

**brother**<sup>®</sup>

# SOFTWARE USER'S GUIDE

Not all models are available in all countries.

Version 0  
USA

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**Note**

- The screens in this section are from Windows® XP. Screens on your PC may vary depending on your operating system.
- If your PC is protected by a firewall, and you are unable to network print, network scan or PC Fax, you may need to configure the firewall settings. If you are using the Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. If you did not install from the CD-ROM, see *Firewall settings (For Network users)* on page 105 to configure your Windows® Firewall. If you are using any other personal Firewall software, see the User's Guide for your software or contact the software manufacturer.

## Using the Brother printer driver

A printer driver translates the data from your PC application, and using a page description language, converts it into a format that can be understood by the printer/multi-function device.

You will find appropriate drivers on the CD-ROM supplied with the machine. Install those drivers by following the *Quick Setup Guide*. You can also download the latest drivers from the Brother Solutions Center at:

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

## Features

This machine offers many features you will find in a high quality ink jet printer.

### Brilliant High Quality Output

Printing at up to 1200 × 6000 dpi on glossy paper to get the best possible resolution. (See *Resolution* in the *Specifications* of the *Basic User's Guide*.) The printer driver supports N in 1, Watermark printing, Color Enhancement technology and many other features.

### Low Running Cost

Whenever a particular ink color requires replacement, you only have to replace that individual cartridge.

### USB

The Universal Serial Bus interface provides fast communication with your PC.

### Ethernet

The Ethernet interface lets your machine communicate with multiple PCs connected on a network.

### Wireless LAN (IEEE802.11b/g/n)

The wireless LAN capability lets your machine communicate with other wireless devices using the IEEE802.11b/g/n wireless standard in Infrastructure and Ad-hoc modes. (See the *Network User's Guide* for details.)

## Choosing the right type of paper

For high quality printing, it is important to choose the right type of paper. Be sure to read *Loading paper* and *Loading documents* in the *Basic User's Guide* before buying paper.

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## Simultaneous printing, scanning and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during PC printing.

However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.

## Clearing data from the memory

If the LCD shows *Data Remaining*, you can clear the data that is left in the printer memory by pressing the **Stop/Exit** key on the control panel.

# Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices, allowing you to get immediate notification of error messages such as paper empty, paper jam or ink replacement required.



You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **Start/All Programs/Brother/MFC-XXXX** on your PC.

There is also a link to the **Genuine Brother Supplies web site**. Click the **Visit the Genuine Supplies website** button for more information on Brother genuine supplies.

Click the **Troubleshooting** button to access the troubleshooting web site.



**Note**

For more information about using the Status Monitor software, right-click the **Brother Status Monitor** icon and choose **Help**.

## Monitoring the machine's status

Once you start up your PC, the Brother Status Monitor icon appears on the tasktray.

- A green icon indicates the normal stand-by condition.



- A yellow icon indicates a warning.



- A red icon indicates an error has occurred.



The **Status Monitor** can be displayed in the tasktray or on the desktop of your computer.

## Turning off the Status Monitor

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If you want to switch off the Status Monitor, follow these steps:

- 1 Right-click the **Brother Status Monitor** icon or window and click **Load Status Monitor on Startup** to clear the check mark.
- 2 Right-click again then click **Exit**.



### Note

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Even if the Status Monitor is off, you can check the machine's status at any time by clicking **Status Monitor** from the **Start** menu on your PC.

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## Printer driver settings

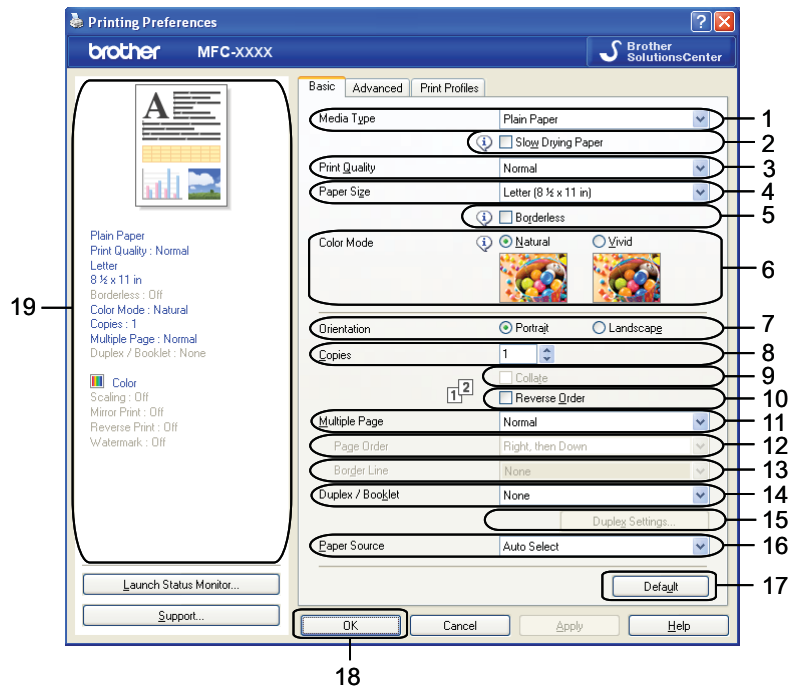
You can change the following printer settings when you print from your PC:

- **Media Type**
- **Print Quality**
- **Paper Size**
- **Orientation**
- **Color/Grayscale**
- **Ink Save Mode**
- **Scaling**

## Accessing the printer driver settings

- 1 From an application such as Microsoft® Notepad, click **File**, then **Print** in your application.
- 2 Choose **Brother MFC-XXXX Printer** (where XXXX is your model name) and click **Preferences**. The printer driver window appears.

## Basic tab



- 1 **Media Type** drop-down list
- 2 **Slow Drying Paper** check box
- 3 **Print Quality** drop-down list
- 4 **Paper Size** drop-down list
- 5 **Borderless** check box
- 6 **Color Mode** option
- 7 **Orientation** option
- 8 **Copies** option
- 9 **Collate** check box
- 10 **Reverse Order** check box
- 11 **Multiple Page** drop-down list
- 12 **Page Order** drop-down list
- 13 **Border Line** drop-down list
- 14 **Duplex / Booklet** drop-down list
- 15 **Duplex Settings** button
- 16 **Paper Source** drop-down list (Not available for MFC-J6510DW)
- 17 **Default** button
- 18 **OK** button
- 19 Current settings view

- 1 Choose your settings for **Media Type**, **Slow Drying Paper** and **Print Quality**.

**Note**

Check **Slow Drying Paper** when printing with plain paper on which ink dries slowly. This setting may cause some slight blurring of text.

- 2 Choose **Paper Size**, **Borderless**, **Color Mode**, **Orientation**, number of **Copies** and the page order, **Collate**, **Reverse Order**, **Multiple Page**, **Page Order**, **Border Line**, **Duplex / Booklet** and **Paper Source** (not available for MFC-J6510DW) (if any).
- 3 Click **OK** to apply your chosen settings.  
To return to the default settings, click **Default**, then **OK**.

## Media Type

To achieve the best print results, the media being printed on should be selected in the driver. The machine changes the way to print depending on the selected media type.

- **Plain Paper**
- **Inkjet Paper**
- **Brother BP71 Photo Paper**
- **Brother BP61 Photo Paper**
- **Other Photo Paper**
- **Transparencies**

## Print Quality

The **Print Quality** selection lets you choose the print resolution. As print quality and speed are related, the higher the quality, the longer it will take to print the document. The quality selections that are available will vary depending on the media type you choose. (See *Resolution* in the *Specifications* of the *Basic User's Guide*.)

- **Best**

Use for printing precise images such as photographs. This is the best resolution and slowest speed.

- **Photo**

Use for printing photographs. Since the print data is much larger than a normal document, the processing time, data transfer time and print time will be longer.

- **High**

Better print quality than **Normal** mode and faster print speed than **Photo**.

- **Normal**

Good print quality with typical print speed.

■ **Fast**

The fastest print mode and the lowest amount of ink used. Use for printing large volume documents or documents for proofing.

Media Type	Color/Grayscale	Print Quality Selection
Plain Paper	Color/Grayscale	Fast, <b>Normal</b> , High, Best
Inkjet Paper	Color/Grayscale	Normal, <b>Photo</b>
Brother BP71 Photo Paper, Brother BP61 Photo Paper or Other Photo Paper	Color/Grayscale	Fast, <b>Photo</b> , Best
Transparencies	Color/Grayscale	<b>Normal</b>



**Note**

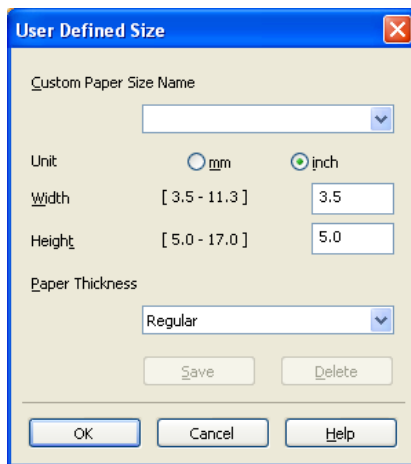
The default settings are shown in bold.

## Paper Size

The **Paper Size** selection includes a large selection of standard paper sizes. If you want, you can create a custom size ranging from 3.5 × 5 in. (88.9 × 127.0 mm) to 11.3 × 17 in. (287 × 431.8 mm). You can also choose the borderless setting for specific paper sizes. From the drop-down list, choose the **Paper Size** you are using.



You can create a custom size by choosing **User Defined**. Specify the **Width** and **Height** values, and enter any name you want for this custom size. Choose the correct paper thickness to improve the quality of your output.



### To do borderless printing

From the **Paper Size** drop-down list choose the size of paper you want to print such as **Letter (Borderless)**.



## Color Mode



Color is adjusted to get the closest color match with the PC monitor.

- **Natural:** Use for photographic images. The color is adjusted to print more natural colors.
- **Vivid:** Use for business graphics such as charts, graphics and text. The color is adjusted to print more vivid colors.

## Orientation

**Orientation** chooses the position your document will be printed (in **Portrait** or **Landscape**).



Portrait (Vertical)	Landscape (Horizontal)
 A diagram showing a document page oriented vertically. It contains a large letter 'A', several lines of text, a yellow bar chart, and a small landscape image at the bottom.	 A diagram showing the same document page oriented horizontally. The text and 'A' are at the top, followed by the yellow bar chart, and the landscape image is at the bottom.



### Note

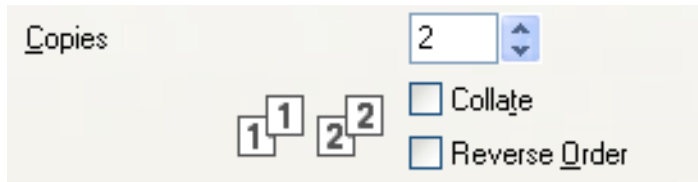
If your application software contains a similar function to this, we recommend you use the one in the application.

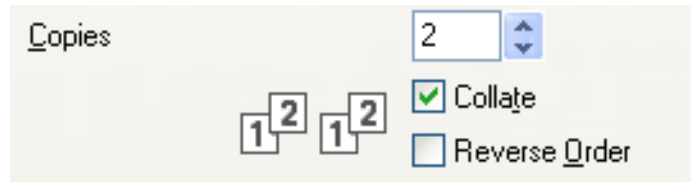
## Copies

The **Copies** selection sets the number of copies that will be printed (1 to 999).

### Collate

With **Collate** checked, one complete copy of your document will be printed and then reprinted according to the number of copies you choose. If **Collate** is unchecked, then each page will be printed according to the number of copies chosen before the next page of the document is printed.





## Reverse Order

**Reverse Order** prints the pages of your document in the opposite order.



## Multiple Page

The **Multiple Page** option lets you choose the N in 1 options or the 1 in N options. The N in 1 options print 2, 4, 9 or 16 pages of a document on 1 sheet of paper. The 1 in N options enlarges your print size and prints the document in poster print mode.

## Page Order

When the N in 1 option is selected, the **Page Order** can be selected from the drop-down list.

## Border Line

When the N in 1 and **Multiple Page** features are selected, you can choose to have a solid border, dashed border or no border around each page on the sheet.

## Duplex / Booklet

You can print a booklet or do duplex printing with these features.

### ■ None

Disable duplex printing.

### ■ Duplex

Use this option to duplex print. Once **Duplex** is selected, you may click the **Duplex Settings** button to adjust the duplex options. You can configure the following settings in the **Duplex Settings** dialog box:

- **Duplex Type**

There are four types of duplex binding directions available for each orientation.

- **Binding Offset**

When checking **Binding Offset**, you can also specify the offset for binding in inches or millimeters.

## ■ Booklet

Use this option to print a document in booklet format using duplex printing; it will arrange the document according to the correct page number and allows you to fold at the center of the print output without having to change the order of the page number. When choosing **Booklet**, the **Duplex Settings** button becomes available to choose. You can set following settings in the **Duplex Settings** dialog box.

- **Duplex Type**

There are two types of duplex binding directions available for each orientation.

- **Booklet Printing Method**

When **Divide into Sets** is selected, this option allows you to print the whole booklet into smaller individual booklet sets, it still allows you to fold at the center of the smaller individual booklet sets without having to change the order of the page number. You can specify the number of sheets in each smaller booklet set, from 1 to 15. This option can help when folding the printed booklet that has a large number of pages.

- **Binding Offset**

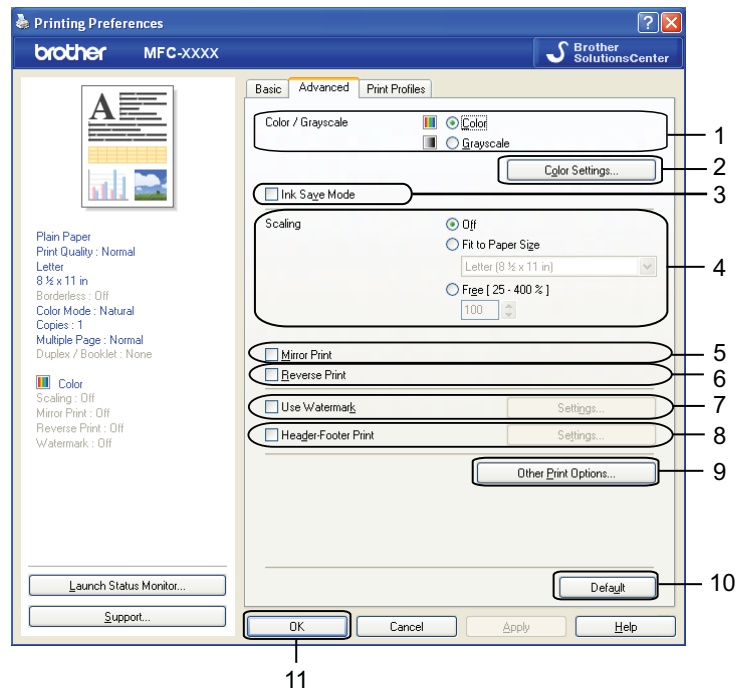
When checking **Binding Offset**, you can also specify the offset for binding in inches or millimeters.

## **Paper Source (Not available for MFC-J6510DW)**

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You can choose **Auto Select**, **Tray1** or **Tray2** as **Paper Source**. If you put one sheet of paper in the manual feed slot, the paper from the slot is automatically chosen. Make sure that you do not put any paper in the slot when printing on paper from **Tray1** or **Tray2**.

# Advanced tab



- 1 **Color/Grayscale** option
- 2 **Color Settings** button
- 3 **Ink Save Mode** check box
- 4 **Scaling** option
- 5 **Mirror Print** check box
- 6 **Reverse Print** check box
- 7 **Use Watermark** check box
- 8 **Header-Footer Print** check box
- 9 **Other Print Options** button
- 10 **Default** button
- 11 **OK** button

- ① Choose your setting for **Color/Grayscale**.
- ② Choose **Ink Save Mode** to help reduce ink consumption.
- ③ Choose your setting for the **Scaling** feature.
  - Choose **Off** to print the document as it appears on your screen.
  - Choose **Fit to Paper Size** to enlarge or reduce the document to fit the paper size.
  - Choose **Free** to reduce the size.

- 4 You can choose reverse printing options.
  - Check **Mirror Print** to reverse the data from left to right.
  - Check **Reverse Print** to reverse the data up to down.



**Note**

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**Mirror Print** is not available when choosing **Transparencies** as a **Media Type**.

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- 5 You can print a logo or text onto your document as a watermark. You can choose one of the preset watermarks, or you can use a bitmap file or text file that you have created.
- 6 You can print the date and time from your computer's system clock, and the PC login user name or your entered text on your document using **Header-Footer Print**.



**Note**

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**Header-Footer Print** is not available when checking **Borderless**.

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- 7 Click **Other Print Options** to set more Printer functions.
- 8 Click **OK** to apply your chosen settings.  
To return to the default settings, click **Default**, then **OK**.

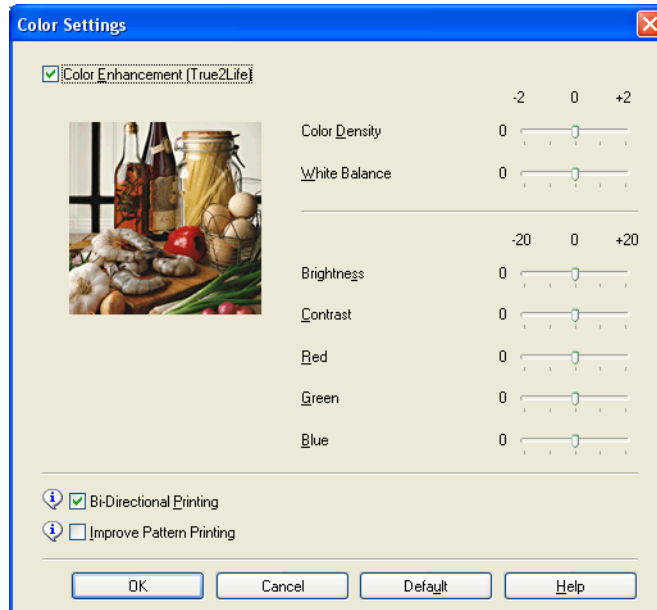
## Color/Grayscale

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This function can be used to print documents in color, or black and white using grayscale.

## Color Settings

Click **Color Settings** on the **Advanced** tab to see options for enhanced print settings.



### Color Enhancement (True2Life)

Checking the **Color Enhancement (True2Life)** option enables the **True2Life** feature. This feature analyzes your image to improve its sharpness, white balance and color density. This process may take several minutes depending on the size of the image and the specifications of your PC.

#### ■ Color Density

Adjusts the total amount of color in the image. You can increase or decrease the amount of color in an image to improve a washed out or weak-looking picture.

#### ■ White Balance

Adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will affect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other color. By adjusting the white balance you can adjust those white areas.

#### ■ Brightness

Adjusts the brightness of the whole image. To lighten or darken the image, move the scroll bar to the right or left.

#### ■ Contrast

Adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

#### ■ Red

Increases the intensity of **Red** in the image to make the image redder.

■ **Green**

Increases the intensity of **Green** in the image to make the image greener.

■ **Blue**

Increases the intensity of **Blue** in the image to make the image bluer.

**Bi-Directional Printing**

When **Bi-Directional Printing** is checked, the print head prints in both directions offering faster print speeds. When unchecked, the print head will only print in one direction giving higher quality printouts, but slower printing speeds.

**Improve Pattern Printing**

Select the **Improve Pattern Printing** option if the printed fills and patterns appear different to how they appear on your screen.

**Ink Save Mode**

When you choose **Ink Save Mode**, the machine prints the colors lighter and emphasizes the outlines of the images. The amount of ink that is saved varies depending on the type of documents that are printed.

**Ink Save Mode** may make your printouts look different to what you see on your screen.



**Use Watermark**

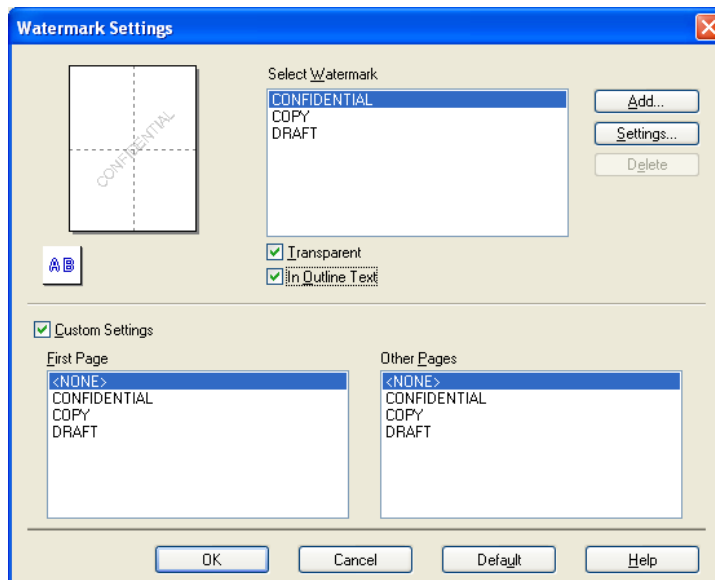
You can print a logo or text onto your document as a watermark. You can choose one of the preset watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark** and then click **Settings** on the **Advanced** tab.

## Watermark Settings

Choose a watermark you want to use or edit from **Select Watermark**.

1



### Transparent

Check **Transparent** to print the watermark image in the background of your document. If this feature is unchecked, the watermark is printed at the front of your document.

### In Outline Text

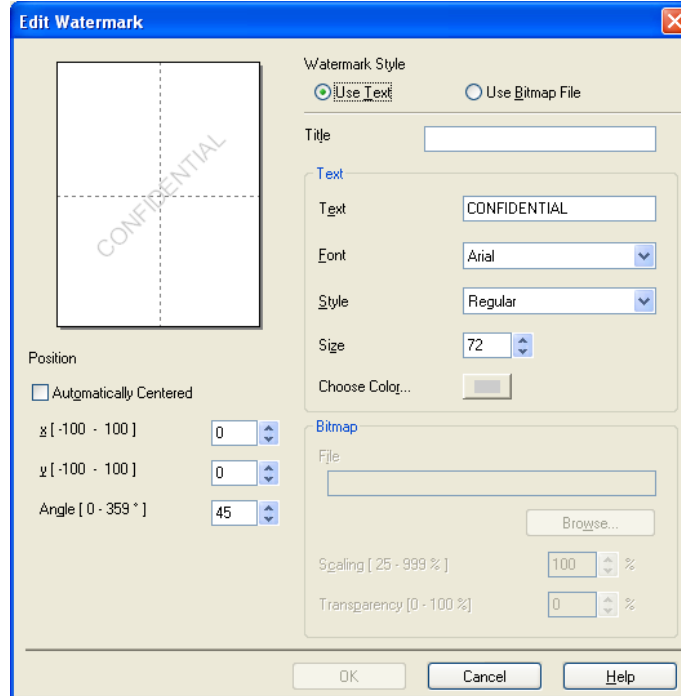
Check **In Outline Text** if you only want to print an outline of the watermark. This feature is available when choosing a text watermark.

### Custom Settings

You can choose a watermark to be printed on the first page or on the other pages.

You can change watermark settings and add a new watermark. Click **Settings** to change the settings or click **Add** to add a new watermark.





You can change the watermark settings with this feature. If you want to add a new watermark, enter **Title** and then choose **Use Text** or **Use Bitmap File** in **Watermark Style**.

#### ■ Title

Enter a title you like in the field when adding a new watermark. Your chosen watermark is overwritten with this title.

#### ■ Text

Enter your watermark text in **Text**, then choose **Font**, **Style**, **Size** and **Choose Color**.

#### ■ Bitmap

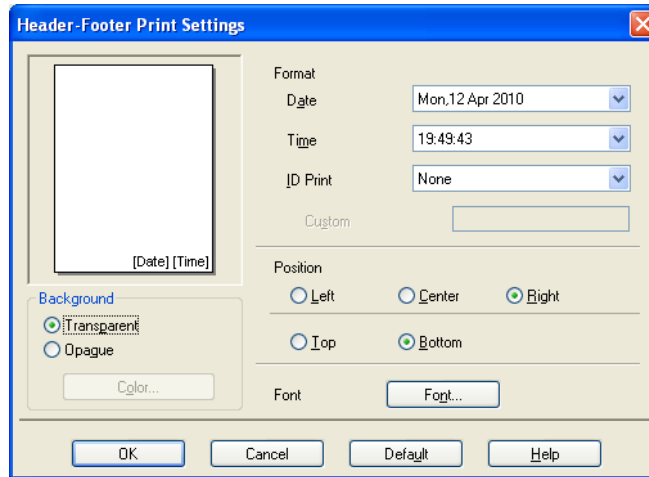
Enter a file name and location of your bitmap image in **File**, or click **Browse** to search for the file. You can also configure the scaling size and transparency of the image.

#### ■ Position

Use this setting if you want to adjust the position of the watermark on the page.

## Header-Footer Print

You can print the date and time from your computer's system clock, and the PC login user name or your entered text on your document. To customize the settings, click **Settings** on the **Advanced** tab.



### ID Print

You can choose your PC login user name or your entered text as a header or footer from the following ways:

- Choosing **Login User Name** to print your PC login user name.
- Choosing **Custom** to print your entered text in the **Custom** text box.

## Other Print Options

Click **Other Print Options** on the **Advanced** tab to set more Printer functions:



### Note

The screen shown in this section may vary depending on your machine.

### Change Data Transfer Mode

The **Change Data Transfer Mode** feature lets you choose a print data transfer mode to improve print quality or print speed.

#### ■ Recommended Setting

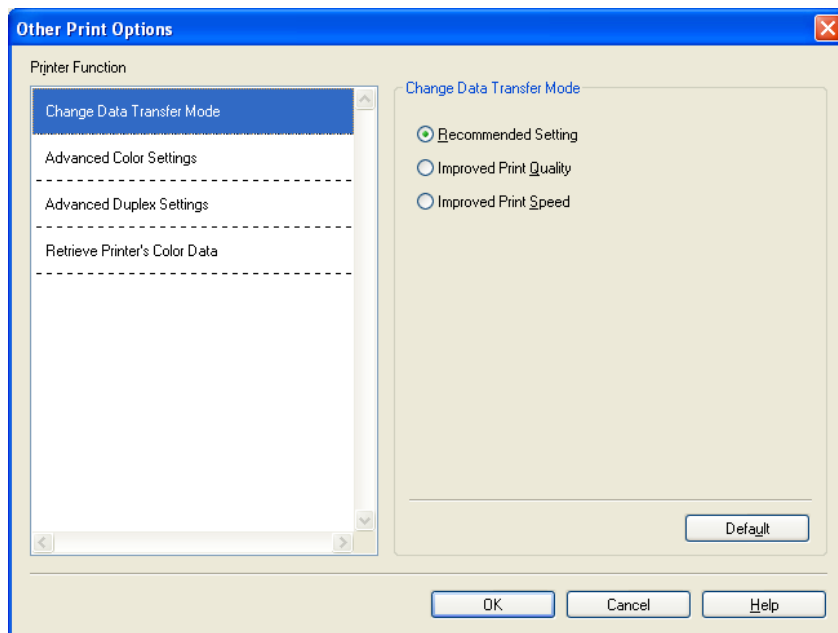
Choose **Recommended Setting** for general use.

#### ■ Improved Print Quality

Choose **Improved Print Quality** for better print quality. Print speed may be slightly reduced, depending on the print data.

#### ■ Improved Print Speed

Choose **Improved Print Speed** for faster print speed. Print quality may be slightly reduced, depending on the print data.



## Advanced Color Settings

You can set the **Halftone Pattern** and **Match Monitor** for more color adjustment.

### ■ Halftone Pattern

The machine can use two methods (**Diffusion** or **Dither**) to arrange dots to express halftones. There are some predefined patterns and you can choose which one to use for your document.

- **Diffusion**

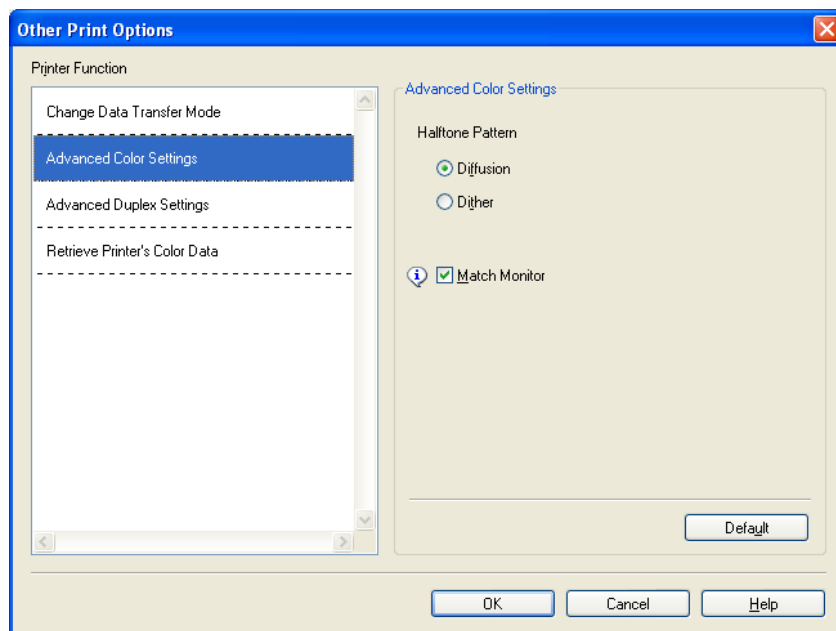
Dots are put at random to create the halftones. Use for printing photographs that have delicate shades and graphics.

- **Dither**

Dots are arranged in a pre-defined pattern to make halftones. Use for printing graphics that have definite color boundaries or for printing charts such as business charts.

### ■ Match Monitor

Color is adjusted to get the closest color match with the PC monitor.



## Advanced Duplex Settings

Some types of print media may need more drying time when using the duplex feature. Change **Advanced Duplex Settings** if you have problems with smudged duplex prints or paper jams.

### ■ Normal

Choose **Normal** to print at normal speed, using a normal amount of ink.

### ■ Duplex 1 (Slower print speed)

Choose **Duplex 1** to print at a slower speed, using a normal amount of ink.

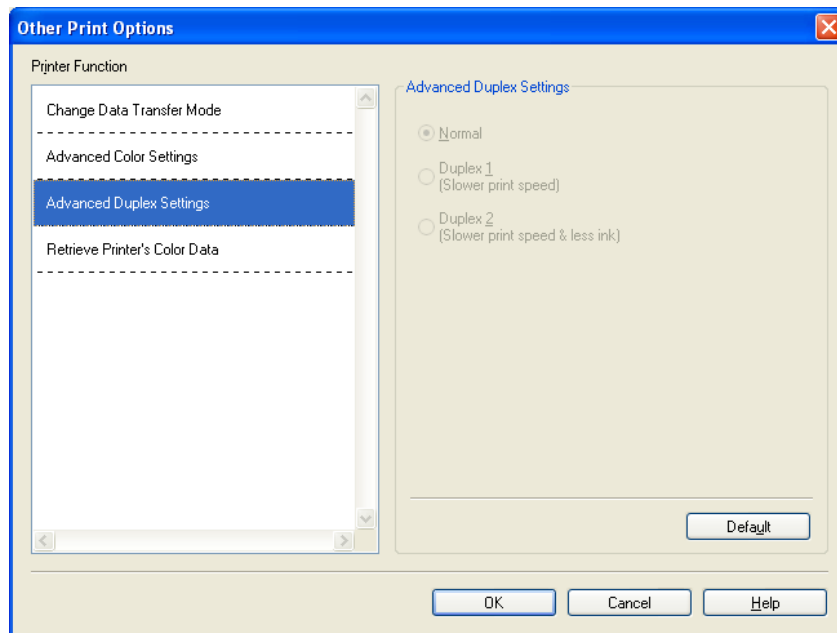
### ■ Duplex 2 (Slower print speed & less ink)

Choose **Duplex 2** to print the same speed as using **Duplex 1**, but using less ink.



### Note

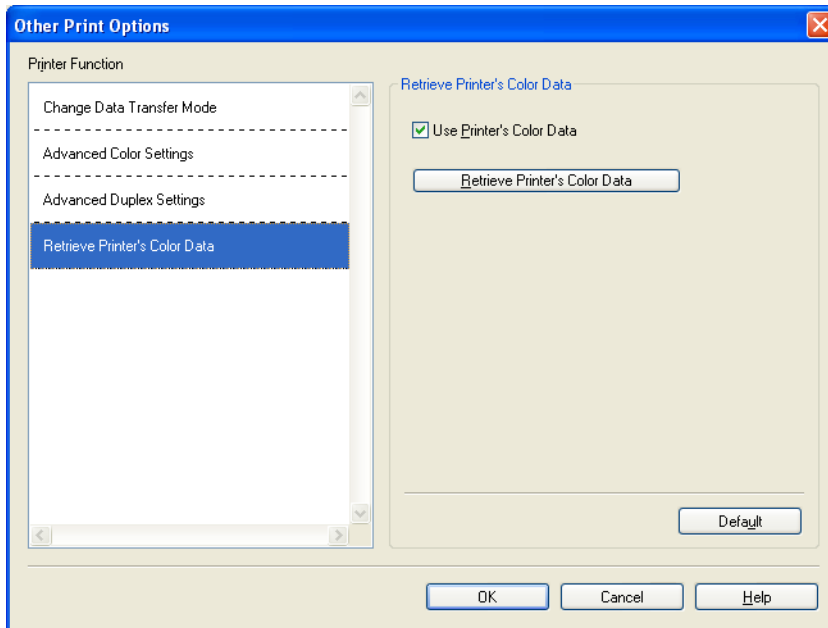
**Duplex 1 (Slower print speed)** is not available for Ledger or A3 size paper.



## Retrieve Printer's Color Data

This setting helps you to optimize print quality by acquiring the device information. Use this option when you have replaced the device or changed the network device of the destination network address.

1



### ■ Use Printer's Color Data

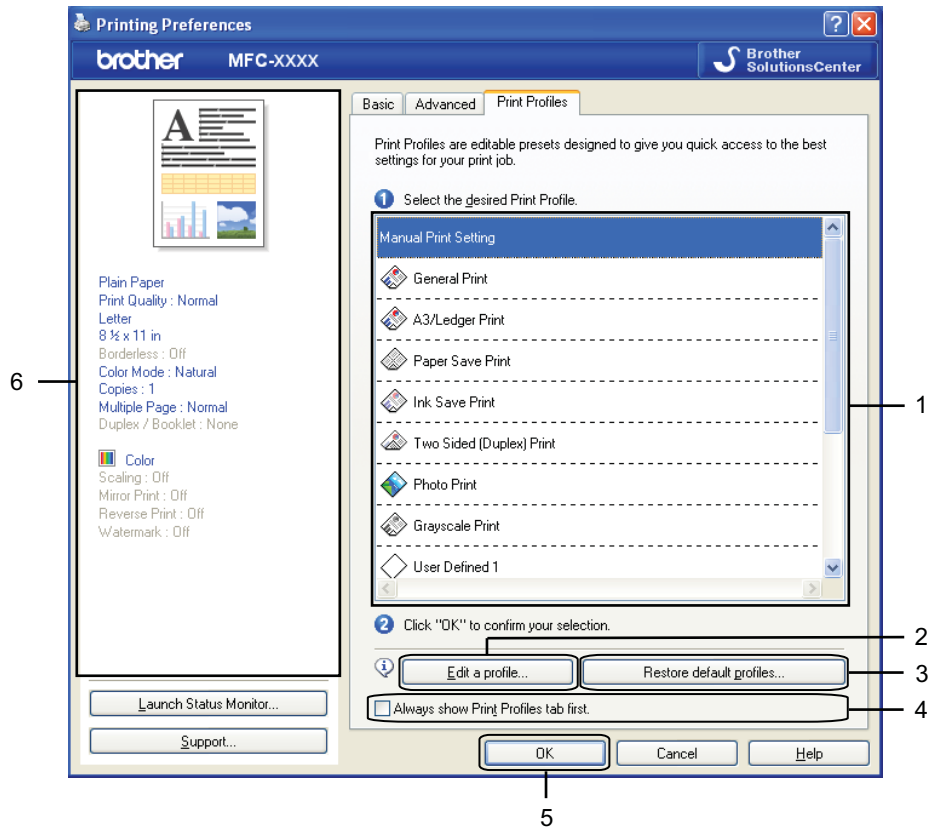
Check this box if you want to use the printer's color data. Remove the check mark if you do not want to use the information.

### ■ Retrieve Printer's Color Data

If you click this button, the printer driver starts retrieving the color data of your device. This may take time. Depending on the device status, the printer driver may fail to retrieve the color data.

## Print Profiles tab

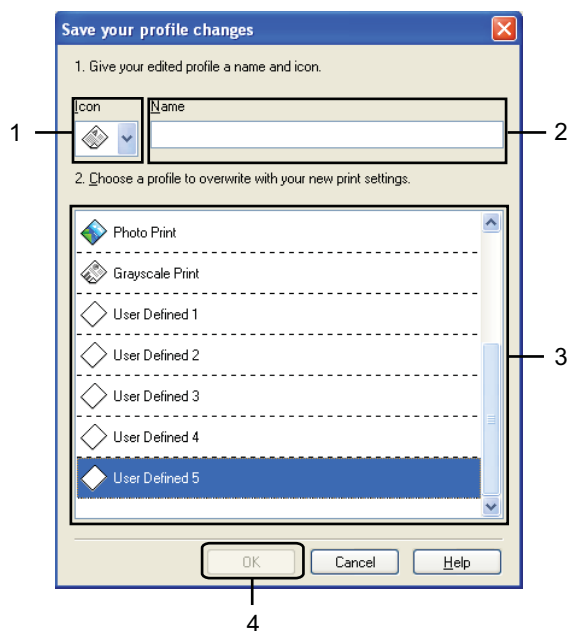
**Print Profiles** are editable presets designed to give you quick access to frequently used printing configurations.



- 1 Print profile list box
  - 2 **Edit a profile** button
  - 3 **Restore default profiles** button
  - 4 **Always show Print Profiles tab first** check box
  - 5 **OK** button
  - 6 Current print profile view
- 1 Choose your profile from the print profile list box.
  - 2 If you want to display the **Print Profiles** tab at the front of the window from the next time you print, check **Always show Print Profiles tab first**.
  - 3 Click **OK** to apply your chosen profile.  
To return to the default profile, click **Restore default profiles**, then **OK**.

## Edit a profile

The **Save your profile changes** dialog appears by clicking **Edit a profile**. You can overwrite any of the preset profiles with your preferred settings.



- 1 **Icon** drop-down list
- 2 **Name** text box
- 3 Print profile list box
- 4 **OK** button

- 1 Choose an icon you want to use from the **Icon** list, then enter a title you like in **Name**.
- 2 Choose a profile you want to overwrite from the print profile list box, then click **OK**.
- 3 The current settings shown on the left side of the **Print Profiles** tab will be saved.



# Support

The **Support** window shows the driver version and settings information. There are also links to the **Brother Solutions Center** and **Genuine Supplies Website**.

Click **Support** on the printer driver window to display the **Support** window:



## ■ Brother Solutions Center

The **Brother Solutions Center** is a web site offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

## ■ Genuine Supplies Website

The **Genuine Supplies Website** offers information about your Brother genuine supplies.

## ■ Brother CreativeCenter

The **Brother CreativeCenter** is a FREE web site where you can access many ideas and resources for personal and professional use.

## ■ Check Setting

This function provides information on the current printer driver settings.

## ■ About

This function provides information about the printer driver installed for your Brother machine.

## Using FaceFilter Studio for photo printing by REALLUSION

FaceFilter Studio is an easy-to-use borderless photo printing application. FaceFilter Studio also lets you edit your photo data. You can add photo effects such as red eye reduction or skin tone enhancement.

FaceFilter Studio  
Brother Edition



To use FaceFilter Studio, you must install the FaceFilter Studio application from the CD-ROM supplied with your machine. Install FaceFilter Studio and download FaceFilter Studio Help by following the instructions in the *Quick Setup Guide*.

You can start FaceFilter Studio by clicking on **Start/All Programs/Reallusion/FaceFilter Studio/FaceFilter Studio**.

Before you start FaceFilter Studio for the first time, you must make sure your Brother machine is turned On, and connected to your computer. This will allow you to access all the functions of FaceFilter Studio.



### Note

If your Brother machine is not turned On, or connected to your computer, FaceFilter Studio will start with limited features. You will not be able to use the **Print** function.

This chapter only introduces the basic functions of the software. For more details, see the FaceFilter Studio Help.

To view the complete FaceFilter Studio Help, click **Start**, point to **All Programs/Reallusion/FaceFilter Studio** and click **FaceFilter Studio Help** on your PC.

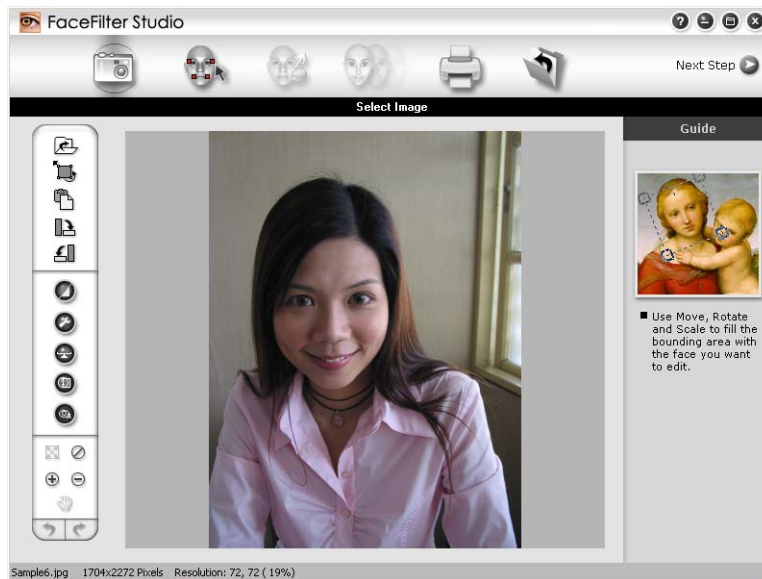
## Starting FaceFilter Studio with your Brother machine turned On

1

- 1 When you launch FaceFilter Studio for the first time, this screen will appear, if your Brother machine is turned On, and connected to your computer, the FaceFilter Studio will detect your Brother machine.



- 2 After you click **Continue** in step 1, this screen will appear. FaceFilter Studio is ready to use with full functionality.

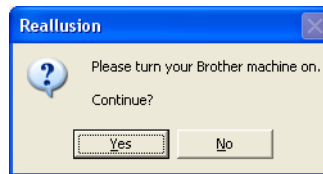


## Starting FaceFilter Studio when your Brother machine is turned Off

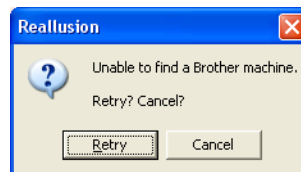
- 1 When you launch FaceFilter Studio for the first time, if your Brother machine is turned Off or not connected to your computer, this screen will appear.



- 2 Click **Detect** in step 1, and this screen will appear. Turn on your Brother machine and check that it is connected to your computer and then click **Yes**.

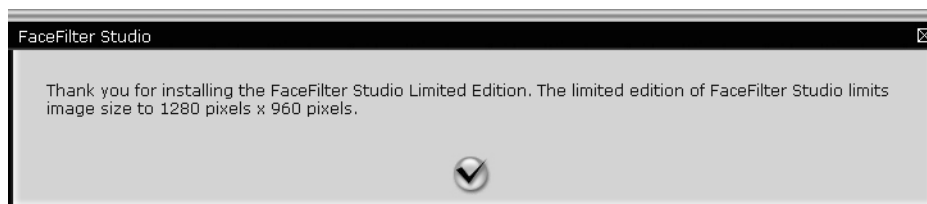


- 3 If FaceFilter Studio does not detect the Brother machine, this screen will appear. Make sure your Brother machine is turned on and click **Retry**.



If FaceFilter Studio still does not detect the Brother machine in step 3, click **Cancel**.

- 4 If you clicked **Cancel** in step 3, this screen will appear.



- 5 After you click the check mark in step 4, FaceFilter Studio will start with limited functionality. The Print icon on the top menu will be grayed out and you will not be able to use the Print function.



**Note**

- When FaceFilter Studio starts with limited functionality, the image file will be saved with a watermark.
- To start FaceFilter Studio with full functionality, see *Starting FaceFilter Studio with your Brother machine turned On* on page 28.

## Printing an image

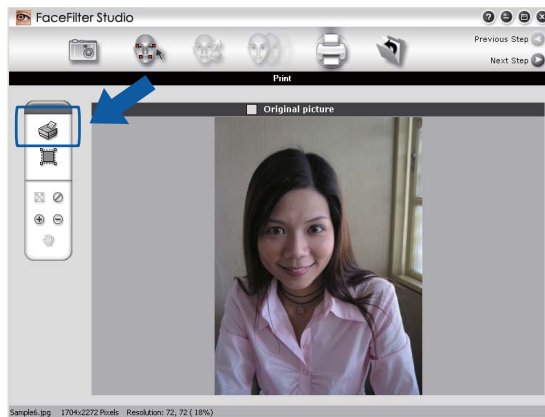
- 1 Click the **Open** icon to choose the image file.



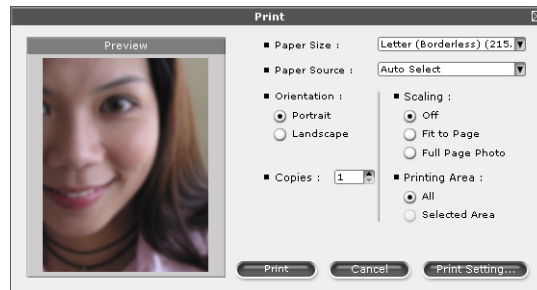
- 2 Click the Print icon in the top menu bar to move to the print screen.



- 3 Click the Print icon on the left to open the print settings dialog box.



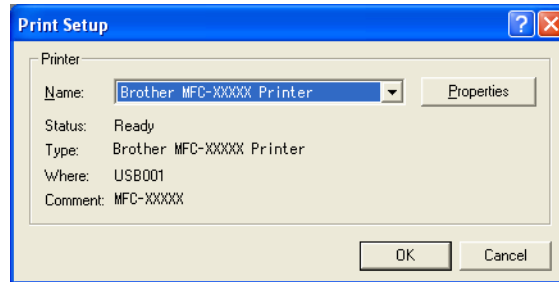
- 4 Choose **Paper Size**, **Paper Source**, **Orientation**, number of **Copies**, **Scaling** and **Printing Area**.



**Note**

If you want to print a borderless photo, choose **Full Page Photo** in **Scaling** and borderless paper in **Paper Size**.

- Click **Print Setting** and choose your Brother machine. Click **OK**.




### Note

If you want to use photo paper, click **Properties** and set the **Media Type** and **Print Quality** in the printer driver dialog.

- Click **Print** in the Print settings dialog box and your photo will print.


## Smart Portrait

The **Smart Portrait** function detects faces in the photo and adjust the brightness of the skin tone automatically.

- Open the image file.
- Click the **Smart Portrait**  icon to detect faces automatically.
- You can modify the **Brightness adjustment** by dragging the slider.
- Click **OK**.

## Red-eye Reduction

The **Red Eye Reduction** function lets you reduce red eyes in your photo.

- Open the image file.
- Click the **Red Eye Reduction**  icon to reduce red eyes automatically.
- Auto Red eye Detection** finds all the red eyes in the image and marks them as dotted boxes. You can use the **RedEye Threshold** slider to adjust the color of the marked areas.
- Click **OK**.

## Print Expression List

FaceFilter Studio lets you modify a facial expression by applying an expression template or by manual adjustment. In the **Select Expression** step, you can preview or print the expression list of your choice.



## Uninstalling FaceFilter Studio

To uninstall FaceFilter Studio, choose **Start/All Programs/Reallusion/FaceFilter Studio/Uninstall FaceFilter Studio**.



The scanning operations and the drivers used will be different depending on your operating system. The machine uses a TWAIN compliant driver for scanning documents from your applications.

■ (Windows® XP/Windows Vista®/Windows® 7)

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* on page 34) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (Windows® XP/Windows Vista®/Windows® 7)* on page 42).

Windows® XP/Windows Vista®/Windows® 7 users can select either driver when scanning documents.



#### Note

- For ScanSoft™ PaperPort™ 12SE, see *Using ScanSoft™ PaperPort™ 12SE with OCR by NUANCE™* on page 50.
- If your PC is protected by a firewall and is unable to network scan, you may need to configure the firewall settings to allow communication through port number 54925 and 137. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 105.

## Scanning a document using the TWAIN driver

The Brother MFL-Pro Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and applications. This means that you can not only scan images directly into the PaperPort™ 12SE viewer that Brother included with your machine, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, CorelDRAW® and many more.

## Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) or the scanner glass.

- 1 Load your document.
- 2 Start the ScanSoft™ PaperPort™ 12SE software that was installed during the MFL-Pro Suite installation to scan a document.

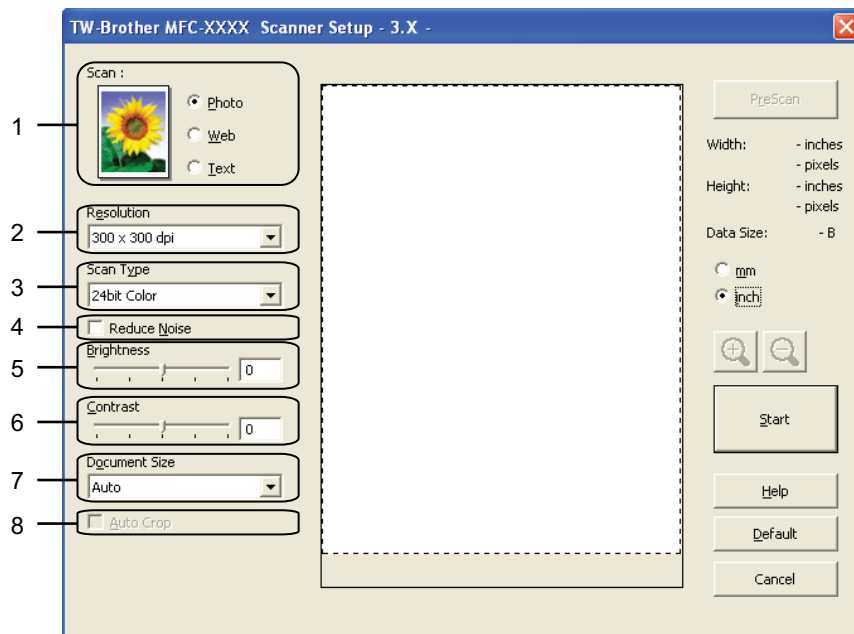


#### Note

The instructions for scanning in this Guide are for when you use ScanSoft™ PaperPort™ 12SE. The scanning steps may vary when using other software applications.

- 3 Click **Scan Settings** in the **Desktop** ribbon.  
The **Scan or Get Photo** panel appears on the left side of the screen.
- 4 Click **Select**.

- 5 Choose **TWAIN: TW-Brother MFC-XXXX** or **TWAIN: TW-Brother MFC-XXXX LAN** from the **Available Scanners** list.  
(Where XXXX is your model name.)
- 6 Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.
- 7 Click **Scan**.  
The **Scanner Setup** dialog box appears.
- 8 Adjust the following settings, if needed, in the Scanner Setup dialog box:



- 1 **Scan (Image Type)**
- 2 **Resolution**
- 3 **Scan Type**
- 4 **Reduce Noise**
- 5 **Brightness**
- 6 **Contrast**
- 7 **Document Size**
- 8 **Auto Crop**

- 9 Click **Start**.  
When scanning is finished, click **Cancel** to return to the PaperPort™ 12SE window.



#### Note

After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when cropping an image for scanning.

## Pre-Scanning to crop a portion you want to scan

You can preview your image and crop unwanted portions before scanning by using the **PreScan** button. When you are satisfied with the preview, click **Start** on the Scanner Setup dialog box to scan the image.

- 1 Follow the steps from ❶ to ❷ of *Scanning a document into the PC* on page 34.
- 2 Choose the settings for **Scan** (Image Type), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size** as needed.



### Note

Pre-Scanning is not available when choosing **Auto Crop**.



- 3 Click **PreScan**.  
The whole image is scanned into the PC and appears in the scanning area of the Scanner Setup dialog box.
- 4 Press and hold down the left mouse button and drag it over the portion you want to scan.



1 Scanning area



### Note

You can enlarge the image using the  icon, and then use the  icon to restore the image to its original size.

- 5 Load your document again.



### Note

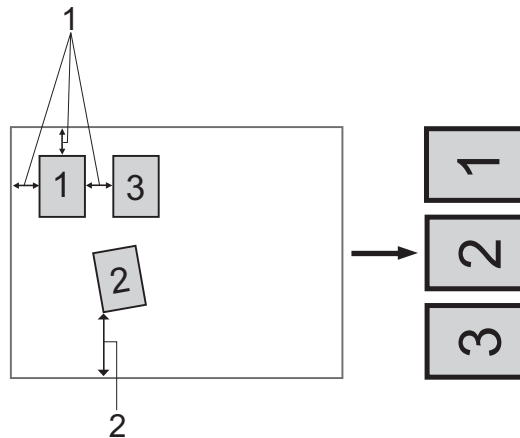
Skip this step if you loaded the document on the scanner glass in step ❶.

- 6 Click **Start**.  
This time only the chosen area of the document appears in the PaperPort™ 12SE window (or your application window).
- 7 In the PaperPort™ 12SE window, use the options available to refine the image.

## Auto Crop

You can scan multiple documents placed on the scanner glass by checking **Auto Crop**. When using **Auto Crop**, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three page file, scan the documents as PDF.

2



**1 0.4 in. (10 mm) or greater**

**2 0.8 in. (20 mm) or greater (bottom)**

### Guidelines for Auto Crop

- This setting is only available for documents that are rectangular or square.
- If your document is too long or wide, this setting does not work properly.
- When you use this setting, you must use the scanner glass.
- When you use this setting, you must choose a **Document Size** other than **Auto**.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 0.4 in. (10 mm) apart from each other.
- **Auto Crop** adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- **Auto Crop** is available for up to a maximum of 16 documents depending on size of your documents.
- If you check **Auto Crop**, you cannot choose **PreScan**.

## Settings in the Scanner Setup dialog box

### Scan (Image Type)

Choose the output image type from **Photo**, **Web** or **Text**. **Resolution** and **Scan Type** will be automatically altered for each of the default settings.

The default settings are listed in the table below:

Scan (Image Type)		Resolution	Scan Type
<b>Photo</b>	Use for scanning photo images	300 x 300 dpi	24bit Color
<b>Web</b>	Use for attaching the scanned image to web pages	100 x 100 dpi	24bit Color
<b>Text</b>	Use for scanning text documents	200 x 200 dpi	Black & White

### Resolution

You can choose a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose and the available colors.

Resolution	Black & White/ Gray (Error Diffusion)	256 Color	True Gray/24bit Color
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes
19200 x 19200 dpi	Yes	No	Yes

### Scan Type

#### ■ Black & White

Use for text or line art images.

#### ■ Gray (Error Diffusion)

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

#### ■ True Gray

Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of gray.

### ■ 256 Color

Uses up to 256 colors to scan the image.

### ■ 24bit Color

Uses up to 16.8 million colors to scan the image.

Although using **24bit Color** creates an image with the most accurate color reproduction, the image file size will be about three times larger than a file created using the **256 Color** option. It requires the most memory and has the longest transfer time.

## Reduce Noise

You can improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** setting is available when using **24bit Color** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

## Auto Crop

You can scan multiple documents placed on the scanner glass. If you want to use **Auto Crop**, see *Auto Crop* on page 37.

## Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average and is usually suitable for most images.

You can set the **Brightness** level by dragging the slide bar to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.

If the scanned image is too light, set a lower **Brightness** level and scan the document again. If the image is too dark, set a higher **Brightness** level and scan the document again.



### Note

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The **Brightness** setting is only available when setting **Scan Type** to **Black & White**, **Gray (Error Diffusion)**, **True Gray** or **24bit Color**.

---

## Contrast

You can increase or decrease the contrast level by moving the slide bar to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also enter a value in the box to set the **Contrast**.



### Note

---

The **Contrast** setting is only available when setting **Scan Type** to **Gray (Error Diffusion)**, **True Gray** or **24bit Color**.

---

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the **Resolution**, **Scan Type**, **Brightness** and **Contrast** to see which setting best suits your needs.

## Document Size

Choose one of the following sizes:

- Auto

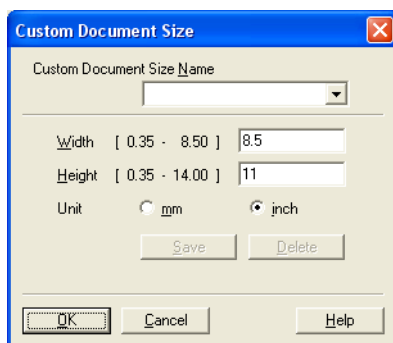
Auto is shown as the default setting for **Document Size** (for the ADF, Letter or Ledger size paper only). You can scan a standard sized document without any further adjustments to **Document Size**. If you want to use **Auto Crop**, choose a **Document Size** other than **Auto**.

- A3 11.7 x 16.5 in (297 x 420 mm)
- Ledger 11 x 17 in (279.4 x 431.8 mm)
- JIS B4 10.1 x 14.3 in (257 x 364 mm)
- A4 8.3 x 11.7 in (210 x 297 mm)
- JIS B5 7.2 x 10.1 in (182 x 257 mm)
- Letter 8 1/2 x 11 in (215.9 x 279.4 mm)
- Legal 8 1/2 x 14 in (215.9 x 355.6 mm)
- A5 5.8 x 8.3 in (148 x 210 mm)
- Executive 7 1/4 x 10 1/2 in (184.1 x 266.7 mm)
- Business Card 3.5 x 2.4 in (90 x 60 mm)

To scan business cards, choose the **Business Card** size, and then put the business card face down at the top left of the scanner glass.

- Photo 4 x 6 in (10 x 15 cm)
- Index Card 5 x 8 in (127 x 203.2 mm)
- Photo L 3.5 x 5 in (89 x 127 mm)
- Photo 2L 5 x 7 in (13 x 18 cm)
- Postcard 1 3.9 x 5.8 in (100 x 148 mm)
- Postcard 2 (Double) 5.8 x 7.9 in (148 x 200 mm)
- Custom

If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.



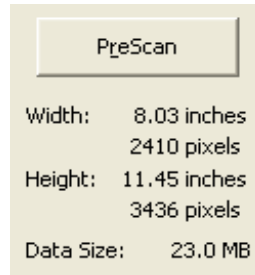
Enter the **Name**, **Width** and **Height** of the document.

You can choose “mm” or “inch” as the unit for **Width** and **Height**.



**Note**

You can see the actual paper size you chose on the screen.



- **Width:** shows the width of scanning area.
- **Height:** shows the height of scanning area.
- **Data Size:** shows the approximate data size in Bitmap format. The size will vary depending on the type of file, resolution and number of colors used.



## Scanning a document using the WIA driver (Windows<sup>®</sup> XP/Windows Vista<sup>®</sup>/Windows<sup>®</sup> 7)

### WIA compliant

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For Windows<sup>®</sup> XP/Windows Vista<sup>®</sup>/Windows<sup>®</sup> 7 you can choose Windows<sup>®</sup> Imaging Acquisition (WIA) when scanning images. You can scan images directly into the PaperPort<sup>™</sup> 12SE viewer that Brother included with your machine or you can scan images directly into any other applications that support WIA or TWAIN scanning.

### Scanning a document into the PC

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There are two ways to scan a whole page. You can either use the ADF (automatic document feeder) or the Flatbed scanner glass.

If you want to scan and then crop a portion of a page after pre-scanning the document, you must scan using the scanner glass (Flatbed). (See *Pre-Scanning and cropping a portion using the scanner glass* on page 44.)

- 1 Load your document.
- 2 Start the ScanSoft<sup>™</sup> PaperPort<sup>™</sup> 12SE software that was installed during the MFL-Pro Suite installation to scan a document.



#### Note

The instructions for scanning in this Guide are based on ScanSoft<sup>™</sup> PaperPort<sup>™</sup> 12SE. The process will vary when scanning from other applications.

---

- 3 Click **Scan Settings** on the **Desktop** ribbon.  
The **Scan or Get Photo** panel appears on the left side of the screen.
- 4 Click **Select**.
- 5 Choose **WIA:Brother MFC-XXXX** or **WIA:Brother MFC-XXXX LAN** from the **Available Scanners** list.  
(Where XXXX is your model name.)



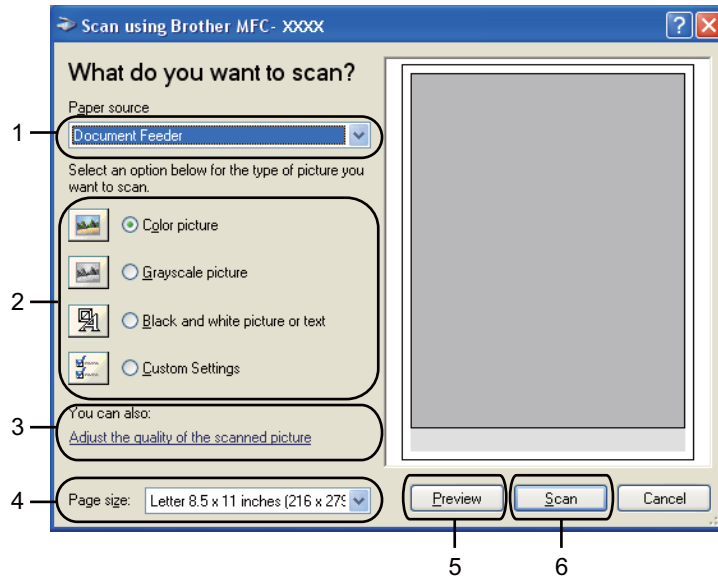
#### Note

If you choose **TW-Brother MFC-XXXX**, the TWAIN driver will start.

---

- 6 Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.
- 7 Click **Scan**.  
The Scan dialog box appears.

8 Adjust the following settings, if needed, in the Scanner Setup dialog box:



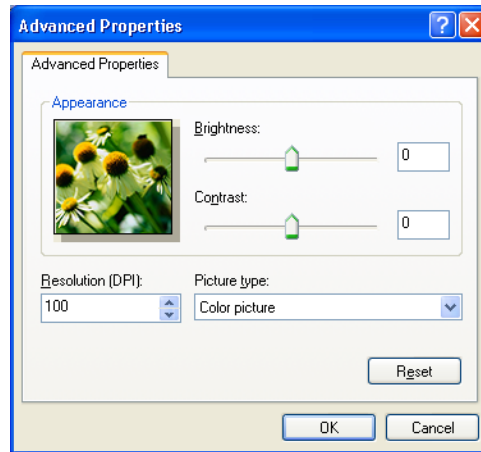
- 1 Paper source
- 2 Picture type
- 3 Adjust the quality of the scanned picture
- 4 Page size
- 5 Preview
- 6 Scan

9 Choose **Document Feeder** or **Flatbed** from the **Paper source** drop-down list.

10 Choose the picture type.

11 Choose the **Page size** from the drop-down list.

- 12 If you want to change some advanced settings, click **Adjust the quality of the scanned picture**. You can choose **Brightness**, **Contrast**, **Resolution** and **Picture type** from **Advanced Properties**. Click **OK** after choosing the settings.



### Note

By default, the scanner resolution can be set to a maximum of 1200 dpi.

If you want to scan at higher resolutions, use the **Scanner Utility**. (See *Scanner Utility* on page 45.)

- 13 Click **Scan** in the Scan dialog box.  
The machine starts scanning the document.

## Pre-Scanning and cropping a portion using the scanner glass

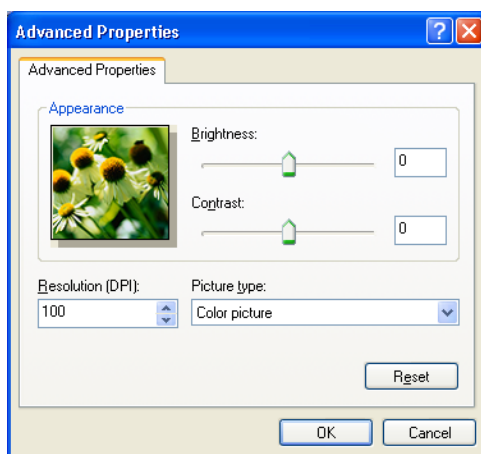
The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click **Scan** on the Scan dialog box to scan the image.

- 1 Follow the steps from 1 to 7 of *Scanning a document into the PC* on page 42.
- 2 Choose **Flatbed** from the **Paper source** drop-down list.
- 3 Choose the picture type.
- 4 Click **Preview**.  
The whole image is scanned into the PC and appears in the scanning area.

- 5 Press and hold down the left mouse button and drag it over the portion you want to scan.



- 6 If you need advanced settings, click **Adjust the quality of the scanned picture**. You can choose **Brightness**, **Contrast**, **Resolution** and **Picture type** from **Advanced Properties**. Click **OK** after choosing settings.



- 7 Click **Scan** in the Scan dialog box.  
The machine starts scanning the document.  
This time only the chosen area of the document appears in the PaperPort™ 12SE window (or your application window).

## Scanner Utility

The **Scanner Utility** is used to configure the WIA scanner driver for resolutions greater than 1200 dpi.



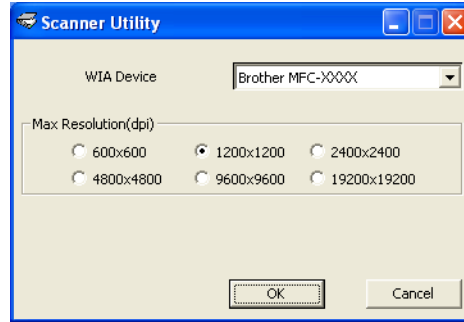
### Note

If you scan the document at a resolution of greater than 1200 dpi, the file size may be very large. Make sure that you have enough memory and hard disk space for the size of the file you are trying to scan. If you do not have enough memory or hard disk space then your PC may freeze and you could lose your file.

■ Running the utility

You can run the utility by clicking the **Scanner Utility** located in **Start/All Programs/Brother/MFC-XXXX** menu (where XXXX is your model name)/**Scanner Settings/Scanner Utility**.

Screens on your PC may vary depending on your operating system or the model of your machine.

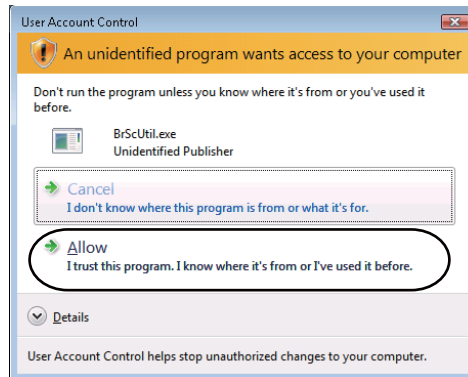


**Note**

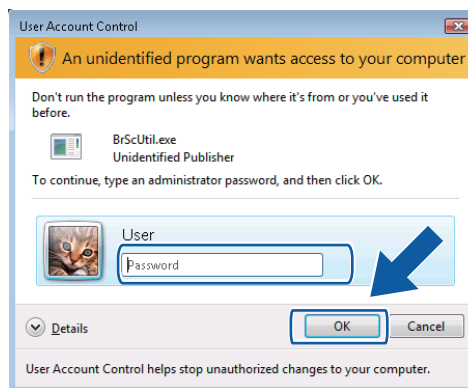
(Windows Vista® and Windows® 7)

When the **User Account Control** screen appears, do the following.

- For users who have administrator rights: Click **Allow** or **Yes**.



- For users who do not have administrator rights: Enter the administrator password and click **OK** or **Yes**.



## Scanning a document using the WIA driver (Windows<sup>®</sup> Photo Gallery and Windows<sup>®</sup> Fax and Scan users)

### Scanning a document into the PC

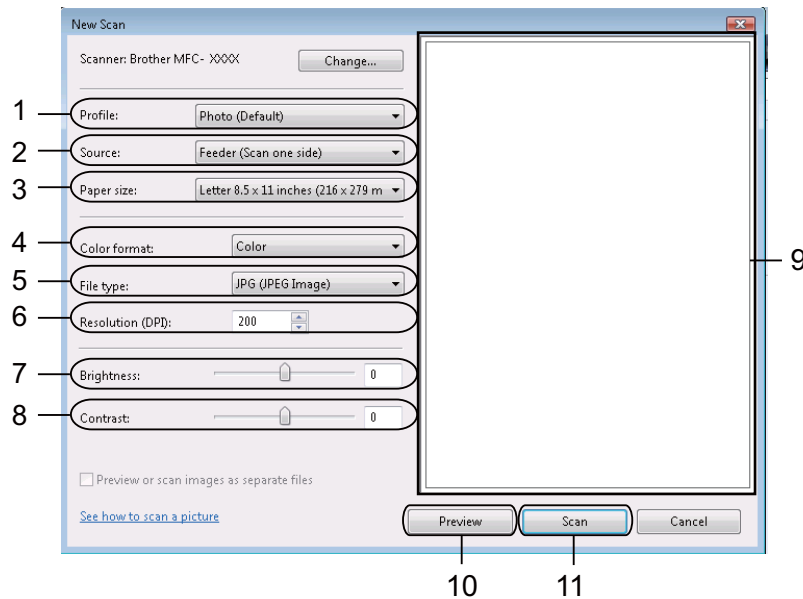
---

There are two ways to scan a whole page. You can either use the ADF (automatic document feeder) or the Flatbed scanner glass.

If you want to scan and then crop a portion of a page after pre-scanning the document, you must scan using the scanner glass (Flatbed). (See *Pre-Scanning and cropping a portion using the scanner glass* on page 49.)

- 1 Load your document.
- 2 Open your software application to scan the document.
- 3 Do one of the following:
  - (Windows<sup>®</sup> Photo Gallery)  
Click **File**, then **Import from Camera or Scanner**.
  - (Windows<sup>®</sup> Fax and Scan)  
Click **File**, **New**, then **Scan**.
- 4 Choose the scanner you want to use.
- 5 Click **Import**.  
The Scan dialog box appears.

- 6 Adjust the following settings, if needed, in the Scanner dialog box:



- 1 Profile
- 2 Source
- 3 Paper size
- 4 Color format
- 5 File type
- 6 Resolution
- 7 Brightness
- 8 Contrast
- 9 Scanning area
- 10 Preview
- 11 Scan



#### Note

By default, the scanner resolution can be set to a maximum of 1200 dpi.

If you want to scan at higher resolutions, use the **Scanner Utility**. (See *Scanner Utility* on page 45.)

- 7 Click **Scan** on the Scan dialog box.  
The machine starts scanning the document.

## Pre-Scanning and cropping a portion using the scanner glass

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click **Scan** in the Scan dialog box to scan the image.

- 1 Follow the steps from 1 to 5 of *Scanning a document into the PC* on page 47.
- 2 Put the document face down on the scanner glass.
- 3 Choose **Flatbed** from the **Source** drop-down list. Adjust the following settings, if needed, in the Scanner dialog box.
- 4 Click **Preview**.  
The whole image is scanned into the PC and appears in the scanning area.
- 5 Press and hold down the left mouse button and drag it over the portion you want to scan.



- 6 Click **Scan** on the Scan dialog box.  
The machine starts scanning the document.  
This time only the chosen area of the document appears in your application window.



# Using ScanSoft™ PaperPort™ 12SE with OCR by NUANCE™

## Note

- ScanSoft™ PaperPort™ 12SE supports Windows® XP (SP3 or higher), XP Professional x64 Edition (SP3 or greater), Windows Vista® (SP2 or higher) and Windows® 7 only.
- For Windows® 2000 (SP4 or higher) users, you can download ScanSoft™ PaperPort™ 11SE by Nuance™ during the installation of MFL-Pro Suite. See the *Quick Setup Guide*.

ScanSoft™ PaperPort™ 12SE for Brother is a document management application. You can use PaperPort™ 12SE to view scanned documents.

PaperPort™ 12SE has a sophisticated, yet easy-to-use filing system that will help you organize your graphics and text documents. It allows you to mix or 'stack' documents of different formats for printing, faxing or filing.

This section only introduces the basic functions of the software. For more details, see the ScanSoft™ **Getting Started Guide**. To view the complete ScanSoft™ PaperPort™ 12SE **Getting Started Guide**, choose the **Help** ribbon and click **Getting Started Guide**. When you install MFL-Pro Suite, ScanSoft™ PaperPort™ 12SE for Brother is installed automatically. You can access ScanSoft™ PaperPort™ 12SE through the ScanSoft™ PaperPort™ 12SE program group located in **Start/All Programs/Nuance PaperPort 12** on your PC.

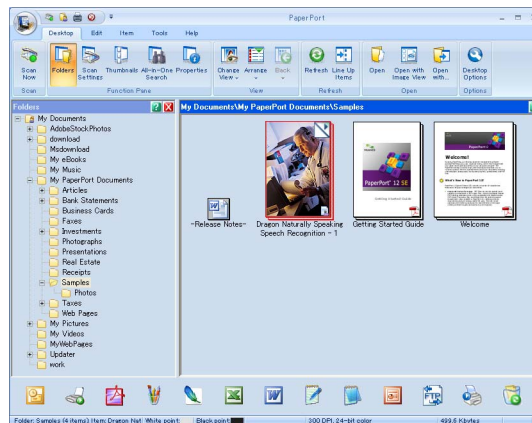
## Viewing items

ScanSoft™ PaperPort™ 12SE gives several ways to view items:

**Desktop** displays the item in the chosen folder with a thumbnail (a small graphic that shows each item in a desktop or folder) or an icon.

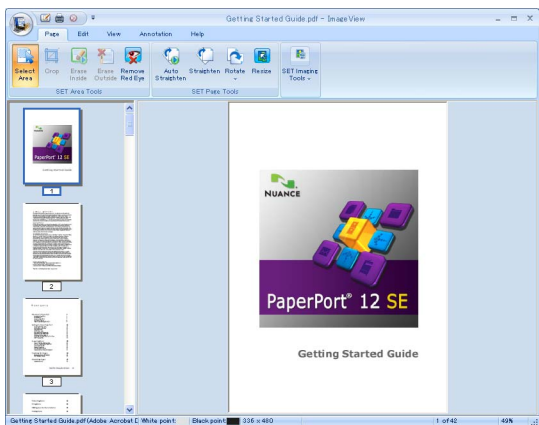
You can see both PaperPort™ 12SE items (MAX files) and non-PaperPort™ 12SE items (files created using other applications).

All graphical files (PaperPort™ 12SE's \*.max and other files) will be displayed and include an icon that indicates the application that the specific file type is associated or created with. Non-graphical files are indicated by a small rectangular thumbnail and are not displayed as actual images.



**Image View** displays a close-up of a single page. You can open a PaperPort™ 12SE item by clicking the **Open with Image View** button on the **Desktop** ribbon.

As long as you have the appropriate application on your PC to display it, you can also open a non-PaperPort™ 12SE item by double-clicking it.



## Organizing your items in folders

PaperPort™ 12SE has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you choose to view in **Desktop**. An item can be a PaperPort™ 12SE item or a non-PaperPort™ 12SE item:

- Folders are arranged in a 'tree' structure in the Folder View. You use this section to choose folders and view their items in **Desktop**.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be 'nested'—that is, stored in other folders.
- When you double-click a folder, its contents (both PaperPort™ 12SE MAX files and non PaperPort™ 12SE files) appear in **Desktop**.
- You can also use Windows® Explorer to manage the folders and items shown in **Desktop**.

## Quick links to other applications

ScanSoft™ PaperPort™ 12SE automatically recognizes many other applications on your PC and creates a 'working link' to them.

The bar at the bottom of the PaperPort™ 12SE desktop shows which programs you can use with PaperPort™ 12SE.



To send an item from PaperPort™ 12SE to another program, simply drag and drop the item from the PaperPort™ 12SE desktop to the program icon on the Send To bar. PaperPort™ 12SE automatically converts the item to the preferred format.

If PaperPort™ 12SE does not automatically recognize one of the applications on your PC, you can manually create a link using the **New Link** button on the **Tools** ribbon.

## ScanSoft™ PaperPort™ 12SE with OCR lets you convert image text into text you can edit

ScanSoft™ PaperPort™ 12SE can quickly convert a text document image into text that you can edit with a word processing application.

PaperPort™ 12SE uses the optical character recognition software (OCR), which comes with PaperPort™ 12SE. PaperPort™ 12SE can use your preferred OCR application if it is already on your PC. You can convert the entire item, or by using the **Copy Text** button on the **Items** ribbon, you can choose only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort™ 12SE's built-in OCR application, or you can use your own OCR application.



## Importing items from other applications

As well as scanning items, you can bring items into PaperPort™ 12SE in a variety of ways and convert them to PaperPort™ 12SE (MAX) files in several different ways:

- Print to the **Desktop** from another application, such as Microsoft® Word.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tagged Image File Format (TIFF).

## Exporting items into other formats

You can export or save PaperPort™ 12SE items in several popular file formats, such as BMP, JPEG, TIFF or PDF.

### Exporting an image file

- 1 Click **Save As** on the PaperPort button.  
The Save 'XXXXX' as dialog box is displayed.
- 2 Choose the drive and folder where you want to store the file.
- 3 Enter the new file name and choose the file type.
- 4 Click **Save** to save your file, or **Cancel** to return to PaperPort™ 12SE without saving it.


## Uninstalling ScanSoft™ PaperPort™ 12SE with OCR

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### (Windows® XP)

- 1 Click **Start**, **Control Panel**, **Add or Remove Programs**, and click the **Change or Remove Programs** icon.
- 2 Choose **Nuance PaperPort 12** from the list and click **Change** or **Remove**.

### (Windows Vista® and Windows® 7)

- 1 Click the  button, **Control Panel**, **Programs** and **Programs and Features**.
- 2 Choose **Nuance PaperPort 12** from the list and click **Uninstall**.

## Overview

ControlCenter4 is a software utility that lets you quickly and easily access your often used applications. Using ControlCenter4 eliminates the need to manually launch specific applications.

ControlCenter4 has two user interfaces: **Home Mode** and **Advanced Mode**.

### ■ Home Mode

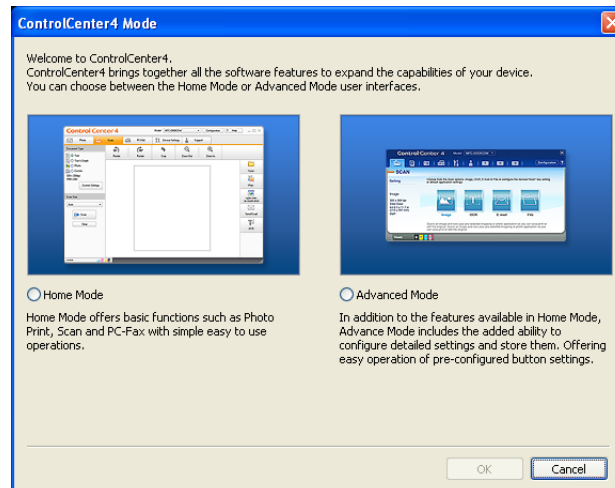
The **Home Mode** gives you easy access to your machine's main functions. See *Using ControlCenter4 in Home Mode* on page 55.

### ■ Advanced Mode

The **Advanced Mode** gives you more control over the details of your machine's functions. You can add up to three customized tabs in your original settings. See *Using ControlCenter4 in Advanced Mode* on page 68.

## Changing the user interface

- 1 Click **Configuration** and then select **Mode Select**.
- 2 Select **Home Mode** or **Advanced Mode** in the mode dialog.



## Using ControlCenter4 in Home Mode

This section briefly introduces the ControlCenter4 function in **Home Mode**. For more details of the each function, click **Help**.



- 1 Print or edit images, attach images to E-mail, open images with an application and copy images from a memory card or USB Flash memory drive.
- 2 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 3 Access the PC-FAX applications available for your device.
- 4 Access the settings available to configure your device.
- 5 Link to Brother Solutions Center, Brother CreativeCenter or the **Help** file.
- 6 You can select which machine ControlCenter4 will connect with from the **Model** drop-down list.
- 7 You can change the user interface and ControlCenter4 preferences.
- 8 Access the **Help** file.
- 9 Access **Status Monitor** by clicking **Device Status**.

## ControlCenter4 Features for Home Mode users

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### **Photo** (See *Photo tab* on page 57.)

- See *Printing images* on page 58.
- See *Editing images* on page 58.
- See *Attaching images to E-mail* on page 58.
- See *Opening images with an application* on page 58.
- See *Copying images from a memory card or USB Flash memory drive* on page 57.

### **Scan** (See *Scan tab* on page 59.)

- See *Saving the scanned image* on page 60.
- See *Printing the scanned image* on page 61.
- See *Opening the scanned image with an application* on page 61.
- See *Attaching the scanned data to E-mail* on page 61.
- See *Using the OCR feature* on page 62.

### **PC-FAX** (See *PC-FAX tab* on page 63.)

- See *Sending a scanned image* on page 64.
- See *Sending an image file from your computer* on page 64.
- See *Viewing and printing received PC-FAX data* on page 64.

### **Device Settings** (See *Device Settings tab* on page 65.)

- See *Configuring Remote Setup* on page 65.
- See *Accessing Quick Dial* on page 65.
- See *Configuring Scan button settings* on page 66.
- See *Launching the BRAdmin utility* on page 66.

### **Support** (See *Support tab* on page 67.)

- See *Opening ControlCenter Help* on page 67.
- See *Using Brother Solutions Center* on page 67.
- See *Accessing the Brother CreativeCenter* on page 67.

## Photo tab

There are five functions: **Print**, **Edit**, **Open with an Application**, **Send E-mail** and **Photo Capture**. This section briefly introduces the functions. For more details of each function, click **Help**.



- 1 **Photo Capture** button
- 2 **My CC4 Folder** button
- 3 **Desktop** button
- 4 **Print** button
- 5 **Edit** button
- 6 **Send E-mail** button
- 7 **Open with an Application** button

## Copying images from a memory card or USB Flash memory drive

The **Photo Capture** button lets you copy images on a memory card or USB Flash memory drive to a folder on your hard disk.

- 1 Click **Photo Capture**, and the **Copy Settings** dialog appears.
- 2 Configure your settings for **Destination Folder**, then click **OK**.
- 3 The images on a memory card or USB Flash memory drive are copied to a folder on your hard disk.

## Opening the ControlCenter4 folder tree

The **My CC4 Folder** button lets you open the ControlCenter4 folder located in the My Pictures folder on your computer. You can choose images you want to print, edit, attach to a new Email and open with a specific application directly in the ControlCenter4 folder.



## Opening the folder tree

---

The **Desktop** button lets you open the folder tree from the desktop to choose images you want to print, edit, attach to a new Email and open with a specific application directly.

## Printing images

---

The **Print** button lets you print images.

- 1 Choose images you want to print by clicking the image from the image viewer, check the check box under the image, and then enter the number of copies you want to print (1-99).
- 2 Click **Print**, then the **Print settings** window appears.
- 3 Configure the settings for **Paper size**, **Media Type** and **Layout**.
- 4 Click **Properties** to configure **Print Quality**, **Color / Grayscale**, **Color Mode** and **Paper Source** if necessary. Click **Settings**, then configure the settings. Then click **OK**.
- 5 Click **Print**.

## Editing images

---

The **Edit** button lets you edit images with various functions.

- 1 Choose images you want to edit by clicking the image from the image viewer.
- 2 Click **Edit**, and the **Edit** window appears.
- 3 Edit the images with **Trimming**, **Image Correction** and **Image Enhancement** functions.
- 4 Click **Save**.

## Attaching images to E-mail

---

The **Send E-mail** button lets you attach images to your default E-mail application.

- 1 Choose images you want to attach to E-mail from the image viewer.
- 2 Click **Send E-mail**, and your default E-mail application starts and shows a new E-mail with attachments.

## Opening images with an application

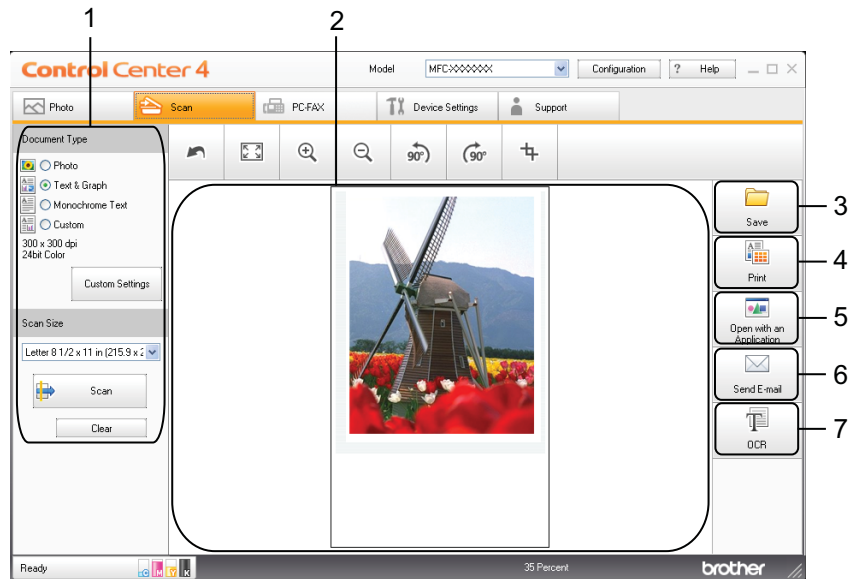
---

The **Open with an Application** button lets you open images with a specific application directly.

- 1 Choose images you want to open by clicking the image from the image viewer.
- 2 Click **Open with an Application**.
- 3 Select the application from the drop-down list and click **OK**.
- 4 The image will appear in the application you have chosen.

## Scan tab

There are five scan options: **Save**, **Print**, **Open with an Application**, **Send E-mail** and **OCR**. This section briefly introduces the **Scan** tab function. For more details of each function, click **Help**.



- 1 PC Scan setting area
- 2 Image viewer
- 3 **Save** button
- 4 **Print** button
- 5 **Open with an Application** button
- 6 **Send E-mail** button
- 7 **OCR** button

## File types

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You can choose from the following list of file types when saving to a folder.

- Windows® Bitmap (\*.bmp)
- JPEG (\*.jpg)
- TIFF (\*.tif)
- TIFF Multi-Page (\*.tif)
- Portable Network Graphics (\*.png)
- PDF (\*.pdf)
- Secure PDF (\*.pdf)
- XML Paper Specification (\*.xps)



### Note

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- The XML Paper Specification is available for Windows Vista®, Windows® 7 or when using applications which support XML Paper Specification files.
  - If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
  - Secure PDF is available for the **Save** and **Send E-mail** selections.
- 

## Document Size

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You can choose the document size from the pull-down list. If you choose a 1 to 2 document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

## Saving the scanned image

---

The **Save** button lets you scan an image to a folder on your hard disk in one of the file types shown in the file attachment list.

- 1 Configure the settings in the PC Scan setting area.
- 2 Click **Scan**.
- 3 Confirm and edit (if necessary) the scanned image in the image viewer.
- 4 Click **Save**.
- 5 The **Save** dialog will appear. Select your **Destination Folder** and other settings. Click **OK**.
- 6 The image will be saved in the folder you have chosen.

## Printing the scanned image

---

You can scan a page on the machine and print copies using any of the features of the ControlCenter4 supported Brother machine's printer driver.

- 1 Select the **Scan** tab.
- 2 Configure the settings in PC Scan setting area.
- 3 Click **Scan**.
- 4 Confirm and edit (if necessary) the scanned image in the image viewer.
- 5 Click **Print**.
- 6 Configure the print settings and then click **Start Printing**.

## Opening the scanned image with an application

---

The **Open with an Application** button lets you scan an image directly into your graphics application for image editing.

- 1 Select the **Scan** tab.
- 2 Configure the settings in PC Scan setting area.
- 3 Click **Scan**.
- 4 Confirm and edit (if necessary) the scanned the image in image viewer.
- 5 Click **Open with an Application**.
- 6 Select the application from the drop-down list and click **OK**.
- 7 The image will appear in the application you have chosen.

## Attaching the scanned data to E-mail

---

The **Send E-mail** button lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.

- 1 Select the **Scan** tab.
- 2 Configure the settings in the PC Scan setting area.
- 3 Click **Scan**.
- 4 Confirm and edit (if necessary) the scanned image in the image viewer.
- 5 Click **Send E-mail**.
- 6 Configure the attached file settings and click **OK**.

- 7 Your default E-mail application will open and the image will be attached to a new, blank email.

## Using the OCR feature

---

The **OCR** button lets you scan a document and converts it into text. This text can be edited using your favorite word processing software.

- 1 Select the **Scan** tab.
- 2 Configure the settings in the PC Scan setting area.
- 3 Click **Scan**.
- 4 Confirm and edit (if necessary) the scanned image in the image viewer.
- 5 Click **OCR**.
- 6 Configure the OCR settings and click **OK**.
- 7 The application you have chosen will open with the converted text data.

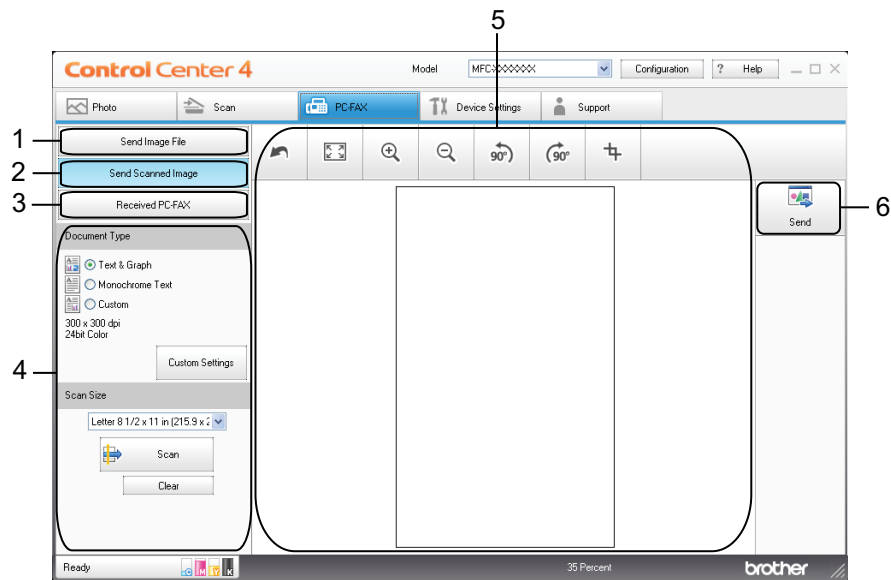
## PC-FAX tab

This section briefly introduces the **PC-FAX** tab function. For more details of each function, click **Help**.



### Note

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



- 1 **Send Image File** button
- 2 **Send Scanned Image** button
- 3 **Received PC-FAX** button
- 4 PC Scan setting area
- 5 Scan Image area
- 6 **Send** button

## Sending an image file from your computer

---

The **Send Image File** button lets you send an image file as a fax from the PC using the Brother PC-FAX software.

- 1 Select the **PC-FAX** tab.
- 2 Click **Send Image File**.
- 3 Click on the folder tree to browse for the folder where the image you want to send is located. Then select the file you want to send.
- 4 Click **Send**.
- 5 The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

## Sending a scanned image

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The **Send Scanned Image** button lets you scan a page or document and automatically send the image as a fax from the PC using the Brother PC-FAX software.

- 1 Select the **PC-FAX** tab.
- 2 Click **Send Scanned Image**.
- 3 Configure the settings in the PC Scan setting area.
- 4 Click **Scan**.
- 5 Confirm and edit (if necessary) the scanned image in the image viewer.
- 6 Click **Send**.
- 7 The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

## Viewing and printing received PC-FAX data

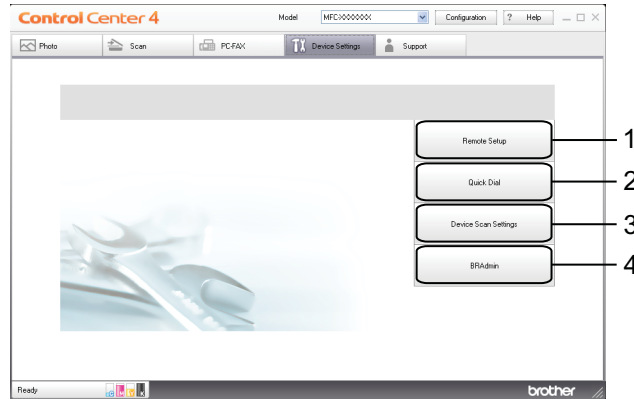
---

The **Received PC-FAX** button lets you view and print received fax data using the Brother PC-FAX software. **Before you use the PC-FAX Receive function, you must select the PC-FAX Receive option from the control panel menu of the Brother machine.** (See *Enabling the PC-FAX Receiving software on your machine* on page 98.)

- 1 Select the **PC-FAX** tab.
- 2 Click **Received PC-FAX**.
- 3 The PC-FAX receiving function is activated and starts to receive fax data from your machine. The received data will appear. To view the data, click **View**.
- 4 If you want to print the received data, select the data and then click **Print**.
- 5 Configure the print settings and then click **Start Printing**.

## Device Settings tab

This section briefly introduces the **Device Settings** tab function. For more details of each function, click **Help**.



- 1 **Remote Setup** button
- 2 **Quick Dial** button
- 3 **Device Scan Settings** button
- 4 **BRAdmin** button

### Configuring Remote Setup

The **Remote Setup** button lets you open the Remote Setup Program window to configure most machine and network setting menus.

- 1 Select the **Device Settings** tab.
- 2 Click **Remote Setup**.
- 3 The Remote Setup Program window will appear. For Remote Setup configuration, see *Remote Setup* on page 82.

### Accessing Quick Dial

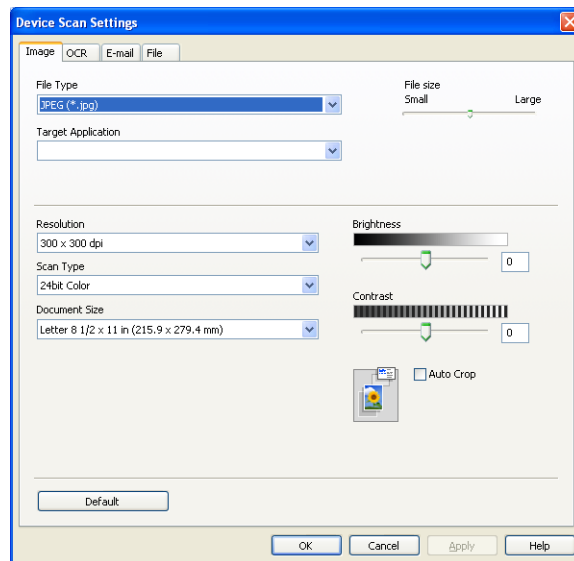
The **Quick Dial** button lets you open the **Address Book** window in the Remote Setup Program. You can then easily register or change the Quick Dial numbers from your PC.

- 1 Select the **Device Settings** tab.
- 2 Click **Quick Dial**.
- 3 The Address Book window will appear. For Address Book configuration, see *Remote Setup* on page 82.



## Configuring Scan button settings

The **Device Scan Settings** button lets you configure your machine's **SCAN** key settings.



- 1 Select the **Device Settings** tab.
- 2 Click **Device Scan Settings**.
- 3 The **Device Scan Settings** dialog will appear. You can change settings of each Scan button function.
- 4 Click **OK**.

## Launching the BRAdmin utility

If you have installed BRAdmin Light or BRAdmin Professional 3, the **BRAdmin** button lets you open the BRAdmin Light or BRAdmin Professional 3 utility.

The BRAdmin Light utility is designed for initial setup of the Brother network connected devices. It can also search for Brother products in a TCP/IP environment, view the status and configure basic network settings, such as the IP address. To install BRAdmin Light from the installation CD-ROM, see the *Network User's Guide*. If you require more advanced machine management, use the latest version of BRAdmin Professional 3 utility that is available as a download from <http://solutions.brother.com/>.

- 1 Select the **Device Settings** tab.
- 2 Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3 utility dialog appears.



### Note

If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter4 will launch BRAdmin Professional 3.

## Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click **Help**.

### Opening ControlCenter Help

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The **ControlCenter Help** lets you open the **Help** file for detailed information about ControlCenter.

- 1 Select the **Support** tab.
- 2 Click **ControlCenter Help**.
- 3 The **ControlCenter Help** main page will appear.

### Using Brother Solutions Center

---

The **Brother Solutions Center** button lets you open the Brother Solutions Center web site offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

- 1 Select the **Support** tab.
- 2 Click **Brother Solutions Center**.
- 3 Brother Solutions Center web site will be shown in your web browser.

### Accessing the Brother CreativeCenter

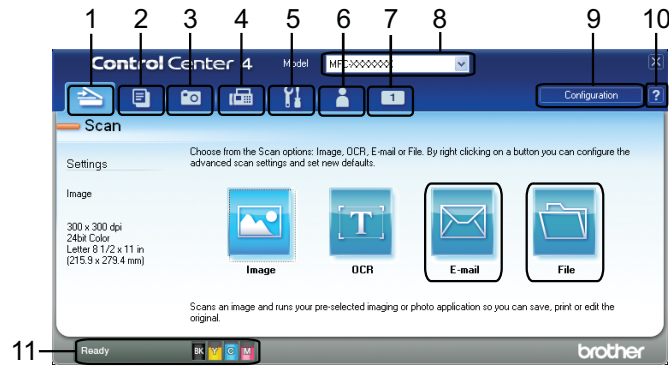
---

The **Brother CreativeCenter** button lets you access our web site for free and easy online solutions for business and home users.

- 1 Select the **Support** tab.
- 2 Click **Brother CreativeCenter**. ControlCenter4 will launch your web browser and then open the Brother CreativeCenter web site.

## Using ControlCenter4 in Advanced Mode

This section briefly introduces the ControlCenter4 function in **Advanced Mode**. For more details of the each function, click **Help**.



- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 2 Access the **PC-Copy** feature available via your PC.
- 3 Print or edit images, open images on a memory card or USB Flash memory drive, copy files on a memory card or USB Flash memory drive, and copy files on a memory card or USB Flash memory drive and display the files with a specific application.
- 4 Access the **PC-FAX** applications available for your device.
- 5 Access the settings available to configure your device.
- 6 Link to Brother Solutions Center, Brother CreativeCenter or **Help**.
- 7 You can configure your original settings tab by right clicking the tab area.
- 8 You can select which machine ControlCenter4 will connect with from the **Model** drop-down list.
- 9 You can open the configuration window for each scan function and change the user interface mode.
- 10 Access the **Help** file.
- 11 Access the **Status Monitor** by clicking **Device Status**.

## ControlCenter4 Features for Advanced Mode users

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### **Scan** (See *Scan tab* on page 70.)

- See *Opening the scanned image with application* on page 71.
- See *Using the OCR feature* on page 72.
- See *Attaching the scanned data to E-mail* on page 72.
- See *Saving the scanned image* on page 72.

### **PC-Copy** (See *PC-Copy tab* on page 73.)

- See *Printing the scanned image* on page 73.

### **Photo** (See *Photo tab* on page 74.)

- See *Printing/Editing images* on page 74.
- See *Opening PCC folder (PCC: PhotoCapture Center™)* on page 75.
- See *Copying files from PCC folder* on page 75.
- See *Copying files to an application* on page 75.

### **PC-FAX** (See *PC-FAX tab* on page 76.)

- See *Sending an image file from your computer* on page 76.
- See *Sending a scanned image* on page 76.
- See *Viewing and printing received PC-FAX data* on page 76.

### **Device Settings** (See *Device Settings tab* on page 77.)

- See *Configuring Remote Setup* on page 77.
- See *Accessing Quick Dial* on page 77.
- See *Configuring Scan button settings* on page 78.
- See *Launching the BRAdmin utility* on page 78.

### **Support** (See *Support tab* on page 79.)

- See *Using Brother Solutions Center* on page 79.
- See *Opening ControlCenter Help* on page 79.
- See *Accessing the Brother CreativeCenter* on page 79.

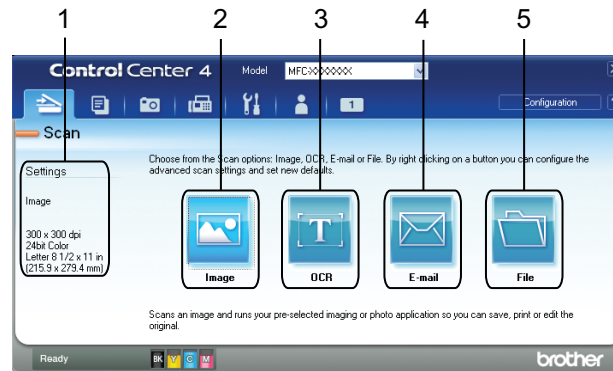
### **Custom** (See *Custom tab* on page 80.)

- See *Creating a Custom tab* on page 80.

## Scan tab

There are four scan options: **Image**, **OCR**, **E-mail** and **File**.

This section briefly introduces the **Scan** tab function. For more details of each function, click **Help**.



- 1 PC Scan setting area
- 2 **Image** button
- 3 **OCR** button
- 4 **E-mail** button
- 5 **File** button



### Note

- You can change the default settings of each button by right-clicking the appropriate button or clicking **Configuration**. When the settings dialog appears, you can change the settings and then click **OK**.
- To preview and configure the scanned image, check **Pre Scan** on the settings dialog.

## File types

---

You can choose from the following list of file types when saving to a folder.

- Windows® Bitmap (\*.bmp)
- JPEG (\*.jpg)
- TIFF (\*.tif)
- TIFF Multi-Page (\*.tif)
- Portable Network Graphics (\*.png)
- PDF (\*.pdf)
- Secure PDF (\*.pdf)
- XML Paper Specification (\*.xps)



### Note

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- The XML Paper Specification is available for Windows Vista®, Windows® 7 or when using applications which support XML Paper Specification files.
  - If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
  - Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.
- 

## Document Size

---

You can choose the document size from the pull-down list. If you choose a 1 to 2 document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

## Opening the scanned image with application

---

The **Image** button lets you scan an image directly into your graphics application for image editing.

- 1 Select the **Scan** tab.
- 2 If you want to change the scan settings, right-click **Image** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click **Image**.
- 4 The image will appear in the application you have chosen.

## Using the OCR feature

---

The **OCR** button lets you scan a document and converts it into text. This text can be edited using your favorite word processing software.

- 1 Select the **Scan** tab.
- 2 If you want to change the scan settings, right-click **OCR** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click **OCR**.
- 4 Your default word processing application will open and display the converted text data.

## Attaching the scanned data to E-mail

---

The **E-mail** button lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.

- 1 Select the **Scan** tab.
- 2 If you want to change the scan settings, right-click **E-mail** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click **E-mail**.
- 4 Your default E-mail application will open and the image will be attached to a new, blank email.

## Saving the scanned image

---

The **File** button lets you scan an image to a folder on your hard disk in one of the file types shown in the file attachment list.

- 1 Select the **Scan** tab.
- 2 If you want to change the scan settings, right-click **File** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click **File**.
- 4 The image will be saved in the folder you have chosen.

## PC-Copy tab

### Printing the scanned image

---

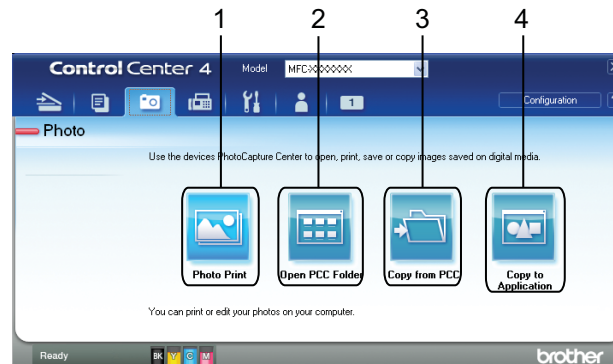
You can scan a page on the machine and print copies using any of the features of the ControlCenter4 supported Brother machine's printer driver.

- 1 Select the **PC-Copy** tab.
- 2 If you want to change the scan settings, right-click the button you want to change and then change the settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click **Color Copy**, **Monochrome Copy**, **2 in 1 Copy** or **4 in 1 Copy**.
- 4 The scanned image will be printed.



## Photo tab

There are four functions: **Photo Print**, **Open PCC Folder**, **Copy from PCC** and **Copy to Application**. This section briefly introduces the functions. For more details of each function, click **Help**.



- 1 **Photo Print** button
- 2 **Open PCC Folder** button
- 3 **Copy from PCC** button
- 4 **Copy to Application** button

## Printing/Editing images

The **Photo Print** button lets you print or edit images.

### Printing images

- 1 Click **Photo Print**, then the image viewer appears.
- 2 Choose images you want to print by clicking the image from the image viewer, check the check box under the image, and then enter the number of copies you want to print (1-99).
- 3 Click **Print**, then the **Print settings** window appears.
- 4 Configure the settings for **Paper size**, **Media Type** and **Layout**.
- 5 Click **Properties** to configure **Print Quality**, **Color / Grayscale**, **Color Mode** and **Paper Source** if you need. Click **Settings**, then configure the settings. Click **OK**.
- 6 Click **Print**.

## Editing images

- 1 Click **Photo Print**, then the image viewer appears.
- 2 Choose images you want to edit by clicking the image from the image viewer, check the check box under the image, and then enter the number of copies you want to print (1-99).
- 3 Click **Edit**, then the **Edit** window appears.
- 4 Edit the images with **Trimming**, **Image Correction** and **Image Enhancement** functions.
- 5 Click **Save**.

## Opening PCC folder (PCC: PhotoCapture Center™)

---

The **Open PCC Folder** button starts Windows® Explorer and displays files and folders on a memory card or USB Flash memory drive connected to your Brother machine.

## Copying files from PCC folder

---

The **Copy from PCC** button lets you copy files on a memory card or USB Flash memory drive to your hard disk. You can configure settings for **Destination Folder**, **Copy Folder** and **Copy Files** from the menu shown by clicking **Configuration**.

## Copying files to an application

---

The **Copy to Application** button lets you copy files on a memory card or USB Flash memory drive to your hard disk and starts a specific application to display the copy destination folder. You can configure settings for **Copy Folder** and **Copy Files** from the menu shown by clicking **Configuration**.

## PC-FAX tab

This section briefly introduces the **PC-FAX** tab function. For more details of each function, click **Help**.



### Note

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

## Sending an image file from your computer

The **Send Image File** button lets you send an image file as a fax from the PC using the Brother PC-FAX software.

- 1 Select the **PC-FAX** tab.
- 2 Click **Send Image File**.
- 3 Click on the folder tree to browse for the folder where the image you want to send is located. Then select the file you want to send.
- 4 Click **Send**.
- 5 The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

## Sending a scanned image

The **Send Scanned Image** button lets you scan a page or document and automatically send the image as a fax from the PC using the Brother PC-FAX software.

- 1 Select the **PC-FAX** tab.
- 2 If you want to change the scan settings, right-click **Send Scanned Image** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click **Send Scanned Image**.
- 4 The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

## Viewing and printing received PC-FAX data

The **Received PC-FAX** button lets you view and print received fax data using the Brother PC-FAX software. Before you use the PC-FAX Receive function, **you must select the PC-FAX Receive option from the control panel menu of your Brother machine.** (See *Enabling the PC-FAX Receiving software on your machine* on page 98.)

- 1 Select the **PC-FAX** tab.
- 2 Click **Received PC-FAX**.
- 3 The PC-FAX receiving function activates and starts to receive fax data from your machine. The received data will appear. To view the data, click **View**.
- 4 If you want to print the received data, select the data and then click **Print**.
- 5 Configure the print settings and then click **Start Printing**.

## Device Settings tab

This section briefly introduces the **Device Settings** tab function. For more details of each function, click **Help**.

### Configuring Remote Setup

---

The **Remote Setup** button lets you open the Remote Setup Program window to configure most machine and network setting menus.

- 1 Select the **Device Settings** tab.
- 2 Click **Remote Setup**.
- 3 The Remote Setup Program window will appear. For Remote Setup configuration, see *Remote Setup* on page 82.

### Accessing Quick Dial

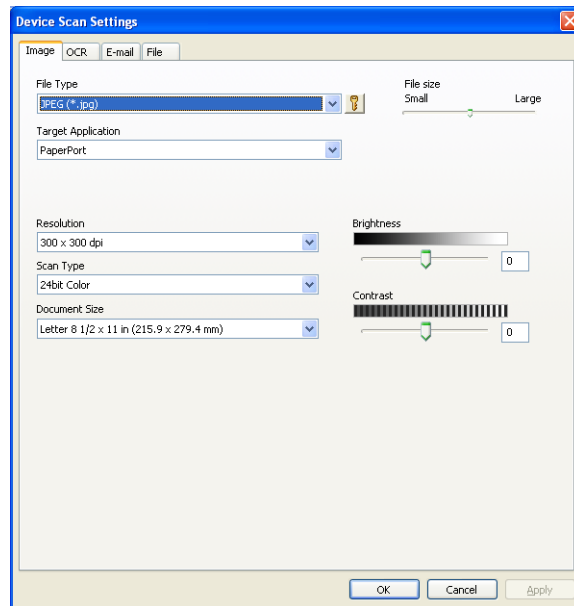
---

The **Quick Dial** button lets you open the **Address Book** window in the Remote Setup Program. You can then easily register or change the Quick Dial numbers from your PC.

- 1 Select the **Device Settings** tab.
- 2 Click **Quick Dial**.
- 3 The Address Book window will appear. For Address Book configuration, see *Remote Setup* on page 82.

## Configuring Scan button settings

The **Device Scan Settings** button lets you configure your machine's **SCAN** key settings.



- 1 Select the **Device Settings** tab.
- 2 Click **Device Scan Settings**.
- 3 The **Device Scan Settings** dialog will appear. You can change settings of each Scan button function.
- 4 Click **OK**.

## Launching the BRAdmin utility

If you have installed BRAdmin Light or BRAdmin Professional 3, the **BRAdmin** button lets you open the BRAdmin Light or BRAdmin Professional 3 utility.

The BRAdmin Light utility is designed for initial setup of the Brother network connected devices. It also can search for Brother products in a TCP/IP environment, view the status and configure basic network settings, such as IP address. To install BRAdmin Light from the installation CD-ROM, see the *Network User's Guide*. If you require more advanced machine management, use the latest version of BRAdmin Professional 3 utility that is available as a download from <http://solutions.brother.com/>.

- 1 Select the **Device Settings** tab.
- 2 Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3 utility dialog appears.



### Note

If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter4 will launch BRAdmin Professional 3.

## Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click **Help**.

### Opening ControlCenter Help

---

The **ControlCenter Help** lets you open the **Help** file for detailed information about ControlCenter.

- 1 Select the **Support** tab.
- 2 Click **ControlCenter Help**.
- 3 The **ControlCenter Help** top page will appear.

### Using Brother Solutions Center

---

The **Brother Solutions Center** button lets you open the Brother Solutions Center web site offering information about your Brother product including FAQ's (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

- 1 Select the **Support** tab.
- 2 Click **Brother Solutions Center**.
- 3 Brother Solutions Center web site will be shown in your web browser.

### Accessing the Brother CreativeCenter

---

The **Brother CreativeCenter** button lets you access our web site for a free and easy online solutions for business and home uses.

- 1 Select the **Support** tab.
- 2 Click **Brother CreativeCenter**. ControlCenter4 will launch your web browser and then open the Brother CreativeCenter web site.

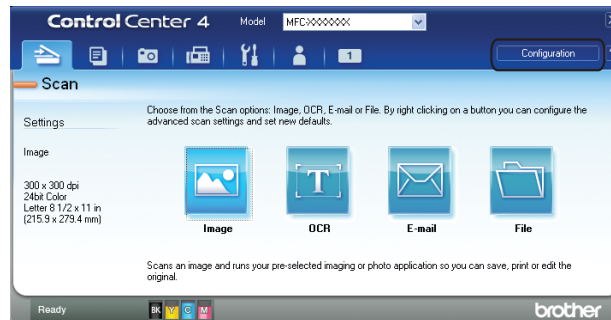
## Custom tab

This section briefly introduces adding **Custom** tabs. For more details, click **Help**.

### Creating a Custom tab

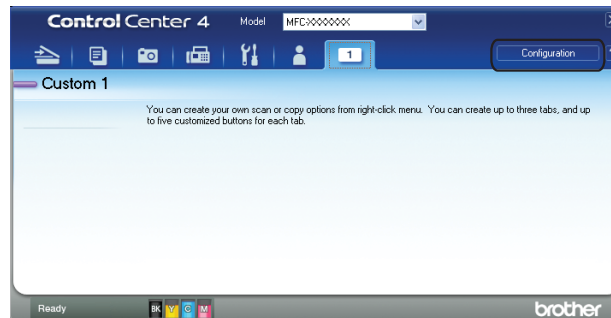
You can create up to three customized tabs including up to five customized buttons with your preferred settings.

- 1 Click **Configuration** and then select **Create custom tab**.

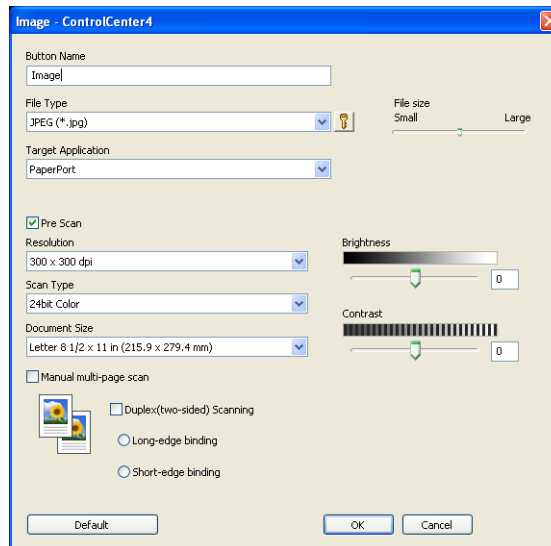


### Creating a Custom button

- 1 Click **Configuration** and then select **Create custom button**. Select a button you want to create from the menu. The settings dialog will appear.



- 2 Enter the button name and change the settings if necessary. Click **OK**. (The setting options vary depending on the created button.)

**Note**

You can change or remove the created tab, button or settings. Click **Configuration** and follow the menu.



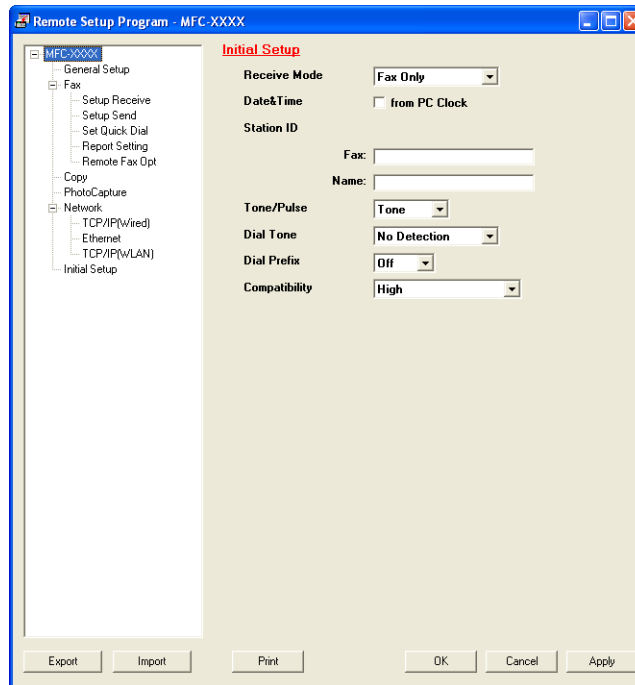
# 4

## Remote Setup

### Remote Setup

The Remote Setup program lets you configure many machine settings from a Windows® application. When you start this application, the settings on your machine will be downloaded automatically to your PC and displayed on your PC screen. If you change the settings, you can upload them directly to the machine.

Click **Start, All Programs, Brother, MFC-XXXX, and Remote Setup.**



#### ■ OK

Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

#### ■ Cancel

Lets you exit the Remote Setup application without uploading data to the machine.

#### ■ Apply

Lets you upload data to the machine without exiting the Remote Setup application.

#### ■ Print

Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

#### ■ Export

Lets you save the current configuration settings to a file.

### ■ Import

Lets you read the settings from a file.



#### Note

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- You can use the **Export** button to save **Quick-Dial** or all your settings for your machine.
  - If your PC is protected by a firewall, and is unable to use **Remote Setup**, you may need to configure the firewall settings to allow communication through port number 137. For more information, see *Firewall settings (For Network users)* on page 105.
  - If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made.
-

## PC-FAX sending

The Brother PC-FAX feature lets you use your PC to send a document file from an application as a standard fax. You can send a file created in any application on your PC as a PC-FAX. You can even attach a cover page. All you have to do is set up the receiving parties as members or groups in your PC-FAX Address Book or simply enter the destination address or fax number into the user interface. You can use the Address Book Search feature to quickly find members to send to.

For the latest information and updates on the Brother PC-FAX feature, visit <http://solutions.brother.com/>.



### Note

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

## Setting up user information



### Note

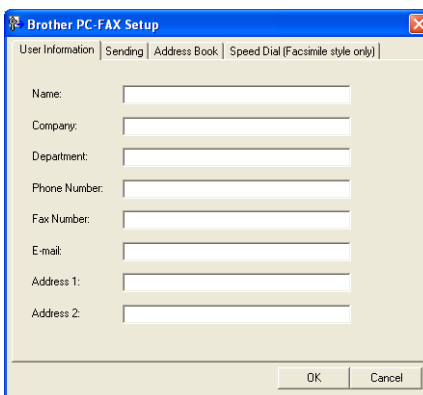
You can access **User Information** from the FAX Sending dialog box by clicking the  icon.

(See *Sending a file as a PC-FAX using the Facsimile style user interface* on page 87.)

1

Click **Start, All Programs, Brother, MFC-XXXX** (where XXXX is your model name), **PC-FAX Sending**, then **PC-FAX Setup**.

The **Brother PC-FAX Setup** dialog box appears:



2

Enter this information to create the fax header and cover page.

3

Click **OK** to save the **User Information**.

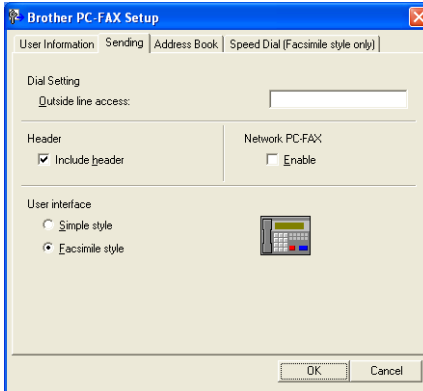


### Note

You can set up the **User Information** separately for each Windows® account.

## Sending setup

From the **Brother PC-FAX Setup** dialog box, choose the **Sending** tab to display the screen below.



### ■ Outside line access

Enter a number to access an outside line here. This is sometimes required by local PBX telephone systems (for example, dialling 9 to get an outside line in your office).

### ■ Include header

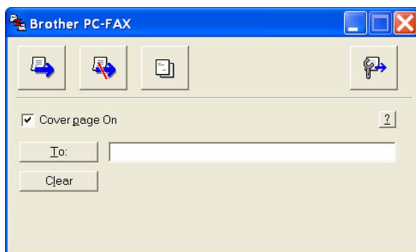
To add the header information you entered in the **User Information** tab to the top of your sent faxes, check the **Include header** box. See *Setting up user information* on page 84.

To add header information to the top of the fax pages, check **Include header**.

### ■ User interface

Choose the user interface from two choices: **Simple style** or **Facsimile style**.


#### Simple style



#### Facsimile style



## Setting up a cover page

From the PC-FAX dialog box, click the  icon to access the **Brother PC-FAX Cover Page Setup** screen. The **Brother PC-FAX Cover Page Setup** dialog box appears:

## Entering cover page information



### Note

If you are sending a fax to more than one recipient, the recipient information will not be printed on the cover page.

#### ■ To

Choose the recipient information you want to add to the cover page.

#### ■ From

Choose the sender information you want to add to the cover page.

#### ■ Comment

Enter the comment you want to add to the cover page.

#### ■ Form

Choose the cover page format you want to use.

#### ■ Cover page title

If you choose **Custom**, you can put a bitmap file, such as your company logo, on the cover page.

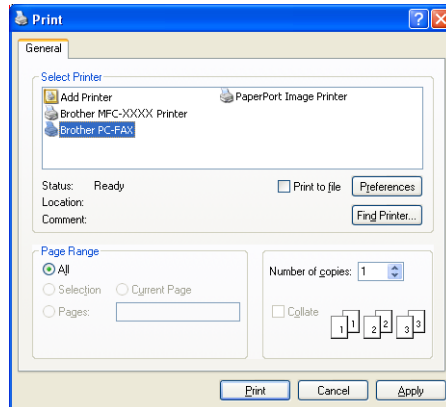
Click **Browse** to choose the BMP file, and then choose the alignment style.

#### ■ Count cover page

When **Count cover page** is checked, the cover page will be included in the page numbering. When **Count cover page** is unchecked, the cover page will not be included.

## Sending a file as a PC-FAX using the Facsimile style user interface

- 1 Create a file in any application on your PC.
- 2 Click **File**, then **Print**.  
The **Print** dialog box appears:



- 3 Choose **Brother PC-FAX** as your printer, and then click **Print**.  
The Facsimile style user interface appears:




### Note

If the Simple style user interface appears, change the user interface selection setting. (See *Sending setup* on page 85.)

- 4 Enter a fax number using any of the following methods:
  - Use the dial pad to enter the number.
  - Use your PC's keyboard to enter the number.
  - Click any of the 10 **Speed Dial** buttons.
  - Click the **Address Book** button, and then choose a member or group from the Address Book.

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

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



**Note**

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

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

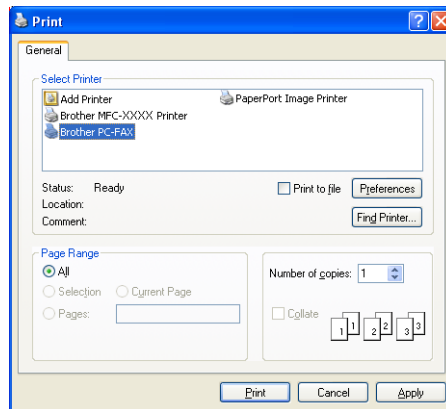


**Note**

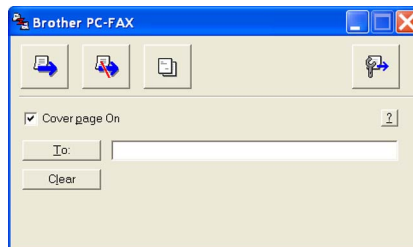
- If you want to cancel the fax, click **Stop**.
- If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

## Sending a file as a PC-FAX using the Simple style user interface

- Create a file in any application on your PC.
- Click **File**, then **Print**.  
The **Print** dialog box appears:



- Choose **Brother PC-FAX** as your printer, and then click **Print**.  
The Simple style user interface appears:



**Note**


If the Facsimile style user interface appears, change the user interface selection setting. (See *Sending setup* on page 85.)


- 4 Enter the fax number using any of the following methods:
- Enter the fax number in the **To:** field.
  - Click the **To:** button, and then choose destination fax numbers from the Address Book.
- If you make a mistake, click **Clear** to delete all the entries.

- 5 To send a cover page and note, check **Cover page On**.




**Note**

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

- 6 Click the send  icon.



**Note**

If you want to cancel the fax, click the cancel  icon.

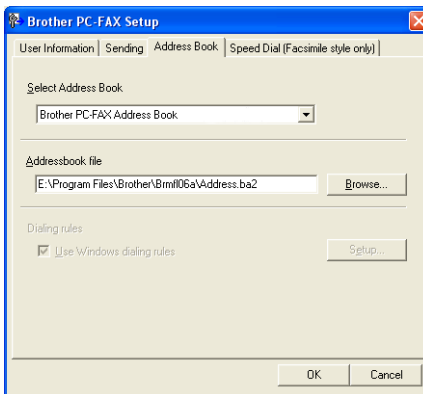


## Address Book

If Outlook, Outlook Express or Windows Mail is installed on your PC, you can choose in the **Select Address Book** drop-down list which address book to use for PC-FAX sending. There are four types: Brother Address Book, Outlook, Outlook Express, Windows Mail Address or Windows Contacts.

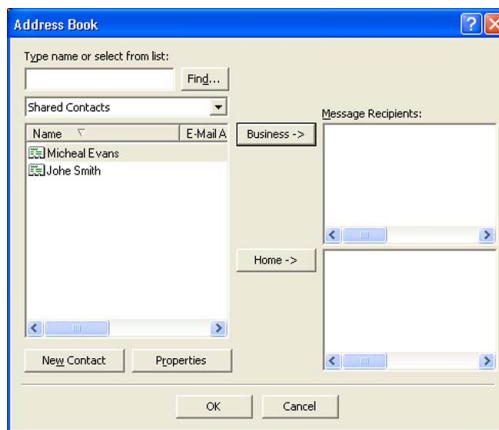
For the address book file, you must enter the path and file name of the database file which contains the address book information.

Click **Browse** to choose the database file.



If you choose Outlook or Outlook Express, you can use the Outlook or Outlook Express Address Book (Windows® 2000/XP), Windows Mail Address (Windows Vista®) or Windows Contacts (Windows® 7) by clicking the **Address Book** button in the FAX Sending dialog box.

### Outlook Express Address Book



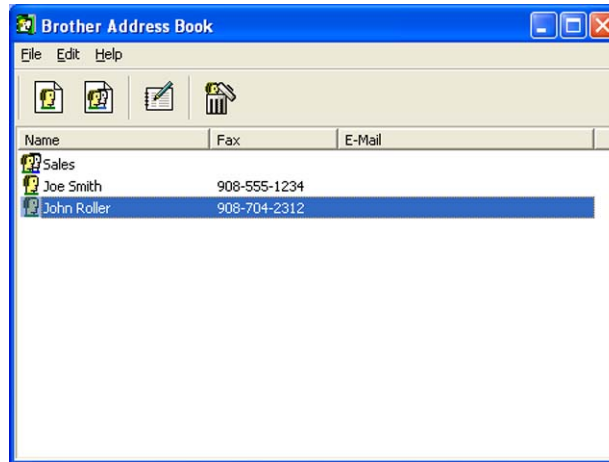
 **Note**

To use your Outlook Address Book, you must select Microsoft® Outlook® 2000, 2002, 2003 or 2007 as your default E-mail application.

## Brother Address Book


- 1 Click **Start, All Programs, Brother, MFC-XXXX** (where XXXX is your model name), **PC-FAX Sending**, then **PC-FAX Address Book**.

The **Brother Address Book** dialog box appears:



## Setting up a member in the Address Book

In the **Brother Address Book** dialog box you can add, edit and delete members and groups.

- 1 In the Address Book dialog box, click the  icon to add a member. The **Brother Address Book Member Setup** dialog box appears:

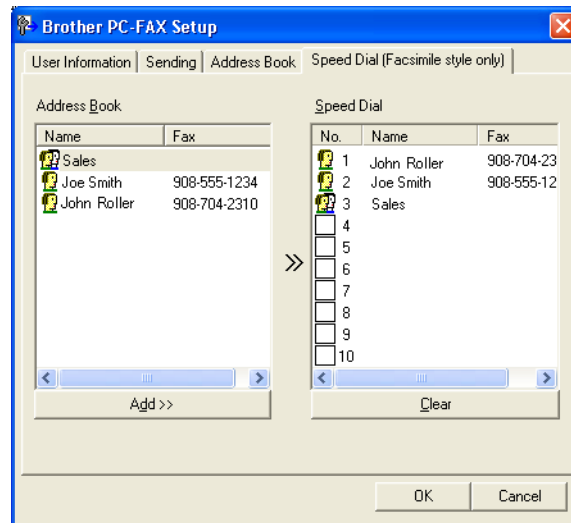
Name:  Title:   
 Company:   
 Department:  Job Title:   
 Street Address:   
 City:  State/Province:   
 Zip Code/Post Code:  Country/Region:   
 Business Phone:  Home Phone:   
 Fax:  Mobile Phone:   
 E-Mail:

OK Cancel

- 2 In the Member Setup dialog box, enter the member's information. **Name** is a required field. Click **OK** to save the information.

## Speed Dial setup

From the **Brother PC-FAX Setup** dialog box, choose the **Speed Dial** tab. (To use this feature, you must choose the **Facsimile style** user interface.)



You can register a member or group on each of the ten **Speed Dial** buttons.

### Registering an address in a Speed Dial button

- 1 Click the **Speed Dial** button you want to program.
- 2 Click the member or group you want to store on the **Speed Dial** button.
- 3 Click **Add >>**.

### Clearing a Speed Dial button

- 1 Click the **Speed Dial** button you want to clear.
- 2 Click **Clear**.




#### Note

You can select a speed dial from the PC-FAX interface to make sending a document easier and faster.



## Setting up a group for broadcasting

You can create a group to send the same PC-FAX to several recipients at one time.

- 1 In the **Brother Address Book** dialog box, click the  icon to create a Group. The **Brother Address Book Group Setup** dialog box appears:




- 2 Enter the name of the new group in the **Group Name** field.
- 3 In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.
- 4 After all the members you want have been added, click **OK**.



### Note


You can have up to 50 members in a group.

## Editing member information

- 1 Choose the member or group you want to edit.
- 2 Click the edit  icon.
- 3 Change the member or group information.
- 4 Click **OK**.

## Deleting a member or group

---

- 1 Choose the member or group you want to delete.
- 2 Click the delete  icon.
- 3 When the confirmation dialog box appears, click **OK**.

## Exporting the Address Book

---

You can export the whole Address Book to an ASCII text file (\*.csv). You can also create a vCard for an address book member that can be attached to an outgoing E-mail (a vCard is an electronic business card that contains the sender's contact information.) You can also export the Address Book as Remote Setup Dial Data that can be used by the Remote Setup application of your machine. (See *Remote Setup* on page 82.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

### Exporting the current Address Book



#### Note

---

If you are creating a vCard, you must first choose the member.

If you choose **vCard** in ❶, **Save as type:** will be **vCard (\*.vcf)**.

- 1 Do one of the following:
  - From the Address Book, click **File, Export**, then **Text**.
  - From the Address Book, click **File, Export**, then **vCard** and go to step ❶.
  - From the Address Book, click **File, Export**, then **Remote Setup Dial Data** and go to step ❶.
- 2 From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.



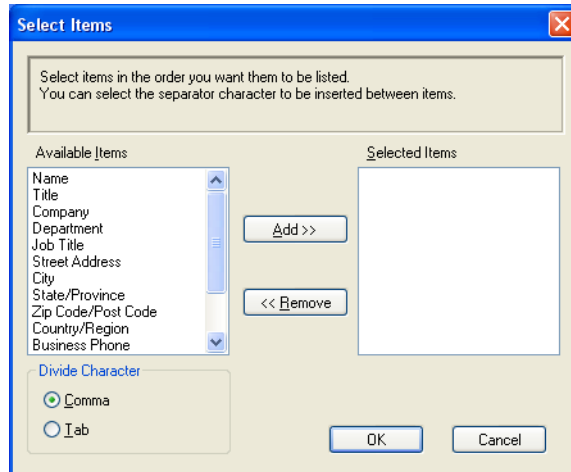
#### Note

---

Choose the items in the order you want them listed.

- 3 If you are exporting to an ASCII file, choose **Tab** or **Comma** from **Divide Character**. This chooses **Tab** or **Comma** to separate the data fields.

- 4 Click **OK** to save the data.

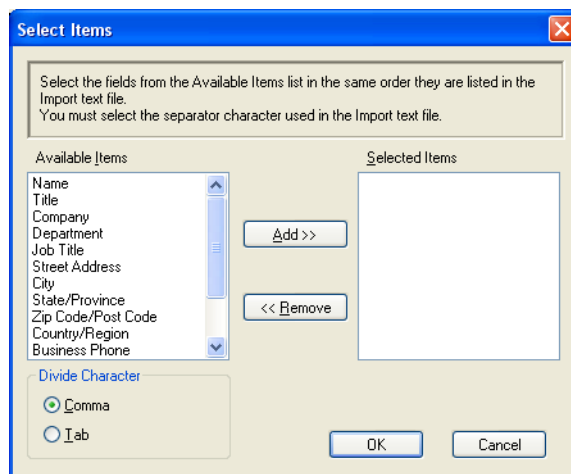


- 5 Enter the file name, and then click **Save**.

## Importing to the Address Book

You can import ASCII text files (\*.csv), vCards (electronic business cards) or **Remote Setup Dial Data** into your Address Book.

- 1 Do one of the following:
  - From the Address Book, click **File, Import**, then **Text**.
  - From the Address Book, click **File, Import**, then **vCard** and go to step 5.
  - From the Address Book, click **File, Import**, then **Remote Setup Dial Data** and go to step 5.



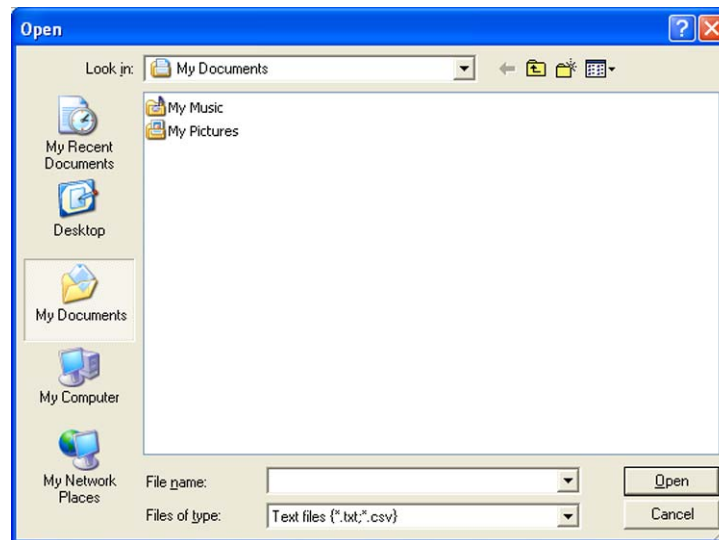
- From the **Available Items** column choose the data fields you want to import, and click **Add >>**.



**Note**

From the Available Items list choose the fields in the same order they are listed in the import text file.

- Choose **Tab** or **Comma** based on the file format you are importing from **Divide Character**.
- Click **OK** to import the data.
- Enter the file name, and then click **Open**.



**Note**

If you chose **Text** in ❶, **Files of type:** will be **Text files (\*.txt;\*.csv)**.

## PC-FAX receiving

The Brother PC-FAX Receive Software lets you view and store faxes on your PC. It is automatically installed when you install the MFL-Pro Suite and works on locally or network connected machines.

When enabled, your machine will receive faxes in its memory. Once it has received the fax, it will automatically be sent to your PC.

If you turn your PC off, your machine will continue to receive and store your faxes in its memory. The machine LCD will display the number of stored faxes received, for example:



When you switch your PC on, the PC-FAX Receive Software automatically transfers your faxes to your PC. To enable the PC-FAX Receive Software, do the following:

- **Before you use the PC-FAX Receive function, you must choose PC-FAX Receive from the menu on the machine.**
- Run the Brother PC-FAX Receive software on your PC. (We recommend you select the Add to Startup folder check box, so that the software automatically runs and can transfer any faxes on PC startup.)



### Note

- See *Troubleshooting* in the *Basic User's Guide* or visit the Brother Solutions Center (<http://solutions.brother.com/>) for more information.
- To use PC-FAX receiving with a Windows® XP, Windows Vista® and Windows® 7 computer that is protected by a firewall, the Network PC-FAX receiving program must be excluded from the firewall setting. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 105.





## Enabling the PC-FAX Receiving software on your machine

---

You can optionally enable the Backup Print option. When enabled, the machine will print a copy of the fax before the fax is sent to the PC or the PC is switched off.

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose **Fax**.  
Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**.  
Press **OK**.
- 4 Press **▲** or **▼** to choose **Memory Receive**.  
Press **OK**.
- 5 Press **▲** or **▼** to choose **PC Fax Receive**.  
Press **OK**.
- 6 Confirm the message.  
Press **OK**.
- 7 Press **▲** or **▼** to choose **<USB>** or your PC name if connected on a network.  
Press **OK**.
- 8 Press **▲** or **▼** to choose **Backup Print:On** or **Backup Print:Off**.  
Press **OK**.
- 9 Press **Stop/Exit**.



### Note

---

If you select **Backup Print:On**, the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC. The fax messages are automatically erased from your machine's memory when they have been successfully printed and sent to your PC. When you select **Backup Print:Off** your fax messages are automatically erased from your machine's memory when they have been successfully sent to your PC.

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## Running the PC-FAX Receiving software on your PC

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Click **Start, All Programs, Brother, MFC-XXXX, PC-FAX Receiving** and **Receive**.

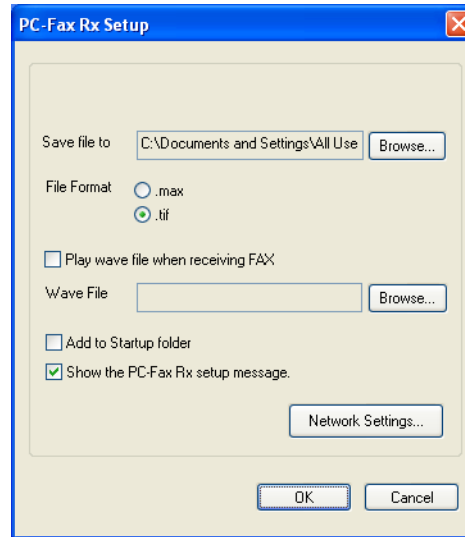
The **PC-Fax Receiving** dialog box appears. Confirm the message and click **OK**.

The PC-FAX icon appears in your PC tasktray.



## Setting up your PC

- 1 Right-click the PC-FAX  2:16 PM icon on your PC tasktray, and then click **PC-Fax Rx Setup**. The **PC-Fax Rx Setup** dialog box appears:



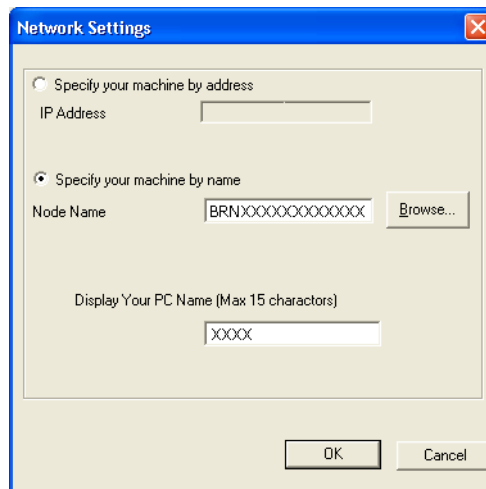
- 2 In **Save file to**, click **Browse** if you want to change the path where PC-FAX files are saved.
- 3 In **File Format**, choose **.tif** or **.max** as the received document format. The default format is **.tif**.
- 4 To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.
- 5 To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.
- 6 If you want to use the PC-FAX Receiving software over your network, see *Configuring the Network PC-FAX Receiving Settings* on page 100.

## Configuring the Network PC-FAX Receiving Settings

The settings to send received faxes to your computer were automatically configured during the installation of MFL-Pro Suite. (See the *Quick Setup Guide*.)

If you are using a different machine than the one that was registered to your PC during the installation of the MFL-Pro Suite software, follow the steps below.

- 1 In the **PC-Fax Rx Setup** dialog box, click **Network Settings**. The **Network Settings** dialog box appears.
- 2 You must specify the IP address or node name of your machine. Choose the appropriate connection method.

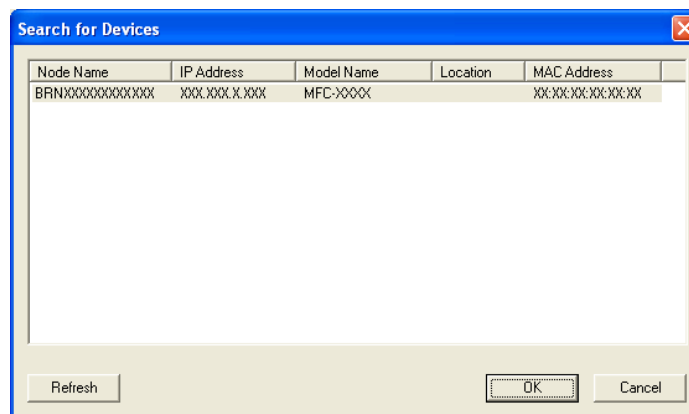


### Specify your machine by address

Enter the IP address of the machine in **IP Address**.

### Specify your machine by name

Enter the machine's node name in **Node Name**, or click **Browse** and choose the correct Brother machine you want to use from the list.









### Display Your PC Name

You can specify the PC name that will appear on the display of the machine. To change the name, enter the new name in **Display Your PC Name**.

## Viewing new PC-FAX messages

---

Each time your PC is receiving a PC-FAX, the icon will alternate between  and . Once the fax has been received, the icon will change to . The  icon will change to  once the received fax has been viewed.

- 1 Double-click  to run ScanSoft™ PaperPort™ 12SE.
- 2 Open the Fax Received folder.
- 3 Double-click any new faxes to open and view them.



### Note

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The name of your unread PC message will be based on the date and time that the messages were received until you assign a file name. For example 'Fax 2-20-2010 16;40;21.tif'.

---

**⚠ CAUTION**

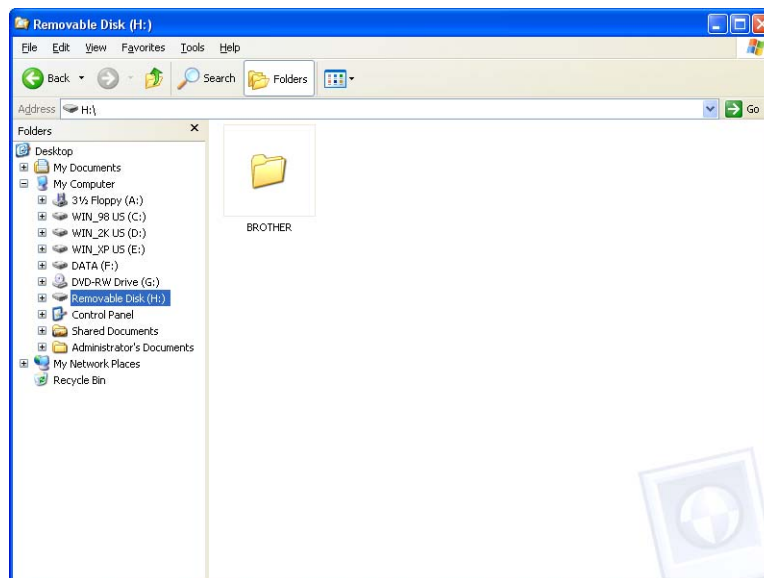
DO NOT start your PC with a memory card or USB Flash memory drive installed in the media drive of the machine. You could lose your data or damage the media.

**Note**

- The PhotoCapture Center™ will read only the media that was put in first.
- While the machine is printing from the PhotoCapture Center™, your PC cannot access the PhotoCapture Center™ for any other operation.
- For Windows® 2000 users, to access the PhotoCapture Center™ features from your PC, you must first install a Windows® 2000 update. See the *Quick Setup Guide* for installation instructions.


**Using PhotoCapture Center™**

- 1 Put a memory card or USB Flash memory drive into your machine.
- 2 In Windows® Explorer, click the **Removable Disk** icon<sup>1</sup>. The files and folders on the memory card or USB Flash memory drive appear on your PC screen. You can edit a file and save it to another drive on your PC.



<sup>1</sup> If you are using Windows® XP/Windows Vista®/ Windows® 7 and you create a name for the volume label of the memory card or USB Flash memory drive, this name appears instead of "Removable Disk".

**When you take out a memory card or USB Flash memory drive, do the following to prevent damage to the memory card or USB Flash memory drive:**

- 1 In Windows® Explorer, right-click the removable disk icon and choose **Eject**.
- 2 Wait until the  (**PHOTO CAPTURE**) key stops blinking before taking out the media.

## **⚠ CAUTION**

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **PHOTO CAPTURE** key is flashing, you must restart your computer at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media may be destroyed.

## For Network Users

- 1 Put a memory card or USB Flash memory drive into your machine.
- 2 Start your browser software in which FTP is supported. Your browser software accesses the media using the FTP protocol and the network Host Name of the machine. You can also access the media by entering ftp://XXX.XXX.XXX.XXX (where XXX.XXX.XXX.XXX is the IP address of your Brother machine) from your web browser.
- 3 Click the name of the file you want to see.




### Note

Using certain characters or symbols in a file name on the memory card or USB Flash memory drive may cause a problem accessing the file. We recommend to only use combinations of the following characters in a file name.

1234567890  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 ! # \$ % & ' ( ) - , @ ^ \_ ' { } ~

**When you take out a memory card or USB Flash memory drive, do the following to prevent damage to the memory card or USB Flash memory drive:**

- 1 Close the browser.
- 2 Wait until the  (**PHOTO CAPTURE**) key stops blinking before taking out the memory card or USB Flash memory drive.

### **⚠ CAUTION**

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **PHOTO CAPTURE** key is flashing, you must restart your computer at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media may be destroyed.

## Before using the Brother software

Firewall settings on your PC may reject the necessary network connection for network printing, network scanning and PC Fax. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. If you did not install from the CD-ROM follow the instructions below to configure Windows® Firewall. If you are using any other personal firewall software, see the User's Guide for your software or contact the software manufacturer.

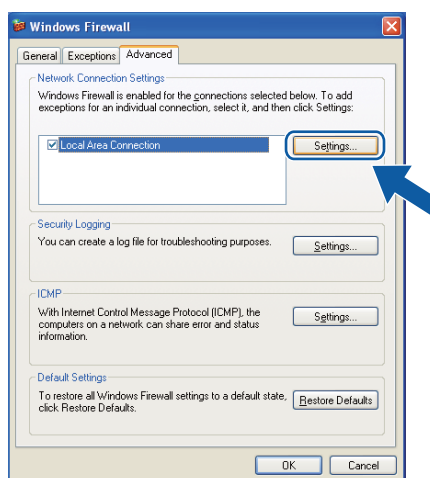
### UDP Port number information for Firewall configuration

UDP Port	Network Scanning	Network PC-Fax	Network Scanning and Network PC-Fax <sup>1</sup>
External Port number	54925	54926	137
Internal Port number	54925	54926	137

<sup>1</sup> Add Port number 137 if you still have trouble with your network connection after you added port 54925 and 54926. Port number 137 also supports printing, PhotoCapture Center™ and Remote Setup over the network.

## Windows® XP SP2 or higher users

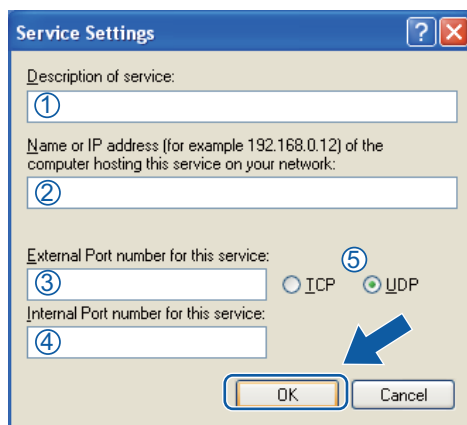
- 1 Click **Start, Control Panel, Network and Internet Connections** and then **Windows Firewall**. Make sure that **Windows Firewall** on the **General** tab is set to **On**.
- 2 Choose the **Advanced** tab and click **Settings...**



- 3 Click **Add**.




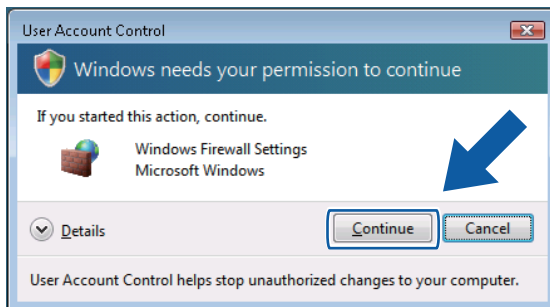
- 4 Add port **54925** for network scanning by entering the information below:
  - 1 In **Description of service**: Enter any description, for example “Brother Scanner”.
  - 2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: Enter “Localhost”.
  - 3 In **External Port number for this service**: Enter “54925”.
  - 4 In **Internal Port number for this service**: Enter “54925”.
  - 5 Make sure **UDP** is selected.
  - 6 Click **OK**.



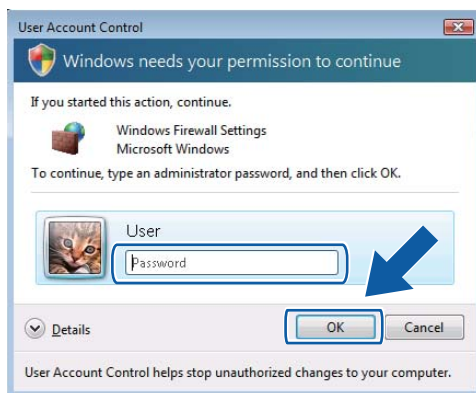
- 5 Click **Add**.
- 6 Add port **54926** for Network PC-Fax by entering the information below:
  - 1 In **Description of service**: Enter any description, for example “Brother PC-Fax”.
  - 2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: Enter “Localhost”.
  - 3 In **External Port number for this service**: Enter “54926”.
  - 4 In **Internal Port number for this service**: Enter “54926”.
  - 5 Make sure **UDP** is selected.
  - 6 Click **OK**.
- 7 If you still have trouble with your network connection, click **Add**.
- 8 Add port **137** for both network scanning and Network PC-Fax receiving by entering the information below:
  - 1 In **Description of service**: Enter any description, for example “Brother Network Print”.
  - 2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: Enter “Localhost”.
  - 3 In **External Port number for this service**: Enter “137”.
  - 4 In **Internal Port number for this service**: Enter “137”.
  - 5 Make sure **UDP** is selected.
  - 6 Click **OK**.
- 9 Make sure that the new setting is added and is checked, and then click **OK**.

## Windows Vista® users

- 1 Click the  button, **Control Panel, Network and Internet, Windows Firewall** and click **Change settings**.
- 2 When the **User Account Control** screen appears, do the following:
  - Users who have administrator rights: Click **Continue**.

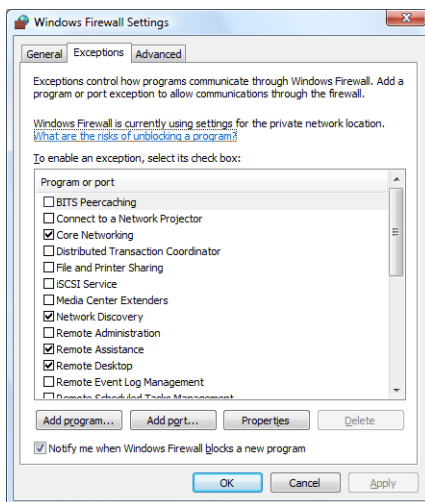


- For users who do not have administrator rights: Enter the administrator password and click **OK**.



- 3 Make sure that **Windows Firewall** on the **General** tab is set to **On**.

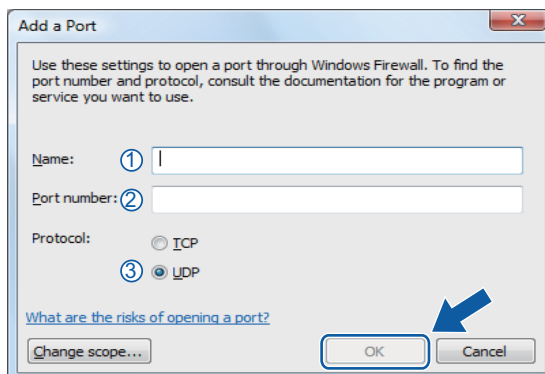
- 4 Choose the **Exceptions** tab.



- 5 Click **Add port...**

- 6 To add port **54925** for network scanning, enter the information below:

- 1 In **Name**: Enter any description, for example "Brother Scanner".
  - 2 In **Port number**: Enter "54925".
  - 3 Make sure **UDP** is selected.
- Then, click **OK**.



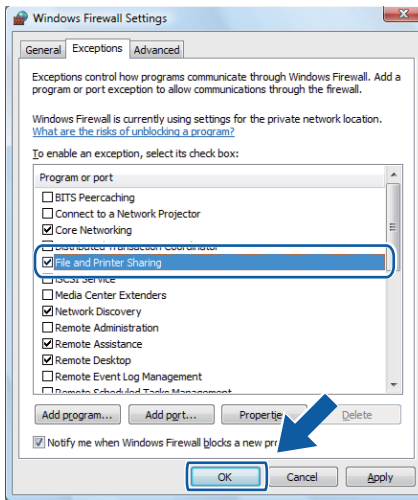
- 7 Click **Add port...**

- 8 To add port **54926** for Network PC-Fax, enter the information below:


- 1 In **Name**: Enter any description, for example "Brother PC-Fax".
  - 2 In **Port number**: Enter "54926".
  - 3 Make sure **UDP** is selected.
- Then, click **OK**.

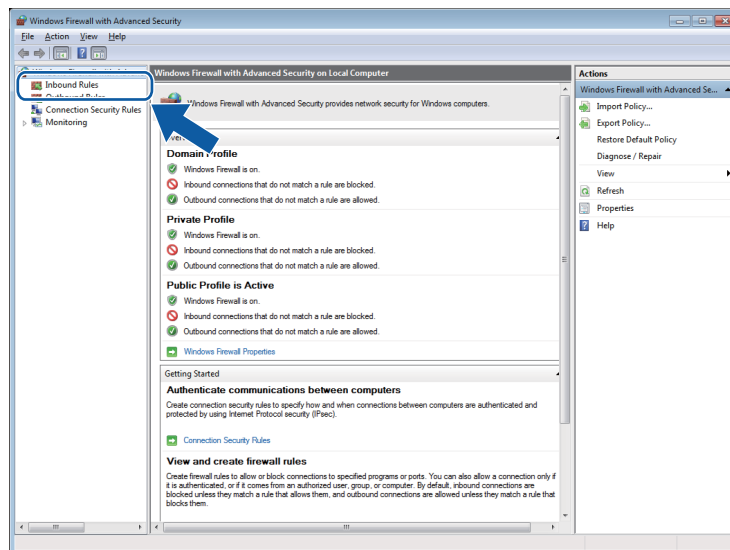
- 9 Make sure that the new setting is added and is checked, and then click **OK**.

- 10 If you still have trouble with your network connection such as Network Scanning or Printing, check the **File and Printer Sharing** box in the **Exceptions** tab and then click **OK**.

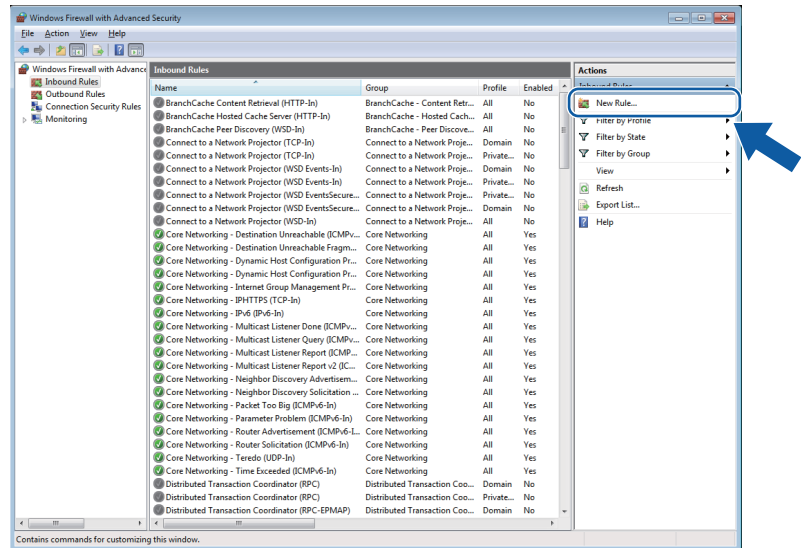


## Windows® 7 users

- 1 Click the  button, **Control Panel**, **System and Security** and then **Windows Firewall**. Make sure the **Windows Firewall** is set to **On**.
- 2 Click **Advanced settings**. The **Windows Firewall with Advanced Security** window appears.
- 3 Click **Inbound Rules**.



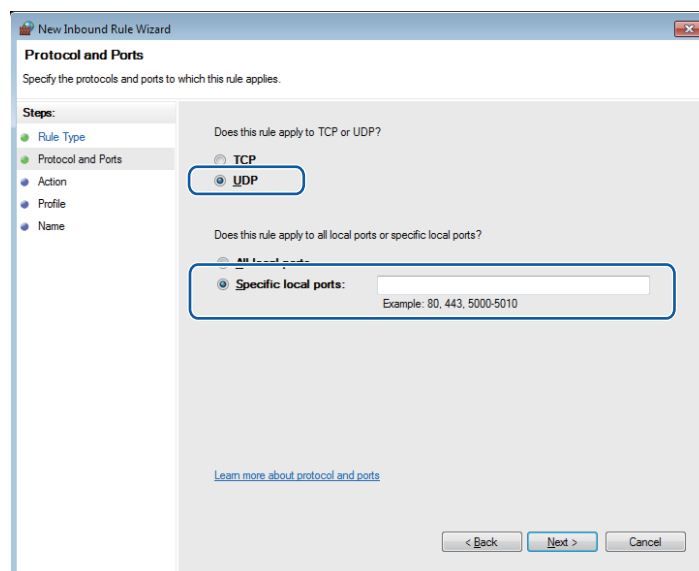
4 Click **New Rule**.



5 Choose **Port** and click **Next**.

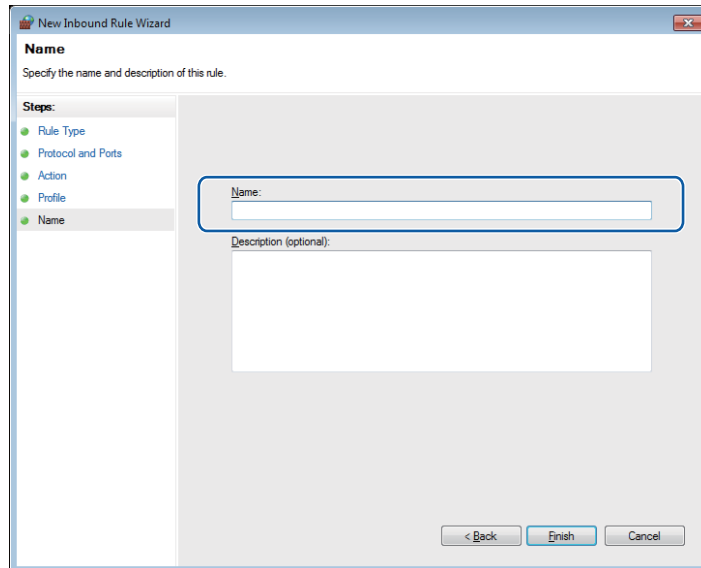
6 To add port enter the information below:

- For network scanning  
Choose **UDP** and enter “**54925**” in the **Specific local ports**.  
Click **Next**.
- For Network PC-Fax  
Choose **UDP** and enter “**54926**” in the **Specific local ports**.  
Click **Next**.

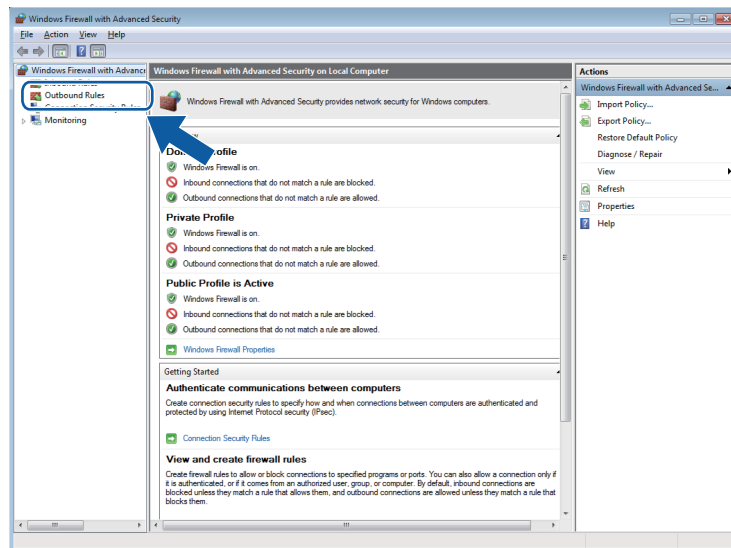


7 Choose **Allow the connection** and click **Next**.

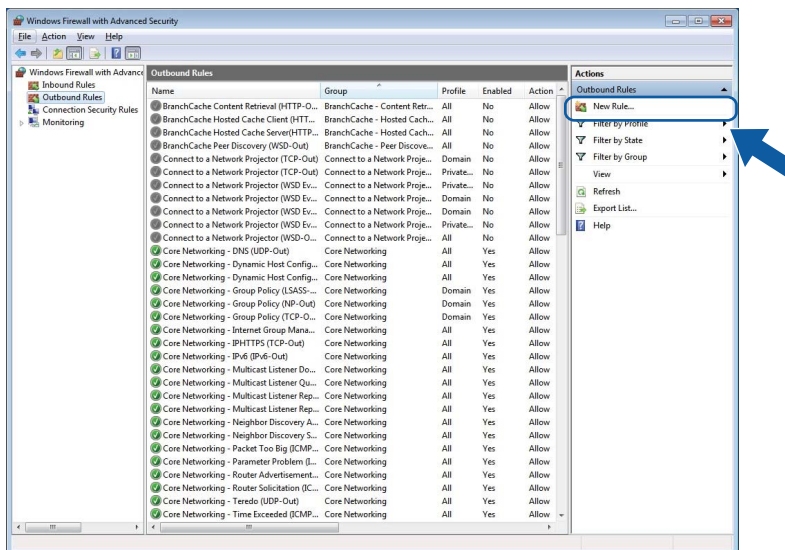
- 8 Check the applicable items and click **Next**.
- 9 Enter any description in **Name:** (for example “Brother Scanner” or “Brother PC-Fax”) and click **Finish**.



- 10 Make sure that the new setting is added and is checked.
- 11 Click **Outbound Rules**.



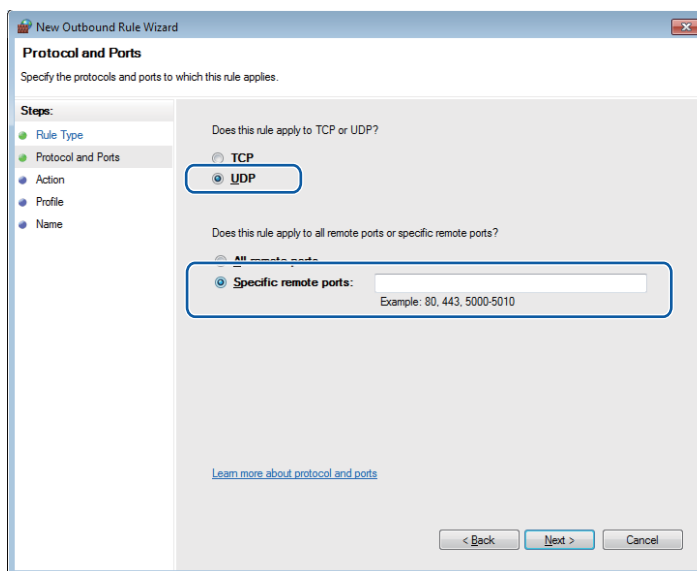
12 Click **New Rule**.



13 Choose **Port** and click **Next**.

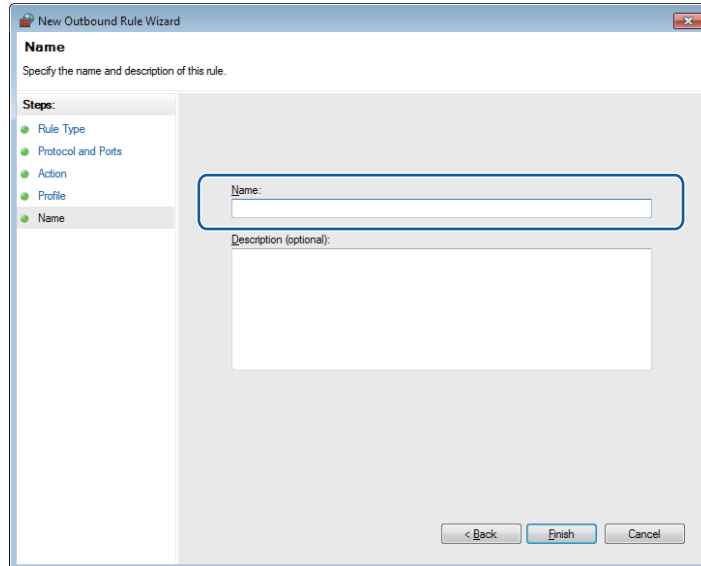
14 To add port enter the information below:

- For network scanning  
Choose **UDP** and enter **"54925"** in the **Specific remote ports**.  
Click **Next**.
- For Network PC-Fax  
Choose **UDP** and enter **"54926"** in the **Specific remote ports**.  
Click **Next**.



15 Choose **Allow the connection** and click **Next**.

- 16 Check the applicable items and click **Next**.
- 17 Enter any description in **Name:** (for example “Brother Scanner” or “Brother PC-Fax”) and click **Finish**.



- 18 Make sure that the new setting is added and is checked.





# Apple Macintosh

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<b>Scanning</b>	136
<b>ControlCenter2</b>	152
<b>Remote Setup &amp; PhotoCapture Center™</b>	171

## Setting up your Macintosh



### Note

- The screens shown in this section are from Mac OS X 10.5.x. Screens on your Macintosh may vary depending on your operating system and application.
- Before you can connect the machine to your Macintosh, you need to purchase a USB cable (type A/B) that is no longer than 6 feet (2 meters).

### ! IMPORTANT

DO NOT connect the machine to a USB port on a keyboard or a non-powered USB hub.

## Choosing the right type of paper

For high quality printing, it is important to choose the right type of paper. Be sure to read *Loading paper* and *Loading documents* in the *Basic User's Guide* before buying paper.

## Simultaneous printing, scanning and faxing

Your machine can print from your Macintosh while sending or receiving a fax in memory, or while scanning a document into the Macintosh. Fax sending will not be stopped during Macintosh printing.

However, when the machine is copying or receiving a fax on paper, it pauses the Macintosh printing operation, and then continues printing when copying or fax receiving has finished.

## Clearing data from the memory

If the LCD shows *Data Remaining*, you can clear the data that is left in the printer memory by pressing the **Stop/Exit** key on the control panel.

## Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of the machine, letting you see error messages such as paper empty, paper jam or ink replacement required at pre-set update intervals. Before you can use the tool you must choose your machine in the **Model** drop-down list in ControlCenter2.

You can check the device status by clicking the **Ink Level** icon in the **DEVICE SETTINGS** tab of ControlCenter2 or by launching the **Brother Status Monitor** located in **Macintosh HD/Library/Printers/Brother/Utilities**.

Mac OS X 10.5.x and 10.6.x users can also start the Status Monitor in the following ways:

(Mac OS X 10.5.x)

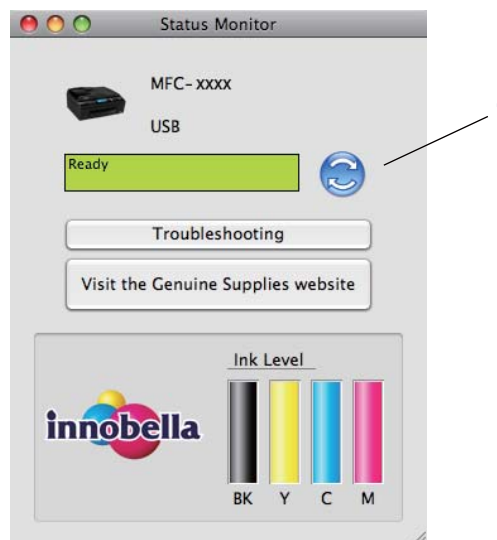
- 1 Run the **System Preferences**, select **Print & Fax**, then choose the machine.
- 2 Click the **Open Print Queue...**, then click **Utility**. The Status Monitor will start up.

(Mac OS X 10.6.x)

- 1 Run the **System Preferences**, select **Print & Fax**, then choose the machine.
- 2 Click the **Open Print Queue...**, then click **Printer Setup**. Select the **Utility** tab then click **Open Printer Utility**. The Status Monitor will start up.

■ Updating the machine's status

If you want the latest machine status while the **Status Monitor** window is open, click the update button (1).



You can set at what interval the software will update the machine status information. Go to the menu bar, **Brother Status Monitor** and choose **Preferences**.

■ Hiding or showing the window

After starting the **Status Monitor**, you can hide or show the window. To hide the window, go to the menu bar, **Brother Status Monitor** and choose **Hide Status Monitor**. To show the window, click the **Status Monitor** icon in the dock or click the **Ink Level** button in the **DEVICE SETTINGS** tab of ControlCenter2.



■ Quitting the window

Click the **Brother Status Monitor** in the menu bar and then choose **Quit Status Monitor** from the drop-down list.

■ Web Based Management (Network Connection Only)

You can access the Web Based Management System by clicking the machine icon on the **Status Monitor** screen. A standard Web Browser can be used to manage your machine using HTTP (Hyper Text Transfer Protocol). For more information on the Web Based Management System, see Web Based Management in the *Network User's Guide*.

## Using the Brother printer driver

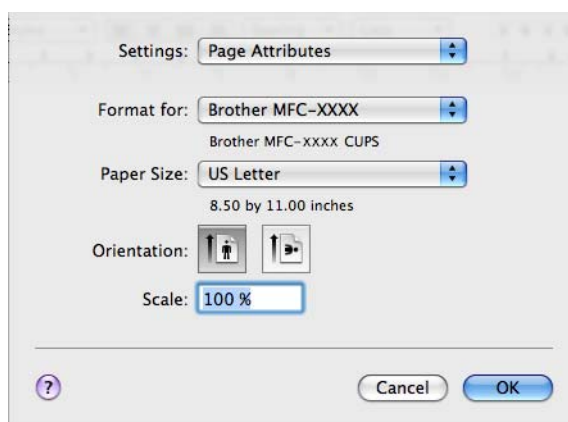


### Note

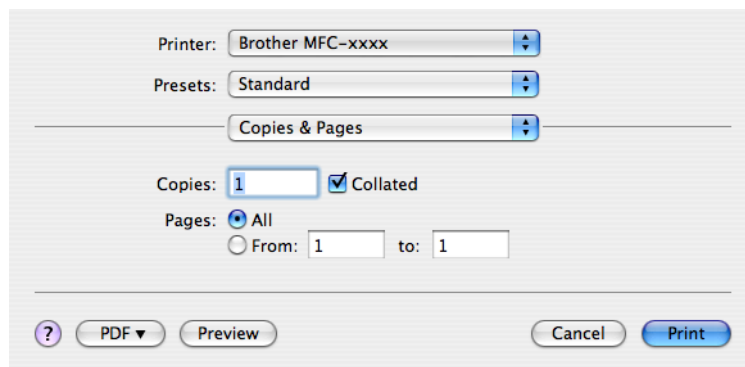
The printer driver does not support Watermark printing.

## Choosing page setup options

- 1 From an application such as Apple TextEdit, click **File**, then **Page Setup**. Make sure **Brother MFC-XXXX** (where XXXX is your model name) is chosen in the **Format for** drop-down list. You can change the settings for **Paper Size**, **Orientation** and **Scale**, then click **OK**.

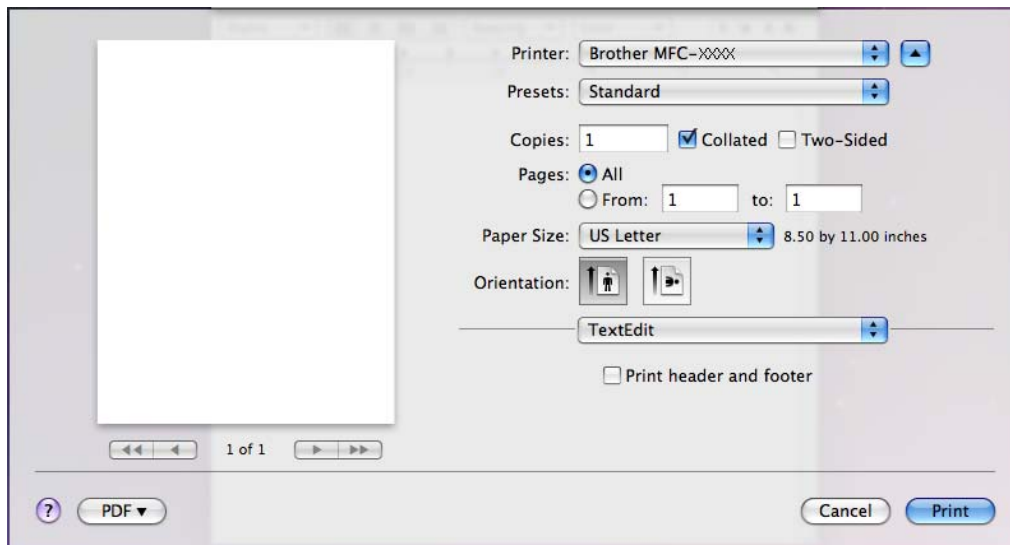
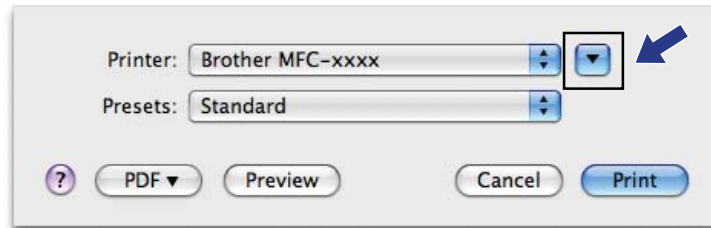


- 2 From an application such as Apple TextEdit, click **File**, then **Print** to start printing.
  - (Mac OS X 10.4.11)



■ (Mac OS X 10.5.x to 10.6.x)

For more page setup options, click the disclosure triangle beside the Printer drop-down list.



**To do borderless printing**

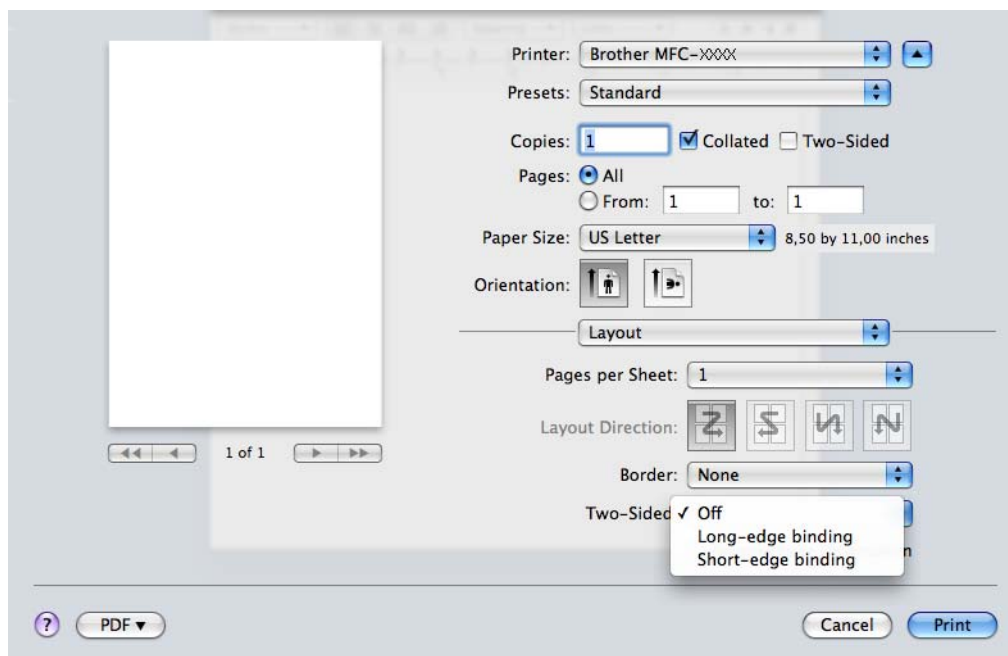
From the **Paper Size** drop-down list, choose the size of paper you want to print such as **Letter (Borderless)**.

## Duplex Printing

### ■ Automatic Duplex Printing

Select **Layout**.

Choose **Long-edge binding** or **Short-edge binding** in **Two-Sided**.



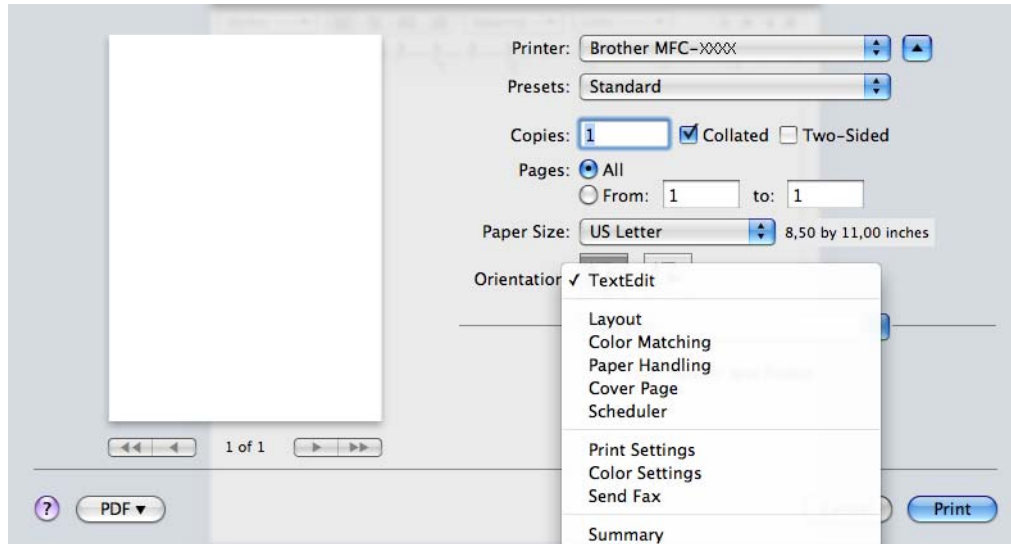
### Note

(For Mac OS X 10.4.11 to 10.5.x)

When printing on Ledger or B4 paper, duplex prints will be 0.8 in. smaller at the top and bottom of the original.

## Choosing printing options

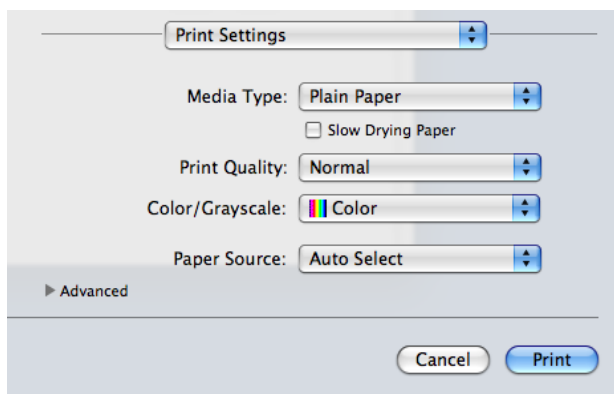
To use special printing features, choose **Print Settings** or **Color Settings** in the Print dialog box.





## Print Settings

You can choose the **Media Type**, **Slow Drying Paper**, **Print Quality**, **Color/Grayscale** and **Paper Source** settings.



### Note

Check **Slow Drying Paper** when printing with plain paper on which ink dries slowly. This setting may cause some slight blurring of text.

## Media Type

To achieve the best print results, the media being printed on should be selected in the driver. The machine changes the way it prints depending on the selected media type.

- Plain Paper
- Inkjet Paper
- Brother BP71 Photo Paper
- Brother BP61 Photo Paper
- Other Photo Paper
- Transparencies

## Print Quality

The quality selection lets you choose the print resolution you want for your document. Print quality and speed are related. The higher the quality, the longer it will take to print the document. The quality selections that are available will vary depending on the media type you choose. (See *Resolution* in the *Specifications* of the *Basic User's Guide*.)

■ **Fast**

The fastest print mode and the lowest amount of ink used. Use for printing large volume documents or documents for proofing.

■ **Normal**

Good print quality with typical print speed.

■ **High**

Better print quality than **Normal** mode and faster print speed than **Photo**.

■ **Photo**

Use for printing photographs. Since the print data is much larger than a normal document, the processing time, data transfer time and print time will be longer.

■ **Best**

Use for printing precise images such as photographs. This is the best resolution and slowest speed.

Media Type	Color/Grayscale	Print Quality Selection
Plain Paper	Color/Grayscale	Fast, <b>Normal</b> , High, Best
Inkjet Paper	Color/Grayscale	Normal, <b>Photo</b>
Brother BP71 Photo Paper, Brother BP61 Photo Paper or Other Photo Paper	Color/Grayscale	Fast, <b>Photo</b> , Best
Transparencies	Color/Grayscale	<b>Normal</b>



**Note**

The default settings are shown in bold.

## Color/Grayscale

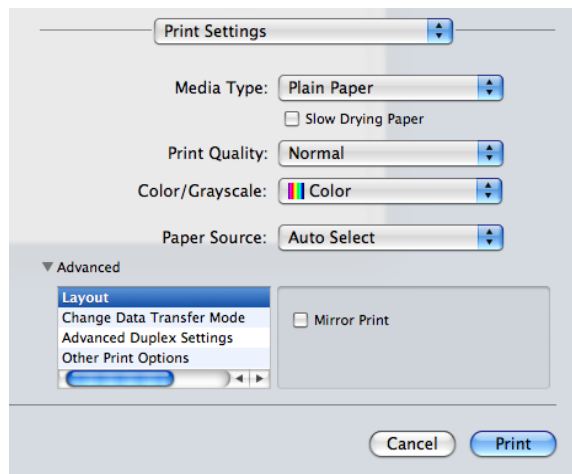
This function can be used to print color documents in black and white using grayscale.

## Paper Source (Not available for MFC-J6510DW)

You can choose **Auto Select**, **Tray1** or **Tray2** as **Paper Source**. If you put one sheet of paper in the manual feed slot, the paper from the slot is automatically chosen. Make sure that you do not put any paper in the slot when printing on paper from **Tray1** or **Tray2**.

## Advanced settings

Click **Advanced** to configure **Layout**, **Change Data Transfer Mode**, **Advanced Duplex Settings** and **Other Print Options** settings.



### Mirror Print

Check **Mirror Print** to reverse the data from left to right.



#### Note

**Mirror Print** is not available when choosing **Transparencies** as the **Media Type**.

## Reverse Print

Check **Reverse Print** to reverse the data up to down.



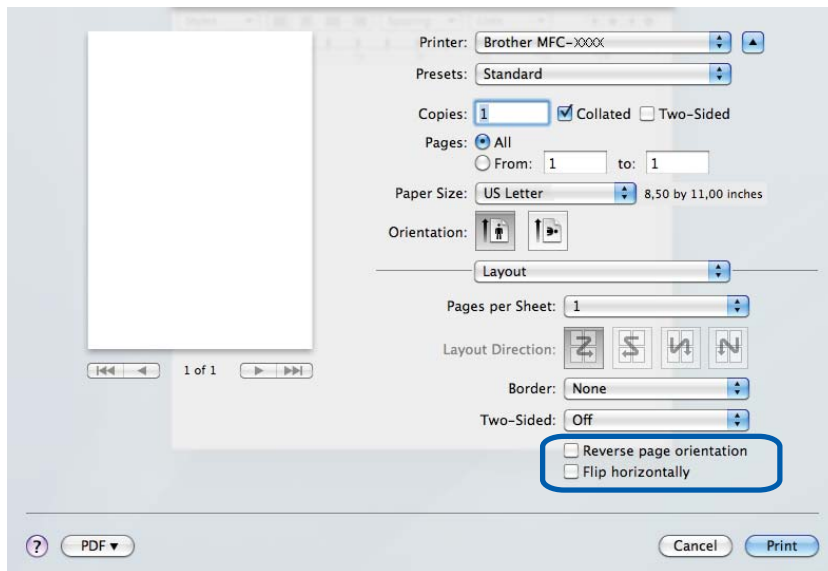
### Note

(For Mac OS X 10.5.x users)

**Reverse Print** is shown as **Reverse page orientation** in **Layout** pop-up menu.

(For Mac OS X 10.6.x users)

**Mirror Print** and **Reverse Print** are shown as **Flip horizontally** and **Reverse page orientation** in **Layout** pop-up menu.



## Change Data Transfer Mode

The **Change Data Transfer Mode** feature lets you choose print data transfer mode to improve print quality or print speed.

### ■ Recommended Setting

Choose **Recommended Setting** for general use.

### ■ Improved Print Quality

Choose **Improved Print Quality** for better print quality. Print speed may be reduced slightly, depending on the print data.

### ■ Improved Print Speed

Choose **Improved Print Speed** for faster print speed.

## Advanced Duplex Settings

Some types of print media may need more drying time when using the duplex feature. Change **Advanced Duplex Settings** if you have problems with smudged duplex prints or paper jams.

### ■ Normal

Choose **Normal** to print at normal speed, using a normal amount of ink.

### ■ Duplex 1 (Slower print speed)

Choose **Duplex 1** to print at a slower speed, using a normal amount of ink.

### ■ Duplex 2 (Slower print speed & less ink)

Choose **Duplex 2** to print the same speed as using **Duplex 1**, but using less ink.



### Note

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**Duplex 1 (Slower print speed)** is not available for Ledger or A3 size paper.

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## Other Print Options

You can choose the **Paper Thickness** and **Bi-Directional Printing** settings.

### ■ Paper Thickness

You can choose **Paper Thickness** from **Regular**, **Thick** and **Envelope**.

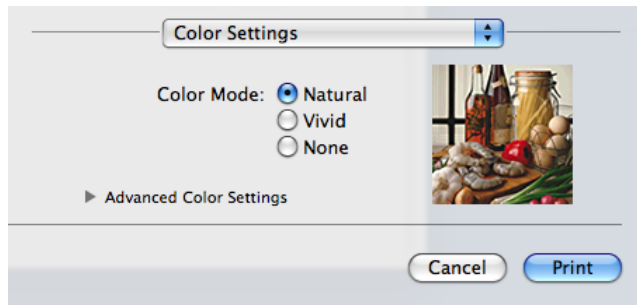
### ■ Bi-Directional Printing

When **Bi-Directional Printing** is checked, the print head prints in both directions offering faster print speeds. When unchecked, the print head will only print in one direction giving higher quality printouts, but slower printing speeds.

## Color Settings

Color is adjusted to get the closest color match with the Macintosh monitor.

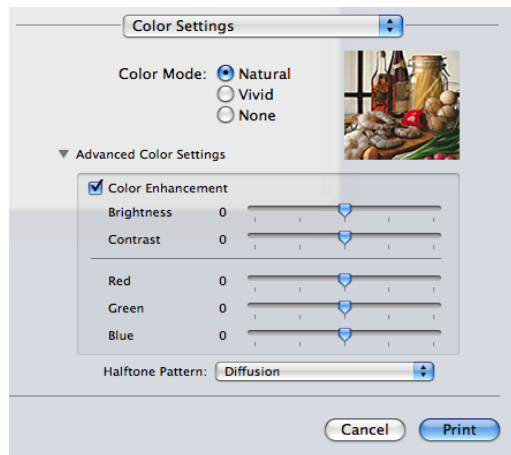
- **Natural:** Use for photographic images. The color is adjusted to print more natural colors.
- **Vivid:** Use for business graphics such as charts, graphics and text. The color is adjusted to print more vivid colors.
- **None**



- **ColorSync** (Mac OS X 10.5.x to 10.6.x): This option is shown and used automatically when choosing **ColorSync** in **Color Matching**.

## Advanced Color Settings

Click **Advanced Color Settings** to configure **Color Enhancement** and **Halftone Pattern** settings.



### Color Enhancement

#### ■ Brightness

Adjusts the brightness of the whole image. To lighten or darken the image, move the scroll bar to the right or left.

### ■ **Contrast**

Adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

### ■ **Red**

Increases the intensity of **Red** in the image to make the image redder.

### ■ **Green**

Increases the intensity of **Green** in the image to make the image greener.

### ■ **Blue**

Increases the intensity of **Blue** in the image to make the image bluer.

## **Halftone Pattern**

The machine can use two methods (**Diffusion** or **Dither**) to arrange dots to express halftones. There are some predefined patterns and you can choose which one to use for your document.

### ■ **Diffusion**

Dots are put at random to create the halftones. Use for printing photographs that have delicate shades and graphics.

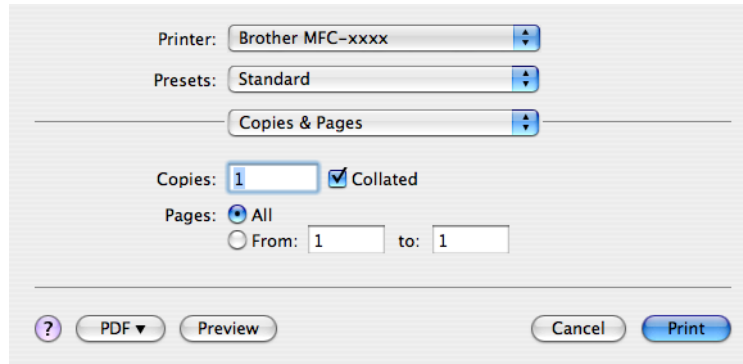
### ■ **Dither**

Dots are arranged in a pre-defined pattern to make halftones. Use for printing graphics that have definite color boundaries or for printing charts such as business charts.

## Sending a fax

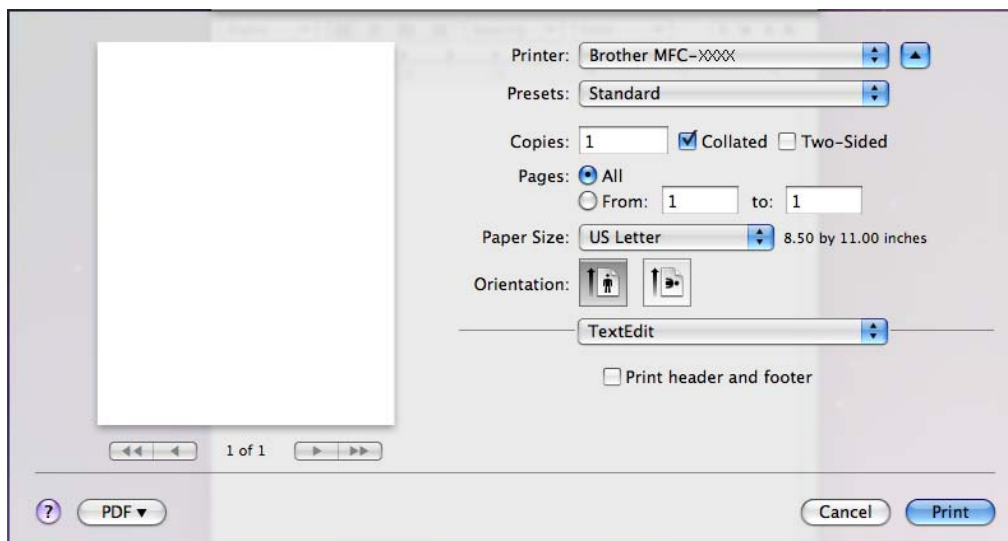
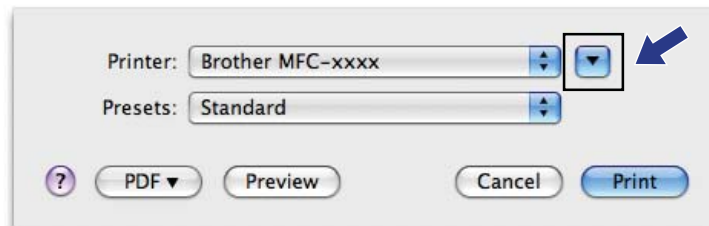
You can send a fax directly from a Macintosh application.

- 1 Create a document in a Macintosh application.
- 2 From an application such as Apple TextEdit, click **File**, then **Print**.
  - (Mac OS X 10.4.11)



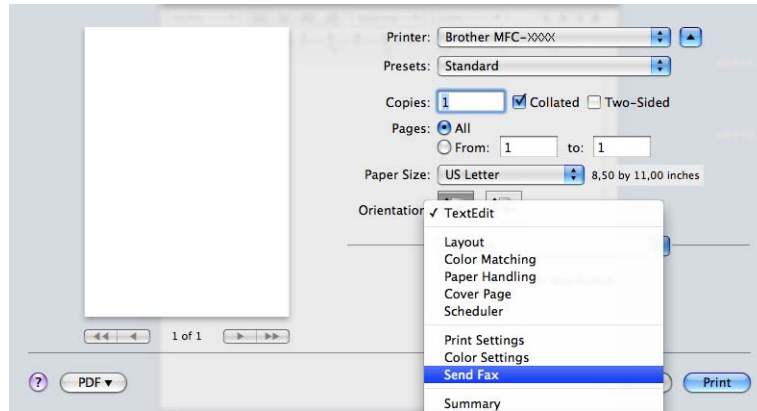
- (Mac OS X 10.5.x to 10.6.x)

Click the disclosure triangle beside the **Printer** drop-down list.

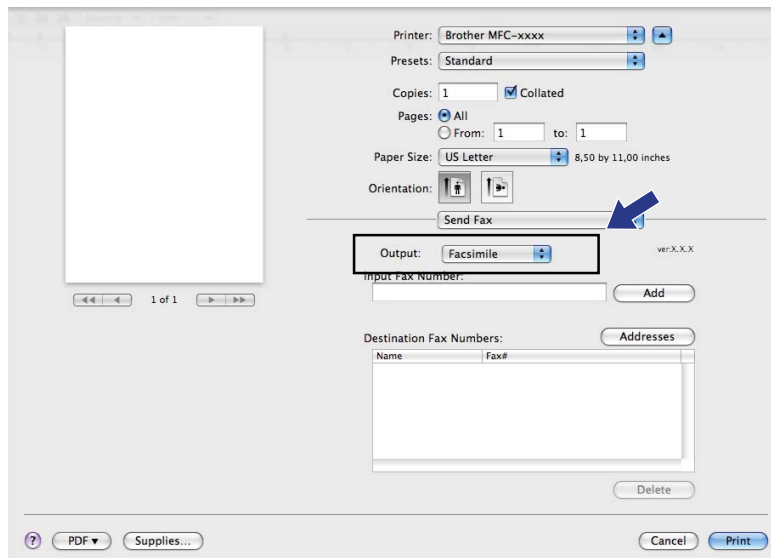




- Choose **Send Fax** from the drop-down list.



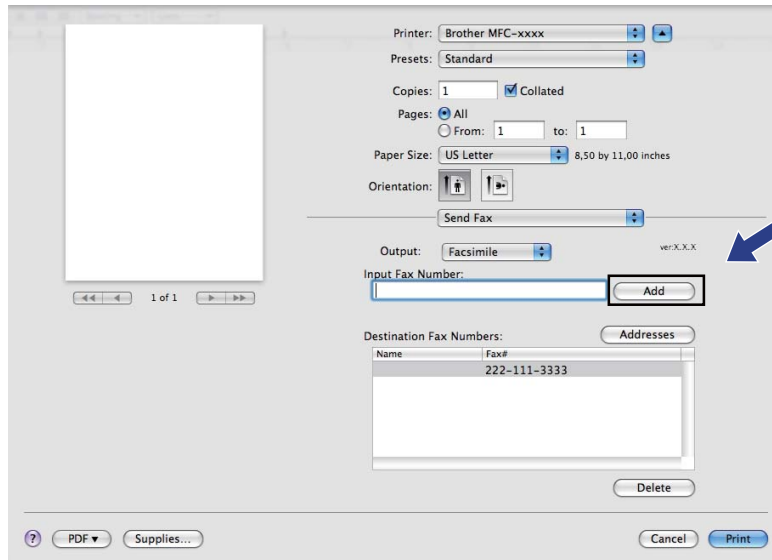
- Choose **Facsimile** from the **Output** drop-down list.



- Enter a fax number in the **Input Fax Number** box, and then click **Print** to send the fax.

 **Note**

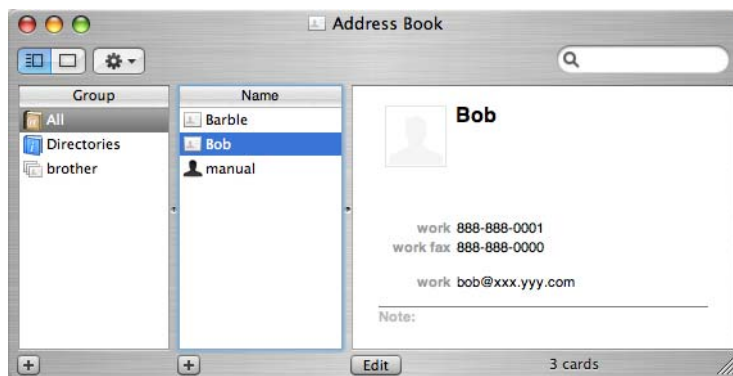
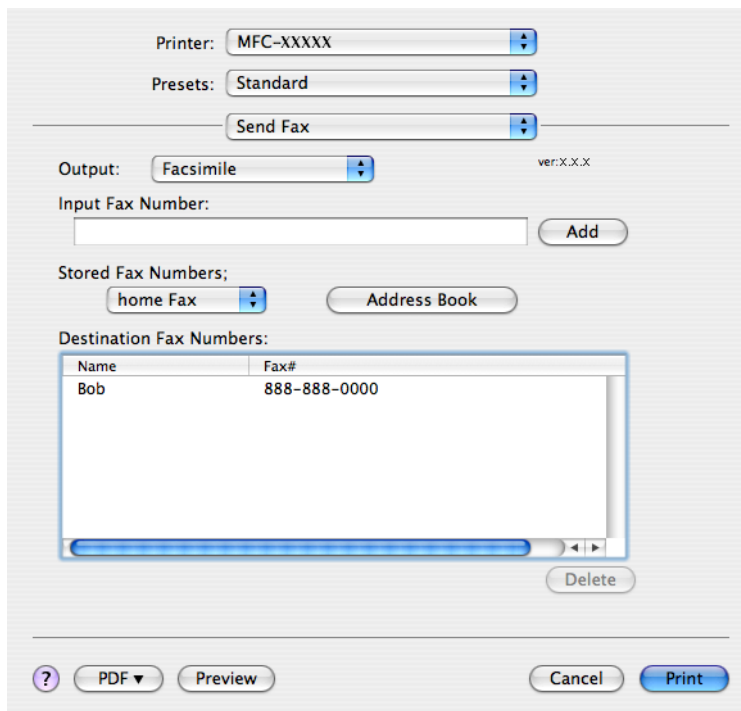
If you want to send a fax to more than one number, click **Add** after entering the first fax number. The destination fax numbers will be listed in the **Destination Fax Numbers** field.



## Drag a vCard from the Mac OS X Address Book application (Mac OS X 10.4.11)

You can address a fax number using a vCard (an electronic business card) from the Mac OS X **Address Book** application.

- 1 Click **Address Book**.
- 2 Drag a vCard from the Mac OS X **Address Book** application to the **Destination Fax Numbers** field.



 **Note**

If both work and home fax numbers are stored in the Mac OS X Address Book, choose **work fax** or **home fax** from the **Stored Fax Numbers** drop-down list, and then drag a vCard.

- When you are finished addressing your fax, click **Print** to send the fax.

The screenshot shows a fax software interface with the following elements:

- Printer: MFC-XXXX
- Presets: Standard
- Send Fax: (dropdown menu)
- Output: Facsimile
- Input Fax Number: (text field) Add
- Stored Fax Numbers: home Fax (dropdown menu) Address Book
- Destination Fax Numbers: (table)

Name	Fax#
Bob	888-888-0000

Buttons at the bottom: ? PDF Preview Cancel Print



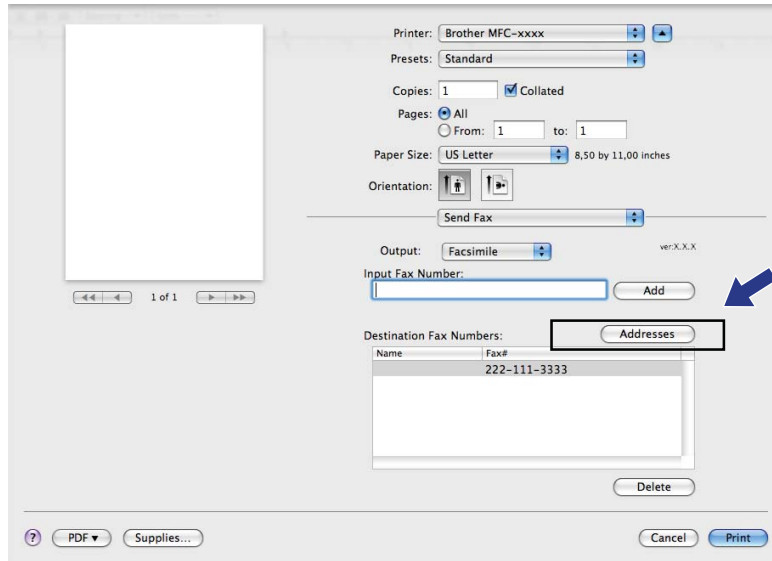
**Note**

The vCard used must contain a **work fax** or **home fax** number.

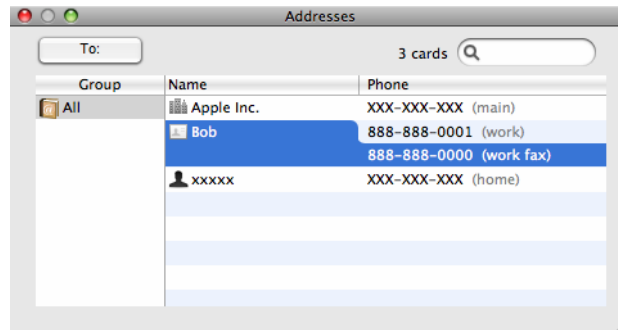
## Using Mac OS X 10.5.x to 10.6.x Addresses panel

You can address a fax number using the **Addresses** button.

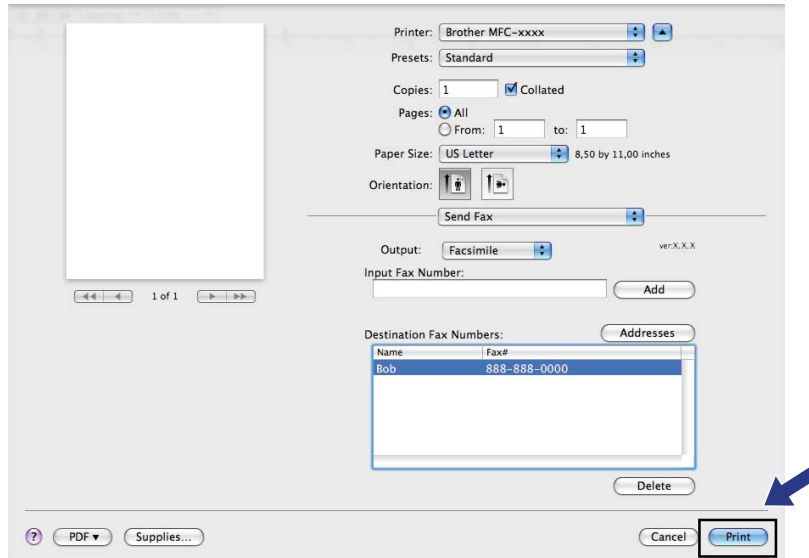
- 1 Click **Addresses**.



- 2 Choose the fax number from the **Addresses** panel and then click **To**.



- 3 When you are finished addressing your fax, click **Print** to send the fax.



## Scanning a document using the TWAIN driver

The Brother machine software includes a TWAIN Scanner driver for Macintosh. You can use this Macintosh TWAIN Scanner driver with any applications that support TWAIN specifications.

When you scan a document, you can either use the ADF (automatic document feeder) or the Flatbed scanner glass. For more information on loading the documents, see *Using the ADF* and *Using the scanner glass* in the *Basic User's Guide*.

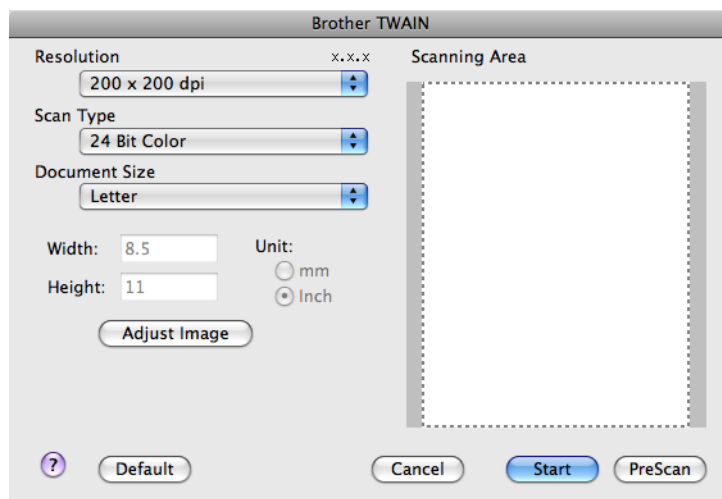


### Note

If you want to scan from a machine on a network, choose the networked machine in the Device Selector application located in **Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector** or from the **Model** drop-down list of ControlCenter2.

## Accessing the TWAIN driver

Run your Macintosh TWAIN-compliant application. The first time you use the Brother TWAIN driver, set it as the default driver by choosing **Select Source** (or another menu name for choosing the default driver). For each document you scan after this, choose **Acquire Image Data** or **Acquire**. The scanner setup dialog box appears.



### Note

The method of choosing the default driver or scanning a document may vary depending on the application you are using.

## Scanning an image into your Macintosh

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You can scan a whole page, or a portion by pre-scanning the document.

### Scanning a whole page

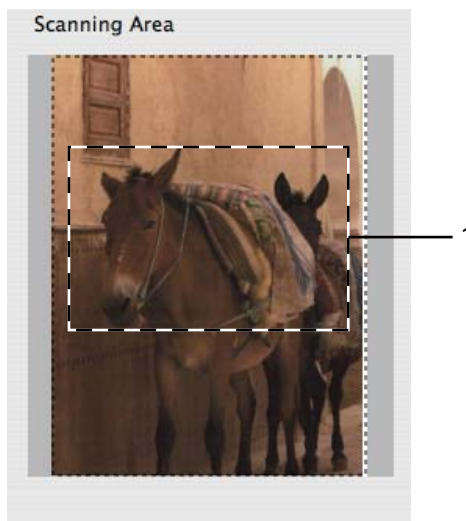
- 1 Load your document.
- 2 Adjust the following settings, if needed, in the scanner setup dialog box:
  - Resolution
  - Scan Type
  - Scanning Area
  - Document Size
  - Adjust Image
    - Brightness
    - Contrast
- 3 Click **Start**.  
When scanning has finished, the image appears in your graphics application.

### Pre-Scanning an image

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The **PreScan** button is used to preview and also lets you crop any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the Scanner Setup dialog box to scan the image.

- 1 Load your document.
- 2 Click **PreScan**.  
The whole image is scanned into your Macintosh and appears in the **Scanning Area**.
- 3 Drag the mouse pointer over the portion you want to scan (1).





- 4 Load your document again.



**Note**

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Skip this step if you loaded the document on the scanner glass in step 1.

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- 5 Adjust the settings for **Resolution**, **Scan Type**, **Brightness** and **Contrast** in the Scanner Setup dialog box as needed.
- 6 Click **Start**.  
This time only the chosen area of the document appears in the application window.
- 7 You can refine the image in your editing software.

## Settings in the Scanner window

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### Resolution

You can change the scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose and the available colors.

Resolution	Black & White/ Gray (Error Diffusion)	256 Color	True Gray/24bit Color
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes
19200 x 19200 dpi	Yes	No	Yes

## Scan Type

### ■ Black & White

Use for text or line art images.

### ■ Gray (Error Diffusion)

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

### ■ True Gray

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

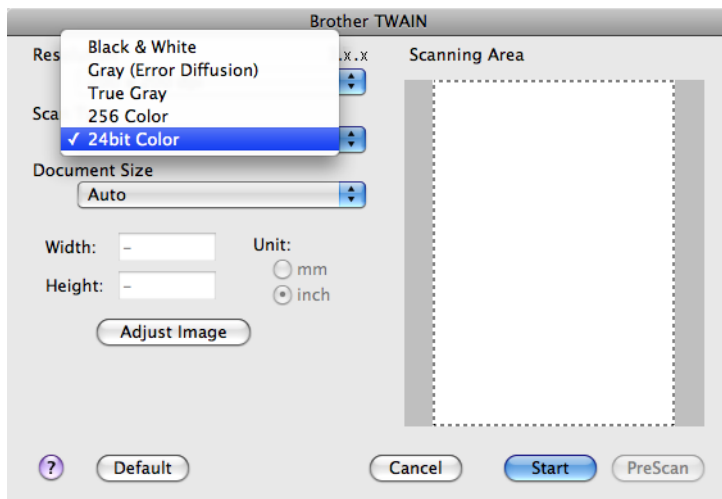
### ■ 256 Color

Uses up to 256 colors to scan the image.

### ■ 24bit Color

Uses up to 16.8 million colors to scan the image.

Although using **24bit Color** creates an image with the most accurate color reproduction, the image file size will be about three times larger than a file created using the **256 Color** option. It requires the most memory and has the longest transfer time.



## Document Size

Choose one of the following sizes:

■ Auto

Auto is shown as the default setting for **Document Size** (for the ADF, Letter or Ledger size paper only). You can scan a standard sized document without any further adjustments to **Document Size**. If you want to use **Auto Crop**, choose a **Document Size** other than **Auto**.

■ A3 297 x 420 mm

■ Ledger 11 x 17 in.

■ JIS B4 257 x 364 mm

■ A4 210 x 297 mm

■ JIS B5 182 x 257 mm

■ Letter 8.5 x 11 in.

■ Legal 8.5 x 14 in.

■ A5 148 x 210 mm

■ Executive 7.25 x 10.5 in.

■ Business Card

To scan business cards, choose the **Business Card** size, and then put the business card face down at the top left of the scanner glass.

■ Photo 4 x 6 in.

■ Index Card 5 x 8 in.

■ Photo L 89 x 127 mm

■ Photo 2L 127 x 178 mm

■ Postcard 1 100 x 148 mm

■ Postcard 2 (Double) 148 x 200 mm

■ Custom

After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

**Width:** Enter the width of the custom size.

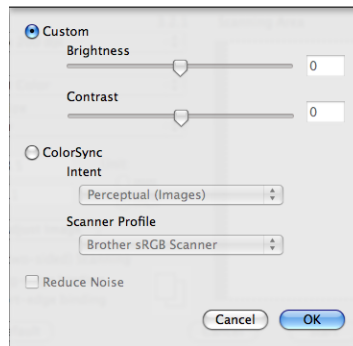
**Height:** Enter the height of the custom size.

## Adjusting the Image

### ■ Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average, and is usually suitable for most images.

You can set the **Brightness** level by dragging the slide bar to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.



If the scanned image is too light, set a lower **Brightness** level and scan the document again.

If the image is too dark, set a higher **Brightness** level and scan the document again.



#### Note

The **Brightness** setting is only available when setting **Scan Type** to **Black & White**, **Gray (Error Diffusion)**, **True Gray** or **24bit Color**.

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### ■ Contrast

You can increase or decrease the contrast level by moving the slide bar to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also enter a value in the box to set the **Contrast**.



#### Note

The **Contrast** setting is only available when setting **Scan Type** to **Gray (Error Diffusion)**, **True Gray** or **24bit Color**.

### ■ Reduce Noise

You can improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** setting is available when using **24bit Color** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the **Resolution**, **Scan Type**, **Brightness** and **Contrast** to see which setting best suits your needs.

## Scanning a document using the ICA driver (Mac OS X 10.6.x)

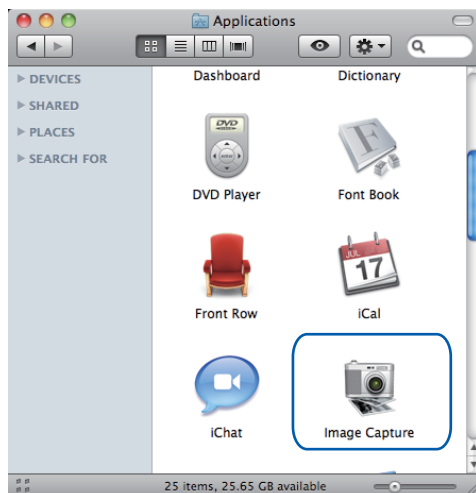
You can scan a document using one of the following methods:

- Using the Image Capture application
- Scanning directly from the “**Print & Fax**” section

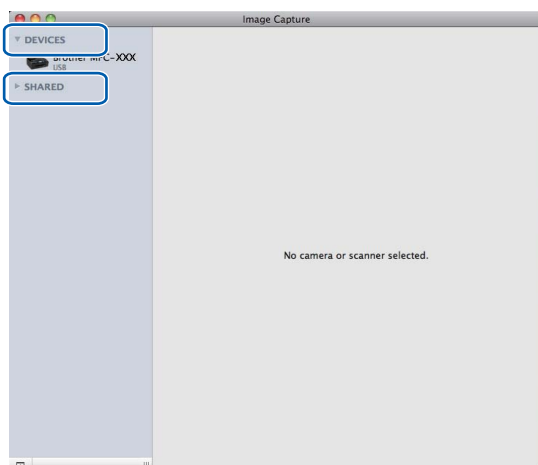
### Using Image Capture

In order to use Image Capture included with Mac OS X 10.6.x, the ICA Scanner Driver is required. The Brother CUPS Printer Driver for Mac OS X 10.6.x contains the ICA Scanner Driver. To install the ICA Scanner Driver, go to the downloads selection located on the main page for your model on the Brother Solutions Center (<http://solutions.brother.com/>).

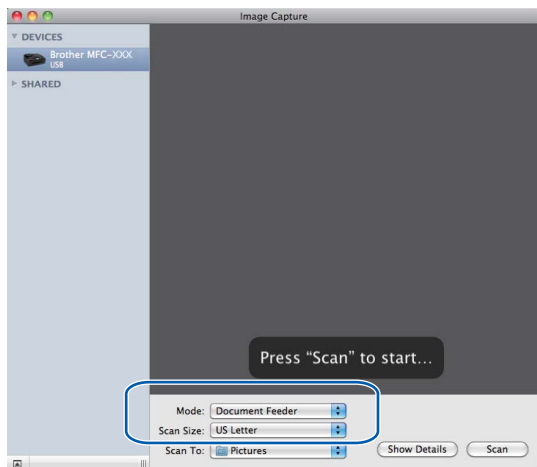
- 1 Connect your Brother machine to the Macintosh using a USB cable. Or connect your Brother machine to the same LAN where the Macintosh is connected.
- 2 Launch the **Image Capture** application.



- 3 Select the machine from the list on the left side of the screen. If you connected the Brother machine and your Macintosh with a USB cable, you will see the machine in the **DEVICES** area. If connected via LAN, you will see it in the **SHARED** area.



- 4 Place your document in the ADF or on the scanner glass.  
If you place the document in the ADF, select “**Document Feeder**” for **Mode** and the size of your document for **Scan Size**.

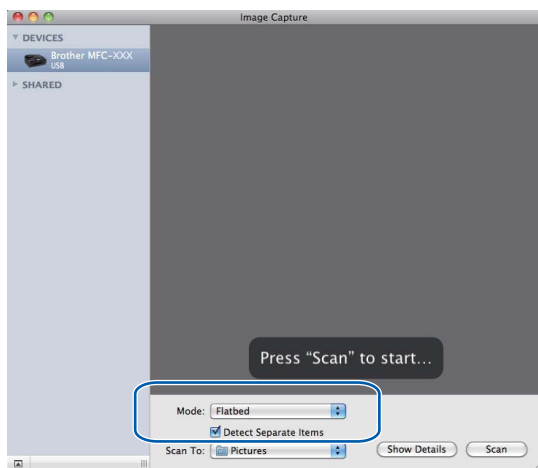


If you place the document on the scanner glass, select “**Flatbed**” for **Mode**.

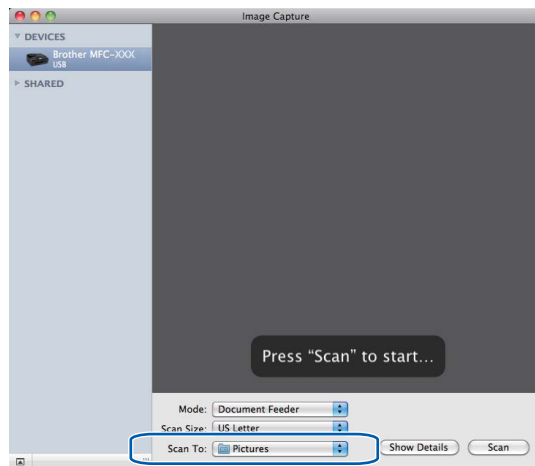


**Note**

When the **Detect Separate Items** box is unchecked, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** box is checked, the program will detect each image and save them as separate files. If the program does not automatically crop the document as you want, you can do it manually by dragging the mouse pointer over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

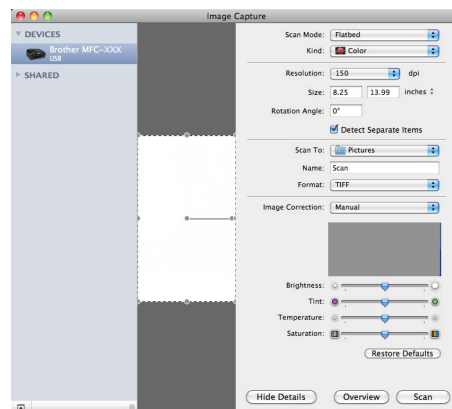


- 5 Select the destination folder or destination application for **Scan To**.



You can adjust the following settings, if needed, in the dialog box accessed by clicking on **Show Details**. Please note that the item name and assignable value may vary depending on the machine.

- **Scan Mode:** Choose Document Feeder or Flatbed.
- **Kind:** Choose from Color, Black & White or Text.
- **Resolution:** Choose the resolution you want to scan your document at.
- **Scan Size:** Select the paper size of the document being scanned from the Document Feeder or the scan area from the Flatbed.
- **Orientation or Rotation Angle:** Select the orientation of the document from the Document Feeder or the angle of the scan from the flatbed.
- **Scan To:** Choose the destination folder or destination application.
- **Name:** Enter the prefix text used for the name of the scanned image.
- **Format:** Select the file format of the scanned data.
- **Image Correction:** From the manual setting you can adjust Brightness, Tint, Temperature and Saturation.



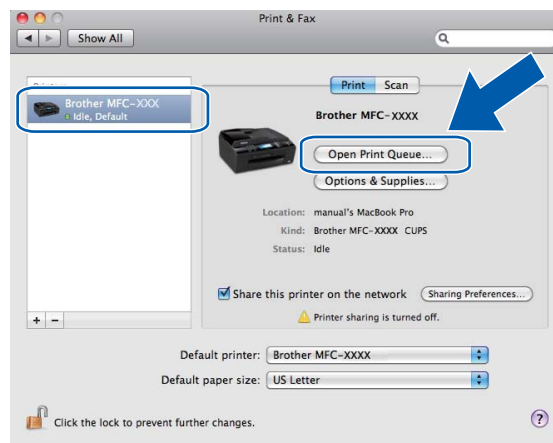
- 6 Click on **Scan** to start scanning.



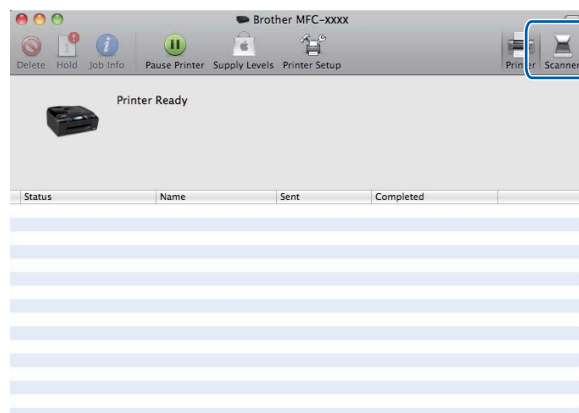
## Scanning directly from the “Print & Fax” section

If you already added your Brother machine in the **Print & Fax** section, you can scan directly from there. Please follow the steps below:

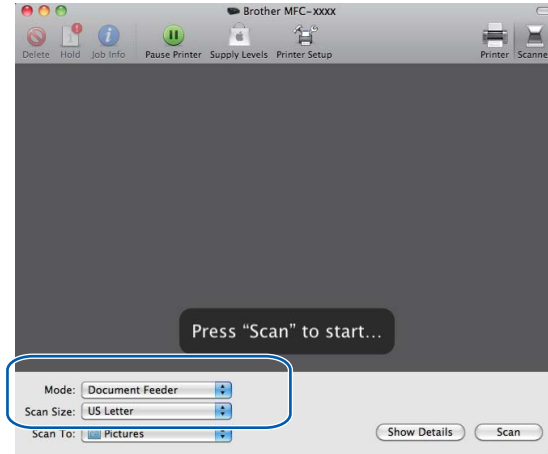
- 1 Connect your Brother machine to the Macintosh using a USB cable. Or connect your Brother machine to the same LAN (if you are using a network model) where the Macintosh is connected.
- 2 Select **System Preferences** from the Apple Menu.
- 3 Click on the **Print & Fax** icon.
- 4 Select the machine from the list on the left side of the screen and click on **Open Print Queue**.



- 5 Click on the **Scanner** icon.



- 6 Place your document in the ADF or on the scanner glass.  
If you place the document in the ADF, select “**Document Feeder**” for **Mode** and the size of your document for **Scan Size**.

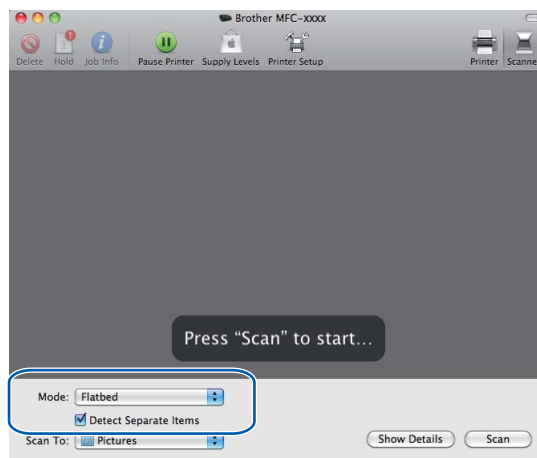


If you place the document on the scanner glass, select “**Flatbed**” for **Mode**.

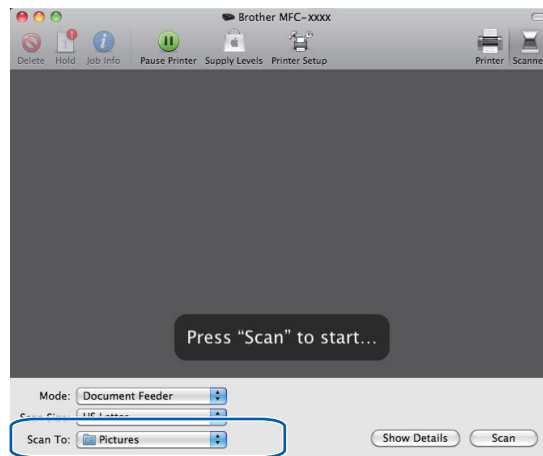


**Note**

When the **Detect Separate Items** box is unchecked, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** box is checked, the program will detect each image and save them as separate files. If the program does not automatically crop the document as you want, you can do it manually by dragging the mouse pointer over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

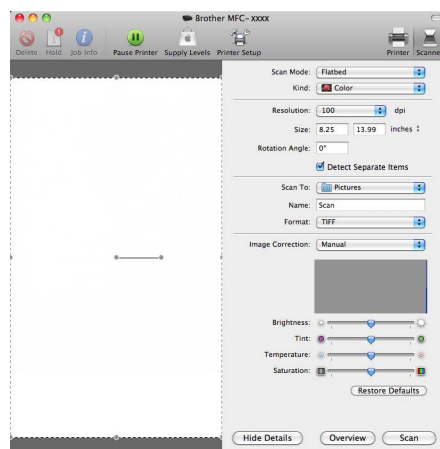


- 7 Select the destination folder or destination application for **Scan To**.



You can adjust the following settings, if needed, in the dialog box accessed by clicking on **Show Details**. Please note that the item name and assignable value may vary depending on the machine.

- **Scan Mode:** Choose Document Feeder or Flatbed.
- **Kind:** Choose from Color, Black & White or Text.
- **Resolution:** Choose the resolution you want to scan your document at.
- **Scan Size:** Select the paper size of the document being scanned from the Document Feeder or the scan area from the Flatbed.
- **Orientation or Rotation Angle:** Select the orientation of the document from the Document Feeder or the angle of the scan from the flatbed.
- **Scan To:** Choose the destination folder or destination application.
- **Name:** Enter the prefix text used for the name of the scanned image.
- **Format:** Select the file format of the scanned data.
- **Image Correction:** From the manual setting you can adjust Brightness, Tint, Temperature and Saturation.



- 8 Click **Scan** to start scanning.

## Using Presto! PageManager

Presto! PageManager is an application for managing the documents in your Macintosh. Since it is compatible with most image editors and word processing programs, Presto! PageManager gives you unmatched control over your Macintosh files. You can easily manage your documents, edit your E-mail and files and read documents with the OCR software built into Presto! PageManager.

If you use the machine as a scanner, we recommend that you install Presto! PageManager. You can install Presto! PageManager from [http://nj.newsoft.com.tw/download/brother/PM9SEInstaller\\_BR\\_multilang.dmg](http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg)



### Note

The complete NewSoft Presto! PageManager 9 User's Guide can be viewed from **Help** in the menu bar in NewSoft Presto! PageManager 9.

## Features

- OCR: In one step you can scan an image, recognize the text, and edit it with a word processor.
- Image Editing: Enhance, crop and rotate images, or open them with an image-editing program of your choice.
- Annotation: Add removable notes, stamps and drawings to images.
- Folders Window: View and arrange your folder hierarchy for easy access.
- View Window: View files as thumbnails, list or Cover Flow for easy identification.

## System requirements for Presto! PageManager

- Mac OS X 10.4.11, 10.5.x, 10.6.x
- Hard disk drive with at least 400 MB of free disk space

## Technical support

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### For USA

Company name: NewSoft America Inc.  
Postal Address: 47102 Mission Falls Court, Suite 202 Fremont CA 94539  
Telephone: 510-770-8900  
Fax: 510-770-8980  
E-mail Address: [contactus@newssoftinc.com](mailto:contactus@newssoftinc.com)  
URL: <http://www.newssoftinc.com/>

### For Canada

E-mail Address: [contactus@newssoftinc.com](mailto:contactus@newssoftinc.com)

### Germany

Company name: SoftBay GmbH  
Postal Address: Carlstraße 50, D-52531, Übach-Palenberg, Germany  
Telephone: 0900 1 409640  
E-mail Address: [de.nsc@newssoft.eu.com](mailto:de.nsc@newssoft.eu.com)  
URL: <http://de.newssoft.eu.com/>

### UK

Company name: Avanquest UK  
Postal Address: The Software Centre East Way, Lee Mill Industrial Estate Plymouth Devon.  
PL21 9GE  
Telephone: 44-01752-201148  
Fax: 44-01752-894833  
E-mail Address: [uk.nsc@newssoft.eu.com](mailto:uk.nsc@newssoft.eu.com)  
URL: <http://uk.newssoft.eu.com/>

### France

Company name: 5CA  
Telephone: 089-965-01-09  
E-mail Address: [fr.nsc@newssoft.eu.com](mailto:fr.nsc@newssoft.eu.com)  
URL: <http://fr.newssoft.eu.com/>

### Italy

Company name: 5CA  
Telephone: 0899399878  
E-mail Address: [it.nsc@newsoft.eu.com](mailto:it.nsc@newsoft.eu.com)  
URL: <http://it.newsoft.eu.com/>

### Spain

Company name: 5CA  
Telephone: 0807505598  
E-mail Address: [sp.nsc@newsoft.eu.com](mailto:sp.nsc@newsoft.eu.com)


### Other countries

E-mail Address: [tech@newsoft.eu.com](mailto:tech@newsoft.eu.com)

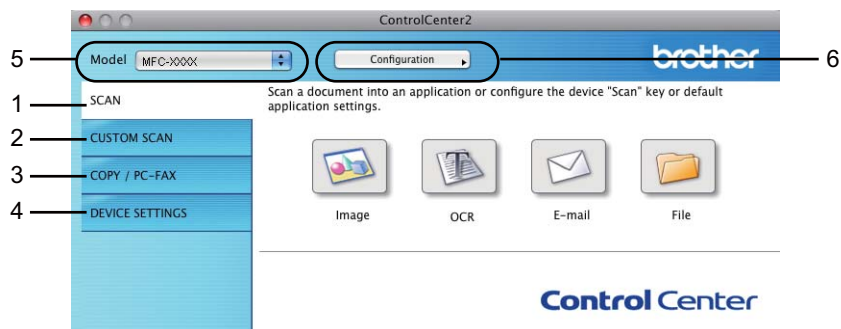
**Note**

- The screens shown in this section are from Mac OS X 10.5.x. Screens on your Macintosh may vary depending on your operating system and application.
- The features available to you in ControlCenter2 may vary depending on the model number of your machine.

## Using ControlCenter2

ControlCenter2 is a software utility that lets you quickly and easily access your often used applications. Using ControlCenter2 eliminates the need to manually launch specific applications. The icon will appear on the menu bar. To open the ControlCenter2 window, click the  icon and choose **Open**. ControlCenter2 has the following operations:

- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice. (1)
- 2 Custom Scan buttons let you configure a button to meet your own application needs. (2)
- 3 Access the Copy features available via your Macintosh and access the PC-FAX applications available for your device. (3)
- 4 Access the settings available to configure your device. (4)
- 5 You can choose which machine ControlCenter2 will connect with from the **Model** drop-down list. (5)  
You can also open the **Device Selector** window by choosing **Other...** from the **Model** drop-down list.
- 6 You can also open the configuration window for each function by clicking **Configuration**. (6)

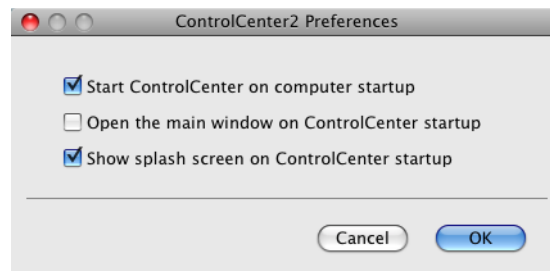


## Turning the AutoLoad feature off

---

If you do not want ControlCenter2 to run automatically each time you start your Macintosh, do the following.

- 1 Click the ControlCenter2 icon in the menu bar and choose **Preference**.  
The ControlCenter2 preference window appears.
- 2 Uncheck **Start ControlCenter on computer startup**.
- 3 Click **OK** to close the window.



### Note

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The ControlCenter2 application icon is in **Macintosh HD/Library/Printers/Brother/Utilities/ControlCenter**.

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## SCAN

There are four scan buttons for the **Scan To Image**, **Scan To OCR**, **Scan To E-mail** and **Scan To File** applications.

- **Image** (Default: *Apple Preview*)

Lets you scan a page directly into any graphic viewer/editor application. You can choose the destination application, such as Adobe® Photoshop® or any kind of image editing application on your Macintosh.

- **OCR** (Default: *Apple TextEdit*)

Lets you scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as Microsoft® Word or any word processing application on your Macintosh. You must download Presto! PageManager and install it on your Macintosh. For installation information see *Using Presto! PageManager* on page 149.

- **E-mail** (Default: *your default E-mail software*)

Lets you scan a page or document directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

- **File**

Lets you scan directly to a disk file. You can change the file type and destination folder, as needed.

ControlCenter2 gives you the ability to configure the hardware **SCAN** key on your machine and the ControlCenter2 Software button for each scan feature. To configure the hardware **SCAN** key on your machine choose the **Device Button** tab in the configuration menu for each of the **SCAN** buttons. To configure the Software button in ControlCenter2 choose the **Software Button** tab in the configuration menu for each of the **SCAN** buttons.

### Note

You can configure your machine's **SCAN** key for each ControlCenter2 button in the **Device Button** tab. To change the default settings, click the button while holding down the **Ctrl** key and choose the **Device Button** tab.



## File types

Choose the type of file to save the scanned images as from the drop-down list.

- Windows® Bitmap (\*.bmp)
- JPEG (\*.jpg)
- TIFF (\*.tif)
- TIFF Multi-Page (\*.tif)
- Portable Network Graphics (\*.png)
- PDF (\*.pdf)
- Secure PDF (\*.pdf)



### Note

- If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
- Secure PDF is available for Scan To Image, Scan To E-mail and Scan To File.

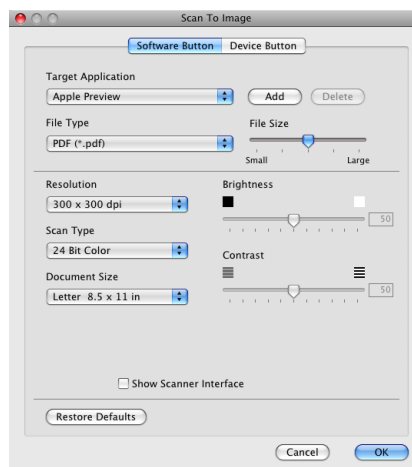
## Document Size

You can choose the document size from the pull-down list. If you choose a 1 to 2 document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

## Image (example: Apple Preview)

The **Scan To Image** feature lets you scan an image directly into your graphics application for image editing. To change the default settings, click the button while holding down the **Ctrl** key and choose the **Software Button**.

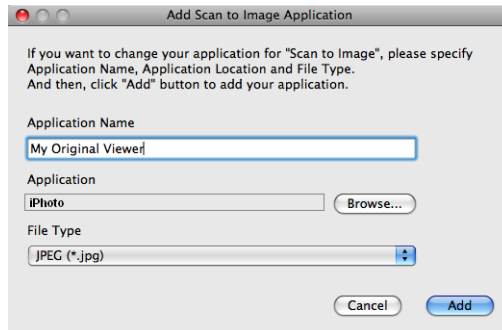
10



If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

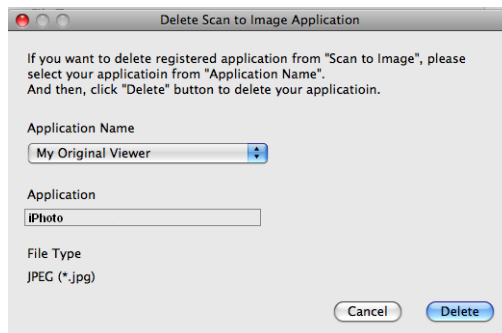
Change the other settings, if needed.

To change the destination application, choose the appropriate application from the **Target Application** drop-down list. You can add an application to the list by clicking **Add**.



Enter the **Application Name** (up to 30 characters) and choose your preferred application by clicking the **Browse** button. Also choose the **File Type** from the drop-down list.

You can delete an application that you have added. Just choose the **Application Name** and click the **Delete** button.



### Note

This function is also available for **Scan To E-mail** and **Scan To OCR**. The window may vary depending on the function.

If you choose **Secure PDF** from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.



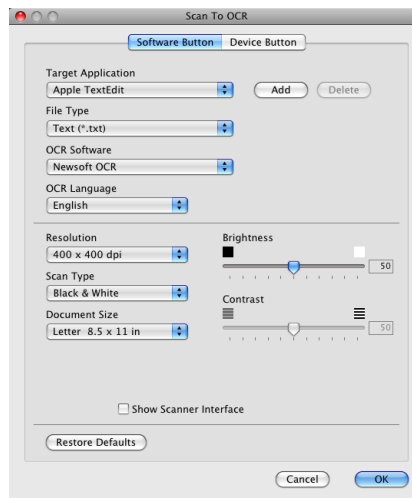
### Note

**Secure PDF** is also available for Scan To E-mail and Scan To File.

## OCR (word processing application)

**Scan To OCR** converts the graphic page image data into text which can be edited by any word processing application. You can change the default word processing application.

To configure **Scan To OCR**, click the button while holding down the **Ctrl** key and choose **Software Button**.

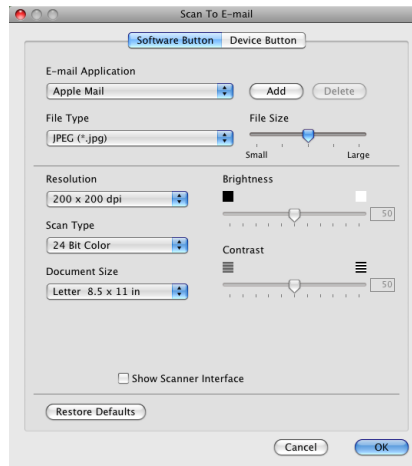


To change the word processing application, choose the destination word processing application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

## E-mail

The **Scan To E-mail** feature lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment. To change the default E-mail application or attachment file type, click the button while holding down the **Ctrl** key and choose the **Software Button**.



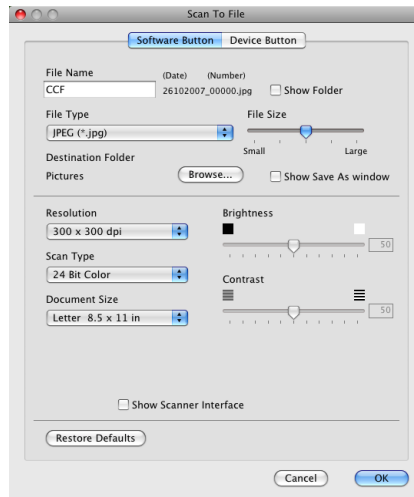
To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** drop-down list. You can add an application to the lists by clicking **Add**<sup>1</sup>. To delete an application, click **Delete**.

<sup>1</sup> When you first start ControlCenter2 a default list of compatible E-mail applications will appear in the drop-down list. If you are having trouble using a custom application with ControlCenter2 you should choose an application from the list.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

## File

The **Scan To File** button lets you scan an image to a folder on your hard disk in any file format. This lets you easily archive your paper documents. To configure the file type and folder, click the button while holding down the **Ctrl** key and choose the **Software Button**.



You can change the File Name. Enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. File name will be the file name you registered, current date and sequential number.

Choose the file type for the saved image from the **File Type** drop-down list. You can save the file to the default folder, or choose your preferred folder by clicking **Browse**.

To show where the scanned image is saved when scanning is finished, check **Show Folder** box. To specify the destination of the scanned image everytime, check **Show Save As window** box.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

## CUSTOM SCAN

There are four buttons which you can configure to fit your scanning needs.

To customize a button, click the button while holding down the **Ctrl** key, and the configuration window appears. There are four scan functions: **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

### ■ Scan to Image

Lets you scan a page directly into any image viewer/editor software. You can choose any image editor application on your Macintosh as a destination.

### ■ Scan to OCR

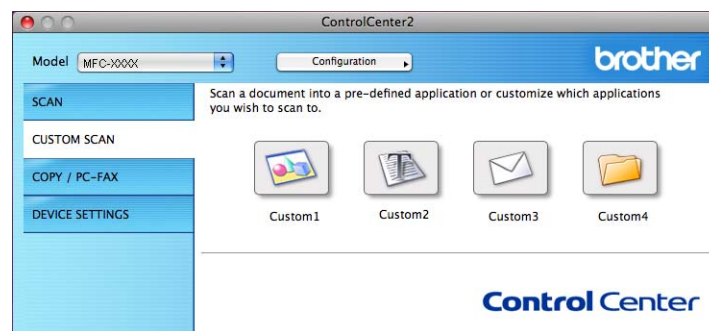
Converts scanned documents into editable text files. You can choose the destination application for the editable text. You must download Presto! PageManager and install it on your Macintosh. For installation information see *Using Presto! PageManager* on page 149.

### ■ Scan to E-mail

Attaches the scanned images to an E-mail message. You can also choose the file attachment type and create a quick send list of E-mail addresses chosen from your E-mail address book.

### ■ Scan to File

Lets you save a scanned image to any folder on a local or network hard disk. You can also choose the file type to be used.



## File types

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Choose the type of file to save the scanned images as from the drop-down list.

- Windows® Bitmap (\*.bmp)
- JPEG (\*.jpg)
- TIFF (\*.tif)
- TIFF Multi-Page (\*.tif)
- Portable Network Graphics (\*.png)
- PDF (\*.pdf)
- Secure PDF (\*.pdf)



### Note

- If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
  - Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.
- 

## Document Size

---

You can choose the document size from the pull-down list. If you choose a 1 to 2 document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

## User-defined button

---

To customize a button, click the button while holding down the **Ctrl** key, and the configuration window appears. Follow these guidelines for button configuration.

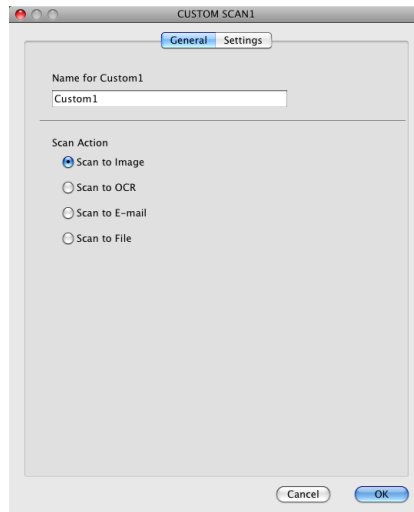


## Scan to Image

### ■ General tab

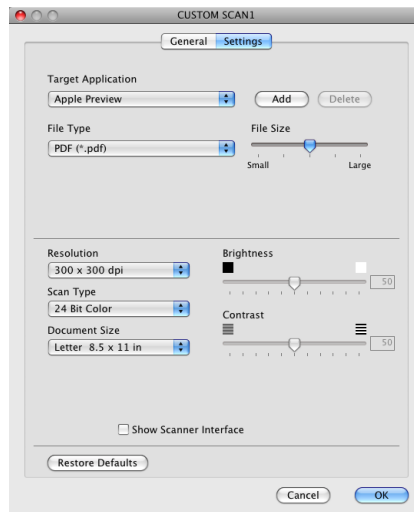
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.



### ■ Settings tab

Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.



If you choose **Secure PDF** from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.

### Note

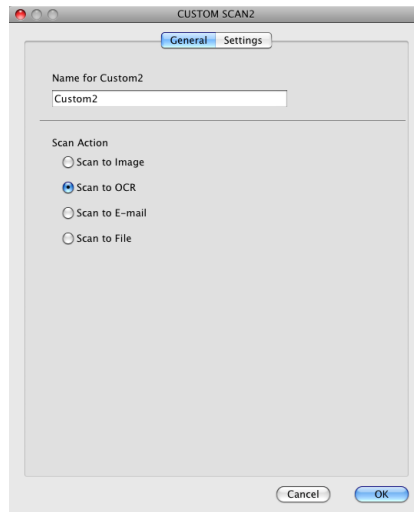
**Secure PDF** is also available for Scan to E-mail and Scan to File.

## Scan to OCR

### ■ General tab

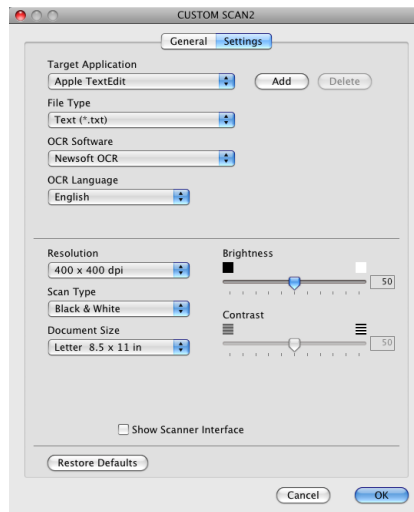
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.



### ■ Settings tab

Choose the **Target Application**, **File Type**, **OCR Software**, **OCR Language**, **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

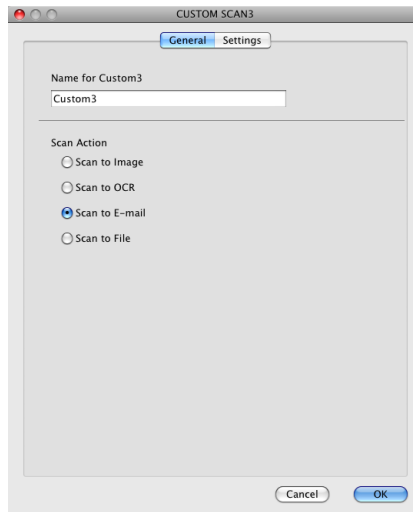


## Scan to E-mail

### ■ General tab

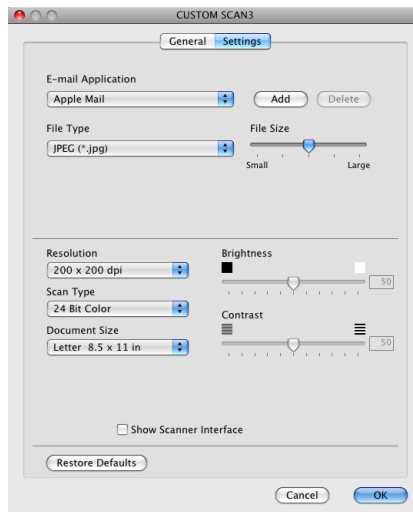
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.



### ■ Settings tab

Choose the **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

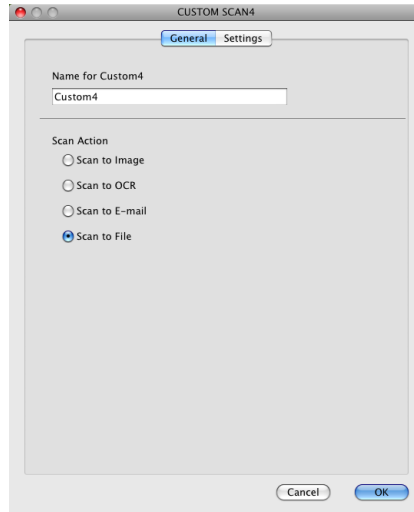


## Scan to File

### ■ General tab

Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.



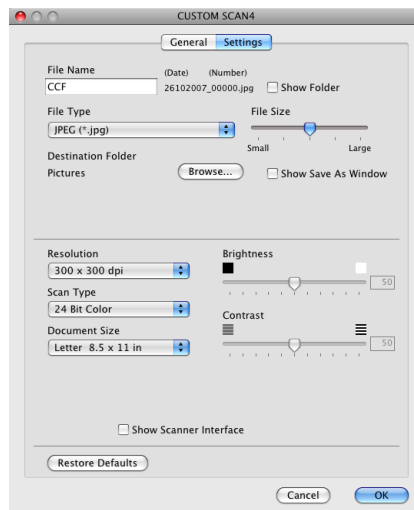
### ■ Settings tab

Choose the file format from the **File Type** drop-down list. Save the file to the default folder or choose your preferred folder by clicking the **Browse** button.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

If you want to specify the destination of the scanned image, check the **Show Save As Window**.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.



## COPY / PC-FAX

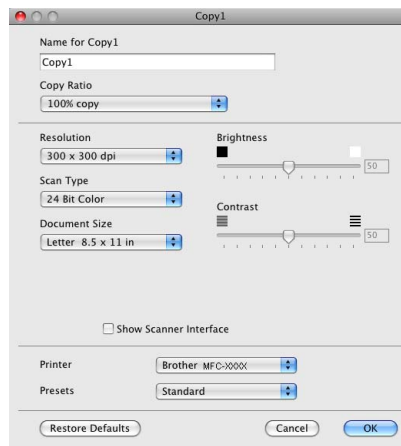
**COPY** - Lets you use your Macintosh and any printer driver for enhanced copy operations. You can scan a page on the machine and print the copies using any of the features of the machine's printer driver, or you can direct the copy output to any standard printer driver installed on your Macintosh including network printers.

**PC-FAX** - Lets you scan a page or document and automatically send the image as a fax from the Macintosh. You can configure your preferred settings on up to four buttons.

The **Copy1-Copy4** buttons can be customized to let you use advanced copy and fax functions such as N in 1 printing.



To use the **Copy** buttons, configure the printer driver by clicking the button while holding down the **Ctrl** key.



Enter a name in **Name for Copy** (up to 30 characters) and choose **Copy Ratio**.

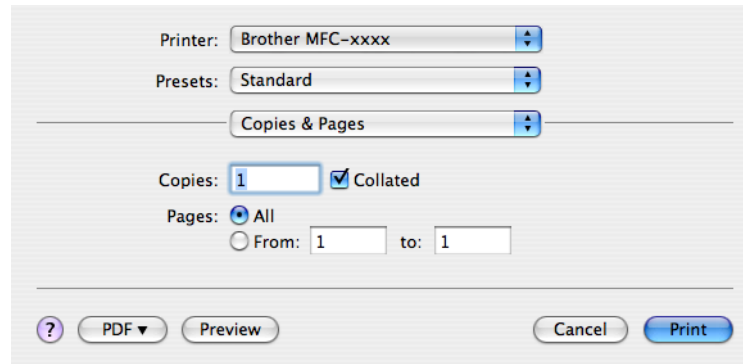
Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, set the **Printer**. Then choose your print settings from the **Presets** drop-down list, then click **OK** to close the dialog box. By clicking the configured copy button, the print dialog box opens.

**(Mac OS X 10.4.11)**

To copy, choose **Copies & Pages** from the drop-down list.

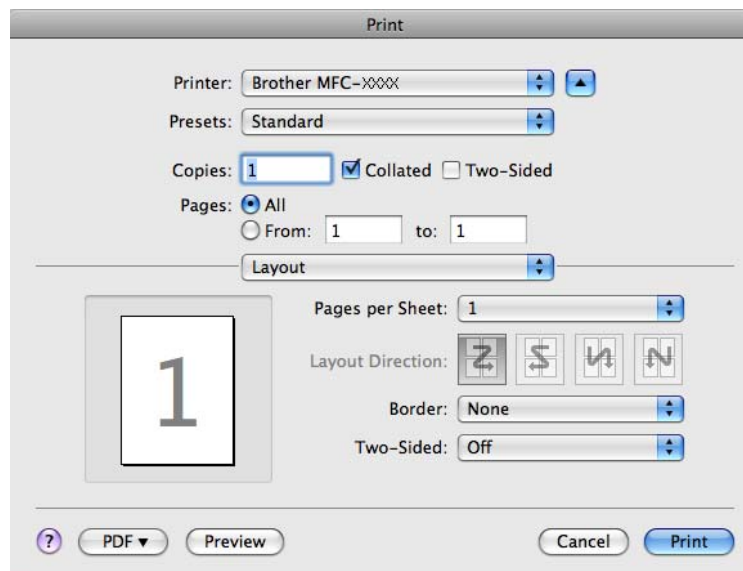
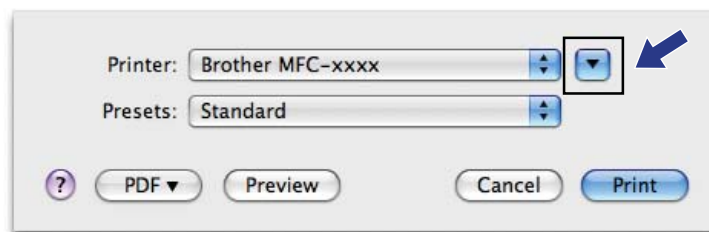
To fax, choose **Send Fax** from the drop-down list. (See *Sending a fax* on page 129.)

**(Mac OS X 10.5.x to 10.6.x)**

For more options click the triangle beside the **Printer** drop-down list.

To copy, click **Print**.

To fax, click the disclosure triangle beside the **Printer** drop-down list and then choose **Send Fax** from the drop-down list. (See *Sending a fax* on page 129.)



## DEVICE SETTINGS

You can configure the machine settings or check ink levels by clicking a button.

### ■ Remote Setup

Lets you open the Remote Setup Program. (See *Remote Setup* on page 171.)

### ■ Quick-Dial

Lets you open the Set Quick-Dial window of the Remote Setup. (See *Remote Setup* on page 171.)

### ■ Ink Level

Lets you open the Brother Status Monitor, which displays the ink level for each cartridge.



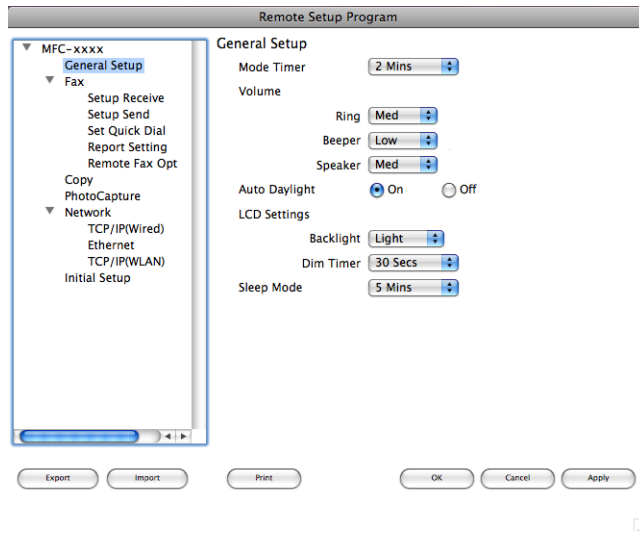
## Remote Setup

The **Remote Setup** button lets you open the Remote Setup Program window to configure the machine setting menus.



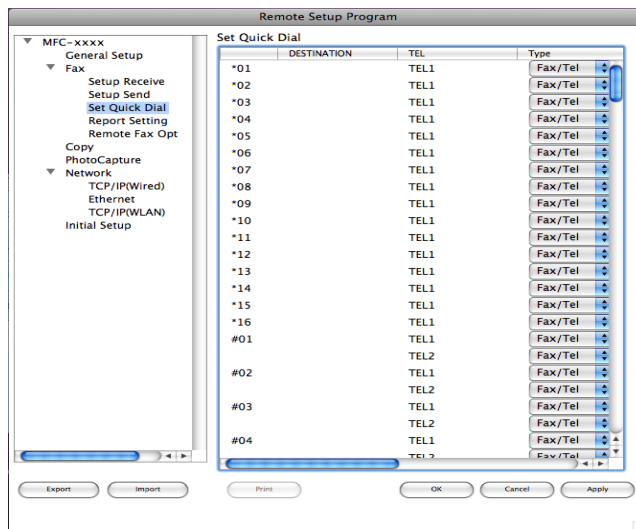
### Note

For details, see *Remote Setup* on page 171.



## Quick-Dial

The **Quick-Dial** button lets you open the **Set Quick Dial** window in the Remote Setup Program, so you can easily register or change the dial numbers from your Macintosh.





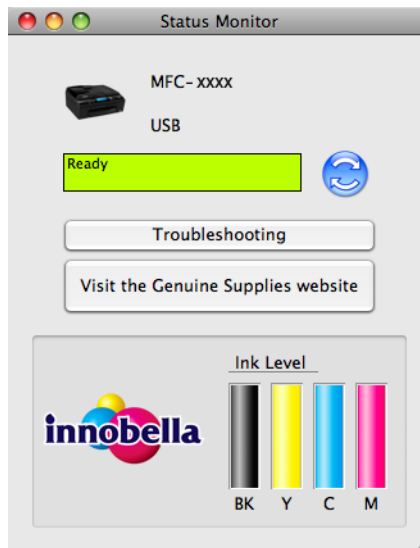
## Ink Level

The **Ink Level** button opens the **Status Monitor** window, which displays the ink level for each cartridge.



### Note

The Brother Status Monitor application is located in **Macintosh HD/Library/Printers/Brother/Utilities**.



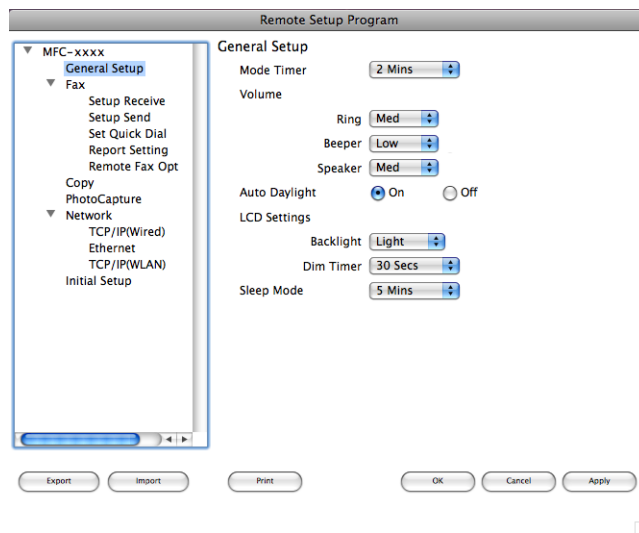
## Remote Setup

The **Remote Setup** application lets you configure many machine settings from a Macintosh application. When you access this application, the settings on your machine will be downloaded automatically to your Macintosh and displayed on your Macintosh screen. If you change the settings, you can upload them directly to the machine.



### Note

The **RemoteSetup** application icon is in **Macintosh HD/Library/Printers/Brother/Utilities**.



### ■ OK

Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

### ■ Cancel

Lets you exit the Remote Setup application without uploading data to the machine.

### ■ Apply

Lets you upload data to the machine without exiting the Remote Setup application.

### ■ Print

Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

### ■ Export

Lets you save the current configuration setting to a file.

### ■ Import

Lets you read the setting from a file.



### Note

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- You can use the **Export** button to save **Quick-Dial** or all your settings for your machine.
  - If you need to change the machine that was registered to your Macintosh during the installation of MFL-Pro Suite (see the *Quick Setup Guide*), or if the network environment was changed, you need to specify the new machine. Open the **Device Selector** and choose the new machine. (For network users only)
-

# PhotoCapture Center™

You can access a memory card or a USB Flash memory drive installed in the machine from a Macintosh.

## ⚠ CAUTION

DO NOT start your Macintosh with a memory card or a USB Flash memory drive installed in the media drive of the machine. You could lose your data or damage the media.

### Note

- The PhotoCapture Center™ will read only the media that was put in first.
- While the machine is printing from the PhotoCapture Center™, your Macintosh cannot access the PhotoCapture Center™ for any other operation.

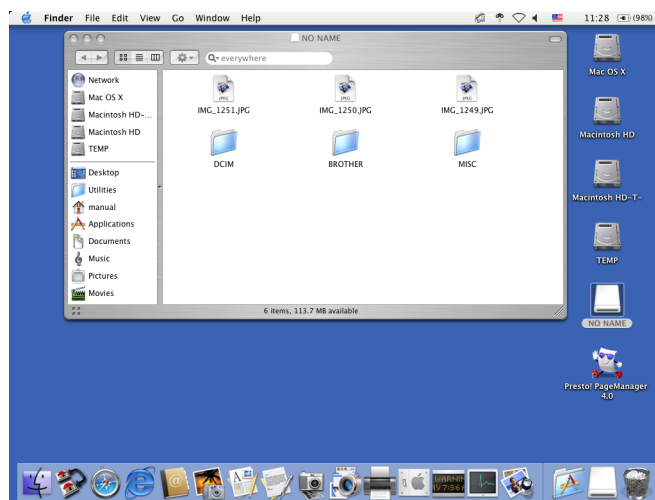
## For USB cable users

- 1 Put a memory card or USB Flash memory drive into your machine.

### Note

If you create a name for the volume label of the memory card or USB Flash memory drive, the name appears instead of “**Removable Disk**”.

- 2 Double-click the **Removable Disk** icon. The files and folders on the memory card or USB Flash memory drive appear on your screen.
- 3 You can edit a file and save it to another drive on your Macintosh.



- 4 Quit all applications that are running stored data on the memory card or USB Flash memory drive and drag the **Removable Disk** icon into the **Trash** icon before you remove the memory card or USB Flash memory drive from the machine.

## ⚠ CAUTION

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **PHOTO CAPTURE** key is flashing, you must restart your Macintosh at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your Macintosh, the data on your media may be destroyed.

## For network users

- 1 Put a memory card or USB Flash memory drive into your machine.
- 2 Launch any FTP software or any web browser in which FTP is supported.  
Your browser software accesses the memory card or USB Flash memory drive using the FTP protocol and the network Host Name of the machine. In the address bar, enter ftp://XXX.XXX.XXX.XXX (where XXX.XXX.XXX.XXX is the IP address of your Brother machine).  
Your browser software appears and a list of file names on your memory card or USB Flash memory drive is shown.
- 3 Click the name of the file you want to see.




### Note

Using certain characters or symbols in a file name on the memory card or USB Flash memory drive may cause a problem accessing the file. We recommend to only use combinations of the following characters in a file name.

1234567890  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 ! # \$ % & ' ( ) - , @ ^ \_ ' { } ~

**When you take out a memory card or USB Flash memory drive, do the following to prevent damage to the memory card or USB Flash memory drive:**

- 1 Close the browser.
- 2 Wait until the  (**PHOTO CAPTURE**) key stops blinking before taking out the memory card or USB Flash memory drive.

## CAUTION

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **PHOTO CAPTURE** key is flashing, you must restart your Macintosh at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your Macintosh, the data on your media may be destroyed.



# Using the Scan key

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**USB cable scanning**  
**Network Scanning**


177  
183




## Using the Scan key over a USB cable connection



### Note


If you use the **SCAN** key on a network, see *Network Scanning* on page 183.

You can use the  (**SCAN**) key on the control panel to scan documents directly into your word processing, graphics or E-mail applications, to a folder on your computer, to a memory card or USB Flash memory drive.

Before you can use the  (**SCAN**) key on the control panel, you have to install the Brother MFL-Pro software suite and connect the machine to your computer. If you installed the MFL-Pro Suite from the included CD-ROM, then the correct drivers and the ControlCenter software are installed. Scanning using the  (**SCAN**) key uses the configuration of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of ControlCenter2. (For Windows<sup>®</sup>, see *Scan tab* on page 59 when choosing **Home Mode**, see *Scan tab* on page 70 when choosing **Advanced Mode**. For Macintosh, see *SCAN* on page 154.) For details about how to configure the scan settings and to launch the application of your choice using the  (**SCAN**) key, see *ControlCenter4* on page 54 (Windows<sup>®</sup>) or *ControlCenter2* on pages 152 (Macintosh).

### Scan to E-mail

You can scan either a black and white or color document into your E-mail application as a file attachment.


- 1 Load your document.
- 2 Press  (**SCAN**).
- 3 Press **▲** or **▼** to choose *Scan to E-mail*. Press **OK**.
- 4 Press **Black Start** or **Color Start**.  
The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.



## Scan to Image

---


You can scan a black and white or color document into your graphics application for viewing and editing.

- 1 Load your document.
- 2 Press  (**SCAN**).
- 3 Press ▲ or ▼ to choose `Scan to Image`. Press **OK**.
- 4 Press **Black Start** or **Color Start**. The machine starts the scanning process.

## Scan to OCR

---


If your original document is text, you can use ScanSoft™ PaperPort™ 12SE or Presto! PageManager to scan the document and convert it into a text file which can then be edited in your favorite word processing software.

- 1 Load your document.
- 2 Press  (**SCAN**).
- 3 Press ▲ or ▼ to choose `Scan to OCR`. Press **OK**.
- 4 Press **Black Start** or **Color Start**. The machine starts the scanning process.

## Scan to File

---

You can scan a black and white or a color document into your computer and save it as a file in the folder you choose. The file type and specific folder are based on your chosen settings in the Scan to File configuration screen of ControlCenter. (For Windows®, see *Scan tab* on page 59 when choosing **Home** mode, see *Scan tab* on page 70 when choosing **Advanced** mode. For Macintosh, see *SCAN* on page 154.)

- 1 Load your document.
- 2 Press  (**SCAN**).
- 3 Press ▲ or ▼ to choose `Scan to File`. Press **OK**.
- 4 Press **Black Start** or **Color Start**. The machine starts the scanning process.

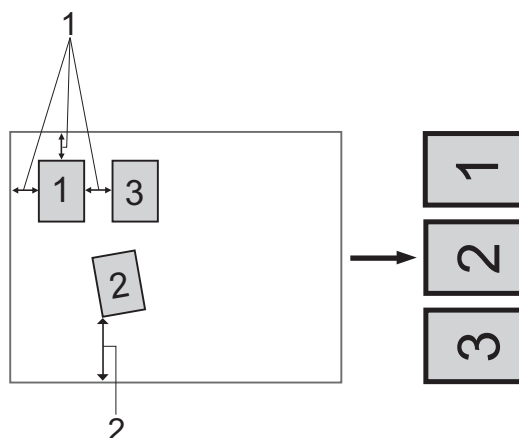
## Scan to Media

You can scan black and white and color documents directly to a memory card or USB Flash memory drive. Black and white documents will be stored in the PDF (\*.PDF) or TIFF file formats (\*.TIF). Color documents may be stored in PDF (\*.PDF) or JPEG (\*.JPG) file formats. File names are based on the current date. For example, the fifth image scanned on July 1, 2010 would be named 07011005.PDF. You can change the color, quality and file name.

Resolution	File Format Options	Default File Format
B/W 100	TIFF / PDF	PDF
B/W 200	TIFF / PDF	PDF
B/W 300	TIFF / PDF	PDF
Color 100	JPEG / PDF	PDF
Color 200	JPEG / PDF	PDF
Color 300	JPEG / PDF	PDF
Color 600	JPEG / PDF	PDF

### Auto Crop

You can scan multiple documents placed on the scanner glass. An individual document can be previewed on the LCD before you save it. When choosing **Auto Crop**, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three page file, choose **TIFF** or **PDF** for **File Type**.



**1 0.4 in. (10 mm) or greater**

**2 0.8 in. (20 mm) or greater (bottom)**



**Note**

The Auto Crop feature is supported by technology from Reallusion, Inc.



### Guidelines for Auto Crop


- This setting is only available for documents that are rectangular or square.
- If your document is too long or wide, this setting does not work properly.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 0.4 in. (10 mm) apart from each other.
- Auto Crop adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- The ADF must be empty to use Auto Crop.
- The Auto Crop feature is available for up to a maximum of 16 documents depending on size of your documents.

- 1 Put a memory card or USB Flash memory drive into your machine.

### ⚠ CAUTION

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or the data stored on them.

If you take out the memory card or USB Flash memory drive while the **PHOTO CAPTURE** key is flashing, you must restart your computer at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media may be destroyed.

- 2 Load your document.
- 3 Press  (**SCAN**).
- 4 Press ▲ or ▼ to choose *Scan to Media*.  
Press **OK**.  
Do one of the following:
  - If you want to change the quality, go to step 5.
  - Press **Black Start** or **Color Start** to start scanning without changing additional settings. Go to step 9.
- 5 Press ▲ or ▼ to choose *Quality*.  
Press ◀ or ▶ to choose the quality you want.  
Press **OK**.  
Do one of the following:
  - If you want to change the file type, go to step 6.
  - Press **Black Start** or **Color Start** to start scanning without changing additional settings. Go to step 9.
- 6 Press ▲ or ▼ to choose *File Type*.  
Press ◀ or ▶ to choose the file type you want.  
Press **OK**.  
Do one of the following:
  - If you want to change the glass scan size, go to step 7.
  - Press **Black Start** or **Color Start** to start scanning without changing additional settings. Go to step 9.

- 7 Press ▲ or ▼ to choose `Glass Scan Size`.  
Press ▲ or ▼ to choose the glass scan size you want.  
Press **OK**.  
Do one of the following:
- If you want to change the file name, go to 8.
  - Press **Black Start** or **Color Start** to start scanning without changing additional settings. Go to step 9.



**Note**

- If you choose color in the quality setting, you cannot choose `TIFF`.
- If you choose black and white in the quality setting, you cannot choose `JPEG`.

- 8 The file name is set automatically. However, you can set a name of your choice. You can only change the first 6 digits of the file name.  
Press ▲ or ▼ to choose `File Name`.  
Press **OK**.



**Note**

Use the dial pad to entered the letters.

Do one of the following:

- If you want to use Auto Crop feature, go to step 10.
  - Press **Black Start** or **Color Start** to start scanning without changing additional settings. Go to step 9.
- 9 If you are using the scanner glass, the LCD displays `Next Page?`. After you finish scanning, make sure you choose `No` before removing the memory card or USB Flash memory drive from the machine.
- 10 Press ▲ or ▼ to choose `Auto Crop`.
- 11 Press ◀ or ▶ to choose `On`.  
Press **OK**.
- 12 If you do not want to change additional settings, press **Black Start** or **Color Start** to start scanning.
- 13 The number of scanned documents appears on the LCD.  
Press **OK**.
- 14 Press ◀ or ▶ to preview each document data.
- 15 Press **OK** to save the data.  
Press **Stop/Exit**.



**Note**



Scan type depends on the settings you choose in step 5 to 6, **Black Start** or **Color Start** does not change the setting.

## How to set a new default for Scan to Media



---

You can set your own default settings.

### Setting the new default

- 1 Press  (**SCAN**).
- 2 Press ▲ or ▼ to choose `Scan to Media`. Press **OK**.
- 3 Press and choose your new setting. Repeat this step for each setting you want to change.
- 4 After changing the last setting, press ▲ or ▼ to choose `Set New Default`. Press **OK**.
- 5 Press **1** or  to choose `Yes`.
- 6 Press **Stop/Exit**.

### Factory reset

- 1 Press  (**SCAN**).
- 2 Press ▲ or ▼ to choose `Scan to Media`. Press **OK**.
- 3 Press ▲ or ▼ to choose `Factory Reset`. Press **OK**.
- 4 Press **1** or  to choose `Yes`.
- 5 Press **Stop/Exit**.

To use the machine as a network scanner, the machine must be configured with a TCP/IP address. You can set or change the address settings from the control panel (See *Control Panel Setup* in the *Network User's Guide*) or by using the BRAdmin Light software. If you installed the machine following the instructions for a network user in the *Quick Setup Guide* then the machine should already be configured for your network.



## Note

- For network scanning, a maximum of 25 clients can be connected to one machine on a network. For example, if 30 clients try to connect at a time, 5 of those clients will not be shown on the LCD.
- **(Windows®)**  
If your PC is protected by a firewall, and is unable to network scan, you may need to configure the firewall settings. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 105.

## Before using Network Scanning

### Network license (Windows®)

This product includes a PC license for up to 5 Users.

This license supports the installation of the MFL-Pro Software Suite including ScanSoft™ PaperPort™ 12SE or ScanSoft™ PaperPort™ 11SE on up to 5 PCs on the network.

If you want to use more than 5 PCs with ScanSoft™ PaperPort™ 12SE or ScanSoft™ PaperPort™ 11SE installed, please buy the Brother NL-5 pack which is a multiple PC license agreement pack for up to 5 additional users. To buy the NL-5 pack, contact your Brother dealer.





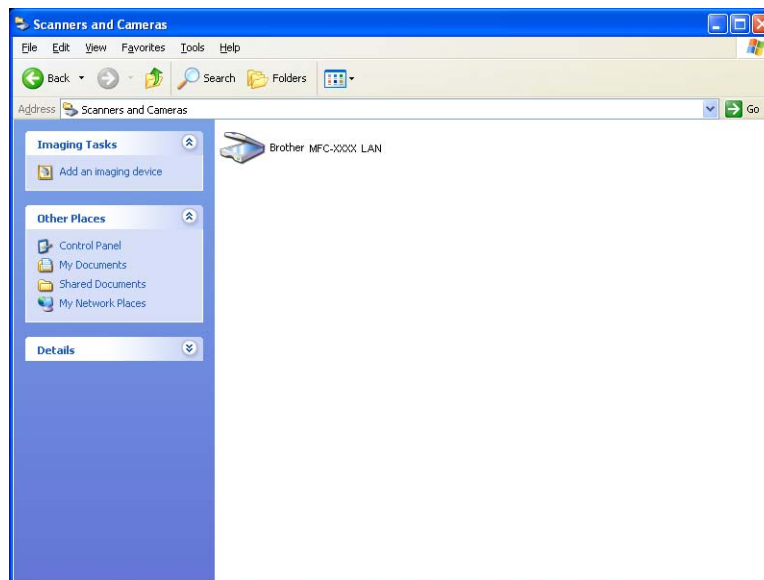
## Note

Depending on your model ScanSoft™ PaperPort™ 12SE may not be included. If it is not included, please use other software applications that support scanning.

## Configuring Network Scanning for Windows®

If you are using a different machine than the one that was originally registered to your PC during the installation of MFL-Pro Suite software (see the *Quick Setup Guide*), follow the steps below.

- 1 (Windows® 2000)  
Click the **Start** button, **Settings**, **Control Panel**, then **Scanners and Cameras**.
- (Windows® XP)  
Click the **Start** button, **Control Panel**, **Printers and Other Hardware**, then **Scanners and Cameras** (or **Control Panel**, **Scanners and Cameras**).
- (Windows Vista®)  
Click the  button, **Control Panel**, **Hardware and Sound**, then **Scanners and Cameras**.
- (Windows® 7)  
Click the  button, **All Programs**, **Brother**, **MFC-XXXX**, **Scanner Settings**, then **Scanners and Cameras**.



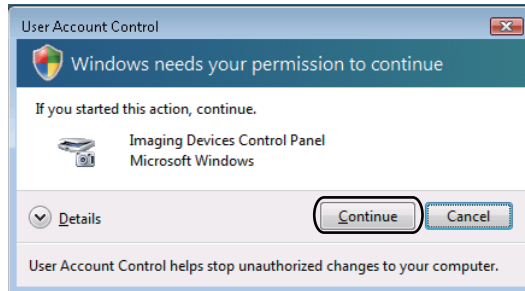
- 2 Do one of the following:
  - (Windows® 2000) Select your Brother machine from the list and click **Properties**.
  - (Windows® XP) Right-click the Scanner Device icon and choose **Properties**.  
The Network Scanner Properties dialog box appears.
  - (Windows Vista® and Windows® 7) Click the **Properties** button.

 **Note**

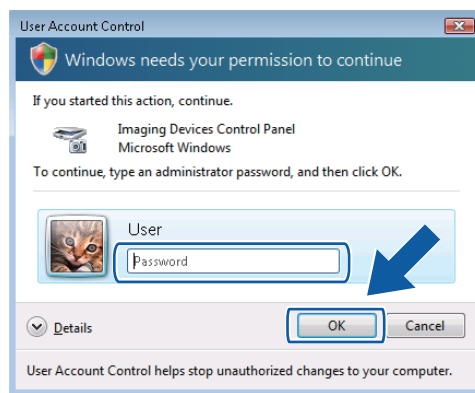
(Windows Vista® and Windows® 7)

If the **User Account Control** screen appears, do the following:

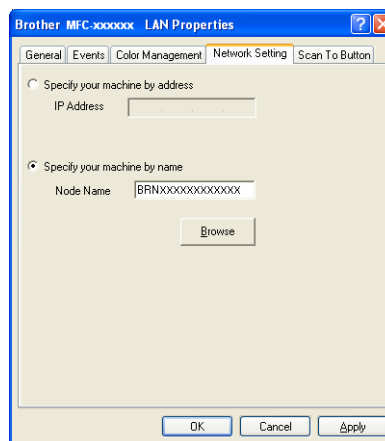
- For users who have administrator rights: Click **Continue** or **Yes**.



- For users who do not have administrator rights: Enter the administrator password and click **OK** or **Yes**.



- 3 Click the **Network Setting** tab and choose the appropriate connection method.



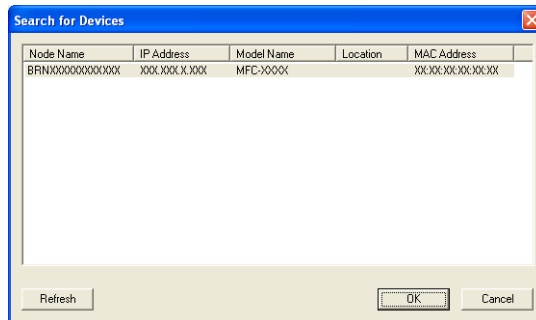
**Specify your machine by address**

Enter the IP address of the machine in **IP Address**, and then click **Apply** or **OK**.

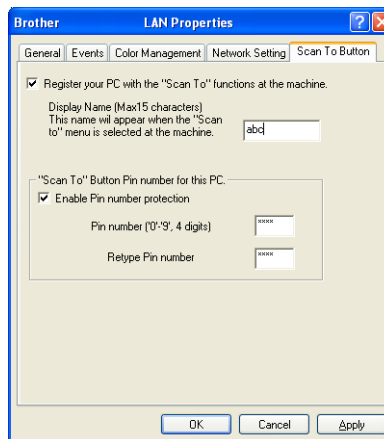


## Specify your machine by name

- 1 Enter the machine node name in **Node Name**, or click **Browse** and choose the machine you want to use.
- 2 Click **OK**.



- 4 Click the **Scan To Button** tab and enter your PC name in the **Display Name** field. The machine's LCD displays the name you enter. The default setting is your PC name. You can enter any name that you like.



- 5 If you want to avoid receiving unwanted documents, enter a 4-digit PIN number in the **Pin number** and **Retype Pin number** field. To send data to a PC protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the PC. (See *Using the Scan key on your network* on page 189.)

## Configuring network scanning for Macintosh

If you want to scan from the machine on a network, you must choose the networked machine in the Device Selector application located in **Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector** or from the **Model** drop-down list in the main screen of ControlCenter2. If you have already installed the MFL-Pro Suite Software following the network installation steps in the *Quick Setup Guide* then this selection should already be made.

To use the machine as a network scanner, the machine must be configured with a TCP/IP address. You can set or change the address settings from the control panel. (See *Control Panel Setup* in the *Network User's Guide*.)

- 1 From **Library**, choose **Printers, Brother, Utilities** and **DeviceSelector**, and then double-click **Device Selector**.  
The **Device Selector** window appears. This window can also be opened from ControlCenter2. For more information, see *Using ControlCenter2* on page 152.
- 2 Specify your machine by IP address or mDNS service name. To change the IP address, enter the new IP address.  
You can also choose a machine from the list of the machines available. Click **Browse** to show the list.



- 3 Click **OK**.

**Note**

- To use the **SCAN** key features on the machine, click the check box for **Register your computer with the "Scan To" functions at the machine**. Then enter the name you want to be displayed on the machine's LCD for your Macintosh. You can use up to 15 characters.
- You can avoid receiving unwanted documents by setting a 4-digit PIN number. Enter your PIN number in the **PIN number** and **Retype PIN number** field. To send data to a computer protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the machines. (See *Using the Scan key on your network* on page 189.)



## Using the Scan key on your network




### Note

If you are connected using USB, see *USB cable scanning* on page 177.

### Scan to E-mail (PC)

When you choose Scan to E-mail (PC) your document will be scanned and sent directly to the computer you designated on your network. The ControlCenter software will launch the default E-mail application on the designated computer. You can scan and send a black and white or color document from the computer as an E-mail attachment.

- 1 Load your document.
- 2 Press  (**SCAN**).
- 3 Press ▲ or ▼ to choose `Scan to E-mail`.  
Press **OK**.
- 4 Press ▲ or ▼ to choose `PC`.  
Press **OK**.
- 5 Press ▲ or ▼ to choose the destination computer you want to use for E-mailing your document.  
Press **OK**.  
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.  
Press **OK**.
- 6 Press **Black Start** or **Color Start**.  
The machine starts the scanning process.

### Scan to E-mail (E-mail Server)


Scan to E-mail (E-mail Server) can assign an E-mail address allowing you to send, receive or forward documents over a Local Area Network or the Internet to computers or other Internet Fax machines. In order to use this function, download the necessary software from the Brother Solutions Center (<http://solutions.brother.com/>).

When you choose Scan to E-mail (E-mail Server), you can scan a black and white or color document and send it directly to an E-mail address from the machine. You can choose PDF or TIFF for black and white, and PDF or JPEG for color.

## Scan to Image

---


When you choose Scan to Image, your document will be scanned and sent directly to the computer you designated on your network. The ControlCenter software will launch the default graphics application on the designated computer.

- 1 Load your document.
- 2 Press  (**SCAN**).
- 3 Press ▲ or ▼ to choose `Scan to Image`.  
Press **OK**.
- 4 Press ▲ or ▼ to choose the destination computer you want to send to.  
Press **OK**.  
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.  
Press **OK**.
- 5 Press **Black Start** or **Color Start**.  
The machine starts the scanning process.

## Scan to OCR

---


When you choose Scan to OCR, your document will be scanned and sent directly to the computer you designated on your network. The ControlCenter software will launch the ScanSoft™ PaperPort™ 12SE with OCR software or Presto! PageManager and convert your document into text that can be viewed and edited from a word processing application on the designated computer.

- 1 Load your document.
- 2 Press  (**SCAN**).
- 3 Press ▲ or ▼ to choose `Scan to OCR`.  
Press **OK**.
- 4 Press ▲ or ▼ to choose the destination computer you want to send to.  
Press **OK**.  
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.  
Press **OK**.
- 5 Press **Black Start** or **Color Start**.  
The machine starts the scanning process.

## Scan to File

---

When you choose Scan to File, you can scan a black and white or color document and send it directly to a computer you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter.

- 1 Load your document.
- 2 Press  (**SCAN**).
- 3 Press ▲ or ▼ to choose `Scan to File`.  
Press **OK**.
- 4 Press ▲ or ▼ to choose the destination computer you want to send to.  
Press **OK**.  
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination computer on the control panel.  
Press **OK**.
- 5 Press **Black Start** or **Color Start**.  
The machine starts the scanning process.

## Scan to FTP

---

When you choose Scan to FTP, you can scan a black and white or color document directly to an FTP server on your local network, or on the internet.

The details required to use Scan to FTP can be entered by using Web Based Management to pre-configure and store the details in an FTP Profile.



### Note

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- Scan to FTP is available when FTP profiles are configured by using Web Based Management.
- We recommend Microsoft® Internet Explorer® 6.0 (or greater) or Firefox 3.0 (or greater) for Windows® and Safari 3.0 (or greater) for Macintosh. Please also make sure that JavaScript and Cookies are always enabled in whichever browser you use. If a different web browser is used, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

To use Web Based Management, type `http://xxx.xxx.xxx.xxx` (where xxx.xxx.xxx.xxx is the IP address of your machine) into your browser and enter your password (the default value is “access”) in the **Login** field, and then you can configure or change the settings in **Scan to FTP/Network** in the **Scan** tab. You can configure up to five FTP server profiles and you can choose what profile numbers (1 to 5) to use for Scan to FTP settings in **Scan to FTP/Network Profile**.



### Note

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If you want to find the IP address of your machine, see *Printing the Network Configuration List* in the *Network User's Guide*.

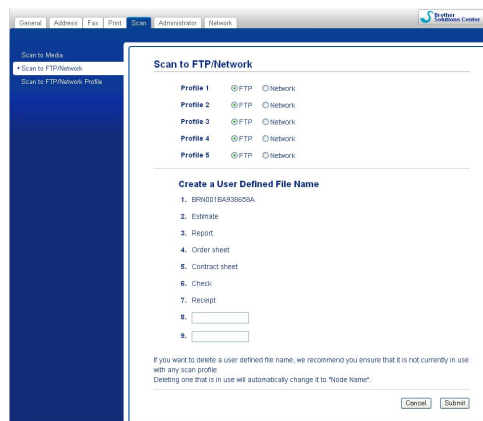
In addition to the seven preset file names you can store two user defined file names that can be used for creating an FTP Server Profile.

Choose **Scan to FTP/Network** in Web Based Management. In **Create a User Defined File Name**, enter a file name in one of the two user defined fields and click **Submit**. A maximum of 15 characters can be entered in each of the user defined name fields.

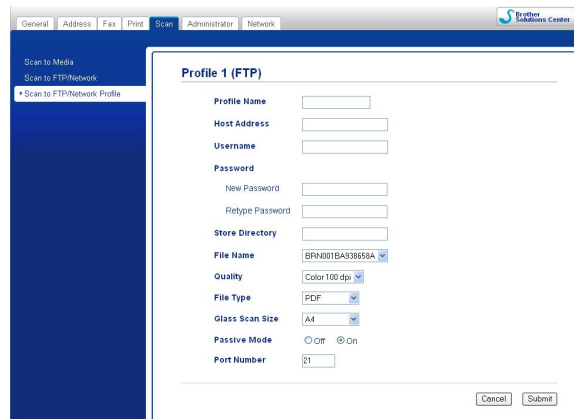


**Note**

Do not use unsuitable characters in the file name (for example ?, /, \, or \*). They may cause a sending error when using Scan to FTP.



### Configuring the FTP Default Settings




You can set **Passive Mode** to **Off** or **On** depending on your FTP server and network firewall configuration. By default this setting is **On**. You can also change the port number used to access the FTP server. The default for this setting is port 21. In most cases these two settings can remain as default.

- 1 Choose **FTP** in **Scan to FTP/Network** from the **Scan** tab. Press **Submit**.
- 2 Choose the Profile you want to configure in **Scan to FTP/Network Profile**.
- 3 Enter the name that you want to use for the profile of the FTP server. This name will be displayed on the LCD of the machine and can be up to 15 characters.

- 4 The Host Address is the domain name of the FTP server. Enter the Host Address (for example ftp.example.com) (up to 64 characters) or the IP address (for example 192.23.56.189).
- 5 Enter the Username that has been registered with the FTP server for the machine (up to 32 characters).
- 6 Enter the Password for access to the FTP server (up to 32 characters).
- 7 Enter the destination folder where your document will be stored on the FTP server (for example \brother\abc) (up to 60 characters).
- 8 Choose the file name you want to use for the scanned document. You can choose from seven preset and two user defined file names. The file name that will be used for your document will be the file name you selected plus the last 6 digits of the flatbed/ADF scanner counter plus the file extension (For example, Estimate\_098765.pdf). You can also manually enter a file name up to 15 characters.
- 9 Choose the scan quality from the drop-down list. You can choose **Color 100 dpi**, **Color 200 dpi**, **Color 300 dpi**, **Color 600 dpi**, **B/W 100 dpi**, **B/W 200 dpi** or **B/W 300 dpi**.
- 10 Choose the file type for the document from the drop-down list. You can choose **PDF** or **JPEG** for color documents, **PDF** or **TIFF** for B/W documents.
- 11 Choose the glass scan size from the drop-down list. You can choose **Letter**, **Legal**, **Ledger**, **A4** or **A3**.

## Scan to FTP using FTP Server Profiles

---

- 1 Load your document.
- 2 Press the  (**SCAN**) key.
- 3 Press **▲** or **▼** to choose `Scan to FTP`. Press **OK**.
- 4 Press **▲** or **▼** to choose one of the FTP server profiles listed. Press **OK**.
  - If the Scan to FTP profile is complete, you will automatically go to 11.
  - If the Scan to FTP profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
- 5 Choose one of the options below:
  - Press **▲** or **▼** to choose `Color 100`, `Color 200`, `Color 300` or `Color 600`. Press **OK** and go to 6.
  - Press **▲** or **▼** to choose `B/W 100`, `B/W 200` or `B/W 300`. Press **OK** and go to 7.
- 6 Press **▲** or **▼** to choose `PDF` or `JPEG` for color documents. Press **OK** and go to 8.
- 7 Press **▲** or **▼** to choose `PDF` or `TIFF` for B/W documents. Press **OK** and go to 8.
- 8 Press **▲** or **▼** to choose `Letter`, `Legal`, `Ledger`, `A4` or `A3`. Press **OK**.



- 9 Enter the username. Press **OK**.
- 10 Enter the password. Press **OK**.
- 11 Press **Black Start** or **Color Start**.
- 12 The LCD shows `Connecting`. When the connection to the FTP server is successful the machine starts the scanning process.  
If you are using the scanner glass, the LCD displays `Next Page?`. Press **1** for `Yes` or press **2** for `No`.

## Scan to Network

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When you choose Scan to Network, you can scan documents directly to a shared folder on a CIFS server located on your local network or the internet. (For more information about CIFS servers, see the *Network Glossary*.) The Scan to Network feature supports NTLMv2 authentication.

The details required to use Scan to Network can be entered by using Web Based Management to preconfigure and store the details in a Scan to Network profile. The Scan to Network profile stores user information and configuration settings for use on a network, or the internet.



### Note

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Scan to Network is available when Scan to Network profiles are configured by using Web Based Management.

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To use Web Based Management, type `http://xxx.xxx.xxx.xxx` (where xxx.xxx.xxx.xxx is the IP address of your machine) into your browser and enter your password (the default value is “access”) in the **Login** field, and then you can configure or change the settings in **Scan to FTP/Network** in the **Scan** tab. You can configure up to five Scan to Network profiles and you can choose what profile numbers (1 to 5) to use for Scan to Network settings in **Scan to FTP/Network Profile**.

In addition to the seven preset file names you can store two user defined file names that can be used for creating an Scan to Network profile.

Choose **Scan to FTP/Network** in Web Based Management. In **Create a User Defined File Name**, enter a file name in one of the two user defined fields and click **Submit**. A maximum of 15 characters can be entered in each of the user defined name fields.

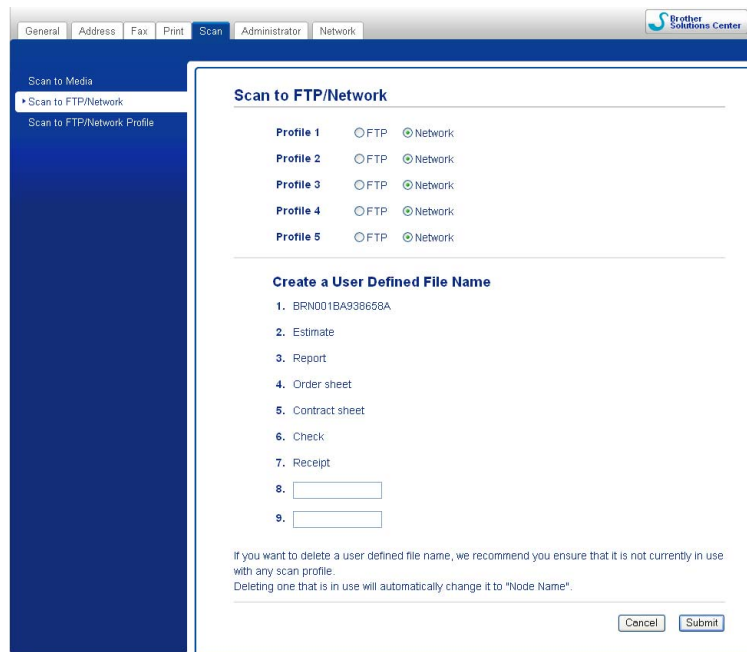


### Note

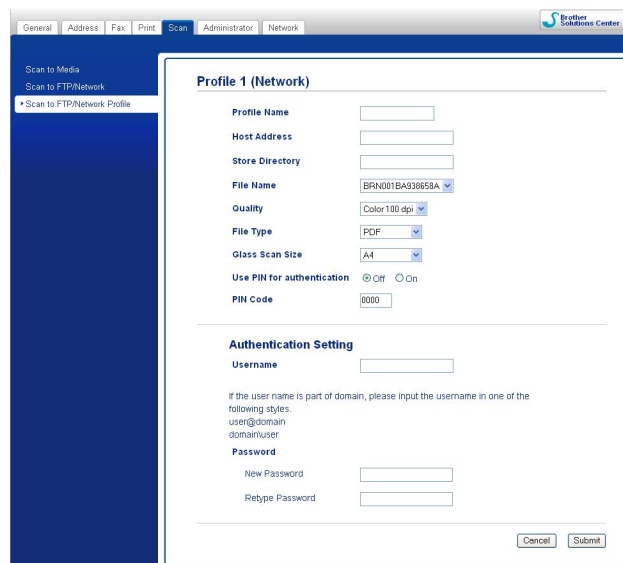
---

Do not use unsuitable characters in the file name (for example ?, /, \, or \*). They may cause a sending error when using Scan to Network.

---



## Configuring the Scan to Network Default Settings



- 1 Choose **Network** in **Scan to FTP/Network** from the **Scan** tab. Press **Submit**.
- 2 Choose the Profile you want to configure in **Scan to FTP/Network Profile**.
- 3 Enter the name that you want to use for the Scan to Network profile. This name will be displayed on the LCD of the machine and can be up to 15 characters.
- 4 The Host Address is the domain name of the CIFS server. Enter the Host Address (for example ftp.example.com) (up to 64 characters) or the IP address (for example 192.23.56.189).


- 5 Enter the destination folder where your document will be stored on the CIFS server (for example \\brother\abc) (up to 60 characters).
- 6 Choose the file name you want to use for the scanned document. You can choose from seven preset and two user defined file names. The file name that will be used for your document will be the file name you selected plus the last 6 digits of the flatbed/ADF scanner counter plus the file extension (For example, Estimate098765.pdf). You can also manually enter a file name up to 32 characters.
- 7 Choose the scan quality from the drop-down list. You can choose **Color 100 dpi**, **Color 200 dpi**, **Color 300 dpi**, **Color 600 dpi**, **B/W 100 dpi**, **B/W 200 dpi** or **B/W 300 dpi**.
- 8 Choose the file type for the document from the drop-down list. You can choose **PDF** or **JPEG** for color documents, **PDF** or **TIFF** for B/W documents.
- 9 Choose the glass scan size from the drop-down list. You can choose **Letter**, **Legal**, **Ledger**, **A4** or **A3**.

**Note**

If you choose Secure PDF, the machine will ask you to enter the password before it starts scanning.

- 10 If you want to protect the profile, choose **On** from **Use PIN for authentication** and enter a 4-digit PIN number in **PIN Code**.
- 11 Enter the **Username** that has been registered with the CIFS server for the machine (up to 96 characters).
- 12 Enter the **Password** for access to the CIFS server (up to 32 characters).

## Scan to Network using Scan to Network Profiles

- 1 Load your document.
- 2 Press the  (**SCAN**) key.
- 3 Press **▲** or **▼** to choose `Scan to Network`. Press **OK**.
- 4 Press **▲** or **▼** to choose one of the Scan to Network profiles listed. Press **OK**.
  - If the Scan to Network profile is complete, you will automatically go to 11.
  - If the Scan to Network profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
- 5 Choose one of the options below:
  - Press **▲** or **▼** to choose `Color 100`, `Color 200`, `Color 300` or `Color 600`. Press **OK** and go to 6.
  - Press **▲** or **▼** to choose `B/W 100`, `B/W 200` or `B/W 300`. Press **OK** and go to 7.
- 6 Press **▲** or **▼** to choose `PDF` or `JPEG` for color documents. Press **OK** and go to 9.

- 7 Press ▲ or ▼ to choose PDF or TIFF for B/W documents. Press **OK** and go to 9.
- 8 Press ▲ or ▼ to choose Letter, Legal, Ledger, A4 or A3.  
Press **OK**.
- 9 Enter the username. Press **OK**.
- 10 Enter the password. Press **OK**.
- 11 Press **Black Start** or **Color Start**.
- 12 The LCD shows *Connecting*. When the connection to the Network is successful the machine starts the scanning process.  
If you are using the scanner glass, the LCD displays *Next Page?*. Press **1** for *Yes* or press **2** for *No*.

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