brother®

SOFTWARE USER'S GUIDE

MFC-7840W
MFC-7440N
MFC-7320
DCP-7045N
DCP-7040
DCP-7030

Version C

UK

Trademarks

The Brother logo is a registered trademark of Brother Industries, Ltd.

Brother is a registered trademark of Brother Industries, Ltd.

© 2008 Brother Industries, Ltd. All rights reserved.

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/or other countries.

Microsoft, Windows, Windows Server and Internet Explorer are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Apple, Macintosh, Safari and TrueType are trademarks of Apple Inc., registered in the United States and other countries.

Adobe, Flash, Illustrator, PageMaker, Photoshop, PostScript and PostScript 3 are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

CorelDRAW, Paint Shop Pro and WordPerfect are trademarks or registered trademarks of Corel Corporation and/or its subsidiaries in Canada, the United States and/or other countries.

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.

Each company whose software title is mentioned in this manual has a Software Licence Agreement specific to its proprietary programs.

All other trademarks are the property of their respective owners.

Table of Contents

Section I   Windows®

Section II   Apple Macintosh

Section I

▶

Windows®

1 Printing

📝 **Note**

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

- If your PC is protected by a firewall, and is unable to print, you may need to configure the firewall settings to allow communication through port number 137. See *Firewall settings (For Network users)* on page 110.

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.)

1️⃣ 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.

2️⃣ Your computer sends the data to the machine.

3️⃣ 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

Secure Key (MFC models only)

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

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**.

1

Printer Emulation Support (MFC-7840W and DCP-7045N 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:

• Adobe Systems Incorporated. PostScript® Language Reference, 3rd edition. Addison-Wesley Professional, 1999. ISBN: 0-201-37922-8

• Adobe Systems Incorporated. PostScript® Language Program Design. Addison-Wesley Professional, 1988. ISBN: 0-201-14396-8

• Adobe Systems Incorporated. PostScript® Language Tutorial and Cookbook. Addison-Wesley Professional, 1985. ISBN: 0-201-10179-3

Setting the Emulation mode

1 For MFC-7840W, press **Menu**, **4**, **1**.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK**.
Press ▲ or ▼ to choose 1.Emulation. Press **OK**.

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.

1

Printing the Internal Font List (MFC-7840W and DCP-7045N only)

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

1️⃣ For MFC-7840W, press **Menu**, **4**, **2**, **1**, and go to Step ❸.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK** and go to Step ❷.

2️⃣ Press ▲ or ▼ to choose 2.Print Options. Press **OK**.
Press ▲ or ▼ to choose 1.Internal Font. Press **OK**.

3️⃣ Press **Start**. The machine prints the list.

4️⃣ Press **Stop/Exit**.

Printing the Print Configuration List (MFC-7840W and DCP-7045N only)

You can print a list of current printer settings.

1️⃣ For MFC-7840W, press **Menu**, **4**, **2**, **2**, and go to Step ❸.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK** and go to Step ❷.

2️⃣ Press ▲ or ▼ to choose 2.Print Options. Press **OK**.
Press ▲ or ▼ to choose 2.Configuration. Press **OK**.

3️⃣ Pressr **Start**. The machine prints the settings.

4️⃣ Press **Stop/Exit**.

Test Print (MFC-7840W and DCP-7045N only)

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

1️⃣ For MFC-7840W, press **Menu**, **4**, **2**, **3**, and go to Step ❸.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK** and go to Step ❷.

2️⃣ Press ▲ or ▼ to choose 2.Print Options. Press **OK**.
Press ▲ or ▼ to choose 3.Test Print. Press **OK**.

3️⃣ Press **Start**.

4️⃣ 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 and DCP-7045N 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 For MFC-7840W, press **Menu**, **4**, **3**, and go to Step ❸.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose `3.Printer`. Press **OK** and go to Step ❷.

② Press ▲ or ▼ to choose `3.Reset Printer`.
To restore the default settings, press ▲.
To exit without making a change, press ▼.
Go to Step ❹.

③ To restore the default settings, press **1**.
To exit without making a change, press **2**.

④ 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.
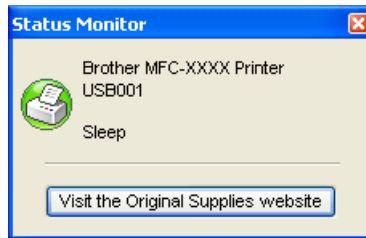
You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **Start**/**All Programs**/**Brother**/**MFC-XXXX**(or **DCP-XXXX**) on your PC.

There is also a link to the **Brother Original Supplies** website. Click **Visit the Original Supplies website** button for more information on Brother original 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 colour 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 [1]

■ Watermark [1]

■ Scaling [1]

■ Secure Print [1]

■ Quick Print Setup [1]

■ Macro

■ Header-Footer Print [1]

■ 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.
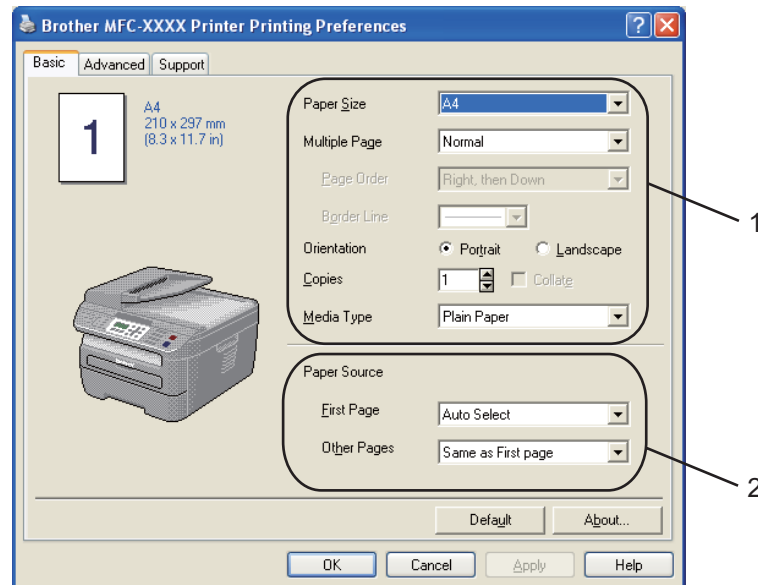
① Choose the **Paper Size**, **Multiple Page**, **Orientation**, **Copies** and **Media Type** (1).

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.

4 in 1
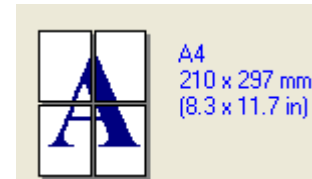
1 in 2x2 pages

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**).
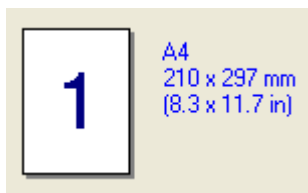
Portrait
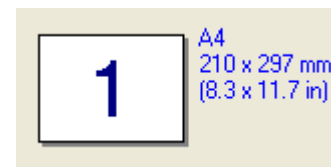
Landscape

Copies

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

Collate

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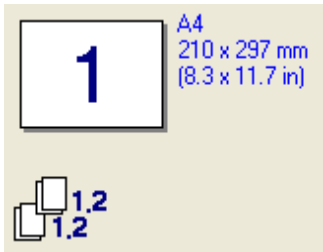
Collate box checked
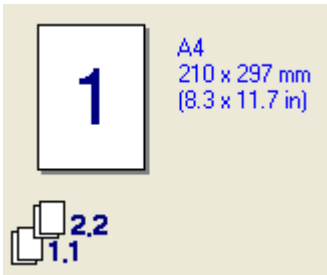
Collate box not checked

Media Type

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

| **Plain Paper** | **Thin Paper** | **Thick Paper** | **Thicker Paper** | **Bond Paper** | **Transparencies** |
| **Envelopes** | **Env. Thick** | **Env. Thin** | **Recycled Paper** | | |

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
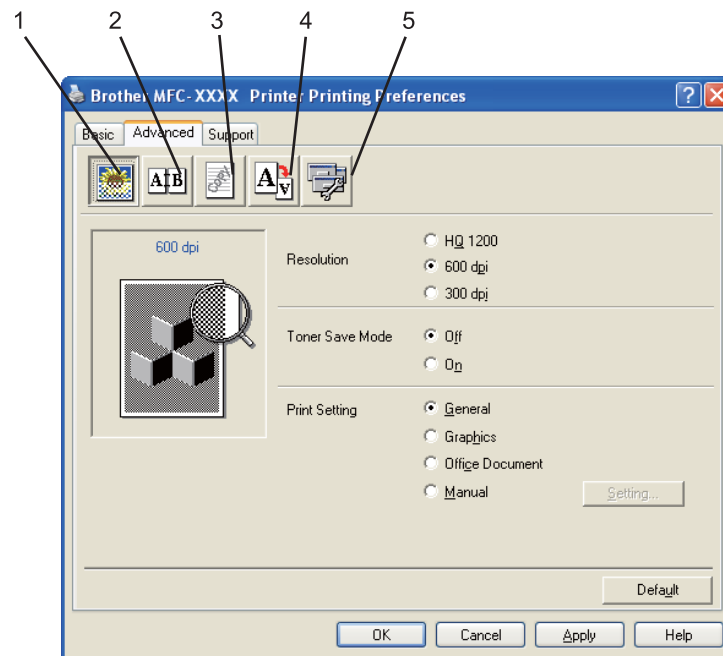
Change the tab settings by clicking one of the appropriate icons:
- Print Quality (1)
- Duplex (2)
- Watermark (3)
- Page Setting (4)
- Device Options (5)

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 Greyscale 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.

1

Duplex Printing
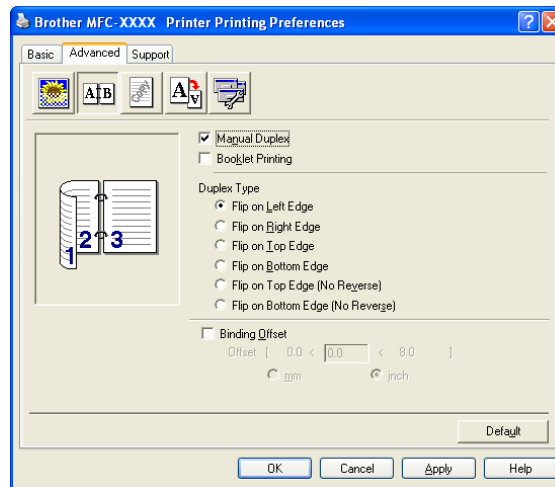
- **Manual Duplex**

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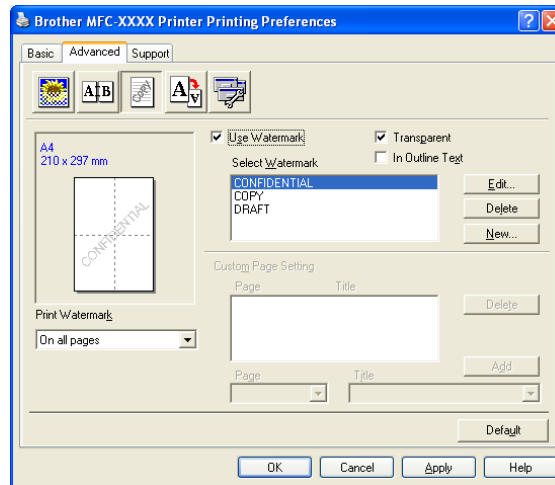
You can put a logo or text into your document as a watermark. You can choose one of the preset Watermarks, or you can use a bitmap file that you have created. Check **Use Watermark**, and then choose the watermark you want to use.

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
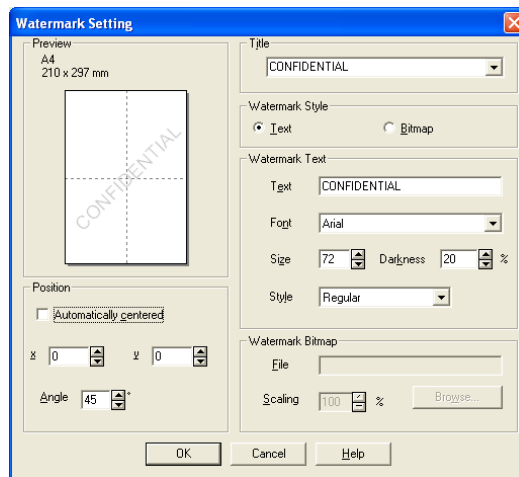
You can change the watermark's size and position on the page by selecting the watermark, and clicking the **Edit** button. If you want to add a new watermark, click the **New** button, and then choose **Text** or **Bitmap** in the **Watermark Style**.

■ **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.

1

Page Setting
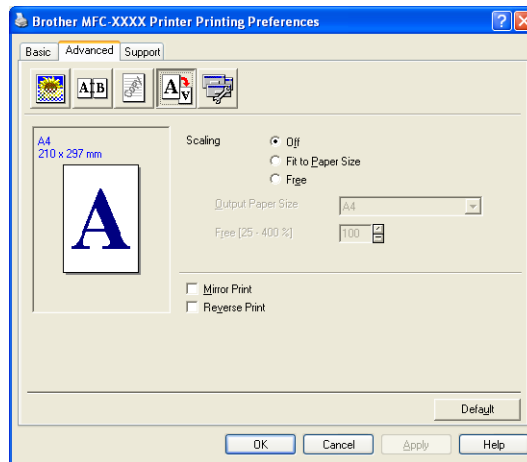
Scaling

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.

1

Device Options
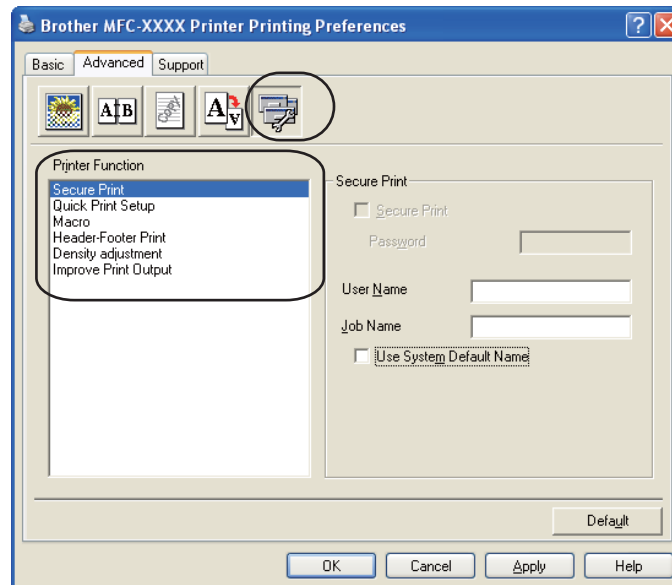
You can change the following printer functions:

■ Secure Print

■ Quick Print Setup

■ Macro (MFC-7840W and DCP-7045N 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:

❶ Select **Secure Print** from the **Printer Function** menu and check **Secure Print**.

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

❸ You must print the secured documents from the control panel of the machine. (See *Secure Key (MFC models only)* 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 (MFC models only)* 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

■ **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 and DCP-7045N 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**.
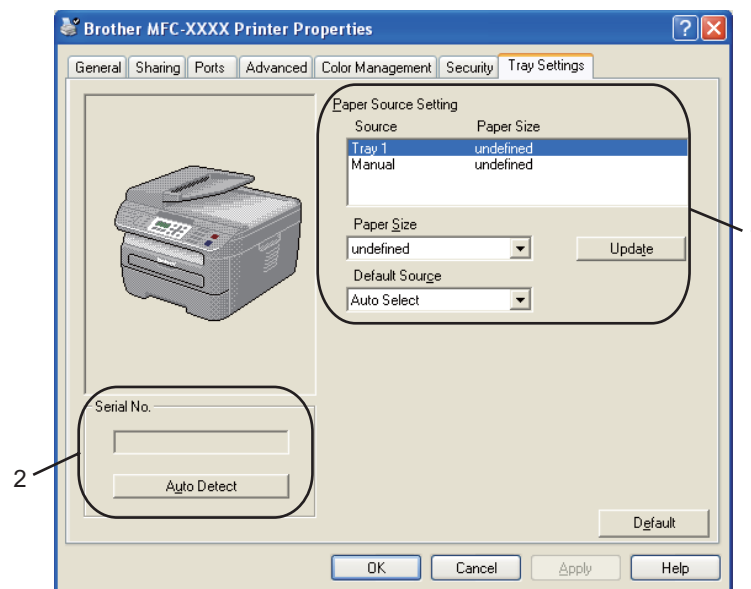
■ **Paper Source Setting** (1)

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**

  To save your settings, click **OK** or **Apply**. 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 "---------".

1

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.

1

Features in the BR-Script (PostScript® 3 ™ language emulation) printer driver (MFC-7840W and DCP-7045N 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**.
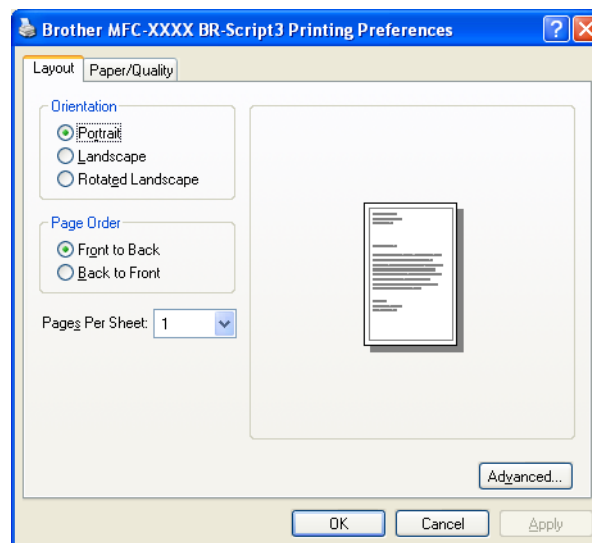
- • **Orientation**

  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**.
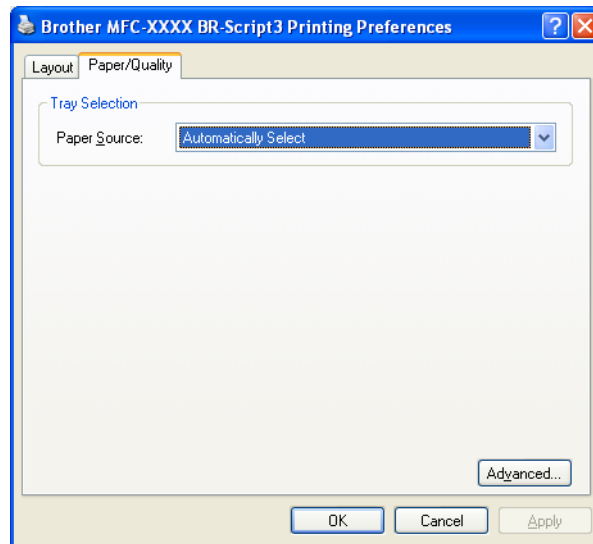
• **Paper Source**

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.
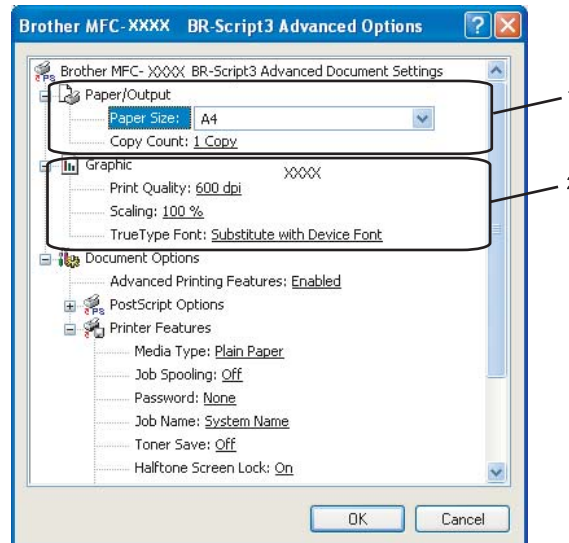
1. Choose the **Paper Size** and **Copy Count** (1).

    ■ **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.

2. 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.

1

c You can change settings by choosing the setting in the **Printer Features** list (3):

■ **Media Type**

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

Plain Paper	Thin Paper	Thick Paper	Thicker Paper	Bond Paper
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.

■ **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 Greyscale images.

■ **Halftone Screen Lock**

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

28

■ **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.
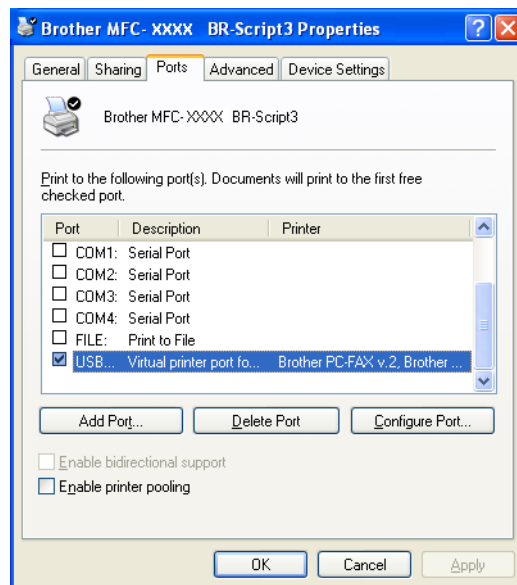
Note

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.

2 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).

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.

2

e 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)

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

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

h 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)
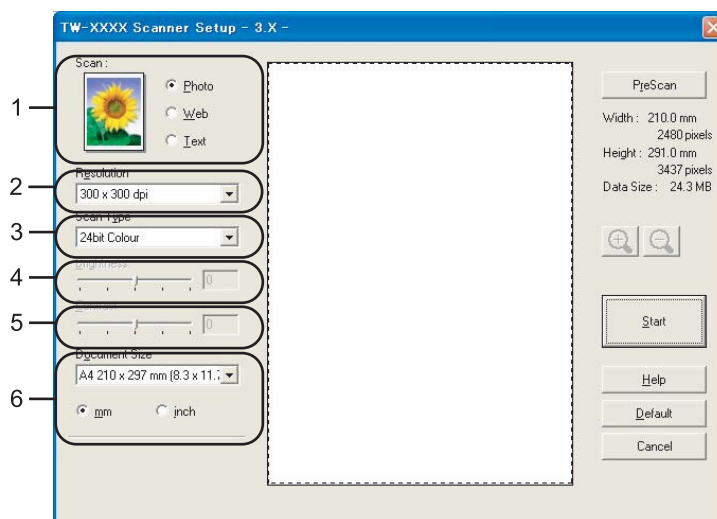
i Click **Start**.
When scanning is finished, click **Cancel** to return to the PaperPort™ 11SE window.

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 ❶ to ❼ 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.
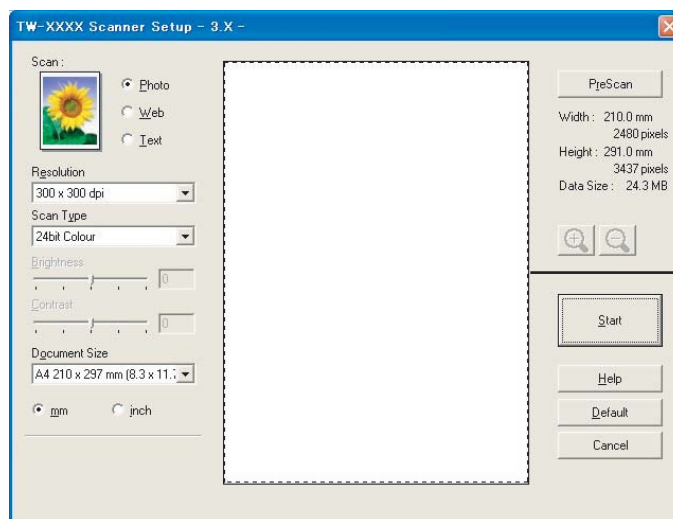
④ Press and hold down the left mouse button and drag it over the portion you want to scan.

1   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 Step ❶.

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:

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

Resolution

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

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

Scan Type

■ **Black & White**

Use for text or line art.

■ **Grey (Error Diffusion)**

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

■ **True Grey**

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

■ **256 Colour**

Uses up to 256 colours to scan the image.

■ **24 bit Colour**

Uses up to 16.8 million colours to scan the image.

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

Brightness

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

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

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

Note

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

Contrast

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

Note

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

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 210 × 297 mm
- JIS B5 182 × 257 mm
- Letter 215.9 x 279.4 mm
- Legal 215.9 x 355.6 mm (Available on ADF models)
- A5 148 x 210 mm
- Executive 184.1 x 266.7 mm
- Business Card 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 10 x 15 cm
- Index Card 127 x 203.2 mm
- Photo L 89 x 127 mm
- Photo 2L 13 × 18 cm
- Postcard 1 100 x 148 mm
- Postcard 2 (Double) 148 x 200 mm

■ Custom

If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.
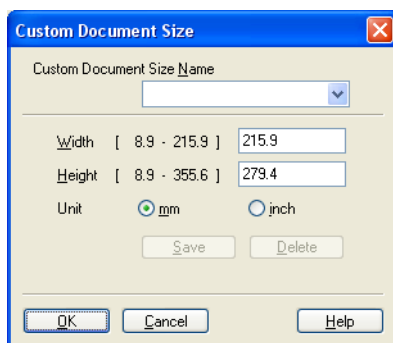
Enter the **Name**, **Width** and **Height** for the document.

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.
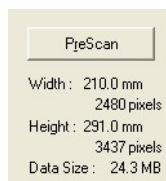
  • **Width**: shows the width of scanning area

  • **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 8.9 x 8.9 mm to 215.9 x 355.6 mm

  (For DCP-7030, 8.9 x 8.9 mm to 215.9 x 297 mm)

2

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.

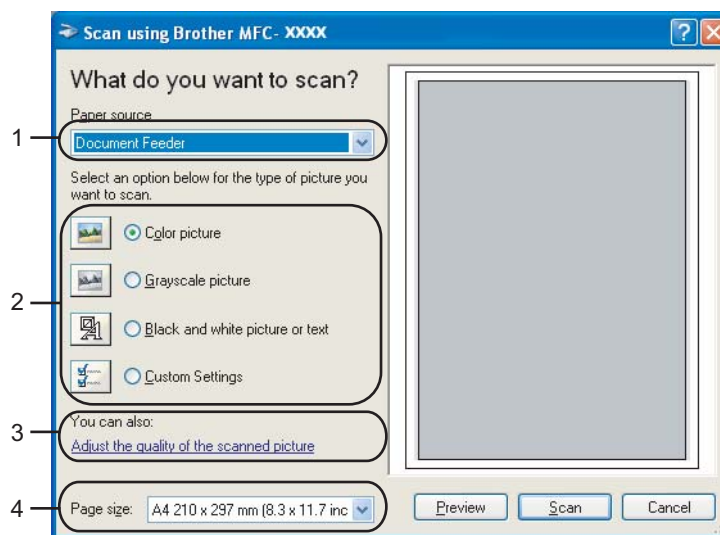5 Choose the scanner you are using from the **Available Scanners** list.

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.

❽ 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**

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

❿ Choose the picture type (2).

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

⓬ 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.
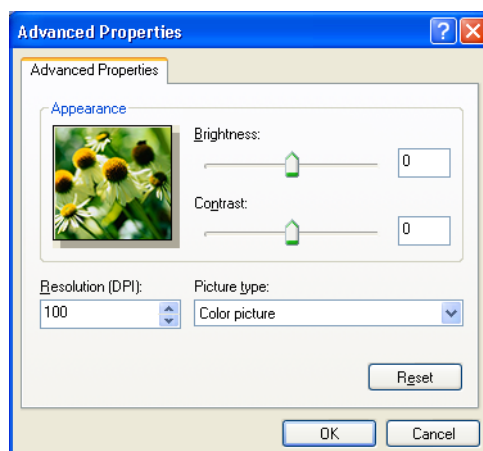
Note

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.)
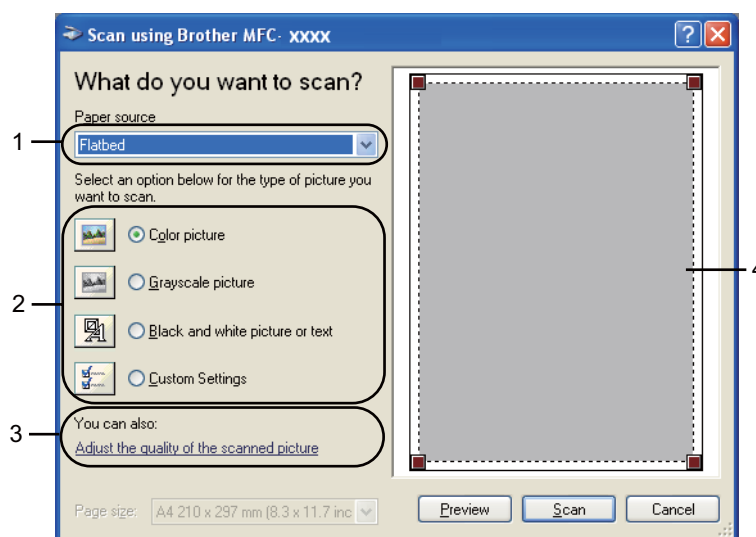
⑬ Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

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.

❶ Follow the steps from ❶ to ❼ of *Scanning a document into the PC* on page 37.

❷ Choose **Flatbed** in the **Paper source** drop-down list (1).


1 Paper source

2 Picture type

3 Adjust the quality of the scanned picture

4 Scanning area

❸ Choose the picture type (2).

❹ Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area (4).

e Press and hold down the left mouse button and drag it over the portion you want to scan.

f 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.
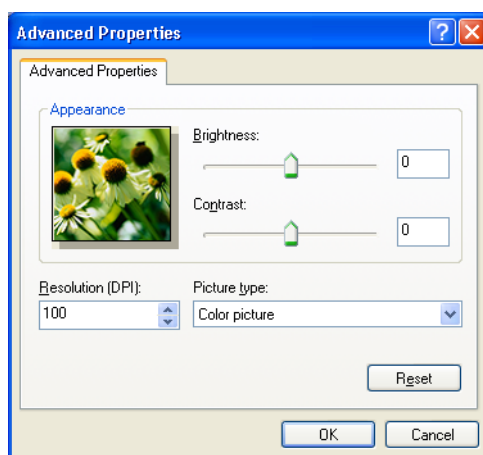

g Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.
This time only the chosen area of the document appears in the PaperPort™ 11SE window (or your application window).

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**.
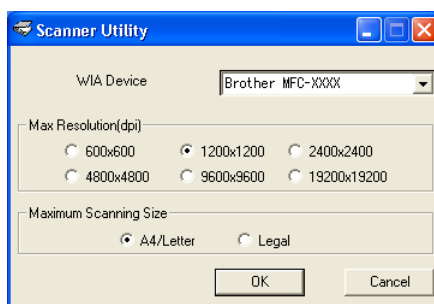
📝 Note

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.
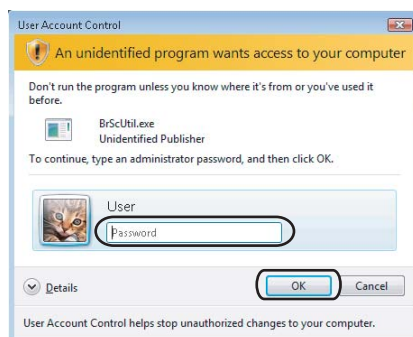
📝 Note

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

• For users who have administrator rights: Click **Allow**.
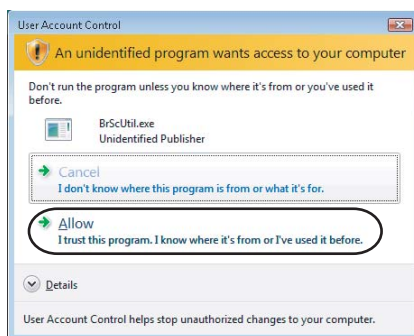
• For users who do not have administrator rights: Enter the administrator password and click **OK**.

2

# 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.

f Adjust the following settings, if needed, in the Scanner dialog box.
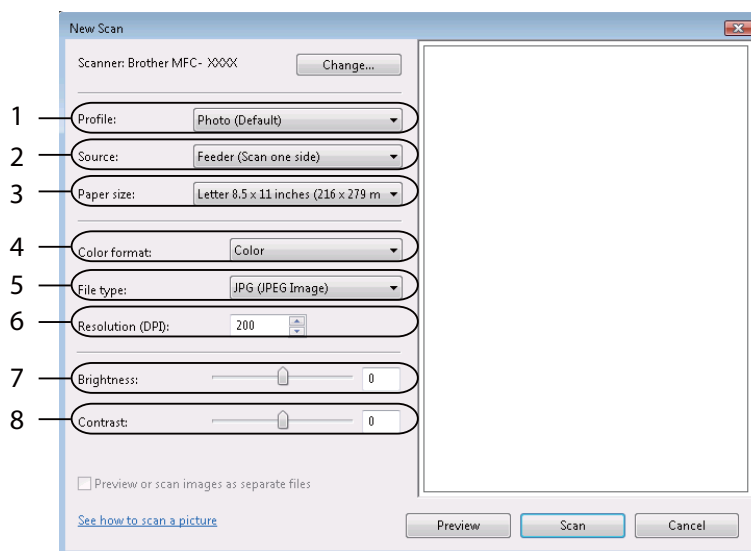
1 Profile

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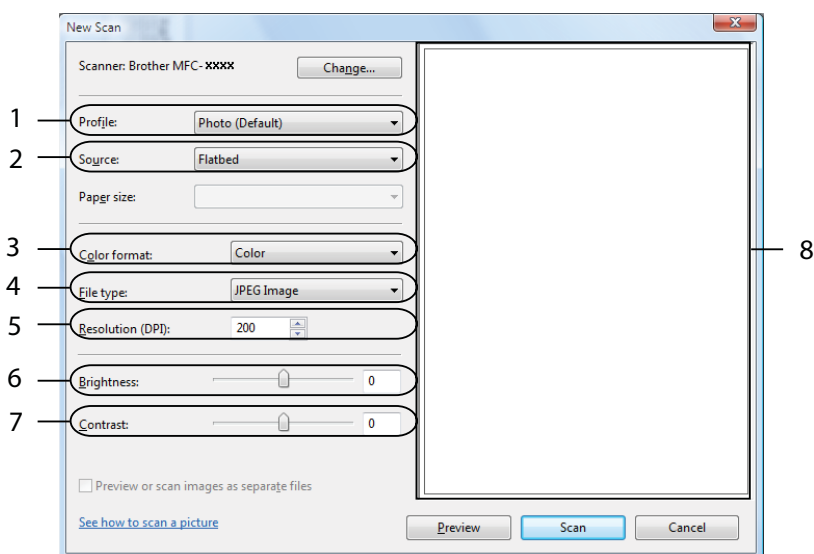
g Click the **Scan** button in the Scan dialog box.
The machine starts scanning the document.

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 ❶ to ❺ 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.

New Scan

Scanner: Brother MFC-xxxx   Change...

1 — Profile: Photo (Default)

2 — Source: Flatbed

Paper size:

3 — Color format: Color

4 — File type: JPEG Image

5 — Resolution (DPI):   200

6 — Brightness: ——○——   0

7 — Contrast: ——○——   0

☐ Preview or scan images as separate files

See how to scan a picture   Preview   Scan   Cancel

— 8

1 Profile

2 Source

3 Color format

4 File type

5 Resolution

6 Brightness

7 Contrast

8 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 colour 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 colour, choose colour 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 colour document into your graphics application for viewing and editing. You can change the scan configuration. (See *Image (example: Microsoft® Paint)* on page 58.)

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

2️⃣ Press ⎘ (**Scan**).

3️⃣ Press ▲ or ▼ to choose Scan to Image.
Press **OK**.

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

📝 **Note**

If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the 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.)

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

2️⃣ Press ⎘ (**Scan**).

3️⃣ Press ▲ or ▼ to choose Scan to OCR.
Press **OK**.

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

📝 **Note**

If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the 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 colour 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.)

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

b Press ⬄ (**Scan**).

c Press ▲ or ▼ to choose Scan to File.
Press **OK**.

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

> **Note**
> • If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the 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.
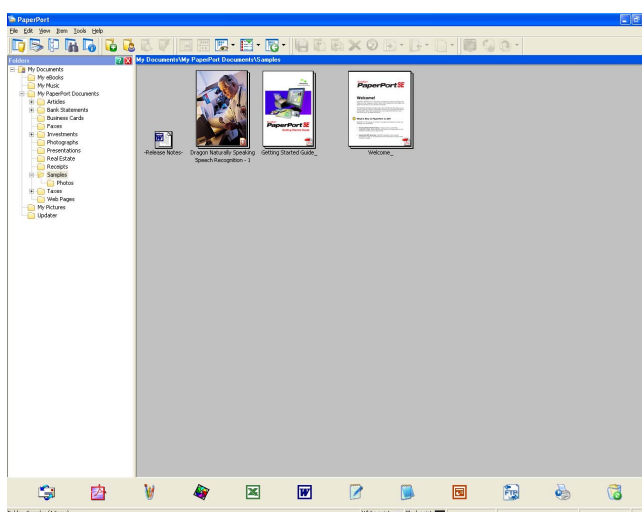
This chapter only introduces the basic functions of the software. For more details, see the ScanSoft™ **Getting Started Guide**. To view the complete ScanSoft™ PaperPort™ 11SE **Getting Started Guide**, choose **Help** from PaperPort™ 11SE menu bar and click **Getting Started Guide**. When you install 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.
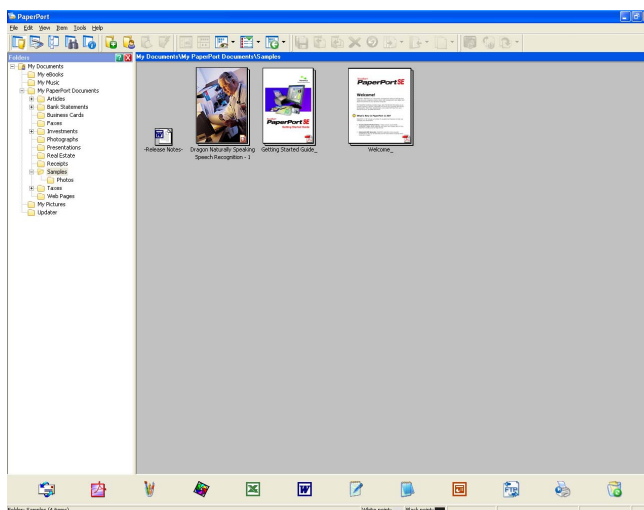
Page Thumbnails displays a close-up of a single page. You can open a PaperPort™ 11SE item by double-clicking its icon or the thumbnail in **Desktop View**.

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.
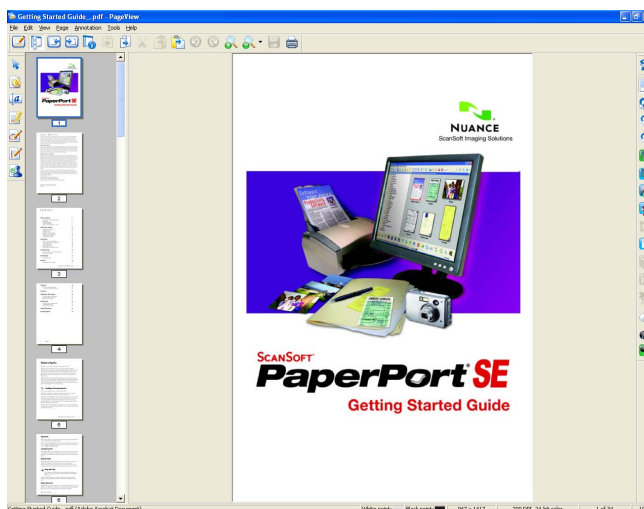
Organizing your items in folders

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**.

3 ControlCenter3

Note

The features available to you in ControlCenter3 may vary depending on the model number of your machine.
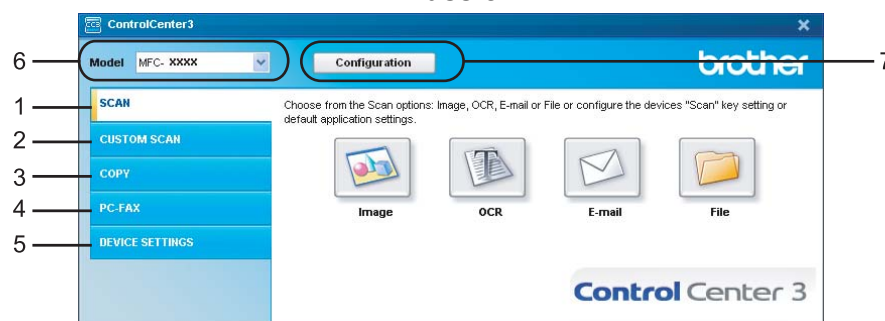
Using ControlCenter3

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)

Modern

6 — Control Center 3   Model   MFC- XXXX   Configuration   — 7

1, 2 — SCAN   Choose from the Scan options: Image, OCR, E-mail or File or configure the devices "Scan" key setting or default application settings.

3 — COPY

4 — PC-FAX

5 — DEVICE SETTINGS

Custom

Image

OCR

File

E-mail

brother

Classic

ControlCenter3

6 — Model   MFC- XXXX   Configuration   brother — 7

1 — SCAN   Choose from the Scan options: Image, OCR, E-mail or File or configure the devices "Scan" key setting or default application settings.

2 — CUSTOM SCAN

3 — COPY

4 — PC-FAX   Image   OCR   E-mail   File

5 — DEVICE SETTINGS

Control Center 3

Note

• 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.

3

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.
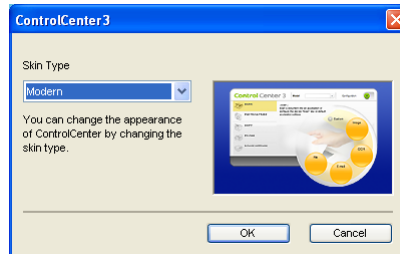
Turning the Auto Load feature off

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] 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 [icons], and choose **Preferences**. The ControlCenter3 preference window appears.

② Uncheck **Start ControlCenter on computer startup**.

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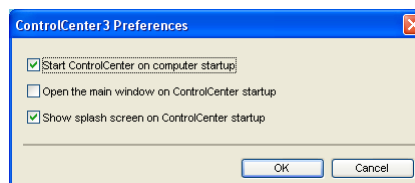
SCAN

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

3

- **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.
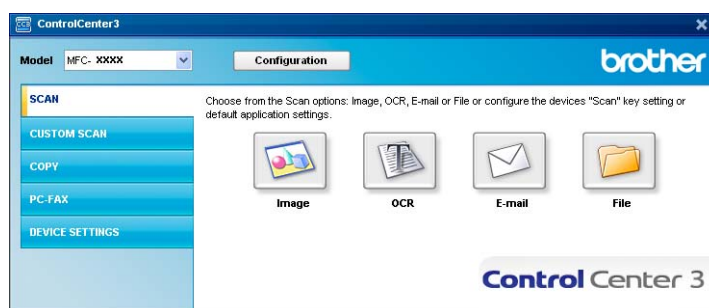
File type

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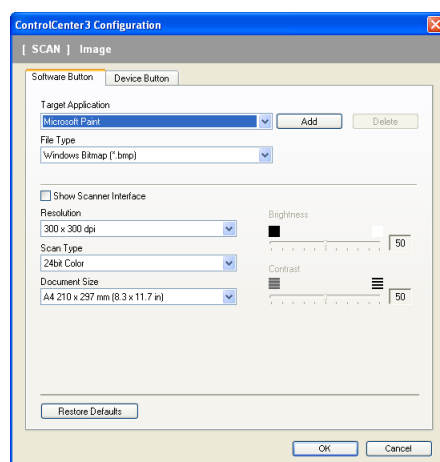
If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

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.
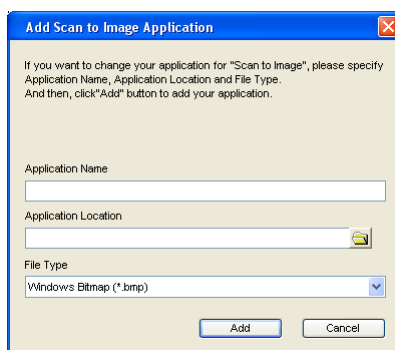
Enter the **Application Name** (up to 30 characters) and the **Application Location**. You can also find the application location by clicking the icon. Choose **File Type** from the drop-down list.

You can delete an application that you have added by clicking the **Delete** button in the **Software Button** tab.
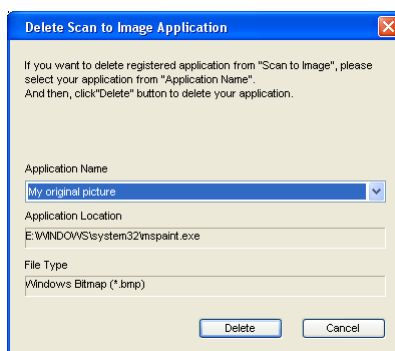

📝**Note**

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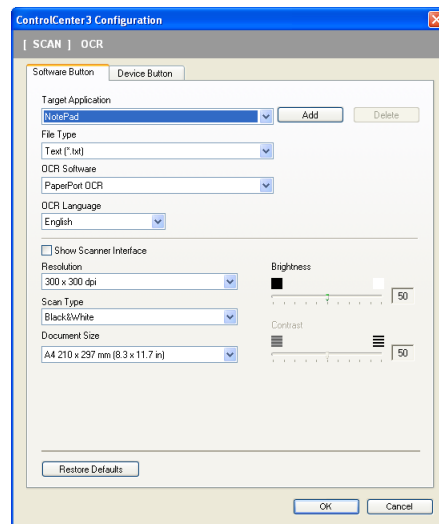
To change the word processing application, choose the destination word processing application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button in the **Software Button** tab.

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.
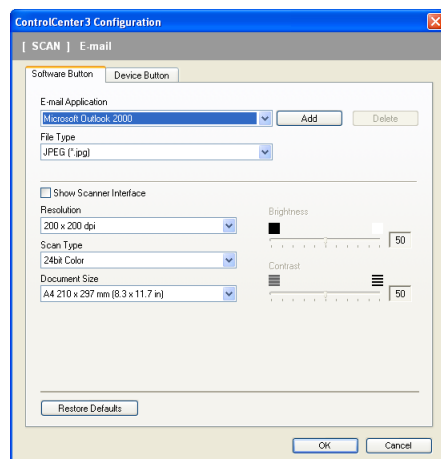
To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** drop-down list. You can add an application to the list by clicking the **Add** button [1]. To delete an application, click the **Delete** button.

---

[1]   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.
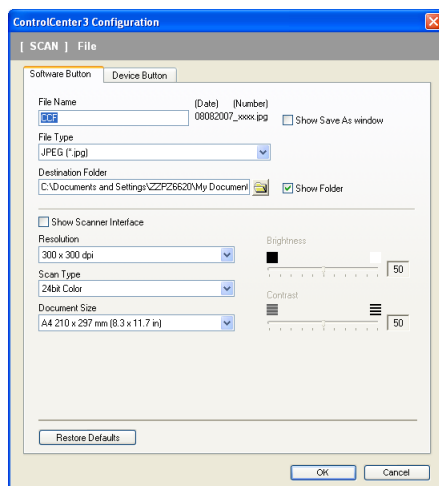
You can change the File Name. Enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. File name will be the file name you registered, current date and sequential number.

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 customize 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

Classic
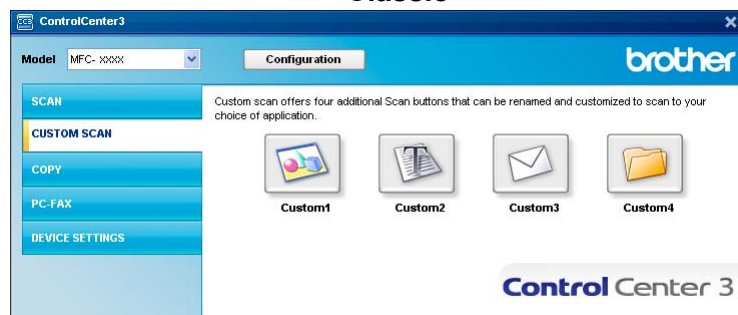
File type

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 customize a button, right-click the button, then click the **ControlCenter Configuration** button to see the configuration window.
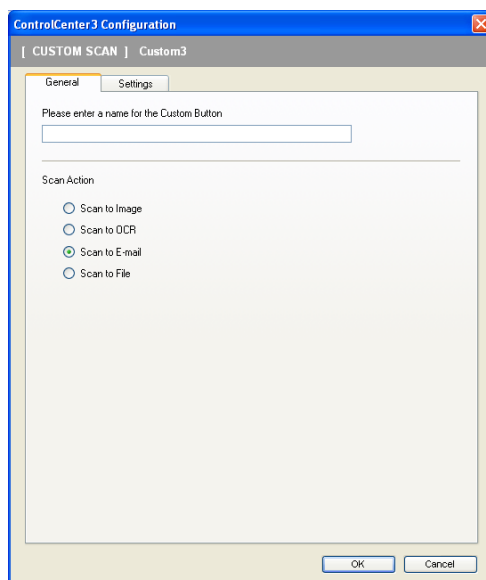
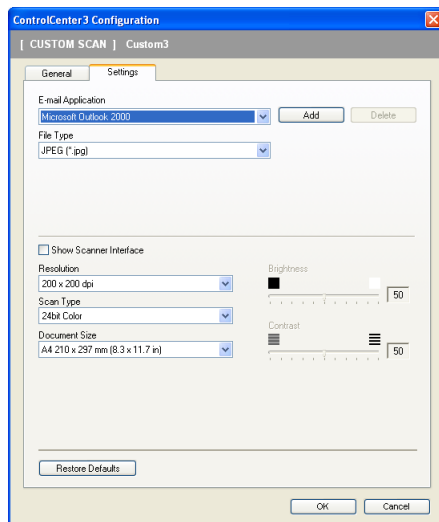### Scan to Image

■ **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.
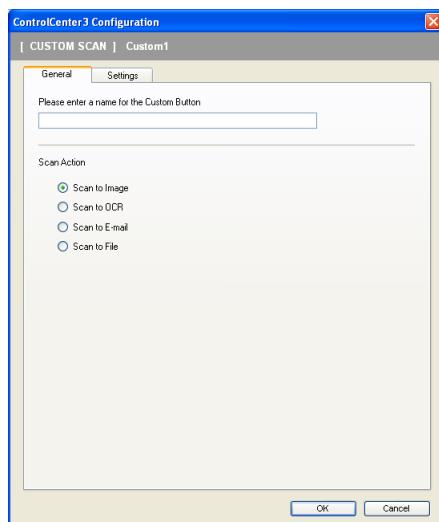
■ **Settings** tab

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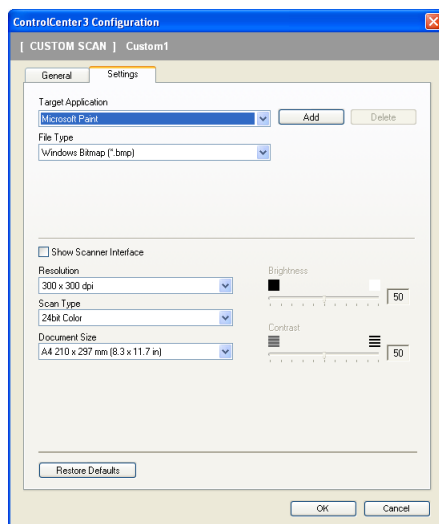
Scan to OCR

■ **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.
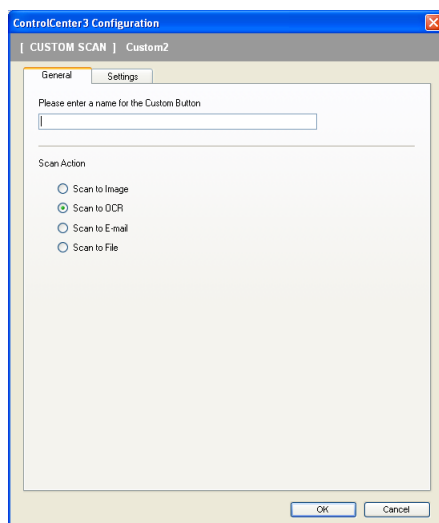
■ **Settings** tab

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

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.

3

■ **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

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.
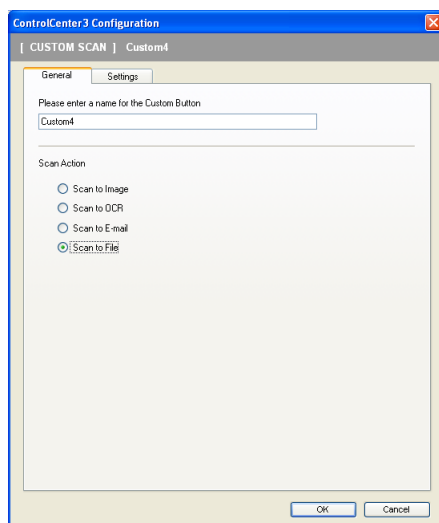
■ **Settings** tab

Choose the 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.
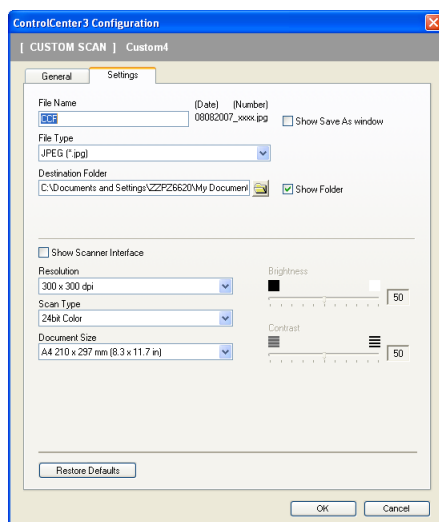
COPY

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.
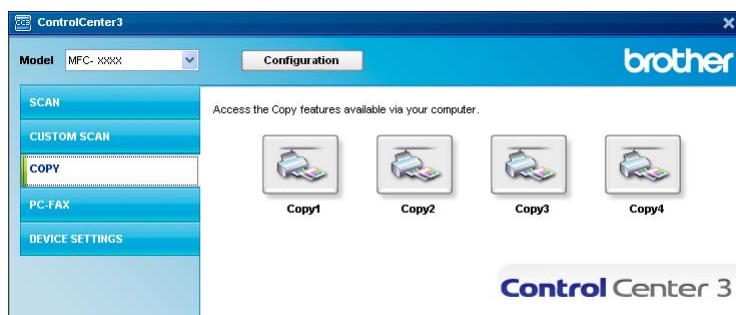
To use the **Copy** buttons, configure the printer driver by right-clicking the button and choosing the **ControlCenter Configuration**.
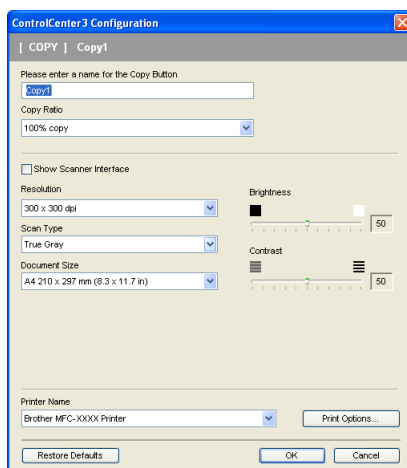
Enter a name in **Please enter a name for the Copy Button** text field (up to 30 characters) and choose **Copy Ratio**.

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.
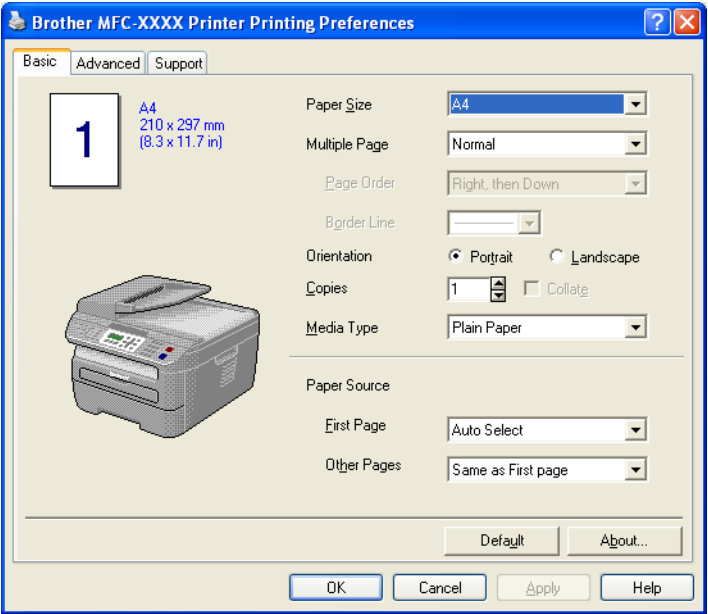
Note

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**

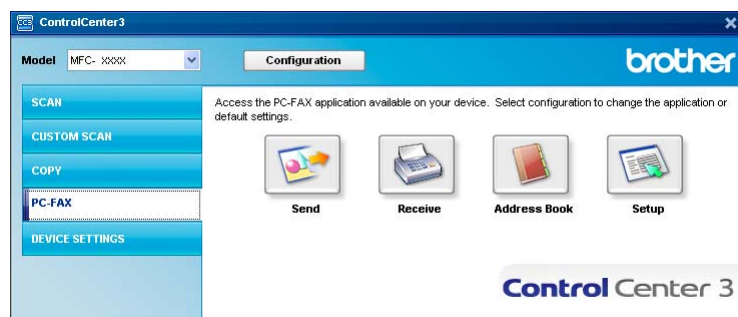Lets you open the Brother PC-FAX address book. (See *Brother Address Book* on page 99.)

■ **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.
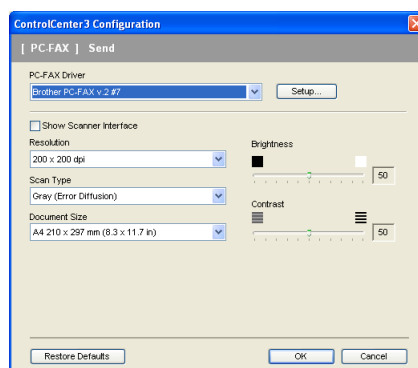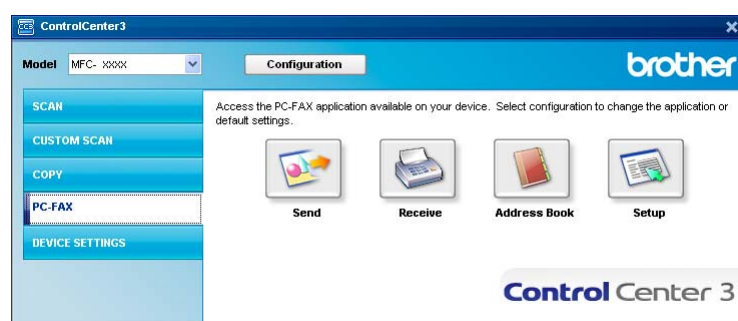

Receive/View Received

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 Receive 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)
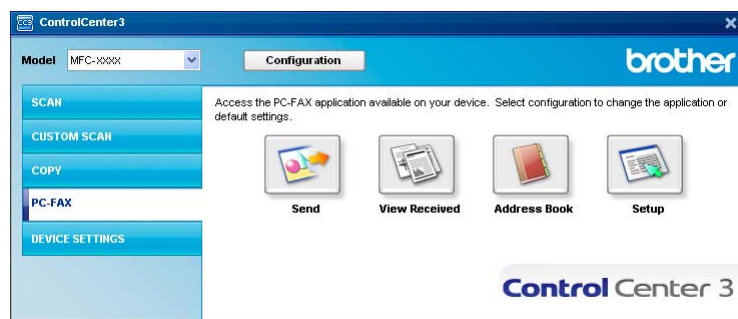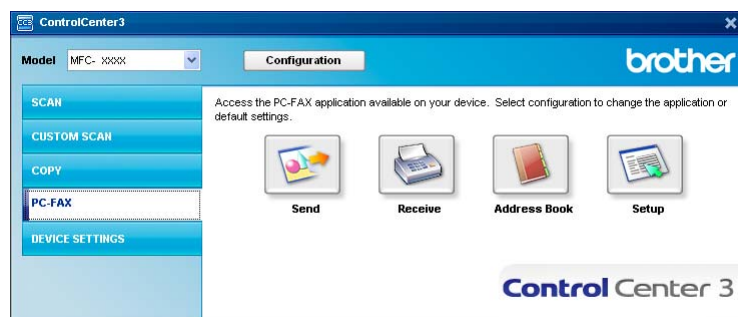
Note

You can also activate the PC-FAX receiving software from the start menu. (See *Running the PC-FAX Receiving software on your PC* on page 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.)
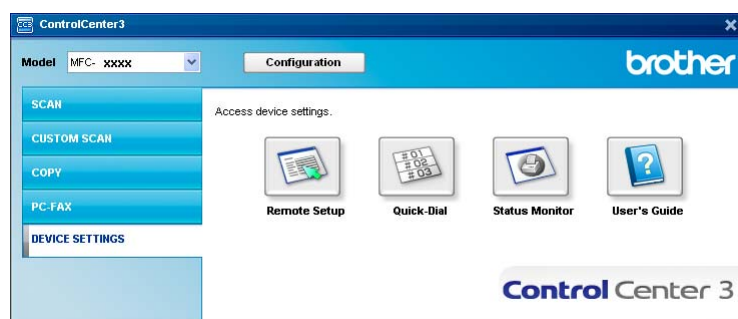
■ **Quick-Dial** (MFC models only)

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**

Lets you view the User's Guide, the Software User's Guide and the Network User's Guide.

Remote Setup (MFC models only)

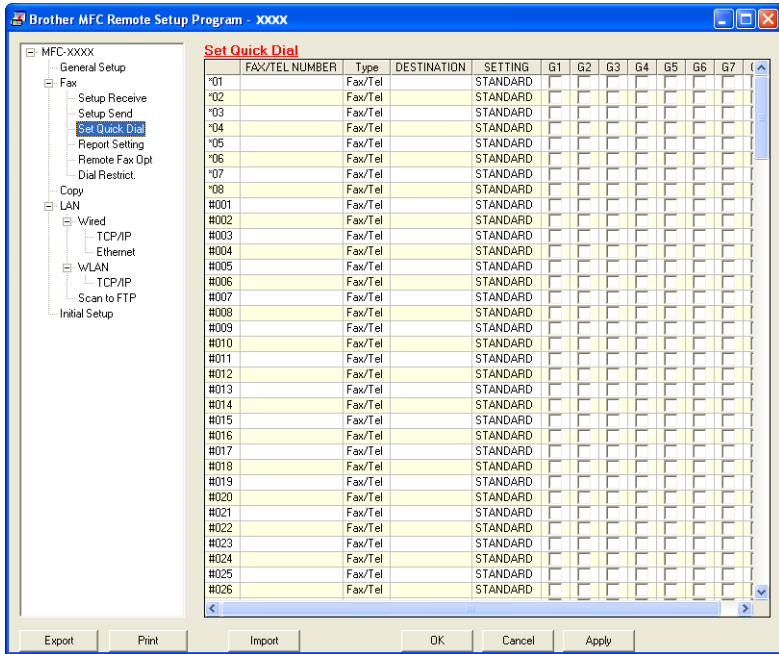The **Remote Setup** button lets you open the Remote Setup Program window to configure the machine setting menus.

Note

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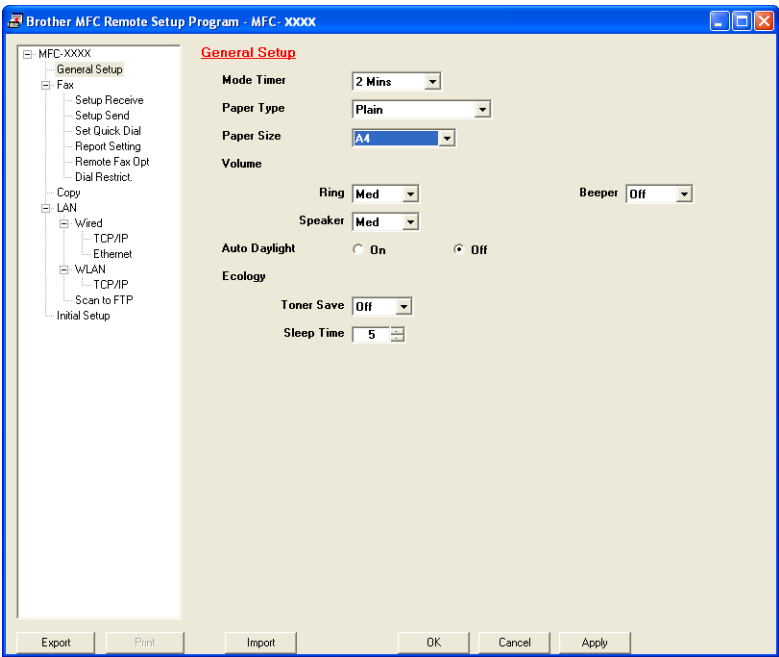
Quick-Dial (MFC models only)

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.
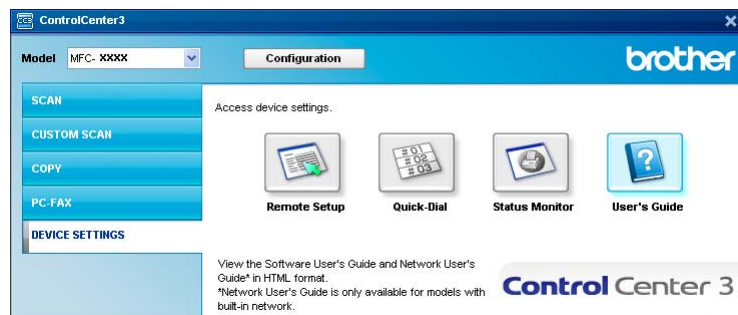
Status Monitor

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)
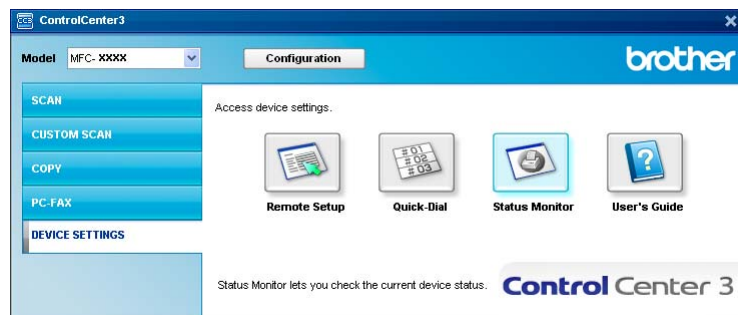
User's Guide

The **User's Guide** button lets you view the Software User's Guide and the Network User's Guide in HTML format.

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 licence

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

This licence 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 licence 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**.
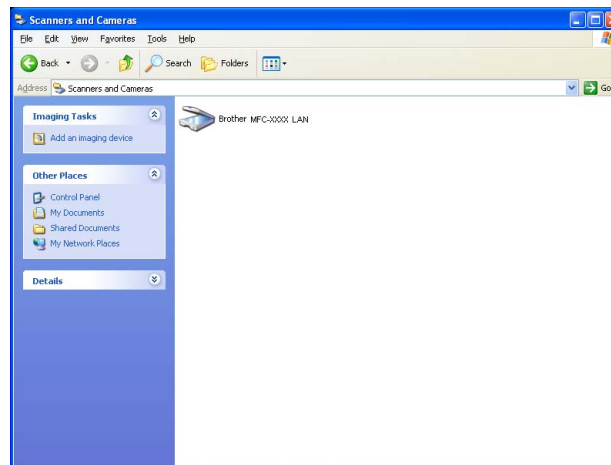
2 Do one of the following:

■ 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.
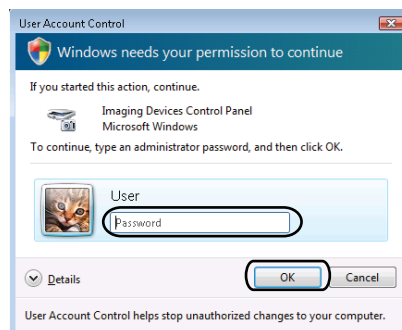
■ For Windows Vista®, click the **Properties** button.

Note

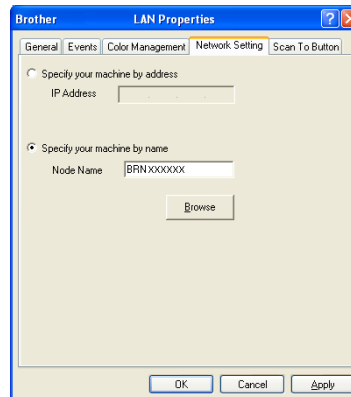For Windows Vista® when the **User Account Control** screen appears, do the following.

• For users who have administrator rights: Click **Continue**.
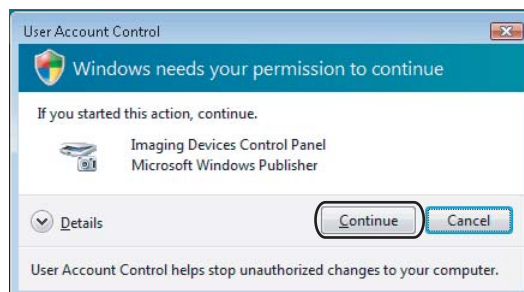
• For users who do not have administrator rights: Enter the administrator password and click **OK**.

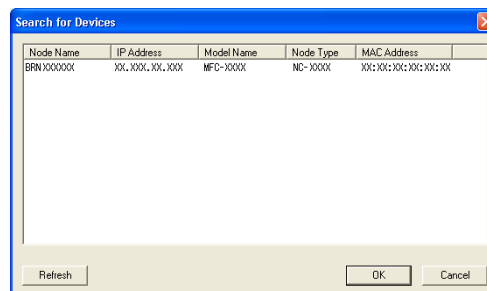c Click the **Network Setting** tab and choose the appropriate connection method.

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**.

d 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).

80
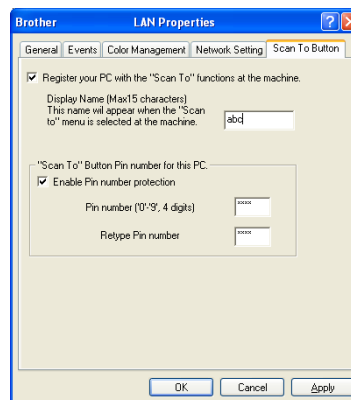
⑤ If you want to avoid receiving unwanted documents, enter a 4-digit PIN number in the **Pin number** and **Retype Pin number** field. To send data to a PC protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the PC. (See *Using the Scan 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 colour 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 colour, choose colour 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**.

❹ 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**.

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

Note

If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the 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.)

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

❷ Press ⬆ (**Scan**).

❸ Press ▲ or ▼ to choose Scan to OCR.
Press **OK**.

❹ 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**.

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

Note

If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the 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 colour document and send it directly to a PC you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter3. You can change the Scan configuration. (See *File* on page 62.)

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

2️⃣ Press 🔽 (**Scan**).

3️⃣ Press ▲ or ▼ to choose Scan to File.
Press **OK**.

4️⃣ 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**.

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

> **Note**
> • If you want the scanned data in colour, choose colour in scan type on the **Device Button** tab of the 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 colour 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).

f 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.

g 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**.

h Choose the file type for the document from the drop-down list. You can choose PDF or JPEG for colour or greyscale documents and PDF or TIFF for B/W document.

i 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.
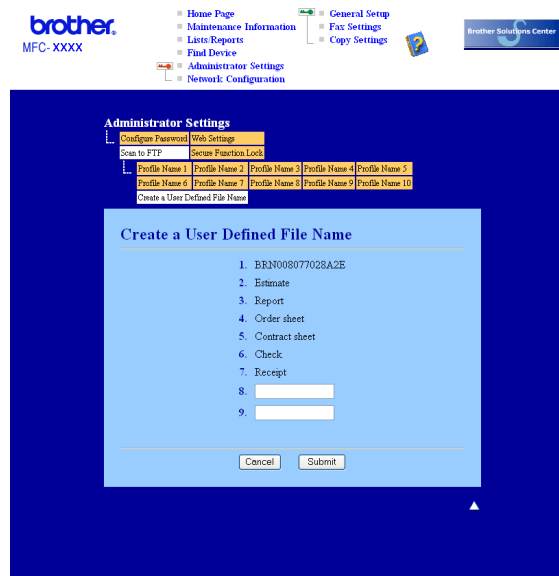
Creating a User Defined File Name

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.

a From the Scan to FTP screen in Web Based Management, choose **Create a User Defined File Name**.

86

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.

4

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 Step ⑥.

■ Press ▲ or ▼ to choose B&W 200 dpi or B&W 200x100 dpi. Press **OK** and go to Step ⑦.

⑥ Press ▲ or ▼ to choose PDF or JPEG.
Press **OK**, and go to Step ⑧.

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**.

❿ Do one of the following:

■ If you want to start scanning, press **Start** and go to Step ⓭.

■ If you want to change the file name, go to Step ⓫.

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

Note

If you want to change the file name manually, go to Step ⓬

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

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

Scan to FTP Manual Method

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

❷ Press [⤧] (**Scan**).

❸ Press ▲ or ▼ to choose `Scan to FTP`. Press **OK**.

❹ Press ▲ or ▼ to choose `<Manual>`. Press **OK**.

Note

If there is no FTP Profile configured, skip Step ❹ and go to Step ❺.

❺ 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**.

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

❼ Press ▲ or ▼ to choose `Enter Username` or `Change Setting`. Press **OK**.
If you choose `Enter Username`, go to Step ⓫.
If you choose `Change Setting`, go to Step ❽.

❽ 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 ❾.

■ Press ▲ or ▼ to choose `B&W 200 dpi` or `B&W 200x100 dpi`.
Press **OK** and go to Step ❿.

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

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 ❶. If the username is entered incorrectly then the LCD will show Authenticate Err, please start the process again from the beginning ❶.

5

Remote Setup (MFC models only)

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).
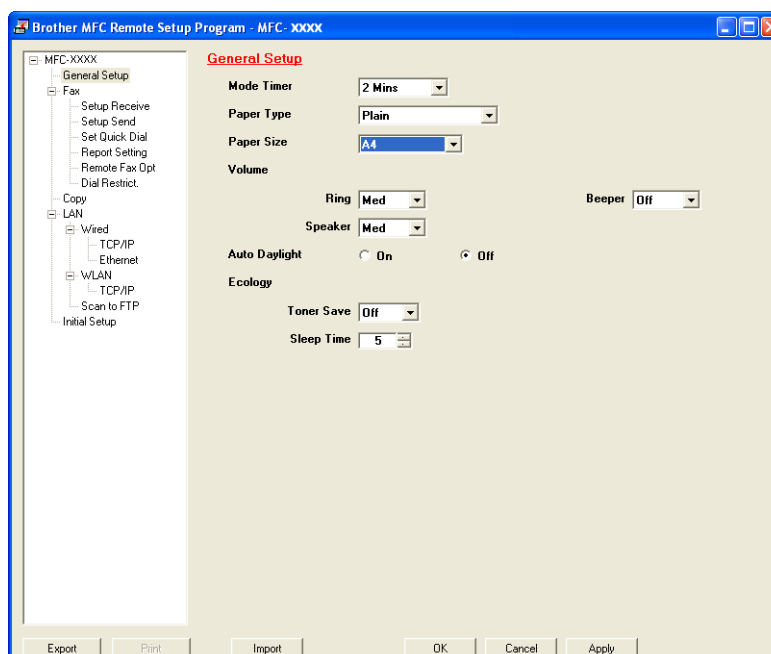
■ **OK**

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.

5

Brother PC-FAX Software (MFC models only)

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
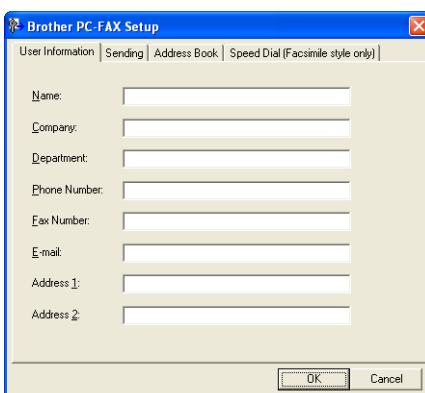
Note

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.

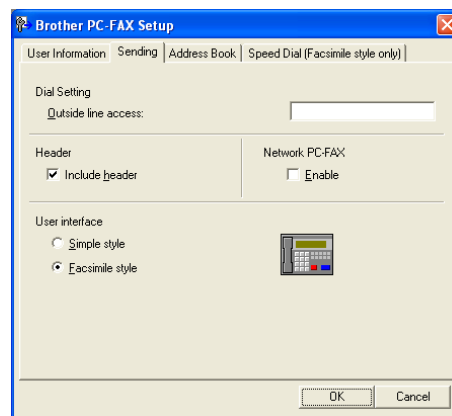③ Click **OK** to save the **User Information**.

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
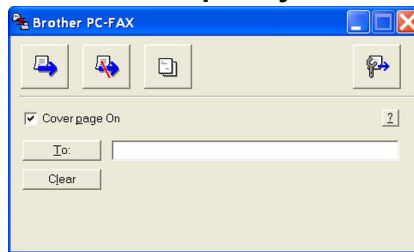
Facsimile style

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:
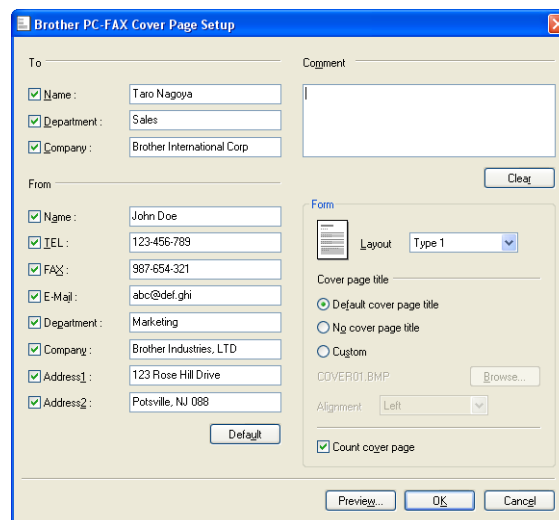
Entering cover page information

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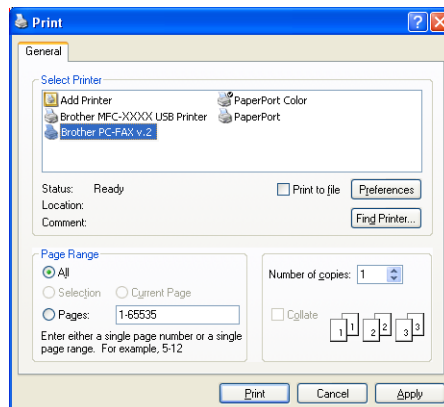
3. Choose **Brother PC-FAX v.2** as your printer, and then click **Print**.
   The Facsimile style user interface appears:

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] 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:

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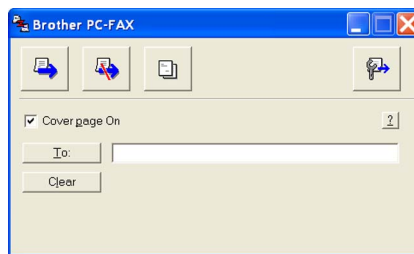
Note

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

d 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.

e 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.

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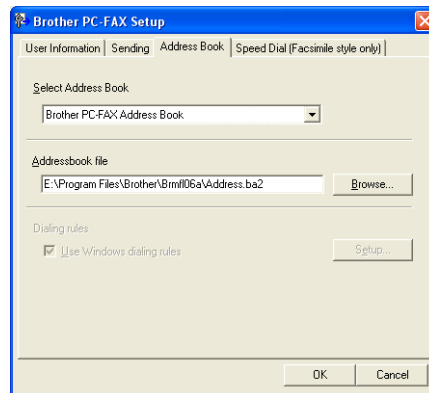
If you choose Outlook or Outlook Express, you can use the Outlook, Outlook Express Address Book (for Windows® 2000/XP) or Windows Mail Address (for Windows Vista®) by clicking the **Address Book** button in the FAX Sending dialog box.
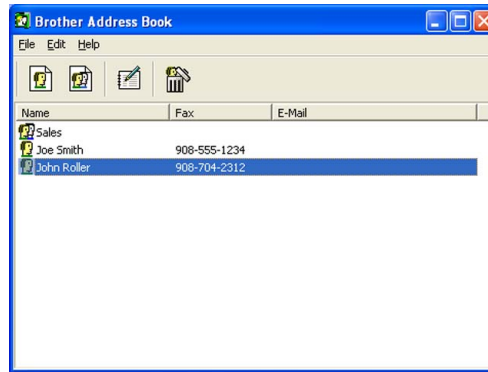
Outlook Express Address Book
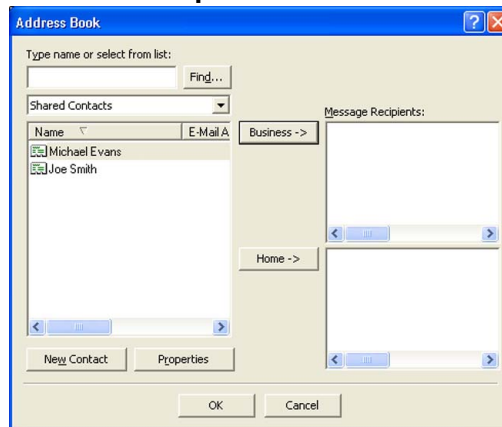
Note

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] icon to add a member.
The **Brother Address Book Member Setup** dialog box appears:
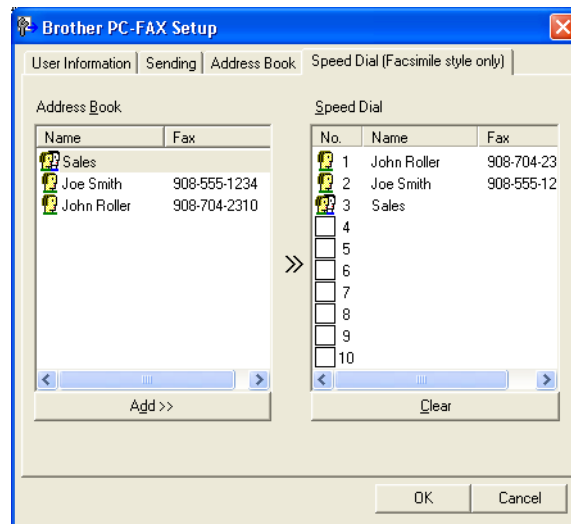

2 In the Member Setup dialog box, enter the member's information. **Name** is a required field. Click **OK** to save the information.

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.
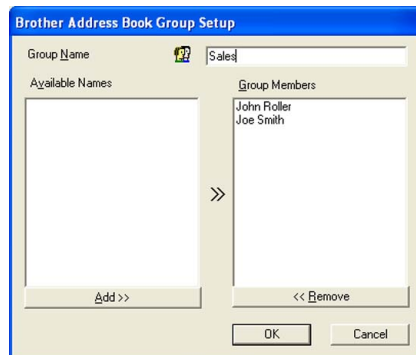

Setting up a group for broadcasting

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 Step ❶, **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 Step ❺.

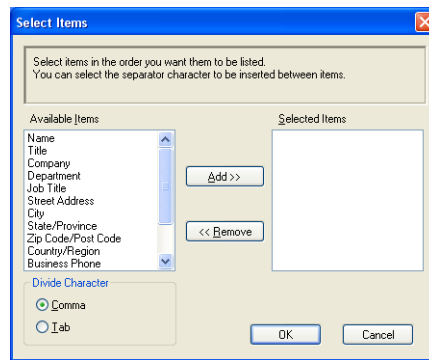2. From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.
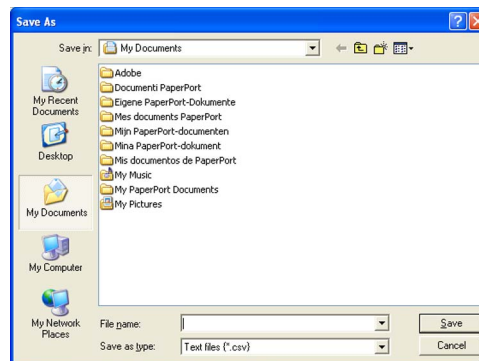
📝 Note

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.

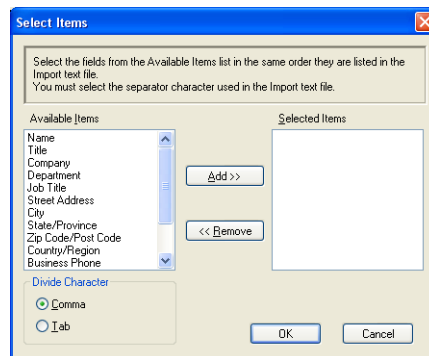⑤ Enter the name of the file, and then click **Save**.

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 Step 5.
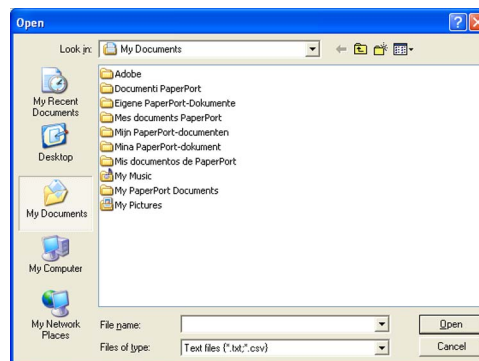

2. From the **Available Items** column, choose the data fields you want to import, and click **Add >>**.

Note

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

3. Choose **Tab** or **Comma** based on the file format you are importing from **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 Step 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.

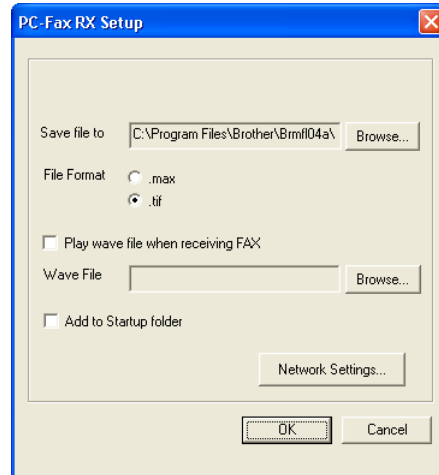## Running the PC-FAX Receiving software on your PC

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


2 In **Save file to**, click the **Browse** button if you want to change the path where PC-FAX files are saved.

3 In **File Format**, choose **.tif** or **.max** as the received document format. The default format is **.tif**.

4 To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.

5 To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.

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.

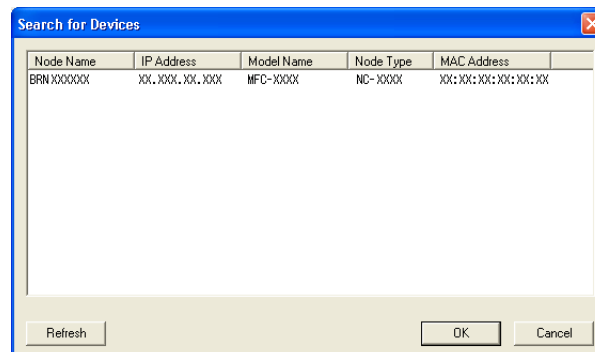2 You must specify the IP address or Node name of your machine.
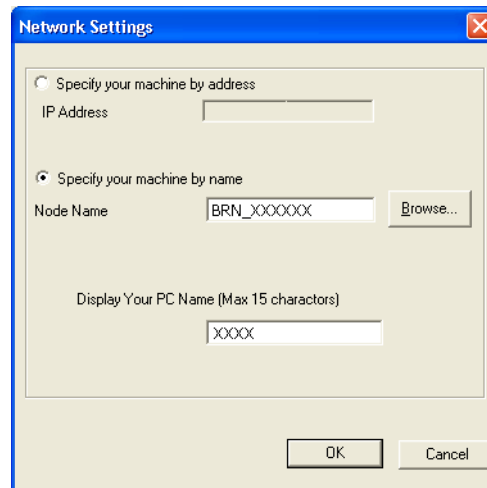
Specify your machine by address

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'.

6

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

UDP Port	Network Scanning	Network PC-Fax	Network Scanning and Network PC-Fax [1]
External Port number	54925	54926	137
Internal Port number	54925	54926	137

[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.
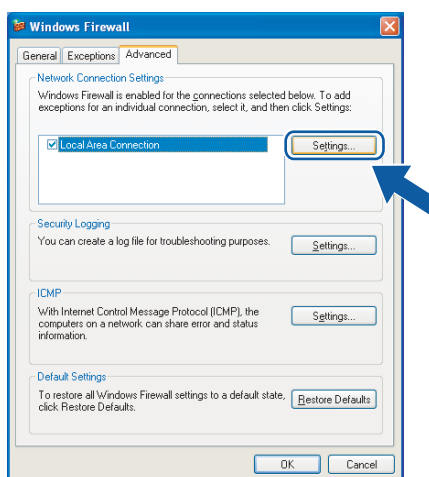
③ Click the **Add** button.

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**.
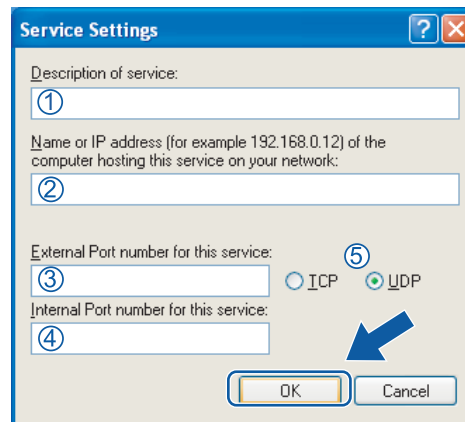
5 Click the **Add** button.

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**.

111

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.

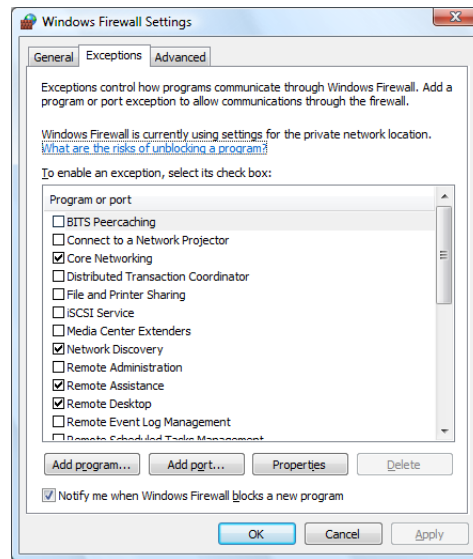■ For users who have administrator rights: Click **Continue**.
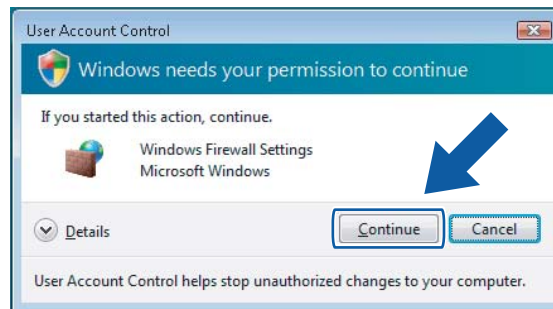
■ For users who do not have administrator rights: Enter the administrator password and click **OK**.
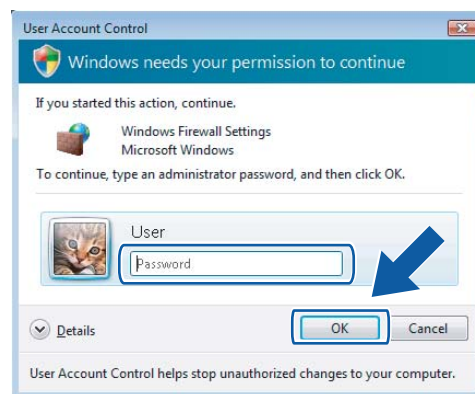
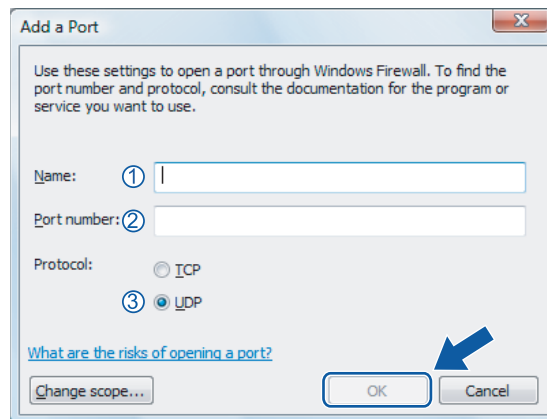**3** Make sure that **Windows Firewall** on the **General** tab is set to On.

7

112

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**.

7

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**.
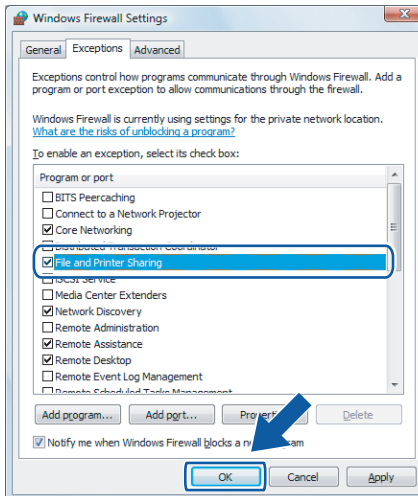
7

Section II

Apple Macintosh

8

Printing and Faxing

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)`.

Job
Cancel

Secure Key (MFC models only)

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.

a Press **Secure**.

Secure

Note

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

b Press ▲ or ▼ to choose the user name. Press **OK**.
The LCD displays job selections.

c Press ▲ or ▼ to choose the job. Press **OK**.
The LCD prompts you to enter your four-digit password.

d Enter your password using the control panel. Press **OK**.

e 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 and DCP-7045N 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:

- Adobe Systems Incorporated. PostScript$^®$ Language Reference, 3rd edition. Addison-Wesley Professional, 1999. ISBN: 0-201-37922-8

- Adobe Systems Incorporated. PostScript$^®$ Language Program Design. Addison-Wesley Professional, 1988. ISBN: 0-201-14396-8

- Adobe Systems Incorporated. PostScript$^®$ Language Tutorial and Cookbook. Addison-Wesley Professional, 1985. ISBN: 0-201-10179-3

Setting the Emulation mode

1 For MFC-7840W, press **Menu**, **4**, **1**.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK**.
Press ▲ or ▼ to choose 1.Emulation. Press **OK**.

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 and DCP-7045N only)

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

1️⃣ For MFC-7840W, press **Menu**, **4**, **2**, **1**, and go to Step ❸.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK** and go to Step ❷.

2️⃣ Press ▲ or ▼ to choose 2.Print Options. Press **OK**.
Press ▲ or ▼ to choose 1.Internal Font. Press **OK**.

3️⃣ Press **Start**. The machine prints the list.

4️⃣ Press **Stop/Exit**.

Printing the Print Configuration List (MFC-7840W and DCP-7045N only)

You can print a list of current printer settings.

1️⃣ For MFC-7840W, press **Menu**, **4**, **2**, **2**, and go to Step ❸.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK** and go to Step ❷.

2️⃣ Press ▲ or ▼ to choose 2.Print Options. Press **OK**.
Press ▲ or ▼ to choose 2.Configuration. Press **OK**.

3️⃣ Press **Start**. The machine prints the settings.

4️⃣ Press **Stop/Exit**.

Test Print (MFC-7840W and DCP-7045N only)

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

1️⃣ For MFC-7840W, press **Menu**, **4**, **2**, **3**, and go to Step ❸.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK** and go to Step ❷.

2️⃣ Press ▲ or ▼ to choose 2.Print Options. Press **OK**.
Press ▲ or ▼ to choose 3.Test Print. Press **OK**.

3️⃣ Press **Start**.

4️⃣ 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 and DCP-7045N 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.

a For MFC-7840W, press **Menu**, **4**, **3**, and go to Step ❸.
For DCP-7045N, press **Menu**, ▲ or ▼ to choose 3.Printer. Press **OK** and go to Step ❷.

b Press ▲ or ▼ to choose 3.Reset Printer.
To restore the default settings, press ▲.
To exit without making a change, press ▼.
Go to Step ❹.

c To restore the default settings, press **1**.
To exit without making a change, press **2**.

d Press **Stop/Exit**.

8

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)

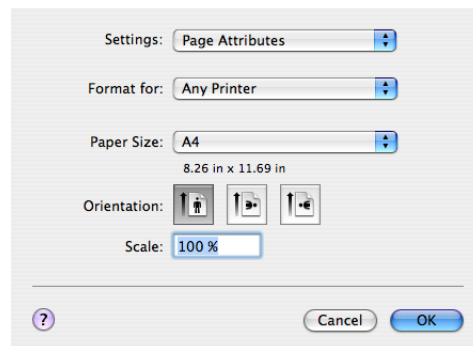This printer supports Mac OS X 10.2.4 or greater.

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

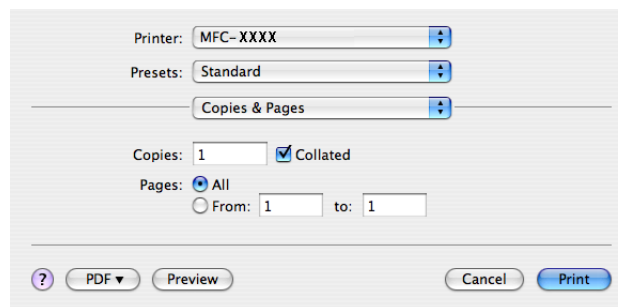You can set the **Paper Size**, **Orientation** and **Scale**.
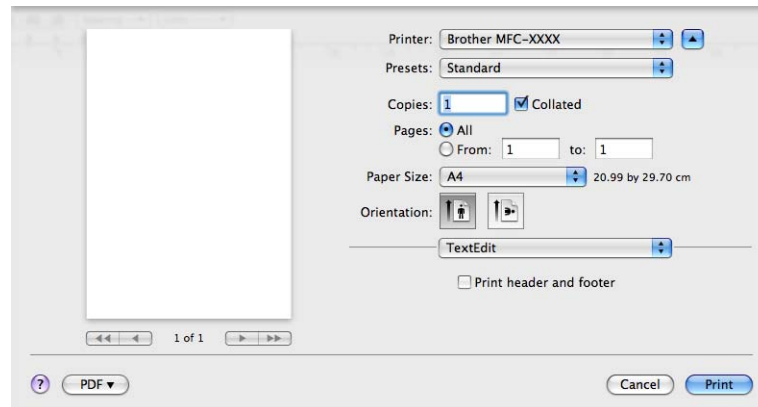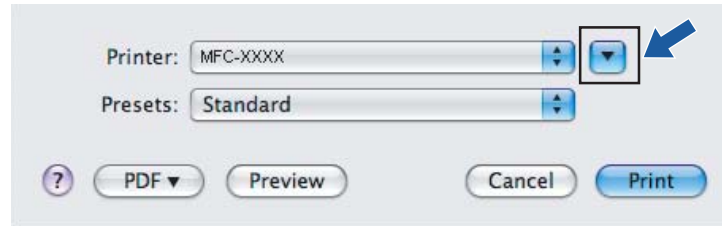
Copies & Pages

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

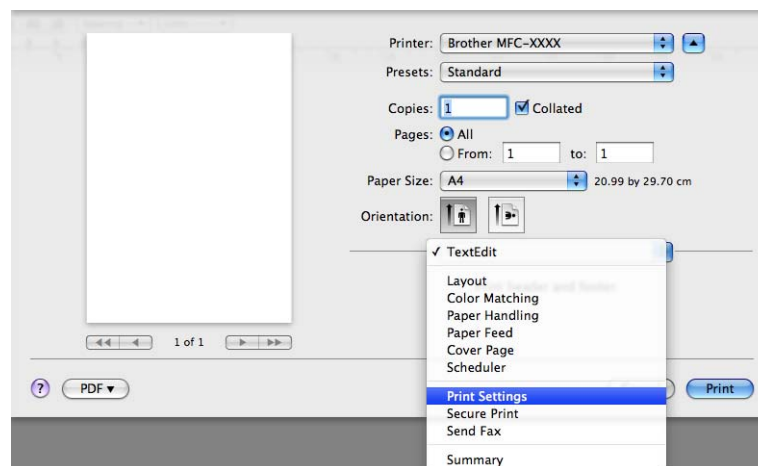■ For Mac OS X 10.2.x to 10.4.x

■ For Mac OS X 10.5

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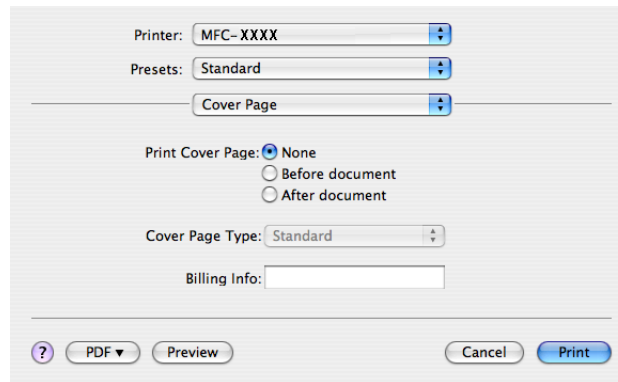

Note

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**

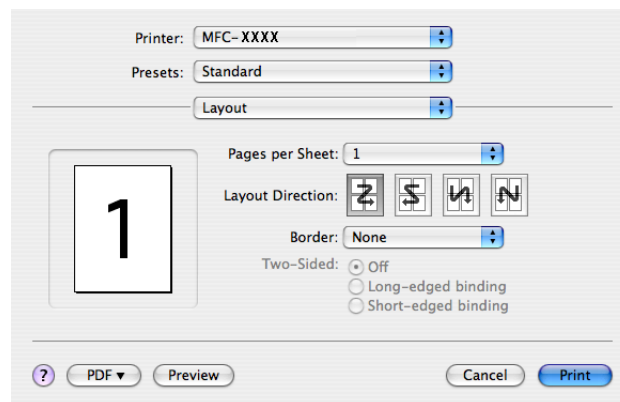If you want to add a cover page to your document, use this function.

■ **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**

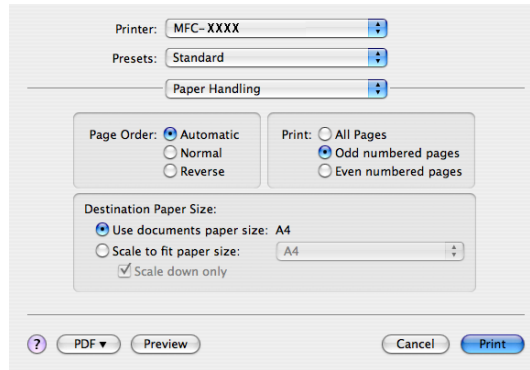When you specify the pages per sheet, you can also specify the direction of the layout.

■ **Border**

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

Duplex Printing

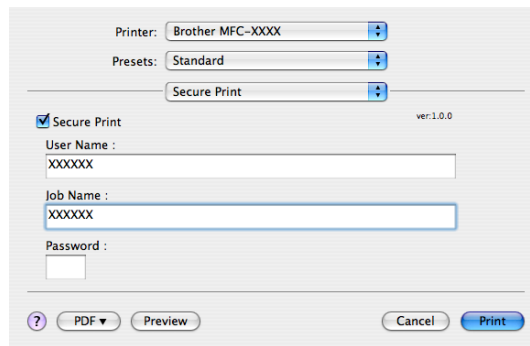■ **Manual duplex (For Mac OS X 10.3 or greater)**

Select **Paper Handling**.

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

Secure Print

8

■ **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:

❶ Choose **Secure Print** and check **Secure Print**.

❷ Enter your password, user name and job name and click **Print**.

❸ You must print the secured document from the control panel of the machine. (See *Secure Key (MFC models only)* 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 (MFC models only)* on page 116.)

Print Settings

Basic tab
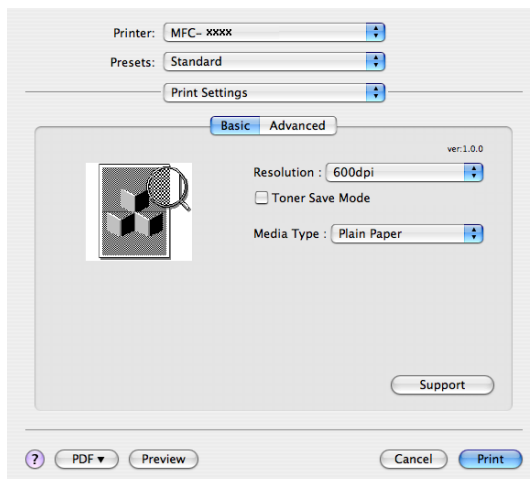
■ **Resolution**

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 Greyscale 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
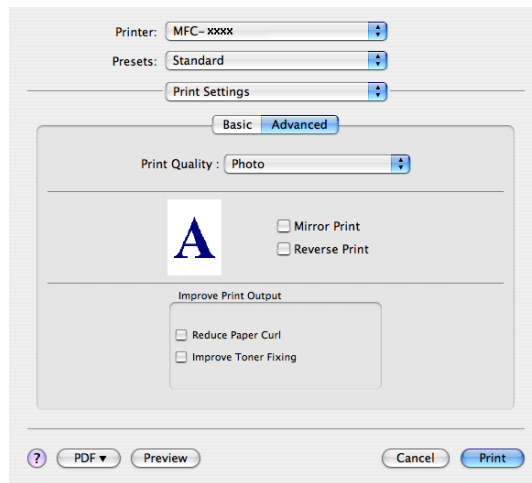
■ **Print Quality**

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 grey.

• 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 colours.

■ **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.

8

Using the BR-Script3 Driver
(MFC-7840W and DCP-7045N 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 and DCP-7045N 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.
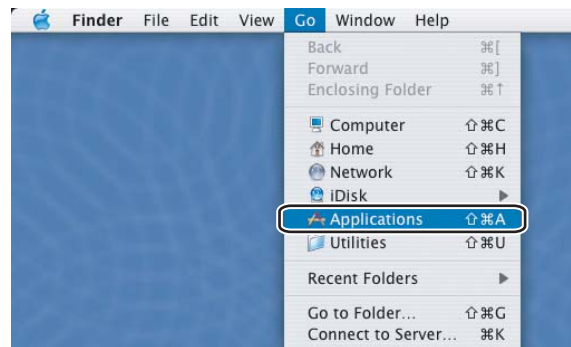
Note

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 X 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.
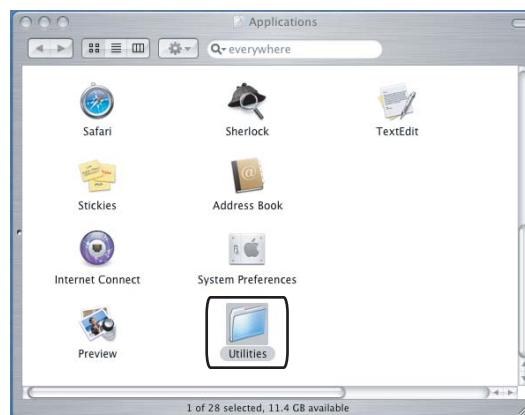
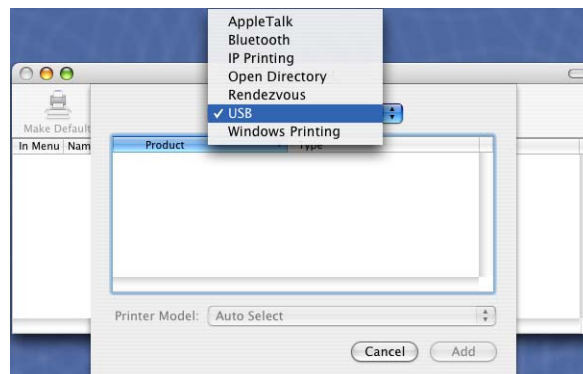**c** Open the **Printer Setup Utility** icon. For Mac OS X 10.2.x users, open the **Print Center** icon.
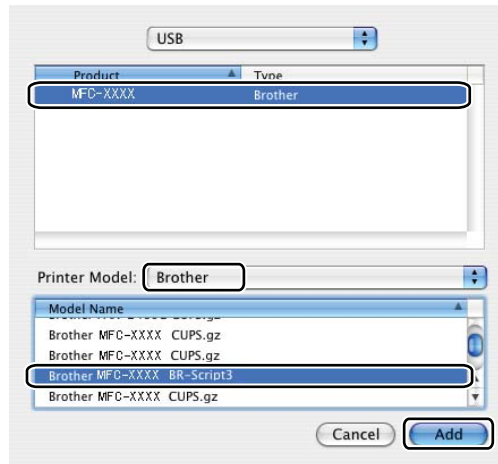

d Click **Add**.

For Mac OS X 10.2.4 to 10.3 users, go to Step **e**. For Mac OS X 10.4.x users, go to Step **f**.
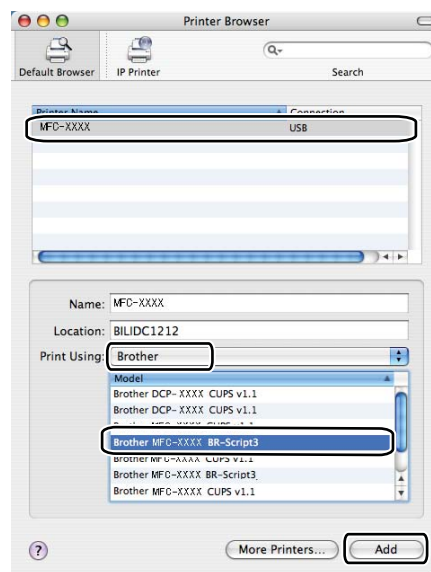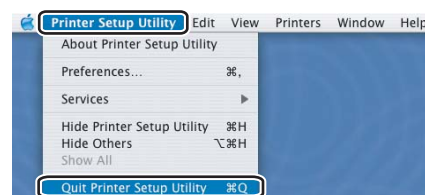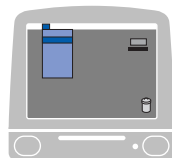
e Choose **USB**.

f 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 X 10.2.4 to 10.3 users:
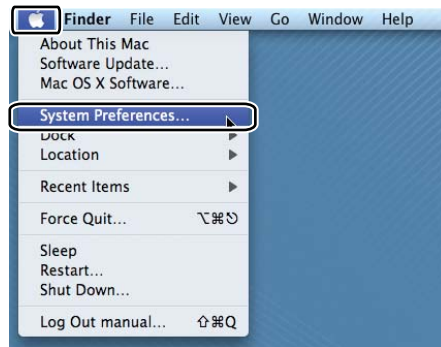

For Mac OS X 10.4.x users:

g Choose **Quit Printer Setup Utility** from the **Printer Setup Utility** menu.
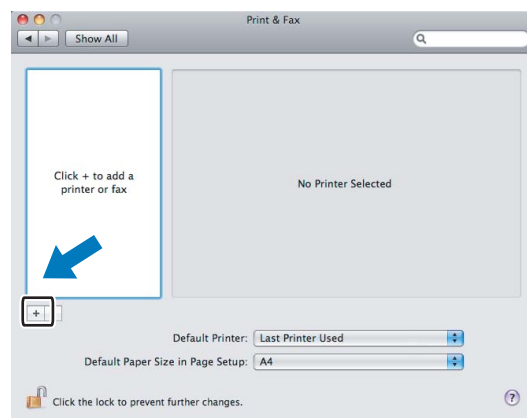
■ **For Mac OS X 10.5**

① Choose **System Preference** from the **Apple** menu.
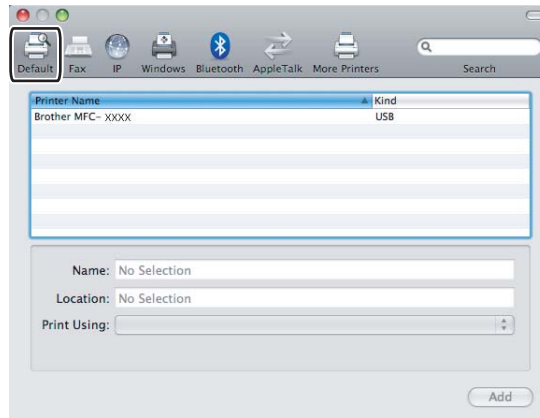

② Click the **Printer & Fax** icon.

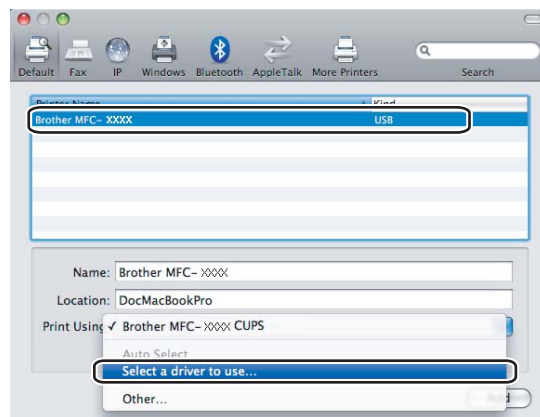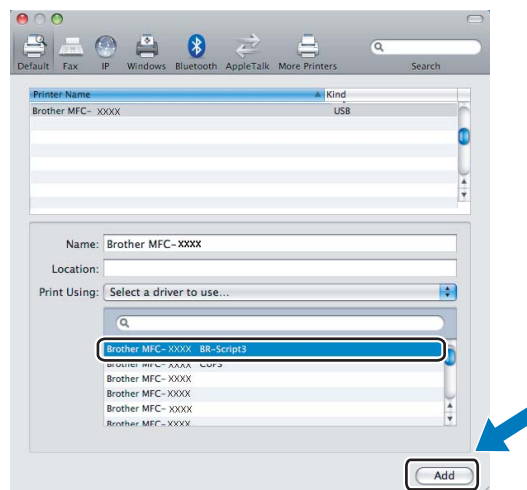③ Click **+** button which is located below the **Printers** section.

d Click the **Default** icon which is located at the top of the dialog box.

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

f 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.
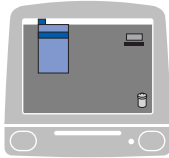
Features in the BR-Script (PostScript® 3 ™ language emulation) printer driver (MFC-7840W and DCP-7045N only)

Page Setup

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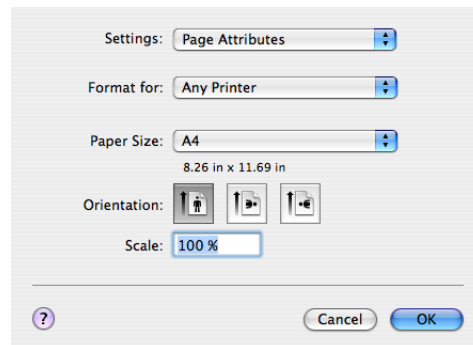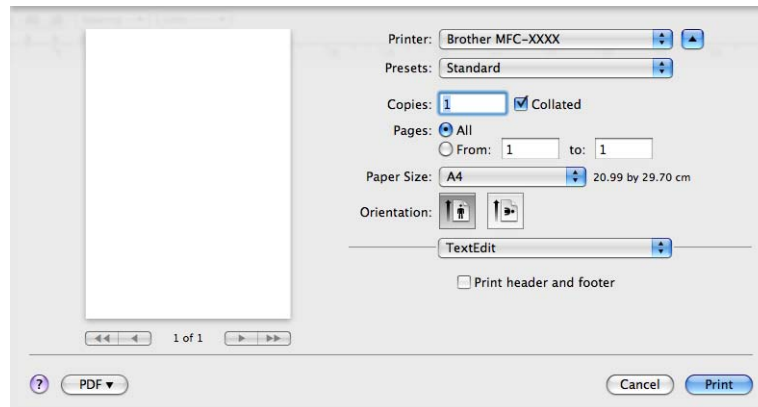
Copies & Pages

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.

8
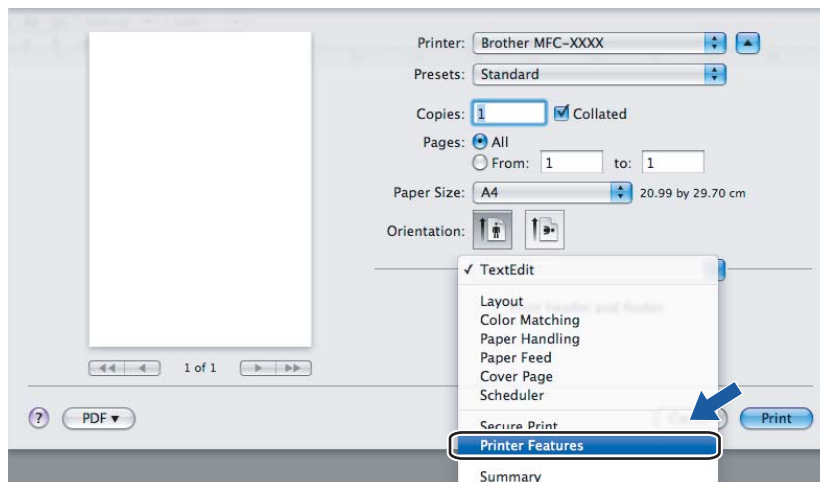
Cover Page (For Mac OS X 10.4)

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**

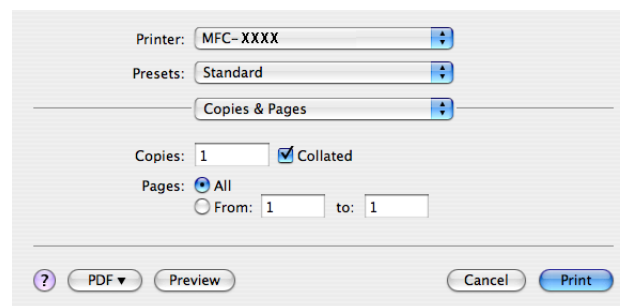If you want to add the billing information to the cover page, enter text in the **Billing Info** box.

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)**
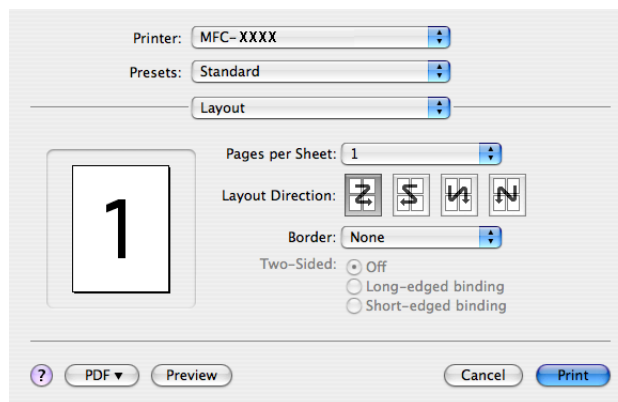
Select **Paper Handling**.

Choose **Odd numbered pages** and print, and then choose **Even numbered pages** and print.
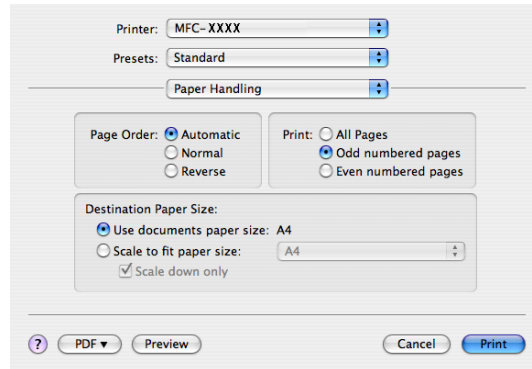
Printer Features

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.

Plain Paper	Thin Paper	Thick Paper	Thicker Paper	Bond Paper
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 Greyscale images.

Feature Sets: Set 2
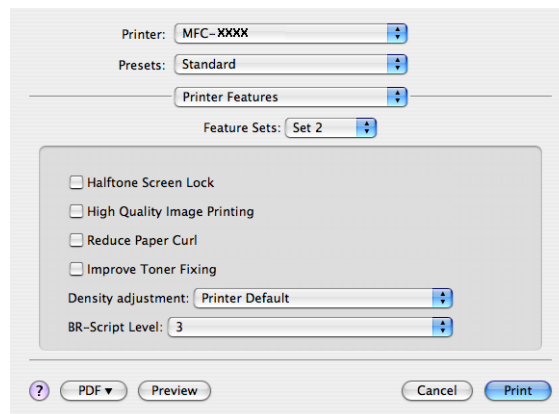
■ **Halftone Screen Lock**

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**, 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.

8

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
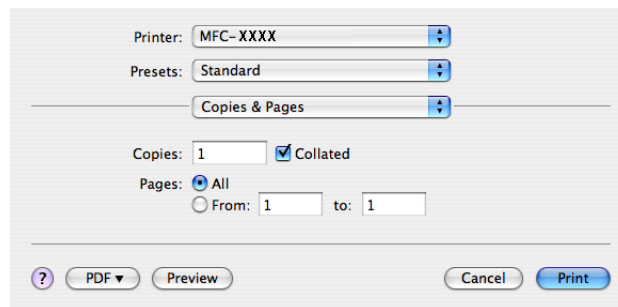
Printer:	MFC–XXXX
Presets:	Standard

Copies & Pages

Copies: 1   ☑ Collated

Pages: ⦿ All
        ○ From: 1   to: 1

? PDF ▾   Preview   Cancel   Print

■ For Mac OS X 10.5

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

8

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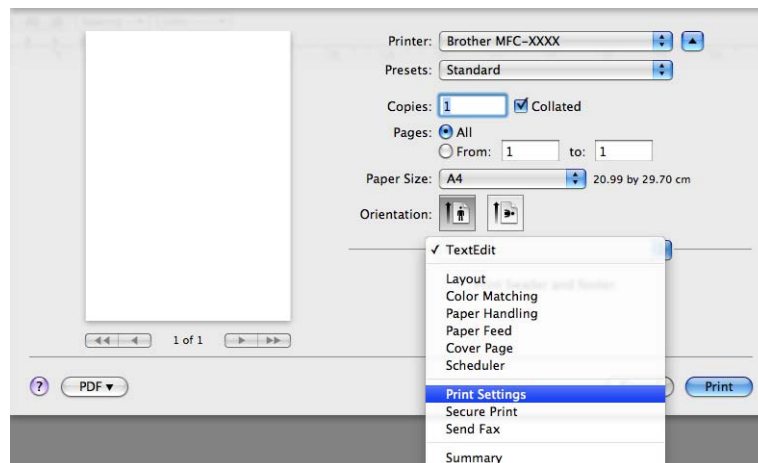
④ Choose **Facsimile** from the **Output** pop-up menu.

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.

8

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.

a Click **Address Book**.

b Drag a vCard from the Mac OS X **Address Book** application to the **Destination Fax Numbers** field.
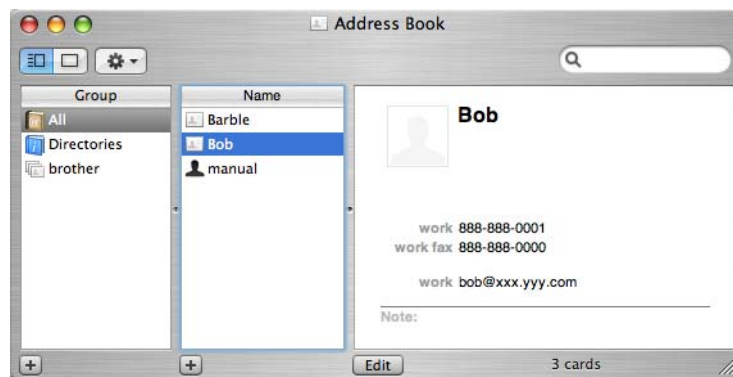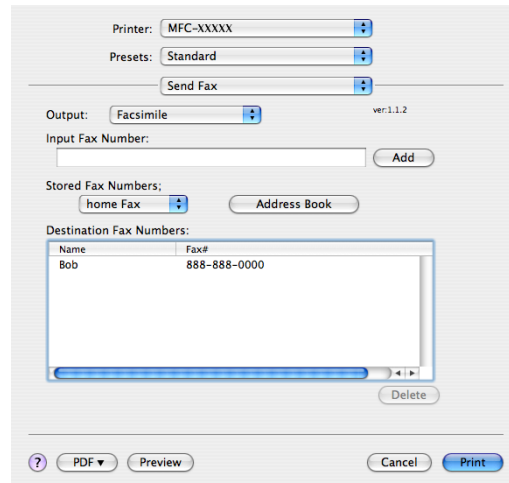
Note

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

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

Note

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

Using Mac OS X 10.5 Addresses panel

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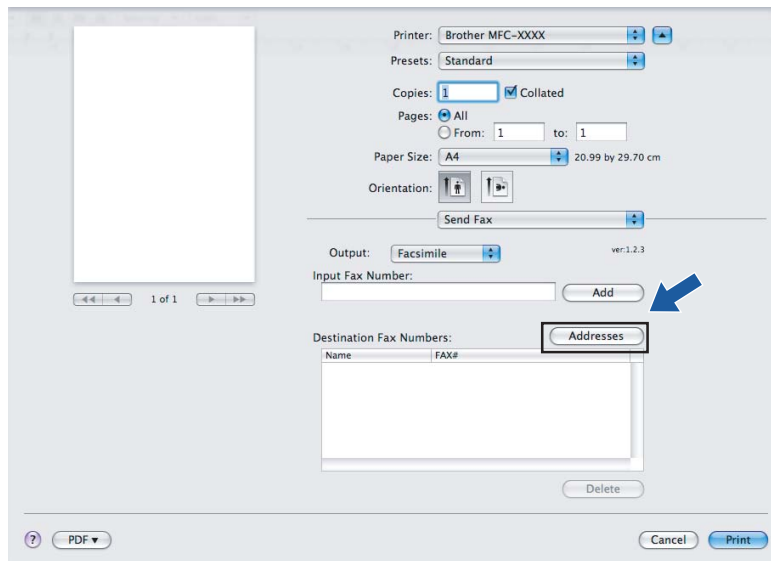
a Click **Addresses**.

b Choose the fax number from **Addresses** panel and then click **To**.
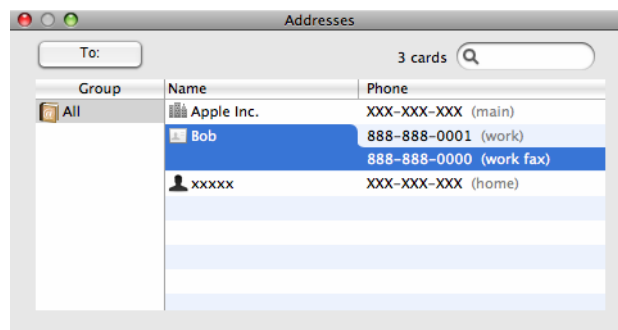
③ When you are finished addressing your fax, click **Print**.
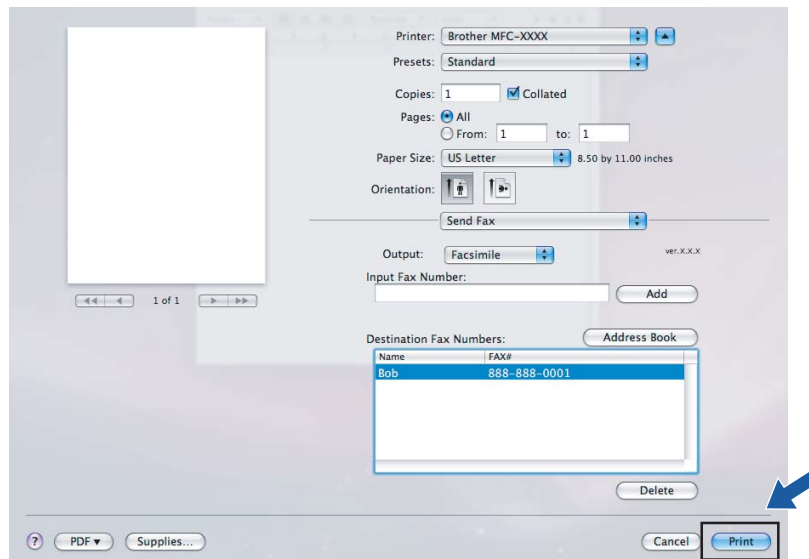
9 Scanning

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.
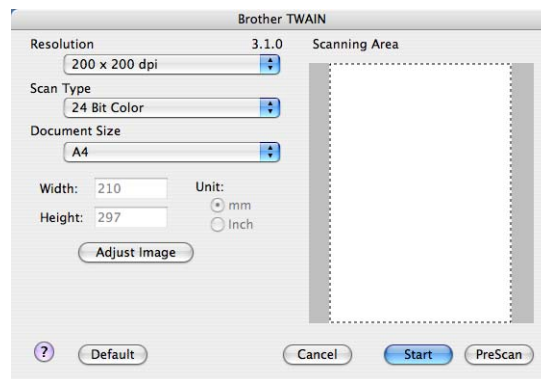
Note

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

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

❷ Adjust the following settings, if needed, in the Scanner Setup dialog box:
- **Resolution**
- **Scan Type**
- **Document Size**
- **Brightness**
- **Contrast**

❸ 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.

❶ Load your document.

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

❸ Drag the mouse pointer over the portion you want to scan.

❹ Put the document in the ADF again.

📝 **Note**

If you put the document on the scanner glass in Step ❶, skip this step.

150

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 colours.

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

Scan Type

■ **Black & White**

Use for text or line art images.

■ **Grey (Error Diffusion)**

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

■ **True Grey**

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

■ **8 Bit Colour**

Uses up to 256 colours to scan the image.

■ **24 Bit Colour**

Uses up to 16.8 million colours to scan the image.

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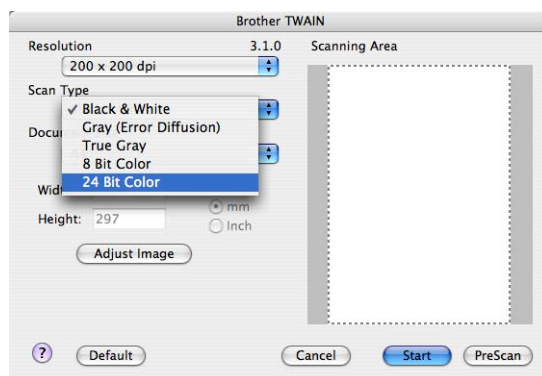
Document size

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 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 8.9 x 8.9 mm to 215.9 x 355.6 mm

(For DCP-7030, 8.9 x 8.9 mm to 215.9 x 297 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.
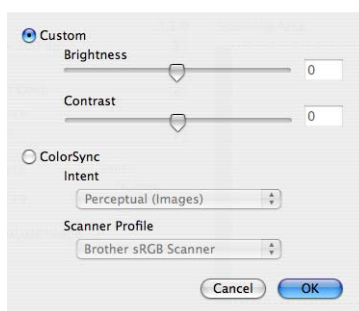
If the scanned image is too light, set a lower **Brightness** level and scan the document again.

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**, **Grey** or **True Grey**.

■ **Contrast**

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

Note

The **Contrast** setting is only available if you have set **Scan Type** to **Grey** or **True Grey**.

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.

9

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 colour 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 colour, choose colour 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.)

9

Scan to Image

You can scan either a black and white or colour 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 colour, choose colour 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.)

Scan to File

You can scan a black and white or a colour 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 colour, choose colour 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.

9

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:	4030 Clipper Court Fremont, CA 94538, U.S.A.
Telephone:	510 445-8616
Fax:	510 445-8601
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

Company name:	5CA
Postal Address:	Not Open
Telephone:	0807505598
	(For callers from within Spain only, this is not a toll-free call, Callers will be charged at Euro 0.94 per minute)
E-mail Address:	sp.nsc@newsoft.eu.com

Other countries

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

9

10 **ControlCenter2**

Note

The features available to you in ControlCenter2 may vary depending on the model number of your machine.

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] 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)
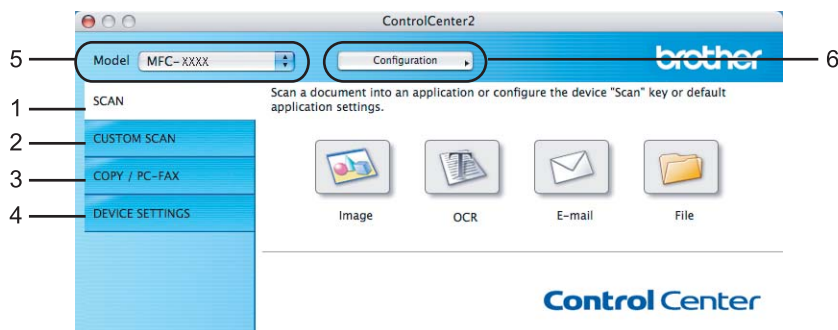
Turning the AutoLoad feature off

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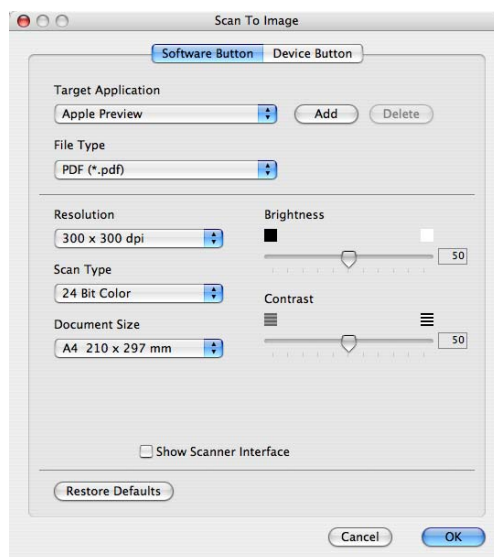
If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

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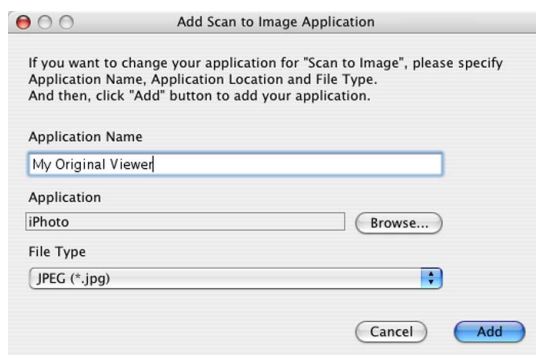
Enter the **Application Name** (up to 30 characters) and choose your preferred application by clicking the **Browse** button. Also choose the **File Type** from the pop-up menu.

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.
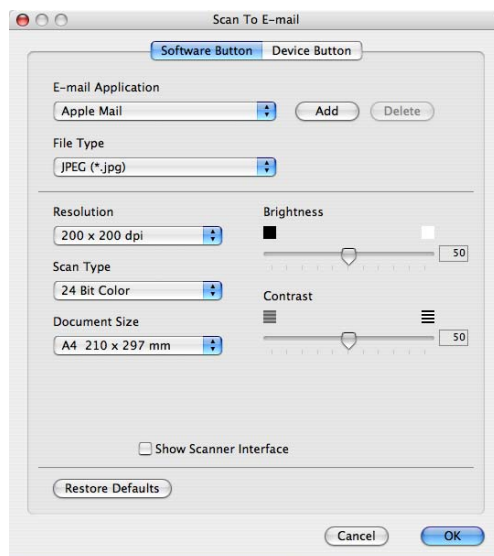
To configure **Scan to OCR**, click the button while holding down the **Ctrl** key and choose **Software Button**.
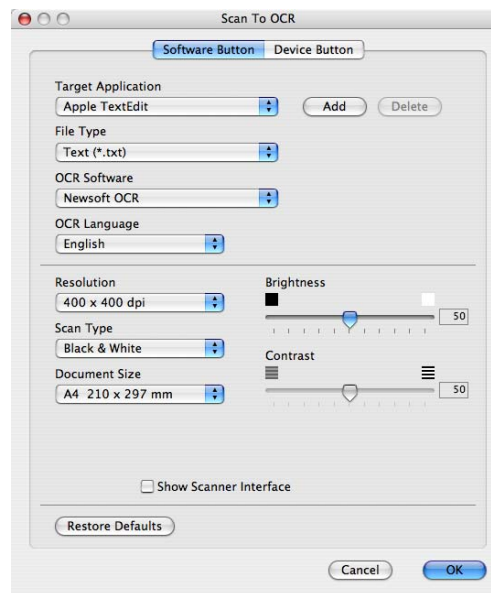
To change the word processing application, choose the destination word processing application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

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

E-mail

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 [1]. 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.

10

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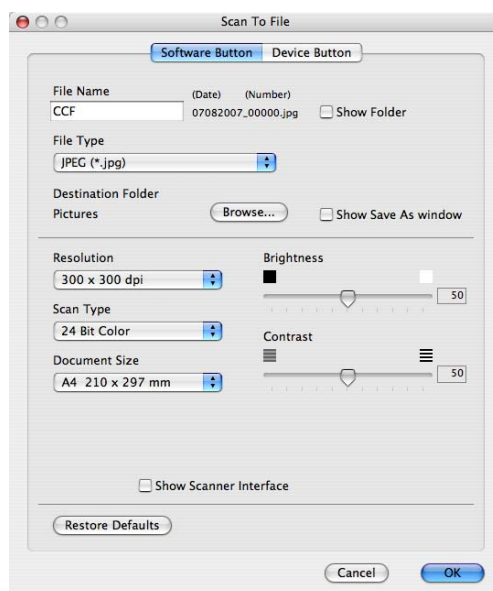
You can change the File Name. Enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. File name will be the file name you registered, current date and sequential number.

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.

10

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)
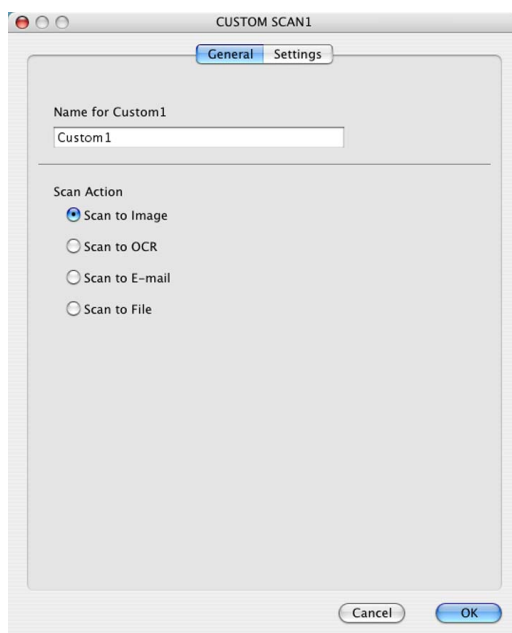
■ PDF (*.pdf)

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.
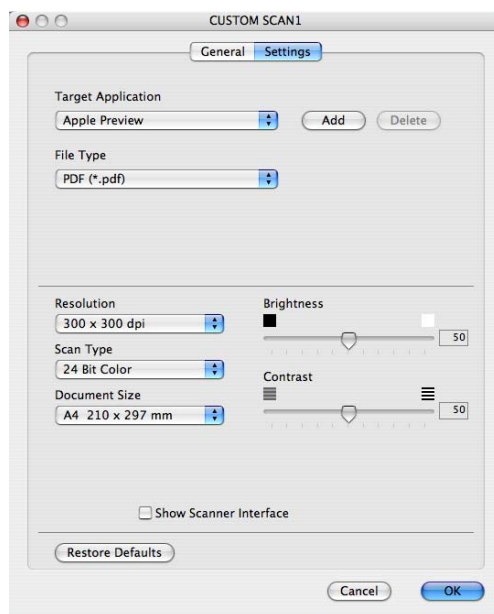
10

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.
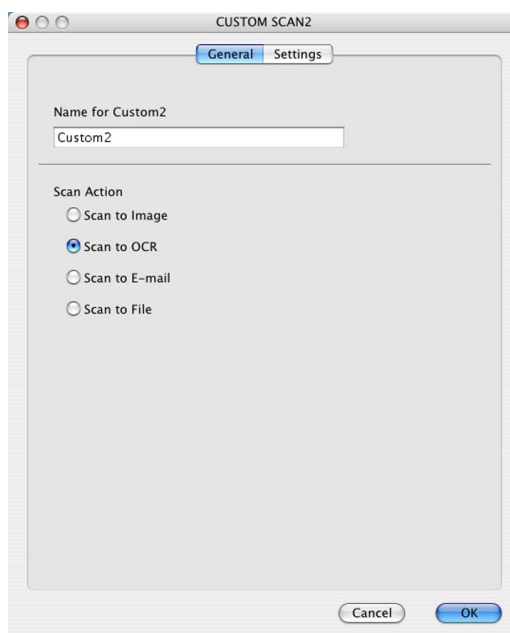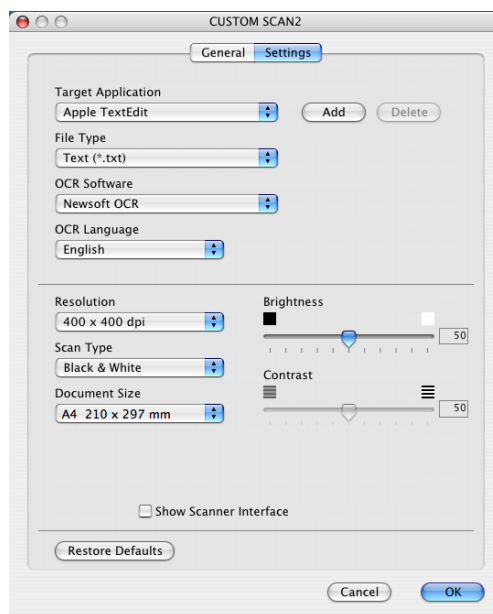
Scan to OCR

■ **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.
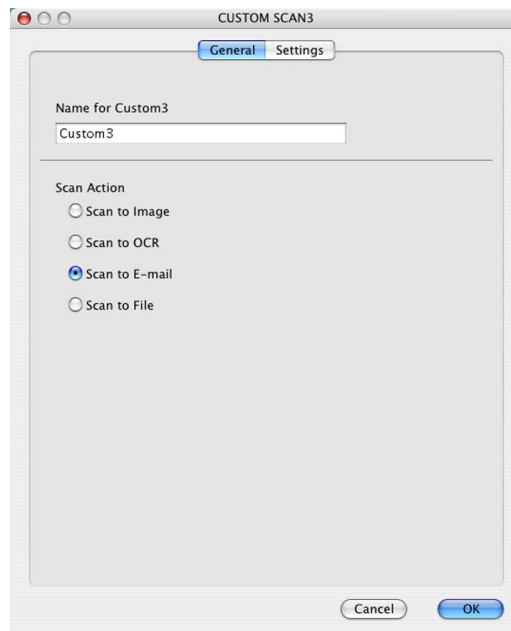
Scan to E-mail

■ **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.

10
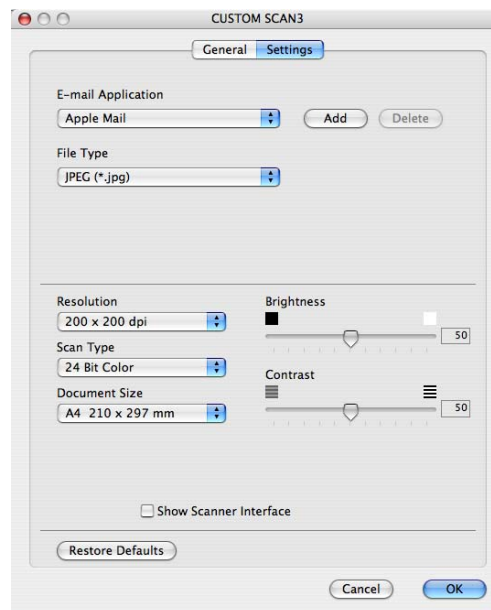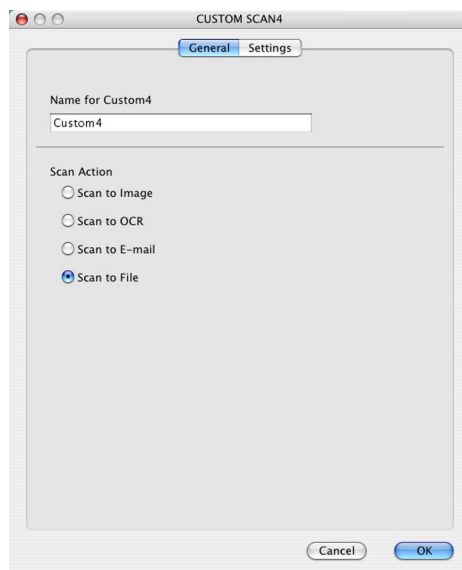
Scan to File

■ **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.
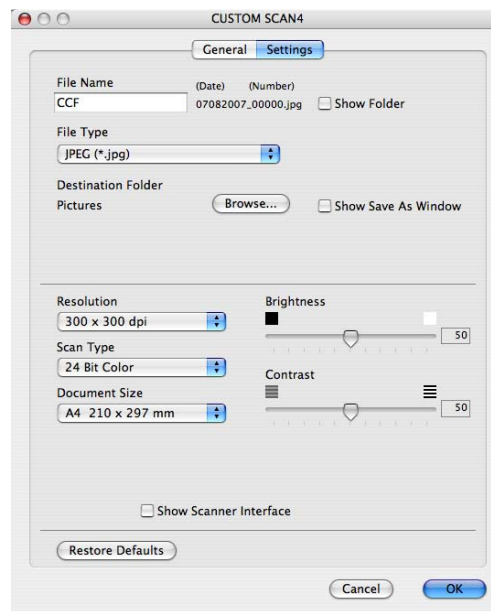
COPY / PC-FAX (PC-FAX is MFC models only)

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.
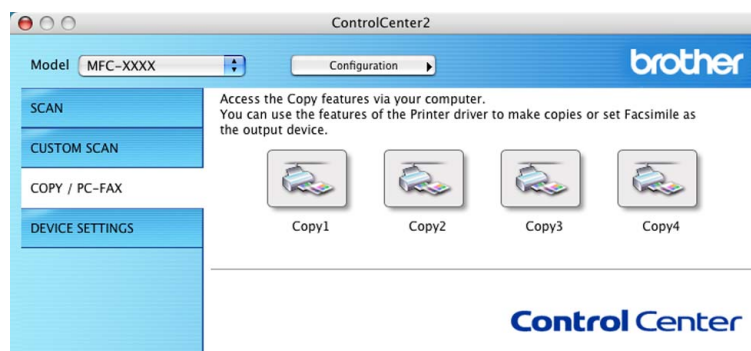
To use the **Copy** buttons, configure the printer driver by clicking the button while holding down the **Ctrl** key.
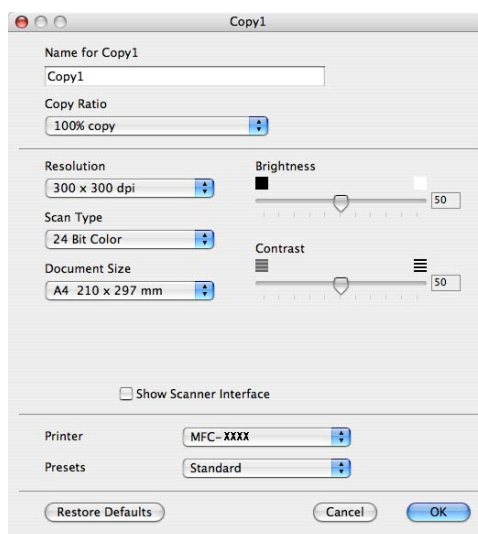
Enter a name in **Name for Copy** (up to 30 characters).

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.
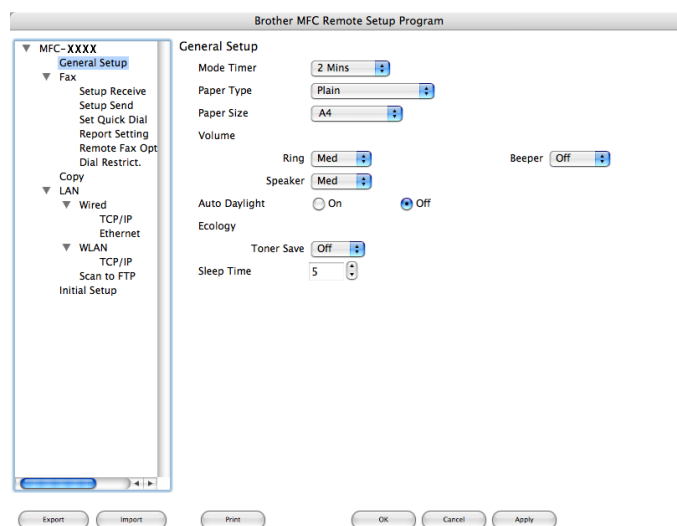
Quick-Dial (MFC models only)

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.
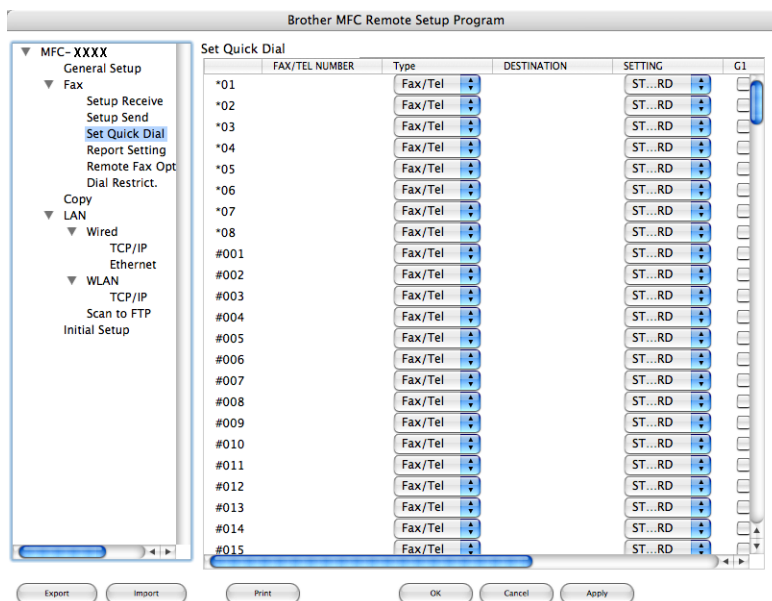
Status Monitor

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.)

11 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.

3 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.)

11

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 Colour document and it will be sent with the E-mail from the Macintosh as an attachment.

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

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

2️⃣ Press ⬦ (**Scan**).

3️⃣ Press ▲ or ▼ to choose `Scan to E-mail`.
Press **OK**.

4️⃣ 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**.

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

Note

If you want the scanned data in colour, choose colour 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.)

11

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.)

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

2️⃣ Press ⬦ (**Scan**).

3️⃣ 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**.

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

Note

If you want the scanned data in colour, choose colour 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 Presto! 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.

11

Scan to File

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

11

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

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

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

For information on how to manually enter the Scan to FTP details, see *Scan to FTP Manual Method* on page 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.

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 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).

11

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 colour or greyscale 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**.

b 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

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

b Press ⊇ (**Scan**).

c Press ▲ or ▼ to choose `Scan to FTP`. Press **OK**.

d 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 ❿.

- 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.

e 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 ❻.

- Press ▲ or ▼ to choose `B&W 200 dpi` or `B&W 200x100 dpi`. Press **OK** and go to Step ❼.

f Press ▲ or ▼ to choose `PDF` or `JPEG`.
Press **OK** and go to Step ❽.

g Press ▲ or ▼ to choose `PDF` or `TIFF`. Press **OK**.

h Use the dial pad to enter the username. Press **OK**.

i Use the dial pad to enter the password. Press **OK**.

11

❿ Do one of the following:

■ If you want to start scanning, press **Start** and go to Step ⓭.

■ If you want to change the file name, go to Step ⓫.

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

📝**Note**

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

___

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

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

Scan to FTP Manual Method

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

❷ Press ⬦ (**Scan**).

❸ Press ▲ or ▼ to choose Scan to FTP.
Press **OK**.

❹ Press ▲ or ▼ to choose <Manual>. Press **OK**.

📝**Note**

If there is no FTP Profile configured, skip Step ❹ and go to Step ❺.

___

❺ 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**.

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

❼ Press ▲ or ▼ to choose Enter Username or Change Setting. Press **OK**.
If you choose Enter Username, go to Step ⓫.
If you choose Change Setting, go to Step ❽.

❽ 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 ❾.

■ Press ▲ or ▼ to choose B&W 200 dpi or B&W 200x100 dpi. Press **OK** and go to Step ❿.

❾ Press ▲ or ▼ to choose PDF or JPEG. Press **OK** and go to Step ⓫.

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 user name is entered incorrectly then the LCD will show Authenticate Err, please start the process again from the beginning **1**.

**11**

12 **Remote Setup**

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**.
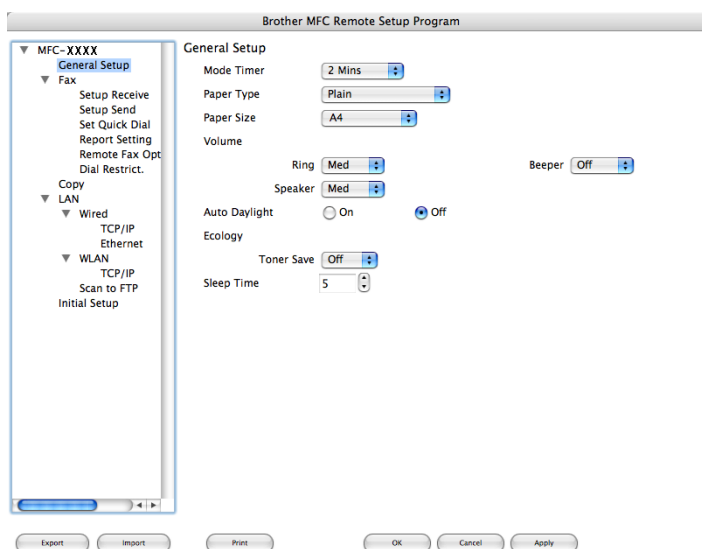
■ **OK**

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)

12

A | Index

brother.

Visit us on the World Wide Web
http://www.brother.com