Trademarks

The Brother logo is a registered trademark of Brother Industries, Ltd.
Brother is a registered trademark of Brother Industries, Ltd.
Multi-Function Link is a registered trademark of Brother International Corporation.
Windows Vista is either a registered trademark or a trademark of Microsoft Corporation in the United States and other countries.
Microsoft, Windows and Windows Server are registered trademarks of Microsoft Corporation in the United States and/or other countries.
Apple and Macintosh are registered trademarks of Apple Inc.
PostScript is a registered trademark and PostScript 3 is a trademark of Adobe Systems Incorporated.
Nuance, the Nuance logo, PaperPort and ScanSoft are trademarks or registered trademarks of Nuance Communications, Inc. or its affiliates in the United States and/or other countries.
Presto! PageManager is a registered trademark of NewSoft Technology Corporation.
Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.


© 2008 Brother Industries, Ltd. All rights reserved.
# Table of Contents

## Section I  Windows®

<table>
<thead>
<tr>
<th>1</th>
<th>Printing</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the Brother printer driver</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Printing a document</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Duplex printing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Guidelines for printing on both sides of the paper</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Manual duplex printing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Simultaneous scanning, printing and faxing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Printer operation keys</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Job Cancel</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Secure Key</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Printer Emulation Support (MFC-7840W only)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Printing the Internal Font List (MFC-7840W only)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Printing the Print Configuration List (MFC-7840W only)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Test Print (MFC-7840W only)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Restoring default printer settings (MFC-7840W only)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Status Monitor</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Monitoring the machine’s status</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Printer driver settings</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Features in the Windows® printer driver</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Basic tab</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Advanced tab</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Print Quality</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Duplex Printing</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Watermark</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Page Setting</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Device Options</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Support tab</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Tray Settings</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Features in the BR-Script (PostScript® 3™ language emulation) printer driver (MFC-7840W only)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Printing Preferences</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Advanced options</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Ports tab</td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>

## 2  Scanning | 30 |

| Scanning a document using the TWAIN driver | 30 |
| Scanning a document into the PC | 30 |
| Pre-Scanning to crop a portion you want to scan | 32 |
| Settings in the Scanner Setup dialog box | 33 |
| Scanning a document using the WIA driver (For Windows® XP/ Windows Vista®) | 37 |
| WIA compliant | 37 |
| Scanning a document into the PC | 37 |
| Pre-Scanning to crop a portion you want to scan using the scanner glass | 39 |
Scanning a document using the WIA driver
(For Windows Photo Gallery and Windows Fax and Scan users) ........................................................... 43
Scanning a document into the PC .................................................................................................................. 43
Pre-Scanning to crop a portion you want to scan using the scanner glass ..................................................... 45
Using the Scan key (For USB users) ............................................................................................................... 47
Scan to E-mail ................................................................................................................................................. 47
Scan to Image .................................................................................................................................................. 47
Scan to OCR .................................................................................................................................................. 48
Scan to File .................................................................................................................................................... 48
Using ScanSoft™ PaperPort™ 11SE with OCR by NUANCE™ ................................................................. 50
Viewing items ................................................................................................................................................ 50
Organizing your items in folders ................................................................................................................... 51
Quick links to other applications .................................................................................................................. 52
ScanSoft™ PaperPort™ 11SE with OCR lets you convert image text into text you can edit ...................... 52
Importing items from other applications ...................................................................................................... 52
Exporting items into other formats ............................................................................................................... 53
Uninstalling ScanSoft™ PaperPort™ 11SE with OCR .................................................................................. 53

3 ControlCenter3 54

Using ControlCenter3 ..................................................................................................................................... 54
Switching the user interface ............................................................................................................................. 56
Turning the Auto Load feature off .................................................................................................................. 56
SCAN ............................................................................................................................................................. 57
File type .......................................................................................................................................................... 58
Image (example: Microsoft® Paint) ................................................................................................................ 58
OCR (Word Processing program) ................................................................................................................ 60
E-mail ............................................................................................................................................................ 61
File ............................................................................................................................................................... 62
CUSTOM SCAN ............................................................................................................................................. 63
File type ........................................................................................................................................................ 64
Customizing a user-defined button ............................................................................................................... 64
COPY .......................................................................................................................................................... 69
PC-FAX (MFC models only) ........................................................................................................................... 71
Send ............................................................................................................................................................... 72
Receive/View Received ................................................................................................................................ 72
Address Book ............................................................................................................................................... 73
Setup ........................................................................................................................................................... 73
DEVICE SETTING ..................................................................................................................................... 74
Remote Setup (MFC models only) ................................................................................................................ 75
Quick-Dial (MFC models only) .................................................................................................................... 76
Status Monitor .............................................................................................................................................. 76
User’s Guide ................................................................................................................................................ 77

4 Network Scanning (For models with built-in network) 78

Before using Network Scanning .................................................................................................................. 78
Network license ............................................................................................................................................. 78
Configuring Network Scanning .................................................................................................................... 78
Using the Scan key ........................................................................................................................................ 82
Scan to E-mail ............................................................................................................................................. 82
Scan to Image .............................................................................................................................................. 82
Scan to OCR ................................................................................................................................................. 83
Scan to File..................................................................................................................... .84
Scan to FTP (MFC-7440N and MFC-7840W only)............................................................... .85
Scan to FTP Manual Method.............................................................................................. .88

5 Remote Setup (MFC models only) 90
Remote Setup................................................................................................................... 90

6 Brother PC-FAX Software (MFC models only) 92
PC-FAX sending ................................................................................................................ 92
Setting up user information............................................................................................... 92
Sending setup................................................................................................................... 93
Setting up a cover page..................................................................................................... 94
Entering cover page information....................................................................................... 95
Sending a file as a PC-FAX using the Facsimile style user interface................................. 95
Sending a file as a PC-FAX using the Simple style user interface..................................... 96
Address Book .................................................................................................................... 98
Brother Address Book ........................................................................................................ 99
Setting up a member in the Address Book....................................................................... 99
Speed Dial setup................................................................................................................ 100
Setting up a group for broadcasting ................................................................................. 101
Editing member information.............................................................................................. 102
Deleting a member or group.............................................................................................. 102
Exporting the Address Book.............................................................................................. 102
Importing to the Address Book........................................................................................ 104
PC-FAX receiving .............................................................................................................. 105
Enabling PC-FAX Receiving software on your machine................................................... 106
Running the PC-FAX Receiving software on your PC....................................................... 106
Setting up your PC............................................................................................................ 107
Configuring the Network PC-FAX Receiving Settings....................................................... 108
Viewing new PC-FAX messages......................................................................................... 109

7 Firewall settings (For Network users) 110
Before using the Brother software.................................................................................... 110
For Windows® XP SP2 users............................................................................................. 110
For Windows Vista® users.................................................................................................. 112

Section II Apple® Macintosh®

8 Printing and Faxing 116
Printer operation key .......................................................................................................... 116
Job Cancel......................................................................................................................... 116
Secure Key ...................................................................................................................... 116
Printer Emulation Support (MFC-7840W only)................................................................. 117
Printing the Internal Font List (MFC-7840W only)........................................................... 118
Printing the Print Configuration List (MFC-7840W only)................................................... 118
Test Print (MFC-7840W only)........................................................................................... 118
Restoring default printer settings (MFC-7840W only)...................................................... 119
9 Scanning 149

Scanning from a Macintosh® ................................................................. 149
Scanning an image into your Macintosh® .............................................. 150
Pre-Scanning an image ........................................................................ 150
Settings in the Scanner window ......................................................... 151
Using the Scan key (For USB cable users) ........................................... 154
Scan to E-mail .................................................................................... 154
Scan to Image ................................................................................... 155
Scan to OCR .................................................................................... 155
Scan to File ..................................................................................... 156
Using Presto!® PageManager® ......................................................... 157
Features .......................................................................................... 157
System requirements for Presto!® PageManager® ............................ 157
NewSoft Technical Support .............................................................. 157

10 ControlCenter2 160

Using ControlCenter2 ....................................................................... 160
Turning the AutoLoad feature off ...................................................... 161
SCAN ............................................................................................. 162
File types ....................................................................................... 163
Image (example: Apple® Preview) .................................................... 163
OCR (word processing application) .................................................. 165
E-mail ............................................................................................ 166
## Section I

### Windows®

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>2</td>
</tr>
<tr>
<td>Scanning</td>
<td>30</td>
</tr>
<tr>
<td>ControlCenter3</td>
<td>54</td>
</tr>
<tr>
<td>Network Scanning (For models with built-in network)</td>
<td>78</td>
</tr>
<tr>
<td>Remote Setup (MFC models only)</td>
<td>90</td>
</tr>
<tr>
<td>Brother PC-FAX Software (MFC models only)</td>
<td>92</td>
</tr>
<tr>
<td>Firewall settings (For Network users)</td>
<td>110</td>
</tr>
</tbody>
</table>
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 the 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 drivers for Microsoft® Windows® 2000 Professional/XP/Windows Vista® 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 drivers support our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings, including economy printing mode and custom paper size.
Printing a document

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

1. From your application, 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 LAN cable to connect your machine then LAN will be in the printer driver name.)

   **Note**

   For Macintosh® users, see Features in the printer driver (For Macintosh®) on page 121.

2. Your computer sends the data to the machine.

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 largest paper size.
   Then adjust the print area by changing the right and left margins in your application software.
Duplex 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, turn over the stack, straighten it and then put it back in the paper tray or the Manual Feed Slot.
- If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.
- When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.
  
  If there is a paper jam, see Paper jams in the User’s Guide. If you have a print quality problem, see Improving the print quality in the User’s Guide.

Manual duplex printing

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

Simultaneous scanning, printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during PC printing. However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.
Printer operation keys

Job Cancel

To cancel the current print job, press **Job Cancel**. You can clear the data that is left in the printer memory by pressing **Job Cancel**. To cancel multiple print jobs, hold down this key until the LCD shows **Job Cancel (ALL)**.

![Job Cancel Key](image)

Secure Key

Secured data is password protected. Only those people who 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. If you turn the power switch Off, the secured data saved in memory will be cleared.

1. Press **Secure**.

![Secure Key](image)

**Note**

If the LCD displays **No Data !**, there is no secured data in the memory.

2. Press ▲ or ▼ to choose the user name. Press **OK**. The LCD displays the secured jobs list for that name.

3. Press ▲ or ▼ to choose the job. Press **OK**. Enter your four-digit password and press **OK**.

4. 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**.

**Note**

After you print the secured data, it will be cleared from memory.
Printer Emulation Support (MFC-7840W only)

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.

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 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-Script 3 Mode**
  
  BR-Script is an original Brother page description language and a PostScript® language emulation interpreter. This printer supports PostScript®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:


**Setting the Emulation mode**

1. Press **Menu, 4, 1**.
2. Press **▲ or ▼** to choose **Auto, HP LaserJet or BR-Script 3**. 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 (MFC-7840W only)

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.
2. Press Start. The machine prints the list.
3. Press Stop/Exit.

Printing the Print Configuration List (MFC-7840W only)

You can print a list of current printer settings.

1. Press Menu, 4, 2, 2.
2. Press Start. The machine prints the settings.
3. Press Stop/Exit.

Test Print (MFC-7840W only)

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

1. Press Menu, 4, 2, 3.
2. Press Start.
3. Press Stop/Exit.

Note

If the problem appears on the printout, see Improving the print quality in the User’s Guide.
Restoring default printer settings (MFC-7840W only)

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

1. Press Menu, 4, 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 one or more devices, allowing you to get immediate notification of error messages such as paper empty or paper jam.

You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing Status Monitor located in Start/All Programs/Brother/MFC-XXXX (or DCP-XXXX) on your PC.

There is also a link to the Brother Genuine Supplies website. Click Visit the Genuine Supplies website button for more information on Brother genuine supplies.

Note
For more information about using the Status Monitor software, right-click the Status Monitor icon and choose Help.

Monitoring the machine’s status

The Status Monitor icon will change color depending on the machine 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.

There are two locations where you can display the Status Monitor on your PC - in the tasktray or on the desktop.

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/MFC-XXXX (or DCP-XXXX) on your computer.
- For more information about using the Status Monitor software, right click the Status Monitor icon and choose Help.
Printer driver settings

Note

For Macintosh® users, see Printing and Faxing on page 116.

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

- Paper Size
- Multiple Page
- Orientation
- Copies
- Media Type
- Paper Source
- Resolution
- Toner Save Mode
- Print Setting
- Manual Duplex printing
- Watermark
- Scaling
- Secure Print
- Quick Print Setup
- Macro
- Header-Footer Print
- Density adjustment
- Improve Print Output

1 These settings are not available with the BR-script printer driver for Windows®.
Features in the Windows® printer driver

For more information, see the Help text in the printer driver.

**Note**

- The screens in this section are from Windows® XP. The screens on your PC will vary depending on your operating system.
- You can access the Printing Preferences dialog box by clicking Printing Preferences... in the General tab of the Printer Properties dialog box.

**Basic tab**

You can also change settings by clicking the illustration on the left side of the Basic tab.

1. Choose the Paper Size, Multiple Page, Orientation, Copies and Media Type (1).
2. Choose the Paper Source (2).
3. Click OK to apply your chosen settings.
   To return to the default settings, click Default, 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 enlarge 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes</td>
<td>Env. Thick</td>
<td>Env. Thin</td>
<td>Recycled Paper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note*

- When using ordinary plain paper choose **Plain Paper**. When using heavier weight paper, envelopes or rough paper choose **Thick Paper** or **Thicker Paper**. For bond paper, choose **Bond Paper**.
- 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**.

**Paper Source**

You can choose **Auto Select**, **Tray1** 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 clicking one of the appropriate icons:
- Print Quality (1)
- Duplex (2)
- Watermark (3)
- Page Setting (4)
- Device Options (5)
Print Quality

Resolution
You can change the resolution as follows:
• HQ 1200
• 600 dpi
• 300 dpi

Toner Save Mode
You can save running costs by turning on the Toner Save Mode, which reduces the print density (print appears lighter).

Note
• We do not recommend Toner Save Mode for printing Photo or Gray Scale images.
• Toner Save Mode is not available for HQ 1200 resolution.

Print Setting
You can manually change the print setting.
• General
  This is a printing mode for general printing of documents.
• Graphics
  This is the best mode for printing documents that contain graphics.
• Office Document
  This is the best mode for printing office documents.
• Manual
  You can change the settings manually by choosing Manual and clicking the Setting... button. You can set brightness, contrast and other settings.
Duplex Printing

- **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. There are six types of manual duplex binding directions available for each orientation.

- **Booklet Printing**
  When you want to print a booklet, use this function. To make the booklet, fold the printed pages down the middle.

- **Binding Offset**
  If you check the Binding Offset option, you can also specify the offset for binding in inches or millimeters.
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**
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 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 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 you want to enlarge or reduce the document to fit the paper size.
- 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 change the following printer functions:

- Secure Print
- Quick Print Setup
- Macro (MFC-7840W only)
- Header-Footer Print
- Density adjustment
- Improve Print Output
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 the Printer Function menu 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 5.)

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 5.)

Quick Print Setup

The feature allows you to quickly choose driver settings by clicking a tasktray icon. You can turn the quick print setting on or off. By placing a check in the selection boxes for the following functions you can choose which will be available in the quick print setting.

- Multiple Page
- Manual Duplex
- Toner Save Mode
- Paper Source
- Media Type

Macro

You can save a page of a document as a macro to printer memory. You can also execute the saved macro (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.

Header-Footer Print

When this feature is enabled, it will print the date and time on your document from your computer’s system clock and the PC login user name or the text you entered. By clicking Setting, you can customize the information.

- ID Print
  If you select Login User Name, your PC login user name will print. If you select Custom and enter the text in the Custom edit box, the text you entered will print.
- **Density adjustment**
  Increase or decrease the print density.

  **Note**
  The Density adjustment is not available when you set the resolution to HQ 1200.

- **Improve Print Output**
  This feature allows you to improve a print quality problem.
  
  • Reduce Paper Curl
    If you choose this setting, the paper curl may be reduced.
    If you print only a few pages, you do not need to choose this setting. Change the printer driver setting in Media Type to a thin setting.
  
  • Improve Toner Fixing
    If you choose this setting, the toner fixing on paper may be improved. If this selection does not improve the situation enough, select Thicker paper in Media type settings.

- **Support tab**

  ![Support tab image]

  - **Visit the Genuine Supplies website (1)**
    You can visit our web site for original/genuine Brother supplies by clicking this button.

  - **Brother Solutions Center (2)**
    The Brother Solutions Center (http://solutions.brother.com) 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 printer.
Print Settings (3)
This will print the pages that show how the internal settings of the printer have been configured.

Print Fonts (4) (MFC-7840W only)
This will print the pages that show all the internal fonts of the printer.

Check Setting... (5)
You can check the current driver settings.

Tray Settings

To access the Tray Settings tab, click the Start button and Printers and Faxes. Right-click your printer icon and click Properties.

Paper Source Setting (1)
This feature identifies the paper size defined for each paper tray.

- Paper Size
  This setting allows you to define which paper size is used for the tray and manual feed slot. Highlight the paper source you want to define and then choose the paper size from the pull-down menu. Click Update to apply the setting to the paper source.

- Default Source
  This setting allows you to choose the default paper source that your document will be printed from. Choose the Default Source from the pull-down menu and click Update to save your setting. The Auto Select setting will automatically pull paper from any paper source (tray or manual feed slot) that has a defined paper size that matches your document. If paper is in the Manual feed slot, the machine will automatically pull from this slot no matter the size of paper.
Serial No. (2)

By clicking Auto Detect, the printer driver will probe the printer and display its serial number. If it fails to receive the information, the screen will display "--------".

Note

The Auto Detect function is not available under the following printer conditions:

• The printer power switch is off.
• The printer is in an error state.
• The printer is in a network shared environment.
• The cable is not connected to the printer correctly.
Features in the BR-Script (PostScript® 3™ language emulation) printer driver (MFC-7840W only)

For more information, see the Help text in the printer driver.

Note

The screens in this section are from Windows® XP. The screens on your PC may vary depending on your operating system.

Printing Preferences

Note

You can access the Printing Preferences dialog box by clicking Printing Preferences... in the General tab of the Brother MFC-XXXX BR-Script3 Properties (or Brother DCP-XXXX BR-Script3 Properties) dialog box.

Layout tab

You can change the layout setting by choosing the settings for Orientation, Page Order and Page Per Sheet.

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

- Page Order
  Specifies the order in which the pages of your document will be printed. Front to Back prints the document so that page 1 is on top of the stack. Back to Front prints the document so that page 1 is on the bottom of the stack.
Paper/Quality tab

Choose the Paper Source.

- Paper Source
  You can choose Automatically Select, Tray1 or Manual Feed.
Advanced options

You can access the Advanced options by clicking the Advanced... button on the Layout tab or Paper/Quality tab.

Choose the Paper Size and Copy Count (1).

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

- **Copy Count**
  - The copy selection sets the number of copies that will be printed.

Set the Print Quality, Scaling and TrueType Font settings (2).

- **Print Quality**
  - Specifies the print resolution.

- **Scaling**
  - Specifies whether to reduce or enlarge documents, and by what percentage.

- **TrueType Font**
  - Specifies the TrueType font options. Click Substitute with Device Font (the default) to use equivalent printer fonts for printing documents that contain TrueType fonts. This will permit faster printing; however, you might lose special characters not supported by the printer font. Click Download as Softfont to download TrueType fonts for printing instead of using printer fonts.
You can change settings by choosing the setting in the **Printer Features** list (3):

![Printer Features](image)

- **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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transparencies</td>
<td>Envelopes</td>
<td>Env. Thick</td>
<td>Env. Thin</td>
<td>Recycled Paper</td>
</tr>
</tbody>
</table>

- **Job Spooling**
  **Secure Print** allows you to secure 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. The secured document must have a **Password** and **Job Name**.

- **Password**
  Choose the password for your secured document that you send to the machine from the drop-down box.

- **Job Name**
  Choose the Job name from the drop-down list for your secured document that you sent to the machine.

- **Toner Save**
  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** to **On** for printing Photo or Gray Scale images.

- **Halftone Screen Lock**
  Stops other applications from modifying the Halftone settings. The default setting is on.
■ High Quality Image Printing
You can increase the quality of image printing. If you set High Quality Image Printing to On, the printing speed will be slower.

■ Reduce Paper Curl
If you choose this setting, the paper curl may be reduced.
If you print only a few pages, you do not need to choose this setting. Change the printer driver setting in Media Type to a thin setting.

■ Improve Toner Fixing
If you choose this setting, the toner fixing on paper may be improved. If this selection does not improve the situation enough, select Thicker paper in Media type settings.

■ Density adjustment
Increase or decrease the print density.

Note
The Density adjustment is not available when you set the resolution to HQ 1200.

■ BR-Script Level
You can change the BR-script emulation language level. Choose the level from the drop-down list.

Ports tab
If you want to change the port where your printer is connected or the path to the network printer you are using, choose or add the port you want to use.
Scanning

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/ Windows Vista®

Two scanner drivers are installed. A TWAIN compliant scanner driver (See Scanning a document using the TWAIN driver on page 30) and a Windows® Imaging Acquisition (WIA) driver (See Scanning a document using the WIA driver (For Windows® XP/ Windows Vista®) on page 37).

Windows® XP and Windows Vista® users can choose either one of the two when you scan documents.

Note
- For ScanSoft™ PaperPort™ 11SE, see Using ScanSoft™ PaperPort™ 11SE with OCR by NUANCE™ on page 50.
- If your PC is protected by a firewall, and is unable to network scan, you may need to configure the firewall settings to allow communication through port number 54925 and 137. See Firewall settings (For Network users) on page 110.

Scanning a document using the TWAIN driver

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™ 11SE 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.

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 scanner glass.

1. Load your document.

2. Start the ScanSoft™ PaperPort™ 11SE software that was installed during the MFL-Pro Suite installation to scan a document.

Note
- The instructions for scanning in this Guide are for when you use ScanSoft™ PaperPort™ 11SE. The scanning steps may vary when using other software applications.

3. Click File, then Scan or Get Photo. You can also click the Scan or Get Photo button. The Scan or Get Photo panel appears on the left side of the screen.

4. Click Select button.
Choose the scanner you are using from the **Available Scanners** list.

**Note**

- For Windows® XP/Windows Vista®:
  Choose **TW-Brother MFC-XXXX (TW-Brother DCP-XXXX)** or **TW-Brother MFC-XXXX LAN (TW-Brother DCP-XXXX LAN)**.
- For other operating systems:
  Choose **Brother MFC-XXXX (Brother DCP-XXXX)** or **Brother MFC-XXXX LAN (Brother DCP-XXXX LAN)**. (Where XXXX is your model name)

Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.

Click **Scan**. The Scanner Setup dialog box appears.

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)
Click **Start**. When scanning is finished, click **Cancel** to return to the PaperPort™ 11SE 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 *Pre-Scanning to crop a portion you want to scan* on page 32)

### Pre-Scanning to crop a portion you want to scan

You can preview your image and crop unwanted portions before scanning by using the **PreScan** button. When you are satisfied with the preview, click the **Start** button in the Scanner Setup dialog box to scan the image.

1. Follow the steps from 1 to 7 of *Scanning a document into the PC* on page 30.
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 (1) of the Scanner Setup dialog box.
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™ 11SE window (or your application window).

7 In the PaperPort™ 11SE 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:

<table>
<thead>
<tr>
<th>Image Type</th>
<th>Resolution</th>
<th>Scan Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo</td>
<td>300 × 300 dpi</td>
<td>24-bit color</td>
</tr>
<tr>
<td>Web</td>
<td>100 × 100 dpi</td>
<td>24-bit color</td>
</tr>
<tr>
<td>Text</td>
<td>200 × 200 dpi</td>
<td>Black &amp; White</td>
</tr>
</tbody>
</table>
Resolution
You can choose a scanning resolution from the Resolution drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose and the available colors.

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Black &amp; White/Gray (Error Diffusion)</th>
<th>256 color</th>
<th>True Gray/24 bit color</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 × 100 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>150 × 150 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>200 × 200 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>300 × 300 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>400 × 400 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>600 × 600 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1200 × 1200 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2400 × 2400 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4800 × 4800 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>9600 × 9600 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>19200 × 19200 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Scan Type
- **Black & White**
  Use for text or line art.
- **Gray (Error Diffusion)**
  Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give the appearance of gray.)
- **True Gray**
  Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of gray.
- **256 Color**
  Uses up to 256 colors to scan the image.
- **24 bit Color**
  Uses up to 16.8 million colors to scan the image.

Although using **24 bit Color** creates an image with the most accurate color, the image file will be about three times larger than a file created with **256 Color**. It requires the most memory and has the longest transfer time.
**Brightness**
Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average.

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, Gray (Error Diffusion)** or **True Gray** 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 gray areas. You can also enter a value in the box to set the **Contrast**.

**Note**
The **Contrast** setting is only available when **Gray (Error Diffusion)** or **True Gray** is chosen.

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.

**Document Size**
Choose one of the following sizes:
- A4 8.3 x 11.7 in (210 x 297 mm)
- JIS B5 7.2 x 10.1 in (182 x 257 mm)
- Letter 8 1/2 x 11 in (215.9 x 279.4 mm)
- Legal 8 1/2 x 14 in (215.9 x 355.6 mm) (Available on ADF models)
- A5 5.8 x 8.3 in (148 x 210 mm)
- Executive 7 1/4 x 10 1/2 in (184.1 x 266.7 mm)
- Business Card 2.4 x 3.5 in (60 x 90 mm)
  To scan business cards, choose the **Business Card** size, and then place the business card face down in the center of the left hand side of the scanner glass, as indicated by the document guidelines.
- Photo 4 x 6 in (10 x 15 cm)
- Index Card 5 x 8 in (127 x 203.2 mm)
- Photo L 3.5 x 5 in (89 x 127 mm)
- Photo 2L 5 x 7 in (13 x 18 cm)
- Postcard 1 3.9 x 5.8 in (100 x 148 mm)
- Postcard 2 (Double) 5.8 x 7.9 in (148 x 200 mm)
Custom

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.
• User adjustable from 0.35 x 0.35 in to 8.5 x 14 in or 8.9 x 8.9 mm to 215.9 x 355.6 mm
Scanning a document using the WIA driver
(For Windows® XP/ Windows Vista®)

WIA compliant

For Windows® XP /Windows Vista® you can choose Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort™ 11SE viewer that Brother included with your machine or you can scan images directly into any other application that supports WIA or TWAIN scanning.

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 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. (See Pre-Scanning to crop a portion you want to scan using the scanner glass on page 39.)

1. Load your document.
2. Start the ScanSoft™ PaperPort™ 11SE software that was installed during the MFL-Pro Suite installation to scan a document.

Note
The instructions for scanning in this Guide are for when you use ScanSoft™ PaperPort™ 11SE. The scanning steps may vary when using other software applications.

3. Click File, then Scan or Get Photo. You can also click the Scan or Get Photo button. The Scan or Get Photo panel appears on the left side of the screen.
4. Click Select button.
5. Choose the scanner you are using from the Available Scanners list.

Note
Choose WIA-Brother MFC-XXXX (WIA-Brother DCP-XXXX) or WIA-Brother MFC-XXXX LAN (WIA-Brother DCP-XXXX LAN).

6. Check the Display scanner dialog box on the Scan or Get Photo panel.
7. Click Scan.
   The Scanner Setup dialog box appears.
Adjust the following settings, if needed, in the Scanner Setup dialog box:

1. **Paper source**
2. **Picture type**
3. **Adjust the quality of the scanned picture**
4. **Paper size**

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

Choose the picture type (2).

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

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 41.)

13. 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. Follow the steps from 1 to 7 of *Scanning a document into the PC* on page 37.
2. Choose **Flatbed** in the **Paper source** drop-down list (1).

![Scan dialog box](image)

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 drag 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™ 11SE 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 the **Scanner Utility** located in the **Start/All Programs/Brother/MFC-XXXX (or DCP-XXXX)** (where XXXX is your model name)/Scanner Settings/Scanner Utility.

---

**Note**

If you scan the document at a resolution 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.

**Note**

For Windows Vista® the **User Account Control** screen appears, do the following.

- For users who have administrator rights: Click **Allow**.
• For users who do not have administrator rights: Enter the administrator password and click **OK**.
Scanning a document using the WIA driver (For Windows Photo Gallery and Windows Fax and Scan users)

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 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. (See Pre-Scanning to crop a portion you want to scan using the scanner glass on page 45.)

1. Load your document.
2. Open your software application to scan the document.
3. Do one of the following:
   - For Windows Photo Gallery
     Click File, then Import from Camera or Scanner.
   - For Windows Fax and Scan
     Click File, New, then Scan.
4. Choose the scanner you want to use.
5. Click Import.
   The Scan dialog box appears.
6 Adjust the following settings, if needed, in the Scanner dialog box.

1 Profile
2 Source
3 Paper size
4 Color format
5 File type
6 Resolution
7 Brightness
8 Contrast

Note
The scanner resolution can be set as high as 1200 dpi.
For resolutions greater than 1200 dpi, use the Brother Scanner Utility.

7 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. Follow the step from 1 to 5 of *Scanning a document into the PC* on page 43.
2. Put the document face down on the scanner glass.
3. Choose **Flatbed** in the **Source** drop-down list. Adjust the following settings, if needed, in the Scanner dialog box.

   - **Profile**
   - **Source**
   - **Color format**
   - **File type**
   - **Resolution**
   - **Brightness**
   - **Contrast**
   - **Scanning area**

4. Click **Preview**.
   The whole image is scanned into the PC and appears in the scanning area (8).
5 Press and hold down the left mouse button and drag it over the portion you want to scan.

6 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 your application window.
Using the Scan key (For USB users)

Note
If you use the Scan key when connected to a network, see Network Scanning (For models with built-in network) on page 78.

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.

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 ControlCenter3 are installed. Scanning by (Scan) follows the configuration on Device Button tab of ControlCenter3. (See SCAN on page 57.) For details about how to configure the scan settings of the ControlCenter3 buttons and to launch the application of your choice using (Scan), see Using ControlCenter3 on page 54.

Scan to E-mail

You can scan either a black and white or color document into your E-mail application as a file attachment. You can change the scan configuration. (See E-mail on page 61.)

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 Start.

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

Note
If you want the scanned data in color, choose color in scan type on the Device Button tab of the ControlCenter3 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 ControlCenter3 configuration. (See SCAN on page 57.)

Scan to Image

You can scan either a black and white or color document into your graphics application for viewing and editing. You can change the scan configuration. (See Image (example: Microsoft® Paint) on page 58.)
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.
4. Press Start.
   The machine starts the scanning process.

Note
If you want the scanned data in color, choose color in scan type on the Device Button tab of the ControlCenter3 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 ControlCenter3 configuration. (See SCAN on page 57.)

Scan to OCR

If your document is text, you can have it converted by ScanSoft™ PaperPort™ 11SE OCR to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the (Scan) configuration. (See OCR (Word Processing program) on page 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 OCR.
   Press OK.
4. Press Start.
   The machine starts the scanning process.

Note
If you want the scanned data in color, choose color in scan type on the Device Button tab of the ControlCenter3 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 ControlCenter3 configuration. (See SCAN on page 57.)

Scan to File

You can scan a black and white or a color document into your PC and save it as a file in a folder of your choice. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of ControlCenter3. (See File 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 File.
   Press OK.
4 Press **Start**.
The machine starts the scanning process.

**Note**

- If you want the scanned data in color, choose color in scan type on the **Device Button** tab of the ControlCenter3 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 ControlCenter3 configuration. (See **SCAN** on page 57.)

- If you would like to display the folder window after scanning the document, select **Show Folder** on the **Device Button** tab of the ControlCenter3 configuration. (See **SCAN** on page 57.)

- If you would like to change the file name of scanned documents, enter the file name in **File Name** section on the **Device Button** tab of the ControlCenter3 configuration. To change the machine’s **Scan** key settings, right-click the each ControlCenter buttons, click **ControlCenter Configuration** and click the **Device Button** tab.
Using ScanSoft™ PaperPort™ 11SE with OCR by NUANCE™

Note

ScanSoft™ PaperPort™ 11SE supports Windows® 2000 (SP4 or greater), XP (SP2 or greater), XP Professional x64 Edition and Windows Vista® only.

ScanSoft™ PaperPort™ 11SE for Brother is a document management application. You can use PaperPort™ 11SE to view scanned documents.

PaperPort™ 11SE has a sophisticated, yet easy-to-use filing system that will help you organize your graphics and text documents. It allows you to mix or ‘stack’ documents of different formats for printing, faxing or filing.

This chapter only introduces the basic functions of the software. For more details, see the ScanSoft™ Getting Started Guide. To view the complete ScanSoft™ PaperPort™ 11SE Getting Started Guide, choose Help from PaperPort™ 11SE menu bar and click Getting Started Guide. When you install MFL-Pro Suite, ScanSoft™ PaperPort™ 11SE for Brother is installed automatically. You can access ScanSoft™ PaperPort™ 11SE through the ScanSoft™ PaperPort™ SE program group located in Start/All Programs/ScanSoft PaperPort 11 on your PC.

Viewing items

ScanSoft™ PaperPort™ 11SE gives several ways to view items:

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

You can see both PaperPort™ 11SE items (MAX files) and non-PaperPort™ 11SE items (files created using other applications).

All graphical files (PaperPort™ 11SE’s *.max and other files) will be displayed and include an icon that indicates the application that the specific file type is associated or created with. Non-graphical files are indicated by a small rectangular thumbnail and are not displayed as actual images.
Page Thumbnails displays a close-up of a single page. You can open a PaperPort™ 11SE item by double-clicking its icon or the thumbnail in Desktop View.

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

Organizing your items in folders

PaperPort™ 11SE 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™ 11SE item or a non-PaperPort™ 11SE 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™ 11SE MAX files and non PaperPort™ 11SE 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™ 11SE automatically recognizes many other applications on your PC and creates a ‘working link’ to them.

The bar at the bottom of the PaperPort™ 11SE desktop shows which programs you can use with PaperPort™ 11SE.

To send an item from PaperPort™ 11SE to another program, simply drag and drop the item from the PaperPort™ 11SE desktop to the program icon on the Send To bar. PaperPort™ 11SE automatically converts the item to the preferred format.

If PaperPort™ 11SE does not automatically recognize one of the applications on your PC, you can manually create a link using the New Program Link command.

ScanSoft™ PaperPort™ 11SE with OCR lets you convert image text into text you can edit

ScanSoft™ PaperPort™ 11SE can quickly convert a text document image into text that you can edit with a word processing application.

PaperPort™ 11SE uses the optical character recognition software (OCR), which comes with PaperPort™ 11SE. PaperPort™ 11SE 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™ 11SE’s built-in OCR application, or you can use your own OCR application.

Importing items from other applications

As well as scanning items, you can bring items into PaperPort™ 11SE in a variety of ways and convert them to PaperPort™ 11SE (MAX) files in several different ways:

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

You can export or save PaperPort™ 11SE items in several popular file formats, such as BMP, JPEG, TIFF or PDF.

Exporting an image file

1. Click File, then Save As in the PaperPort™ 11SE window. The Save ‘XXXXX’ as dialog box is displayed.
2. Choose the drive and folder where you want to store the file.
3. Enter the new file name and choose the file type.
4. Click Save to save your file, or Cancel to return to PaperPort™ 11SE without saving it.

Uninstalling ScanSoft™ PaperPort™ 11SE with OCR

For Windows® 2000 Professional

1. Click the Start button, Settings, Control Panel, then Add/Remove Programs.
2. Choose ScanSoft PaperPort 11 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 ScanSoft PaperPort 11 from the list and click Change or Remove.

For Windows Vista®

1. Click the Start button, Control Panel, Programs and Programs and Features.
2. Choose ScanSoft PaperPort 11 from the list and click Uninstall.
The features available to you in ControlCenter3 may vary depending on the model number of your machine.

Using ControlCenter3

ControlCenter3 is a software utility that lets you quickly and easily access your often used applications. Using ControlCenter3 eliminates the need to manually launch specific applications. ControlCenter3 has the following operations:

1. Scan directly to a file, E-mail, word processor or graphics application of your choice. (1)
2. Access to the Custom Scan settings. Custom Scan buttons let you configure a button to meet your own application needs. (2)
3. Access the Copy features available via your PC. (3)
4. Access the ‘PC-FAX’ applications available for your device. (4)
5. Access the settings available to configure your device. (5)
6. You can choose which machine ControlCenter3 will connect with from the Model drop-down list. (6)
7. You can also open the configuration window for each function and a link to the Brother Solutions Center by clicking the Configuration button. (7)
• To be able to choose another connected model from the Model drop-down list, you must have the MFL-Pro Suite Software installed on your PC for that model.

• For the Modern user interface, you need to install Adobe® Flash® Player 8 or greater. If you do not have Flash Player 8 or greater, you will be prompted so you can download the latest Flash Player.
Switching the user interface

You can choose the Modern or Classic user interface for ControlCenter3.

1. To switch the user interface, click **Configuration** button and select **SETUP** then **SKIN SELECT**.
2. From the **SKIN SELECT** dialog, you can choose your preferred user interface.

Turning the Auto Load feature off

Once you start ControlCenter3 from the Start menu, the icon will appear on the task tray. You can open the ControlCenter3 window by double-clicking the icon.

If you do not want ControlCenter3 to run automatically each time you start your PC:

1. Right-click the ControlCenter3 icon in the task tray, and choose **Preferences**. The ControlCenter3 preference window appears.
2. Uncheck **Start ControlCenter on computer startup**.
3. Click **OK** to close the window.
SCAN

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

- **Image (Default: Microsoft® Paint)**
  
  Lets you scan a page directly into any graphic viewer/editor application. You can choose the destination application, such as Microsoft® Paint, Corel® Paint Shop Pro®, Adobe® Photoshop®, or any kind of image editing application on your PC.

- **OCR (Default: Microsoft® Notepad)**
  
  Lets you scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as Microsoft® Notepad, Microsoft® Word, Corel® WordPerfect® or any word processing application on your PC.

- **E-mail (Default: your default E-mail software)**
  
  Lets you 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**
  
  Lets you scan directly to a disk file. You can change the file type and destination folder, as needed.

ControlCenter3 gives you the ability to configure the hardware Scan key on your machine and the ControlCenter3 Software button for each scan feature. To configure the hardware Scan key on your machine choose the Device Button tab (right-click each Control Center button and click ControlCenter Configuration) in the configuration menu for each of the SCAN buttons. To configure the Software button in ControlCenter3 choose the Software Button tab (right-click each Control Center button and click ControlCenter Configuration) in the configuration menu for each of the SCAN buttons.
File type

You can choose from the following list of file types when saving to a folder.

- 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)

Image (example: Microsoft® Paint)

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

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

Change the other settings, if needed.

To change the destination application, choose the correct 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 **File Type** from the drop-down list. You can delete an application that you have added by clicking the **Delete** button in the **Software Button** tab.

**Note**

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

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

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

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

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

You can also configure the other settings for Scan to OCR.
E-mail

Scan to E-mail lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment. To change the default E-mail application or attachment file type, right-click the E-mail button, click ControlCenter Configuration 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.

When you first start ControlCenter3 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 ControlCenter3 you should choose an application from the list.

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

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

The **Scan to File** button lets you scan an image to a folder on your hard disk in one of the file types shown in the file attachment list. To configure the file type, folder and file name, right-click the **File** button, click **ControlCenter Configuration** and click the **Software Button** tab.

You can change the File Name. Enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. File name will be the file name you registered, current date and sequential number. Choose the file type for the saved image from the **File Type** drop-down list. You can save the file to the default folder shown in the **Destination Folder**, or choose your preferred folder by clicking the icon.

To display where the scanned image is saved when scanning is finished, check the **Show Folder** box. To let you specify the destination of the scanned image every time you scan, check the **Show Save as Window** box.

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

The Custom Scan option lets you create your own scan options.

For Modern interface users, place the mouse pointer over the \ and click Custom.

To configure a button, right-click the appropriate button and click ControlCenter Configuration. There are four options: Scan to Image, Scan to OCR, Scan to E-mail and Scan to File.

- **Scan to Image**
  Lets you scan a page directly into any image viewer/editor software. You can choose any image editor application on your PC.

- **Scan to OCR**
  Converts scanned documents into editable text files. You can choose the destination application for the editable text.

- **Scan to E-mail**
  Attaches the scanned images to an E-mail message. You can 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**
  Lets you save a scanned image to any folder on a local or network hard disk. You can also choose the file type to be used.

![Modern Interface](image)

![Classic Interface](image)
**File type**

You can choose from the following list of file types when saving to a folder.
- 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)

**Customizing a user-defined button**

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

**Scan to Image**

- **General** tab
  - To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).
  - Choose the type of scan from the **Scan Action** field.
**Settings tab**

Choose the Target Application, File Type, Resolution, Scan Type, Document Size, Show Scanner Interface, Brightness and Contrast settings.

**Scan to OCR**

**General tab**

To create the button name, enter a name in the Please enter a name for the Custom Button text field (up to 30 characters).

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

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

![Settings tab screenshot](image)

---

**Scan to E-mail**

**General tab**

To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).

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

![General tab screenshot](image)
**Settings tab**

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

![Settings Tab Image](image)

**Scan to File**

**General tab**

To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).

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

![General Tab Image](image)
**Settings** tab

Choose the file format from the **File Type** drop-down list. Save the file to the default folder which is shown in the **Destination Folder** box or choose your preferred folder by clicking the icon. Check **Show Folder** to show where the scanned image is saved after scanning. Check **Show Save As Window** to specify the destination of the scanned image after every scan.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings and enter the file name if you want to change.
COPY

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

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

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

To use the Copy buttons, configure the printer driver by right-clicking the button and choosing the ControlCenter Configuration.

Enter a name in Please enter a name for the Copy Button text field (up to 30 characters) and choose Copy Ratio.

Choose the Resolution, Scan Type, Document Size, Show Scanner Interface, Brightness and Contrast settings to be used.

Before finishing the Copy button configuration, choose the Printer Name. To display the printer driver settings, click the Print Options... button and then Properties... button.

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.
PC-FAX (MFC models only)

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

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

- **Send**
  
  Lets you 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 92.)

- **Receive**
  
  By clicking this button, the PC-FAX receive software is activated and your PC starts receiving fax data from your Brother machine. After activating the PC-FAX option, the icon name changes to *View Received* which when clicked will open an application and display the received faxes. Before using the PC-FAX Receive option, you must select the PC-FAX Receive option from the control panel menu of the Brother machine. (See *PC-FAX receiving* on page 105.)

- **Address Book**
  
  Lets you open the Brother PC-FAX address book. (See *Brother Address Book* on page 99.)

- **Setup**
  
  Lets you configure the PC-FAX sending settings. (See *Sending setup* on page 93.)

**Note**

PC-FAX supports Black and white faxing only.
Send

The Send button lets you 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 92.)

To change the Send settings, right-click the Send button and click ControlCenter Configuration. You can change the Resolution, Scan Type, Document Size, Show Scanner Interface, Brightness and Contrast settings.

Receive/View Received

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

By clicking the Receive button, the PC-FAX receiving function is activated and starts to receive fax data from your Brother machine. Before you use the PC-FAX Receive function, you must select the PC-FAX Receive option from the control panel menu of the Brother machine. (See Enabling PC-FAX Receiving software on your machine on page 106.)

To configure the PC-FAX Receive software, see Setting up your PC on page 107.

When the PC-FAX receiving software is running, you can open the viewer application with the View Received button. (PaperPort™ 11SE)
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 106.)

Address Book

The Address Book button lets you add, amend or delete contacts from your address book. To edit this address book, click the Address Book button to open the dialog box. (See Brother Address Book on page 99.)

Setup

By clicking the Setup button, you can configure the user settings of the PC-FAX application. (See Setting up user information on page 92.)
DEVICE SETTING

You can configure or check the machine settings.

- **Remote Setup** (MFC models only)
  Lets you open the Remote Setup Program. (See *Remote Setup* on page 90.)

- **Quick-Dial** (MFC models only)
  Lets you open the Set Quick-Dial window of Remote Setup. (See *Remote Setup* on page 90.)

- **Status Monitor**
  Allows you to open the Status Monitor Utility. (See *Status Monitor* on page 9)

- **User’s Guide**
Remote Setup
(MFC models only)

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

**Note**
For details, see *Remote Setup* on page 90.
Quick-Dial
(MFC models only)

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

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)
**User’s Guide**

Network Scanning
(For models with built-in network)

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

**Note**
- For network scanning, a maximum of 25 clients can be connected to one machine on a network. For example, if 30 clients try to connect at a time, 5 of those clients will not be shown on the LCD.
- If your PC is protected by a firewall and is unable to network scan, you may need to configure the firewall settings to allow communication through port number 54925 and 137. See Before using the Brother software on page 110.

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™ 11SE on up to 5 PCs on the network.

If you want to use more than 5 PCs with ScanSoft™ PaperPort™ 11SE installed, please buy the Brother NL-5 pack which is a multiple PC license agreement pack for up to 5 additional users. To buy the NL-5 pack, contact your Brother dealer.

Configuring Network Scanning

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

1. For Windows® 2000, click the Start button, Control Panel, then Scanners and Cameras.
   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 Vista®, click the Start button, Control Panel, Hardware and Sound, then Scanner and Cameras.
Do one of the following:

- For Windows® 2000, select your Brother machine from the list and click the properties button.
- For Windows® XP, right-click the Scanner Device icon and choose Properties. The Network Scanner Properties dialog box appears.
- For Windows Vista®, click the Properties button.

Note

For Windows Vista® when the User Account Control screen appears, do the following.

- For users who have administrator rights: Click Continue.

- For users who do not have administrator rights: Enter the administrator password and click OK.
3. Click the **Network Setting** tab and choose the appropriate connection method.

   Specify your machine by address
   Enter the 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 device you want to use.
   2. Click **OK**.

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 (Max. 15 characters).
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 PC. (See *Using the Scan key* on page 82.)
Using the Scan key

Scan to E-mail

When you choose Scan to E-mail your document will be scanned and sent directly to the PC you designated on your network. ControlCenter3 will activate the default E-mail application on the designated PC. You can scan and send a black and white or color document from the PC as an attachment.

You can change the scan configuration. (See E-mail on page 61.)

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 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.
5. Press Start. The machine starts the scanning process.

Note

If you want the scanned data in color, choose color in scan type on the Device Button tab of the ControlCenter3 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 ControlCenter3 configuration. (See SCAN on page 57.)

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. ControlCenter3 will activate the default graphics application on the designated PC. You can change the Scan configuration. (See Image (example: Microsoft® Paint) on page 58.)

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.
4. 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.
Press **Start**.  
The machine starts the scanning process.

---

**Note**
If you want the scanned data in color, choose color in scan type on the **Device Button** tab of the ControlCenter3 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 ControlCenter3 configuration. (See **SCAN** on page 57.)

---

### 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. ControlCenter3 will activate ScanSoft™ PaperPort™ 11SE OCR and convert your document into text for viewing and editing from a word processing application on the designated PC. You can change the Scan configuration. (See **OCR (Word Processing program)** on page 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 OCR**.  
Press OK.
4. 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.
5. Press **Start**.  
The machine starts the scanning process.

---

**Note**
If you want the scanned data in color, choose color in scan type on the **Device Button** tab of the ControlCenter3 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 ControlCenter3 configuration. (See **SCAN** on page 57.)
Scan to File

When you choose Scan to File, you can scan a black and white or color document and send it directly to a PC you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter3. You can change the Scan configuration. (See File 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 File. Press OK.

4. 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.

5. Press Start.
   The machine starts the scanning process.

Note

- If you want the scanned data in color, choose color in scan type on the Device Button tab of the ControlCenter3 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 ControlCenter3 configuration. (See SCAN on page 57.)

- If you would like to change the file name of scanned documents, enter the file name in File Name section on the Device Button tab of the ControlCenter3 configuration. To change the machine’s Scan key settings, right-click each Control Center button, click ControlCenter Configuration and click the Device Button tab.
Scan to FTP (MFC-7440N and MFC-7840W only)

When you choose **Scan to FTP**, you can scan a black and white or color document directly to an FTP server on your local 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 88. 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 machine (up to 32 characters).

4. Enter the Password for access to the FTP server (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 file name you want to use for the scanned document. You can choose from seven present and two user defined File Names. The file name that will be used for your document will be the file name you selected plus the last 6 digits of the flatbed/ADF scanner counter plus the file extension (For example, Estimate098765.pdf). You can also manually enter a File Name up to 15 characters.

7. Choose the scan quality from the drop-down list. You can choose Color 150, Color 300, Color 600, Gray 300, Gray 200, Gray 100, B&W 200 or B&W 200x100.

8. Choose the file type for the document from the drop-down list. You can choose PDF or JPEG for color or gray scale documents and PDF or TIFF for B/W document.

9. 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 as default.

Creating a User Defined File Name

In addition to the seven present file names you can store two user defined file names that can be used for creating an FTP Server Profile.

1. From the Scan to FTP screen in Web Based Management, choose Create a User Defined File Name.
Enter a file name in one of the two user defined fields and click **Submit**. A maximum of 15 characters can be entered in each of the user defined name fields.

---

**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 \(\text{(Scan)}\).
3. Press \(\uparrow\) or \(\downarrow\) to choose **Scan to FTP**. Press **OK**.
4. Press \(\uparrow\) or \(\downarrow\) 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 6.
   - 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 prompted to enter any missing information in the following steps.
5. Choose one of the options below:
   - Press \(\uparrow\) or \(\downarrow\) to choose **Color 150 dpi, Color 300 dpi, Color 600 dpi, Gray 300 dpi, Gray 200 dpi or Gray 100 dpi**. Press **OK** and go to Step 6.
   - Press \(\uparrow\) or \(\downarrow\) to choose **B&W 200 dpi or B&W 200x100 dpi**. Press **OK** and go to Step 7.
6. Press \(\uparrow\) or \(\downarrow\) to choose **PDF or JPEG**. Press **OK**, and go to Step 6.
7. Press \(\uparrow\) or \(\downarrow\) to choose **PDF or TIFF**. Press **OK**.
8. Use the dial pad to enter the username. Press **OK**.
9. Use the dial pad to enter the password. Press **OK**.
Do one of the following:

- If you want to start scanning, press Start and go to Step 13.
- If you want to change the file name, go to Step 11.

Press ▲ or ▼ to choose a file name you want to use and press OK. Press Start and go to Step 13.

Note
If you want to change the file name manually, go to Step 12.

Press ▲ or ▼ to choose <Manual>. Press OK. Enter the file name you want to use (up to 15 characters) and press OK. Press Start.

The LCD shows Connecting. When the connection to the FTP server is successful the machine starts 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.
4. Press ▲ or ▼ to choose <Manual>. Press OK.

Note
If there is no FTP Profile configured, skip Step 4 and go to Step 5.

5. 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.
6. Use the dial pad to enter the destination folder (for example /brother/abc/, up to 60 characters). Press OK.
7. Press ▲ or ▼ to choose Enter Username or Change Setting. Press OK.
   If you choose Enter Username, go to Step 11.
   If you choose Change Setting, go to Step 8.
8. Choose one of the options below.
   - Press ▲ or ▼ to choose Color 150 dpi, Color 300 dpi, Color 600 dpi, Gray 300 dpi, Gray 200 dpi or Gray 100 dpi. Press OK and go to Step 9.
   - Press ▲ or ▼ to choose B&W 200 dpi or B&W 200x100 dpi. Press OK and go to Step 9.
9. Press ▲ or ▼ to choose PDF or JPEG. Press OK, and go to Step 11.
Network Scanning (For models with built-in network)

10 Press ▲ or ▼ to choose PDF or TIFF. Press OK.
11 Use the dial pad to enter the username. Press OK.
12 Use the dial pad to enter the password. Press OK.
13 Do one of the following:
   ▪ If you want to start scanning, press Start and go to Step 16.
   ▪ If you want to change the file name, go to Step 14.
14 Press ▲ or ▼ to choose a file name you want to use and press OK.
   Press Start and go to Step 16.

Note
If you want to change the file name manually, go to step 15

15 Press ▲ or ▼ to choose <Manual>. Press OK.
   Enter the file name you want to use (up to 15 characters) and press OK.
   Press Start.
16 The LCD shows Connecting. When the connection to the FTP server is successful the machine starts 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.
Remote Setup

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

Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX** (or **MFC-XXXX LAN**), and **Remote Setup**.

**Note**

- If your machine is connected via a Network, you have to enter your password.
- The default password is "access". You can use BRAdmin Light or Web Based Management to change this password (See the *Network Users Guide* for details).

- **OK**
  
  Lets you 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**
  
  Lets you exit the Remote Setup application without uploading data to the machine.

- **Apply**
  
  Lets you upload data to the machine without exiting the Remote Setup application.

- **Print**
  
  Lets you 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**
  Lets you save the current configuration settings to a file.

- **Import**
  Lets you read the settings from a file.

**Note**
- You can use the **Export** and **Import** buttons to save Quick Dial or all your settings for your machine.
- 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. See *Firewall settings (For Network users)* on page 110.
PC-FAX sending

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

For the latest information and updates on the Brother PC-FAX feature, visit http://solutions.brother.com.

Note
• If you are using Windows® 2000 Professional, Windows® XP and Windows Vista® you must log on with Administrator rights.
• The PC-FAX software can only send Black & White fax documents.

Setting up user information

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

(See Sending a file as a PC-FAX using the Facsimile style user interface on page 95.)

1 Click the Start button, All Programs, Brother, 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.

Note
You must enter Name and Fax Number information to meet the Telephone Consumer Protection Act of 1991 requirements.
3 Click OK to save the User Information.

Note
You can set up the User Information separately for each Windows® account.

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). For PC-Fax send, this number will be applied and Dial Prefix set in the function menu will be ignored.

- **Include header**
  To add the header information you entered in the User Information tab to the top of your sent faxes, check the Include header box. See Setting up user information on page 92.
User interface

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

Simple style

Facsimile style

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:
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**
  Choose the recipient information you want to add to the cover page.
- **From**
  Choose the sender information you want to add to the cover page.
- **Comment**
  Enter the comment you want to add to the cover page.
- **Form**
  Choose the cover page format you want to use.
- **Cover page title**
  If you choose **Custom**, 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**
  Check **Count cover page** to include the cover page in the page numbering.

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:
   ![Print dialog box](image)
3. Choose **Brother PC-FAX v.2** as your printer, and then click **Print**.
   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 93.)

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

![Brother PC-FAX Software (MFC models only)](image)

3. **Note**
   If the Facsimile style user interface appears, change the user interface selection setting. (See **Sending setup** on page 93.)

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.
Address Book

If Outlook or Outlook Express is installed on your PC, you can choose in the Address Book tab which address book to use for PC-FAX sending. There are four types: Brother Address Book, Outlook, Outlook Express or Windows Mail Address.

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 or Outlook Express, you can use the Outlook, Outlook Express Address Book (for Windows® 2000/XP) or Windows Mail Address (for Windows Vista®) by clicking the Address Book button in the FAX Sending dialog box.

Note

To use your Outlook Address Book, you must select Microsoft® Outlook 2000, 2002, 2003 or 2007 as your default E-mail application.
Brother Address Book

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

   The Brother Address Book dialog box appears:

Setting up a member in the Address Book

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

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

   The Brother Address Book Member Setup dialog box appears:

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

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 confirmation 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 create a vCard for an address book member that can be attached to an outgoing E-mail. (A vCard is an electronic business card that contains the sender’s contact information.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

Exporting Address Book entries

- **Note**
  If you choose vCard in 1, **Save as type:** will be Vcard (*.vcf).

1. Do one of the following:
   - From the Address Book, click File, Export, then Text.
   - From the Address Book, click File, Export, then Vcard and go to 2.

2. 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.

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

5 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**.
   - From the Address Book, click **File**, **Import**, then **Vcard** and go to 6.

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 **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, **Files of type**: will be **Text file (*.csv)**.
**PC-FAX receiving**

*Note*

- The PC-FAX software can only receive Black & White fax documents.
- If your PC is protected by a firewall and is unable to use PC-FAX receive, you may need to configure the firewall settings to allow communication through port number 54926 and 137. See *Before using the Brother software* on page 110.

Depending on the operating system you are using, you may get a Security Alert message when you start the PC-FAX receiving feature. To enable PC-FAX receiving, you must unblock the program.

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

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

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

**PC Fax Msg:001**

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

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

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

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

1. Press Menu, 2, 5, 1.
2. Press ▲ or ▼ to choose PC Fax Receive. Press OK.
3. Press ▲ or ▼ to choose <USB> or your PC name if connected on a network. Press OK.
4. Press ▲ or ▼ to choose Backup Print:On or Backup Print:Off. Press OK.
5. Press Stop/Exit.

Note
If you 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 to your PC.

Running the PC-FAX Receiving software on your PC

Click the Start button, All Programs, Brother, MFC-XXXX or MFC-XXXX LAN, PC-FAX Receiving and Receive.

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:

   ![PC-Fax RX Setup dialog box]

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.

6. If you want to use the PC-FAX Receiving software, see Configuring the Network PC-FAX Receiving Settings on page 108.
Configuring the Network PC-FAX Receiving Settings

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

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

2. You must specify the IP address or Node name of your machine.

   Specify your machine by address
   Enter the IP address of the machine in IP Address.

   Specify your machine by name
   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
   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. Double-click to run PaperPort™.
2. Open the Fax Received folder.
3. Double-click any new faxes to open and view them.

Note
The name title of your unread PC message will be based on the date and time that the messages were received until you assign a file name. For example ‘Fax 2-20-2006 16;40;21.tif’.
Firewall settings (For Network users)

Before using the Brother software

Firewall settings on your PC may reject the necessary network connection for network printing, network scanning and PC Fax. If you are using the Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. If you did not install from the CD-ROM follow the instructions below to configure your Windows Firewall. If you are using any other personal Firewall software, see the User’s Guide for your software or contact the software manufacturer.

UDP Port number information for Firewall configuration

<table>
<thead>
<tr>
<th>UDP Port</th>
<th>Network Scanning</th>
<th>Network PC-Fax</th>
<th>Network Scanning and Network PC-Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Port number</td>
<td>54925</td>
<td>54926</td>
<td>137</td>
</tr>
<tr>
<td>Internal Port number</td>
<td>54925</td>
<td>54926</td>
<td>137</td>
</tr>
</tbody>
</table>

1 Add Port number 137 if you still have trouble with your network connection after you added port 54925 and 54926. Port number 137 also supports printing and Remote Setup over the network.

For Windows® XP SP2 users

1 Click the Start button, Control Panel, Network and Internet Connection and then Windows Firewall. Make sure that Windows Firewall on the General tab is set to On.

2 Click the Advanced tab and Settings... button of Network Connection Settings.

3 Click the Add button.

4 Add port 54925 for network scanning by entering the information below:
   1 In Description of service: Enter any description, for example "Brother Scanner".
   2 In Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network: Enter "Localhost".
3 In **External Port Number for this service**: Enter "54925".
4 In **Internal Port number for this service**: Enter "54925".
5 Make sure **UDP** is selected.
6 Click **OK**.

5 Click the **Add** button.

6 Add port **54926** for Network PC-Fax by entering the information below:

1 In **Description of service**: Enter any description, for example "Brother PC-Fax".
2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: Enter "Localhost".
3 In **External Port Number for this service**: Enter "54926".
4 In **Internal Port number for this service**: Enter "54926".
5 Make sure **UDP** is selected.
6 Click **OK**.

7 If you still have trouble with your network connection, click the **Add** button.

8 Add port **137** for network scanning, network printing and Network PC-Fax receiving by entering the information below:

1 In **Description of service**: Enter any description, for example "Brother Network Print".
2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: Enter "Localhost".
3 In **External Port Number for this service**: Enter "137".
4 In **Internal Port number for this service**: Enter "137".
5 Make sure **UDP** is selected.
6 Click **OK**.

9 Make sure that the new setting is added and is checked, and then click **OK**.
For Windows Vista® users

1. Click the **Start** button, **Control Panel**, **Network and Internet**, **Windows Firewall** and click **Change settings**.

2. When the **User Account Control** screen appears, do the following.
   - For users who have administrator rights: Click **Continue**.
   - For users who do not have administrator rights: Enter the administrator password and click **OK**.

3. Make sure that **Windows Firewall** on the **General** tab is set to **On**.
4 Click the Exceptions tab.

5 Click the Add port... button.

6 To add port 54925 for network scanning, enter the information below:
   1 In Name: Enter any description, for example “Brother Scanner”.
   2 In Port number: Enter “54925”.
   3 Make sure UDP is selected.
      Then, click OK.

7 Click the Add port... button.

8 To add port 54926 for Network PC-Fax, enter the information below:
   1 In Name: Enter any description, for example “Brother PC-Fax”.
   2 In Port number: Enter “54926”.
   3 Make sure UDP is selected.
      Then, click OK.
Firewall settings (For Network users)

9. Make sure that the new setting is added and is checked, and then click **OK**.

10. If you still have trouble with your network connection such as Network Scanning or Printing, check **File and Printer Sharing** box in the **Exceptions** tab and then click **OK**.
Note

The screens are from Mac OS® X 10.4.x. Screens on your Macintosh® may vary depending on your operating system.

Printer operation key

Job Cancel

To cancel the current print job, press **Job Cancel**. You can clear the data that is left in the memory by pressing **Job Cancel**. To cancel multiple print jobs, hold down this key until the LCD shows **Job Cancel (ALL)**.

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.

1. Press **Secure**.

Note

If the LCD displays **No Data !**, 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**.
Printer Emulation Support (MFC-7840W only)

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. 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 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-Script 3 Mode**
  BR-Script is an original Brother page description language and a PostScript® language emulation interpreter. This printer supports PostScript®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:


**Setting the Emulation mode**

1. Press **Menu**, 4, 1.
2. Press ▲ or ▼ to choose Auto, HP LaserJet or BR-Script 3. 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 (MFC-7840W only)

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.
2. Press Start. The machine prints the list.
3. Press Stop/Exit.

Printing the Print Configuration List (MFC-7840W only)

You can print a list of current printer settings.

1. Press Menu, 4, 2, 2.
2. Press Start. The machine prints the settings.
3. Press Stop/Exit.

Test Print (MFC-7840W only)

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

1. Press Menu, 4, 2, 3.
2. Press Start.
3. Press Stop/Exit.

Note

If the problem appears on the printout, see Improving the print quality in the User’s Guide.
Restoring default printer settings (MFC-7840W only)

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.

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 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 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 Brother 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 Brother Status Monitor**.

**Web Based Management (Network Connection Only)**

You can access the Web Based Management System by clicking the machine icon on the **Status Monitor** screen. A standard Web Browser can be used to manage your machine using HTTP (Hyper Text Transfer Protocol). For more information on the Web Based Management System, see **Web Based Management in the Network User’s Guide**.
Features in the printer driver (For Macintosh®)

This printer supports Mac OS® X 10.2.4 or greater.

Note

The screens in this section are from Mac OS® X 10.4. The screens on your Macintosh® will vary depending on your operating system version.

Page Setup

You can set the Paper Size, Orientation and Scale.

Choosing page setup options

From an application such as Apple® TextEdit, click File, then Print to start printing.

For Mac OS® X 10.2.x to 10.4.x
For Mac OS® X 10.5
For more page setup options, click the disclosure triangle beside the Printer pop-up menu.

Note
To control special printing features, choose Print Settings from the Print dialog box.
Cover Page (For Mac OS® X 10.4 or greater)

You can make the following cover page settings:

- **Print Cover Page**
  If you want to add a cover page to your document, use this function.

- **Cover Page Type**
  Choose a template for the cover page.

- **Billing Info**
  If you want to add the billing information to the cover page, enter text in the **Billing Info** box.

**Layout**

- **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 Printing

■ Manual duplex (For Mac OS® X 10.3 or greater)

Select Paper Handling.

Choose Even numbered pages and print, and then choose Odd numbered pages and print.

Secure Print

■ 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. 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 116.)

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 116.)
Print Settings

Basic tab

**Resolution**

You can change the resolution as follows:

- 300 dpi
- 600 dpi
- HQ 1200
Toner Save Mode
You can conserve toner using this feature. When you set **Toner Save Mode** to **On**, print appears lighter. The default setting is **Off**.

Note
- We do not recommend **Toner Save Mode** for printing Photo or Gray Scale images.
- **Toner Save Mode** is not available for **HQ 1200** resolution.

Media Type
You can change the media type to one of the following:
- Plain Paper
- Thin Paper
- Thick Paper
- Thicker Paper
- Bond Paper
- Transparencies
- Envelopes
- Env. Thick
- Env. Thin
- Recycled Paper

Support
You can visit the Brother Solutions Center (http://solutions.brother.com) and our web site for original/genuine Brother supplies by clicking the **Support** button.

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 printer.
Advanced tab

Print Quality
You can change the print quality as follows:

- **Photo**
  This is a photograph mode (gradation priority). Choose this setting for printing photographs that have continuous gradation. You can represent soft contrasts between various shades of gray.

- **Graphics**
  This is a graphics mode (contrast priority). Choose this setting for printing text and figures, such as business and presentation documents. You can represent sharp contrasts between shaded areas.

- **Chart/Graph**
  This is the best dither pattern for business documents such as presentations, that include words, graphs or charts. It is particularly suitable for solid colors.

Mirror Print
Check **Mirror Print** to reverse the data from left to right.

Reverse Print
Check **Reverse Print** to reverse the data from up to down.
**Improve Print Output**

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**
  
  If you choose this setting, the paper curl may be reduced.
  
  If you print only a few pages, you do not need to choose this setting. Change the printer driver setting in **Media Type** to a thin setting.

- **Improve Toner Fixing**
  
  If you choose this setting, the toner fixing on paper may be improved. If this selection does not improve the situation enough, select **thicker paper** in **media type** settings.
Removing the Printer driver for Macintosh®

For Mac OS® X 10.2

1. If you are using a USB cable, disconnect it from your machine.
2. Restart the Macintosh®.
3. Log on as an ‘Administrator’.
4. Run the Print Center (from the Go menu, choose Applications, Utilities), then choose the printer you want to remove and remove it by clicking the Delete button.
5. Drag the HL_MFLPro folder (from the Macintosh HD (Startup Disk), choose Library, Printers, Brother) into the Trash and then empty the Trash.
6. Restart the Macintosh®.

For Mac OS® X 10.3 or greater

1. If you are using a USB cable, disconnect it from your machine.
2. Restart the Macintosh®.
3. Log on as an ‘Administrator’.
4. Run the Printer Setup Utility (from the Go menu, choose Applications, Utilities), then choose the printer you want to remove and remove it by clicking the Delete button.
5. Restart the Macintosh®.
Using the BR-Script3 Driver (MFC-7840W only)  
(Post Script® 3 ™ language emulation printer driver)

**Note**

- 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 (MFC-7840W only) on page 117.)
- The BR-Script3 printer driver does not support the PC-Fax Sending.
- For network users, see the Network User’s Guide for installation steps.

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.

- For Mac OS® X 10.2.x to 10.4.x

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 the model name and make sure that Brother in **Printer Model (Print Using)** and the model name which shows BR-Script in **Model Name (Model)** are selected, and then click **Add**.

For Mac OS® 10.2.4 to 10.3 users:
For Mac OS® 10.4.x users:

7 Choose **Quit Printer Setup Utility** from the **Printer Setup Utility** menu.
For Mac OS® X 10.5

1. Choose System Preference from the Apple menu.

2. Click the Printer & Fax icon.

3. Click + button which is located below the Printers section.
4. Click the **Default** icon which is located at the top of the dialog box.

5. Choose your machine from the **Printer Name** list and **Select a driver to use...** in Print Using.

6. Choose the model name which shows BR-Script in **Print Using**, and then click **Add**.
7. Choose **Quit System Preferences** from the **System Preferences** menu.
Features in the BR-Script (PostScript® 3™ language emulation) printer driver (MFC-7840W only)

Page Setup

You can set the **Paper Size**, **Orientation** and **Scale**.

![Page Setup Options](image)

Choosing page setup options

From an application such as Apple® TextEdit, click **File**, then **Print** to start printing.

- For Mac OS® X 10.2.x to 10.4.x
For Mac OS® X 10.5
For more page setup options, click the disclosure triangle beside the Printer pop-up menu.

Note
To control special printing features, choose Printer Features from the Print dialog box.
Cover Page (For Mac OS® X 10.4)

You can make the following cover page settings:

- **Print Cover Page**
  If you want to add a cover page to your document, use this function.

- **Cover Page Type**
  Choose a template for the cover page.

- **Billing Info**
  If you want to add the billing information to the cover page, enter text in the Billing Info box.

**Layout**

- **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 Printing

- Manual duplex (For Mac OS® X 10.3 or greater)

Select Paper Handling.

Choose Odd numbered pages and print, and then choose Even numbered pages and print.

Printer Features

Feature Sets: Set 1

- 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.

Transparencies  Envelopes  Env. Thick  Env. Thin  Recycled Paper
Job Spooling

Secure Print allows you to secure 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. The secured document must have a Password and Job Name.

Password

Choose the password for your secured document that you send to the machine from the drop-down box.

Job Name

Choose the Job name from the drop-down list for your secured document that you sent to the machine.

Resolution

You can change the resolution as follows:

- 300 dpi
- 600 dpi
- HQ 1200

Toner Save

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

Note

We do not recommend Toner Save for printing Photo or Gray Scale images.

Feature Sets: Set 2

- Halftone Screen Lock
  Stops other applications from modifying the Halftone settings. The default setting is on.

- High Quality Image Printing
  You can increase the quality of image printing. If you check High Quality Image Printing to On, the printing speed will be slower.
- **Reduce Paper Curl**
  If you check this setting, the paper curl may be reduced.
  If you print only a few pages, you do not need to choose this setting. Change the printer driver setting in **Media Type** to a thin setting.

- **Improve Toner Fixing**
  If you check this setting, the toner fixing on paper may be improved. If this selection does not improve the situation enough, select **Thicker paper** in **Media type** settings.

- **Density adjustment**
  Increase or decrease the print density.

  **Note**
  The **Density adjustment** is not available when you set the **resolution** to **HQ 1200**.

- **BR-Script Level**
  You can change the BR-script emulation language level. Choose the level from the drop-down list.
Sending a fax (MFC models only)

For Macintosh®

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

Note
Fax documents will be sent in Black and White only.

1. Create a document in a Macintosh® application.
2. From an application such as Apple® TextEdit, click **File**, then **Print**.
   - For Mac OS®X 10.2.x to 10.4.x
For Mac OS®X 10.5

For more page setup options, click the disclosure triangle beside the Printer pop-up menu.

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

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.
Drag a Vcard from the Mac OS® X Address Book application (For Mac OS®X 10.2.x to 10.4.x)

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

**Note**

The vCard used must contain a **work fax** or **home fax** number.
Using Mac OS® X 10.5 Addresses panel

You can address a fax number using **Addresses** button.

1. Click **Addresses**.

2. Choose the fax number from **Addresses** panel and then click **To**.
3. When you are finished addressing your fax, click **Print**.
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 Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the Model pop-up menu of ControlCenter2.

Run your Macintosh® TWAIN-compliant application. The first time you use the Brother TWAIN driver, set it as the default driver by choosing Select Source. For each document you scan after this, choose Acquire Image Data or Start. The menu option that lets you choose the Scanner driver may vary depending on your application.

Note

The method of choosing the default driver or scanning a document may vary depending on the application you are using.
Scanning an image into your Macintosh®

You can scan a whole page, or 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.

Pre-Scanning an image

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

1. Load your document.
2. Click PreScan.
   The whole image is scanned into your Macintosh® and appears in the Scanning Area.
3. Drag the mouse pointer over the portion you want to scan.
4. Put the document in the ADF again.

Note

If you put the document on the scanner glass in 1, skip this step.
5 Adjust the settings for Resolution, Scan Type, Brightness and Contrast in the Scanner Setup dialog box as needed.

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

7 You can refine the image in your editing software.

Settings in the Scanner window

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

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Black &amp; White/Gray (Error Diffusion)</th>
<th>8 bit color</th>
<th>True Gray/24 bit color</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 × 100 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>150 × 150 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>200 × 200 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>300 × 300 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>400 × 400 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>600 × 600 dpi</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1200 × 1200 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2400 × 2400 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4800 × 4800 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>9600 × 9600 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>19200 × 19200 dpi</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Scan Type
- **Black & White**
  Use for text or line art images.

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

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

- **8 Bit Color**
  Uses up to 256 colors to scan the image.
24 Bit Color

Uses up to 16.8 million colors to scan the image.

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

Document size

Choose one of the following document sizes:

- A4
- JIS B5
- Letter
- Legal
- A5
- Executive
- Business Card

To scan business cards, choose the Business Card size, and then place the business card face down in the center of the left hand side of the scanner glass, as indicated by the document guidelines.

- Photo
- Index Card
- Photo L
- Photo 2L
- Postcard 1
- Postcard 2
- 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.)

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.
Note
User adjustable from 0.35 x 0.35 in to 8.5 x 14 in or 8.9 x 8.9 mm to 215.9 x 355.6 mm

Adjusting the Image

Brightness
Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average, and is usually suitable for most images.
You can set the Brightness level by dragging the slide bar to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.

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

Note
The Brightness setting is only available if you have set Scan Type to Black & White, Gray (Error Diffusion) or True Gray.

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

Note
The Contrast setting is only available if you have set Scan Type to Gray (Error Diffusion) or True Gray.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the Resolution, Scan Type, Brightness and Contrast to see which setting best suits your needs.
Using the Scan key 
(For USB cable users)

Note

If you use the Scan key on a network, see Using the Scan key on page 181.

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

Before you can use the (Scan) key on the control panel, you have to install the Brother MFL-Pro Software Suite and connect the machine to your Macintosh®. If you installed the MFL-Pro Suite from the included CD-ROM, then the correct drivers and ControlCenter2 are installed. Scanning by the (Scan) key follows the configuration on the Device Button tab. (See SCAN on page 162.) For details about how to configure the ControlCenter2 buttons to launch the application of your choice using the (Scan) key, see Using ControlCenter2 on page 160.

Scan to E-mail

You can scan either a black and white or color document into your E-mail application as a file attachment. You can change Scan configuration. (See E-mail on page 166.)

1. Put the document face up in the ADF, or face down on the scanner glass.
2. Press the (Scan) key.
3. Press ▲ or ▼ to choose Scan to E-mail. Press OK.
4. Press Start.
   The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.

Note

If you want the scanned data in color, choose color in the 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 the scan type on the Device Button tab of the ControlCenter2 configuration. (See E-mail on page 166.)
Scan to Image

You can scan either a black and white or color document into your graphics application for viewing and editing. You can change the Scan configuration. (See Image (example: Apple® Preview) on page 163.)

1. Put the document face up in the ADF, or face down on the scanner glass.
2. Press the (Scan) key.
3. Press ▲ or ▼ to choose Scan to Image.
   Press OK.
4. Press Start.
   The machine starts the scanning process.

Note

If you want the scanned data in color, choose color in the 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 the scan type on the Device Button tab of the ControlCenter2 configuration. (See Image (example: Apple® Preview) on page 163.)

Scan to OCR

If your document is text, you can have it converted by Presto!® PageManager® to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the Scan configuration. (See OCR (word processing application) on page 165.)

1. Put the document face up in the ADF, or face down on the scanner glass.
2. Press the (Scan) key.
3. Press ▲ or ▼ to choose Scan to OCR.
   Press OK.
4. Press Start.
   The machine starts the scanning process.

Note

You must have Presto!® PageManager® installed on your Macintosh® for the OCR feature to work from the Scan key or ControlCenter2. (See Using Presto!® PageManager® on page 157.)
Scanning

Scan to File

You can scan a black and white or a color document into your Macintosh® and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of the ControlCenter2. (See File on page 167.)

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.
4. Press Start. The machine starts the scanning process.

Note

• If you want the scanned data in color, choose color in the 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 the scan type on the Device Button tab of the ControlCenter2 configuration. (See File on page 167.)
• If you would like to change the file name of scanned documents, enter the file name in the File Name section on the Device Button tab of the ControlCenter2 configuration.
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® 7 User’s Guide can be viewed from the Help icon in NewSoft Presto!® PageManager® 7.

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®

- Mac OS® X 10.2.4 or greater
- CD-ROM drive
- Hard disk drive with at least 400 MB of free disk space for installation

NewSoft Technical Support

For USA

Company name: NewSoft America Inc.
Postal Address: 500 Yosemite Drive Suite 100 Milpitas, CA 95035, U.S.A.
Telephone: 408-503-1212
Fax: 408-503-1201
E-mail Address: contactus@newsoftinc.com
URL: http://www.newsoftinc.com
For Canada

E-mail Address: contactus@newsoftinc.com (English)

Germany

Company name: SoftBay GmbH
Postal Address: Carlstraße 50, D-52531, Übach-Palenberg
Telephone: 0900 1 409640
(For callers from within Germany, this is not a toll-free call, Callers will be charged at Euro 0.59 per minute)
E-mail Address: de.nsc@newsoft.eu.com
URL: http://de.newsoft.eu.com

UK

Company name: Avanquest UK
Postal Address: The Software Centre East Way, Lee Mill Industrial Estate Plymouth Devon. PL21 9GE
Telephone: 44-01752-201148
Fax: 44-01752-894833
E-mail Address: uk.nsc@newsoft.eu.com
URL: http://uk.newsoft.eu.com

France

Company name: 5CA
Postal Address: Not Open
Telephone: 089-965-01-09
(For callers from within France, this is not a toll-free call, Callers will be charged at € 1.35 + € 0.34 per minute)
E-mail Address: fr.nsc@newsoft.eu.com
URL: http://fr.newsoft.eu.com

Italy

Company name: 5CA
Postal Address: Not Open
Telephone: 0899399878
(For callers from within Italy, this is not a toll-free call, Callers will be charged at Euro 0.80 per minute)
E-mail Address: it.nsc@newsoft.eu.com
URL: http://it.newsoft.eu.com
### Spain

<table>
<thead>
<tr>
<th>Company name:</th>
<th>5CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address:</td>
<td>Not Open</td>
</tr>
<tr>
<td>Telephone:</td>
<td>0807505598</td>
</tr>
<tr>
<td></td>
<td>(For callers from within Spain only, this is not a toll-free call, Callers will be charged at Euro 0.94 per minute)</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:sp.nsc@newsoft.eu.com">sp.nsc@newsoft.eu.com</a></td>
</tr>
</tbody>
</table>

### Other countries

| E-mail Address:        | tech@newsoft.eu.com (English) |
Using ControlCenter2

ControlCenter2 is a software utility that lets you 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 operations:

1. Scan directly to a file, E-mail, word processor or graphics application of your choice. (1)
2. Custom Scan buttons let you configure a button to meet your own application needs. (2)
3. Access the Copy features available via your Macintosh®. (3)
4. Access the settings available to configure your device. (4)
5. You can choose which machine ControlCenter2 will connect with from the Model pop-up menu. (5)
   You can also open the Device Selector window by choosing Other... from the Model pop-up menu.
6. You can also open the configuration window for each function by clicking the Configuration button. (6)
Turning the AutoLoad feature off

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

1. Click the ControlCenter2 icon in the menu bar and choose Preferences. 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)**
  Lets you 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® TextEdit)**
  Lets you scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as Microsoft® Word or any word processing application on your Macintosh®. You must have Presto!® PageManager® installed on your Macintosh®.

- **E-mail (Default: your default E-mail software)**
  Lets you 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**
  Lets you 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** (click each of the Control Center buttons while holding down the **Ctrl** key and choose **Device Button**) in the configuration menu for each of the SCAN buttons. To configure the Software button in ControlCenter2, choose the **Software Button** tab (click each of the Control Center buttons while holding down the **Ctrl** key and choose **Software Button**) in the configuration menu for each of the SCAN buttons.
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)

Image
(example: Apple® Preview)

The Scan to Image feature lets you 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 the Show Scanner Interface box.

Change the other settings, if needed.

To change the destination application, choose the destination 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 and then crop a portion of a page after pre-scanning the document, check the Show Scanner Interface box.
The **Scan to E-mail** feature lets you 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.

1 When you first start ControlCenter2 a default list of compatible E-mail applications will appear in the pop-up menu. If you are having trouble using a custom application with ControlCenter2 you should choose an application from the list.

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

The **Scan to File** button lets you scan an image to a folder on your hard disk in any file format. This lets you 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**.

You can change the **File Name**. Enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. File name will be the file name you registered, current date and sequential number.

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

⚠️ **Note**

For supported file types, see **File types** on page 163.
CUSTOM SCAN

There are four buttons which you can configure to fit your scanning needs. To customize 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
  
  Lets you 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. You must install Presto!® PageManager® for this feature.

■ Scan to E-mail
  
  Attaches the scanned images to an E-mail message. 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
  
  Lets you save a scanned image to any folder on a local or network hard disk. You can also choose the file type to be used.
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)

User-defined button

To customize 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**, **Brightness** and **Contrast** settings.
Scan to OCR

■ General tab
Enter a name in Name for Custom (up to 30 characters) to create the button name.
Choose the type of scan from the Scan Action field.

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

- **General tab**
  Enter a name in **Name for Custom** (up to 30 characters) to create the button name. Choose the type of scan from the **Scan Action** field.

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

- **General tab**
  Enter a name in **Name for Custom** (up to 30 characters) to create the button name. Choose the type of scan from the **Scan Action** field.
Settings tab

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

Choose the Resolution, Scan Type, Document Size, Show Scanner Interface, Brightness and Contrast settings and enter the file name if you want to change it.

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 the Show Scanner Interface box.
COPY / PC-FAX (PC-FAX is MFC models only)

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

PC-FAX - Lets you scan a page or document and automatically send the image as a fax from the Macintosh®. (MFC models only)

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

The Copy1-Copy4 buttons can be customized to let you 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).

Choose the Copy Ratio, Resolution, Scan Type, Document Size, Show Scanner Interface, Brightness and Contrast settings to be used.

Before finishing the Copy button configuration, set the Printer. 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 (MFC models only) on page 142.*)
DEVICE SETTINGS

You can configure or check the machine settings.

■ **Remote Setup** (MFC models only)
  Lets you open the Remote Setup Program. (*Remote Setup* on page 189.)

■ **Quick-Dial** (MFC models only)
  Lets you open the Set Quick-Dial window of Remote Setup. (*Remote Setup* on page 189.)

■ **Status Monitor**
  Allows you to open the Status Monitor Utility.

---

Remote Setup (MFC models only)

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

**Note**

For details, see **Remote Setup** on page 189.
Quick-Dial (MFC models only)

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

![Quick-Dial Window](image)

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 a paper jam. (See **Status Monitor** on page 120.)

![Status Monitor Window](image)
Network Scanning

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

To use the machine as a network scanner, the machine must be configured with a TCP/IP address. You can set or change the address settings from the control panel. (See Control Panel Setup in the Network User’s Guide.)

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

Before using Network Scanning

Configuring network scanning

1. From Library, choose Printers, Brother, Utilities and DeviceSelector, and then double-click Device Selector.
   The Device Selector window appears. This window can also be opened from ControlCenter2. For more information, see Using ControlCenter2 on page 160.

2. Specify your machine by IP address or mDNS service Name. To change the IP address, enter the new IP address. You can also choose a machine from the list of the available machines. Click Browse to show the list.
Click OK.

Note

- To use ‘Scan To’ button features on the machine, click the check box for **Register your computer with the “Scan To” functions at the machine**. Then enter the name you want to be displayed on the machines LCD for your Macintosh®. You can use up to 15 characters.

- You can avoid receiving unwanted documents by setting a 4-digit PIN number. Enter your PIN number in the **PIN number** and **Retype PIN number** field. To send data to a computer protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the machine. (See *Using the Scan key* on page 181.)
Using the Scan key

Scan to E-mail

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

You can change the scan configuration. (See E-mail on page 166.)

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 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.
5. Press Start.
   The machine starts the scanning process.

Note

If you want the scanned data in color, choose color in the 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 the scan type on the Device Button tab of the ControlCenter2 configuration. (See E-mail on page 166.)

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 163.)

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.
4. 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.
Press Start.
The machine starts the scanning process.

Note
If you want the scanned data in color, choose color in the 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 the scan type on the Device Button tab of the ControlCenter2 configuration. (See Image (example: Apple® Preview) on page 163.)

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 Prest!® PageManager® 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 165.)

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.
4. 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.
5. Press Start.
The machine starts the scanning process.
Scan to File

When you choose Scan to File, you can scan a black and white or color document and send it directly to a 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 167.)

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.
4. 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.
5. Press Start.
   The machine starts the scanning process.

Note
- If you want the scanned data in color, choose color in the 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 the scan type on the Device Button tab of the ControlCenter2 configuration. (See File on page 167.)
- If you would like to change the file name of scanned documents, enter the file name in File Name section on the Device Button tab of the ControlCenter2 configuration.

Scan to FTP (MFC-7440N and MFC-7840W only)

When you choose Scan to FTP, you can scan a black and white or color 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 187. 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.
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 machine (up to 32 characters).

4 Enter the Password for access to the 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 file name you want to use for the scanned document. You can choose from seven present and two user defined File Names. The file name that will be used for your document will be the file name you selected plus the last 6 digits of the flatbed/ADF scanner counter plus the file extension (For example, Estimate098765.pdf). You can also manually enter a File Name up to 15 characters.

7. Choose the quality that the document will be scanned at from the pull-down list. You can choose Color 150, Color 300, Color 600, Gray 300, Gray 200, Gray 100, B&W 200 or B&W 200x100.

8. Choose the file type for the document from the pull-down list. You can choose PDF or JPEG for color or gray scale documents and PDF or TIFF for B/W document.

9. 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 as default.

Creating a user defined File Name
In addition to the seven present file names you can store two user defined file names that can be used for creating an FTP Server Profile.

1. From the Scan to FTP screen in Web Based Management, choose Create a User Defined File Name.
2 Enter a file name in one of the two user defined fields and click Submit. A maximum of 15 characters can be entered in each of the user defined name fields.

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.

4 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 10.
   ■ 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 prompted to enter any missing information in the following steps.

5 Choose one of the options below:
   ■ Press ▲ or ▼ to choose Color 150 dpi, Color 300 dpi, Color 600 dpi, Gray 300 dpi, Gray 200 dpi or Gray 100 dpi. Press OK and go to 6.
   ■ Press ▲ or ▼ to choose B&W 200 dpi or B&W 200x100 dpi. Press OK and go to 7.

6 Press ▲ or ▼ to choose PDF or JPEG. Press OK and go to Step 9.

7 Press ▲ or ▼ to choose PDF or TIFF. Press OK.

8 Use the dial pad to enter the username. Press OK.

9 Use the dial pad to enter the password. Press OK.
10 Do one of the following:
   - If you want to start scanning, press Start and go to Step 13.
   - If you want to change the file name, go to Step 11.

11 Press ▲ or ▼ to choose a file name you want to use and press OK. Press Start and go to Step 13.

   Note: If you want to change the file name manually, go to step 12.

12 Press ▲ or ▼ to choose <Manual>. Press OK.
Enter the file name you want to use (up to 15 characters) and press OK.
Press Start.

13 The LCD shows Connecting. When the connection to the FTP server is successful the machine starts 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.

4 Press ▲ or ▼ to choose <Manual>. Press OK.

   Note: If there is no FTP Profile configured, skip Step 4 and go to Step 5.

5 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.

6 Use the dial pad to enter the destination folder (for example /brother/abc/, up to 60 characters). Press OK.

7 Press ▲ or ▼ to choose Enter Username or Change Setting. Press OK.
If you choose Enter Username, go to Step 11.
If you choose Change Setting, go to Step 8.

8 Choose one of the options below.
   - Press ▲ or ▼ to choose Color 150 dpi, Color 300 dpi, Color 600 dpi, Gray 300 dpi, Gray 200 dpi or Gray 100 dpi. Press OK and go to 9.
   - Press ▲ or ▼ to choose B&W 200 dpi or B&W 200x100 dpi. Press OK and go to 10.

9 Press ▲ or ▼ to choose PDF or JPEG. Press OK and go to Step 11.
Press ▲ or ▼ to choose PDF or TIFF. Press OK.

11. Use the dial pad to enter the username. Press OK.

12. Use the dial pad to enter the password. Press OK.

13. Do one of the following:
   - If you want to start scanning, press Start and go to Step 16.
   - If you want to change the file name, go to Step 14.

14. Press ▲ or ▼ to choose a file name you want to use and press OK. Press Start and go to Step 16.

Note
If you want to change the file name manually, go to Step 15.

15. Press ▲ or ▼ to choose <Manual>. Press OK.
   Enter the file name you want to use (up to 15 characters) and press OK.
   Press Start.

16. The LCD shows Connecting. When the connection to the FTP server is successful the machine starts the scanning process.

Note
If a timeout or any other error occurs, start the Scan to FTP process again from the beginning. If the user name is entered incorrectly then the LCD will show Authenticate Err, please start the process again from the beginning.
Remote Setup (MFC models only)

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

Note

The Remote Setup application icon is in Macintosh HD/Library/Printers/Brother/Utilities.

- **OK**
  Lets you 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**
  Lets you exit the Remote Setup application without uploading data to the machine.

- **Apply**
  Lets you upload data to the machine without exiting the Remote Setup application.

- **Print**
  Lets you 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**
  Lets you save the current configuration setting to a file.
- **Import**
  Lets you read the setting from a file.

- **Note**
  - You can use the Export and Import buttons to save Quick Dial or all your settings for your machine.
  - If you need to change the machine that was registered to your Macintosh® during the installation of MFL-Pro Suite (see the Quick Setup Guide), or if the network environment was changed, you need to specify the new machine. Open the Device Selector and choose the new machine. (For network users only)
## Index

### B

- BR-Script 3 mode ................................................ 6, 117

### C

- ControlCenter2
  - Macintosh® .................................................. 160
- ControlCenter3
  - Windows® .................................................... 54

### D

- Device options .................................................. 20
- Device Selector ................................................ 149, 179, 190
- DeviceSelector .................................................. 179

### Drivers

- Macintosh®
  - TWAIN ........................................................ 149
- Windows®
  - printer .......................................................... 2
  - TWAIN .......................................................... 30
  - WIA ............................................................. 37

### F

- FAX (PC-FAX)
  - Macintosh®
    - sending ...................................................... 142
  - Windows®
    - address book .............................................. 99
    - cover page .................................................. 94
    - facsimile style ............................................ 95
    - group .......................................................... 101
    - receiving ................................................... 105
    - sending ..................................................... 93
    - simple style ................................................. 96

### N

- Network PC FAX
  - Macintosh® (Send only) .................................. 142
  - Windows® ..................................................... 92

### P

- PaperPort™ (Windows®)
  - importing ..................................................... 52
  - OCR .............................................................. 52
  - Presto!® PageManager® (Macintosh®) ................ 155, 157
- Printer driver ................................................... 25

- PS printer driver ................................................. 25

### R

- Remote Setup
  - Macintosh® .................................................. 189
  - Windows® ..................................................... 90

### S

- Scan
  - Macintosh®
    - into Macintosh® .......................................... 150
  - Network ....................................................... 179
  - OCR ............................................................ 157
  - Presto!® PageManager® .................................. 155, 157
  - Resolution ................................................... 151
  - Scan key ...................................................... 154
  - Windows®
    - Network ...................................................... 78
    - Resolution .................................................. 34
    - Scan key .................................................... 47, 82
    - ScanSoft™ PaperPort™ ................................... 50
    - WIA Compliant ............................................. 37
- Scan to FTP
  - Macintosh® .................................................. 183
  - Windows® ..................................................... 85
These machines are made for use in the USA and CANADA only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your multi-function center may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and may void your warranty.**