



## Custom Scan Profiles

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## 1: Basic overview

Have you ever gone to send a fax and had to search high and low to find the fax number?  
How about when you scan a document to e-mail? How long did it take you to enter the e-mail address? Did you have to find it first?

Brother's custom scan profiles are the solution!

With this time saving feature you can now save your most commonly used fax numbers and e-mail addresses direct to your Brother multifunction printer through either a one-touch dial or a speed dial. Not only that, but you can also save multiple contact details to a distribution list, which is great when you want to e-mail or fax the same document to more than one person.

## 2: What are one touch dials and speed dials

One touch dials and speed dials are almost like having a personalised address book stored directly inside your Brother multifunction device.

**One Touch Dials** – A series of keys, usually between 10 and 40, used for assigning fax numbers and e-mail addresses to. When details are assigned, one simple press will find your stored contact details so that you can use them when sending a fax or e-mail. This is hence why they are called one touch dials.

**Speed Dials** – Similar to one touch dials but without the special keys. Instead, contacts are stored within the memory of your Brother multifunction device. The main advantage they have over group dials is that you can store more of them, around 200.

**Group Dials** – Group dials enable you to assemble a series of one touch dials and speed dials together to create a distribution list. You can then assign them to either a one touch dial or speed dial.

## 3: Benefits of using custom scan profiles

- Saves you time
- Increases your efficiency

## 4: Custom scan profiles in practice

Scanning invoices to e-mail used to take the sales manager for a large wholesale company between 10 and 15 minutes every morning. Most of this time was spent entering e-mail addresses. With custom scan profiles this 10 to 15 minutes has been reduced to less than 2. Instead of entering e-mail addresses, all the account manager has to do now is press a few one-touch keys.

## 5: How to use custom scan profiles

Custom scan profiles are incredibly easy to use yet offer great time saving benefits. As mentioned, they are applied to **one touch dials** and **speed dials**.

These instructions show you how to use and configure them on an MFC-8870DW. Please note other models may vary slightly.

### 5.1 Using a one touch dial

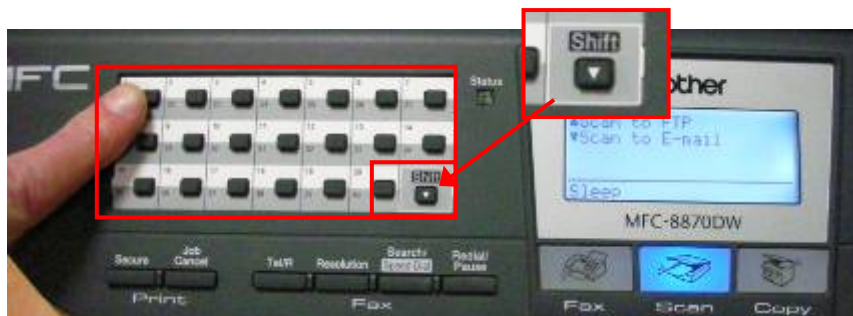
**Step 1:** Place your document on either the 'ADF' or 'flatbed scanner' of your machine.



**Step 2:** Press either the 'Fax' or 'Scan' button.



**Step 3:** Press the appropriate 'One Touch' key that contains the saved e-mail address, or fax number, for where you want to send your document. To use one-touch numbers 21 to 40, press and hold the 'Shift' button as you press the appropriate one touch key.



**Step 4:** You will notice that information about your contact will be displayed on the LCD screen.



#### Did you know?

ADF stands for Automatic Document Feeder.

**Step 5:** Press the 'Start' button to begin sending the fax to your stored contact.



## 5.2 Using a speed dial

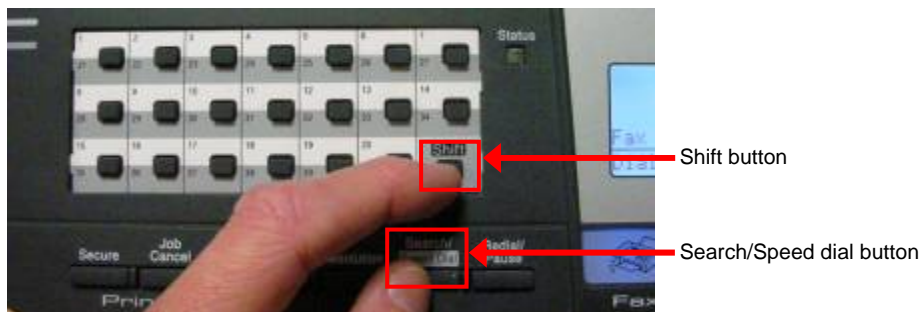
**Step 1:** Place your document on either the 'ADF' or 'flatbed scanner'.



**Step 2:** Press either the 'Fax' or 'Scan' button.



**Step 3:** Press and hold the 'Shift' key while pressing the 'Search/Speed Dial' button.



**Step 4:** A message will appear on the LCD screen asking for the **'speed dial'** location number.

**Step 5:** Using the keypad, enter this number. For example, location **'1'** would be **'001'**.



**Step 6:** Information about your contact will appear on the LCD screen.

**Step 7:** Press the **'Start'** button to begin faxing the document to your stored contact.



## 6: How to configure custom scan profiles

Please note that these instructions show you how to configure custom scan profiles using a Brother MFC-8870DW. Other devices may differ slightly.

### 6.1 Configuring custom scan profiles from the control panel

#### 6.1.1 Adding fax & I-Fax numbers to one touch dials using the control panel

**Step 1:** Press the **'Menu'** button.



**Step 2:** Using the numerical keypad, press '2 – 3 – 1'.



**Step 3:** Press the 'one touch' key that you would like to assign your contact to. To use one touch keys 21 to 40, press and hold the 'Shift' button as you press the appropriate one touch key. If you select a one touch key with an already assigned contact you will be given a warning message. To ignore this message and change the existing contact press '1'. To exit and choose another one touch, press '2'.



**Step 4:** Select 'Fax/Tel' and press the 'OK' button.

**Step 5:** Enter the fax number using the number keypad. Press the 'OK' button when you are ready.

**Step 6:** Enter the contact name using the numerical keypad:

- The numerical keypad operates the same way as a mobile phone does when composing a text message. To get the character you want, press the character button repeatedly until it appears on the LCD screen.
- To get a space, press either the 'left' or 'right' arrow key
- To delete a character, press the 'Clear/Back' button
- To find a special character, like the '@' sign, use press either the '\*' or '#' buttons.



**Step 7:** When you are finished, press the 'OK' button.



**Did you know?**

I-Fax stands for Internet Fax and enables you to send and receive faxes over the Internet thereby saving the costs of using a telephone line.

**Step 8:** Now select the resolution. You can choose from:

- Standard
- Fine
- Super Fine (not for I-Fax)
- Photo

**Step 9:** When you are finished, press the 'OK' button.

**Step 10:** From here you can either configure another one touch dial or come out of the menu completely by pressing the 'Stop/exit' button.

### 6.1.2 Adding e-mail addresses to one touch dials using the control panel

**Step 1:** Press the 'Menu' button.



**Step 2:** Using the numerical keypad, press '2 – 3 – 1'.



**Step 3:** Press the 'one touch' key that you would like to assign your contact to. To use one touch numbers 21 to 40, press and hold the 'Shift' button as you press the appropriate one touch key. If you select a one touch key with an already assigned contact you will be given a warning message. To ignore this message and change the existing contact press '1'. To exit and choose another one touch, press '2'.



**Step 4:** Select 'E-mail' and press the 'OK' button.

**Step 5:** Enter the contact name using the numerical keypad:

- The numerical keypad operates the same way as a mobile phone does when composing a text message. To get the character you want, press the character button repeatedly until it appears on the LCD screen.
- To get a space or go back, press either the 'left' or 'right' arrow key
- To delete a character, press the 'Clear/Back' button
- To find a special character, like the '@' sign, use press either the '\*' or '#' buttons.



**Step 6:** When you are finished, press the 'OK' button.

**Step 7:** Now enter the contact name using the numerical keypad.

**Step 8:** When you are finished, press the 'OK' button.

**Step 9:** Select the resolution you want your scanned e-mail document to be sent in. You can choose from:

- B/W 200x100
- B/W 200dpi
- Colour 150dpi
- Colour 300dpi
- Colour 600dpi

**Step 10:** When you are finished, press the 'OK' button.

**Step 11:** Select the format you want your scanned e-mail document to be sent in. You can choose from:

- PDF
- TIFF (mono only)
- JPEG (colour only)

**Step 12:** When you are finished, press the 'OK' button.

**Step 13:** From here you can either configure another one touch dial or come out of the menu completely by pressing the 'Stop/exit' button.

### 6.1.3 Adding fax & I-Fax numbers to speed dials using the control panel

**Step 1:** Press the 'Menu' button.



**Step 2:** Using the numerical keypad, press 2 – 3 – 2.



**Step 3:** Enter the 'Speed Dial' number where you want to store your new contact then press 'OK'. For example, if you want speed dial number '1' you would enter '001'. Please note that if the speed dial you select has an already assigned contact, you will be given a warning message. To ignore this message and change the existing contact press '1'. To exit and choose another one touch, press '2'.

**Step 4:** Select 'Fax/Tel' and then press 'OK'.

**Step 5:** Enter the fax number of your contact and then press 'OK'.

**Step 6:** Now enter the name your contact and then press 'OK'.

- The numerical keypad operates the same way as a mobile phone does when composing a text message. To get the character you want, press the character button repeatedly until it appears on the LCD screen.
- To get a space or go back, press either the 'left' or 'right' arrow key
- To delete a character, press the 'Clear/Back' button
- To find a special character, like the '@' sign, use press either the '\*' or '#' buttons.



**Did you know?**

I-Fax stands for Internet Fax and enables you to send and receive faxes over the Internet thereby saving the costs of using a telephone line.

**Step 8:** Select the resolution. You can choose from:

- Standard
- Fine
- Super Fine (not for I-Fax)
- Photo

**Step 9:** When you are finished, press the 'OK' button.

**Step 10:** From here you can either configure another speed dial or come out of the menu system completely by pressing the 'Stop/exit' button.

#### **6.1.4 Adding e-mail addresses to speed dials using the control panel**

**Step 1:** Press the 'Menu' button.



**Step 2:** Using the numerical keypad, press '2 – 3 – 2'.



**Step 3:** Enter the 'Speed Dial' number where you want to store your new contact then press 'OK'. For example, if you want speed dial number '1' you would enter '001'. Please note that if the speed dial you select has an already assigned contact, you will be given a warning message. To ignore this message and change the existing contact press '1'. To exit and choose another one touch, press '2'.

**Step 4:** Select 'E-mail' and press the 'OK' button.

**Step 5:** Enter the contact name using the numerical keypad:

- The numerical keypad operates the same way as a mobile phone does when composing a text message. To get the character you want, press the character button repeatedly until it appears on the LCD screen.
- To get a space or go back, press either the '**left**' or '**right**' arrow key
- To delete a character, press the '**Clear/Back**' button
- To find a special character, like the '@' sign, use press either the '\*#' or '##' buttons.



**Step 6:** When you are finished, press the '**OK**' button.

**Step 7:** Now enter the contact name using the numerical keypad.

**Step 8:** When you are finished, press the '**OK**' button.

**Step 9:** Select the resolution you want your e-mail attachment to be sent in. You can choose from:

- B/W 200x100
- B/W 200dpi
- Colour 150dpi
- Colour 300dpi
- Colour 600dpi

**Step 10:** When you are finished, press the '**OK**' button.

**Step 11:** Select the format you want your e-mail attachment to be sent in. You can choose from:

- PDF
- TIFF (mono only)
- JPEG (colour only)

**Step 12:** When you are finished, press the '**OK**' button.

**Step 13:** From here you can either configure another speed dial or come out of the menu system completely by pressing the '**Stop/exit**' button.

### 6.1.5 Setting up distribution groups using the control panel

**Step 1:** Press the 'Menu' button.



**Step 2:** Using the numerical keypad, press '2 – 3 – 3'.



**Step 3:** Nominate either a 'one touch dial' or 'speed dial' that you want to store your distribution group to.

To store them to a **one touch dial**, press the relevant one touch dial button. To use one touch numbers 21 to 40, press and hold the 'Shift' button as you press the appropriate one touch key.

To use a **speed dial** press and hold the 'Shift' key while pressing the 'Search/Speed Dial' button. Then, key in the appropriate speed dial location, for example '001'.

**Step 4:** Enter the 'Group Dial' number where you want to store your new distribution group then press 'OK'. For example, if you want group dial number '1' you would enter '01'. Please note that if the group dial you select has an already assigned contact, you will be given a warning message. To ignore this message and change the existing contact press '1'. To exit and choose another one touch, press '2'.

**Step 5:** Choose whether you want your distribution list to contain fax / I-Fax numbers or e-mail addresses.

**Step 6:** Now select the contacts that you want within your distribution list by keying in the relevant one touch dials or speed dials. Please note that if you try to select the wrong type of contact, for example if your list is for e-mails and you select a fax contact, you will get a warning message saying 'Wrong profile'.

**Step 7:** Press the 'OK' button.

**Step 8:** Give your distribution group a name using the numerical keypad:

- The numerical keypad operates the same way as a mobile phone does when composing a text message. To get the character you want, press the character button repeatedly until it appears on the LCD screen.
- To get a space or go back, press either the '**left**' or '**right**' arrow key
- To delete a character, press the '**Clear/Back**' button
- To find a special character, like the '@' sign, use press either the '\*#' or '#\*' buttons.

**Step 9:** Select the resolution. If the distribution group is for fax numbers you can choose from:

- Standard
- Fine
- Super Fine
- Photo

If the distribution group is for e-mail addresses you can choose from:

- B/W 200x100
- B/W 200dpi

**Step 10:** Select the file format (e-mail addresses only)

- PDF
- TIFF (mono only)
- JPEG (colour only)

**Step 11:** Press the '**OK**' button.

**Step 12:** From here you can either configure another distribution group or come out of the menu system completely by pressing the '**Stop/exit**' button.

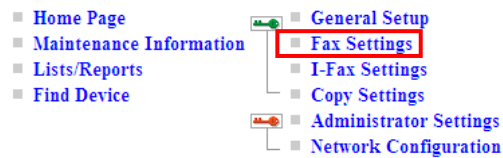
## 6.2 Configuring custom scan profiles from the embedded web server

There are some slight differences in the way you configure custom scan profiles from the embedded web server than through your Brother devices control panel. The following instructions show you how to configure them on an MFC-8870DW. Other models may differ slightly.

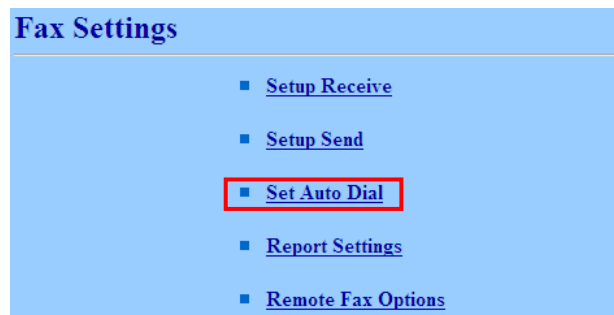
### 6.2.1 Configuring one touch dials through the embedded web server

**Step 1:** Log onto your Brother multifunction device through a web browser.

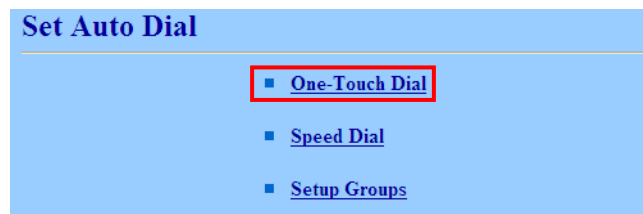
**Step 2:** Click on 'Fax Settings' and enter your user name and password if prompted to do so.



**Step 3:** Click on 'Set Auto Dial'.



**Step 4:** Click on 'One-Touch Dial'.



**Step 5:** From here you have 3 options:

1. To configure a fax number to a one touch dial
2. To configure an I-Fax number to a one touch dial
3. To configure an e-mail address to a one touch dial

### 1. Configuring a fax number

Number	Name	Type	Quality	File Type	
1		F/T	Standard	..	Groups
2		F/T	Standard	..	Groups
3		F/T	Standard	..	Groups
4		F/T	Standard	..	Groups
5		F/T	Standard	..	Groups
6		F/T	Standard	..	Groups
7		F/T	Standard	..	Groups
8		F/T	Standard	..	Groups
9		F/T	Standard	..	Groups
10		F/T	Standard	..	Groups

On the MFC-8870DW, there are 40 one-touch dials that are displayed in blocks of 10.

To access the other blocks, click on the left and right arrow keys.

When you are finished, press the **'Submit'** button. To cancel your recent configuration, press **'Cancel'**.

**Number:** Your contacts fax number.

**Name:** Your contacts name.

**Type:** From the drop down menu, select **'F/T'**.

**Quality:** Select the scan quality you want your faxed document to be sent in. You can choose from:

- Standard
- Fine
- Super Fine
- Photo

**File Type:** This does not apply to faxes.

**Group Button:** Click this button if you want to add your contact to a distribution group. Before you can do this, you need to first setup the group. Please refer to chapter 6.2.3, on page 22, for more information.

## 2. Configuring an I-Fax contact

Number	Name	Type	Quality	File Type	
1		F/T	Standard	--	Groups
2		F/T	Standard	--	Groups
3		F/T	Standard	--	Groups
4		F/T	Standard	--	Groups
5		F/T	Standard	--	Groups
6		F/T	Standard	--	Groups
7		F/T	Standard	--	Groups
8		F/T	Standard	--	Groups
9		F/T	Standard	--	Groups
10		F/T	Standard	--	Groups

On the MFC-8870DW, there are 40 one-touch dials that are displayed in blocks of 10.

To access the other blocks, click on the left and right arrow keys.

When you are finished, press the **'Submit'** button. To cancel your recent configuration, press **'Cancel'**.

**Number:** Your contacts fax number.

**Name:** Your contacts name.

**Type:** From the drop down menu, select **'I-Fax'**.

**Quality:** Select the scan quality of the fax you want to send. You can choose from:

- Standard
- Fine
- Photo

**File Type:** This does not apply to faxes.

**Group Button:** Click this button if you want to add your contact to a distribution group. Before you can do this, you need to first setup the group. Please refer to chapter 6.2.3, on page 22, for more information.



### Did you know?

I-Fax stands for Internet Fax and enables you to send and receive faxes over the Internet thereby saving the costs of using a telephone line.

## 2. Configuring an E-mail contact

Number	Name	Type	Quality	File Type	Groups
1		Mail	B/W 200 x 100	PDF	Groups
2		F/T	Standard	--	Groups
3		F/T	Standard	--	Groups
4		F/T	Standard	--	Groups
5		F/T	Standard	--	Groups
6		F/T	Standard	--	Groups
7		F/T	Standard	--	Groups
8		F/T	Standard	--	Groups
9		F/T	Standard	--	Groups
10		F/T	Standard	--	Groups

On the MFC-8870DW, there are 40 one-touch dials that are displayed in blocks of 10.

To access the other blocks, click on the left and right arrow keys.

When you are finished, press the **'Submit'** button. To cancel your recent configuration, press **'Cancel'**.

**Number:** Your contacts e-mail address.

**Name:** You contacts name.

**Type:** From the drop down menu, select **'Mail'**.

**Quality:** Select the quality of the fax you want to send. You can choose from:

- B/W 200x100
- B/W 200dpi
- Colour 150dpi
- Colour 300dpi
- Colour 600dpi

**File Type:** Select the type of file you want your document to be e-mail in. You can choose from:

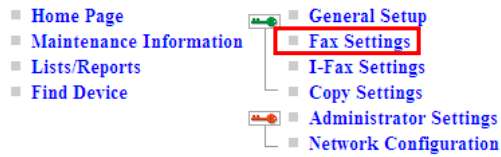
- PDF
- TIFF (mono only)
- JPEG (colour only)

**Group Button:** Click this button if you want to add your contact to a distribution group. Before you can do this, you need to first setup the group. Please refer to chapter 6.2.3, on page 22, for more information.

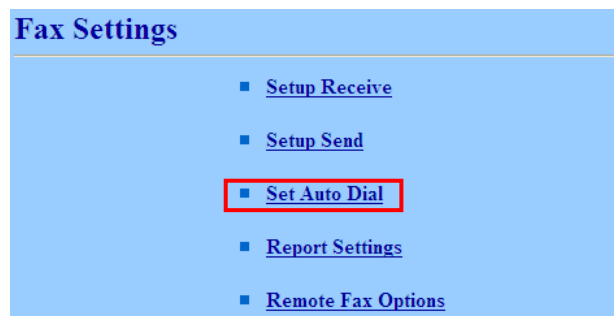
## 6.2.2 Configuring speed dials through the embedded web server

**Step 1:** Log onto your Brother multifunction device through a web browser.

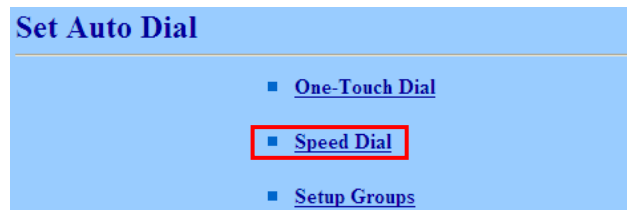
**Step 2:** Click on 'Fax Settings' and enter your user name and password if prompted to do so.



**Step 3:** Click on 'Set Auto Dial'.



**Step 4:** Click on 'Speed Dial'.



**Step 5:** From here you have 3 options:

Number	Name	Type	Quality	File Type
1		F/T	Standard	--
2		F/T	Standard	--
3		F/T	Standard	--
4		F/T	Standard	--
5		F/T	Standard	--
6		F/T	Standard	--
7		F/T	Standard	--
8		F/T	Standard	--
9		F/T	Standard	--
10		F/T	Standard	--

On the MFC-8870DW, there are 200 speed dials. They are displayed in blocks of 10.

To access the other blocks, click on the left and right arrow keys.

When you are finished, press the **'Submit'** button. To cancel your recent configuration, press **'Cancel'**

1. To configure a fax number to a one touch dial
2. To configure an I-Fax number to a one touch dial
3. To configure an e-mail address to a one touch dial

### 1. Configuring a fax contact

**Number:** Your contacts fax number.

**Name:** You contacts name.

**Type:** From the drop down menu, select **'F/T'**.

**Quality:** Select the quality of the fax you want to send. You can choose from:

- Standard
- Fine
- Super Fine
- Photo

**File Type:** This does not apply to faxes

**Group Button:** Click this button if you want to add your contact to a distribution group. Before you can do this, you need to first setup the group. Please refer to chapter 6.2.3, on page 22, for more information.

## 2. Configuring an I-Fax contact

**Speed Dial**

◀ 01-10 ▶

Number	Name	Type	Quality	File Type
1		I-Fax	Standard	--
2		F/T	Standard	--
3		F/T	Standard	--
4		F/T	Standard	--
5		F/T	Standard	--
6		F/T	Standard	--
7		F/T	Standard	--
8		F/T	Standard	--
9		F/T	Standard	--
10		F/T	Standard	--

Cancel Submit

On the MFC-8870DW, there are 200 speed dials. They are displayed in blocks of 10.

To access the other blocks, click on the left and right arrow keys.

When you are finished, press the **'Submit'** button. To cancel your recent configuration, press **'Cancel'**.

**Number:** Your contacts fax number.

**Name:** You contacts name.

**Type:** From the drop down menu, select **'I-Fax'**.

**Quality:** Select the quality of the fax you want to send. You can choose from:

- Standard
- Fine
- Super Fine
- Photo

**File Type:** This does not apply to faxes.

**Group Button:** Click this button if you want to add your contact to a distribution group. Before you can do this, you need to first setup the group. Please refer to chapter 6.2.3, on page 22, for more information.



### Did you know?

I-Fax stands for Internet Fax and enables you to send and receive faxes over the Internet thereby saving the costs of using a telephone line.

### 3. Configuring an E-mail contact

Number	Name	Type	Quality	File Type	Groups
1		Mail	B/W 200 x 100	PDF	Groups
2		F/T	Standard	--	Groups
3		F/T	Standard	--	Groups
4		F/T	Standard	--	Groups
5		F/T	Standard	--	Groups
6		F/T	Standard	--	Groups
7		F/T	Standard	--	Groups
8		F/T	Standard	--	Groups
9		F/T	Standard	--	Groups
10		F/T	Standard	--	Groups

On the MFC-8870DW, there are 200 speed dials. They are displayed in blocks of 10.

To access the other blocks, click on the left and right arrow keys.

When you are finished, press the **'Submit'** button. To cancel your recent configuration, press **'Cancel'**.

**Number:** Your contacts e-mail address

**Name:** You contacts name

**Type:** From the drop down menu, select **'Mail'**

**Quality:** Select the quality of the fax you want to send. You can choose from:

- B/W 200x100
- B/W 200dpi
- Colour 150dpi
- Colour 300dpi
- Colour 600dpi

**File Type:** Select the type of file you want your document to be e-mail in. You can choose from:

- PDF
- TIFF (mono only)
- JPEG (colour only)

**Group Button:** Press this to also add your contact to a distribution group. Before you can do this, you need to first setup the group. To do this, please refer to chapter 6.2.3.

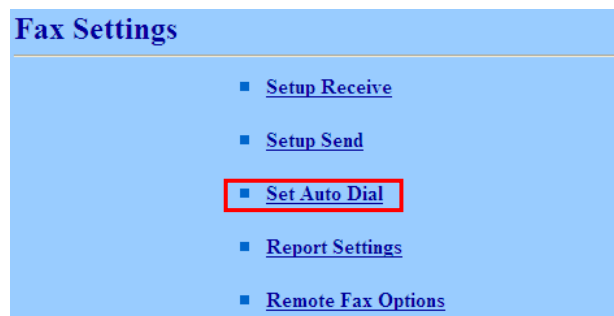
### 6.2.3 Configuring distribution groups through the embedded web server

**Step 1:** Log onto your Brother multifunction device through a web browser.

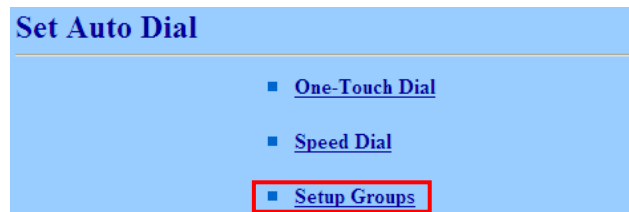
**Step 2:** Click on 'Fax Settings' and enter your user name and password if prompted to do so.

- Home Page
- Maintenance Information
- Lists/Reports
- Find Device
- General Setup
  - Fax Settings
  - I-Fax Settings
  - Copy Settings
- Administrator Settings
- Network Configuration

**Step 3:** Click on 'Set Auto Dial'



**Step 4:** Click on 'Setup Groups'



**Step 5:** As discussed, distribution groups allow you to merge two or more contacts together so that you can e-mail / fax them all at the same time. It is ideal for saving time, particularly when there are a large number of contacts in a group. On the MFC-8870DW you can configure up to 20.

	One-Touch/ Speed Dial	Name	Type	Quality	File Type	
1	--		F/T	Standard	--	Members
2	--		F/T	Standard	--	Members
3	--		F/T	Standard	--	Members
4	--		F/T	Standard	--	Members
5	--		F/T	Standard	--	Members
6	--		F/T	Standard	--	Members
7	--		F/T	Standard	--	Members
8	--		F/T	Standard	--	Members
9	--		F/T	Standard	--	Members
10	--		F/T	Standard	--	Members

From this point, you can configure the following:

**One-Touch / Speed Dial:** Select which one-touch or speed dial number you want to nominate. One touch numbers have a star '\*' in front of them while speed dials use a hash '#'.  
**Name:** The distribution groups name  
**Type:** From the drop down menu, select 'F/T' to store fax numbers within your distribution groups or 'Mail' for e-mail addresses.

**Quality:** Select the quality of the fax / e-mail you want to send. For fax groups you can choose from:

- Standard
- Fine
- Super Fine (not for I-Fax)
- Photo

For e-mail groups you can choose from:

- B/W 200x100
- B/W 200dpi

**File Type:** Select the type of file you want your document to be e-mail in (only applicable to e-mails).

- PDF
- TIFF (mono only)
- JPEG (colour only)

**Members button:** Click here to add new members to your group. If you do not add new members then your distribution group may not be saved.

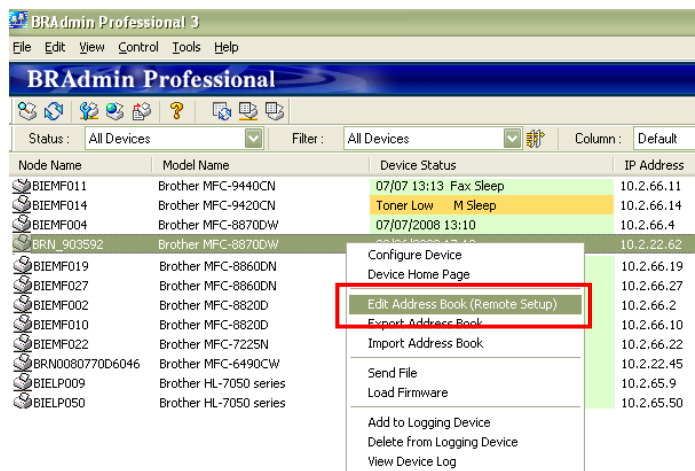
**Step 6:** When you have finished setting up your groups, click on 'Submit' button.

18	--		F/T	Standard	--	Members
19	--		F/T	Standard	--	Members
20	--		F/T	Standard	--	Members

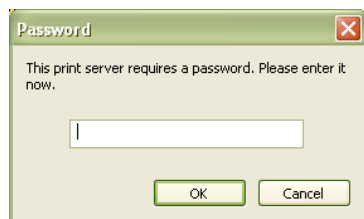
### 6.3 Configuring custom scan profiles in BRAdmin Professional 3

The following instructions show you how to do this on an MFC-8870DW. Other models may differ slightly.

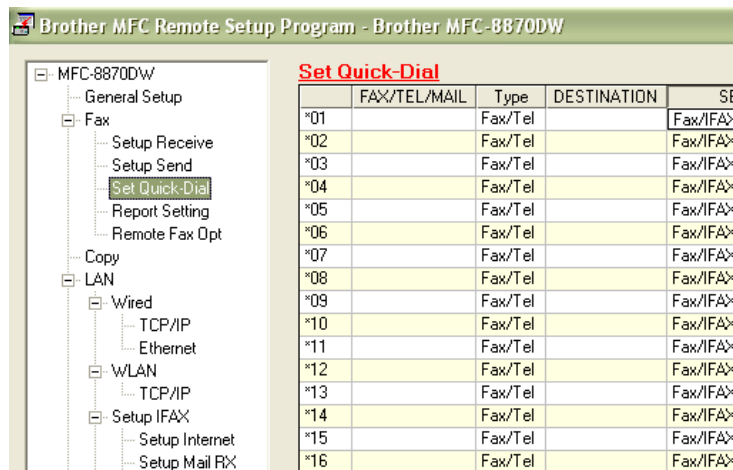
**Step 1:** Right-click the device you want to configure and left-click 'Edit Address Book (Remote Setup)'.



**Step 2:** Enter the administration password.



**Step 3:** Select 'Set Quick-Dial' from the list of options on the left hand side.



**Step 4:** From here you can configure one touch dials, speed dials and distribution groups all from the same window.

Set Quick-Dial																
FAX/TEL/MAIL	Type	DESTINATION	SETTING	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12	G1
*01	Fax/Tel		Fax/IFAX STANDARD													
*02	Fax/Tel		Fax/IFAX STANDARD													
*03	Fax/Tel		Fax/IFAX STANDARD													
*04	Fax/Tel		Fax/IFAX STANDARD													
*05	Fax/Tel		Fax/IFAX STANDARD													
*06	Fax/Tel		Fax/IFAX STANDARD													
*07	Fax/Tel		Fax/IFAX STANDARD													
*08	Fax/Tel		Fax/IFAX STANDARD													
*09	Fax/Tel		Fax/IFAX STANDARD													
*10	Fax/Tel		Fax/IFAX STANDARD													
*11	Fax/Tel		Fax/IFAX STANDARD													
*12	Fax/Tel		Fax/IFAX STANDARD													
*13	Fax/Tel		Fax/IFAX STANDARD													
*14	Fax/Tel		Fax/IFAX STANDARD													
*15	Fax/Tel		Fax/IFAX STANDARD													
*16	Fax/Tel		Fax/IFAX STANDARD													
*17	Fax/Tel		Fax/IFAX STANDARD													
*18	Fax/Tel		Fax/IFAX STANDARD													
*19	Fax/Tel		Fax/IFAX STANDARD													
*20	Fax/Tel		Fax/IFAX STANDARD													
*21	Fax/Tel		Fax/IFAX STANDARD													
*22	Fax/Tel		Fax/IFAX STANDARD													
*23	Fax/Tel		Fax/IFAX STANDARD													
*24	Fax/Tel		Fax/IFAX STANDARD													
*25	Fax/Tel		Fax/IFAX STANDARD													
*26	Fax/Tel		Fax/IFAX STANDARD													
*27	Fax/Tel		Fax/IFAX STANDARD													
*28	Fax/Tel		Fax/IFAX STANDARD													
*29	Fax/Tel		Fax/IFAX STANDARD													
*30	Fax/Tel		Fax/IFAX STANDARD													
*31	Fax/Tel		Fax/IFAX STANDARD													
*32	Fax/Tel		Fax/IFAX STANDARD													
*33	Fax/Tel		Fax/IFAX STANDARD													
*34	Fax/Tel		Fax/IFAX STANDARD													

**1<sup>st</sup> column:** Select which one-touch or speed dial number you want to nominate. One touch numbers have a star ‘\*’ in front of them while speed dials use a hash ‘#’.

**2<sup>nd</sup> column (fax/tel/mail):** Add the fax number or e-mail address of your contact.

**3<sup>rd</sup> column (type):** Tell BRAdmin what type of contact you are saving. You can select from:

- Fax numbers
- I-Fax numbers
- E-mail addresses
- Distribution groups

**4<sup>th</sup> column (destination):** Write your contact name in here.

**5<sup>th</sup> column (setting):** From here, configure the colour, resolution and file type. If you are configuring a fax or I-Fax contact, you can select from:

- Fax/I-Fax Standard
- Fax/I-Fax Fine
- Fax/I-Fax Photo
- Fax S.Fine (not for I-Fax)

If you are configuring an e-mail contact, you can select from:

- E-mail B/W 200x100 DPI TIFF
- E-mail B/W 200x100 DPI PDF
- E-mail B/W 200 DPI TIFF
- E-mail B/W 200 DPI PDF
- E-mail Colour 150 DPI PDF
- E-mail Colour 150 DPI JPEG
- E-mail Colour 300 DPI PDF
- E-mail Colour 300 DPI JPEG
- E-mail Colour 600 DPI PDF
- E-mail Colour 600 DPI JPEG

**6<sup>th</sup> columns and onwards (group dials):** Select if you want to add to include your contact into a distribution list by assigning them to the appropriate group. On the MFC -8870DW you can have up to 20 groups.

**Step 4:** When you are finished, click the **'Apply'** button.

