SOFTWARE USER'S GUIDE

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■ Windows$^®$ XP in this documentation represents Windows$^®$ XP Professional, Windows$^®$ XP Professional x64 Edition and Windows$^®$ XP Home Edition.

Go to the Solutions Center (http://solutions.brother.com) for more information on Windows$^®$ XP Professional x64 Edition support.

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

Section I

Windows®

1 Printing

Note

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

Using the Brother printer driver

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

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

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

Features

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

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 mono.

Brilliant High Quality Output

Printing at up to 1200×6000 dpi on glossy paper gives you the highest possible resolution. (See *Resolution in Specifications in the User's Guide*.) You can use 2 in 1, Watermark printing, Colour Enhancement technology and other features to get high quality printouts.

Low Running Cost

Whenever you run out of a particular ink colour, you only have to replace the empty cartridge.

USB

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

Ethernet

The Ethernet interface lets your machine communicate with multiple PCs connected on a network. This feature is available for Netowrk Standard models only.

Wireless LAN (IEEE802.11b/g) (MFC-640CW and DCP-340CW only)

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

Choosing the right type of paper

For high quality printing using your machine, it is important to choose the right type of paper. Be sure to read *About paper in the User's Guide* before you buy paper for the machine.

Printing a document

When the machine receives data from your PC, 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 PC choose the Print command.
If your PC is also connected to any other printers, choose **Brother MFC-XXXX USB Printer** (where XXXX is your model name) as your printer driver from the Print or Print Settings menu in your application, and then click **OK** to begin printing.

2 Your PC sends 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.

Note

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

If your application does not support your custom paper size choose the next largest paper size. Then adjust the print area by changing the right and left margins in your application.

Simultaneous printing, scanning and faxing

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

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

Clearing data from the memory

If the LCD shows Data Remaining, you can clear the data that is left in the printer memory by pressing **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*.

Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices, allowing you to get immediate notification of error messages such as paper empty, paper jam or ink empty.
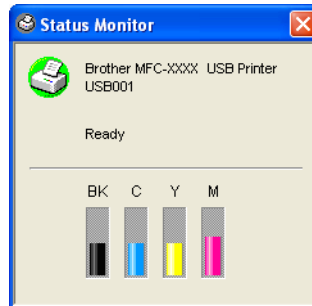
You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **Start**/**All Programs**/**Brother**/**MFL-Pro Suite MFC-XXXX** on your PC.

Note

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

Monitoring the machine's status

Once you start up your PC, the resident icon appears in the tasktray.

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

■ A yellow icon indicates a warning.

■ A red icon indicates a printing error has occurred.

There are three locations where you can display the status monitor on your PC—on the taskbar, in the tasktray or on the desktop.

Turning off the status monitor

If you want to switch off the status monitor, follow these steps:

1 Right-click the **Status Monitor** icon or window and choose **Load Status Monitor on Startup**.

2 Set this function to Off and close the window by clicking **Exit**.

Note

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

Printer driver settings

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

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

Accessing the printer driver settings

1 Click **File**, then **Print** in your application.

2 Choose **Brother MFC-XXXX USB Printer** (where XXXX is your model name) and click **Properties**. The Printer dialog box appears.

Note

The way you access the printer driver settings depends on your operating system and applications.

Basic tab
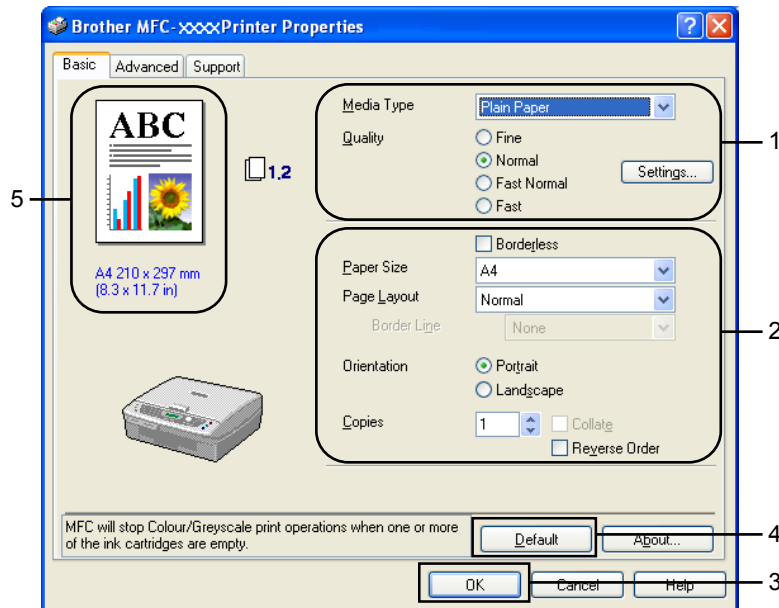
① Choose the **Media Type** and **Quality** (1).

② Choose the **Paper Size**, **Page Layout**, **Borderless**, **Border Line** (if any), **Orientation**, number of **Copies** and the page order (2).

③ Click **OK** (3) to apply your chosen settings.
To return to the default settings, click **Default** (4), then **OK** (3).

Note

This area (5) shows the current settings of **Quality**, **Paper Size**, **Page Layout**, **Orientation**, **Collate**/**Reverse Order** and **Colour/Greyscale**.

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**

Note

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

■ **Highest**

Up to 1200×6000 dpi. (See *Resolution in Specifications in the User's Guide*.) Use for printing precise images such as photographs. This is the highest resolution and slowest speed.

■ **Photo**

1200×2400 dpi. Use for printing photographs. Since the print data is much larger than a normal document, the processing time, data transfer time and print time will be longer.

■ **Fine**

1200×1200 dpi. Better print quality than **Normal** mode and faster print speed than **Photo**.

■ **Enhanced Normal Printing**

750×750 dpi. You can check the **Enhanced Normal Printing** box if you have chosen **Plain Paper** or **Transparencies**.

■ **Normal**

600×600 dpi. Good print quality with typical print speed.

■ **Fast Normal**

600×300 dpi. Better print quality than **Fast** mode and faster print speed than **Normal**.

■ **Fast**

600×150 dpi. The fastest print mode and the lowest amount of ink used. Use for printing large volume documents or documents for proofing.

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

Note

• The default settings are shown in bold.

• The Highest Print Quality selection is not available if you choose borderless printing.

Enhanced Print Settings

Click the **Settings** button to see options for enhanced print settings.
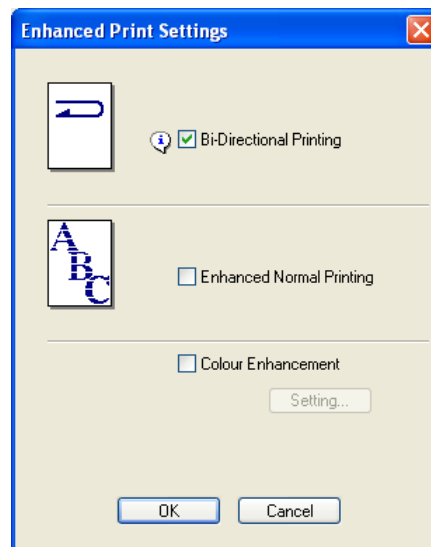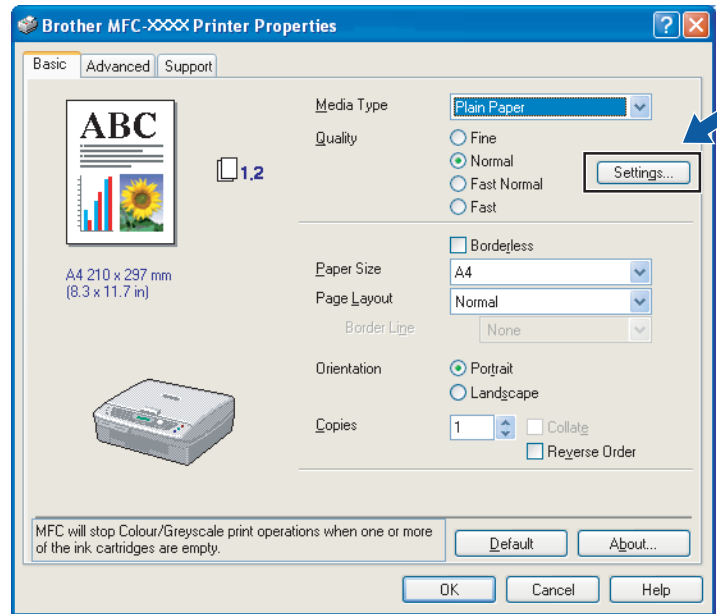
Bi-Directional Printing

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

Enhanced Normal Printing

Use this mode if fine horizontal bands appear on the paper. This increases print 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 sharpness, white balance and colour density. This process may take several minutes depending on the size of the image and the specifications of your PC.
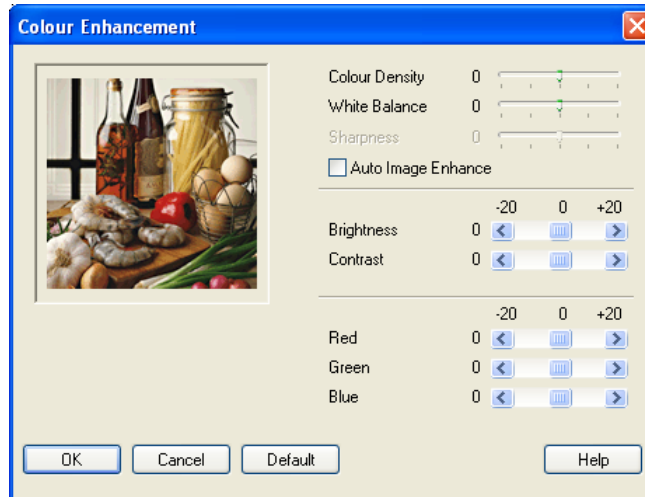
■ **Colour Density**

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 looking picture.

■ **White Balance**

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 adjusting the white balance you can bring the white areas back to pure white.

■ **Sharpness**

Enhances the detail of an image, 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 alteration of individual picture settings to improve the printed image and analyzes data from surrounding or neighboring pixels in the document.

■ **Brightness**

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

■ **Contrast**

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

■ **Red**

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

■ **Green**

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

■ **Blue**

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

Paper Size

The **Paper Size** selection includes a large selection of standard paper sizes. If you want, you can create a custom size ranging from 88.9 × 127.0 mm (3.5 × 5 in.) to 215.9 x 355.6 mm (8.5 × 14 in.). You can also choose the borderless setting for specific paper sizes. From the drop-down list, choose the **Paper Size** you are using.

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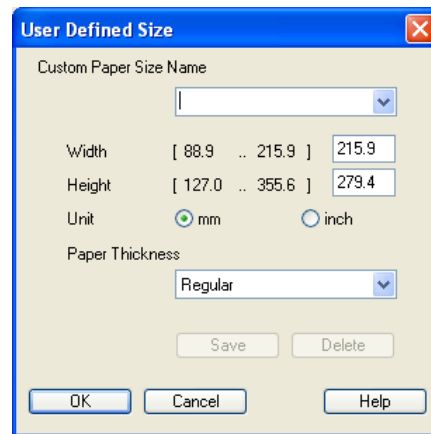
To do borderless printing

From the **Paper Size** pull down list choose the size of paper you want to print such as **A4 (borderless)**.

Page Layout

The **Page Layout** selection can allow multiple pages to be printed on one sheet of paper by reducing the image size or it can enlarge the image size for printing one page on multiple sheets of paper.

📝 **Note**

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

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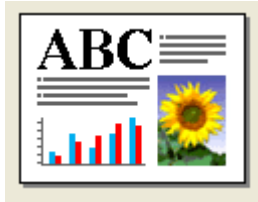
When printing multiple pages on one sheet with the **Page Layout** feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.

Page Layout	2 in 1
Border Line	None
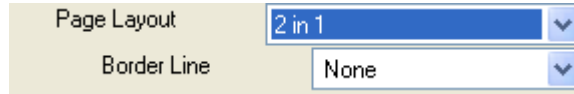
Orientation

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

Orientation ⦿ Portrait
○ Landscape
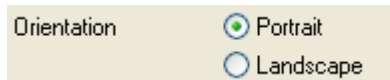
Portrait (Vertical)	Landscape (Horizontal)
ABC	ABC

Copies

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

Collate

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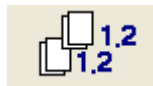
Reverse Order

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

Copies	3	☐ Collate
		☑ Reverse Order
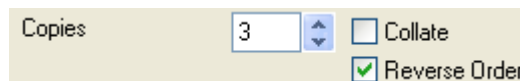
Advanced tab
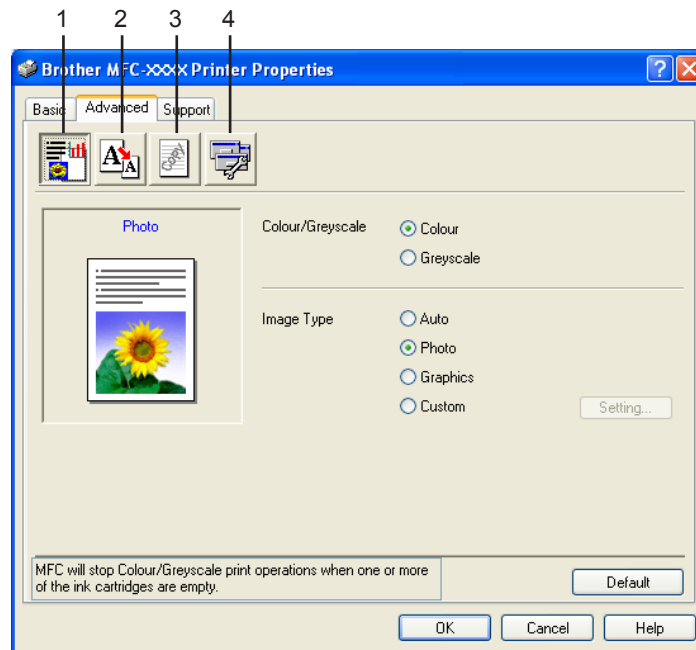
Note

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

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

■ Colour (1)

■ Scaling (2)

■ Watermark (3)

■ Device Options (4)

Colour

Colour/Greyscale

This selection allows a colour document to be printed in black and white using grayscale.
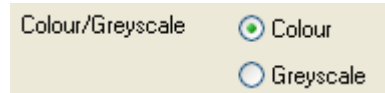
Image Type

The printer driver will choose 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 chooses the image type.

■ **Photo**

Use for photographic images.

■ **Graphics**

Use for documents that contain text or business graphics (charts or clip art).

■ **Custom**

If you want to choose the colour matching and halftone method, choose this mode.

Custom Image Type

You can choose the colour matching method manually. Choose the best one for your document.
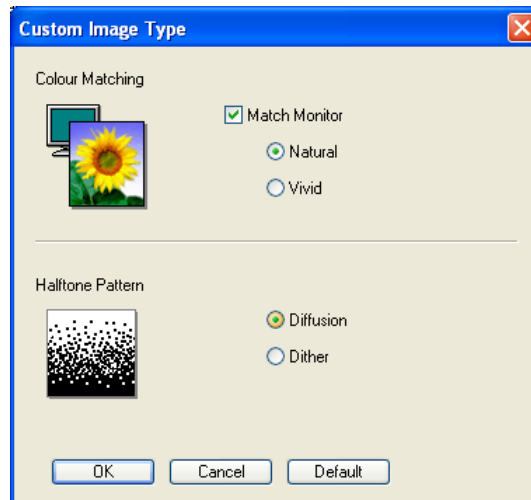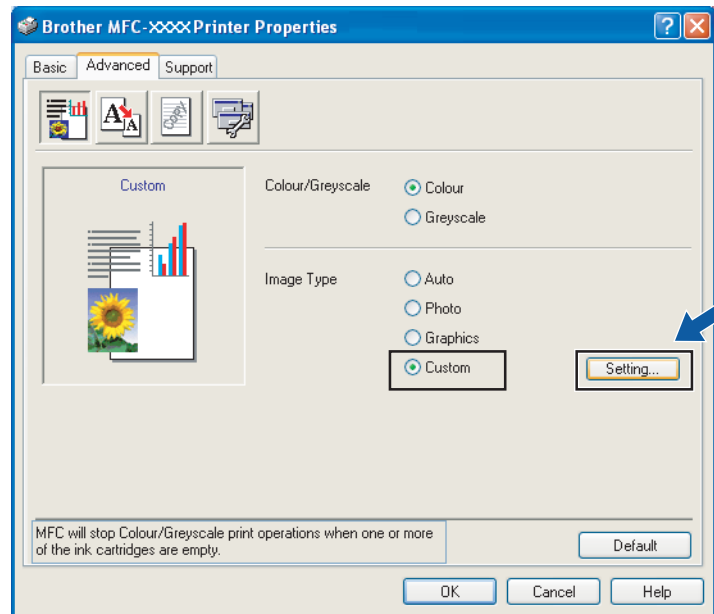
■ **Match Monitor**

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

- **Natural**: Use for photographic images. The colour is adjusted to print more natural colours.

- **Vivid**: Use for business graphics such as charts, graphics and text. The colour is adjusted to print more vivid colours.

■ **Halftone Pattern**

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

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

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

Note

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

Scaling

You can change the print size of your document with the **Scaling** feature.
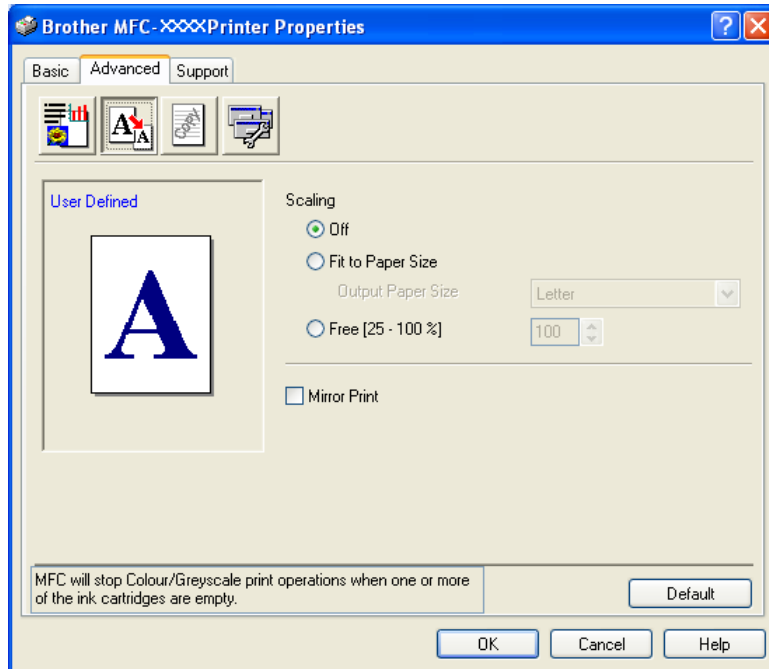
■ Choose **Off** if you want to print the document as it appears on your screen.

■ Choose **Fit to Paper Size** if your document has an unusual size, or if you only have standard size paper.

■ Choose **Free** if you want to reduce the size.

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

Note

Mirror Print is not available when you choose Transparency as the **Media Type**.

Watermark

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

Check **Use Watermark**, and then choose the watermark you want to use.
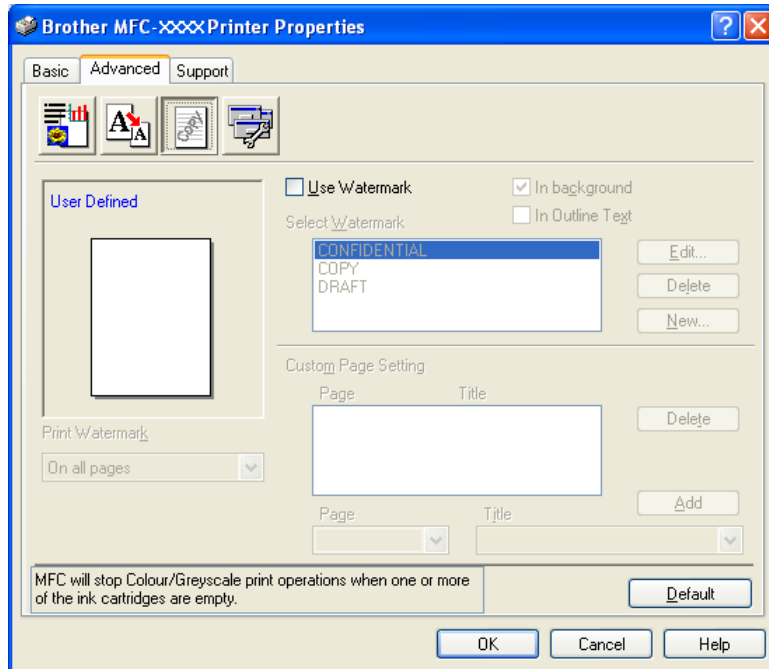
In background

Check **In background** to print the watermark image in the background of your document. If this feature is unchecked, 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 Setting

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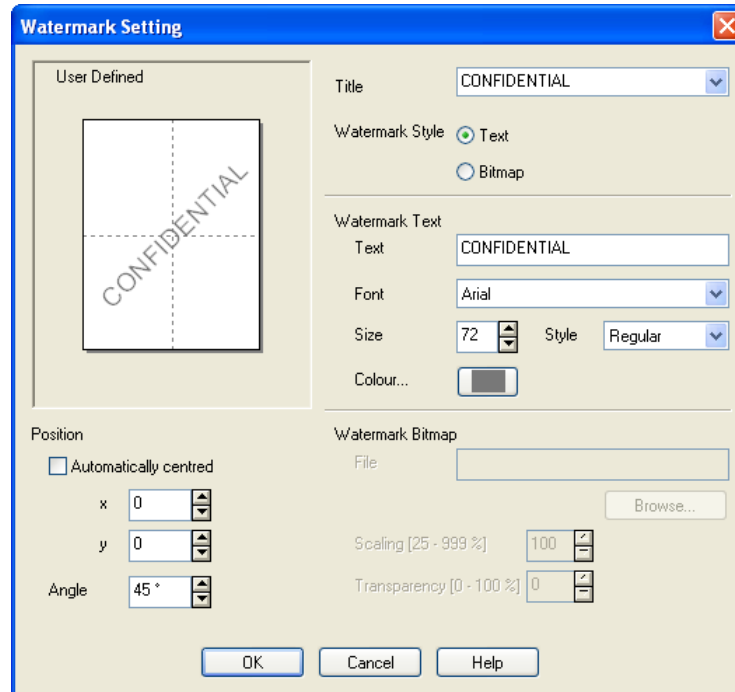
■ **Title**

Choose CONFIDENTIAL, COPY or DRAFT as the title or enter a title you like in the field.

■ **Watermark Text**

Enter your Watermark text into the **Text** Box, and then choose the **Font**, **Size**, **Colour** and **Style**.

■ **Watermark Bitmap**

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

■ **Position**

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

Device Options

You can set the following Printer Functions:
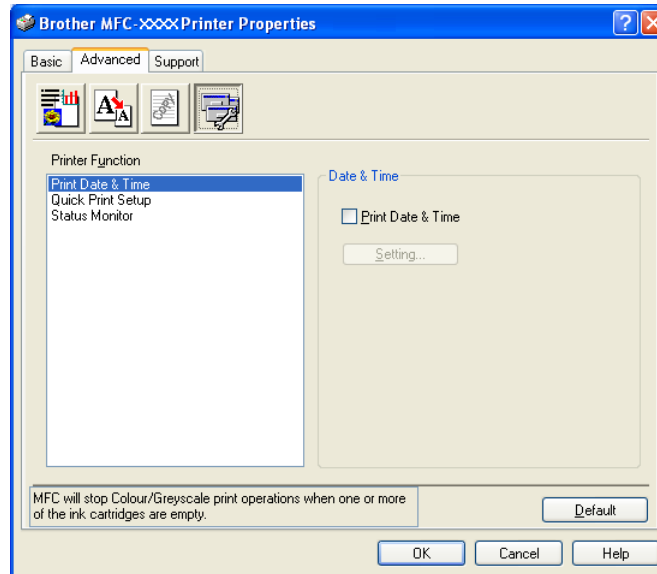
Print Date & Time

When the **Print Date & Time** feature is enabled, the date and time will print on your document from your PC's system clock.
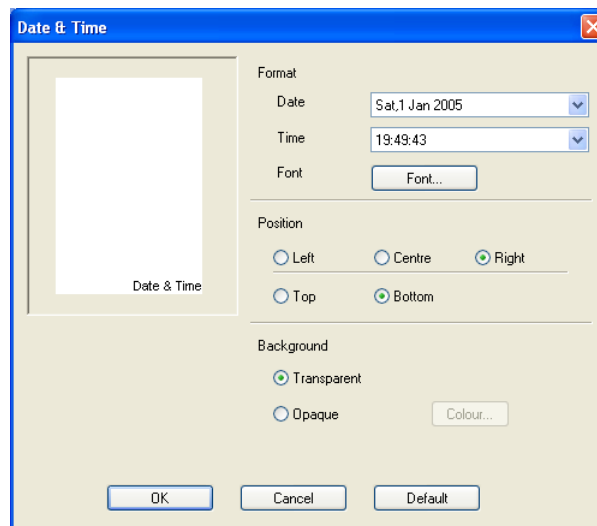
Click the **Setting** button to change the **Date**, **Time**, **Position** and **Font**. To include a background with the **Date** and **Time**, choose **Opaque**. When **Opaque** is chosen, you can click the **Colour** button to change the colour of the **Date** and **Time** background.

📝 **Note**

The selection box shows the format of **Date** and **Time** to be printed. The actual **Date** and **Time** printed on your document is automatically retrieved from the settings on your PC.

Quick Print Setup
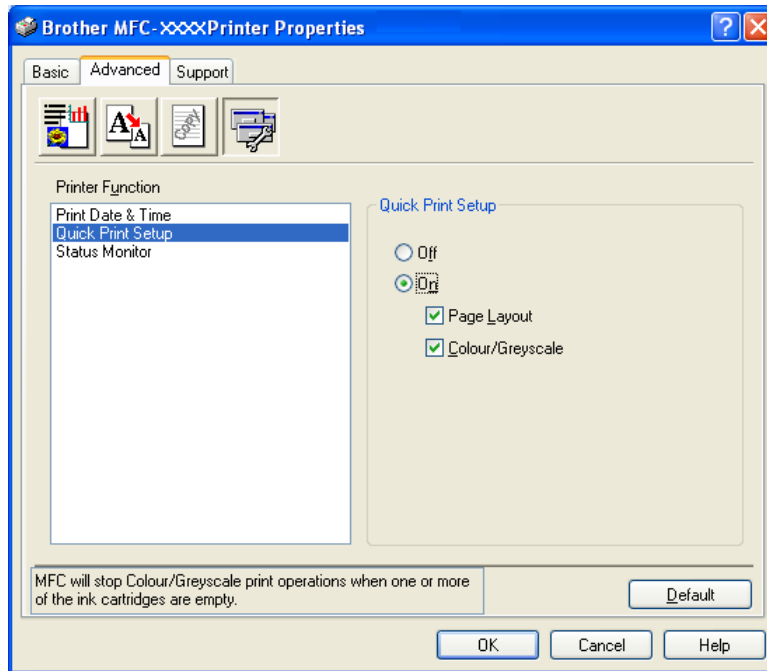
The **Quick Print Setup** feature allows you to quickly choose driver settings. To view settings, click the tasktray icon. This feature can be set to **On** or **Off** from **Device Options**.

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 want to turn the Status Monitor off, click the **Advanced** tab, choose **Device options** and then choose **Status Monitor**.

Support tab

The **Support** tab shows the driver version and settings information. There are also links to the **Brother Solutions Center** and 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**

You can check the Brother web site for automatic downloads to update the printer driver on your PC.

■ **Check Setting**

You can check current driver settings.

2 Scanning

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

■ For Windows® XP

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *TWAIN compliant* on page 2-1) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (For Windows® XP only)* on page 2-8).

Windows® XP user's can select either one of two when you scan documents.

Note

For ScanSoft® PaperPort® and OmniPage® OCR, see *Using ScanSoft® PaperPort® 9.0SE and OmniPage® OCR* on page 2-19.

Scanning a document using the TWAIN driver

Note

The screens in this section are from Windows® 2000. The screens on your PC may vary depending on your operating system.

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 applications. This means that you can not only scan images directly into the PaperPort® 9.0 SE 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.

Accessing the scanner

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

📝 **Note**

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

2️⃣ Click **File**, then **Scan**. Or click the **Scan** button.
The **Scan** panel appears in the left side of the screen.

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

📝 **Note**

• For Windows® XP:
Choose **TW-Brother MFC-XXXX USB**, **TW-Brother DCP-XXXX USB**,
TW-Brother MFC-XXXX LAN or **TW-Brother DCP-XXXX LAN**.
• For others:
Choose **Brother MFC-XXXX USB**, **Brother DCP-XXXX USB**,
Brother MFC-XXXX LAN or **Brother DCP-XXXX LAN**.
(Where XXXX is your model name)

4️⃣ Click **Scan**.
The Scanner Setup dialog box appears:
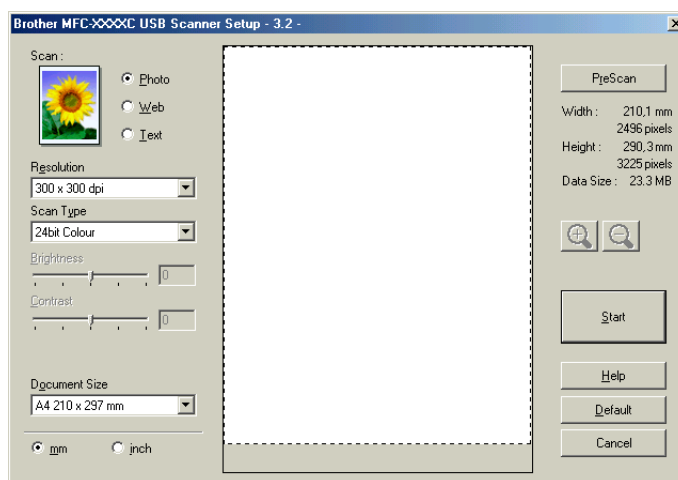
Scanning a document into the PC

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

Scanning a whole page

1️⃣ Load your document.

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

3️⃣ Click **Start**.

When scanning is finished, 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 Setup dialog box to scan the image.

1️⃣ Load your document.
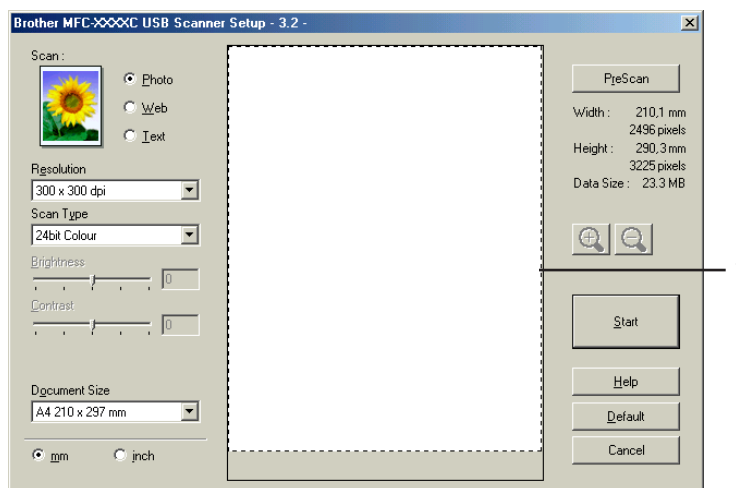
2️⃣ Choose the settings for **Image Type**, **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.

3️⃣ Click **PreScan**.
The whole image is scanned into the PC and appears in the Scanning Area (1) of the Scanner Setup dialog box.

④ Press and hold down the left mouse button and drag it over the portion you want to scan.

📝 Note

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

⑤ Load your document again.

📝 Note

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

⑥ Click **Start**.

This time only the chosen area of the document appears in the PaperPort® 9.0SE window (or your application window).

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

Settings in the Scanner Setup dialog box

Image Type

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

The default settings are listed in the table below:

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

Resolution

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

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

Scan Type

■ **Black & White**

Use for text or line art.

■ **Grey (Error Diffusion)**

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

■ **True Grey**

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

■ **256 Colour**

Uses up to 256 colours to scan the image.

■ **24 bit Colour**

Uses up to 16.8 million colours to scan the image.

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 **256 Colour**. It requires the most memory and has the longest transfer time.

Brightness

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

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

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

Note

The Brightness setting is only available when **Black & White**, **Grey** or **True Grey** is chosen.

Contrast

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

Note

The Contrast setting is only available when **Grey** or **True Grey** is chosen.

Document Size

Choose one of the following sizes:

- A4 210×297 mm
- JIS B5 182×257 mm
- Letter 8 $1/2 \times 11$ in.
- Legal 8 $1/2 \times 14$ in. (Available for ADF model)
- A5 148×210 mm
- Executive 7 $1/4 \times 10$ $1/2$ in.
- Business Card

  If your machine is a flatbed type, you can scan business cards. To scan business cards, choose the **Business Card** size, and then put 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, try different settings for the contrast and resolution to see which setting best suits your needs.

- Photo 4×6 in.
- Index Card 5×8 in.
- Photo L 89×127 mm
- Photo 2L 127×178 mm
- Postcard 1 100×148 mm
- Postcard 2 148×200 mm

■ Custom (User adjustable from 0.35 × 0.35 in. to 8.5 × 14 in. or 8.9 × 8.9 mm to 215.9 × 355.6 mm.)

If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.
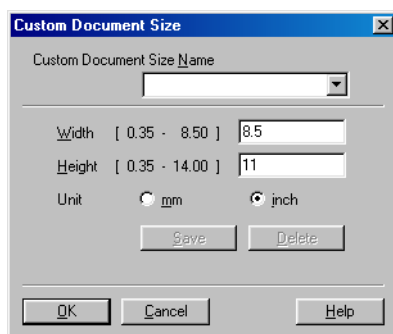
Enter the **Name**, **Width** and **Height** for the document.

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

📝 **Note**

You can see the actual paper size you chose on the screen.
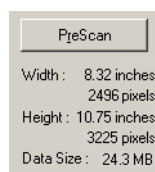
- • **Width**: shows the width of scanning area
- • **Height**: shows the height of scanning area
- • **Data Size**: shows the rough data size in Bitmap format. The size will be different for other file formats such as JPEG.

Scanning a document using the WIA driver (For Windows® XP only)

WIA compliant

For Windows® XP you can choose Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort® 9.0SE viewer that Brother included with your machine or you can scan images directly into any other application that supports WIA or TWAIN scanning.

Accessing the scanner

1️⃣ Open your software application to scan the document.

📝**Note**

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

2️⃣ Click **File**, then **Scan**. Or click the **Scan** button.
The Scan panel appears on the left side of the screen.

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

📝**Note**

• Choose **WIA-Brother MFC-XXXX USB**, **WIA-Brother DCP-XXXX USB**, **WIA-Brother MFC-XXXX LAN** or **WIA-Brother DCP-XXXX LAN**
(Where XXXX is your model name.)
• If you choose **TW-Brother MFC-XXXXXXX**, the TWAIN driver will run.

4️⃣ Click **Scan**.
The Scan dialog box appears:
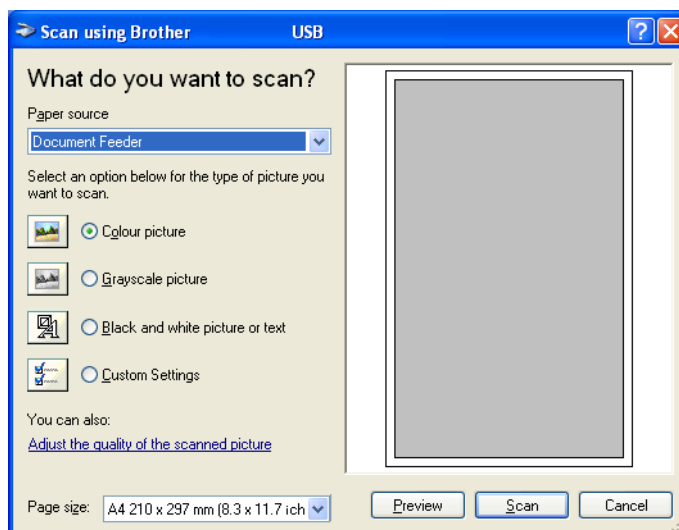
Scanning a document into the PC

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

If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass (Flatbed). (See *Pre-Scanning to crop a portion you want to scan* on page 2-3.)

Scanning a document using the ADF

1 Load your document.
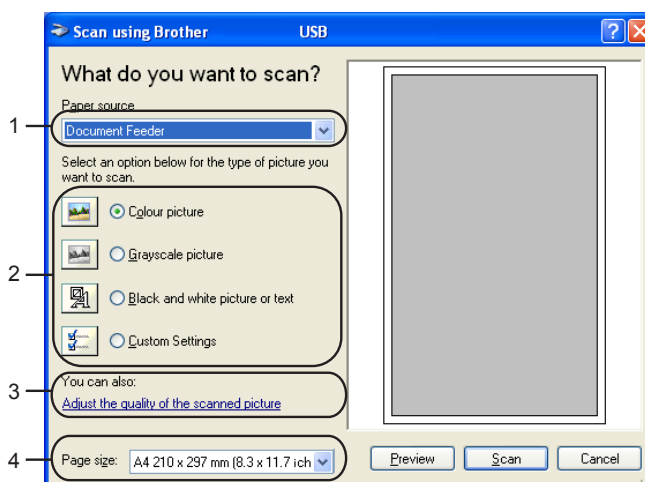
1 Paper source

2 Picture type

3 Adjust the quality of the scanned picture

4 Page size

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

3 Choose the picture type (2).

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

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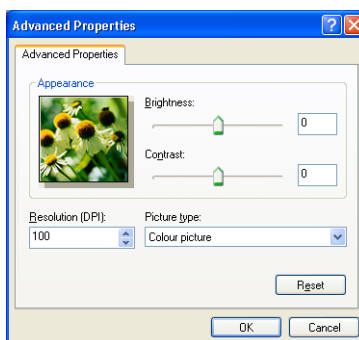
📝 **Note**

The scanner resolution can be set as high as 1200 dpi.
For resolutions greater than 1200 dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 2-12.)

⑥ Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

Pre-Scanning to crop a portion you want to scan using the scanner glass

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

① Put the document face down on the scanner glass.

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

📝 **Note**

If your machine has no ADF, you do not need to choose the **Paper source**.
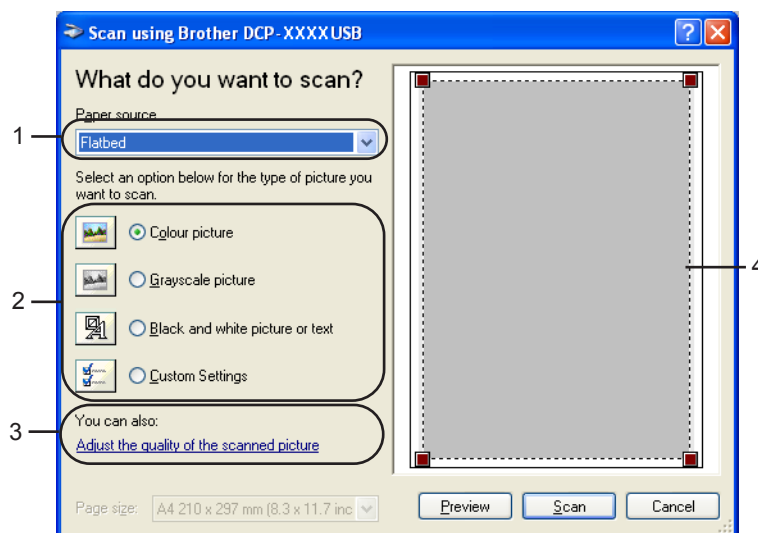
1 **Paper source**

2 **Picture type**

3 **Adjust the quality of the scanned picture**

4 **Scanning area**

③ Choose the picture type (2).

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

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

6 If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution** and **Picture Type** from **Advanced Properties**. Click **OK** after you choose a setting.
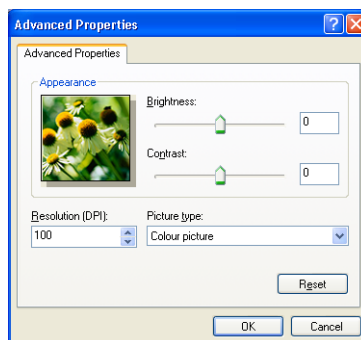
7 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

This time only the chosen area of the document appears in the PaperPort® 9.0SE window (or your application window).

Brother Scanner Utility

The Brother Scanner Utility is used for configuring the WIA 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, use this utility to change the setting. You must restart your PC for the new settings to take effect.

Note

The paper size setting is not available for the DCP-115C, DCP-116C, DCP-117C, DCP-315CN and MFC-215C.

■ Running the utility

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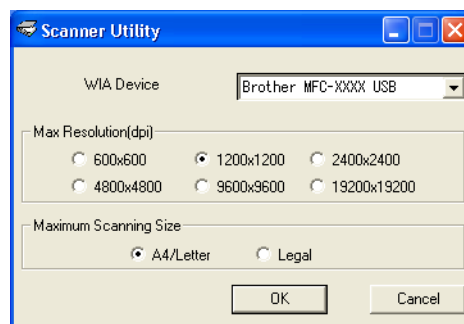
Note

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

Using the Scan key
(For USB cable users)

📝 **Note**

If you use the Scan key on a network, see *Using the Scan key* on page 4-4.

You can use ⌑ (**Scan**) on the control panel to scan documents into your word processing, graphics or

E-mail applications or a folder on your PC. The advantage of using ⌑ (**Scan**) is that you avoid the mouse clicks needed to scan from your PC.

Scan

Before you can use ⌑ (**Scan**) on the control panel, you have to install the Brother MFL-Pro Software Suite and connect the machine to your PC. If you installed the MFL-Pro Suite from the included CD-ROM then the correct drivers and the ControlCenter2 are installed. Scanning by ⌑ (**Scan**) follows the configuration on Device Button tab of the ControlCenter2. (See *SCAN* on page 3-5.) For details about how to configure the scan settings of the ControlCenter2 buttons and to launch the application of your choice using ⌑ (**Scan**), see *Using ControlCenter2* on page 3-1.

Scan to E-mail

You can scan either 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 3-8.)

1️⃣ Load your document.

2️⃣ Press ⌑ (**Scan**).

`Scan to E-mail ▲▼`

3️⃣ Press ▲ or ▼ to choose Scan to E-mail.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4️⃣ Press **Mono Start** or **Colour Start**.
The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.

Scan to Image

You can scan a colour picture into your graphics application for viewing and editing. You can change the

(**Scan**) configuration. (See *Image (example: Microsoft Paint)* on page 3-5.)

1 Load your document.

2 Press (**Scan**).

    Scan to Image

3 Press ▲ or ▼ to choose Scan to Image.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)

4 Press **Mono Start** or **Colour Start**.
   The machine starts 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 3-7.)

1 Load your document.

2 Press (**Scan**).

    Scan to OCR

3 Press ▲ or ▼ to choose Scan to OCR.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)

4 Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

Scan to File

You can scan a black and white or a colour document into your PC 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 configuration screen of the Brother MFL-Pro Control Center. (See *File* on page 3-9.)

1️⃣ Load your document.

2️⃣ Press ⬗ (**Scan**).

    ┌─────────────────────┐
    │ Scan to File   ⬍ │
    └─────────────────────┘

3️⃣ Press ▲ or ▼ to choose Scan to File.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4️⃣ Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

📝 **Note**

If you want the scanned data in colour, choose colour in scan type on the **Device Buttons** tab of the ControlCenter2 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Buttons** tab of the ControlCenter2. (See *SCAN* on page 3-5.)

Scan to Card
 (Not available for DCP-116C, DCP-117C and MFC-215C)

You can scan black and white and colour documents to a media card. Black and white documents will be stored in the 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, 2005 would be named 07010505.PDF. You can change the colour, quality and file name.

Quality	File Format Options	Default File Format
B/W 200×100 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

📝 **Note**

You can choose the default file format for black and white or colour files. (See *Changing the default black & white file format* on page 2-17 and *Changing the default colour file format* on page 2-18.)

1 Put a SmartMedia®, CompactFlash® ¹, Memory Stick® ², Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ ¹ into your machine.

    ¹ This product also supports CompactFlash® type1 and xD-Picture Card™ type M (Large Capacity).

    ² MagicGate Memory Stick® and Memory Stick Pro™ can be used, but any music data that is stored on the stick cannot be read.

> **! CAUTION**
>
> DO NOT unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash®, Memory Stick®, Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ from the machine while it is reading the card (the **PhotoCapture** key is flashing). You could lose your data or damage the card.
> If you take out the media card while the **PhotoCapture** key is flashing, you must restart your PC at once 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.

2 Load your document.

3 Press ⊘ (**Scan**).

4 Press ▲ or ▼ to choose Scan to Card.
Do one of the following:
- To change the quality, press **Menu/Set** or **Set** and go to ❺.
- Press **Mono Start** or **Colour Start** to start scanning without changing any settings.

5 Press ▲ or ▼ to choose the quality you want.
Do one of the following:
- To change the file type, press **Menu/Set** or **Set** and go to ❻.
- To start scanning, press **Mono Start** or **Colour Start**.

6 Press ▲ or ▼ to choose the file type you want.
Do one of the following:
- To change the file name, press **Menu/Set** or **Set** and go to ❼.
- 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 models)
Press **Mono Start** or **Colour Start** to start scanning.

Changing the default quality

(For MFC-425CN and MFC-640CW)

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

> 1.Quality

2 Press ▲ or ▼ to choose 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 models)

1️⃣ Press **Menu**.

2️⃣ Press 🔼 or 🔽 to choose 2.PhotoCapture.
Press **Set**.

3️⃣ Press 🔼 or 🔽 to choose 8.Scan to Card.
Press **Set**.

4️⃣ Press 🔼 or 🔽 to choose 1.Quality.
Press **Set**.

> 1.Quality

5️⃣ Press 🔼 or 🔽 to choose B/W 200x100 dpi, B/W 200 dpi, Color 150 dpi, Color 300 dpi
or Color 600 dpi.
Press **Set**.

6️⃣ Press **Stop/Exit**.

Changing the default black & white file format

(For MFC-425CN and MFC-640CW)

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

> 2.B/W File Type

2️⃣ Press ▲ or ▼ to choose TIFF or PDF.
Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

(For DCP models)

1️⃣ Press **Menu**.

2️⃣ Press 🔼 or 🔽 to choose 2.PhotoCapture.
Press **Set**.

3️⃣ Press 🔼 or 🔽 to choose 8.Scan to Card.
Press **Set**.

4️⃣ Press 🔼 or 🔽 to choose 2.B/W File Type.
Press **Set**.

> 2.B/W File Type

5️⃣ Press 🔼 or 🔽 to choose TIFF or PDF.
Press **Set**.

6️⃣ Press **Stop/Exit**.

Changing the default colour file format

(For MFC-425CN and MFC-640CW)

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

> `3.ColorFile Type`

2️⃣ Press ▲ or ▼ to choose PDF or JPEG.
Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

(For DCP models)

1️⃣ Press **Menu**.

2️⃣ Press ⊲▲⊳ or ⊲▼⊳ to choose 2.PhotoCapture.
Press **Set**.

3️⃣ Press ⊲▲⊳ or ⊲▼⊳ to choose 8.Scan to Card.
Press **Set**.

4️⃣ Press ⊲▲⊳ or ⊲▼⊳ to choose 3.ColorFile Type.
Press **Set**.

> `3.ColorFile Type`

5️⃣ Press ⊲▲⊳ or ⊲▼⊳ to choose PDF or JPEG.
Press **Set**.

6️⃣ 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 mix or 'stack' documents of different formats for printing, faxing or filing.

You can access ScanSoft® PaperPort® 9.0SE through the ScanSoft® PaperPort® 9.0SE program group.

See Documents for ScanSoft® PaperPort® 9.0SE on the CD-ROM.
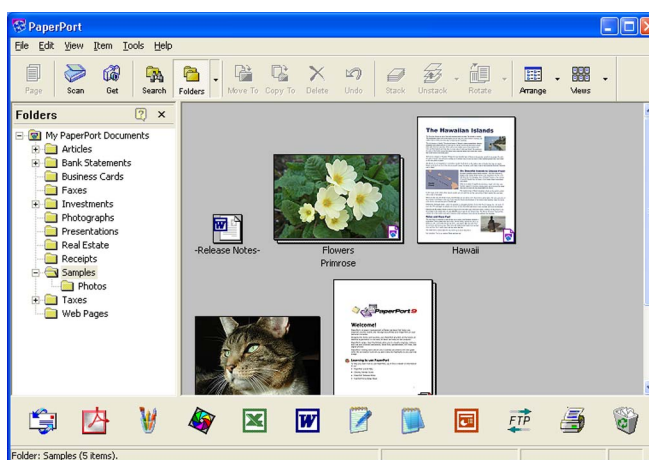
The complete ScanSoft® PaperPort® 9.0SE User's Guide, including ScanSoft® OmniPage® OCR, is in Documents on the CD-ROM.

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.

Viewing items

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

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

Items in the chosen 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 indicated by a small rectangular thumbnail and not an actual image.
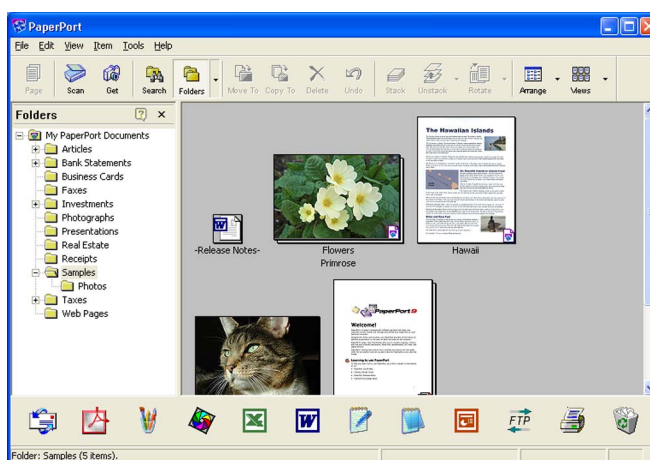
Page View displays a close-up of a single page and you can open a PaperPort® 9.0SE item by double-clicking it.

As long as you have the proper application on your PC to display it, you can also double-click a non-PaperPort® 9.0SE item to open it.
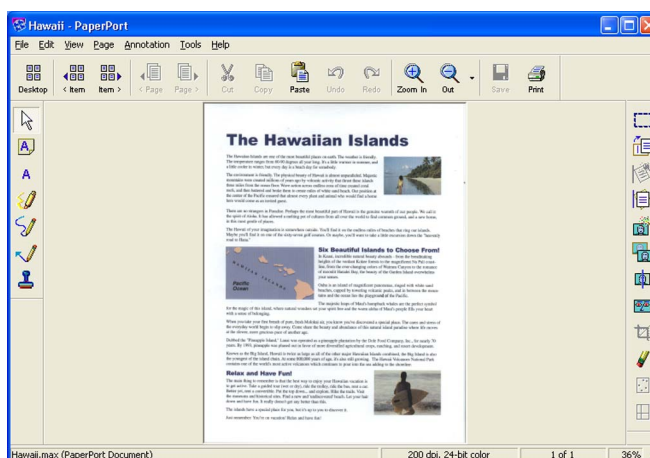
Organizing your items in folders

PaperPort® 9.0SE has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you choose 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 choose 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 contents (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 PC and creates a 'working link' to them.

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

To use a link, drag an item onto one of the icons to start that application. A typical use of the Send To Bar is to choose 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 PC, you can manually create a link using the **New Program Link...** command. (See PaperPort® 9.0SE in the Documents 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.

PaperPort® 9.0SE can use your preferred OCR application if it is already on your PC. You can convert the entire item, or by using the **Copy Text** command, you can choose 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

As well as 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 into 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 Click **File**, then **Save As** in the PaperPort® 9.0SE window.
The Save 'XXXXX' as dialog box is displayed.

2 Choose the drive and folder where you want to store the file.

3 Enter the new file name and choose the file type or choose a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)

4 Click **Save** to save your file, or **Cancel** to return to the PaperPort® 9.0SE without saving it.

Uninstalling PaperPort® 9.0SE and ScanSoft® OmniPage® OCR

For Windows® 98/98SE and Windows® Me

1 Click the **Start** button, **Settings**, **Control Panel**, **Add/Remove Programs**, and click the **Install/Uninstall** tab.

2 Choose **PaperPort** from the list and click **Add/Remove**.

For Windows® 2000 Professional

1 Click the **Start** button, **Settings**, **Control Panel**, then **Add/Remove Programs**.

2 Choose **PaperPort** from the list and click **Change** or **Remove**.

For Windows® XP

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

2 Choose **PaperPort** from the list and click **Change** or **Remove**.

3 ControlCenter2

Note

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

Using ControlCenter2

ControlCenter2 is a software utility that allows you to quickly and easily access your often used applications. Using ControlCenter2 eliminates the need to manually launch specific applications. ControlCenter2 has 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 needs.

③ Access to the advanced features of PhotoCapture Center™.

④ Access the Copy features available via your PC.

⑤ Access the 'PC-FAX' applications available for your device.

⑥ Access the settings available to configure your device.
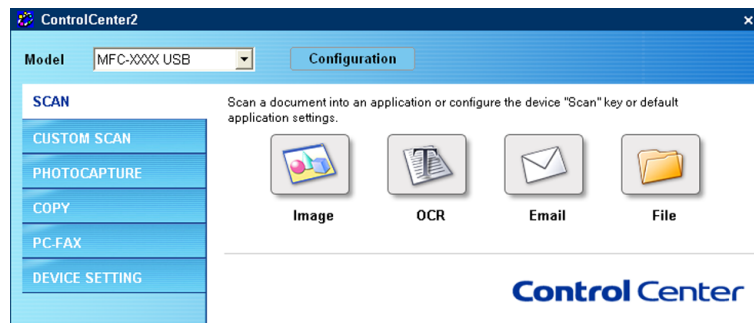
You can choose which machine ControlCenter2 will connect with from the **Model** drop-down list. You can also open the configuration window for each function by clicking the **Configuration** button.

Turning the AutoLoad feature off

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

If you do not want ControlCenter2 to run automatically each time you start your PC;

① Right-click the ControlCenter2 icon in the tasktray , and choose **Preference**. The ControlCenter2 preference window appears.

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

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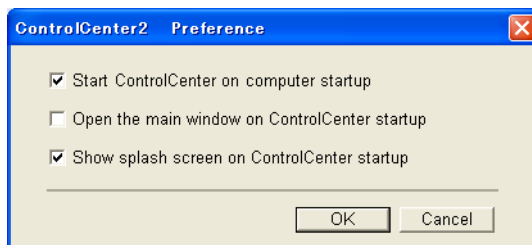
SCAN

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

■ **Image** *(Default: Microsoft Paint)*

Allows you to scan a page directly into any graphic viewer/editor application. You can choose the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editing application on your PC.

■ **OCR** *(Default: MS NotePad)*

Allows you to scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as NotePad, MS Word, Word Perfect or any word processing application on your PC.

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

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

■ **File**

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

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

CUSTOM SCAN

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

PHOTOCAPTURE (USB only)

There are three features which you can use to access a media card put into the machine. These features are only available when the machine is connected to the PC by a USB cable.

■ **Open PCC Folder**

Allows you to see the files and folders that are on the media card. (See *For USB cable users* on page 7-1.)

■ **Copy From PCC**

Allows you to copy the files on the media card to a specific folder on your PC. You can choose the destination folder.

■ **Copy To Application**

Allows you to copy the files on the media card to the desktop folder of the image viewer application.

COPY

Allows you to use the PC and any printer driver for enhanced copy operations. You can scan a page on the machine and print 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 models)

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

■ **Send**

Allows 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 6-1.)

■ **Receive**

By clicking this button, the PC-FAX receiving software is activated and starts receiving fax data from your Brother machine. After running the PC-FAX receive software, this button changes to **View Received** to open the viewer application and see the received faxes. Before you use the PC-FAX Receive function, you must select the option of PC-FAX Receive from the control panel menu of the Brother machine. (See *PC-FAX receiving (MFC-425CN and MFC-640CW only)* on page 6-14.)

■ **Address Book**

Allows you to open Brother PC-FAX address book. (See *Brother Address Book* on page 6-6.)

■ **Setup**

Allows you to configure the PC-FAX sending settings. (See *Sending setup* on page 6-3.)

DEVICE SETTING

You can configure the machine settings or check ink levels.

■ **Remote Setup**

Allows you to open the Remote Setup Program. (See *Remote Setup* on page 5-1.)

■ **Quick-Dial**

Allows you to open the Set Quick-Dial window of the Remote Setup. (See *Remote Setup* on page 5-1.)

■ **Ink Level**

Allows you to check the ink status.

SCAN

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

📝**Note**

You can configure your machine's **Scan** key for each ControlCenter2 button in the **Device Button** tab.
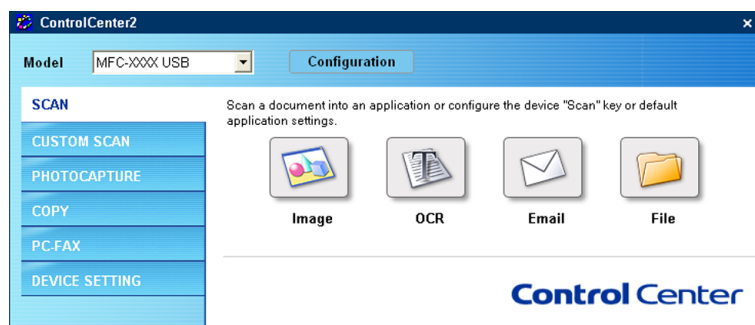
Image
(example: Microsoft Paint)

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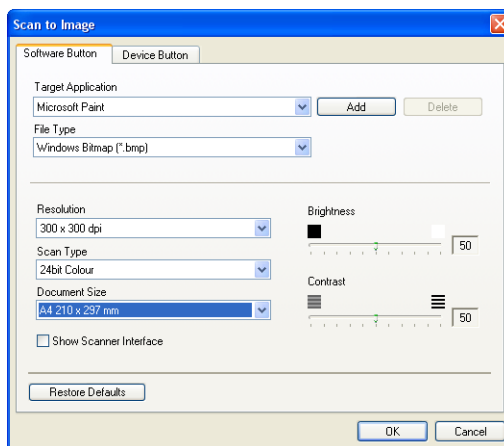
If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

Change the other settings, if needed.

To change the destination application, choose the proper application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button.
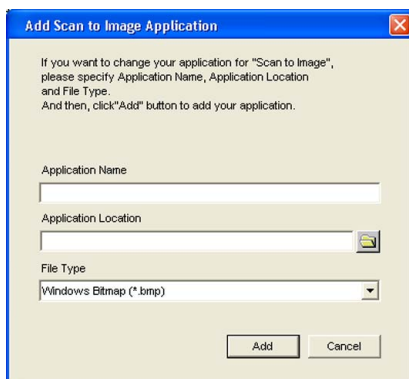
Enter the **Application Name** (up to 30 characters) and the **Application Location**. You can also find the

application location by clicking the [icon] icon. Choose the **File Type** from the drop-down list.

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

📝 **Note**

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

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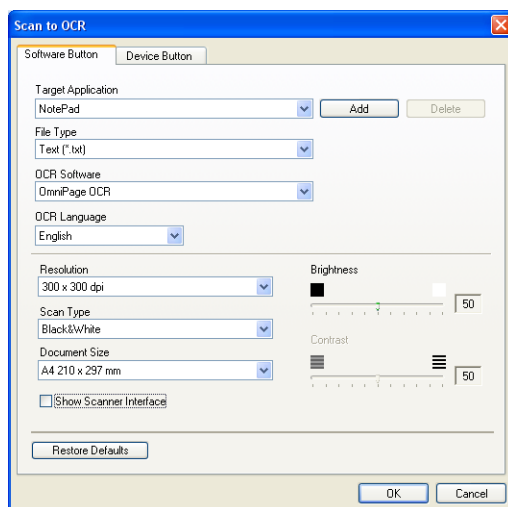
To change the word processing application, choose the destination word processing application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

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

You can also configure the other settings for **Scan to OCR**.

E-mail

The **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 the button and click the **Software Button** tab.
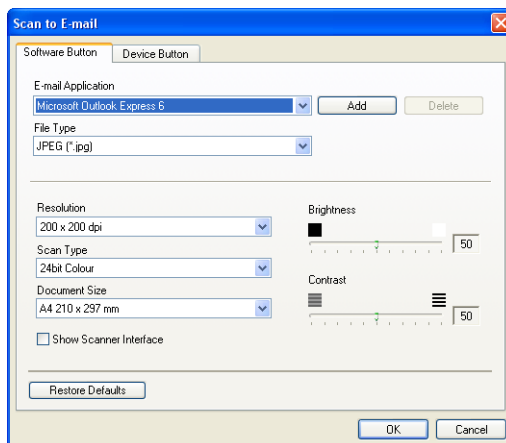
To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** drop-down list. You can add an application to the list by clicking the **Add** button [1]. To delete an application, click the **Delete** button.

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

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

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

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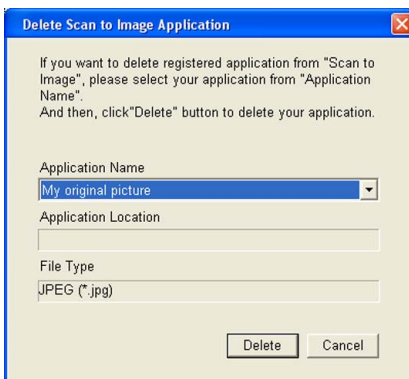
You can choose from the following list of file types for attachments or for saving to a folder.

File Type

Choose from the drop-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)

File

The **Scan to File** button allows you to scan an image to a folder on your hard disk in any file format. This allows you to easily archive your paper documents. To configure the file type and folder, right-click the button and click the **Software Button** tab.
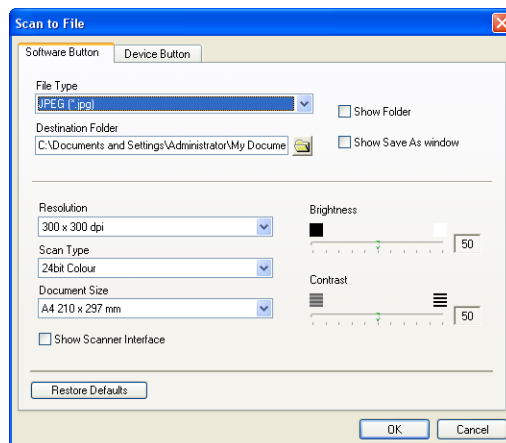
Choose the file type for the saved image from the **File Type** drop-down list. You can save the file to the default folder shown in the **Destination Folder**, or choose your preferred folder by clicking the icon.

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

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

Note

For supported file types, see *File attachments* on page 3-8.

CUSTOM SCAN

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

To configure a button, right-click the button to see the configuration window. There are four scan functions: **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

■ **Scan to Image**

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

■ **Scan to OCR**

Converts scanned documents into editable text files. You can choose the destination application for the editable text.

■ **Scan to E-mail**

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

■ **Scan to File**

Allows you to save a scanned image to any folder on a local or network hard disk. You can also choose the file type to be used.
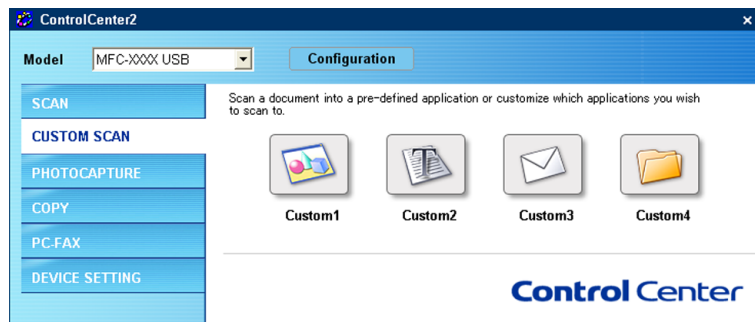
Customizing a user-defined button

To configure a button, right-click the button to open the configuration window. Follow these guidelines for button configuration.

Scan to Image

■ **General** tab

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

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

■ **Settings** tab

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

Scan to OCR

■ **General** tab

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

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

■ **Settings** tab

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

Scan to E-mail

■ **General** tab

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

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

■ **Settings** tab

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

Scan to File

■ **General** tab

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

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

■ **Settings** tab

Choose the file format from the **File Type** drop-down list. Save the file to the default folder which is shown
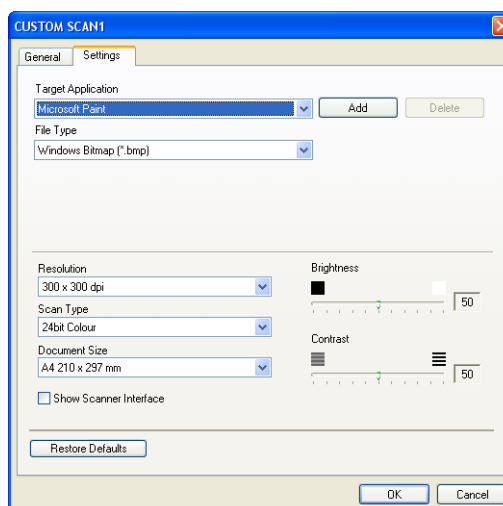
in the **Destination Folder** box or choose your preferred folder by clicking the [icon] icon. Check
Show Folder to show where the scanned image is saved after scanning. Check **Show Save As Window**
to specify the destination of the scanned image after every scanning.
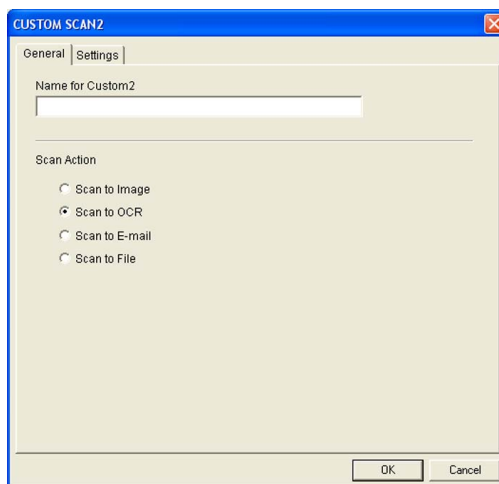
Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and
Contrast settings.
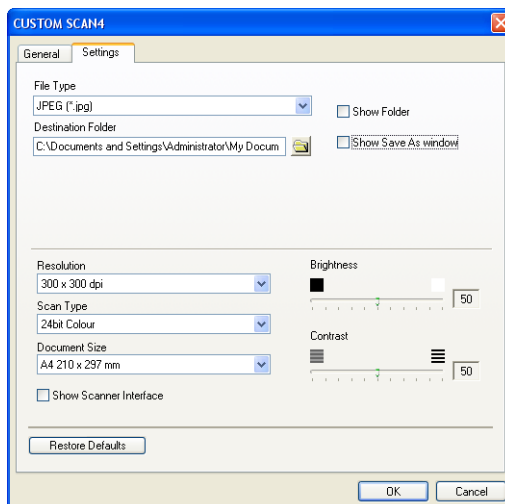
PHOTOCAPTURE (USB only)
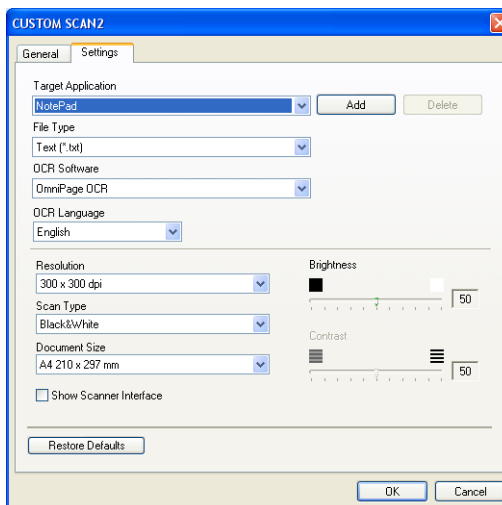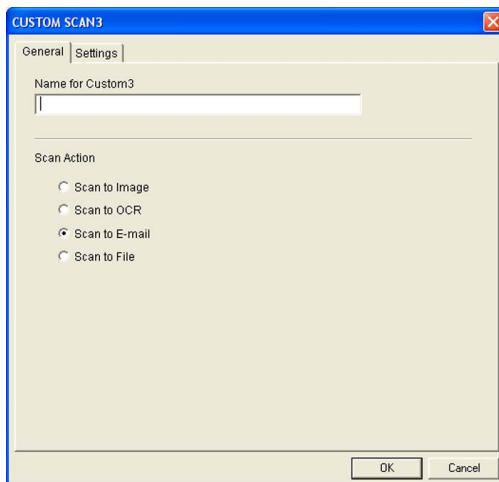
These buttons can be used to open or copy files and folders from a media card put into the machine.
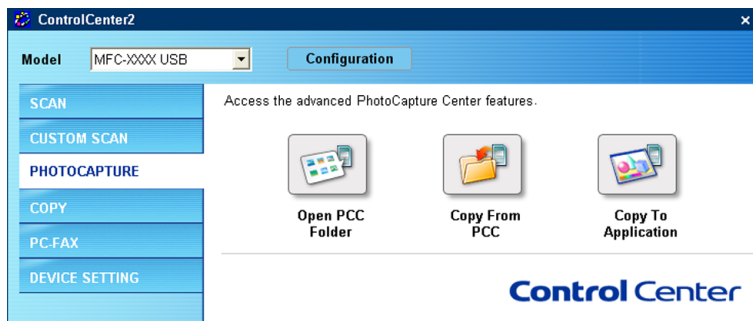
Open PCC Folder
(PCC: PhotoCapture Center™)

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

Copy From PCC

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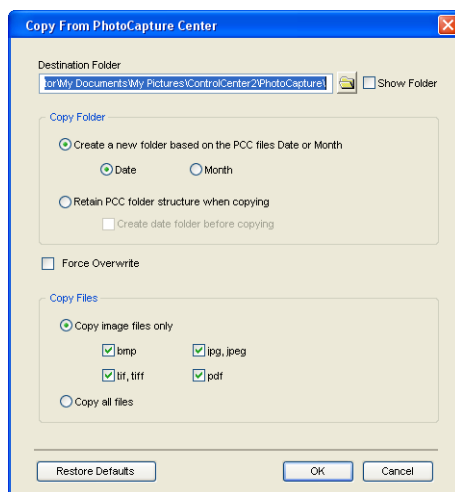
Setting the Copy Folder

■ **Create a new folder based on the PCC files Date or Month**

The default setting is **Date**. A copy folder is created with a name derived from the date the original file was created. The copy is then be saved into this folder. For example, the copy of an original file created on Oct.08, 2005 will be saved into a folder named 08102005.

■ **Retain PCC folder structure when copying**

The copy is saved into the same folder as the original, no new folders are created. If you check **Create date folder before copying**, a folder derived from the current date is created. The copy is then saved into this folder.

Copy To Application

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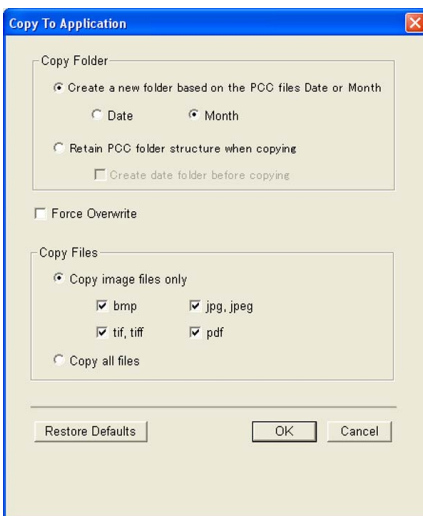
Setting the Copy Folder

■ **Create a new folder based on the PCC files Date or Month**

The default setting is **Date**. A copy folder is created with a name derived from the date the original file was created. The copy is then saved into this folder. For example, the copy of an original file created on Oct.8, 2005 will be saved into a folder named 08102005.

■ **Retain PCC folder structure when copying**

The copy is saved into the same folder as the original, no new folders are created. If you check **Create date folder before copying**, a folder derived from the current date is created. The copy is then be saved into this folder.

COPY

The **Copy1**-**Copy4** buttons can be customized to allow you to use advanced copy functions such as N-in-1 printing.
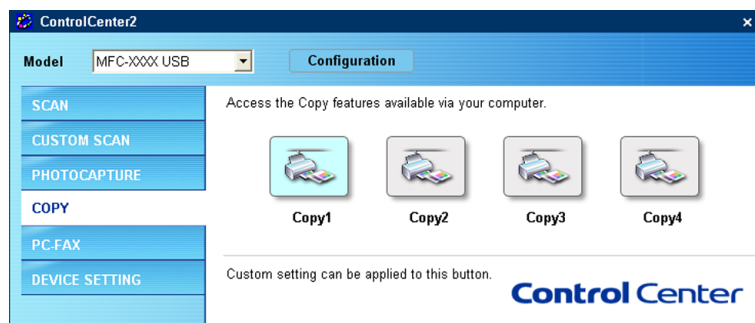
To use the **Copy** buttons, configure the printer driver by right-clicking the button.
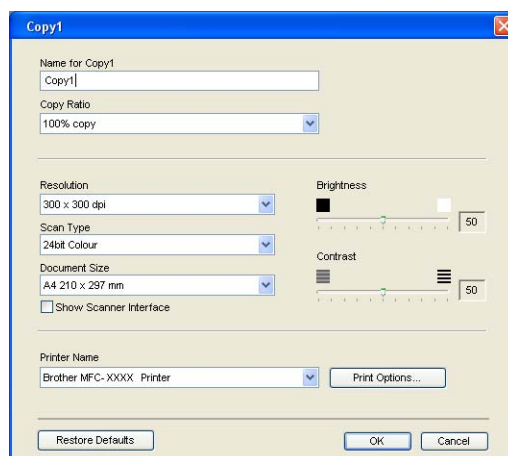
Enter a name in **Name for Copy** (up to 30 characters) and choose **Copy Ratio**.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.
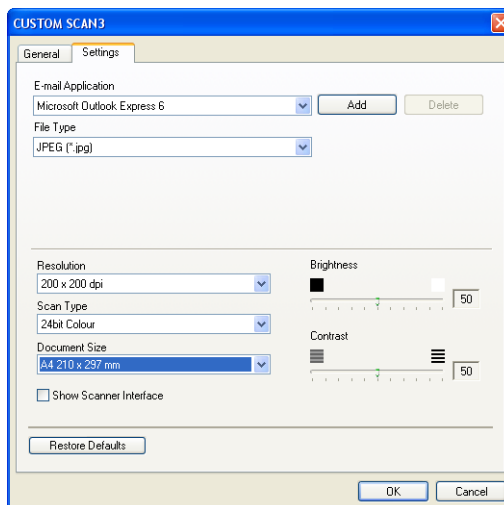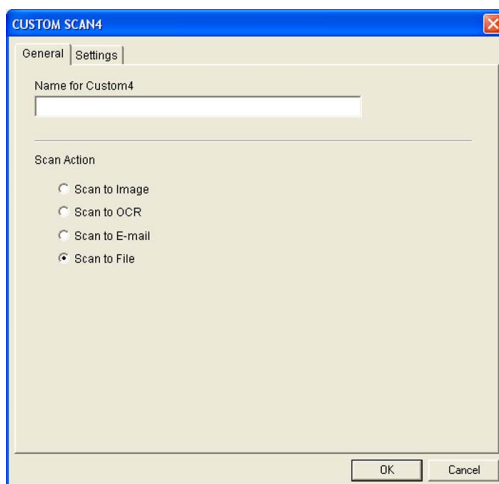
Before finishing the **Copy** button configuration, set the **Printer Name**. Then click the **Print options** button to display the printer driver settings.
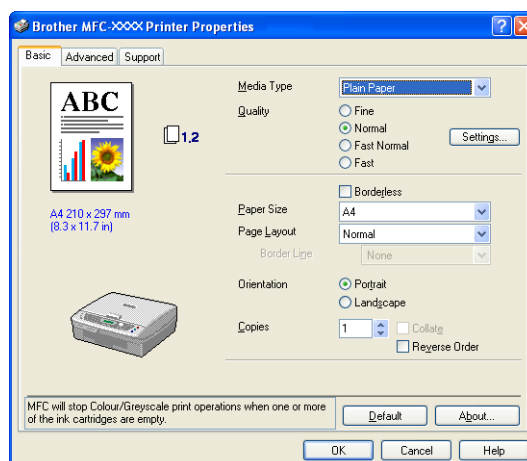
In the printer driver settings dialog box, you can choose advanced settings for printing.

📝 **Note**

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

• The **Print options** screen will vary depending on which model printer you have chosen.

PC-FAX
(Not available for DCP models)

You can easily open software for sending or receiving a PC-FAX or edit the address book by clicking the proper button.
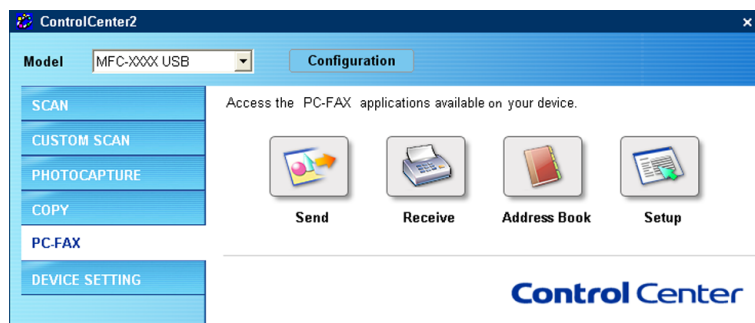
Send

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 6-1.)

To change the **Send** settings, right-click the button to open the configuration window. You can change the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.
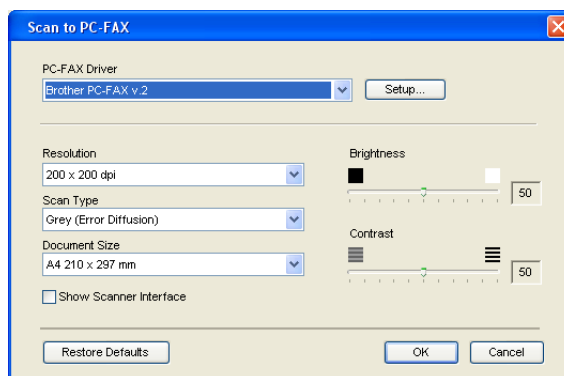
Receive/View Received
(MFC-425CN and MFC-640CW only)

The Brother PC-FAX Receiving software features lets you view and store your faxes on your PC. It is automatically installed when you install the MFL-Pro Suite.

By clicking the **Receive** button, the PC-FAX receiving software is activated and starts receiving fax data from your Brother machine. Before you use the PC-FAX Receive function, you must select the option of PC-FAX Receive from the control panel menu of the Brother machine. (See *Running the PC-FAX receiving software on your PC* on page 6-15.)

To configure the PC-FAX Receive software, see *Setting up your PC* on page 6-16.
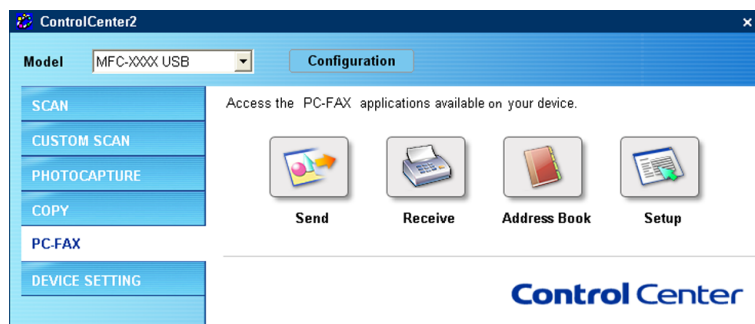
When the PC-FAX receiving software is running, you can open the viewer application with the **View Received** button. (PaperPort® 9.0SE)
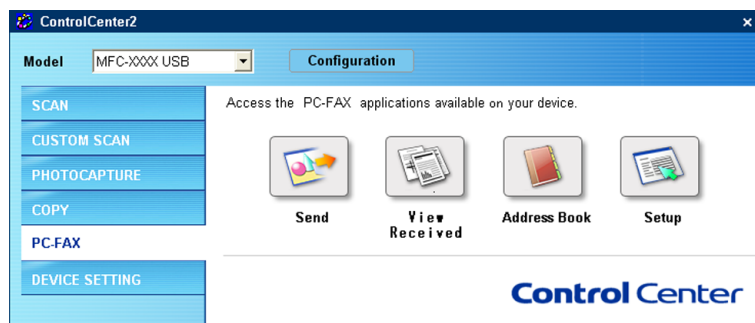
📝 **Note**

You can also activate the PC-FAX receiving software from the start menu. (See *Running the PC-FAX receiving software on your PC* on page 6-15.)

Address Book

The **Address Book** button allows you to add, amend or delete contacts from your address book. To edit this button, click the **Address Book** button to open the dialog box. (See *Brother Address Book* on page 6-6.)
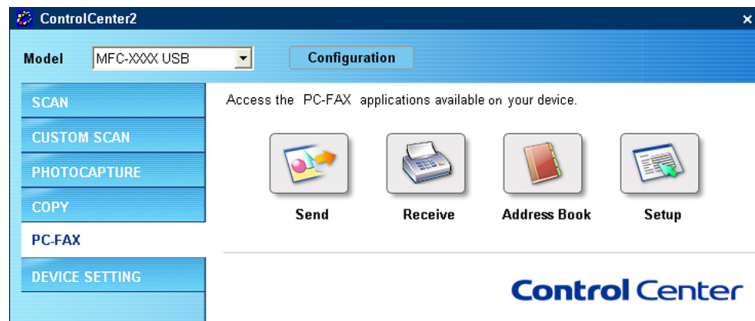
Setup

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

(See *Setting up user information* on page 6-2.)

DEVICE SETTING

You can configure the machine settings or check ink levels by clicking a button.
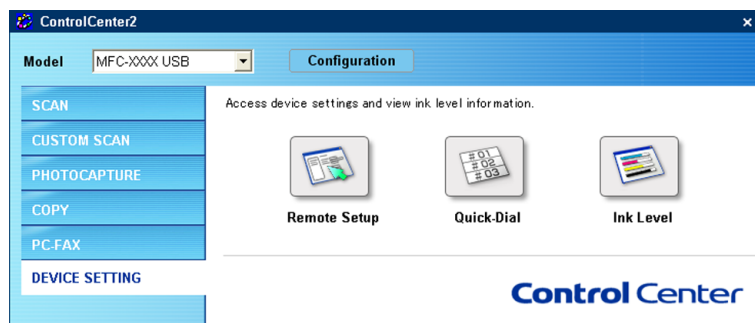
Remote Setup
(Not available for DCP models and MFC-215C)

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

📝**Note**

For details, see *Remote Setup* on page 5-1.
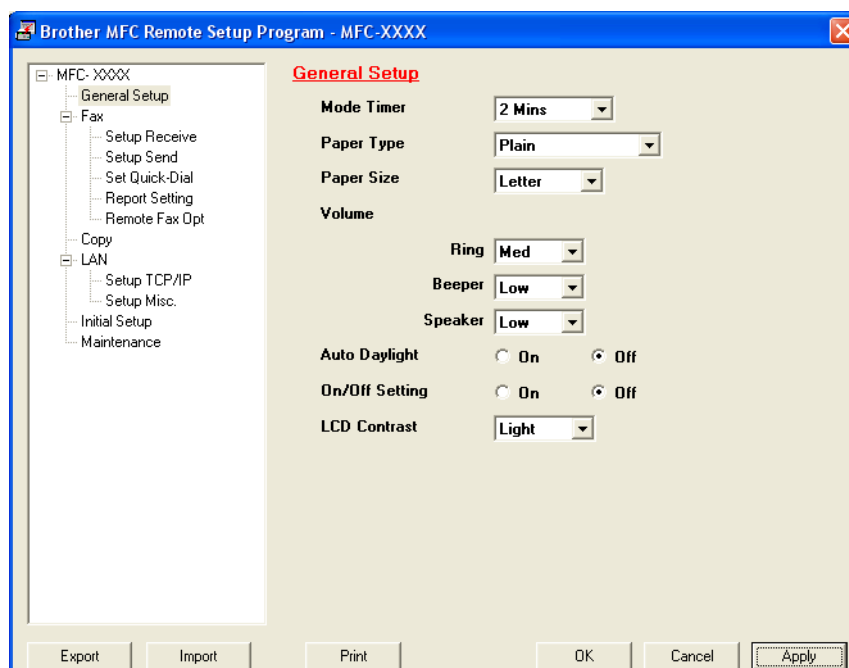
Quick-Dial
(Not available for DCP models and MFC-215C)

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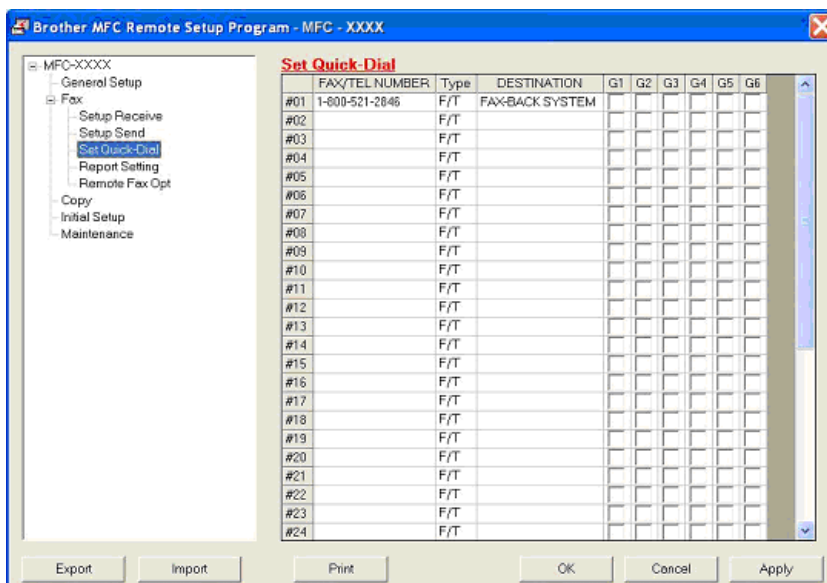
Ink Level

The **Ink Level** button opens the **Status Monitor** window, which displays the ink level for each cartridge.
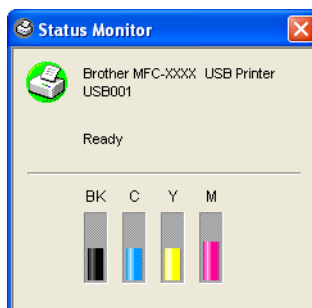
4 Network Scanning (For models with network support as standard)

To use the machine as a network scanner, the machine must be configured with a TCP/IP address. You can set or change the address settings from the control panel (See *the Network User's Guide on the CD-ROM*). If you installed the machine following the instructions for a network user in *the Quick Setup Guide* then the machine should already be configured for your network.

Note

- A max. of 25 clients can be connected to one machine on a network. For example, if 30 clients try to connect at a time, 5 of those clients will not be shown on the LCD.

- To use Network Scanning with Windows® XP that is protected by the firewall, Network Scanning program must be excluded from the firewall setting. See *Troubleshooting and Maintenance of the User's Guide* or visit the Solutions Center (http://solutions.brother.com) for more information.

Before using Network Scanning

Network license

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

This license 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 buy NL-5 which is a multiple PC license agreement pack for up to 5 additional users. To buy NL-5, contact your Brother Sales Office.

Configuring Network Scanning

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

1 For Windows® XP, click the **Start** button, **Control Panel**, **Printers and Other Hardware**, then **Scanners and Cameras** (or **Control Panel**, **Scanners and Cameras**).

For Windows® 98/Me/2000, click the **Start** button, **Control Panel**, then **Scanners and Cameras**.
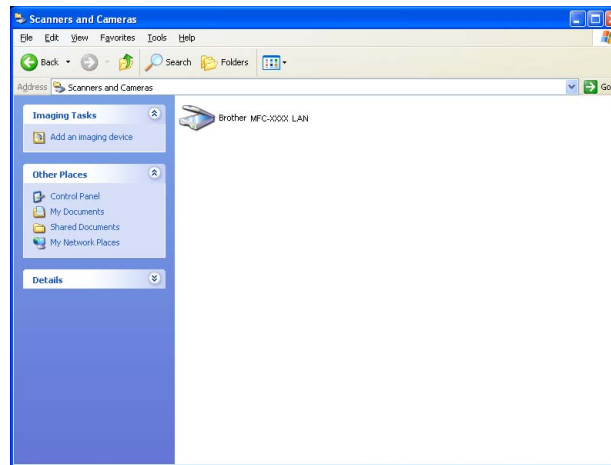
2 Right-click the Scanner Device icon and choose properties.
The Network Scanner Properties dialog box appears.

3 Click the **Network Setting** tab and choose a method to specify a machine as a network scanner for your PC.
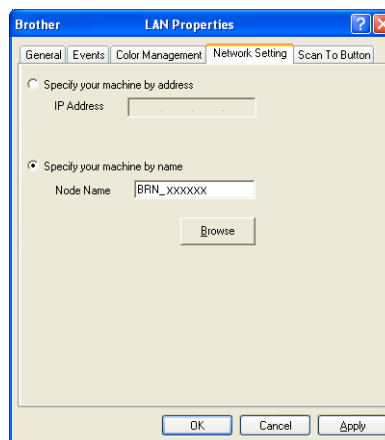
Specify your machine by address

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

Specify your machine by name

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

2 Click **Apply**.
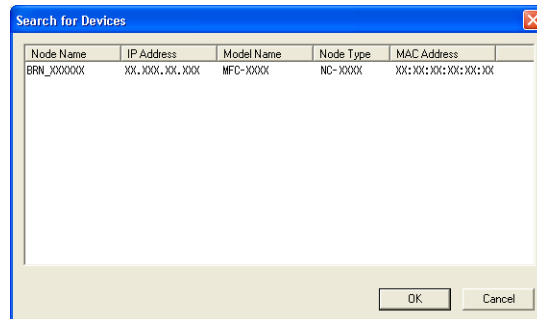
④ Click the **Scan To Button** tab and enter your PC name in the **Display Name** field. The machine's LCD displays the name you enter. The default setting is your PC name. You can enter any name that you like.
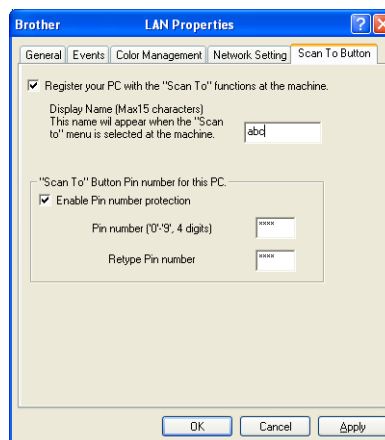
⑤ If you want to avoid receiving unwanted documents, enter a 4-digit PIN number in the **Pin number** and **Retype Pin number** field. To send data to a PC protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the machine. (See *Using the Scan key* on page 4-4.)

Using the Scan key

Scan to E-mail (PC)

When you choose Scan to E-mail (PC) your document will be scanned and sent directly to the PC you designated on your network. ControlCenter2 will activate the default E-mail application on the designated PC. You can scan and send a black and white or colour document from the PC as an attachment.

You can change the ⬟ (**Scan**) configuration. (See *E-mail* on page 3-8.)

1 Load your document.

2 Press ⬟ (**Scan**).

3 Press ▲ or ▼ to choose Scan to E-mail.

Scan to E-mail ⬍

Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4 Press ▲ or ▼ to choose the destination PC you want to use for E-mailing your document.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.

5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

Scan to Image

When you choose Scan to Image, your document will be scanned and sent directly to the PC you designated on your network. ControlCenter2 will activate the default graphics application on the designated PC. You can change the **Scan** configuration. (See *Image (example: Microsoft Paint)* on page 3-5.)

1 Load your document.

2 Press ⌦ (**Scan**).

3 Press ▲ or ▼ to choose Scan to Image.

    ⌈Scan to Image   ◆⌉

Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4 Press ▲ or ▼ to choose the destination PC you want to send to.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.

5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

Scan to OCR

When you choose Scan to OCR, your document will be scanned and sent directly to the PC you designated on your network. ControlCenter2 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 3-7.)

1 Load your document.

2 Press ⬚ (**Scan**).

3 Press ▲ or ▼ to choose Scan to OCR.

[Scan to OCR   ⬍]

Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4 Press ▲ or ▼ to choose the destination PC you want to send to.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.

5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

Scan to File

When you choose 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 ControlCenter2. You can change the **Scan** configuration. (See *File* on page 3-9.)

1️⃣ Load your document.

2️⃣ Press 🖾 (**Scan**).

3️⃣ Press ▲ or ▼ to choose Scan to File.

[Scan to File   ▲▼]

Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4️⃣ Press ▲ or ▼ to choose the destination PC you want to send to.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.

5️⃣ Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

📝 **Note**

If you want the scanned data in colour, choose colour in scan type on the **Device Buttons** tab of the ControlCenter2 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Buttons** tab of the ControlCenter2. (See *SCAN* on page 3-5.)

5

Remote Setup
(Not available for DCP models and MFC-215C)

Remote Setup

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

Click the **Start** button, **All Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX**, **Remote Setup**, then **MFC-XXXX USB** or **MFC-XXXX LAN** (where XXXX is your model name).

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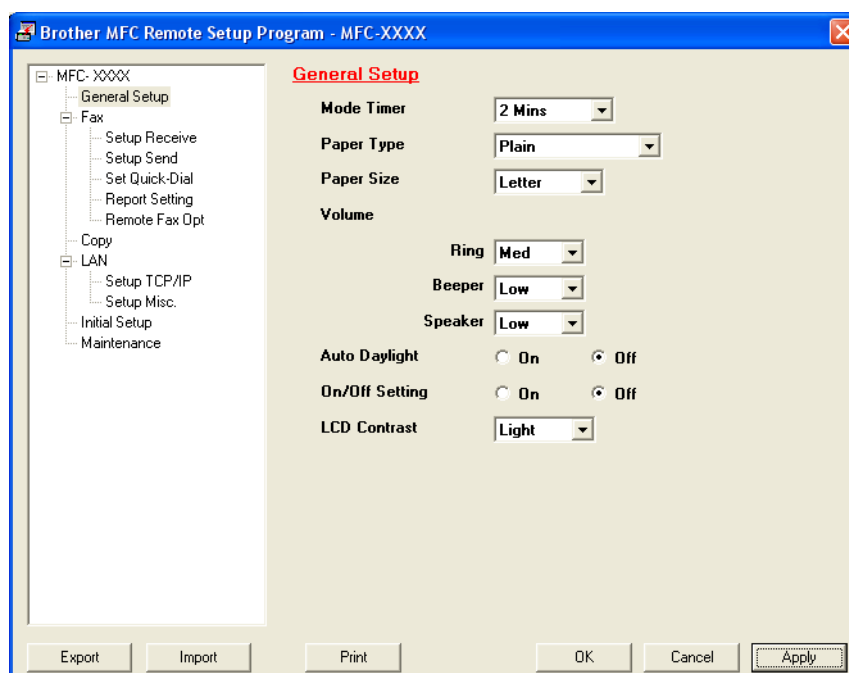
Allows you to start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

■ **Cancel**

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

■ **Apply**

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

■ **Print**

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

■ **Export**

Allows you to save the current configration settings to a file.

■ **Import**

Allows you to read the settings from a file.

Note

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

- To save all your settings, highlight **MFC-XXXX** at the top of the settings list then click **Export**.

- To save a single setting or a group of settings, highlight each setting or function heading (for example, to select all fax settings highlight **Fax**) from the setting list then click **Export**.

- If you need to change the machine that was registered to your PC during the installation of MFL-Pro Suite (see the *Quick Setup Guide*), or if the network environment was changed, you need to specify the new machine. Open the properties of the Remote Setup Program and choose the new machine. (For network users only)

6

Brother PC-FAX Software
(Not available for DCP models)

Note

If you are using Windows® XP or Windows® 2000 Professional, you must log on with Administrator rights.

PC-FAX sending

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

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

Note

PC-FAX is available in Black & White only.

Setting up user information
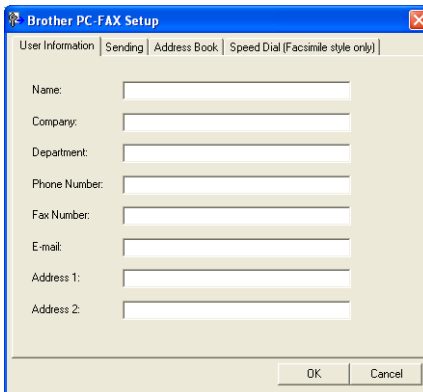
📝 **Note**

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

(See *Sending a file as a PC-FAX using the Facsimile style user interface* on page 6-11.)

① Click the **Start** button, **All Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX** (where XXXX is your model name), **PC-FAX sending**, then **PC-FAX Setup**.
The **Brother PC-FAX Setup** dialog box appears:

② Enter this information to create the fax header and cover page.

③ Click **OK** to save the **User Information**.

Sending setup

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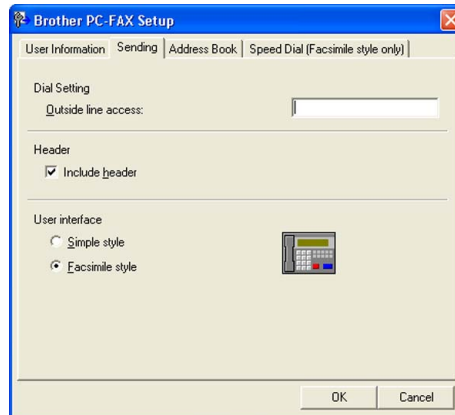
■ **Outside line access**

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

■ **Include header**

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

■ **User interface**

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

Simple style
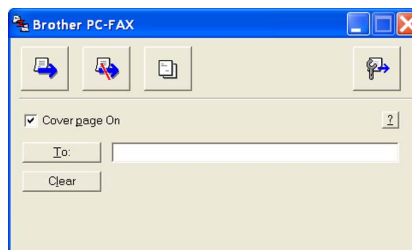
Facsimile style

Address Book

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

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

Click the **Browse** button to choose the database file.
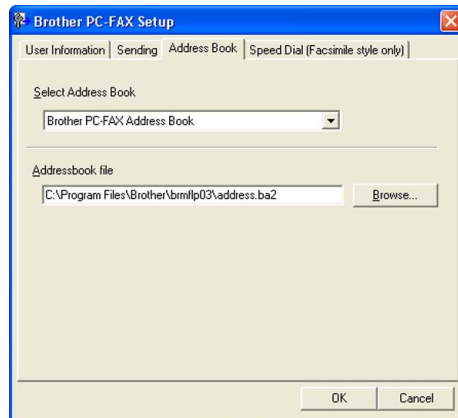
If you choose Outlook Express, you can use the Outlook Express Address Book by clicking the **Address Book** button in the FAX Sending dialog box.
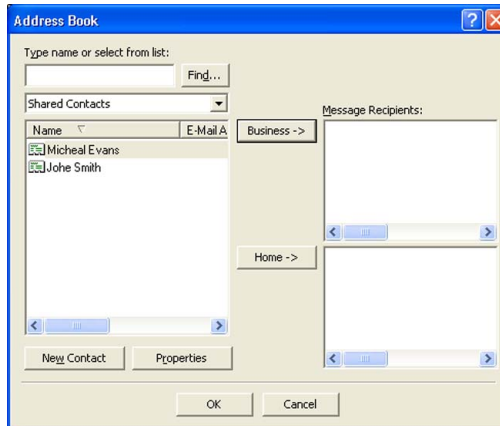
Speed Dial setup

From the **Brother PC-FAX Setup** dialog box, click the **Speed Dial** tab. (To use this feature, you must choose the **Facsimile style** user interface.)
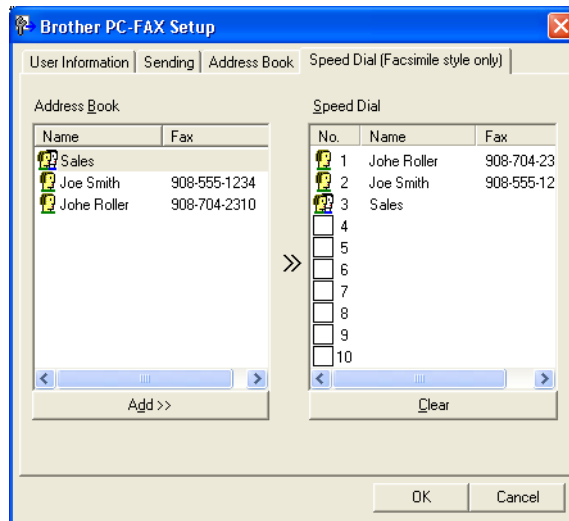
You can register a member or group on each of the ten **Speed Dial** buttons.

Registering an address in a Speed Dial button

1️⃣ Click the **Speed Dial** button you want to program.

2️⃣ Click the member or group you want to store on the **Speed Dial** button.

3️⃣ Click **Add >>**.

Clearing a Speed Dial button

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

2️⃣ Click **Clear**.

Brother Address Book

1. Click the **Start** button, **All Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX** (where XXXX is your model name), **PC-FAX sending**, then **PC-FAX Address Book**.
   The **Brother Address Book** dialog box appears:
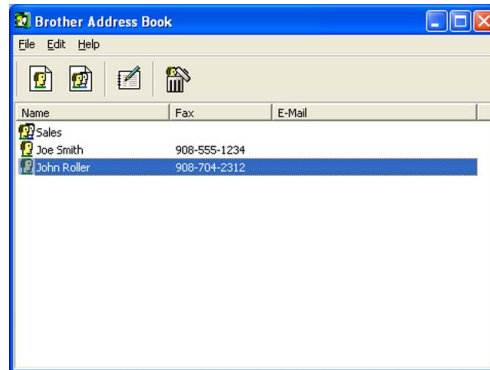
Setting up a member in the Address Book

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

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

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

Setting up a group for broadcasting

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

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

The **Brother Address Book Group Setup** dialog box appears:
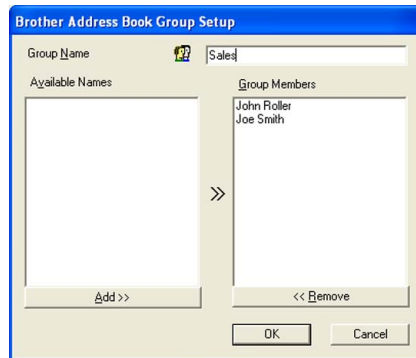
2 Enter the name of the new group in the **Group Name** field.

3 In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.

4 After all the members you want have been added, click **OK**.

Note

The maximum amount of faxes that can be sent as "broadcast" using PC-FAX is 50 numbers.

Editing member information

1 Choose the member or group you want to edit.

2 Click the edit ![icon] icon.

3 Change the member or group information.

4 Click **OK**.

Deleting a member or group

1 Choose the member or group you want to delete.

2 Click the delete ![icon] 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). You can also choose and create a Vcard that can be attached to a member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

Exporting the whole current Address Book

Note

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

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

❶ Do one of the following:
- From the Address Book, click **File**, **Export**, then **Text**.
- Click **Vcard** and go to ❺.

❷ From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.

Note

Choose the items in the order you want them listed.

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

❹ Click **OK** to save the data.
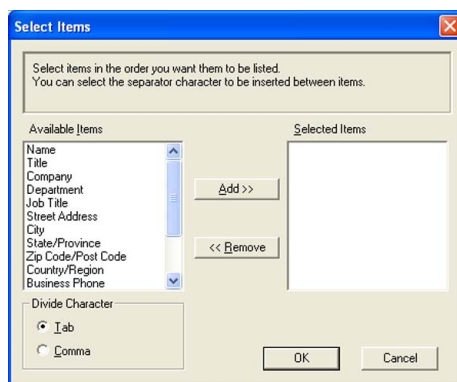
❺ Enter the name of the file, and then click **Save**.
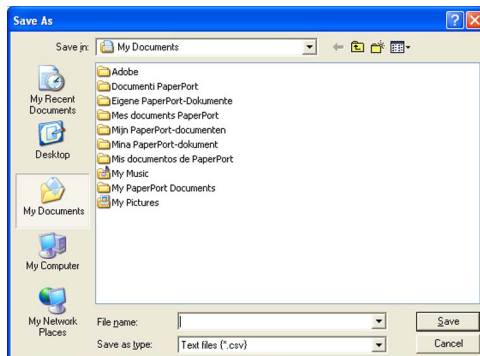
Importing to the Address Book

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

Importing an ASCII text file

1️⃣ Do one of the following:
   ■ From the Address Book, click **File**, **Import**, then **Text**.
   ■ Click **Vcard** and go to ❺.
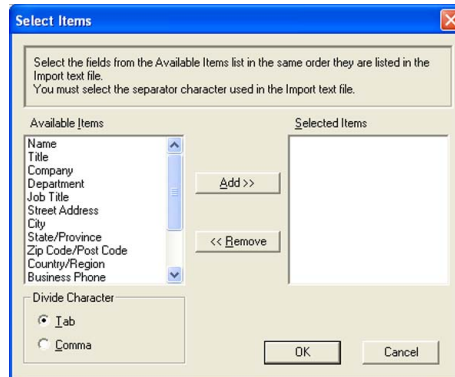
2️⃣ From the **Available Items** column choose the data fields you want to import, and click **Add >>**.

📝 **Note**

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

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

4️⃣ Click **OK** to import the data.

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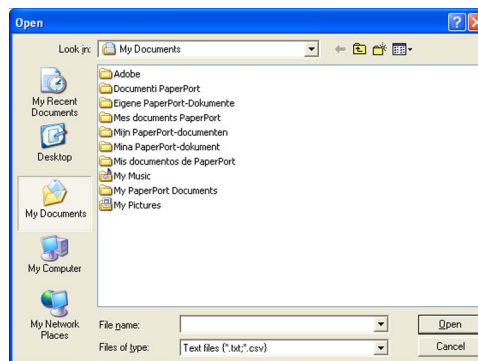
📝 **Note**

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

Setting up a cover page

From the PC-FAX dialog box, click the [icon] icon to access the PC-Fax Cover Page setup screen.

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

Entering cover page information

📝 **Note**

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

■ **To**

■ **From**

■ **Comment**

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

■ **Form**

Choose the cover page format you want to use.

■ **Import BMP file**

You can put a bitmap file, such as your company logo, on the cover page.

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

■ **Count cover page**

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

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

1️⃣ Create a file in any application on your PC.

2️⃣ Click **File**, then **Print**.
The **Print** dialog box appears:
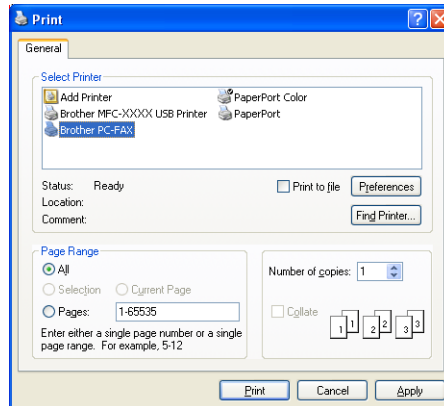
3️⃣ Choose **Brother PC-FAX** as your printer, and then click **Print**.
The Facsimile style user interface appears:

📝 Note

If the Simple style user interface appeares, change the user interface selection setting. (See *Sending setup* on page 6-3.)

4️⃣ Enter a fax number using any of the following methods:
■ Use the dial pad to enter the number.
■ Click any of the 10 **Speed-Dial** buttons.
■ Click the **Address Book** button, and then choose a member or group from the Address Book.
If you make a mistake, click **Clear** to delete all the entries.

5️⃣ To include a cover page, click 🟡 **Cover Page On**.

📝 Note

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

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

Note

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

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

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

1 Create a file in any application on your PC.

2 Click **File**, then **Print**.
The **Print** dialog box appears:
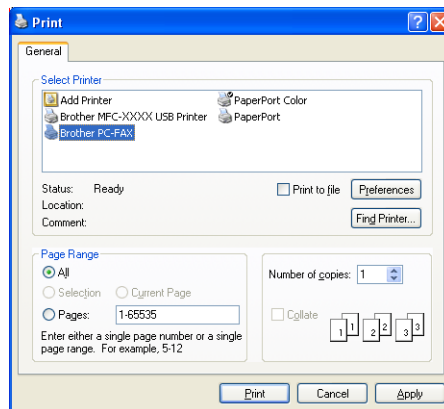
3 Choose **Brother PC-FAX** as your printer, and then click **Print**.
The Simple style user interface appears:
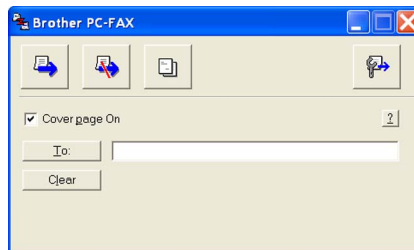
Note

If the Facsimile style user interface appeares, change the user interface selection setting. (See *Sending setup* on page 6-3.)

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

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

Note

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

6 Click the send ⬚ icon.

Note

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

PC-FAX receiving (MFC-425CN and MFC-640CW only)

📝 **Note**

- To use PC-FAX receiving, you must log on with Administrator rights.

- To use PC-FAX receiving with Windows® XP that is protected by the firewall, Network PC-FAX receiving program must be excluded from the firewall setting. See *Troubleshooting and Maintenance of the User's Guide* or visit the Solutions Center (http://solutions.brother.com) for more information.

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

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

When this feature is turned on, your machine will receive faxes in its memory. Once it has received the fax, it will automatically be sent to your PC.

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

`PC-Fax Msgs:001`

When you switch your PC on and the PC-FAX Receiving Software automatically transfers your faxes to your PC.

To enable the PC-FAX Receiving Software, do the following:

■ Before you use the PC-FAX Receive function, you must choose PC-FAX Receive from the menu on the machine.

■ Run the Brother PC-FAX Receiving software on your PC. (We recommend to select the Add to Startup folder check box, so that the software automatically runs and can transfer any faxes on PC startup.)

Enabling PC-FAX on your machine

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

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

2 Press ▲ or ▼ to choose PC Fax Receive.
Press **Menu/Set**.

3 Press ▲ or ▼ to choose USB or your PC name.
Press **Menu/Set**.

4 Press ▲ or ▼ to choose Backup Print:On or Backup Print:Off.
Press **Menu/Set**.

5 Press **Stop/Exit**.

📝 **Note**

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

Running the PC-FAX receiving software on your PC

Click the **Start** button, **All Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX**, '**PC-FAX Receiving**' then MFC-XXXX or MFC-XXXX LAN (where XXXX is your model name).

The PC-FAX icon appears in your PC tasktray.

Setting up your PC

1 Right-click the PC-FAX [icon] icon on your PC tasktray, and then click **PC-Fax RX Setup**. The **PC-Fax RX Setup** dialog box appears:
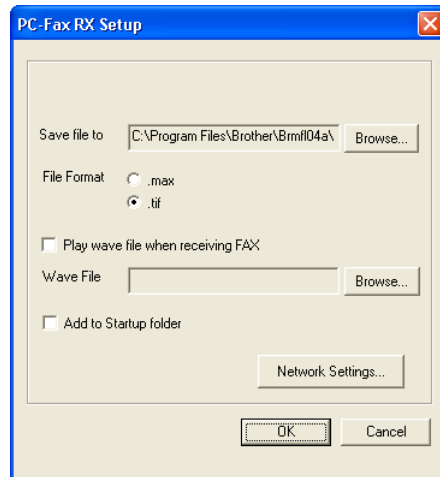
2 In **Save file to**, click the **Browse** button if you want to change the path where PC-FAX files are saved.

3 In **File Format**, choose **.tif** or **.max** as the received document format. The default format is **.tif**.

4 To play wave files when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.

5 To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.

Configuring the Network PC-FAX Receiving Settings

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

If you wish to change the network PC-FAX Receiving settings, follow the steps below.

1 In the **PC-FAX RX Setup** dialogue box, click the **Network Settings** button. The **Network Settings** dialogue box appears.

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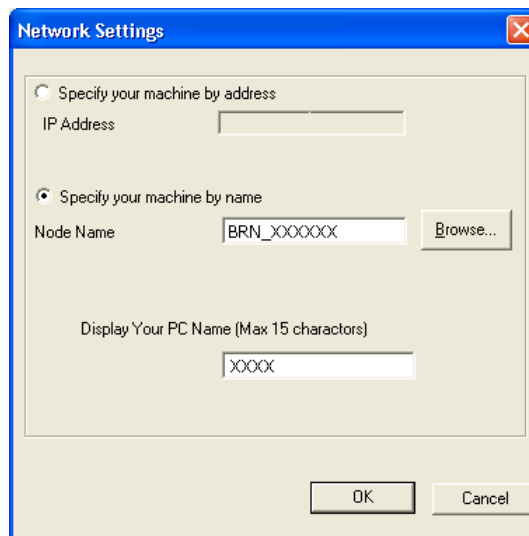
Specify your machine by address

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

Specify your machine by name

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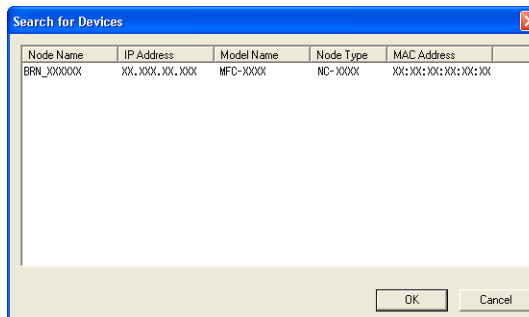
Specify your PC name

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

Viewing new PC-FAX messages

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

❶ Run PaperPort®.

❷ Open the Fax Received folder.

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

✎ Note

The name title of your unread PC message will be based on the date and time that the messages were received until you assign a file name. For example 'Fax 2-20-2005 16:40:21.tif'

7

PhotoCapture Center™

⚠ CAUTION

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

📝 Note

• The PhotoCapture Center™ will read only the card that was put in first.

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

For USB cable users

📝 Note

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

---

① Put a SmartMedia®, CompactFlash® [1], Memory Stick® [2], Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ [1] into your machine.

> [1] This product also supports CompactFlash® type1 and xD-Picture Card™ type M (Large Capacity).
>
> [2] MagicGate Memory Stick® and Memory Stick Pro™ can be used, but any music data that is stored on the stick cannot be read.

② In Windows® Explorer, double-click the **Removable Disk** icon [1]. The files and folders on the media card appear on your PC screen.
You can edit a file and save it to another drive on your PC.
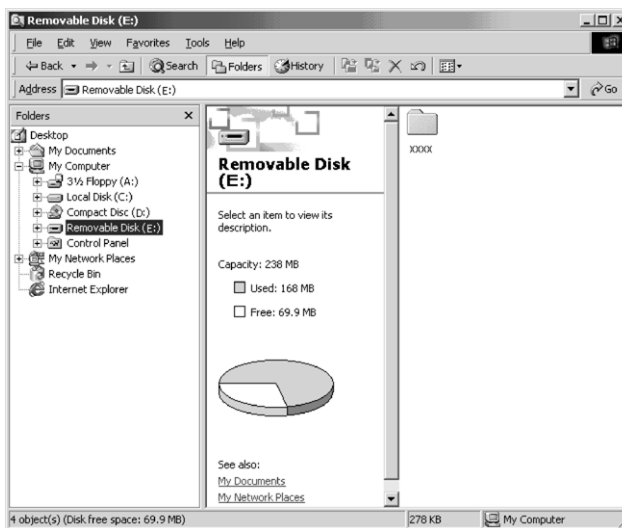
> [1] If you are using Windows® XP and you create a name for the volume label of the media card, this name appears instead of '**Removable Disk**'.

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

1️⃣ In Windows® Explorer, right-click the removable disk icon and choose **Eject**.

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

> ⚠️ **CAUTION**
>
> DO NOT unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash®, Memory Stick®, Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ from the machine while it is reading the card (the **PhotoCapture** key is flashing). You could lose your data or damage the card.
>
> If you take out the media card while the **PhotoCapture** key is flashing, you must restart your PC at once 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.

For network cable users
(Not available for DCP-115C, DCP-116C, DCP-117C, DCP-120C and MFC-215C)

1 Put a SmartMedia®, CompactFlash® 1, Memory Stick® 2, Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ 1 into your machine.

   1 This product also supports CompactFlash® type1 and xD-Picture Card™ type M (Large Capacity).

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

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

Your browser software appears and a list of file names on your media card is shown.

Note

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).

3 Click the name of the file you want to see.

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

1 Close the browser.

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

⚠ **CAUTION**

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

If you take out the media card while the **PhotoCapture** key is flashing, you must restart your PC at once 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.

Section II

Apple® Macintosh®

8 Printing and Faxing

Note

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

Setting up your USB-equipped Apple® Macintosh®

Note

Before you can connect the machine to your Macintosh®, you must buy a USB cable that is no longer than 2 metres (6 feet).

⊘ Improper Setup

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 by different operating systems.

Feature	Mac OS®	Mac OS® X
	9.1-9.2	10.2.4 or greater [2]
Printing	Yes	Yes
Scanning (TWAIN)	Yes	Yes
ControlCenter2 [1]	No	Yes
PC-FAX sending	Yes	Yes
Remote Setup	No	Yes
PhotoCapture Center	Yes	Yes

[1] For details on ControlCenter2, See *Using ControlCenter2 (For Mac OS® X 10.2.4 or greater)* on page 10-1.

[2] For Mac OS® X 10.2.0 to 10.2.3 users, upgrade to Mac OS® X 10.2.4 or greater. (For the latest information on Mac OS® X, visit us at: http://solutions.brother.com.)

Simultaneous printing, scanning and faxing

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

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

Clearing data from the memory

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

Status Monitor

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

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

■ **Updating the machine's status**

If you want the latest machine status while the **Status Monitor** window is open, click the update button (1).
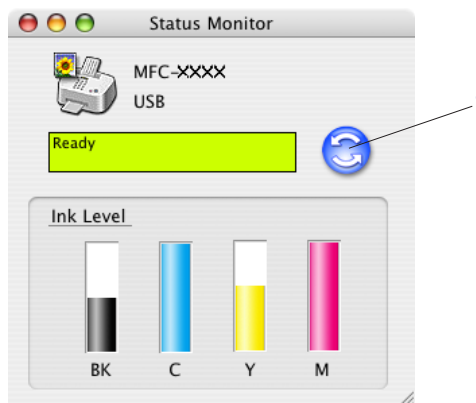
You can set at what interval the software will update the machine status information. Go to the menu bar, **Brother Status Monitor** and choose **Preferences**.

■ **Hiding or showing the window**

After starting the **Status Monitor**, you can hide or show the window. To hide the window, go to the menu bar, **Brother Status Monitor** and choose **Hide Brother Status Monitor**. To show the window, click the

Status Monitor icon in the dock or click the **Ink Level** button in the **DEVICE SETTINGS** tab of ControlCenter2.

■ **Quitting the window**

Go to the menu bar and choose **Quit**.

Media Type

For the best print results, choose the print media in the driver. The machine changes the way it prints, depending on the media type.

- **Plain Paper**
- **Inkjet Paper**
- **Glossy Paper**
- **Transparencies**
- **Slow Drying Paper**

Note

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

- **Highest**

  Up to 1200 × 6000 dpi. (See *Resolution in Specifications of the User's Guide*.) Use for printing precise images such as photographs. This is the highest resolution and slowest speed. The Highest Print Quality selection is not available if you choose borderless printing.

- **Photo**

  1200 × 2400 dpi. Use for printing photographs. Since the print data is much larger than a normal document, the processing time, data transfer time and print time will be longer.

- **Fine**

  1200 × 1200 dpi. Better print quality than **Normal** mode and faster print speed than **Photo**.

- **Enhanced Normal Printing**

  750 × 750 dpi. Use this mode if fine horizontal bands appear on the paper. The increased resolution helps to avoid banding. Print speed is slightly slower than in Normal mode. You can use this mode only when you have chosen **Plain Paper** or **Transparencies**.

- **Normal**

  600 × 600 dpi. Good print quality with typical print speed.

- **Fast Normal**

  600 × 300 dpi. Better print quality than **Fast** mode and faster print speed than **Normal**.

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

Note

- The default settings are shown in bold.

- The Highest Print Quality selection is not available if you choose borderless printing.

Using the Brother ink driver
(For Mac OS® X)

Choosing page setup options

1️⃣ From an application such as TextEdit, click **File**, then **Page Setup**. Make sure MFC-XXXX (where XXXX is your model name) is chosen in the **Format for** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scale**, then click **OK**.
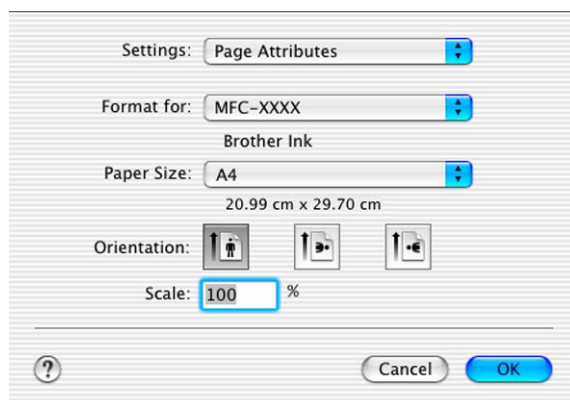
2️⃣ From application such as TextEdit, click **File**, then **Print**. Click **Print** to start printing.
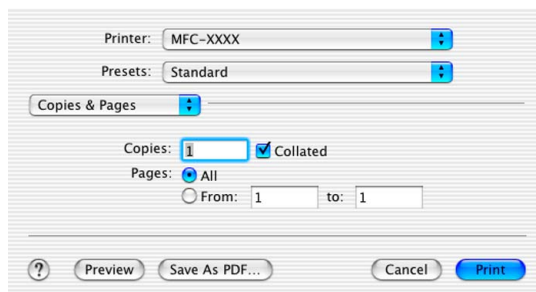
To do borderless printing

From the **Paper Size** pop-up menu choose the size of paper you want to print such as **A4 (borderless)**.

Choosing printing options

To control special printing features, choose **Print Settings** in the Print dialog box. You can change the **Quality**, **Media Type**, **Color/Grayscale**, **Paper Thickness**, **Bi-Directional Printing**, **Enhanced Normal Printing** and **Mirror Printing** settings.
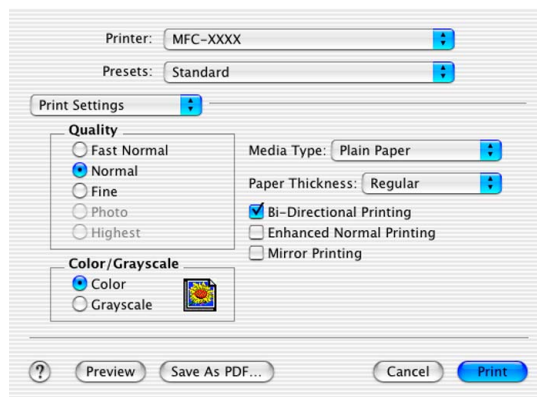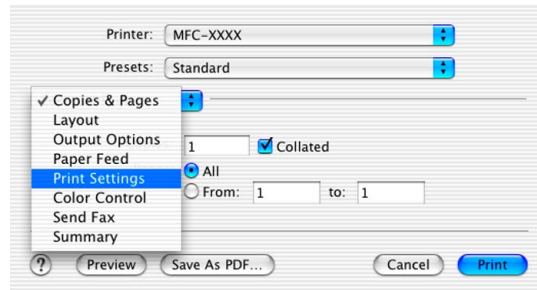
Using the Brother ink driver (For Mac OS® 9.1-9.2)

Choosing a printer

❶ Open the **Chooser** from the Apple menu.
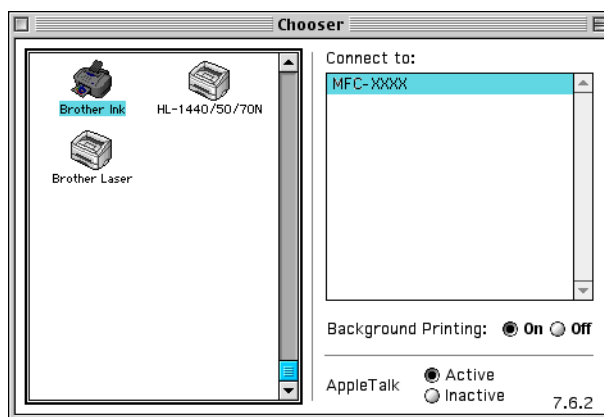
❷ Click the **Brother Ink** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.

Page Setup

❶ From application such as Presto!® PageManager®, click **File**, then **Page Setup**. You can change the settings for **Paper Size**, **Paper Thickness**, **Paper Source**, **Orientation**, **Borderless Printing** and **Scaling** and then click **OK**.
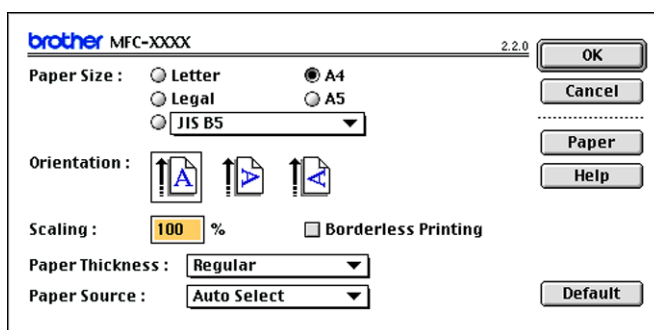
To do borderless printing

Check **Borderless Printing**.

Printing a document

1 From an application such as Presto!® PageManager®, click **File**, then **Print**. Click **Print** to start printing.
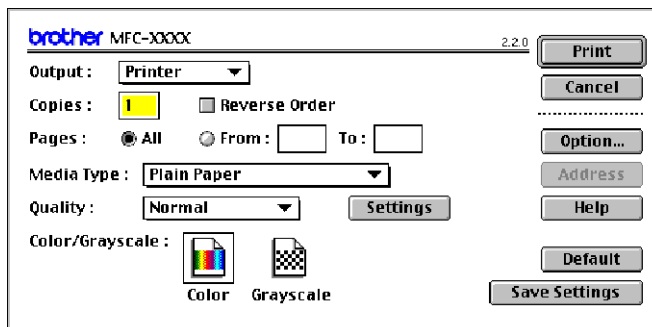
Note

If you want to change **Copies**, **Pages**, **Quality**, **Media Type** or **Color/Grayscale**, choose your settings before clicking **Print**. Click the **Option** or **Settings** button to change **Image Type** or other printing options.
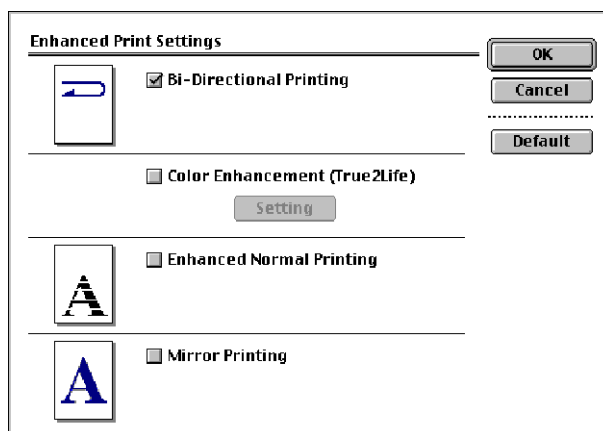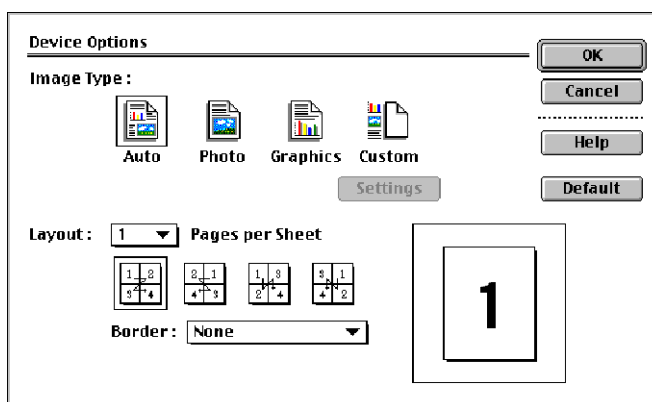
Sending a fax
(Not available for DCP models)

For Mac OS® X

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

1 Create a document in a Macintosh® application.

2 Click **File**, then **Print**.
The Printer dialog box appears:
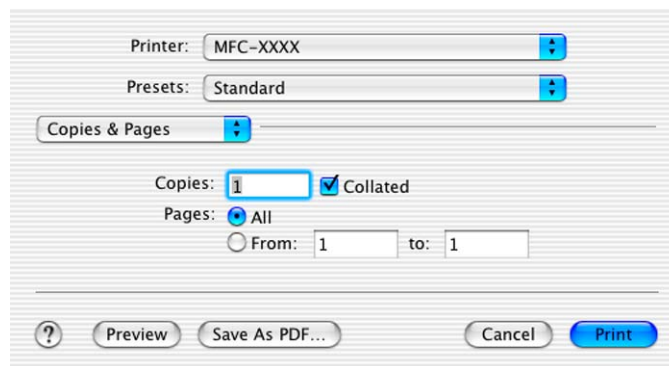
3 Choose **Send Fax** from the pop-up menu.
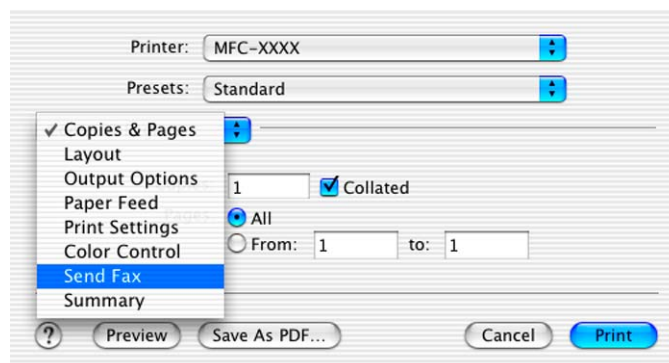
4️⃣ Choose **Facsimile** from the **Output** pop-up menu.

5️⃣ Enter a fax number in the **Input Fax Number** box, and then click **Print** to send the fax.

📝 **Note**

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

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

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

1️⃣ Click **Address Book**.

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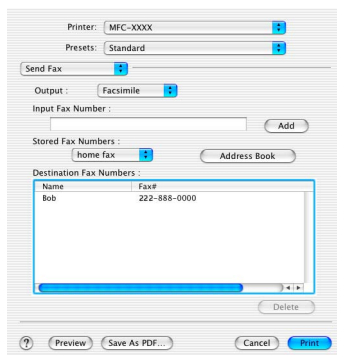
Note

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

3️⃣ When you are finished addressing your fax, click **Print**.
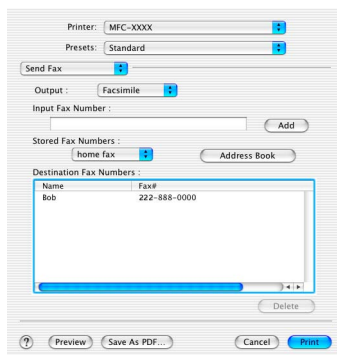
Note

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

For Mac OS® 9.1-9.2

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

1️⃣ Create a document in a Macintosh® application.

2️⃣ Click **File**, then **Print**.
The Printer dialog box appears:
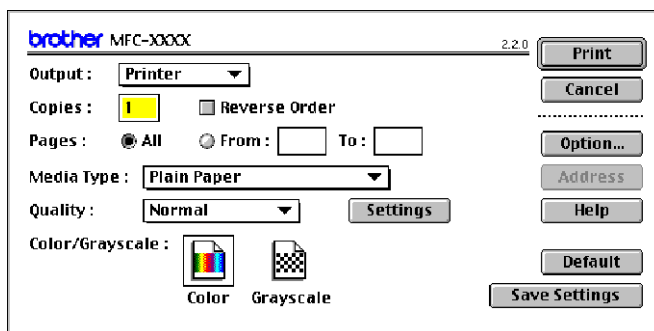
When **Printer** is chosen, the top button shows **Print** and the **Address** button is not available.

3️⃣ Choose **Facsimile** from the **Output** pop-up menu.
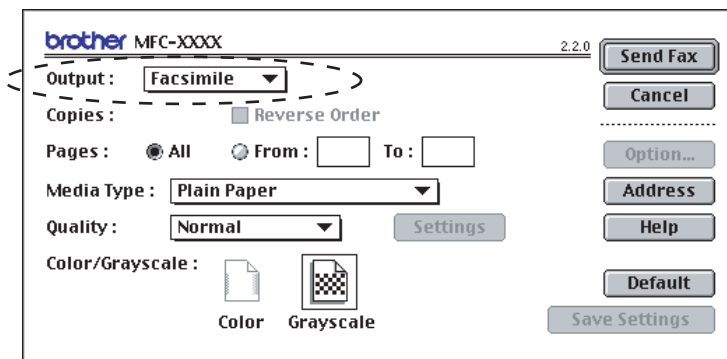
When **Facsimile** is chosen, the top button changes to **Send Fax** and the **Address** button is available.

📝 **Note**

To send specific pages of the document, enter the page numbers in the pages field.

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 choose them.

⑤ Enter a fax number in the **Input Fax Number** box.

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

Note

If you click **Send Fax** without addressing your fax, the following error message appears:
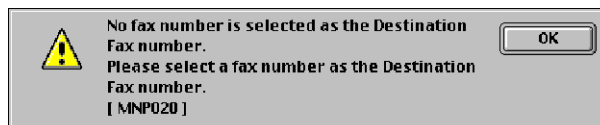
Click **OK** to go to the **Send Fax** dialog box.

9 Scanning

Scanning from a Macintosh®

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

Note

If you want to scan from a machine on a network, choose the networked machine in the DeviceSelector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the **Model** pop-up menu of ControlCenter2. (Network scanning supported in Mac OS® X 10.2.4 or greater)

Accessing the scanner

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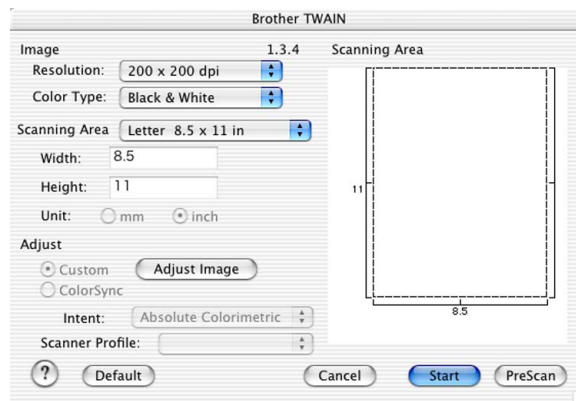
Note

The method of choosing the default driver or choosing to scan may vary depending on the application you are using.

Scanning an image into your Macintosh®

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

Scanning a whole page

1️⃣ Load your document in the ADF.

📝 **Note**

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

2️⃣ Adjust the following settings, if needed, in the Scanner Setup dialog box:
- **Resolution**
- **Color Type**
- **Scanning Area**
- **Brightness**
- **Contrast**

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

Pre-Scanning an image

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 Setup dialog box to scan the image.

1️⃣ Load your document.

2️⃣ Click **PreScan**.
The whole image is scanned into your Macintosh® and appears in the **Scanning Area**.

3️⃣ Drag the mouse pointer over the portion you want to scan.

4️⃣ Put the document in the ADF again.

📝 **Note**

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

5️⃣ Adjust the settings for **Resolution**, **Color Type**(Grayscale), **Brightness**, **Contrast**, and **Size** in the Scanner Setup dialog box as needed.

f Click **Start**.

This time only the chosen area of the document appears in the application window.

g You can refine the image in your editing software.

Settings in the Scanner window

Resolution

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

Resolution	Black & White/Gray (Error Diffusion)	8 bit color	True Gray / 24 bit color
100 × 100 dpi	Yes	Yes	Yes
150 × 150 dpi	Yes	Yes	Yes
200 × 200 dpi	Yes	Yes	Yes
300 × 300 dpi	Yes	Yes	Yes
400 × 400 dpi	Yes	Yes	Yes
600 × 600 dpi	Yes	Yes	Yes
1200 × 1200 dpi	Yes	No	Yes
2400 × 2400 dpi	Yes	No	Yes
4800 × 4800 dpi	Yes	No	Yes
9600 × 9600 dpi	Yes	No	Yes
19200 × 19200 dpi	Yes	No	Yes

Color Type

■ **Black & White**

Use for text or line art.

■ **Gray (Error Diffusion)**

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

■ **True Gray**

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

■ **8 Bit Color**

Uses up to 256 colours to scan the image.

■ **24 Bit Color**

Uses up to 16.8 million colours to scan the image.

Although using **24 Bit Color** creates an image with the most accurate colours, the image file will be about three times larger than a file created with **8 Bit Color**. It requires the most memory and has the longest transfer time.
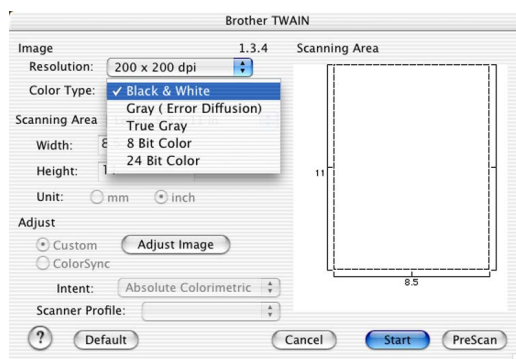
Scanning Area

Choose one of the following sizes:

■ A4 210 × 297 mm

■ JIS B5 182 × 257 mm

■ Letter 8.5 × 11 in.

■ Legal 8.5 × 14 in.

■ A5 148 × 210 mm

■ Executive 7.25 × 10.5 in.

■ Business Card

If your machine is a flatbed type, you can scan business cards. To scan business cards, choose the **Business Card** size (90 × 60 mm), and then put 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, try different settings for the Contrast and Resolution to see which best suits your needs.

■ Photo 4 × 6 in.

■ Index Card 5 × 8 in.

■ Photo L 89 × 127 mm

■ Photo 2L 127 × 178 mm

■ Post Card 1 100 × 148 mm

■ Post Card 2 148 × 200 mm

■ Custom (User adjustable from 0.35 × 0.35 in. to 8.5 × 14 in. or 8.9 × 8.9 mm to 215 × 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.

Adjusting the Image

■ **Brightness**

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

You can set the **Brightness** level by dragging the slide bar to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.
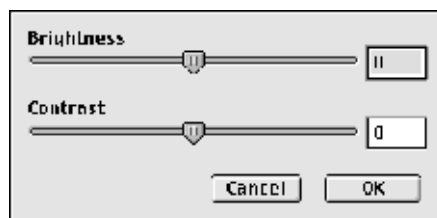
If the scanned image is too light, set a lower **Brightness** level and scan the document again.

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

■ **Contrast**

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

Note

The Contrast setting is only available when **Gray** or **True Gray** is chosen.

Using the Scan key (For USB cable users)

Note

If you use the Scan key on a network, see *Using the Scan key* on page 11-3.

You can use ⌁ (**Scan**) on the control panel to scan documents into your word processing, graphics or

E-mail applications or a folder on your Macintosh®. The advantage of using ⌁ (**Scan**) is that you avoid the

mouse clicks needed to scan from your Macintosh®.

Scan

Before you can use ⌁ (**Scan**) on the control panel, you have to install the Brother MFL-Pro Software Suite

and connect the machine to your Macintosh®. If you installed the MFL-Pro Suite from the included CD-ROM

then the correct drivers and the ControlCenter2 are installed. Scanning by ⌁ (**Scan**) follows the

configuration on Device Button tab. (See *SCAN* on page 10-4.) For details about how to configure the

ControlCenter2 buttons to launch the application of your choice using ⌁ (**Scan**), see *Using ControlCenter2
(For Mac OS® X 10.2.4 or greater)* on page 10-1.

Scan to E-mail

You can scan either 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 10-7.)

1 Load your document.

2 Press ⌁ (**Scan**).

    `Scan to E-mail` ⬍

3 Press ▲ or ▼ to choose `Scan to E-mail`.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)

4 Press **Mono Start** or **Colour Start**.
   The machine starts scanning the document, creates a file attachment, and launches your E-mail
   application, displaying the new message waiting to be addressed.

Scan to Image

You can scan a colour picture into your graphics application for viewing and editing. You can change the

(**Scan**) configuration. (See *Image (example: Apple PreView)* on page 10-5.)

1. Load your document.

2. Press (**Scan**).

   `Scan to Image`

3. Press ▲ or ▼ to choose `Scan to Image`.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)

4. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

Scan to OCR

If your document is text, you can have it converted by Presto!®PageManager® 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 10-6.)

1. Load your document.

2. Press (**Scan**).

   `Scan to OCR`

3. Press ▲ or ▼ to choose `Scan to OCR`.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)

4. Press **Mono Start** or **Colour Start**.
   The machine starts the scanning process.

Scan to File

You can scan a black and white or a colour document into your Macintosh® 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 ControlCenter2. (See *File* on page 10-8.)

1 Load your document.

2 Press ⬙ (**Scan**).

   ┌─────────────────────┐
   │ Scan to File   ⬍ │
   └─────────────────────┘

3 Press ▲ or ▼ to choose Scan to File.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)

4 Press **Mono Start** or **Colour Start**.
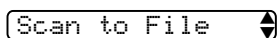   The machine starts the scanning process.

Note

If you want the scanned data in color, choose color in scan type on **Device Buttons** tab of the ControlCenter2 configuration. If you want the scanned data in black and white, choose black and white in scan type on **Device Buttons** tab of the ControlCenter2. (See *File* on page 10-8.)

Scan to Card
(Not available for DCP-116C, DCP-117C and MFC-215C)

You can scan black and white and colour documents to a media card. Black and white documents will be stored in the 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, 2005 would be named 07010505.PDF. You can change the colour, quality and file name.

Quality	File Format Options	Default File Format
B/W 200×100 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

Note

You can choose the default file format for black and white or colour files. (See *Changing the default black & white file format* on page 9-10 and *Changing the default colour file format* on page 9-11.)

1 Put a SmartMedia®, CompactFlash® [1], Memory Stick® [2], Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ [1] into your machine.

[1] This product also supports CompactFlash® type1 and xD-Picture Card™ type M (Large Capacity).

[2] MagicGate Memory Stick® and Memory Stick Pro™ can be used, but any music data that is stored on the stick cannot be read.

> **! CAUTION**
>
> DO NOT unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash®, Memory Stick®, Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ from the machine while it is reading the card (the **PhotoCapture** key is flashing). You could lose your data or damage the card.
>
> If you take out the media card while the **PhotoCapture** key is flashing, you must restart your Macintosh® at once before putting the media card back in. If you put in another media card before the Macintosh® is restarted, the data on it may be destroyed.

2 Load your document.

3 Press ⬚ (**Scan**).

4 Press ▲ or ▼ to choose Scan to Card.
Do one of the following:
- To change the quality, press **Menu/Set** or **Set** and go to ❺.
- Press **Mono Start** or **Colour Start** to start scanning without changing any settings.

5 Press ▲ or ▼ to choose the quality you want.
Do one of the following:
- To change the file type, press **Menu/Set** or **Set** and go to ❻.
- To start scanning, press **Mono Start** or **Colour Start**.

6 Press ▲ or ▼ to choose the file type you want.
Do one of the following:
- To change the file name, press **Menu/Set** or **Set** and go to ❼.
- 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 models)
Press **Mono Start** or **Colour Start** to start scanning.

Changing the default quality

(For MFC-425CN and MFC-640CW)

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

    1.Quality

2 Press ▲ or ▼ to choose 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 models)

1️⃣ Press **Menu**.

2️⃣ Press ⊙ or ⊙ to choose 2.PhotoCapture.
Press **Set**.

3️⃣ Press ⊙ or ⊙ to choose 8.Scan to Card.
Press **Set**.

4️⃣ Press ⊙ or ⊙ to choose 1.Quality.
Press **Set**.

| 1.Quality |

5️⃣ Press ⊙ or ⊙ to choose B/W 200×100 dpi, B/W 200 dpi, Color 150 dpi, Color 300 dpi
or Color 600 dpi.
Press **Set**.

6️⃣ Press **Stop/Exit**.

Changing the default black & white file format

(For MFC-425CN and MFC-640CW)

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

| 2.B/W File Type |

2️⃣ Press ▲ or ▼ to choose TIFF or PDF.
Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

(For DCP models)

1️⃣ Press **Menu**.

2️⃣ Press ⊙ or ⊙ to choose 2.PhotoCapture.
Press **Set**.

3️⃣ Press ⊙ or ⊙ to choose 8.Scan to Card.
Press **Set**.

4️⃣ Press ⊙ or ⊙ to choose 2.B/W File Type.
Press **Set**.

| 2.B/W File Type |

5️⃣ Press ⊙ or ⊙ to choose TIFF or PDF.
Press **Set**.

6️⃣ Press **Stop/Exit**.

Changing the default colour file format

(For MFC-425CN and MFC-640CW)

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

   `3.ColorFile Type`

2. Press ▲ or ▼ to choose PDF or JPEG.
   Press **Menu/Set**.

3. Press **Stop/Exit**.

(For DCP models)

1. Press **Menu**.

2. Press ⬛ or ⬛ to choose 2.PhotoCapture.
   Press **Set**.

3. Press ⬛ or ⬛ to choose 8.Scan to Card.
   Press **Set**.

4. Press ⬛ or ⬛ to choose 3.ColorFile Type.
   Press **Set**.

   `3.ColorFile Type`

5. Press ⬛ or ⬛ to choose PDF or JPEG.
   Press **Set**.

6. Press **Stop/Exit**.

Using Presto!® PageManager®

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

If you use the machine as a scanner, we recommend that you install Presto!® PageManager®. *To install Presto!® PageManager®, see the Quick Setup Guide.*

Note

The complete NewSoft Presto!® PageManager® 4.0 User's Guide can be viewed from the **Help** icon in NewSoft Presto!® PageManager® 4.0.

Features

- OCR: In one step you can scan an image, recognize the text, and edit it with a word processor.
- Image Editing: Enhance, crop and rotate images, or open them with an image-editing program of your choice.
- Annotation: Add removable notes, stamps and drawings to images.
- 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 9.1-9.2, 10.2.4 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

Italy

Company name:	V.I.P
Postal Address:	Not Open
Telephone:	166821700
Fax:	532786999
E-mail Address:	supporto@gensoftonline.com

Spain

Company name:	Atlantic Devices
Postal Address:	Caputxins, 58, 08700 Igualada
Telephone:	938040702-33
Fax:	938054057
E-mail Address:	support@atlanticdevices.com

Other countries

E-mail Address:	tech@newsoft.eu.com

10 **ControlCenter2**

> 📝 **Note**
>
> The functions that can be used in ControlCenter2 may vary depending on the model.

Using ControlCenter2
(For Mac OS® X 10.2.4 or greater)

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

③ Access the Copy features available via your Macintosh®.

④ Access the settings available to configure your device.

You can choose which machine ControlCenter2 will connect with from the **Model** pop-up menu.

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

Turning the AutoLoad feature off

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

1 Click the ControlCenter2 icon in the menu bar and choose **Preference**.
The ControlCenter2 preference window appears.

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

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

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

SCAN

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

■ **Image** *(Default: Apple PreView)*

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

■ **OCR** *(Default: Apple Text Edit)*

Allows you to scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as MS Word or any word processing application on your Macintosh®. You must have Presto!® PageManager® installed on your Macintosh®.

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

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

■ **File**

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

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

CUSTOM SCAN

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

COPY / PC-FAX

COPY - Allows you to use your Macintosh® and any printer driver for enhanced copy operations. You can scan a page on the machine and print the copies using any of the features of the machine printer driver, or you can direct the copy output to any standard printer driver installed on your Macintosh® including network printers.

PC-FAX - Allows you to scan a page or document and automatically send the image as a fax from the Macintosh®. (Not available for DCP models.)

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

DEVICE SETTINGS

You can configure the machine settings or check ink levels.

■ **Remote Setup**

Allows you to open the Remote Setup Program. (*Remote Setup (Not available for DCP models and MFC-215C)* on page 10-15.)

■ **Quick-Dial**

Allows you to open the Set Quick-Dial window of the Remote Setup. (*Quick-Dial (Not available for DCP models and MFC-215C)* on page 10-16.)

■ **Ink Level**

Allows you to open the Brother Status Monitor, which displays the ink level for each cartridge. (*Ink Level* on page 10-16.)

SCAN

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

Note

You can configure your machine's **Scan** key for each ControlCenter2 button in the **Device Button** tab.

Image
(example: Apple PreView)

The **Scan to Image** feature allows you to scan an image directly into your graphics application for image editing. To change the default settings, click the button while holding down the Ctrl key and choose **Software Button**.
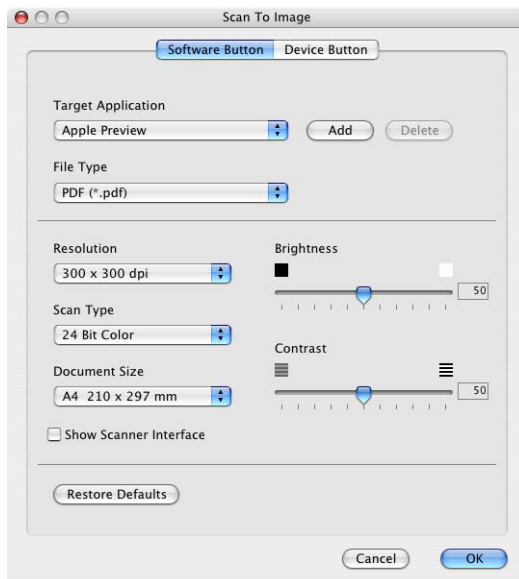
If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

Change the other settings, if needed.

To change the destination application, choose the proper application from the **Target Application** pop-up menu. You can add an application to the lists by clicking the **Add** button.
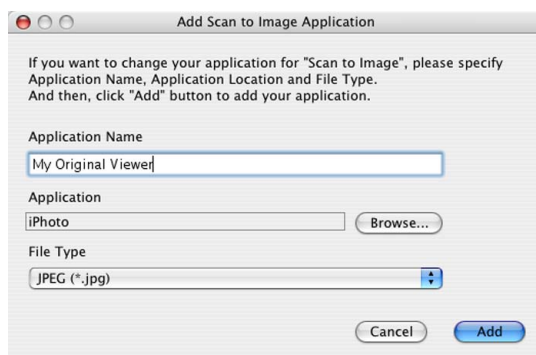
Enter the **Application Name** (up to 30 characters) and choose your preferred application by clicking the **Browse** button. Also choose the **File Type** from the pop-up menu.

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

Note

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

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 the button while holding down the Ctrl key and choose **Software Button**.
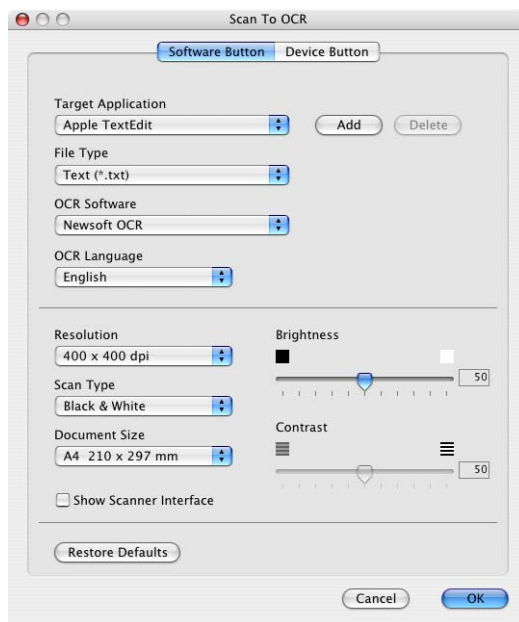
To change the word processing application, choose the destination word processing application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

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

E-mail

The **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 the button while holding down the Ctrl key and choose **Software Button**.

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

[1] When you first start ControlCenter2 a default list of compatible E-mail applications will appear in the pop-up menu. If you are having trouble using a custom application with ControlCenter2 you should choose an application from the list.
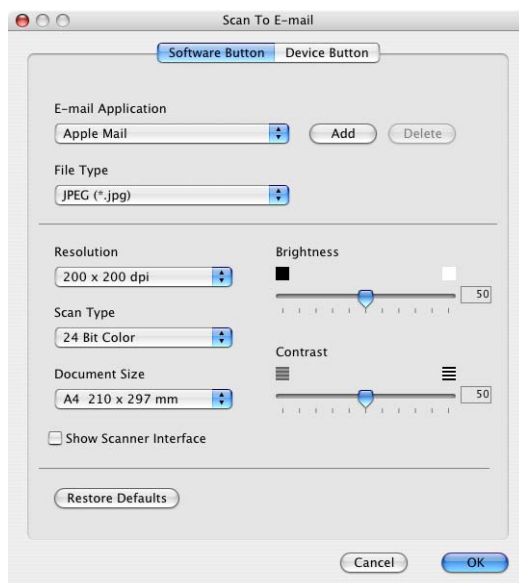
If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

File attachments

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

■ **File type**

Choose from the pop-up menu 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)

File

The **Scan to File** button allows you to scan an image to a folder on your hard disk in any file format. This allows you to easily archive your paper documents. To configure the file type and folder, click the button while holding down the Ctrl key and choose **Software Button**.
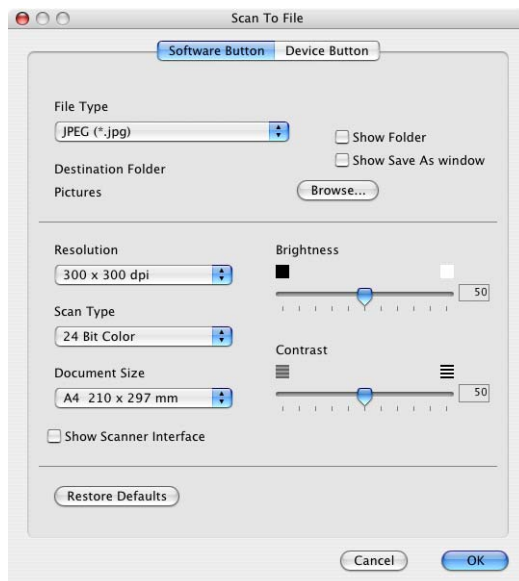
Choose the file type for the saved image from the **File Type** pop-up menu. You can save the file to the default folder, or choose your preferred folder by clicking the **Browse** button.

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

Note

For supported file types, see *File attachments* on page 10-7.

CUSTOM SCAN

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

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

■ **Scan to Image**

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

■ **Scan to OCR**

Converts scanned documents into editable text files. You can choose the destination application for the ebitable text. You must install Presto!® PageManager® for this feature.

■ **Scan to E-mail**

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

■ **Scan to File**

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

User-defined button

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

Scan to Image

■ **General** tab

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

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

■ **Settings** tab

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

Scan to OCR

■ **General** tab

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

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

■ **Settings** tab

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

Scan to E-mail

■ **General** tab

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

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

■ **Settings** tab

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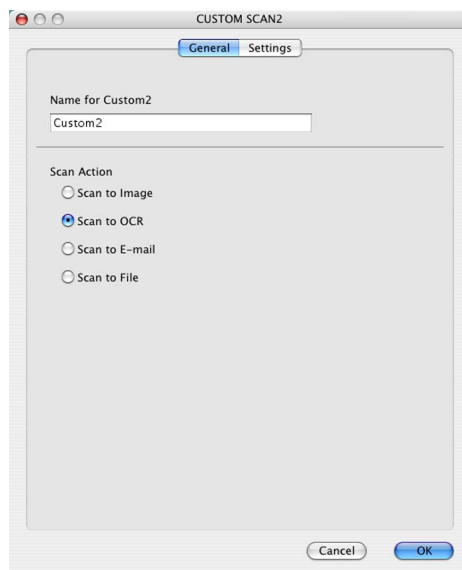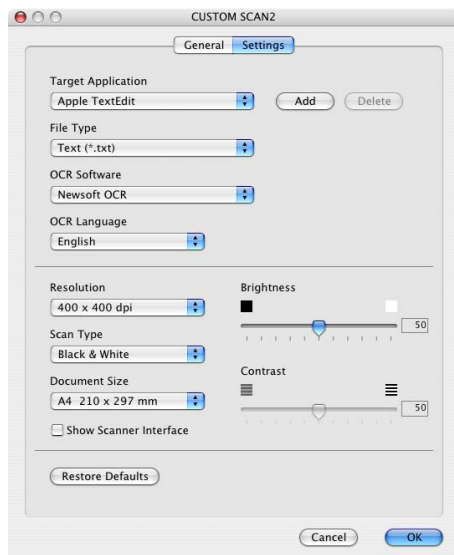
Scan to File

■ **General** tab

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

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

■ **Settings** tab

Choose the file format from the **File Type** pop-up menu. Save the file to the default folder or choose your preferred folder by clicking the **Browse** button.

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

If you want to specify the destination of the scanned image, check **Show Save As Window**.

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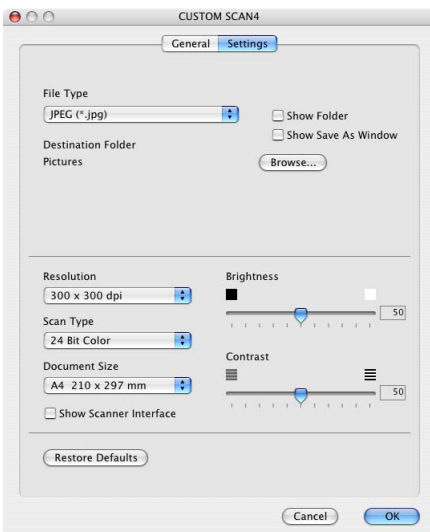
COPY / PC-FAX

The **Copy1**-**Copy4** buttons can be customized to allow you to use advanced copy and fax functions such as N-in-1 printing.
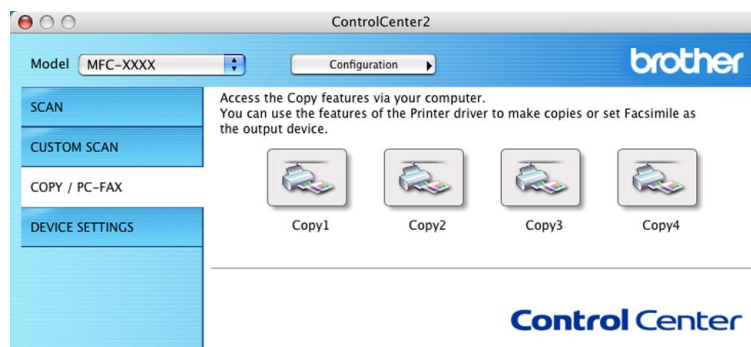
To use the **Copy** buttons, configure the printer driver by clicking the button while holding down the Ctrl key.
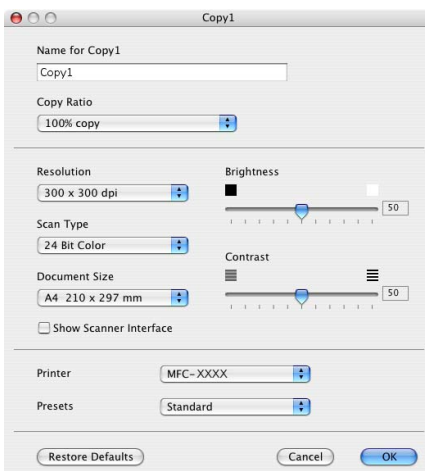
Enter a name in **Name for Copy** (up to 30 characters) and choose **Copy Ratio**.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.
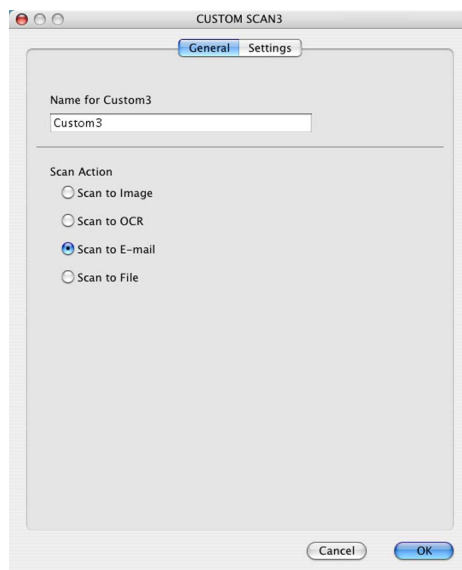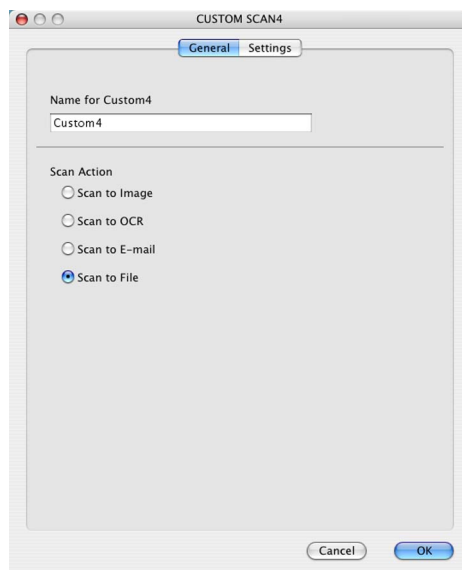
Before finishing the **Copy** button configuration, set the **Printer Name**. Then choose your print settings from the **Presets** pop-up menu, then click **OK** to close the dialog box. By clicking the configured copy button, the print dialog box opens.

To copy, choose **Copies & Pages** from the pop-up menu.
To fax, choose **Send Fax** from the pop-up menu. (*Sending a fax (Not available for DCP models)* on page 8-9.)
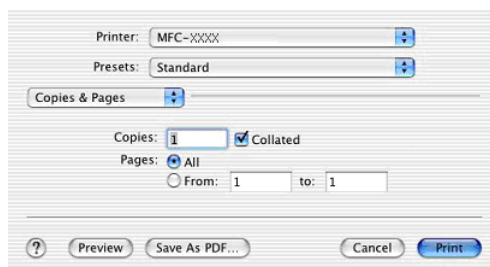
DEVICE SETTINGS

You can configure the machine settings or check ink levels by clicking a button.

Remote Setup
(Not available for DCP models and MFC-215C)

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

Note

For details, see *MFC Remote Setup (For Mac OS® X 10.2.4 or greater) (Not available for DCP models and MFC-215C)* on page 12-1.
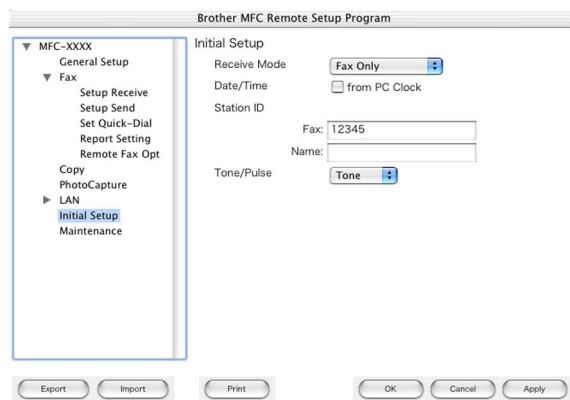
Quick-Dial
(Not available for DCP models and MFC-215C)

The **Quick-Dial** button allows you to open the **Set Quick-Dial** window in the Remote Setup Program, so you can easily register or change the dial numbers on your Macintosh®.
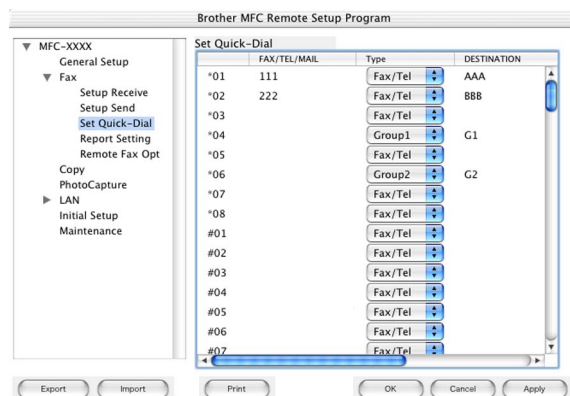
Ink Level

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

Note

The **Brother Status Monitor** application is located in Macintosh HD/Library/Printers/Brother/Utilities.
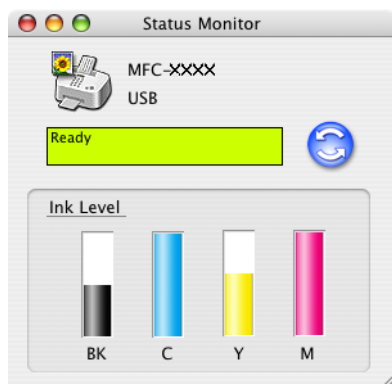
11 Network Scanning (For models with network support as standard)

Note

Available for Mac OS® X 10.2.4 or greater.

If you want to scan from the machine on a network, you must choose the networked machine in the DeviceSelector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the **Model** pop-up menu in the main screen of ControlCenter2. 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. (See *the Network User's Guide on the CD-ROM*.)

Note

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.

Before using Network Scanning

Configuring network scanning

① From **Library**, choose **Printers**, **Brother**, **Utilities** and **DeviceSelector**, and then double-click **DeviceSelector**.
The **DeviceSelector** window appears. This window can also be opened from ControlCenter2.

Note

Network scanning and ControlCenter2 are not available for Mac OS® 9.1-9.2.

② Choose **network** from the **Connection Type** pop-up 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. (See *the Network User's Guide on the CD-ROM*.) The default node name is 'BRN_xxxxxx' (where xxxxxx is the last six digits of Ethernet address).
You can also choose a machine from the list of the machines available. Click **Browse** to show the list.

④ Click **OK**.

📝 **Note**

• To use the 'Scan To' button features on the machine, click the check box for **Register your computer with the "Scan To" functions at the machine**. Then enter the name you want to be displayed on the machine LCD for your computer. You can use up to 15 characters.

• You can avoid receiving unwanted documents by setting a 4-digit Pin number. Enter your Pin number in the **Pin number** and **Retype Pin number** field. To send data to a computer protected by a Pin number, the LCD prompts you to enter the Pin number before the document can be scanned and sent to the machine. (See *Using the Scan key* on page 11-3.)

Using the Scan key

Scan to E-mail

When you choose Scan to E-mail (Macintosh®), your document will be scanned and sent directly to the Macintosh® you designated on your network. ControlCenter2 will activate the default E-mail application on the designated Macintosh® 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 Macintosh® as an attachment.

You can change the scan configuration. (See *E-mail* on page 10-7.)

1️⃣ Load your document.

2️⃣ Press **Scan**.

3️⃣ Press ▲ or ▼ to choose `Scan to E-mail`.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4️⃣ Press ▲ or ▼ to choose the destination Macintosh® you want to use for E-mailing your document.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination Macintosh® on the control panel.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
The machine will start the scanning process.

Scan to Image

When you choose Scan to Image, your document will be scanned and sent directly to the Macintosh® you designated on your network. ControlCenter2 will activate the default graphics application on the designated Macintosh®. You can change the Scan configuration. (See *Image (example: Apple PreView)* on page 10-5.)

1 Load your document.

2 Press **Scan**.

3 Press ▲ or ▼ to choose Scan to Image.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4 Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination Macintosh® on the control panel.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
The machine will start the scanning process.

Scan to OCR

When you choose Scan to OCR, your document will be scanned and sent directly to the Macintosh® you designated on your network. ControlCenter2 will activate the OCR software installed on your Macintosh® (Presto!® PageManager®) and convert your document into text for viewing and editing from a word processing application on the designated Macintosh®. You can change the Scan configuration. (See *OCR (Word Processing program)* on page 10-6.)

1 Load your document.

2 Press **Scan**.

3 Press ▲ or ▼ to choose Scan to OCR.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)

4 Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination Macintosh® on the control panel.
Press **Menu/Set**. (For MFC)
Press **Set**. (For DCP)
The machine will start the scanning process.

Note

Presto!® PageManager® must be installed on your Macintosh®.

Scan to File

When you choose Scan to File, you can scan a black and white or colour document and send it directly to a Macintosh® you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter2 on the designated Macintosh®. You can change the Scan configuration. (See *File* on page 10-8.)

1. Load your document.

2. Press **Scan**.

3. Press ▲ or ▼ to choose Scan to File.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)

4. Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)
   If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination Macintosh® on the control panel.
   Press **Menu/Set**. (For MFC)
   Press **Set**. (For DCP)
   The machine will start the scanning process.

12 Remote Setup & PhotoCapture Center™

MFC Remote Setup
(For Mac OS® X 10.2.4 or greater) (Not available for
DCP models and MFC-215C)

The MFC Remote Setup application allows 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 Macintosh® screen. If you change the settings, you can upload them directly to the machine.

Note

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

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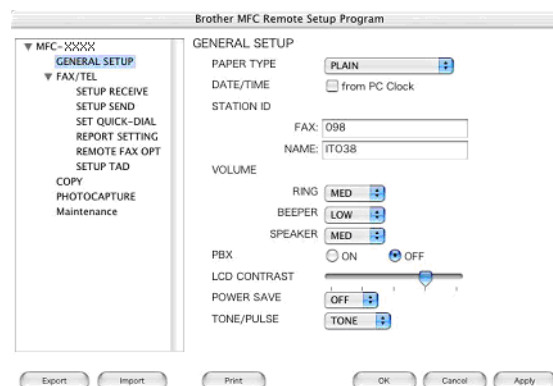
Allows you to start uploading data to the machine and exit the MFC Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

■ **Cancel**

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

■ **Apply**

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

■ **Print**

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

■ **Export**

Allows you to save the current configuration setting to a file.

■ **Import**

Allows you to read the setting from a file.

📝 **Note**

- To save a setting, highlight the setting (for example, Set Quick-Dial) from the setting list then click **Export**. Each setting you export is saved as a single file.

- If you need to change the machine that was registered to your Macintosh® during the installation of MFL-Pro Suite (see *the Quick Setup Guide*), or if the network environment was changed, you need to specify the new machine. Open the DeviceSelector and choose the new machine. (For network users only)

PhotoCapture Center™

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

⚠️ **CAUTION**

DO NOT start your Macintosh® with a media card put in the media drive of the machine. You could lose your data or damage the card.

For USB cable users

① Put a SmartMedia®, CompactFlash® [1], Memory Stick® [2], Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ [1] into your machine.

    [1]   This product also supports CompactFlash® type1 and xD-Picture Card™ type M (Large Capacity).

    [2]   MagicGate Memory Stick® and Memory Stick Pro™ can be used, but any music data that is stored on the stick cannot be read.

📝 **Note**

If you create a name for the volume level of the media card, the name appears instead of '**Removable Disk**'.

② Double-click the **Removable Disk** icon. The files and folders on the media card appear on your screen.

3 You can edit a file and save it to another drive on your Macintosh®.

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

🚫 **CAUTION**

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

If you take out the media card while the **PhotoCapture** key is flashing, you must restart your Macintosh® at once before putting the media card back in. If you put in another media card before the Macintosh® is restarted, the data on it may be destroyed.

📝 **Note**

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

While the machine is printing from PhotoCapture Center™, PhotoCapture Center™ cannot perform any other operation.

For network cable users
(Not available for DCP-115C, DCP-116C, DCP-117C, DCP-120C and MFC-215C)

1️⃣ Put a SmartMedia®, CompactFlash® [1], Memory Stick® [2], Memory Stick Pro™, MultiMediaCard™, SecureDigital™ or xD-Picture Card™ [1] into your machine.

   [1] This product also supports CompactFlash® type1 and xD-Picture Card™ type M (Large Capacity).

   [2] MagicGate Memory Stick® and Memory Stick Pro™ can be used, but any music data that is stored on the stick cannot be read.

2️⃣ Launch any FTP software or any web browser in which FTP is supported. (e.g. Safari, Internet Explorer) Your browser software accesses the media card using FTP and the network Host Name of the machine. In the address bar, enter ftp://XXX.XXX.XXX.XXX (where XXX.XXX.XXX.XXX is the IP address of your Brother machine).

3️⃣ Click the name of the file you want to see.

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

1️⃣ Close the browser.

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

⚠ **CAUTION**

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

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