setup. Press **OK**.

3. Press ▲ or ▼ to choose Volume. Press **OK**.

4. Press ▲ or ▼ to choose Ring. Press **OK**.

5. Press ▲ or ▼ to choose Low, Med, High or Off. Press **OK**.

6. Press **Stop/Exit**.

Beeper Volume

When the beeper is on, the machine will beep when you press a key, make a mistake or after you send or receive a fax.

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

1. Press **Menu**.

2 Press ▲ or ▼ to choose
General Setup.
Press **OK**.

3 Press ▲ or ▼ to choose Volume.
Press **OK**.

4 Press ▲ or ▼ to choose Beeper.
Press **OK**.

5 Press ▲ or ▼ to choose Low, Med,
High or Off
Press **OK**.

6 Press **Stop/Exit**.

Speaker Volume

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

1 Press **Menu**.

2 Press ▲ or ▼ to choose
General Setup.
Press **OK**.

3 Press ▲ or ▼ to choose Volume.
Press **OK**.

4 Press ▲ or ▼ to choose Speaker.
Press **OK**.

5 Press ▲ or ▼ to choose Low, Med,
High or Off.
Press **OK**.

6 Press **Stop/Exit**.

You can also adjust the speaker volume by
pressing **Hook** or **Speaker Phone**.

1 Press **Hook** or **Speaker Phone**.

2 Press ◁) ◀ or ▶ ◁)).
This setting will stay until you change it
again.

3 Press **Hook** or **Speaker Phone**.

Note

(MFC-665CW and MFC-845CW only)

You can adjust the speaker volume while
you are listening to your outgoing
message (OGM) and incoming messages
(ICM's) by pressing ◁) ◀ or ▶ ◁)).

Handset Volume (MFC-665CW only)

1 Press **Menu**.

2 Press ▲ or ▼ to choose
General Setup.
Press **OK**.

3 Press ▲ or ▼ to choose Volume.
Press **OK**.

4 Press ▲ or ▼ to choose Handset.
Press **OK**.

5 Press ▲ or ▼ to choose Low or High.
Press **OK**.

6 Press **Stop/Exit**.

Note

- You can adjust the handset volume any
  time you are talking on the telephone.
  There are two handset volume levels, Low
  and High. The default setting is Low.

- Press ◁) ◀ or ▶ ◁)) to adjust the volume
  level. The LCD shows the setting you are
  choosing. The new setting will remain until
  you change it again.

Choosing the Handset Volume (For Volume Amplify) (MFC-665CW only)

Before you begin to use the machine, you must decide if you need to set the handset volume to `Volume Amplify On` for a user who is hearing-impaired. The AMPLIFY volume level complies with FCC standards.

`Volume Amplify Off`

This default setting is appropriate if *none* of the users are hearing-impaired. During a conversation, users can press ◁ ◀ or ▶ ◁⟩⟩ on the control panel to adjust the volume to `Low` or `High`. When the handset is replaced, the handset volume will remain until you change it again.

`Volume Amplify On - Temporary`

This setting is appropriate if *some* of the users are hearing-impaired. During a conversation, users can press ◁ ◀ or ▶ ◁⟩⟩ on the control panel to adjust the volume to `Low`, `High` or `Amplify`. When the handset is replaced, the handset volume returns to the default setting of `Low`.

`Volume Amplify:On - Permanent`

Choose `Volume Amplify On - Permanent` if *all* of the users are hearing-impaired. During a conversation, users can press ◁ ◀ or ▶ ◁⟩⟩ on the control panel to adjust the volume to `Low`, `High` or `Amplify`. When the handset is replaced, the handset volume returns to the default setting of `Amplify`.

Note

When you press ◁ ◀ or ▶ ◁⟩⟩ on the control panel to adjust the volume, the LCD shows the setting you are choosing. Each key press changes the volume to the next setting.

⚠ WARNING

It is important that you do NOT choose `Permanent` unless ALL the users are hearing-impaired. Otherwise, the default setting of `Amplify` may damage the hearing of some users.

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Setting Volume Amplify (MFC-665CW only)

Please carefully read *Choosing the Handset Volume (For Volume Amplify) (MFC-665CW only)* on page 29.

1 Press **Menu**.

2 Press ▲ or ▼ to choose
General Setup.
Press **OK**.

3 Press ▲ or ▼ to choose Volume.
Press **OK**.

4 Press ▲ or ▼ to choose
Volume Amplify.
Press **OK**.

5 Do one of the following.
- If none of the users are hearing-impaired, press ▲ or ▼ to choose Off, and then press **OK** and go to step ❼.
- If some or all of the users are hearing-impaired, press ▲ or ▼ to choose On, and then press **OK**.

6 Do one of the following.
- If *all* the users are hearing-impaired, press ▲ or ▼ to choose Permanent, and then press **OK**.
- If only *some* of the users are hearing-impaired, choose Temporary, and then press **OK**.

7 Press **Stop/Exit**.

Automatic Daylight Savings Time

You can set the machine to change automatically for daylight savings time. It will reset itself forward one hour in the Spring and backward one hour in the Fall. Make sure you have set the correct date and time in the Date/Time setting.

1 Press **Menu**.

2 Press ▲ or ▼ to choose
General Setup.
Press **OK**.

3 Press ▲ or ▼ to choose
Auto Daylight.
Press **OK**.

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

5 Press **Stop/Exit**.

LCD display

LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD, try changing the contrast setting.

1. Press **Menu**.

2. Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3. Press ▲ or ▼ to choose
   LCD Settings.
   Press **OK**.

4. Press ▲ or ▼ to choose
   LCD Contrast.
   Press **OK**.

5. Press ▲ or ▼ to choose Light, Med or Dark.
   Press **OK**.

6. Press **Stop/Exit**.

Setting the backlight brightness

You can adjust the brightness of the LCD backlight. If you are having difficulty reading the LCD, try changing the brightness setting.

1. Press **Menu**.

2. Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3. Press ▲ or ▼ to choose
   LCD Settings.
   Press **OK**.

4. Press ▲ or ▼ to choose Backlight.
   Press **OK**.

5. Press ▲ or ▼ to choose Light, Med or Dark.
   Press **OK**.

6. Press **Stop/Exit**.

Setting the Dim Timer for the backlight

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You can set how long the LCD backlight stays on after the last key press.

1. Press **Menu**.

2. Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3. Press ▲ or ▼ to choose
   LCD Settings.
   Press **OK**.

4. Press ▲ or ▼ to choose Dim Timer.
   Press **OK**.

5. Press ▲ or ▼ to choose 10 Secs,
   20 Secs, 30 Secs or Off.
   Press **OK**.

6. Press **Stop/Exit**.

Setting the Off Timer

You can set how long the LCD stays on after the last key press. This is a power saving feature. The machine can print, scan and receive faxes and voice calls when the LCD is off.

1. Press **Menu**.

2. Press ▲ or ▼ to choose
   General Setup.
   Press **OK**.

3. Press ▲ or ▼ to choose
   LCD Settings.
   Press **OK**.

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4 Press ▲ or ▼ to choose Off Timer.
Press **OK**.

5 Press ▲ or ▼ to choose 1 Min,
2 Mins, 3 Mins, 5 Mins, 10 Mins,
30 Mins or Off.
Press **OK**.

6 Press **Stop/Exit**.

✎ **Note**

When the display is off you can press any
key to turn it back on.

Setting the Wallpaper

You can change the wallpaper.

1 Press **Menu**.

2 Press ▲ or ▼ to choose
General Setup.
Press **OK**.

3 Press ▲ or ▼ to choose
LCD Settings.
Press **OK**.

4 Press ▲ or ▼ to choose Wallpaper.
Press **OK**.

5 Press ▲ or ▼ to choose a wallpaper.
Press **OK**.

6 Press **Stop/Exit**.

4 **Security features**

TX Lock (MFC-440CN only)

TX Lock lets you prevent unauthorized access to the machine. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on TX Lock, so they will not be lost.

While TX Lock is On, the following operations are available:

- Receiving faxes
- Fax Forwarding (If Fax Forwarding was already On)
- Remote retrieval (If Fax Storage was already On)
- PC Fax Receive (if PC Fax Receive was already On)

While TX Lock is On, the following operations are NOT available:

- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture

Note

If you forget the TX Lock password, please call Brother Customer Service.

Setting and changing the TX Lock password

Note

If you have already set the password, you will not need to set it again.

Setting up the password

1 Press **Menu**.

2 Press ▲ or ▼ to choose Fax. Press **OK**.

3 Press ▲ or ▼ to choose Miscellaneous. Press **OK**.

4 Press ▲ or ▼ to choose TX Lock. Press **OK**.

5 Enter a 4-digit number for the password. Press **OK**.

6 When the LCD shows Verify:, re-enter the password. Press **OK**.

7 Press **Stop/Exit**.

Changing the TX Lock password

1 Press **Menu**.

2 Press ▲ or ▼ to choose Fax. Press **OK**.

3 Press ▲ or ▼ to choose Miscellaneous. Press **OK**.

4 Press ▲ or ▼ to choose TX Lock. Press **OK**.

5 Press ▲ or ▼ to choose Set Password. Press **OK**.

6 Enter a 4-digit number for the current password. Press **OK**.

7 Enter a 4-digit number for a new password. Press **OK**.

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8 When the LCD shows Verify:, re-
enter the password.
Press **OK**.

9 Press **Stop/Exit**.

Turning the TX Lock on/off

Turning TX Lock on

1 Press **Menu**.

2 Press ▲ or ▼ to choose Fax.
Press **OK**.

3 Press ▲ or ▼ to choose
Miscellaneous.
Press **OK**.

4 Press ▲ or ▼ to choose TX Lock.
Press **OK**.

5 Press ▲ or ▼ to choose Set TX Lock.
Press **OK**.

6 Enter the registered 4-digit password.
Press **OK**.
The machine goes offline and the LCD
shows TX Lock Mode.

Turning TX Lock off

1 Press **Menu**.

2 Enter the registered 4-digit password.
Press **OK**.
TX lock is automatically turned off.

Note

If you enter the wrong password, the LCD
shows Wrong Password and stays
offline. The machine will stay in TX Lock
mode until the registered password is
entered.

Memory Security (MFC-665CW and MFC-845CW only)

Memory Security lets you prevent
unauthorized access to the machine. You will
not be able to continue to schedule Delayed
Faxes or Polling jobs. However, any pre-
scheduled Delayed Faxes will be sent even if
you turn on Memory Security, so they will not
be lost.

While Memory Security is On, the following
operations are available:

■ Receiving faxes into memory (limited by
memory capacity)

■ Fax Forwarding (If Fax Forwarding was
already On)

■ Remote retrieval (If Fax Storage was
already On)

■ Cordless handset (MFC-845CW only)

• Making a call

• Receiving a call

• Viewing Caller ID (with subscriber
service)

While Memory Security is on, the following
operations are NOT available:

■ Printing received faxes

■ Sending faxes

■ Copying

■ PC printing

■ Scanning

■ PhotoCapture

■ PC Fax Receive

■ Cordless handset (MFC-845CW only)

• Intercom

• Transfer a call

• Register cordless handset

📝 Note

- To print the faxes in memory, turn off Memory Security.

- You must turn off PC Fax Receive before you can turn on Memory Security. (See *Turning off Advanced Fax Operations* on page 81.)

- If you forget the Memory Security password, please call Brother Customer Service.

Setting and changing the memory security password

📝 Note

If you have already set the password, you will not need to set it again.

Setting a password for the first time

1 Press **Menu**.

2 Press ▲ or ▼ to choose Fax. Press **OK**.

3 Press ▲ or ▼ to choose Miscellaneous. Press **OK**.

4 Press ▲ or ▼ to choose Mem Security. Press **OK**.

5 Enter a 4-digit number for the password. Press **OK**.

6 When the LCD shows Verify:, re-enter the password. Press **OK**.

7 Press **Stop/Exit**.

Changing your memory security password

1 Press **Menu**.

2 Press ▲ or ▼ to choose Fax. Press **OK**.

3 Press ▲ or ▼ to choose Miscellaneous. Press **OK**.

4 Press ▲ or ▼ to choose Mem Security. Press **OK**.

5 Press ▲ or ▼ to choose Set Password. Press **OK**.

6 Enter the registered 4-digit number for the current password. Press **OK**.

7 Enter a 4-digit number for a new password. Press **OK**.

8 When the LCD shows Verify:, re-enter the new password. Press **OK**.

9 Press **Stop/Exit**.

Turning the memory security on/off

Turning on the memory security lock

1 Press **Menu**.

2 Press ▲ or ▼ to choose Fax. Press **OK**.

3 Press ▲ or ▼ to choose Miscellaneous. Press **OK**.

4 Press ▲ or ▼ to choose Mem Security. Press **OK**.

5 Press ▲ or ▼ to choose Set Security. Press **OK**.

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6 Enter the registered 4-digit password. Press **OK**.
The machine goes offline and the LCD shows Secure Mode.

Note

If there is a power failure the data will stay in memory for approximately 24 hours.

Turning off the memory security

1 Press **Menu**.

2 Enter the registered 4-digit password. Press **OK**.
Memory Security is automatically turned off.

Note

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

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