brother®

SOFTWARE USER'S GUIDE

Version B

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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 Brother 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

Using the Brother printer driver

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

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

http://solutions.brother.com

Features

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

Fast Printing Speed

Using Fast mode, you can print up to 15 pages per minute in full color, and up to 20 pages per minute in black.

Brilliant High Quality Output

Printing at up to 1200 × 6000 dpi on glossy paper to get the highest possible resolution. (See *Resolution in Specifications in the User's Guide*.) The printer driver supports 2 in 1, Watermark printing, Color Enhancement technology and many other features.

Low Running Cost

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

USB

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 Network Standard models only.

Wireless LAN (IEEE802.11b/g) (MFC-640CW and MFC-820CW 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.) This feature is available for Network Standard models only.

Choosing the right type of paper

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

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 memory by pressing the **Stop/Exit** key on the control panel.

Checking the print quality

If you want to check the print quality and find out how to improve it, see *Improving 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.
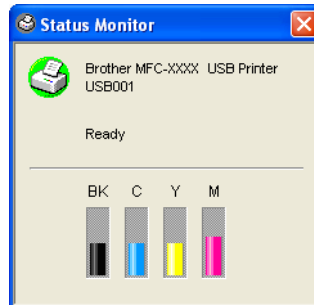
You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **Start**/**All Programs**/**Brother**/**MFL-Pro Suite MFC-XXXX** on your PC.

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 Status Monitor icon appears on the tasktray.

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

■ A yellow icon indicates a warning.

■ A red icon indicates an error has occurred.

There are three locations where you can display the status monitor on your PC—in 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 at any time 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**
- **Color Matching/Halftone**
- **Color 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 properties dialog box appears.

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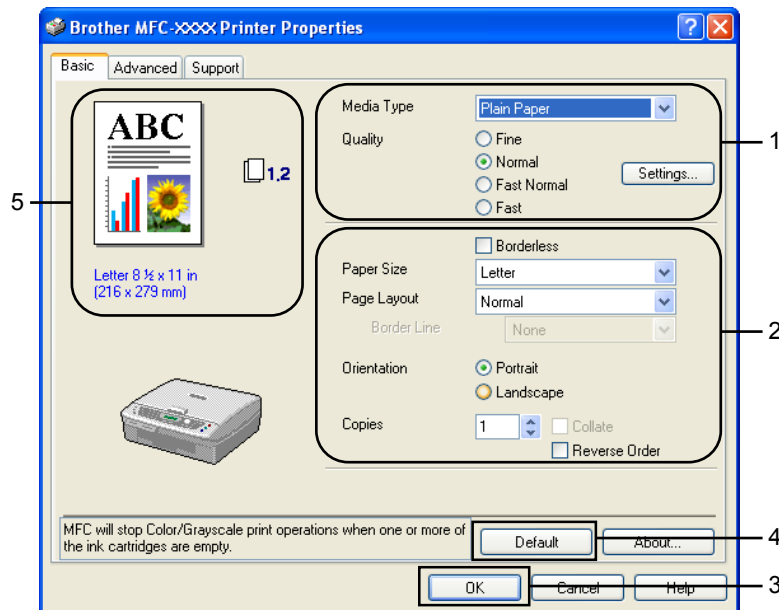
- ❶ Choose the **Media Type** and **Quality** (1).

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

- ❸ 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 **Color/Grayscale**.

Media Type

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

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

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. As print quality and speed are related, the higher the quality, the longer it will take to print the document. The quality selections that are available will vary depending on the media type you choose.

■ **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**

Up to 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 use this mode only if you have set **Media Type** to **Plain Paper**, **Slow Drying 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	Color/Grayscale	Print Quality Selection
Plain Paper	Color/Grayscale	Fast, 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	Color/Grayscale	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.
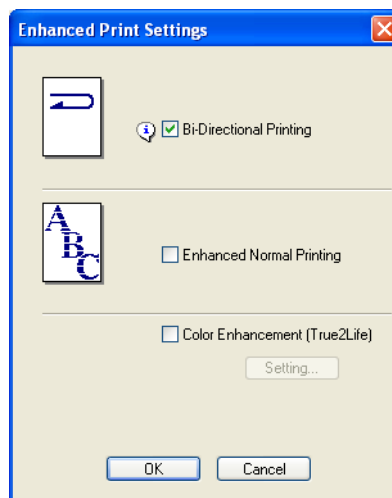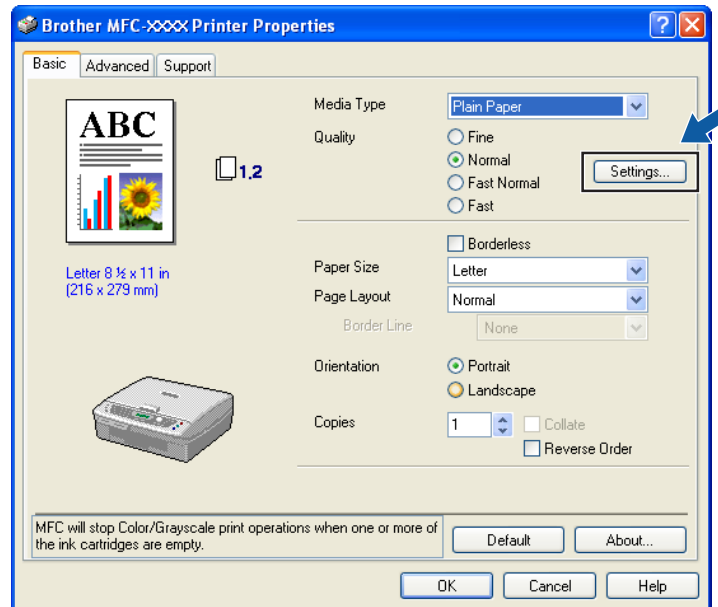
Bi-Directional Printing

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, but slower printing speeds.

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**.

Color Enhancement (True2Life®)

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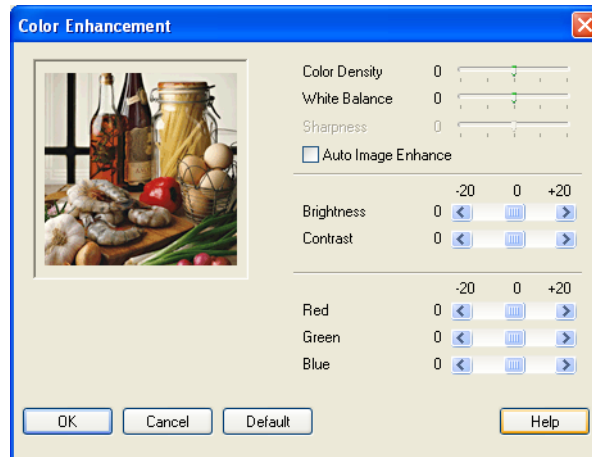
■ **Color Density**

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

■ **White Balance**

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

■ **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 3.5 × 5 in. (88.9 × 127.0 mm) to 8.5 × 14 in. (215.9 × 355.6 mm). You can also choose the borderless setting for specific paper sizes. From the drop-down list, choose the **Paper Size** you are using.

You can create a custom size by choosing **User Defined Size**. 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.
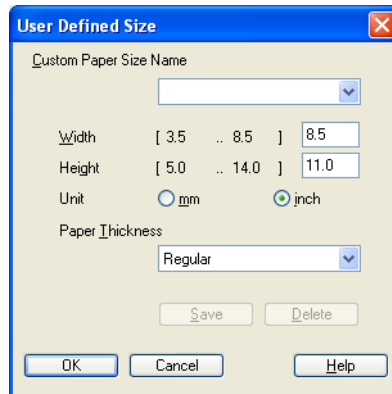
To do borderless printing

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

Page Layout

The **Page Layout** option allows you to choose the N in 1 options or the 1 in N options. The N in 1 options print 2 or 4 pages of a document on 1 sheet of paper. The 1 in N options enlarges your print size and prints the document in poster print mode.

📝 **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
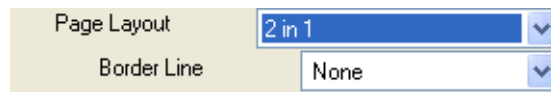
Orientation

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

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

Note

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

Copies

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

Collate

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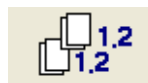
Reverse Order

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

Advanced tab
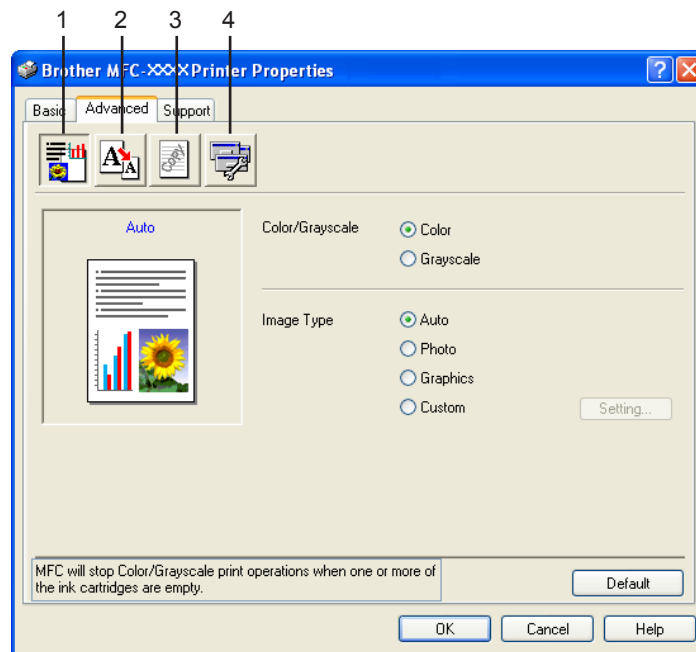
📝 **Note**

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

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

■ Color (1)

■ Scaling (2)

■ Watermark (3)

■ Device Options (4)

Color

Color/Grayscale

This selection allows a color document to be printed in black and white using grayscale.

Image Type

The printer driver will choose the most suitable color 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 color matching and halftone method, choose this mode.

Custom Image Type

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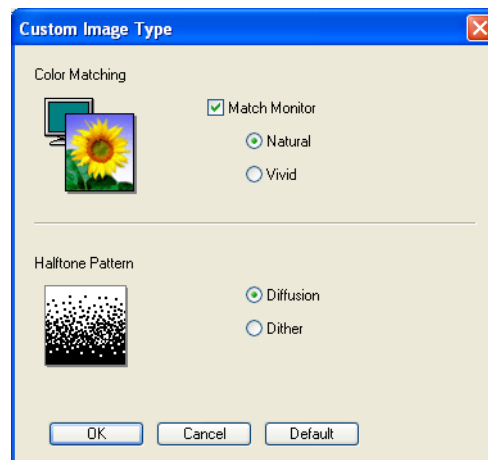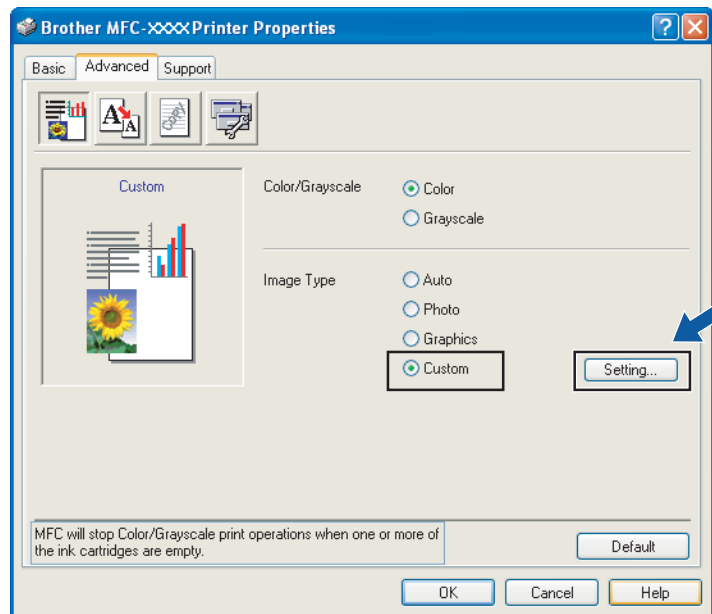
■ **Match Monitor**

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

• **Natural**: Use for photographic images. The color is adjusted to print more natural colors.

• **Vivid**: Use for business graphics such as charts, graphics and text. The color is adjusted to print more vivid colors.

■ **Halftone Pattern**

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

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

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

Note

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

Scaling

You can change the print size of your document with the **Scaling** feature.
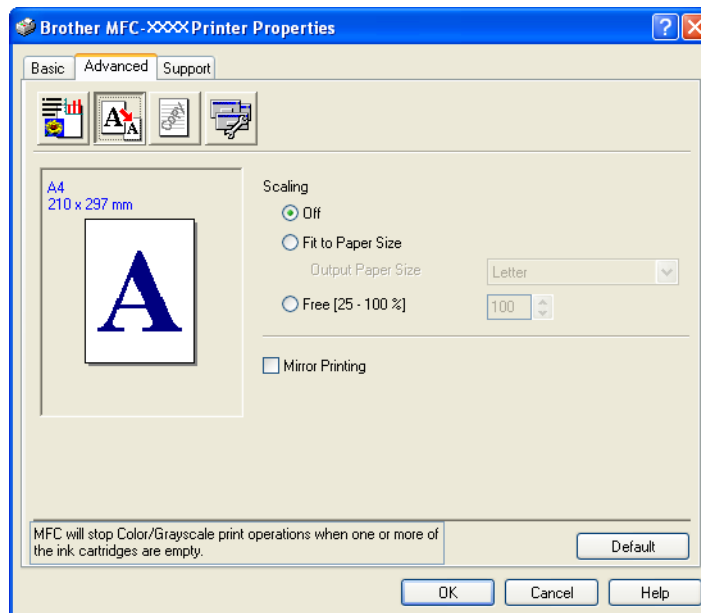
- Choose **Off** if you want to print the document as it appears on your screen.
- Choose **Fit to Paper Size** if your document has an unusual size, or if you only have standard size paper.
- Choose **Free** if you want to reduce the size.
- Check **Mirror Printing** to reverse the data from left to right.

Note

Mirror Printing is not available when you choose **Transparencies** as the **Media Type**.

Watermark

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

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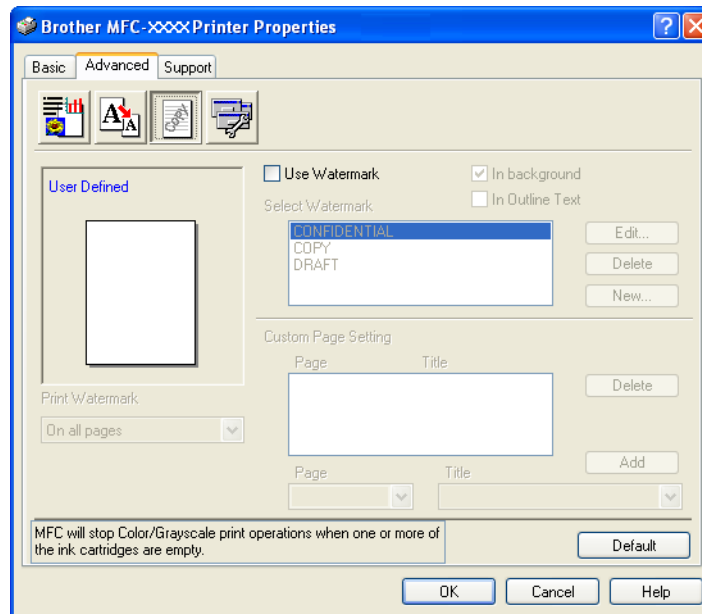
In background

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**.
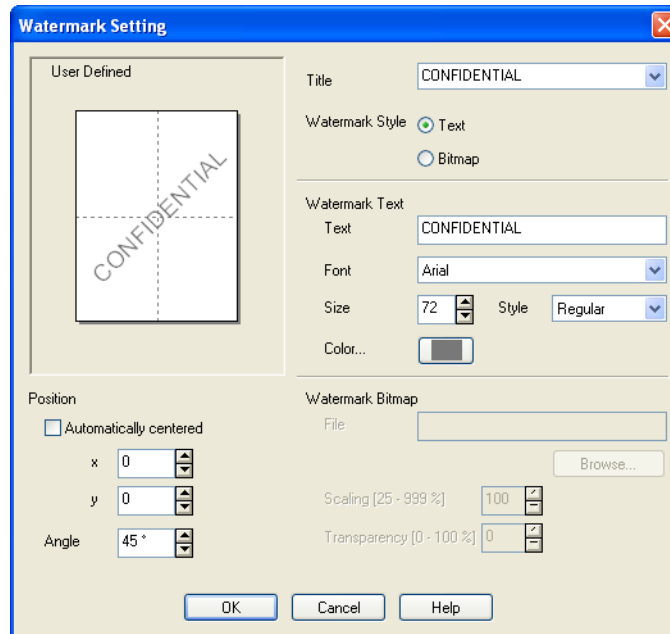
- ◼ **Title**

  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**, **Color** 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:
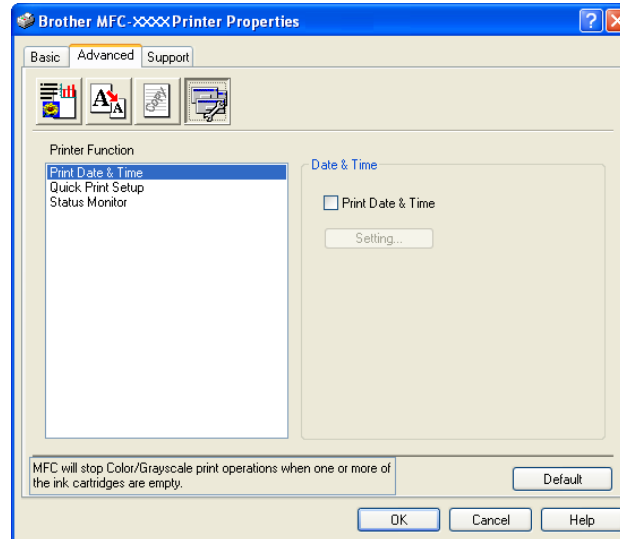
Print Date & Time

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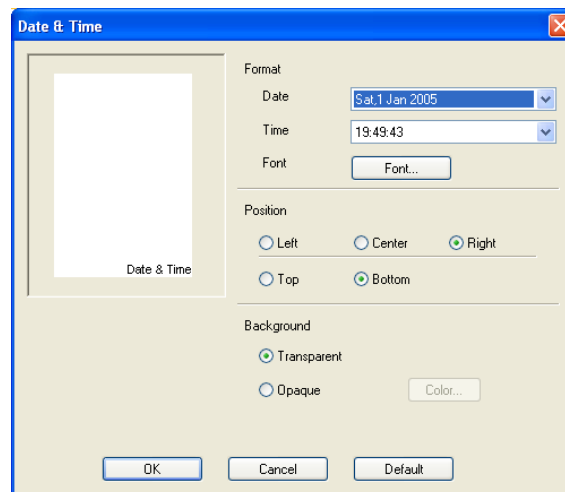
Click the **Setting** button to change the **Date**, **Time**, **Position** and **Font**. To include a background with the **Date** and **Time**, choose **Opaque**. When **Opaque** is chosen, you can click the **Color** button to change the color of the **Date** and **Time** background.

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
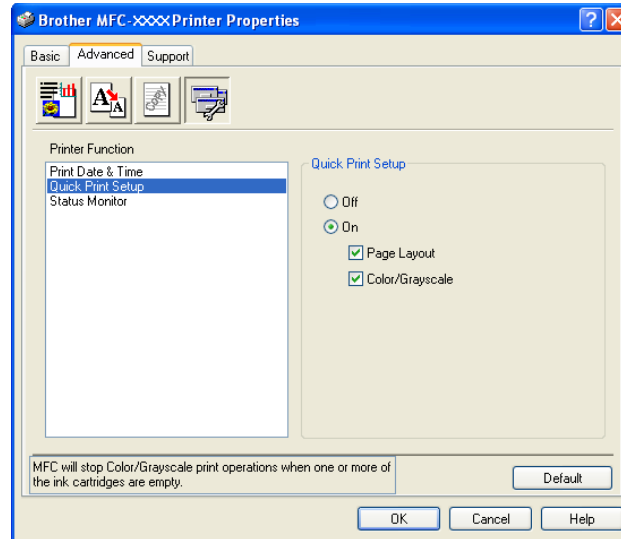
The **Quick Print Setup** feature allows you to quickly choose driver settings. To view settings, click the tasktray icon. This feature can be set to **On** or **Off** from **Device Options**.
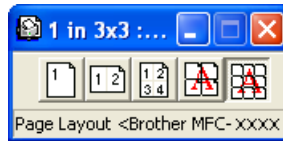
Status Monitor
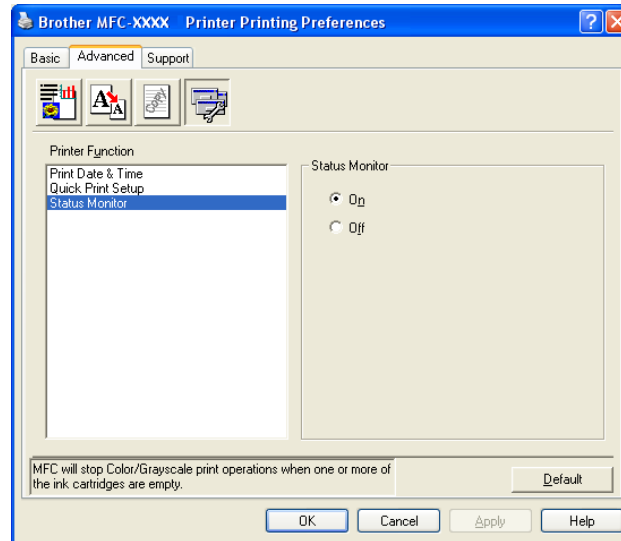
The Status Monitor feature lets you quickly see the ink volume and the printer status when printing. The default setting for the Status Monitor is **On**. This feature can be set to **On** or **Off** from **Device Options**.
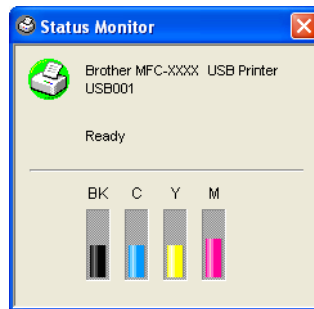
Support tab

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:
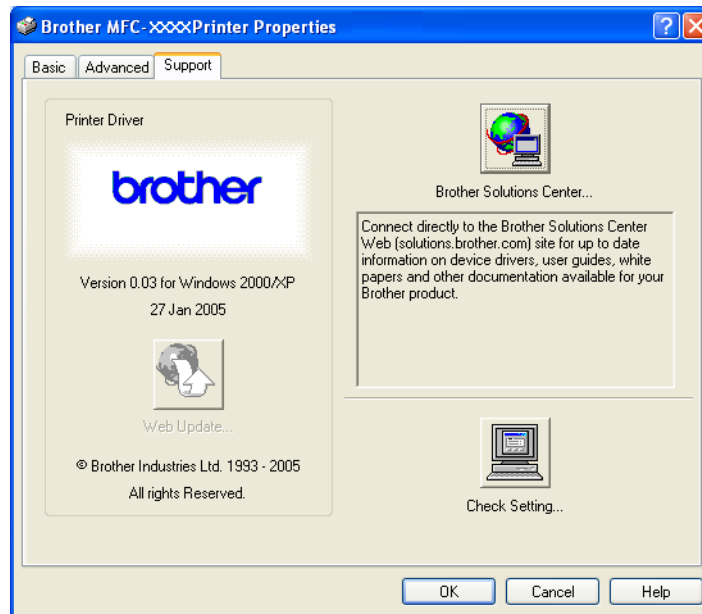
■ **Brother Solutions Center**

   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

Scanning operations and the drivers used will differ depending on the operating system you are using. As default, the machine uses a TWAIN Compliant driver when scanning documents from your applications.

■ For Windows® XP

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *TWAIN compliant* on page 23) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (For Windows® XP only)* on page 30).
 Windows® XP user's can select either driver when scanning documents.

Note
• For ScanSoft® PaperPort® and OmniPage® OCR, see *Using ScanSoft® PaperPort® 9.0SE and OmniPage® OCR* on page 42.

• If your PC is protected by a firewall, and is unable to scan you may need to configure the firewall settings to allow UDP port number 137 and 54925. Visit the Brother Solutions Center (http://solutions.brother.com) for more information.

Scanning a document using the TWAIN driver

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 Start the ScanSoft® PaperPort® 9.0SE software that was installed during the MFL-Pro Suite installation to scan a document.

📝 **Note**

The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 9.0SE. The scanning steps may vary when using other software applications.

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** or **TW-Brother MFC-XXXX LAN**.

• For other operatin systems:
Choose **Brother MFC-XXXX USB** or **Brother MFC-XXXX LAN**.
(Where XXXX is your model name)

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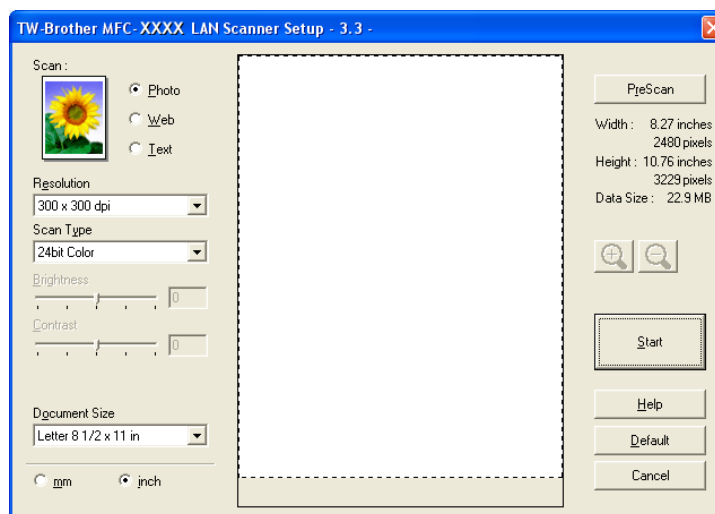
Scanning a document into the PC

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

Scanning a whole page

① Load your document.

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

③ Click **Start**.

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

Pre-Scanning an image — to crop a portion you want to scan

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

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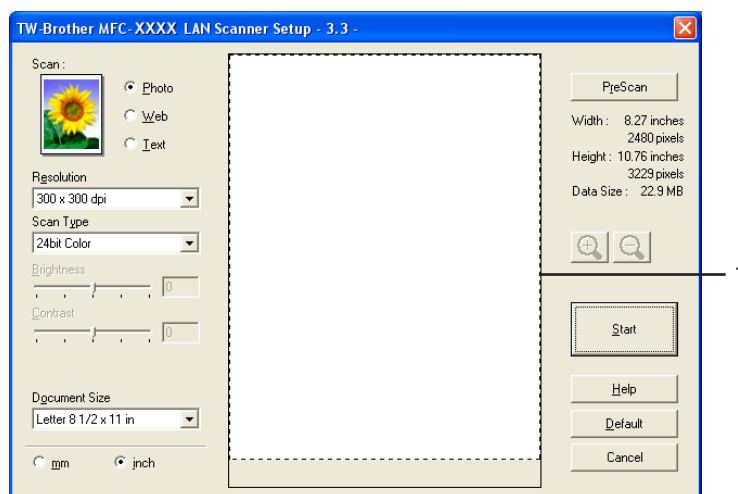
② Choose the settings for **Image Type**, **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size** as needed.

③ 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 step ❶.

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 automatically altered for each of the default settings.

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 color
Web	Use for attaching the scanned image to web pages.	100 × 100 dpi	24-bit color
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/ Gray (Error Diffusion)	256 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

Scan Type

■ **Black & White**

Use for text or line art images.

■ **Gray (Error Diffusion)**

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

■ **True Gray**

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

■ **256 Color**

Uses up to 256 colors to scan the image.

■ **24 bit Color**

Uses up to 16.8 million colors to scan the image.

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

Brightness

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

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

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

Note

The **Brightness** setting is only available when you set **Scan Type** to **Black & White**, **Gray** or **True Gray**.

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 you set **Scan Type** to **Gray** or **True Gray**.

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

Document Size

Choose one of the following sizes:

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

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

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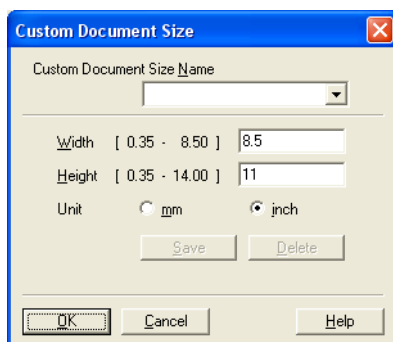
Enter the **Name**, **Width** and **Height** of the document.

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

Note

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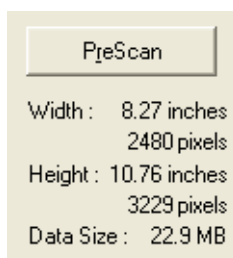
- **Width**: shows the width of scanning area
- **Height**: shows the height of scanning area
- **Data Size**: shows the approximate data size in Bitmap format. The size will vary depending on the type of file, resolution and number of colors used.

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

WIA compliant

For Windows® XP you can choose Windows® Image Acquisition (WIA) when scanning images. 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 applications that support 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 based on the ScanSoft® PaperPort® 9.0SE. The process will vary when scanning from other applications.

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** or **WIA-Brother MFC-XXXX LAN** (Where XXXX is your model name.)
> • If you choose **TW-Brother MFC-XXXX**, the TWAIN driver will start.

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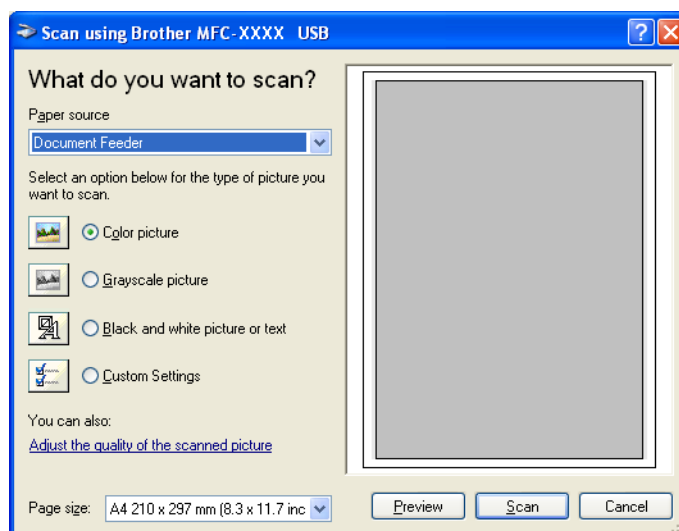
Scanning a document into the PC

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

If you want to scan and then crop a portion of a page after pre-scanning the document, you must scan using the scanner glass (Flatbed). (See *Pre-Scanning an image — to crop a portion you want to scan* on page 25.)

Scanning a document using the ADF (Available for ADF model)

① Load your document.
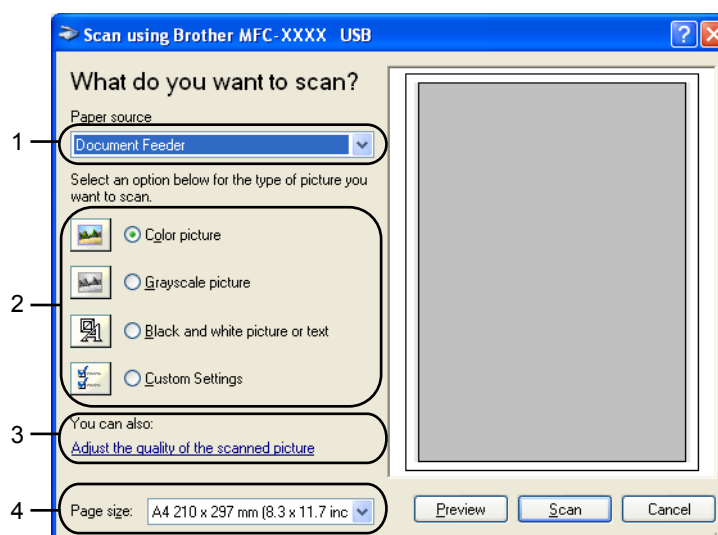
1   Paper source

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

⑤ If you want to change some 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 the settings.
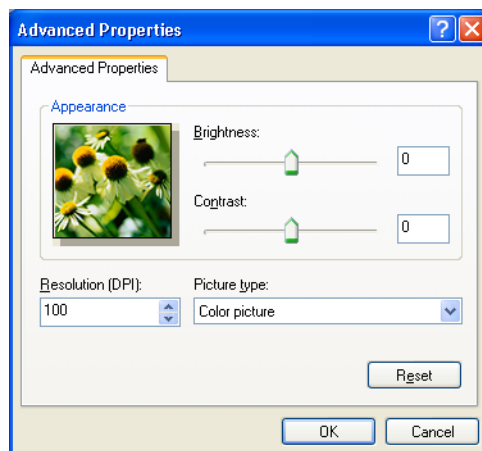
Note

By default, the scanner resolution can be set to a maximum of 1200 dpi.
If you want to scan at higher resolutions, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 34.)

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

Pre-Scanning and cropping a portion using the scanner glass

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

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 Auto Document Feeder (ADF), you do not need to specify the **Paper source**.
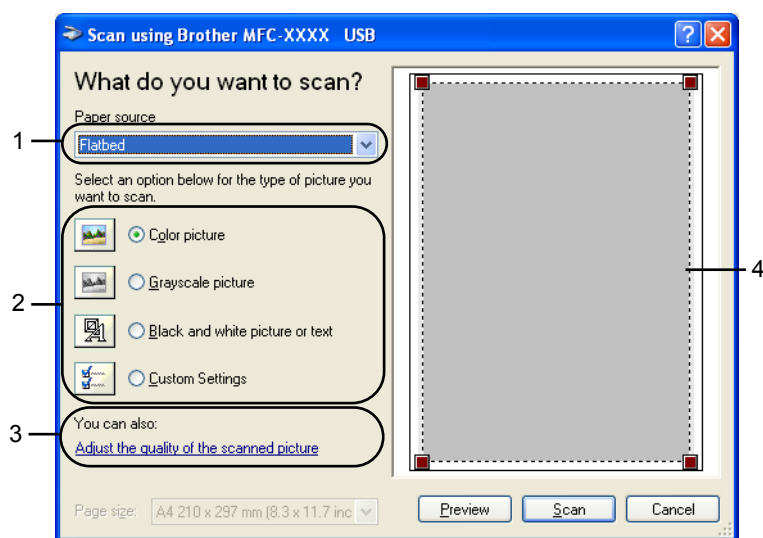
1 Paper source

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

6 If you need to access 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.
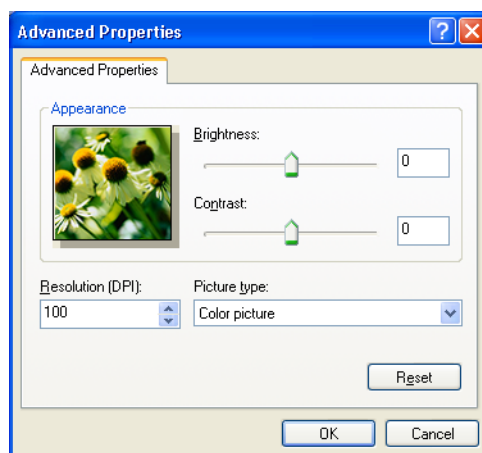
7 Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

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 to configure 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.

■ 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**.
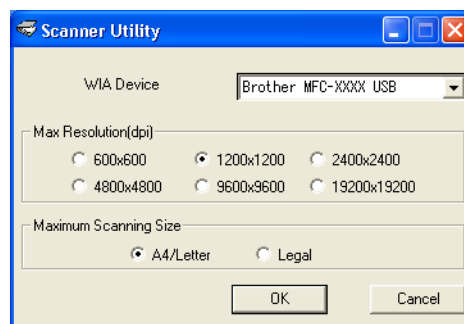
Note

If you scan the document at a resolution of greater than 1200 dpi, the file size may dramatically increase. 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 as the document is scanned 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 72.

You can use the (**Scan**) key on the control panel to scan documents directly into your word processing, graphics or E-mail applications, or to a folder on your PC.

Scan

Before you can use the (**Scan**) key on the control panel, you have to install the Brother MFL-Pro software suite and connect the machine to your PC. If you installed the MFL-Pro Suite from the included CD-ROM then the correct drivers and the ControlCenter2 software are installed. Scanning using the (**Scan**) key uses the configuration in Device Button tab of the ControlCenter2 software. (See *SCAN* on page 50.) For details about how to configure the scan settings of the ControlCenter2 buttons and to launch the application of your choice using the (**Scan**) key, see *Using ControlCenter2* on page 46.

Scan to E-mail

You can scan either a black and white or color document into your E-mail application as a file attachment.

You can change the (**Scan**) key configuration. (See *E-mail* on page 53.)

1 Load your document.

2 Press the (**Scan**) key.

3 Press ▲ or ▼ to choose Scan to E-mail.
Press **Menu/Set**, **Set** or **OK**.

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

Scan to Image

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

⬚ (**Scan**) key configuration. (See *Image (example: Microsoft® Paint)* on page 50.)

1 Load your document.

2 Press the ⬚ (**Scan**) key.

3 Press ▲ or ▼ to choose Scan to Image.
Press **Menu/Set**, **Set** or **OK**.

4 Press **Black Start** or **Color Start**.
The machine starts the scanning process.

Scan to OCR

If your original document is text, you can use the ScanSoft® OmniPage® OCR software to scan the document and convert it into a text file which can then be edited in your favorite wordprocessing software. You can

change the ⬚ (**Scan**) key configuration. (See *OCR (Word Processing program)* on page 52.)

1 Load your document.

2 Press the ⬚ (**Scan**) key.

3 Press ▲ or ▼ to choose Scan to OCR.
Press **Menu/Set**, **Set** or **OK**.

4 Press **Black Start** or **Color Start**.
The machine starts the scanning process.

Scan to File

You can scan a black and white or a color document into your 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 54.)

1. Load your document.

2. Press the (**Scan**) key.

3. Press ▲ or ▼ to choose Scan to File.
   Press **Menu/Set**, **Set** or **OK**.

4. Press **Black Start** or **Color Start**.
   The machine starts the scanning process.

Note

If you want to change between color and black and white scanning, choose color or black and while in scan type option on the **Device Buttons** tab of the ControlCenter2 configuration screen. (See *SCAN* on page 50.)

Scan to Card

You can scan black and white and color documents directly to a media card. Black and white documents will be stored in the PDF (*.PDF) or TIFF file formats (*.TIF). Color documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. Except MFC-820CW, the default setting is Color 150 dpi and the default file format is PDF. For MFC-820CW, for color documents the factory setting is 150dpi Color and the default file is PDF. For Black & White documents the factory setting is 200x100dpi B/W and the default file is TIFF. File names are based on the current date. For example, the fifth image scanned on July 1, 2006 would be named 07010605.PDF. You can change the color, quality and file name.

Resolution (Except MFC-820CW)	Resolution (For MFC-820CW)	File Format Options	Default File Format
B/W 200x100 dpi	200x100dpi B/W	TIFF / PDF	TIFF
B/W 200 dpi	200dpi B/W	TIFF / PDF	TIFF
Color 150 dpi	150dpi Color	JPEG / PDF	PDF
Color 300 dpi	300dpi Color	JPEG / PDF	PDF
Color 600 dpi	600dpi Color	JPEG / PDF	PDF

Note

You can choose the default file format for black and white or color files. (See *Changing the default black & white file format* on page 40 and *Changing the default color file format* on page 41.)

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 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 the ⬚ (**Scan**) key.

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

5 Press ▲ or ▼ to choose the quality you want.
Press **Menu/Set**, **Set** or **OK**.
Do one of the following:
- To change the file type, press **Menu/Set**, **Set** or **OK** and go to ❻.
- To start scanning without changing any settings, press **Black Start** or **Color Start**.

6 Press ▲ or ▼ to choose the file type you want.
Press **Menu/Set**, **Set** or **OK**.
Do one of the following:
- To change the file name, press **Menu/Set**, **Set** or **OK** and go to ❼.
- To start scanning without changing any settings, press **Black Start** or **Color Start**.

Note

- If you choose color in the resolution setting, you cannot choose TIFF.
- If you choose black and white in the resolution setting, you cannot choose JPEG.

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. (For MFC only)
Press **Menu/Set**, **Set** or **OK**.

Note

Press **Stop/Exit** or **Clear** to delete the letters you entered.

8 Press **Black Start** or **Color Start** to start scanning.

Changing the default quality

(For MFC-640CW only)

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)

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 `1.Quality`.
Press **Set**.

> `1.Quality`

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

6 Press **Stop/Exit**.

Changing the default black & white file format

(For MFC-640CW only)

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 color file format

(For MFC-640CW only)

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 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.

Not just viewing, 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.
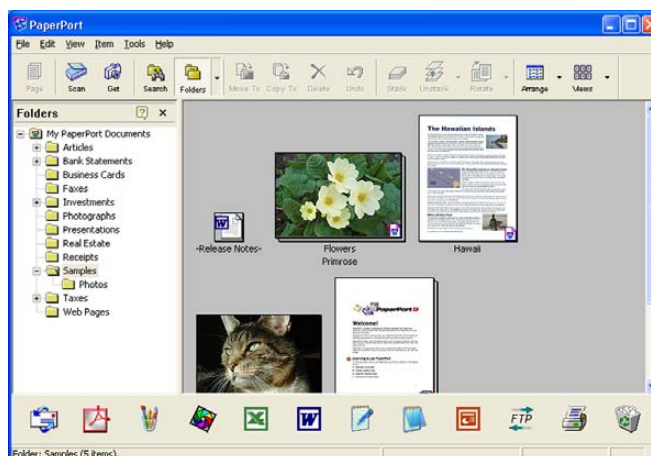
This chapter only introduces the basic functions of the software. For more details, see the ScanSoft® user's guide.

The complete ScanSoft® PaperPort® 9.0SE User's Guide, including ScanSoft® OmniPage® OCR, is in the **Documentation** folder on the CD-ROM supplied with your machine.

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

You can access ScanSoft® PaperPort® 9.0SE through the **ScanSoft® PaperPort® 9.0SE** program group located in Start/All Programs/**ScanSoft® PaperPort® 9.0SE** on your PC.

Viewing items

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

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

You can see both PaperPort® 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.
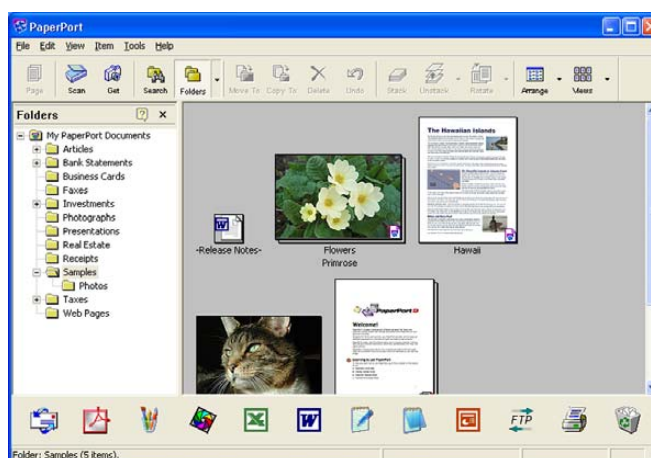
Page View displays a close-up of a single page. You can open a PaperPort® 9.0SE item by double-clicking its icon or thumbnail in Desktop View.

As long as you have the proper application on your PC to display it, you can also open a non-PaperPort® 9.0SE item with an appropriate application by double-clicking.

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 **Documentation** folder on the CD-ROM for details.)

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® 9.0SE'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.

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 operations:

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

② Custom Scan buttons allow you to configure a button to meet your own application needs. (2)

③ Access to the advanced features of PhotoCapture Center™. (3)

④ Access the Copy features available via your PC. (4)

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

⑥ Access the settings available to configure your device. (6)

⑦ You can choose which machine ControlCenter2 will connect with from the **Model** drop-down list. (7)

⑧ You can also open the configuration window for each function by clicking the **Configuration** button. (8)
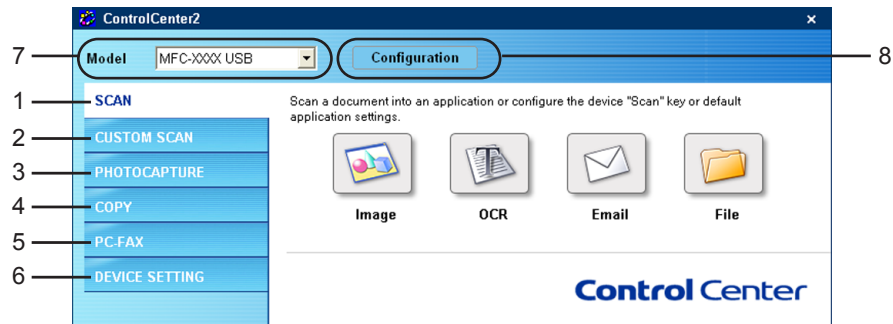
Note

To be able to choose another connected model from the **Model** drop-down list, you must have the MFL-Pro Software installed on your PC for that model.

Turning the AutoLoad feature off

Once you start ControlCenter2 from the Start menu, the icon will appear on the tasktray. You can open the 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 [icon bar] , and choose **Preferences**.
The ControlCenter2 preference window appears.

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

③ Click **OK** to close the window.

SCAN

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

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

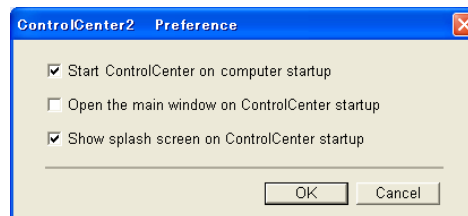Allows you to scan a page directly into any graphic viewer/editor application. You can choose the destination application, such as Microsoft® Paint, CorelPHOTO-PAINT®, Adobe® PhotoShop®, or any kind of image editing application on your PC.

■ **OCR** *(Default: Microsoft® 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 Microsoft® NotePad, Microsoft® Word, Corel® WordPerfect® 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 ways of accessing data stored on a media card. These access methods 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 95.)

■ **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 directly to a specific 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's 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 77.)

■ **Receive**

By clicking this button, the PC-FAX receive software is activated and your PC starts receiving fax data from your Brother machine. After activating PC-FAX option, the icon name changes to **View Received** which when clicked will open an application and display the received faxes. Before using the PC-FAX Receive option, you must select the PC-FAX Receive option from the control panel menu of the Brother machine. (See *PC-FAX receiving (MFC-640CW and MFC-820CW only)* on page 90.)

■ **Address Book**

Allows you to open Brother PC-FAX address book. (See *Brother Address Book* on page 82.)

■ **Setup**

Allows you to configure the PC-FAX sending settings. (See *Sending setup* on page 79.)

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 75.)

■ **Quick-Dial**

Allows you to open the Set Quick-Dial window of Remote Setup. (See *Remote Setup* on page 75.)

■ **Ink Level**
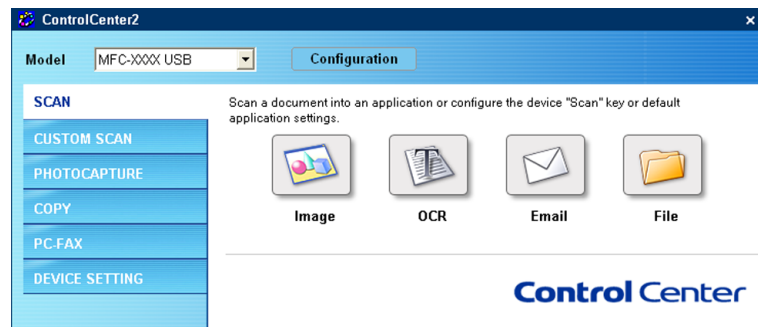
Allows you to check the ink status.

SCAN

There are four scan options: **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 **Image** button, click **Configuration** and click the **Software Button** tab.
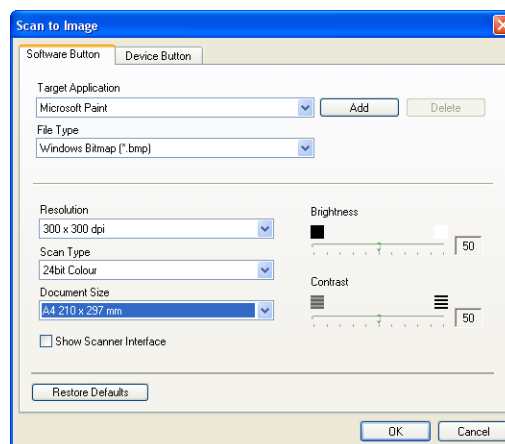
If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

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.
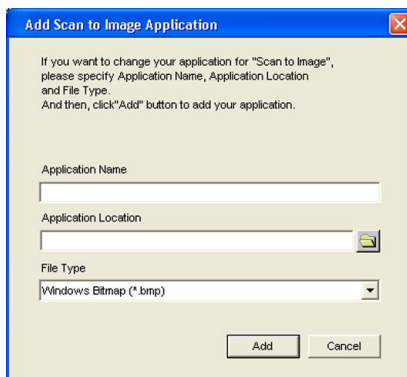
Enter the **Application Name** (up to 30 characters) and the **Application Location**. You can also find the

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

You can delete an application that you have added by clicking the **Delete** button in the **Software Button** tab.
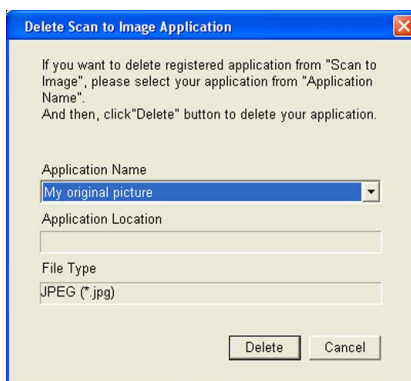
Note

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 scans a document and converts it into text. This text can be edited using your favorite word processing software.

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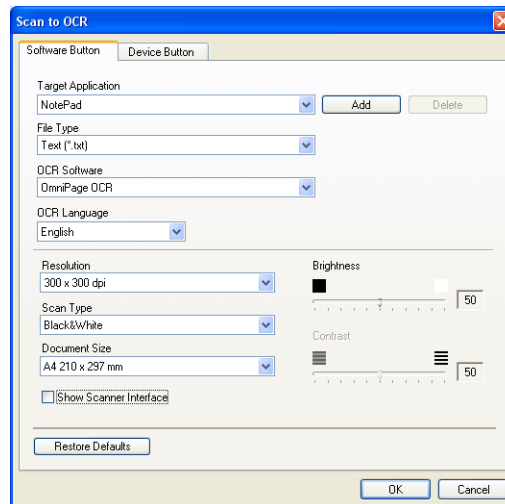
To change the word processing application, choose the destination word processing application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button in the **Software Button** tab.

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

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

E-mail

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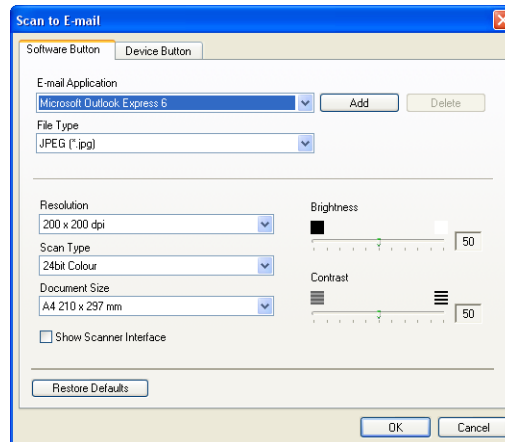
To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** drop-down list. You can add an application to the list by clicking the **Add** button [1]. To delete an application, click the **Delete** button.

[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 when 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 one of the file types shown in the file attachment list. To configure the file type and folder, right-click the **File** button, click **Configuration** and click the **Software Button** tab.
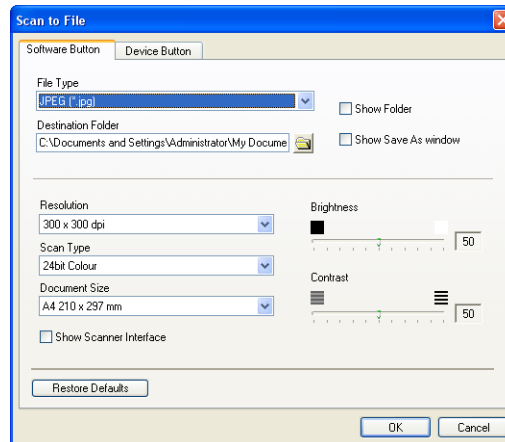

Choose the file type for the saved image from the **File Type** drop-down list. You can save the file to the default folder shown in the **Destination Folder**, or choose your preferred folder by clicking the icon.

To display where the scanned image is saved when scanning is finished, check the **Show Folder** box. To allow you to specify the destination of the scanned image everytime you scan, 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.

CUSTOM SCAN

The **Custom Scan** option allows you to create your own scan options.

To configure a button, right-click the appropriate button and click **Configuration**. There are four options: **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.

◼ **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 installed on your PC. 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.
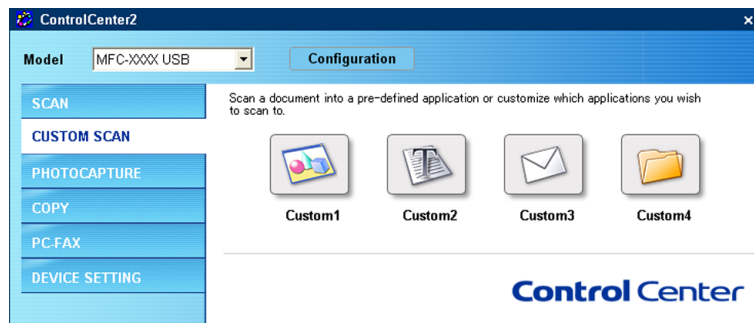
Customizing a user-defined button

To configure a button, right-click the button, then click the **Configuration** button to see the configuration window.

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**, **OCR Software**, **OCR Language**, **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.
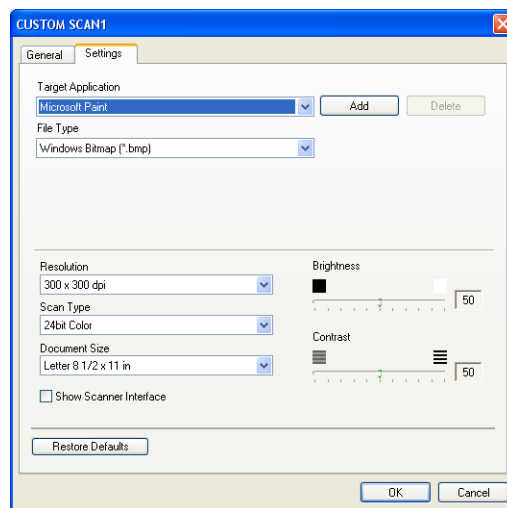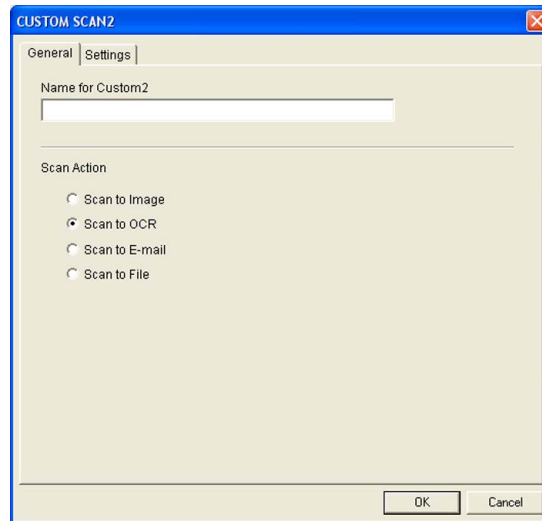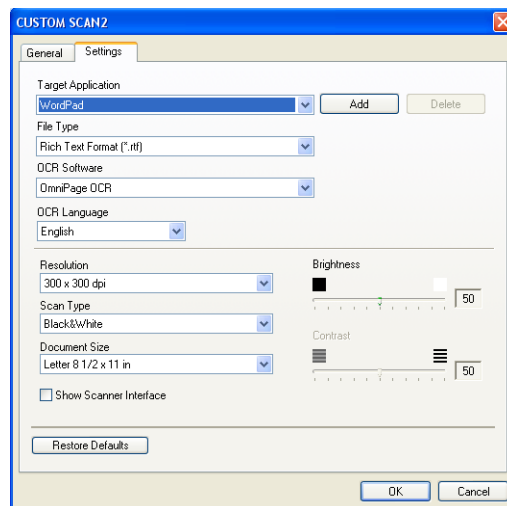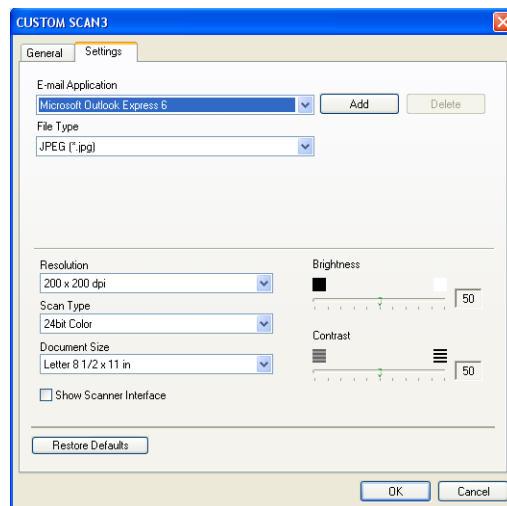
Scan to File

■ **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. 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 scan.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.
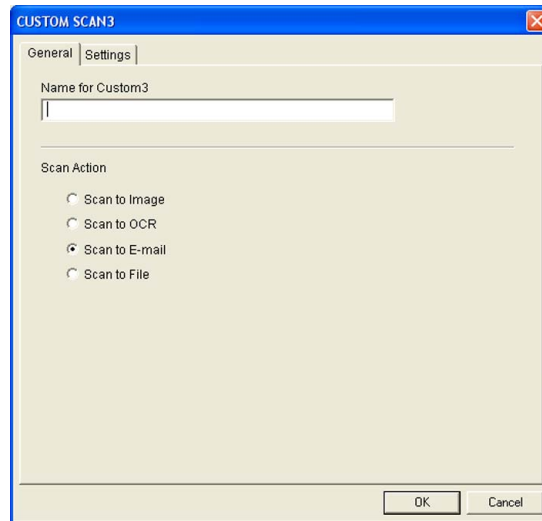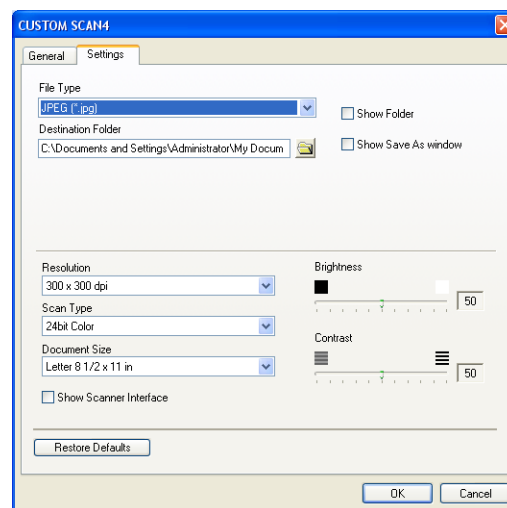
PHOTOCAPTURE (USB only)
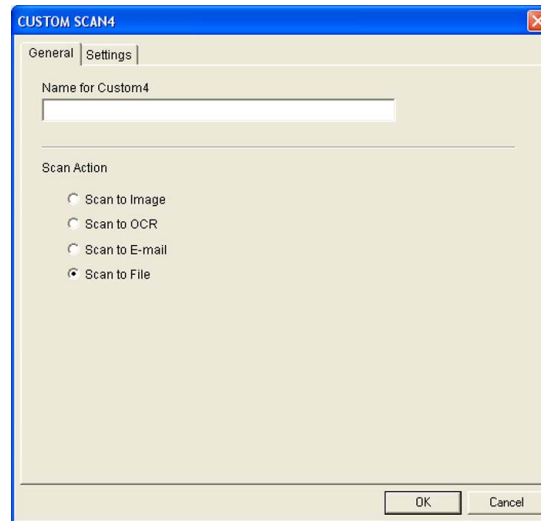
These buttons can be used to open or copy files and folders from a media card installed in the machine.
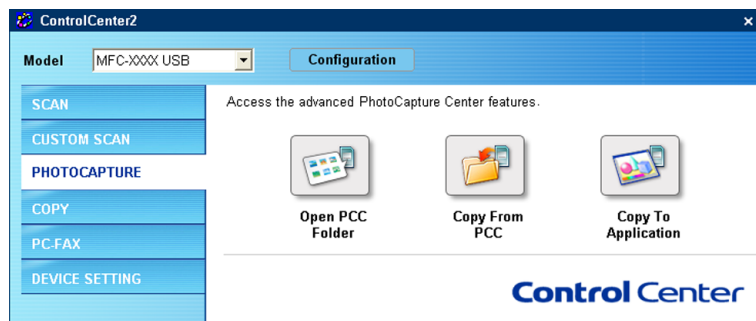
Open PCC Folder
(PCC: PhotoCapture Center™)

The **Open PCC Folder** button starts Windows® Explorer and displays files and folders on the 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, click **Configuration** and choose your preferred settings for file copying.
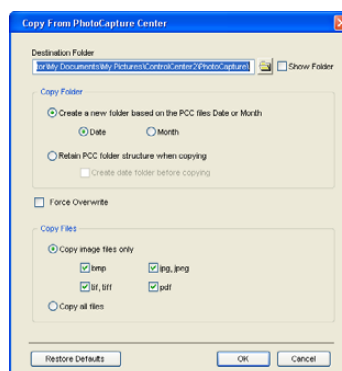
Setting the Copy Folder

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

The default setting is **Date**. A folder is created with a name derived from the date the original file was created. The file is then saved into this folder. For example, a file created on the media card on Oct.08, 2006 will be saved into a folder named 10082006.

■ **Retain PCC folder structure when copying**

The copy is saved using the same folder structure as the original. If you check
Create date folder before copying, a folder based on 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.
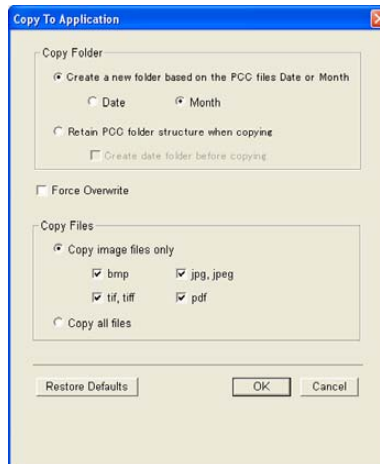
Setting the Copy Folder

■ **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 based on the date that 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, 2006 will be saved into a folder named 10082006.

■ **Retain PCC folder structure when copying**

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

COPY

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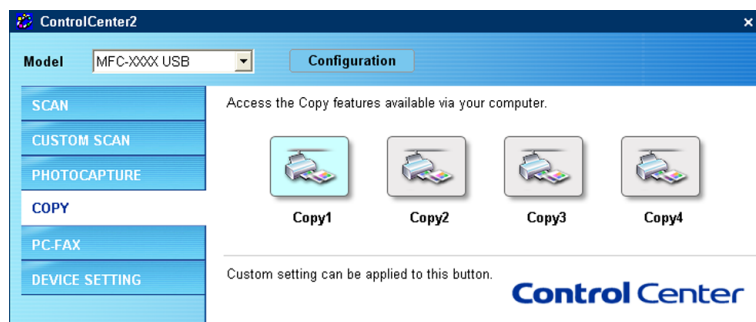
To use the **Copy** buttons, configure the printer driver by right-clicking the button and choosing the **Configuration**.
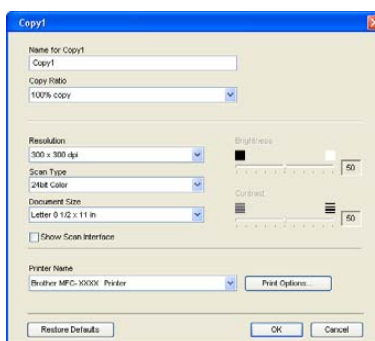
Enter a name in **Name for Copy** (up to 30 characters) and choose **Copy Ratio**.

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** and click the **Print options** button to display the printer driver settings.
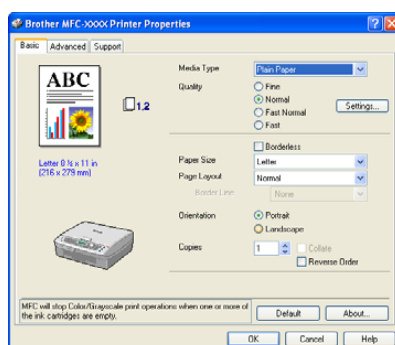
Note

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

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

PC-FAX
(For MFC models only)

The PC-FAX option allows you to send and receive faxes. You can also configure the address book and change some general machine settings.
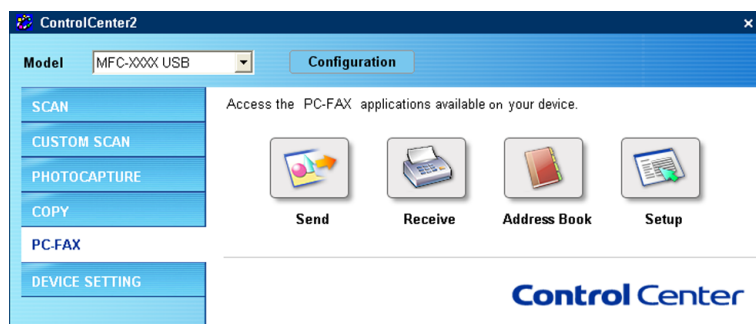
Send

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 77.)

To change the **Send** settings, right-click the **Send** button and click **Configuration**. You can change the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.
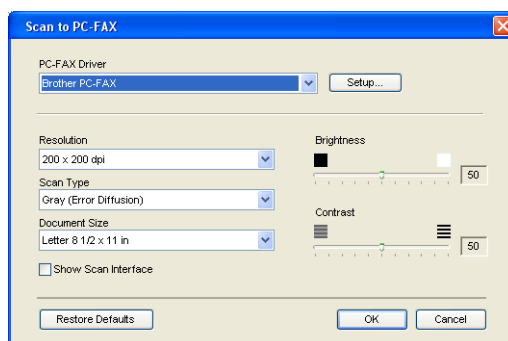
Receive/View Received
(MFC-640CW and MFC-820CW only)

The Brother PC-FAX Receiving software option 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 is activated and starts to receive fax data from your Brother machine. Before you use the PC-FAX Receive function, you must select the PC-FAX Receive option from the control panel menu of the Brother machine. (See *Running the PC-FAX receiving software on your PC* on page 92.)

To configure the PC-FAX Receive software, see *Setting up your PC* on page 92.
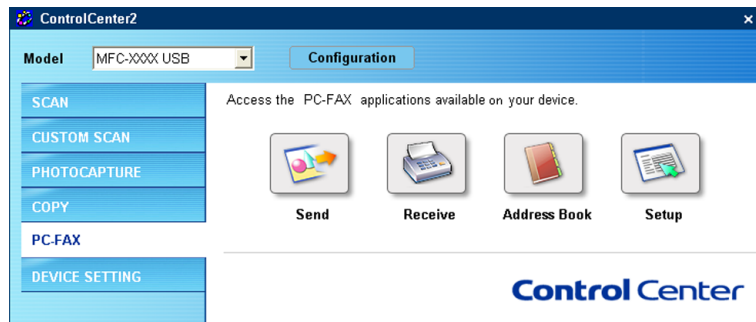
When the PC-FAX receiving software is running, you can open the viewer application with the **View Received** button. (PaperPort® 9.0SE)
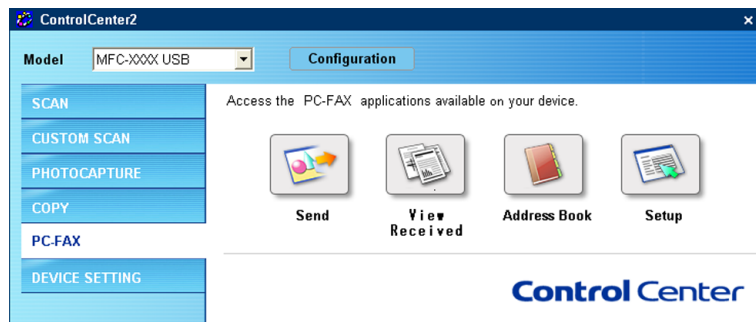
Note

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 92.)

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 82.)
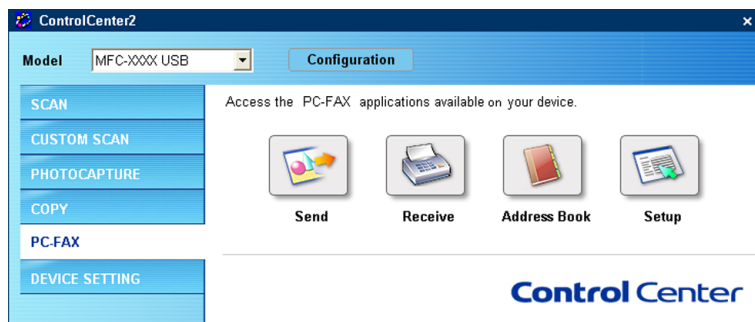
Setup

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

(See *Setting up user information* on page 78.)

DEVICE SETTING

In the **Device Settings** option, you can configure the machine settings or check ink levels.
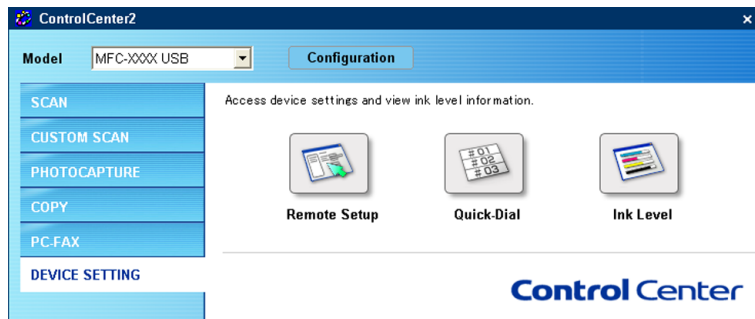
Remote Setup
(Not available for DCP-120C)

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

Note
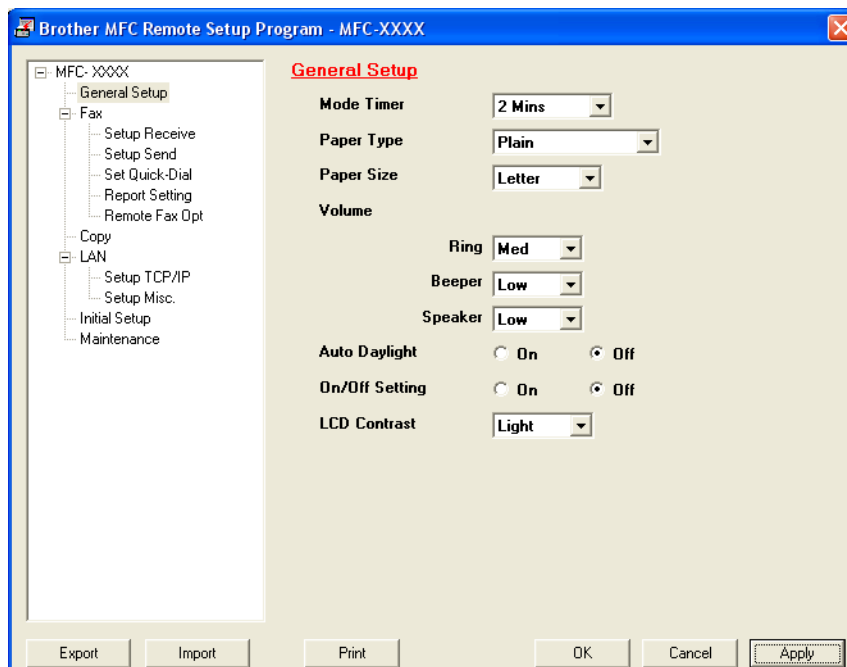
Quick-Dial
(Not available for DCP-120C)

The **Quick-Dial** button allows you to open the **Set Quick-Dial** window in the Remote Setup Program. You can then easily register or change the Quick-Dial numbers from your PC.

(Except MFC-820CW)
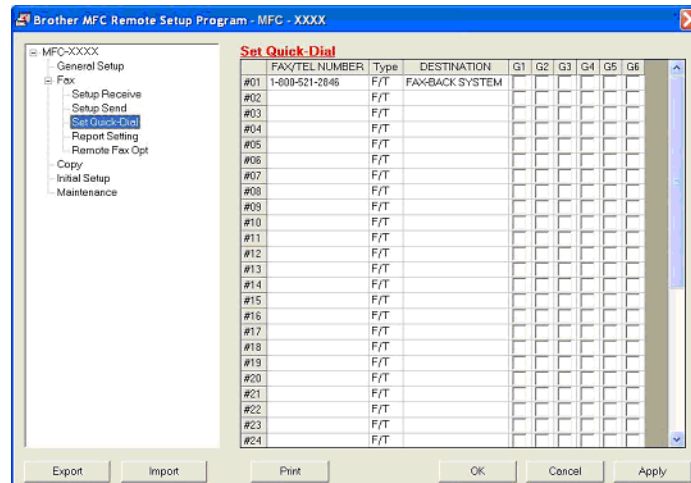
(For MFC-820CW)

You can register up to 2 fax or telephone numbers per Quick-Dial.
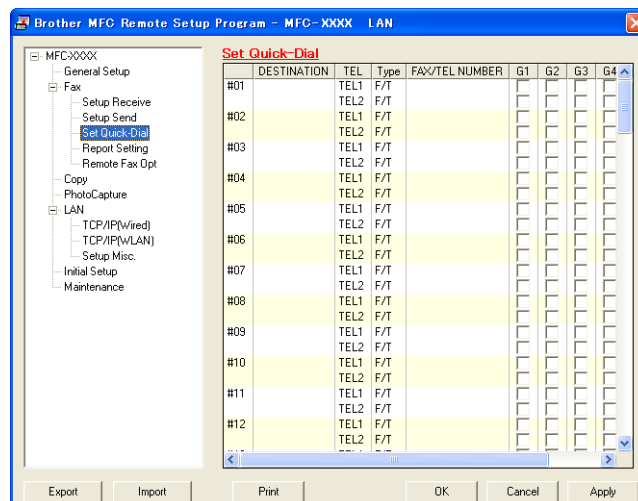
Ink Level

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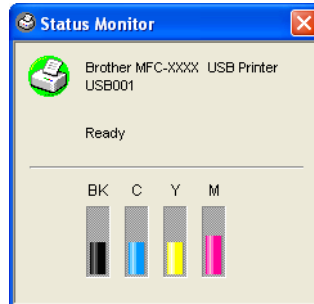
4 Network Scanning (For models with built-in network support)

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*) or by using the BRAdmin Professional software. If you installed the machine following the instructions for a network user in the Quick Setup Guide then the machine should already be configured for your network.

Note

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

- If your PC is protected by a firewall, and is unable to scan you may need to configure the firewall settings to allow UDP port number 137 and 54925. Visit the Brother 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 PCs on the network.

If you want to use more than 2 PCs with ScanSoft® PaperPort® installed, please buy the Brother NL-5 pack which is a multiple PC license agreement pack for up to 5 additional users. To buy the NL-5 pack, contact your Brother dealer.

Configuring Network Scanning

If you are using a different machine to the one that was originally registered to your PC during the installation of MFL-Pro Suite software (see *the Quick Setup Guide*), follow the steps below.

1 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**.
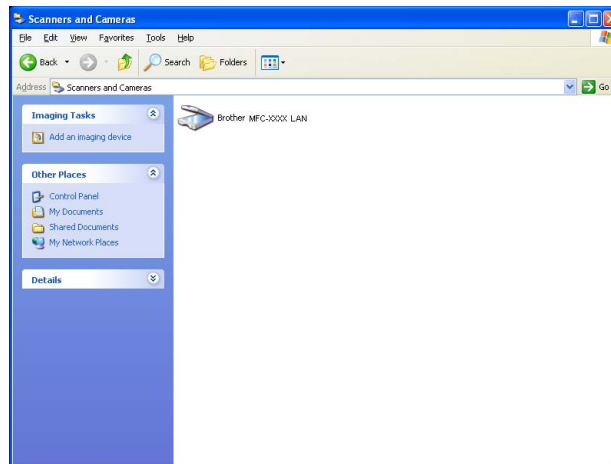
2 Right-click the Scanner Device icon and choose **Properties**.
The Network Scanner Properties dialog box appears.

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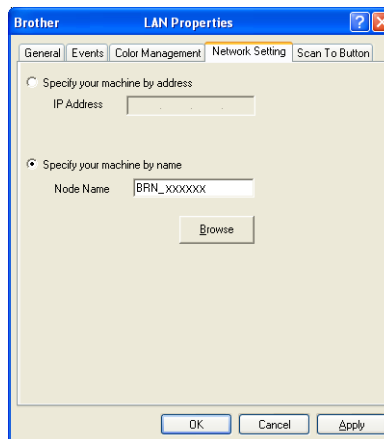
Specify your machine by address

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**.
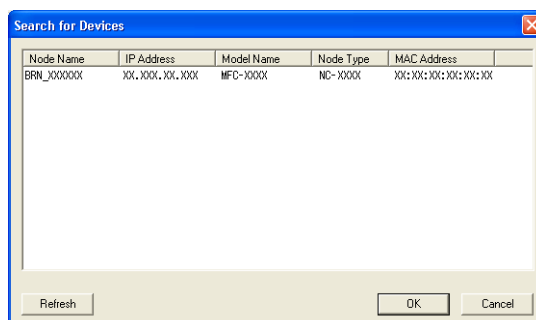
d Click the **Scan To Button** tab and enter your PC name in the **Display Name** field. The machine's LCD displays the name you enter. The default setting is your PC name. You can enter any name that you like.
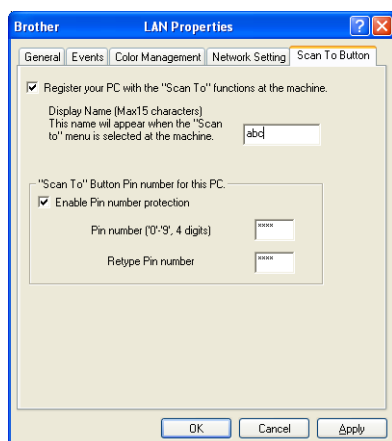
e If you want to avoid receiving unwanted documents, enter a 4-digit PIN number in the **Pin number** and **Retype Pin number** field. To send data to a PC protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the machine. (See *Using the Scan key* on page 72.)

Using the Scan key

> 📝 **Note**
>
> If you use the **Scan** key on USB, see *Using the Scan key (For USB cable users)* on page 35.

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. The ControlCenter2 software will launch the default E-mail application on the designated PC. You can scan and send a black and white or color document from the PC as an attachment.

You can change the 🖳 (**Scan**) configuration. (See *E-mail* on page 53.)

1. Load your document.

2. Press the 🖳 (**Scan**) key.

3. Press ▲ or ▼ to choose Scan to E-mail.
   Press **Menu/Set**, **Set** or **OK**.

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

5. Press **Black Start** or **Color 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. The ControlCenter2 software will launch the default graphics application on the designated PC. You can change the **Scan** configuration. (See *Image (example: Microsoft® Paint)* on page 50.)

1. Load your document.

2. Press the ⌧ (**Scan**) key.

3. Press ▲ or ▼ to choose Scan to Image.
   Press **Menu/Set**, **Set** or **OK**.

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

5. Press **Black Start** or **Color Start**.
   The machine starts the scanning process.

Scan to OCR

When you choose Scan to OCR, your document will be scanned and sent directly to the PC you designated on your network. The ControlCenter2 software will launch the ScanSoft® OmniPage® OCR software and convert your document into text that can be viewed and edited from a word processing application on the designated PC. You can change the **Scan** configuration. (See *OCR (Word Processing program)* on page 52.)

1. Load your document.

2. Press the ⌧ (**Scan**) key.

3. Press ▲ or ▼ to choose Scan to OCR.
   Press **Menu/Set**, **Set** or **OK**.

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

5. Press **Black Start** or **Color Start**.
   The machine starts the scanning process.

Scan to File

When you choose Scan to File, you can scan a black and white or color document and send it directly to a 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 54.)

1. Load your document.

2. Press the ⬚ (**Scan**) key.

3. Press ▲ or ▼ to choose Scan to File.
   Press **Menu/Set**, **Set** or **OK**.

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

5. Press **Black Start** or **Color Start**.
   The machine starts the scanning process.

Note

If you want the scanned data in color, choose color 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 configuration. (See *SCAN* on page 50.)

Remote Setup
(Not available for DCP models)

Remote Setup

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

Click 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 choose all fax settings highlight **Fax**) from the setting list then click **Export**.

- If you are using a different machine to the one that was originally registered to your PC during the installation of MFL-Pro Suite (see *the Quick Setup Guide*) need to specify the new machine. Open the properties of the Remote Setup Program and choose the new machine. To open the **Properties** of Remote Setup Program, click the Start button, Alll Programs, Brother, MFL-Pro Suite MFC-XXXX, Remote Setup, and then right-clicking MFC-XXXX USB or MFC-XXXX LAN. (For network users only)

- If your PC is protected by a firewall, and is unable to use Remote Setup, you may need to configure the firewall settings to allow UDP port number 137. Visit the Brother Solutions Center (http://solutions.brother.com) for more information.

6

Brother PC-FAX Software
(For MFC models only)

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

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

• If your PC is protected by a firewall, and is unable to use PC-FAX send, you may need to configure the firewall settings to allow UDP port number 137. Visit the Brother Solutions Center (http://solutions.brother.com) for more information.

Setting up user information

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.
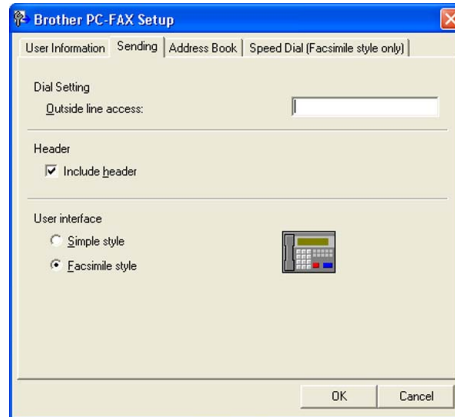
■ **Outside line access**

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
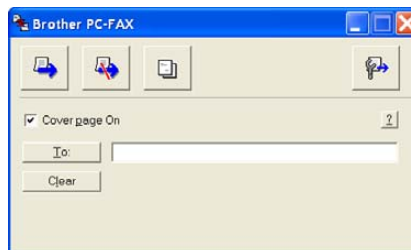
Facsimile style

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. There are two types: 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.
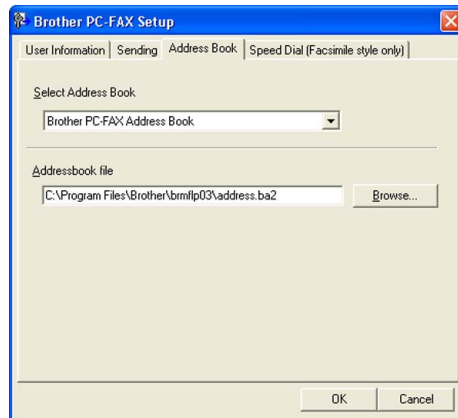
If you choose Outlook Express, you can use the Outlook Express Address Book by clicking the **Address Book** button in the FAX Sending dialog box.
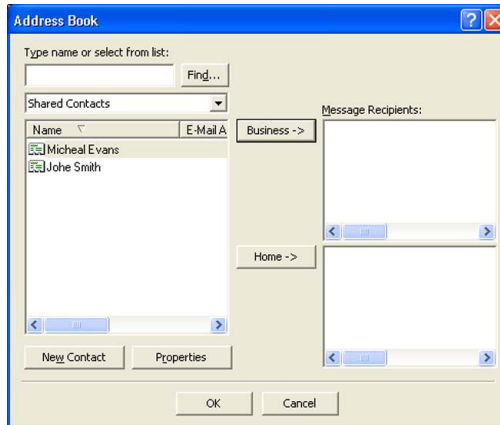
Speed Dial setup

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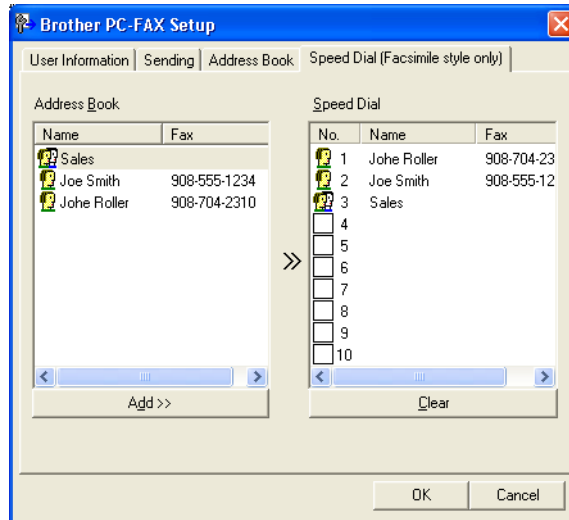
You can register a member or group on each of the ten **Speed Dial** buttons.

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:
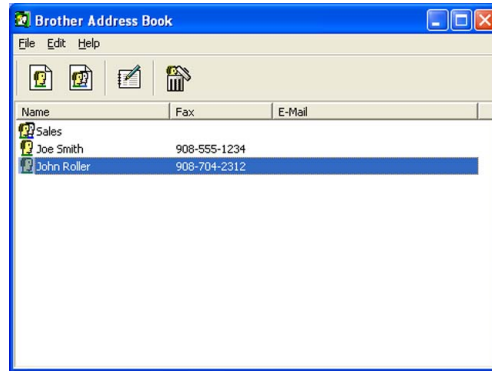
Setting up a member in the Address Book

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 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

You can have up to 50 members in a group.

Editing member information

1 Choose the member or group you want to edit.

2 Click the edit ![icon] 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.
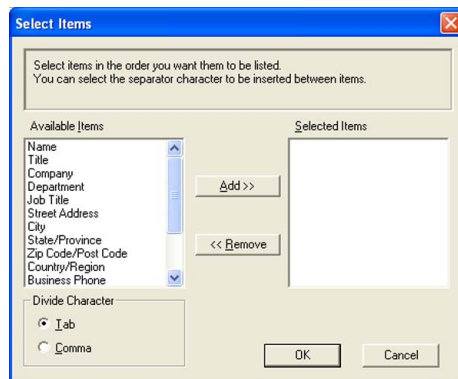
❺ Enter the name of the file, and then click **Save**.
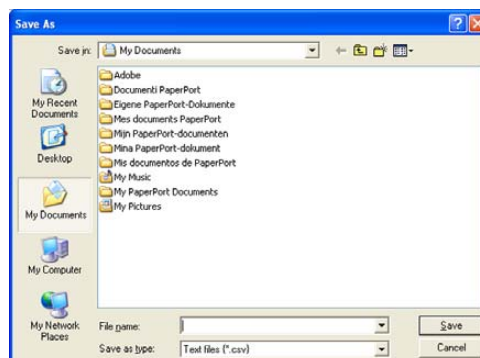
Importing to the Address Book

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

Importing an ASCII text file

1. Do one of the following:
   - From the Address Book, click **File**, **Import**, then **Text**.
   - Click **Vcard** and go to ⑤.
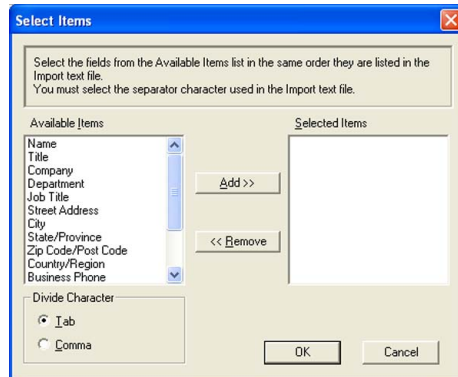
2. From the **Available Items** column choose the data fields you want to import, and click **Add >>**.

Note

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

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

4. Click **OK** to import the data.

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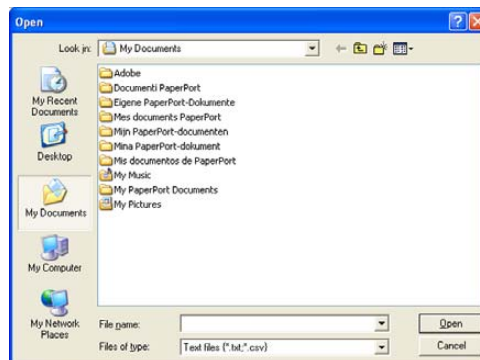
Note

If you chose a text file in ①, 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

1 Create a file in any application on your PC.

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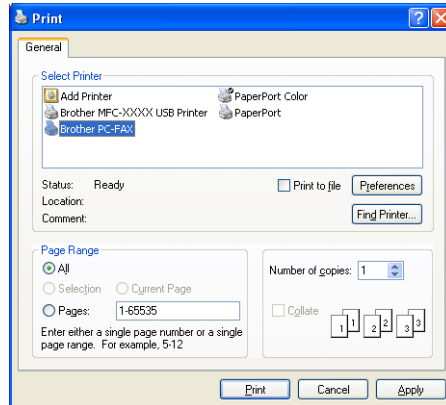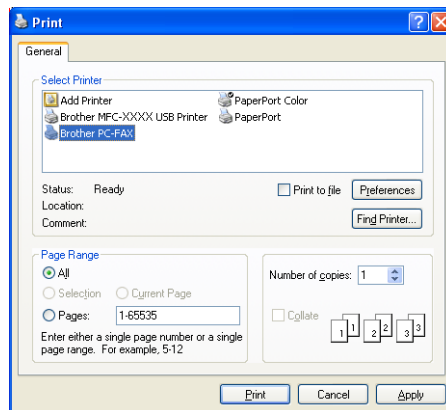
3 Choose **Brother PC-FAX** as your printer, and then click **Print**.
The Facsimile style user interface appears:

Note

If the Simple style user interface appeares, change the user interface selection setting. (See *Sending setup* on page 79.)

4 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.

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

Note

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

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

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

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

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

a Create a file in any application on your PC.

b Click **File**, then **Print**.
The **Print** dialog box appears:

c Choose **Brother PC-FAX** as your printer, and then click **Print**.
The Simple style user interface appears:
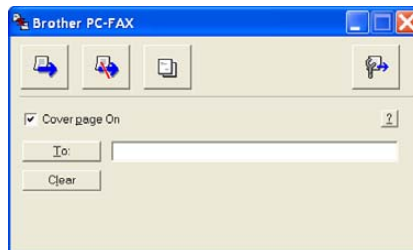
Note
If the Facsimile style user interface appeares, change the user interface selection setting. (See *Sending setup* on page 79.)

d 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-640CW and MFC-820CW only)

Note

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

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

- If your PC is protected by a firewall, and is unable to use PC-FAX receive, you may need to configure the firewall settings to allow UDP port number 137 and 54926. Visit the Brother 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 Receive Software lets you view and store faxes on your PC. It is automatically installed when you install the MFL-Pro Suite and works on locally or network connected machines.

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

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

`PC-Fax Msgs:001`

When you switch your PC on, the PC-FAX Receive Software automatically transfers your faxes to your PC.

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

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

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

Enabling the PC-FAX software on your machine

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

(For MFC-640CW)

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 if connected on a network.
Press **Menu/Set**.

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

⑤　Press **Stop/Exit**.

(For MFC-820CW)

①　Press **Menu**.

②　Press ▲ or ▼ to choose Fax, Advanced Fax Operation, Fwd/Page/Store and PC Fax Receive.
Press **OK**.

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

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

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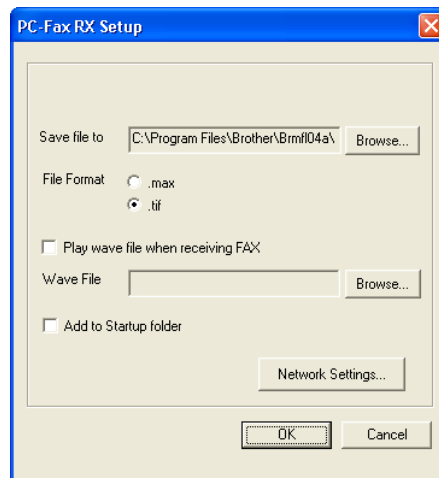
② In **Save file to**, click the **Browse** button if you want to change the path where PC-FAX files are saved.

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**.

⑥ If you want to use the PC-FAX Receiving software, see the information below.

Configuring the Network PC-FAX Receiving Settings

The settings to send received faxes to your computer were automatically configured during the installation of MFL-Pro Suite (See the Quick Setup Guide).
If you are using a different machine to the one that was registered to your PC during the installation of the MFL-Pro Suite software, follow the steps below.

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

❷ You must specify the IP address or name of your machine.
Choose the appropriate connection method.
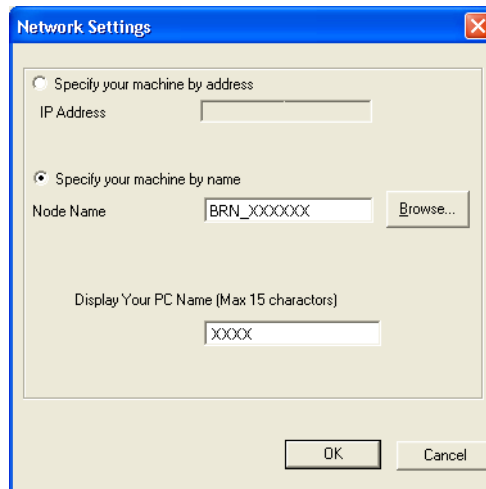
Specify your machine by address

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.
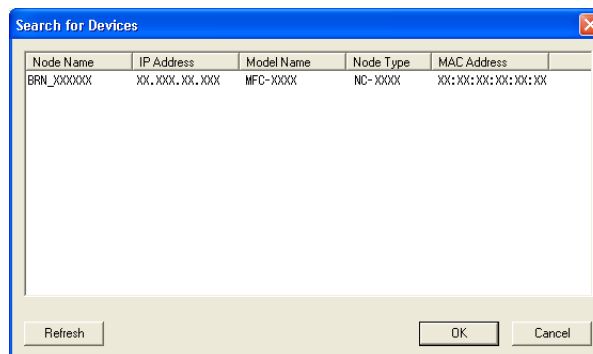
Specify your PC name

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.

1. Run PaperPort®.

2. Open the Fax Received folder.

3. 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 2-20-2006 16:40:21.tif'

7

PhotoCapture Center™

⚠ CAUTION

DO NOT start your PC with a media card installed 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] A 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.
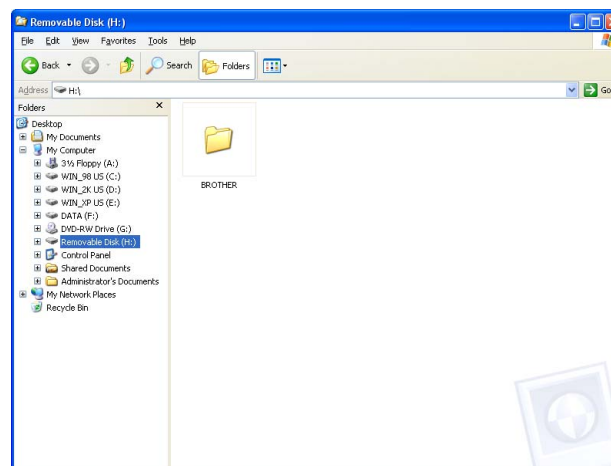
> [1] If you are using Windows® XP and you create a name for the volume label of the media card, this name appears instead of '**Removable Disk**'.

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

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

2. 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 (when 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 same media card back into the machine. If you do not restart your PC, the data on your media card may be destroyed.

For network cable users (For models with built-in network support)

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

b 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 the FTP protocol and the network Host Name of the machine. You can also access the media card by entering ftp://XXX.XXX.XXX.XXX (where XXX.XXX.XXX.XXX is the IP address of your Brother machine) from your web browser.

c 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:

a Close the browser.

b 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 (when 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 same media card back into the machine. If you do not restart your PC, the data on your media card 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 6 feet (2 meters).

⊘ 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 127.

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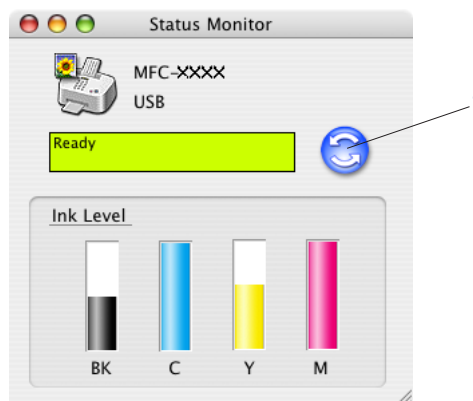
You can set at what interval the software will update the machine status information. Go to the menu bar, **Brother Status Monitor** and choose **Preferences**.

■ 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. When the Borderless is chosen, this highest resolution is not available.

■ **Photo**

Up to 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**, **Slow Drying Paper** or **Transparencies**.

■ **Normal**

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

■ **Fast Normal**

600 × 300 dpi. 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	Color/Grayscale	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

① From an application such as Apple® 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**.
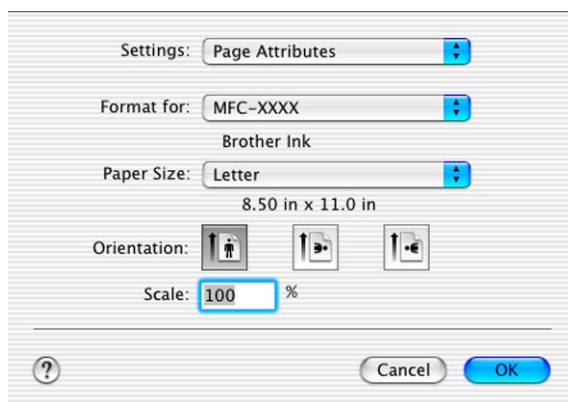
② From an application such as Apple® TextEdit, click **File**, then **Print**. Click **Print** to start printing.
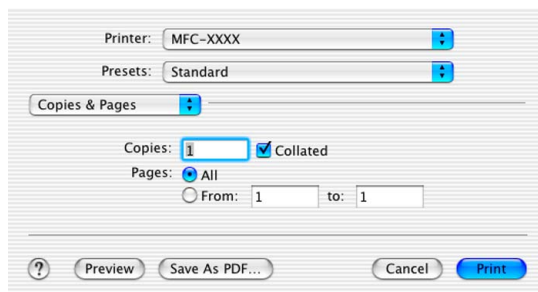
To do borderless printing

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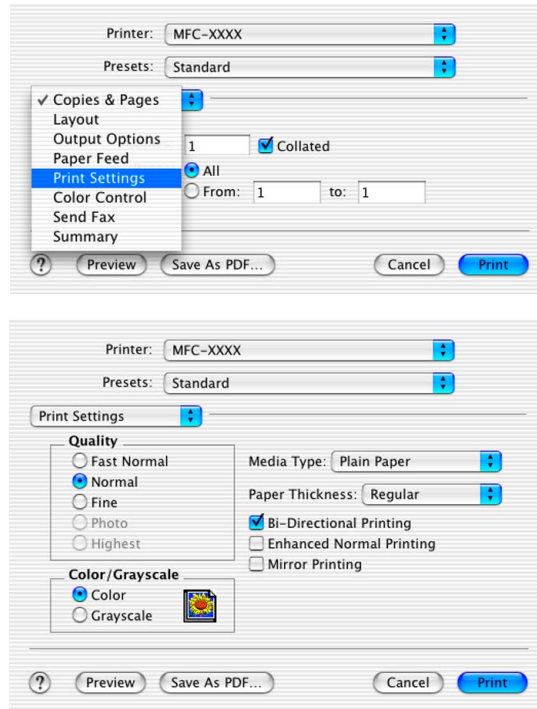
Note

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

Using the Brother ink driver (For Mac OS® 9.1-9.2)

Choosing a printer

① Open the **Chooser** from the Apple menu.
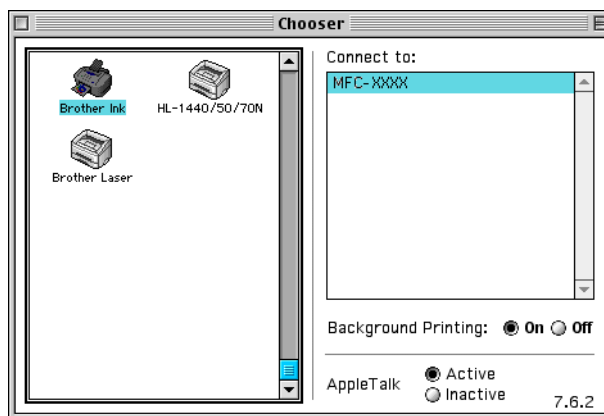
② Click the **Brother Ink** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.

Page Setup

① From an 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**.
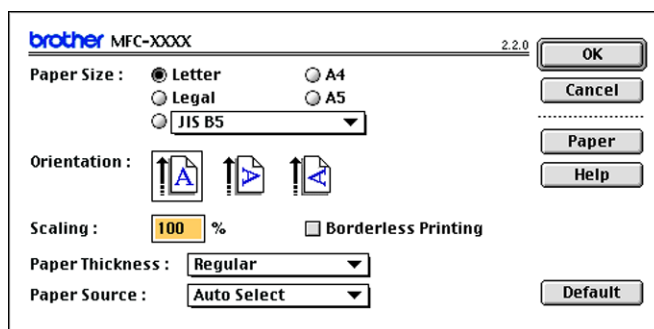
To do borderless printing

Check **Borderless Printing**.

Printing a document

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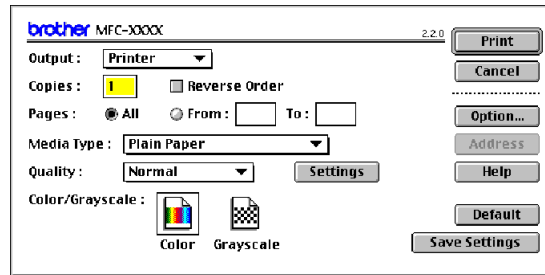
Note

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.
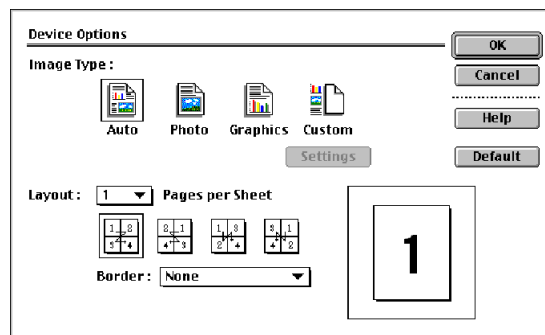
Bi-Directional Printing

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, but slower printing speeds.

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**.
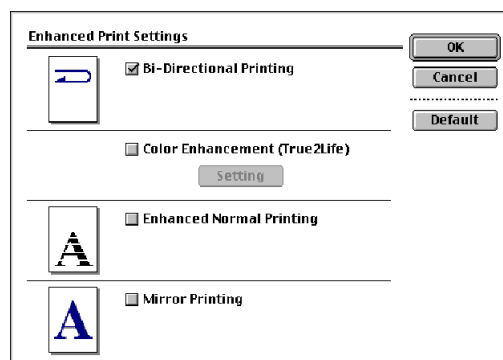
Sending a fax
(For MFC models only)

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:
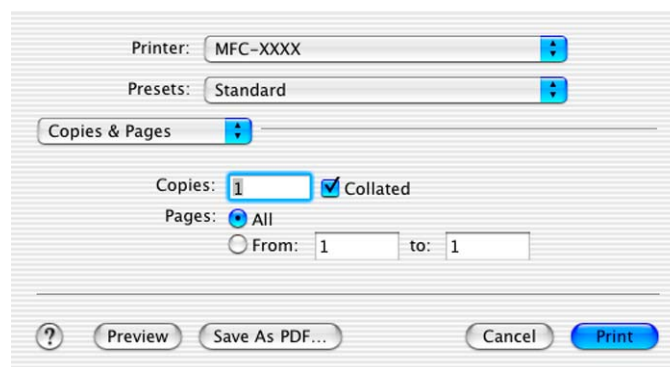
③ Choose **Send Fax** from the pop-up menu.
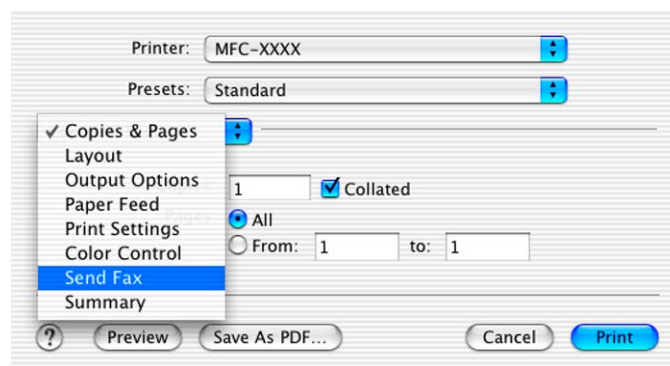
d Choose **Facsimile** from the **Output** pop-up menu.

e 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.

ⓐ Click **Address Book**.

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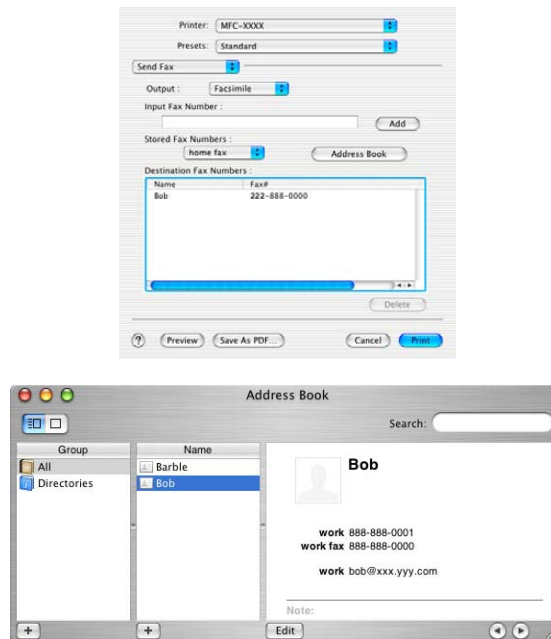
Note

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.

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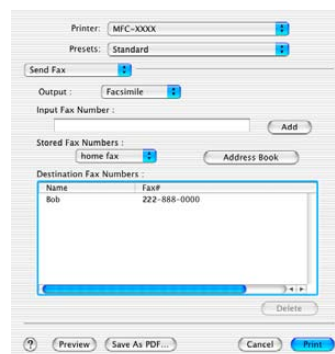
Note

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.

1. Create a document in a Macintosh® application.

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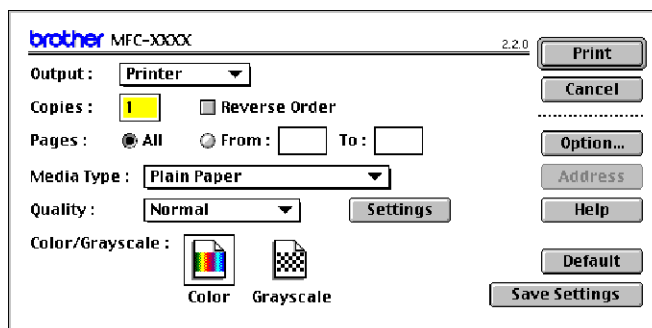
When **Printer** is chosen, the top button shows **Print** and the **Address** button is not available.

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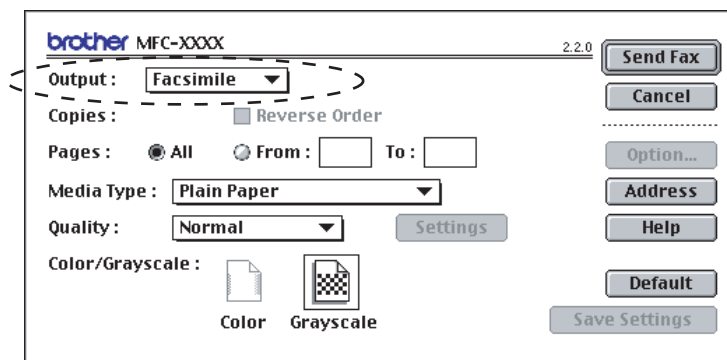
When **Facsimile** is chosen, the top button changes to **Send Fax** and the **Address** button is available.

Note

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

d 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.

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

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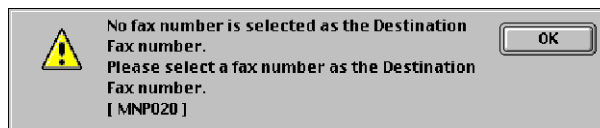
Click **OK** to go to the **Send Fax** dialog box.

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.
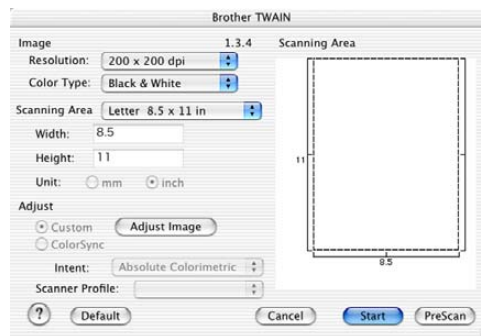
✏ Note

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

Scanning an image into your Macintosh®

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

Scanning a whole page

1 Load your document in the ADF.

Note

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

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

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

Pre-Scanning an image

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

1 Load your document.

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

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

4 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 ❶, skip this step.

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

⑥ Click **Start**.
This time only the chosen area of the document appears in the application window.

⑦ You can refine the image in your editing software.

Settings in the Scanner window

Resolution

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

Resolution	Black & White/Gray (Error Diffusion)	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 images.

■ **Gray (Error Diffusion)**

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

■ **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 colors to scan the image.

■ **24 Bit Color**

Uses up to 16.8 million colors to scan the image.

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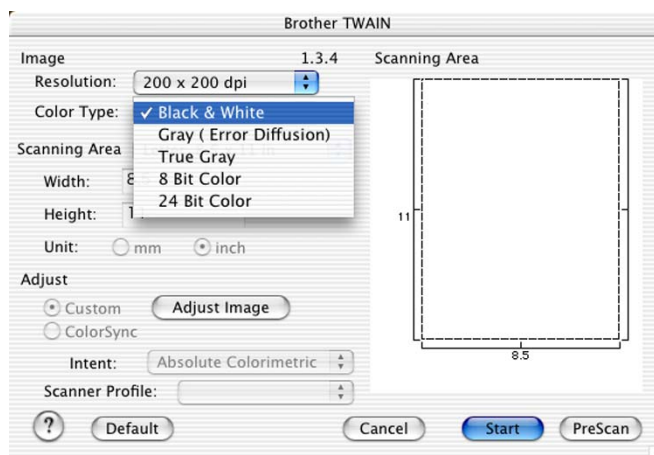
Scanning Area

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

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.

- 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, and is usually suitable for most images.

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

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

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

Note

The **Brightness** setting is only available if you have set **Scan Type** to **Black & White**, **Gray** or **True Gray**.

- **Contrast**

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

Note

The **Contrast** setting is only available if you have set **Scan Type** to **Gray** or **True Gray**.

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

Using the Scan key (For USB cable users)

Note

- Available for Mac OS® X 10.2.4 or greater.

- If you use the **Scan** key on a network, see *Using the Scan key* on page 146.

You can use the ⌖ (**Scan**) key on the control panel to scan documents directly into your word processing, graphics or E-mail applications or to a folder on 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 ControlCenter2 are installed. Scanning by ⌖ (**Scan**) follows the configuration on the Device Button tab. (See *SCAN* on page 130.) 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 127.

Scan to E-mail

You can scan either a black and white or color document into your E-mail application as a file attachment. You can change the ⌖ (**Scan**) configuration. (See *E-mail* on page 133.)

1 Load your document.

2 Press ⌖ (**Scan**).

3 Press ▲ or ▼ to choose Scan to E-mail.
Press **Menu/Set**, **Set** or **OK**.

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

Scan to Image

You can scan a color picture into your graphics application for viewing and editing. You can change the
🖼 (**Scan**) configuration. (See *Image (example: Apple® PreView)* on page 130.)

1 Load your document.

2 Press 🖼 (**Scan**).

3 Press ▲ or ▼ to choose Scan to Image.
Press **Menu/Set**, **Set** or **OK**.

4 Press **Black Start** or **Color 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 132.)

1 Load your document.

2 Press 🖼 (**Scan**).

3 Press ▲ or ▼ to choose Scan to OCR.
Press **Menu/Set**, **Set** or **OK**.

4 Press **Black Start** or **Color Start**.
The machine starts the scanning process.

Note

You must have Presto!® Page Maneger® installed on your Macintosh® for the OCR feature to work from
the **Scan** key or ControlCenter2. (See *Using Presto!® PageManager®* on page 124.)

Scan to File

You can scan a black and white or a color 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 134.)

1. Load your document.

2. Press (Scan).

3. Press ▲ or ▼ to choose Scan to File.
   Press **Menu/Set**, **Set** or **OK**.

4. Press **Black Start** or **Color 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 configuration. (See *File* on page 134.)

Scan to Card

You can scan black and white and color documents to a media card. Black and white documents will be stored in the PDF (*.PDF) or TIFF file formats (*.TIF). Color documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. Except MFC-820CW, the default setting is Color 150 dpi and the default file format is PDF. For MFC-820CW, for color documents the factory setting is 150dpi Color and the default file is PDF. For Black & White documents the factory setting is 200x100dpi B/W and the default file is TIFF. File names default to the current date. For example, the fifth image scanned on July 1, 2006 would be named 07010605.PDF. You can change the color, quality and file name.

Resolution (Except MFC-820CW)	Resolution (For MFC-820CW)	File Format Options	Default File Format
B/W 200x100 dpi	200x100dpi B/W	TIFF / PDF	TIFF
B/W 200 dpi	200dpi B/W	TIFF / PDF	TIFF
Color 150 dpi	150dpi Color	JPEG / PDF	PDF
Color 300 dpi	300dpi Color	JPEG / PDF	PDF
Color 600 dpi	600dpi Color	JPEG / PDF	PDF

Note

You can choose the default file format for black and white or color files. (See *Changing the default black & white file format* on page 122 and *Changing the default color file format* on page 123.)

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

⚠ 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.

---

2 Load your document.

3 Press ⌨ (**Scan**).

4 Press ▲ or ▼ to choose Scan to Card.
Press **Menu/Set**, **Set** or **OK**.
Do one of the following:
- ∎ To change the quality, press **Menu/Set**, **Set** or **OK** and go to **5**.
- ∎ To start scanning without changing any settings, press **Black Start** or **Color Start**.

5 Press ▲ or ▼ to choose the quality you want.
Press **Menu/Set**, **Set** or **OK**.
Do one of the following:
- ∎ To change the file type, press **Menu/Set**, **Set** or **OK** and go to **6**.
- ∎ To start scanning without changing any settings, press **Black Start** or **Color Start**.

6 Press ▲ or ▼ to choose the file type you want.
Press **Menu/Set**, **Set** or **OK**.
Do one of the following:
- ∎ To change the file name, press **Menu/Set**, **Set** or **OK** and go to **7**.
- ∎ To start scanning without changing any settings, press **Black Start** or **Color Start**.

📝 Note

- If you choose color in the resolution setting, you cannot choose TIFF.
- If you choose black and white in the resolution setting, you cannot choose JPEG.

---

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. (For MFC only)

📝 Note

Press **Stop/Exit** or **Clear** to delete the letters you entered.

---

8 Press **Black Start** or **Color Start** to start scanning.

Changing the default quality

(For MFC-640CW only)

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)

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 `1.Quality`.
Press **Set**.

> `1.Quality`

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

6 Press **Stop/Exit**.

Changing the default black & white file format

(For MFC-640CW only)

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

> 2.B/W File Type

2 Press ▲ or ▼ to choose `TIFF` or `PDF`.
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 `2.B/W File Type`.
Press **Set**.

> 2.B/W File Type

5 Press ▲ or ▼ to choose `TIFF` or `PDF`.
Press **Set**.

6 Press **Stop/Exit**.

Changing the default color file format

(For MFC-640CW only)

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 Color 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 operations:

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

② Custom Scan buttons allow you to configure a button to meet your own application needs. (2)

③ Access the Copy features available via your Macintosh®. (3)

④ Access the settings available to configure your device. (4)

⑤ You can choose which machine ControlCenter2 will connect with from the **Model** pop-up menu. (5)

⑥ You can also open the configuration window for each function by clicking the **Configuration** button. (6)
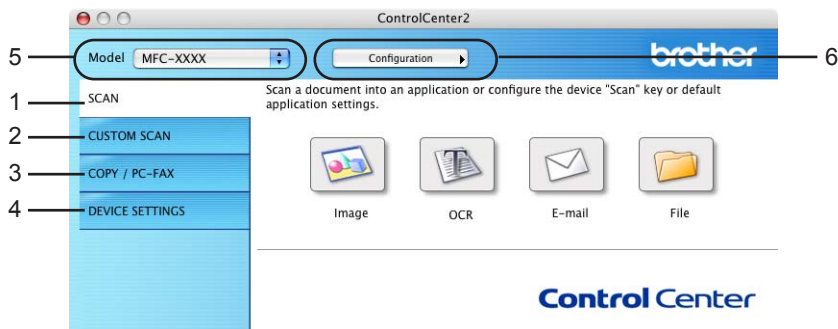
Turning the AutoLoad feature off

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

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

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

3️⃣ 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 Microsoft® 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's 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 (For Mac OS® X 10.2.4 or greater) (Not available for DCP models)* on page 149.)

■ **Quick-Dial**

Allows you to open the Set Quick-Dial window of the Remote Setup. (*Remote Setup (For Mac OS® X 10.2.4 or greater) (Not available for DCP models)* on page 149.)

■ **Ink Level**

Allows you to open the Brother Status Monitor, which displays the ink level for each cartridge. (*Remote Setup (For Mac OS® X 10.2.4 or greater) (Not available for DCP models)* on page 149.)

SCAN

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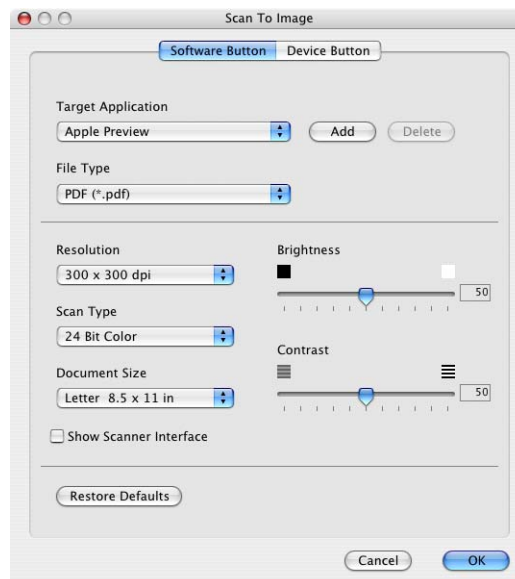
Note

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**.
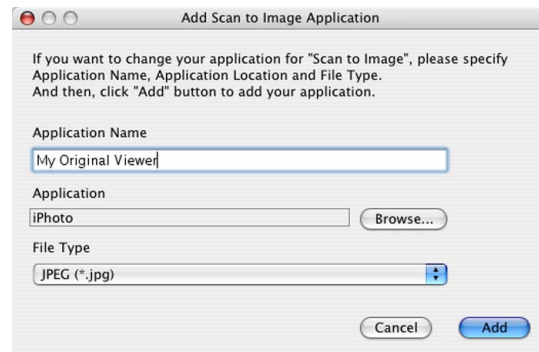

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

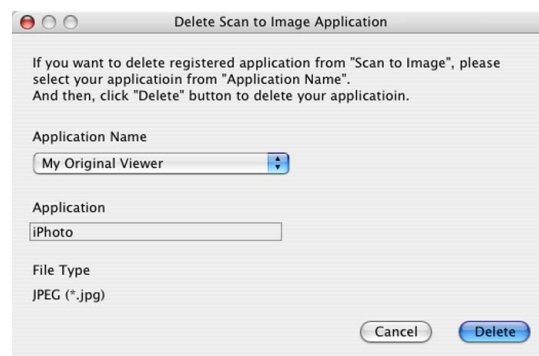Change the other settings, if needed.

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**.
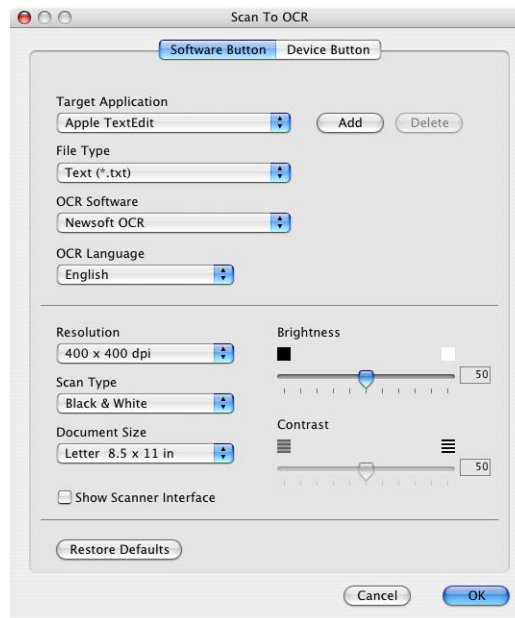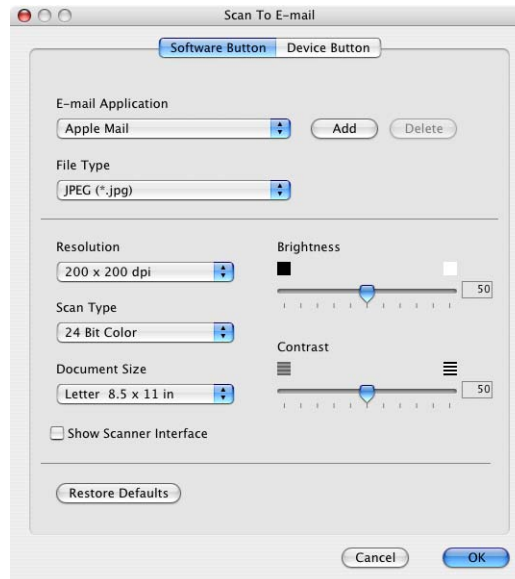

To change the word processing application, choose the destination word processing application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

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.
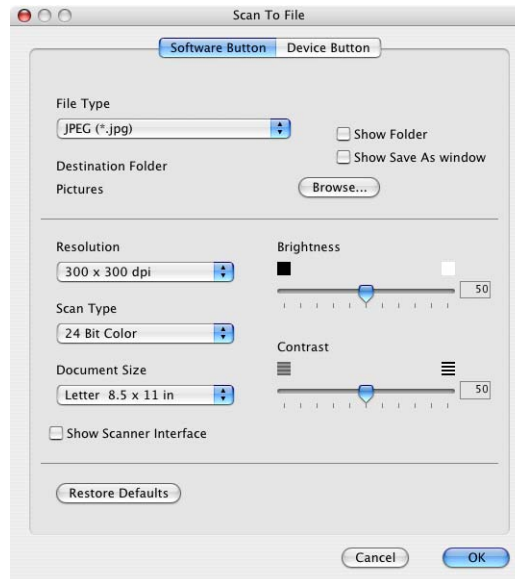
■ **File type**

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 133.

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.
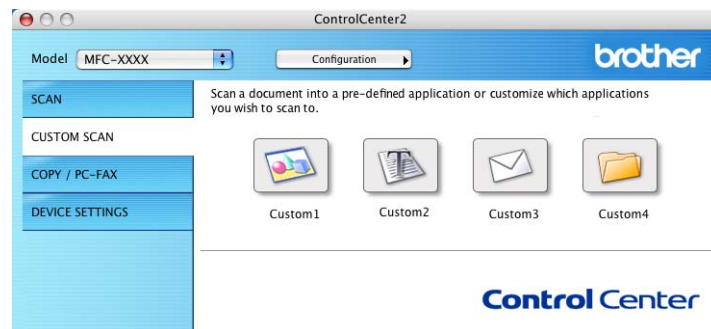

User-defined button

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.
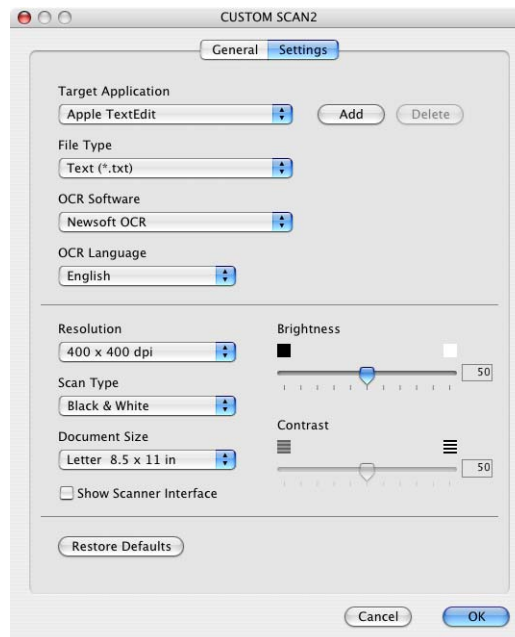
Scan to OCR

■ **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.
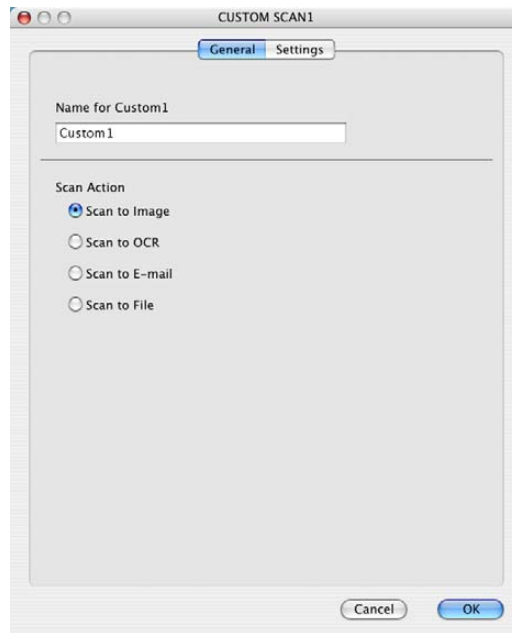
■ **Settings** tab

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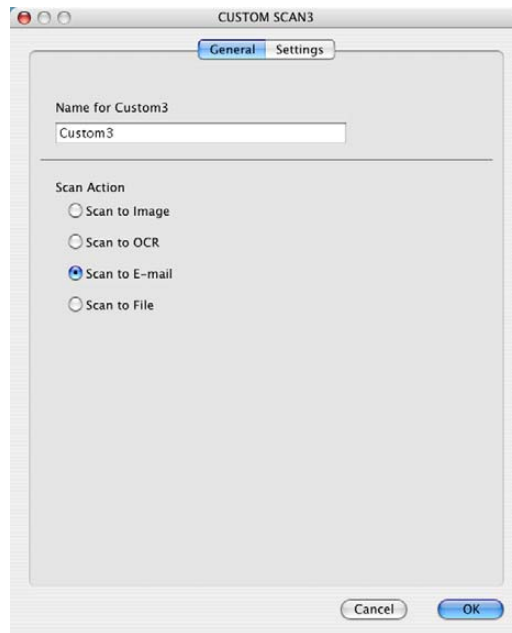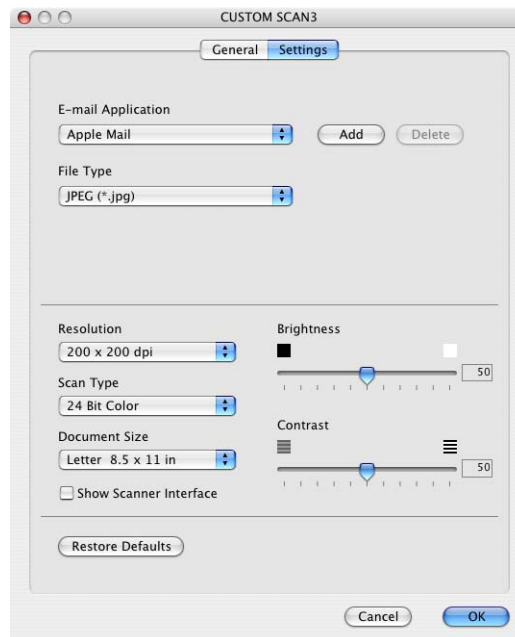
Scan to E-mail

■ **General** tab

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

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

■ **Settings** tab

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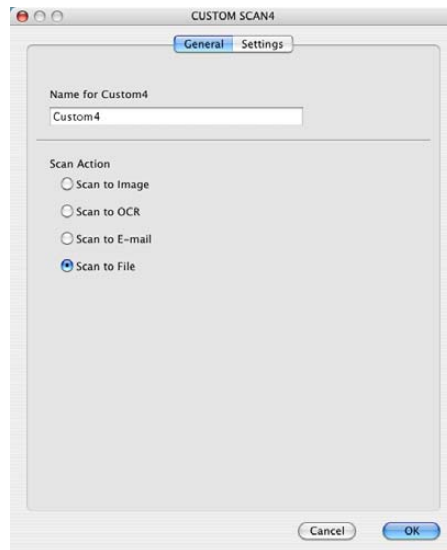
Scan to File

General tab

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

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

Settings tab

Choose the file format from the **File Type** 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.
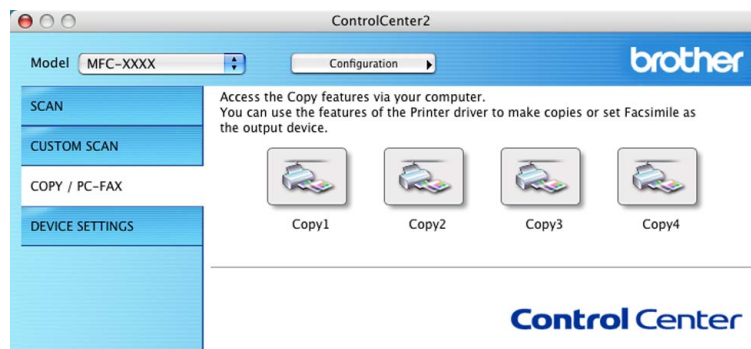
If you want to specify the destination of the scanned image, check **Show Save As Window**.

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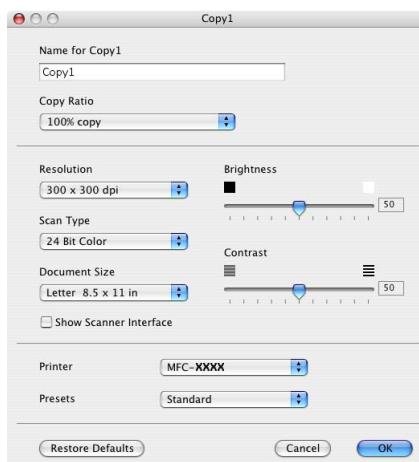
COPY / PC-FAX

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 (For MFC models only)* on page 107.)
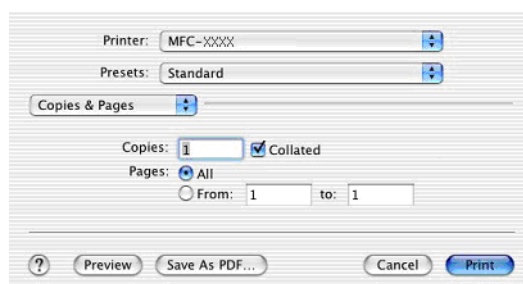
DEVICE SETTINGS

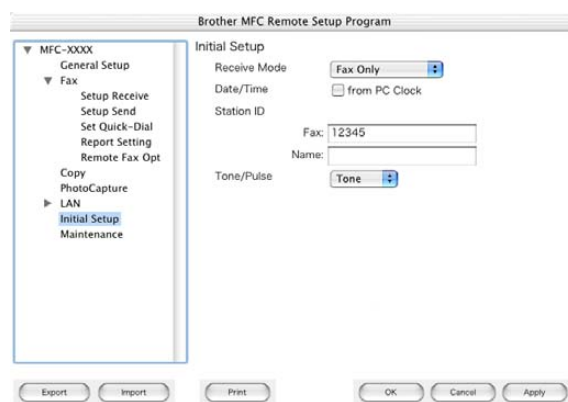You can configure the machine settings or check ink levels by clicking a button.

Remote Setup
(Not available for DCP models)

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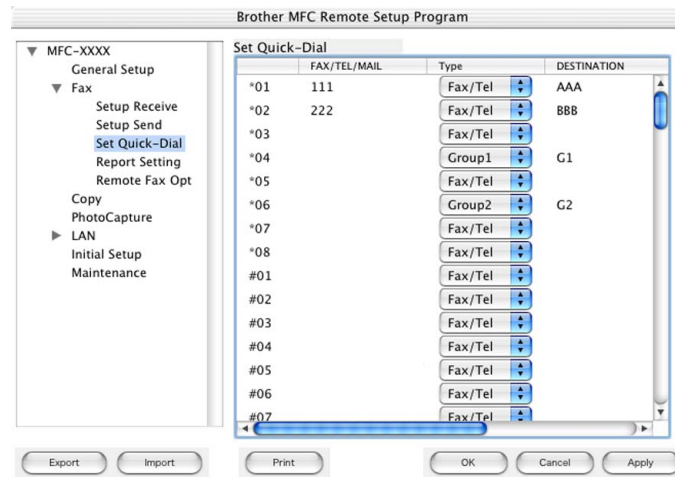
Note

For details, see *Remote Setup (For Mac OS® X 10.2.4 or greater) (Not available for DCP models)* on page 149.
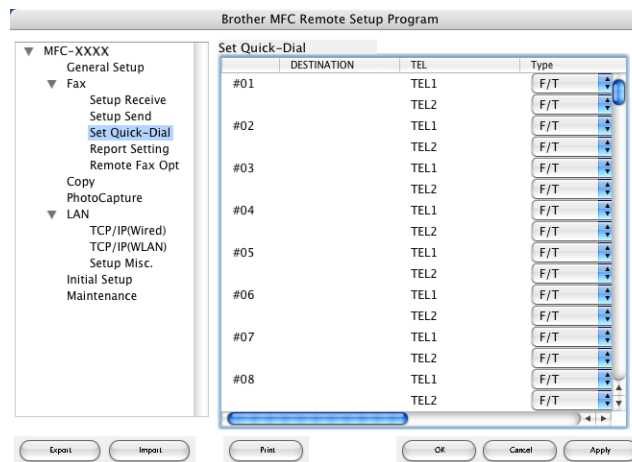
Quick-Dial
(Not available for DCP models)

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®.

(Except MFC-820CW)

(MFC-820CW)

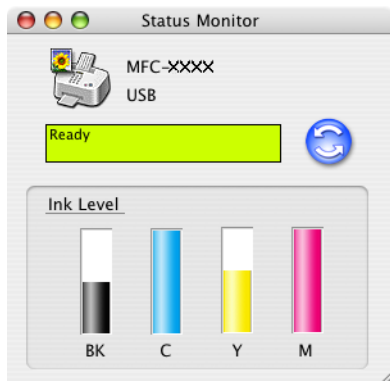You can register up to 2 fax or telephone numbers per Quick-Dial.

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 built-in network support)

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

For network scanning, maximum 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

ControlCenter2 is 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' (`BRW_xxxxxx` for wireless models) (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 '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 146.)

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 color 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 133.)

1️⃣ Load your document.

2️⃣ Press **Scan**.

3️⃣ Press ▲ or ▼ to choose Scan to E-mail.
Press **Menu/Set**, **Set** or **OK**.

4️⃣ Press ▲ or ▼ to choose the destination Macintosh® you want to use for E-mailing your document.
Press **Menu/Set**, **Set** or **OK**.
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**, **Set** or **OK**.

5️⃣ Press **Black Start** or **Color 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 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 130.)

1 Load your document.

2 Press **Scan**.

3 Press ▲ or ▼ to choose `Scan to Image`.
Press **Menu/Set**, **Set** or **OK**.

4 Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
Press **Menu/Set**, **Set** or **OK**.
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**, **Set** or **OK**.

5 Press **Black Start** or **Color Start**.
The machine starts the scanning process.

Scan to OCR

When you choose Scan to OCR, your document will be scanned and sent directly to the 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 132.)

1 Load your document.

2 Press **Scan**.

3 Press ▲ or ▼ to choose `Scan to OCR`.
Press **Menu/Set**, **Set** or **OK**.

4 Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
Press **Menu/Set**, **Set** or **OK**.
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**, **Set** or **OK**.

5 Press **Black Start** or **Color Start**.
The machine starts 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 color 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 134.)

1. Load your document.

2. Press **Scan**.

3. Press ▲ or ▼ to choose Scan to File.
   Press **Menu/Set**, **Set** or **OK**.

4. Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
   Press **Menu/Set**, **Set** or **OK**.
   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**, **Set** or **OK**.

5. Press **Black Start** or **Color Start**.
   The machine starts the scanning process.

Remote Setup & PhotoCapture Center™

Remote Setup
(For Mac OS® X 10.2.4 or greater)
(Not available for DCP models)

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

Note

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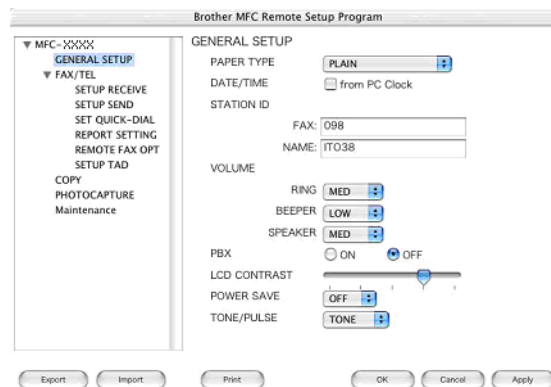
■ **OK**

Allows you to start uploading data to the machine and exit the 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 configuration setting to a file.

■ **Import**

Allows you to read the setting from a file.

Note

- To save a setting, highlight 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 installed in the machine from a Macintosh®.

⚠ CAUTION

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

For USB cable users

1️⃣ Put a SmartMedia®, CompactFlash®, Memory Stick® [1], Memory Stick Pro ™ [2], MultiMediaCard™, SecureDigital™ or xD-Picture Card™ [1] into your machine.
The **Removable Disk** icon appears on the Desktop.

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

  [2] A MagicGate Memory Stick® 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**'.

2️⃣ 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®.
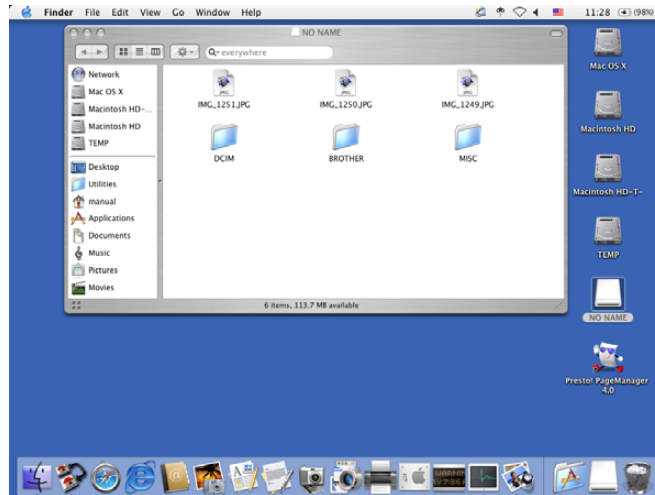
4 Quit all applications that are running stored data on the media card and drag the **Removable Disk** icon into the **Trash** icon before you remove the media card from the machine.

> ⚠ **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 (when 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 same media card back into the machine. If you do not restart your Macintosh®, the data on your media card 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
(For models with built-in network support)

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

② 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 the FTP protocol and the network Host Name of the machine. In the address bar, enter ftp://XXX.XXX.XXX.XXX (where XXX.XXX.XXX.XXX is the IP address of your Brother machine).
Your browser software appears and a list of file names on your media card is shown.

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 (when 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 same media card back into the machine. If you do not restart your Macintosh®, the data on your media card may be destroyed.

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http://www.brother.com**

These machines are made for use in the USA and CANADA only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your multi-function center may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and may void your warranty.**

USA