

SOFTWARE USER'S GUIDE

MFC-9420CN

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Windows[®] XP in this document 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.



Using the Brother printer driver

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

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

http://solutions.brother.com

Windows[®] Printing

The dedicated printer driver for Microsoft[®] Windows[®] 98/98SE/Me/2000 Professional/XP and Windows NT[®] workstation 4.0 are available on the CD-ROM supplied with your Brother device. You can install them easily into your Windows[®] system using our installer program. The driver supports our unique compression mode to enhance printing speed in Windows[®] applications, and allows you to set various printer settings, including economy printing mode and custom paper size.

Printing a document

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



From your application, select the Print command.

If any other printer drivers are installed on your computer, select Brother MFC-9420CN (XXX)* Printer as your printer driver from the Print or Print Settings menu in your software application, and then click **OK** to begin printing.

*(Select Brother MFC-9420CN Printer if you are using a parallel cable or if you are connecting your machine via Network. Select Brother MFC-9420CN USB Printer if you are using a USB cable.)

Your computer sends the data to the machine.

The LCD shows Receiving Data.

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

M Note

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

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

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

Manual Duplex Printing

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

Simultaneous printing, scanning and faxing

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

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

Printer operation key

Job Cancel

To cancel the current print job, press **Job Cancel**. If the LCD shows Data Remaining, you can clear the data that is left in the printer memory by pressing **Job Cancel**.

Job Cancel

Secure Print key

Secured data is password protected. Only those people that know the password will be able to print the secured data. The machine will not print secure data until the password is entered. After the document is printed, the data will be cleared from the memory. To use this function, you need to set your password in the printer driver dialog box. (See *Device Options* on page 1-16 or *Accessories tab* on page 1-20.)

1	Press Secure Print.
D The	Note e LCD displays No Data ! if there is no secured data in the memory.
2	Press ▲ or ▼ to select the user name. Press Menu/Set. The LCD displays job selections.
3	Press ▲ or ▼ to select the job. Press Menu/Set. The LCD prompts you to enter your four-digit password.
4	Enter your password using the control panel. Press Menu/Set .
5	Press Menu/Set. The machine will print the data. —OR— If you want to delete the secured data press ▲ or ▼ to select Delete.
	Press Menu/Set. Note If you turn the power switch Off, the secured data saved in memory will be cleared. After you print the secured data it will be cleared from memory.

Printer Emulation Support

By default, the machine uses Brother Printing system for Windows[®] for printer operations. The machine also supports HP LaserJet (PCL 6) and the BR-Script 3 (PostScript[®] 3[™]) printer emulation modes. If you use DOS application software, you can use the HP LaserJet (PCL 6) or BR-Script 3 (PostScript[®] 3[™]) emulation mode for printer operations.

Setting the Emulation Selection

Your machine will receive print commands in a printer job language or emulation. Different operating systems and applications will send the print commands in different languages. Your machine can receive print commands in a variety of emulations. This machine has an Automatic Emulation Selection setting (Auto). When the machine receives information from the PC, it automatically chooses the emulation mode. The Automatic Emulation Selection (Auto) has been set as factory default.

You can change the default emulation mode manually by using the control panel.

Press Menu/Set, 4, 1.

2 Press ▲ or ▼ to select Auto, HP LaserJet or BR-Script 3.

Press Menu/Set.

3 Press Stop/Exit.



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

Printing the Internal Font List

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

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

2 Press Colour Start or Mono Start. The machine will print the list.

3 Press Stop/Exit.

Printing the Print Configuration List

You can print a list of current printer settings.



- 2 Press Colour Start or Mono Start. The machine prints the settings.
- OPRESS Stop/Exit.

Test Print

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



Press Menu/Set, 4, 2, 3.

Press Colour Start or Mono Start.

Press Stop/Exit. 3

R Note

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

Restoring default Printer settings

You can return the machine's printer settings to the default settings. Fonts and macros loaded to the machine's memory will be cleared.



1 Press Menu/Set, 4, 3.

2 Press 1 to restore the default settings.

-OR-

Press 2 to exit without making a change.

3 Press Stop/Exit.

Calibration

The output density for each colour may vary depending on the temperature and humidity of the environment the machine is in. Calibration helps you to improve the colour density.



If an error message is displayed, press **Stop/Exit** and try again. For more information, see *Troubleshooting and routine maintenance* in the User's Guide.

Status Monitor

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

Turning on the status monitor

Click Brother MFC-9420CN (XXX)* Printer located in the Start/All Programs/Brother/MFL-Pro Suite MFC-9420CN/Status Monitor on your computer. The Brother Status Monitor window will appear.

*(Select **Brother MFC-9420CN Printer** if you are using a parallel cable or if you are connecting your machine via Network. Select **Brother MFC-9420CN USB Printer** if you are using a USB cable.)

- 2 Right-click on the Status Monitor window and select Load Status Monitor on Startup in the menu.
- 3 Right-click on the Status Monitor window and select Location, and then select the way to display the status monitor on your computer—in the taskbar, in the tasktray, in the tasktray (on Error) or on the desktop.



Monitoring and viewing the machine's status

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

Green icon means a normal stand-by condition.

Yellow icon means a warning.

Red icon means a printing error has occured.

🐉 start	🗳 7:03 PM
背 start	😂 7:01 PM
🦺 start	😌 6:43 PM

Note

- You can check the device status at anytime by double-clicking the icon in the tasktray or selecting the Status Monitor located in the Start/All Programs/Brother/MFL-Pro Suite MFC-9420CN on your computer.
- For more information about using the Status Monitor software, right click the Status Monitor icon and choose Help.

Printer driver settings

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

- Paper Size
- Multiple Page
- Orientation
- Copies
- Media Type
- Colour/Mono
- Paper Source
- Print Quality
- Colour Mode
- Duplex
- Watermark*¹
- Scaling^{*1}
- Secure Print
- Toner Save Mode
- Quick Print Setup*1
- Status Monitor*1
- Administrator (For Windows 98/98SE/Me Users Only)*1
- Print Setting (For Windows XP/2000/NT Users Only)*1
- Print Date & Time*¹
- Colour Calibration*1
- ^{*1} These settings are not available with the BR-Script 3 driver.

Accessing the printer driver settings

Select Print from the File menu in your application software.

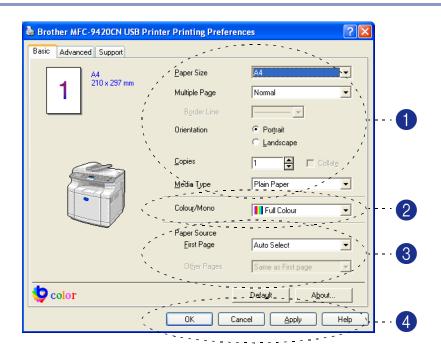
2 Select Brother MFC-9420CN (USB) Printer (If you are using a USB interface, then USB will be in the printer driver name) and click Properties or Preferences. (Document Default for Windows NT[®] 4.0). The Printer dialog box will appear.

🖉 Note

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

Features in the Brother Native Driver

Basic tab



- 1 Select the Paper Size, Multiple Page, Orientation, number of copies and Media Type.
- 2 Select the **Colour/Mono** setting. And the **Media Type** setting.
- 3 Select the Paper Source (First Page and Other Pages).

🖉 Note

To select **Other Pages**, you must select the optional **Tray 2** in the **Accessories** tab. For more information, see *Accessories tab* on page 1-20.

Auto Select allows the printer driver to select a suitable tray for Paper Size automatically.

4 Click the **OK** button to apply your selected settings.

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

Paper Size

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

Multiple Page

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

1	2	A4 210 x 297 mm
3	4	
		•





Ex. 1 in 2×2 pages

Border Line

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

Orientation

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



Copies

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

Collate

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

1	A4 210 x 297 mm	
01.2 1.2		

Collate box checked

1	A4 210 x 297 mm
1 .1	

Collate box not checked

Media Type

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

Plain Paper	Thin Paper	Thick Paper	Thicker Paper	
Transparencies	Recycled Paper			

🖉 Note

When using ordinary plain paper or recycled paper (75 to 90g/m²), select **Plain Paper** or **Recycled Paper**. When using heavier weight paper for both plain and recycled paper, envelopes or rough paper select **Thick Paper** or **Thicker Paper**. For OHP transparencies, select **Transparencies**.

Colour/Mono

You can select **Full Colour**, **Mono**, **Black & Cyan**, **Black & Magenta**, and **Black & Yellow** from the drop down box.

Full Colour

When your document contains colour and you want to print it in colour, select this mode.

Mono

Select this mode if your document has only black and greyscale text and/or objects. **Mono** mode makes the print processing speed faster than colour mode. If your document contains colour, selecting **Mono** mode prints your document in 256 levels of grey.

Black & Cyan

Select this mode when you want to print a colour document in Black and Cyan. All colours apart from Black will print in Cyan.

Black & Magenta

Select this mode when you want to print a colour document in Black and Magenta. All colours apart from Black will print in Magenta.

Black & Yellow

Select this mode when you want to print a colour document in Black and Yellow. All colours apart from Black will print in Yellow.

Paper Source

You can choose **Auto Select**, **Tray 1**, or **Tray 2** (Option). You can specify separate trays for printing the first page and for printing from the second page onwards.

Advanced tab

1 2 3	3 4 5	
Basic #dvanced Support	SB Printer Prin	ting Preferences
	Print Quality	 Ngrmal (600 x 600 dpi) Eine (2400 dpi class) Match Monitor (Recommended) Vivid/Text Auto None Setting Improve Grey Colour Enhance Black Printing
tolor 😓		Default IK Cancel Apply Help

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

- **1 Print Quality**
- 2 Duplex
- 3 Watermark
- 4 Page Setting
- 5 Device Options

🖉 Note _____

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

Print Quality

Print Quality

You can select the following print quality settings:

Normal

600 x 600 dpi. Recommended mode for ordinary printouts. Good print quality with reasonable printing speed.

Fine

2400 dpi class. The finest print mode. Use this mode to print precise images such as photographs. Since the print data is much larger than in normal mode, processing time, data transfer time and printing time will be longer.



The print speed will change depending on what print quality setting you choose. Higher print quality takes longer to print, while lower print quality takes less time to print.

Colour Mode

You can change the Colour Matching mode as follows:

Match Monitor

The colour of all elements in the document are adjusted to match the monitor colour.

Vivid/Text

The colour of all elements are adjusted to become vivid colour. Suitable for Graphics and Text.

Auto

The printer driver automatically selects the Colour Mode type.

Improve Grey Colour

You can improve the image quality of shaded areas by ticking the Improve Grey Colour check box.

Enhance Black Printing

If a black graphic cannot be printed correctly, choose this setting.

Duplex

The printer driver supports manual duplex printing.

Manual Duplex

Check the **Manual Duplex** box. In this mode, the machine prints all the even numbered pages first. Then the printer driver stops and shows the instructions required to re-install the paper. When you click **OK** the odd numbered pages are printed.

Duplex Type

You can select **Duplex Type**. There are six types of duplex directions available for each orientation.

Flip on Top Edge

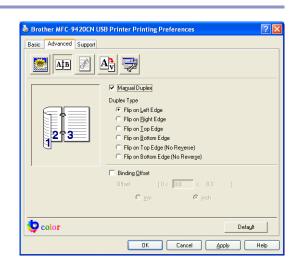
Flip on Left Edge

Flip on Right Edge

Flip	on	Bottom	Edae	(No	Reverse
, nb	011	Dottom	Luge	(110	

Binding Offset

Check the Binding Offset option, you can specify the offset value of the binding side in inches or millimeters (0 - 8 inches) [0 - 203.2 mm].



1

Watermark

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

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

Transparent

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

In Outline Text (Windows[®] 2000/XP/Windows NT[®] 4.0)

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 selecting the **Watermark**, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.

Title

You can select the **CONFIDENTIAL**, **COPY** or **DRAFT** as the standard title or enter a title you like in the field.

Watermark Text

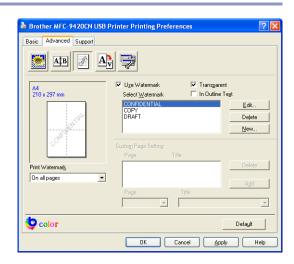
Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, Colour (**Red** / **Green** / **Blue**) and **Style**.

Watermark Bitmap

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

Position

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



A4	Title	CONFIDE	NTIAL	-
210 x 297 mm	Watermark Style			
	⊙ <u>⊺</u> ext		C Bitmap	
AL.	Watermark Text			
	T <u>e</u> xt	CONFIDEN	ITIAL	
CONTRACTOR	Font	Arial		
0.	Size	72	Style Regu	lar 💌
	Red	204		
Position	<u>G</u> reen	204 🖨	Choose	Colog
Automatically centered	Blue	204		
<u>x</u> 0 🗘 y 0 🗳	Watermark Bitma			
Angle 45° ♣	<u>F</u> ile			
	<u>S</u> caling	100 🛓	%	Bro <u>w</u> se

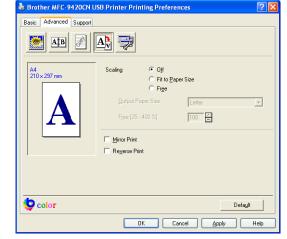
Page Setting

Scaling

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

- Check Off if you want to print the document as it appears on your screen.
- Check Fit to Paper Size if your document has an unusual size, or if you have only the standard size paper.
- Check Free if you want to change the size.

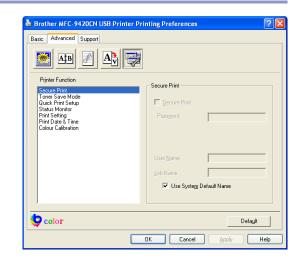
You can also use the **Mirror Print** or **Reverse Print** feature for your page setting.



Device Options

You can set the following **Printer Function** modes in this tab:

- Secure Print
- Toner Save Mode
- Quick Print Setup
- Status Monitor
- Administrator (For Windows[®] 98/98SE/Me Users Only)
- Print Setting (For Windows[®] XP/2000/NT[®] Users Only)
- Print Date & Time
- Colour Calibration



Secure Print

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

To send a secured document:



Select Secure Print from Printer Function and check Secure Print.

Enter your password, user name and job name and click OK.

1

3 You must print the secured documents from the control panel of the machine. (See *Secure Print key* on page 1-3.)

To delete a secured document:

You need to use the control panel of the machine to delete a secured document. (See *Secure Print key* on page 1-3.)

Toner Save Mode

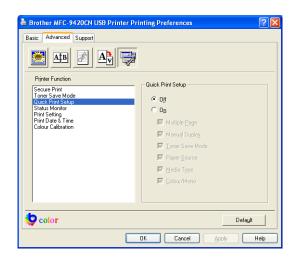
You can conserve toner using this feature. When you set **Toner Save Mode** to **On**, print appears lighter. The default setting is **Off**.

🖉 Note

We do not recommend Toner Save Mode for printing photo or grey scale images.

Quick Print Setup

The **Quick Print Setup** feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray **(1)** icon. This feature can be set to **On** or **Off** from the **Device Options**.

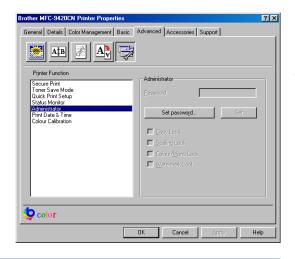


Status Monitor

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

Administrator (For Windows[®] 98/98SE/Me Users Only)

The Administrator selection permits the Copy, Scaling, Colour/Mono and Watermark features to be locked and password protected.



Note

Record your password and keep it in a safe place for future reference. If you forget your password these settings can not be accessed.

Print setting (For Windows[®] XP/2000/NT[®] Users Only)

Improve pattern printing

Select the **Improve pattern printing** option if printed fills and patterns are different from the patterns and fills you see on your computer.

Print Date & Time

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

Basic Advanced Support		
Pijnter Function Secure Print Toner Save Mode Quick Print Setup Status Monitor Print Date & Time Colour Calibration	− Date & Time ✓ Enable <u>Setting</u>	
🖕 color	Defa	_it

Click the **Setting** button to change the **Date/Time Format**, **Position** and **Font**. To include a background with the **Date** and **Time**, select **Opaque**. When **Opaque** is selected, you can set the **Colour** of the **Date** and **Time** background by changing the percentage.

ate & Time Format • Date 19:49:43 • Time Position C <u>C</u>entre Bight Lef ○ Iop <u>B</u>ottom Date & Time Background Font Transparent Font. C Opague OK Cancel Defa<u>u</u>lt

🖉 Note

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

Colour Calibration

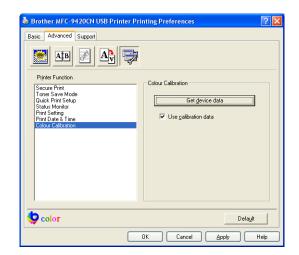
The output density of each colour may vary depending on the temperature and humidity of the environment the machine is in. This setting helps you to improve colour density by letting the printer driver use the colour calibration data stored in your machine.

Get device data

If you click this button, the printer driver will attempt to get the colour calibration data from your machine.

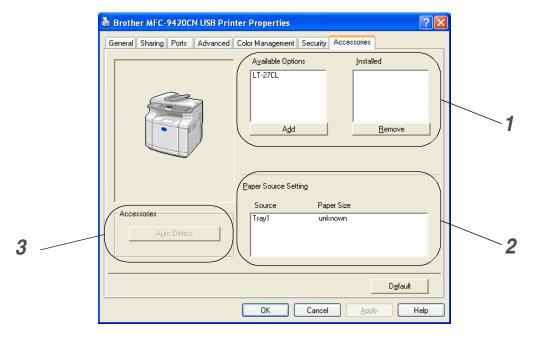
Use calibration data

If the driver successfully gets the calibration data, the driver will automatically check this box. Remove the check mark if you do not want to use the data.



Accessories tab

When you install option units, you can add them and select the settings for them in the **Accessories** tab as follows.



1 Available Options

You can manually add or remove additional driver options and settings for use with the optional accessories you can add to your machine.

2 Paper Source Setting

This feature recognizes the paper size in each paper tray.

3 Auto Detect

The **Auto Detect** function tries to find any installed optional accessories and then shows those accessories in the printer driver. When you click the **Auto Detect** button, options that are installed on the machine will be listed. You can manually add or remove options.

🖉 Note

Auto Detect function may not be available under certain printer conditions.

Support tab

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

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

Brother Solutions Center

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

Web Update

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

Print Settings

You can print a list of current printer settings.

Check Setting

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



Features in the BR-Script 3 (PostScript[®] 3[™] language emulation) printer driver

In addition to the Brother Native driver, Brother also includes a BR-Script 3 (PostScript[®] 3[™] language emulation) printer driver which supports Windows[®] 98/98SE/Me/2000 Professional/XP and Windows NT[®] 4.0.

To install the PS driver

If you have already installed the printer driver following the instruction in the Quick Setup Guide, insert the CD-ROM into the CD-ROM drive on your PC and click **Install MFL-Pro Suite** and follow the on-screen instructions. When the **Select Components** screen appears, check **PS Printer Driver**, and then continue following the on-screen instructions.

If you have not previously installed the driver and software, insert the CD-ROM into the CD-ROM drive on your PC and click **Install MFL-Pro Suite** and follow the on-screen instructions. When the **Setup Type** screen appears, select **Custom** and check the **PS Printer Driver**. Then continue following the on-screen instructions.

🖉 Note

You can download the latest driver by accessing the Brother Solutions Center at http://solutions.brother.com

Ports tab

Select the port your machine is connected to or the path to the network machine you are using.

Brother M	FC-9420CN BR-	Script3 Prope	erties	? 🛛
Color Mar	nagement	Security	Device Setti	ngs
General	Sharing	Ports	Advan	ced
e Bro	other MFC-9420CN B	R-Script3		
checked por) the first free	
Port	Description	Printer		L-
■ LPT1:	Printer Port Printer Port	Brother MF	C-9420CN BR-Sc	
	Printer Port			
	Serial Port			
	Serial Port			
	Serial Port			
	Serial Port			~
Add Po		elete Port	<u>C</u> onfigure Port	
		ок	Cancel) Abbin

Device Settings tab

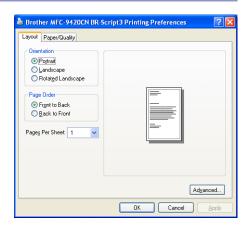
Select the options you installed by selecting Installable Options.

🍓 Brother MFC-	9420CN BR-	Script3 Prope	rties	? 🛛
General	Sharing	Ports	Advar	nced
Color Manage	ment	Security	Device Sett	ings
📄 🗐 Form To	Tray Assignme	nt		~
) Select: <u>Letter</u>			
Τraγ	1: Letter			
Tray	/2: <u>Letter</u>			
🗄 ୍ଥ a 🎖 Font Sul	ostitution Table			
Available	e PostScript Mer	mory: <u>2636 KB</u>		
Output I	Protocol: <u>ASCII</u>			
Send CT	RL-D Before Ea	ch Job: <u>No</u>		
Send CT	RL-D After Ead	h Job: <u>Yes</u>		
	•	ostScript Gray: <u>N</u> o	-	≡
		to PostScript Gray		
		bol to PostScript I	Fonts: <u>Yes</u>	
	eout: <u>0 seconds</u>			
	eout: <u>300 seco</u>		100 - 101	
		ownload as Outlin		
- Maximur		ownload as Bitma	p: <u>500 pixel(\$)</u>	
	ber of Input Tra	ays: 2 🗸		
	ber of input in			
		ОК	Cancel	Apply

Layout tab

If you are using Windows NT[®] 4.0, Windows[®] 2000 or XP, you can access the **Layout** tab by clicking **Printing Preferences...** in the **General** tab of the **Brother MFC-9420CN BR-Script3 Properties** screen.

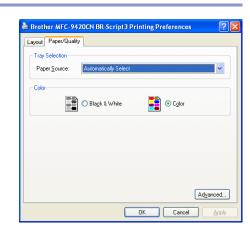
The **Layout** tab enables you to change various layout settings such as **Orientation**, **Page Order** and **Pages Per Sheet**.



Paper/Quality tab

If you are using Windows NT[®] 4.0, Windows[®] 2000 or XP, you can access the **Paper/Quality** tab by clicking **Printing Preferences...** in the **General** tab of the **Brother MFC-9420CN BR-Script3 Properties** screen.

Select the Paper Source and Color.

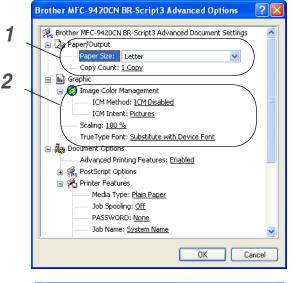


1

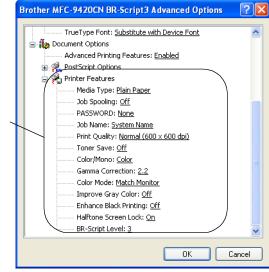
Advanced Options

If you are using Windows NT[®] 4.0, Windows[®] 2000 or XP, you can access the **Brother MFC-9420CN BR-Script3** Advanced Options tab by clicking the Advanced... button in the Layout tab or the Paper/Quality tab.

- **1** Select the **Paper Size** and **Copy Count**.
- 2 Set the Image Color Management, Scaling and TrueType Font settings.



- **3** You can change the following settings by selecting the setting in the **Printer Features** list:
- Media Type
- Job Spooling
- PASSWORD
- Job Name
- Print Quality
- Toner Save
- Color/Mono
- Gamma Correction
- Color Mode
- Improve Gray Color
- Enhance Black Printing
- Halftone Screen Lock
- BR-Script Level



3

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

For Windows[®] XP

Two scanner drivers are installed. A TWAIN compliant scanner driver (see *Scanning a document using the TWAIN driver* on page 2-1) and a Windows Imaging Acquisition (WIA) driver (see *Scanning a document using the WIA driver (For Windows[®] XP only)* on page 2-8). Windows[®] XP users can select either one of the two when you scan documents.

🖉 Note

For ScanSoft[®], PaperPort[®] 9.0SE and OmniPage[®] OCR, see *Using ScanSoft[®] PaperPort[®]* 9.0SE and *OmniPage[®] OCR* on page 2-14.

Scanning a document using the TWAIN driver

TWAIN compliant

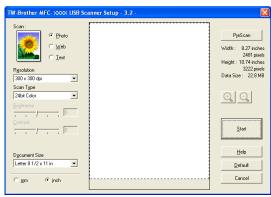
The Brother MFL-Pro Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only you can scan images directly into the PaperPort[®] 9.0SE viewer that Brother included 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

Open the software application (ScanSoft [®] PaperPort [®] 9.0SE) to scan a document.
Ø Note
The instructions for scanning in this guide are relevant for ScanSoft [®] PaperPort [®] 9.0SE. If you are scanning into another software application, the steps may vary.
2 Click File, then Scan. Or select the Scan button. The Scan panel appears in the left side of the screen.
3 Choose the scanner you are using from the Scanner drop-down list box.
Note
If the machine is connected via:
Parallel cable use Brother MFC-9420CN
USB cable use Brother MFC-9420CN USB
LAN cable use Brother MFC-9420CN LAN
If you are using Windows [®] XP, select TW-Brother MFC-9420CN , not WIA-Brother MFC-9420CN .

4 Click Scan.

The Scanner Setup dialog box will appear:



Scanning a document into the PC

You can scan a whole page

-OR-

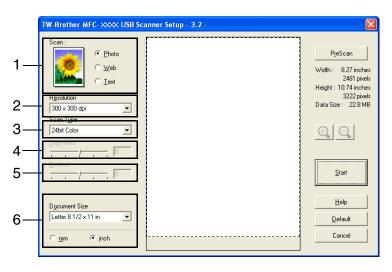
scan a portion of the page after pre-scanning the document.

Scanning a whole page

Place the document face up in the ADF, or face down on the scanner glass.

2 Adjust the following settings, if required, in the Scanner window:

- Scan (Image Type) (1)
- Resolution (2)
- Scan Type (3)
- Brightness (4)
- Contrast (5)
- Document Size (6)



3 Click the **Start** button in the scanner window.

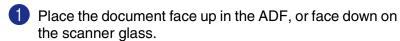
When scanning is completed, click **Cancel** to return to the PaperPort[®] 9.0SE window.

🖉 Note

After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning. (See *Settings in the Scanner window* on page 2-5.)

Pre-Scanning to crop a portion you want to scan

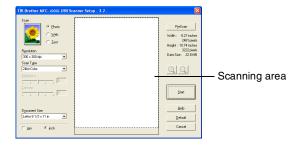
The **PreScan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.



- 2 Select the settings for Scan (Image Type), Resolution, Scan Type, Brightness, Contrast and Document Size, as needed.
- 3 In the Scanner Setup dialog box, click the PreScan button.

The entire document will be scanned into the PC and will appear in the Scanning Area.

4 To select the portion you want to scan, click and hold the left mouse button, then drag the mouse pointer over the area.

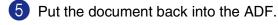




Scanning area

🖉 Note

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



🖉 Note

If you loaded your document onto the scanner glass in step 1, please skip this step.

6 Click Start.

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



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

Settings in the Scanner window

Scan (Image Type)

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

The default settings are:

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

Resolution

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

- 100 x 100 dpi
- 150 x 150 dpi
- 200 x 200 dpi
- 300 x 300 dpi
- 400 x 400 dpi
- 600 x 600 dpi
- 1200 x 1200 dpi
- 2400 x 2400 dpi
- 4800 x 4800 dpi
- 9600 x 9600 dpi

Scan Type

Black & White:	Set the Scan Type to Black & White for text or line art.
Grey Scale:	Set the Scan Type to Grey (Error Diffusion) or True Grey for photographic images.
Colours:	Set either:
	256 Colour , which scans up to 256 colours, or 24 bit Colour which scans up to 16.8 million colours.
	Although using 24 bit Colour creates an image with the most accurate colours, the image file will be approximately three times larger than a file created with 256 Colour .

Brightness

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

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

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

🖉 Note

The **Brightness** setting is only available when **Black & White** or **Grey (Error Diffusion)** or **True Grey** is selected.

Contrast

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

🖉 Note

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

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

Document Size

Set the size to one of the following:

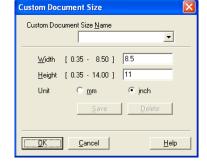
- A4 210 x 297 mm
- JIS B5 182 x 257 mm
- Letter 8 1/2 x 11 in
- Legal 8 1/2 x 14 in
- A5 148 x 210 mm
- Executive 7 1/4 x 10 1/2 in
- Business Card
- Photo 4 x 6 in
- Index Card 5 x 8 in
- Photo L 89 x 127 mm
- Photo 2L 127 x 178 mm
- Postcard 1 100 x 148 mm
- Postcard 2 148 x 200 mm
- Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in or 8.9 x 8.9 mm to 215.9 x 355.6 mm.)

To scan business cards, select the business card size, and then place the business card face down at the center of the scanner glass.

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

Type the Name, Width and Height for the document.

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



Note

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

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

PreScan Width : 8.32 inches 2496 pixels Height : 10.75 inches 3225 pixels Data Size : 24.3 MB

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

WIA compliant

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

Accessing the scanner



Open your software application to scan the document.

🖉 Note

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

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

The Scan panel appears on the left of the screen.

3 Select WIA-Brother MFC-9420CN from the Scanner drop-down list box.

🖉 Note

If the machine is connected via:

Parallel cable use WIA-Brother MFC-9420CN

USB cable use WIA-Brother MFC-9420CN USB

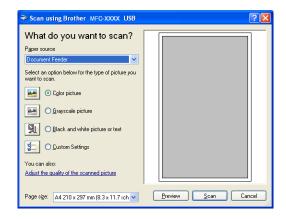
LAN cable use WIA-Brother MFC-9420CN LAN

■ If you choose TW-Brother MFC-9420CN, the machine will scan using the TWAIN driver.



Click Scan.

The Scan dialog box will appear:



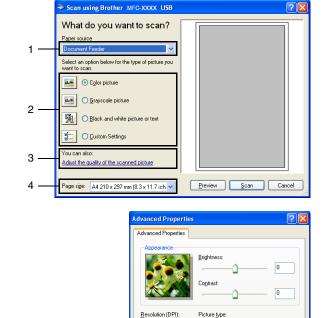
Scanning a document into the PC

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

If you would like to scan and then crop a portion of the page after pre-scanning the document, you will need to use the scanner glass (Flatbed). (See *Pre-Scanning to crop a portion you want to scan using the scanner glass* on page 2-10.)

Scanning a document using the ADF

- 1 Place the document face up in the ADF.
- 2 Select the **Document Feeder** from the **Paper source** drop-down list box (1).
- 3 Select the picture type (2).
- 4 Select the **Page size** from the drop-down list box (4).



100

Color picture



🖉 Note

- You can select a resolution of up to 1200 dpi.
- For resolutions greater than 1200 dpi, use the Brother Scanner Utility. (See Brother Scanner Utility on page 2-11.)

~

R<u>e</u>set

Cancel

ΠK

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

Scanning

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

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

- 1 Place the document face down on the scanner glass.
- 2 Select Flatbed in the Paper source pull-down box (1).
- 3 Select the picture type (2).
- In the Scan dialog box, click the **Preview** button. The entire document will be scanned into the PC and will appear in the scanning area.
- 5 To select the portion you want to scan, click and hold the left mouse button, then drag the mouse pointer over the area.
- Scanning area
- 6 If you require advanced settings, click **Adjust the quality of the scanned picture** (3). You can select **Brightness, Contrast, Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.
- To start scanning your document, click the **Scan** button in the Scan dialog box. This time only the selected area of the document will appear in the PaperPort[®] 9.0SE window (or your software application window).

Advanced Properties

Brother Scanner Utility

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

To run the utility:

Select the Scanner Utility located in the Start/All Programs/Brother/MFL-Pro Suite MFC-9420CN/Scanner Settings/Scanner Utility menu.



Note

If you scan the document at a resolution of greater than 1200 dpi, the file size may be very large. Please make sure that you have sufficient memory and hard disk space for the size of the file you are trying to scan. If the memory and hard disk is not sufficient then your computer may freeze and you could lose your file.

🕏 Scanner Utility			
WIA Device	Brother MFC-XXXX USB		
Max Resolution(dpi)			
C 600x600 (1200x1200		
C 2400x2400	C 4800x4800 C 9600x9600		
Maximum Scanning Size			
A4/Letter C Legal			
	OK Cancel		

Using the Scan key (For USB or Parallel cable users)

🖉 Note

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

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



Scan

🖉 Note

Before you can use the **Scan** key on the control panel, you must have connected the machine to your Windows[®] based computer and loaded the appropriate Brother Drivers for your version of Windows[®]. For details about how to configure the ControlCenter2 buttons to launch the application of your choice using the **Scan** key, see *ControlCenter2* on page 3-1.

Scan to E-mail

You can either scan a black and white document or colour document into your E-mail application as a file attachment. You can change the scan configuration. (See *E-mail* on page 3-6.)

Place the document face up in the ADF, or face down on the scanner glass.

2 Press Scan.

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

Press Menu/Set.

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

Scan to Image

You can scan a picture into your graphics application for viewing and editing. You can change the scan configuration. (See *Image (example: Microsoft Paint)* on page 3-4.)



The machine will start the scanning process.

Scan to OCR

If your document is text, you can have it converted by ScanSoft[®] OmniPage[®] OCR to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the scan configuration. (See *OCR (Word Processing program)* on page 3-6.)

Place the document face up in the ADF, or face down on the scanner glass.

2 Press Scan.

3 Press ▲ or ▼ to select Scan to OCR.

Press Menu/Set.

The machine will start the scanning process.

Scan to File

You can scan a black and white or a colour document into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of ControlCenter2. (See *File* on page 3-8.)



Place the document face up in the ADF, or face down on the scanner glass.

2 Press Scan.

3 Press ▲ or ▼ to select Scan to File.

Press Menu/Set.

The machine will start the scanning process.

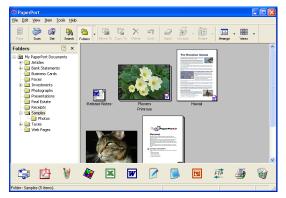
Using ScanSoft[®] PaperPort[®] 9.0SE and OmniPage[®] OCR

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

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

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

This chapter is only an introduction to the basic operations of ScanSoft[®] PaperPort[®] 9.0SE.



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

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

Viewing items

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

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

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

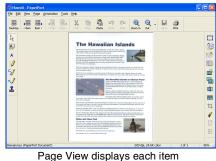
Non-PaperPort[®] 9.0SE items include an icon that indicates the application that was used to create the item; a non-PaperPort[®] 9.0SE item is represented by a small rectangular thumbnail and not an actual image.

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

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



Desktop View displays items as thumbnails



Page View displays each iter as a full page

Organizing your items in folders

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

- Folders are arranged in a "tree" structure in the Folder View. You use this section to select folders and view their items in Desktop View.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be "nested"—that is, stored in other folders.
- When you double-click a folder, its items (both PaperPort[®] 9.0SE MAX files and non PaperPort[®] 9.0SE files) appear on the Desktop.
- You can also use Windows[®] Explorer to manage the folders and items shown in Desktop View.

Quick links to other applications

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

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

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

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



If PaperPort[®] 9.0SE does not automatically recognize one of the applications on your computer, you can manually create a link using the **New Program Link...** command.

(See PaperPort[®] 9.0SE in the Documentation section on the CD-ROM for more information about creating new links.)

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

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

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

-OR-

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

Dragging an item onto a word-processing link icon starts PaperPort[®] 9.0SE's built-in OCR application, or you can use your own OCR application.

😂 📴 👹 🏘 🗵 👿 🦻 🕒 🤠 🍯 🌒

Importing items from other applications

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

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

Exporting items in other formats

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

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

Exporting an image file

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

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

For Windows[®] 98/98SE/Me and Windows NT[®] 4.0:

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

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

For Windows[®] 2000 Professional:

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

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

For Windows[®] XP:

Select Start, Control Panel, Add or Remove Programs.

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

3

ControlCenter2

Using ControlCenter2

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



- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 2 Custom Scan buttons allow you to configure a button to meet your own application requirements.
- 3 Access the Copy features available via your computer.
- 4 Access the "PC-FAX" applications available for your device.
- 5 Access the settings available to configure your device.
- You can select which machine ControlCenter2 will connect with from the Model pull-down list.

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

🖉 Note

To be able to choose another connected model from the model pull-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 task tray. You can open the ControlCenter2 window by double-clicking on the 🛃 icon.

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

Right-click on the ControlCenter2 icon 282 20 20 100 in the Task Tray, and select Preference.

2	The ControlCenter2 preference window appears, then
_	uncheck the Start ControlCenter on computer startup
	check box.

ControlGenter2 Preference	×	
✓ Start ControlCenter on computer startup		
☐ Open the main window on ControlCenter startup		
I Show splash screen on ControlCenter startup		
OK Cancel		

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

SCAN

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

- Image (Default: Microsoft Paint) enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editing application you have installed on your computer.
- OCR (Default: MS NotePad) enables you to scan a page or document, automatically run the OCR application and insert the text and any graphic images into a word processing application. You have the option of selecting the target word processing application, such as WordPad, MS Word, Word Perfect or whichever word processing application is installed on your computer.
- E-mail (Default: your default E-mail software) enables you to scan a page or document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.
- File enables you to scan directly to a file and save it to disk. 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 for each scan feature. Select the **Device Button** in the configuration menu for each of the **SCAN** buttons.

CUSTOM SCAN

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

COPY

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

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

PC-FAX

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

- Send enables you to scan a page or document and automatically send the image as a fax from the PC using the Brother PC-FAX software. (See PC-FAX sending on page 6-1.)
- Receive By clicking this button, the PC-FAX receiving software is activated and starts receiving fax data from your Brother machine. After running the PC-FAX receive software, this button changes to View Received to open the viewer application and see the received faxes. Before you use the PC-FAX Receive function, you must select the option of PC-FAX Receive from the control panel menu of the Brother machine. (See Turn on the machine's PC-FAX Receive function on page 6-12.)
- Address Book enables you to open Brother PC-FAX address book. (See Brother Address Book on page 6-5.)
- Setup enables you to configure the PC-FAX sending settings. (See *Sending setup* on page 6-2.)

M Note

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

DEVICE SETTINGS

You can configure the machine settings.

- **Remote Setup** enables you to open the Remote Setup Program. (See *Remote Setup* on page 5-1.)
- Quick-Dial enables you to open the Set Quick-Dial window of the Remote Setup. (See Remote Setup on page 5-1.)
- **Status Monitor** enables you to open the Status Monitor utility. (See *Status Monitor* on page 1-7.)

🖉 Note

When the machine is connected to a network, you cannot use the **Remote Setup** and **Quick-Dial** functions.

SCAN

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

These four selections can be accessed from ControlCenter2 or from the Scan key on the control panel of the machine. The target application, file type and scan settings are configured independently by choosing the **Software Button** or the **Device Button** tabs of ControlCenter2 configuration window.

Image (example: Microsoft Paint)

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

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box. For more information on pre-scanning, see *Pre-Scanning to crop a portion you want to scan* on page 2-4.

Change the other settings, if needed.



Target Application Microsoft Paint	Add Delete
File Type	
Windows Bitmap (".bmp)	~
Resolution	Brightness
300 x 300 dpi	✓
Scan Type	50
24bit Color	Contrast
Document Size	
Letter 8 1/2 x 11 in	
Show Scanner Interface	

To change the destination application, select the appropriate application from the **Target Application** pull down list. You can add an application to the list by clicking the **Add** button. Enter the **Application Name** (up to 30 characters) and the **Application Location**. You can also find the application location by clicking subtron. Choose the **File Type** from the pull-down list.

You can delete applications that you have added by selecting the **Application Name** and click the **Delete** button.

To change the file type or Scan settings make your selections from the appropriate pull down list.



The **Add** and **Delete** buttons are also available for **Scan to E-mail** and **Scan to OCR**. The window may vary depending upon the function.

Add Scan to Image Application 🛛 🛛 🔀	
If you want to change your application for "Scan to Image", please specify Application Name, Application Location and File Type. And then, click"Add" button to add your application.	
Application Name	
Application Location	
File Type	
Windows Bitmap (*.bmp)	
Add Cancel	

Delete Scan to Image Application	×	
If you want to delete registered application from "Scan to Image", please select your application from "Application Name" And then, click "Delete" button to delete your application.		
Application Name		
My original picture		
Application Location		
File Type		
JPEG (*.jpg)		
Delete Cancel		

OCR (Word Processing program)

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

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

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

You can also configure the other settings for this selection.

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.

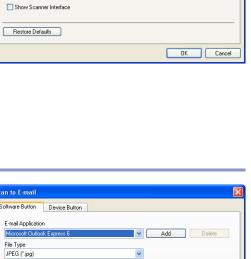
E-mail

Scan to E-mail scans a document to your default E-mail application, so you can send the scanned job as an attachment. To change the default E-mail application or attachment file type, right-click on the button and select Software Button or Device Button.

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

🖉 Note

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 this list.



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Brightness

can to OCF

NotePa

File Type Bich Text Format (".rtf)

English

Resolution

Scan Type

300 x 300 dp

Black&White

Document Size

Letter 8 1/2 x 11 in

OCR Software

OmniPage OCR OCR Language

Target Application

oftware Button Device Button

¥

oftware Button Device Button	
E-mail Application	
Microsoft Outlook Express 6	Add Delete
File Type	
JPEG (".jpg)	¥
Besolution	D.1.1.
200 x 200 dpi	Brightness
Scan Type	50
24bit Color	• • • • • • • • • • • • • • • • • • •
Document Size	Contrast
Letter 81/2 x 11 in	
	50
Show Scanner Interface	
Restore Defaults	

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.

50

50

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File attachments

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

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

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

File

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

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

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

File Type JPEG (*.jpg)		Show Folder
Destination Fold	er nd Settings\Administrator\My Doc	Ime 🦳 Show Save As window
Resolution		Brightness
300 x 300 dpi	~	
Scan Type		50
24bit Color	•	
Document Size		Contrast
Letter 8 1/2 x 1	1 in 💊	50
		50
📃 Show Scanr	er Interface	

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

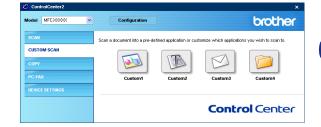
🖉 Note

For the supported file types, see *File attachments* on page 3-7.

CUSTOM SCAN

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

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



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

Scan to OCR: Scanned documents will be converted to editable text files. You can select the destination application for the editable text.

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

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

Customizing a user-defined button

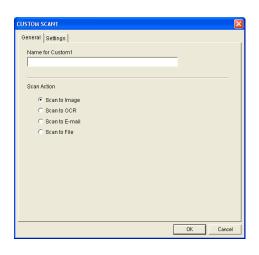
To configure a button, right-click on the button, and the configuration window will appear. Please read the following guidelines to configure the button.

Scan to Image:

In the General tab

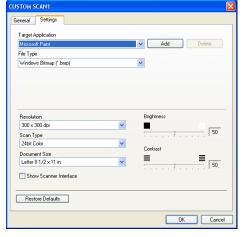
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

Select the type of scan from the Scan Action field.



In the Settings tab

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



Scan to OCR:

In the General tab

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

Select the type of scan from the Scan Action field.



In the Settings tab

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

Scan to E-mail:

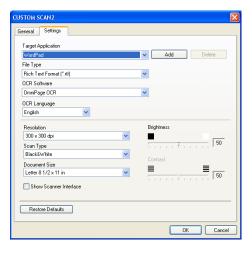
In the General tab

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

Select the type of scan from the Scan Action field.

In the Settings tab

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



CUSTOM SCAN3	
General Settings	
Name for Custom3	
J	
Scan Action	
C Scan to Image	
C Scanto OCR	
Scan to E-mail	
C Scan to File	
	OK Cancel

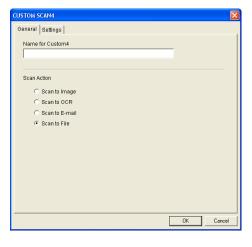
CUSTOM SCAN3			
General Settings			
E-mail Application			
Microsoft Outlook Express 6 🗸 🗸 Add Delete			
File Type			
JPEG (".jpg)	✓		
Resolution	Brightness		
200 x 200 dpi	Digritiess		
Scan Type	50		
24bit Color			
Document Size	Contrast		
Letter 8 1/2 x 11 in	<u></u>		
Show Scanner Interface			
	OK Cancel		

Scan to File:

In the General tab

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

Select the type of scan from the Scan Action field.



In the Settings tab

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

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

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

STOM SCAN4	
eneral Settings	
Fle Type UPEG (* lipg) Destination Folder C:VDocuments and Settings'Administrator/My Docum	Show Folder
Resolution 300 x 300 dpi	Brightness
Scan Type	
24bit Color 💙	
Z4bit Lolor Document Size Letter 8 1/2 × 11 in Show Scanner Interface	Contrast
Document Size Letter 8 1/2 x 11 in	

COPY

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

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

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

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

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

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

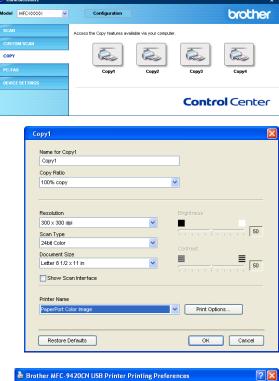
Note

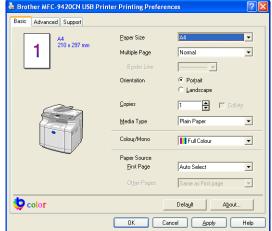
The **Print options** screen will vary depending upon which model printer you have selected.

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

🖉 Note

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





PC-FAX

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



Send

The **Send** button allows you to scan a document and automatically send the image as a fax from the PC using the Brother PC-FAX software. (See *PC-FAX sending* on page 6-1.)

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

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

PC-FAX Driver Brother PC-FAX		Setup
Resolution		Brightness
200 × 200 dpi	~	•
Scan Type		50
Gray (Error Diffusion)	~	
Document Size		Contrast
Letter 8 1/2 × 11 in	*	[50
Show Scan Interface		· · · · · · · · · · · · · · · · · · ·

Receive / View Received

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

By clicking the **Receive** button, the PC-FAX receiving software is activated and starts receiving fax data from your Brother machine. Before you use the PC-FAX Receive function, you must select the option of PC-FAX Receive from the control panel menu of the Brother machine. (See *Turn on the machine's PC-FAX Receive function* on page 6-12.)

To Configure the PC-FAX Receive software, see *Setting up your PC* on page 6-13.



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

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





🖉 Note

You can also activate the PC-FAX Receive software from the start menu. (See *Enabling PC-FAX Receiving* on page 6-13.)

Address Book

The **Address Book** button allows you to configure add/amend or delete contacts from your address book. By clicking the button, the address book window will open for your editing. (See *Brother Address Book* on page 6-5.)



Setup

By clicking the **Setup** button, you can configure the user settings used by the PC-FAX application. (See *Setting up user information* on page 6-1.)

DEVICE SETTINGS

In this section you can configure the machine settings by clicking the button.



When the machine is connected to a network, you cannot use **Remote Setup** and **Quick-Dial** functions.

Remote Setup

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



ieral Si Mode Timer 2Mins -Paper Type Setup Send Set Quick-Dial • Tray#1 B5 -Volume Setup Intern Setup Mail R Setup Mail T Setup Relay Ŧ Beeper Med • • Auto Dayli Ecoloc Toner Save Off -Sleep Time 30 Import Export

Quick-Dial

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

MFC-9420CN	3810	uick-Dial	-								
- General Setup		FAX/TEL/MAIL	Type	DESTINATION	G1	G2	G3	G4	G5	G6	37 G
🖃 Fax	*01		Fax/Tel								
Setup Receive	*02		Fax/Tel					<u>_</u>	<u>_</u>		
Setup Send	*03		Fax/Tel								
Set Quick-Dial	*04		Fax/Tel								_
Report Setting	×05		Fax/Tel								
- Remote Fax Opt	*06		Fax/Tel								
Сору	*07		Fax/Tel								
🖻 LAN	×08		Fax/Tel								
- Setup TCP/IP	*09		Fax/Tel								
 Setup Internet 	*10		Fax/Tel								
Setup Mail RX	×11		Fax/Tel								
- Setup Mail TX	*12		Fax/Tel								
 Setup Relay 	*13		Fax/Tel								
- Setup Misc.	*14		Fax/Tel								
Scan to E-mail	×15		Fax/Tel								
- Initial Setup	*16		Fax/Tel								
	#001		Fax/Tel								
	#002		Fax/Tel						Г		
	#003		Fax/Tel								
	#004		Fax/Tel								
	#005		Fax/Tel								
	#006		Fax/Tel		Ē						- ir
	#007	1	Fax/Tel		Ē		Ē.	Ē.		Γí	- ir
	#008		Fax/Tel		Ē	i T	Ē.	Ē.	Ē.	Ξí	- 1°
	#009		Fax/Tel		'n	in the	ίΠ.	ίΠ.	Γ.	ΓÍ	- ir
	#010		Fax/Tel		Ē	Ē	in i	in i	i i	Γi	- ir
	#011		Eax/Tel		Ē	i T	Ξ.	Ξ.	Έ.	Ξi	- 1°
	#012		Eax/Tel		'n	in t	'n.	'n.	È.	Ξí	- ir
	#013		Fax/Tel		i-	in the	in t	in t	in l	Εi	- ir
	#014		Eax/Tel		i-	i i i i	÷.	÷.	÷.	i i	- 16
	#015		Eas/Tel		H	H	÷.	÷.	-	- 1	- 12
	#016	-	Fax/Tel		i-	in the	1	1	1	12 1	- 6

Status Monitor

The **Status Monitor** button allows you to monitor the status of one or more devices, allowing you to get immediate notification of errors such as paper empty or paper jam. (See *Status Monitor* on page 1-7.)

4

Network Scanning

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

Before using Network Scanning

Network License

MFC-9420CN includes a PC license for up to 5 Users.

This license supports the installation of the MFL-Pro Software Suite including ScanSoft[®] PaperPort[®] 9.0SE on up to 5 PC's for use on a network.

If you want to use more than 5 PCs with ScanSoft[®] PaperPort[®] 9.0SE, please purchase the NL-5 PC license agreement pack for up to 5 additional Users. To purchase a NL-5 license agreement pack, please contact your Brother Sales Office.

	Note
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- A maximum of 25 clients can be connected to one machine on a Network. For example, if 30 clients try to connect, 5 clients will not be shown on the LCD.
- To use Network Scanning with Windows[®] XP that is protected by the firewall, the Network Scanning program must be excluded from the firewall setting. Visit the Solutions Center (http://solutions.brother.com) for more information.
- Network Scanning is not supported in Windows NT[®].

Configuring Network Scanning

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



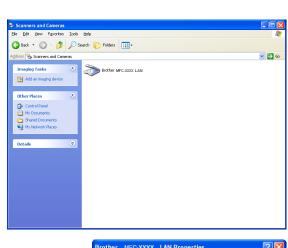
For Windows[®] XP

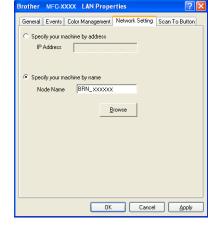
From the Start menu, select Control Panel, Printers and Other Hardware, Scanners and Cameras (or Control Panel, Scanners and Cameras).

For Windows[®] 98/98SE/Me/2000

From the Start menu, select Control Panel, Scanners and Cameras.

- 2 Right-click the Scanner Device icon and select Properties to view the Network Scanner Properties dialog box.
- 3 Click the **Network Setting** tab in the dialog box and select a method to specify the machine as a Network scanner for your PC.





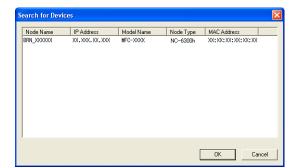
Specify your machine by address

Enter the IP address of the machine in the IP Address field. Click **Apply** and then **OK**.

---OR---

Specify your machine by Name

Enter the machine node name in the Node Name field (or click **Browse**, select the appropriate device you want to use, and click **OK**). Click **Apply** and then **OK**.



- 4 Click the Scan To Button tab in the dialog box and enter your PC name in the Display Name field. The machine's LCD displays the name you enter. The default setting is your PC name. You can enter any name that you like.
- 5 You can avoid receiving unwanted documents by setting a 4-digit Pin number. Enter your Pin number in the **Pin number** and **Retype Pin number** field. To send data to a PC protected by a Pin number, the LCD prompts to enter the Pin number before the document can be scanned and sent to the machine. (See *Using the Scan key* on page 4-4 to 4-7.)

Brother MFC-XXXX LAN Properties
General Events Color Management Network Setting Scan To Button
Register your PC with the "Scan To" functions at the machine.
Display Name (Max15 characters) This name will appear when the "Scan to" menu is selected at the machine.
− "Scan To" Button Pin number for this PC. ✓ Enable Pin number protection
Pin number (10'-19', 4 digits)
Retype Pin number
OK Cancel Apply

Using the Scan key

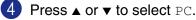
Scan to E-mail (PC)

When you select Scan to E-mail (PC) your document will be scanned and sent directly to the PC you designated on your network. ControlCenter2 will activate the default E-mail application on the designated PC for addressing to the recipient. You can scan a black and white (or colour document) and it will be sent with the E-mail from the PC as an attachment. You can change the scan configuration. (See *E-mail* on page 3-6.)

1 Place the document face up in the ADF, or face down on the scanner glass.

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

Press Menu/Set.



Press Menu/Set.

5 Press \blacktriangle or \checkmark to select the destination PC you want to use for E-mailing your document.

Press Menu/Set.

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

Press Menu/Set.

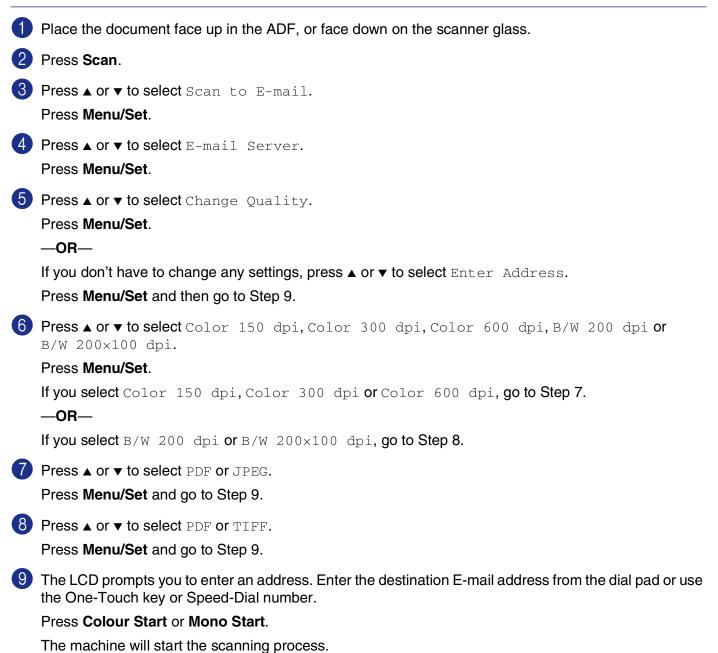
The machine will start the scanning process.

Scan to E-mail (E-mail server)

When you select Scan to E-mail (E-mail server) you can scan a black and white or colour document and send it directly to an E-mail address from the machine. You can choose PDF or TIFF for Black and White and PDF or JPEG for colour.

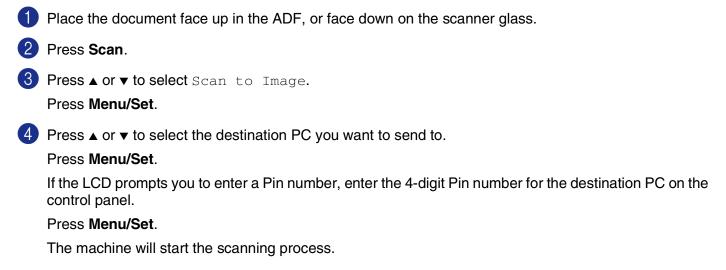
Note

Scan to E-mail (E-mail server) requires SMTP/POP3 mail server support. (See *Network User's Guide* on the CD-ROM.)



Scan to Image

When you select Scan to Image your document will be scanned and sent directly to the PC you designated on your network. ControlCenter2 will activate the default graphics application on the designated PC. You can change the scan configuration. (See Image (example: Microsoft Paint) on page 3-4.)



Scan to OCR

When you select Scan to OCR your document will be scanned and sent directly to the PC you designated on your network. ControlCenter2 will activate ScanSoft® OmniPage® OCR and convert your document into text for viewing and editing from a word processing application on the designated PC. You can change the scan configuration. (See OCR (Word Processing program) on page 3-6.)



Place the document face up in the ADF, or face down on the scanner glass.

2 Press Scan.

3 Press ▲ or ▼ to select Scan to OCR.

Press Menu/Set.

Press ▲ or ▼ to select the destination PC you want to send to.

Press Menu/Set.

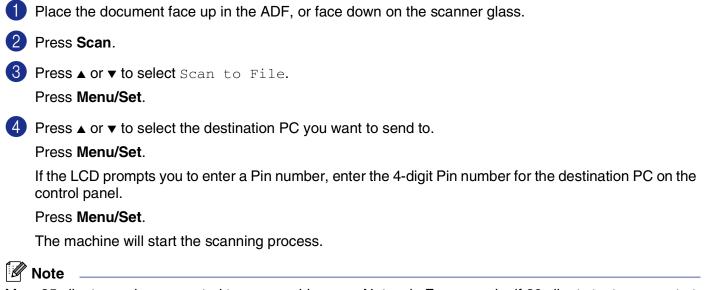
If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination PC on the control panel.

Press Menu/Set.

The machine will start the scanning process.

Scan to File

When you select Scan to File you can scan a black and white (or colour document) and send it directly to a PC you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter2 on the designated PC. You can change the scan configuration. (See *File* on page 3-8.)



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

5

Remote Setup

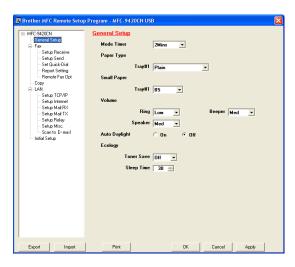
Remote Setup

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



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

From the Start menu, select All Programs, Brother, MFL-Pro Suite MFC-9420CN, Remote Setup and then MFC-9420CN or MFC-9420CN USB.



OK

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

Cancel

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

Apply

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

Print

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

Export

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

Import

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

🖉 Note

- You can use the **Export** and **Import** buttons to save and use several sets of settings for your machine.
- To save all your settings, highlight **MFC-9420CN** at the top of the settings list then click **Export**.
- To save a single setting or a group of settings, highlight each setting or function heading (for example, to select all fax settings highlight Fax) from the setting list then click Export.

5

6

Brother PC-FAX software

PC-FAX sending

The Brother PC-FAX feature allows you to use your PC to send any application or document file as a standard fax. You can create a file in any application on your PC, and then send it as a PC-FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups in your PC-FAX Address Book or simply enter the destination address or fax number into the User interface. You can use the Address Book Search feature to quickly find members to send your fax to.

🖉 Note

- The maximum amount of faxes that can be sent as "broadcast" using PC-FAX is 50 fax numbers.
- If you are using Windows[®] XP, Windows[®] 2000 Professional or Windows NT[®], you must log on with administrator rights.
- PC-FAX is available in Black & White only.
- For the latest information and updates on the Brother PC-FAX feature, visit us at http://solutions.brother.com

Setting up user information

From the Start menu, select All Programs, Brother, MFL-Pro Suite MFC-9420CN, PC-FAX Sending, and then select PC-FAX Setup.

The Brother PC-FAX Setup dialog box will appear:

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

🖉 Note

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

(See Sending a file as a PC-FAX using the Facsimile style user interface on page 6-10.)

🖗 Brother PC-F	AX Setu	ıp			×
User Information	Sending	Address Book	Speed Dia	al (Facsimile style	only)
Name:					
Company:					
Department:					
Phone Number					
Fax Number:					
E-mail:					
Address 1:					
Address 2:					
				OK	Cancel

6

Sending setup

From the **Brother PC-FAX Setup** dialog box, click the **Sending** tab.

Outside line access

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

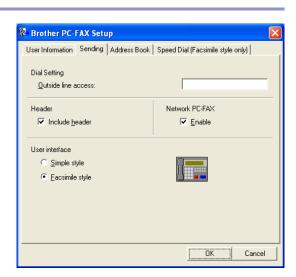
Include header

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

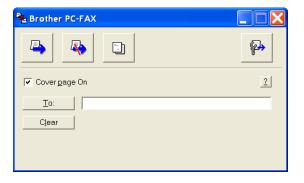
User interface

The user has the choice of two user interfaces. To change the user interface select the interface setting you want.

You can choose the Simple Style or the Facsimile Style.



Simple style



Facsimile style



Address Book

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

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

-OR-

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

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

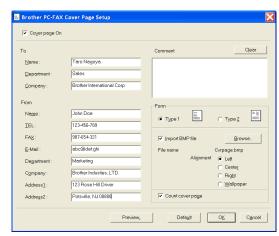
🔁 Brother PC-	FAX Setu	ıp			
User Information	Sending	Address Book	Speed Dial	Facsimile sty	le only)
Select Address Brother PC-F.		s Book		•	
Addressbook file		r\brmflp03\addre	iss.ba2	_	Browse
				_	
				OK	Cancel

Address Book	? 🛛
Type name or select from list: Find	1
Shared Contacts	Message Recipients:
Name V E-Mail A	Business ->
🔚 Johe Smith	
	Home ->
New Contact Properties	
ОК	Cancel

Setting up a Cover Page

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

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



Entering Cover Page Information

То

From

Comment

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

Form

Select the cover page format you want to use.

Import BMP file

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

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

Count cover page

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

🖉 Note

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

Speed-Dial setup

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

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

To register an address in a Speed-Dial button:

- 1 Click the **Speed-Dial** button you want to program.
- Click the Member or Group you want to store on the Speed-Dial button.
- 3 Click Add >> to save it.

To clear a Speed-Dial button:

Click the Speed-Dial button you want to clear.



Brother Address Book

From the Start menu, select All Programs, Brother, MFL-Pro Suite MFC-9420CN, PC-FAX Sending, and then click PC-FAX Address Book.

The Brother Address Book dialog box will appear:

Sales Joe Smith John Roller	»	I I I I I I I I I I I I I I I I I I I	Joe Smith John Roller Sales	908-555-12 908-704-23
	 		OK	Cancel
	 		OK	Cancel
			<u>OK</u>	Cancel

User Information Sending Address Book Speed Dial (Facsimile style only)

Eav / E-mail

Speed Dial

No Name

🖗 Brother PC-FAX Setup

Address <u>B</u>ook

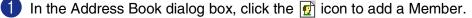
Name

🗿 Brother Addr		
<u>File E</u> dit <u>H</u> elp		
🖸 🙍	1	
Name	Fax	E-Mail
😰 Sales		
ਉ Joe Smith	908-555-1234	
😰 John Roller	908-704-2312	

Eau / Eu

Setting up a Member in the Address Book

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



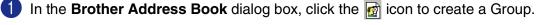
The **Brother Address Book Member Setup** dialog box will appear:

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

Brother Address B	ook Member Setup		
Name: 👥	Joe Smith	itle:	Mr.
Company:	Brother International Corp		
Department:	Sales	Job Title:	Sales Rep
Street Address:	100 Somerset Steet		
<u>C</u> ity:		State/Province:	NJ
Zip Code/Post Code:	08807	Country/ <u>R</u> egion:	USA
Business Phone:		Home Phone:	
Mobile <u>P</u> hone:			
● Eax:	908-555-1234	_	
⊂ <u>E</u> -Mail:	joe.smith@xxxx.com	1	
○ <u>M</u> FC E-Mail Ad	dress:		
		OK	Cancel

Setting up a Group for Broadcasting

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



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

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

Members you add to the Group will be added to the **Group Members** box.

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

Brother Address Book Grou	p Setup
Group <u>N</u> ame 🚮	Sales
Available Names	<u>G</u> roup Members John Roller Joe Smith
<u>A</u> dd >>	<< <u>R</u> emove
	OK Cancel

🖉 Note

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

Brother PC-FAX software

Editing Member information

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

Deleting a Member or Group

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

Exporting the Address Book

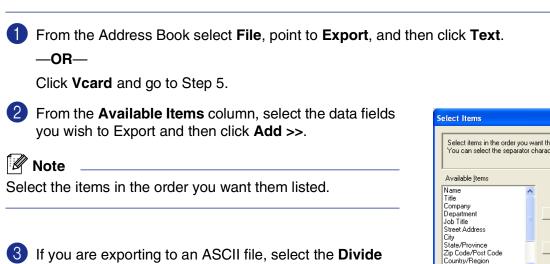
You can export the whole Address Book to an ASCII text file (*.csv). Or if you wish, you can select and create a Vcard that will be attached to that Member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

To export the whole current Address book:

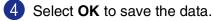
🖉 I	Note
-----	------

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

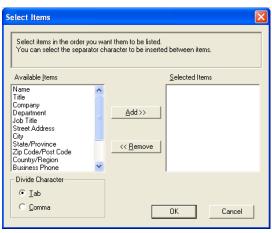
If you select Vcard in Step 1, Save as type: will be Vcard (*.vcf).

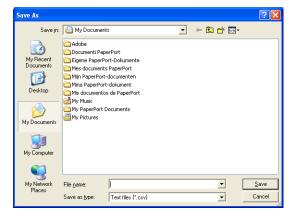


If you are exporting to an ASCII file, select the Divide Character - Tab or Comma. This selects between a Tab or Comma to separate the data fields.



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





Importing to the Address Book

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

To import an ASCII text file:

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

-OR-

Click Vcard and go to Step 5.

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

🖉 Note

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

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

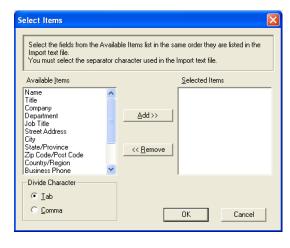


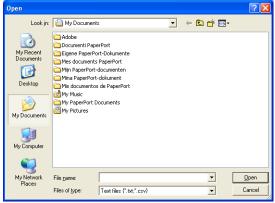
4 To import the data, click **OK**.

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

🖉 Note

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





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

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

2 From the **File** menu, select **Print**. The **Print** dialog box will appear:



3 Select Brother PC-FAX as your printer, and then click Print. The Facsimile style user interface will appear, if it does not, check the user interface selection setting as detailed on page 6-2. (See Sending setup on page 6-2.)

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

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

🖉 Note

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

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



6 Click Start to send the fax.

Ø Note

If you want to cancel the fax, click Stop.

Redial

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

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

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

2 From the **File** menu, select **Print**. The **Print** dialog box will appear:

neral	
Select Printer	
Add Printer State Add Printer Add Printer Add Printer AFC Add Printer AFC Add Printer Add	erPort Color
Brother PC-FAX	areon
Status: Ready	Print to file Preferences
Location:	
Comment:	Fin <u>d</u> Printer
Page Range	
⊙ AļI	Number of <u>c</u> opies: 1
Selection Current Page	
	Collate
O Pages: 1-65535	

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

The Simple style user interface will appear; if it does not check the user interface selection setting as detailed on page 6-2. (See *Sending setup* on page 6-2.)

Srother PC-FAX	
A .	Ş.
🔽 Cover page On	2
<u>I</u> o:	
Clear	

- In the To: field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the To: button. If you made a mistake entering a number, click the Clear button to delete all the entries.
- 5 To send a Cover Page, click the **Cover Page On** check box.
- 🖉 Note

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

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

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

PC-FAX receiving (including when the PC is turned off)

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

When this feature is turned on, your machine will receive faxes into memory. Once it has received the fax, it will automatically send it to your PC.

Even if you have turned off your PC (at night or at the weekend, for example), your machine will receive and store your faxes in its memory. The LCD will show the number of stored faxes received, for example PC Fax Msg:001.

When you start your PC and the PC-FAX Receiving Software runs, your machine transfers your faxes to your PC automatically.

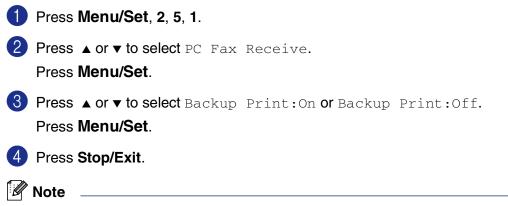
To enable the PC-FAX Receiving Software, do the following.

- Turn on the PC-FAX Receive function in the machine's menu.
- Run the Brother PC-FAX Receiving software on your PC. (We recommend to select the Add to Startup folder check box, so that the software automatically runs and can transfer any faxes on PC startup.)



- PC-FAX receiving is only available when using the USB or Parallel connection, not the Network (LAN) connection.
- If you are using Windows[®] XP, Windows[®] 2000 Professional or Windows NT[®], you must log on with administrator rights.
- PC-FAX is available in Black & White only.

Turn on the machine's PC-FAX Receive function



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 to your PC.

Enabling PC-FAX Receiving

From the Start menu, select All Programs, Brother, MFL-Pro Suite MFC-9420CN, PC-FAX Receiving, and then select MFC-9420CN or MFC-9420CN USB.

Setting up your PC

- 1 Right-click the PC-FAX 🕼 🕸 🖽 icon on your PC Task Bar, and then click PC-Fax RX Setup.
- 2 The PC-Fax RX Setup dialog box will appear:
- 3 In **Save file to**, use the Browse button if you want to change the path where PC-FAX files will be saved.
- In File Format, select .tif or .max for the format the received document will be saved in. The default format is .tif.
- 5 If you want to, you can check the **Play wave file when** receiving FAX check box, and then enter the path of the wave file.
- 6 To load PC FAX receiving automatically when you start up Windows[®], select the Add to Startup folder check box.

Viewing new PC-FAX messages

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

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

🖉 Note

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

PC-Fax RX Se	tup	
Save file to File Format	C: C .max C .tif	Browse
🗌 Play wav	e file when receiving FAX	
Wave File		Browse
C Add to Si	artup folder	
	(<u> </u>	Cancel

6

Section II Apple[®] Macintosh[®]

- 7 Printing and Faxing
- 8 Scanning
- 9 ControlCenter2 (For Mac OS[®] X 10.2.4 or greater)
- 10 Network Scanning (For Mac OS[®] X 10.2.4 or greater)
- 11 MFC Remote Setup (For Mac OS[®] X 10.2.4 or greater)

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 not longer than 2 metres.

Do not connect the machine to a USB port on a keyboard or a non-powered USB hub.

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

Feature	Mac OS [®]	Mac OS [®] X		
	9.1 to 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		

*1 For details about using ControlCenter2, see Using ControlCenter2 (For Mac OS[®] X 10.2.4 or greater) on page 9-1.

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

Printer operation key

Job Cancel

To cancel the current print job, press **Job Cancel**. If the LCD shows Data Remaining, you can clear the data that is left in the printer memory by pressing **Job Cancel**.



Secure Print key

Secured data is password protected. Only those people that know the password will be able to print the data. The machine will not print secure data until the password is entered. After the document is printed, the data will be cleared from the memory. To use this function, you need to set your password in the printer driver dialog box. (For Mac OS[®] X users, see *Secure Print* on page 7-12, for Mac OS[®] 9.1-9.2 users, see *Secure Print* on page 7-12.)

t.

Note

The LCD displays No Data ! if there is no secured data in the memory.

2 Press \blacktriangle or \checkmark to select the user name.

Press Menu/Set. The LCD displays job selections.

3 Press \blacktriangle or \checkmark to select the job.

Press Menu/Set. The LCD prompts you to enter your four-digit password.

4 Enter your password using the control panel. Press **Menu/Set**.

5 Press ▲ or ▼ to select Print.

Press Menu/Set. The machine will print the data.

-OR-

If you want to delete the secured data press \blacktriangle or \blacktriangledown to select Delete.

Press Menu/Set.

6 Press Stop/Exit.

Printer Emulation Support

By default, the machine uses Brother Printing system for Macintosh[®] for printer operations. The machine also supports the BR-Script 3 (PostScript[®] 3^{M}) printer emulation modes. To use the BR-Script 3 printer driver with a USB cable, you need to set the Emulation to BR-Script 3 by using the control panel before connecting the USB cable. (See Using the BR-Script 3 (PostScript[®] 3^{M} language emulation) printer driver on page 7-15).

Setting the Emulation Selection

Your machine will receive print commands in a printer job language or emulation. Different operating systems and applications will send the print commands in different languages. Your machine can receive print commands in a variety of emulations. This machine has an Automatic Emulation Selection setting (Auto). When the machine receives information from the Macintosh, it automatically chooses the emulation mode. The Automatic Emulation Selection (Auto) has been set as factory default.

You can change the default emulation mode manually by using the control panel.

Press Menu/Set, 4, 1.

2 Press ▲ or ▼ to select Auto, HP LaserJet or BR-Script 3.

Press Menu/Set.

3 Press Stop/Exit.



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

Printing the Internal Font List

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

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

2 Press Colour Start or Mono Start. The machine will print the list.

3 Press Stop/Exit.

Printing the Print Configuration List

You can print a list of current printer settings.



- 2 Press Colour Start or Mono Start. The machine prints the settings.
- OPRESS Stop/Exit.

Test Print

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



Press Colour Start or Mono Start.

3 Press Stop/Exit.

🖉 Note

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

Restoring default Printer settings

You can return the machine's printer settings to the default settings. Fonts and macros loaded to the machine's memory will be cleared.



1 Press Menu/Set, 4, 3.

Press 1 to restore the default settings.

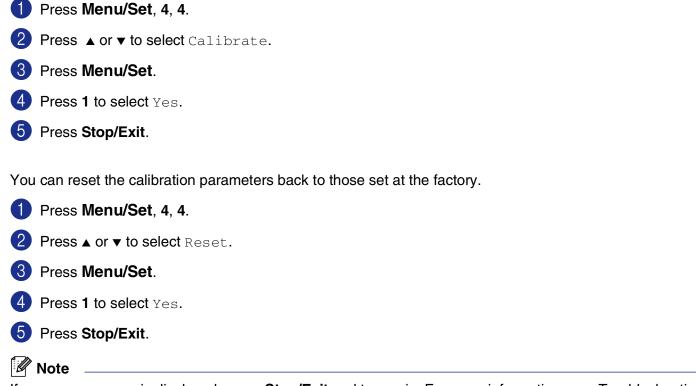
-OR-

Press 2 to exit without making a change.

3 Press Stop/Exit.

Calibration

The output density for each colour may vary depending on the environment the machine is in such as temperature and humidity. Calibration helps you to improve the colour density.



If an error message is displayed, press **Stop/Exit** and try again. For more information, see *Troubleshooting* and routine maintenance 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 or paper jam at pre-set update intervals. You can also have access to the Web Based Management and **Color Calibration** setting. Before you can use the tool your must choose your machine in the **Model** pop-up menu in ControlCenter2.

You can check the device status by clicking the **Status Monitor** icon in the **DeviceSettings** tab of ControlCenter2 (see *Status Monitor* on page 9-15) 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.

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

Hiding or showing the window

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

Quitting the window

Go to the menu bar and choose Quit.

Web Based Management

You can have easy access to Web Based Management System by clicking the machine icon on the **Status Monitor** screen. For more information on Web Based Management System, see *Chapter 7 Web Based Management of the Network User's Guide* on the CD-ROM.

Color Calibration

This setting helps you to improve color density by letting the printer driver use the color calibration data stored in your machine.

Get device data

Go to menu bar, Color Calibration and choose Get device data. The printer driver will attempt to get the color calibration data from your machine.



Status Monitor

MFC-9420CN

BRN_XXXXXX

Ready

Using the Brother Color Driver (Mac OS[®] X)

Choosing page setup options

1 From application software such as TextEdit, click the File menu and select Page Setup. Make sure MFC-9420CN is selected in the Format for pop-up menu. You can change the settings for Paper Size, Orientation and Scale, then click OK.

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

Settings:	Page Attributes	+
Format for:	MFC-9420CN	;
	Brother MFC-942	0CN CU
Paper Size:	A4	•
	20.99 cm x 29.	70 cm
Orientation:		1-
Scale:	100 %	
	(Cancel 🦲
	(Cancel 🦲
Printer: M	(
	C-9420CN	
Presets: Sta		
Presets: Sta	C-9420CN andard ipies & Pages	
Presets: Sta	C-9420CN andard pies & Pages	

7

Specific settings

Print settings

You can change settings by selecting the setting in the **Printer Settings** list.

Basic

- Media Type
- Color/Mono
- Mirror Printing
- Toner Save Mode

Advanced

- Print Quality
- Color Mode
- Improve Gray Color
- Enhance Black Printing

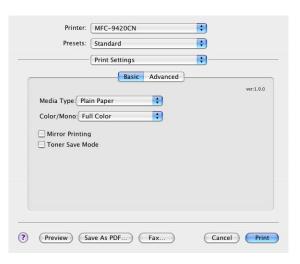
		Print Settings	:	
			dvanced	ver:1.0.0
	ia Type: Pla or/Mono: Fu		•	
1000	irror Printing			
U Te	oner Save M	ode		

7

Basic

Media Type

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



Plain Paper	Thin Paper	Thick Paper	Thicker Paper
Transparencies	Recycled Paper		

🖉 Note

When using ordinary plain paper or recycled paper (75 to 90g/m²), select **Plain Paper** or **Recycled Paper**. When using heavier weight paper for both plain and recycled paper, envelopes or rough paper select **Thick Paper** or **Thicker Paper**. For OHP transparencies, select **Transparencies**.

Color/Mono

You can select Full Color, Mono, Black & Cyan, Black & Magenta, and Black & Yellow from the drop down box.

Full Color

When your document contains colour and you want to print it in colour, select this mode.

Mono

Select this mode if your document has only black and greyscale text and/or objects. **Mono** mode makes the print processing speed faster than colour mode. If your document contains colour, selecting **Mono** mode prints your document in 256 levels of grey.

Black & Cyan

Select this mode when you want to print a colour document in Black and Cyan. All colours apart from Black will print in Cyan.

Printing and Faxing

Black & Magenta

Select this mode when you want to print a colour document in Black and Magenta. All colours apart from Black will print in Magenta.

Black & Yellow

Select this mode when you want to print a colour document in Black and Yellow. All colours apart from Black will print in Yellow.

Mirror Printing

Check Mirror Printing to reverse the data from left to right.

Toner Save Mode

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

Note

We do not recommend **Toner Save Mode** for printing photo or grey scale images.

Advanced

Print Quality

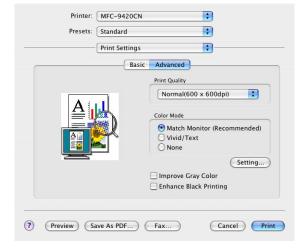
You can select the following print quality settings.

Normal

600 x 600 dpi. Recommended mode for ordinary printouts. Good print quality with reasonable printing speed.

Fine

2400 dpi class. The finest print mode. Use this mode to print precise images such as photographs. Since the print data is much larger than in normal mode, processing time, data transfer time and printing time will be longer.



Note

The print speed will change depending on what print quality setting you choose. Higher print quality takes longer to print, while lower print quality takes less time to print.

Color Mode

You can change the Color Mode as follows:

Match Monitor

The colour of all elements in the document are adjusted to match the monitor colour.

Vivid/Text

The colour of all elements are adjusted to become vivid colour. Suitable for Graphics and Text.

Improve Gray Color

You can improve the image quality of shaded areas by ticking the Improve Gray Color check box.

Enhance Black Printing

If a black graphic cannot be printed correctly, choose this setting.

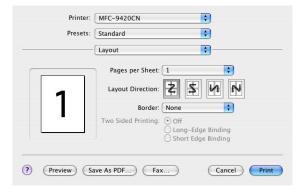
Layout

Set the Pages per Sheet, Layout Direction and Border.

Pages per sheet: Select how many pages will appear on each side of the paper.

Layout Direction: When you specify the Pages per sheet, you can also specify the direction of the layout.

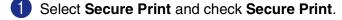
Border: If you want to add a border, use this function.



Secure Print

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

To send a secured document:



2 Enter your password, user name and job name and click OK.

3 You must print the secured documents from the control panel of the machine. (See *Secure Print key* on page 7-2.)

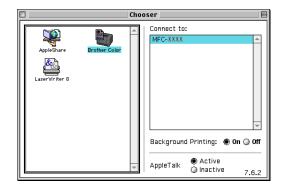
To delete a secured document:

You need to use the control panel of the machine to delete a secured document. (See *Secure Print key* on page 7-2.)

Using the Brother Color Driver (Mac OS[®] 9.1 to 9.2)

To select a Printer:

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



7

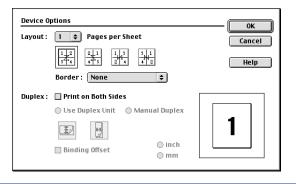
To print a document:

- From the application software such as Presto![®] PageManager[®], click the File menu and select Page Setup. You can change the settings for Paper Size, Orientation, and Scaling and then click OK.
- From the application software such as Presto![®] PageManager[®], click the File menu and select Print. Click Print to start printing.

brother MFC-9420CN Paper Size : A4 Orientation : Image: 100	1.0.0 Cancel Paper Help Default
Drother MFC-9420CN Output : Printer Copies : I Pages : I Pages : I Media Type : Plain Paper	1.00 Print Cancel Option Address Help
Color/Mono : Full Color Advanced Paper Source : Auto Select	Default Save Settings

Note

If you want to change **Media Type**, **Color/Mono**, **Print Quality**, and **Color Match**, select your settings before clicking **Print**. If you click **Option**, you can select the number of pages per sheet in the **Device Options** screen.



Secure Print

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

To send a secured document:

1 From the **Output** pull-down menu, select **Secure Print** and then click **Print**.

Secure Print dialog box will appear.

2 Enter your password, user name and job name and click **Print** to start.

3 You must print the secured documents from the control panel of the machine. (See *Secure Print key* on page 7-2.)

To delete a secured document:

You need to use the control panel of the machine to delete a secured document. (See *Secure Print key* on page 7-2.)

Using the BR-Script 3 (PostScript[®] 3[™] language emulation) printer driver

🖉 Note

- To use the BR-Script 3 printer driver on a Network, see the Network User's Guide on the CD-ROM.
- To use the BR-Script 3 printer driver with a USB cable, you need to set the Emulation to BR-Script 3 by using the control panel before connecting the USB cable. (See *Printer Emulation Support* on page 7-3.)
- The BR-Script 3 printer driver does not support PC-Fax Sending or Secure Print.

For Mac OS[®] X users

You need to install the BR-Script 3 printer driver using the following instructions.

- 🖉 Note
- If you use a USB cable and your Macintosh[®] is "Mac OS[®] X", only one printer driver for a machine can be registered in Print Center.
- If a Brother Color Driver (MFC-9420CN) is already listed in the Printer list, you will need to delete it and then install the BR-Script 3 printer driver.



2 Open the **Utilities** folder.







* For Mac OS® X 10.2.X users, open the Print Center icon.

4 Click Add.

5 Select USB.

6 Select your model name, and then click Add.

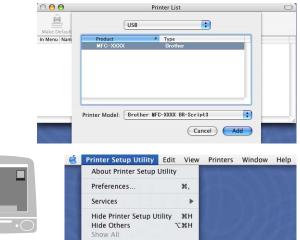
7 Select Quit Printer Setup Utility from the Printer Setup Utility menu.











Quit Printer Setup Utility

жQ

For Mac OS[®] 9.1 to 9.2 users

Open the Applications (Mac OS 9) folder.
 Open the Utilities folder*.

2 Open the Desktop Printer Utility icon.

3 Select Printer (USB), and then click OK.

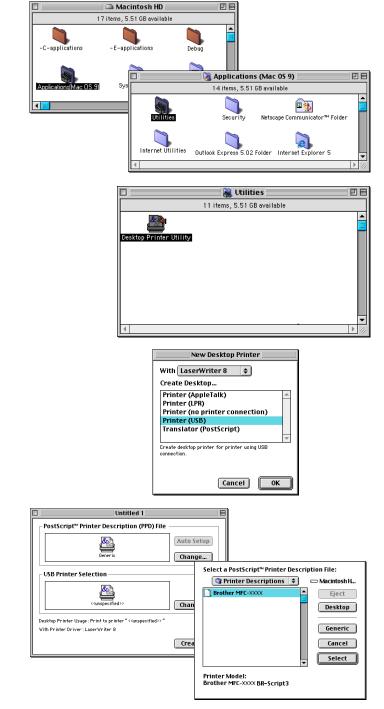
4 Click **Change...** in the PostScript[™] Printer

Select Brother MFC-9420CN and then click

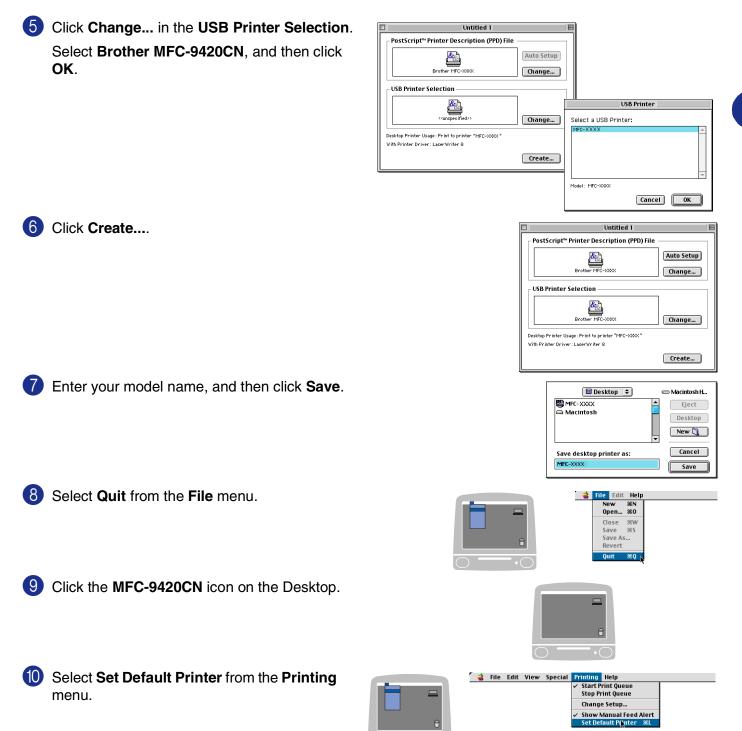
Description (PPD) file.

Select.

* The screens are based on Mac OS[®] 9.1.



7



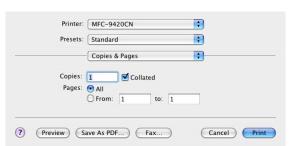
Sending a fax

For Mac OS[®] X users

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

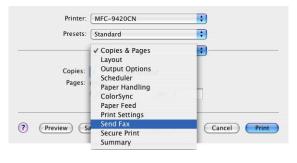
1 Create a document in a Macintosh[®] application.

2 To send a fax, select **Print** from the **File** menu. The Printer dialog box will appear:





4 Select Facsimile from the Output pull-down menu.



	resets:	Standard	•
		Send Fax	•
Output:	Facsimil	e ;	ver:1.0.0
Input Fax Nu	mber:		
			Add
Stored Fax N	umbers;		
home	Fax	Address Bo	ok
Destination I	Fax Num	bers:	
Name		Fax#	
)4 F
			Delete

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

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.

		Send F	av			:	
			un	_		ver:1.0	
Output:	Facsimi	le	_	+		ver:1.0	
Input Fax	Number:						
						CA	dd
Stored Fax	Numbers						
	me Fax	,	C	Addres	s Book)	
			-			·	
	n Fax Num						_
Name		Fax	# 2-111-3	222			
				555			
	****			****	****		(F
						CD	elete

Working with vCard and a Mac OS® X Address Book application

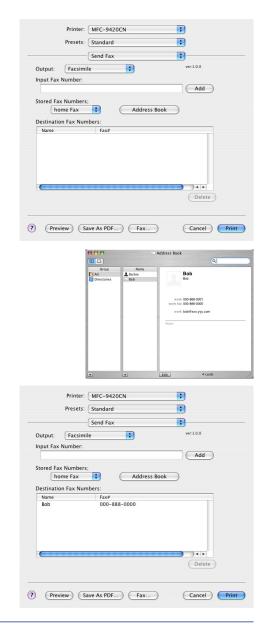
You can address the fax number using a vCard (an electronic business card) from Mac OS[®] application to the destination fax number field.



Click Address Book button.

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

When you are finished addressing your fax, click Print.



🖉 Note

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

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

For Mac OS[®] 9.1 to 9.2 users

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



Create a document in a Macintosh® application.

2 To send a fax, select **Print** from the **File** menu.

The Printer dialog box will appear:

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

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

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

To select and only send certain pages of the documents, select **From** and type in the desired range of pages in the **From** and **To** box.

Pages : All From : To : Address Plain Paper Media Type : • Help Full Color Color/Mono: • Advanced... Default Paper Source : Auto Select • Save Settings brother MFC-9420CN 1.0.0 Send Fax Output : Facsimile **-**⊇ `: Cancel Copies : Option... 🔘 From : 📗 To: Pages : All Address Media Type : Plain Paper • Help Color/Mono: Mono • Advanced...

brother MFC-9420CN

Printer

Paper Source : Auto Select

1

▼

Output :

Copies :

4 Click Send Fax.

The Send Fax dialog box appears:

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

Send Fax	
Input Fax Number :	Destination Fax Numbers :
	A
Stored Fax Numbers :	>>
Barbara	908-477-8888 🔺 <<
Bob	908-869-8888
Frank	908-236-8888
Tony	908-569-8888
	v
New Group	Edit Delete Save Cancel Send Fax

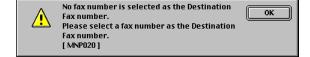
•

5 To address the fax, type a fax number in the Input Fax Number box. You can also select numbers in the Stored Fax Numbers box and click to apply them in the Destination Fax Numbers box.

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

🖉 Note

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



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

1.0.0

Print

Cancel

Option...

Default

Save Settings

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 the TWAIN specification.

🖉 Note

If you want to scan from the machine on a network, select the networked machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the model pull-down list in the main screen of ControlCenter2. For more information, see *Configuring Network Scanning* on page 10-1 or *Using ControlCenter2 (For Mac OS® X 10.2.4 or greater)* on page 9-1. (Network Scanning is supported in Mac OS[®] X 10.2.4 or greater)

Accessing the scanner

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

i.		Brother TV	VAIN		
Color Type:	7	1.9.9 • • • • • • • • • • • • •	297	Area	
Scanner Profile	e: DCP-110C	;			
(?) Defau		-	Cancel	Start	PreScan

🖉 Note

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

Scanning an image into your Macintosh®

You can scan a whole page

-OR-

scan a portion after pre-scanning the document.

Scanning a whole page

1 Place the document face up in the ADF, or face down on the scanner glass.

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

Resolution

Colour Type

Scanning Area

Brightness

Contrast



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

Pre-Scanning an image

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

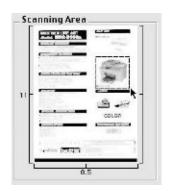


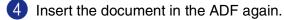
1 Place the document face up in the ADF, or face down on the scanner glass.

Click PreScan.

The whole image will be scanned into your Macintosh® and will appear in the Scanning Area of the Scanner dialog box:

3 To scan a portion of the prescanned image, click and drag the mouse to crop it.





Note

If you loaded the document on the scanner glass in step 1, please skip this step.

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

6 Click Start.

This time only the cropped area of the document will appear in the Scanning Area.

7 You can refine the image in your editing software.

Settings in the Scanner window

Image

Resolution

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

- 100 x 100 dpi
- 150 x 150 dpi
- 200 x 200 dpi
- 300 x 300 dpi
- 400 x 400 dpi
- 600 x 600 dpi
- 1200 x 1200 dpi
- 2400 x 2400 dpi
- 4800 x 4800 dpi
- 9600 x 9600 dpi

Colour Type

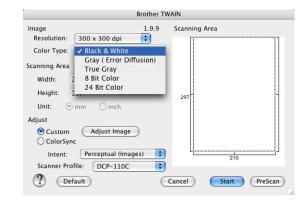
Black & White — Set the image Type to **Black and White** for text or line art. For photographic images, set the image type to Gray (Error diffusion) or True Gray.

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

True Gray — is used for documents with photographic images or graphics. This mode is more exact because it uses up to 256 shades of gray.

Colours — Choose either 8-bit Colour, which scans up to 256

colours or 24-bit colour which scans up to 16.8 million colours. Although using 24-bit colour creates an image with the most accurate colours, the image file will be about three times larger than a file created with 8-bit Colour. It requires the most memory and takes the longest transfer time.



Scanning Area

Set the Size to one of the following:

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

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

- Width: Enter the width of the custom size.
- Height: Enter the height of the custom size.

Business Card Size

To scan business cards, select the Business Card size (90 x 60 mm) and place the business card at the center of the scanner glass.

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

Adjusting the Image

Brightness

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

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

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

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

Brightness 		0
Contrast 		0
	Cancel	ОК

🖉 Note

The Brightness setting is only available when Black & White or Gray (Error Diffusion) or True Gray is selected.

Contrast

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

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

Using Presto![®] PageManager[®]

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

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

🖉 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
- Mac OS[®] 9.1 9.2, Mac OS[®] X 10.2.4 or greater
- CD-ROM drive
- Hard disk drive with at least 120 MB of free disk space

Recommended:

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

Presto![®] PageManager[®] Technical Support

[For USA]

Company name: Postal Address:	Newsoft America Inc. 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 Available
Telephone:	44-01752-201148
Fax:	44-01752-894833
E-mail Address:	Tech@guildsoft.co.uk
URL:	http://uk.newsoft.eu.com/

Scanning

[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
Italv]	

[Italy]

Company name:	V.I.P
Postal Address:	Not Available
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

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 10-3.

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



Scan

🖉 Note

Before you can use the **Scan** key on the control panel, you must have connected the machine to a Macintosh[®] running Mac OS[®] X 10.2.4 or greater and loaded the appropriate Brother Drivers for your Mac OS[®] version.

For details about how to configure the ControlCenter2 buttons to launch the application of your choice using the **Scan** key, see *Using ControlCenter2 (For Mac OS® X 10.2.4 or greater)* on page 9-1.

Scan to E-mail

You can either scan a black and white document or colour document into your E-mail application as a file attachment. You can change the scan configuration. (See *E-mail* on page 9-6.)

Place the document face up in the ADF, or face down on the scanner glass.

2 Press Scan.

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

Press Menu/Set.

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

Scan to Image

You can scan a picture into your graphics application for viewing and editing. You can change the scan configuration. (See Image (example: Apple PreView) on page 9-4.)



The machine will start the scanning process.

Scan to OCR

If your document is text, you can have it converted by Presto!® PageManager® OCR to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the scan configuration. (See OCR (Word Processing program) on page 9-5.)

Place the document face up in the ADF, or face down on the scanner glass.

Press Scan.

3 Press ▲ or ▼ to select Scan to OCR.

Press Menu/Set.

The machine will start the scanning process.

Scan to File

You can scan a black and white or a colour document into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of ControlCenter2. (See File on page 9-7.)



Place the document face up in the ADF, or face down on the scanner glass.

Press Scan.

3 Press ▲ or ▼ to select Scan to File.

Press Menu/Set.

The machine will start the scanning process.

9

ControlCenter2

(For Mac OS[®] X 10.2.4 or greater)

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

ControlCenter2 is a software utility that allows you to quickly and easily access the most frequently used applications. Using ControlCenter2 eliminates the need to manually launch the specific applications. The icon will appear on the menu bar. To open the ControlCenter2 window, click on the icon and select **Open**. ControlCenter2 provides the following four categories of operations:

- Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 2 Custom Scan buttons allow you to configure a button to meet your own application requirements.
- 3 Access the Copy and PC-FAX Send features available via your Macintosh[®].



4 Access the settings available to configure your device.

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

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

Turning the AutoLoad feature off

Click **OK** to close the window.

If you do not want ControlCenter2 to run automatically each time the computer is started, do the following:

- Click on the ControlCenter2 icon in the menu bar and select **Preference**.
- 2 The ControlCenter2 preference window appears, then uncheck the **Start ControlCenter on computer startup** check box.
- ControlCenter2 Preference
 Start ControlCenter on computer startup
 Open the main window on ControlCenter startup
 Show splash screen on ControlCenter startup

Note

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

SCAN

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

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

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

🖉 Note

For details about how to use the Scan key, see Using the Scan key (For USB cable users) on page 8-10.

CUSTOM SCAN

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

COPY / PC-FAX

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

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

PC-FAX — allows you to scan a page or document and automatically send the image as a fax from your Macintosh[®].

DEVICE SETTINGS

You can configure the machine settings.

- Remote Setup enables you to open the Remote Setup Program. (See MFC Remote Setup on page 11-1.)
- Quick-Dial enables you to open the Set Quick-Dial window of the Remote Setup. (See MFC Remote Setup on page 11-1.)
- Status Monitor enables you to open the Status Monitor utility. (See Status Monitor on page 7-6.)

🖉 Note

When the machine is connected to a network, you cannot use Remote Setup and Quick-Dial functions.

SCAN

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

These four selections can be accessed from ControlCenter2 or from the **Scan** key on the control panel of the machine. The **Target Application**, **File Type** and scan settings are configured independently by choosing the **Software Button** or **Device Button** tabs of the **ControlCenter2 Configuration** window.

Image (example: Apple PreView)

Scan to Image feature allows you to scan an image directly into your graphics application for image editing. To change the default settings, click on the button while holding down the Ctrl key and select **Software Button** or **Device 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, select the appropriate application from the **Target Application** pull down list. You can add an application to the lists by clicking the **Add** button.

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



Software	Button Device Button
Target Application Apple Preview	Add Delete
File Type	
PDF (*.pdf)	
Resolution	Brightness
300 x 300 dpi	
Scan Type	50
24 Bit Color	Contrast
Document Size	
Letter 8.5 x 11 in	50
Restore Defaults	
Restore Defaults	Cancel
Add Sca	In to Image Application
Add Sca	in to Image Application plication for "Scan to Image", please specify Location and File Type.
Add Sca If you want to change your app Application Name, Application And then, click "Add" button to Application Name	in to Image Application plication for "Scan to Image", please specify Location and File Type.
Add Sca if you want to change your app Application Name, Application And then, click "Add" button to Application Name My Original Viewe	in to Image Application plication for "Scan to Image", please specify Location and File Type.
Add Sca If you want to change your app Application Name, Application And then, click "Add" button to Application Name My Original Viewer Application	an to Image Application olication for "Scan to Image", please specify Location and File Type. o add your application.
Add Sca If you want to change your app Application Name, Application And then, click "Add" button to Application Name My Original Viewer Application IPhoto	in to Image Application plication for "Scan to Image", please specify Location and File Type.
Add Sca If you want to change your app Application Name, Application And then, click "Add" button to Application Name My Original Viewer Application IPhoto File Type	an to Image Application plication for "Scan to Image", please specify Location and File Type. add your application. Browse
Add Sca If you want to change your app Application Name, Application And then, click "Add" button to Application Name My Original Viewer Application IPhoto	an to Image Application olication for "Scan to Image", please specify Location and File Type. o add your application.

You can delete an application that you have added. Just select 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 upon the function.

OCR (Wo	ord Process	ing program)
---------	-------------	--------------

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

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

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

You can also configure the other settings for this selection.

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

00	Delete Scan to Image Application
select your app	delete registered application from "Scan to Image", please plicatioin from "Application Name". « "Delete" button to delete your applicatioin.
Application Na	me
My Original V	/iewer 🗘
Application	
iPhoto	
File Type	
JPEG (*.jpg)	
	Cancel Delete

(

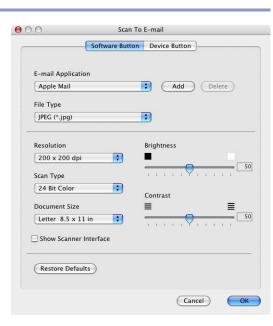
Target Application	
Apple TextEdit	Add Delete
File Type	
Text (*.txt)	•
OCR Software	
Newsoft OCR	•
OCR Language	
English	
400 x 400 dpi Scan Type Black & White Ocument Size Letter 8.5 x 11 in Show Scanner Interface	
Show Scamer Interface	

9

E-mail

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

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



🖉 Note

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 this list.

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

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

File attachments

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

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

Windows Bitmap (*.bmp)

JPEG (*.jpg)

TIFF - Uncompressed (*.tif)

TIFF - Compressed (*.tif)

TIFF Multi-Page - Uncompressed (*.tif)

TIFF Multi-Page - Compressed (*.tif)

Portable Network Graphics (*.png)

PDF (*.pdf)

File

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

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

To show where the scanned image is saved when scanning is finished, check **Show Folder** box.

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

🖉 Note

For the supported file types, see *File attachments* on page 9-6.

C	
Sot	ftware Button Device Button
File Type	
JPEG (*.jpg)	Show Folder
Destination Folder	Show Save As window
	Browse
Pictures	Browse
Resolution	Brightness
300 x 300 dpi	•
· · · ·	
Scan Type	
24 Bit Color	Contrast
Document Size	
Letter 8.5 x 11 in	
Letter 0.5 x 11 III	
Show Scanner Interf	ace
(Restore Defaults)	
Restore Defaults	
	(Cancel)

CUSTOM SCAN

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

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



Scan to Image: This setting allows you to scan a page

directly into any graphic viewer/editor software. You can select any kind of image editor application you have installed on your computer as a destination application.

Scan to OCR: Scanned documents will be converted to editable text files. You can select the destination application for the editable text. You must install Presto![®] PageManager[®] for this feature or if you have a third party OCR software package on your Macintosh[®], you can choose it.

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

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

Customizing a user-defined button

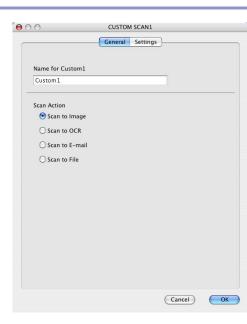
To configure a button, click on the button while holding down the Ctrl key, and the configuration window will appear. Please follow the following guide lines for the button configuration.

Scan to Image:

In General tab

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

Select the type of scan from the Scan Action field.



In Settings tab

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

(General Settings
Target Application	
Apple Preview	Add Delete
File Type	
PDF (*.pdf)	•
Resolution 300 x 300 dpi Scan Type 24 Bit Color Document Size	Brightness Contrast
300 x 300 dpi Scan Type	Contrast
300 x 300 dpi Scan Type 24 Bit Color Document Size	Contrast
300 x 300 dpi Scan Type 24 Bit Color Document Size Letter 8.5 x 11 in	Contrast

Scan to OCR:

In the General tab

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

Select the type of scan from the Scan Action field.



In the Settings tab

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

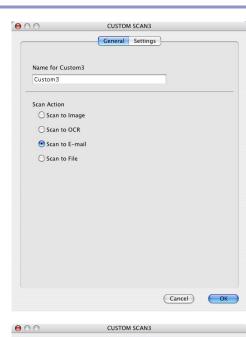
Gener	ral Settings
Target Application	
Apple TextEdit	Add Delete
File Type	
Text (*.txt)	•
OCR Software	
Newsoft OCR	•
OCR Language	
English	
Resolution	Brightness
400 x 400 dpi	
Scan Type	50
Black & White	
Document Size	Contrast
Letter 8.5 x 11 in	
Show Scanner Interface	50
Restore Defaults	

Scan to E-mail:

In the General tab

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

Select the type of scan from the Scan Action field.



In the Settings tab

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

(General Settings
E-mail Application	
Apple Mail	Add Delete
File Type	
JPEG (*.jpg)	\$
Resolution 200 x 200 dpi Scan Type 24 Bit Color	Brightness
Document Size	Contrast
Letter 8.5 x 11 in	
Show Scanner Interfa	· · · · · · · · · · · · · · · · · · ·

Scan to File:

In the General tab

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

Select the type of scan from the Scan Action field.



In the Settings tab

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

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

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

File Type	
JPEG (*.jpg)	Show Folder
Destination Folder	Show Save As Window
Pictures	Browse)
Resolution 300 x 300 dpi Scan Type 24 Bit Color	Brightness
Document Size	
Letter 8.5 x 11 in	
Show Scanner Interface	
Restore Defaults	

COPY / PC-FAX

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

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

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

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

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

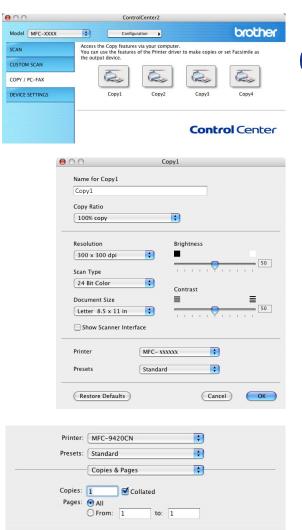
Before finishing the **Copy** button configuration, you must set the **Printer Name**. Then select your print settings from the Presets pull-down list, then click OK to close the window. By clicking the configured copy button, the print dialog window will open.

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

To fax, choose **Send Fax** from the pop-up menu. (See *Sending a fax* on page 7-19.)

🖉 Note

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



? Preview Save As PDF... Fax...

9

Cancel Print

DEVICE SETTINGS

In this section you can configure the machine settings by clicking the button.

Note

When the machine is connected to a network, you cannot use Remote Setup and Quick-Dial functions.

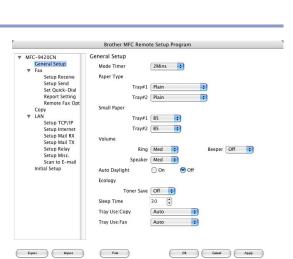
Remote Setup

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

Quick-Dial

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

= MEC 0420CN	Set Quick-Dial			
 MFC-9420CN General Setup Fax Setup Receive Setup Send Setup Receive Setup Gender Coll Report Setting Report Setting Remote Fax Opt Copy LAN Setup TCP/IP Setup Internet Setup Mail RX Setup Mail X Setup Misc. Scan to E-mail Initial Setup 	Set Quick-Dial FAVITE/ 01 FAVITE/ 02 F3	MAIL Type Fax/Tel \$ Fax/Tel \$	DESTINATION	
	#002 #003 #004	Fax/Tel Fax/Tel		





9

Status Monitor

The **Status Monitor** button allows you to monitor the status of one or more devices, allowing you to get immediate notification of errors such as paper empty or paper jam. (See *Status Monitor* on page 7-6.)

Colour Calibration

You can carry out calibration to revise the colours. The output density for each colour may vary depending on the environment the machine is in, such as temperature and humidity. You can improve the colour density by this setting.

Get the Device Calibration Data

You can get the calibration data from the device.

10 Network Scanning (For Mac OS® X 10.2.4 or greater)

Before using Network Scanning

Configuring Network Scanning

If you want to scan from the machine on a network, you must select the networked machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the model pull-down list 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. (Please see the Network User's Guide on the CD-ROM.)

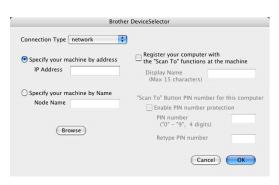
🖉 Note

Max. 25 clients can be connected to one machine on a Network. For example, if 30 clients try to connect at a time, 5 clients will not be shown on the LCD. Network Scanning and ControlCenter2 are not supported for Mac OS[®] 9.1-9.2.

From Library, select Printers, Brother, Utilities and DeviceSelector, and then doubleclick DeviceSelector.

The **DeviceSelector** window appears. This window can also be opened from the ControlCenter2.

Select **Network** from the connection type pull-down menu.



3 Specify your machine by IP Address or Node Name. To change the IP address, enter the new IP address. To change the Node Name of your machine, enter the new node name. Each node (machine) has its own node name. You can find the node name by printing out the machine configuration page. (Please see the Network User's Guide on the CD-ROM.) The default Node Name is "BRN_xxxxx" ("xxxxxx" is the last six digits of Ethernet address.)

You can also select a machine from the list of the machines available. Click Browse to show the list.

Click the **OK** button.

Registering your Macintosh® with the machine

To use the "Scan To" button on the machine you must register your Macintosh® with the machine.

From Library, select Printers, Brother, Utilities and DeviceSelector, and then double click DeviceSelector.

The DeviceSelector window appears. This window can also be opened from the ControlCenter2.

2 Turn on **Register your computer with the "Scan To" functions at the machine** and enter the name you want displayed on the machine for your Macintosh[®] (Max. 15 characters).

3 Click the **OK** button.

🖉 Note

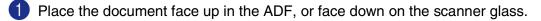
You can avoid receiving unwanted documents by setting a 4-digit Pin number. Turn on "**Scan To**" **button PIN number for this computer**. Enter your Pin number in the **Pin number** and **Retype Pin number** field. To send data to a computer protected by a Pin number, the Display prompts to enter the Pin number before the document can be scanned and sent to the machine. (See *Using the Scan Key* on page 10-3 to 10-6.)

ur computer with o" functions at the machine me haracters)
on PIN number for this computer PIN number protection
mber "9", 4 digits) PIN number

Using the Scan Key

Scan to E-mail (PC)

When you select Scan to E-mail (Macintosh[®]) your document will be scanned and sent directly to the Macintosh[®] you designated on your network. ControlCenter2 will activate the default E-mail application on the designated Macintosh[®] for addressing to the recipient. You can scan a black and white (or colour document) and it will be sent with the E-mail from the Macintosh[®] as an attachment. You can change the scan configuration. (See *E-mail* on page 9-6.)



2 Press Scan.

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

Press Menu/Set.

4 Press ▲ or ▼ to select PC.

Press Menu/Set.

5 Press \blacktriangle or \checkmark to select the destination Macintosh[®] you want to use for E-mailing your document.

Press Menu/Set.

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

Press Menu/Set.

The machine will start the scanning process.

10

Scan to E-mail (E-mail server)

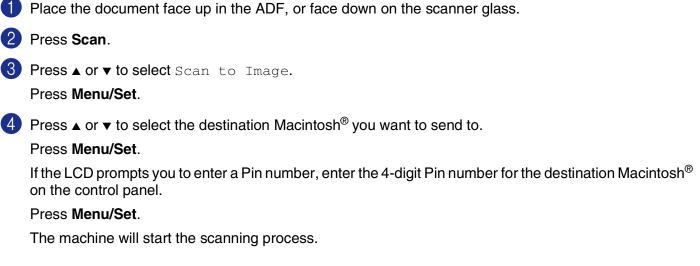
When you select Scan to E-mail (E-mail server) you can scan a black and white or colour document and send it directly to an E-mail address from the machine.

🖉 Note Scan to E-mail (E-mail server) requires SMTP/POP3 mail server support. (See Network User's Guide on the CD-ROM.) 1 Place the document face up in the ADF, or face down on the scanner glass. 2 Press Scan. Press ▲ or ▼ to select Scan to E-mail. Press Menu/Set. 4 Press ▲ or ▼ to select E-mail Server. Press Menu/Set. 5 Press ▲ or ▼ to select Change Quality. Press Menu/Set. ---OR---If you don't have to change any settings, press \blacktriangle or \checkmark to select Enter Address. Press Menu/Set and then go to Step 9. 6 Press ▲ or ▼ to select Color 150 dpi, Color 300 dpi, Color 600 dpi, B/W 200 dpi or B/W 200×100 dpi. Press Menu/Set. If you select Color 150 dpi, Color 300 dpi or Color 600 dpi, go to Step 7. -OR-If you select B/W 200 dpi or B/W 200×100 dpi, go to Step 8. Press ▲ or ▼ to select PDF or JPEG. Press Menu/Set and go to Step 9. 8 Press ▲ or ▼ to select PDF or TIFF. Press Menu/Set and go to Step 9. 9 The LCD prompts you to enter an address. Enter the destination E-mail address from the dial pad or use the One-Touch key or Speed-Dial number. Press Colour Start or Mono Start.

The machine will start the scanning process.

Scan to Image

When you select Scan to Image your document will be scanned and sent directly to the 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 9-4.)



Scan to OCR

When you select Scan to OCR your document will be scanned and sent directly to the Macintosh[®] you designated on your network. ControlCenter2 will activate Presto!® PageManager® OCR 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 9-5.)



Place the document face up in the ADF, or face down on the scanner glass.

2 Press Scan.

3 Press ▲ or ▼ to select Scan to OCR.

Press Menu/Set.

Press \blacktriangle or \checkmark to select the destination Macintosh[®] you want to send to.

Press Menu/Set.

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

Press Menu/Set.

The machine will start the scanning process.

Scan to File

When you select Scan to File you can scan a black and white (or colour document) and send it directly to a 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 3-8.)



2 Press Scan.

3 Press ▲ or ▼ to select Scan to File.

Press Menu/Set.

4 Press \blacktriangle or \checkmark to select the destination Macintosh[®] you want to send to.

Press Menu/Set.

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

Press Menu/Set.

The machine will start the scanning process.



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

MFC Remote Setup

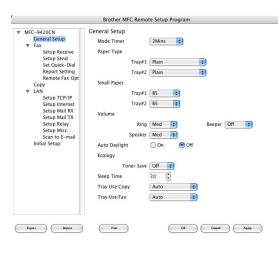
(For Mac OS[®] X 10.2.4 or greater)

MFC Remote Setup

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



- The '**MFC Remote Setup**' application icon is in Macintosh HD/Library/Printers/Brother/Utilities.
- The MFC Remote Setup is not supported with a network connection.



ΟΚ

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

Cancel

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

Apply

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

Print

This command prints the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and click **Print**.

Export

This command saves the current configuration setting to a file.

Import

This command reads the setting from a file.

🖉 Note

- You can use the **Export** and **Import** buttons to save and use several different settings for your machine.
- To save a setting, highlight the setting (for example, Set Quick-Dial) from the setting list then click Export. Each setting you export is saved as a single file.

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