



SOFTWARE USER'S GUIDE

For DCP users; This documentation is for both MFC and DCP models. Where it says 'MFC' in this user's guide, please read 'MFC' as 'DCP'.

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**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 you are unable to network print, network scan or PC Fax, you may need to configure the firewall settings. 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, see *Firewall settings (For Network users)* on page 108 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.

Using the Brother printer driver

A printer driver translates the data from your PC application, and using a page description language, converts it into a format that can be understood by the printer/multi-function device.

You will find appropriate drivers on the CD-ROM supplied with the machine. Install those drivers by following the *Quick Setup Guide*. You can also download the latest drivers from the Brother Solutions Center at:

<http://solutions.brother.com>

Features

This machine offers many features you will find in a high quality ink jet printer.

Brilliant High Quality Output

Printing at up to 1200 × 6000 dpi on glossy paper to get the highest possible resolution. (See *Resolution* in the *Specifications* in the *User's Guide*.) The printer driver supports N in 1, Watermark printing, Colour Enhancement technology and many other features.

Low Running Cost

Whenever a particular ink colour requires replacement, you only have to replace that individual cartridge.

USB

The Universal Serial Bus Interface provides fast communication with your PC.

Ethernet

The Ethernet interface lets your machine communicate with multiple PCs connected on a network. This feature is available for Network Standard models only. (Not available for MFC-253CW, MFC-255CW and MFC-257CW)

Wireless LAN (IEEE802.11b/g) (For Wireless models only)

The wireless LAN capability lets your machine communicate with other wireless devices using the IEEE802.11b/g wireless standard in Infrastructure and Ad-hoc modes. (See the *Network User's Guide* for details.) This feature is available for Wireless Network Standard models only.

Choosing the right type of paper

For high quality printing, it is important to choose the right type of paper. Be sure to read *About paper* in the *User's Guide* before buying paper.

1

Simultaneous printing, scanning 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.

Clearing data from the memory

If the LCD shows *Data Remaining*, you can clear the data that is left in the printer memory by pressing the **Stop/Exit** key on the control panel.

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, paper jam or ink replacement required.



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** on your PC.

There is also a link to the **Brother Original Supplies** website. Click the **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

Once you start up your PC, the Status Monitor icon appears on the tasktray.

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



- A yellow icon indicates a warning.



- A red icon indicates an error has occurred.



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

Turning off the Status Monitor

If you want to switch off the Status Monitor, follow these steps:

- 1 Right-click the **Status Monitor** icon or window and click **Load Status Monitor on Startup** to clear the check mark.
- 2 Right-click again then click **Exit**.



Note

Even if the Status Monitor is off, you can check the machine's status at any time by clicking **Status Monitor** from the **Start** menu on your PC.

Printer driver settings

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

- **Media Type/Quality** (Speed)
- **Paper Size**
- **Page Layout**
- **Colour Settings**
- **Scaling**
- **Use Watermark**
- **Print Date & Time**

Accessing the printer driver settings

- 1 Click **File**, then **Print** in your application.
- 2 Choose **Brother MFC-XXXX Printer** (where XXXX is your model name) and click **Preferences**. The printer properties dialog box appears.

Basic tab



- 1 Choose your setting for **Slow Drying Paper, Media Type** and **Quality** (1).



Note

Check **Slow Drying Paper** when printing with plain paper on which ink dries slowly. This setting may cause some slight blurring of text.

- 2 Choose **Borderless, Paper Size, Colour Mode, Orientation**, number of **Copies** and the page order, **Reverse Order, Page Layout, Page Order, Border Line** (if any) (2).
- 3 Click **OK** (4) to apply your chosen settings.
To return to the default settings, click **Default** (3), then **OK** (4).



Note

This area (5) shows the current settings.

Media Type

To achieve the best print results, the media being printed on should be selected in the driver. The machine changes the way it prints depending on the selected media type.

- Plain Paper
- Inkjet Paper
- Brother BP71 Photo Paper
- Brother BP61 Photo Paper
- Other Photo Paper
- Transparencies

Quality

The quality selection lets you choose the print resolution. As print quality and speed are related, the higher the quality, the longer it will take to print the document. The quality selections that are available will vary depending on the media type you choose. (See *Resolution* in the *Specifications* in the *User's Guide*.)

■ Highest

Use for printing precise images such as photographs. This is the highest resolution and slowest speed.

■ Photo

Use for printing photographs. Since the print data is much larger than a normal document, the processing time, data transfer time and print time will be longer.

■ Fine

Better print quality than **Normal** mode and faster print speed than **Photo**.

■ Normal

Good print quality with typical print speed.

■ Fast Normal

Better print quality than **Fast** mode and faster print speed than **Normal**.

■ Fast

The fastest print mode and the lowest amount of ink used. Use for printing large volume documents or documents for proofing.

Media Type	Colour/Greyscale	Print Quality Selection
Plain Paper	Colour/Greyscale	Fast, Fast Normal, Normal , Fine
Inkjet Paper	Colour/Greyscale	Fine, Photo
Brother BP71 Photo Paper, Brother BP61 Photo Paper or Other Photo Paper	Colour/Greyscale	Fine, Photo , Highest
Transparencies	Colour/Greyscale	Normal , Fine



Note

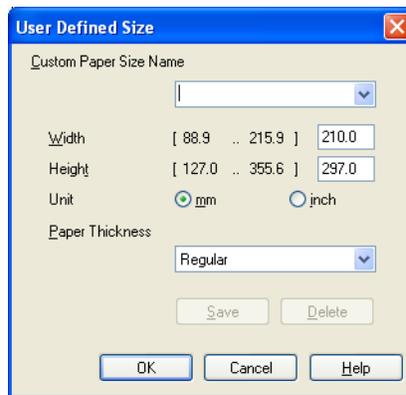
The default settings are shown in bold.

Paper Size

The **Paper Size** selection includes a large selection of standard paper sizes. If you want, you can create a custom size ranging from 88.9 × 127.0 mm (3.5 × 5 in.) to 215.9 × 355.6 mm (8.5 × 14 in.). You can also choose the borderless setting for specific paper sizes. From the drop-down list, choose the **Paper Size** you are using.



You can create a custom size by choosing **User Defined**. Specify the **Width** and **Height** values, and enter any name you want for this custom size. Choose the correct paper thickness to improve the quality of your output.



To do borderless printing

From the **Paper Size** pull down list choose the size of paper you want to print such as **A4 (Borderless)**.

Colour Mode

Colour is adjusted to get the closest colour match with the PC monitor.

- **Natural**: Use for photographic images. The colour is adjusted to print more natural colours.
- **Vivid**: Use for business graphics such as charts, graphics and text. The colour is adjusted to print more vivid colours.

Page Layout

The **Page Layout** option lets you choose the N in 1 options or the 1 in N options. The N in 1 options print 2, 4, 9 or 16 pages of a document on 1 sheet of paper. The 1 in N options enlarges your print size and prints the document in poster print mode.

Page Order

When N in 1 option is selected, the **Page Order** can be selected from the drop-down menu.

Border Line

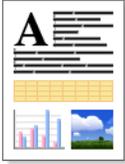
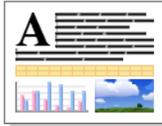
When N in 1 with the **Page Layout** feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.

Page Layout	2 in 1
Page Order	Left to Right
Border Line	None

Orientation

Orientation chooses the position your document will be printed (in **Portrait** or **Landscape**).

Orientation Portrait Landscape

Portrait (Vertical)	Landscape (Horizontal)
	



Note

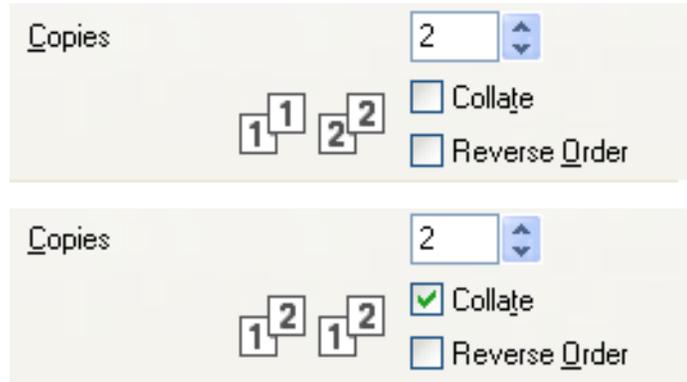
If your application software contains a similar function to this, we recommend you use the one in the application.

Copies

The **Copies** selection sets the number of copies that will be printed (1 to 999).

Collate

With **Collate** checked, one complete copy of your document will be printed and then reprinted according to the number of copies you choose. If **Collate** is unchecked, then each page will be printed according to the number of copies chosen before the next page of the document is printed.

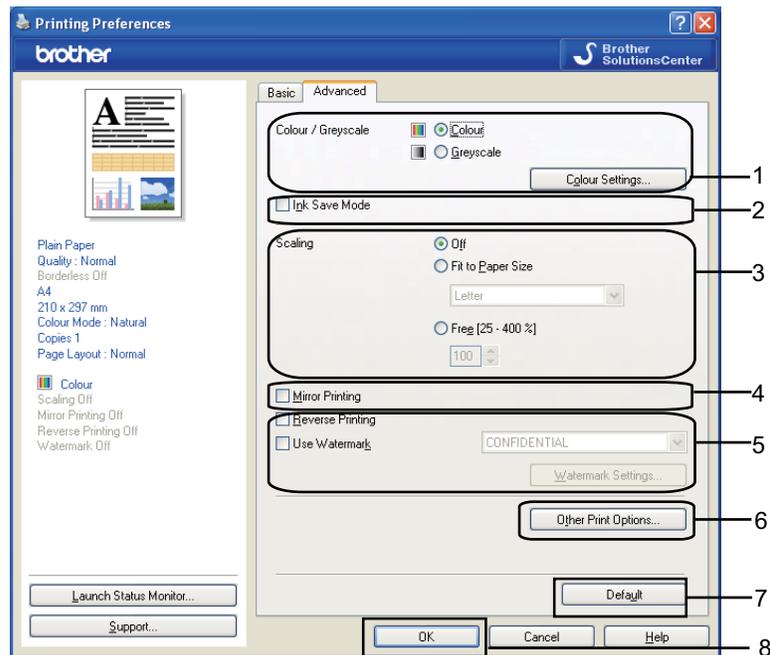


Reverse Order

Reverse Order prints the pages of your document in the opposite order.



Advanced tab



- 1 Choose your setting for **Colour/Greyscale** (1).
- 2 Choose **Ink Save Mode** to help reduce ink consumption (2). (For DCP-395CN, DCP-593CW, DCP-595CW, DCP-597CW, MFC-495CW and MFC-795CW)
- 3 Choose your setting for **Scaling** feature (3).
 - Choose **Off** if you want to print the document as it appears on your screen.
 - Choose **Fit to Paper Size** if you want to enlarge or reduce the document to fit the paper size.
 - Choose **Free** if you want to reduce the size.
- 4 You can choose reverse printing options (4).
 - Check **Mirror Printing** to reverse the data from left to right.
 - Check **Reverse Printing** to reverse the data up to down.



Note

Mirror Printing is not available when you choose **Transparencies** as the **Media Type**.

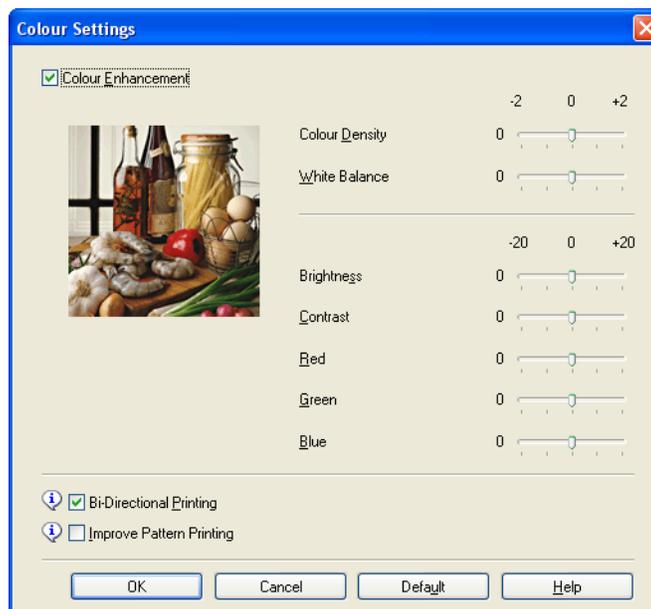
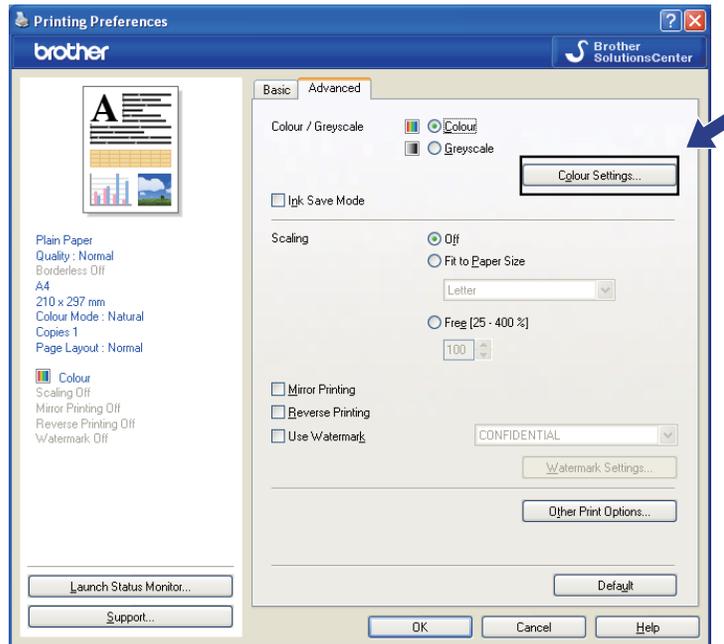
- 5 You can print a logo or text onto your document as a Watermark (5). You can choose one of the preset Watermarks, or you can use a bitmap file or text file that you have created.
- 6 Click the **Other Print Options** button to set more Printer functions (6).
- 7 Click **OK** to apply your chosen settings.
To return to the default settings, click **Default** (7), then **OK** (8).

Colour/Greyscale

This selection allows a colour document to be printed in black and white using greyscale.

Colour Settings

Click the **Colour Settings** button to see options for enhanced print settings.



Colour Enhancement

This feature analyzes your image to improve its sharpness, white balance and colour density. This process may take several minutes depending on the size of the image and the specifications of your PC.

■ Colour Density

Adjusts the total amount of colour in the image. You can increase or decrease the amount of colour in an image to improve a washed out or weak looking picture.

■ White Balance

Adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will affect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. By adjusting the white balance you can adjust those white areas.

■ Brightness

Adjusts the brightness of the whole image. To lighten or darken the image, move the scroll bar to the right or left.

■ Contrast

Adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

■ Red

Increases the intensity of **Red** in the image to make the image redder.

■ Green

Increases the intensity of **Green** in the image to make the image greener.

■ Blue

Increases the intensity of **Blue** in the image to make the image bluer.

Bi-Directional Printing

When **Bi-Directional Printing** is checked, the print head prints in both directions offering faster print speeds. When unchecked, the print head will only print in one direction giving higher quality printouts, but slower printing speeds.

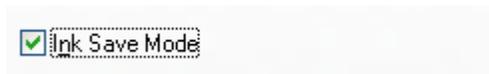
Improve Pattern Printing

Select the **Improve Pattern Printing** option if the printed fills and patterns appear different to how they appear on your computer screen.

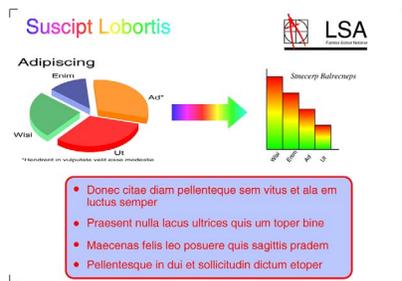
Ink Save Mode (For DCP-395CN, MFC-495CW, DCP-593CW, DCP-595CW, DCP-597CW and MFC-795CW)

When you choose **Ink Save Mode**, the machine prints the colours lighter and emphasises the outlines of the images. The amount of ink that is saved varies depending on the type of documents that are printed.

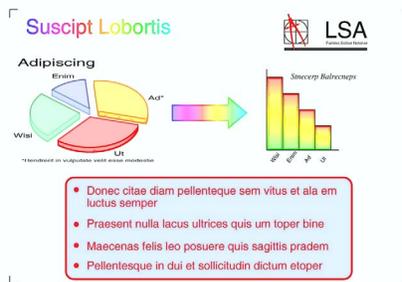
Ink Save Mode may make your printouts look different to what you see on your computer monitor.



Ink Save Mode: Off



Ink Save Mode: On



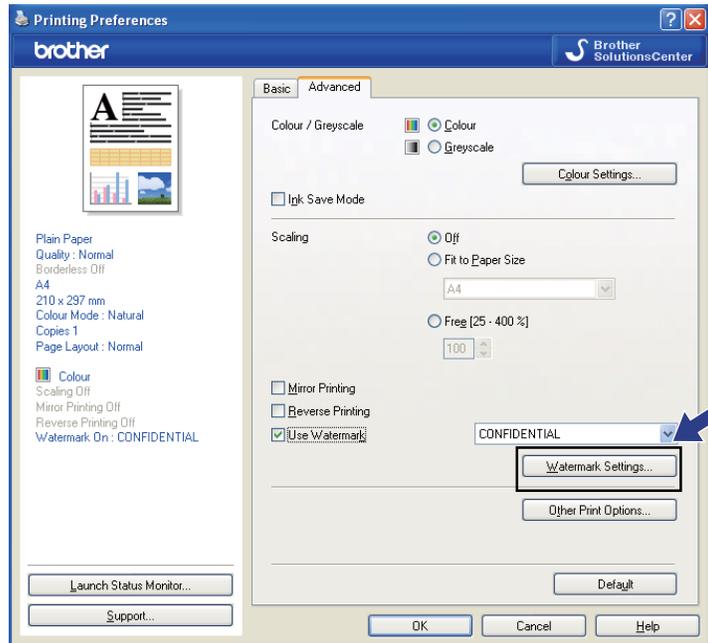
Use Watermark

You can print a logo or text onto your document as a Watermark. You can choose one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

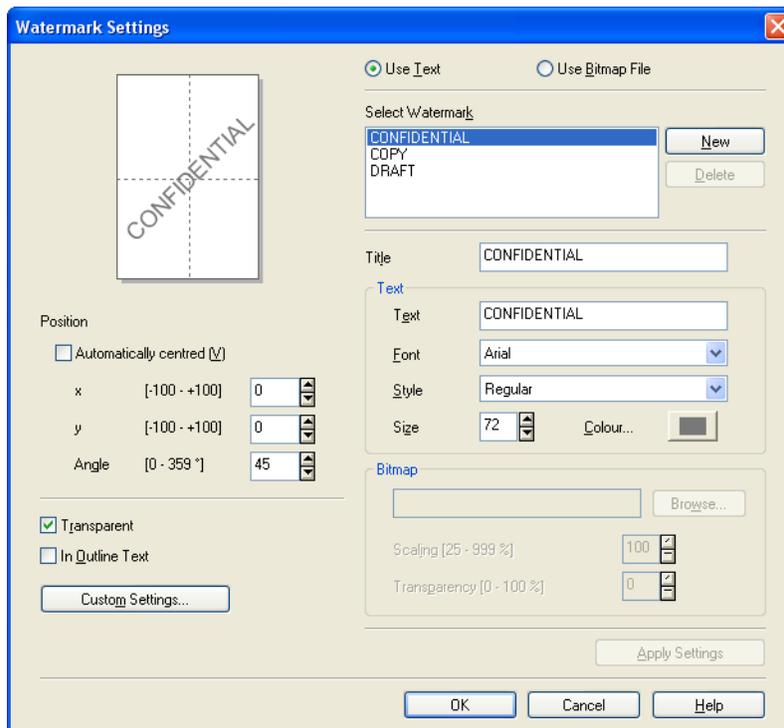
Check the **Use Watermark** check box and then choose the watermark you want to use from the drop-down list.

Watermark Settings

Click the **Watermark Settings** button to change the watermark settings.



You can choose a watermark and change its size and position on the page. If you want to add a new watermark, click the **New** button, and then choose **Use Text** or **Use Bitmap File**.



Position

Use this setting if you want to control the position of the watermark on the page.

Transparent

Check **Transparent** to print the watermark image in the background of your document. If this feature is unchecked, 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.

Title

Choose **CONFIDENTIAL**, **COPY** or **DRAFT** as the title or enter a title you like in the field.

Text

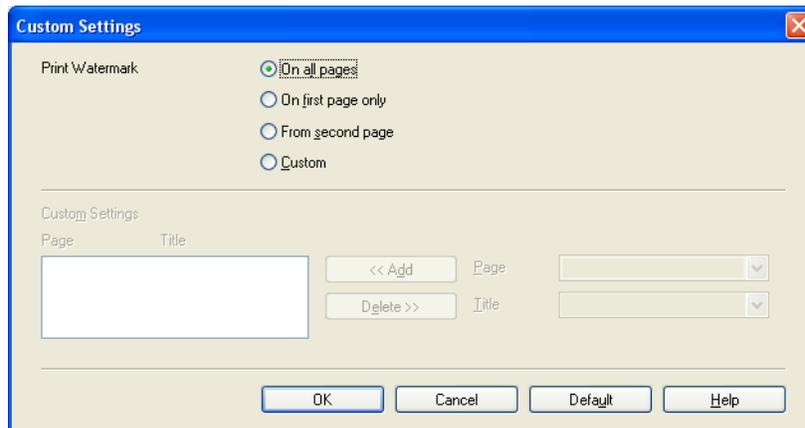
Enter your watermark text into the **Text Box**, and then choose **Font**, **Style**, **Size** and **Colour**.

Bitmap

Enter the file name and location of your bitmap image in the file box, or click **Browse** to search for the file. You can also set the **Scaling** or **Transparency** of the image.

Custom Settings

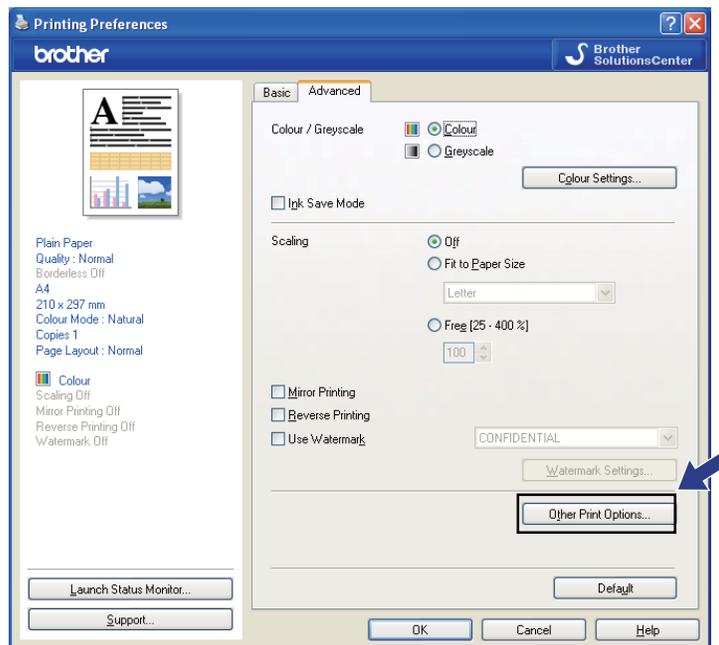
You can print the watermark in any of the following ways:



- On all pages
- On first page only
- From second page
- Custom

Other Print Options

Click the **Other Print Options** button to set more Printer functions:



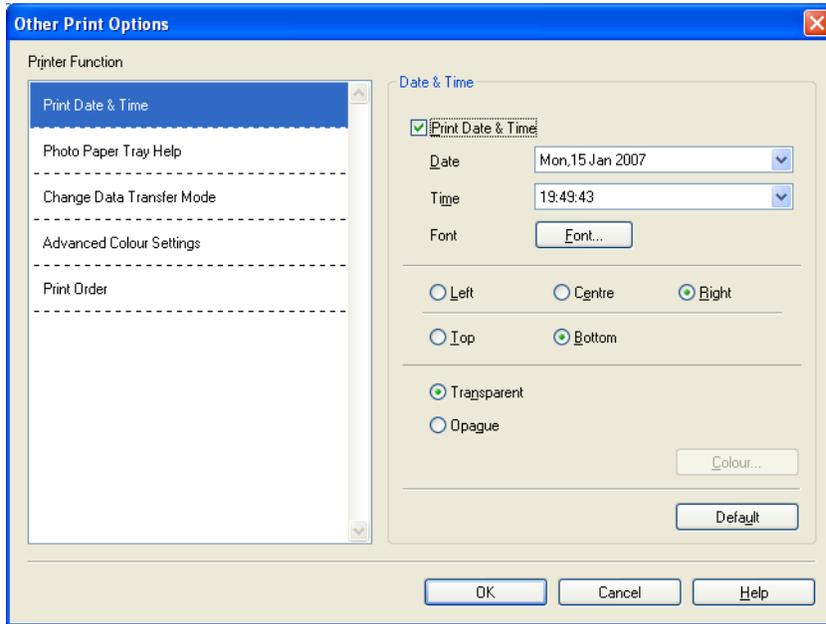
Note

The screen shown in this section may vary depending on your machine.

Print Date & Time

When the **Print Date & Time** feature is enabled, the date and time will print on your document from your PC's system clock.

1



Check **Print Date & Time** check box to change the **Date**, **Time**, **Font** and position. To include a background with the **Date** and **Time**, choose **Opaque**. When **Opaque** is chosen, you can click the **Colour** button to change the colour of the **Date** and **Time** background.

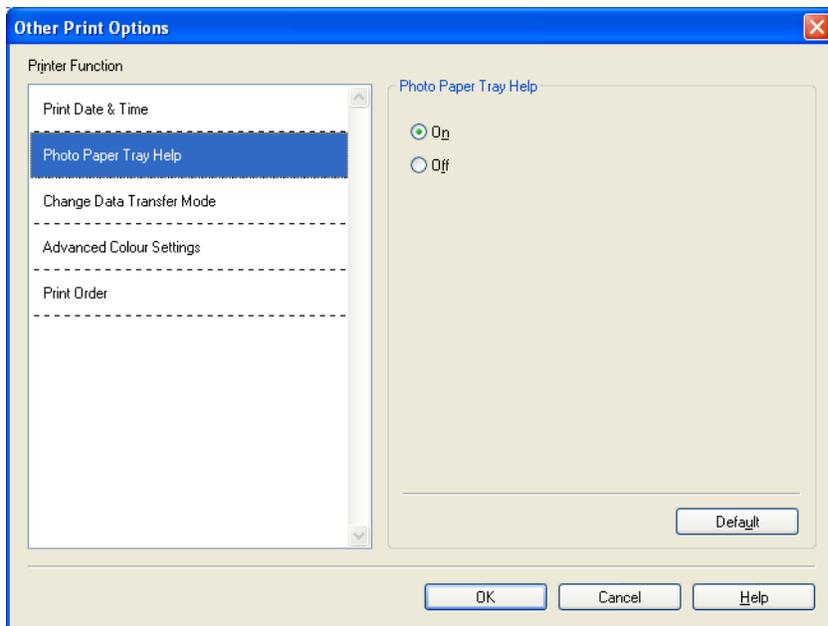


Note

The selection boxes show the format of **Date** and **Time** to be printed. The actual **Date** and **Time** printed on your document is automatically retrieved from the settings on your PC.

Photo Paper Tray Help (For DCP-395CN, MFC-495CW, DCP-593CW, DCP-595CW, DCP-597CW and MFC-795CW)

Set the **Photo Paper Tray Help** to **On** to display help instructions on how to use the photo paper tray when you select Photo, Photo L or Postcard 1 paper. (Available on Photo Paper Tray models)



Change Data Transfer Mode

The **Change Data Transfer Mode** feature lets you choose print data transfer mode to improve print quality or print speed.

■ Recommended Setting

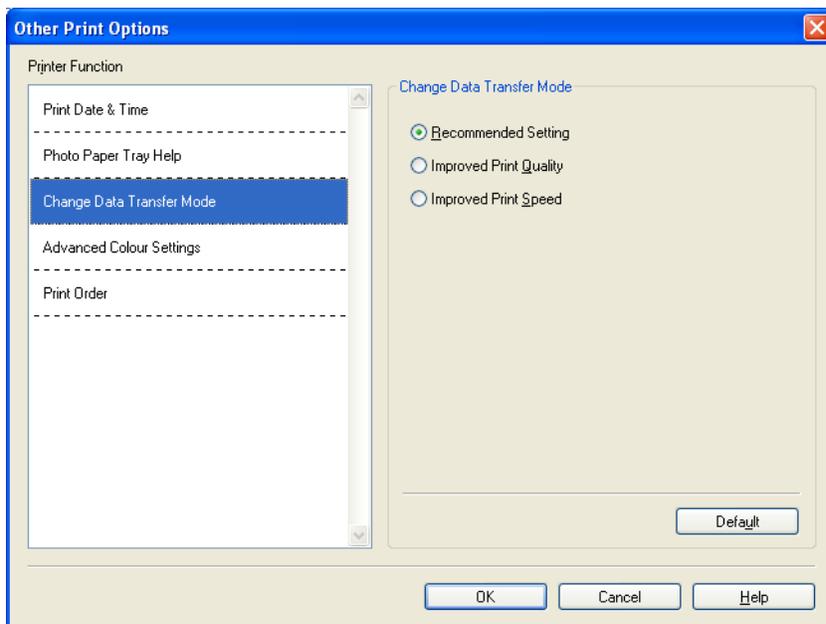
Choose **Recommended Setting** for general use.

■ Improved Print Quality

Choose **Improved Print Quality** for better print quality. Print speed may be reduced slightly, depending on the print data.

■ Improved Print Speed

Choose **Improved Print Speed** for faster print speed.



Advanced Colour Settings

You can set the **Halftone Pattern** and **Match Monitor** for more colour adjustment.

■ Halftone Pattern

The machine can use two methods (**Diffusion** or **Dither**) to arrange dots to express halftones. There are some predefined patterns and you can choose which one to use for your document.

- **Diffusion**

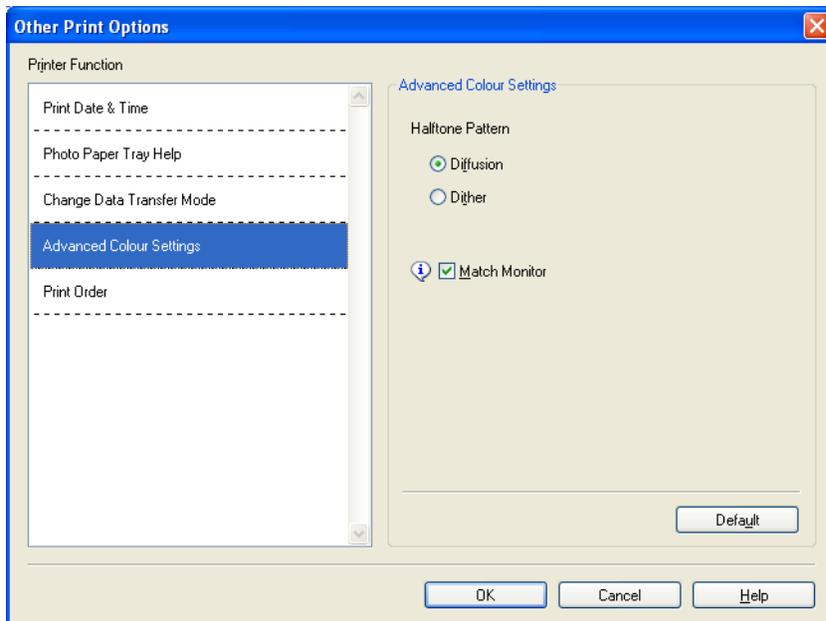
Dots are put at random to create the halftones. Use for printing photographs that have delicate shades and graphics.

- **Dither**

Dots are arranged in a pre-defined pattern to make halftones. Use for printing graphics that have definite colour boundaries or for printing charts such as business charts.

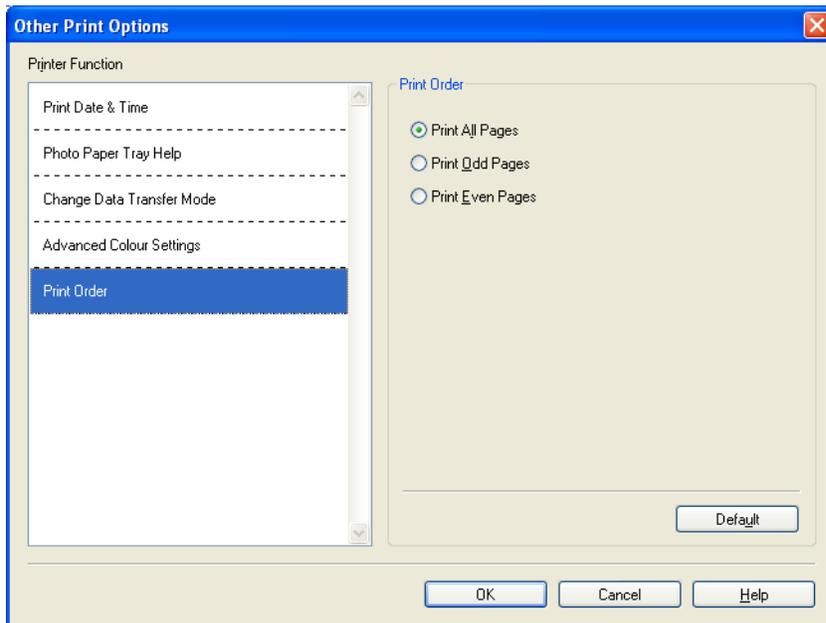
■ Match Monitor

Colour is adjusted to get the closest colour match with the PC monitor.



Print Order

You can choose to **Print All Pages**, **Print Odd Pages** or **Print Even Pages**.



■ Print All Pages

Lets you print all pages.

■ Print Odd Pages

Lets you print the odd-numbered pages only.

■ Print Even Pages

Lets you print the even-numbered pages only.



Note

- The print speed of the **Print Odd Pages** and **Print Even Pages** settings is slower than the other printer driver settings.
- When you choose the **Print Odd Pages** and **Print Even Pages** settings, you may see a printing error message on your computer, as the machine pauses during the printing process. The error message will disappear after the machine re-starts printing.

The **Print Odd Pages** and **Print Even Pages** settings only support **A4** for **Paper Size** and **Plain Paper** for **Media Type**.

You can print multiple copies in collated format. Choose the number of copies you want and check **Collate** in the **Basic** tab.

If the **Print Odd Pages** and **Print Even Pages** settings are greyed out, go back to the **Basic** tab and **Advanced** tab and then click **Default**.

Printing on both sides of the paper

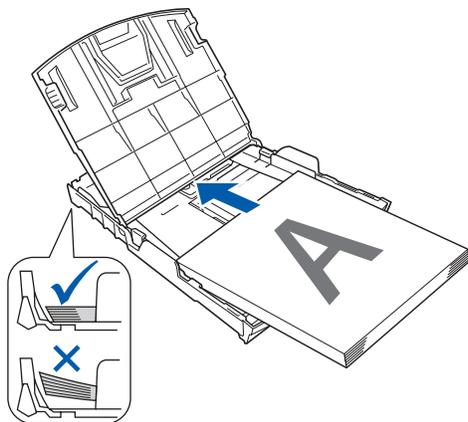
The following steps show how you can print on both sides of the paper using the **Print Odd Pages** and **Print Even Pages** settings.

If you want to print a 10 page document on 5 sheets of paper, you must set the printer driver options to print all odd-numbered pages in reverse order (page 9, 7, 5, 3, 1) first and then even-numbered pages in normal order (page 2, 4, 6, 8, 10).

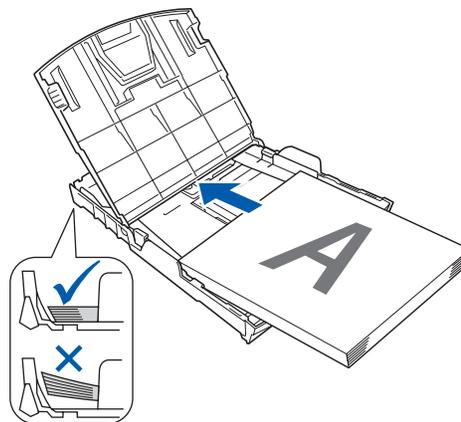
- 1 In the printer driver, choose the **Basic** tab and check **Reverse Order**.
- 2 Choose the **Advanced** tab and click **Other Print Options**.
- 3 Choose **Print Order** and check **Print Odd Pages**.
Click **OK**.
- 4 After the machine prints the odd-numbered pages, remove the printed pages from the output paper tray. Before you go to the next step, make sure the printed pages are dry.
- 5 Empty the paper tray. Do not add the printed pages to the top of a stack of unprinted paper.
- 6 Make sure the pages are completely flat before putting them back in the paper tray, with the side to be printed on (the blank side) face down and the top page first.

Paper orientation

For Portrait



For Landscape



- 7 In the printer driver, choose the **Basic** tab and un-check **Reverse Order**.
- 8 Choose the **Advanced** tab and click **Other Print Options**.
- 9 Choose **Print Order** and check **Print Even Pages**.
Click **OK**.
- 10 The machine will print all the even-numbered pages on the other side of the paper.

Guidelines for printing on both sides of the paper

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

Support

The **Support** window shows the driver version and settings information. There are also links to the **Brother Solutions Center** and **Original Supplies Website**.

Click the **Support** button to display the **Support** window:



■ **Brother Solutions Center**

The **Brother Solutions Center** is a website offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

■ **Original Supplies Website**

The **Original Supplies Website** offers information about your Brother original supplies.

■ **Check Setting**

You can check current driver settings.

Using FaceFilter Studio for photo printing by REALLUSION

FaceFilter Studio is an easy-to-use borderless photo printing application. FaceFilter Studio also lets you edit your photo data. You can add photo effects such as red eye reduction or skin tone enhancement.

FaceFilter Studio

Brother Edition



To use FaceFilter Studio, you must install the FaceFilter Studio application from the CD-ROM supplied with your machine. Install FaceFilter Studio by following the instructions in the *Quick Setup Guide*.

You can start FaceFilter Studio by clicking on **Start/All Programs/Reallusion/FaceFilter Studio/FaceFilter Studio**. You can also start FaceFilter Studio by double-clicking the shortcut on the desktop or by clicking the FaceFilter Studio button in ControlCenter3. (See *PHOTOCAPTURE* on page 70.)



Note

If your Brother machine is not turned On, or connected to your computer, FaceFilter Studio will start with limited features. You will not be able to use the **Print** function.

This chapter only introduces the basic functions of the software. For more details, see the FaceFilter Studio Help.

To view the complete FaceFilter Studio Help, click **Start**, point to **All Programs/Reallusion/FaceFilter Studio** and click **FaceFilter Studio Help** on your PC.

Starting FaceFilter Studio with your Brother machine turned On

1

- 1 When you launch FaceFilter Studio for the first time, this screen will appear, if your Brother machine is turned On, and connected to your computer, the FaceFilter Studio will detect your Brother machine.



- 2 After you click **Continue** in step 1, this screen will appear. FaceFilter Studio is ready to use with full functionality.



Starting FaceFilter Studio when your Brother machine is turned Off

- 1 When you launch FaceFilter Studio for the first time, if your Brother machine is turned Off or not connected to your computer, this screen will appear.



- 2 Click **Detect** in step 1, and this screen will appear. Turn on your Brother machine and check that it is connected to your computer and then click **Yes**.

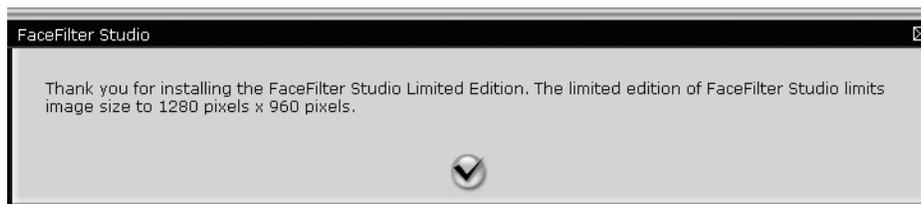


- 3 If FaceFilter Studio does not detect the Brother machine, this screen will appear. Make sure your Brother machine is turned on and click **Retry**.



If FaceFilter Studio still does not detect the Brother machine in step 3, click **Cancel**.

- 4 If you clicked **Cancel** in step 3, this screen will appear.



- 5 After you click the check mark in step 4, FaceFilter Studio will start with limited functionality. The Print icon on the top menu will be greyed out and you will not be able to use the Print function.



Note

- When FaceFilter Studio starts with limited functionality, the image file will be saved with a watermark.
- To start FaceFilter Studio with full functionality, see *Starting FaceFilter Studio with your Brother machine turned On* on page 28.

Printing an image

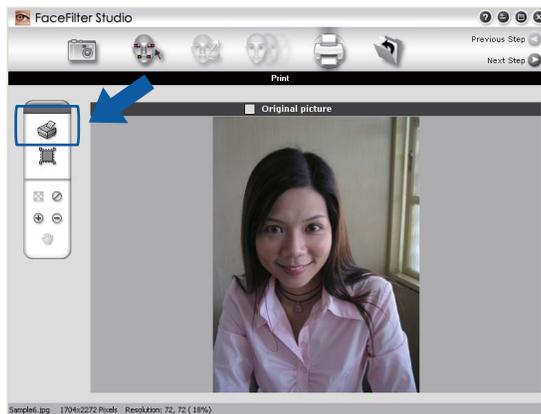
- 1 Click the **Open** icon to choose the image file.



- 2 Click the Print icon in the top menu bar to move to the print screen.



- 3 Click the Print icon on the left to open the print settings dialog box.



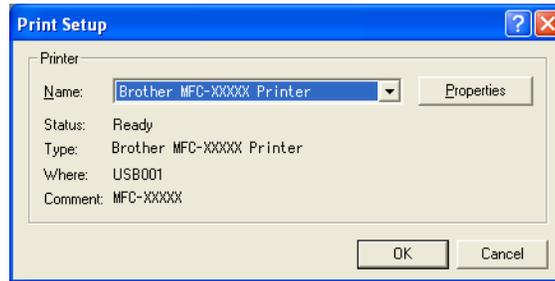
- 4 Choose **Paper Size**, **Paper Source**, **Orientation**, number of **Copies**, **Scaling** and **Printing Area**.



Note

If you want to print a borderless photo, choose **Full Page Photo** in **Scaling** and borderless paper in **Paper Size**.

- 5 Click **Print Setting** and choose your Brother machine. Click **OK**.



Note

If you want to use photo paper, click **Properties** and set the **Media Type** and **Quality** in the printer driver dialog.

- 6 Click **Print** in the Print settings dialog box and your photo will print.

Smart Portrait

The **Smart Portrait** function detects faces in the photo and adjust the brightness of the skin tone automatically.

- 1 Open the image file.
- 2 Click the **Smart Portrait**  icon to detect faces automatically.
- 3 You can modify the **Brightness adjustment** by dragging the slider.
- 4 Click **OK**.

Red-eye Reduction

The **Red-eye Reduction** function lets you reduce red eyes in your photo.

- 1 Open the image file.
- 2 Click the **Red-eye Reduction**  icon to reduce red eyes automatically.
- 3 **Auto Red eye Detection** finds all the red eyes in the image and marks them as dotted boxes. You can use the **RedEye Threshold** slider to adjust the colour of the marked areas.
- 4 Click **OK**.

Print Expression List

FaceFilter Studio lets you modify a facial expression by applying an expression template or by manual adjustment. In the **Select Expression** step, you can preview or print the expression list of your choice.



Uninstalling FaceFilter Studio

To uninstall FaceFilter Studio, choose **Start/All Programs/Reallusion/FaceFilter Studio/Uninstall FaceFilter Studio**.

The scanning operations and the drivers used will be different depending on your operating system. The machine uses a TWAIN compliant driver for scanning documents from your applications.

■ (Windows® XP/Windows Vista®)

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* on page 34) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (Windows® XP/Windows Vista®)* on page 41).

Windows® XP/Windows Vista® users can select either driver when scanning documents.



Note

- For Presto! PageManager, see *Using Presto! PageManager* 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. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 108.

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 Presto! PageManager 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 Presto! PageManager software that was installed during the MFL-Pro Suite installation to scan a document.

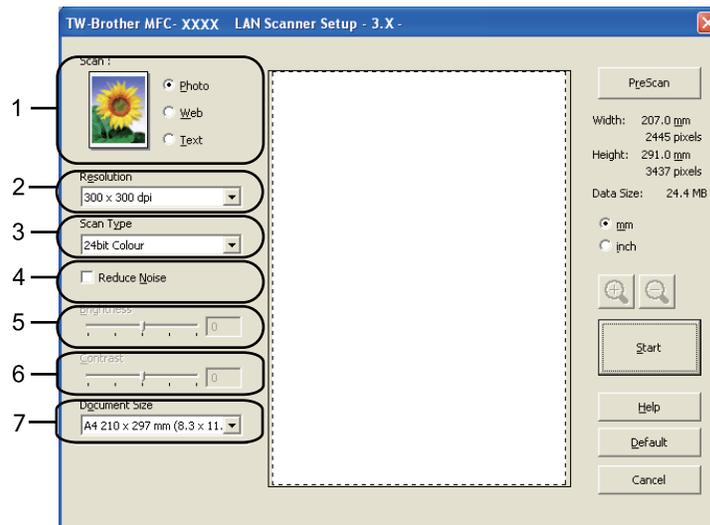


Note

The instructions for scanning in this Guide are for when you use Presto! PageManager. The scanning steps may vary when using other software applications.

- 3 Click **File**, then **Select Source**.
- 4 Choose **TW-Brother MFC-XXXX** or **TW-Brother MFC-XXXX LAN** from the **Select Source** list.
- 5 Click **Tool, Scan Settings** and uncheck **Suppress Twain User Interface**. Click **OK**.

- 6 Click **Acquire Image Data**.
The Scanner Setup dialog box appears.
- 7 Adjust the following settings, if needed, in the Scanner Setup dialog box:
 - **Scan** (Image Type) (1)
 - **Resolution** (2)
 - **Scan Type** (3)
 - **Reduce Noise** (4)
 - **Brightness** (5)
 - **Contrast** (6)
 - **Document Size** (7)



- 8 Click **Start**.
When scanning is finished, click **Cancel** to return to the Presto! PageManager window.



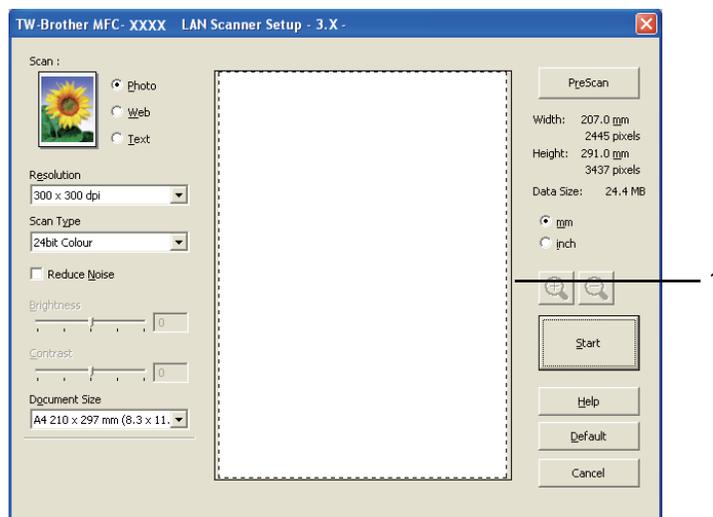
Note

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.

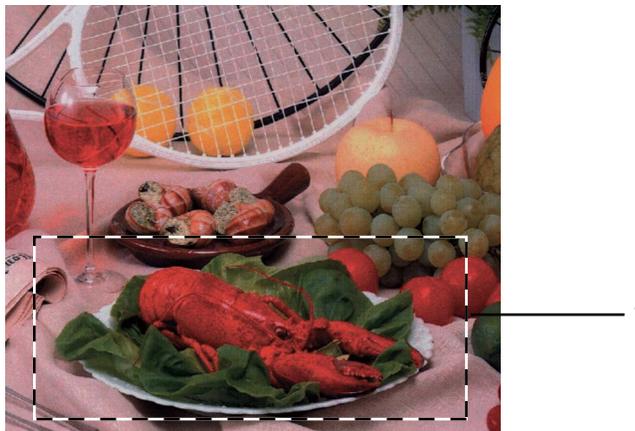
Pre-Scanning to crop a portion you want to scan

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

- 1 Follow the steps from 1 to 6 of *Scanning a document into the PC* on page 34.
- 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 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 1.

- 6 Click **Start**.
This time only the chosen area of the document appears in the Presto! PageManager window (or your application window).
- 7 In the Presto! PageManager window, use the options available to refine the image.

Settings in the Scanner Setup dialog box

Scan (Image Type)

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

The default settings are listed in the table below:

Scan (Image Type)		Resolution	Scan Type
Photo	Use for scanning photo images	300 x 300 dpi	24bit Colour
Web	Use for attaching the scanned image to web pages	100 x 100 dpi	24bit Colour
Text	Use for scanning text documents	200 x 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/24bit Colour
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes
19200 x 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 a grey appearance.)

■ 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.

■ 24bit Colour

Uses up to 16.8 million colours to scan the image.

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

Reduce Noise

You can improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** setting is available when using **24bit Colour** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

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 when you set **Scan Type** to **Black & White**, **Grey (Error Diffusion)** or **True Grey**.

Contrast

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



Note

The **Contrast** setting is only available when you set **Scan Type** to **Grey (Error Diffusion)** 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.

Document Size

Choose one of the following sizes:

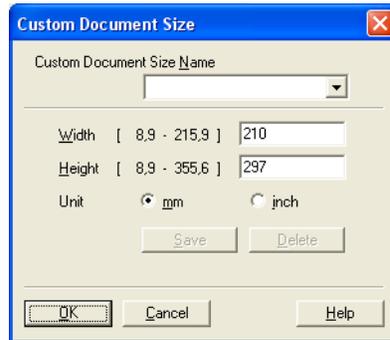
- A4 210 x 297 mm (8.3 x 11.7 in)
- JIS B5 182 x 257 mm (7.2 x 10.1 in)
- Letter 215.9 x 279.4 mm (8 1/2 x 11 in)
- Legal 215.9 x 355.6 mm (8 1/2 x 14 in)
(Available on ADF models)
- A5 148 x 210 mm (5.8 x 8.3 in)
- Executive 184.1 x 266.7 mm (7 1/4 x 10 1/2 in)
- Business Card 90 x 60 mm (3.5 x 2.4 in)

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

- Photo 10 x 15 cm (4 x 6 in)
- Index Card 127 x 203.2 mm (5 x 8 in)
- Photo L 89 x 127 mm (3.5 x 5 in)
- Photo 2L 13 x 18 cm (5 x 7 in)
- Postcard 1 100 x 148 mm (3.9 x 5.8 in)
- Postcard 2 (Double) 148 x 200 mm (5.8 x 7.9 in)

■ Custom

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

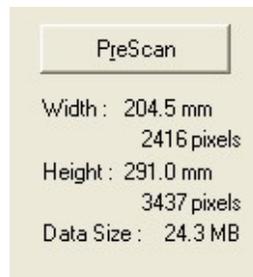


You can choose “mm” or “inch” as the unit for **Width** and **Height**.



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 approximate data size in Bitmap format. The size will vary depending on the type of file, resolution and number of colours used.

Scanning a document using the WIA driver (Windows® XP/Windows Vista®)

WIA compliant

For Windows® XP/Windows Vista® you can choose Windows® Imaging Acquisition (WIA) when scanning images. You can scan images directly into the Presto! PageManager viewer that Brother included with your machine or you can scan images directly into any other applications that support WIA or TWAIN scanning.

Scanning a document into the PC

There are two ways to 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 must scan using the scanner glass. (See *Pre-Scanning and cropping a portion using the scanner glass* on page 43.)

- 1 Load your document.
- 2 Start the Presto! PageManager software that was installed during the MFL-Pro Suite installation to scan a document.



Note

The instructions for scanning in this Guide are based on Presto! PageManager. The process will vary when scanning from other applications.

- 3 Click **File**, then **Select Source**.
- 4 Choose the scanner you are using from the **Select Source** list.

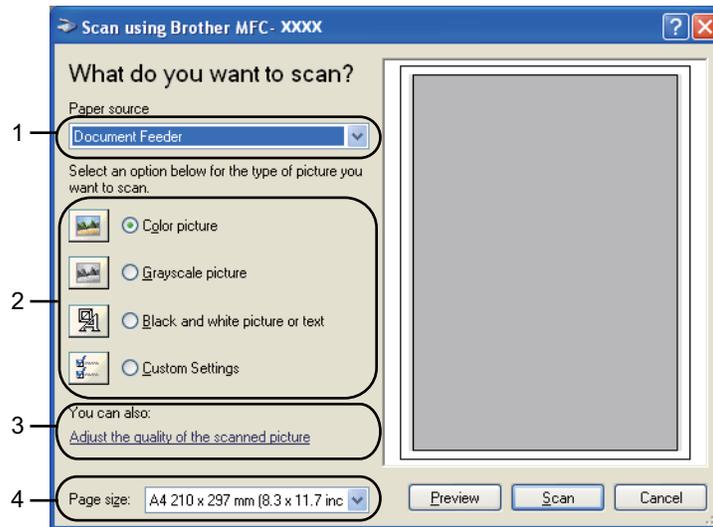


Note

Choose **WIA-Brother MFC-XXXX** or **WIA-Brother MFC-XXXX LAN**.

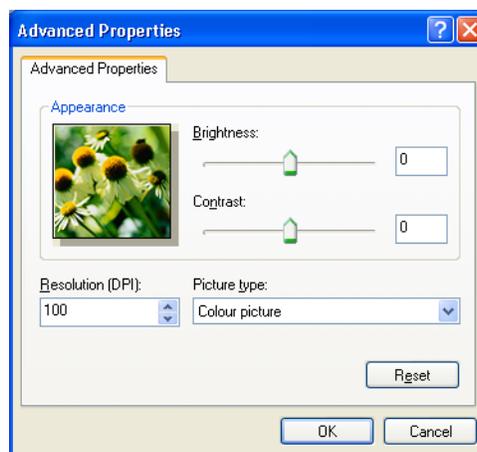
- 5 Check **Tool**, **Scan Settings** and uncheck **Suppress Twain User Interface**. Click **OK**.
- 6 Click **Acquire Image Data**.
The Scanner Setup dialog box appears.

- 7 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 Page size

- 8 Choose **Document Feeder** from the **Paper source** drop-down list (1).
- 9 Choose the picture type (2).
- 10 Choose the **Page size** from the drop-down list (4).
- 11 If you want to change some 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 the settings.



 **Note**

By default, the scanner resolution can be set to a maximum of 1200 dpi.

If you want to scan at higher resolutions, use the **Scanner Utility**. (See *Scanner Utility* on page 44.)

Pre-Scanning and cropping a portion using the scanner glass

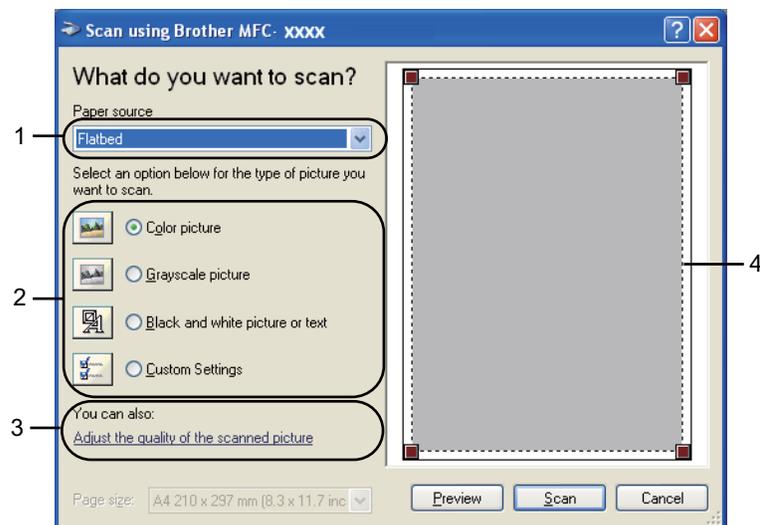
The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button in the Scan dialog box to scan the image.

- 1 Follow the steps from 1 to 6 of *Scanning a document into the PC* on page 41.
- 2 Choose **Flatbed** in the **Paper source** drop-down list (1).



Note

If your machine has no Auto Document Feeder (ADF), you do not need to specify the **Paper source**.



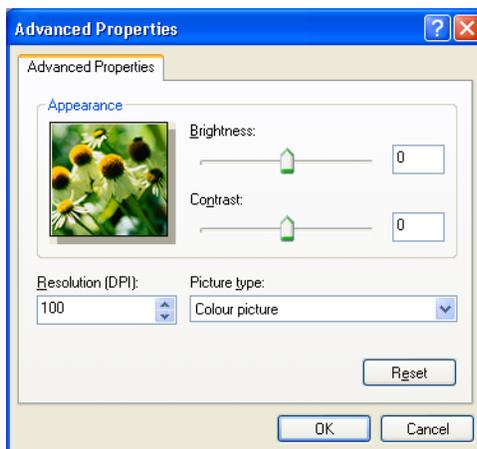
- 1 **Paper source**
- 2 **Picture type**
- 3 **Adjust the quality of the scanned picture**
- 4 **Scanning area**

- 3 Choose the picture type (2).
- 4 Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area (4).

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



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



- 7 Click the **Scan** button in the Scan dialog box. The machine starts scanning the document. This time only the chosen area of the document appears in the Presto! PageManager window (or your application window).

Scanner Utility

The **Scanner Utility** is used to configure the WIA scanner driver for resolutions greater than 1200 dpi and for changing the **Maximum Scanning Size** setting.

If you want to set **Legal** size as the default size, check **Legal** in the Scanner Utility dialog box. You must restart your PC for the new settings to take effect.



Note

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

■ Running the utility

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

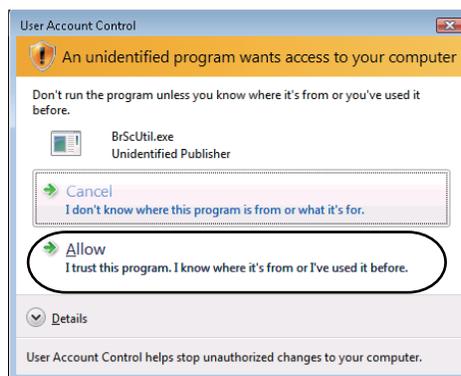


Note

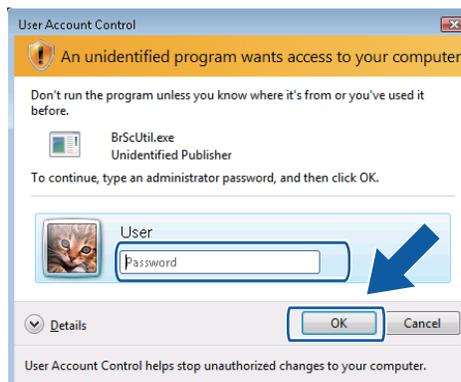
(Windows Vista®)

When the **User Account Control** screen appears, do the following.

- For users who have administrator rights: Click **Allow**.



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



Scanning a document using the WIA driver (Windows Photo Gallery and Windows Fax and Scan users)

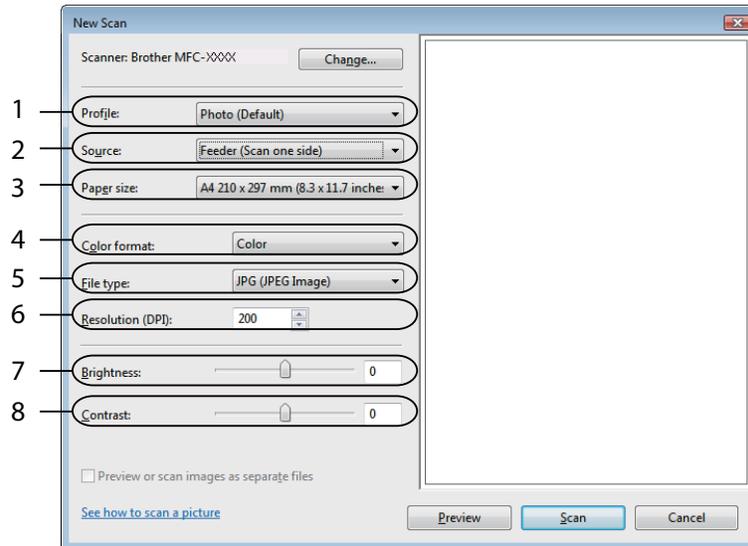
Scanning a document into the PC

There are two ways to 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 must scan using the scanner glass. (See *Pre-Scanning and cropping a portion using the scanner glass* on page 48.)

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

- 6 Adjust the following settings, if needed, in the Scanner dialog box:



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



Note

By default, the scanner resolution can be set to a maximum of 1200 dpi.

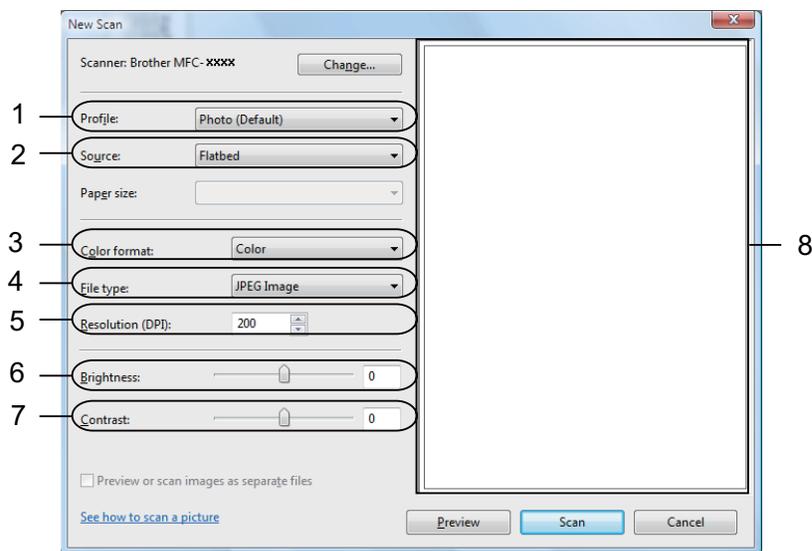
If you want to scan at higher resolutions, use the **Scanner Utility**. (See *Scanner Utility* on page 44.)

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

Pre-Scanning and cropping a portion using the scanner glass

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

- 1 Follow the step from 1 to 5 of *Scanning a document into the PC* on page 46.
- 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.



- 1 Profile
- 2 Source
- 3 Color format
- 4 File type
- 5 Resolution
- 6 Brightness
- 7 Contrast
- 8 Scanning area



Note

If your machine has no Auto Document Feeder (ADF), you do not need to specify the **Source**.

- 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 Presto! PageManager

Presto! PageManager is an application for managing the documents. Since it is compatible with most image editors and word processing programs, Presto! PageManager gives you unmatched control over your 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 User's Guide can be viewed from the Help icon in NewSoft Presto! PageManager.

Features

- You can share files by converting them to portable file formats like PDF and Presto! Wrapper.
- You can easily organize files just like Windows® Explorer.
- You can easily stack related image and document files.
- You can acquire text out of an image with reliable and accurate OCR (Optional Character Recognition).
- You can add note without affecting the original file with handy annotation tools, such as text, stamp, highlighter, straight line, freehand line, sticky note and bookmark.
- You can enhance images with a set of image tools such as crop, rotate, flip, invert color, autoenhancement, bright and contrast and remove noise.

System requirements for Presto! PageManager

- Personal computer with Pentium II 266 MHz or higher processor
- Microsoft Windows® 2000/XP, Windows Vista®
- 150MB free hard disk space for installation
- 64 MB RAM
- CD-ROM drive
- Microsoft® Internet Explorer 5.0 or later

Recommended:

- 256 color SVGA or higher display card
- 128 MB RAM
- Outlook, Outlook Express, Netscape Mail, cc:Mail, or other electronic mail software

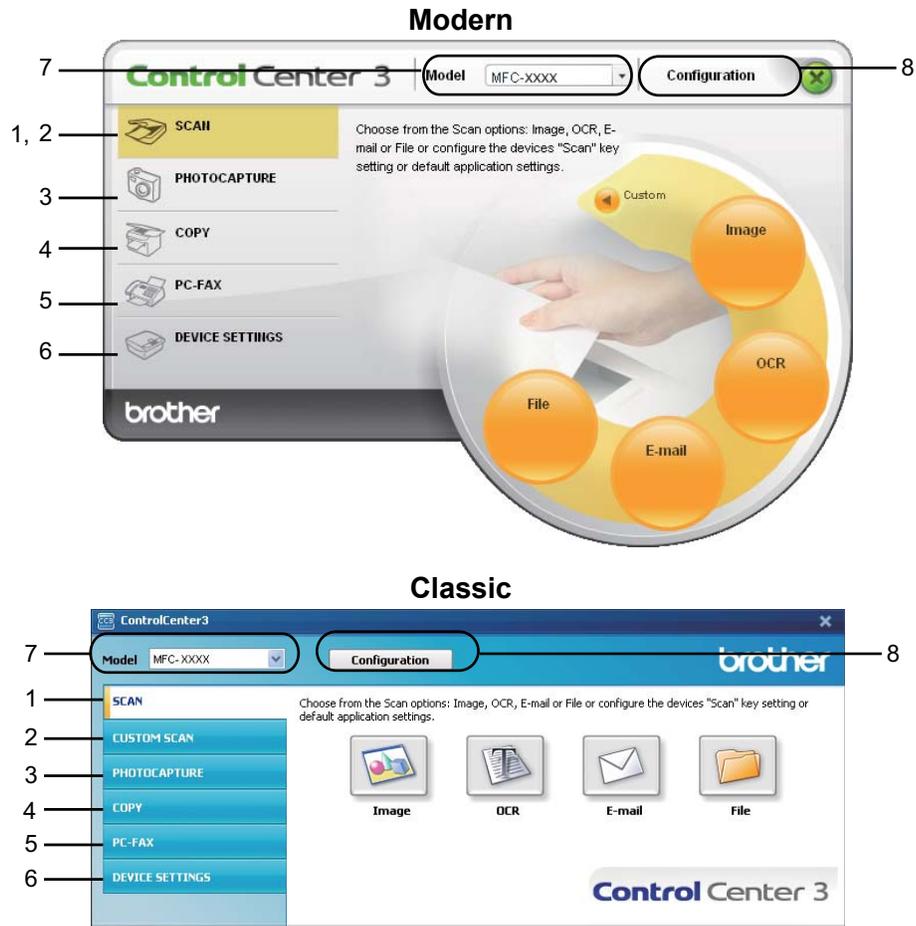
**Note**

- The features available to you in ControlCenter3 may vary depending on the model number of your machine.
- If your PC is protected by a firewall, and is unable to use ControlCenter3 functions, you may need to configure the firewall settings. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 108.

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 to the advanced features of PhotoCapture Center™. (3)
- 4 Access the Copy features available via your PC. (4)
- 5 Access the 'PC-FAX' applications available for your device. (5)
- 6 Access the settings available to configure your device. (6)
- 7 You can choose which machine ControlCenter3 will connect with from the **Model** drop-down list. (7)
- 8 You can also open the configuration window for each function, **ControlCenter Help** and a link to the **Brother Solutions Center** by clicking the **Configuration** button. (8)



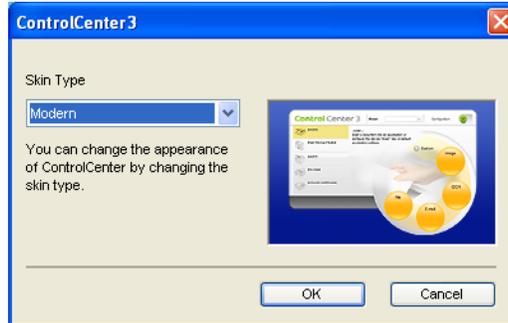
Note

- 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.

Switching the user interface

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

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



Turning the Auto Load feature off

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

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

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



SCAN

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

■ 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 in the configuration menu for each of the **SCAN** buttons. To configure the Software button in ControlCenter3 choose the **Software Button** tab in the configuration menu for each of the **SCAN** buttons.



Note

You can configure your machine's **Scan** key for each ControlCenter3 button in the **Device Button** tab. To change the machine's **Scan** key settings, right-click each ControlCenter3 button, click **ControlCenter Configuration** and click the **Device Button** tab.



File Type

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

- Windows Bitmap (*.bmp)
- JPEG (*.jpg)
- TIFF (*.tif)
- TIFF Multi-Page (*.tif)
- Portable Network Graphics (*.png)
- PDF (*.pdf)
- Secure PDF (*.pdf)
- XML Paper Specification (*.xps)

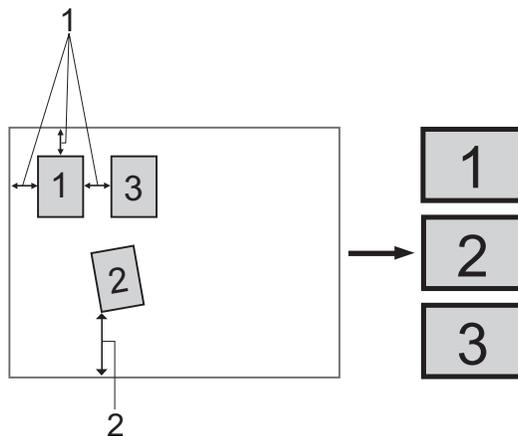


Note

- The XML Paper Specification is available for Windows Vista[®] or when using applications which support XML Paper Specification files.
 - Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.
 - If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
-

Auto Crop (For DCP-395CN, MFC-495CW, DCP-593CW, DCP-595CW, DCP-597CW and MFC-795CW)

You can scan multiple documents placed on the scanner glass by choosing the **Auto Crop** check box on the **ControlCenter Configuration** dialog. When you choose **Auto Crop**, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three page file, choose **TIFF Multi-Page**, **PDF** or **XML Paper Specification** for the **File Type**.



1 10 mm or greater

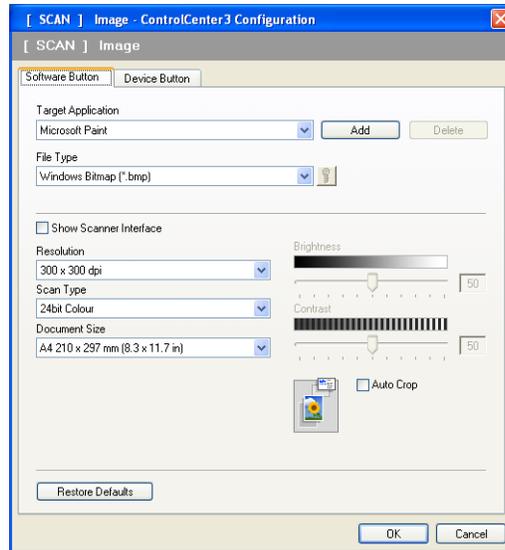
2 20 mm or greater (bottom)

Guidelines for Auto Crop

- This setting is only available for paper that is rectangular or square.
- If your document is too long or wide, this setting does not work properly.
- When you use this setting, you must use the scanner glass.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 10 mm apart from each other.
- **Auto Crop** adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- The **Auto Crop** feature is available for up to a maximum of 16 documents depending on size of your documents.
- If you choose **Auto Crop**, you cannot choose **Show Scanner Interface** and **Document Size**.

Image (example: Microsoft® Paint)

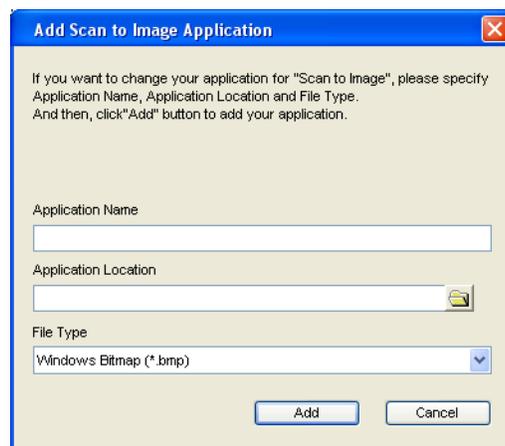
The **Scan to Image** feature lets you scan an image directly into your graphics application for image editing. To change the default settings, right-click the **Image** button, click **ControlCenter Configuration** and click the **Software Button** tab.



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

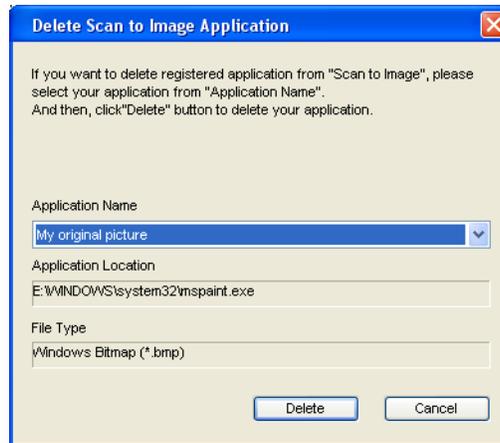
Change the other settings, if needed.

To change the destination application, choose the appropriate 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.

If you choose **Secure PDF** from the **File Type** list, click the  icon to open the **Set PDF Password** dialog box. Enter your password in the **Password** and **Re-type Password** box and then click **OK**. After the password is saved it will be automatically be saved with your document the next time you scan to a Secure PDF. If you want to change it, click the  icon and set the new password.

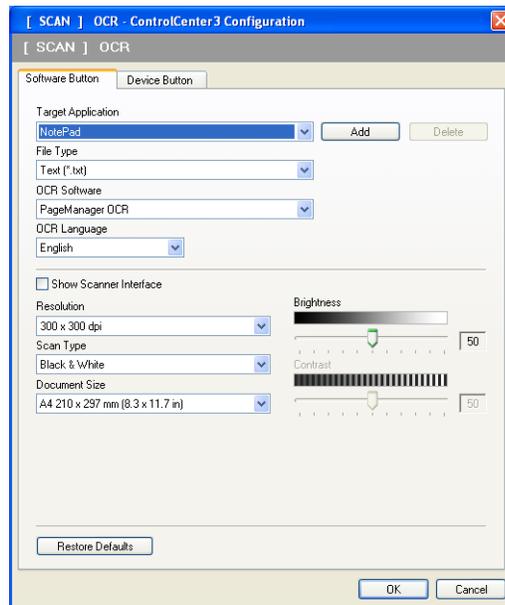
**Note**

Secure PDF is also available for Scan to E-mail and Scan to File.

OCR (Word Processing program)

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

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



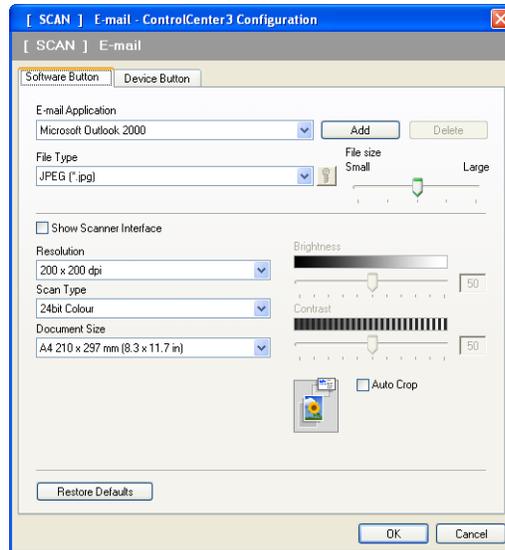
To change the word processing application, choose the destination word processing application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button in the **Software Button** tab.

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** button¹. To delete an application, click the **Delete** button.

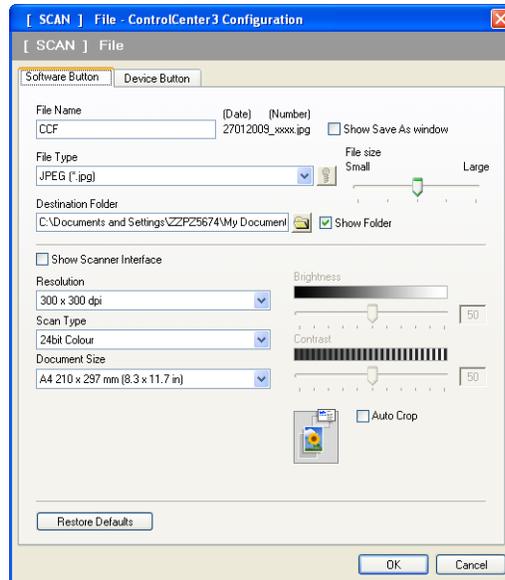
¹ When you first start ControlCenter3 a default list of compatible E-mail applications will appear in the drop-down list. If you are having trouble using a custom application with ControlCenter3 you should choose an application from the list.

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

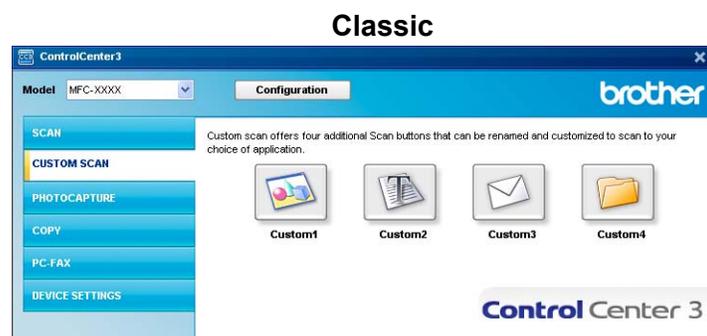
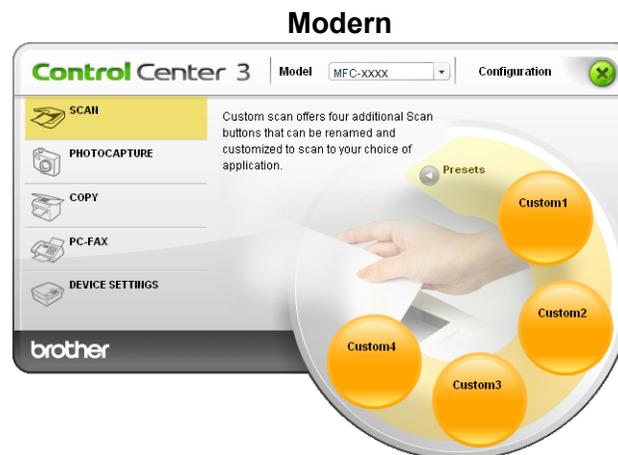
Converts scanned documents into editable text files. You can choose the destination application for the editable text.

■ 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.



File Type

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

- Windows Bitmap (*.bmp)
- JPEG (*.jpg)
- TIFF (*.tif)
- TIFF Multi-Page (*.tif)
- Portable Network Graphics (*.png)
- PDF (*.pdf)
- Secure PDF (*.pdf)
- XML Paper Specification (*.xps)

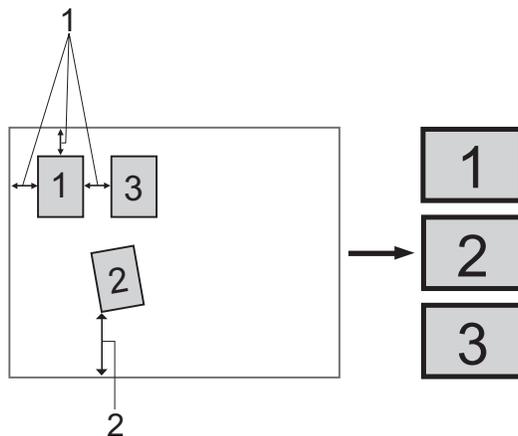


Note

- The XML Paper Specification is available for Windows Vista[®] or when using applications which support XML Paper Specification files.
 - Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.
 - If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
-

Auto Crop (For DCP-395CN, MFC-495CW, DCP-593CW, DCP-595CW, DCP-597CW and MFC-795CW)

You can scan multiple documents placed on the scanner glass by choosing the **Auto Crop** check box on the **ControlCenter Configuration** dialog. When you choose **Auto Crop**, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three page file, choose **TIFF Multi-Page**, **PDF** or **XML Paper Specification** for the **File Type**.



1 10 mm or greater

2 20 mm or greater (bottom)

Guidelines for Auto Crop

- This setting is only available for paper that is rectangular or square.
- If your document is too long or wide, this setting does not work properly.
- When you use this setting, you must use the scanner glass.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 10 mm apart from each other.
- **Auto Crop** adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- The **Auto Crop** feature is available for up to a maximum of 16 documents depending on size of your documents.
- If you choose **Auto Crop**, you cannot choose **Show Scanner Interface** and **Document Size**.

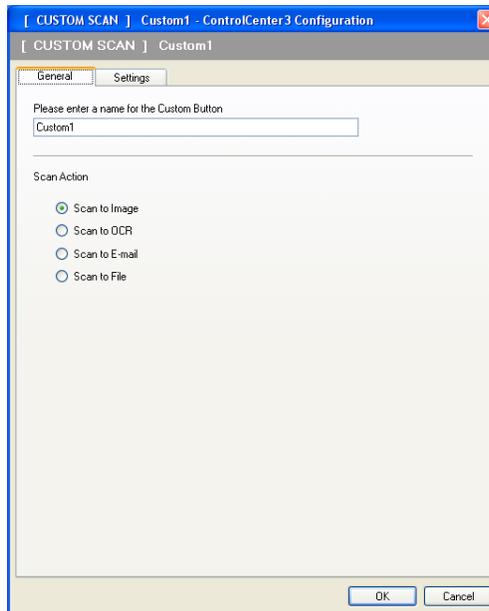
Customizing a user-defined button

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

Scan to Image

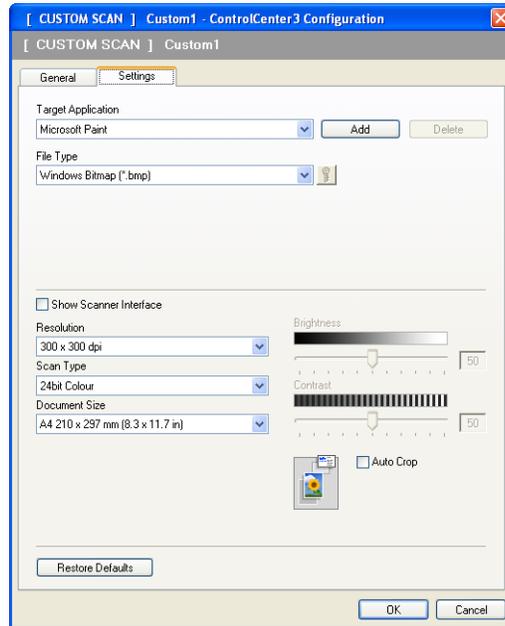
■ General tab

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.



If you choose **Secure PDF** from the **File Type** list, click the  icon to open the **Set PDF Password** dialog box. Enter your password in the **Password** and **Re-type Password** box and then click **OK**. After the password is saved it will be automatically be saved with your document the next time you scan to a Secure PDF. If you want to change it, click the  icon and set the new password.



Note

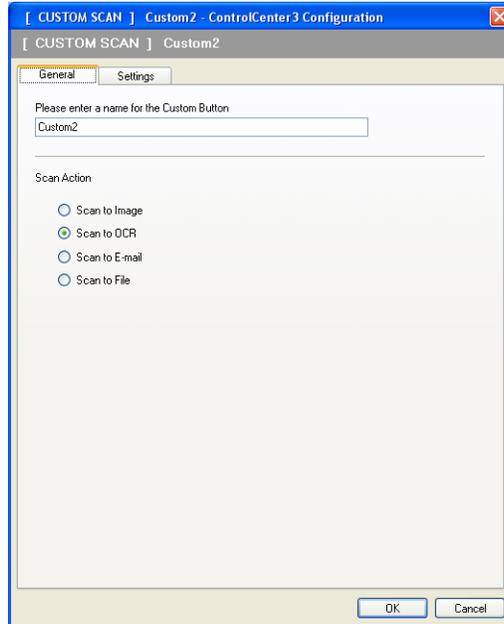
Secure PDF is also available for Scan to E-mail and Scan to File.

Scan to OCR

■ General tab

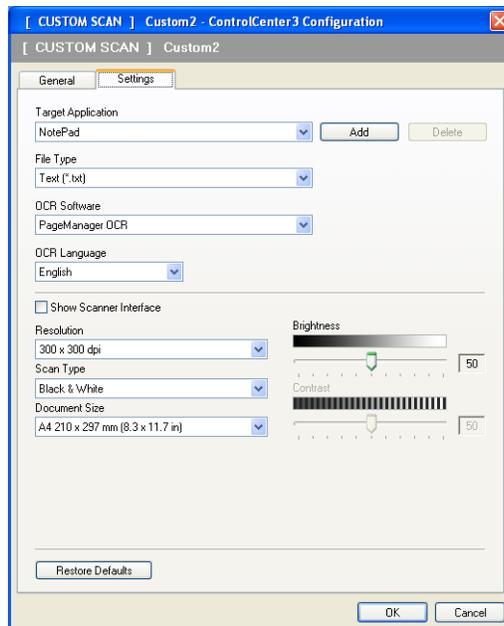
To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).

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.

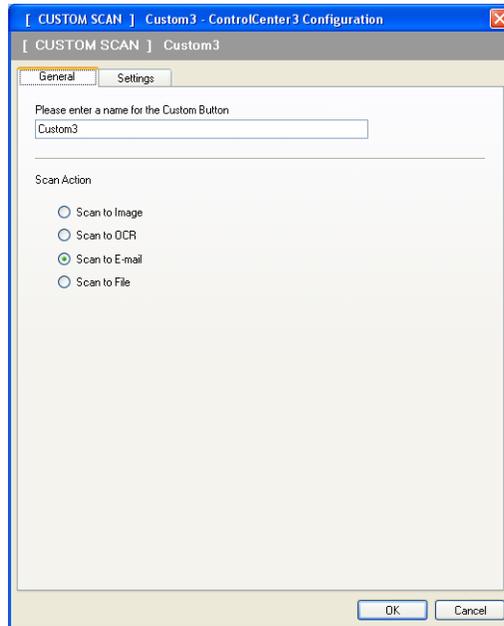


Scan to E-mail

■ General tab

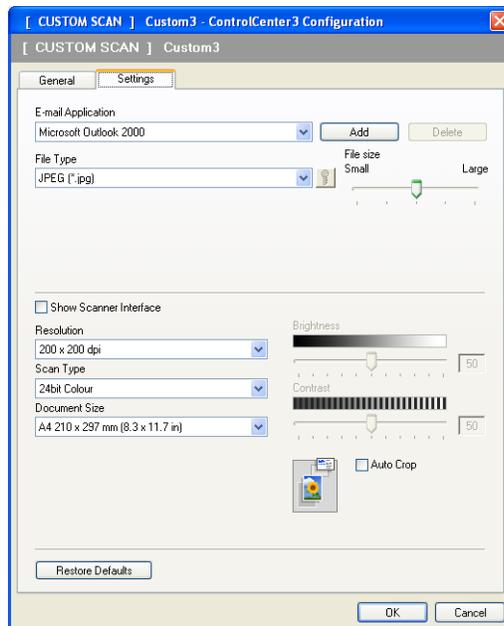
To create the button name, enter a name in the **Please enter a name for the Custom Button** text field (up to 30 characters).

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



■ Settings tab

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

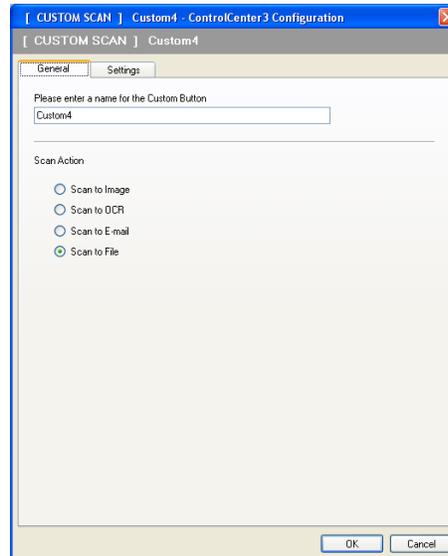


Scan to File

■ 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).

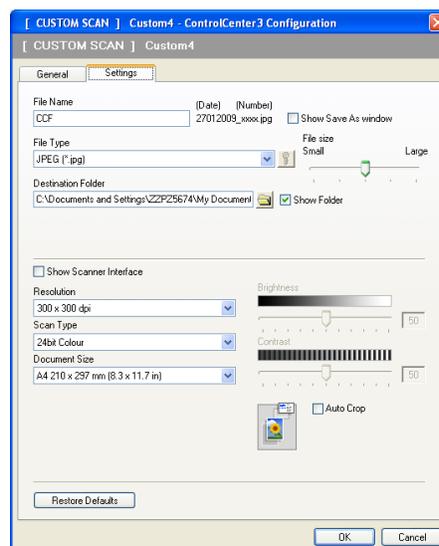
Choose the type of scan from the **Scan Action** field.



■ 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 it.



PHOTOCAPTURE

These buttons can be used to open or copy files and folders from a memory card or a USB Flash memory drive installed in the machine.

■ Open PCC Folder

Lets you see the files and folders that are on the memory card or the USB Flash memory drive. (See *Using PhotoCapture Center™* on page 105.)

■ Copy From PCC

Lets you copy the files on the memory card or the USB Flash memory drive to a specific folder on your PC. You can choose the destination folder.

■ Copy To Application

Lets you copy the files on the memory card or the USB Flash memory drive directly to a specific application.

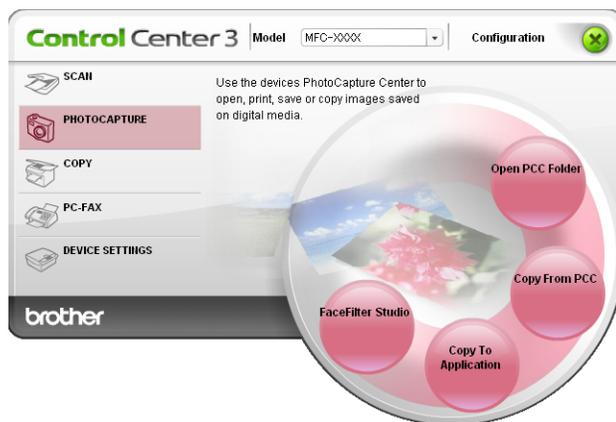
■ FaceFilter Studio

Lets you copy the files on the memory card or the USB Flash memory drive and launch the FaceFilter Studio application. (See *Using FaceFilter Studio for photo printing by REALLUSION* on page 27.)



Note

- DCP-373CW, DCP-375CW, DCP-377CW, MFC-253CW, MFC-255CW and MFC-257CW do not support using a USB Flash memory drive.
- DCP-193C, DCP-195C, DCP-197C, DCP-373CW, DCP-375CW, DCP-357CW, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN do not support using a CompactFlash®.

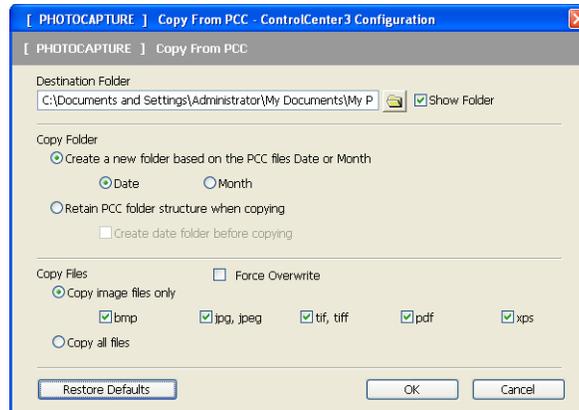


Open PCC Folder (PCC: PhotoCapture Center™)

The **Open PCC Folder** button starts Windows® Explorer and displays files and folders on the memory card or the USB Flash memory drive.

Copy From PCC

The **Copy From PCC** button lets you copy files on a memory card or USB Flash memory drive to a folder on your hard disk. To change the destination folder or other settings, right-click the button, click **ControlCenter Configuration** and choose your preferred settings for file copying.



Creating the Copy Folder

■ Create a new folder based on the PCC files Date or Month

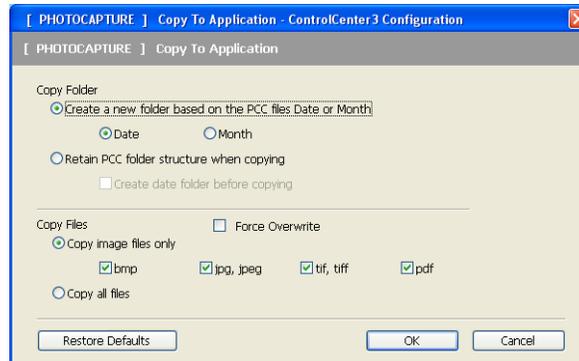
The default setting is **Date**. A folder is created with a name derived from the date the original file was created. The file is then saved into this folder. For example, a file created on the memory card on Oct. 08, 2009 will be saved into a folder named 08102009.

■ Retain PCC folder structure when copying

The copy is saved using the same folder structure as the original, no new folders are created. If you check **Create date folder before copying**, a folder based on the current date is created. The copy is then saved into this folder.

Copy To Application

The **Copy To Application** button lets you open files from a specific application after copying to the folder of that application. To change the folder settings, right-click the button and choose your preferred settings for file copying.



Creating the Copy Folder

■ Create a new folder based on the PCC files Date or Month

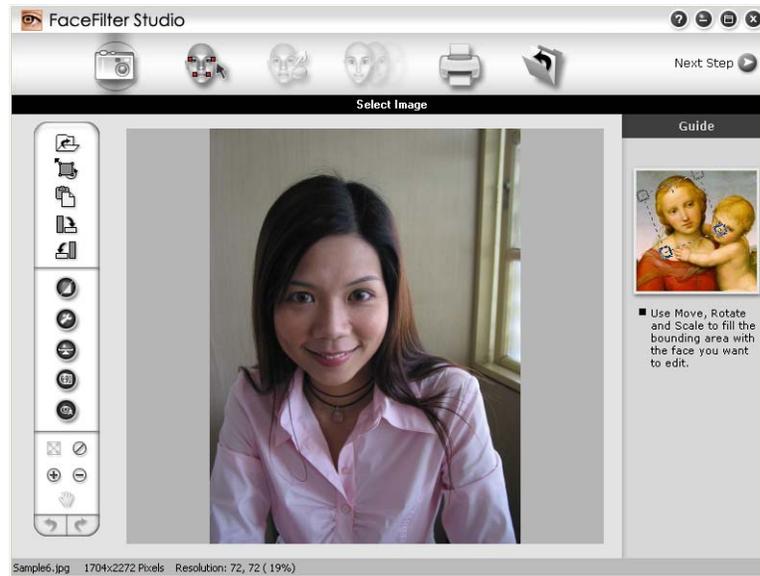
The default setting is **Date**. A copy folder is created with a name based on the date that the original file was created. The copy is then saved into this folder. For example, the copy of an original file created on Oct. 8, 2009 will be saved into a folder named 08102009.

■ Retain PCC folder structure when copying

The copy is saved using the same folder structure as the original, no new folders are created. If you check **Create date folder before copying**, a folder based on the current date is created. The copy is then saved into this folder.

FaceFilter Studio

The **FaceFilter Studio** button lets you copy the files on a memory card or USB Flash memory drive and launch the FaceFilter Studio application.



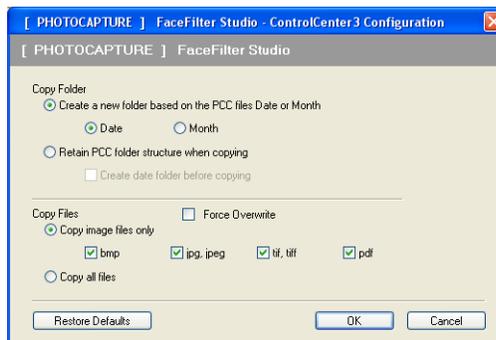
FaceFilter Studio gives you an easy-to-use borderless photo printing function. You can also add photo effects such as automatic red eye reduction or skin tone enhancement. For more information on FaceFilter Studio, see *Using FaceFilter Studio for photo printing by REALLUSION* on page 27.



Note

To use the **FaceFilter Studio** button, you must install the FaceFilter Studio application supplied on the CD-ROM with your machine. To install FaceFilter Studio follow the steps in the *Quick Setup Guide*.

To change the folder settings, right-click the button and choose your preferred settings for file copying.



Creating the Copy Folder

■ Create a new folder based on the PCC files Date or Month

The default setting is **Date**. A copy folder is created with a name based on the date that the original file was created. The copy is then saved into this folder. For example, the copy of an original file created on Oct. 8, 2009 will be saved into a folder named 08102009.

■ Retain PCC folder structure when copying

The copy is saved using the same folder structure as the original, no new folders are created. If you check **Create date folder before copying**, a folder based on the current date is created. The copy is then saved into this folder.

COPY

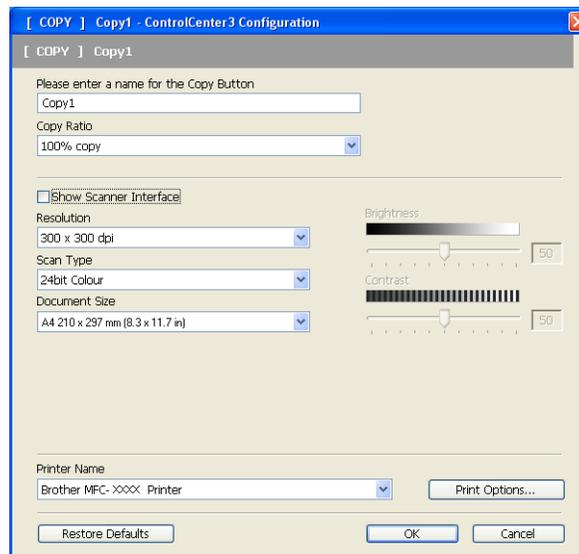
Lets you use the PC and any printer driver for enhanced copy operations. You can scan a page on the machine and print copies using any of the features of the machine's printer driver, or you can direct the copy output to any standard printer driver installed on the PC including network printers.

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.
- The **Print Options** screen will vary depending on the model of printer you have chosen.

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 86.)

■ Receive (Not available for MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

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 (Not available for MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)* on page 100.)

■ Address Book

Lets you open the Brother PC-FAX address book. (See *Brother Address Book* on page 93.)

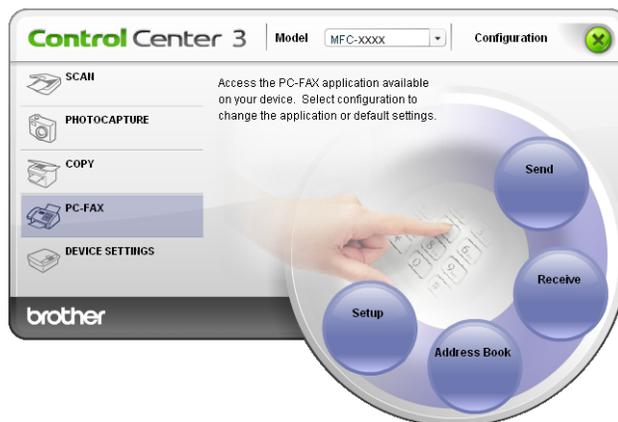
■ Setup

Lets you configure the PC-FAX settings. (See *Sending setup* on page 87.)



Note

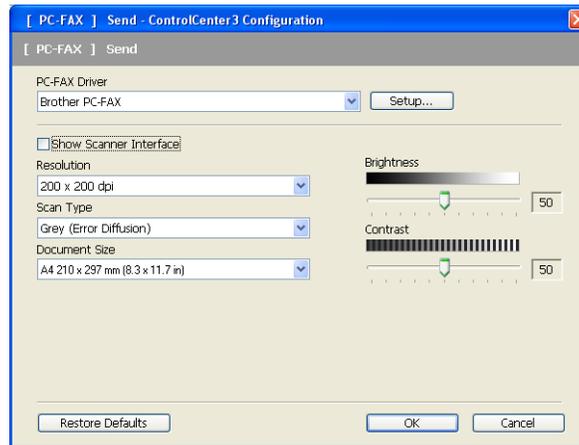
PC-FAX supports A4 Black and White faxing only.



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 86.)

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.

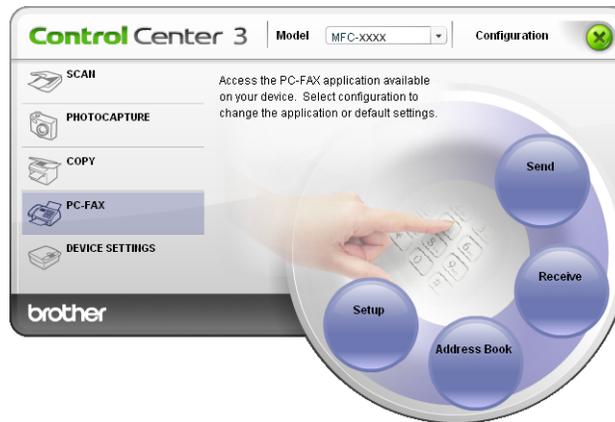


Receive/View Received (Not available for MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

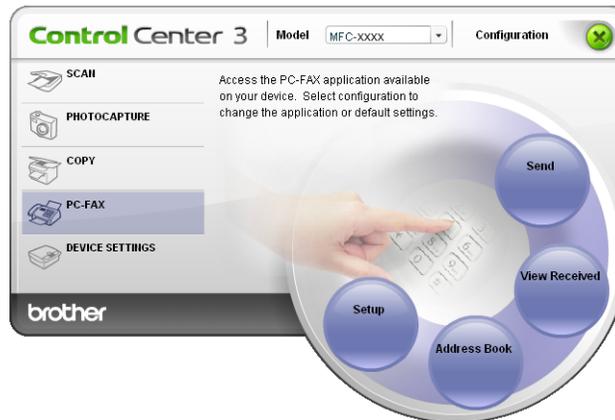
The Brother PC-FAX Receiving software option lets you view and store your faxes on your PC. It is automatically installed when you install the MFL-Pro Suite.

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 *Running the PC-FAX Receiving software on your PC* on page 102.)

To configure the PC-FAX Receive software, see *Setting up your PC* on page 102.



When the PC-FAX receiving software is running, you can open the viewer application (Presto! PageManager) with the **View Received** button.



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 102.)

Address Book

The **Address Book** button lets you add, amend or delete contacts from your address book. To edit the **Address Book**, click the **Address Book** button to open the dialog box. (See *Brother Address Book* on page 93.)



Setup

By clicking the **Setup** button, you can configure the user settings of the PC-FAX application. (See *Setting up user information* on page 86.)

DEVICE SETTING

You can configure the machine settings or check ink levels.

- **Remote Setup** (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

Lets you open the Remote Setup Program. (See *Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)* on page 84.)

- **Quick-Dial** (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

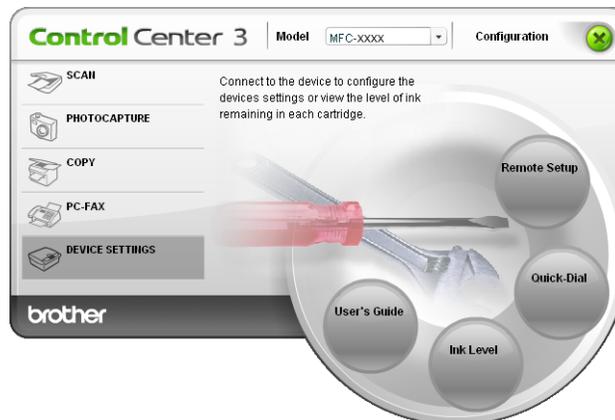
Lets you open the Set Quick-Dial window of Remote Setup. (See *Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)* on page 84.)

- **Ink Level**

Lets you check the ink status. (See *Status Monitor* on page 4.)

- **User's Guide**

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



Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

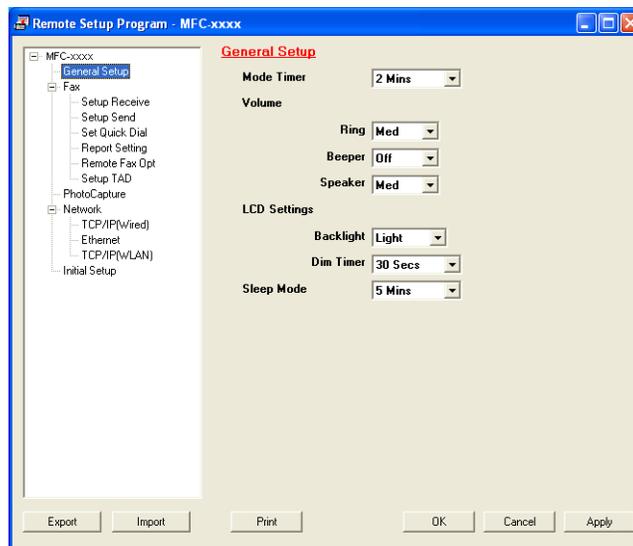
The **Remote Setup** button lets you open the Remote Setup Program window to configure the machine setting menus.



Note

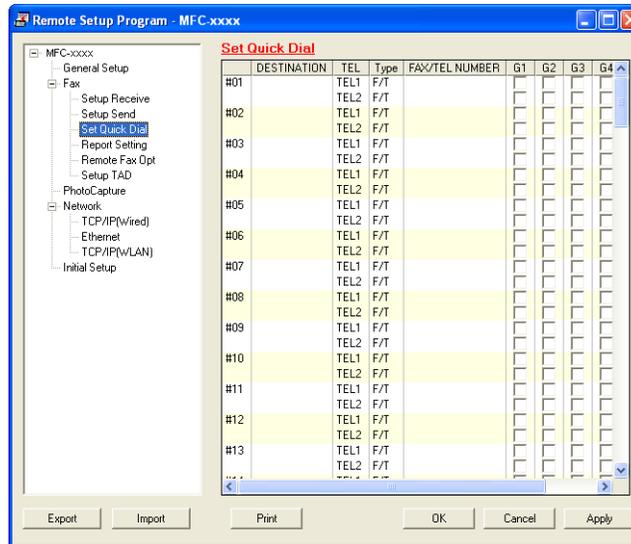
For details, see *Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)* on page 84.

3



Quick-Dial (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

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.



Ink Level

The **Ink Level** button opens the **Status Monitor** window, which displays the ink level for each cartridge.



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.

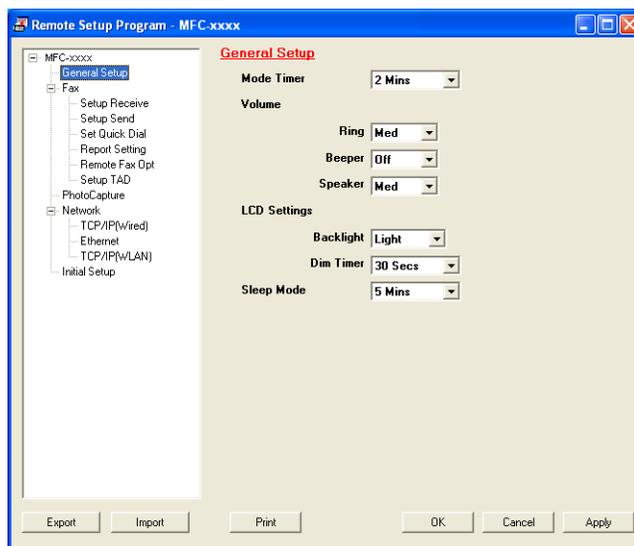
4

Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

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**, and **Remote Setup**.



■ **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** button 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. For more information, see *Firewall settings (For Network users)* on page 108.
 - If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made.
-

PC-FAX sending

The Brother PC-FAX feature lets you use your PC to send a document file 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® XP or Windows® 2000 Professional, 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 89.)

- 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**.

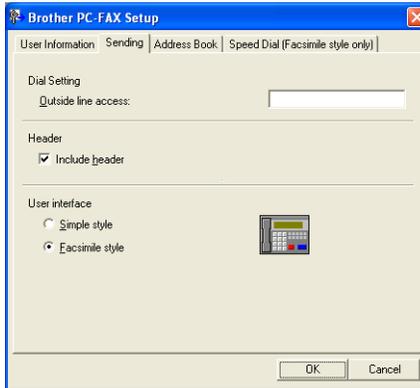


Note

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).

■ Include header

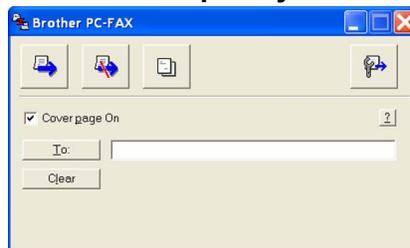
To add the header information you entered in the **User Information** tab to the top of your sent faxes, check the **Include header** box. See *Setting up user information* on page 86.

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

■ User interface

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

Simple style

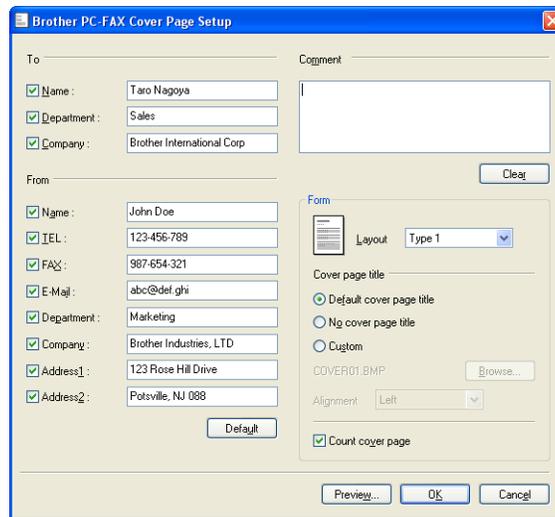


Facsimile style



Setting up a cover page

From the PC-FAX dialog box, click the  icon to access the **Brother 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

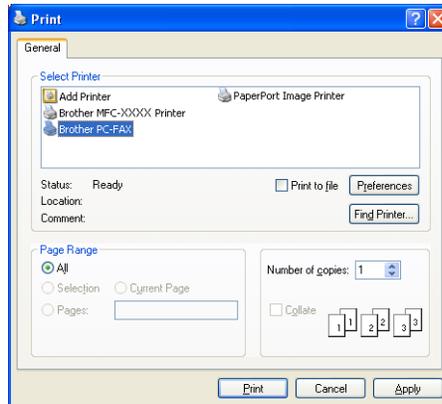
If you choose **Custom**, you can put a bitmap file, such as your company logo, on the cover page. Use the **Browse** button to choose the BMP file, and then choose the alignment style.

■ Count cover page

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

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** 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 87.)

- 4 Enter a fax number using any of the following methods:
 - Use the dial pad to enter the number.
 - Use your PC's keyboard to enter the number.
 - Click any of the 10 **Speed Dial** buttons.
 - Click the **Address Book** button, and then choose a member or group from the Address Book.If you make a mistake, click **Clear** to delete all the entries.

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

 **Note**

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

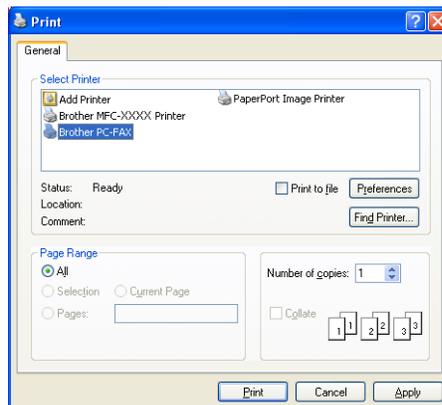
- 6 Click **Start** to send the fax.

 **Note**

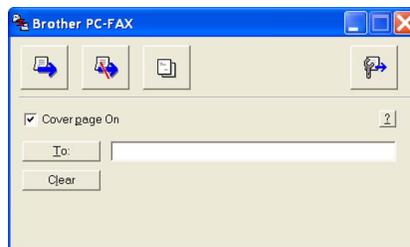
- If you want to cancel the fax, click **Stop**.
- If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

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

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



- 3 Choose **Brother PC-FAX** 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 87.)

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

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



Note

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

- 6 Click the send  icon.



Note

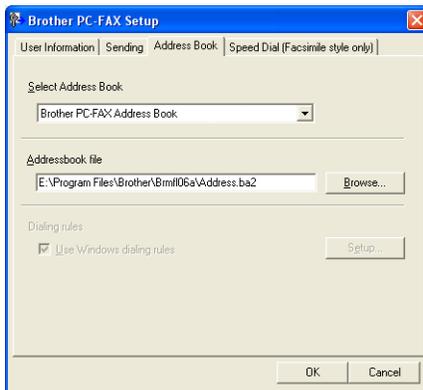
If you want to cancel the fax, click the cancel  icon.

Address Book

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

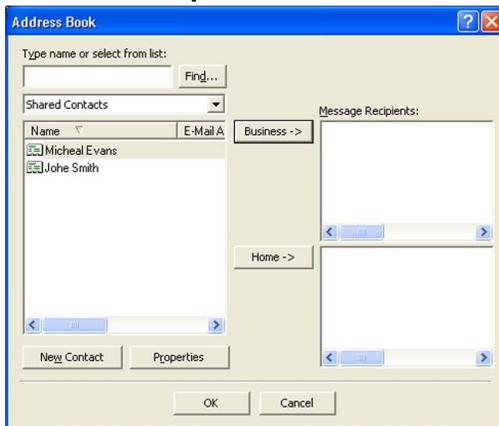
For the address book file, you must enter the path and file name of the database file which contains the address book information.

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



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

Outlook Express Address Book



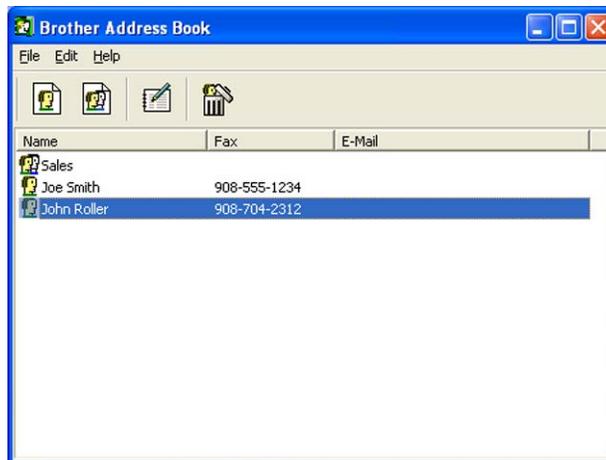
Note

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** (where XXXX is your model name), **PC-FAX sending**, then **PC-FAX Address Book**.

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



Setting up a member in the Address Book

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

- 1 In the Address Book dialog box, click the  icon to add a member. The **Brother Address Book Member Setup** dialog box appears:

Brother Address Book Member Setup

Name: Title:

Company:

Department: Job Title:

Street Address:

City: State/Province:

Zip Code/Post Code: Country/Region:

Business Phone: Home Phone:

Fax: Mobile Phone:

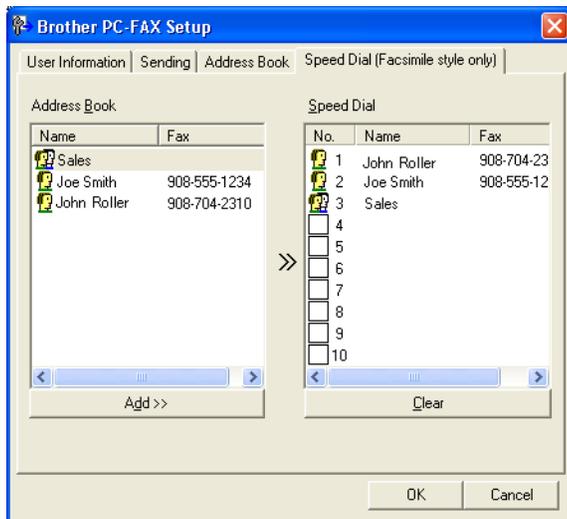
E-Mail:

OK Cancel

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

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.) You can also export the Address Book as Remote Setup Dial Data that can be used by the Remote Setup application of your machine. (See *Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)* on page 84.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

5

Exporting the current Address Book



Note

If you are creating a vCard, you must first choose the member.

If you choose vCard in ❶, **Save as type:** will be **vCard (*.vcf)**.

- 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 ❶.
 - From the Address Book, click **File, Export**, then **Remote Setup Dial Data** and go to step ❶.
- 2 From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.

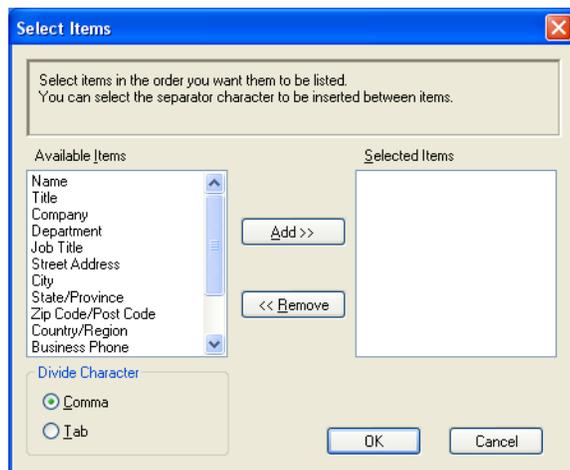


Note

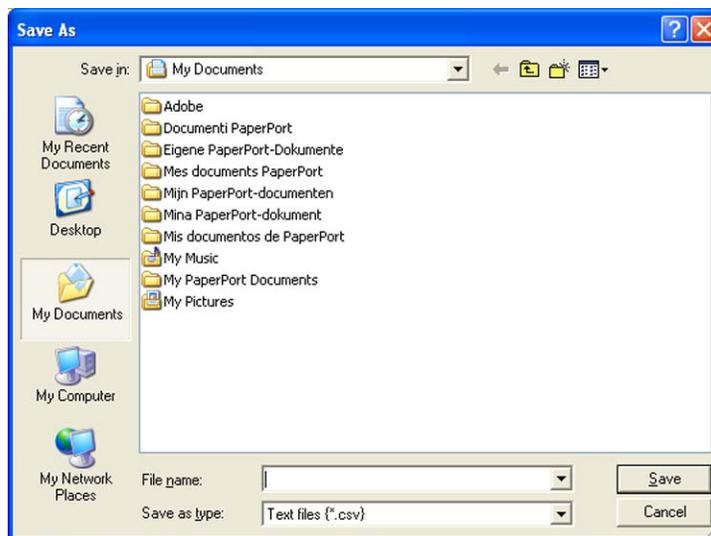
Choose the items in the order you want them listed.

- 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.



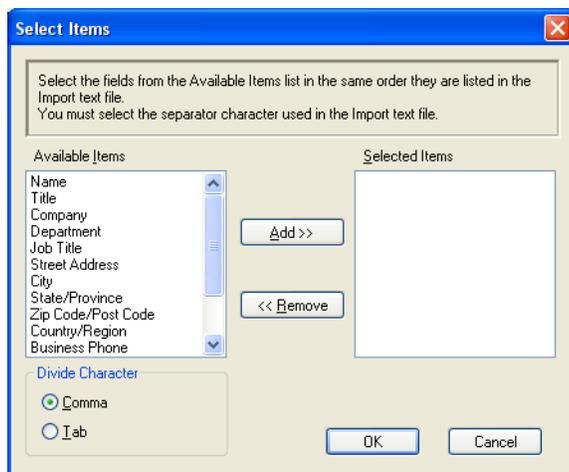
- 5 Enter the name of the file, and then click **Save**.



Importing to the Address Book

You can import ASCII text files (*.csv), vCards (electronic business cards) or **Remote Setup Dial Data** into your Address Book.

- 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.
 - From the Address Book, click **File, Import, then Remote Setup Dial Data** and go to step 5.



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

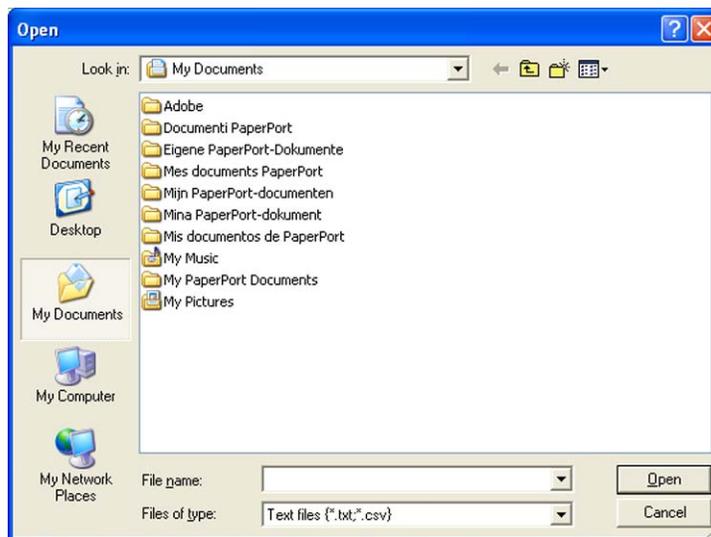


Note

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 **Text** in ❶, **Files of type:** will be **Text file (*.txt, *.csv)**.

PC-FAX receiving (Not available for MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

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:



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.)

Note

- See *Troubleshooting and Routine Maintenance* in the *User's Guide* or visit the Brother Solutions Center (<http://solutions.brother.com>) for more information.
- To use PC-FAX receiving with a Windows® XP and Windows Vista® computer that is protected by a firewall, the Network PC-FAX receiving program must be excluded from the firewall setting. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 108.



Enabling the 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 Press **▲** or **▼** to choose **Fax**.
Press **OK**.
- 3 Press **▲** or **▼** to choose **Setup Receive**.
Press **OK**.
- 4 Press **▲** or **▼** to choose **Memory Receive**.
Press **OK**.
- 5 Press **▲** or **▼** to choose **PC Fax Receive**.
Press **OK**.
- 6 Press **▲** or **▼** to choose **<USB>** or your PC name if connected on a network.
Press **OK**.
- 7 Press **▲** or **▼** to choose **Backup Print:On** or **Backup Print:Off**.
Press **OK**.
- 8 Press **Stop/Exit**.

For Touchscreen models

- 1 Press **MENU**.
- 2 Press **Fax**.
- 3 Press **Setup Receive**.
- 4 Press **▲** or **▼** to display **Memory Receive**. Press **Memory Receive**.
- 5 Press **PC Fax Receive**.
- 6 Press **<USB>** or your PC name if connected on a network.
Press **OK**.
- 7 Press to choose **Backup Print:On** or **Backup Print:Off**.
- 8 Press **Stop/Exit**.



Note

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

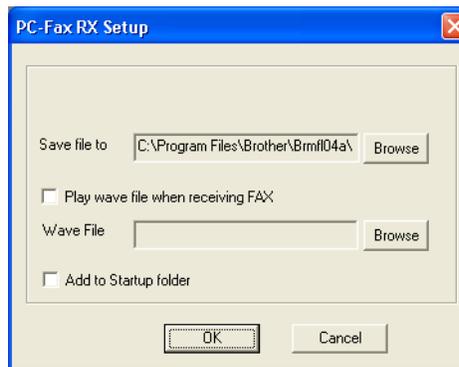
Running the PC-FAX Receiving software on your PC

Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX**, **PC-FAX Receiving** and **Receive**.
The PC-FAX icon appears in your PC tasktray.



Setting up your PC

- 1 Right-click the PC-FAX  2:16 PM icon on your PC tasktray, and then click **PC-Fax RX Setup**.
The **PC-Fax RX Setup** dialog box appears:



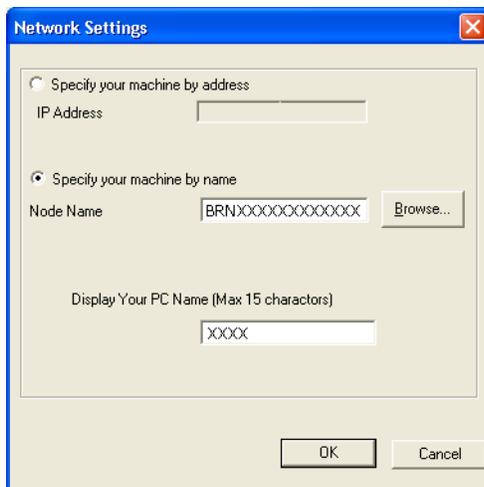
- 2 To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.
- 3 To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.

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** dialog 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. Choose the appropriate connection method.

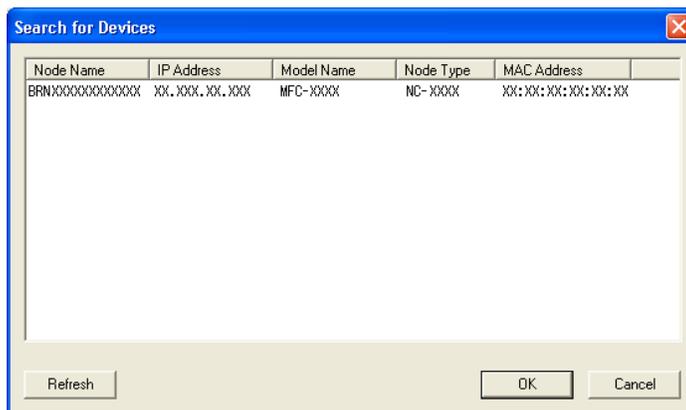


Specify your machine by address

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 Presto! PageManager.
- 2 Open the Fax Received folder.
- 3 Double-click any new faxes to open and view them.



Note

The name 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 2-20-2009 16;40;21.tif'.

⚠ CAUTION

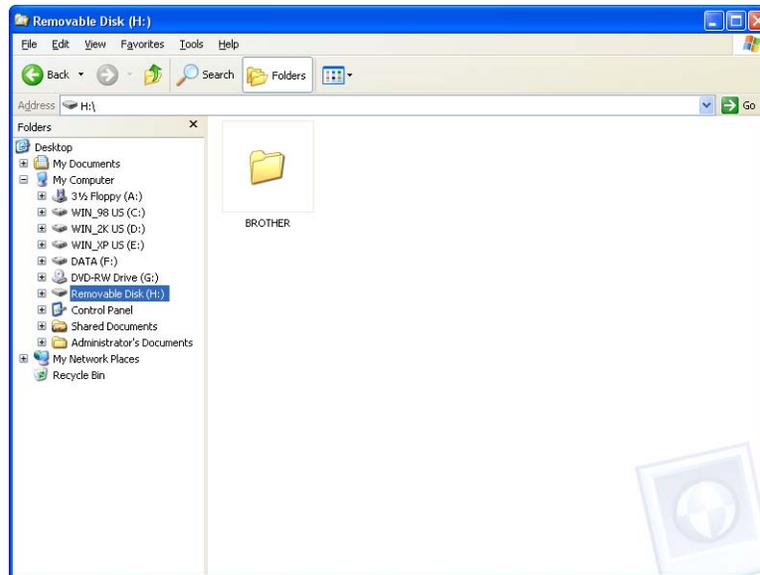
DO NOT start your PC with a memory card or USB Flash memory drive installed in the media drive of the machine. You could lose your data or damage the media.

**Note**

- The PhotoCapture Center™ will read only the media that was put in first.
- DCP-373CW, DCP-375CW, DCP-377CW, MFC-253CW, MFC-255CW and MFC-257CW do not support using a USB Flash memory drive.
- DCP-193C, DCP-195C, DCP-197C, DCP-373CW, DCP-375CW, DCP-357CW, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN do not support using a CompactFlash®.
- While the machine is printing from the PhotoCapture Center™, your PC cannot access the PhotoCapture Center™ for any other operation.
- For Windows® 2000 users, to access the PhotoCapture Center™ features from your PC, you must first install a Windows® 2000 update. See the *Quick Setup Guide* for installation instructions.

Using PhotoCapture Center™

- 1 Put a memory card or USB Flash memory drive into your machine.
- 2 In Windows® Explorer, click the **Removable Disk** icon ¹. The files and folders on the memory card or USB Flash memory drive appear on your PC screen.
You can edit a file and save it to another drive on your PC.



- ¹ If you are using Windows® XP/Windows Vista® and you create a name for the volume label of the memory card or USB Flash memory drive, this name appears instead of “Removable Disk”.

When you take out a memory card or USB Flash memory drive, do the following to prevent damage to the memory card or USB Flash memory drive:

- 1 In Windows® Explorer, right-click the removable disk icon and choose **Eject**.
- 2 Wait until the  (**Photo Capture**) key stops blinking before taking out the media.

⚠ CAUTION

DO NOT take out the memory card or USB Flash memory drive while **Photo Capture** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **Photo Capture** key is flashing, you must restart your computer at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media may be destroyed.

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

- 1 Put a memory card or USB Flash memory drive into your machine.
- 2 Start your browser software in which FTP is supported. Your browser software accesses the media using the FTP protocol and the network Host Name of the machine. You can also access the media by entering ftp://XXX.XXX.XXX.XXX (where XXX.XXX.XXX.XXX is the IP address of your Brother machine) from your web browser.
- 3 Click the name of the file you want to see.



Note

Using certain characters or symbols in a file name on the memory card or USB Flash memory may cause a problem accessing the file. We recommend to only use combinations of the following characters in a file name.

1234567890
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 ! # \$ % & ' () - , @ ^ _ ' { } ~

When you take out a memory card or USB Flash memory drive, do the following to prevent damage to the memory card or USB Flash memory drive:

- 1 Close the browser.
- 2 Wait until the  (**Photo Capture**) key stops blinking before taking out the memory card or USB Flash memory drive.

⚠ CAUTION

DO NOT take out the memory card or USB Flash memory drive while **Photo Capture** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **Photo Capture** key is flashing, you must restart your computer at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media may be destroyed.

7

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 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 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, PhotoCapture Center™ and Remote Setup over the network.

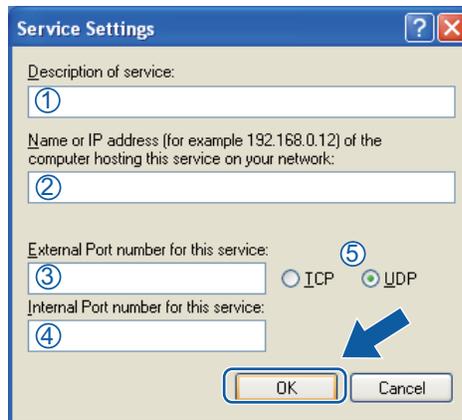
Windows® XP SP2 users

- 1 Click the **Start** button, **Control Panel**, **Network and Internet Connections** 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.



- 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**.

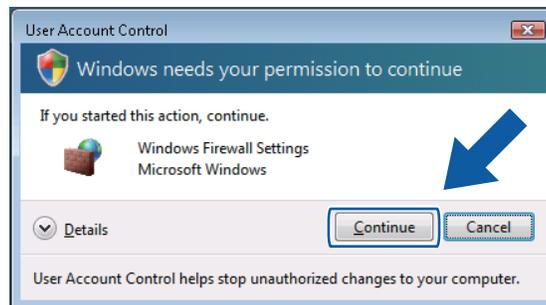


- 5 Click the **Add** button.
- 6 Add port **54926** for Network PC-Fax by entering the information below:
 - 1 In **Description of service**: Enter any description, for example “Brother PC-Fax”.
 - 2 In **Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network**: 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 both network scanning 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**.

Windows Vista® users

- 1 Click the  button, **Control Panel, Network and Internet, Windows Firewall** and click **Change settings**.
- 2 When the **User Account Control** screen appears, do the following:
 - Users who have administrator rights: Click **Continue**.

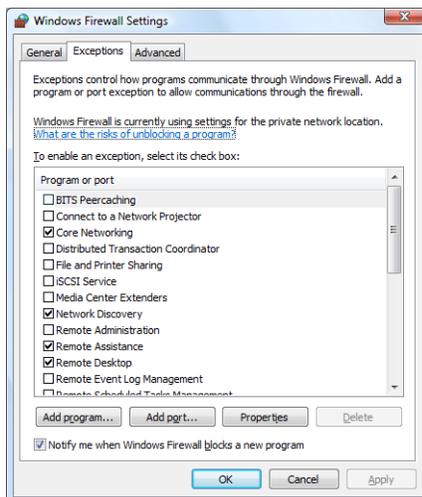


- For users who do not have administrator rights: Enter the administrator password and click **OK**.

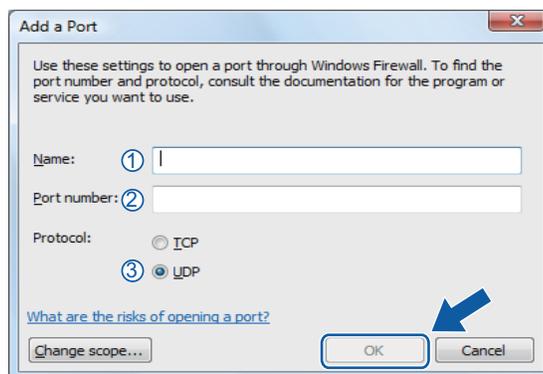


- 3 Make sure that **Windows Firewall** on the **General** tab is set to On.

- 4 Click the **Exceptions** tab.

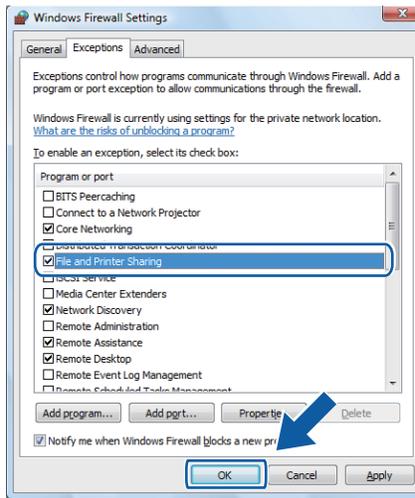


- 5 Click the **Add port...** button.
- 6 To add port **54925** for network scanning, enter the information below:
 - 1 In **Name**: Enter any description, for example "Brother Scanner".
 - 2 In **Port number**: Enter "**54925**".
 - 3 Make sure **UDP** is selected.Then, click **OK**.



- 7 Click the **Add port...** button.
- 8 To add port **54926** for Network PC-Fax, enter the information below:
 - 1 In **Name**: Enter any description, for example "Brother PC-Fax".
 - 2 In **Port number**: Enter "**54926**".
 - 3 Make sure **UDP** is selected.Then, click **OK**.
- 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 the **File and Printer Sharing** box in the **Exceptions** tab and then click **OK**.





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Setting up your Macintosh



Note

- The screens shown in this section are from Mac OS X 10.5.x. Screens on your Macintosh may vary depending on your operating system and application.
- Before you can connect the machine to your Macintosh, you must buy a USB cable that is no longer than 2 metres (6 feet).

! IMPORTANT

DO NOT connect the machine to a USB port on a keyboard or a non-powered USB hub.

Choosing the right type of paper

For high quality printing, it is important to choose the right type of paper. Be sure to read *About paper* in the *User's Guide* before buying paper.

Simultaneous printing, scanning and faxing

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

However, when the machine is copying or receiving a fax on paper, it pauses the Macintosh printing operation, and then continues printing when copying or fax receiving has finished.

Clearing data from the memory

If the LCD shows *Data Remaining*, you can clear the data that is left in the printer memory by pressing **Stop/Exit** key on the control panel.

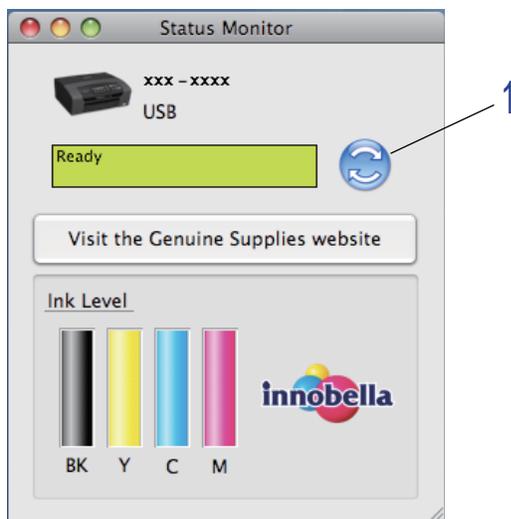
Status Monitor

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, paper jam or ink replacement required at pre-set update intervals. 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 **Ink Level** icon in the **DEVICE SETTINGS** 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 update button (1).



You can set at 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 **Ink Level** button in the **DEVICE SETTINGS** tab of ControlCenter2.



■ Quitting the window

Click **Brother Status Monitor** in the menu bar and then choose **Quit Brother Status Monitor** from the pop-up menu.



Note

For Network Users, a Status Monitor Widget for Mac OS X 10.4.x or greater is also available as a download from <http://solutions.brother.com>.

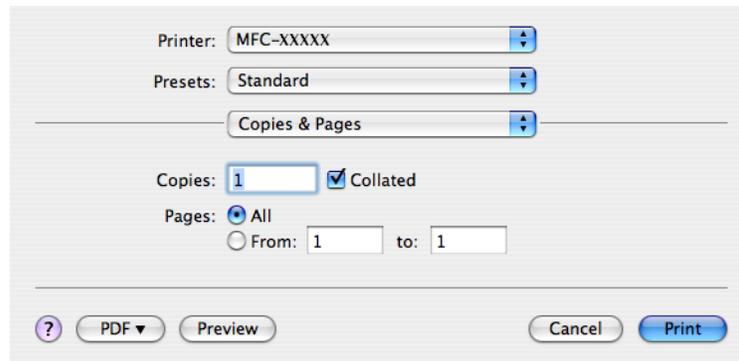
Using the Brother Ink driver

Choosing page setup options

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

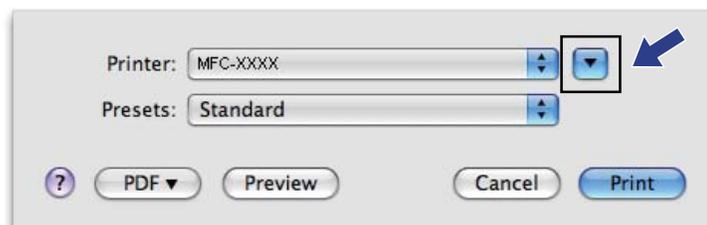


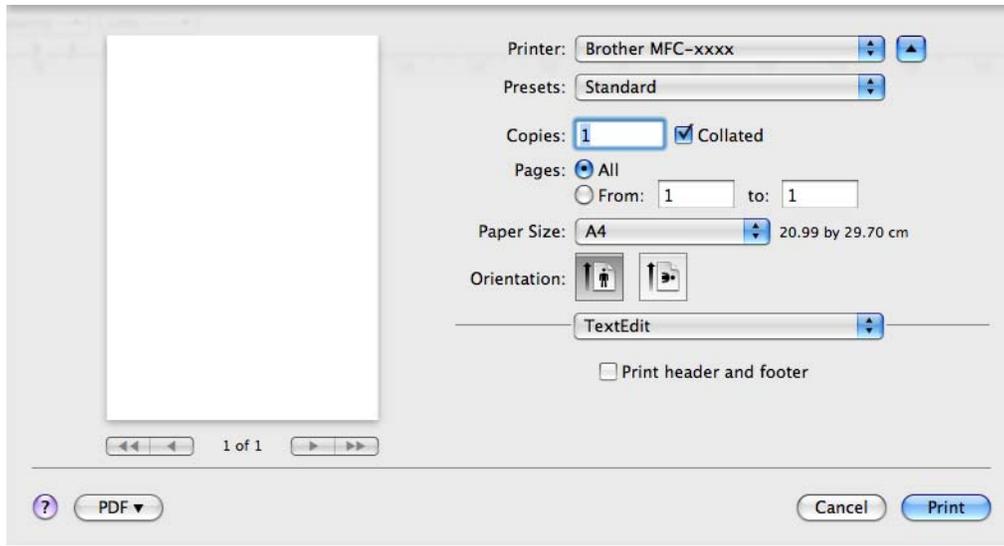
- 2 From an application such as Apple TextEdit, click **File**, then **Print** to start printing.
 - (Mac OS X 10.3.9 to 10.4.x)



- (Mac OS X 10.5.x)

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



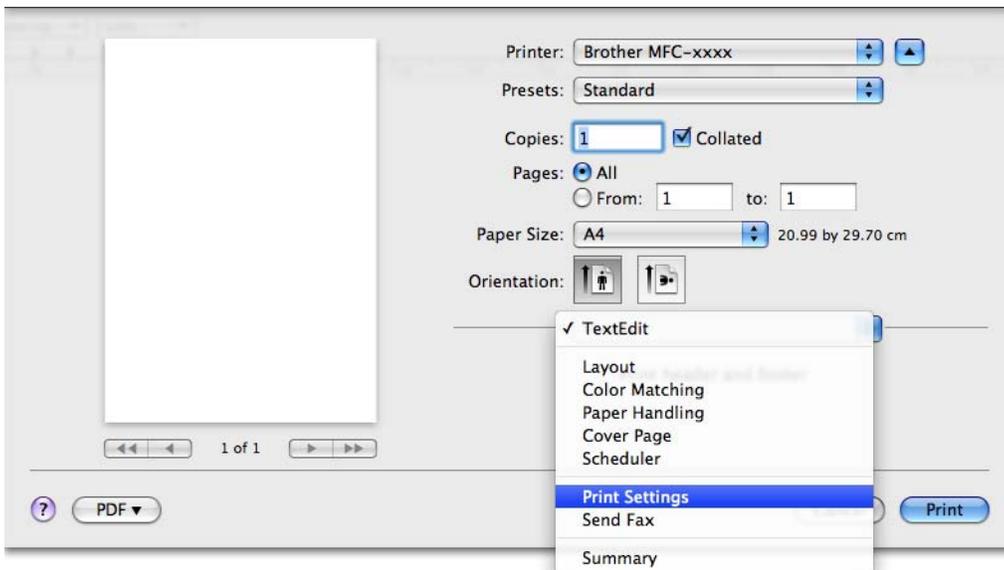


To do borderless printing

From the **Paper Size** pop-up menu, choose the size of paper you want to print such as **A4 (Borderless)**.

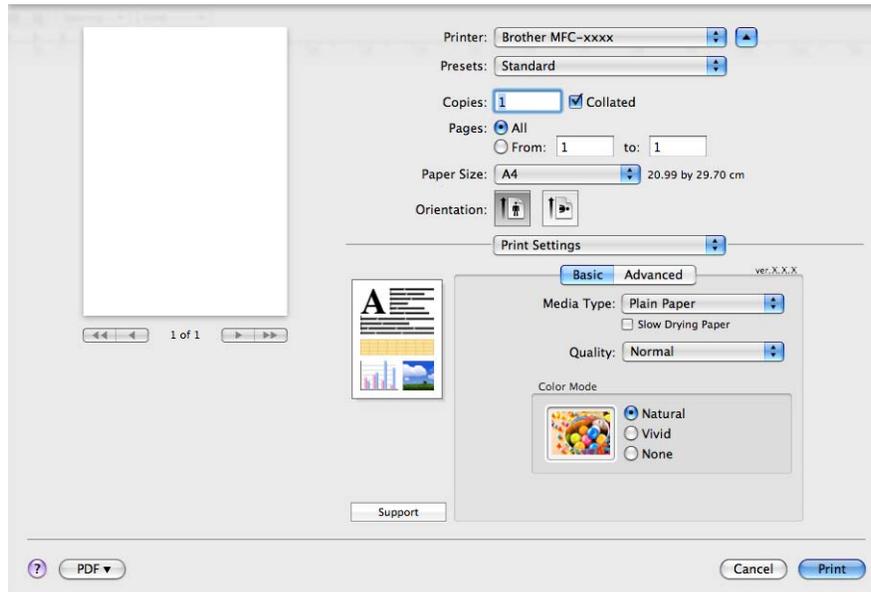
Choosing printing options

To control special printing features, choose **Print Settings** in the Print dialog box.



Basic settings

You can choose the **Media Type**, **Slow Drying Paper**, **Quality** and **Color Mode** settings.



Note

Check **Slow Drying Paper** when printing with plain paper on which ink dries slowly. This setting may cause some slight blurring of text.

Media Type

To achieve the best print results, the media being printed on should be selected in the driver. The machine changes the way it prints depending on the selected media type.

- Plain Paper
- Inkjet Paper
- Brother BP71 Photo Paper
- Brother BP61 Photo Paper
- Other Photo Paper
- Transparencies

Quality

The quality selection lets you choose the print resolution you want for your document. Print quality and speed are related. The higher the quality, the longer it will take to print the document. The quality selections that are available will vary depending on the media type you choose. (See *Resolution* in the *Specifications* of the *User's Guide*.)

■ **Fast**

The fastest print mode and the lowest amount of ink used. Use for printing large volume documents or documents for proofing.

■ **Fast Normal**

Better print quality than **Fast** mode and faster print speed than **Normal**.

■ **Normal**

Good print quality with typical print speed.

■ **Fine**

Better print quality than **Normal** mode and faster print speed than **Photo**.

■ **Photo**

Use for printing photographs. Since the print data is much larger than a normal document, the processing time, data transfer time and print time will be longer.

■ **Highest**

Use for printing precise images such as photographs. This is the highest resolution and slowest speed.

Media Type	Color/Grayscale	Print Quality Selection
Plain Paper	Color/Grayscale	Fast, Fast Normal, Normal , Fine
Inkjet Paper	Color/Grayscale	Fine, Photo
Brother BP71 Photo Paper, Brother BP61 Photo Paper or Other Photo Paper	Color/Grayscale	Fine, Photo , Highest
Transparencies	Color/Grayscale	Normal , Fine



Note

The default settings are shown in bold.

Color Mode

Colour is adjusted to get the closest colour match with the Macintosh monitor.

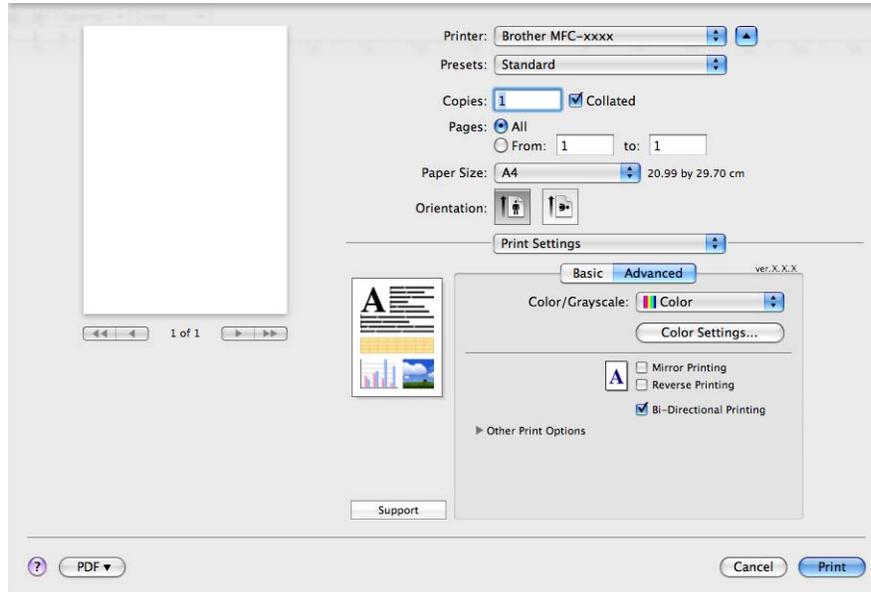
■ **Natural**: Use for photographic images. The colour is adjusted to print more natural colours.

■ **Vivid**: Use for business graphics such as charts, graphics and text. The colour is adjusted to print more vivid colours.

■ **None**

Advanced settings

You can choose the **Color/Grayscale**, **Mirror Printing**, **Reverse Printing** and **Bi-Directional Printing** settings.

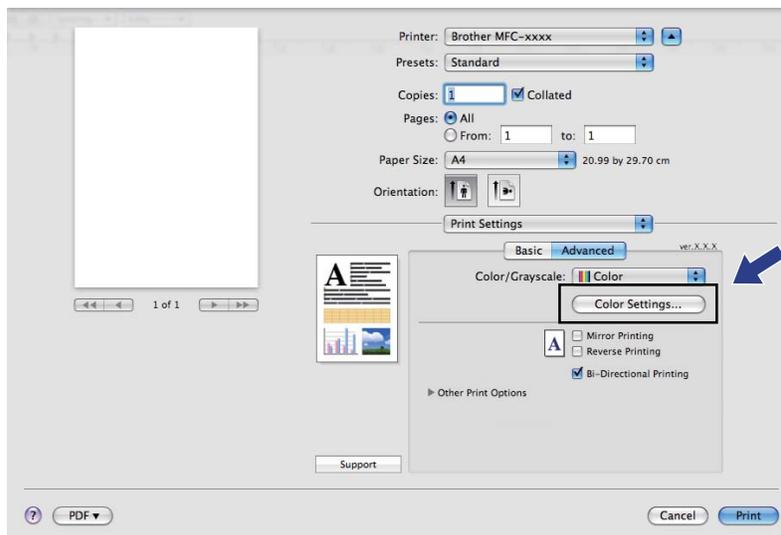


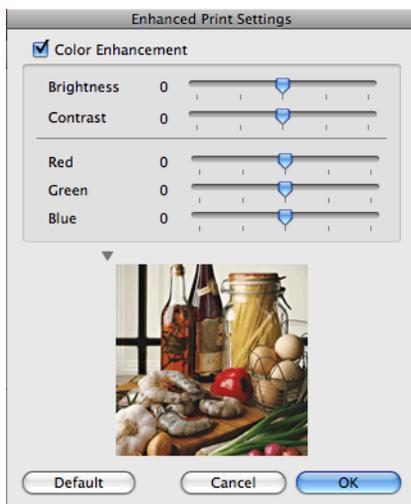
Colour/Greyscale

This selection allows a colour document to be printed in black and white using greyscale.

Color Settings

Click the **Color Settings** button to see options for enhanced print settings.





Color Enhancement

■ Brightness

Adjusts the brightness of the whole image. To lighten or darken the image, move the scroll bar to the right or left.

■ Contrast

Adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

■ Red

Increases the intensity of **Red** in the image to make the image redder.

■ Green

Increases the intensity of **Green** in the image to make the image greener.

■ Blue

Increases the intensity of **Blue** in the image to make the image bluer.

Mirror Printing

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



Note

Mirror Printing is not available when you choose **Transparencies** as the **Media Type**.

Reverse Printing

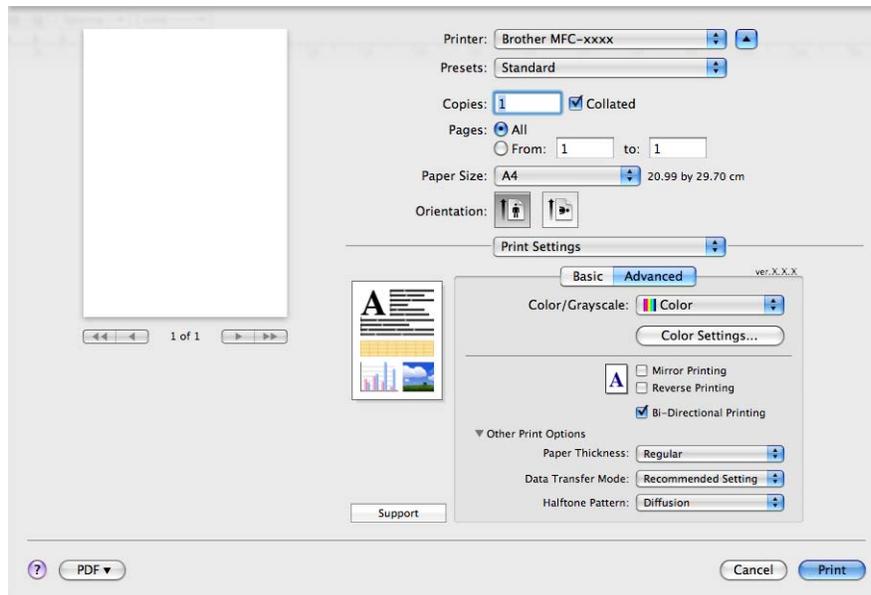
Check **Reverse Printing** to reverse the data up to down.

Bi-Directional Printing

When **Bi-Directional Printing** is checked, the print head prints in both directions offering faster print speeds. When unchecked, the print head will only print in one direction giving higher quality printouts, but slower printing speeds.

Other Print Options

Click **Other Print Options** triangle to set more Printer functions. You can choose the **Paper Thickness**, **Data Transfer Mode** and **Halftone Pattern** settings.



Data Transfer Mode

The **Data Transfer Mode** feature lets you choose print data transfer mode to improve print quality or print speed.

- **Recommended Setting**

Choose **Recommended Setting** for general use.

- **Improved Print Quality**

Choose **Improved Print Quality** for better print quality. Print speed may be reduced slightly, depending on the print data.

- **Improved Print Speed**

Choose **Improved Print Speed** for faster print speed.

Halftone Pattern

The machine can use two methods (**Diffusion** or **Dither**) to arrange dots to express halftones. There are some predefined patterns and you can choose which one to use for your document.

- **Diffusion**

Dots are put at random to create the halftones. Use for printing photographs that have delicate shades and graphics.

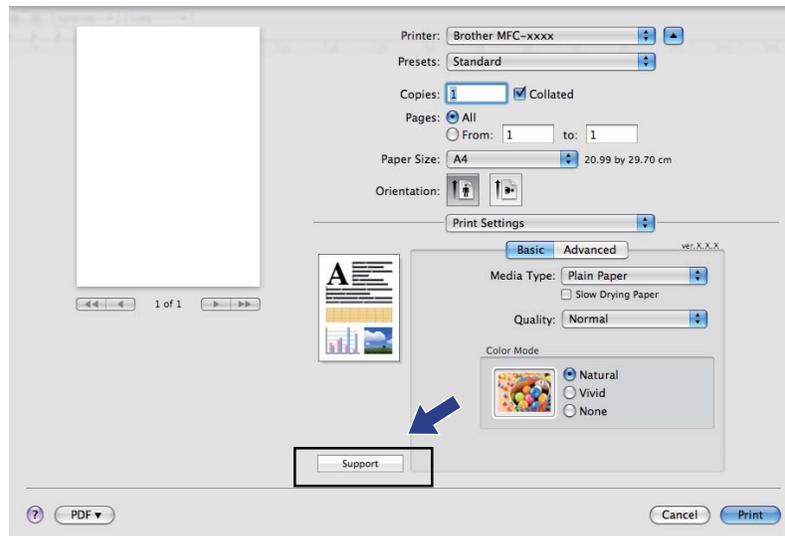
- **Dither**

Dots are arranged in a pre-defined pattern to make halftones. Use for printing graphics that have definite colour boundaries or for printing charts such as business charts.

Support

The **Support** window shows links to the **Brother Solutions Center** and **Genuine Supplies Website**.

Click the **Support** button to display the **Support** window:



■ Brother Solutions Center

The **Brother Solutions Center** is a website offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

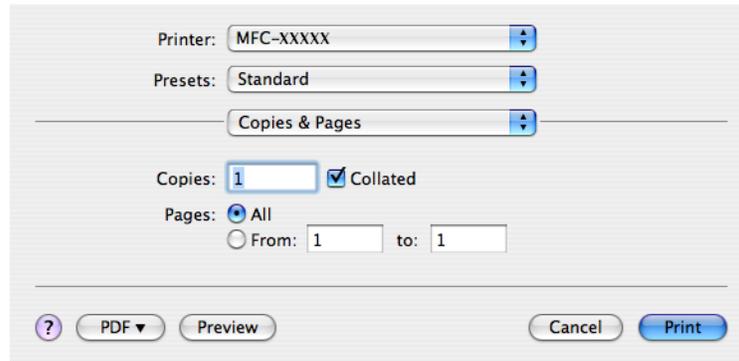
■ Genuine Supplies Website

The **Genuine Supplies Website** offers information about your Brother original supplies.

Sending a fax (MFC models only)

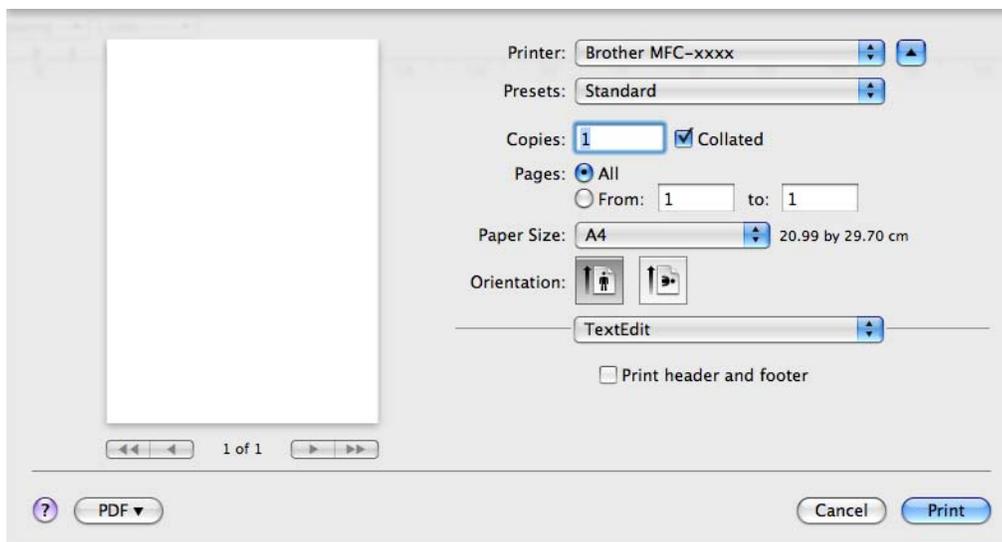
You can send a fax directly from a Macintosh application.

- 1 Create a document in a Macintosh application.
- 2 From an application such as Apple TextEdit, click **File**, then **Print**.
 - (Mac OS X 10.3.9 to 10.4.x)

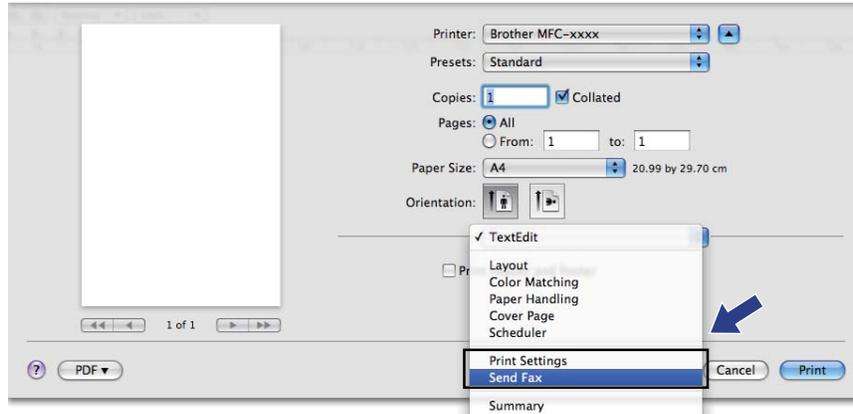


- (Mac OS X 10.5.x)

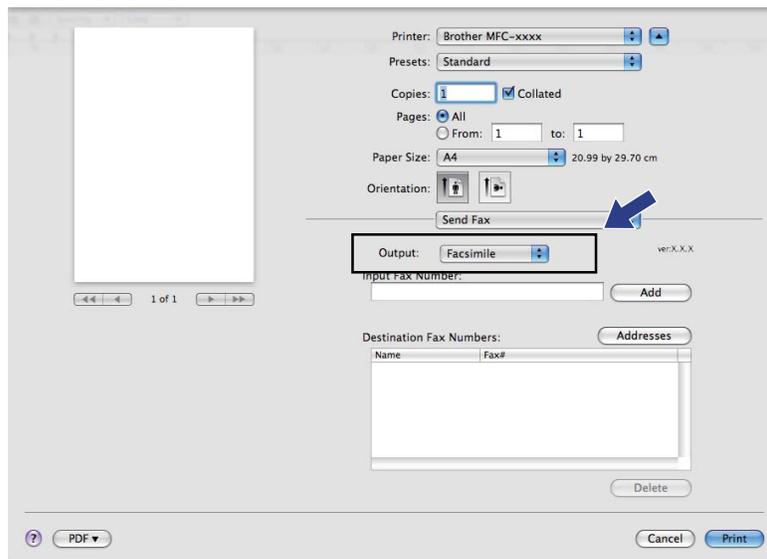
For more page setup options, click the disclosure triangle beside the Printer pop-up menu.



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



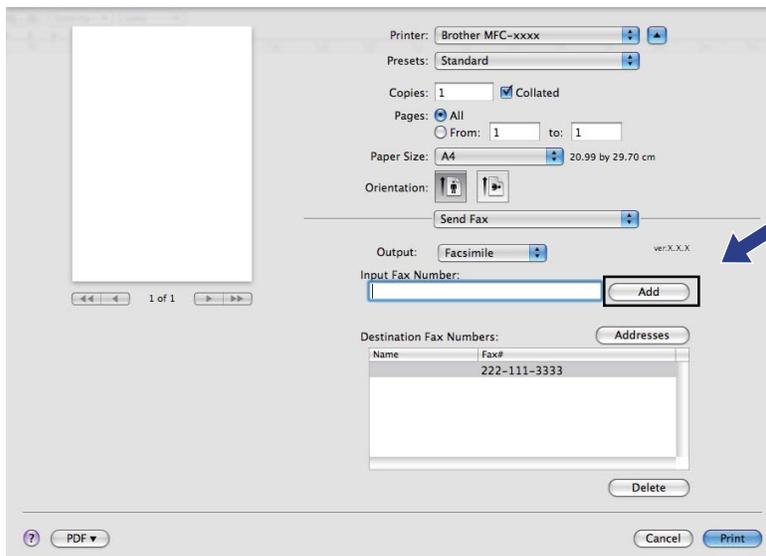
- 4 Choose **Facsimile** from the **Output** pop-up menu.



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

 **Note**

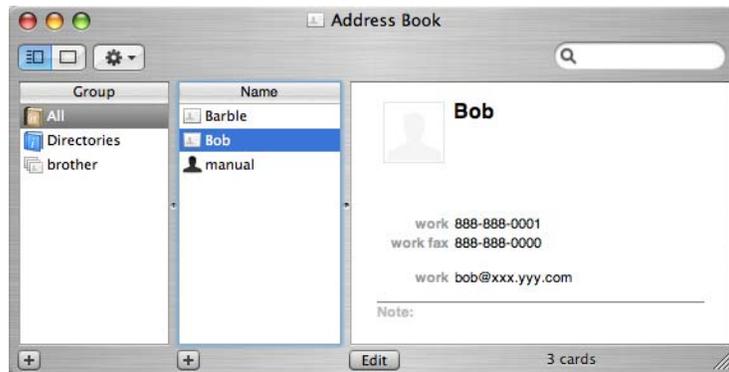
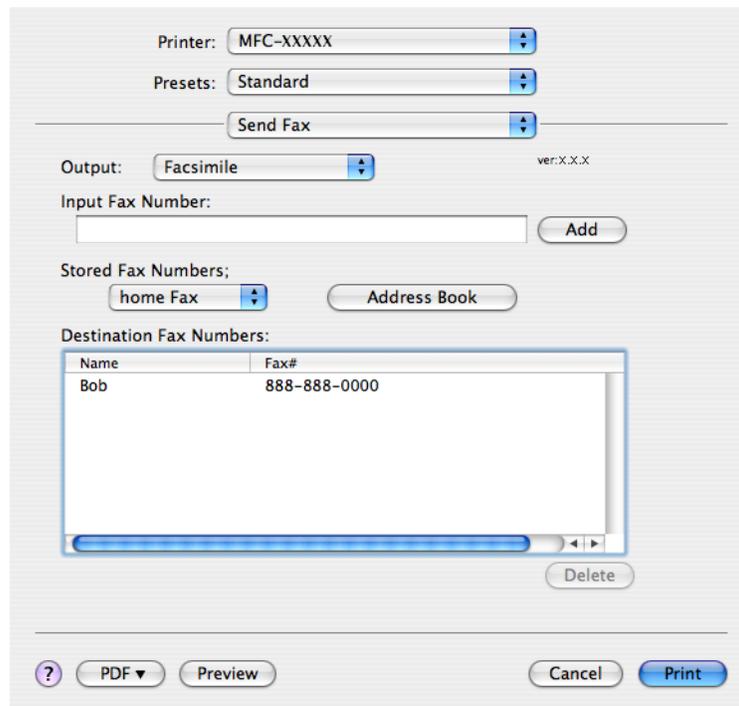
If you want to send a fax to more than one number, click **Add** after entering the first fax number. The destination fax numbers will be listed in the **Destination Fax Numbers** field.



Drag a vCard from the Mac OS X Address Book application (Mac OS X 10.3.9 to 10.4.x)

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

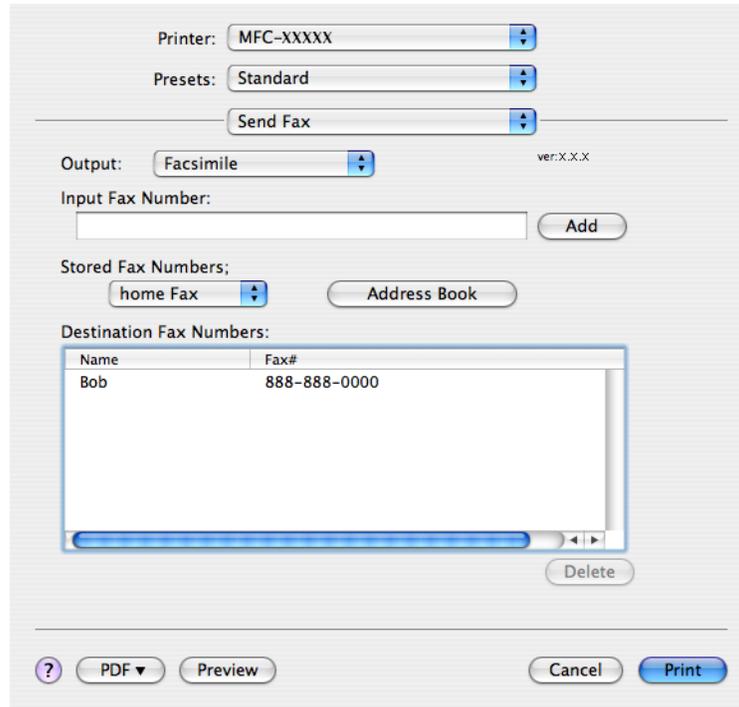
- 1 Click **Address Book**.
- 2 (Mac OS X 10.3.9 to 10.4.x)
 Drag a vCard from the Mac OS X **Address Book** application to the **Destination Fax Numbers** field.



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** to send the fax.



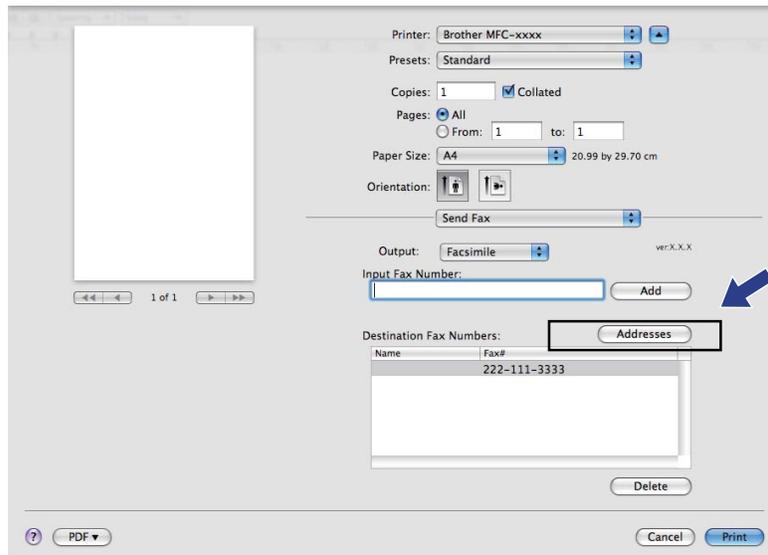
Note

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

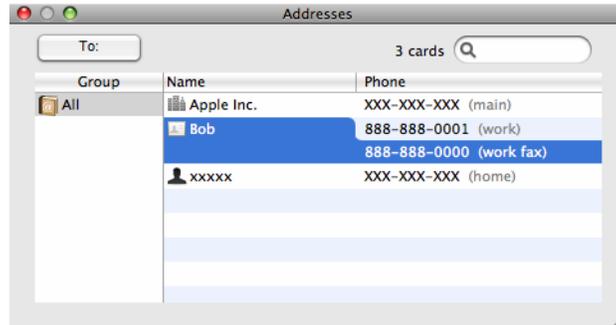
Using Mac OS X 10.5.x Addresses panel

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

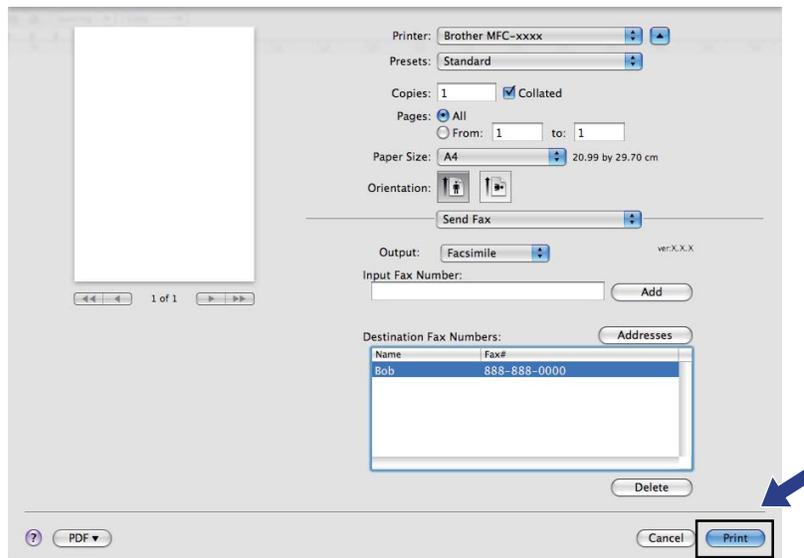
- 1 Click **Addresses**.



- Choose fax number from **Addresses** panel and then click **To**.



- When you are finished addressing your fax, click **Print** to send the fax.



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.

When you scan a document, you can either use the ADF (automatic document feeder) or the scanner glass. For more information on loading the documents, see *Using the ADF* (available for ADF models) and *Using the scanner glass* in the *User's Guide*.

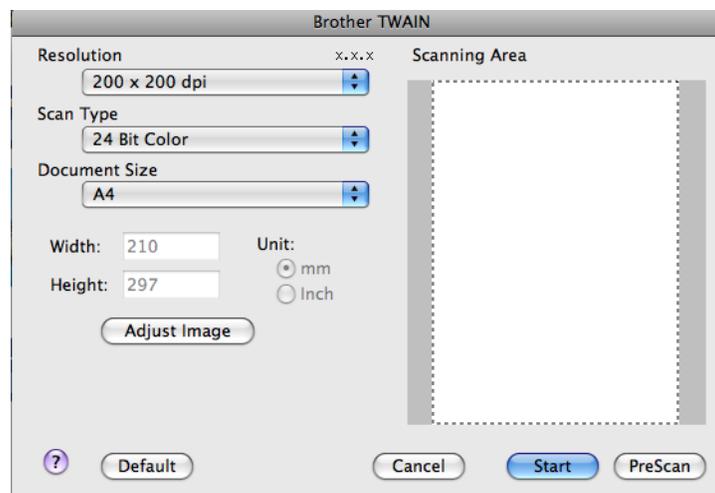


Note

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.

Accessing the scanner

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



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 a portion by pre-scanning the document.

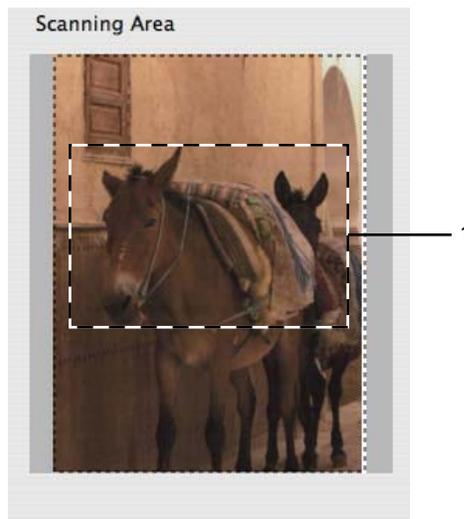
Scanning a whole page

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

Pre-Scanning an image

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

- 1 Load your document.
- 2 Click **PreScan**.
The whole image is scanned into your Macintosh and appears in the **Scanning Area**.
- 3 Drag the mouse pointer over the portion you want to scan (1).



- 4 Load your document again.

**Note**

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

- 5 Adjust the settings for **Resolution**, **Scan Type** (Greyscale), **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/ Gray (Error Diffusion)	8 Bit Color	True Gray/24 Bit Color
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes
19200 x 19200 dpi	Yes	No	Yes

Scan Type

■ Black & White

Use for text or line art images.

■ Gray (Error Diffusion)

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

■ True Gray

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

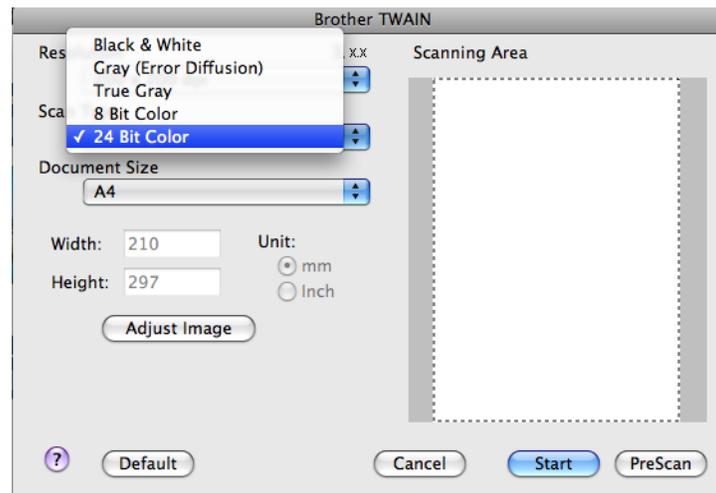
■ 8 Bit Color

Uses up to 256 colours to scan the image.

■ 24 Bit Color

Uses up to 16.8 million colours to scan the image.

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



Document Size

Choose one of the following sizes:

- A4 210 x 297 mm
- JIS B5 182 x 257 mm
- Letter 8.5 x 11 in.
- Legal 8.5 x 14 in.

(Available on ADF models)

- A5 148 x 210 mm
- Executive 7.25 x 10.5 in.
- Business Card

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

- Photo 4 x 6 in.
- Index Card 5 x 8 in.
- Photo L 89 x 127 mm
- Photo 2L 127 x 178 mm
- Postcard 1 100 x 148 mm
- Postcard 2 148 x 200 mm
- Custom

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

Width: Enter the width of the custom size.

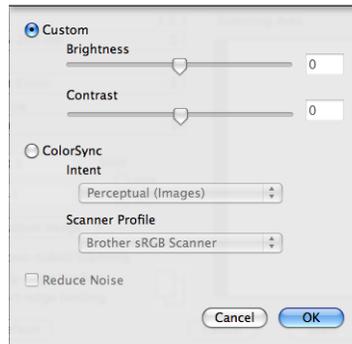
Height: Enter the height of the custom size.

Adjusting the Image

■ Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average, and is usually suitable for most images.

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



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

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



Note

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

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■ Contrast

You can increase or decrease the contrast level by moving the slide bar to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details 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 **Gray (Error Diffusion)** or **True Gray**.

■ Reduce Noise

You can improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** setting is available when using **24 Bit Color** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

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

Using 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. You can directly install Presto! PageManager from the included CD-ROM.



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 10.3.9 - 10.4.x - 10.5.x
- CD-ROM drive
- Hard disk drive with at least 400 MB of free disk space

**Note**

- The screens shown in this section are from Mac OS X 10.5.x. Screens on your Macintosh may vary depending on your operating system and application.
- 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 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 and access the PC-FAX applications available for your device. (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 Auto Load 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** tab in the configuration menu for each of the **SCAN** buttons. To configure the Software button in ControlCenter2 choose the **Software Button** tab in the configuration menu for each of the **SCAN** buttons.

Note

You can configure your machine's **Scan** key for each ControlCenter2 button in the **Device Button** tab. To change the default settings, click the button while holding down the **Ctrl** key and choose the **Device Button** tab.



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 (*.tif)
- TIFF Multi-Page (*.tif)
- Portable Network Graphics (*.png)
- PDF (*.pdf)
- Secure PDF (*.pdf)

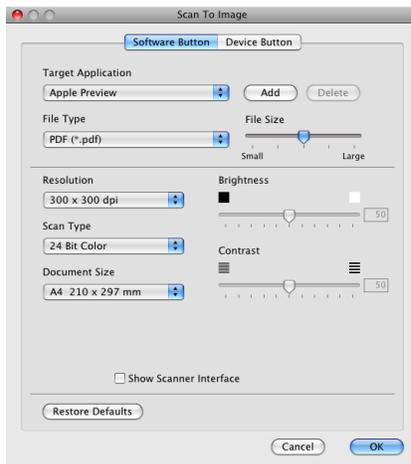


Note

- If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
- Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.

Image (example: Apple Preview)

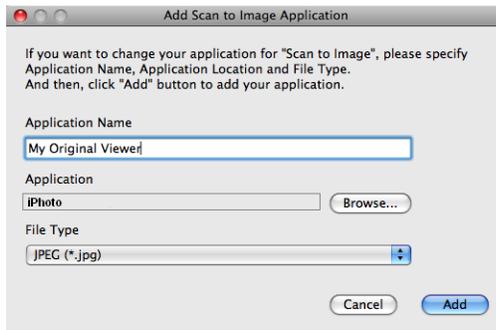
The **Scan To Image** feature lets you scan an image directly into your graphics application for image editing. To change the default settings, click the button while holding down the **Ctrl** key and choose the **Software Button**.



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

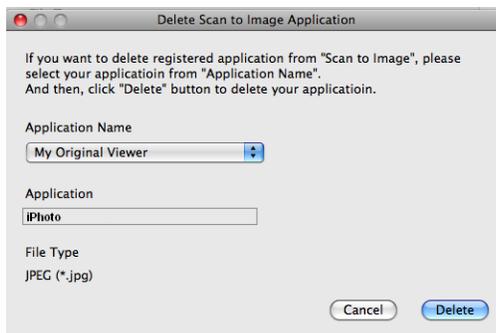
Change the other settings, if needed.

To change the destination application, choose the appropriate 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.

If you choose **Secure PDF** from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.



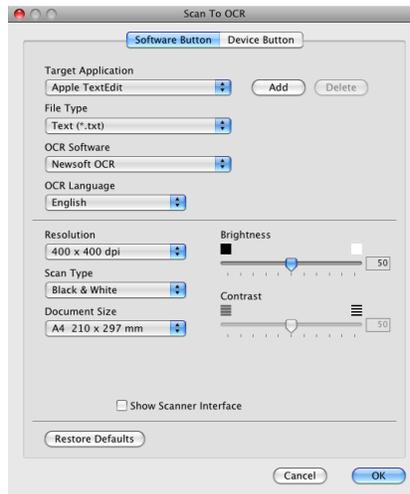
Note

Secure PDF is also available for Scan to E-mail and Scan to File.

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 the **Software Button**.

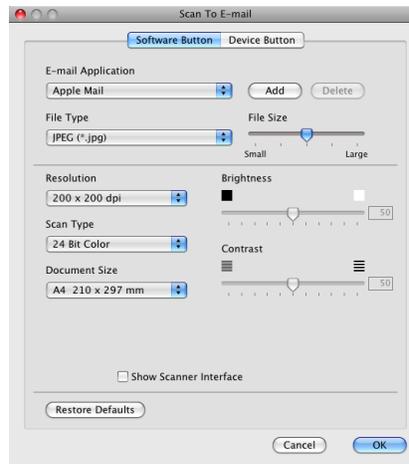


To change the word processing application, choose the destination word processing application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

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 the **Software Button**.



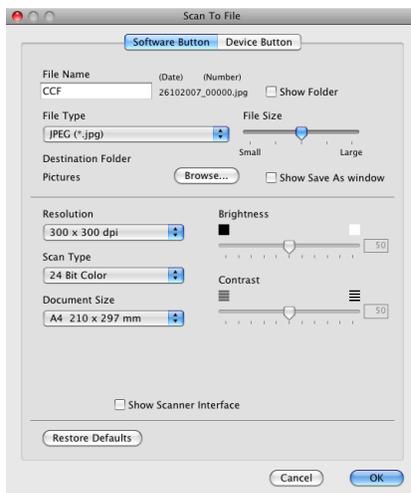
To change the E-mail application, choose your preferred E-mail application from the **E-mail Application** pop-up menu. You can add an application to the lists by clicking the **Add** button¹. To delete an application, click the **Delete** button.

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

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

File

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

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 (*.tif)
- TIFF Multi-Page (*.tif)
- Portable Network Graphics (*.png)
- PDF (*.pdf)
- Secure PDF (*.pdf)



Note

- If you set the file type to TIFF or TIFF Multi-Page, you can choose “Uncompressed” or “Compressed”.
 - Secure PDF is available for Scan to Image, Scan to E-mail and Scan to File.
-

User-defined button

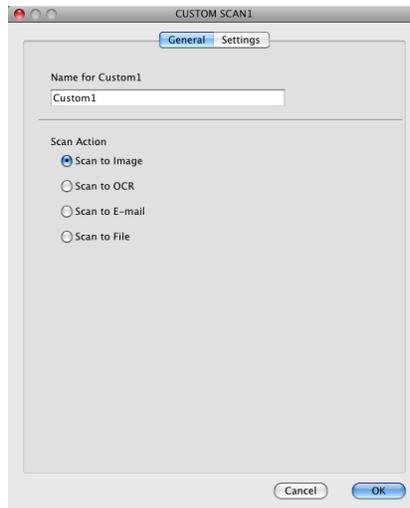
To customize a button, click the button while holding down the **Ctrl** key, and the configuration window appears. Follow these guidelines for button configuration.

Scan to Image

■ General tab

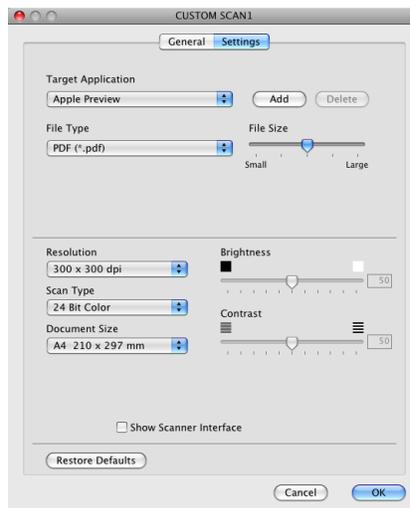
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

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



If you choose **Secure PDF** from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.



Note

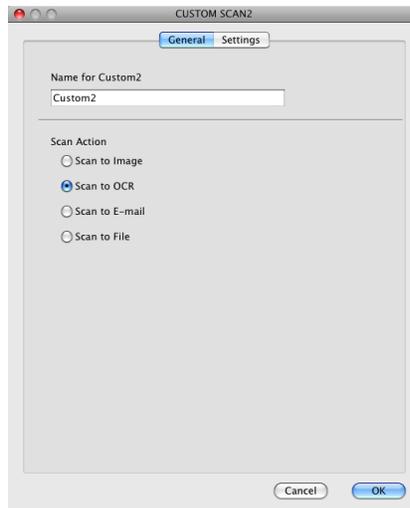
Secure PDF is also available for Scan to E-mail and Scan to File.

Scan to OCR

■ General tab

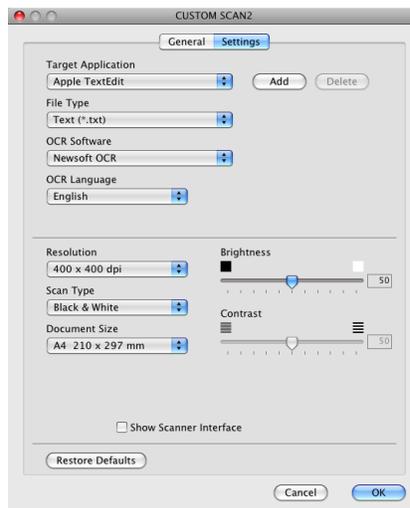
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

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

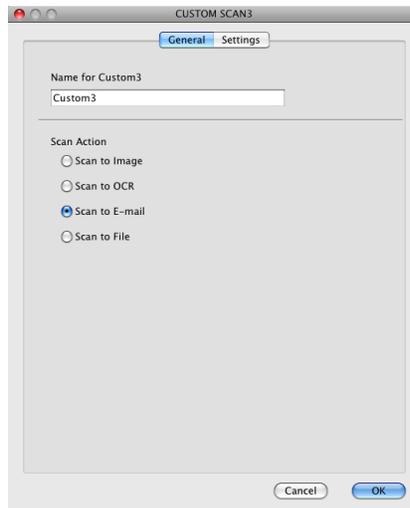


Scan to E-mail

■ General tab

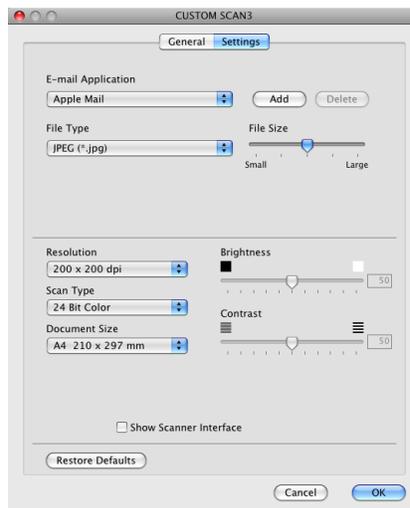
Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

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



■ Settings tab

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

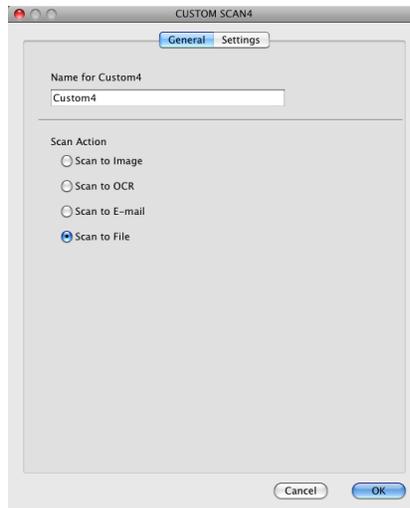


Scan to File

■ General tab

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

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



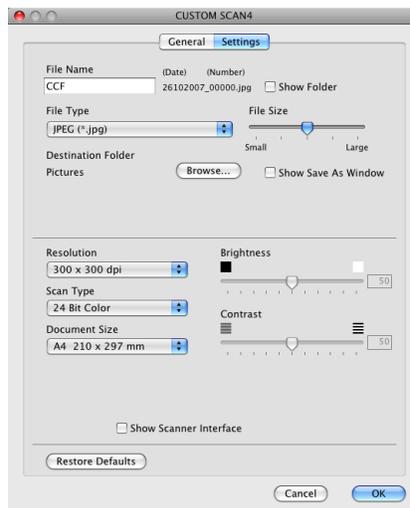
■ Settings tab

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

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

If you want to specify the destination of the scanned image, check the **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)

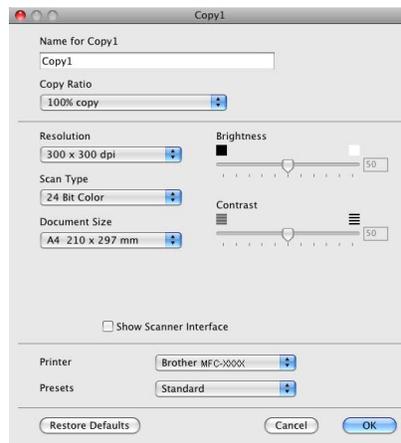
COPY - Lets you use your Macintosh and any printer driver for enhanced copy operations. You can scan a page on the machine and print the copies using any of the features of the machine's printer driver, or you can direct the copy output to any standard printer driver installed on your Macintosh including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

PC-FAX - Lets you scan a page or document and automatically send the image as a fax from the Macintosh. 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) and choose **Copy Ratio**.

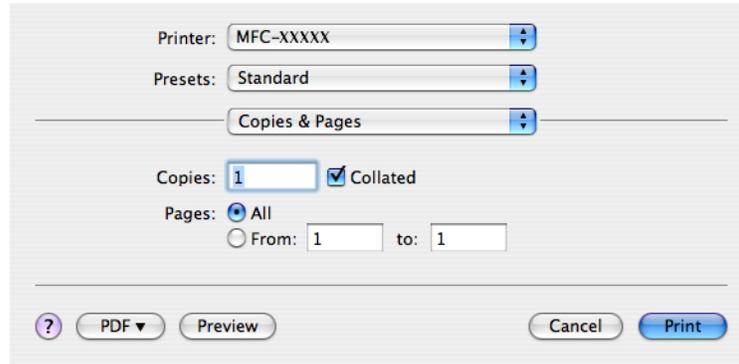
Choose the **Resolution**, **Scan Type**, **Document Size**, **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, 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.

(Mac OS X 10.3.9 to 10.4.x)

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

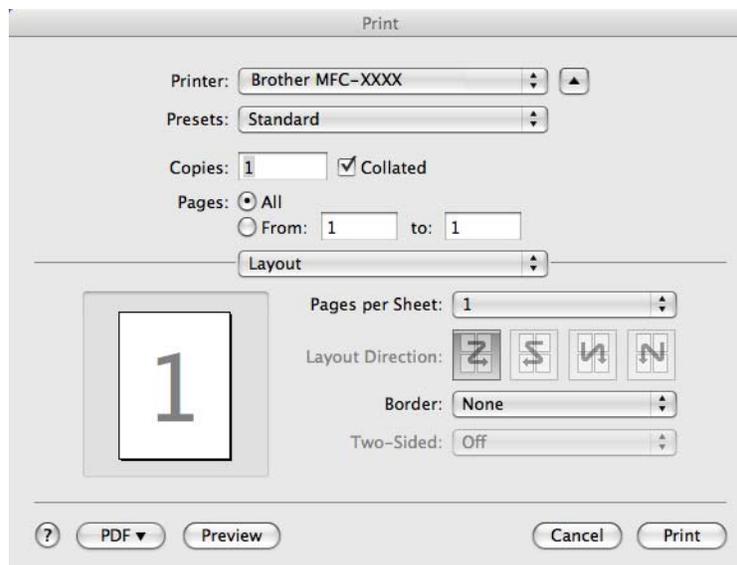
To fax, choose **Send Fax** from the pop-up menu. (See *Sending a fax (MFC models only)* on page 124.)

**(Mac OS X 10.5.x)**

For more options click the triangle beside the Printer pop-up menu.

To copy, click the **Print** button.

To fax, click the disclosure triangle beside the Printer pop-up menu and then choose **Send Fax** from the pop-up menu. (See *Sending a fax (MFC models only)* on page 124.)



DEVICE SETTINGS

You can configure the machine settings or check ink levels by clicking a button.

- **Remote Setup** (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

Lets you open the Remote Setup Program. (See *Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)* on page 156.)

- **Quick-Dial** (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

Lets you open the Set Quick-Dial window of the Remote Setup. (See *Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)* on page 156.)

- **Ink Level**

Lets you open the Brother Status Monitor, which displays the ink level for each cartridge.

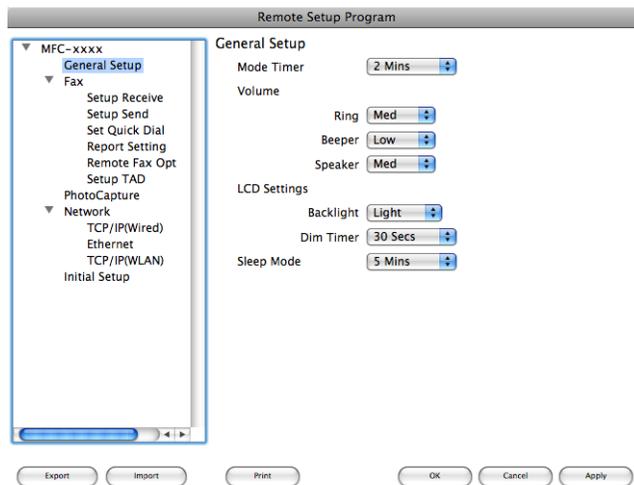


Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

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

Note

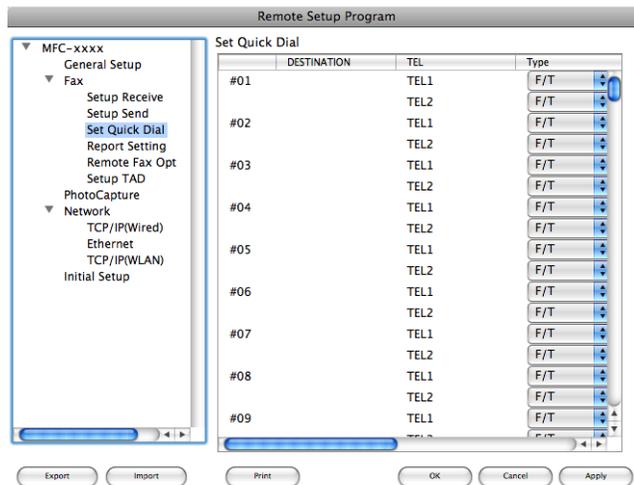
For details, see *Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)* on page 156.



10

Quick-Dial (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

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 from your Macintosh.



Ink Level

The **Ink Level** button opens the **Brother Status Monitor** window, which displays the ink level for each cartridge.



Note

The Brother Status Monitor application is located in **Macintosh HD/Library/Printers/Brother/Utilities**.



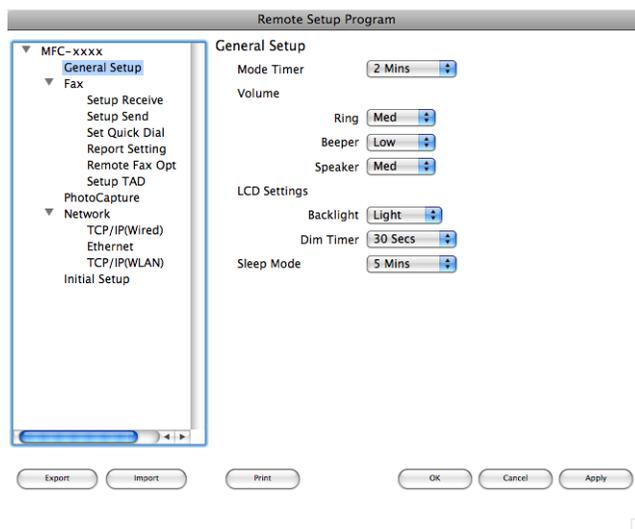
Remote Setup (Not available for DCP models, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN)

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 **RemoteSetup** 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** button 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)
-

PhotoCapture Center™

You can access a memory card or a USB Flash memory drive installed in the machine from a Macintosh.

⚠ CAUTION

DO NOT start your Macintosh with a memory card or a USB Flash memory drive installed in the media drive of the machine. You could lose your data or damage the media.

📝 Note

- The PhotoCapture Center™ will read only the media that was put in first.
- DCP-373CW, DCP-375CW, DCP-377CW, MFC-253CW, MFC-255CW and MFC-257CW do not support using a USB Flash memory drive.
- DCP-193C, DCP-195C, DCP-197C, DCP-373CW, DCP-375CW, DCP-357CW, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN do not support using a CompactFlash®.
- While the machine is printing from the PhotoCapture Center™, your Macintosh cannot access the PhotoCapture Center™ for any other operation.

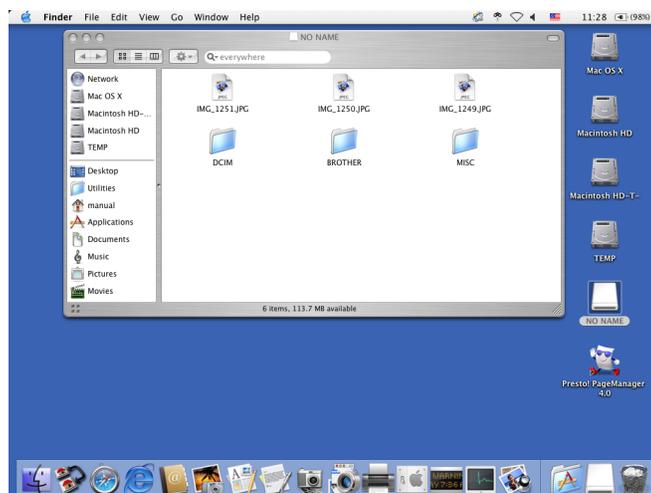
For USB cable users

- 1 Put a memory card or USB Flash memory drive into your machine.

📝 Note

If you create a name for the volume label of the memory card or USB Flash memory drive, the name appears instead of “**Removable Disk**”.

- 2 Double-click the **Removable Disk** icon. The files and folders on the memory card or USB Flash memory drive appear on your screen.
- 3 You can edit a file and save it to another drive on your Macintosh.



- 4 Quit all applications that are running stored data on the memory card or USB Flash memory drive and drag the **Removable Disk** icon into the **Trash** icon before you remove the memory card or USB Flash memory drive from the machine.

⚠ CAUTION

DO NOT take out the memory card or USB Flash memory drive while **Photo Capture** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **Photo Capture** key is flashing, you must restart your Macintosh at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your Macintosh, the data on your media may be destroyed.

For network users (For models with built-in network support)

- 1 Put a memory card or USB Flash memory drive into your machine.
- 2 Launch any FTP software or any web browser in which FTP is supported.
Your browser software accesses the memory card or USB Flash memory drive using the FTP protocol and the network Host Name of the machine. In the address bar, enter ftp://XXX.XXX.XXX.XXX (where XXX.XXX.XXX.XXX is the IP address of your Brother machine).
Your browser software appears and a list of file names on your memory card or USB Flash memory drive is shown.
- 3 Click the name of the file you want to see.



Note

Using certain characters or symbols in a file name on the memory card or USB Flash memory drive may cause a problem accessing the file. We recommend to only use combinations of the following characters in a file name.

1234567890
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 ! # \$ % & ' () - , @ ^ _ ' { } ~

When you take out a memory card or USB Flash memory drive, do the following to prevent damage to the memory card or USB Flash memory drive:

- 1 Close the browser.
- 2 Wait until the  (**Photo Capture**) key stops blinking before taking out the memory card or USB Flash memory drive.

⚠ CAUTION

DO NOT take out the memory card or USB Flash memory drive while **Photo Capture** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **Photo Capture** key is flashing, you must restart your Macintosh at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your Macintosh, the data on your media may be destroyed.



Using the Scan key

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Using the Scan key over a USB cable connection



Note

If you use the **Scan** key on a network, see *Network Scanning (For models with built-in network support)* on page 174.

You can use the  (**Scan**) key on the control panel to scan documents directly into your word processing, graphics or E-mail applications, to a folder on your computer, to a memory card or USB Flash memory drive.

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 computer. If you installed the MFL-Pro Suite from the included CD-ROM, then the correct drivers and the ControlCenter software are installed. Scanning using the  (**Scan**) key uses the configuration of the Device Button tab of the ControlCenter software. (For Windows[®], see *SCAN* on page 54. For Macintosh, see *SCAN* on page 139.) For details about how to configure the scan settings and to launch the application of your choice using the  (**Scan**) key, see *Using ControlCenter3* on page 51 (Windows[®]) or *ControlCenter2* on pages 137 (Macintosh).

Scan to E-mail

You can scan either a black and white or colour document into your E-mail application as a file attachment.

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press **▲** or **▼** to choose *Scan to E-mail*. Press **OK**.
- 4 Press **Mono Start** or **Colour 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.

For Touchscreen models

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press *Scan to E-mail*.

- 4 Press **Mono Start** or **Colour 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

- Scan type depends on the settings of the **Device Button** tab, **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Button** tab of the ControlCenter configuration screen. (For Windows®, see *SCAN* on page 54. For Macintosh, see *SCAN* on page 139.)

Scan to Image

You can scan a black and white or colour document into your graphics application for viewing and editing.

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose *Scan to Image*.
Press **OK**.
- 4 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

For Touchscreen models

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press *Scan to Image*.
- 4 Press **Mono Start** or **Colour 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

- Scan type depends on the settings of the **Device Button** tab, **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Button** tab of the ControlCenter configuration screen. (For Windows®, see *SCAN* on page 54. For Macintosh, see *SCAN* on page 139.)

Scan to OCR

If your original document is text, you can use Presto! PageManager to scan the document and convert it into a text file which can then be edited in your favourite word processing software.

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose *Scan to OCR*. Press **OK**.
- 4 Press **Mono Start** or **Colour Start**. The machine starts the scanning process.

For Touchscreen models

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press *Scan to OCR*.
- 4 Press **Mono Start** or **Colour 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

- Scan type depends on the settings of the **Device Button** tab, **Mono Start** or **Colour Start** do not change the settings.

(Windows®)

- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Button** tab of the ControlCenter configuration screen. (See *SCAN* on page 54.)
- Presto! PageManager must be installed on your PC.

(Macintosh)

- 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 136.)
-

Scan to File

You can scan a black and white or a colour document into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File configuration screen of ControlCenter. (For Windows[®], see *File* on page 61. For Macintosh, see *SCAN* on page 139.)

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose *Scan to File*. Press **OK**.
- 4 Press **Mono Start** or **Colour Start**. The machine starts the scanning process.

For Touchscreen models

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press *Scan to File*.
- 4 Press **Mono Start** or **Colour 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

- Scan type depends on the settings of the **Device Button** tab, **Mono Start** or **Colour Start** do not change the settings.
 - If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Button** tab of the ControlCenter configuration screen. (For Windows[®], see *SCAN* on page 54. For Macintosh, see *SCAN* on page 139.)
 - 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 ControlCenter configuration.
-

Scan to Media

You can scan black and white and colour documents directly to a memory card or USB Flash memory drive. Black and white documents will be stored in the PDF (*.PDF) or TIFF file formats (*.TIF). Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. File names are based on the current date. For example, the fifth image scanned on July 1, 2009 would be named 01070905.PDF. You can change the colour, quality and file name.



Note

DCP models cannot change the file name.

Resolution	File Format Options	Default File Format (1 line LCD models)	Default File Format (Colour LCD models and Touchscreen models)
B/W 200x100 dpi	TIFF / PDF	TIFF	PDF
B/W 200 dpi	TIFF / PDF	TIFF	PDF
Color 150 dpi	JPEG / PDF	PDF	PDF
Color 300 dpi	JPEG / PDF	PDF	PDF
Color 600 dpi	JPEG / PDF	PDF	PDF

Auto Crop (For DCP-395CN, MFC-495CW, DCP-593CW, DCP-595CW, DCP-597CW and MFC-795CW)

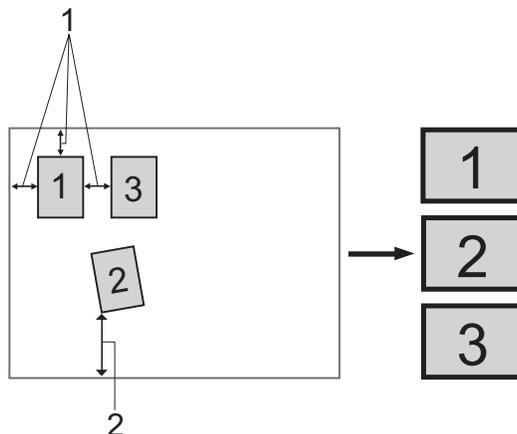


Note

Auto Crop feature is supported by technology from Reallusion, Inc.



You can scan multiple documents placed on the scanner glass. An individual document can be previewed on the LCD before you save it. When you choose **Auto Crop**, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three page file, choose **TIFF** or **PDF** for **File Type**.



- 1 10 mm or greater
- 2 20 mm or greater (bottom)

Guidelines for Auto Crop

- This setting is only available for paper that is rectangular or square.
- If your document is too long or wide, this setting does not work properly.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 10 mm apart from each other.
- **Auto Crop** adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- The ADF must be empty to use the Auto Crop.
- The **Auto Crop** feature is available for up to a maximum of 16 documents depending on size of your documents.

1 Put a memory card or USB Flash memory drive into your machine.



Note

- DCP-373CW, DCP-375CW, DCP-377CW, MFC-253CW, MFC-255CW and MFC-257CW do not support using a USB Flash memory drive.
- DCP-193C, DCP-195C, DCP-197C, DCP-373CW, DCP-375CW, DCP-357CW, MFC-253CW, MFC-255CW, MFC-257CW and MFC-295CN do not support using a CompactFlash®.

⚠ CAUTION

DO NOT take out the memory card or USB Flash memory drive while **Photo Capture** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **Photo Capture** key is flashing, you must restart your computer at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media may be destroyed.

2 Load your document.

3 Press  (**Scan**).

4 Press **▲** or **▼** to choose **Scan to Media**.
Press **OK**.

Do one of the following:

- If you want to change the quality, go to step 5.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 8.

- 5 (For 1 line LCD models) Press ▲ or ▼ to choose the quality you want.
Press **OK**.
(For Colour LCD models) Press ▲ or ▼ to choose *Quality*.
Press ◀ or ▶ to choose the quality you want.
Press **OK**.
Do one of the following:
- If you want to change the file type, go to step 6.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 8.
- 6 (For 1 line LCD models) Press ▲ or ▼ to choose the file type you want.
Press **OK**.
(For Colour LCD models) Press ▲ or ▼ to choose *File Type*.
Press ◀ or ▶ to choose the file type you want.
Press **OK**.
Do one of the following:
- If you want to change the file name, go to step 7.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 8.



Note

- If you choose colour in the quality setting, you cannot choose TIFF.
- If you choose monochrome in the quality setting, you cannot choose JPEG.

- 7 The file name is set automatically. However, you can set a name of your choice using the dial pad. You can only change the first 6 digits of the file name. (MFC models only)
(For Colour LCD models)
Press ▲ or ▼ to choose *File Name*.
Press **OK**.



Note

Press **Clear/Back** to delete the letters you entered.

Do one of the following:

- If you want to use Auto Crop feature, go to step 9 (Available on DCP-395CN, MFC-495CW, DCP-593CW, DCP-595CW and DCP-597CW).
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 8.
- 8 If you are using the scanner glass, the LCD displays *Next Page?*. After you finish scanning, make sure you choose *No* before removing the memory card or USB Flash memory drive from the machine.
- 9 Press ▲ or ▼ to choose *Auto Crop*.
Press **OK**.
- 10 Press ◀ or ▶ to choose *On*.
Press **OK**.

- 11 If you do not want to change additional settings, press **Mono Start** or **Colour Start** to start scanning.
- 12 The number of the scanned documents appear on the LCD.
Press **OK**.
- 13 Press ◀ or ▶ to preview each document data.
- 14 Press **OK** to save the data.
Press **Stop/Exit**.



Note

Scan type depends on the settings you choose in step 5 to 6, **Mono Start** or **Colour Start** do not change the setting.

For Touchscreen models

- 1 Put a memory card or USB Flash memory drive into your machine.

⚠ CAUTION

DO NOT take out the memory card or USB Flash memory drive while **Photo Capture** is blinking to avoid damaging the card, USB Flash memory drive or data stored on the card.

If you take out the memory card or USB Flash memory drive while the **Photo Capture** key is flashing, you must restart your computer at once before putting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media may be destroyed.

- 2 Load your document.
- 3 Press  (**Scan**).
- 4 Press **Scan to Media**.
Do one of the following:
 - If you want to change the quality, go to step 5.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 8.
- 5 Press **Quality** and then press the quality you want.
Do one of the following:
 - If you want to change the file type, go to step 6.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 8.

- 6 Press **File Type** and then press the file type you want.
Do one of the following:
- If you want to change the file name, go to step 7.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 8.



Note

- If you choose colour in the resolution setting, you cannot choose **TIFF**.
- If you choose monochrome in the resolution setting, you cannot choose **JPEG**.

- 7 The file name is set automatically. However, you can create a name of your choice using the character keys on the control panel. Press **File Name** and then enter the file name. You can only change the first 6 digits of the file name. (MFC models only)
Press **OK**.



Note

Press  to delete the letters you entered. For details on entering text, see the *User's Guide* included with your machine.

Do one of the following:

- If you want to use Auto Crop feature, go to step 9.
 - Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step 8.
- 8 If you are using the scanner glass, the LCD displays **Next Page?**. After you finish scanning, make sure you choose **No** before removing the memory card or USB Flash memory drive from the machine.
- 9 Press **◀** or **▶** to display **Auto Crop**. Press **Auto Crop**.
- 10 Press **On**.
- 11 If you do not want to change additional settings, press **Mono Start** or **Colour Start** to start scanning.
- 12 The number of the scanned documents appear on the LCD.
Press **OK**.
- 13 Press **◀** or **▶** to preview each document data.
- 14 Press **Save All** to save the data.



Note

Scan type depends on the settings you choose in step 5 and 6, **Mono Start** or **Colour Start** does not change the setting.

How to set a new default for Scan to Media

You can set your own default settings.

For 1 Line LCD models

Changing the default quality

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `PhotoCapture`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Scan to Media`. Press **OK**.
- 4 Press **▲** or **▼** to choose `Quality`. Press **OK**.
- 5 Choose the quality you want. Press **OK**.
- 6 Press **Stop/Exit**.

Changing the default black & white file format

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `PhotoCapture`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Scan to Media`. Press **OK**.
- 4 Press **▲** or **▼** to choose `B/W File Type`. Press **OK**.
- 5 Press **▲** or **▼** to choose `TIFF` or `PDF`. Press **OK**.
- 6 Press **Stop/Exit**.

Changing the default colour file format

- 1 Press **Menu**.
- 2 Press **▲** or **▼** to choose `PhotoCapture`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Scan to Media`. Press **OK**.

- 4 Press ▲ or ▼ to choose ColorFile Type.
Press **OK**.
- 5 Press ▲ or ▼ to choose PDF or JPEG.
Press **OK**.
- 6 Press **Stop/Exit**.

For Colour LCD models

Setting the new default

- 1 Press  (**Scan**).
- 2 Press ▲ or ▼ to choose Scan to Media.
Press **OK**.
- 3 Press and choose your new setting. Repeat this step for each setting you want to change.
- 4 After changing the last setting, press ▲ or ▼ to choose Set New Default.
Press **OK**.
- 5 Press 1 or  to choose Yes.
- 6 Press **Stop/Exit**.

Factory reset

- 1 Press  (**Scan**).
- 2 Press ▲ or ▼ to choose Scan to Media.
Press **OK**.
- 3 Press ▲ or ▼ to choose Factory Reset.
Press **OK**.
- 4 Press 1 or  to choose Yes.
- 5 Press **Stop/Exit**.

For Touchscreen models

Setting the new default

- 1 Press  (**Scan**).
- 2 Press `Scan to Media`.
- 3 Press and choose your new setting. Repeat this step for each setting you want to change.
- 4 After changing the last setting, press ◀ or ▶ to display `Set New Default`. Press `Set New Default`.
- 5 Press `Yes` to confirm.
- 6 Press **Stop/Exit**.

Factory reset

- 1 Press  (**Scan**).
- 2 Press `Scan to Media`.
- 3 Press ◀ or ▶ to display `Factory Reset`. Press `Factory Reset`.
- 4 Press `Yes` to confirm.
- 5 Press **Stop/Exit**.

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

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

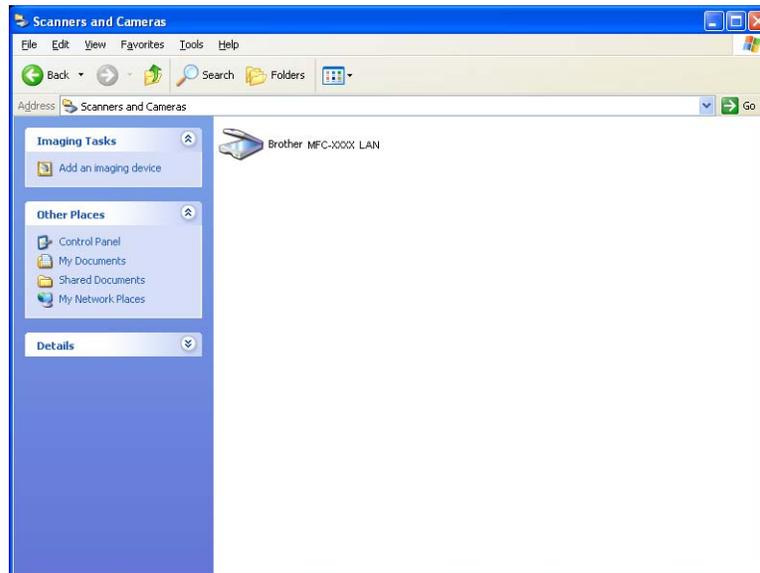
- For network scanning, a maximum of 25 clients can be connected to one machine on a network. For example, if 30 clients try to connect at a time, 5 of those clients will not be shown on the LCD.
 - **(Windows®)**
If your PC is protected by a firewall, and is unable to network scan, you may need to configure the firewall settings. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 108.
-

Before using Network Scanning

Configuring Network Scanning for Windows®

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 (Windows® 2000)
Click the **Start** button, **Settings**, **Control Panel**, then **Scanners and Cameras**.
(Windows® XP)
Click the **Start** button, **Control Panel**, **Printers and Other Hardware**, then **Scanners and Cameras** (or **Control Panel**, **Scanners and Cameras**).
(Windows Vista®)
Click the  button, **Control Panel**, **Hardware and Sound**, then **Scanner and Cameras**.



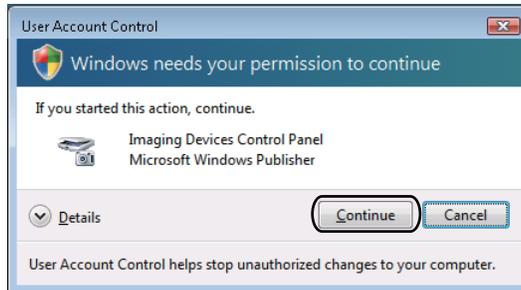
- 2 Do one of the following:
 - (Windows® 2000) Select your Brother machine from the list and click **Properties**.
 - (Windows® XP) Right-click the Scanner Device icon and choose **Properties**.
The Network Scanner Properties dialog box appears.
 - (Windows Vista®) Click the **Properties** button.

 **Note**

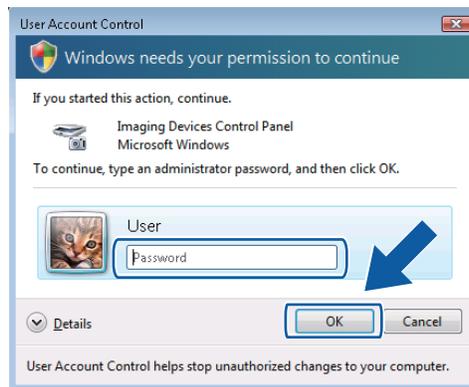
(Windows Vista®)

If the **User Account Control** screen appears, do the following:

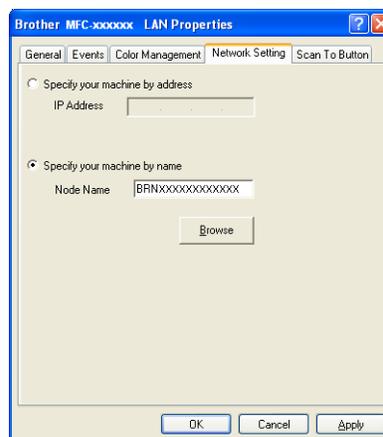
- For users who have administrator rights: Click **Continue**.



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



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

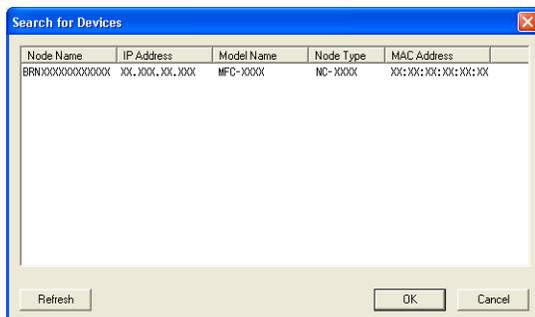


Specify your machine by address

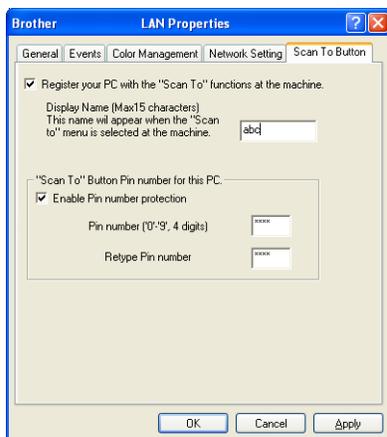
Enter the IP address of the machine in **IP Address**, and then click **Apply**.

Specify your machine by name

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



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



- 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 your network* on page 180.)

Configuring network scanning for Macintosh

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 have 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*.)

- 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 137.

- 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 machines available. Click **Browse** to show the list.



- 3 Click **OK**.

 **Note**

- To use the **Scan** key 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 machine 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 your network* on page 180.)



Using the Scan key on your network



Note

If you are connected using USB, see *USB cable scanning* on page 162.

Scan to E-mail (PC)

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

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press **▲** or **▼** to choose **Scan to E-mail**.
Press **OK**.
- 4 Press **▲** or **▼** to choose the destination computer 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 computer on the control panel.
Press **OK**.



Note

For DCP models, press **▲** or **▼** repeatedly to enter the first digit of the PIN number. Press **OK** or **▶** to move the cursor, then use **▲** or **▼** to enter the second digit. Repeat until you have entered all four digits of the PIN number.

- 5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

For Touchscreen models

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press **Scan to E-mail**.
- 4 Press **▲** or **▼** to choose the destination computer 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 computer on the control panel.
Press **OK**.

- 5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.



Note

- Scan type depends on the settings of the **Device Button** tab, **Mono Start** or **Colour Start** do not change the settings.
- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Button** tab of the ControlCenter configuration screen. (For Windows®, see *SCAN* on page 54. For Macintosh, see *SCAN* on page 139.)

Scan to Image

When you choose Scan to Image, your document will be scanned and sent directly to the computer you designated on your network. The ControlCenter software will launch the default graphics application on the designated computer.

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press **▲** or **▼** to choose *Scan to Image*.
Press **OK**.
- 4 Press **▲** or **▼** to choose the destination computer 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 computer on the control panel.
Press **OK**.



Note

For DCP models, press **▲** or **▼** repeatedly to enter the first digit of the PIN number. Press **OK** or **▶** to move the cursor, then use **▲** or **▼** to enter the second digit. Repeat until you have entered all four digits of the PIN number.

- 5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

For Touchscreen models

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press **Scan to Image**.
- 4 Press **▲** or **▼** to choose the destination computer 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 computer on the control panel.
Press **OK**.
- 5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.



Note

- Scan type depends on the settings of the **Device Button** tab, **Mono Start** or **Colour Start** do not change the settings.
 - If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Button** tab of the ControlCenter configuration screen. (For Windows[®], see *SCAN* on page 54. For Macintosh, see *SCAN* on page 139.)
-

Scan to OCR

When you choose Scan to OCR, your document will be scanned and sent directly to the computer you designated on your network. The ControlCenter software will launch the Presto! PageManager and convert your document into text that can be viewed and edited from a word processing application on the designated computer.

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose `Scan to OCR`. Press **OK**.
- 4 Press ▲ or ▼ to choose the destination computer 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 computer on the control panel. Press **OK**.



Note

For DCP models, press ▲ or ▼ repeatedly to enter the first digit of the PIN number. Press **OK** or ► to move the cursor, then use ▲ or ▼ to enter the second digit. Repeat until you have entered all four digits of the PIN number.

- 5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

For Touchscreen models

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press `Scan to OCR`.
- 4 Press ▲ or ▼ to choose the destination computer 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 computer on the control panel. Press **OK**.
- 5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.



Note

- Scan type depends on the settings of the **Device Button** tab, **Mono Start** or **Colour Start** do not change the settings.

(Windows®)

- If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Button** tab of the ControlCenter configuration screen. (See *SCAN* on page 54.)
- Presto! PageManager must be installed on your PC.

(Macintosh)

- 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 136.)

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 computer you designate on your network. The file will be saved in the folder and file format that you have configured in ControlCenter.

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose **Scan to File**.
Press **OK**.
- 4 Press ▲ or ▼ to choose the destination computer 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 computer on the control panel.
Press **OK**.



Note

For DCP models, press ▲ or ▼ repeatedly to enter the first digit of the PIN number. Press **OK** or ► to move the cursor, then use ▲ or ▼ to enter the second digit. Repeat until you have entered all four digits of the PIN number.

- 5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.

For Touchscreen models

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Press **Scan to File**.
- 4 Press **▲** or **▼** to choose the destination computer 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 computer on the control panel.
Press **OK**.
- 5 Press **Mono Start** or **Colour Start**.
The machine starts the scanning process.



Note

- Scan type depends on the settings of the **Device Button** tab, **Mono Start** or **Colour Start** do not change the settings.
 - If you want to change between colour and black and white scanning, choose colour or black and white in the scan type option on the **Device Button** tab of the ControlCenter configuration screen. (For Windows[®], see *SCAN* on page 54. For Macintosh, see *SCAN* on page 139.)
 - 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 ControlCenter configuration.
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