

The Brother logo is displayed in a bold, blue, lowercase sans-serif font. A registered trademark symbol (®) is located at the end of the word. The background of the cover features abstract, overlapping geometric shapes in shades of orange and red, with a grid pattern visible in the lower right corner.

brother®

SOFTWARE USER'S GUIDE

MFC-9420CN

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Section I

Windows®

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

<http://solutions.brother.com>

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.)

- 1 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.)



Note

For Macintosh® users, see *Using the Brother Color Driver (Mac OS® X)* on page 7-7 or *Using the Brother Color Driver (Mac OS® 9.1 to 9.2)* on page 7-13.

- 2 Your computer sends the data to the machine.
The LCD shows *Receiving Data*.
- 3 When the machine finishes printing all the data, the LCD shows the machine status.



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 scanning, printing and faxing

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



Note

The 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 **▲** or **▼** to select `Print`.
Press **Menu/Set**. The machine prints the data.
—OR—
If you want to delete the secured data press **▲** or **▼** to select `Delete`.
Press **Menu/Set**.
- 6 Press **Stop/Exit**.



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) was been set as factory default.

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

- 1 Press **Menu/Set**, 4, 1.
- 2 Press **▲** or **▼** to select **Auto**, **HP LaserJet** or **BR-Script 3**.
Press **Menu/Set**.
- 3 Press **Stop/Exit**.



Note

We recommend that you set the emulation setting with your application software or network server. If the setting does not work properly, 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 **Color Start** or **Black Start**. The machine prints the list.
- 3 Press **Stop/Exit**.

Printing the Print Configuration List

You can print a list of current printer settings.

- 1 Press **Menu/Set**, 4, 2, 2.
- 2 Press **Color Start** or **Black Start**. The machine prints the settings.
- 3 Press **Stop/Exit**.

Test Print

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

- 1 Press **Menu/Set**, 4, 2, 3.
- 2 Press **Color Start** or **Black 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.
- 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 color may vary depending on the environment the machine is in such as temperature and humidity. Calibration helps you to improve the color density.

- 1 Press **Menu/Set**, 4, 4.
- 2 Press **▲** or **▼** to select **Calibrate**.
- 3 Press **Menu/Set**.
- 4 Press **1** to select **Yes**.

You can reset the calibration parameters back to those set at the factory.

- 1 Press **Menu/Set**, 4, 4.
- 2 Press **▲** or **▼** to select **Reset**.
- 3 Press **Menu/Set**.
- 4 Press **1** to select **Yes**.



Note

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.

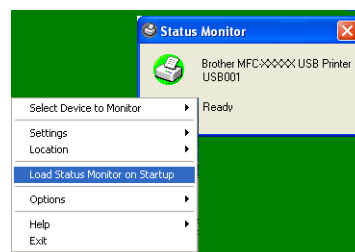
Turning on the status monitor

- 1 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 color 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 occurred.



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
- Color/Mono
- Paper Source
- Print Quality
- Color 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
- Color Calibration*¹

*¹ These settings are not available with the BR-Script 3 driver.

Accessing the printer driver settings

- 1 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.

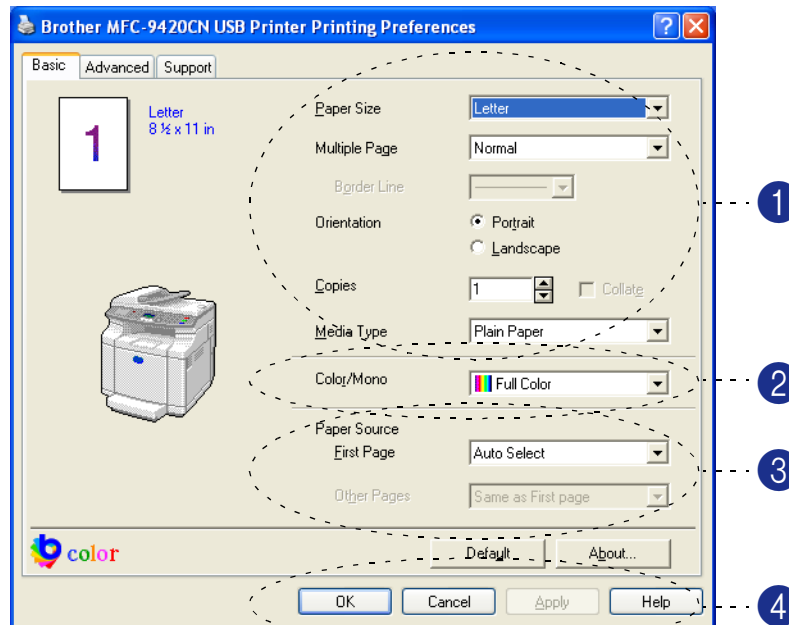


Note

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 **Color/Mono** 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.



Ex. 4 in 1



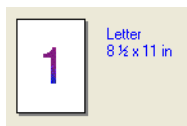
Ex. 1 in 2 x 2 pages

Border Line

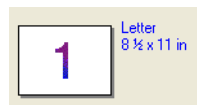
When printing multiple pages on one sheet with the **Multiple Page** feature you can select to have a solid border, dash border or no border around each page on the sheet.

Orientation

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



Portrait



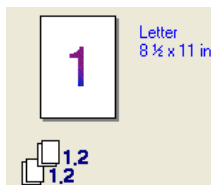
Landscape

Copies

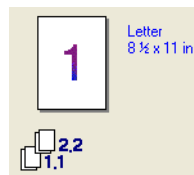
The copies selection sets the number of copies that will be printed.

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.



Collate box checked



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 (20 to 24 lb), 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 color and you want to print it in color, select this mode.

Mono

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

Black & Cyan

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

Black & Magenta

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

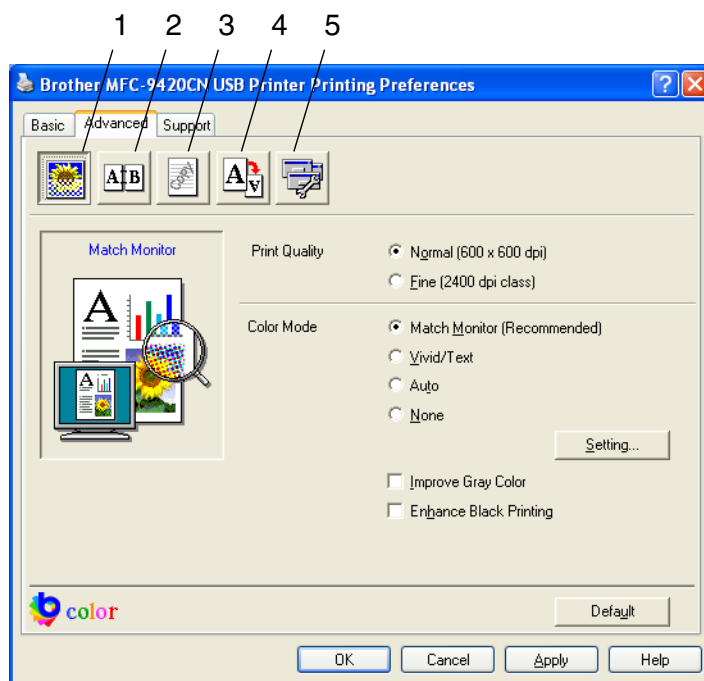
Black & Yellow

Select this mode when you want to print a color document in Black and Yellow. All colors 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



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.



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.

ColorMode

You can change the Color Matching mode as follows:

Match Monitor

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

Vivid/Text

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

Auto

The printer driver automatically selects the **Color Mode** type.

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.

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 Left Edge 

Flip on Right Edge 

Flip on Top Edge 

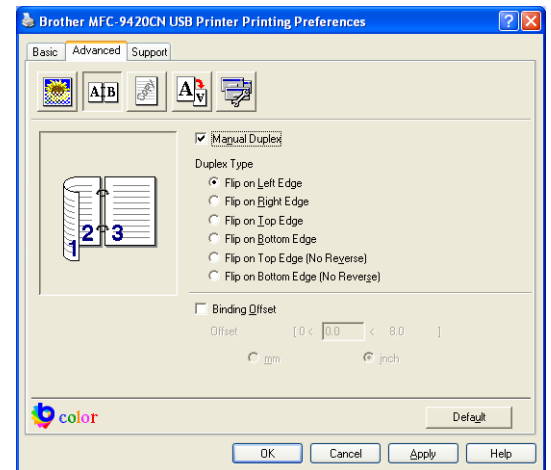
Flip on Bottom Edge 

Flip on Top Edge (No Reverse) 

Flip on Bottom Edge (No Reverse) 

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].



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

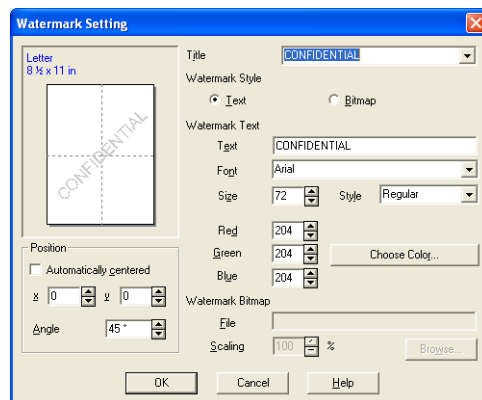
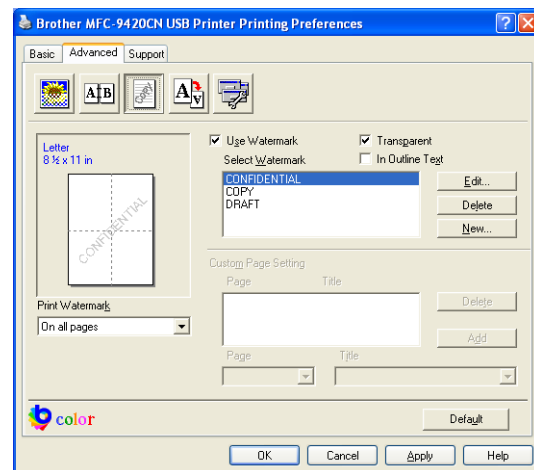
Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Color (Red / Green / Blue)** and **Style**.

■ 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.



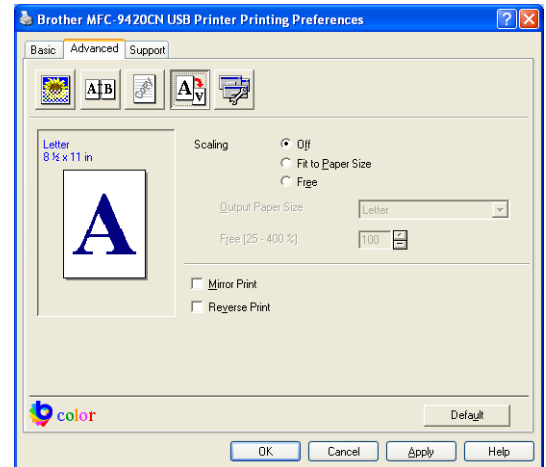
Page Setting

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.

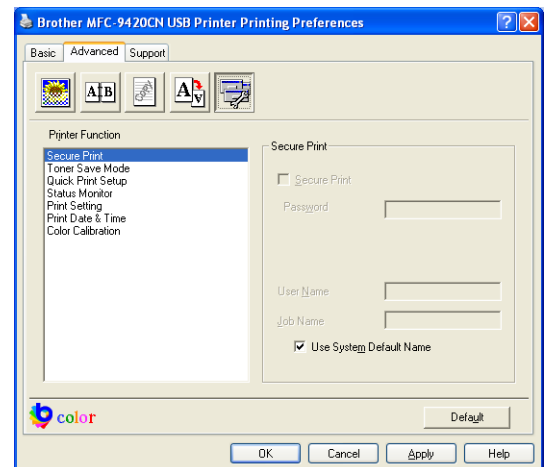
You can also use the **Mirror Print** or **Reverse Print** feature for your page setting.



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**
- **Color 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:

- 1 Select **Secure Print** from **Printer Function** and check **Secure Print**.
- 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 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

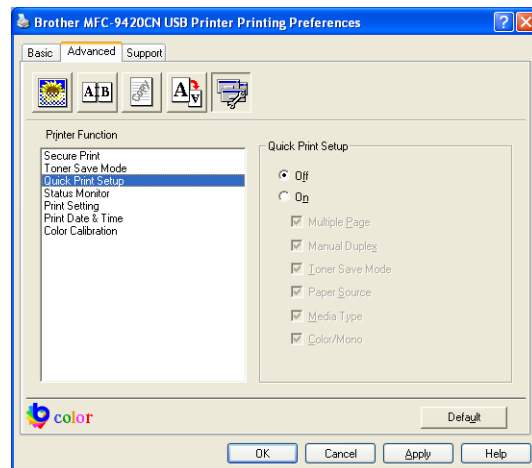
You can conserve toner using this feature. When you set **Toner Save Mode** to **On**, print appears lighter. The default setting is **Off**.

 **Note**

We do not recommend **Toner Save Mode** for printing photo or gray 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  icon. This feature can be set to **On** or **Off** from the **Device Options**.

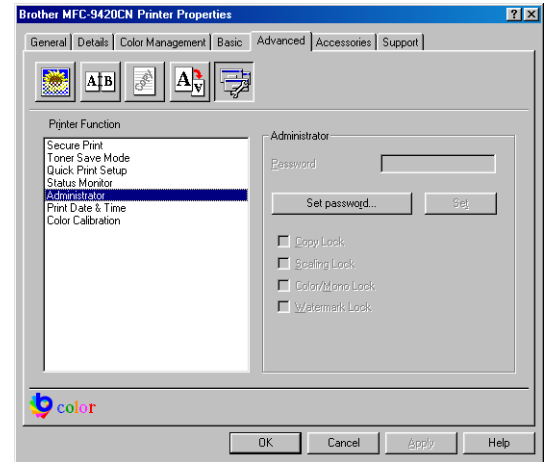


Status Monitor

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**, **Color/Mono** and **Watermark** features to be locked and password protected.



1



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.

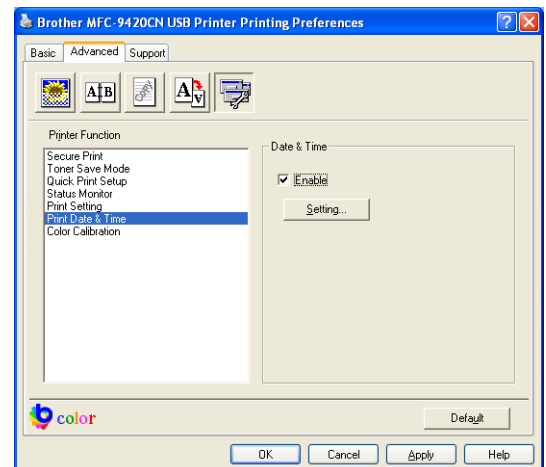
Print setting (For Windows® XP/2000/NT® Users Only)

Improve pattern printing

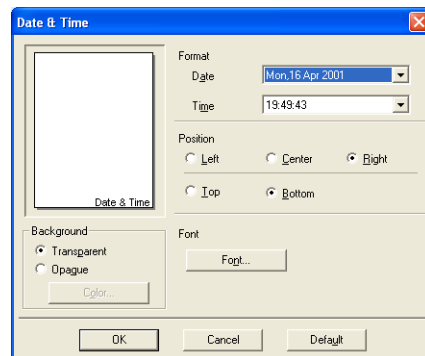
Select the **Improve pattern printing** option if printed fills and patterns are different from the patterns and fills you see on your computer.

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.



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 **Color** of the **Date** and **Time** background by changing the percentage.



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.

Color Calibration

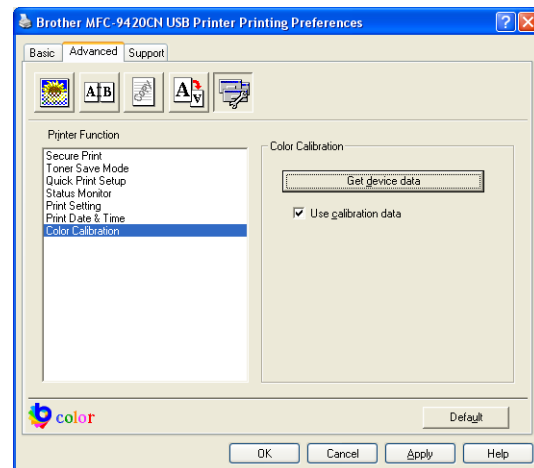
The output density of each color may vary depending on the temperature and humidity of the environment the machine is in. This setting helps you to improve color density by letting the printer driver use the color calibration data stored in your machine.

Get device data

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

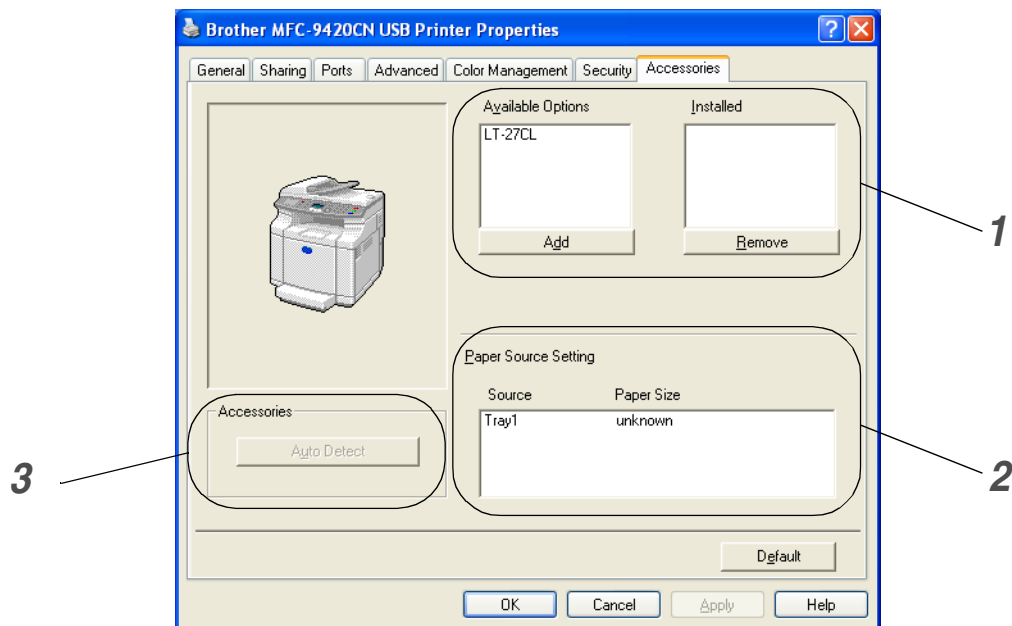
Use calibration data

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

The BR-Script 3 (PostScript® 3™ language emulation) printer driver 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.

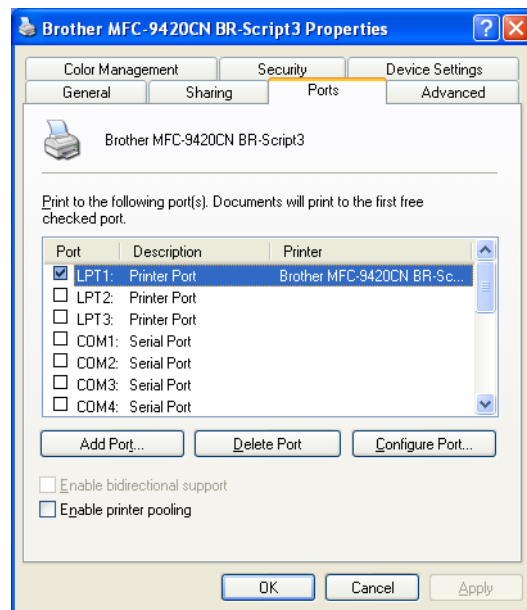
If you have not previously installed the driver and software, insert the CD-ROM into the CD-ROM drive on your PC and click **Install MFL-Pro Suite** and follow the on-screen instructions. When the **Setup Type** screen appears, select **Custom** and check the **PS Printer Driver**. Then continue following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

Note

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

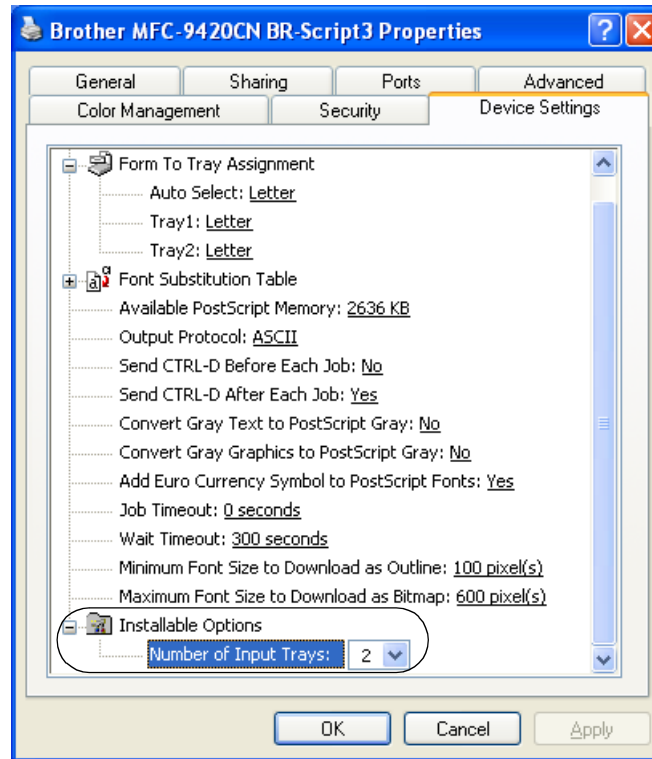
Ports tab

Select the port where your print is connected or the path to the network printer you are using.



Device Settings tab

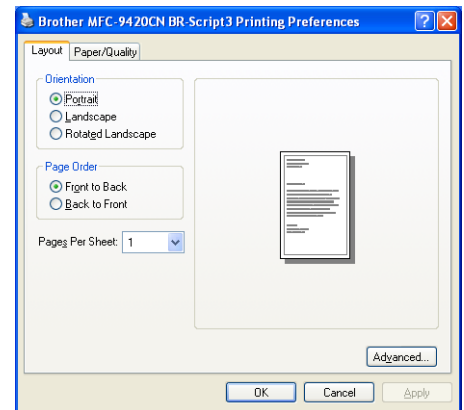
Select the options you installed.



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**.

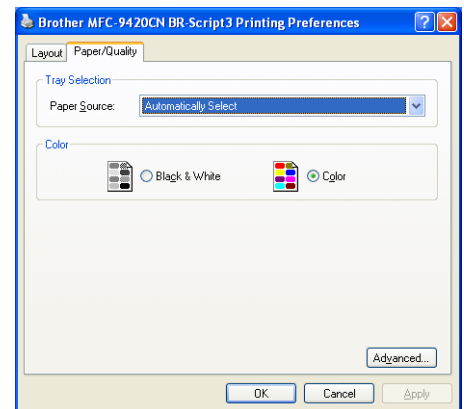


1

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**.



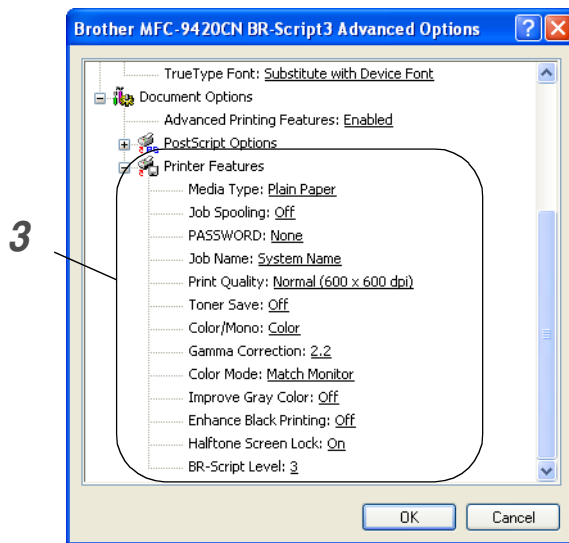
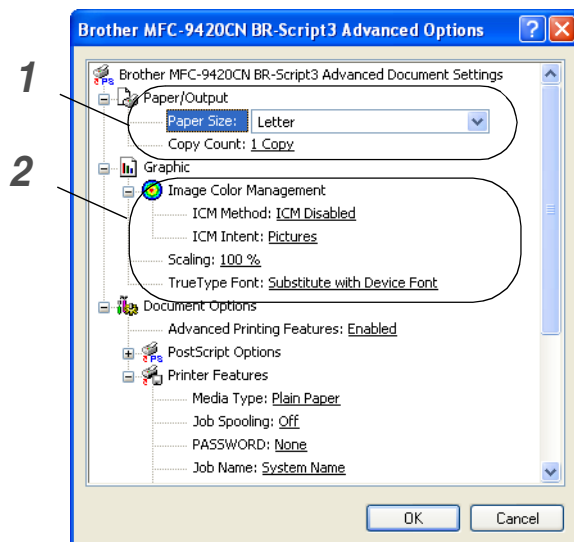
Advanced Options

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**



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.

Access the Scanner

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



Note

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

- 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**

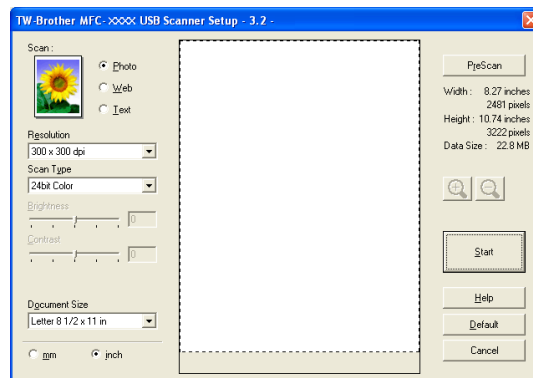
USB cable use **Brother MFC-9420CN USB**

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—

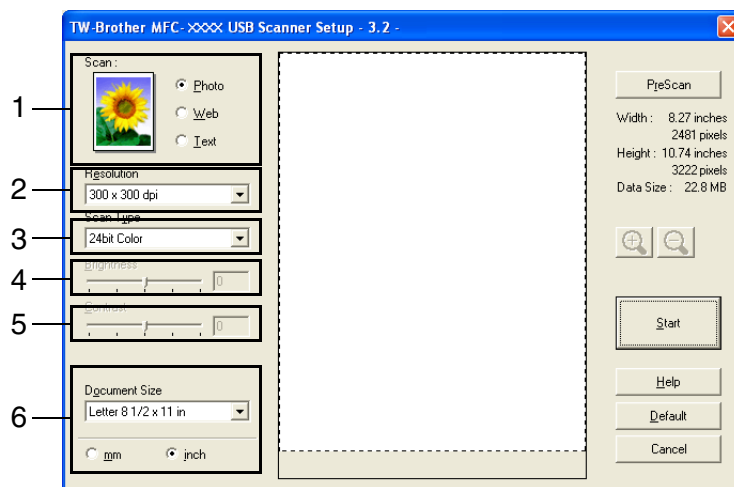
Scan a portion of the page after pre-scanning the document.

Scanning a whole page

1 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.

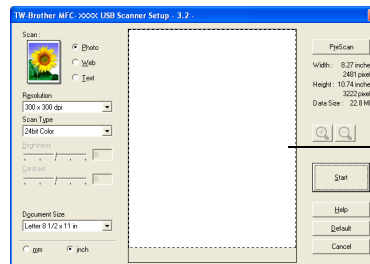
Note

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.)

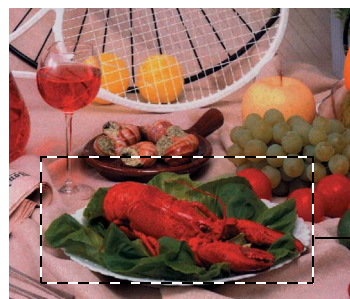
Pre-Scanning to crop a portion you want to scan

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.

- 1 Place the document face up in the ADF, or face down on the scanner glass.
- 2 Select the settings for **Image Type, Resolution, Scan Type, Brightness, Contrast** and **Document Size**, as needed.
- 3 In the **Scanner Setup** dialog box, click the **PreScan** button.
The entire document will be scanned into the PC and will appear in the Scanning Area.
- 4 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



Scanning area

Note

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

- 5 Put the document back into the ADF.

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

Settings in the Scanner window

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 color
Web	Select for attaching the scanned image to web pages.	100 x 100 dpi	24-bit color
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.
Gray Scale:	Set the Scan Type to Gray (Error Diffusion) or True Gray for photographic images.
Colors:	Set either: 256 Color , which scans up to 256 colors, or 24 bit Color which scans up to 16.8 million colors. Although using 24 bit Color creates an image with the most accurate colors, the image file will be approximately three times larger than a file created with 256 Color .

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 **Gray (Error Diffusion)** or **True Gray** 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 gray 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 gray scale settings. It is not available when **Black & White** and **Color** 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:

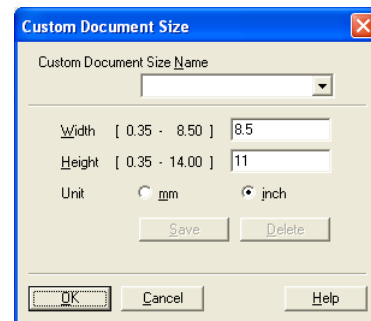
- A4 210 x 297 mm
- JIS B5 182 x 257 mm
- Letter 8 1/2 x 11 in
- Legal 8 1/2 x 14 in
- A5 148 x 210 mm
- Executive 7 1/4 x 10 1/2 in
- Business Card
- Photo 4 x 6 in
- Index Card 5 x 8 in
- Photo L 89 x 127 mm
- Photo 2L 127 x 178 mm
- Postcard 1 100 x 148 mm
- Postcard 2 148 x 200 mm
- Custom (User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

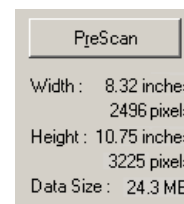
You can choose “mm” or “inch” as the unit for **Width** and **Height**.



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.



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

- 1 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.

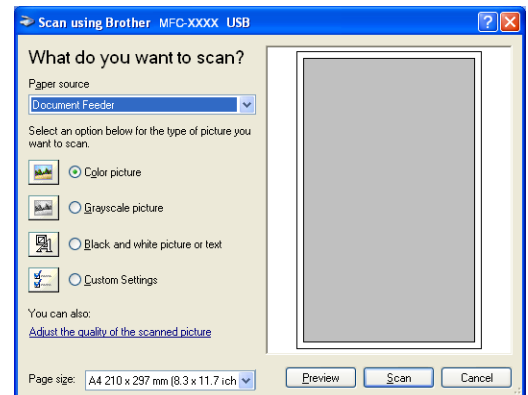
- 3 Select **WIA-Brother MFC-9420CN** from the **Scanner** drop-down list box.

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 TWAIN driver will run.

- 4 Click **Scan**.

The Scan dialog box will appear:



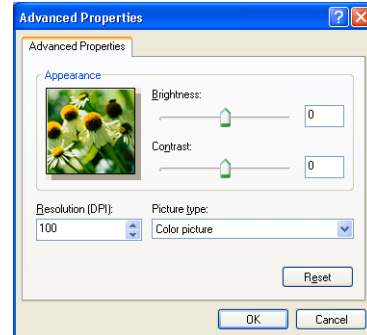
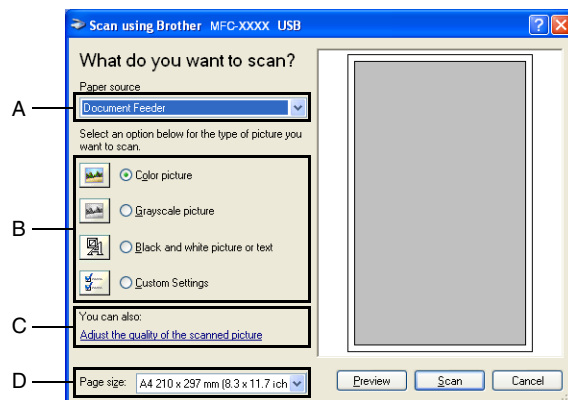
Scanning a document into the PC

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



Note

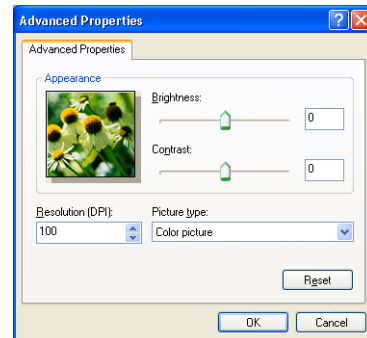
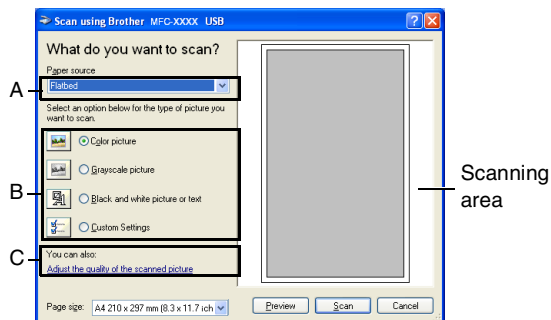
- You can select a resolution of up to 1200 dpi.
- For resolutions greater than 1200 dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 2-11.)

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

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

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

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



Brother Scanner Utility

The **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:

You can run the utility by selecting 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.



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 color document into your E-mail application as a file 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**.

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: Microsoft Paint)* on page 3-4.)

- 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 Image`.

Press **Menu/Set**.

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.)

- 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 OCR`.

Press **Menu/Set**.

The machine will start the scanning process.

Scan to File

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

- 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 File`.

Press **Menu/Set**.

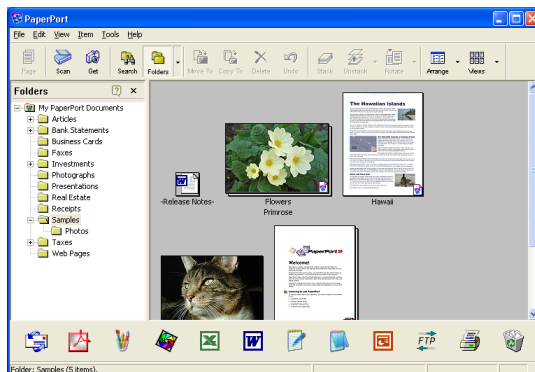
The machine will start the scanning process.

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:

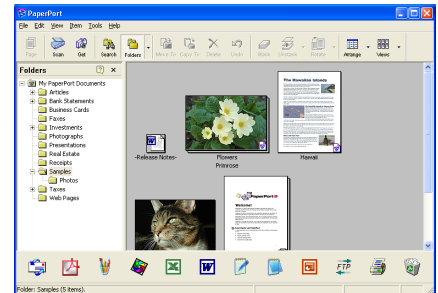
Desktop View displays a thumbnail (a small graphic that represents each item in a Desktop or folder).

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).

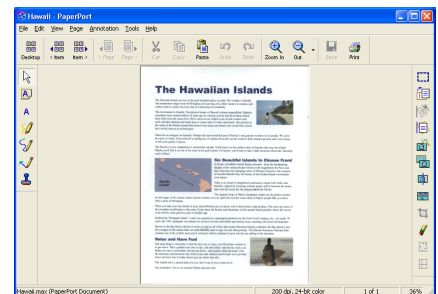
Non-PaperPort® 9.0SE items include an icon that indicates the application that was used to create the item; a non-PaperPort® 9.0SE item is represented by a small rectangular thumbnail and not an actual image.

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 item as a full page

Organizing your items in folders

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

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

Quick links to other applications

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

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

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

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



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

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

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

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

—OR—

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

Dragging an item onto a word-processing link icon starts PaperPort® 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

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

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

For Windows® 98/98SE/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.

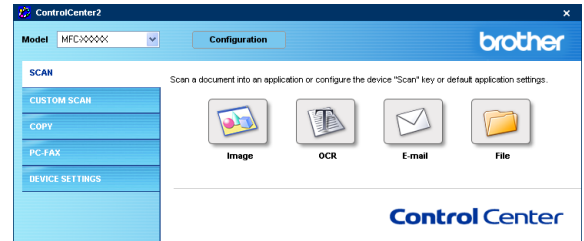
For Windows® XP:

Select **Start, Control Panel, Add or Remove Programs**.

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

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

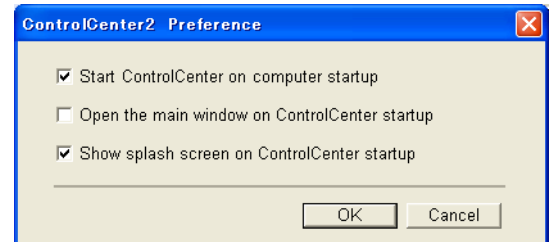
To be able to choose another connected model from the model pull-down list, you must have the MFL-Pro Software installed on your PC for that model.

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;

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



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

SCAN

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

- **Image** (*Default: Microsoft Paint*) — enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editing application you have installed on your computer.
- **OCR** (*Default: MS 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.)



Note

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

- **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.)

DEVICE SETTING

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.

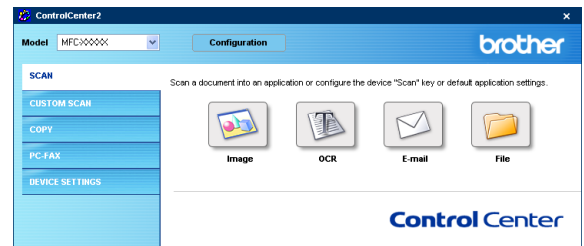
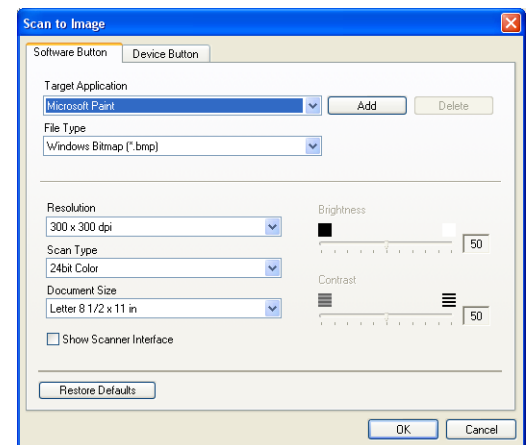



Image (example: Microsoft Paint)

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.



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

You can delete 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.



Note

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.

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.

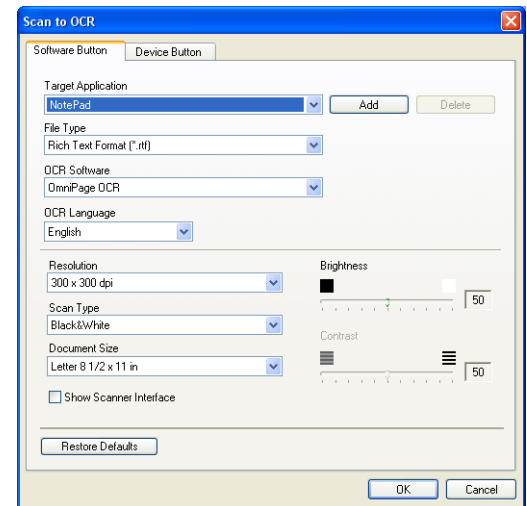
To configure **Scan to OCR**, right-click on the button and select **Software Button** or **Device Button**.

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.

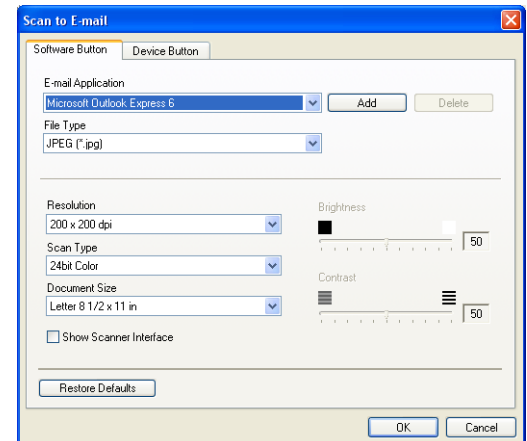


Note

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.

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)



Note


Additional file format support is available by scanning to PaperPort® 9.0SE and then use the save as function and choose the file format. (See *Using ScanSoft® PaperPort® 9.0SE and OmniPage® OCR* on page 2-14.)

The additional file types supported are:

- TIFF - Group 4 (*.tif)
 - TIFF - Class F (*.tif)
 - TIFF Multi Page - Group 4 (*.tif)
 - TIFF Multi Page - Class F (*.tif)
-

File

Scan to File 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  button.

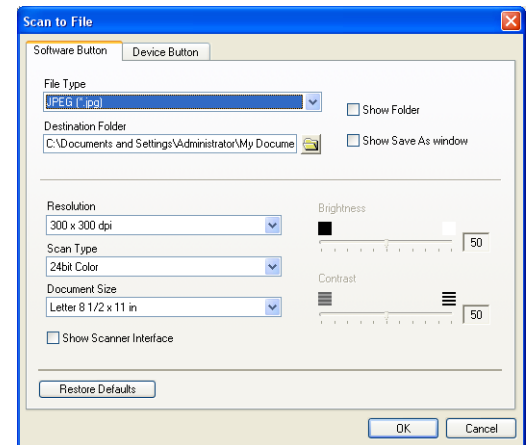
To show where the scanned image is saved when scanning is finished, check **Show Folder** box. To specify the destination of the scanned image everytime, check **Show Save as Window** box.

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



Note

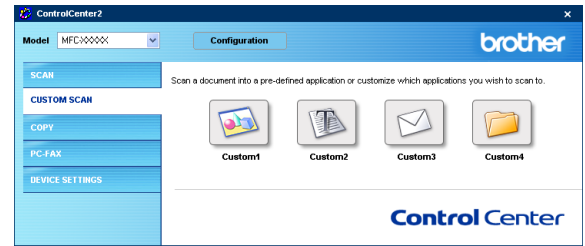
For the supported file types, see *File attachments* on page 3-7.



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

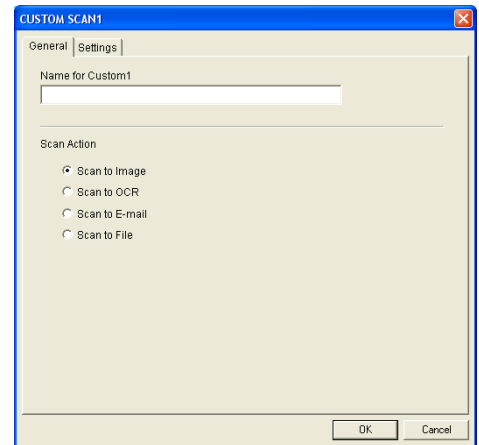
To configure a button, right-click on the button, and the configuration window will appear. Please read the following guidelines to configure the button.

Scan to Image:

In the **General** tab

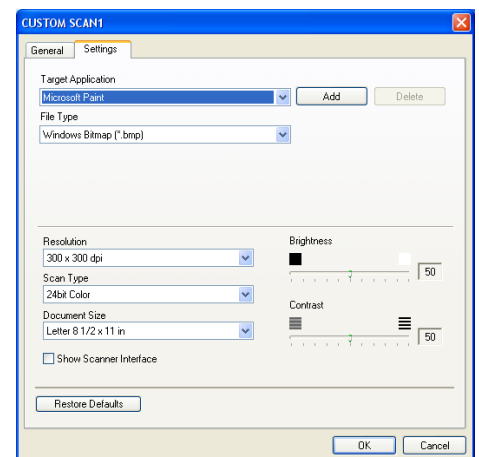
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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.

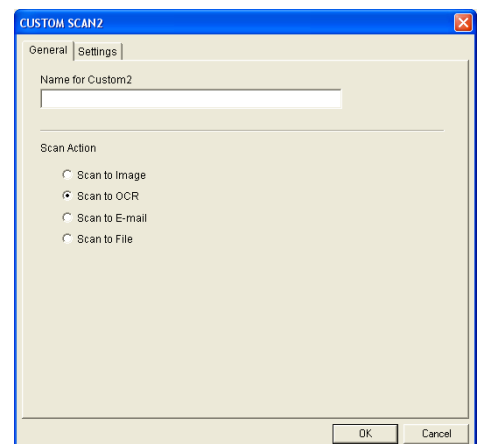


Scan to OCR:

In the **General** tab

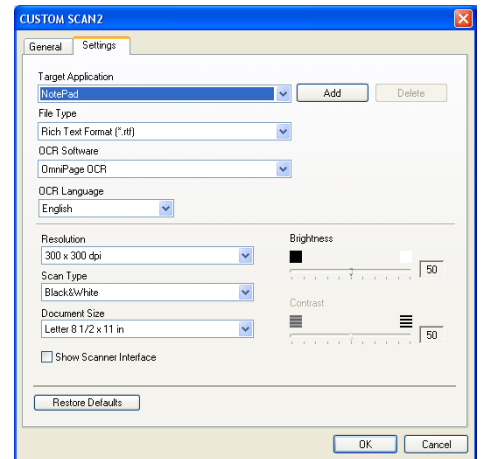
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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



In the **Settings** tab

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

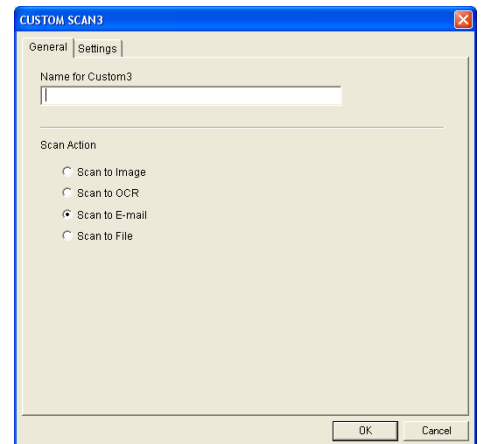


Scan to E-mail:

In the **General** tab

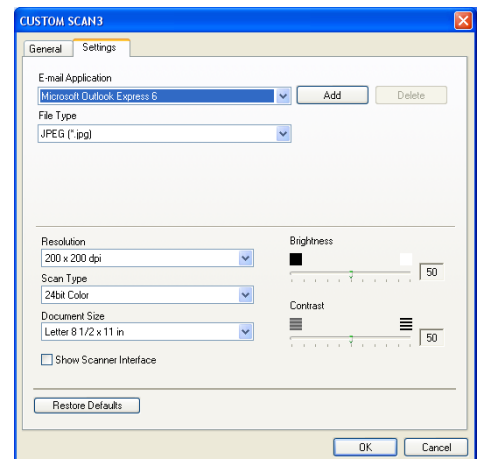
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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



In the **Settings** tab

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

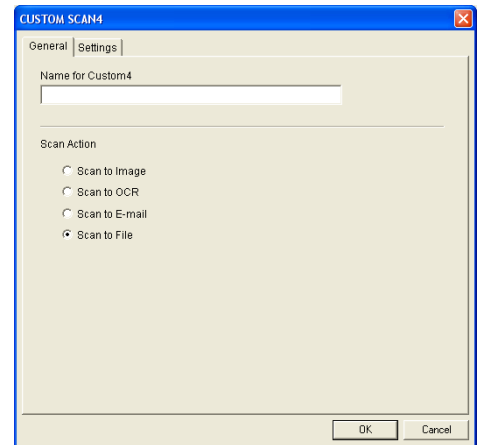


Scan to File:

In the **General** tab

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

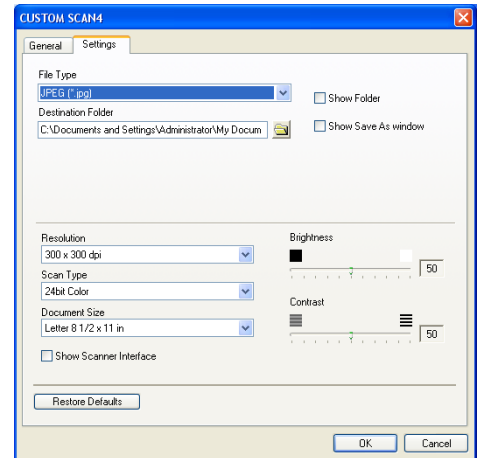
Select the type of scan from the **Scan Action** field.



In the **Settings** tab

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

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



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**.

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

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



Note

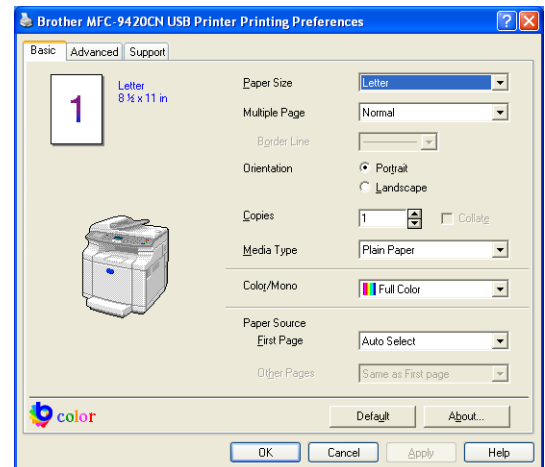
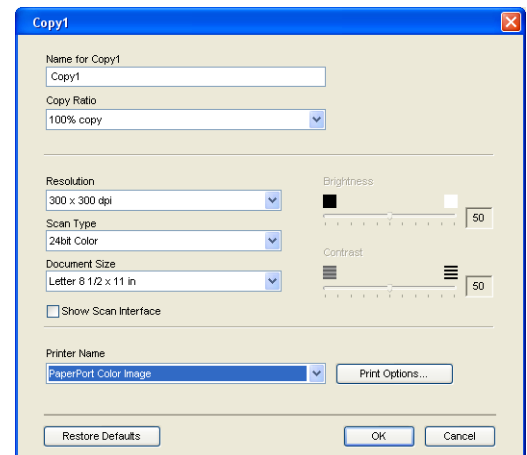
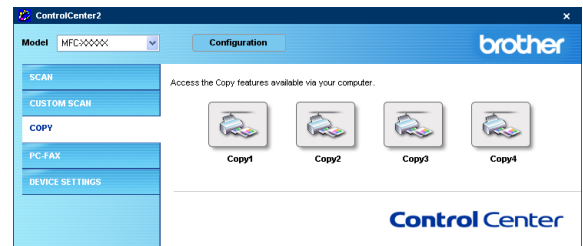
The **Print options** screen will vary depending upon which model printer you have selected.

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.

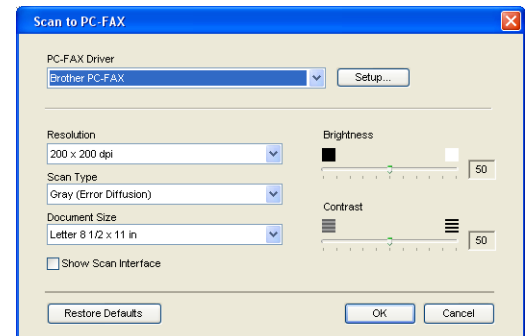


3

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**, **Brightness** and **Contrast** settings.



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 *PC-FAX receiving* on page 6-12.

Note

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

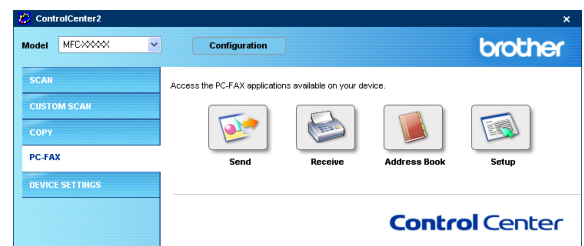
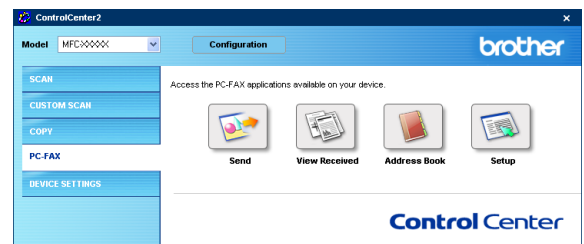
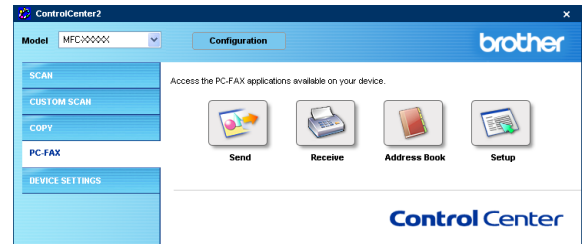
You can also activate the PC-FAX Receive software from the start menu. (See *PC-FAX receiving* on page 6-12.)

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.)

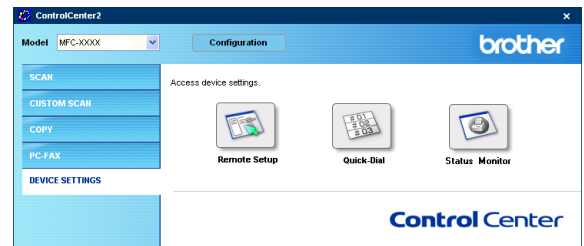


DEVICE SETTING

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

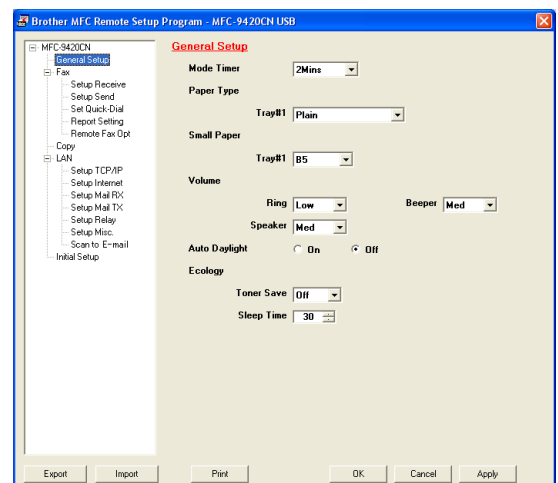
Note

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



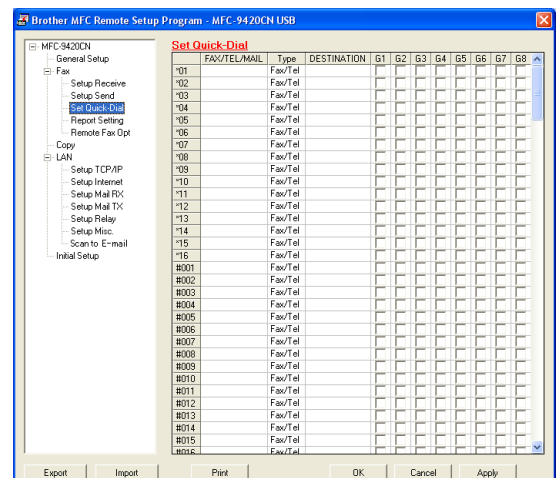
Remote Setup

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 PC to the machine.



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.)

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.)

Before using Network Scanning

Network License

MFC-9420CN includes the 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 installed, please purchase NL-5 which is a multiple PC license agreement pack for up to an additional 5 Users. To purchase NL-5, please contact your Brother Sales Office.



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.
 - To use Network Scanning with Windows® XP that is protected by the firewall, Network Scanning program must be excluded from the firewall setting. Visit the Solution 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 (see Quick Setup Guide), follow the steps below.

1 For Windows® XP

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

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

For Windows® 98/98SE/Me/2000

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

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

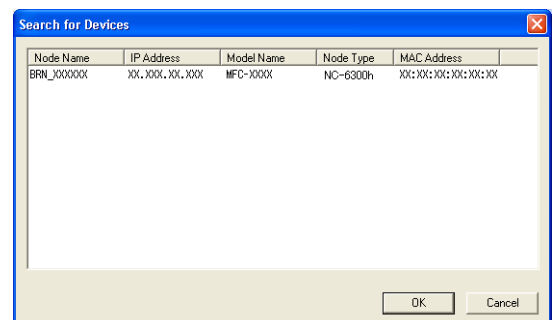
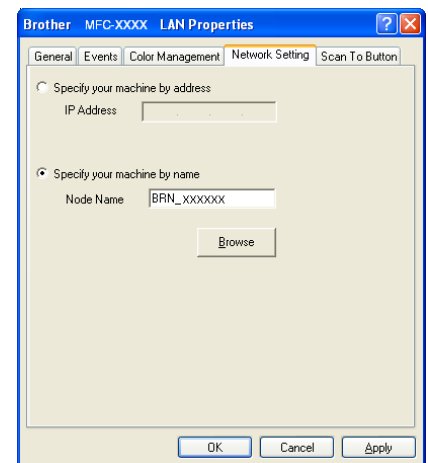
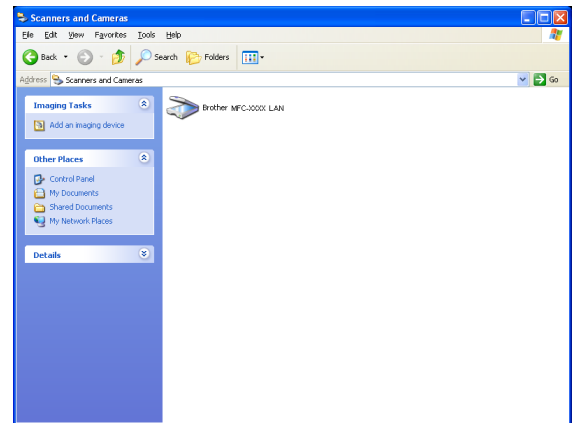
Specify your machine by address

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

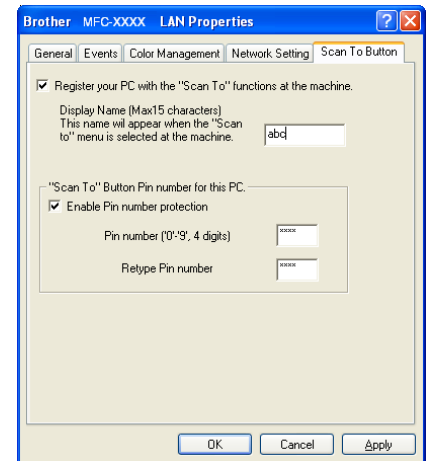
—OR—

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**.



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



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 color 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**.
- 4 Press ▲ or ▼ to select `PC`.
Press **Menu/Set**.
- 5 Press ▲ or ▼ to select the destination PC you want to use for E-mailing your document.
Press **Menu/Set**.

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

Press **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 color 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 color.



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**.
- 3 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 the quality, press **▲** or **▼** 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.
- 7 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.
Press **Color Start** or **Black Start**.
The machine will start the scanning process.

Scan to Image

When you select Scan to Image your document will be scanned and sent directly to the PC you designated on your network. 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.)

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 Image*.

Press **Menu/Set**.

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

Press **Menu/Set**.

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

Press **Menu/Set**.

The machine will start the scanning process.

Scan to OCR

When you select Scan to OCR your document will be scanned and sent directly to the PC you designated on your network. 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.)

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 OCR*.

Press **Menu/Set**.

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

Press **Menu/Set**.

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

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

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 File`.

Press **Menu/Set**.

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

Press **Menu/Set**.

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

Press **Menu/Set**.

The machine will start the scanning process.



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.

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.



Note

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 USB** or **MFC-9420CN LAN**.

■ 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.

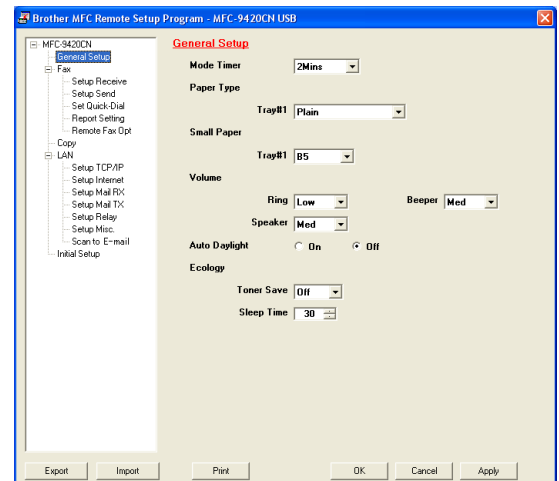
■ Import

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**.



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

- 1 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.)

The screenshot shows the 'Brother PC-FAX Setup' dialog box with the 'User Information' tab selected. The dialog box contains the following fields:

- Name:
- Company:
- Department:
- Phone Number:
- Fax Number:
- E-mail:
- Address 1:
- Address 2:

At the bottom right, there are 'OK' and 'Cancel' buttons.

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).

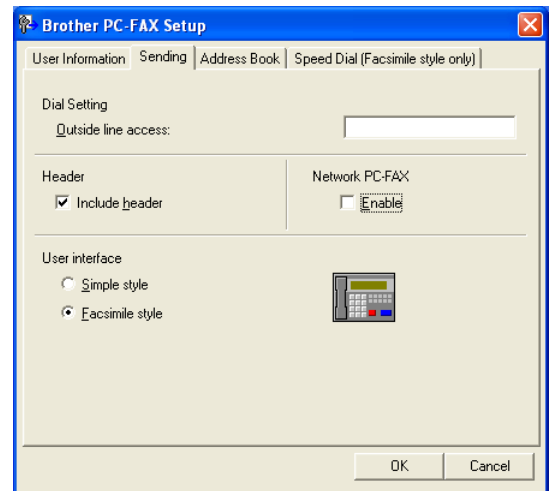
Include header

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

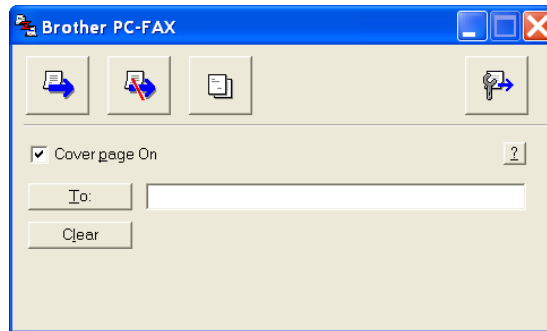
User interface

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

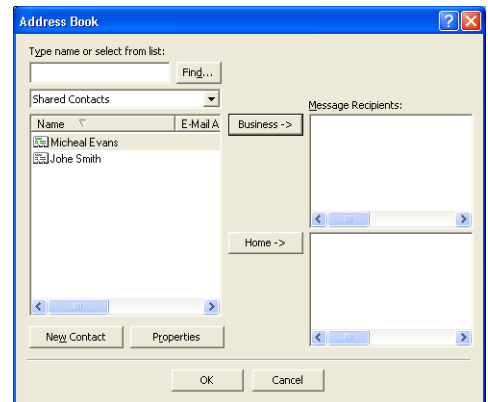
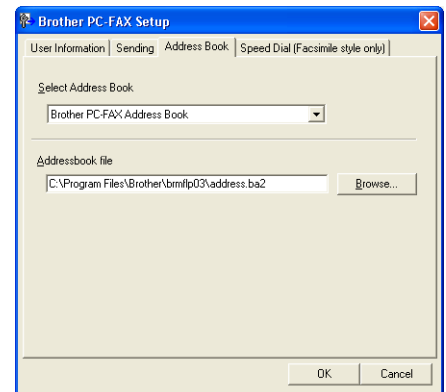
If Outlook® Express is installed on your PC, you can select which address book to use for PC-FAX sending, Brother Address Book or Outlook® Express from the **Address Book** tab.

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.

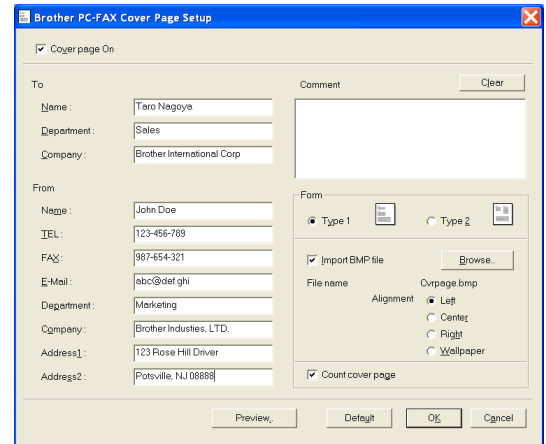
If you select Outlook® Express, you can use the Outlook® Express Address book when clicking the Address Book button on the sending window.



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

To

From

Comment

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

Form

Select the cover page format you want to use.

Import BMP file

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

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

Count cover page

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



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

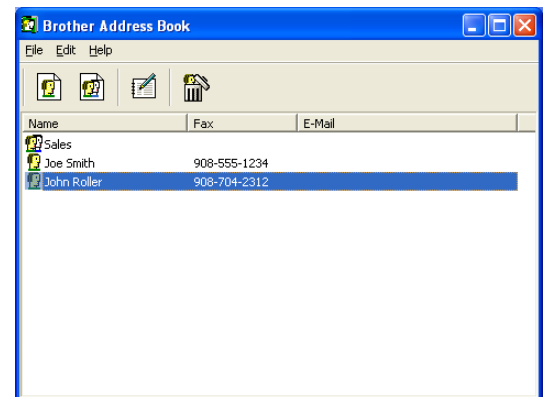
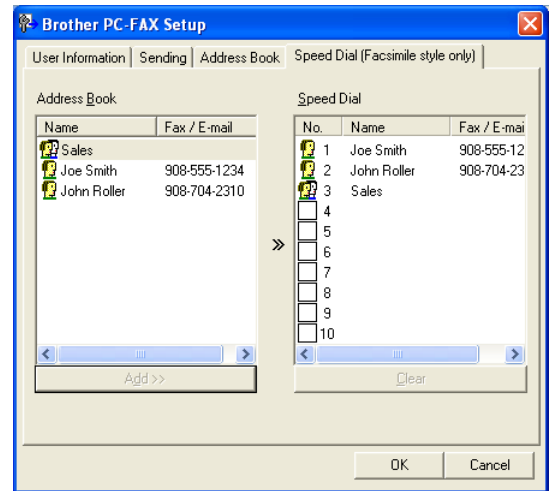
To clear a Speed-Dial button:

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

Brother Address Book


From the **Start** menu, select **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:



Setting up a Member in the Address Book

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

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

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

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

Setting up a Group for Broadcasting

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

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


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

- 2 Type the name of the new Group in the **Group Name** field.
- 3 In the **Available Names** box, select each Member to be included in the Group, and then click **Add >>**.
Members you add to the Group will be added to the **Group Members** box.
- 4 After all the members you want have been added, click **OK**.


 **Note**

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

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:

 **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)**.

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

—OR—

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

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

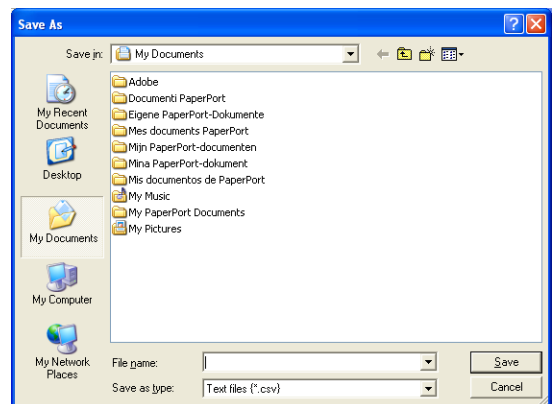
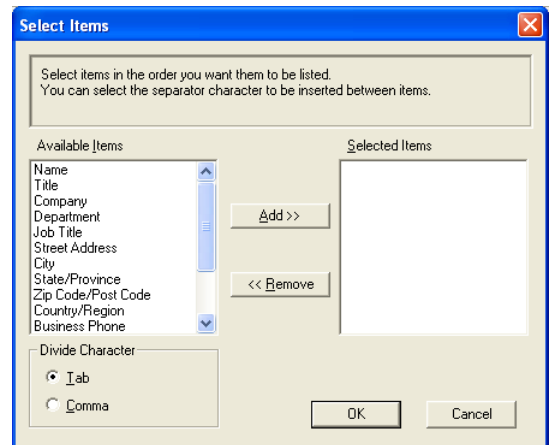
 **Note**

Select the items in the order you want them listed.

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

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

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



Importing to the Address Book

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

To import an ASCII text file:

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

—OR—

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

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



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.

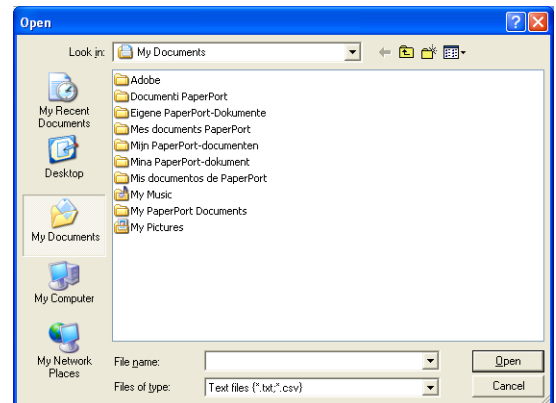
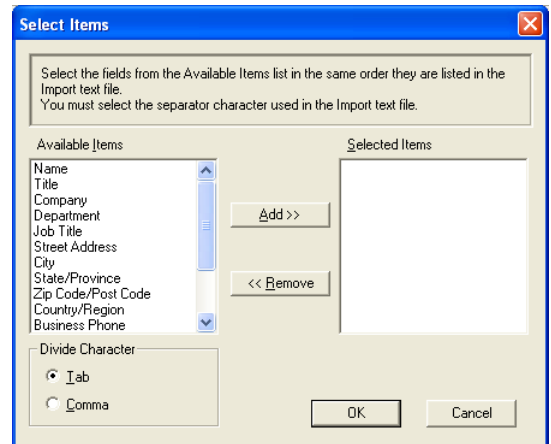
- 4 To import the data, click **OK**.

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



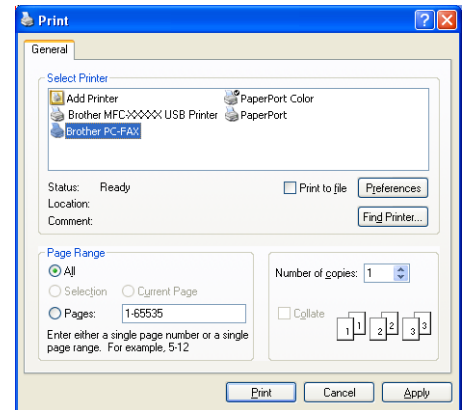
Note

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.

 **Note**

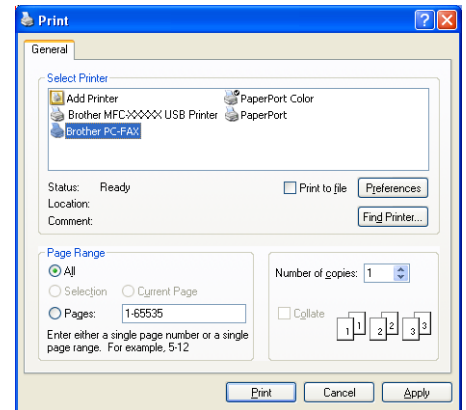
If you want to cancel the fax, click **Stop**.

Redial

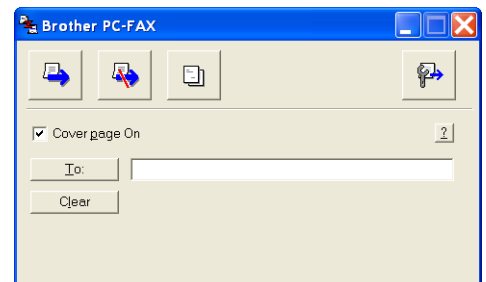
If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

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:






- 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.)



- 4 In the **To:** field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the **To:** button. If you made a mistake entering a number, click the **Clear** button to delete all the entries.
- 5 To send a Cover Page, 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.
- 7 If you want to cancel the fax, click the Cancel  icon.

PC-FAX receiving

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 on 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.

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



Note

- PC-FAX receiving is only available when using the USB or Parallel connection, not a Network (LAN) connection.
- PC-FAX is available in Black & White only.

Turn on the machine's PC-FAX Receive function

- 1 Press **Menu/Set**, **2**, **5**, **1**.
- 2 Press **▲** or **▼** to select `PC Fax Receive`.
Press **Menu/Set**.
- 3 Press **▲** or **▼** to select `Backup Print:On` or `Backup Print:Off`.
Press **Menu/Set**.
- 4 Press **Stop/Exit**.




Note


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

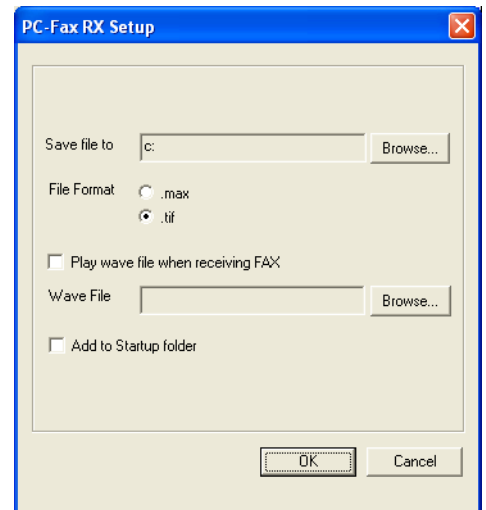
Running PC-FAX Receiving

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**.






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

Setting up your PC

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



Viewing new PC-FAX messages

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

- 1 Run PaperPort®.
- 2 Open the fax received folder.
- 3 Double-click any of the new faxes to open and view them.

 **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”



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 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 6 feet (2 meters).

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* 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**.

Job
Cancel



7

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 7-14, for Mac OS® 9.1-9.2 users, see *Secure Print* on page 7-14.)

- 1 Press **Secure Print**.



Note

The 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 **▲** or **▼** to select `Print`.
Press **Menu/Set**. The machine prints the data.
—OR—
If you want to delete the secured data press **▲** or **▼** 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™) 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™ 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. When the machine receives information from the Macintosh, it automatically chooses the emulation mode. This setting has been set at the factory to `Auto`.

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

- 1 Press **Menu/Set**, 4, 1.
- 2 Press **▲** or **▼** to select `Auto`, `HP LaserJet` or `BR-Script 3`.
Press **Menu/Set**.
- 3 Press **Stop/Exit**.



Note

We recommend that you set the emulation setting with your application software or network server. If the setting does not work properly, 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 **Color Start** or **Black Start**. The machine prints the list.
- 3 Press **Stop/Exit**.

Printing the Print Configuration List

You can print a list of current printer settings.

- 1 Press **Menu/Set**, 4, 2, 2.
- 2 Press **Color Start** or **Black Start**. The machine prints the settings.
- 3 Press **Stop/Exit**.

Test Print

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

- 1 Press **Menu/Set**, 4, 2, 3.
- 2 Press **Color Start** or **Black 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 settings

You can return the machine 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**.



Note

Only the printer settings will be returned to the default settings.

Calibration

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

- 1 Press **Menu/Set**, 4, 4.
- 2 Press ▲ or ▼ to select *Calibrate*.
- 3 Press **Menu/Set**.
- 4 Press 1 to select *Yes*.

You can reset the calibration parameters back to those set at the factory.

- 1 Press **Menu/Set**, 4, 4.
- 2 Press ▲ or ▼ to select *Reset*.
- 3 Press **Menu/Set**.
- 4 Press 1 to select *Yes*.



Note

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

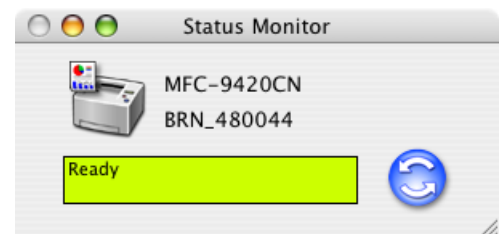
The **Status Monitor** utility is a configurable software tool for monitoring the status of the machine, letting you see error messages such as paper empty or paper jam at pre-set update intervals. You can also have an access to the Web Based Management and **Color Calibration** setting. Before you can use the tool you must choose your machine in the **Model** pop-up menu in ControlCenter2.

You can check the device status by clicking the **Status Monitor** icon in the **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

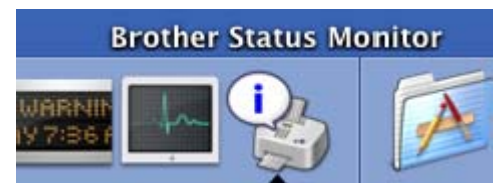
If you want the latest machine status while the **Status Monitor** window is open, click the update button.

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 an 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

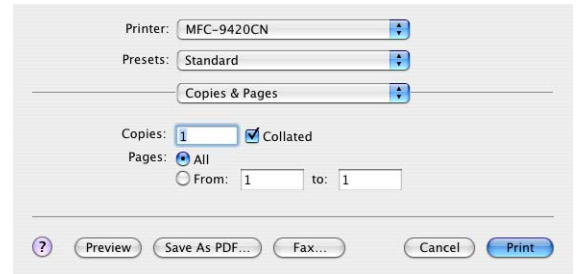
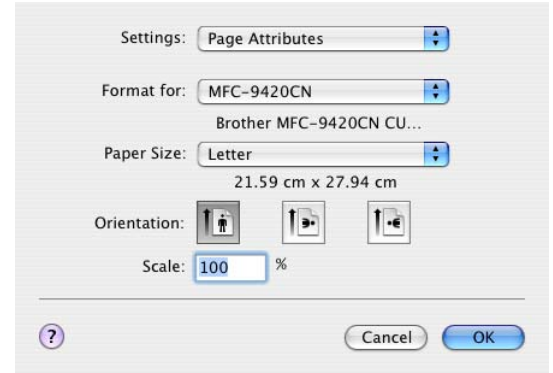
Go to menu bar, Color Calibration and choose Get device data. The printer driver will attempt to get the color calibration data from your machine.

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.



Specific settings

Print settings

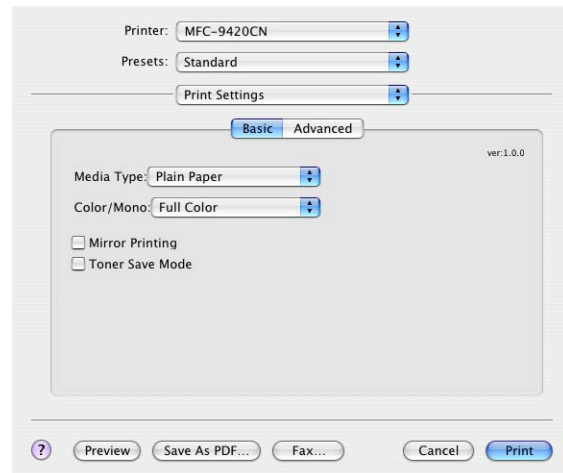
You can change settings by selecting the setting in the **Printer Settings** list.

Basic

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

Advanced

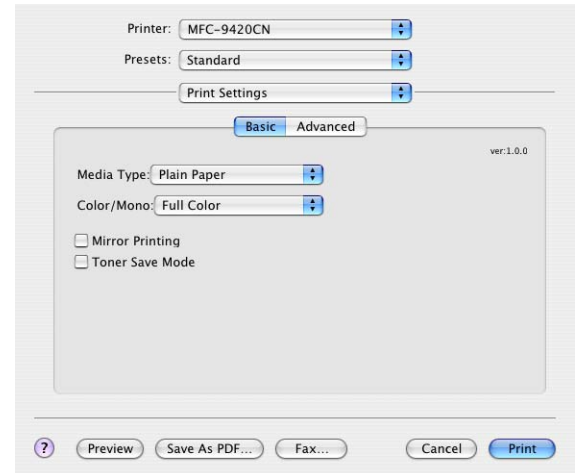
- **Print Quality**
- **Color Mode**
- **Improve Gray Color**
- **Enhance Black Printing**



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 (20 to 24 lb), 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 color and you want to print it in color, select this mode.

Mono

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

Black & Cyan

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

Black & Magenta

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

Black & Yellow

Select this mode when you want to print a color document in Black and Yellow. All colors 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 gray scale images.

Advanced

Print Quality

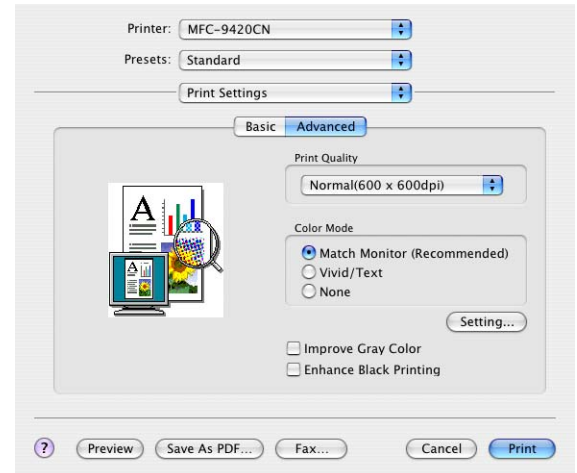
You can select the following print quality settings.

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

Vivid/Text

The color of all elements are adjusted to become vivid color. 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.

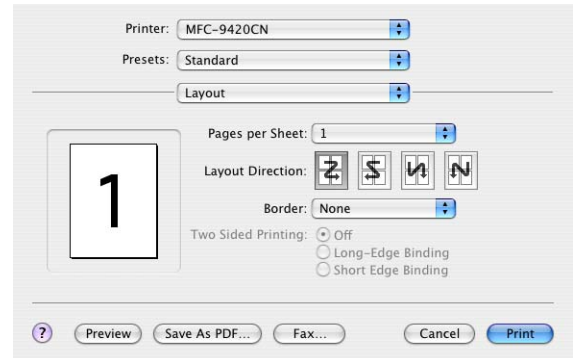
Layout

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:

- 1 Select **Secure Print** and check **Secure Print**.
- 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.)

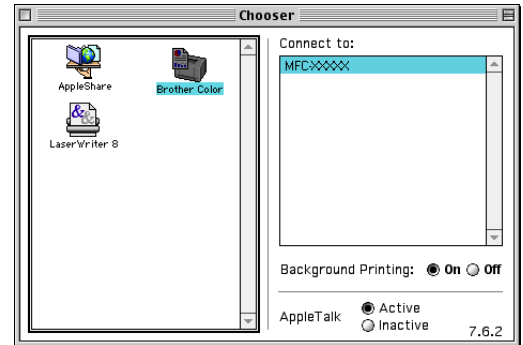
To delete a secured document:

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)

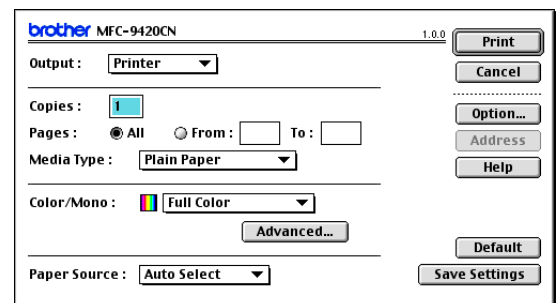
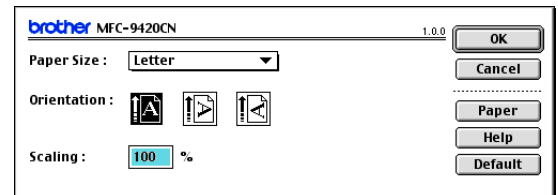
To select a Printer:

- 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**.



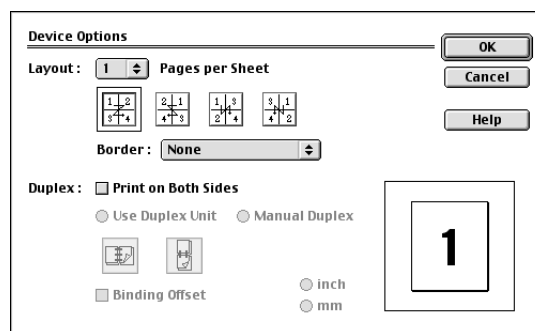
To print a document:

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



Note

If you want to change **Media Type**, **Color/Mono**, **Print Quality**, and **Color Mode**, 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 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

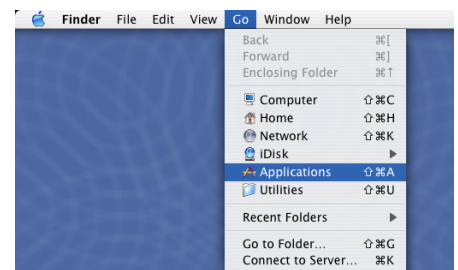
You need to install the BR-Script 3 printer driver using the following instructions.



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.

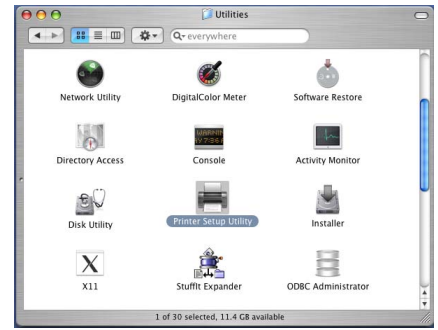
1 Select **Applications** from the **Go** menu.



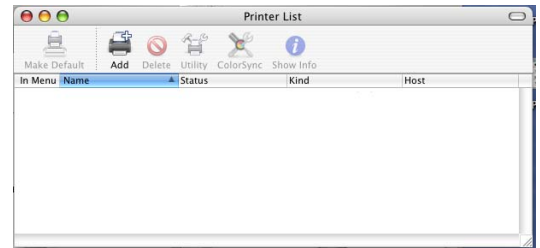
2 Open the **Utilities** folder.



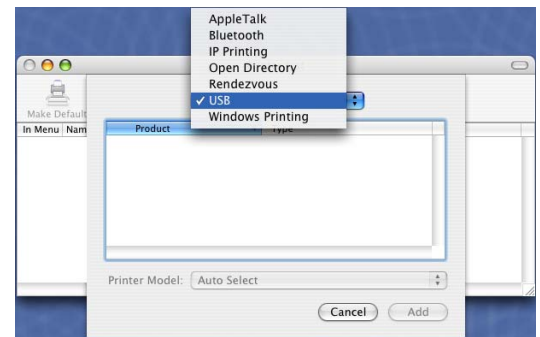
- 3 Open the **Printer Setup Utility** icon.
 - * For Mac OS® X 10.2.X users, open the **Print Center** icon.



- 4 Click **Add**.



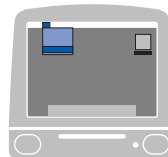
- 5 Select **USB**.



- 6 Select your model name, and then click **Add**.

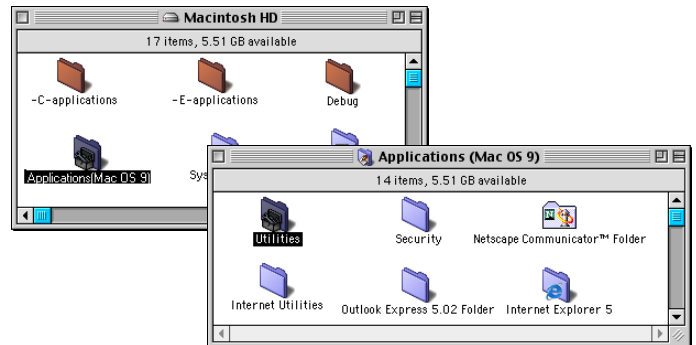


- 7 Select **Quit Printer Setup Utility** from the **Printer Setup Utility** menu.

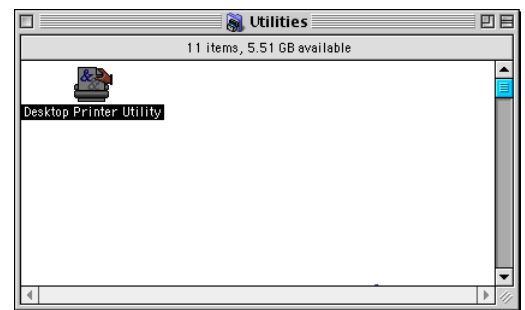


For Mac OS® 9.1 to 9.2 users

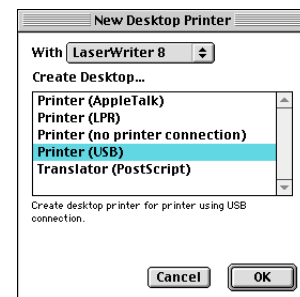
- 1 Open the **Applications (Mac OS 9)** folder.
Open the **Utilities** folder*.
* The screens are based on Mac OS® 9.1.



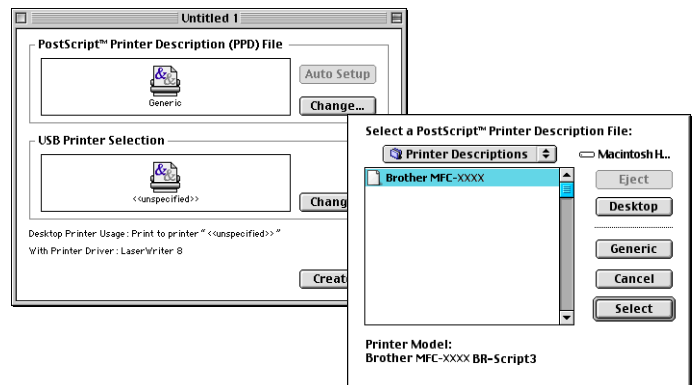
- 2 Open the **Desktop Printer Utility** icon.



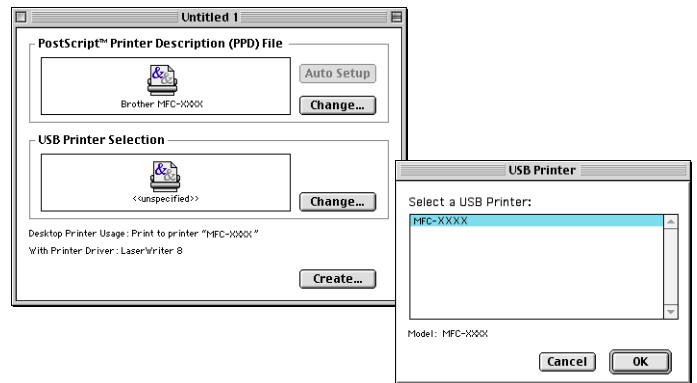
- 3 Select **Printer (USB)**, and then click **OK**.



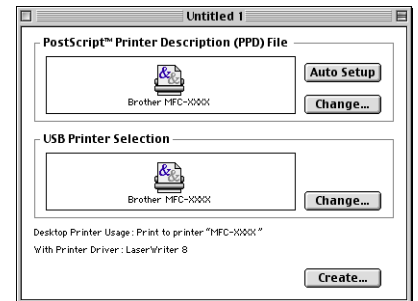
- 4 Click **Change...** in the PostScript™ Printer Description (PPD) file.
Select **Brother MFC-9420CN** and then click **Select**.



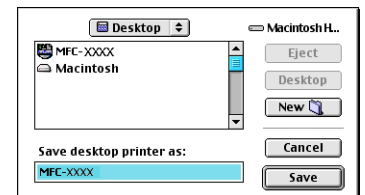
- 5 Click **Change...** in the **USB Printer Selection**. Select **Brother MFC-9420CN**, and then click **OK**.



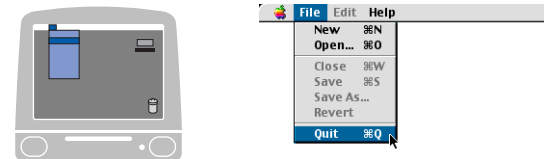
- 6 Click **Create....**



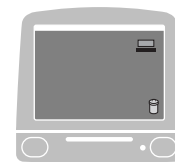
- 7 Enter your model name, and then click **Save**.



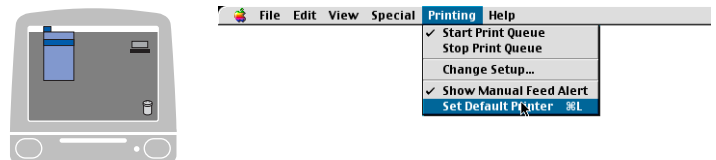
- 8 Select **Quit** from the **File** menu.



- 9 Click the **MFC-9420CN** icon on the Desktop.



- 10 Select **Set Default Printer** from the **Printing** menu.



Sending a fax

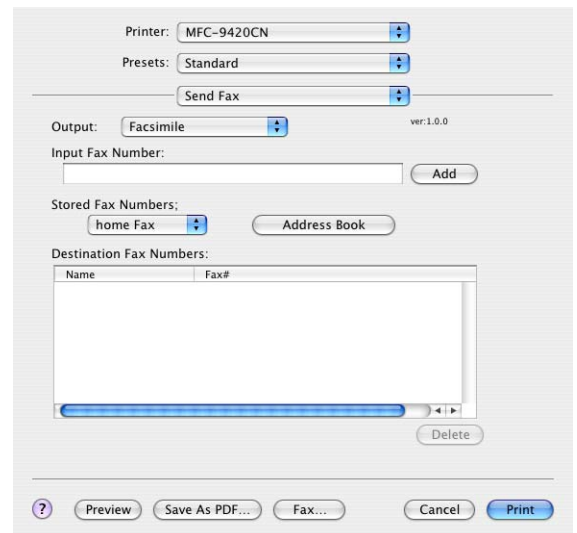
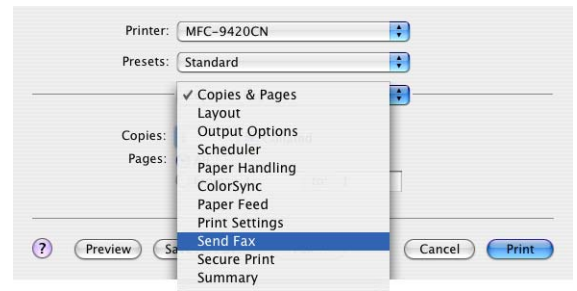
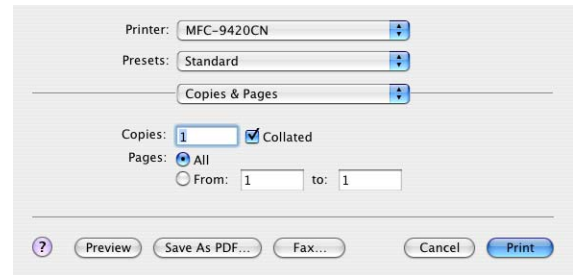
For Mac OS® X users

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:

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

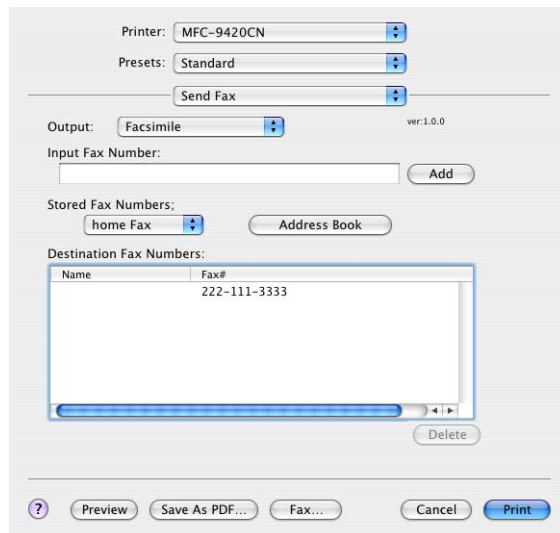
- 4 Select **Facsimile** from the **Output** pull-down menu.



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

 **Note**

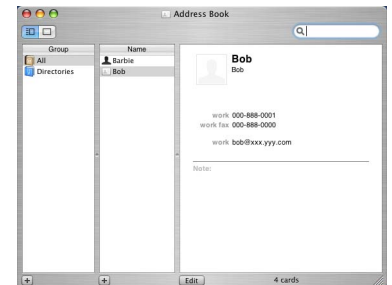
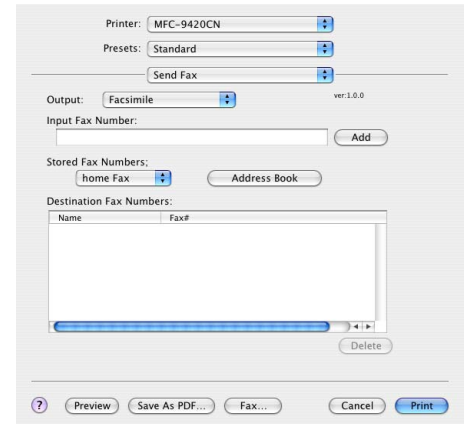
If you want to send a fax to more than one number, click **Add** after entering the first fax number. The destination fax numbers will be listed in the dialog box.



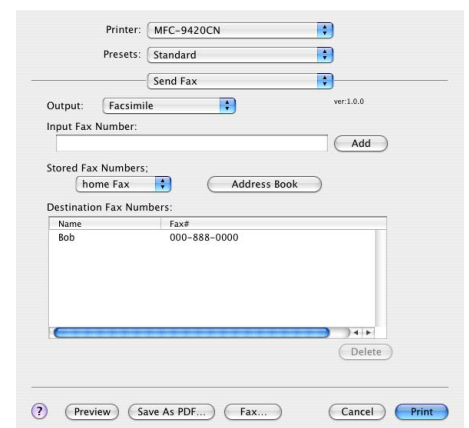
Drag a vCard from the Mac OS® X Address Book application

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

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



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



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).

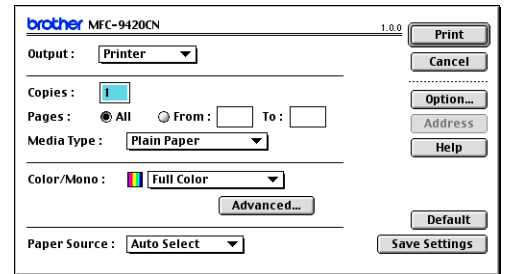
For Mac OS® 9.1 to 9.2 users

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

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

The Printer dialog box will appear:

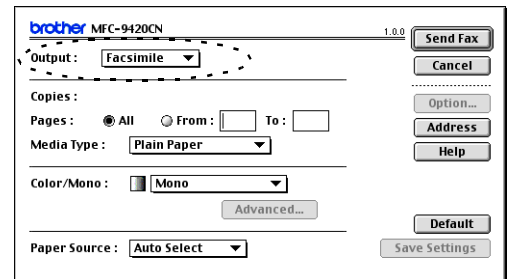
When **Printer** is selected, the top button shows **Print** and the **Address** button is grayed out.



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

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

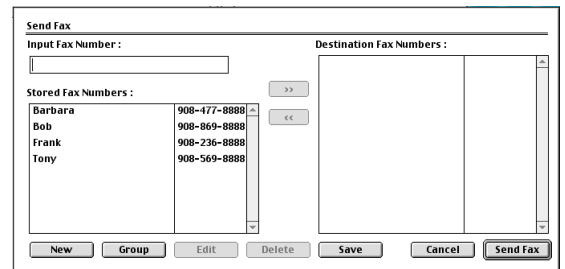
To select and only send certain pages of the documents, select **From** and type in the desired range of pages in the **From** and **To** box.



- 4 Click **Send Fax**.

The **Send Fax** dialog box appears:

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

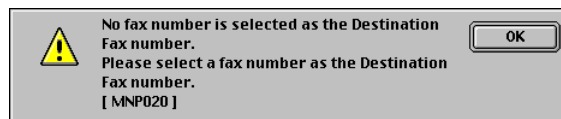


- 5 To address the fax, type a fax number in the **Input Fax Number** box. You can also select numbers in the **Stored Fax Numbers** box and click to apply them in the **Destination Fax Numbers** box.

- 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.

Scanning from a Macintosh®

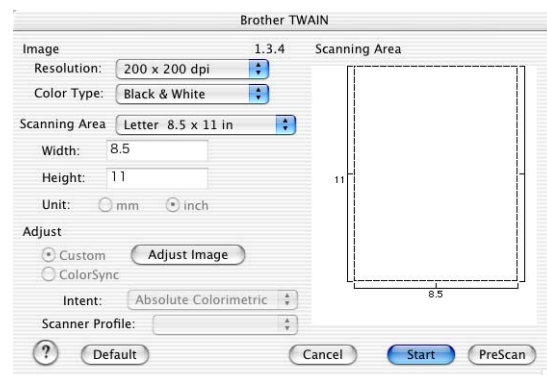
The Brother machine software includes a TWAIN Scanner driver for Macintosh®. You can use this Macintosh® TWAIN Scanner driver with any applications that support the TWAIN specification.

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* 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.



(Mac OS® X 10.2)

Note

- The screens shown in this section are from Mac OS® X 10.2. The screen on your Macintosh® may vary depending on your operating system.
- The method of selecting the source or choosing to scan may vary depending on the application software you are using.

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

Color Type

Scanning Area

Brightness

Contrast

3 Click **Start**.

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

Pre-Scanning an image

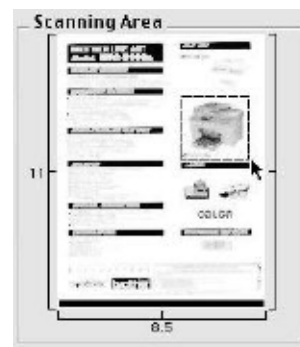
Pre-Scanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the **Scanning Area**. This is only a preview of the image, so you can see how it will look. The **PreScan** button will allow you to crop unwanted areas from the images. When you are satisfied with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

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

2 Click **PreScan**.

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

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



4 Insert the document in the ADF again.



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**, **Color 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

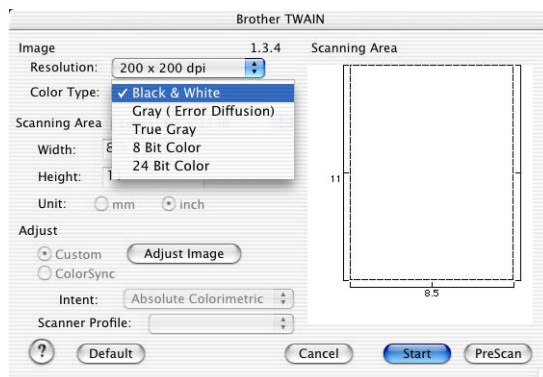
Color Type

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. It requires the most memory and takes the longest transfer time.

Colors — Choose either 8-bit Color, which scans up to 256 colors or 24-bit color which scans up to 16.8 million colors. Although using 24-bit color creates an image with the most accurate colors, the image file will be about three times larger than a file created with 8-bit Color.



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, Color Type and Resolution to determine which settings look the best.

Adjusting the Image

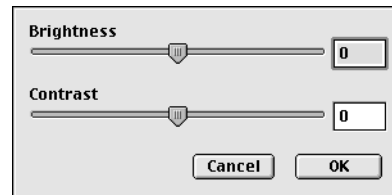
Brightness

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.



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 **Color 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 Color or higher video adapter
- Eudora Mail, or Outlook Express electronic mail software

Presto!® PageManager® Technical Support

[For USA]

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

[For Canada]

E-mail Address: contactus@newsoftinc.com

[Germany]

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

Company name: SoftBay GmbH
Postal Address: Carlstrase 50
D-52531 Ubach-Palenberg
Telephone: 49(0)2451/9112647
Fax: 49(0)2451/409642
E-mail Address: newsoft@softbay.de
URL: <http://de.newsoft.eu.com/>

[UK]

Company name: Guildsoft Ltd
Postal Address: Not 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

[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* on page 9-1.

Scan to E-mail

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

- 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**.

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.)

- 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 Image`.

Press **Menu/Set**.

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.)

- 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 OCR`.

Press **Menu/Set**.

The machine will start the scanning process.

Scan to File


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

- 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 File`.

Press **Menu/Set**.

The machine will start the scanning process.

Using ControlCenter2

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:

- 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 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

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

- 1 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.
- 3 Click **OK** to close the window.



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



Note

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

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.

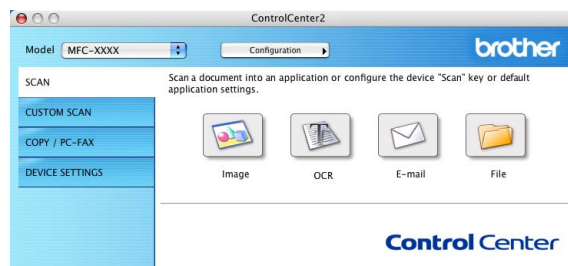
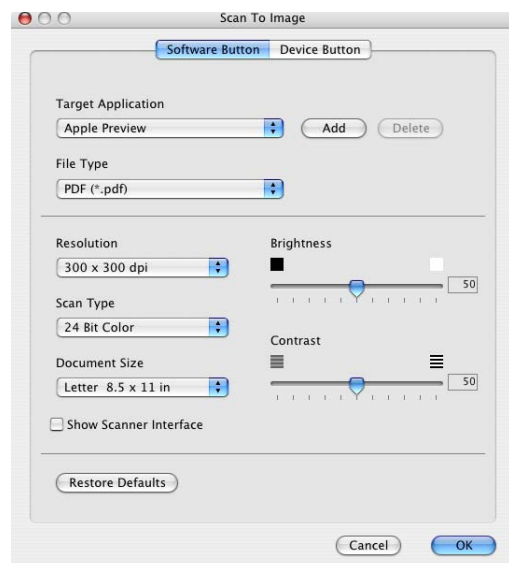


Image (example: Apple PreView)

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**.

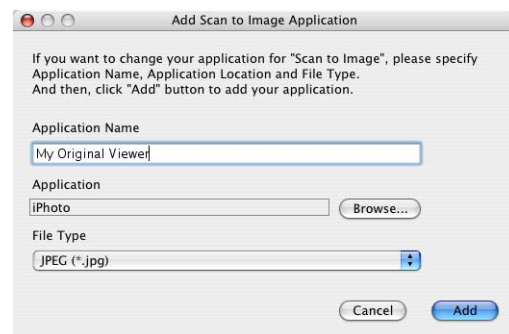
If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

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.



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 (Word Processing program)

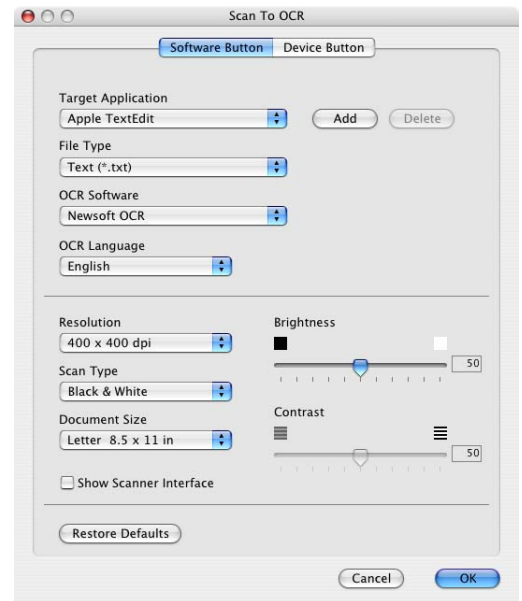
Scan to OCR converts the graphic page image data into text which can be edited by any word processor program. You can change the default word processor program.

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



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.

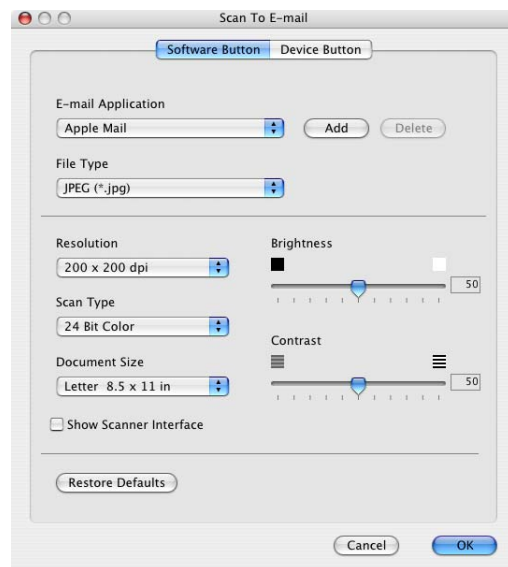
If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

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.

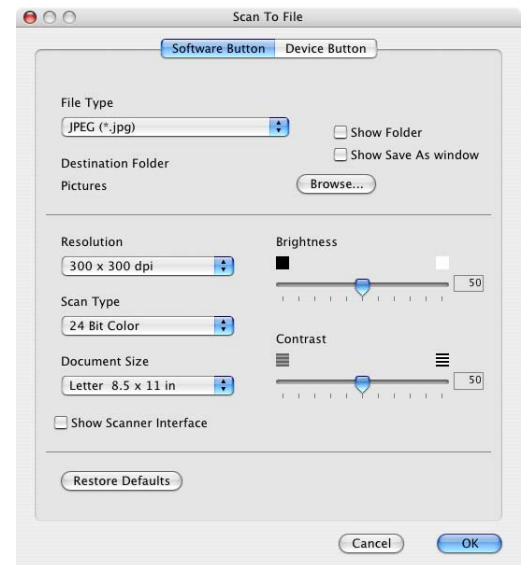
To show where the scanned image is saved when scanning is finished, check **Show Folder** box.

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.



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.

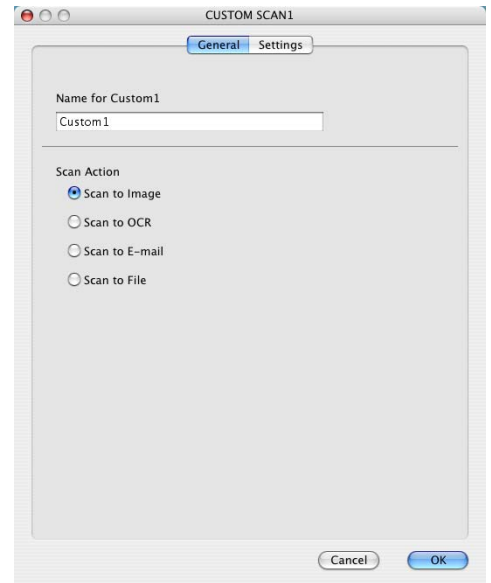


Scan to Image:

In **General** tab

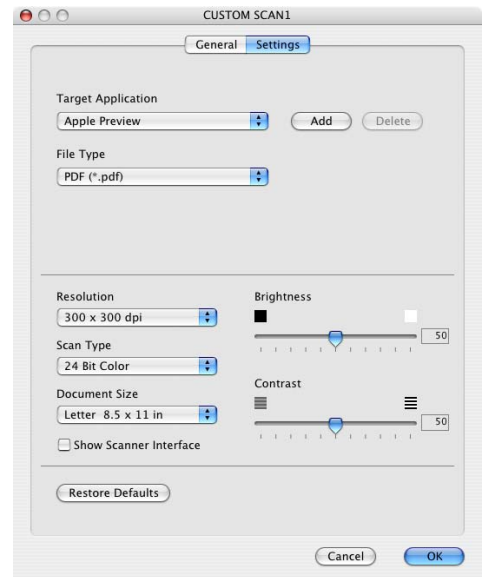
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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.

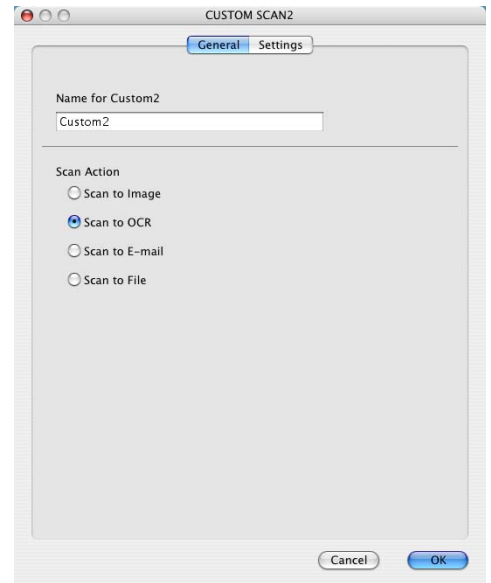


Scan to OCR:

In the **General** tab

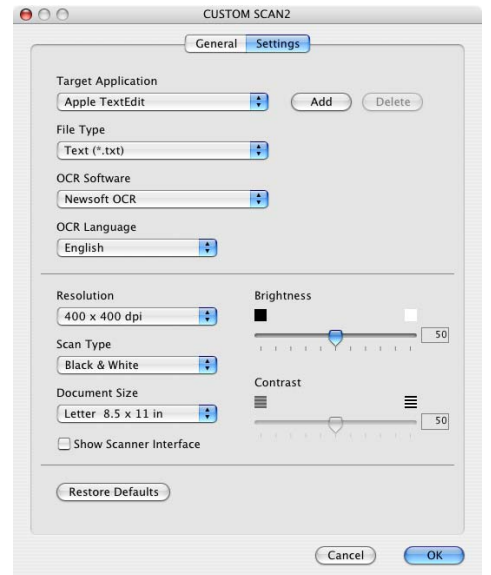
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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



In the **Settings** tab

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

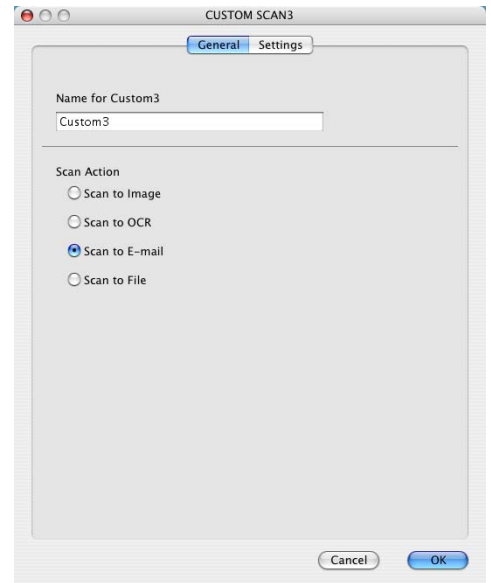


Scan to E-mail:

In the **General** tab

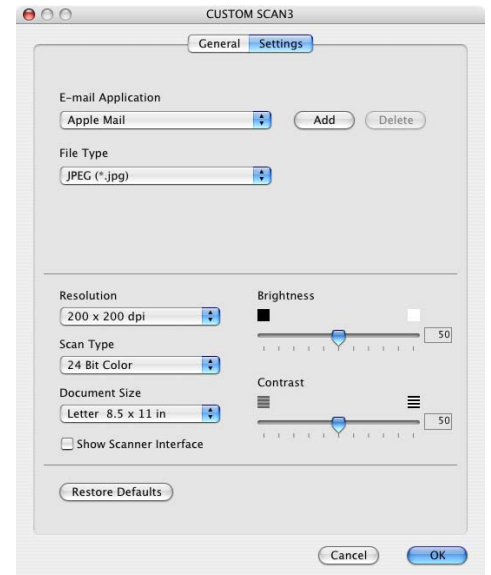
You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

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



In the **Settings** tab

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

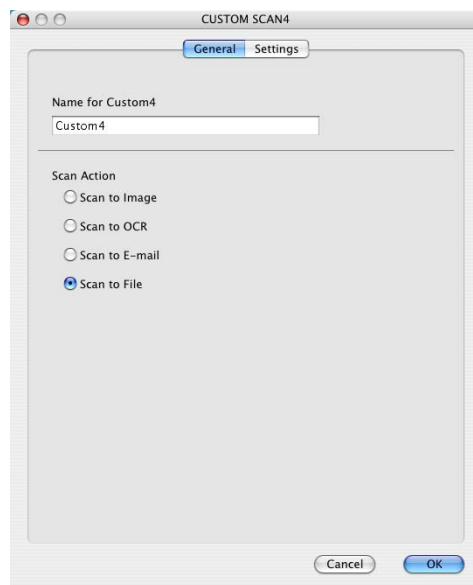


Scan to File:

In the **General** tab

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

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



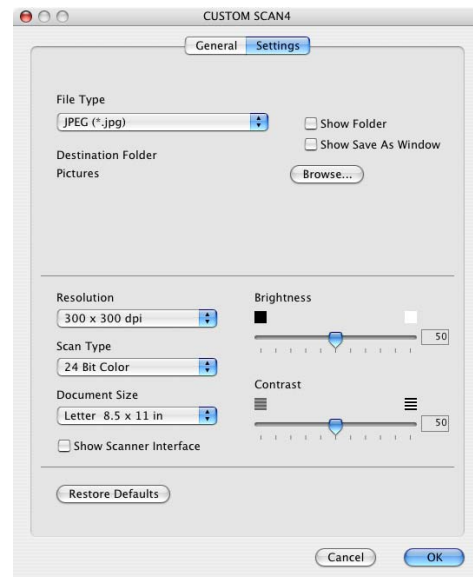
In the **Settings** tab

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

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

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

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



COPY / PC-FAX

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

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

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

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

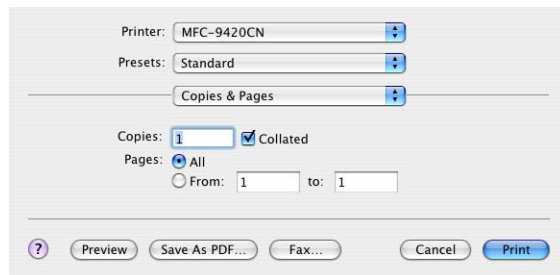
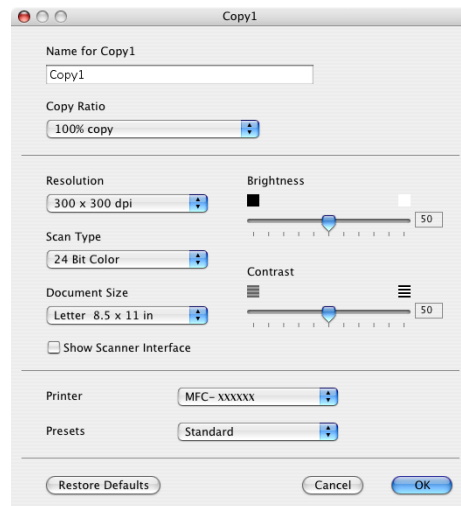
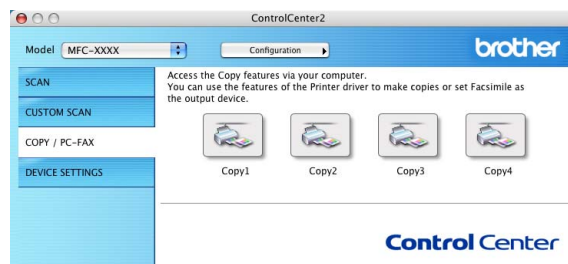
Before finishing the **Copy** button configuration, you must set the **Printer Name**. Then select your print settings from the Presets pull-down list, then click OK to close the window. By clicking the configured copy button, the print dialog window will open.

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.



DEVICE SETTINGS

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

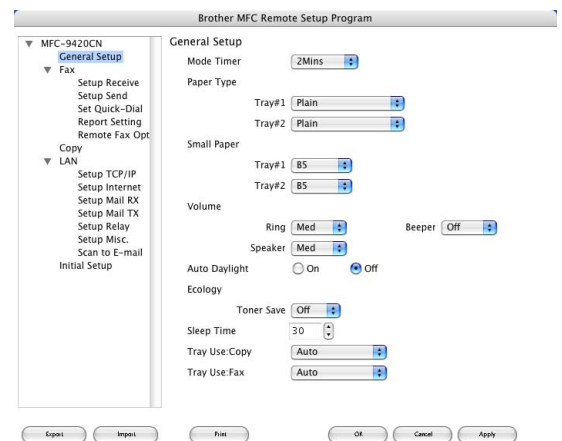
Note

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



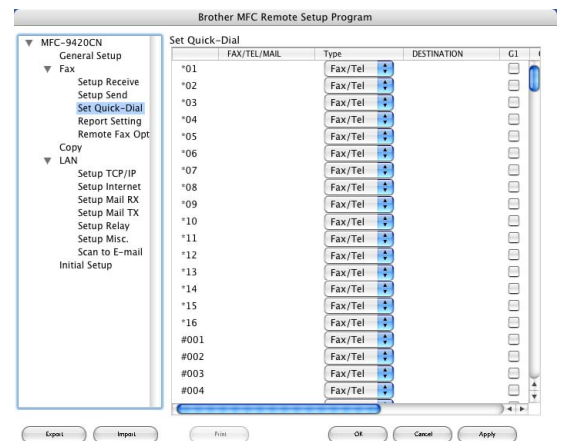
Remote Setup

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.



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.)

Color Calibration

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

Get the Device Calibration Data

You can get the calibration data from the device.

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.

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

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

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



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

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

- 4 Click the **OK** button.

Registering your Macintosh® with the machine

To use the “**Scan To**” button on the machine you must register your Macintosh® with the machine.

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

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

- 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.)



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 color document) and it will be sent with the E-mail from the Macintosh® as an attachment. You can change the scan configuration. (See *E-mail* on page 9-6.)

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

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 color 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 color.



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**.
- 3 Press ▲ or ▼ to select `Scan to E-mail`.
Press **Menu/Set**.

- 4 Press ▲ or ▼ to select `E-mail Server`.
Press **Menu/Set**.
—OR—
Go to Step 5 if you have set up only one E-mail server.
- 5 Press ▲ or ▼ to select `Change Quality`.
Press **Menu/Set**.
—OR—
If you don't have to change the quality, press ▲ or ▼ 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.
- 7 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.
Press **Color Start** or **Black 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.)

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 Image`.

Press **Menu/Set**.

4 Press ▲ or ▼ 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 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.)

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 OCR`.

Press **Menu/Set**.

4 Press ▲ or ▼ 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 color document) and send it directly to a Macintosh® you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter2 on the designated Macintosh®. You can change the scan configuration. (See *File* on page 3-8.)

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 File`.
Press **Menu/Set**.

4 Press ▲ or ▼ 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.

Remote Setup

(For Mac OS® X 10.2.4 or greater)

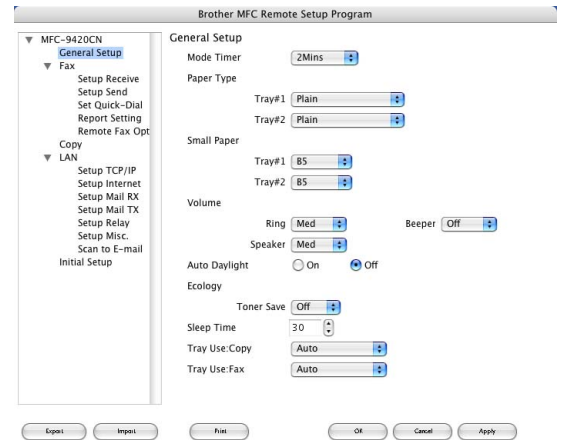
Remote Setup

The **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.



Note

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



OK

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

Cancel

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

Apply

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

Print

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

Export

This command saves the current configuration 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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