



SOFTWARE USER'S GUIDE

MFC-8460N
MFC-8860DN
MFC-8870DW
DCP-8060
DCP-8065DN

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Using the Brother printer driver

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

The printer drivers are on the CD-ROM we have supplied. Install the drivers by following *Quick Setup Guide*. The latest printer driver can also 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® 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.



Note

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

Printing a document

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

- 1 From your application, choose the Print command.
If any other printer drivers are installed on your computer, choose **Brother MFC-XXXX** or **DCP-XXXX Printer*** as your printer driver from the Print or Print Settings menu in your software application, and then click **OK** to begin printing.

*(Where XXXX is your model name. If you are using a USB cable to connect your machine then USB will be in the printer driver name.)



Note

For Macintosh® users, see *Using the Brother Laser driver for Macintosh® (Mac OS® X)* on page 114 or *Using the Brother Laser driver for Macintosh® (Mac OS® 9.1 to 9.2)* on page 117.

- 2 Your computer sends the data to the machine. The Status LED blinks in yellow and the machine starts to print.
- 3 When the machine finishes printing all the data, the LCD shows the machine status.



Note

You can choose the paper size and orientation in your application software.
If your application software does not support your custom paper size, choose the next larger paper size. Then adjust the print area by changing the right and left margins in your application software.

Duplex (two-sided) printing

The supplied printer driver supports duplex printing.

Guidelines for printing on both sides of the paper

- If the paper is thin, it may wrinkle.
- If paper is curled, straighten it and then put it back in the paper tray or the MP tray.
- If the paper is not feeding properly, it may be curled. Remove the paper and straighten it.

Manual duplex (two-sided) 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 thick paper is not recommended.

Automatic duplex (two-sided) printing (For models that support automatic duplex printing)



Note

- Use A4, Letter or Legal size paper when you use the automatic duplex printing function.
 - Make sure that the back cover is closed.
 - Make sure that the duplex tray is installed correctly in the printer.
 - If paper is curled, straighten it and then put it back in the paper tray.
 - You should use regular paper. Do not use bond paper or thin paper.
-

① Put paper in the paper tray or MP tray.

② For the Windows printer driver

- 1 Open the **Properties** dialog box in the printer driver.
- 2 From the **General** tab, click the **Printing Preferences** icon.
- 3 From the **Advanced** tab, click the **Duplex** icon.
- 4 Make sure that **Use Duplex Unit** has been chosen.
- 5 Click **OK**. The printer will print on both sides of the paper automatically.

For the BR-Script printer driver

- 1 Open the **Properties** dialog box in the printer driver.
- 2 From the **General** tab, click the **Printing Preferences** icon.
- 3 From the **Layout** tab, choose **Orientation**, **Print on Both Sides (Duplex)** and **Page Order**.
- 4 Click **OK**. The printer will print on both sides of the paper automatically.

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 status LED turns Yellow, you can clear the data that is left in the printer memory by pressing **Job Cancel**.



Secure 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 *Secure Print* on page 25.)



Note

The password is a 4 digit number.

- 1 Press **Secure**.



Note

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

- 2 Press **▲** or **▼** to choose the user name.
Press **OK**. The LCD displays job selections.
- 3 Press **▲** or **▼** to choose the job.
Press **OK**. The LCD prompts you to enter your four-digit password.
- 4 Enter your password using the control panel.
Press **OK**.
- 5 To print the data, press **▲** or **▼** to choose **Print**.
Press **OK**.
The machine prints the data.
To delete the secured data, press **▲** or **▼** to choose **Delete**.
Press **OK**.
- 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

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 and has an automatic emulation selection feature. When the machine receives data from the computer, it automatically chooses the emulation mode. The default setting is Auto(Epson). The machine can choose from the following combinations:

Auto (Epson) - default	Auto (IBM)
HP LaserJet	HP LaserJet
BR-Script3	BR-Script3
EPSON FX-850	IBM Proprinter XL

Your machine has the following emulation modes. You can change the setting by using the control panel.

■ HP LaserJet Mode

The HP LaserJet mode (or HP mode) is the emulation mode in which this printer supports the PCL6 language of a Hewlett-Packard® LaserJet laser printer. Many applications support this type of laser printer. Using this mode will allow your printer to run at its best with those applications.

■ BR-Script3 Mode

BR-Script is an original Brother page description language and a PostScript® language emulation interpreter. This printer supports level 3. The BR-Script interpreter of this printer allows you to control text and graphics on the page.

For technical information about PostScript® commands, see the following manuals:

- Adobe Systems Incorporated. PostScript® Language Reference, 3rd edition. Addison-Wesley Professional, 1999. ISBN: 0-201-37922-8
- Adobe Systems Incorporated. PostScript® Language Program Design. Addison-Wesley Professional, 1988. ISBN: 0-201-14396-8
- Adobe Systems Incorporated. PostScript® Language Tutorial and Cookbook. Addison-Wesley Professional, 1985. ISBN: 0-201-10179-3

■ EPSON FX-850 and IBM Proprinter XL Mode

The EPSON FX-850 and IBM Proprinter XL modes are the emulation modes that this printer supports to meet the industry-standard for dot matrix printers. Some applications support these dot matrix printer emulations. Use these emulation modes so your printer will work well when printing from those types of applications.

Setting the Emulation mode

- 1 Press **Menu, 4, 1.**
(For DCP models press **Menu, 3, 1.**)
- 2 Press **▲** or **▼** to choose **Auto (EPSON), Auto (IBM), HP LaserJet, BR-Script 3, Epson FX-850** or **IBM Proprinter.**
Press **OK.**
- 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, choose 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 choose it.

- 1 Press **Menu, 4, 2, 1.**
(For DCP models, press **Menu, 3, 2, 1.**)
- 2 Press **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, 4, 2, 2.**
(For DCP models, press **Menu, 3, 2, 2.**)
- 2 Press **Start.** The machine prints the settings.
- 3 Press **Stop/Exit.**

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, 4, 3.**
(For DCP models, press **Menu, 3, 3.**)
- 2 To restore the default settings, press **1.**
To exit without making a change, press **2.**
- 3 Press **Stop/Exit.**

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-XXXX (or DCP-XXXX) Printer*** located in the **Start/All Programs/Brother/MFL-Pro Suite MFC-XXXX (or DCP-XXXX)/Status Monitor** on your PC. The **Status Monitor** window will appear.

*(Where XXXX is your model name and if you are connected by USB then USB will be in the printer driver name.)



- 2 Right-click on the **Status Monitor** window and choose **Load Status Monitor on Startup** in the menu.



- 3 Right-click on the **Status Monitor** window and choose **Location**, and then choose the way to display the status monitor on your PC—in the **Taskbar**, in the **Tasktray**, in the **Tasktray (on Error)** or on the **Desktop**.

Monitoring the machine's status

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

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



- A yellow icon indicates a warning.



- A red icon indicates 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-XXXX** (or **DCP-XXXX**) on your PC.
 - For more information about using the **Status Monitor** software, right click the **Status Monitor** icon and choose **Help**.
-

Printer driver settings (For Windows®)



Note

For Macintosh® users, see *Using the Brother Laser driver for Macintosh® (Mac OS® X)* on page 114 or *Using the Brother Laser driver for Macintosh® (Mac OS® 9.1 to 9.2)* on page 117.

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

- **Paper Size**
- **Multiple Page**
- **Orientation**
- **Copies**
- **Media Type**
- **Duplex / Booklet**
- **Paper Source**
- **Resolution**
- **Toner Save Mode**
- **Watermark**¹
- **Scaling**¹
- **Secure Print**¹
- **Quick Print Setup**¹
- **Print Date & Time**¹
- **Status Monitor**¹
- **Macro**
- **Administrator** (For Windows® 98/98SE/Me users only)
- **Insert Command/File** (For Windows® 98/98SE/Me users only)
- **Density Adjustment**

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

How to access the printer driver settings (For Windows®)

- 1 Choose **Print** from the **File** menu in your application software.
- 2 Choose **Brother MFC-XXXX** (or **DCP-XXXX**) **Printer*** and click **Properties** or **Preferences**.
(**Document Defaults** for Windows NT® 4.0) The Printer dialog box will appear.
*(Where XXXX is your model name and if you are connected by USB then USB will be in the printer driver name.)

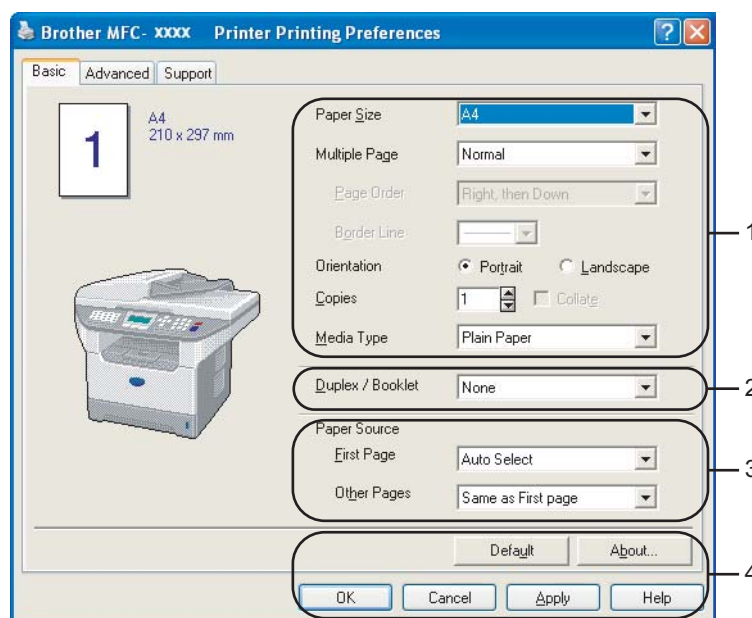


Note

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

Features in the Windows® printer driver

Basic tab



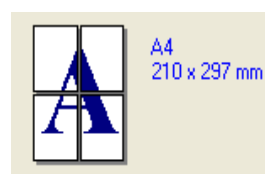
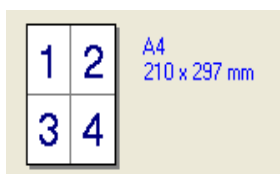
- 1 Choose the **Paper Size**, **Multiple Page**, **Orientation**, **Copies** and **Media Type**.
- 2 Choose the **Duplex / Booklet** setting.
- 3 Choose the **Paper Source** (**First Page** and **Other Pages**).
- 4 Click the **OK** button to apply your selected settings.
To return to the **Default** settings, click the **Default** and then **OK**.

Paper Size

From the drop-down box choose 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.



Page Order

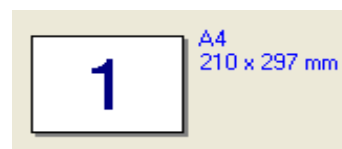
When N in 1 option is selected, the page order can be selected from the drop-down list.

Border Line

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

Orientation

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

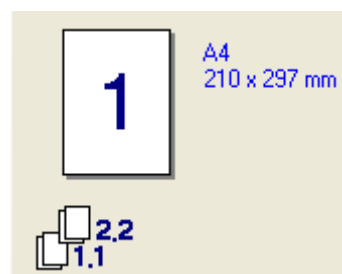
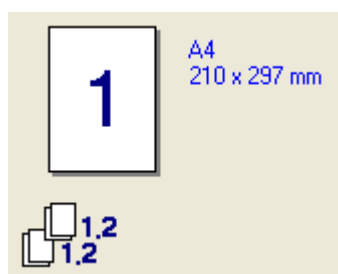


Copies

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

Collate

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



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
Transparencies

Thin Paper
Envelopes

Thick Paper
Env. Thick

Thicker Paper
Env. Thin

Bond Paper
Recycled Paper



Note

- When using ordinary plain paper (19 to 25 lb) choose **Plain Paper**. When using heavier weight paper, envelopes or rough paper choose **Thick Paper** or **Thicker Paper**. For bond paper, choose **Bond Paper**; for OHP transparencies, choose **Transparencies**.
- When you use envelopes, choose **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, choose **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, choose **Env. Thin**.

Duplex / Booklet (For models that support automatic Duplex printing)

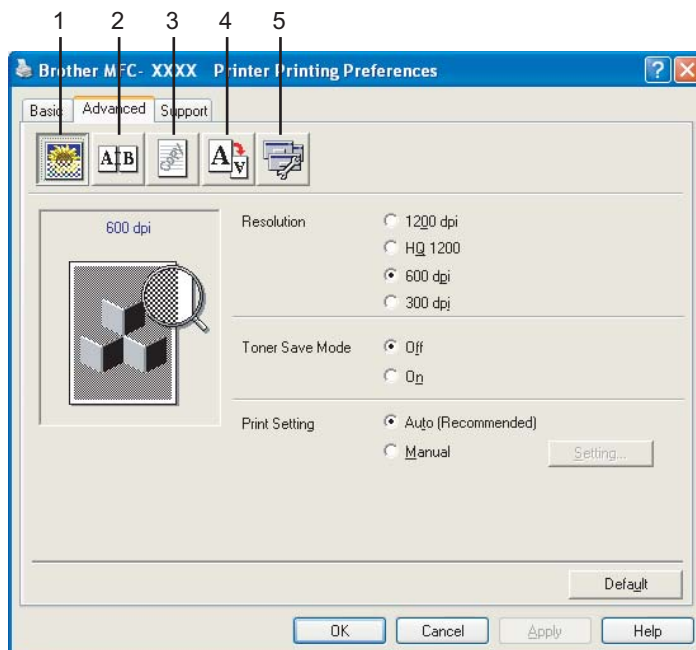
When you want to print a booklet or do duplex printing, use this function, and then from the **Advanced** tab, choose a **Duplex Type** (See *Duplex (two-sided)* (For MFC-8860DN, MFC-8870DW and DCP-8065DN) on page 18).

Paper Source

You can choose **Auto Select**, **Tray1**, **MP Tray** or **Manual** and 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

Resolution

You can change the resolution as follows:

- 1200 dpi
- HQ1200
- 600 dpi
- 300 dpi



Note

If you use the high quality 1200 dpi setting, the print speed will be slower.

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 Greyscale images.

Print Setting

You can manually change the Print settings.

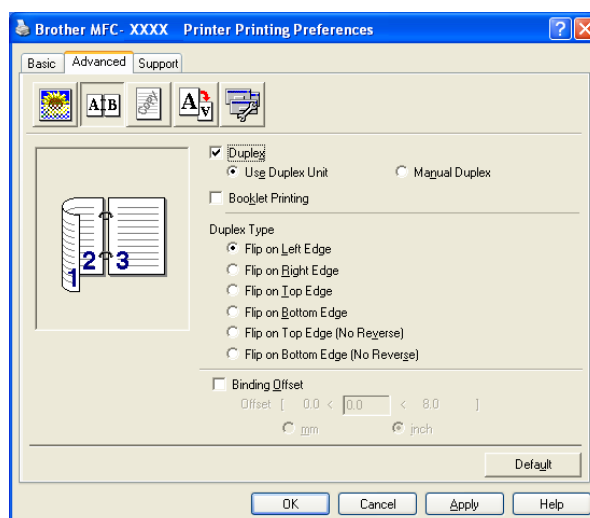
■ Auto

Selecting the **Auto (Recommended)** button will allow automatic printing with the most suitable print settings for your print job.

■ Manual

You can change the settings manually by choosing **Manual** and clicking the **Setting...** button. You can set **brightness**, **contrast** and other settings.

Duplex (two-sided) (For MFC-8860DN, MFC-8870DW and DCP-8065DN)



Check **Duplex** if you want to use the Duplex (two-sided) printing feature.

Use Duplex Unit

Check the **Duplex** box and then choose **Use Duplex Unit**.

In this mode the machine prints on both sides of the paper automatically.

Manual Duplex

Check the **Duplex** box and choose **Manual Duplex**. 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.

Booklet Printing

When you want to print a booklet, use this Function. To make the Booklet, fold the printed pages down the middle, when using the booklet printing function.

Duplex Type

You can choose 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)



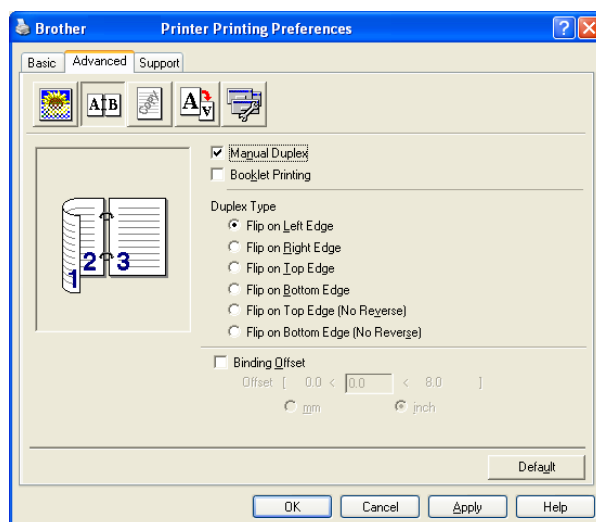
Flip on Bottom Edge (No Reverse)



Binding Offset

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

Duplex (For MFC-8460N and DCP-8060)



Manual Duplex

Check **Manual Duplex**. 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

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)



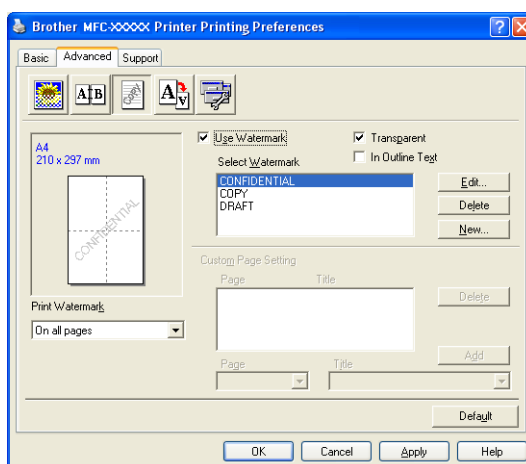
Flip on Bottom Edge (No Reverse)



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 put a logo or text into your document as a watermark. You can choose one of the preset Watermarks, or you can use a bitmap file that you have created. Check **Use Watermark**, and then choose 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)

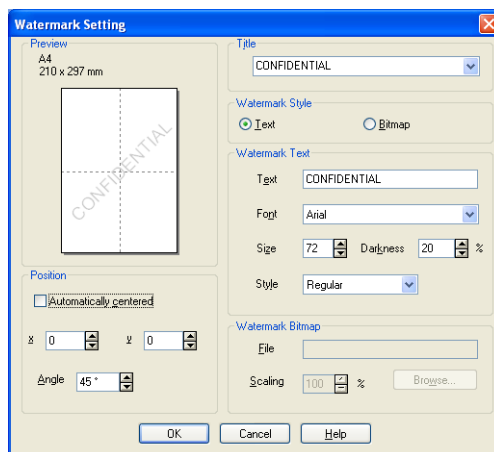
Check **In Outline Text** if you only want to print an outline of the watermark.

Print Watermark

You can print the watermark in any of the following ways.

- 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 choose **Text** or **Bitmap** in the **Watermark Style**.

■ Title

You can choose 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 choose the **Font**, **Size**, **Darkness** and **Style**.

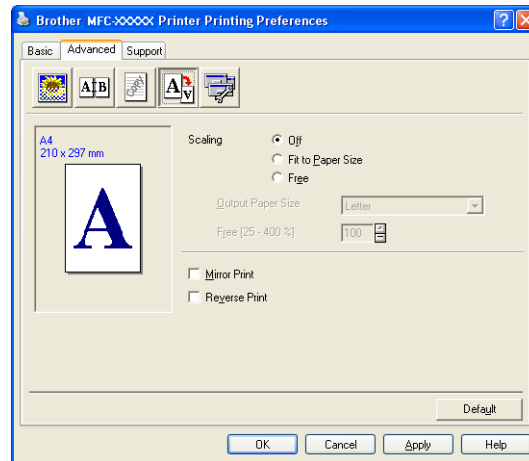
■ Watermark Bitmap

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



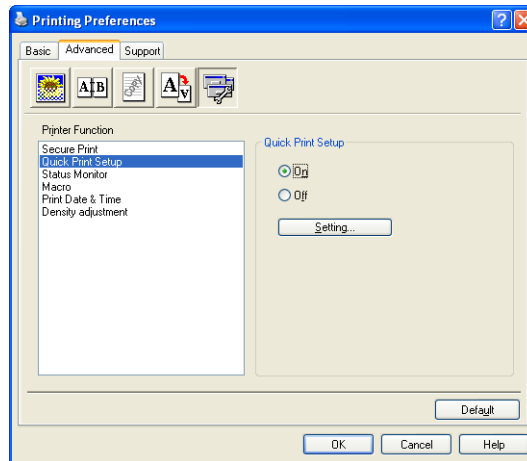
Scaling

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:

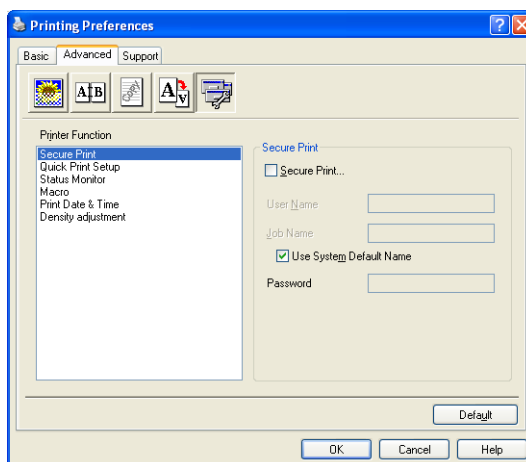
- **Secure Print**
- **Quick Print Setup**
- **Status Monitor**
- **Macro**
- **Administrator** (For Windows® 98/98SE/Me users only)
- **Insert Command/File** (For Windows® 98/98SE/Me users only)
- **Print Date & Time**
- **Density adjustment**
- **Error Message Printout**



Note

The Device Options list may differ depending on the model.

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.

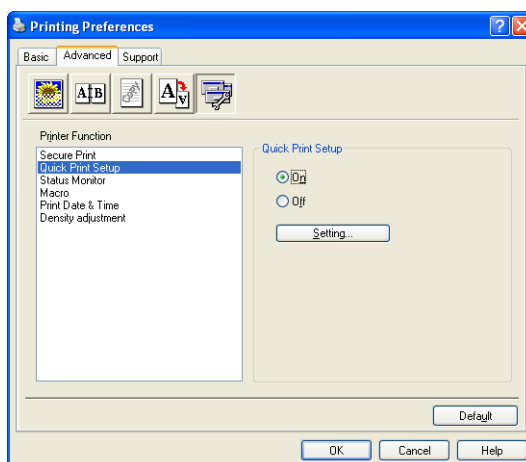
To send a secured document:


- 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 Key* on page 6.)

To delete a secured document:

You need to use the control panel of the machine to delete a secured document. (See *Secure Key* on page 6.)

Quick Print Setup



The **Quick Print Setup** feature allows you to quickly choose 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 list.

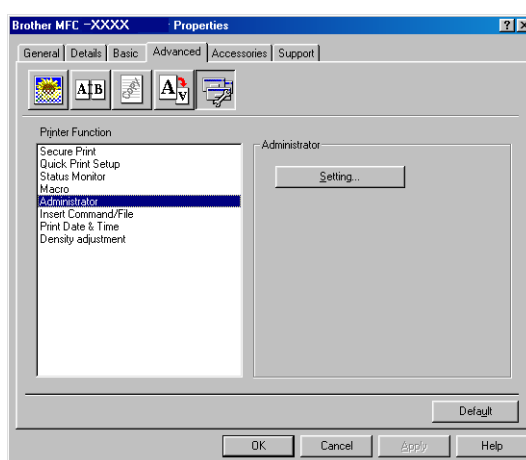
Status Monitor

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, choose **Device Options** and then choose **Status Monitor**.

Macro

You can save a page of a document as a macro to the printer memory. Also, you can execute the saved macro - in other words, you can use the saved macro as an overlay on any document. This will save time and increase printing speed for often used information such as forms, company logos, letterhead formats or invoices. For more information, please see the **Help** text in the printer driver.

Administrator (For Windows® 98/98SE/Me users only)



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



Note

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

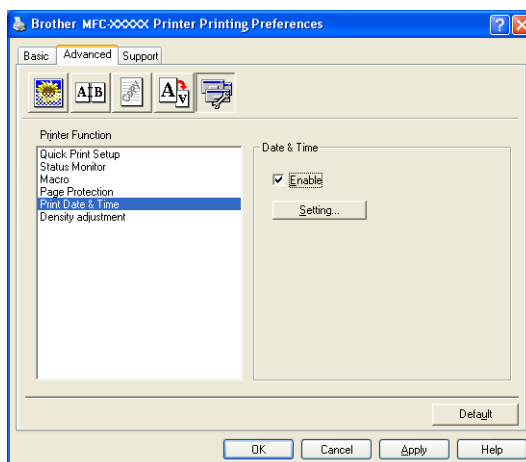
Insert Command/File (For Windows® 98/98SE/Me users only)

This option allows data to be inserted into a print job.

Using this function allows you to do the following.

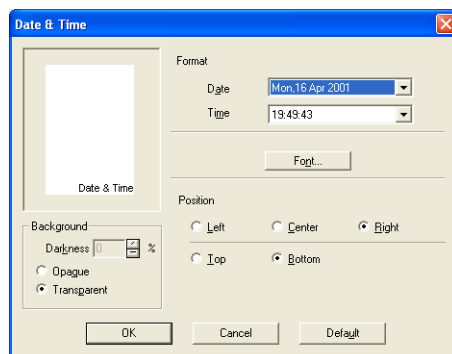
- Insert a print file or tiff format file into a print job.
- Insert a text string into a print job.
- Insert a macro, which is saved in printer memory, into a print job.

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**, **Position** and **Font**. To include a background with the **Date** and **Time**, choose **Opaque**. When **Opaque** is selected, you can set the darkness 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.

Density adjustment

Increase or decrease the print density.

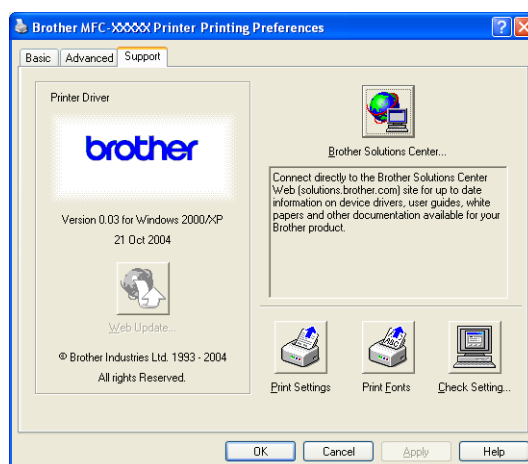
Error Message Printout

You can choose whether the printer reports problems by printing an error page.

If you select either **Print Default** or **On** the machine will print an error page. Select **Off** if you do not want the machine to print an error page.

Error message	Action
Memory Full	<ul style="list-style-type: none">■ Cancel the print job if you want to delete the remaining data in the printer memory.■ Reduce the complexity of your document or cut the print resolution.■ Add more memory. See <i>Options</i> in the User's Guide.
Resolution Adapted (The machine has printed the document at a reduced resolution)	<ul style="list-style-type: none">■ Reduce the complexity of your document before you print to prevent automatic reduction in the resolution.

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.

Print Fonts

You can print the internal fonts list.

Check Setting

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

Accessories tab

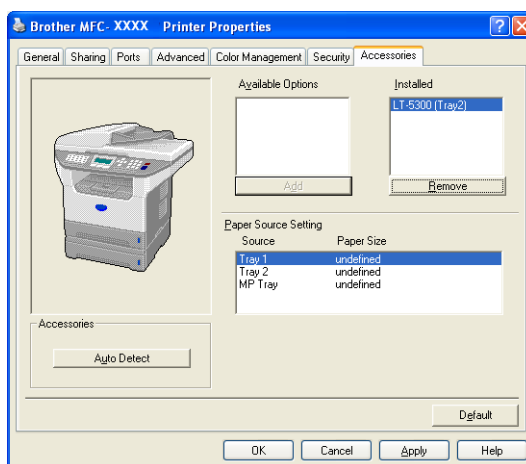
To access the **Accessories** tab, click the **Start** button and **Printers and Faxes**.

(For Windows® 98/98SE/Me/2000 Professional and Windows NT® 4.0 users, click the **Start** button, **Settings**, and **Printers**.)

Right-Click your printer icon and click **Properties**.

Available Options

In order to use the optional 2nd paper tray, you must install the option in the driver. Highlight the model number from the **Available Options** list and click **Add**. The optional tray will then be listed in the **Installed** box, **Paper Source Setting** list and the screen illustration will display the 2nd tray.



Paper Source Setting

This feature shows the paper size setting for each tray.



Note

Choose the paper size and the default tray for printing from the control panel menu on the machine.
(See *Paper Size* and *Tray use in Print Mode* in Chapter 3 of the User's Guide.)

Auto detection of printer options

The **Auto Detect** function finds the currently installed options and shows the available settings in the printer driver. When you click **Auto Detect**, options that are installed on the machine will be listed. You can manually add or remove options.

Features in BR-Script3 (Post Script® 3™ language emulation) Printer compatible driver

The BR-Script3 (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 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** again and follow the on-screen instructions. When the **Select Components** screen appears, check **PS Printer Driver**, and then continue following the on-screen instructions.

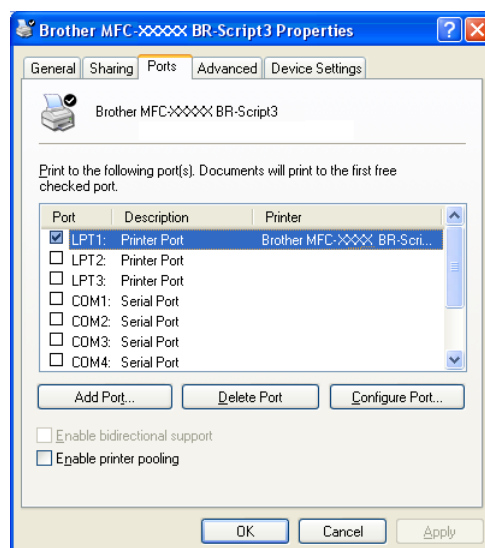
If you have not previously installed the driver and software, insert the CD-ROM into the CD-ROM drive on your PC and click **Install MFL-Pro Suite** and follow the on-screen instructions. When the Setup Type screen appears, choose **Custom Install** and check the **PS Printer Driver**. Then continue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



Note

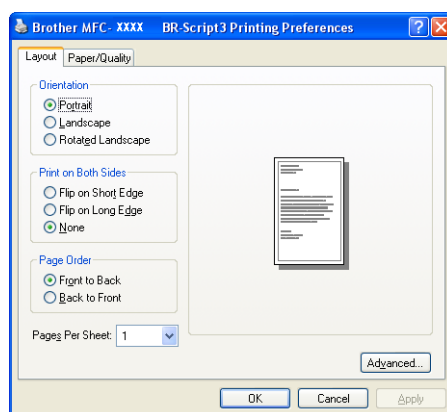
- The screens in this section are from Windows® XP. The screens on your PC will vary depending on your Operating System.
- You can download the latest driver by accessing the Brother Solutions Center at <http://solutions.brother.com>

Ports tab



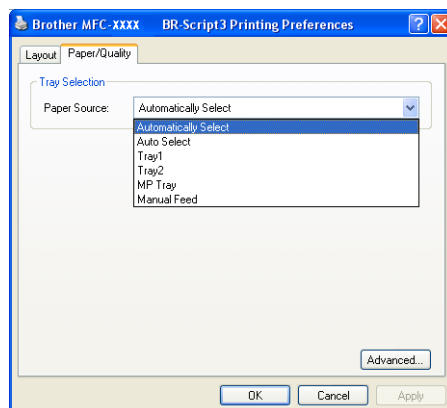
Choose the port where your printer is connected or choose the path to the network printer you are using.

Layout tab



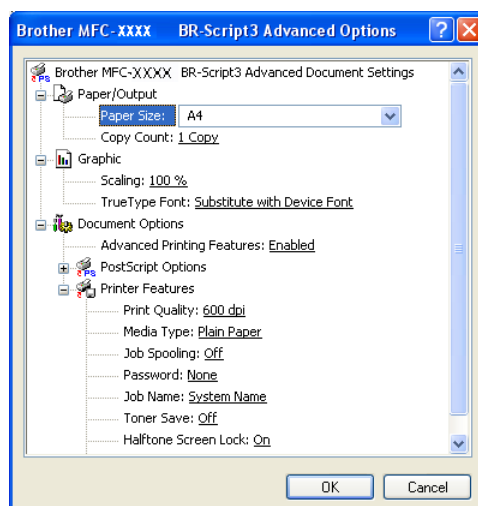
If you are using Windows NT® 4.0, Windows® 2000 or XP, you can access the **Layout** tab by clicking **Printing Preferences...** in the **General** tab of the **Brother MFC-XXXX** (or **DCP-XXXX**) **BR-Script3 Properties** screen. The **Layout** tab enables you to change various layout settings such as **Orientation**, **Print on Both Sides**, **Page Order** and **Pages Per Sheet**.

Paper/Quality tab



If you are using Windows NT® 4.0, Windows® 2000 or XP, you can access the **Paper/Quality** tab by clicking **Printing Preferences...** in the **General** tab of the **Brother MFC-XXXX** (or **DCP-XXXX**) **BR-Script3 Properties** screen. Choose the **Paper Source**.

Advanced Options



If you are using Windows NT[®] 4.0, Windows[®] 2000 or XP, you can access the **Brother XXXX MFC BR-Script3 Advanced Options** tab by clicking the **Advanced...** button in the **Layout** tab or the **Paper/Quality** tab. Choose the **Paper Size** and **Copy Count**. Choose the **Print Quality**, **Scaling** and **True Type Font** setting. You can change the following settings by selecting the setting in the Printer Features list:

- **Media Type**
- **Toner Save**
- **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 *TWAIN compliant* on page 34) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (For Windows® XP only)* on page 43).

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



Note

- For ScanSoft® PaperPort®, see *Using ScanSoft® PaperPort® SE with OCR* on page 52.
- If your PC is protected by a firewall, and is unable to scan, you may need to configure the firewall settings to allow communication through port number 137 and 54925. Visit the Brother Solutions Center (<http://solutions.brother.com>) for more information.

Scanning a document using the TWAIN driver

TWAIN compliant

The Brother MFL-Pro Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and applications. This means that you can not only scan images directly into the PaperPort® SE viewer that Brother included with your machine, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, Adobe® PageMaker®, CorelDraw® and many more.

Accessing the scanner

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



Note

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

- 2 Click **File**, then **Scan**. Or click 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.



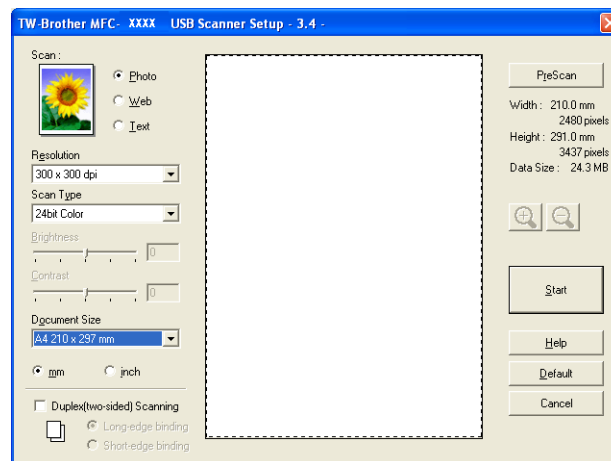
Note

If the machine is connected via:

- Parallel-use **Brother MFC-XXXX** or **Brother DCP-XXXX**
- USB-use **Brother MFC-XXXX USB** or **Brother DCP-XXXX USB**
- LAN-use **Brother MFC-XXXX LAN** or **Brother DCP-XXXX LAN**

If you are using Windows® XP, choose **TW-Brother MFC XXXX**, not **WIA-Brother MFC-XXXX**.
(Where XXXX is your model name)

- 4 Click **Scan**.
The Scanner Setup dialog box appears:

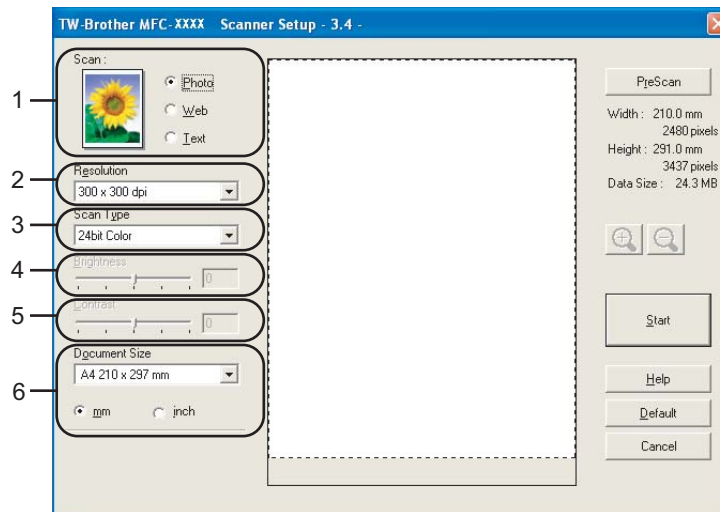


Scanning a document into the PC

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

Scanning a whole page

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



- 3 Click **Start**.
When scanning is finished, click **Cancel** to return to the PaperPort® SE window.

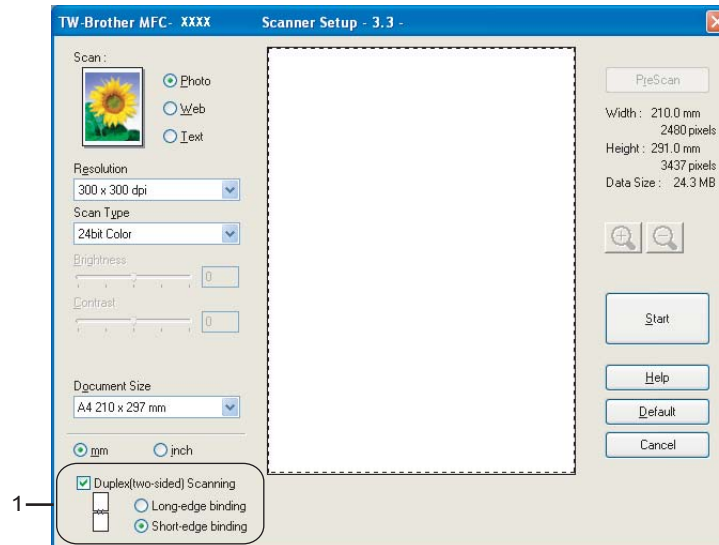


Note

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 Setup dialog box* on page 40)

Scanning a duplex document (For models that support duplex scanning)

- 1 Put the document face up in the ADF.
- 2 Check **Duplex (Two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding** (1).



- 3 Adjust the following settings, if needed, in the Scanner Setup dialog box:
 - **Scan** (Image Type)
 - **Resolution**
 - **Scan Type**
 - **Brightness**
 - **Contrast**
 - **Document Size**
- 4 Click **Start**.



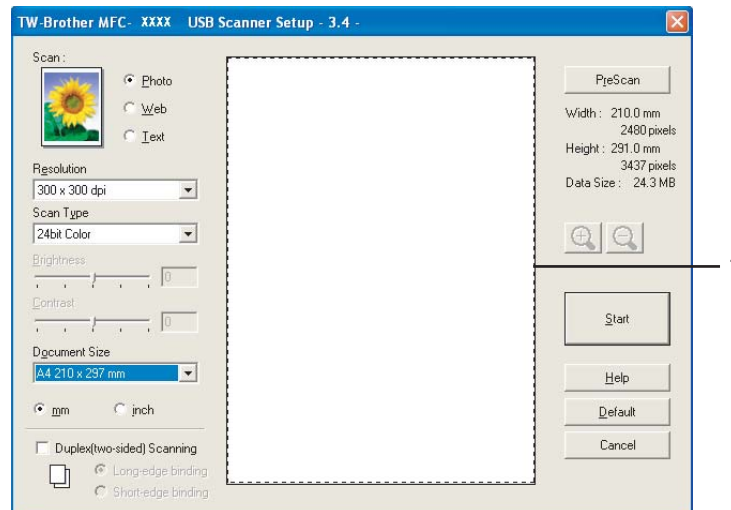
Note

- You can not adjust the scanning area.
- You can not use legal size paper for duplex scanning.
- You can not use the **PreScan** button to preview an image .

Pre-Scanning to crop a portion you want to scan

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

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





1 Scanning area

- 2 Choose the settings for **Scan** (Image Type), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.
- 3 Click **PreScan**.
The whole image is scanned into the PC and appears in the Scanning Area of the Scanner Setup dialog box.
- 4 Press and hold down the left mouse button and drag it over the portion you want to scan.



1 Scanning area

**Note**

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

5

Load your document again.

**Note**

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

6

Click **Start**.

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

7

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

Settings in the Scanner Setup dialog box

Image Type

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

The default settings are listed in the table below:

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

Resolution

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

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

Scan Type

■ Black & White

Use for text or line art.

■ Grey (Error Diffusion)

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

■ True Grey

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

■ 256 Colour

Uses up to 256 colours to scan the image.

■ 24 bit Colour

Uses up to 16.8 million colours to scan the image.

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

■ 24-bit Colour (Fast)

Select for colour documents that contain photographic images or graphics. This setting does not use Colour Matching and is faster than 24-bit Colour.

Brightness

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

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

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



Note

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

Contrast

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



Note

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

Document Size

Choose one of the following sizes:

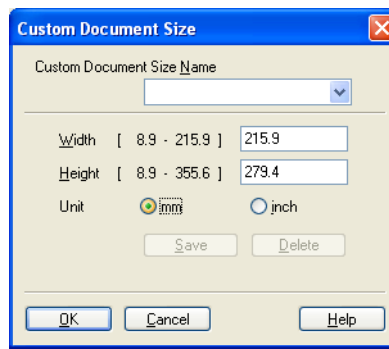
- A4 210 × 297 mm
- JIS B5 182 × 257 mm
- Letter 8 1/2 × 11 in
- Legal 8 1/2 × 14 in
- A5 148 × 210 mm
- Executive 7 1/4 × 10 1/2 in
- Business Card

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

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

- Photo 4 × 6 in
- Index Card 5 × 8 in
- Photo L 89 × 127 mm
- Photo 2L 127 × 178 mm
- Postcard 1 100 × 148 mm
- Postcard 2 148 × 200 mm
- Custom (User adjustable from 0.35 × 0.35 in to 8.5 × 14 in or 8.9 × 8.9 mm to 215.9 × 355.6 mm)

If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.



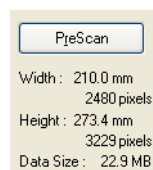
Enter the **Name**, **Width** and **Height** for the document.

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



Note

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



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

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

WIA compliant

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



Note

Duplex Scan is not supported in the WIA driver.

Accessing the scanner



Open your software application to scan the document.



Note

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



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



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



Note

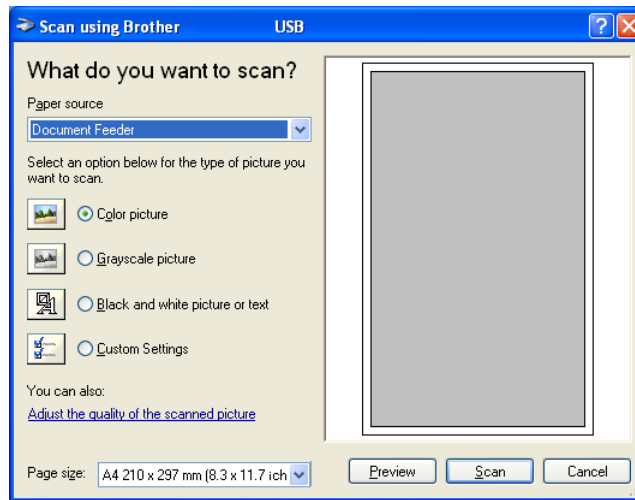
If the machine is connected via:

- Parallel-use **WIA-Brother MFC-XXXX** or **WIA-Brother DCP-XXXX**
- USB-use **WIA-Brother MFC-XXXX USB** or **WIA-Brother DCP-XXXX USB**
- LAN-use **WIA-Brother MFC-XXXX LAN** or **WIA-Brother DCP-XXXX LAN**

If you choose **TW-Brother XXXXXXXX**, the TWAIN driver will run.
(Where XXXX is your model name.)



Click **Scan**.
The Scan dialog box appears:



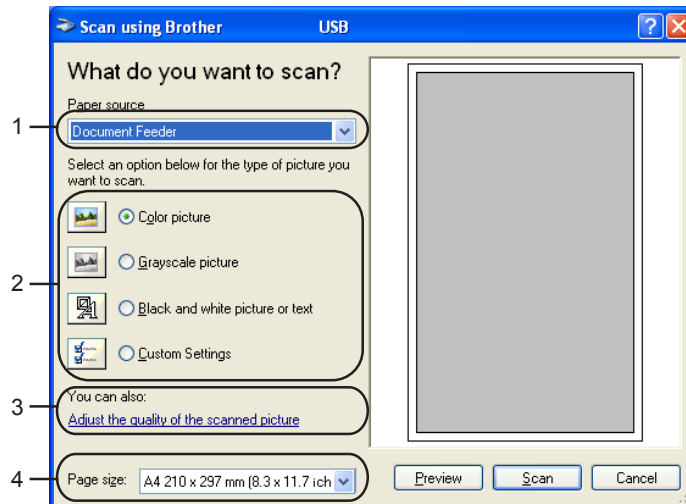
Scanning a document into the PC

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

If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass (Flatbed). (See *Pre-Scanning to crop a portion you want to scan* on page 38.)

Scanning a document using the ADF

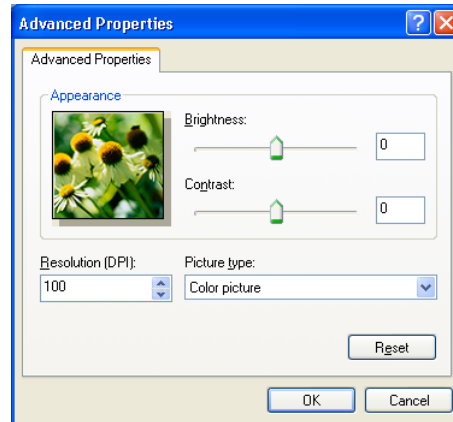
- 1 Put the document face up in the ADF.



- 1 Paper source
- 2 Picture type
- 3 Adjust the quality of the scanned picture
- 4 Page size

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

- 3 Choose the picture type (2).
- 4 Choose the **Paper size** from the drop-down list (4).
- 5 If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution** and **Picture type** from **Advanced Properties**. Click **OK** after you choose a setting.

**Note**

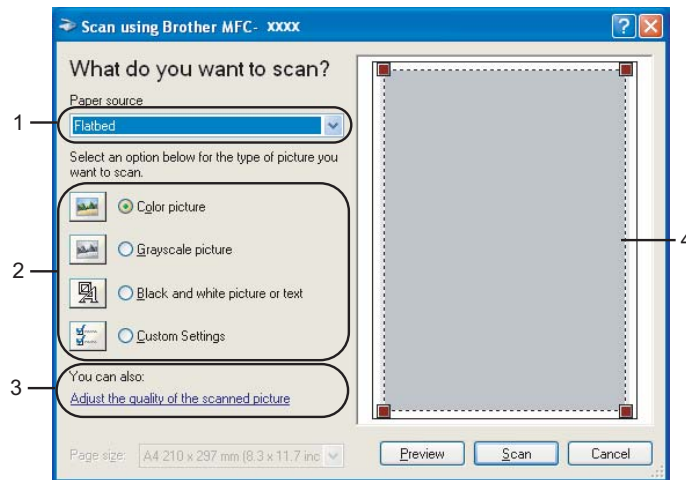
The scanner resolution can be set as high as 1200 dpi.
For resolutions greater than 1200 dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 47.)

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

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

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

- 1 Put the document face down on the scanner glass.
- 2 Choose **Flatbed** in the **Paper source** drop-down list (1).

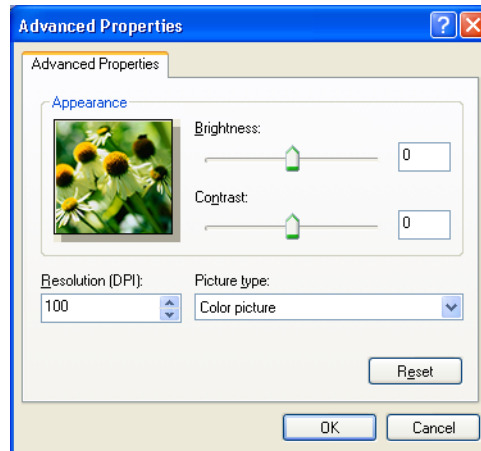


- 1 Paper source
- 2 Picture type
- 3 Adjust the quality of the scanned picture
- 4 Scanning area

- 3 Choose the picture type (2).
- 4 Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area (4).
- 5 Press and hold down the left mouse button and dragging it over the portion you want to scan.



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



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

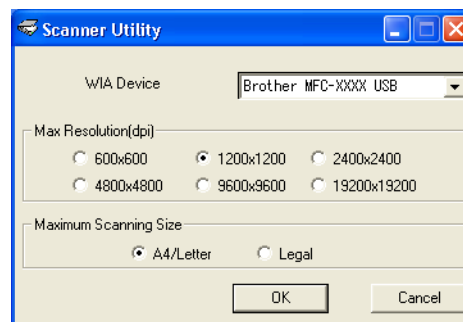
This time only the chosen area of the document appears in the PaperPort® SE window (or your application window).

Brother Scanner Utility

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

■ Running the utility

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





Note

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




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

Note

If you use the Scan key when connected on a network, see *Using the Scan key (For models that support duplex scanning)* on page 79.

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




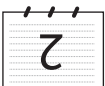








Before you can use  (**Scan**) on the control panel, you have to install the Brother MFL-Pro suite and connect the machine to your PC. If you installed the MFL-Pro Suite from the included CD-ROM then the correct drivers and ControlCenter2 are installed. Scanning by  (**Scan**) follows the configuration on Device Button tab of ControlCenter2. (See *SCAN* on page 60.) For details about how to configure the scan settings of the ControlCenter2 buttons and to launch the application of your choice using  (**Scan**), see *Using ControlCenter2* on page 56.
(For models that support duplex scanning)

Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose 2sided (L) edge or 2sided (S) edge depending on your document layout.

Choose your document layout from the following table:

Portrait		Landscape		LCD Message
Front	Back	Front	Back	
				(L)edge (Long edge) 
				
Front	Back	Front	Back	(S)edge (Short edge) 


Document Layout Table

**Note**

- Duplex scan is supported by the MFC-8860DN, MFC-8870DW and DCP-8065DN only.
- Duplex scan is available from the ADF only.
- Duplex scan is not available for legal size paper.

Scan to E-mail

You can scan either a black and white or colour document into your E-mail application as a file attachment. You can change the scan configuration. (See *E-mail* on page 63.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press **▲** or **▼** to choose `Scan to E-mail`.
Press **OK**.
If your machine is a MFC-8460N or DCP-8060, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press **▲** or **▼** to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.


**Note**

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.

Scan to Image

You can scan a colour picture into your graphics application for viewing and editing. You can change the scan configuration. (See *Image (example: Microsoft Paint)* on page 60.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to Image`.
Press **OK**.
If your machine is a MFC-8460N or DCP-8060, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.





Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 The machine starts the scanning process.

Scan to OCR

If your document is text, you can have it converted by ScanSoft® PaperPort® 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 application)* on page 62.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to OCR`.
Press **OK**.
If your machine is a MFC-8460N or DCP-8060, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.




Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 The machine starts the scanning process.

Scan to File

You can scan a black and white or a colour document into your PC and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of ControlCenter2. (See *File* on page 64.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to File`.
Press **OK**
If your machine is a MFC-8460N or DCP-8060, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.



Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 The machine starts the scanning process.



Note

- If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the ControlCenter2 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Button** tab of the ControlCenter2 configuration. (See *SCAN* on page 58.)
 - If you would like to display the folder window after scanning the document, select **Show Folder** on the Device Buttons tab of the ControlCenter2 configuration. (See *SCAN* on page 60.)
-

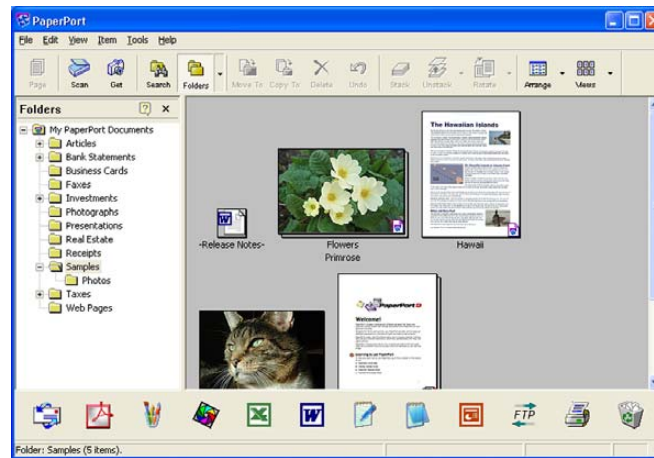
Using ScanSoft® PaperPort® SE with OCR

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

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

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

See Documents for ScanSoft® PaperPort® SE on the CD-ROM.



The complete ScanSoft® PaperPort® SE User's Guide, including OCR, is in Documents on the CD-ROM. This chapter is only an introduction to the basic operations.

When you install MFL-Pro Suite, ScanSoft® PaperPort® SE with OCR for Brother is installed automatically.

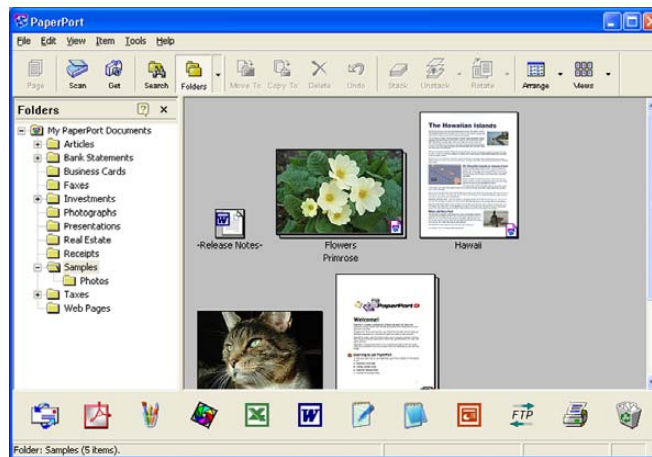
Viewing items

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

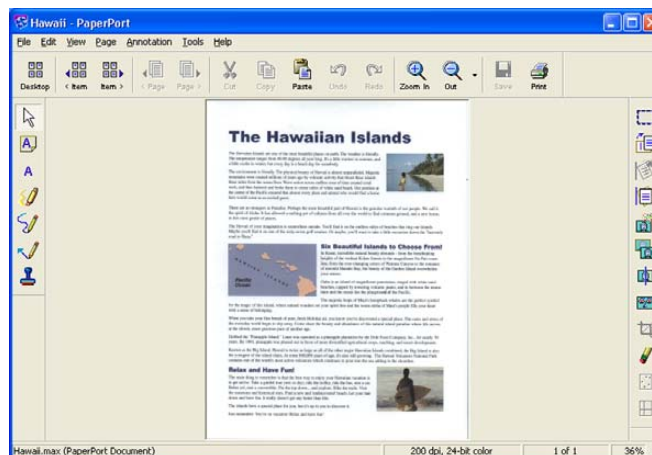
Desktop View displays a thumbnail (a small graphic that shows each item in a desktop or folder).

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

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



Page View displays a close-up of a single page and you can open a PaperPort® SE item by double-clicking it. As long as you have the proper application on your PC to display it, you can also double-click a non-PaperPort® SE item to open it.



Organizing your items in folders

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

- Folders are arranged in a 'tree' structure in the Folder View. You use this section to choose folders and view their items in Desktop View.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be 'nested'—that is, stored in other folders.
- When you double-click a folder, its contents (both PaperPort® SE MAX files and non PaperPort® SE 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® SE automatically recognizes many other applications on your PC and creates a 'working link' to them.

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

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

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



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

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

ScanSoft® PaperPort® SE can quickly convert a text document image into text that you can edit with a word processing application.

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

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

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



You can import items from other applications

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

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

You can export items into other formats

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

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

Exporting an image file

- 1 Click **File**, then **Save As** in the PaperPort® SE window.
The Save 'XXXXX' as dialog box is displayed.
- 2 Choose the drive and folder where you want to store the file.
- 3 Enter the new file name and choose the file.
- 4 Click **Save** to save your file, or **Cancel** to return to PaperPort® SE without saving it.

Uninstalling ScanSoft® PaperPort® SE with OCR

For Windows® 98/98SE/Me and Windows NT® 4.0

- 1 Click the **Start** button, **Settings**, **Control Panel**, **Add/Remove Programs**, and click the **Install/Uninstall** tab.
- 2 Choose **PaperPort** from the list and click **Add/Remove**.

For Windows® 2000 Professional

- 1 Click the **Start** button, **Settings**, **Control Panel**, then **Add/Remove Programs**.
- 2 Choose **PaperPort** from the list and click **Change** or **Remove**.

For Windows® XP

- 1 Click the **Start** button, **Control Panel**, **Add or Remove Programs**, and click the **Change or Remove Programs** icon.
- 2 Choose **PaperPort** from the list and click **Change** or **Remove**.

3

ControlCenter2



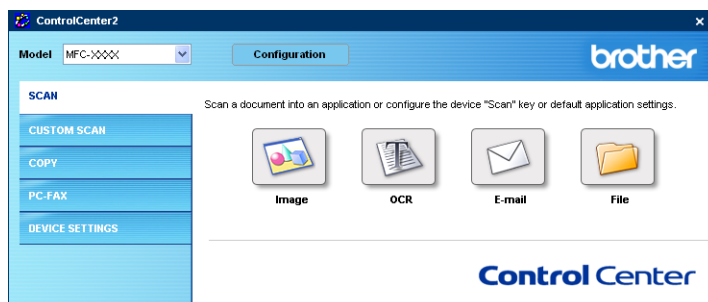
Note

- The features available to you in ControlCenter2 may vary depending on the model number of your machine.
- Duplex scan is supported by the MFC-8860DN, MFC-8870DW and DCP-8065DN only.

Using ControlCenter2


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

- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 2 Custom Scan buttons allow you to configure a button to meet your own application needs.
- 3 Access to the Copy features available via your PC.
- 4 Access the 'PC-FAX' applications available for your device.
- 5 Access the settings available to configure your device.




You can choose which machine ControlCenter2 will connect with from the **Model** pull-down list. You can also open the configuration window for each function by clicking the **Configuration** button.

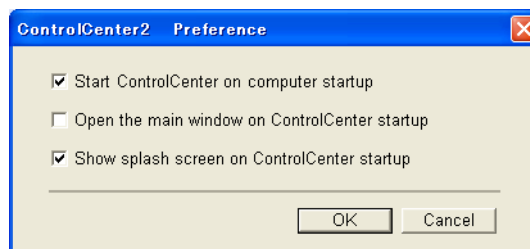
Turning the AutoLoad feature off

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

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

- 1 Right-click the ControlCenter2 icon in the tasktray , and choose **Preferences**.

The ControlCenter2 preference window appears.



- 2 Uncheck **Start ControlCenter on computer startup**.
- 3 Click **OK** to close the window.

SCAN

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

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

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

■ **OCR** (*Default: MS NotePad*)

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

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

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

■ **File**

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

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

CUSTOM SCAN

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

COPY

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

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

PC-FAX (Not available for DCP models)

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

■ Send

Allows you to scan a page or document and automatically send the image as a fax from the PC using the Brother PC-FAX software. (See *PC-FAX sending* on page 90.)

■ 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 choose the option of PC-FAX Receive from the control panel menu of the Brother machine. (See *PC-FAX receiving* on page 103.)

■ Address Book

Allows you to open the Brother PC-FAX address book. (See *Brother Address Book* on page 96.)

■ Setup

Allows you to configure the PC-FAX sending settings. (See *Sending setup* on page 92.)

DEVICE SETTINGS

You can configure the machine settings.

■ Remote Setup

Allows you to open the Remote Setup Program. (See *Remote Setup* on page 88.)

■ Quick-Dial

Allows you to open the Set Quick-Dial window of the Remote Setup. (See *Remote Setup* on page 88.)

■ Status Monitor

Allows you to open the Status Monitor utility. (See *Status Monitor* on page 75.)

SCAN

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



Note

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

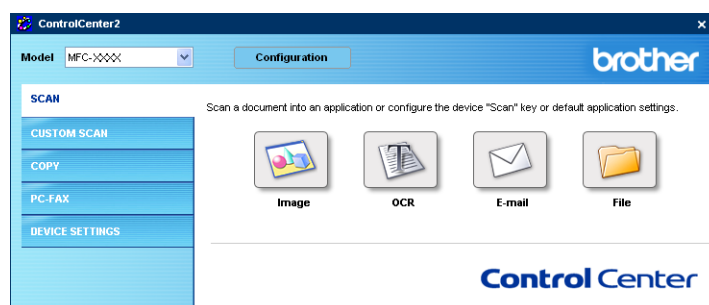
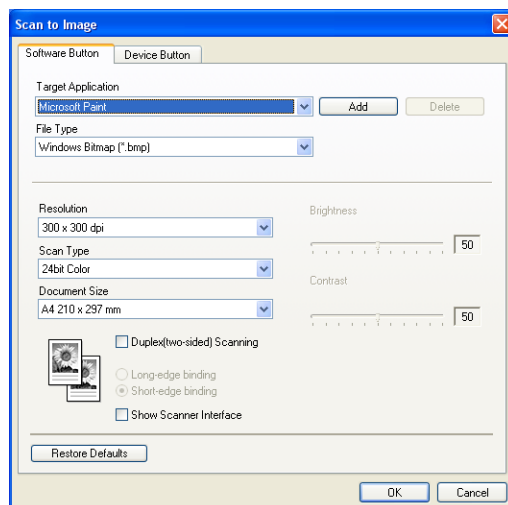


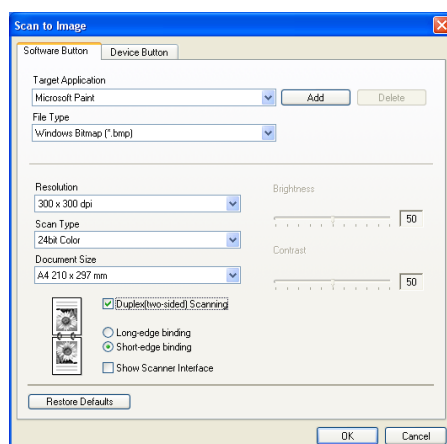
Image (example: Microsoft Paint)

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



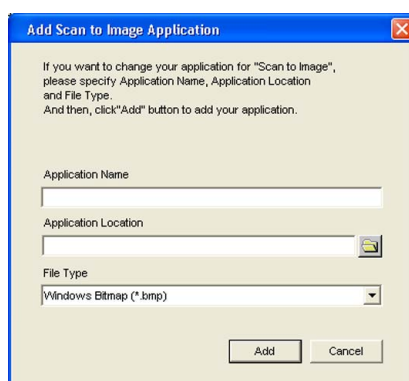
If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.


If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)

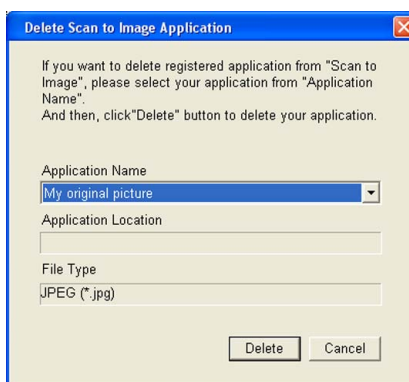


Change the other settings, if needed.

To change the destination application, choose the proper application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button.



Enter the **Application Name** (up to 30 characters) and the **Application Location**. You can also find the application location by clicking the  icon. Choose the **File Type** from the drop-down list. You can delete an application that you have added. Just choose the **Application Name** and click the **Delete** button.



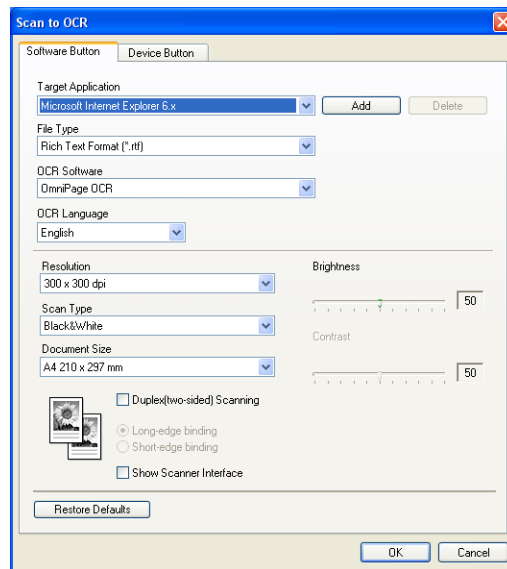
Note

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

OCR (word processing application)

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

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



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

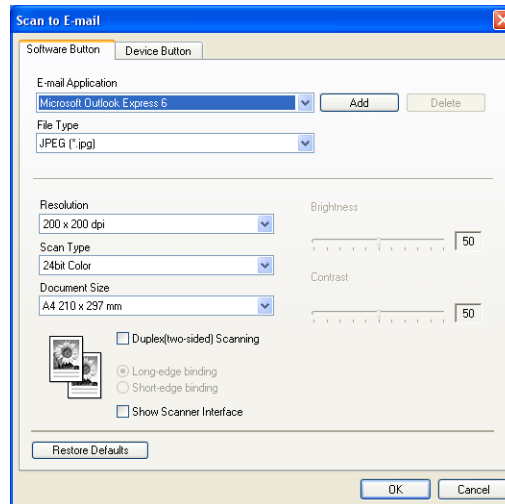
If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)

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

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

E-mail

The **Scan to E-mail** feature allows you to scan a document to your default E-mail application, so you can send the scanned job as an attachment. To change the default E-mail application or attachment file type, right-click the button and click the **Software Button** tab.



To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** drop-down list. You can add an application to the list by clicking the **Add** button. To delete an application, click 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.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)

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 the **Show Scanner Interface** box.

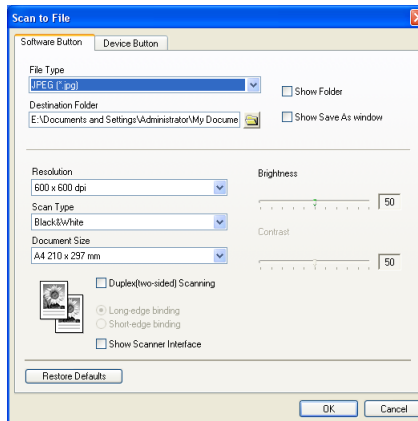
Supported file types


You can choose from the following list of file types for attachments or for saving to a folder. Choose from the drop-down list the type of file you want the scanned images to be saved in.

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

File

The **Scan to File** button allows you to scan an image to a folder on your hard disk in any file format. This allows you to easily archive your paper documents. To configure the file type and folder, right-click the button and click the **Software Button** tab.



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

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

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)

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



Note

For supported file types, see *Supported file types* on page 64.

CUSTOM SCAN

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

To configure a button, right-click the button to see the configuration window. There are four scan functions:

Scan to Image, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

■ Scan to Image

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

■ Scan to OCR

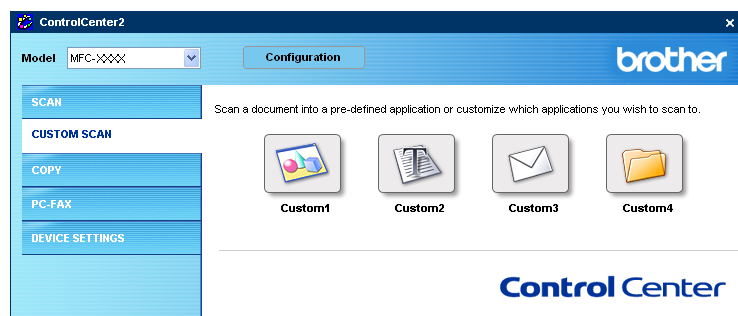
Converts scanned documents into editable text files. You can choose the destination application for the editable text.

■ Scan to E-mail

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

■ Scan to File

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



Customizing a user-defined button

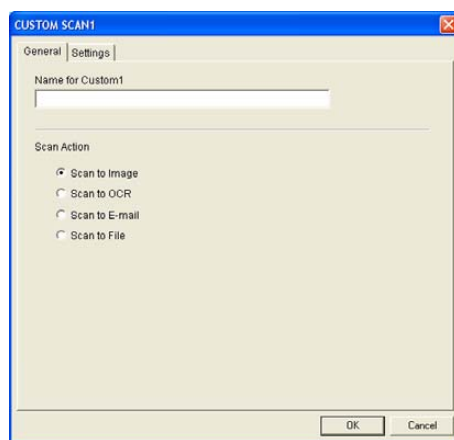
To customize a button, right-click the button to open the configuration window. Follow these guidelines for button configuration.

Scan to Image

■ General tab

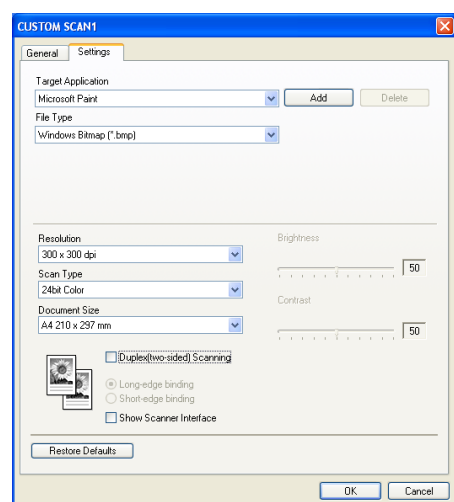
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

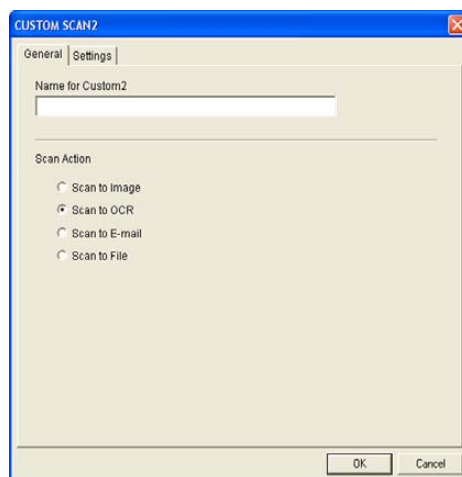


Scan to OCR

■ General tab

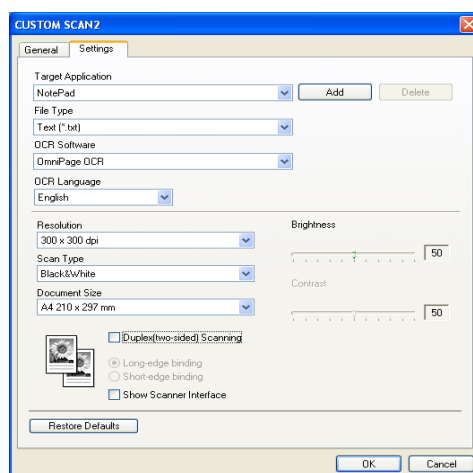
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

Choose the **Target Application**, **File Type**, **OCR Language**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

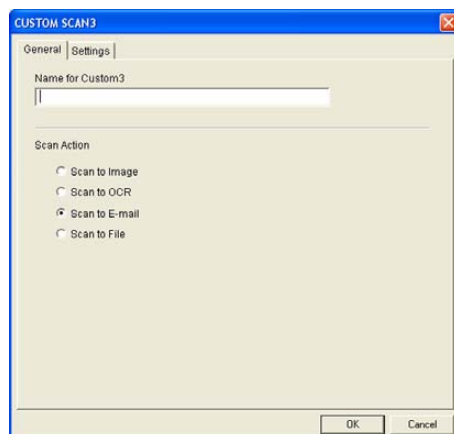


Scan to E-mail

■ General tab

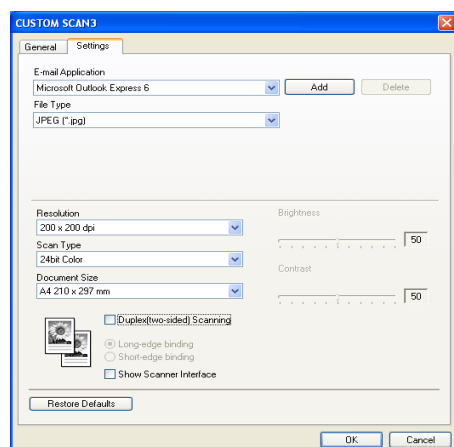
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

Choose the **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

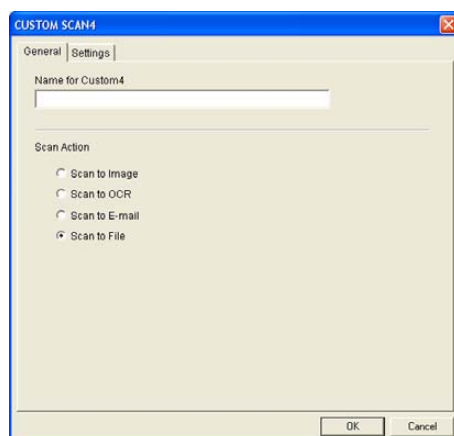


Scan to File


■ General tab

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

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

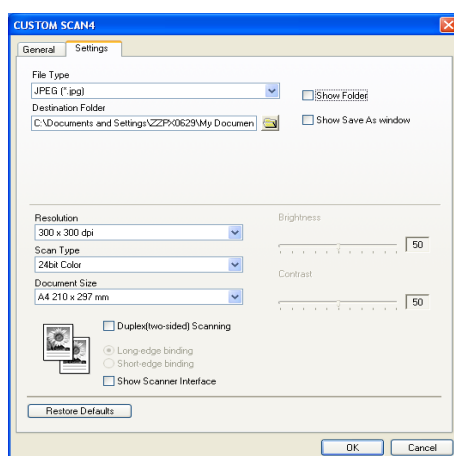


■ Settings tab

Choose the file format from the **File Type** drop-down list. Save the file to the default folder which is shown in the **Destination Folder** box or choose your preferred folder by clicking the  icon. Check

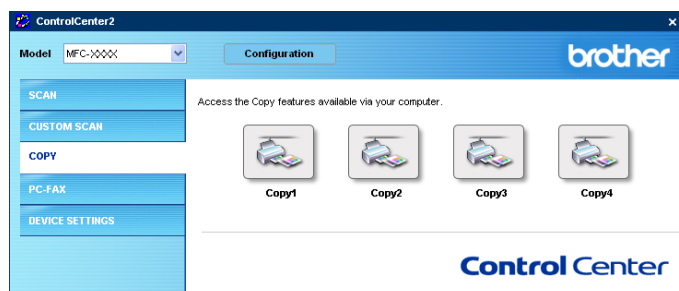
Show Folder to show where the scanned image is saved after scanning. Check **Show Save As window** to specify the destination of the scanned image after every scanning.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

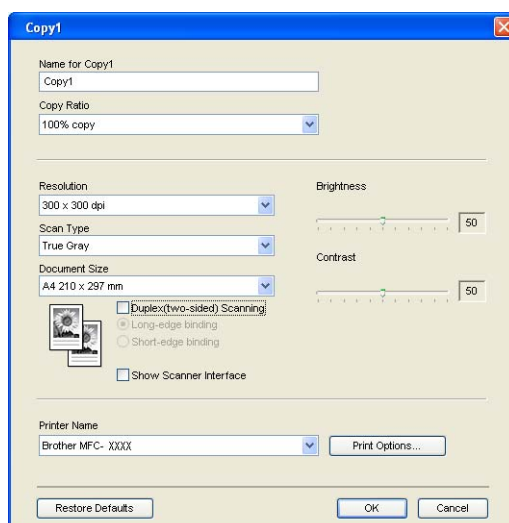


COPY

The **Copy1-Copy4** buttons can be customized to allow you to use advanced copy functions such as N in 1 printing.



To use the **Copy** buttons, configure the printer driver by right-clicking the button.

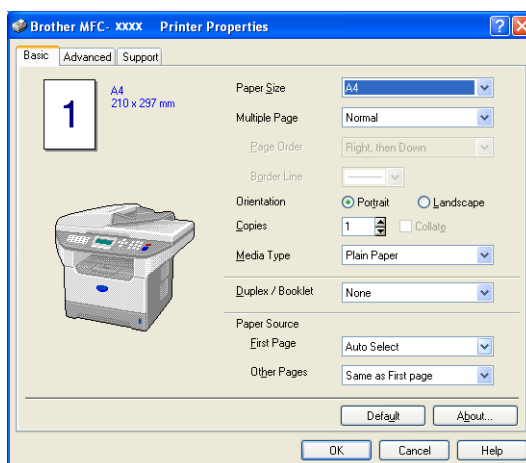


Enter a name in **Name for Copy** (up to 30 characters) and choose **Copy Ratio**.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)

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



In the printer driver settings dialog box, you can choose advanced settings for printing.

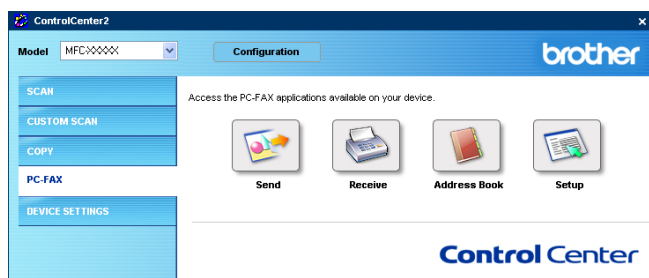


Note

- You must configure each of the copy buttons before they can be used.
- The **Print Options...** screen will vary depending on which model printer you have chosen.

PC-FAX (Not available for DCP models)

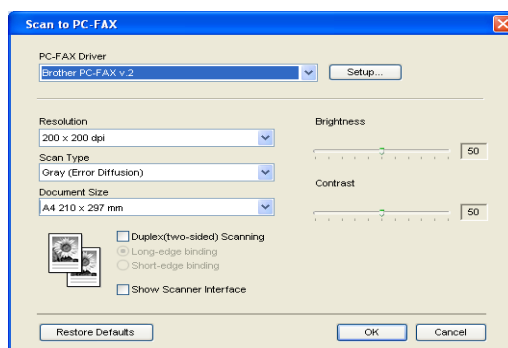
You can easily open software for sending or receiving a PC-FAX or edit the address book by clicking the proper button.



Send

The **Send** button allows you to scan a document and automatically send the image as a fax from the PC using the Brother PC-FAX software. (See *PC-FAX sending* on page 90.)

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



If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for the MFC-8460N and DCP-8060)

Receive/View Received

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

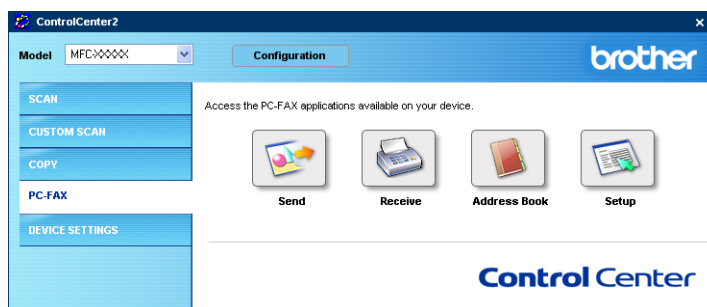
By clicking the **Receive** button, the PC-FAX receiving software is activated and starts receiving fax data from your Brother machine. Before you use the PC-FAX Receive function, you must choose the option of PC-FAX Receive from the control panel menu of the Brother machine. (See *Running the PC-FAX receiving software on your PC* on page 104.)

To configure the PC-FAX Receive software, see *Setting up your PC* on page 105.

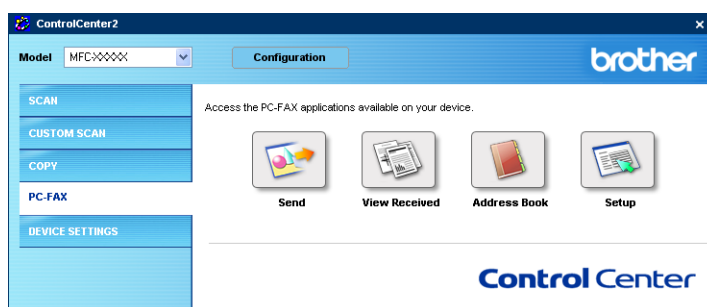


Note

Network PC-FAX receiving is not supported in Windows NT® 4.0.



When the PC-FAX receiving software is running, you can open the viewer application with the **View Received** button. (PaperPort® SE)

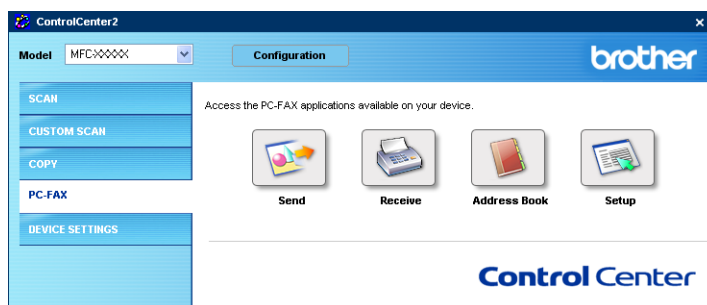


Note

You can also activate the PC-FAX receiving software from the start menu. (See *Running the PC-FAX receiving software on your PC* on page 104.)

Address Book

The **Address Book** button allows you to add, amend or delete contacts from your address book. To edit this button, click the **Address Book** button to open the dialog box. (See *Brother Address Book* on page 96.)



Setup

By clicking the **Setup** button, you can configure the user settings of the PC-FAX application. (See *Setting up user information* on page 91.)

DEVICE SETTINGS

You can configure the machine settings by clicking a button.



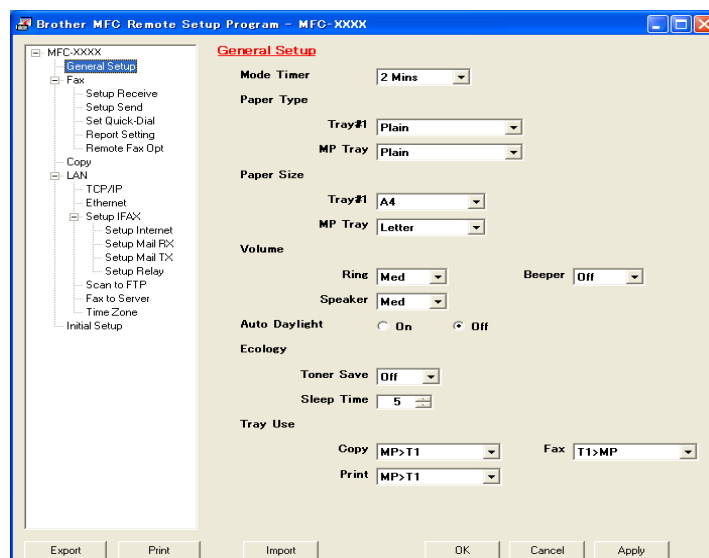
Remote Setup (Not available for DCP models)

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



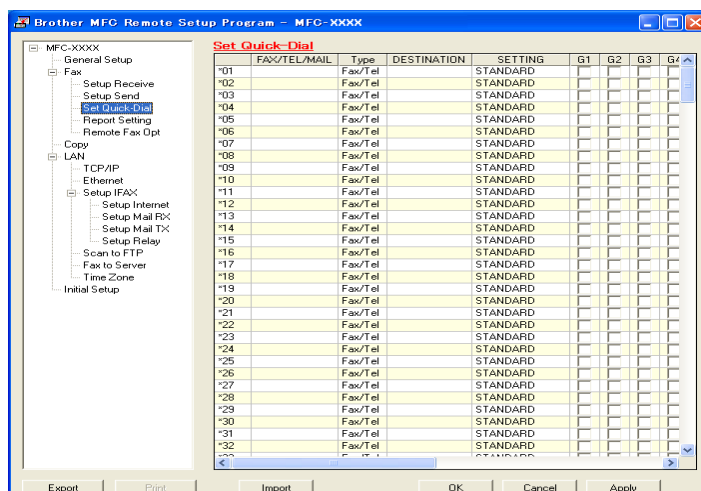
Note

For details, see *Remote Setup* on page 88.



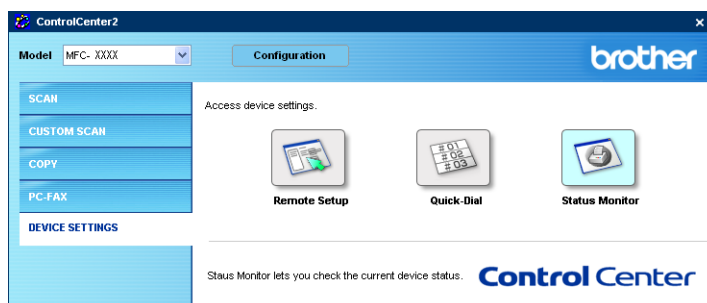
Quick-Dial (Not available for DCP models)

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



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 9)



4

Network Scanning (For models with built-in network support)

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

Before using Network Scanning

Network license

This product includes a PC license for up to 5 Users.

This license supports the installation of the MFL-Pro Software Suite including ScanSoft® PaperPort® on up to 5 PCs for use on a network.

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



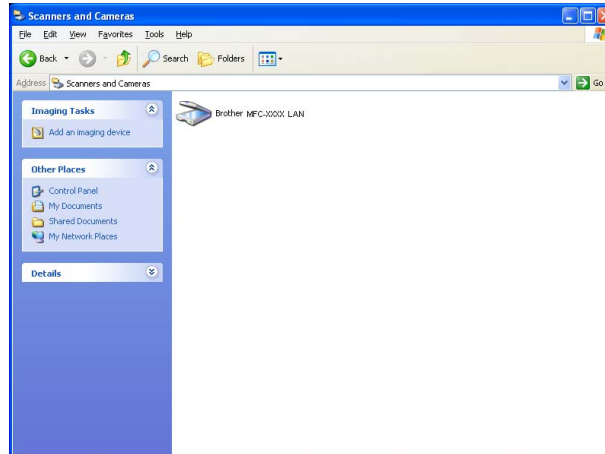
Note

- Max. of 25 clients can be connected to one machine on a network. For example, if 30 clients try to connect at a time, 5 of those clients will not be shown on the LCD.
 - If your PC is protected by a firewall, and is unable to scan, you may need to configure the firewall settings to allow communication through port number 137 and 54925. Visit the Brother Solutions Center (<http://solutions.brother.com>) for more information.
 - Network Scanning is not supported in Windows NT®.
-

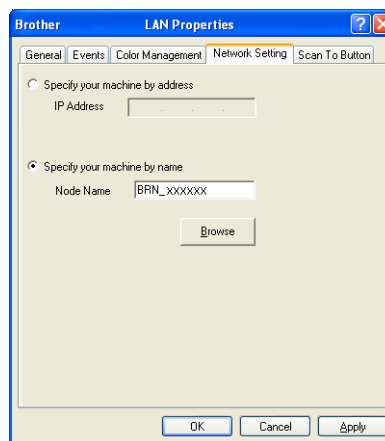
Configuring Network Scanning

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

- 1 For Windows® XP, click the **Start** button, **Control Panel**, **Printers and Other Hardware**, then **Scanners and Cameras** (or **Control Panel**, **Scanners and Cameras**).
For Windows® 98/Me/2000, click the **Start** button, **Control Panel**, then **Scanners and Cameras**.



- 2 For Windows® XP, right click the scanner device icon and choose **Properties**. The Network Scanner Properties dialog box appears.
For Windows® 98/ME/2000, select your Brother machine from the list and click the properties button.
- 3 Click the **Network Setting** tab and choose a method to specify a machine as a network scanner for your PC.

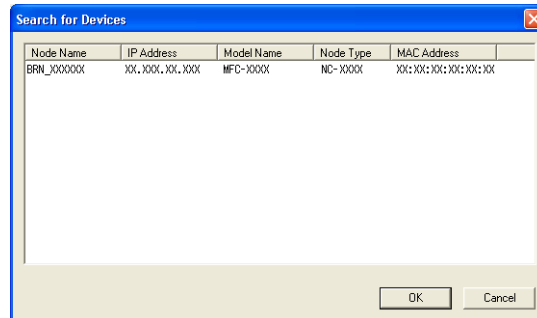


Specify your machine by address

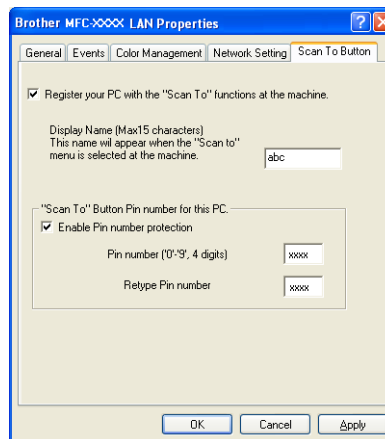
- 1 Enter IP address of the machine in **IP Address**, and then click **Apply**.

Specify your machine by name

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



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













- 5 If you want to avoid receiving unwanted documents, enter a 4-digit PIN number in the **Pin number** and **Retype Pin number** field. To send data to a PC protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the machine. (See *Using the Scan key* (For models that support duplex scanning) on page 79.)

Using the Scan key (For models that support duplex scanning)

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose 2sided (L) edge or 2sided (S) edge depending on your document layout.

Choose your document layout from following table:

Portrait		Landscape		LCD Message
Front	Back	Front	Back	
				(L)edge (Long edge) 
				(S)edge (Short edge) 

Document Layout Table




Note

- Duplex scan is supported by the MFC-8860DN, MFC-8870DW and DCP-8065DN only.
- Duplex scan is available from the ADF only.
- Duplex scan is not available for legal size paper.

Scan to E-mail (PC)

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

You can change the scan configuration. (See *E-mail* on page 63.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press **▲** or **▼** to choose Scan to E-mail.
Press **OK**.
If your machine is a MFC-8460N, go to Step 6.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.

- 4 Press ▲ or ▼ to choose 2sided (L) edge, 2sided (S) edge or 1sided.
Press **OK**.

**Note**

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose 2sided (L) edge or 2sided (S) edge depending on your document layout.


- 5 Press ▲ or ▼ to choose PC.
Press **OK**.
- 6 Press ▲ or ▼ to choose the destination PC you want to use for E-mailing your document.
Press **OK**.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.
Press **OK**.
The machine starts the scanning process.

Scan to E-mail (E-mail Server) (For MFC-8860DN and MFC-8870DW)

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

**Note**

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

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose Scan to E-Mail.
Press **OK**.
- 4 Press ▲ or ▼ to choose 2sided (L) edge, 2sided (S) edge or 1sided.
Press **OK**.

**Note**

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose 2sided (L) edge or 2sided (S) edge depending on your document layout.

- 5 Press ▲ or ▼ to choose your E-mail Server.
Press **OK**.
Go to Step 6 if you have set up only one E-mail server.


- 6 Press ▲ or ▼ to choose `Change Quality`.
Press **OK**.
If you don't have to change the quality, press ▲ or ▼ to choose `Enter Address`.
Press **OK** and then go to Step 10.
- 7 Press ▲ or ▼ to choose `Color 150 dpi`, `Color 300 dpi`, `Color 600 dpi`, `B/W 200 dpi` or `B/W 200x100 dpi`.
Press **OK**.
If you choose `Color 150 dpi`, `Color 300 dpi`, `Color 600 dpi`, go to Step 8.
If you choose `B/W 200 dpi` or `B/W 200x100 dpi`, go to Step 9.
- 8 Press ▲ or ▼ to choose `PDF` or `JPEG`.
Press **OK** and go to Step 10.
- 9 Press ▲ or ▼ to choose `PDF` or `TIFF`.
Press **OK** and go to Step 10.
- 10 The LCD prompts you to enter an address. Enter the destination E-mail address from dial pad or use the One-Touch key or Speed Dial number.
Press **Start**.
The machine will start the scanner process.

**Note**

You can store the scan resolution (Scan Profile) for each E-mail address if you store the E-mail address in a One-Touch or Speed-Dial number. (See *Dialling and storing numbers* in Chapter 8 of the User's Guide.)

Scan to Image

When you choose Scan to Image, your document will be scanned and sent directly to the PC you designated on your network. ControlCenter2 will activate the default graphics application on the designated PC. You can change the Scan configuration. (See *Image (example: Microsoft Paint)* on page 60.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to Image`.
Press **OK**.
If your machine is a MFC-8460N, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.


**Note**

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 Press ▲ or ▼ to choose the destination PC you want to send to.
Press **OK**.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.
Press **OK**.
The machine starts the scanning process.

Scan to OCR

When you choose Scan to OCR, your document will be scanned and sent directly to the PC you designated on your network. ControlCenter2 will activate ScanSoft® PaperPort® 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 application)* on page 62.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to OCR`.
Press **OK**.
If your machine is a MFC-8460N, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.




Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 Press ▲ or ▼ to choose the destination PC you want to send to.
Press **OK**.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.
Press **OK**.
The machine starts the scanning process.

Scan to File

When you choose Scan to File, you can scan a black and white or colour document and send it directly to a PC you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter2. You can change the Scan configuration. (See *File* on page 64.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose **Scan to File**.
Press **OK**.
If your machine is a MFC-8460N, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose **2sided (L) edge**, **2sided (S) edge** or **1sided**.
Press **OK**.



Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose **2sided (L) edge** or **2sided (S) edge** depending on your document layout.

- 5 Press ▲ or ▼ to choose the destination PC you want to send to.
Press **OK**.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.
Press **OK**.
The machine starts the scanning process.



Note

If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the ControlCenter2 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Button** tab of the ControlCenter2 configuration. (See *SCAN* on page 58.)

Scan to FTP

When you choose Scan to FTP, you can scan a black and white or colour document directly to an FTP server located locally on your network or on the internet.

The details required to use Scan to FTP can be entered manually at the control panel or by using Web Based Management to pre-configure and store the details in an FTP Profile.


For information on how to manually enter the Scan to FTP details, see *Scan to FTP Manual Method* on page 86. To use Web Based Management, type **http://xxx.xxx.xxx.xxx** (where xxx.xxx.xxx.xxx is the ip address of your machine.) into your browser, and then you can configure or change the settings in the Administrator Settings. You can configure up to ten FTP server profiles.



- 1 Enter the name that you want to use for the profile of the FTP server. This name will be displayed on the LCD of the machine and can be up to 15 characters.
- 2 The Host Address is the domain name of the FTP server. Enter the Host Address (for example ftp.example.com) (up to 60 characters) or the IP address (for example 192.23.56.189).
- 3 Enter the Username that has been registered with the FTP server for the MFC (up to 32 characters).

- ④ Enter the Password for access to FTP server for the Username that was registered (up to 32 characters).
- ⑤ Enter the destination folder where your document will be stored on the FTP server (for example /brother/abc/) (up to 60 characters).
- ⑥ Choose the quality that the document will be scanned at from the pull-down list. You can choose color 150 dpi, color 300 dpi, color 600 dpi, B/W 200 dpi or B/W 200x100 dpi.
- ⑦ Choose the file type for the document from the pull-down list. You can choose PDF or JPEG for color documents and PDF or TIFF for B/W document.
- ⑧ You can set Passive Mode to OFF or ON depending on your FTP server and network firewall configuration. By default this setting is ON. You can also change the port number used to access the FTP server. The default for this setting is port 21. In most cases these two settings can remain at default.

Scan to FTP using FTP Server Profiles

- ① Put the document face up in the ADF, or face down on the scanner glass.
- ② Press  (**Scan**).
- ③ Press ▲ or ▼ to choose `Scan to FTP`. Press **OK**.
If your machine is a MFC-8460N, go to Step ⑤.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step ④.
- ④ Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`. Press **OK** to begin the scanning process.




Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- ⑤ Press ▲ or ▼ to choose one of the FTP server profiles listed. Press **OK**.
 - If the Scan to FTP profile is complete, you will automatically go to Step ⑪.
 - If the Scan to FTP profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be promoted to enter any missing information in the following steps.
- ⑥ Choose one of the options below:
 - Press ▲ or ▼ to choose `color 150 dpi`, `color 300 dpi` or `color 600 dpi`. Press **OK** and go to Step ⑦.
 - Press ▲ or ▼ to choose `B/W 200 dpi` or `B/W 200x100 dpi`. Press **OK** and go to Step ⑧.
- ⑦ Press ▲ or ▼ to choose `PDF` or `JPEG`. Press **OK**.

- 8 Press ▲ or ▼ to choose `PDF` or `TIFF`.
Press **OK**.
- 9 Use the dial pad to enter the username.
Press **OK**.
- 10 Use the dial pad to enter the password.
Press **OK**.
- 11 The LCD shows `Connecting`. When the connection to the FTP server is successful the machine will start the scanning process.

Scan to FTP Manual Method

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to FTP`.
Press **OK**.
If your machine is a MFC-8460N, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.



Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 Press ▲ or ▼ to choose `Manual`.
Press **OK**.



Note

If there is no FTP Profile configured, skip Step 5 and go to Step 6.

- 6 Use the dial pad to enter the FTP host address (for example `ftp.example.com`' Up to 60 characters) or the IP address (for example `192.23.56.189`).
Press **OK**.
- 7 Use the dial pad to enter the destination folder (for example `/brother/abc/`, up to 60 characters).
Press **OK**.
- 8 Press ▲ or ▼ to choose `Enter Username` or `Change Quality`.
If you choose `Enter Username`, go to Step 12.
If you choose `Change Quality`, go to Step 9.

- 9 Choose one of the options below.
 - Press ▲ or ▼ to choose `Color 150 dpi`, `Color 300 dpi` or `Color 600 dpi`. Press **OK** and go to Step 10.
 - Press ▲ or ▼ to choose `B/W 200 dpi` or `B/W 200x100 dpi`. Press **OK** and go to Step 11.
- 10 Press ▲ or ▼ to choose `PDF` or `JPEG`. Press **OK**.
- 11 Press ▲ or ▼ to choose `PDF` or `TIFF`. Press **OK**.
- 12 Use the dial pad to enter the username. Press **OK**.
- 13 Use the dial pad to enter the password. Press **OK**.
- 14 The LCD shows `Connecting`. When the connection to the FTP server is successful the machine will start the scanning process.



Note

If a timeout or any other error occurs, start the Scan to FTP process again from the beginning 1. If the username is entered incorrectly then the LCD will show `Authenticate Err`, please start the process again from the beginning 1.

5

Remote Setup (Not available for DCP models)

Remote Setup

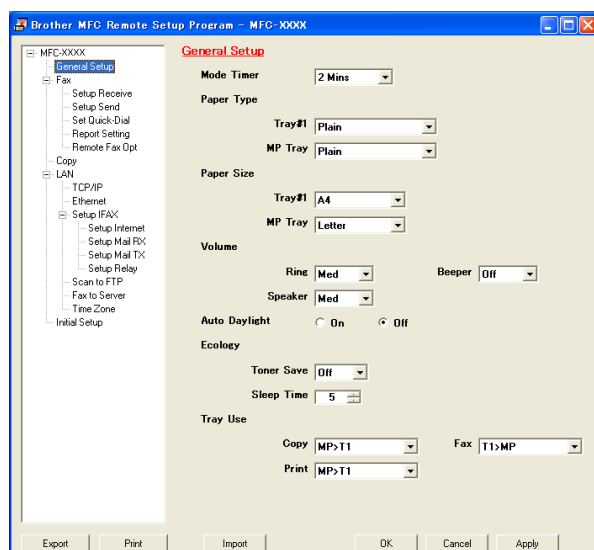
The Remote Setup application allows you to configure many machine settings from a Windows® application. When you access this application, the settings on your machine will be downloaded automatically to your PC and displayed on your PC screen. If you change the settings, you can upload them directly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

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



Note

- If your machine is connected via a Network, you have to enter your password.
- The default password is “access”. You can use BAdmin Professional or Web Based Management to change this password.
- If your PC is protected by a firewall, and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port number 137. Visit the Brother Solutions Center (<http://solutions.brother.com>) for more information.
- Network Remote Setup is not supported in Windows NT® 4.0.



■ OK

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

■ Cancel

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

■ Apply

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

■ Print

Allows you to print the different settings of the machine. Clicking Print will print a list of User Settings unless the Quick Dial window is open. In this case a list of Quick Dial settings will be printed. You must click Apply to upload the settings to the machine before printing.

■ Export

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

■ Import

Allows you to read the settings from a file.



Note

- You can use the **Export** and **Import** buttons to save several sets of settings for your machine.
 - To save all your settings, highlight **MFC-XXXX** (where XXXX is your model name) at the top of the settings list then click **Export**.
 - To save a single setting or a group of settings, highlight each setting or function heading (for example, to choose all fax settings highlight **Fax**) from the setting list then click **Export**.
 - If the network environment changes or if the machine is replaced, you may receive an error message when trying to communicate with the machine using Remote Setup. From this error message you will be able to search the network to select a new machine.
-

PC-FAX sending

The Brother PC-FAX feature allows you to use your PC to send an application or document file as a standard fax. You can send a file created in any application on your PC as a PC-FAX. You can even attach a cover page. All you have to do is set up the receiving parties as members or groups in your PC-FAX Address Book or simply enter the destination address or fax number into the user interface.

The Brother PC-FAX feature allows you to use your PC to send a fax from within your Windows application. The PC-FAX software allows you to choose the address book type. You can select from the default Brother PC-FAX address book or the Microsoft® Outlook Express Address Book. If you choose to use the Microsoft® Outlook Express Address Book you can store all your e-mail and PC-FAX contacts in one address book. This address book also provides a search feature. See *Address Book* on page 93.



Note

- If you are using Windows® XP, Windows® 2000 Professional or Windows NT®, you must log on with administrator rights.
 - For the latest information and updates on the Brother PC-FAX feature, visit us at <http://solutions.brother.com>
 - If your PC is protected by a firewall, and is unable to use PC-FAX send, you may need to configure the firewall settings to allow communication through port number 137. Visit the Brother Solutions Center (<http://solutions.brother.com>) for more information.
-

Setting up user information

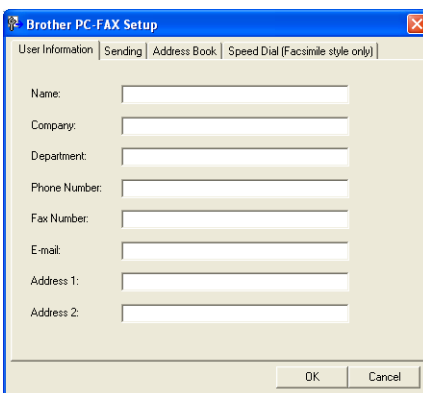


Note

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

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

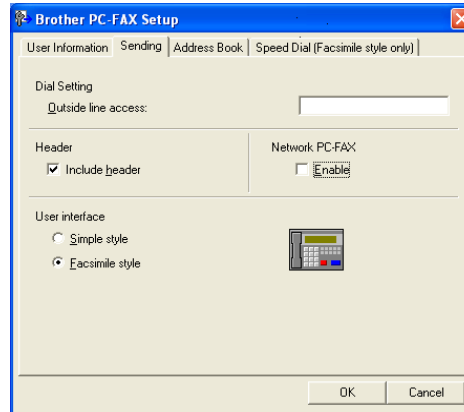
The **Brother PC-FAX Setup** dialog box appears:



- 2 Enter this information to create the fax header and cover page.
- 3 Click **OK** to save the **User Information**.

Sending setup

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



■ Outside line access

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

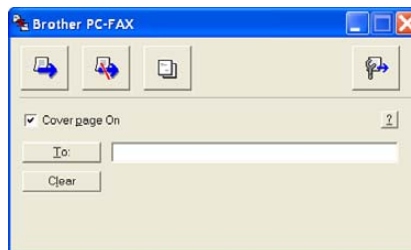
■ Include header

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

■ User interface

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

Simple style



Facsimile style

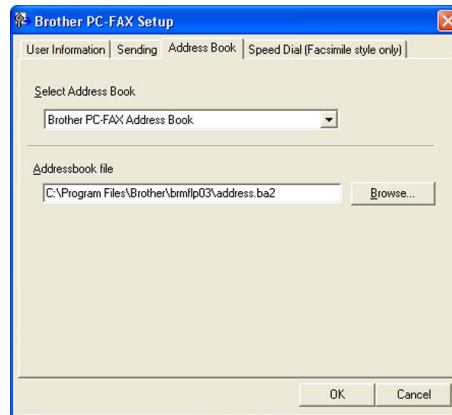


Address Book

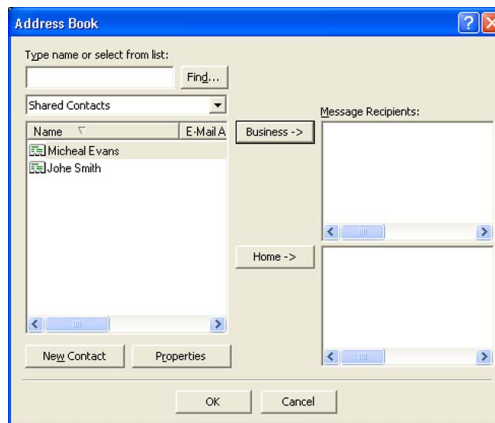
If Outlook® Express is installed on your PC, you can choose in the **Address Book** which address book to use for PC-FAX sending: Brother Address Book or Outlook Express.

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


Click the **Browse...** button to choose the database file.



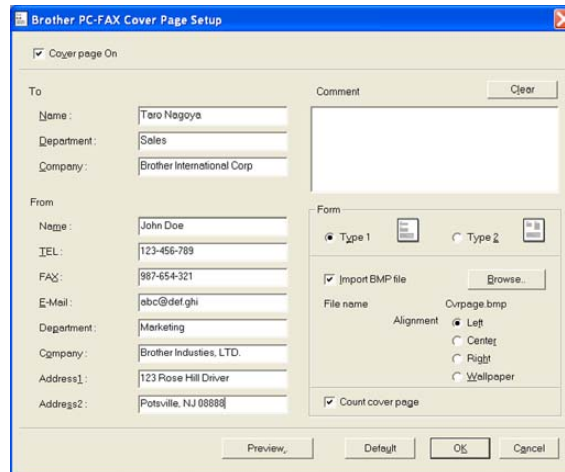
If you choose Outlook® Express, you can use the Outlook® Express Address Book by clicking the **Address Book** button in the FAX Sending dialog box.






Setting up a cover page

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

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



The dialog box is titled "Brother PC-FAX Cover Page Setup". It contains the following fields and options:

- ☒ Cover page On
- To:**
 - Name: Taro Nagoya
 - Department: Sales
 - Company: Brother International Corp
- Comment:** (Text area with a "Clear" button)
- From:**
 - Name: John Doe
 - TEL: 123-456-789
 - FAX: 987-654-321
 - E-Mail: abc@def.ghi
 - Department: Marketing
 - Company: Brother Industries, LTD.
 - Address1: 123 Rose Hill Drive
 - Address2: Potsville, NJ 08888
- Form:**
 - ☒ Type 1  ☐ Type 2 
 - ☒ Import BMP file 
 - File name: (text field)
 - Alignment: ☒ Left ☐ Center ☐ Right
 - ☐ Wallpaper
 - ☒ Count cover page
- Buttons at the bottom: Preview, Default, OK, Cancel

Entering cover page information



Note

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

- **To**
- **From**
- **Comment**

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

- **Form**

Choose the cover page format you want to use.

- **Import BMP file**

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

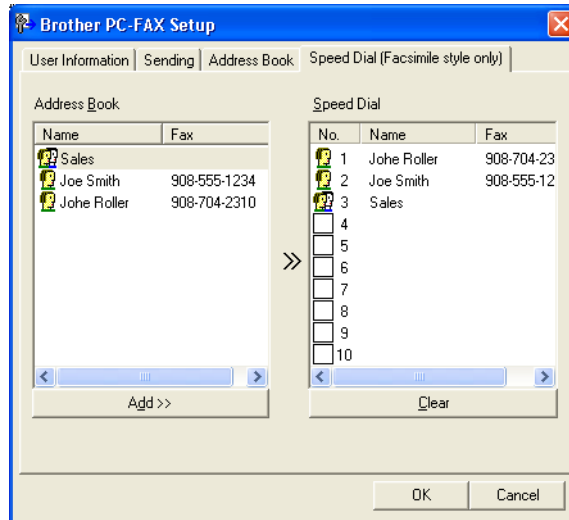
Use the browse button to choose the BMP file, and then choose the alignment style.

- **Count cover page**

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

Speed Dial setup

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



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

Registering an address in a Speed Dial button

- 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 >>**.

Clearing a Speed Dial button

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



Note

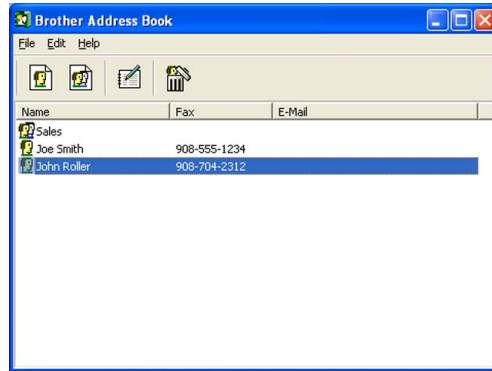
You can select a speed dial from the PC-FAX interface to make sending a document easier & faster.



Brother Address Book


- 1 Click the **Start** button, **All Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX** (where XXXX is your model name), **PC-FAX sending**, then **PC-FAX Address Book**.

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



Setting up a member in the Address Book

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

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


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

Name: Title:
 Company:
 Department: Job Title:
 Street Address:
 City: State/Province:
 Zip Code/Post Code: Country/Region:
 Business Phone: Home Phone:
 Mobile Phone:
☒ Fax:
☐ E-Mail:
☐ MFC E-Mail Address:
 OK Cancel

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

Setting up a group for broadcasting

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

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

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




- 2 Enter the name of the new group in the **Group Name** field.
- 3 In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.
- 4 After all the members you want have been added, click **OK**.




Note

You can have up to 50 members in a group.

Editing member information

- 1 Choose the member or group you want to edit.
- 2 Click the edit  icon.
- 3 Change the member or group information.
- 4 Click **OK**.

Deleting a member or group

- 1 Choose the member or group you want to delete.
- 2 Click the delete  icon.
- 3 When the **Confirm Item Delete** dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). You can also choose and create a Vcard that can be attached to a member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

Exporting the whole current Address Book



Note

- If you are creating a Vcard, you must first choose the member.
- If you choose Vcard in ❶, **Save as type:** will be **Vcard (*.vcf)**.

❶

Do one of the following:

- From the Address Book, click **File, Export**, then **Text**.
- Click **Vcard** and go to ❺.

❷

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



Note

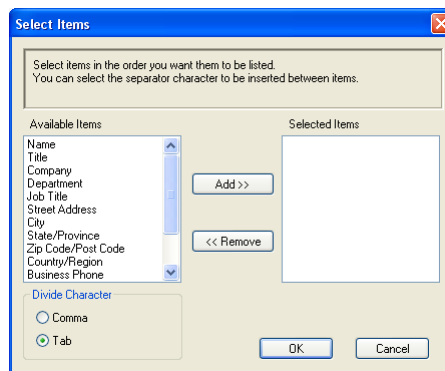
Choose the items in the order you want them listed.

❸

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

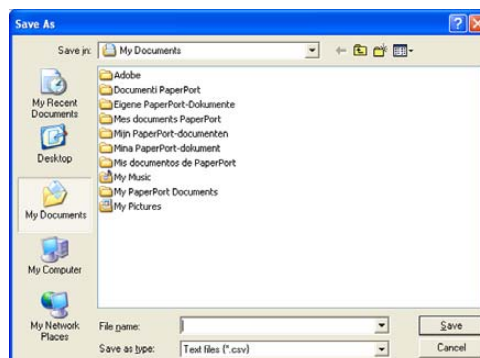
❹

Click **OK** to save the data.



❺

Enter the name of the file, and then click **Save**.

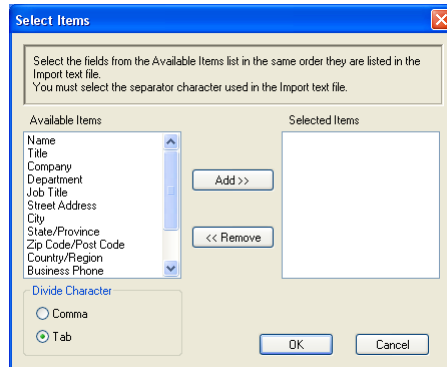


Importing to the Address Book

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

Importing an ASCII text file

- 1 Do one of the following:
 - From the Address Book, click **File, Import, then Text**.
 - Click **Vcard** and go to 5.



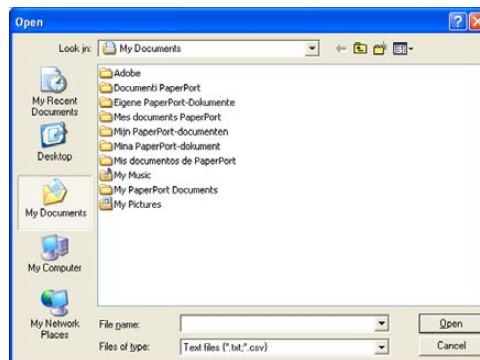
- 2 From the **Available Items** column choose the data fields you want to import, and click **Add >>**.



Note

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

- 3 Choose **Tab** or **Comma** based on the file format you are importing from the **Divide Character**.
- 4 Click **OK** to import the data.
- 5 Enter the name of the file, and then click **Open**.



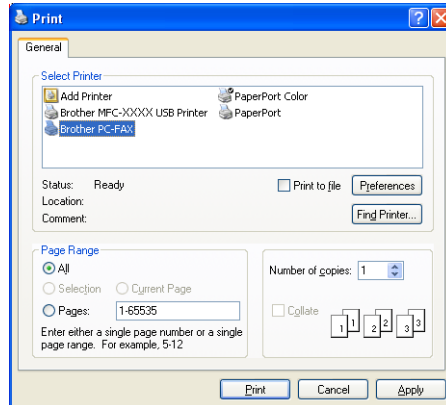
Note

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

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

1 Create a file in any application on your PC.

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



3 Choose **Brother PC-FAX v.2** as your printer, and then click **Print** (or **OK**).
The Facsimile style user interface appears:




Note

If the Simple style user interface appears, change the user interface selection setting. (See *Sending setup* on page 92.)

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

- Use the dial pad to enter the number.
- Click any of the 10 **Speed-Dial** buttons.
- Click the **Address Book** button, and then choose a member or group from the Address Book.

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

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



Note

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

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

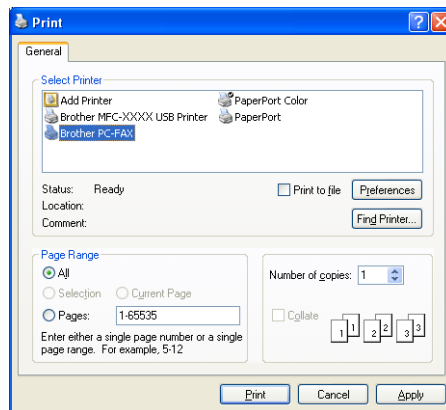


Note

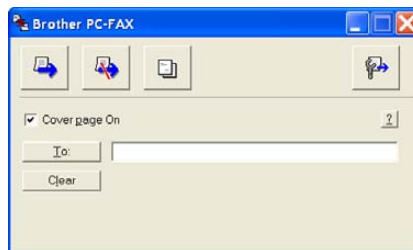
- If you want to cancel the fax, click **Stop**.
- If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

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

- 1 Create a file in any application on your PC.
- 2 Click **File**, then **Print**.
The **Print** dialog box appears:



- 3 Choose **Brother PC-FAX v.2** as your printer, and then click **Print** (or **OK**).
The Simple style user interface appears:



Note

If the Facsimile style user interface appears, change the user interface selection setting. (See *Sending setup* on page 92.)


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

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




Note

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

- 6 Click the send  icon.



Note

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

PC-FAX receiving

Note

- To use PC-FAX receiving, you must log on with Administrator rights.
- Network PC-FAX receiving is not supported in Windows NT® 4.0.
- If your PC is protected by a firewall, and is unable to use PC-FAX receiving, you may need to configure the firewall settings to allow communication through port number 137 and 54926. Visit the Brother Solutions Center (<http://solutions.brother.com>) for more information.
- Depending on the Operating System you are using you may get a Security Alert message when you start the PC-FAX receiving feature. To enable PC-FAX receiving, you must unblock the program.



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

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

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

PC Fax Msg:001

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

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

- Before you use the PC-FAX Receive function, you must PC-FAX Receive from the menu on the machine. (See *Enabling PC-FAX on your machine* on page 104)
- Run the Brother PC-FAX Receiving software on your PC. (We recommend to choose the Add to Startup folder check box, so that the software automatically runs and can transfer any faxes on PC startup.)

Enabling PC-FAX on your machine

In addition to enabling PC-FAX, you can optionally enable the Backup Print option. When enabled, the machine will print a copy of the fax before the fax is sent to the PC or the PC is switched off.

- 1 Press **Menu**, **2**, **5**, **1**.
- 2 Press **▲** or **▼** to choose **PC Fax Receive**.
Press **OK**.
- 3 Press **▲** or **▼** to choose **USB**, **Parallel** or your PC name if connected on a network.
Press **OK**.
- 4 Press **▲** or **▼** to choose **Backup Print:On** or **Backup Print:Off**.
Press **OK**.



Note

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


Running the PC-FAX receiving software on your PC

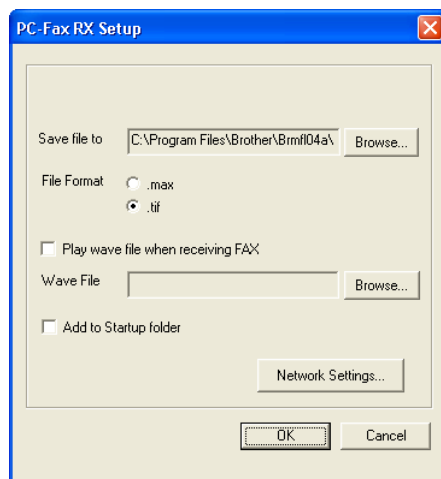
Click the **Start** button, **All Programs**, **Brother**, **MFL-Pro Suite MFC-XXXX**, **'PC-FAX Receiving'** then **MFC-XXXX** or **MFC-XXXX LAN** (where XXXX is your model name).

The PC-FAX icon appears in your PC tasktray.



Setting up your PC

- 1 Right-click the PC-FAX  icon on your PC tasktray, and then click **PC-Fax RX Setup**. The **PC-Fax RX Setup** dialog box appears:

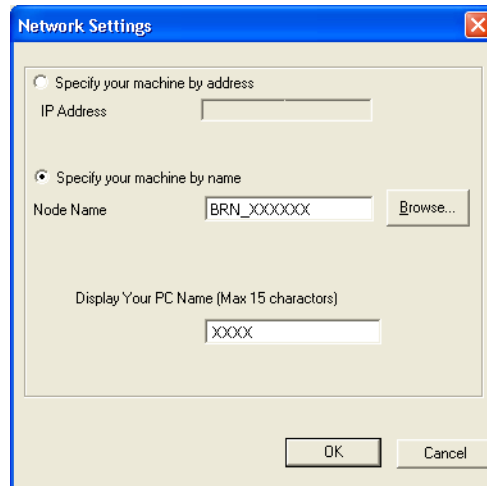


- 2 In **Save file to**, click the **Browse** button if you want to change the path where PC-FAX files are saved.
- 3 In **File Format**, choose **.tif** or **.max** as the received document format. The default format is **.tif**.
- 4 To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.
- 5 To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.

Configuring the Network PC-FAX Receiving Settings

If you wish to change the network PC-FAX Receive settings that you specified during the original MFL-Pro Suite (see *the Quick Setup Guide*), follow the steps below.

- 1 In the **PC-FAX RX Setup** dialogue box, click the **Network Settings** button. The **Network Settings** dialogue box appears.
- 2 You must specify the IP address or name of your machine.

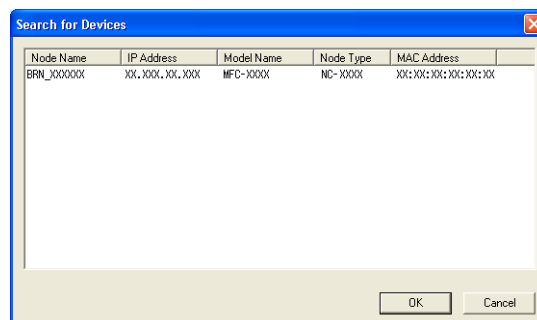


Specify your machine by address

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

Specify your machine by name






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



Specify your PC name

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

Viewing new PC-FAX messages

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

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



Note

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



Apple® Macintosh®

Printing and Faxing	109
Scanning	131
ControlCenter2 (For Mac OS® 10.2.4. or greater)	144
Network Scanning (Not available for DCP-8060)	161
Remote Setup (Not available for DCP models)	173

Setting up your USB-equipped Apple® Macintosh®



Note

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



Improper Setup

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

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

Feature	Mac OS®	Mac OS® X
	9.X	10.2.4 or greater ²
Printing	Yes	Yes
Scanning (TWAIN)	Yes	Yes
ControlCenter2 ¹	No	Yes
PC-FAX sending	Yes	Yes
Remote Setup (not available for DCP models)	No	Yes

¹ For details about using ControlCenter2, See *Using ControlCenter2* on page 144.

² For Mac OS® X 10.2.0 to 10.2.3 users, 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 status LED turns Yellow, you can clear the data that is left in the printer memory by pressing **Job Cancel**.



Secure Key

Secured data is password protected. Only those people who 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 116 and for Mac OS® 9.1-9.2 users, see *Secure Print* on page 119.)

- 1 Press **Secure**.



Note

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

- 2 Press **▲** or **▼** to choose the user name.
Press **OK**.
The LCD displays job selections.
- 3 Press **▲** or **▼** to choose the job.
Press **OK**.
The LCD prompts you to enter your four-digit password.
- 4 Enter your password using the control panel.
Press **OK**.
- 5 To print the Data, press **▲** or **▼** to choose **Print**.
Press **OK**.
The machine prints the data.
To delete the secured data, press **▲** or **▼** to choose **Delete**.
Press **OK**.
- 6 Press **Stop/Exit**.

Printer Emulation Support

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 and has an automatic emulation selection feature. When the machine receives data from the computer, it automatically chooses the emulation mode. The default setting is `Auto (EPSON)`. The machine can choose from the following combinations:

Auto (Epson) - default	Auto (IBM)
HP LaserJet	HP LaserJet
BR-Script3	BR-Script3
EPSON FX-850	IBM ProPrinter XL

Your machine has the following emulation modes. You can change the setting by using the control panel or a Web browser.

■ HP LaserJet Mode

The HP LaserJet mode (or HP mode) is the emulation mode in which this printer supports the PCL6 language of the Hewlett-Packard® LaserJet laser printer. Many applications support this type of laser printer. Using this mode will allow your printer to run at its best with those applications.

■ BR-Script3 Mode

BR-Script is an original Brother page description language and a PostScript® language emulation interpreter. This printer supports level 3. The BR-Script interpreter of this printer allows you to control text and graphics on pages.

■ EPSON FX-850 and IBM Proprinter XL Mode

The EPSON FX-850 and IBM Proprinter XL modes are the emulation modes that this printer supports to meet the industry-standard for dot matrix printers. Some applications support these dot matrix printer emulations. Use these emulation modes so your printer will work well when printing from those types of applications.

Setting the Emulation mode

- 1 Press **Menu, 4, 1.**
(For DCP models, press **Menu, 3, 1.**)
- 2 Press **▲** or **▼** to choose Auto (EPSON), Auto (IBM), HP LaserJet, BR-Script3, Epson FX-850 or IBM Proprinter.
Press **OK.**
- 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, choose 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 choose it.

- 1 Press **Menu, 4, 2, 1.**
(For DCP models, press **Menu, 3, 2, 1.**)
- 2 Press **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, 4, 2, 2.**
(For DCP models, press **Menu, 3, 2, 2.**)
- 2 Press **Start.** The machine prints the settings.
- 3 Press **Stop/Exit.**

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, 4, 3.**
(For DCP models, press **Menu, 3, 3.**)
- 2 To restore the default settings, press **1.**
To exit without making a change, press **2.**
- 3 Press **Stop/Exit.**

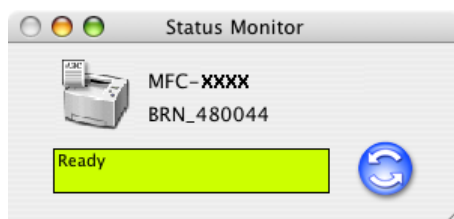
Status Monitor

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 access the Colour Calibration settings and web based management. 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 113.) 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  icon. 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**.

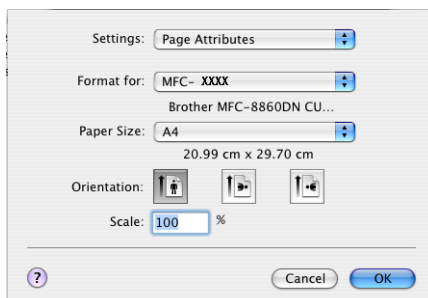
Web Based Management (Network models Only)

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 *Web Based Management* in Chapter 7 of the Network User's Guide on the CD-ROM.

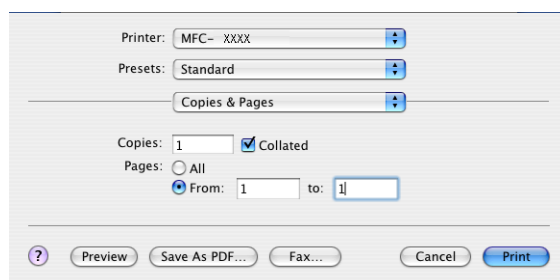
Using the Brother Laser driver for Macintosh® (Mac OS® X)

Choosing page setup options

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

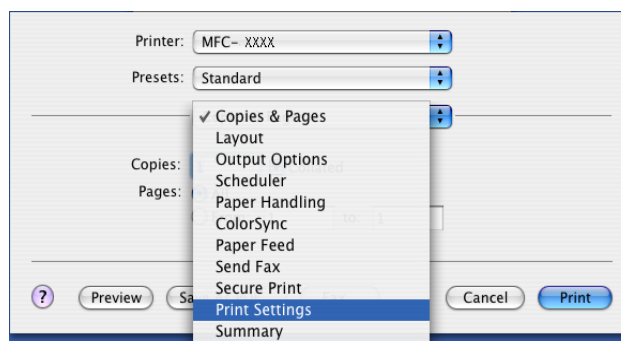


- 2 From application software such as TextEdit, click the **File** menu and choose **Print**. Click **Print** to start printing.



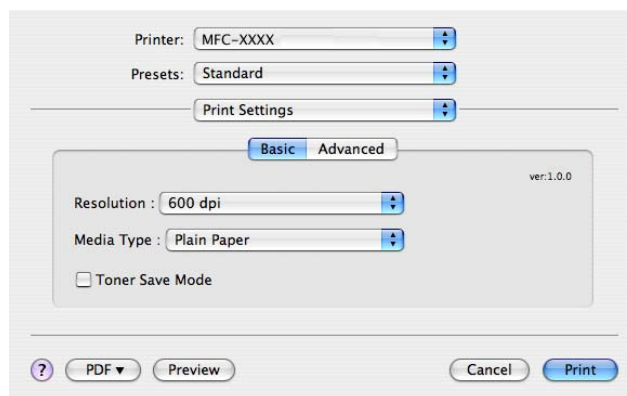
Specific settings

You can set the **Media Type**, **Resolution**, **Toner Save**, and other settings. Press **Copies & Pages** dropdown to choose settings you want to change.

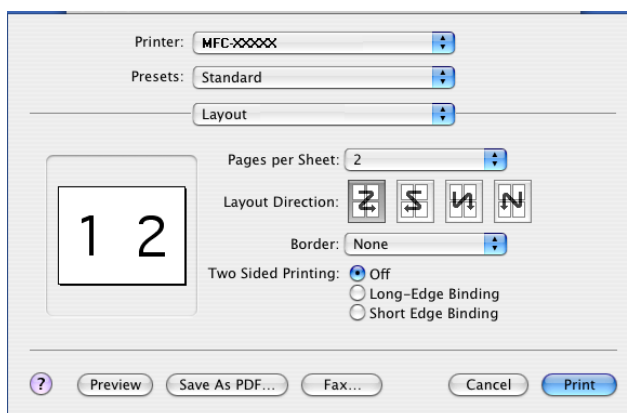


Print settings

Choose the **Resolution** and **Media Type**, and if you want to use **Toner Save Mode**.



Layout



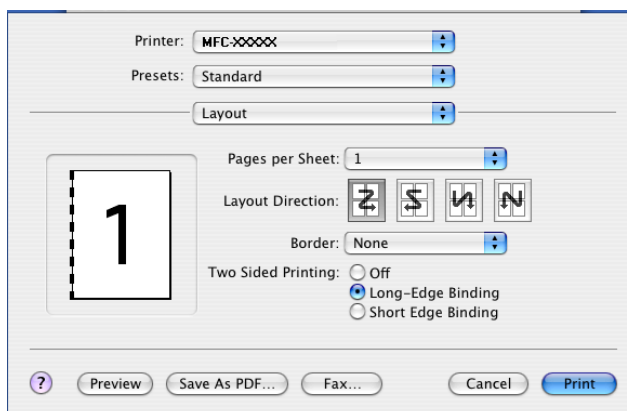
Set the **Page per Sheet**, **Layout Direction** and **Border**.

Pages per sheet: Choose 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.

Duplex (Two sided Printing)



Choose **Layout**, and then choose **Long-Edge Binding** or **Short Edge Binding**.

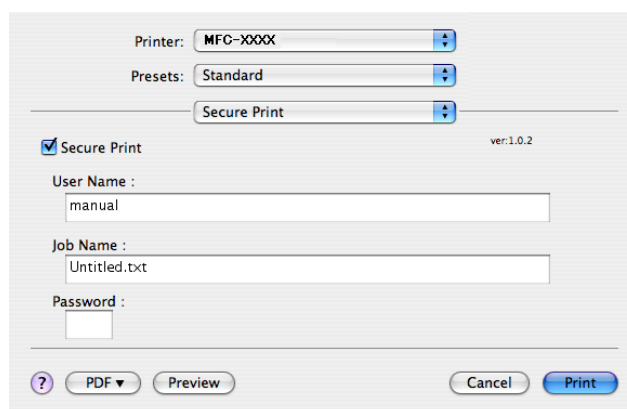
Secure Print

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.

- 1 Choose **Secure Print** and check **Secure Print**.
- 2 Enter your password, user name and job name and click **Print**.
- 3 You must print the secured document from the control panel of the machine.
(See *Secure Key* on page 110.)

To delete a secured document:

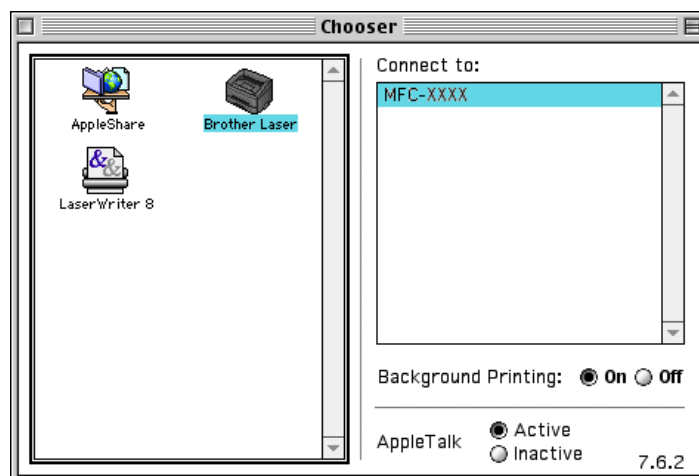
You need to use the control panel of the machine to delete a secured document.
(See *Secure Key* on page 110.)



Using the Brother Laser driver for Macintosh® (Mac OS® 9.1 to 9.2)

Choosing a printer

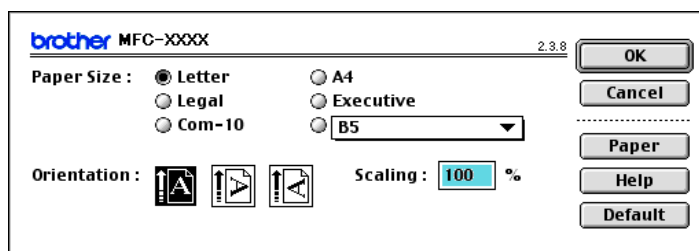
- 1 Open the **Chooser** from the Apple menu.



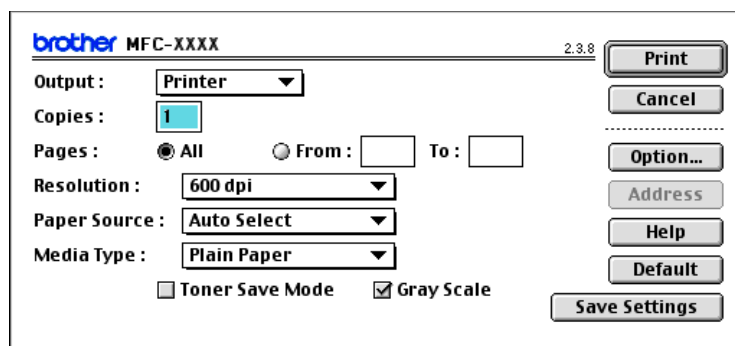
- 2 Click the **Brother Laser** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.

Page Setup

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

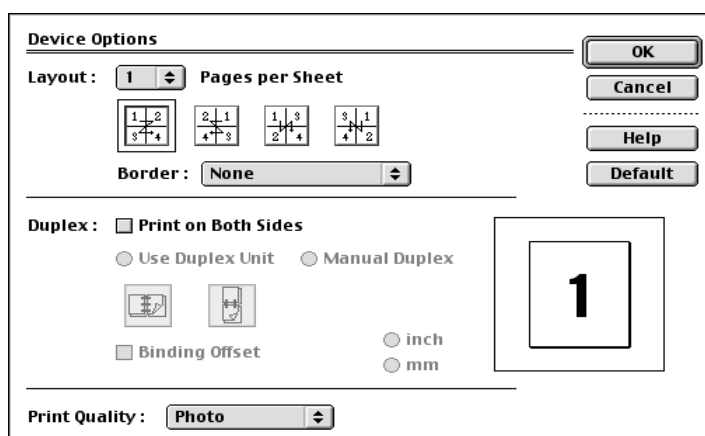


- 2 From application software such as Presto!® PageManager®, click the **File** menu and choose **Print**. Click **Print** to start printing.



Note

If you want to **Copies**, **Pages**, **Resolution**, **Paper Source** and **Media Type**, choose your settings before clicking **Print**. If you click **Option...**, you can choose the number of pages per sheet in the **Devices Options** screen.

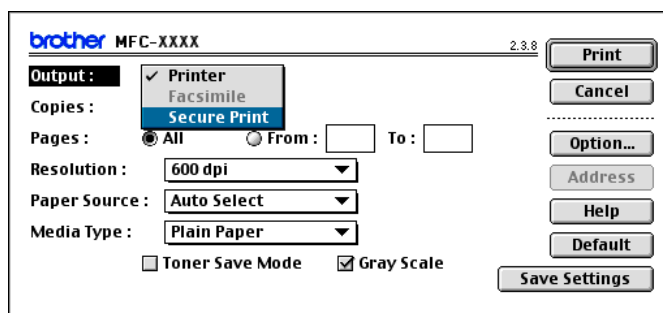


Secure Print

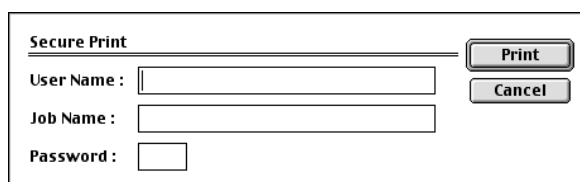
Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must enter a password at the control panel of the machine to print them.

To send a secured document:

- 1 From the **Output** pull-down menu, choose **Secure Print** and then click **Print**.
Secure Print dialog box will appear.



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



- 3 You must print the secured documents from the control panel of the machine. (See *Secure Key* on page 110.)



Note

You need to use the control panel of the machine to delete a secured document. (See *Secure Key* on page 110.)

Using the BR-Script3 (Post Script® 3™ language emulation printer driver)

Note

- To use the BR-Script3 printer driver on a Network, see *the Network User's Guide on the CD-ROM*.
- To use the BR-Script3 printer driver, you need to set the Emulation to BR-Script 3 by using the control panel before connecting the interface cable. (See *Printer Emulation Support* on page 111.)
- The BR-Script3 printer driver does not support the following functions:
 - PC-Fax Sending

For Mac OS® X users

You need to install the BR-Script3 printer driver using the following instructions.

Note

If you use a USB cable and Mac OS®, only one printer driver for a machine can be registered in Printer Setup Utility (Print Center for Mac OS® 10.2.X users). If a Brother Laser driver is already listed in the Printer list, you will need to delete it and then install the BR-Script3 printer driver.

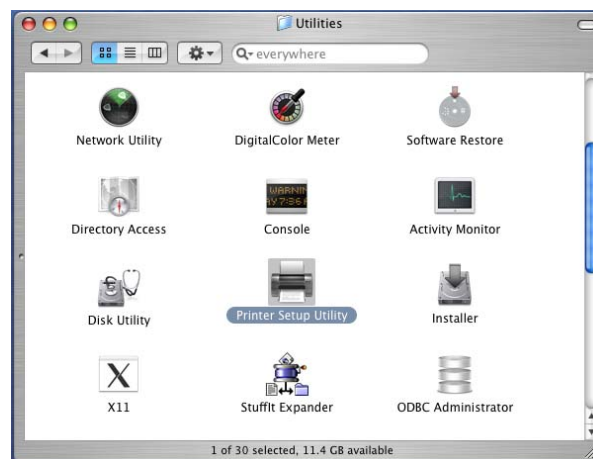
- 1 Choose **Applications** from the **Go** menu.



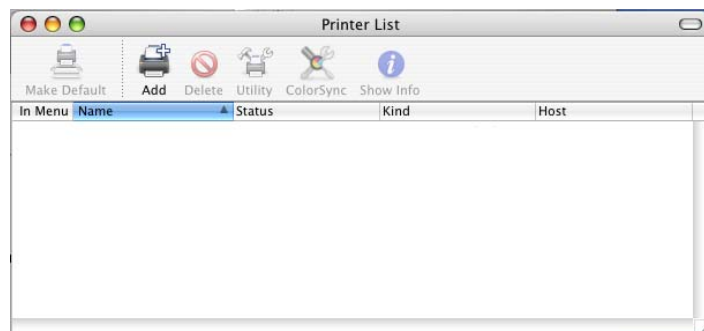
- 2 Open the **Utilities** folder.



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



- 4 Click **Add**.



For Mac OS® 10.2.4 to 10.3 users, go to 5.
For Mac OS® 10.4 or greater users, go to 6.

5 Choose **USB**.

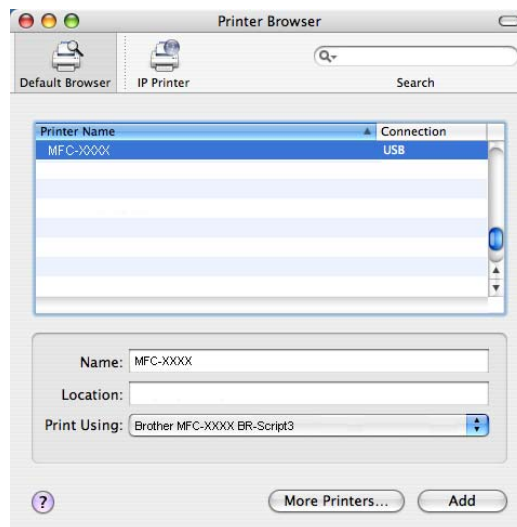


6 Choose your model name, and then click **Add**.

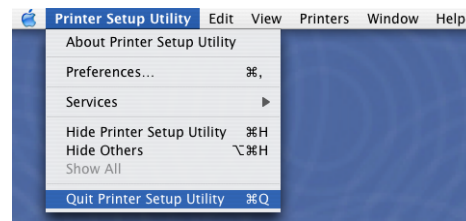
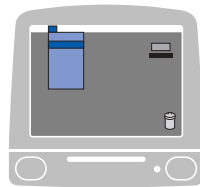
For Mac OS® 10.2.4 to 10.3 users:



For Mac OS® 10.4 or greater users:



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



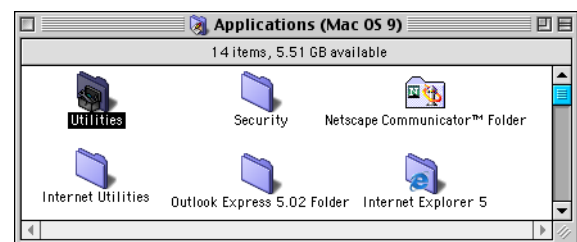
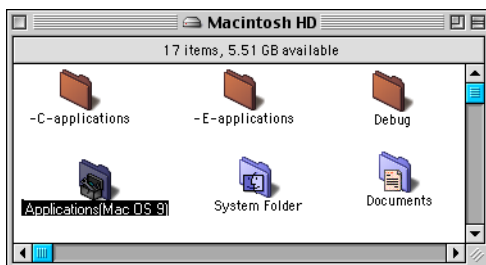
For Mac OS® 9.1 to 9.2 users

- 1 Open the Application (Mac OS 9) folder.
Open the Utilities folder.

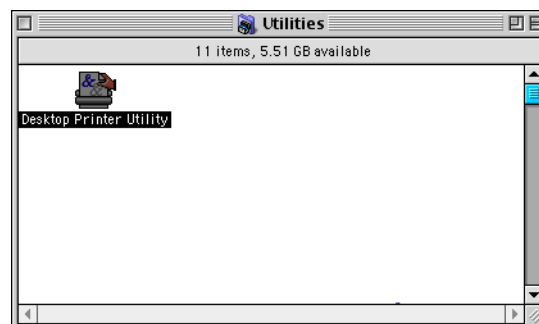


Note

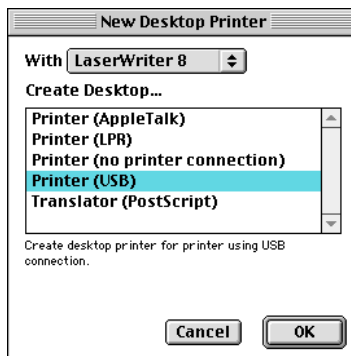
The screens are based on Mac OS® 9.1.



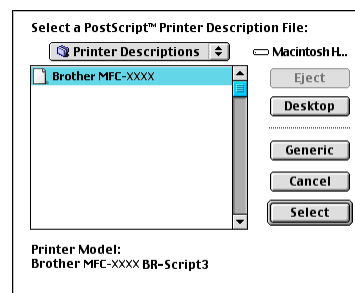
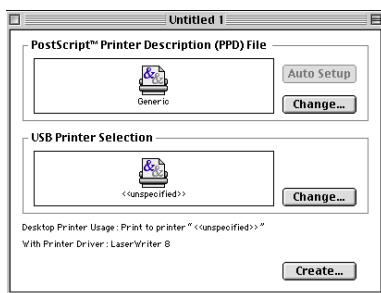
- 2 Open the Desktop Printer Utility icon.



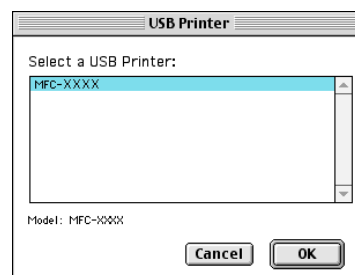
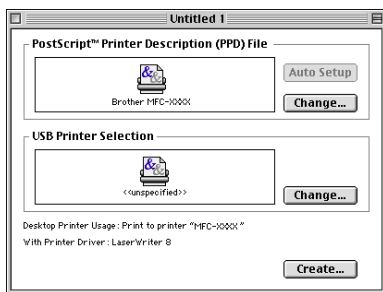
- 3 Choose **Printer (USB)**, and then click **OK**.



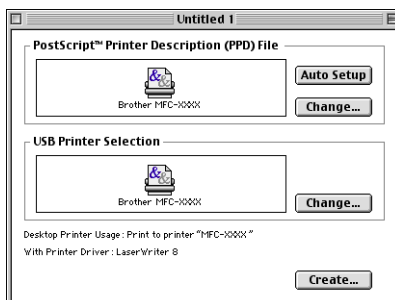
- 4 Click **Change...** in the PostScript™ Printer Description (PPD) file). Choose **Brother MFC-XXXX** (where XXXX is your model name) and then click **Select**.



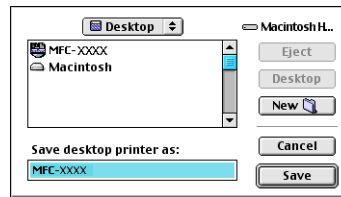
- 5 Click **Change...** in the **USB Printer Selection**. Choose **Brother MFC-XXXX** or **DCP-XXXX** (where XXXX is your model name), and then click **OK**.



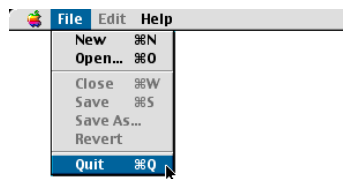
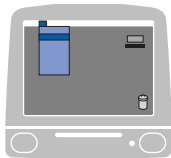
- 6 Click **Create....**



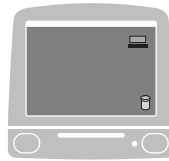
- 7 Enter your model name, and then click **Save**.



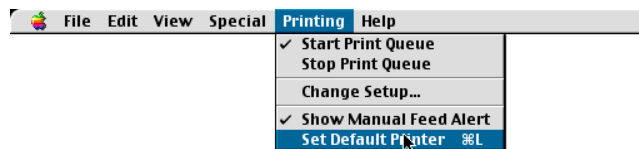
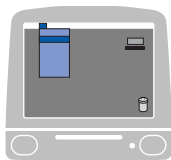
- 8 Choose **Quit** from the **File** menu.



- 9 Click the **MFC-XXXX** or **DCP-XXXX** icon on Desktop.



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



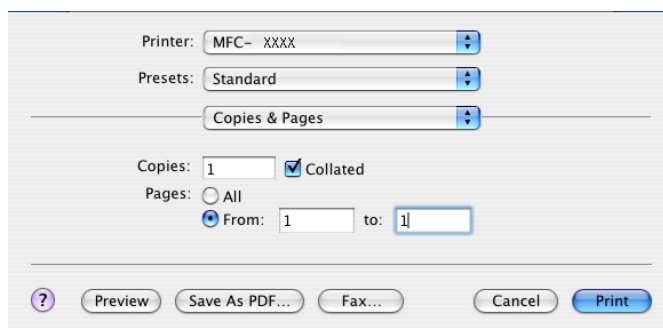
Sending a fax (Not available for DCP models)

For Mac OS® X

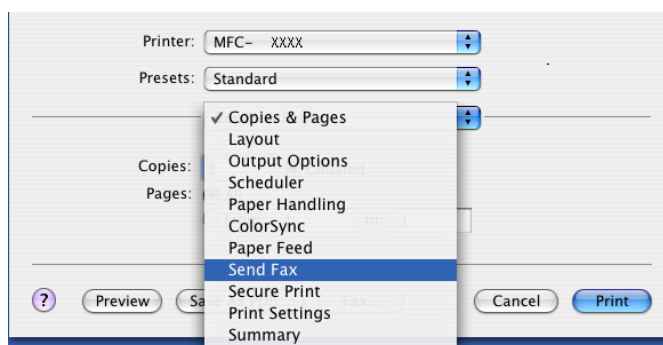
You can send a fax directly from a Macintosh® application.

1 Create a document in a Macintosh® application.

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



3 Choose **Send Fax** from the pop-up menu.



- 4 Choose **Facsimile** from the **Output** pop-up menu.

The screenshot shows a dialog box for faxing. At the top, there are three dropdown menus: 'Printer:' set to 'MFC-XXXX', 'Presets:' set to 'Standard', and 'Send Fax:' set to a dropdown. Below these, the 'Output:' dropdown is set to 'Facsimile'. To the right of 'Output:' is the text 'ver 1.0.1'. Below 'Output:' is the 'Input Fax Number:' field, which is empty, followed by an 'Add' button. Underneath is the 'Stored Fax Numbers:' section with a dropdown set to 'home Fax' and an 'Address Book' button. Below that is the 'Destination Fax Numbers:' section, which contains a table with two columns: 'Name' and 'Fax#'. The table is currently empty. At the bottom of the dialog are several buttons: a help icon (?), 'Preview', 'Save As PDF...', 'Fax...', 'Cancel', and 'Print'.

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



Note

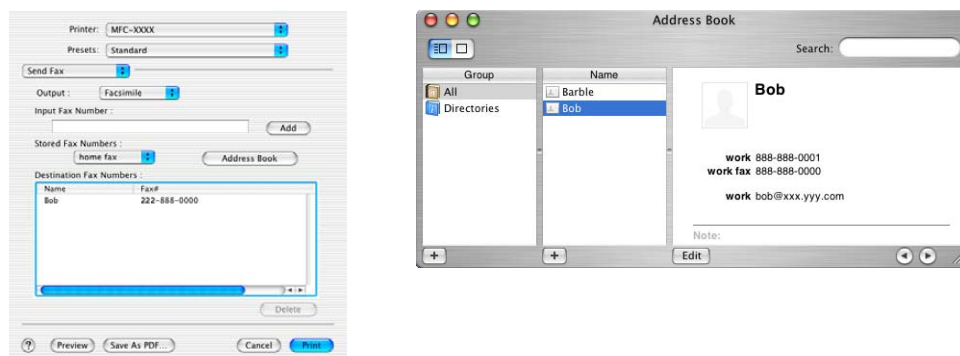
If you want to send a fax to more than one number, click **Add** after entering the first fax number. The destination fax numbers will be listed in the dialog box.

This screenshot is identical to the previous one, but the 'Input Fax Number:' field now contains the number '111-222-3333'. The 'Add' button is still present to the right of the field. The 'Destination Fax Numbers:' table remains empty.

Working with vCards

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

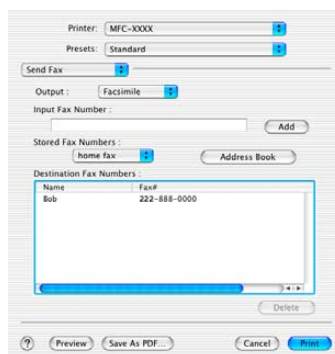
- 1 Click **Address Book**.
- 2 Drag a Vcard from the Mac OS® X **Address Book** application to the **Destination Fax Numbers** field.



Note

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

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



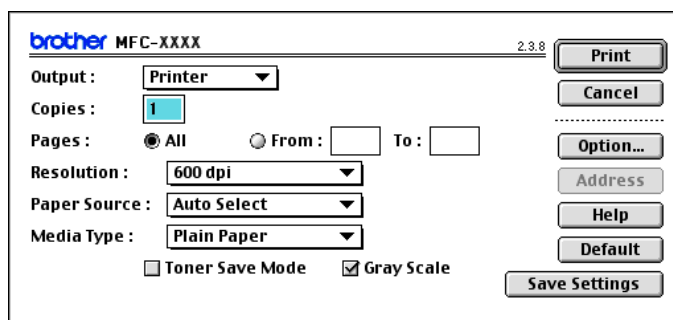
Note

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

For Mac OS® 9.1 - 9.2

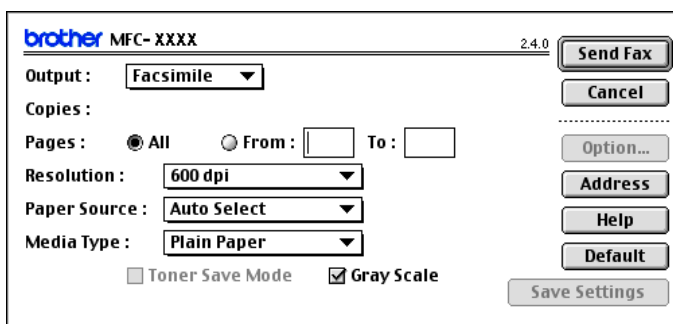
You can send a fax directly from a Macintosh® application.

- 1 Create a document in a Macintosh® application.
- 2 Click **File**, then **Print**.
The Printer dialog box appears:



When **Printer** is chosen, the top button shows **Print** and the **Address** button is not available.

- 3 Choose **Facsimile** from the **Output** pop-up menu.



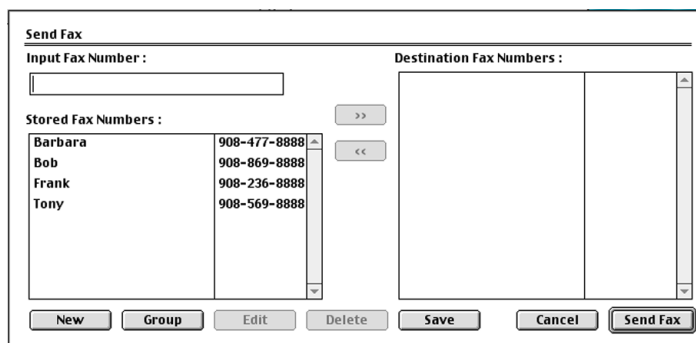
When **Facsimile** is chosen, the top button changes to **Send Fax** and the **Address** button is available.



Note

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

- 4 Click **Send Fax**.
The **Send Fax** dialog box appears:



The **Send Fax** dialog box contains the following elements:

- Input Fax Number :** A text input field.
- Stored Fax Numbers :** A list box containing the following entries:

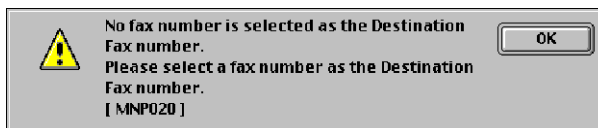
Barbara	908-477-8888
Bob	908-869-8888
Frank	908-236-8888
Tony	908-569-8888
- Destination Fax Numbers :** An empty list box.
- Navigation buttons: **>>** and **<<**.
- Bottom buttons: **New**, **Group**, **Edit**, **Delete**, **Save**, **Cancel**, and **Send Fax**.

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

- 5 Enter a fax number in the **Input Fax Number** box.
- 6 When you are finished addressing your fax, click **Send Fax**.

**Note**

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



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

Scanning from a Macintosh®

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



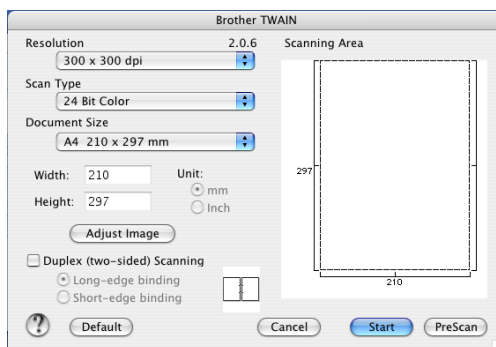
Note

If you want to scan from a machine on a network, choose the networked machine in the DeviceSelector application located in Macintosh HD/Library/Printers/Brother/Utilities or from the **Model** pull-down list in the main screen of ControlCenter2.

For more information, see *Configuring network scanning* on page 161 or *Using ControlCenter2* on page 144 (Network scanning supported in Mac OS® X 10.2.4 or greater).

Accessing the scanner

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



Note

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

Scanning an image into your Macintosh®

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

Scanning a whole page

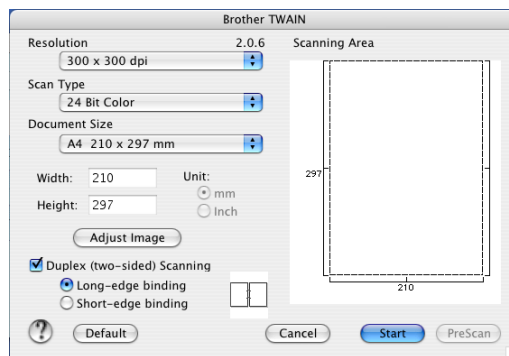


1 Put the document face up in the ADF, or face down on the scanner glass.

- 2 Adjust the following settings, if needed, in the Scanner Setup dialog box:
 - Resolution
 - Scan Type
 - Document Size
 - Brightness
 - Contrast
- 3 Click **Start**.
When scanning has finished, the image appears in your graphics application.

Scanning a duplex document (for models that support duplex scanning)

- 1 Put the document face up in the ADF.
- 2 Check **Duplex (Two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**.



- 3 Adjust the following settings, if needed, in the Scanner Setup dialog box:
 - Resolution
 - Scan Type
 - Document size
 - Brightness
 - Contrast
- 4 Click **Start**.



Note

- You cannot adjust the scanning area.
- Duplex scan is supported by the MFC-8860DN, MFC-8870DW and DCP-8065DN only.
- Duplex scan is not available for legal size paper.
- Duplex scanning is not supported in Mac OS® 9.1 to 9.2.
- Duplex scan is available from the ADF only.

Pre-Scanning an image

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

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

❷ Click **PreScan**.

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



❸ Choose the portion you want to scan by pressing and holding down the mouse button and dragging it over the area you want to scan.

❹ Put the document in the ADF again.



Note

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

❺ Adjust the settings for **Resolution**, **Scan Type** (Greyscale), **Brightness**, **Contrast**, and **Size** in the Scanner Setup dialog box as needed.

❻ Click **Start**.

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

❼ You can refine the image in your editing software.

Settings in the Scanner window

Resolution

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

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

Scan Type

■ Black & White

Use for text or line art.

■ Grey (Error Diffusion)

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

■ True Grey

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

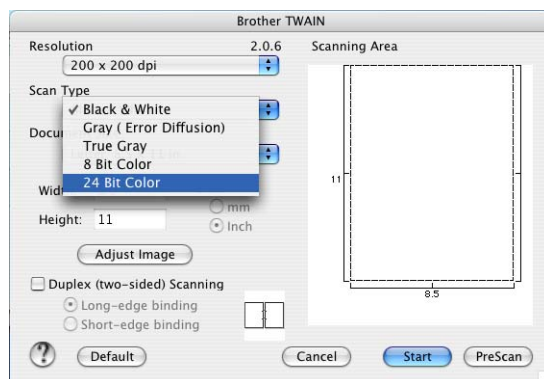
■ 8 Bit Color

Uses up to 256 colours to scan the image.

■ 24 Bit Color

Uses up to 16.8 million colours to scan the image.

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



Document Size

Choose one of the following sizes:

- A4 210 × 297 mm
- JIS B5 182 × 257 mm
- Letter 8.5 × 11 in
- Legal 8.5 × 14 in
- A5 148 × 210 mm
- Executive 7.25 × 10.5 in
- Business Card

To scan business cards, choose the **Business Card** size (90 × 60 mm), and then put the business card face down at the center of the scanner glass.

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

- Photo 4 × 6 in
- Index Card 5 × 8 in
- Photo L 89 × 127 mm
- Photo 2L 127 × 178 mm
- Post Card 1 100 × 148 mm
- Post Card 2 148 × 200 mm
- Custom (User adjustable from 0.35 × 0.35 in to 8.5 × 14 in or 8.9 × 8.9 mm to 215 × 355 mm)

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

Width: Enter the width of the custom size.

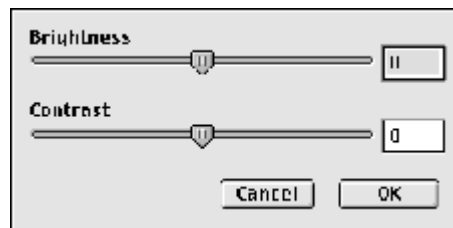
Height: Enter the height of the custom size.

Adjusting the Image

■ Brightness

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

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



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

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

■ Contrast

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



Note



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




Using the Scan key (For USB cable users Mac OS® 10.2.4 or greater)



Note

- If you use the Scan key on a network, see *Using the Scan key* on page 163.
- The Scan key features are not supported in Mac OS® 9.1 to 9.2.

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











Before you can use  (**Scan**) on the control panel, you have to install the Brother MFL-Pro suite and connect the machine to your Macintosh®. If you installed the MFL-Pro Suite from the included CD-ROM then the correct drivers and the ControlCenter2 are installed. Scanning by  (**Scan**) follows the configuration on the Device Button tab of the ControlCenter2. (See *SCAN* on page 147.) For details about how to configure the scan settings of the ControlCenter2 buttons and to launch the application of your choice using  (**Scan**), see *SCAN* on page 147.



Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose 2sided (L) edge or 2sided (S) edge depending on your document layout.

Choose your document layout from following table:

Portrait		Landscape		LCD Message
Front	Back	Front	Back	
				(L)edge (Long edge) 
				(S)edge (Short edge) 

Document Layout Table




Note

- Duplex scan is supported by the MFC-8860DN, MFC-8870DW and DCP-8065DN only.
- Duplex scan is available from the ADF only.
- Duplex scan is not available for legal size paper.

Scan to E-mail

You can scan either a black and white or colour document into your E-mail application as a file attachment. You can change the scan configuration. (See *E-mail* on page 150.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press **▲** or **▼** to choose **Scan to E-mail**.
Press **OK**.
If your machine is a MFC-8460N or DCP-8060, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press **▲** or **▼** to choose **2sided (L) edge**, **2sided (S) edge** or **1sided**.
Press **OK**.




Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose **2sided (L) edge** or **2sided (S) edge** depending on your document layout.

- 5 The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.

Scan to Image

You can scan a colour picture into your graphics application for viewing and editing. You can change the scan configuration. (See *Image (example: Apple PreView)* on page 147.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to Image`.
Press **OK**.
If your machine is a MFC-8460N or DCP-8060, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.





Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 The machine starts 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 application)* on page 149.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to OCR`.
Press **OK**.
If your machine is a MFC-8460N or DCP-8060, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.




Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 The machine starts the scanning process.

Scan to File

You can scan a black and white or a colour document into your PC and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of ControlCenter2. (See *File* on page 151.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose **Scan to File**.
Press **OK**.
If your machine is a MFC-8460N or DCP-8060, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose **2sided (L) edge**, **2sided (S) edge** or **1sided**.
Press **OK**.



Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose **2sided (L) edge** or **2sided (S) edge** depending on your document layout.

- 5 The machine starts the scanning process.



Note

- If you want the scanned data in colour, choose colour in scan type on the **Device Buttons** tab of the ControlCenter2 configuration. If you want the scanned data in black and white, choose black and white in scan type on the **Device Buttons** tab of the ControlCenter2 configuration. (See *SCAN* on page 145.)
 - If you would like to display the folder window after scanning the document, select **Show Folder** on the Device Buttons tab of the ControlCenter2 configuration. (See *SCAN* on page 147.)
-

Using Presto!® PageManager®

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

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



Note

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

Features

- OCR: In one step you can scan an image, recognize the text, and edit it with a word processor.
- Image Editing: Enhance, crop and rotate images, or open them with an image-editing program of your choice.
- Annotation: Add removable notes, stamps and drawings to images.
- Treeview Window: View and arrange your folder hierarchy for easy access.
- Thumbnail Window: View files as thumbnails for easy identification.

System requirements for Presto!® PageManager®

- PowerPC processor
- System 9.1-9.2, 10.2.4 or greater
- CD-ROM drive
- Hard disk drive with at least 120 MB of free disk space

Recommended:

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

Technical support

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>

Canada

E-mail Address: contactus@newsoftinc.com

Germany

Company name: NewSoft Europe
Postal Address: Regus Center Fleethof Stadthausbrucke 3 20355 Hamburg, Germany
Telephone: 49-40-37644530
Fax: 49-40-37644500
E-mail Address: contact@newsoft.eu.com
URL: <http://de.newsoft.eu.com>
Company name: SoftBay GmbH
Postal Address: Carlstrase 50 D-52531 Ubach-Palenberg
Telephone: 49(0)2451/9112647
Fax: 49(0)2451/409642
E-mail Address: newsoft@softbay.de
URL: <http://de.newsoft.eu.com>

UK

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

France

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

Italy

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

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ControlCenter2 (For Mac OS® 10.2.4. or greater)




Note

- The features available to you in ControlCenter2 may vary depending on the model number of your machine.
- Duplex scan is supported by the MFC-8860DN, MFC-8870DW and DCP-8065DN only.

Using ControlCenter2

ControlCenter2 is a software utility that allows you to quickly and easily access your often used applications. Using ControlCenter2 eliminates the need to manually launch specific applications. The icon will appear on

the menu bar. To open the ControlCenter2 window, click the  icon and choose **Open**. ControlCenter2 has the following four categories of operations:

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



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

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

Turning the AutoLoad feature off

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

- 1 Click the ControlCenter2 icon in the menu bar and choose **Preference**.
The ControlCenter2 preference window appears.
- 2 Uncheck **Start ControlCenter on computer startup**.
- 3 Click **OK** to close the window.



Note

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

SCAN

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

■ Image (Default: Apple PreView)

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

■ OCR (Default: Apple Text Edit)

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

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

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

■ File

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

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

Software button in ControlCenter2 choose the **Software Button** tab in the configuration menu for each of the **SCAN** buttons.

CUSTOM SCAN

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

COPY / PC-FAX

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

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

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

DEVICE SETTINGS

You can configure the machine settings.

■ Remote Setup

Allows you to open the Remote Setup Program. (See *Remote Setup (Not available for DCP models)* on page 173.)

■ Quick-Dial

Allows you to open the Set Quick-Dial window of the Remote Setup. (See *Remote Setup (Not available for DCP models)* on page 173.)

■ Status Monitor

Allows you to open the Status Monitor utility.

SCAN

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



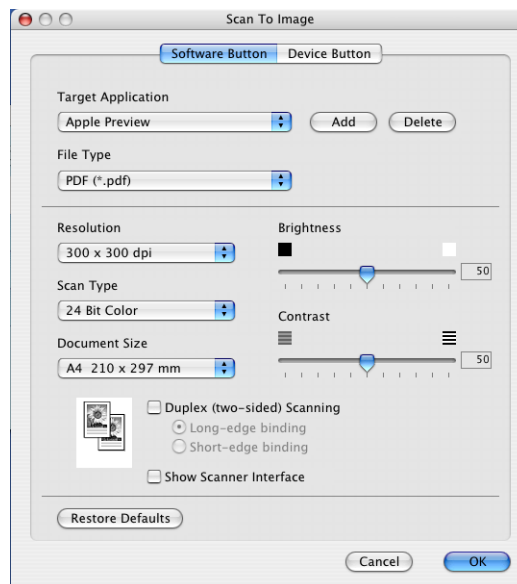
Note

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



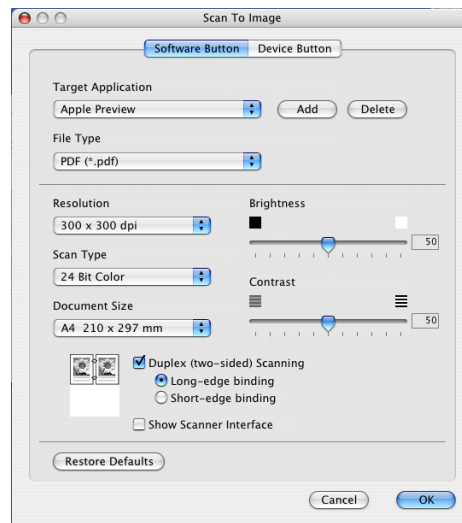
Image (example: Apple PreView)

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



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

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)



Change the other settings, if needed.

To change the destination application, choose the proper application from the **Target Application** pop-up menu. You can add an application to the lists by clicking the **Add** button.



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

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



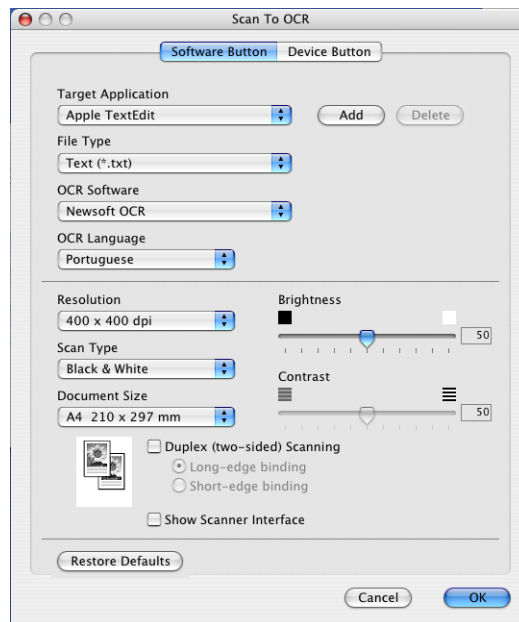
Note

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

OCR (word processing application)

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

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



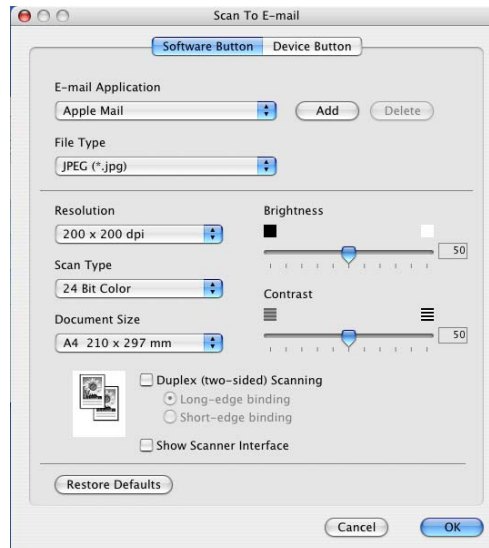
To change the word processing application, choose the destination word processing application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)

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

E-mail

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



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

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)

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

Supported file types

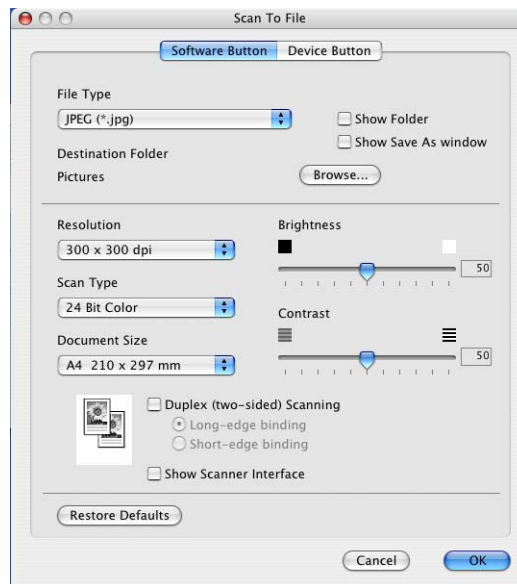
You can choose from the following list of file types for attachments or for saving to a folder.

Choose from the pop-up menu the type of file you want the scanned images to be saved in.

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

File

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



Choose the file type for the saved image from the **File Type** pop-up menu. You can save the file to the default folder, or choose your preferred folder by clicking the **Browse...** button.

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 a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (Not available for MFC-8460N and DCP-8060)

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



Note

For supported file types, see *Supported file types* on page 150.

CUSTOM SCAN

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

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

■ Scan to Image

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

■ Scan to OCR

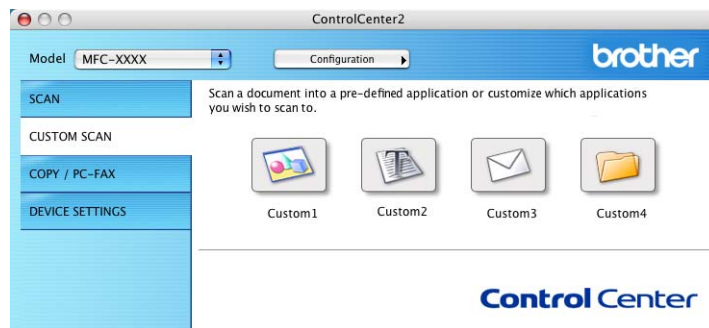
Converts scanned documents into editable text files. You can choose the destination application for the editable text.

■ Scan to E-mail

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

■ Scan to File

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



User-defined button

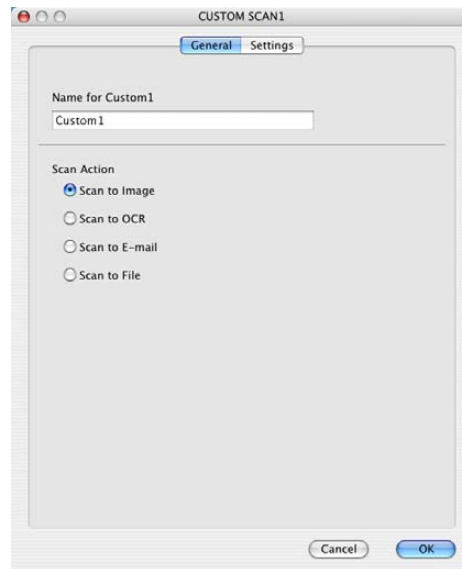
To configure a button, click the button while holding down the Ctrl key, and the configuration window appears. Follow these guidelines for button configuration.

Scan to Image

■ General tab

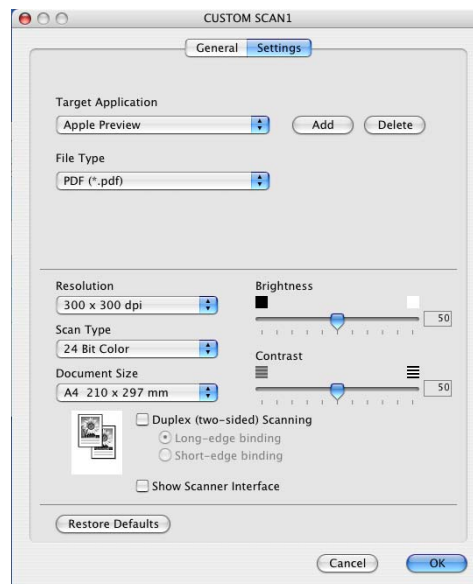
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

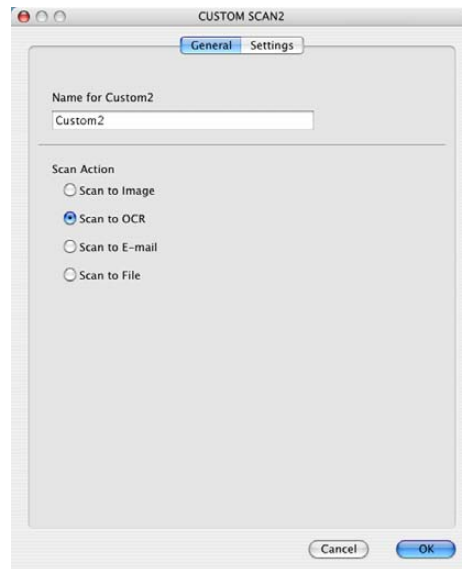


Scan to OCR

■ General tab

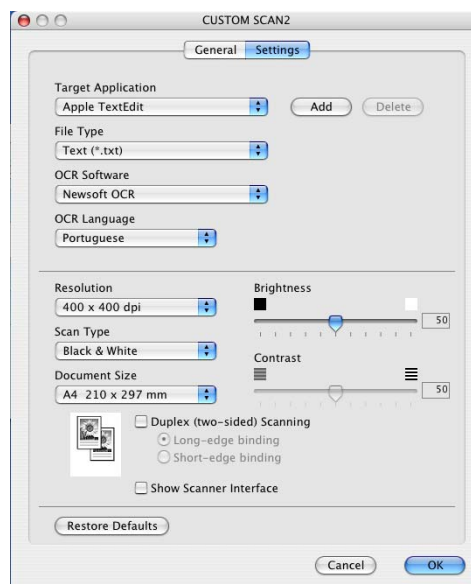
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

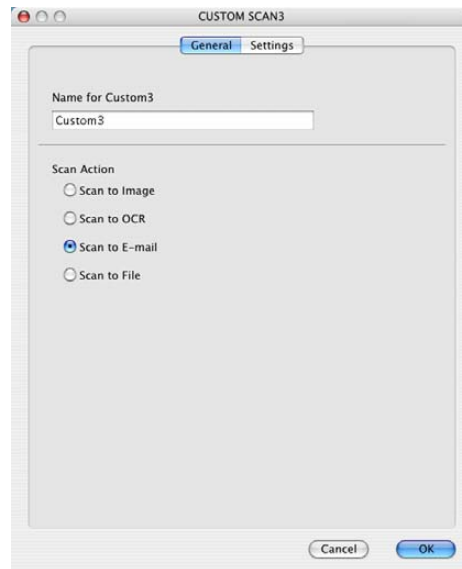


Scan to E-mail

■ General tab

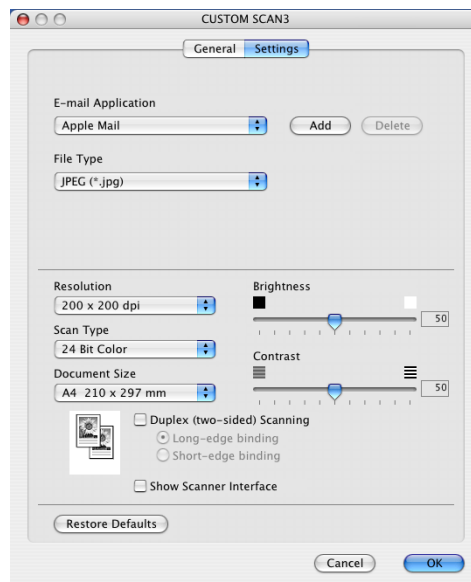
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

Choose the **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

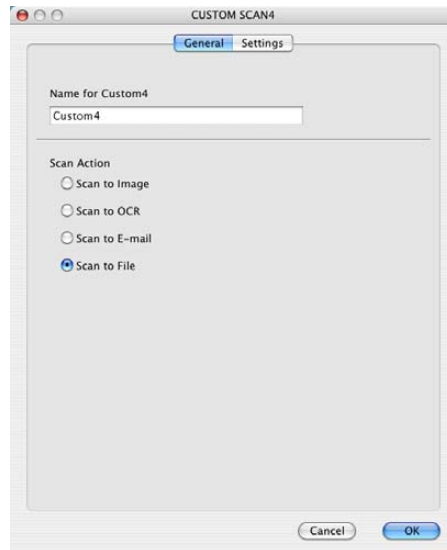


Scan to File

■ General tab

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

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



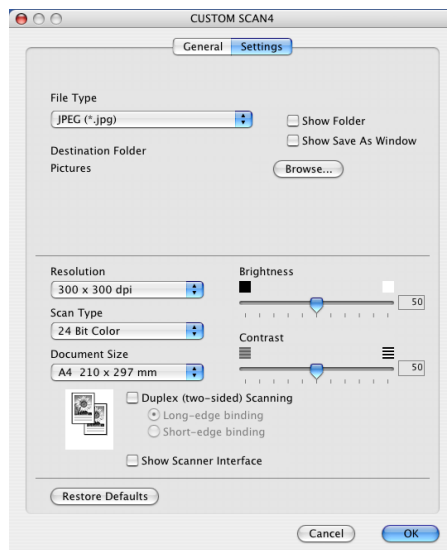
■ Settings tab

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

Choose the **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings.

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

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

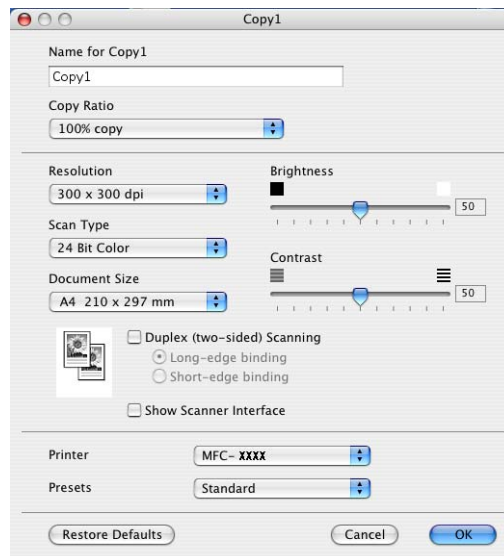


COPY / PC-FAX

The **Copy1-Copy4** buttons can be customized to allow you to use advanced copy and fax functions such as N-in-1 printing.



To use the **Copy** buttons, configure the printer driver by clicking the button while holding down the Ctrl key.



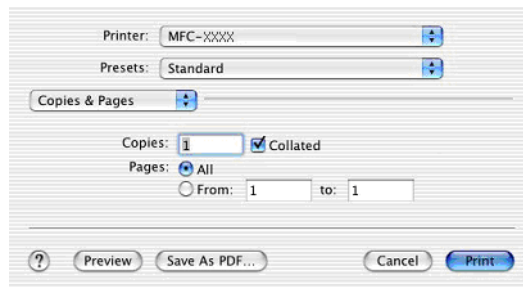
Enter a name in **Name for Copy** (up to 30 characters) and choose **Copy Ratio**.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (if necessary), **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, set the **Printer Name**. Then choose your print settings from the **Presets** pop-up menu, then click **OK** to close the dialog box. By clicking the configured copy button, the print dialog box opens.

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

To fax, choose **Send Fax** from the pop-up menu. (*Sending a fax (Not available for DCP models)* on page 126.)



DEVICE SETTINGS

You can configure the various machine settings including Speed Dial settings by clicking the buttons.



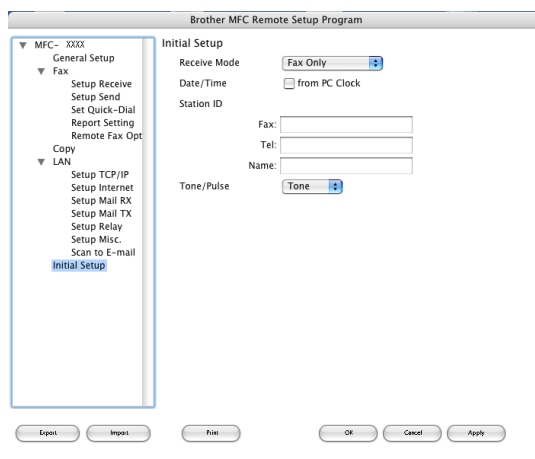
Remote Setup (Not available for DCP models)

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



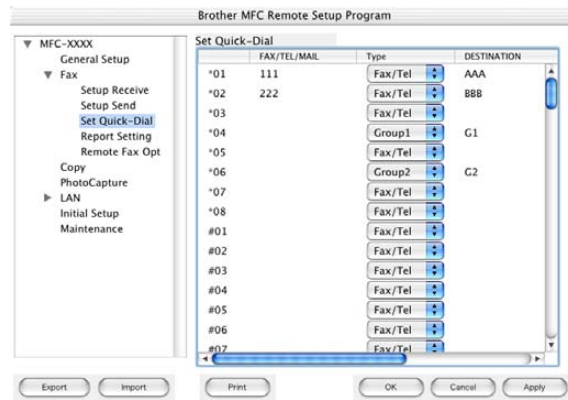
Note

For details, see *Remote Setup (For Mac OS® X 10.2.4 or greater)* on page 173.



Quick-Dial (Not available for DCP models)

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



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 jam. (See *Status Monitor* on page 113.)



10

Network Scanning (Not available for DCP-8060)



Note

Available for Mac OS® X 10.2.4 or greater.

Before using Network Scanning

Configuring network scanning

If you want to scan from the machine on a network, you must choose the networked machine in the DeviceSelector application located in **Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector** or from the Model drop-down list in the main screen of ControlCenter2. If you already installed the MFL-Pro Suite following the network installation steps in the Quick Setup Guide then this selection should already be made.

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



Note

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

- 1 From **Library**, choose **Printers, Brother, Utilities** and **DeviceSelector**, and then double-click **DeviceSelector**.

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

- 2 Choose **network** from the connection type pop-up menu.



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

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

- 4 Click **OK**.

**Note**

- Check **Register your computer with the “Scan To” functions at the machine** and enter a name you want to use for your Macintosh® in **Display Name**. The name can be any name you want up to 15 characters.
- You can avoid receiving unwanted documents by setting a 4-digit Pin number. Enter your Pin number in the **Pin number** and **Retype Pin number** field. To send data to a computer protected by a Pin number, the LCD prompts you to enter the Pin number before the document can be scanned and sent to the computer. (See *Using the Scan key* on page 163.)

Brother DeviceSelector

Connection Type: network

☒ Specify your machine by address
IP Address:

☐ Specify your machine by Name
Node Name:










☐ Register your computer with the "Scan To" functions at the machine
Display Name (Max 15 characters):

"Scan To" Button PIN number for this computer
☐ Enable PIN number protection
PIN number ("0" - "9", 4 digits):
Retype PIN number:

Using the Scan key

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose **2sided (L) edge** or **2sided (S) edge** depending on your document layout.

Choose your document layout from following table:

Portrait		Landscape		LCD Message
Front	Back	Front	Back	
				(L)edge (Long edge) 
				

Document Layout Table




Note

- Duplex scan is supported by the MFC-8860DN, MFC-8870DW and DCP-8065DN only.
- Duplex scan is available from the ADF only.
- Duplex scan is not available for legal size paper.

Scan to E-mail (PC)

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

You can change the scan configuration. (See *E-mail* on page 150.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press **▲** or **▼** to choose **Scan to E-mail**.
Press **OK**.
If your machine is a MFC-8460N, go to Step 6.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.

- 4 Press ▲ or ▼ to choose 2sided (L) edge, 2sided (S) edge or 1sided.
Press **OK**.

**Note**

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose 2sided (L) edge or 2sided (S) edge depending on your document layout.


- 5 Press ▲ or ▼ to choose PC.
Press **OK**.
- 6 Press ▲ or ▼ to choose the destination Macintosh® you want to use for E-mailing your document.
Press **OK**.
If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination Macintosh® on the control panel.
Press **OK**.
The machine will start the scanning process.

Scan to E-mail (E-mail server) (For MFC-8860DN and MFC-8870DW)

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

**Note**

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

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose Scan to E-mail.
Press **OK**.
- 4 Press ▲ or ▼ to choose 2sided (L) edge, 2sided (S) edge or 1sided.
Press **OK**.

**Note**

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose 2sided (L) edge or 2sided (S) edge depending on your document layout.

- 5 Press ▲ or ▼ to choose your E-mail Server.
Press **OK**.
Go to Step 6 if you have set up only one E-mail Server.


- 6 Press ▲ or ▼ to choose **Change Quality**.
Press **OK**.
If you do not have to change the quality, press ▲ or ▼ to choose **Enter Address**.
Press **OK** and then go to Step 10.
- 7 Press ▲ or ▼ to choose **Color 150 dpi, Color 300 dpi, Color 600 dpi, B/W 200 dpi or B/W 200×100 dpi**.
Press **OK**.
If you choose **Color 150 dpi, Color 300 dpi or Color 600 dpi**, go to Step 8.
If you choose **B/W 200 dpi or B/W 200×100 dpi**, go to Step 9.
- 8 Press ▲ or ▼ to choose **PDF or JPEG**.
Press **OK** and go to Step 10.
- 9 Press ▲ or ▼ to choose **PDF or TIFF**.
Press **OK** and go to Step 10.
- 10 The LCD prompts you to enter an address. Enter the destination E-mail address from the dial pad or use the One-Touch key or Speed-Dial number.
Press **Start**.
The machine will start the scanning process.

**Note**

You can store the scan resolution (Scan Profile) for each E-mail address if you store the E-mail address in a One-Touch or Speed-Dial number. (See *Dialling and storing numbers* in Chapter 8 of the User's Guide.)

Scan to Image

When you choose Scan to Image, your document will be scanned and sent directly to the Macintosh® you designated on your network. ControlCenter2 will activate the default graphics application on the designated Macintosh®. You can change the Scan configuration. (See *Image (example: Apple PreView)* on page 147.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to Image`.
Press **OK**.
If your machine is a MFC-8460N, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.




Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
Press **OK**.
If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination Macintosh® on the control panel.
Press **OK**.
The machine will start the scanning process.

Scan to OCR

When you choose Scan to OCR, your document will be scanned and sent directly to the Macintosh® you designated on your network. ControlCenter2 will activate the OCR software installed on your Macintosh® (Presto!® PageManager®) and convert your document into text for viewing and editing from a word processing application on the designated Macintosh®. You can change the Scan configuration. (See *OCR (word processing application)* on page 149.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to OCR`.
Press **OK**.
If your machine is a MFC-8460N, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.



Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
Press **OK**.
If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination Macintosh® on the control panel.
Press **OK**.
The machine will start the scanning process.




Note

Presto!® PageManager® or a 3rd Party OCR Software must be installed on your Macintosh®.

Scan to File

When you choose Scan to File, you can scan a black and white or colour document and send it directly to a Macintosh® you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter2 on the designated Macintosh®. You can change the Scan configuration. (See *File* on page 151.)

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to File`.
Press **OK**.
If your machine is a MFC-8460N, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.



Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 Press ▲ or ▼ to choose the destination Macintosh® you want to send to.
Press **OK**.
If the LCD prompts you to enter a Pin number, enter the 4-digit Pin number for the destination Macintosh® on the control panel.
Press **OK**.
The machine will start the scanning process.



Note

If you would like to display the folder window after scanning the document, select **Show Folder** on the Device Buttons tab of the ControlCenter2 configuration. (See *SCAN* on page 147.)

Scan to FTP

When you choose Scan to FTP, you can scan a black and white or colour document directly to an FTP server located locally on your network or on the internet.

The details required to use Scan to FTP can be entered manually at the control panel or by using Web Based Management to pre-configure and store the details in an FTP Profile.


For information on how to manually enter the Scan to FTP details, see *Scan to FTP Manual Method* on page 171. To use Web Based Management, type **http://IP address on the machine/** into your browser, and then you can configure or change the settings in the Administrator Settings. You can configure up to ten FTP server Profiles.



- 1 Enter the name that you want to use for the profile of the FTP server. This name will be displayed on the LCD of the machine and can be up to 15 characters.
- 2 The Host Address is the domain name of the FTP server. Enter the Host Address (for example ftp.example.com) (up to 60 characters) or the IP address (for example 192.23.56.189).

- ③ Enter the Username that has been registered with the FTP server for the MFC (up to 32 characters).
- ④ Enter the Password for access to FTP server for the Username that was registered (up to 32 characters).
- ⑤ Enter the destination folder where your document will be stored on the FTP server (for example /brother/abc/) (up to 60 characters).
- ⑥ Choose the quality that the document will be scanned at from the pull-down list. You can choose color 150 dpi, color 300 dpi, color 600 dpi, B/W 200 dpi or B/W 200x100 dpi.
- ⑦ Choose the file type for the document from the pull-down list. You can choose PDF or JPEG for color documents and PDF or TIFF for B/W document.
- ⑧ You can set Passive Mode to OFF or ON depending on your FTP server and network firewall configuration. By default this setting is ON. You can also change the port number used to access the FTP server. The default for this setting is port 21. In most cases these two setting can remain at default.

Scan to FTP using FTP Server Profiles

- ① Put the document face up in the ADF, or face down on the scanner glass.
- ② Press  (**Scan**).
- ③ Press ▲ or ▼ to choose `Scan to FTP`.
Press **OK**.
If your machine is a MFC-8460N, go to Step ⑤.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step ④.
- ④ Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK** to begin the scanning process.




Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- ⑤ Press ▲ or ▼ to choose one of the FTP server profiles listed.
Press **OK**.
 - If the Scan to FTP profile is complete, you will automatically go to Step ⑪.
 - If the Scan to FTP profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be promoted to enter any missing information in the following steps.
- ⑥ Choose one of the options below:
 - Press ▲ or ▼ to choose `color 150 dpi`, `color 300 dpi` or `color 600 dpi`.
Press **OK** and go to ⑦.
 - Press ▲ or ▼ to choose `B/W 200 dpi` or `B/W 200x100 dpi`.
Press **OK** and go to ⑧.
- ⑦ Press ▲ or ▼ to choose `PDF` or `JPEG`.
Press **OK**.

- 8 Press ▲ or ▼ to choose `PDF` or `TIFF`.
Press **OK**.
- 9 Use the dial pad to enter the username.
Press **OK**.
- 10 Use the dial pad to enter the password.
Press **OK**.
- 11 The LCD shows `Connecting`. When the connection to the FTP server is successful the machine will start the scanning process.

Scan to FTP Manual Method

- 1 Put the document face up in the ADF, or face down on the scanner glass.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to FTP`.
Press **OK**.
If your machine is a MFC-8460N, go to Step 5.
If your machine is a MFC-8860DN, MFC-8870DW or DCP-8065DN, go to Step 4.
- 4 Press ▲ or ▼ to choose `2sided (L) edge`, `2sided (S) edge` or `1sided`.
Press **OK**.



Note

If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose `2sided (L) edge` or `2sided (S) edge` depending on your document layout.

- 5 Press ▲ or ▼ to choose `Manual`.
Press **OK**.



Note

If there is no FTP Profile configured, skip Step 5 and go to Step 6.

- 6 Use the dial pad to enter the FTP host address (for example `ftp.example.com`), (up to 60 characters) or the IP address (for example `192.23.56.189`).
Press **OK**.
- 7 Use the dial pad to enter the destination folder (for example `/brother/abc/`, up to 60 characters).
Press **OK**.
- 8 Press ▲ or ▼ to choose `Enter Username` or `Change Quality`.
If you choose `Enter Username`, go to Step 12.
If you choose `Change Quality`, go to Step 9.

- 9 Choose one of the options below.
 - Press ▲ or ▼ to choose `Color 150 dpi`, `Color 300 dpi` or `Color 600 dpi`. Press **OK** and go to 10.
 - Press ▲ or ▼ to choose `B/W 200 dpi` or `B/W 200x100 dpi`. Press **OK** and go to 11.
- 10 Press ▲ or ▼ to choose `PDF` or `JPEG`. Press **OK**.
- 11 Press ▲ or ▼ to choose `PDF` or `TIFF`. Press **OK**.
- 12 Use the dial pad to enter the username. Press **OK**.
- 13 Use the dial pad to enter the password. Press **OK**.
- 14 The LCD shows `Connecting`. When the connection to the FTP server is successful the machine will start the scanning process.

**Note**

If a timeout or any other error occurs, start the Scan to FTP process again from the beginning 1. If the user name is entered incorrectly then the LCD will show `Authenticate Err`, please start the process again from the beginning 1.

11

Remote Setup (Not available for DCP models)

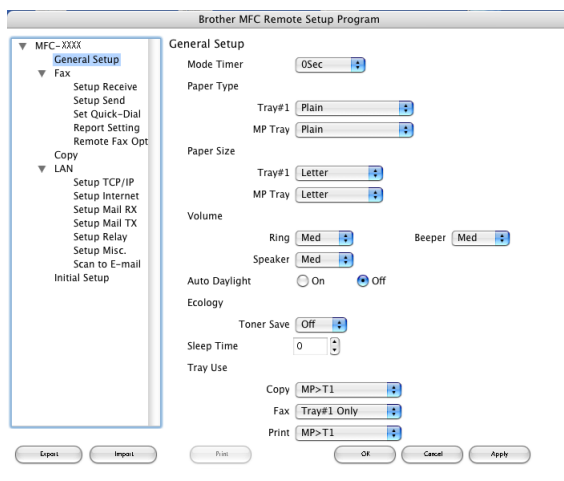
Remote Setup (For Mac OS® X 10.2.4 or greater)

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



Note

The Remote Setup application icon is in Macintosh HD/Library/Printers/Brother/Utilities. If your machine is connected via a Network, you have to enter your password.



■ OK

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

■ Cancel

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

■ Apply

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

■ Print

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

■ Export

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

■ Import

Allows you to read the settings from a file.



Note

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

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