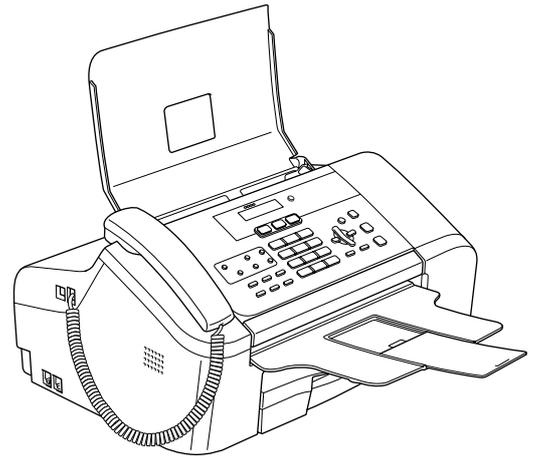


## MFC-3360C



Before you can use the machine, you must set up the hardware and install the software. Please read this Quick Setup Guide for the correct setup procedure and installation instructions.

**STEP 1**

Setting Up the Machine

**STEP 2**

Installing the Driver &amp; Software

**Setup is Complete!**

Keep this Quick Setup Guide, the User's Guide and the supplied CD-ROM in a convenient place for quick and easy reference at all times.

## Symbols used in this guide

 Warning	 Caution	 Improper Setup
<p>Warnings tell you what to do to prevent possible personal injury.</p>	<p>Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.</p>	<p>Improper Setup icons alert you to devices and operations that are not compatible with the machine.</p>
 Note	 User's Guide or Software User's Guide	
<p>Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features.</p>	<p>Indicates reference to the User's Guide or Software User's Guide we have supplied.</p>	

## Getting Started

---

Carton components .....	2
Control panel .....	3

## STEP 1 – Setting Up the Machine

---

Removing the protective parts .....	4
Installing the Handset.....	4
Opening the document support and document tray .....	4
Loading paper .....	4
Connecting the phone line .....	6
Connecting the power cord .....	6
Installing the ink cartridges.....	7
Print quality check.....	9
Choosing your language (Canada only).....	9
Setting the LCD contrast .....	10
Setting the date and time .....	10
Setting your station ID .....	11
Setting tone or pulse dialing mode.....	12
Choosing a Receive Mode .....	12
Sending in the Product Registration and Test Sheet (USA only).....	13

## STEP 2 – Installing the Driver & Software

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### Windows®

For USB Interface Users (For Windows® 98/98SE/Me/2000 Professional/XP/XP Professional x64 Edition).....	16
--	----

### Macintosh®

For USB Interface Users (For Mac OS® X 10.2.4 or greater) .....	18
--	----

## Consumables

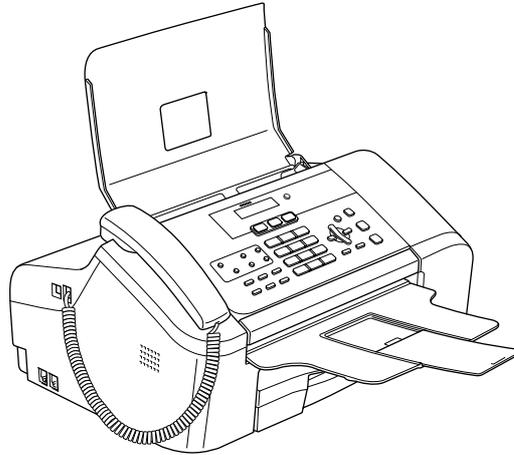
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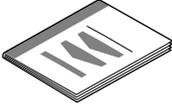
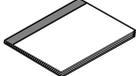
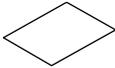
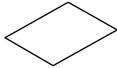
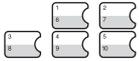
Replacement consumables .....	20
Ink cartridge .....	20

## Carton components

Carton components may vary from one country to another.

Save all packing materials and the carton in case for any reason you must ship your machine.



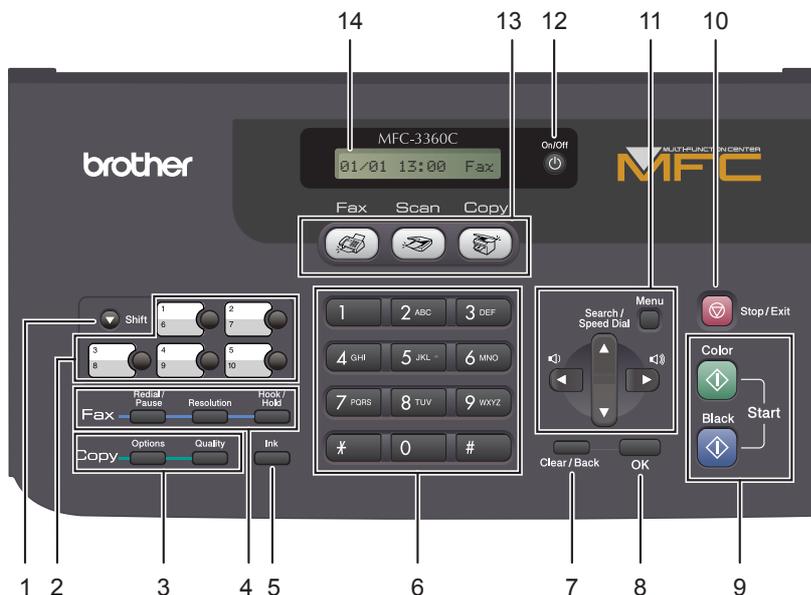
 <b>Quick Setup Guide</b>	 <b>CD-ROM</b>	 <b>User's Guide</b>	
 <b>Telephone Handset</b>	 <b>Telephone Line Cord</b>	 <b>Handset Curled Cord</b>	
 <b>Accessory Order Form</b>	 <b>Test Sheet (USA only)</b>	 <b>One Touch Labels</b>	
 <b>Black (LC51BK)</b>	 <b>Yellow (LC51Y)</b>	 <b>Cyan (LC51C)</b>	 <b>Magenta (LC51M)</b>
<b>Ink Cartridges</b>			

A USB interface cable is not a standard accessory.

### USB cable

- Please make sure you use a USB 2.0 cable that is no longer than 6 feet (2 meters) long.
- Your machine has a USB interface that is compatible with the USB 2.0 specification. This interface is also compatible with High-Speed USB 2.0; however, the maximum data transfer rate will be 12 Mbits/s. The machine can also be connected to a computer that has a USB 1.1 interface.
- DO NOT connect the interface cable at this time.  
Connecting the interface cable is done during the software installation process.  
When you use a USB cable, make sure you connect it to the USB port of your computer and not to a USB port on a keyboard or a non-powered USB hub.

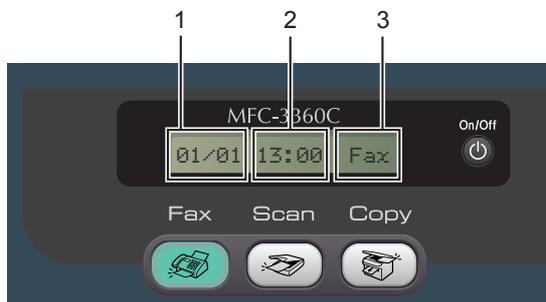
## Control panel



- |                          |                                 |
|--------------------------|---------------------------------|
| 1 Shift                  | 8 OK key                        |
| 2 One Touch keys         | 9 Start keys                    |
| 3 Copy Options key       | 10 Stop/Exit key                |
| 4 Fax and telephone keys | 11 Menu keys                    |
| 5 Ink key                | 12 On/Off key                   |
| 6 Dial Pad               | 13 Mode keys                    |
| 7 Clear/Back key         | 14 LCD (Liquid Crystal Display) |

 For the details of the control panel, see *Control panel overview* in Chapter 1 of the User's Guide.

### Note



- |                |
|----------------|
| 1 Date         |
| 2 Time         |
| 3 Receive mode |

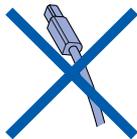
When the machine is idle (not being used) it will return to the default display shown above. The default display shows the date, time, and the current receive mode.

## 1 Removing the protective parts

- 1 Remove the protective tape.
- 2 Remove the foam bag containing the ink cartridges from on top of the paper tray.

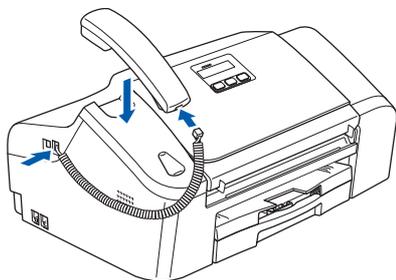
### ⊘ Improper Setup

**DO NOT** connect the USB cable. Connecting the USB cable is done during the software installation process.



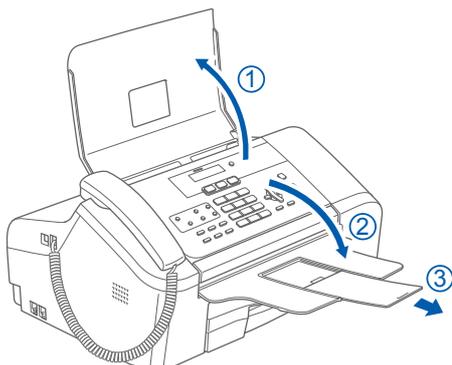
## 2 Installing the Handset

- 1 Connect the curled handset cord to the machine and the other end to the handset.



## 3 Opening the document support and document tray

- 1 Open the document support ( ① ) and the document tray ( ② ) and then pull out the extension ( ③ ).

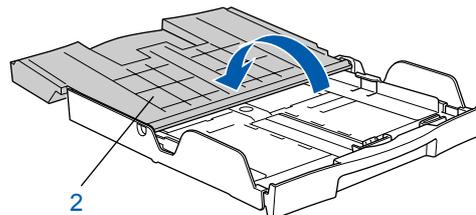
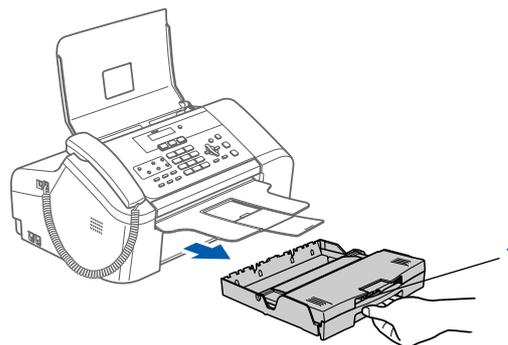


## 4 Loading paper

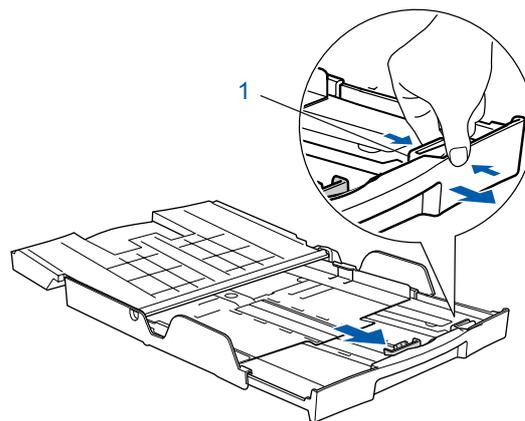


You can load up to 100 sheets of 20 lb (80 g/m<sup>2</sup>) paper.  
For details, see *Acceptable paper and other media* in Chapter 2 of the User's Guide.

- 1 Pull the paper tray completely out of the machine. If the paper support flap (1) is open, close it. Open the output paper tray cover (2).

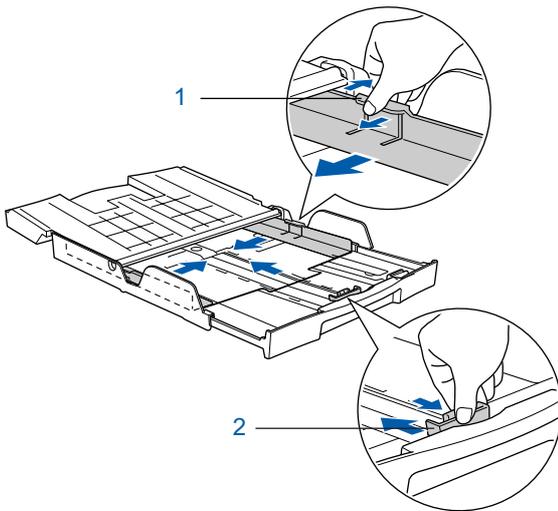


- 2 If you are using Letter, A4 or Legal size paper, press and hold universal guide release button (1) as you slide out the front of the paper tray to match the paper size you are using.

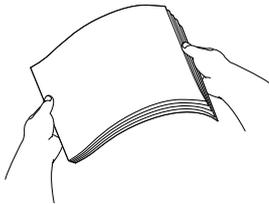


# Setting Up the Machine

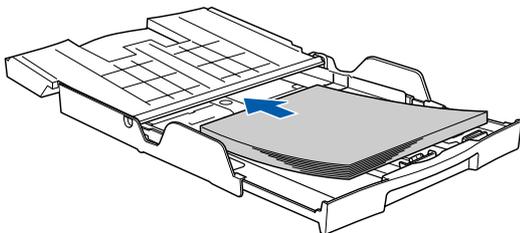
- 3** Press and slide the paper side guides (1) and paper length guide (2) to fit the paper size.



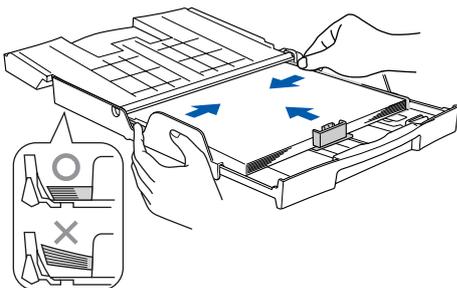
- 4** Fan the stack of paper well to avoid paper jams and misfeeds.



- 5** Gently put the paper into the paper tray print side down and top edge first. Check that the paper is flat in the tray.



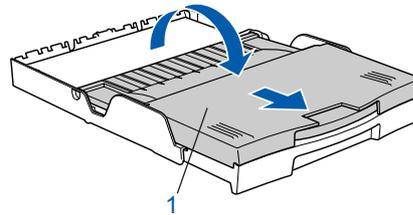
- 6** Gently adjust the paper side guides with both hands and the paper length guide to fit the paper. Make sure that the paper side guides and paper length guide touch the edges of the paper.



 **Note**

*Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause paper feed problems.*

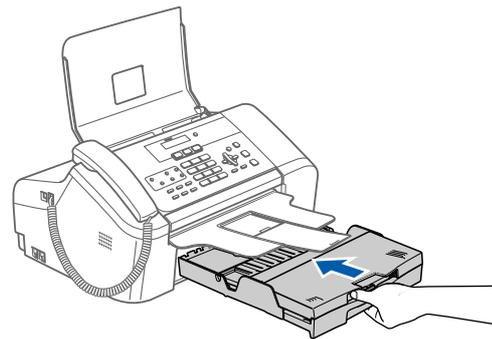
- 7** Close the output paper tray cover (1) and slide it forward.



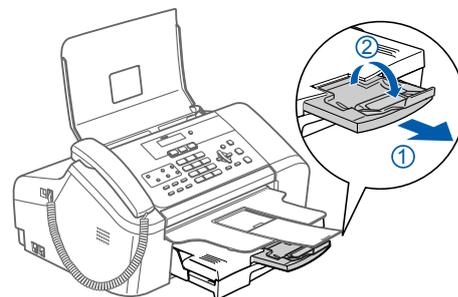
 **Note**

*If you are using Legal size paper the paper tray cover does not slide all the way to the end of the paper tray.*

- 8** Slowly push the paper tray completely into the machine.



- 9** While holding the paper tray in place, pull out the paper support (1) until it clicks and unfold the paper support flap (2).

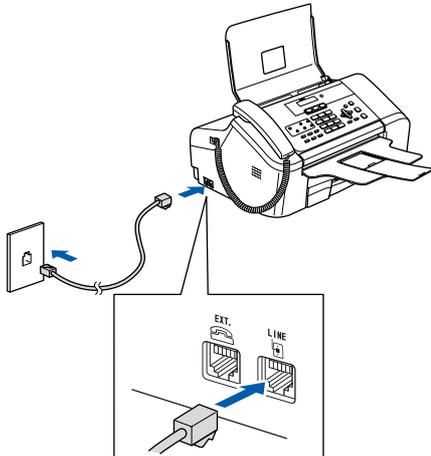


 **Note**

*Do not use the paper support flap for Legal paper.*

## 5 Connecting the phone line

- 1 Connect the telephone line cord. Connect one end of the telephone line cord to the jack on the machine marked **LINE** and the other end to a modular wall jack.

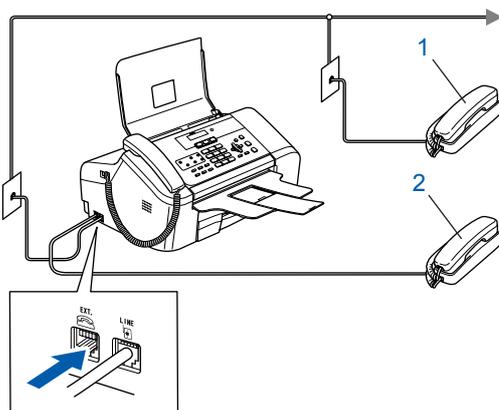


### ⊘ Improper Setup

**DO NOT** connect the USB cable. Connecting the USB cable is done during the software installation process.

### 📝 Note

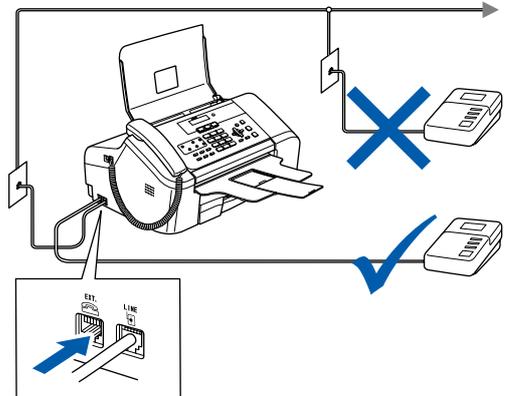
*If you are sharing one phone line with an external telephone, connect it as shown below.*



- 1 Extension telephone
- 2 External telephone

### 📝 Note

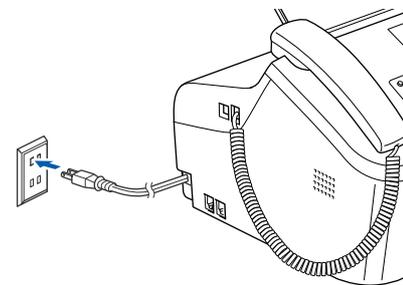
*If you are sharing one phone line with an external telephone answering machine, connect it as shown below.*



*Set the receive mode to 'External TAD' if you have an external answering machine. For details, see [Connecting an external TAD \(telephone answering device\)](#) in Chapter 7 of the User's Guide.*

## 6 Connecting the power cord

- 1 Connect the power cord.



## 7 Installing the ink cartridges

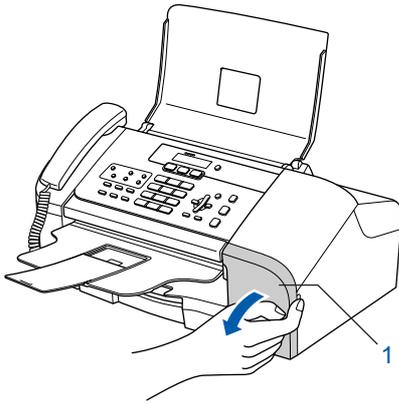
### Warning

If ink gets in your eyes, wash them out with water at once, and if irritation occurs consult a doctor.

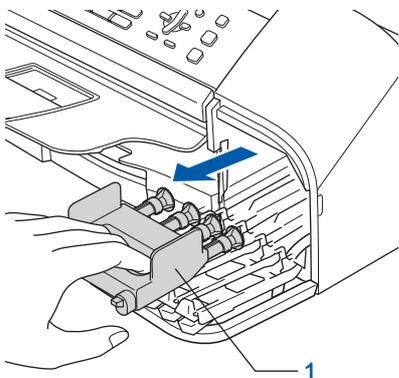
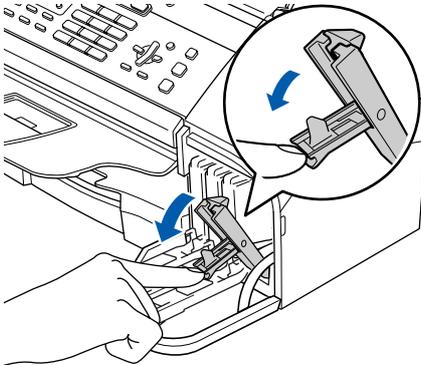
- 1 Make sure that the power is turned on.  
The LCD shows:

No Cartridge

- 2 Open the ink cartridge cover (1).



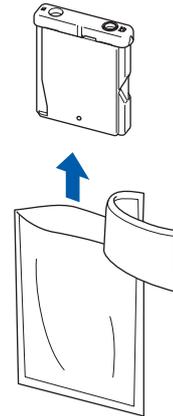
- 3 Pull all the lock release levers down and remove the yellow protective part (1).



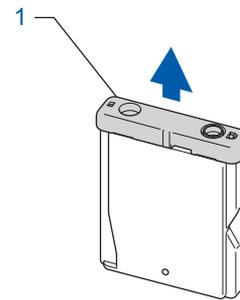
### Note

Do not throw away the yellow protective part. You will need it if you transport the machine.

- 4 Take out the ink cartridge.

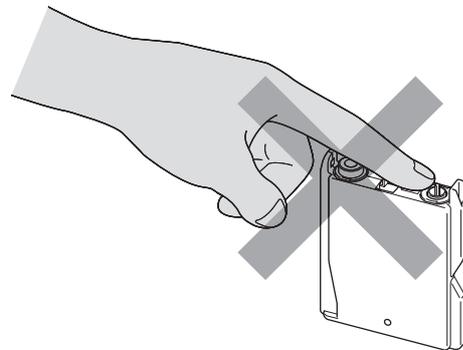


- 5 Carefully remove the protective yellow cap (1).



### Improper Setup

DO NOT touch the area shown in the illustration below.

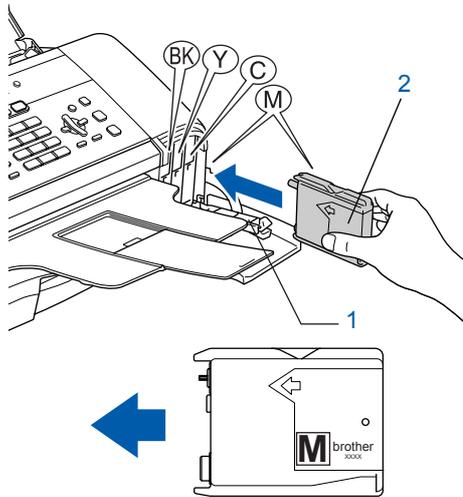


### Note

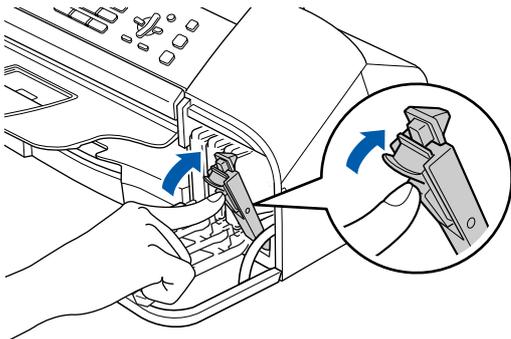
If the protective yellow cap comes off when you open the bag, the cartridge will not be damaged.

# STEP 1 Setting Up the Machine

- 6** Install each ink cartridge in the direction of the arrow on the label. Take care to match the color of the lock release lever (1) with the cartridge color (2), as shown in the diagram below.



- 7** Lift each lock release lever and gently push until it clicks, and then close the ink cartridge cover.



## Note

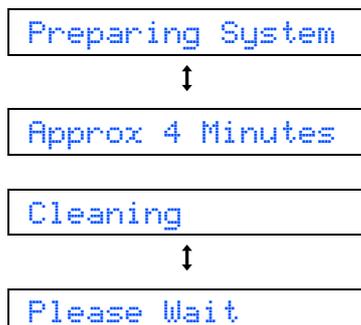
If the LCD shows *Install Black, Install Yellow, Install Cyan or Install Magenta* after you install the ink cartridges, check that the ink cartridges are installed properly.

## Caution

- **DO NOT** take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.
- **DO NOT** shake the ink cartridges. If ink stains your skin or clothing, wash with soap or detergent at once.
- **DO NOT** repeatedly insert and remove the cartridges. If you do so, ink may seep out of the cartridge.
- If you mix the colors by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation. (See *Cleaning the print head in Appendix B of the User's Guide.*)
- Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- **DO NOT** dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.
- Brother strongly recommends that you do not refill the ink cartridges provided with your machine. We also strongly recommend that you continue to use only Genuine Brother Brand replacement ink cartridges. Using or attempting to use potentially incompatible inks and /or cartridges in your machine may cause damage to the machine itself and/or it may result in unsatisfactory print quality. Our warranty coverage does not apply to any problem that was caused by the use of unauthorized third party ink and/or cartridges. To protect your investment and guarantee your print quality please continue to replace consumed ink cartridges with only Genuine Brother Branded Supplies.

The machine will clean the ink tube system for use for the first time. This process will occur only once, the first time ink cartridges are installed. The cleaning process will last approximately four minutes.

The LCD shows:



## 8 Print quality check

- 1** After the cleaning cycle is finished, the LCD shows:

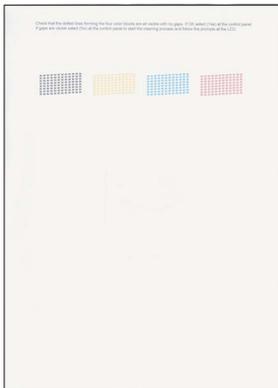
Set Paper and



Press Start

- 2** Make sure paper is loaded in the paper tray. Press **Color Start**. The machine starts printing the Print Quality Check Sheet (only during initial ink cartridge installation).

- 3** Check the quality of the four color blocks on the sheet.  
(black/ yellow/ cyan/ magenta)



### ⊘ Improper Setup

Avoid touching the printed surface of the paper immediately after printing, the surface may not be completely dry and may stain your fingers.

- 4** The LCD shows:

Is Quality OK?



1.Yes 2.No

- 5** Do one of the following:
- If all lines are clear and visible, press 1 (Yes) on the dial pad to finish the quality check.
  - If you can see missing short lines, press 2 (No) on the dial pad and go to step **6**.

OK

Poor



- 6** The LCD asks you if the print quality is OK for black and color. Press 1 (Yes) or 2 (No) on the dial pad.

Black OK?



1.Yes 2.No

Color OK?



1.Yes 2.No

After pressing 1 (Yes) or 2 (No) for both black and color, the LCD shows:

Start Cleaning?



1.Yes 2.No

- 7** Press 1 (Yes), the machine will then start cleaning the colors.

- 8** After cleaning is finished, press **Color Start**. The machine starts printing the Print Quality Check Sheet again and goes back to step **3**.

## 9 Choosing your language (Canada only)

- 1** Press **Menu, 0, 0**.

- 2** Press **▲** or **▼** to choose your language (English or French), and then press **OK**.

Language:English

- 3** Press **Stop/Exit**.

## 10 Setting the LCD contrast

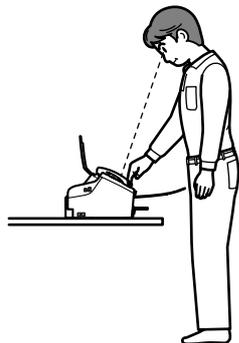
You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty seeing the LCD from your position, we recommend the following contrast setting for improved viewing.

- 1 Press **Menu**, **1**, **7**.
- 2 Press **▲** or **▼** to choose **Dark** or **Light**.
- 3 Press **OK**.
- 4 Press **Stop/Exit**.

Contrast:Light



Contrast:Dark



## 11 Setting the date and time

The machine displays the date and time, and if you set up the station ID it will add it to each fax you send.

- 1 Press **Menu**, **0**, **2**.
- 2 Enter the last two digits of the year on the dial pad, and then press **OK**.  
  
 (e.g. Enter **07** for 2007.)
- 3 Enter the two digits for the month on the dial pad, and then press **OK**.  
  
 (e.g. Enter **03** for March.)
- 4 Enter the two digits for the day on the dial pad, and then press **OK**.  
  
 (e.g. Enter **01** for the first day of the month.)
- 5 Enter the time in 24-hour format on the dial pad, and then press **OK**.  
  
 (e.g. Enter **15, 25** for 3:25 P.M.)
- 6 Press **Stop/Exit**.



*To confirm the current date and time, print out the Users Settings Report. See Printing Reports in the User's Guide.*

## 12 Setting your station ID

You should store your name and fax number to be printed on all fax pages that you send.

**1** Press **Menu, 0, 3**.

**2** Enter your fax number (up to 20 digits) on the dial pad, and then press **OK**.

Fax: \_

**3** Enter your name (up to 20 characters) using the dial pad, and then press **OK**.

Name: \_

### Note

- See the following chart for entering your name.
- If you need to enter a character that is on the same key as the last character, press  to move the cursor to the right.
- If you entered a letter incorrectly and want to change it, press  or  to move the cursor under the incorrect character, press **Clear/Back**.

Press key	One time	Two times	Three times	Four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	Q	R	S
8	T	U	V	8
9	W	X	Y	Z

**4** Press **Stop/Exit**.

### Note

If you want to repeat input, press **Stop/Exit** to start from step **1**.

### Note

(USA only)

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity or individual.

To program this information into your machine, see *Setting the date and time* on page 10 and *Setting your station ID* on page 11.



For details, see *Entering Text* in Appendix C of the User's Guide.

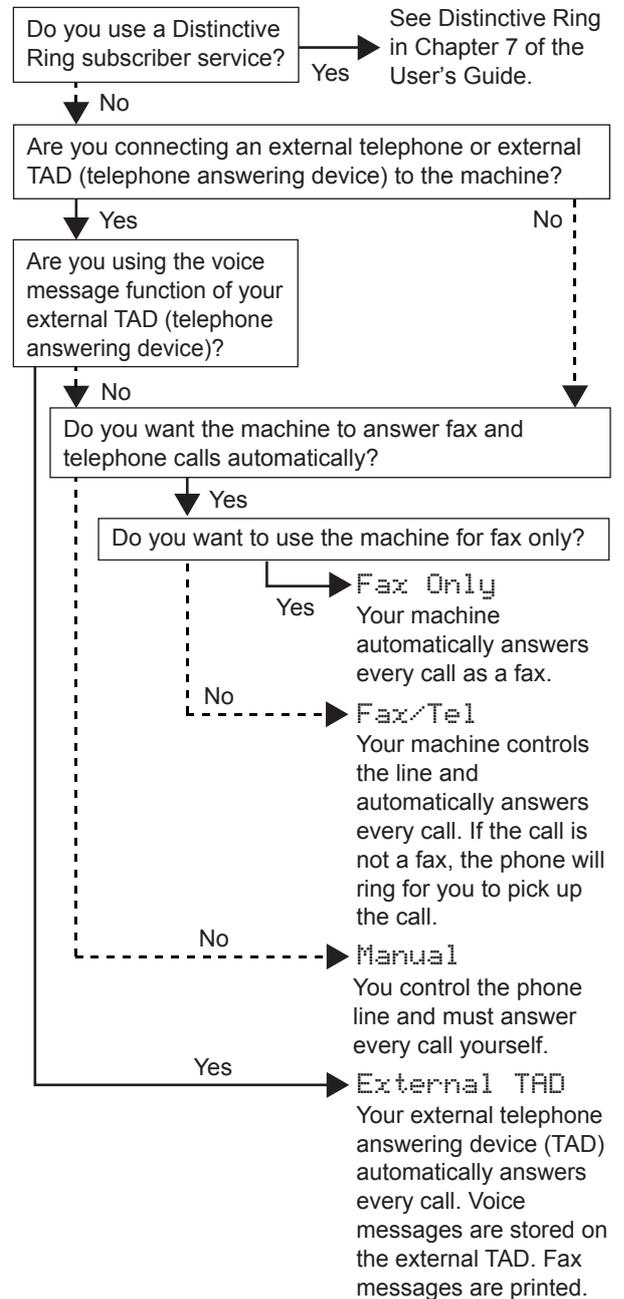
## 13 Setting tone or pulse dialing mode

Your machine comes set for Tone dialing service. If you have Pulse dialing service (rotary), you need to change the dialing mode.

- 1 Press **Menu**, **0**, **4**.
- 2 Press **▲** or **▼** to choose **Pulse** (or **Tone**). Press **OK**.
- 3 Press **Stop/Exit**.

## 14 Choosing a Receive Mode

There are four possible receive modes: **Fax Only**, **Fax/Tel**, **Manual** and **External TAD**.



- 1 Press **Menu**, **0**, **1**.
- 2 Press **▲** or **▼** to choose the mode. Press **OK**.
- 3 Press **Stop/Exit**.

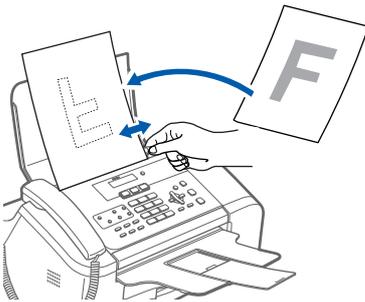


For details, see *Using receive modes in Chapter 6 of the User's Guide*.

## 15 Sending in the Product Registration and Test Sheet (USA only)

- 1 Fill out the Product Registration and Test Sheet.

- 2 Put the sheet face down in the ADF (Automatic Document Feeder).



- 3 Make sure  (Fax) is illuminated in Green.
- 4 Enter the toll-free fax number: 1-877-268-9575.
- 5 Press **Black**.

### Note

You will receive a confirmation fax of your Product Registration.

You can also register your product online using the On-Line Registration link from the installation CD-ROM or visit <http://www.brother.com/registration>.

### Now go to

Go to *Supplied CD-ROM 'MFL-Pro Suite'* on the next page to install the drivers.

## Supplied CD-ROM 'MFL-Pro Suite'

### Windows®



#### Install MFL-Pro Suite

You can install the MFL-Pro Suite software and multifunction drivers.



#### Install Other Drivers or Utilities

You can install additional MFL-Pro Suite software utilities, install without PaperPort® SE, or install the printer driver only.



#### User's Guide

View the Software User's Guide in HTML format. The Software User's Guide includes instructions for features available when connected to a computer. (eg. Printing and scanning details)



#### On-Line Registration

You will be pointed to the Brother Product Registration Web page for quick registration of your machine.



#### Brother Support

View contact information for Brother Customer Service and how to find a Brother Authorized Service Center.



#### Repair MFL-Pro Suite

If an error occurred during the installation of the MFL-Pro Suite, use this selection to automatically repair and re-install the MFL-Pro Suite.



#### Note

*MFL-Pro Suite includes the Printer Driver, Scanner Driver, Brother ControlCenter3, ScanSoft® PaperPort® SE with OCR and True Type® fonts.  
PaperPort® SE with OCR is a document management application for viewing scanned documents.*

### Macintosh®



#### Start Here OSX

You can install the MFL-Pro Suite that includes the printer driver, scanner driver and the Brother ControlCenter2 for Mac OS® 10.2.4 or greater.



#### Presto! PageManager

You can also install Presto!® PageManager® to add OCR capability to the Brother ControlCenter2 and easily scan, share and organize photos and documents.



#### Documentation

View the Software User's Guide in HTML format. The Software User's Guide includes instructions for features available when connected to a computer. (eg. Printing and scanning details)



#### Brother Solutions Center

You can access the Brother Solutions Center which is a Web site offering information about your Brother product including FAQs, User's Guides, driver updates and tips for using your machine.



#### On-Line Registration

You will be pointed to the Brother Product Registration Web Page for quick registration of your machine.

# STEP 2

# Installing the Driver & Software

Follow the instructions on this page for your operating system and interface.

For the latest drivers and documentations and to find the best solution for your problem or question, access the Brother Solutions Center directly from the driver or visit <http://solutions.brother.com>.

## Windows®



**For USB Interface Users**

(For Windows® 98/98SE/Me/2000 Professional/XP/XP Professional x64 Edition) .... 16

## Macintosh®



**For USB Interface Users**

(For Mac OS® X 10.2.4 or greater) ..... 18

**For USB Interface Users**

**(For Windows® 98/98SE/Me/2000 Professional/XP/XP Professional x64 Edition)**

**Important**

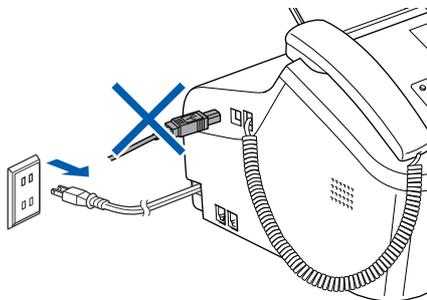
**Make sure that you have finished the instructions from Step 1 *Setting Up the Machine* on pages 4 through 13.**



**Note**

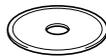
*Please close any applications running before installing MFL-Pro Suite.*

- 1 Unplug the machine from the AC outlet and from your computer, if you already connected an interface cable.



- 2 Turn on your PC.  
(For Windows® 2000 Professional/XP/XP Professional x64 Edition, you must be logged on with Administrator rights.)

- 3 Put the supplied CD-ROM into your CD-ROM drive. If the model name screen appears, choose your machine. If the language screen appears, choose your language.



- 4 The CD-ROM main menu will appear. Click **Install MFL-Pro Suite**.



**Note**

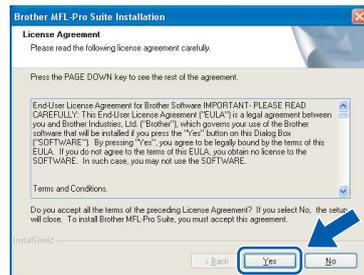
*If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root folder of the Brother CD-ROM.*

- 5 After reading and accepting the ScanSoft® PaperPort® SE License Agreement, click **Yes**.

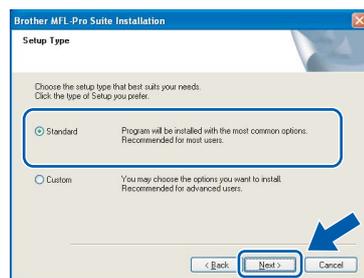


- 6 The installation of PaperPort® SE will automatically start and is followed by the installation of MFL-Pro Suite.

- 7 When the Brother MFL-Pro Suite Software License Agreement window appears, click **Yes** if you agree to the Software License Agreement.



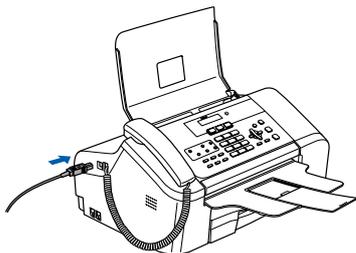
- 8 Choose **Standard**, and then click **Next**. The installation continues.



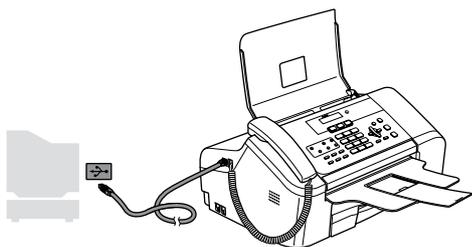
- 9 When this screen appears, go to the next step.



- 10** Insert the USB cable into the USB port marked with a symbol. You will find the USB port next to the handset cord port as shown below.



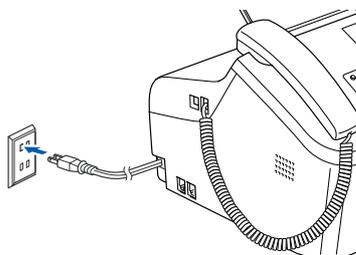
- 11** Connect the USB cable to your computer.



## Improper Setup

**DO NOT** connect the machine to a USB port on a keyboard or a non-powered USB hub. Brother recommends that you connect the machine directly to your computer.

- 12** Turn on the machine by connecting the power cord.

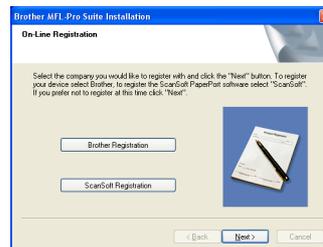


The installation of the Brother drivers will automatically start. The installation screens appear one after another. **Please wait, it will take a few seconds for all the screens to appear.**

## Improper Setup

**DO NOT** try to cancel any of the screens during this installation.

- 13** When the On-Line Registration screen is displayed, make your selection and follow the on-screen instructions.



- 14** Click **Finish** to restart your computer. (After restarting the computer, for Windows® 2000 Professional/XP/XP Professional x64 Edition, you must be logged on with Administrator rights.)



## Note

After restarting the computer, the Installation Diagnostics will run automatically. If the installation is unsuccessful, the installation results window will be shown. If the Diagnostics shows a failure, please follow the on-screen instructions or read the on-line help and FAQ's in **Start/All Programs (Programs)/Brother/MFC-XXXX**.



**The MFL-Pro Suite has been installed and the installation is now complete.**

## Note

- MFL-Pro Suite includes the Printer Driver, Scanner Driver, Brother ControlCenter3, ScanSoft® PaperPort® SE with OCR and TrueType® fonts. PaperPort® SE with OCR is a document management application for viewing scanned documents.
- Windows® XP Professional x64 Edition does not support the Brother ControlCenter3 Modern user interface (see the Software User's Guide located on the CD-ROM for details).

## For USB Interface Users (For Mac OS® X 10.2.4 or greater)

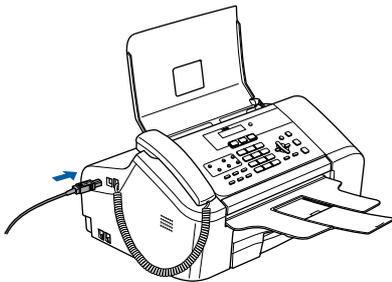
### Important

Make sure that you have finished the instructions from Step 1 *Setting Up the Machine* on pages 4 through 13.

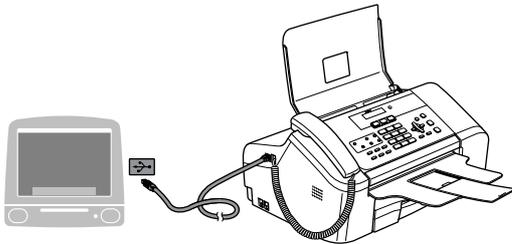
### Note

For Mac OS® X 10.2.0 to 10.2.3 users, upgrade to Mac OS® X 10.2.4 or greater. (For the latest information for Mac OS® X, visit <http://solutions.brother.com>)

- 1 Insert the USB cable into the USB port marked with a  symbol. You will find the USB port next to the handset cord port as shown below.



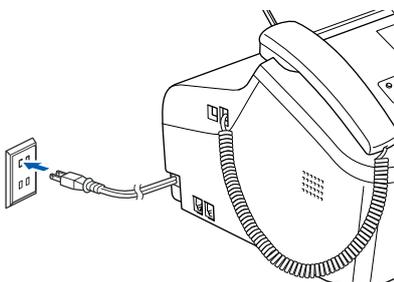
- 2 Connect the USB cable to your computer.



### Improper Setup

**DO NOT** connect the machine to a USB port on a keyboard or a non-powered USB hub. Brother recommends that you connect the machine directly to your computer.

- 3 Turn on the machine by connecting the power cord.



- 4 Turn on your Macintosh®.
- 5 Put the supplied CD-ROM into your CD-ROM drive.



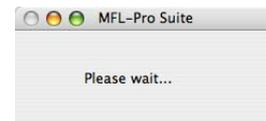
- 6 Double-click the **Start Here OSX** icon to install. Follow the on-screen instructions.



### Note

Please wait, it will take a few seconds for the software to install. After the installation, click **Restart** to finish installing the software.

- 7 The Brother software will search for the Brother device. During this time the following screen will appear.

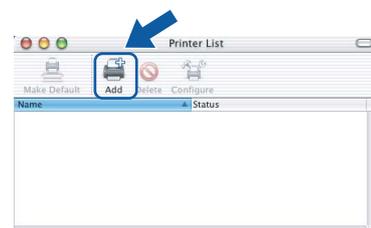


- 8 When this screen appears, click **OK**.

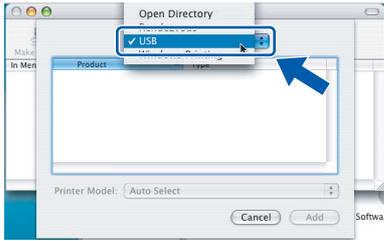


- 9 For Mac OS® X 10.3.x or greater users: The MFL-Pro Suite, Brother printer driver, scanner driver and Brother ControlCenter2 have been installed and the installation is now complete. Go to step 13.

- 9 For Mac OS® X 10.2.4 to 10.2.8 users: Click **Add**.

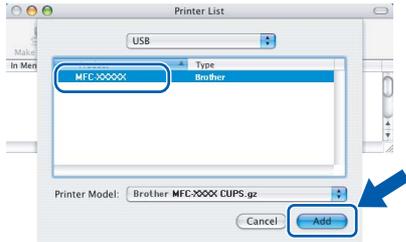


## 10 Choose **USB**.

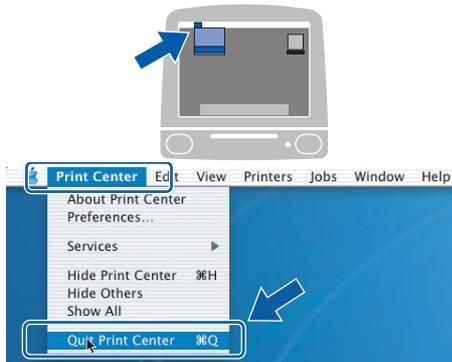


**Presto!® PageManager®** has been installed and the installation is now complete.

## 11 Choose **MFC-XXXX** (where XXXX is your model name), and then click **Add**.



## 12 Click **Print Center**, then **Quit Print Center**.



**The MFL-Pro Suite, Brother printer driver, scanner driver and Brother ControlCenter2** have been installed and the installation is now complete.

## 13 To install Presto!® PageManager®, click the **Presto! PageManager** icon and follow the on-screen instructions.



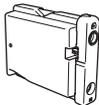
### Note

*When Presto!® PageManager® is installed OCR capability is added to the Brother ControlCenter2. You can easily scan, share and organize photos and documents using Presto!® PageManager®.*

## Replacement consumables

When the time comes to replace ink cartridges, an error message will be indicated on the LCD. For more information about the ink cartridges for your machine, visit <http://solutions.brother.com> or contact your local Brother re-seller.

### Ink cartridge

Black	Yellow	Cyan	Magenta
LC51BK	LC51Y	LC51C	LC51M
			

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