brother ®

SOFTWARE USER'S GUIDE

Not all models are available in all countries.

For DCP users; This documentation is for both MFC and DCP models. Where it says 'MFC' in this user's guide, please read 'MFC' as 'DCP'.

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Section I

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Machine operation keys

1 Using the control panel

Using printer keys

You can access the following features from your machine's control panel.

Job Cancel

To cancel the current print job, press **Job Cancel**. You can clear the data that is left in the printer memory by pressing **Job Cancel**. To cancel multiple print jobs, hold down this key until the LCD shows Job Cancel (All).

Secure Key (For MFC-7365DN, MFC-7460DN and MFC-7860DW)

Secured data is password protected. Only those people who know the password will be able to print the secured data. The machine will not print secure data until the password is entered. After the document is printed, the data will be cleared from the memory. To use this function, you need to set your password in the printer driver dialog box. (See *Secure Print* on page 23, 37, 127, 135 and 141.) If you turn the power switch Off, the secured data saved in memory will be cleared.

1 Press **Secure**.

Note

If the LCD displays No Data Stored, there is no secured data in the memory.

2 Press ▲ or ▼ to choose the user name. Press **OK**. The LCD displays the secured jobs list for that name.

3 Press ▲ or ▼ to choose the job. Press **OK**. Enter your four-digit password and press **OK**.

4 To print the data, press ▲ or ▼ to choose Print, press **OK** and then enter the number of copies you want. Press **OK**.
The machine prints the data.
To delete the secured data, press ▲ or ▼ to choose Delete. Press **OK**.

Note

After you print the secured data, it will be cleared from memory.

Printer Emulation Support (For HL-2280DW and MFC-7860DW)

Your machine will receive print commands in a printer job language or emulation. Different operating systems and applications will send the print commands in different languages. Your machine can receive print commands in a variety of emulations and has an automatic emulation selection feature. When the machine receives data from the computer, it automatically chooses the emulation mode. The default setting is Auto.

Your machine has the following emulation modes. You can change the setting by using the control panel or Web Based Management (web browser). 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.

■ HP LaserJet Mode

The HP LaserJet mode (or HP mode) is the emulation mode in which this printer supports the PCL6 language of a Hewlett-Packard LaserJet laser printer. Many applications support this type of laser printer. Using this mode will allow your machine to run at its best with those applications.

■ BR-Script 3 Mode (Not available for HL-2280DW)

BR-Script is an original Brother page description language and a PostScript® language emulation interpreter. This machine supports PostScript® 3™. The BR-Script interpreter of this machine allows you to control text and graphics on the page.

For technical information about PostScript® commands, see the following manuals:

- Adobe Systems Incorporated. PostScript® Language Reference, 3rd edition. Addison-Wesley Professional, 1999. ISBN: 0-201-37922-8

- Adobe Systems Incorporated. PostScript® Language Program Design. Addison-Wesley Professional, 1988. ISBN: 0-201-14396-8

- Adobe Systems Incorporated. PostScript® Language Tutorial and Cookbook. Addison-Wesley Professional, 1985. ISBN: 0-201-10179-3

Setting the Emulation mode (Not available for HL-2280DW)

1. Press **Menu**.

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

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

4. Press ▲ or ▼ to choose Auto, HP LaserJet, BR-Script 3. Press **OK**.

5. Press **Stop/Exit**.

Note

We recommend that you set the emulation setting with your application software or network server. If the setting does not work properly, choose the required emulation mode manually using the control panel buttons of the machine.

Printing the Internal Font List (For HL-2280DW and MFC-7860DW)

You can print a list of the machine's internal (or resident) fonts to see how each font looks before you choose it.

1. Press **Menu**.

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

3. Press ▲ or ▼ to choose Print Options. Press **OK**.

4. Press ▲ or ▼ to choose Internal Font. Press **OK**.

1

⑤ Press ▲ or ▼ to choose `HP LaserJet` or `BR-Script 3`. Press **OK**.

⑥ Press **Start**.

⑦ Press **Stop/Exit**.

Printing the Print Configuration List (For HL-2280DW and MFC-7860DW)

You can print a list of current printer settings.

① Press **Menu**.

② Press ▲ or ▼ to choose `Printer`. Press **OK**.

③ Press ▲ or ▼ to choose `Print Options`. Press **OK**.

④ Press ▲ or ▼ to choose `Configuration`. Press **OK**.

⑤ (For MFC-7860DW) Press **Start**. The machine prints the settings.

⑥ Press **Stop/Exit**.

Test Print (For HL-2280DW and MFC-7860DW)

If you are having problems with print quality, you can do a test print.

① Press **Menu**.

② Press ▲ or ▼ to choose `Printer`. Press **OK**.

③ Press ▲ or ▼ to choose `Print Options`. Press **OK**.

④ Press ▲ or ▼ to choose `Test Print`. Press **OK**.

⑤ (For MFC-7860DW) Press **Start**.

⑥ Press **Stop/Exit**.

📝 Note

If the problem appears on the printout, see *Improving the print quality* in the *Basic User's Guide*.

Duplex Print (For HL-2280DW and MFC-7860DW)
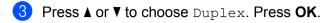
You can choose whether you want to automatically print on both sides of the paper. The setting in the printer driver will take priority over the setting made on the control panel.

① Press **Menu**.

② Press ▲ or ▼ to choose `Printer`. Press **OK**.

③ Press ▲ or ▼ to choose `Duplex`. Press **OK**.

④ Press ▲ or ▼ to choose `Off`, `On(Long Edge)` or `On(Short Edge)`. Press **OK**.

⑤ Press **Stop/Exit**.

📝 **Note**

If the problem appears on the printout, see *Improving the print quality* in the *Basic User's Guide*.

Restoring default printer settings (For HL-2280DW and MFC-7860DW)

You can return the machine's printer settings to the factory settings.

This will not reset the network settings. To reset the machine's network settings to the factory settings, please see the *Network User's Guide*.

① Press **Menu**.

② Press ▲ or ▼ to choose `Printer`. Press **OK**.

③ Press ▲ or ▼ to choose `Reset Printer`. Press **OK**.

④ (For MFC Models)
To restore the default settings, press **1** (`Reset`). Press **OK**.
To exit without making a change, press **2** (`Exit`). Press **OK**.
(For DCP Models)
To restore the default settings, press ▲ or ▼ to choose `Reset`. Press **OK**.
To exit without making a change, press ▲ or ▼ to choose `Exit`. Press **OK**.

⑤ Press **Stop/Exit**.

📝 **Note**

If you want to reset the Fax memory, see the Reset functions of *Machine Information* in the *Basic User's Guide*.

If you want to reset the Printer memory, turn the power switch Off.

Using the scan keys

1

You can use ⬆ (**SCAN**) on the control panel to scan documents into your word processing, graphics or E-mail applications or a folder on your computer.

See Section IV *Using The Scan key* for details.

Section II

▶

Windows®

2 Printing

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 110 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 is software that translates data from the format used by a PC into the format needed by a particular printer, using a printer command language or page description language.

The printer drivers are on the CD-ROM we have supplied. Install the drivers by following the steps in the *Quick Setup Guide*. The latest printer driver can also be downloaded from the Brother Solutions Center at:

http://solutions.brother.com/

Windows® Printing

The dedicated printer drivers for Microsoft® Windows® 2000 Professional/XP Home Edition/XP Professional Edition/XP Professional x64 Edition/Windows Server® 2003 [1]/Windows Server® 2003 x64 Edition [1]/Windows Vista®/Windows Server® 2008 [1]/Windows Server® 2008 R2 [1]/Windows® 7 are available on the CD-ROM supplied with your Brother device. You can install them easily into your Windows® system using our installer program. The drivers support our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings, including **Toner Save Mode** and custom paper size.

[1] Windows Server® 2003/Windows Server® 2003 x64 Edition/Windows Server® 2008/Windows Server® 2008 R2 are available for network printing only. (Not available for DCP-7060D)

Printing a document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes. (See the *Basic User's Guide* for information about the Paper Tray and Recommended paper.)

1 From your application, choose the Print command.
If any other printer drivers are installed on your computer, choose **Brother MFC-XXXX*** as your printer driver from the Print or Print Settings menu in your software application, and then click OK to begin printing.
*(Where XXXX is your model name.)

Note

(Macintosh) See *Features in the printer driver (Macintosh)* on page 121.

2 Your computer sends the data to the machine.

3 When the machine finishes printing all the data, the LCD shows the machine status.

Note

You can choose the paper size and orientation in your application software.

If your application software does not support your custom paper size, choose the next largest paper size.

Then adjust the print area by changing the right and left margins in your application software.

Duplex printing

The supplied printer driver supports duplex printing.

Guidelines for printing on both sides of the paper

- If the paper is thin, it may wrinkle.
- If paper is curled, turn over the stack, straighten it and then put it back in the paper tray or manual feed slot.
- If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.
- When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.

  If there is a paper jam, see *Error and maintenance messages* in the *Basic User's Guide*. If you have a print quality problem, see *Improving the print quality* in the *Basic User's Guide*.

Automatic duplex printing (Not available for MFC-7360N)

- Use Letter, Legal or Folio size paper when you use the automatic duplex printing function.
- Make sure that the back cover is closed.
- If paper is curled, straighten it and then put it back in the paper tray.
- Use regular paper or thin paper. DO NOT use bond paper.

Manual duplex printing

The machine prints all the even-numbered pages on one side of the paper first. Then, the printer driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or thick paper is not recommended.

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

Printer driver settings

Note

For Macintosh users see *Printing and Faxing* on page 121.

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

- **Paper Size**
- **Orientation**
- **Copies**
- **Media Type**
- **Resolution**
- **Print Settings**
- **Multiple Page**
- **Duplex / Booklet**
- **Paper Source**
- **Scaling** [1]
- **Reverse Print**
- **Use Watermark** [1]
- **Header-Footer Print** [1]
- **Toner Save Mode**
- **Secure Print**
- **Administrator** [1]
- **User Authentication** [1]
- **Macro**
- **Density Adjustment**
- **Improve Print Output**
- **Skip Blank Page** [1]

[1] These settings are not available with the BR-Script 3 printer driver for Windows®.

Accessing the printer driver settings

1 (For Windows® 2000)
Click **Start**, **Settings** and then **Printers**.

(For Windows® XP and Windows Server®)
Click **Start**, and then **Printers and Faxes**.

(For Windows Vista®)

Click the [image] button, **Control Panel**, **Hardware and Sound**, and then **Printers**.

(For Windows® 7)

Click the [image] button and **Devices and Printers**.

2 Right-click the **Brother MFC-XXXX Printer** icon (where XXXX is your model name) and select **Properties** (**Printer properties**). The printer properties dialog box appears.

3 Choose the **General** tab and then click **Printing Preferences...** (**Preferences...**).

Features in the Windows® printer driver

For more information, see the **Help** text in the printer driver.

📝 **Note**

- The screens in this section are from Windows® XP. The screens on your PC will vary depending on your operating system.

- To access the printer driver settings, see *Accessing the printer driver settings* on page 13.

Basic tab

You can also change the Page Layout settings by clicking the illustration on the left side of the **Basic** tab.

① Choose the **Paper Size**, **Orientation**, **Copies**, **Media Type**, **Resolution** and **Print Settings** (1).

② Choose **Multiple Page** and **Duplex / Booklet** (2).

③ Choose the **Paper Source** (3).

④ Confirm your current settings in the window (4).

⑤ Click **OK** to apply your chosen settings.
To return to the default settings, click **Default**, then **OK**.

Paper Size

From the drop-down box choose the Paper Size you are using.

Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).

Portrait (Vertical)	Landscape (Horizontal)

Copies

The copies selection sets the number of copies that will be printed.

■ **Collate**

With the Collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the Collate check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.

Media Type

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

Plain Paper	Thin Paper	Thick Paper	Thicker Paper	Bond Paper	Envelopes
Env. Thick	Env. Thin	Recycled Paper	Label		

Note

- When using ordinary plain paper (60 to 105 g/m^2, 16 to 28 lb) choose **Plain Paper**. When using heavier weight paper or rough paper choose **Thick Paper** or **Thicker Paper**. For bond paper, choose **Bond Paper**.

- When you use envelopes, choose **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, choose **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, choose **Env. Thin**. For more information, see the *Basic User's Guide*.

Resolution

You can choose the resolution as follows.

- **300 dpi**
- **600 dpi**
- **HQ 1200**

Print Settings

You can manually change the print setting.

- **Graphics**

  This is the best mode for printing documents that contain graphics.

- **Text**

  This is the best mode for printing text documents.

- **Manual**

  You can change the settings manually by choosing **Manual** and clicking the **Manual Settings...** button. You can set brightness, contrast and other settings.

Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarge the image size for printing one page on multiple sheets of paper.

- **Page Order**

  When N in 1 option is selected, the page order can be selected from the drop-down list.

- **Border Line**

  When printing multiple pages onto one sheet, with the Multiple Page feature, you can choose to have a solid border, dash border or no border around each page on the sheet.

- **Print cut-out line**

  When 1 in NxN pages option is selected, the **Print cut-out line** option can be selected. This option allows you to print a faint cut-out line around the printable area.

Duplex / Booklet

When you want to print a booklet or do duplex printing, use this function.

■ **None**

Disable duplex printing.

■ **Duplex** / **Duplex (Manual)**

When you want to do duplex printing, use these options.

- **Duplex** (Not available for MFC-7360N)

  The machine prints on both sides of the paper automatically.

- **Duplex (Manual)**

  The machine prints all the even numbered pages first. Then the printer driver will stop and show the instructions required to re-install the paper. When you click **OK** the odd numbered pages will be printed.

When you choose **Duplex** or **Duplex (Manual)**, the **Duplex Settings...** button becomes available to choose. You can set 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 you check **Binding Offset**, you can also specify the offset for binding in inches or millimeters.

■ **Booklet** / **Booklet (Manual)**

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.

- **Booklet** (Not available for MFC-7360N)

  The machine prints on both sides of the paper automatically.

- **Booklet (Manual)**

  The machine prints all the even numbered sides first. Then the printer driver will stop and show the instructions required to re-install the paper. When you click **OK** the odd numbered sides will be printed.

When you choose **Booklet** or **Booklet (Manual)**, the **Duplex Settings...** button becomes available to choose. You can set the 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.
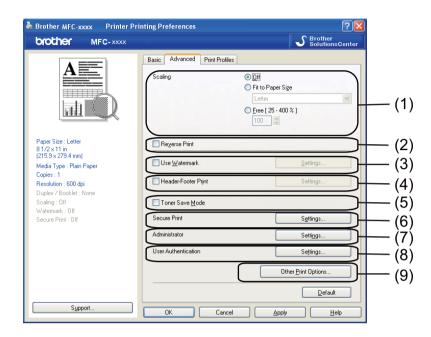
- **Binding Offset**

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

Paper Source

You can choose **Auto Select**, **Tray1** or **Manual** and specify separate trays for printing the first page and for printing from the second page onwards.

Advanced tab

Change the tab settings by clicking one of the following selections:

■ **Scaling** (1)

■ **Reverse Print** (2)

■ **Use Watermark** (3)

■ **Header-Footer Print** (4)

■ **Toner Save Mode** (5)

■ **Secure Print** (6)

■ **Administrator** (7)

■ **User Authentication** (8)

■ **Other Print Options** (9)

Scaling

You can change the print image scaling.

Reverse Print

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

Use Watermark

You can put a logo or text into your document as a watermark. You can choose one of the preset Watermarks, or you can use a bitmap file that you have created. Check **Use Watermark** and then click the **Settings...** button.

Watermark Settings

Transparent

Check **Transparent** to print the watermarked image in the background of your document. If this feature is not checked then the watermark will be printed on top of your document.
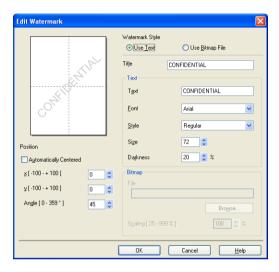
In Outline Text

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

Custom Settings

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

Click the **Add** button to add the watermark settings and then choose **Use Text** or **Use Bitmap File** in **Watermark Style**.

You can change the added watermark's size and position on the page by selecting the watermark, and clicking the **Settings** button.

■ **Title**

Enter a suitable title into the field.

■ **Text**

Enter your Watermark Text into the **Text** box, and then choose the **Font**, **Style**, **Size** and **Darkness**.

■ **Bitmap**

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

■ **Position**

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

Header-Footer Print

When this feature is enabled, it will print the date and time on your document from your computer's system clock and the PC login user name or the text you entered. By clicking **Settings**, you can customize the information.

■ **ID Print**

If you select **Login User Name**, your PC login user name will print. If you select **Custom** and enter the text in the **Custom** edit box, the text you entered will print.

Toner Save Mode

You can conserve toner use with this feature. When you set **Toner Save Mode** to On, prints appears lighter. The default setting is **Off**.

Note

• We do not recommend **Toner Save** for printing Photo or grayscale images.

• **Toner Save Mode** is not available for **HQ 1200** resolution.

Secure Print (For MFC-7365DN, MFC-7460DN and MFC-7860DW)

Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine to print them. The secured document must have a Password and Job Name.

To send a secured document:

1 Click **Settings...** from **Secure Print** and check **Secure Print**.

2 Enter your password and click **OK**.

3 To print secured documents, you must enter your password from the control panel of the machine. (See *Secure Key (For MFC-7365DN, MFC-7460DN and MFC-7860DW)* on page 2.)

Note

Printing multiple copies is not available when **Secure Print** is set to on.

To delete a secured document:

You need to use the control panel of the machine to delete a secured document. (See *Secure Key (For MFC-7365DN, MFC-7460DN and MFC-7860DW)* on page 2.)

Administrator

Administrators have the authority to limit access to functions such as scaling and watermark.

■ **Password**

Enter the password into this box.

Note

Click **Set Password...** to change the password.

■ **Copies Lock**

Lock the copy pages selection to prevent multiple copy printing.

■ **Multiple Page & Scaling Lock**

Lock the scaling setting and multiple page setting.

■ **Watermark Lock**

Lock the current settings of the Watermark option to prevent changes being made.

■ **Header-Footer Print Lock**

Lock the current settings of the Header-Footer Print option to prevent changes being made.

User Authentication (For MFC-7860DW)

If you are restricted from PC Print by the Secure Function Lock 2.0 feature, you need to set your ID and PIN in the **User Authentication Settings** dialog. Click **Settings** of **User Authentication** and select **Use ID Name/PIN**.

If you want to enter your ID and PIN each time you print, select **Enter ID Name/PIN for each print job**.

If you want to remember the ID Name/PIN, enter your ID and PIN.

If your PC login name is registered to Secure Function Lock 2.0, you can select **Use PC Login Name** instead of entering your ID and PIN.

For more information about Secure Function Lock 2.0, see the *Network User's Guide*.

Note

- When you use the machine through a network you can see the information of your ID such as the status of restricted features and the number of remaining pages you are allowed to print by clicking the **Check Print Status**. The **Authentication result** dialog will appear.

- When you use the machine through a network, you can make the **Authentication result** dialog appear each time you print by checking the **Show print status before printing**.

Other Print Options

You can set the following in Printer Function:

- **Macro** (For HL-2280DW and MFC-7860DW)
- **Density Adjustment**
- **Improve Print Output**
- **Skip Blank Page**

Macro (For HL-2280DW and MFC-7860DW)

You can save a page of a document as a macro to machine memory. You can also execute the saved macro (you can use the saved macro as an overlay on any documents). This will save time and increase printing speed for often used information such as forms, company logos, letterhead formats or invoices.

Note

If the power switch is Off, all data will be deleted.

Density Adjustment

Increase or decrease the print density.

Note

The **Density Adjustment** is not available when you set the **Resolution** to **HQ 1200**.

Improve Print Output

This feature allows you to improve a print quality problem.

■ Reduce Paper Curl

If you choose this setting, the paper curl may be reduced.

If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

■ Improve Toner Fixing

If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

■ Ghost Reduction Setting

If you are using the machine in a high humidity environment this setting may reduce ghosting on the paper. Do not use this setting if the humidity is below 30% or ghosting may increase.

Note

This feature may not reduce ghosting for all types of paper. Before you buy a lot of paper, test a small quantity to make sure that the paper is suitable.

Skip Blank Page
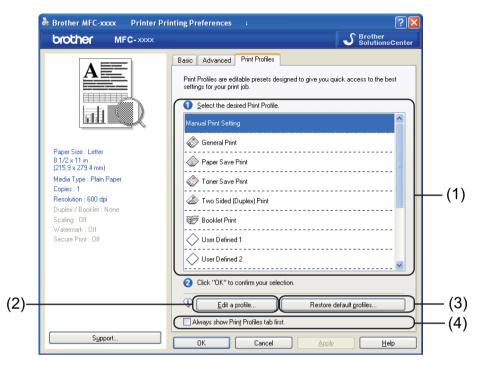
If **Skip Blank Page** is checked, the printer driver automatically detects blank pages and excludes them from printing.

Note

This option does not work when you choose the following options:

- **Use Watermark**
- **Header-Footer Print**
- **N in 1** and **1 in NxN pages** in **Multiple Page**
- **Duplex (Manual)**, **Booklet**, **Booklet (Manual)** and **Duplex** with **Binding Offset** in **Duplex / Booklet**

Print Profiles tab

■ **Print Profiles** (1)

The printer driver of the machine has preset print profiles. Select a desired profile and click **OK** to select the preset print settings.

■ **Edit a profile** (2)

You can edit and save a new print profile.

■ **Restore default profiles** (3)

Click to restore all the default print profiles.

■ **Always show Print Profile tab first** (4)

When you want to always show the **Print Profiles** tab first, select this check box.

Editing a print profile

1️⃣ Configure the print settings in the print driver. See *Basic tab* on page 15 and *Advanced tab* on page 20.

2️⃣ Click the **Print Profiles** tab.

3️⃣ Click the **Edit a profile** button.
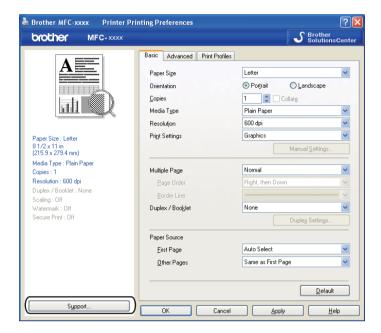
4️⃣ Choose the icon from the drop-down list (1) and enter a profile name (2).

5️⃣ Choose the print profile you want to overwrite and click **OK**.
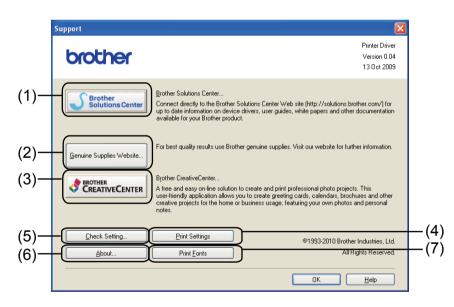
📝 **Note**

You can overwrite the preset print profiles.

Support

Click **Support...** in the **Printing Preferences** dialog box.

■ **Brother Solutions Center** (1)

The Brother Solutions Center (http://solutions.brother.com/) 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** (2)

You can visit our Web site for original/genuine Brother supplies by clicking this button.

■ **Brother CreativeCenter** (3)

You can visit our Web site for free and easy online solutions for business and home users by clicking this button.

■ **Print Settings** (4)

This will print the pages that show how the internal settings of the machine have been configured.

■ **Check Setting** (5)

You can check the current driver settings.

■ **About** (6)

This will list the printer driver files and version information.

■ **Print Fonts** (7) (For HL-2280DW and MFC-7860DW)

This will print pages showing all the internal fonts of the machine.

Tray Settings

Note

From the **Start** menu, select **Printers and Faxes** [1]. Right-click the **Brother MFC-XXXX Printer** icon (where XXXX is your model name) and select **Properties** to access the **Tray Settings** tab.

[1]   Select **Settings** and then **Printers** for Windows® 2000 users.

You can define the paper size for each paper tray and auto detect the serial number in the **Tray Settings** tab as follows.

■ **Paper Source Setting** (1)

This feature identifies the paper size defined for each paper tray.

• **Paper Size**

This setting allows you to define which paper size is used for the tray and manual feed slot. Highlight the paper source you want to define and then choose the paper size from the drop-down list. Click **Update** to apply the setting to the tray.

• **Default Source**

This setting allows you to choose the default paper source that your document will be printed from. Choose the **Default Source** from the drop-down list and click **Update** to save your setting. The **Auto Select** setting will automatically pull paper from any paper source (tray or manual feed slot) that has a defined paper size that matches your document.

■ **Serial No.** (2)

By clicking **Auto Detect**, the printer driver will query the machine and display its serial number. If it fails to receive the information, the screen will display "---------------".

Note

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

- The machine's power switch is Off.
- The machine is in an error mode.
- The machine is in a network shared environment.
- The cable is not connected to the machine correctly.

Status Monitor

This reports the machine status (any errors that may happen with the machine) when printing. If you would like to turn the status monitor on, follow these steps:

Click the **Start** button, **All Programs** [1], **Brother MFC-XXXX** (where XXXX is your model name) and then **Status Monitor**.

[1] **Programs** for Windows® 2000 users

Features in the BR-Script 3 printer driver (For MFC-7860DW) (PostScript® 3™ language emulation)

Note

The screens in this section are from Windows® XP. The screens on your PC may vary depending on your operating system.

Printing Preferences

Note

You can access the **Printing Preferences** dialog box by clicking **Printing Preferences...** in the **General** tab of the **Brother MFC-XXXX BR-Script3 Properties** dialog box.

■ **Layout** tab

You can change the layout setting by choosing the settings for **Orientation**, **Print on Both Sides** (Duplex), **Page Order** and **Pages Per Sheet**.

- **Orientation**

  Orientation selects the position of how your document will be printed.

  (**Portrait**, **Landscape** or **Rotated Landscape**)

- **Print on Both Sides**

  If you want to do duplex printing, choose **Flip on Short Edge** or **Flip on Long Edge**.

- **Page Order**

  Specifies the order in which the pages of your document will be printed. **Front to Back** prints the document so that page 1 is on top of the stack. **Back to Front** prints the document so that page 1 is on the bottom of the stack.

- **Pages Per Sheet**

  The **Pages Per Sheet** selection can reduce the image size of a page by allowing multiple pages to be printed on one sheet of paper. Also, you can print a document in the booklet style automatically when you choose **Booklet**.

■ **Paper/Quality** tab

Choose the **Paper Source**.

- **Paper Source**

  You can choose **Automatically Select**, **Tray1** or **Manual Feed**.

  Automatically Select

  This setting will automatically pull paper from any paper source that has a paper size defined in the printer driver that matches your document.

  Tray1
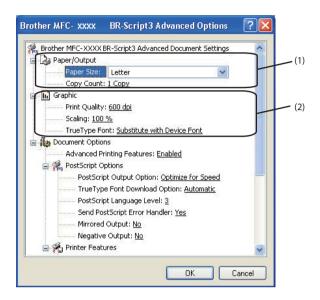
  This setting will pull paper from Tray1.

  Manual Feed

  This setting will pull paper from the manual feed slot. The paper size should match the size defined in the printer driver.

Advanced options

You can access the **Advanced options** by clicking the **Advanced...** button on the **Layout** tab or **Paper/Quality** tab.

a Choose the **Paper Size** and **Copy Count** (1).

■ **Paper Size**

From the drop-down box choose the Paper Size you are using.

■ **Copy Count**

The copy selection sets the number of copies that will be printed.

b Set the **Print Quality**, **Scaling** and **TrueType Font** settings (2).

■ **Print Quality**

You can choose the following print quality settings.
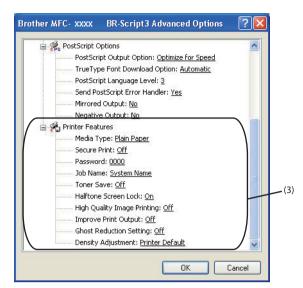
  • **HQ 1200**

  • **600 dpi**

  • **300 dpi**

■ **Scaling**

Specifies whether to reduce or enlarge documents, and by what percentage.

■ **TrueType Font**

Specifies the TrueType font options. Click **Substitute with Device Font** (the default) to use equivalent printer fonts for printing documents that contain TrueType fonts. This will permit faster printing; however, you might lose special characters not supported by the printer font. Click **Download as Softfont** to download TrueType fonts for printing instead of using printer fonts.

3 You can change settings by choosing a setting in the **Printer Features** list (3):

■ **Media Type**

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

Plain Paper	Thin Paper	Thick Paper	Thicker Paper	Bond Paper	Envelopes
Env. Thick	Env. Thin	Recycled Paper	Label		

■ **Secure Print**

Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine to print them. The secured document must have a **Password** and **Job Name**.

■ **Password**

Choose the password for your secured document that you send to the machine from the drop-down box.

■ **Job Name**

Choose the Job name from the drop-down list for your secured document.

■ **Toner Save**

You can conserve toner use with this feature. When you set **Toner Save** to **On**, print appears lighter. The default setting is **Off**.

Note
- We do not recommend **Toner Save** for printing Photo or Grayscale images.
- **Toner Save Mode** is not available for **HQ 1200** resolution.

■ **Halftone Screen Lock**

Stops other applications from modifying the Halftone settings. The default setting is **On**.

■ **High Quality Image Printing**

You can get high quality image printing. If you set **High Quality Image Printing** to **On**, the printing speed will be slower.

■ **Improve Print Output**

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

    If you choose this setting, the paper curl may be reduced. If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

    If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

■ **Ghost Reduction Setting**

If you are using the machine in a high humidity environment this setting may reduce ghosting on the paper. Do not use this setting if the humidity is below 30% or ghosting may increase.

Note

This feature may not reduce ghosting for all types of paper. Before you buy a lot of paper, test a small quantity to make sure that the paper is suitable.

■ **Density Adjustment**

Increase or decrease the print density.

Note

The **Density Adjustment** is not available when you set the **Resolution** to **HQ 1200**.

Ports tab

If you want to change the port where your machine is connected or the path to the network machine you are using, choose or add the port you want to use.

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 or paper jam.

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.

Note

(For Windows® 7)

If you have set the **Enable Status Monitor on startup** during installation, you will find the ⌃ button or **Status Monitor** icon on the taskbar.To show the **Status Monitor** icon on your taskbar, click the ⌃ button. The **Status Monitor** icon will appear in the small window. Then drag the 🖼 icon to the taskbar.

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

Note

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

• The automatic firmware update feature is active when the status monitor feature is active.

Monitoring the machine's status

The Status Monitor icon will change color depending on the machine's status.

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

■ A yellow icon indicates a warning.

■ A red icon indicates a printing error has occurred.

There are two locations where you can display the **Status Monitor** on your PC - in the tasktray or on the desktop.

3 Scanning

The scanning operations and drivers 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 41) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (Windows® XP/Windows Vista®/Windows® 7)* on page 48).

Windows® XP/Windows Vista®/Windows® 7 users can choose either one of the two when you scan documents from an application.

Note

• For ScanSoft™ PaperPort™ 12SE, see *Using ScanSoft™ PaperPort™ 12SE with OCR by NUANCE™* on page 57.

• 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 110.

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.
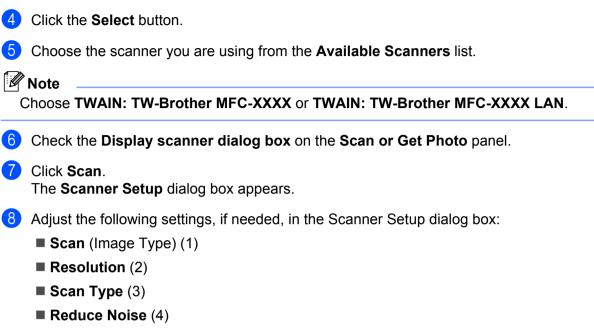
Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) (Not available for DCP-7060D and HL-2280DW) 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.
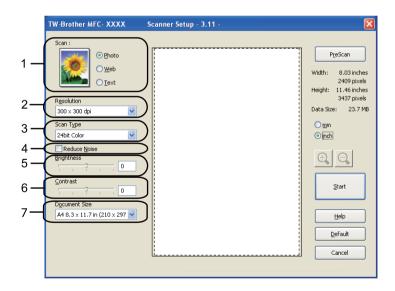
Note

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 the **Scan Settings** button in the **Desktop** ribbon.
The **Scan or Get Photo** panel appears on the left side of the screen.

④ Click the **Select** button.

⑤ Choose the scanner you are using from the **Available Scanners** list.

Note

Choose **TWAIN: TW-Brother MFC-XXXX** or **TWAIN: TW-Brother MFC-XXXX LAN**.

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:

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

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 you want to crop an image when scanning. (See *Pre-Scanning to crop a portion you want to scan* on page 43.)

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 the **Start** button in the Scanner Setup dialog box to scan the image.

a Follow the steps from ❶ to ❼ of *Scanning a document into the PC* on page 41.
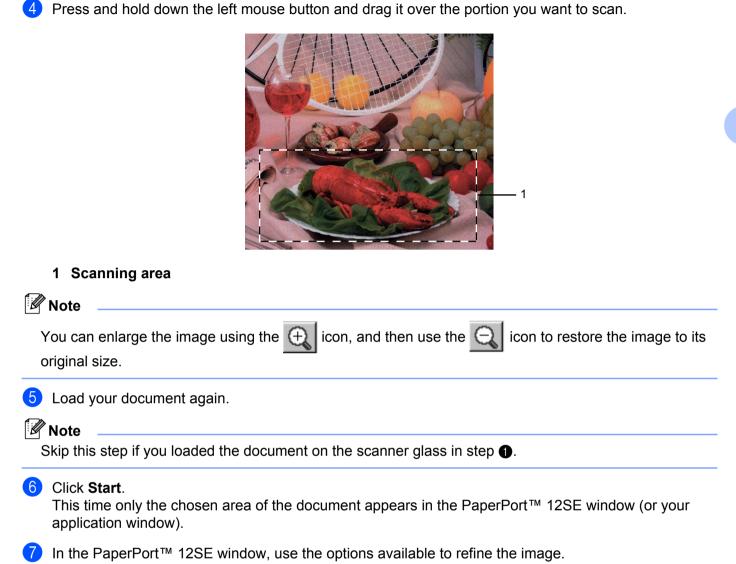
b Choose the settings for **Scan** (Image Type), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.

c Click **PreScan**.
The whole image is scanned into the PC and appears in the Scanning Area (1) of the Scanner Setup dialog box.

d️ 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.

e️ Load your document again.

📝 **Note**

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

f️ Click **Start**.
This time only the chosen area of the document appears in the PaperPort™ 12SE window (or your application window).

g️ In the PaperPort™ 12SE window, use the options available to refine the image.

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 altered for each default setting.

The default settings are listed in the table below:

Scan (Image Type)		Resolution	Scan Type
Photo	Use for scanning photo images.	300 x 300 dpi	24bit Color
Web	Use for attaching the scanned image to web pages.	100 x 100 dpi	24bit Color
Text	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.

■ **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 appearance of gray.)

■ **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, the image file will be about three times larger than a file created with **256 Color**. 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.

Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average.

You can set the **Brightness** level by dragging the slider 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 not available when **256 Color** is chosen.

Contrast

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

> **Note**
>
> The Contrast setting is only available when **Gray (Error Diffusion)**, **True Gray** or **24bit Color** is chosen.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the contrast and resolution to see which setting best suits your needs.

Document Size

Choose one of the following sizes:

■ 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 place the business card face down at the top left of the scanner glass, as indicated by the document guidelines on the machine.

■ 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 **Custom Document Size Name**, **Width** and **Height** for 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 rough data size in Bitmap format. The size will be different for other file formats such as JPEG.

• User adjustable from 0.35 x 0.35 in to 8.5 x 14 in or 8.9 x 8.9 mm to 215.9 x 355.6 mm.

Scanning a document using the WIA driver (Windows® XP/Windows Vista®/Windows® 7)

WIA compliant

For Windows® XP/Windows Vista®/Windows® 7 you can choose Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort™ 12SE viewer that Brother included with your machine or you can scan images directly into any other application that supports WIA or TWAIN scanning.

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) (Not available for DCP-7060D and HL-2280DW) or the scanner glass.

If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass. (See *Pre-Scanning and cropping a portion using the scanner glass* on page 50.)

a Load your document.

b 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.

c Click the **Scan Settings** button in the **Desktop** ribbon.
The **Scan or Get Photo** panel appears on the left side of the screen.

d Click **Select** button.

e Choose the scanner you are using from the **Available Scanners** list.

Note

Choose **WIA: Brother MFC-XXXX** or **WIA: Brother MFC-XXXX LAN**.

f Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.

g Click **Scan**.
The Scanner Setup dialog box appears.

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

■ **Paper source** (1)

■ **Picture type** (2)

■ **Adjust the quality of the scanned picture** (3)

■ **Page size** (4)

9 Choose **Document Feeder** from the **Paper source** drop-down list (1).

10 Choose the picture type (2).

11 Choose the **Page size** from the drop-down list (4).

12 If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution (DPI)** and **Picture type** from **Advanced Properties**. Click **OK** after you choose a setting.

Note

• The scanner resolution can be set as high as 1200 dpi.

• For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* on page 51.)

13 Click the **Scan** button 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 the **Scan** button in the Scan dialog box to scan the image.

1️⃣ Follow the steps from ❶ to ❼ of *Scanning a document into the PC* on page 48.

2️⃣ Choose **Flatbed** in the **Paper source** drop-down list (1).

- **Paper source** (1)
- **Picture type** (2)
- **Adjust the quality of the scanned picture** (3)
- **Scanning area** (4)
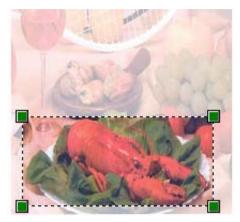
3️⃣ Choose the picture type (2).

4️⃣ Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area (4).

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** (3). You can choose **Brightness**, **Contrast**, **Resolution (DPI)** and **Picture type** from **Advanced Properties**. Click **OK** after you choose a setting.

7 Click the **Scan** button 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 for configuring the WIA scanner driver for resolutions greater than 1200 dpi and for changing the paper size (Windows® XP only). If you want to set Legal size as the default size, use this utility to change the setting. You must restart your PC for the new settings to take effect.

◼ Running the utility

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

Note

If you scan the document at a resolution 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.

Note

(Windows Vista® and Windows® 7) The **User Account Control** screen appears, do the following.

• For users who have administrator rights: Click **Allow**.

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

Scanning a document using the WIA driver (Windows Photo Gallery and Windows Fax and Scan)

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) (Not available for DCP-7060D and HL-2280DW) or the scanner glass.

If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass. (See *Pre-Scanning and cropping a portion using the scanner glass* on page 55.)

1 Load your document.

2 Open your software application to scan the document.

3 Do one of the following:

- (Windows Photo Gallery)

  Click **File**, then **Import from Camera or Scanner**.

- (Windows Fax and Scan)

  Click **File**, **New**, then **Scan**.
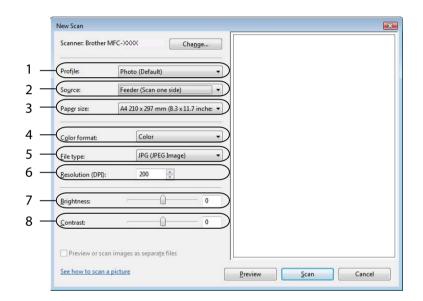
4 Choose the scanner you want to use.

5 Click **Import**.
The Scan dialog box appears.

f Adjust the following settings, if needed, in the Scanner dialog box.
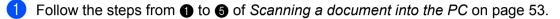
■ **Profile** (1)

■ **Source** (2)

■ **Paper size** (3)

■ **Color format** (4)

■ **File type** (5)

■ **Resolution (DPI)** (6)

■ **Brightness** (7)

■ **Contrast** (8)

g Click the **Scan** button 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 the **Scan** button in the Scan dialog box to scan the image.

❶ Follow the steps from ❶ to ❺ of *Scanning a document into the PC* on page 53.
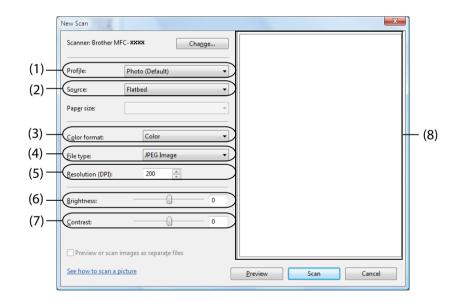
❷ Put the document face down on the scanner glass.

❸ Choose **Flatbed** in the **Source** drop-down list. Adjust the following settings, if needed, in the Scanner dialog box.

  ■ **Profile** (1)

  ■ **Source** (2)

  ■ **Color format** (3)

  ■ **File type** (4)

  ■ **Resolution (DPI)** (5)

  ■ **Brightness** (6)

  ■ **Contrast** (7)

  ■ **Scanning area** (8)

❹ Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area (8).

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

6️⃣ Click the **Scan** button in 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 greater), Windows® XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or greater) 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 chapter 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™ SE 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™ SE 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 **Item** 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

(Windows® XP)

❶ Click the **Start** button, **Control Panel**, **Add or Remove Programs**, and click the **Change or Remove Programs** icon.

❷ Choose **Nuance PaperPort 12** from the list and click **Change** or **Remove**.

(Windows Vista® and Windows® 7)

❶ Click the button, **Control Panel**, **Programs** and **Programs and Features**.

❷ Choose **Nuance PaperPort 12** from the list and click **Uninstall**.

4 ControlCenter4

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**
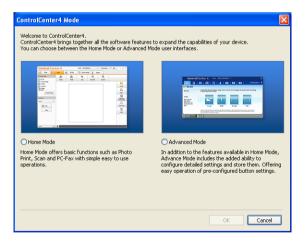
  The **Home Mode** gives you easy access to your machine's main functions. See *Using ControlCenter4 in Home Mode* on page 62.

- **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 74.
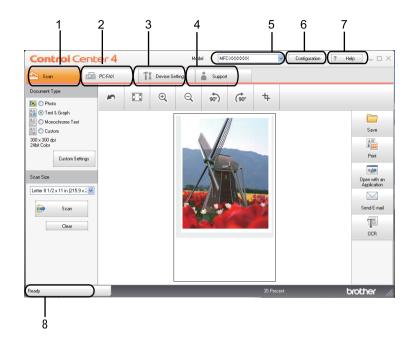
Changing the user interface

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 functions in **Home Mode**. For more details on each function, click **Help**.

1 Scan directly to a file, E-mail, word processor or graphics application of your choice.

2 Access the **PC-FAX** applications available for your device.

3 Access the settings available to configure your device.

4 Link to Brother Solutions Center, Brother CreativeCenter and the **Help** file.

5 You can select which machine ControlCenter4 will connect with from the **Model** drop-down list.

6 You can change the user interface and ControlCenter4 preferences.

7 Access the **Help** file.

8 Access **Status Monitor** by clicking the Device Status button.

ControlCenter4 Features for Home Mode users

Scan (See *Scan tab* on page 64.)

PC-FAX (See *PC-FAX tab (MFC models only)* on page 68.)

Device Settings (See *Device Settings tab* on page 70.)

Support (See *Support tab* on page 73.)

4

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

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

- 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

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 the **Scan** button.

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 your chosen folder.

Printing the scanned image

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

1 Select the **Scan** tab.

2 Configure the settings in the PC Scan setting area.

3 Click the **Scan** button.

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 in 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 the PC Scan setting area.

3 Click the **Scan** button.

4 Confirm and edit (if necessary) the scanned image in the 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 the **Scan** button.

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 convert 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 the **Scan** button.
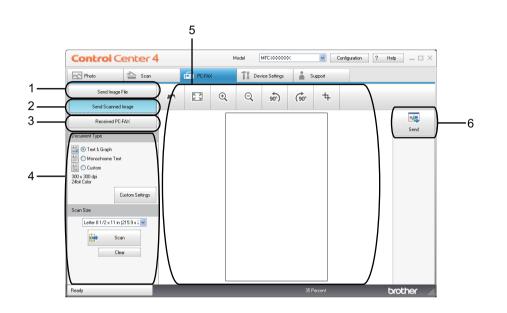
4. Confirm and edit (if necessary) the scanned image in the image viewer.

5. Click **OCR**.

6. Configure the OCR settings and click **OK**.

7. Your default word processing application will open and display the converted text data.

PC-FAX tab (MFC models only)

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 in Letter size.

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 your computer 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 the **Send** button.

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 your computer 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 the **Scan** button.

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 PC-FAX Receiving software on your machine* on page 106.)

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**.

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 89.

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 (MFC models only)* on page 89.

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/.

a Select the **Device Settings** tab.

b Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3 utility dialog appears.

Note

If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter 4 will launch BRAdmin Professional 3.

Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click the **Help** button in ControlCenter4.

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 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 The 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**. ControlCenter 4 will launch your web browser and then open the Brother CreativeCenter Web site.

Using ControlCenter4 in Advanced Mode

This section briefly introduces the ControlCenter4 functions in **Advanced Mode**. For more details on 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 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 and the **Help** file.

6 You can configure your original settings tab by right clicking the tab area.

7 You can select which machine ControlCenter4 will connect with from the **Model** drop-down list.

8 You can open the configuration window for each scan function and change the user interface mode.

9 Access the **Help** file.

10 Access **Status Monitor** by clicking the Device Status button.

ControlCenter4 Features for Advanced Mode users

Scan (See *Scan tab* on page 76.)

■ See *Opening the scanned image in an application* on page 78.

■ See *Using the OCR feature* on page 78.

■ See *Attaching the scanned data to E-mail* on page 78.

■ See *Saving the scanned image* on page 79.

PC-Copy (See *PC-Copy tab* on page 80.)

■ See *Printing the scanned image* on page 80.

PC-FAX (See *PC-FAX tab (MFC models only)* on page 81.)

■ See *Sending an image file from your computer* on page 81.

■ See *Sending a scanned image* on page 81.

■ See *Viewing and printing received PC-FAX data* on page 82.

Device Settings (See *Device Settings tab* on page 83.)

■ See *Configuring Remote Setup* on page 83.

■ See *Accessing Quick Dial* on page 83.

■ See *Configuring Scan button settings* on page 84.

■ See *Launching the BRAdmin utility* on page 85.

Support (See *Support tab* on page 86.)

■ See *Using Brother Solutions Center* on page 86.

■ See *Opening ControlCenter Help* on page 86.

■ See *Accessing the Brother CreativeCenter* on page 86.
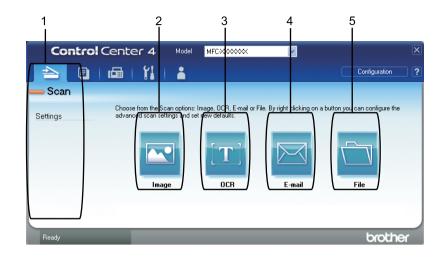
Custom (See *Custom tab* on page 87.)

■ See *Creating a Custom tab* on page 87.

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 configuration dialog appears, you can change the settings and then click **OK**.

• To preview and configure the scanned image, check **Pre Scan** on configuration dialog.

File types

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

(For Image, E-mail and File scan)

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

(For OCR scan)

- **Text (*.txt)**
- **HTML 3.2 (*.htm)**
- **HTML 4.0 (*.htm)**
- **WordPad (*.rtf)**
- **RTF Word 97 (*.rtf)**
- **RTF Word 2000 (*.rtf)**
- **Word Perfect 8 (*.wpd)**
- **Word Perfect 9, 10 (*.wpd)**
- **Microsoft Excel 97 (*.xls)**
- **Microsoft Excel 2003, XP (*.xls)**

Note

- 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 in an 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 the **Image** button 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 convert 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 the **OCR** button 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.
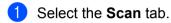
Attaching the scanned data to E-mail

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 the **E-mail** button 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 the **File** button 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 ControlCenter4 supported by your Brother machine's printer driver.

➊ Select the **PC-Copy** tab.

➋ 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**.

➌ Click **Monochrome Copy**, **2 in 1 Copy** or **4 in 1 Copy**.
You can customize each button with your preferred settings.

➍ The scanned image will be printed.

PC-FAX tab (MFC models only)

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 in Letter size.

Sending an image file from your computer

The **Send Image File** button lets you send an image file as a fax from your computer 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 the **Send** button.

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 your computer 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 the Brother machine. (See *Enabling PC-FAX Receiving software on your machine* on page 106.)

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**.

4

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 89.

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 (MFC models only)* on page 89.

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 *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, ControlCenter 4 will launch BRAdmin Professional 3.

4

Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click the **Help** button in ControlCenter4.

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 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 The 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**. ControlCenter 4 will launch your web browser and then open the Brother CreativeCenter Web site.

Custom tab

This section briefly introduces adding a **Custom** tab. 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.

5

Remote Setup (MFC models only)

Remote Setup

The Remote Setup program lets you configure many machine and network 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 the **Start** button, **All Programs**, **Brother**, **MFC-XXXX** (or **MFC-XXXX LAN**) and **Remote Setup**.

Note

■ **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

- 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. (See *Firewall settings (For Network users)* on page 110.)
- If the Secure Function Lock is set to on, you cannot use **Remote Setup**.

5

Brother PC-FAX Software (MFC models only)

PC-FAX sending

The Brother PC-FAX feature lets you use your PC to send a document 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 in Letter size.

Setting up user information

Note

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

(See *Sending a file as a PC-FAX using the Facsimile style user interface* on page 94.)

1 Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX** (or **MFC-XXXX LAN**), **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, click the **Sending** tab to display the screen below.

■ **Outside line access**

Enter a number to access an outside line. This is sometimes required by local PBX telephone systems (for example, dialing 9 to get an outside line in your office). For PC-Fax send, this number will be applied and Dial Prefix settings in the function menu will be ignored.

■ **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 91.)

■ **Network PC-FAX** (For MFC-7360N, MFC-7365DN, MFC-7460DN and MFC-7860DW)

Check **Enable** when sending a fax to an e-mail address using the **PC-FAX** function.

(Not necessary when the destination is a fax number.)

■ **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.
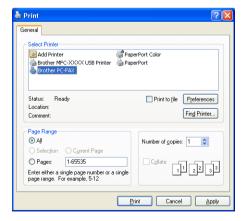
Use the **Browse** button to choose the BMP file, and then choose the alignment style.

■ **Count cover page**

Check **Count cover page** to include the cover page in the page numbering.

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:

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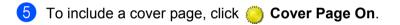
Note

If the Simple style user interface appears, change the user interface selection setting. (See *Sending setup* on page 92.)

d Enter a fax number using any of the following methods:
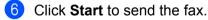
■ Use the dial pad to enter the number.

■ 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.

e 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.

f 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

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 Simple style user interface appears:

Note

If the Facsimile style user interface appears, change the user interface selection setting. (See *Sending setup* on page 92.)

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 or Outlook Express is installed on your PC, you can choose in the **Select Address Book** pull-down 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.

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

You can use the address book you have chosen in the **Select Address Book** pull-down list 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

a) Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX** or **MFC-XXXX LAN** (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.

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

b) 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, click the **Speed Dial (Facsimile style only)** 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 & faster.

Setting up a group for broadcasting

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

a In the **Brother Address Book** dialog box, click the [icon] icon to create a Group.

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

b Enter the name of the new group in the **Group Name** field.

c 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.

d 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

a Choose the member or group you want to edit.

b Click the edit [icon] icon.

c Change the member or group information.

d Click **OK**.

Deleting a member or group

a Choose the member or group you want to delete.

b Click the delete [icon] icon.

c 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 89.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

Exporting Address Book entries

Note
- If you are creating a vCard, you must first choose the member.
- If you choose vCard in step ❶, **Save as type:** will be **vCard (*.vcf)**.

❶ 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 ❺.
- From the Address Book, click **File**, **Export**, then **Remote Setup Dial Data** and go to step ❺.

❷ From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.
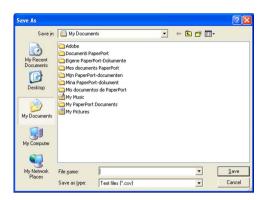
Note
Choose the items in the order you want them listed.

❸ 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.

❹ Click **OK** to save the data.

⑤ Enter the name of the file, and then click **Save**.
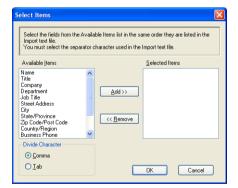
Importing to the Address Book

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

Importing an ASCII text file

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.

② From the **Available Items** column, choose the data fields you want to import, and click **Add >>**.

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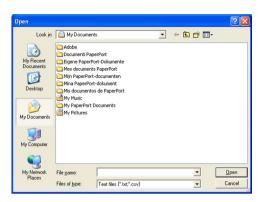
From the Available Items list choose the fields in the same order they are listed in the import text file.

③ Choose **Tab** or **Comma** based on the file format you are importing from **Divide Character**.

④ Click **OK** to import the data.

⑤ Enter the name of the file, and then click **Open**.

Note

If you chose **Text** file in step 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:

`PC Fax Msg:001`

01

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
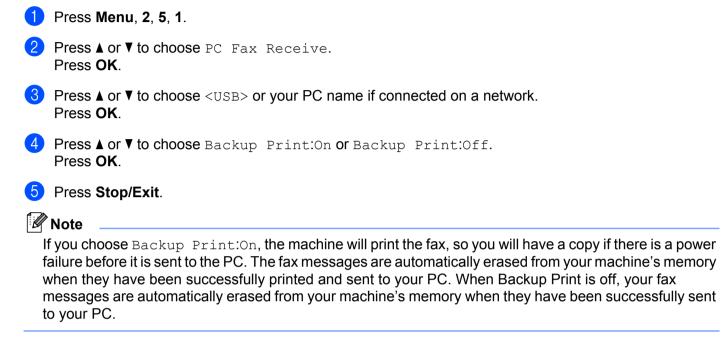
- The PC-FAX software can only receive Black & White fax documents.
- If your PC is protected by a firewall and is unable to use PC-FAX receive, you may need to configure the firewall settings to allow communication through port number 54926 and 137. (See *Before using the Brother software* on page 110.)

  Depending on the operating system you are using, you may get a Security Alert message when you start the PC-FAX receiving feature. To enable PC-FAX receiving, you must unblock the program.

Enabling 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.

1️⃣ Press **Menu**, **2**, **5**, **1**.

2️⃣ Press ▲ or ▼ to choose `PC Fax Receive`.
Press **OK**.

3️⃣ Press ▲ or ▼ to choose `<USB>` or your PC name if connected on a network.
Press **OK**.

4️⃣ Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off`.
Press **OK**.

5️⃣ Press **Stop/Exit**.

📝 **Note**

If you choose `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 Backup Print is off, your fax messages are automatically erased from your machine's memory when they have been successfully sent to your PC.

Running the PC-FAX Receiving software on your PC

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

The PC-FAX icon appears in your PC tasktray.

Setting up your PC

1 Right-click the PC-FAX [icon] 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 the **Browse** button 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, see *Configuring the Network PC-FAX Receiving Settings* on page 108.

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 the **Network Settings** button. The **Network Settings** dialog box appears.

2 You must specify the IP address or Node name of your machine.

Specify your machine by address

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

Specify your machine by name

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

Specify 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 (Max 15 charactors)**.

Viewing new PC-FAX messages

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

1 Double-click ![icon] to run PaperPort™.

2 Open the Fax Received folder.

3 Double-click any new faxes to open and view them.

Note

The subject 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'.

6

Firewall settings (For Network users)

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 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 follow the instructions below 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.

UDP Port number information for Firewall configuration

UDP Port	Network Scanning	Network PC-Fax	Network Scanning and Network PC-Fax [1]
External Port number	54925	54926	137
Internal Port number	54925	54926	137

[1] 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 and Remote Setup over the network.

Windows® XP SP2/SP3 users
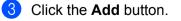
① Click the **Start** button, **Control Panel**, **Network and Internet Connections** and then **Windows Firewall**.
Make sure that **Windows Firewall** on the **General** tab is set to **On**.

② Click the **Advanced** tab and **Settings...** button of Network Connection Settings.

③ Click the **Add** button.

d 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.
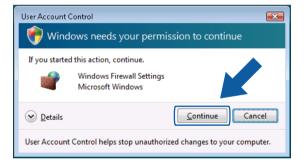
6 Click **OK**.

e Click the **Add** button.

f 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**.

g If you still have trouble with your network connection, click the **Add** button.

8 Add port **137** for network scanning, network printing 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.

■ For users who have administrator rights: Click **Continue**.

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

7

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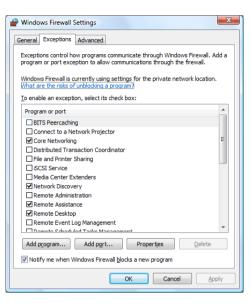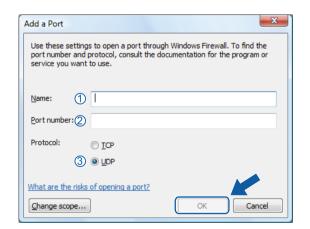
③ Make sure that **Windows Firewall Settings** on the **General** tab is set to On.

④ Click the **Exceptions** tab.

⑤ Click the **Add port...** button.

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**.
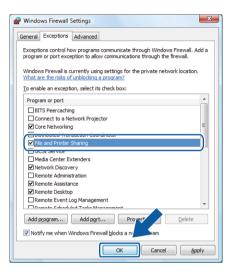
⑦ Click the **Add port...** button.

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 **File and Printer Sharing** box in the **Exceptions** tab and then click **OK**.
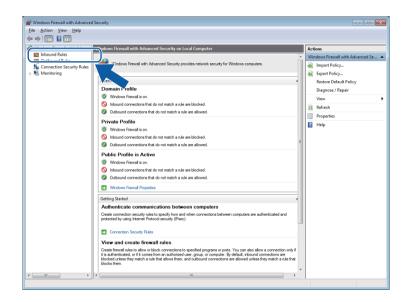
Windows® 7 users

① Click the button, **Control Panel**, **System and Security** and then **Windows Firewall**.

Make sure the **Windows Firewall state** is set to **On**.
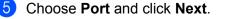
② Click **Advanced settings**. The **Windows Firewall with Advanced Security** window appears.

③ Click **Inbound Rules**.

④ Click **New Rule**.

⑤ Choose **Port** and click **Next**.

7

6 To add a 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**.

l Click **New Rule**.

m Choose **Port** and click **Next**.

n 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**.

7

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**.

7

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

Section III

▶

Apple Macintosh

8

Printing and Faxing

Features in the printer driver (Macintosh)

This machine supports Mac OS X 10.4.11 - 10.5.x - 10.6.x.

Note

The screens in this section are from Mac OS X 10.5. The screens on your Macintosh will vary depending on your operating system version.

Duplex printing

The supplied printer driver supports duplex printing.

Guidelines for printing on both sides of the paper

■ If the paper is thin, it may wrinkle.

■ If paper is curled, turn over the stack, straighten it and then put it back in the paper tray or manual feed slot.

■ If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.

■ When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.

If there is a paper jam, see *Error and maintenance messages* in the *Basic User's Guide*. If you have a print quality problem, see *Improving the print quality* in the *Basic User's Guide*.

Automatic duplex printing (Not available for MFC-7360N)

■ Use Letter, Legal or Folio size paper when you use the automatic duplex printing function.

■ Make sure that the back cover is closed.

■ If paper is curled, straighten it and then put it back in the paper tray.

■ Use regular paper or thin paper. DO NOT use bond paper.

Manual duplex printing

The machine prints all the even-numbered pages on one side of the paper first. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or thick paper is not recommended.

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

Choosing page setup options

You can set the **Paper Size**, **Orientation** and **Scale**.

❶ 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** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scale**, then click **OK**.

❷ 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 pop-up menu.

Choosing printing options

To control special printing features, choose **Print Settings** from the Print dialog box.

Cover Page

You can make the following cover page settings:

■ **Print Cover Page**

If you want to add a cover page to your document, use this function.

■ **Cover Page Type**

Choose a template for the cover page.

■ **Billing Info**

If you want to add the billing information to the cover page, enter text in the **Billing Info** box.

8

Layout

■ **Pages per Sheet**

The **Pages per Sheet** selection can reduce the image size of a page by allowing multiple pages to be printed on one sheet of paper.

■ **Layout Direction**

When you specify the pages per sheet, you can also specify the direction of the layout.

■ **Border**

If you want to add a border, use this function.

■ **Two-Sided**

See *Duplex Printing* on page 131.

■ **Reverse Page Orientation** (Mac OS X 10.5.x to 10.6.x)

Check **Reverse Page Orientation** to reverse the data from up to down.

■ **Flip horizontally** (Mac OS X 10.6.x)

Check **Flip horizontally** to print as a reflection flipped left-to-right.

8

Secure Print (For MFC-7365DN, MFC-7460DN and MFC-7860DW)

■ **Secure Print**:

Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine to print them.

To send a secured document:

a Check **Secure Print**.
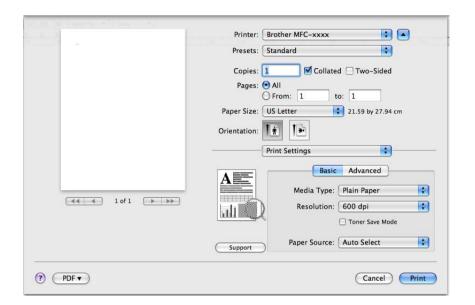
b Enter your password, user name and job name and click **Print**.

c You must print the secured document from the control panel of the machine. (See *Secure Key (For MFC-7365DN, MFC-7460DN and MFC-7860DW)* on page 2.)

To delete a secured document: You need to use the control panel of the machine to delete a secured document. (See *Secure Key (For MFC-7365DN, MFC-7460DN and MFC-7860DW)* on page 2.)

Print Settings

You can change settings by choosing a setting in the **Print Settings** list:

Basic tab

■ **Media Type**

You can change the media type to one of the following:

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Recycled Paper**
- **Label**

■ **Resolution**

You can choose the resolution as follows.

- **300 dpi**
- **600 dpi**
- **HQ 1200**

Toner Save Mode

You can conserve toner use with this feature. When you set **Toner Save Mode** to On, print appears lighter. The default setting is **Off**.

Note

• We do not recommend **Toner Save Mode** for printing Photo or Gray Scale images.

• **Toner Save Mode** is not available for **HQ 1200** resolution.

Paper Source

You can choose **Auto Select**, **Tray1** or **Manual**.

Reverse Print

• Mac OS X 10.4.11

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

• Mac OS X 10.5.x to 10.6.x

See **Reverse Page Orientation** in Layout.

Support

You can visit the Brother Solutions Center (http://solutions.brother.com/) and our Web site for original/genuine Brother supplies by clicking the **Support** button. 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.

Advanced tab

■ **Graphics Quality**

You can change the print quality as follows:

- **Graphics**

  The Graphics mode prioritizes contrast. Choose this setting for printing text and figures, such as business and presentation documents. You can represent sharp contrasts between shaded areas.

- **Text**

  This is the best mode for printing text documents.

■ **Skip Blank Page**

If **Skip Blank Page** is checked, the printer driver automatically detects blank pages and excludes them from printing.

■ **Improve Print Output**

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

  If you choose this setting, the paper curl may be reduced.

  If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

  If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

- **Reduce Ghosting**

  If you are using the machine in a high humidity environment this setting may reduce ghosting on the paper. Do not use this setting if the humidity is below 30% or ghosting may increase.

Note

This feature may not reduce ghosting for all types of paper. Before you buy a lot of paper, test a small quantity to make sure that the paper is suitable.

Duplex Printing

■ **Automatic Duplex Printing** (Not available for MFC-7360N)

Select **Layout**.

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

■ **Manual duplex**

Select **Paper Handling**.

• (Mac OS X 10.4.11)

Choose **Even numbered pages** and print, and then choose **Odd numbered pages** and print.

• (Mac OS X 10.5.x to 10.6.x)

Choose **Even Only** and print, and then choose **Odd Only** and print.

Removing the Printer driver for Macintosh

For Mac OS X 10.4.11

1 Log in as an 'Administrator'.

2 Run the **Printer Setup Utility** (from the **Go** menu, choose **Applications**, **Utilities**), then choose the printer you want to remove and remove it by clicking the **Delete** button.

For Mac OS X 10.5.x to 10.6.x

1 Log in as an 'Administrator'.

2 From the Apple menu, choose **System Preferences**. Click **Print & Fax**, then choose the printer you want to remove and remove it by clicking the **-** button.

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Features in the BR-Script 3 printer driver (For MFC-7860DW) (PostScript® 3™ language emulation)

This section introduces the distinctive operations of the BR-Script 3 printer driver. For the basic operations of the BR-Script 3 printer driver, see *Features in the printer driver (Macintosh)* on page 121 for **Page Setup**, **Cover Page**, **Paper Source** and **Layout**.

Note

- To use the BR-Script 3 printer driver, you need to set the `Emulation` to `BR-Script 3` by using the control panel before connecting the interface cable. (See *Printer Emulation Support (For HL-2280DW and MFC-7860DW)* on page 2.)
- The BR-Script 3 printer driver does not support the PC-Fax Sending.
- If you want to setup the PS driver (BR-Script3 printer driver), please go to the Brother Solutions Center at http://solutions.brother.com/ and click Downloads on your model page to download the driver and visit FAQ's for installation instructions.
- If you use a USB cable and Mac OS, only one printer driver for a machine can be registered in **Printer Setup Utility** (Mac OS X 10.4.11) or **Print & Fax** in **System Preferences** (Mac OS X 10.5.x to 10.6.x). If a Brother Laser driver is already listed in the Printer list, you will need to remove it and then install the BR-Script 3 printer driver. For the information about removing the printer driver, see *Removing the Printer driver for Macintosh* on page 133.

Choosing printing options

To control special printing features, choose **Printer Features** from the Print dialog box.

Printer Features

(Mac OS X 10.4.11)

Feature Sets: Set 1

■ **Media Type**

You can change the media type to one of the following:

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Recycled Paper**
- **Label**

■ **Secure Print**

Secure Print allows you to secure documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine. The secured document must have a **Password** and **Job Name**.

■ **Password**

Choose the password for your secured document that you send to the machine from the drop-down box.

■ **Job Name**

Choose the Job name for your secured document that you sent to the machine, from the drop-down list.

■ **Resolution**

You can choose the resolution as follows.

• **300 dpi**

• **600 dpi**

• **HQ 1200**

■ **Toner Save**

You can conserve toner using this feature. When you check **Toner Save**, your prints appear lighter. The default setting is **Off**.

Note

• We do not recommend **Toner Save** for printing photo or gray scale images.

• **Toner Save Mode** is not available for **HQ 1200** resolution.

Feature Sets: Set 2

■ **Halftone Screen Lock**

Stops other applications from modifying the Halftone settings. The Default setting is on.

■ **High Quality Image Printing**

You can increase the quality of image printing. If you set **High Quality Image Printing** to On, the printing speed will be slower.

■ Improve Print Output

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

  If you choose this setting, the paper curl may be reduced.

  If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

  If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

■ Ghost Reduction Setting

If you are using the machine in a high humidity environment this setting may reduce ghosting on the paper. Do not use this setting if the humidity is below 30% or ghosting may increase.

Note

This feature may not reduce ghosting for all types of paper. Before you buy a lot of paper, test a small quantity to make sure that the paper is suitable.

■ Density Adjustment

Increase or decrease the print density.

Note

The **Density Adjustment** is not available when you set the **Resolution** to **HQ 1200**.

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

Feature Sets: General 1

■ **Media Type**

You can change the media type to one of the following:

- **Plain Paper**
- **Thin Paper**
- **Thick Paper**
- **Thicker Paper**
- **Bond Paper**
- **Envelopes**
- **Env. Thick**
- **Env. Thin**
- **Recycled Paper**
- **Label**

■ **Resolution**

You can choose the resolution as follows.

- **300 dpi**
- **600 dpi**
- **HQ 1200**

8

■ **Toner Save**

You can conserve toner using this feature. When you check **Toner Save**, your prints appear lighter. The default setting is **Off**.

Note

- We do not recommend **Toner Save** for printing photo or gray scale images.

- **Toner Save Mode** is not available for **HQ 1200** resolution.

■ **Halftone Screen Lock**

Stops other applications from modifying the Halftone settings. The Default setting is on.

■ **High Quality Image Printing**

You can increase the quality of image printing. If you set **High Quality Image Printing** to On, the printing speed will be slower.

■ **Improve Print Output**

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

    If you choose this setting, the paper curl may be reduced.

    If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

    If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

Feature Sets: General 2

◼ **Ghost Reduction Setting**

If you are using the machine in a high humidity environment this setting may reduce ghosting on the paper. Do not use this setting if the humidity is below 30% or ghosting may increase.

Note

This feature may not reduce ghosting for all types of paper. Before you buy a lot of paper, test a small quantity to make sure that the paper is suitable.

◼ **Density Adjustment**

Increase or decrease the print density.

Note

The **Density Adjustment** is not available when you set the **Resolution** to **HQ 1200**.

Secure Print (Mac OS X 10.5.x to 10.6.x)

Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter the password using the control panel of the machine to print them.

If you want to create a secure print job, click **Secure Print** and check the **Secure Print** box. Enter a password in the **Password** box and click **Print**.

(For more information about Secure Print, See *Secure Key* on page 2.)

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 or paper jam at pre-set update intervals. You can also access the web based management. Before you can use the tool you must choose your machine in the **Model** pop-up menu in ControlCenter2. You can check the device status by clicking the Status Monitor icon in the **DEVICE SETTINGS** tab of ControlCenter2 or by launching Brother Status Monitor follow these steps:

■ For Mac OS X 10.4.11

1. Run the **Printer Setup Utility** (from the **Go** menu, choose **Applications**, **Utilities**), then choose the machine.

2. Click the **Utility**, then Status Monitor will start up.

■ For 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**. Status Monitor will start up.

■ For 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**. 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 [icon] icon. You can set 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 **Brother Status Monitor** icon in the dock or click the **Status Monitor** in the **DEVICE SETTINGS** tab of ControlCenter2.

Quitting the window

Click **Brother Status Monitor** in the menu bar and then choose **Quit Status Monitor** from the pop-up menu.

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*.

Sending a fax (MFC models only)

You can send a fax directly from a Macintosh application.

Note

Fax documents will be sent in Black and White only.

---

a Create a document in a Macintosh application.

b 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)

For more page setup options, click the disclosure triangle beside the Printer pop-up menu.

c Choose **Send Fax** from the pop-up menu.

d Choose **Facsimile** from the **Output** pop-up menu.

5 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 dialog box.

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.

a Click **Address Book**.

b 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** pop-up menu, and then drag a vCard.

③ When you are finished addressing your fax, click **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
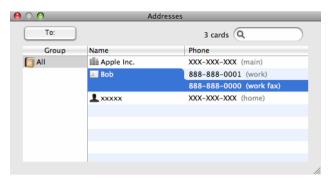
You can address a fax number using the **Addresses** button.

① Click **Addresses**.

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

❸ When you are finished addressing your fax, click **Print**.

Scanning

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) (Not available for DCP-7060D and HL-2280DW) or the Flatbed scanner glass. For more information on loading the documents, see *Loading documents 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** pop-up menu of ControlCenter2.

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**. For each document you scan after this, choose **Acquire Image Data** or **Start**. The menu option that lets you choose the Scanner driver may vary depending on your application.
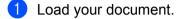
Note

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

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

Scanning a whole page

1 Load your document.
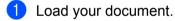
2 Adjust the following settings, if needed, in the Scanner Setup dialog box:
- **Resolution**
- **Scan Type**
- **Document Size**
- **Adjust Image**
  - **Brightness**
  - **Contrast**

3 Click **Start**.
When scanning has finished, the image appears in your graphics application.

Pre-Scanning an image

The **PreScan** button is used to preview and also lets you crop any unwanted areas from the image. When you are satisfied you are scanning the correct area, 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.

d Put the document in the ADF again.

Note

ADF is not available for DCP-7060D and HL-2280DW.

If you put the document on the scanner glass in step ❶, skip this step.

e Adjust the settings for **Resolution**, **Scan Type**, **Brightness** and **Contrast** in the Scanner Setup dialog box as needed.

f Click **Start**.
This time only the chosen area of the document appears in the application window.

g You can refine the image in your editing software.

Settings in the Scanner window

Resolution

You can change the scanning resolution from the **Resolution** pop-up menu. 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.
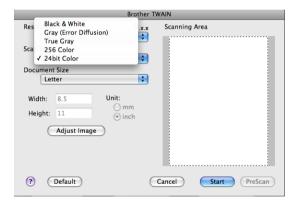
Although using **24bit Color** creates an image with the most accurate color reproduction, the image file size will be about three times larger than a file created using the **256 Color** option. It requires the most memory and has the longest transfer time.

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Document Size

Choose one of the following document sizes:

- A4
- JIS B5
- Letter
- Legal
- A5
- Executive
- Business Card

  To scan business cards, choose the **Business Card** size, and then place the business card face down at the top left of the scanner glass, as indicated by the document guidelines on the machine.

- Photo
- Index Card
- Photo L
- Photo 2L
- Postcard 1
- Postcard 2 (Double)
- 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.

Note

User adjustable from 0.35 x 0.35 in to 8.5 x 14 in or 8.9 x 8.9 mm to 215.9 x 355.6 mm.

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 not available for **256 Color**.

■ **Contrast**

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

Note

The **Contrast** setting is only available if you have set **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 (if you are using a network model) where the Macintosh is connected.

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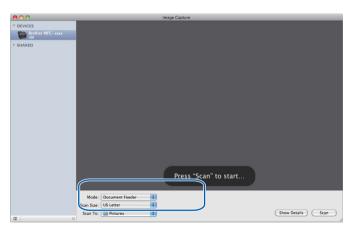
c Select the machine from the list on the left side of the screen.
If you connected the Brother machine and your Macintosh with a USB cable, you will see the machine in the **DEVICES** area. If connected via LAN, you will see it in the **SHARED** area.

d 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**
>
> ADF is not available for DCP-7060D and HL-2280DW
>
> 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**.

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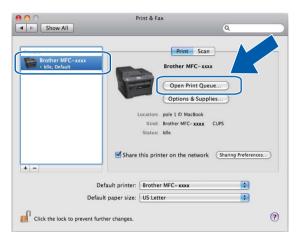
If you already added your Brother machine in the **Print & Fax** section, you can scan directly from there. Please follow the steps below:

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.
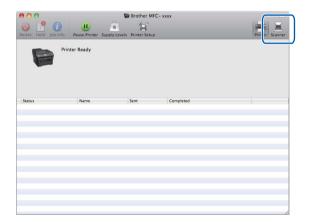
2 Select **System Preferences** from the Apple Menu.

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.

9

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**

ADF is not available for DCP-7060D and HL-2280DW

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**.

9

g 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.

h Click on **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. Presto! PageManager is available as a download from http://nj.newsoft.com.tw/download/brother/PM9SEinstaller_BR_multilang.dmg To install Presto! PageManager, see the *Quick Setup Guide*.

Note

The complete NewSoft Presto! PageManager 9 User's Guide can be viewed from the **Help** menu 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
- CD-ROM drive
- Hard disk drive with at least 400 MB of free disk space for installation

NewSoft Technical Support

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@newsoftinc.com
URL:	http://www.newsoftinc.com/

For Canada

E-mail Address:	contactus@newsoftinc.com (English)

Germany

Company name:	SoftBay GmbH
Postal Address:	Carlstraße 50, D-52531, Übach-Palenberg
Telephone:	0900 1 409640
	(For callers from within Germany, this is not a toll-free call, Callers will be charged at Euro 0.59 per minute)
E-mail Address:	de.nsc@newsoft.eu.com
URL:	http://de.newsoft.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@newsoft.eu.com
URL:	http://uk.newsoft.eu.com/

France

Company name:	5CA
Telephone:	089-965-01-09
	(For callers from within France, this is not a toll-free call, Callers will be charged at € 1.35 + € 0.34 per minute)
E-mail Address:	fr.nsc@newsoft.eu.com
URL:	http://fr.newsoft.eu.com/

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Italy

Company name:	5CA
Telephone:	0899399878
	(For callers from within Italy, this is not a toll-free call, Callers will be charged at Euro 0.80 per minute)
E-mail Address:	it.nsc@newsoft.eu.com
URL:	http://it.newsoft.eu.com/

Spain

Company name:	5CA
Telephone:	0807505598
	(For callers from within Spain only, this is not a toll-free call, Callers will be charged at Euro 0.94 per minute)
E-mail Address:	sp.nsc@newsoft.eu.com

Other countries

E-mail Address:	tech@newsoft.eu.com (English)

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10 ControlCenter2

Note
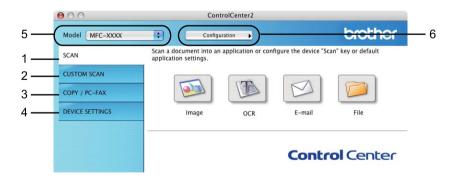
The features available to you in ControlCenter2 may vary depending on the model number of your machine.

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** pop-up menu. (5) You can also open the **Device Selector** window by choosing **Other...** from the **Model** pop-up menu.

6 You can also open the configuration window for each function by clicking the **Configuration** button. (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 **Preferences**.
The ControlCenter2 preference window appears.

2. Uncheck **Start ControlCenter on computer startup**.

3. Click **OK** to close the window.

Note

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

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 have Presto! PageManager installed on your Macintosh. Presto! PageManager is available as a download from http://nj.newsoft.com.tw/download/brother/PM9SEinstaller_BR_multilang.dmg

■ **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** (click each of the ControlCenter buttons while holding down the **control** key and choose **Device Button**) in the configuration menu for each of the **SCAN** buttons. To configure the Software button in ControlCenter2, choose the **Software Button** tab (click each of the ControlCenter buttons while holding down the **control** key and choose **Software Button**) in the configuration menu for each of the **SCAN** buttons.

File types

You can choose from the following list of file types for attachments or for saving to a folder.

Choose from the pop-up menu the type of file you want the scanned images to be saved in.

(For Image, E-mail and File scan)

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

(For OCR scan)

- **Text (*.txt)**
- **Rich Text Format (*.rtf)**
- **HTML (*.htm)**
- **Excel 97 (*.xls)**

📝 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 **control** key and choose **Software 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.

Change the other settings, if needed.

To change the destination application, choose the destination application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button.

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 pop-up menu.

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.
• **Secure PDF** is available for Mac OS X 10.4.x or greater.

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 **control** key and choose **Software Button**.

To change the word processing application, choose the destination word processing application from the **Target Application** pop-up menu. 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.

Note

The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

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 **control** key and choose **Software Button**.

To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** pop-up menu. You can add an application to the lists by clicking the **Add** button [1]. To delete an application, click the **Delete** button.

[1]   When you first start ControlCenter2 a default list of compatible E-mail applications will appear in the pop-up menu. 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.

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File

The **Scan to File** feature 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 **control** key and choose **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** pop-up menu. You can save the file to the default folder, or choose your preferred folder by clicking the **Browse** button.

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.

Note

For supported file types, see *File types* on page 169.

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 **control** 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 install Presto! PageManager for this feature. Presto! PageManager is available as a download from http://nj.newsoft.com.tw/download/brother/PM9SEinstaller_BR_multilang.dmg

■ **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.

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File types

You can choose from the following list of file types for attachments or for saving to a folder.

Choose from the pop-up menu the type of file you want the scanned images to be saved in.

(For Image, E-mail and File scan)

■ **Windows Bitmap (*.bmp)**

■ **JPEG (*.jpg)**

■ **TIFF (*.tif)**

■ **TIFF Multi-Page (*.tif)**

■ **Portable Network Graphics (*.png)**

■ **PDF (*.pdf)**

■ **Secure PDF (*.pdf)**

(For OCR scan)

■ **Text (*.txt)**

■ **Rich Text Format (*.rtf)**

■ **HTML (*.htm)**

■ **Excel 97 (*.xls)**

📝 **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 **control** 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.

10

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.

📝 **Note**

The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

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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** pop-up menu. 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 and enter the file name if you want to change it.

If you want to specify the destination of the scanned image, check **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.

10

COPY / PC-FAX (MFC models only)

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. (MFC models only)

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 **control** key.

Enter a name in **Name for Copy** (up to 30 characters).

Choose the **Copy Ratio**, **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, select the **Printer**. Then choose your print settings from the **Presets** pop-up menu, then click **OK** to close the dialog box. By clicking the configured copy button, the print settings opens.

■ (Mac OS X 10.4.11)

To copy, choose **Copies & Pages** from the pop-up menu.

To fax, choose **Send Fax** from the pop-up menu. (See *Sending a fax (MFC models only)* on page 144.)

■ (Mac OS X 10.5.x to 10.6.x)

For more options click the disclosure triangle beside the Printer pop-up menu.

To copy, click the **Print** button.

To fax, click the disclosure triangle beside the Printer pop-up menu and then choose **Send Fax** from the pop-up menu. (See *Sending a fax (MFC models only)* on page 144.)

10

DEVICE SETTINGS

You can configure or check the machine settings.

■ **Remote Setup** (MFC models only)
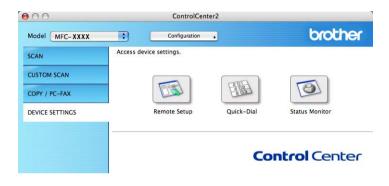
Lets you open the Remote Setup Program. (See *Remote Setup* on page 187.)

■ **Quick-Dial** (MFC models only)

Lets you open the Set Quick-Dial window of Remote Setup. (See *Remote Setup* on page 187.)

■ **Status Monitor**

Allows you to open the Status Monitor Utility.

Remote Setup (MFC models only)

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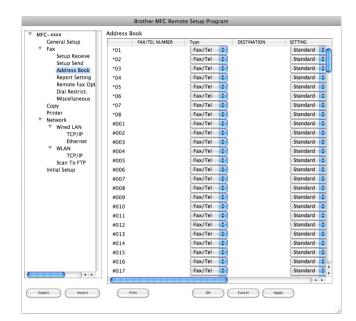
Note

For details, see *Remote Setup* on page 187.

Quick-Dial (MFC models only)

The **Quick-Dial** button lets you open the **Address Book** window in the Remote Setup Program, so you can easily register or change the Quick-Dial numbers on your Macintosh.

Status Monitor

The **Status Monitor** button allows you to monitor the status of one devices, allowing you to get immediate notification of errors such as a paper jam. (See *Status Monitor* on page 142.)

11 **Remote Setup**

Remote Setup (MFC models only)

The **Remote Setup** application lets you configure many machine and network 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 **Remote Setup** 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

- You can use the **Export** and **Import** buttons 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.)

- If the Secure Function Lock is set to on, you cannot use Remote Setup.

Section IV

Using The Scan key

12 Scanning (For USB cable users)

Using the Scan key

📝 **Note**

If you use the SCAN key when connected to a network, see *Network Scanning* on page 195.

You can use ⬦ (**SCAN**) on the control panel to scan documents into your word processing, graphics or E-mail applications or a folder on your computer.

Before you can use ⬦ (**SCAN**) on the control panel, you have to install the Brother MFL-Pro 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 ControlCenter4 or ControlCenter2 are installed. Scanning from the ⬦ (**SCAN**) button follows the configuration of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of ControlCenter2. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.) For details about how to configure the scan settings of ControlCenter4 or ControlCenter2 buttons and to launch the application of your choice using ⬦ (**SCAN**), see *ControlCenter4* on page 61 or *ControlCenter2* on page 166.

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 PC.
   Press **OK**.

4. Press ▲ or ▼ to choose E-mail.
   Press **OK**.

5. Press **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.
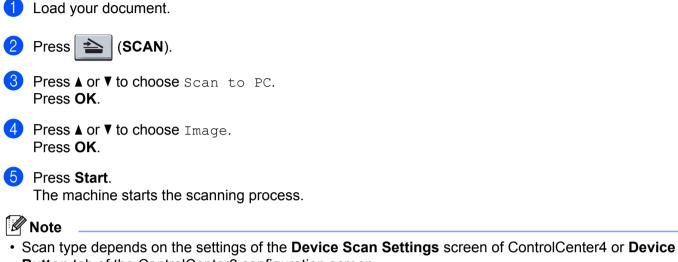
Note

• Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

• If you want to change between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.)

• If you want to change the default file size for JPEG, PDF or Secure PDF, choose your preferred rate by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

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Scan to Image

You can scan either a black and white or color document into your graphics application for viewing and editing.

1 Load your document.

2 Press ⟨SCAN⟩ (**SCAN**).

3 Press ▲ or ▼ to choose Scan to PC.
Press **OK**.

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

5 Press **Start**.
The machine starts the scanning process.

Note
- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

- If you want to change between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.)

- If you want to change the default file size for JPEG, PDF or Secure PDF, choose your preferred rate by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

12

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.

1️⃣ Load your document.

2️⃣ Press ⬆ (**SCAN**).

3️⃣ Press ▲ or ▼ to choose Scan to PC.
Press **OK**.

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

5️⃣ Press **Start**.
The machine starts the scanning process.

📝 **Note**

Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

(Windows®)

■ If you want to change between color or black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4. (See *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**.)

■ ScanSoft™ PaperPort™ must be installed on your PC.

(Macintosh)

■ You must have Presto! PageManager installed on your Macintosh for the OCR feature to work from the **SCAN** key or ControlCenter2. (See *Using Presto! PageManager* on page 163.)

■ The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

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Scan to File

You can scan a black and white or a color document into your computer and save it as a file in a folder of your choice. The file type and specific folder are based on the settings you have chosen in the **Device Scan Settings** screen of ControlCenter4 or **Scan to File** screen of ControlCenter2. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.)

1 Load your document.

2 Press ⟱ (**SCAN**).

3 Press ▲ or ▼ to choose Scan to PC.
Press **OK**.

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

5 Press **Start**.
The machine starts the scanning process.

Note

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

- If you want to change between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.)

- If you would like to display the folder window after scanning the document, select **Show Folder** on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

- If you would like to change the file name of scanned documents, enter the file name in the **File Name** section on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

- If you want to change the default file size for JPEG, PDF or Secure PDF, choose your preferred rate by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

13

Network Scanning

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 *Printing the Network Configuration List* in the *Network User's Guide*) or by using the BRAdmin Professional 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.

- **<For Windows®>** 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. (See *Before using the Brother software* on page 110.)

Before using Network Scanning

Network license (Windows®)
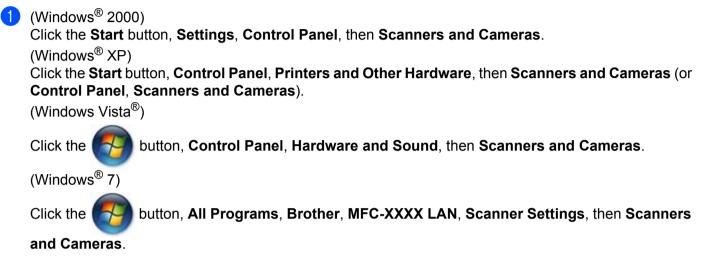
This product includes a PC license for up to 5 Users.
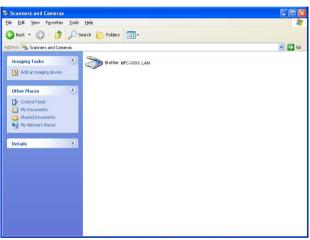
This license supports the installation of the MFL-Pro Software Suite including ScanSoft™ PaperPort™ 12SE or ScanSoft™ PaperPort™ 11SE on up to 5 PCs on the network.

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 or Brother customer service.

Configuring Network Scanning (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 LAN**, **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) When the **User Account Control** screen appears, do the following.

- (Windows Vista®) For users who have administrator rights: Click **Continue**.

  (Windows® 7) For users who have administrator rights: Click **Yes**.

- (Windows Vista®) For users who do not have administrator rights: Enter the administrator password and click **OK**.

  (Windows® 7) For users who do not have administrator rights: Enter the administrator password and click **Yes**.

c Click the **Network Setting** tab and choose the appropriate connection method.
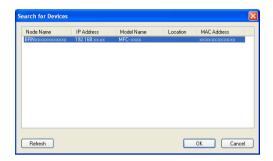
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Specify your machine by address

Enter the IP address of the machine in **IP Address**, and then click **Apply**.

Specify your machine by name

Enter the machine node name in **Node Name**, or click **Browse** and choose the device you want to use and then click **OK**.

d Click the **Scan To Button** tab and enter your PC name in the **Display Name (Max 15 characters)** 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 (Max. 15 characters).

e 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 page 200.)

Configuring Network Scanning (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.

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 166.

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 available machines. Click **Browse** to show the list.

3 Click **OK**.

Note

• To use 'Scan To' button 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 computer. (See *Using the Scan key* on page 200.)

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Using the Scan key

You can use [SCAN] (**SCAN**) on the control panel to scan documents into your word processing, graphics or E-mail applications or a folder on your computer.

Before you can use [SCAN] (**SCAN**) on the control panel, you have to install the Brother MFL-Pro 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 ControlCenter4 or ControlCenter2 are installed. Scanning from the [SCAN] (**SCAN**) button follows the configuration of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of ControlCenter2. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.) For details about how to configure the scan settings of ControlCenter4 or ControlCenter2 buttons and to launch the application of your choice using [SCAN] (**SCAN**), see *ControlCenter4* on page 61 or *ControlCenter2* on page 166.

Scan to E-mail

When you choose Scan to E-mail (PC) your document will be scanned and sent directly to the computer you designated on your network. ControlCenter4 or ControlCenter2 will activate 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 attachment.

1 Load your document.

2 Press [SCAN] (**SCAN**).

3 Press ▲ or ▼ to choose Scan to PC.
Press **OK**.

4 Press ▲ or ▼ to choose E-mail.
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 **Start**.
The machine starts the scanning process.

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> **Note**
>
> • Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.
>
> • If you want to change between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.)
>
> • If you want to change the default file size, choose your preferred rate by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

Scan to E-mail (E-mail Server) (For MFC-7365DN, MFC-7460DN and MFC-7860DW)

MFC-7365DN, MFC-7460DN and MFC-7860DW can be assigned 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, please 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, Secure PDF or TIFF for black and white and PDF, Secure PDF, XPS or JPEG for color.

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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. ControlCenter4 or ControlCenter2 will activate the default graphics application on the designated computer.

1. Load your document.

2. Press ⬛ (**SCAN**).

3. Press ▲ or ▼ to choose Scan to PC.
   Press **OK**.

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

5. 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**.

6. Press **Start**.
   The machine starts the scanning process.

Note

• Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

• If you want to change between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.)

• If you want to change the default file size, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.
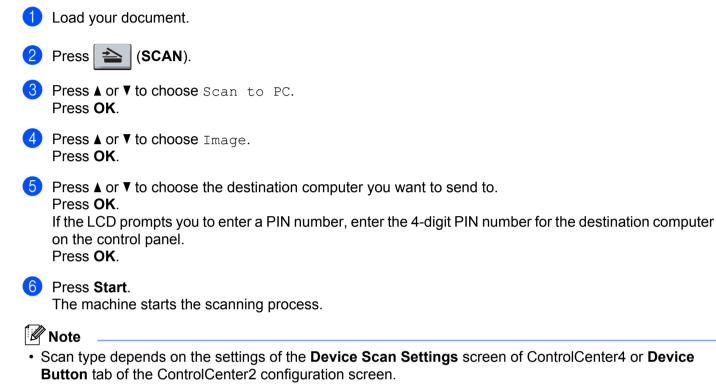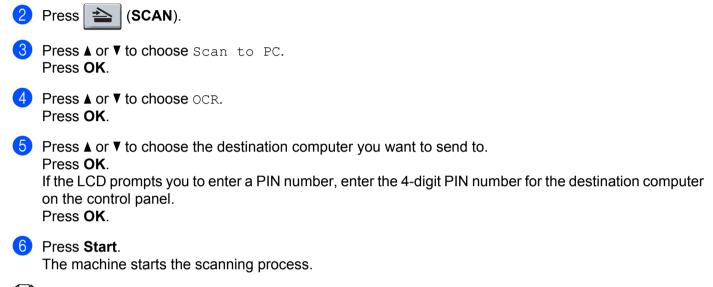
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Scan to OCR

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 PC.
Press **OK**.

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

5 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**.

6 Press **Start**.
The machine starts the scanning process.

Note

Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

(Windows®)

■ If you want to change between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4. (See *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**.)

■ ScanSoft™ PaperPort™ must be installed on your PC.

(Macintosh)

■ You must have Presto! PageManager installed on your Macintosh for the OCR feature to work from the **SCAN** key or ControlCenter2. (See *Using Presto! PageManager* on page 163.)

■ The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

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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 the **Device Scan Settings** screen of ControlCenter4 or **Scan to File** screen of ControlCenter2.

You can change the Scan configuration. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.)

1. Load your document.

2. Press ⇒ (**SCAN**).

3. Press ▲ or ▼ to choose Scan to PC.
   Press **OK**.

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

5. 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**.

6. Press **Start**.
   The machine starts the scanning process.

Note

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

- If you want to change between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan button settings* on page 71 for **Home Mode** or *Configuring Scan button settings* on page 84 for **Advanced Mode**. For Macintosh, see *SCAN* on page 168.)

- If you would like to change the file name of scanned documents, enter the file name in the **File Name** section on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

- If you want to change the default file size, choose your preferred rate by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

Scan to FTP (For MFC-7365DN, MFC-7460DN and MFC-7860DW)

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

- 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 then you can configure or change the settings in **FTP Scan Profile** in **Administrator Settings**. You can configure up to ten FTP server profiles and you can choose what profile numbers (1 to 10) to use for Scan to FTP settings in **FTP Scan Settings**.

Note

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 seven preset file names you can store two user defined file names that can be used for creating an FTP Server Profile.

Choose **FTP Scan Settings** 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.

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📝Note

Using certain characters or symbols in a file name may cause a problem accessing the file. We recommend to only use combinations of the following characters in a file name.

1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

! # $ % & ' ( ) - , @ ^ _ ' { } ˜

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 Press **Submit**.

② Choose the Profile you want to configure in **FTP Scan 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 60 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).

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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, Estimate098765.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**, **Color 200**, **Color 300**, **Color 600**, **B&W 200**, **B&W 200x100**, **Gray 100**, **Gray 200**, **Gray 300** or **User Select**.

⑩ Choose the file type for the document from the drop-down list. You can choose **PDF**, **Secure PDF**, **XPS**, **JPEG** or **User Select** for color or gray scale scale documents and **PDF**, **Secure PDF**, **TIFF** or **User Select** for B/W documents.

> **Note**
>
> • ADF is not available for DCP-7060D and HL-2280DW
>
> • If you choose **Secure PDF**, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.

⑪ If you choose color or Gray in the scan quality, choose the file size for the document from the drop-down list. You can choose **Large**, **Middle** or **Small**.

> **Note**
>
> If you choose **User Select** in the scan quality, file type or file size, you must choose those settings from the machine's control panel.

Scan to FTP using FTP Server Profiles

① Load your document.

② Press [SCAN] (**SCAN**).

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 step ⑨.
- If the Scan to FTP profile is not complete, for instance, 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 dpi, Color 200 dpi, Color 300 dpi, Color 600 dpi, Gray 100 dpi, Gray 200 dpi or Gray 300 dpi. Press **OK** and go to step ⑥.
- Press ▲ or ▼ to choose B&W 200 dpi or B&W 200x100 dpi. Press **OK** and go to step ⑦.

⑥ Press ▲ or ▼ to choose PDF, Secure PDF, JPEG or XPS.
Press **OK**, and go to step ⑧.

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7 Press ▲ or ▼ to choose PDF, Secure PDF or TIFF. Press **OK**, and go to step **9**.

Note

If you choose Secure PDF, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning.

8 Press ▲ or ▼ to choose Small, Middle or Large.
Press **OK** and go to step **9**.

9 Do one of the following:

■ If you want to start scanning, press **Start** and go to step **12**.

■ If you want to change the file name, go to step **10**.

10 Press ▲ or ▼ to choose a file name you want to use and press **OK**. Press **Start** and go to step **12**.

Note

If you want to change the file name manually, go to step **11**.

11 Press ▲ or ▼ to choose <Manual>. Press **OK**.
Enter the file name you want to use (up to 15 characters) and press **OK**.
Press **Start**.

12 The LCD shows Connecting. When the connection to the FTP server is successful the machine starts the scanning process.

Note

Scan type depends on the settings in Web Based Management.

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A Index

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