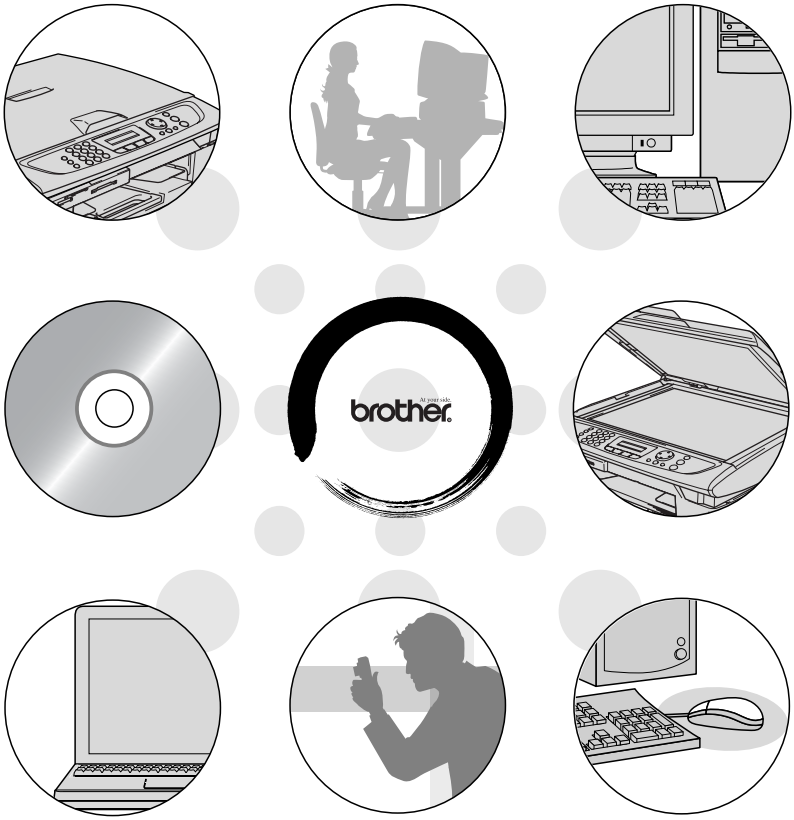
SOFTWARE USER'S GUIDE



brother
At your side.

Version D

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* Windows® XP in this user's guide represents Windows XP Professional and Windows XP Home Edition.

1 Using the machine as a printer

(For Windows®)

Using the Brother printer driver

A Printer Driver is software that translates data from the format used by a computer into the format required 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 first by following the Quick Setup Guide. Also, the latest printer driver can be downloaded from the Brother Solutions Center at:

http://solutions.brother.com

Features

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

Fast Printing Speed—Using Fast mode, you can print up to 15 pages per minute in full colour, and up to 20 pages per minute in black.

Brilliant High Quality Output—Printing at up to 1200 x 6000 dpi on glossy paper gives you highest resolution. (See *Resolution* in Specifications of the User's Guide.) You can use 2 in 1, Watermark (Windows® Only) printing, Colour Enhancement technology and other features to get high quality printouts.

Low Running Cost—Whenever you run out of a particular colour ink, you will only have to replace the cartridge that's empty.

USB—Universal Serial Bus Interface provides fast communication with your computer.

Ethernet—Ethernet Interface provides shared communications with multiple computers connected on a network.

Network Standard models only.

Choosing the right type of paper

To get high quality printing using your machine, it is very important to select the right type of paper. Be sure to read *About paper* in the User's Guide before you select and purchase paper for the machine.

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.

1. From your computer select the Print command.

   If your computer is also connected to any other printers, select **Brother MFC-XXXX USB Printer** (Where XXXX is your model name) as your printer driver from the Print or Print Settings menu in your software application, and then click on OK to begin printing. (Windows® only)

For Macintosh® users, see *Using the Brother printer driver with your Apple® Macintosh® (Mac OS® X)* on page 8-4.

2. Your computer sends the data to the machine.

   The LCD shows `Receiving Data`.

3. When the machine finishes printing all the data, the LCD shows the date and time.

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

If your application software does not support your custom paper size, select the next larger paper size.

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

Simultaneous 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 PC printing.

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

Clearing data from the memory

If the LCD shows `Data Remains`, you can clear the data that is left in the printer memory by pressing **Stop/Exit**.

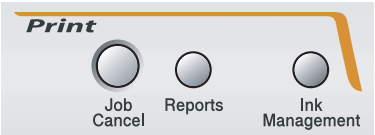
Checking the Print Quality

If you want to check the print quality and find out how to improve it, see *How to improve print quality* in the User's Guide.

Printer operation key

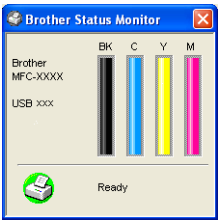
Job Cancel (MFC-5440CN only)

You can stop the current print job and clear the data from memory.



Status Monitor (Windows® only)

The Status Monitor utility is a configurable software tool that allows you to monitor the status of one or more devices, allowing you to get immediate notification of errors such as paper empty, paper jam or ink empty.



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

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

Watching the machine's status

Once you start up your computer, the resident icon will appear on the task bar.

Green icon means the normal stand-by condition.

Yellow icon means the warning.

Red icon means a printing error has occured.

There are three ways to display the status monitor on your computer—in the task bar, in the task tray or on the desktop.

How to turn off the status monitor

If you want to switch off the status monitor application, perform the following steps.

1. Right-click on the status monitor icon or window and select **Load on Startup** in the menu.
2. Set this function to Off and close the window from Exit.

Even if the status monitor is off, you can see the machine's status anytime by clicking the **Status Monitor** from the Start menu on your computer. You can switch the status monitor On by opening the menu window when displaying the status.

Printer driver settings (Windows® only)

For Macintosh® users, see *Using the Brother printer driver with your Apple® Macintosh® (Mac OS® X)* on page 8-4.

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

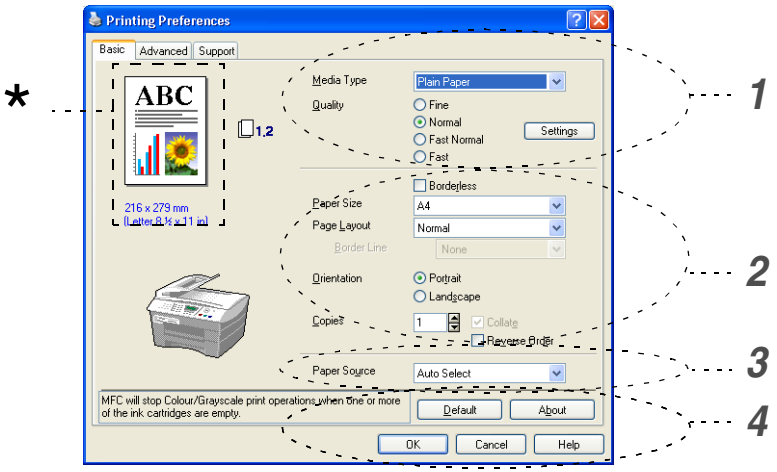
- **Media Type/Quality** (Speed)
- **Page Layout**
- **Colour Matching/Halftone**
- **Colour Enhancement**
- **Scaling**
- **Watermark**
- **Print Date & Time**
- **Quick Print Setup**

How to access the printer driver settings

1. Select **Print** from the **File** menu in your application software.
2. Select **Brother MFC-XXXX USB Printer** (Where XXXX is your model name) and click **Properties**. The Printer dialog box will appear.

- The way you access the printer driver settings depends on your operating system and software applications.
- The screens shown in this section are from Windows® XP. The screens on your computer may vary depending on your Windows® operating system.

Basic tab



1. Select the **Media Type** and **Quality**.
2. Select the **Paper Size**, **Page Layout**, **Border Line** (if any), **Orientation**, number of **Copies** and the page order.
3. Select the **Paper Source**. (MFC-5840CN only)
4. Click the **OK** button to apply your selected settings.

   To return to the default settings, click the **Default** button, then click the **OK** button.

*****This area shows the current settings of **Quality**, **Paper Size**, **Page Layout**, **Orientation**, **Collate/Reverse Order** and **Colour/Grayscale**.

Media Type

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

Plain Paper

Inkjet Paper

Glossy Paper

Transparencies

Slow Drying Paper

Select Slow Drying Paper when printing with the type of plain paper on which the ink dries very slowly. This setting may cause some slight blurring of the text.

Quality

The quality selection allows you to choose the print resolution you want for your document. Print quality and speed are related. The higher the quality, the longer it will take to print the document. The quality selections that are available will vary depending on the media type you select.

- **Highest:** Up to 1200 x 6000 dpi. (See *Resolution* in Specifications of the User's Guide.) Use this mode to print precise images such as photographs. This is the highest resolution and slowest speed.
- **Photo:** 1200 x 2400 dpi. This mode is suitable for printing photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.
- **Fine:** 1200 x 1200 dpi. Better print quality than **Normal** mode and faster print speed than **Photo**.
- **Enhance Normal Printing:** 750 x 750 dpi. With the **Settings** button, you can choose this mode only when you have selected Plain Paper or Transparencies.
- **Normal:** 600 x 600 dpi. Good print quality with typical print speed.

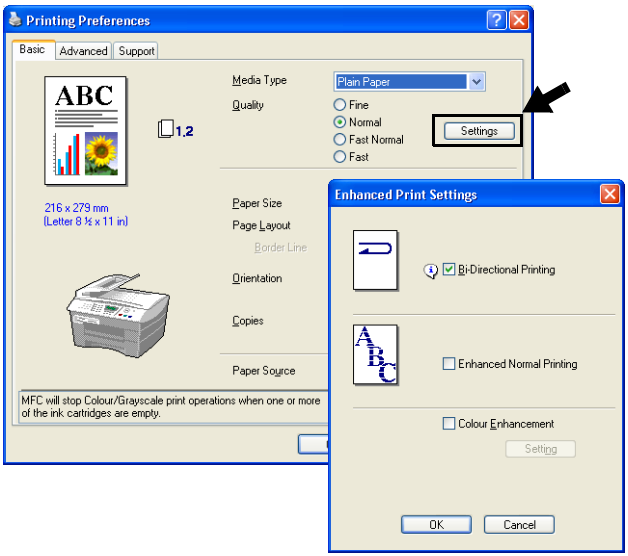
- **Fast Normal:** 600 x 300 dpi. Better print quality than **Fast** mode and faster print speed than **Normal**.
- **Fast:** 600 x 150 dpi. The fastest print mode and the lowest ink consumption. Use this mode to print large volume documents or a document for proofing.

Media Type	Colour/Grayscale	Print Quality Selection
Plain Paper	Colour/Grayscale	*Fast, Fast Normal,* ***Normal****, Fine*
Inkjet Paper	Colour/Grayscale	***Fine****, Photo*
Glossy Paper	Colour/Grayscale	*Fine,* ***Photo****, Highest*
Transparencies	Colour/Grayscale	***Normal****, Fine*
Slow Drying Paper	Colour/Grayscale	*Fast, Fast Normal,* ***Normal****, Fine*

The factory settings are shown in bold.

Enhanced Print Settings

You have options for enhanced print settings from the **Settings** button.



Bi-Directional Printing

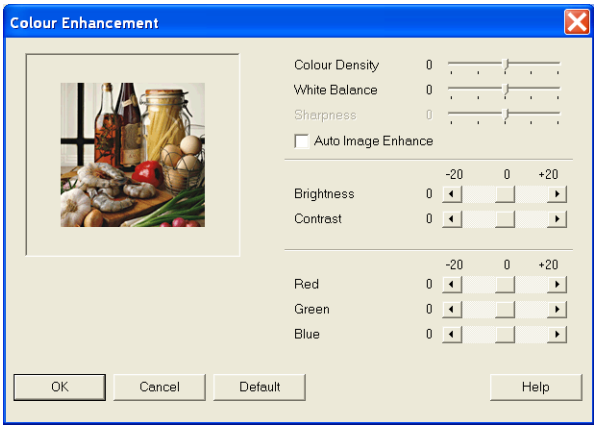
When **Bi-Directional Printing** is selected, the print heads print in both directions and offer faster print speeds. When not selected, the print heads will only print in one direction to provide higher quality printouts.

Enhanced Normal Printing

Use this mode if fine horizontal bands appear on the paper. This prints at an increased resolution which helps to avoid banding on some types of paper. Overall print quality is improved, but print speed is slightly slower than in Normal mode. You can use this mode only when printing on Plain Paper, Slow Drying Paper or Transparencies.

Colour Enhancement

This feature analyzes your image to improve quality sharpness, white balance and colour density. This process may take several minutes depending on the size of the image and the specifications of your computer.



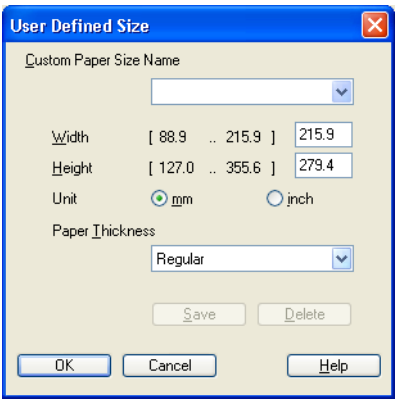
- **Colour Density**
  This setting adjusts the total amount of colour in the image. You can increase or decrease the amount of colour in an image to improve a washed out or weak picture.

- **White Balance**
  This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. By using this adjustment you can correct this effect and bring the white areas back to pure white.
- **Sharpness**
  This setting enhances the detail of an image. It is similar to adjusting the fine focus on a camera. If the image is not in true focus and you cannot see the fine details of the picture, then adjust the sharpness.
- **Auto Image Enhance**
  Allows individual adjustment of picture settings to improve the printed image and analyzes data from surrounding or neighboring pixels in the document.
- **Brightness**
  This setting adjusts the brightness of the whole image. To lighten or darken the image, move the scroll bar to the left or right.
- **Contrast**
  This setting adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.
- **Red**
  Increases the intensity of the **Red** colour to make the image redder.
- **Green**
  Increase the intensity of the **Green** colour to make the image greener.
- **Blue**
  Increase the intensity of the **Blue** colour to make the image bluer.

Paper Size

The **Paper Size** selection provides a large selection of standard paper sizes. If you wish, you can create a custom size ranging from 88.9 x 127.0 mm to 215.9 x 355.6 mm. Also you can select borderless setting for specific papers. From the drop-down box, select the **Paper Size** you are using.

You can enter a custom size by selecting *User Defined*. Select the correct paper thickness to improve the quality of your output.



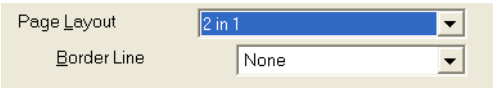
Page Layout

The **Page Layout** 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.

If you are using Windows® 98/98SE/Me, the 4 in 1 layout is not available.

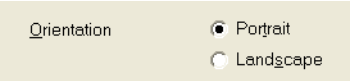
Border Line

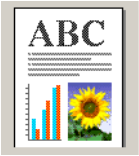
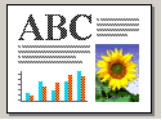
When printing multiple pages on one sheet with the **Page Layout** feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.



Orientation

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



Portrait (Vertical)	**Landscape** (Horizontal)
	

Copies

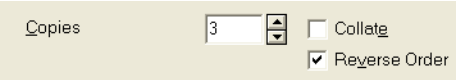
The **Copies** selection sets the number of copies that will be printed (1 to 999).

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.

Reverse Order

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

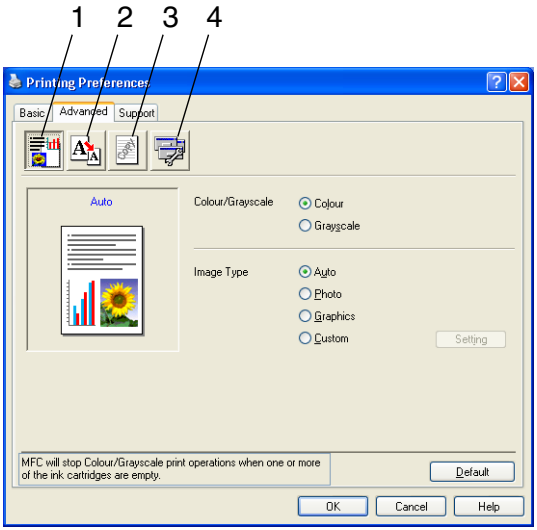


Paper Tray (MFC-5840CN only)

The **Paper Tray** selection sets the paper tray from which the machine will feed the paper when printing. **Auto** allows the printer driver to select automatically a suitable tray for **Paper Size** setting.

You can only use plain paper sizes Letter, Legal or A4 in Tray#2.

Advanced tab



To return to the default settings, click the **Default** button.

Change the tab settings by selecting one of the following icons:

1. Colour
2. Scaling
3. Watermark
4. Device Options

Colour

Colour/Grayscale

This selection allows a colour document to be printed in black and white using gray scale.

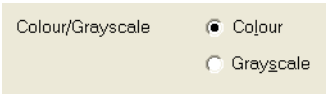
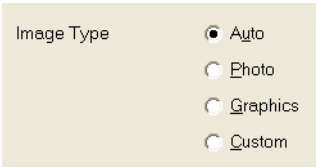


Image Type

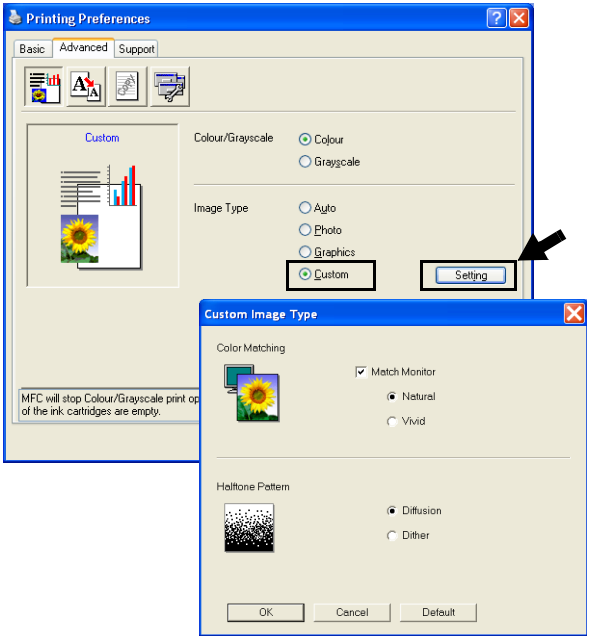
The printer driver will select the most suitable colour matching and half tone method, depending on your image type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

- **Auto:** The printer driver automatically selects the image type.
- **Photo:** Select this mode for photographic images.
- **Graphics:** Select this mode for documents that contain text or business graphics (charts or clip art).
- **Custom:** If you want to select the colour matching and halftone method, select this mode.



Custom Image Type

You can select the colour matching method manually. Select the best one for your document.



Match Monitor
Colour is adjusted to get the closest colour match to the PC monitor.

- **Natural:** Suitable for photographic images. The colour is adjusted to print a more natural colour.
- **Vivid:** Suitable for business graphics such as charts, graphics and text. The colour is adjusted to give more vivid colour.

Halftone Pattern

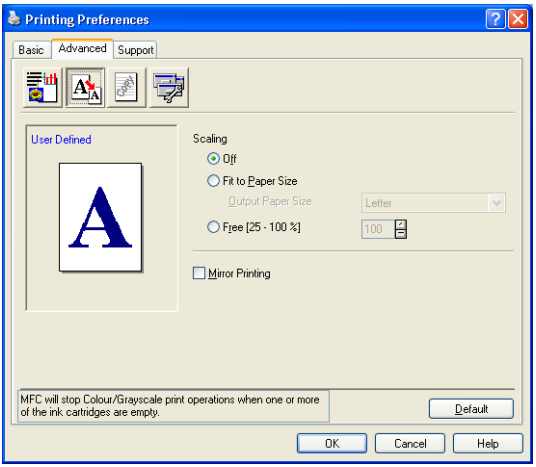
The machine can use two methods (**Diffusion** or **Dither**) to arrange where to place dots to express halftones. There are some predefined patterns set for this and you can select which one to use for your document. Select the appropriate method.

- **Diffusion:** Dots are placed at random to create the halftones. This method of printing is more suitable for printing photographs that have delicate shades and graphics.
- **Dither:** Dots are arranged in a pre-defined pattern to make halftones. This type of printing is more suitable to printing graphics that have definite colour boundaries or for printing charts such as business charts.

Some halftone settings cannot be selected with certain combinations of **Media Type** and **Quality** selections.

Scaling

You can change the print size of your document with the **Scaling** feature.



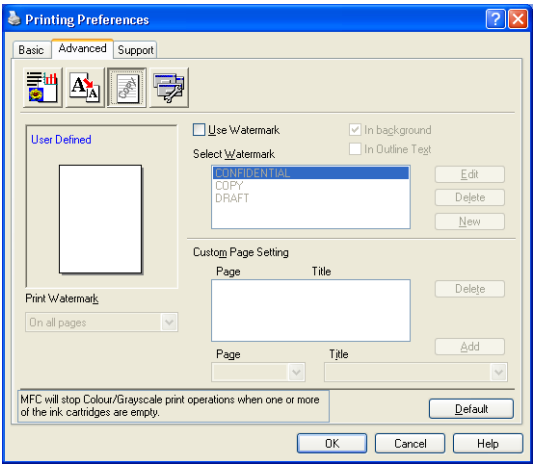
- Check **Off** if you want to print the document as it appears on your screen.
- Check **Fit to Paper Size**, if your document has an unusual size, or if you have only the standard size paper.
- Check **Free** if you want to reduce the size.
- Check **Mirror Print** to reverse the data from left to right.

Mirror Print is not available when you select Transparency paper.

Watermark

You can place a logo or text into your document as a Watermark. You can select one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.



In background

Check **In background** to print the watermark 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 (Windows® 2000 Professional/XP Only)

Check **In Outline Text** if you only want to print an outline of the watermark.

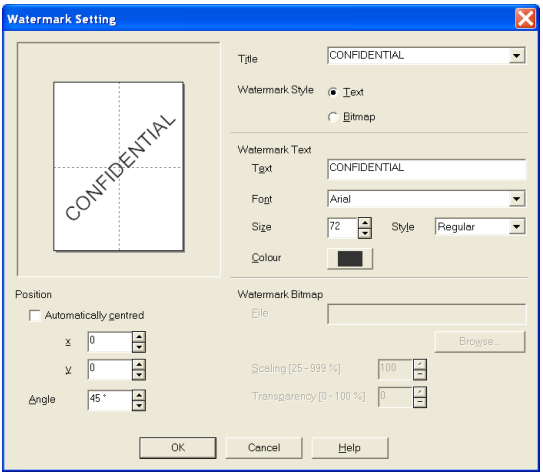
Print Watermark

The **Print Watermark** feature offers the following print choices:

- *On all pages*
- *On first page only*
- *From second page*
- *Custom*

Watermark Style

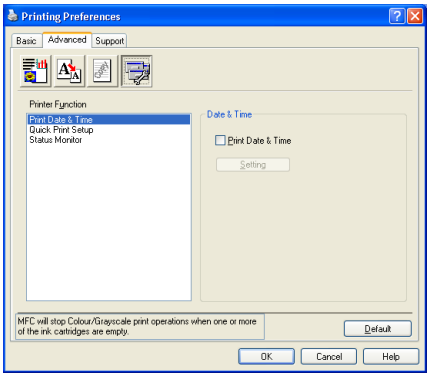
You can change the Watermark's size and position on the page by selecting the Watermark, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.



- **Title**
  You can select the CONFIDENTIAL, COPY or DRAFT as the standard title or enter a title you like in the field.
- **Watermark Text**
  Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Colour** and **Style**.
- **Watermark Bitmap**
  Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. 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.

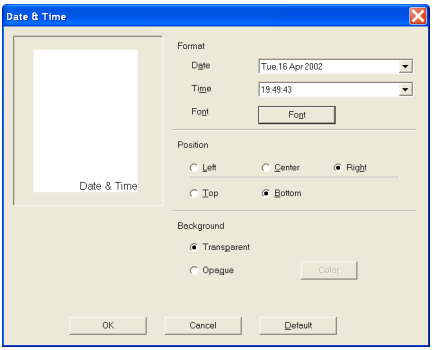
Device Options

Lets you set the following Printer Functions:



Print Date & Time

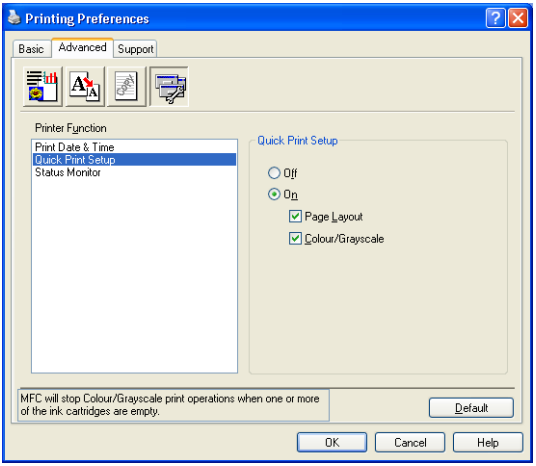
When enabled the **Print Date & Time** feature, it will print the date and time on your document from your computer's system clock.



Click the **Setting** button to change the **Date**, **Time**, the **Position** and the **Font**. To include a background with the **Date** and **Time**, select **Opaque**. When **Opaque** is selected, you can click on the **Colour** button to change the colour of the **Date** and **Time** background.

The **Date** and **Time** in the selection box shows the format that will be printed. The actual **Date** and **Time** printed on your document is automatically retrieved from the settings of your computer.

Quick Print Setup



The **Quick Print Setup** feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray icon. This feature can be set to **On** or **Off** from the **Device Options**.

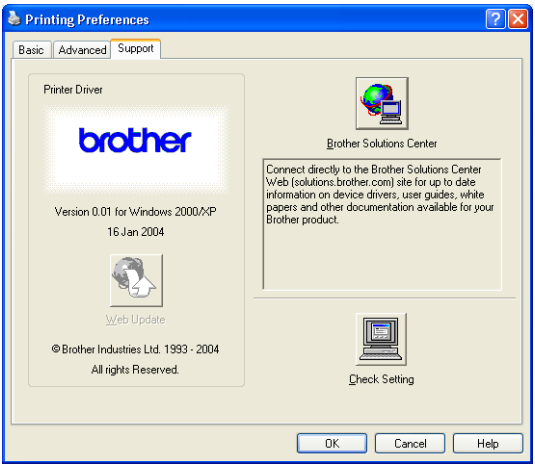
Status Monitor

This reports the ink volume and the printer status (any error that may happen with the printer) when printing. The default setting for the Status Monitor is on. If you would like to turn the Status Monitor off, go to the **Advanced** tab, select **Device options** and then select **Status monitor**.

Support tab

The **Support** Tab provides driver version and setting information. In addition there are links to the **Brother Solutions Center** and the Driver Update Web sites.

Click the **Support** tab to display the following screen:



Brother Solutions Center

The **Brother Solutions Center** is a Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, Driver Updates and Tips for using your machine.

Web Update

Web Update checks the Brother web site for updated drivers, and automatically downloads and updates the printer driver on your computer.

Check Setting

The **Check Setting** selection displays a list of your current driver settings.

2 How to scan using Windows®

The scanning operations and drivers will be different depending on your operating system.

For Windows® XP

The machine uses Windows® Imaging Acquisition (WIA) for scanning documents. (See *Scanning a document (For Windows® XP only)* on page 2-2.)

In addition to the WIA driver there is also a TWAIN compliant scanner driver installed. If you want to use it, you can switch TWAIN On from the icon **Enable/Disable TWAIN for advances user** located in the **Start**/**All Programs**/**Brother**/**MFL-Pro Suite MFC-XXXX** in your computer. (See *TWAIN compliant* on page 2-10.)

For Windows® 98/98SE/Me and 2000 Professional

The machine uses a TWAIN Compliant driver for scanning documents from your applications. (See *Scanning a document* on page 2-10.)

For Macintosh®

Go to *Scanning from a Macintosh® (not available for Mac OS® 8.6)* on page 8-14.

For ScanSoft®, PaperPort® and OmniPage® OCR
Go to *Using ScanSoft® PaperPort® 9.0SE and OmniPage® OCR* on page 2-28.

Scanning a document (For Windows® XP only)

WIA compliant

Windows® XP uses Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort® viewer that Brother included with your machine or you can scan images directly into any other software application that supports WIA or TWAIN scanning.

How to access the scanner

1. Open your software application to scan the document.

The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 9.0SE. The steps for scanning from another application may vary.

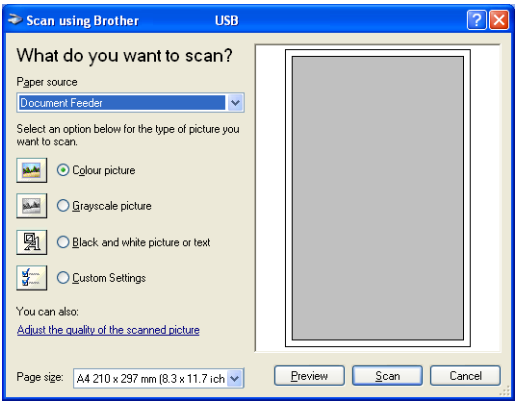
2. Select **Scan** from the **File** drop-down menu or click the **Scan** button.

   The Scan panel appears on the left of the screen.

3. Select the scanner you are using from the **Scanner** drop-down list box.

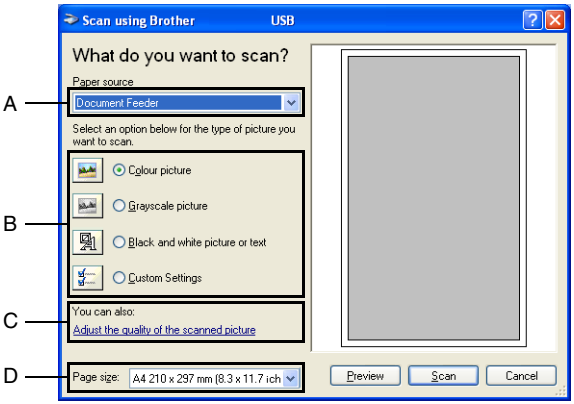
4. Click **Scan**.

   The Scan dialog box will appear:

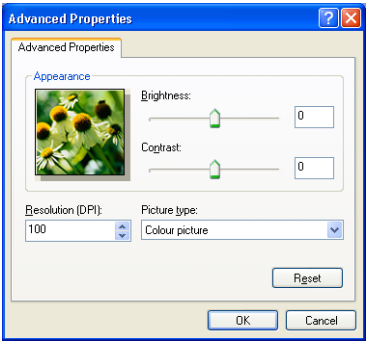


Scanning a document into the PC (MFC-3240C and MFC-3340CN only)

1. Load your document.



2. Select the picture type (B).
3. Select the **Paper size** from the drop-down list box (D).
4. If you require advanced settings, click on **Adjust the quality of the scanned picture** (C). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.



5. To start scanning your document, click the **Scan** button in the Scan dialog box.

- The scanner resolution you can select is up to 1200 dpi.
- For resolutions greater than 1200 dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 2-9.)
- You cannot select the Paper source (A) other than Document Feeder.

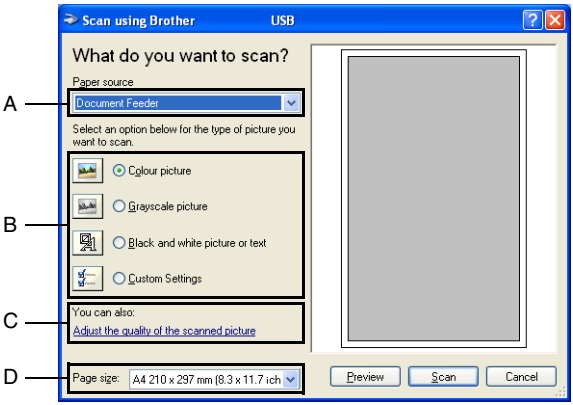
Scanning a document into the PC (not available for MFC-3240C and MFC-3340CN)

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

If you would like to scan and then crop a portion of the page after pre-scanning the document, you will need to use the scanner glass (Flatbed). (See *Pre-Scanning to crop a portion you want to scan* on page 2-13.)

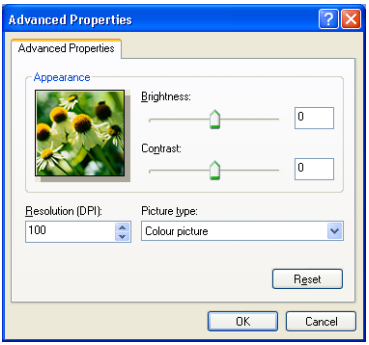
Scanning a document using the ADF

1. Load your document.



2. Select the **Document Feeder** from the **Paper source** drop-down list box (A).
3. Select the picture type (B).
4. Select the **Paper size** from the drop-down list box (D).

5 If you require advanced settings, click on **Adjust the quality of the scanned picture** (C). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.



- The scanner resolution you can select is up to 1200 dpi.
- For resolutions greater than 1200 dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 2-9.)

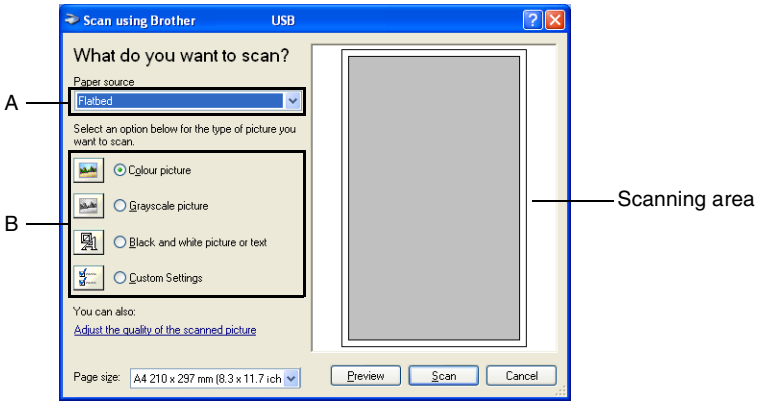
6 To start scanning your document, click the **Scan** button in the Scan dialog box.

Pre-Scanning to crop a portion you want to scan using the scanner glass (not available for MFC-3240C and MFC-3340CN)

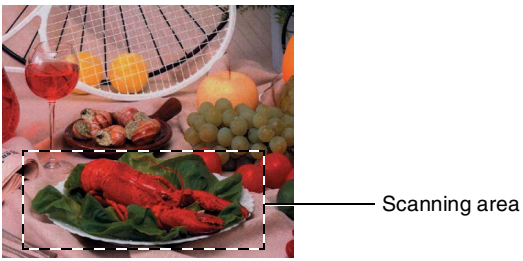
The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button from the scanner window to scan the image.

1. Place the document face down on the scanner glass.
2. Select **Flatbed** in the **Paper source** pull-down box (A).

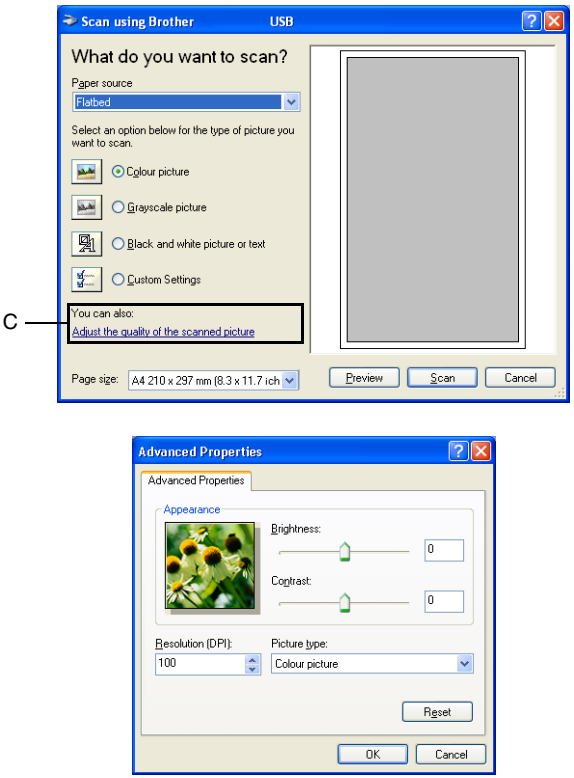
If your machine has no ADF, you do not need to select this box.



3. Select the picture type (B).
4. In the Scan dialog box, click the **Preview** button. The entire document will be scanned into the PC and will appear in the scanning area.
5. Select the portion you want to scan by clicking the left mouse button and dragging it over the area.



6 If you require advanced settings, click on **Adjust the quality of the scanned picture** (C). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.



7 To start scanning your document, click the **Scan** button in the Scan dialog box.

This time only the selected area of the document will appear in the PaperPort® 9.0SE window (or your software application window).

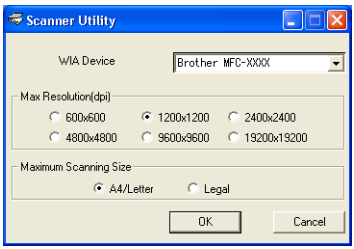
Brother Scanner Utility

The Brother Scanner Utility is used for configuring the scanner driver for resolutions greater than 1200 dpi and for changing the paper size. If you want to set Legal size as the default size, change the setting using this utility. You must restart your PC for the new settings to take effect.

The paper size setting is not available for the MFC-3240C, MFC-3340CN and MFC-210C.

To run the utility:

You can run the utility by selecting the **Scanner Utility** located in the **Start**/**All Programs**/**Brother**/**MFL-Pro Suite MFC-XXXX** menu. (Where XXXX is your model name.)



If you scan the document at a resolution of greater than 1200 dpi, the file size may be very large. Please make sure that you have sufficient 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 computer may freeze and you could lose your file.

TWAIN compliant scanner driver for Windows® XP

If you have chosen to use the optional TWAIN Driver supported for Windows® XP, follow the description for Windows® 98/98SE/Me and 2000 Professional (See page 2-1 for instructions on how to turn the Windows® XP TWAIN driver ON).

Scanning a document

TWAIN compliant

The Brother MFL-Pro Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort® 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®, Adobe® PageMaker®, CorelDraw® and many more.

How to access the Scanner

1. Open the software application (ScanSoft® PaperPort® 9.0SE) to scan a document.

The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 9.0SE.

2. Select **Scan** from the **File** drop-down menu or select the **Scan** button. The Scan panel appears in the left panel.
3. Select **Brother MFC-XXXX USB** or **Brother MFC-XXXX LAN** from the **Scanner** drop-down list box. (Where XXXX is your model name.)

If the MFC is connected via:

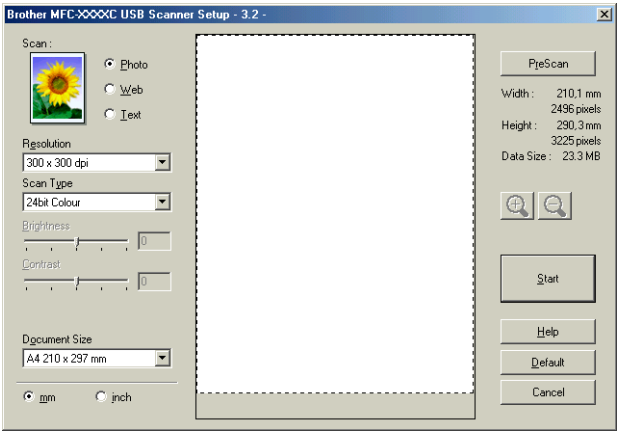
USB-use **Brother MFC-XXXX USB**

LAN-use **Brother MFC-XXXX LAN**

(Where XXXX is your model name.)

4. Click **Scan**.

   The Scanner Setup dialog box will appear:



Scanning a document into the PC

You can scan a whole page

—OR—

Scan a portion of the page after pre-scanning the document.

Scanning a whole page

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

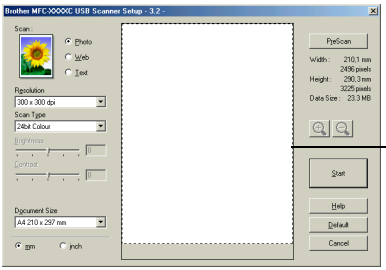
   After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning. (See *Settings in the Scanner window* on page 2-15.)
3. Click the **Start** button in the scanner window.

   When scanning is completed, click **Cancel** to return to the PaperPort® 9.0SE window.

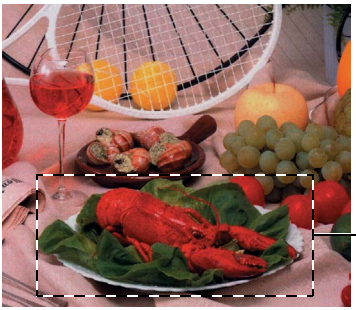
Pre-Scanning to crop a portion you want to scan

The **PreScan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.

1. Load your document.



2. Select the settings for **Image Type**, **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.
3. In the Scanner Setup dialog box, click the **PreScan** button. The entire document will be scanned into the PC and will appear in the Scanning Area.
4. Select the portion you want to scan by clicking the left mouse button and dragging it.



If you enlarge the image using button, you can then use the button to restore the image to its original size.

5 Load your document again.

If your model is flatbed type, and you have loaded the document on the scanner glass in step 1, please skip this step.

6 Click **Start**.

This time only the selected area of the document will appear in the PaperPort® 9.0SE window (or your software application window).

7 In the PaperPort® 9.0SE window, use the options available to refine the image.

Settings in the Scanner window

Image Type

Select the output image type from **Photo**, **Web** or **Text**. **Resolution** and **Scan Type** will be altered for each default setting.

The default settings are:

Image Type		Resolution	Scan Type
Photo	Select for scanning photo images.	300 x 300 dpi	24-bit colour
Web	Select for attaching the scanned image to web pages.	100 x 100 dpi	24-bit colour
Text	Select for scanning text documents.	200 x 200 dpi	Black & White

Resolution

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

Resolution	Black & White / Gray (Error Diffusion)	256 colour	True Gray / 24 bit colour
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 (Except MFC-3240C and MFC-3340CN)	Yes	No	Yes
9600 x 9600 dpi (Except MFC-3240C and MFC-3340CN)	Yes	No	Yes
19200 x 19200 dpi (Except MFC-3240C and MFC-3340CN)	Yes	No	Yes

Scan Type

Black & White: Set the Scan Type to **Black & White** for text or line art.

Gray Scale: Set the Scan Type to **Gray (Error Diffusion)** or **True Gray** for photographic images.

Colours: Set either:

256 Colour, which scans up to 256 colours, or **24 bit Colour** which scans up to 16.8 million colours.

Although using **24 bit Colour** creates an image with the most accurate colours, the image file will be approximately three times larger than a file created with **256 Colour**.

Brightness

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

You can set the level by dragging the slide bar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

If the scanned image is too light, set a lower brightness value and scan the document again. If the image is too dark, set a higher brightness value and scan the document again.

The Brightness setting is only available when Black & White or Gray is selected.

Contrast

This setting is only adjustable when you have selected one of the gray scale settings. It is not available when **Black & White** and **Colour** settings are selected as the **Scan Type**.

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 type a value in the box for the setting.

Document Size

Set the size to one of the following:

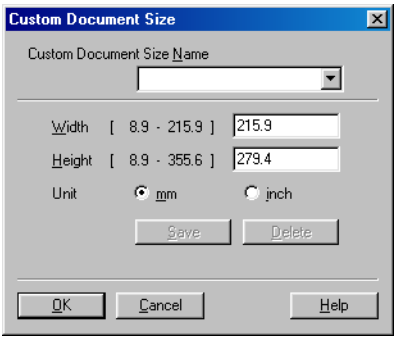
- A4 210 x 297 mm
- JIS B5 182 x 257 mm
- Letter 8 1/2 x 11 in
- Legal 8 1/2 x 14 in
- A5 148 x 210 mm
- Executive 7 1/4 x 10 1/2 in
- Business Card
- Photo 4 x 6 in
- Index Card 5 x 8 in
- Photo L 89 x 127 mm
- Photo 2L 127 x 178 mm
- Post Card 1 100 x 148 mm
- Post Card 2 148 x 200 mm
- Custom (User 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.)

If your machine is a flatbed type (except MFC-3240C and MFC-3340CN), you can scan business cards. To scan business cards, select the business card size, and then place the business card face down at the center of the scanner glass.

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

With MFC-3240C and MFC-3340CN, the Business Card is not available for scanning.

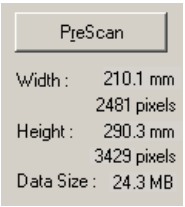
If you selected **Custom** as the size, the **Custom Document Size** dialog box will appear.



Type the **Name**, **Width** and **Height** for the document.

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

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



- **Width:** shows the width of scanning area
- **Height:** shows the height of scanning area
- **Data Size:** shows the approximate data size calculated in a Bitmap format. The size will be different for other file formats such as JPEG.

Using the Scan key (For USB cable users)

If you use the Scan key on a network, please refer to see *Using the Scan key* on page 7-5.

You can use (**Scan**) on the control panel to scan documents into your word processing, graphics or E-mail applications or your computer folder. The advantage of using (**Scan**) is that you avoid the mouse clicks required to scan from your computer.

Before you can use (**Scan**) on the control panel, you must have connected the machine to your Windows® based computer and loaded the appropriate Brother Drivers for your version of Windows®.
For details about how to configure the ControlCenter2.0 buttons to launch the application of your choice using (**Scan**), go to the appropriate chapter:

- For Windows®, see *Using the ControlCenter2.0* on page 3-1.
- For Macintosh®, see *Using the ControlCenter2.0 (For Mac OS® X 10.2.4 or greater)* on page 8-26.

Scan to E-mail

You can either scan a black and white or colour document into your E-mail application as a file attachment. You can change the (**Scan**) configuration. (See *E-mail* on page 3-9.)

1. Load your document.
2. Press (**Scan**).

   Scan to E-mail
3. Press ▲ or ▼ to select `Scan to E-Mail`.

   Press **Mono Start** or **Colour Start**.

   The machine will scan the document, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

Scan to Image

You can scan a colour picture into your graphics application for viewing and editing. You can change the (**Scan**) configuration. (See *Image (example: Microsoft Paint)* on page 3-6.)

1. Load your document.
2. Press (**Scan**).

   Scan to Image
3. Press ▲ or ▼ to select `Scan to Image`.

   Press **Mono Start** or **Colour Start**.

   The machine will start the scanning process.

Scan to OCR

If your document is text, you can have it converted by ScanSoft® OmniPage® OCR to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the (**Scan**) configuration. (See *OCR (Word Processing program)* on page 3-8.)

1. Load your document.
2. Press (**Scan**).

   Scan to OCR
3. Press ▲ or ▼ to select `Scan to OCR`.
   Press **Mono Start** or **Colour Start**.
   The machine will start the scanning process.

Scan to File

You can scan a black and white or a colour document into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of the Brother MFL-Pro Control Center. (See *File* on page 3-11.)

1. Load your document.
2. Press (**Scan**).

   Scan to File
3. Press ▲ or ▼ to select `Scan to File`.
   Press **Mono Start** or **Colour Start**.
   The machine will start the scanning process.

Scan to Card (not available for MFC-3240C, MFC-210C and MFC-5440CN)

You can scan black and white and colour documents into a media card. Black and white documents will be stored in PDF (*.PDF) or TIFF file formats (*.TIF). Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. The default setting is `Color 150 dpi` and the default file format is PDF. File names default to the current date. For example, the fifth image scanned on July 1, 2004 would be named 07010405.PDF. You can change the colour, quality and file name as you want.

Quality	Selectable File Format	Default File Format
`B/W 200x100 dpi`	TIFF / PDF	TIFF
`B/W 200 dpi`	TIFF / PDF	TIFF
`Color 150 dpi`	JPEG / PDF	PDF
`Color 300 dpi`	JPEG / PDF	PDF
`Color 600 dpi`	JPEG / PDF	PDF

You can choose the default file format for Black & White or colour files. (See *Changing the default colour file format* on page 2-27 and *Changing the default black & white file format* on page 2-26.)

1. Insert a SmartMedia®, CompactFlash®, Memory Stick®, SecureDigital™ or xD-Picture Card™ into your machine.

Do not take out the media card while **PhotoCapture** is blinking to avoid damaging the card or data stored on the card.

2. Load your document.
3. Press (**Scan**).
4. Press ▲ or ▼ to select `Scan to Card`.

   To change quality, press **Menu/Set** and go to Step 5.

   —OR—

   Press **Mono Start** or **Colour Start** to start scanning without changing any settings.

5 Press ▲ or ▼ to select the quality you want.

To change the file type, press **Menu/Set** and go to Step 6.

—**OR**—

To start scanning, press **Mono Start** or **Colour Start**.

6 Press ▲ or ▼ to select the file type you want.

To change the file name, press **Menu/Set** and go to Step 7.

—**OR**—

To start scanning, press **Mono Start** or **Colour Start**.

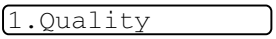
7 The file name is set automatically however, you can set a name of your choice using the dial pad. You can only change the first 6 digits. (Not available for DCP-110C and DCP-310CN)

Press **Mono Start** or **Colour Start** to start scanning.

Changing the default quality

(For MFC-3340CN, MFC-410CN, MFC-620CN and MFC-5840CN)

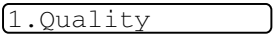
1. Press **Menu/Set**, **4**, **8**, **1**.



2. Press ▲ or ▼ to select
   `B/W 200x100 dpi`, `B/W 200 dpi`, `Color 150 dpi`, `Color 300 dpi` or `Color 600 dpi`.
   Press **Menu/Set**.
3. Press **Stop/Exit**.

(For DCP-110C and DCP-310CN)

1. Press **Menu**.
2. Press ▲ or ▼ to select `2.PhotoCapture`.
   Press **Set**.
3. Press ▲ or ▼ to select `8.Scan to Card`.
   Press **Set**.
4. Press ▲ or ▼ to select `1.Quality`.
   Press **Set**.



5. Press ▲ or ▼ to select
   `B/W 200x100 dpi`, `B/W 200 dpi`, `Color 150 dpi`, `Color 300 dpi` or `Color 600 dpi`.
   Press **Set**.
6. Press **Stop/Exit**.

Changing the default black & white file format

(For MFC-3340CN, MFC-410CN, MFC-620CN and MFC-5840CN)

1. Press **Menu/Set**, **4**, **8**, **2**.

   2.B/W File Type

2. Press ▲ or ▼ to select TIFF or PDF.
   Press **Menu/Set**.
3. Press **Stop/Exit**.

(For DCP-110C and DCP-310CN)

1. Press **Menu**.
2. Press ▲ or ▼ to select 2.PhotoCapture.
   Press **Set**.
3. Press ▲ or ▼ to select 8.Scan to Card.
   Press **Set**.
4. Press ▲ or ▼ to select 2.B/W File Type.
   Press **Set**.

   2.B/W File Type

5. Press ▲ or ▼ to select TIFF or PDF.
   Press **Set**.
6. Press **Stop/Exit**.

Changing the default colour file format

(For MFC-3340CN, MFC-410CN, MFC-620CN and MFC-5840CN)

1. Press **Menu/Set**, **4**, **8**, **3**.

   3.ColorFile Type

2. Press ▲ or ▼ to select PDF or JPEG.
   Press **Menu/Set**.
3. Press **Stop/Exit**.

(For DCP-110C and DCP-310CN)

1. Press **Menu**.
2. Press ▲ or ▼ to select 2.PhotoCapture.
   Press **Set**.
3. Press ▲ or ▼ to select 8.Scan to Card.
   Press **Set**.
4. Press ▲ or ▼ to select 3.ColorFile Type.
   Press **Set**.

   3.ColorFile Type

5. Press ▲ or ▼ to select PDF or JPEG.
   Press **Set**.
6. Press **Stop/Exit**.

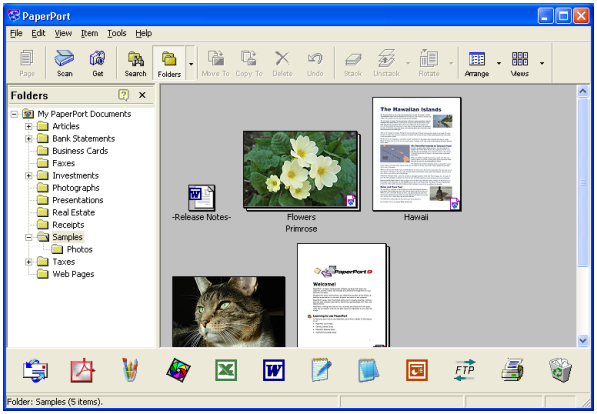
Using ScanSoft® PaperPort® 9.0SE and OmniPage® OCR

ScanSoft® PaperPort® 9.0SE for Brother is a document management application. You can use PaperPort® 9.0SE to view scanned documents.

PaperPort® 9.0SE has a sophisticated, yet easy-to-use, filing system that will help you organize your graphics and text documents. It allows you to combine or “stack” documents of different formats for printing, faxing or filing.

ScanSoft® PaperPort® 9.0SE can be accessed through the ScanSoft® PaperPort® 9.0SE program group.

See *Documentation for ScanSoft® PaperPort® 9.0SE* on the CD-ROM.



The complete ScanSoft® PaperPort® 9.0SE User’s Guide, including ScanSoft® OmniPage® OCR, is in the Documentation on the CD-ROM.

This chapter is only an introduction to the basic operations.

When you install MFL-Pro Suite, ScanSoft® PaperPort® 9.0SE for Brother and ScanSoft® OmniPage® OCR are installed automatically.

If you are using Windows® XP or Windows® 2000 Professional, you must be logged on with administrator rights.

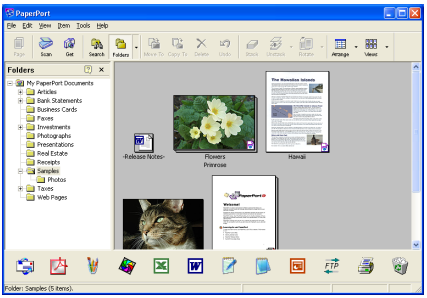
Viewing items

ScanSoft® PaperPort® 9.0SE provides several ways to view items:

Desktop View displays a thumbnail (a small graphic that represents each item in a Desktop or folder).

Items in the selected folder appear on the PaperPort® 9.0SE Desktop. You can see PaperPort® 9.0SE items (MAX files) and non-PaperPort® 9.0SE items (files created using other applications).

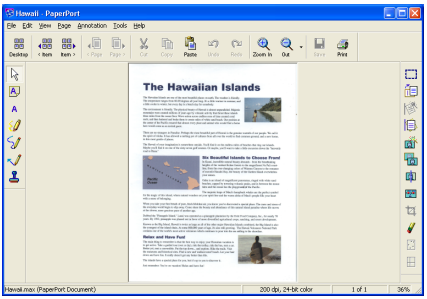
Non-PaperPort® 9.0SE items include an icon that indicates the application that was used to create the item; a non-PaperPort® 9.0SE item is represented by a small rectangular thumbnail and not an actual image.



Desktop View displays items as thumbnails

Page View displays a close-up of a single page and you can open a PaperPort® 9.0SE item by double-clicking on it.

As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® 9.0SE item to open it.



Page View displays each item as a full page

Organizing your items in folders

PaperPort® 9.0SE has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in Desktop View. An item can be a PaperPort® 9.0SE item or a non-PaperPort® 9.0SE item:

- Folders are arranged in a “tree” structure in the Folder View. You use this section to select folders and view their items in Desktop View.
- 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 items (both PaperPort® 9.0SE MAX files and non PaperPort® 9.0SE files) appear on the Desktop.
- You can also use Windows® Explorer to manage the folders and items shown in Desktop View.

Quick links to other applications

ScanSoft® PaperPort® 9.0SE automatically recognizes many other applications on your computer and creates a “working link” to them.

The Send To Bar at the bottom of the Desktop view shows icons of those linked applications.

To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Send To Bar is to select an item and then fax it.

This sample Send To Bar shows several applications with links to PaperPort® 9.0SE.

If PaperPort® 9.0SE does not automatically recognize one of the applications on your computer, you can manually create a link using the **New Program Link...** command.
(See PaperPort® 9.0SE in the Documentation section on the CD-ROM for more information about creating new links.)

ScanSoft® OmniPage® OCR lets you convert image text into text you can edit

ScanSoft® PaperPort® 9.0SE can quickly convert the text on a ScanSoft® PaperPort® 9.0SE item (which is really just a picture of the text) into text that you can edit with a word processing application.

PaperPort® 9.0SE uses the optical character recognition application ScanSoft® OmniPage® OCR, which comes with PaperPort® 9.0SE.

—**OR**—

PaperPort® 9.0SE can use your preferred OCR application if it is already on your computer. You can convert the entire item, or by using the **Copy Text** command, you can select only a portion of the text to convert.

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

You can Import items from other applications

In addition to scanning items, you can bring items into PaperPort® 9.0SE in a variety of ways and convert them to PaperPort® 9.0SE (MAX) files in several different ways:

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

You can Export items in other formats

You can export or save PaperPort® 9.0SE items in several popular file formats, such as BMP, JPEG, TIFF, PDF or self-viewing.

For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

Exporting an image file

1. Select the **Save As** command from the File pull-down menu in the PaperPort® 9.0SE window. The Save 'XXXXX' as dialog box will be displayed.
2. Select the drive and directory where you want to store the file.
3. Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)
4. Select the **Save** button to save your file, or **Cancel** to return to the PaperPort® 9.0SE without saving it.

How to Uninstall PaperPort® 9.0SE and ScanSoft® OmniPage® OCR

For Windows® 98/98SE and Windows® Me:

Select **Start**, **Settings**, **Control Panel**, **Add/Remove Programs** and the **Install/Uninstall** tab.

Select **PaperPort** from the list and click the **Add/Remove** button.

For Windows® 2000 Professional:

Select **Start**, **Settings**, **Control Panel** and **Add/Remove Programs**.

Select **PaperPort** from the list and click the **Change/Remove** button.

For Windows® XP:

Select **Start**, **Control Panel**, **Add or Remove Programs** and the **Change or Remove Programs** icon.

Select **PaperPort** from the list and click the **Change/Remove** button.

3 Using the ControlCenter2.0

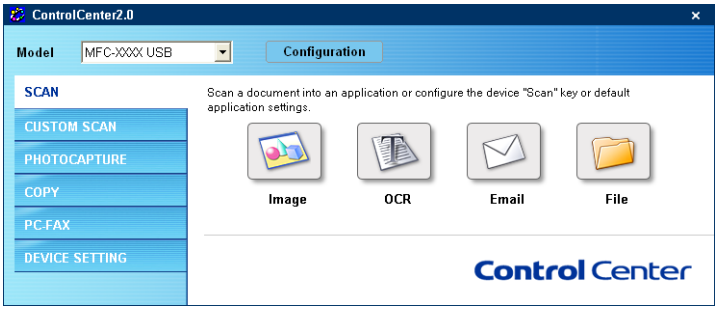
(For Windows®)

The functions that can be used in the ControlCenter2.0 may vary depending upon the model.

ControlCenter2.0

The ControlCenter2.0 is a software utility that allows you to quickly and easily access your frequently used applications. Using the ControlCenter2.0 eliminates the need to manually launch the specific applications. The ControlCenter2.0 provides the following six categories of operations:

1. Scan directly to a file, E-mail, word processor or graphics application of your choice.
2. Custom Scan buttons allow you to configure a button to meet your own application requirements.
3. Access to the advanced features of the PhotoCapture Center™.
4. Access the Copy features available via your computer.
5. Access the “PC-FAX” applications available for your device.
6. Access the settings available to configure your device.



You can select which machine the ControlCenter2.0 will connect with from the **Model** pull-down list.

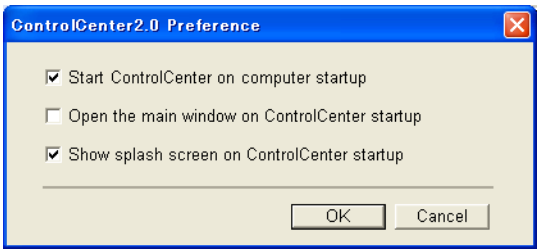
Also you can open the configuration window for each function by clicking the **Configuration** button.

How to turn off the AutoLoad feature in ControlCenter2.0

Once you start the ControlCenter2.0 from the Start menu, the icon will appear on the task bar. You can open the ControlCenter2.0 window by double-clicking on the icon.

If you do not want the ControlCenter2.0 to run automatically each time the computer is started;

1. Right-click on the ControlCenter2.0 icon in the Task Tray, and select **Preference**.
2. The ControlCenter2.0 preference window appears, then uncheck the **Start ControlCenter on the computer startup** check box.
3. Click **OK** to close the window.



SCAN

This section contains four buttons for **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** applications.

- **Image** *(Default: Microsoft Paint)* — enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editing application you have installed on your computer.
- **OCR** *(Default: MS WordPad)* — enables you to scan a page or document, automatically run the OCR application and insert the text (not a graphic image) into a word processing application. You have the option of selecting the target word processing application, such as WordPad, MS Word, Word Perfect or whichever word processing application is installed on your computer.
- **E-mail** *(Default: your default E-mail software)* — enables you to scan a page or document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.
- **File** — enables you to scan directly to a disk file. You can change the file type and destination folder, as needed.

The ControlCenter2.0 gives you the ability to configure the hardware **Scan** key on your machine for each scan feature. Select the **Device Button** in the configuration menu for each of the **SCAN** buttons.

CUSTOM SCAN

You can configure the button name and settings for each of these buttons to meet your specific requirements by right-clicking on a button and following the configuration menus.

PHOTOCAPTURE (not available for MFC-5440CN and MFC-3240C)

This section contains three features which you can access the media card inserted into the machine. This function is only available when the machine is connected to the PC with USB.

- **Open PCC Folder** — enables you to see the files and folders that are on the media card. (See *Using the PhotoCapture Center™ from your PC* on page 6-1.)
- **Copy From PCC** — enables you to copy the files on the media card into the specific folder of the PC. You can select the destination folder.
- **Copy To Application** — enables you to copy the files on the media card into the desktop folder of the image viewer application.

COPY

Copy — allows you to use the PC and any printer driver for enhanced copy operations. You can scan the page on the machine and print the copies using any of the features of the machine printer driver—**OR**—you can direct the copy output to any standard printer driver installed on the PC including network printers.

You can configure your preferred settings on up to four buttons.

PC-FAX (not available for DCP-110C and DCP-310CN)

These buttons are for sending or receiving faxes using the Brother PC-FAX application.

- **Send** — enables you to scan a page or document and automatically send the image as a fax from the PC using the Brother PC-FAX software. (See *PC-FAX sending* on page 5-1.)
- **Receive** — enables you to receive a PC-FAX by clicking this button. After running the PC-FAX receive software, this button changes to View Received to open the application and see the received fax. (See *Setting up PC-FAX receiving (MFC-410CN, MFC-620CN, MFC-5440CN, MFC-5840CN and MFC-3340CN only)* on page 5-19.)

When the machine is connected to a network, you cannot use this function.

- **Address Book** — enables you to open Brother PC-FAX address book. (See *Brother Address Book* on page 5-7.)
- **Setup** — enables you to configure the PC-FAX sending settings. (See *Sending setup* on page 5-3.)

DEVICE SETTING

You can configure the machine settings or check the ink levels.

- **Remote Setup** — enables you to open the Remote Setup Program. (See *MFC Remote Setup (not available for DCP-110C, DCP-310CN and MFC-210C)* on page 4-1.)
- **Quick-Dial** — enables you to open the Set Quick-Dial window of the Remote Setup. (See *MFC Remote Setup (not available for DCP-110C, DCP-310CN and MFC-210C)* on page 4-1.)
- **Ink Level** — enables you to check the ink status.

When the machine is connected to a network, you cannot use this function.

SCAN

This section contains four buttons for **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** applications.

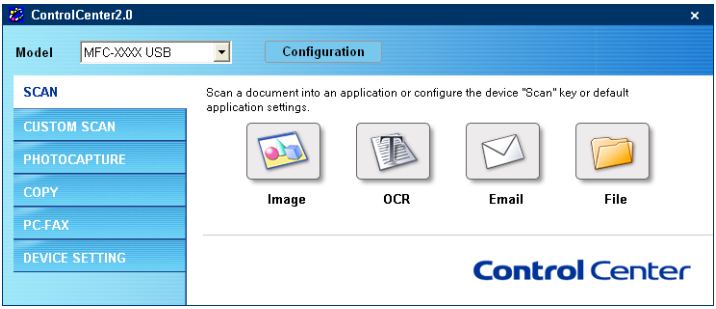
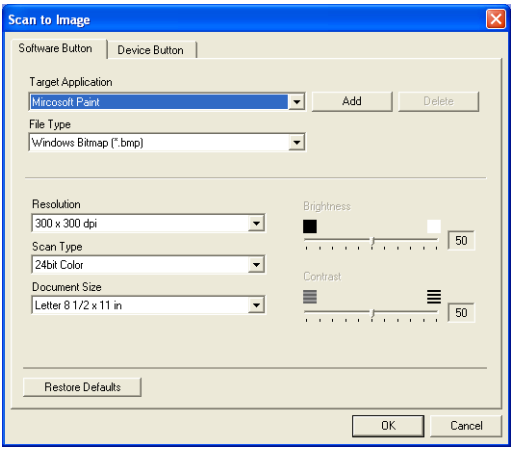


Image (example: Microsoft Paint)

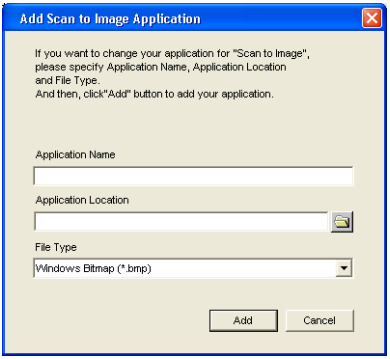
Scan to Image feature allows you to scan an image directly into your graphics application for image editing. To change the default settings, right-click on the button and select **Software Button**.



Change the other settings, if needed.

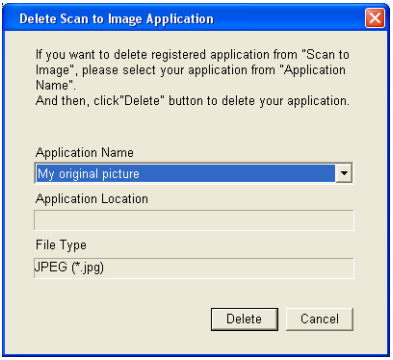
By selecting **Device Button** at each Scan button, you can configure the **Scan** key on your machine for each scan feature.

To change the destination application, select the appropriate application from the **Target Application** pull down list. You can add an application to the list by clicking the **Add** button.



Enter the **Application Name** (up to 30 characters) and the **Application Location**. You can also find the application location by clicking button. Choose the **File Type** from the pull-down list.

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

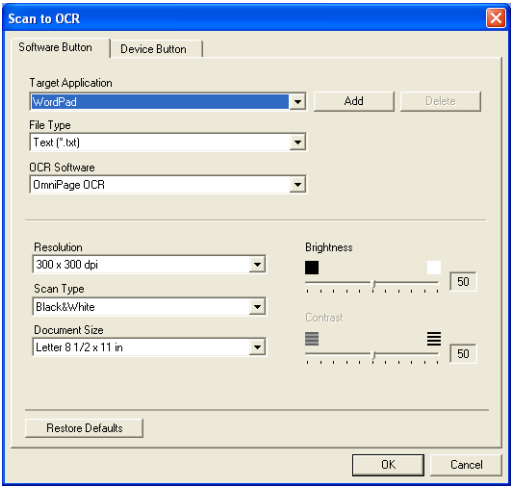


This function is also available for Scan to E-mail and Scan to OCR. The window may vary depending upon the function.

OCR (Word Processing program)

Scan to OCR converts the graphic page image data into text which can be edited by any word processor program. You can change the default word processor program.

To configure **Scan to OCR**, right-click on the button and select **Software Button**.

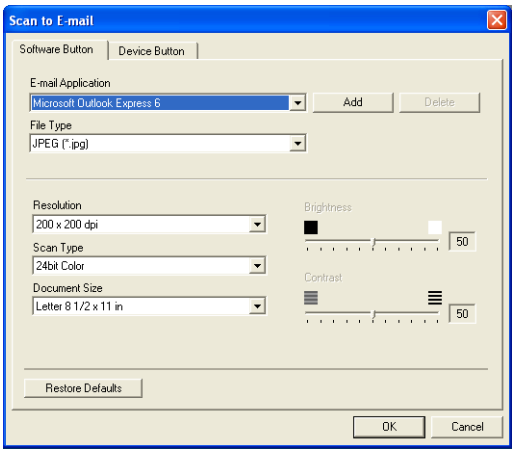


To change the word processing application, select the destination word processing application from the **Target Application** pull down list. You can add an application to the list by clicking the **Add** button. An application can be deleted by clicking on the **Delete** button.

You can also configure the other settings for this selection.

E-mail

Scan to E-mail feature allows you to 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, right-click on the button and select **Software Button**.



To change the E-mail application, select your preferred E-mail application from the **E-mail Application** pull down list. You can add an application to the list by clicking the **Add** button. An application can be deleted by clicking on the **Delete** button.

You can also change the other settings used to create the file attachments.

File attachments

You can choose from the following list of file types for attachment to your E-mail or for saving to a folder.

File Type — Select from the pull-down list the type of file you want the scanned images to be saved in.

Windows Bitmap (*.bmp)

JPEG (*.jpg)

TIFF - Uncompressed (*.tif)

TIFF - Compressed (*.tif)

TIFF Multi-Page - Uncompressed (*.tif)

TIFF Multi-Page - Compressed (*.tif)

Portable Network Graphics (*.png)

PDF (*.pdf)

Additional file format support is available by scanning to PaperPort® and then use the save as function and choose the file format. (See *Using ScanSoft® PaperPort® 9.0SE and OmniPage® OCR* on page 2-28.)

The additional file types supported are:

TIFF - Group 4 (*.tif)

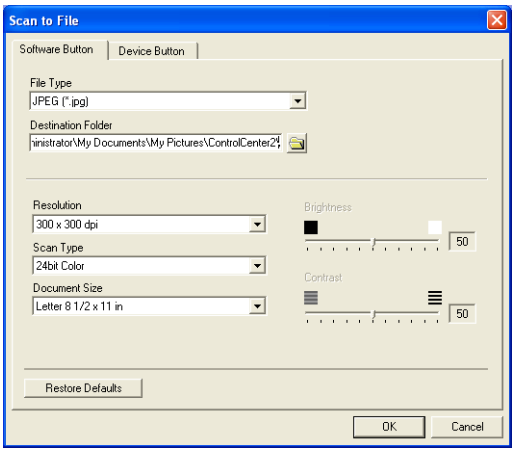
TIFF - Class F (*.tif)

TIFF Multi Page - Group 4 (*.tif)

TIFF Multi Page - Class F (*.tif)

File

Scan to File button allows you to scan an image and save it in a specific file type to any directory on your PC. This allows you to easily archive your paper documents. To configure the file type and save to directory, right-click on the button and select **Software Button**.



Select the file type for the saved image by selecting from the **File Type** pull-down list. You can save the file to the default folder which is shown currently in the **Destination Folder** box, or you can select another folder/directory by clicking button.

For the supported file types, please refer to the *File attachments* on page 3-10.

CUSTOM SCAN

There are four buttons from which you can set your own preferences and configuration to fit your required usage for scanning.

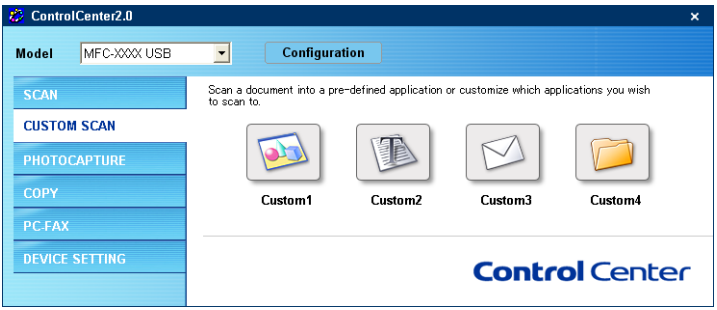
To configure a button, right-click on the button, and the configuration window will appear. You have four function choices of scan action, **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

Scan to Image: This setting allows you to scan a page directly into any graphic viewer/editor software. You can select any kind of image editor application you have installed on your computer as a destination application.

Scan to OCR: Scanned documents will be converted into editable text files. If you have a third party OCR software package installed on your PC you can select it. You can also select the destination application for the editable text.

Scan to E-mail: Scanned images will be attached to an E-mail message. You can choose which E-mail application to use if you have more than one installed on your system. You can also select the file type for the attachment and create a quick send list of E-mail addresses chosen from your default E-mail address book.

Scan to File: This setting allows you to save a scanned image to any directory on a local or network hard disk. You can also select the file type to be used.



Customizing a user-defined button

To configure a button, right-click on the button, and the configuration window will appear. Please follow the following guide lines for the button configuration.

Scan to Image:

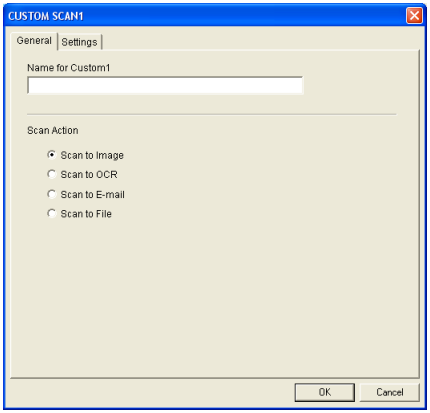
In the **General** tab

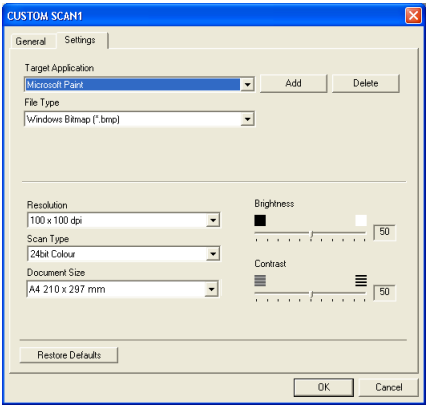
You can enter up to 30 characters in the **Name for Custom** field. This name will appear as the button name.

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

In the **Settings** tab

You can select **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.





Scan to OCR:

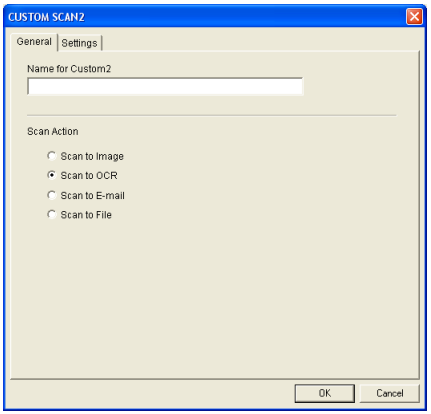
In the **General** tab

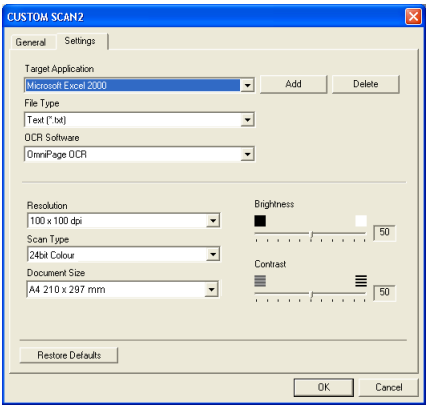
You can enter up to 30 characters in the **Name for Custom** field. This name will appear as the button name.

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

In the **Settings** tab

You can select **Target Application**, **File Type**, **OCR Software**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.





Scan to E-mail:

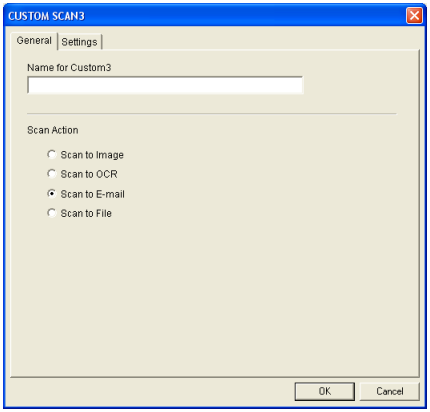
In the **General** tab

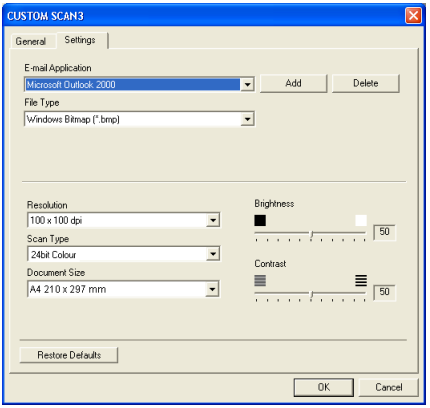
You can enter up to 30 characters in the **Name for Custom** field. This name will appear as the button name.

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

In the **Settings** tab

You can select **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.





Scan to File:

In the **General** tab

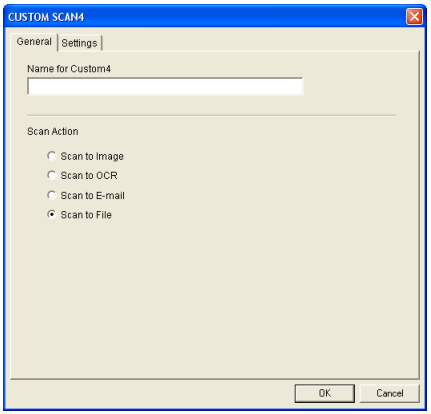
You can enter up to 30 characters in the **Name for Custom** field. This name will appear as the button name.

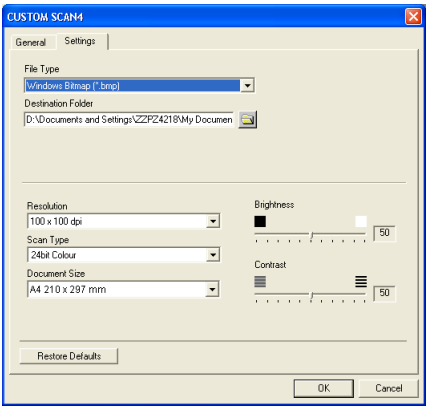
Select the type of scan from the **Scan Action** field.

In the **Settings** tab

Select the file format from the **File Type** pull down list. You can either send the file to the default folder which is shown currently in the **Destination Folder** box or select your preferred folder by using button.

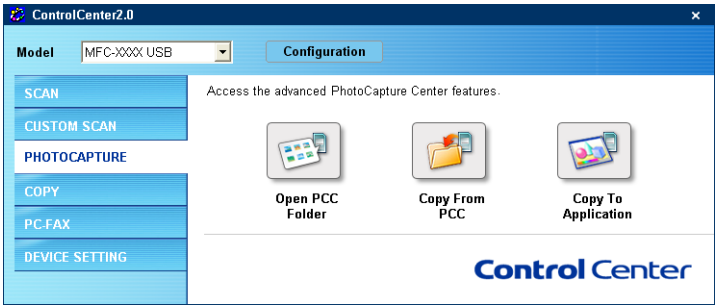
You can also select **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.





PHOTOCAPTURE
(not available for MFC-5440CN and MFC-3240C)

These buttons can be used to open or copy the files and folders from the media card inserted into the machine.

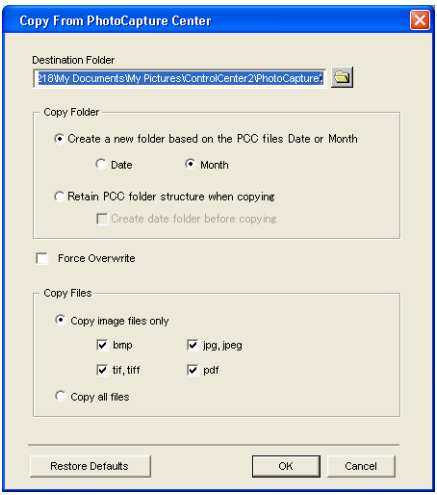


Open PCC Folder (PCC: PhotoCapture Center™)

The **Open PCC Folder** button allows you to open Windows® Explorer to show the files and folders on the media card.

Copy From PCC (PhotoCapture Center™)

The **Copy From PCC** button allows you to copy the files on the media card to any directory on your hard disk. To change the destination folder or other settings, right-click on the button and select your preferred settings for file copying.



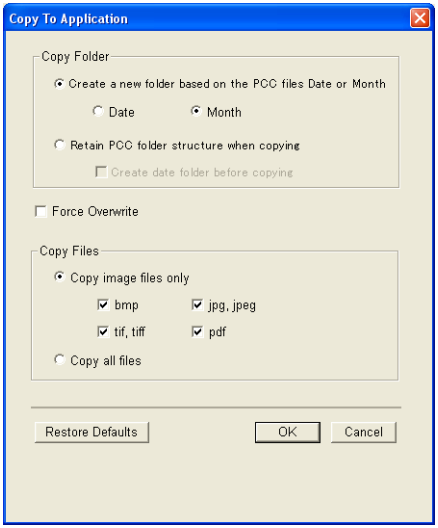
In the **Copy folder** section the default settings are **Create a new folder based on the PCC files Date or Month**, and **Date**. With these settings, before copying a folder is created with a name derived from the date the original file was created. The copy will then be saved into this folder. For example, the copy of an original file created on Oct.08, 2004 will be saved into a folder named 08102004.

If you select **Retain PCC folder structure when copying**, the copy will be saved into the same folder as the original, no new folders will be created.

If you check **Create date folder before copying**, a folder derived from the current date will be created. The copy will then be saved into this folder.

Copy To Application

The **Copy To Application** button allows you to open the files from the specific application after copying to the folder of the application. To change the folder settings, right-click on the button and select your preferred settings for file copying.



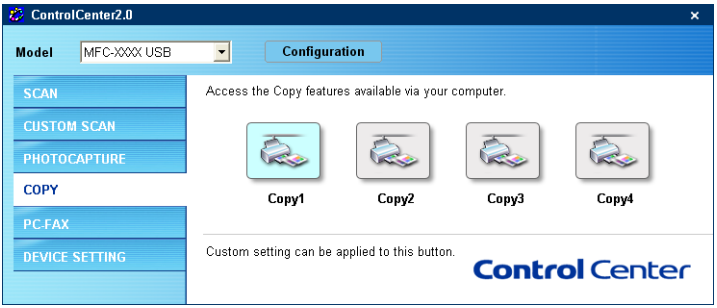
In the **Copy folder** section the default settings are **Create a new folder based on the PCC files Date or Month**, and **Date**. With these settings, before copying a folder is created with a name derived from the date the original file was created. The copy will then be saved into this folder. For example, the copy of an original file created on Oct.08, 2004 will be saved into a folder named 08102004.

If you select **Retain PCC folder structure when copying**, the copy will be saved into the same folder as the original, no new folders will be created.

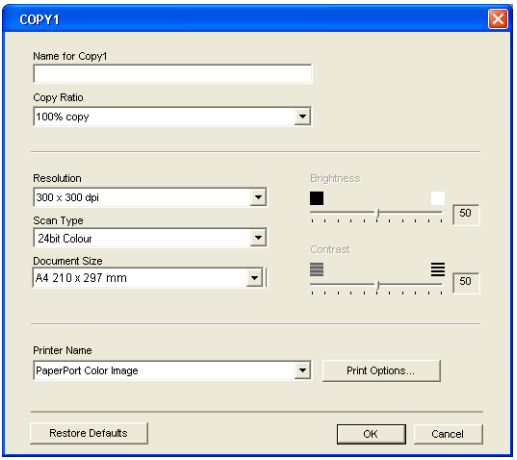
If you check **Create date folder before copying**, a folder derived from the current date will be created. The copy will then be saved into this folder.

COPY

The **Copy** buttons (1-4) can be customized to allow you to take advantage of the features built into the Brother printer drivers to do advanced copy functions such as N-in-1 printing.



Before you can use the **Copy** buttons you must first configure the printer driver by right-clicking on the button.

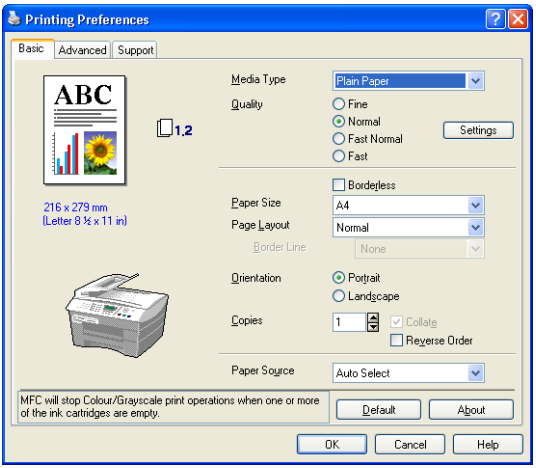


You can enter up to 30 characters in the **Name for Copy** field and select **Copy Ratio**.

In the **Scan setting** field you can select the **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, you must set the **Printer Name**. Then click the **Print options** button to display the printer driver settings.

The **Print options** screen will vary depending upon which model printer you have selected.

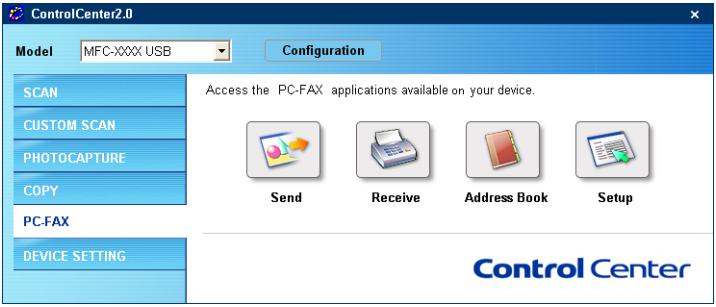


In the printer driver settings window you can choose advanced settings for printing.

You must configure each of the copy buttons before they can be used.

PC-FAX
(not available for DCP-110C and DCP-310CN)

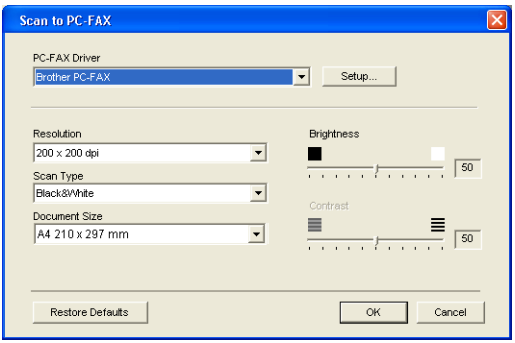
This section allows you to easily open the software for sending or receiving a PC-FAX or edit the address book by clicking the appropriate button.



Send

The **Send** button allows you to scan a document and automatically send the image as a fax from the PC using the Brother PC-FAX software. (See *PC-FAX sending* on page 5-1.)

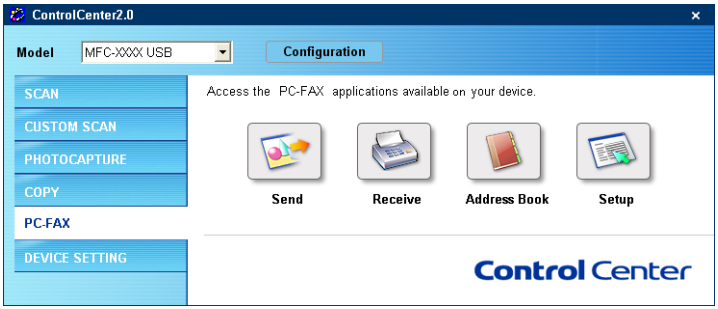
To change the **Send** settings, right-click on the button to open the configuration window. You can change **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.



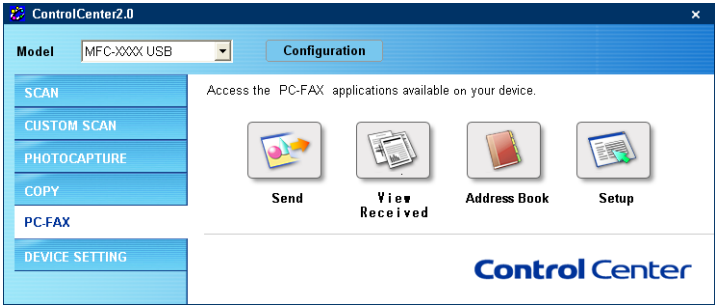
Receive / View Received (MFC-410CN, MFC-620CN, MFC-5440CN, MFC-5840CN and MFC-3340CN only)

The **Receive** button allows you to start receiving PC-FAXes to your computer. By clicking this button, the PC-FAX receiving software is activated and starts receiving fax data. (See *Running PC-FAX Receiving* on page 5-19.)

When the machine is connected to the network, you cannot use this function.

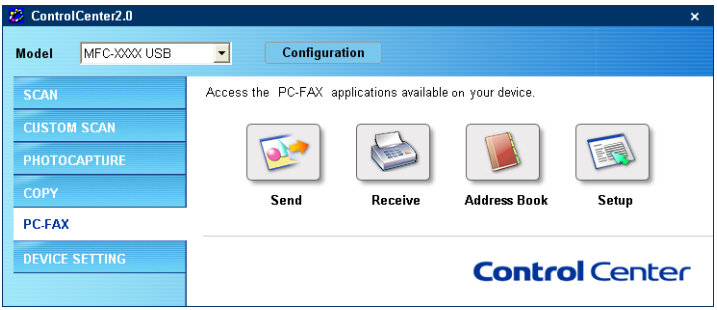


When the PC-FAX receiving software is running, the **View Received** button will appear to open the viewer application. (PaperPort® 9.0SE)



Address Book

The **Address Book** button allows you to configure add/amend or delete contacts from your address book. By clicking the button, the address book window will open for your editing. (See *Brother Address Book* on page 5-7.)



Setup

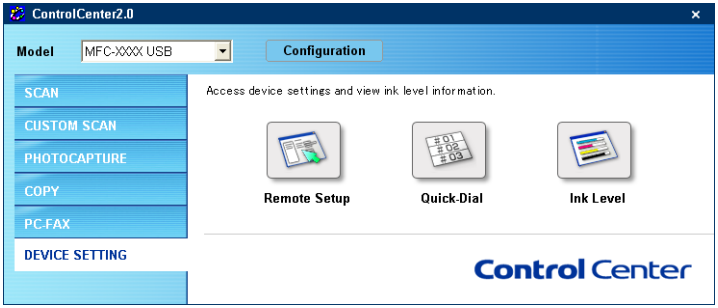
By clicking the **Setup** button, you can configure the user settings used by the PC-FAX application.

(See *Setting up user information* on page 5-2.)

DEVICE SETTING

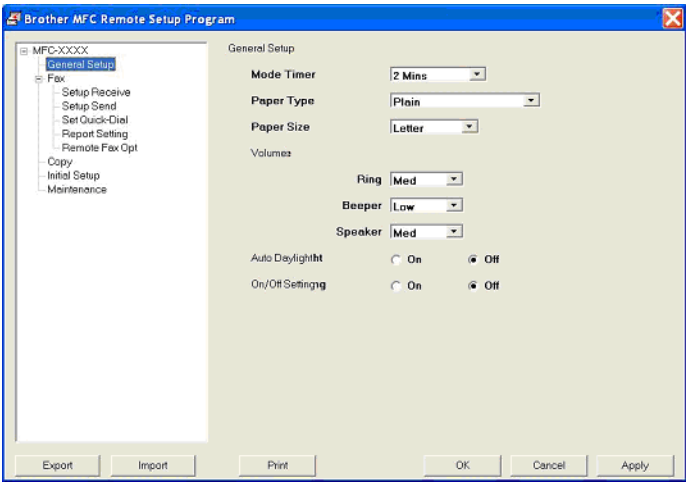
In this section you can configure the machine settings or check the ink levels by clicking the button.

When the machine is connected to a network, you cannot use this function.



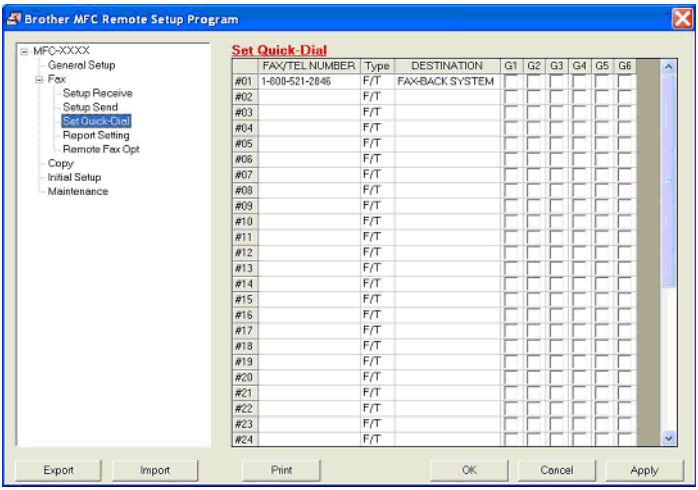
Remote Setup (not available for DCP-110C, DCP-310CN and MFC-210C)

The **Remote Setup** button allows you to open the Remote Setup Program window with which you can configure the machine setting menus.



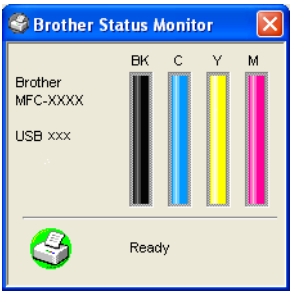
Quick-Dial (not available for DCP-110C, DCP-310CN and MFC-210C)

The **Quick-Dial** button allows you to open the **Set Quick-Dial** window of the Remote Setup Program, so you can easily register or change the dial numbers from your PC to the machine.



Ink Level

The **Ink Level** button opens the **Status Monitor** window, which displays the ink level for each cartridge.



4 Using MFC Remote Setup

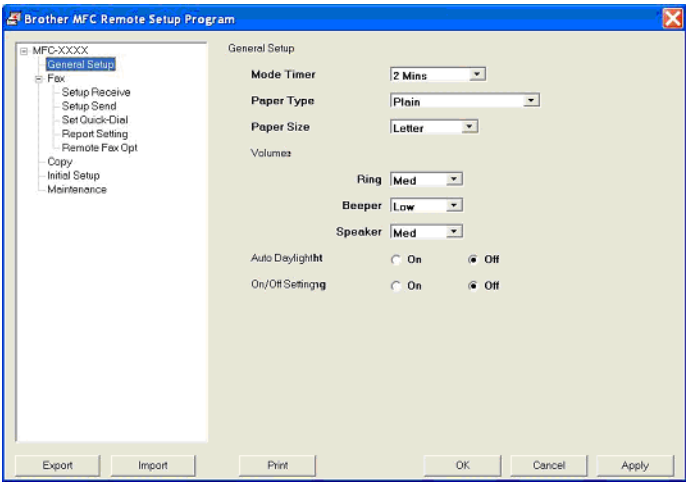
(For Windows®)

MFC Remote Setup
(not available for DCP-110C, DCP-310CN and MFC-210C)

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

You cannot use the MFC Remote Setup application if your machine is connected via a Network. (See Network User's Guide.)

From the **Start** menu, select **Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX** (Where XXXX is your model name), and then select **MFC Remote Setup**.



OK button

When you click **OK**, the process of uploading the data to the machine begins. The MFC Remote Setup program is closed if an error message is displayed, enter the correct data again and then click **OK**.

Cancel button

The **Cancel** button clears your changes and exits the MFC Remote Setup application without uploading any data to the machine.

Apply button

The **Apply** button uploads the data to the machine, but stays in the Remote Setup application so you can make more changes.

Print button

The **Print** button prints the selected items on the machine. You cannot print the MFC Remote Setup changes until you click the **Apply** button to upload the new data to the machine. Then you can click the **Print** button to get an up-to-date printout.

Export button

Click the **Export** button to save your current settings to a file.

Import button

Click the **Import** button to read the settings from your saved file into the MFC Remote Setup screen.

You can use the **Export** and **Import** buttons to save and use several sets of settings for your machine.

5 Using Brother PC-FAX software

(For Windows®)
(not available for DCP-110C and DCP-310CN)

PC-FAX sending

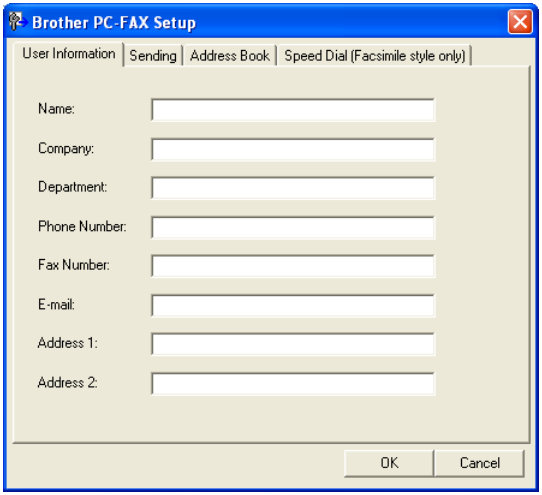
The Brother PC-FAX feature allows you to use your PC to send any application or document file as a standard fax. You can create a file in any application on your PC, and then send it as a PC-FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups 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 your fax to.

- PC-FAX is available in Black & White only.
- If you are using Windows® XP or Windows® 2000 Professional, you need to log on with administrator rights.
- Please check Brother Solutions Center for the latest updates available for Brother PC-FAX. Visit http://solutions.brother.com/

Setting up user information

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

(See *Sending a file as a PC-FAX using the Facsimile style user interface* on page 5-16.)



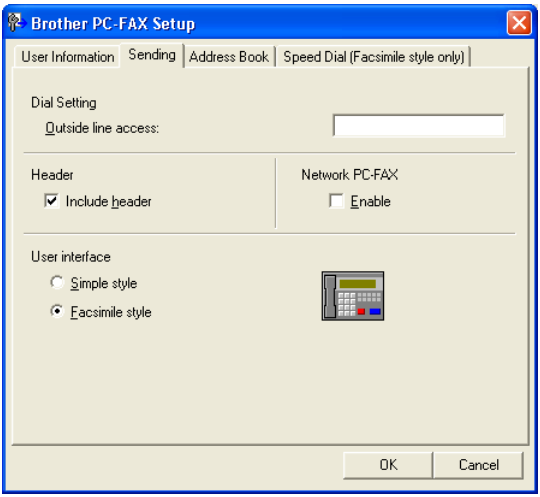
1. From the **Start** menu, select **Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX** (Where XXXX is your model name), and then select **PC-FAX Setup**.

   The **Brother PC-FAX Setup** dialog box will appear:

2. You must enter this information to create the Fax Header and Cover Page.
3. Click **OK** to save the **User Information**.

Sending setup

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



The user has the choice of two user interfaces: Simple style or Facsimile style. To change the user interface select the interface setting you want: Simple style or Facsimile style. (See *User interface* on page 5-4.)

Outside line access

If you need to enter a number to access an outside line, enter it here. This is sometimes required by a local PBX telephone system (for example, if you must dial 9, to get an outside line in your office).

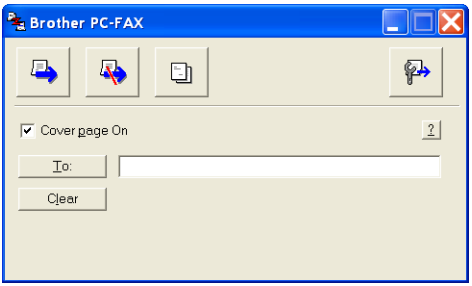
Include header

To add header information to the top of the fax pages you send, check the Include header box.

User interface

In the **Sending** tab, select the user interface you wish to use.
You can choose the **Simple Style** or the **Facsimile Style**.

Simple style



Facsimile style

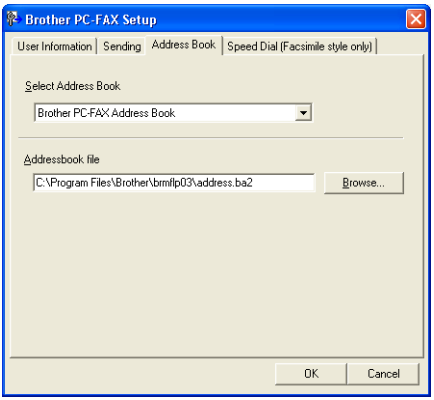
Address Book

If Outlook Express is installed on your PC, you can select which address book to use for PC-FAX sending, Brother Address Book or Outlook Express from the **Address Book** tab.

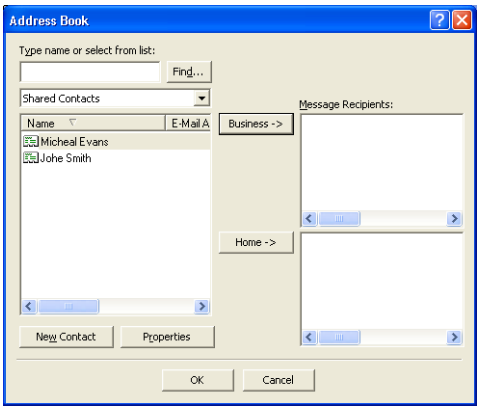
For the Address book file, you must enter the path and file name of the database file which contains the address book information.

—**OR**—

Use the **Browse** button to find the database to select.

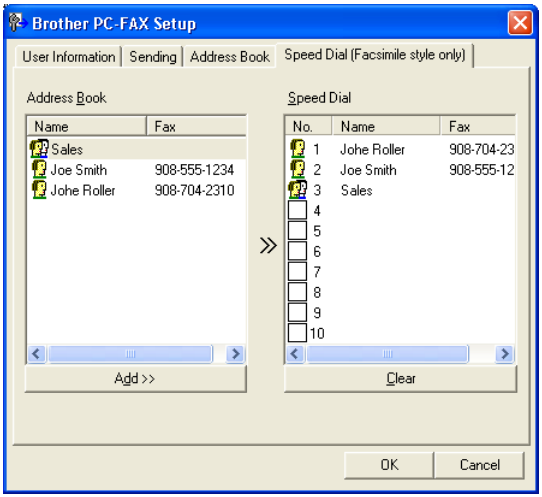


If you select Outlook Express, you can use the Outlook Express Address book when clicking the Address Book button on the sending window.



Speed-Dial setup

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



You can register a Member or Group on each of the ten Speed-Dial buttons.

To register 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 >>** to save it.

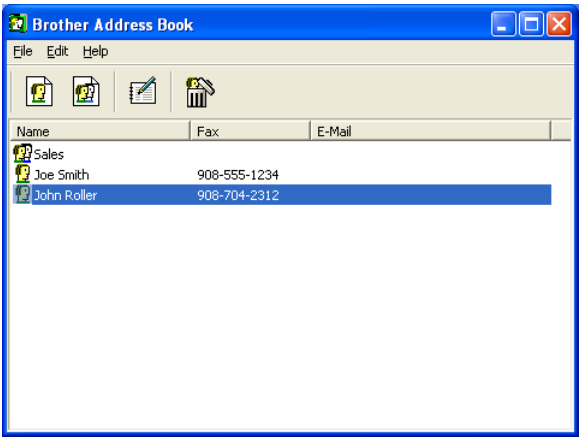
To clear a Speed-Dial button:

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

Brother Address Book

From the **Start** menu, select **Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX** (Where XXXX is your model name), and then click **PC-FAX Address Book**.

The **Brother Address Book** dialog box will appear:

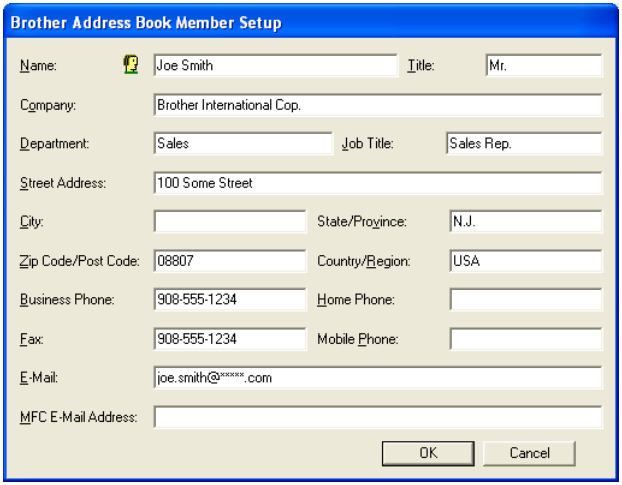


Setting up a Member in the Address Book

In the **Brother Address Book** dialog box you can add, edit and delete stored information of Members and Groups.

1. In the Address Book dialog box, click the icon to add a Member.

   The **Brother Address Book Member Setup** dialog box will appear:



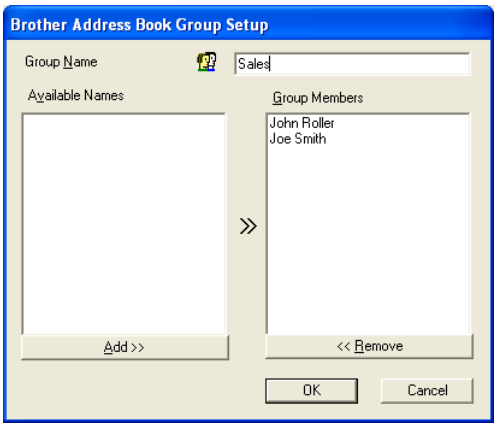
2. In the Member Setup dialog box, type the Member's information. **Name** is a required field. Click **OK** to save the information.

Setting up a Group for Broadcasting

If you often send the same PC-FAX to several recipients, you can combine them in to a Group.

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

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



2. Type the name of the new Group in the **Group Name** field.
3. In the **Available Names** box, select each Member to be included in the Group, and then click **Add >>**.

   Members you add to the Group will be added to the **Group Members** box.
4. After all the members you want have been added, click **OK**.

Editing Member information

1. Select the Member or Group you want to edit.
2. Click the edit icon.
3. Change the Member or Group information.
4. Click **OK** to save your changes.

Deleting a Member or Group

1. Select the Member or Group you want to delete.
2. Click the delete icon.
3. When the **Confirm Item Delete** dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). Or if you wish, you can select and create a Vcard that will be attached to that Member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

To export the whole current Address book:

If you are creating a Vcard, you must first select the member.

If you select Vcard in Step 1, **Save as type:** will be **Vcard (*.vcf)**.

1. From the Address Book select **File**, point to **Export**, and then click **Text**.

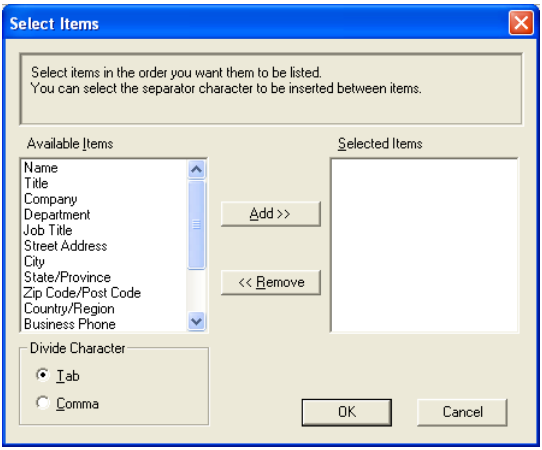
   —**OR**—

   Click **Vcard** and go to Step 5.
2. From the **Available Items** column, select the data fields you wish to Export and then click **Add >>**.

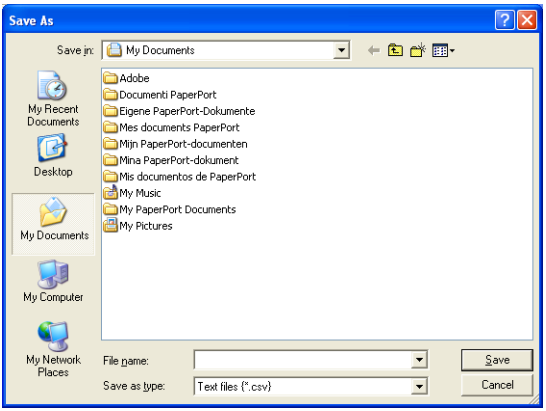
Select the items in the order you want them listed.

3 If you are exporting to an ASCII file, select the **Divide Character - Tab** or **Comma**. This selects between a **Tab** or **Comma** to separate the data fields.

4 Select **OK** to save the data.



5 Type the name of the file, and then select **Save**.



Importing to the Address Book

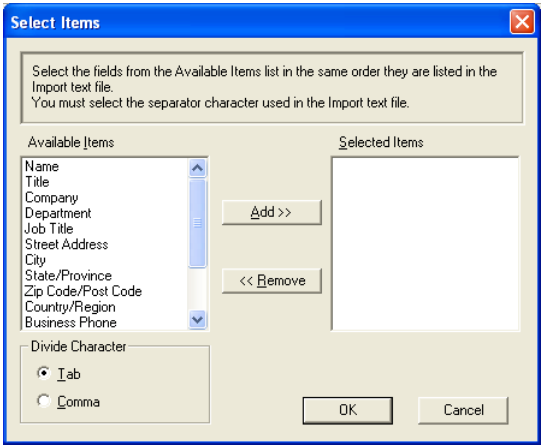
You can import ASCII text files (*.csv) or Vcards (electronic business cards) into your Address Book.

To import an ASCII text file:

1. From the Address Book select **File**, point to **Import**, and then click **Text**.

   —**OR**—

   Click **Vcard** and go to Step 5.

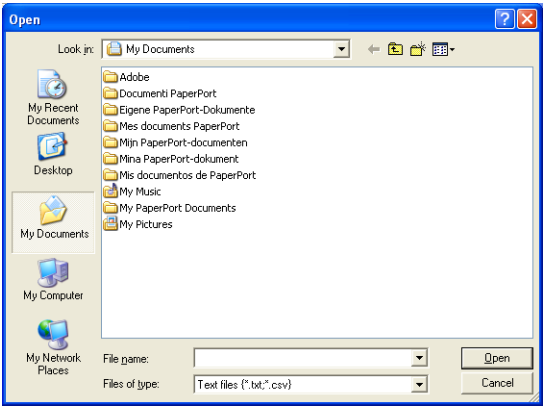


2. From the **Available Items** column select the data fields you want to import, and click **Add >>**.

   From the Available Items list select the fields in the same order they are listed in the Import text file.

3. Select the **Divide Character** - **Tab** or **Comma** based on the file format you are importing.
4. To import the data, click **OK**.

5 Type the name of the file, and then select **Open**.

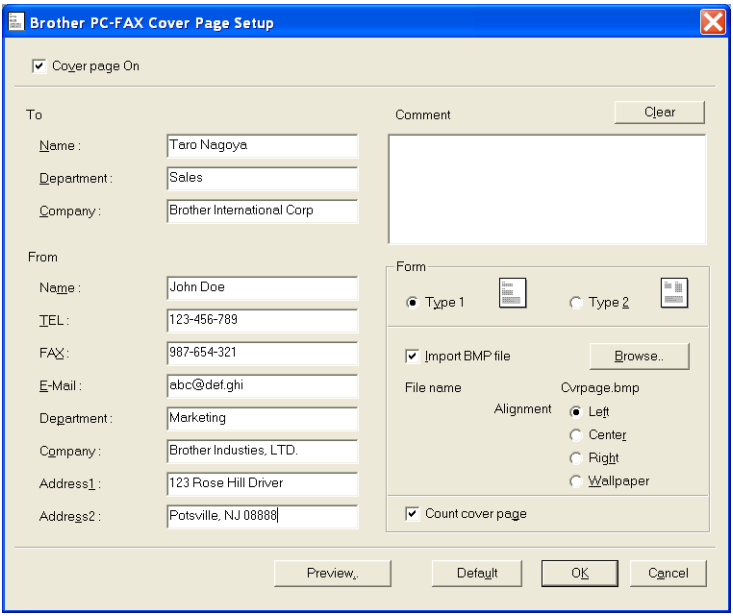


If you selected a text file in Step 1, the **Files of type**: will be **Text file (*.csv)**.

Setting up a Cover Page

From the PC-FAX dialog box, click to access the PC-Fax Cover page setup screen.

The **Brother PC-FAX Cover Page Setup** dialog box will appear:



Entering Cover Page Information

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

To

From

Comment

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

Form

Select the cover page format you want to use.

Import BMP file

You can insert a bitmap file, such as your company logo, in the cover page.

Use the browse button to select the BMP file, and then select the alignment style.

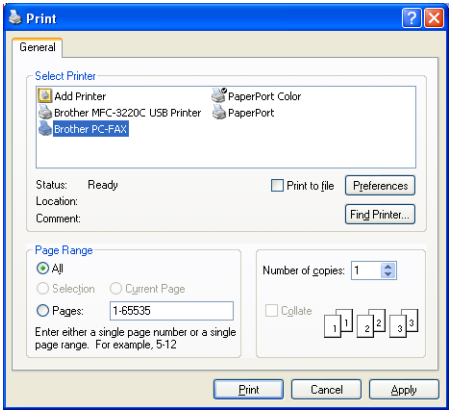
Count cover page

When the Count Cover Page box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

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

1. Create a file in Word, Excel, Paint, Draw or any other application on your PC.
2. From the **File** menu, select **Print**.

   The **Print** dialog box will appear:



3. Select **Brother PC-FAX** as your printer, and then click **Print**.

   The Facsimile style user interface will appear, if it does not check the user interface selection setting as detailed on page 5-3.

4 Enter the fax number using any of the following methods:

- Using the dial pad enter the number.
- Click any of the 10 **Speed-Dial** buttons.
- Click the **Address Book** button, and then select a Member or Group from the Address Book.

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

5 To include a Cover Page, click **Cover Page On**, and then click the Cover Page icon to enter or edit the Cover Page information.

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

If you want to cancel the fax, click **Stop**.

Redial

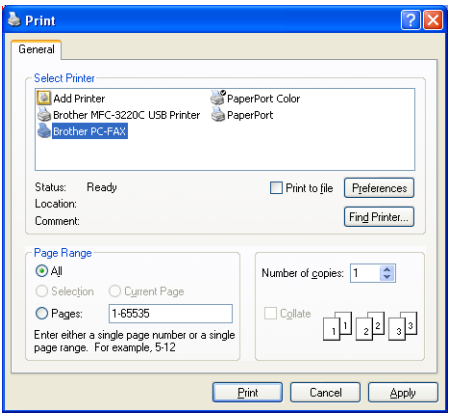
If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

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

1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.

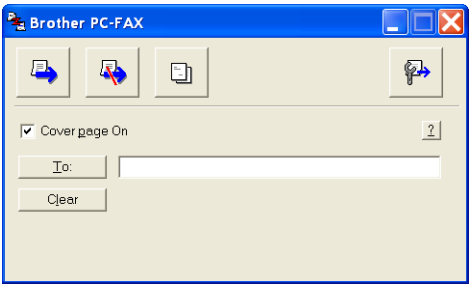
2 From the **File** menu, select **Print**.

The **Print** dialog box will appear:



3 Select **Brother PC-FAX** as your printer, and then click **Print**.

The Simple style user interface will appear; if it does not check the user interface selection setting as detailed on page 5-3.



4 In the **To:** field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the **To:** button. If you made a mistake entering a number, click the **Clear** button to delete all the entries.

5 To send a Cover Page and note, click the **Cover Page On** check box.

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

6 When you are ready to send your fax, click the Send icon.

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

Setting up PC-FAX receiving (MFC-410CN, MFC-620CN, MFC-5440CN, MFC-5840CN and MFC-3340CN only)

The PC-FAX Receive function will automatically upload incoming faxes received by your machine to your PC for viewing, printing or deleting.

Before you use the PC-FAX Receive function, you must select the option of PC-FAX Receive from the menu on the machine. (See *Setting PC Fax Rx* in the User's Guide.)

PC-FAX receiving is only available when using the USB connection, not the LAN connection.

Running PC-FAX Receiving

From the **Start** menu, select **Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX** (Where XXXX is your model name), and then select '**PC-FAX Receiving**'.

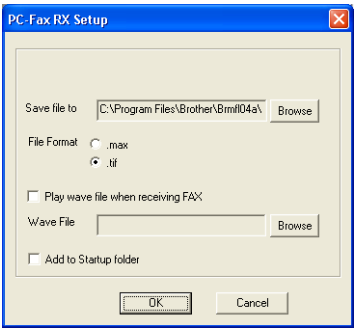
The PC-FAX

icon will appear on your PC Task bar for this Windows® session.

Setting up your PC

1. Right-click the PC-FAX

icon on your PC Task Bar, and then click **PC-Fax RX Setup**.
2. The PC-Fax RX Setup dialog box will appear:



3 In **Save file to**, use the Browse button if you want to change the path where PC-FAX files will be saved.

4 In **File Format**, select **.tif** or **.max** for the format the received document will be saved in. The default format is **.tif**.

5 If you want to, you can check the **Play wave file when receiving FAX** check box, and then enter the path of the wave file.

6 To load PC FAX receiving automatically when you start up Windows®, select the **Add to Startup folder** check box.

Viewing new PC-FAX messages

Each time you start to receive a PC-FAX, the icon will flash blue and red. Once the fax has been received the icon will remain red. The red icon will change to green once the received fax has been viewed.

1 Run PaperPort®.

2 Open the Fax Received folder.

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

The title of your unread PC message will be the date and time until you assign a file name.
For example “Fax 2-20-2002 16:40:21.tif”

6 Using the PhotoCapture Center™ from your PC

(For Windows®)
(not available for MFC-5440CN and MFC-3240C)

Do **NOT** start your computer with your media cards inserted into the media drive of the machine. You could lose your data or damage the card.

For USB cable users

For Windows® 2000 users, to access the PhotoCapture Center™ features from your PC you must first install a Windows® 2000 update. Please see the Quick Setup Guide for installation instructions.

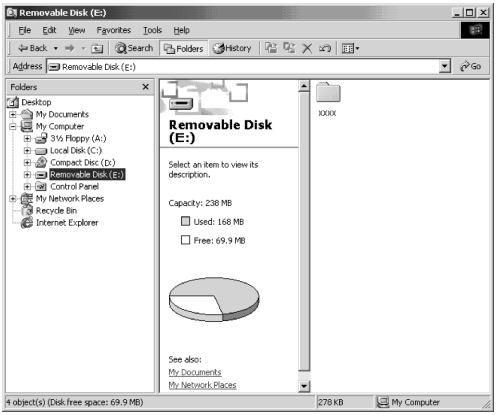
1. Insert a SmartMedia®, CompactFlash®, Memory Stick®, SecureDigital™ or xD-Picture Card™ into your machine.

If more than two media cards are inserted at the same time, the PhotoCapture Center™ will read only the card that was put in first. To have access to another card, you must first take out all the cards, and then put in the media card you wish to access.

2. In Windows® Explorer on your PC, double-click the **Removable Disk** icon. The files and folders that are on the media card will appear on your PC screen.

If you are using Windows® XP and you create a name for the volume label of the media card, the name will appear instead of 'Removable Disk'.

3 You can edit the file and save it to another drive on your PC.



When you take out a media card, do the following to prevent damage to the media card:

1 In the My Computer window, right-click the removable disk icon and select **Eject** from the Context menu.

2 Wait until the **PhotoCapture** button stops blinking before taking out the media card.

⚠ Do **NOT** unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash®, Memory Stick®, SecureDigital™ or xD-Picture Card™ from the machine while it is reading the card (**PhotoCapture** button flashing). You could lose your data or damage the card.

If you took out the media card while **PhotoCapture** button was flashing, you must immediately restart your PC before putting the media card back in. If you put in another media card before the PC is restarted, the data on it may be destroyed.

While the machine is printing from the PhotoCapture Center™, your PC cannot access the PhotoCapture Center™ for any other operation.

MagicGate Memory Stick® can be used, but any music data that is stored on the stick cannot be read.

For Network cable users

1. Insert a SmartMedia®, CompactFlash®, Memory Stick®, SecureDigital™ or xD-Picture Card™ into your machine.

If more than two media cards are inserted at the same time, the PhotoCapture Center™ will read only the card that was put in first. To have access to another card, you must first take out all the cards, and then put in the media card you wish to access.

2. Double-click the **Network PhotoCapture Centre** icon.

3. Your browser software will appear and a list of file names on your media card will be shown.

Your browser software accesses the media card using FTP and the network Host Name of the machine. You can open the software by entering ftp://XXX.XXX.XXX.XXX (Where XXX.XXX.XXX.XXX is the IP address of your Brother machine).

4. Click the file name you wish to see.

When you take out a media card, do the following to prevent damage to the media card:

5. Close the browser.
6. Wait until the **PhotoCapture** button stops blinking before taking out the media card.

Do **NOT** unplug the power cord, or remove a SmartMedia®, CompactFlash®, Memory Stick®, SecureDigital™ or xD-Picture Card™ from the machine while it is reading the card (**PhotoCapture** button flashing). You could lose your data or damage the card.

If you took out the media card while **PhotoCapture** button was flashing, you must immediately restart your PC before putting the media card back in. If you put in another media card before the PC is restarted, the data on it may be destroyed.

While the machine is printing from the PhotoCapture Center™, your PC cannot access the PhotoCapture Center™ for any other operation.

MagicGate Memory Stick® can be used, but any music data that is stored on the stick can not be read.

7 Network Scanning

(For Windows®)
(not available for MFC-3240C, MFC-210C and DCP-110C)

To use the machine as a Network Scanner, the machine must be configured with a TCP/IP address. You can set or change the settings from the control panel. (Please see the Network User's Guide on the CD-ROM.)

Max. 25 clients can be connected to one machine on a Network. For example, if 30 clients try to connect at a time, 5 clients will not be shown on the LCD.

Network License

This product includes the PC license for up to 2 Users.

This licence supports the installation of the MFL-Pro Software Suite including ScanSoft® PaperPort® on up to 2 PC's for use on a network.

If you want to use more than 2 PCs with ScanSoft® PaperPort® installed, please purchase NL-5 which is a multiple PC license agreement pack for up to an additional 5 Users. To purchase NL-5, please contact your Brother Sales Office.

Registering your PC with the machine

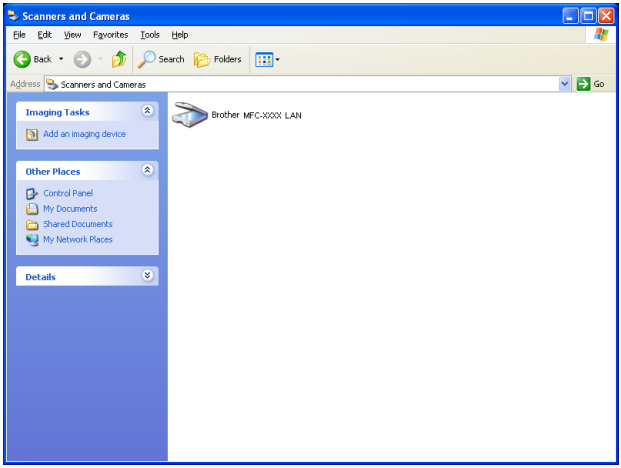
If you need to change the machine that was registered to your PC during the installation of MFL-Pro Suite (see Quick Setup Guide), follow the steps below.

1 *For Windows® XP*

From the **Start** menu, select **Control Panel**, **Printers and Other Hardware**, **Scanners and Cameras** (or **Control Panel**, **Scanners and Cameras**).

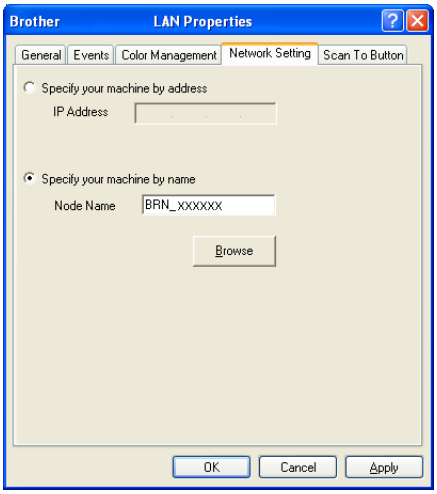
For Windows® 98/Me/2000

From the **Start** menu, select **Control Panel**, **Scanners and Cameras**, and then right-click Scanner Device icon and select **Properties** to view the Network Scanner Properties dialog box.



Right-click the Scanner Device icon and select properties to view the Network Scanner Properties dialog box.

2 Click the **Network Setting** tab in the dialog box and select a method to specify the machine as a Network scanner for your PC.



Specify your machine by address

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

Click **Apply** and then **OK**.

Specify your machine by Name

Enter the machine Node name in the **Node Name** field.

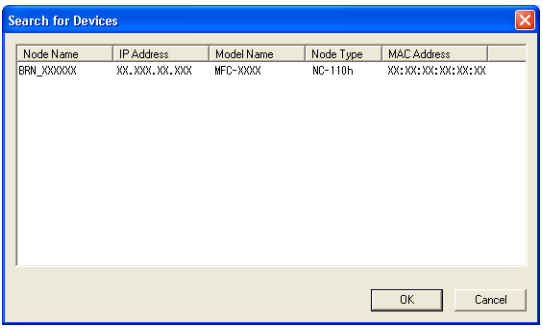
Click **Apply** and then **OK**.

Search for Devices

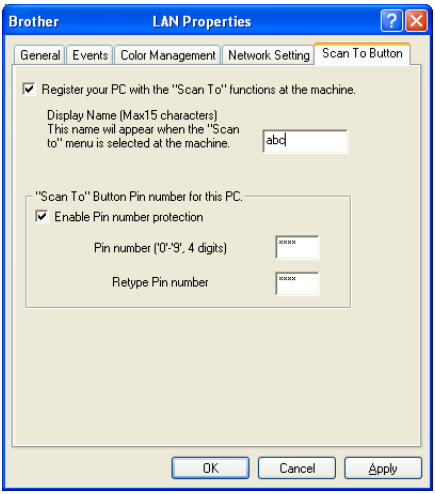
Click **Browse** and select the appropriate device you want to use.

Click **OK**.

Click **Apply** and then **OK**.



3 Click the **Scan To Button** tab in the dialog box and enter your PC name in the **Display Name** field. The machine's LCD displays the name you enter. The default setting is your PC name. You can enter any name that you like.



If you are using the optional wireless print/scan server NC-2200w, the above window will not appear.

4 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 PC protected by a Pin number, the LCD prompts to enter the Pin number before the document can be scanned and sent to the machine. (See *Using the Scan key* on page 7-5 to 7-8.)

Using the Scan key

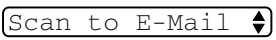
Scan to E-mail (PC)

When you select Scan to E-mail (PC) your document will be scanned and sent directly to the PC you designated on your network. The ControlCenter2.0 will activate the default E-mail application on the designated PC for addressing to the recipient. You can scan a black and white or colour document and it will be sent with the E-mail from the PC as an attachment.

For Network Scanning the ControlCenter2.0 selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the ControlCenter2.0.

You can change the (**Scan**) configuration. (See *E-mail* on page 3-9.)

1. Load your document.
2. Press (**Scan**).
3. Press ▲ or ▼ to select `Scan to E-Mail`.

   Press **Menu/Set**.
4. Press ▲ or ▼ to select `PC`.

   Press **Menu/Set**.

   —OR—

   If there are no other selections, go to Step 5.
5. Press ▲ or ▼ to select the destination PC you want to use for E-mailing your document.

   Press **Menu/Set**.

   If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination PC on the control panel.

   Press **Mono Start** or **Colour Start**.

   The machine will start the scanning process.

Scan to Image

When you select Scan to Image your document will be scanned and sent directly to the PC you designated on your network. The ControlCenter2.0 will activate the default graphics application on the designated PC. You can change the **Scan** configuration. (See *Image (example: Microsoft Paint)* on page 3-6.)

For Network Scanning the ControlCenter2.0 selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the ControlCenter2.0.

1. Load your document.
2. Press (**Scan**).
3. Press ▲ or ▼ to select `Scan to Image`.

   Scan to Image ▲▼

   Press **Menu/Set**.
4. Press ▲ or ▼ to select the destination PC you want to send to.

   Press **Menu/Set**.

   If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination PC on the control panel.

   Press **Mono Start** or **Colour Start**.

   The machine will start the scanning process.

Scan to OCR

When you select Scan to OCR your document will be scanned and sent directly to the PC you designated on your network. The ControlCenter2.0 will activate ScanSoft® OmniPage® OCR and convert your document into text for viewing and editing from a word processing application on the designated PC. You can change the **Scan** configuration. (See *OCR (Word Processing program)* on page 3-8.)

For Network Scanning the ControlCenter2.0 selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the ControlCenter2.0.

1. Load your document.
2. Press (**Scan**).
3. Press ▲ or ▼ to select `Scan to OCR`.

   Scan to OCR

   Press **Menu/Set**.
4. Press ▲ or ▼ to select the destination PC you want to send to.

   Press **Menu/Set**.

   If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination PC on the control panel.

   Press **Mono Start** or **Colour Start**.

   The machine will start the scanning process.

Scan to File

When you select Scan to File you can scan a black and white or colour document and send it directly to a PC you designate on your network. The file will be saved in the folder and file format that you have configured in the ControlCenter2.0 on the designated PC. You can change the **Scan** configuration. (See *File* on page 3-11.)

For Network Scanning the ControlCenter2.0 selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the ControlCenter2.0.

1. Load your document.
2. Press (**Scan**).
3. Press ▲ or ▼ to select `Scan to File`.

   Scan to File ▲▼

   Press **Menu/Set**.
4. Press ▲ or ▼ to select the destination PC you want to send to.

   Press **Menu/Set**.

   If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination PC on the control panel.

   Press **Mono Start** or **Colour Start**.

   The machine will start the scanning process.

8 Using your machine with a Macintosh®

Setting up your USB-equipped Apple® Macintosh®

Before you can connect the machine to your Macintosh®, you must buy a USB cable that is not longer than 2 metres. **Do not connect the machine to a USB port on a keyboard or a non-powered USB hub.**

The features supported by the machine will depend on the operating system you are using. The chart below shows which features are supported.

Feature	Mac OS®		Mac OS® X
	8.6	9.X	10.2.4 or greater*2
Printing	Yes	Yes	Yes
Scanning (TWAIN)	No	Yes	Yes
ControlCenter2.0*1	No	No	Yes
PC-FAX sending	Yes	Yes	Yes
Remote Setup	No	No	Yes
PhotoCapture Center	No	Yes	Yes

*1 For the details of ControlCenter2.0, see *Using the ControlCenter2.0 (For Mac OS® X 10.2.4 or greater)* on page 8-26.

*2 For Mac OS® X 10.2.0 to 10.2.3 user, please upgrade to Mac OS® X 10.2.4 or greater. (The latest information for Mac OS® X, please visit at: http://solutions.brother.com)

Media Type

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

Plain Paper

Inkjet Paper

Glossy Paper

Transparencies

Slow Drying Paper

Select Slow Drying Paper when printing with the type of plain paper on which the ink dries very slowly. This setting may cause some slight blurring of the text.

Quality

The quality selection allows you to choose the print resolution you want for your document. Print quality and speed are related. The higher the quality, the longer it will take to print the document. The quality selections that are available will vary depending on the media type you select.

- **Highest:** Up to 1200 x 6000 dpi. (See *Resolution* in Specifications of the User's Guide.) Use this mode to print precise images such as photographs. This is the highest resolution and slowest speed.
- **Photo:** 1200 x 2400 dpi. This mode is suitable for printing photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.
- **Fine:** 1200 x 1200 dpi. Better print quality than **Normal** mode and faster print speed than **Photo**.
- **Enhance Normal Printing:** 750 x 750 dpi. Use this mode if fine horizontal bands appear on the paper. This prints at an increased resolution which helps to avoid banding with slightly slower print speed than in Normal mode. Only when you have selected Plain Paper or Transparencies, you can use this mode.

- **Normal:** 600 x 600 dpi. Good print quality with typical print speed.
- **Fast Normal:** 600 x 300 dpi. Better print quality than **Fast** mode and faster print speed than **Normal**.
- **Fast:** 600 x 150 dpi. The fastest print mode and the lowest ink consumption. Use this mode to print large volume documents or a document for proofing.

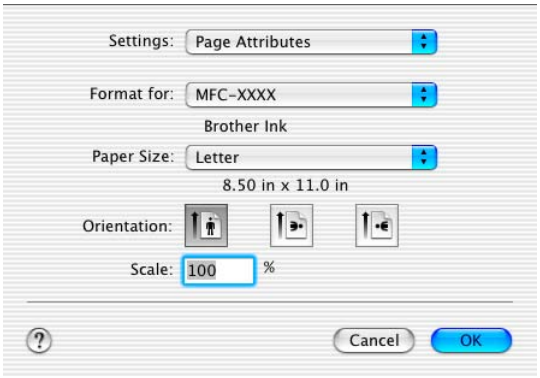
Media Type	Colour/Grayscale	Print Quality Selection
Plain Paper	Colour/Grayscale	*Fast, Fast Normal,* ***Normal****, Fine*
Inkjet Paper	Colour/Grayscale	***Fine****, Photo*
Glossy Paper	Colour/Grayscale	*Fine,* ***Photo****, Highest*
Transparencies	Colour/Grayscale	***Normal****, Fine*

The factory settings are shown in bold.

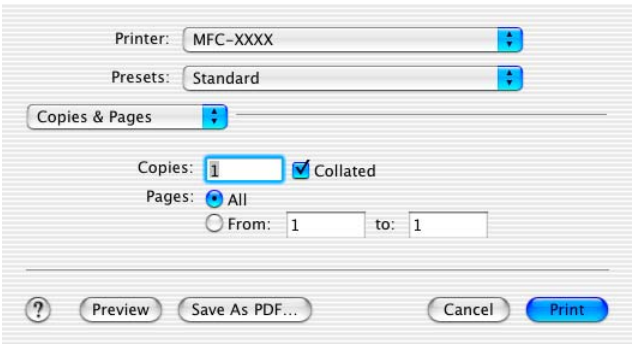
Using the Brother printer driver with your Apple® Macintosh® (Mac OS® X)

Choosing page setup options

1 From application software such as TextEdit, click the **File** menu and select **Page Setup**. Make sure *MFC-XXXX (Where XXXX is your model name)* is selected in the **Format for** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scale**, then click **OK**.

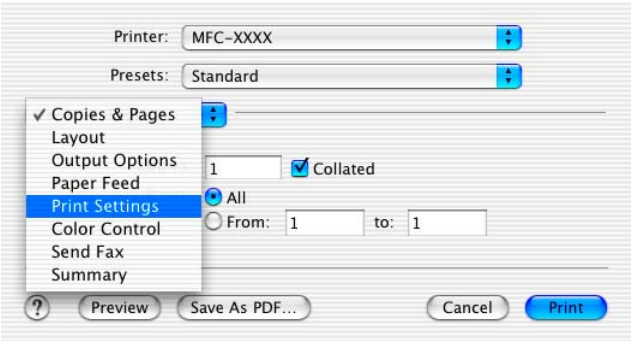


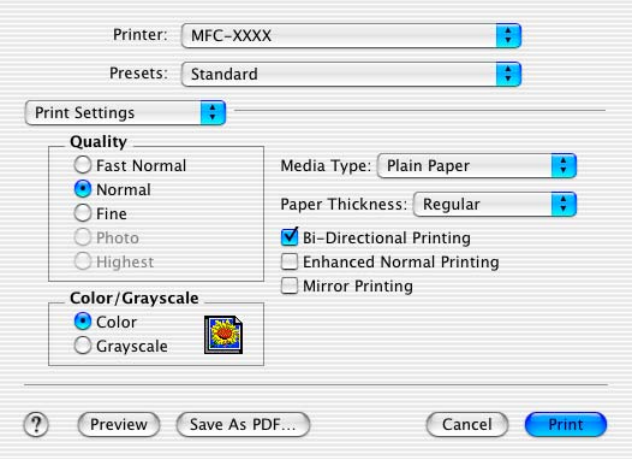
2 From application software such as TextEdit, click the **File** menu and select **Print**. Click **Print** to start printing.



Choosing printing options

To control special printing features, choose **Print Settings** in the Print dialog box. You can change **Quality**, **Media Type**, **Colour/Grayscale**, **Paper Thickness**, **Bi-Directional Printing** and **Enhance Normal Printing** settings.



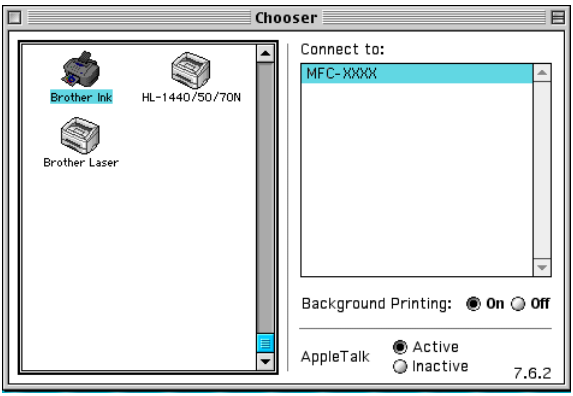


See *Resolution* in Specifications of the User's Guide.

Using the Brother printer driver with your Apple® Macintosh® (Mac OS® 8.6-9.2)

To select a Printer:

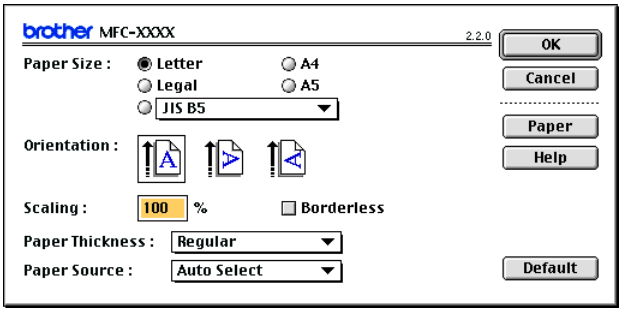
1 Open the **Chooser** from the Apple menu.



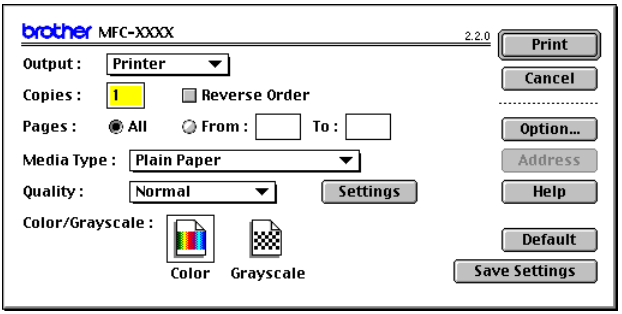
2 Click the **Brother Ink** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.

To print a document:

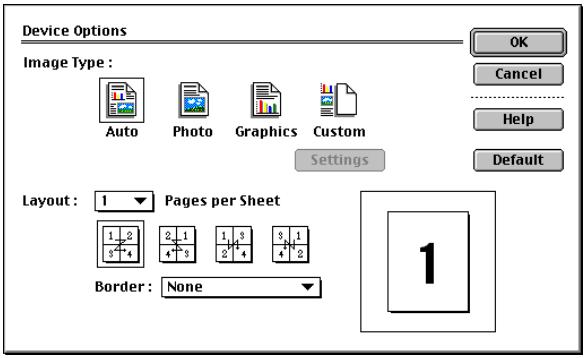
3 From the application software such as Presto!® PageManager®, click the **File** menu and select **Page Setup**. You can change the settings for **Paper Size**, **Paper Thickness**, **Paper Source**, **Orientation**, and **Scaling** and then click **OK**.

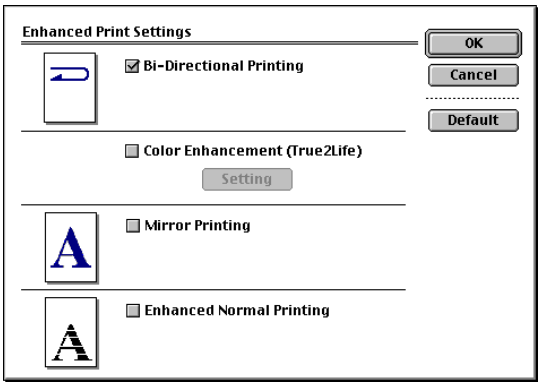


4 From application software such as Presto!® PageManager®, click the **File** menu and select **Print**. Click **Print** to start printing.



If you want to change **Copies**, **Pages**, **Quality**, **Media Type** or **Colour/Grayscale**, select your settings before clicking **Print**. Click the **Option** or **Settings** button to change **Image Type** and other Printing Options.



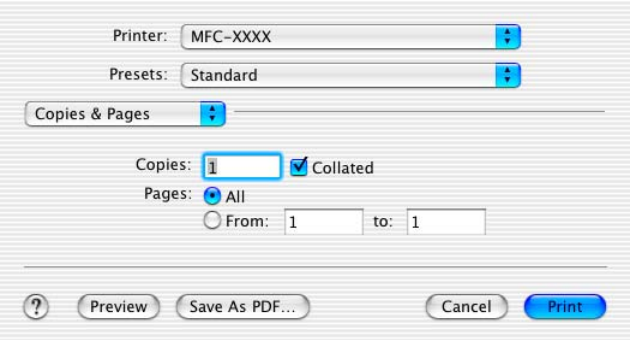


Sending a fax from your Macintosh® application (not abailable for DCP-110C and DCP-310CN)

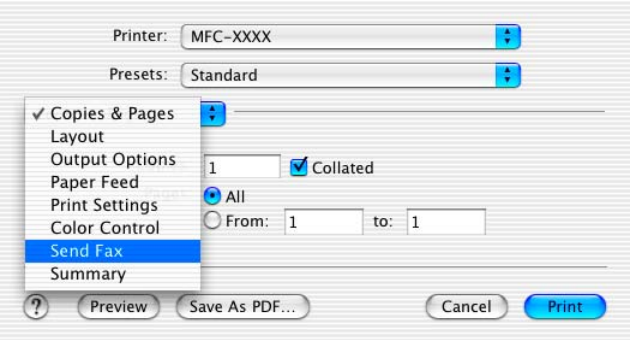
For Mac OS® X users

You can send a fax directly from a Macintosh® application.

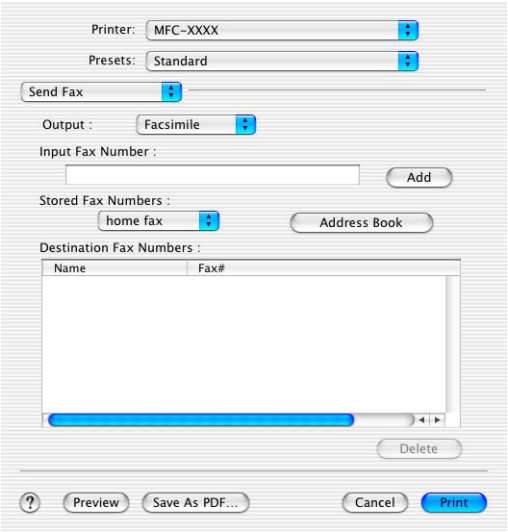
1. Create a document in a Macintosh® application.
2. To send a fax, select **Print** from the **File** menu.
   The Printer dialog box will appear:



3. Select **Send Fax** from the pull-down menu.

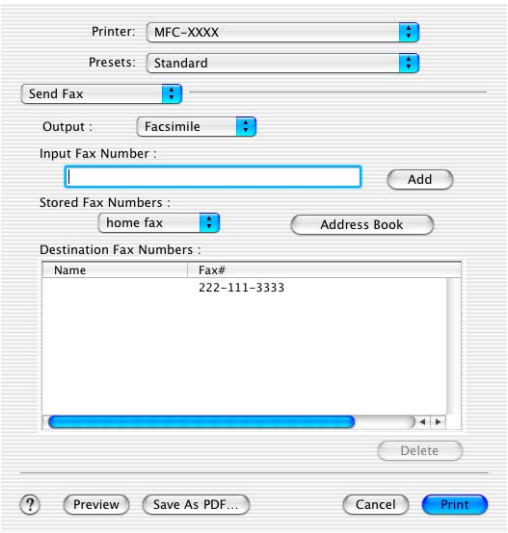


4 Select **Facsimile** from the **Output** pull-down menu.



5 To address the fax, type a fax number in the **Input Fax Number** box, and then click **Print**.

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.

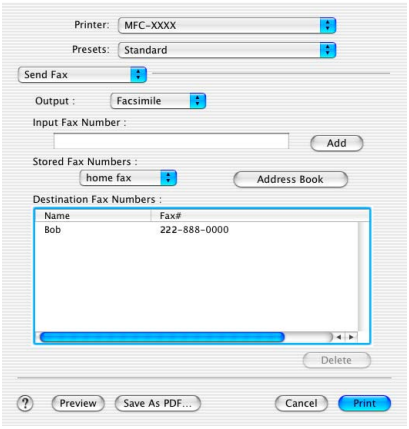


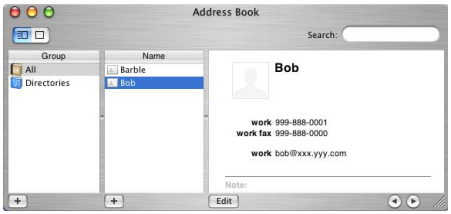
Drag a vCard from the Mac OS® X Address Book application

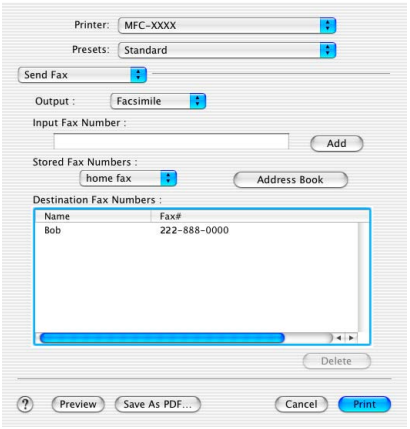
You can address the fax number using a vCard (an electronic business card) from Mac OS® application to the destination fax number field.

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

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







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

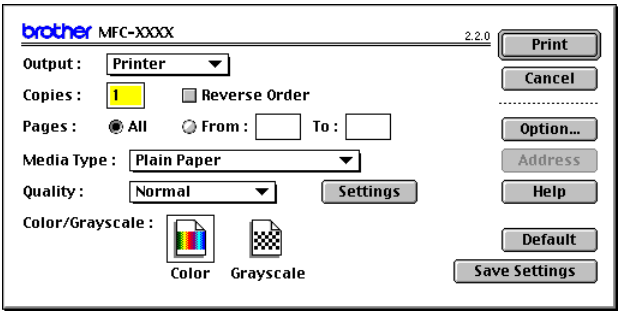
When you choose **work fax** or **home fax** from the **Stored Fax Numbers** pull-down list, only the fax number stored in the Mac OS® X **Address Book** for the selected category will be used. If the fax number is stored in only one of the Mac OS® X **Address Book** categories, the number will be retrieved no matter which category you have selected (work or home).

For Mac OS® 8.6 - 9.2 users

You can send a fax directly from a Macintosh® application.

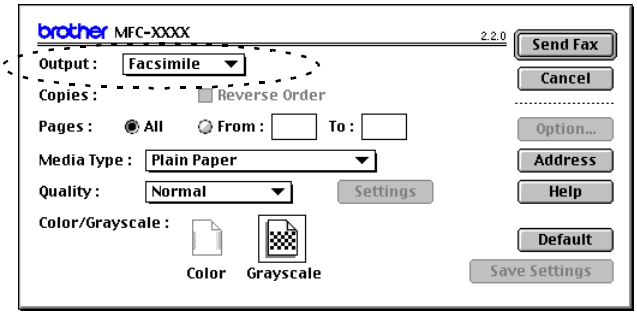
1. Create a document in a Macintosh® application.
2. To send a fax, select **Print** from the **File** menu.

   The Printer dialog box will appear:



   When *Printer* is selected, the top button shows **Print** and the **Address** button is grayed out.

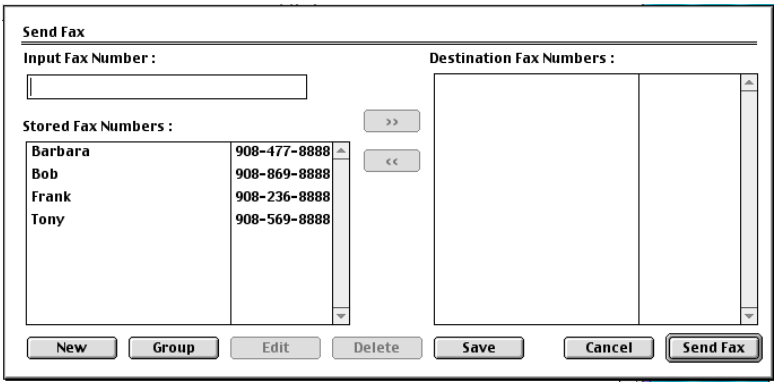
3 From the **Output** pull-down menu, select *Facsimile*.



When *Facsimile* is selected, the top button changes to **Send Fax** and the **Address** button will be available.

4 Click **Send Fax**.

The **Send Fax** dialog box appears:



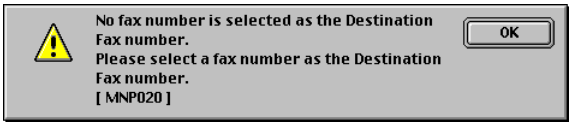
The **Send Fax** dialog box has two list boxes. The left box shows all the previously **Stored Fax Numbers** and the right box shows the **Destination Fax Numbers** as you select them.

5 To address the fax, type a fax number in the **Input Fax Number** box.

6 When you are finished addressing your fax, click **Send Fax**.

To select and only send certain pages of the document, click **OK** to go to the Print dialog box.

If you click **Send Fax** without addressing your fax, the following error message will appear:



Click **OK** to go to the **Send Fax** dialog box.

Scanning from a Macintosh® (not available for Mac OS® 8.6)

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

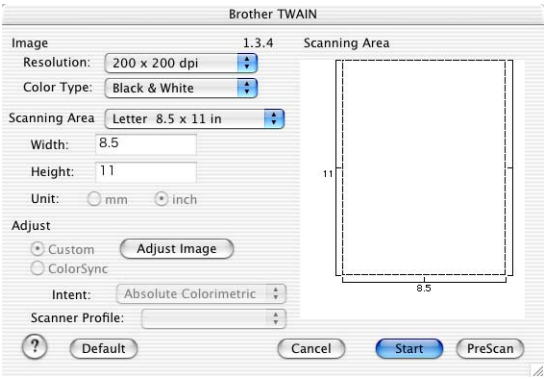
If you want to scan from the machine on a network, you must select the networked machine. See *Configuring Network Scanning* on page 8-21.

Accessing the scanner

Run your Macintosh® TWAIN-compliant application software. The first time you use the Brother TWAIN driver, set it as the default by choosing **Select Source** (or the other menu name to select the device). Afterwards, for each document you scan choose **Acquire Image** or **Scan**. The scanner setup dialog box will appear.

The screen shown in this section are from Mac OS® X 10.2.4. The screen on your Macintosh® may vary depending on your operating system.

The method of selecting the source or choosing to scan may vary depending on the application software you are using.



(Mac OS® X 10.2.4)

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 in the ADF.

If your model is a flatbed type, you can also place your document on the scanner glass.

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

   Resolution

   Colour Type

   Scanning Area

   Brightness

   Contrast

3. Click **Start**.

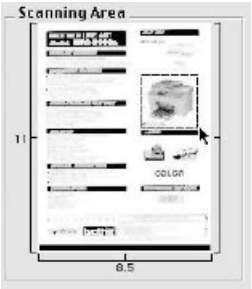
   When scanning has finished, the image will appear in your graphics application.

Pre-Scanning an image

Pre-Scanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the **Scanning Area**. This is only a preview of the image, so you can see how it will look. The **PreScan** button will allow you to crop unwanted areas from the images. When you are satisfied with the preview, click **Start** to scan the image.

1. Load your document.
2. Click **PreScan**.

   The whole image will be scanned into your Macintosh® and will appear in the **Scanning Area** of the Scanner dialog box:
3. To scan a portion of the prescanned image, click and drag the mouse to crop it.



4. Insert the document in the ADF again.

If your model is a flatbed type, and you loaded the document on the scanner glass in step 1, please skip this step.

5. Make your adjustments to the settings for **Resolution**, **Colour Type** (Gray Scale), **Brightness**, **Contrast**, and **Size** in the Scanner Setup dialog box.
6. Click **Start**.

   This time only the cropped area of the document will appear in the **Scanning Area**.
7. You can refine the image in your editing software.

Settings in the Scanner window

Image

Resolution

From the **Resolution** pop-up menu choose the scanning resolution. Higher resolutions use more memory and transfer time, but produce a finer scanned image.

Resolution	Black & White / Gray (Error Diffusion)	8 bit colour	True Gray / 24 bit colour
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 (Except MFC-3240C and MFC-3340CN)	Yes	No	Yes
9600 x 9600 dpi (Except MFC-3240C and MFC-3340CN)	Yes	No	Yes
19200 x 19200 dpi (Except MFC-3240C and MFC-3340CN)	Yes	No	Yes

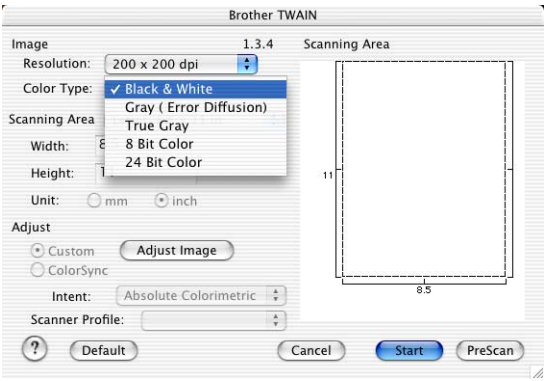
Colour Type

Black & White—Set the image Type to *Black and White* for text or line art. For photographic images, set the image type to Gray (Error diffusion) or True Gray.

Gray (Error Diffusion)—is used for documents that have photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are placed in a specific pattern to give the appearence of gray.)

True Gray—is used for documents with photographic images or graphics. This mode is more exact because it uses up to 256 shades of gray. It requires the most memory and takes the longest transfer time.

Colours—Choose either 8-bit Colour, which scans up to 8-bit Colour or 24-bit colour which scans up to 16.8 million colours. Although using 24-bit colour creates an image with the most accurate colours, the image file will be about three times larger than a file created with 8-bit Colour.



Scanning Area

Set the Size to one of the following:

- A4 210 x 297 mm
- JIS B5 182 x 257 mm
- Letter 8.5 x 11 in
- Legal 8.5 x 14 in
- A5 148 x 210 mm
- Executive 7.25 x 10.5 in
- Business Card
- Photo 4 x 6 in
- Index Card 5 x 8 in
- Photo L 89 x 127 mm
- Photo 2L 127 x 178 mm
- Post Card 1 100 x 148 mm
- Post Card 2 148 x 200 mm
- Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in or 8.9 x 8.9 mm to 215 x 355 mm.)

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.

Business Card Size (not available for MFC-3240C and MFC-3340CN)

If your machine is flatbed type (not available for MFC-3240C and MFC-3340CN), you can scan business cards. To scan business cards, select the Business Card size (90 x 60 mm) and place the business card at the center of scanner glass.

When you are scanning photographs or other images to use in a word processor or other graphics application, it is a good idea to try different settings for the Contrast, Mode and Resolution to determine which settings look the best.

Adjusting the Image

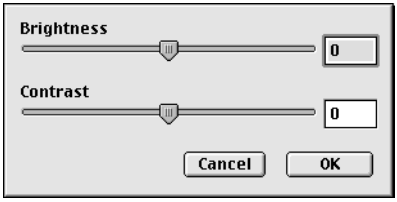
Brightness

Adjust the **Brightness** setting to get the best image. The Brother TWAIN Scanner driver offers 100 Brightness levels (-50 to 50). The default value is 0, representing an ‘average’ setting.

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

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

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



Contrast

You can only adjust the **Contrast** level when you have selected one of the Gray Scale settings, it is not available when you have selected Black & White as the selected **Colour Type**.

Increasing the **Contrast** level (by dragging the slide bar to the right) emphasizes dark and light areas of the image, while reducing the **Contrast** level (by dragging the slide bar to the left) reveals more detail in the gray areas. Instead of using the slide bar, you can type a value in the box to set the Contrast. Click **OK**.

Configuring Network Scanning

(For Network models only)

If you want to scan from the machine on a network, you must select the networked machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities. If you already installed the MFL-Pro Software following the network installation steps in the Quick Setup Guide then this selection should already be made.

To use the machine as a Network Scanner, the machine must be configured with a TCP/IP address. You can set or change the address settings from the control panel. (Please see the Network User's Guide on the CD-ROM.)

Max. 25 clients can be connected to one machine on a Network. For example, if 30 clients try to connect at a time, 5 clients will not be shown on the LCD.

(Network scanning is not available for the DCP-110C.)

(The ControlCenter2.0 is not available for Mac OS® 8.6-9.2.)

1. From **Library**, select **Printers**, **Brother**, **Utilities** and **DeviceSelector**, and then doubleclick **DeviceSelector**. The **DeviceSelector** window appears. This window can also be opened from the ControlCenter2.0.
2. Select **Network** from the connection type pull-down menu.

3 Specify your machine by IP Address or Node Name.
To change the IP address, enter the new IP address.
To change the Node Name of your machine, enter the new node name. Each node (machine) has its own node name. You can find the node name by printing out the machine configuration page. (Please see the Network User's Guide on the CD-ROM.)
The default Node Name is "BRN_xxxxxx" ("xxxxxx" is the last six digits of Ethernet address.)
You can also select a machine from the list of the machines available. Click **Browse** to show the list.

4 Click the **OK** button.

Using the Scan Key

For Network users, see *Using the Scan key* on page 7-5.

For USB users, see *Using the Scan key (For USB cable users)* on page 2-20.

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 to enter the Pin number before the document can be scanned and sent to the machine. (See *Using the Scan key* on page 7-5 to 7-8.)

Turn on **Register your computer with the "Scan To" functions at the machine** and enter a 4 digit PIN number.

Using Presto!® PageManager®

Presto!® PageManager® is application software for managing the documents in your computer. Since it is compatible with most image editors and word processing programs, Presto!® PageManager® gives you unmatched control over your computer 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®. To install Presto!® PageManager®, see the Quick Setup Guide.

The complete NewSoft Presto!® PageManager® 4.0 User's Guide can be found on the CD-ROM supplied with your machine.

Highlights

- 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.
- Treeview Window: View and arrange your folder hierarchy for easy access.
- Thumbnail Window: View files as thumbnails for easy identification.

System requirements for Presto!® PageManager®

- PowerPC processor
- System 8.6-9.X, 10.1, or greater
- CD-ROM drive
- Hard disk drive with at least 120 MB of free disk space

Recommended:

- 8-bit Colour or higher video adapter.
- Eudora Mail, or Outlook Express electronic mail software

Technical Support

[For USA]

Company name:	Newsoft America Inc.
Postal Address:	4113 Clipper Court Fremont CA 94538, USA
Telephone:	510-4458600
Fax:	510-4458601
E-mail Address:	contactus@newsoftinc.com
URL:	http://www.newsoft.com/

[For Canada]

E-mail Address:	contactus@newsoftinc.com

[Germany]

Company name:	NewSoft Europe
Postal Address:	Regus Center Fleethof Stadthausbrucke 3 20355 Hamburg, Germany
Telephone:	49-40-37644530
Fax:	49-40-37644500
E-mail Address:	contact@newsoft.eu.com
URL:	http://de.newsoft.eu.com/

Company name:	SoftBay GmbH
Postal Address:	Carlstrase 50 D-52531 Ubach-Palenberg
Telephone:	49(0)2451/9112647

Fax: 49(0)2451/409642
E-mail Address: newsoft@softbay.de
URL: http://de.newsoft.eu.com/

[UK]

Company name: Guildsoft Ltd
Postal Address: Not Open
Telephone: 44-01752-201148
Fax: 44-01752-894833
E-mail Address: Tech@guildsoft.co.uk
URL: http://uk.newsoft.eu.com/

[France]

Company name: Partners in Europe
Postal Address: Unit 14, Distribution Centre, Shannon Ind. Est Shannon, Co. Clare, Ireland
Telephone: 0800-917171
E-mail Address: Newsoft@pie.ie

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Company name: V.I.P
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Using the ControlCenter2.0 (For Mac OS® X 10.2.4 or greater)

The functions that can be used in the ControlCenter2.0 may vary depending upon the model.

The ControlCenter2.0 is a software utility that allows you to quickly and easily access the most frequently used applications. Using the ControlCenter2.0 eliminates the need to manually launch the specific applications. The ControlCenter2.0 provides the following four categories of operations:

1. Scan directly to a file, E-mail, word processor or graphics application of your choice.
2. Custom Scan buttons allow you to configure a button to meet your own application requirements.
3. Access the Copy features available via your Macintosh®.
4. Access the settings available to configure your device.

You can open the configuration window for each function by clicking the **Configuration** button.

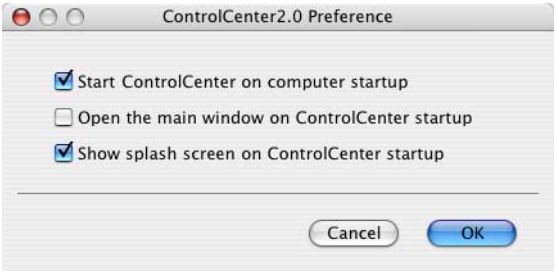
Also you can select which machine will connect with the ControlCenter2.0 from the **Model** pull-down list.

How to turn off the AutoLoad feature in ControlCenter2.0

The icon will appear on the menu bar. To open the ControlCenter2.0 window, click on the icon and select **Open**.

If you do not want the ControlCenter2.0 to run automatically each time the computer is started;

1. Click on the ControlCenter2.0 icon in the menu bar and select **Preference**.
2. The ControlCenter2.0 preference window appears, then uncheck the **Start ControlCenter on the computer startup** check box.
3. Click **OK** to close the window.



The ControlCenter2.0 application icon is in Macintosh HD/Library/Printers/Brother/Utilities/ControlCenter.

SCAN

This section contains four buttons for **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** applications.

- **Image** *(Default: Apple PreView)* — enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as Adobe® PhotoShop® or any kind of image editing application you already have installed on your computer.
- **OCR** *(Default: Apple Text Edit)* — enables you to scan a page or document, automatically run the OCR application and insert the text (not a graphic image) into a word processing application. You have the option of selecting the target word processing application, such as MS Word or whichever word processing application is installed on your computer.
- **E-mail** *(Default: your default E-mail software)* — enables you to scan a page or document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.
- **File** — enables you to scan directly to a disk file. You can change the file type and destination folder, as needed.

The ControlCenter2.0 gives you the ability to configure the hardware **Scan** key on your machine for each scan feature. Select the **Device Button** in the configuration menu for each of the **SCAN** buttons.

CUSTOM SCAN

You can configure the button name and settings for each of these buttons to meet your specific requirements by clicking on a button while holding down the Ctrl key and following the configuration menus.

COPY

COPY — allows you to use the PC and any printer driver for enhanced copy operations. You can scan the page on the machine and print the copies using any of the features of the machine printer driver—**OR**—you can direct the copy output to any standard printer driver installed on the PC including network printers.

You can configure your preferred settings on up to four buttons.

DEVICE SETTINGS

You can configure the machine settings or check the ink levels.

- **Remote Setup** — enables you to open the Remote Setup Program. (See *MFC Remote Setup (Mac OS® X 10.2.4 or greater) (not available for DCP-110C, DCP-310CN and MFC-210C)* on page 8-45.)
- **Quick-Dial** — enables you to open the Set Quick-Dial window of the Remote Setup. (See *MFC Remote Setup (Mac OS® X 10.2.4 or greater) (not available for DCP-110C, DCP-310CN and MFC-210C)* on page 8-45.)
- **Ink Level** — enables you to check the ink status from the Remote Setup Program. (See *MFC Remote Setup (Mac OS® X 10.2.4 or greater) (not available for DCP-110C, DCP-310CN and MFC-210C)* on page 8-45.)

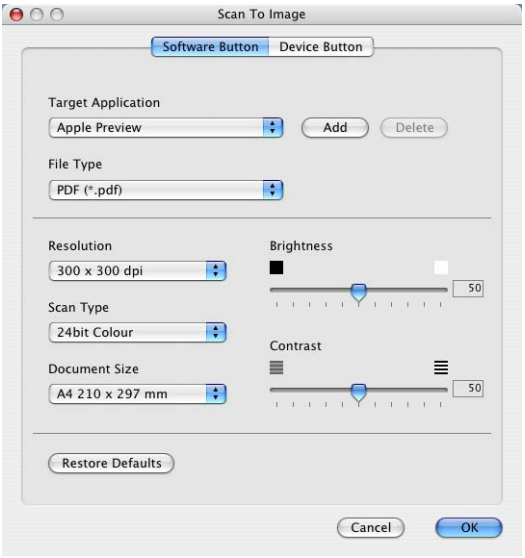
When the machine is connected to a network, you cannot use this function.

SCAN

This section contains four buttons for **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** applications.

Image (example: Apple PreView)

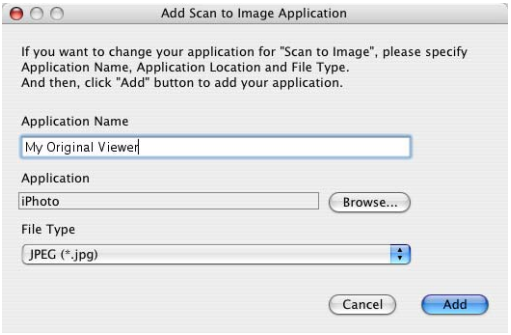
Scan to Image feature allows you to scan an image directly into your graphics application for image editing. To change the default settings, click on the button while holding down the Ctrl key and select **Software Button**.



Change the other settings, if needed.

By selecting **Device Button** at each Scan button, you can configure the **Scan** key on your machine for each scan feature.

To change the destination application, select the appropriate application from the **Target Application** pull down list. You can add an application to the lists by clicking the **Add** button.



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

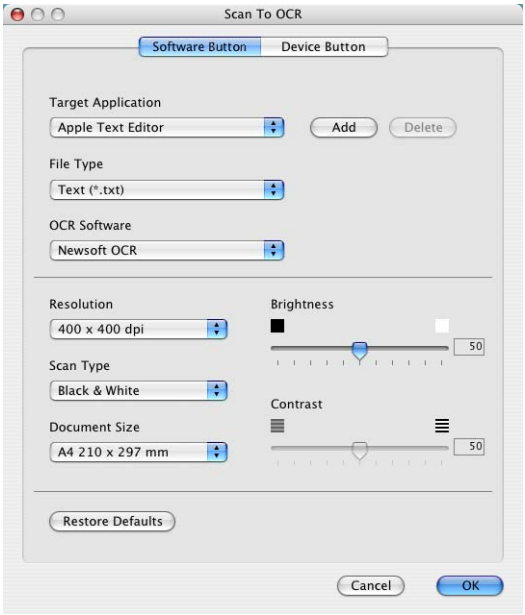
You can delete application that you have added. Just select the **Application Name** and click the **Delete** button.

This function is also available for Scan to E-mail and Scan to OCR. The window may vary depending upon the function.

OCR (Word Processing program)

Scan to OCR converts the graphic page image data into text which can be edited by any word processor program. You can change the default word processor program.

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

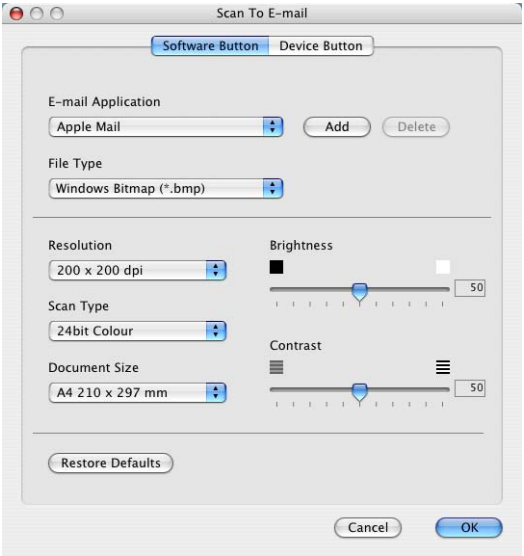


To change the word processing application, select the destination word processing application from the **Target Application** pull down list. You can add an application to the lists by clicking the **Add** button. An application can be deleted by clicking on the **Delete** button.

You can also configure the other settings for this selection.

E-mail

Scan to E-mail feature allows you to 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 on the button while holding down the Ctrl key and select **Software Button**.



To change the E-mail application, select your preferred E-mail application from the **E-mail Application** pull down list. You can add an application to the lists by clicking the **Add** button. An application can be deleted by clicking on the **Delete** button.

You can also change the other settings used to create the file attachments.

File attachments

You can choose from the following list of file types for attachment to your E-mail or for saving to a folder.

File type — Select from the pull-down list the type of file you want the scanned images to be saved in.

Windows Bitmap (*.bmp)

JPEG (*.jpg)

TIFF - Uncompressed (*.tif)

TIFF - Compressed (*.tif)

TIFF Multi-Page - Uncompressed (*.tif)

TIFF Multi-Page - Compressed (*.tif)

Portable Network Graphics (*.png)

PDF (*.pdf)

Additional file format support is available by scanning to Presto!® PageManager® and then use the save as function and choose the file format. (See *Using Presto!® PageManager®* on page 8-23.)

The additional file types supported are:

TIFF - Group 4 (*.tif)

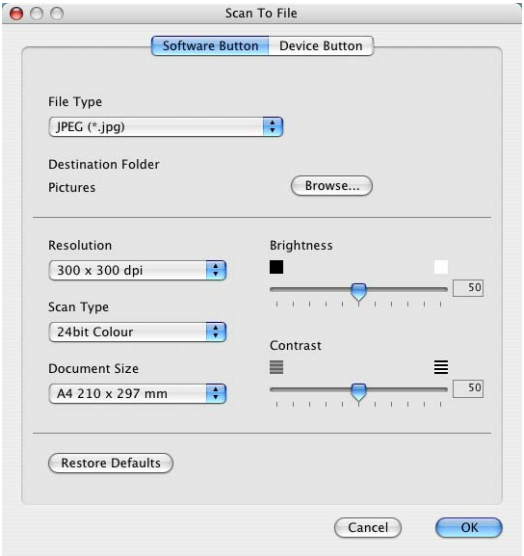
TIFF - Class F (*.tif)

TIFF Multi Page - Group 4 (*.tif)

TIFF Multi Page - Class F (*.tif)

File

Scan to File button allows you to scan an image and save it in a specific file type to any directory on your hard disk. This allows you to easily archive your paper documents. To configure the file type and save to directory, click on the button while holding down the Ctrl key and select **Software Button**.



Select the file type for the saved image by selecting from the **File Type** pull down list. You can save the file to the default Pictures folder, or you can select another folder/directory by clicking the **Browse** button.

For the supported file types, please refer to the *File attachments* on page 8-34.

CUSTOM SCAN

There are four buttons from which you can set your own preferences and configuration to fit your required usage for scanning.

To configure a button, click on the button with holding down the Ctrl key, and the configuration window will appear. You have four function choices of scan action, **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

Scan to Image: This setting allows you to scan a page directly into any graphic viewer/editor software. You can select any kind of image editor application you have installed on your computer as a destination application.

Scan to OCR: Scanned documents will be converted to editable text files. If you have a third party OCR software package installed on your computer, you can select it. You can also select the destination application for the editable text.

Scan to E-mail: Scanned images will be attached to an E-mail message. You can choose which E-mail application to use if you have more than one installed on your system. You can also select the file type for the attachment and create a quick send list of E-mail addresses chosen from your default E-mail address book.

Scan to File: This setting allows you to save a scanned image to any directory on a local or network hard disk. You can also select the file type to be used.

Customizing a user-defined button

To configure a button, click on the button while holding down the Ctrl key, and the configuration window will appear. Please follow the following guide lines for the button configuration.

Scan to Image:

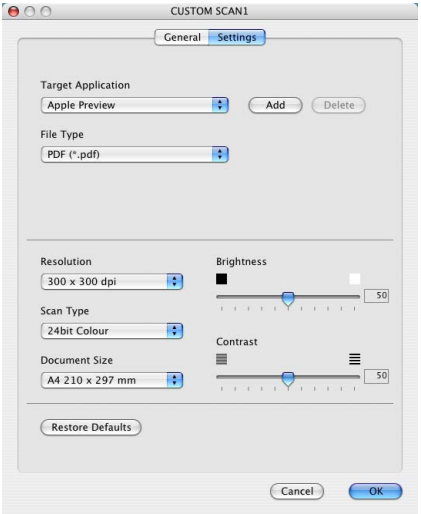
In the **General** tab

You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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

In the **Settings** tab

You can select **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.



Scan to OCR:

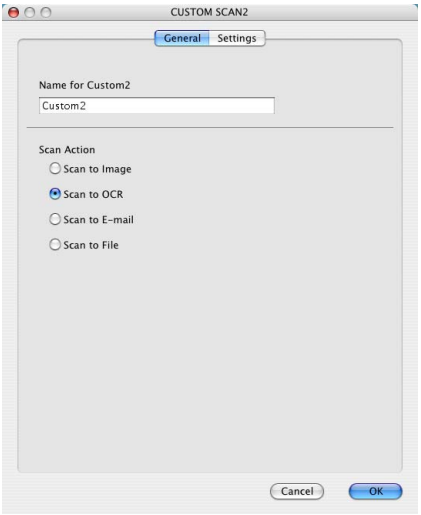
In the **General** tab

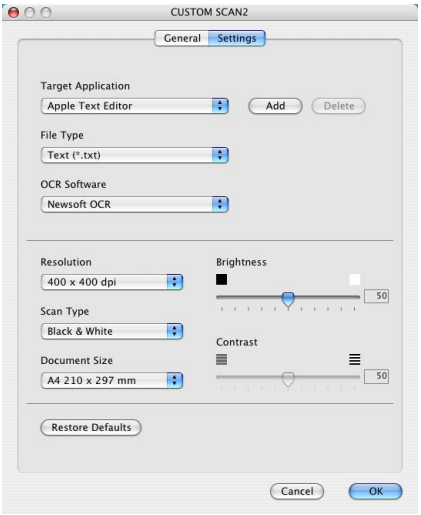
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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

In the **Settings** tab

You can select **Target Application**, **File Type**, **OCR Software**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.





Scan to E-mail:

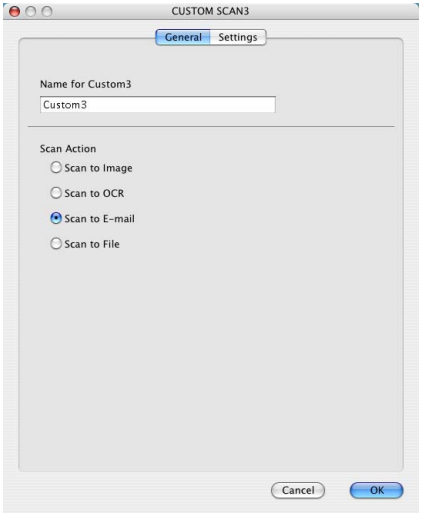
In the **General** tab

You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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

In the **Settings** tab

You can select **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.



Scan to File:

In the **General** tab

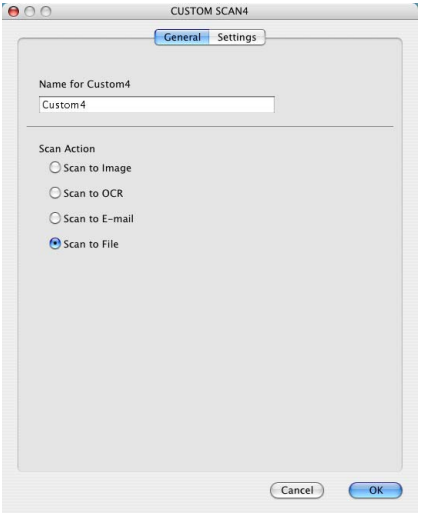
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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

In the **Settings** tab

Select the file format from the **File Type** pull down list. You can either send the file to the default My pictures folder or select your own destination folder by using the **Browse** button.

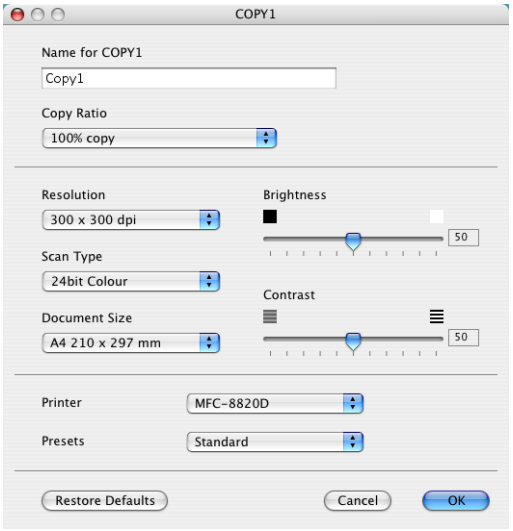
You can also select **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.



COPY

The **Copy** buttons (1-4) can be customized to allow you to take advantage of the features built into the Brother printer drivers to do advanced copy functions such as N-in-1 printing.

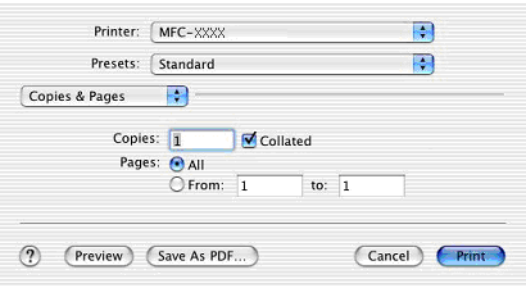
Before you can use the **Copy** buttons you must first configure the printer driver by clicking on the button while holding down the Ctrl key.



You can enter up to a 30 character name in the **Name for Copy** field and select **Copy Ratio**.

You can select the **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, you must set the **Printer Name**. Then select your print settings from the Presets pull-down list, then click OK to close the window. By clicking the configured copy button, the print dialog window will open.



You must configure each of the copy buttons before they can be used.

By using Copy button, you can also send a fax using the printer driver. (See *Sending a fax from your Macintosh® application (not abailable for DCP-110C and DCP-310CN)* on page 8-8.)

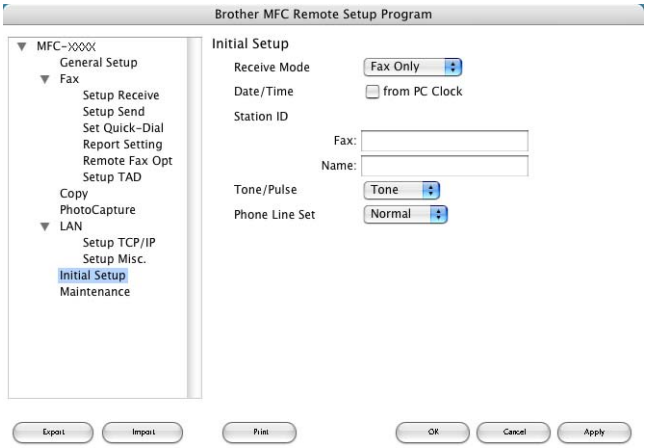
DEVICE SETTINGS (not available for DCP-110C and DCP-310CN)

In this section you can configure the machine settings or check the ink levels by clicking the button.

When the machine is connected to a network, you cannot use this function.

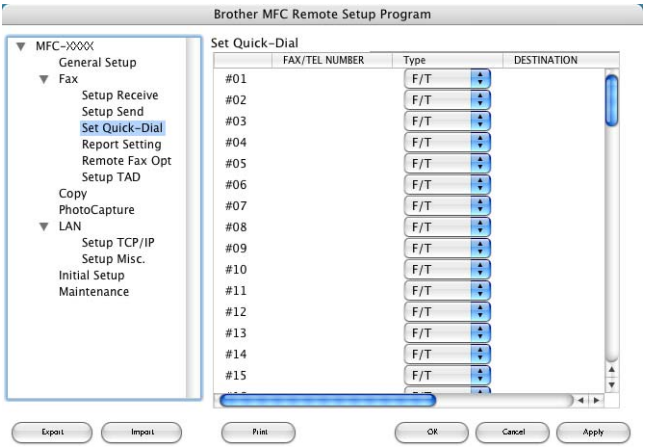
Remote Setup (not available for MFC-210C)

The **Remote Setup** button allows you to open the Remote Setup Program window with which you can configure the machine setting menus.



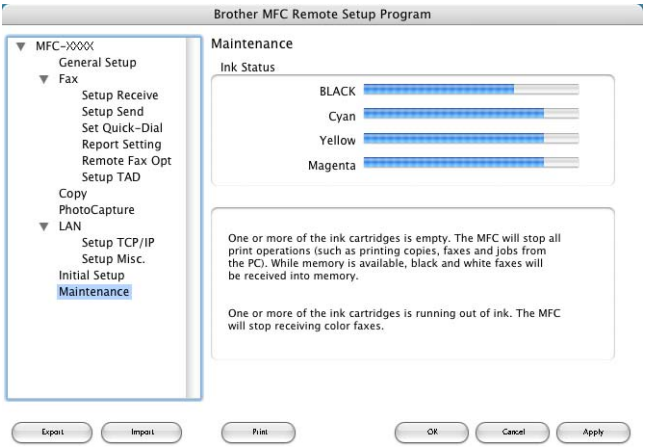
Quick-Dial (not available for MFC-210C)

The **Quick-Dial** button allows you to open the **Set Quick-Dial** window of the Remote Setup Program, so you can easily register or change the dial numbers from your computer.



Ink Level

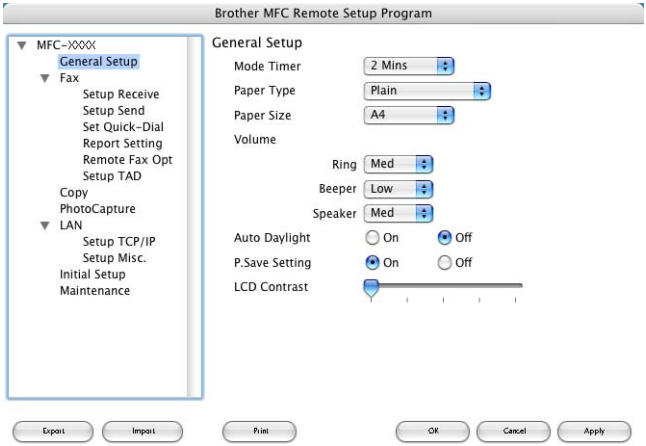
The **Ink Level** button opens the Remote Setup Program's Maintenance window, which displays the ink level for each cartridge.



MFC Remote Setup (Mac OS® X 10.2.4 or greater) (not available for DCP-110C, DCP-310CN and MFC-210C)

The MFC Remote Setup application enables you to configure many MFC 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 computer screen. If you change the settings, you can upload them directly to the machine.

The 'MFC Remote Setup' application icon is in Macintosh HD/Library/Printers/Brother/Utilities.



OK

This starts the process of uploading the data to the machine and exiting the remote setup program. If an error message is displayed enter the correct data again. Click **OK**.

Cancel

This exits the remote setup application without uploading the data to the machine.

Apply
This uploads the data to the machine, but does not exit the remote setup application.

Print
This command prints the selected 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 click **Print**.

Export
This command saves the current configuration settings to a file.

Import
This command reads the settings from a file.

Using the PhotoCapture Center™ from a Macintosh®
(not available for MFC-3240C and MFC-5440CN)

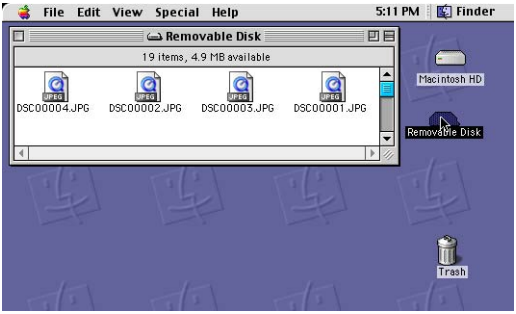
You can access the Media Card inserted into the machine from a Macintosh®.

For Mac OS® 8.6 only
You have to download “USB Mass Storage Support 1.3.5” software from the web site of Apple® Macintosh®.

1. Insert a SmartMedia®, CompactFlash®, Memory Stick®, SecureDigital™ or xD-Picture Card™ into your machine. The **Removable Disk** icon will appear on the Desktop.

If you create a name for the volume level of the media card, the name will appear instead of “**Removable Disk**”.

2. Double-click the **Removable Disk** icon. The files and folders that are on the media card will be displayed on your screen.
3. You can edit the file and save it to another drive on your Macintosh®.



4 Quit all applications that are running stored data on the media card and drag the **Removable Disk** icon onto **Trash** before you remove the media card from the machine.

The PhotoCapture Center™ will only read one card at a time so do not insert more than one media card at a time.

Do NOT unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash®, Memory Stick®, SecureDigital™ or xD-Picture Card™ from the machine while it is reading the card (**PhotoCapture** is flashing). You will lose your data or damage the card.

While the machine is printing from the PhotoCapture Center™, the Macintosh® cannot access the PhotoCapture Center™ for another operation.

MagicGate Memory Stick® can be used, but the music data that is stored on the stick cannot be read.

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Visit us on the World Wide Web
http://www.brother.com

This machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support machines purchased in their own countries.

UK/IRE/SAF/PAN NORDIC